



AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MAY 15, 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 the Minutes for the Regular Meeting of April 17, 2025.
 - 3.2 Approval of the Minutes for the Walk About Special Meeting of May 5, 2025.
4. **OLD BUSINESS**
 - 4.1 **HDC2025-0002 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET**
FINAL Certificate of Approval (COA) to construct a 2-story garage and accessory dwelling unit (ADU), install a new fence, and install paver driveway and walkways. *(Quasi-Judicial)*.
 - 4.2 **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)*.
5. **NEW BUSINESS**
 - 5.1 **HDC 2025-0009 - RICE ARCHITECTS, AGENT FOR BILLIE STILLWELL LIVING TRUST, 27 S. 5TH STREET**
FINAL Certificate of Approval (COA) to remove an existing shed, add an ADA ramp, relocate an existing door at the rear of the property, and repaint the exterior structure. *(Quasi-Judicial)*.
 - 5.2 **HDC2025-0008 - MIRANDA ARCHITECT, AGENT FOR DEAN PEARSON, 112 S. 10TH STREET**
FINAL Certificate of Approval (COA) to construct a 2-story accessory structure, add a rear porch, repaint the existing exterior siding of the principal residence, and to remove a portion of and repair the existing accessory structure. *(Quasi-Judicial)*.
 - 5.3 **HDC2025-0007 - FERNANDINA BEACH MAIN STREET, VARIOUS ROW LOCATIONS**
FINAL Certificate of Approval (COA) to wrap utility boxes in the Downtown District with historic photos and maps. *(Quasi-Judicial)*.
6. **BOARD BUSINESS**

- 6.1 Discussion of Old Town Preservation and Development Guidelines (2021 Revisions)
- 6.2 Discussion about Downtown Historic District Design Guidelines (2023 Update)
- 6.3 HDC Window Survey: continued discussion and direction for staff
- 6.4 REMINDER - MODIFIED DATE FOR THE JUNE 2025 HDC REGULAR MEETING
Reminder that in observance of Juneteenth, the HDC Regular Meeting which would be scheduled for June 19th, 2025 has been moved to Thursday, June 26, 2025, at 5:00 p.m.

7. STAFF REPORT

- 7.1 Staff Certificates of Approval for April 2025
- 7.2 Historic Window Preservation Activities
 - Window Walk-About on May 5, 2025 - Summary
 - Upcoming Window Preservation Workshop on May 16, 2025
- 7.3 Peck High School & Preservation on Main Street (POMS) Conference

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JUNE 26, 2025

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
APRIL 17, 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, Pat Gass, Veronica Byrnes (Alt 1), Heather Sherstad-Schaller (Alt 2)

Members Absent: Dylan Psulkowski

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. Member Byrnes disclosed she had spoken with Jose Miranda about case HDCV2025-0001. Vice-Chair Pozzetta disclosed speaking with Staff about Item 4.1. Member Gass disclosed speaking with Staff about Items 5.1 and 5.2.

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

Chair Filkoff sat Member Byrnes as a voting member for this meeting.

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

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the Regular Meeting of March 20, 2025.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to approve the Minutes for the Regular Meeting of March 20, 2025, as presented.

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

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*)

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

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Vice-Chair Pozzetta asked about a discrepancy between the two designs submitted and clarified which design the applicant would be constructing.

Member Kosack asked about the dimensions of the structure.

Marty Swails, 502 Broome Street, clarified that the structure would be 12' x 12'.

Public Hearing was opened and closed with no members of the public wishing to speak.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to approve HDC case 2025-0005 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0005, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

5. 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)*

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

Jose Miranda, Miranda Architect, 309 ½ Centre Street, provided the Board with additional information regarding this project.

Member Kosack asked for clarification regarding the new survey and also inquired about where the responsibility falls with incorrect surveys like this one. Mr. Miranda shared that an architect wouldn't necessarily know that a survey is incorrect until the building permits are applied for.

Public Hearing was opened and closed with no members of the public wishing to speak.

The Board discussed the request further and came to a consensus that this request meets all the criteria.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Byrnes, to approve case HDCV 2025-0001 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case HDCV2025-0001, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant approval at this time as it meets all 6 criteria as presented in the Staff Report assessment.

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

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)*

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

Member Byrnes asked if this case was ever submitted as a Conceptual approval. Staff answered in the negative.

Member Gass asked if the accessory dwelling unit would be a livable space. Ms. Sadler answered that she believes it has a bedroom and bathroom, with no kitchen.

Member Gass asked about the impervious surface coverage of this project. Staff answered that it is 3% over the

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maximum allowable impervious surface coverage.

Norman Darish and Carol McKinnon, 107 Estrada Street, welcomed questions from the Board.

Ms. Sadler shared some information about the potential reasons why the impervious surface ratio is above the allowable maximum lot coverage. Mrs. Gibson shared additional assessment of the information about the proposed connecting structure.

John Dodd, architect, Rachel Avenue, addressed the Board's concerns about the impervious surface calculations and shared several options on how he could rectify the discrepancy in lot coverage.

Member Kosack asked about the mid-lot corridor. Mrs. Gibson answered that there needs to be ten feet of space between structures to highlight the media peonia line.

Vice-Chair Pozzetta shared his perspective that the grid of Old Town is the most important part for maintaining the district's character. The Board agreed that there needs to be an architectural element that preserves and highlights the original Old Town grid.

Member Byrnes expressed concern with the elevations, rooflines, and windows.

Member Gass agreed that the grid needs to be preserved, and the lot coverage needs to be corrected, but that the design itself should be left up to the applicant.

Mr. Dodd asked for clarification about the changes that need to be made in order to satisfy the Board's comments. Board members provided insight about architectural elements to distinguish the two peonias and the gable design.

At this point Chair Filkoff asked if any members of the public would like to provide comments regarding current business on the agenda.

ACTION TAKEN: A motion was made by Member Gass, seconded by Member Kosack, to continue HDC case 2025-0006 to a date certain of May 15, 2025.

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

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.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Byrnes, to establish seven voting members and eliminate the members' alternate status.

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

Member Kosack	Aye
Member Gass	Nay
Member Byrnes	Aye
Vice-Chair Pozzetta	Aye
Chair Filkoff	Aye

Motion passed.

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

Ms. Sadler shared an updated version of the HDC window survey with proposed revisions.

Member Kosack shared that the original classification for window repairs was more defined than this proposed

version.

Vice-Chair Pozzetta advised Staff to add a “historic/non-historic” section to this chart.

The Board discussed who is responsible for filling out the window survey. Mrs. Gibson shared that oftentimes these window surveys are submitted by people who are not “window experts” and asked the Board to suggest a process to determine how to verify the credentials of the party submitting the survey.

Board Members agreed that there needs to be a design professional involved, preferably one with knowledge of historic preservation.

Anthony Psulkowski, 710 Beech Street, shared some more information about historic window repair. He added that contractors need to be educated about repair and preservation because a lot of windows can be repaired.

Board Members agreed and established that focal point of determination in assessing if a window is historic or non-historic is the original material it’s made of.

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

Ms. Sadler shared that the 2021 updated Old Town Preservation and Development Guidelines have never been formally adopted.

Chair Filkoff asked Staff if the Board could vote on approving this version and Member Byrnes asked if they could have more time to fully parse through the document. Mrs. Gibson also urged the Board to really read through the document before moving to approval.

The Board agreed to take the time needed to assess this version and to discuss it further at the next meeting.

7. **STAFF REPORT**

7.1 Staff Certificate of Approval (COA) - March 2025

No members had any comments regarding Staff COAs.

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

Ms. Sadler gave an update to the nomination process. She spoke of a tree originally from Dr. Peck’s property which was moved and suggested a marker to that effect could be installed at that tree. She spoke of possible grant opportunities for this effort.

Chair Filkoff suggested meeting with Staff to discuss her previous interactions with the museum which may relate to this effort.

7.3 Florida Trust for Historic Preservation Advocacy Day & Preservation on Main Street Involvement.

Ms. Sadler gave a summary of her day spent at Legislative Day.

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

Ms. Sadler spoke of the outreach regarding the event offered to a maximum of 16 persons and that it includes lunch.

7.5 UPDATE: Bosque Bello National Register Nomination

Ms. Sadler spoke of the status of the nomination process.

7.6 UPDATE: Follow up on Shrimp Industry Roundtable from Northeast Florida Regional Council **Virtual Market Study Results Presentation - NEFRC Meeting**

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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

No members of the public wished to speak at this time regarding business not on the agenda.

9. ADJOURNMENT 6:44 PM

Morgan Ohlendorf, Recording Secretary

Arlene Filkoff, Chair



**MINUTES
HISTORIC DISTRICT COUNCIL
SPECIAL MEETING
MAY 5, 2025
5:00 PM
CITY HALL LOBBY AND DOWNTOWN GUIDED WALK
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. MEETING AT CITY HALL LOBBY 5:00 PM

2. ROLL CALL

Members Present: James Pozzetta (Vice-Chair), Tammi Kosack, Dylan Psulkowski

Others Present: Mia Sadler, City Planner; Angie Lester, Building Department; Jose Miranda, Miranda Architect

3. BOARD BUSINESS

3.1 WINDOW WALK-ABOUT SESSION – DOWNTOWN HISTORIC DISTRICT

Vice-Chair Pozzetta led the group on a route through the downtown historic district to discuss the types of windows, their forms, and conditions.

A small group including City Staff, HDC Members, and a local architect walked up and down Centre Street to discuss exterior parts of historic windows. Using examples ranging from City Hall to the Nassau County Courthouse, a variety of types, conditions, and placements were observed by the group. When the opportunity arose, other architectural features such as roof forms, door placements and details, paint colors, and the mid-century modern architectural style were also discussed during the hour walk. All present expressed their enjoyment at the meeting and staff members were able to learn a lot about historic preservation in action.

Vice-Chair Pozzetta and Member Kosack showed great interest in the possibility of setting up additional “Walk About” meetings to discuss other aspects of elements of the Downtown historic building structures. Ms. Sadler agreed to investigate and plan additional hosting events/meetings to potentially discuss the wide range of topics offered in the historic district. Some suggested elements would be doors, roofs, out buildings/accessory structures, and additions.

For the benefit of the Board and the public, Ms. Sadler will create a slide deck to summarize the different topics that were discussed during the walk and will make this document available to share upon request.

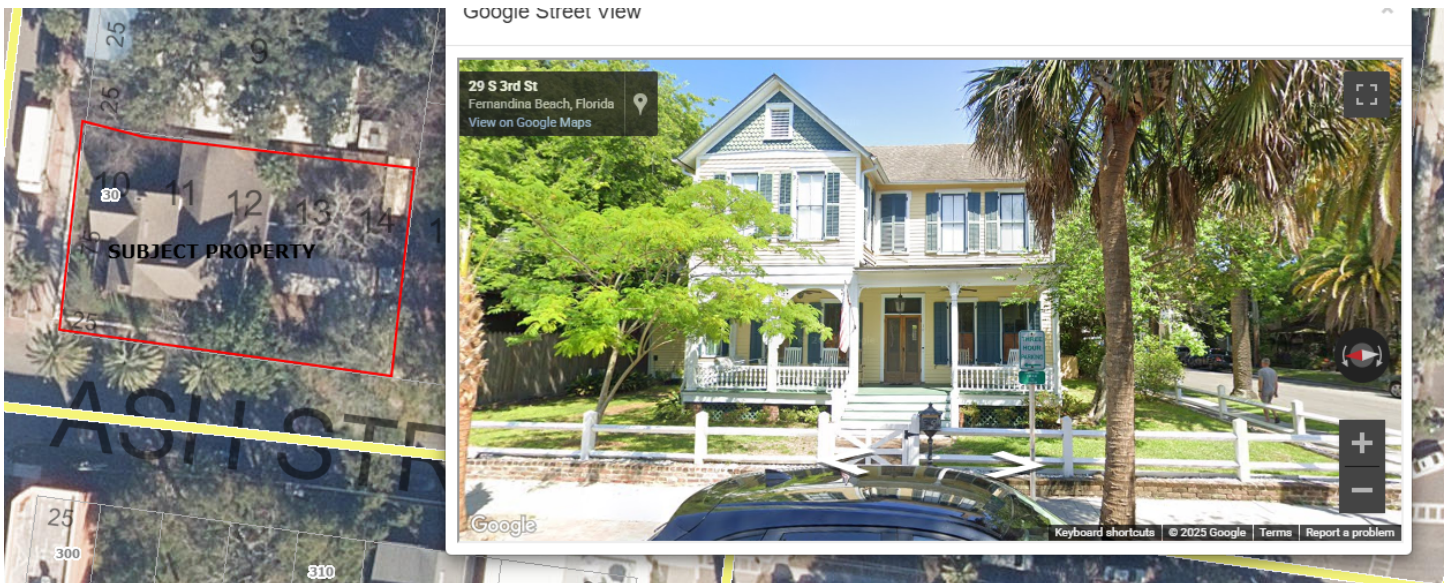
4. ADJOURNMENT 6:00 PM



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0002
MAY 15th, 2025

Owner/Applicant:	Michael Stauffer, agent for Todd & Soodi Brown
Property Address:	30 S. 3 rd Street
Parcel ID #	00-00-31-1800-0013-0100
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00284
Year Built:	1900
Contributing Status:	Contributing
Requested action:	FINAL approval for 1) construction of new two-story garage/ADU 2) Installation of new fence 3) Installation of new paver driveway and walkways.

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

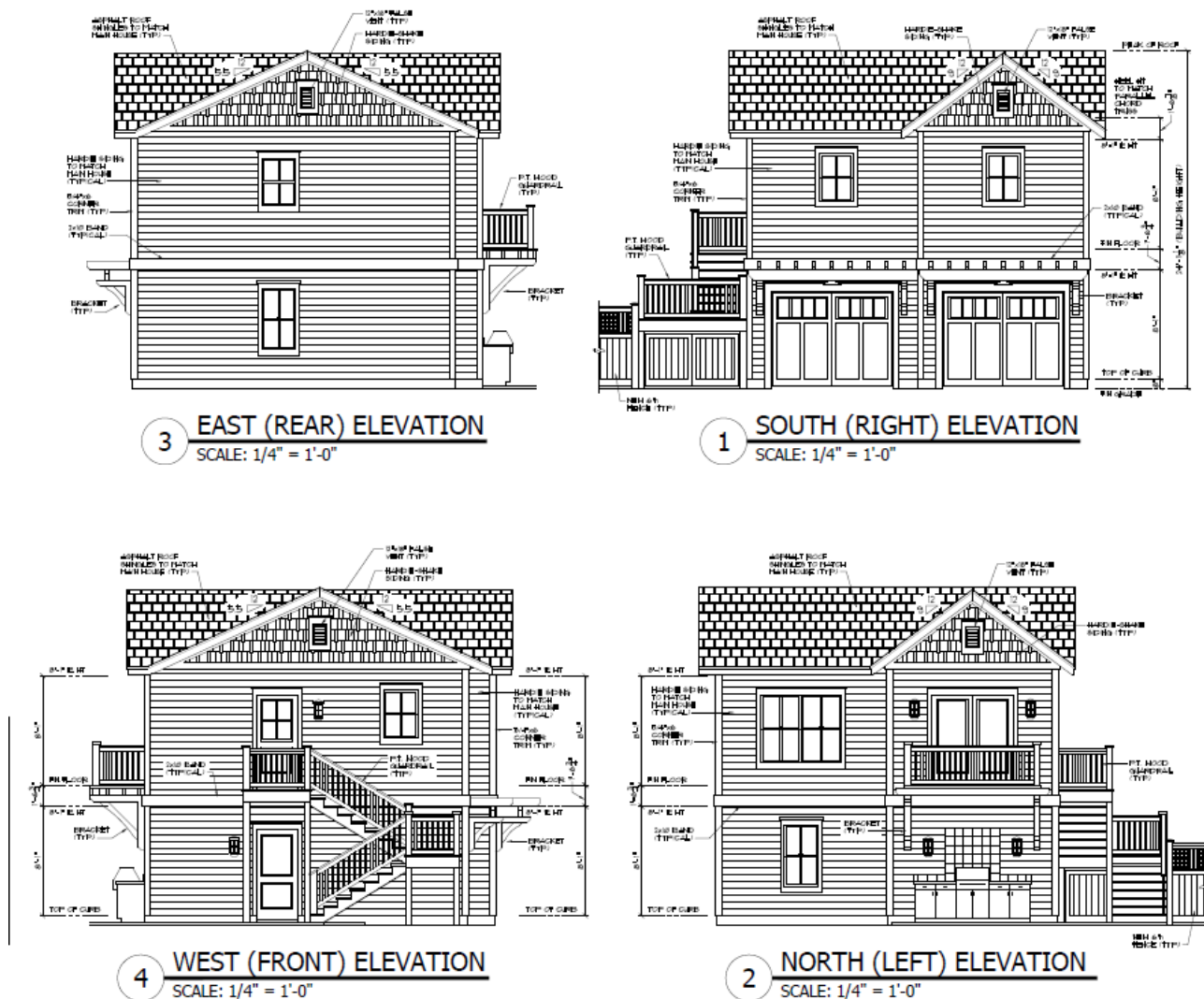


SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is returning the HDC to seek **Final** approval construct a new two-story garage/ADU. They plan to install a new fence between the new garage and the existing house. The applicant also wishes to add a paver driveway, parking spot and walkways. The goal of the design is to create a new garage/ADU that is compatible with the existing house. In the March meeting, the HDC were receptive to the proposed structure and did not find any incompatibility or errors in the plans.

Site Plan:

the HDC at the March meeting. Full plans are available in the agenda packet in the “HDC2025-0002 FINAL Application Materials” document.



APPLICABLE GUIDELINES:

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

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

ANALYSIS:

PROPOSED MATERIALS

	Type/Material/Brand	Color
Exterior Fabric	James Hardie, Siding	White
Doors	From approved list, French Doors	Black
Windows	From approved list, Single hung and awning windows	Black
Roofing	GAF, Shingle to match existing on main house	Grey
Fascia/Trim	James Hardie, Smooth trim	White
Foundation	Slab	N/A
Shutters	N/A	N/A
Porch/Deck	Trex (or similar) synthetic decking 5/4 x 6	Driftwood
Fencing	Site built, wood fence per details	Stained cedar or cypress
Driveways/ Sidewalks	Tremron or equal, Olde Towne pattern with brick pattern edge	Sand Dune
Signage	N/A	N/A
Lattice	N/A	N/A

Site Plan –

- **Housing Type** – Single-family detached homes and ADUs are a permissible housing type in C-3 Zoning District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **Lot Density** – As the property is in the Central Business District, lot coverage may reach 100%.
- **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 pool and mechanical equipment as consistent with dimensional standards.
- **Encroachments** – There are no encroachments into the front or side yard setbacks.
- **Parking** – Main house driveway to be accessed from S. 3rd Street, and the driveway for the ADU can be accessed on Ash Street. The driveway material is concrete.
- **Orientation** – All primary structures are required to front the street. The proposed ADU fronts Ash St to the south.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in the Historic District.
- **Height** – Building height shall be measured from the approved finished grade, to the highest point on the structure, per LDC 4.02.03(C). Height of the ADU structure is approximately 25’, which is the maximum allowable.

- **Materials** – The project features materials that replicate traditional materials. The ADU features smooth Hardie lap siding, shingles that match the main house, and doors/windows from the approved list.
- **Foundation** – The project will be constructed on a concrete slab that will not be visible.
- **Fence** – The fence materials are permissible in the Historic District.
- **Windows** – The proposed windows are on the list of approved materials.
- **Doors** – The proposed doors are on the list of approved materials.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Historic District Design Guidelines.

Staff recommendation:

FINAL Approval of the garage, ADU, and fence for HDC 2025-0002

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0002 **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 2025-0002, as presented, **is or is not** substantially compliant with the 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 **Original HDC 2025-0002**
EXHIBIT 2 **Final Application and Backup Materials**

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15903

Date Submitted: 4/7/2025

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*

Addition▼

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?*

3/20/2025

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*

30 S 3rd Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0013-0100

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*

Todd & Soodi

Last Name*

Brown

Mailing Address*

123 East College Ave

City*

Greenville

State*

IL

Zip Code*

62246

Telephone Number*

571-334-8974

E-mail Address*

sooditodd@hotmail.com

OWNER'S AGENT

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

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

Yes

First Name*

Michael

Last Name*

Stauffer

Company (if applicable)

Michael Stauffer Architect

Street Address

1417 SADLER RD, #195

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-540-6059

E-mail Address

mike@mstaufferarchitect.com

Project Description*

Final approval of the Construction of a new garage/ADU

Construction of new paver driveway

Construction of new fence

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

Design Vision Statement*

The mass of the structure was designing to mimic the main house cross gable with a projecting gable to the street.
For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

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

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

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

4. Is the structure or site is of such design, 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
Hardie	Lap siding	White
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
Approved list	Will select from approved list	white
	Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

Manufacturer	Product Description	Color
Approved list	Will select from the approved list	Black
	Include FL Product Approval # for Windows and Doors	(Name/Number)

ROOFING

Manufacturer	Product Description	Color
GAF Timberline or Eq	Asphalt shingles	Match house
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
Hardie	Smooth trim	White
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
Concrete	Concrete	White
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
NA		NA
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
Trex	Decking	Grey
		(Name/Number)

FENCING

Manufacturer	Product Description	Color
Site Built	Wood fence per details	Natural
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer

Tremron or equal

Product Description

Olde Towne Pattern with brick pattern edge

Color

Glacier

(Name/Number)

SIGNAGE**Manufacturer**

NA

Product Description**Color**

(Name/Number)

OTHER**Manufacturer**

NA

Product Description**Color**

(Name/Number)

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

Upload 1

1_Brown ADU Garage
Final.pdf

Upload 2

2_Brown ADU Garage
Final_30 S 3rd St.pdf

Upload 3

3_Brown ADU
Garage_Owner
Authorization for Agent
Form.pdf

Upload 4

4_Brown ADU Garage
Final_30 S 3rd
St_Photos.pdf

Upload 5

5_Brown ADU Garage
Final_30 S 3rd St.pdf

Upload 6

6_Brown ADU Garage
Final.pdf

Upload 7

7_Brown ADU Garage
Final_Paving.pdf

Upload 8

8_Brown ADU Garage
Final.pdf

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 hearing 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*

Michael

Applicant Last Name*

Stauffer

Today's Date*

4/7/2025



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.



CERTIFICATE OF APPROVAL (COA) HDC2025-0002 FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Board Review	Project:		App Date:	02/07/2025
Work Class:	Residential	District:	Default	Exp Date:	05/07/2025
Status:	Approved w/ Conditions	Square Feet:	0.00	Completed:	03/20/2025
Valuation:	\$0.00	Assigned To:	Kelly Gibson	Approval Expire Date:	03/20/2026

Description: 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.
03/20/25 - FINAL with condition AND CONCEPTUAL APPROVAL as follow:
1. FINAL approval for the demolition of the garage with the condition that care be taken to preserve any elements that are w
2. CONCEPTUAL approval to construct a new two-story garage and ADU, install a new fence, and install a paver driveway and walkways.

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

Applicant	Applicant	Owner
Michael Stauffer	Michael D Stauffer	Soodi A Brown
1417 Sadler RD #195	1417 Sadler RD #195	30 S 3rd street
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Mobile: 9045406059	Mobile: 904-540-6059	Mobile: 5713348974

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00036891	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00036891		\$250.00	\$250.00
Grand Total for Plan		\$250.00	\$250.00

THE BROWN RESIDENCE

A DETACHED ACCESSORY DWELLING UNIT

THE SOUTH 76' OF LOTS 10, 11, 12, 13 & 14, BLOCK 13
CITY OF FERNANDINA BEACH
NASSAU COUNTY, FLORIDA

30 SOUTH 3rd STREET
FERNANDINA BEACH, FL 32034

PARCEL ID: 00-00-31-1800-0013-0100



PROJECT SCOPE:

PROJECT INCLUDES THE DEMOLITION OF AN EXISTING, EXCESSIVELY TERMITE DAMAGED, DETACHED GARAGE, AND THE CONSTRUCTION OF A NEW 2-STORY DETACHED ACCESSORY DWELLING UNIT WITH GARAGE. NEW PAVER WALKWAYS, A DRIVE WAY AND ADJUSTMENTS TO THE EXISTING FENCE ARE INCLUDED. NO WORK IS BEING PERFORMED ON THE EXISTING HOUSE.

GOVERNING BUILDING CODES:
FLORIDA BUILDING CODE 8th EDITION (2023), RESIDENTIAL
NFPA 70 - 2020 NATIONAL ELECTRIC CODE

OCCUPANCY: GROUP R (RESIDENTIAL)
CONSTRUCTION TYPE: V-B

SQUARE FOOTAGE TABULATION

FIRST FLOOR (GARAGE)	608
SECOND FLOOR (LIVING)	608
SIDE ENTRY	20
TOTAL COVERED	1,226

DWELLING UNIT THERMAL ENVELOPE VOLUME

5,520 CUBIC FEET

(VERIFY W/ ATTACHED ENERGY CALCULATIONS)

INDEX OF DRAWINGS

CS	COVER SHEET
SP	SITE PLAN
A1.1	SLAB PLAN
A2.1	FLOOR PLANS, SCHEDULES & STAIR DETAIL
A3.1	EXTERIOR ELEVATIONS, ROOF PLAN & TRIM/GUARDRAIL DETAILS
A4.1	BUILDING & WALL SECTIONS
A5.1	FLASHING DETAILS
E1.1	ELECTRICAL PLANS

S	STRUCTURAL DRAWINGS (SEE LEGEND ON ENGINEER'S SHEETS)
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VIRGIN ISLANDS
FLORIDA
1727 S. PALM BLVD., SUITE 201
FERNANDINA BEACH, FLORIDA 32034
904-540-6059
FL REGISTERED ARCHITECT #A19088

Seal:
MICHAEL STAUFFER, AIA
FL LICENSE #A19088

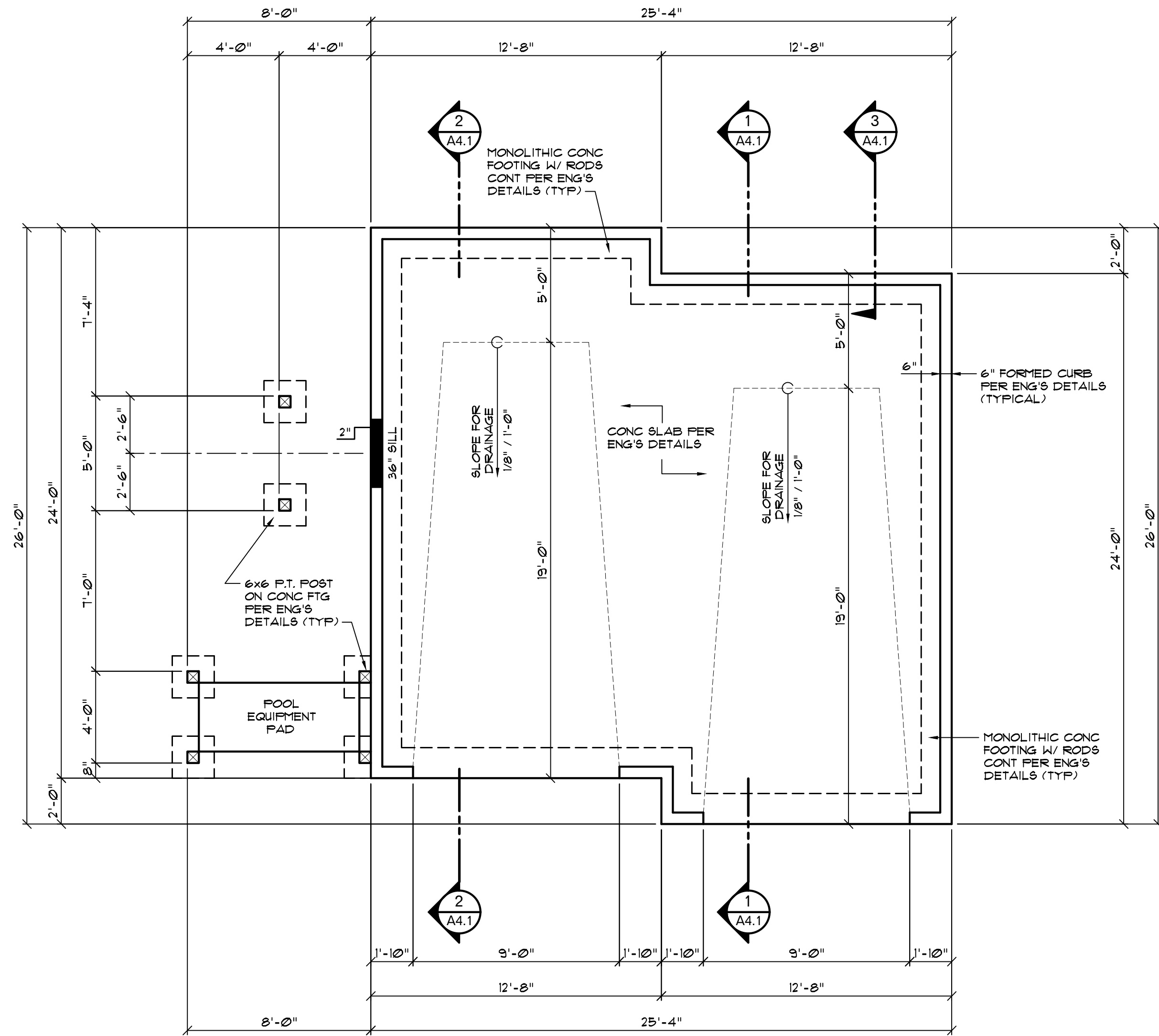
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ORANGE PARK, FL 32073
904-272-5339
www.klaybor.com

REVISED: 10/10/2024
JBF 4/1/2025
Date: 1/4" = 1'-0"
Scale: 1/4" = 1'-0"
BROWN RES - ACCESSORY DWELLING UNIT
30 S 3rd STREET, FERNANDINA BEACH, FL 32034

Plan #: K1899
Job #: 25-1012

SHEET NUMBER

CS



1 **SLAB PLAN**
SCALE: 1/4" = 1'-0"

NOTE:
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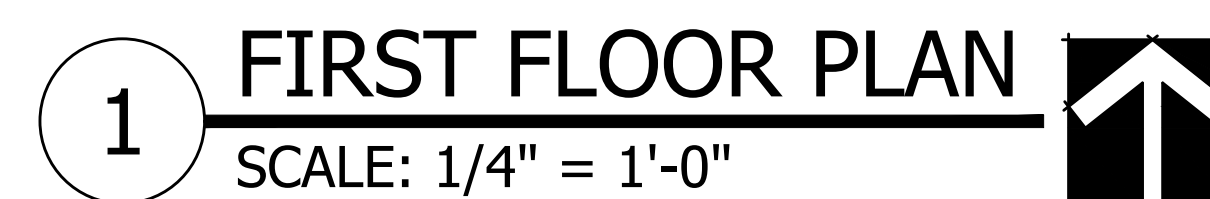
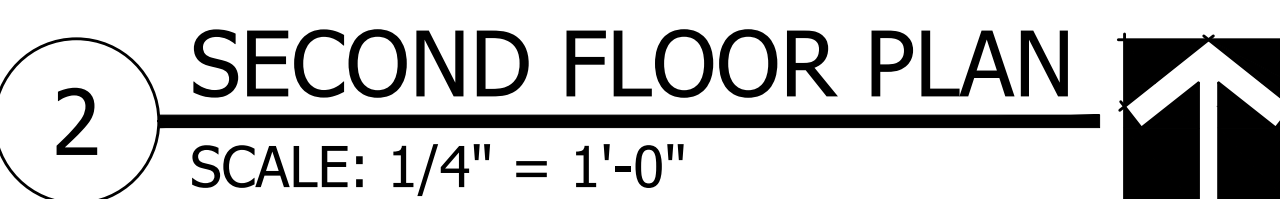
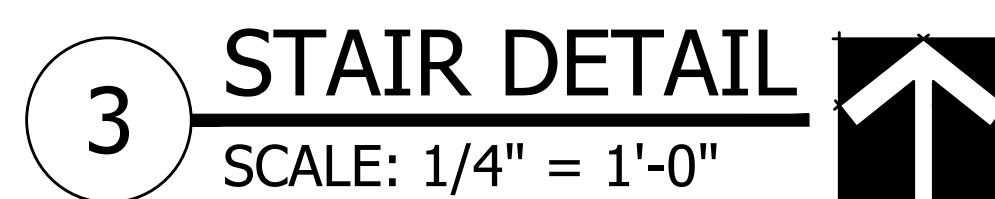
SEE ATTACHED STRUCTURAL
ENGINEER'S DRAWINGS AND
DETAILS FOR FOOTING SIZES
AND LOCATIONS

DETAILS FROM LICENSED
STRUCTURAL ENGINEER SHALL
SUPERSEDE ANY DIFFERENCES
FROM THESE PLANS

DRAWN BY: JBF		DATE: 4/1/2025		SCALE: 1/4" = 1'-0"	
BROWN RES - ACCESSORY DWELLING UNIT 30 S 3rd STREET, FERNANDINA BEACH, FL 32034					
Plan #:		K1899			
Job #:		25-1012			
SHEET NUMBER					
A1.1					

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Seal:			
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WINDOW SCHEDULE						
	MODEL	WIDTH	HEIGHT	TYPE	LOCATION	REMARKS
(A1)	2636	2'-6"	3'-6"	SINGLE HUNG	HEAD @ 1'-0" AFF	
(A2)	2636	2'-6"	3'-6"	SINGLE HUNG	HEAD @ 1'-0" AFF	TEMPERED GLASS HAZARDOUS LOCATION
(A3)	2636	2'-6"	3'-6"	SINGLE HUNG	HEAD @ 6'-8" AFF	
(B)	(2) 3050	6'-0"	5'-0"	SINGLE HUNG	HEAD @ 6'-8" AFF	MEETS EGRESS REQUIREMENTS FACTORY MULLED
(C)	2646	2'-6"	4'-6"	SINGLE HUNG	HEAD @ 6'-8" AFF	

SIZES SHOWN ARE FOR DESIGN. VERIFY ACTUAL SIZES WITH PRODUCT SPECIFICATIONS.

FIRST FLOOR DOOR SCHEDULE					
	SIZE	TYPE	OPERATION	MANUFACTURER	REMARKS
100	3'-0" x 6'-8"	EXTERIOR	SWING		STYLE T.B.D.
101	9'-0" x 7'-0"	GARAGE	OVERHEAD		STYLE T.B.D.
102	9'-0" x 7'-0"	GARAGE	OVERHEAD		STYLE T.B.D.

SECOND FLOOR DOOR SCHEDULE					
200	3'-0" x 6'-8"	EXTERIOR W/ GLASS	SWING		STYLE T.B.D.
201	(2) 3'-0" x 6'-8"	EXTERIOR FRENCH	SWING		
202	2'-8" x 6'-8"	INTERIOR	SWING		
203	2'-6" x 6'-8"	INTERIOR	SWING		
204	2'-6" x 6'-8"	INTERIOR	SWING		
205	(2) 2'-0" x 6'-8"	INTERIOR	SWING		

NOTE:

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HYAC NOTES:

- HYVAC UNIT IN ATTIC OVER KITCHEN
- PROVIDE PLYWOOD DECKING
- PROVIDE 30" MIN CLEARANCE ON SERVICE SIDES OF EQUIPMENT
- PROVIDE LED SHOP LIGHT ON FULL CHAIN SWITCH AT ACCESS ENTRANCE.
- PROVIDE 110v POWER OUTLET FOR MAINTENANCE EQUIPMENT
- EXTERIOR A/C UNIT LOCATED AT SOUTHEAST CORNER OF EXISTING HOUSE (SEE SITE PLAN)

SQ. FTG. TABULATION

FIRST FLOOR (GARAGE) _____ 608
SECOND FLOOR (LIVING) _____ 608
SIDE ENTRY _____ 20
TOTAL COVERED _____ 1220

DWELLING UNIT
THERMAL VOLUME

5.520 CUBIC FEET

SEE BUILDER FOR MECHANICAL
VENTILATION SPECIFICATIONS

PLANS ARE DRAWN IN
ACCORDANCE WITH
FLORIDA BUILDING CODE
8th EDITION (2023),
RESIDENTIAL

NOTES:

1 - EXTERIOR WALLS ARE DRAWN AT 6" NOMINAL TO REPRESENT 2x6 STUD FRAMED WALLS. INTERIOR WALLS ARE DRAWN AT 4" NOMINAL TO REPRESENT 2x4 STUD FRAMED WALLS (UNLESS NOTED OTHERWISE). ACTUAL SIZE, SPACING AND GRADE OF LUMBER TO BE USED SHALL BE DETERMINED BY BUILDER PRIOR TO CONSTRUCTION AND SHALL CONFORM TO ALL LOCAL BUILDING CODES.

2 - ATTIC ACCESS TO BE 22"X30" MINIMUM (SEE
BUILDER FOR PULL-DOWN STAIR FRAMING
REQUIREMENTS).

3 - ALL SHOWER GLASS (FIXED GLASS, PARTITIONS & DOORS) ARE TO BE TEMPERED GLASS (SEE BUILDER FOR PRODUCT SPECS).

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340-775-3133
USVI LICENSE #786A

FLORIDA
10000 WILDER ROAD, #185
FERNANDINA BEACH, FLORIDA 32034
904-540-6059
LOA-540-6059
LO REGISTERED ARCHITECT AT 313008

al:

MICHAEL STAUFFER, AIA
President, AIA 40000

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ORANGE PARK,
FL. 32073
904-272-5339
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by:	JBF		
date:	4/1/2025		
size:	11/4" = 1'-0"		

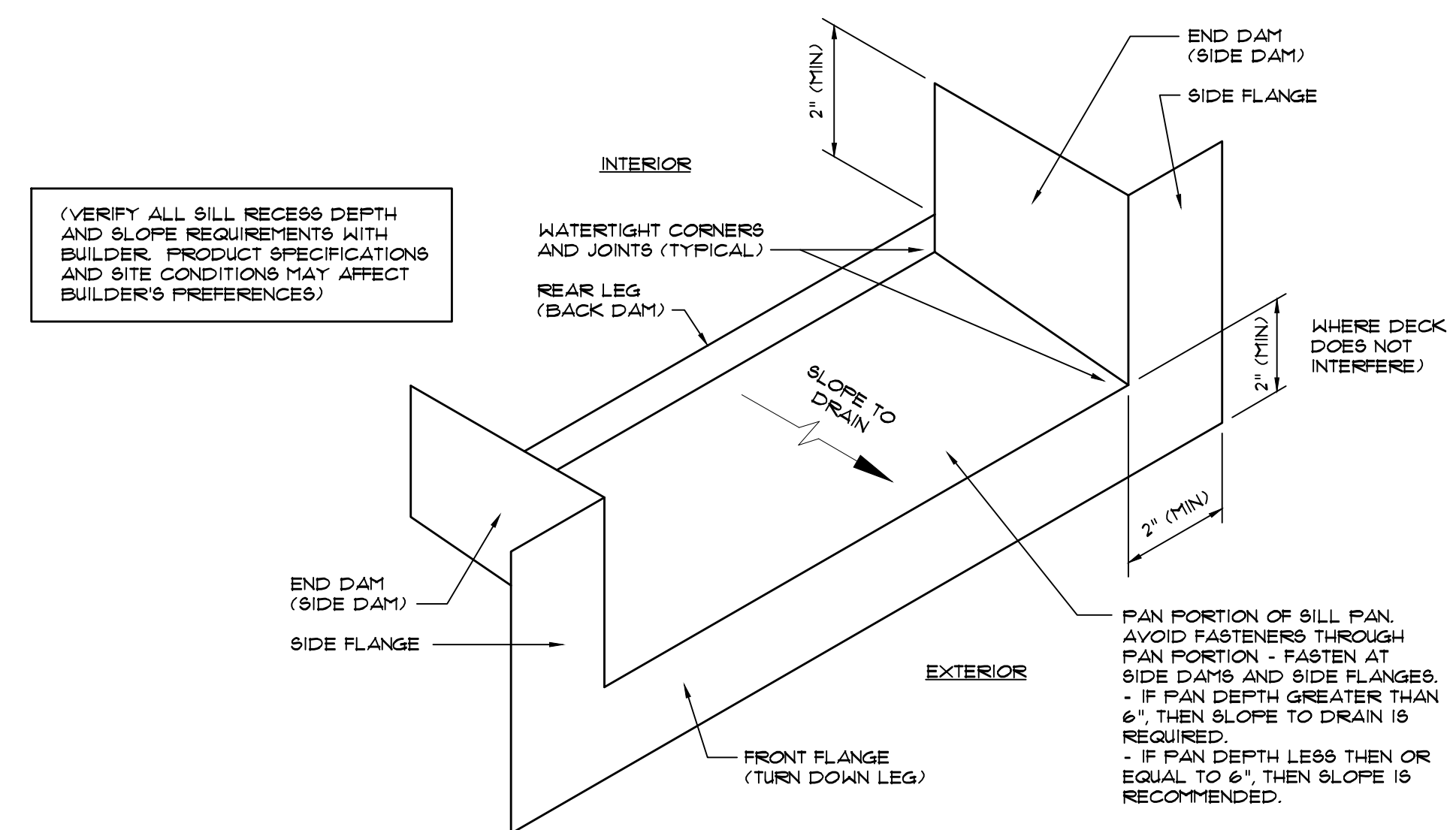
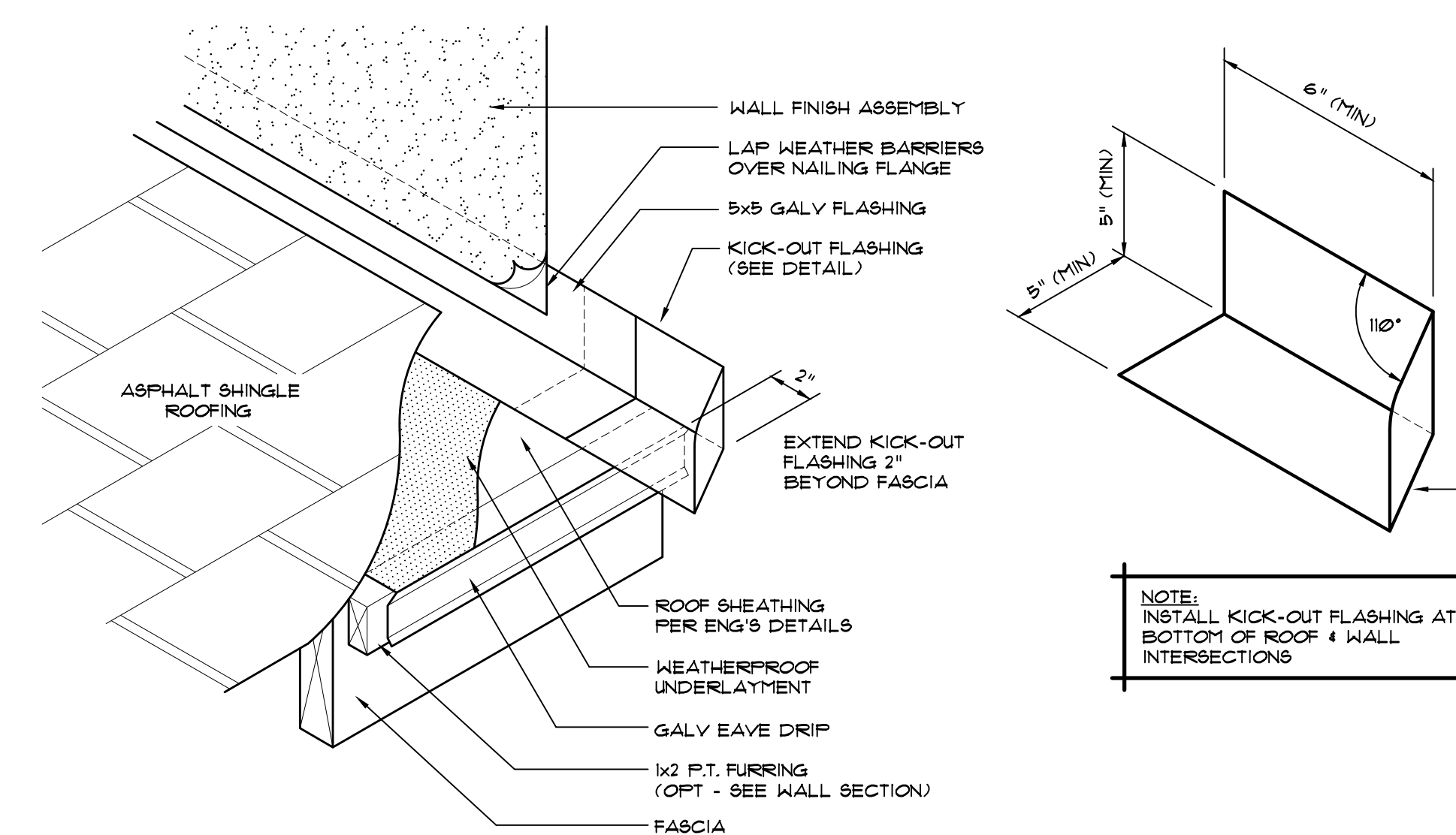
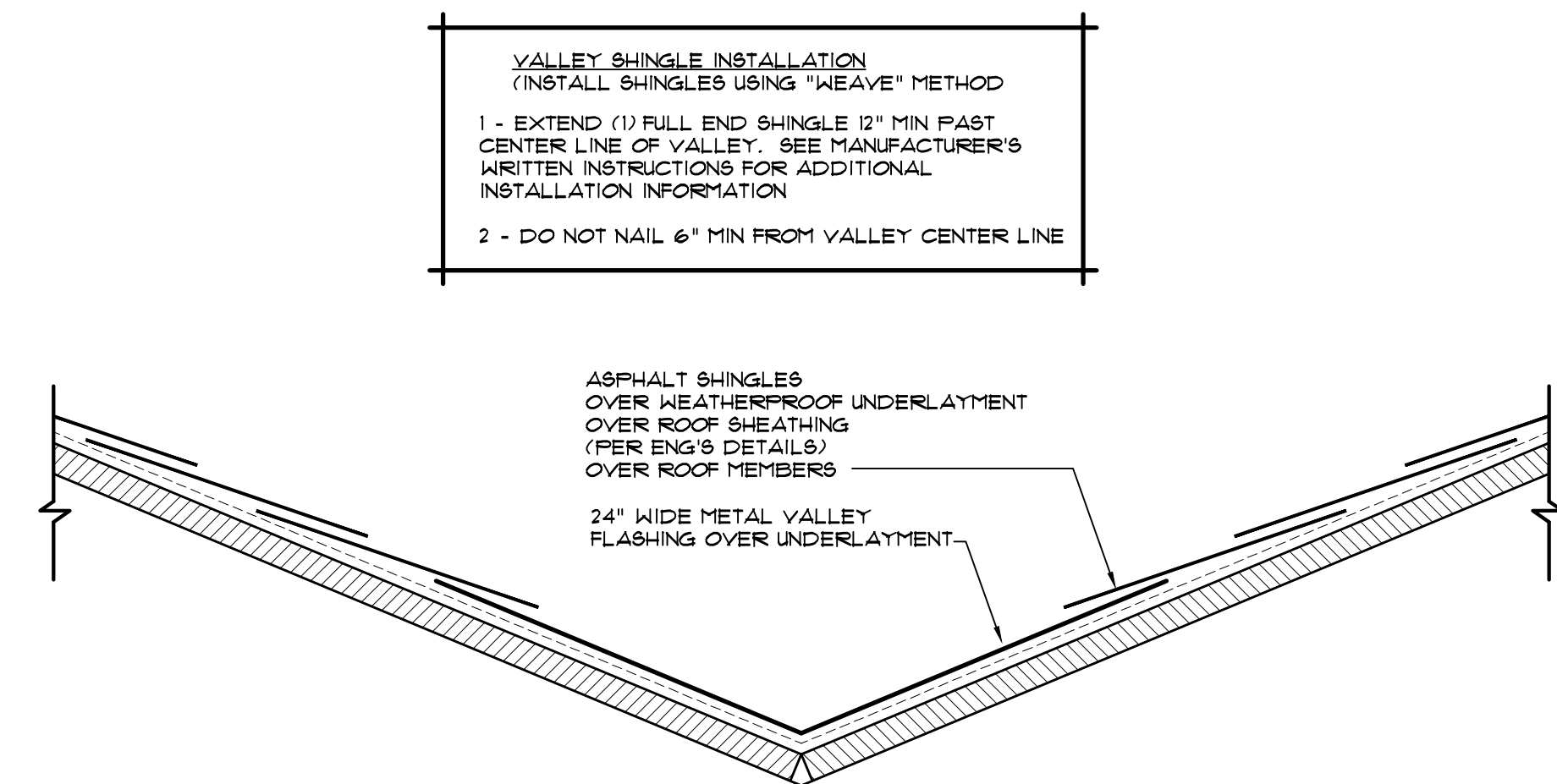
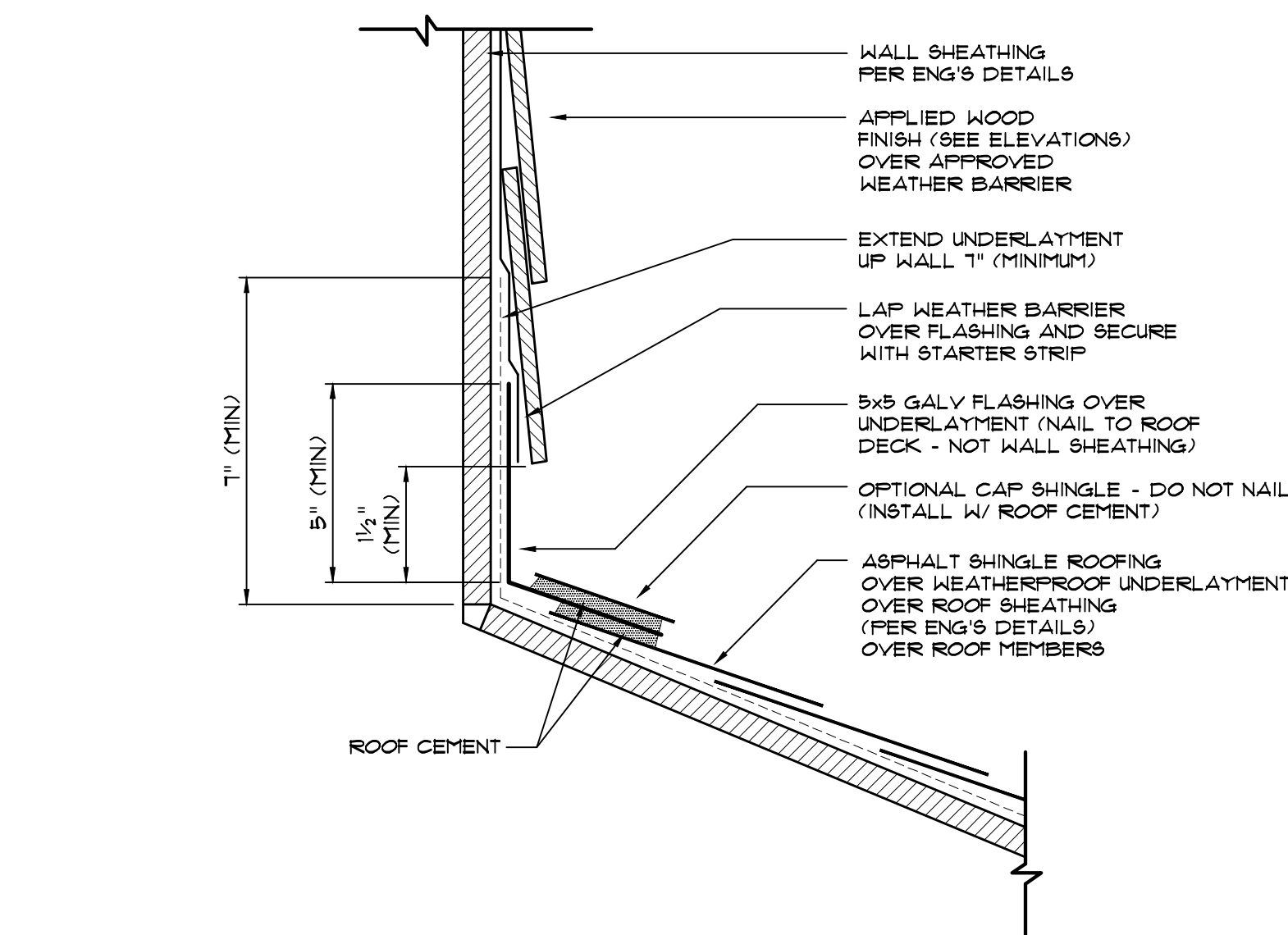
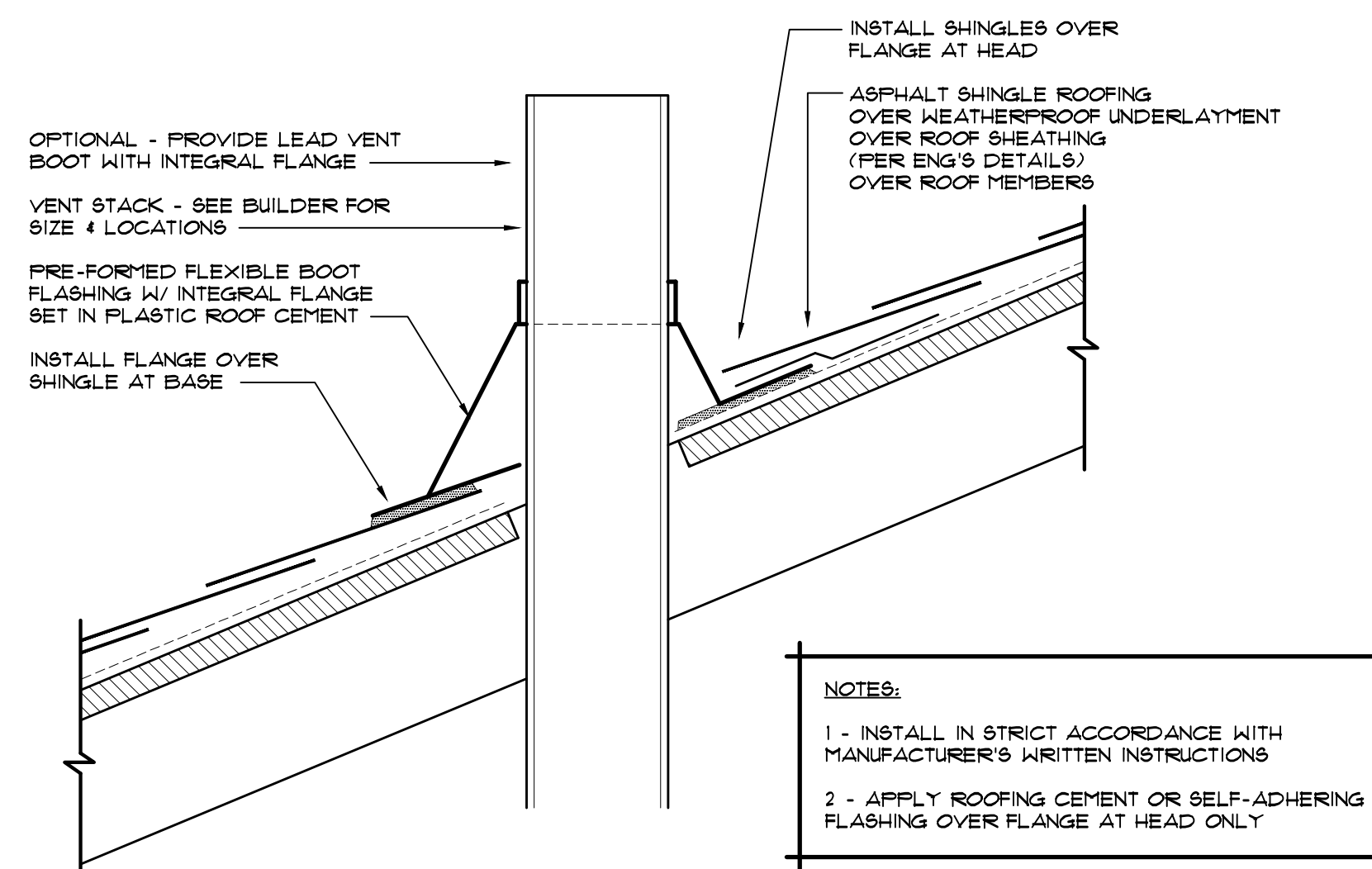
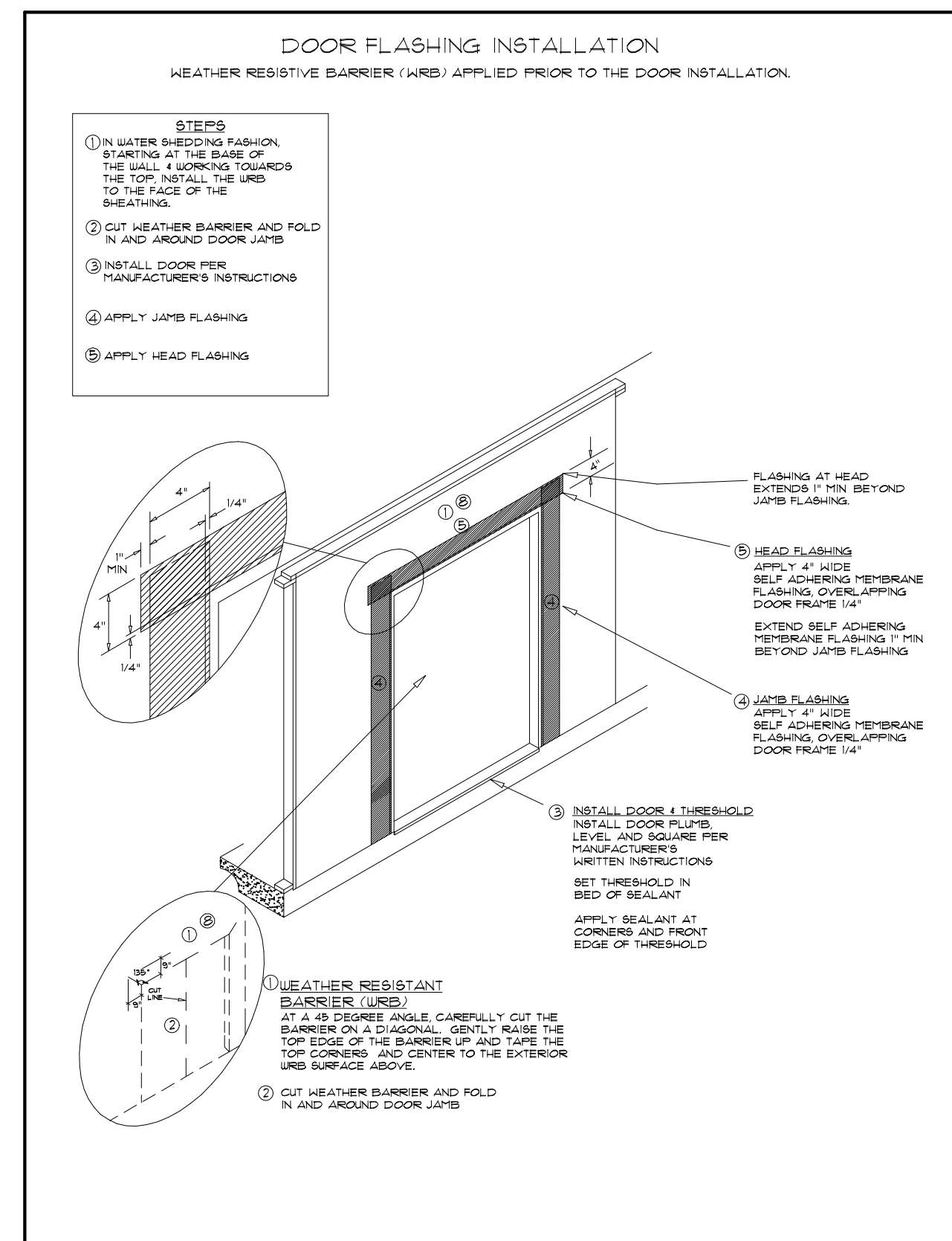
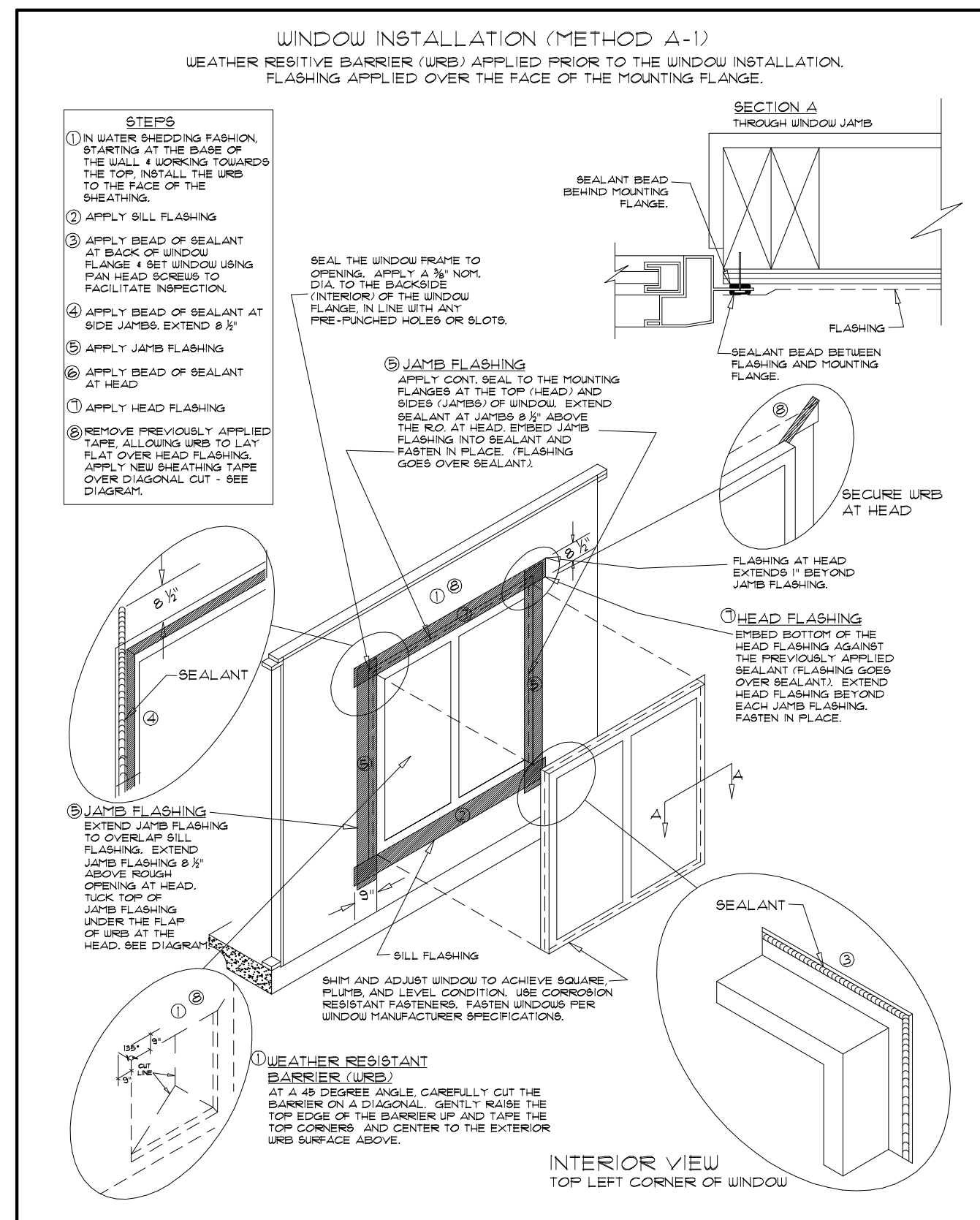
Plan #:	K1899
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Job #:	25-1012
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SHEET NUMBER

A2.1

A4.1



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FLORIDA
1417 SAILER ROAD, #195
FERNANDINA BEACH, FLORIDA 32034
904-540-6059
FL REGISTERED ARCHITECT ART13008

Seal:

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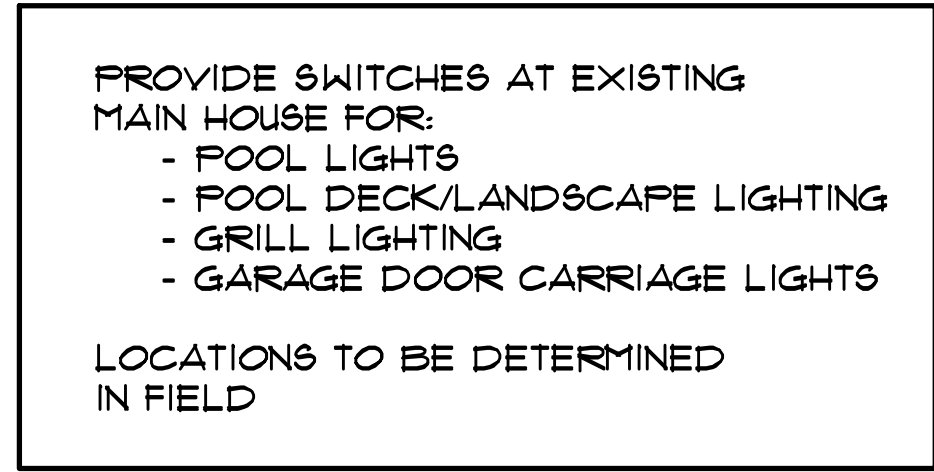
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BROWN RES - ACCESSORY DWELLING UNIT
30 S 3rd STREET FERNANDINA BEACH FL 32034

Plan #:	K1899
Job #:	25-1012

SHEET NUMBER

A5.1



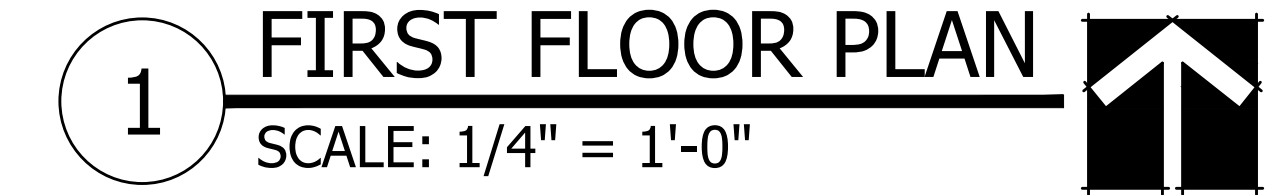
HVAC NOTES:

- HVAC UNIT IN ATTIC OVER KITCHEN
- PROVIDE PLYWOOD DECKING
- PROVIDE 30" MIN CLEARANCE ON SERVICE SIDES OF EQUIPMENT
- PROVIDE L.E.D. SHOP LIGHT ON FUSE BOX SWITCH AT ACCESS ENTRANCE.
- PROVIDE 110V. POWER OUTLET FOR MAINTENANCE EQUIPMENT
- EXTERIOR A/C UNIT LOCATED AT SOUTHEAST CORNER OF EXISTING HOUSE (SEE SITE PLAN)

NOTE:

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- 1 - ALL ELECTRICAL WORK TO BE IN ACCORDANCE WITH NFPA 70 - 2020 NATIONAL ELECTRIC CODE. GENERAL CONTRACTOR TO CONFIRM THAT ALL ELECTRICAL CODES ARE COMPLIED WITH, INCLUDING BUT NOT LIMITED TO: OUTLET SPACING, OUTLET/SWITCH LOCATIONS IN WET AREAS, LOCATIONS OF GFCI OR OTHER PROTECTIVE DEVICES, ETC.
- 2 - PROVIDE ARC-FAULT CIRCUIT INTERRUPTER (AFCI) PROTECTION THROUGHOUT, WITH A LISTED AFCI, AS REQUIRED PER 210-12 (A), (B) 1 (C).
- 3 - 100% OF ALL PERMANENT FIXTURES TO USE HIGH-EFFICACY LAMPS PER
FEC - ENERGY CONSERVATION R404
- 4 - LAYOUT: THIS DRAWING IS SCHEMATIC IN NATURE AND SHOULD NOT BE DIAGRAMED. ELECTRICAL EQUIPMENT SHOWN IS IN GENERAL LOCATION. GENERAL CONTRACTOR TO PERFORM WALK-THRU OF THE HOUSE WITH THE OWNER TO CONFIRM INSTALLATION OF OUTLETS, SWITCHES, FIXTURES, THERMOSTATS, ETC.
- 5 - SECURITY SYSTEM: REVIEW SECURITY REQUIREMENTS WITH OWNER PRIOR TO START OF WORK.
- 6 - SMOKE & CARBON MONOXIDE DETECTORS: GENERAL CONTRACTOR TO CONFIRM THAT DETECTORS ARE PROVIDED AND INSTALLED IN QUANTITIES AND LOCATIONS AS REQUIRED BY CODE.
- 7 - COORDINATION: GENERAL CONTRACTOR TO COORDINATE THE WORK OF ALL MECHANICAL AND ELECTRICAL CONTRACTORS TO ENSURE WORK DOES NOT CONFLICT WITH OTHER TRADES.
- 8 - DATA/PHONE/CABLE: GENERAL CONTRACTOR TO PROVIDE A CENTRAL DATA CONTROL BOX FOR DATA, PHONE AND CABLE WIRES TO BE RUN. PROVIDE HOME-RUNS TO BOX FOR ALL PHONE AND CABLE WIRES (SEE DATA COMPANY FOR LAYOUT)
- 9 - FIXTURE HEIGHTS/HEIGHTS: GENERAL CONTRACTOR TO VERIFY THE HEIGHTS OF ALL HUNG FIXTURES AND PROVIDE BLOCKING AS REQUIRED. FOR EXTREMELY HIGH ITEMS, CONSULT WITH TO BE RUN. PROVIDE ENGINEER. HEIGHTS OF WALL MOUNTED FIXTURES SHALL BE CONFIRMED WITH THE OWNER PRIOR TO INSTALLATION OF ROUGH BOXES.
- 10 - PROVIDE WHOLE HOUSE SURGE PROTECTOR AT MAIN PANEL.



	PREWIRE 4 BRACE CEILING FAN W/ OPTIONAL LIGHT		220V OUTLET
	CEILING MOUNTED LED SHOP LIGHT		110V OUTLET
	WEATHER PROTECTED 110V OUTLET		110V OUTLET W/ GROUND FAULT CIRCUIT INTERRUPT
	UNDERCAB RIBBON LIGHTING		CEILING MOUNTED 110V POWER OUTLET FOR GARAGE DOOR OPENER
	CEILING EXHAUST FAN		EQUIPMENT OUTLET (VERIFY POWER NEEDS)
	RECESSED LIGHT FIXTURE	\$	SWITCHES
	WALL MOUNTED LIGHT FIXTURE	\$0	3-WAY SWITCH
	TELEVISION JACK	\$0	DIMMER SWITCH
	110V OUTLET AND TELEVISION JACK (HEIGHT ABOVE FLOOR TO BE DETERMINED)		SMOKE DETECTOR
			DISCONNECT SWITCH
			CARBON MONOXIDE DETECTOR & ALARM

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ST THOMAS, VT 05602
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VT LICENSE #786A

al:

MICHAEL STAUFFER, AIA

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& ASSOCIATES

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FL 32073
904-272-5339
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JB#	
4/1/2025	
1/4" = 1'-0"	

DOWN RES - ACCESSORY DWELLING UNIT

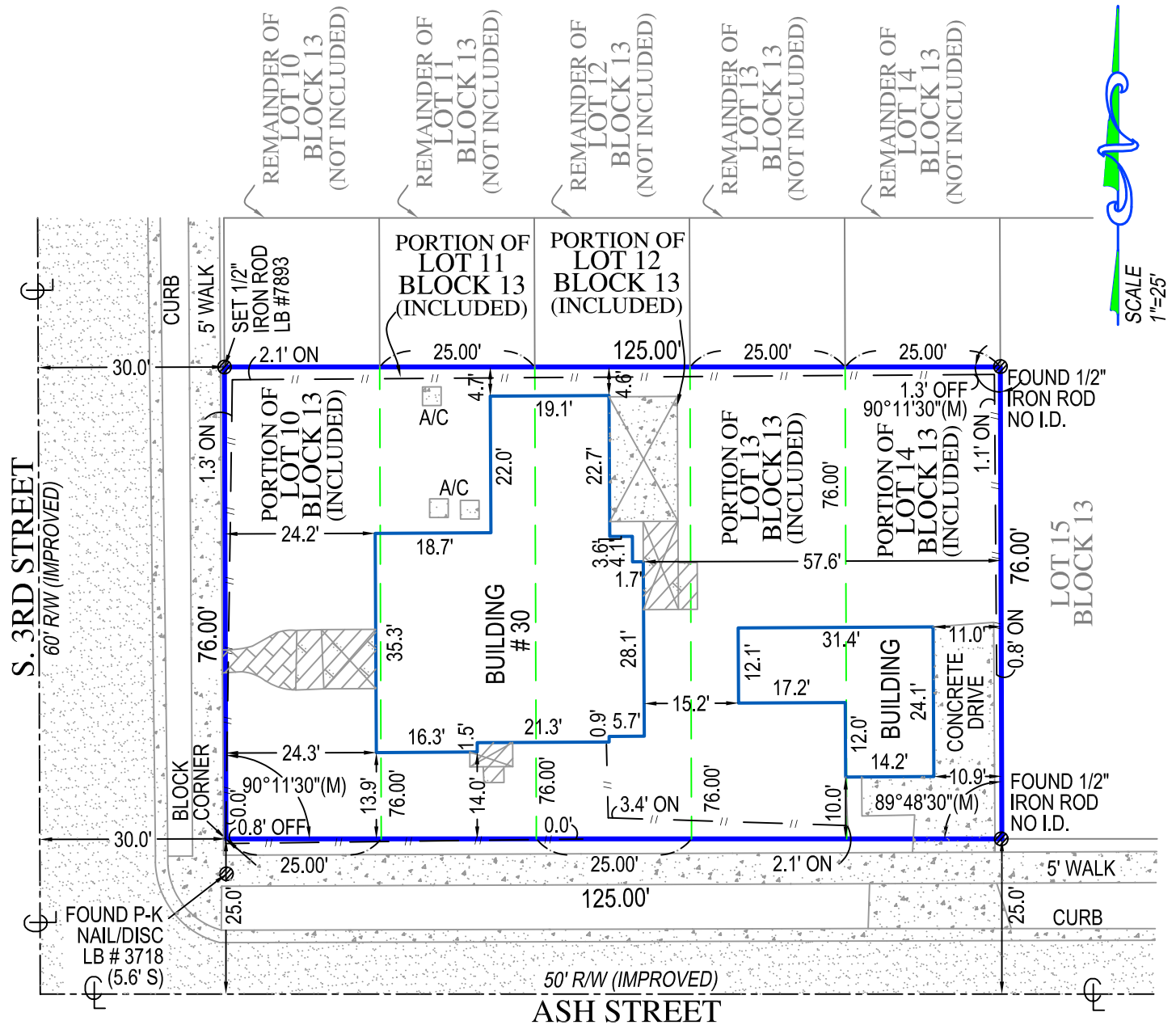
30 S 3rd STREET FERNANDINA BEACH FL 32034

Plan #:	K1899
Job #:	25-1012

SHEET NUMBER

E1.1

BOUNDARY SURVEY



SURVEY NOTES

CONCRETE DRIVE CROSSING INTO R/W
ON SOUTHERLY SIDE OF LOT.

THERE ARE FENCES NEAR THE BOUNDARY
OF THE PROPERTY.

PAVER WALK CROSSES OVER PROPERTY LINE
ON WESTERLY SIDE OF LOT.

PAGE 2 OF 2 PAGES
(NOT COMPLETE WITHOUT PAGE 1)

SURVEY NUMBER:
656118

GENERAL NOTES:

- LEGAL DESCRIPTION PROVIDED BY OTHERS
- THE LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS OR OTHER RECORDED ENCUMBRANCES NOT SHOWN ON THE PLAT.
- UNDERGROUND PORTIONS OF FOOTINGS, FOUNDATIONS OR OTHER IMPROVEMENTS WERE NOT LOCATED.
- WALL TIES ARE TO THE FACE OF THE WALL AND ARE NOT TO BE USED TO RECONSTRUCT BOUNDARY LINES.
- ONLY VISIBLE ENCROACHMENTS LOCATED.
- DIMENSIONS SHOWN ARE PLAT AND MEASURED UNLESS OTHERWISE SHOWN.
- FENCE OWNERSHIP NOT DETERMINED.
- ELEVATIONS INDICATED HEREON ARE IN FEET AND DECIMALS REFERENCED TO N.A.V.D. 1988
- THIS SURVEY HAS BEEN COMPLETED FOR A MORTGAGE TRANSACTION, ITS SCOPE IS LIMITED TO THE DETERMINATION OF TITLE DEFICIENCIES. NO DESIGN OR CONSTRUCTION SHALL BE BASED UPON THIS SURVEY WITHOUT APPROVAL FROM TARGET SURVEYING PRIOR TO SUCH USE. TARGET SURVEYING ASSUMES NO RESPONSIBILITIES FOR ERRORS RESULTING FROM FAILURE TO ADHERE TO THIS CLAUSE.
- IN SOME INSTANCES, GRAPHIC REPRESENTATIONS HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE RELATIONSHIPS BETWEEN PHYSICAL IMPROVEMENTS AND/OR LOT LINES. IN ALL CASES, DIMENSIONS SHALL CONTROL THE LOCATION OF THE IMPROVEMENTS OVER SCALED POSITIONS.



LB #7893

SERVING FLORIDA

6250 N. MILITARY TRAIL, SUITE 102

WEST PALM BEACH, FL 33407

PHONE (561) 640-4800

STATEWIDE PHONE (800) 226-4807

STATEWIDE FACSIMILE (800) 741-0576

WEBSITE: <http://targetsurveying.net>



OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I/WE Todd & Soadi Brown (print name of property owner(s))

hereby authorize: Michael Stauffer Architect (print name of agent)

to represent me/us in processing an application for: HDC (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.

Todd Brown (Signature of owner) Soadi A. Brown (Signature of owner)

Todd S. Brown (Print name of owner) Soadi A. Brown (Print name of owner)

STATE OF FLORIDA
COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 31st day of January, 2025, by Ashley B. Riedemann of Ashley B. Riedemann Notary Public Printed Name 7/19/26 My Commission Expires Personally Known X OR Produced Identification _____ ID Produced: _____



Brown Residence – 30 S 3rd Street, Fernandina Beach

Existing Photos









Brown Residence – 30 S 3rd Street, Fernandina Beach

Light Fixtures

New fixtures on Garage/ADU will match existing at the house per this photo.



Brown Residence – 30 S 3rd Street, Fernandina Beach

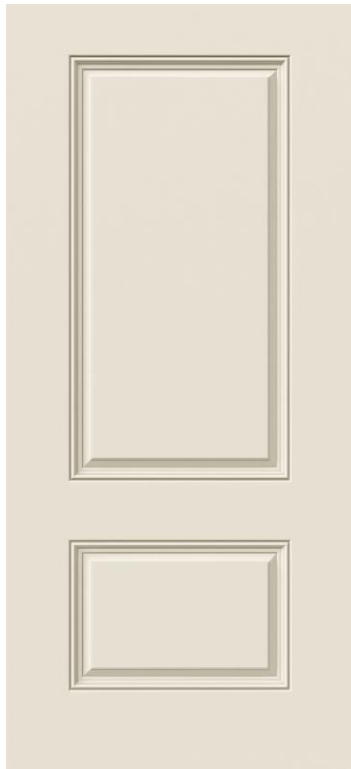
Garage Doors

See elevations of drawings. Garage doors will match the elevations and be painted white.

Entry Door to Garage

Two Panel

Painted white



Entry Door to ADU

Two panel with glass

Painted white



Brown Residence

30 S 3rd Street

Fernandina Beach, FL

March 19, 2025

Paving

Style: Tremron Olde Town pattern with brick shaped paver boarder around edges



Pattern only not color

Color: Glacier



Shown for pattern only not color
Brick paver edge with Olde Town

New driveway and parking space to sidewalk

New walkways back to existing steps and to trash enclosure

Note: Apron concrete to be replaced with new concrete

Brown Residence
30 S 3rd Street
Fernandina Beach, FL

Fence



ADU / Garage

New 6' fence where shown on the plans in above style
Natural clear stained cedar or cypress
Maintain 8' existing stockade fence on east and north sides

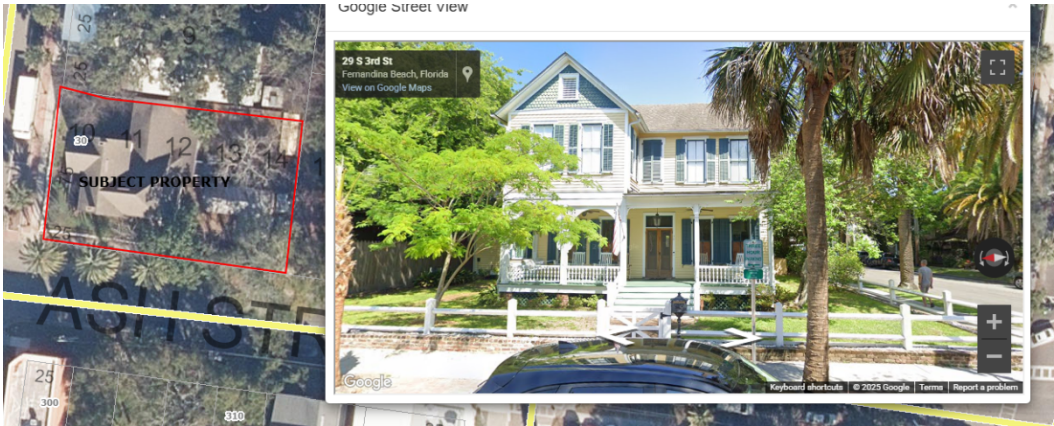
See also detail on construction drawings



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0002
MARCH 20, 2025

Owner/Applicant:	Michael Stauffer, agent for Todd & Soodi Brown
Property Address:	30 S. 3 rd Street
Parcel ID #	00-00-31-1800-0013-0100
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00284
Year Built:	1900
Contributing Status:	Contributing
Requested action:	CONCEPTUAL approval for 1) demolition of existing garage 2) construction of new two-story garage/ADU 3) Installation of new fence 4) Installation of new paver driveway and walkways.

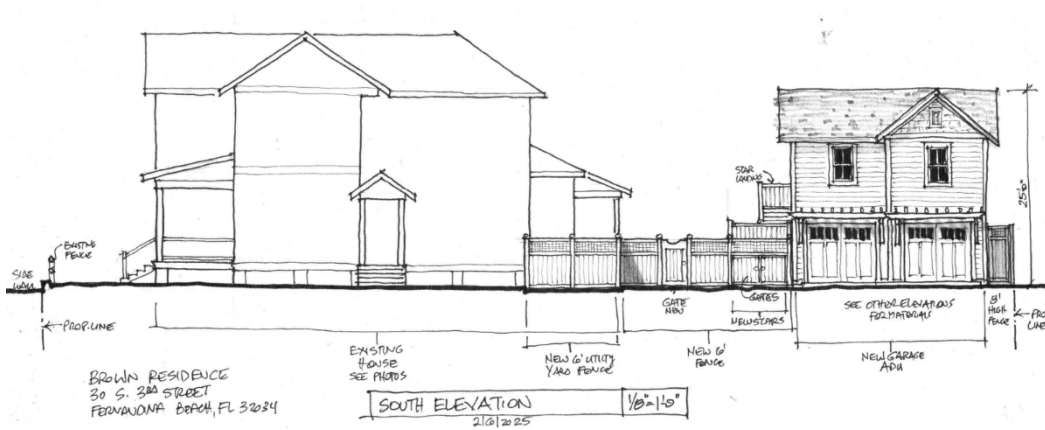
All required application materials have been received. All fees have been paid. All required notices have been made.



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Conceptual** approval to demolish the existing garage and construct a new two-story garage/ADU. They plan to install a new fence between the new garage and the existing house. The applicant also wishes to add a paver driveway, parking spot and walkways. The goal of the design is to create a new garage/ADU that is compatible with the existing house.

South Elevation:



APPLICABLE GUIDELINES:

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

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	James Hardie, Siding	White
Doors	From approved list, French Doors	Black
Windows	From approved list, Single hung and awning windows	Black
Roofing	GAF, Shingle to match existing on main house	Grey
Fascia/Trim	James Hardie, Smooth trim	White
Foundation	Slab	N/A
Shutters	N/A	N/A
Porch/Deck	Trex (or similar) synthetic decking 5/4 x 6	Driftwood
Fencing	Site built, wood fence per details	Stained cedar or cypress
Driveways/ Sidewalks	Tremron or equal, Olde Towne pattern with brick pattern edge	Sand Dune
Signage	N/A	N/A
Lattice	N/A	N/A

Commented [MS1]: Is synthetic decking allowed?

Demolition --

Nassau County Property Appraiser has records of this shed from 1950. It is reported to be in 20% good

condition with a final value of \$1,176. Based on the demolition matrix worksheet in the updated Historic District Design Guidelines, this structure earned a score of 34 and its removal is recommended for approval.

Site Plan –

- **Housing Type** – Single-family detached homes and ADUs are a permissible housing type in C-3 Zoning District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **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 pool and mechanical equipment as consistent with dimensional standards.
- **Encroachments** – There are no encroachments into the front or side yard setbacks.
- **Parking** – Main house driveway to be accessed from S. 3rd Street, and the driveway for the ADU can be accessed on Ash Street. The driveway material is concrete.
- **Orientation** – All primary structures are required to front the street. The proposed ADU fronts Ash St to the south.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in the Historic District.
- **Height** – Building height shall be measured from the approved finished grade, to the highest point on the structure, per LDC 4.02.03(C). Height of the ADU structure is approximately 25’, which is the maximum allowable.
- **Materials** – The project features materials that replicate traditional materials. The ADU features smooth Hardie lap siding, shingles that match the main house, and doors/windows from the approved list.
- **Foundation** – The project will be constructed on a concrete slab that will not be visible.
- **Windows** – The proposed windows are on the list of approved materials.
- **Doors** – The proposed doors are on the list of approved materials.

STAFF RECOMMENDATION:

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

Development Code, the Historic District Design Guidelines.

Staff recommendation:

CONCEPTUAL Approval of the garage and ADU HDC 2025-0002

FINAL Approval of the demolition of existing garage HDC 2025-0002

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0002 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 2025-0002, as presented, is or is not substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

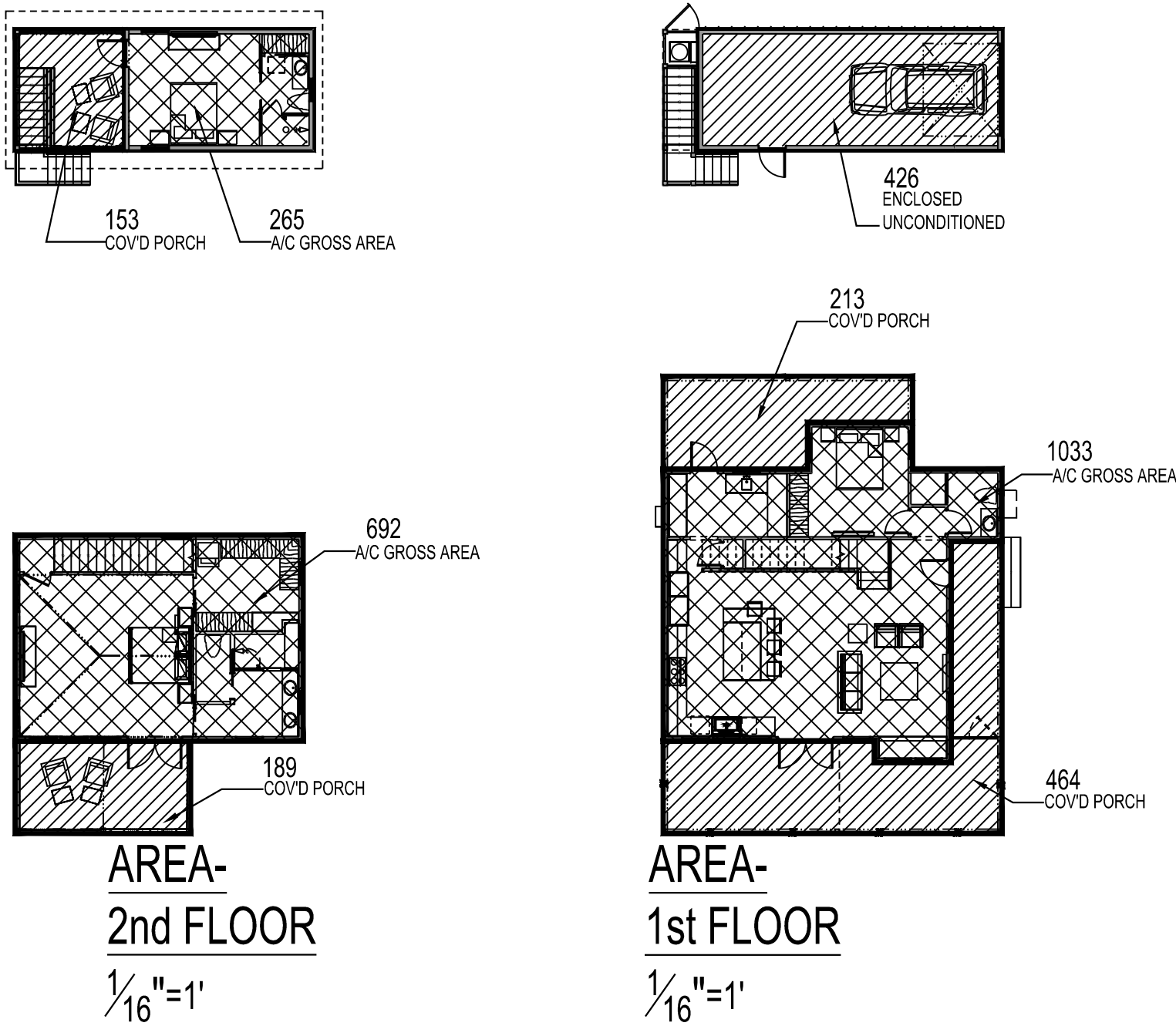
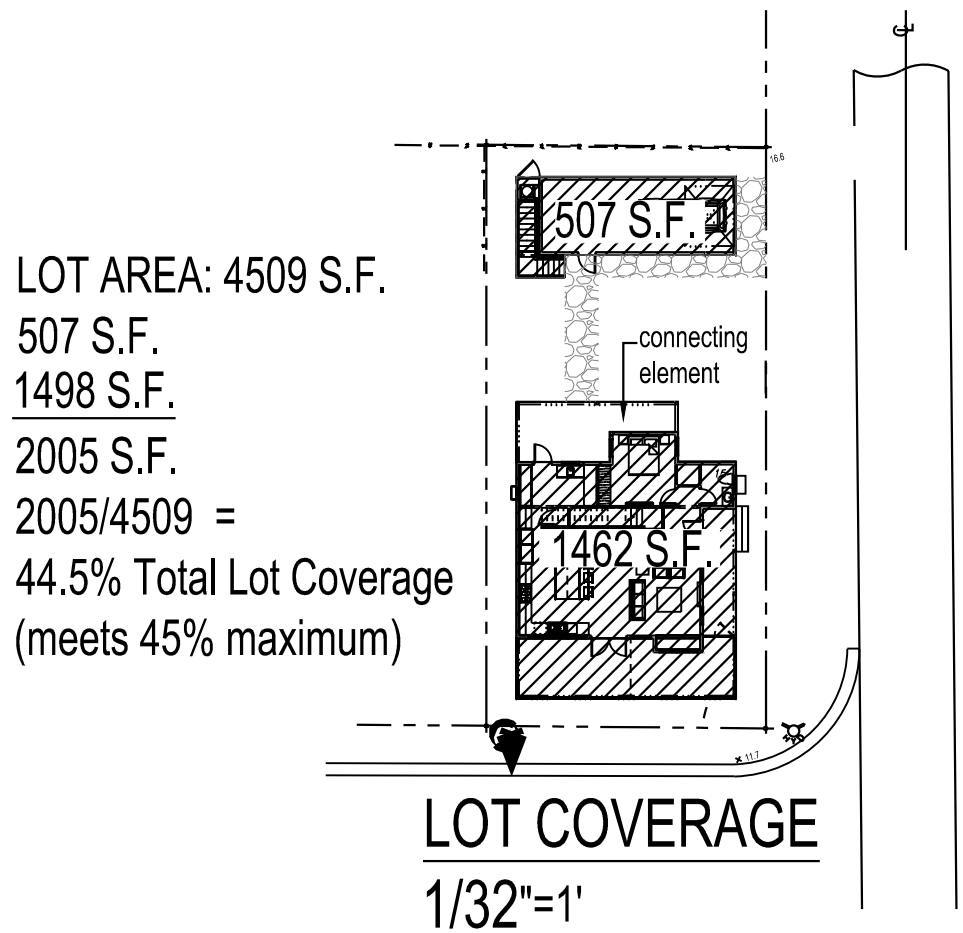
LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0002 Application and Backup Materials

EXHIBIT 2 Florida Master Site File NA00284

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

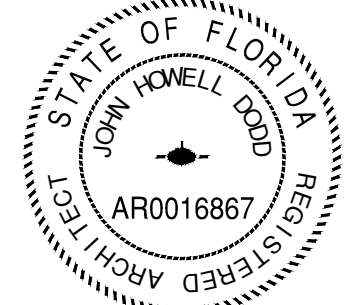
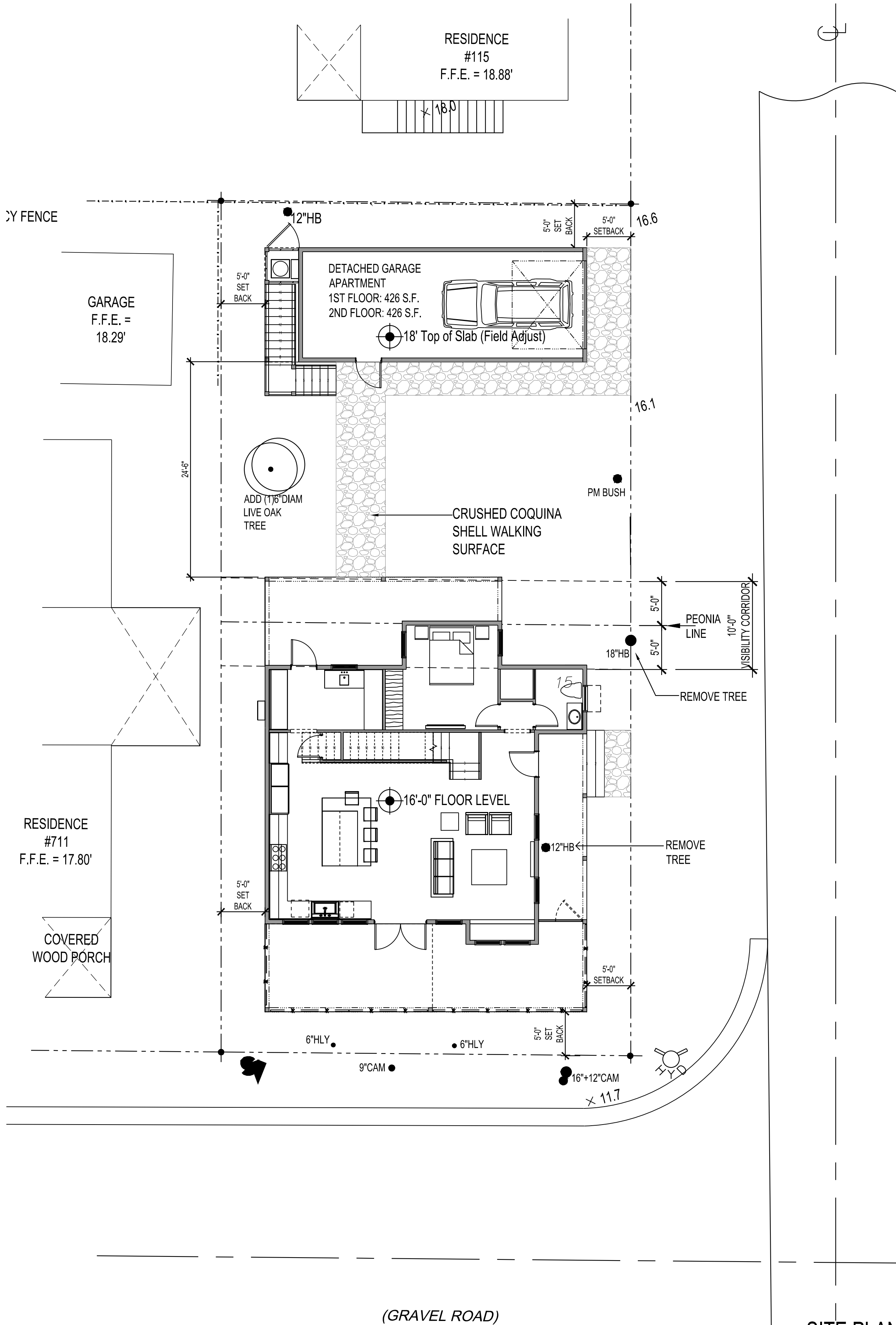


AREA CALC - DETACHED
ACCESSORY DWELLING

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

NEW AREA CALC - HOUSE

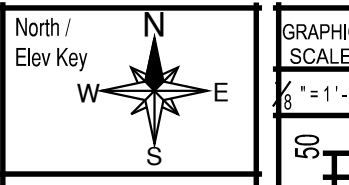
A/C AREAS:	1st A/C 1033	
	2nd A/C 692	
A/C AREA TOTAL:		1725
COVD PORCH	464	
COVD PORCH	213	
COVD PORCH	189	
UNDER ROOF TOTAL:		2591



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*

Issue Date	Issue Date
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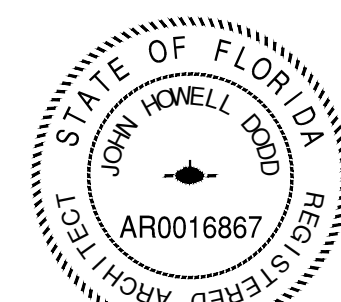
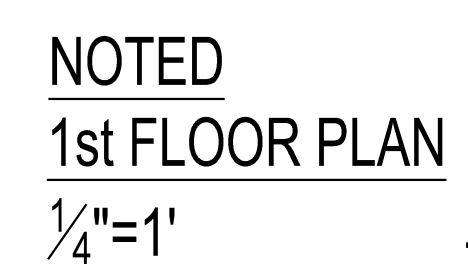
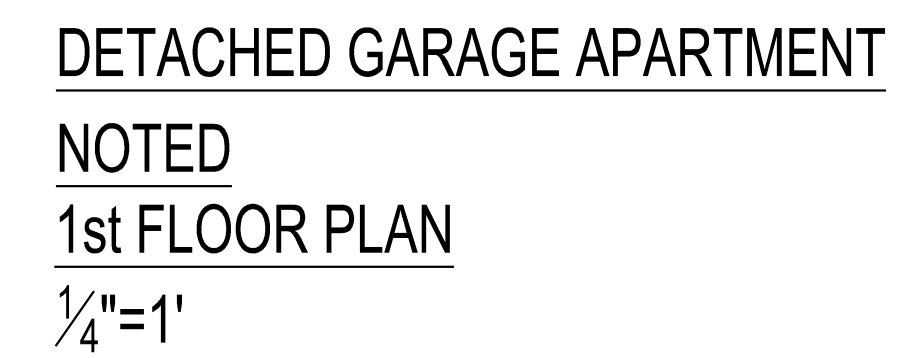
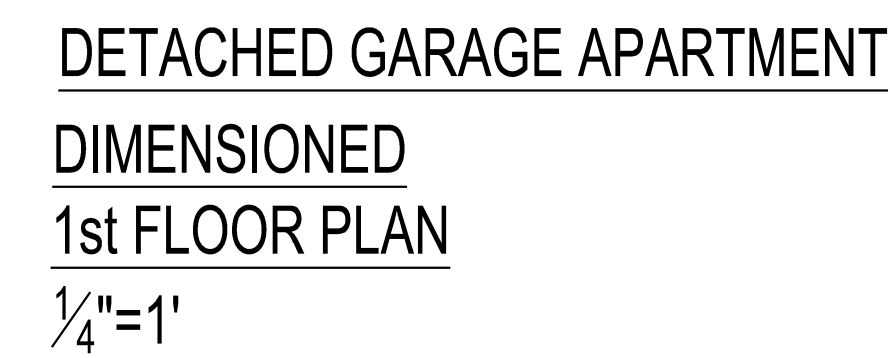
GRAPHIC SCALE
1" = 1'-0"

0 5 10 15 20 25 30 35 40 45 50 55 60

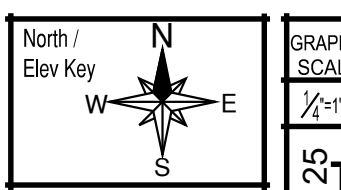
SITE PLAN

A-0

SITE PLAN
1/8"=1'

[illegible]

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1st FLOOR PLAN

Sheet
A-1.1

ARCHITECTURAL LEGEND

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

2x4 @ 12" WOOD STUD WALL W/ 1/2" GB B.S. (U.N.O.) & R-11 INSUL. @ ALL EXTERIOR AND ATTIC WALLS

2x6 @ 12" WOOD STUD WALL W/ 1/2" 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/ 1/2" GB B.S. (U.N.O.) & R-13 OR-ACUSTIC INSULATION BETW. EA. STUD

CHANGE INTO CORING FINISH OR FLOOR PITCH TRANSITION

SHOWER HEAD

HANDHELD SHOWER VALVE

RECESSED SOAP SHELF

FLOOR DRAIN

HOSE BIB

FLOOR LEVEL CHANGES

CHANGE IN FINISH FLOOR ELEVATION

WATCH REPRESENTS FLOOR VERY DISTANCE OF STEP

RAISED CURB

SECTION SYMBOL

NAME

0 0

1/4" = 1'

WINDOW LEGEND

FIXED

SINGLE OR DOUBLE CASSEMENT

AWNING

TRANSOM

SWING

POCKET SLIDING

FOLD

MULL

WINDOWS

ADJUSTABLE

DOORS

FACTORY JOINED AT JAMB

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

DOOR LEGEND

SWING

POCKET SLIDING

FOLD

MULL

WINDOWS

ADJUSTABLE

DOORS

FACTORY JOINED AT JAMB

FACTORY

WINDOWS

ADJUSTABLE

DOORS

FACTORY JOINED AT JAMB

CABINETS & MILLWORK

CONT. BATT INSULATION

RESISTANCE VALUE

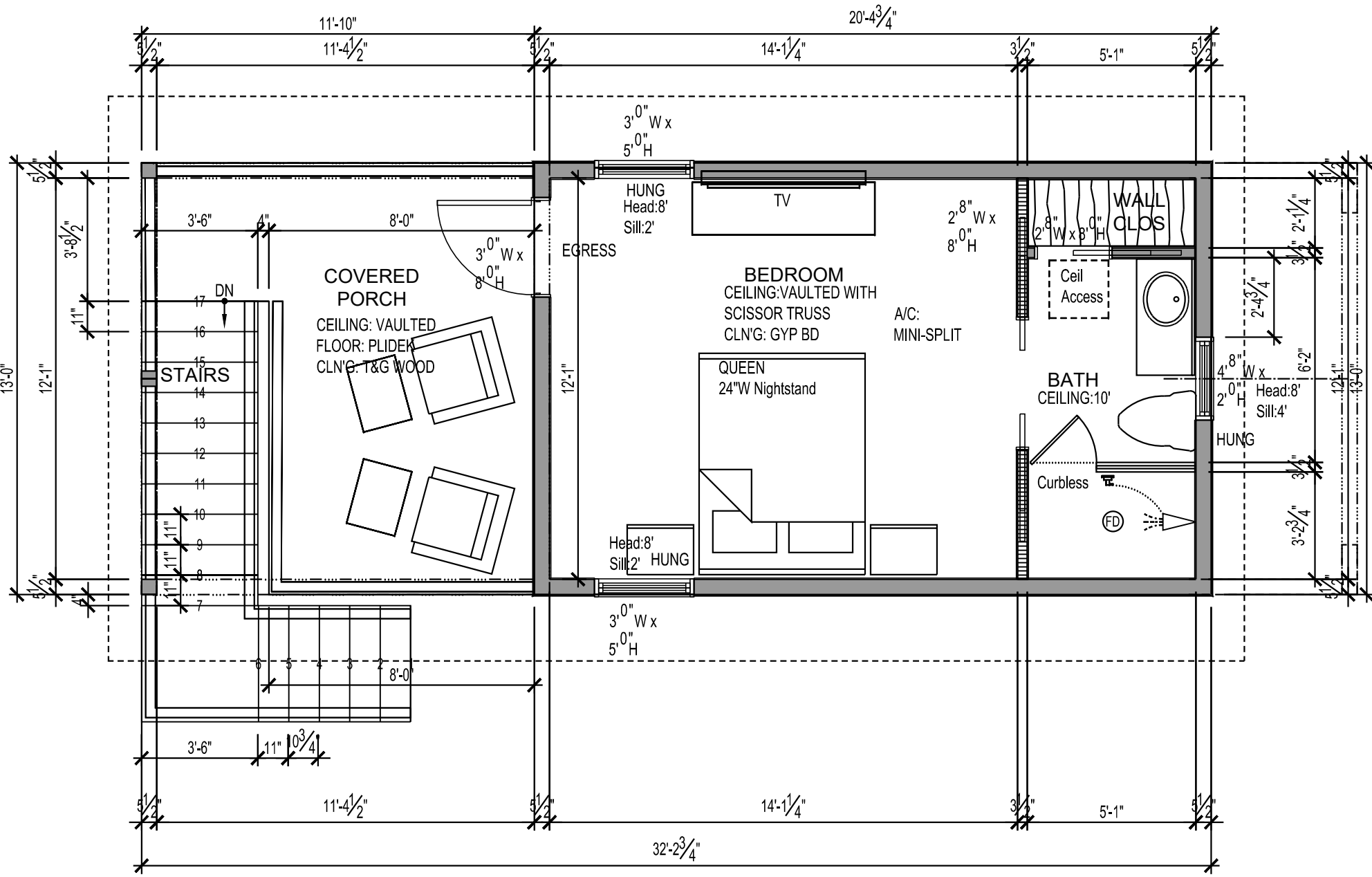
CLOTHES-CONTRACTOR TO COORD. CLOS. STOR.

UPPER CABINET

SPLASH

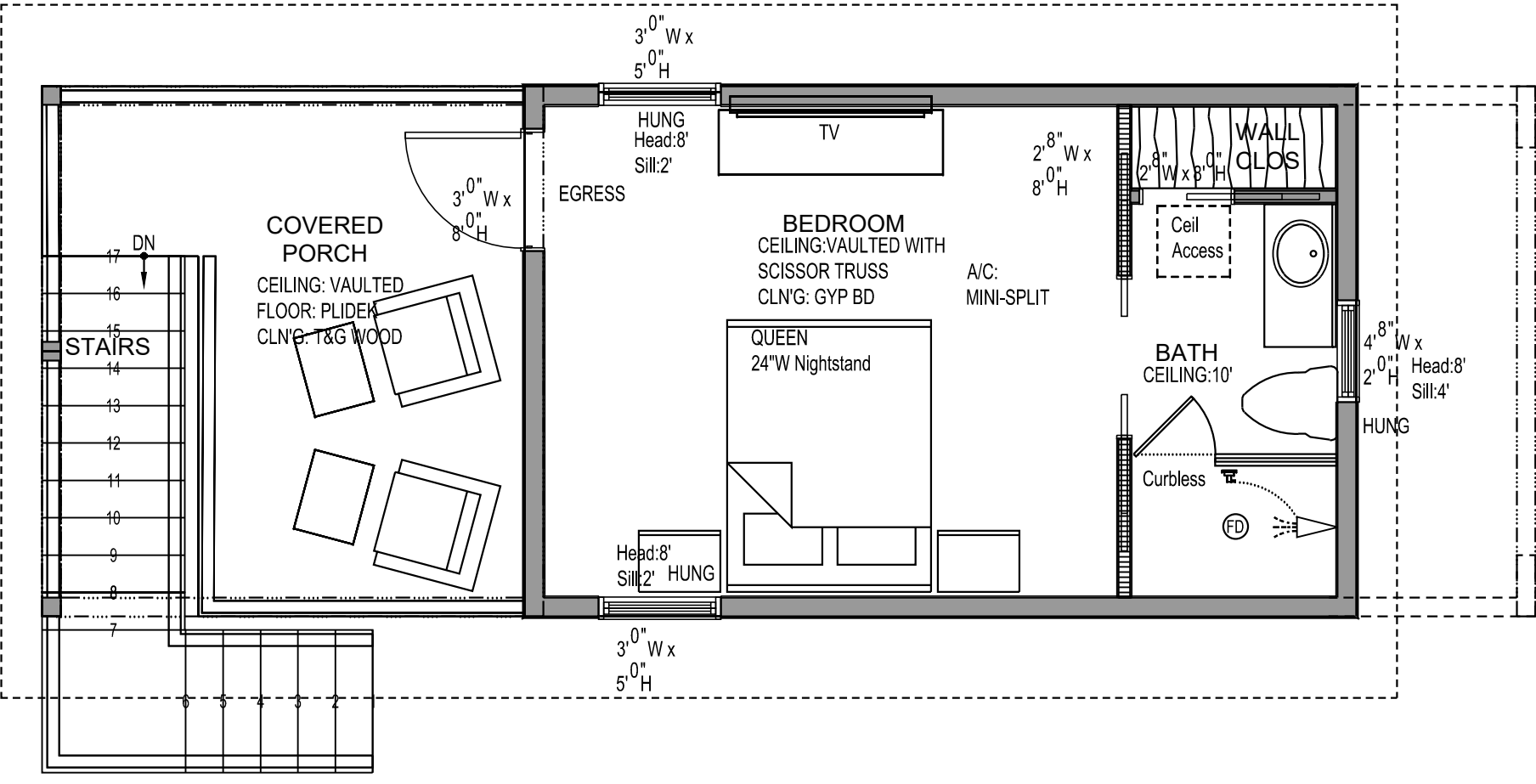
LOWER CABINET

UPPER CABINET



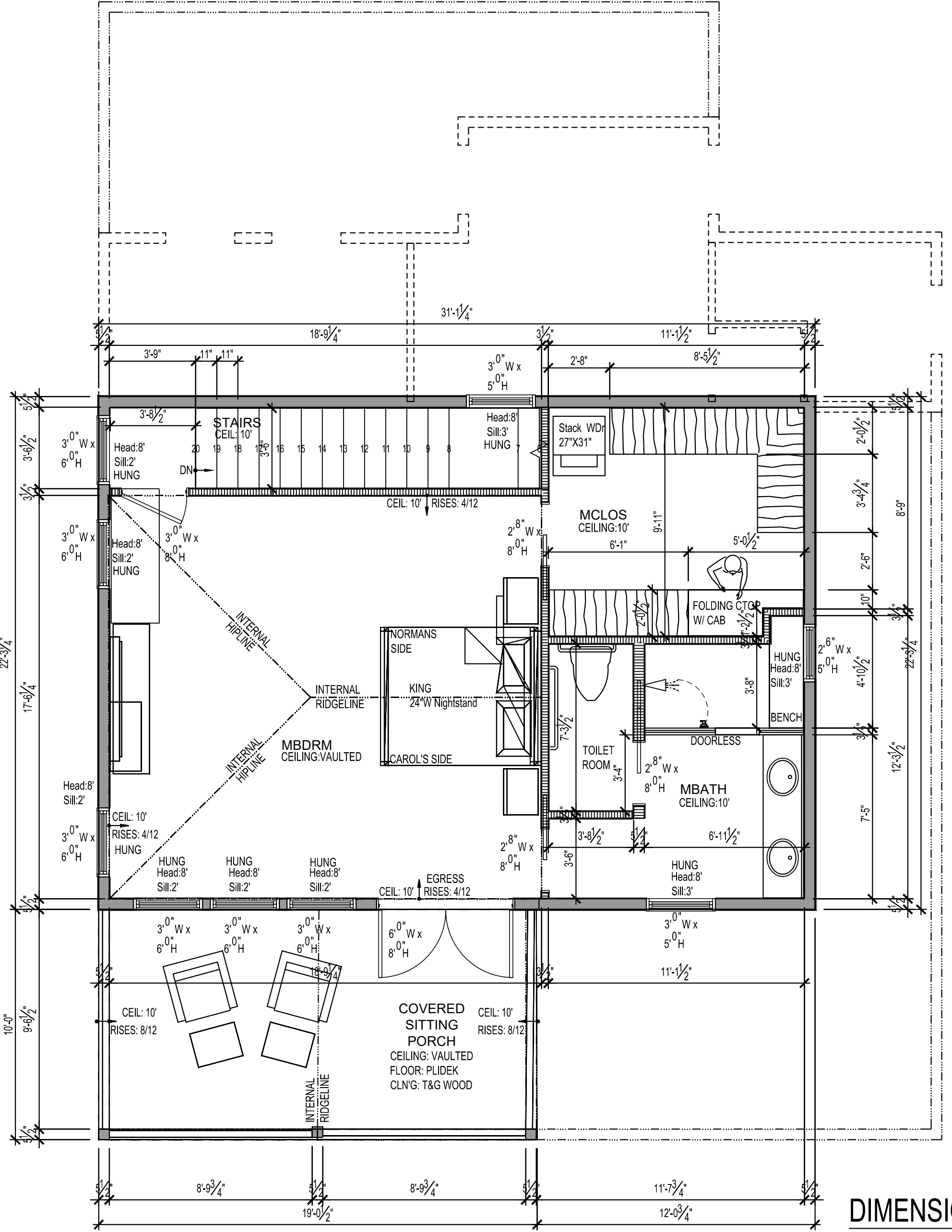
DETACHED GARAGE APARTMENT

DIMENSIONED
2nd FLOOR PLAN
1/4"=1'

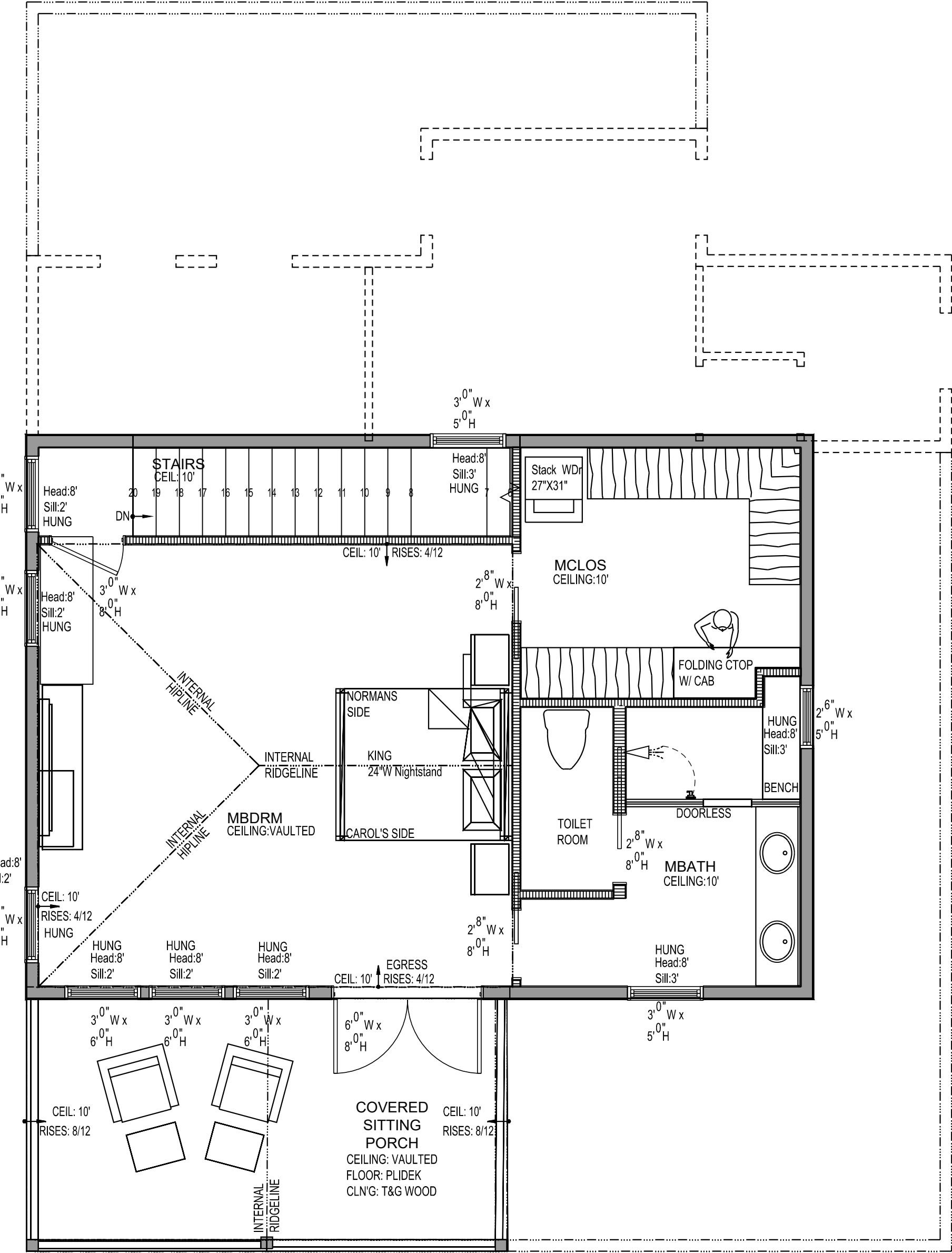


DETACHED GARAGE APARTMENT

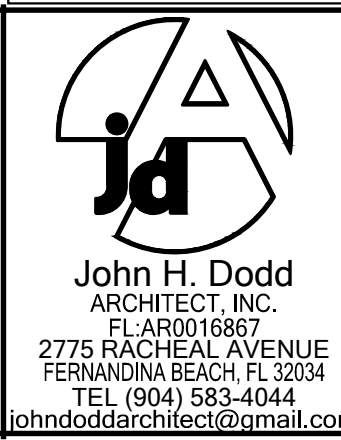
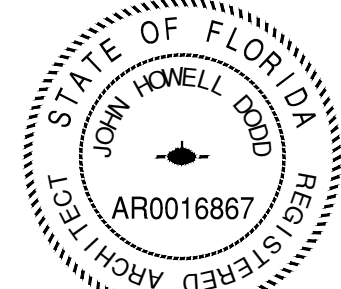
NOTED
2nd FLOOR PLAN
1/4"=1'



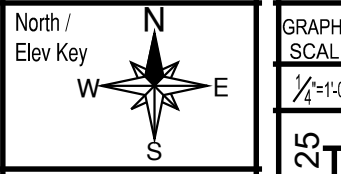
DIMENSIONED
2nd FLOOR PLAN
1/4"=1'



NOTED
2nd FLOOR PLAN
1/4"=1'



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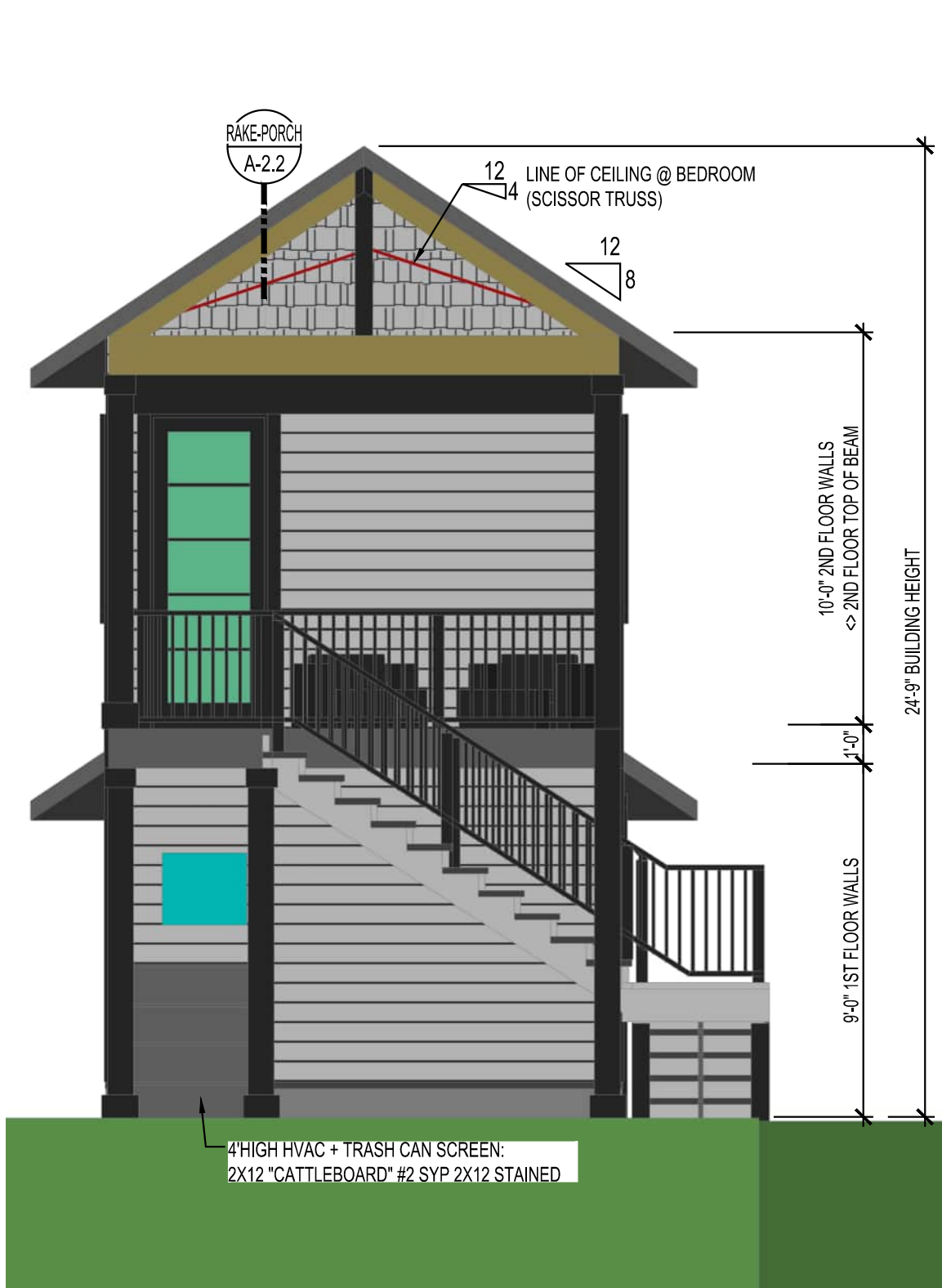
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2nd FLOOR PLAN

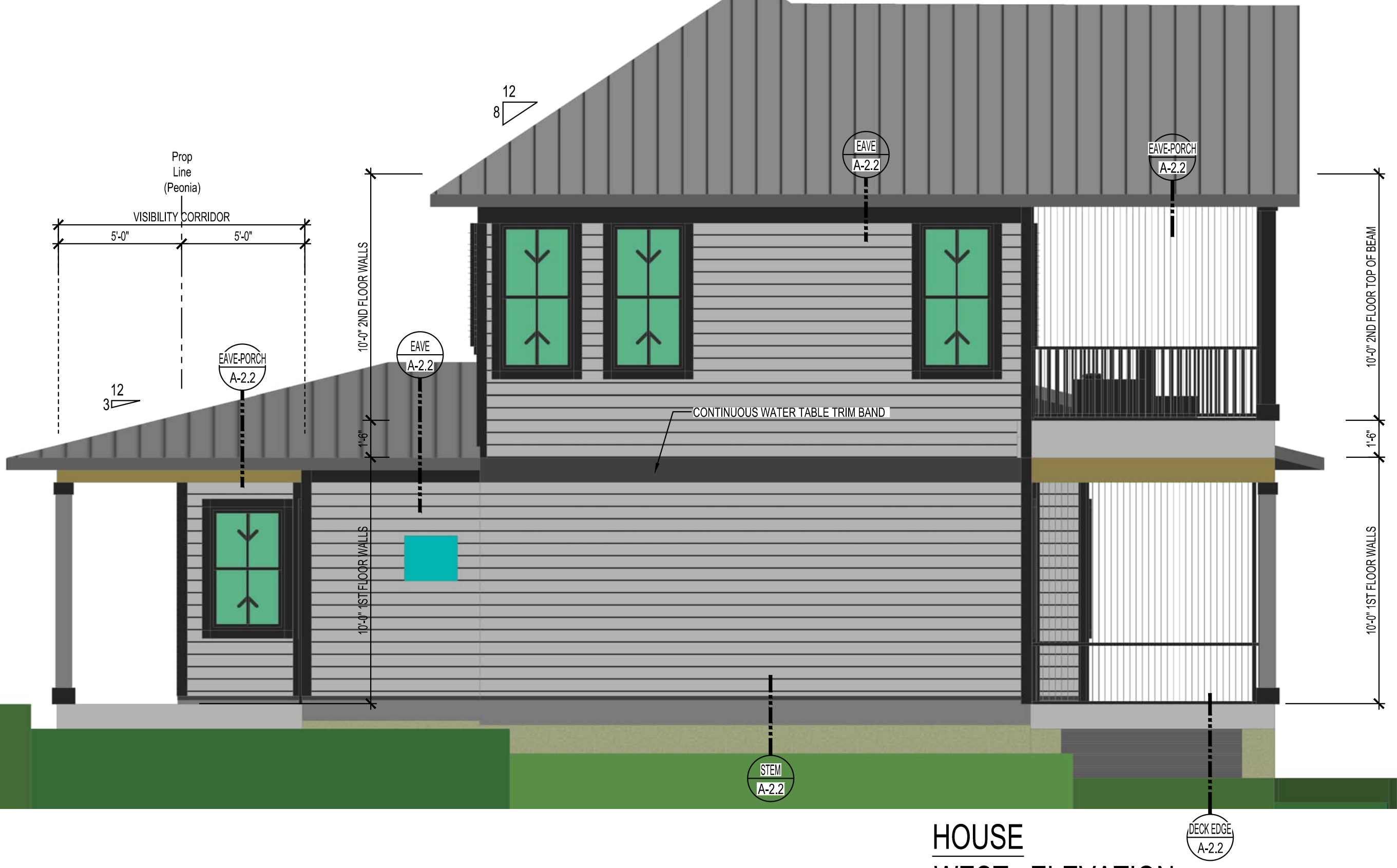
A-1.2



HOUSE
NORTH ELEVATION
1/4"=1'



DETACHED ACCESSORY DWELLING
WEST ELEVATION
1/4"=1'



HOUSE
WEST ELEVATION
1/4"=1'



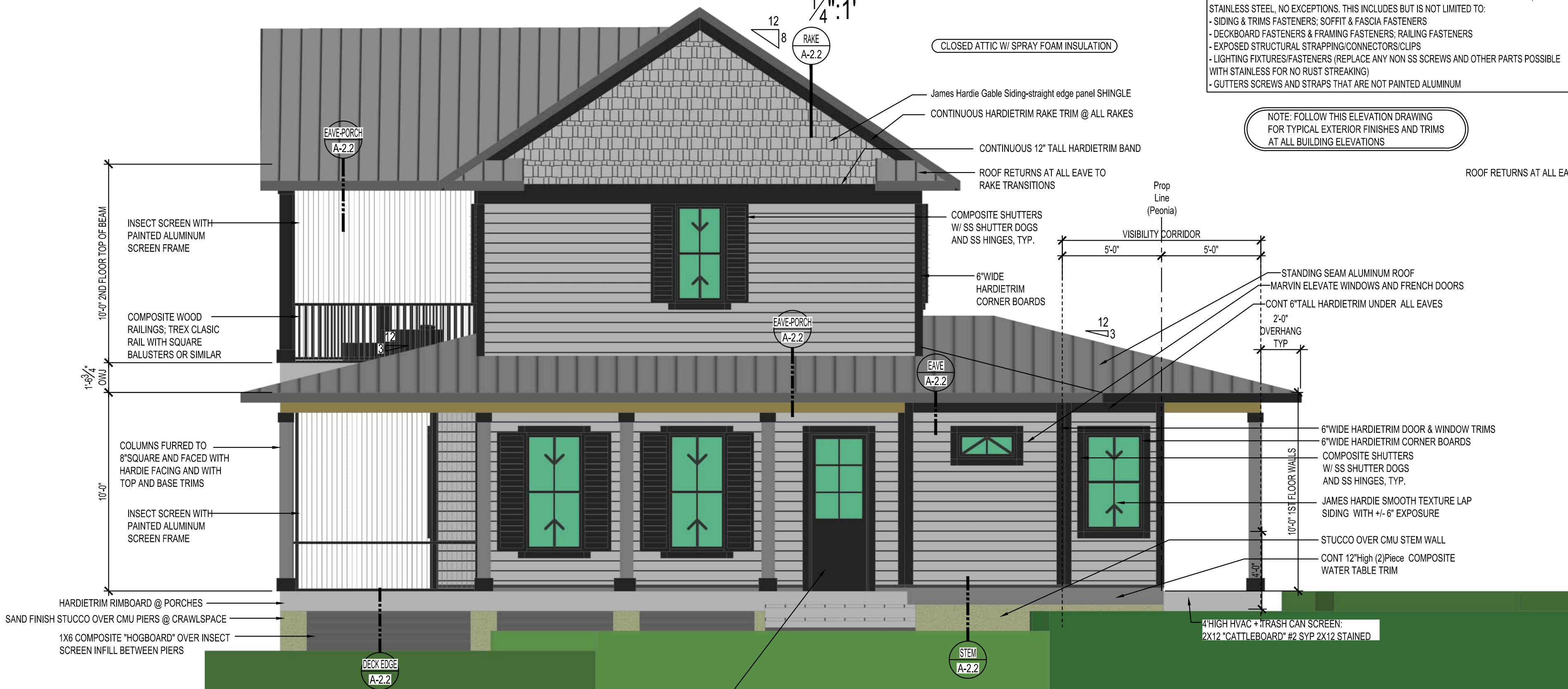
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NORTH ELEVATION
1/4"=1'



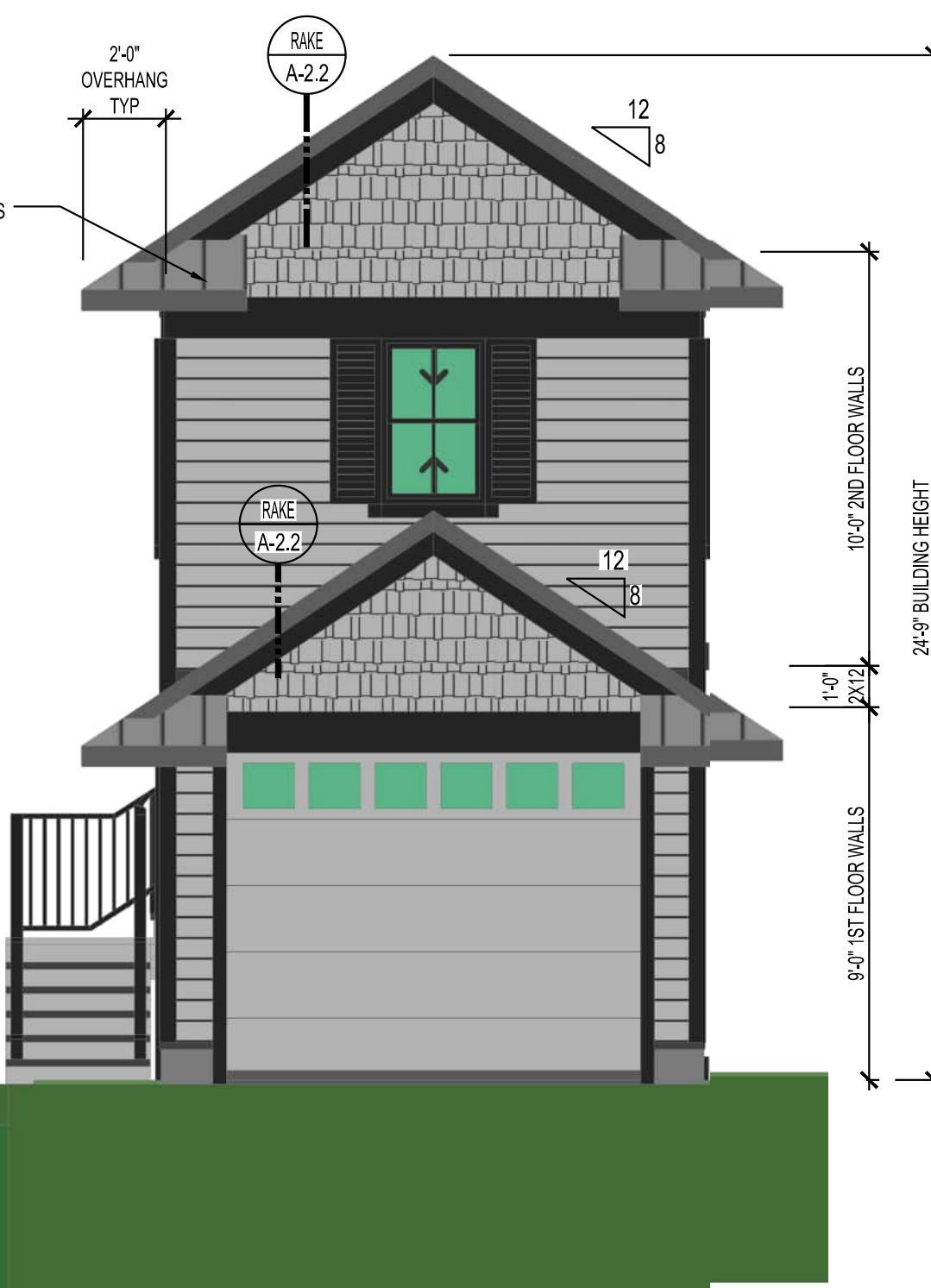
DETACHED ACCESSORY DWELLING
SOUTH ELEVATION
1/4"=1'



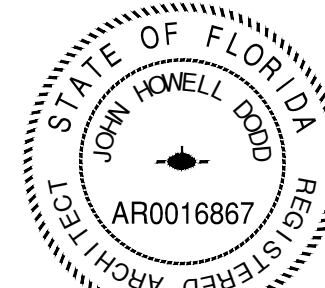
HOUSE
SOUTH ELEVATION
1/4"=1'



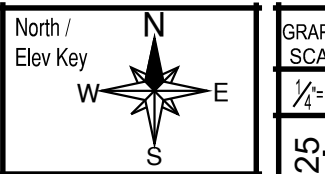
HOUSE
EAST ELEVATION
1/4"=1'



DETACHED ACCESSORY DWELLING
EAST ELEVATION
1/4"=1'



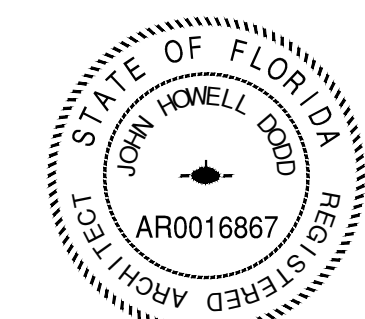
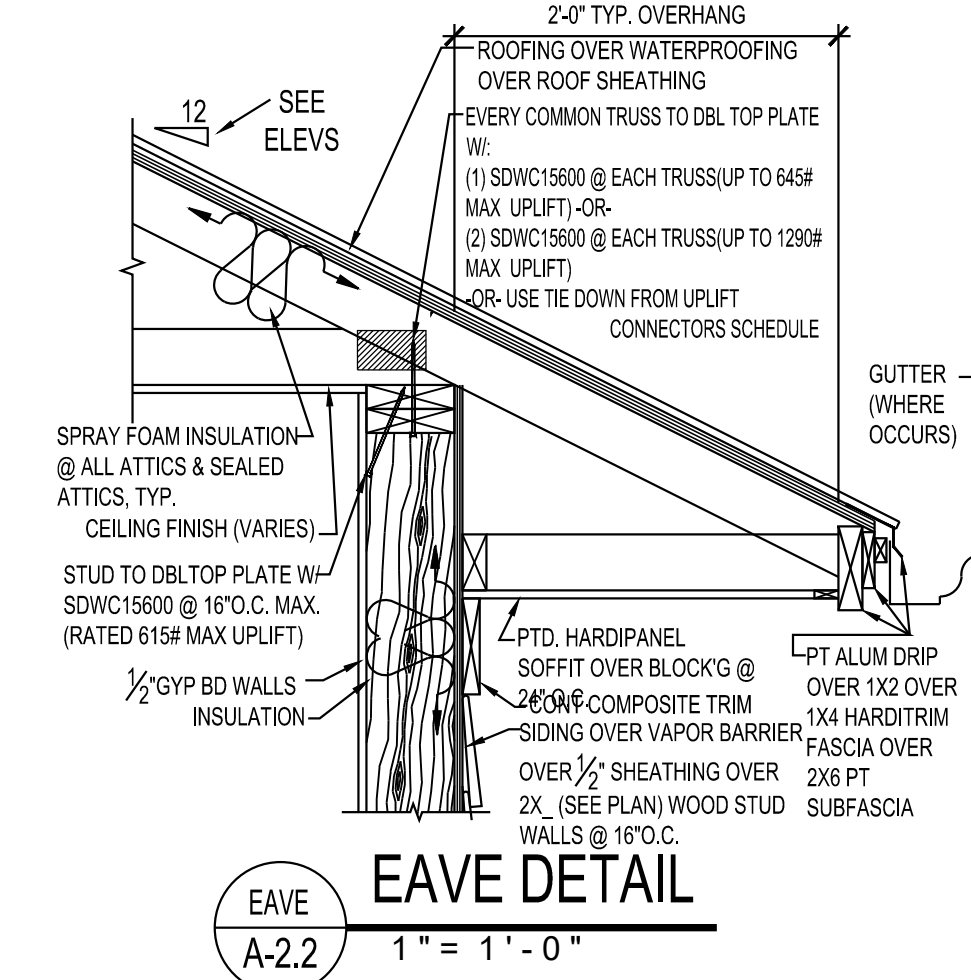
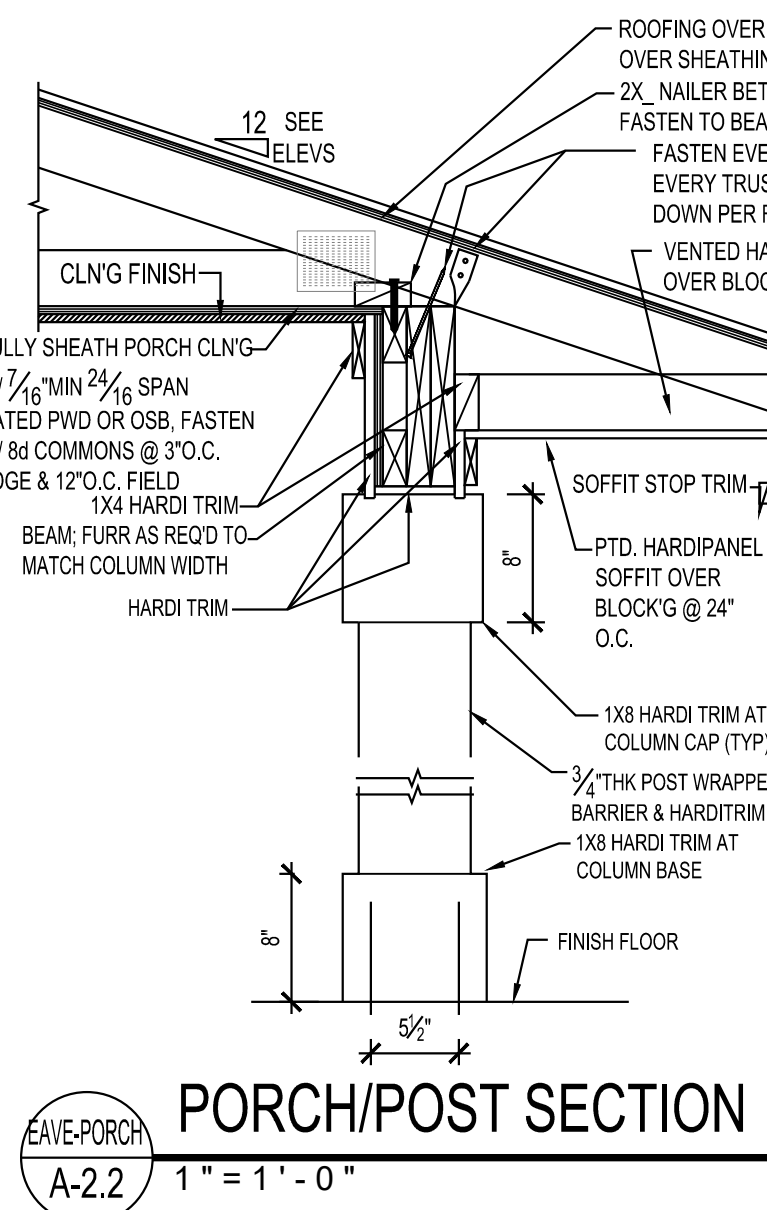
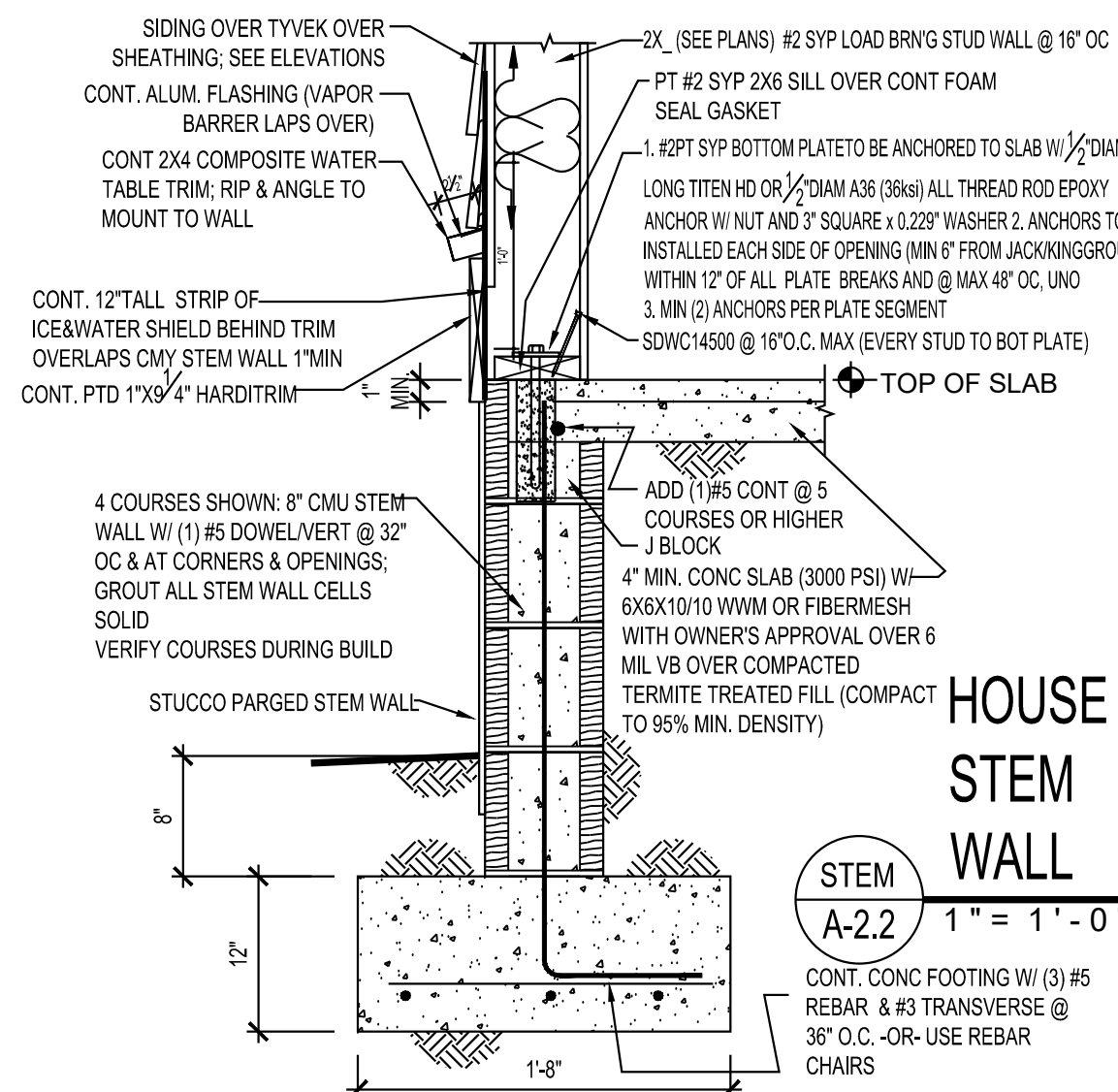
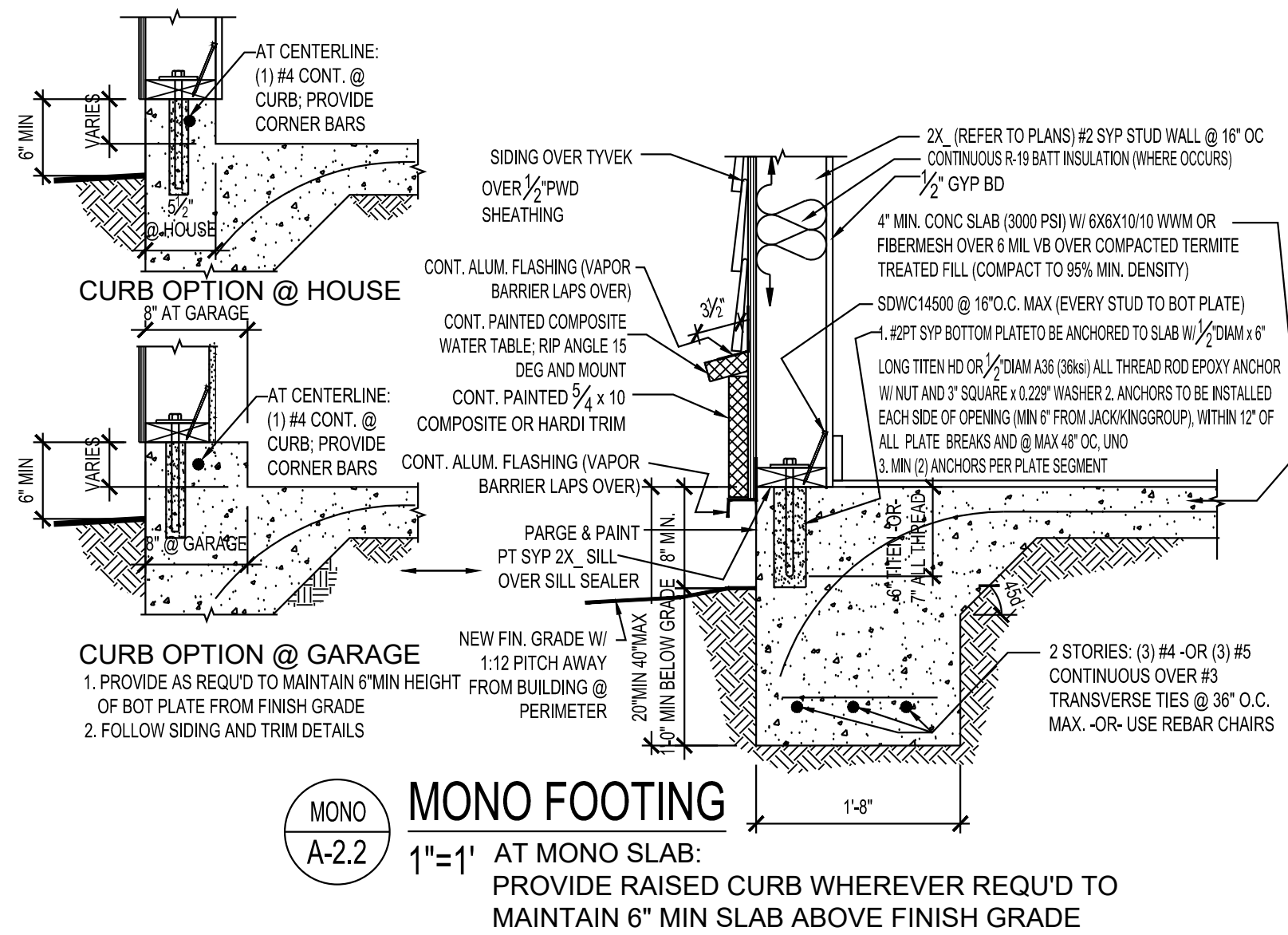
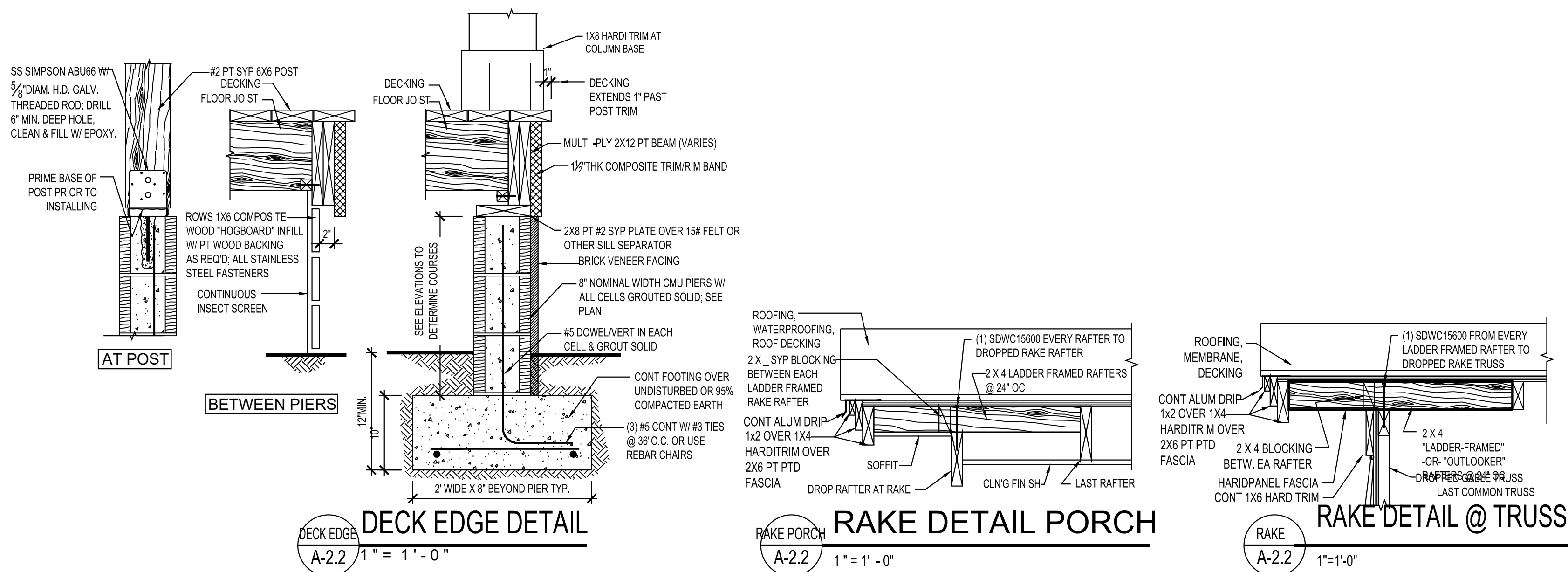
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ELEVATIONS

Sheet
A-2.1



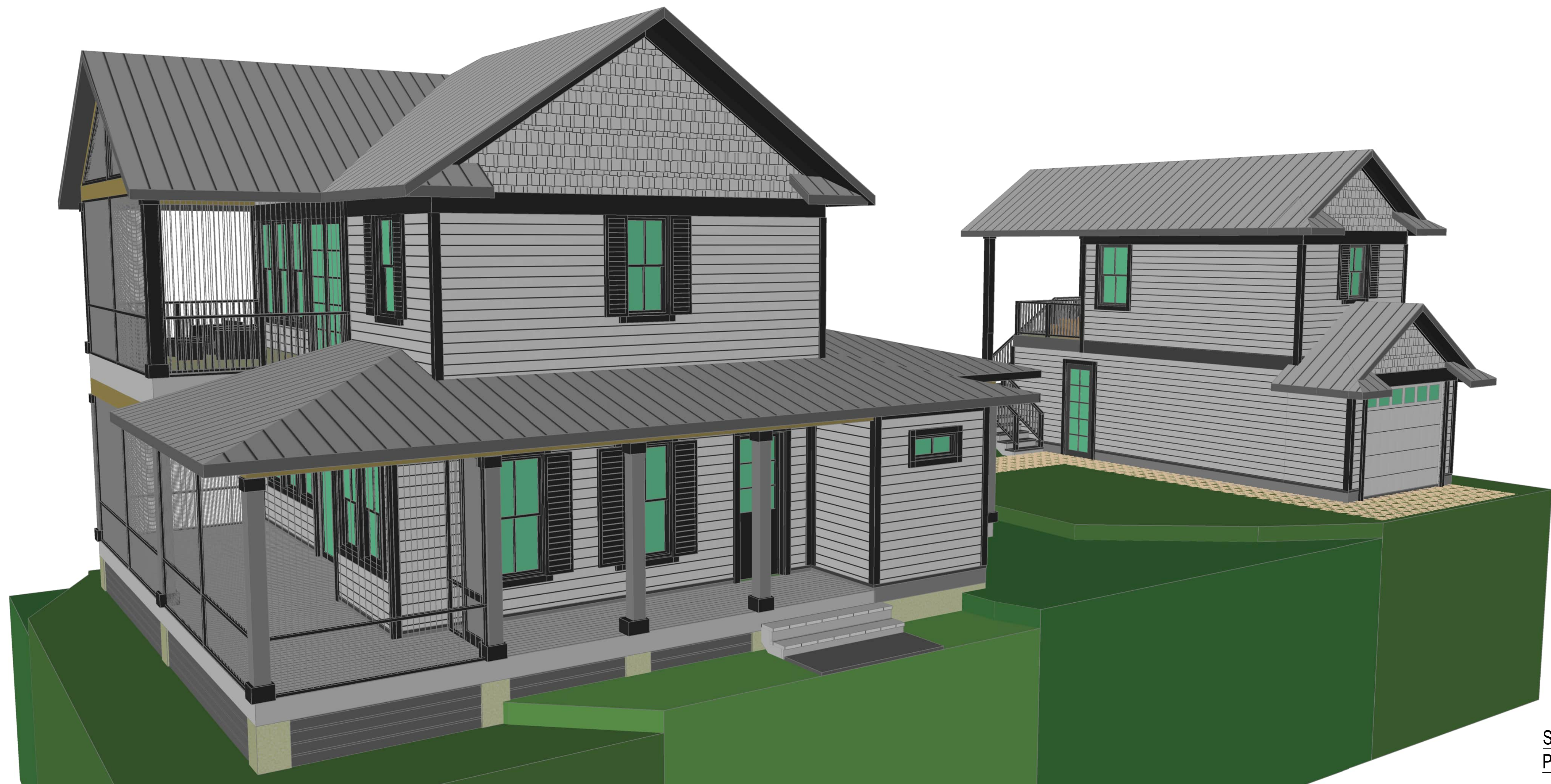
John H. Dodd
ARCHITECT, INC.
FL AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL: (904) 583-4044
johndoddarchitect@gmail.com

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Drawn	Check
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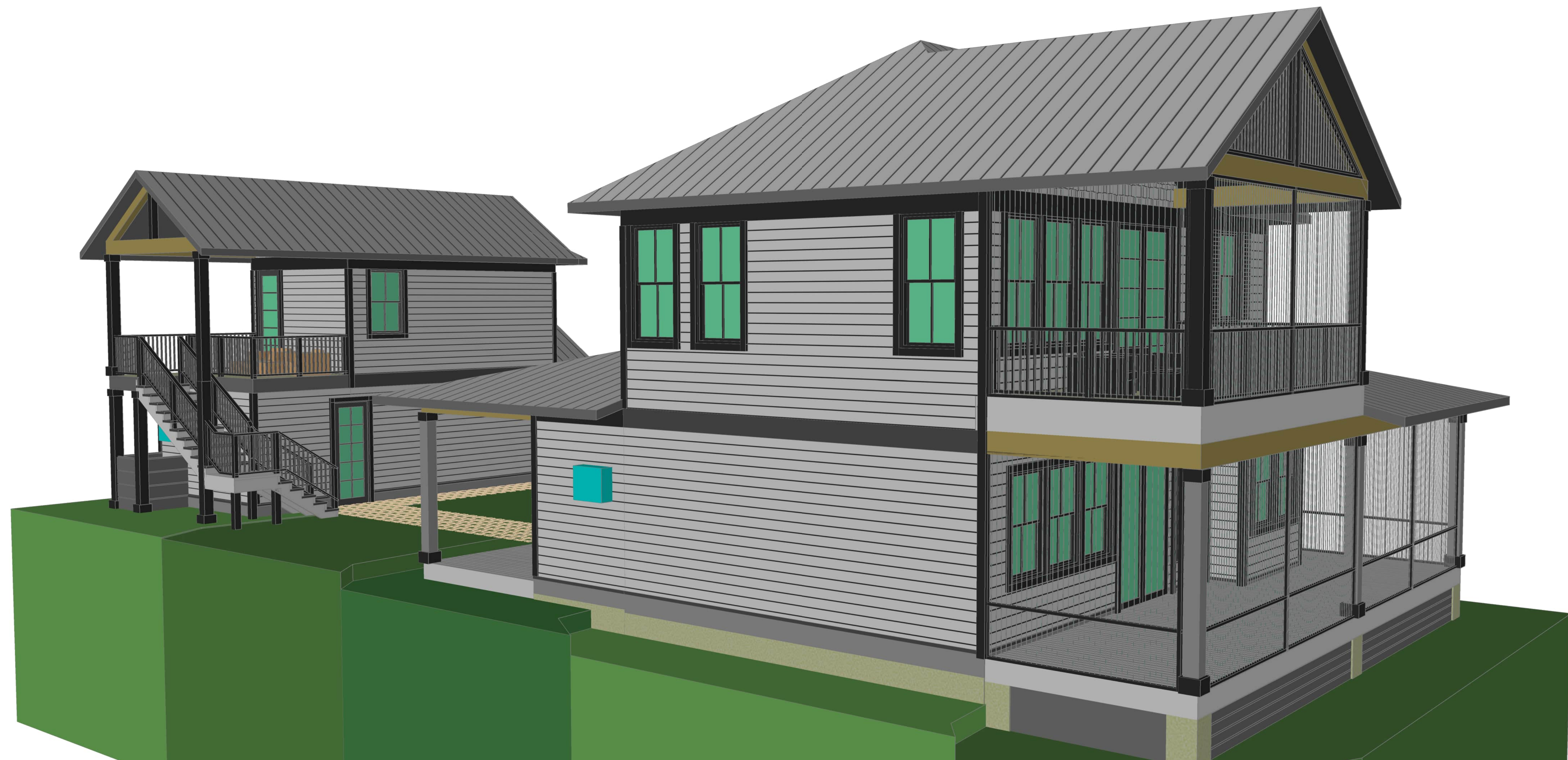
North
Elev Key

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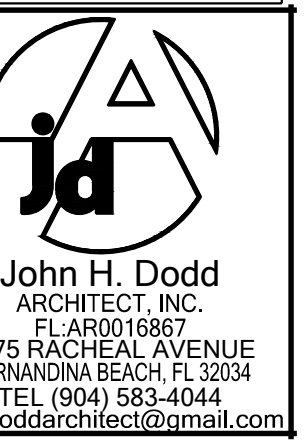
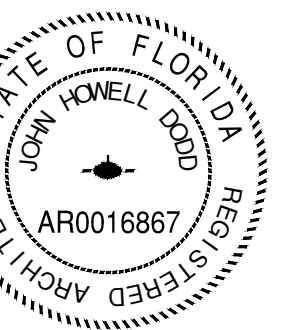
DETAILS
Sheet
A-2.2



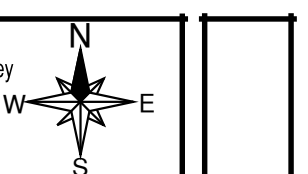
SOUTHEAST
PERSPECTIVE



SOUTHWEST
PERSPECTIVE



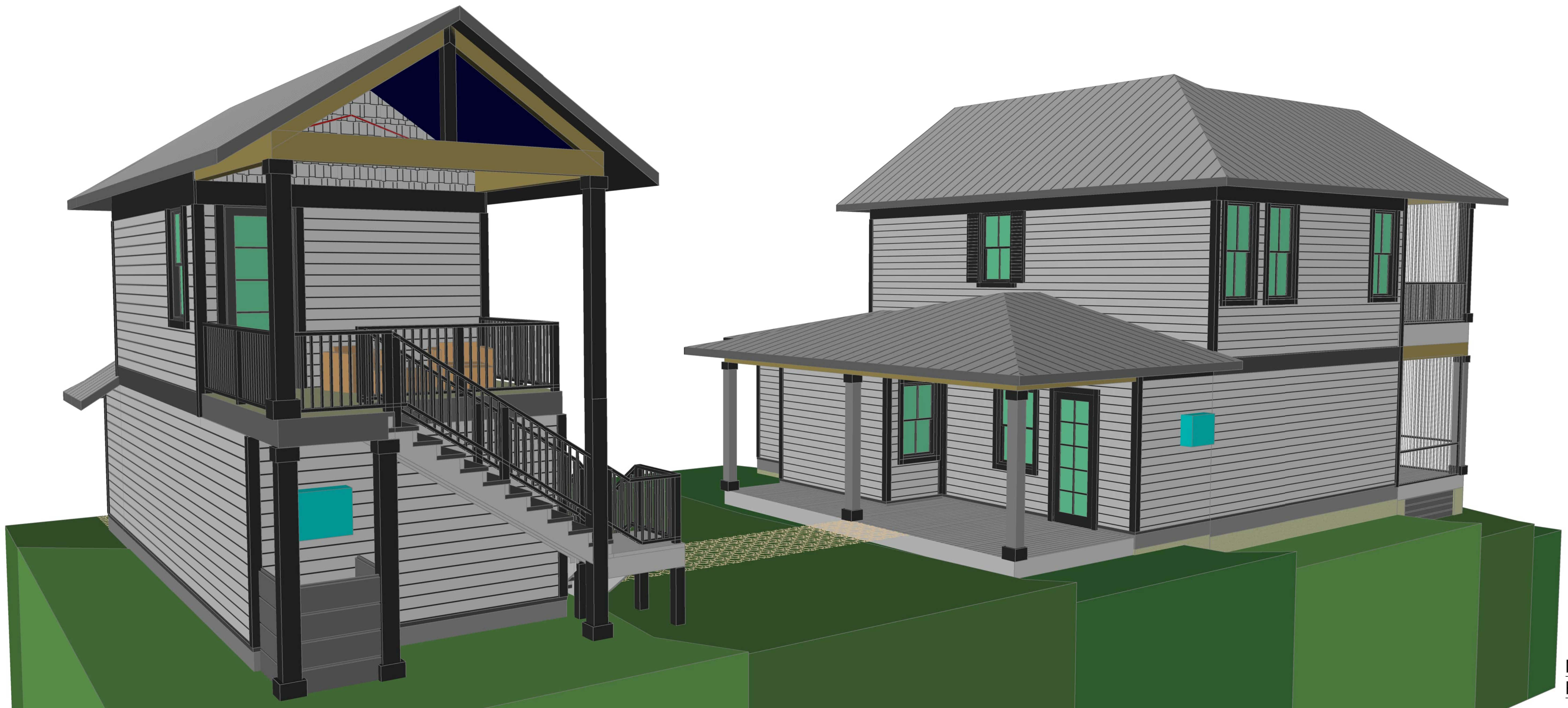
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Issued	Issued by:
Drawn	
5/5/25	HDC REVIEW #2



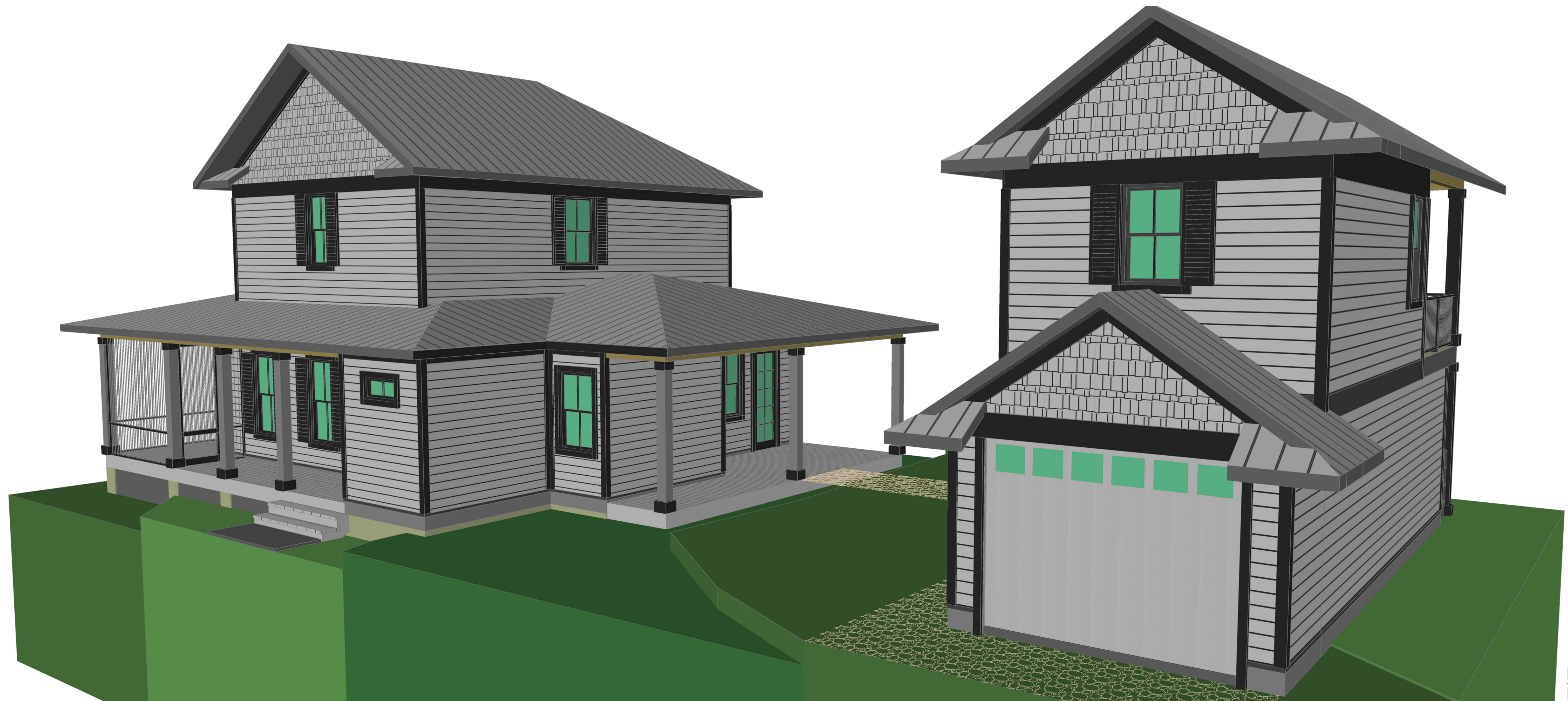
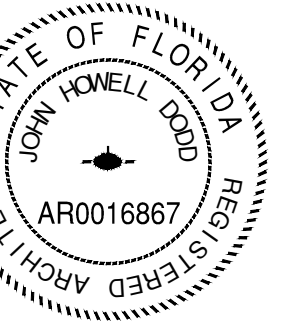
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107 ESTRADA STREET, FERNANDINA BEACH, FL

PERSPECTIVES 1

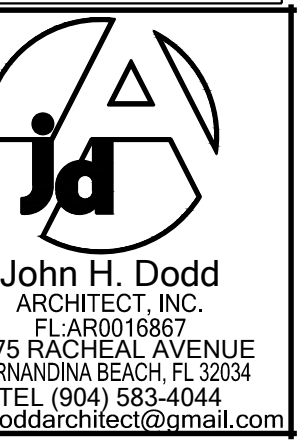
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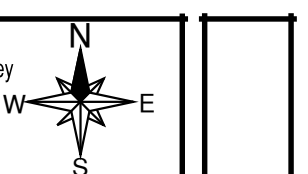
NORTHWEST
PERSPECTIVE



NORTHEAST
PERSPECTIVE



Issue Date of Progress Prints*	
Issued	Issued By:
Date	
5/5/25	HOC REVIEW #2



McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

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).

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 18: Sidel yard Visibility Corridor – Enclosed Breezeway option.

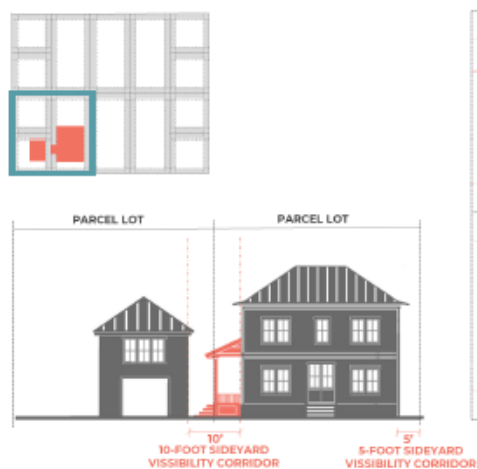


Figure 19: Sidel yard Visibility Corridor – Porch / Double Story Porch option.

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.

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

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

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

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE*

New Construction ▼

APPROVAL TYPE*

Board Approval: Final ▼

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

Previously Approved Case #

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

tbs - pavers

Product Description

sand set pavers, traditional running brick pattern

Color

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

Drawings-Mckinnon
Normal Carol_107 Estrada
Street_review 3-3-25.pdf

Upload 2

01_pict_Mckinnon Normal
Carol.JPG

Upload 3

02_pict_Mckinnon Normal
Carol.JPG

Upload 4

selections-Mckinnon
Normal Carol.pdf

Upload 5

survey pdf_Mckinnon
Normal Carol.pdf

Upload 6

deed_Mckinnon Normal
Carol.pdf

Upload 7

Owners Authorization for
Agent Representation -
Mckinnon Normal
Carol.pdf

Upload 8

Choose File

 No file selected**Certification***

- ☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.
- ☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:
- ☒ 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 hearing 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.

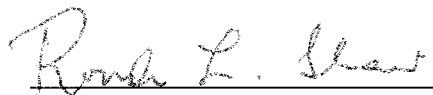
Signed, sealed and delivered in the presence of:



Witness #1 Signature
Print Name: Rachel Woodward

Witness #1 Address:

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



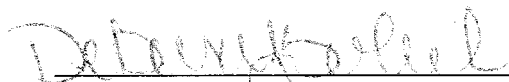
Ronda L. Shaw



Cassidy D. Shaw

Address:

PO Box 815
Fernandina Beach, FL 32035



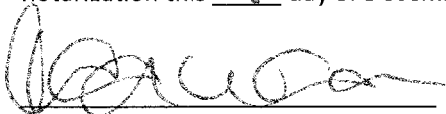
Witness #2 Signature
Print Name: Deborah J. Bell

Witness #2 Address:

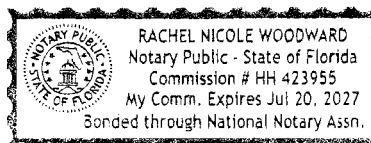
303 Centre St., Ste 100
Fernandina Beach, FL 32034

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (☒) physical presence or () online notarization this 8th day of December, 2023, by Ronda L. Shaw and Cassidy D. Shaw.



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



Personally Known: _____ OR Produced Identification: to

Type of Identification

Produced: valid FL drivers licenses



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

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

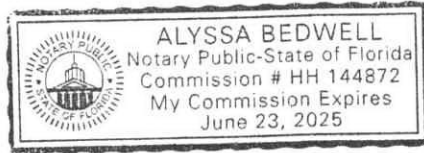
hereby authorize: John H. Dodd, Architect, Inc.
(print name of agent)

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.


(Signature of owner)

Carol Mckinnon
(Print name of owner)



}

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 17th day
of March, 2025, by Carol Mckinnon.


Notary Public

Alyssa Bedwell
Printed Name

June 23, 2025
My Commission Expires

Personally Known _____ OR Produced Identification X ID Produced: MADL



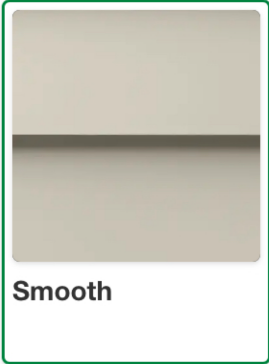
Roofing-aluminum standing seam -silver finish



Exterior siding and trim color-Sherwin Williams



James Hardie Gable Siding-straight edge panel



James Hardie Wall Siding-smooth lap 6” reveal



Atlantic Premium Composite Louver Shutters-Black



ThermaTru Fiberglass front door-

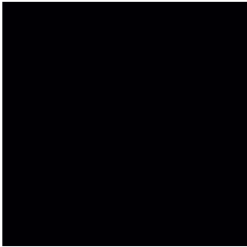


Trex Select Composite Decking-Pebble Gray



Elevate Swinging French Door
Fiberglass Exterior / Wood Interior

Marvin Elevate French Door-Ebony Color

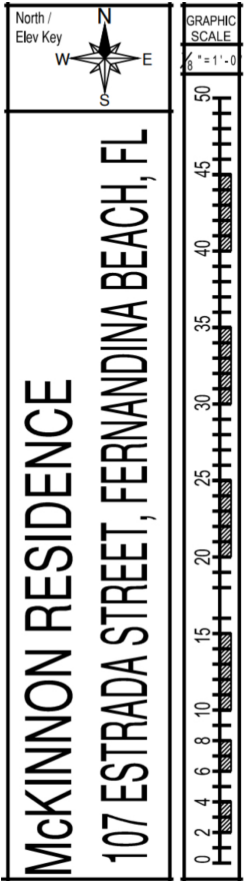


Ebony



Elevate Double Hung Window
Fiberglass Exterior / Wood Interior

Marvin Elevate Double Hung windows-Ebony Color



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:

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

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

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

ARCHITECTURAL LEGEND

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

2x4 10' 1/2" WOOD STUD WALL W/ 1/2" GB B.S. (U.N.O.) & R-11 INSUL. @ ALL EXTERIOR AND ATTIC WALLS

2x6 10' 1/2" WOOD STUD WALL W/ 1/2" 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/ 1/2" GB B.S. (U.N.O.) & R-13 OR- ACUSTIC INSULATION BETW. EA. STUD

CHANGE IN FLOORING FINISH OR FLOOR PITCH TRANSITION

SHOWER HEAD

HANDHELD SHOWER VALVE

SHOWER SOAP SHELF

FLOOR DRAIN

RECESSED

HOSE BIB

FLOOR LEVEL CHANGES

CHANGE IN FINISH FLOOR ELEVATION

WATCH REPRESENTS FLOOR

VERY DISTANCE OF STEP

RAISED CURB

SECTION SYMBOL

NAME

DETAIL SYMBOL

NAME

CONT. BATT INSULATION

RESISTANCE VALUE

CABINETS & MILLWORK

CLOTHES-CONTRACTOR TO COORD. CLOS. STOR.

UPPER CABINET

SPLASH

LOWER CABINET

WINDOW LEGEND

FIXED

SINGLE OR DOUBLE HUNG

DOUBLE CASEMENT

AWNING

TRANSOM

SWING

POCKET SLIDING FOLD

MULL

WINDOWS

ADJUSTABLE

FACTORY JOINED AT JAMB

DOOR LEGEND

FIXED

SINGLE OR DOUBLE HUNG

AWNING

TRANSOM

SWING

POCKET SLIDING FOLD

MULL

WINDOWS

ADJUSTABLE

FACTORY JOINED AT JAMB

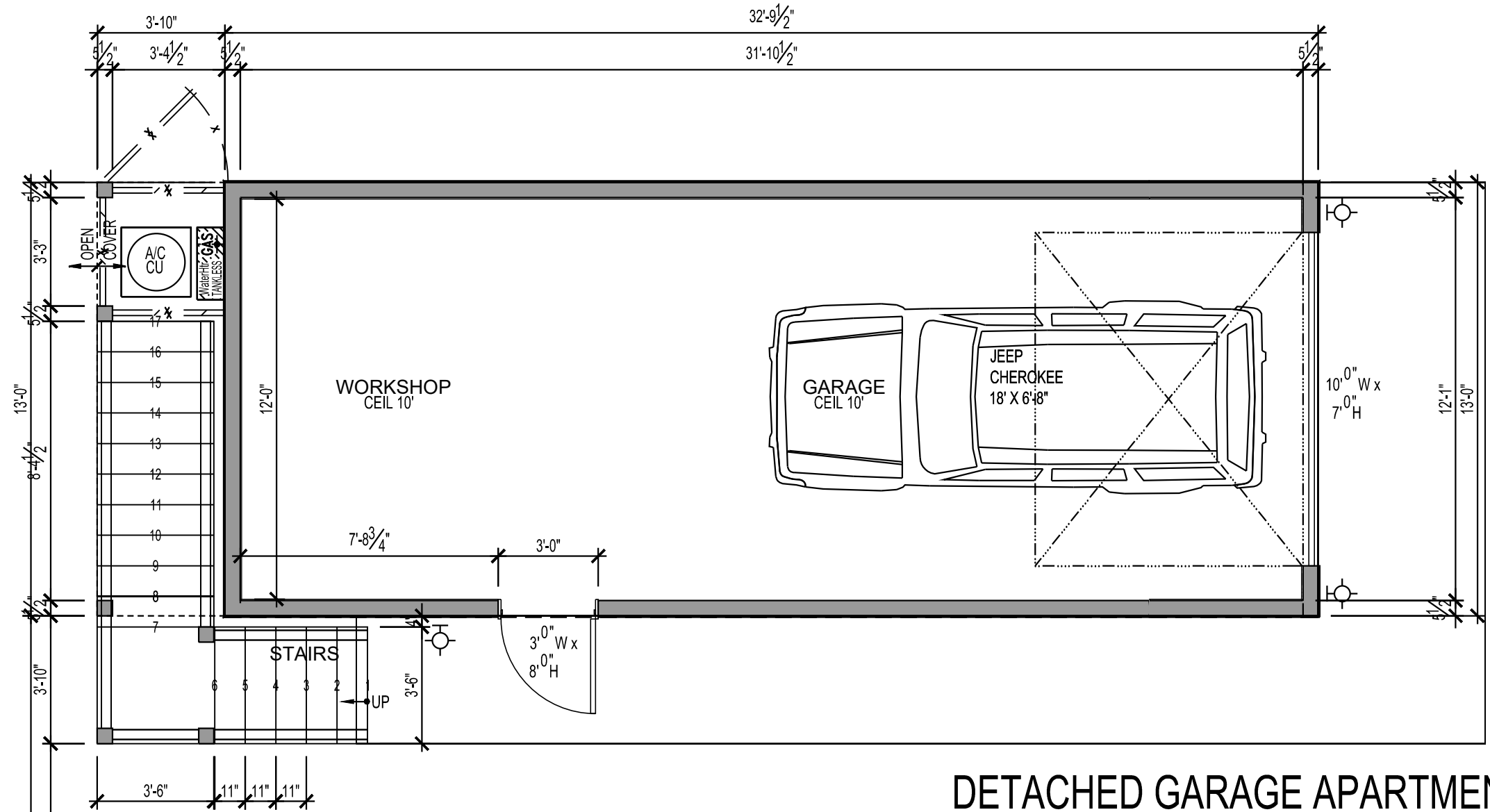
FACTORY

WINDOWS

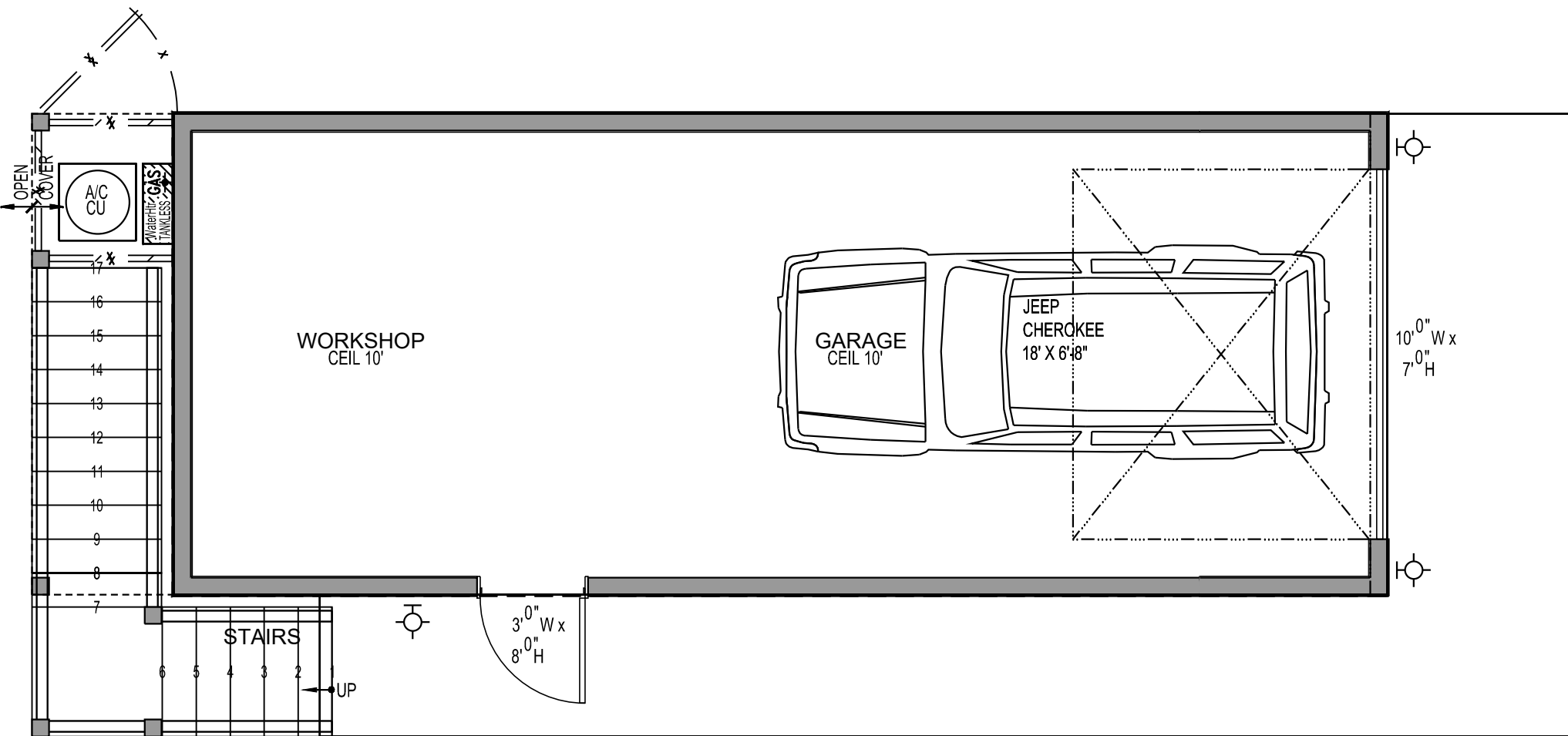
ADJUSTABLE

FACTORY JOINED AT JAMB

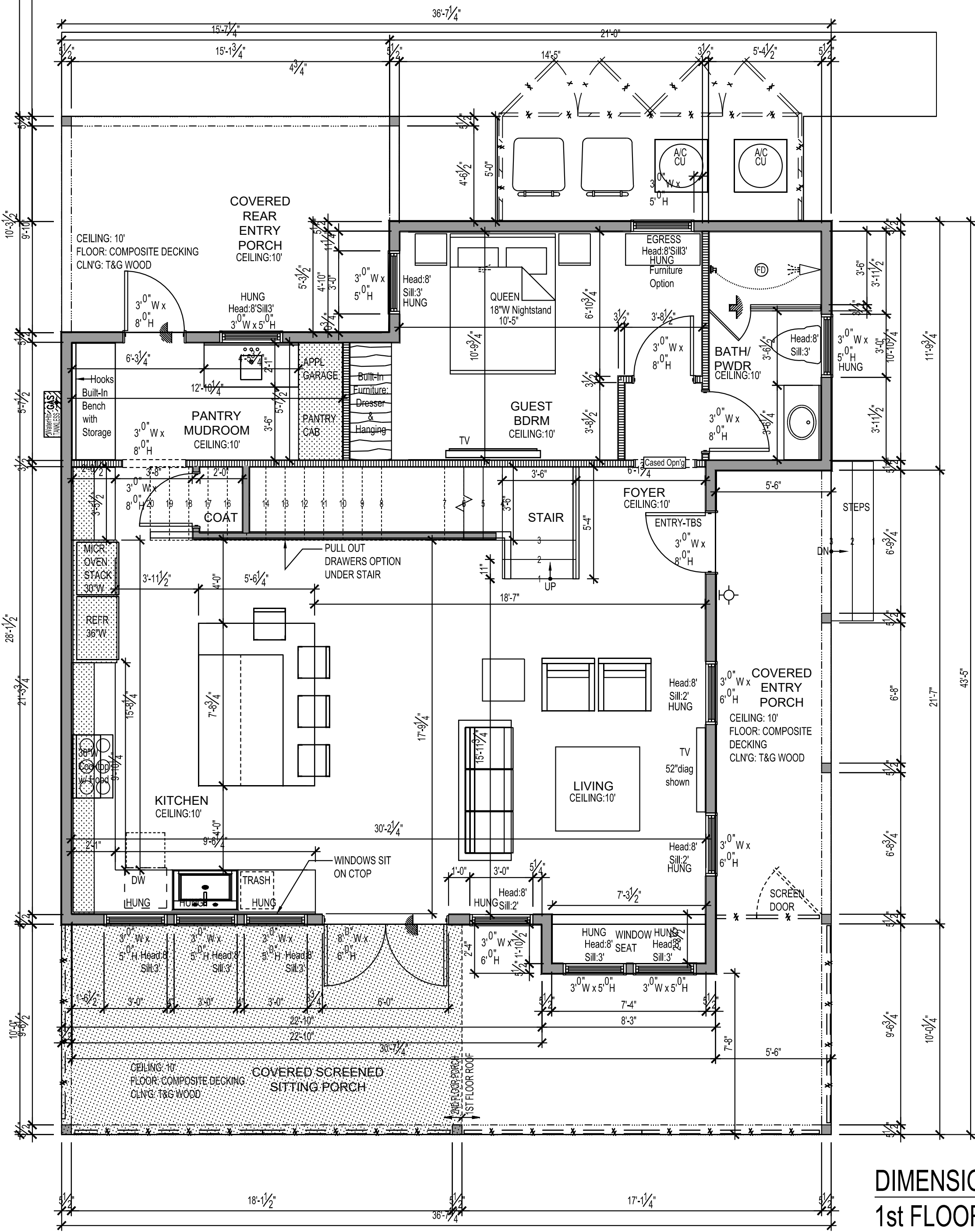
NOTE: IF WINDOW OR DOOR IS NOT DIMENSIONED ON FLOORPLAN, CENTER ALONG WALL LENGTH, TYP.



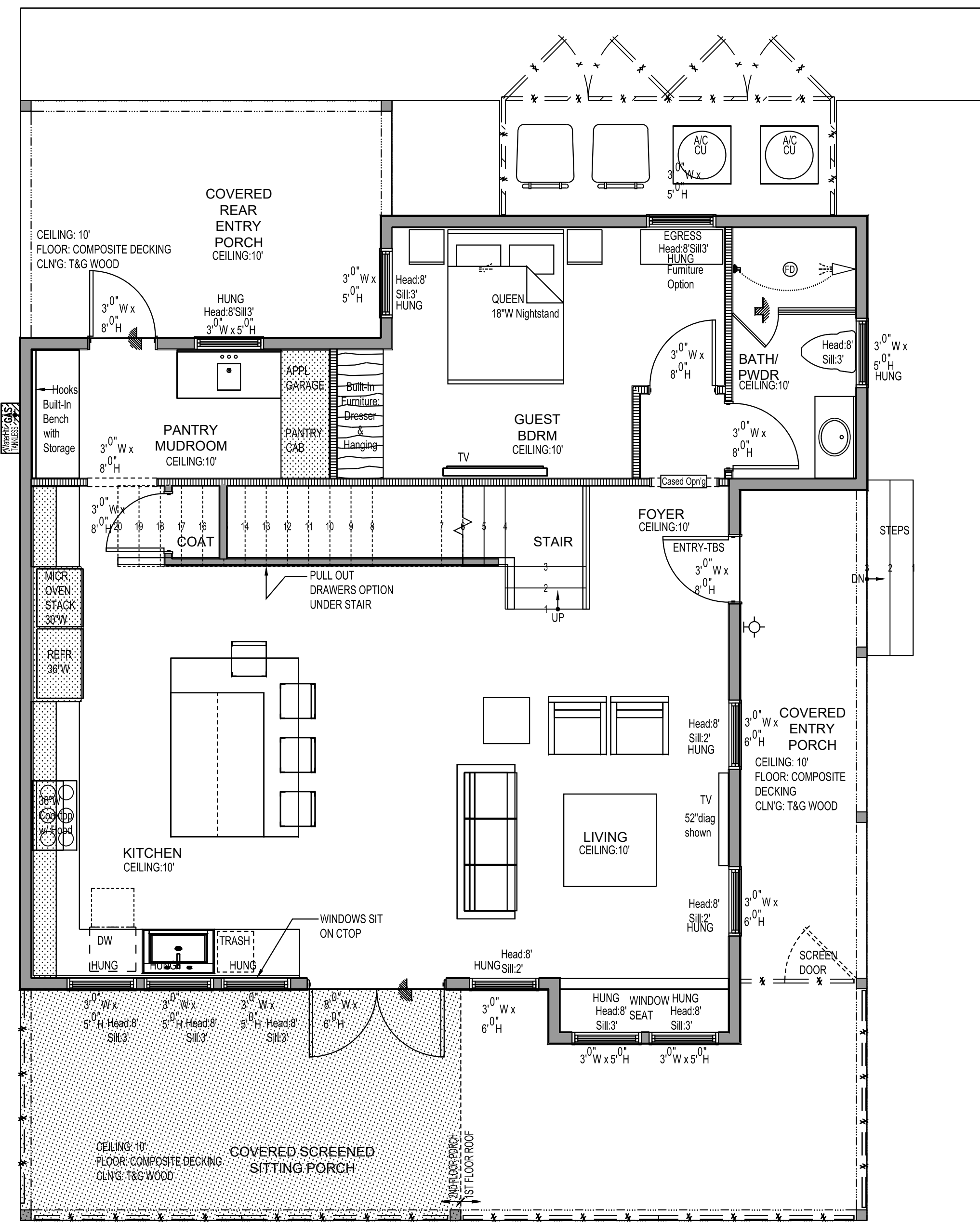
DETACHED GARAGE APARTMENT
DIMENSIONED
1st FLOOR PLAN
1/4"=1'



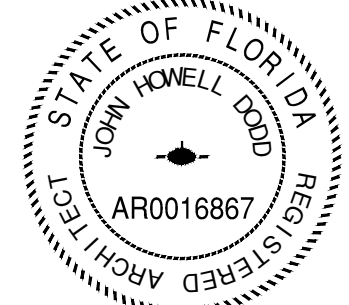
DETACHED GARAGE APARTMENT
NOTED
1st FLOOR PLAN
1/4"=1'



DIMENSIONED
1st FLOOR PLAN
1/4"=1'

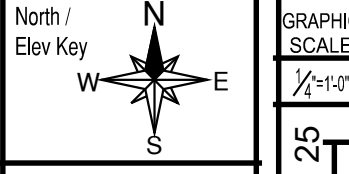


NOTED
1st FLOOR PLAN
1/4"=1'



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	
Issue Date	Issue Date
3-3-25	REVIEW



McKinnon Residence
107 ESTRADA STREET, FERNANDINA BEACH, FL

1st FLOOR PLAN
Sheet
A-1.1

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

WINDING LEGEND

FIXED SINGLE OR DOUBLE DOORING HUNG SWIDH

CASEMENT CASEMENT

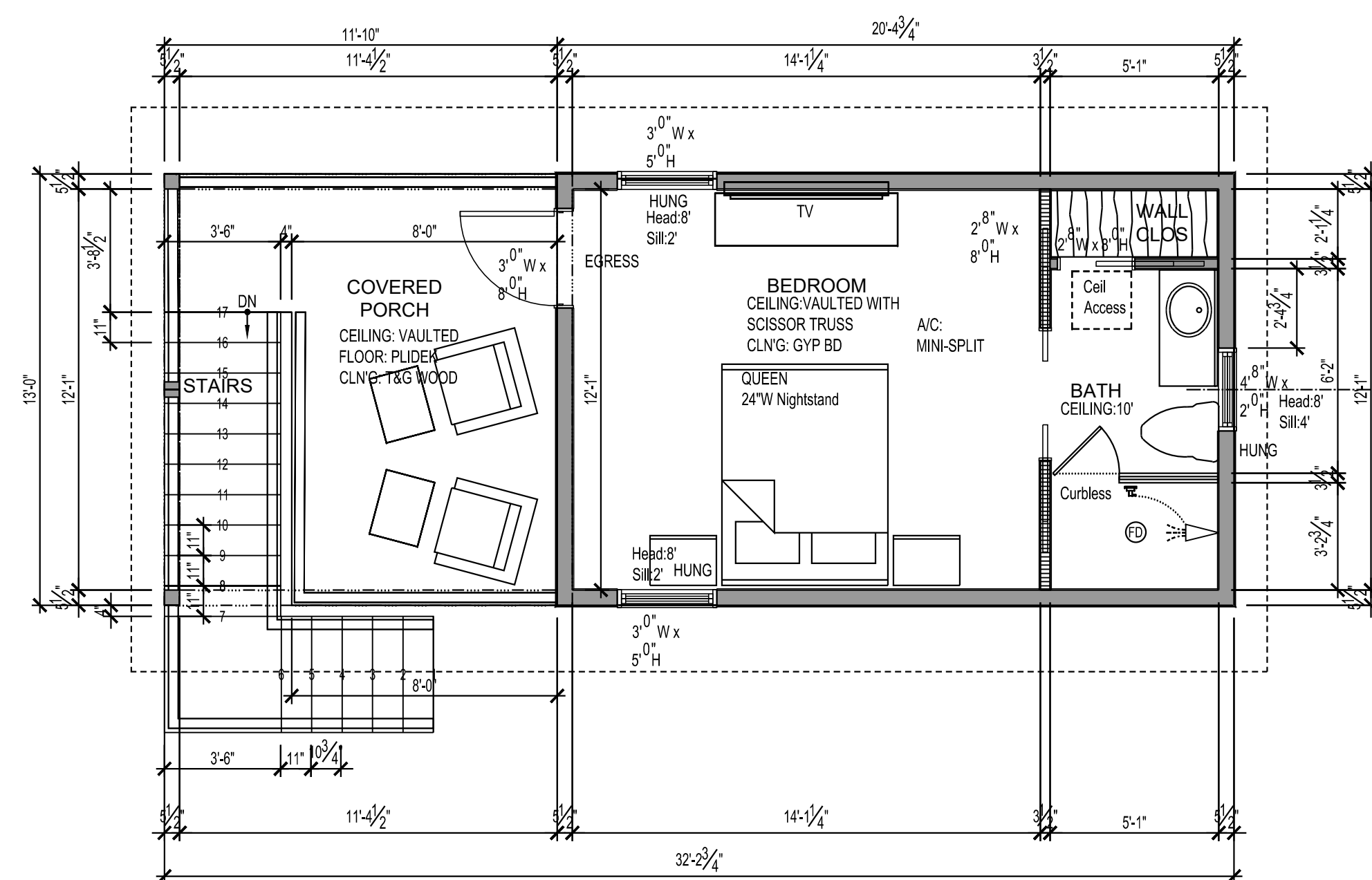
AWNING TRANSOM

DOOR LEGEND

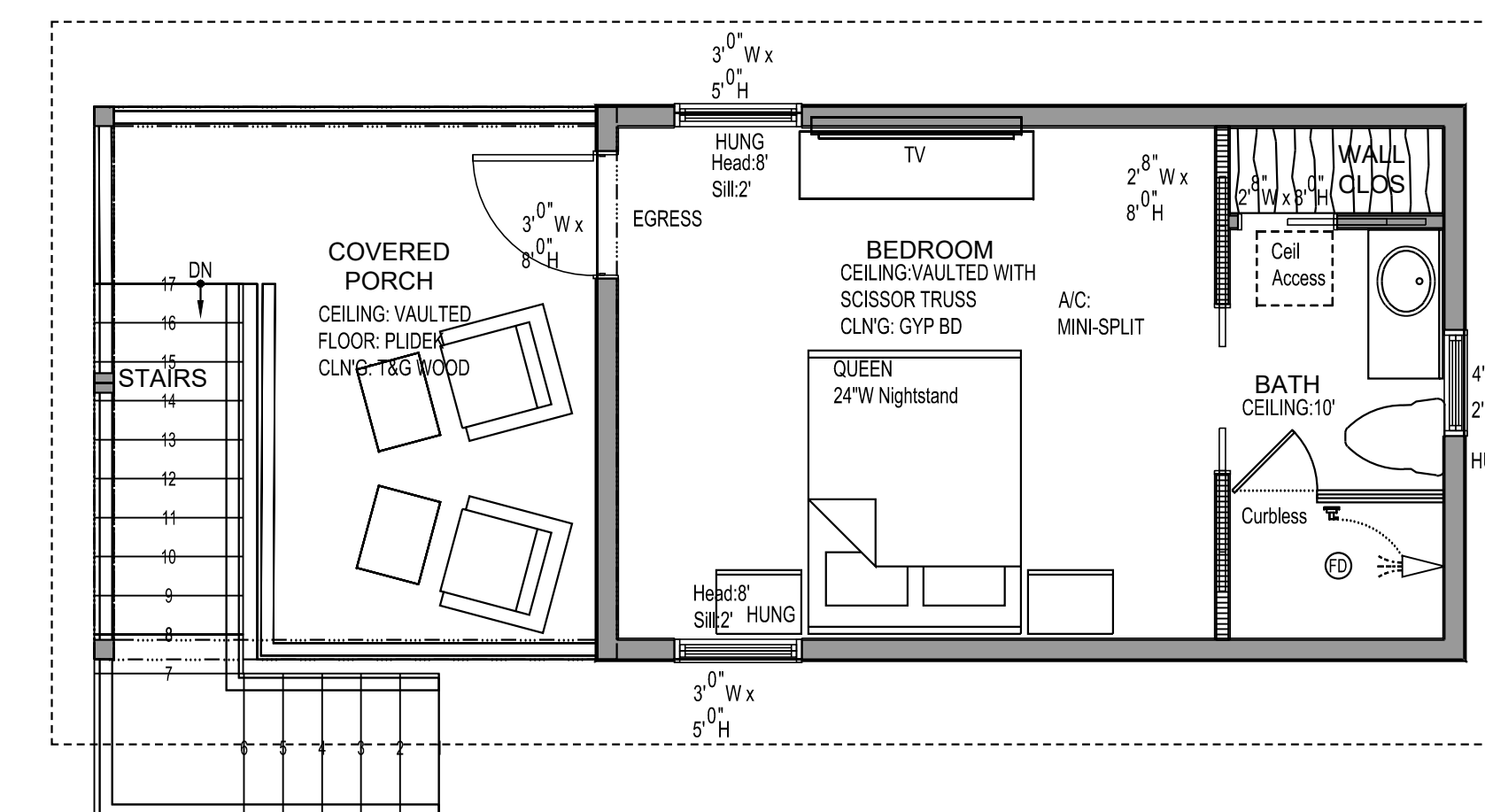
SUING POCKET INTERIOR

FACILITY MILLWORK

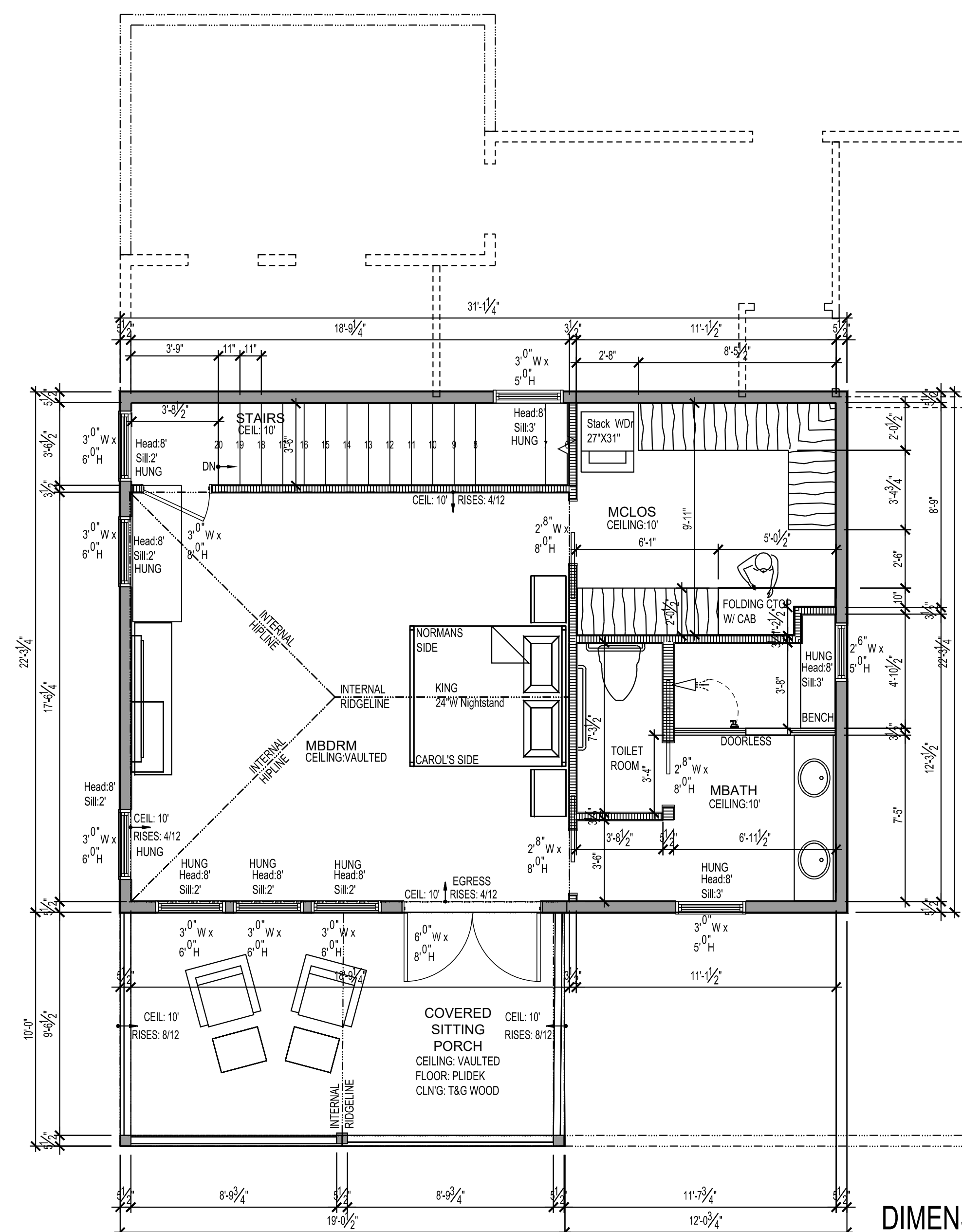
CABINETS & MILLWORK



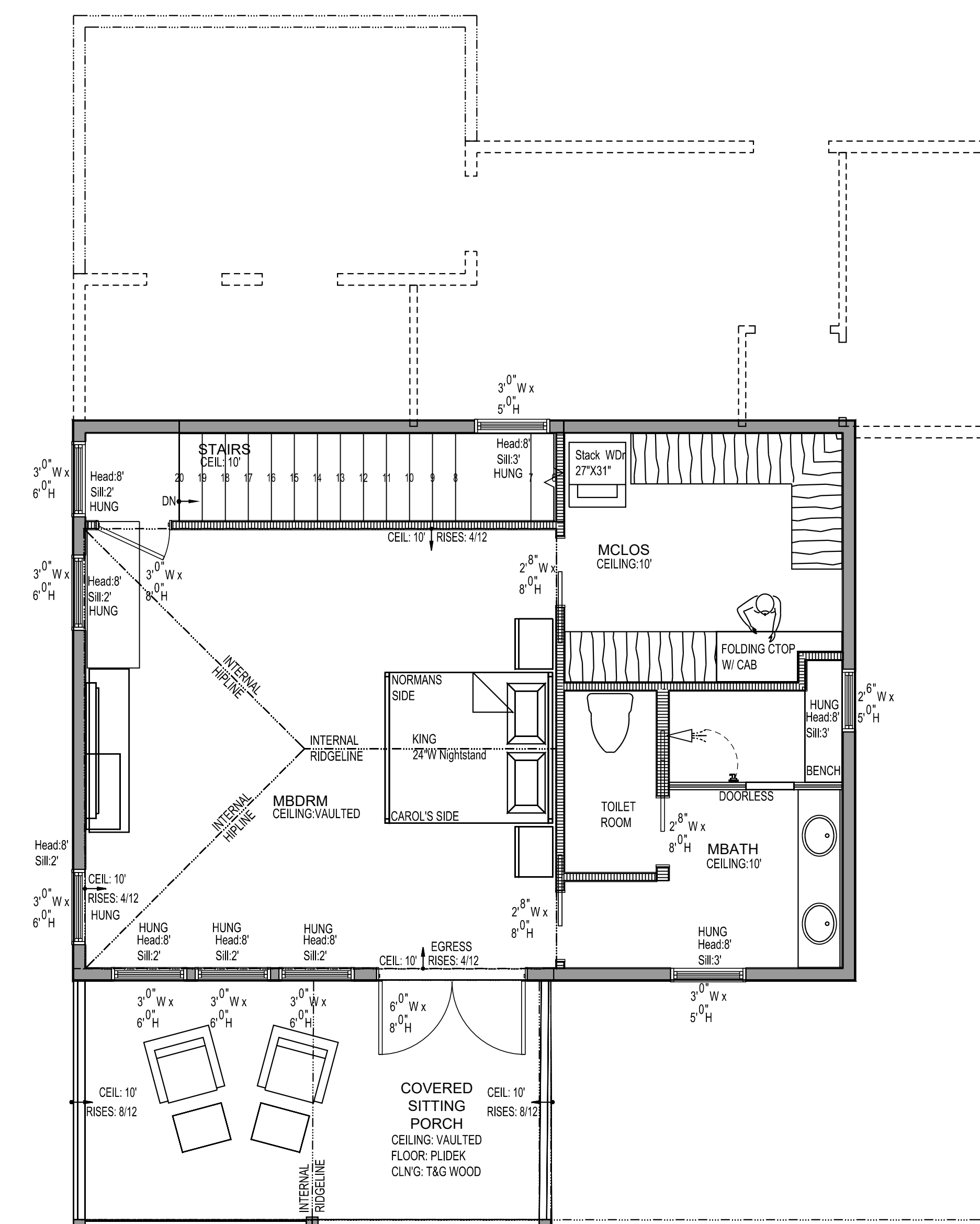
DIMENSIONED
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 $\frac{1}{4}''=1'$



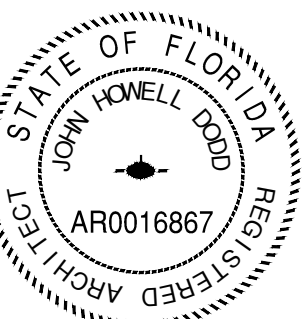
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2nd FLOOR PLAN
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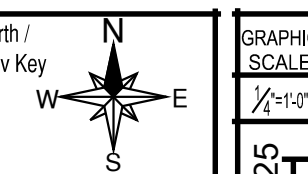
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2nd FLOOR PLAN
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NOTED
2nd FLOOR PLAN
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Issued on:	Issued to for:
3-25	REVIEW



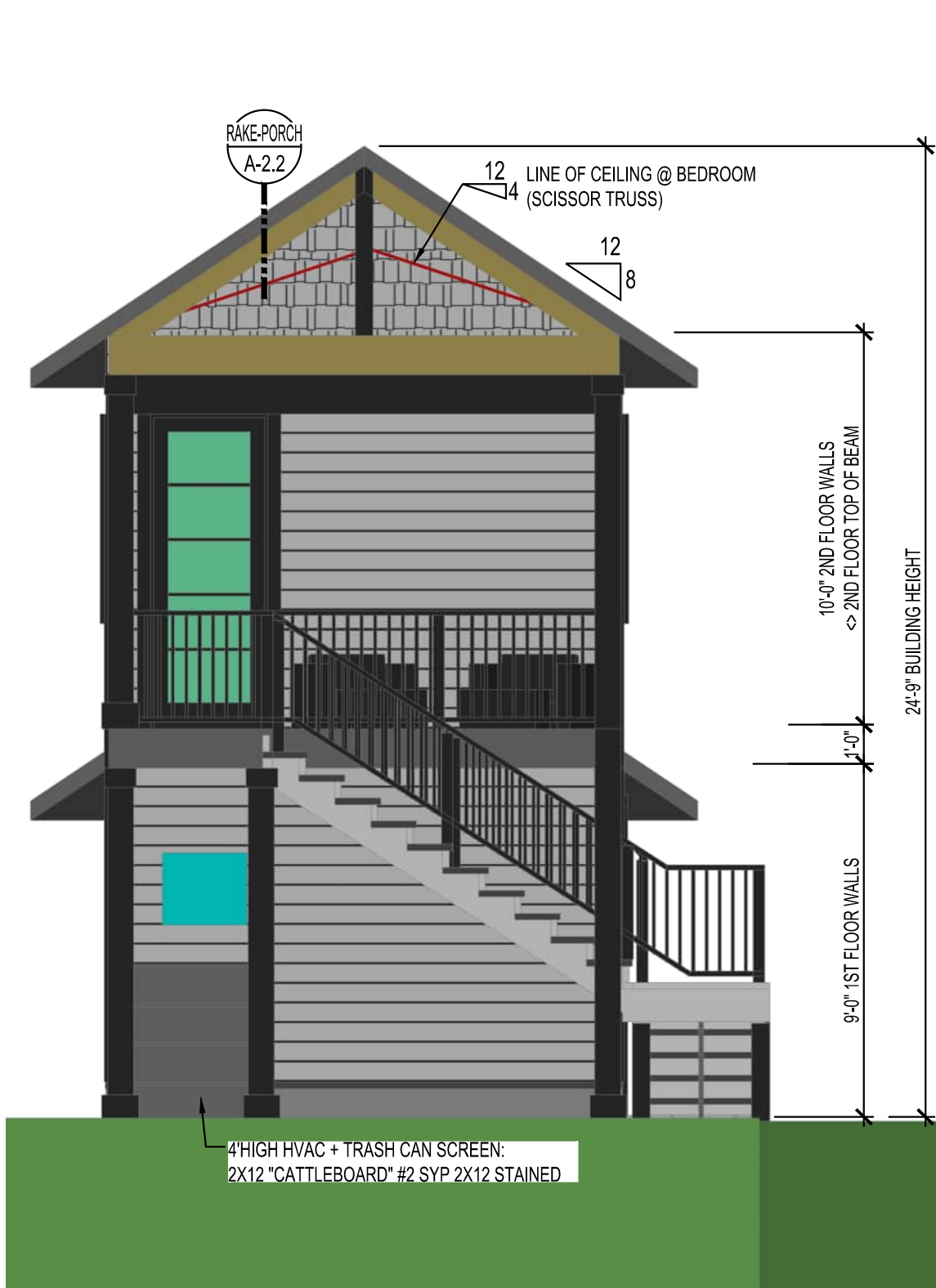
MCKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

2nd FLOOR PLAN

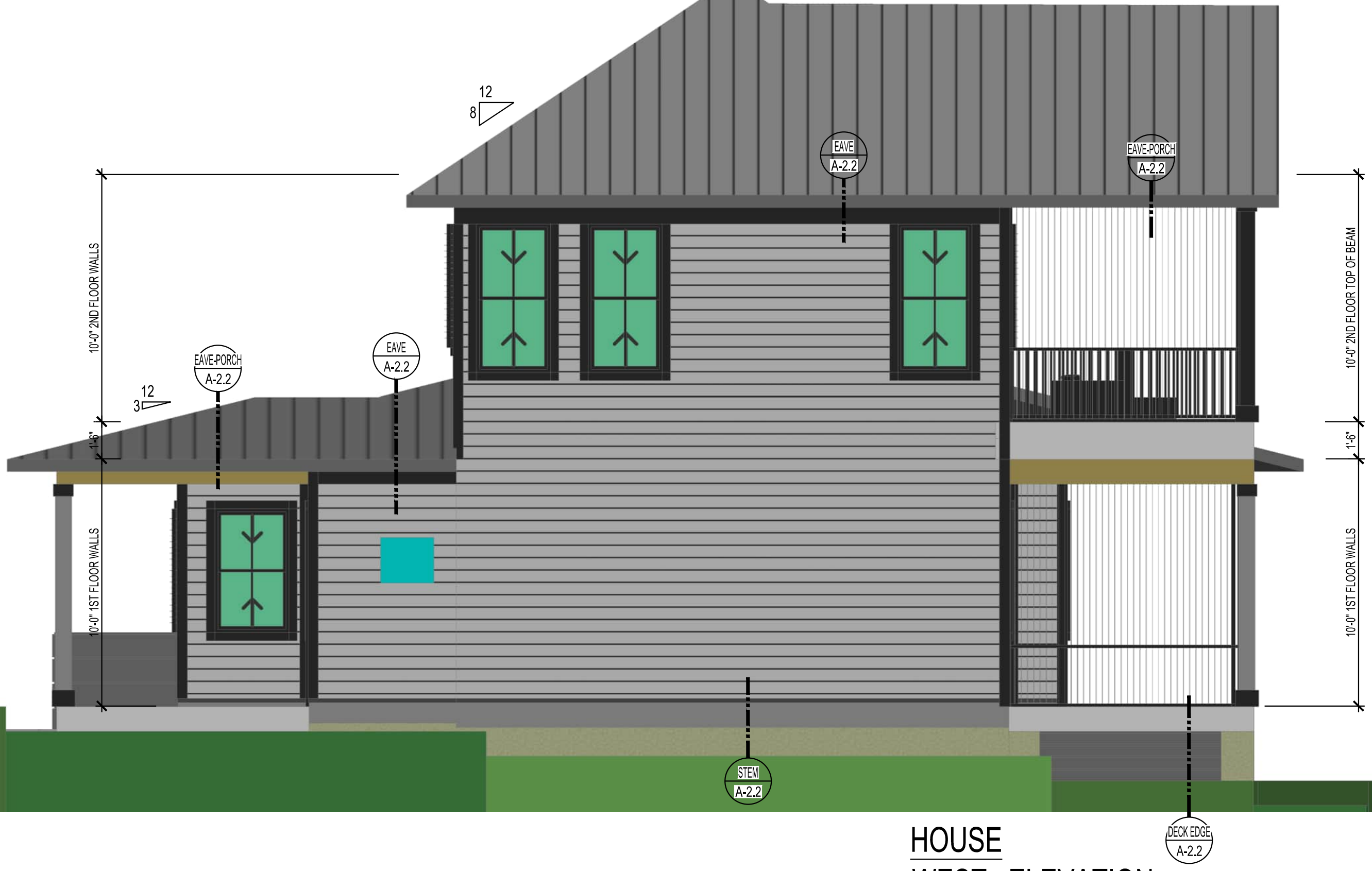
A-1.2



HOUSE
NORTH ELEVATION
1/4"=1'



DETACHED ACCESSORY DWELLING
WEST ELEVATION
1/4"=1'



HOUSE
WEST ELEVATION
1/4"=1'



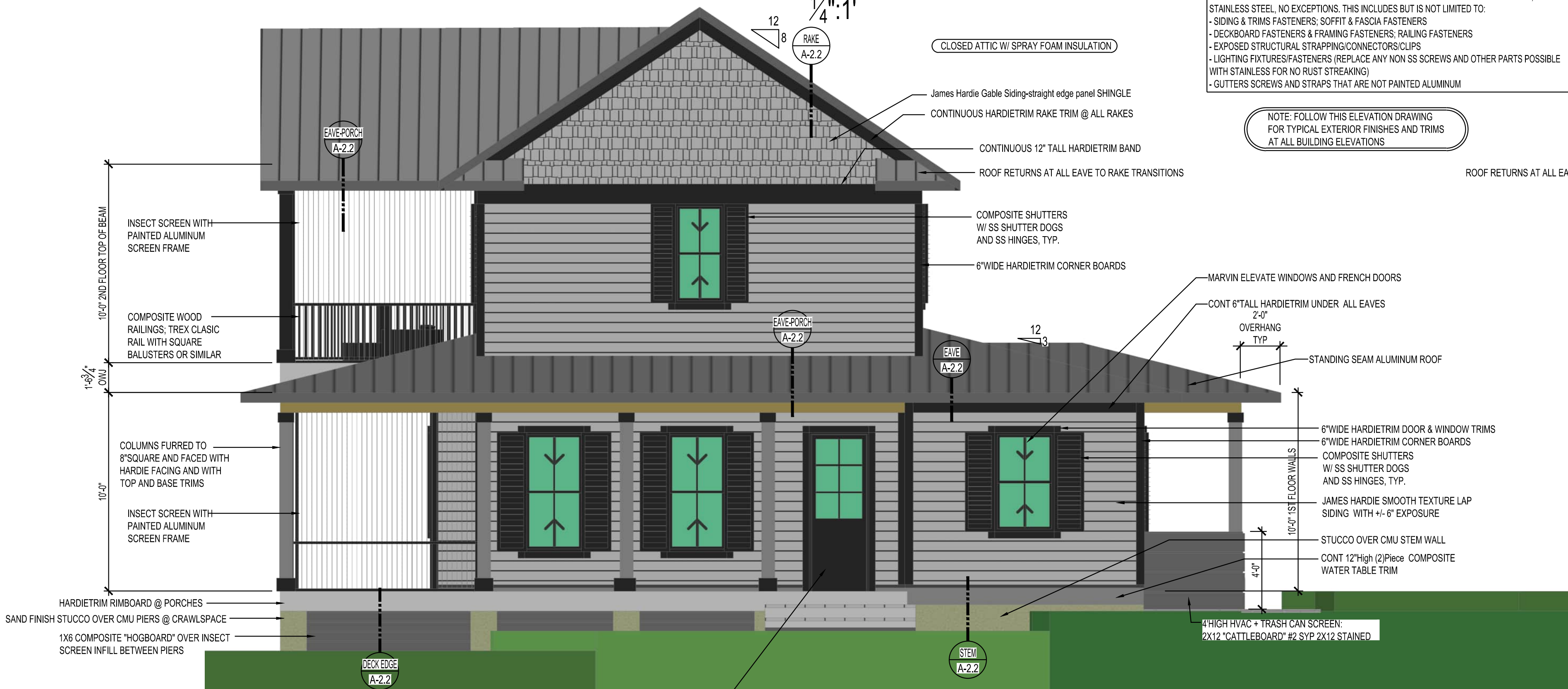
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NORTH ELEVATION
1/4"=1'



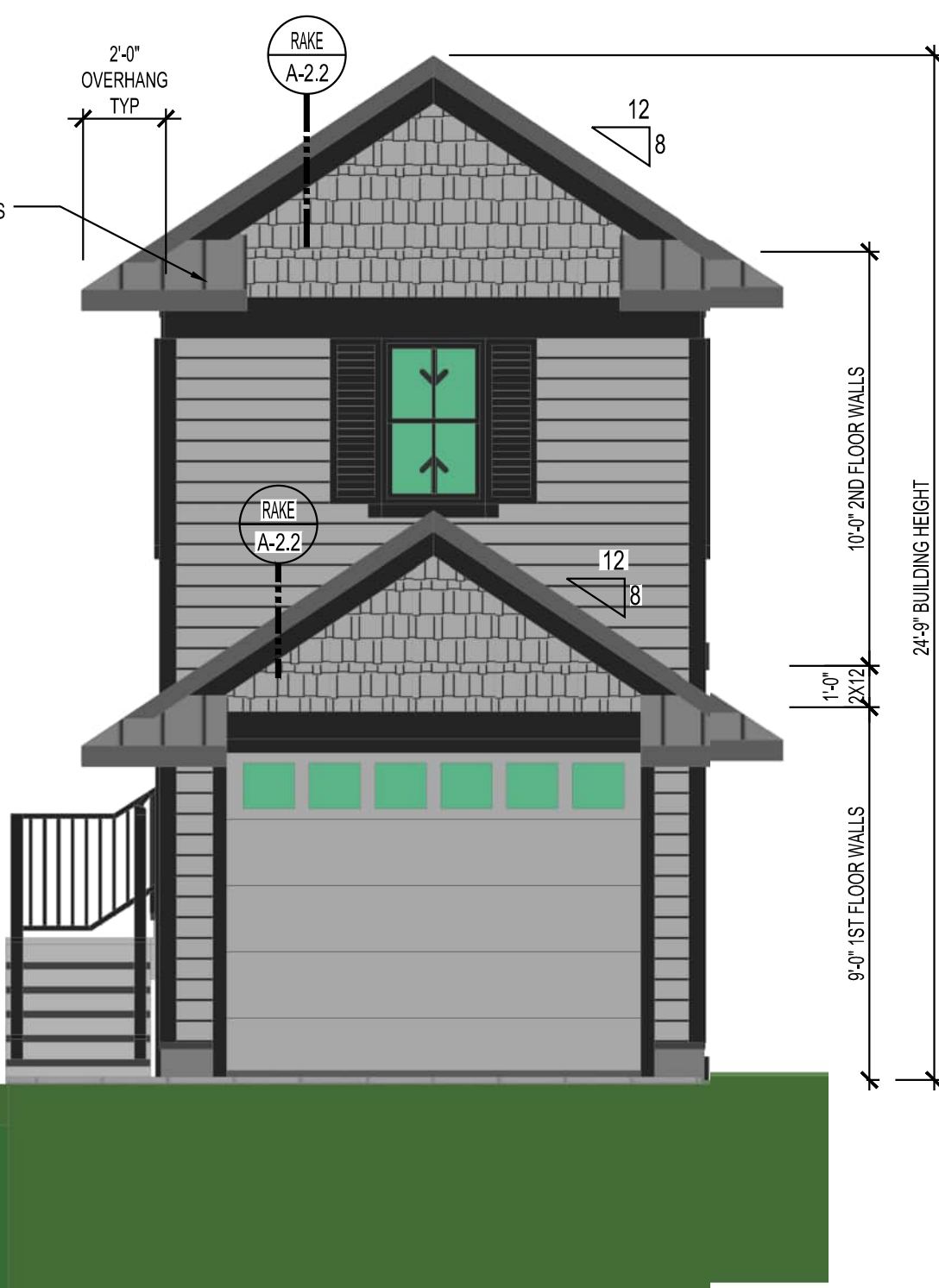
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SOUTH ELEVATION
1/4"=1'



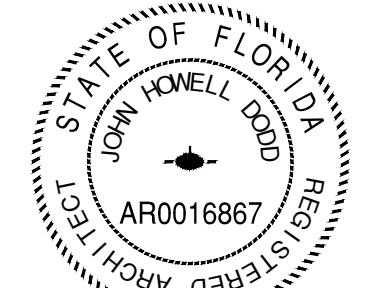
HOUSE
SOUTH ELEVATION
1/4"=1'



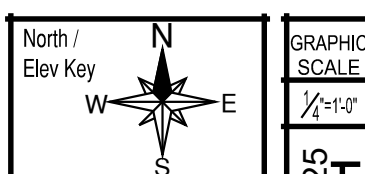
HOUSE
EAST ELEVATION
1/4"=1'



DETACHED ACCESSORY DWELLING
EAST ELEVATION
1/4"=1'

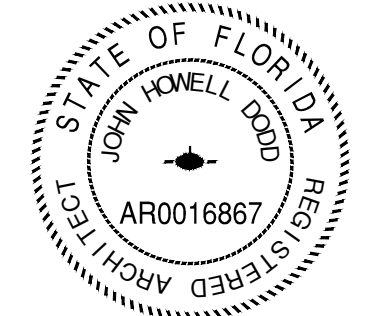
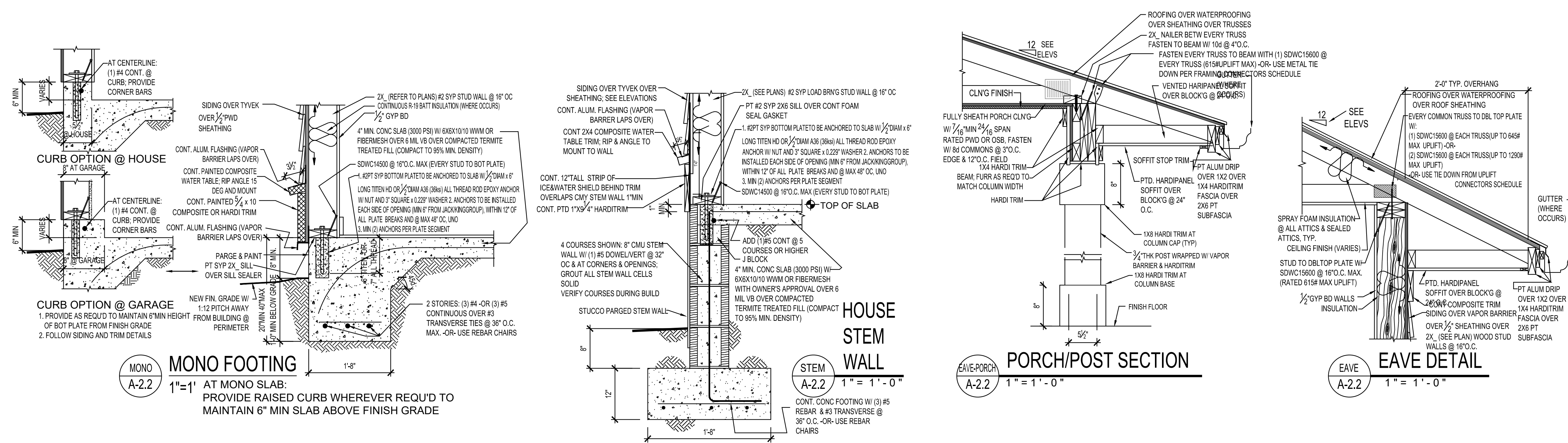
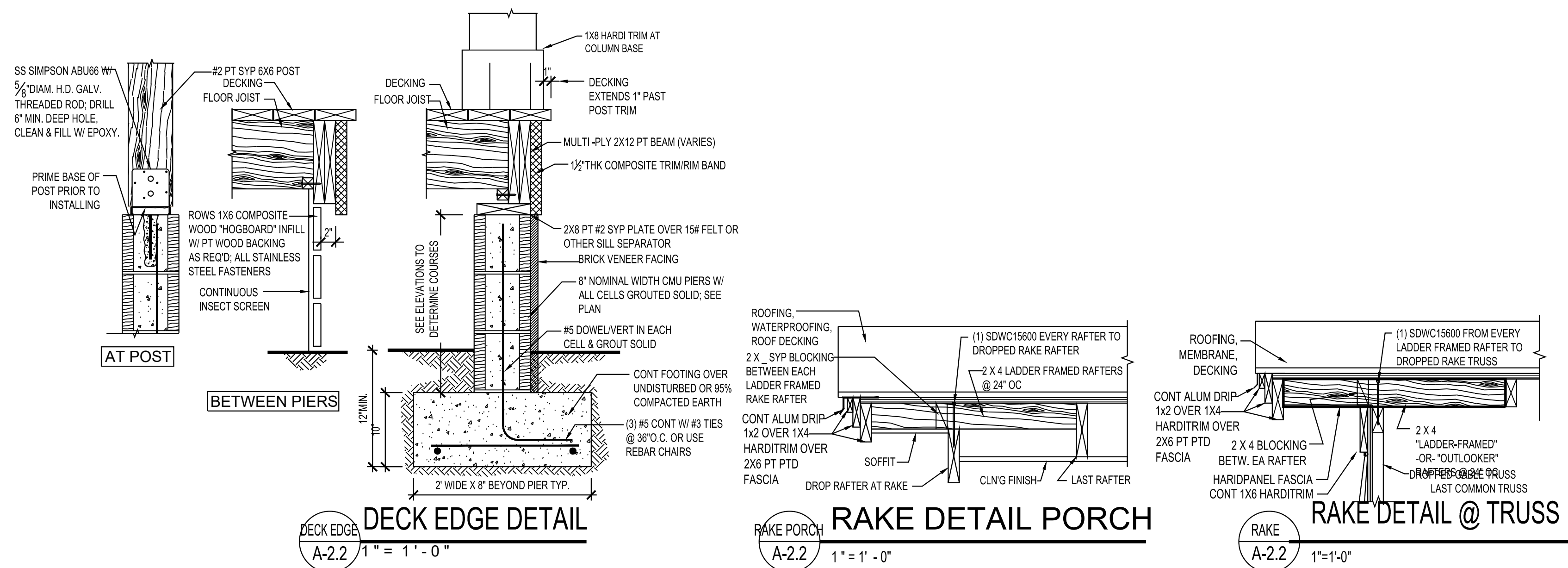


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3/3/25	REVIEW



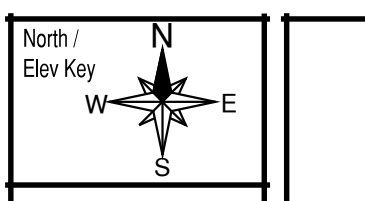
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

ELEVATIONS	
Sheet	A-2.1

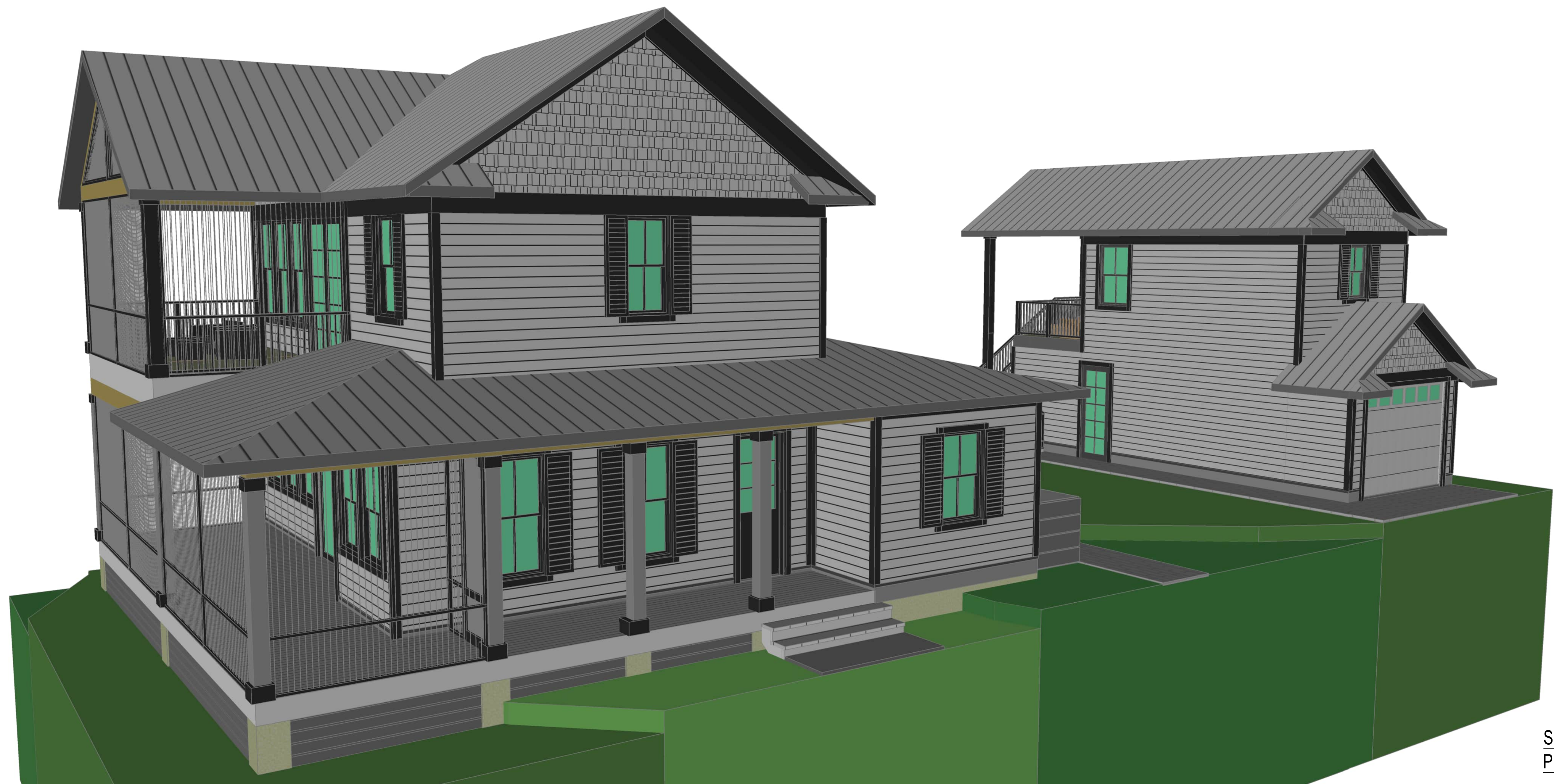


John H. Dodd
ARCHITECT, INC.
FL AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL: (904) 583-4044
johndoddarchitect@gmail.com

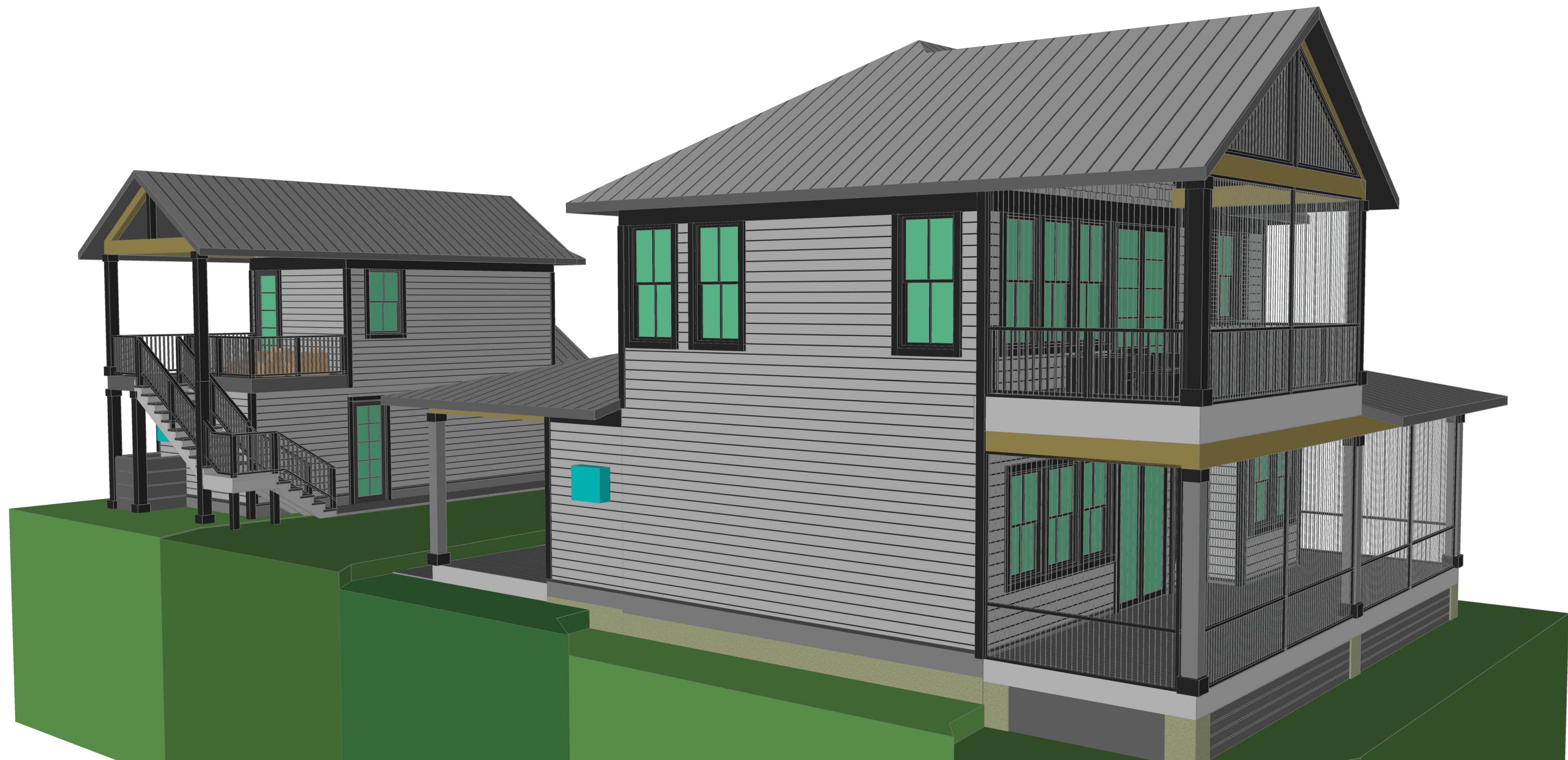
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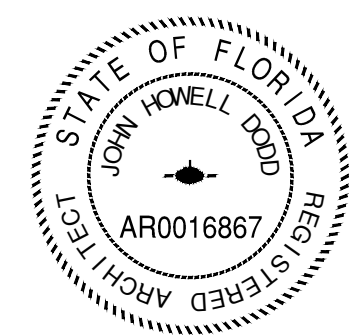
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL



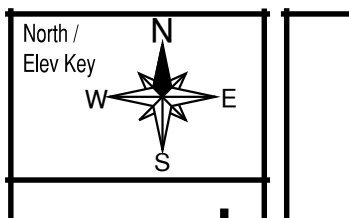
SOUTHEAST
PERSPECTIVE



SOUTHWEST
PERSPECTIVE



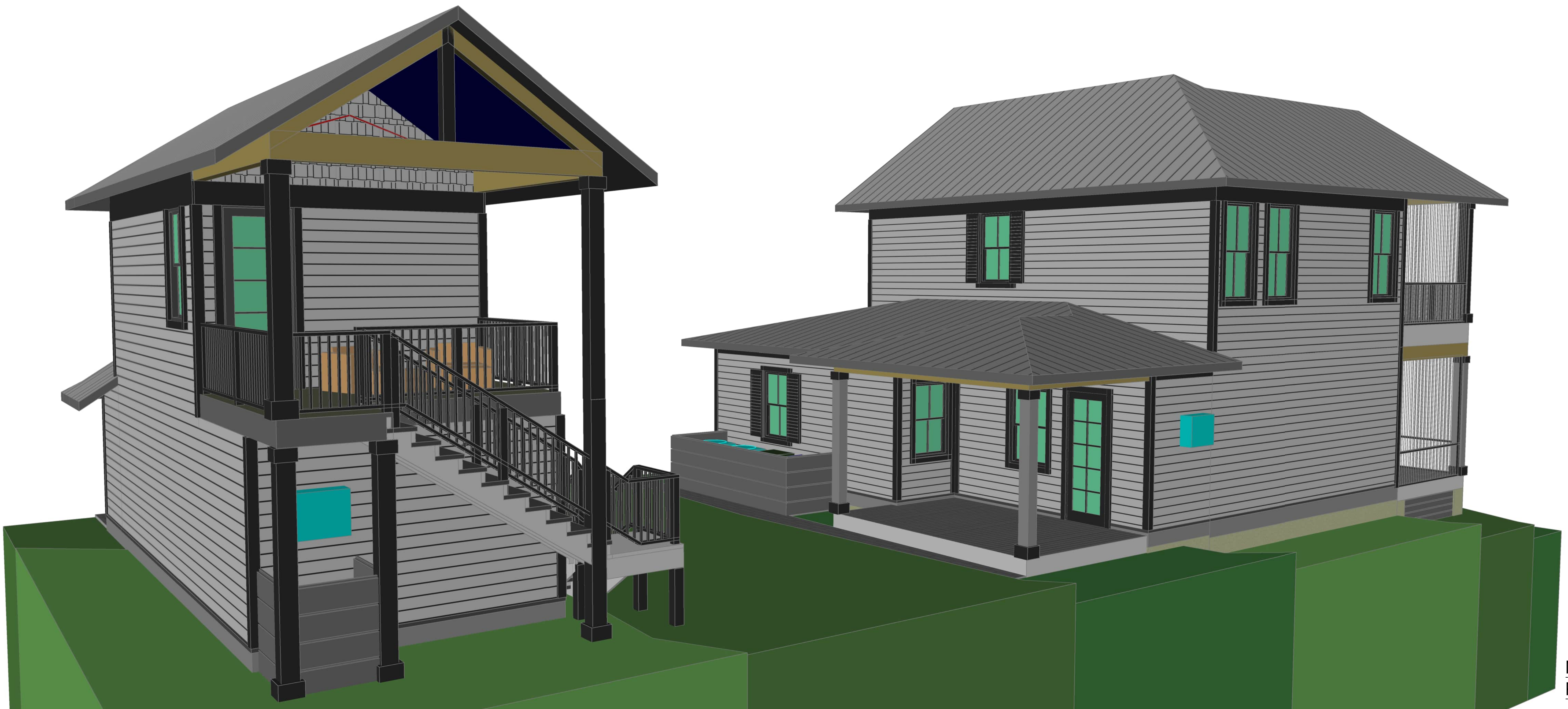
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Date	
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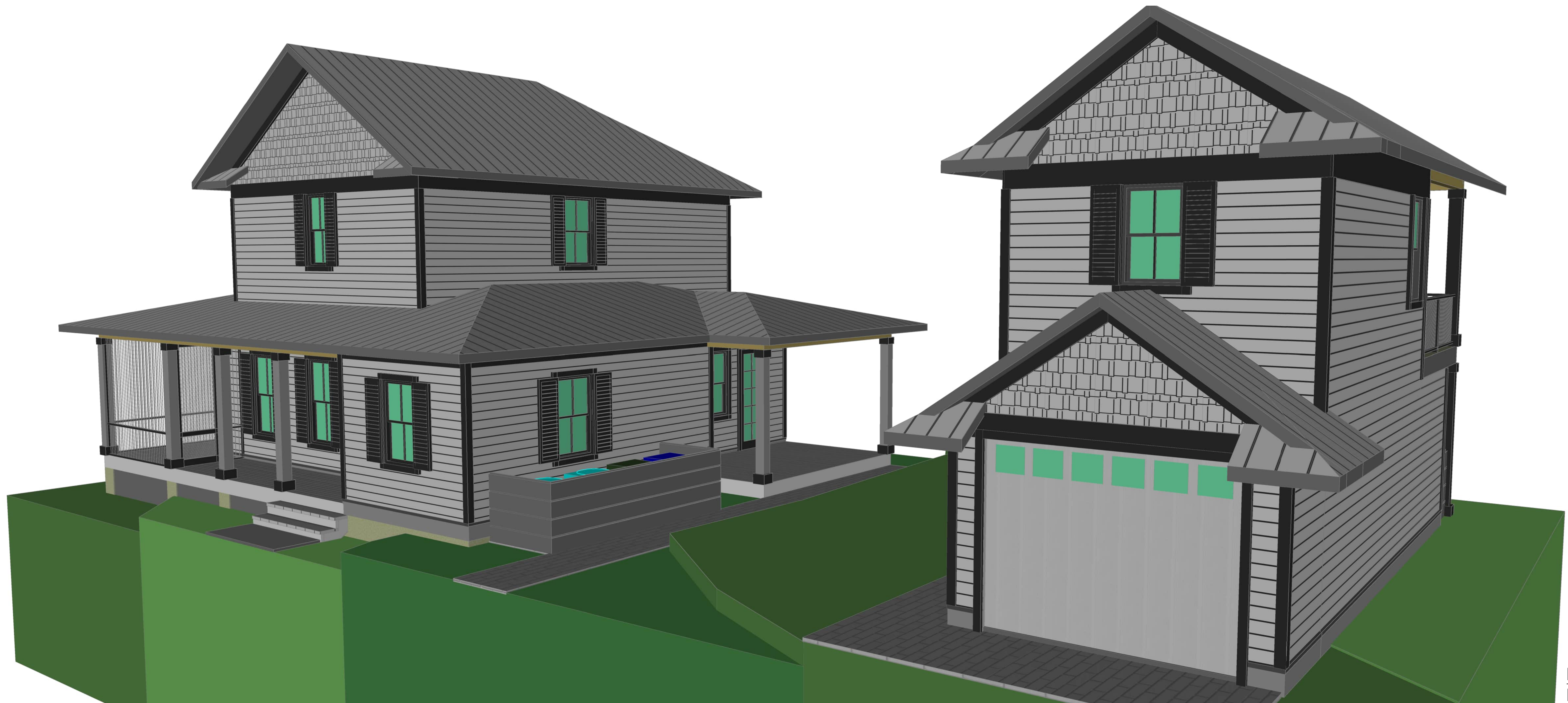
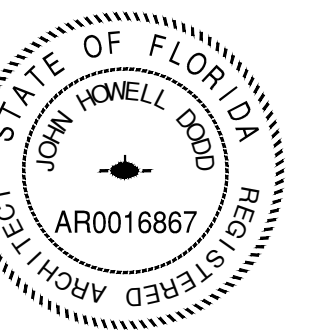
McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL

PERSPECTIVES 1

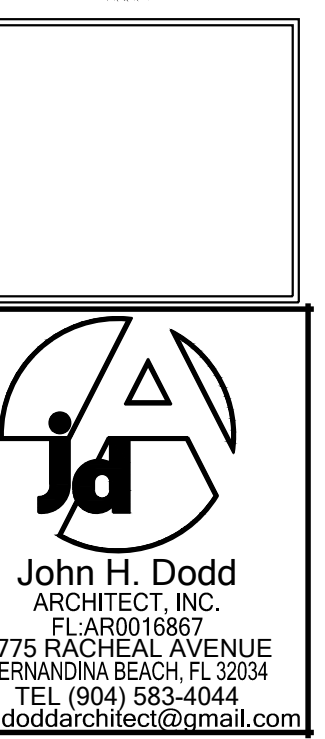
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A-3.1



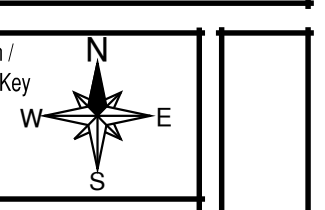
NORTHWEST
PERSPECTIVE



NORTHEAST
PERSPECTIVE



Issue Date of Progress Prints*	
Issued	Issued by:
Date	
3-3-25	REVIEW



McKINNON RESIDENCE
107 ESTRADA STREET, FERNANDINA BEACH, FL







HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0006
May 15, 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. (<i>Quasi-Judicial</i>)

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



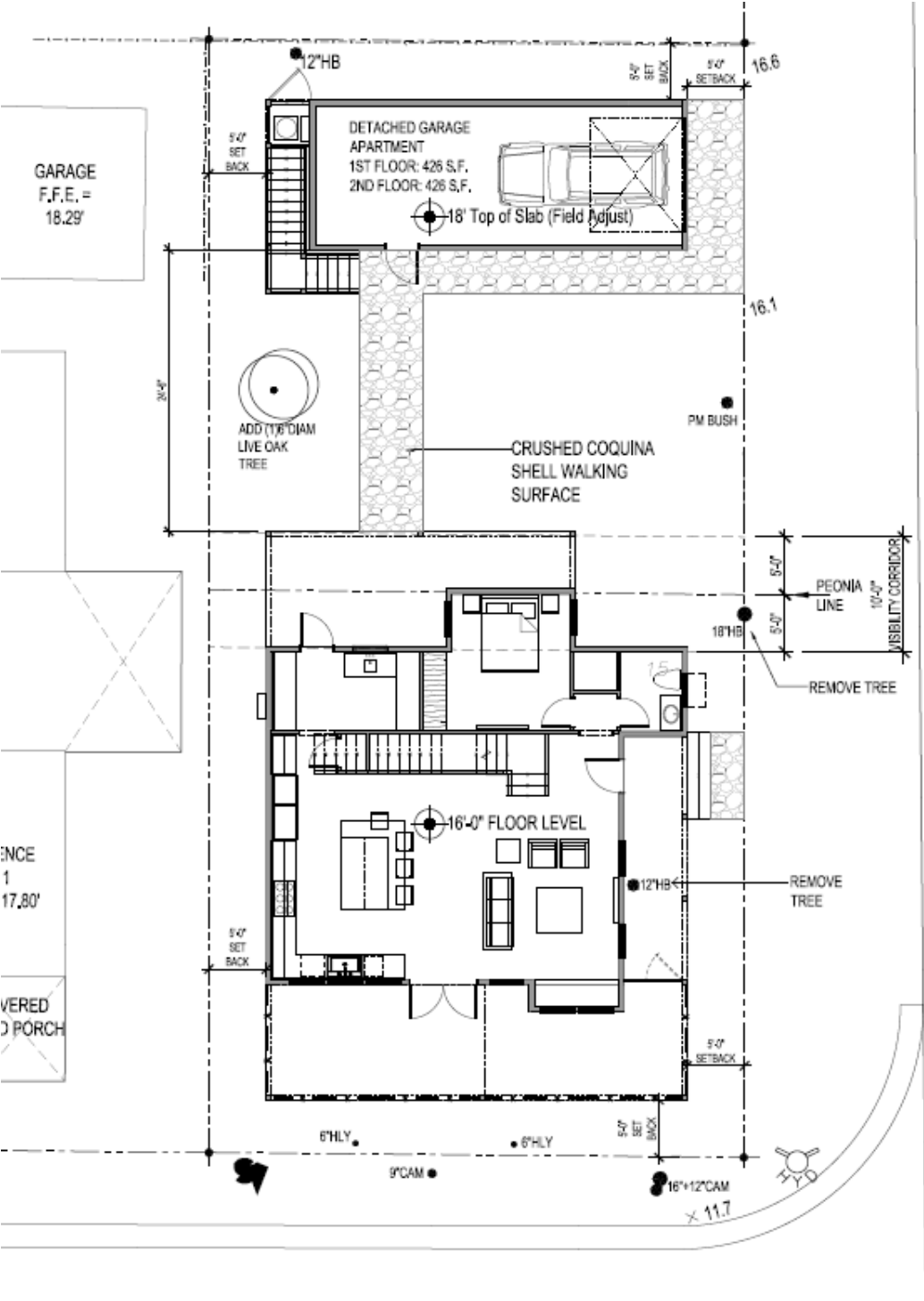
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is returning to HDC to request **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. The following changes have been made to the plans and application to accommodate the comments received for the HDC on April 17th.

- Design altered to comply with view corridor at peonia line.
- East elevation altered with roof color and line to emphasize roof shape change at roof offset to emphasize view corridor.
- Water table trim detail added at 1st to 2nd floor transition at 2-story tall walls.

- Coquina shell walk surface provided at connecting element between house and accessory building.
- Lot coverage calc provide and meets 45% maximum coverage requirement.

Site Plan:



Proposed East:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)
[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
[OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES](#)
[SECRETARY 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. Connecting elements, including porches, are not included in the calculation of impervious lot coverage in Old Town (2021 OT Preservation Guidelines, p.12).
- **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. The connecting element spans the peonia line by 5’ on both sides. The crushed shell walkway contributes to the aesthetic of the required connecting element.
- **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 lap siding, 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, since revised from April's HDC meeting, 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 | Revised Drawings (Application Materials) |
| EXHIBIT 2 | Selected pages from the 2021 Old Town Preservation Guidelines |
| EXHIBIT 3 | Original HDC2025-0006 Application Materials |

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15983

Date Submitted: 4/17/2025

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

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

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

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE*

Alteration

APPROVAL TYPE*

Board Approval: Final

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

Previously Approved Case #

HDC YYYY-##

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

Yes

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

4/7/2025

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*

Downtown

Site Address*

27 S 5TH ST,

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0024-0081

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*

DOROTHEA

Last Name*

STILLWELL

Mailing Address*

27 S 5th St, Fernandina Beach, FL 32034

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-789-2261

E-mail Address*

Saragaster@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*

MARK

Last Name*

AKINS

Company (if applicable)

RICE ARCHITECT

Street Address

961687 GATEWAY BLVD SUITE 201H

City

AMELIA ISLAND

State

FL

Zip

32034

Telephone Number

9044910072

E-mail Address

MHAKINS@RICEARCHITECT.COM

Project Description*

Residential to commercial for a new coffee shop. Addition of a new ADA ramp, new color scheme & relocation of existing door at the rear of the property.

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

Design Vision Statement*

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

Requirements for Demolition Applications

Per LDC 8.03.03.01

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

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

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

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

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

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

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

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

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

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

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

MATERIALS
List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
		(Name/Number)

Include FL Product Approval # for Windows and Doors

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 PRC for Parcel 00-00-31-1800-0024-0081.pdf	Upload 2 Survey Jan 2020.pdf	Upload 3 Agent Authorization Form.pdf	Upload 4 25.pdf
Choose File No file selected	Choose File No file selected	Choose File No file selected	Choose File No file selected

Certification*

☐

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

☒

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

☒

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 hearing 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*

MARK

Applicant Last Name*

AKINS

Today's Date*

4/17/2025



DEPARTMENT OF PLANNING & CONSERVATION

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

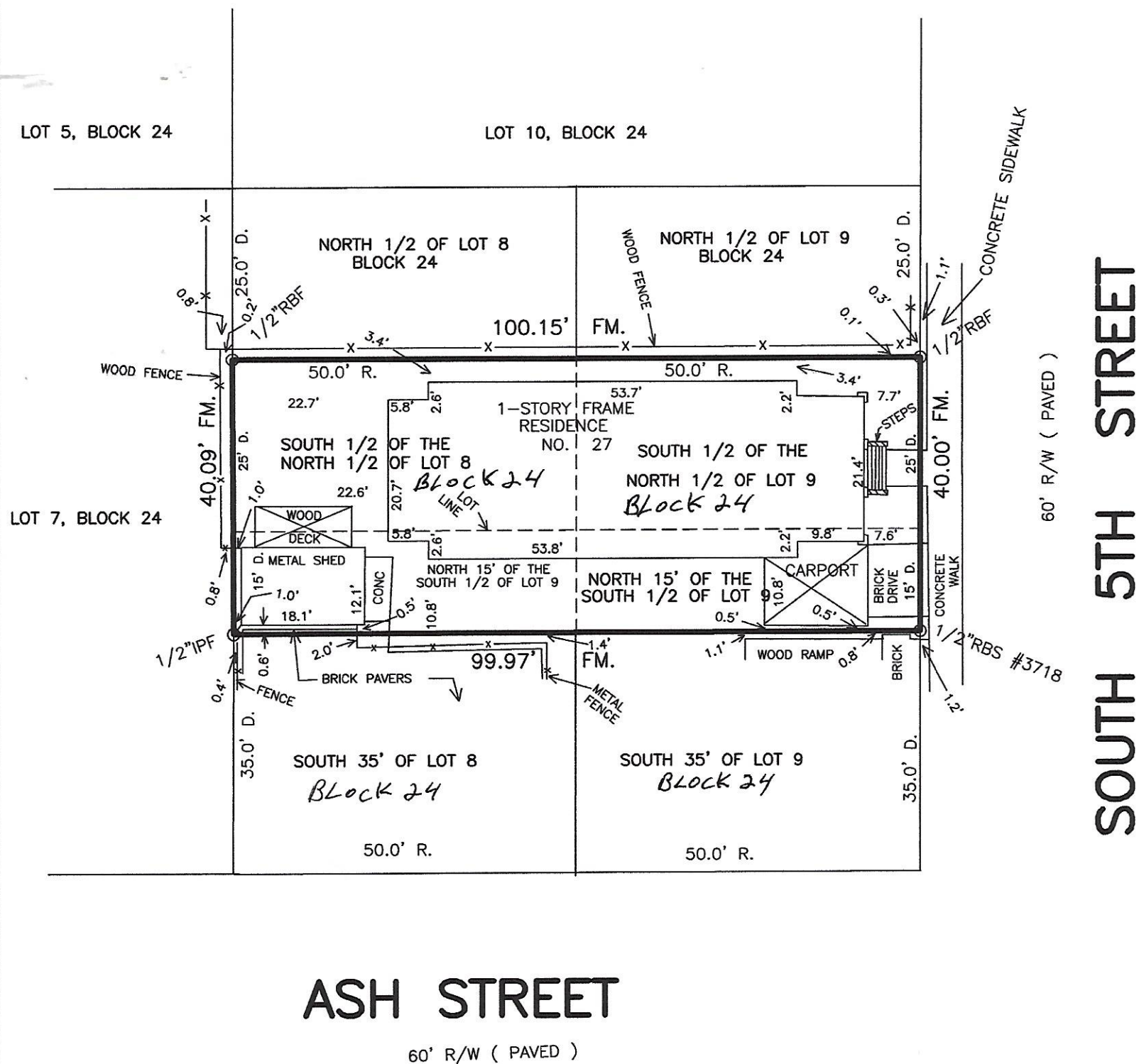
Please make sure to disable pop-up blocker in order to submit.

MAP SHOWING BOUNDARY SURVEY OF
THE SOUTH 1/2 OF THE NORTH 1/2 OF LOTS 8 & 9, BLOCK 24,
TOGETHER WITH THE NORTH 15 FEET OF THE NORTH 1/2
OF THE SOUTH 1/2 OF LOTS 8 AND 9, BLOCK 24,

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: DOROTHEA STILLWELL,

NORTH



INTERIOR ANGLE AT NORTHEAST LOT CORNER IS 89°56'30"
INTERIOR ANGLE AT SOUTHEAST LOT CORNER IS 90°06'35"
INTERIOR ANGLE AT NORTHWEST LOT CORNER IS 86°47'47"
INTERIOR ANGLE AT SOUTHWEST LOT CORNER IS 90°09'07"

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

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

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON

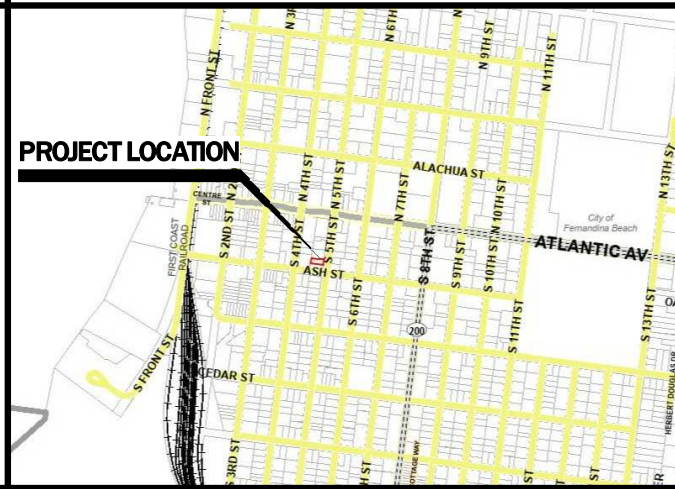
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120172 PANEL N0237G
DATED 8/2/17

DATE OF SURVEY: DECEMBER 22, 2019

SCALE 1"=20'
JOB N01912-16 F.B. 355

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
CENTERLINE - C
POWER LINE - P
PLAT - P.
FIELD MEASURED - FM.
RECORD - R. DEED - D.
POWER POLE - O
CONCRETE - CONC.
FENCE - X
POINT OF REVERSE CURVE - PRC
OFFICIAL RECORDS BOOK - O.R.B.

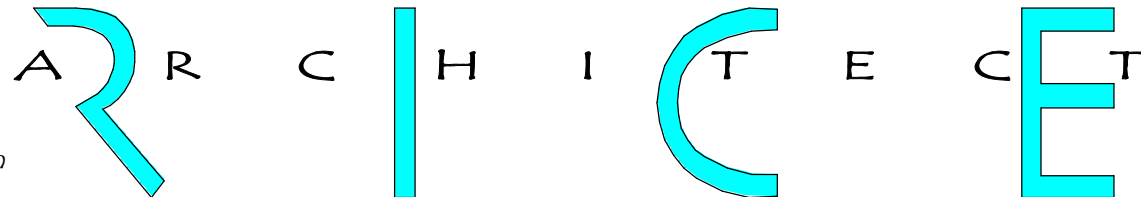


27 S 5TH ST, FERNANDINA BEACH, FL 32034

SARA FERRE

ISSUE DATE: 04/16/2025

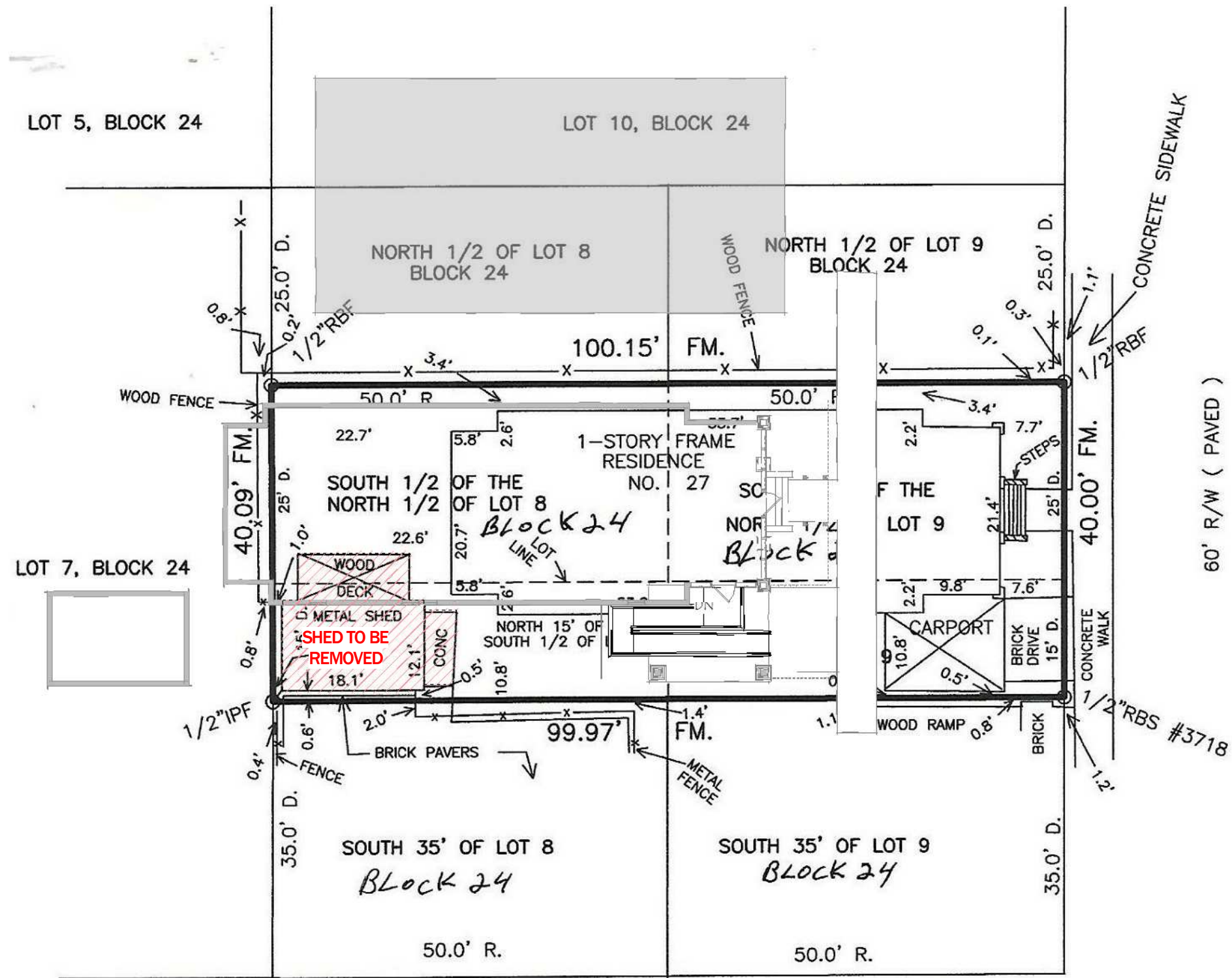
PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com



27 S 5TH ST, FERNANDINA BEACH, FL 32034

BO.O

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034

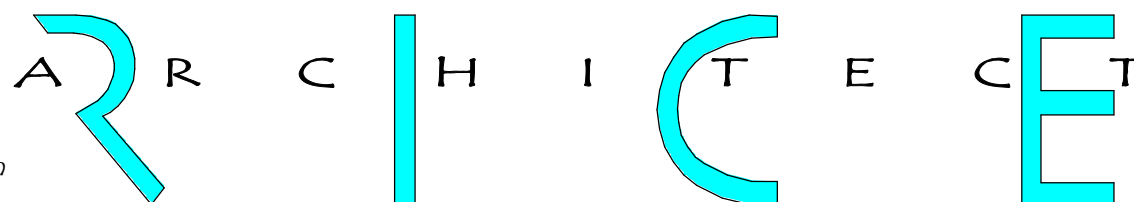


SITE PLAN

SCALE: 1/16" = 1'-0"

ISSUE DATE: 04/16/2025

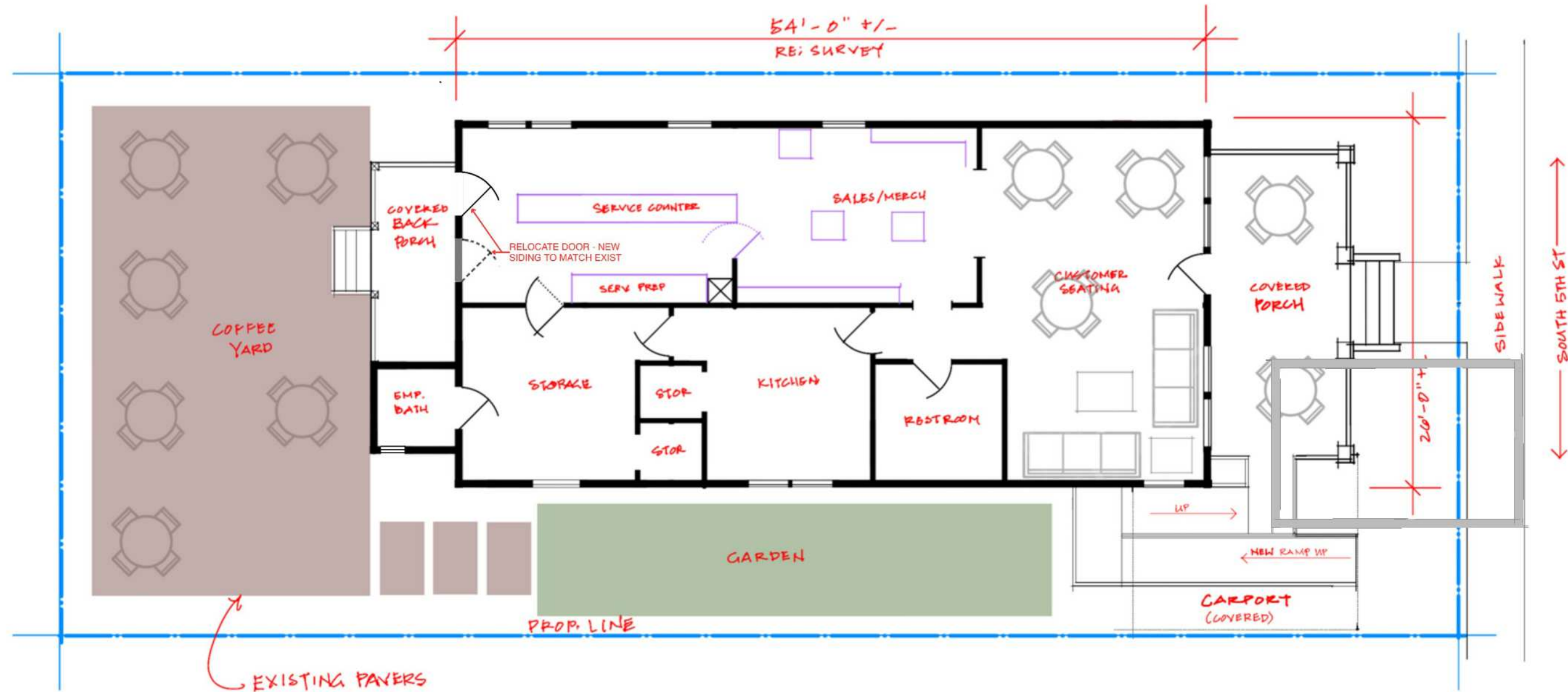
PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com



27 S 5TH ST, FERNANDINA BEACH, FL 32034

B1.0

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034

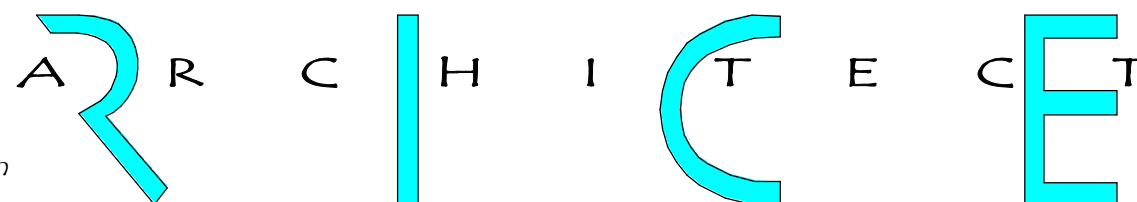


1ST FLOOR PLAN

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

27 S 5TH ST, FERNANDINA BEACH, FL 32034

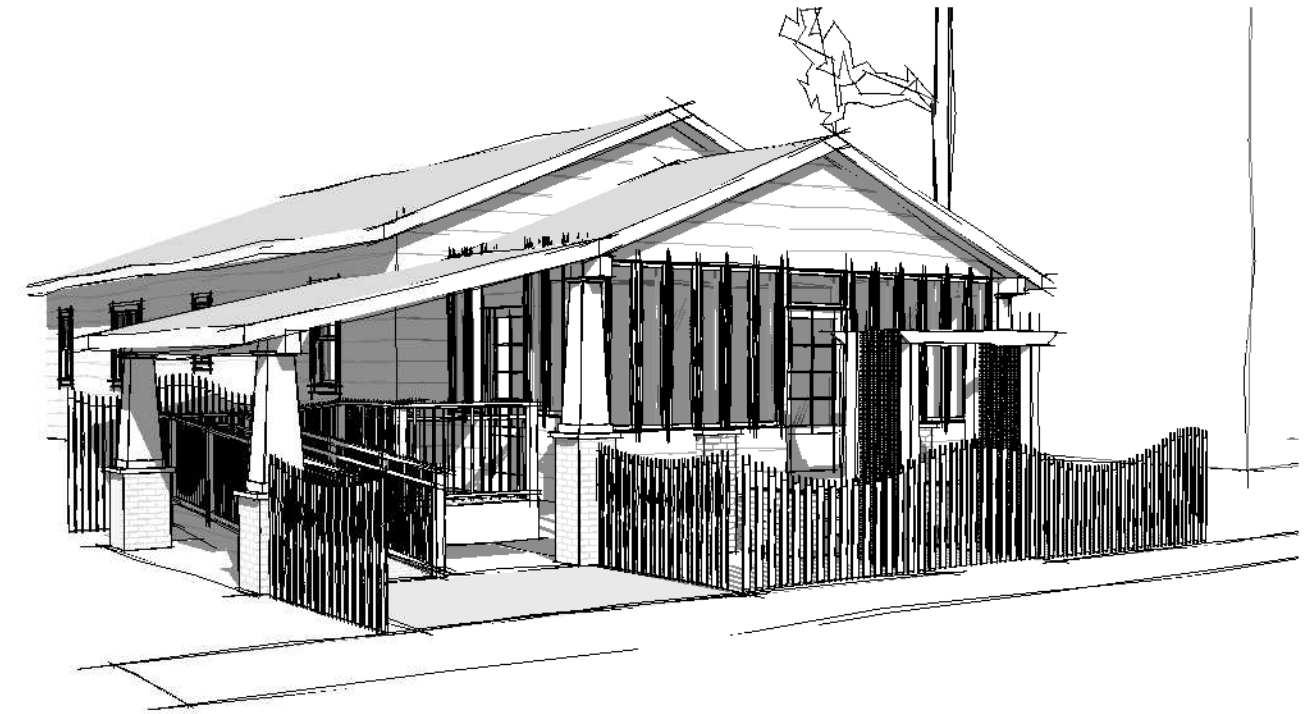
ISSUE DATE: 04/16/2025



B2.1

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



STREET ELEVATION & 3D

SCALE: 3/16" = 1'-0"

SW 6343

Alluring White

FULL DETAILS ^

LRV: 77 ⓘ

RGB: 239 / 225 / 210

Hex Value: #EFE1D2

Available in: Interior/Exterior

Location Number: 287-C1

Color Collections: Timeless Colors, Colormix
Forecast 2018 (Sincerity)

Color Family(s): Orange

BODY COLOR

H Historic Color

SW 2812

Rookwood Jade

FULL DETAILS ^

LRV: 33 ⓘ

RGB: 151 / 159 / 127

Hex Value: #979F7F

Available in: Interior/Exterior

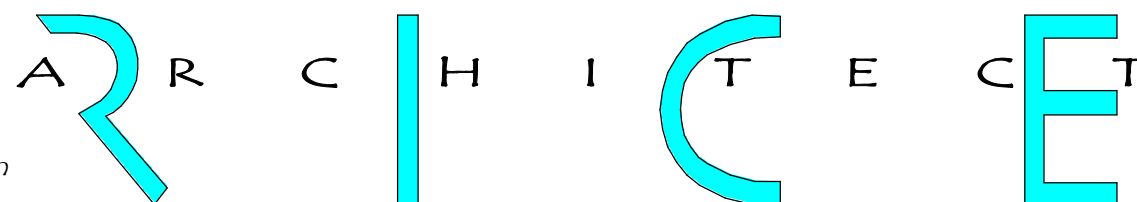
Color Collections: Exterior Historic, Historic
(Victorian)

Color Family(s): Green

TRIM COLOR

27 S 5TH ST, FERNANDINA BEACH, FL 32034

ISSUE DATE: 04/16/2025



B2.2

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 04/16/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.0

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 04/16/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.1

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 04/16/2025

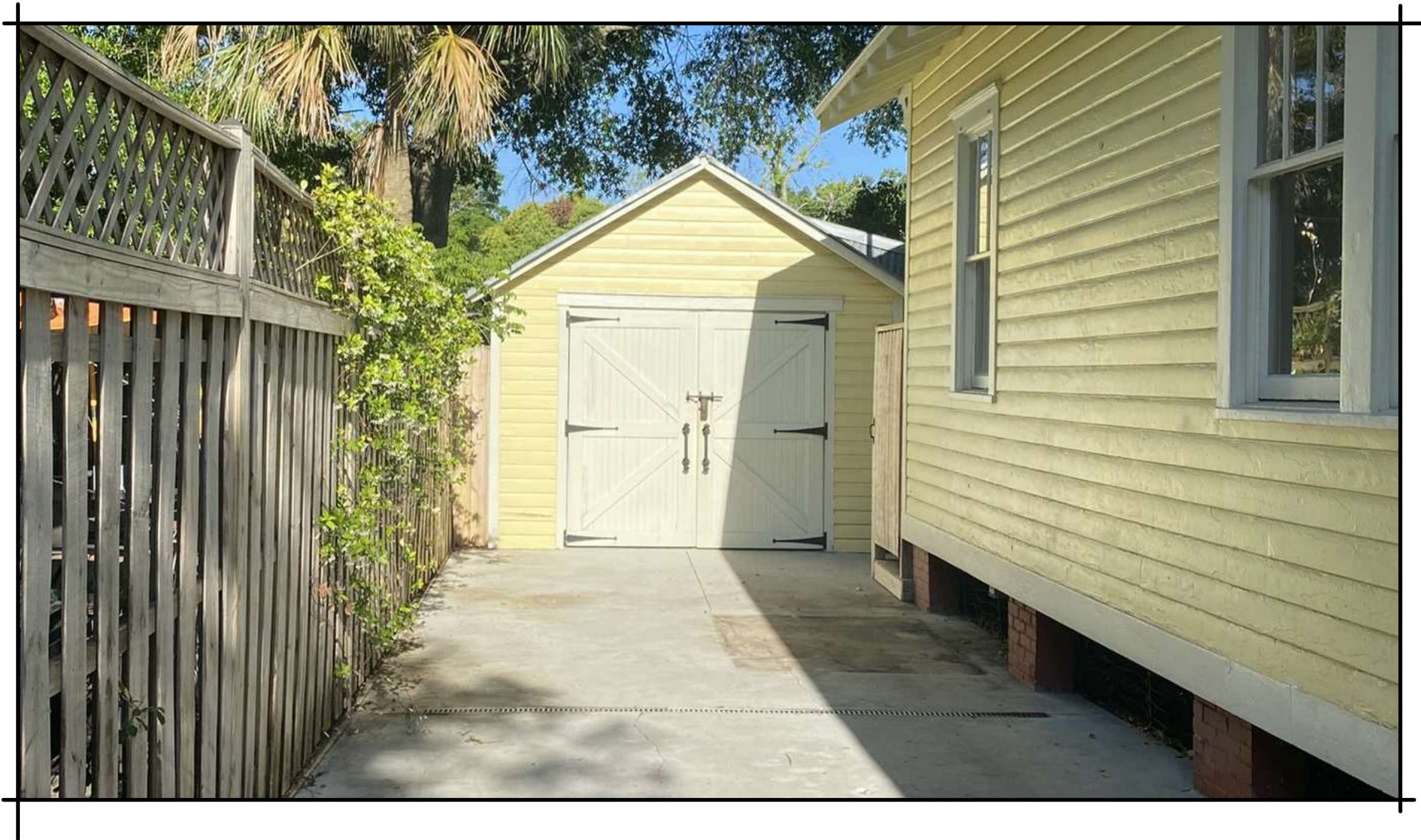
PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.2

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



SHED TO BE REMOVED

ISSUE DATE: 04/16/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.3

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034

PROPERTY LEGAL DESCRIPTION:

LOT NO. _____ PLAN NO. _____ PARCEL ID: 00-00-31-1800-0024-0081

STREET ADDRESS: 27 S 5th St Fernandina Beach, FL 32034

Please print: Thomas Stillwell

Property Owner: STILLWELL BILLIE DOROTHEA F LIVING TRUST

Property Owner: Thomas M. Stillwell, Trustee

The undersigned, registered property owners of the above noted property, do hereby authorize Sara Ferre (Tenant) and Mark Aikens (Rice Architecture)

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this change of use permit or certification.

Property Owner's Address (if different than property above):

Same

Telephone: 904-556-3805

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Thomas M. Stillwell
Authorized Signature

April 1, 2025
Date

STATE OF Florida, Nassau County
COUNTRY OF USA

This instrument was acknowledged before me on 04-01-2025 by Thomas Stillwell
Date Name(s) of person(s)

Teresa Fay Cauthen
Signature of Notary Public



THERESA FAY CAUTHEN
Notary Public
State of Florida
Comm# HH631554
Expires 5/17/2029

STILLWELL DOROTHEA F L/E/
27 S 5TH ST
FERNANDINA BEACH, FL 32034

00-00-31-1800-0024-0081

[illegible]



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0006
May 15th, 2025

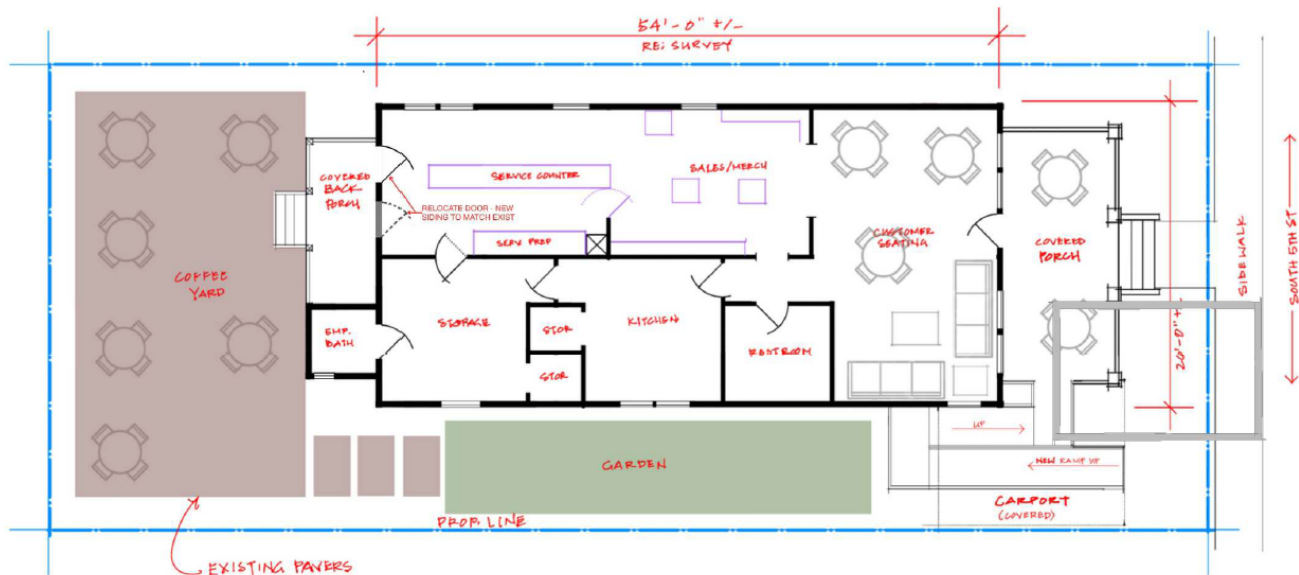
Owner/Applicant:	Mark Akins, agent from Rice Architect, for Dorothea Stillwell
Property Address:	27 South 5th St
Parcel ID #	00-00-31-1800-0024-0081
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on site:	Single Family Residence
FL Master Site File #	N/A
Year Built:	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. (<i>Quasi-Judicial</i>)

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 transform the structure from residential to commercial for a new coffee shop. This requires the addition of a new ADA ramp, new color scheme & relocation of existing door at the rear of the property.

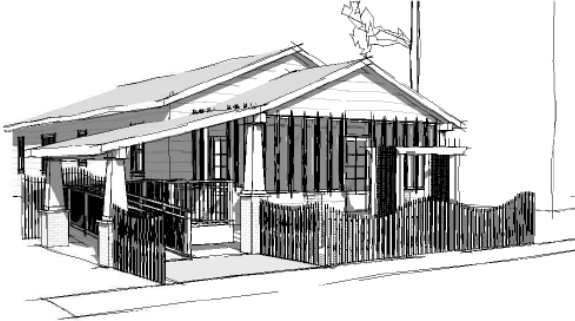
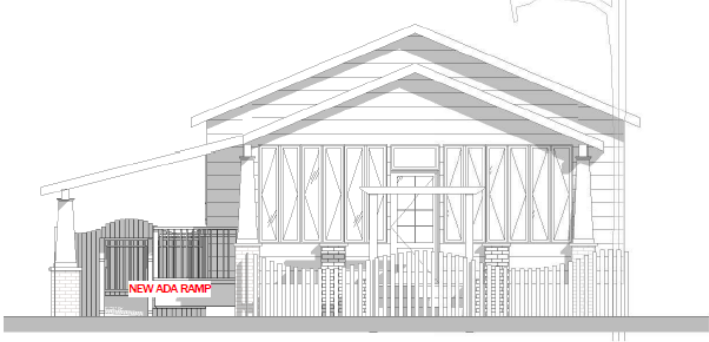
Site Plan:



1ST FLOOR PLAN

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

3D Street Elevations and Color Scheme:



STREET ELEVATION & 3D

SCALE: 3/16" = 1'-0"

SW 6343

Alluring White

FULL DETAILS ^

LRV: 77 ⓘ

RGB: 239 / 225 / 210

Hex Value: #F6E1D2

Available in: Interior/Exterior

Location Number: 287-C1

Color Collections: Timeless Colors, Colormix Forecast 2018 (Sincerity)

Color Family(s): Orange

BODY COLOR

H Historic Color

SW 2812

Rookwood Jade

FULL DETAILS ^

LRV: 33 ⓘ

RGB: 151 / 159 / 127

Hex Value: #97967F

Available in: Interior/Exterior

Color Collections: Exterior Historic, Historic (Victorian)

Color Family(s): Green

TRIM COLOR

APPLICABLE GUIDELINES:

- [CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)
- [CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
- [OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES](#)
- [SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION](#)

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
ADA Ramp Deck	Pressure treated wood	
ADA Ramp Rail	Pressure treated wood	
Door	Existing, relocated	Existing
Exterior	Existing lap siding	Alluring White
Fascia/Trim	Existing	Rookwood Jade

Demolition --

The demolition concerns the shed in the southwest corner of the property. The shed was constructed in 1963 out of metal. The applicant wishes to make better use of the space considering it is not historic (based on the period of significance) nor contributing structure. Staff recommends photo documentation of the shed before demolition.

Site Plan –

- **Building Type-** Commercial use is permissible in C-3, Central Business District.
- **Lot Density** – The property is located within the Central Business District; therefore, lot coverage can be up to 100%.
- **Mechanical** – There are no proposed changes to the mechanical equipment.
- **Visibility Corridors** – The existing siting of the home meets the required 5’ minimum visibility corridor setbacks on all sides and is scheduled to remain the same.
- **Parking** – On street parking is provided currency.
- **Orientation** – All primary structures are required to front the street, this project would not alter that.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with downtown.
- **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 height is scheduled to remain the same.
- **Materials** – The project features materials that are appropriate for the Downtown Historic District.
- **Foundation** – The foundation will not be altered for this project.
- **Windows** –The windows will remain the same.
- **Doors** –The doors will be reused in the project.

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 Downtown Historic District Design Guidelines.

Staff recommendation:

FINAL APPROVAL of HDC 2025-0009

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



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00332

Recorder # 27

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) 27 South 5th St

Multiple Listing (DHR only)

Other Names

>>

Survey or Project Name

Survey#

National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
27	South	5th	Street	

Cross Streets (nearest/ between)

City / Town (within 3 miles) Fernandina Beach

In Current City Limits? YES

County Nassau

Tax Parcel #(s)

Subdivision Name

Block

Lot

Ownership

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

Route to (especially if no street address)

MAPPING

USGS 7.5 Map Name

Publication Date

>> FERNANDINA BEACH;2002

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 Bungalow

Other Style

Exterior Plan Irregular

Other Exterior Plan

Number of Stories 1

Structural System(s)

>>

Wood frame

Other Structural System(s)

Foundation Type(s)

>>

Piers

Other Foundation Types

Foundation Material(s)

>>

Brick

Other Foundation Material(s)

Exterior Fabric(s)

>>

Drop siding

Other Exterior Fabric(s)

Roof Type(s)

>>

Gable

Other Roof Type(s)

Roof Material(s)

>>

Composition shingles

Other Roof Material(s)

Roof Secondary Structure(s) (dormers etc)

>>

Other Roof Secondary Structure(s)

Number of Chimneys 1

Chimney Material Brick

Other Chimney Material(s)

Chimney Location(s) west ridge

HISTORICAL STRUCTURE FORM

8NA00332

DESCRIPTION (continued)

Window Descriptions 3/1, 8 light casement

Main Entrance Description (stylistic details) _____

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

Porch Roof Types(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: SOME of this category Residential: SOME of this category

Institutional: _____ Undeveloped: _____

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

Archaeological Remains (describe): _____

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 _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

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

HISTORICAL STRUCTURE FORM

8NA00332

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 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 *****

Cultural Resource Type: SS
Electronic Form Used: S110

Form Type Code: NORM
Form Quality Ranking: NEW
Form Status Code: SCAT

SHPO's Evaluation of Resource

Date _____

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 4/1/2007

Form Comments: _____

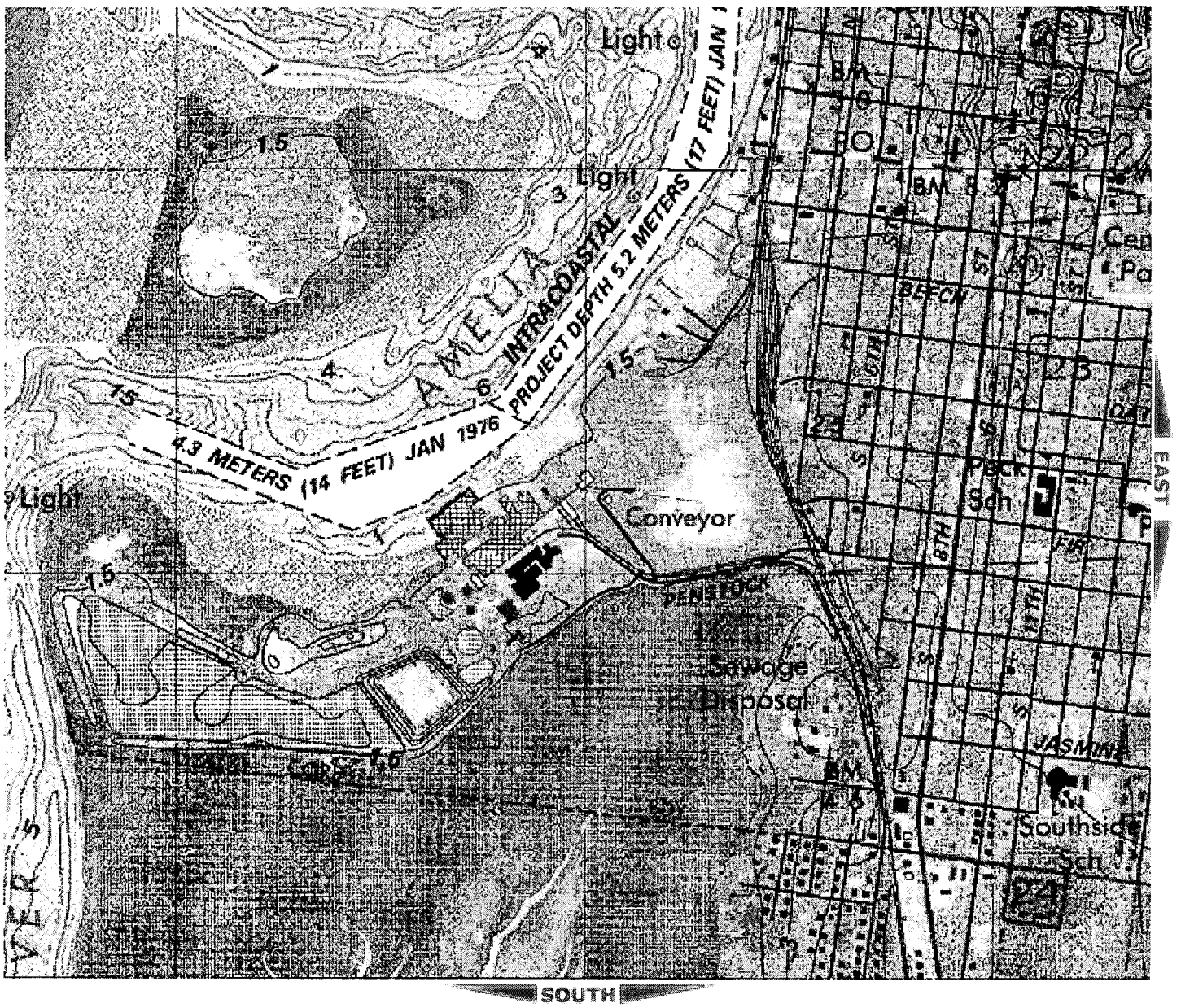
REQUIRED PAPER ATTACHMENTS

- (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"

NA00332-200703

Supplementary Printout

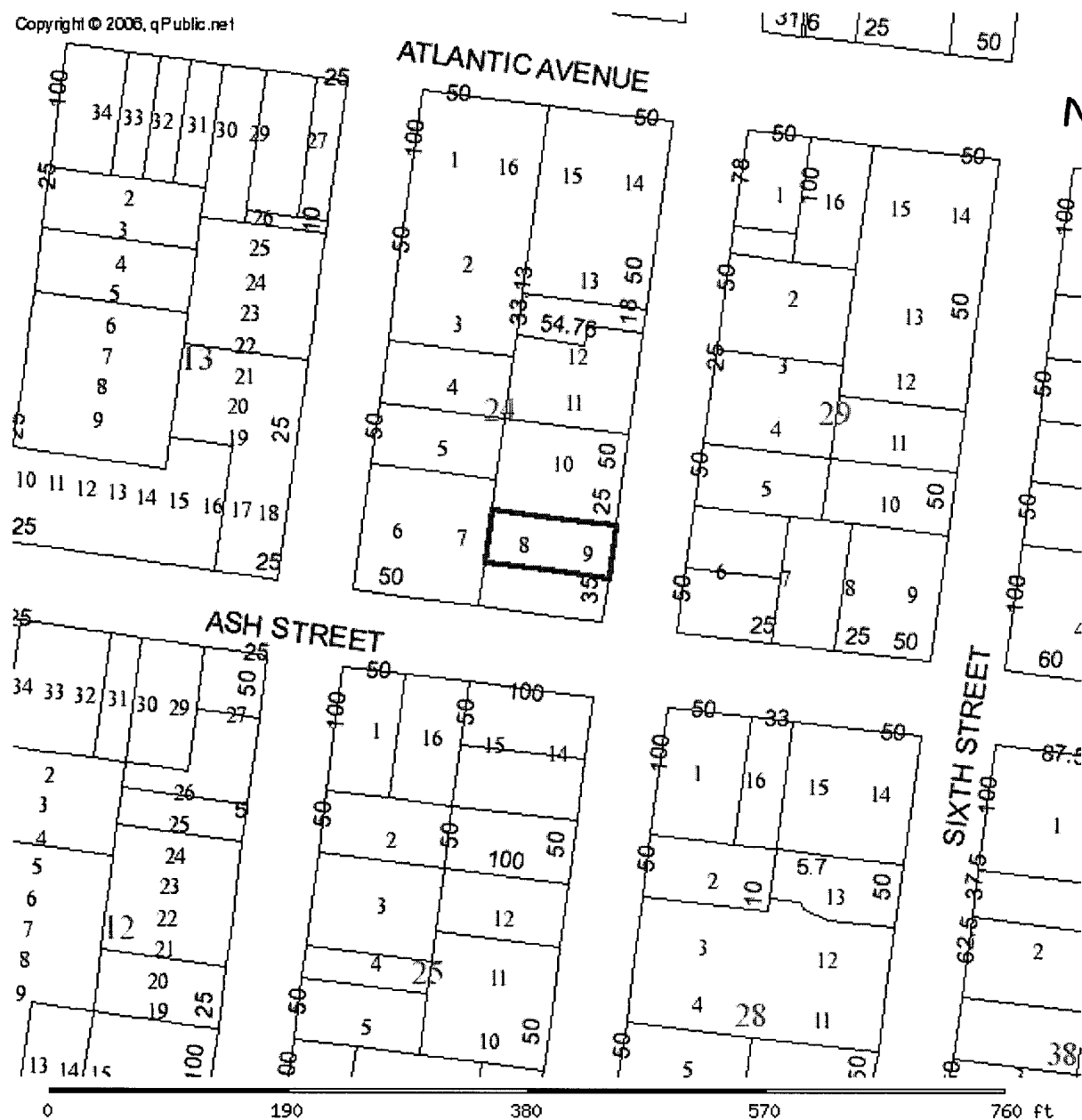
- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2002
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Drop siding
- > **Roof types:**
Gable
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
- > **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)]:**



NA332

27

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PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0024-0081
GIS CALCULATED ACREAGE	0.1
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	STILLWELL DOROTHEA F
Mailing Address	27 S 5TH ST FERNANDINA BEACH, FL 32034
Situs/Physical Address	27 SOUTH 5TH ST
2006 PROPOSED VALUES	
Land Value	96,000
Ag Land Value	0



27

NA 33



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0008
MAY 15th, 2025

Owner/Applicant:	Jose Miranda, Miranda Architects, agent for Dean Pearson
Property Address:	112 South 10 th Street
Parcel ID #	00-00-31-1800-0054-0021
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00554
Year Built:	1883
Contributing Status:	Contributing
Requested action:	Seeking FINAL APPROVAL: 1) Addition to existing historic home to expand kitchen/dining area. 2) Addition of rear porch. 3) Construction of new 2-story accessory building with Garage/Workshop at 1st Floor and Bonus Room at 2nd Floor. 4) Removal of non-historic window shutters on main house. 5) Repainting existing exterior asbestos siding on main house. 6) Removal of portion of existing storage building. 7) Repair and repainting of existing storage/carport shed.

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



Design Vision Statement:

“Additions are designed to be compatible with the frame vernacular historic home. Board and batten siding at 2nd floor with painted stucco on 1st floor.”- HDC application

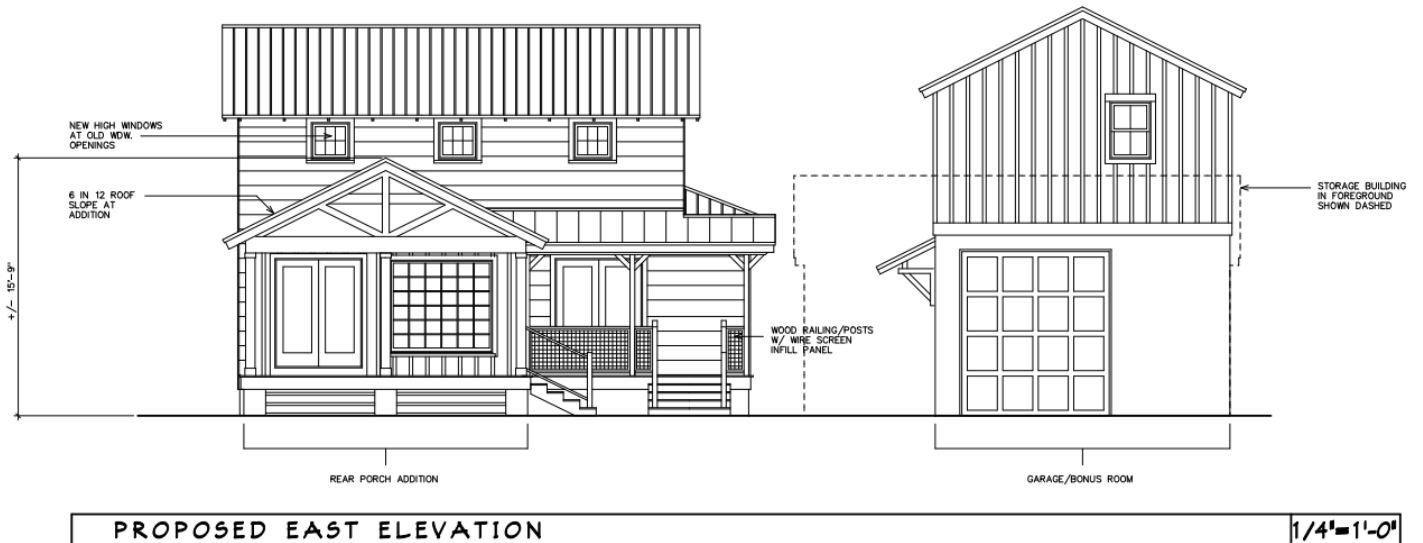
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

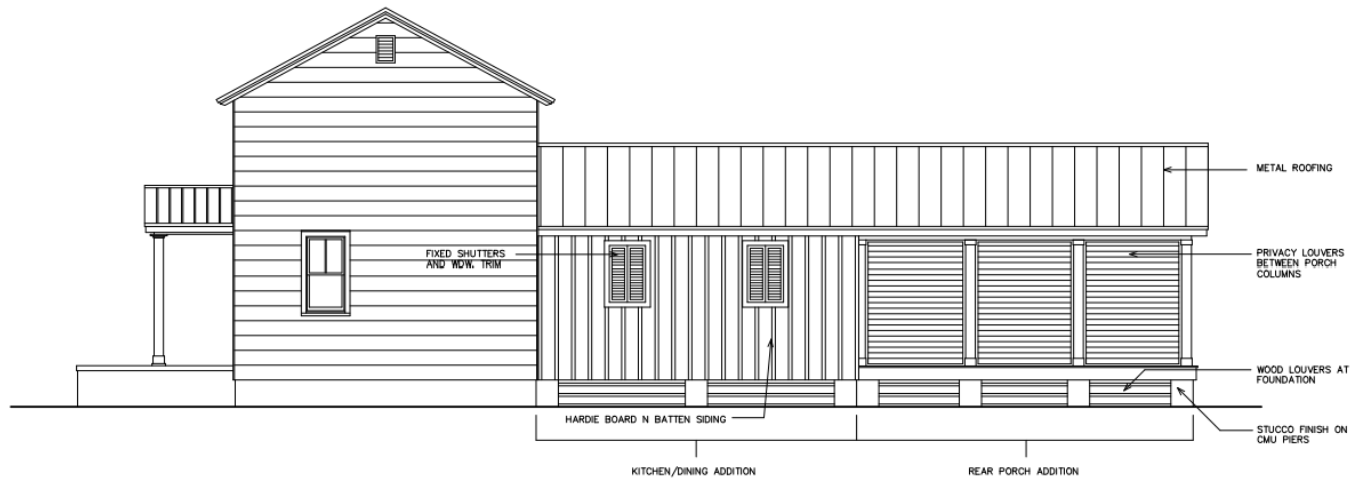
The applicant is seeking **Final** approval to create an addition to existing historic home to expand kitchen/dining area, addition of rear porch, construction of new 2-story accessory building with Garage/Workshop at 1st Floor and Bonus Room at 2nd Floor, removal of non-historic window shutters on main house, repainting existing exterior asbestos siding on main house, removal of portion of existing storage building, repair and repainting of existing storage/carport shed.

South Elevation:



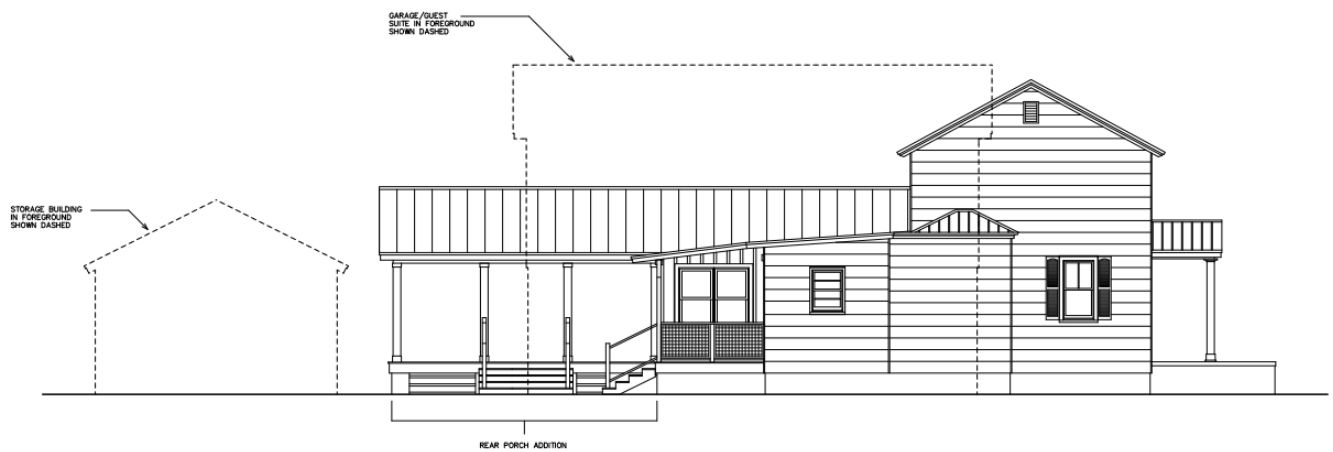
East Elevation:





PROPOSED SOUTH ELEVATION

1/4"=1'-0"



PROPOSED NORTH ELEVATION -- HOUSE

1/4"=1'-0"

APPLICABLE GUIDELINES:

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

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

[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 ☐

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	Hardie, Board and Batten Siding	White
Doors	From approved list, Andersen French Doors	Black
Windows	From approved list, Andersen 400 Series Double hung windows	Black
Roofing	PAC CLAD metal roofing	Galvalume
Fascia/Trim	HardieTrim,	White
Foundation	Stucco on CMU	N/A
Shutters	N/A	N/A
Porch/Deck	Pressure treated wood decking	
Fencing	8-ft privacy fence, board on board design	
Driveways/ Sidewalks	Shell with concrete apron	N/A
Signage	N/A	N/A
Lattice	N/A	N/A

Demolition --

The carport and shed scheduled for demolition were built in 1960 and 1990s and are not original to the contributing structure. The architect for the applicant inspected the building and found that it is beyond compare as well as encroaching onto the rear property line. The shutters are not original and are decorative, they are fixed to the façade of the house can be removed without damaging the siding. *Staff recommends*

documentation of the outbuildings and shutters before demolition as well as consideration of reuse of materials in the construction of the new features on the property.

Extra Features

Code	Description	Length	Width	Units	Unit Price	AYB	% Good Condition	Final Value
0350	CARPORT WD	10	18	180.00	\$8.58	1990	20%	\$309
0825	BRICK	10	18	180.00	\$12.50	1990	85%	\$1,913
0510	GARAGE WD-MTL	17	19	323.00	\$35.00	1960	20%	\$2,261
0510	GARAGE WD-MTL	27	10	270.00	\$35.00	1970	20%	\$1,890
0819	CONC 12"	8	5	40.00	\$10.93	1980	30%	\$131
0825	BRICK	4	9	36.00	\$12.50	1960	37%	\$165
0810	CONCRETE A			100.00	\$6.50	1940	20%	\$130

1 Property Appraiser List of Extra Features

Site Plan –

- **Housing Type** – Single-family detached homes and outbuildings/garages are a permissible housing type in C-3 Zoning District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **Lot Density** – Properties, such as this, in the Central Business District can have lot coverage up to 100%.
- **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 pool and mechanical equipment as consistent with dimensional standards.
- **Encroachments** – There are no encroachments into the front or side yard setbacks.
- **Parking** – Main house driveway to be accessed from S. 10th Street, and the driveway for the ADU can be accessed on 10th Street. The driveway material is shell with a concrete apron.
- **Orientation** – All primary structures are required to front the street as shown here.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in the Historic District. The last page on the drawings provided by Mr. Miranda contains a street context visualization. Although the proposed garage/ADU is slightly taller than the main house, the setback of 35’ from the right of way diminishes its appearance from the road, especially given the trees on S 10th. The scale and style is compatible with the other buildings on this block on South 10th St.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). Height of the garage/workshop structure is 25’, which is the maximum

allowable.

- **Materials** – The project features materials that replicate traditional materials. The garage features smooth Hardie lap siding, a metal roof, and doors/windows from the approved list. The fixed shutters on the south elevation are added as a design element to break up the lap siding exterior on the addition.
- **Foundation** – The project will be constructed on a CMU and stucco, approved materials for the Historic District.
- **Windows** – The proposed windows are on the list of approved materials.
- **Doors** – The proposed doors are on the list of approved materials.

1680Gopher!

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, Secretary of Interior Standards, and the Historic District Design Guidelines.

Staff recommendation:

FINAL Approval of HDC 2025-0008

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0008 **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 2025-0008, as presented, **is or is not** substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0008 Application and Backup Materials
EXHIBIT 2 Florida Master Site File NA00554

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15870

Date Submitted: 4/2/2025

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*

Addition▼

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?*

No

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

mm/dd/yyyy

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*

112 South 10th Street

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0054-0021

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*

Dean

Last Name*

Pearson

Mailing Address*

112 South 10th Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Telephone Number*

484-467-1068

E-mail Address*

pearson.dean1@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 to existing historic home to expand kitchen/dining area.
- 2) Addition of rear porch.
- 3) Construction of new 2-story accessory building with Garage/Workshop at 1st Floor and Bonus Room at 2nd Floor.
- 4) Removal of non-historic window shutters on main house.
- 5) Repainting existing exterior asbestos siding on main house.
- 6) Removal of portion of existing storage building.
- 7) Repair and repainting of existing storage/carport shed.

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

Design Vision Statement*

Additions are designed to be compatible with the frame vernacular historic home.
Board and batten siding at 2nd floor with painted stucco on 1st floor.

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
Hardie	board and batten siding	White
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
Andersen	french door	Black
		(Name/Number)

Include FL Product Approval # for Windows and Doors

WINDOWS

Manufacturer	Product Description	Color
Andersen	400 Series Double Hung Window	Black

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

ROOFING

Manufacturer	Product Description	Color
PAC CLAD	metal roofing	galvalume

(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
HardieTrim		White

(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
stucco on CMU		

(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color

(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
	pressure treated wood decking	

(Name/Number)

FENCING

Manufacturer	Product Description	Color
	8-ft privacy fence, board on board design	
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color
	shell with concrete apron	
		(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 Pearson Owners Authorization for Agent Representation.pdf	Upload 2 Pearson Ownership NC Prop App.pdf	Upload 3 Pearson Carport.JPG	Upload 4 Pearson Renovation Prelim Design Dwgs 2 Apr 25.pdf
Upload 5 P9 Pearson 10th Street Context 2 Apr 25.pdf	Upload 6 Pearson Survey.pdf	Upload 7 Pearson East Pic.JPG	Upload 8 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 hearing 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*

4/2/2025



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.

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER KNOWN AND DESCRIBED 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:

THE NORTH 65 FEET OF LOT 2 IN BLOCK 54.

CERTIFIED TO:
DEAN PEARSON

PROPERTY ADDRESS:
112 SOUTH TENTH STREET
FERNANDINA BEACH, FLORIDA 32034

MANZIE & DRAKE
LAND SURVEYING

SOUTH TENTH STREET
(60-FOOT RIGHT-OF-WAY)

ASH STREET

LOT 1

LOT 8

LOT 3

LOT 6

LOT 7

THE NORTH 65' OF
LOT 2

THE SOUTH 35' OF
LOT 2

LEGEND

A/C = AIR CONDITIONER
CL = CENTERLINE
-x-x- = CHAIN LINK FENCE
[Pattern] = CONCRETE FLATWORK
[Symbol] = TELEPHONE PEDESTAL
[Symbol] = WATER METER
[Symbol] = WOOD POWER POLE
F.F.E. = FINISHED FLOOR ELEVATION

TREE LEGEND:

O = OAK TREE
MAG = MAGNOLIA TREE
PCN = PECAN TREE

TREE DISCLAIMER:

NUMBER OF TREES SHOWN ON SURVEY: 8

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

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

SURVEY NOTES:

- 1) 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) Bearings shown hereon are based on recovered monumentation. The bearing reference line is indicated as thus (BR).
- 6) The property shown hereon lies within flood zone X per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0237 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 a nail & disk found in the south face of a wood powerpole 25' north of our northwest corner. (Elevation = 24.00' N.A.V.D. 1988)

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

MANZIE & DRAKE LAND SURVEYING

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

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

Michael A. Manzie

JULY 14, 2023

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

SCALE: 1"=20' JOB NO: 19224 DATE: 07/13/2023 CADD: LP

F.B. NO: X-374 PAGE NO: 31 FIELD CREW: GS FILE NO: A-3727

This drawing is the property of the architect and is not to be reproduced, stored in a retrieval system, or used in any way without the written consent of the architect. Any reproduction or use without the written consent of the architect is prohibited and is to be returned on request.

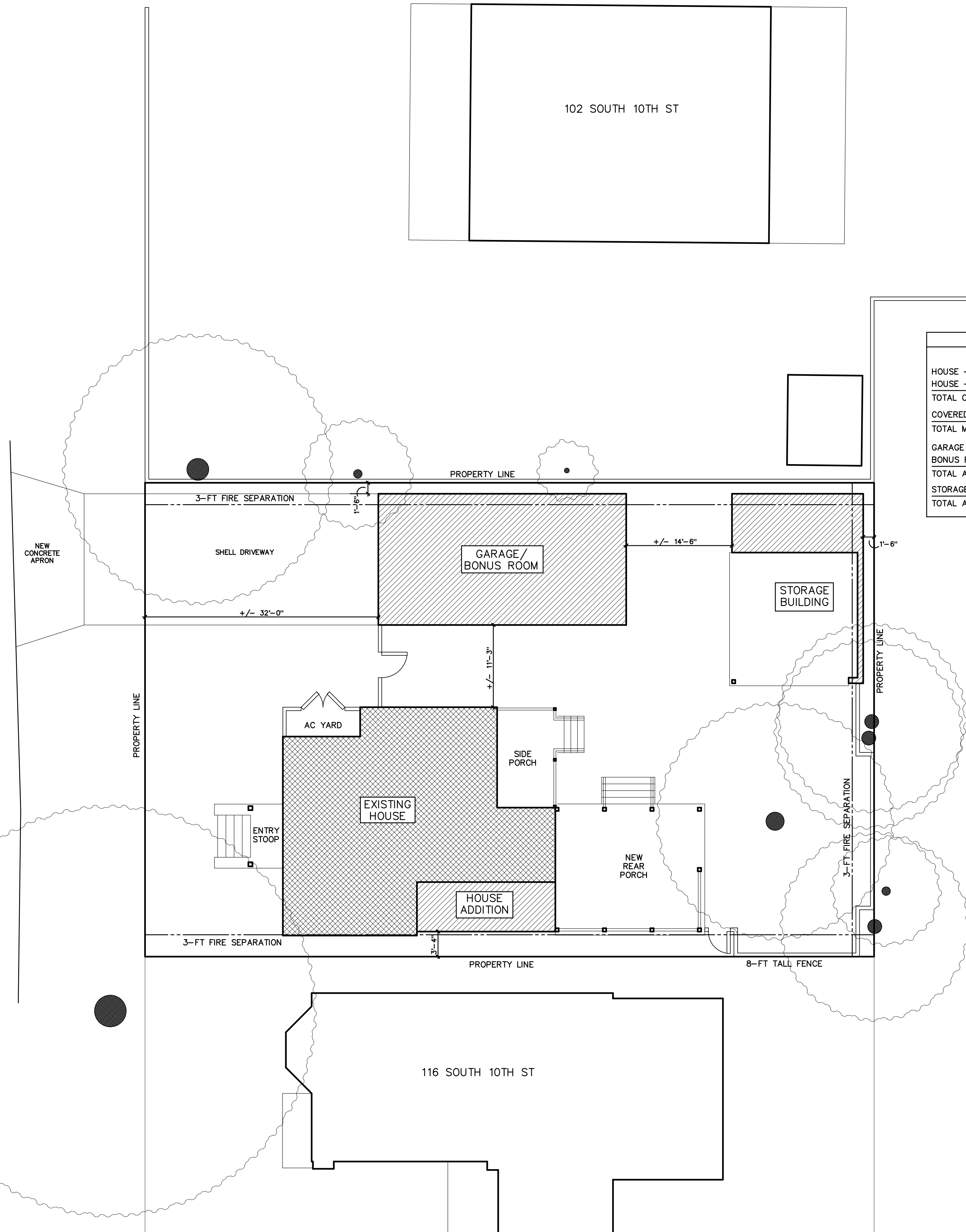
PROPOSED SITE PLAN

1/8"=1'-0"

SOUTH 10TH ST

102 SOUTH 10TH ST

116 SOUTH 10TH ST



PROJECT SQUARE FOOTAGE SUMMARY			
	EXISTING	CHANGE	TOTAL
HOUSE - CONDITIONED, 1ST FLR	879 S.F.	+129 S.F.	1,008 S.F.
HOUSE - CONDITIONED, 2ND FLR	502 S.F.	0 S.F.	502 S.F.
TOTAL CONDITIONED	1,381 S.F.	+129 S.F.	1,510 S.F.
COVERED PORCHES	150 S.F.	+289 S.F.	439 S.F.
TOTAL MAIN HOUSE UNDER ROOF	1,531 S.F.	+418 S.F.	1,949 S.F.
GARAGE			612 S.F.
BONUS ROOM			612 S.F.
TOTAL ACCESSORY BLDG. 1 UNDER ROOF			1,224 S.F.
STORAGE BUILDING			468 S.F.
TOTAL ACCESSORY BLDG. 2 UNDER ROOF			468 S.F.

PRELIMINARY SITE PLAN

REVISIONS

DATE

1 STORAGE BUILDING 4/22/25

PROPOSED ADDITION/RENOVATION FOR THE

PEARSON RESIDENCE

112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

MIRANDA
ARCHITECTS



309 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4588 TEL
FL REG. NO. 14887

P1 PEARSON ADDITION
PRELIM DESIGN

PROJECT # P230224

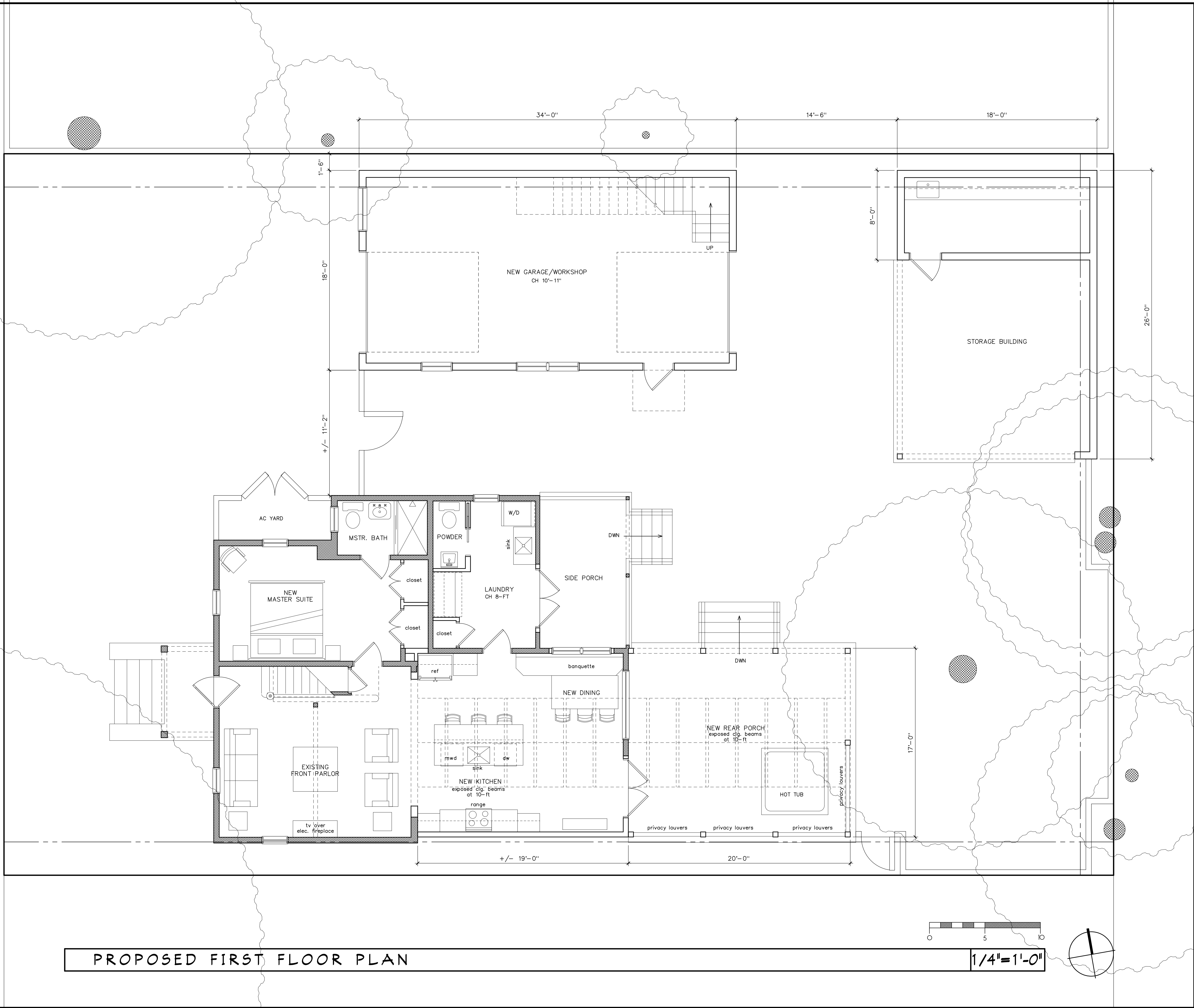
DRAWN BY -- JLM

CHKD BY -- JLM

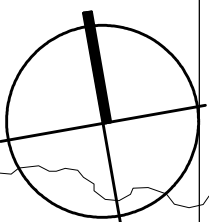
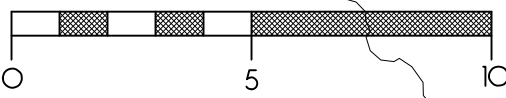
DATE -- 04-22-25

P1

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PROPOSED FIRST FLOOR PLAN



P1 PEARSON ADDITION PRELIMINARY DESIGN
PROJECT # P230224
DRAWN BY -- JLT
CHKD BY -- JLT
DATE -- 04-22-25



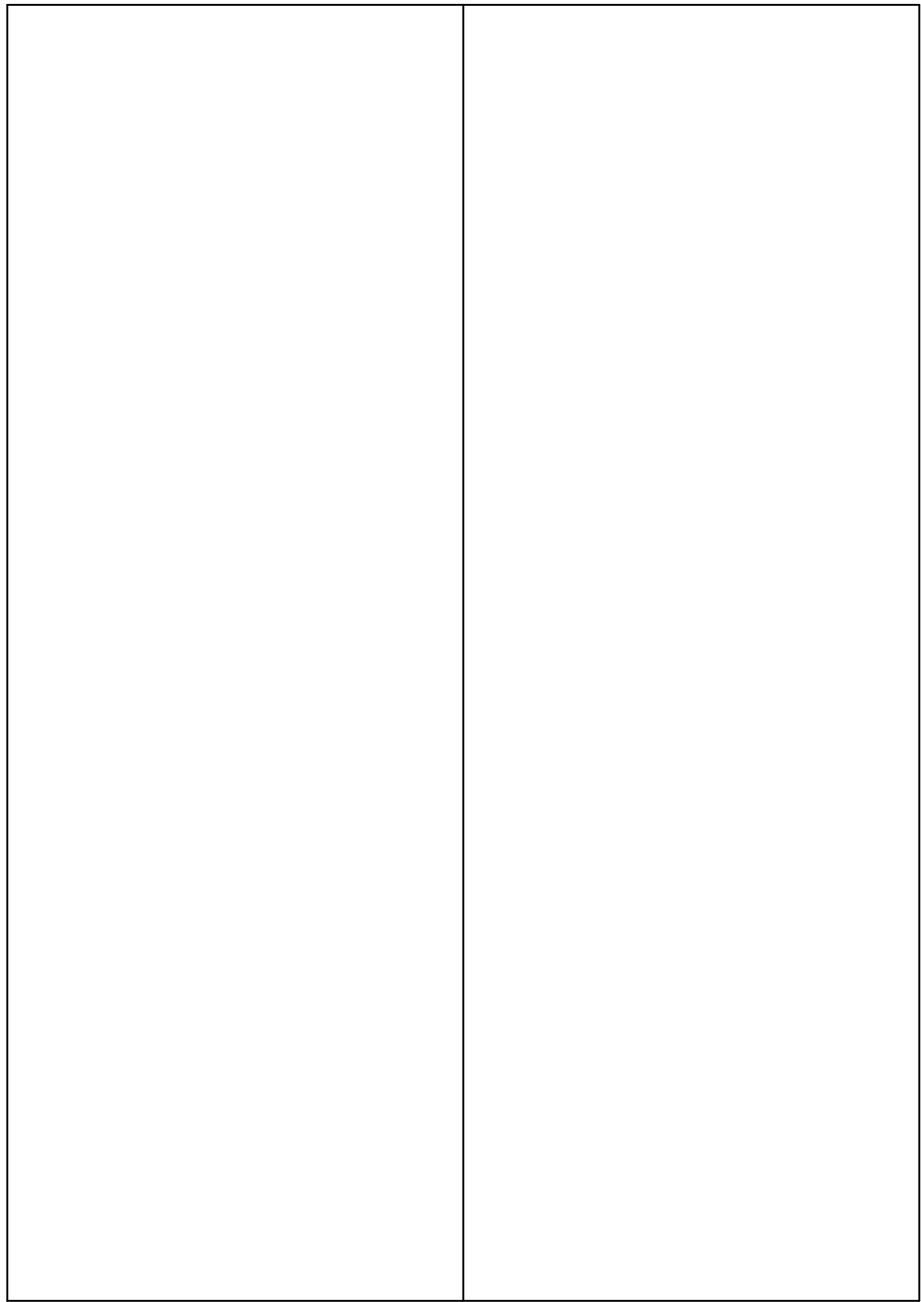
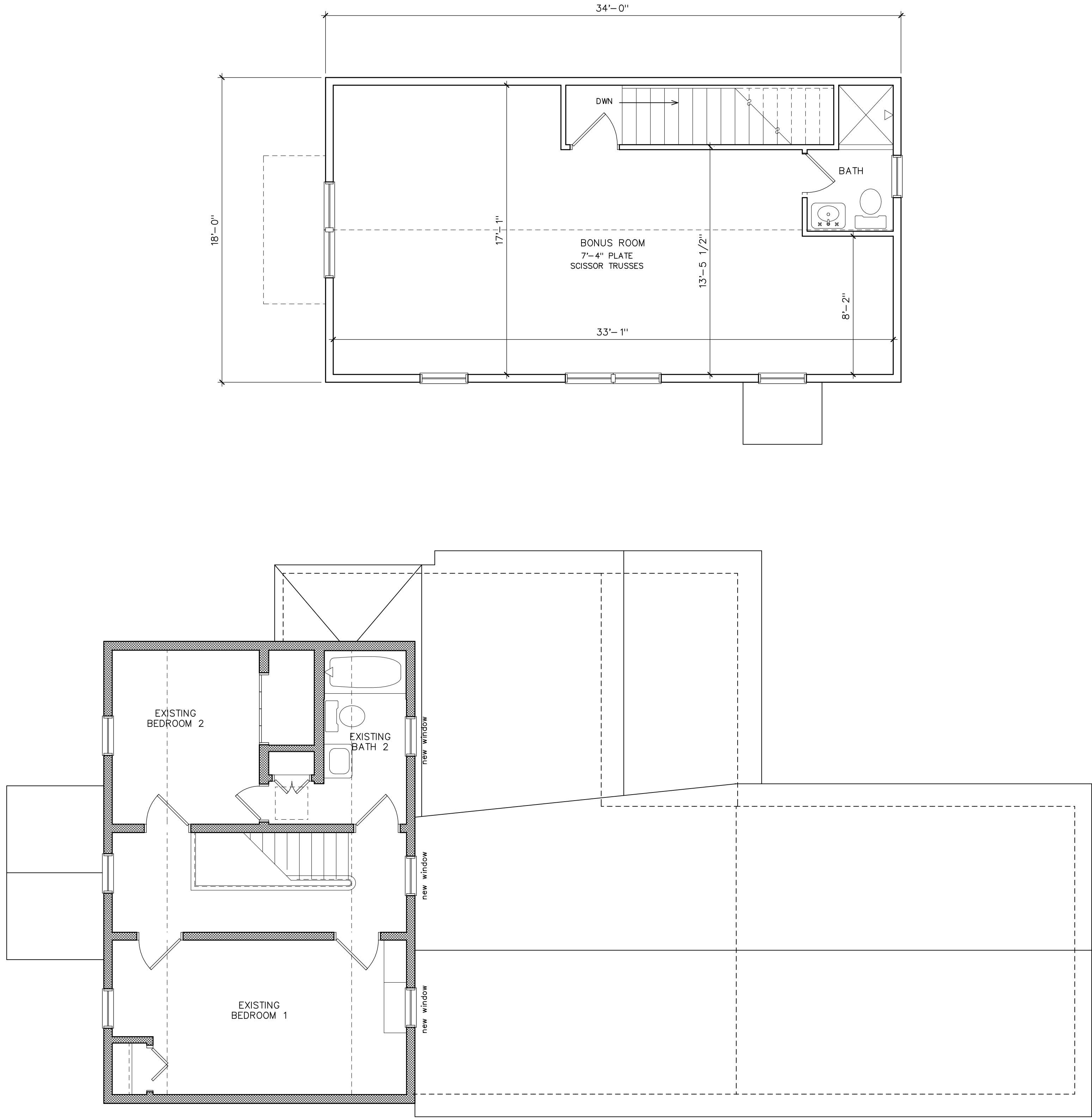
**MIRANDA
ARCHITECTS**
308 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. A000007

PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY 1ST FLR PLAN	
REVISIONS	DATE
1 STORAGE BUILDING	4/22/25

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PROPOSED SECOND FLOOR PLAN



PRELIMINARY 2ND FLR PLAN	
REVISIONS	DATE
1 STORAGE BUILDING	4/22/25

PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
1.12 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034



**MIRANDA
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FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. 248887

P1 PEARSON ADDITION PRELIM DESIGN
PROJECT # P230224
DRAWN BY -- JLT
CHKD BY -- JLT
DATE -- 04-22-25

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PROPOSED WEST ELEVATION (SOUTH 10TH ST)

1/4"=1'-0"



EXISTING WEST ELEVATION (SOUTH 10TH ST)

1/4"=1'-0"

PRELIMINARY ELEVATIONS	
REVISIONS	DATE

PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034



**MIRANDA
ARCHITECTS**
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL.
FL REG. NO. 000887

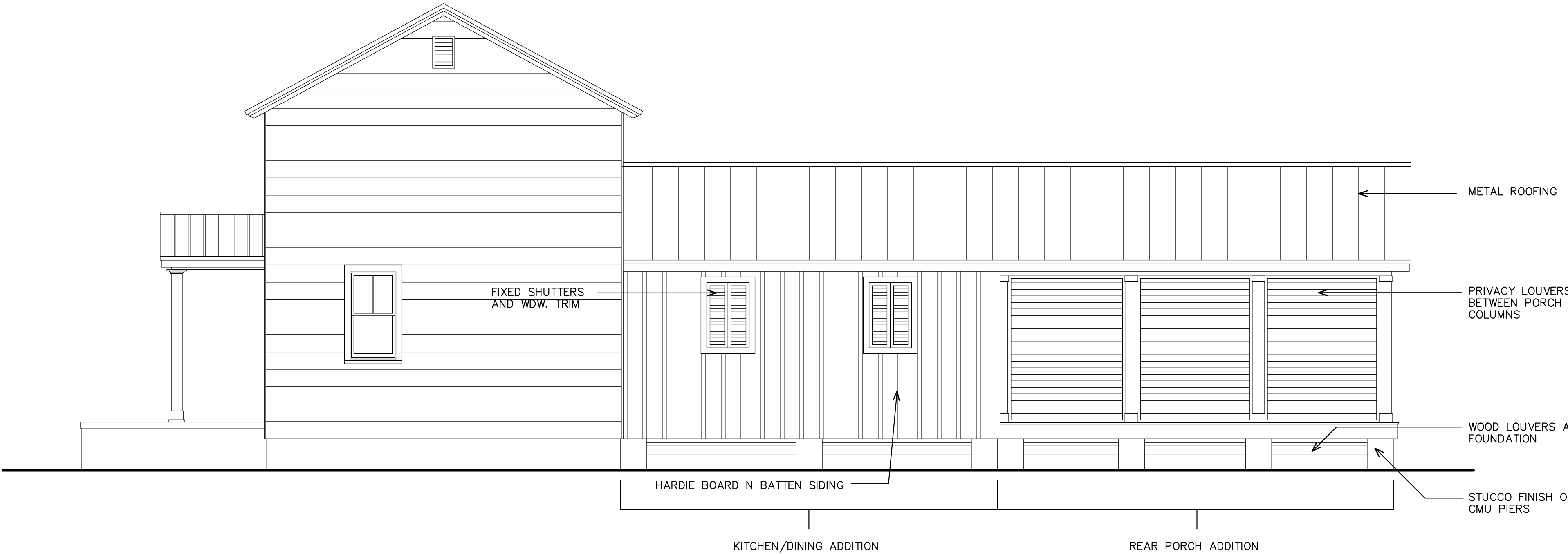
P1 PEARSON ADDITION PRELIM DESIGN	PROJECT # P230224	DRAWN BY -- JLM	CHKD BY -- JLM	DATE -- 04-22-25
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EXISTING SOUTH ELEVATION

1/4"=1'-0"



PROPOSED SOUTH ELEVATION

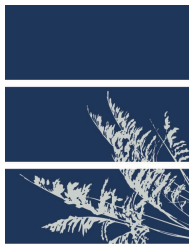
1/4"=1'-0"

PI PEARSON ADDITION PRELIM DESIGN
PROJECT # P230224
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-22-25

MIRANDA
ARCHITECTS

308 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034

904.261.4586 TEL
FL REG NO. 1400007



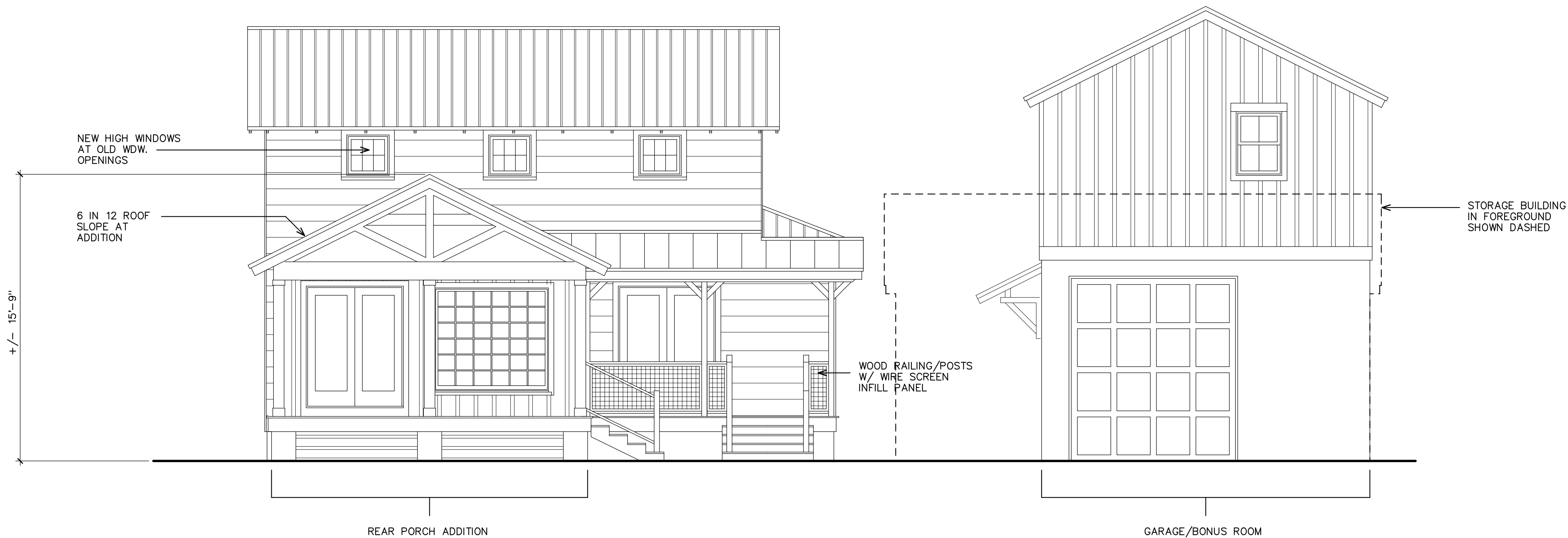
PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY ELEVATIONS	
REVISIONS	DATE

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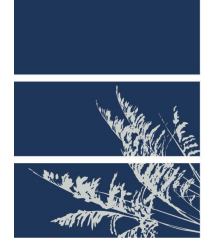


EXISTING EAST ELEVATION 1/4"=1'-0"



PROPOSED EAST ELEVATION 1/4"=1'-0"

P1 PEARSON ADDITION PRELIM DESIGN	PROJECT # P230224	DRAWN BY -- JLM	CHKD BY -- JLM	DATE -- 04-22-25



**MIRANDA
ARCHITECTS**
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FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AP4887

PROPOSED ADDITION/RENOVATION FOR THE

PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

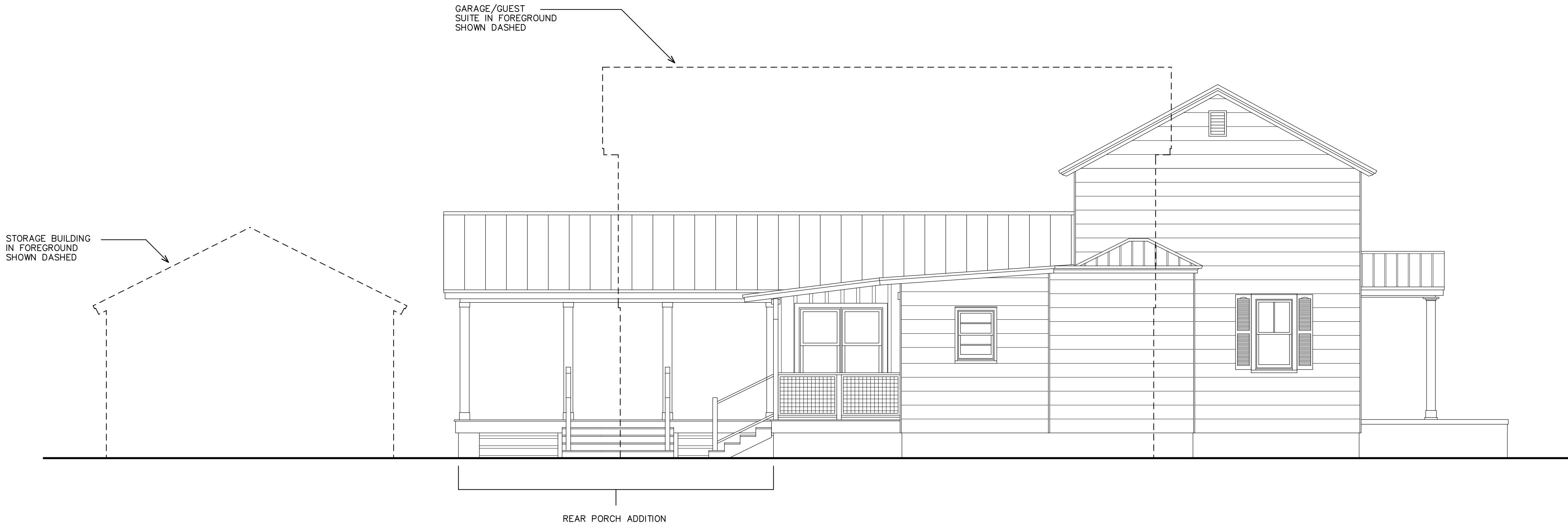
PRELIMINARY ELEVATIONS		DATE
REVISIONS		
1	STORAGE BUILDING	4/22/25

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EXISTING NORTH ELEVATION

1/4"=1'-0"



PROPOSED NORTH ELEVATION -- HOUSE

1/4"=1'-0"

PI PEARSON ADDITION PRELIM DESIGN
PROJECT # P230224
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-22-25

**MIRANDA
ARCHITECTS**
308 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
TEL: 904.261.4586
FL REG. NO. 14000007



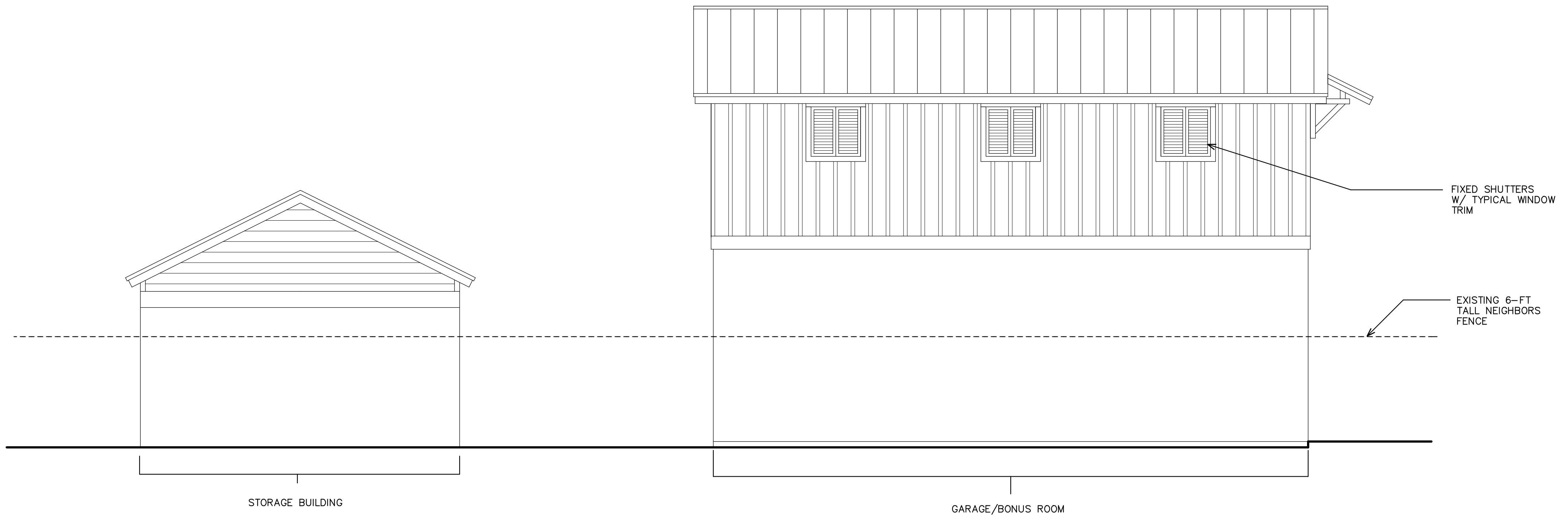
PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY ELEVATIONS	
REVISIONS	DATE
1 STORAGE BUILDING	4/22/25

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PROPOSED SOUTH ELEVATION -- ACCESSORY BUILDING 1/4"=1'-0"



PROPOSED NORTH ELEVATION -- ACCESSORY BUILDING 1/4"=1'-0"

PI PEARSON ADDITION PRELIM DESIGN
PROJECT # P230224
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-22-25

MIRANDA
ARCHITECTS

308 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
TEL: 904.261.4586
FL REG NO. 14000007



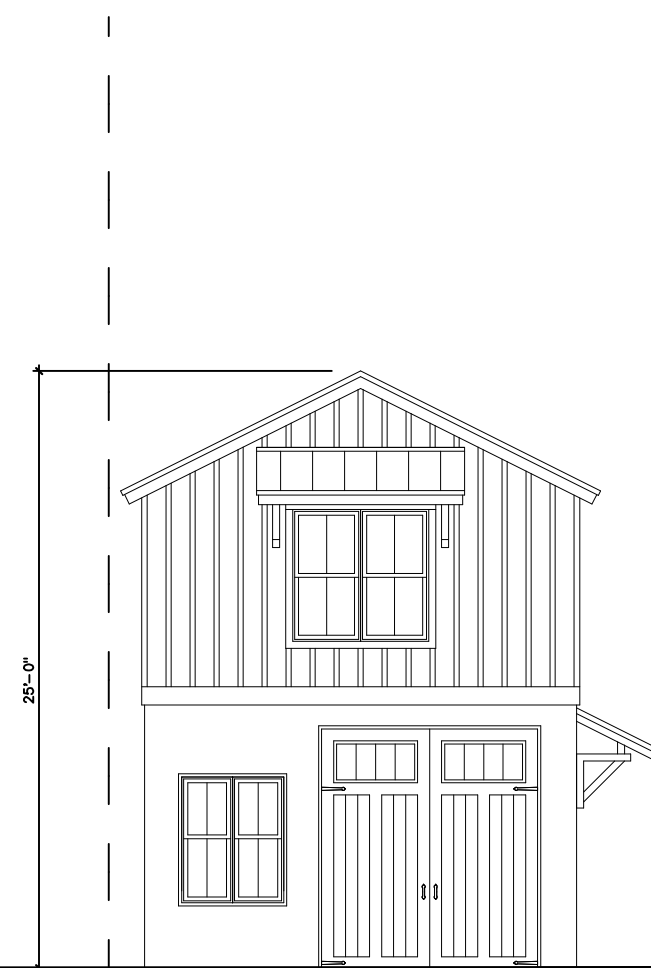
MIRANDA
ARCHITECTS

PROPOSED ADDITION/RENOVATION FOR THE
PEARSON RESIDENCE
112 SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

PRELIMINARY ELEVATIONS	
REVISIONS	DATE
1 STORAGE BUILDING	4/22/25



LAUB RESIDENCE



PEARSON GARAGE



PEARSON RESIDENCE



CARTER RESIDENCE



CARTER GARAGE

SOUTH 10TH STREET CONTEXT

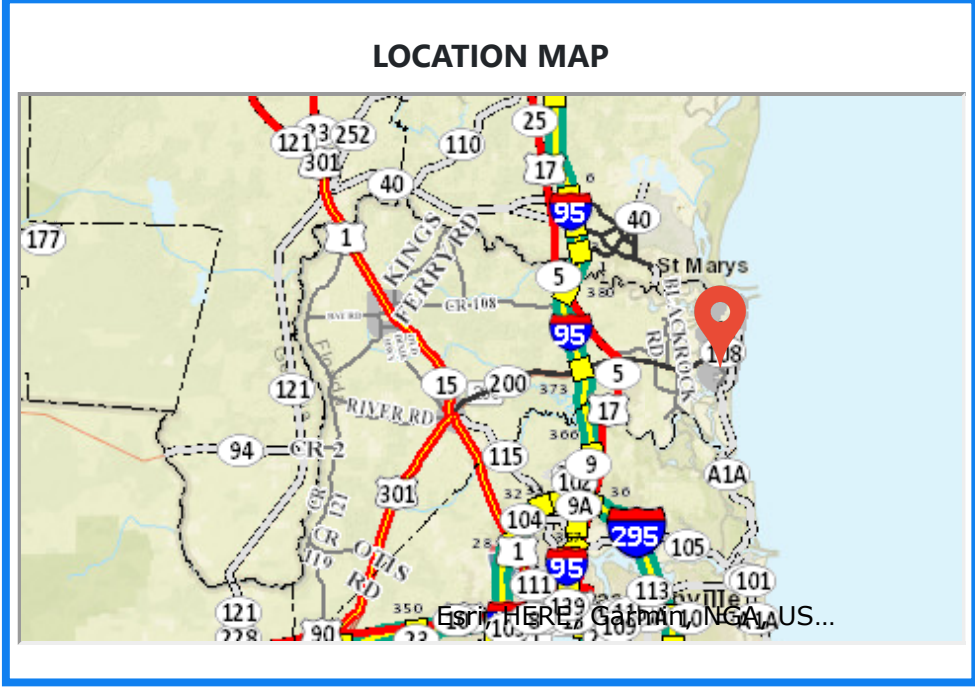
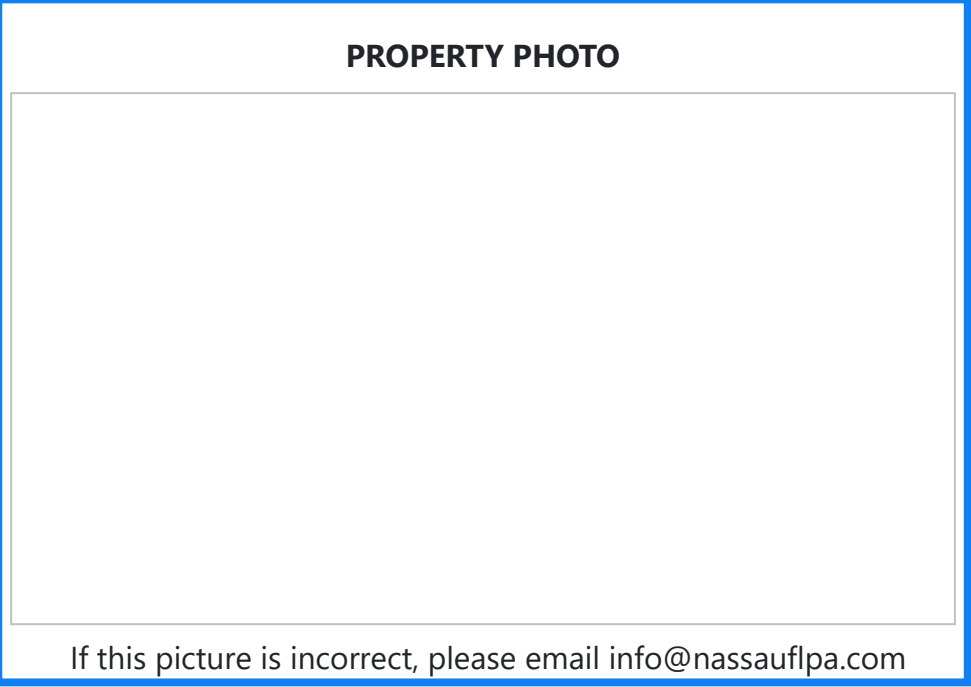
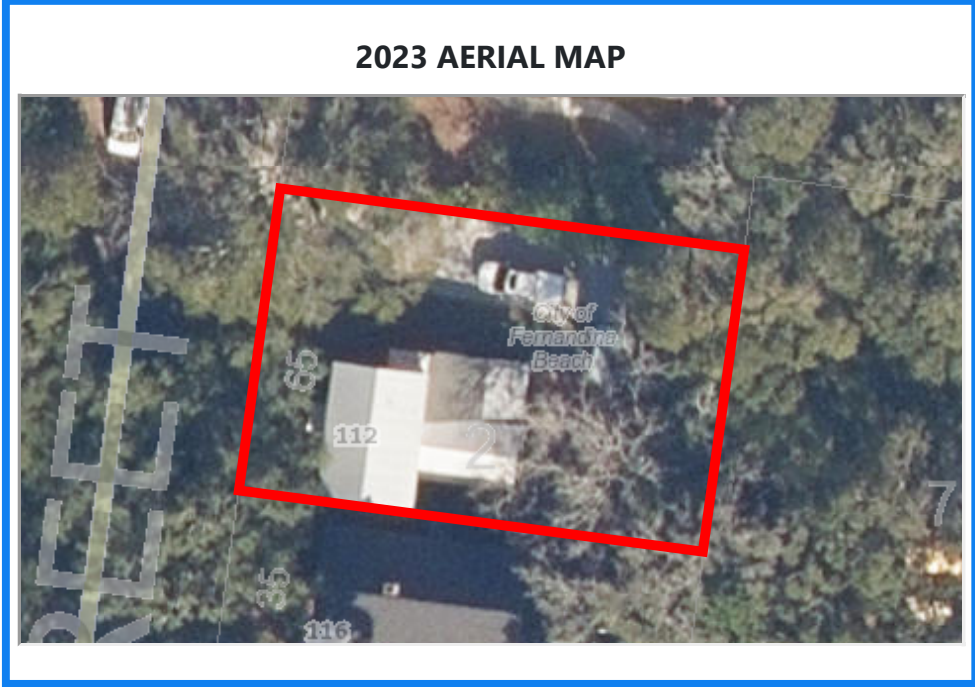
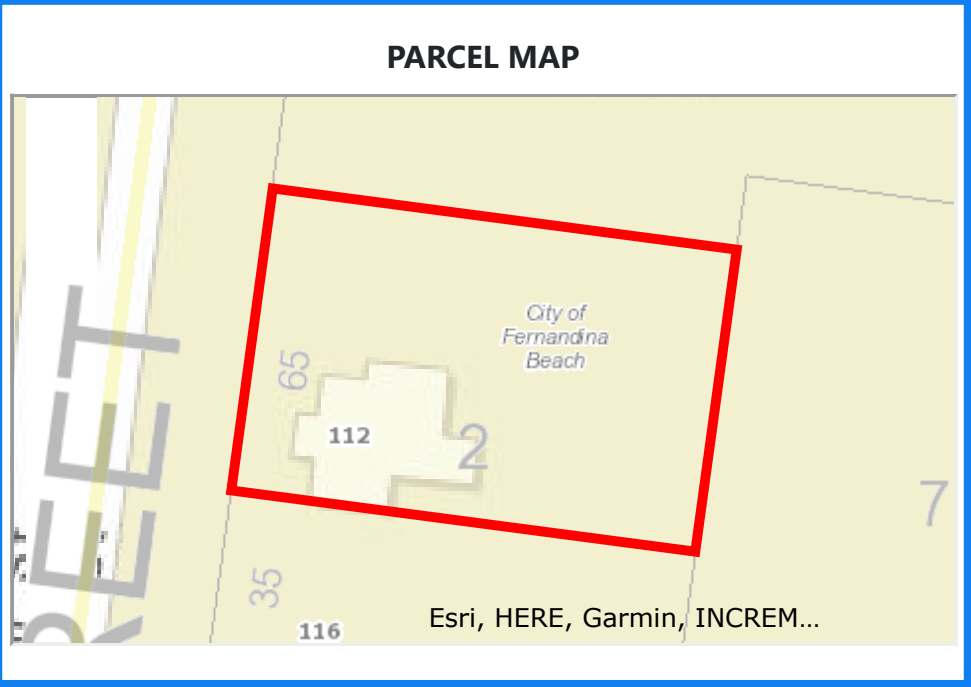


TAKE A BREAK
SIP A DRINK
HAVE A CHAT
ENJOY THE VIEW
FEEL THE BREEZE
READ A GOOD BOOK
GET BACK & RELAX



PROPERTY INFORMATION	
Parcel Number 00-00-31-1800-0054-0021	
Owner Name	PEARSON DEAN
Mailing Address	PO BOX 112
FERNANDINA BEACH, FL 32035	
Location Address	112 S 10TH 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 54 N65 FT OF LOT 2 IN OR 2399/388 CITY OF FDNA BEACH

2023 Preliminary Values	
Land Value	\$162,500
(+) Improved Value	\$227,103
(=) Market Value	\$389,603
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$41,410
(=) Assessed Value	\$348,193
(-) Homestead	\$25,000
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$323,193
(-) Non-School HX & Other Exempt Value	\$25,000
(=) County Taxable Value	\$298,193
Note - *10% Cap does not apply to School Taxable Value	



BUILDING INFORMATION									
Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SFR CUST	1393	1348	3	2	ASB SIDING		AIR DUCTED	FORCED AIR	1883



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Dean Pearson
(print name of property owner(s))

hereby authorize: Jose Miranda & 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)

(Print name of owner)

(Print name of owner)

STATE OF FLORIDA
COUNTY OF NASSAU }
ss

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day
of _____, 20_____, by _____.

Notary Public

Printed Name

My Commission Expires

Personally Known _____ OR Produced Identification _____ ID Produced: _____

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00554**
 Field Date 2-15-2018
 Form Date 2-15-2018
 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) 112 S. 10th St. Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Clear Location Values

Street Number 112 Direction S Street Name 10th Street Type Street Suffix Direction ▼
 Address: _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 22 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0054-0021 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: 1883 ☒ 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 Siding
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable/shed, side shed extensions
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

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

DESCRIPTION

Clear Description Values

Style Frame Vernacular Exterior Plan Rectangular Number of Stories 2
 Exterior Fabric(s) 1. Shingles-asbestos 2. ▼ 3. ▼
 Roof Type(s) 1. Gable 2. ▼ 3. ▼
 Roof Material(s) 1. Sheet metal:3V crimp 2. ▼ 3. ▼
 Roof secondary strucs. (dormers etc.) 1. ▼ 2. ▼
 Windows (types, materials, etc.) 2/2 dhs w modern storm windows

Distinguishing Architectural Features (exterior or interior ornaments) I-house form; exposed rafters

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 KEEPER – Determined eligible: ☐ yes ☐ no Clear Check Boxes NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin</i> 15, p. 2)	Date _____ Init. _____ Date _____

DESCRIPTION (continued)

[Clear Description Values](#)

Chimney: No. 0 Chimney Material(s): 1. ☐ 2. ☐ 3. ☐
 Structural System(s): 1. Balloon wood frame 2. ☐ 3. ☐
 Foundation Type(s): 1. Piers 2. ☐
 Foundation Material(s): 1. Other 2. Stucco
 Main Entrance (stylistic details) Wood panel door w transom

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

Porch Descriptions (types, locations, roof types, etc.) Entry/W, open, gable, square wood supports

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

Narrative Description of Resource

Archaeological Remains ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

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

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 (HDC) Certificate of Approval (COA) Application - Submission #15849

Date Submitted: 3/31/2025

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*

Paint

▼

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?*

3/19/2025

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*

Various

City*

Fernandina Beach

State*

Florida

Zip Code*

32034-2781

Parcel ID #(s)*

00-00-31-1800-0014-0040, various other ROW areas

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*

City of Fernandina Beach

Last Name*

COFB

Mailing Address*

204 Ash Street

City*	State*	Zip Code*
Fernandina Beach	Florida	32034

Telephone Number*	E-mail Address*
9043103107	Ifinkelstein@fbfl.city

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*	Last Name*
Lulu	Huppmann

Company (if applicable)

Fernandina Beach Main Street

Street Address

309 1/2 Centre Street

City	State	Zip
Fernandina Beach	Florida	32034

Telephone Number	E-mail Address
904-624-7147	director@fernandinamainstreet.com

Project Description*

Fernandina Beach Main Street (FBMS) is providing utility box wraps with historic themes as a tool for improving the appearance of the downtown historic area. FBMS has identified 8 utility boxes as part of the first phase of this project. The boxes are as follows:

- Box # Owner L W H Notes
- 1 FDOT 28.5 44 68 8th & Centre-Pineland Bank
 - 5 FPU 34 34 32 side by side w/#6; N 3rd St/Color It Green
 - 6 FPU 34 34 32 Warning Notes-can they be incorporated into design?
 - 7 FPU 63 71 43 N 3rd between private/public lots
 - 8 FPU 34 34 32 N 3rd between private/public lots
 - 9 FPU 34 34 32 N 3rd between private/public lots
 - 10 FPU 24 34.5 32 N 3rd between private/public lots
 - 11 COFB 20 48 60 N 3rd & public parking; same box as #2

Sepia tone historic photos will be used on upright boxes (#1, #11) while historic Sanborn maps will be used on the lower FPU boxes. Photos and maps will reflect historic images from the location of each box. Each wrap will include a FBMS logo with website address or QR code to provide information on the historical image depicted on the utility box. The wrap will not be used to advertise but rather to inform and educate residents and visitors, and beautify the downtown.

FBMS will work with Design It Wraps, a local firm, to create the vinyl graphic wraps for the box. FBMS will be responsible for repair or replacement of any wraps that are damaged by weather, vandals, or other means.

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

Design Vision Statement*

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

Requirements for Demolition Applications

Per LDC 8.03.03.01

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

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

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

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

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

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

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

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

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

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

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

MATERIALS
List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
		(Name/Number)

DOORS

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

WINDOWS

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

ROOFING

Manufacturer	Product Description	Color
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
		(Name/Number)

FENCING

Manufacturer	Product Description	Color
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color
		(Name/Number)

SIGNAGE

Manufacturer	Product Description	Color
		(Name/Number)

OTHER

Manufacturer	Product Description	Color
Design It Wraps	Vinyl Wall Graphic wrap	Sepia
		(Name/Number)

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

Upload 1 Choose File No file selected	Upload 2 Choose File No file selected	Upload 3 Choose File No file selected	Upload 4 Choose File No file selected
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Upload 5

Choose File No file selected

Upload 6

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Upload 7

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Upload 8

Choose File No file selected

Certification*

- ☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.
- ☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:
- ☒ 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 hearing 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*

Lisa

Applicant Last Name*

Finkelstein

Today's Date*

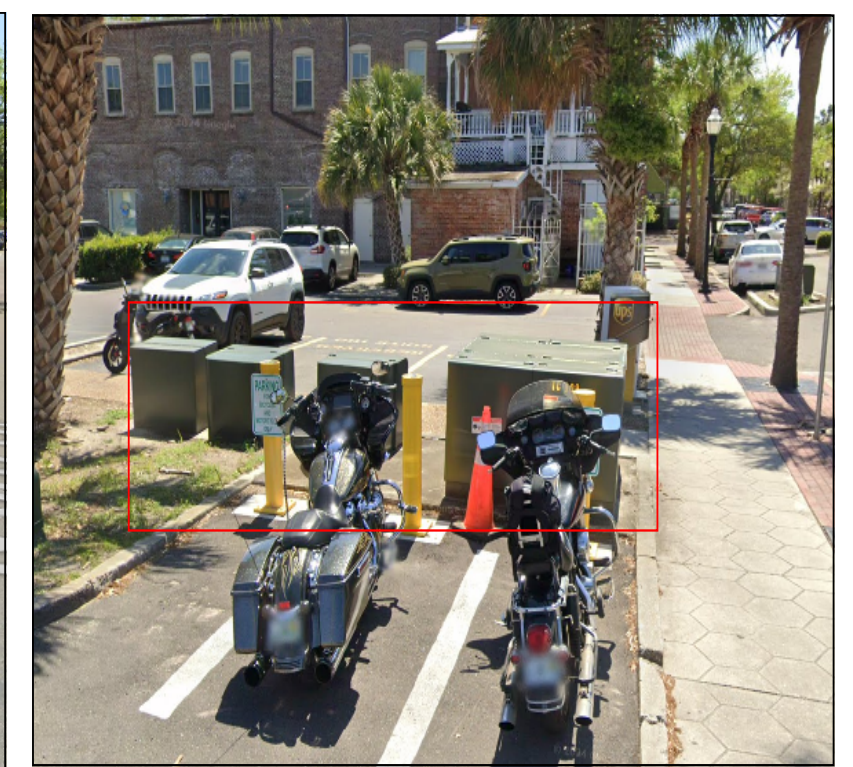
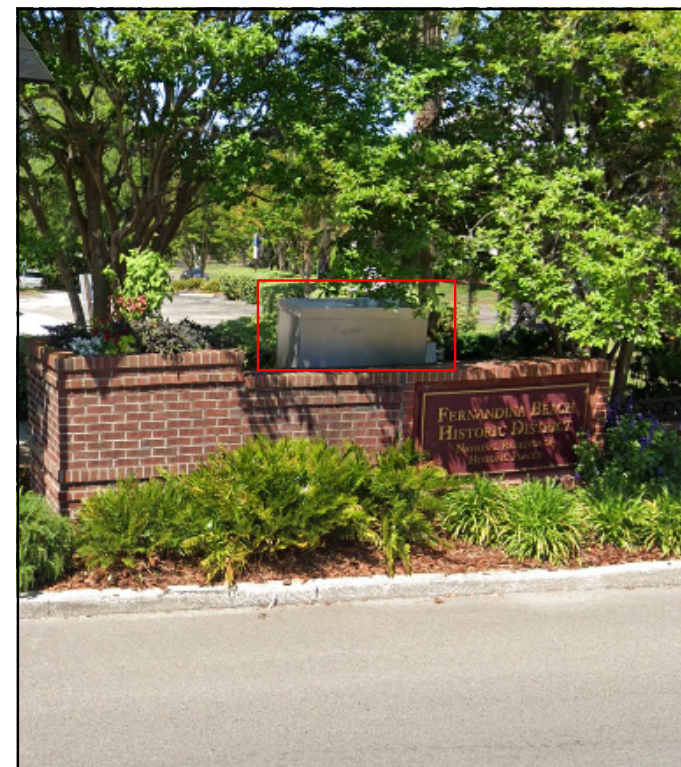
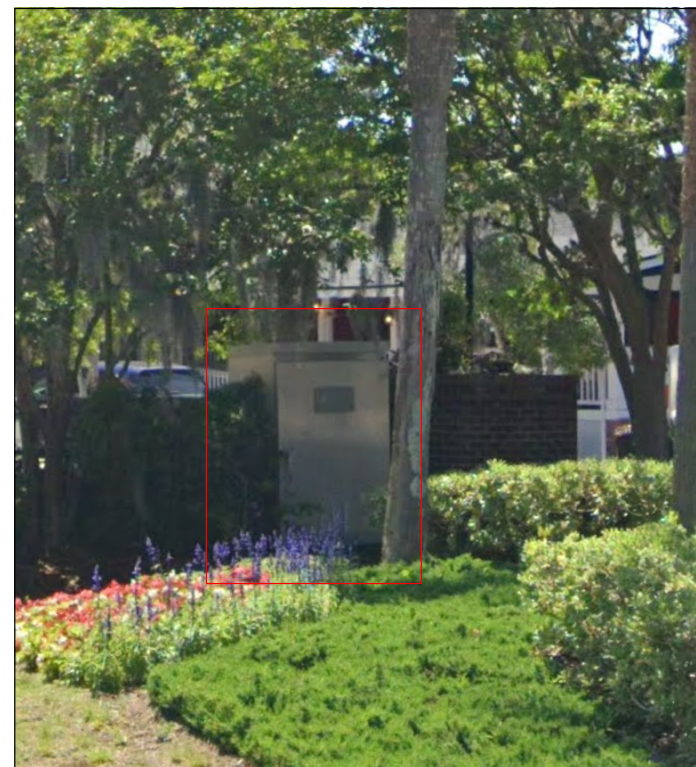
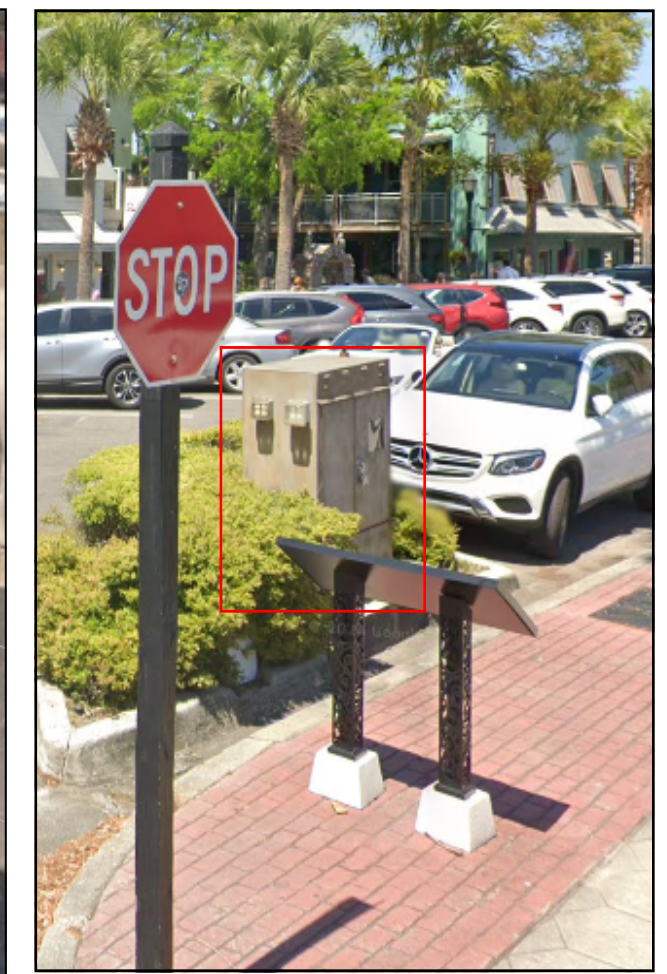
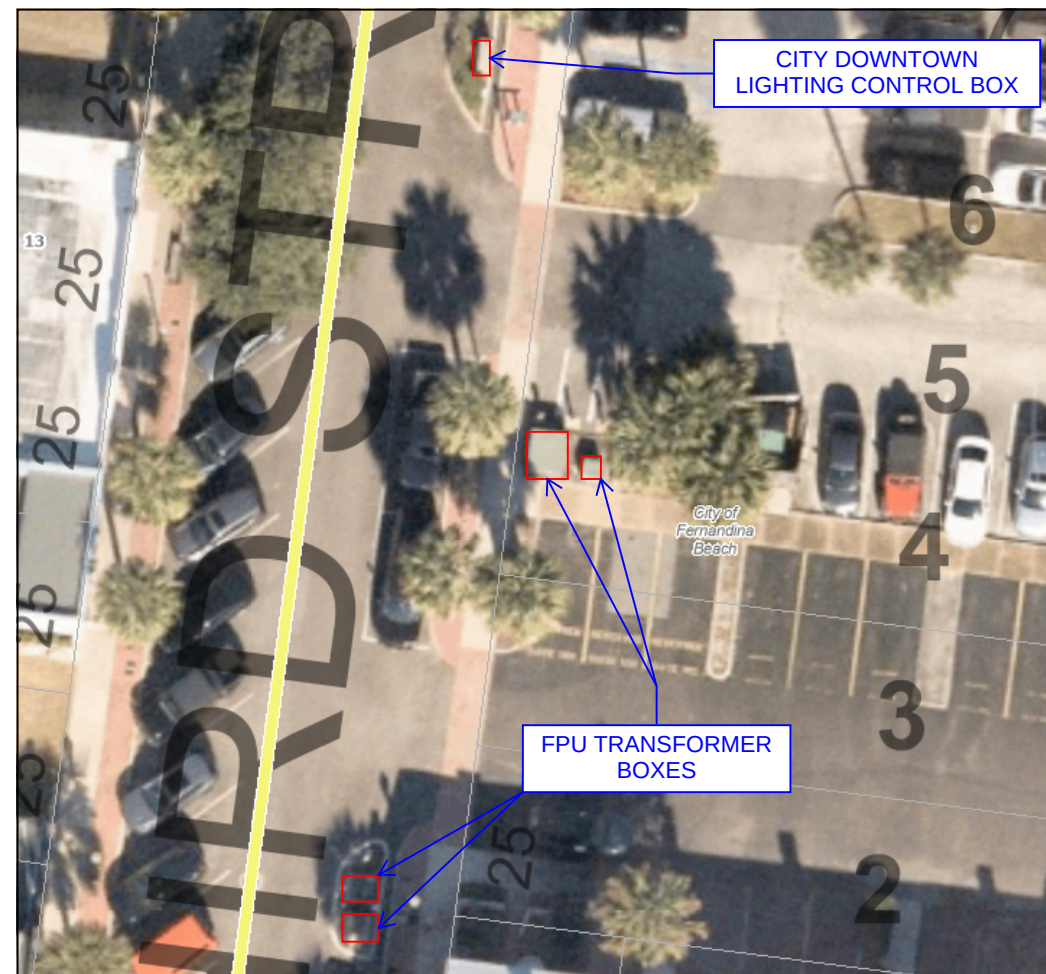
3/31/2025



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.



DOWNTOWN UTILITY BOX WRAP PROJECT





HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0007
MAY 15th, 2025

Owner/Applicant:	Lulu Huppmann, Fernandina Beach Main Street (FBMS), agent for City of Fernandina Beach
Property Address:	Various, listed below
Parcel ID #	00-00-31-1800-0014-0040, various ROW areas
Current zoning:	Mostly C-3, ROW
FLUM land use category:	Central Business District
Existing uses on the site:	Utility Boxes
Contributing Status:	N/A
Requested action:	Seeking FINAL APPROVAL to wrap 8 utility boxes in historic themed photos and maps to improve the appearance of downtown historic areas.

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



DOWNTOWN UTILITY BOX WRAP PROJECT



Project Summary from Application:

Fernandina Beach Main Street (FBMS) is providing utility box wraps with historic themes as a tool for improving the appearance of the downtown historic area. FBMS has identified 8 utility boxes as part of the first phase of this project.

The boxes are as follows:

Box #	Owner	L	W	H	Notes
• 1	FDOT	28.5	44	68	8th & Centre-Pineland Bank
• 5	FPU	34	34	32	side by side w/#6; N 3rd St/Color It Green
• 6	FPU	34	34	32	Warning Notes-can they be incorporated into design?
• 7	FPU	63	71	43	N 3rd between private/public lots
• 8	FPU	34	34	32	N 3rd between private/public lots
• 9	FPU	34	34	32	N 3rd between private/public lots
• 10	FPU	24	34.5	32	N 3rd between private/public lots
• 11	COFB	20	48	60	N 3rd & public parking; same box as #2

Sepia tone historic photos will be used on upright boxes (#1, #11) while historic Sanborn maps will be used on the lower FPU boxes. Photos and maps will reflect historic images from the location of each box. Each wrap will include a FBMS logo with website address or QR code to provide information on the historical image depicted on the utility box. The wrap will not be used to advertise but rather to inform and educate residents and visitors and beautify the downtown.

FBMS will work with Design It Wraps, a local firm, to create the vinyl graphic wraps for the box. FBMS will be responsible for repair or replacement of any wraps that are damaged by weather, vandals, or other means.

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Final** approval to wrap various utility boxes in the downtown area to add to place-making efforts and beautification. Located in the right of way and using public utility infrastructure as a base, this is a government initiated project to blend the structures more seamlessly into the streetscape. The prints used in the wraps will be historic photos, Sanborn Maps, and other images that celebrate Fernandina Beach’s history and provide another unique feature to our downtown.

APPLICABLE GUIDELINES:

- [CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
- [CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

ANALYSIS:

PROPOSED MATERIALS

	Type/Material/Brand	Color
Wrap	Design It Wraps, Vinyl Wall Graphic Wrap	Sepia

Site Plan –

- **Type** – Utility box wraps. This is an unprecedented project in the Historic District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **Lot Density** – This project does not involved changing site design, lot coverage, or density.

Elevations –

- **Scale** – The scale of the utility boxes are unchanged. The decorative wrap will help the necessary utility infrastructure blend in with the downtown.
- **Materials** – The vinyl wrap material will be provided by DesignIt Wraps.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, and the Historic District Design Guidelines.

Staff recommendation:

FINAL Approval of HDC 2025-0007

MOTION TO CONSIDER:

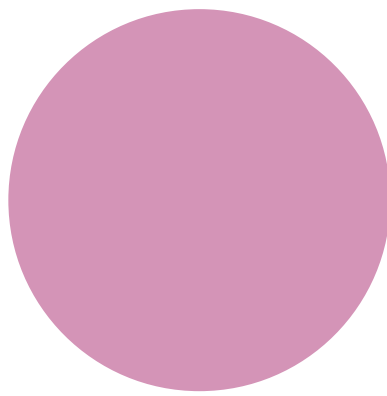
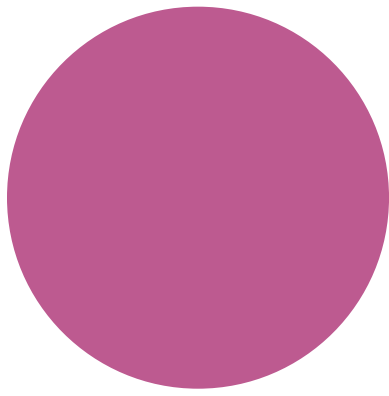
I move to **approve or deny** case number HDC 2025-0008 **with or without** conditions;

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

That HDC case HDC 2025-0007, as presented, **is or is not** substantially compliant with the Land Development Code, the Secretary of the Interior’s Standards, and the Historic District Design Guidelines to warrant FINAL approval at this time.

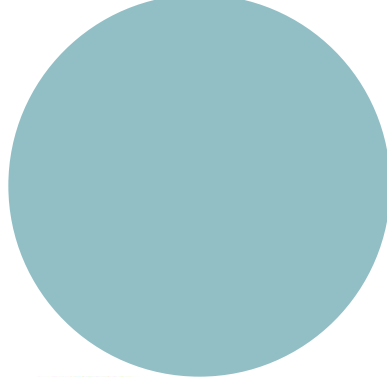
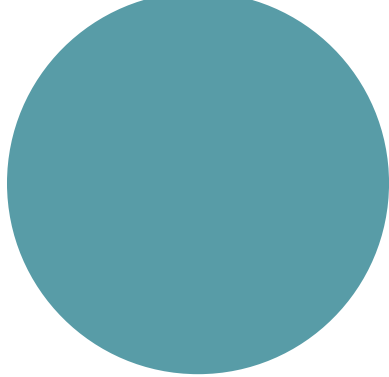
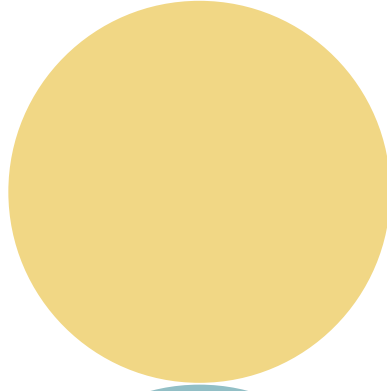
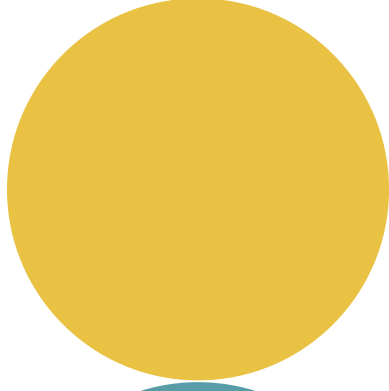
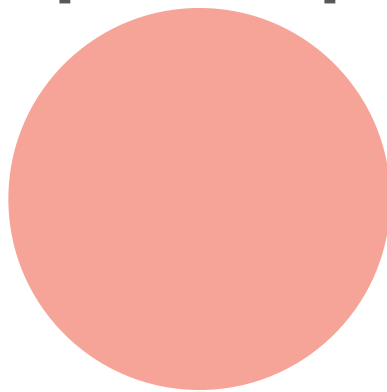
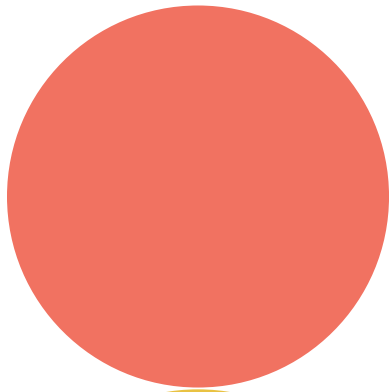
LIST OF EXHIBITS:

EXHIBIT 1 **HDC 2025-0007 Application and Backup Materials**
EXHIBIT 2 **Prints (to be used as wraps)**



OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES

[2021 revision]



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.

Project Team

City of Fernandina Beach

Salvatore (Sal) Cumella, Historic Preservation Planner
Kelly Gibson, Planning Director
Lorelei Jacobs, Grants Manager

Amelia Island Museum of History

William (Bill) Tilson, Professor Emeritus, School of Architecture, University of Florida

University of Florida Historic Preservation

Clarissa Carr, Program and Research Coordinator
Dr. Lisha Chen, Post-Doctoral Fellow
Morris (Marty) Hylton III, Director
Dr. Sujin Kim, Director of Envision Heritage

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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.

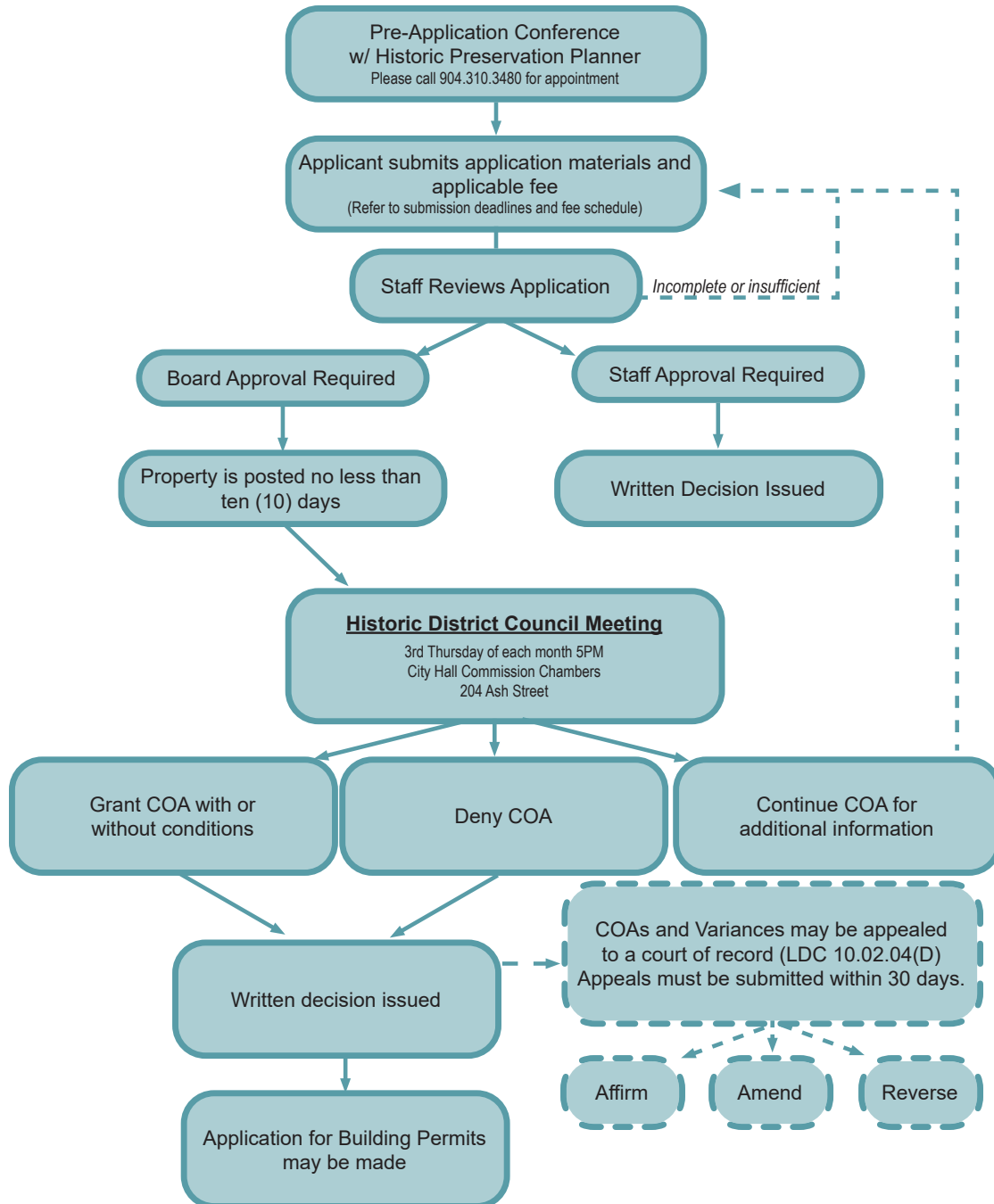
As part of the review process by the City and Historic District Council (HDC), these guidelines are intended for use by property owners, residents, City staff, and members of the Historic District Council, among others.

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.

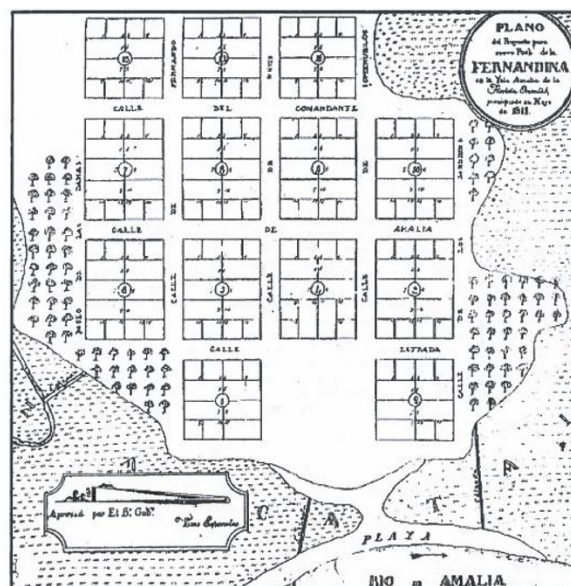


Figure 1: Original plan of Old Town Fernandina as platted by Spanish colonists in 1811.

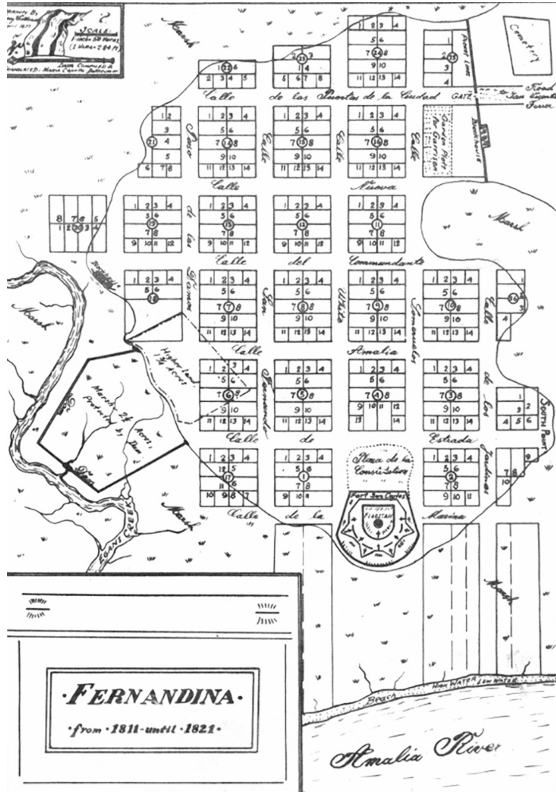


Figure 2: Map of Old Town drawn by Franz Dollheimer in April 1937 based on data compiled and translated by Maria Copella Dollheimer.

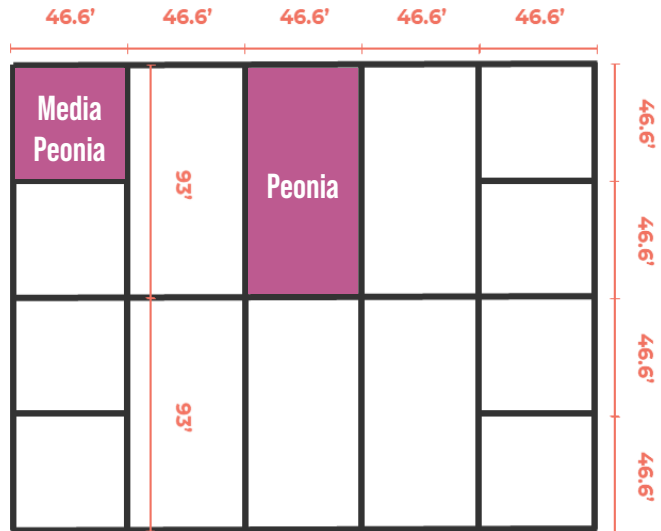


Figure 3: Typical block with peonia (original, full lots) and media peonia (original, half lots).

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

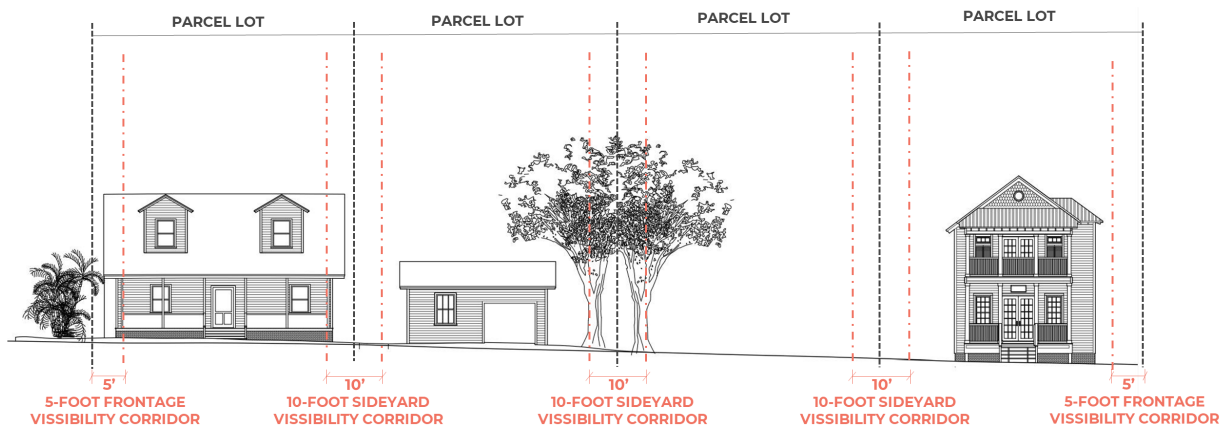
Setbacks in the Old Town Historic District are referred to as lot “visibility corridors.” They are a primary tool for spatially recognizing and helping preserve the historic Spanish grid as it was originally platted in 1811 and expanded over time.

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.



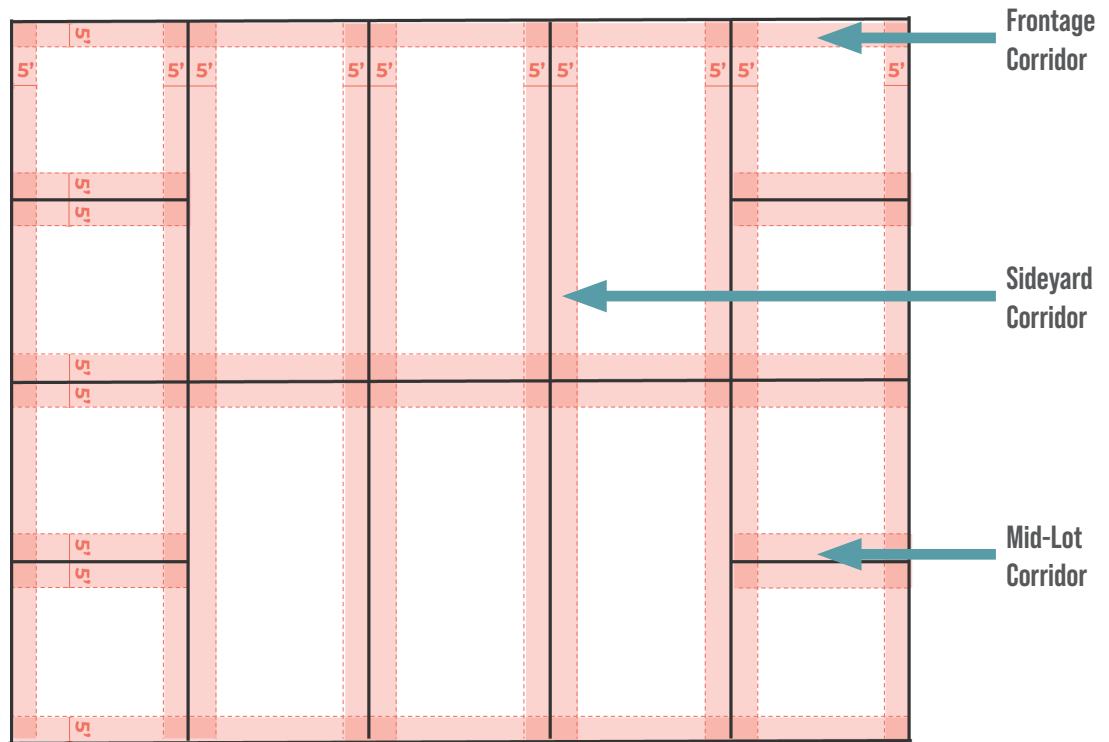


Figure 6: Visibility Corridors plan diagram for a typical block.

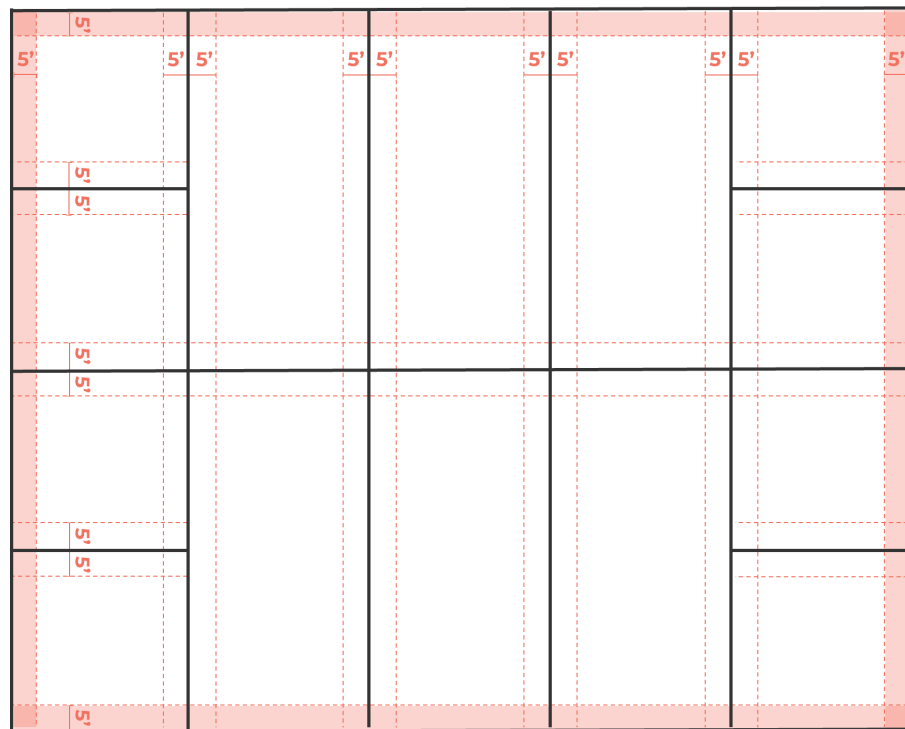


Figure 7: Frontage Corridors plan diagram for a typical block.

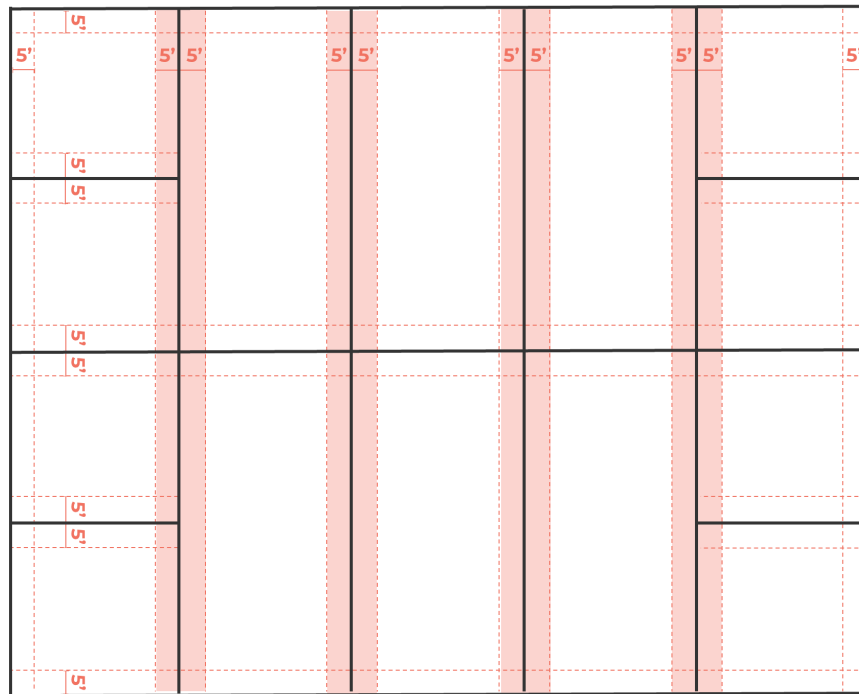


Figure 8: Sideyard Corridors plan diagram for a typical block.

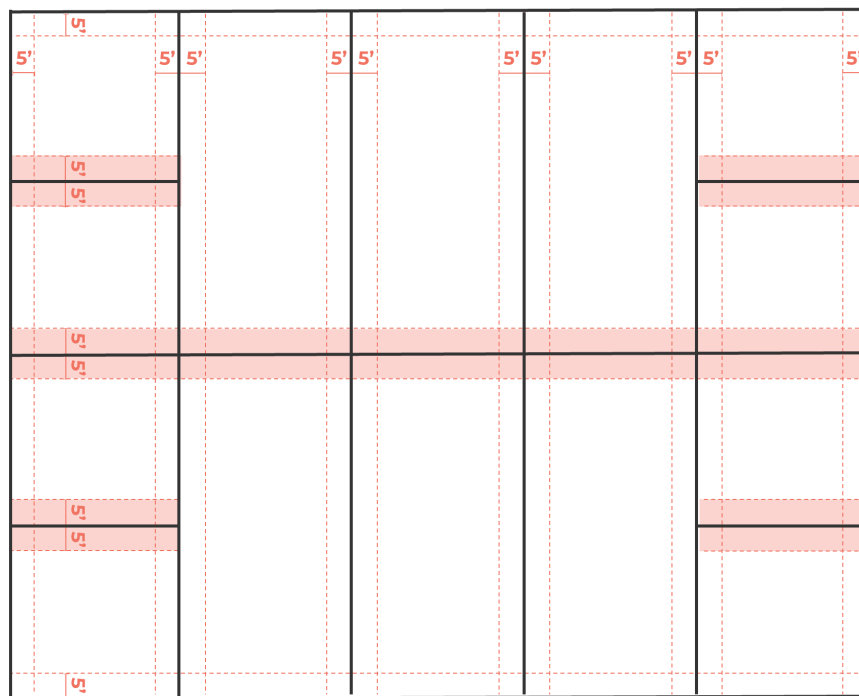


Figure 9: Mid-Lot Corridors plan diagram for a typical block.

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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).

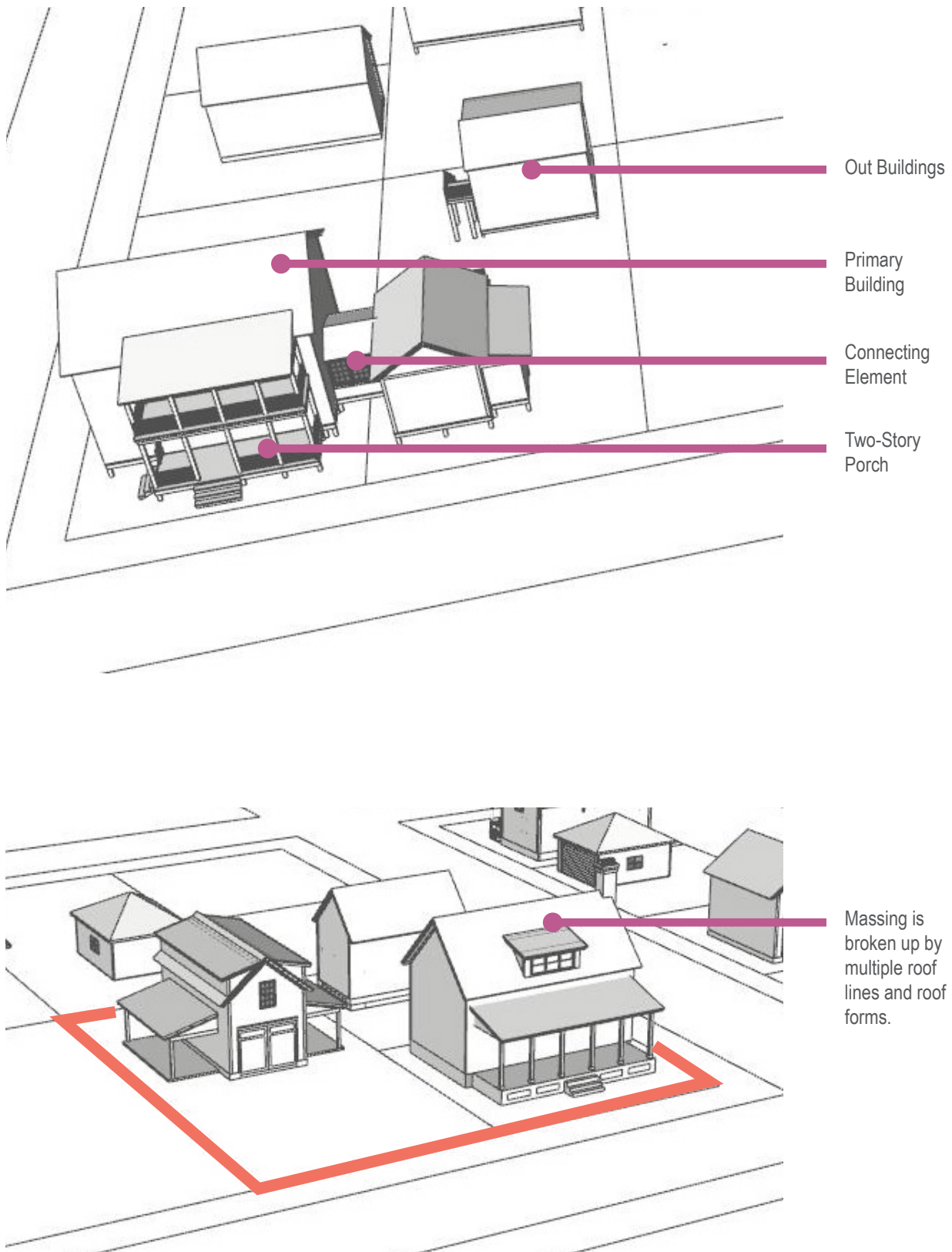


Figure 10: Rather than a single structure, property owners are required to distribute the massing of buildings into a Primary Building and Out Building(s) with a total maximum lot coverage of 45%.

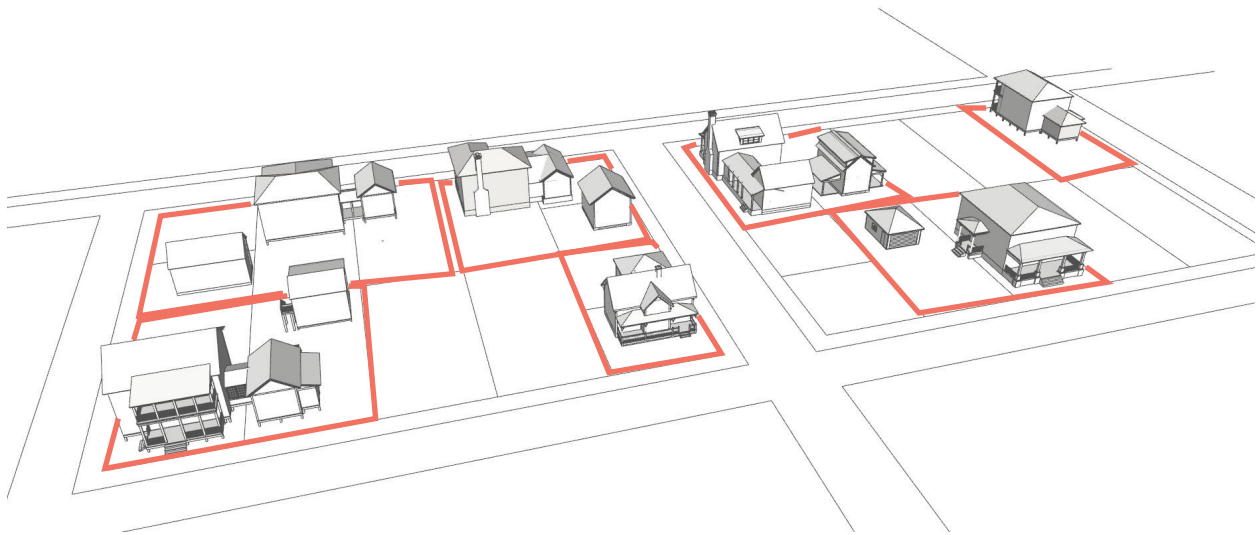


Figure 11: Examples of density, scale, and massing.

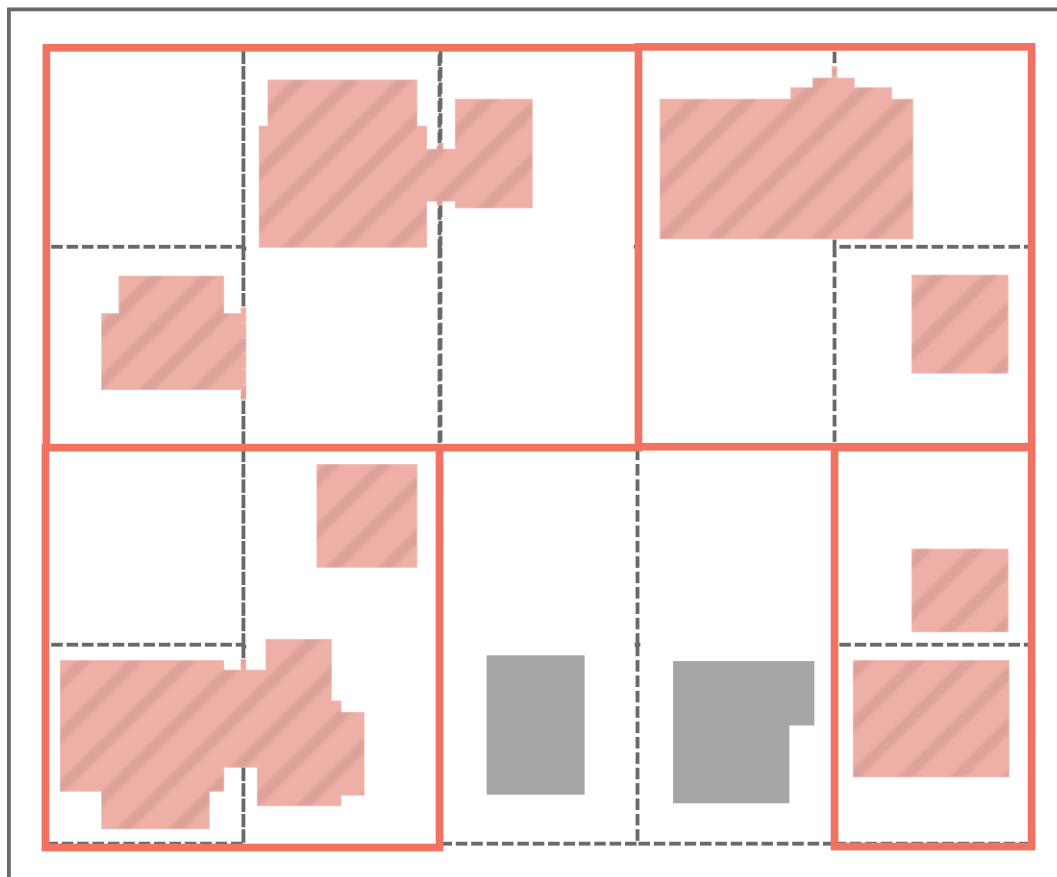


Figure 12: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

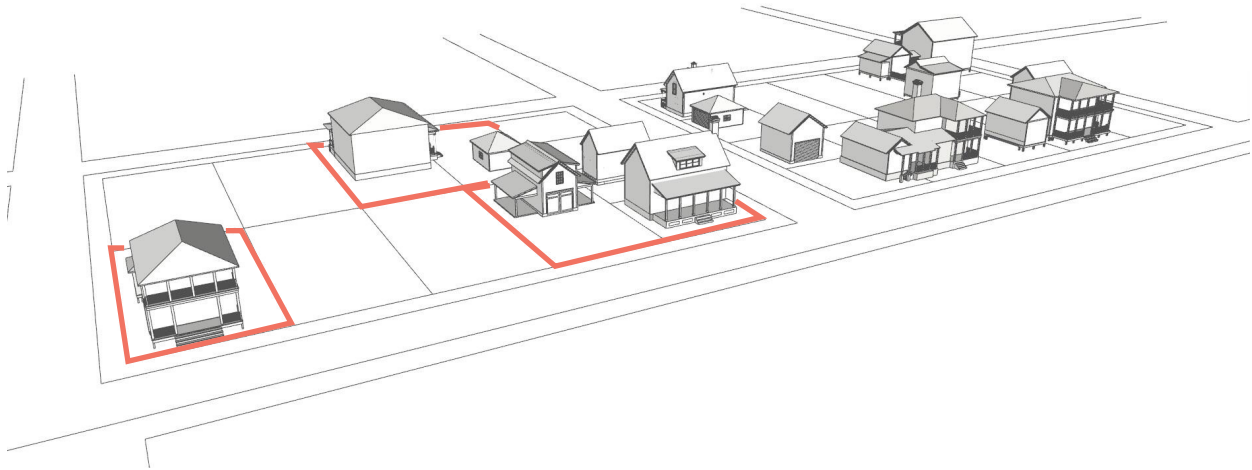


Figure 13: Examples of density, scale, and massing.

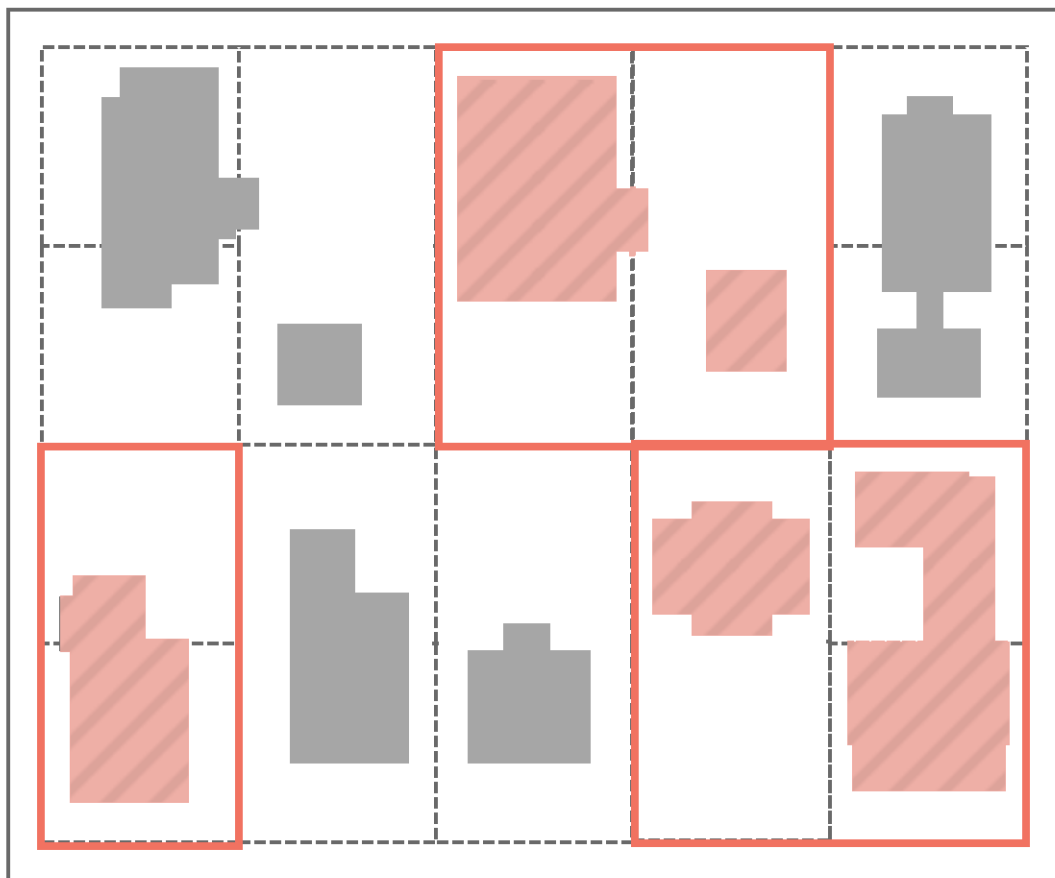


Figure 14: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

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.

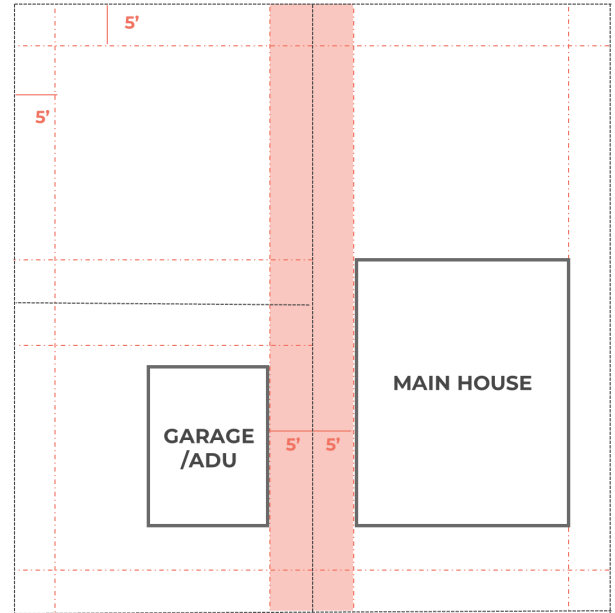
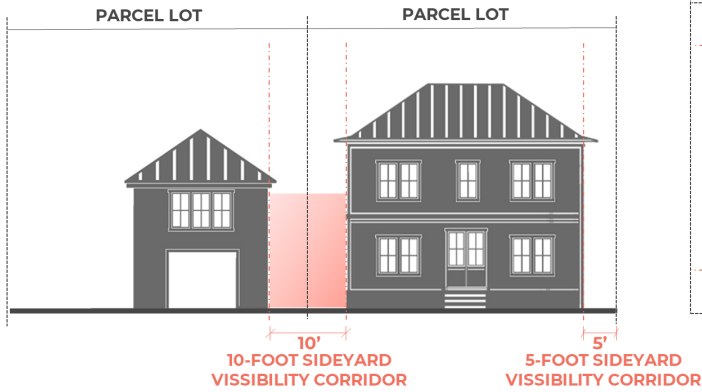


Figure 16: Sideyard Visibility Corridor – Open Corridor option.

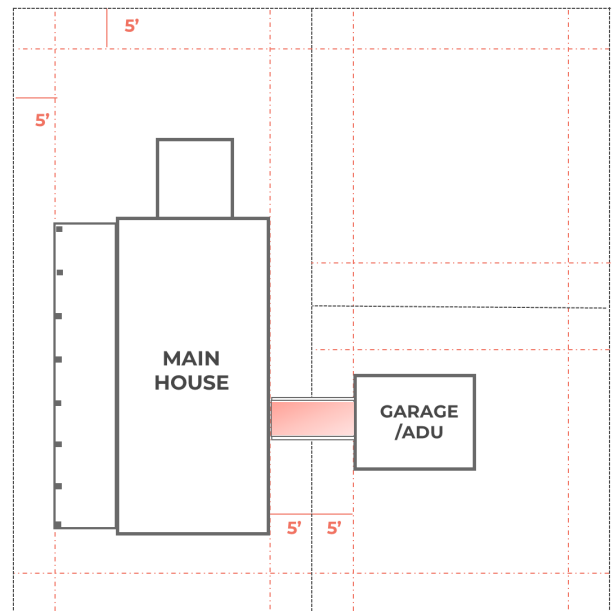
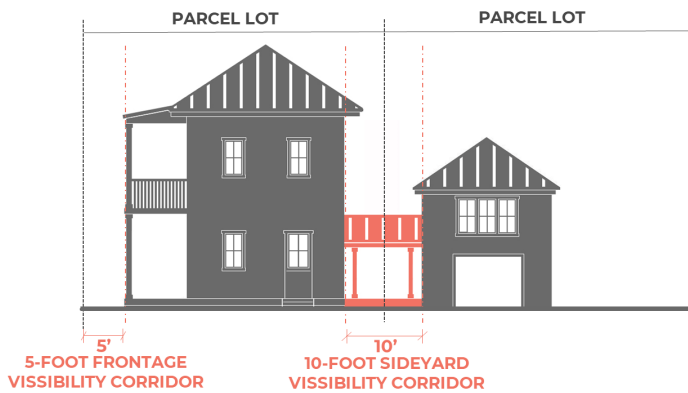
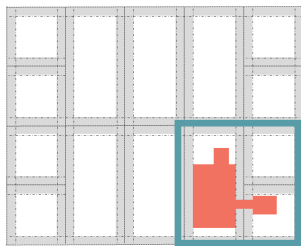


Figure 17: Sideyard Visibility Corridor – Open Breezeway option.

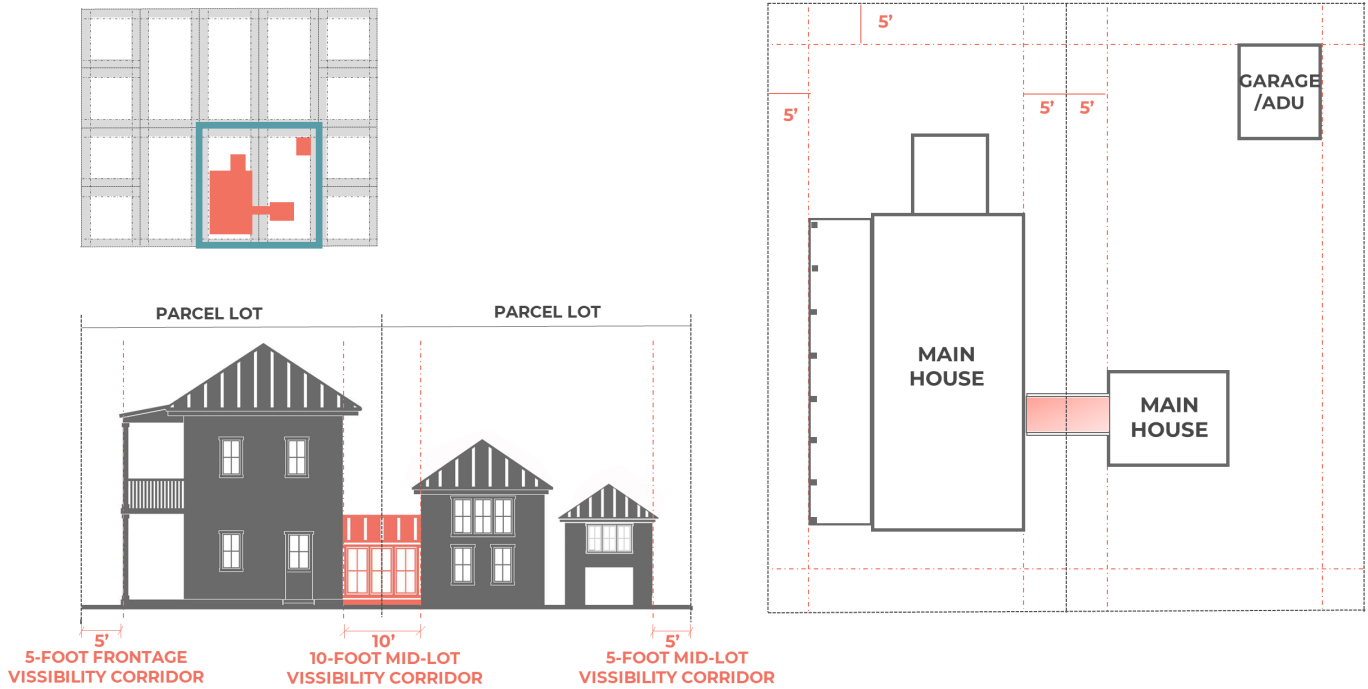


Figure 18: Sideyard Visibility Corridor – Enclosed Breezeway option.

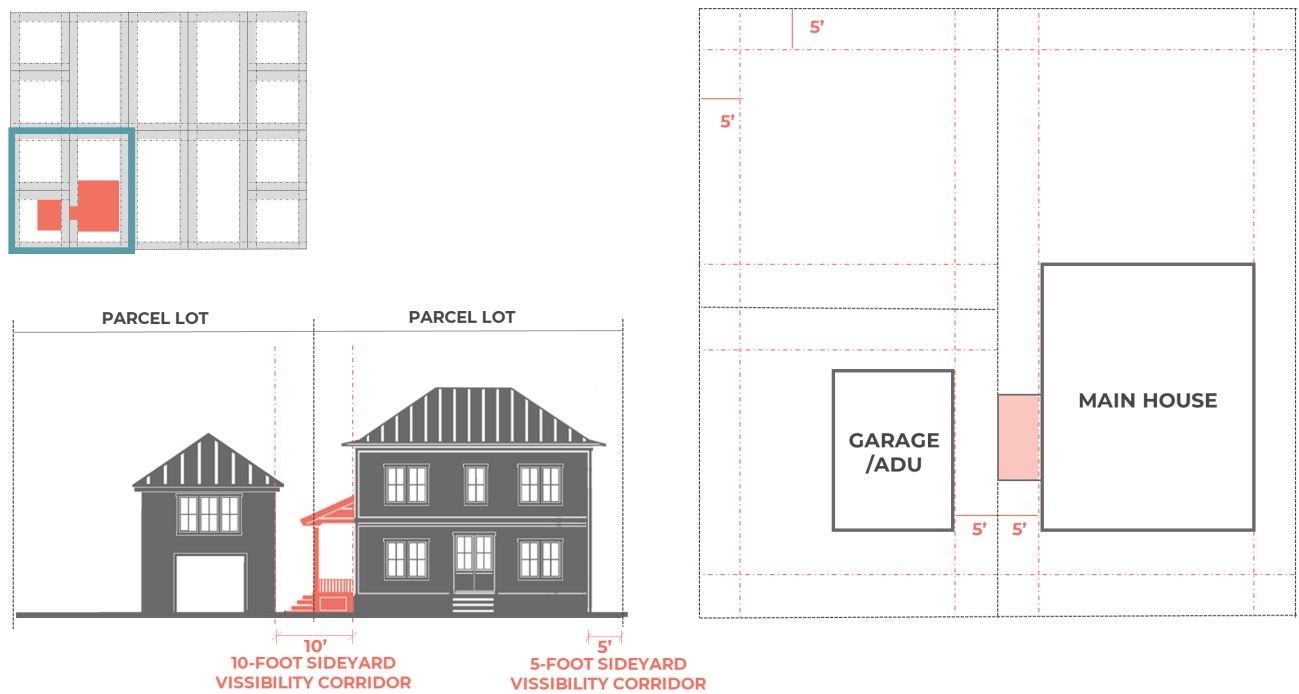


Figure 19: Sideyard Visibility Corridor – Porch / Double Story Porch option.

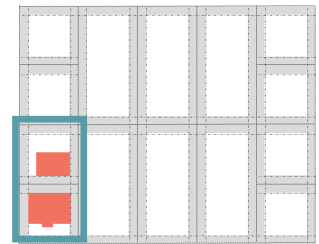
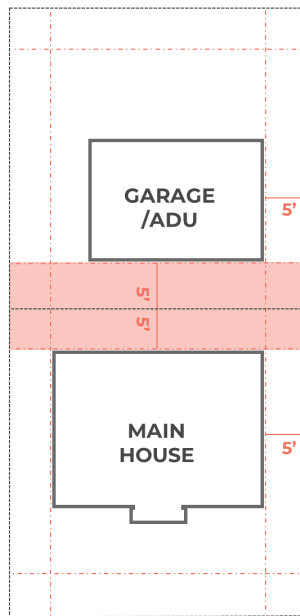
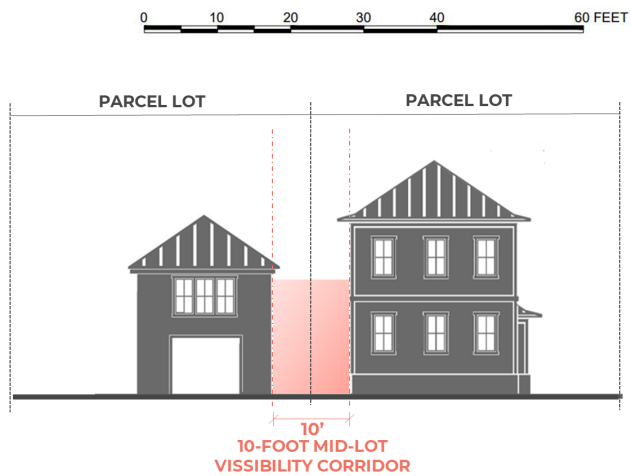


Figure 20: Mid-Lot Visibility Corridor – Open Corridor option.

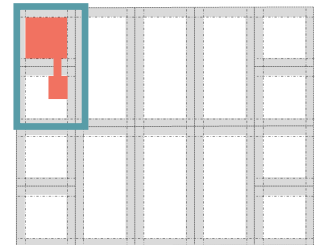
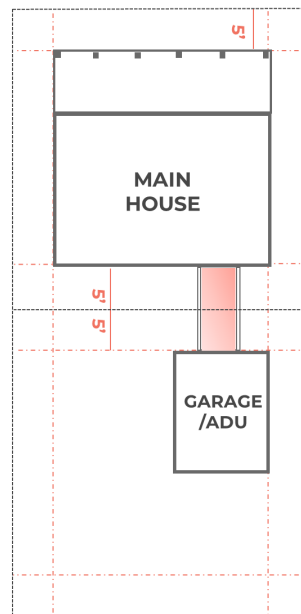
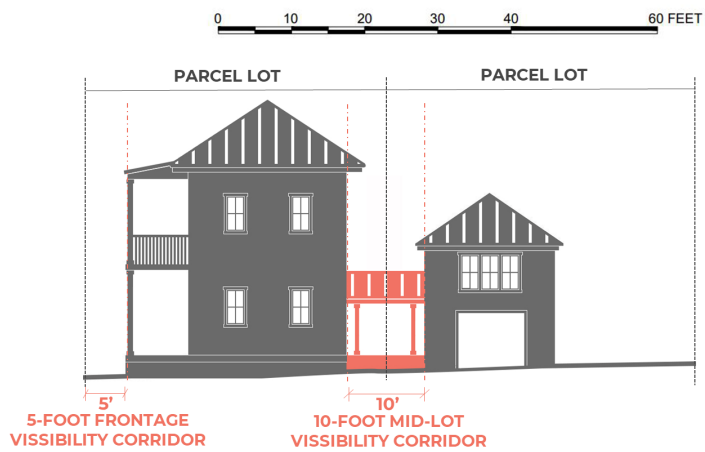


Figure 21: Mid-Lot Visibility Corridor – Open Breezeway option.

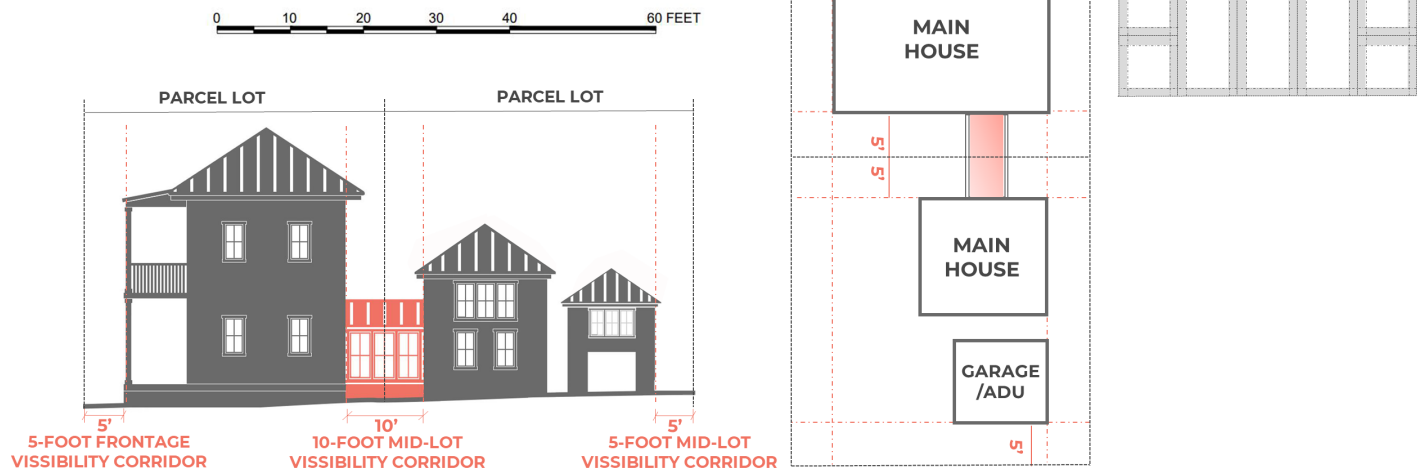


Figure 22: Mid-Lot Visibility Corridor – Enclosed Breezeway option.

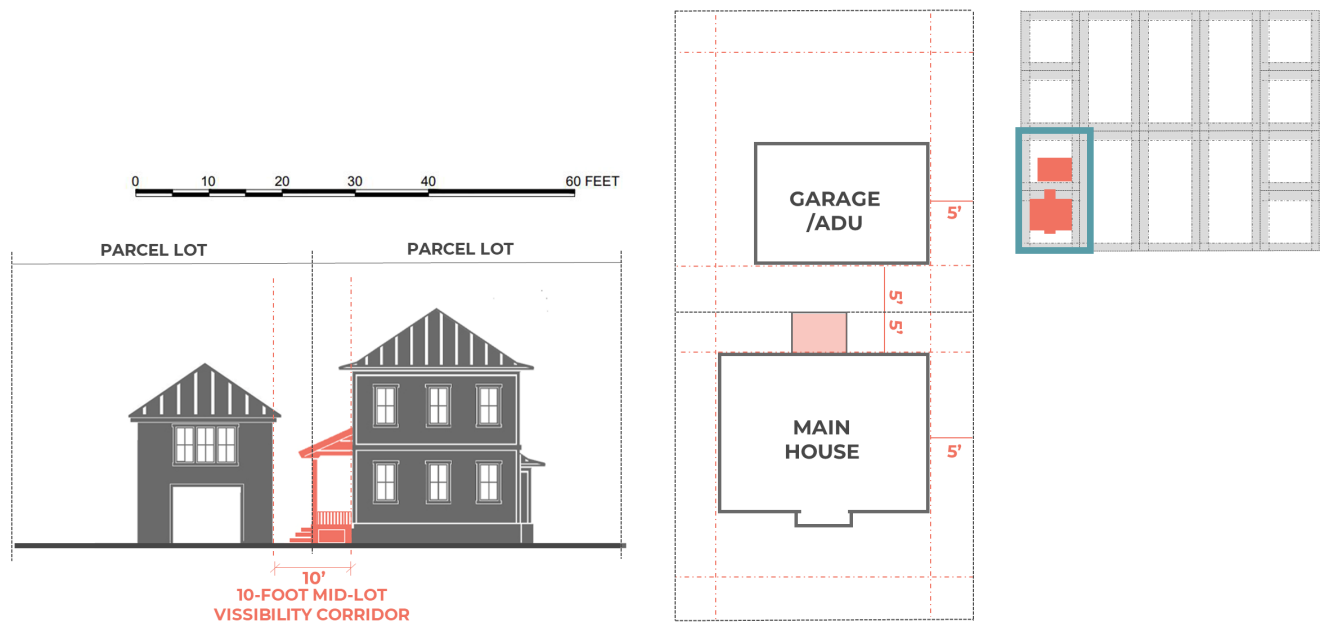


Figure 23: Mid-Lot Visibility Corridor – Porch / Double Story Porch option.



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

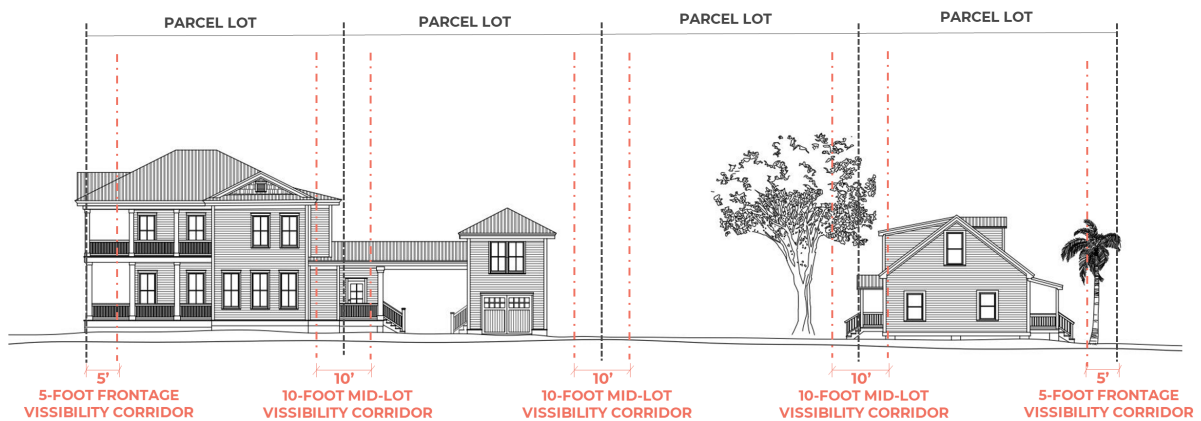


Figure 24: Mid-Lot Visibility Corridor – Carport (maximum two cars).

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.

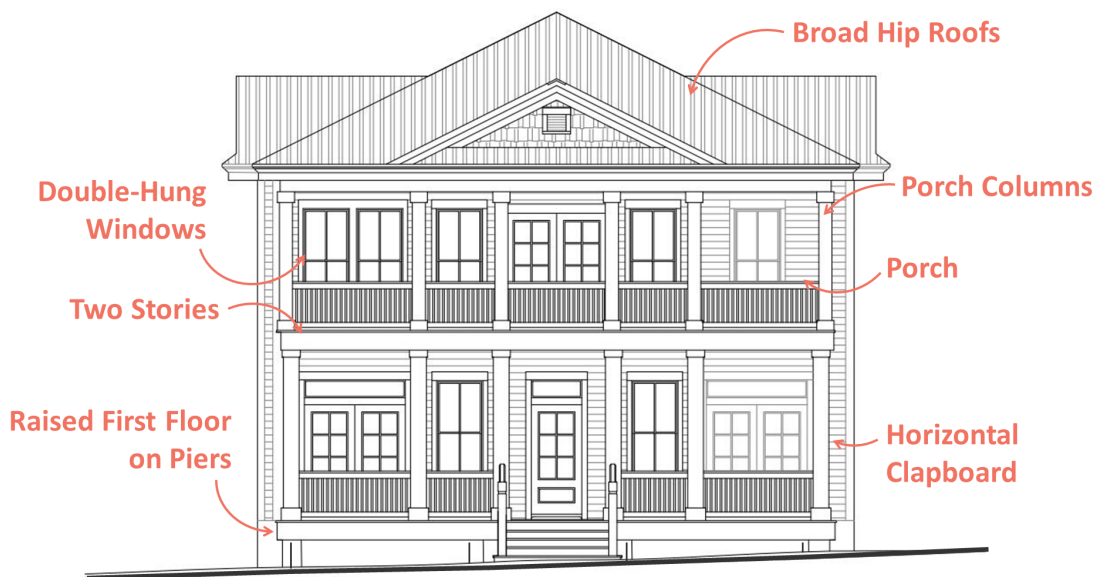


Figure 25: Low Country / Southeast Atlantic Coastal Architectural Style.

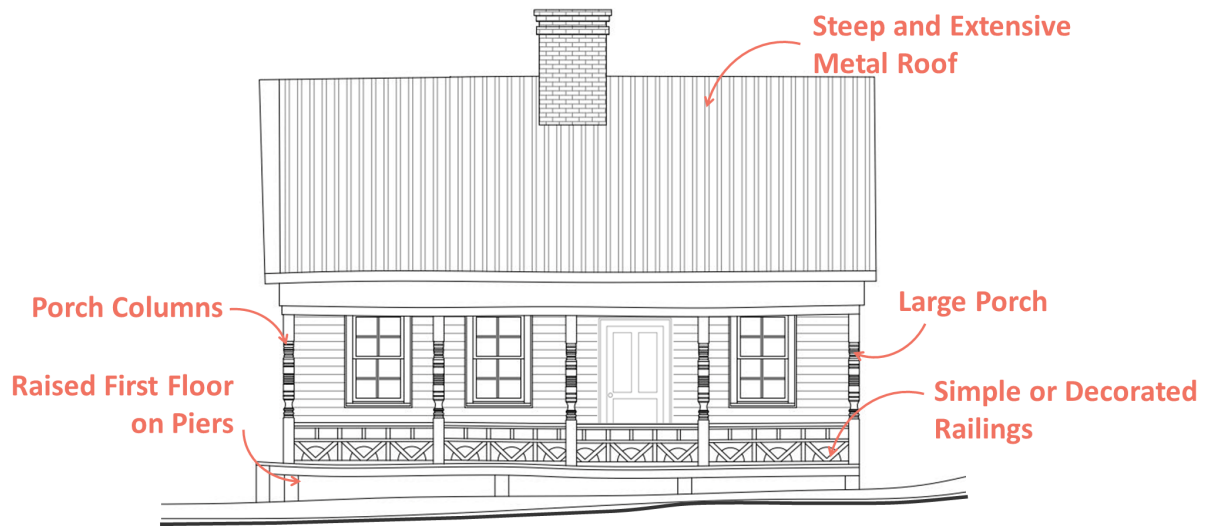


Figure 26: Florida Vernacular Architectural Style.



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.

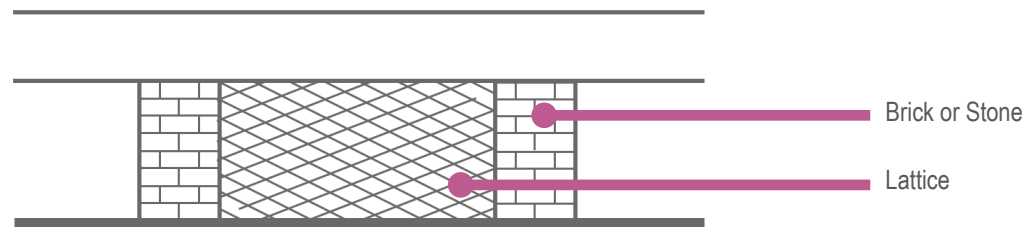


Figure 28: Example of brick piers with lattice in between type foundation.

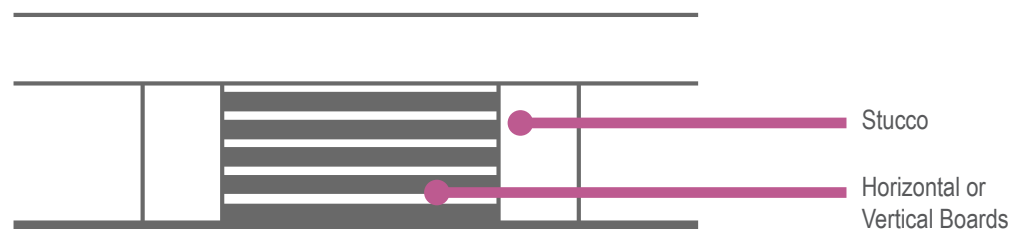


Figure 29: Example of stucco piers with horizontal wood boards in between type foundation.



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.



Wood or Cementitious Siding -
Vertical, Horizontal/Clapboard,
Board and Batten, Etc.

Continuous Foundation with
Stucco, Brick, or Stone

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



Double Hung Windows
with Shutters

Wood Porch Posts

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



Dormer Window

Chimney with Stucco Finish

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



Horizontal Clapboard Siding with
Vertical Cornerboards

Simplified Neoclassical Wood Porch
Columns and Engaged Columns

Foundation with Stucco Piers
and Lattice

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).

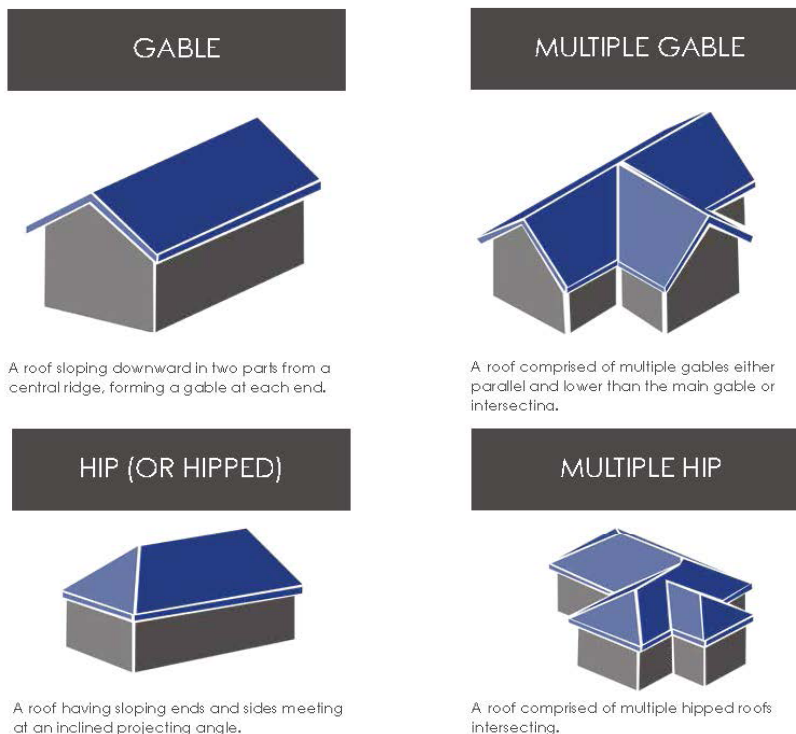


Figure 35: A range of roof types are allowed in the District. [Show: Gable, Hipped, Cross Gable, Roofs with Dormers]



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.

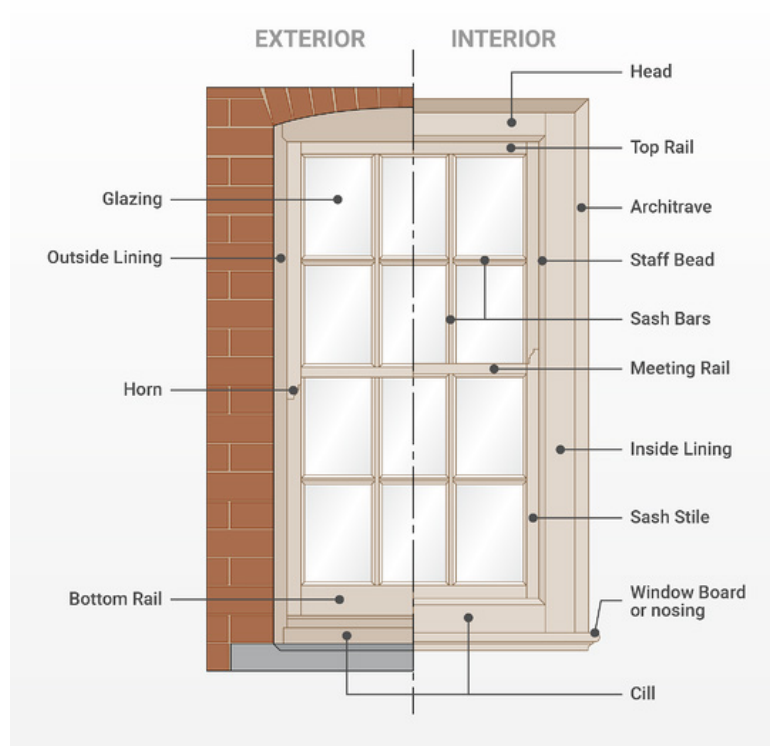


Figure 37: Anatomy of a sash window.



2/2 Double Hung Sash



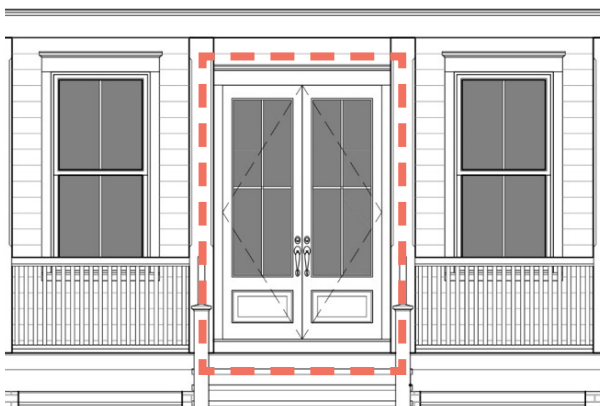
6/6 Double Hung Sash



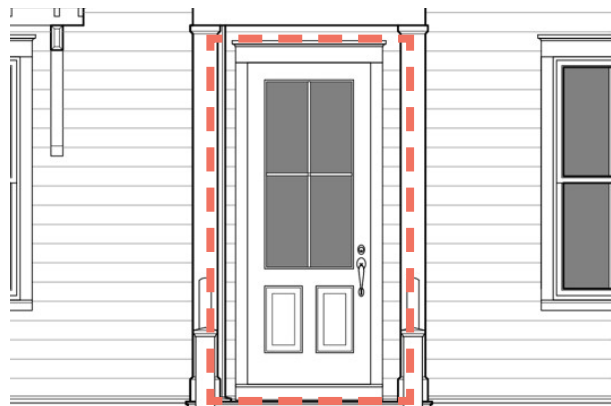
Double Hung Sash with Decorative Muntin Pattern on Top Sash



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.

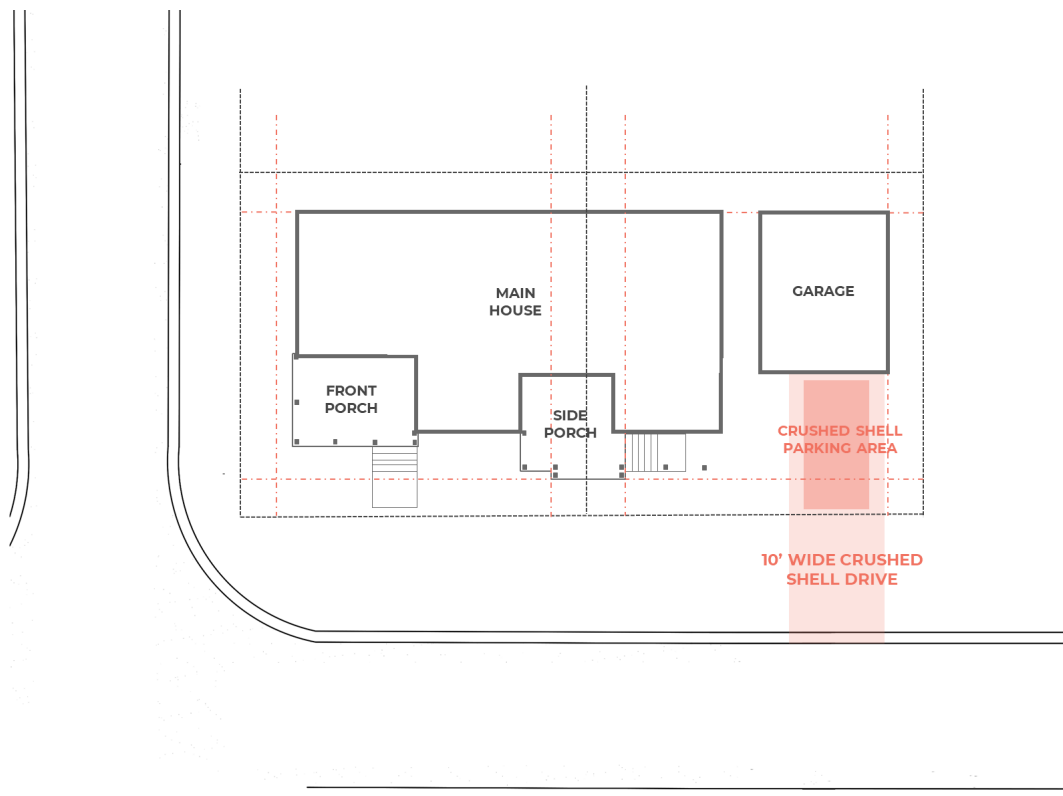


Figure 41: Detailed drawing of an approved driveway design.



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



BUILDING TYPOLOGY: 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 repairable. 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).

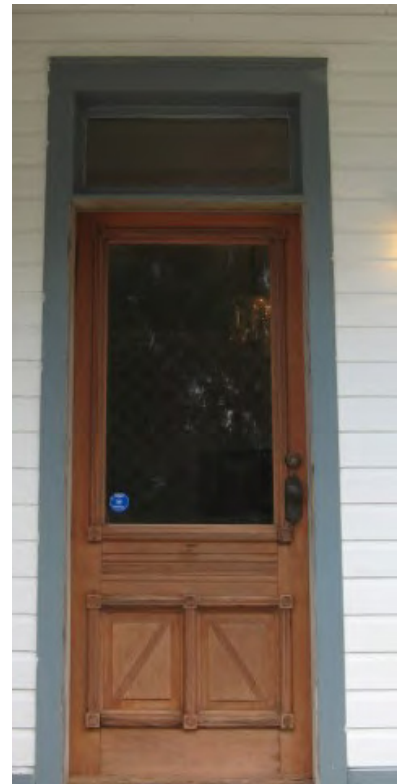
ENTRANCES + DOORS

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.



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

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 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).

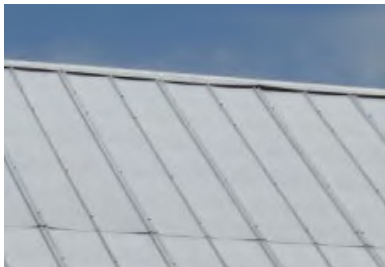
ROOFS

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 downspouts 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 sid-

ing 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 reasonable 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. Waterproof 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, putting 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.

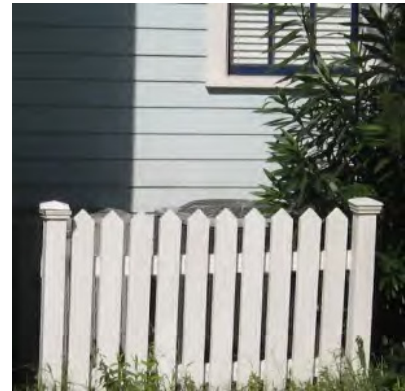
8. Ensure that modern conveniences (such as TV dishes, HVAC units, ADA ramps) are out of public view or are adequately screened.



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 materials, 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 or 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-complan-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



AMELIA ISLAND
MUSEUM
OF HISTORY
UNLOCK THE PAST

UF | Historic Preservation
UNIVERSITY of FLORIDA



City of Fernandina Beach, Florida

HISTORIC DOWNTOWN DESIGN GUIDELINES

Last Update August 21, 2024

 **Marquis Latimer + Halback**
LANDSCAPE ARCHITECTURE · PLANNING



City of Fernandina Beach

Acknowledgements

Thanks are due to the cooperation and input from the residents and property owners of the historic district.

2024 Guidelines Updates

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2013 Guidelines

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ONE PAGE GUIDE

PROJECT PROCESS

The guidelines are used in review of the project work to ensure that significant features of the building have been properly evaluated and will be appropriately treated during the course of rehabilitation.

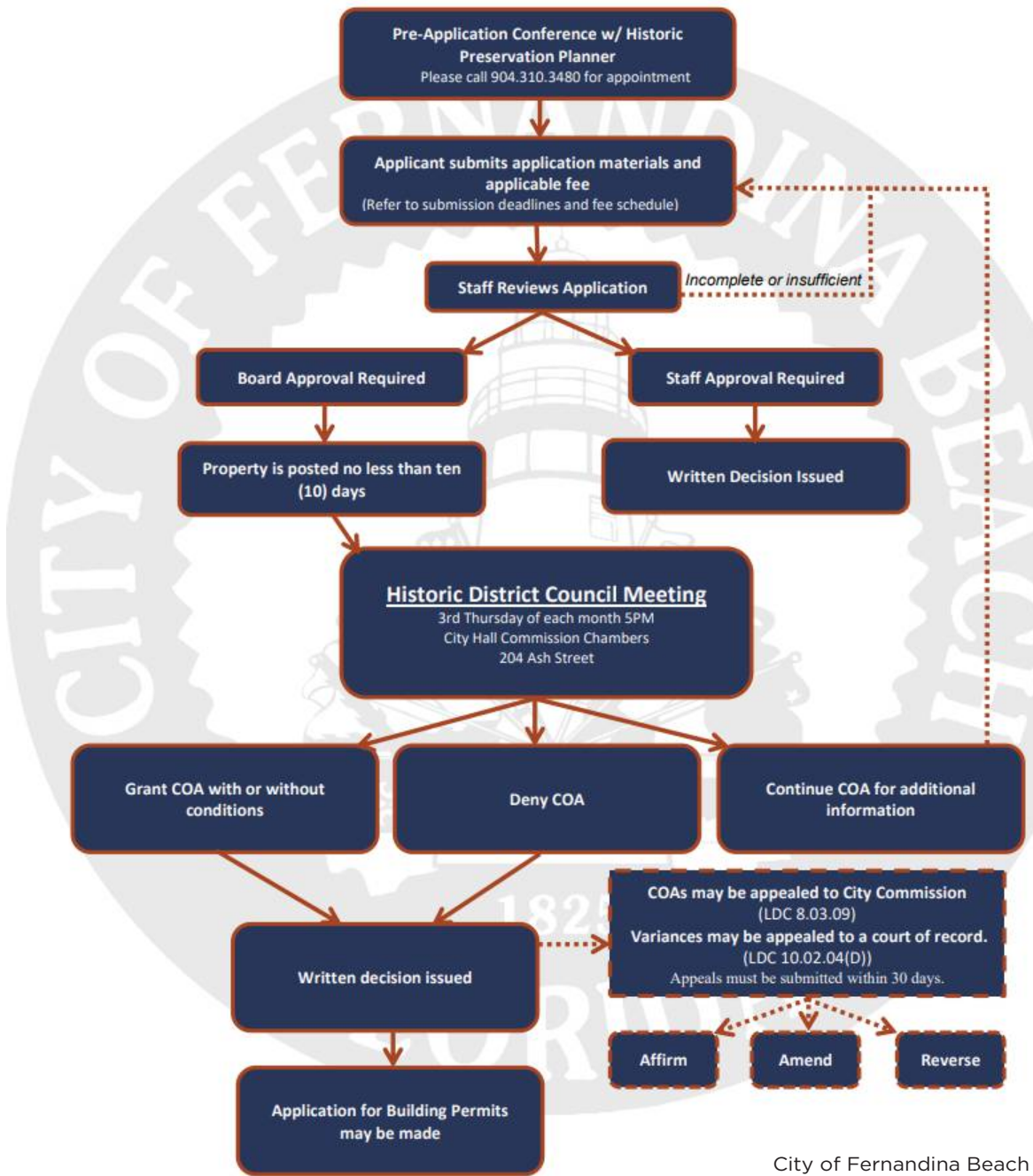
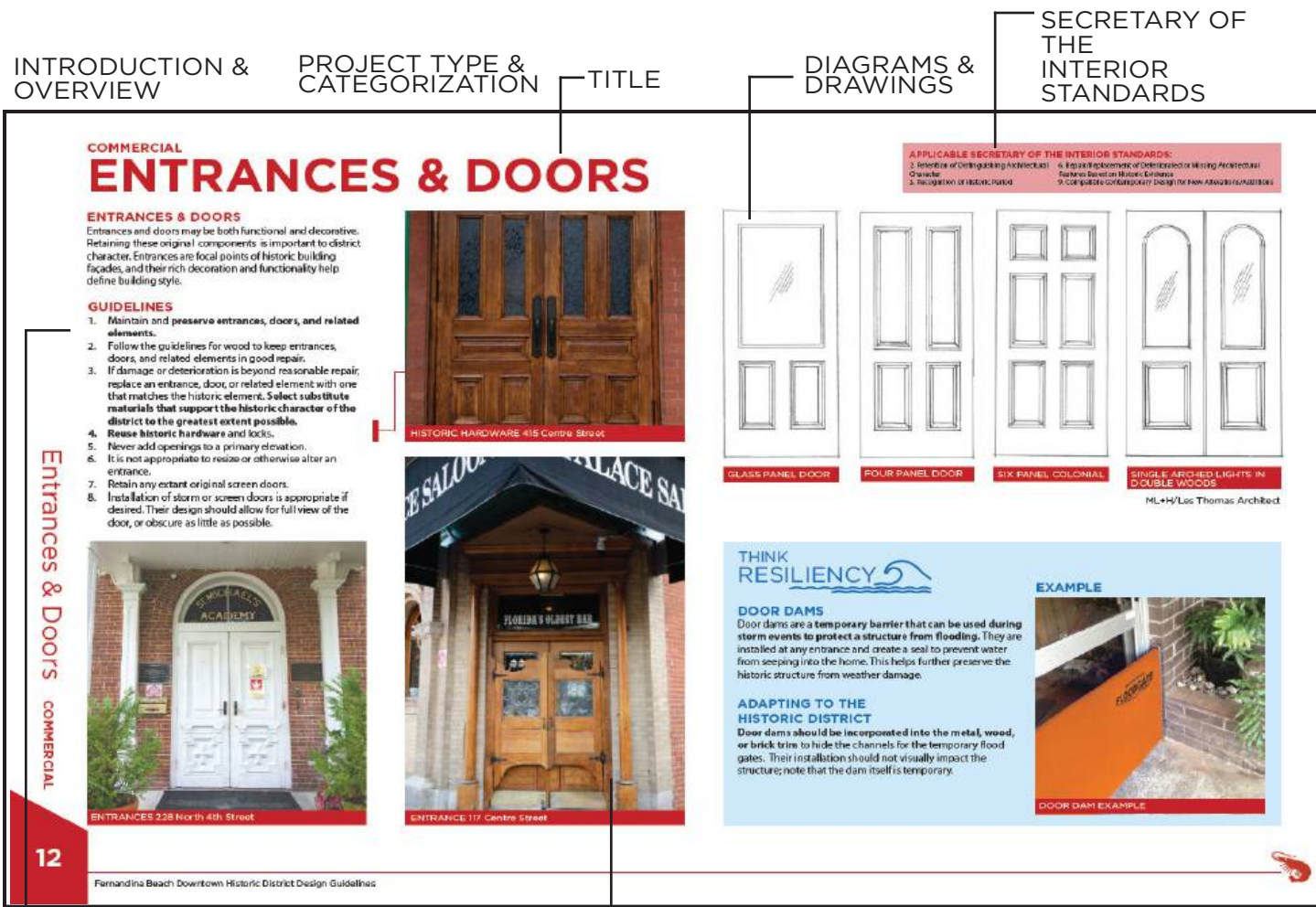
The Fernandina Beach Historic District Guidelines are to be used by:

- Applicants/ Architects/ Engineers
- Staff reviewer(s)
- The Historic District Council

The steps for the process are to the right. Some applications can be evaluated by staff at the City of Fernandina Beach, while others will need approval by the Historic District Council.

Note that the document is set up for easy reference: see the diagram to the right. The document is split into two sections:

- **COMMERCIAL** (see pages 1-26)
- **RESIDENTIAL** (see pages 27-56)



City of Fernandina Beach



CHECKLIST & GETTING STARTED

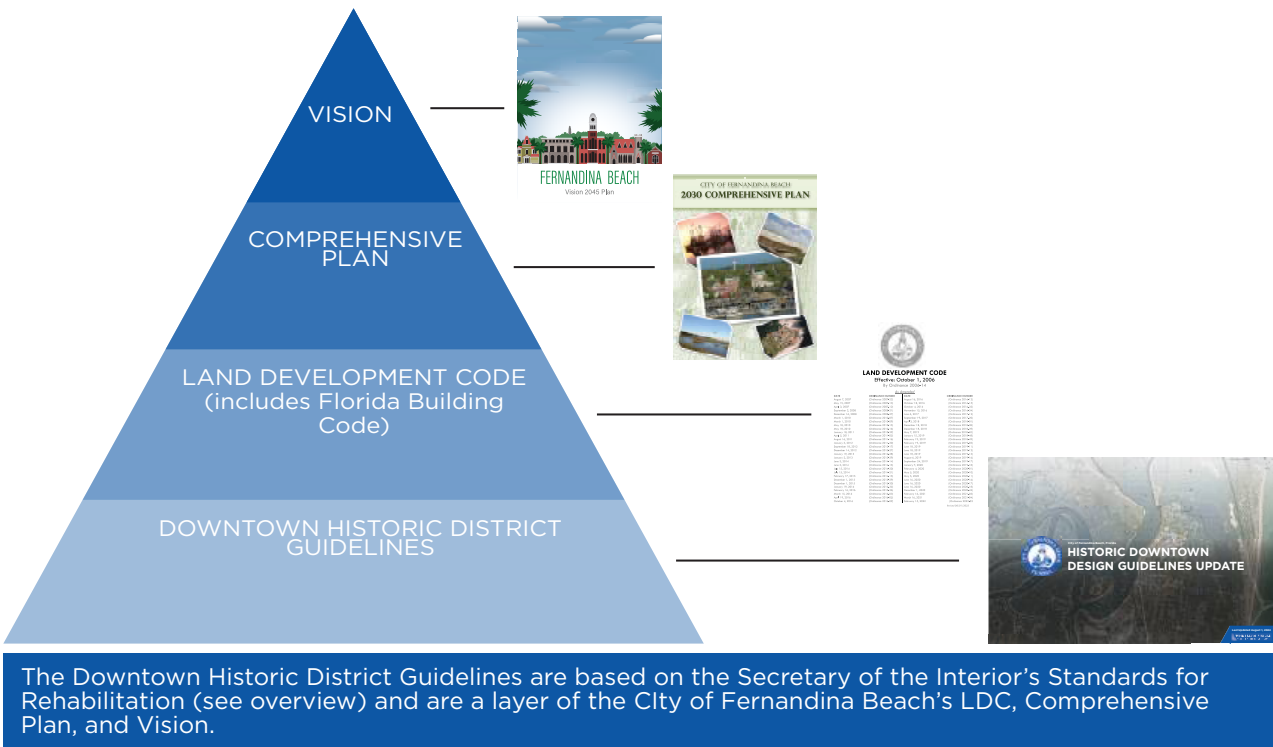
GETTING STARTED WITH 4 STEPS:

To begin a successful rehabilitation or infill project, it is important to identify the current conditions and architectural character of the building and site.

1. **ZONING & SETTING:** Check your zoning. Consider the overall “setting”, including site context and historic research.
2. **EVALUATE:** Evaluate the condition of the building and/or individual features where work is needed
3. **CHARACTER:** Identify the architectural character of the building
4. **WORK OVERVIEW:** Integrate work to be done with analysis of architectural character

RECENT SUCCESSFUL PROJECTS IN FERNANDINA ARE USED AS EXAMPLES ON THE FOLLOWING PAGES TO SHOW THESE STEPS.

Note that projects also need to comply with Florida Building Code, ADA Guidelines, and other applicable codes.



The Downtown Historic District Guidelines are based on the Secretary of the Interior’s Standards for Rehabilitation (see overview) and are a layer of the City of Fernandina Beach’s LDC, Comprehensive Plan, and Vision.

THE FOLLOWING CHECKLIST IS PROVIDED FOR USE OF THE APPLICANTS:

Please submit the following:
A complete application
Proof of ownership (copy of deed or tax statement)
Architectural drawings to scale showing ALL existing and proposed exterior elevations of primary <u>and/or</u> accessory buildings. Existing vs. proposed features should be clearly delineated with labels, shading, and/or hatching.
Elevations <u>must</u> include specific material and detail information with call outs that define all visible exterior elements, such as (but not limited to): wall finishes, foundation wall finish, corner-boards, water-tables, barge-boards, cornice trim, door trim, window trim, column elements, railings, roof fascia, balcony trim elements, supporting/decorative brackets, gable end decorative elements, shutters, roof finishes, chimney finish, privacy fences, picket fences, gates, utility yard screens, gazebos, outdoor shower screens, etc. Provide specific detail views of features that cannot be called out with notes on the elevations. Examples include porch details, pier elements, lattice infill components, soffit and cornice trim detailing, etc.
Elevations and/or site plan <u>must</u> show all proposed mechanical and plumbing equipment (HVAC, hood vents, backflow preventers, etc.) All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.
Photographs of the existing site and existing buildings if any, including views from the street
Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL surfaces to be painted/stained/treated.
For all new construction and any alteration that changes the footprint of a structure, please include:
Signed, sealed, scaled survey of property. Completed within the last 2 years.
Scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints
Site plan <u>must</u> show all trees greater than 5” diameter at breast height (DBH) and indicate any trees that are to be removed as part of the scope of work.

CHECKLIST

FORMS & APPLICATIONS

Applications are available on the City of Fernandina Beach website: <https://www.fbfl.us/1004/Applications-Forms>

The main application and checklist are also provided as on Appendix.



GETTING STARTED: STEP 1 “SETTING”

ZONING & SETTING

Sites should be checked for their specific zoning category. Always check your zoning. Zoning maps are available through the City of Fernandina Beach as well as the Nassau County GIS division.

The “setting” of each site is important as it addresses not only the individual property but its **contextual relationship in the historic district and development of Fernandina Beach**. Each application, particularly for additions, infill, and new construction, is better served by addressing the historic background of the property.

This page lists a series of potential resources applicants are encouraged to utilize for the historic maps of Fernandina Beach as well as sources for historic photographs.

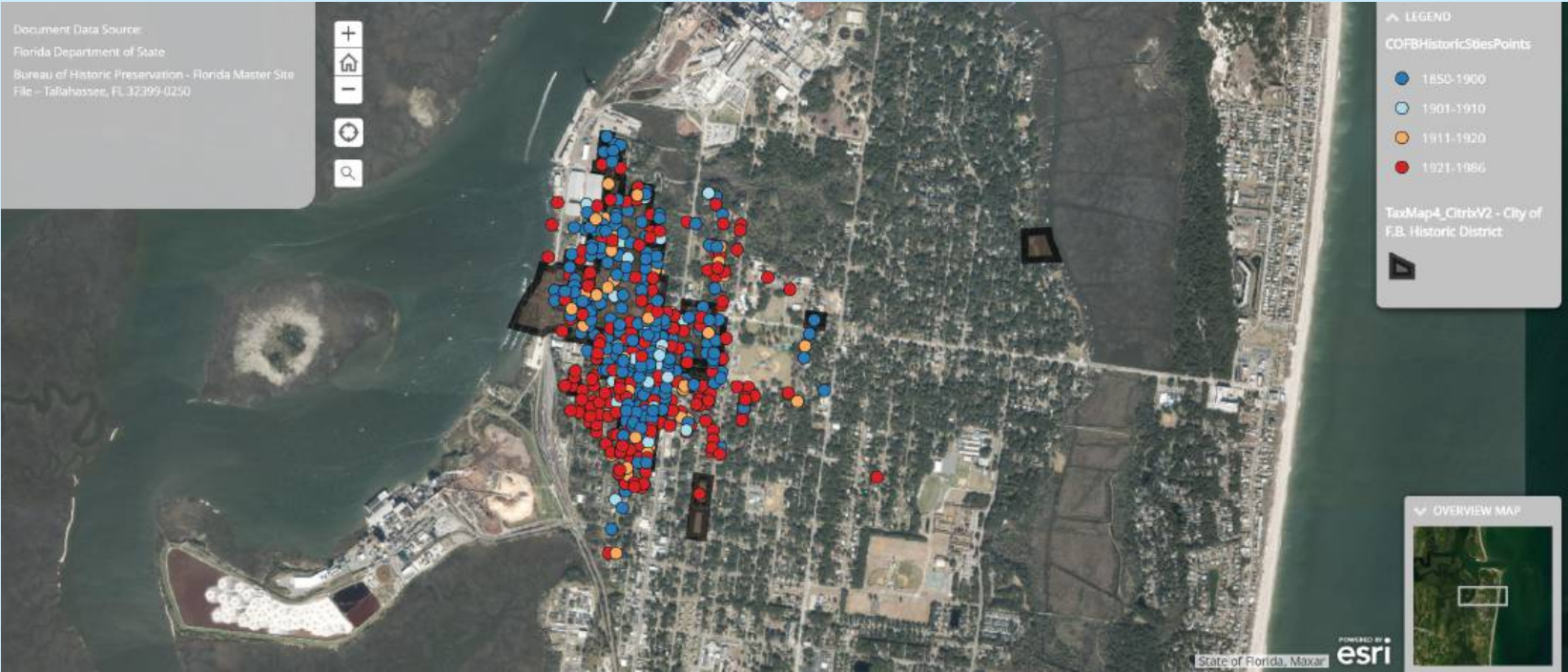
HELPFUL HINT

Visit the **City of Fernandina Beach’s website** for links to the **Nassau County GIS maps** with more resources for your property.

INFORMATION PROVIDED:

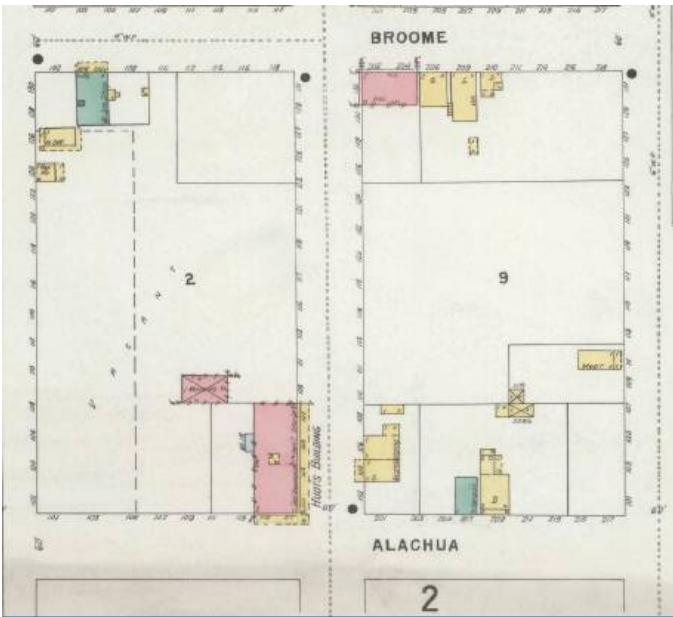
- Full Address
- Date/Time Period Built
- Architectural Style
- Building Type
- Florida Master Site File
- Historical Structure Form
- Photos

GIS Map and Information can be found at: <https://maps.nassauflpa.com/portal/apps/MapSeries/index>.



NASSAU COUNTY GIS MAP

SUGGESTED HISTORIC MAPS & OVERVIEW



SANBORN MAP SHOWING C.H. HUOT BUILDING

<https://ufdc.ufl.edu/collections/sanborn>



HISTORIC PHOTOS

<https://www.floridamemory.com/>

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

FLORIDA MASTER SITE FILE
Site Inventory Form

SITE NO. 8 NA 244

SURVEY DATE: 09/30/85

SITE NAME: C. H. Huot Bldg.
ADDRESS OF SITE: 101-07 N. 2nd St.
INSTRUCTION FOR LOCATING: N/A

LOCATION: City of Fernandina Beach 2 30, 31
Subdivision Name Block No. Lot No.

COUNTY: Nassau

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME:
ADDRESS:
ADDRESS:

TYPE OF OWNERSHIP: corporate RECORDING DATE: / /

RECORD: NAME & TITLE: Historic Property Associates, Inc.
ADDRESS: P. O. Box 1002
St. Augustine, FL 32084

CONDITION OF SITE: Check one
EXCELLENT
GOOD
FAIR
DETERIORATED

INTEGRITY OF SITE: Check one or more
UNALTERED
ORIGINAL SITE
RESTORED: / /
MOVED: / /

ORIGINAL USE commercial
PRESENT USE commercial
DATES +1882
CULTURE/PHASE American
PERIOD: 19th Century

NR CLASSIFICATION CATEGORY: building DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more
ZONING
DEVELOPMENT
DETERIORATION
BORROWING
OTHER (See Remarks Below)
AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

FLORIDA MASTER SITE FILE

Nassau County GIS



AMELIA ISLAND MUSEUM OF HISTORY

<https://ameliamuseum.org/resources/>



GETTING STARTED: STEP 2 “CONDITION”

STEP 2:
Evaluate the condition of the building and/or individual features where work is needed

- Foundation
- Exterior Walls
- Roof
- Doors & Windows
- Mechanical Systems
- Site Features (Walls, Fences, etc.)

Example photos of the Old School House Inn are provided for reference.



GETTING STARTED: STEP 3 “CHARACTER”

STEP 3:

Identify the architectural character of the Building.

Observe the building from afar to identify:

- Shape
- Mass
- Scale
- Pattern of window and door openings
- Primary and Secondary roof features and porches

Move closer to the building and identify:

- Color
- Texture
- Surface Features
- Materials

Example photos of the Old School House Inn are provided for reference.



SHAPE, MASS, SCALE



COLOR & TEXTURE

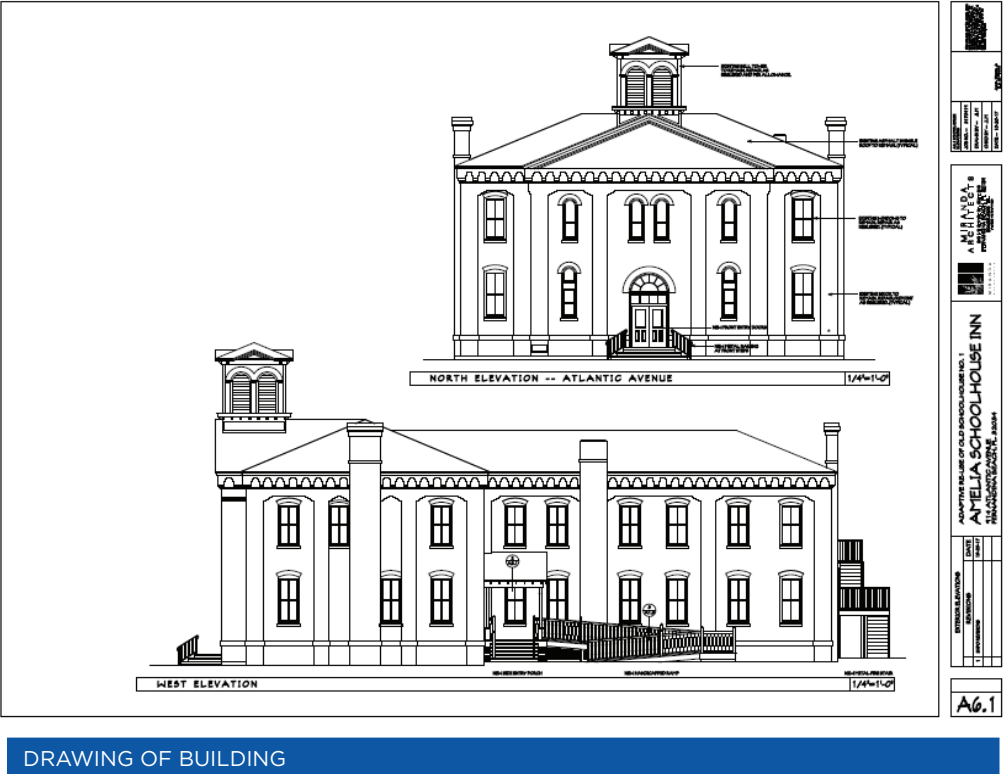
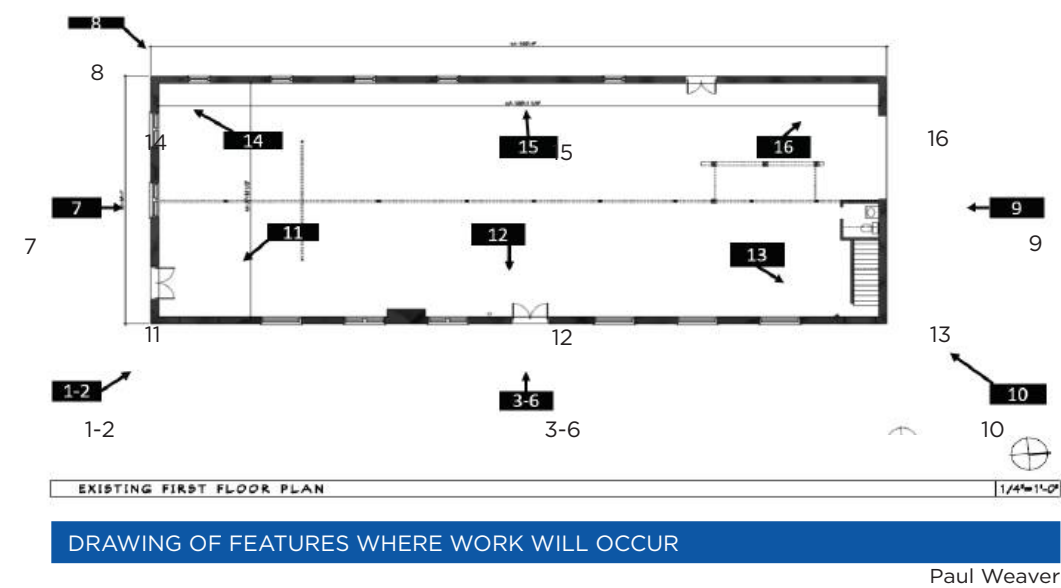


SURFACE FEATURES & MATERIALS



GETTING STARTED: STEP 4 “ANALYSIS”

- STEP 4:**
Integrate work to be done with analysis of architectural character
- Prepare a brief written description of the scope of work
 - Photograph features where work will occur, provide key to photos
 - Prepare drawings of features where work will occur
 - Consult city planning staff with questions about documentation needed bases on scope of work/each application is reviewed on a case by case basis
- Examples for C.H. Huot and Old School House Inn are provided as reference.



GUIDELINES OVERVIEW

WHO SHOULD USE THE GUIDELINES?

The Fernandina Beach District Guidelines were developed to assist property owners, members of the preservation commission, city staff, architects and contractors. The guidelines address the character of the Fernandina Beach Historic District and properties in general and anyone who rehabilitates an older building can find relevant information. While the guidelines are specifically directed to those involved in the City of Fernandina Beach Certificate of Appropriateness process, they can be useful to anyone involved in the rehabilitation of a historic building in Fernandina Beach.

HOW ARE THE DESIGN GUIDELINES ADMINISTERED?

In 1975 the Fernandina Beach City Commission established the Fernandina Beach Historic District Council (HDC), a board composed of both lay members and historic preservation professionals to review changes in the Fernandina Historic District. The Historic District Council is administratively supported by the staff of the City Planning Department. **Prior to filing a Certificate of Appropriateness, an applicant should consult the City of Fernandina Beach planning staff with any questions or requests for information.**

WHY HAVE DESIGN GUIDELINES?

Fernandina Beach began to focus on historic preservation efforts in the early 1970s. Since then, historic preservation has made significant progress in Fernandina Beach as well as in the state of Florida as a whole. Historic preservation **strengthens a community**. The character of Fernandina Beach will be uncertain without a formal plan that both preserves historic resources and accommodates growth in any community with a healthy economy. Design guidelines enable Fernandina Beach to protect its unique identity.

Historic preservation contributes to a community’s quality of life and a stable real estate market. The historic buildings of Fernandina Beach distinguish the city from all other places. They contribute to the cultural fabric of a community through uses such as museums, libraries and theatres. A community’s self-image is embodied in the **quality and condition of its buildings and landscape**. Historic and well-maintained buildings and streetscapes such as Centre Street, Atlantic Avenue and surrounding streets in the historic district **invite visitors and enhance community life**.

Since the 1970s there has been an increasing awareness that **historic buildings, districts, and sites are economic resources**, attracting tourists. Studies by the Florida Division of Tourism, the National Trust for Historic Preservation, Southern Living magazine, and the Florida Department of Commerce all confirm that historic resources rank very high in tourist appeal among Americans. In 2006, the University of Florida completed a study linking historic preservation not only to positive economic impact but quality of life for Floridians. Fernandina Beach served as the case study demonstrating the **compatibility of historic preservation and economic development**.

Tourism is Florida’s largest industry, meaning that cities compete for their share of the market. Thus, historic resources distinguish a city such as Fernandina Beach, mandating their preservation. Historic resources are unique to a city and convey a distinctive sense of place and individuality. Tourists seek unique experiences that are off the beaten path and that will impart special memories. A city’s historic district lures tourists looking for **originality and an experience they cannot find anywhere else**. Still, these special historic and cultural resources are constantly threatened by demolition and inappropriate alterations. Thoughtless destruction of historic resources robs a city of its unique identity and renders its character generic and common. Fernandina Beach through its historic preservation program has resisted this trend.

To learn more about Fernandina Beach’s history, refer to the Appendix.



INTRODUCTION TO ‘THINK RESILIENCY’

Throughout this document, ideas and guidelines to make the downtown core of historic Fernandina Beach more resilient are included. When “resiliency” strategies are noted, this is specifically oriented towards the **impacts of both tropical storm events, such as hurricanes, and even “blue sky” flooding**. The objective is to help the community to respond and recover faster to storm events while maintaining the historic character and context that makes Fernandina Beach so unique.

A brief overview of strategies includes:

- **Pervious materials**, to help water percolate into the ground where it lands
- **Site walls**, which help to provide a barrier to storm surge and flooding at the property’s edge, as opposed to the building itself.
- **Small earthen berms** to protect sites and structures.
- **Addition of more trees** to help absorb water in the soil and to help stabilize the subgrade.
- **Waterproofing** of structures.
- **Door dams**, which help close off building openings to storm surge flooding.
- **Flood vents** to allow storm water to move under a structure without dislodging it.



DO:



C.H. HUOT BUILDING IN 1882



C.H. HUOT BUILDING NOW

DON'T:



CITY HALL STRUCTURE IN 1915



CITY HALL STRUCTURE NOW

Note that City Hall was changed from Mediterranean Revival to Mid-Century Modern.



SECRETARY OF THE INTERIOR STANDARDS

BASIS IN NPS/SECRETARY OF THE INTERIOR STANDARDS

The Fernandina Beach Design Guidelines are based on the United States National Park Service, Secretary of the Interior’s Standard for Rehabilitation. These long-standing national guidelines have passed the test of time and have been adapted to the unique needs of communities throughout Florida, including Fernandina Beach. The 10 items in the Secretary of Interior Standards are below. These are also referenced within the document on the top right corner.



Identify: Before making changes, first identify those character-defining features, details, forms, and materials that are significant to your building.



Protect and Maintain: Try to maintain and preserve those character-defining elements that were previously identified. Protection generally involves the least degree of intervention.



Repair rather than replace: Always try to repair deteriorated features first. Not only does this retain the historic character, it is a sustainable way to lessen “**cradle to grave**” **cost and environmental impacts** by diverting materials from landfills and reducing the use of new materials.

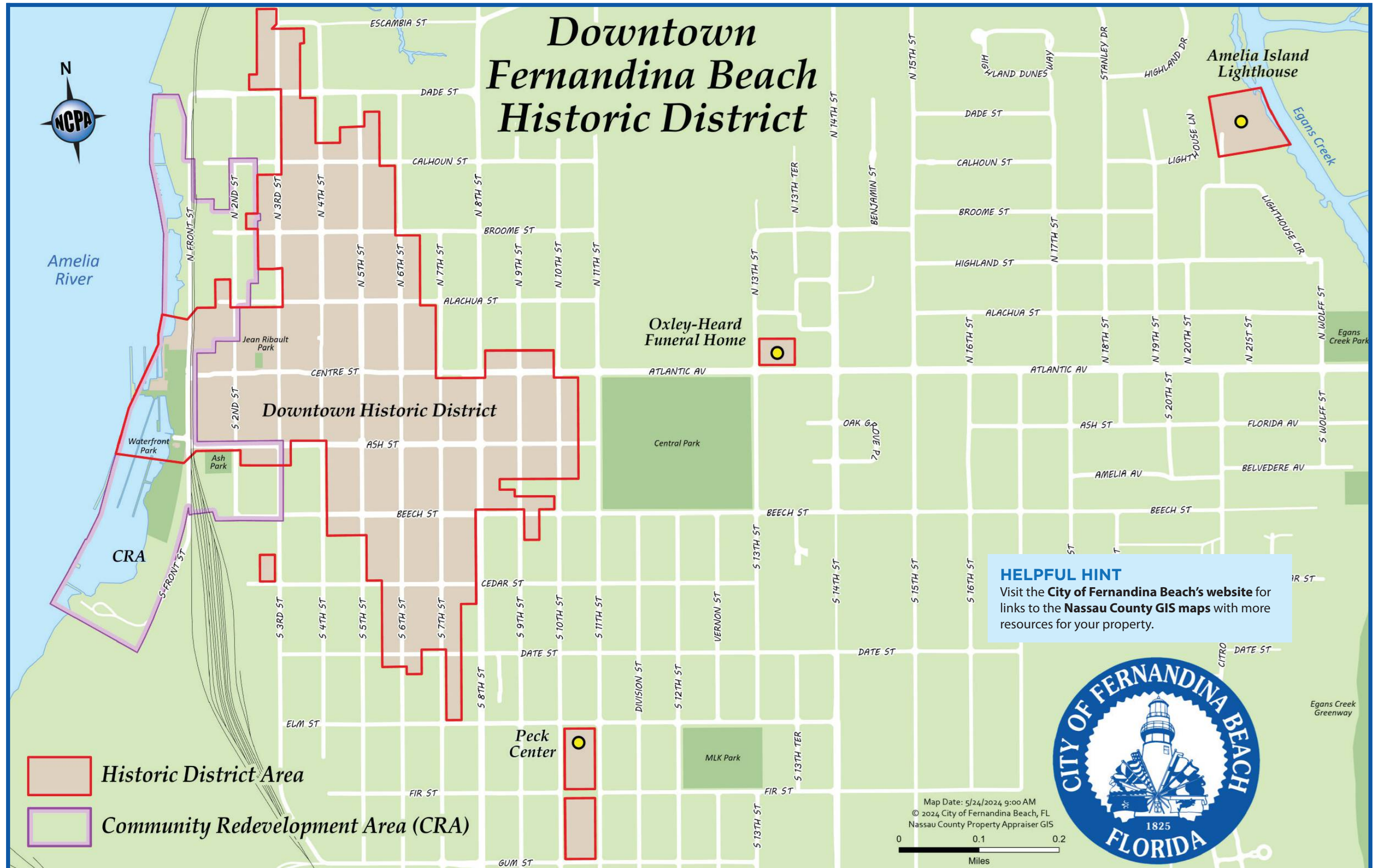
Reconstruct: Lost features can be reconstructed under the guidelines. Reconstruction is, however, only appropriate if based on physical or documentary evidence, such as historic photographs, drawings or other graphic sources. Conjectural reconstruction is discouraged as is borrowing details from nearby buildings unless there is evidence that the buildings had the same design at the time they were constructed.



Respect the original design: All proposed treatments should consider the original overall design, individual features and materials of the historic building.

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 altering 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 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.





UNIQUELY FERNANDINA

THE HISTORIC DISTRICT

The Fernandina Beach Historic District is composed of buildings reflecting a variety of uses, styles, materials, and several periods of development. The district consists primarily of **one and two-story masonry commercial buildings** and **one and two-story frame residences**. Its earliest building dates to 1857 and its period of significance extends to 1927. The district has lost some of its integrity due to fire and demolition, but overall, it retains to a remarkable degree the physical characteristics which convey its historical significance.

Contributing buildings pre-date 1927, retain their historic character and add to the sense of time, place, and historic development of the district.

There are four buildings within the district that are individually listed in the National Register of Historic Places. These are the

- **C.W. Lewis House** (Tabby House);
- The **Bailey House**;
- The **Fairbanks House**; and
- The **Merrick-Simmons House**.

Moreover, there are many other buildings which are individually significant and could be considered landmarks or individually eligible for listing in the National Register of Historic Places. The demolition of these individually significant buildings would be a significant loss to the district and should be avoided. An inventory of these individually significant buildings is provided in the appendix of the guidelines.



218 Centre Street



319 Centre Street

Paul Weaver



31 North 2nd Street

Paul Weaver



207 Centre Street

Centre Street between Front and 5th streets forms the focal point of the historic district. This area contains nearly all of the historic commercial and government buildings in the district. Centre Street east of 5th Street is mixed usage. This area consists of one and two-story wood frame residential buildings, a former school, several historic churches, and single-story commercial structures.

Beyond Centre Street, most of the buildings in the district are wood-frame residences with a scattering of commercial buildings and churches. **These buildings are important for their collective significance** While most are simple in design, they contribute to the Fernandina Beach Historic District through their location, design, setting, materials, workmanship, feeling and association. Non-contributing buildings are those constructed after the period of significance or those built between 1857 and 1927 which have lost their physical integrity through substantial alterations to their historic fabric. To be considered non-contributing a building constructed during the historic period must have severe alterations, usually involving insensitive additions, changes in siding, replacement of historic windows with incompatible types, and changes in fenestration and roof configuration. Usually, non-contributing buildings exhibit combinations of these alterations, and an individual alteration does not render an otherwise historic building non-contributing. It should be noted that all buildings in the district have undergone some level of alteration through upgrading of plumbing, electricity and HVAC systems to make a building functional in a 21st century context.



THE HISTORIC DISTRICT

CHARACTER DEFINING FEATURES: COMMERCIAL AREAS

Setting (Note: Also check your ZONING for each project.)

- Setback: Main façade set on property line with zero setback.
- Lot coverage: See Land Development Code. 100% coverage with a 10% landscape requirement.
- Streetscape: Typical pattern is building façade set directly on street.
- Landscape: Landscape including foundation plantings, live oak trees (particularly along streetscape), other trees, and lawn. Consider native and Florida Friendly landscape. Note Land Development Code requires specific landscape for parking lots, if included.

Characteristics of Individual Buildings

- Height: 1-3 stories
- Type: One and two-part commercial blocks
- Styles: Various, mostly Masonry Vernacular; formal styles, Beaux Art Classical and Italianate influences.
- Materials: Masonry, particularly high-quality brick, is the most common material. Cast iron storefronts.
- Roof form: Flat, built-up with decorative parapet
- Roof pitch: N/A
- Massing: Most buildings have regular, boxy massing.
- Details: Arched cornices and windows with hood molds; string courses; transom above recessed storefront; cornice with corbelled brick.



10 North 2nd Street



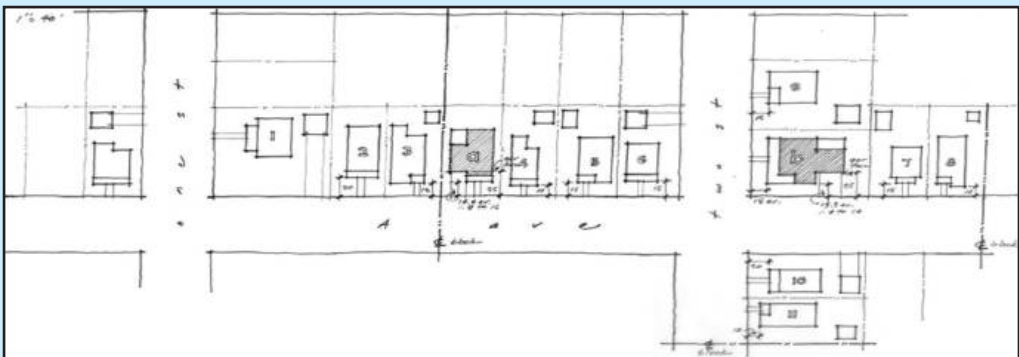
118 Centre Street

Paul Weaver

4.02.03 F. CONTEXT SENSITIVE SETBACK DETERMINATION

City code allows for structures to have a “context sensitive setback” to maintain historic neighborhood character. Specific language in the ordinance is shown below:

1. If **at least half of the lots on the same block face are occupied by principal structures** and at least **50% of those principal structures do not comply with minimum front yard setbacks**, property owners may elect to apply for a context sensitive front yard setback determination.
2. The front setback of other principal structures on the block face must be **measured from the property line to the closest vertical element** of the roofed portion of the principal structure, such as porch supports or the building face. Block Face shall be defined as one (1) side of a street between two (2) intersecting streets. The orientation of structures on corner lots determines the applicable block face.
3. On properties seeking a context sensitive setback determination, **principal structures must be set back from the front property line a distance equal to the average front setback depth of all principal structures on the same block face**. Buildings that front on a different street than the subject lot or that are separated from the subject lot by a street or alley may not be used in computing the average.
4. In using a context sensitive setback determination, **front-loaded garages must be setback at least twenty-five (25) feet in all cases**.



CHARACTER DEFINING FEATURES: RESIDENTIAL AREAS

Setting (Note: Also check your ZONING for each project.)

- Setback: 15-20 foot range. Should be measured from the surrounding building. Use Sanborn Fire Insurance Maps as a guide.
- Lot coverage: See Land Development Code. Approximately 30% on a typical lot
- Streetscape: Typical pattern is building façade, landscaped front yard, five-foot-wide concrete sidewalk some with historic hexagonal pavers, grassed green strip planted with live oak trees, sections of historic granite curbing, and most streets paved with modern asphalt.
- Landscape: Landscape including foundation plantings, live oak trees (particularly along streetscape), other trees, and lawn. Consider native and Florida Friendly landscape. Note Land Development Code requires specific landscape for parking lots, if included.

Characteristics of Individual Buildings

- Height: 1-2.5 stories
- Type: Single-family, detached dwellings
- Styles: Various, most frame vernacular; formal styles, Greek Revival, Queen Anne, Italianate, Gothic Revival, Classical Revival, Mission, Mediterranean Revival and Bungalow.
- Materials: Wood, particularly high quality first cut heart pine, cedar and cypress, is the most common building material used for siding, trim, porches and railing. Shingle siding is found on several buildings. Brick and stucco are found on several buildings. A rare example of tabby construction is the C.W. Lewis House, 27 S. 7th Street.
- Roof form: Gable, hip. Front facing gable roofs are one of the most repetitive features in the district.
- Roof pitch: (any information on roof slope?) The more steeply pitched roofs are on Gothic Revival and Queen Anne style buildings. More common are gentler slopes on Bungalows and Frame Vernacular buildings.
- Massing: Most buildings have regular, boxy massing. Some styles, such as the Queen Anne, have characteristic highly irregular massing.
- Porches: A front entrance porch is a character defining feature of most residences. Porches are found in a variety of configurations including wrap around, two story galleries, and two-story porticos.
- Details: Decorative jig-sawn woodwork is an important decorative detail and includes porch and door and window trim fretwork and eave brackets. Wood structures are typically on raised foundation, 3-4 feet above grade, with masonry piers and lattice insets.



705 Ash Street

Paul Weaver





COMMERCIAL

INTRODUCTION & BUILDING TYPES

OVERVIEW

Fernandina Beach's commercial buildings can be categorized by their block type. **These One- and Two-part Commercial Block** building types were common in small and mid-size communities throughout the country in the 19th and early 20th centuries. Richard Longstreth's publication, *The Buildings of Main Street*, outlines these commercial building types based on their two separate components, storefronts and upper facades.

ONE-PART COMMERCIAL BLOCK

This one-part commercial block building at 110 Centre Street has an appropriately rebuilt storefront with **display windows, single-light, double doors and a flat roof**. Above the transom area is a rectangular panel and this space was historically the place for the business sign.



ONE-PART 110 Centre Street

TWO-PART COMMERCIAL BLOCK

Several commercial buildings in downtown Fernandina Beach can be characterized in form as **"Two-Part" commercial blocks**. These are buildings that have two primary components: **storefronts and upper facades**. Original storefronts are largely transparent and consist of display windows resting on bulkheads, transoms, and entrances with glass and wood doors. Upper facades have one or more floors of windows and decorative detailing such as brick corbelling, or terra cotta panels and cornices at rooflines.



TWO-PART 301 Centre Street

COMMERCIAL BUILDING DETAILS

Downtown Fernandina Beach retains many original storefronts and storefront elements that should be preserved. **The purpose of a storefront was to allow for visibility of merchandise.** Advances in technology in the mid-19th century allowed for essentially transparent storefronts. **Cast iron columns and pilasters** replaced wood frame and were load-bearing of the upper masonry wall, maximizing the display window area.

Recessed entrances increased display area, too, and had transoms above glass and wood doors. Upper facades on Two-Part Commercial Blocks had windows to allow natural light into upper floors, and exterior masonry walls were often embellished with decorative brickwork. The roofline was capped with a cornice of corbelled brick, wood, or sheet metal. Sheet metal, readily formed into custom design, was especially popular for commercial buildings.

The use of **cast iron** for storefronts extended into the early 20th century. After 1910, most storefronts were built with steel lintels to support the upper facade masonry. Various materials were used in storefront construction, including glass along with brick piers, marble, glazed tile, and brick bulkheads, and metals like copper and bronze. Upper facades of commercial buildings generally became more functional and less decorative. Arched windows became rectangular windows, and the use of sheet metal for window and roof cornices

gradually declined. Different patterns, colors, and textures of brick and concrete provided decoration. Where modern storefronts have been added, restoration is encouraged, or remodeling that is inkeeping with historic storefront configurations. **Upper facade changes** have often included covering windows with brick or wood panels, removal of cornices, and concealment of details beneath added metal panels. Future rehabilitation of commercial buildings should include the repair or replacement of upper floor elements to maintain and enhance the building's character.

The most important changes to the Fernandina Beach Historic District since it was first listed on the National Register in 1973 have taken place along Centre Street. In 1977 street improvements were undertaken which included the planting of palms and landscaping, the installation of mini-plazas and benches, and the construction of parking bays. These improvements were completed in 1978. Renovation and restoration efforts have been undertaken on buildings along Centre Street and the adjoining residential neighborhoods.



COMMERCIAL BUILDING DETAILS 214 Centre Street



ARCHITECTURAL STYLES

ITALIANATE (1870-1890)

The Italianate style derives from the country villas of Italy, though the style was popular in U.S. commercial, as well as residential, architecture of the period. The nineteenth-century designer Andrew Jackson Downing was instrumental in popularizing the Italianate style. With its characteristic decorative features, such as window hood moldings, string courses, large eave brackets, and corbelled brick work, the style embodied Dowling’s ideal of picturesque architecture.

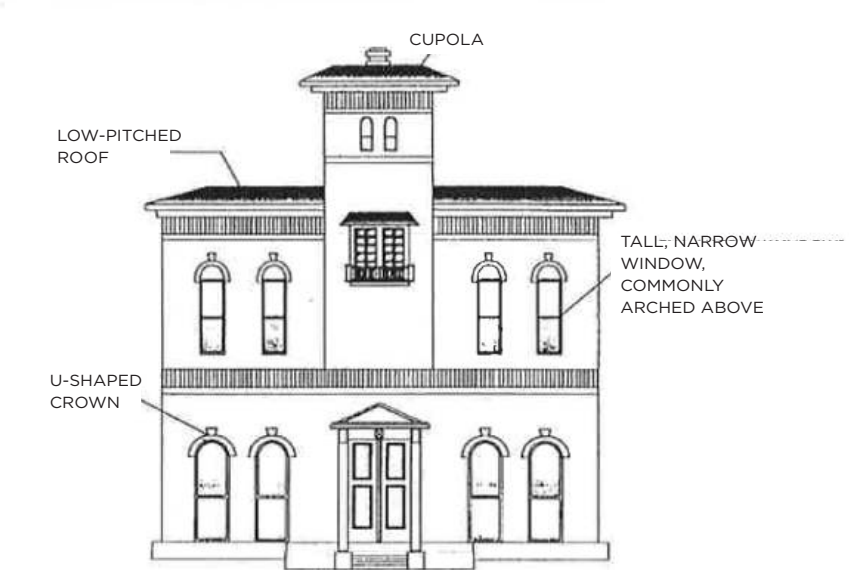
In Fernandina Beach, the Italianate style was the principle influence on late nineteenth-century commercial architecture of Centre Street. The Kydd and Hoyt Buildings and the Palace Saloon exemplify the Italianate influence within the commercial district. Common stylistic details found among these examples include a bracketed parapet, brick hood moldings, and cast iron pilasters (Kydd Building), as well as segmental arched window and door openings, decorative brick cornices, and window hoods (Hoyt Building and Palace Saloon).



ITALIANATE Hoyt Building, 201-203 Centre Street

CHARACTERISTICS

- Plan: rectangular or square
- Foundation: brick piers or continuous brick
- Height: two to three stories
- Primary exterior material: wood, weatherboard, brick, cast iron for storefronts
- Roof type: low-pitched hip, often with a square cupola or tower, commercial buildings, flat with parapet
- Roof surfacing: wood shingles (original), composition shingles, flat roofs: built-up
- Detailing: wide, over-hanging eaves with brackets beneath, cupola
- Windows: tall, elongated, narrow windows, often with hoods. Windows are most often arched.



Florida State Model Guidelines.

SECOND EMPIRE (1870-1900)

The Second Empire style originated in the mid-nineteenth century during the Second Empire of Napoleon III. It emerged in American architecture beginning after the Civil War. The Second Empire style is most recognizable by its definitive Mansard roof shape, which is flat with concave sides. The style was used for residential and commercial architecture in the United States.

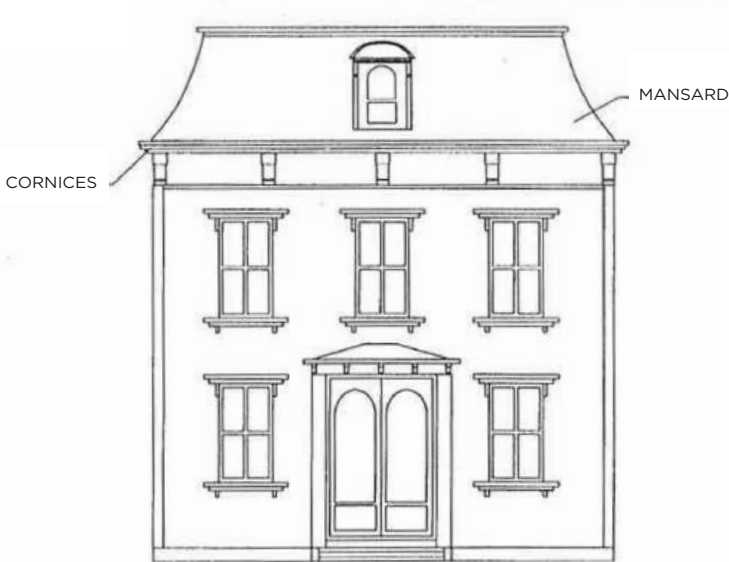
Second Empire-style architecture was not highly represented in Florida, and few examples can be found in Fernandina Beach. The most notable is at 228 North Fourth Street. The building has a typical box-shape plan with a centered entry and symmetrical fenestration. Its mansard roof has evenly spaced windows, allowing for light to enter into the top half-floor; in traditional French design, the purpose of the Mansard roof was to create an additional half-floor of functional space.



SECOND EMPIRE St. Michael's Academy, 505 Broome St.

CHARACTERISTICS

- Plan: rectangular or ell
- Foundation: brick piers
- Height: one-and-one-half to two-and-one-half stories
- Primary exterior material: wood, brick, weatherboard, less frequently stone
- Roof type: Mansard
- Roof surfacing: wood shingles (original), composition shingles
- Detailing: eaves with decorative brackets, classical pediments and balustrades, arched windows with pediments and molded surrounds, cart-iron cresting



Florida State Model Guidelines.



COMMERCIAL ARCHITECTURAL STYLES

GOTHIC REVIVAL (1880-1920)

The Gothic Revival style originated in England during the eighteenth century and became popular in the United States beginning in the mid-nineteenth century. The style was applied to ecclesiastical and residential structures. As with the Italianate style, Andrew Jackson Downing favored the Gothic Revival style in his pattern books, helping to expand its popularity.

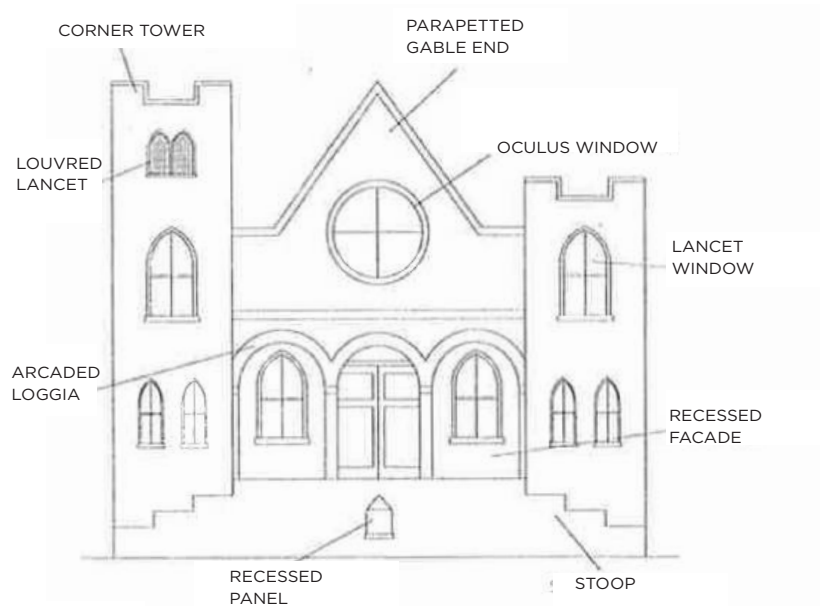
In Fernandina Beach, there are no pure examples of the style among residential architecture, though its influence can be found in steep-pitched roofs and cross-bracing under eaves. The best example of the Gothic Revival style in Fernandina Beach is St. Peter's Episcopal Church, built ca. 1893. It features stylistic elements including pointed-arch windows, a tower with a castellated parapet, buttressed walls, and a high-pitch roof.



GOTHIC REVIVAL St. Peter's Church, 801 Atlantic Ave.

CHARACTERISTICS

- Plan: rectangular or ell
- Foundation: brick piers
- Height: one-and-one-half to two-and-one-half stories
- Primary exterior material: wood, board and batten, weatherboard, less frequently stone
- Roof type: steep, high-pitched gable
- Roof surfacing: wood shingles (original), ornamental metal, composition shingles
- Detailing: wide, prominent gables, oriel windows, massive chimneys, pointed elliptical arches, towers and battlements, crenellation, jig-saw trim on eaves, leaded stain glass



Florida State Model Guidelines.

NEO-CLASSICAL (1900-1940)

Around the turn of the twentieth century, there was a renewed interest in Classical architecture. The buildings of the 1893 World's Columbian Exposition held in Chicago represented the influence of the favored classical ideals of order and balance. Such sensibilities were in stark contrast to the flamboyance and asymmetry that characterized Victorian styles. The Neo-Classical style became popular beginning after 1900. It is represented by two-story brick and frame dwellings with full-height porticos and classical columns on the primary facades. The Neo-Classical style is also characterized by a centered entrance and symmetry.

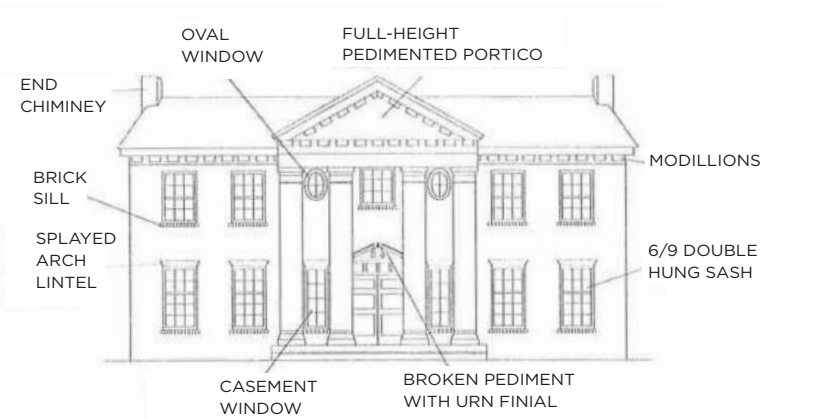
In Fernandina Beach, the Neo-Classical style is exemplified notably in two churches, the First Baptist Church at the corner of North Fifth and Alachua Avenues and the Memorial Methodist church at 601 Centre Street. Both buildings date from the 1930s and feature characteristic full-eight porticos with massive classical columns supporting full entablatures.



NEO-CLASSICAL Methodist Church, 601 Centre Street

CHARACTERISTICS

- Plan: rectangular or nearly square
- Foundation: piers or continuous, brick or concrete
- Height: two to two-and-one-half stories
- Primary exterior material: horizontal wood siding, smooth masonry
- Roof type: low-pitched hip or side gable, flat with a balustrade
- Roof surfacing: embossed sheet metal or metal singles, composition, asbestos shingles, built-up on flat roofs
- Detailing: classically derived, full façade-height columns, balustrades, medallions, dentulous.
- Entrance detailing: transom, sidelights, ornamental woodwork common. Interiors: molded palter cornices, urns, swags, wainscoting, French doors.
- Windows: rectangular rather than arched



Florida State Model Guidelines.



ARCHITECTURAL STYLES

SPANISH REVIVAL (1910-1930)

Concurrent with the re-emergence of Classically-inspired architecture in the East and Midwest around 1900, California architects developed an interest in the Mission churches of the southwest. Following the Panama-California Exposition in San Diego in 1915, interest in imitation of Spanish architecture grew quickly, particularly in the southwestern United States. Spanish Mission, Spanish Colonial, and other architecture of Mediterranean origin also became popular in coastal areas such as Florida. These styles of architecture usually have an exterior of stucco, a parapet roofline, and arched opening (window, door, porch).

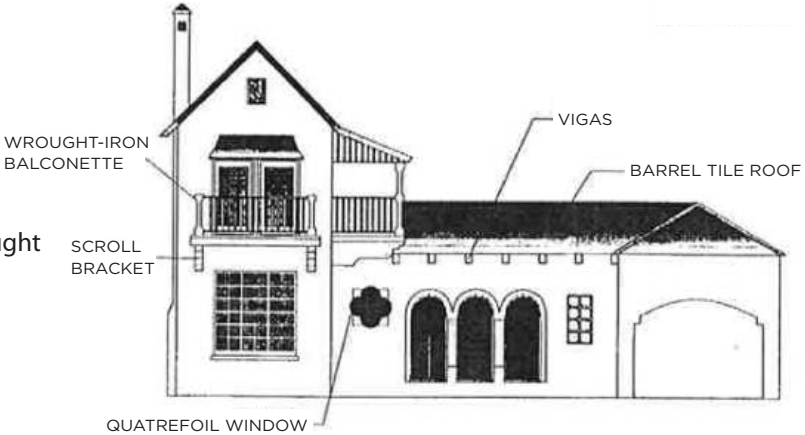
During the land boom of 1920s Florida, the Spanish Revival styles grew in popularity. The style can be found applied to churches, residences, train depots, and public buildings. Its most notable characteristics include a masonry (mainly stucco) exterior and a roof with terra cotta tiles and/or a parapet. The only pure example of the Mission style in the historic district is the building at 202 North Third Street, built in 1910. Its façade features a large curved parapet and arched windows.



SPANISH REVIVAL 202 North Third Street

CHARACTERISTICS

- Plan: irregular
- Foundation: continuous
- Height: one to two stories
- Primary exterior material: stucco
- Roof type: flat with shaped parapet
- Roof surfacing: Barrel tile
- Detailing: plaster and terra cotta detailing, wrought iron grilles, balconies, and balconets
- Windows: rounded arch, casements



Florida State Model Guidelines.

MEDITERRANEAN INFLUENCE (1900-1930)

The influence of Mediterranean architectural styles can be seen across Florida, with its Spanish heritage, semi-tropical climate, and continuous coastline that naturally embraced elements of Mediterranean origin. As with the Spanish Revival styles, Mediterranean architecture has a stucco exterior and arched openings. Mediterranean-style buildings are often a full two stories in height and have a very low-pitched hip roof in more formal, symmetrical plans. The style encompasses Italian Renaissance and Moorish elements, fitting for grandiose hotels, churches, and public buildings, as well as affluent residences along Florida's coastline.

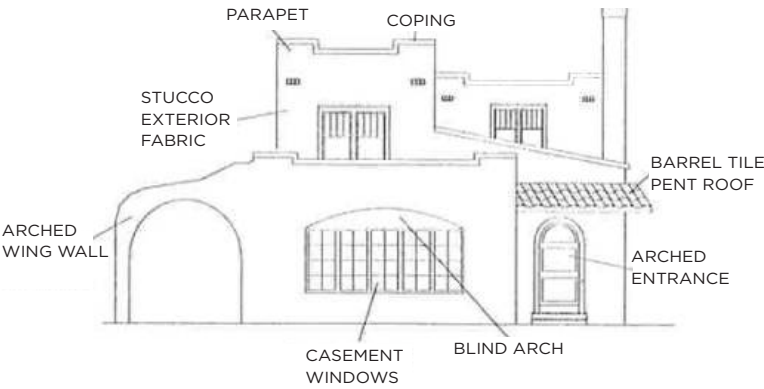
Fernandina Beach's excellent example is the U.S. Post Office at 401 Centre Street. The square plan embodies symmetry and order with stylistic elements of the Mediterranean, including its low-pitched, barrel-tile roof and series of uniform arches, resembling a loggia. Second floor window openings have gable pediments, reminiscent of Classical designs.



MEDITERRANEAN INFLUENCE U.S. Post Office, 401 Centre Street

CHARACTERISTICS

- Plan: regular or irregular
- Foundation: continuous
- Height: two stories
- Primary exterior material: stucco
- Roof type: low-pitched hip, flat with curvilinear parapet
- Roof surfacing: Barrel, French interlocking tile
- Detailing: plaster and terra cotta detailing highlighting arches, columns, window surrounds, cornices and parapets, wrought iron grilles, balconies, and balconets
- Windows: rounded arch, casements



Florida State Model Guidelines.

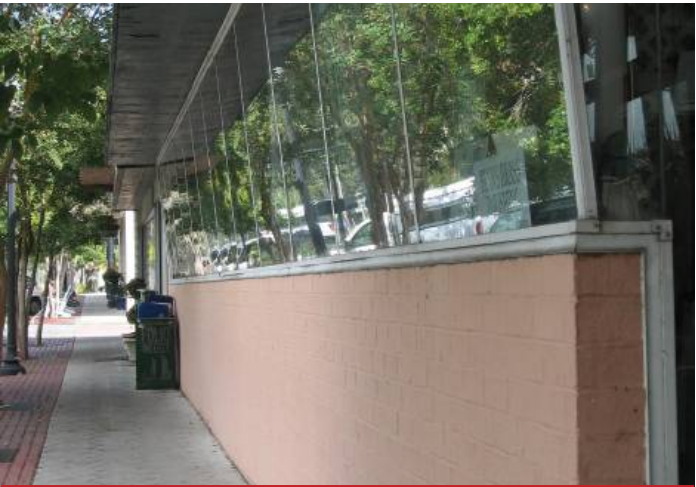


COMMERCIAL

ARCHITECTURAL STYLES

**MID-TWENTIETH CENTURY
(MID-CENTURY)**

During the mid-twentieth century, the exteriors of commercial buildings were characterized by simplicity. While the form of buildings retained a traditional plan, upper facades had less ornamentation than those of previous decades. Often, these buildings' storefront components, such as entrance floors and bulkheads, were the most decorative features, with applied tile. These buildings are currently deemed non-contributing to the district.



MID CENTURY 602 Centre Street



MID CENTURY City Hall, 204 Ash Street



MID CENTURY 508 Centre Street



MID CENTURY 515 Centre Street



COMMERCIAL

ADDITIONS

OVERVIEW

Rear and roofline additions provide owners with flexibility in their building use. Additions should use design, materials, and placement that minimize their affect on the district’s historic character.

GUIDELINES

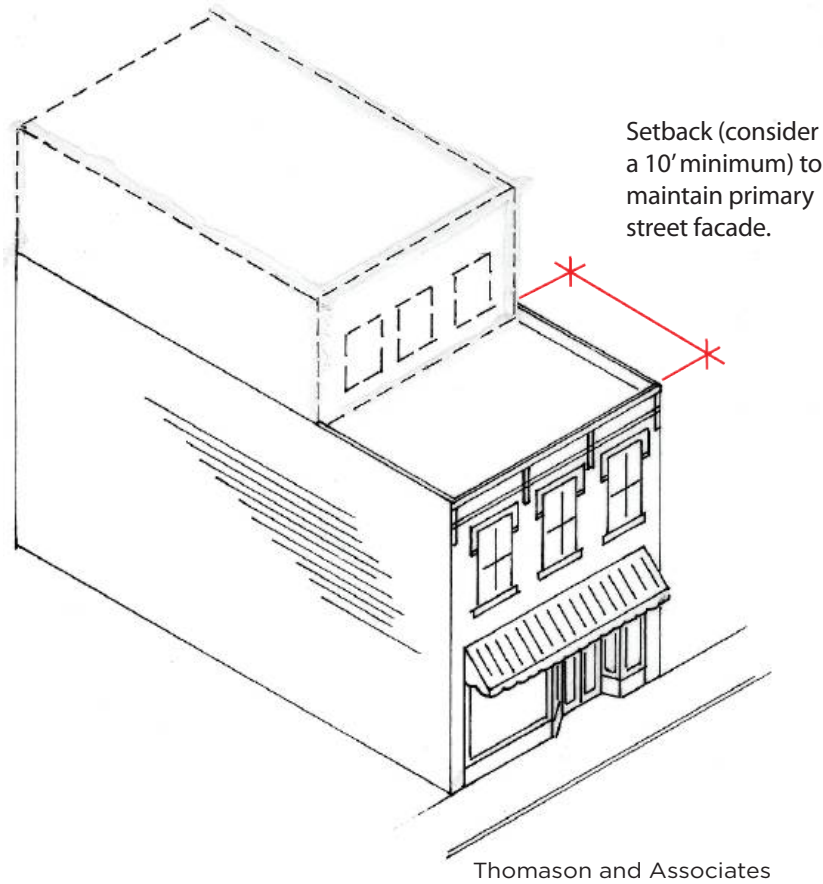
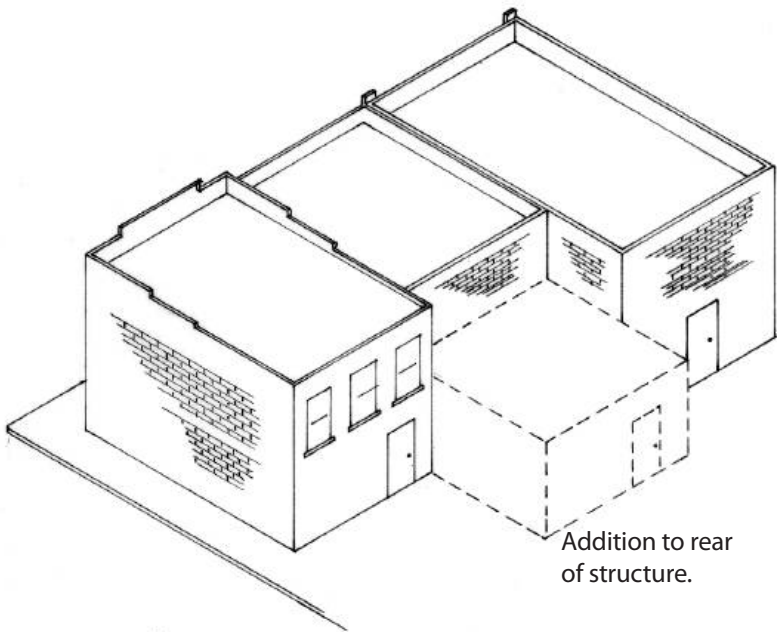
- 1. Additions should cause minimal damage or removal of **historic walls, roofs, and features from historic buildings**. Existing openings should be used to connect the building and the addition.
- 2. Additions should have **little or no** visibility from the primary street façade.
- 3. Additions should be compatible with the original building in **scale, proportion, rhythm, and materials**.
- 4. Additions should be distinguishable from the historic building; they should be **smaller and simpler in design**.
- 5. Additions should be contemporary in design, but compatible with adjacent buildings.
- 6. Roofline additions should not be visible from the street.
- 7. Roofline additions should use **similar roof forms** to the buildings to which they are attached.
- 8. Roofline additions should not cause the removal of character-defining materials and features.

HELPFUL HINT

Refer back to the Context Sensitive Setback Determination on page XIV.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- 2. Retention of Distinguishing Architectural Character
- 3. Recognition of Historic Period
- 9. Compatible Contemporary Design for New Alterations/Additions
- 10. Reversibility of New Alterations/Additions

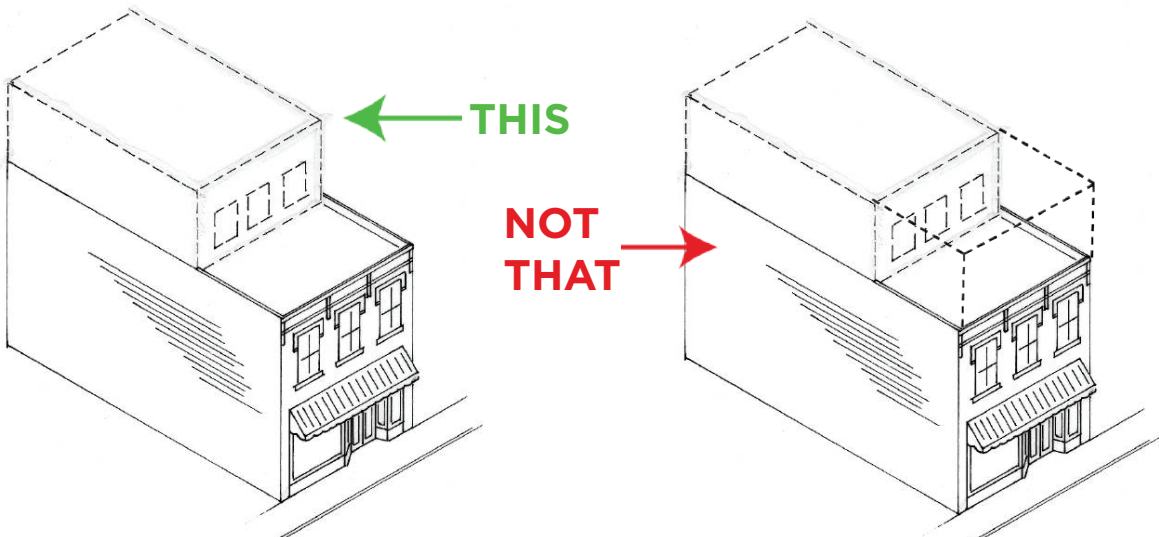


Thomason and Associates

NEW ADDITIONS EXAMPLES

HELPFUL HINT THIS...NOT THAT

Below is an overview graphic to help show what the guidelines are asking for ("this")...and what should be avoided ("not that"). The upper setback helps to define and maintain the historic street edge and massing.



COMMERCIAL ARCHITECTURAL DETAILS

OVERVIEW

Common architectural details in the district include **bargeboards, brackets, cornices and returns, dentils, and other decorative or trim elements.** They might be of wood, metal, or masonry materials. Architectural details help define individual building styles and contribute to overall district character.

SEE EXAMPLES



STAR-SHAPED VENT 213 Centre Street



BRICK CORBELLING + SEGMENTAL ARCH 215-217 Centre Street



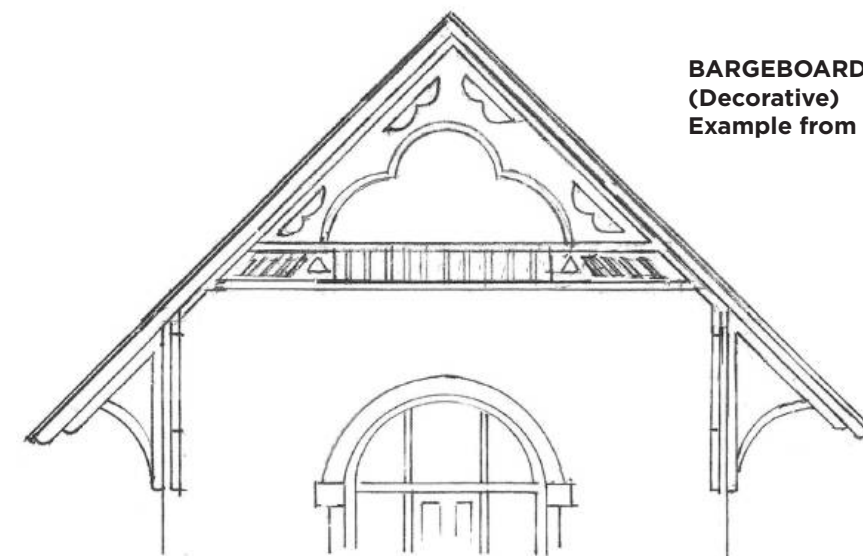
METAL CORNICE 117 Centre Street



CAST IRON COLUMNS 204 Centre Street

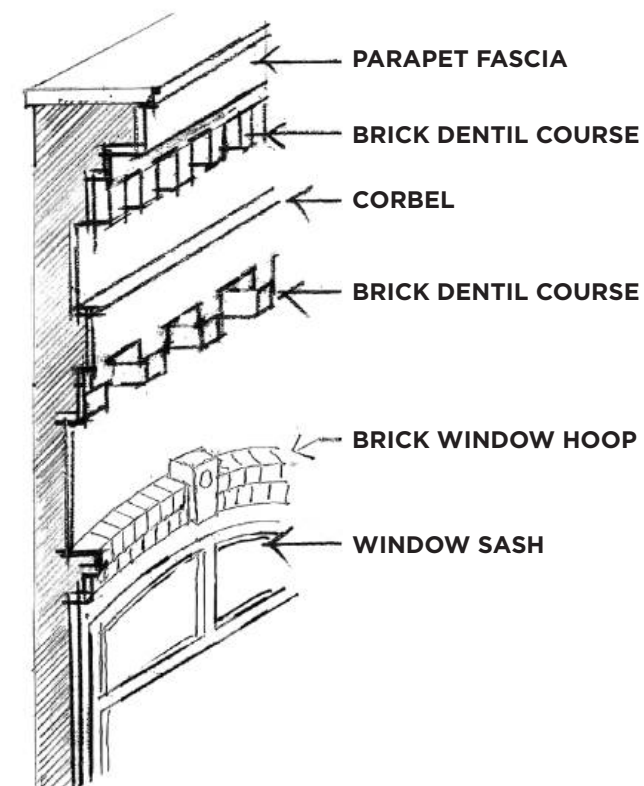
APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |



**BARGEBOARD
(Decorative)**
Example from train station.

BARGEBOARD EXAMPLE



EXTERIOR FACADE DETAIL EXAMPLES

ML+H/Les Thomas Architect



COMMERCIAL

AWNINGS

AWNINGS

On storefronts, awnings were very common elements historically. They provided shade and helped cool commercial buildings pre-air-conditioning.

Retain and keep in good repair any existing historic awnings. Add appropriately designed new awnings as desired.

GUIDELINES

1. Retain and maintain **historic awnings**, including metal ones.
2. Ensure that the **installation of new awnings does not damage the building**. Appropriate materials for new awnings include canvas duck or cotton and polyester blends; these may be treated with acrylic. Select awnings in colors that complement the building and mimic the shape of their opening.
3. New awnings should either **fit exactly over display windows**, not spanning across wall surface in between display windows or should span across windows without impacting architecturally important features. If spanning multiple windows, review and approval is with HDC only.
4. Preserve and maintain **mid-20th century metal awnings**.
5. Repair **damaged historic metal** awnings.



CANVAS AWNING 213 Centre Street



CANVAS SHED AWNING 213 Centre Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |



AWNINGS 313-319 Centre Street



COMMERCIAL

BRICK & MASONRY

BRICK & MASONRY

Masonry is used on cornices, pediments, lintels, sills, and decorative features as well as for wall surfaces. Color, texture, mortar joints, and patterns of the masonry define the overall character of a building.

GUIDELINES

1. Preserve and **maintain original brick, stone, terra cotta, cast concrete** and other masonry original to a building.
2. Repair damaged masonry by **patching, piecing in, or consolidating instead of removing an entire feature.**
3. **Repair cracks;** they are an indication of structural settling or deterioration, and may also allow moisture penetration.
4. Hire skilled craftsman to repair broken stone or carved detail using epoxies.
5. Moisture control on masonry
6. **Repair leaking roofs, gutters, and downspouts;** secure loose flashing.
7. **Caulk the joints** between masonry and windows to prevent water penetration.
8. Ensure that the grade **slopes away from the wall** to prevent water from gathering at the base. If there is excessive ground water, correct the grade or install drain tiles around the building.
9. Prevent moisture by applying a **damp-proof course just above the ground level** with slate or other impervious material. Seek professional advice from knowledgeable preservation architects or engineers.

CLEANING OF MASONRY

1. Clean masonry **only where deterioration or heavy surface staining has occurred.**
2. When cleaning unpainted masonry, use the **gentlest means possible**, ideally low-pressure water and mild detergent.
3. Apply water to masonry surfaces only when temperatures are above freezing and will remain above freezing for at least 14 days after application.
4. Find an inconspicuous area to test cleaning methods and observe the results before using on the entire building.

CHEMICAL CLEANING OF MASONRY

1. **Chemical cleaners can damage masonry; use them with caution.**
2. Follow directions for chemical cleaning and do not leave the compounds on the masonry for longer than directed.
3. Never apply acid cleaners on marble or limestone.

MACHINE CLEANING OF MASONRY

1. **Do not use abrasive or high-pressure cleaning methods like sand blasting or high-pressure water;** these methods cause rapid deterioration of the brick and mortar.
2. Do not use electric saws or hammers to remove mortar.

MORTAR ISSUES WITH MASONRY

1. Remove deteriorated mortar by carefully hand raking the joints to avoid damaging the masonry.
2. Cut out old mortar to a depth of one inch.
3. In replacing historic mortar, **match the original in strength, composition, color, and texture.** Use one part lime and two part sand with no more than 20 percent combined Portland cement.
4. Repoint to match original joint profiles and retain the original joint width.
5. Do not use Portland cement to replace historic mortar; it is stronger than the historic mortar and bricks and will not give way as bricks expand and contract with temperature changes, causing them to crack, break, or spall.
6. Do not repoint with a synthetic caulking compound.
7. Do not use a "scrub" coating technique in place of traditional repointing.

PAINTING OF MASONRY

1. **Leave unpainted historic masonry unpainted;** paint bricks only if they have lost their protective outer coating due to sandblasting. In this case paint helps preserve the brick. Paint may also be appropriate to conceal extremely mismatched repair work to the brick and mortar.
2. Follow the guidelines for paint when covering brick.
3. Apply a water-proof, water-repellent, or other non-historic coating only as a last resort, as it can actually trap moisture inside the masonry, which exacerbates existing problems.



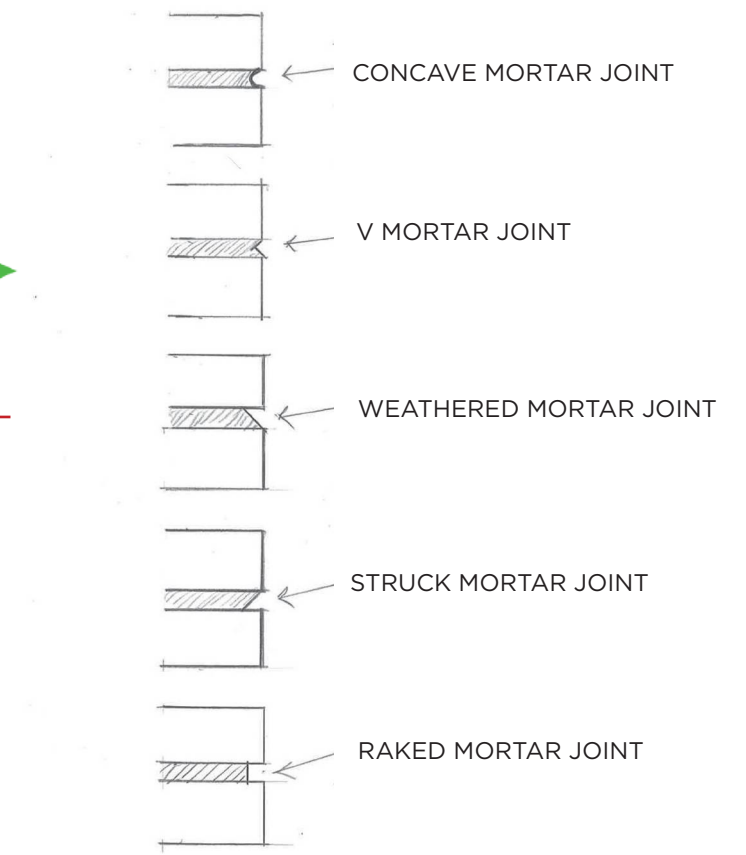
PAINTED BRICK 306 Centre Street



BRICK EXTERIOR William Henderson Peck High School



BRICK EXTERIOR 102 Centre Street



Les Thomas Architect

TYPICAL MORTAR PROFILE EXAMPLES



BRICK CORBELLING 309-311 Centre Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
7. Cleaning with Gentlest Method Possible
9. Compatible Contemporary Design for New Alterations/Additions

HELPFUL HINT THIS...NOT THAT

Below is an overview graphic to help show what the guidelines are asking for ("this")...and what should be avoided ("not that").

THIS Keep existing mortar profile and match. 

NOT THAT New mortar profile.



COMMERCIAL

CAST IRON & METAL

CAST IRON & METAL

With the rise of the industrial revolution in the 19th century, a variety of new metals began to appear in building construction. Cast iron, steel, pressed tin, copper, aluminum, nickel, bronze, galvanized sheet iron, and zinc were all used at various times for different architectural features.

GUIDELINES

- 1. Retain the **painted surfaces of historically painted elements.**
- 2. **Remove all corrosion** from metal elements before repainting.
- 3. **Remove loose and peeling paint from metal surfaces** with gentle methods such as hand scraping or wire brushing.
- 4. If hand scraping or wire brushing fails to clean hard metals like cast iron and iron alloys, use low-pressure dry-grit blasting. Protect adjacent wood or masonry surfaces from the grit.
- 5. If hand scraping or wire brushing fails to clean softer metals like copper, lead, or tin, use chemical or thermal methods.
- 6. After cleaning metal elements, immediately apply a rust-inhibiting primer coat.
- 7. **Prevent corrosion between incompatible metals (such as copper with cast iron, steel, tin, or aluminum)** by separating them with nonporous, neoprene gaskets, or butyl rubber caulking.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:	
2. Retention of Distinguishing Architectural Character	6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
3. Recognition of Historic Period	9. Compatible Contemporary Design for New Alterations/Additions



METAL DOOR HANDLES 201 North 4th St.



CAST IRON FENCING 601 Ash Street



PAINTED METAL SURFACE 218 Centre Street



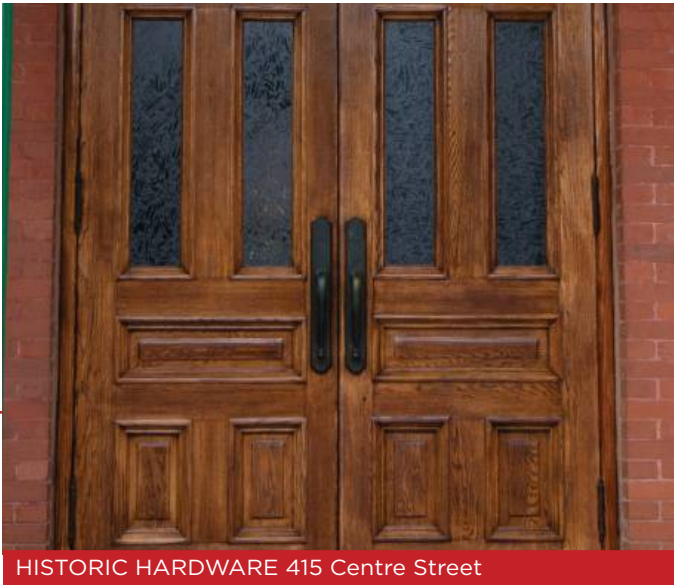
COMMERCIAL ENTRANCES & DOORS

ENTRANCES & DOORS

Entrances and doors may be both functional and decorative. Retaining these original components is important to district character. Entrances are focal points of historic building façades, and their rich decoration and functionality help define building style.

GUIDELINES

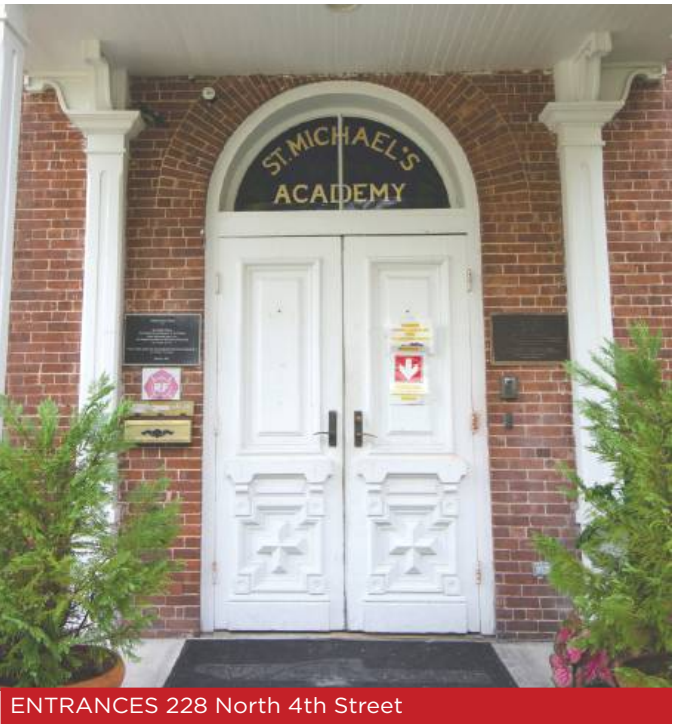
1. Maintain and **preserve entrances, doors, and related elements.**
2. Follow the guidelines for wood to keep entrances, doors, and related elements in good repair.
3. If damage or deterioration is beyond reasonable repair, replace an entrance, door, or related element with one that matches the historic element. **Select substitute materials that support the historic character of the district to the greatest extent possible.**
4. **Reuse historic hardware** and locks.
5. Never add openings to a primary elevation.
6. It is not appropriate to resize or otherwise alter an entrance.
7. Retain any extant original screen doors.
8. Installation of storm or screen doors is appropriate if desired. Their design should allow for full view of the door, or obscure as little as possible.



HISTORIC HARDWARE 415 Centre Street



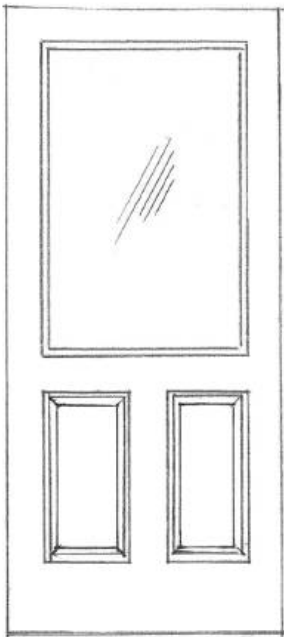
ENTRANCE 117 Centre Street



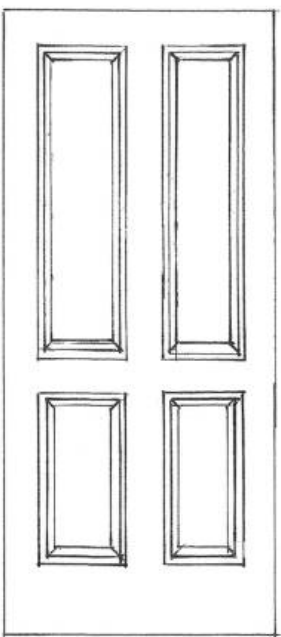
ENTRANCES 228 North 4th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

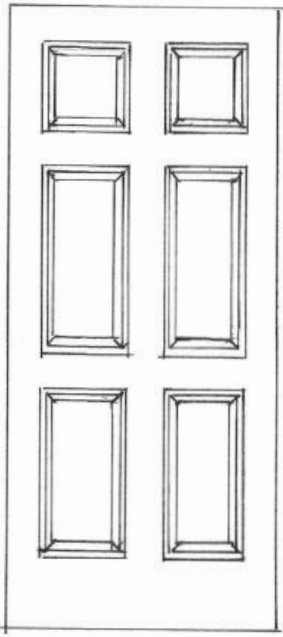
- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |



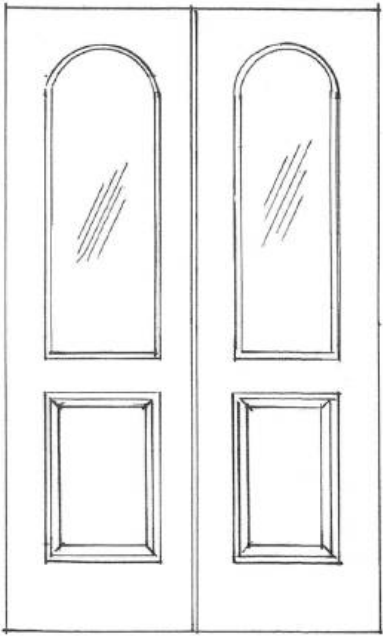
GLASS PANEL DOOR



FOUR PANEL DOOR



SIX PANEL COLONIAL



SINGLE ARCHED LIGHTS IN DOUBLE WOODS

ML+H/Les Thomas Architect

THINK RESILIENCY

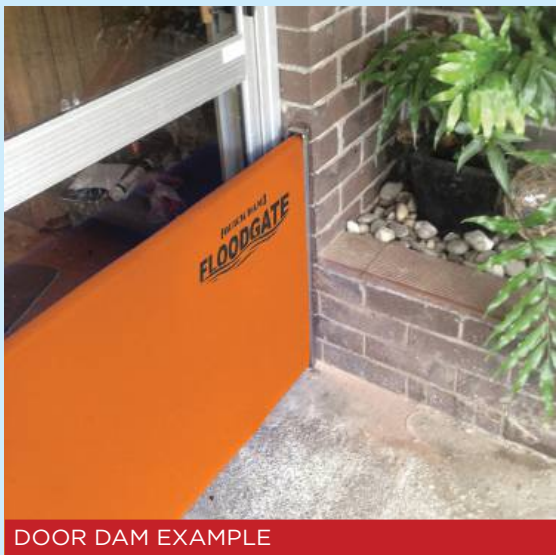
DOOR DAMS

Door dams are a **temporary barrier that can be used during storm events to protect a structure from flooding.** They are installed at any entrance and create a seal to prevent water from seeping into the home. This helps further preserve the historic structure from weather damage.

ADAPTING TO THE HISTORIC DISTRICT

Door dams should be incorporated into the metal, wood, or brick trim to hide the channels for the temporary flood gates. Their installation should not visually impact the structure; note that the dam itself is temporary.

EXAMPLE



DOOR DAM EXAMPLE



FIRE ESCAPES & STAIRWELLS

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:	
2. Retention of Distinguishing Architectural Character	9. Compatible Contemporary Design for New Alterations/Additions
3. Recognition of Historic Period	10. Reversibility of New Alterations/Additions

OVERVIEW

Generally, historic buildings did not originally have fire escapes. Fire escapes are generally modern building components. However, they have become standard safety features for upper-floor escape, when another means does not exist. As modern components, fire escapes should not be visible from the street.

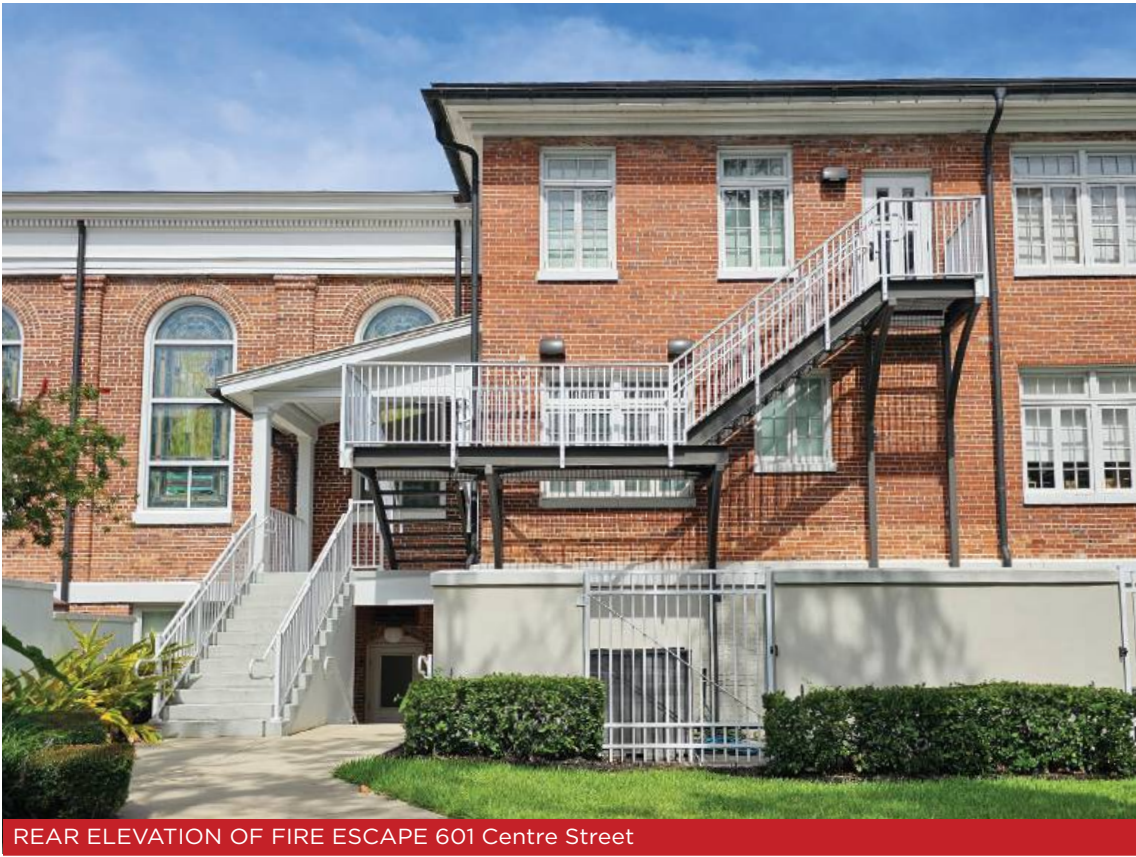
GUIDELINES

- 1. Review and comply with State of Florida Fire Code as well.
- 2. Locate **fire escapes and staircases out of view of the street**, such as on rear elevations.
- 3. When installing fire escapes, ensure they cause **no damage to architectural features**.
- 4. In design, fire escapes may be either **open or enclosed**.
- 5. The exterior surfaces of enclosed fire escapes may be of wood siding, brick veneer, or stucco.
- 6. Open-design fire escape surfaces may be of metal or wood.

Review and comply with State of Florida Fire Code as well.



REAR ELEVATION OF DECK & STAIRWELL 303 South 8th Street



REAR ELEVATION OF FIRE ESCAPE 601 Centre Street



COMMERCIAL GUTTERS & DOWNSPOUTS

OVERVIEW

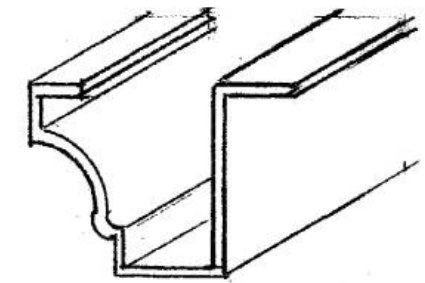
Keeping gutters and downspouts in good repair helps to protect buildings from water damage. If new gutters are required, half-round designs are the most appropriate for historic buildings.

GUIDELINES

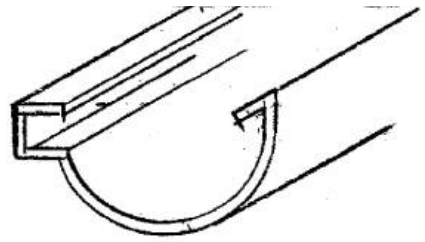
1. Install and maintain gutters, downspouts, and splash-blocks.
2. Retain and maintain existing boxed or built-in gutters.
3. Repair deteriorated or damaged boxed or built-in gutters.
4. If late nineteenth- or early twentieth-century buildings are in need of gutters, the most appropriate design for hanging gutters is half round.
5. For **buildings constructed during or after the 1940s, ogee gutters are also appropriate.**
6. Locate downspouts on the least public building elevation and away from architectural features.
7. Eliminate excessive moisture problems by **repairing leaking roofs, gutters, and downspouts and by securing or replacing loose or deteriorated flashing.**



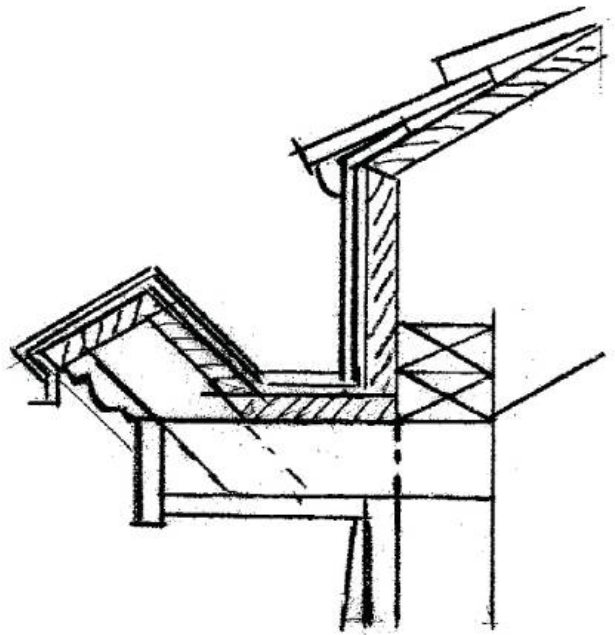
GUTTER & DOWNSPOUT MODEL



OGEE OR K-STYLE GUTTER
LATE 19TH OR 20TH CENTURY



HALF ROUND GUTTER
DATING TO 18TH OR 19TH CENTURY



WOOD OR YANKEE GUTTER
DATING BACK TO 18TH CENTURY

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:
2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
9. Compatible Contemporary Design for New Alterations/Additions

ML+H/Les Thomas Architect

THINK RESILIENCY

EXAMPLES

RAIN CHAINS + RAIN BARRELS

Rain chains are '**decorative, functional alternatives to downspouts.** They move rainwater from gutters to drains in a more unique way' (happygardens.com).

Rain barrels help collect rainwater from downspouts for reuse in the garden. This helps reduce use of clean filtered water.

The use of these helps to conserve water, reduce bills, lowers demand on freshwater resources, and reduces flooding in low-lying areas of your yard.



RAIN CHAIN 111 South Sixth Street



RAIN CHAIN
111 South Seventh Street



RAIN BARREL MODEL



COMMERCIAL LIGHTING

OVERVIEW

Retain and preserve historic light fixtures; new ones should be unobtrusive and follow historic examples in terms of materials and placement.

GUIDELINES

1. Retain and maintain **historic light fixtures and neon signs**.
2. Repair deteriorated or damaged historic light fixtures using methods that allow them to retain their historic appearance.
3. When replacement of missing or severely damaged historic light fixtures is necessary, select designs that replicate the originals or other historic examples in appearance and materials.
4. If a modern design of fixture is desired, or if light is needed where there was previously no fixture, conceal the light source, and direct light toward the building.
5. Ensure that light fixtures do not damage or obscure architectural features or other building elements.
6. Lighting color temperature should be **2700K to 3000K** (similar to incandescent color). Avoid utilizing **4000K or 5000K**, which is a whiter / bluer light color. Utilize primary fixtures with a **historically appropriate** 'lighting temperature', such as **2700K or 3000K**. Bluer/whiter lighting (4000K or 5000K) may be appropriate in limited use to highlight architectural features.
7. Gas lamps are encouraged.
8. **Full cut off fixtures** should be utilized when possible and/or optics installed to point light downward. More on 'Dark Sky' can be accessed on page 36.

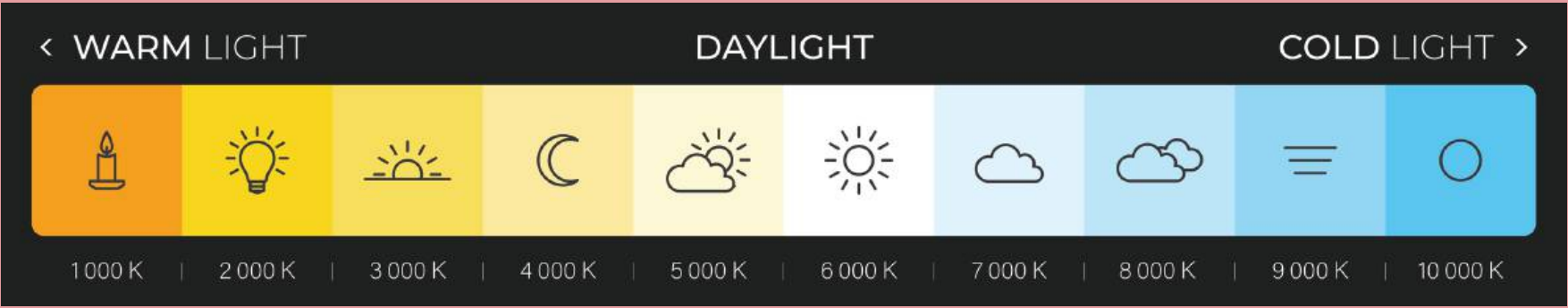
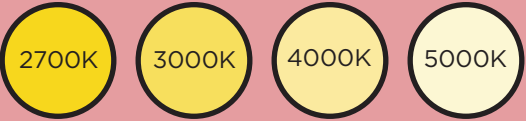


APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
9. Compatible Contemporary Design for New Alterations/Additions

COLOR TEMPERATURE

Color temperature is measured in Kelvin. 2700K to 3000K is close to an incandescent, and is preferred for historic lighting.



Shutterstock



COMMERCIAL PAINT

OVERVIEW

Maintain the painted finish on traditionally painted parts of **buildings and components like wood siding, architectural details, and window sashes**. Paint has both protective and aesthetic purposes.

GUIDELINES

1. Maintain the painted finish of building and landscape elements that were historically painted.
2. Adding a painted finish to **historically unpainted masonry** or other surfaces may be appropriate under extenuating circumstances.
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. The use of latex paint is **not recommended**, as it will likely not adhere well and also 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** to allow new paint to adhere.
6. Remove damaged or deteriorated paint to the next sound layer.
7. If paint has blistered and peeled down to the bare wood, **remove all paint down to the bare wood**. Otherwise, it is not necessary to remove but the blistered outer layer.
8. Use the **gentlest means of paint removal** possible, such as hand sanding and hand scraping.
9. If the use of chemical strippers is needed to supplement the above technique, be certain to **follow directions to neutralize chemicals after use**. Otherwise, new paint will not adhere.
10. Select paint colors that complement the style and period of the building and the overall color scheme of the street.
11. Use the **same color for trim** including horizontal and vertical trim boards, porch framing and columns, and window framing; a contrasting color for walls; and a darker color for doors, shutters, and window sashes.
12. Limit the number of colors used to **three**.
13. Note that the trim around doorways are **often white**.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

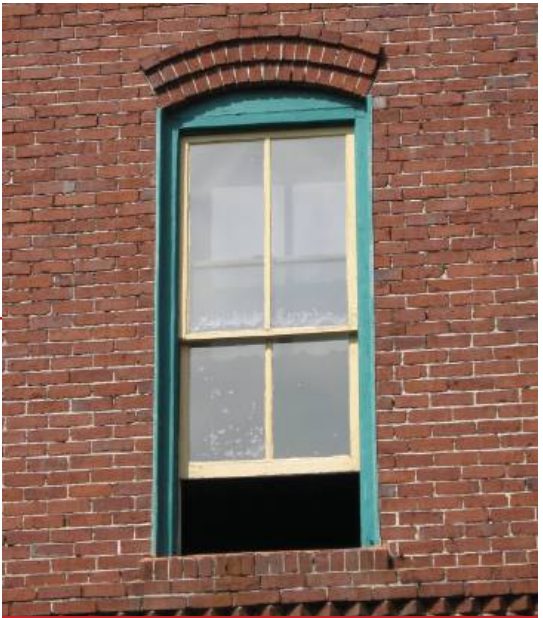
2. Retention of Distinguishing Architectural Character
5. Sensitive Treatment of Distinctive Features and Craftsmanship



PAINTED EXTERIOR 516 Ash Street



UNPAINTED MASONRY 215-217 Centre St.



PAINTED TRIM 215-217 Centre Street



PAINTED EXTERIOR 204 Centre Street



PAINTED EXTERIOR 110 Centre Street



PAINTED EXTERIOR 214 Centre Street



COMMERCIAL
ROOFS

OVERVIEW

Since a roof covers and protects the rest of the building from the elements, it **is one of the most important parts of a building**. Proper roof maintenance is critical. Since it is such a large and visible part of the building, a change in its shape or materials can radically alter the appearance of the entire building. Original roofing material in Fernandina Beach was typically **wood shingles on pitched roofs**; however, much of it has been lost due to hurricanes and storms. The addition of roofing materials to match the original as closely as possible is recommended.

GUIDELINES

1. Retain, maintain, and repair historic roof forms and materials.
2. Replace individual damaged roofing elements as needed.
3. If overall deterioration is beyond repair, substitute materials may be used. Appropriate substitute materials will support the historic character of the building and the district. Appropriate roof materials **include metal, shingles, and hot tar and gravel or other aggregate materials for built-up flat roofs**. Match original materials whenever possible.
4. Keep gutters and downspouts clean and in good repair.
5. Regularly check for and fix **leaks in roofs, gutters, and downspouts**.
6. Regularly check for and secure loose or missing flashing; if flashing is deteriorated, replace it with high-quality materials. Fasten aluminum flashing with **aluminum nails and paint**.
7. Ensure proper ventilation to prevent condensation.
8. Provide adequate anchorage for the roofing material to guard against wind and water damage.



METAL CORNICE 313-319 Centre Street



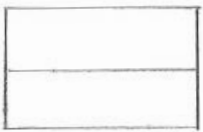
DECORATIVE BRICK CORBELLING 301 Centre Street



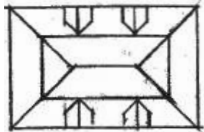
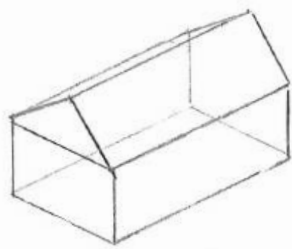
PARAPET & FACADE 3 North 4th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

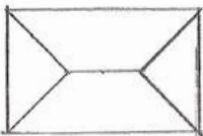
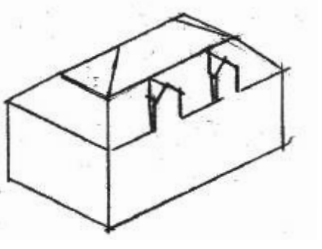
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|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 4. Retention of Significant Later Alterations/Additions | 9. Compatible Contemporary Design for New Alterations/Additions |
| 5. Sensitive Treatment of Distinctive Features and Craftsmanship | |



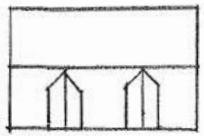
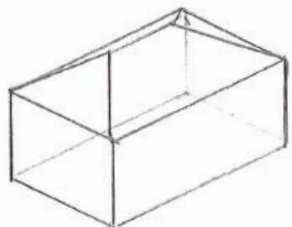
GABLE ROOF



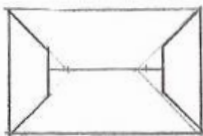
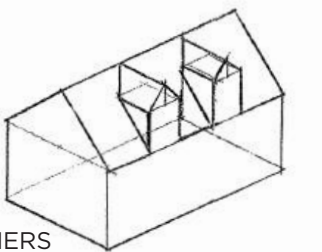
MANSARD ROOF



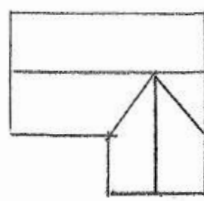
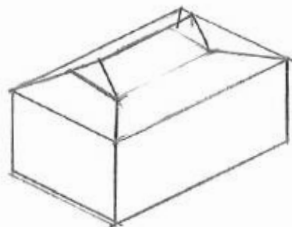
HIP ROOF



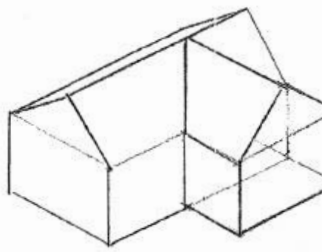
GABLE ROOF WITH DORMERS



DUTCH GABLE ROOF

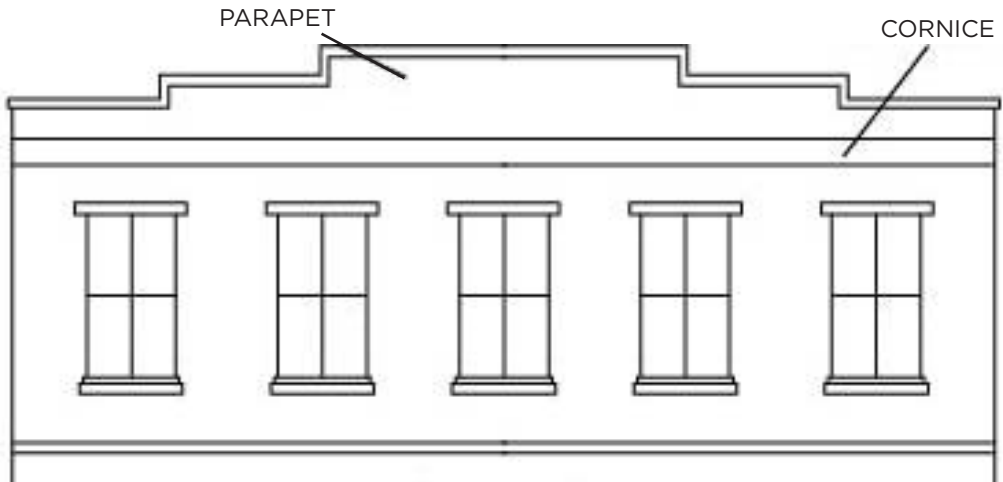


CROSS GABLE ROOF



ML+H/Les Thomas Architect

ROOF STYLE EXAMPLES



ML+H

ROOF ELEMENTS EXAMPLE



COMMERCIAL SIGNS

OVERVIEW

Commercial buildings traditionally have had a variety of sign designs and placements, and there should be wide flexibility for their use for the businesses of Fernandina Beach. Signs contribute to the historic and commercial character of the downtown business district, and historic signage should be retained and maintained.

GUIDELINES

1. Preserve, maintain, and repair historic signs including neon signs.
2. New signs should be of traditional materials such as **wood, glass, copper or bronze, or materials that replicate these. Sandblasted wood signs are appropriate. Plastic, substrate or unfinished wood signs are not recommended.**
3. Avoid oversized signs. Use the proportions of the building to guide sign size.
4. Buildings should have **no more than two signs**, not counting signs painted on windows.
5. Signs that resemble logos or symbols for businesses are encouraged.
6. Signs should have no more than two or three colors; colors should be coordinated with overall building colors.
7. Lettering and fonts are not reviewed, but traditional lettering for signs include Serif, Sans Serif or Script styles. Letters should not exceed **18 inches in height or cover more than 60% of the total sign area.**
8. Ensure that sign installation causes no damage to historic materials. Anchor mounting brackets and hardware for signs into mortar, not masonry.
9. Conceal lighting for signs; spot- or down-lighting is appropriate for signs. Internally lit signs are not appropriate.
10. Traditional sign locations include **storefront beltcourses, upper facade walls (one square foot/linear foot of frontage up to 25 square feet), hanging or mounted inside windows, or projecting from the face of the building (maximum area of 12 square feet).** Freestanding signs and movable sandwich boards or easels are also allowable downtown and provide additional signage for businesses.
11. The use of neon based on historic designs and locations may be appropriate.
12. "Legacy" signs are also allowed.

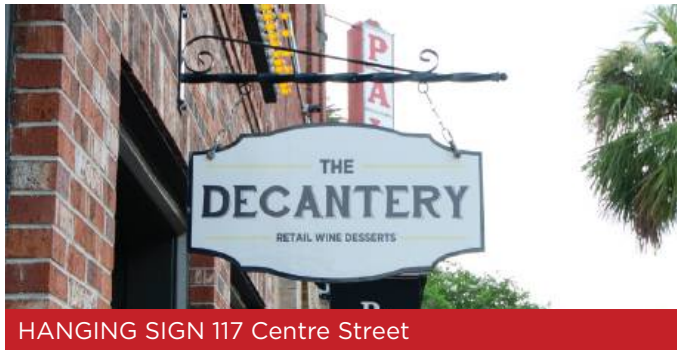
SEE EXAMPLES



BELTCOURSE SIGN 516 Ash Street



HANGING SIGN 214 Centre Street



HANGING SIGN 117 Centre Street



WINDOW SIGN 214 Centre Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
4. Retention of Significant Later Alterations/Additions
9. Compatible Contemporary Design for New Alterations/Additions



SERIF EXAMPLES

Garamond
Baskerville
Times New Roman

SAN SERIF EXAMPLES

Gotham
TW Cen MT
Arial

SCRIPT EXAMPLES

Monotype Corsiva
Gabriola

ML+H

LETTERING & FONTS

NOTE: THIS IS A SAMPLE OF FONTS ONLY. OTHER FONTS MAY BE USED.



COMMERCIAL

STOREFRONTS

OVERVIEW

Storefronts are defining elements of the commercial buildings in the historic district. Historic storefronts should be retained, visible, maintained and, if needed, repaired.

GUIDELINES

- 1. Retain and maintain historic storefronts and their component elements, such as **display windows, bulkheads, transoms, doors, cornices, pillars, and pilasters.**
- 2. Ensure that historic storefronts and their component elements remain visible.
- 3. Repair deteriorated or damaged storefronts or elements so that the storefront retains its historic appearance.
- 4. Replace missing storefronts or elements so that they replicate the original storefront or other historic examples, or replace with compatible modern examples.
- 5. The installation of temporary storm shutters to protect storefronts is appropriate **as long as they are reversible and do not result in damage to historic elements.**

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|---|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |
| 4. Retention of Significant Later Alterations/Additions | |



STOREFRONT BULKHEADS 218 Centre Street



REBUILT STOREFRONT 216 Centre Street



BRICK STOREFRONT 212 Centre Street



HISTORIC STOREFRONT FACADE 306 Centre Street



COMMERCIAL

WINDOWS

OVERVIEW

Windows are functional and aesthetic, helping to define a building’s particular style. Windows allow light into the interior of a building, provide ventilation, and allow a visual connection to the outside. Street-level windows allow passersby to view into the building. In the historic district there are numerous types and sizes of windows in addition to a variety of designs of **sills, lintels, decorative caps, and shutters**. Preserving windows and their components helps uphold the architectural integrity of the district as a whole.

GUIDELINES

1. Retain and maintain historic windows.
2. **Patch, paint, putty, and weather strip** as needed to restore historic windows to their original condition.
3. If damage to a historic window is beyond repair, **replace it entirely**. However, when possible, replace only damaged components and retain as much historic material as possible. To test for condition, stick an ice pick into the sill or bottom rail of the frame; if it penetrates more than half an inch into the wood, the frame may require replacement.
4. If replacement of historic windows is required, closely match them in **size, type, and material**.
5. If the **majority** of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.
6. While the windows do not need to be true divided lights, **raised muntins** should be used on the exterior and interior of the window pane.
7. Reuse serviceable window hardware and locks.
8. To boost energy conservation, opt for the installation of storm windows over replacement of historic windows.
9. Retain historic blinds or shutters.
10. If new blinds or shutters are installed, use ones that are **constructed of wood** and **sized and installed like historic working** ones. Operable shutters are preferred.
11. The installation of “bahama” style shutters is appropriate if the property owner can demonstrate the building originally had such shutters through photographic or physical evidence.
12. The installation of vinyl shutters is **not appropriate**. Vinyl is not a sustainable material and its plastic appearance is not similar to wood.
13. 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.

14. Do not install bars in windows visible from the street.
15. The installation of temporary storm shutters to protect windows is appropriate **as long as they are reversible and do not result in damage to historic elements**.



APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
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PRESERVING HISTORIC WOOD WINDOWS

- Rebuilding historic wood windows and adding storm windows makes them as efficient as new vinyl windows and more than offsets the cost of installation.
- The old-growth lumber used in historic window frames can last indefinitely, unlike new-growth wood or vinyl.
- Vinyl window seals often fail after a few years, making their replacement more costly than upgrading historic wood windows.
- Vinyl windows don’t look like historic wood windows; their texture and thinness are inappropriate for the historic district.
- Vinyl is harmful both in its creation and disposal.

GENERAL MAINTENANCE

- Keep the glazing putty free of cracked, loose, or missing sections.
- Monitor the paint condition; if paint becomes deteriorated, check the wood below in those spots.
- Remove excess, peeling, or flaking paint.
- Keep wooden components painted.
- Replace deteriorated components like broken sash cords and panes.
- For more information on general maintenance and more involved repair of wood windows, see the preservation brief at <http://www.nps.gov/history/hps/tps/briefs/brief09.htm>.



STREETSCAPE ELEMENTS

OVERVIEW

Fernandina Beach has invested in improvements to the downtown area with the installation of streetscape elements. Continued expansion of this program is encouraged.

GUIDELINES

1. The City of Fernandina Beach should continue to enhance the commercial area with streetscape elements such as **benches and planters**.
2. The existing streetlamp fixtures in the downtown area are an appropriate design that should continue to be used for future installation.
3. Future streetscape improvements should be consistent with the historic character of the downtown area and follow traditional designs.
4. Outdoor furniture provided by the city should be uniform in appearance, of **historically appropriate materials**, such as wrought iron, and placed so as not to impede pedestrian flow.

Fernandina Beach has a detailed Tree Ordinance that serves to enhance the appearance of the historic district. The ordinance is dedicated to:

- No net loss of trees;
- Placing structures and all impervious surfaces in such a way as to protect the survivability and substantial growth of the **healthiest trees on a property**;
- Maintaining the diversity of tree species native to Amelia Island;
- Protecting and maintaining **existing mature growth native trees** important to the City's tree canopy;
- Preserving, enhancing, and restoring the unique aesthetic character of the City;
- Preserving, enhancing, and restoring the natural environment through protection and establishment of native trees and existing natural systems for the enjoyment of present and future populations.

For more details on the City's Tree Ordinance, please refer to the Land Development Code.



BENCH EXAMPLE



GARBAGE RECEPTACLE EXAMPLE



LANDSCAPING EXAMPLE



BRICK CROSSWALK EXAMPLE



STREET LAMP EXAMPLE



HEXAGON BLOCK WALKWAY 315 Alachua Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
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FOUNTAIN Historic Courthouse 416 Centre Street

PROTECTION OF HISTORIC STREETSCAPE ELEMENTS

- Hexagon block sidewalks: where hexagon blocks currently exist as part of the public sidewalk, the City and the adjoining property owner(s) must maintain and preserve the hexagon blocks and are prohibited from installing any alternative construction material that is different. See 'Walkways' for more.
- Granite curbing: all existing granite curbing throughout the City must be repaired or replaced in-kind. Use of concrete curbs along radii, curb cuts, and handicapped ramps to replace existing granite curbs is allowed.
- Concrete street markers: all existing concrete street markers throughout the city must be repaired or replaced in-kind. Markers will retain their original appearance by being painted white with black text as necessary
- Brick crosswalks: all existing brick crosswalks throughout the City must be repaired or replaced in-kind.



PARKING & OPEN LOTS

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:			
2. Retention of Distinguishing Architectural Character	6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence		
3. Recognition of Historic Period	9. Compatible Contemporary Design for New Alterations/Additions		

OVERVIEW

Surface parking areas added to downtown Fernandina Beach should be screened through **landscaping or fencing**. Owners are encouraged to add appropriate landscape features to their lots.

GUIDELINES

- 1. In planning and constructing parking lots, the protection of historic landscape elements, **particularly buildings**, is essential to the integrity of the district.
- 2. In the commercial downtown, parking lots should be located behind historic buildings and out of pedestrian view.
- 3. Ideally, a parking lot should be shared by businesses or institutions **with different peak use times**.
- 4. Clearly distinguish parking and pedestrian areas.
- 5. Landscape or screen **lots and alleys**.



SHELL PARKING LOT EXAMPLE



SHELL PARKING LOT EXAMPLE



FENCED CORNER PARKING South 4th Street



LANDSCAPED VACANT LOT 100 Centre Street

THINK
RESILIENCY

SHELL & PVIOUS
PARKING SURFACES

Shell parking lots are an option for non-ADA pervious parking. The involve putting crushed shells on top of a prepared plot of land.

PVIOUS refers to the ability for rainwater to seep through the material. This helps **reduce flooding, excess soil compaction, chemical runoff** from cars and keeps water on the same lot.

Other pervious parking options include: (a) pavers, (b) crushed granite, (c) crushed stone, and (d) reinforced turf.

EXAMPLE



SHELL PARKING LOT EXAMPLE



SITE FEATURES
COMMERCIAL

WALKWAYS

OVERVIEW

Sidewalks are streetscape elements that should incorporate ADA requirements into their design. Historic walkway surfaces should be maintained and preserved, while new ones should be ADA-compliant.

GUIDELINES

- 1. The City of Fernandina Beach continues to enhance the commercial area through installation of ADA tactile mats.
- 2. Maintain existing historic sidewalks following guidelines for **masonry**.
- 3. Future streetscape improvements should be consistent with the historic character of the downtown area and follow traditional designs.



ADA CURBING South 8th Street & Beech Street



HEXAGON BLOCK WALKWAY 2 North 6th Street



ADA CURBING South 7th Street



HISTORIC WALKWAY SURFACE 800 Block of Atlantic Ave.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |



UTILITIES & ENERGY RETROFITTING

OVERVIEW

Utilities such as **garbage containers and mechanical systems** are important to the functionality of buildings and the district. Locate these mechanical systems, solar panels and also air conditioning and heating units **at rear facades or on rooftops**, where they are **not readily visible from the street**. Paint conduits to blend with the color of the building.

GUIDELINES

1. Locate garbage containers behind buildings.
2. Locate mechanical systems behind or on top of buildings, set back or behind a parapet, where they will not be visible from the street.
3. Rear elevations are also the appropriate location for **meters, conduits, and other equipment**.
4. Minimize the visibility of window unit systems by locating them on the **side or rear elevations**.
5. Owners of commercial buildings are encouraged to paint their roofs with **reflective coatings** to reduce energy costs.
6. The installation of solar panels or solar shingles is appropriate for commercial buildings as long as these panels or shingles are **not readily visible from the street** and are **concealed behind roof parapet walls**.
7. The installation of solar panels on rear elevations **not readily visible from the street** is also appropriate in the downtown area.
8. Energy-saving devices such as solar panels may be reviewed, but not to the extent that their placement renders them ineffective. Property owners are encouraged to place solar panels, wind turbines or other energy saving measures on elevations that are not readily visible from the street and **do not detract from a building's architectural character**.



FENCED UTILITIES PLACEMENT EXAMPLE



SOLAR PANELS EXAMPLE



UTILITIES PLACEMENT EXAMPLE

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
9. Compatible Contemporary Design for New Alterations/Additions





RESIDENTIAL

RESIDENTIAL

ARCHITECTURAL STYLES

FRAME VERNACULAR OR FOLK VICTORIAN (1870-1910)

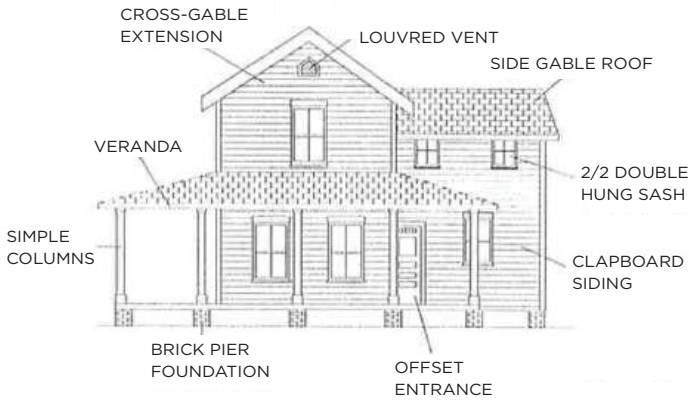
The Folk Victorian style is a vernacular version of more elaborate late-nineteenth-century styles. These frame dwellings are modest in scale and decoration, but may contain **spindlework porch details or milled wood posts**. They are, to some extent, defined by their forms. The forms include **gabled ell, gable front, cross gable, and the pyramidal square with a hip roof**. Typically, they are **one- or one-and-one-half-stories** in height.



FRAME VERNACULAR 126 South 6th Street

CHARACTERISTICS

- Plan: regular, rectangular; ell and irregular also common.
- Foundation: Piers, wood, tabby or coquina prior to Civil War; brick; concrete block during 1920s.
- Height: one to two-and-one-half stories.
- Primary exterior material: horizontal wood siding; less common wood shingles, board and batten.
- Roof type: gable, less common hip, pyramidal; false-front on commercial buildings.
- Roof surfacing: wood shingles during 19th century; metal during late 19th century; composition and asbestos shingles beginning in 1920s.
- Detailing: simple, usually jig-sawn woodwork on porches or around eaves; corbelling on chimneys.



Florida State Model Guidelines.

GREEK REVIVAL (1855-1880)

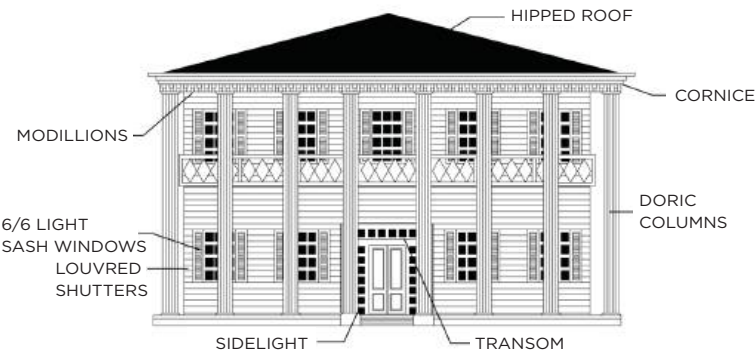
The Greek Revival style was a popular architectural style across the country as early as the **1830s**. As Americans increasingly embraced democratic roots, they turned towards classical antecedents in philosophy as well as architecture. The Greek and Roman cultures of ancient periods provided templates for nineteenth-century architectural design. Characterized by **symmetry and order**, the style was embellished with restrained classical features such as full-height columns in Doric, Ionic, or Corinthian orders. The Greek Revival style was equally prevalent for residential buildings as for churches, banks, and courthouses. In Fernandina, the Greek Revival style gained a hold during the 1850s, and its influence persisted as late as 1880. Traditionally, the residential use of the style was applied to **a side-gable form with a central entrance anchoring symmetrical bays** (e.g., 111 South Ninth Street, shown below). However, in Fernandina, a second form arose where narrow urban lots were predominant. A gable-front form echoed the **“temple front” design** of ancient Greece. An example is the Merrick-Simmons House at 102 South Tenth Street (below). This variation has a façade with distinct Greek Revival influences, but with an offset entrance.



GREEK REVIVAL 111 South 9th Street

CHARACTERISTICS

- Plan: regular, rectangular or nearly square
- Foundation: brick or other masonry piers
- Height: One- to two-and-one-half stories
- Primary exterior material: Horizontal wood siding
- Roof type: gable or hip
- Roof surfacing: wood shingles (original), sheet metal or shingles, composition shingles
- Detailing: classically-derived columns, balustrades, modillions, dentils. Entrance detailing: transom, sidelights, fanlight; entry porch or full-width portico with square or round columns. Cornice line emphasized with wide band of trim.
- Windows: square, not arched



Florida State Model Guidelines.



ARCHITECTURAL STYLES

ITALIANATE (1870-1890)

The Italianate style derives from the country villas of Italy. The nineteenth-century landscape designer Andrew Jackson Downing believed that beautiful homes promoted morality, which he found embodied in these rural dwellings. The Italianate style that he promoted in his pattern books featured such **embellishments as window hood moldings, string courses, large eave brackets, cupolas, and corbelled brick work.** This picturesque ideal was meant to uplift standards in architecture and social mores and inspire new home-ownership.

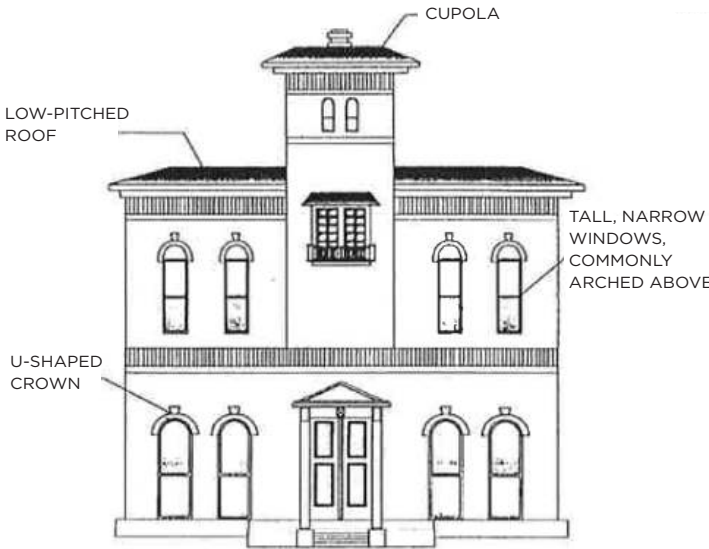
In Fernandina Beach, the Italianate style is represented in high-style residential examples, as well as in several vernacular dwellings that illustrate its influence. The dwelling known as the Fairbanks House at 227 South Seventh Street and the Hirth House at 103 North Sixth Street feature characteristic towers as focal points of their designs. They also have **low-pitched roofs and elongated windows, eave brackets, and bay windows.**



ITALIANATE 103 North 6th Street

CHARACTERISTICS

- Plan: rectangular or square
- Foundation: brick piers or continuous brick
- Height: two to three stories
- Primary exterior material: wood, weatherboard, brick, cast iron for storefronts
- Roof type: low-pitched hip, often with a square cupola or tower; commercial buildings, flat with parapet
- Roof surfacing: wood shingles (original), composition shingles, flat roofs: built-up
- Detailing: wide, over-hanging eaves with brackets beneath, cupola
- Windows: tall, elongated, narrow windows, often with hoods. Windows are most often arched.



Florida State Model Guidelines.

QUEEN ANNE (1880-1905)

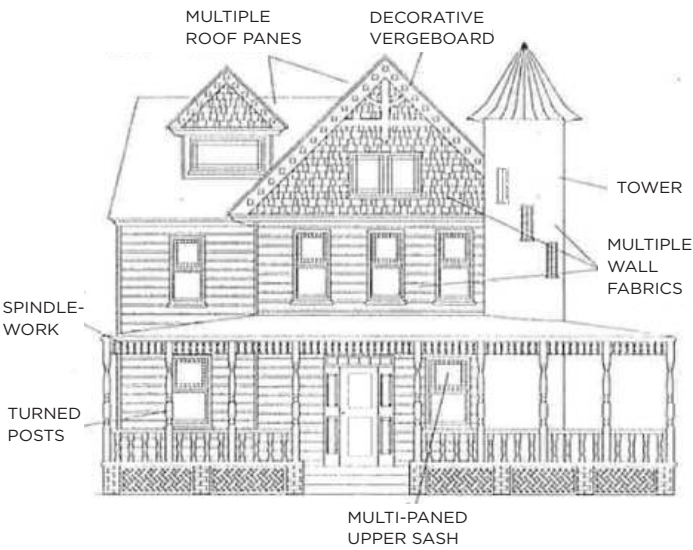
The emergence of the Queen Anne style coincided with the rise of balloon framing and mass production of wood ornamental features. These developments allowed for extravagant architectural designs with asymmetrical floor plans and irregular roof planes. These houses are typically of **asymmetrical floor plan** and often feature porches that wrap around from the main façade to a side elevation. More exuberant examples may also have a corner tower, highly detailed spindling, oriole or stained glass windows, roof cresting, wood shingle siding, corbelled brick chimneys with chimney pots, and irregular roof planes. Queen Anne style houses are often painted in **rich, contrasting color schemes.** Its popularity through Florida expanded rapidly, as rail lines transported the mass-produced millwork and other stylistic elements. In Fernandina Beach, Queen Anne examples include the ca. 1895 Bailey House, with a wrap-around porch, a tower and a turret, and the ca. 1902 Horsey House, also with a tower and an irregular plan. In Fernandina Beach, the Queen Anne was fashionable from the **mid-1880s until 1910.** By then, the popular late nineteenth century Queen Anne style had generally fallen out of favor among designers and homeowners. Beginning in the **early twentieth century,** Americans embraced a return to its own architectural roots.



QUEEN ANNE 214 South 7th Street

CHARACTERISTICS

- Plan: irregular
- Foundation: piers, brick
- Height: two and two-and-one-half stories
- Primary exterior material: various— horizontal wood siding, shingles.
- Roof type: multi-planed, gable most common, towers, gables, turrets common as secondary roof structures.
- Roof surfacing: sheet metal, embossed, composition, asbestos shingles
- Detailing: a variety of woodwork including finial, pendants, brackets, scrollwork, trusses, verge boards, panels; a variety of textures, fish scales and other shingles; variety of color



Florida State Model Guidelines.



RESIDENTIAL

ARCHITECTURAL STYLES

COLONIAL REVIVAL (1895-1955)

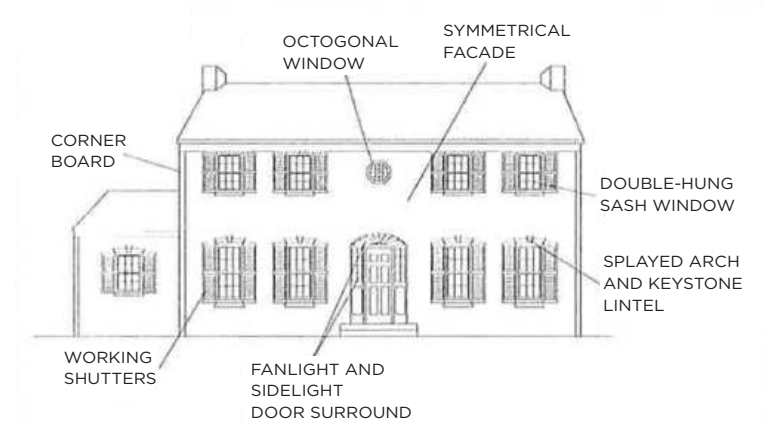
By the end of the nineteenth century, American architects began to look towards the country’s own architectural roots. The Colonial Revival style reflects the nation’s embrace of its colonial past. The style is characterized by **simplicity, symmetry, and unadorned order**, as a movement away from asymmetrical, highly embellished styles of the Victorian era. Colonial Revival dwellings typically have rectangular plans and symmetrical facades. The roof may be gabled or hipped. Windows are multi-paned double sashes. Doorways may contain sidelights, fanlights, pediments, and columns or pilasters. The details are **classically inspired, and entry porticos are common**.



COLONIAL REVIVAL 315 Calhoun Street

CHARACTERISTICS

- Plan: regular, rectangular, or nearly square
- Foundation: brick, piers or continuous
- Height: two to two-and-one-half stories
- Primary exterior material: horizontal wood siding, shingles
- Roof type: gable or hip, with dormers as secondary roof features
- Roof surfacing: embossed sheet metal or shingles; composition, asbestos shingles
- Detailing: classically derived columns, balustrades, modillions, dentils. Entrance details—transom, sidelights, fanlights, ornamental woodwork common.



Florida State Model Guidelines.

CRAFTSMAN/BUNGALOW (1905-1930)

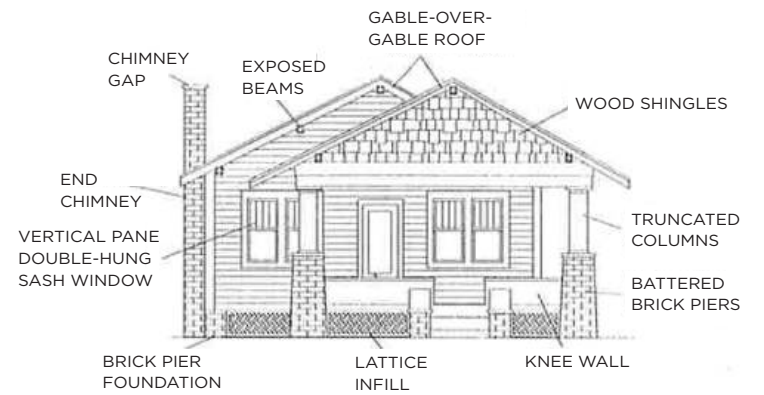
The Bungalow plan has roots in British India during the eighteenth and nineteenth centuries. The house type, **melded with Japanese building techniques**, exhibited at late nineteenth-century American expositions. Craftsman bungalow buildings typically have **low-pitched gabled roofs with a wide eave overhang, exposed rafters, decorative beams or braces, full- or partial-width porches, and tapered posts on brick piers**. Designers often used the Craftsman style for Bungalows, which were generally one-story houses with large porches and open interior floor plans. The Bungalow first emerged as a house type in American residential architecture in California and quickly spread across the country as a popular design choice for small houses. While the bungalow can take the form of a modest gable-front example, elaborate bungalow design can include multi-plane roof shape, known as an Airplane bungalow, and can feature extensive Craftsman detail on the interior. Bungalows are found throughout the Fernandina Beach historic district. Typically, they are one-to one-and-one-half-story structures. Their plan is **rectangular, with horizontal massing on the façade**.



CRAFTSMAN/BUNGALOW 202 South 7th Street

CHARACTERISTICS

- Plan: regular, rectangular, usually with the narrow side facing the street
- Foundation: brick pier or continuous brick or concrete block
- Height: one-and-one-half to two stories
- Primary exterior material: horizontal wood siding, shingles, less frequently stucco
- Roof type: gable main over gable porch roof, shed dormers frequent roof features, less frequent multiple gable
- Roof surfacing: sheet metal; composition asbestos cement shingles
- Detailing: exposed rafter tails , truss work, purlins, beams, knee brace brackets under the eaves, battered porch posts on piers, tapered chimneys



Florida State Model Guidelines.



ARCHITECTURAL STYLES

TUDOR REVIVAL (1910-1940)

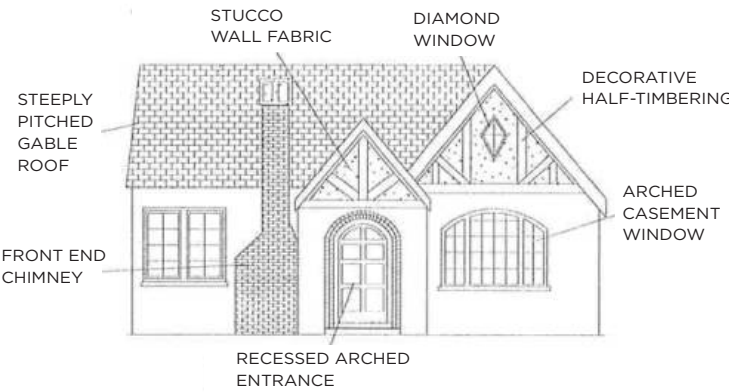
The Tudor Revival style is based loosely on Medieval architecture. Peaking in popularity during the 1920s, the style was fashionable for single-family dwellings as well as small apartment buildings. The plans often feature **cross gable, high-pitched roofs**. Exteriors can be of **stucco with false half-timbering, brick veneer, or weatherboard siding**. A Tudor Revival dwelling may feature a gable-front projecting bay with an arched entrance, an exterior, façade wall chimney, and even an entrance tower. Windows may be double-hung wood sash or multi-light styles. The Tudor Revival style was used **almost strictly on residential architecture**. Of particular note in the historic districts are one- and two-story residences in the 300 block of South Seventh Street.



TUDOR REVIVAL 330 South 7th Street

CHARACTERISTICS

- Plan: regular, rectangular
- Foundation: continuous brick
- Height: one-and-one-half to two-and-one-half stories
- Primary exterior material: brick, first story; stucco and wood, second story (half-timbering)
- Roof type: high-pitched gable
- Roof surfacing: composition shingles
- Detailing: half-timbering, prominent gables, oriel windows, massive chimneys, pointed elliptical arch



Florida State Model Guidelines.

MEDITERRANEAN INFLUENCE (1900-1930)

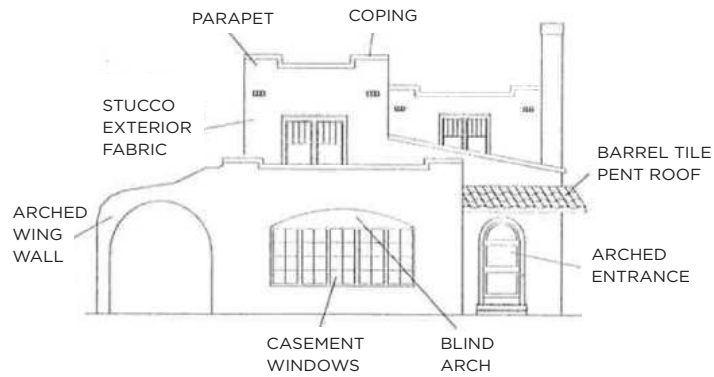
As noted for commercial buildings in Fernandina Beach, the influence of Mediterranean architectural styles is fitting in this coastal region with its Spanish heritage. At 315 Alachua Street, Villa Las Palmas represents a formal, symmetrical design and plan that incorporates elements of Spanish Mission and Mediterranean architecture, such as curvilinear parapet at the roofline, echoed in the entry porch roofline, and stucco exterior.



MEDITERRANEAN INFLUENCE 315 Alachua Street

CHARACTERISTICS

- Plan: regular or irregular
- Foundation: continuous
- Height: two stories
- Primary exterior material: stucco
- Roof type: low-pitched hip, flat with curvilinear parapet
- Roof surfacing: barrel tile
- Detailing: plaster and terra cotta detailing highlighting arches, columns, window surrounds, cornices and parapets, wrought iron grilles, balconies, and balconets



Florida State Model Guidelines.



RESIDENTIAL

ADDITIONS

OVERVIEW

New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, or destroyed in the process of rehabilitation. The new design should **complement the original historic building and still be distinguishable. Do not try to copy the original design.**

GUIDELINES

1. Before building an addition, attempt to accommodate needed functions within the existing building.
2. **Limit the size of new additions** so as not to overwhelm the historic building.
3. Respect the **scale, massing, materials, and window spacing** of the historic building.
4. Do not attempt to duplicate **form, material, style, wall plane, roofline, cornice height**; the new addition **should not** appear to be part of the historic building.
5. Use contemporary designs for new work or **reference design motifs** from the historic building.
6. Respect the existing historic character of surrounding buildings in the district and insure that the new addition will complement this historic character.
7. Place new additions on **rear or side elevations** where not visible from the street.



GARAGE WING ADDITION 31 South 10th Street

HELPFUL HINT

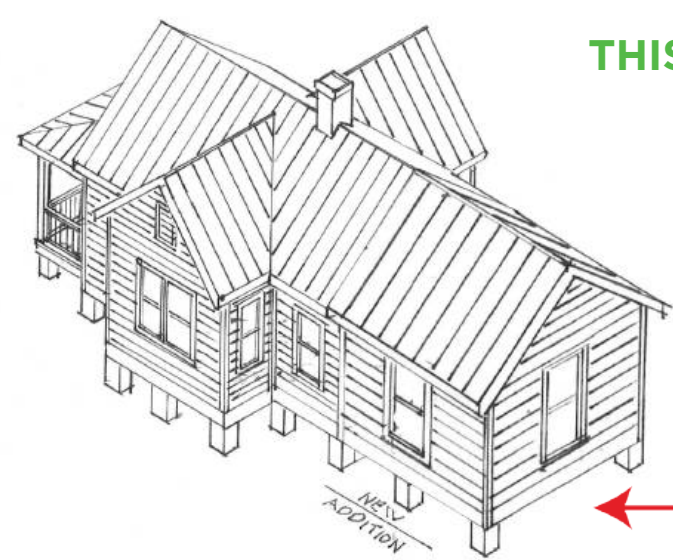
Refer back to the Context Sensitive Setback Determination on page XIV.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|---|
| 2. Retention of Distinguishing Architectural Character | 9. Compatible Contemporary Design for New Alterations/Additions |
| 3. Recognition of Historic Period | 10. Reversibility of New Alterations/Additions |

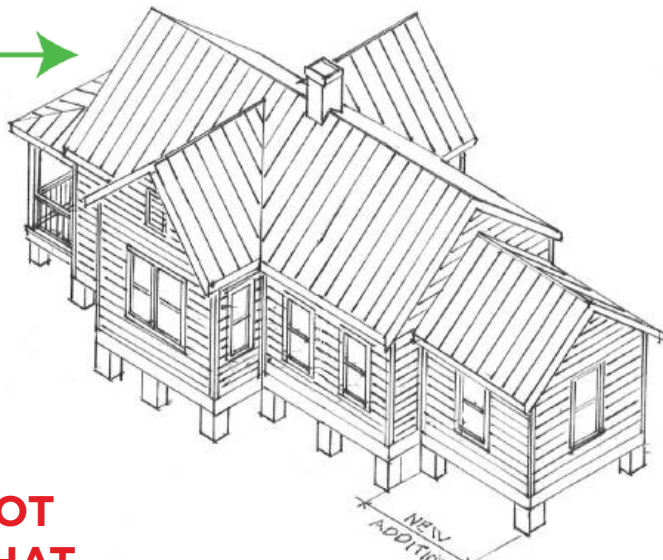
HELPFUL HINT THIS...NOT THAT

Below is an overview graphic to help show what the guidelines are asking for ("this")...and what should be avoided ("not that"). Note that additions should not look to duplicate existing wall planes; instead, they can be stepped down or separated by a "hyphen".



ML+H/Les Thomas Architect

REAR ADDITION EXAMPLE



ML+H/Les Thomas Architect



LATERAL WING ADDITION 31 South 10th Street



REAR PORCH ADDITION 120 North 6th Street



NEW ADDITION EXAMPLE



ARCHITECTURAL DETAILS

OVERVIEW

Architectural details help define individual building styles and contribute to overall district character. Common architectural details in the district include **bargeboards**, **brackets**, **cornices**, **dentils**, and other decorative or trim elements. Materials include **wood**, **metal**, and **masonry**.

GUIDELINES

- 1. Follow the guidelines for masonry, metal, or wood to maintain architectural details.
- 2. Ensure that architectural features remain visible; **do not cover or conceal them.**
- 3. Follow the guidelines for masonry, metal, or wood to repair damaged architectural features.
- 4. If architectural features are missing or too severely damaged for repair, replace them with similar design and materials. Use replacements appropriate for the style and period of the building.
- 5. Do not add architectural features to locations where **none historically existed.**

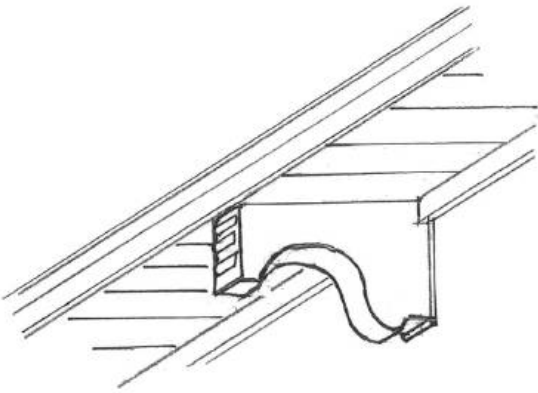
APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:	
2. Retention of Distinguishing Architectural Character	6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
3. Recognition of Historic Period	9. Compatible Contemporary Design for New Alterations/Additions



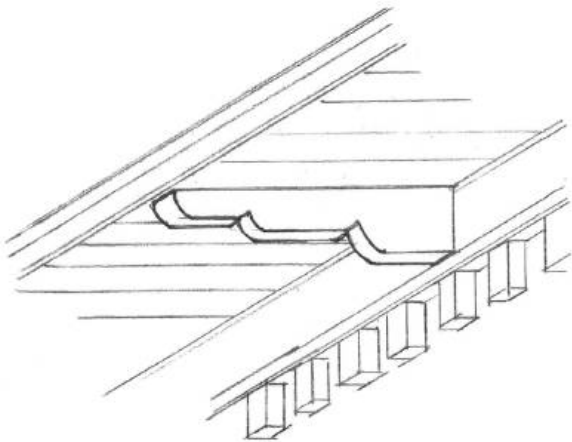
PORCH TRIM 614 Ash Street



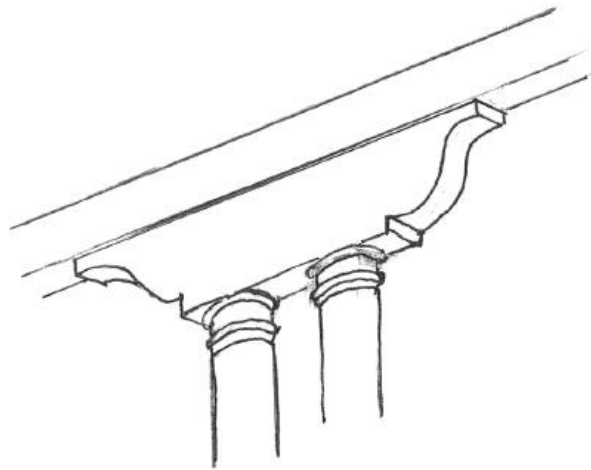
DECORATIVE TRIM 601 Ash Street



ROOF BRACKET EXAMPLE

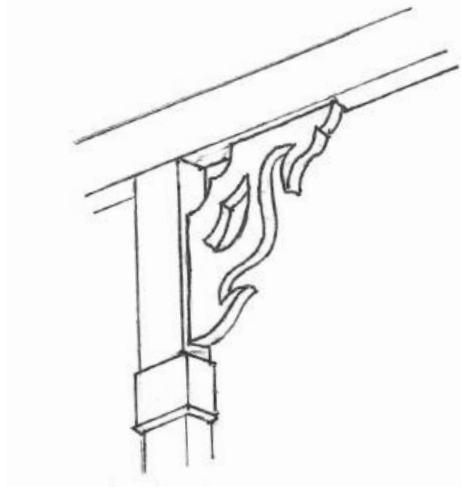


ROOF BRACKET WITH BRICK CORBELS



PORCH BRACKET EXAMPLE

ML+H/Les Thomas Architect



SCROLL SAWN PORCH BRACKET



RESIDENTIAL

AWNINGS

OVERVIEW

Awnings were common features for windows and porches of buildings prior to the widespread use of air conditioning. They were functional in providing a cooling effect and also added texture to an exterior façade. While the use of awnings declined after World War II, their re-emergence has been seen in recent years as a means to help reduce energy use. Canvas awnings may be appropriate for historic dwellings.

GUIDELINES

- 1. Retain and maintain historic metal awnings.
- 2. Repair damaged historic metal awnings.
- 3. Awnings may be added to houses at appropriate locations such as **window and door openings and porches.**
- 4. New awnings should be in traditional designs and fit the rectangular or arched openings to which they are applied.
- 5. For new awnings, select those made of **canvas, cotton and polyester blends.** Ensure their installation does not damage the building. **Choose colors to complement the building.**
- 6. Maintain metal awnings added in the mid-20th century. New metal awnings are not permitted.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:	
2. Retention of Distinguishing Architectural Character	6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
3. Recognition of Historic Period	9. Compatible Contemporary Design for New Alterations/Additions



AWNING 304 Calhoun Street



SHED-TYPE AWNING 114 North 3rd Street



METAL AWNINGS 306 South 7th Street



RESIDENTIAL

CHIMNEYS

OVERVIEW

Chimneys are integral features on historic houses and are, on some houses, important stylistic elements. Chimney pots or caps are functional additions to the chimney tops, improving ventilation of coal fumes. As oil came to replace coal's use in heating, chimney pots became less prevalent. Many chimneys, as well, have become obsolete appendages, in terms of function of the dwelling. Yet aesthetically, they **contribute to the historic character of the dwelling.**

GUIDELINES

- 1. Follow guidelines for masonry for chimney maintenance and preservation.
- 2. Follow masonry guidelines for repairing chimneys.
- 3. If original chimneys are missing or too severely damaged for repair, consider replacement using appropriate designs for the style and period of the building.
- 4. 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.



CORBELLED CHIMNEYS 227 South 7th Street



CORBELLED CHIMNEY 415 Centre Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:	
2. Retention of Distinguishing Architectural Character	7. Cleaning with Gentlest Method Possible
3. Recognition of Historic Period	9. Compatible Contemporary Design for New Alterations/Additions

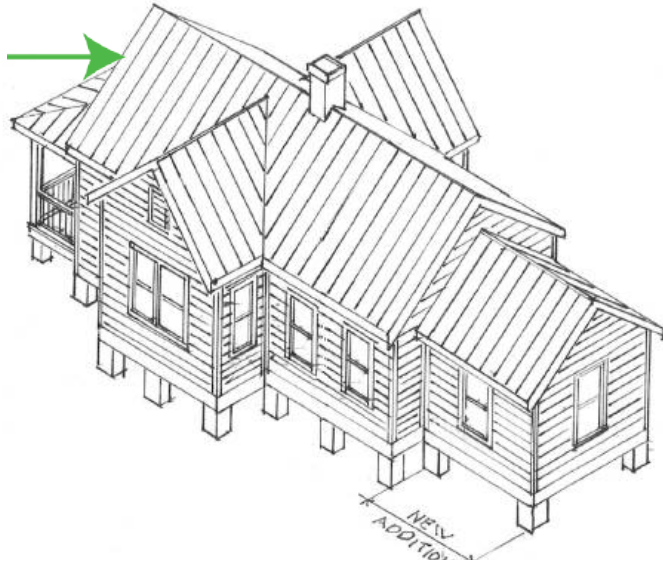


ROUNDED CHIMNEY 129 North 4th Street

HELPFUL HINT THIS...NOT THAT

Below is an overview to help show what the guidelines are asking for ("this")...and what should be avoided ("not that").

- THIS** Keep existing chimneys even if fireplace is no longer in use.
- NOT THAT** Remove chimneys.



RESIDENTIAL ENTRANCES & DOORS

OVERVIEW

Entrance elements such as **doors, transoms and sidelights** are significant in defining a house's architectural character. Preserve and maintain original. If storm doors or screen doors are desired, select and install designs that allow for **full-view of the historic door**.

GUIDELINES

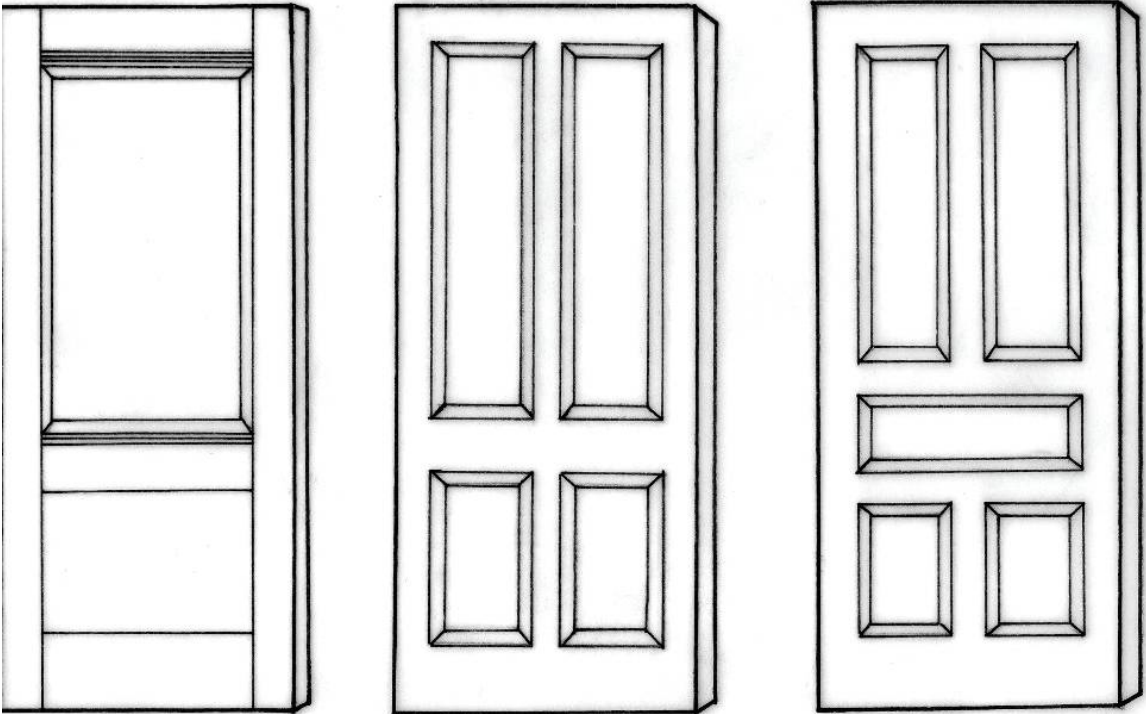
1. Maintain entrances, doors, and related elements.
2. Follow guidelines for wood to keep entrances, doors, and related elements in good repair. **Reuse historic hardware and locks.**
3. If an entrance element suffers from deterioration, **salvage as much historic material as possible.** Replace an entrance door, or related element only when damage is beyond reasonable repair. Match the replacement to the historic original.



ENTRANCE 614 Beech St.



ENTRANCE 319 South 3rd Street



ML+H/Les Thomas Architect

APPROPRIATE DESIGNS FOR REPLACEMENT DOORS



CRAFTSMAN DOOR 126 South 6th Street



PANEL DOOR 204 South 6th St.



SIDELIGHTS 102 10th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
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THINK RESILIENCY

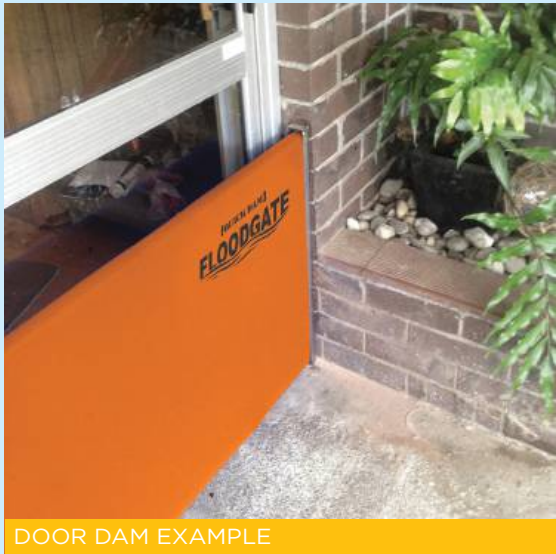
DOOR DAMS

Door dams are a **temporary barrier that can be used during storm events to protect a structure from flooding**. They are installed at any entrance and create a seal to prevent water from seeping into the home. This helps further preserve the historic structure from weather damage.

ADAPTING TO THE HISTORIC DISTRICT

Door dams should be **incorporated into the metal, wood, or brick trim** to hide the channels for the temporary flood gates. Their installation should not visually impact the structure; note that the dam itself is temporary.

EXAMPLE



DOOR DAM EXAMPLE



RESIDENTIAL

FOUNDATIONS

OVERVIEW

Most dwellings in Fernandina Beach have **brick or concrete foundations**, many of which are on **raised piers**. The use of lattice panels between pier foundations is encouraged. Follow masonry guidelines to keep foundations in good condition. They are not just functional features, but also convey a sense of time, contributing to the over-all historic appearance of the building.

GUIDELINES

1. Retain and maintain foundations according to masonry guidelines.
2. Do not cover or conceal foundations. Allow them to remain visible **if they were historically visible**.
3. Follow masonry guidelines for foundation repairs.
4. For pier foundations, use sections of lattice installed between the piers. **Do not cover over the piers.**
5. Wood lattice panels should be placed within frames to extend their life expectancy. **The use of vinyl or plastic lattice panels is discouraged.**
6. If brick piers are required to be enclosed, use pierced brick or a stucco wash and consider placing the new materials behind the existing brick piers to maintain the pier configuration as much as possible.
7. **Flood vents are encouraged.**

SEE SKETCH



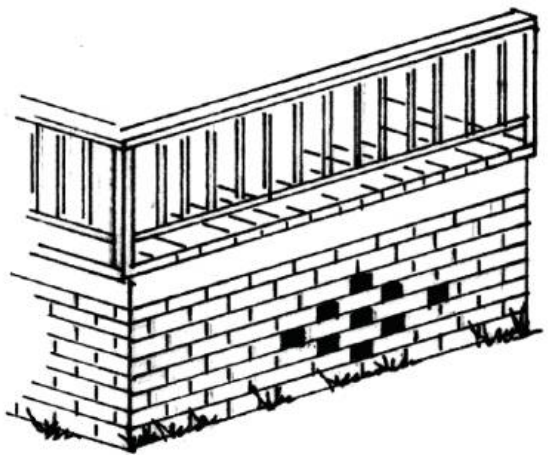
VISIBLE FOUNDATIONS 601 Ash Street



WOOD LATTICE PANELS 319 South 3rd Street



WOOD PANELS 322 North 3rd Street



Thomason and Associates

PIERCED BRICK PANELS EXAMPLE

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |

THINK
RESILIENCY

PIER CONSTRUCTION &
FLOOD VENTS

Pier construction is constructing or moving a home on top of **'deeply grounded piers and beams'**. Homes with this construction have numerous benefits: flood protection, easy access to pipes, wires, and crawl spaces for repairs and easier to build on uneven ground site.

Flood vents are for use at the base of a home that has either a crawlspace or enclosed area that needs natural air ventilation or flood protection. Some vents may offer **extra insulation, or even open and close with temperature changes making them more flexible in varying weather conditions.**

[https://permapier.com/blog/pier-beam-vs-slab-foundation/#:~:text=Flood%20Protection%3A%20One%20of%](https://permapier.com/blog/pier-beam-vs-slab-foundation/#:~:text=Flood%20Protection%3A%20One%20of%20)

EXAMPLE



FLOOD VENT 204 South 6th Street



RESIDENTIAL LIGHTING

OVERVIEW

Retain and preserve historic light fixtures; new ones should be **unobtrusive** and **follow historic examples** in terms of materials and placement.

GUIDELINES

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 beyond repair, new fixtures should either replicate historic examples appropriate for the **period and style** of the building or use unobtrusive **design, materials and traditional placement**.
4. Utilize primary fixtures with a **historically appropriate** 'lighting temperature', such as **2700K or 3000K**. Blue/whiter lighting (4000K or 5000K) may be appropriate in limited use to highlight architectural features.

SEE NOTE SEE EXAMPLES

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |

DARK SKY/ FULL CUT OFF:

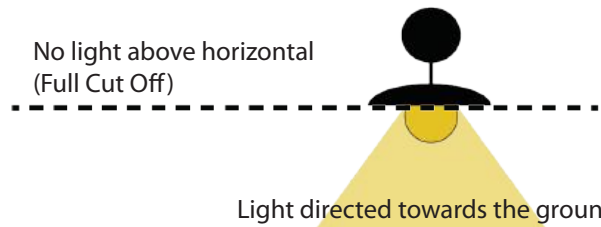
According to Dark Sky organization, light pollution is the 'human-made alteration of outdoor light from those occurring naturally' (darksky.org)

Light pollution can:

1. Have an adverse effect on wildlife and its habitat by altering animals' and plants' abilities to detect day from night.
2. Decrease safety. Glare from unshielded streetlights contribute to vehicular accidents. There is no clear evidence that increased outdoor lighting deters crime.
3. Waste energy and money.

How to help reduce light pollution:

4. Only use lights when and where they are needed. Turning off lights or using timers can help reduce excess light.
5. Use targeted lights. Shield and aim lights so they only fall downward.
6. Use low level lights.
7. Use warm colored lights, as these cause less skyglow. Lights that have 3000 Kelvin warmth or lower (refer to chart on right) help reduce skyglow.



HISTORIC PORCH LIGHT FIXTURE 319 South 3rd Street



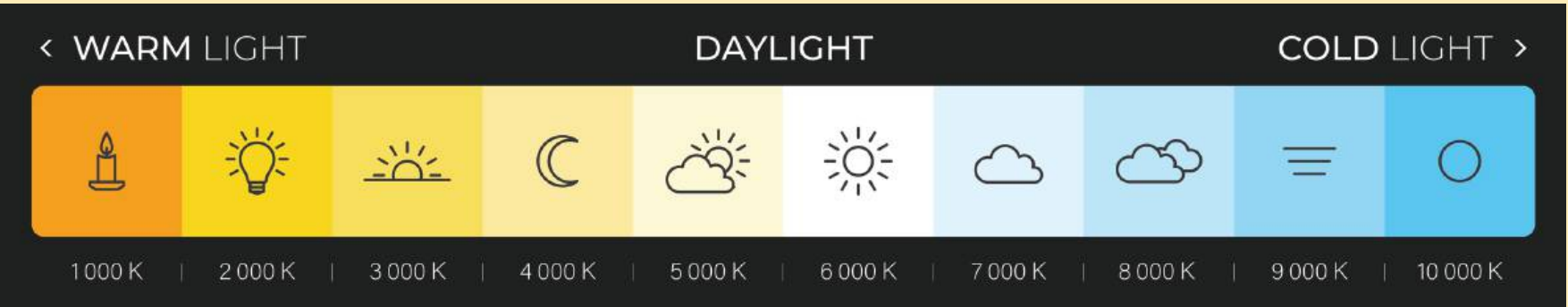
PORCH LIGHT FIXTURE 603 Centre Street



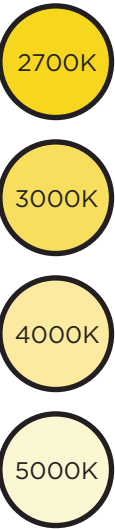
4 ARM VICTORIAN LIGHT POSTS 227 South 7th St.

COLOR TEMPERATURE

Color temperature is measured in Kelvin. 2700K to 3000K is close to an incandescent, and is preferred for historic lighting.



Shutterstock



RESIDENTIAL PAINT

OVERVIEW

Maintain the painted finish on traditionally painted parts of buildings and components like **wood siding, architectural details, and window sashes**. Paint has both protective and aesthetic purposes.

GUIDELINES

1. Maintain the painted finish of building and landscape elements that were historically painted, such as **wood siding and fences**.
2. Adding a painted finish to historically unpainted masonry or other surfaces may be appropriate under extenuating circumstances.
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. The use of elastomeric paints and other long lasting paints is recommended as long as they are **breathable and have similar qualities to historic paint adherence**. The use of spray-on sidings such as “liquid siding” should not be used **unless** they are proven to be breathable and will not damage the original wood or brick surface.
6. Before painting, clean surfaces with water and household detergent to allow new paint to adhere.
7. Remove damaged or deteriorated paint to the next sound layer.
8. If paint has blistered and peeled down to bare wood, remove all paint down to the bare wood. Otherwise, it is not necessary to remove but the blistered outer layer.
9. Use the gentlest means of paint removal possible, such as hand sanding and hand scraping.
10. If the use of a chemical stripper is needed to supplement the above technique, first test it in an inconspicuous area to ensure it will not cause damage to historic materials. Also, be certain to follow directions to neutralize chemicals after use. Otherwise, new paint will not adhere.
11. Select paint colors that complement the style and period of the house and the overall color scheme of the street.

12. Use **the same color** for trim boards, porch framing and columns, and window framing; **a contrasting color** for walls; and a darker color for doors, shutters, and window sashes.
13. Limit the number of colors used to three.



CONTRASTING PAINT COLORS 601 Ash Street



CONTRASTING PAINT COLORS 117 North 6th Street



PAINTED EXTERIOR 310 South 6th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
5. Sensitive Treatment of Distinctive Features and Craftsmanship



PAINTED EXTERIOR & TRIM 102 North 6th Street



PAINTED EXTERIOR & TRIM 303 South 8th Street



RESIDENTIAL

PORCHES

OVERVIEW

Like so many architectural elements, porches serve a function, as well as help convey building style. Porches are focal points since they have traditionally been a social gathering space. Residents use a porch as a sitting area, and visitors use a porch as a place of transition between the exterior and interior of the dwelling. Decorative elements, such as porch columns or spindles, **help define architectural style**. In the district, many homes retain either large front or side porches. Removing or altering a porch greatly alters a building’s integrity and can effect the overall historic character of the district. Therefore, **retaining porches is essential**.

GUIDELINES

1. Follow wood and masonry guidelines to retain, maintain, and repair wooden and masonry porches.
2. Porches on rear elevations are mainly **functional** and are **less crucial** to historic character. Their treatment can be more flexible and may include alteration, replacement, or removal.
3. When a porch is damaged or deteriorated beyond repair, replace it using a design that matches the **original porch in design and materials**, supporting the historic character of the district **to the greatest extent possible**.
4. Because porches were originally designed to be open and semi-transparent, their enclosure is **not recommended**. If enclosure is desired, use **glass or screens with minimal structural elements** instead of solid materials.
5. The use of **substitute materials for porch floors such as wood and plastic composites may be appropriate** under some circumstances. If these treatments are used ensure they are not easily seen from the street, or paint them to blend with the house colors.
6. The addition of vinyl porch columns is not appropriate for porches readily visible from the street and are discouraged for rear elevations. The use of fiberglass columns may be appropriate for certain architectural styles such as **Colonial Revival**.
7. Porch depth is recommended to be **between 6’ and 8’ in depth**.

SEE EXAMPLES



MILLED WOOD PORCH 123 South 7th Street



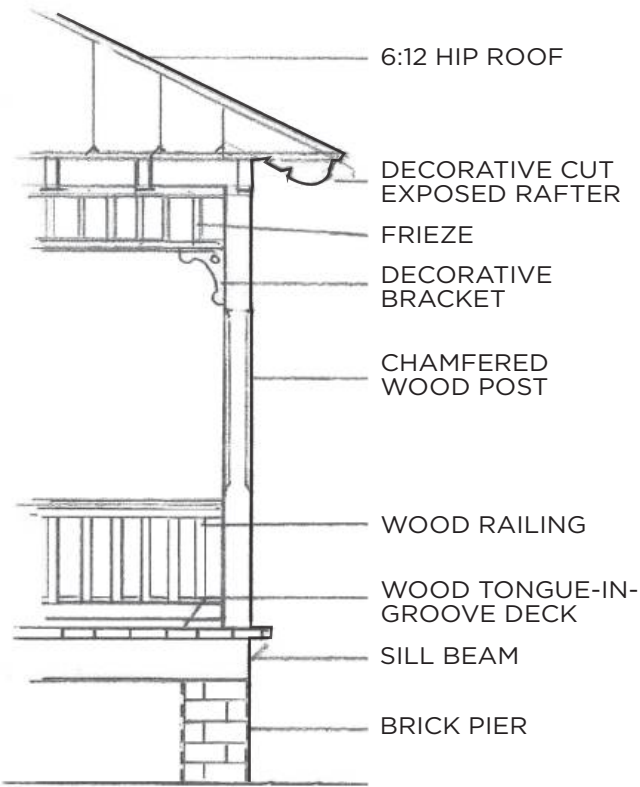
PORCH FEATURES 28 North 4th Street



SCREENED PORCH 301 South 6th Street



BUNGALOW PORCH 213 South 6th Street



ML+H/Les Thomas Architect

PORCH TERMINOLOGY



DECORATIVE BRACKETS 215 South 7th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 4. Retention of Significant Later Alterations/Additions | 9. Compatible Contemporary Design for New Alterations/Additions |
| 5. Sensitive Treatment of Distinctive Features and Craftsmanship | 10. Reversibility of New Alterations/Additions |



PORCH STAIRS & RAILINGS

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | | |
|--|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence | 10. Reversibility of New Alterations/Additions |
| 4. Retention of Significant Later Alterations/Additions | 9. Compatible Contemporary Design for New Alterations/Additions | |
| 5. Sensitive Treatment of Distinctive Features and Craftsmanship | | |

OVERVIEW

If porch stairs or railings are in need of replacement, match new components to the original porch in terms of design and materials.

GUIDELINES

1. All elements of a historic porch, including steps and railings are important to the architectural integrity of the building. Retain these components when possible.
2. Porch steps and railings are subject to regular use. Check them often and make repairs with materials that match the original.
3. If an individual porch step and rail requires replacement, use materials that match the originals.
4. The use of materials such as **brick, concrete, or wrought iron steps** for wooden front porches is **not recommended**.
5. Do not use pre-cast concrete steps on entrances **that are in public view**.
6. If desired, adding wooden or metal handrails may be appropriate if they are compatible with the style and design of the building.
7. In most cases, balusters or railings must be a minimum of finished dimensions of **three inches by three inches**. Simple painted wood railings with balusters between the top and bottom rail are generally appropriate.
8. Comply with Florida Building Code and 404 Guidelines.



REBUILT PORCH STAIRS & RAILING 604 Ash Street



PORCH STAIRS & RAILING 322 N 3rd Street



JIGSAW PORCH RAILING DESIGN 27 South 7th Street



PORCH STAIRS & RAILING 414 South 7th Street



PORCH STAIRS & RAILING 302 South 7th Street



RESIDENTIAL

ROOFS

OVERVIEW

The purpose of a roof is to cover and protect the rest of the building from the elements, making it is one of the most important parts of a building. Regular roof maintenance is essential. A roof's size and visibility tend to restrict any change in its shape or materials, as this would drastically alter the appearance of the entire building. Original roofing materials in Fernandina Beach include **wood shingles and standing seam metal**; however, much of these original materials have been lost due to hurricanes and storms. New roofing materials of **asphalt, metal, and fiberglass** are **appropriate** for the district.

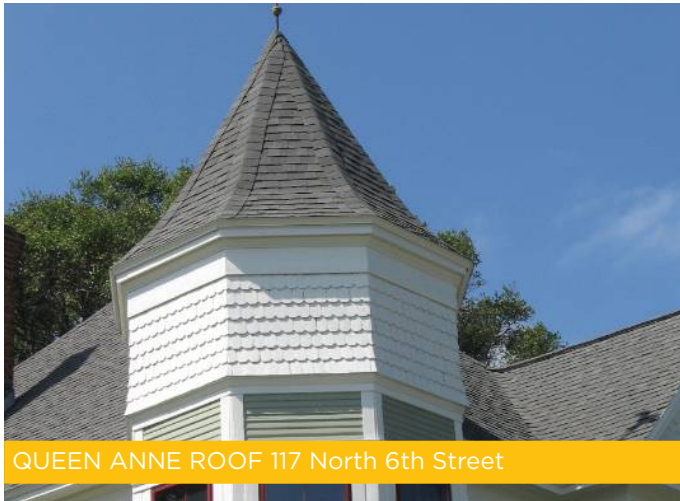
GUIDELINES

1. Retain, maintain, and repair historic roof forms and materials.
2. Where damage has occurred, retain as much historic material as possible, replacing only individual elements.
3. If overall deterioration is beyond the repair, substitute materials may be used. Select substitute materials that will best support the historic character of the building and the district. Match original materials whenever possible.
4. Roof maintenance extends to **keeping gutters and downspouts clean and in good repair.**
5. Inspect regularly for leaking roofs, gutters, and downspouts, and make repairs.
6. Regularly check for and secure loose or missing flashing; if flashing is deteriorated, replace it with high-quality materials. Fasten aluminum flashing with **aluminum nails and paint.**
7. Ensure 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. Secure metal roofs with **metal fasteners** 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 used, install them out of public view. **Use the smallest satellite dish possible.**

SEE EXAMPLES



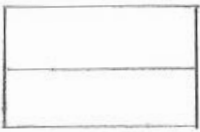
SCALLOPED ROOFING 102 North 6th Street



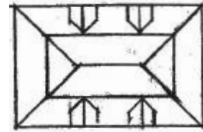
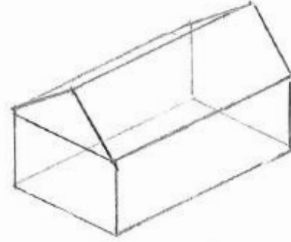
QUEEN ANNE ROOF 117 North 6th Street



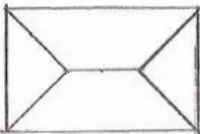
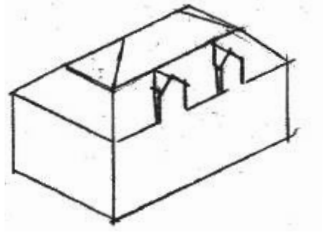
PAINTED METAL ROOF 116 North 4th Street



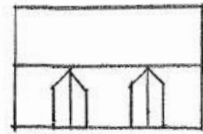
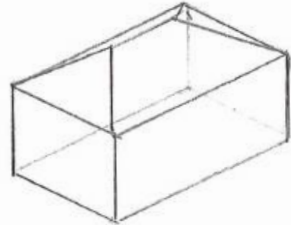
GABLE ROOF



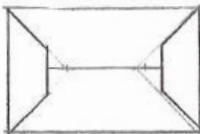
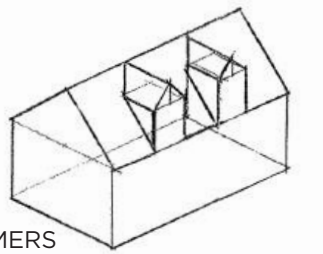
MANSARD ROOF



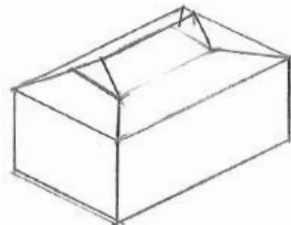
HIP ROOF



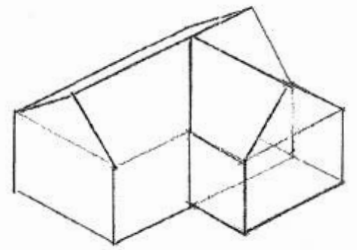
GABLE ROOF WITH DORMERS



DUTCH GABLE ROOF



CROSS GABLE ROOF



ML+H/Les Thomas Architect

ROOF STYLE EXAMPLES



SCALLOPED SLATE ROOFING 214 South 7th Street



RESIDENTIAL
SIDING

OVERVIEW

Original siding is highly demonstrative of architectural integrity. Modern siding treatments like vinyl or aluminum cannot replicate the natural appearance of real wood and are therefore discouraged. Retain and maintain original wood siding.

GUIDELINES

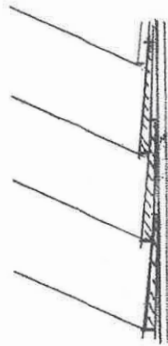
1. Preserve historic siding and exterior materials.
2. Re-nail warped or loose wood shingles.
3. Follow wood or masonry guidelines when repairing damaged historic siding and exterior materials.
4. Repair stucco by removing loose material and patching with a new material that is similar in **composition, 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 reasonable repair, **the use of synthetic replacement siding may be permitted. However, original materials are still preferred.**
7. While cementitious and synthetic siding may be used, it should be focused **on additions and new construction.**
8. If synthetic siding is used, choose siding that most closely matches the shape, size, profile, and texture of wood siding. Smooth cementitious siding products are preferable to vinyl or aluminum siding.



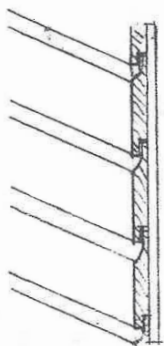
WOODEN SHINGLES 214 South 7th Street



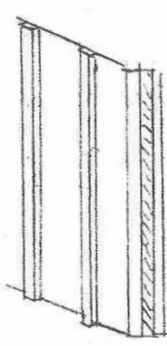
ORIGINAL WOOD SIDING 502 Broome Street



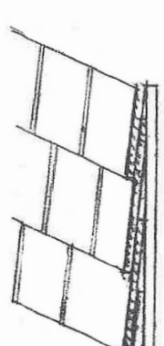
LAP



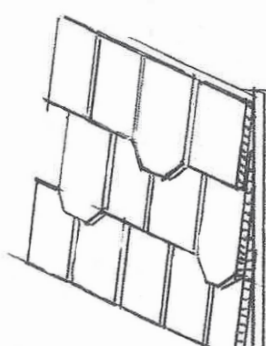
CHANNEL (NOVELTY)



BOARD & BATTEN



SHINGLES



FISH SCALE SHINGLES

WOOD SHINGLE PATTERNS

ML+H/Les Thomas Architect

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
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WOOD VERSUS SYNTHETIC SIDING

- Vinyl and aluminum are still too new to definitely say whether they are more or less economical than wood. In terms of resale value, wood siding has the economic advantage; a recent study by Remodeling Magazine judges that property owners lose one out of every three dollars invested in aluminum siding when they sell their house.
- Wood and synthetic materials perform fairly equally in terms of energy conservation since most heat leaves houses through roofs, basements, windows, and doors.
- Any claims that synthetic siding is “maintenance-free” are untrue. Owners of 15 to 20 year old aluminum and vinyl siding often find that it, like wood, requires painting.
- Vinyl siding is a toxic material and is not considered “green” and friendly to the environment.
- Synthetic siding is likely to trap moisture and condensation between it and the wood underneath, leading to rotted wood and structural problems.
- Synthetic siding can keep the problem hidden until major damage is done.
- If you decide to use synthetic siding, you can minimize its visual impact by choosing a siding that matches the dimensions of the original siding as closely as possible. Leaving historic trim and features in place and visible also helps. Make sure that the siding is as well ventilated as possible to avoid water damage.

MAINTAINING WOOD SIDING

- Paint wood siding every five to eight years to seal it against water penetration.
- Repair or replace damaged sections. Epoxies can be helpful.
- For its best appearance, keep wood siding clean by using a strong stream of water from a garden hose or by using household detergent and a medium soft brush.
- Allow sunlight and air to reach siding to prevent mildew.
- For more information on general maintenance and painting of wood siding, see the preservation brief at <http://www.nps.gov/history/hps/tps/briefs/brief10.htm>.



RESIDENTIAL

WINDOWS & SHUTTERS

OVERVIEW

Windows are functional and aesthetic, helping to convey a building’s particular style. Windows allow **light into the interior of a building, provide ventilation, and allow a visual connection to the outside**. Their spacing divides a building into distinct sections, or bays, which defines the elevation. There are numerous types and sizes of windows in addition to a variety of designs of **sills, lintels, decorative caps, and shutters**. Preserving windows and their components helps uphold the architectural integrity of the district as a whole.

GUIDELINES

1. Preserve historic windows.
2. **Patch, paint, putty, and weather strip** historic windows as needed in order to restore them to their original conditions. See guidelines for wood for more detailed repair information.
3. If damage to a historic window is beyond repair, replace it entirely. However, when possible, replace only damaged components and retain as much historic material as possible. To test for condition, stick an ice pick into the sill or bottom rail of the frame; if it penetrates more than half an inch into the wood, the frame may require replacement.
4. If the majority of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.
5. To boost energy conservation, opt for the **installation of storm windows** over replacement of historic windows.
6. Window tinting should be limited and allow the window to be largely transparent.
7. Retain historic shutters and blinds.
8. If new blinds or shutters are installed, use ones that are constructed of wood and sized and installed like historic working ones and are based on physical or photographic evidence. **Operable shutters are preferred.**
9. The installation of vinyl shutters is not appropriate. Vinyl is not a sustainable material and its plastic appearance is not similar to wood.
10. The installation of “bahama” style shutters is appropriate if the property owner can demonstrate the dwelling originally had such shutters through photographic or physical evidence.
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.

SEE TERMINOLOGY, NEXT PAGE

SEE EXAMPLES

12. Do not install bars in windows visible from the street.
13. Do not use snap-in or flush muntins on historic buildings or new infill.
14. While the windows do not need to be true divided lights, raised muntins should be used on the **exterior and interior** of the window pane.
15. Re-use serviceable hardware and locks as long as they are reversible and do not result in damage to historic elements.
16. The installation of temporary storm shutters to protect windows is appropriate as long as they are reversible and do not damage the historic fabric of the property.



1X1 WINDOWS 121 North 6th Street



2X2 WINDOW 17 South 7th Street

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/Ultrtex:	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-Ultrtex) 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 pattern are 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)	

NOTE: APPROVED WINDOWS MAY CHANGE. CHECK LINK (BELOW) OR DISCUSS WITH CITY STAFF.

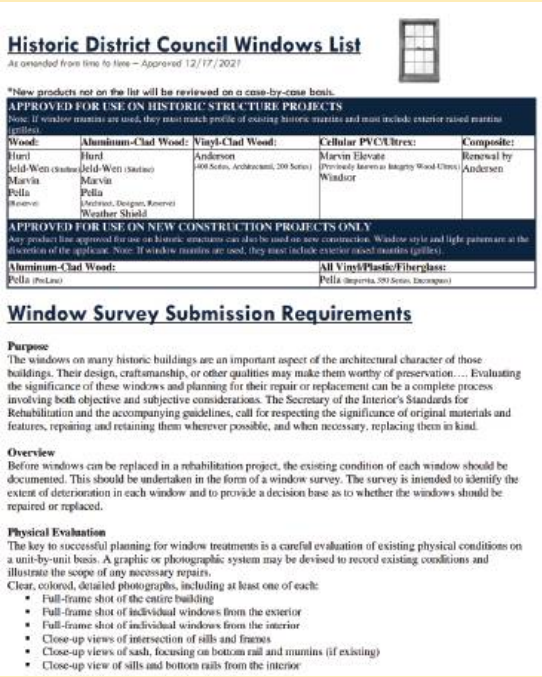


ARCHED WINDOWS 102 North 6th Street

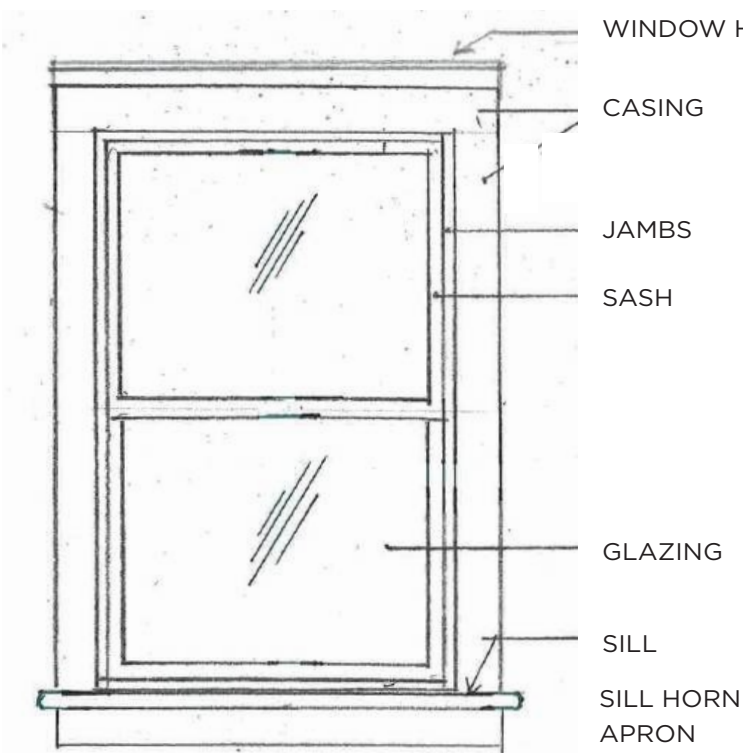
HDC WINDOW APPLICATION

Applications are available on the City of Fernandina Beach website:

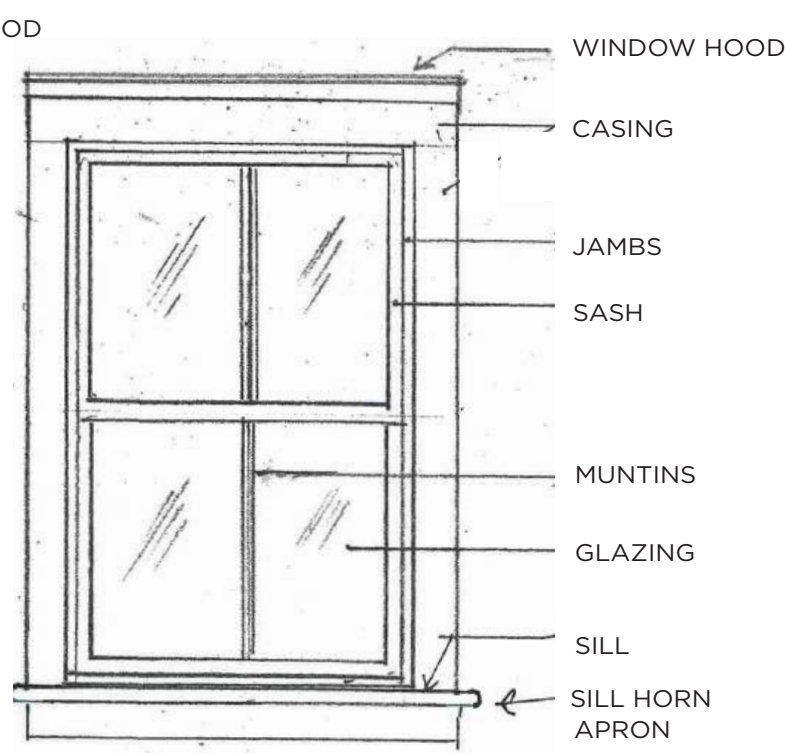
<https://www.fbfl.us/1004/Applications-Forms>



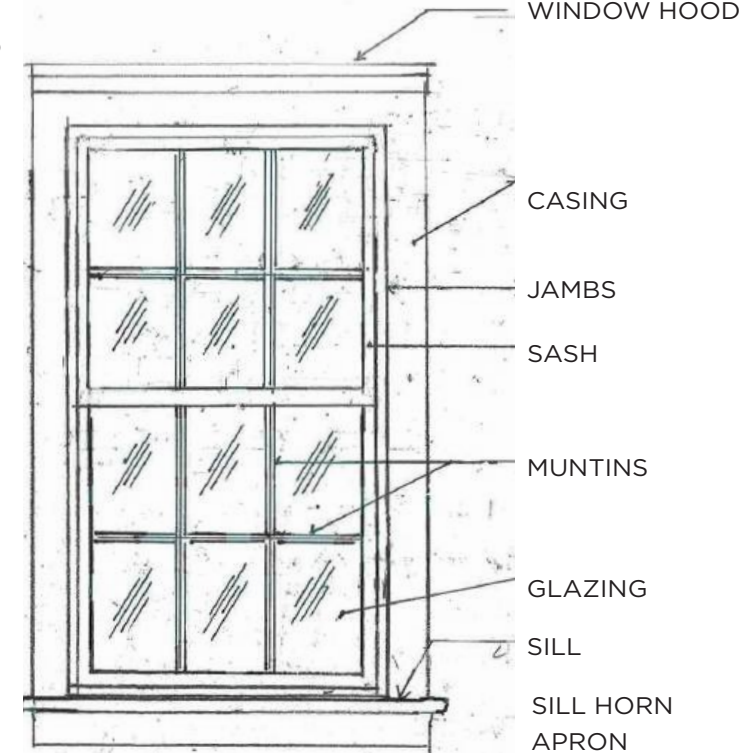
RESIDENTIAL WINDOW TERMINOLOGY



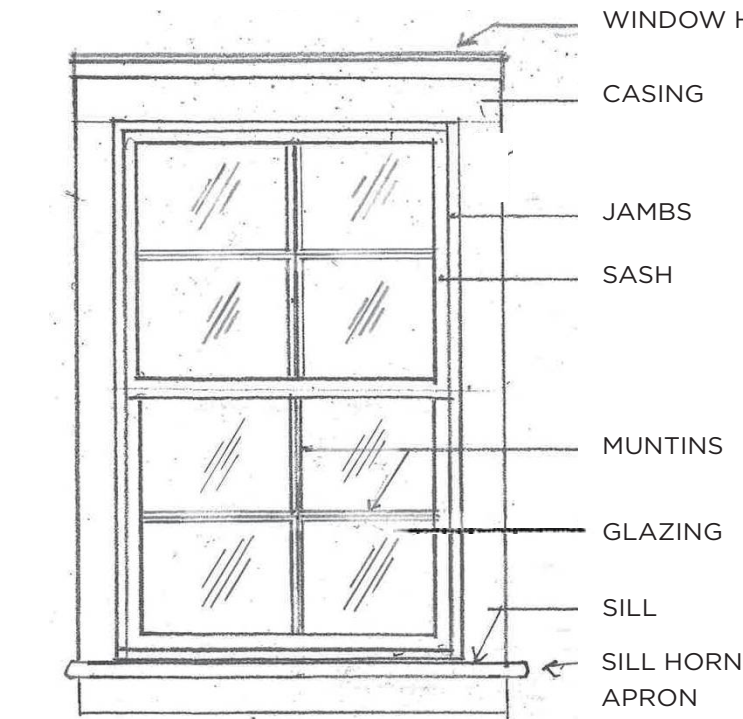
1X1 DOUBLE HUNG WINDOW



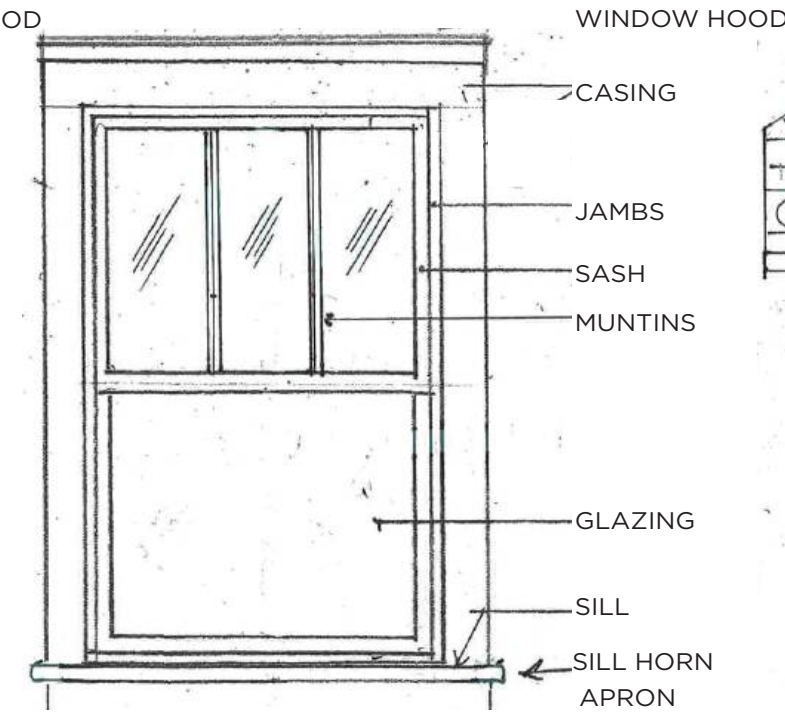
2X2 DOUBLE HUNG WINDOW



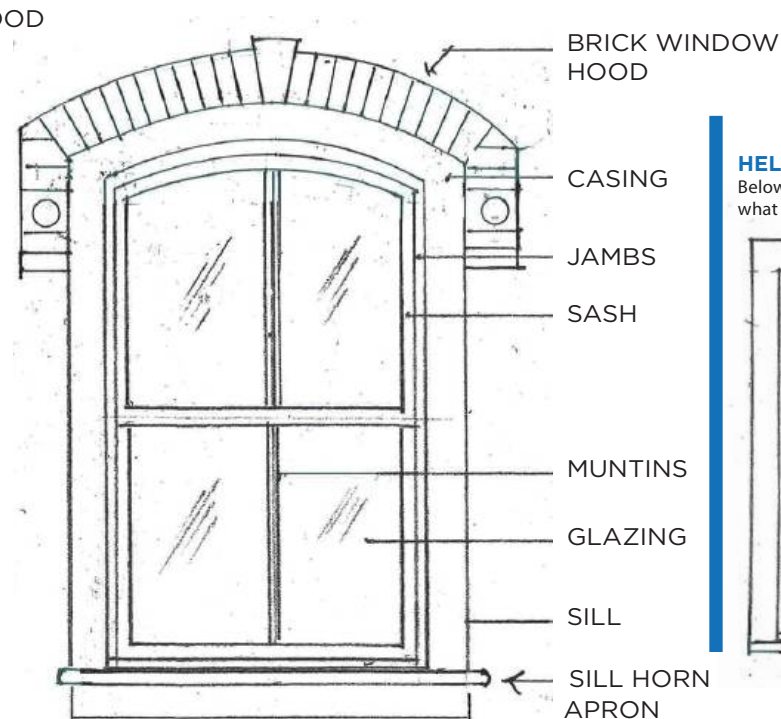
6X6 DOUBLE HUNG WINDOW



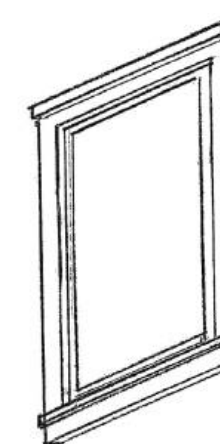
4X4 DOUBLE HUNG WINDOW



3X1 DOUBLE HUNG WINDOW



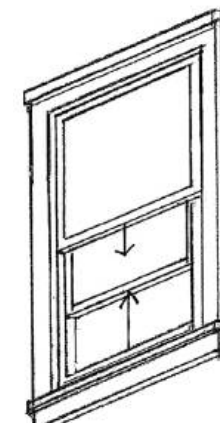
2X2 WITH ROUND TOP DOUBLE HUNG



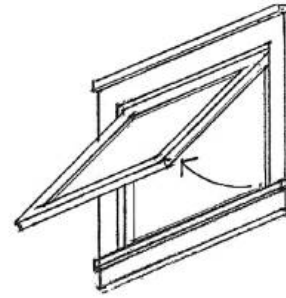
FIXED SASH



CASEMENT WINDOW



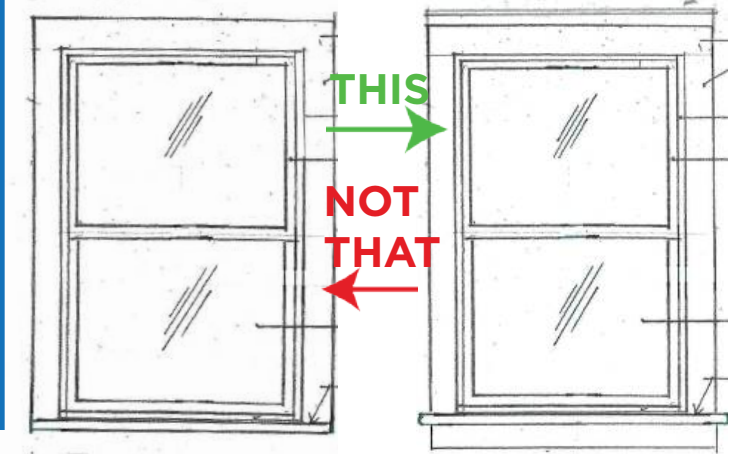
DOUBLE HUNG WINDOW



AWNING WINDOW

ML+H/Les Thomas Architect

HELPFUL HINT THIS...NOT THAT
Below is an overview graphic to help show what the guidelines are asking for ("this")...and what should be avoided ("not that"). Windows should include appropriate trim elements.



RESIDENTIAL WOOD MAINTENANCE

OVERVIEW

The abundance of wood has made it the most common building material throughout much of the country's building history. Also, wood is pliable and can be easily shaped, which allowed for a broad range of decorative and functional elements. Many wooden elements, such as **architectural details, doors, siding, and windows**, are addressed in their own sections. While wood is durable and easy to work with, it must be **maintained properly** to have a long life.

GUIDELINES

1. Follow the guidelines for paint to keep all wood surfaces protected from the elements. **Paint prevents deterioration from moisture.**
2. Use pest-control products with caution; conduct regular inspections for termites.
3. Maintain landscaping so that it does not cause damage to wood.
4. Inspect for **leaking roofs, gutters, and downspouts** and make needed repairs to eliminate excessive moisture issues. Secure or replace loose or deteriorated flashing and insure proper ventilation.
5. Check for proper drainage around the foundation to eliminate standing water.
6. Re-caulk where rainwater can penetrate such as in junctions of dissimilar materials or at corner boards. First remove old caulk and dirt and use a high quality caulk such as one made with polyurethane. **Refrain from caulking under individual siding boards or windowsills.**
7. If wood is beginning to rot, dry it thoroughly and treat it with fungicide. Waterproof it (two to three applications of boiled linseed oil with **24 hours of drying time between coats** has been quite successful), then fill any cracks and holes with putty and sand. Caulk between the wood members when necessary, then prime and paint the wood.
8. 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.
9. Wood boards with wide splits likely cannot be fixed with putty; however, pry the crack apart wide enough to apply a strong exterior glue, then press the sections back together. Secure with finishing nails to hold it together while the glue dries.

ALSO SEE 'PAINT'

10. 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.
11. 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.**
12. 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, putting the nail holes and any cracks, and painting the area.



DETAILED WOOD TRIM 121 North 6th Street



PAINTED WOOD 614 Ash Street



WOOD SIDING 304 North 5th Street



PAINTED WOOD SIDING 221 South 5th Street



PAINTED WOOD SIDING 701 Beech Street



PAINTED WOOD SIDING 511 Cedar Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
7. Cleaning with Gentlest Method Possible
9. Compatible Contemporary Design for New Alterations/Additions



FENCES & WALLS

OVERVIEW

Walls and fences, including gates, are found throughout the district. Their continued use is appropriate. Regularly maintain and make repairs to existing historic walls and fences instead of replacing them. Fences that are incompatible with the surrounding sites, like chain link, split rail, or stockade fences in areas where picket or iron fences predominate, are discouraged. **The removal of incompatible walls and fences is encouraged.**

GUIDELINES

1. Preserve 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 brick for new walls are generally appropriate materials.
3. Consider **new site walls and low berms** to provide protection of site and historic structures during storm events. See 'Think Resiliency' for more.
4. Paint new wooden fences to complement their adjacent houses. Construct front-yard fences to a maximum height of **four feet tall** and with pickets set **less than three inches apart** and **less than four inches in width**.
5. For front yards, new fences and walls **should not exceed four feet in height**. This includes any material beneath the fence including berms, or existing site walls that would be built on top of.
6. 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.
7. Locate non-traditional fences such as split or horizontal rail, railroad tie, or timber fences at rear yards or where not visible from the street. Chain link fencing is **not recommended** within the district.
8. The installation of vinyl fencing is prohibited for yards of houses in the historic district per the LDC. Vinyl is not a sustainable material and does not convey the same appearance as historic fencing materials such as wood or brick.



HOOP & DART IRON FENCE 605 Ash Street



PICKET FENCE 414 Broome Street



WOOD PRIVACY FENCE & SHRUBS 102 South 7th St.

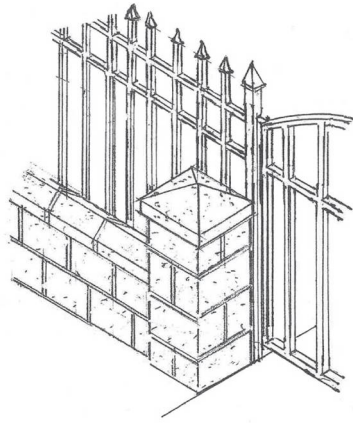


CONCRETE RETAINING WALL 112 North 6th Street

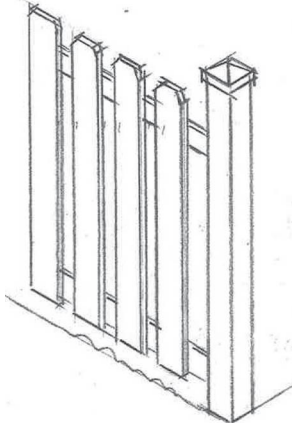
APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |

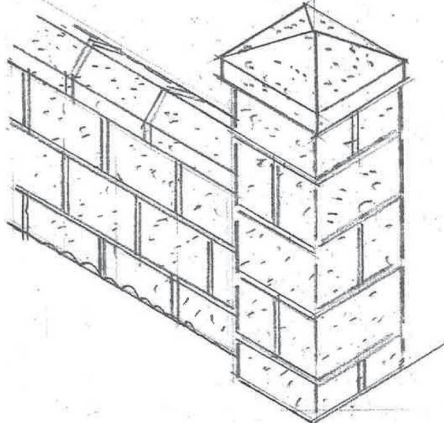
ML+H/Les Thomas Architect



4 FOOT FENCING GUIDELINE



PICKET FENCE



CONCRETE BLOCK WALL



PERMANENT SITE WALL 402 South 7th Street



CONCRETE RETAINING WALL 117 North 6th Street



SITE WALLS FOR STORM SURGE MANAGEMENT

Permanent site walls can be used as a barrier for storm surge events if built properly. To ensure flooding is prevented, these walls will need to be tall enough to rise above flood water levels and have sufficient strength to counteract the pressure of flooding in a storm surge. A large benefit of site walls is the low to no impact that building these will have on the home, however you will need sufficient land and fill to create a flood proof site wall. Site walls have been used for numerous purposes: **to emphasize lot lines, create privacy, and to help fight against storm surges.** Some popular materials may be **coquina, brick, or another local stone.** These can blend into a historic home site with ease. Additional Information can be found here: www.nps.gov/subjects/ncptt/upload/2018-04.pdf

EXAMPLE



PERMANENT SITE WALL 801 Beech Street



GROUND SURFACES

OVERVIEW

Historic sidewalks, driveways, planting patterns, and grades should be preserved. If replacements or new elements are required, patterns of placement and material should be retained.

GUIDELINES

1. Follow guidelines for masonry to retain and maintain historic placement, materials, and design for ground surface elements like **walkways and drives**.
2. Keep landscaping maintained so that vegetation does not cause damage to masonry features.
3. Maintain compatibility between private ground materials like walkways and drives and public materials like sidewalks.
4. Traditional materials such as **brick pavers, oyster shell, gravel, and concrete** are recommended for new ground surfaces. **Permeable concrete** is also acceptable. Concrete ribbons, versus complete coverage of a driveway area, were commonly used. Their design is traditional and also decreases the amount of water run-off.



BRICK DRIVEWAY 404 Broome Street



BRICK WALKWAY 410 South 7th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|--|
| 2. Retention of Distinguishing Architectural Character | 6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence |
| 3. Recognition of Historic Period | 9. Compatible Contemporary Design for New Alterations/Additions |



RIBBON DESIGN DRIVEWAY 221 North 4th Street



BRICK WALKWAY 415 Centre Street

THINK RESILIENCY

PERVIOUS PAVING MATERIALS, SHELL & PERVIOUS PARKING SURFACES

Shell parking lots are an option for non-ADA pervious parking. The involve putting crushed shells on top of a prepared plot of land. Pervious pavers are another material option to help with runoff. Pervious refers to the ability for rainwater to seep through the material. This helps **reduce flooding, excess soil compaction, chemical runoff from cars** and keeps water on the same lot. Pervious pavement has been used throughout history. It was first noted during the '18th century when porous concrete was employed to construct load-bearing walls or pavement surfaces due to heightened cement costs.' More information at: www.sciencedirect.com/science/article/abs/pii/S0950061823030258

EXAMPLE



HISTORICAL PERVIOUS SURFACE 103 South 10th St.



OUTBUILDINGS

OVERVIEW

Historic outbuildings such as garages and sheds should be retained where they remain. New outbuildings should be designed to be complimentary to the dwelling's architectural style.

GUIDELINES

1. Preserve and maintain original outbuildings such as **garages and sheds** as long as possible. Regular use of outbuildings and application of rehabilitation guidelines for dwellings will help ensure their longevity.
2. Design new outbuildings to be compatible with the architectural style and scale of the associated dwelling.
3. Locate new outbuildings appropriately, such as to the **rear of a house or set back from the side elevations.**
4. Both one- and two-story accessory outbuildings are permitted for a **primary dwelling.**

SEE EXAMPLES



OUTBUILDING DWELLING 432 North 3rd Street



OUTBUILDING SHED 416 North 3rd Street



GARAGE OUTBUILDING 302 South 7th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|--|---|
| 2. Retention of Distinguishing Architectural Character | 9. Compatible Contemporary Design for New Alterations/Additions |
| 3. Recognition of Historic Period | 10. Reversibility of New Alterations/Additions |



UTILITIES & ENERGY RETROFITTING

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:
2. Retention of Distinguishing Architectural Character
5. Sensitive Treatment of Distinctive Features and Craftsmanship
9. Compatible Contemporary Design for New Alterations/Additions

OVERVIEW

Appliances such as dish antennae, external heating and air conditioning units, utility meters, garbage receptacles, utility wires, and ramps are modern additions to dwellings. These amenities should not be obtrusive.

GUIDELINES

- 1. Retain plants, trees, and landscape features to perform **passive solar energy functions** like **shading and wind breaks**.
- 2. Use inconspicuous placement and the smallest size possible for dish antennae.
- 3. Screen **garbage cans, HVAC units, and utility meters** from view through inconspicuous placement, landscaping, or fencing designed to blend with the building.
- 4. Locate window air-conditioning units on **side or rear elevations**.
- 5. Compliance with health and safety codes should not negatively affect character- defining features and finishes of the building.
- 6. Energy-saving devices such as solar panels may be reviewed, but not to the extent that their placement renders them ineffective. Property owners are encouraged to place solar panels, wind turbines or other energy saving measures on elevations that are **not readily visible from the street** and do not detract from a dwelling's architectural character.



DISH ANTENNAE PLACEMENT 214 South 7th Street



DISH ANTENNAE PLACEMENT 229 South 8th Street



SOLAR PANEL PLACEMENT 322 North 3rd Street



SITE FEATURES

RESIDENTIAL

SIGNS

OVERVIEW

Private signs on houses converted to office or retail use should be of appropriate size, style, and colors and placement.

GUIDELINES

1. Use historic materials like finished **wood, glass, iron, copper, or bronze** for modern signs in a residential area, or modern materials that replicate them.
2. Use small signs with proportions that complement those of the building. Home-occupation signs may have a maximum sign area of **one square feet** per the LDC.
3. Simple designs and content are most effective and least intrusive. Use no more than **three colors** that complement the building.
4. Install signs in locations historically used for signs like on awnings, inside windows, projecting from the building façade, or standing in the yard. Do not obscure architectural features. Anchor mounting equipment in mortar, **not bricks or stones**.
5. Use only gooseneck lamps or concealed lighting sources.
6. Use no more than **two signs** per building, not counting window or easel type signs (Fernandina Beach Land Development Code 8.01.03).



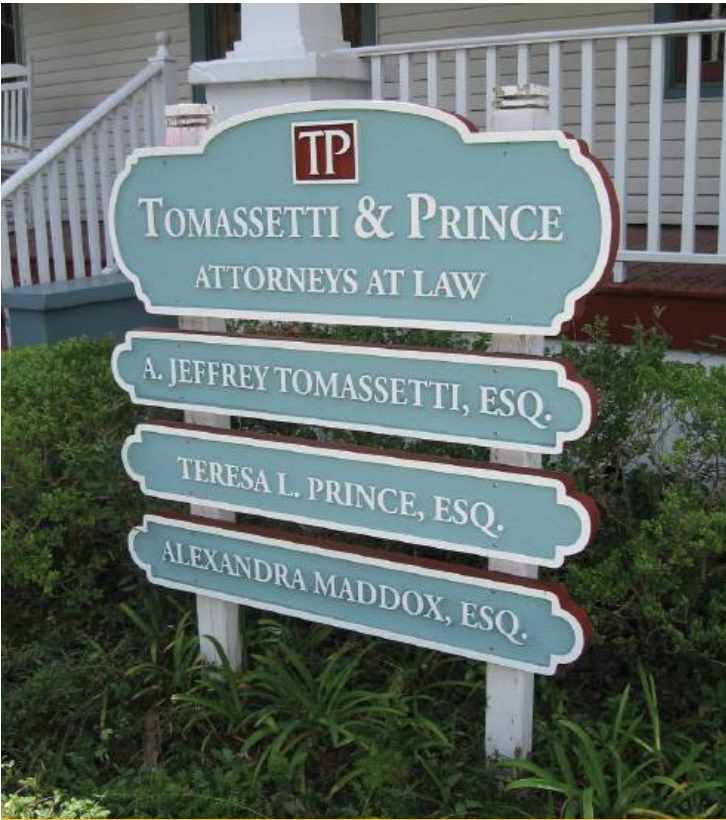
FREESTANDING SIGN 10 South 7th Street



GROUPED HANGING SIGNS 20 South 4th Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- | | |
|---|--|
| 2. Retention of Distinguishing Architectural Character | 9. Compatible Contemporary Design for New Alterations/ Additions |
| 4. Retention of Significant Later Alterations/Additions | |



FREESTANDING SIGN 406 Ash Street







NEW CONSTRUCTION

RELOCATION, HANDICAP ACCESS, DEMOLITION



NEW CONSTRUCTION
COMMERCIAL

ADA COMPLIANCE & ACCESSIBILITY RAMPS

OVERVIEW

Most commercial buildings have entrances that meet Americans with Disabilities Act (ADA) requirements. Entrances can also be retrofitted with new hardware and automatic door openers if desired. To incorporate accessibility ramps and chair lifts, they should be designed to minimize their visual impact on the primary facade.

GUIDELINES

1. Americans with Disabilities Act (ADA) curb cuts should be installed to minimize damage to the original concrete sidewalks and be consistent with the existing concrete **color and texture**.
2. Ramps should be incorporated seamlessly into the hardscape. If monumental stairs cannot be modified, the nearest entry to the main entrance should be modified for the ramp.
3. Use landscaping where appropriate to screen accessibility ramps.
4. Temporary access ramps which will not **remain over 365 days** may be built out of unpainted wood. Structure and site should be restored following the 1 year timeframe.
5. More permanent (over 365 days) ramps and lifts should be made of compatible materials and, when applicable, painted to blend.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- 2. Retention of Distinguishing Architectural Character
- 9. Compatible Contemporary Design for New Alterations/Additions
- 10. Reversibility of New Alterations/Additions



ADA RAMP 218 Ash Street



ADA RAMP 14 South Second Street



ADA RAMP EXAMPLE



ADA LIFT 201 Alachua Street



AUTOMATIC DOOR OPENER



ADA LIFT 19 South Second Street



INFILL BUILDINGS

OVERVIEW

Ensuring the integrity of the historic district requires attention to new construction and its compatibility with respect to visual and historic characteristics. The following guidelines address the many factors involved in determining the appropriateness of proposed new buildings. Apply each guideline in terms of the new building's relationship to adjacent historic buildings. For instance, if brick walls are the dominant characteristic in the existing streetscape, the compatibility of color and materials of the new building is highly important. In other areas, where colors and materials vary, conformity of materials is less significant, and other factors such as height and roof shape may be more important.

GUIDELINES

1. Construct new buildings to a height compatible with existing adjacent buildings. New buildings should have the same number of stories and be within **ten percent of the average height of existing buildings** as seen from the street and publicly accessible areas.
2. Construct new buildings with façade proportions, including the height-to-width ratio, similar to and compatible with others on existing adjacent buildings.
3. New buildings should be compatible with adjacent buildings in terms of set back.
4. Match the degree of new design's complexity with that of existing adjacent buildings. The area's dominant architecture should dictate the degree of simplicity or complexity for a new building.
5. With respect to height-to-width ratios, design new buildings' windows and doors **in relation to the proportions of existing adjacent buildings visible from public areas.**
6. Design new buildings with **solid-to-void rhythms and open-to-solid proportions** compatible with those used in existing adjacent buildings.
7. Select materials and textures for new buildings that relate to the extent such materials and textures are used in the surrounding area and on existing adjacent buildings. In areas where strong continuity of materials and textures is a factor, the continued use of those materials should be strongly considered.
8. Select colors for a new building that relate to the use of color in the surrounding area and on existing adjacent buildings. In areas where strong continuity of color is a factor, the continued use of existing colors should be strongly considered.
9. Relate architectural details and articulation to that of

existing buildings. Such details may include **lintels, cornices, arches, chimneys, and ironwork.**

10. Design new buildings to be compatible with the historic and architectural character of the area while also recognizing them as products of their own time. By following a majority of the above guidelines, a new building can be designed that respects its historic neighbors without simply duplicating them.



INFILL BUILDINGS 200 Block of Centre Street



INFILL COMMERCIAL BUILDING 105-107 Centre Street



INFILL BUILDINGS 100 Block of Centre Street



HELPFUL HINT

Refer back to the Context Sensitive Setback Determination on page XIV.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
9. Compatible Contemporary Design for New Alterations/Additions



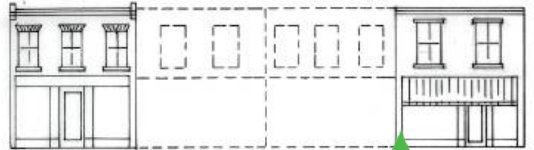
INFILL BUILDINGS 100 Block of Centre Street



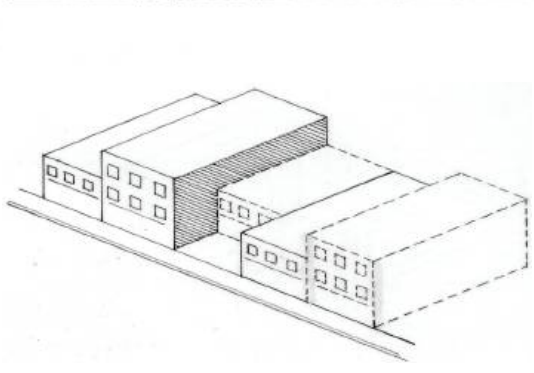
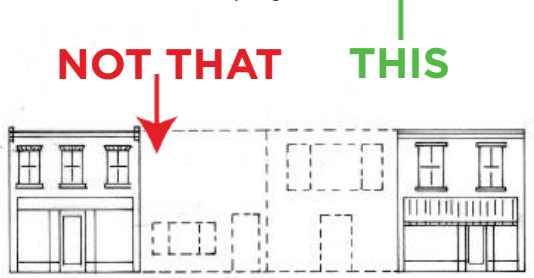
INFILL BUILDING 203 Centre Street

HELPFUL HINT THIS...NOT THAT

Below is an overview graphic to help show what the guidelines are asking for ("this")...and what should be avoided ("not that").



Note: Similar overall and story heights.



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NEW CONSTRUCTION
COMMERCIAL
DECKS

OVERVIEW

Decks are not historic elements. As modern features, they should be designed and placed to minimize their impact on district appearance.

GUIDELINES

- 1. Place decks on **rear elevations or in other locations that are out of view from the street.**
- 2. Paint decks in **modest colors** as to not be obtrusive.
- 3. Design decks that are simple in appearance.



REAR DECK EXAMPLE



REAR DECK EXAMPLE



NEW CONSTRUCTION

OVERVIEW

The protection of the historic and architectural resources of the district includes new construction and requires compatible new buildings to respect visual and historic characteristics. New construction of primary buildings should maintain the existing historic pattern of a neighborhood in terms of characteristics such as **setback, distance between homes, scale, materials, and colors.** New outbuildings and detached garages are addressed in the section for outbuildings.

GUIDELINES

1. New buildings should be compatible with adjacent buildings in terms of **height.**
2. New buildings should be compatible with adjacent buildings in terms of **materials.**
3. New buildings should be compatible with adjacent buildings in terms of **set back.**
4. Applicants should consider the context sensitive Setback Determination, which allows the City to permit setbacks less than required zoning if **over 50% of the structures** have smaller setbacks. See page xiv for more information.
5. New buildings should be compatible with adjacent buildings in terms of **width, scale, and proportions.**
6. New buildings should be compatible with adjacent buildings in terms of **roof form.**
7. New construction should be **oriented toward the major street.**
8. New construction should have **raised foundations.**

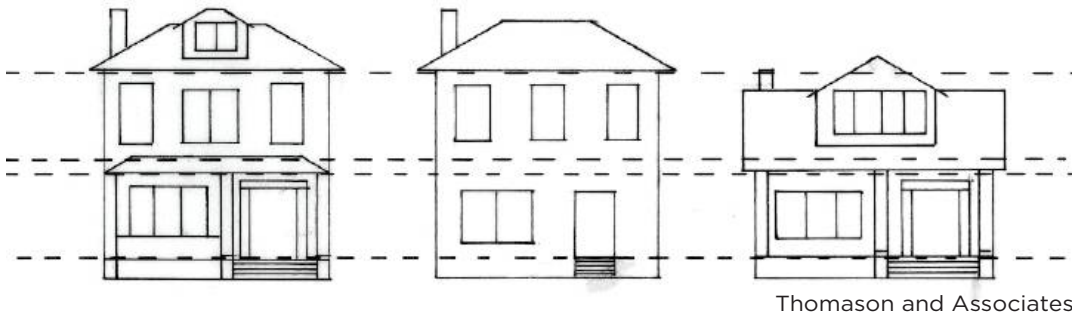
4.02.03 F. CONTEXT SENSITIVE SETBACK DETERMINATION

City code allows for structures to have a “context sensitive setback” to maintain historic neighborhood character.

Specific language in the ordinance is shown below:

1. If at least half of the lots on the same block face are occupied by principal structures and at least 50% of those principal structures do not comply with minimum front yard setbacks, property owners may elect to apply for a context sensitive front yard setback determination.
2. The front setback of other principal structures on the block face must be measured from the property line to the closest vertical element of the roofed portion of the principal structure, such as porch supports or the building face. Block Face shall be defined as one (1) side of a street between two (2) intersecting streets. The orientation of structures on corner lots determines the applicable block face.
3. On properties seeking a context sensitive setback determination, **principal structures must be set back from the front property line a distance equal to the average front setback depth of all principal structures on the same block face.** Buildings that front on a different street than the subject lot or that are separated from the subject lot by a street or alley may not be used in computing the average.
4. In using a context sensitive setback determination, **front-loaded garages must be setback at least twenty-five (25) feet in all cases.**

COMPATIBLE INFILL EXAMPLE



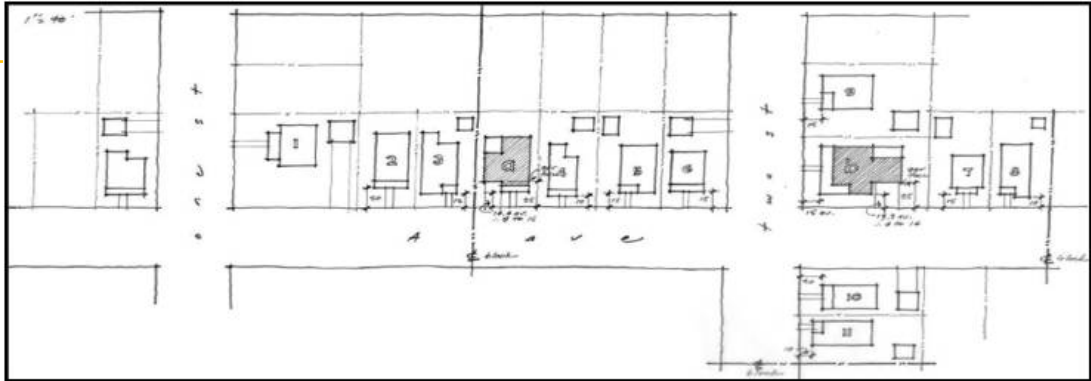
Thomason and Associates

HEIGHT APPROXIMATION EXAMPLE



Thomason and Associates

FACADE ELEMENTS EXAMPLE

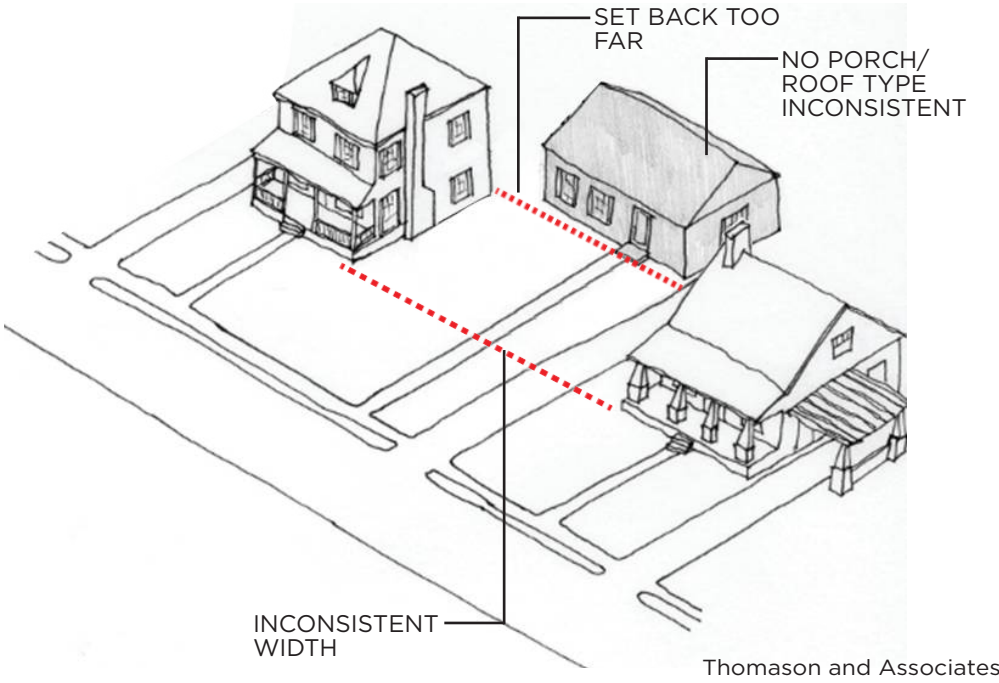


HELPFUL HINT

Refer back to the Context Sensitive Setback Determination on page XIV.

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
9. Compatible Contemporary Design for New Alterations/Additions

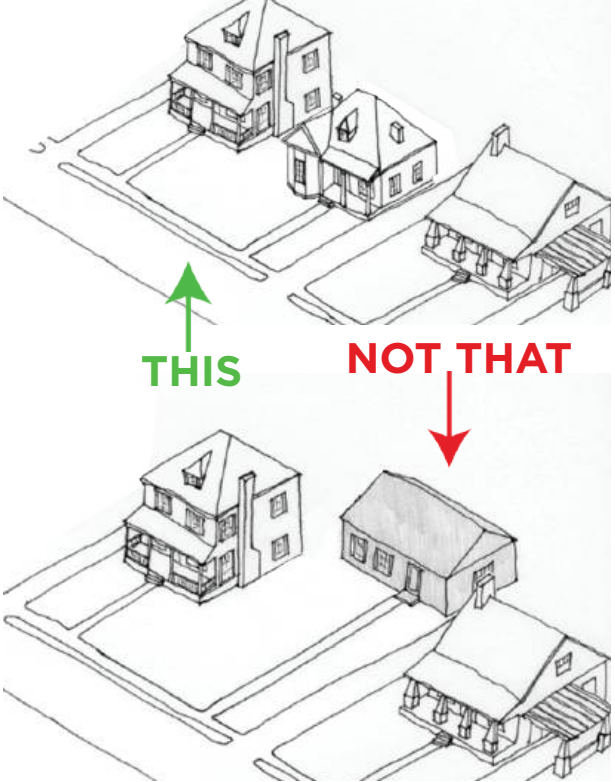


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INCOMPATIBLE INFILL DWELLING EXAMPLE

HELPFUL HINT THIS...NOT THAT

Below is an overview graphic to help show what the guidelines are asking for (“this”)...and what should be avoided (“not that”). Setback and massing are especially important for new construction.



ACCESSIBILITY RAMPS

OVERVIEW

Because ramps are modern elements, they should use placement and design to minimize their visual impact.

GUIDELINES

1. Blend a ramp into the existing design of the building and its architectural features.
2. Chair lifts may also be approved if they are not readily visible from the street and their installation has minimal removal of historic fabric.
3. Ramps should be incorporated seamlessly into the hardscape. If monumental stairs cannot be modified, **the nearest entry to the main entrance** should be modified for the ramp.
4. Use landscaping where appropriate to screen accessibility ramps.
5. Temporary access ramps which **will not remain over 365 days** may be built out of unpainted wood. Structure and site should be restored following the 1 year timeframe.
6. More permanent (over 365 days) ramps and lifts should be made of **compatible materials** and, when applicable, **painted to blend**.

SEE SKETCH SEE EXAMPLES



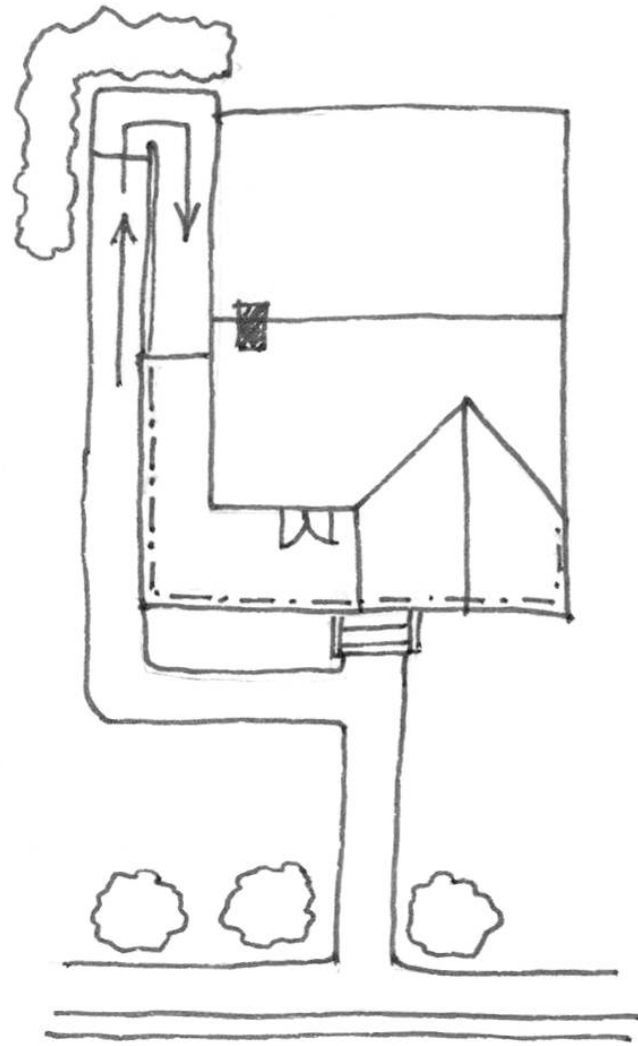
ACCESSIBILITY RAMP 22 South Ninth Street



ACCESSIBILITY RAMP 218 Ash Street

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

- 2. Retention of Distinguishing Architectural Character
- 9. Compatible Contemporary Design for New Alterations/Additions
- 10. Reversibility of New Alterations/Additions



STREET
Thomason and Associates

SIDE ELEVATION RAMP PLACEMENT EXAMPLE



DECKS

OVERVIEW

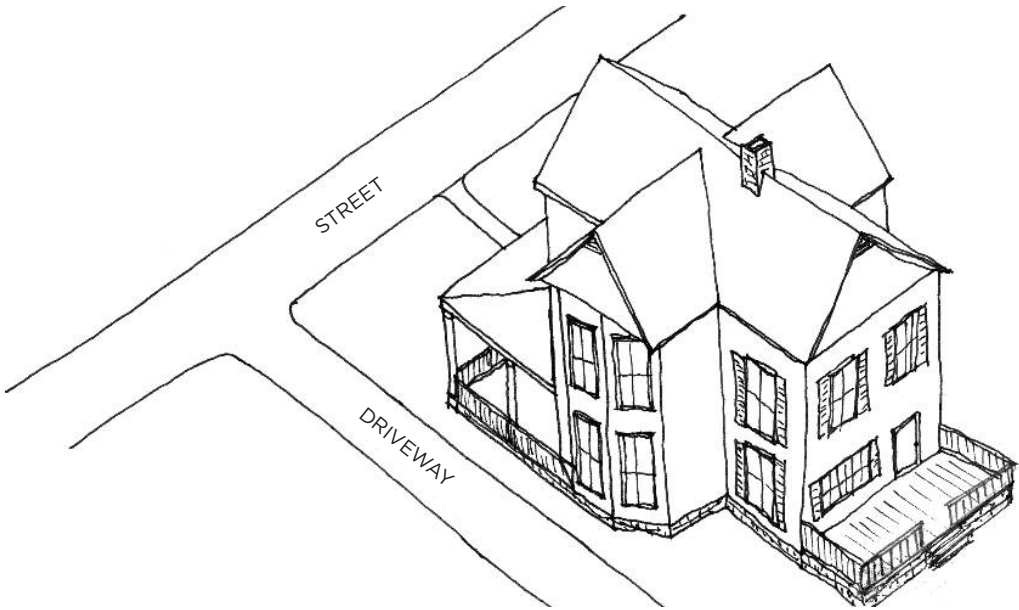
Because decks are modern features, design and locate them to **minimize their visual impact on district appearance.**

GUIDELINES

1. Place decks on rear elevations or in other locations that are out of view from the street.
2. Paint and design decks to blend **closely with the house.**
3. Keep deck designs simple in appearance. If visible from the street, ensure that decks have square balusters set no **more than three inches apart** and no **more than two inches in width and depth.**

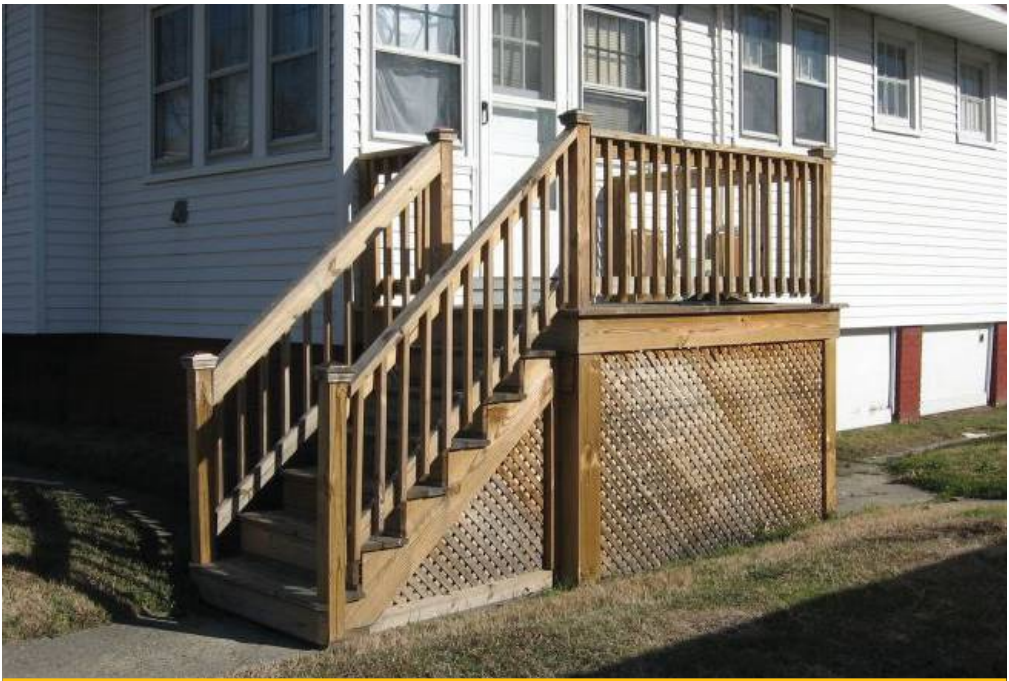


REAR DECK EXAMPLE



Thomason and Associates

REAR DECK PLACEMENT EXAMPLE



REAR DECK WITH SQUARE BALUSTERS EXAMPLE



DEMOLITION

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:
2. Retention of Distinguishing Architectural Character
4. Retention of Significant Later Alterations/Additions

OVERVIEW

Demolition is of particular importance and concern within the historic district. The City of Fernandina Beach defines their process for demolition consideration in Section 8.03.03.01, which is summarized below for reference by applicants and the HDC.

Application for a Certificate of Approval for any demolition of a primary building or structure (contributing or noncontributing) located within a locally designated historic district or the CRA shall be submitted by the property owner to the HDC. **No building or structure in a locally designated historic district or the CRA shall be demolished without approval by the HDC, unless by a superseding order of a government agency or a court of competent jurisdiction.**

A matrix is also provided on the following pages to assist in evaluating and determining demolitions. This is provided to help the HDC in evaluating the 11 criteria noted below.

GUIDELINES

1. Whether the structure or site would meet **national, state, or local criteria for designation;**
2. Whether the structure or site is a **contributing structure or site to a locally designated or National Register historic district;**
3. Whether loss of the structure or site would **deteriorate the quality or continuity of the historic district, or the surrounding neighborhood;**
4. Whether the structure or site is of such **design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense;**
5. Whether the structure or site is one of the **last remaining examples of its kind** in the neighborhood, county or region, or is a distinctive example of an architectural or design style which contributes to the character of the district;
6. Whether removal of the structure or site would **destroy the historic relationship between structures or open space;**
7. Whether retention of the structure or site promotes the general welfare of the City by providing an opportunity for **study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage;**
8. Whether the applicant has made **good faith efforts to pursue alternatives to demolition;**
9. Whether the applicant will be denied a **reasonable return on his or her investment;**
10. Whether there is **economic hardship** for the applicant as demonstrated by requirements in Section 8.03.06;
11. Whether the **Code Enforcement and Appeals Board has recommended demolition of the structure.**

DEMOLITION

- Demolition exerts a negative impact on a historic district. Either a void is created, or the replacement building is less well-designed and constructed than the original. Moreover, vacant lots can become unsightly and create nuisance abatement problems.
- Demolition of significant buildings, outbuilding and individual features conflicts with Standards 2 and 4 of the Secretary of the Interior's Standards. Demolitions alter the essential character and integrity of a building and the district in which it is located in violation of Standard 2. Standard 4 recommends the retention of long-standing and significant later additions to historic buildings.
- In some instances, selective demolition may be appropriate and may even enhance a historic district, building or site. Non-historic buildings whose designs and materials are not in character with their surroundings can be removed with no negative impact. Likewise, under certain circumstances, non-historic or non-significant features of a building can be removed. Measures to consider are whether the features are non-character defining; are located on secondary or rear facades; or lack architectural significance.
- Demolition of non-significant additions may also be appropriate. Demolitions may be undertaken if the addition is less than fifty years old; does not exhibit stylistic details or fine workmanship or materials; was added after the period of significance of the building or district; is so deteriorated it would require reconstruction; or obscure earlier significant features.
- Avoid demolition of important outbuildings and additions. Carriage houses and garages can be significant components of building complexes. Many buildings in a district historic district have additions, new ornament, storefronts, porches, windows, wings, and added stories. If long-standing, these alterations may have gained significance in their own right and should be retained under Standard 4. Assessing the significance of later additions requires careful professional review and should be done on a case-by-case basis.

Recommendations:

- Identify, retain and preserve buildings, particularly landmark buildings, which are important in defining the overall historic character of a historic district.
- 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.
- Demolition should occur only after all prudent and feasible options have been considered and retention of the building is found not to be feasible due to the loss of structural integrity, economic hardship, or public safety

Avoid:

- Removing buildings which are important in defining the overall historic character of a district so that the character is diminished
- Removing buildings thus destroying the historic relationship between, site features and open space
- Removing a historic outbuilding in a complex, significant site features, or significant later addition which is important in defining the historic character of an individual site or the surrounding district.

DEMOLITION BY NEGLECT

The term demolition by neglect occurs when a building is allowed to decay through lack of maintenance, to the point of becoming a liability. The following shall apply to maintenance and repair to structures in the locally designated historic districts, as well as any structure or property in the City that has been listed individually or deemed eligible for individual listing in the National Register:

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

SEE DEMOLITION MATRIX ON NEXT PAGE



DEMOLITION MATRIX WORKSHEET

Four General Standards for alterations, new construction, demolition, or relocation:

- ___ **1. The effect of the proposed work on the landmark, landmark site or property within an historic district upon which such work is to be done.**
1 – A contributing property that has been severely altered or significantly deteriorated, as well as has little contribution to the ambiance of the district.
5 – Demolition of contributing property with high degree of original or early architectural integrity and soundness and significantly contributes to the ambiance of the district.
- ___ **2. The relationship between such work and other structures on the landmark site or other property in the historic district.**
1 – Although contributing has very little importance to the district due to location, and relationship if any with surrounding buildings.
5 – Having high importance to the ambiance of the landmark site or historic district due to architectural or historical significance, location, and relationship with surrounding buildings.
- ___ **3. The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, and materials of the landmark or property will be affected.**
1 – The property has lost its historic or architectural significance due to insensitive and irreversible alterations, additions, or deterioration.
5 – The property continues to contribute to the district, or maintains its significance as an historic, architectural, or archaeological landmark.
- ___ **4. Whether the plans may be carried out by the applicant within a reasonable period of time.**
1 – Applicant provides detailed rendered plans of new construction on the site after demolition.
5 – Applicant provides no information on use of property after demolition or state intent to hold for an unspecified time as a vacant parcel.

In considering an application for a certificate of appropriateness for demolition, the Commission shall consider the following additional standards:

- ___ **1. The historic or architectural significance of the building or structure.**
1 – Although contributing has very little historic or architectural significance due to alterations, incompatible additions, limited amount of original exterior & interior fabric.
5 – Having extreme historic or architectural significance (individual landmark quality).
- ___ **2. The importance of the building or structure to the ambiance of the historic district.**
1 – Although contributing has very little importance to the district due to incompatible alterations & additions, location, and relationship if any with surrounding buildings.
5 – Having high importance to the ambiance of the historic district due to architectural or historical significance, location, and relationship with surrounding buildings.
- ___ **3. The difficulty or the impossibility of reproducing such a building or structure because of its design, texture, material, detail or unique location.**
1 – Easily replicated due to design, texture, material, detail, or location.
5 – Very difficult or impossible to reproduce due to design, texture, material, detail, unique location, or current code restrictions.
- ___ **4. Whether the building or structure is one of the last remaining example of its kind in the neighborhood, the county or the region.**
1 – The building is not a rare or significant example of its kind in the neighborhood or county.
5 – Building is a rare or significant example of its kind in the neighborhood or county.
- ___ **5. Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what effect of those plans on the character of the surrounding area would be.**
1 – Provide detailed rendered plans of new construction on the site after demolition.
5 – Provide no information on use of property after demolition.
- ___ **6. The difficulty or the impossibility of saving the building or structure from collapse.**
1 – The building has a high probability of collapsing due to severe deterioration.
5 – The building is in no danger of collapsing due to soundness of walls, roofs and structural systems.
- ___ **7. Whether the building or structure is capable of earning economic return on its value.**
1 – The building is not capable of earning economic return on its value due to such demonstrated factors as condition & rehabilitation cost, local code restrictions, or financial encumbrances specific to the property.
5 – The building is currently earning economic return on its value.
- ___ **8. Whether there are other feasible alternatives to demolition.**
1 – There are no feasible alternatives to demolition due to location, condition, size, and lack of appropriate sites to relocate.
5 – There are feasible alternatives to demolition.
- ___ **9. Whether the property no longer contributes to an historic district or no longer has significance as an historic, architectural or archaeological landmark.**
1 – The property has lost its historic or architectural significance due to insensitive and irreversible alterations, additions, or deterioration.
5 – The property continues to contribute to the district, or maintains its significance as an historic, architectural, or archaeological landmark.
- ___ **10. Whether it would be undue economic hardship to deny the property owner the right to demolish the building or structure.**
1 – Applicant has demonstrated an undue economic hardship based on criteria adopted by the City.
5 – Applicant has not provided any evidence to establish a case for undue economic hardship based on criteria.
- ___ **TOTAL FOR DEMOLITION MATRIX (34 or less - Recommend approval 35 or above - Recommend deny demolition)**



MOVING & NON-CONTRIBUTING BUILDINGS

OVERVIEW

Moving buildings is recommended only in instances where all other means of preservation have failed. Vacant lots may be appropriate locations for new construction or the relocation of buildings fifty years old or older. Moving commercial buildings is expensive and is generally considered a last resort to demolition.

Residential and commercial buildings that are **less than fifty years of age or no longer display their historic character are considered to be non-contributing to the district.** While these properties are still required to go through design review, the guidelines are applied with more flexibility regarding additions and replacement and repair of materials.

GUIDELINES

1. Explore **all other avenues of preservation** before moving a building or feature from its historic location.
2. Moving buildings into the downtown district may be appropriate if the building is compatible with the district's architectural character in **style, period, height, scale, materials, setting, and placement** on the lot.
3. Avoid moving buildings out of the district that contribute to the historic and architectural character of a district. This should occur only as an **alternative to demolition.**
4. Perform a structural assessment by a qualified professional to ensure the structure can be moved without failure.



RECENTLY BUILT DWELLING EXAMPLE 504 Beech Street

(Example of Non-Contributing Structure)

APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:
2. Retention of Distinguishing Architectural Character





APPENDIX



BASIC MAINTENANCE ADVICE

MATERIALS

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
2. All exposed wood should be kept painted, stained or treated with preservatives.
3. Repairs for wood siding such as cracks can be made through the use of waterproof glue. Large cracks may be filled with caulk followed by putty. The surface should then be sanded, allowed to dry, and painted.
4. Where exterior siding has to be replaced the use of siding to match in dimension, size and profile is recommended.
5. Use paints consistent (oil or latex) with the existing paint surface for exterior siding.
6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water-blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
7. Re-pointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is not appropriate due to the hardness of the mortar versus the softness of the brick.
8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is not appropriate.

ROOFS, CORNICES, CHIMNEYS

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
2. Know what metals are used in the cornice or roof flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.
3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture. Refer to the chimney section – only certain types of caps and colors are acceptable.

GUTTERS & DOWNSPOUTS

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
2. The use of splash blocks to keep water away from the foundation is recommended.
3. Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

1. All water should drain away from a building and should not enter the foundation.
2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement. Typically a minimum distance of 2’ between the plantings and the foundation wall is recommended

PORCHES & EXTERIOR ORNAMENTATION

1. Keep all porch and trim elements painted.

ENTRANCES

1. Doors, transoms, and sidelights should be kept clean.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
3. Doors with a stained wood finish should be kept varnished; painting over the wood finish is not recommended

WINDOWS

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
2. Windows should be kept caulked and sealed to aid in energy conservation.
3. Shutters should be kept painted and in good repair.

AWNINGS

1. Canvas awnings should be washed periodically and kept in good repair.
2. Awning hardware should be regularly checked for rust or loose mechanisms.
3. Awnings which become torn or otherwise deteriorated should be replaced.

SIGNS

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.
2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.
3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary



APPENDIX B

DEFINITIONS & TERMS

TECHNICAL DEFINITIONS

- Adaptive Use** Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.
- Acceptable** Work that will be approved.
- Addition** New construction added to an existing building or structure.
- Alteration** Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.
- Appropriate** Especially suitable or compatible.
- Building** A structure used to house human activity such as a dwelling or garage.
- Character** The qualities and attributes of any structure, site, street or district.
- Configuration** The arrangement of elements and details on a building or structure which help to define its character.
- Contemporary** Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.
- Compatible** In harmony with location and surroundings.
- Context** The setting in which a historic element, site, structure, street, or district exists.
- Demolition** Any act which destroys in whole or in part a building or structure.
- Demolition by Neglect** The destruction of a building or structure through abandonment or lack of maintenance.
- Design Guidelines** Criteria developed to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.
- Element** A material part or detail of a site, structure, street, or district.
- Elevation** Any one of the external faces or facades of a building.
- Fabric** The physical material of a building, structure, or community, connoting an interweaving of component parts.
- Façade** Any one of the external faces or elevations of a building.
- Harmony** Pleasing or congruent arrangement.
- Height** The distance from the bottom to the top of a building or structure.
- Historic District** A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.
- Historic Imitation** New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).
- Infill** New construction in historic districts on vacant lots or to replace existing buildings.
- Landmark** A building, structure, object or site which is identified as a historic resource of particular significance.
- Landscape** The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.
- Maintain** To keep in an existing state of preservation or repair.
- Material Change** A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.
- New construction** Construction which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.
- Obscured** Covered, concealed, or hidden from view.
- Preservation** Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.
- Proportion** Harmonious relation of parts to one another or to the whole.
- Reconstruction** The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as is appeared at a specific period of time.
- Rehabilitation** The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values.
- Restoration** The act or 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.
- Retain** To keep secure and intact. In the guidelines, “retain” and “maintain” describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.
- Reuse** To use again. An element, detail, or structure might be reused in historic districts.
- Rhythm** Movement or fluctuation marked by the regular occurrence or natural flow of related elements.
- Scale** Proportional elements that demonstrate the size, materials, and style of buildings.
- Setting** The sum of attributes of a locality, neighborhood, or property that defines its character.
- Significant** Having particularly important associations within the contexts of architecture, history, and culture.
- Stabilization** The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.
- Streetscape** The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.
- Style** A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.



DEFINITIONS & TERMS

GLOSSARY OF COMMON PRESERVATION TERMS

- Addition** New construction added to an existing building or structure.
- Alteration** Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.
- 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.
- Board and batten** Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.
- Bond** A term used to describe the various patterns in which brick (or stone) is laid, such as “common bond” or “Flemish bond.”
- Bracket** A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.
- Bulkhead** The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. 19th century bulkheads are often of wood construction with rectangular raised panels. 20th century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.
- Bungalow** Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.
- Carrara Glass** Tinted glass widely used for storefront remodeling during the 1930s and 1940s. Carrara glass usually came in black, tan, or dark red colors.
- Capital** The head of a column or pilaster.
- Casement window** A window with one or two sashes which are hinged at the sides and usually open outward.
- Clapboards** Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.
- Classical order** Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.
- Clipped gable** A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.
- Colonial Revival** House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution.
- Column** A circular or square vertical structural member.
- Corbel** In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.
- 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 principal building.
- 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.



APPENDIX B

DEFINITIONS & TERMS

GLOSSARY OF COMMON PRESERVATION TERMS

- 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 20th 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 aterne 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.



DEFINITIONS & TERMS

GLOSSARY OF COMMON PRESERVATION TERMS

- 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.
- Stabilization** The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.
- Streetscape** The general appearance and configuration of the many buildings which define the street.
- Stretcher bond** A brickwork pattern where courses are laid flat with the long “stretcher” edge exposed.
- Surround** An encircling border or decorative frame, usually at windows or doors.
- Swag** Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.
- Terra cotta** Decorative building material of baked clay. Terra cotta was often glazed in various colors and textures. Terra cotta was widely used for cornices, inset panels, and other decorative façade elements from ca. 1880 to 1930.
- Transom** A horizontal opening (or bar) over a door or window. (see Overlight)
- Trim** The decorative framing of openings and other features on a facade.
- Turret** A small slender tower.
- Veranda** A covered porch or balcony on a building’s exterior.
- Vergeboard** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.
- Vernacular** A regional form or adaptation of an architectural style.
- Wall dormer** Dormer created by the upward extension of a wall and a breaking of the roofline.
- Water table** A projecting horizontal ledge, intended to prevent water from running down the face of a wall’s lower section.
- Weatherboard** Wood siding consisting of overlapping boards usually thicker at one edge than the other.



APPENDIX C

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INCENTIVES & ASSISTANCE FOR REHABILITATION

FEDERAL REHABILITATION TAX CREDITS

Over the past twenty-five years, more than 29,000 buildings have been rehabilitated across the country, generating over \$25 billion in private investment in historic buildings nation-wide. In Washington, 29 projects with expenditures totaling \$131 million benefited from the Investment Tax Credit (ITC) program between 2000 and 2004. There are two types of ITCs available: 20% for a certified historic structure or 10% for a non-historic structure. Investment Tax Credits are available to the owners or certain long-term renters of income-producing properties.

The 20% ITC reduces the cost of restoration and rehabilitation to the owner of an income producing historic property as an income tax credit. The credit is 20% of what an owner spends rehabilitating the building, not including acquisition costs.

To qualify for the 20% Credit:

1. The building must be listed on the National Register of Historic Places, or listed as a contributing structure within a National Register Historic District.
2. The rehabilitation project must meet the “substantial rehabilitation test,” which means you must spend the adjusted value of the building or \$5000, whichever is greater. The figure is derived by subtracting the value of the land from the cost of the building and land together.
3. After rehabilitation, the structure must be income producing for five years (commercial, rental, B&B).
4. The rehabilitation must meet *The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings*.

To qualify for the 10% credit:

1. The structure must have been built before 1936 and not “historic” (must not be listed or eligible for listing on the National Register of Historic Places).
2. The structure must retain 50-70% of external walls and 75% of internal walls.
3. The rehabilitation must meet the “substantial rehabilitation test” as in the 20% credit.
4. The structure must be used for five years as income producing but NOT housing.
5. For additional general information on the Investment Tax Credit program, see the National Park Service’s ITC web-site at <http://www2.cr.nps.gov/tps/tax/>.

LOCAL PROPERTY TAX EXEMPTIONS FOR HISTORIC PROPERTIES

There are two local ad valorem tax exemptions for historic properties in Fernandina Beach.

The **first** allows for an exemption on City ad valorem taxes only for 50% of the assessed value of a property which meets criteria related to certain commercial or nonprofit uses and historic property status. To qualify, a property must:

1. Be used for a commercial or nonprofit purpose; AND
2. Be listed in the National Register of Historic Places, be a contributing property to a National Register district, or be designated as a contributing property under terms of a local preservation ordinance; AND
3. Be regularly open to the public—minimum of 40 hours per week, 45 weeks a year, or an equivalent of 1800 hours per year.

Applications are made through the Nassau County Property Appraisers Office, and are due by March 1st of each year.

For more information, please contact (904) 491-7300. This exemption is authorized under § 196.1961, Fla. Stat.

The **second** is authorized by Section 196.1997 of Florida Statutes and allows counties and municipalities to adopt ordinances allowing a property tax exemption for up to 100% of the increase in assessed improvements resulting from an approved rehabilitation of a qualified historic property. The exemption may remain in effect for up to ten years. The exemption applies only to that portion of the property tax levied by the unit of government granting the exemption.

Qualified properties may be residential or commercial and must either be individually listed in the National Register of Historic Places, a contributing building in a National Register District or designated as historic under the provisions of a local preservation ordinance. The rehabilitation work must be in accordance with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Applications for the property tax exemption are reviewed by the Historic Preservation Officer in Fernandina Beach. To qualify for an exemption a covenant is required for the term of the exemption.



APPENDIX E

RESOURCES

Historic District Council (HDC)
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3135
www.fbfl.us/historicdistrict

Florida State Historic Preservation Office
Director, Division of Historical Resources
Bureau of Historic Preservation
500 South Bronough Street
R.A. Gray Building, Room 305
Tallahassee, FL 32399-0250
(800) 847-7278
(850) 245-6333
<http://www.flheritage.com>

National Park Service
Southeast Regional Office
100 Alabama Street NW
1924 Building
Atlanta, GA 30303
(404) 507-5600
<http://www.nps.gov>

National Trust for Historic Preservation Southern Field Office
William Aiken House
456 King Street
Charleston, SC 29403
(843) 722-8552
<http://preservationnation.org>



BRIEF HISTORY OF FERNANDINA BEACH

The buildings of the Fernandina Beach Historic District embody a period when the city served as an important transportation center of North Florida. They reflect a variety of romantic and revival architectural styles typical of national and state trends of architecture associated with the late nineteenth and early twentieth centuries. They are associated with persons and events of local, and in some cases state-wide, significance.

The City of Fernandina Beach has served as the seat of Nassau County since 1824, except for the period from 1835 to 1850. Nassau County was originally one of the earliest counties founded in the state, and the city functioned as an important transportation, commercial, and political center for Northeast Florida until it was eclipsed by Jacksonville after the Civil War. The city has one of the best concentrations of nineteenth-century residential architecture in Florida and has a wider variety of romantic and revival styles than any community of comparable size in the state. Many of its buildings are associated with persons who made important contributions to both local and state history.

The original town of Fernandina was founded by the Spanish and named for King Ferdinand VII in 1811. During the 1850s, construction of the Florida Railroad, for which Fernandina served as a railhead, marked a turning point in the history of transportation in Florida. This event served as a catalyst for the development of a new town to the south of the original town of Fernandina.

David Levy Yulee, United States Senator and president of the newly-formed railroad, was among the most influential men in Florida. Yulee chose Fernandina as the starting point of the Florida Railroad because of its fine natural harbor on the Amelia River. Construction began in 1855 near the site of Old Fernandina. The starting point of the railroad had, however, to be moved farther south because of marshy land surrounding the original town. The rail line was completed from New Fernandina to Cedar Key on the west coast of Florida in 1861.



Florida State Library & Archives



Florida State Library & Archives

Real estate development in New Fernandina commenced with construction of the railroad. Though most historic buildings in Fernandina Beach date from the 1880s to 1920s, some antebellum buildings remain. These include the Lesesne House on Centre Street, the First Presbyterian Church on North Sixth Street, the Florida House on South Third Street, and the Marcellus Williams House on South Ninth Street. During the late 1850s, the town grew rapidly and by 1860 had a population estimated at several thousand.

The Civil War and the occupation of Fernandina by federal forces temporarily halted development of the town and operation and expansion of the Florida Railroad. By the 1870s and 1880s, Fernandina was again prospering as a rail town from both passenger and freight traffic as well as from the growing tourist industry. The building most associated with rail development in Fernandina Beach is the Old Depot, built in 1899. The depot now houses offices of the Fernandina Beach Tourist Development Council.

During the post-Civil War boom, brick buildings began replacing wooden commercial structures along Centre Street. Fires, which struck the district in 1876 and 1883, mandated this change in architectural materials. The 1873 Kydd Building was the first brick building in downtown Fernandina. It housed the dry goods business of James and Thomas Kydd. The 1876 Hoyt Building was a grocery store later used for a ship's chandlery. The Palace Saloon originally housed Prescott's Shoe Store when built in 1878, but in 1903 it was converted to a saloon owned by Louis G. Hirth, a German immigrant. The Dotterer Building, also constructed in 1878, housed Dotterer Grocery Store and the offices of Samuel Swann, another key figure in the development of Fernandina. A hurricane in 1898 required some new construction to the downtown area.

Swann came to Fernandina in 1855 to work for the Florida Railroad. During the two decades following the Civil War, Swann served the state of Florida as a special advisor to the governor on real estate promotion and development. In this capacity, Swann was appointed one of the trustees of the State Improvement Fund. In Fernandina, he erected the Swann Building and a number of residences. His own home, once located at the corner of Centre and Sixth Streets, has been demolished.

Other businessmen were also instrumental in the development of Fernandina following the Civil War. In 1877, the Seydel brothers built a general store at 29-31 North Second Street. They lived above their store in second-floor apartments, a common practice among store owners of the period. Another prominent business owner at this time was C. H. Huot, who built three impressive store buildings on Second Street. From these, Huot operated his general merchandise business. One of the most important buildings on Centre Street was the Duryee Building. Major William C. Duryee had been a Union officer serving at Fernandina during the Civil War and had settled there at the end of hostilities. He became the United States Custom Collector for the Port of Fernandina. The 1882 building housed Duryee's offices, those of his grain business, the local newspaper, and the principal bank. Another building of the same period was that of Jeffreys and Angel & Friend, at 215 Centre Street.

The development of Centre Street was largely complete with the construction of the Nassau County Courthouse in 1891. Alfred E. McClure, then residing in Jacksonville, designed this local landmark. McClure was one of Florida's pioneer architects, moving to Jacksonville in 1869 to open an architectural firm with Robert Naudin Ellis. The team of McClure and Ellis designed many landmark buildings in Jacksonville, including the Duval County Courthouse, the city waterworks, and the Park Opera House. The firm designed the Clay County Courthouse, which was listed on the National Register in 1975.



Florida State Library & Archives

Two of the last historic buildings constructed on Centre Street were the Allan Building, a dry goods store, and the United States Post Office and Customs House. The latter was built in 1910. The former is located at 303 Centre Street and was built in 1911. Farther east on Atlantic Avenue was Public School No. 1, designed by architect Robert S. Schuyler. Before becoming an architect, the New York City-native had served as a Union Army captain. He settled in Fernandina in 1881. Among his other designs are St. Peter's Episcopal Church, the Fairbanks House, and the Lewis House, all listed on the National Register.



APPENDIX F

BRIEF HISTORY OF FERNANDINA BEACH

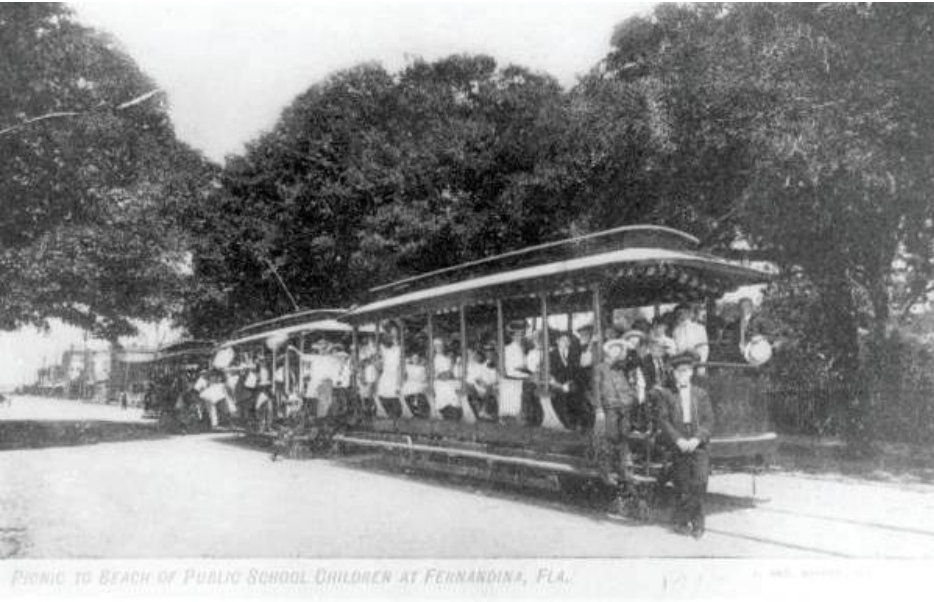
Another famous architect of the period whose designs are represented in Fernandina is George W. Barber. Barber designed the Bailey House on South Seventh Street for Effingham Bailey, a local steamship agent and lumber and phosphate broker. Barber also designed the T. G. Henderson House in Lake City, Florida. Both of these houses are listed on the National Register.

Several local builders made noteworthy contributions to the historic built environment of Fernandina Beach. James and William Bell were harbor pilots who additionally worked as building contractors. In addition to his own home at 121 North Third Street, James Bell constructed residences at 130 South Seventh Street and 303 South Eighth Street. His brother William constructed a personal residence at 801 Beech Street, as well as dwellings at 125 and 131 South Eighth Street and 714 Beech Street, his son's home.

John R. Mann was also an important local contractor. He owned a company dealing in marine hardware and groceries. He also built some of Fernandina's finer residences, including the John Denham Palmer House, now the Oxley-Heard Funeral Home. His credits also include Villa Las Palmas, the Horsey House, and the Hinton, Baker, and Humphrey Houses on North Sixth Street. In addition to residential buildings, Mann built the afore-mentioned Allan Building and the Memorial Methodist Church, both on Centre Street.

By 1900, the economic character of Fernandina was well defined. The port continued to ship lumber, cotton, naval stores, and phosphate, but the town has ceased growing to any significant degree. The extension of rail lines, and port development elsewhere, resulted in diversion of shipping and tourism to more southern destinations of the peninsula. One bright spot in the local economy was the development of the shrimp industry during this period. At Fernandina Beach, the shrimping industry evolved from inshore, net-casting using rowboats to offshore trawling on motorized vessels. The Huot Building was used as a net-making facility for shrimping. The National Container Corporation also opened a factory on the river during these years. Fernandina was a major shrimping-fishing and distribution center from 1900 until the 1940s.

In the late 1930s, the Kraft Corporation of America built a \$7 million paper mill to produce newsprint and paper bags. This was followed by several other industries which used the city's harbor and rail connections for manufacturing and shipping. By 1960, the city's population reached over 7,000 residents and its population continued to increase in the late 20th century. Fernandina Beach and Amelia Island grew rapidly as new housing developments took place to the east of Downtown towards the ocean. Today, the city is recognized for its tourism industry and commitment to historic preservation.



Florida State Library & Archives



OVERVIEW OF HISTORIC GUIDELINES

EXPANDED FROM
OVERVIEW

INTRODUCTION

Fernandina Beach began to focus on historic preservation efforts in the early 1970s. Since then, historic preservation has made significant progress in Fernandina Beach as well as in the state of Florida as a whole. The impetus for this gain has been an increasing awareness that historic buildings, districts, and sites are economic resources, attracting tourists. Studies by the Florida Division of Tourism, the National Trust for Historic Preservation, Southern Living magazine, and the Florida Department of Commerce all confirm that historic resources rank very high in tourist appeal among Americans. In 2006, the University of Florida completed a study linking historic preservation not only to positive economic impact but quality of life for Floridians. Fernandina Beach served as the case study demonstrating the compatibility of historic preservation and economic development.

Tourism is Florida's largest industry, meaning that cities compete for their share of the market. Thus, historic resources distinguish a city such as Fernandina Beach, mandating their preservation. Historic resources are unique to a city and convey a distinctive sense of place and individuality. Tourists seek unique experiences that are off the beaten path and that will impart special memories. A city's historic district lures tourists looking for originality and an experience they cannot find anywhere else. Still, these special historic and cultural resources are constantly threatened by demolition in the name of development. Such destruction robs a city of its unique identity and history, and the process of development renders Florida's landscape generic and common. Fernandina Beach has resisted this trend.

The initiation of federal tax incentives for historic rehabilitation, followed within a few years by improved state funding of historic preservation grants, greatly broadened support of historic preservation throughout Florida. Through grants-in-aid from the Florida Department of State, many local governments and preservation organizations such as the Amelia Island-Fernandina Restoration Foundation, sponsored surveys to identify resources important to local history. Subsequently, again with state financial and technical assistance, local governments and non-profit organizations, including those in Fernandina Beach, supported the creation of local and National Register historic districts.

The next step in the preservation process was the establishment through the state of local design review boards as regulatory authorities over historic districts and landmarks. Those boards and their staffs require assistance in reviewing development activities in locally designated historic districts. Design guidelines provide such assistance, helping to direct planning that also embraces the preservation of significant historic and cultural resources.



The creation of design guidelines was a logical outgrowth of the local preservation movement in Fernandina Beach. The loss of several key buildings, such as the Keystone Hotel, during the 1960s and 1970s was a catalyst for preservation efforts. In 1972, the community's preservation efforts began in earnest when the Florida Division of Archives performed a survey of the city and prepared the 1973 National Register nominations for the Bailey, Fairbanks, and Lewis (Tabby) Houses and a thirty-block district encompassing the Centre Street core and outlying areas. The Amelia Island Company initiated fund raising for the restoration program, contributing \$5,000. On top of this seed money, local merchants raised \$13,500 for the creation of a master plan of preservation. The Amelia Island-Fernandina Restoration Foundation was organized and incorporated to raise and dispense funds for preservation activities.

In 1975, the City Commission passed an ordinance establishing the Fernandina Beach Historic District Council (HDC) to be the primary agency responsible for furthering historic preservation within in the city. The HDC functions to protect sites of historical and architectural significance by acting as a design-review board for new construction and rehabilitation of historic buildings in the National Register district. Included in the HDC's purview are exterior alterations, repairs, moving or demolition of structures or historic landscape features, as well as new construction within the city's local historic districts.

The HDC is responsible at the local level for ensuring compliance with the Secretary of the Interior's Standards for Rehabilitation. The purpose of the review process is to ensure that any proposed construction or changes are compatible with existing historic features and/or design guidelines in terms of design, textures, material, siting, and location.

In July of 1975 the National Endowment for the Arts awarded the City a grant to implement its master plan. At the same time, the Historic American Buildings Survey (HABS) program of the United States Department of the Interior and the Bicentennial Commission of Florida sponsored a team of architectural students in Fernandina. The HABS team made scale drawings of the Railroad Depot, St. Peter's Episcopal Church, the First Presbyterian Church, and the C. W. Lewis House, also called the Tabby House. The team also measured and noted the Lesesne House. This collection of media, along with histories of the houses, were placed in the Library of Congress. In 1975, local preservationists prevented the demolition of the 1882 Convent of the Sisters of St. Joseph.

In 1976, the Nassau County Board of Commissioners appropriated \$200,000 for the restoration of the 1891 County Courthouse. The following year, the Economic Development Administration awarded the City of Fernandina Beach a \$1.3 million grant for street improvements to Centre Street. The City officially dedicated the street improvements on April 29, 1978. In May of 1984, recognizing the lack of survey and registration activity in the city since 1973, the Restoration Foundation sponsored a comprehensive survey of the standing structures of the city, an expansion of the original historic district, and the nomination of individual eligible buildings outside the district to the National Register of Historic Places. As a result of the survey completed in September of 1985, the John D. Palmer House (Oxley-Heard Funeral Home), the site of the original Town of Fernandina (Old Town), and the expanded Fernandina Beach Historic District were listed in the National Register.

Since then, preservation has become part of the mainstream in the community life in Fernandina Beach. A number of property owners of National Register-listed properties have taken advantage of the federal tax credit for rehabilitation. State grants-in-aids have funded preservation projects such as restoration of St. Michael's Catholic School and the Peck Center. Renovations to commercial buildings on Centre Street and of residential buildings in the surrounding historic neighborhoods of the city have continued.



APPENDIX G

OVERVIEW OF HISTORIC GUIDELINES

In 2007 a re-survey of Downtown was undertaken, and Fernandina Beach was designated a Preserve America community in 2009. A reconnaissance survey studied the remainder of the city 2010, and in 2011 an archaeological predictive model was developed. A beachfront development survey was conducted in 2012. The City also established an advisory board for the Community Redevelopment Area (CRA), which includes the historic working waterfront. The CRA board is charged with stewardship of this historic area. A section of the Community Redevelopment Area overlaps the Historic District boundaries (see map in this document). Consequently, additional development guidelines and architectural restrictions are applied to all projects within this area. Proposed projects that lie within this overlap shall also be reviewed for compliance with the Downtown Historic District Design Guidelines. All projects within the Historic District must undergo design review through the Historic District Council (HDC) to ensure design is consistent with the City's historic character.

The CRA Design Guidelines maintain and support the Historic District Council's role in guiding redevelopment within its boundaries in the CRA. Along the waterfront area of this overlap, which lies within city property, no historic or contributing structures remain. Therefore, the CRA Design Guidelines provide appropriate guidance since they support the "compatibility" language of the Historic District Guidelines. In the areas east of Front Street that abut the Historic District and a fabric of historic and contributing buildings, the Historic District Guidelines must be followed. In either case, the two documents are complementary and shall be consulted simultaneously. The review of proposed development within any part of the CRA Overlay shall be based upon compliance with the CRA Design Guidelines. All plans for development within the CRA Overlay shall be reviewed by the Historic District Council.

HISTORIC DISTRICT COUNCIL

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

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

These guidelines enable the HDC to uphold its mission of stewardship in providing information on recommended rehabilitation, new construction and streetscape improvements. The guidelines include real examples from within the historic district to assist property owners in identifying architectural styles and components. Design guidelines are intended to help property owners with decisions about maintaining and enhancing the appearance of their properties, as well as provide the city of Fernandina Beach with a framework for evaluating proposed changes. This framework brings together private and municipal partners using the guidelines as a tool for the preservation of significant resources. Design guidelines help property owners understand the purpose and proper methods for rehabilitation. Through a concerted effort of participation, the private and public benefits of preserving are realized in the perpetuation of the historic character and architectural integrity of individual properties and the district as a whole.

WHY DEVELOP GUIDELINES?

Architectural guidelines are criteria for making reasoned decisions with regard to proposed alterations, demolition, or new construction in a locally designated historic district. Without sound guidelines, design review can be an arbitrary and capricious process, subject to legal and political challenge. The Fernandina Beach Downtown Historic District Design Guidelines were created to be consistent with contemporary state and federal preservation standards. Design guidelines should insure the preservation of architectural resources through measures that are cost-effective and consistent. Administrative overlap and conflicts among local, state, and federal guidelines should be avoided or minimized. Federal and state guidelines emphasize 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 can be insensitive 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, under which the National Park Service administers the National Register program, has developed Standards for Rehabilitation that serve as the basis for the Fernandina Beach Design Guidelines. The Standards are used for reviewing all federal and state preservation projects in Florida. 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 its site and setting.

The reason for using the Secretary of the Interior Standards are numerous. The first and most important is consistency. Rehabilitation projects in Fernandina Beach receiving federal or state funding or tax credits already must comply with the Standards. Furthermore, property owners seeking a historic preservation property tax exemption under Section 196.1997, Florida Statutes, must also comply with them. Consistent guidelines will result in savings of time and money and help avoid administrative overlap and conflicting regulations.

A second important reason for using the Secretary of the Interior's Standards is precedent. 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 of 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 modification to historic buildings.



OVERVIEW OF HISTORIC GUIDELINES

DESIGN GUIDELINES

In an effort to provide detailed guidance to building owners and the Fernandina Beach Historic District Council, these guidelines have been developed for specific application in the Fernandina Beach Downtown Historic District. The guidelines are based on The Secretary of the Interior's Standards for Rehabilitation, a document created in 1977 and revised in 1990. The Department of the Interior describes the standards as ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. They are used for the review of rehabilitation projects involving federal funding or requiring federal licenses or permits, and local preservation commissions and boards throughout the country use them as a basis for their design guidelines and for reviewing local preservation projects. The Secretary of the Interior's Standards for Rehabilitation are:

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 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 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.



SUBSTITUTE OR REPLACEMENT MATERIALS

In general, substitute or replacement materials for siding, roofs, windows, and similar elements will be permitted where original materials have been removed or fully covered prior to the adoption of the overlay of the Fernandina Beach Historic District. This allowance is made in recognition of the fact that many buildings have previously been altered or repaired using substitute materials. Accordingly, in making changes to such a building, the owner will not be required to restore original materials. On buildings that have retained their original materials following the adoption of the overlay, the Historic District Council may require that those original materials other than asbestos shall be maintained. If original materials are damaged or deteriorated beyond repair, substitute materials will be permitted. In either case of substitute materials, they should promote the historic character of the district to the greatest extent possible.



WHAT GUIDELINES DO & DO NOT DO

Generally, these guidelines consist of recommendations regarding repairs to and maintenance of historic buildings and structures. Historic building owners are strongly encouraged to seek the expertise of a qualified architect when making major renovations and construction decisions. Assistance of a professional is especially recommended if the building owner plans to apply for federal tax credits for rehabilitation of an income-producing property. Design Guidelines are meant to assist owners of historic properties in determining if a project is appropriate for the historic district. The homeowner can refer to the guidelines to apply specific criteria, a simple list of general statements developed to ensure that the project complements or does not detract from the existing character of the area.

These guidelines are intended to:

- Provide guidance to property owners voluntarily undertaking changes or planning additions to their building or lot,
- Assist the HDC by providing minimum standards to guide decision making,
- Result in more appropriate changes that reinforce the distinctive character of the district,
- Help identify and resolve specific design concerns frequently raised in the district,
- Assist the local building industry, including architects, contractors, and suppliers, as well as city officials such as building inspectors and public works officials, to understand the nature of these historic areas and how to reinforce their special character,
- Improve the design quality of future developments and growth within the district,
- Protect current property values and public investment in the district by discouraging poorly designed and inappropriate projects, and
- Increase the overall public awareness of the unique character of the district.

These guidelines will not:

- Require involuntary rehabilitation or restoration of existing buildings or structures in the district,
- Regulate the amount or location of growth and development within the district,
- Regulate changes to the interior of any building within the district, or
- Absolutely ensure the highest quality design in every instance. The purpose of design guidelines is to assist property owners. Therefore, guidelines flexible enough to allow a certain level of decision making by the property owner will be easier to administer and more widely accepted by the public. This factor is especially important in new construction guidelines where overly specific criteria stifles architectural creativity and often results in mediocre designs.



APPENDIX G

OVERVIEW OF HISTORIC GUIDELINES

THE EFFECTS OF HISTORIC PRESERVATION

Historic preservation strengthens a community. The character of Fernandina Beach in 10 or 20 years would be uncertain without a formal plan that both preserves significant historic resources and considers the natural growth and development that occurs in a thriving community. Design review guidelines enable Fernandina Beach to demonstrate a clear commitment and direction for ongoing community evolution and protection of Fernandina Beach’s unique identity. The use of design guidelines assures property owners that the integrity of the district will not be compromised and that their investment will be protected.

Promotes Quality of Life

The historic buildings and landscape of a community distinguish it from all other places. Historic buildings tend to attract new tenants that offer cultural attractions, such as museums, theaters, and libraries. Outlets of the arts and entertainment provide enjoyment for residents and draw tourists. A community’s self image is embodied in the quality and condition of its buildings and landscape. Historic, well-maintained streetscapes rife with a variety of commercial and cultural offerings invite visitors and enhance community life.

Attracts Visitors to Cities

One of the most rapidly growing segments of the tourism industry is heritage tourism, which focuses on historic sites. Florida has a long history of tourism, which continues to be a major economic base across the state. A community like Fernandina Beach, rich with a unique quality and quantity of the historic architecture, stands out among the many possible tourist destinations in Florida. The City actively augments its tourism potential by encouraging rehabilitation of historic buildings that embody the local historic identity. Heritage tourists tend to stay longer and spend more than other types of tourists, which benefits small business owners and the local economy.

Increases Property Values

Nationally, studies consistently indicate that a historical designation increases property value. Properties within historic districts tend to have higher real estate values than those in adjoining neighborhoods not designated as historic, even those of similar architecture and landscape. This advantage holds for both National Register-listed districts and especially for districts that also have an overlay of a local historic ordinance with design review.

Historic Buildings Often Outlast New Ones

Inexpensive building materials and construction during the last 50 years allowed for rapid growth and expansion across the country. However, many of the buildings from this period are so poorly made that updating and improving them is generally not a cost-effective proposition. By contrast, buildings constructed before 1960 embody durability and opportunity for continued active use, with some rehabilitation. Thus, a standing historic building has the potential for prolonged life and lesser capital outlay than the construction of a new building.

Supports Taxpayers’ Investments

Over time, a city invests in its infrastructure system, including roads and streets, water and sewer lines, gutters and curbs, telephone and electrical service, lights, and sidewalks. Therefore, permitting the deterioration of downtown and working neighborhoods represents neglect of this financial investment. In contrast, the regular maintenance and occasional upgrade of infrastructure in existing neighborhoods, versus outward sprawl, reduces financial expenditure. Nationally, studies have consistently illustrated the negative financial gain of sprawl on a municipality’s tax base. Outward expansion actually burdens a city with capital investment greater than the corresponding tax revenue derived from such development, which would require new infrastructure from roads and traffic lights to water and sewer lines to schools and fire stations. A city’s commitment to revitalize and reuse historic neighborhoods is among local government’s most effective acts of responsibility, and the savings are passed on to residents in stabilized property taxes.

Creates Jobs

New construction is often used as an indication of the health of a local economy. However, rehabilitation and revitalization of existing building stock actually create thousands of construction jobs annually. In fact, historic preservation creates more jobs than new construction. Consider that in the typical new construction project, about half of the expenditures are for labor and half for materials. In a rehabilitation project, it is more typical that 60-70% of expenses go towards labor. Since labor is often local, the economic benefits are felt within the community. Contractors of rehabilitation projects often buy their materials locally, as well, whereas supplies for new construction are typically brought in from outside the area.

Benefits Property Owners

Design guidelines help to prevent the intrusion of inappropriate new construction, remodeling, or demolition in a historic area, which represents a protection of investments for property owners in the area. The alteration, neglect, or loss of a neighboring building will often have a detrimental effect on the market value of nearby properties. Thus, the consistent treatment and guidance of design review for one property helps protect the overall value and character of a neighborhood. Additionally, an income-producing property that is listed on the National Register of Historic Places is eligible for a 20% federal tax credit for rehabilitation projects.



OVERVIEW OF HISTORIC GUIDELINES

HISTORIC PRESERVATION & SUSTAINABILITY

Introduction

While a chief purpose of historic preservation is to embrace and showcase a city’s unique heritage, its by-product is sustainable development. Preservation encourages the maintenance and re-use of existing buildings, embracing the philosophy of recycling, making it inherently “green.” Preservation’s traditional focus on the aesthetic and cultural significance of historic buildings is expanding to highlight the inherent energy-efficient values of historic properties as well.

Embodied Energy

While many architects and developers today point to new “green” practices and materials used in constructing contemporary buildings, the fact is construction of a new building requires a new expense of energy. From the extraction of raw natural materials, to their transportation, manufacture, and distribution, to the physical act of construction, energy is spent. An existing building represents an embodiment of this cumulative energy, already in place. This energy, in the inert form of a building, remains in place as long as the building stands. If razed, the building’s embodied energy is lost; this demolition represents an expenditure of new energy. Loading and hauling the building debris to a landfill requires additional energy and loss of resources. Thus, embodied energy can be viewed as the existing investment in a building. Demolishing a sound building wastes that investment.

Working with Nature: Site Orientation

Buildings constructed before World War II were designed, constructed, and sited with respect to the advantages available via the natural environment, optimizing ventilation, insulation, and use of daylight. Banks of windows on a south elevation, for example, optimize natural light on the interior and also passive solar heat during winter months. During summer months, these windows could be shaded with removable awnings to block heat. Indigenous trees of Fernandina Beach help create shade. Evergreen hedges can be added on north-western exposures to serve as wind blocks during winter. In construction, thick masonry walls of older buildings help retain interior heat in the winter and also help lengthen the time it takes for summer heat to penetrate the building. Architectural elements with form-to-function design include operable transoms and high ceilings, both allowing the escape of hot air. Over the past sixty years, as electricity, synthetic insulation, and central heating and air conditioning systems became standard installations in modern construction, architectural design no longer required attention to the natural environment. Quality and longevity of building materials also became less important, as these modern conveniences could control the interior climate of buildings, and materials were readily available to build anew.

Inherent Energy Efficiency of Older Buildings

Due to advantageous siting and superior construction, historic buildings are often as energy-efficient as new ones. Data from the U.S. Energy Information Agency found that buildings constructed before 1920 are actually more energy-efficient than those built at any time until the past decade, when home builders began a concerted effort to design more energy-efficient buildings. Yet, contrary to common thought, these newer buildings use more energy because they are not designed to take advantage of the natural benefits of their site.

Retro-fitting and Weatherization

Buildings of the late nineteenth and early twentieth centuries often have inherent energy-efficient design features. However, older buildings with numerous windows and minimal insulation, pose particular challenges in the face of rising energy costs. Some homeowners have resorted to covering the building’s original exterior with synthetic sidings, replacing original windows, and enclosing porches. These actions result in the loss of a property’s historic character. However, historic character need not be compromised for improved energy efficiency. Common upgrades to historic buildings include the addition of attic insulation, installation of storm windows, and more efficient heating and cooling systems. In particular, repairing and weatherstripping historic wood windows and adding storm windows often results in energy performance equal to or exceeding new vinyl or aluminum windows and at much less cost. Every building will benefit from a systematic assessment of its energy-efficiency. Historic buildings can also be adapted to benefit from new technology such as geo-thermal heating/cooling systems and solar roof tiles. Furthermore, many of the methods for improving energy efficiency of a historic or older building can be performed without the need for review by the Historic District Council, whereas requests for replacement and removal of historic architectural components may require review.

Windows

As noted, original windows in a historic building are often considered the first culprits of inefficiency. Many homeowners are too quick to consider replacement over weatherization options. Sealing air leaks is as simple and inexpensive as caulking around window and door frames and installing storm windows. In fact, rebuilding historic wood windows and adding storm windows can make them as efficient as new vinyl windows and more than offsets the cost of replacement. The concept of embodied energy as applies to a whole building translates to its components. The old growth lumber used in historic wood windows can last indefinitely. Removal and replacement of original windows represents the loss of embodied energy. Further more, vinyl replacement windows are not as durable and will eventually require wholesale replacement. All windows expand and contract with temperature change. However, vinyl expands more than twice as much as wood, resulting in failed seals between the frame and glass and a significant performance reduction. Vinyl windows have a high failure rate – more than one-third of all windows being replaced today are less than ten years old. Any energy savings from replacing wood windows with vinyl seldom justifies the costs of installation. Vinyl windows cannot be recycled and are detrimental to the environment when discarded. Therefore, retaining and weatherizing historic windows eliminates potential waste, increases their energy efficiency, and allows the building to retain an important architectural component that helps convey its character and style. The design guidelines embrace the philosophies of preserving historic character, energy efficiency, and retaining embodied energy.

New Construction

While the re-use of existing buildings is a priority, design guidelines must also address and promote sustainable practices and materials in new buildings. Recommendations for new buildings begin with assessing the site and designing the building to maximize the natural benefits of the existing environment. For example, keeping the site’s natural contour intact reduces erosion. Preserving existing trees or adding shade trees to shield the southern elevation from summer heat will reduce energy consumption within the building. Additionally, the design of the new building should include porches for shade and should be oriented for optimum ventilation. The use of recycled building materials is highly encouraged, and interior appliances should meet high energy-efficiency standards.



APPENDIX G

OVERVIEW OF HISTORIC GUIDELINES

THE HISTORIC DISTRICT - DESCRIPTION & CHARACTER

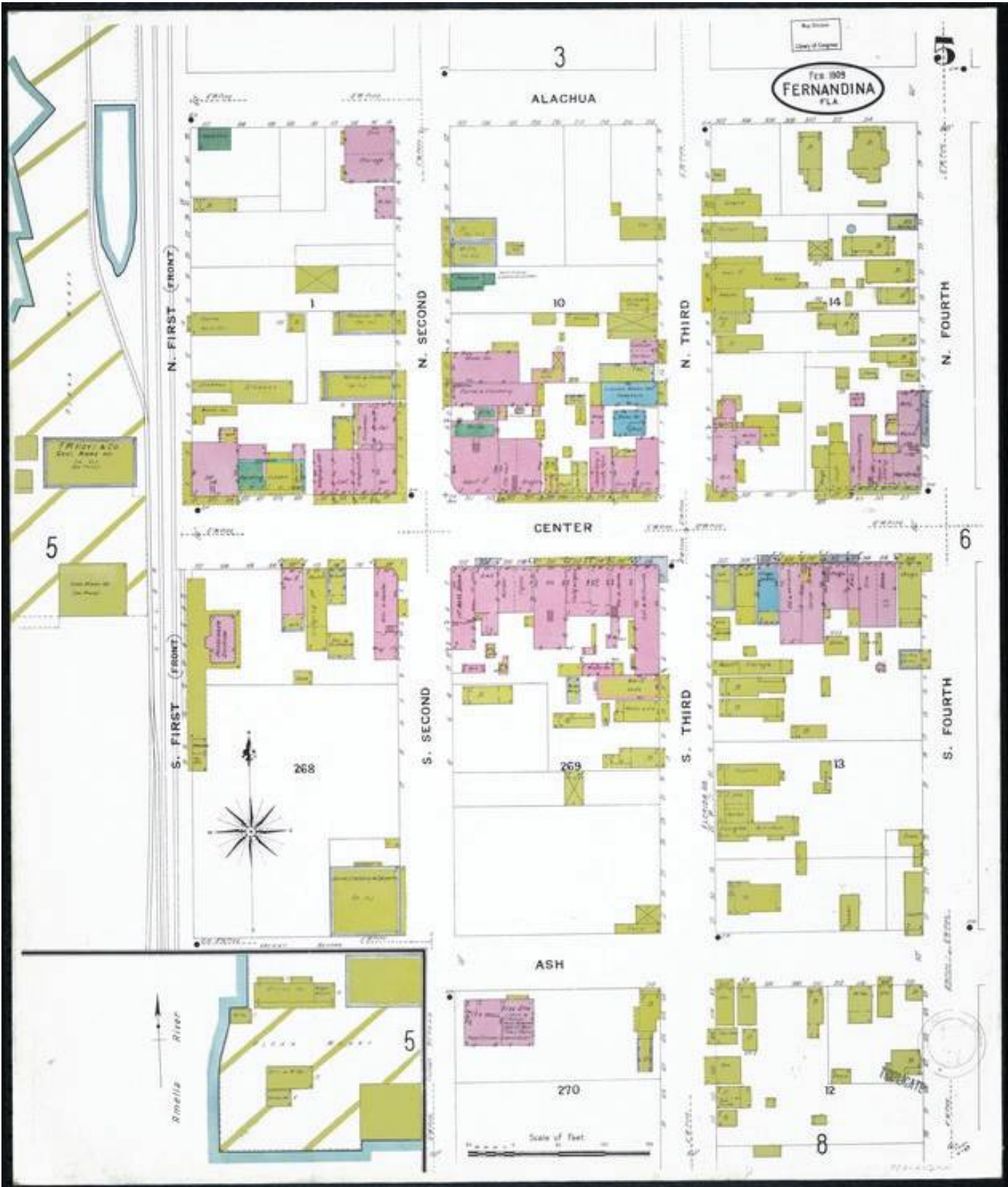
The Fernandina Beach Historic District is composed of buildings reflecting a variety of uses, styles, materials, and several periods of development. The district consists primarily of one- and two-story masonry commercial buildings and one- and two-story frame residences. Its physical development began in the mid-1850s, the time from which the earliest contributing buildings date, and extends to the late 1920s. The district has lost some of its integrity due to poor maintenance and the alteration and destruction of a number of buildings, but overall it retains to a remarkable degree the physical characteristics that convey its historic significance.

The historic district extends over an area of approximately 97 acres. Its rough boundaries are Front Street on the west, Elm Street on the south, Tenth Street on the east, and Escambia Street on the north. The boundaries are irregular in form, however. Helping to define the boundaries of the district are a number of natural and man-made features, some of which historically served as logical margins to the downtown area. To the north are marshlands, the port, and a massive industrial complex. On the east are a large community park, a city water treatment facility, woodlands, and a non-contributing residential area. The southern boundary is marked by non-contributing buildings, and the western boundary, by rail lines and the Amelia River.

The historic district is located with the limits of several land grants dating from the Second Spanish Period. The Florida Railroad Company acquired the town site in 1851 and subdivided it to form a plat, recorded in 1857 as the Original Town of Fernandina. The Florida Town Improvement Company revised the original plat in 1887 and 1901. The town plan is composed of a grid with streets running north-south and east-west. With the exception of Front Street on the Amelia River, the north-south streets are ordered numerically, from Second Street to Twentieth Street, from west to east. The principal east-west street through the commercial area is Centre Street. Parallel to and south of Centre, the east-west streets are named for trees and proceed alphabetically. To the north of Centre, the east-west streets are named in alphabetical order for Florida counties, except for Broome Street, named for James E. Broome, governor of Florida at the time Fernandina was founded.

City blocks within the district are rectangular in shape. All or part of fifty of these blocks are found within the historic area. East-west blocks are 400 feet in length, while north-south blocks are 225 feet long. The majority of streets in the districts have modern asphalt surfaces, though some do retain their granite curbstones, which were installed during the district's period of significance. Centre Street was originally brick.

At the time the Fernandina Historic District was listed on the National Register in 1973, there were 347 buildings, of which approximately 85% were contributing. The district is both listed on the National Register and designated under a local district ordinance. It also contains buildings individually listed on the National Register. These are the John Denham Palmer House, the Bailey House, the Fairbanks House, the Tabby House, the Merrick-Simmons House, and the Amelia Island Lighthouse. Non-contributing buildings in the district are those that were built after the period of significance or those that have lost architectural integrity due to drastic alteration, such as insensitive additions, installation of inappropriate exterior siding materials, replacement of historic windows with examples that are incongruous with the building's character, and major transformation of roof shape. Usually, non-contributing buildings incorporate a combination of these alterations. All the buildings dating from the period of significance that are known to have been moved in the past remain contributing.



Sanborn Insurance Map, University of Florida



OVERVIEW OF HISTORIC GUIDELINES

Centre Street between Front and 5th Street forms the focal point of the district. This area contains nearly all the historic commercial and governmental buildings in Fernandina Beach. Nearly all are masonry buildings constructed primarily during the last quarter of the nineteenth century. Centre Street east of Fifth Street is an area of mixed use. It consists of one- and two-story, wood frame residential buildings dating from the end of the nineteenth century and beginning of the twentieth century, a former school, several historic churches, and recent, single-story commercial buildings. This section of Centre Street was at one time more residential, but in most cases the houses were destroyed or moved, such as the Fred Lohman House, now at 19 South Sixth Street. However, a few landmarks remain, the most significant of which is probably the Queen Anne-style Horsey House, built in 1902, at 603 Centre Street. Another important property is the Lesesne House, from 1856, at 415 Centre Street. Other important landmarks contributing to the mixed character of the area include the 1926 Memorial Methodist Church at 601 Centre Street; the 1893 St. Peter’s Episcopal Church at 801 Atlantic Avenue; and Public School No. 1, built in 1886 at 914 Atlantic Avenue.

North and south of Centre Street, buildings contributing to the character of the historic district are primarily residential, with a scattering of commercial and religious structures. The 100 block of North Sixth Street, locally referred to as the “Silk Stocking district,” contains seven large, wood frame houses constructed between 1859 and 1900. These dwellings exhibit features of the Italianate, Queen Anne, and Stick styles. The group includes the Hinton Baker House, ca. 1891, at #102; the Hirth House, ca. 1886, at #103; the Baker House, ca. 1859, at #112; the Humphrey House, ca. 1900, at #117; the Prescott House, ca. 1876, at #120; the Chadwick House, ca. 1884, at #121; and the Meddaugh House, ca. 1872, at #130.

The 400 and 500 blocks of North Third Street also contain a number of historic buildings. These include the William J. David House, ca. 1907, at #421; the Morse House, ca. 1901, at #424; and the J. H. P. Merrow House, ca. 1888, at #501. The houses in these blocks are in a historically important location known as “Yellow Bluff,” the site of the plantation of Domingo Fernandez, an early settler whose land holdings formed much of the new town of Fernandina.

Another important group of buildings within the historic district is located within the streets of Centre, Beech, Seventh, and Tenth. Among these prominent buildings are the First Missionary Baptist Church, ca. 1874, at #20 Ninth Street; the Marcellus Williams House, ca. 1859, at #103 Ninth Street; the Rutishauer House, ca. 1893, at 28 South Tenth Street; the Epps House, ca. 1891, at 31 south Tenth Street; and the New Zion Baptist Church, ca. 1907, at #10 S. 10th Street. The Merrick-Simmons House on South Tenth Street and Public School No. 1 on Atlantic Avenue are also in this area.



West of 8th Street is another concentration of residential buildings dating primarily from the latter part of the nineteenth century. This area includes the Bailey, Lewis, and Fairbanks Houses on Seventh Street. Also in this area is the ca. 1897 Trinity United Methodist Church at 715 Ash Street. Other house types in the area include one-story, frame, vernacular houses and bungalows and two-story, gable-front houses with two-story porches. Much of the rest of the district south of Centre Street and west of Seventh Street also contains frame, vernacular residences and bungalows dating from the turn of the twentieth century to the 1920s.

The density of development in the historic district is moderate. There are also vacant lots. Some large residential buildings, such as those in the 100 block of North Sixth Street, those along South Seventh Street, and those on North Third Street beyond Dade Street, occupy two or more lots. The majority of the buildings in the district, however, are sited on only one lot. Some lots have been historically vacant, while others are vacant due to demolition. Even along Centre Street between Front and Fifth Streets, where development is most dense, there are gaps in the streetscape. There are a number of architectural styles and building traditions in the historic district. The most prevalent is wood frame vernacular; however, there are excellent examples of high style architecture, including Greek Revival, Italianate, Queen Anne, and Second Empire. Additionally, there are examples of Gothic Revival, Colonial Revival, Spanish Mission Revival, Renaissance Revival, Tudor Revivals, Bungalows, and Mediterranean Revival styles.

The Fernandina Beach Historic District has one of the best concentrations of Victorian period architecture in Florida. The architecture of the late Victorian period, versus the more conservative antebellum architecture, was exotic and eclectic. It was characterized by flamboyant use of decoration, irregular form, multiple roof types, and a variety of materials and colors. Classically-influenced architecture prior to the Civil War yielded to these flamboyant Revival styles. Commercial buildings favored the Italianate style in particular and included the use of cast iron. In general, the period witnessed a flowering of a variety of materials, methods of construction, and architectural styles and types.



APPENDIX G

OVERVIEW OF HISTORIC GUIDELINES

SIGNIFICANT CHARACTERISTICS OF THE HISTORIC DISTRICT

- Setting
- Entrances: Centre Street at Eighth Street
- Parks, monuments, and green spaces; Fernandez Reserve, pocket parks, statues
- Streetscape features such as tree-lined streets and granite curbing
- Subdivision layout: rectangular blocks and lots
- Façade lines, front and side setbacks: Commercial buildings solid wall of facades with no front and side setbacks; residential buildings, detached with similar side and front setbacks
- Lot size and density of development: generally small, rectangular lots; development dense in commercial areas around Centre Street; increasingly diffuse in outlying residential areas
- Block patterns: rectangular, 400 feet in length on east and west side; 225 feet on north and south ends
- Patterns of development such as age, size, use of buildings: masonry commercial, industrial, transportation, and government buildings concentrated on Centre Street and adjoining streets; older wooden residential buildings also near downtown
- Patterns of vacant lots and open spaces: none

SIGNIFICANT CHARACTERISTICS OF INDIVIDUAL BUILDINGS

- Height: one- to three-stories
- Width: three to five bays
- Roofs: Commercial buildings, flat roof with parapet; Residential buildings, gable, hip, gable and hip combo, pyramidal, mansard
- Foundations: Commercial buildings, continuous brick or slab; Residential, continuous masonry or raised piers
- Materials: Commercial, brick and other masonry, cast iron; Residential, wood, brick, tabby
- Styles and design influences: Commercial storefronts with Italianate influences on Centre Street and adjoining streets; Greek Revival, Italianate, Queen Anne, Bungalow, Colonial Revival, Classical Revival, Tudor Revival, Renaissance Revival, Spanish Mission primarily associated with residential buildings
- Repetitive features: Storefront are common on Commercial buildings; porches are common on most residential buildings
- Decoration: Commercial buildings, brick corbelling, panels; cast iron pillars, panels and brackets; Residential buildings, wood millwork such as brackets, spindles, fretwork, and modillions; churches, stained glass



FERNANDINA BEACH LANDMARKS



Railroad Depot, 102 Centre Street, 1899: Florida's first cross-state railroad extended from Fernandina to Cedar Key and was built between 1855 and 1861. The original depot was west of the tracks along the riverfront and north of Centre Street. When the depot was destroyed by a hurricane in 1898, the present depot was constructed the following year.



The Palace Saloon, 117 Centre Street, 1878: This highly detailed brick commercial building was originally built in 1878 by Josiah Prescott as a shoe store and haberdashery. In 1903 Louis G. Hirth, a German immigrant, converted it to a saloon. It is believed to have served as the oldest saloon in Florida since with the exception of the Prohibition Era when it was an ice cream parlor.



Hoyt Building, 201 Centre Street, 1876, 1901: Originally built in 1876 by A.E. Noyes as a grocery, the building is best known for the ownership of Fred W. Hoyt and its use as a ship's chandlery. After a fire in 1901 it was renovated and a third story was added.



Three Star Saloon, 213 Centre Street, 1877: Noted for the three star studded motif on its façade, this building was constructed in 1877 by William Marson. It was later used as a clothing and jewelry store.



Kydd Building, 301 Centre Street, 1873: The Kydd Building is believed to be the first brick structure on Centre Street. It was constructed in 1873 for James and Thomas Kydd and used as a dry goods store.



Swann Building, 313-319 Centre Street, 1880: Pioneer Fernandina developer Samuel Swann financed construction of this building in 1880. In 1890, when an adjacent building was erected, the two buildings were linked by a highly detailed metal façade. The upper floor was the location of Fernandina's first library.



FERNANDINA BEACH LANDMARKS



The Amelia Island Lighthouse, 215 O Hagan Ln, 1838: Built in 1838, the lighthouse has been an island landmark for over 150 years. The lighthouse has been upgraded several times and continues to be operated by the U.S. Coast Guard. The building is open for tours on a periodic basis.



Nassau County Courthouse, 416 Centre Street, 1892: Believed to be Florida's finest Victorian era courthouse, the red brick structure with cast-iron columns, cast iron balcony and steeple was completed in 1892.



Post Office and Customs House, 401 Centre Street, 1912: Completed in 1912, the Post Office and Custom House is a beautiful example of Italian Renaissance Revival architecture. The architect was John Know Taylor, a relative of the 12th President of the United States, Zachary Taylor.



The Horsey House, 603 Centre Street, 1902: One of Fernandina's finest Queen Anne style residences, the house was built for Dr. H.J. Horsey by local master builder George Watts in 1902.



Florida House Inn, 22 S. 3rd Street, 1859, 1882: The Florida House is the state's oldest extant hotel. The original building was constructed between 1857 and 1859 by the Florida Railroad Company headed by Senator David Levy Yulee. In 1882 former Union officer Thomas Leddy purchased the hotel and added a smaller addition on the north side.



Lesesne House, 415 Centre Street, c. 1850: Built by Dr. John F. Lesesne prior to the Civil War, the Lesesne House is one of Fernandina's oldest buildings. It was individually listed in the National Register of Historic Places in 1973.



FERNANDINA BEACH LANDMARKS



St. Michael's Catholic Church, 505 Broome Street, 1872, 1888: Fernandina's principal historic Catholic church, St. Michael's was constructed in 1872 and remodeled in 1888 to its present appearance.



St. Peter's Episcopal Church, 801 Atlantic Avenue: Fernandina's most outstanding example of the Gothic Revival, St. Peter's was rebuilt in 1892 following a fire in 1892. Designed by master architect Robert S. Schuler, the church includes numerous stained-glass windows including one memorializing Yellow Fever doctors.



St. Peter's Claver Catholic Church, 302 North 3rd Street, 1910: Built in 1910, this Mission Style building was a highly appropriate design for Fernandina's Black Catholic congregants. Its main façade features a character defining curvilinear parapet and arched windows.



First Presbyterian Church, 19 North 6th Street, 1860: One of Florida's oldest churches, First Presbyterian was completed c. 1860 on land donated by Senator David Levy Yulee. It is an outstanding example of Greek Revival Architecture and has been recorded in the Historic American Building Survey (HABS).



Memorial United Methodist American Church, 601 Centre Street, 1926: Begun during the Florida Boom of the 1920s, the Memorial United Methodist Church is one of the best examples of the Classical Revival style in Fernandina Beach.



First Missionary Baptist Church, 1874: This Carpenter Gothic Church was completed in 1874 for Fernandina's African American community. It features a bell tower, steeple and a circular spoked window on its main façade.



FERNANDINA BEACH LANDMARKS



Humphreys House, 117 N. 6th Street, c. 1900: Built c. 1900 by master builder George Watts, who also built the strikingly similar Horsey House, the Humphreys’s House is an outstanding local example of the Queen Anne style. The original owner was Dr. D.G. Humphrey who shared a practice with Dr. H.J. Horsey.



Bell House, 801 Beech Street, 1889: Constructed in 1889 by master builder Captain William Bell, the Bell House is an outstanding example of local millwork. The balustrades on first and second floor porches were inspired by Chinese Chippendale furniture design.



Williams House, 103 S. 9th Street, 1856: One of Fernandina’s oldest buildings, the house was built in 1856 and purchased by Marcellus Williams in 1859. Williams became a wealthy timber baron in partnership with Samuel Swann. Master architect Robert Schuyler designed the wood gingerbread detailing on the porch in the 1880s.



Villa Las Palmas, 304 Alachua Street, 1910: This Mediterranean styled mansion breaks with Fernandina’s Victorian period architecture. Constructed in 1910 for lumber baron Nathniel B. Borden, Villa Las Palmas has massive proportions and features multiple arched openings, multiple tile roofs, a widow’s walk, and a multitude of surface detailing.



Merrick-Simmons House, 102 S. 10th Street, 1856: This Greek Revival style, antebellum residence was constructed in 1856. It was the home for many years of John Simmons, owner of an ice plant, a business which was key to the local fishing and shrimp industry. The Merrick-Simmons House is individually listed in the National Register.



Hirth House, 103 N. 6th Street, 1885: Robert Schuyler, Fernandina’s premier historic architect designed this outstanding example of the Italianate Style in 1885. It was similar to Fairbanks Folly but reduced in scale. Originally owned by Norman Bowman of the Florida Mirror newspaper, it became known as the Hirth House following its acquisition by Louis G. Hirth and family in the 1890s.



FERNANDINA BEACH LANDMARKS



Charles E. Lewis/Tabby House, 27 S. 7th Street, 1885: The Tabby House was another example of architect Robert Schuyler's work. Completed in 1885, the house was constructed for local businessman Charles W. Lewis. It's significant Tabby construction uses oyster shell, sand, and lime to form structural walls, and is the only example in Fernandina, and one of few in Florida.



St. Michael's Academy, 228 N. 4th Street, 1882: Formerly known as St. Joseph Academy and convent school, this building is an excellent example of the Second Empire School. Built in 1882, the third-floor mansard roof was restored in 1998.



Bailey House, 28 S. 7th Street, 1895: An outstanding example of the Queen Anne Style, the Bailey House was designed in 1895 by prominent architect George W. Barber for Effingham W. Bailey, a steam ship agent. Its turrets, gables, bays, decorative wood shingles and irregular features are character defining features of the Queen Anne style.



Peck High School, 516 S. 10th Street, 1928: This school was built in 1928 and served as the main city school for African-American students. The two-story brick building was designed in the Colonial Revival style and was used as a school until 1969. The building has been restored into a community center by the City.



Fairbanks House, 227 S. 7th Street, 1885: Recognized as Florida's most outstanding example of the Italianate Style, the house know as "Fairbanks Folly," was designed in 1885 by architect Robert S. Schuyler for George Rainsford Fairbanks. Fairbanks was a pioneer citrus grower, founder and first President of the Florida Historical Society.



Amelia Schoolhouse Inn, 914 Centre Street, 1886: This robust brick Romanesque Revival school building was another example of the work of Master Architect Robert S. Skylar. It served as a school until 1927. It was adapted for use as offices in the 1980s and is presently a bed and breakfast inn.



FERNANDINA BEACH LANDMARKS



Seydel Building, 29-31 N 2nd Street, 1877: Constructed in 1877, this handsome brick building housed the millinery and general store of A. Seydel and Brother, German immigrants.



Huot's 1882 Building, 101-107 N. 2nd Street, 1882: This second building of C.H. Huot of France also housed his lumber and merchandise businesses. For most of the 20th century it housed Standard Marine Supply Company, a well-known business serving Fernandina's shipping and shrimping industry.



The Oxley-Heard Funeral Home, 1305 Atlantic Ave, 1891: This funeral home is located in the John Denham Palmer House which was built ca. 1891 at 1305 Atlantic Avenue. This two-story frame building is distinguished by its wraparound porch with elaborate millwork. Joseph Oxley established his funeral home in the former residence in 1948.



Salvador House, 20 S. 4th Street, c. 1880: Constructed in the early 1880s, by Captain James Bell, a contractor and boat builder, the Salvador House was the home of pioneer Fernandina shrimper Mike Salvador.



The Lohman House, 19 S. 6th Street: Originally located on Centre Street, the Lohman House was moved to S. 6th Street in the 1940s. It is named for local businessman and owner Fred Lohman.



J.H.P. Merrow House, 501 N. 3rd Street, c. 1870: This beautifully restored Italianate Style residence is located on a prominent hill in Fernandina. It was built c. 1870 for Josiah H.P. Merrow, a lumber inspector.



Notes for Edits to the Historic District Design Guidelines Draft

Compiled by Mia Sadler, Planner I

Attribution Code

Chair Arlene Filkoff (AF)

Vice- Chair Jim Pozzetta (JP)

Alternate Member Veronica Byrnes (VB)

Member Tammi Kosack (TK) *some of Member Kosack's comments from the residential section have not been incorporated into this document yet*

Mia Sadler (MS)

Consolidated notes by page

Page ii:

Update the City Commission and Board member list. (TK)

Page iii:

Move the guidelines overview before the checklist. (TK)

Page iv:

The graphics are really hard to read. Too busy. On subsequent pages, we have STEP , 3 and 4, etc., We should stay Step 1 here. The flow chart on the right of that page references a Preservation Planner. Are we planning to have one? I don't think its' wise not to, but that's an opinion. If we aren't, that wording should change. (AF)

Larger image of the flow chart to increase readability (JP)

Note that the document is set up... → Note that this document. Title the image "example" (TK)

Page v:

Under the checklist, are there documents that can be referenced? Should there be a mention of the importance of having a profession involved, and/or certain city departments. (AF)

White text is hard to read on the navy background. Additions to the checklist, 5th row: “wall mounted exterior water heaters” second to last row: “Projects may also require a site drainage plan” (JP)

Add overlay districts to the steps include in getting started. The pyramid is superfluous/unclear. What is the applications and forms trying to say. (TK)

Page vii:

It might help on pages where we should examples to also provide an address or at least a street where the example can be seen. (AF)

Add discussion, expand on what to look for. Provide more residential examples. (TK)

Page viii:

Poor quality photo (JP)

Too much reliance on school house. Poor image quality. Define: shape, mass, scale, pattern of window and door opening, primary and secondary roof features and porches (TK)

Page IX:

In the 4th bullet under step 4, “bases” should be “based”. There is also needed to fix that sentence or sentences. We reference the examples, but we don't say whether the drawings are of those examples. (AF)

To the last bullet point add “first” consult city planning staff with questions. How are these helpful to step 4? (TK)

Page x:

Seems like the overview should come before the getting started section. If we make changes to whether any of this is optional or not, we'll have to go through this doc again. (AF)

Revise first sentence to include “Historic Downtown”. Include the benefits to the local community in with the benefits to visitors to tourists. (JP)

Lots of comments on page x from TK

Page xi:

Where are resources to assist with reconstruction? We need to really look at the Secretary of the Interior Standards and ensure that we are truly compliant. (AF)

Include “Historic Downtown” in the first sentence. The blue at the bottom conflicts with the resilience call-out color. (JP)

Explain the basis in NPS (National Park Service). The last sentence of the first paragraph needs to be clarified. Title or preface for the blue box containing the numbered list at the bottom. (TK)

Page xii:

Is this the most recent map of the historic district? I know there was talk of placing the school board meeting in the historic district. Was it done? Why isn't Central Park identified as historic anywhere? Part of original plat. (AF)

Page xiii:

Wording that demolition should be avoided is problematic. East of 5th on Centre is mixed use? What is zoning for the rest? (AF)

319 Centre Street is a poor quality photo. (JP)

Not all contributing structure were constructed pre-dating 1927. Add addresses to the buildings listed here. Pitiful organization, what are the images depicting. Poor image on the top right. (TK)

Page xiv:

Revise bullet point 2 to say; “Lot coverage: See Land Development Code for site specific zoning. Commercial zoning type X is: 100% coverage with a 10% landscape requirement. Revise bullet point 5 is the “characteristics of individual buildings: commercial” to say: “roof form: Flat, built-up roof deck with decorative parapet”. Verify that the second bullet concerning lot coverage is accurate in terms of % coverage. Label the style of the building featured on this page. Question about roof slope needs to be answered in section: “characteristics of individual buildings: residential”. (JP)

Layout commercial and residential side by side. Add dates to the photos. What is the “setting” section bullet points. The image on the bottom left is not useful. The image on top right is bad. (TK)

Page 2:

last paragraph on the left column beginning with "Various materials" should be "were used" vs "was used".(AF, JP)

Do we need: “Renovation and restoration efforts have been undertaken on buildings along Centre St and the adjoining residential neighborhoods”. Is the label cutting off the feet of the photos? (JP)

Page 3:

Feet and head of the buildings are cut off of the building photos. Are we not doing our own art? Could identify the items described in the style descriptions in more details in these drawings. (JP)

Page 4:

In the first paragraph of the section on Neo-Classical, there is a "/" between "beginning" and "after". General comment: I wonder iff mentioning the names of some of our revered past architects, like Schuyler might help folks take it more seriously. (AF)

Feet are cut off of both the building photos. Could the art be of one of our local churches with the neo-classical attributes noted? (JP)

Page 5:

When we have blank space available can we add a section that gives historical background on specific buildings? That note applies everywhere. Show the whole building in photos, feet are cut off of the post office. (JP)

Page 6:

Why show a picture of 508 Centre St if it's gone? (AF)

Should note that 508 Centre St has been demolished. Could it be beneficial to show what City Hall looked like before it was modified? Might be a way to walk about how modifications can *remove* contributing structures. (JP)

Page 7:

Do we really mean number 5? (AF)

There are some recent examples that could be referenced on the additions page.
The front size should be increased in the this not that section. (JP)

Page 8:

Concerns that the sketch style drawings might be too loose for non-professionals to understand (JP)

Page 9:

Do we need a This or That? (AF)

Better lighting on the photo to highlight the awning. (JP)

Page 12:

Have we required door dams on work like the Marina or the Christmas Shop? (AF)

Page 13:

Are these samples residential in the commercial section? (AF)

Page 16:

Where do we reference acceptable colors? (AF)

Is there a historic reasons for restricting buildings to three colors? (JP)

Page 18:

Are there other requirements for signage in other laws that are enforced here as well? Sandwich boards are allowed now? (AF)

Page 19:

Number 5 -- no permanent shutters? Then we need to say that. Page 20 looks like they are allowed. (AF)

Page 20:

There should be another element, "16. Should there be a point that outlines the process to survey and determine the state of historic windows & recommend proper repair/renovation/replacement? (JP)

Page 21:

Need to ensure that the downtown restoration project is following these or change them if necessary. Gifts ownership and maintenance. (AF)

Page 22.

Do we really do these things for parking and open lots? Is the picture of Lindy's property still accurate? (AF)

Red call-out boxes are hard to read in multiple places (JP)

Page 26:

In the top left paragraph in the last sentence, delete the hyphen after the first one and after the second one and after and. Same sort of thing under Characteristics in both paragraphs. (AF)

Page 32:

I like the wording in number 6. No room for misinterpretation. (AF)

Page 40:

Is there a building code statement that should be referenced anywhere? (AF)

Page 41.

Should we reference acceptable types of exterior siding? (AF)

Page 42:

Same as 41 (AF)

Page 45:

Zoning references. Statements like those not recommended should be changed. (AF)

Page 46:

Example of Tomasetti, etc is gone. (AF)

Page 54:

should there be a link or reference to building code? (AF)

Page 56:

same as 54, also on page 57. on 56, we use a picture for the Slightly Off Centre building that we also used under residential? (AF)

Page 58 and 59:

This whole section has me confused. I have always believed that Demolition has a ton of process around it and I was happy about that. Given that things seem to happen around here: How does a building get declared unsafe? Who gets to check in on that? Where does Code Enforcement fit in? How do we know a property is an archaeological site? When/where does the commission come in? (AF)

Page 60:

Does the HDC review requests to move buildings? (AF)

Page 70:

We make a couple of mandatory statements in the doc but imply in what the guidelines will not do that we won't force anyone to do anything. (AF)

Themes/General Comments

- Guidelines overview will be moved to the first page to outline what the document is, why it is important, who the audience is, and the layout of the rest of the document. There will be an entire page dedicated to the "Think Resiliency" call-outboxes to introduce that concept and it's relevance to Fernandina Beach. A more thorough background of the establishment of the historic district will be included. Better photos will be used that encapsulate the entire building, without cars, with good lighting.
- What needs to be codified in the LDC? Further protection beyond guidelines (AF)
- Call-out boxes using red and blue throughout the document should be checked for accessibility/readability (JP, MS)
- Better quality photos that do not have features cut off (feet and head). (JP)
- Missing clear direction and/or requirements. Most items are suggested, discouraged, etc. It's not a clear/concise document. (VB)
- Some of the images are not appropriate and appear to be page fillers and or commercial structures used in residential sections. (VB)
- Code compliance issues, specifically with ADA. I suggest that a code enforcement official review these documents so that the city does not open themselves up to liability. ADA is not optional. (VB)
- The document also does not say that the applicants need to comply with the building codes, ADAAG and any other AHJ. (VB)
- Resiliency should be its own section and resiliency should be defined including the COFD's goals for resiliency. (VB)
- Provide links everywhere they are appropriate (MS)
- Move the guidelines overview before the checklist (TK)

Photos

From Kelly in Summer 2024: <https://photos.app.goo.gl/ZaiJVHTWVMp6RrpK7>



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **BLDC-2025-0118**

Permit Type: **General Building - Commercial**

Work Classification: **Repair/Replace/Remodel**

Permit Status: **Issued**

Issue Date: **04/04/2025**

Expiration: **10/01/2025**

Location Address

Parcel Number

22 S 8TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0045-0030

Contacts

John Sasser 22 S 8TH, FERNANDINA BEACH, FL 32034 (912)288-5880 hrc1@bellsouth.net	Owner	Mike McClokey 1015 Date ST, Fernandina Beach , FL 32034	Applicant
Richard Architect 217 Centre St 2, Fernandina Beach, FL 32034 (904)491-6060 richardsasser@att.net	Applicant	Richard Sasser PO Box 2002, Waycross, GA 31502 (912)284-9222	Contractor

Description: Add a rear exit door. Extend the sidewalk to the new door. This will serve the existing 5000 SF tenant space (vacant) at Grand Oak Plaza. ANY WORK IN THE RIGHT OF WAY REQUIRES A SEPARATE PERMIT

Valuation: **\$2,000.00**

Total Sq Feet: **5,000.00**

Inspection Requests:

Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Commercial(non refundable)	\$50.00
Building Dept Permit Fee	\$45.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Fire Marshal Review & Inspections	\$15.75
NSF Check -Face Value \$50 - \$299.99	\$30.00
Total:	\$169.75

Payments	Amt Paid
Total Fees	\$169.75
Check # 2NyFEUfbzRI7	\$169.75
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
FRAMING	
WINDOW/DOOR ROUGH	
WINDOW/DOOR FINAL	
FIRE MARSHAL FINAL	
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.

WARNING TO OWNER: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."

NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THE COUNTY, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM THE OTHER GOVERNMENTAL ENTITIES, SUCH AS WATER MANAGEMENT DISTRICTS, STATE AGENCIES, OR FEDERAL AGENCIES.

THE APPROVED PLANS AND THIS PERMIT MUST BE POST IN THE DOCUMENT BOX OR AN OTHERWISE CONSPICUOUS PLACE FOR INSPECTION.
(See Chapter 1 Building Code)



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **BLDR-2025-0965**

Permit Type: **General Building - Residential**

Work Classification: **Repair/Replace/Remodel**

Permit Status: **Issued**

Issue Date: **04/14/2025**

Expiration: **11/03/2025**

Location Address

Parcel Number

28 N 4TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0023-0060

Contacts

David Jacoby

28 N 4th, Fernandina Beach, FL 32034

(404)435-9218

Owner

the_jacobys@me.com

JACOBY TRUST

28 N 4TH ST, FERNANDINA BEACH, FL 32034

Owner

Rob Psulkowski

710 Beech ST, Fernandina Beach, FL 32034

(904)556-1048

Applicant

anthony@builtolast.pro

Rob Psulkowski

710 Beech ST, Fernandina Beach, FL 32034

(904)556-1048

Contractor

anthony@builtolast.pro

Description: Kitchen Renovation involving the partial removal of a partition wall between the kitchen and the dining room. Cabinets, countertops and closet demoed and disposed of. Relocated and Reuse of an existing window and door on the rear of the structure. Shifting slightly from current placement but, along same wall plane.

Valuation: **\$20,000.00**

Total Sq Feet: **300.00**

Inspection Requests:

Building 904-310-3135

Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Building Dept Permit Fee	\$150.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.25
DCA Surcharge	\$2.00
Total:	\$214.25

Payments	Amt Paid
Total Fees	\$214.25
Check # IKYiDKmfmg6s	\$214.25
Amount Due:	\$0.00

Available Inspections:

Inspection Type

NOTICE OF COMMENCEMENT	
INSULATION/FOAM	
FRAMING	
WALL NAIL OFF/SHEATHING	
WALL NAIL OFF/SHEATHING	
WALL NAIL OFF/SHEATHING	
WINDOW/DOOR ROUGH	
SOFFIT/SIDING - IN PROGRESS	
HOUSE WRAP/ZIP TAPE	
PLUMBING ROUGH/TOP OUT/SHOWER PAN	
MECHANICAL ROUGH	
PLUMBING UNDERGROUND	
ELECTRICAL ROUGH	
ELECTRICAL UNDERGROUND/CONDUIT	
GAS ROUGH/PRESSURE CHECK	
BUILDING FINAL	



CERTIFICATE OF APPROVAL (COA) HDCSA2023-0321 FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	Project:		App Date:	09/21/2023
Work Class:	HDC Staff Review	District:	Default	Exp Date:	10/23/2023
Status:	Approval Expired	Square Feet:	0.00	Completed:	10/11/2023
Valuation:	\$0.00	Assigned To:	Salvatore Cumella	Approval Expire Date:	10/11/2025

Description: COA to Repair/replace deteriorated wood elements on front (main & 2nd story) and side porches, with like materials. Items include but may not be limited to decking, pickets, railings and post details. Replace deteriorated screening on side porch, in-kind. Adjust 2nd floor porch railing height from 42" to 36". Repair/replace exterior wood damaged areas, including but may not be limited to siding, trim, window trim and sills. Replace deteriorated soffits & fascia. Replace wood lattice foundation panels with square wood lattice. All materials, in-kind.

Repaint with the following colors -
Body - Valspar 7006-1 Homestead Resort Jefferson White
Attic front (dog-eared detail) - Valspar 7007-24 Heritage Gray
Trim - Behr Ultra Pure White
Porch ceilings - Benjamin Moore HC-150 Yarmouth Blue (25% lighter)
Porch floors - Valspar 3011-9 Cooper Adobe Brown
Windows & Porch post details - Valspar 7007-24 Heritage Gray
Doors - Gloss Black
Foundation lattice - Flat Black

Install new fence along south side, inside property line. Replace existing rear and side fences. New fence to be 6' cedar shadowbox. Height to change to 4' as required in front yard. Replace 2 gates. Both gates to be 4' W X 6' H.

Approved by Kelly Gibson - Must apply for separate fence permit. KG 10/10/23
10/11/2024 - Amendment for 1st 6 month extension - new expiration 04/11/2025
4/11/25 - Amendment for 2nd and FINAL 6 month extension - new expiration 10/11/2025

Parcel:	00-00-31-1800-0126-0130 Main	Address:	309 S 6Th St Main Fernandina Beach, FL 32034	Zone:	
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Owner	Applicant
Joseph Fragano	Joseph Fragano
Post Office Box 441	Post Office Box 441
Fernandina Beach , FL	Fernandina Beach , FL
32035-0441	32035-0441
Home: 904-277-2017	Home: 904-277-2017

Note	Created By	Date and Time Created
1. Mr. Fergano called to extend COA, will send an email	Sylvie McCann	10/07/2024
2. Extended for another 6 months	Morgan Ohlendorf	04/11/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00029575	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00029575		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0004 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 03/21/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 04/21/2025
Status: Approved	Square Feet: 0.00	Completed: 04/01/2025
Valuation: \$0.00	Assigned To: Kelly Gibson	Approval Expire Date: 04/01/2026
Description: Certificate of Approval (COA) to repaint and repair metal roof to match existing.		

Parcel: 00-00-31-1800-0126-0110 Main	Address: 319 S 6Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
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Applicant Dave Scandaliato Home: 9042297909	Owner DGS Living Trust 319 S 6th ST Fernandina Beach, FL 32034
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Note	Created By	Date and Time Created
1. spoke with Crystal at Code Enforcement, she gave me the ok to process	Morgan Ohlendorf	03/21/2025

Type of Hold	Created By	Date Created	Comments	Active
Property Hold	Gayle Murray	03/21/2025		Yes

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037475	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037475		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0005 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 04/09/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 05/09/2025
Status: Fees Due	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date:
Description: Certificate of Approval (COA) to repaint building to match existing and to repair one cracked window pane on the second story.		

Parcel: 00-00-31-1800-0268-0300 Main	Address: 5 S 2Nd St Fernandina Beach, FL 32034 3 S 2Nd St Fernandina Beach, FL 32034 118 Centre St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Owner DDK & Hearties LLC 118 Centre ST Fernandina Beach, FL 32034	Applicant Gerald D Reese 118 Centre St Fernandina Bch, FL 32034 Home: 704 458-1102 Business: 704 458-1102 Mobile: 704 458-1102
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037814	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037814		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0006 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 04/15/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 05/15/2025
Status: In Review	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date:
Description: Certificate of Approval (COA) to remove and replace rotten siding boards on the South side of the house and repaint to match existing.		

Parcel: 00-00-31-1800-0017-0080 Main	Address: 322 N 3Rd St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
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Applicant	Owner
Tammi Kosack	Tammi Kosack
322 N 3rd ST	322 N 3rd ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Mobile: 404-232-0428	Home: 4042320428

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037882	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037882		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0007 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 04/22/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 05/22/2025
Status: In Review	Square Feet: 0.00	Completed: 04/29/2025
Valuation: \$0.00	Assigned To: Kelly Gibson	Approval
Description: Certificate of Approval (COA) to repaint existing structure with a custom light gray and "Open Seas" blue.		Expire Date: 04/29/2026

Parcel: 00-00-31-1800-0009-0060 Main	Address: 120 N 2Nd St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Applicant Peter O. Mallory L/E 105 S 20th ST Fernandina Beach, FL 32034 Home: 9043214142	Applicant Peter O Mallory 105 20th ST S Fernandina Beach, FL 32034 Business: 9043214142 Mobile: 9043214142	Owner Castilian Properties Inc 120 N 2ND ST Suite A Fernandina Beach , FL 32034 Business: 9043214142
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037938	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037938		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0008 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 04/23/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 05/23/2025
Status: Approved	Square Feet: 0.00	Completed: 04/25/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval
Description: Certificate of Approval (COA) to install pavers within the rear driveway area with Mega Cambridge color, Titanium pattern, to match already existing paved area.		Expire Date: 04/27/2026

Parcel: 00-00-31-1580-0016-0080	Address: 1111 Someruelus St Main	Zone: OT-1(Old Town 1)
00-00-31-1800-0215-02C2 Main	Fernandina Beach, FL 32034	R-2(Medium Density Residential)

Owner	Applicant
Isabelle A Sala	Robert D Sala
1111 Someruelus ST	1130 White St
Fernandina Beach, FL 32034	Fernandina , FL 32034
Home: 410-948-3189	Home: 4109483189
	Mobile: 4109483189

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037985	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037985		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ROFC-2025-0088**

Permit Type: **Roof - Commercial**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **04/04/2025**

Expiration: 10/01/2025

Location Address

10 S 10TH ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0053-0010

Contacts

CHURCH PROPERTY NEW ZION BAPTIST
CHURCH
PO BOX 15697, FERNANDINA BEACH, FL 32034

Owner

Heritage Roofing of North Florida
14841 Bonefish Drive Bonefish, Jacksonville Beach, FL 32250
(904)962-7663

Applicant

erica@heritagenfl.com

Jonathan Harrelson
14841 Bonefish Drive, Jacksonville, FL 32250
(904)962-7663

Contractor

Kevin Powell
PO Box 219, Starke, FL 32091

Private Provider

inspectionssolutionsfl@gmail.com

Description: PRIVATE PROVIDER - REROOF

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 #	\$25.00
GYmfAkabuSaw	
Check #	\$144.00
tvhXISeOmSdh	
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
NOTICE OF COMMENCEMENT	
ROOF AFFIDAVIT/MITIGATION & PICTURES	
VIRTUAL NAIL OFF/SHEATHING	
ROOF FLASHING/DRY-IN	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
ROOF NAIL OFF/SHEATHING	
ROOF IN PROGRESS	
ROOF FINAL	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	

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.

WARNING TO OWNER: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."

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(See Chapter 1 Building Code)



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ROFR-2025-0589**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **04/24/2025**

Expiration: 10/21/2025

Location Address

Parcel Number

501 CEDAR ST house, FERNANDINA BEACH, FL 32034

00-00-31-1800-0027-0060

Contacts

Anthony Galli

Owner

(904)556-0064

Kyle Maxwell

Applicant

2929 Edison Ave, Jacksonville, FL 32254

permits@bigfootroofing.com

Kyle Maxwell

Contractor

2929 Edison Ave, Jacksonville, FL 32254

(904)219-2044

kyle.maxwell@bigfootroofing.com

Description: main dwelling roof replacement

Valuation: \$0.00

Total Sq Feet: 0.00

Inspection Requests:

Building 904-310-3135

Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Base Roof Fee	\$90.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$154.00

Payments	Amt Paid
Total Fees	\$154.00
Check # hlvtpAjKeks1	\$154.00
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

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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(See Chapter 1 Building Code)



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ROW-2025-0130**

Permit Type: **Right-of-Way Use**

Work Classification: **Right of Way**

Permit Status: **Issued**

Issue Date: **04/08/2025**

Expiration: 10/06/2025

Location Address

Parcel Number

1130 WHITE ST, FERNANDINA BEACH, FL 32034

00-00-31-1580-0023-0020

Contacts

Robert Sala
1130 White St, Fernandina , FL 32034
(410)948-3189

Owner

rsala@dexcom.com

Robert Sala
1130 White St, Fernandina , FL 32034
(410)948-3189

Applicant

rsala@dexcom.com

Description: Finish existing pavers on to right of way for access by vehicle

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
Check # 1072	\$60.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
Final	
DRIVEWAY PRE POUR	
DRIVEWAY FINAL	
Historic District 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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(See Chapter 1 Building Code)



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ROW-2025-0132**

Permit Type: **Right-of-Way Use**

Work Classification: **Right of Way**

Permit Status: **Issued**

Issue Date: **04/09/2025**

Expiration: **10/06/2025**

Location Address

102 S 10TH ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0054-0010

Contacts

Owner
John A. + Lisa R. Laub
102 South 10th Street S 10th, Fernandina Beach, FL 32034
(347)446-8578
johnlaub@yahoo.com

Applicant
John A. + Lisa R. Laub
102 South 10th Street S 10th, Fernandina Beach, FL 32034
(347)446-8578
johnlaub@yahoo.com

Description: we are cleaning up the muddy front right of way on 10th street with a shell parking area with a historic brick border. we will plant a ground cover along with pine straw to retain the dirt on the sides

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
Check #	\$60.00
nDFTTzgNpCFh	
Amount Due:	\$0.00

Available Inspections:

Inspection Type

Final	
Historic District Final	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ZON-000275-2025**

Permit Type: **Zoning Permit**

Work Classification: **Fence (non-structural)**

Permit Status: **Issued**

Issue Date: **04/17/2025**

Expiration: **10/14/2025**

Location Address

Parcel Number

921 LADIES ST, FERNANDINA BEACH, FL 32034

00-00-31-1580-0018-0030

Contacts

Mike Villa

Owner

(904)763-2489

Kimberly Lovett

Applicant

77097 Cobblestone Dr, Yulee, FL 32097

(904)510-1347

wolfefence@gmail.com

Kimberly Lovett

Contractor

77097 Cobblestone Dr, Yulee, FL 32097

(904)510-1347

wolfefence@gmail.com

Description: Will install 200 feet of 54" tall 3 rail black aluminum Abigail style fence, which will include (2) 4' wide gates and (1) 16 foot double wide gate. Will install 7 feet of 4' tall 2 rail white aluminum fence, which will include (1) 4 foot wide gate.

Valuation: **\$16,500.00**

Total Sq Feet: **207.00**

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 # JegXiWilmult	\$75.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
BUILDING FINAL	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ZON-000281-2025**

Permit Type: **Zoning Permit**

Work Classification: **Fence (non-structural)**

Permit Status: **Issued**

Issue Date: **04/28/2025**

Expiration: **10/27/2025**

Location Address

Parcel Number

LT 5 BLK 25 S 4TH ST, Fernandina Beach, FL 32034

00-00-31-1800-0025-0050

Contacts

JOHN CASCONI
116 S 4 ST, FERNANDINA BEACH, FL 32034
(904)261-2353

Owner

jjc@johncascone.com

Cliff Gaines
85653 berryessa way, Fernandina beach, FL 32034
(904)753-4530

Applicant

gainesfence@gmail.com

Cliff Gaines
85653 berryessa way, Fernandina beach, FL 32034
(904)753-4530

Contractor

gainesfence@gmail.com

Description: install 4' black aluminum fence

Valuation: **\$2,500.00**

Total Sq Feet: **150.00**

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 # s6DbCxigZCp	\$75.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ZON-000282-2025**

Permit Type: **Zoning Permit**

Work Classification: **Fence (non-structural)**

Permit Status: **Issued**

Issue Date: **04/28/2025**

Expiration: **10/27/2025**

Location Address

Parcel Number

23 S 10TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0050-0062

Contacts

Owner
Brendan McElwee
23 S 10th Street, Fernandina Beach, FL 32034
bkmcelwee@yahoo.com

Applicant
Cliff Gaines
85653 berryessa way, Fernandina beach, FL 32034
(904)753-4530
gainesfence@gmail.com

Contractor
Cliff Gaines
85653 berryessa way, Fernandina beach, FL 32034
(904)753-4530
gainesfence@gmail.com

Description: remove and replace wood fence

Valuation: **\$6,500.00**

Total Sq Feet: **250.00**

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 # s6DbCxigZCp	\$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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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



Historic District Council Meeting

Special Meeting- Window Walk-About

Notes created by Mia Sadler, City Planner

May 5th, 2025

5:00 PM, Downtown

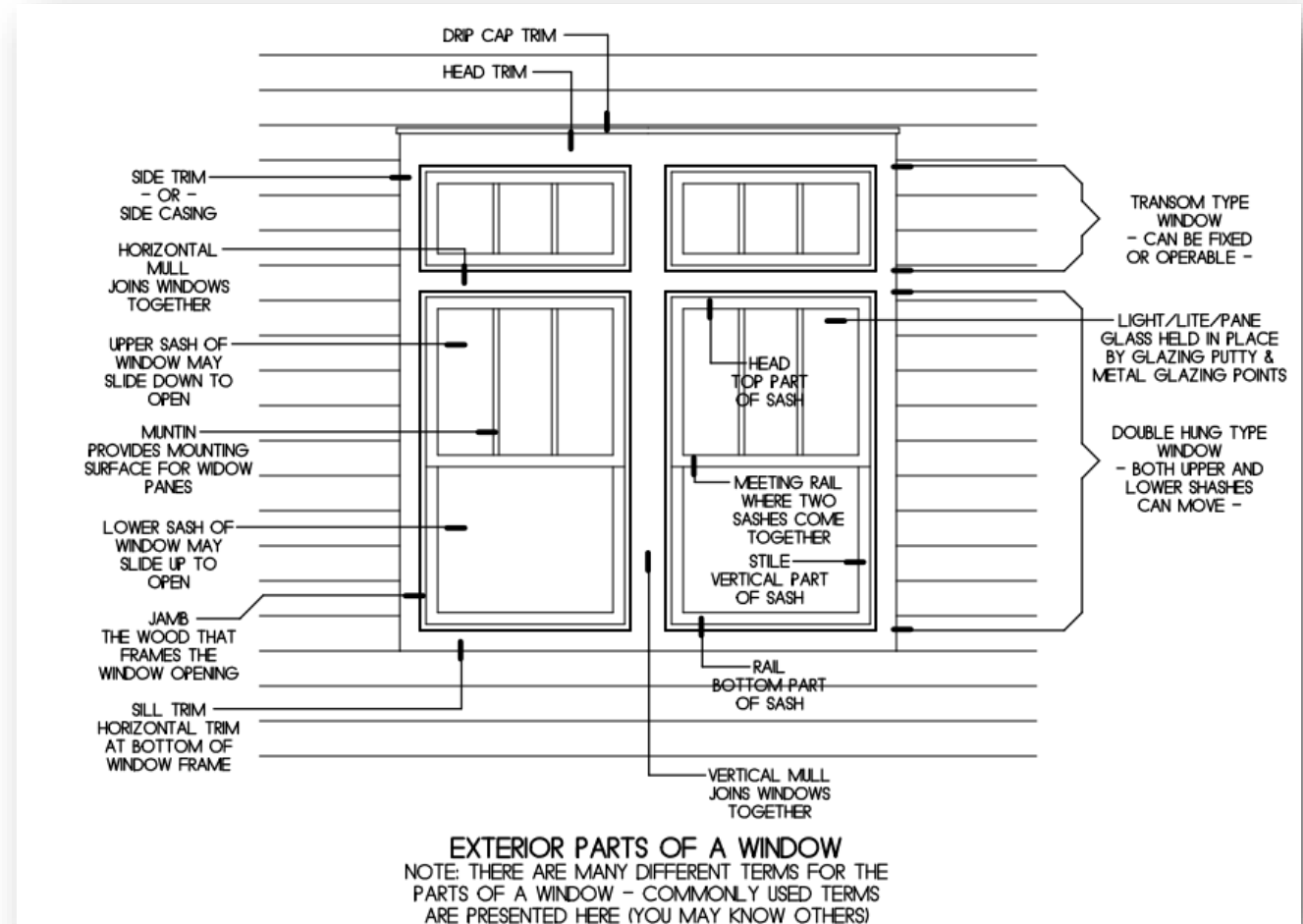
Window Walk-About Overview

- A special walking meeting was held in downtown Fernandina Beach
- We discussed window styles, parts, conditions, and other aspects of buildings in the historic downtown
- This presentation contains photos and notes from the walk
- The map and window parts drawing were provided by Jim Pozzetta



Window Walk-About Glossary

- Lights: rectangle pieces of glass, individual panes
- Wavy glass: the distorted or wavy look of historic glass. Modern glass is usually very flat and clear.
- Addition: A structure or feature that has been added to an existing structure. Design guidelines call for a clear delineation between additions and historic primary structures.



Townhomes on S 2nd

Non-historic 6 over 6 windows

- Single hung, only opens from the bottom whereas historic double hung windows open from the top and bottom
- Muttons on the exterior, for show, there is only two panes



City Hall – 204 Ash

Non-historic, variety of styles

- Single hung, Mid-century model style
- Mix and match panes with varying sizes
- Replacements from the 90s



Salty Fox & Garden St Bistro – Ash St

Possibility historic 3 over 1

- 3 sperate lights
- Wavy glass
- Addition is clearly identif
due to change in roof line
differentiation of lap siding
and different window type



Akari- S 3rd St

Historic 3 over 1

- Historic, nonfunctional, seemed to be painted or caulked over
- Windows appear to need restoration or cleaning to become operable
- Wavy glass, individual lights



Florida House- S 3rd St

Historic windows and remarkable door placement

- 6 over 6, raised wooden muttons, most likely single hung
- Front entry is a good example of architectural details that are uncommon in modern construction
- The group discussed the other ornamental features that contribute to the feel of the building



1 S 3rd St

Mix of replacement and historic windows

- Big windows in storefront on first floor. Restored and sealed
- Replacement windows on second floor, 1990s
- Aluminum clad wood windows, 2 over 2



301 Centre St – Color it Green

Mix of replacement and historic windows

- Arched top double-hung windows, rare for our district
- Separate lights



302 Centre - Mezcal

All replacement windows

- New aluminum-clad windows



306 Centre – Island Time

All replacement windows

- Appears to be field built glass, most likely altered from original
- Would have to look at historical photos to see what was originally here
- Interesting and unique metal door frame



310 Centre – Across the Pond

All replacement windows

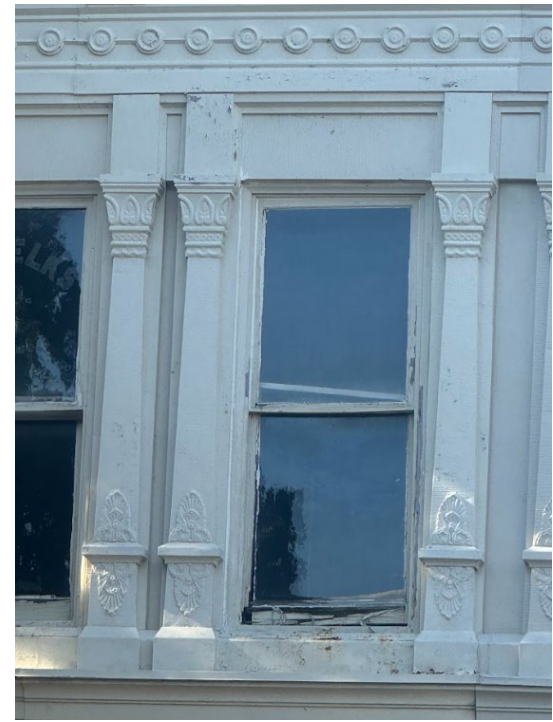
- Mid-century modern vestibule entry way
- Large windows, built for retail and window shopping



~398 Centre – Department Shoe Building

Historical, wavy glass windows

- Wooden windows
- Some seem to be falling into disrepair
- Clear delineation between owners based on upkeep of the building



400 Centre – US Post Office

Lots of unique historic windows and doors

- Italian revival building
- An amazing historic resource at risk
- Underutilized building, used to host many uses



416 Centre – Nassau County Courthouse

Historic windows and building with mid century modern addition

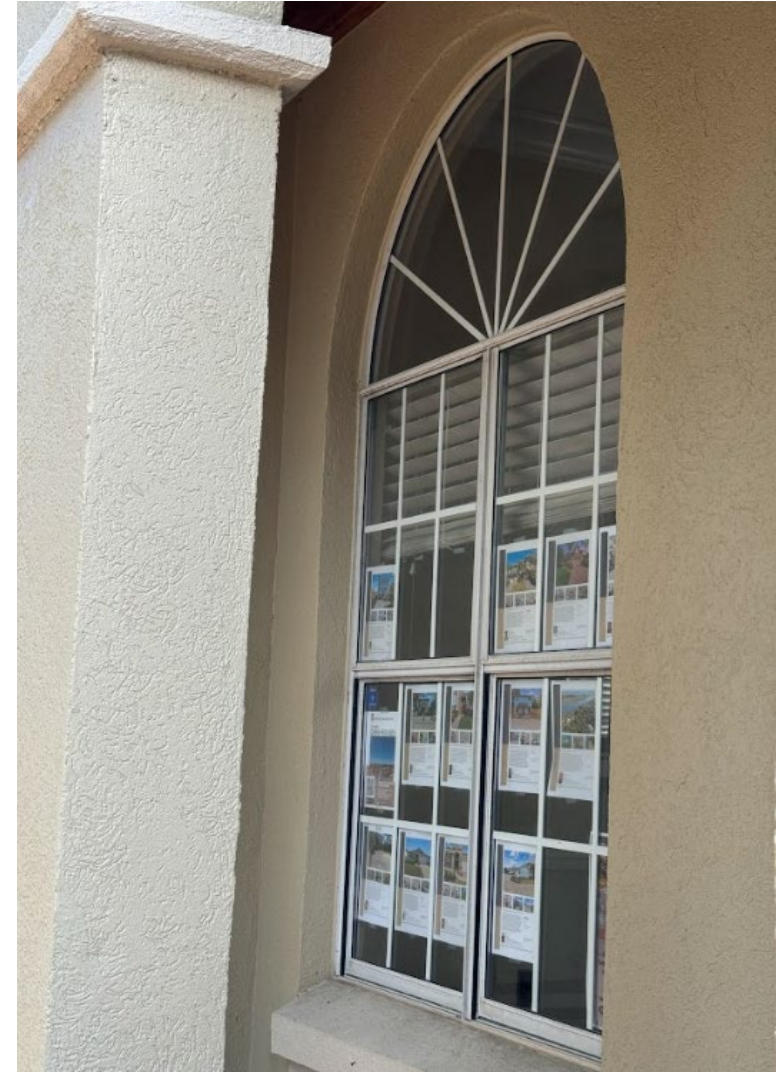
- Wavy glass in historic windows, separate lights
- Arched detail in windows, doors, and entry way
- Grand entrance
- Addition is appropriate and you can see a clear delineation between original and modern parts of the building



500 Centre – Century 21

Non historic, replacement windows

- Arched top
- Interior muttons, flat panes of glass



801 Atlantic– St Peters Episcopal Church

Historic windows and building with mid century modern addition

- Amazing historic resource
- Rose window, the layout of the lights and circle shape of the frame
- Usually associated with churches and stained glass





Thank you!

Please contact Mia Sadler, City Planner for more information or with any questions.

msadler@fbfl.city

(904) 310-3488