AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
APRIL 17, 2025
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 March 20, 2025.

4. OLD BUSINESS

4.1 **HDC 2025-0005 - MARVIN AND AGNES SWAILS, 502 BROOME STREET**
FINAL Certificate of Approval (COA) to construct a 12'x12' pergola with paver base. *(Quasi-Judicial)*

5. NEW BUSINESS

5.1 **HDCV2025-0001 - MIRANDA ARCHITECT, AGENT FOR DREW + ELIZABETH RICE, 30 N. 6TH STREET**
Variance request from LDC Section 4.02.03 Standards for Building and Building Placement, to reduce side yard setback from 5.0 feet to 3.3 feet. *(Quasi-Judicial)*

5.2 **HDC 2025-0006 - JOHN DODD ARCHITECT, AGENT FOR CAROL MCKINNON, 107 ESTRADA STREET**
FINAL Certificate of Approval (COA) to construct a 2-story single-family residence with a 2-story detached accessory dwelling unit (ADU). *(Quasi-Judicial)*

6. BOARD BUSINESS

6.1 LDC Amendment to Section 9.03.00 - Establishing the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status.

6.2 Proposed revisions to the HDC Window Survey Requirements, Standards, and Language.

6.3 Old Town Preservation and Development Guidelines [2021 Revisions] Status.

7. STAFF REPORT

7.1 Staff Certificate of Approval (COA) - March 2025

7.2 **Update:** Peck Center National Register of Historic Places Nomination

7.3 Florida Trust for Histroic Preservation Advocay Day & Preservation on Main Street Involvement

7.4 **FREE Window Workshop** Invitation: Friday, May 16, 2025 from 9am - 4pm at City Hall

7.5 UPDATE: Bosque Bello National Register Nomination

7.6 UPDATE: Follow up on Shrimp Industry Roundtable from Northeast Florida Regional Council
Virtual Market Study Results Presentation - NEFRC Meeting
Date & Time: Friday, May 2nd, 11am-12pm
Meeting Link: **Join the meeting now**
At this meeting, the Northeast Florida Regional Council will present the results and recommendations from the Northeast Florida Shrimping Industry Market Study.

8. PUBLIC COMMENT

9. ADJOURNMENT

THE NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, MAY 15, 2025 AT 5PM.

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
MARCH 20, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Dylan Psulkowski, Pat Gass, Veronica Byrnes (Alt 1), Heather Sherstad-Schaller (Alt. 2)

Members Absent: None

Others Present: Kelly Gibson, Planning & Conservation Director
Mia Sadler, City Planner
Harrison Poole, City Attorney Pro Tem
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Filkoff asked Board Members to disclose ex-parte communications. No members disclosed any ex-parte communications aside from Member Byrnes who disclosed speaking with Staff about one of the projects on the agenda.

Harrison Poole, City Attorney Pro Tem, explained the Quasi-Judicial procedures and appeal process.

Ms. Ohlendorf administered the oath to all who wished to provide testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Workshop Meeting of February 26, 2025.

ACTION TAKEN: A motion was made by Member Gass, seconded by Member Kosack, to approve the Minutes for the Workshop Meeting of February 26, 2025, as presented.

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

3.2 Approval of Minutes for the Regular Meeting of February 20, 2025

Vice-Chair Pozzetta spoke of Item 4.1 and asked for an amendment to the wording "in tuned" which should be "entombed". He also asked that the following be added into the 2nd paragraph down from the previous correction, "…specifically on maintaining the scale and proportion of the carriage building."

Member Kosack addressed Item 5.6 on port activities and asked that the following be clarified with the following addition "…also noted that although the original location was approved by OHPA…"

Member Byrnes noted a typo under case 2024-0026; the word should be “brick” instead of “brink”.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Psulkowski, to approve the Minutes for the Regular Meeting of February 20, 2025, with the noted amendments.

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

4. NEW BUSINESS

4.1 HDC 2025-0001 - LAUREN KELLY, AGENT FOR OLD TOWN PROPERTIES, LOT 7 BLOCK5 SAN FERNANDO STREET
FINAL Certificate of Approval (COA) to construct an addition to the rear of an existing single-family residence. *(Quasi-Judicial).*

Ms. Sadler, City Planner, presented the Staff Report Analysis for this case and recommended final approval.

Vice-Chair Pozzetta asked that conditions be made to preserve the existing structure. Member Byrnes and Member Kosack agreed that there needs to be a differentiation between the original and added structure.

Member Gass asked about window consistency size throughout the structure, either 2 over 2 or 1 over 2.

Members Kosack and Byrnes asked for articulation between the new and existing walls on the left elevation.

Member Psulkowski requested that photo-documentation be provided of the rear of the existing structure.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to continue HDC case 2025-0001 to a date certain of April 17, 2025, with the following items to be considered by the applicant: to answer questions regarding the window types, include articulation between the new and old portions of the house to create a step between the planes where they join, to include photo documentation of the existing rear of the existing structure to provide a differentiation between the new material from the existing historic material, and to provide details showing how they intend to treat the existing area where the new addition will join with the existing house.

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

At this point, Item 4.2 along with the remaining cases were presented. The applicant for item 4.1 Case 2025-0001 arrived during the proceedings and the Board agreed to accept his testimony and re-consider the case at the end of the case’s review.

Bill Kavanaugh, Lot 5 San Fernando Street, owner, was available to answer questions from the Board.

Vice-Chair Pozzetta asked for more details about the windows.

The applicant clarified that the windows would remain the same design throughout the structure.

Member Kosack asked if any exterior walls or elements can be entombed. The applicant answered that they are planning to maintain as much of the original structure as possible.

Vice-Chair Pozzetta asked the applicant to photo-document the existing rear of the structure and to add a feature to differentiate between the new siding and trim and the existing structures.

Member Byrnes commented that she would prefer to see a setback or something greater to differentiate the new and existing structures.

The Board discussed options for creating that distinction between structures.

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

ACTION TAKEN: A motion was made by Member Gass, seconded by Vice-Chair Pozzetta, to approve HDC case 2025-0001 with the condition that 1 to 2 inches of step back be added between the original building and the new addition, that photo-documentation be provided, differentiate the old lap-siding from the new lap-siding, that the tombstone door be reused, that the drawing and plans reflect one consistent window type that matches what exists on the original house.; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0001, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant FINAL approval at this time.

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

4.2 **HDC 2025-0002 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET**
CONCEPTUAL Certificate of Approval (COA) to demolish the existing garage, construct a new two-story garage and ADU, install a new fence, and install a paver driveway and walkways. *(Quasi-Judicial).*

At this point, Member Psulkowski recused himself from case HDC 2025-0002.

Ms. Sadler presented the Staff Report Analysis for this case and recommended conceptual approval.

Michael Stauffer, 1417 Sadler Road, agent for the owner, spoke of the project, provided a handout, and delivered additional information with a report about pest control within the existing garage.

Member Kosack asked about the front porch steps and setbacks. Mr. Stauffer clarified that the front porch steps will remain the same, only the rear porch steps will be altered.

Vice-Chair Pozzetta encouraged Mr. Stauffer to preserve any salvageable parts of the historic structure.

Public Hearing was opened and closed with no comments.

Member Kosack asked if the fence that was being removed was a historic fence. Mr. Stauffer answered in the negative.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, for two actions: the first action for a FINAL approval for HDC case 2025-0002 regarding the demolition of the garage with the condition that care be taken to preserve any elements that are worthy of being maintained, and secondly, a CONCEPTUAL approval as presented for the construction of a new two-story garage and ADU, install a new fence, and install pavers for a driveway and walkways; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0002, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior 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.

4.3 **HDC 2025-0003 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET**
FINAL Certificate of Approval (COA) to construct an in-ground swimming pool with a paver deck and patio, to replace an existing fence with a new fence, and to install new front porch steps. *(Quasi-Judicial).*

At this point, Member Psulkowski recused himself from case HDC 2025-0003.

Ms. Sadler presented the Staff Report Analysis and recommended final approval.

Mr. Stauffer, 1417 Sadler Road, agent for owner, agreed with Ms. Sadler's analysis and welcomed any questions.

Member Kosack asked about the removal of a Hickory tree and recommended planting a native tree in its place.

Member Byrnes asked about the height of the fence. Mr. Stauffer confirmed that it will be an 8 ft fence.

Chair Filkoff asked Staff if there was discussion with the applicant regarding tree mitigation requirements. Mrs. Gibson answered that the applicant had spoken with the City Arborist.

Public Hearing was opened and closed with no comment.

ACTION TAKEN: A motion was made by Member Gass, seconded by Member Kosack, to approve HDC case 2025-0003 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0003, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

At this point, Member Psulkowski returned as a voting member.

4.4 **HDC 2025-0004 - STEPHANIE SPATOLA, AGENT FOR BROWN FAMILY REVOCABLE LIVING TRUST, 913 WHITE STREET**
CONCEPTUAL Certificate of Approval (COA) to add another bedroom and bathroom to the existing second-floor space and to increase the side porch by 133 sq.ft. *(Quasi-Judicial).*

Ms. Sadler presented the Staff Report Analysis and recommended conceptual approval.

Vice-Chair Pozzetta asked if this structure was contributing or non-contributing. Ms. Sadler answered that Old Town Guidelines are mostly concerned with the preservation of the grid layout. Mrs. Gibson added that this structure, although built in 1985, is not specifically listed as either contributing or non-contributing.

Member Byrnes commented that the designed addition does not work well and is too large.

Stephanie Spatola, 512 S. 8th Street, agent for the owner, provided additional information about the size of the proposed addition and explained that the owner did not want to expand the footprint of the structure.

Member Kosack agreed with Member Byrnes who added that the first floor would need something more significant to help balance it out and break up how substantial the addition looks.

Vice-Chair Pozzetta agreed and added that there is a need for a "subtle inhabitation of that space", a softening of that edge, and suggested a bit more investigation and design work.

Member Kosack asked Staff for additional information about the extension of the porch addition into the mid-lot corridor.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Psulkowski, to approve HDC case 2025-0004 with the conditions that items discussed tonight regarding the articulation of the bump-out and the massing of the bump-out are addressed in the final plan; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0004, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior Standards, and the Old Town Preservation Design Guidelines to warrant CONCEPTUAL approval at this time.

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

4.5 **HDC 2025-0005 - MARVIN AND AGNES SWAILS, 502 BROOME STREET**

FINAL Certificate of Approval (COA) to construct a 13'x13' pergola with a paver base. *(Quasi-Judicial).*

Ms. Sadler presented the Staff Report Analysis and recommended final approval.

Member Byrnes commented that the survey provided is not sufficient as a legal document and should not have been accepted.

Member Kosack agreed that this application would not be approved by the building department with just the provided materials and that she is reluctant to approve this tonight.

Member Psulkowski requested that a picture of the yard be provided.

Marvin Swails, 502 Broome Street, owner, welcomed insight from the Board which spoke of their requirements and the differences with the permitting side of the process.

Vice-Chair Pozzetta asked the applicant to provide a rendering of the finished structure and added that he wouldn't feel comfortable approving this tonight with the current information.

Mr. Swails replied to the Board that he was unaware of how much information was necessary for the Board's approval and will work on securing these documents.

Mrs. Gibson provided additional background information and the reasoning behind the need for a Board review.

Member Gass commented that this is supposed to be a simple backyard feature and that she disagrees with making the applicant come back again.

The Board discussed how they should proceed with this case.

ACTION TAKEN: A motion was made by Member Gass, seconded by Member Kosack, to continue HDC case 2025-0005 to a date certain of April 17, 2025, without conditions.

Agnes Swails, 502 Broome Street, asked if they made the pergola smaller would they still need to return to the Board for approval.

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

At this time, the Board proceeded to reconsider item 4.1 HDC 2025-0001, with the owner being available to give testimony.

5. BOARD BUSINESS

5.1 ***Reconsideration:*** **LDC Amendment to Section 9.03.00 - Establishing the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status.**
This request was added by Chair Filkoff following the board discussion from the February 20, 2025 meeting.

Chair Filkoff presented the topic and shared that the main issue is about the supermajority required for a variance.

Mr. Poole explained that if all members become voting members, a quorum would still be established at a minimum of 4 out of 7 members present to vote. He also clarified that, taking into consideration that an approval of a variance requires a supermajority of 80% of the voting members present, approval would require 4 out of 4, 4 out of 5, 5 out of 6, or 6 out of 7 voting members present to vote in the affirmative.

Mrs. Gibson shared that another option given to members would be to only require a simple majority of affirmative votes to grant a variance.

The Board discussed the pros and cons of eliminating alternate members.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to eliminate the Alternate Member status and expand the voting members to all seven (7) voting members.

Vote upon passage of the motion was taken, as follows:

Member Kosack	**Aye**
Member Psulkowski	**Aye**
Member Gass	**Nay**
Vice-Chair Pozzetta	**Aye**
Chair Filkoff	**Aye**

Motion carried.

Mrs. Gibson noted that she will prepare the updated LDC language and present it to the HDC Board at the next meeting of April 17, 2025. Once approved, this will be presented to the PAB.

5.2 **Follow-up Discussion:**
- Reviewing and Revising the HDC Window Survey Requirements and Standards
- Providing policy direction for staff

Mrs. Gibson asked the Board to provide information about what changes they would like to see in the window survey requirements.

Member Psulkowski shared information from the Duval County and Charleston historic window preservation standards and noted that he would like a requirement that before a replacement of a window is applied for, a restoration attempt must be made, in order to help Staff make a final decision regarding the issuance of the Staff approval.

Member Byrnes added that she would recommend that a site plan, floor plan, and elevations are required.

Vice-Chair Pozzetta agreed and suggested that a rendered drawing or photo be provided so that you can visualize the project as a whole along with the locations of all windows that are impacted.

Member Kosack suggested amending parts of the approval matrix to that effect.

Mrs. Gibson asked that the Board designate a Member to review Staff level approvals to assist Staff in the review decision, to ensure that applications are moving along in an appropriate manner and timeliness.

The Board decided to continue this discussion at the next meeting.

6. STAFF REPORT

6.1 **Update:** Peck Center National Register of Historic Places Nomination

Ms. Sadler gave an update on the Peck Center's nomination for the National Register of Historic Places. She also added that she was researching how to get a Florida Historical Marker to recognize Dr. Peck's residence.

6.2 Staff Certificates of Approval - February 2025

Member Byrnes asked about the approval of a paver driveway and its impact on the stormwater runoff.

Chair Filkoff shared with the Board that the installation of the fence on Front Street will be moving forward.

7. PUBLIC COMMENT

No members of the public wished to speak at this time.

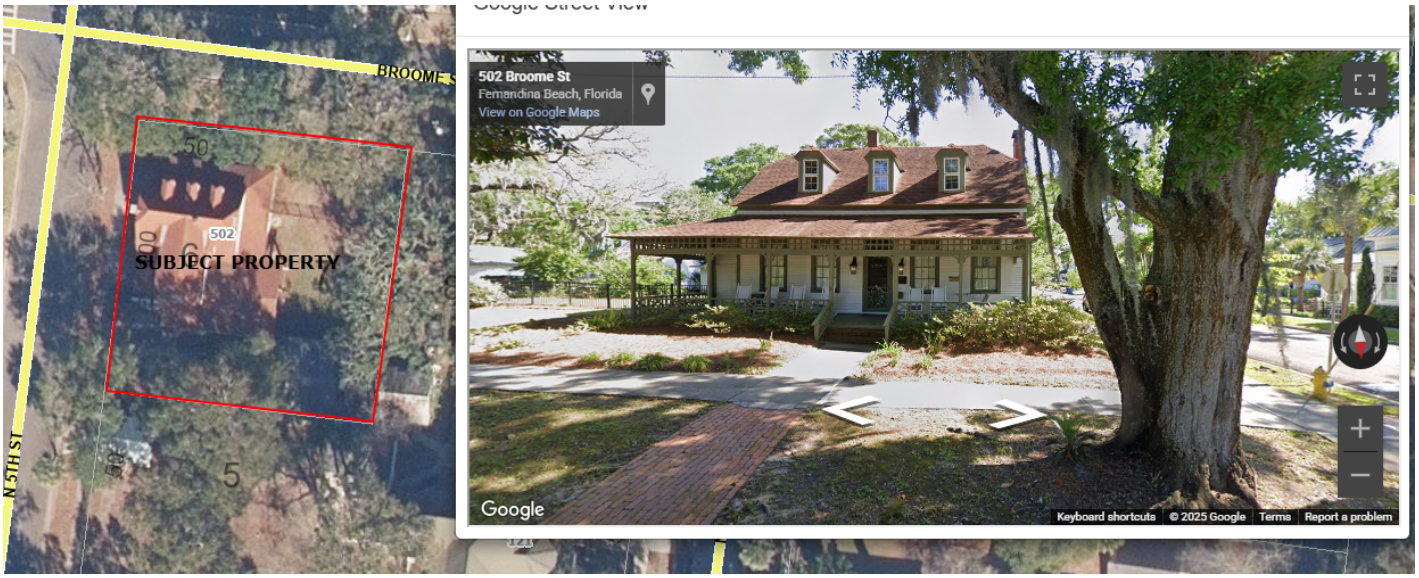
8. ADJOURNMENT 7:12 PM

Morgan Ohlendorf, Recording Secretary	Arlene Filkoff, Chair

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0005
April 17, 2025

Owner/Applicant:	Marvin Swails
Property Address:	502 Broome St
Parcel ID #	00-00-31-1800-0031-0060
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00615
Year Built:	1884
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to construct a 12’ x 12’, approximately 8’ tall pergola. (Quasi-Judicial)

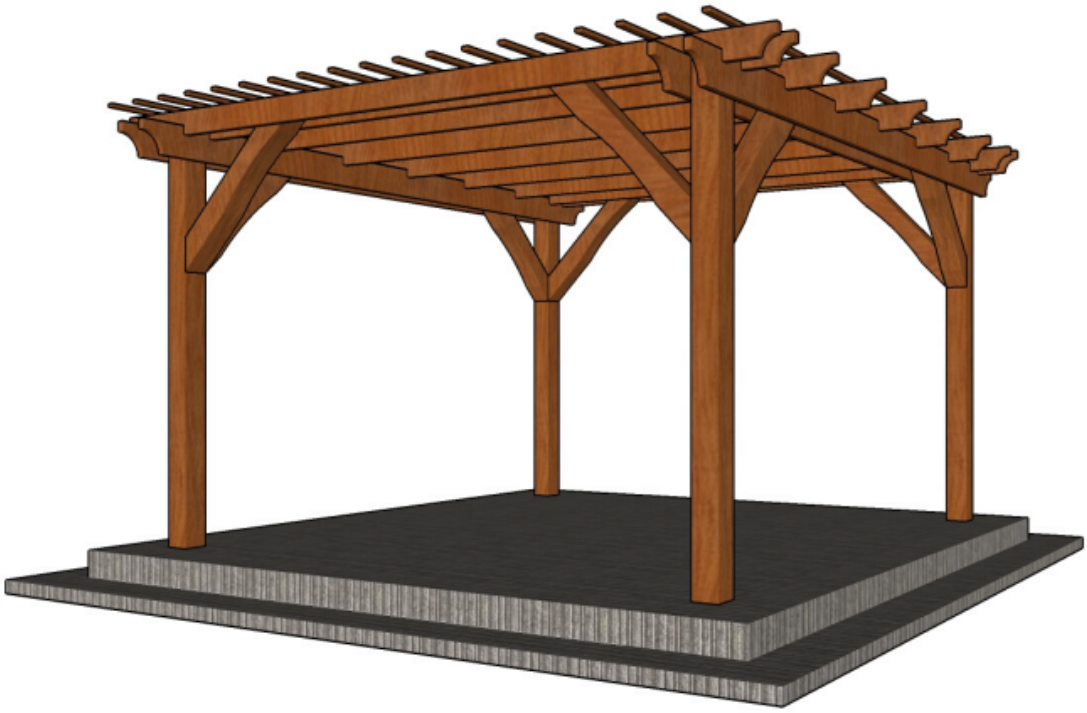
All required application materials have been received. All fees have been paid. All required notices have been made.

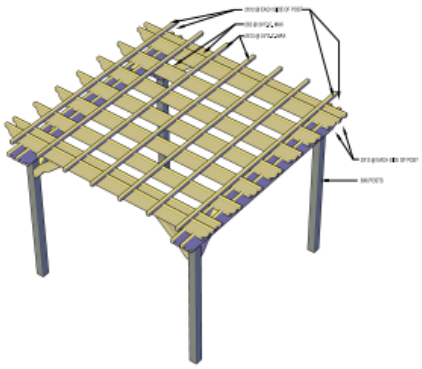


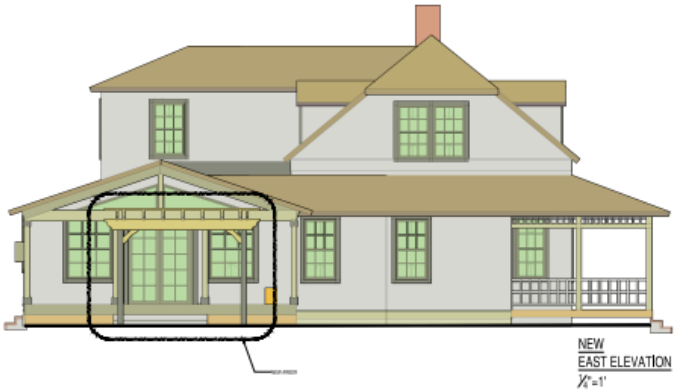
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

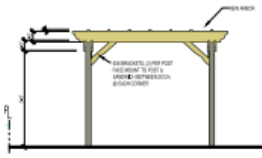
The applicant is requesting a Certificate of Approval (COA) to construct a 12’ x 12’ and approximately 8’ tall pergola with concrete footers and glacier grey paver base.

Design Goal by Applicant: This pergola is part of the landscaping transformation we are making to our side yard. It started as a bare, fenced yard with grass, and we are making steady progress with shrubs, palm trees and flowering perennials. The pergola will be home to "Cloud 10" climbing white roses, our orchids and various hanging plants. It will also be an integral part of our outdoor living space, used for meals, reading, relaxing, etc.






NEW
EAST ELEVATION
1/4"=1'



NEW
NORTH ELEVATION
1/4"=1'

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN
CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES
SECRETERY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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.**
   Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
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.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
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.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
   Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
   Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
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.**
   Findings: Complies ☐ Does not Comply ☐ N/A ☒
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.**
   Findings: Complies ☐ Does not Comply ☐ N/A ☒
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
   Findings: Complies ☒ Does not Comply ☐ N/A ☐
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.**
   Findings: Complies ☒ Does not Comply ☐ N/A ☐
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.**
    Findings: Complies ☒ Does not Comply ☐ N/A ☐

ANALYSIS:

The applicant is returning to the Historic District Council with updated materials that support and create a

clearer picture of the intentions and final appearance of the project. The new materials that were submitted are listed below with an accompanying description of each submission from the applicant:

- *12x12 Pergola Plans* - This is a pergola design we purchased online from MyOutdoorPlans.com. We like the look and structural design, so it's the plan we will use for construction. Keeping consistency within the neighborhood, this design is also very similar to the pergola located behind the Lesesne House, visible on 5th street.
    - I compared this design versus pergola designs in 5 reference books in the FB Public Library and the double 2x8 supports on each end (total of 4) are more substantial than other designs I studied.
    - The materials list can be found on page 2.
    - The 6x6 posts will be attached to 12" diameter x 36" deep concrete footers.
    - Building material will be treated lumber. We don't plan to paint or stain the pergola, but will apply water sealants.
    - The pergola will be oriented so that shade elements are running north-to-south.
    - Galvanized rafter ties will be used to attach the shade elements to supporting 2x8 timbers to enhance the structure versus high winds.
    - The flooring area under pergola will be glacier grey pavers. (Not visible from Broome Street, nor the sidewalk)
- *Pergola Street and Top Views* - These views were provided by John Dodd, who was the architect for our home remodel back in 2018. You will find two views in the document. The top view shows the new pergola in relation to our home, detached garage, eastern property line and Broome Street. It is set-back approximately 50 ft from the Broome Street sidewalk, so there is a limited view for people walking by. The other diagram shows the front view of the new pergola in relation to our home. It will be located to the east of our home, in our side lot. This front view doesn't show our existing black metal fence, which also limits the view of the pergola from the street.
- Pergola View From Side Porch - I placed stakes at 12x12 and wrapped blue tape to show the future pergola location. This photograph shows the view from our side porch and kitchen.
- Pergola View Elevated from Front Porch - This photo was taken from a ladder near our front porch, looking toward the southeast and showing the position in the side yard and our 6th Street neighbor.
- Pergola View From East - This photo shows the view from our neighbor's back yard, looking west to the side porch of our house.
- Pergola View From Broome Street - This photo shows the limited view of the new pergola, taken from the middle of Broome Street, looking southeast. It's hard to see the blue tape around the stakes without zooming in. Note the black metal fence running east to west.
- Pergola View From Sidewalk - This photo was taken from the Broome Street sidewalk, showing the view for people passing by. Our expectation is that the new pergola will be an improvement.

    - Marty Swails

The pergola will be entirely separate from the contributing structure and can be removed in the future without damaging the integrity of the main structure. The LDC does not establish standard for this type of structure and is treated as a landscape improvement.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land

Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines.

Staff recommendation:
APPROVAL of HDC 2025-0005

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0005 **with or without** conditions;

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

That HDC case HDC 2025-0005, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Updated Application Materials**
EXHIBIT 2 **Florida Master Site File: NA00615**

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15553

Date Submitted: 2/11/2025

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

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees

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

Basis for Review

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

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

IMPORTANT NOTES

Conceptual Approvals

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

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting 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, right-of-way, or zoning permit (if required).

Application Requirements

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

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

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE*

New Construction

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

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

2/10/2025

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 → Map Search

Historic District*

Downtown

Site Address*

502 Broome St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0031-0060

Do you authorize the installation of a temporary City notice sign on your property?*

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Marvin

Last Name*

Swails

Mailing Address*

502 Broome St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

8655999137

E-mail Address*

maswails@me.com

OWNER'S AGENT

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

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

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

Construct a 13' x 13', approx 8/9' tall pergola with a paver base.

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

Design Vision Statement*

We love outdoor living spaces and gardening. Our vision is that this pergola becomes a focal point of our side yard with hanging plants, orchids, and climbing roses.

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

Requirements for Demolition Applications

Per LDC 8.03.03.01

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

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

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

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

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

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

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

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

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

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

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

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
		(Name/Number)

DOORS

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

WINDOWS

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

ROOFING

Manufacturer	Product Description	Color
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
		(Name/Number)

FENCING

Manufacturer	Product Description	Color
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color

(Name/Number)

SIGNAGE

Manufacturer	Product Description	Color

(Name/Number)

OTHER

Manufacturer	Product Description	Color

(Name/Number)

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

Upload 1	Upload 2	Upload 3	Upload 4
Pergola 3.pdf	Pergola 2.pdf	Pergola 1.pdf	Survey.pdf
Upload 5	**Upload 6**	**Upload 7**	**Upload 8**
Photo of pergola.pdf	Choose File No fi…sen	Choose File No fi…sen	Choose File No fi…sen

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:
- ☑ I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

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

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

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

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

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

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

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

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

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

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

Marvin

Applicant Last Name*

Swails

Today's Date*

2/10/2025

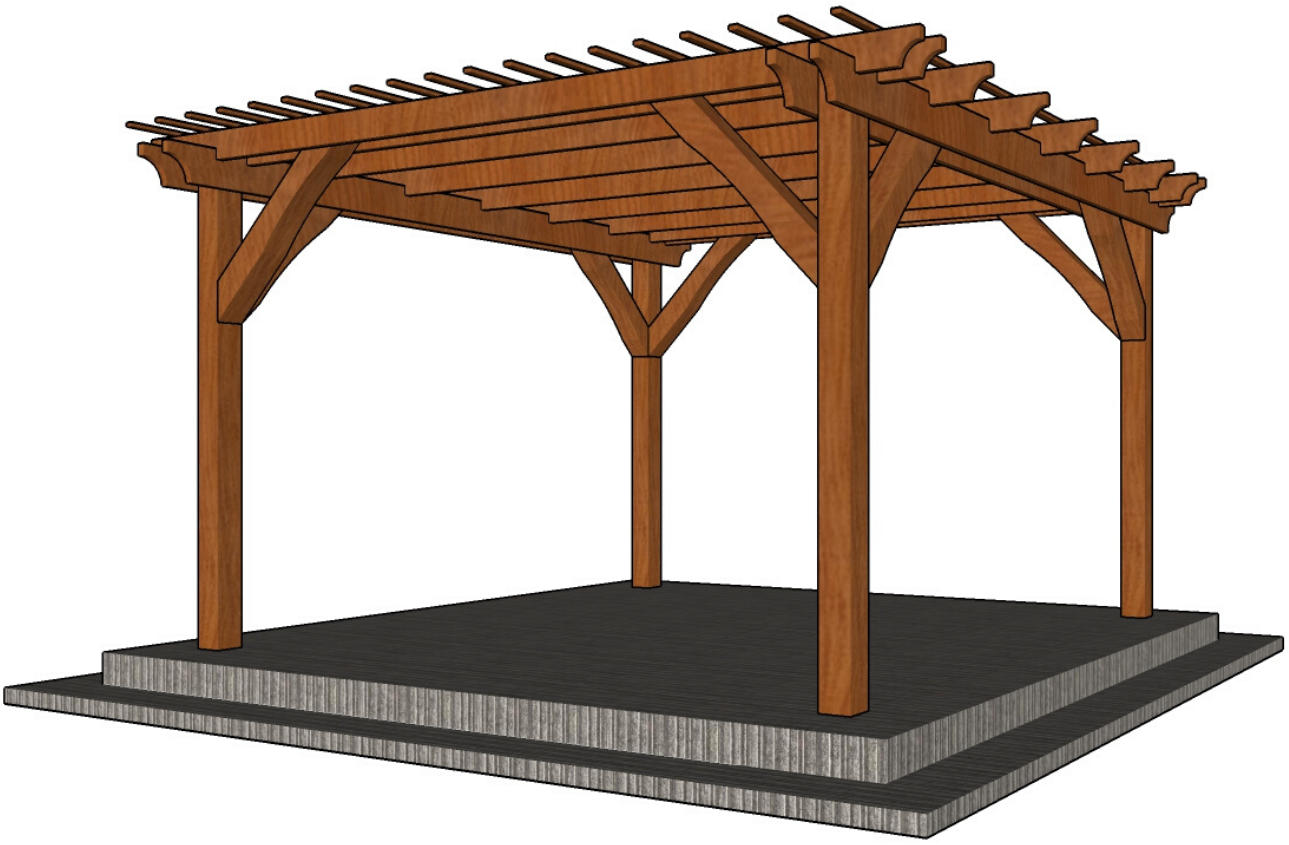
DEPARTMENT OF PLANNING & CONSERVATION

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.

12X12
PERGOLA

©MyOutdoorPlans.com



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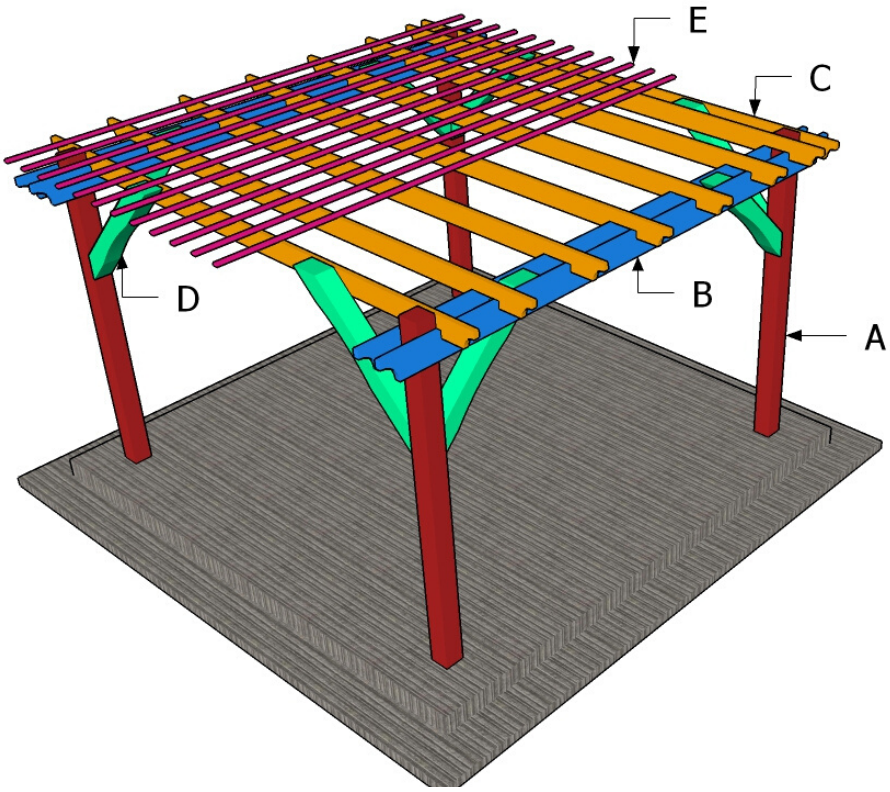
maswails@me.com



MATERIALS LIST	PIECES
1x2 lumber - 14' long	19 pieces
6x6 lumber - 8' long	8 pieces
2x8 lumber - 14' long	4 pieces
2x6 lumber - 14' long	9 pieces
6x6 Post Anchors	4 pieces
3 1/2" lag bolts	16 pieces
5 1/2" screws	20 pieces
9" carriage bolts	8 pieces
3 1/2" screws	20 pieces
1 5/8" screws	100 pieces
Concrete	Several Bags
Wood glue	1 piece
Stain	1 piece

CUT LIST	PIECES
A - Posts - 6x6 lumber 8' long	4 pieces
B - Support Beams - 2x8 lumber 14' long	4 pieces
C - Rafters- 2x6 lumber 14' long	9 pieces
D - Braces - 6x6 lumber 51 1/2" long	4 pieces
D - Braces - 6x6 lumber 46 1/2" long	4 pieces
E - Top Slats - 1x2 lumber 14' long	19 pieces

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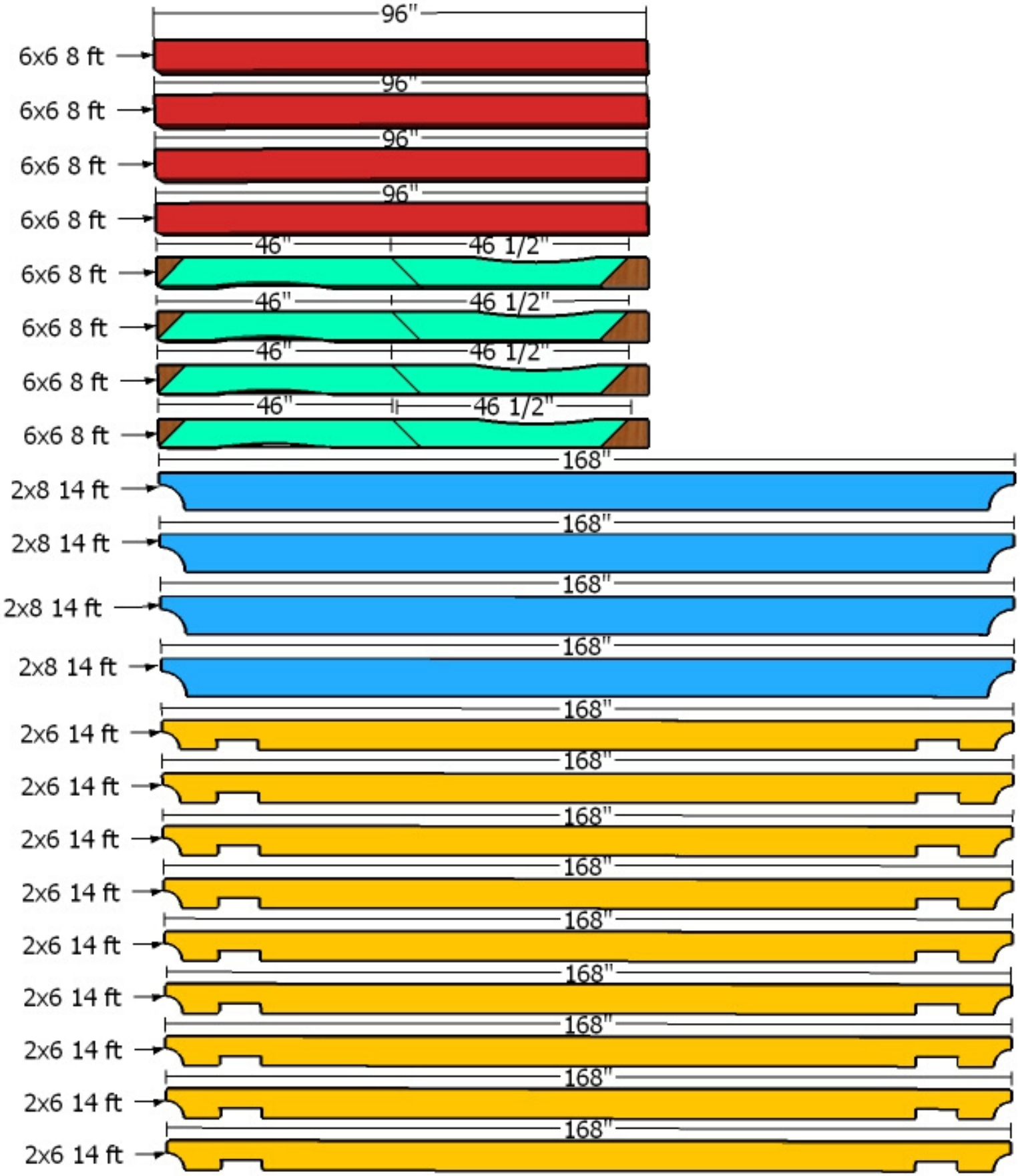

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Tools

- Miter Saw
- Drill
- Orbital Sander
- Wheelbarrow, Shovel
- Spirit level
- Tape Measure, Pencil, Square, Brush
- Safety Glasses, Heating Protection

Time

- 1 week

Cost Estimate

- $500

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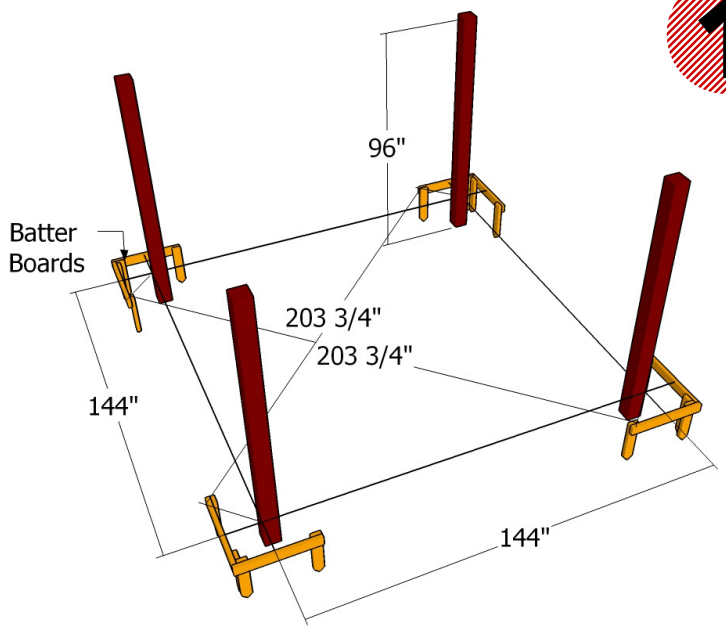
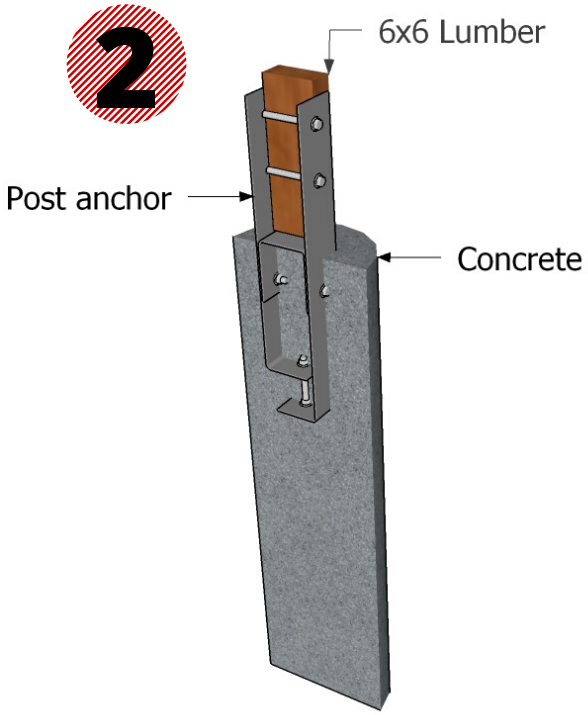


1

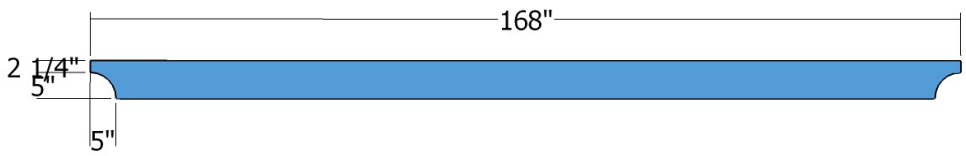
Use batter boards and string to layout the location of the posts. Apply the 3-4-5 rule to every corner and then measure the diagonals to make sure they are perfectly equal. You need to make adjustments until you get the desired result. Dig 3' deep holes and 12" in diameter. Dig the holes 3' deep (or under the front line) and about 12-13" in diameter.

Compact a layer of gravel to the bottom of the holes and then fit the tube forms. Fit the posts, align them and plumb them with a spirit level. Fill the forms with concrete and insert the anchors. You need to align and set them into concrete. Fit the posts after the concrete dries, using lag screw. Set the posts with temporarily braces and plumb them with a spirit level.

2



3



Use 2x8 lumber for the support beams. Use a jigsaw to make curved cuts to both ends of the beams. Smooth the edges flush.

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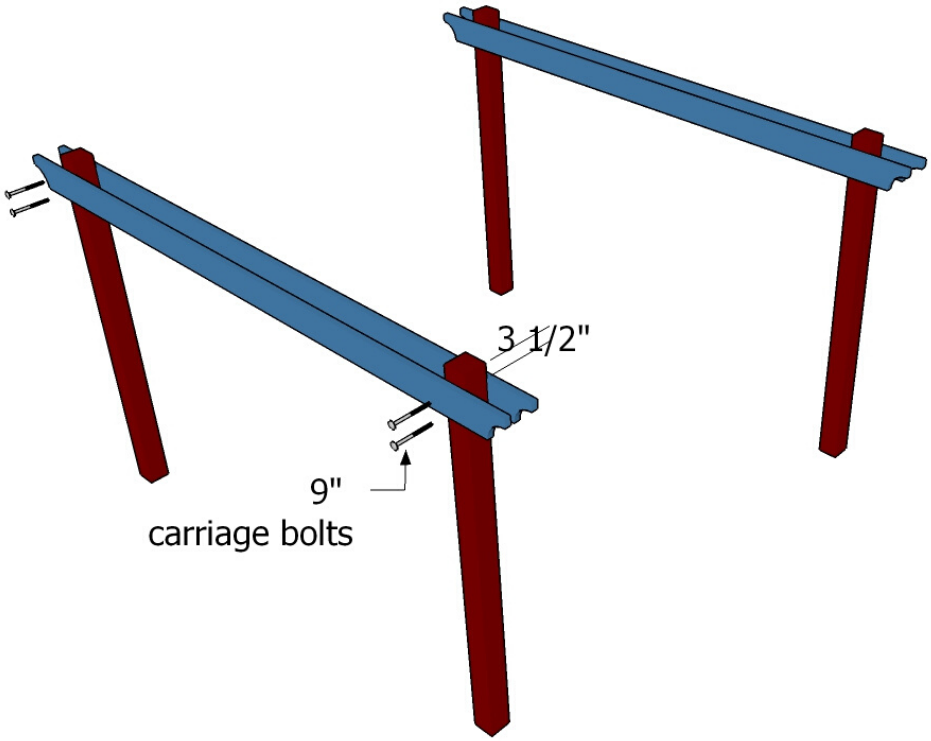
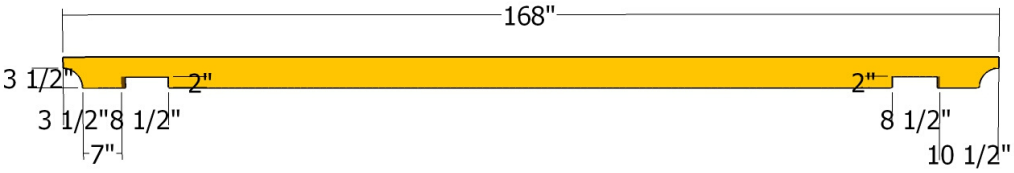
4

Fit the support beams to the top of the posts. Use a spirit level to plumb the support beams and then clamp the beams into place tightly. Drill pilot holes through the beams and through the posts. Insert the 9" carriage bolts and then tighten the nuts. Use washers, as well.





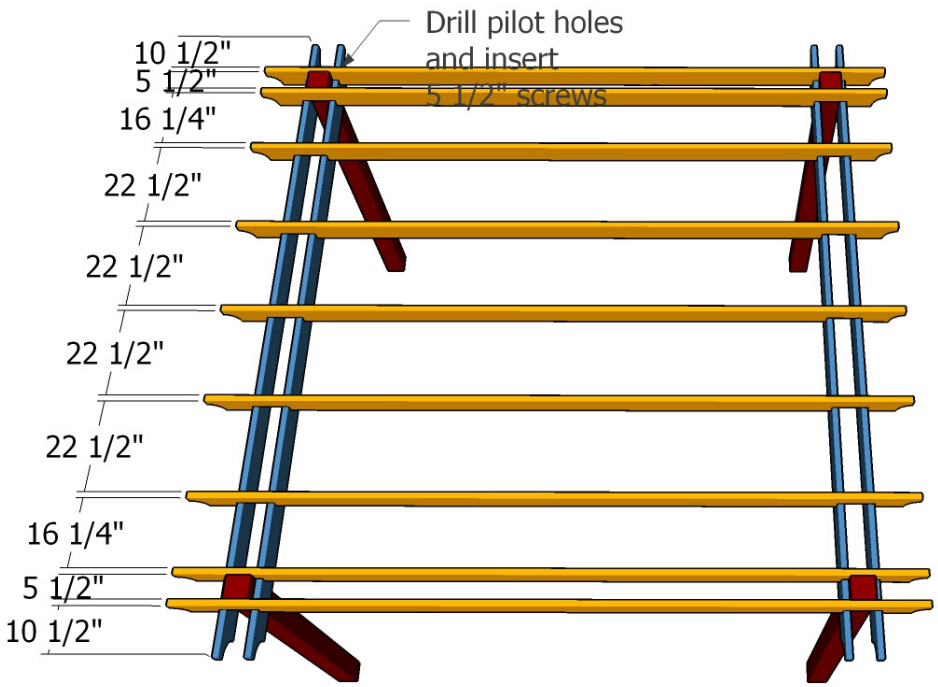
5

Use 2×6 lumber for the shade elements. Make the curved decorative cuts to both ends of the beams. Make 2" deep notches, so you can fit the shade elements to the support beams.

Mark the cut lines on the beams and then use a circular saw to make parallel cuts. Use a chisel to remove the excess and then smooth the recess with sandpaper.

6

Fit the shade elements to the support beams. Place the shade elements every 24" on center and then lock them into place with rafter ties. Alternatively, you could drill pilot holes through the shade elements (above the notches) and insert 5 1/2" screws so you can lock them into place tightly.



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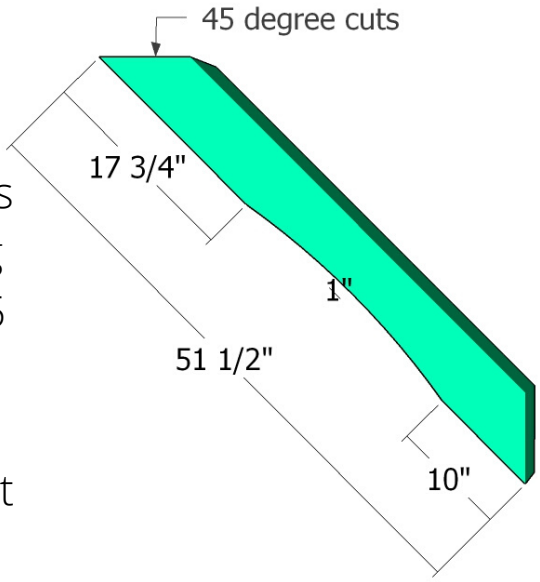
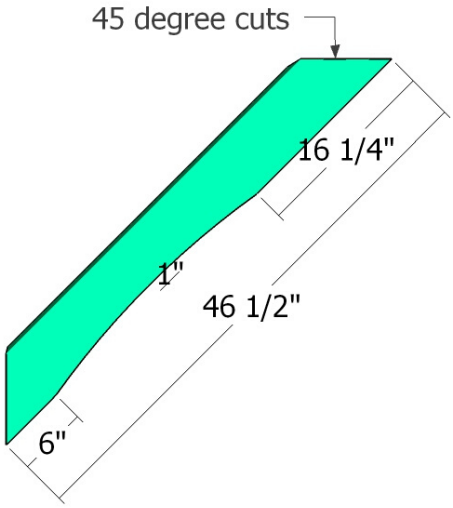
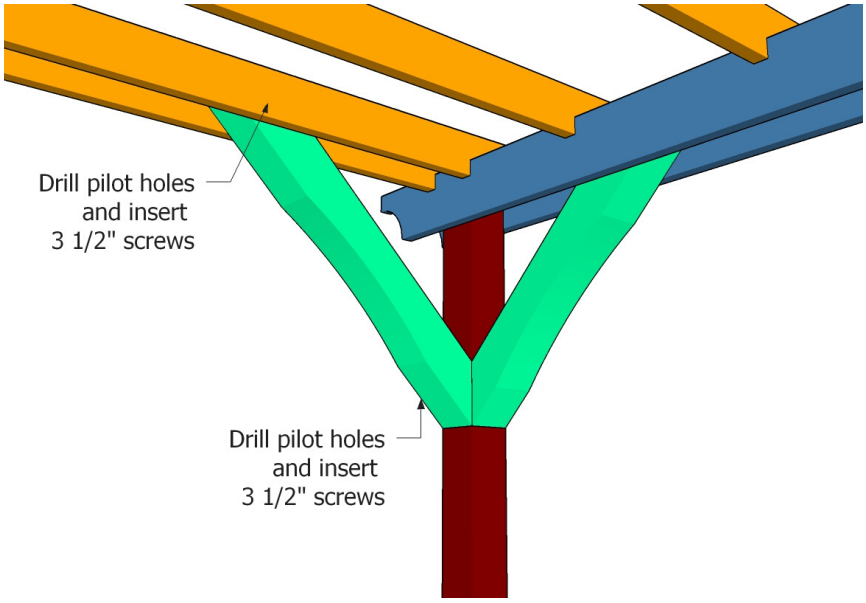
7

Next, build the braces for the pergola using 6x6 lumber. Make 45 degree cuts to both ends of the braces. Make a decorative cut to the braces with a jigsaw.





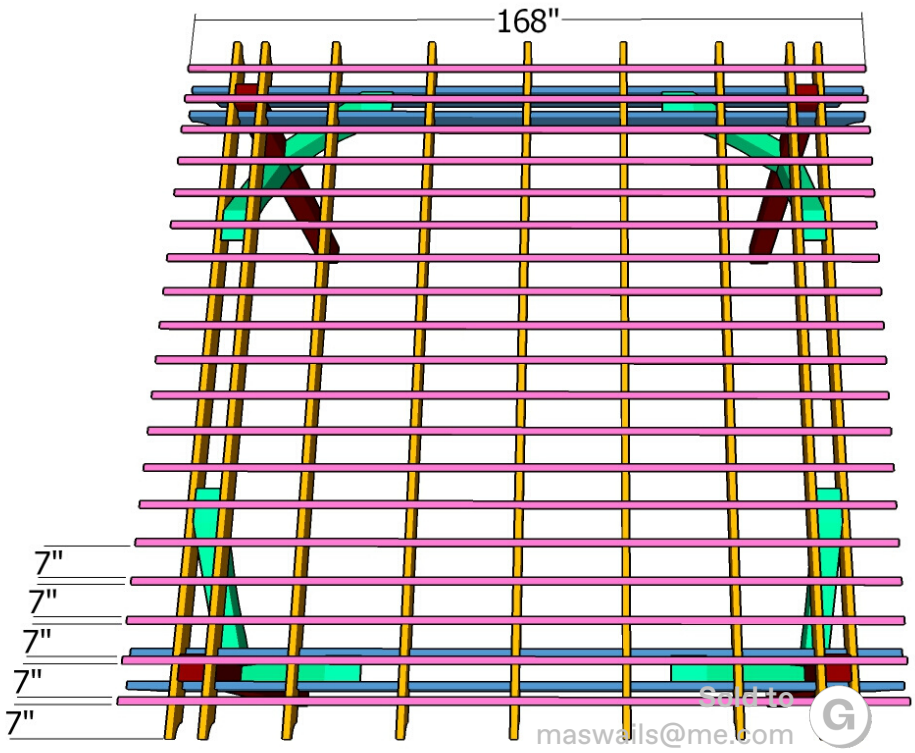


8

Attach the 6x6 braces to the pergola, after making sure the posts are plumb. Drill pilot holes and insert 3 1/2" screws to set the braces to the posts and to the beams.

9

Fit the 1×2 slats to the top of the pergola. Place these slats equally spaced for a professional result. Center the slats to the rafters and then drill pilot holes, before inserting the 1 5/8" screws. The slats will keep the rafters equally spaced.



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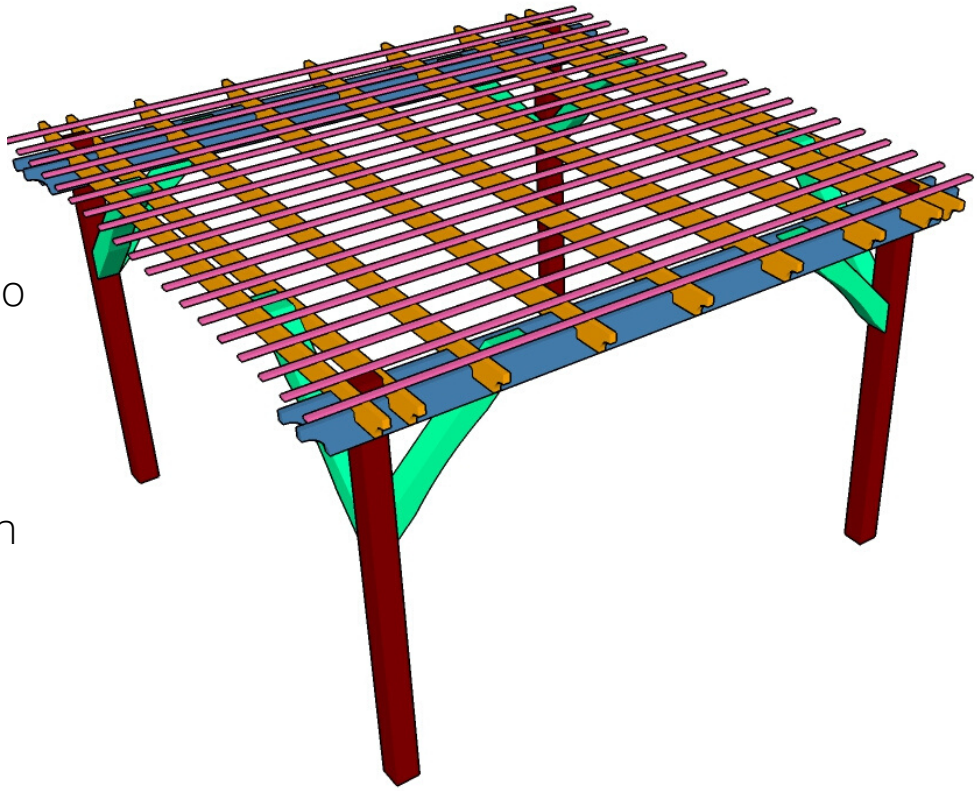
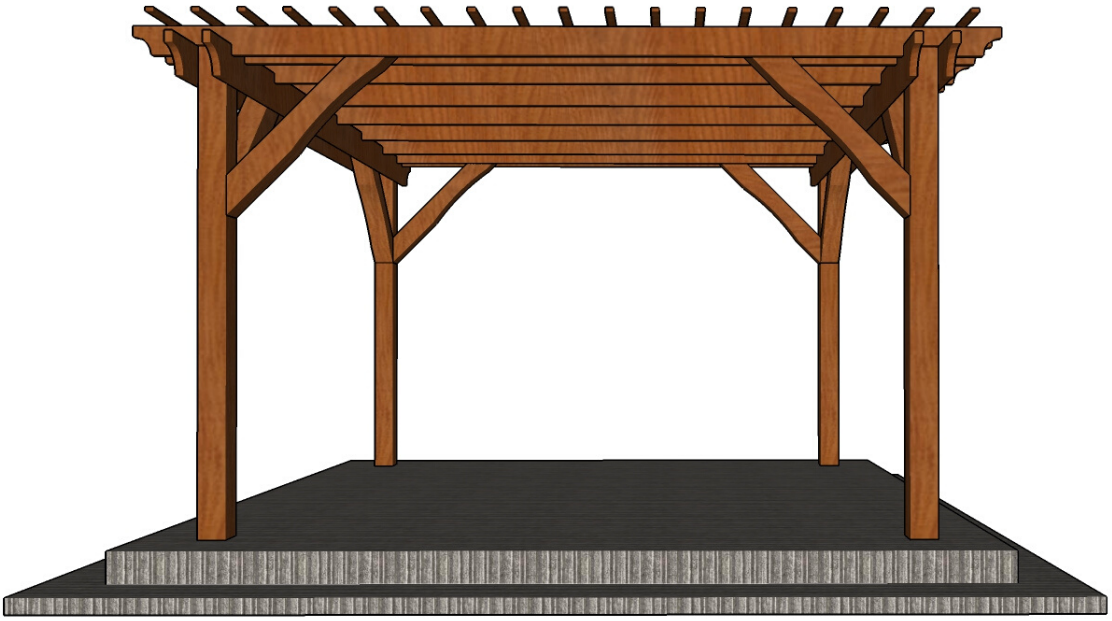


Last but not least, you need to take care of the finishing touches. Therefore, fill the holes with wood putty and then smooth the surface with 120-220 grit sandpaper.



11

Apply a few coats of paint or stain over the components, to enhance the look of the pergola and to protect the components from decay.

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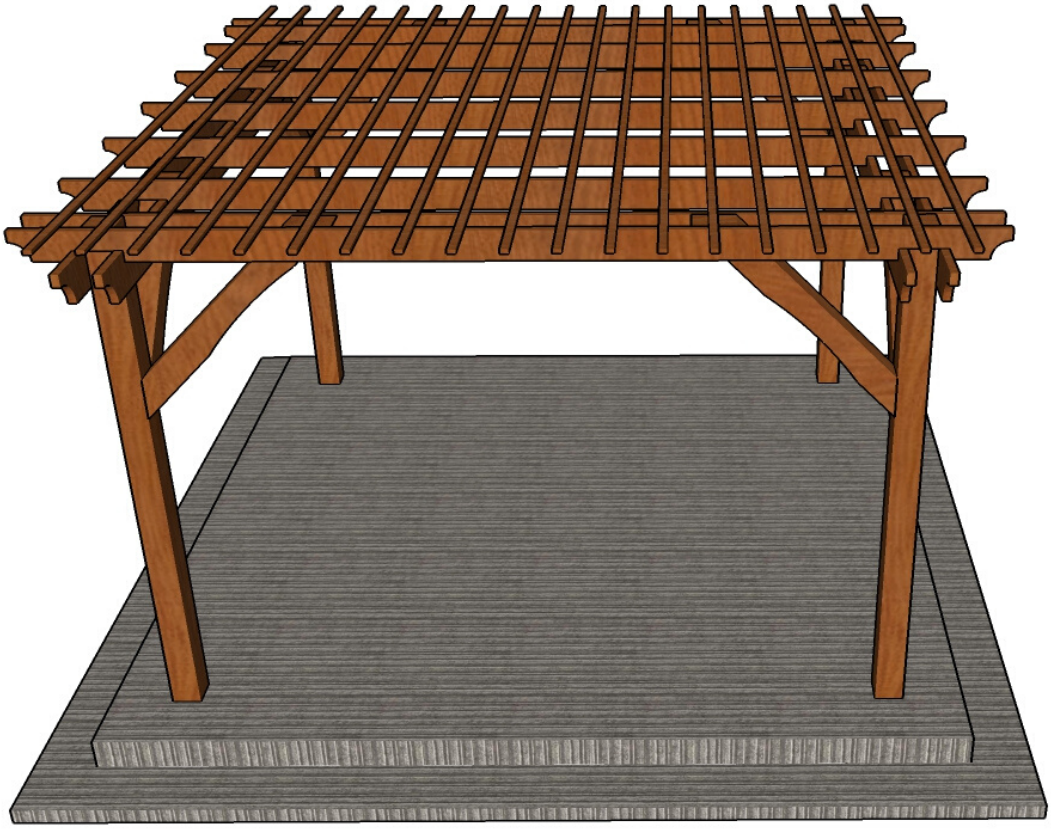

THANK YOU

I would love to see
your project.
To send a few pics
Click HERE

*In no event will MyOutdoorPlans.com or the its legal owners be liable for any loss, damage or injury arising from the use of information on this plan. You assume the full responsibility of your actions. For personal use only.

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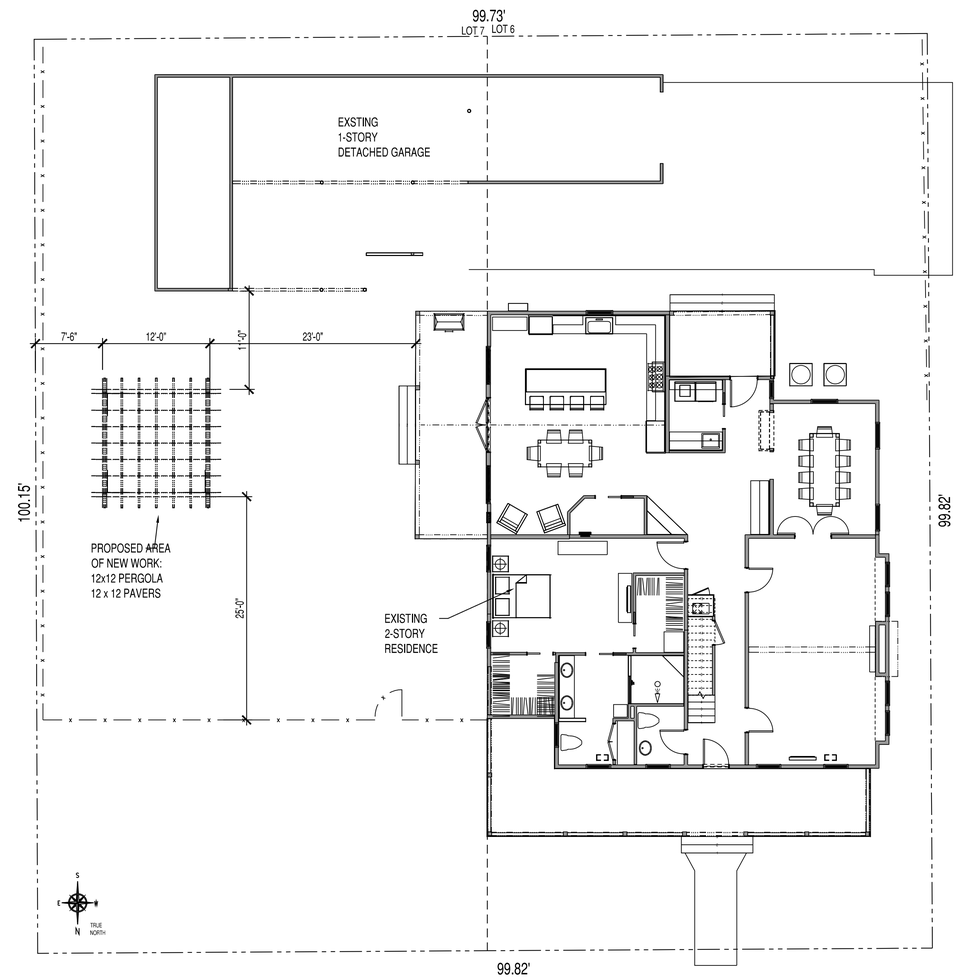
maswails@me.com

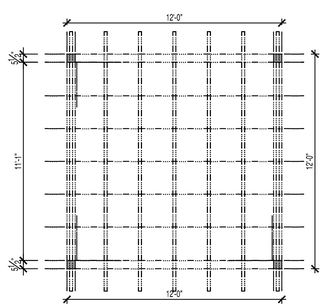
GENERAL NOTES: WIND CRITERIA: 128 MPH EXPOSURE: C

- CODES: FLORIDA BUILDING CODE, 2023 (EIGHTH EDITION) RISK CATEGORY 2 BUILDING ASCE/SEI 7-16 "MINIMUM DESIGN LOADS FOR BUILDINGS"
ELECTRIC CODE: NATIONAL ELECTRIC CODE 2020 FLOOD ZONE (AS REQUI'D): ASCE 24- 14 FLOOD RESISTANT DESIGN AND CONSTRUCTION



SITE PLAN

1/8"=1'



FLOOR PLAN

1/4"=1'

STATE OF FLORIDA
JOHN HOWELL DODD
REGISTERED ARCHITECT
AR0016867

John H. Dodd
ARCHITECT, INC.
FL:AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints*

Issued Date:	Issued to/for:
3-27-25	REVIEW

ALSO KNOWN AS :
WOLFF HOUSE
CIRCA 1885

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

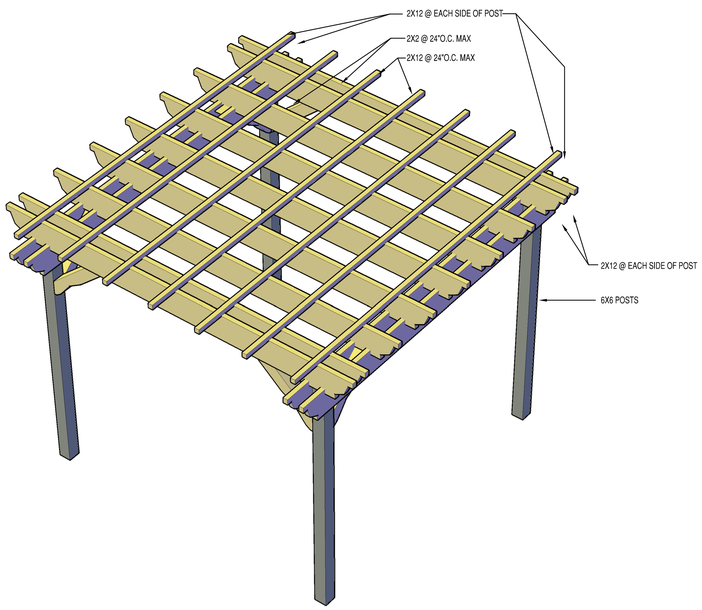
0 2 4 6 8 10 15 20 25 30 35 40 45 50

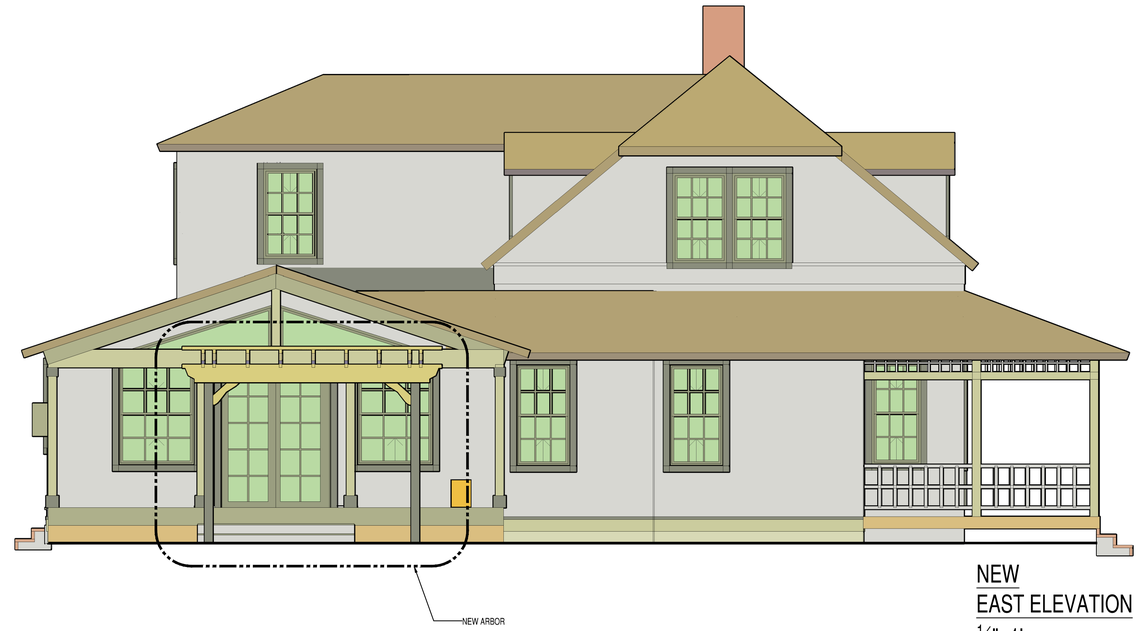
SWAILS RESIDENCE- PERGOLA ADDITION
502 BROOME ST., FERNANDINA BEACH, FLORIDA

SITE PLAN

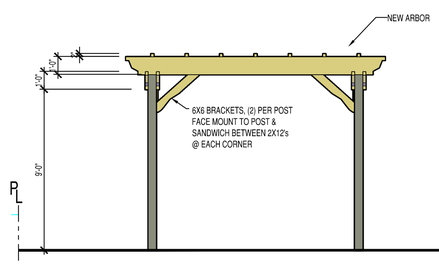
North : Elev Key

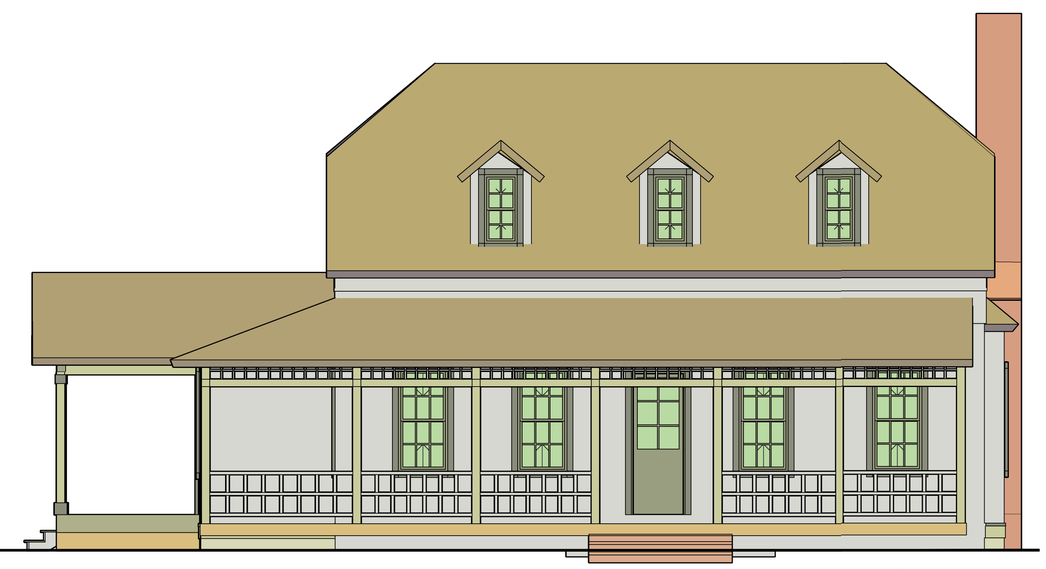
Sheet A-1





NEW
EAST ELEVATION
¼"=1'





NEW
NORTH ELEVATION
¼"=1'

STATE OF FLORIDA
JOHN HOWELL DODD
AR0016867
REGISTERED ARCHITECT

John H. Dodd
ARCHITECT, INC.
FL:AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints*

Issued Date:	Issued to/for:
3-27-25	REVIEW

ALSO KNOWN AS :
WOLFF HOUSE
CIRCA 1885

SWAILS RESIDENCE- PERGOLA ADDITION
502 BROOME ST., FERNANDINA BEACH, FLORIDA

GRAPHIC SCALE
¼"=1'-0"
0 1 2 3 4 5 6 7 8 9 10 12 15 20 25

ELEVATIONS

North / Elev Key

Sheet A-2

STOP

Reset Form

Page 1

☐ Original
☒ Update

HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE
Version 4.0 1/07

Site #8 **NA00615**
Field Date 2-3-2018
Form Date 2-3-2018
Recorder # _____

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

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

LOCATION & MAPPING

Clear Location Values

	Street Number	Direction	Street Name	Street Type	Suffix Direction
Address:	502		Broome	Street	

Cross Streets (nearest / between) _____
USGS 7.5 Map Name FERNANDINA BEACH — USGS Date _____ Plat or Other Map _____
City / Town (within 3 miles) Fernandina Beach — In City Limits? ☒ yes ☐ no ☐ unknown — County Nassau
Township 3N — Range 28E — Section 21 — ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE — Irregular-name: _____
Tax Parcel # 00-00-31-1800-0031-0060 — Landgrant _____
Subdivision Name _____ Block _____ Lot _____
UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐☐☐☐☐☐ Northing ☐☐☐☐☐☐☐
Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
Name of Public Tract (e.g., park) _____

HISTORY

Clear History Values

Construction Year: 1900 ☒ approximately ☐ year listed or earlier ☐ year listed or later
Original Use Private Residence (House/Cottage/Cabin) — From (year): _____ To (year): _____
Current Use Private Residence (House/Cottage/Cabin) — From (year): _____ To (year): _____
Other Use _____ — From (year): _____ To (year): _____
Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Porch; some windows
Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear hip extentions
Architect (last name first): _____ Builder (last name first): _____
Ownership History (especially original owner, dates, profession, etc.) _____

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

DESCRIPTION

Clear Description Values

Style Frame Vernacular — Exterior Plan T-shaped — Number of Stories 1.5
Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
Roof Type(s) 1. Other 2. _____ 3. Jerkinhead
Roof Material(s) 1. Composition shingles 2. _____ 3. _____
Roof secondary strucs. (dormers etc.) 1. Other 2. Jerkinhead dormers
Windows (types, materials, etc.) 4/4 & 6/6 dhs, paired; bay

Distinguishing Architectural Features (exterior or interior ornaments) Wrap around porch w stick detailing; jerkinhead roof & dormers; decorative wood shingles at ends; transom

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

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____ ☐ Owner Objection	SHPO – Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info Date _____ Init. _____ KEEPER – Determined eligible: ☐ yes ☐ no Clear Check Boxes Date _____ NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see *National Register Bulletin 15*, p. 2)	

HISTORICAL STRUCTURE FORM

Site #8 **NA00615**

DESCRIPTION (continued)

Clear Description Values

Chimney: No. 2 Chimney Material(s): 1. Brick 2. _____

Structural System(s): 1. Wood frame 2. _____ 3. _____

Foundation Type(s): 1. Piers 2. _____

Foundation Material(s): 1. Brick 2. _____

Note: you may use the last box in each field to type in an answer that does not appear in the list provided

Main Entrance (stylistic details) Multi pane half light door w transom; historic screed door

Porch Descriptions (types, locations, roof types, etc.) Entry/N & E, open, E wrap around portion enclosed, shed/hip, stick detailing, chamfered supports, exposed rafters

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

Narrative Description of Resource _____

Archaeological Remains _____ ☐Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

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

☐other methods (describe) _____

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

OPINION OF RESOURCE SIGNIFICANCE

Clear Significance Values

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

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

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

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

1. Community planning & development 3. _____ 5. _____

2. _____ 4. _____ 6. _____

DOCUMENTATION

Clear Documentation Values

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

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

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

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assc. Inc.

Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
(address / phone / fax / e-mail)

Required Attachments

❶ USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED

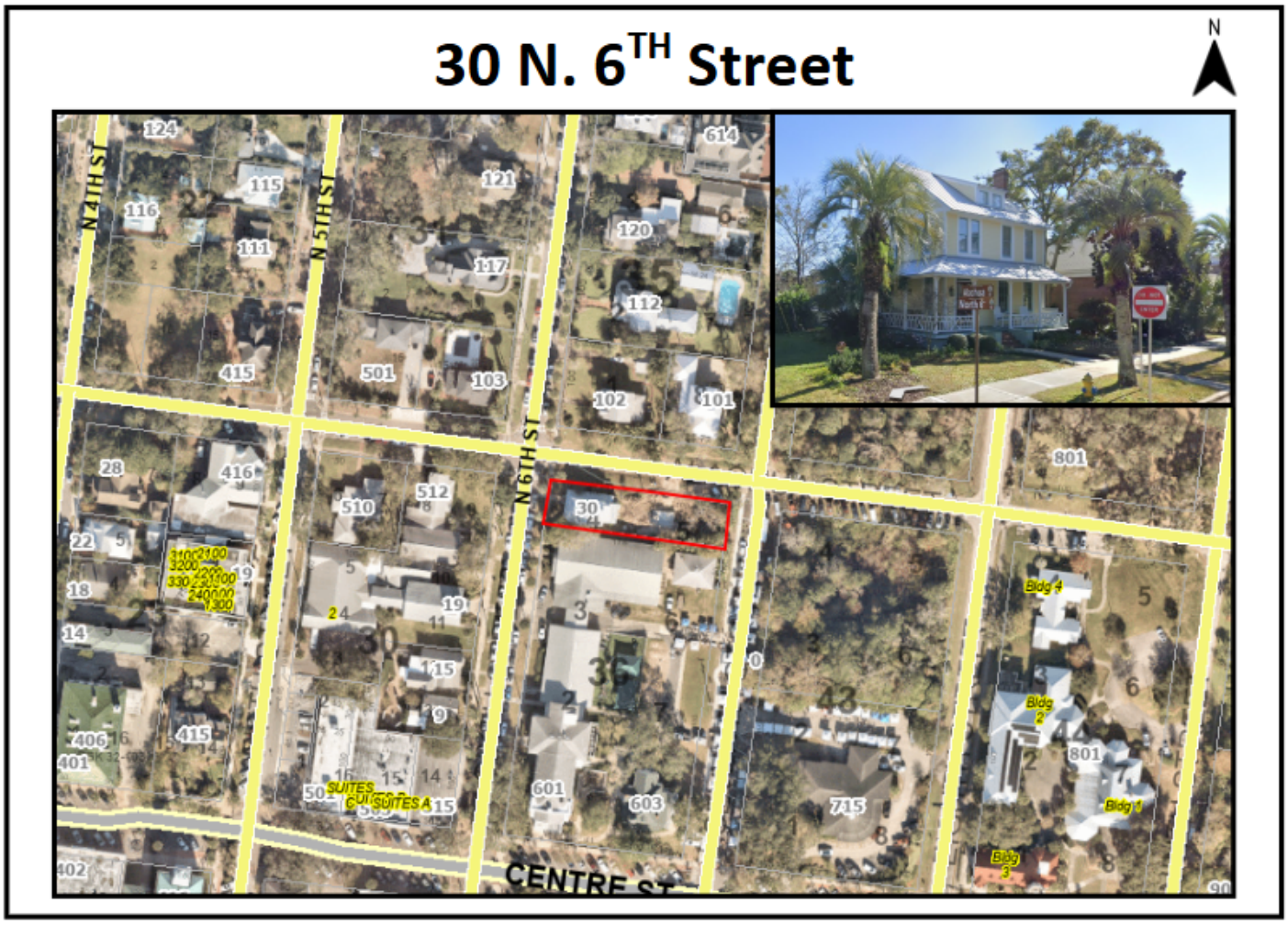
❷ LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

❸ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE
If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDCV 2025-0001
APRIL 17, 2023

Owner/Applicant:	Jose Miranda, agent of Drew and Elizabeth Rice
Property Address:	30 N. 6th Street
Parcel ID #	00-00-31-1800-0036-0040
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residential
FL Master Site File #	NA00356
Year Built:	1925 (FMSF)
Contributing Status:	Contributing
Requested action:	Variance request from LDC Section 4.02.03(E)(F) Standards for Buildings and Building Placement to modify setbacks. *(Quasi-Judicial)*

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

Per HDC2024-0019 included in the agenda packet, the improvements and additions were given final approval by the HDC. Application materials included a recent survey dated April 5, 2024 by Coastal Land Surveyors. Once the footers were in place, the foundation and staking plan inspection documents revealed a inconsistency in the 2024 survey of the property. This discrepancy of roughly 2 feet has caused the addition containing the elevator to fall within the southern side setback. The foundation and staking plan document was provided by a different survey company, Manzie and Drake.

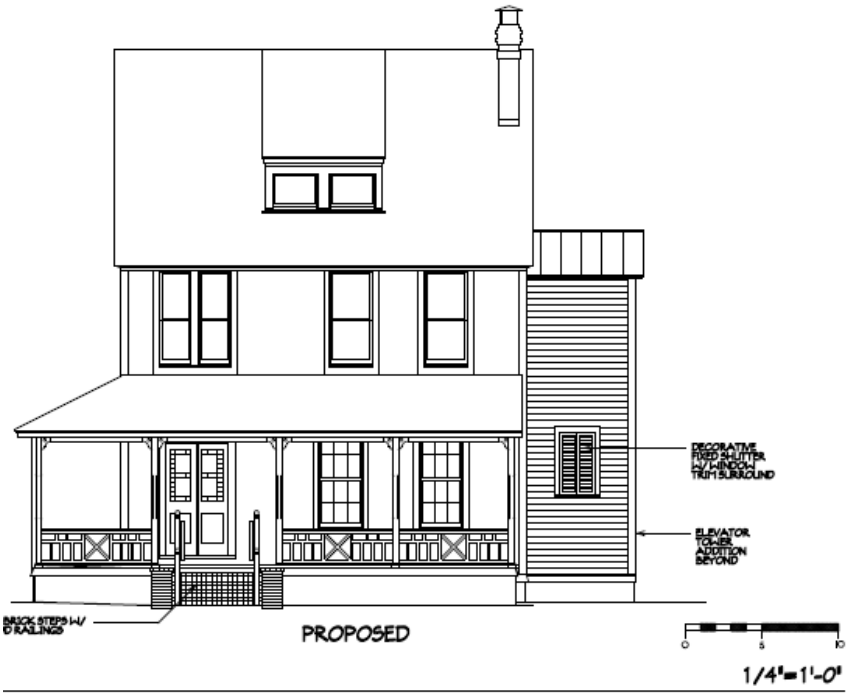


Figure 1: HDC Case 2024-0019 Proposed West Facing Elevation

The Rice property is zoned R-2 and is bordered to the south by C-3 zoning which has no side setback requirements.

The drawing to the left is from a set of HDC-approved plans (HDC2024-0019).

The applicant seeks a variance from Land Development Code sections:
Table 4.02.03(E) Standards for Buildings and Building Placement –
Requires a minimum side setback of 10% for the R-2 Zoning District. The Rice property is 50-feet wide resulting in a minimum side setback of 5-feet.

Variance requested: A reduction in the side setback **from 5.0 feet to 3.3 feet** to allow for the construction of the elevator addition.

APPLICABLE GUIDELINES:

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

ANALYSIS:

Staff finds that proposed reconstruction is 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. Outlined below are the criteria required for granting variances.

Criteria	Applicant Response	Staff Analysis	Meets Criteria
1. Special Conditions Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district. Special conditions or circumstances do not result from actions of the applicant and are not based on a desire to reduce development costs	*"Existing historic home is situated in violation of the R-2 zoning district setbacks. Proposed house addition for a residential elevator can only be located on the south side of the building which results in an encroachment into the side yard setback.*	The adjacent property, as well as all the other lots to the south on that block are zoned as C-3 and require no side yard setbacks The addtion of the elevator which slighlty encorahes into the setback would not detract or appear out of character in this context.	YES
2. Special Privilege Granting the variance does not confer upon the applicant a special privilege that is denied by the Land Development Code to other lands, structures, or buildings in the same zoning district	*"Granting of the variance will not confer a special privilege to the owner. Property is unique in that the R-2 zoning abuts the C-3 zoning district immediately to the south."*	Yes. Granting the variance does not confer upon the applicant a special privilege that is denied by the Land Development Code to other lands, structures, or buildings in the same zoning district. Any similarly situated property owner within this zoning district has the right to request relief from LDC Section 4.02.03.	YES
3. Literal Interpretation Literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district.	*"A literal interpretation of the LDCs would prevent the homeowner from having vertical accessibility to the 2nd floor of their home. Architect has studied various locations for an elevator addition and the south (least visible) facade is the only viable option."*	Literal interpretation of code would deprive the applicant of being able to make necessary accessibility improvements, the addition of an elevator, that would allow the homeowners to reasonably move about their home.	YES

4. Minimum Variance The variance requested is the minimum variance needed that will make possible the reasonable use of the land, structure, or building.	*"The variance requested is the minimum variance needed that will make possible the reasonable use of the historic home.*	The setback variance is the minimum variance needed to be able to accommodate an addition to house an elevator.	YES
5. General Harmony Granting the variance will be in harmony with the general intent and purpose of the Land Development Code and Comprehensive Plan.	*"Granting of the variance will be in harmony with the LDC and Comp Plan."*	The Land Development Code and Comprehensive Plan recognize the importance of our historic resources and encourage their preservation and continued use. The variance will allow the home to remain functional.	YES
6. Public Interest Granting the variance is compatible with surrounding properties, will not cause injury to the area involved, or otherwise be detrimental to the public health, safety, welfare or environment.	*"Granting of the variance is compatible with surrounding properties and will not cause injury or be detrimental to public health, safety, welfare or environment.*	The preservation and continued use of historic structures is in the public interest. Granting variance is compatible with surrounding properties and will not cause injury to the area involved or otherwise be detrimental to the public health, safety, welfare, or environment.	YES

The variance request meets all 6 variance criteria, but when evaluating the additional criteria outlined in LDC 10.02.03(A), Staff finds that proposed reconstruction is does demonstrate that the variance is necessary to maintain the historic character of the property.

Criteria	Applicant Response	Staff Analysis	Meets Criteria

1. A variance would not be contrary to the public interest, safety, or welfare.	*"Requested variance would not be contrary to the public interest, safety, or welfare."*	The variance would not be contrary to the public interest, safety, or welfare.	YES
2. Special conditions and circumstances exist, because of the historic setting, location, nature, or character of the land, structure, **appurtenance, sign, or building involved, which are not applicable to other lands, structures, appurtenances, signs, or buildings in the same zoning district, which have not been designated as historic sites or a historic district nor listed on the Local Register of Historic Places.**	*"Special conditions do exist as existing historic home is locate in violation of LDC setbacks. Additionally, site is zoned R-2 (medium density residential) and abuts the C-3 (central business district) zoning district."*	Special conditions do exist because of the historic character of the property and the mobility needs of the property owner.	YES
3. Literal Interpretation **Literal interpretation of the provisions of existing ordinances would alter the historic character of the historic district, or historic site to such an extent that it would not be feasible to preserve the historic character, of the historic district or historic site.**	*"Literal interpretation of the LDC setbacks would prevent the proposed elevator addition to be constructed on the south (least visible) side of the historic building. Vertical accessibility for the historic home could not be obtained without internalizing the proposed elevator, which would negatively impact the interior of the historic home."*	Literal interpretation of code would deprive the applicant of being able to construct an elevator that is respectful to the interior of the historic home or offensive to the northern, western, or eastern facades.	YES
4. The variance requested is the minimum necessary to preserve the historic character of a historic site or of a historic district.	*"Vertical accessibility for the historic home could not be obtained without internalizing the proposed elevator, which would negatively impact the interior of the historic home."*	The setback variance is the minimum variance needed to be able to construct the elevator.	YES

5. In the case of the alteration of an existing building, the proposed design would incorporate materials, details, or other elements not permitted by the Land Development Code but which can be documented by photographs, architectural or archaeological research or other suitable evidence to have been used on other buildings of a similar vintage and style in the Historic District in which the building is located, provided that the project will not destroy significant architectural features on the building.	*Not Applicable*	The materials proposed would be in line with the LDC and Downtown Design Guidelines.	YES
6. In the case of new construction, the proposed design incorporates materials, details, setbacks, massing or other elements that are not permitted by the Land Development Code but which would enhance the quality of the design for the new building or structure, provided that vsaid new building or structure otherwise complies with the criteria for new construction in the Historic District in which the building or structure is proposed to be located and provided further that it would also have a beneficial effect on the historic character of the visually related area.	*Not Applicable*	This case does involve new construction and requires a side yard setback deviation to comply with the LDC. The request is minimal and only as needed to overcome a surveyor error. The materials, scale, and massing continue to remain appropriate as originally approved in HDC Case 2024-0019.	YES

STAFF RECOMMENDATION:

Staff recommends:

Approval of HDCV 2025-0001

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number HDCV 2023-0004 **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 HDCV 2023-0004, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1	**Application & Backup Materials**
EXHIBIT 2	**FL Master Site File NA00356**
EXHIBIT 3	**HDC2024-0019 Final COA**
EXHIBIT 4	**HDC2024-0019 Application Materials**
EXHIBIT 5	**HDC2024-0019 Staff Report**

Florida Master Site File

HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00356
Recorder # 156
Field Date 3/20/2007
Form Date 3/30/2007
FormNo 200703
FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 30 North 6th St
Multiple Listing (DHR only)
Other Names >>
Survey or Project Name
Survey#
National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
30	North	6th	Street	

Cross Streets (nearest/ between)
City / Town (within 3 miles) Fernandina Beach
In Current City Limits? YES
County Nassau
Tax Parcel #(s)
Subdivision Name
Block
Lot
Ownership
Name of Public Tract (e.g., park)
Route to (especially if no street address)

MAPPING

USGS 7.5' Map Name
Publication Date >> FERNANDINA BEACH;2003
Township:
Range:
Section:
1/4 section:
>> 3N ;28E ;22;UNSP
Irregular Section Name:
Landgrant
UTM: Zone
Easting
Northing
Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular
Other Style
Exterior Plan Irregular
Other Exterior Plan
Number of Stories 2.5
Structural System(s) >> Wood frame
Other Structural System(s)
Foundation Type(s) >> Piers
Other Foundation Types
Foundation Material(s) >> Brick
Other Foundation Material(s)
Exterior Fabric(s) >> Clapboard
Other Exterior Fabric(s)
Roof Type(s) >> Gable
Other Roof Type(s)
Roof Material(s) >> Sheet metal:3V crimp
Other Roof Material(s)
Roof Secondary Structure(s) (dormers etc) >> Shed dormer
Other Roof Secondary Structure(s)
Number of Chimneys 1
Chimney Material Brick
Other Chimney Material(s)
Chimney Location(s) south exterior

HISTORICAL STRUCTURE FORM

8NA00356

DESCRIPTION (continued)

Window Descriptions 6/6

Main Entrance Description (stylistic details)

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

Porch Roof Types(s) hip

Exterior Ornament

Interior Plan ____ Other Interior Plan ____

Condition Good

Structure Surroundings

Commercial: ____ Residential: MOSTly this category

Institutional: ____ Undeveloped: ____

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

Archaeological Remains (describe): none

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

Narrative Description (optional)

HISTORY

Construction year 1925

Architect (last name first): ____ Builder (last name first): ____

Changes in Locations or Conditions

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

Structure Use History

Use ____ Year Use Started ____ Year Use Ended ____ >> Private residence;1925;

Other Structure Uses

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

RESEARCH METHODS

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

Other research methods

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? ____ Name of Local Register if Eligible ____

Idividually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance ____ >> Community planning & development

Other Historical Associations

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

HISTORICAL STRUCTURE FORM

8NA00356

DOCUMENTATION (Photos, Plans, etc.)

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

Document type: _____ Maintaining Organization: _____

File or Accession #: _____ Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, Fl 904-448-4429

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

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

SHPO's Evaluation of Resource

_____ Date _____

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/20/2007

Form Comments: _____

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

NA00356-200703

Supplementary Printout

> **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003

> **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP

> **Structural system(s):**
Wood frame

> **Foundation types:**
Piers

> **Foundation materials:**
Brick

> **Exterior fabrics:**
Clapboard
Wood shingles

> **Roof types:**
Gable

> **Roof materials:**
Sheet metal:3V crimp

> **Roof secondary structures (dormers etc):**
Shed dormer
Shed extension

> **Change status/year changed/date noted/nature:**

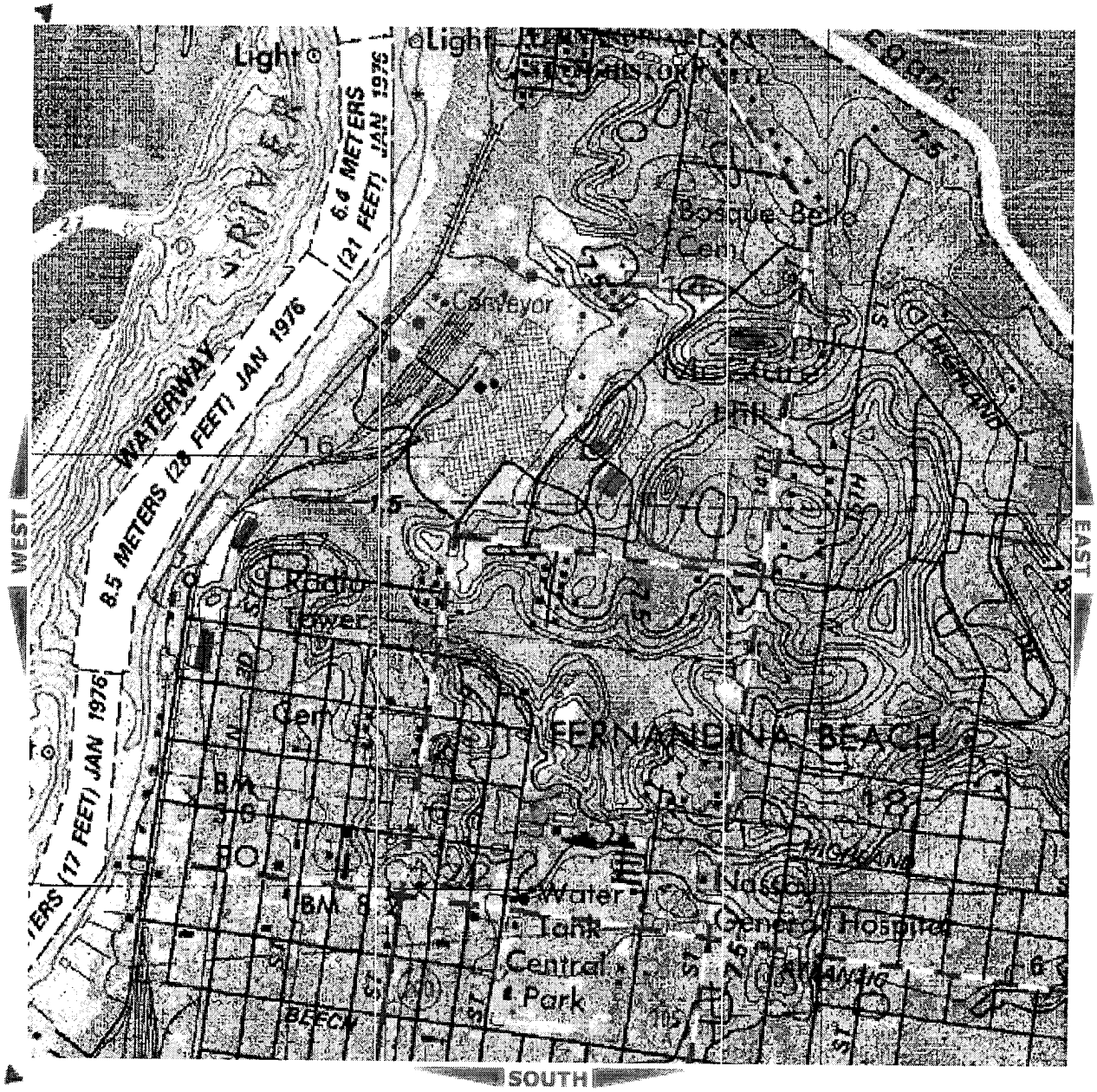
> **Original, intermediate, present uses/year started/year ended:**
Private residence;1925;

> **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian

> **Area(s) of historical significance:**
Community planning & development

> **Repositories: Collection/Housed/Accession#/Describe**

> **[Other name(s)]:**

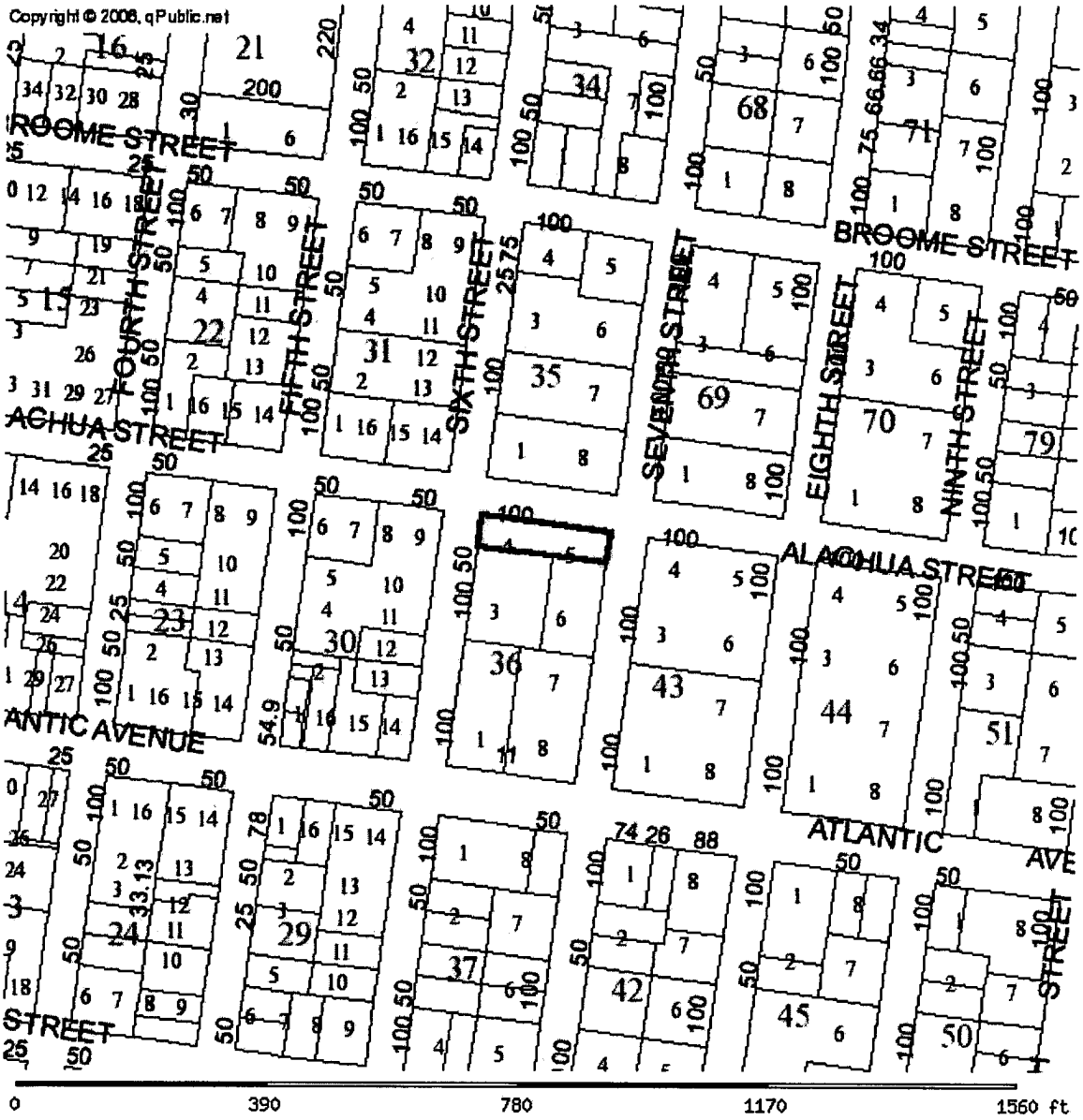

WEST
EAST
SOUTH
Light
Light
WATERWAY
8.5 METERS (28 FEET) JAN 1976
6.4 METERS (21 FEET) JAN 1976
(17 FEET) JAN 1976
Radio Tower
Cem
B/M
B/M
Conveyor
Bosque Bello Cem
Hill
FERNANDINA BEACH
Water Tank
Central Park
Nassau General Hospital
BEECH
3D ST
4TH ST
HIGHLAND
ATLANTIC
ST

NA356

156

156

NA356



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0036-0040
GIS CALCULATED ACREAGE	0.23
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	RICE CHARLES DREW & ELIZABETH
Mailing Address	21 LAFAYETTE WAY ATLANTA, GA 30327
Situs/Physical Address	30 NORTH 6TH ST
2006 PROPOSED VALUES	
Land Value	146,400
Ag Land Value	0

156

NA
35

MIRANDA
architects

March 3, 2025

Historic District Council
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

RE: *Variance Application – Summary of Request*
Rice Residence Addition, 30 North 6th Street, Fernandina Beach, FL 32034

Dear HDC Members,

I am writing to summarize the Variance Application for the Rice Residence Addition Project. During construction it was discovered that the original site survey (Manzie & Drake 2002) for the property was incorrect. A more recent survey (Coastal Land Surveyors 2024) shows that the existing residence is located closer to the south property line than the original survey indicated. The proposed elevator addition, which was approved by the HDC in 2024, requires that we obtain a setback variance from the City's Land Development Code.

Side Yard Setback Variance Request:
LDC Section 4.02.03 Standards for Buildings and Building Placement
Table 4.02.03(E) requires a minimum side setback of 10% for the R-2 Zoning District. The Rice property is 50-feet wide resulting in a minimum side setback of 5-feet.

VARIANCE REQUESTED: A reduction in the side setback from 5.0-feet to 3.3-feet in order to allow for the construction of the elevator addition.

Thank you for your consideration on this matter.

Sincerely,

Jose L. Miranda, Jr., RA
Project Architect

cc *Elizabeth & Drew Rice*

Print

Historic District Council (HDC) Variance Application - Submission #15650

Date Submitted: 3/3/2025

HISTORIC DISTRICT COUNCIL (HDC) VARIANCE APPLICATION

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

Fees

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

- [x] Residential $1,500
- [ ] Non-Residential/ Multi-Family/ 2 or more Residential Units/ Mixed Use $3,500

2025 Submission Deadlines + Board Meetings Calendar

HDC 2025

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

IMPORTANT NOTES

Application Requirements

- A complete application filed at least forty-two (42) days before the date of the Board of Adjustment's public hearing;
- A current signed, sealed, scaled survey of the property (no older than two years from date of application);
- Proof of ownership (copy of deed or tax statement)
- If applying as an agent, Owner's Authorization for Agent Representation form needs to be signed/ notarized and included in application;
- A detailed letter stating the reasons for the request
- Materials as needed to illustrate the nature of the request, including but not limited to, site plans, architectural drawings, photographs, etc. (Any site plans or drawings must be dimensioned and to

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with the applicable planner prior to submitting your application. Completed Board applications are due approximately 42 days prior to the meeting date. Cases in the historic districts or Community Redevelopment Area are heard by the Historic District Council, please use the HDC Variance Application. Cases in all other areas of the City are heard by the Board of Adjustment.

Appeals

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

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

- Procedures for Variances – see LDC Section 10.02.04.

The LDC is available for review at

http://www.fbfl.us/LDC

Limitations on the Grant of a Variance

The following limitations on the grant of a variance apply:

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

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiser's Website → Map Search

Historic District*

Downtown

Site Address*

30 North 6th Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID#(s)*

00-00-31-1800-0036-0040

Zoning District*

R-2

Future Land Use Designation*

Medium Density Residential

Do you authorize the installation of a temporary City notice sign on your property?*

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Drew and Elizabeth

Last Name*

Rice

Company (if applicable)

Mailing Address*

30 North 6th Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

404-234-0710

E-mail Address*

elrice1@gmail.com

OWNER'S AGENT

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

First Name

Jose

Last Name

Miranda

Company (if applicable)

Miranda Architects

Mailing 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 INFORMATION

Variance requested from LDC section(s):*

4.02.03

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

See attached letter summarizing reduction of side yard setback from 5.0-feet to 3.3-feet.

REQUIRED FINDINGS FOR A GRANT OF A VARIANCE

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

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

Existing historic home is situated in violation of the R-2 zoning district setbacks. Proposed house addition for a residential elevator can only be located on the south side of the building which results in an encroachment into the side yard setback.

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

Granting of the variance will not confer a special privilege to the owner. Property is unique in that the R-2 zoning abuts the C-3 zoning district immediately to the south.

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

A literal interpretation of the LDCs would prevent the homeowner from having vertical accessibility to the 2nd floor of their home. Architect has studied various locations for an elevator addition and the south (least visible) facade is the only viable option.

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

The variance requested is the minimum variance needed that will make possible the reasonable use of the historic home.

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

Granting of the variance will be in harmony with the LDC and Comp Plan.

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

Granting of the variance is compatible with surrounding properties and will not cause injury or be detrimental to public health, safety, welfare or environment.

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

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

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

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

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

Special conditions do exist as existing historic home is locate in violation of LDC setbacks. Additionally, site is zoned R-2 (medium density residential) and abuts the C-3 (central business district) zoning district.

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

Literal interpretation of the LDC setbacks would prevent the proposed elevator addition to be constructed on the south (least visible) side of the historic building. Vertical accessibility for the historic home could not be obtained without internalizing the proposed elevator, which would negatively impact the interior of the historic home.

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

Vertical accessibility for the historic home could not be obtained without internalizing the proposed elevator, which would negatively impact the interior of the historic home.

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

Not Applicable

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

Not Applicable

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

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

Not Applicable

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

Not Applicable

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

Not Applicable

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

Not Applicable

Certification*

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

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

Applicant's First Name*

Jose

Applicant's Last Name*

Miranda

Today's Date*

3/3/2025

City of FB logo
NEW Reflex

DEPARTMENT OF PLANNING & CONSERVATION

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

Upload Supplemental Materials

HDC Variance Rice Addition 3 Mar 25.pdf

Upload 2

A1 Rice Addition Site Plan 11 Feb 25 REV1.pdf

Upload 3

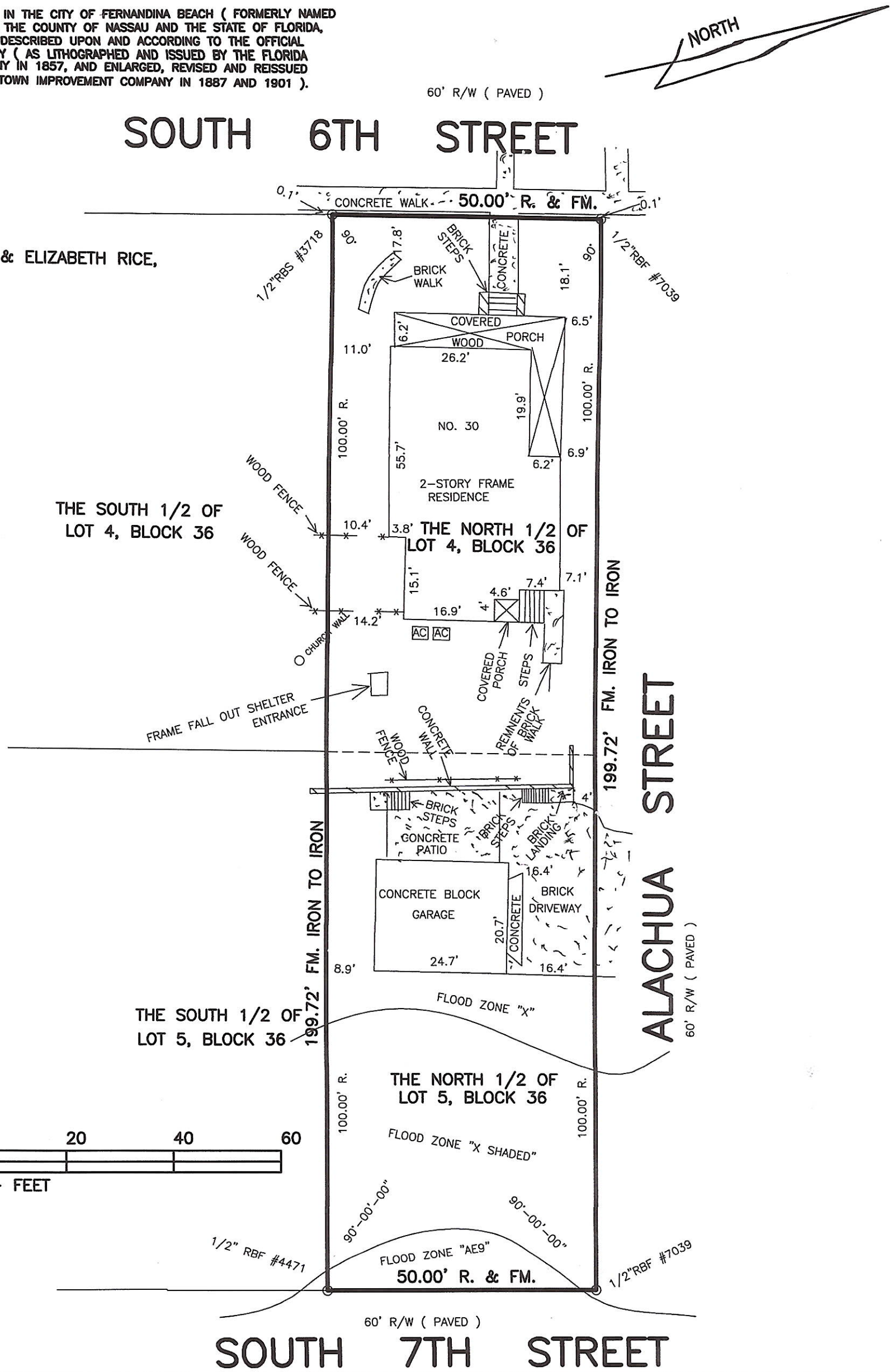
Choose File No…en

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

MAP SHOWING BOUNDARY SURVEY OF
THE NORTH 1/2 OF LOTS 4 AND 5, BLOCK 36,

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

FOR:
CHARLES & ELIZABETH RICE,



COASTAL LAND SURVEYORS

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

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

4-8-24

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE X & AE AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP, COMMUNITY NO. 120172 PANEL NO. 0237G DATED 8/2/17.

DATE OF SURVEY: APRIL 5, 2024
SCALE 1"=20'
JOB NO. 2404-01 F.B. 367

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:

IRON PIPE FOUND - IPF
IRON PIPE SET - IPS
RE/BAR FOUND - RBF
NOT TO SCALE - NTS
BUILDING RESTRICTION LINE - BRL
CONCRETE MONUMENT FOUND - CMF
STAINLESS STEEL PIPE FOUND - SSPF
RIGHT-OF-WAY - R/W
POINT OF CURVE - PC POINT OF TANGENCY - PT
CENTERLINE - C L OFFICIAL RECORDS BOOK - O.R.B.
POWER LINE ---P----
PLAT - P.
FIELD MEASURED - FM.
RECORD - R. DEED - D.
POWER POLE - ⊙
CONCRETE - CONC.
FENCE ----X----
RIGHT-OF-WAY - R/W
POINT OF REVERSE CURVE - PRC

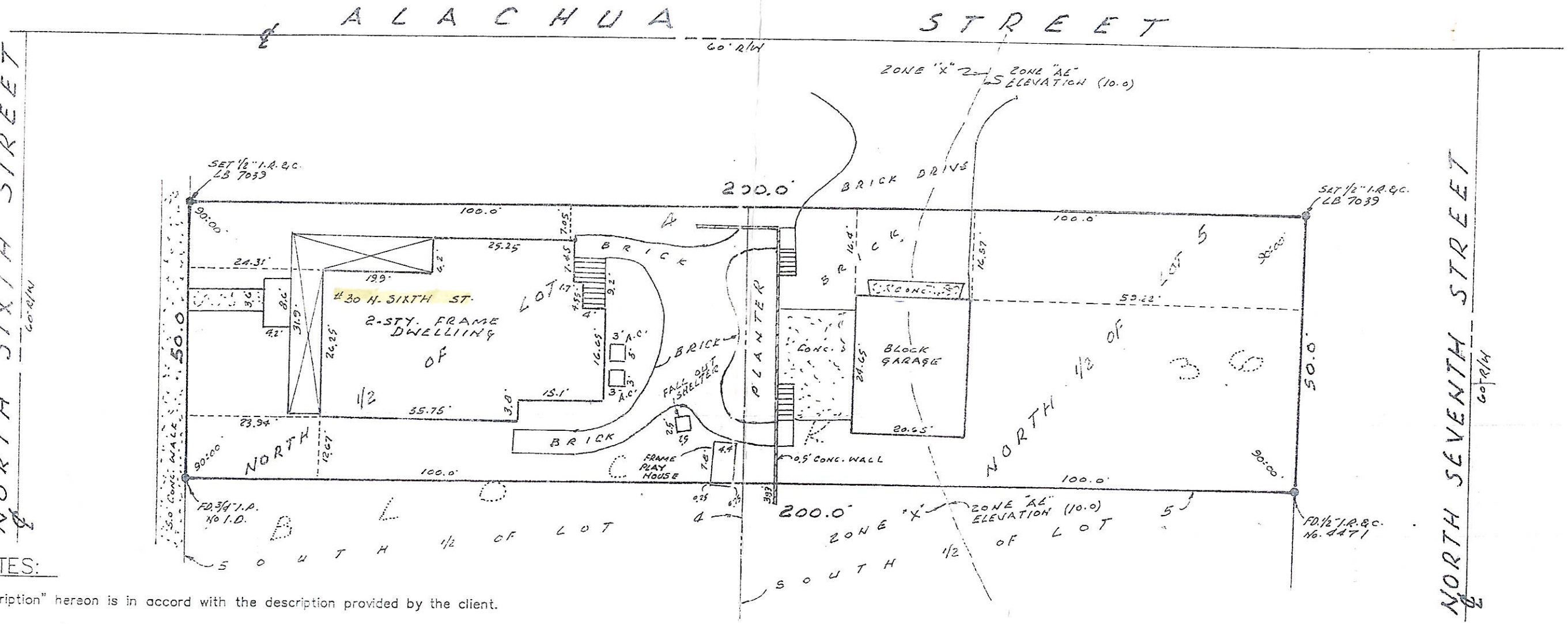
MAP OF BOUNDARY SURVEY

DREW & ELIZABETH RICE
(904) 277-2448 DREW

LEGAL DESCRIPTION:

THE NORTH ONE-HALF (N1/2) OF LOTS 4 AND 5, BLOCK 36, CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT 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).



PREPARED FOR:
CHARLES DREW & ELIZABETH RICE
SUNTRUST BANK
COMMONWEALTH LAND TITLE INSURANCE COMPANY
ROBERT PETERS, P.A.

SURVEY NOTES:

1) The "Legal Description" hereon is in accord with the description provided by the client.
2) Underground improvements were not located or shown.
3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
4) Bearings and/or angles shown hereon are relative to those shown on the plat referenced in the legal description. The bearing reference line is indicated as (BR)
5) Fence ownership, if applicable, has not been determined by office. Fences are drawn out of scale in order to accentuate their relationship to the property lines. Fences are not deemed to be encroachments unless ownership is apparent.
6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is informational purposes only and is not valid.
7) The property shown hereon lies within flood zone "X & AE" (ELEVATION (10.0)) as per F.E.M.A. Flood Insurance Rate Map, Panel 120172 0004 E, Dated 5-18-92.
8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.

LEGEND

B.R.L. = BUILDING RESTRICTION LINE
CALC. = CALCULATED
C.B.S. = CONCRETE BLOCK STRUCTURE
℄ = CENTERLINE
CH = CHORD
C.M. = CONCRETE MONUMENT
CONC. = CONCRETE
D.E. = DRAINAGE EASEMENT
D/F = DRAIN FIELD
—E—E— = AERIAL UTILITY WIRES
EASE = EASEMENT
ELEV. = ELEVATION
F.F. = FINISHED FLOOR
FD. = FOUND
I.P. = IRON PIPE
I.R. = IRON ROD
I.R. & C. = IRON ROD W/ PLASTIC CAP
L = LENGTH
MEAS. = MEASURED
N & TT = NAIL & TIN TAB
N & W = NAIL & WASHER
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
N.T.S. = NOT TO SCALE
B.R. = BEARING REFERENCE
O.R.B. = OFFICIAL RECORD BOOK
P.B. = PLAT BOOK
P.C. = POINT OF CURVATURE
P.C.C. = POINT OF COMPOUND CURVATURE
P.C.P. = PERMANENT CONTROL POINT
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
P.R.C. = POINT OF REVERSE CURVATURE
P.R.M. = PERMANENT REFERENCE MONUMENT
P.I. = POINT OF INTERSECTION
R = RADIUS
R/W = RIGHT-OF-WAY
P.I.N. = PARCEL IDENTIFICATION NUMBER
S/T = SEPTIC TANK
U.E. = UTILITY EASEMENT
Δ = CENTRAL ANGLE
—x—x— = CHAIN LINK FENCE
—o—o— = WOOD FENCE
= CONCRETE FLATWORK
= WOOD POWER POLE

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY: Michael A. Manzie

☒ MICHAEL A. MANZIE, P.L.S. 4069
☐ VERNON N. DRAKE, P.L.S. 1558
☐ FRANK L. BOWEN, P.S.M. 2477

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"

SCALE: 1" = 20' JOB NO: 14.751 DATE: 4-01-02
F.B. NO: X155 PAGE NO: 31 FIELD CREW: C.M. FILE NO: A643

MAP OF BOUNDARY SURVEY

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PREPARED FOR:
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SUNTRUST BANK
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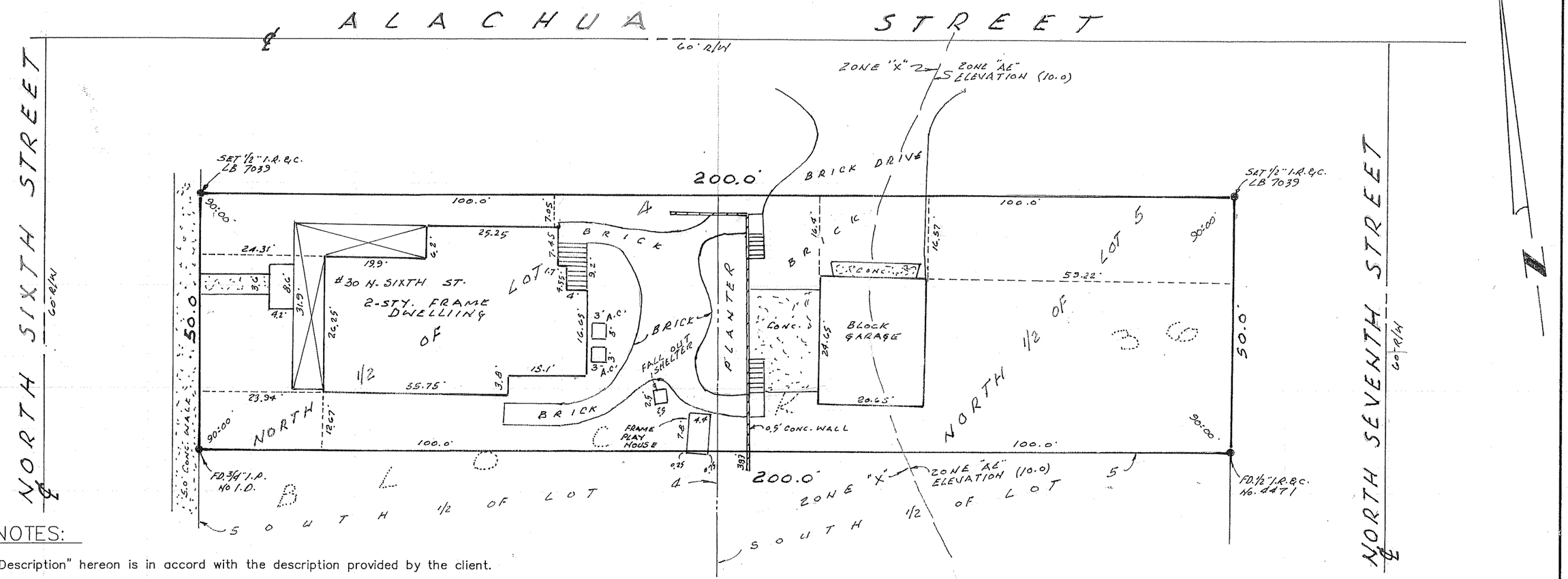
ROBERT PETERS, P.A.



SURVEY NOTES:

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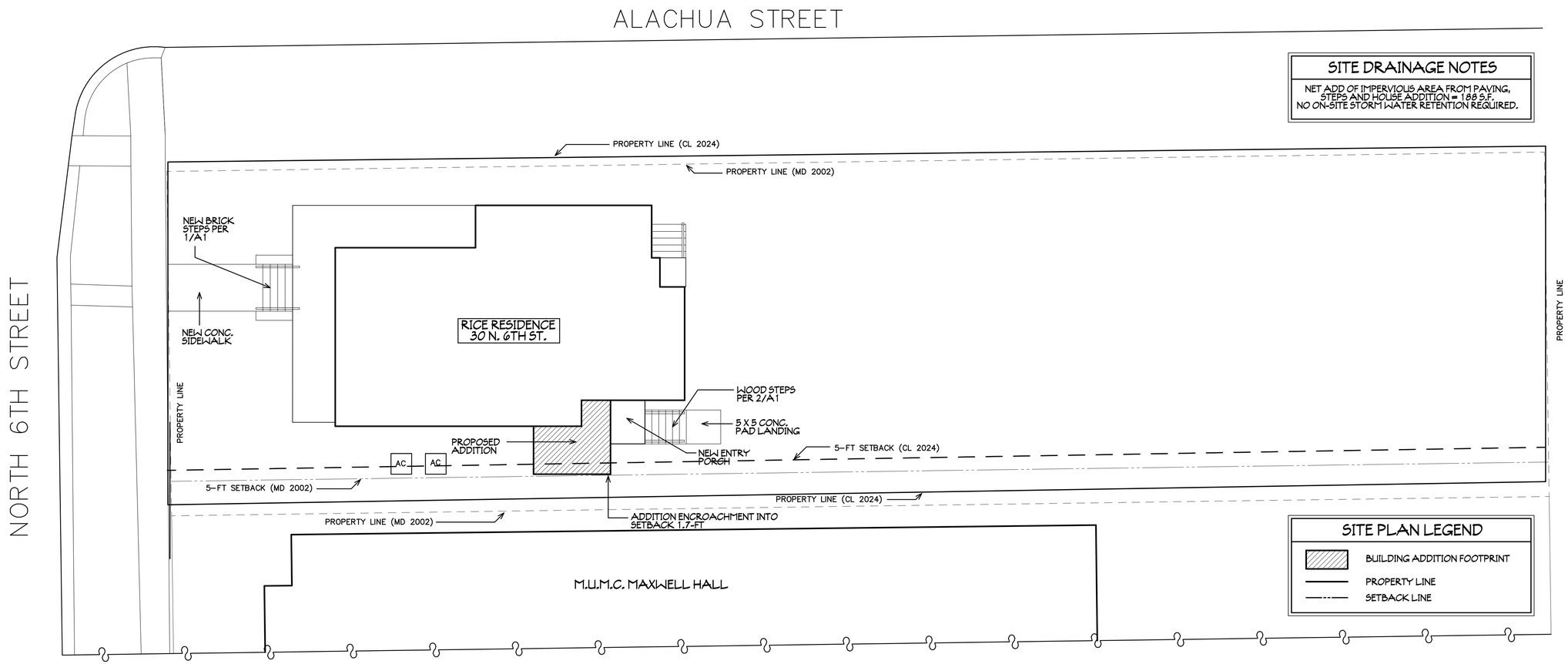
SCALE: 1" = 20' JOB NO: 14.751 DATE: 4-01-02
F.B. NO: X155 PAGE NO: 31 FIELD CREW: C.M. FILE NO: A643

This document has been electronically signed and sealed by Jose L. Miranda, Jr., RA on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



SITE DRAINAGE NOTES

NET ADD OF IMPERVIOUS AREA FROM PAVING, STEPS AND HOUSE ADDITION = 188 S.F.
NO ON-SITE STORM WATER RETENTION REQUIRED.

SITE PLAN LEGEND

- BUILDING ADDITION FOOTPRINT
- PROPERTY LINE
- SETBACK LINE

SITE PLAN 1/8"=1'-0"

This drawing and the design ideas and concepts it represents is the property of the Miranda Architects, P.A. and is not to be reproduced, published or used in part or whole, nor is it to be used on any other project and is to be returned on request.

A1 RICE ADDITION SITE PLAN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 02-11-25

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

ADDITION/RENOVATION TO THE
RICE RESIDENCE
30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

SITE PLAN

REVISIONS	DATE
1 NEW SURVEY INFO	2/11/25

A1

CERTIFICATE OF APPROVAL (COA) HDC2024-0019
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Board Review	**Project:**		**App Date:**	08/07/2024
Work Class:	Residential	**District:**	Default	**Exp Date:**	09/06/2024
Status:	Approved	**Square Feet:**	0.00	**Completed:**	09/19/2024
Valuation:	$0.00	**Assigned To:**	Kelly Gibson	**Approval Expire Date:**	09/19/2025

Description: FINAL Certificate of Approval (COA) to add a rear entry stoop and replace existing brick steps, sidewalk, and wood railings.

Parcel: 00-00-31-1800-0036-0040 Main	**Address:** 30 N 6Th St Main Fernandina Beach, FL 32034	**Zone:** R-2(Medium Density Residential)

Agent	Applicant	Owner
Jose Miranda 309 1/2 CENTRE Suite 206 FERNANDINA BEACH, FL 32034 Business: 9042614586 Mobile: 9047533099	Jose Miranda 309 1/2 Centre Street Suite 206 Fernandina Beach, FL 32034 Business: 904-261-4586	Drew + Elizabeth Rice 30 N 6th ST Fernandina Beach, FL 32034

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001696-2024		Sylvie McCann	09/23/2024

Invoice No.	Fee		Fee Amount	Amount Paid
INV-00033028	COA - Residential		$250.00	$250.00
		Total for Invoice INV-00033028	$250.00	$250.00
		Grand Total for Plan	**$250.00**	**$250.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Wednesday, August 7, 2024 8:49:14 AM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION
USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for PAINT projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

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

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

IMPORTANT NOTES

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

Pre-Application Meeting
To guide you through the process and to ensure that your application is

properly processed, you'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, right-of-way, 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;, If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;
Please see the Land Development Code (LDC) for detailed information:	*Field not completed.*
The LDC is Available for Review at	www.fbfl.us/LDC

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

PROJECT TYPE	Addition
APPROVAL TYPE	Board Approval: Final
Have you met with a planner for a pre-application meeting?	Yes
What was the date of your pre-application meeting?	8/6/2024
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's website → Map Search
Historic District	Downtown
Site Address	30 North 6th Street

City	Fernandina Beach
State	Florida
Zip Code	32034
Parcel ID #(s)	00-00-31-1800-0036-0040

OWNER OF RECORD
As recorded with the Nassau County Property Appraiser

First Name	Drew and Elizabeth
Last Name	Rice
Mailing Address	30 North 6th Street
City	Fernandina Beach
State	Florida
Zip Code	32034
Telephone Number	404-234-0710
E-mail Address	elrice1@gmail.com

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

Is there an agent other than the owner representing this project?	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	1) Addition of elevator, powder room and rear entry stoop on south side of house. 2) Removal and replacement of existing brick steps and sidewalk, with new brick steps, wood railings and plain concrete sidewalk.
Design Vision Statement	Addition designed to be compatible with existing historic structure but with contemporary detailing and materials to clearly distinguish between the new addition and the existing building.

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS
List all proposed materials and colors, as applicable

EXTERIOR FABRIC	
Manufacturer	Hardie
Product Description	Hardie Lap Siding, 5 1/2" exposure
Color	match existing house
DOORS	
Manufacturer	Thermatru
Product Description	Smooth Star fiberglass
Color	match existing house
WINDOWS	
Manufacturer	Andersen
Product Description	400 Series double hung windows
Color	white
ROOFING	
Manufacturer	PAC CLAD
Product Description	metal roofing
Color	match existing house roof

FASCIA/TRIM	
Manufacturer	Hardie
Product Description	HardieTrim
Color	match existing house
FOUNDATION	
Manufacturer	Concrete Block
Product Description	Stucco finish
Color	*Field not completed.*
SHUTTERS	
Manufacturer	*Field not completed.*
Product Description	*Field not completed.*
Color	*Field not completed.*
PORCH/DECK	
Manufacturer	*Field not completed.*
Product Description	pt wood
Color	*Field not completed.*
FENCING	
Manufacturer	*Field not completed.*
Product Description	*Field not completed.*
Color	*Field not completed.*
DRIVEWAYS/SIDEWALKS	
Manufacturer	*Field not completed.*
Product Description	concrete
Color	*Field not completed.*
SIGNAGE	
Manufacturer	*Field not completed.*

Product Description	*Field not completed.*
Color	*Field not completed.*
OTHER	
Manufacturer	*Field not completed.*
Product Description	*Field not completed.*
Color	*Field not completed.*

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

Upload 1	Rice House Ownership Document.pdf
Upload 2	Rice Owner Agent Form.pdf
Upload 3	Rice Site Survey.pdf
Upload 4	Rice Addition Prelim Design 29 July 24.pdf
Upload 5	*Field not completed.*
Upload 6	*Field not completed.*
Upload 7	*Field not completed.*
Upload 8	*Field not completed.*
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:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

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

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

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I

further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

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

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

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

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

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

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

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Jose
Applicant Last Name	Miranda
Today's Date	8/7/2024

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.

Email not displaying correctly? View it in your browser.

A. Michael Hickox, CFA
Cert. Res. RD1941

NASSAU COUNTY
PROPERTY APPRAISER

PROPERTY INFORMATION

Parcel Number 00-00-31-1800-0036-0040

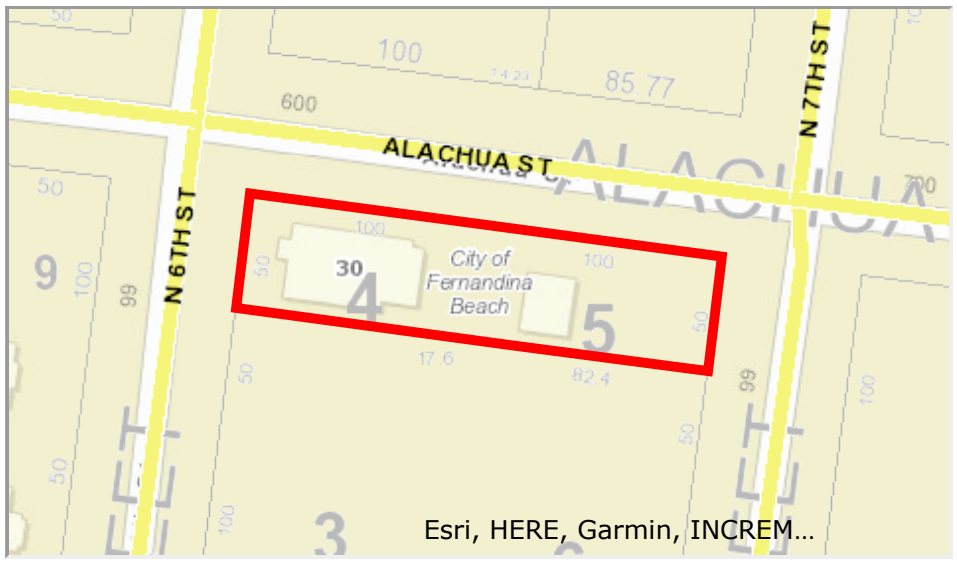
Owner Name	RICE CHARLES DREW & ELIZABETH
Mailing Address	30 N 6TH ST
	FERNANDINA BEACH, FL 32034
Location Address	30 N 6TH ST
	FERNANDINA BEACH 32034
Tax District	002 - FERNANDINA BEACH
Milage	18.3806
Homestead	Yes
Property Usage	SINGLE FAMILY 000100
Deed Acres	0
Short Legal	BLOCK 36 LOT N1/2 OF 4 N1/2 OF 5 IN OR 1048/1374 CITY OF FDNA BCH

2024 Preliminary Values

Land Value	$122,000
(+) Improved Value	$377,792
(=) Market Value	**$499,792**
(-) Agricultural Classification	$0
(-) SOH or Non-Hx* Capped Savings	$112,483
(=) Assessed Value	**$387,309**
(-) Homestead	$25,000
(-) Additional Exemptions	$0
(=) School Taxable Value	$362,309
(-) Non-School HX & Other Exempt Value	$25,000
(=) County Taxable Value	**$337,309**

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

PARCEL MAP

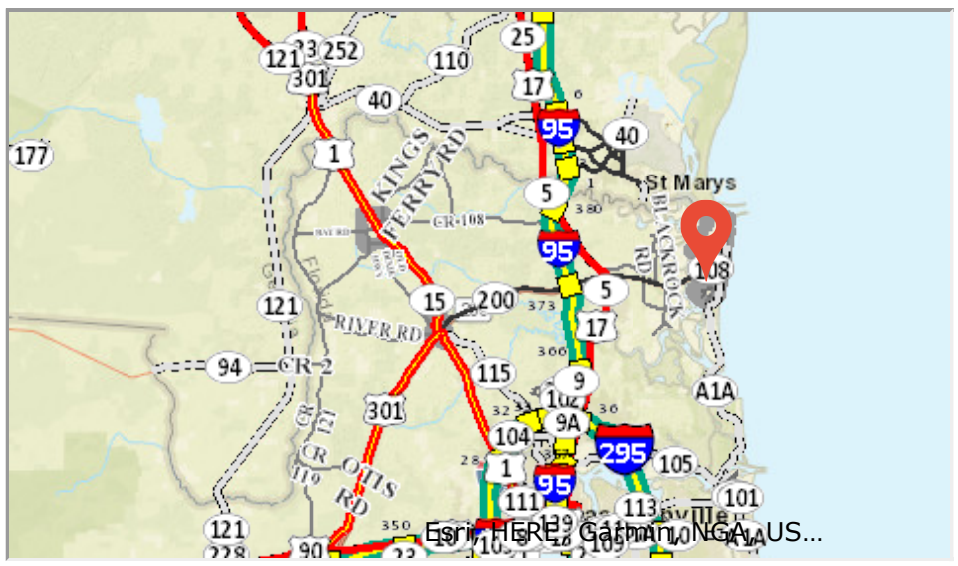


2023 AERIAL MAP

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
SFR CUST	3273	2875	4	2.5	ABOVE AVG.		AIR DUCTED	FORCED AIR	1887

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
FP-ELECTRI	0 X 0	2	1925
FP-ELECTRI	25 X 20	500	1978
CONCRETE A	21 X 12	252	1978
CONCRETE A	14 X 6	84	1978

OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Charles Drew & Elizabeth Rice
(print name of property owner(s))

hereby authorize: Jose L Miranda, Jr Architect PA dba/Miranda Architects
(print name of agent)

to represent me/us in processing an application for: HDC Certificate of Approval
(type of application)

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

(Signature of owner) **(Signature of owner)**

CHARLES DREW RICE
(Print name of owner)

Elizabeth L. Rice
(Print name of owner)

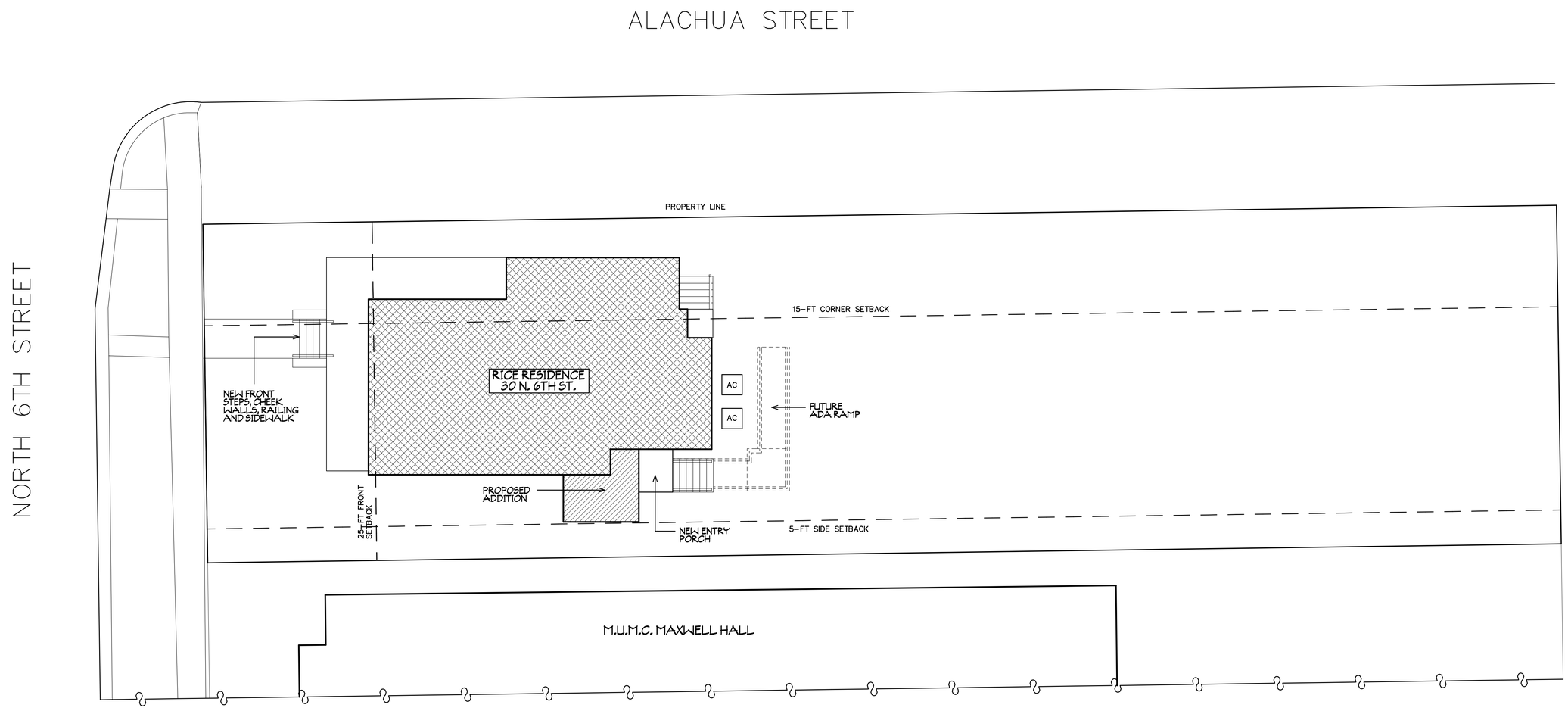
STATE OF FLORIDA
COUNTY OF NASSAU } ss

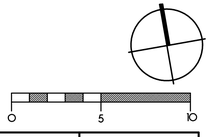
ASHLEY MANNING
MY COMMISSION # HH 453155
EXPIRES: February 5, 2028

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 30th day of July, 2024, by Charles & Elizabeth Rice.

Notary Public — Ashley Manning, Printed Name — 2/5/28, My Commission Expires

Personally Known _____ OR Produced Identification X ID Produced: FLDL





PROPOSED SITE PLAN

1/8"=1'-0"

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P1 RICE PRELIM DESIGN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 07-29-24

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. AR14857
MIRANDA ARCHITECTS

PROPOSED ADDITION/RENOVATION FOR THE

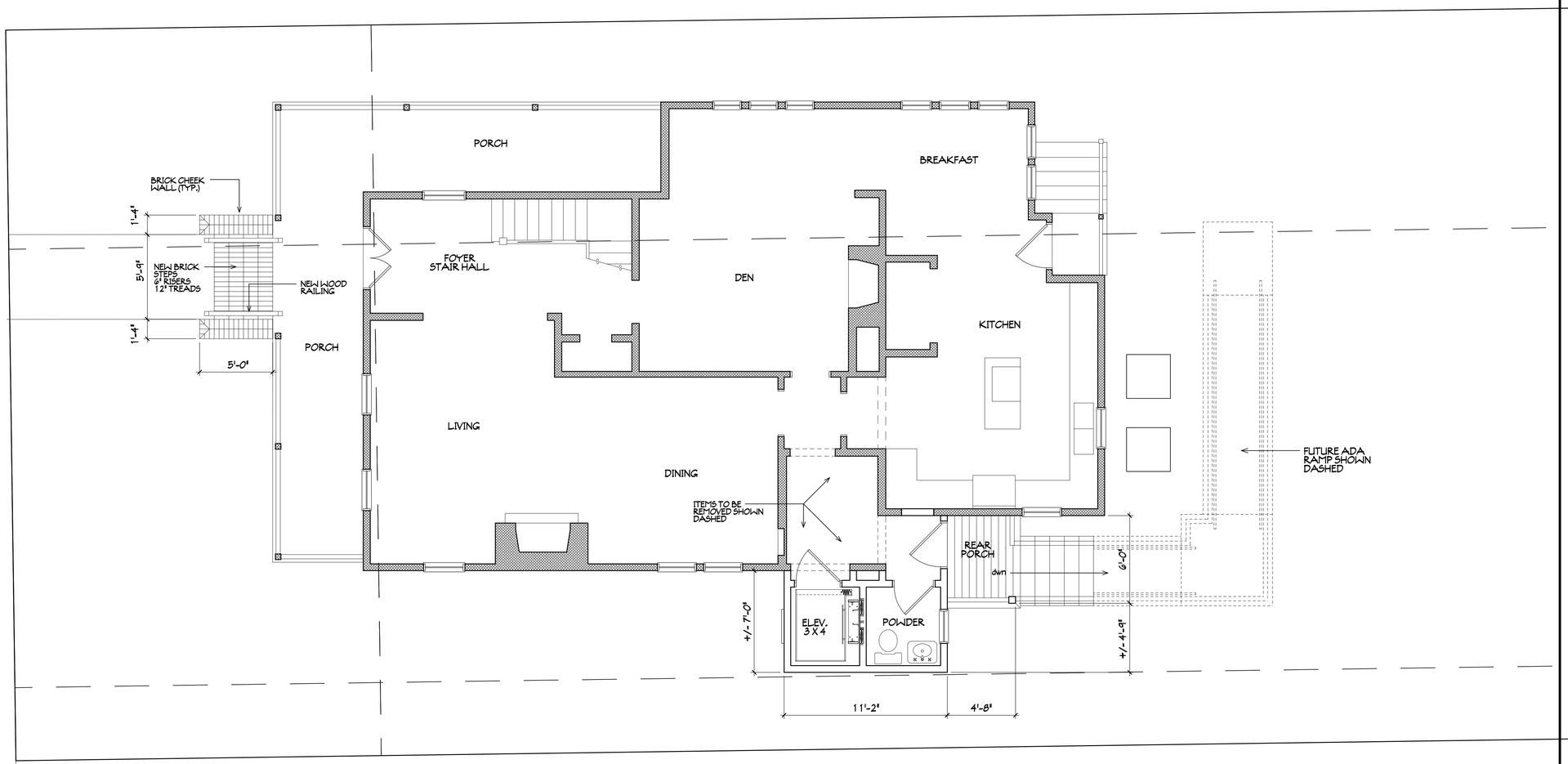
RICE RESIDENCE

30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY SITE PLAN

REVISIONS	DATE

P1



PLAN LEGEND	
	EXISTING WALLS TO REMAIN
	NEW WALLS

0 5 10

PROPOSED FIRST FLOOR PLAN

1/4"=1'-0"

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P1 RICE PRELIM DESIGN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 07-29-24

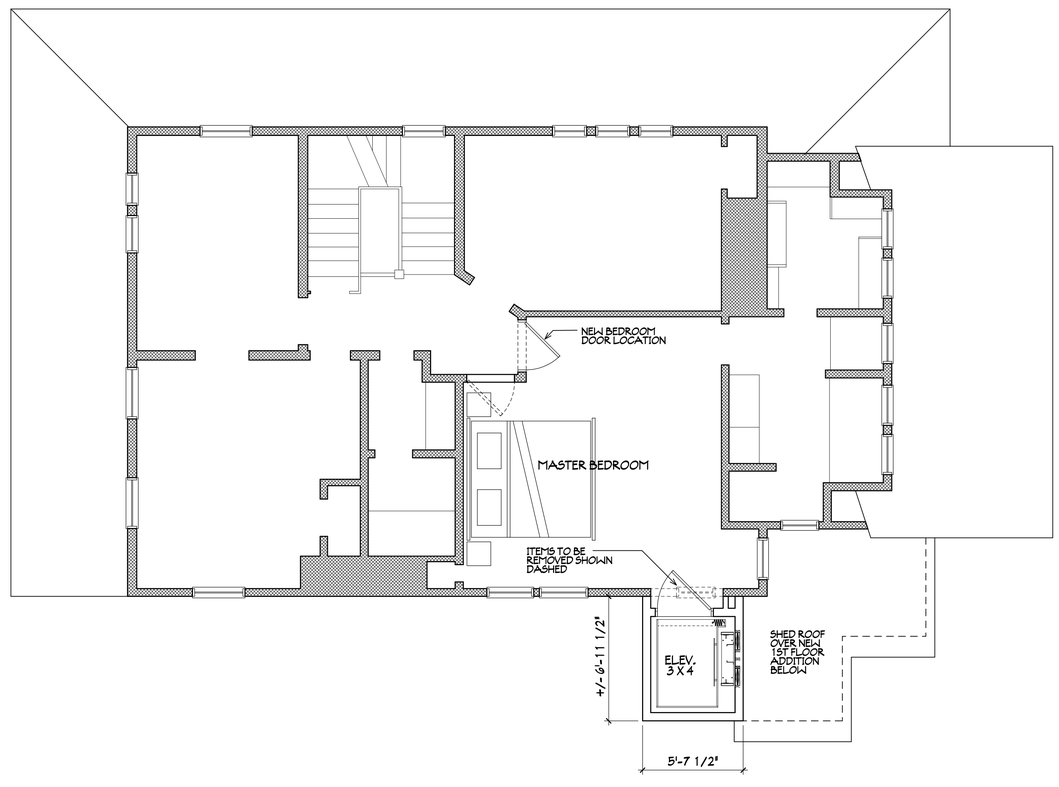
MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4596 TEL
FL. REG. NO. AR16687
MIRANDA ARCHITECTS

PROPOSED ADDITION/RENOVATION FOR THE
RICE RESIDENCE
30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY 1ST FLR PLAN

REVISIONS	DATE

P2



PLAN LEGEND	
	EXISTING WALLS TO REMAIN
	NEW WALLS

0 5 10

PROPOSED FIRST FLOOR PLAN

1/4"=1'-0"

This drawing and the design thereon is the property of the Miranda Architects and copyright is represented in the name of Jesus L. Miranda. It is not to be reproduced or copied in whole or in part, nor is the design to be used on any other project and is to be returned on request.

P1 RICE PRELIM DESIGN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 07-29-24

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
9042614596 TEL
FL. REG. NO. AR94897
MIRANDA ARCHITECTS

PROPOSED ADDITION/RENOVATION FOR THE
RICE RESIDENCE
30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY 2ND FLR PLAN

REVISIONS	DATE

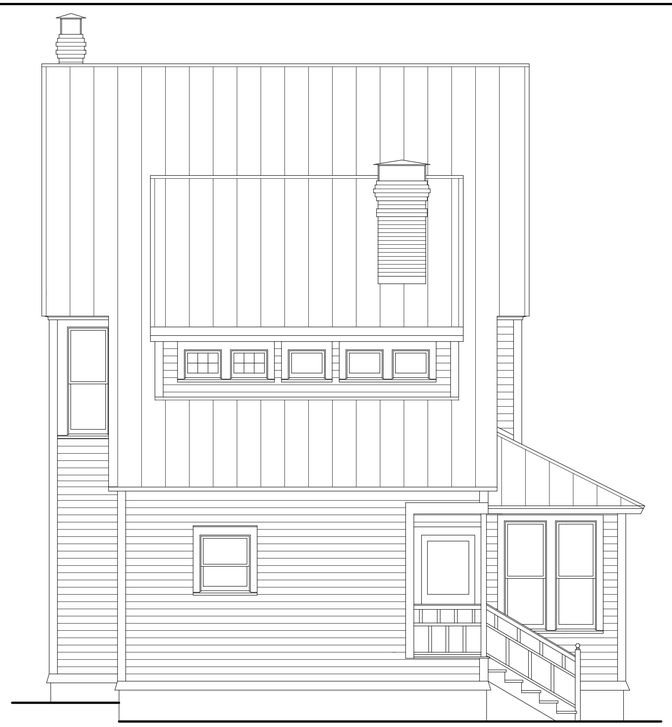
P3

EXISTING

PROPOSED

WEST ELEVATION -- NORTH 6TH ST

1/4"=1'-0"



EXISTING

PROPOSED

EAST ELEVATION

1/4"=1'-0"

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P1 RICE PRELIM DESIGN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 07-29-24

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. AA4687

PROPOSED ADDITION/RENOVATION FOR THE

RICE RESIDENCE

30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY WEST ELEVATION

REVISIONS	DATE

P4

EXISTING SOUTH ELEVATION

1/4"=1'-0"

PROPOSED SOUTH ELEVATION

1/4"=1'-0"

0 5 10

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P1 RICE PRELIM DESIGN
PROJECT # R240604
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 07-29-24

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
PL- REG. NO. AR14887
MIRANDA ARCHITECTS

PROPOSED ADDITION/RENOVATION FOR THE

RICE RESIDENCE

30 NORTH 6TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY WEST ELEVATION

REVISIONS	DATE

P5

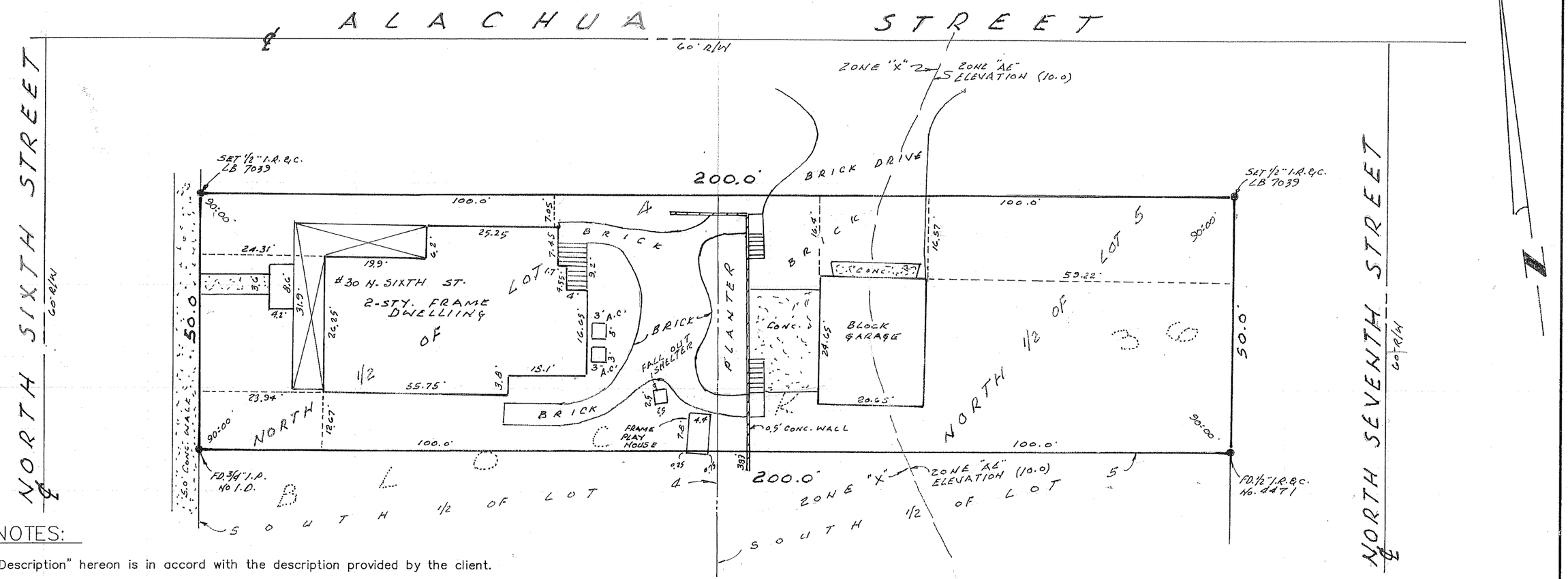
MAP OF BOUNDARY SURVEY

LEGAL DESCRIPTION:

THE NORTH ONE-HALF (N1/2) OF LOTS 4 AND 5, BLOCK 36, CITY OF FERNANDINA BEACH, NASSAU COUNTY, FLORIDA.

AS SHOWN ON THE OFFICIAL PLAT 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).

PREPARED FOR:
CHARLES DREW & ELIZABETH RICE
SUNTRUST BANK
COMMONWEALTH LAND TITLE INSURANCE COMPANY
ROBERT PETERS, P.A.



SURVEY NOTES:

1) The "Legal Description" hereon is in accord with the description provided by the client.

2) Underground improvements were not located or shown.

3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.

4) Bearings and/or angles shown hereon are relative to those shown on the plat referenced in the legal description. The bearing reference line is indicated as (BR)

5) Fence ownership, if applicable, has not been determined by office. Fences are drawn out of scale in order to accentuate their relationship to the property lines. Fences are not deemed to be encroachments unless ownership is apparent.

6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is informational purposes only and is not valid.

7) The property shown hereon lies within flood zone "X & AE" (ELEVATION (10.0)) as per F.E.M.A. Flood Insurance Rate Map, Panel 120172 0004 E, Dated 5-18-92.

8) Unless otherwise noted Measeured angles and distances are the same as Plat or Deed angles and distances.

LEGEND

B.R.L. = BUILDING RESTRICTION LINE
CALC. = CALCULATED
C.B.S. = CONCRETE BLOCK STRUCTURE
℄ = CENTERLINE
CH = CHORD
C.M. = CONCRETE MONUMENT
CONC. = CONCRETE
D.E. = DRAINAGE EASEMENT
D/F = DRAIN FIELD
—E—E— = AERIAL UTILITY WIRES
EASE. = EASEMENT
ELEV. = ELEVATION
F.F. = FINISHED FLOOR
FD. = FOUND
I.P. = IRON PIPE
I.R. = IRON ROD
I.R. & C. = IRON ROD W/ PLASTIC CAP
L = LENGTH
MEAS. = MEASURED
N & TT = NAIL & TIN TAB
N & W = NAIL & WASHER
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
N.T.S. = NOT TO SCALE
B.R. = BEARING REFERENCE
O.R.B. = OFFICIAL RECORD BOOK
P.B. = PLAT BOOK
P.C. = POINT OF CURVATURE
P.C.C. = POINT OF COMPOUND CURVATURE
P.C.P. = PERMANENT CONTROL POINT
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
P.R.C. = POINT OF REVERSE CURVATURE
P.R.M. = PERMANENT REFERENCE MONUMENT
P.I. = POINT OF INTERSECTION
R = RADIUS
R/W = RIGHT-OF-WAY
P.I.N. = PARCEL IDENTIFICATION NUMBER
S/T = SEPTIC TANK
U.E. = UTILITY EASEMENT
△ = CENTRAL ANGLE
—x—x— = CHAIN LINK FENCE
= WOOD FENCE
= CONCRETE FLATWORK
= WOOD POWER POLE

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY: _____

☒ MICHAEL A. MANZIE, P.L.S. 4069
☐ VERNON N. DRAKE, P.L.S. 1558
☐ FRANK L. BOWEN, P.S.M. 2477

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"

SCALE: 1" = 20' JOB NO: 14.751 DATE: 4-01-02
F.B. NO: X155 PAGE NO: 31 FIELD CREW: C.M. FILE NO: A643

IVORY TRAVERTINE PAVER

FIELD COPY

THICKNESS	1¼" (3 cm)	6x12 - 12x24 - 16x16 - 16x24 - 24x24 - French Pattern
	2" (5 cm)	12x24 - 16x24 - 24x24

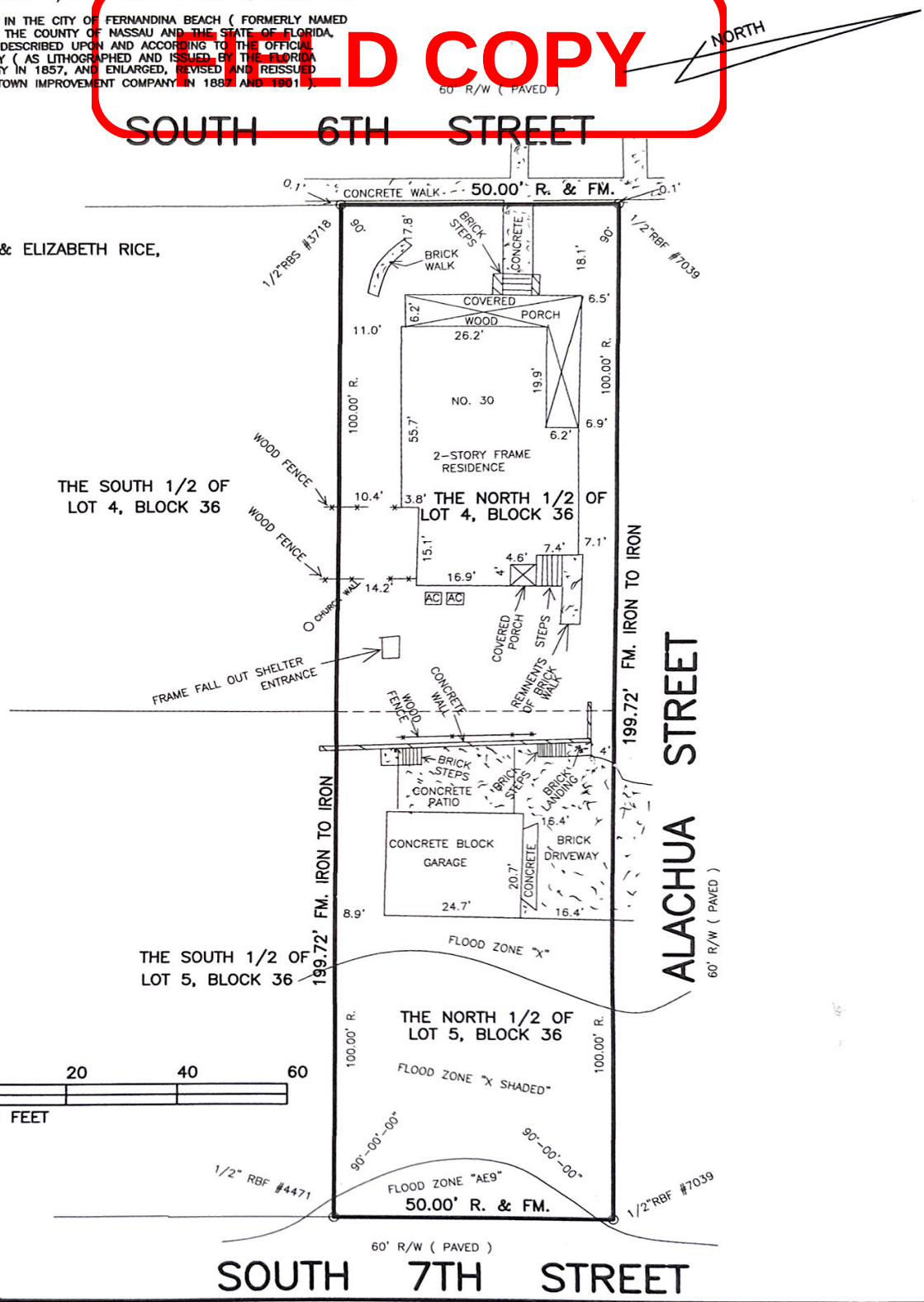
SIZES

MAP SHOWING BOUNDARY SURVEY OF
THE NORTH 1/2 OF LOTS 4 AND 5, BLOCK 36,

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

FIELD COPY

FOR:
CHARLES & ELIZABETH RICE,



COASTAL LAND SURVEYORS

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

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

4-8-24

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE X & AE AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP, COMMUNITY NO. 120172 PANEL NO. 0237G DATED 8/2/17.

DATE OF SURVEY: APRIL 5, 2024
SCALE 1"=20'
JOB NO. 2404-01 F.B. 367

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

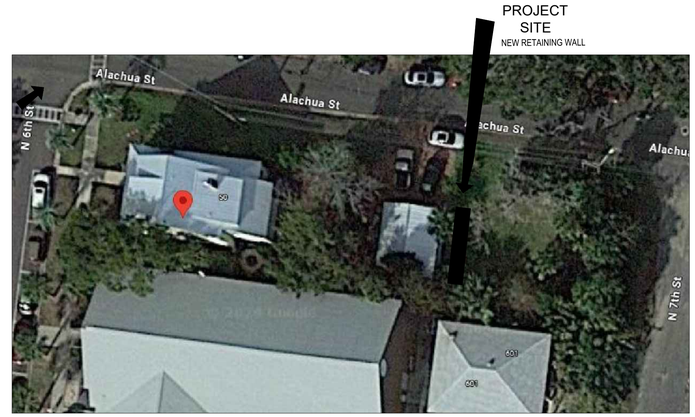
LEGEND:
IRON PIPE FOUND – IPF
IRON PIPE SET – IPS
RE/BAR FOUND – RBF
NOT TO SCALE – NTS
BUILDING RESTRICTION LINE – BRL
CONCRETE MONUMENT FOUND – CMF
STAINLESS STEEL PIPE FOUND – SSPF
RIGHT-OF-WAY – R/W
POINT OF CURVE – PC POINT OF TANGENCY – PT
CENTERLINE – C L OFFICIAL RECORDS BOOK – O.R.B.
POWER LINE ---P----
PLAT – P.
FIELD MEASURED – FM.
RECORD – R. DEED – D.
POWER POLE – O-
CONCRETE – CONC.
FENCE ----X----
RIGHT-OF-WAY – R/W
POINT OF REVERSE CURVE – PRC

NEW RETAINING WALL

30 NORTH 6TH STREET
FERNANDINA BEACH, FLORIDA

NORTH

AREA MAP

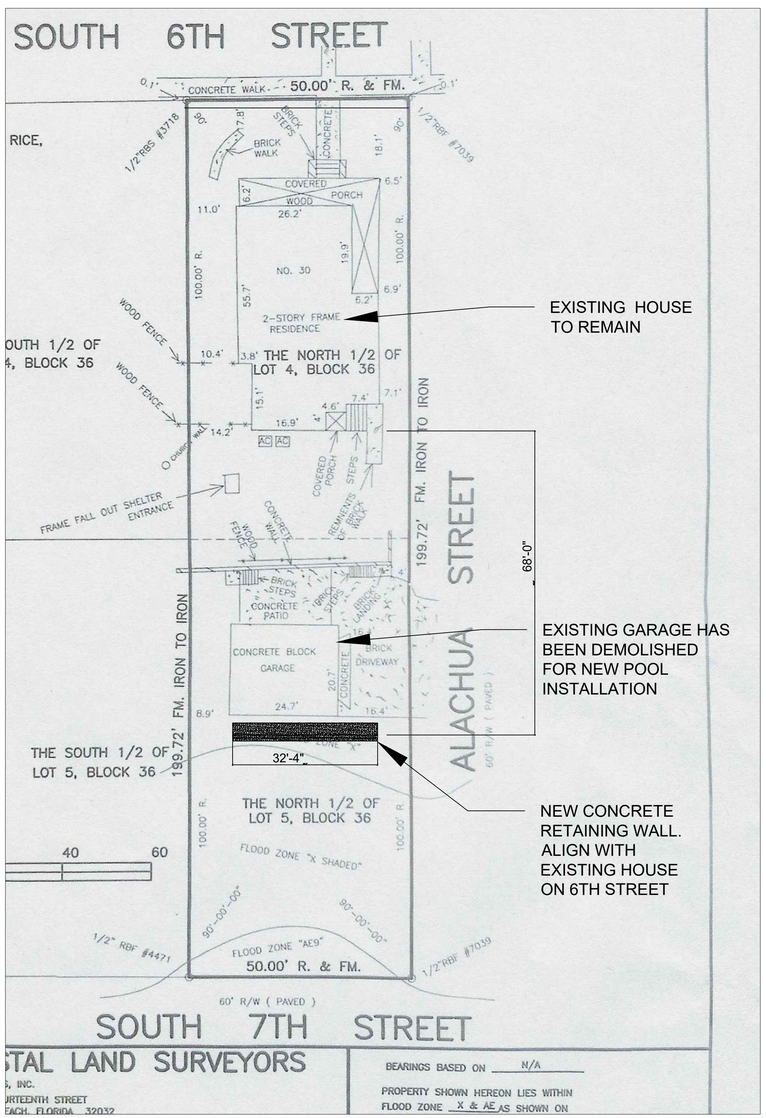


NORTH

VICINITY MAP

City of Fernandina Beach
RELEASED FOR PERMITTING
These plans are approved for construction.
NOTE: Plan approval does not constitute approval to violate any adopted federal, state or local law, code or ordinance.
REVIEWED FOR COMPLIANCE
2023 FBC, 8th Edition
07/02/2024

FIELD COPY

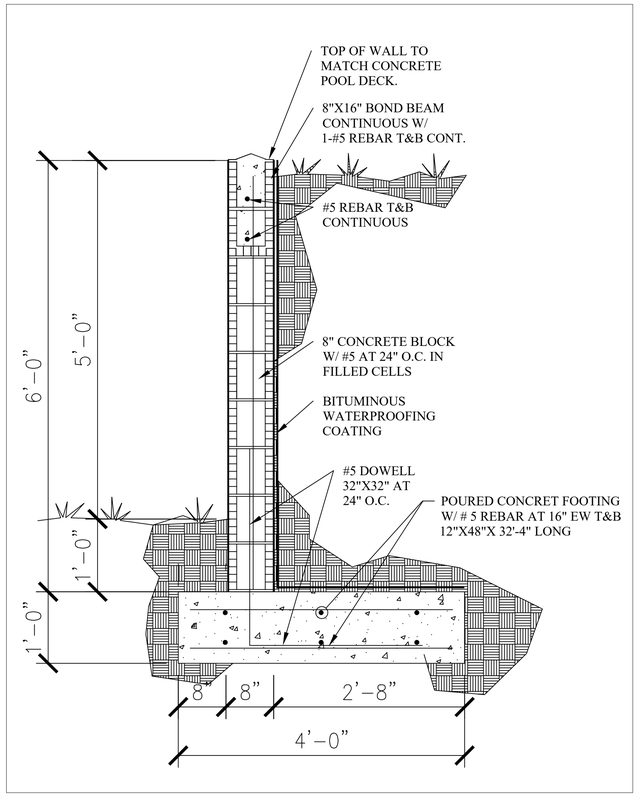


EXISTING HOUSE TO REMAIN

EXISTING GARAGE HAS BEEN DEMOLISHED FOR NEW POOL INSTALLATION

NEW CONCRETE RETAINING WALL. ALIGN WITH EXISTING HOUSE ON 6TH STREET

1 / A1.0 SITE PLAN
SCALE: 1/16" = 1'-0"



CODE SUMMARY:

BUILDING		2023 8TH EDITION FLORIDA BUILDING CODE
		NEW RETAINING WALL
PLUMBING	NA	2023 8TH EDITION FLORIDA BUILDING CODE
ELECTRICAL	NA	2018 NEC - NATIONAL ELECTRICAL CODE
MECHANICAL	NA	2023 8TH EDITION FLORIDA BUILDING CODE
LIFE SAFETY	NA	2023 8TH EDITION FLORIDA BUILDING CODE
	NA	2018 NFPA VOLUME 101 LIFE SAFETY CODE
ACCESSIBILITY	NA	2023 8TH EDITION FLORIDA BUILDING CODE
FIRE	NA	2023 8TH EDITION FBC - FLORIDA FIRE PROTECTION CODE
ENERGY	NA	2023 8TH EDITION FLORIDA BUILDING CODE - ENERGY/ CONSERVATION
STRUCTURAL		ASCE 07- 16

BUILDING CLASSIFICATION (CHAPTER 3) (NFPA 101 6.1) R2 - RESIDENTIAL
BUILDING CONSTRUCTION TYPE (CHAPTER 6) TYPE VB
BUILDING AREA (CHAPTER 5) 3 STORY -19,000 GSF

NEW RETAINTING WALL

STRUCTURAL NOTES:

1. CODE USED:

   1. 2023 8th EDITION FLORIDA BUILDING CODE, ACI, AISC AND ASCE-7-16. ALL LATEST EDITIONS USED.
   2. ALL DESIGN, CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH APPLICABLE CODES AND AUTHORITIES HAVING JURISDICTION OVER THE WORK.
   3. DETAILS FOUND WITHIN THESE DRAWINGS SHALL BE ASSUMED TO BE TYPICAL DETAILS FOR THIS JOB ONLY. DETAILS SHALL GOVERN CONSTRUCTION FOR THIS JOB UNLESS OTHERWISE NOTED ON THESE PLANS.

   DESIGN SPEED: 130 MPH
   RISK CATEGORY: II
   WIND EXPOSURE: B
   INTERNAL PRESSURE COEFFICIENT: ± 0.18(CLOSED)
   MAXIMUM DESIGN WIND PRESSURES (PSF AND LRFD):

Opening Size (sf)	Edge zones (6'-0" from outside corners)	Interior Zone
0-20	+25.9 and (-)28.1	+25.9 and (-)34.7
21-50	+24.7 and (-)26.9	+24.7 and (-)32.4
51-100	+23.2 and (-)25.4	+23.2 and (-)29.3
>100	+22.0 and (-)24.2	+22.0and (-)26.9

- Proposed Structure is not located within the wind borne debris region

Bruce D. Amalfitano, A.I.A.
architect
11479 East Sedgemoore Drive, Jacksonville, Florida 32223
904 262 9558 904 228 9337
B.Amalfi1@aim.com
#AR 0009774
3 FEBRUARY 2025

NEW RETAINING WALL
30 NORTH 6TH STREET
FERNANDINA BEACH, FLORIDA

DATE 06-14-2024
DRAWN BY: BDA
REVISIONS

Digitally signed by Bruce D Amalfitano
Date: 2024.06.14 11:39:22 -04'00'

SHEET ONE OF ONE

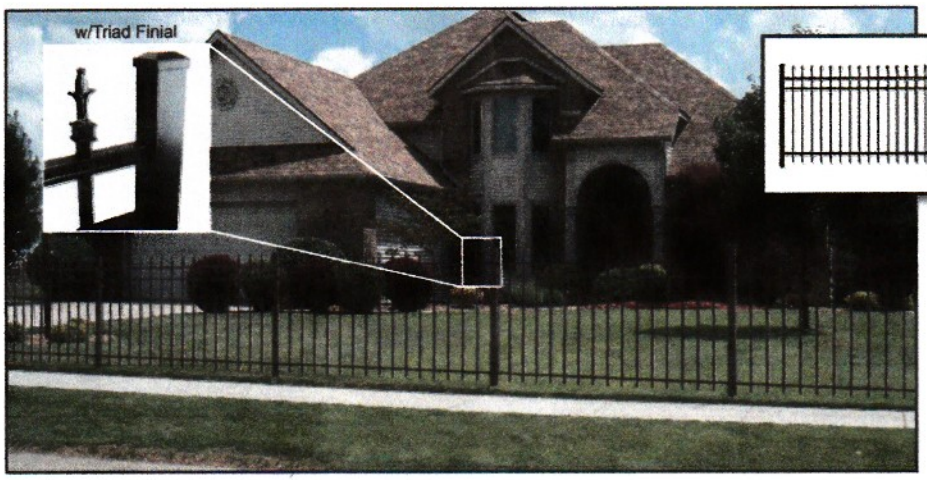
A1.0

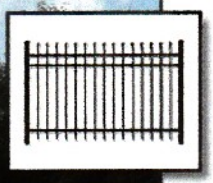
CONSTRUCTION DOCUMENTS 06-14-2024

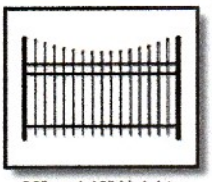
REGIS®
ALUMINUM FENCING

3000 SERIES

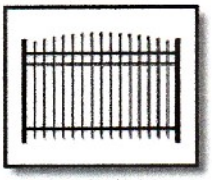
- LIFETIME LIMITED WARRANTY -







36" and 42" Heights Not Available

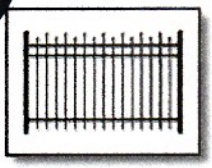


36" and 42" Heights Not Available

MODEL 3131

3 RAIL - WITH SPEARS

Heights: 36", 42", 48" & 60"
Length: 6' Sections

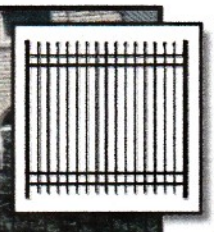


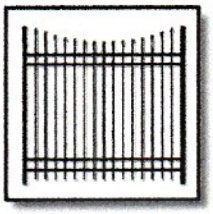
RICE

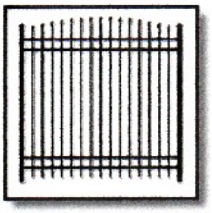
MODEL 3132

3 RAIL - WITH ALTERNATING SPEARS

Heights: 36", 42", 48" & 60"
Length: 6' Sections







MODEL 3141

4 RAIL - WITH SPEARS

Height: 72"
Length: 6' Sections

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2024-0019 (FINAL)
SEPTEMBER 19, 2024

Owner/Applicant:	Jose Miranda, agent for Elizabeth and Drew Rice
Property Address:	30 N 6th Street
Parcel ID #	00-00-31-1800-0036-0040
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single-Family Residential
FL Master Site File #	8NA00356
Year Built:	1887
Contributing Status:	Non-Contributing
Requested action:	Certificate of Approval (COA) to: 1) Addition of elevator, powder room and rear entry stoop on south side of house AND 2) Removal and replacement of existing brick steps and sidewalk, with new brick steps, wood railings and plain concrete sidewalk. (Quasi-Judicial)

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

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant states that their design vision is to construct an addition "designed to be compatible with existing historic structure but with contemporary detailing and materials to clearly distinguish between the new addition and the existing building. Specifically, the project will include the "addition of elevator, powder room and rear entry stoop on south side of house and removal and replacement of existing brick steps and sidewalk, with new brick steps, wood railings and plain concrete sidewalk."

Proposed project elevation facing west (front):

Proposed project elevation facing east (rear):

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 improvements are appropriately scaled for the structure. The requested materials serve to sufficiently distinguish the new construction from the original structure.

STAFF RECOMMENDATION:

Staff recommends:

FINAL Approval of HDC 2024-0019

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2024-00019 **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 2024-0019, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

Alachua Street (Pool Construction in Progress) Photos – Additional information provided in back up materials for awareness purposes only.

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15673

Date Submitted: 3/6/2025

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

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees

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

Basis for Review

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

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

IMPORTANT NOTES

Conceptual Approvals

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

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting 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, right-of-way, or zoning permit (if required).

Application Requirements

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

- [x] A complete/ signed application;
- [x] Proof of Ownership (copy of deed or tax statement);
- [x] A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- [x] Scaled elevations & plans;
- [x] Photographs;
- [ ] Any additional backup materials, as necessary;
- [x] If applying as an agent, Owner'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 – see LDC Section 8.01.01
- [ ] Specific Requirements within the OT-1 and OT-2 Zoning Districts – see LDC Section 8.01.01.02
- [ ] Amelia River Waterfront Community Redevelopment Area – see LDC Section 8.01.02
- [ ] Application Process for Certificate of Approval – see LDC Section 8.03.03
- [ ] Signage in the Historic Districts and Community Redevelopment Area – see LDC Section 8.01.03
- [ ] Requirements for Demolition Applications – see LDC Section 8.03.03.01
- [ ] Appeals - see LDC Section 8.03.09

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE*

New Construction

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

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

2/7/2025

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 → Map Search

Historic District*

Old Town

Site Address*

107 Estrada Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1580-0002-0030

Do you authorize the installation of a temporary City notice sign on your property?*

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

carol

Last Name*

mckinnon

Mailing Address*

PO Box 15

City*

Medford

State*

Ma

Zip Code*

02155

Telephone Number*

(774) 283-5262

E-mail Address*

carol.mckinno@yahoo.com

OWNER'S AGENT

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

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

Yes

First Name*

john

Last Name*

dodd

Company (if applicable)

John H. Dodd, Architect, Inc.

Street Address

2775 racheal avenue

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

9045834044

E-mail Address

johndoddarchitect@gmail.com

Project Description*

new 2-story single family residence with 2-story detached accessory building

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

Design Vision Statement*

cottage style florida home

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
james hardie	hardielap	white
		(Name/Number)

DOORS

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

WINDOWS

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

ROOFING

Manufacturer	Product Description	Color
tbs	aluminum 2" standing seam	silver paint

(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
james hardie	hardietrim	white

(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
stucco	sand finish stucco	white

(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
Atlantic Premium	Composite Louvered Vent	black

(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
trex	select composite decking	pebble gray

(Name/Number)

FENCING

Manufacturer	Product Description	Color
rpm lumber	#2 pt syp 2x12 cattle board fencing	white

(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color
tbs - pavers	sand set pavers, traditional running brick pattern	tbs

(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
Drawings-Mckinnon Normal Carol_107 Estrada Street_review 3-3-25.pdf	01_pict_Mckinnon Normal Carol.JPG	02_pict_Mckinnon Normal Carol.JPG	selections-Mckinnon Normal Carol.pdf
Upload 5	**Upload 6**	**Upload 7**	**Upload 8**
survey pdf_Mckinnon Normal Carol.pdf	deed_Mckinnon Normal Carol.pdf	Owners Authorization for Agent Representation - Mckinnon Normal Carol.pdf	Choose File No fi…sen

Certification*

- [x] 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.
- [x] I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:
- [x] I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

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

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

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

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

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

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

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

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

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

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled heating and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

john

Applicant Last Name*

dodd

Today's Date*

3/6/2025

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.

PREPARED BY & RETURN TO:

Name: Wood & Smith, P.A.
Address: 303 Centre Street
Suite 100
Fernandina Beach, FL 32034

File No. 23-206051

Parcel No.: 00-00-31-1580-0002-0030

This **WARRANTY DEED**, made the **8th day of December, 2023**, by **Ronda L. Shaw, an unmarried woman, and Cassidy D. Shaw, a married woman, as Joint Tenants with the Right of Survivorship,** (whether one or more, the "Grantor"), to **Carol J. McKinnon, an unmarried woman, and Norman J. Darish, an unmarried man, as tenants in common**, whose post office address is 30 Loring Boulevard, 404, Plymouth, MA 02360 (whether one or more, the "Grantee"):

WITNESSETH: That the Grantor, for and in consideration of the sum of Ten Dollars ($10.00) and other valuable consideration, receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee all that certain land situate in County of Nassau, State of Florida, viz:

> All that certain Lot, piece or parcel of land situate, lying and being in the City of Fernandina Beach, (formerly named Fernandina), County of Nassau and State of Florida and being further described according to the official map or plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as:
>
> Lots 3 and 4, in Block 2 of OLD TOWN.

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

SUBJECT TO TAXES FOR THE YEAR 2023 AND SUBSEQUENT YEARS, RESTRICTIONS, RESERVATIONS, COVENANTS AND EASEMENTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD the same in fee simple forever.

And the Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple, that the Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever. Grantor further warrants that said land is free of all encumbrances, except as noted herein and except taxes accruing subsequent to December 31, 2022.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be executed in its name, as of the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness #1 Signature
Print Name: Rachel Woodward

Witness #1 Address:

303 Centre St., Ste 100
Fernandina Beach, FL 32034

Witness #2 Signature
Print Name: Deborah J. Rollins

Witness #2 Address:

303 Centre St., Ste 100
Fernandina Beach, FL 32034

Ronda L. Shaw

Cassidy D. Shaw

Address:
PO Box 815
Fernandina Beach, FL 32035

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (✓) physical presence or ( ) online notarization this 7th day of December, 2023, by Ronda L. Shaw and Cassidy D. Shaw.

Signature of Notary Public
Print, Type/Stamp Name of Notary

RACHEL NICOLE WOODWARD
Notary Public - State of Florida
Commission # HH 423955
My Comm. Expires Jul 20, 2027
Bonded through National Notary Assn.

Personally Known:_____ OR Produced Identification: ✓
Type of Identification Produced: Valid FL drivers licenses

OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I /WE Carol Mckinnon
(print name of property owner(s))

hereby authorize: John H. Dodd, Architect, Inc.
(print name of agent)

to represent me/us in processing an application for: HDC COA - NEW RESIDENCE
(type of application) 107 Estrada Street

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.

Carol McKinnon
(Signature of owner)

Carol Mckinnon
(Print name of owner)

ALYSSA BEDWELL
Notary Public-State of Florida
Commission # HH 144872
My Commission Expires
June 23, 2025

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 17th day of March, 20 25, by Carol Mckinnon.

	Alyssa Bedwell	June 23, 2025
Notary Public	Printed Name	My Commission Expires

Personally Known _____ OR Produced Identification X ID Produced: MADL

Roofing-aluminum standing seam -silver finish

Atlantic Premium Composite Louver Shutters-Black

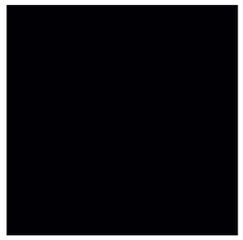
Elevate Swinging French Door
Fiberglass Exterior / Wood Interior

Marvin Elevate French Door-Ebony Color

SW 7005
Pure White

Exterior siding and trim color-Sherwin Williams

ThermaTru Fiberglass front door-



Ebony

Straight Edge Panel

James Hardie Gable Siding-straight edge panel

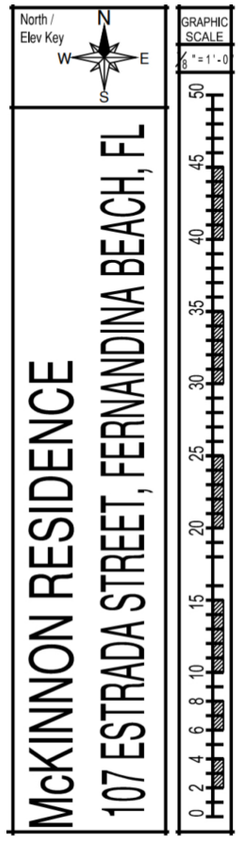
Smooth

James Hardie Wall Siding-smooth lap 6” reveal

Trex Select Composite Decking-Pebble Gray

Elevate Double Hung Window
Fiberglass Exterior / Wood Interior

Marvin Elevate Double Hung windows-Ebony Color



MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

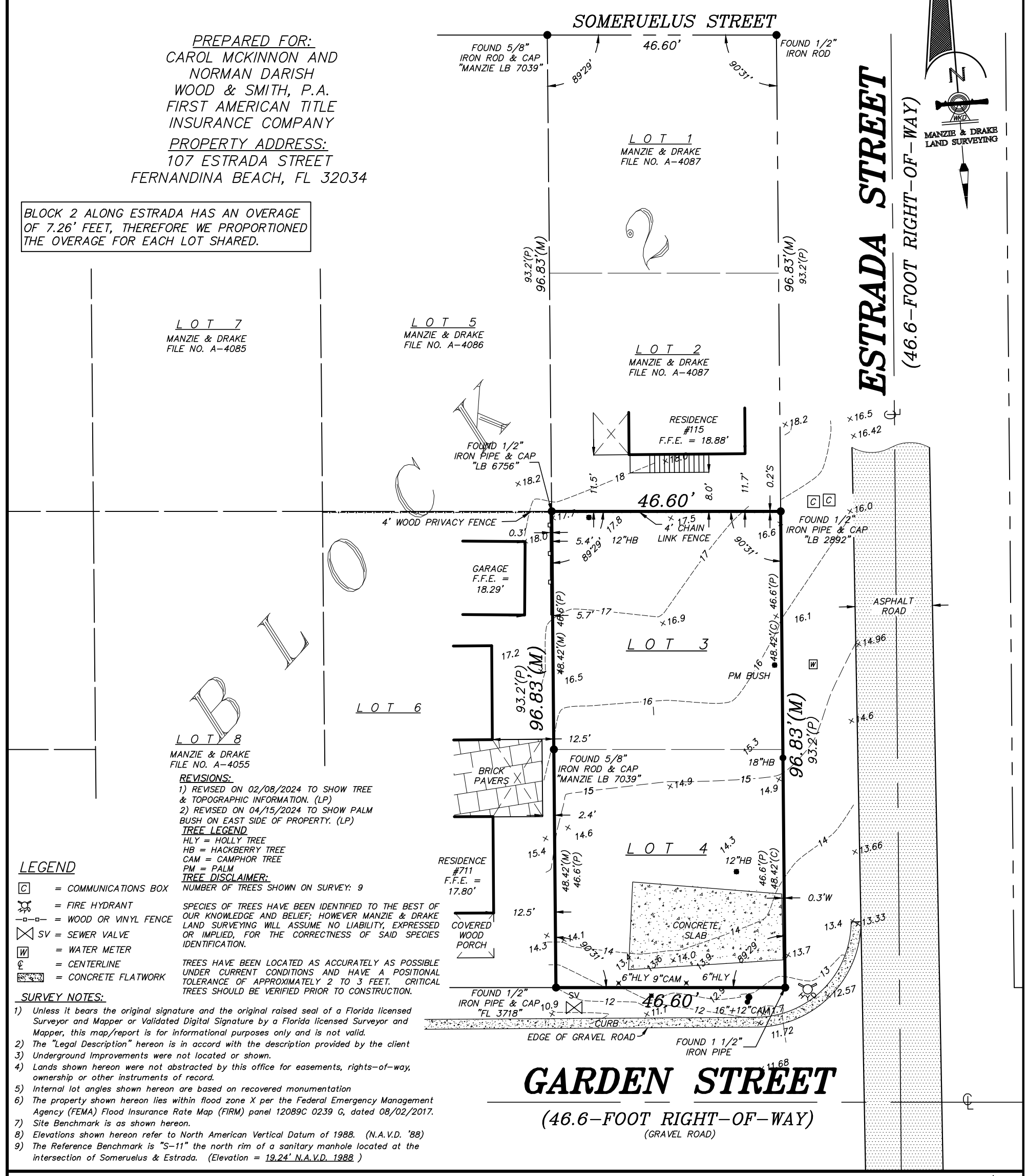
ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND KNOWN AND DESCRIBED ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED,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

LOTS 3 AND 4, BLOCK 2, OLD TOWN

PREPARED FOR:
CAROL MCKINNON AND
NORMAN DARISH
WOOD & SMITH, P.A.
FIRST AMERICAN TITLE
INSURANCE COMPANY

PROPERTY ADDRESS:
107 ESTRADA STREET
FERNANDINA BEACH, FL 32034

BLOCK 2 ALONG ESTRADA HAS AN OVERAGE OF 7.26' FEET, THEREFORE WE PROPORTIONED THE OVERAGE FOR EACH LOT SHARED.



REVISIONS:
1) REVISED ON 02/08/2024 TO SHOW TREE & TOPOGRAPHIC INFORMATION. (LP)
2) REVISED ON 04/15/2024 TO SHOW PALM BUSH ON EAST SIDE OF PROPERTY. (LP)

TREE LEGEND
HLY = HOLLY TREE
HB = HACKBERRY TREE
CAM = CAMPHOR TREE
PM = PALM

TREE DISCLAIMER:
NUMBER OF TREES SHOWN ON SURVEY: 9

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.

LEGEND
- C = COMMUNICATIONS BOX
- = FIRE HYDRANT
- = WOOD OR VINYL FENCE
- SV = SEWER VALVE
- W = WATER METER
- ℄ = CENTERLINE
- = CONCRETE FLATWORK

SURVEY NOTES:
1) Unless it bears the original signature and the original raised seal of a Florida licensed Surveyor and Mapper or Validated Digital Signature by a Florida licensed Surveyor and Mapper, this map/report is for informational purposes only and is not valid.
2) The "Legal Description" hereon is in accord with the description provided by the client
3) Underground Improvements were not located or shown.
4) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
5) Internal lot angles shown hereon are based on recovered monumentation
6) The property shown hereon lies within flood zone X per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0239 G, dated 08/02/2017.
7) Site Benchmark is as shown hereon.
8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
9) The Reference Benchmark is "S-11" the north rim of a sanitary manhole located at the intersection of Someruelus & Estrada. (Elevation = 19.24' N.A.V.D. 1988)

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

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

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"

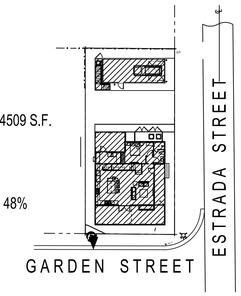
"OUR ***SIGHTS*** ARE ON THE FUTURE,
SET YOUR ***SITES*** ON US."

SCALE: 1"=20' JOB NO: 19693 DATE: 11/15/2023 CADD: AR
F.B. NO: X-285 PAGE NO: 49 FIELD CREW: SS FILE NO: A-4135

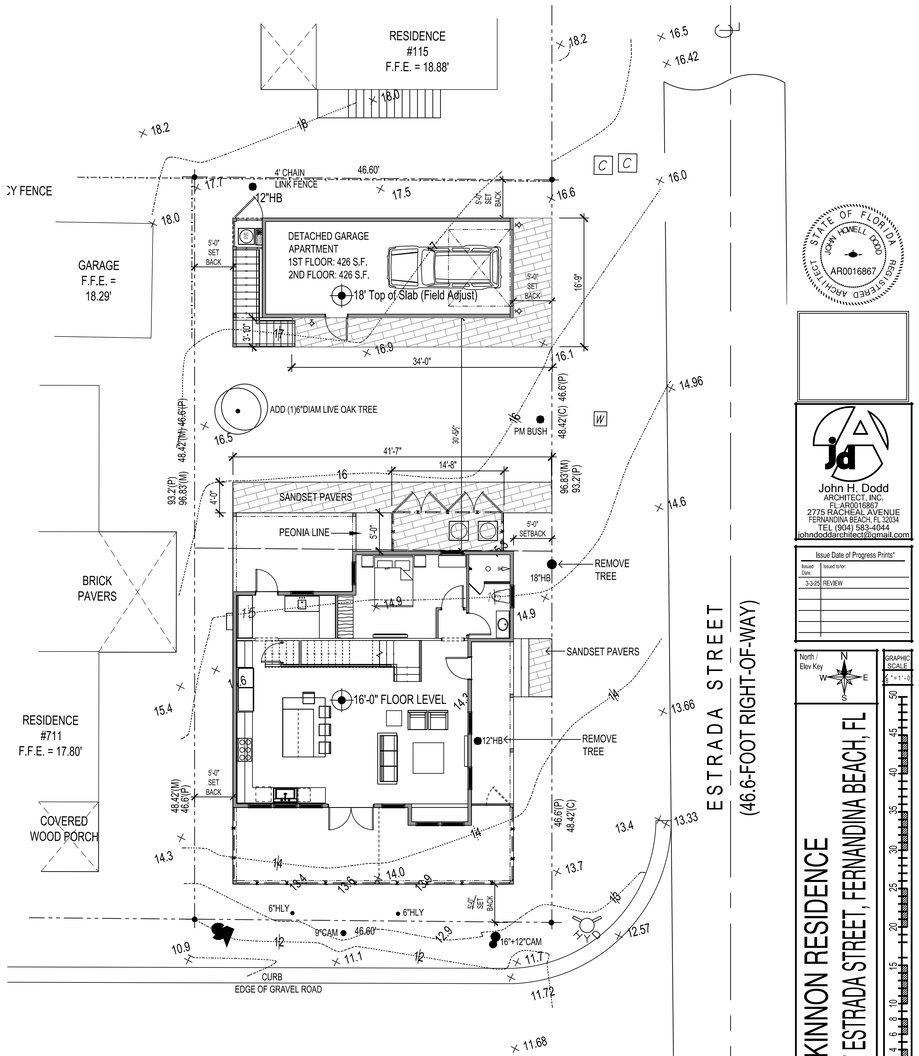
A-0_Site Plan-Mckinnon Normal Carol_107 Estrada Street
A-1.1_1st Floor Plan-Mckinnon Normal Carol_107 Estrada Street
A-1.2_2nd Floor Plan-Mckinnon Normal Carol_107 Estrada Street
A-2.1_Elevations-Mckinnon Normal Carol_107 Estrada Street
A-2.2_Details-Mckinnon Normal Carol_107 Estrada Street
A-3.1_Perspectives 1-Mckinnon Normal Carol_107 Estrada Street
A-3.2_Perspectives 2-Mckinnon Normal Carol_107 Estrada Street

INDEX

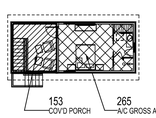
LOT AREA: 4509 S.F.
507 S.F.
1669 S.F.
2176 S.F.
2176/4509 = 48%

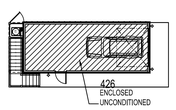


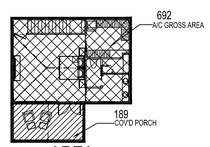
LOT COVERAGE
1/32"=1'



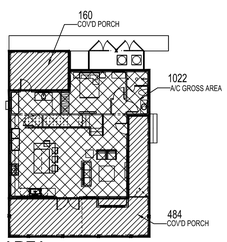
SITE PLAN
1/8"=1'







AREA-
2nd FLOOR
1/16"=1'



AREA-
1st FLOOR
1/16"=1'

AREA CALC - DETACHED ACCESSORY DWELLING

A/C AREAS:		
	2nd A/C APARTMENT	265
A/C AREA TOTAL:		265
ENCLOSED UNCONDITIONED (GARAGE)		426
BUILDING AREA TOTAL:		691
	COV'D PORCH	153
UNDER ROOF TOTAL:		844

NEW AREA CALC - HOUSE

A/C AREAS:	1st A/C 1022	
	2nd A/C 692	
A/C AREA TOTAL:		1714
	COV'D PORCH	484
	COV'D PORCH	160
	COV'D PORCH	189
UNDER ROOF TOTAL:		2547

STATE OF FLORIDA
JOHN HOWELL DODD
REGISTERED ARCHITECT
AR0016867

John H. Dodd
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FL AR00016867
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TEL (904) 583-4044
johnhdoddarchitect@gmail.com

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North / Elev Key

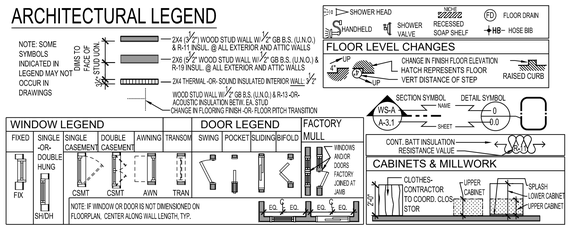
GRAPHIC SCALE 1/4" = 1'-0"

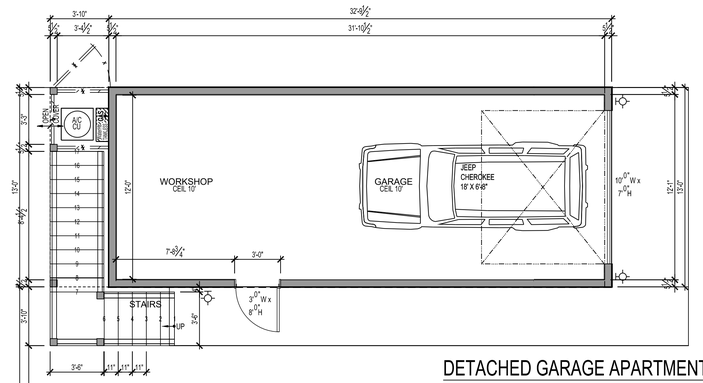
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

SITE PLAN

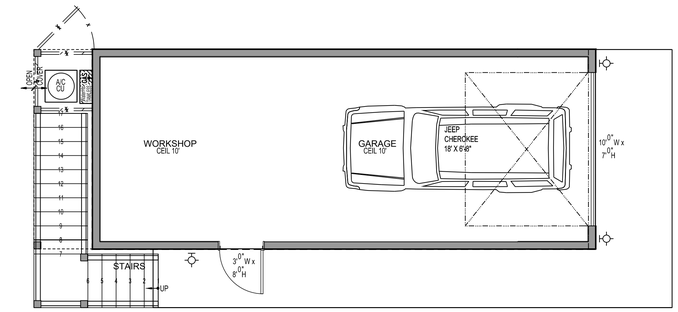
Sheet A-0

ARCHITECTURAL LEGEND

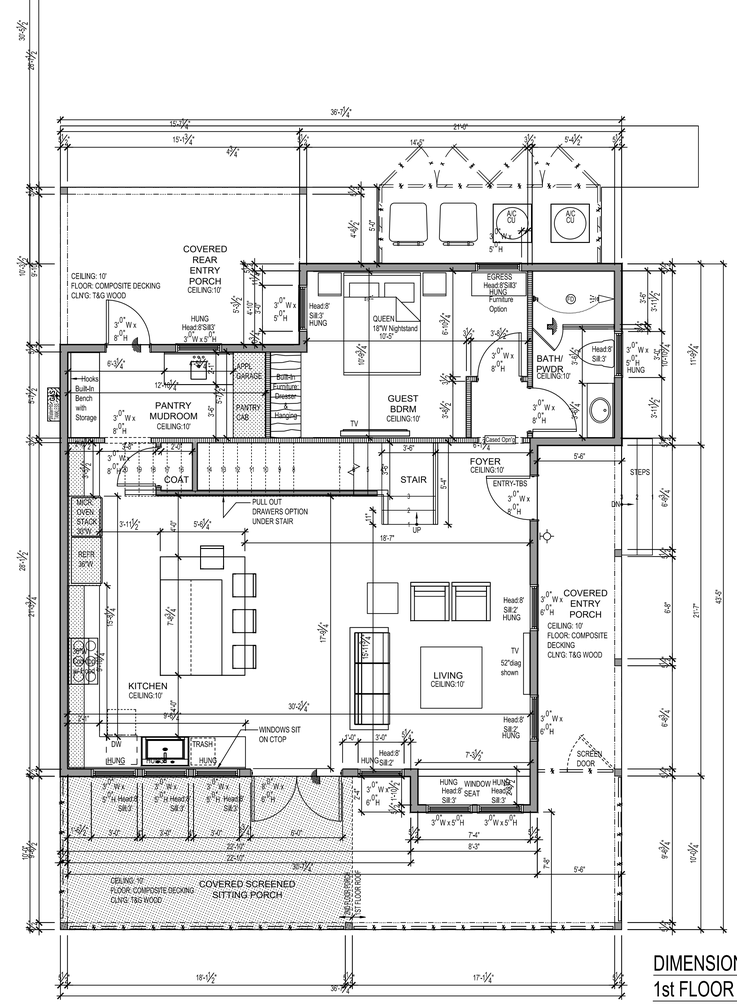




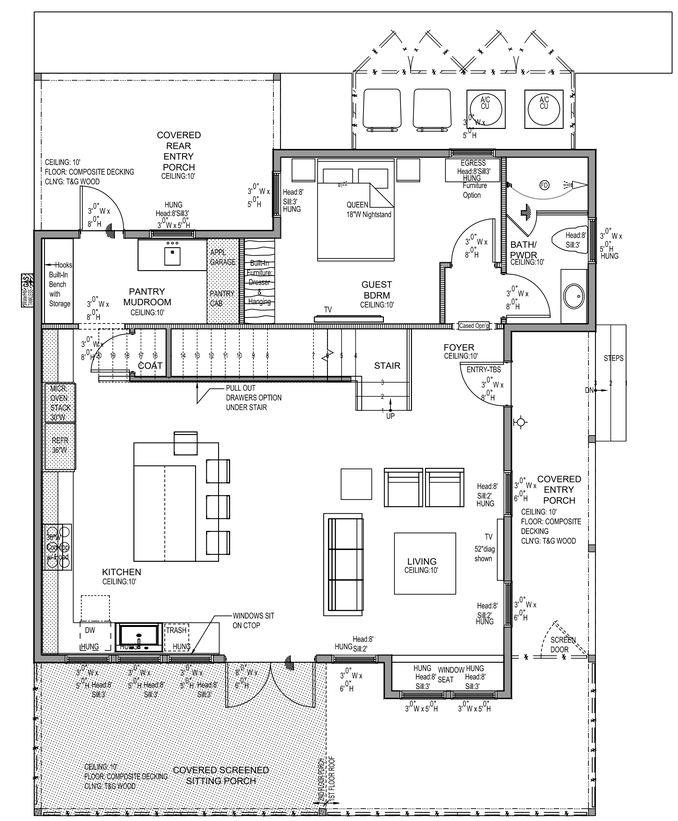
DETACHED GARAGE APARTMENT
DIMENSIONED
1st FLOOR PLAN
¼"=1'



DETACHED GARAGE APARTMENT
NOTED
1st FLOOR PLAN
¼"=1'



DIMENSIONED
1st FLOOR PLAN
¼"=1'



NOTED
1st FLOOR PLAN
¼"=1'

STATE OF FLORIDA
JOHN HOWELL DODD
REGISTERED ARCHITECT
AR0016867

John H. Dodd
ARCHITECT, INC.
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2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints*

Issued Date	Issued for:
3-3-25	REVIEW

North / Elev Key

GRAPHIC SCALE ¼"=1'-0"

McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

1st FLOOR PLAN

Sheet A-1.1

ARCHITECTURAL LEGEND

NOTE: SOME SYMBOLS INDICATED IN LEGEND MAY NOT OCCUR IN DRAWINGS

- 2X4 (3½") 1 WOOD STUD WALL W/ ½" GB B.S. (U.N.O.) & R-11 INSUL. @ ALL EXTERIOR AND ATTIC WALLS
- 2X6 (5½") WOOD STUD WALL W/ ½" GB B.S. (U.N.O.) & R-19 INSUL. @ ALL EXTERIOR AND ATTIC WALLS
- 2X4 THERMAL -OR- SOUND INSULATED INTERIOR WALL
- WOOD STUD WALL W/ ½" GB B.S. (U.N.O.) & R-13 -OR- ACOUSTIC INSULATION BETW. EA. STUD
- CHANGE IN FLOORING FINISH -OR- FLOOR PITCH TRANSITION

DIMS TO FACE OF STUD WALL

SHOWER HEAD · HANDHELD · SHOWER VALVE · RECESSED SOAP SHELF · FD FLOOR DRAIN · HB HOSE BIB

FLOOR LEVEL CHANGES

UP · DN · CHANGE IN FINISH FLOOR ELEVATION · HATCH REPRESENTS FLOOR · VERT DISTANCE OF STEP · RAISED CURB

SECTION SYMBOL (WS-A, A-3.1) · DETAIL SYMBOL (D, D.0)

WINDOW LEGEND

FIXED · SINGLE -OR- DOUBLE HUNG · SINGLE CASEMENT · DOUBLE CASEMENT · AWNING · TRANSOM

FIX · SH/DH · CSMT · CSMT · AWN · TRAN

NOTE: IF WINDOW OR DOOR IS NOT DIMENSIONED ON FLOORPLAN, CENTER ALONG WALL LENGTH, TYP.

DOOR LEGEND

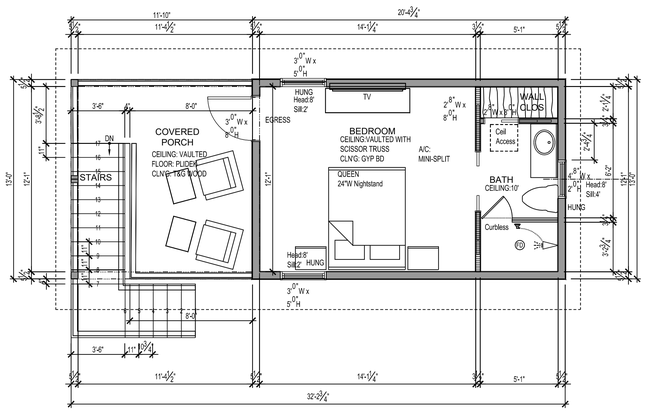
SWING · POCKET · SLIDING · BIFOLD · FACTORY MULL (WINDOWS AND/OR DOORS FACTORY JOINED AT JAMB)

EQ · EQ · EQ · EQ

CONT. BATT INSULATION RESISTANCE VALUE

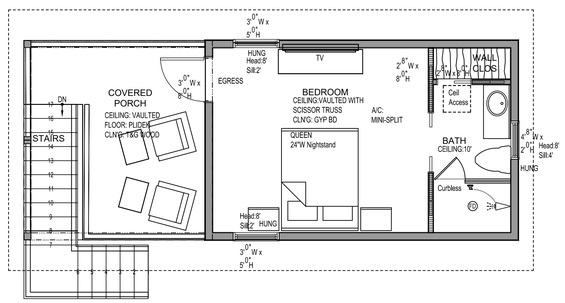
CABINETS & MILLWORK

CLOTHES- CONTRACTOR TO COORD. CLOS STOR · UPPER CABINET · SPLASH · LOWER CABINET · UPPER CABINET



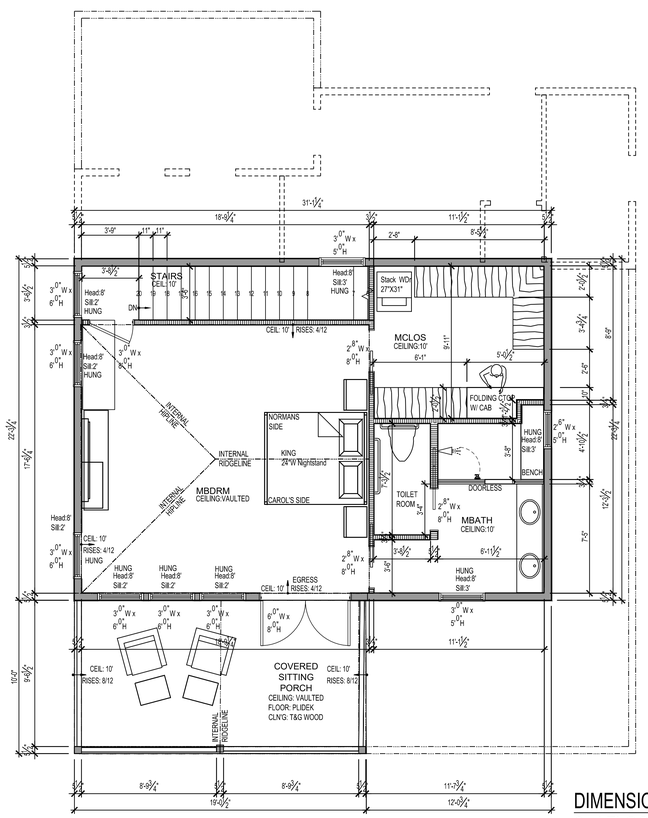
DETAILED GARAGE APARTMENT

DIMENSIONED
2nd FLOOR PLAN
¼"=1'

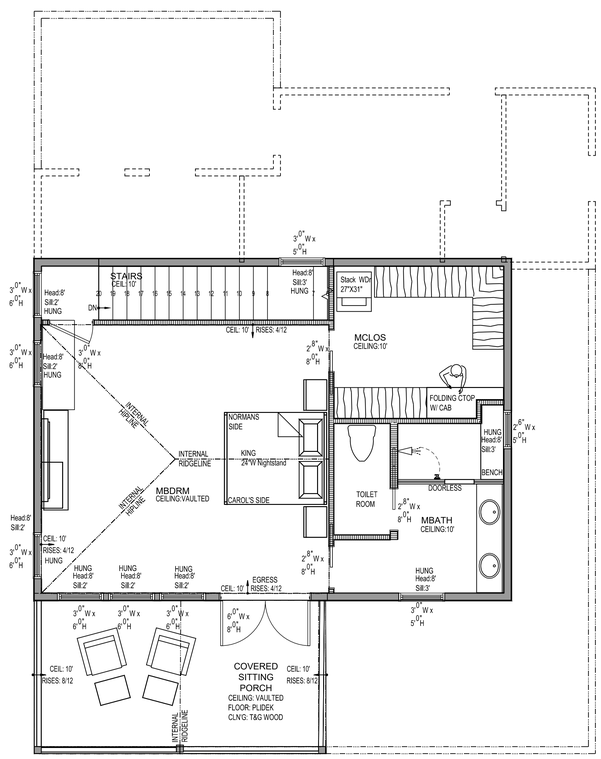


DETAILED GARAGE APARTMENT

NOTED
2nd FLOOR PLAN
¼"=1'



DIMENSIONED
2nd FLOOR PLAN
¼"=1'



NOTED
2nd FLOOR PLAN
¼"=1'

STATE OF FLORIDA · JOHN HOWELL DODD · REGISTERED ARCHITECT · AR0016867

John H. Dodd
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Issue Date of Progress Prints*

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3-3-25	REVIEW

North / Elev Key · GRAPHIC SCALE ¼"=1'-0"

McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

2nd FLOOR PLAN

Sheet A-1.2

HOUSE
NORTH ELEVATION
¼":1'

DETACHED ACCESSORY DWELLING
WEST ELEVATION
¼":1'

HOUSE
WEST ELEVATION
¼":1'

DETACHED ACCESSORY DWELLING
NORTH ELEVATION
¼":1'

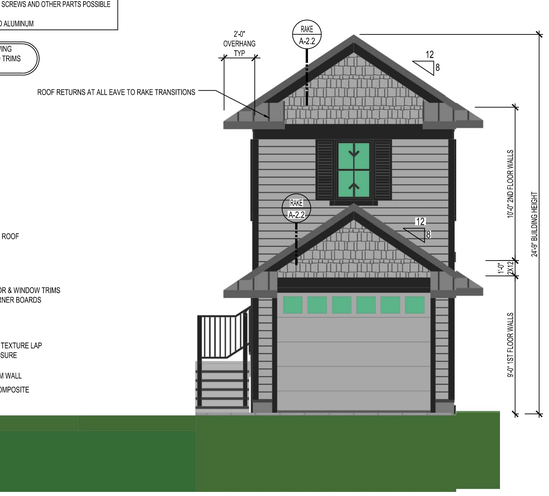
DETACHED ACCESSORY DWELLING
SOUTH ELEVATION
¼":1'

HOUSE
SOUTH ELEVATION
¼":1'

NOTE: ALL EXTERIOR FASTENERS AND METALS USED AT EXTERIOR SHALL BE GRADE 316, STAINLESS STEEL, NO EXCEPTIONS. THIS INCLUDES BUT IS NOT LIMITED TO:
- SIDING & TRIMS FASTENERS; SOFFIT & FASCIA FASTENERS
- DECKBOARD FASTENERS & FRAMING FASTENERS; RAILING FASTENERS
- EXPOSED STRUCTURAL STRAPPING/CONNECTORS/CLIPS
- LIGHTING FIXTURES/FASTENERS (REPLACE ANY NON SS SCREWS AND OTHER PARTS POSSIBLE WITH STAINLESS FOR NO RUST STREAKING)
- GUTTERS SCREWS AND STRAPS THAT ARE NOT PAINTED ALUMINUM

NOTE: FOLLOW THIS ELEVATION DRAWING
FOR TYPICAL EXTERIOR FINISHES AND TRIMS
AT ALL BUILDING ELEVATIONS

HOUSE
EAST ELEVATION
¼":1'



DETACHED ACCESSORY DWELLING
EAST ELEVATION
¼":1'

STATE OF FLORIDA
JOHN HOWELL DODD
REGISTERED ARCHITECT
AR0016867

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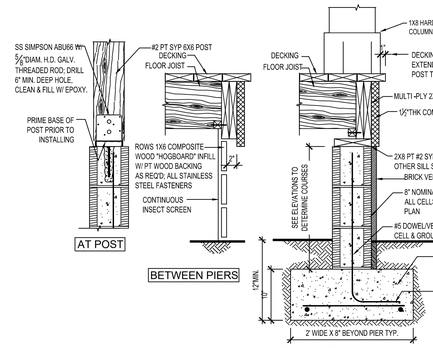
North / Elev Key

GRAPHIC SCALE ¼"=1'-0"

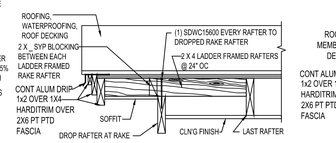
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

ELEVATIONS

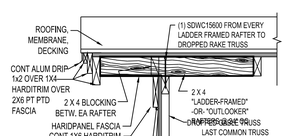
Sheet A-2.1



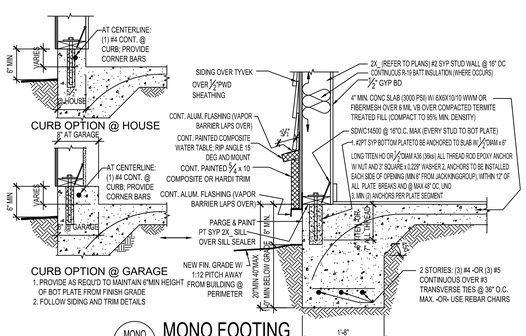
DECK EDGE A-2.2 **DECK EDGE DETAIL** 1 " = 1 ' - 0 "



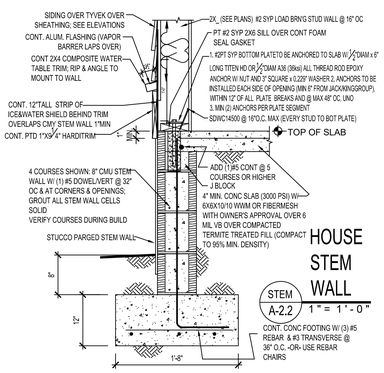
RAKE PORCH A-2.2 **RAKE DETAIL PORCH** 1 " = 1' - 0"



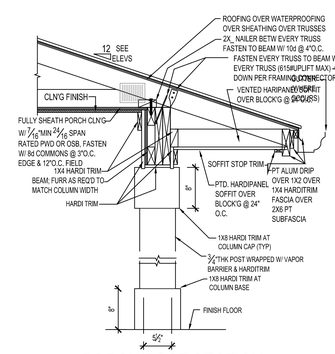
RAKE A-2.2 **RAKE DETAIL @ TRUSS** 1"=1'-0"



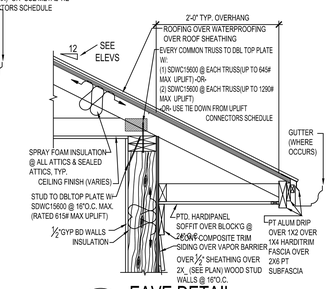
MONO A-2.2 **MONO FOOTING** 1"=1' AT MONO SLAB: PROVIDE RAISED CURB WHEREVER REQU'D TO MAINTAIN 6" MIN SLAB ABOVE FINISH GRADE



STEM A-2.2 **HOUSE STEM WALL** 1 " = 1 ' - 0 "



EAVE-PORCH A-2.2 **PORCH/POST SECTION** 1 " = 1 ' - 0 "



EAVE A-2.2 **EAVE DETAIL** 1 " = 1 ' - 0 "

John H. Dodd ARCHITECT, INC.
FL-AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints*

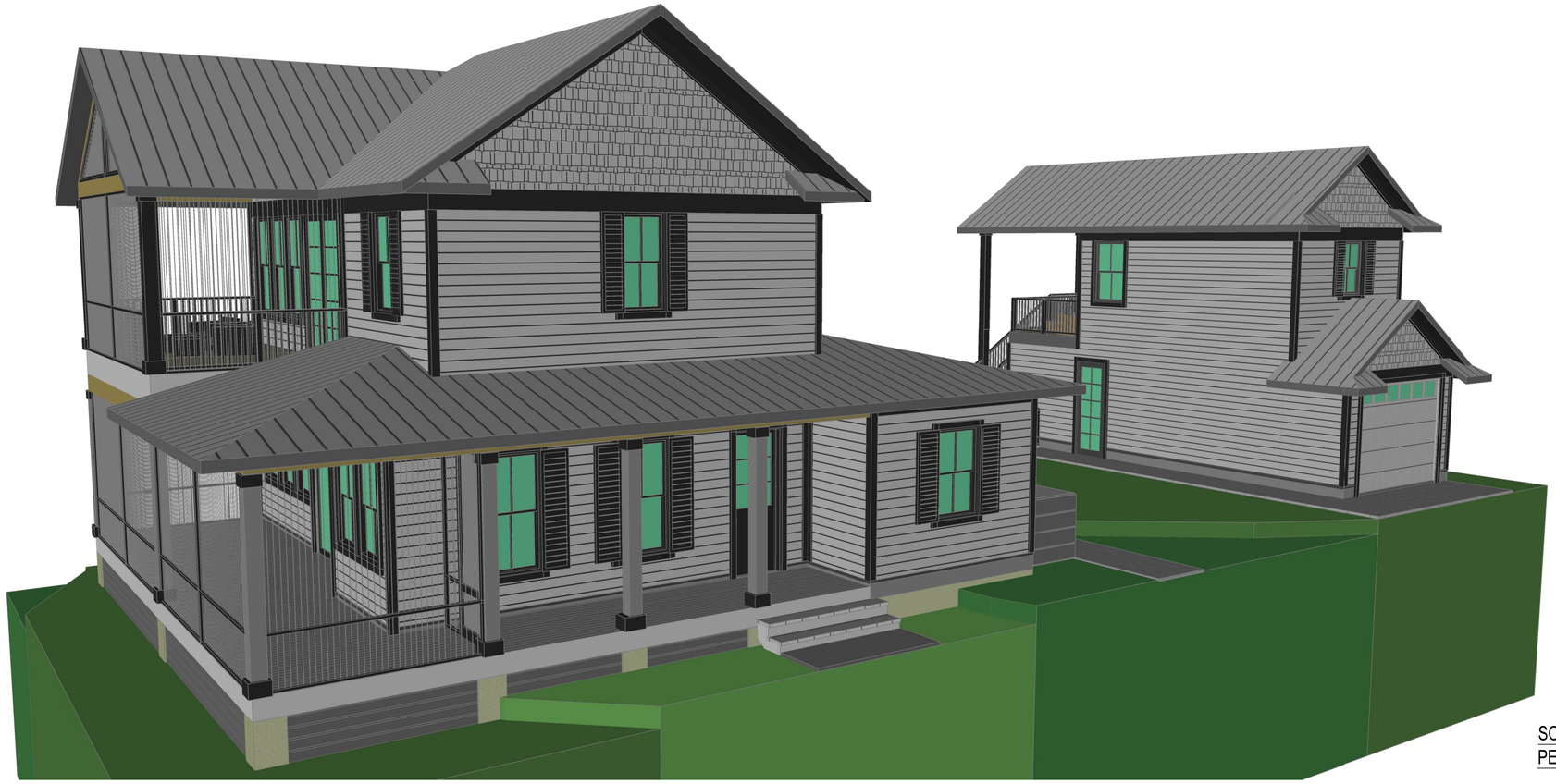
Issued Date	Issued to for:
3-3-25	REVIEW

North / Elev Key

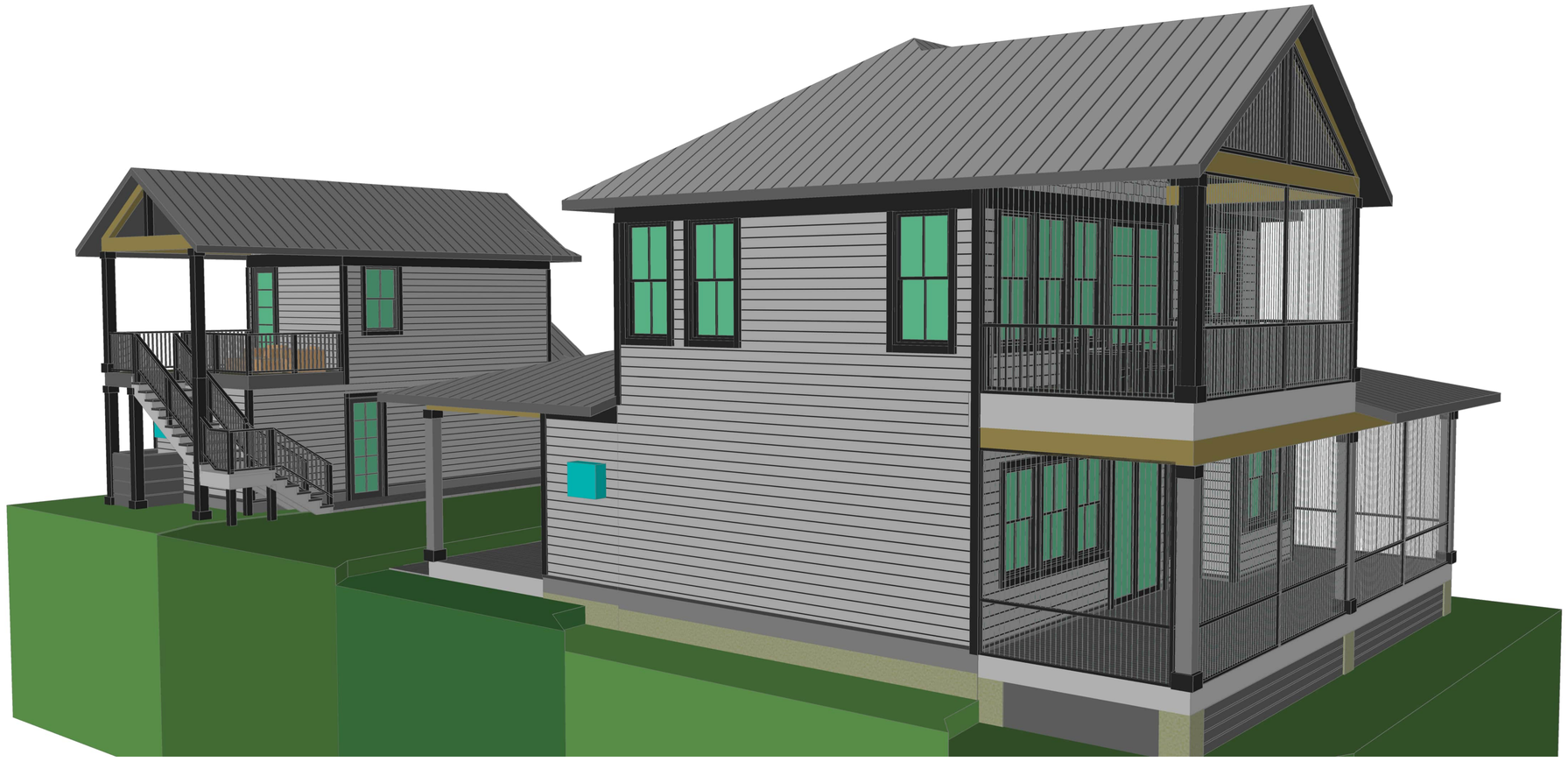
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

DETAILS

Sheet A-2.2



SOUTHEAST
PERSPECTIVE



SOUTHWEST
PERSPECTIVE

STATE OF FLORIDA
JOHN HOWELL DODD
AR0016867
REGISTERED ARCHITECT

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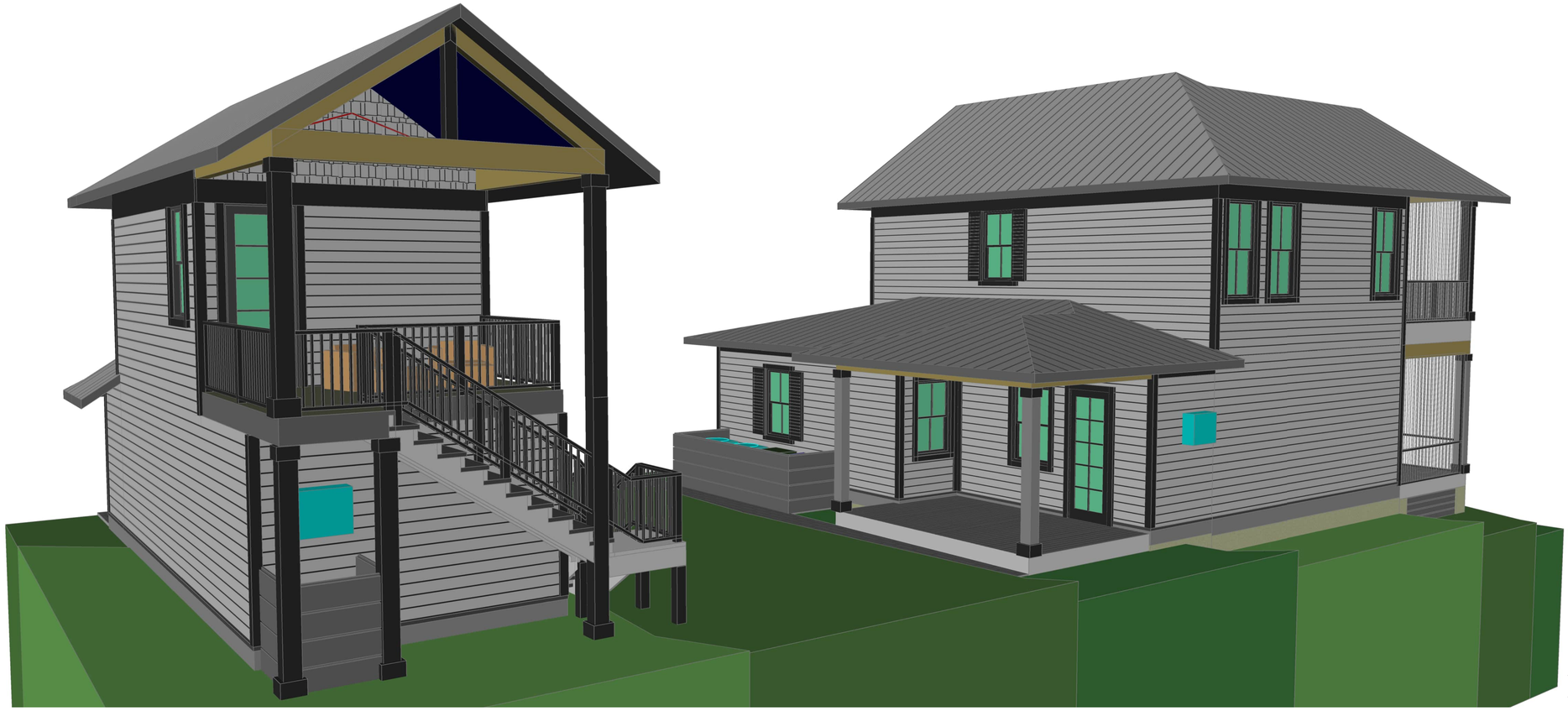
Revised Date	Issued to for:
3-3-25	REVIEW

North / Elev Key

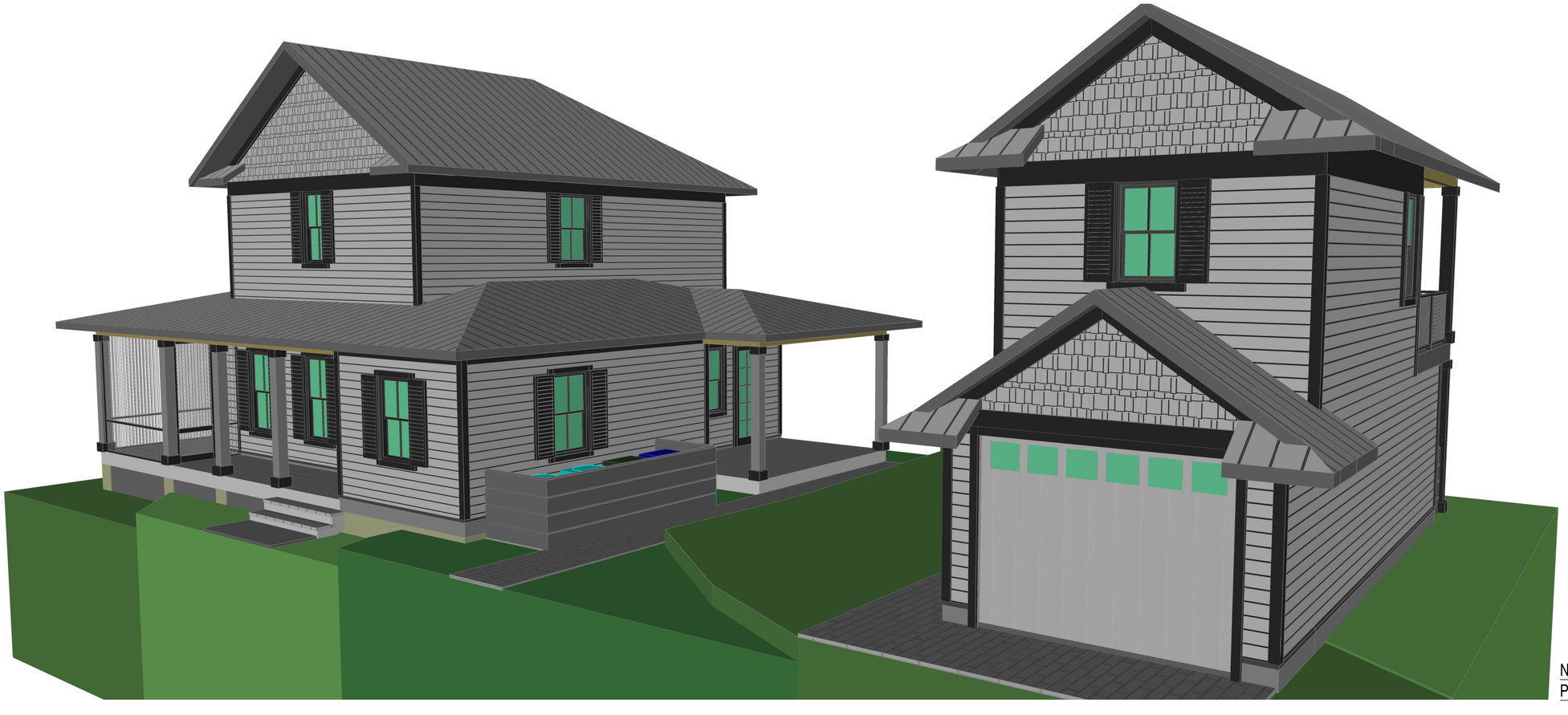
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

PERSPECTIVES 1

Sheet
A-3.1



NORTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE

STATE OF FLORIDA
JOHN HOWELL DODD
AR0016867
REGISTERED ARCHITECT

John H. Dodd
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North / Elev Key

McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

PERSPECTIVES 2

Sheet
A-3.2

STOP
20

Garden
20

CERTIFICATE OF APPROVAL (COA) HDC2020-0023
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Board Review	**Project:**		**App Date:**	07/21/2020
Work Class:	Demo - Primary Structure	**District:**	Default	**Exp Date:**	08/20/2020
Status:	Approved	**Square Feet:**	0.00	**Completed:**	10/14/2020
Valuation:	$0.00	**Assigned To:**	Kelly Gibson	**Approval Expire Date:**	04/14/2022

Description: Certificate of Approval (COA) to demolish a primary structure.

Parcel: 00-00-31-1580-0002-0030 Main	**Address:** 107 Estrada St Fernandina Beach, FL 32034 Main	**Zone:** OT-1(Old Town 1)

Owner	Applicant
Cassidy or Ronda Shaw	Cassidy or Ronda Shaw
PO BOX 815	PO BOX 815
Fernandina Beach, FL 32035	Fernandina Beach, FL 32035
Home: 9043221142	Home: 9043221142
Mobile: 9045832644	Mobile: 9045832644

Note	Created By	Date and Time Created
1. Forensic demolition plan received and approved 12/07/2020.	Salvatore Cumella	12/14/2020
2. 6-month extenison approved 5/10/2021. New expiration date 4/14/2022	Salvatore Cumella	05/10/2021

Activity Type	Activity Number	Name	User	Created On
HDC Application Checklist	APP-000778-2020		Sylvie McCann	07/21/2020
HDC Decision	DEC-000934-2020		Taylor Hartmann	10/14/2020

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00008512	COA - Demolition of Non-Contributing Structure	$300.00	$300.00
	Total for Invoice INV-00008512	$300.00	$300.00
	Grand Total for Plan	**$300.00**	**$300.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0006
April 17, 2025

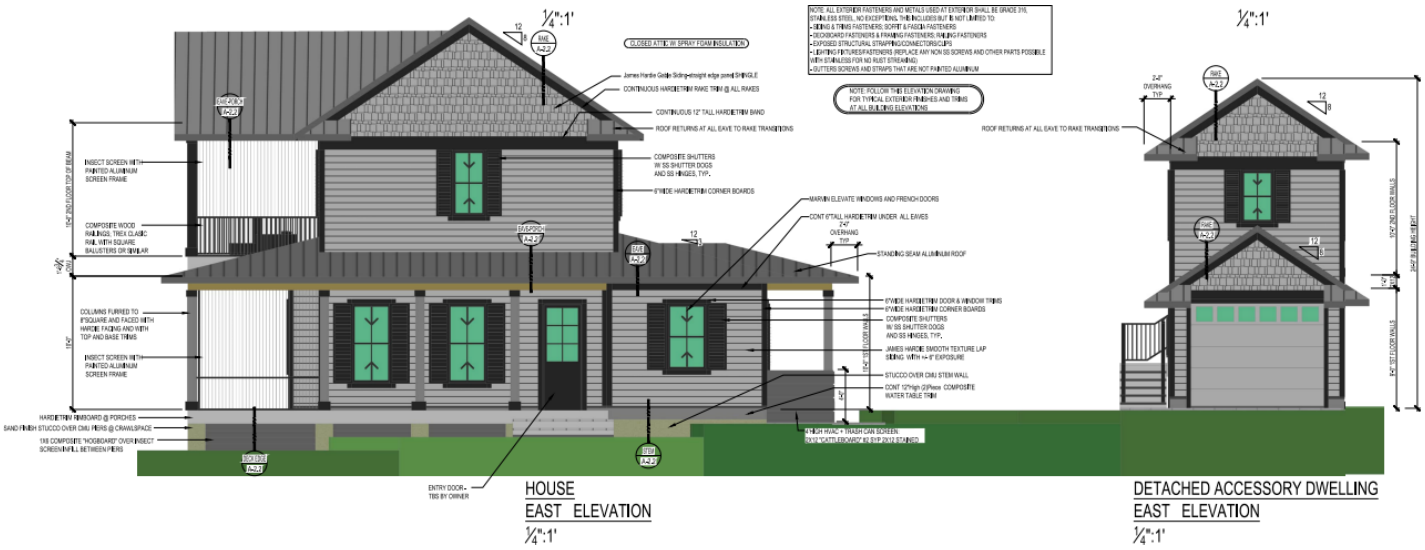
Owner/Applicant:	John Dodd, agent for Carol McKinnon
Property Address:	107 Estrada Street
Parcel ID #	00-00-31-1580-0002-0030
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	**FINAL** Certificate of Approval (COA) to 1) construct a single-family residence AND 2) construct a 2-story ADU. (*Quasi-Judicial)*

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

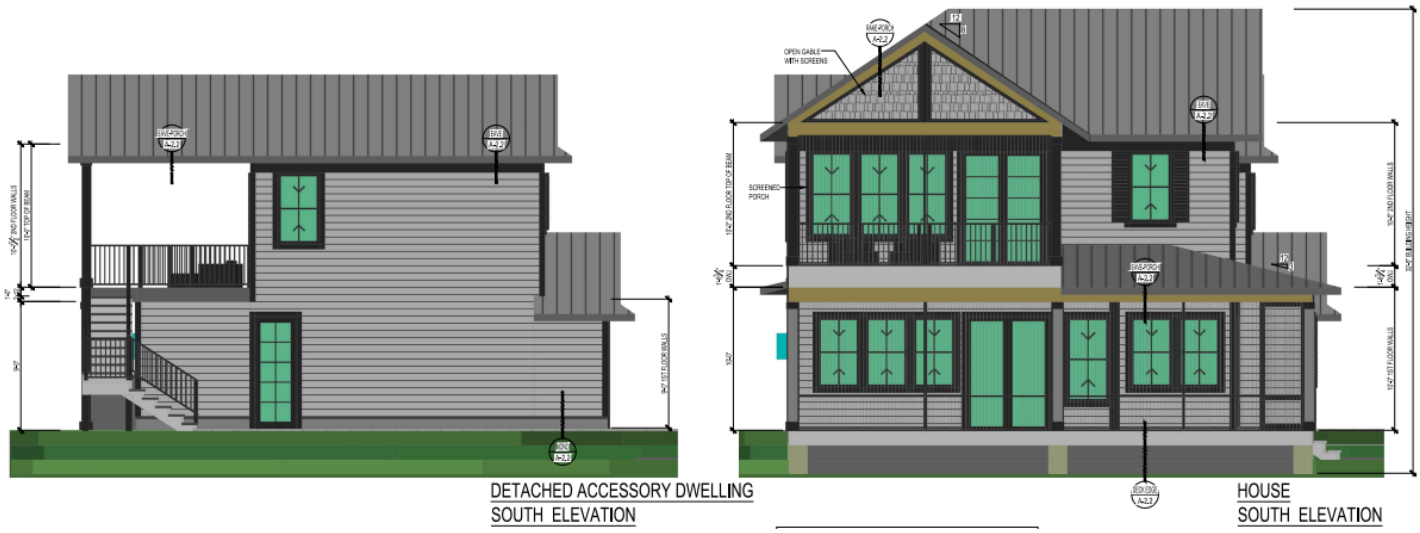
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting **Final** Approval to construct a new single-family residence on the vacant lot listed above. They are also seeking approval to build a 2-story ADU with a garage and a living unit on the second floor.

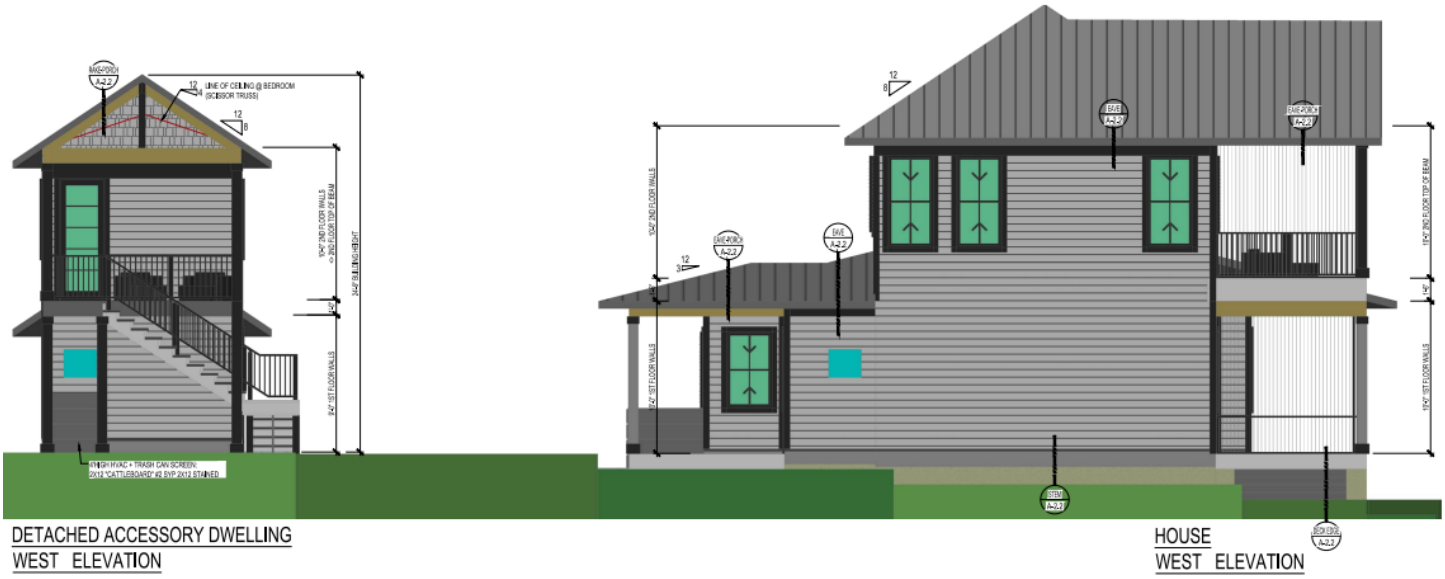
Proposed East Elevation:



Proposed South Elevation:



Proposed West Elevation:



Proposed North Elevation:

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN
CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES
SECRETERY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	**Color**
Exterior Fabric	James Hardie Siding-smooth, 6"-in reveal	White (SW 7005 Pure White)
Doors	ThermaTru Fiberglass front door. Marvin Elevate, French Door	Black (Ebony)
Windows	Marivn Elevate, Double Hung	Black
Roofing	TBS, aluminum 2" standing seam	Silver paint
Fascia/Trim	James Hardie Hardietrim	White
Foundation	Stucco, sand finish stucco	White
Shutters	Atlantic Premium, Composite Louvered Vent	Black
Porch/Deck	TREX, Select composite decking	Pebble Grey
Fencing	RPM Lumber, #2 pt syp 2x12 cattle board fencing	White
Driveways/ Sidewalks	TBS-pavers, sand set pavers, traditional running brick pattern	TBS
Signage	N/A	N/A
Lattice	N/A	N/A

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in OT-1 Zoning District.

- **Lot Density** – Meets the requirement to remain under the 45% lot coverage maximum.

- **Mechanical** – Per LDC 4.02.03(A)7, "*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines."* The site plan provides location of AC equipment as consistent with dimensional standards.

- **Visibility Corridors** – The proposed siting of the home meets the required 5' minimum visibility corridor setbacks on all sides.

- **Parking –** Driveway to be accessed from Estrada Street. The driveway material is sand-set pavers.

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

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in Old Town.

- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The maximum height of the structure is approximately 32'5", which is under the maximum allowable. The height of the garage and the ADU is 24' 9", allowable under the maximum height of 25'.

- **Materials** – The project features materials are appropriate for new construction in Old Town. The home features lapsiding, metal roof, and pavers set in sand.

- **Foundation** – The project will be constructed on sand finish stucco.

- **Windows** –The brand of windows, Marvin Elevate, that have been proposed are on the approved windows list.

- **Doors** –The brand of doors, Marvin Elevate, that are proposed are on the approved windows list.

- **Accessory Dwelling Unit -** A garage and ADU are proposed to be built in the northern portion of the lot. It will match the principal structure in materials and is compliant with LDC standards for ADUs.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
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.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
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.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐

4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
   Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
   Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
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.**
   Findings: Complies ☐ Does not Comply ☐ N/A ☒
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.**
   Findings: Complies ☐ Does not Comply ☐ N/A ☒
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
   Findings: Complies ☒ Does not Comply ☐ N/A ☐
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.**
   Findings: Complies ☒ Does not Comply ☐ N/A ☐
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.**
    Findings: Complies ☒ Does not Comply ☐ N/A ☐

STAFF RECOMMENDATION:

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

Staff recommendation:
FINAL APPROVAL of HDC 2025-0006

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0006 **with or without** conditions;

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

That HDC case HDC 2025-0006, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Application Materials

EXHIBIT 2 COA for Demolition of Previous Structure

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.

EXPLANATION: *For board reference only. It appears that no changes are needed to the current language to address supermajority requirements for variance consideration.*

9.03.00 HISTORIC DISTRICT COUNCIL

9.03.01 Historic District Council Created and Established

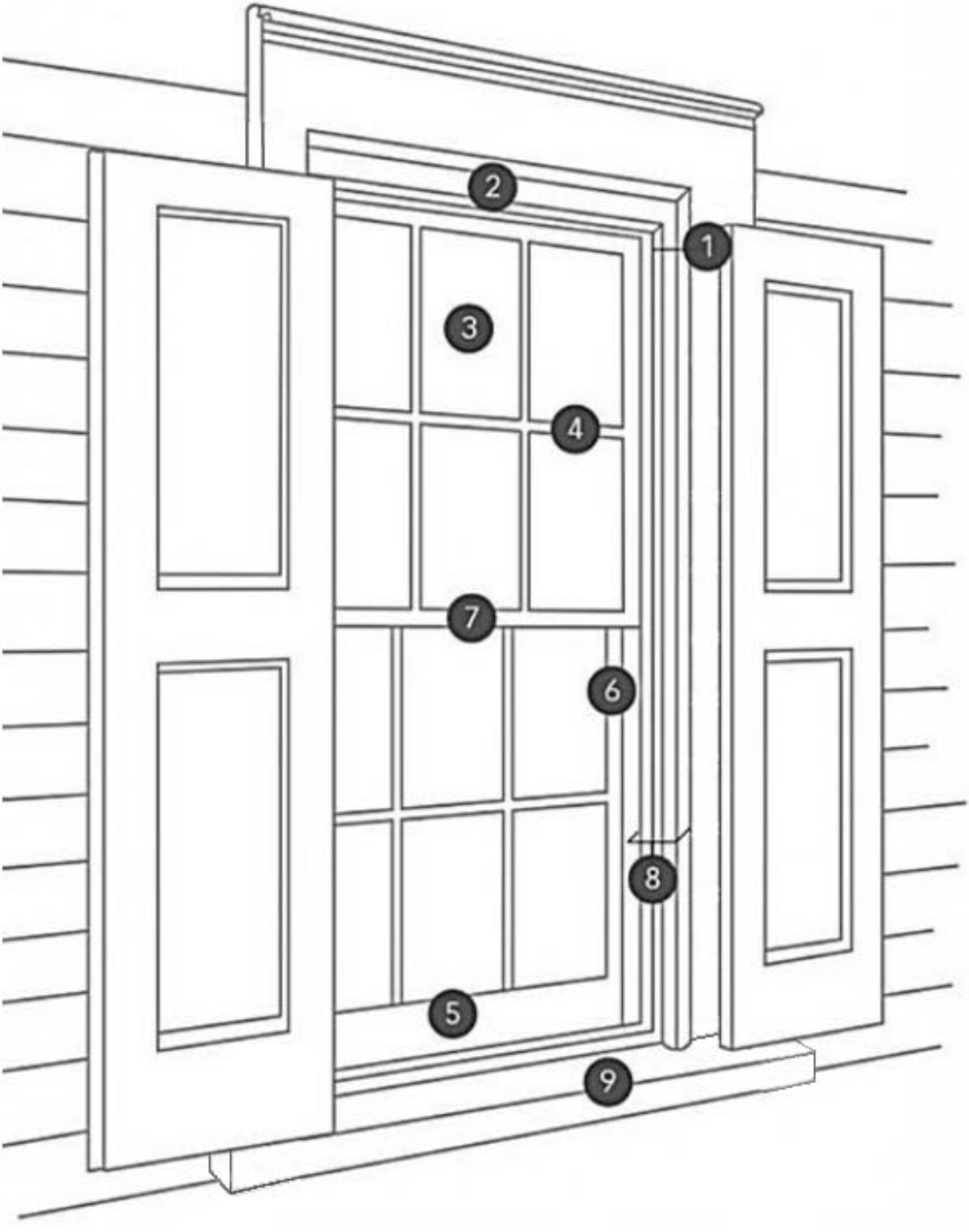
A. Establishment

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)~~ seven (7) 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.

   EXPLANATION: *HDC directed staff action to remove alternate members and establish a seven regular member board. The board previously discussed membership criteria. LDC Section 9.03.01B.3. establishes desirable board member qualifications but does not make them a requirement. HDC requests consideration of* _____.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Window Survey Submission Requirements

Purpose

The windows on ~~many~~ historic buildings are an ~~important~~ integral aspect of the architectural character of those buildings. Their design, craftsmanship, ~~or~~ and other qualities may make them worthy of preservation. Evaluating the historic significance of these windows and planning for their repair or replacement ~~can be~~ is a ~~complete~~ process involving both objective and subjective considerations. The Secretary of the Interior's Standards for Rehabilitation and the accompanying Window Survey guidelines detailed below, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind.

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window ~~should~~ is required to be documented. This should be undertaken in the form of a Window Survey. The Window Survey purpose is ~~intended~~ to identify the extent of deterioration in each window and to provide a decision base as to whether the windows ~~should~~ can be repaired or whether they have to be replaced.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs.

Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of each façade of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows ~~will possibly~~ are *proposed* to be replaced, and what the proposed new window treatments will be. The form shall provide an identification system that coordinates individual windows on the plans with ~~indicates what the number on the~~

~~drawing is and~~ its corresponding photographs ~~number~~. The Window Survey shall identify the existing type and ~~denotes the~~ material of the window~~/door~~ and the type of window~~/door~~ that it is. A key shall be provided for any abbreviations used in this identification. For example, *WD DH* ~~would be~~ could represent a *wooden, double hung* window and *MTL CASE* could represent ~~would indicate that the window would be~~ a metal casement window.

The Window Survey shall record the configuration ~~would be the~~ and number of *lights* in the sashes. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

A four-level classification system is used to document the existing condition of each of the windows. This classification is based upon the system identified in the National Park Service publication, Preservation Brief #9, "The Repair of Historic Wooden Windows."

Class One (I), "Routine Maintenance," is associated with small repairs, which are usually performed as a part of a building's annual maintenance program. This may include paint removal, re-glazing, weather-stripping, caulking, and repainting.
Class Two (II), "Stabilization," shows a small degree of physical deterioration but can be repaired in place by patching, waterproofing, consolidating, and re-gluing the existing material.
Class Three (III), "Partial Replacement," has localized deterioration in specific areas. These members are totally removed and new ones are spliced into the existing fabric.
~~In~~ **Class Four (IV)**, "Total Replacement," if the entire fabric of the window has deteriorated, then the only feasible alternative is total replacement.

On the Window Survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is Class I, II, III, or IV. After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates. (recommend striking this sentence →) ~~If the number of Class IV windows exceeds 75%, then total replacement may be approved.~~

Replacement
The selection of replacement windows should not begin with what is commercially available, but rather with a considered analysis of what is being replaced. A major concern with most replacement windows is that they do not accurately replicate the historic appearance of the existing windows. Replacement sash should match the historic sash in pane size, ~~and~~ pane configuration, glazing, muntin detailing, ~~and~~ muntin profile, ~~and~~ historic color, and trim. Frequently, the profiles of replacement elements, such as muntins, sashes, frames, and moldings, are flatter and wider or narrower and thinner than the historic profiles. A stock window may duplicate the exact number of original panes, but a change in relief affects the character of the historic window, which in turn alters the overall appearance of the entire building. Therefore, window sections will be required for all projects involving total window replacement. This can be done either by submitting section drawings of both the existing and proposed window(s) or by submitting by a list of measurements comparing the

individual elements of the existing window(s) to the proposed one(s) (A/K/A a window schedule).

(Recommend that a similar *Exterior Door Survey* requirement also be implemented in roughly the same format)

Historic District Council Windows List

As amended from time to time – Approved 12/17/2021

*New products not on the list will be reviewed on a case-by-case basis.

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS Note: If window muntins are used, they must match profile of existing historic muntins and must include exterior raised muntins (grilles).				
Wood:	**Aluminum-Clad Wood:**	**Vinyl-Clad Wood:**	**Cellular PVC/Ultrex:**	**Composite:**
Hurd Jeld-Wen (Siteline) Marvin Pella (Reserve)	Hurd Jeld-Wen (Siteline) Marvin Pella (Architect, Designer, Reserve) Weather Shield	Anderson (400 Series, Architectural, 200 Series)	Marvin Elevate (Previously known as Integrity Wood-Ultrex) Windsor	Renewal by Andersen

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY Any product line approved for use on historic structures can also be used on new construction. Window style and light patternare at the discretion of the applicant. Note: If window muntins are used, they must include exterior raised muntins (grilles).	
Aluminum-Clad Wood:	**All Vinyl/Plastic/Fiberglass:**
Pella (ProLine)	Pella (Impervia, 350 Series, Encompass)

Window Survey Submission Requirements

Purpose

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Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window should be documented. This should be undertaken in the form of a window survey. The survey is intended to identify the extent of deterioration in each window and to provide a decision base as to whether the windows should be repaired or replaced.

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Survey
The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows will possibly be replaced, and what the proposed new window treatment will be. The form indicates what the number on the drawing is and its corresponding photograph number. The existing type denotes the material of the window/door and the type of window/door that it is. For example, WD DH would be wooden, double hung and MTL CASE would indicate that the window would be a metal casement. The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

A four-level classification system is used to document the existing condition of each of the windows. This classification is based upon the system identified in the National Park Service publication, Preservation Brief #9, "The Repair of Historic Wooden Windows."

Class One (I), "Routine Maintenance," is associated with small repairs, which are usually performed as a part of a building's annual maintenance program. This may include paint removal, re-glazing, weather-stripping, caulking, and repainting.

Class Two (II), "Stabilization," shows a small degree of physical deterioration but can be repaired in place by patching, waterproofing, consolidating, and re-gluing the existing material.

Class Three (III), "Partial Replacement," has localized deterioration in specific areas. These members are totally removed and new ones are spliced into the existing fabric.

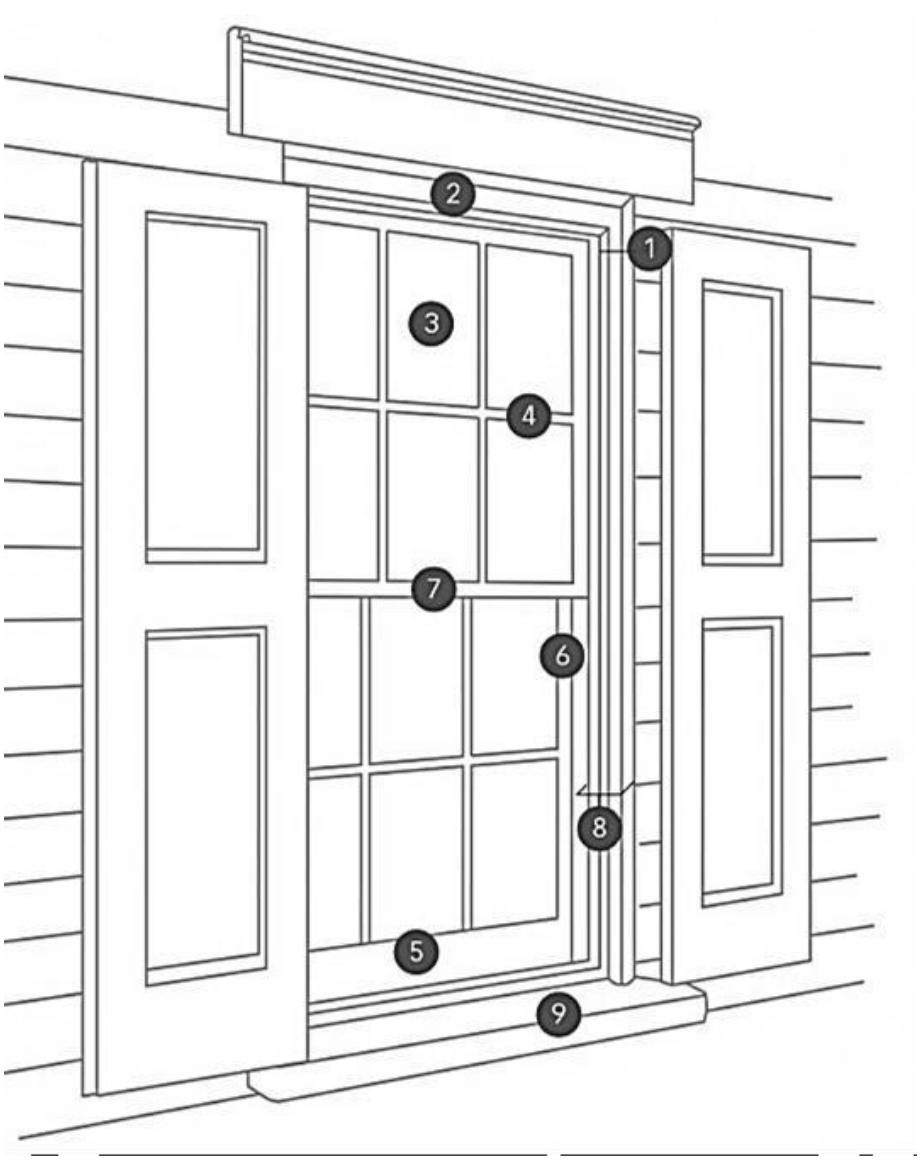
In **Class Four (IV)**, "Total Replacement," if the entire fabric of the window has deteriorated, then the only feasible alternative is total replacement.

On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates. If the number of Class IV windows exceeds 75%, then total replacement may be approved.

Replacement
The selection of replacement windows should not begin with what is commercially available, but rather with what is being replaced. A major concern with most replacement windows is that they do not accurately replicate the historic appearance of the existing windows. Replacement sash should match the historic sash in pane size and configuration, glazing, muntin detailing and profile and historic color and trim. Frequently, the profiles of replacement elements, such as muntins, sash, frames, and moldings, are flatter and wider or narrower and thinner than the historic profiles. A stock window may duplicate the exact number of original panes, but a change in relief affects the character of the historic window, which in turn alters the overall appearance of the entire building. Therefore, window sections will be required for all projects involving total window replacement. This can be done either by submitting section drawings of both the existing and proposed window(s) or by submitting by a list of measurements comparing the individual elements of the existing window(s) to the proposed one(s) (A/K/A a window schedule).

ANATOMY OF A WOOD WINDOW



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Additional Window Resources

- NPS Technical Preservation Brief 9: The Repair of Historic Wooden Windows
- Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement – National Trust for Historic Preservation
- Window Preservation Alliance
- 5 Worst Mistakes of Historic Homeowners (Part 1 Windows) – The Craftsman Blog

Window Survey			Date:			Sheet of	Project Name:		
Window #	Existing Type	Configuration (# of lights in each sash)	Existing Conditions				Proposed Window Type	Configuration	Remarks
			Repair Class			Sash Condition (Original, Replacement, Unknown)			
			Sash	Frame	Sill				
Example									
1	*WD DH*	*2/2*	*I*	*III*	*I*	*Original*	*N/A*	*N/A*	*Lower 4" of frame deteriorated and to be replaced in kind*

OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES

[2021 revision]

Florida Department of State
Division of Historical Resources

City of Fernandina Beach
1825
Florida

Amelia Island Museum of History
Unlock the Past

UF Historic Preservation
University of Florida

July 28, 2021

Prepared by the University of Florida College of Design, Construction and Planning Historic Preservation Program based on original guidelines developed by the University of Florida Preservation Institute: Caribbean in 1999 and updated by Thomason and Associated in 2013. This update was funded by a Florida Division of Historical Resources Small Matching Grant.

The City of Fernandina Beach and the University of Florida Historic Preservation Program project team would like to thank the residents of Old Town and the larger community who participated in this effort to revise and refine the Preservation and Development Guidelines.

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Sideyard

Open
Open Breezeway / Loggia
Enclosed Breezeway
Porch / Double Story Porch
Carport (maximum two cars)

Mid-Lot

Open
Open Breezeway / Loggia
Enclosed Breezeway
Porch / Double Story Porch
Carport (maximum two cars)

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Introduction

As required by Chapter 8 of the Land Development Code for the City of Fernandina Beach ("City"), these preservation and development guidelines establish standards in the Old Town Historic District. These guidelines adhere to the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. There are four broad goals:

- Maintain the same configuration of land use fitted to the lot sizes of the Spanish plat [peonia and media peonia] in order to make a spatial connection to the history and original layout of Old Town, as informed by the Law of the Indies (see "Section 1: Historical Significance").
- Encourage inventive ways of adapting contemporary building practices to historical constraints.
- Enable the design of diverse outdoor spaces to encourage public interaction and maintain privacy.
- Design buildings and landscape to reinforce the order of the historic city plan.

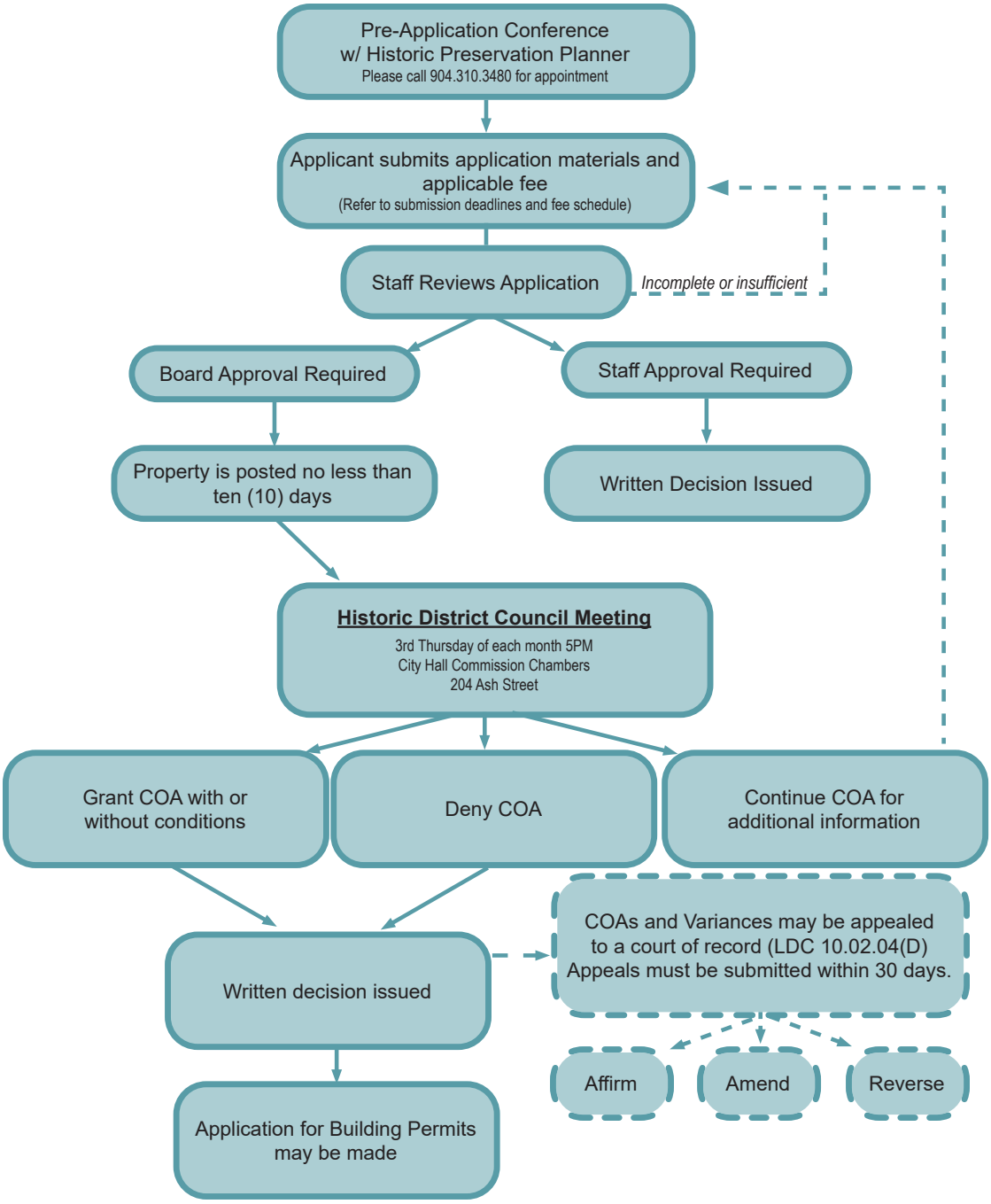
As part of the review process by the City and Historic District Council (HDC), these guidelines are intended for use by property owners, residents, City staff, and members of the Historic District Council, among others.

Design Review Process

The following are considerations for those constructing a new residential or commercial building in the Old Town Historic District.

- Review these guidelines in conjunction with the City of Fernandina Beach Land Development Code with an emphasis on "Chapter 8 – Historic Districts and the Amelia River Waterfront Community Redevelopment Area."
- Consult with the City's Historic Preservation Planner and / or staff early in the process.
- Work closely with an architectural designer and / or builder to ensure the design of the new building (residential or commercial) adheres to the guidelines.
- Refer to "Certificate of Approval Process" on opposite page.
- Property owners need to consult with staff if they are making a change to their home or property such as tree removal, roof/chimney change, etc. Follow this link for contact information. http://www.fbfl.us/FormCenter/Planning-Conservation-15/Historic-District-Council-HDC-Certificat-166

Certificate of Approval Process



Historical Significance

Located on the northern end of Amelia Island, north of the City of Fernandina Beach, Old Town is bordered on the west by the Amelia River (Marine Street), north by Egans Creek and the Tiger Point Marina and Boat Work (Ladies Street), east by North 14th Street, and south by the historic Bosque-Bello Cemetery (established by the Spanish in 1798).

The Spanish originally platted Old Town in 1811. New and Towngate Streets and an area called Southpoint on Estrada Street (south of Garden Street) were added in 1821. The orientation to the Amelia River, orthogonal grid with consistently sized blocks, and central plaza (San Carlos Plaza), among other historic settlement features, make Old Town a prime example of the application of the "Law of the Indies." Established in 1573 under the rule of Phillip II, the Law of the Indies contained 148 principles governing the planning and development of a settlement addressing things like location, land use, property dimensions, public space, and social propriety.

No original Spanish or colonial-era structures, including Fort San Carlos, remain in Old Town. Despite this loss of architectural integrity, the "Original Town of Fernandina Historic Site" was added to the National Register of Historic Places on January 29, 1990 based on its association with Spanish Colonial exploration, settlement, and community planning and development. The focus of the National Register nomination is the survival of the Law of the Indies informed Old Town plat and potential archaeological remains. New construction began to be regulated by the City and the Historic District Council shortly after the area became a National Register Historic District.

At the time of its listing as a Historic District, Old Town was comprised of approximately 42 residential buildings with the majority constructed before 1940. Some 55 new residences have been constructed since the adoption of the original guidelines in 1999. There are some 90 lots remaining in the District as of June 2021.

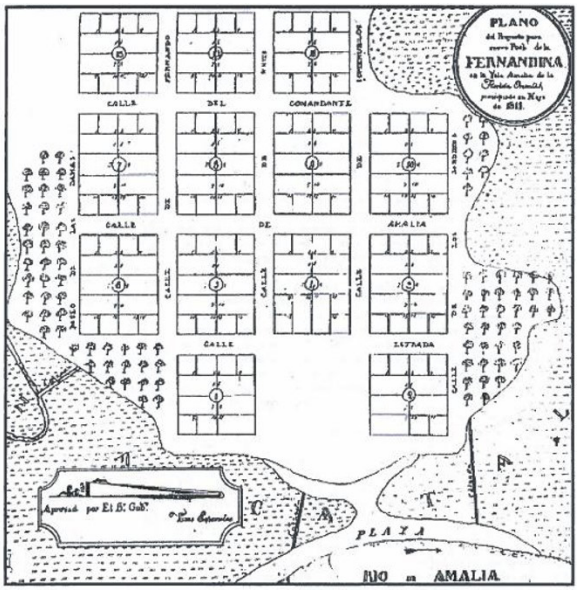


Figure 1: Original plan of Old Town Fernandina as platted by Spanish colonists in 1811.

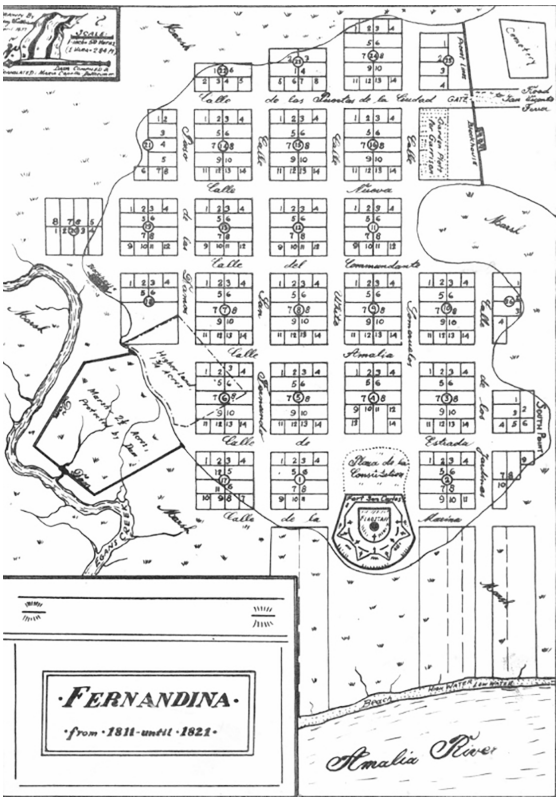


Figure 2: Map of Old Town drawn by Franz Dollheimer in April 1937 based on data compiled and translated by Maria Copella Dollheimer.

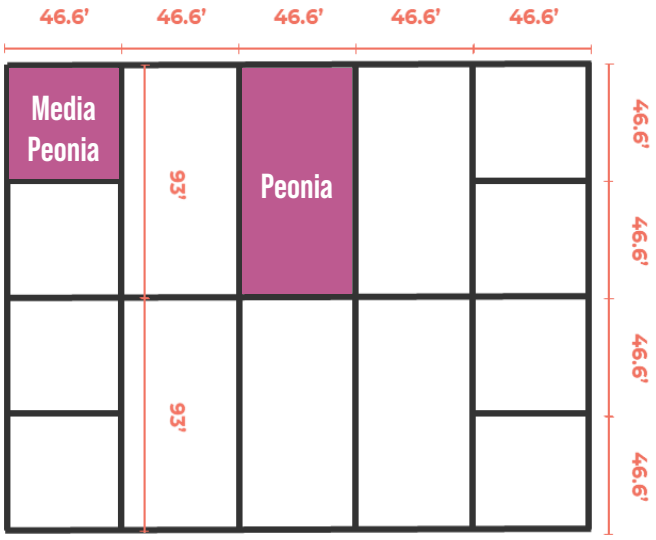


Figure 3: Typical block with peonia (original, full lots) and media peonia (original, half lots).

Old Town Plan

Sited on a bluff above the Amelia River, the original Old Town plan consisted of some 13 blocks arranged around a Plaza at the western edge of the settlement. Each block was made up of four to six peonias, a basic urban lot type established by the Law of the Indies, and as many as eight media peonias or half lots. The size of the peonia was based in part on its use as a residential lot that provided an area for agriculture.

The Spanish used the vara (equivalent of 33-inches today) to establish the size of the peonia (46-feet, 6-inches x 93-feet) and media peonia (46-feet, 6-inches x 46-feet, 6-inches). By 1937, the original settlement had been expanded to some 20 full blocks and seven smaller blocks – all made up of peonias and media peonias. As dictated by the Law of the Indies, the Spanish plan provided for the orderly distribution of buildings based on type with civic and religious structures sited near the plaza. Most of the structures of the original settlement were primarily residential.

Section 1: Existing Trees and Landscape

The Old Town Historic District is characterized by a significant amount of mature, older growth trees and a sizeable tree canopy.

Goal:

Preserve existing trees and introduce new vegetation in keeping with the character of the District.

Considerations:

1. Protected trees are those with a circumference of 5-inches or more and designated “heritage” trees.
2. Property owners should consult with the City before removing protected trees.
3. Property owners are encouraged to develop designs that help retain as many existing, protected trees and native plantings as possible.
4. New construction shall take protective measures to avoid the damage of existing protected trees.

Figure 4: Property owners are encouraged to place and design buildings to retain as many protected trees as possible.

Section 2: Use

Following the City's Land Development Code, Old Town has two zoning designations for single family dwellings and in some areas of the District, limited commercial use.

Goal:

Regulate building use focused primarily on residential and limited commercial.

Considerations:

Old Town Historic District One (OT-1): District is intended to protect the unique historic features and uses in the single-family residential area of the Old Town Historic District. The OT-1 District is intended for the development and maintenance of single-family residential dwellings, along with their customary accessory uses in the same lot.

Old Town Historic District Two (OT-2): District is intended to protect the unique historic features and uses in the mixed-use area of the Old Town Historic District. The OT-2 District is intended for the development and maintenance of single-family residential dwellings along with their customary accessory uses on the same lot. Limited neighborhood commercial may be permissible.

Figure 5: Zoning map with OT-1 and OT-2 designations.

Section 3: Visibility Corridors

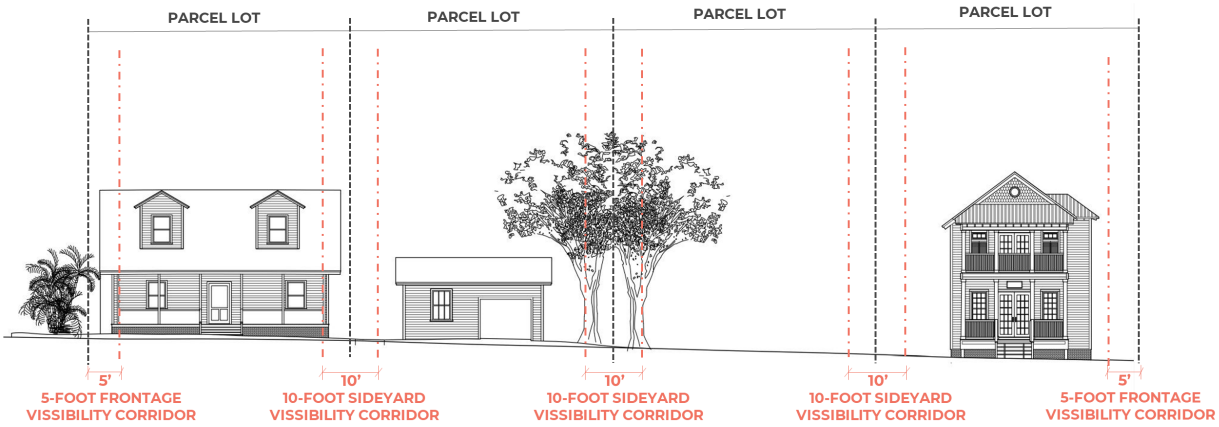
Setbacks in the Old Town Historic District are referred to as lot “visibility corridors.” They are a primary tool for spatially recognizing and helping preserve the historic Spanish grid as it was originally platted in 1811 and expanded over time.

Goal:

Regulate and preserve the historic peonia and media peonia lot line divisions.

Considerations:

1. Lot Visibility Corridors are organized into Frontage, Sideyard, and Mid-Lot Visibility Corridors.
2. Lot Visibility Corridors are made up of 5-foot (Frontage) or 5-foot / 10-foot (cumulative 5-foot Sideyard and Mid-Lot) setbacks from lot lines.
3. Connecting elements are allowed at Sideyard and Mid-Lot Visibility Corridors (refer to Section 5).
4. Maximum projection of 24-inches is allowed into the visibility corridors for chimneys, roof eaves, balconies, and porches, among other architectural features. Landscape elements are not covered by this restriction.



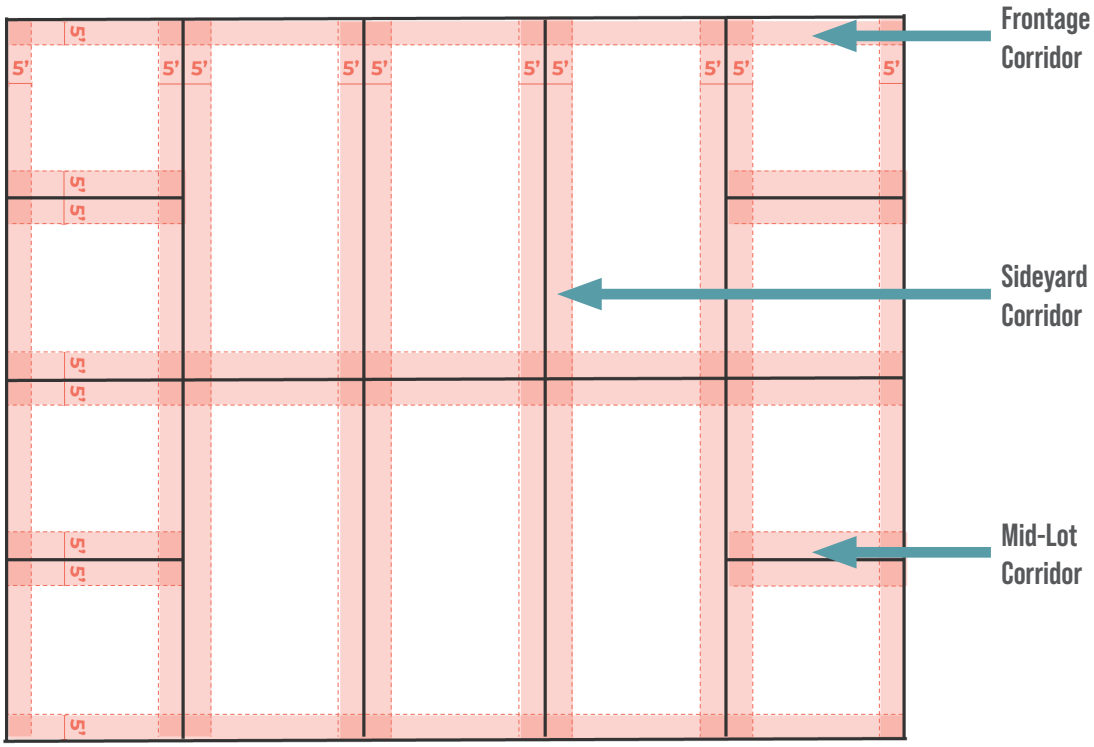


Figure 6: Visibility Corridors plan diagram for a typical block.

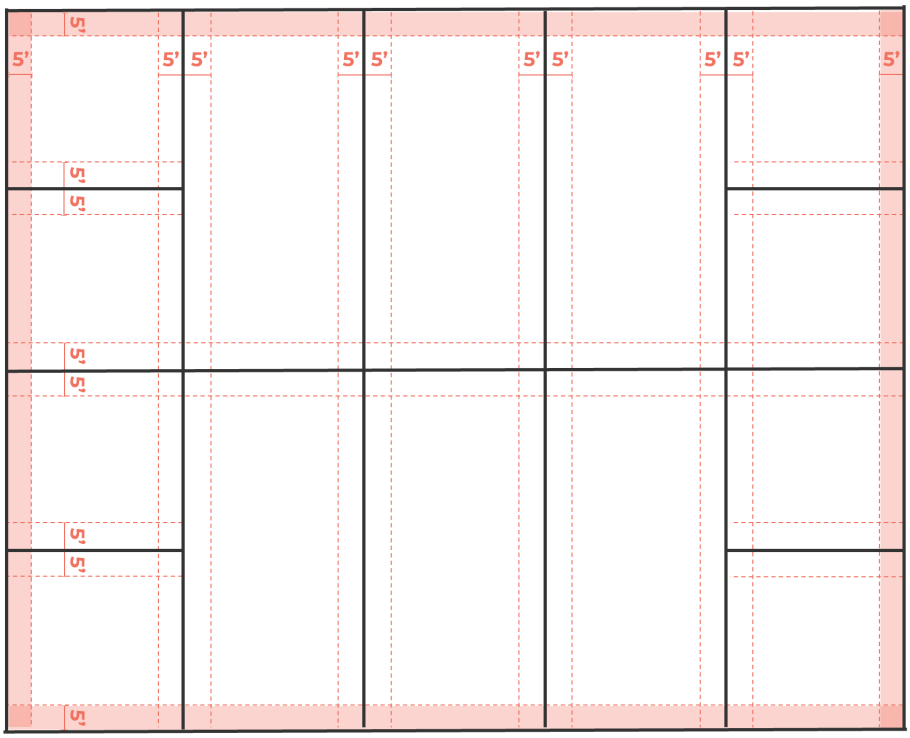


Figure 7: Frontage Corridors plan diagram for a typical block.

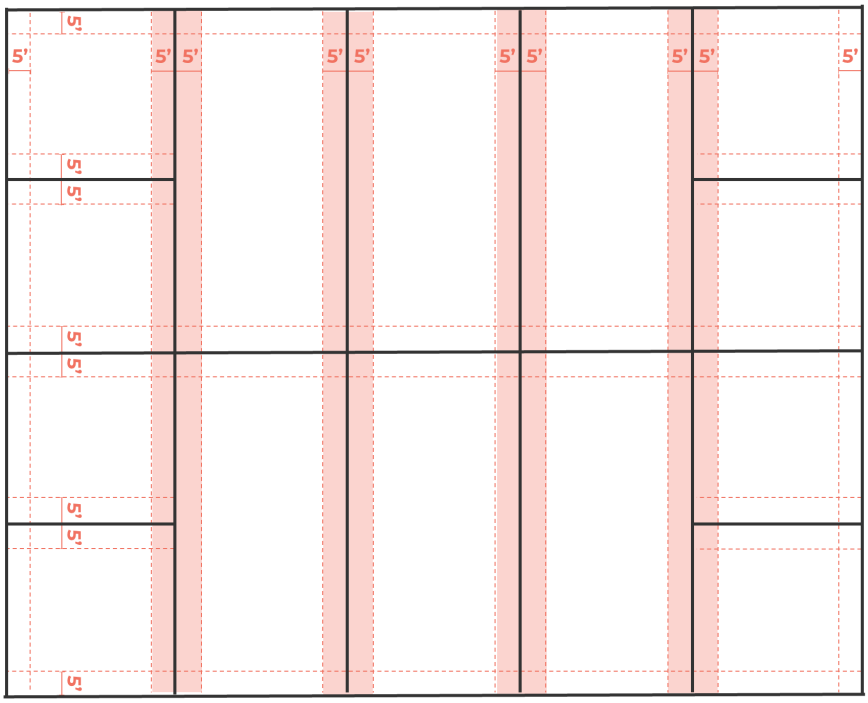


Figure 8: Sideyard Corridors plan diagram for a typical block.

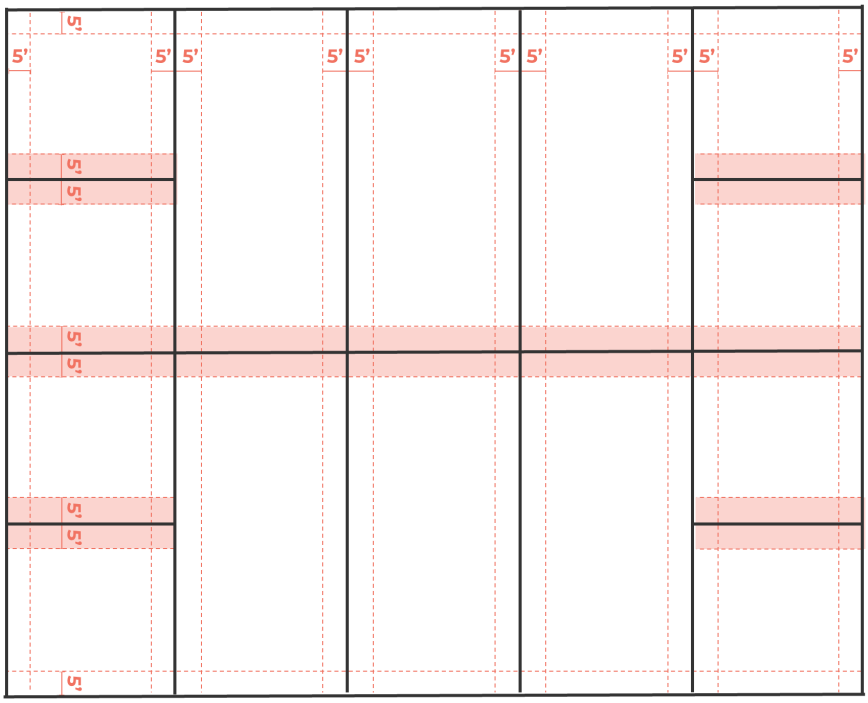


Figure 9: Mid-Lot Corridors plan diagram for a typical block.

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Section 4: Density, Scale, and Massing

The architectural and urban character of the District is largely defined by the density, scale, and massing and groupings of individual buildings.

Goal:

Manage the density, scale, and massing of buildings to help maintain the architectural and urban character of the District.

Considerations:

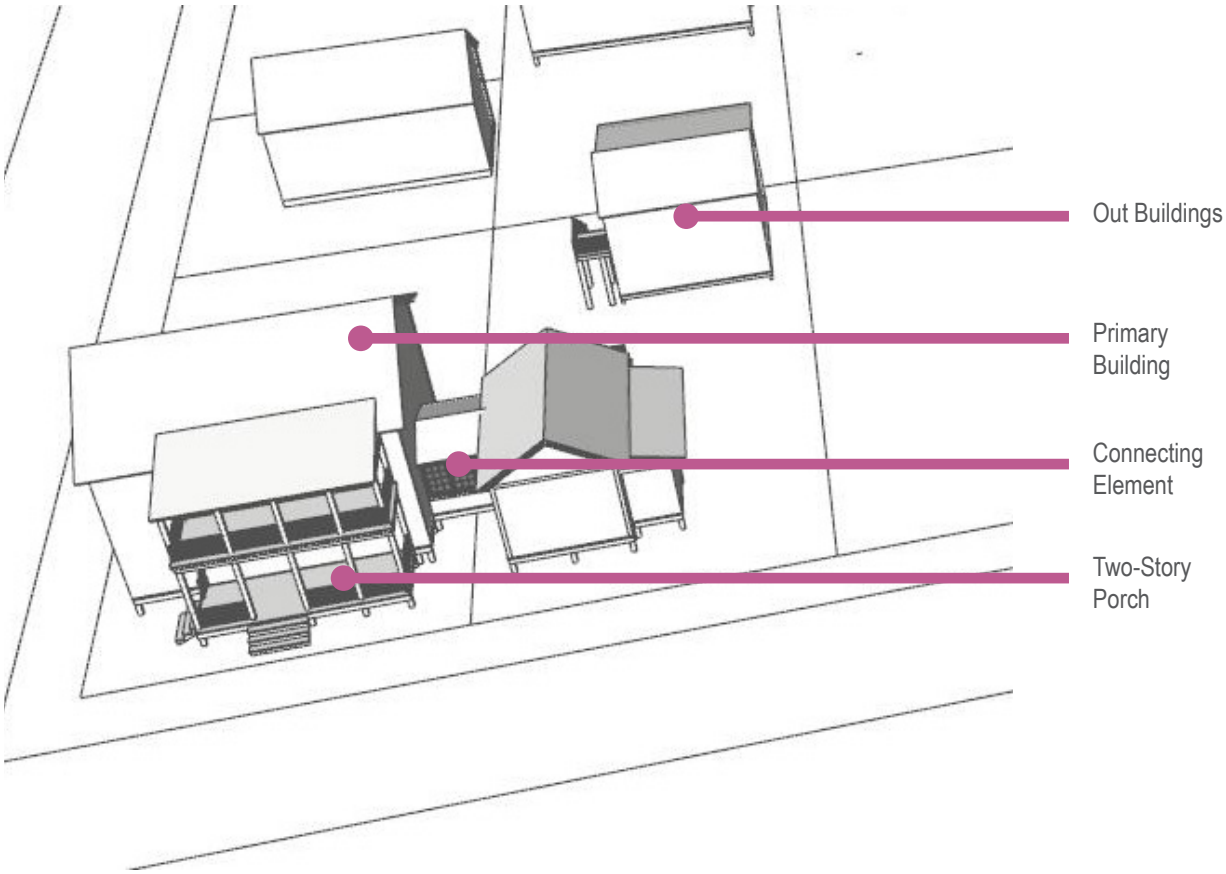
1. The total lot coverage is 45%.

2. Lots are a single peonia, two media peonia combined, or what is referred to as an “assemblage” of one or more peonias and / or media peonias.

3. Buildings are designated as “Primary” or “Out Buildings.” Primary Buildings are the principal unit of occupation, i.e. private residential unit. Out Buildings are ancillary to the primary structure in size and degree of occupation.” Out Buildings include garages, garage apartments (also known as Accessory Dwelling Units or ADU as defined by the Land Development Code), storage sheds, greenhouses, workshops, and gazebos.

4. Out Buildings can be stand alone or be connected to Primary Buildings by “connecting elements” – enclosed spaces that are not permanently conditioned. Unconditioned Connecting Elements are not considered as part of the 45% lot coverage. Examples include: porches, pergolas, colonnades, loggias, Florida Rooms, breezeways, and carports (refer to Section 5).

5. There is a maximum building height restriction of 35-feet for Primary Buildings and 24-feet for Out Buildings (Accessory Dwelling Units or ADU).



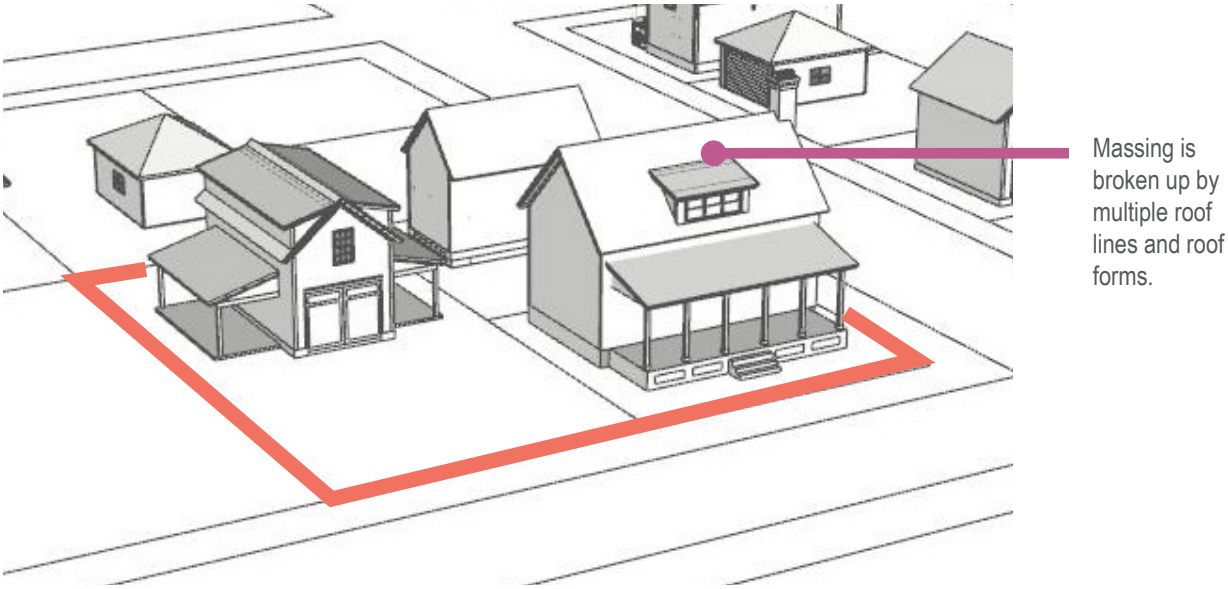


Figure 10: Rather than a single structure, property owners are required to distribute the massing of buildings into a Primary Building and Out Building(s) with a total maximum lot coverage of 45%.

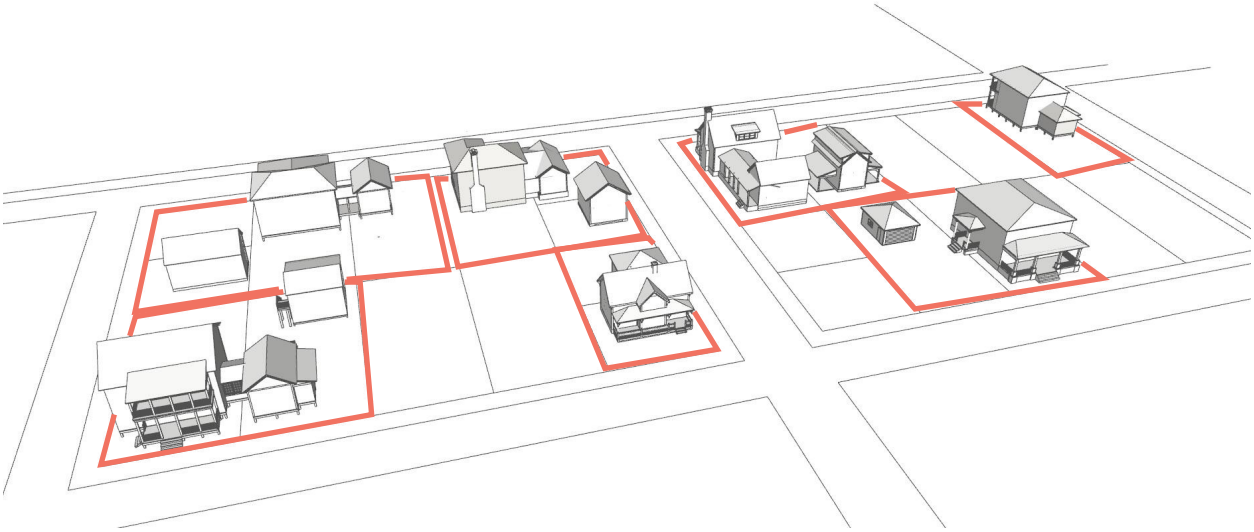


Figure 11: Examples of density, scale, and massing.

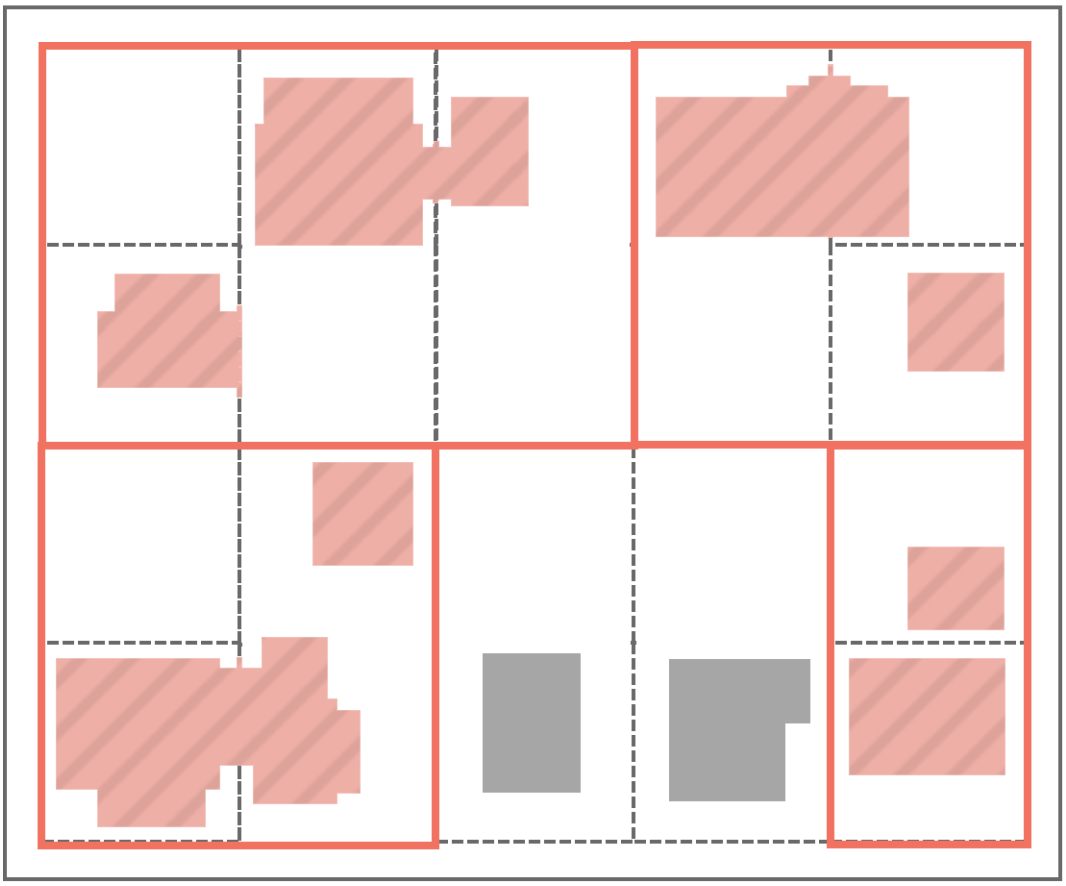


Figure 12: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

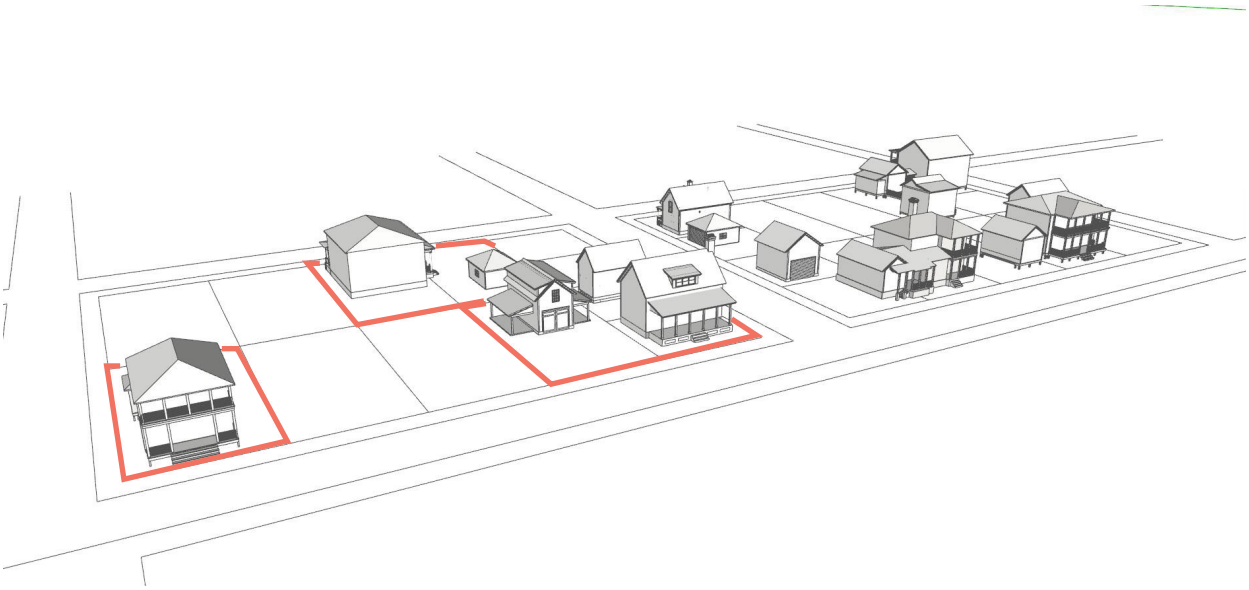


Figure 13: Examples of density, scale, and massing.

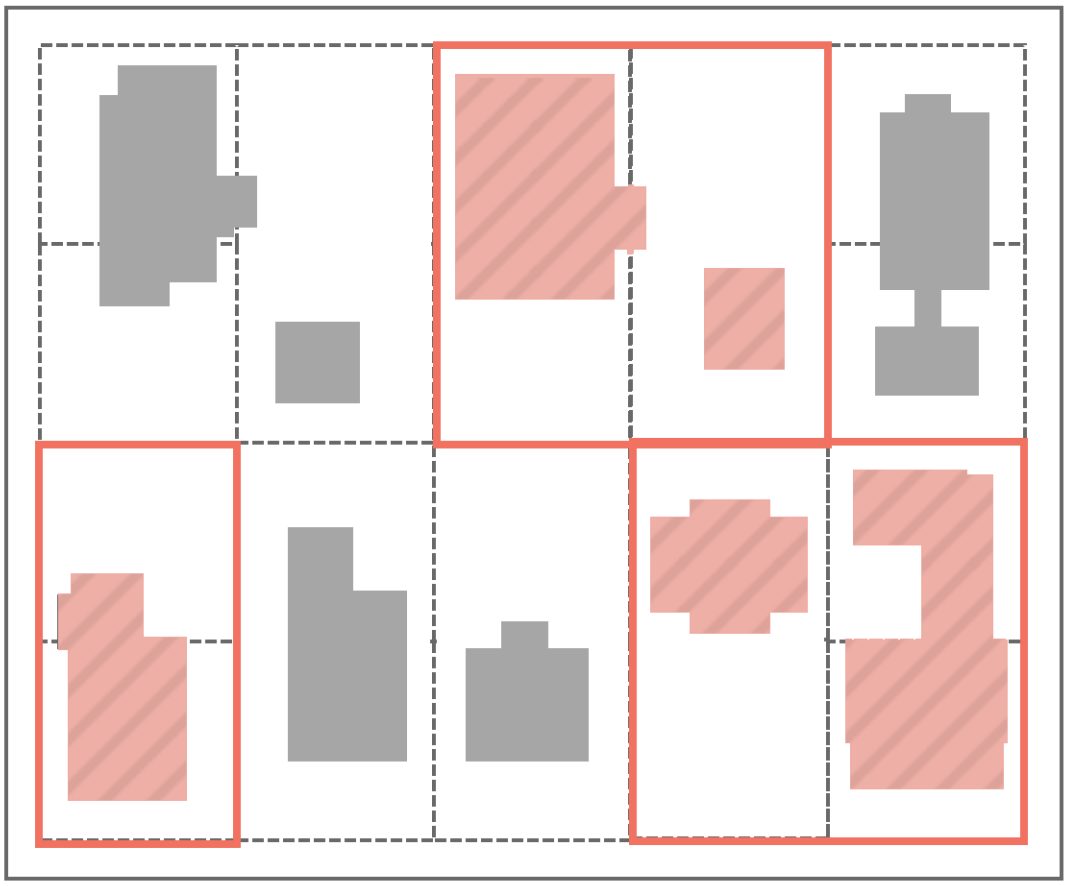


Figure 14: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

Section 5: Sideyard and Mid-Lot Visibility Corridors

This section offers different approaches to recognizing Sideyard and Mid-Lot Visibility Corridors including connecting and other elements that cross the 5-foot and 10-foot (cumulative 5-foot) setbacks.

Goal:

Regulate approaches to the treatment of Sideyard and Mid-Lot Visibility Corridors.

Considerations:

1. Primary Buildings and Out Buildings cannot cross lot lines (peonia and media peonia).
2. Connecting elements that are unconditioned are not included in the 45%.

Figure 15: Example of a Sideyard Open Visibility Corridor.

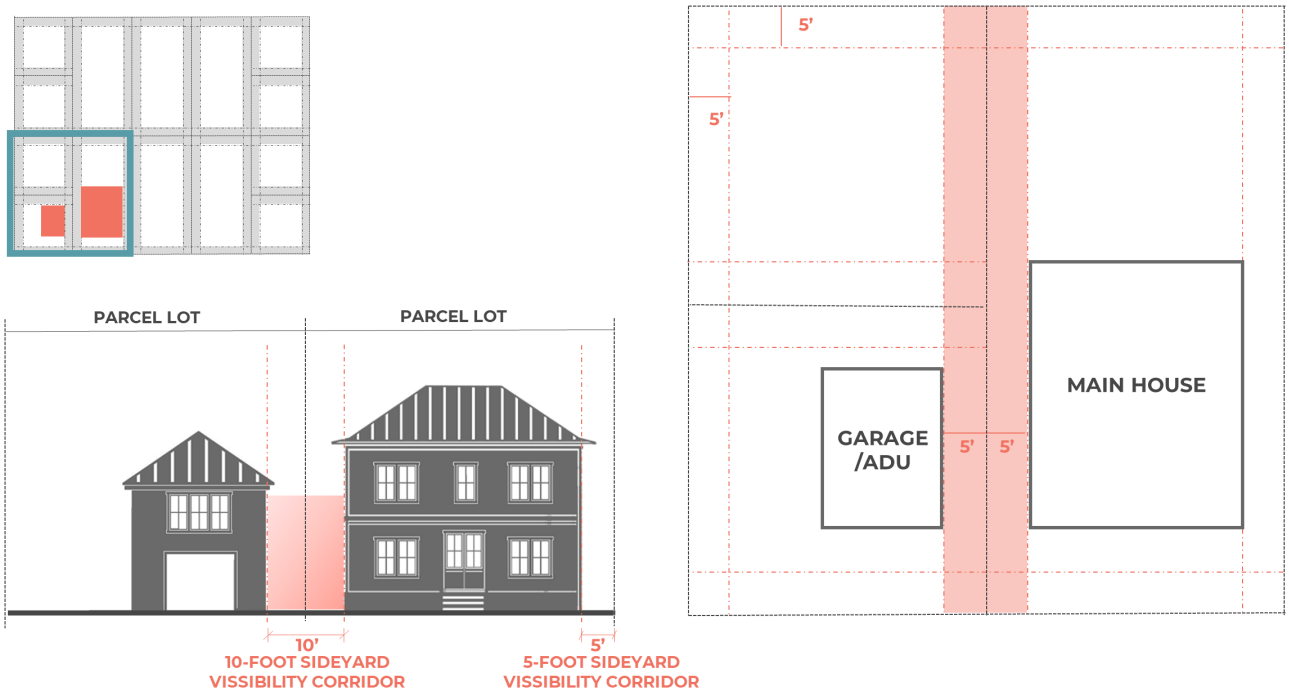


Figure 16: Sideyard Visibility Corridor – Open Corridor option.

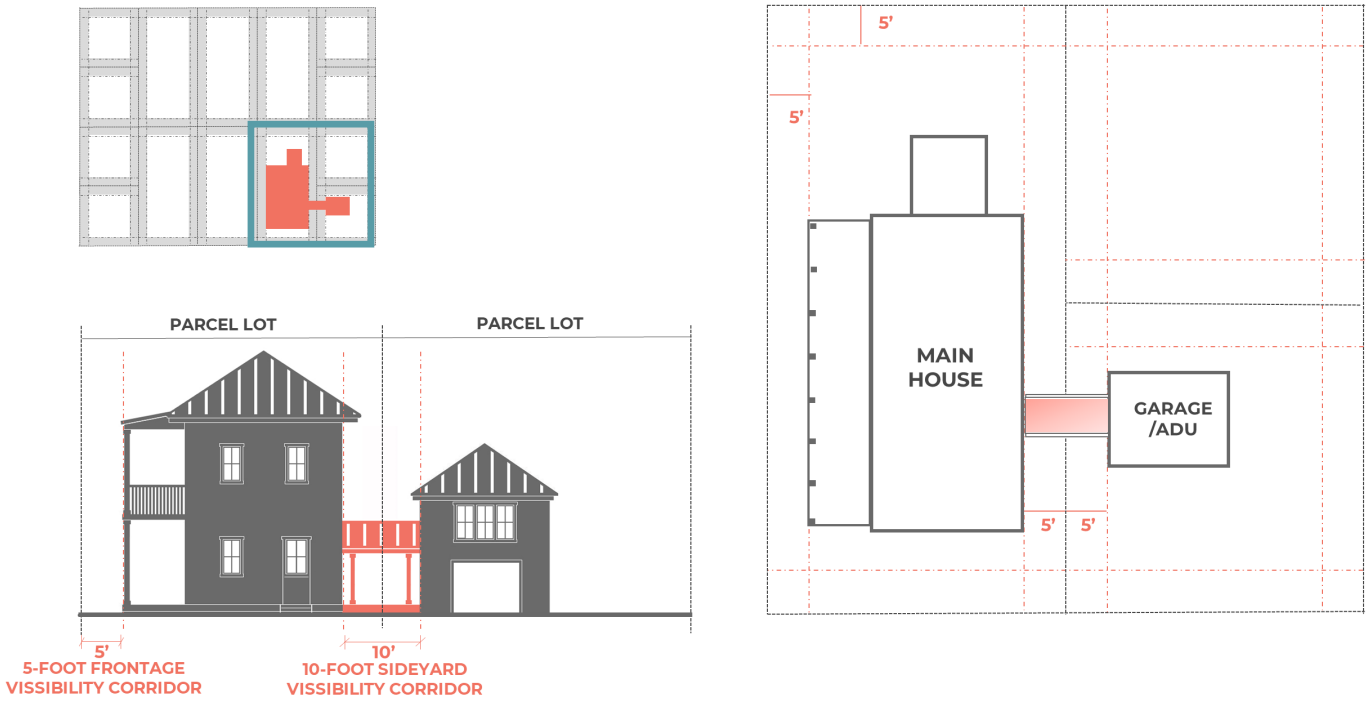


Figure 17: Sideyard Visibility Corridor – Open Breezeway option.

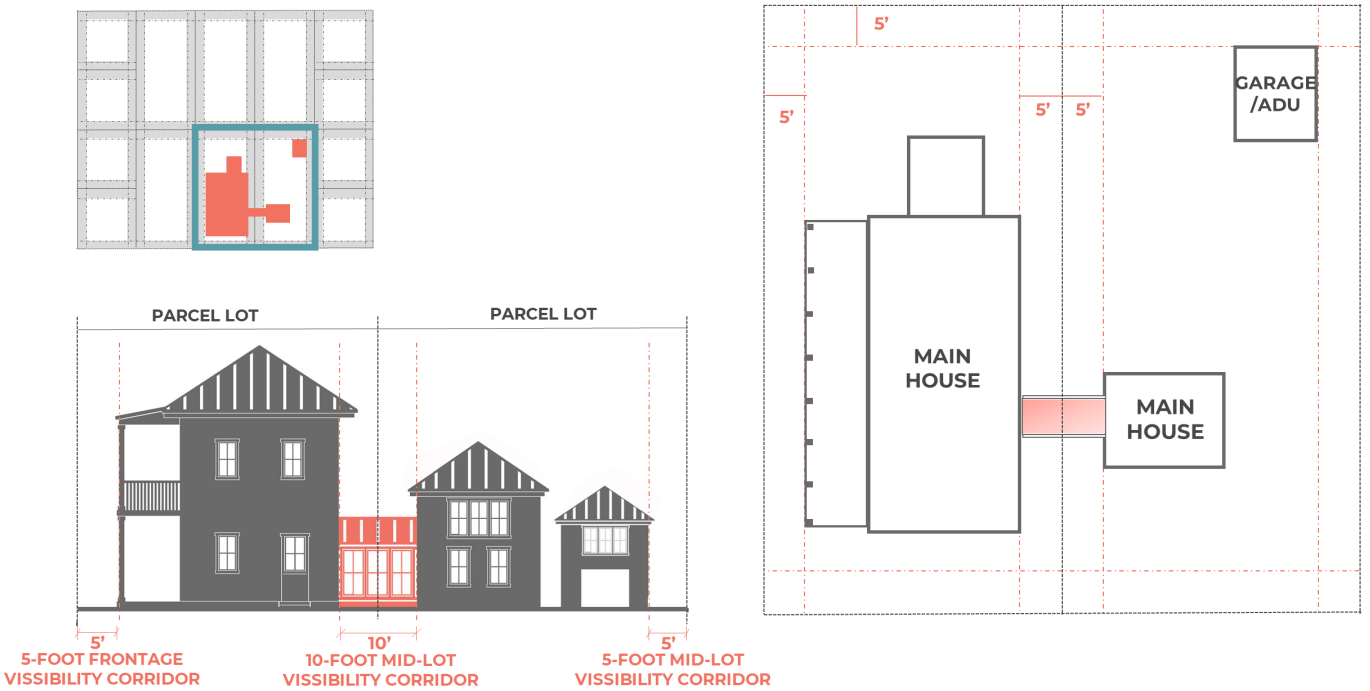


Figure 18: Sideyard Visibility Corridor – Enclosed Breezeway option.

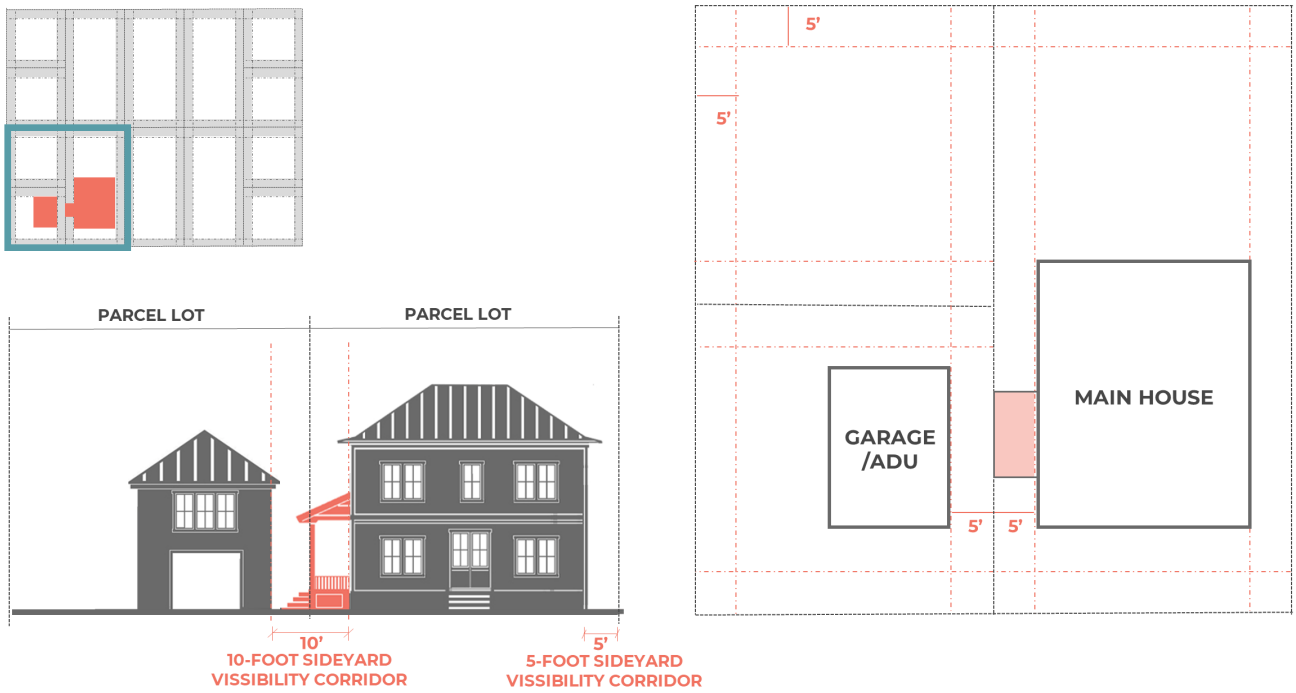


Figure 19: Sideyard Visibility Corridor – Porch / Double Story Porch option.

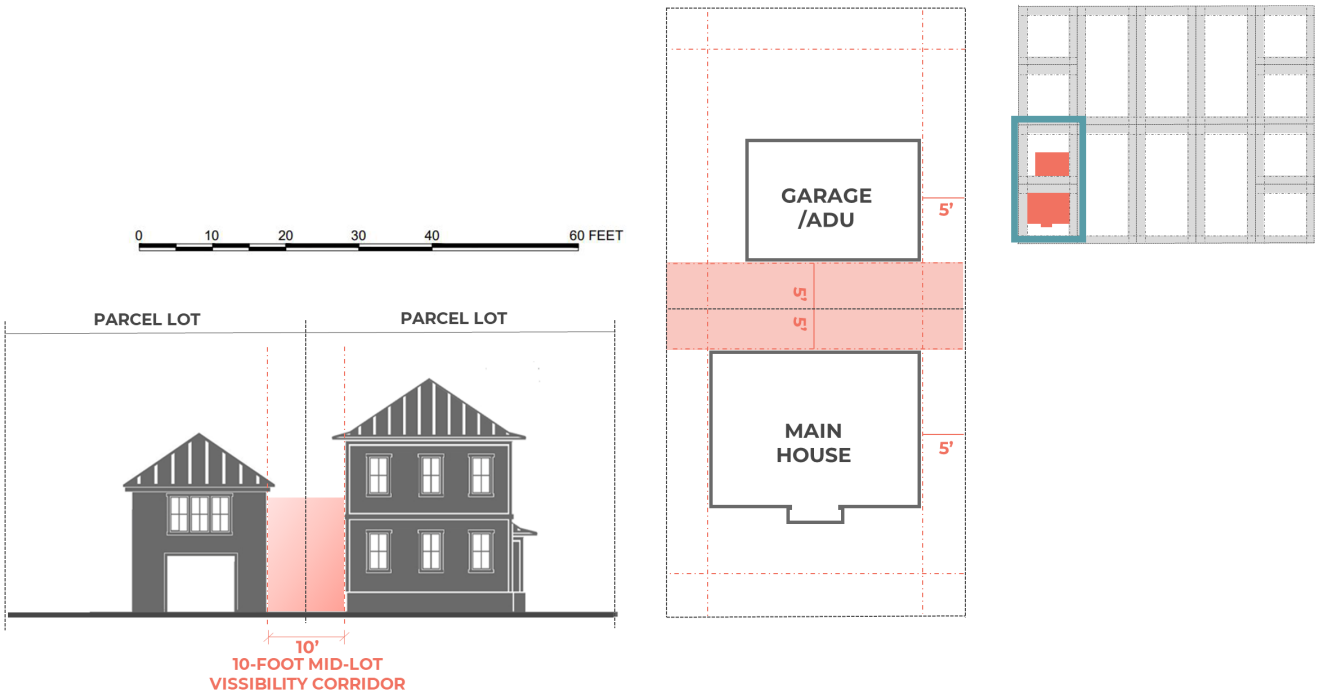


Figure 20: Mid-Lot Visibility Corridor – Open Corridor option.

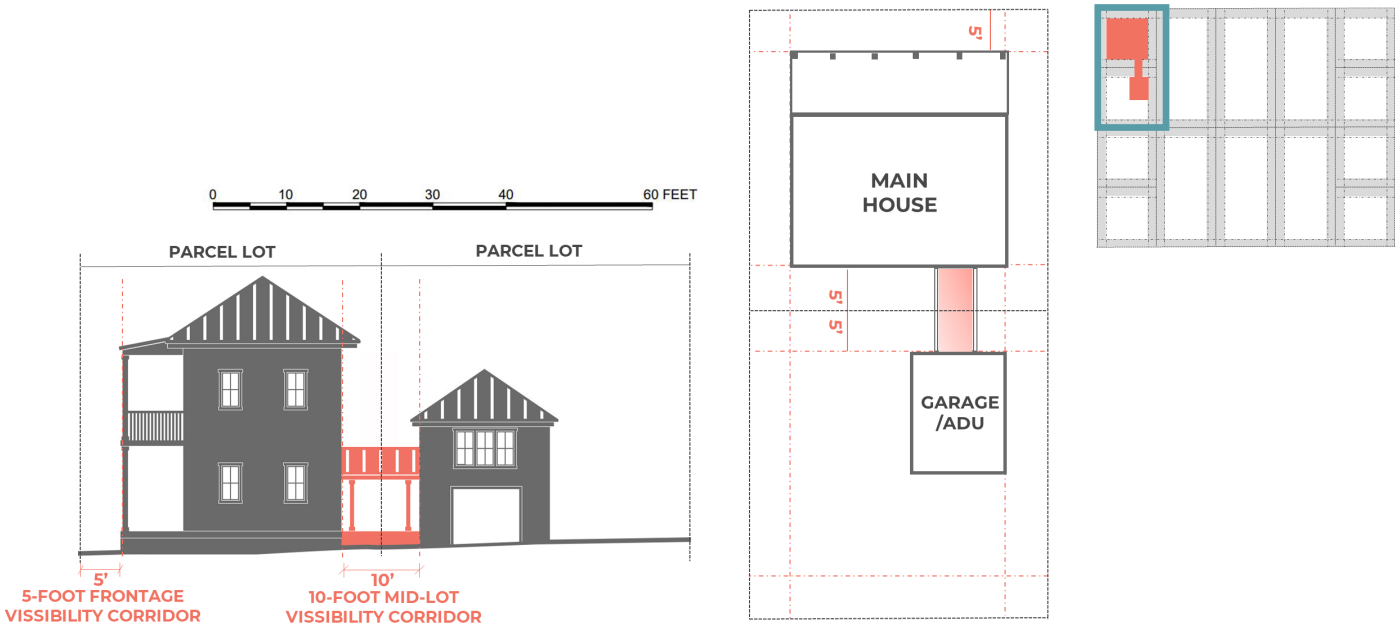


Figure 21: Mid-Lot Visibility Corridor – Open Breezeway option.

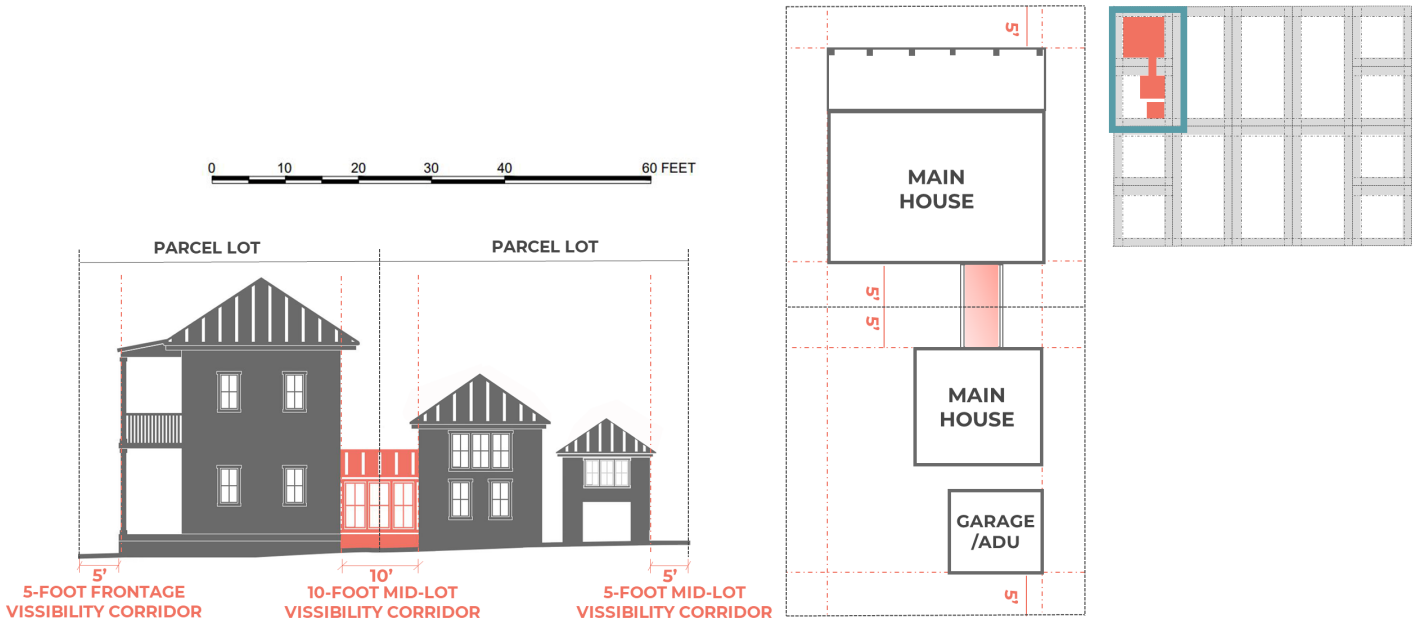


Figure 22: Mid-Lot Visibility Corridor – Enclosed Breezeway option.

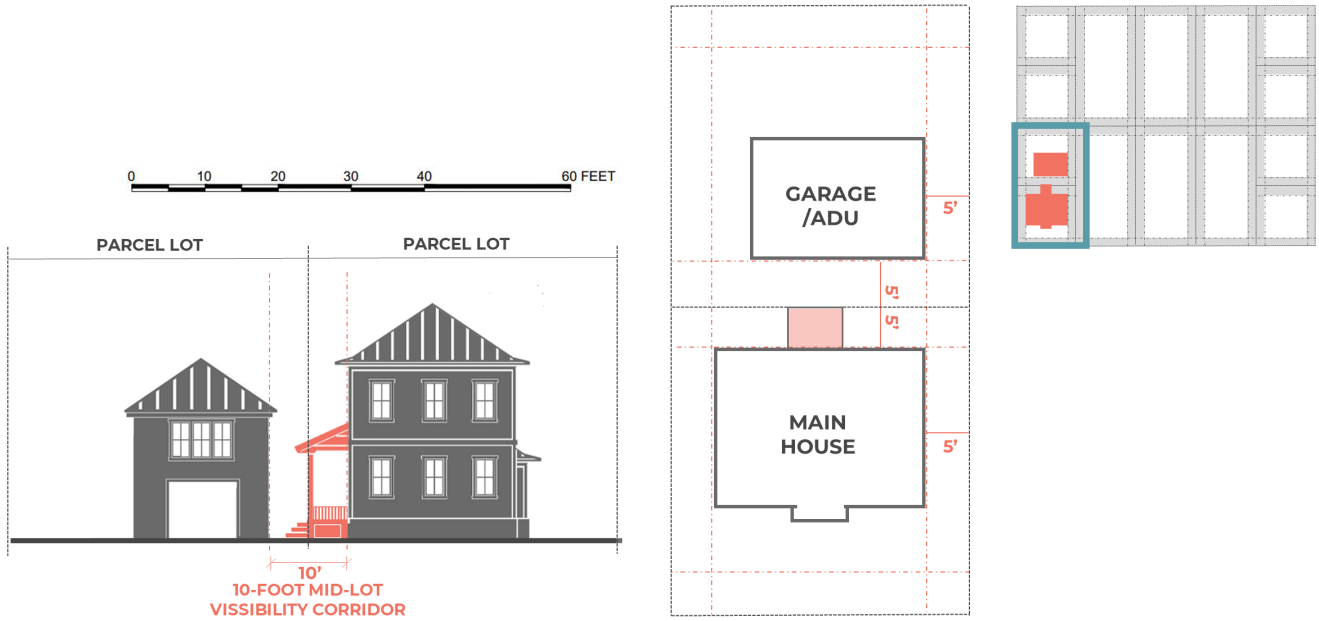


Figure 23: Mid-Lot Visibility Corridor – Porch / Double Story Porch option.

Carports are allowed, but limited in size to accommodate two cars maximum.

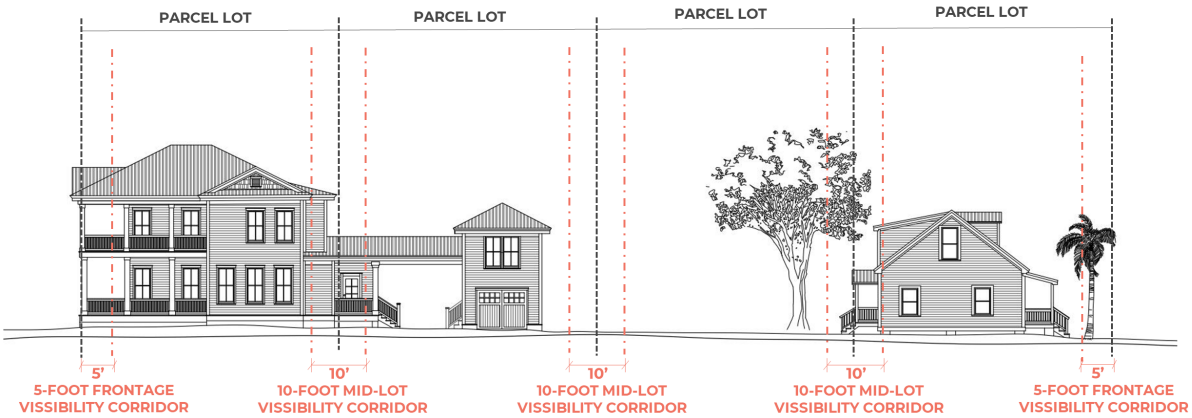


Figure 24: Mid-Lot Visibility Corridor – Carport (maximum two cars).

Section 6: Architectural Style

Unlike many historic districts, there is no specific architectural style or styles that are required and regulated for Old Town. Rather there are a number of historical styles represented by new buildings including:

- Low Country / Southeast Atlantic Coastal
- Florida Vernacular
- Spanish Colonial
- Modern / Contemporary

Goal:
Encourage a range of styles that reference the history of Old Town and the larger region.

Considerations:

1. New construction should be built in keeping with the climate of north Florida including the use of tall floor to ceiling heights, large porches and verandas, and wide roof eaves.
2. Materials and details should be appropriate for the chosen style.

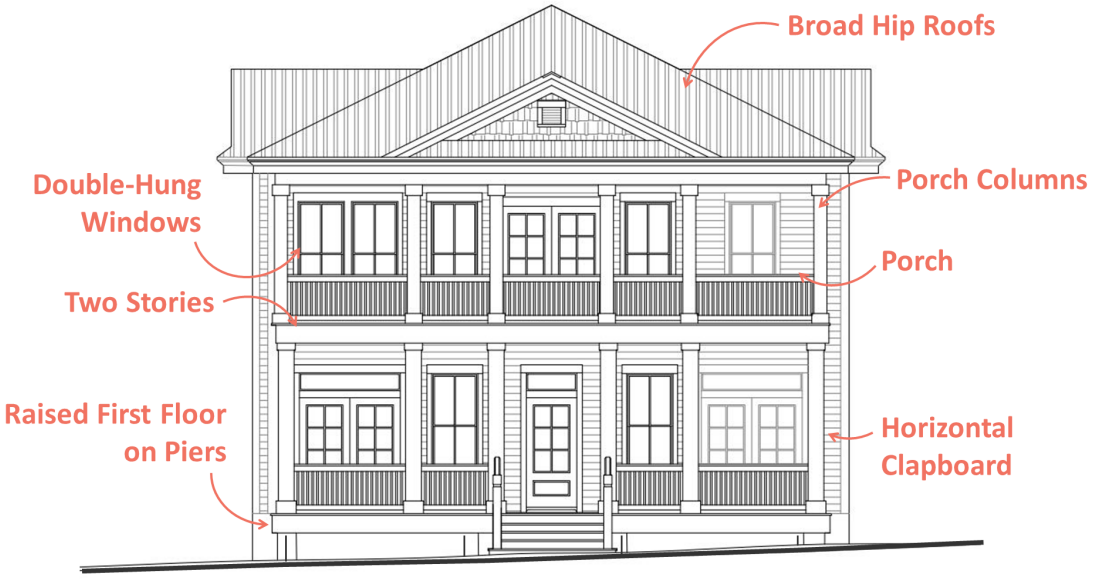


Figure 25: Low Country / Southeast Atlantic Coastal Architectural Style.

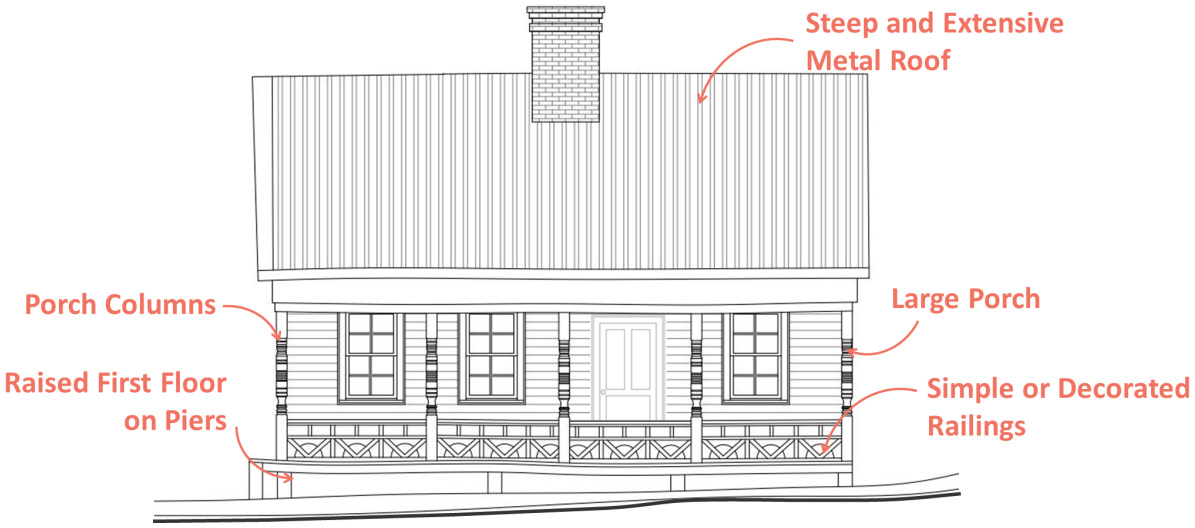


Figure 26: Florida Vernacular Architectural Style.

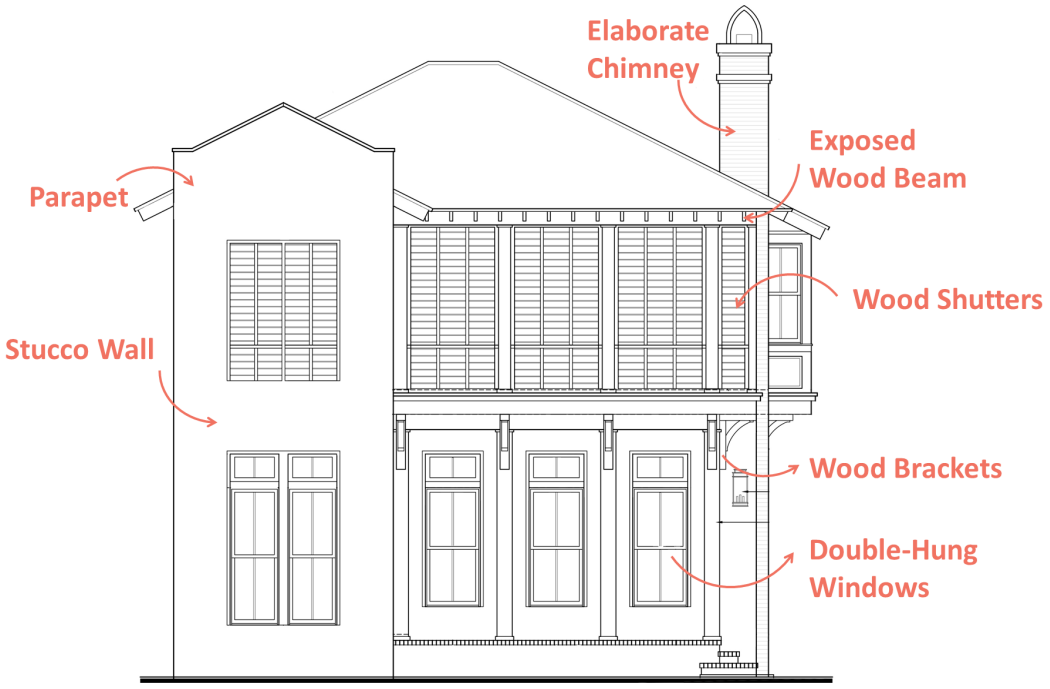


Figure 27: Spanish Colonial Architectural Style.

Section 7: Foundations

New buildings should be raised off the ground on piers or a continuous foundation.

Goal:
Regulate the design of foundations and visible materials.

Considerations:

1. Piers or continuous foundations should be faced with brick, coquina, stucco, or an equivalent material.

2. Infill between foundation piers should be lattice, pierced brick, continuous brick or an equivalent material.

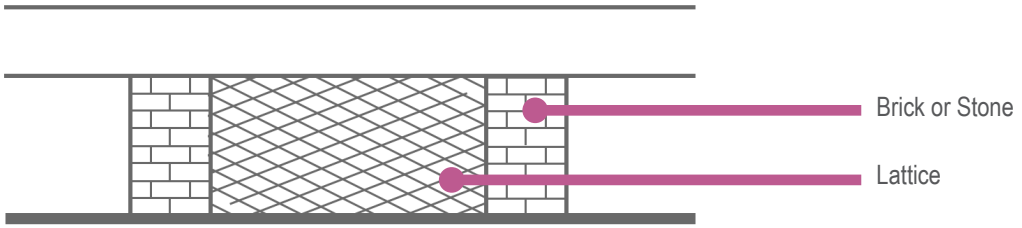


Figure 28: Example of brick piers with lattice in between type foundation.

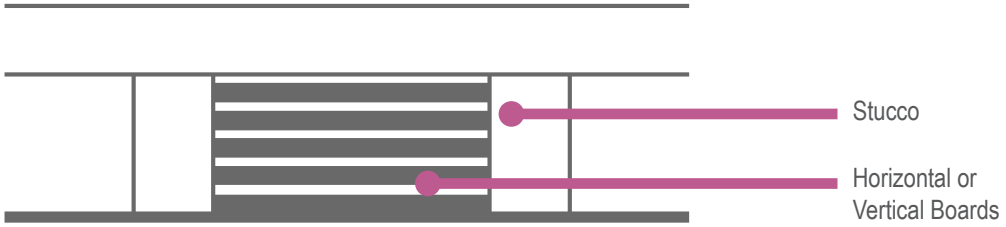


Figure 29: Example of stucco piers with horizontal wood boards in between type foundation.

Figure 30: Examples of the types of foundations encouraged in the District. Foundations include brick, stone, lattice, stucco, and horizontal or vertical boards.

Section 8: Exterior Materials and Architectural Details

A range of exterior materials and details are permissible in the District.

Goal:

Encourage the use of exterior materials and details that are in keeping with the chosen style and architectural character of the District.

Considerations:

1. Real wood is encouraged although cementitious and other sustainable materials are allowed.
2. The finish of all cementitious materials should be smooth.
3. Brick and shell finished stucco are also common materials historically seen in Old Town.

Figure 31: Example of materials and architectural details encouraged in the District.

Figure 32: Example of materials and architectural details encouraged in the District.

Figure 33: Example of materials and architectural details encouraged in the District.

Figure 34: Example of materials and architectural details encouraged in the District.

Section 9: Roofs and Chimneys

A range of roof types and materials are permissible in the District.

Goal:

Encourage the use of roof types, materials, and chimneys that are in keeping with the chosen style and architectural character of the District.

Considerations:

1. Roof types include gable and hipped, among others.
2. Roofing materials include wood shingles, architectural shingles, and standing seam metal, among others.
3. Chimney designs vary according to architectural style.
4. Chimney materials include brick and stucco or an equivalent.
5. Architectural roof details like cupolas are allowed and do not have to adhere to the height restrictions unless occupied space. (Primary Building height is restricted to 35-feet and Out Buildings / Accessory Dwelling Unit is restricted to 24-feet).

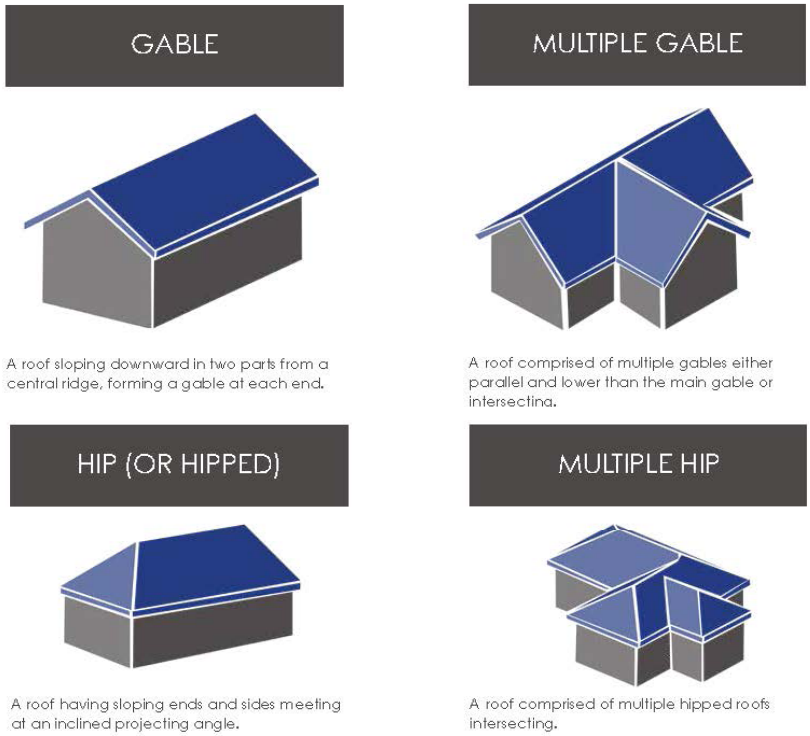


Figure 35: A range of roof types are allowed in the District. [Show: Gable, Hipped, Cross Gable, Roofs with Dormers)

Gable Roof

Hip Roof

Multiple Gable

Gable

Gable with Dormer Window

Hip-Gable Combination Roof

Figure 36: Examples of roofs, roof materials, and chimneys encouraged throughout the District.

Section 10: Windows, Doors, and Shutters

Specific window and door types and configurations are not dictated. A range of shutters are permissible.

Goal:

Encourage the use of window, door, and shutter types and configurations that are in keeping with the chosen architectural style and character of the District.

Considerations:

1. Double hung sash windows types are encouraged with 1/1, 2/2, and 6/6 multi-light patterns.
2. Raised window muntins are required over flush or snap-in.
3. Energy efficient windows are highly encouraged.
4. Traditional and Bahamian style shutters are encouraged.
5. Shutters should be wood or composite materials with a smooth finish. Plastic and metal shutters are not permitted.

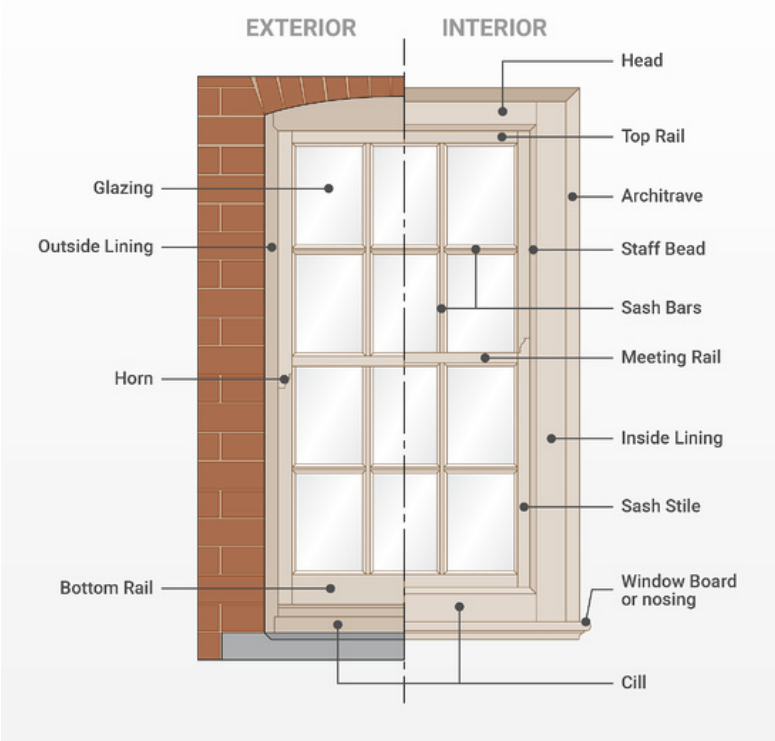
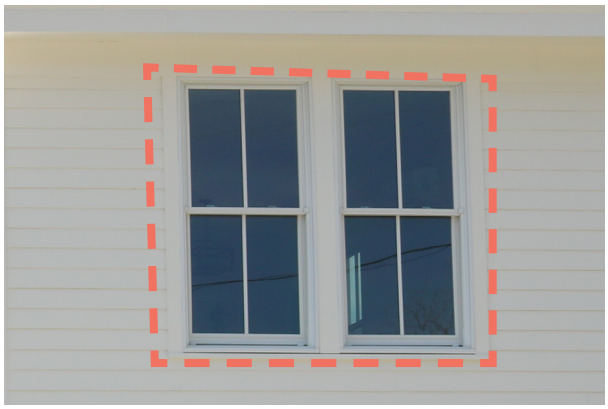


Figure 37: Anatomy of a sash window.

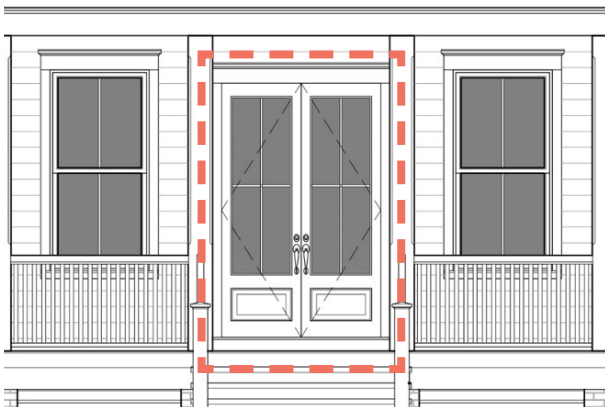


2/2 Double Hung Sash

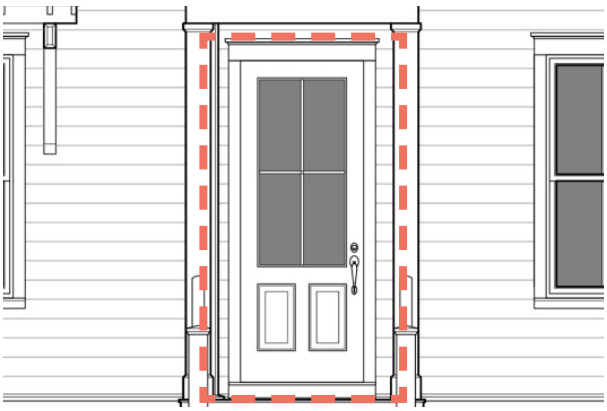
6/6 Double Hung Sash

Double Hung Sash with Decorative Muntin Pattern on Top Sash

1/1 Double Hung Sash



French Type Double Doors with Glass and Raised Panels



French Type Single Door with Divided Glass and Raised Panels

Figure 38: Examples of windows, doors, and shutters encouraged throughout the District.

Section 11: Porches, Verandas, and Connecting Elements

Porches, verandas, and covered elements connecting Primary Buildings to Out Buildings are important character defining features of the District.

Goal:

Regulate the placement and design of porches, verandas, and other connecting elements.

Considerations:

1. The design of porches, verandas, and connecting elements vary throughout the District.
2. Railings and details vary throughout the District.
3. Wood is encouraged as the primary material, but cementitious and other sustainable materials are permissible.
4. The roof materials of porches, veranda, and connecting elements should match the roofs of Primary Buildings and Out Buildings.

Figure 39: Examples of porches and two-story porches..

Figure 40: Examples of breezeways as connecting elements.

Section 12: Driveways and Parking

Given the smaller scale of existing, individual lots, driveways are small serving primarily as parking areas.

Goal:
Regulate the placement, design, and materials of driveways.

Considerations:

1. Driveways are not permitted on the frontage portion of corner lots.
2. Driveways typically accommodate two cars in a single or double, side-by-side parking arrangement.
3. Permeable materials are required for the driveway surface including permeable pavers and bricks, crushed shell, or a mix of equivalent materials.
4. Adjacent driveways should be separated by fences and / or landscaping.

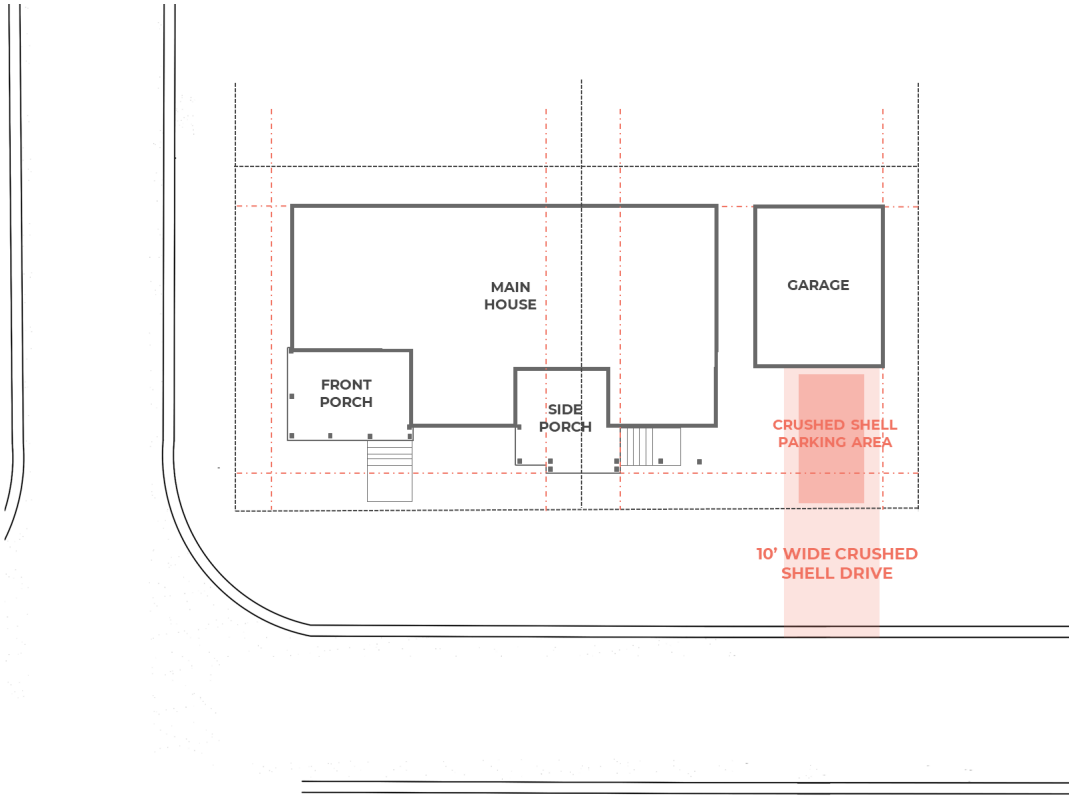


Figure 41: Detailed drawing of an approved driveway design.

Figure 42: Examples of driveways and configurations for parking.

Section 13: Fences and Garden Walls

Fence is defined as a light weight construction of wood, metal, or a combination of materials whereas a garden wall is identified as a more substantial barrier constructed of masonry or a combination of materials. .

Goal:

Regulate the placement, design, and materials used for fences and garden walls.

Considerations:

1. Fences and walls that allow for the passage of light are encouraged over solid fencing and walls.
2. The height of fences and garden walls is dictated by zoning: 4-feet height in front yards and 6-feet height in rear yards.
3. Front yard fences must be permeable.
4. Vinyl and chain link fencing are not permitted.

Figure 43: Examples of fences allowed in the District.

Figure 44: Examples of fences and walls throughout the District.

Section 14: Commercial Buildings

Old Town Historic District zoning OT-2 allows for “limited neighborhood and commercial development” such as corner grocery stores, bookstores, retail shops, and professional offices, among others.

Goal:
Ensure that commercial buildings are in keeping with the guidelines for residential buildings in the District.

Considerations:

1. Heights compatible with adjacent buildings, but no more than 35-feet in height.
2. Lot coverage should not exceed 45%.
3. Limited parking at the side or rear of building with a permeable paving surface.
4. Architectural style consistent with those present in District including Florida Vernacular.
5. Trees and landscaping consistent with District guidelines and historic character.

Figure 45: Example of a Commercial Building. This example does not exist in Old Town Fernandina.

Section 15: Design Guidelines for Existing Buildings

3.1 General Approach to Building Rehabilitation

In Old Town, existing buildings are generally placed correctly on the grid, are simple in design, and promote a strong connection to the outdoors. The individuality and simplicity of buildings is a principal part of the character of Old Town.

As the town ages, new buildings will be added to the town. These buildings will also deserve consistent preservation measures. For this reason, this chapter provides some general recommendations for rehabilitation of historic properties and existing buildings. The philosophy promoted by these guidelines is to sustain the character of the town by keeping buildings, however modest, in useful service. This is an approach that residents in Old Town have followed for generations and it is consistent with current thinking on sustainable communities.

With these goals in mind, the following section emphasizes **rehabilitation**, which is the process of repairing or altering a historic property while retaining its historic features. A practical approach to preservation, rehabilitation is a compromise between remodeling, which has no sensitivity to the historic features of a building, and restoration, which is a more accurate but costly approach to repair, replacement, and maintenance.

The Secretary of the Interior's Standards for Rehabilitation on page 31 serve as the basis for working within the Historic District. The intent of the Standards is to encourage the retention and preservation of historic buildings as expressed in their architectural design, materials and workmanship. The result of any project reviewed under the Standards should be the preservation of a building's historic materials and distinguishing character. Important characteristics of a building include its overall shape, materials, craftsmanship, decorative details, interior spaces and features, and site and environment.

The reasons for using the Secretary of the Interior's Standards are numerous. The first and most important is consistency. Rehabilitation projects in Florida receiving federal or state funding or tax credits already must observe the standards. Furthermore, property owners seeking a historic preservation property tax exemption under Section 196.1997, Florida Statutes, must also comply with them. A consistent set of standards will result in savings of time and money, and permit avoidance of administrative overlap and conflicting regulations.

A second important reason for using the Secretary of the Interior's Standards is the large body of work developed as part of these guidelines by the National Park Service. The Standards have been successfully applied for many years and have resulted in a number of case studies, published in "Interpreting the Secretary of the Interior's Standards for Rehabilitation." These case studies are available from the Architectural Preservation Services Section of the Bureau of Historic Preservation and provide an excellent source of information for local review boards, preservation architects, preservation planners, owners of historic properties, and others undertaking modifications to historic buildings.

3.2 The Secretary of the Interior's Standards of Rehabilitation

The guidelines are based on the Secretary of the Interior's Standards of Rehabilitation. The Standards have become the authoritative source for the treatment of historic buildings both nationally and in Florida. They provide a logical point of departure for developing local guidelines. They pertain to historic buildings of all sizes, materials, and types, interior and exterior work, demolition, relocation, new construction, and handicap accessibility. Additional information on these standards can be found at the following website: www.flheritage.com/preservation.

Recommended Standards:

1. A property shall be used for its historic purpose or be adapted to 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 historic 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 archaeological 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.

3.3 General Approach to Building Rehabilitation

Old Town contains a number of notable 19th and early 20th century buildings which contribute to the character of the National Register-listed site. Identifying, retaining, and preserving the form and detailing of original architectural materials and features is basic to the sensitive treatment of all historic buildings. The guidelines which follow recommend measures to accomplish this goal, while avoiding actions which will cause the removal of features that form the historic character of a building.

3.4 Protect and Maintain

Protection generally involves the least degree of intervention and precedes other work. Protective measures include the maintenance of historical materials through treatments such as rust removal, caulking, limited paint removal, re-application of protective coatings, and cyclical cleaning of roof gutter systems; or stabilization through installation of fencing, protective plywood, alarm systems and other measures. Although a historic building will usually require more extensive work, an overall evaluation should begin at this level.

3.5 Repair

Repairs are warranted when the physical condition of character-defining materials and features require it. Repair of historic material begins with the least degree of intervention possible, such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading the material according to recognized preservation methods. Repair also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing parts of features when there are surviving prototypes. Although using the same kind of materials is always the preferred option, substitute materials are acceptable if the form and design, as well as the substitute materials themselves, convey the visual appearance of the remaining parts of the feature and finish.

3.6 Replace

Replacement is appropriate when an entire character-defining feature is not reparable. If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material. The goal of using new materials should be to match the original materials as closely as possible. Replacement materials should promote the historic character of the building.

3.7 Design for Missing Historic Features

A new feature is appropriate when an entire interior or exterior feature is missing. Under these circumstances, the original feature no longer plays a role in physically defining the historic character of a building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the preferred course of action. If adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, then designing and constructing a new feature based on such information is appropriate.

However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself so that a false sense of historical appearance is not created.

3.8 Alteration and Additions to Historic Buildings

The final step involves alterations and additions. Some exterior and interior alterations to a historic building are generally needed to assure its continued use. It is, however, generally important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; and installing an entirely new mechanical system. Alterations may include the selective removal of building or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for new use. The guidelines emphasize, however, that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be necessary, and it can be clearly differentiated from the historic building and constructed so that the character-defining features are not radically changed, obscured, damaged, or destroyed, then it may be appropriate.

Additions to historic buildings are often required to make projects economically feasible, to satisfy fire and building code requirements, to house mechanical systems, and for other personal or practical reasons. They are allowed under the Secretary of the Interior's Standards and specifically addressed by Standards 9 and 10.

Although additions are usually acceptable, they should be undertaken only after it has been determined that the new use cannot be successfully met by altering non-character defining interior spaces. If undertaken, additions should not significantly alter original distinguishing qualities of building such as the basic form, materials, fenestration, and stylistic elements under Standard 2. Additions that imitate the style of the existing building or other historical styles should be avoided under Standard 3.

Under Standard 9, additions should be clearly distinguished from original portions of a building and should result in minimal damage to it. Character-defining features of a historic building should not be radically changed, obscured, damaged, or destroyed in the process of adding new construction. The size and scale of the new addition should be in proportion to the historic portion of a building and clearly subordinate to it. Additions should be attached to the rear or least conspicuous side of a building. Under Standard 10 they should be constructed so that if removed in the future, the essential form and integrity of a building will be unimpaired.

3.9 Contributing Versus Non-Contributing Buildings

The Old Town Historic District is unusual since it derives its primary significance from its original Spanish grid plan and not from its collection of historic architecture. When Old Town was listed in the National Register in 1990 it was listed as a site, rather than a district. Within the site, only ten buildings were listed as contributing, while dozens more were included as non-contributing. Contributing buildings are defined in the LDC. Since listing on the National Register, several of these original contributing buildings have been demolished, and none of the existing buildings date to the period of Spanish occupation. Because of the loss of original buildings and the passage of time, a re-survey and update of the district is recommended.

New construction and rehabilitation is reviewed in the Old Town Historic District by the Historic District Council (HDC). Non-contributing buildings are reviewed by the HDC with greater flexibility than contributing buildings, but owners are encouraged to preserve and maintain the character of their older buildings.

This 19th century dwelling at 107 Estrada Street is an example of a contributing building within the Old Town Historic District.

The mid-20th century dwelling at 1012 Ladies Street is non-contributing but rehabilitation work should respect its original design and detailing.

While these guidelines apply to contributing buildings, they also may be used as a general reference for non-contributing buildings, for which maintenance and repair should be in keeping with the respective design and detailing.

3.10 Design Guidelines for Contributing Buildings

AWNINGS:

1. Retain, maintain, and repair historic metal awnings.
2. Ensure new awnings do not damage the building. Select awnings of canvas duck or cotton and polyester blends in colors that complement the building and mimic the shape of their opening.
3. Mid-20th century metal awnings should also be preserved and maintained.

Preserve functional and decorative awnings (212 Estrada Street).

BRICK/MASONRY:

1. Preserve and maintain original brick, stone, and other original masonry. This includes exterior wall surfaces, foundations, and chimneys.

Repair of masonry

2. Repair damaged masonry by patching, piecing in, or consolidating instead of removing an entire feature.
3. Repair cracks; they may indicate structural settling or deterioration and allow moisture penetration.

Moisture control on masonry

4. Repair leaking roofs, gutters, and downspouts; secure loose flashing.
5. Ensure that the ground slopes away from the foundation to prevent water from gathering at the base.

Cleaning of masonry

6. Masonry requires cleaning only to stop deterioration or heavy surface staining.
7. Use the gentlest means possible, generally low pressure water and mild detergent.
8. Test cleaning methods on an inconspicuous area and observe the results first.
9. Chemical cleaning is not recommended due to potential damage it may cause.

Machine cleaning of masonry

10. Do not use sand blasting or high-pressure water; these methods cause rapid deterioration.
11. Do not use electric saws or hammers to remove mortar.

Mortar issues with masonry

12. If repointing of mortar is needed, duplicate historic mortar in strength, composition, color, and texture. Use one part lime and two part sand with no more than 20% combined Portland cement.
13. Portland cement is not an appropriate replacement for historic mortar, as it is stronger and will not expand and contract, causing the bricks to crack, break, or spall.
14. Do not repoint with a synthetic caulking compound.

Painting of masonry

15. In general, leave unpainted historic masonry unpainted. If bricks have lost their protective outer coating due to sandblasting, paint may be used for preservation, or if the brick and mortar are extremely mismatched from repair work.
16. Only as a last resort should water-proof, water-repellent, or other non-historic coatings be used.

CHIMNEYS

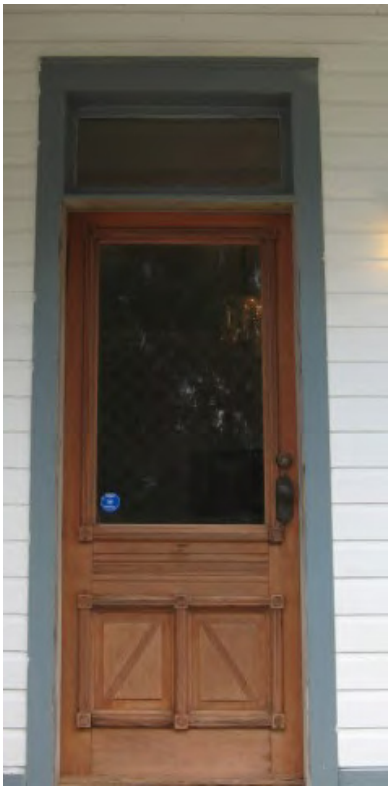
1. Retain, maintain, and repair chimneys in keeping with the guidelines for masonry.
2. If possible, replace chimneys that are missing or too severely damaged for repair. Emulate other historic examples appropriate for the style and period of the building.
3. Retain extant chimney pots of terra cotta and brick. Replace in kind, do not substitute other non-historic materials such as sheet metal or concrete block.

Original corbelled brick chimneys should be maintained and repaired as needed (910 San Fernando Street).

ENTRANCES + DOORS

1. Maintain entrances, doors, and related elements.
2. Follow the guidelines for wood to repair entrances, doors, and related elements. Reuse historic hardware and locks.
3. Replace an entrance door, or related element only when it is damaged beyond repair. The replacement element should match the historic one.
4. Do not add openings to a primary elevation.
5. Do not resize or otherwise alter an entrance.
6. If storm or screen doors are desired, select designs that allow the full view or obscure as little as possible of the door.

Original doors help convey a building's architectural style and date of construction (212 Estrada Street).



Original single-light, two-panel door and transom at 910 San Fernando Street.

DOORS, CONTINUED.

This appropriate storm door allows for view of the door behind it (117 Estrada Street).

FOUNDATIONS

1. Retain, maintain, and repair foundations in accordance with the guidelines for masonry.
2. Leave historically visible raised foundations visible - do not cover or conceal .
3. If infill is desired for raised pier foundations, use sections of lattice installed between the piers. Do not cover over the piers.

Wood lattices are appropriately fit into openings between brick piers of the foundation (910 San Fernando Street, above and 212 Estrada Street, below).

LIGHTING

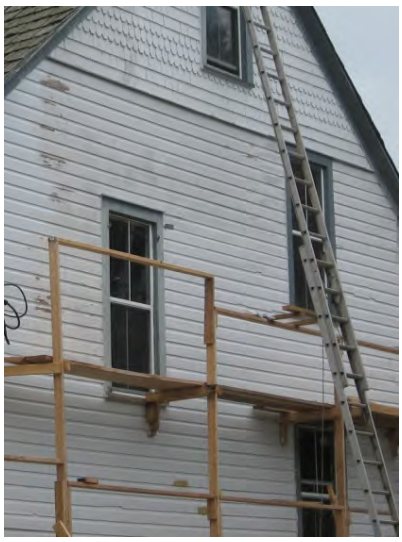
1. Retain historic light fixtures.
2. Repair damaged historic light fixtures or replace damaged pieces with similar replacements.
3. If original fixtures are missing or too damaged for repair, replace them with new fixtures that imitate historic examples appropriate for the period and style of the building, or use unobtrusive design and materials and traditional placement.

Retain original light fixtures or those added in the early 20th century (212 Estrada Street).

PAINT

1. Maintain the painted finish of buildings and accessory structures and fences that were historically painted.
2. Unless extenuating circumstances exist, do not paint historically unpainted masonry or other surfaces.
3. Use oil paint on surfaces that have been painted with oil paint in the past; this is generally the case for historic buildings in the district.
4. Latex paint is not recommended as it does not adhere well and shrinks more than oil paint when drying. This can pull off underlying old paint. If latex is used, first completely prime the surface with an oil-based primer.
5. Before painting, remove dirt with household detergent and water. Allow surfaces to dry thoroughly.
6. Remove damaged or deteriorated paint to the next sound layer.
7. Use the gentlest means of paint removal possible, such as hand sanding and hand scraping.

8. If paint has blistered and peeled to the bare wood, remove all paint down to bare wood.
9. Use chemical strippers to supplement the above technique when more effective removal is required. Be certain to follow directions to thoroughly neutralize chemical strippers after use or new paint will not adhere.
10. Select paint colors that complement the style and period of the house.



Above: Regular painting helps protect the building's exterior and its architectural integrity (910 San Fernando Street).

Left: Repainting the house and window trim in contrasting colors will help protect the wooden elements and accentuate the original three-over-one wood sash windows.

11. Select one trim color for porch framing and columns, and window framing; a contrasting color for walls; and a darker color for doors and shutters.
12. Limit the number of colors used to three.

PORCHES

1. Retain, maintain, and repair wooden and masonry porches in keeping with the guidelines for wood and masonry.
2. Back porches are functional and less crucial to the historic character of the district, thus their treatment can be more flexible and may include alteration, replacement, or removal.
3. When replacement of a porch is necessary due to deterioration beyond repair, replace it using a design that matches the historic design and materials that support the historic character of the district to the greatest extent possible.
4. If enclosure of a porch is desired, use glass or screens with minimal structural elements instead of solid materials to better preserve the porch's historic transparency.
5. The use of substitute materials for porch floors such as wood and cementitious composites may be appropriate under some circumstances. If these treatments are used, they should not be readily visible from the street or painted to blend with the house colors.

A wide porch with posts on brick piers is a character-defining feature of this Bungalow dwelling (906 Someruelos Street).

Preserve and maintain porch elements such as this column at 107 Estrada Street.

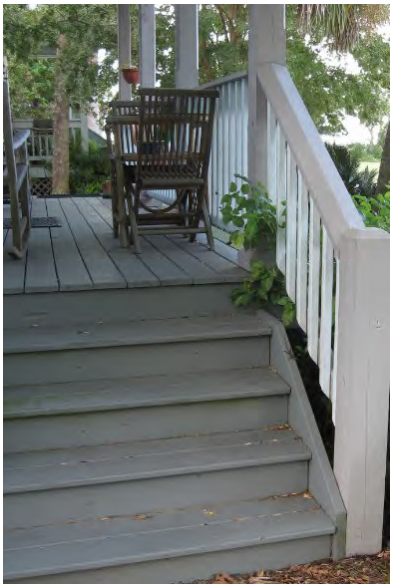
This porch has appropriate screen panels and remains transparent (902 Ladies Street).

PORCH STAIRS/RAILINGS

1. Retain historic porch steps and railings.
2. Repair historic porch steps and railings with materials that match the original.
3. Replace porch stairs and railings with materials that match the porch materials.
4. Avoid using brick, concrete, or wrought iron steps for wooden front porches; these material combinations are discouraged, but acceptable.
5. Do not use pre-cast concrete steps on entrances that are readily visible from the street.

PORCH STAIRS/RAILINGS

6. Match the style and appearance of the porch in replacement railings. Simple painted wood railings with balusters between the top and bottom rail are generally appropriate.
7. If desired, add wooden or metal handrails in keeping with the style and design of the building.
8. In most cases, balusters or railings must be a minimum of finished dimensions of three inches by three inches.



These porch steps are appropriate designs for rebuilding stairs on older houses or for new construction (115 Estrada Street).

This is an appropriate new design for a porch railing (801 White Street).

Simple porch columns and railings are recommended for vernacular dwellings such as on this rebuilt porch (714 San Fernando Street).

ROOFS

1. Retain, maintain, and repair historic roof forms and materials.
2. Replace individual damaged roofing elements.
3. If overall deterioration is beyond repair, install substitute materials that will best support the historic character of the building and the district. Match original materials whenever possible.
4. Keep gutters and down-spouts clean and well maintained.
5. Repair leaking roofs, gutters, and downspouts.
6. Secure or replace loose or deteriorated flashing. If aluminum is used for flashing, fasten it with aluminum nails and paint.
7. Insure proper ventilation to prevent condensation.
8. Provide adequate anchorage for the roofing material to guard against wind and water damage.
9. Check seams of metal roofs and keep metal surfaces painted except for copper roofs, which are protected by their patinas.
10. Use metal fasteners on metal roofs that are compatible with the roofing material.

11. If supporting material has deteriorated below a slate or cement-tile roof, carefully remove and retain the tiles, repair the supports, and reinstall the tiles using copper nails to nail slate tiles to the roof.
12. If solar panels, skylights, rooftop satellite dishes, or other modern roof elements are installed, locate them out of public view. Use the smallest satellite dish possible.

Original roof shapes should be retained (808 San Fernando Street).

Metal roofs are also appropriate replacement materials (919 White Street).

The use of wood shingle roofs as a replacement material is appropriate for contributing dwellings (910 San Fernando Street).

Retain roof features like gable dormers (714 San Fernando Street).

SIDING

1. Retain and maintain historic siding and exterior materials.
2. Nail warped or loose shingles back in place.
3. Repair damaged historic siding and exterior materials with materials that match the historic materials. See the guidelines for wood or masonry for detailed repair information.
4. Repair stucco by removing loose material and patching with a new material that is similar in composition, colors, and texture.
5. Replace historic siding and shingles only as required and with materials that match the original as closely as possible.
6. If historic siding was removed or covered prior to the adoption of design guidelines or becomes damaged beyond the reasonably possibility of repair, the use of synthetic replacement siding may be permitted.
7. If synthetic siding is used, choose siding that most closely matches the shape, size, profile, and texture of wood siding. Hardboard products such as smooth cementitious siding are preferable to vinyl or aluminum siding. Vinyl siding is not permitted.
8. If feasible, remove synthetic siding and restore the historic siding material.

Original wood siding at 808 San Fernando Street.

Preserve original wood shingle siding such as at 818 San Fernando Street.

WINDOWS

1. Retain and maintain historic windows.
2. Patch, paint, putty, and weatherstrip historic windows as needed in order to restore them to their original conditions. See guidelines for wood for more detailed repair information.
3. Replace historic windows only if they are damaged beyond reasonable repair. A good test for condition is to jab the sill or bottom rail of the frame with an ice pick; if the pick penetrates more than half an inch into the wood, the frame may require replacement.
4. If replacement of historic windows is required, use replacements that closely match the historic windows in size, type, and material.
5. For energy conservation, add storm windows rather than replacing the historic window with substitute windows. If the majority of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.
6. Reuse serviceable window hardware and locks.
7. Retain historic blinds or shutters.
8. If new blinds or shutters are installed, the preferred design are those constructed of wood, sized and installed like historic working ones that are operable.
9. Use storm windows that are white or painted to match the window trim.
10. Use storm windows that are full-view or with internal elements that match those of the windows.
11. Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the historic openings.
12. Do not use bars in windows visible from the street.
13. Do not use snap-in or flush muntins.

Above: Original two-over-two wood sash window (808 San Fernando Street).

Below: The window screens are difficult to see, allowing for full -view of the original six-over-six wood sash window (902 Ladies Street).

Recommendations:

- Improve the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

- Awnings should be historically appropriate and consistent with the architectural style and period of the building. Awnings should follow the lines of window or door opening they are intended to cover.

Avoid:

- Installing heating/air conditioning units in window frames when the sash and frames may be damaged. Window installations should be considered only when all other visible heating/cooling systems would result in significant damage to historic materials. If installation proves necessary, window units should be placed on secondary elevations not readily visible from public thoroughfares.

WOOD

1. Follow the guidelines for paint to help prevent moisture damage to all wood surfaces.
2. Remove vegetation that grows closely to wood.
3. Eliminate excessive moisture problems by repairing leaking roofs, gutters, and downspouts. Secure or replace loose or deteriorated flashing and insure proper ventilation.
4. Recaulk where rainwater might penetrate a building. These areas include junctions of dissimilar materials or construction joints such as siding and corner boards. Remove old caulk and dirt before recaulking. Refrain from caulking under individual siding boards or windowsills.
5. If wood is beginning to rot, dry it thoroughly and treat it with fungicide. Water-proof it, then fill any cracks and holes with putty and sand. Caulk between the wood members when necessary, then prime and paint the wood.
6. If wood is partially decayed, fill and strengthen it by applying semi-rigid epoxy into the decayed

wood and allowing it to harden. Then fill, patch, sand, and paint the consolidated wood. Caulk between the wood members when necessary, then prime and paint the wood.

7. If wood boards are split too wide to repair with putty, pry the crack or split wide enough to apply a strong exterior glue, then press the sections back together and use finishing nails to hold them together while the glue dries.
8. For convex warped boards, drill several holes along the centerline of the board. Insert countersunk screw (countersink enough so that screw heads end up below the surface of the board) and gradually tighten the screws to pull the board flush. Wet the board down during this procedure to avoid splitting. The procedure should be gradual, perhaps even taking days.
9. For concave warped boards, use a row of finishing nails at both the top and bottom edges to pull the edges back down. Countersink the nail heads and fill the holes with putty.
10. When a portion of a wooden board is too deteriorated for repair, use a circular or hacksaw to remove the damaged portion as close to the edge of the board above as possible. Then replace the section with a section or board that matches the existing boards in size and profile by nailing it in place, countersinking the nails, puttying the nail holes and any cracks, and painting the area.

Original wood shingles at 801 San Fernando Street.

CONNECTING ELEMENTS

Connecting Elements are those architectural components that link Principal and Secondary Structures. Connecting Elements include but are not restricted to **porches, pergolas, colonnades, loggias, Florida rooms, breeze-ways**, and **carports.** Additions of connecting elements to historic structures must be taken on with great care from both an architectural and technical point of view. Connecting elements are not restricted to the 45% maximum coverage of the building elements in order to maintain the "out of doors" lifestyle present in the town for generations.

SITE FEATURES

1. Retain and maintain historic fences and walls.
2. Construct new fences and walls using materials that predominated historically or that visually match these materials. Wood or metal for new fences and stone for new walls are generally appropriate materials. Vinyl fences are not permitted per the LDC.
3. Paint new wooden fences to complement their adjacent houses. New wood fences in front yards should be less than four feet tall and with pickets set less than three inches apart and less than four inches in width.
4. New metal fences should be less than four feet tall.
5. Use solid wood board fences in back yards only. Construct them to be less than six feet tall and paint them to blend with the building.
6. Chain link, split or horizontal rail, railroad tie, or timber fences are discouraged, especially where in public view.
7. Decks should be located on rear elevations out of public view, as they are not historic features.
8. Ensure that modern conveniences (such as TV dishes, HVAC units, ADA ramps) are out of public view or are adequately screened.

Appropriate wood picket fence design at 807 White Street.

This privacy fence is an appropriate location and design in the back yard of 902 San Fernando Street.

Appropriate screening of HVAC unit (715 San Fernando Street).

Modern additions such as decks or satellite dishes should be placed on rear elevations (215 Amelia Street).

3.11 Relocating Buildings

Relocating a building is a last resort to avoid demolition. From a preservation perspective, relocating a building has many negative consequences. First, the context of the building is lost. The association with the surrounding natural and built environment is destroyed. Left behind are sidewalks, retaining walls, and landscape features that make each building unique.

Moreover, many of the character-defining features that contribute to the architectural significance of a building have to be removed or are seriously damaged as a result of relocation. These include foundations, porches, chimneys, and interior finishes, particularly plaster. Structural damage can also result. The loss of a building's historic context and many of its features conflicts with Standard 2.

Furthermore, an improperly relocated building can have a negative impact on the setting of existing buildings in a new location. Side and front setback, orientation, scale, mass, and individual features of existing building should be considered when choosing an appropriate site.

Despite the negatives, relocation is preferable to demolition. This is particularly true with regard to buildings whose significance is primarily architectural. There are several criteria to be considered when reviewing a proposal to move a building to a new site. They are essentially the same as those for compatible infill. The built environment for the new site should be similar to the old one in terms of the age of the surrounding buildings, their height, materials, setback, and architectural details. If not properly planned and executed, a relocated building can be just as incompatible as a poorly designed infill structure.

Recommendations:

- Retain the historic relationship between buildings and streetscape and landscape features.

- Move a building only when there is no alternative to its preservation. Provide documentation that there is no feasible alternative for preserving a building at its historic location.

- To mitigate the impact of the relocation, move the building to an existing vacant lot within the historic district in which it is located.

- In choosing a new site for a moved building, select a setting compatible with the original. Consider the age of the surrounding buildings, their height, mass, materials, setback, and architectural detailing.

- Properly locate the moved building on its new site. Place the building so that the orientation of its principal facade and front and side setbacks are compatible with surrounding buildings. (See 4.1 for more on building placement.)

- Provide a new foundation whose design, height, and facing materials match those of the original. Salvage original foundation materials where possible for re-use as a veneer on the new foundation.

Avoid:

- Relocating a historic building thus destroying the historic relationship between buildings, features and open space.

- Relocating a building not threatened by demolition.

- Relocating a building outside a historic district.

- Destruction or alteration of significant features, structures or archaeological sites at the new location.

- Improperly locating a building on its new site so that its orientation and front and side setbacks are incompatible with surrounding buildings.

- Placing the building on a new foundation whose design and materials are incompatible with the original. Examples include slab foundations or unfinished concrete blocks.

3.12 Demolition

Demolition exerts a negative impact on a historic district. Eliminating a building from a streetscape is like pulling teeth. Either a conspicuous void is created, or the replacement is usually less well-designed and constructed than the original.

In some instances, demolition may be appropriate and may even enhance a historic district, building, or site. Non-historic buildings whose designs are not in character with its surroundings can be removed with no negative impact. Likewise, under certain circumstances, non-historic or non-significant components of a building complex can be removed. There are several factors to consider in the removal of such components. These include whether the components are secondary structures; lack historical, engineering, or architectural significance; do not comprise a major portion of a historical site; or the absence of persuasive evidence to show that retention of the components is not technically or economically feasible.

Demolition of non-significant additions may also be appropriate. Demolition may be undertaken if the addition is less than fifty years old, does not exhibit stylistic details or fine workmanship or mate-rials, was added after the period of significance of the building or district; is so deteriorated it would require reconstruction; or obscures earlier significant features.

Avoid demolition of significant outbuildings and additions. Carriages houses and garages can be significant components of building complexes. Many buildings in a district have had additions, new ornament, storefronts, porches, windows, wings, and additional stories. These changes might have gained significance in their own right and should be retained under Standard 4. Assessing significance of later additions requires careful professional review and should be done on a case by case basis.

Recommendations:

- Approval for any demolition of a primary building or structure (contributing or non-contributing) located within a locally designated historic district or the CRA shall be submitted by the property owner to the HDC.

- No building or structure in a locally designated historic district or the CRA shall be demolished without approval by the HDC, unless by a superseding order of a government agency or a court of competent jurisdiction.

- Certificate of Approvals for demolition applications are to be heard in accordance with HDC hearing requirements for Certificate of Approval applications and noticed in accordance with City requirements for public hearings.

- Requests for demolition must follow the additional guidelines set forth in the LDC.

Recommendations:

- Identify, retain, and preserve buildings which are important in defining the overall historic character of a historic district or neighborhood.

- Retain the historic relationship between buildings and landscape and streetscape features.

- Remove non-significant buildings, additions, or site features which detract from the historic character of a site or the surrounding district or neighborhood.

Avoid:

- Removing buildings which are important in defining the overall historic character of a district or neighborhood so that the character is diminished.

- Removing historic buildings thus destroying the historic relationship between buildings, features and open space.

- Removing a historic building in a complex, a building feature, or significant later addition which is important in defining the historic character of a site or the surrounding district or neighborhood.

There are currently numerous vacant lots in the Old Town district.

3.13 Accessibility

The Americans with Disabilities Act (ADA) extends comprehensive civil rights to individuals with disabilities. Historic properties, including buildings, sites, and landscapes, are not exempt from the ADA and must comply with its regulations. However, as with other alterations, historic properties can generally be made accessible while preserving their architectural character through careful planning and sensitive design.

Modifications for accessibility should be compatible with the property under Standard 9 and reversible under Standard 10. They should be in scale with the property, visually compatible in terms of their design and materials, but be differentiated from the original. They should be reversible so that if removed in the future, the essential form and integrity of the property would be unimpaired.

Qualified historic properties include properties listed in or eligible for listing in the National Register of Historic Places and those designated under state or local law. Owners of qualified properties must first consult with the State Historic Preservation Officer (SHPO) or a preservation specialist before using the alternative minimum requirements as opposed to adding or making accessibility changes. Details of ADA requirements can be found through a qualified building or design professional.

Recommendations:

- Review the historical significance of a property and identify character-defining features.

- Assess the property's existing and required level of accessibility.

- Evaluate accessibility options within a preservation context.

- Comply with barrier-free access requirements in such a manner that character-defining spaces, features, and finishes are preserved.

- Work with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

- Provide barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

- Provide barrier-free access through removable or portable, rather than permanent, ramps.

- Design new or additional means of access that are compatible with the historic property and its setting.

- If providing barrier-free access threatens the integrity of a historic property, consult the SHPO about using the alternative minimum requirements.

Avoid:

- Designing new or additional means of access without considering the impact on the historic property and its setting.

- Altering, damaging, or destroying character defining spaces, features, and finishes while making modifications to a building or site to comply with barrier free access.

-Installing permanent ramps that damage or diminish character defining spaces.

- Providing access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Glossary

American Bond A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

Apron A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch).

Attic The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade. Balustrade An entire rail system with top rail and balusters.

Bargeboard A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay Window A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt Course A horizontal band usually marking the floor levels on the exterior facade of a building.

Clapboards A long, thin, flat piece of wood with edges horizontally overlapping in series, used to cover the outer wall of buildings.

Corinthian Order Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.
Cresting A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable A secondary gable roof which meets the primary roof at right angles.

Dentils A row of small tooth-like blocks in a classical cornice. Doric order A classical order with simple, unadorned capitals, and with no base.

Dormer Window A window that projects from a roof.

Double-hung Window A window with two sashes, one sliding vertically over the other. Eave The edge of a roof that projects beyond the face of a wall.

Elevation Any of the external faces of a building.

Ell The rear wing of a house, generally one room wide and running perpendicular to the primary structure.

Engaged Column A column attached to a wall.

Entablature A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Facade The face or front elevation of a building.

Fanlight A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature. Fenestration The arrangement of windows on a building.

Finial A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale Shingles A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.
Flat arch An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish Bond A brick-work pattern where the long “stretcher” edge of the brick is alternated with the small “header” end for decorative as well as structural effectiveness.

Fluting Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation The lowest exposed portion of the building wall, which supports the structure above.

Frieze The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable The triangular section of a wall to carry a pitched roof.

Gable Roof A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel Roof A ridged roof with two slopes on either side. Ghosts Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building’s facade.

Guardrail A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

Handrail A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hipped roof A roof with uniform slopes on all sides.

Hood Molding A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

Ionic Order One of the five classical orders used to describe decorative scroll capitals.

Infill New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack Arch (see Flat arch) Keystone The wedge-shaped top or center member of an arch.

Knee Brace An oversize bracket supporting a cantilevered or projecting element.

Lattice An openwork grill of interlacing wood strips used as screening.

Lintel The horizontal top member of a window, door, or other opening.

Luxfer Glass A glass panel made up of small leaded glass lights either clear or tinted purple. These panels were widely used for storefront transoms during the early twentieth century.

Mansard Roof A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry Exterior wall construction of brick, stone or adobe laid up in small units.

Massing The three-dimensional form of a building.

Metal Standing Seam Roof A roof composes of overlapping sections of metal such as copper bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

Modillion A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion A heavy vertical divider between windows or doors. Multi-light window A window sash composed of more than one pane of glass.

Muntin A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Neo-classical Revival Style Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel Window A bay window which emerges above the ground floor level.

Paired Columns Two columns supported by one pier, as on a porch.

Palladian Window A window with three openings, the central one arched and wider than the flanking ones.

Paneled Door A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet A low horizontal wall at the edge of a roof.

Pediment A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier A vertical structural element, square or rectangular in cross-section.

Pilaster A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch The degree of the slope of a roof. Portico A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland Cement A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze -thaw cycles.)

Preservation The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

Pressed Tin Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Pyramidal Roof A roof with four identical sides rising to a central peak.

Quoins A series of stone, bricks, or wood panels ornamenting the outside of a wall.

Reconstruction The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.

Rehabilitation The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

Restoration The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Rusticated Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash The moveable framework containing the glass in a window.

Segmental Arch An arch whose profile or radius is less than a semicircle.

Semi-circular Arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed Roof A gently-pitched, almost flat roof with only one slope.

Sidelight A vertical area of fixed glass on either side of a door or window.

Siding The exterior wall covering or sheathing of a structure.

Sill The bottom crosspiece of a window frame.

Spindles Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Resources

City of Fernandina Beach Historic Preservation
http://www.fbfl.us/503/Historic-Preservation-Sustainability

Old Town Fernandina Preservation and Development Guidelines [1999; updated 2013]
https://www.fbfl.us/DocumentCenter/View/13541/Final-Old-Town-Design-Guidelines_with-links_111913-AS-APPROVED-BY-CC

Secretary of the Interior Standards for the Treatment of Historic Properties
https://www.nps.gov/tps/standards.htm

Florida Division of Historic Resources
https://dos.myflorida.com/historical/preservation/

Florida Trust for Historic Preservation
https://www.floridatrust.org/

National Trust for Historic Preservation
https://savingplaces.org/

National Register of Historic Places
https://www.nps.gov/subjects/nationalregister/index.htm

Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings
https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf

Tax Incentives for Preserving Historic Properties
https://www.nps.gov/tps/tax-incentives.htm

Main Street America
https://www.mainstreet.org/home

Florida Main Street Program
https://dos.myflorida.com/historical/preservation/florida-main-street/

Fernandina Beach Main Street
https://www.fernandinamainstreet.com/

National Park Service Technical Preservation Services Publications
https://www.nps.gov/tps/how-to-preserve/briefs.htm

National Park Service Presentation on Preservation and Sustainability
http://ohp.parks.ca.gov/pages/1054/files/nps%20green.pdf

Economic Impacts of Historic Preservation in Florida
https://dos.myflorida.com/historical/publications/economic-impacts-of-historic-preservation/

Contributions of Historic Preservation to Quality of Life in Florida
https://evogov.s3.amazonaws.com/media/91/media/52092.pdf

Preserving Florida's Heritage: Florida's Comprehensive Historic Preservation Plan 2017- 2021
https://files.floridados.gov/media/699936/dhr-compplan-2017-2021.pdf

Disaster Planning for Historic Resources
https://1000fof.org/wp-content/uploads/2019/08/special-reports.jpg

Association for Preservation Technology
https://www.apti.org/

Vernacular Architecture Forum
https://vafweb.wildapricot.org/

The Cultural Landscape Foundation
https://www.tclf.org/

UNESCO World Heritage
http://whc.unesco.org/

National Center for Preservation Technology and Training: NCPTT
https://www.ncptt.nps.gov/

Guide to Researching the History of a House
https://www.homeadvisor.com/r/a-guide-to-researching-the-history-of-a-house/

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FLORIDA DEPARTMENT OF STATE
DIVISION OF
Historical Resources

CITY OF FERNANDINA BEACH
1825
FLORIDA

AMELIA ISLAND
MUSEUM
OF HISTORY
UNLOCK THE PAST

UF | Historic Preservation
UNIVERSITY *of* FLORIDA

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **BLDR-2025-0871**
Permit Type: **General Building - Residential**
Work Classification: **Repair/Replace/Remodel**
Permit Status: **Issued**

Issue Date: 03/07/2025 **Expiration: 09/03/2025**

Location Address	Parcel Number
302 S 7TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0128-0011**

Contacts

Billy Roland **Owner** 302 S 7th ST, Fernandina Beach, FL 32034 (904)261-0074 billygroland@gmail.com	ROLAND BILLY G & MILLIGAN-ROLAND DEBORA K **Owner** 302 S 7TH ST, FERNANDINA BEACH, FL 32034
Rob Psulkowski **Applicant** 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048 anthony@builtolast.pro	Rob Psulkowski **Contractor** 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048 anthony@builtolast.pro

Description: Remove and replace rotten porch flooring, decking, and handrails with 5/4 x 4 decking

Valuation: **$5,000.00**
Total Sq Feet: **152.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	$35.00
Building Dept Permit Fee	$45.00
COA - Staff Residential Fee	$25.00
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Total:	**$109.00**

Payments	Amt Paid
Total Fees	**$109.00**
Check # VsYZomuFSH2r	$109.00
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
External Tie Down/Strapping	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

PERMIT VOID SIX MONTHS AFTER DATE OF ISSUE WITHOUT A PASSED INSPECTION. ALL PERMITS SUBJECT TO INSPECTION. INSPECTIONS MUST BE MADE BEFORE PROCEEDING WITH SUBSEQUENT WORK.

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CERTIFICATE OF APPROVAL (COA) HDCSA2025-0002
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	02/26/2025
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	03/28/2025
Status:	Approved	**Square Feet:**	0.00	**Completed:**	03/07/2025
Valuation:	$0.00	**Assigned To:**	Kelly Gibson	**Approval Expire Date:**	03/09/2026

Description: Certificate of Approval (COA) to repair two wooden window frames and to reseal and repaint them as necessary to match existing materials and finishes.

Parcel: 00-00-31-1800-0042-0050 Main

Address: 715 Ash St Main
Fernandina Beach, FL 32034

Zone: C-3(Central Business District)

General Contractor
Rick Hawkins
Home: 9044680735

Owner
TRINITY UNITED METHODIST CHURCH
715 Ash ST
Fernandina Beach, FL 32034
Mobile: 904-887-2434

General Contractor
Bob Jenkins
Business: 9047533597

Applicant
David Parks
1103 Fir Street
Fernandina Beach, FL 32034
Mobile: 7703163837

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037096	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00037096	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF APPROVAL (COA) HDCSA2025-0003
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	03/12/2025
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	04/11/2025
Status:	Approved	**Square Feet:**	0.00	**Completed:**	03/17/2025
Valuation:	$0.00	**Assigned To:**	Kelly Gibson	**Approval Expire Date:**	03/17/2026

Description: Certificate of Approval (COA) to remove and replace existing wooden garden boundaries in the northeast corner with a low retaining wall in "glacier" gray landscape stone with caps to match the original concrete approximately 12 inches higher than the driveway grade, and to add a matching low garden wall, same material but only 6 to 9 inches higher than grade, to separate the lawn grass from the rose gardens located in front of the porch and on either side of the entryway with a total of approximately 85 linear feet of retainer wall, in three separate sections.

Parcel: 00-00-31-1800-0038-0061 Main	**Address:** 119 S 7Th St Fernandina Beach, FL 32034 Main	**Zone:** R-2(Medium Density Residential)

Applicant	Owner
James & Jane Shroads	James & Jane Shroads
119 S South 7th ST	119 S South 7th ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Business: 904-261-3936	Business: 904-261-3936
Mobile: 9042257121	Mobile: 9042257121

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037312	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00037312	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **ROFC-2025-0085**
Permit Type: **Roof - Commercial**
Work Classification: **Reroof**
Permit Status: **Issued**

Issue Date: 03/20/2025

Expiration: 09/22/2025

Location Address	Parcel Number
115 CENTRE ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0001-0310**

Contacts

Rachridge LLC **Owner** P.O Box 16569, Fernandina Beach, FL 32034	CG Roofing & Waterproofing, LLC **Applicant** 4320 Deerwood Lake Pwy DEERWOOD LAKE Ste 101-133, JACKSONVILL (904)609-7180 cgreen@cgroofing.net
CALEB GREEN **Contractor** 4320 DEERWOOD LAKE PKWY, JACKSONVILLE, FL 32216 (904)609-7180	

Description: NEW TPO ROOF SYSTEM

Valuation:	**$0.00**
Total Sq Feet:	**0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Commercial(non refundable)	$50.00
Base Roof Fee	$90.00
COA - Staff Residential Fee	$25.00
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Total:	**$169.00**

Payments	Amt Paid
Total Fees	**$169.00**
Check # e15GI2K1OdUV	$169.00
Amount Due:	**$0.00**

Available Inspections:

Inspection Type	
NOTICE OF COMMENCEMENT	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
ROOF FINAL	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **ROW-2025-0127**
Permit Type: **Right-of-Way Use**
Work Classification: **Right of Way**
Permit Status: **Issued**

Issue Date: 03/26/2025

Expiration: 09/22/2025

Location Address	Parcel Number
23 S 10TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0050-0062**

Contacts

Brendan McElwee **Owner**
23 S 10th Street, Fernandina Beach, FL 32034
bkmcelwee@yahoo.com

Lynda Dahl **Applicant**
1627 S 8th St S 8th, Fernandina Beach, FL 32034-3074
(904)753-3380 imetryoffice@gmail.com

Lynda Dahl **Contractor**
1627 S 8th St S 8th, Fernandina Beach, FL 32034-3074
(904)753-3380 imetryoffice@gmail.com

Description: Removing soils and old bricks
new driveway 10 feet wide and flare to be 12'
New bricks to match existing bricks

Valuation: **$0.00**
Total Sq Feet: **0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
COA - Staff Residential Fee	$25.00
Right of Way Use Fee - Residential	$35.00
Total:	**$60.00**

Payments	Amt Paid
Total Fees	**$60.00**
Cash	$60.00
Amount Due:	**$0.00**

Available Inspections:

Inspection Type	
DRIVEWAY PRE POUR	
DRIVEWAY FINAL	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **ZON-000254-2025**
Permit Type: **Zoning Permit**
Work Classification: **Fence (non-structural)**
Permit Status: **Issued**

Issue Date: 03/03/2025

Expiration: 09/02/2025

Location Address	Parcel Number
102 S 7TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0041-0011**

Contacts

Blue Heron Inn **Owner** 102 S 7TH ST, Fernandina Beach, FL 32034 (904)445-9034 mmoses@michaelsongroup.com	Brett Bessent **Owner** 2340 Jones Rd, Jacksonville, FL 32220 (904)303-8510 brett@cowfordfenceco.com
Brett Bessent **Applicant** 2340 Jones Rd, Jacksonville, FL 32220 (904)303-8510 brett@cowfordfenceco.com	

Description: Removal of Existing 6ft tall wood Fence and Replacing with same 6ft wood Fence

Valuation:	**$15,000.00**
Total Sq Feet:	**375.00**

Inspection Requests:

Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
COA - Staff Residential Fee	$25.00
Zoning Review Fee - Fence + Concrete Pad	$50.00
Total:	**$75.00**

Payments	Amt Paid
Total Fees	**$75.00**
Check # rG6TwMhakdr3	$75.00
Amount Due:	**$0.00**

Available Inspections:

Inspection Type	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	

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Peck High School National Register of Historic Places Nomination Work Plan

Mia Sadler, Planner

Work Plan

Task	Date	Status/Notes
Submit PSIQ to DHR	February 26, 2025	Done
Received affirmative response from DHR	March 10, 2025	Received
Set up draft of NRHP nomination form	March 10, 2025	In progress
Attending Peck High School Alumni Meeting	March 19, 2025	Attended
Narrative description: Summary	April	Scheduled for completion
Narrative description	April	Scheduled for completion
Statement of Significance: questions	May	Scheduled for completion
Statement of Significance: narrative summary	May	Scheduled for completion
Statement of Significance: narrative statement of significance	May	Scheduled for completion
Major bibliographical references		Scheduled for completion
Geographical Data	June	Scheduled for completion
Verbal Boundary description	June	Scheduled for completion
Additional Documentation	June	Scheduled for completion
Photographs	July	Scheduled for completion
Submission to DHR	July	Scheduled for completion
Response from DHR	July/August	Scheduled for completion
Address comments if needed	August	If needed
DHR submittal to National Park Service	End of year	
Peck Center inducted into the National Register of Historic Places	End of year	

Contacts

Who	When/Where	Experience/Affiliation	Contact Info
Mia Sadler		CoFB, Planner	(904) 310-3488 msadler@fbfl.city
Andrew Waber	Phone/email in March	Division of Historic Resources	(850) 245-6430 Andrew.waber@DOS.fl.gov
Louryne Spaulding	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904) 583-3085 lspaul1966947@gmail.com
Annette Myers	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904)583-3180
Clarice Williams	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904)206-0788
Joyce Downing	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(703) 648-5834 Joyce.i.downing1973@gmail.com
Erving Gilyard	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904) 874-1947 w1394901@aol.com
Neil Frink	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904) 710-5045 (904) 225-2425
Janie Terry	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904) 583-3059
V Spaulding	Peck Alumni Asso. March Meeting	Peck Alumni Asso.	(904)583-1569
Adrienne Burke	Haven't met yet, I have her old files	Former Director of Planning at CoFB	
Arlene Filkoff	February, Planning office	Chair of HDC	scarf845@gmail.com

Useful Links

Link to Guide to completing a NRHP nomination: G:\Planning and Conservation\+HDC\+PROPERTY RESEARCH FILES\516 S. 10th Street (Peck Center)\National Register Nomination\NRB16A-Complete.pdf

Link to Division of Historic Resources PSIQ response: G:\Planning and Conservation\+HDC\+PROPERTY RESEARCH FILES\516 S. 10th Street (Peck Center)\+2025\DHR PSIQ response.pdf

Link to Peck Center Files for 2025: G:\Planning and Conservation\+HDC\+PROPERTY RESEARCH FILES\516 S. 10th Street (Peck Center)

City of Fernandina Beach
Planning & Conservation Department

AUSTIN Historical

HISTORIC WINDOW PRESERVATION WORKSHOP

Sign up for a hands-on workshop in restoring historic windows! We have invited **Austin Historical** to share their expertise with professionals in the area who are involved in historic window repair and restoration.

The workshop day will include a half-day hands-on portion demonstrating epoxy repairs, paint removal, and putty glazing demonstrations. The second half of the day will include field trips into our historic downtown for real-life observations with experts.

Join us in City Hall on Friday, May 16th 9am - 4pm

Registration Link: https://forms.gle/SrUz3vVH3SrtAgqc6

Phone
(904) 310-3480

Email
msadler@fbfl.city

Fernandina Beach Shrimping Task Force Meeting, Research, & Resources

Mia Sadler, Planner I

Meeting: 4/8 @ 4 pm in City Hall conference room (upstairs)

List of attendees

- Mia Sadler, Planner I
- Marian Phillps
- Maurie Dugger
- Taina Christner

Proposed agenda

1. Introductions
2. Purpose discussion
3. Review materials in this document
4. Creation of stakeholder list
5. Create action items
6. Set next meeting
7. Adjourn

Included here:

- Shrimping in Fernandina Beach draft statement
- Pages from Citizen's Guide to Preserving Historic Places in Nassau County: https://www.fbfl.us/DocumentCenter/View/24309/Citizens-Guide-to-HP-in-Nassau-County
- Case studies
  - Mayport Shrimping
  - Hilton Head Island Shrimping
  - Folly Beach Shrimping
  - Nantucket Bay Scalloping
  - Mount Pleasant Shrimping

    - Apalachicola Bay Oysters
    - Scalloping, Florida, Cedar Key
    - Anna Maria Island Oyster restoration
- Models for preservation of cultural heritage
    - Marketing
    - Education (historical and vocational)
    - Brick-and-mortar shrimping co-op
    - Locally farmed shrimp

Shrimping in Fernandina Beach draft statement

This is something we should be working on as a group. Alyssa, our planning and conservation intern began with this paragraph.

Shrimping in Fernandina Beach and across Nassau County is a significant aspect of our history and culture. Fernandina Beach is known as the birthplace of the modern Shrimping Industry and the industry has had a home on Amelia Island for over a century now. However, the industry that has been such an economic and cultural pillar of our community is now facing challenges presented by the 21st century. From the increases in imports and fuel costs to the younger generations not wanting to carry on the family business, the future of the shrimping industry as a whole in Nassau County is uncertain.

Pages from Citizen's Guide to Preserving Historic Places in Nassau County (at the end of this document)

Case studies

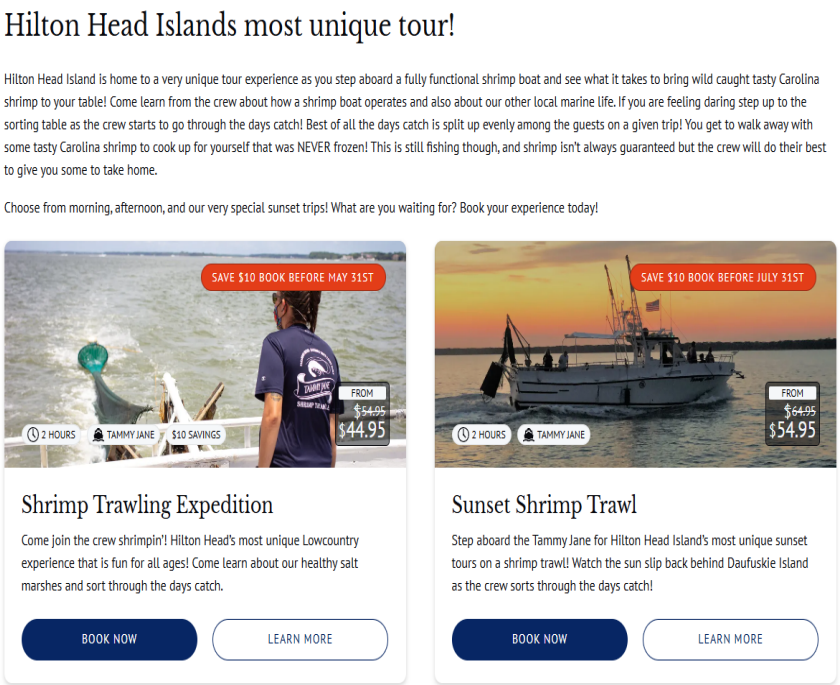
Mayport Shrimping

Mayport, a village to the north of Jacksonville, highlights their shrimping heritage in a variety of ways that generate revenue and celebrates their history of commercial shrimping. The Mayport Shrimp Trail directs locals and visitors to restaurants that sell local seafood and offer prizes for visiting those locations.

Mayport Shrimp Trail | Mayport Seafood Restaurants in Jacksonville, FL | Visit Jacksonville

Toolkit for businesses: Mayport Shrimp Trail Participating Businesses Toolkit | Visit Jacksonville

Hilton Head Island Shrimping



Hilton Head Island, SC has many parallels to Fernandina Beach from geography, culture, increased development pressures, coastal charm, and more. Their approach to cultural preservation of their shrimping industry relies on boat tours/charters that locals and visitors an give opportunity to be part of the action. One restaurant, Hudson on the Docks, boasts that they are the only restraint on Hilton Head that still works with local shrimpers to supply the freshest, most sustainable seafood in the area: Fresh Local Shrimp - Hudson's Seafood Hudson's on the Docks - Hilton Head Island.

resiliency projects. (1) Cortez Commercial Fishing Festival 2025 | Facebook, The Gulf Coast Oyster Recycling and Renewal (GCORR) Program

Models for preservation of cultural heritage

Marketing

- Creating more emphasis on locally sourced seafood
- Encouraging local restaurants to use locally sourced shrimp
- Feature a dish that showcases locally sourced shrimp
- Stickers like "Nantucket Bay Scallop" or in our case, "Amelia Island Shrimp" call attention to truly locally sourced food. A premium can be charged for products with this sticker and buyers can be confident in their support of the local industry.

Education (historical and vocational)

- Museum/historic education signage and tours
- Practical/vocational training and programs to recruit new people into the industry

Brick-and-mortar shrimping co-op

- A place where local seafood could be sold, fishers can share information and resources, people can learn about the living heritage in Fernandina Beach.

Locally Farmed Shrimp

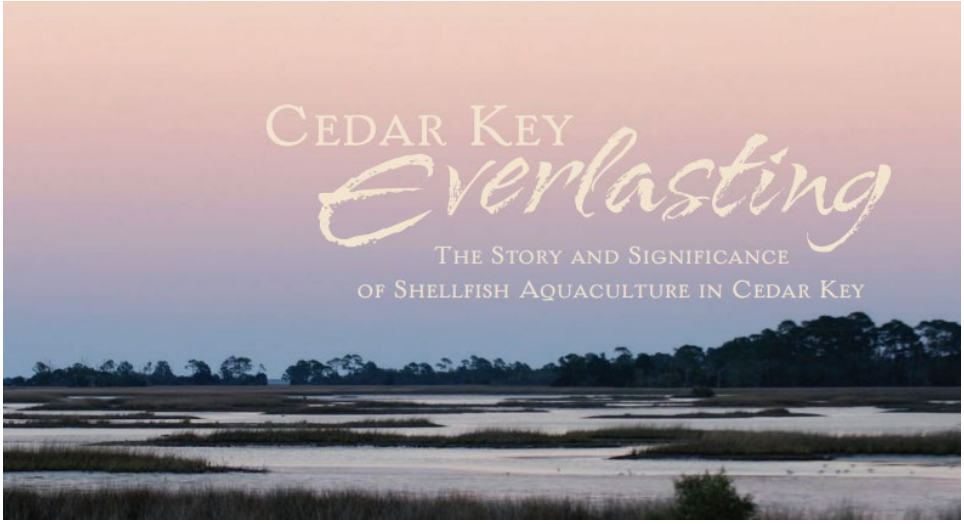
It might benefit our shrimping industry to explore recent innovations in the field, mariculture or the farming of shrimp. It could be an untapped economic opportunity for Nassau County that is extremely related to wild caught fish and shrimp. Like Cedar Key, we could explore this option that keeps our local economy closely tied to the sea.

- Nassau County Traders Hill Farm: Traders Hill Farm | Aquaponics Farms in Florida

Apalachicola Bay Oysters

Apalachicola was once the largest producer of oysters in Florida. Due to ecological factors and threats to coastal infrastructure, that industry has taken a serious downturn over the past decade. Although the town is not exporting anywhere near what they used to, local oysters are often featured on local menus. Along with environmental studies and interventions, the town is committed to preserving supporting infrastructure/architecture and processing areas. Apalachicola Oyster Rehabilitation Is Slow Growing – Garden & Gun

Cedar Key Clam Farming



Cedar Key is considered Fernandina Beach's sister city as the railroad that was created in the 1800s connected the two, coast to coast, across Florida. In the 1800s, Cedar Key was sustained by the fishing industry. However, due to a ban of gill nets and other modernizations, commercial fishing became less practical. In 1995, their fishing industry morphed into hard shell clam farming. This has allowed Cedar Key to maintain it's character and vital connection to the ocean. "Today, clam farming adds an estimated $45 million a year into the area's economy and supports over 500 jobs." Cedar Key Everlasting - Florida Shellfish Aquaculture Online Resource Guide

Anna Maria Island Oyster Restoration & Commercial Fishing Festival

Anna Maria Island is home to the Cortez Commercial Fishing Festival and an oyster reclamation project. These two programs help to sustain and make clear the connection between Anna Maria Island and the ocean. The festival is like our shrimping festival. The oyster reclamation project targets restaurants who dispose of used oyster shells. Waste Management picks up the shells, stores them to dry them out, and uses them in coastal

Why Preserve?

Historic preservation is important for a variety of reasons:

Protecting cultural identity and memories

Preserving architectural legacy

Supporting our neighborhoods

Strengthening civic pride

Capitalizing on existing assets

Avoiding loss of important places

Learning from the past

Strengthening the economy

Inspiring creativity

Being sustainable and resilient

Being good stewards of our shared past

Providing an understanding of shared history/experiences/ identity

Preserving the spirit of a place

Connecting generations across time

Facilitating placemaking and placekeeping

Supporting heritage tourism

Sharing the history of cultural practices and how practices have changed over time

c.1857 Florida House Inn in Fernandina Beach, 2020. Credit: Library of Congress

Martha's Hideaway Residence in American Beach, 2019. Credit: Adrienne Burke

Cultural Heritage

Cultural heritage is increasingly important in the field of historic preservation. Cultural heritage refers to tangible and intangible aspects of a society's past that are inherited from previous generations and preserved for future generations. It includes a wide range of aspects that shape a society's identity, values, traditions, and way of life. Cultural heritage can be categorized into two main types: tangible and intangible heritage.

Tangible cultural heritage includes physical artifacts, structures, and sites that hold historical, artistic, scientific, or cultural significance. Intangible cultural heritage refers to the practices, expressions, knowledge, skills, and traditions that are passed down from one generation to another and are deeply embedded in a community's way of life. This type of heritage is not physical and can be harder to define and preserve.

Examples of Tangible Cultural Heritage

- Historic buildings and architectural structures
- Artworks, sculptures, and crafts
- Artifacts and historical objects
- Monuments and memorials
- Archaeological sites
- Cultural landscapes

Examples of Intangible Cultural Heritage

- Oral traditions, storytelling, and folktales
- Rituals, ceremonies, and traditional performances
- Music, dance, and theater
- Language and dialects
- Traditional knowledge and skills related to crafts, agriculture, and medicine
- Culinary traditions and traditional food preparation methods

Preserving cultural heritage is important for many reasons:

- Identity and Sense of Belonging
- Education and Research
- Tourism and Economic Value
- Cultural Diversity
- Social Cohesion
- Inspiration and Creativity
- Protection of Rights

In historic preservation, cultural heritage can help share components of a community's history beyond buildings. This is especially important where buildings may no longer exist or sites are gone, especially in a place like Florida where natural disasters are one of many threats facing our historic sites. **Cultural heritage may still exist in an area even when buildings are no longer standing or have been significantly changed.**

Cultural Landscapes in Nassau County

An example of a cultural landscape that is local to Nassau County is Fernandina Beach's historic working waterfront. This is an example of a vernacular cultural landscape that evolved over time in response to the community's use of the space. Elements that relate to this history include docks for shrimping fleets, buildings for processing shrimp, and the historic Pogey Plant in Old Town. These uses are in direct relationship to the natural resource of the Amelia River. The railroad running along Front Street also speaks to the historically industrial nature of this part of town. Modern uses like the Port of Fernandina still speak to this area as a working waterfront. Fernandina Beach was designated an official Waterfronts Florida partnership program member in 2005 in recognition of this unique history, landscape and ongoing use.

The cultural heritage of Fernandina's working waterfront survives through events like the annual Isle of Eight Flags Shrimp Festival.

Shrimping boats at the Fernandina waterfront, 1951. Credit: State Archives of Florida

Images of Fernandina Beach historic working waterfront, 2023. Credit: Adrienne Burke

Left: Billy Burbank II weaving shrimp nets, 1980. Credit: State Archives of Florida/Bulger

Below: People weighing shrimp in a processing facility, Fernandina, 1957. Credit: State Archives of Florida/Holland

Blessing of the Golden Knight Shrimp Boat, downtown Fernandina waterfront, 1971, during the Isle of Eight Flags Shrimp Festival. Credit: State Archives of Florida/Holland

Workers in Fernandina box Royal Red shrimp for shipping, 1957. Credit: State Archives of Florida/Holland

Threats to Historic Resources

Historic and cultural resources come under threat in a variety of ways. The following are common threats to historic sites, and more than one threat may be present at one time:

1. **Development** - Due to Florida's rapidly growing population, development is probably the most common threat to historic resources. Because of the value of land and the ability to build more than was historically allowed or needed, historic buildings are often seen as an obstacle in the face of development.

2. **Neglect** - Historic resources may deteriorate over time due to neglect. This may be due to absentee owners, lack of financial resources of the owner, disinterest of the owner, or other reasons. It is important to help work with property owners to understand how neglect can harm historic sites and help find solutions.

3. **Changing climate** - Stronger hurricanes, increased flooding, and sea level rise are all scientifically demonstrated. Fernandina Beach has one of the oldest tide gauges in the state, and it shows a rise of sea level of 0.68 feet from 1897 to 2015. Predictions continue to show a steady rise over time. While this may not seem like much on its own, storm surge and king tides make sea level rise worse. The Callahan area also experiences severe flooding events. Historic buildings and cemeteries are very vulnerable to these changes.

4. **Changing attitudes** - People's opinions of what is historic and valuable changes over time. Many early 20th century buildings were lost after World War II because there was an emphasis on new and modern buildings. Similarly, we lose many of those post-World War II buildings today because people do not view them as historic. It is not possible to save everything, of course, but helping communicate why buildings are historic and the value of historic preservation helps.

5 **Lack of knowledge** - If historic resources are not documented and not known to the community, local/state/federal government, and developers, they are at risk. Ensuring that historic resources are recorded and shared with the local and state government is very important.

6 **Lack of understanding or appreciation** - Many people are not aware of the long history in the state of Florida and Nassau County. They may not understand or appreciate why sites and places in Florida are historic. Community outreach and education is important in helping communicate the historic significance of places. This is especially true where many new residents move to Florida every day from other parts of the country and are not yet familiar with local history.

Right: Downtown Fernandina after September hurricane, 1898. Storms have historically impacted Nassau County and continue to remain a threat to historic and cultural resources. Credit: Library of Congress

Below: New development is one of the biggest challenges in historic preservation, especially along the beach where new building construction codes can make updating historic structures more difficult. Credit: Adrienne Burke

Above: Postcard of Cavalier Motor Court, Hilliard, date unknown. Changing attitudes about lodging and travel have put many historic motels and hotels at risk of demolition. Credit: State Archives of Florida

Historic Preservation Planning

Historic preservation planning is another local process that can help prioritize protection of historic resources in a community. A preservation plan can communicate, organize, plan and strengthen preservation efforts. Preservation planning is a process that can:

- Organize preservation activities
- Identify vision, goals and priorities
- Provide proactive way to address historic and cultural resources and community character
- Serve as a basis for development of a preservation program
- Strengthen existing preservation programs
- Help resolve policy conflicts between competing land-use goals by prioritizing historic or cultural resources

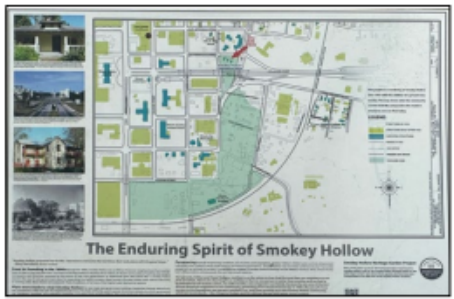
Preservation plans can vary by type. These plans might be a standalone document, part of another plan, general to an entire city or town, specific to a neighborhood or area, for a specific historic site, or for a cultural landscape. Preservation plans can connect historic preservation with other larger planning issues in a community such as housing, resilience and sustainability, land conservation, equity and inclusion, economic development, and arts and culture.

One of the biggest pieces of preservation planning is working with people in the community. Working on a preservation plan is a collaborative opportunity for the community to work together. The community provides input that directs and aids in identifying priorities. It is a chance for the community to have a voice in planning and policy processes. Involving a broad cross-section of the community is essential to understanding the perspectives, priorities, and motivations of all participating members of the community.

When a Historic Place is Gone

Even though a historic building or site may be gone, there are still ways to honor that heritage. Communities could use state historic markers or create a heritage trail to tell the story of a place. Public art such as murals can communicate history as well. “Ghost structures” are outlines of historic buildings that no longer exist. Community events, storytelling, and oral histories are additional ways to celebrate and preserve information around historic sites that may be gone.

Marker on African American Heritage Trail in St. Petersburg’s Deuces neighborhood illustrating buildings lost to urban renewal. Credit: Adrienne Burke



"Ghost structures" and interpretive signage in Tallahassee commemorate the Smokey Hollow neighborhood that was erased by urban renewal. Credit: Adrienne Burke

Preserving Heritage in Nassau County

Here's how you can make a difference for historic resources in Nassau County:

EDUCATE Spread the word about the importance of historic preservation. Share histories, host events, and educate others about the cultural, economic, and environmental benefits of preserving our past.

EXPLORE Visit historic sites, museums, and landmarks and invite others. By experiencing our history, you gain appreciation for its significance and inspire others to do the same.

CELEBRATE Attend heritage festivals, exhibitions, and events. Celebrating our history helps create a sense of pride and unity within our communities.

DOCUMENT Help record and document oral histories, photographs, and artifacts. These memories and artifacts contribute valuable information about our heritage, families and communities.

ADVOCATE Engage with the County, towns, organizations, and state and federal elected officials to advocate for policies that protect and support historic preservation efforts.

VOLUNTEER Get involved in preservation projects. Whether it's restoring a historic building, cataloging historic documents or leading tours, you can be a steward for local heritage.

DONATE Your financial support can support restoration projects, educational programs, and awareness campaigns that share the value of our history.

You can be a part of ensuring that Nassau County's history continues to inspire, educate, and connect us all. Working together, we can safeguard our heritage and create a future that honors our past.

Folly Beach Shrimping

Folly Beach, SC highlights their shrimping heritage primarily through restaurants and seafood markets. For example: Crosby's Fish & Shrimp Co. | Fresh Seafood - 7 Days a Week, 6am - 6pm "Our counters are on a constant rotation of the freshest selections of fish and shellfish all revolving around the seasons and weather. If it's not coming off our boats directly, we use our connections with other boats and docks across the eastern seaboard."

Nantucket Bay Scalloping

Nantucket may soon have the last viable bay scallop fishery in the country due to its isolation, rich waters, and concerted interdisciplinary efforts to preserve it for the past 150 years, but is under the same threats that have destroyed bay scallop populations elsewhere in the world, having been on a downward trend for 40 years. The Town has undertaken environmental intervention to support populations, but the working waterfront that once supported the industry is mostly gone.

Recent research project on Bay Scalloping: PIN2024: Intangible Heritage at Risk

Mount Pleasant Shrimping

Mount Pleasant has a similar tradition to Fernandina with their Blessing of the Fleet followed by a Shrimping and Fishing festival. Their city has also begun a capital Improvements project to improve the shrimping docks along Shem Creek : News Flash • Town Begins Major Renovation of Shrimp Docks an. Many restaurants in Mount Pleasant are right on the river and serve fresh, local seafood.