AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
DECEMBER 18, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

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

4. OLD BUSINESS

5. NEW BUSINESS

6. BOARD BUSINESS

6.1 Revised Window Survey

6.2 Old Town Preservation Guidelines Update

6.3 Downtown Design Guidlines Update

7. STAFF REPORT

7.1 Approved Staff Certificates of Approval - November 2025

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JANUARY 15, 2026.

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

DRAFT

MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
NOVEMBER 20, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 5:00

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Heather Sherstad-Schaller, Veronica Byrnes

MEMBERS ABSENT: Dylan Psulkowski

OTHERS PRESENT: Mia Sadler, Planner
Teresa Prince, City Attorney
Mackennah Tarmey, Recording Secretary
Margaret Pearson, Planning Manager

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of the Minutes for the Regular Meeting of September 18, 2025.

ACTION TAKEN: A motion was made by Member Kosack seconded by Member Pozzetta to approve the Minutes for the Regular Meeting of September 18, 2025, as presented.

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

4. OLD BUSINESS

5. NEW BUSINESS

5.1 HDC 2025-0022 - MIRANDA ARCHITECTS, AGENT FOR CENTRE & FOURTH LLC, 15 S. 4TH STREET

CONCEPTUAL Certificate of Approval (COA) for the construction of a new 3-story mixed-use commercial structure to include 1st floor retail, 2nd floor offices, and 3rd floor mechanical/storage. *(Quasi-Judicial)*

Ms. Sadler presented the Staff Report analysis and recommended conceptual approval. She spoke of the scope of the project and mentioned that this project was presented to HDC previously and that the only change is the addition of a third story. Ms. Sadler said that although this is a conceptual approval, some unspecified aspects of this application would need to be resolved before final approval is given.

Jose Miranda, Miranda Architects, 309 ½ Centre Street Suite 109, spoke of the redesign and the new scope for this project and welcomed questions from the board.

Member Byrnes asked if the second-floor space would be rented to 1 or 2 tenants, and if so, if there will be a 2nd ADA compliant bathroom. Mr. Miranda answered that there would only be one tenant. He also discussed the need for compliances regarding access to the third floor.

Member Kosak asked about the previous plans and wanted to confirm that the pop-up on the third floor was the only change. Mr. Miranda noted no changes aside from the addition of the parapet and small detailed design changes.

Vice-Chair Pozzetta asked about the 10% landscaping requirement and suggested that the applicant should bring some creative solutions. Mr. Miranda spoke of window options or a vertical wall element, and rooftop elements that would be addressed during final approval.

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

Board Discussion was opened.

Vice-Chair Pozzetta noted that comments can be addressed at the final approval stage. Chair Filkoff commended the site design for being similar to the 1903 Sanborn Maps.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosak to approve HDC case 2025-0022 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0022, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic Design Guidelines to warrant CONCEPTUAL approval at this time.

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

5.2 HDC 2025-0023 - RICE ARCHITECT, AGENT FOR STACY H. + ROBERT I. MCKENZIE, 232 S. 7TH STREET

FINAL Certificate of Approval (COA) to construct new 150 sqft screen-covered porch in the rear, install a 60 sqft accessory structure to match existing elements of the principal structure, and install fencing to match existing fence material and color to screen the waste bin. *(Quasi-Judicial)*

Ms. Sadler presented the Staff Report analysis and recommended approval.

Mr. Akins, Rice Architects, 96187 Gateway Blvd, welcomed questions from the Board.

Member Byrnes asked about the scalloped lap siding. Mr. Akins clarified the definition and said the scallop siding is in sections and is in historic character. Member Byrnes also asked if the added porch is added to the original part of the structure. Mr. Akins said that it was the original part and noted that the existing windows were most likely from the 60s. After further discussion, Mr. Akins disclosed that the piers of the porch will be brick.

Member Kosak raised questions about the windows. She also noted that in relation to the shed, the HDC Guidelines requires a clear differentiation between the original structure and a new addition. Member Kosak and Mr. Akins discussed possible solutions since this is only a standalone structure.

Public Hearing was opened.

Rob Psulkowski, Built to Last Construction, 710 Beech Street, addressed the question about windows, and stated that some were being saved for use on the shed.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Byrnes seconded by Vice-Chair Pozzetta, to approve HDC case 2025-0023 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0023, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic 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.

5.3 HDC 2025-0024 - CITY OF FERNANDINA BEACH, 10 ASH STREET
Certificate of Approval (COA) to demolish a non-contributing structure located in the CRA, Atlantic Sea Food. *(Quasi-Judicial)*

Ms. Sadler presented the Staff Report analysis and provided context on the condition of the property. She stated that although it is one of the last culturally significant properties in the CRA, a FL Master Site file was made to document the structure. She based her approval of the demolition on the structural damage assessment of the property.

Jeremiah Glisson, Deputy City Manager, spoke on behalf of the applicant.

Vice-Chair Pozzetta complimented Ms. Sadler's presentation. He then commented on the removal of the Atlantic Seafood sign. Mr. Glisson noted that Mr. Saltmarsh is the one that removed the sign with the intention that it be incorporated at the newer Atlantic Seafood location on Sadler Road and that other elements of the facilities will be salvaged for a project Mr. Saltmarsh is currently working on.

Member Byrnes asked whether anything inside the building is worth salvaging. Mr. Glisson explained that, although the building is in poor condition, they intend to recover any usable materials and have also spoken with local artists who may show interest in items with nostalgic or community value.

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

Vice Chair Pozzetta requested that there be some sort of sensitivity to the demolition seeing that historic aspects should be preserved, especially if people in town are interested in harvesting the materials. Chair Filkoff interjected and asked Mr. Glisson about the commitment to salvaging materials. Mr. Glisson stated there has been discussion but no commitment to salvaging material, mainly because of any pending approval from this board and the Army Corps of Engineers.

Member Kosak spoke about the building and its iconic cultural memory. She suggested a small vignette be made in the museum as a homage to its history and memory.

Chair Filkoff asked Ms. Sadler if she plans to take additional photographs of the structure to meet the requirements. Ms. Sadler noted that the photos in the structural damage assessment met her expectations, but that she will obtain more images.

Chair Filkoff requested that there be pieces of the building saved for an exhibit at the Amelia Island Museum of History

Mr. Glisson commented that the Museum is part of the process in preserving its memory. He also mentioned the intention to possibly to salvage some material to include into the northern section of the waterfront park or in Phase 2 of the CRA development. Mr. Glisson presented renderings of the waterfront park and further explained that the demolition will facilitate the completion of the seawall along with many other elements of that project.

Vice-Chair Pozzetta reiterated the need to document this project with additional photos of the structure as a whole.

ACTION TAKEN: A motion was made by Member Byrnes seconded by Vice-Chair Pozzetta to approve HDC case 2025-0024 with the following condition: that overall photos of the exterior elevations be taken; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0020, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Community Redevelopment Area 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.

5.4 HDC 2025-0025 - MICHAEL STAUFFER, ARCHITECT, AGENT FOR JEFFERY L. HASKETT TRUST, 122 S. 6TH STREET

Certificate of Approval (COA) to demolish existing walkways and replace it with pea gravel with flagstone, remove existing patio and retain bricks, remove existing shed and replace it with a new larger shed, and install new fencing and gates *(Quasi-Judicial)*

Ms. Sadler presented the Staff Report analysis and recommended approval. She provided context of this structure and the scope of the project along with a recommendation that, although not required, the applicant consider painting the shed.

Michael Stauffer, 1417 Sadler Road, stated that they are working to reuse as many pavers as possible and that all walking areas will be gravel and stone since there are not enough original bricks left over. Mr. Stauffer also clarified that the shed is prefabricated.

Vice-Chair Pozzetta asked Mr. Stauffer why a prefabricated shed was selected instead of a custom design. Member Kosak commented that the only mitigating factor of this type of shed is the shed's placement, which is set back and not visible from the street. Mr. Stauffer confirmed that it will be painted and will match the rest of the house.

Member Kosak asked additional questions about fencing and wanted clarification regarding the color and placement. Mr. Stauffer clarified that it would match the existing fence color as well as the neighbor's fence behind them.

Member Byrnes raised questions about the setbacks and how the shed was going to be perceived from the road. Mr. Stauffer noted that it may be a foot or so in view. to which Member Byrnes suggested that some sort of landscaping could be added to conceal the offset.

ACTION TAKEN: A motion was made by Member Kosack seconded by Vice-Chair Pozzetta to approve HDC case 2025-0025 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0025, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic Design Guidelines to warrant FINAL approval at this time.

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

6. BOARD BUSINESS

6.1 Review Updates to Window Survey

Ms. Sadler provided the Board with updates to the Window Survey. She explained that after speaking with Ms. Prince that several questions regarding the "design professional" language were brought up. She provided the

amendment in question and asked for additional feedback.

Vice-Chair Pozzetta said that he is looking for thorough documentation and more associated images for an accurate survey.

Ms. Byrnes asked about the technical aspects of the survey. She suggested that a key plan be provided to show the window locations. She also made a recommendation to remove the word "preferably" in the sentence "…preferably with historic preservation experience."

Ms. Prince explained that she suggested language in order to give people more flexibility.

Chair Filkoff said that she's not opposed to either change and Ms. Sadler clarified which conditions in the language she would change.

Member Sherstad-Schaller questioned if there was a better procedure to identify windows and suggested adding a column where the applicant could add photos.

The Board discussed the "2025 timestamp" on the document, which Ms. Sadler added to clarify which version the applicant was using.

Vice-Chair Pozzetta and Member Kosack discussed the technical details of the survey and Ms. Sadler noted that she would follow up with Board members regarding any revisions they would like to propose.

Lastly, Chair Filkoff stated that this item can be placed on the December HDC Board Business agenda.

6.2 Edits to the 2024 City of Fernandina Beach Historic Downtown Design Guidelines

Ms. Sadler reported that she has been coordinating with the Marquis + Lattimer, compiling revision notes to ensure the Board's concerns are addressed before the document goes to the City Commission.

Board members discussed the project timeline, the possibility of editing in-house through InDesign, the concern of additional incurred cost for edits, and the possibility that some changes could be made internally.

Chair Filkoff inquired about how the vendor was originally selected and emphasized the need for a clearer cost–benefit assessment, especially understanding the long-term maintenance expenses. She suggested continuing this discussion in December 2025. Ms. Pearson said maintenance needs vary by project and that the product and the maintenance process should be considered separately. She then added that City procedures for such process are already in place.

Board Members agreed that the current vendor should be informed that additional feedback will be coming and that revisions should be handled in one comprehensive review rather than in segments. Vice-Chair Pozzetta noted that once the guidelines are published, compliance issues will inevitably arise.

Ms. McCann referred to a similar proposal with Municode and Ms. Pearson stated that overall management decisions will guide next steps.

6.3 STAFF REPORT

Staff Certificates of Approval (COA) - September 2025
Staff Certificates of Approval (COA) - October 2025

Board Members had no comments regarding the COAs.

Ms. Sadler introduced an unlisted agenda item and presented a historic horse trough and complementing carriage

steps found at the City maintenance yard. Ms. Sadler asked if the Board had any recommendations as to where the City would like to see it displayed for the public.

Ms. Filkoff gave a brief history of the trough and encouraged the artifact to be put in public view.

The board engaged in other conversations regarding this artifact and continued to speak about similar cases of items being misplaced and not having record of current location.

Chair Filkoff expressed her concerns about repeated incidents of dismissing the HDC preservation process and called upon Ms. Prince to speak on proceedings required for HDC approval.

Ms. Prince commented that on many occasion the City makes broad brush exemptions where they may not have to come to this Council for approval but that the City should, at minimum, address these decisions with the Council to document the changes being made.

6.4 Peck Center National Register Nomination

Ms. Sadler reported that, following her most recent draft submission to the Department of Historical Resources, she received five pages of comments requesting further revisions. She noted that Ms. Tarmey facilitated a meeting with DHR staff, and that this support has been helpful in preparing for the next resubmission. Ms. Sadler expressed renewed momentum and confidence in completing the nomination.

Member Kosak asked about the resubmission timeline, and Chair Filkoff followed by inquiring whether Ms. Sadler had a target date in mind. Ms. Sadler indicated that she anticipates needing approximately three months to complete a revised draft that incorporates DHR's requested information. She then yielded the floor to Ms. Prince for Attorney Comments.

Ms. Prince addressed earlier concerns raised by Chair Filkoff regarding board approvals and HDC procedures. She explained that she and City Manager Campbell have discussed creating a chart to clarify which items require approval from various boards and staff. She then shifted to the topic of paid parking signage, explaining that its removal from the agenda was due to an active lawsuit, which has slowed the approval process. She also sought clarification on the HDC's role in reviewing signage related to this project.

Vice-Chair Pozzetta expressed concern that the Board is being perceived as a barrier that is part of established processes. Chair Filkoff agreed, adding that the City appears to view the HDC as an obstacle to "quick action." She also noted the presence of several signs that do not comply with current guidelines, including some that are oriented away from the locations they are meant to serve.

7. PUBLIC COMMENT

Jack Imber, 1003 Broome Street, expressed appreciation for the meeting and emphasized the HDC's role as the community's check-and-balance for preservation. He raised concerns about the consideration of paid parking signs, questioning whether they align with the City's historic character. He described the current community tension as one of the worst controversies he can recall, noting boycotts of local businesses and a strong public desire to protect local history.

Vice-Chair Pozzetta commented on the ad hoc committee, noting confusion about recent meeting cancellations after he had prepared research and questions which were never addressed or answered.

Member Kosak asked staff whether there had been any Board pushback on the proposed signage; Ms. Sadler confirmed that only Member Kosak and Member Byrnes had raised concerns. Additional discussion followed regarding the paid parking signs.

Chair Filkoff reflected on broader community discord, pointing to the lack of a shared community vision. She

highlighted infrastructure issues and stressed the City's need for revenue for Downtown maintenance and repairs.

Vice-Chair Pozzetta requested updates on the Waterfront Park and the "Peg Leg Pete" statue. Chair Filkoff noted she had no updates. She also inquired about the Standard Marine building. Ms. Sadler stated she would follow up with Jose Miranda and senior staff for updates.

8. ADJOURNMENT 7:09 PM

_____ _____

Mackennah Tarmey, Recording Secretary Arlene Filkoff, Chair

Historic District Council Windows List

As amended from time to time – Approved 12/18/2025

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

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

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY Any product line approved for use on historic structures can also be used on new construction. Window style and light pattern 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) Mi 1650 Double Hung with Exterior Grids

Window Survey Submission Requirements

Purpose

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

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window is required to be documented. This should be undertaken in the form of a Window Survey completed by a design professional which is defined as a preservation consultant or architect, building contractor, or engineer with historic preservation experience other than as window sales or manufacturing representative. The Window Survey purpose is to identify the extent of deterioration in each window and to provide a decision base as to whether the windows can be repaired or whether they must be replaced.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. For the windows where work is proposed, provide a comprehensive site plan of the location of the windows and identify them with numbers that key into the window survey. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs. Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of each façade of the entire building
- Full-frame, close up shot of each individual windows from the exterior
- Full-frame, close up shot of each shot of individual windows from the interior
- Close-up views of intersection of the window frame at the head, jambs, and sill
- Close-up views of window sashes, top rail, bottom rail, side rails, the meeting rail, and the munitns (if any)

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows are proposed to be replaced, and what the proposed new window treatments will be. The form shall provide an identification system that coordinates induvial windows on the plans with its corresponding photographs. The Window Survey shall identify the existing material of the window and the type of window that it is. A key shall be provided for any abbreviations used in this identification. For example, WD DH could represent a wooden, double hung window and MTL CASE could represent a metal casement window . The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

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

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

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

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

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

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

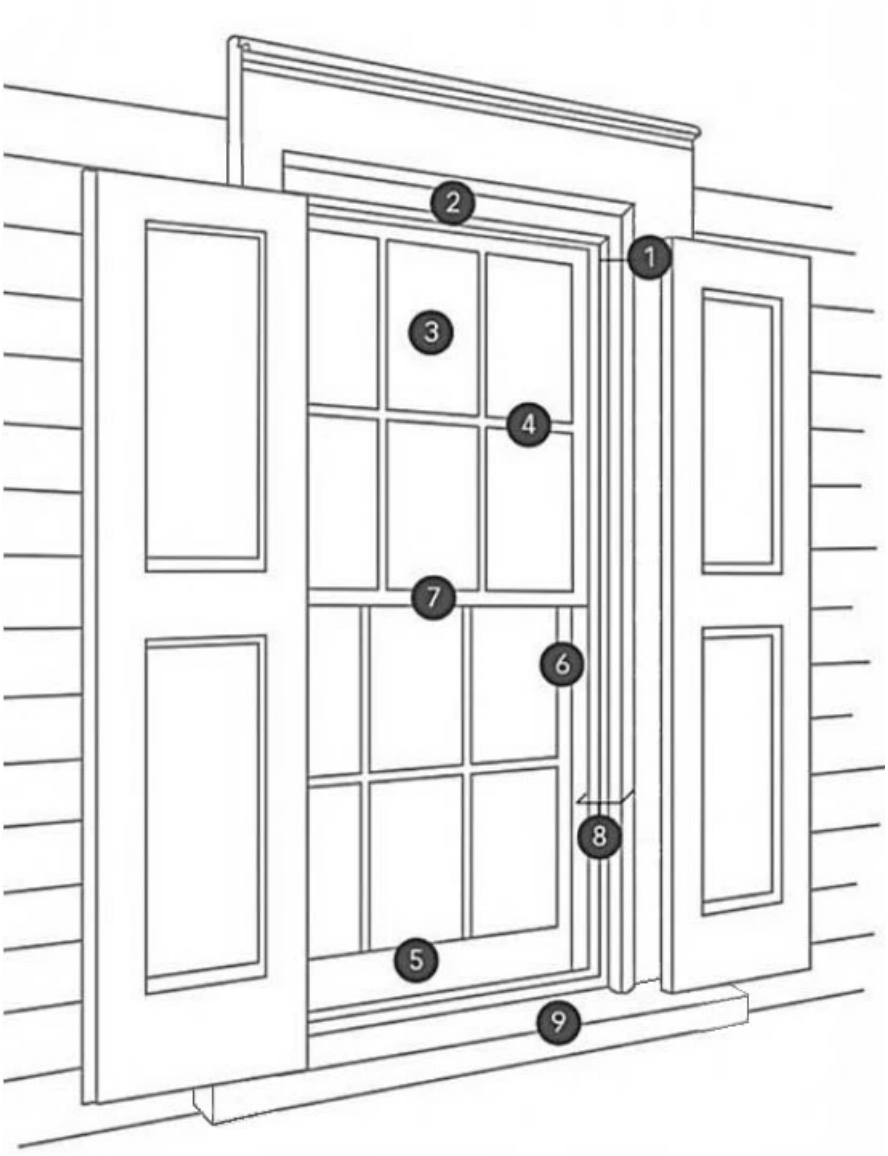
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

On the Window Survey form under “Existing Conditions,” each sill, frame, and sash is rated as to whether it is Class I, II, III, or IV. After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates.

Replacement

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

ANATOMY OF A WOOD WINDOW



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

Additional Window Resources

Reach out to Historic District Council Staff Liaison: Mia Sadler, City Planner with questions, clarification, or additional assistance in completing this required Window Survey. Email: msadler@fbfl.city

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

Window Survey

Date:

Sheet **of**

Project Name:

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

Example Motion for Item 6.1, Revisions to the Window Survey:

I move to approve/deny the HDC Windows Survey & Approved Window List as amended on December 18, 2025 to make it the standard and required document and process for historic window projects in the Historic District, as permitted by Land Development Code Section 8.02.02 (I).

CITY OF FERNANDINA BEACH **Mia Sadler**
Department of Planning and Conservation Planner II

December 11th, 2025

Dear Historic District Council,

This letter outlines the history of the 2021 Revisions to the Old Town Preservation and Development Guidelines and the Planning & Conservation Department's intent to conduct community outreach and move the revision through the adoption process.

The Old Town Preservation and Development Guidelines (OTPDG) is a crucial instrument for historic preservation, protecting neighborhood character, and maintaining the defining planning features of the Nationally Registered Historic District, Original Town of Fernandina Historic Site. OTPDG is adopted by reference per Land Development Code section 1.06.00. The current adopted OTPDG was revised in 2013 from the 1999 document. In 2020, grant funding was sought and awarded to the City to partner with the University of Florida to revise the document to increase usability, understanding, and to update the photos (Exhibit A). Following the creation of the document it was not formally adopted by the Historic District Council (HDC) or City Commission.

From my understanding though speaking with HDC members and City staff, the 2021 updates guidelines were not adopted because there were concerns from residents of Old Town. Residents were weary to support revised guidelines that would increase government purview over private property. However, this document does not expand limitations for what can be done with private property, the bulk of the text in the document was taken directly from the previous versions. The main changes to the document in 2020 were adding graphics and photos that clarify what the original document prescribed.

In order to honor the grant funding and adopt a vastly more user-friendly document, I propose that outreach to Old Town be conducted to hear out and address concerns of the residents. Following outreach and surveying, concerns can be addressed and changes to the document could be considered by HDC and staff. The proposed timeline below outlines the desired time frame for outreach and sending the document back through the adoption process.

Timeline

Date	Activity
December 18th, 2025	HDC meeting, publicly announce outreach opportunity
January 5th, 2026	On site Old Town Community Engagement
January 15th, 2026	HDC meeting, review feedback from residents
February 19th, 2026	HDC meeting, HDC votes to recommend approval or denial of 2021 Revisions to Guidelines
Tentatively April 2026	City Commission first reading to adopt
Tentatively May 2026	City Commission second reading to adopt

Respectfully submitted,

M. Sadler

Mia Sadler, HDC Staff Liaison and Planner II

Attachments:

Exhibit A: Old Town Preservation and Development Guidelines [2021 Revisions]

Exhibit B: Flyer for Outreach Events, including QR code to survey

OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES

[2021 revision]

Florida Department of State, Division of Historical Resources

City of Fernandina Beach, Florida, 1825

Amelia Island Museum of History, Unlock the Past

UF Historic Preservation, University of Florida

July 28, 2021

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

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

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

Table of Contents

Introduction

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

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

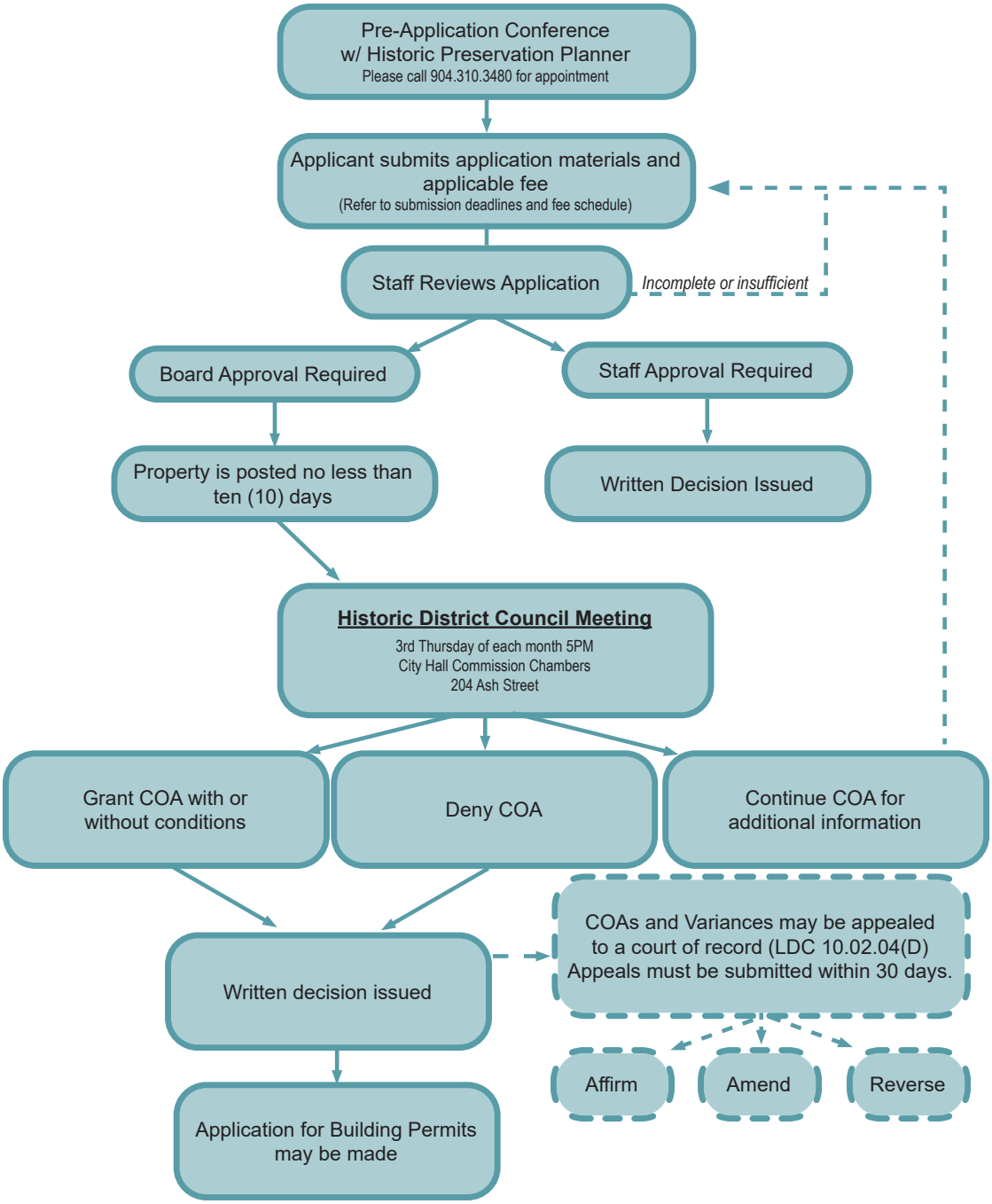
As part of the review process by the City and Historic District Council (HDC), these guidelines are intended for use by property owners, residents, City staff, and members of the Historic District Council, among others.

Design Review Process

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

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

Certificate of Approval Process



Historical Significance

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

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

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

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

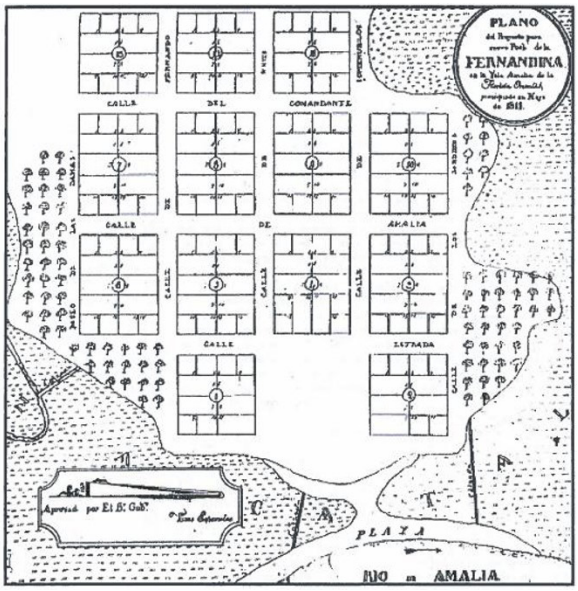


Figure 1: Original plan of Old Town Fernandina as platted by Spanish colonists in 1811.

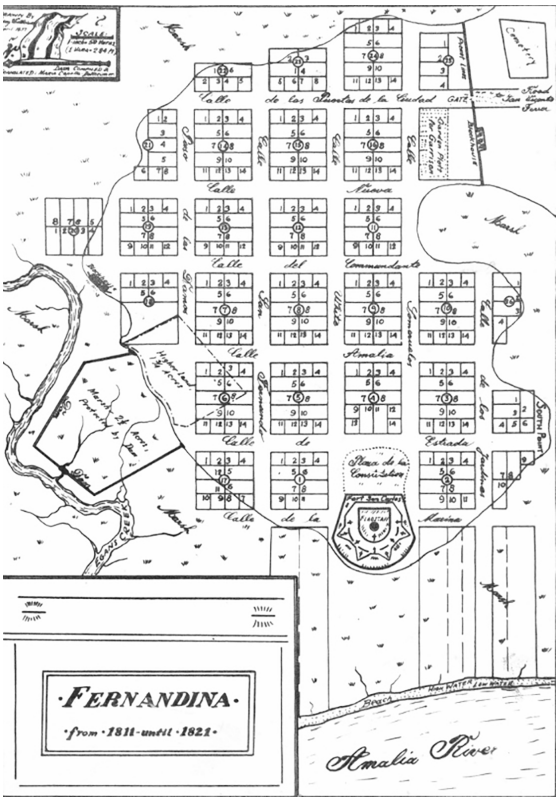


Figure 2: Map of Old Town drawn by Franz Dollheimer in April 1937 based on data compiled and translated by Maria Copella Dollheimer.

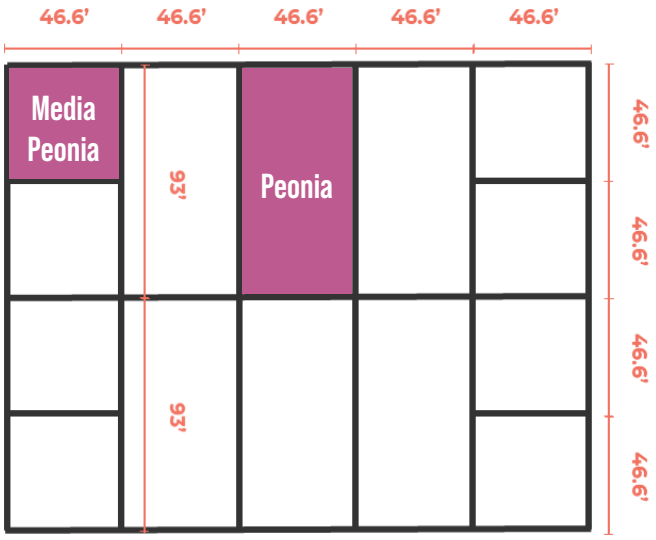


Figure 3: Typical block with peonia (original, full lots) and media peonia (original, half lots).

Old Town Plan

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

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

Section 1: Existing Trees and Landscape

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

Goal:

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

Considerations:

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




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

Section 2: Use

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

Goal:

Regulate building use focused primarily on residential and limited commercial.

Considerations:

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

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

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

Section 3: Visibility Corridors

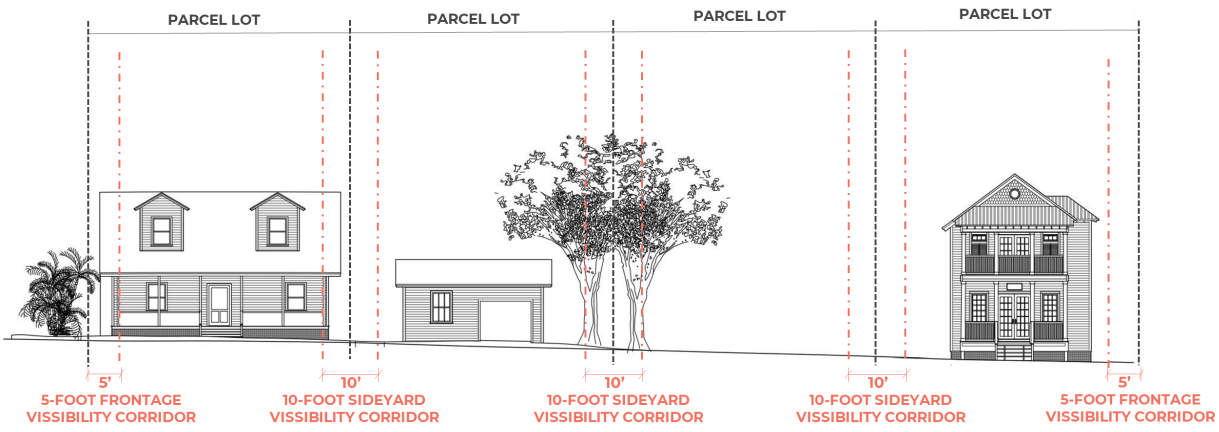
Setbacks in the Old Town Historic District are referred to as lot “visibility corridors.” They are a primary tool for spatially recognizing and helping preserve the historic Spanish grid as it was originally platted in 1811 and expanded over time.

Goal:

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

Considerations:

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



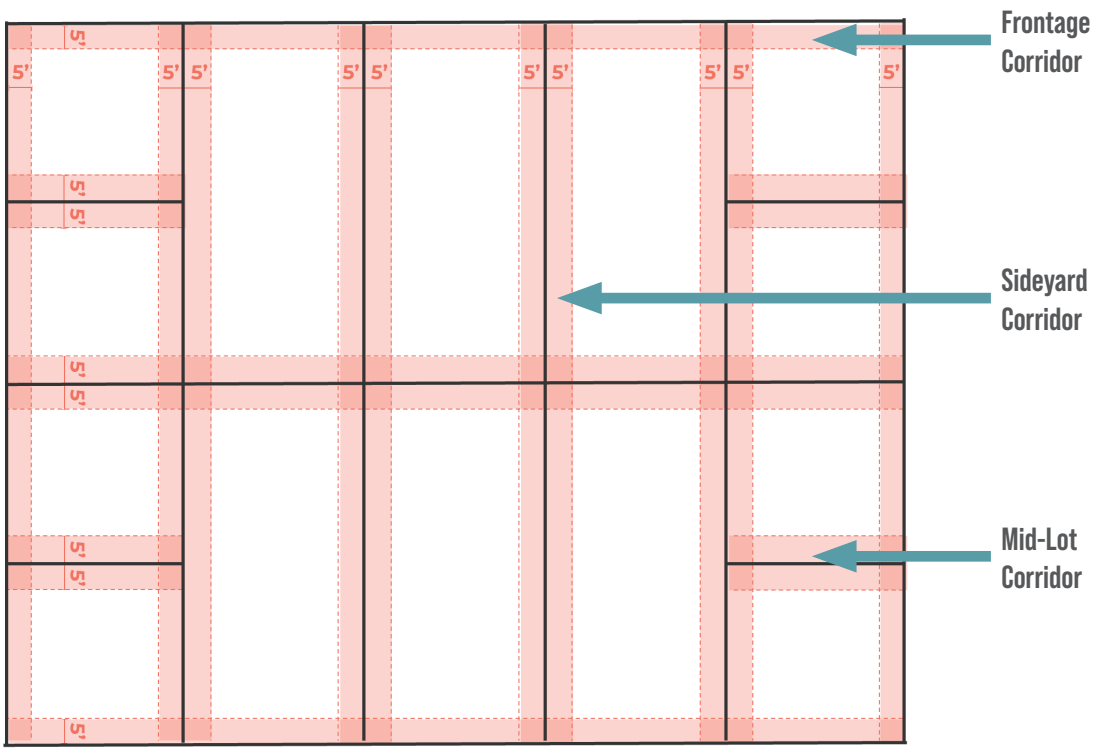


Figure 6: Visibility Corridors plan diagram for a typical block.

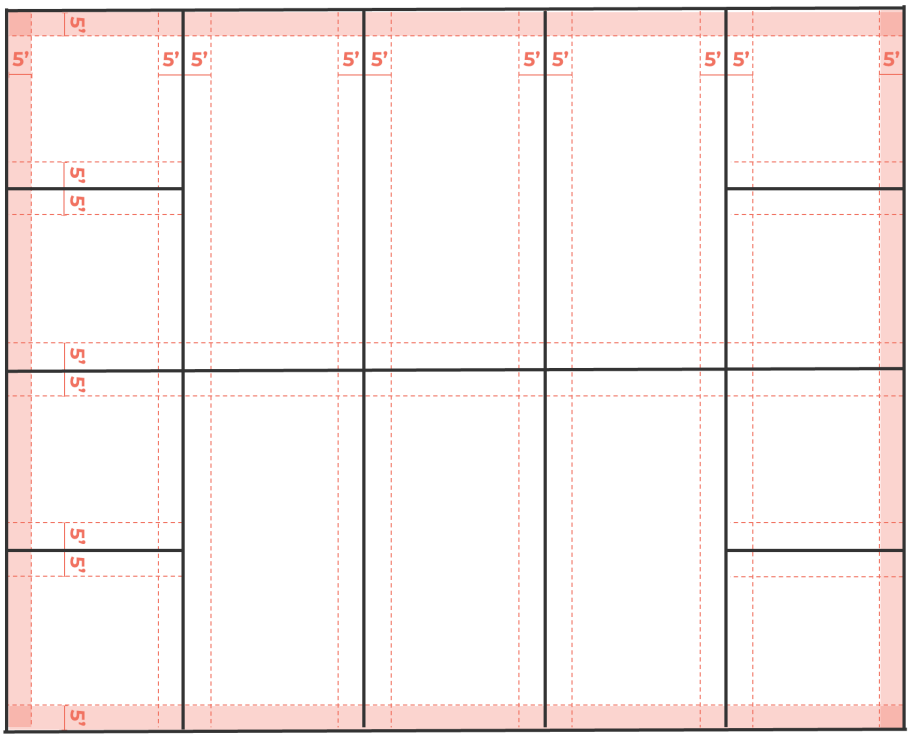


Figure 7: Frontage Corridors plan diagram for a typical block.

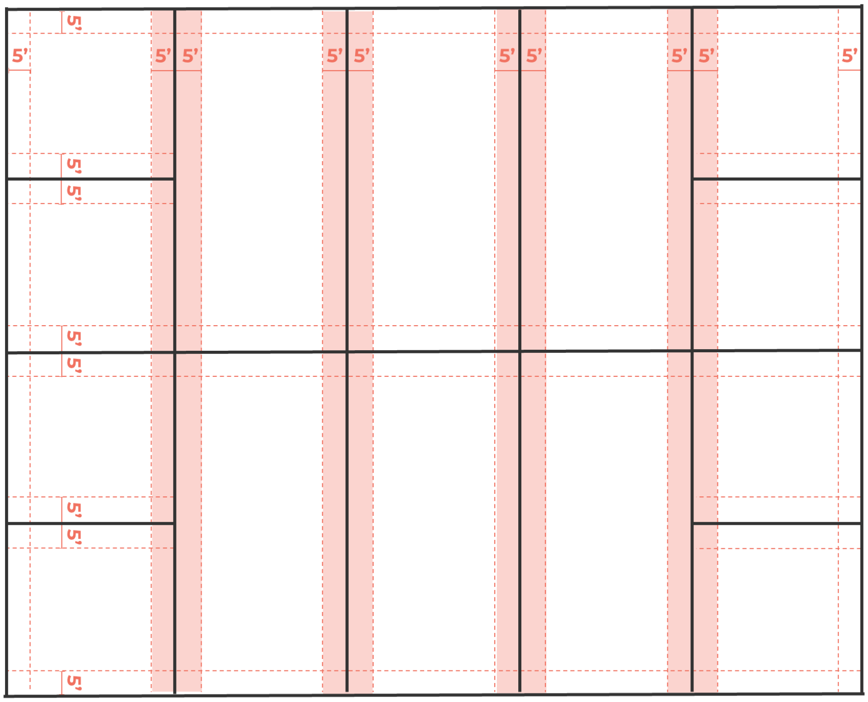


Figure 8: Sideyard Corridors plan diagram for a typical block.

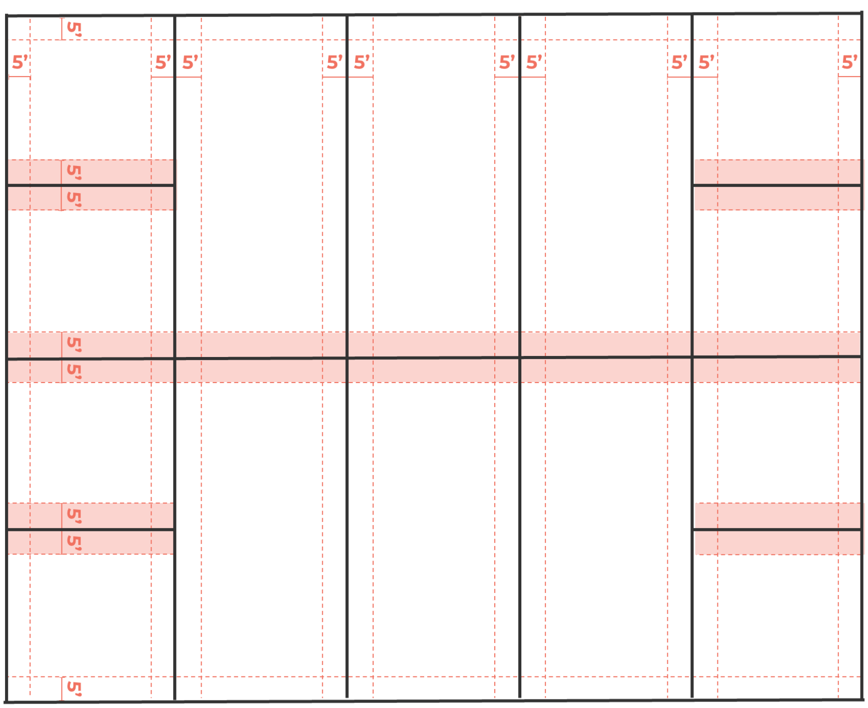


Figure 9: Mid-Lot Corridors plan diagram for a typical block.

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Section 4: Density, Scale, and Massing

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

Goal:

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

Considerations:

1. The total lot coverage is 45%.
2. Lots are a single peonia, two media peonia combined, or what is referred to as an “assemblage” of one or more peonias and / or media peonias.
3. Buildings are designated as “Primary” or “Out Buildings.” Primary Buildings are the principal unit of occupation, i.e. private residential unit. Out Buildings are ancillary to the primary structure in size and degree of occupation.” Out Buildings include garages, garage apartments (also known as Accessory Dwelling Units or ADU as defined by the Land Development Code), storage sheds, greenhouses, workshops, and gazebos.
4. Out Buildings can be stand alone or be connected to Primary Buildings by “connecting elements” – enclosed spaces that are not permanently conditioned. Unconditioned Connecting Elements are not considered as part of the 45% lot coverage. Examples include: porches, pergolas, colonnades, loggias, Florida Rooms, breezeways, and carports (refer to Section 5).
5. There is a maximum building height restriction of 35-feet for Primary Buildings and 24-feet for Out Buildings (Accessory Dwelling Units or ADU).

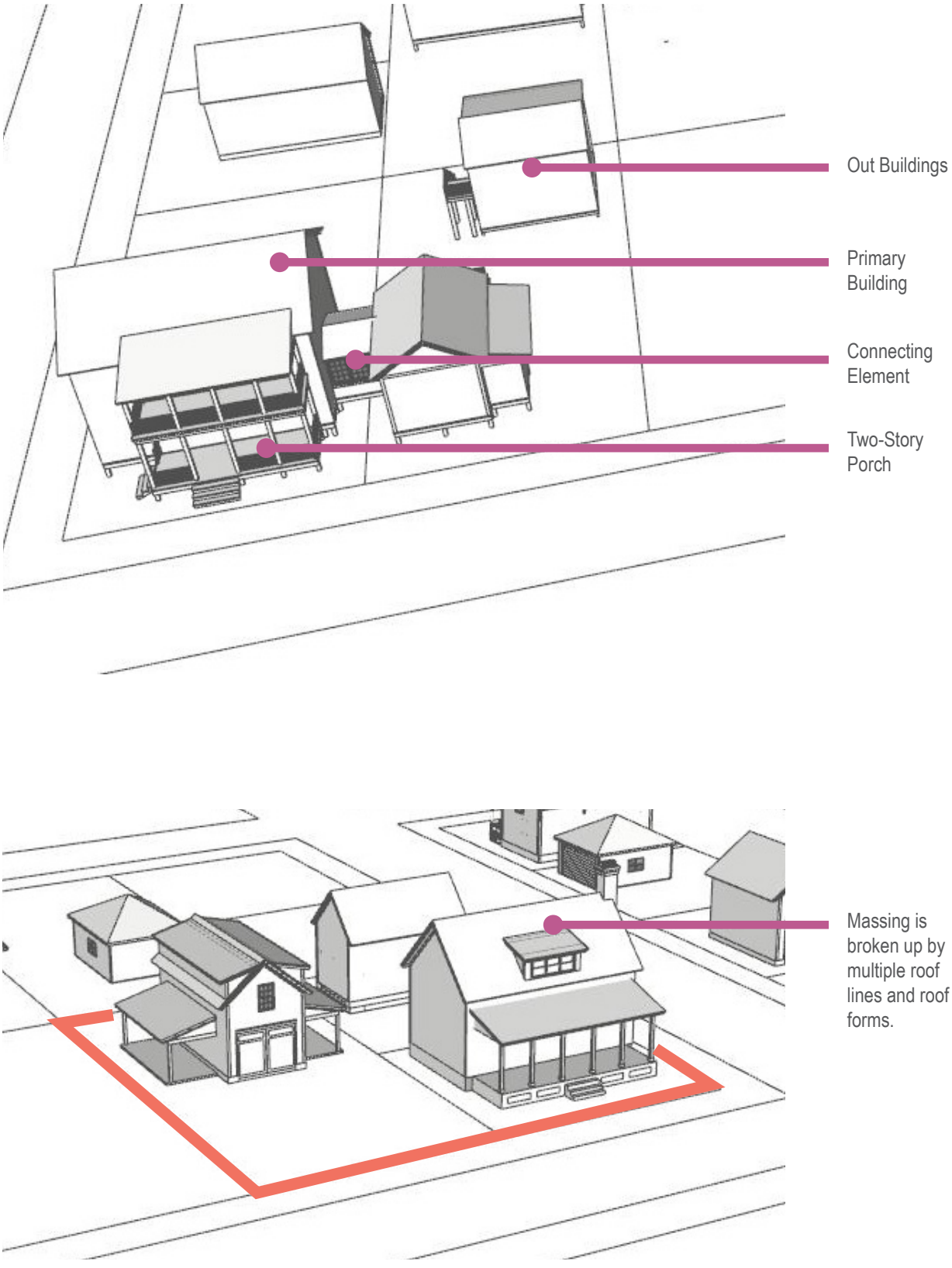


Figure 10: Rather than a single structure, property owners are required to distribute the massing of buildings into a Primary Building and Out Building(s) with a total maximum lot coverage of 45%.

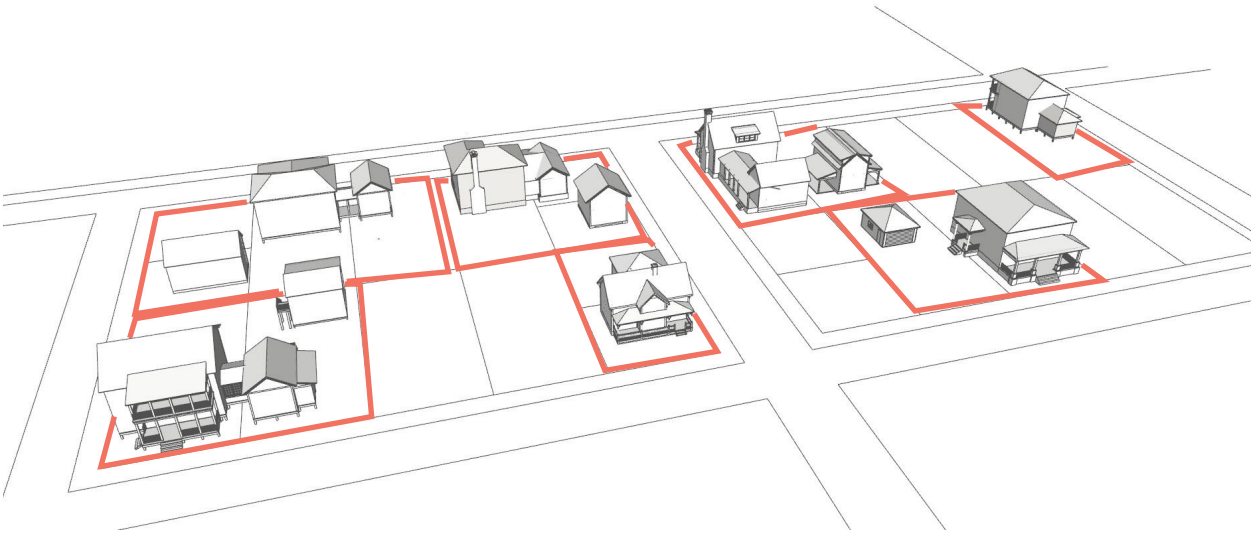


Figure 11: Examples of density, scale, and massing.

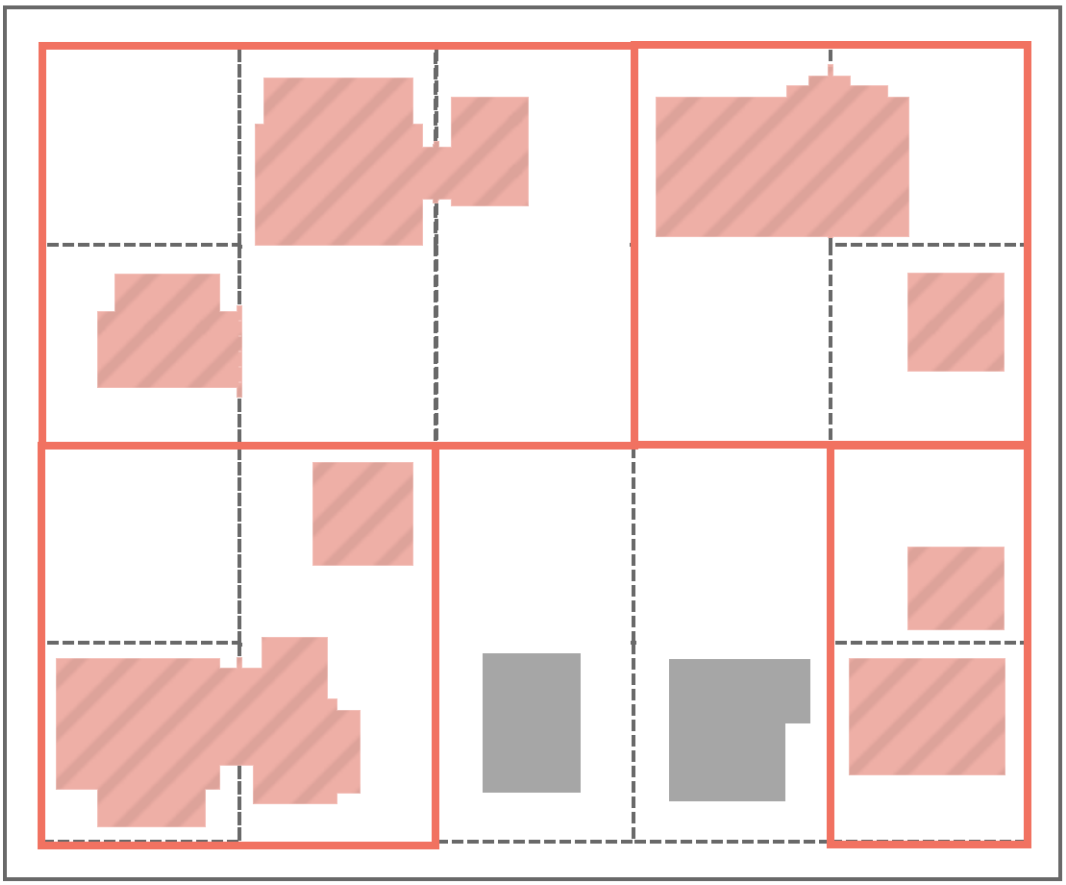


Figure 12: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

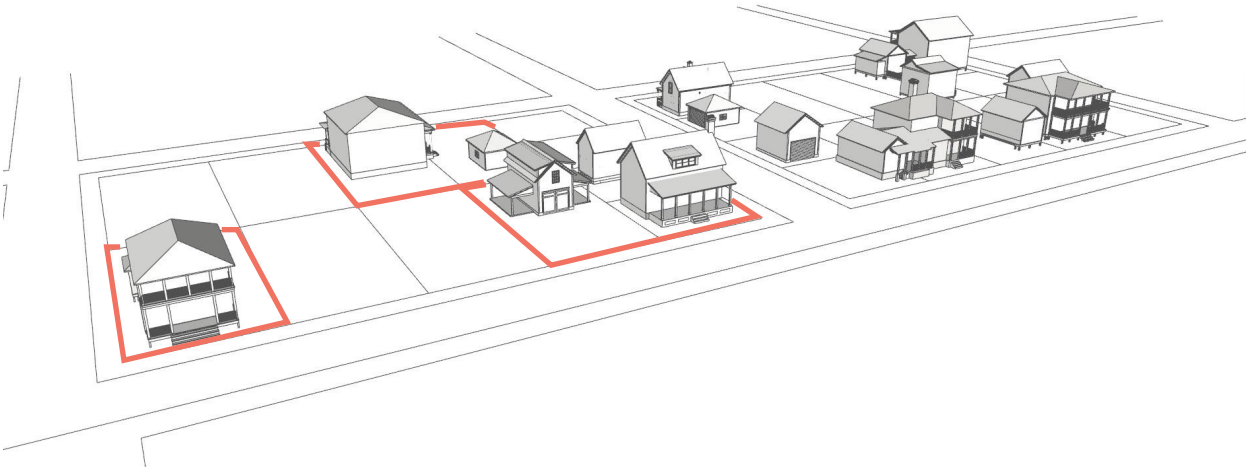


Figure 13: Examples of density, scale, and massing.

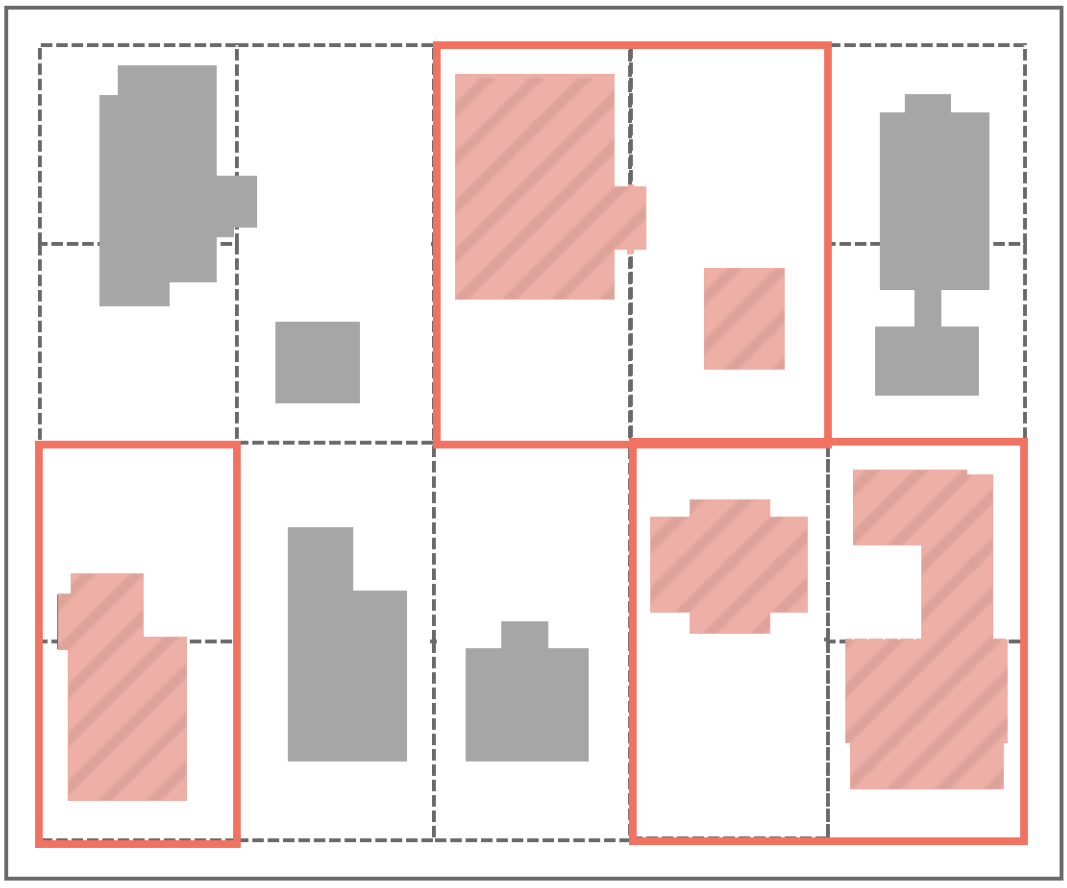


Figure 14: Plan depicting distribution of primary and out buildings on lots of varying size and configuration.

Section 5: Sideyard and Mid-Lot Visibility Corridors

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

Goal:

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

Considerations:

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

Figure 15: Example of a Sideyard Open Visibility Corridor.

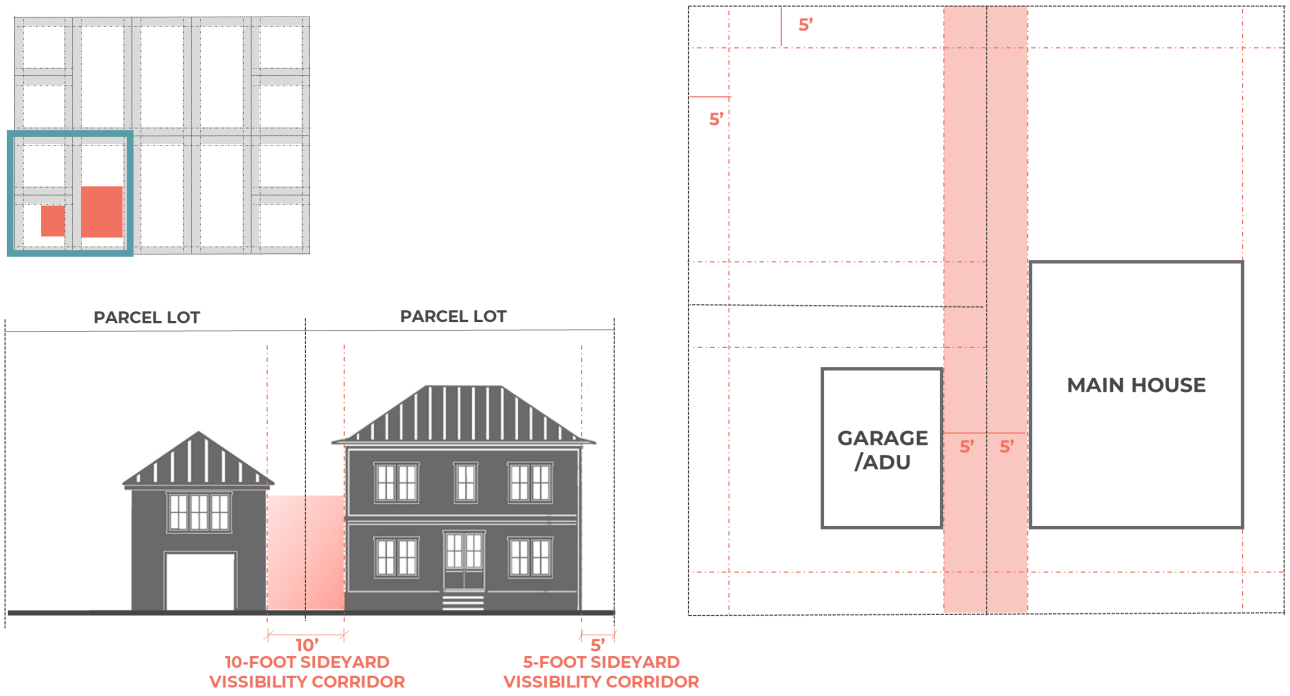


Figure 16: Sideyard Visibility Corridor – Open Corridor option.

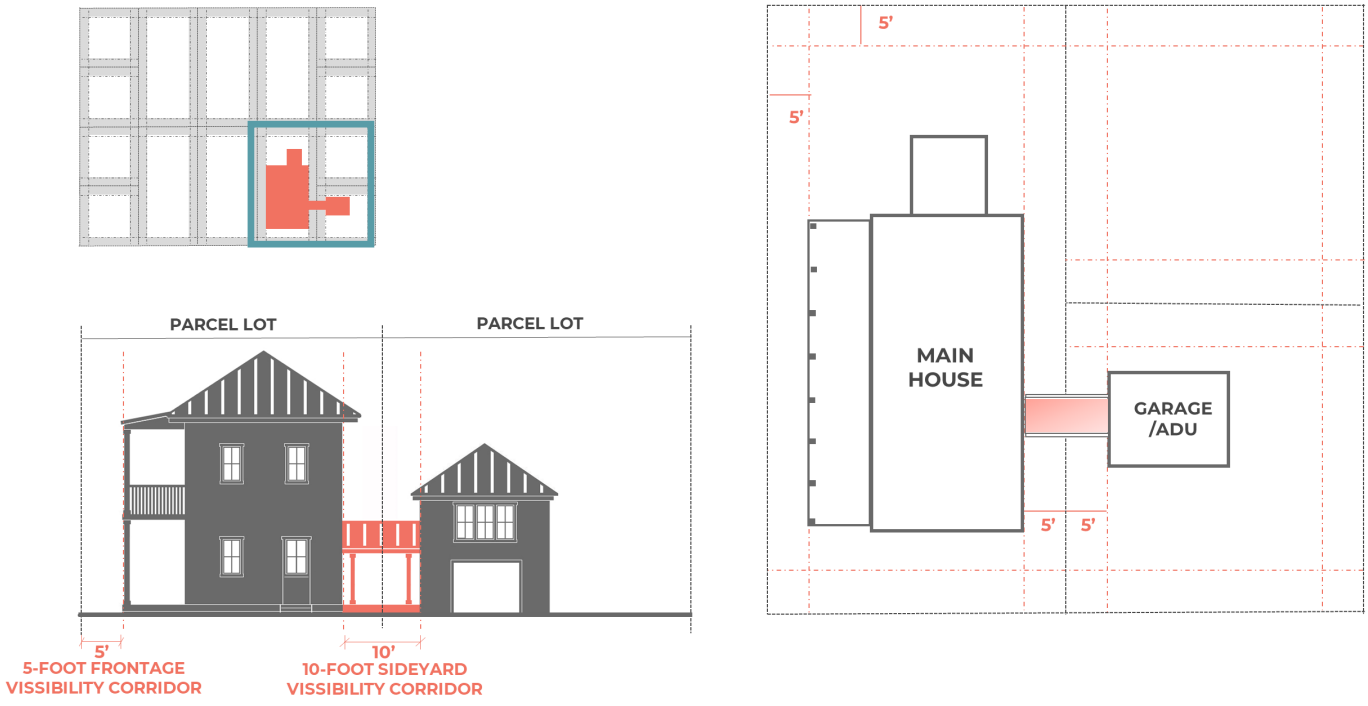


Figure 17: Sideyard Visibility Corridor – Open Breezeway option.

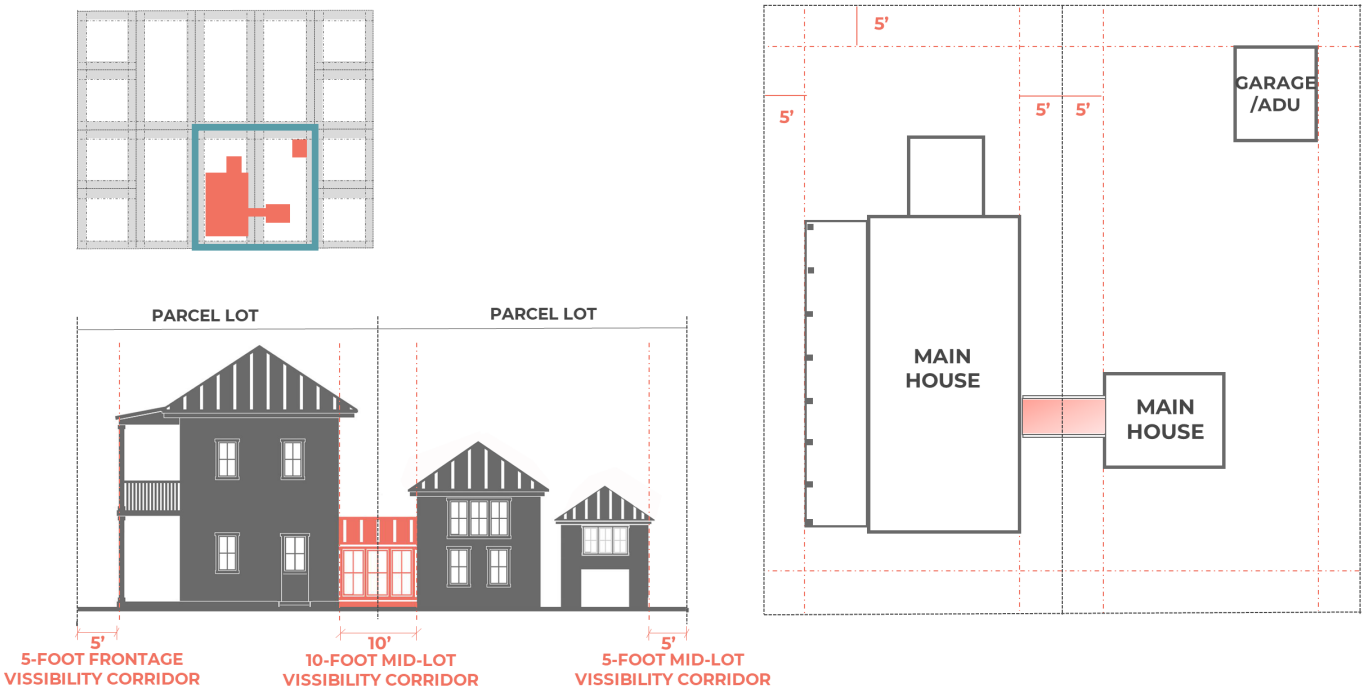


Figure 18: Sideyard Visibility Corridor – Enclosed Breezeway option.

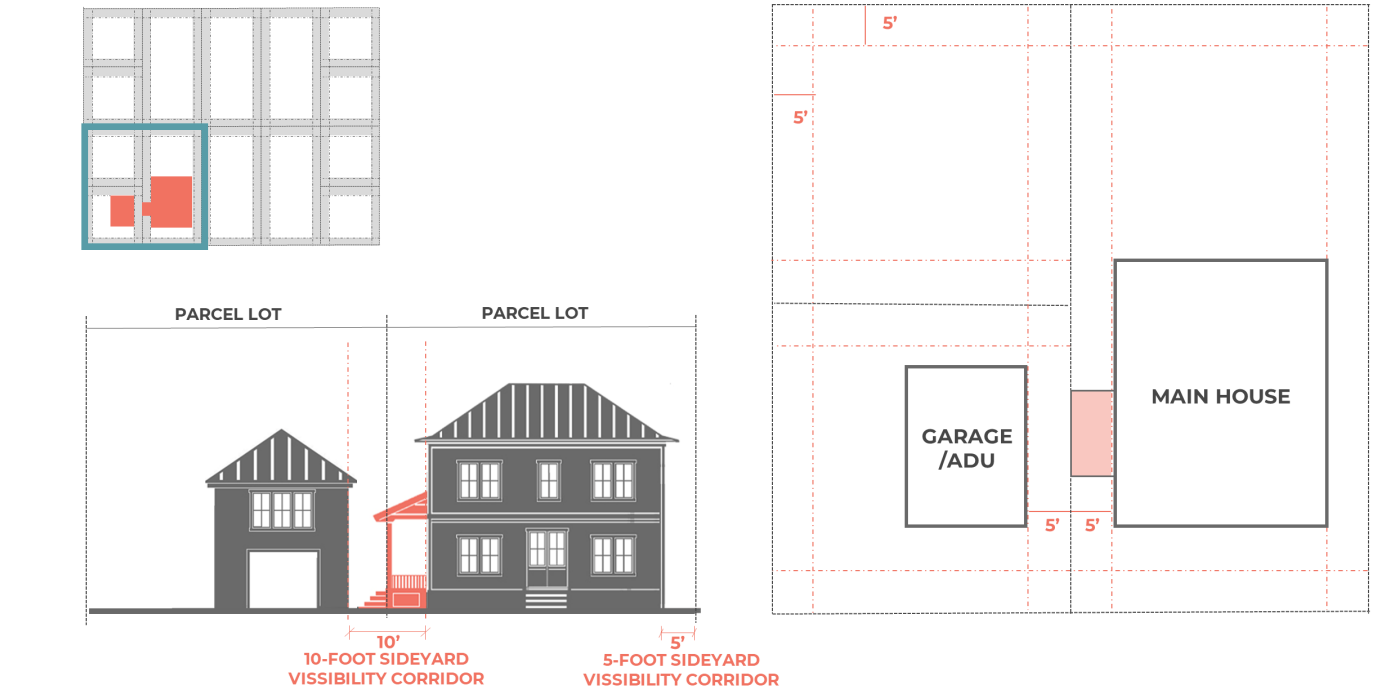


Figure 19: Sideyard Visibility Corridor – Porch / Double Story Porch option.

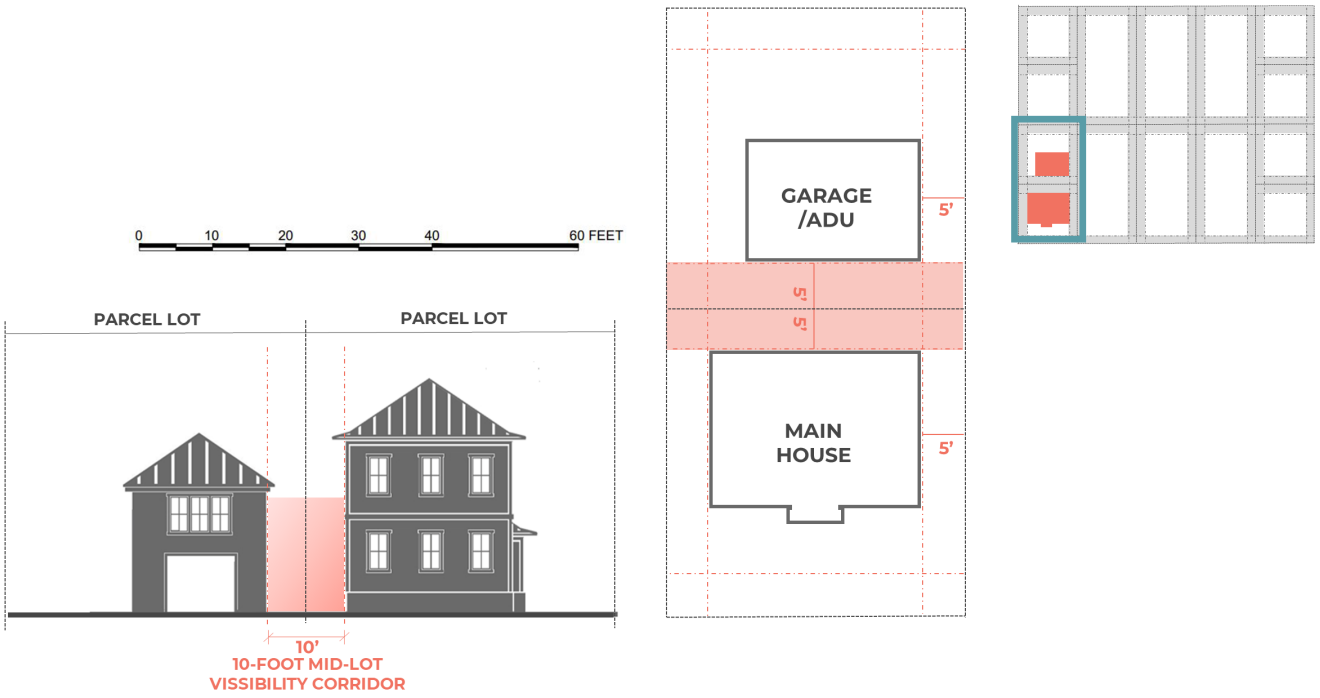


Figure 20: Mid-Lot Visibility Corridor – Open Corridor option.

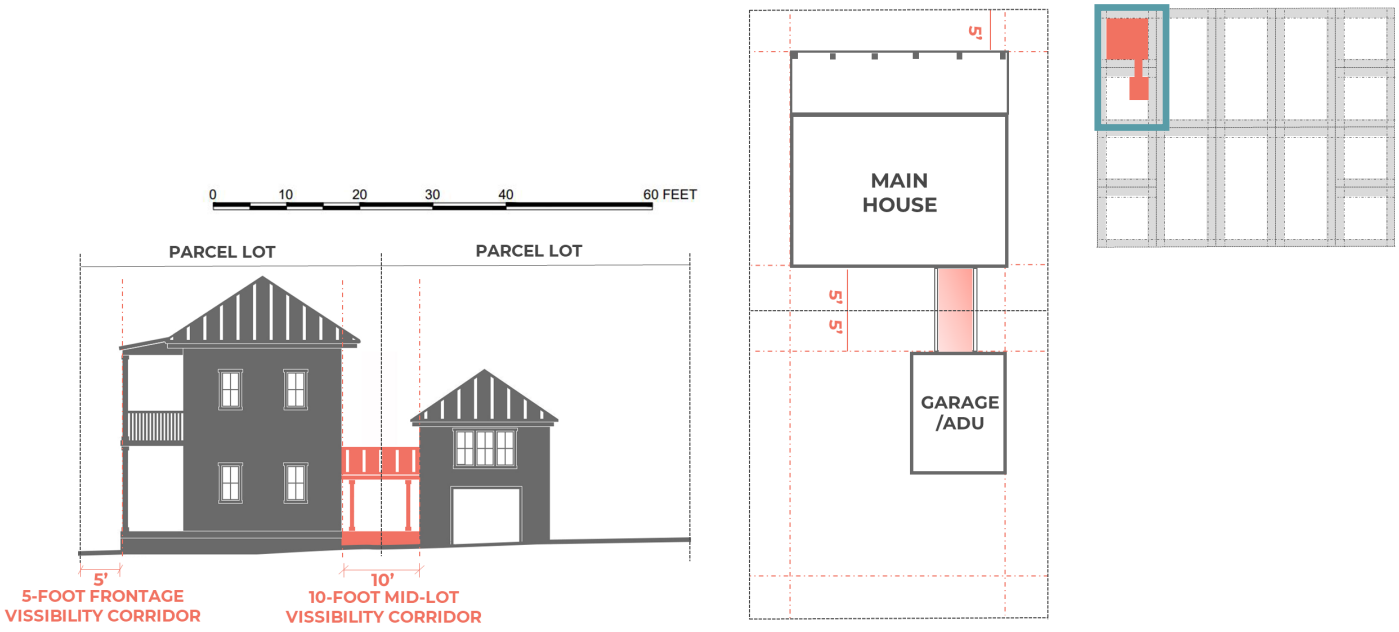


Figure 21: Mid-Lot Visibility Corridor – Open Breezeway option.

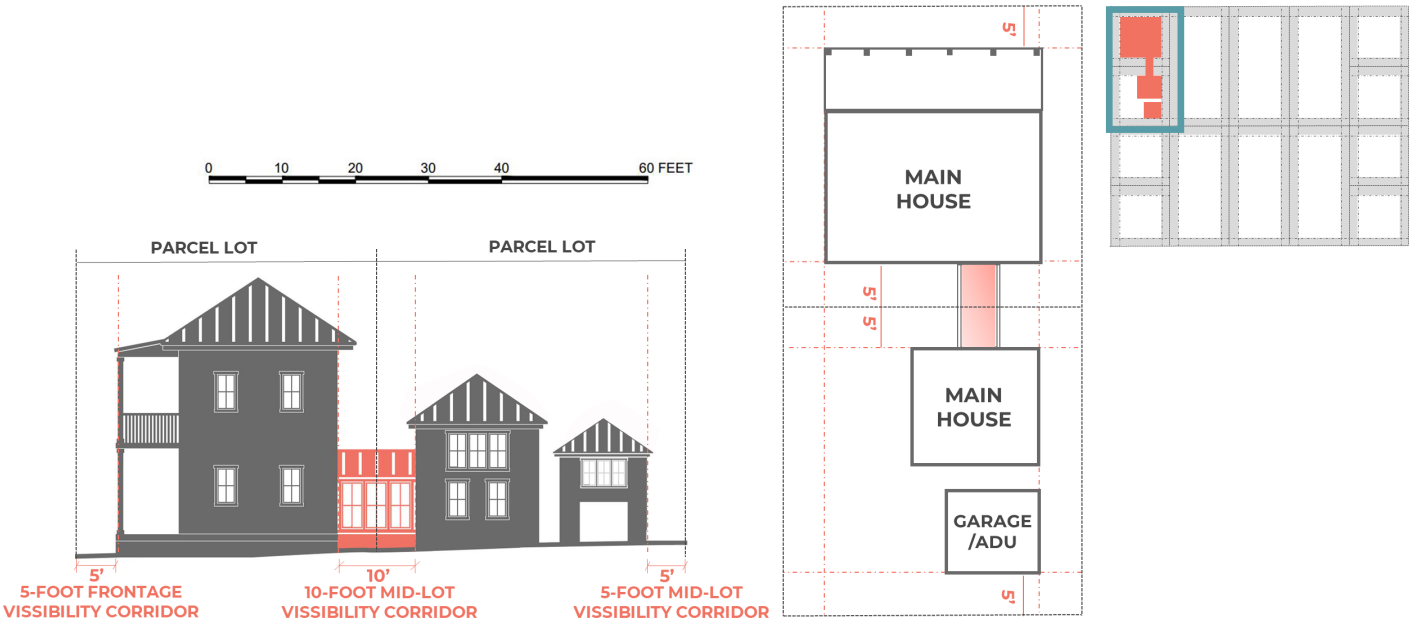


Figure 22: Mid-Lot Visibility Corridor – Enclosed Breezeway option.

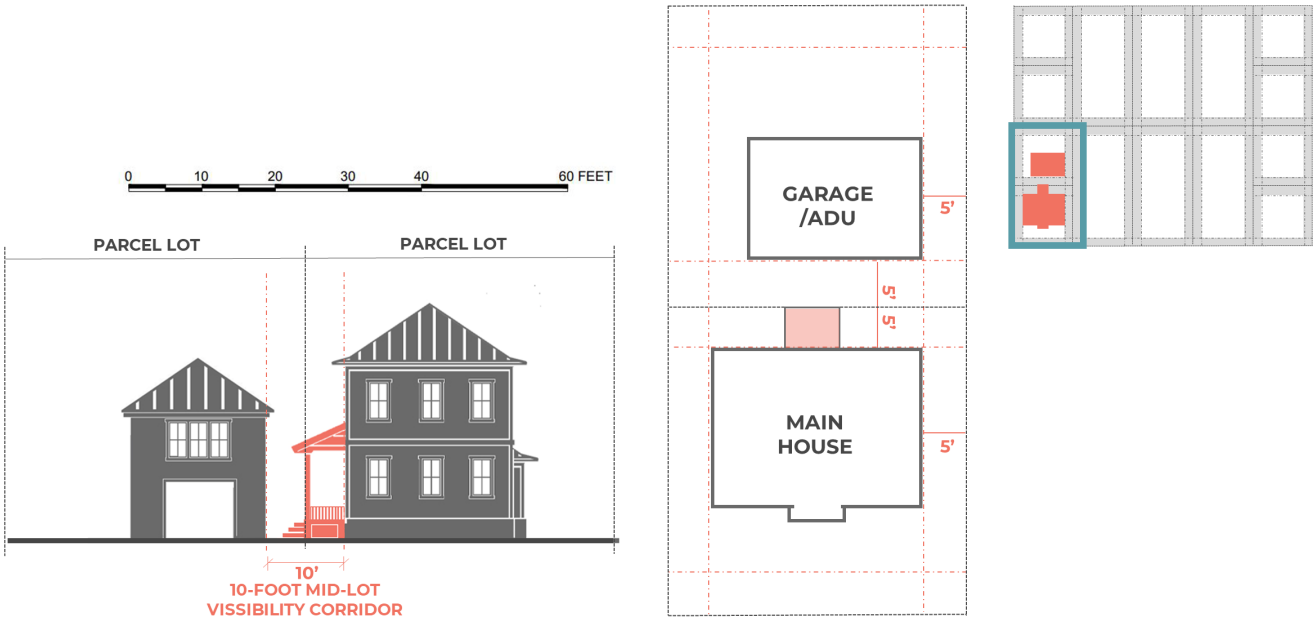


Figure 23: Mid-Lot Visibility Corridor – Porch / Double Story Porch option.

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

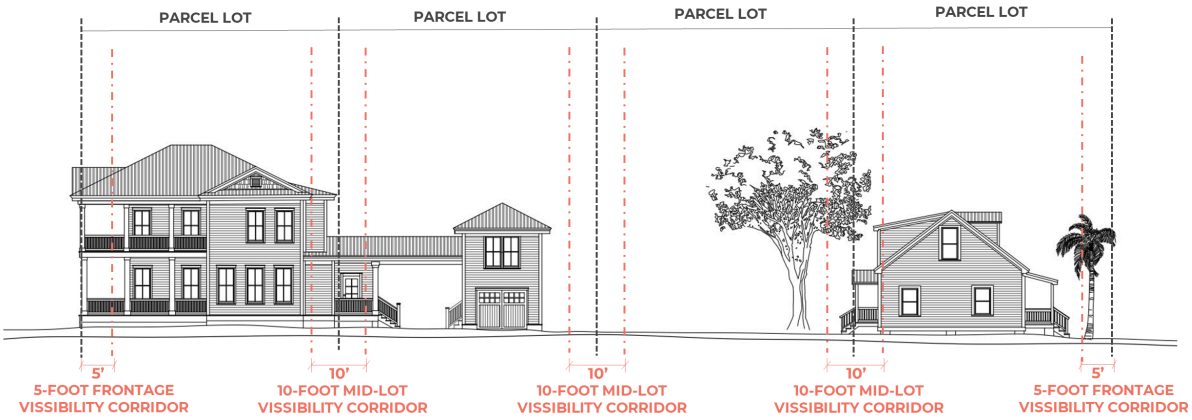


Figure 24: Mid-Lot Visibility Corridor – Carport (maximum two cars).

Section 6: Architectural Style

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

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

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

Considerations:

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

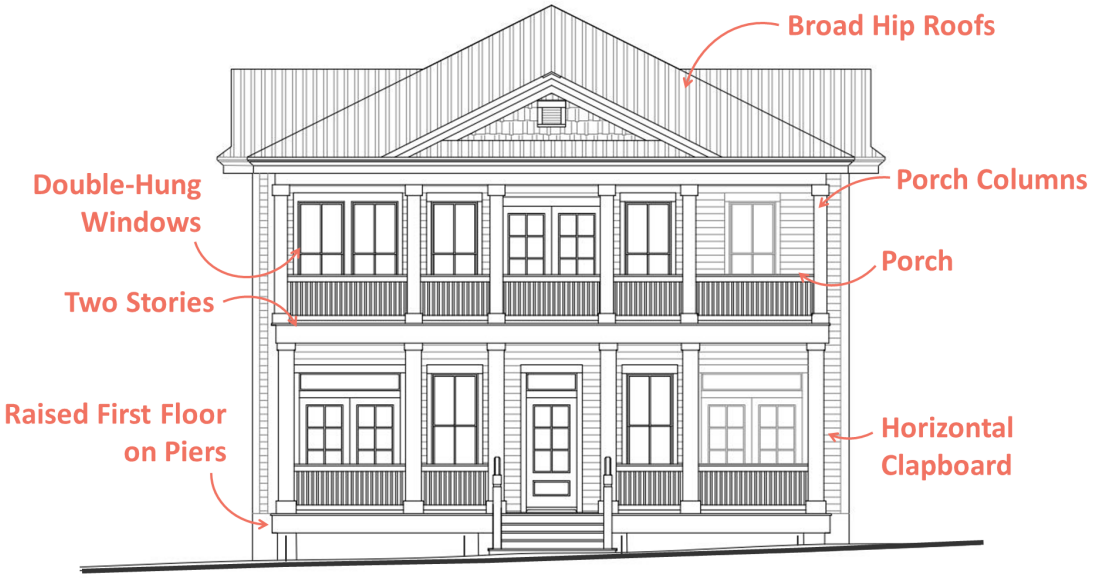


Figure 25: Low Country / Southeast Atlantic Coastal Architectural Style.

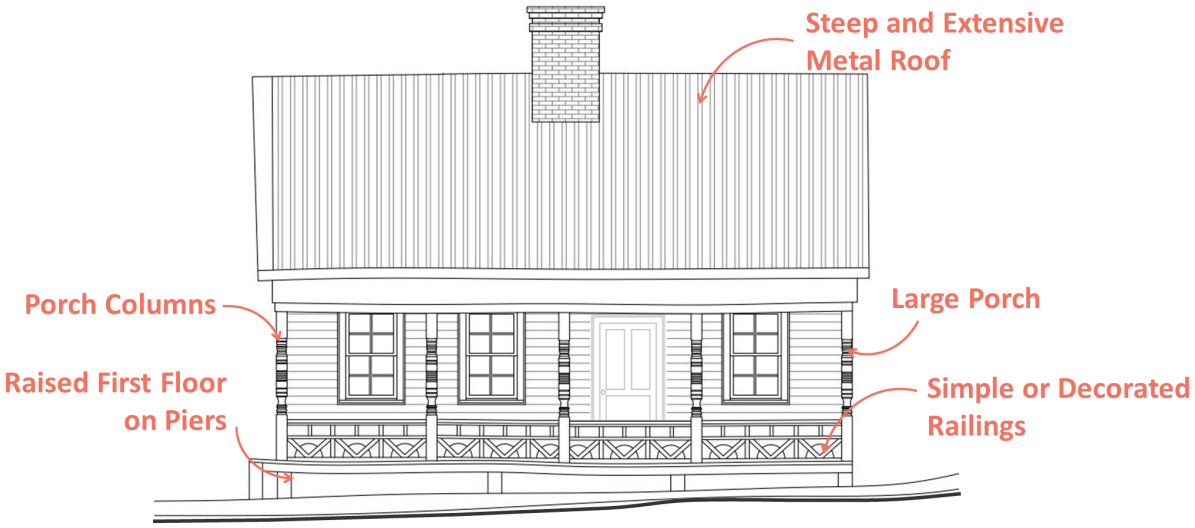


Figure 26: Florida Vernacular Architectural Style.

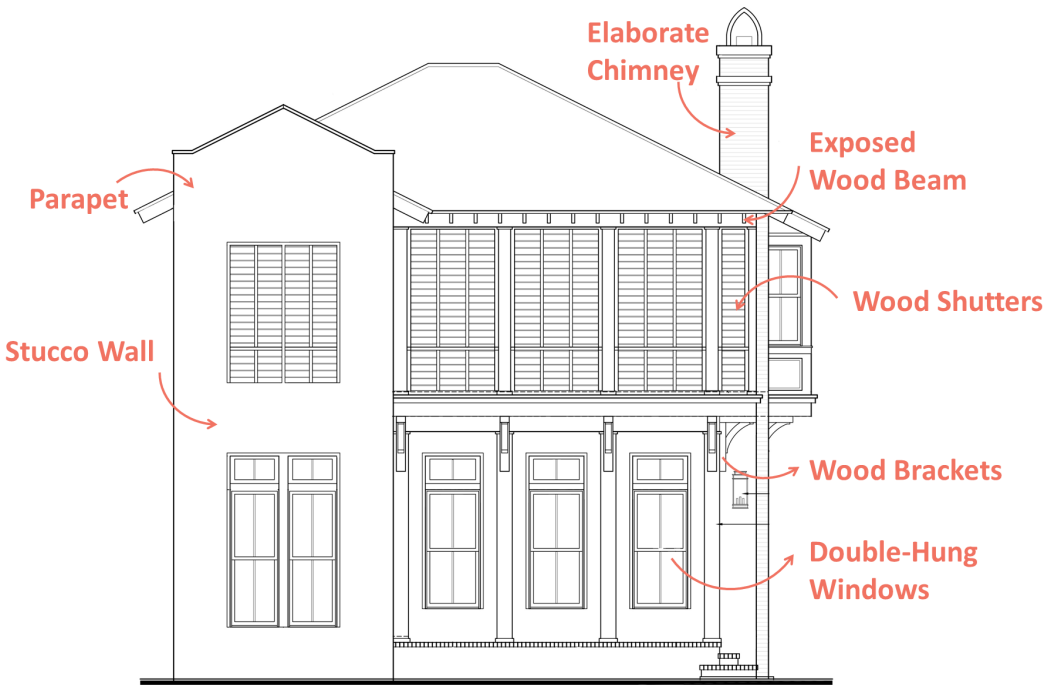


Figure 27: Spanish Colonial Architectural Style.

Section 7: Foundations

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

Goal:
Regulate the design of foundations and visible materials.

Considerations:

1. Piers or continuous foundations should be faced with brick, coquina, stucco, or an equivalent material.
2. Infill between foundation piers should be lattice, pierced brick, continuous brick or an equivalent material.

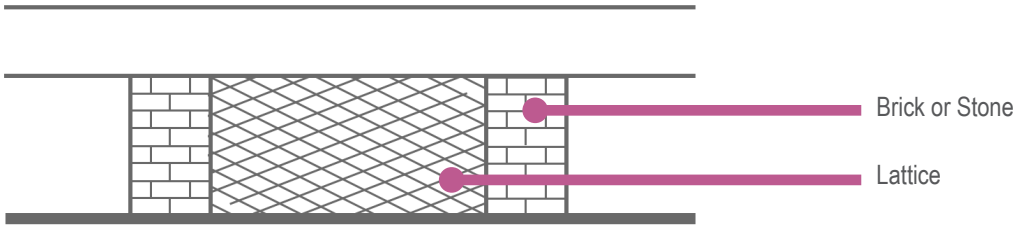


Figure 28: Example of brick piers with lattice in between type foundation.

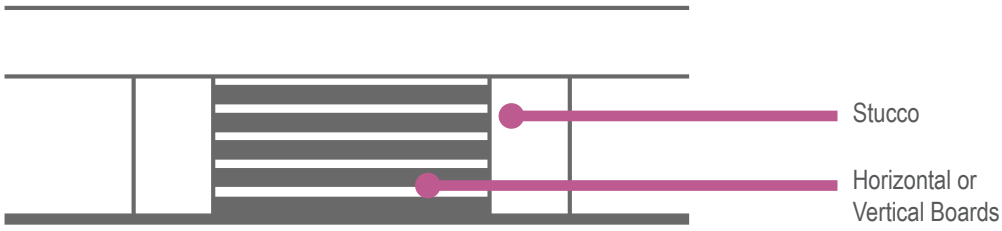


Figure 29: Example of stucco piers with horizontal wood boards in between type foundation.

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

Section 8: Exterior Materials and Architectural Details

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

Goal:

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

Considerations:

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

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

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

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

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

Section 9: Roofs and Chimneys

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

Goal:

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

Considerations:

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

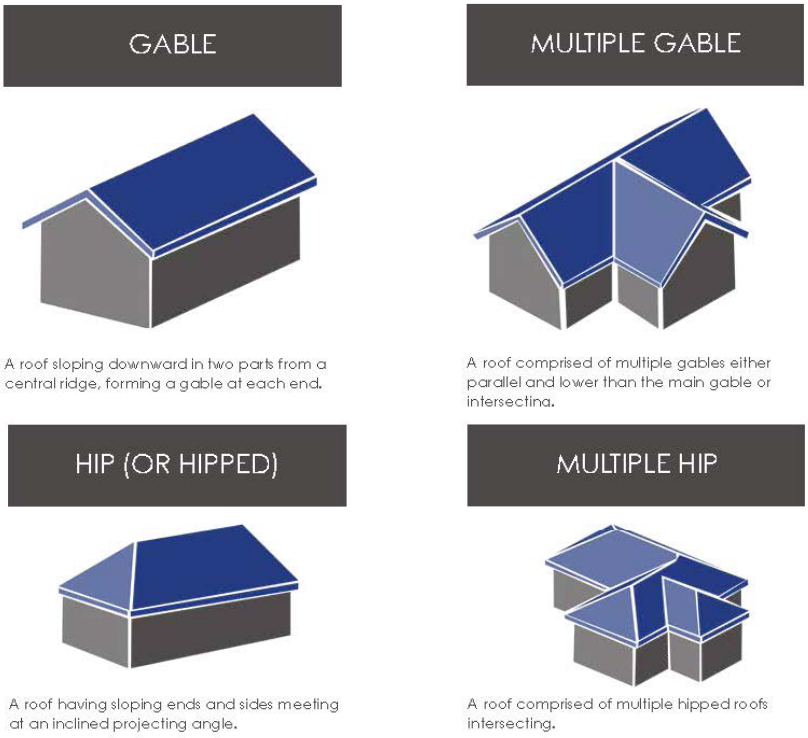


Figure 35: A range of roof types are allowed in the District. [Show: Gable, Hipped, Cross Gable, Roofs with Dormers)

Gable Roof

Hip Roof

Multiple Gable

Gable

Gable with Dormer Window

Hip-Gable Combination Roof

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

Section 10: Windows, Doors, and Shutters

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

Goal:

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

Considerations:

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

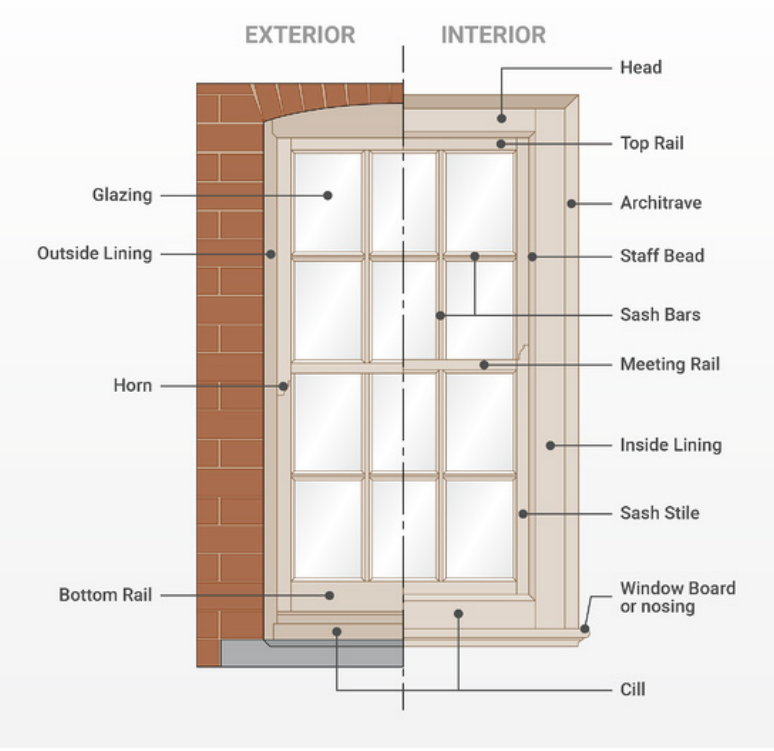
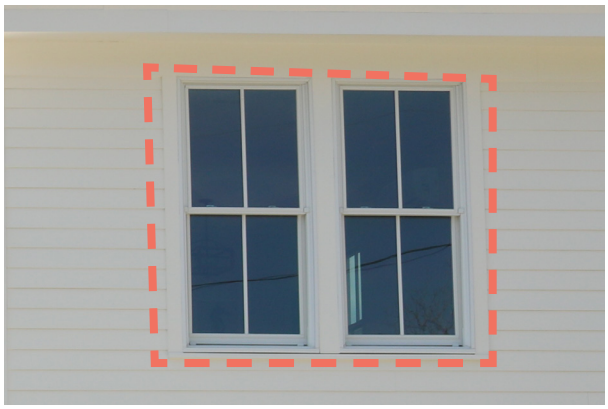


Figure 37: Anatomy of a sash window.

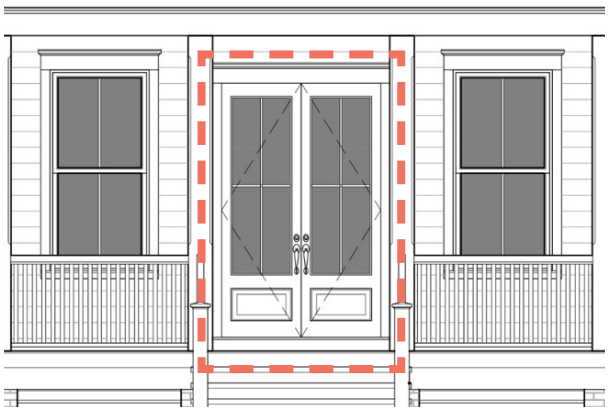


2/2 Double Hung Sash

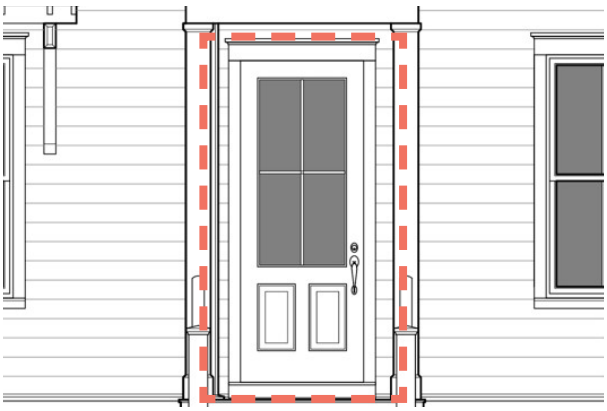
6/6 Double Hung Sash

Double Hung Sash with Decorative Muntin Pattern on Top Sash

1/1 Double Hung Sash



French Type Double Doors with Glass and Raised Panels



French Type Single Door with Divided Glass and Raised Panels

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

Section 11: Porches, Verandas, and Connecting Elements

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

Goal:

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

Considerations:

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

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

Figure 40: Examples of breezeways as connecting elements.

Section 12: Driveways and Parking

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

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

Considerations:

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

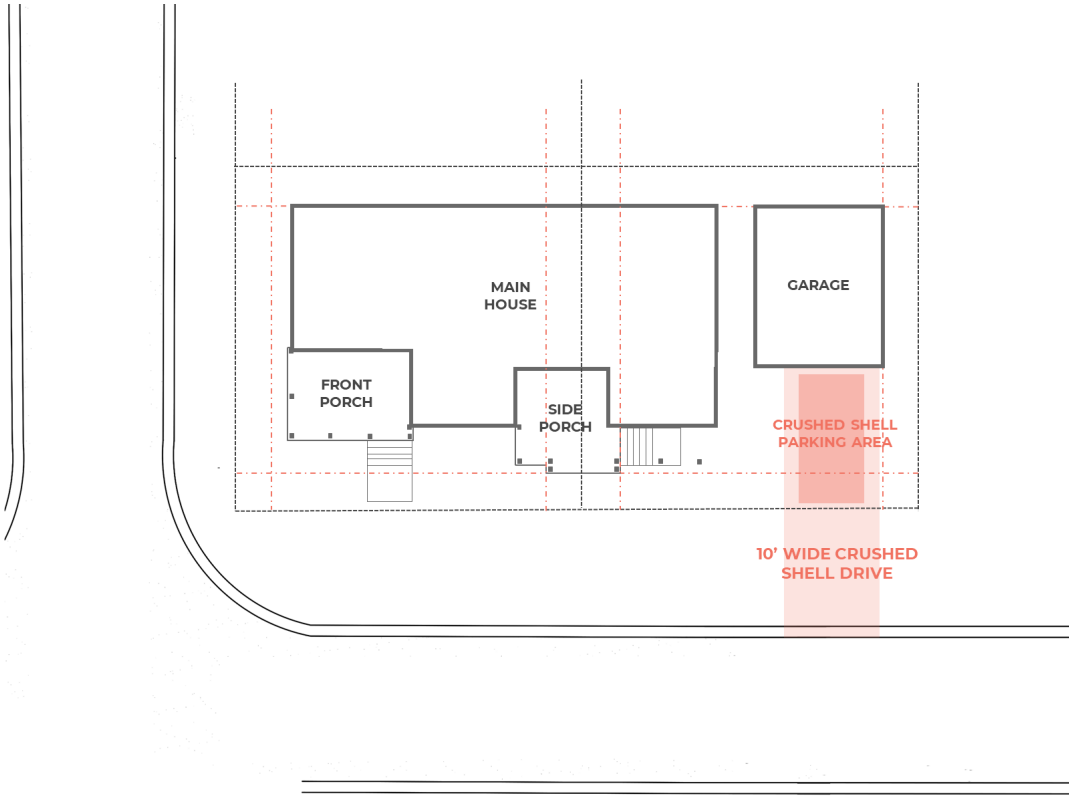


Figure 41: Detailed drawing of an approved driveway design.

Figure 42: Examples of driveways and configurations for parking.

Section 13: Fences and Garden Walls

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

Goal:

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

Considerations:

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

Figure 43: Examples of fences allowed in the District.

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

Section 14: Commercial Buildings

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

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

Considerations:

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

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

Section 15: Design Guidelines for Existing Buildings

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

3.7 Design for Missing Historic Features

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

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

3.8 Alteration and Additions to Historic Buildings

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

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

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

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

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

3.9 Contributing Versus Non-Contributing Buildings

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

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

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

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

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

3.10 Design Guidelines for Contributing Buildings

AWNINGS:

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

Preserve functional and decorative awnings (212 Estrada Street).

BRICK/MASONRY:

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

Repair of masonry

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

Moisture control on masonry

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

Cleaning of masonry

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

Machine cleaning of masonry

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

Mortar issues with masonry

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

Painting of masonry

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

CHIMNEYS

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

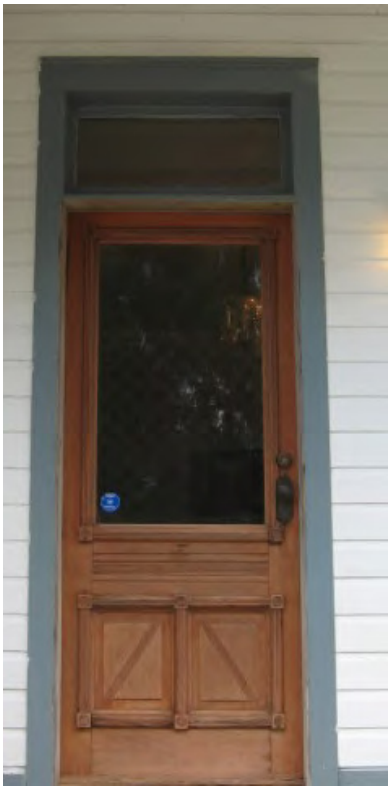
Original corbelled brick chimneys should be maintained and repaired as needed (910 San Fernando Street).

ENTRANCES + DOORS

1. Maintain entrances, doors, and related elements.
2. Follow the guidelines for wood to repair entrances, doors, and related elements. Reuse historic hardware and locks.
3. Replace an entrance door, or related element only when it is damaged beyond repair. The replacement element should match the historic one.

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).

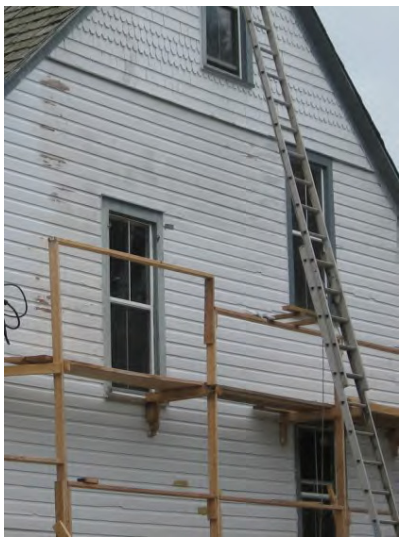
LIGHTING

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.

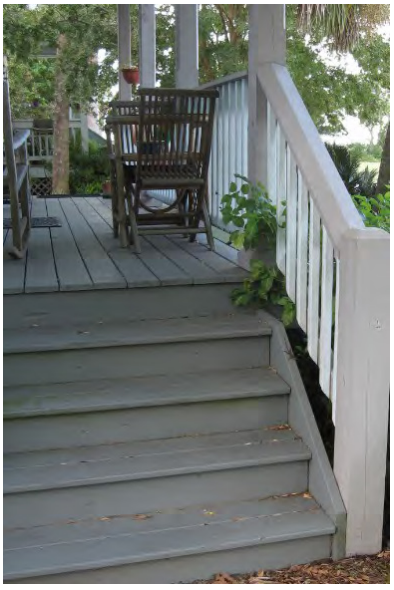
This porch has appropriate screen panels and remains transparent (902 Ladies Street).

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 down-spouts clean and well maintained.
5. Repair leaking roofs, gutters, and downspouts.
6. Secure or replace loose or deteriorated flashing. If aluminum is used for flashing, fasten it with aluminum nails and paint.
7. Insure proper ventilation to prevent condensation.
8. Provide adequate anchorage for the roofing material to guard against wind and water damage.
9. Check seams of metal roofs and keep metal surfaces painted except for copper roofs, which are protected by their patinas.
10. Use metal fasteners on metal roofs that are compatible with the roofing material.

11. If supporting material has deteriorated below a slate or cement-tile roof, carefully remove and retain the tiles, repair the supports, and reinstall the tiles using copper nails to nail slate tiles to the roof.
12. If solar panels, skylights, rooftop satellite dishes, or other modern roof elements are installed, locate them out of public view. Use the smallest satellite dish possible.

Original roof shapes should be retained (808 San Fernando Street).

Metal roofs are also appropriate replacement materials (919 White Street).

The use of wood shingle roofs as a replacement material is appropriate for contributing dwellings (910 San Fernando Street).

Retain roof features like gable dormers (714 San Fernando Street).

SIDING

1. Retain and maintain historic siding and exterior materials.
2. Nail warped or loose shingles back in place.
3. Repair damaged historic siding and exterior materials with materials that match the historic materials. See the guidelines for wood or masonry for detailed repair information.
4. Repair stucco by removing loose material and patching with a new material that is similar in composition, colors, and texture.
5. Replace historic siding and shingles only as required and with materials that match the original as closely as possible.
6. If historic siding was removed or covered prior to the adoption of design guidelines or becomes damaged beyond the reasonably possibility of repair, the use of synthetic replacement siding may be permitted.
7. If synthetic siding is used, choose siding that most closely matches the shape, size, profile, and texture of wood siding. Hardboard products such as smooth cementitious siding are preferable to vinyl or aluminum siding. Vinyl siding is not permitted.
8. If feasible, remove synthetic siding and restore the historic siding material.

Original wood siding at 808 San Fernando Street.

Preserve original wood shingle siding such as at 818 San Fernando Street.

WINDOWS

1. Retain and maintain historic windows.
2. Patch, paint, putty, and weatherstrip historic windows as needed in order to restore them to their original conditions. See guidelines for wood for more detailed repair information.
3. Replace historic windows only if they are damaged beyond reasonable repair. A good test for condition is to jab the sill or bottom rail of the frame with an ice pick; if the pick penetrates more than half an inch into the wood, the frame may require replacement.
4. If replacement of historic windows is required, use replacements that closely match the historic windows in size, type, and material.
5. For energy conservation, add storm windows rather than replacing the historic window with substitute windows. If the majority of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.
6. Reuse serviceable window hardware and locks.
7. Retain historic blinds or shutters.
8. If new blinds or shutters are installed, the preferred design are those constructed of wood, sized and installed like historic working ones that are operable.
9. Use storm windows that are white or painted to match the window trim.
10. Use storm windows that are full-view or with internal elements that match those of the windows.
11. Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the historic openings.
12. Do not use bars in windows visible from the street.
13. Do not use snap-in or flush muntins.

Above: Original two-over-two wood sash window (808 San Fernando Street).

Below: The window screens are difficult to see, allowing for full -view of the original six-over-six wood sash window (902 Ladies Street).

Recommendations:

- Improve the thermal performance of existing windows and doors through adding or replacing weather stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

- Awnings should be historically appropriate and consistent with the architectural style and period of the building. Awnings should follow the lines of window or door opening they are intended to cover.

Avoid:

- Installing heating/air conditioning units in window frames when the sash and frames may be damaged. Window installations should be considered only when all other visible heating/cooling systems would result in significant damage to historic materials. If installation proves necessary, window units should be placed on secondary elevations not readily visible from public thoroughfares.

WOOD

1. Follow the guidelines for paint to help prevent moisture damage to all wood surfaces.
2. Remove vegetation that grows closely to wood.
3. Eliminate excessive moisture problems by repairing leaking roofs, gutters, and downspouts. Secure or replace loose or deteriorated flashing and insure proper ventilation.
4. Recaulk where rainwater might penetrate a building. These areas include junctions of dissimilar materials or construction joints such as siding and corner boards. Remove old caulk and dirt before recaulking. Refrain from caulking under individual siding boards or windowsills.
5. If wood is beginning to rot, dry it thoroughly and treat it with fungicide. Water-proof it, then fill any cracks and holes with putty and sand. Caulk between the wood members when necessary, then prime and paint the wood.
6. If wood is partially decayed, fill and strengthen it by applying semi-rigid epoxy into the decayed

wood and allowing it to harden. Then fill, patch, sand, and paint the consolidated wood. Caulk between the wood members when necessary, then prime and paint the wood.

7. If wood boards are split too wide to repair with putty, pry the crack or split wide enough to apply a strong exterior glue, then press the sections back together and use finishing nails to hold them together while the glue dries.
8. For convex warped boards, drill several holes along the centerline of the board. Insert countersunk screw (countersink enough so that screw heads end up below the surface of the board) and gradually tighten the screws to pull the board flush. Wet the board down during this procedure to avoid splitting. The procedure should be gradual, perhaps even taking days.
9. For concave warped boards, use a row of finishing nails at both the top and bottom edges to pull the edges back down. Countersink the nail heads and fill the holes with putty.
10. When a portion of a wooden board is too deteriorated for repair, use a circular or hacksaw to remove the damaged portion as close to the edge of the board above as possible. Then replace the section with a section or board that matches the existing boards in size and profile by nailing it in place, countersinking the nails, puttying the nail holes and any cracks, and painting the area.

Original wood shingles at 801 San Fernando Street.

CONNECTING ELEMENTS

Connecting Elements are those architectural components that link Principal and Secondary Structures. Connecting Elements include but are not restricted to **porches, pergolas, colonnades, loggias, Florida rooms, breeze-ways**, and **carports.** Additions of connecting elements to historic structures must be taken on with great care from both an architectural and technical point of view. Connecting elements are not restricted to the 45% maximum coverage of the building elements in order to maintain the "out of doors" lifestyle present in the town for generations.

SITE FEATURES

1. Retain and maintain historic fences and walls.
2. Construct new fences and walls using materials that predominated historically or that visually match these materials. Wood or metal for new fences and stone for new walls are generally appropriate materials. Vinyl fences are not permitted per the LDC.
3. Paint new wooden fences to complement their adjacent houses. New wood fences in front yards should be less than four feet tall and with pickets set less than three inches apart and less than four inches in width.
4. New metal fences should be less than four feet tall.
5. Use solid wood board fences in back yards only. Construct them to be less than six feet tall and paint them to blend with the building.
6. Chain link, split or horizontal rail, railroad tie, or timber fences are discouraged, especially where in public view.
7. Decks should be located on rear elevations out of public view, as they are not historic features.
8. Ensure that modern conveniences (such as TV dishes, HVAC units, ADA ramps) are out of public view or are adequately screened.

Appropriate wood picket fence design at 807 White Street.

This privacy fence is an appropriate location and design in the back yard of 902 San Fernando Street.

Appropriate screening of HVAC unit (715 San Fernando Street).

Modern additions such as decks or satellite dishes should be placed on rear elevations (215 Amelia Street).

3.11 Relocating Buildings

Relocating a building is a last resort to avoid demolition. From a preservation perspective, relocating a building has many negative consequences. First, the context of the building is lost. The association with the surrounding natural and built environment is destroyed. Left behind are sidewalks, retaining walls, and landscape features that make each building unique.

Moreover, many of the character-defining features that contribute to the architectural significance of a building have to be removed or are seriously damaged as a result of relocation. These include foundations, porches, chimneys, and interior finishes, particularly plaster. Structural damage can also result. The loss of a building's historic context and many of its features conflicts with Standard 2.

Furthermore, an improperly relocated building can have a negative impact on the setting of existing buildings in a new location. Side and front setback, orientation, scale, mass, and individual features of existing building should be considered when choosing an appropriate site.

Despite the negatives, relocation is preferable to demolition. This is particularly true with regard to buildings whose significance is primarily architectural. There are several criteria to be considered when reviewing a proposal to move a building to a new site. They are essentially the same as those for compatible infill. The built environment for the new site should be similar to the old one in terms of the age of the surrounding buildings, their height, materials, setback, and architectural details. If not properly planned and executed, a relocated building can be just as incompatible as a poorly designed infill structure.

Recommendations:

- Retain the historic relationship between buildings and streetscape and landscape features.

- Move a building only when there is no alternative to its preservation. Provide documentation that there is no feasible alternative for preserving a building at its historic location.

- To mitigate the impact of the relocation, move the building to an existing vacant lot within the historic district in which it is located.

- In choosing a new site for a moved building, select a setting compatible with the original. Consider the age of the surrounding buildings, their height, mass, materials, setback, and architectural detailing.

- Properly locate the moved building on its new site. Place the building so that the orientation of its principal facade and front and side setbacks are compatible with surrounding buildings. (See 4.1 for more on building placement.)

- Provide a new foundation whose design, height, and facing materials match those of the original. Salvage original foundation materials where possible for re-use as a veneer on the new foundation.

Avoid:

- Relocating a historic building thus destroying the historic relationship between buildings, features and open space.

- Relocating a building not threatened by demolition.

- Relocating a building outside a historic district.

- Destruction or alteration of significant features, structures or archaeological sites at the new location.

- Improperly locating a building on its new site so that its orientation and front and side setbacks are incompatible with surrounding buildings.

- Placing the building on a new foundation whose design and materials are incompatible with the original. Examples include slab foundations or unfinished concrete blocks.

3.12 Demolition

Demolition exerts a negative impact on a historic district. Eliminating a building from a streetscape is like pulling teeth. Either a conspicuous void is created, or the replacement is usually less well-designed and constructed than the original.

In some instances, demolition may be appropriate and may even enhance a historic district, building, or site. Non-historic buildings whose designs are not in character with its surroundings can be removed with no negative impact. Likewise, under certain circumstances, non-historic or non-significant components of a building complex can be removed. There are several factors to consider in the removal of such components. These include whether the components are secondary structures; lack historical, engineering, or architectural significance; do not comprise a major portion of a historical site; or the absence of persuasive evidence to show that retention of the components is not technically or economically feasible.

Demolition of non-significant additions may also be appropriate. Demolition may be undertaken if the addition is less than fifty years old, does not exhibit stylistic details or fine workmanship or mate-rials, was added after the period of significance of the building or district; is so deteriorated it would require reconstruction; or obscures earlier significant features.

Avoid demolition of significant outbuildings and additions. Carriages houses and garages can be significant components of building complexes. Many buildings in a district have had additions, new ornament, storefronts, porches, windows, wings, and additional stories. These changes might have gained significance in their own right and should be retained under Standard 4. Assessing significance of later additions requires careful professional review and should be done on a case by case basis.

Recommendations:

- Approval for any demolition of a primary building or structure (contributing or non-contributing) located within a locally designated historic district or the CRA shall be submitted by the property owner to the HDC.

- No building or structure in a locally designated historic district or the CRA shall be demolished without approval by the HDC, unless by a superseding order of a government agency or a court of competent jurisdiction.

- Certificate of Approvals for demolition applications are to be heard in accordance with HDC hearing requirements for Certificate of Approval applications and noticed in accordance with City requirements for public hearings.

- Requests for demolition must follow the additional guidelines set forth in the LDC.

Recommendations:

- Identify, retain, and preserve buildings which are important in defining the overall historic character of a historic district or neighborhood.

- Retain the historic relationship between buildings and landscape and streetscape features.

- Remove non-significant buildings, additions, or site features which detract from the historic character of a site or the surrounding district or neighborhood.

Avoid:

- Removing buildings which are important in defining the overall historic character of a district or neighborhood so that the character is diminished.

- Removing historic buildings thus destroying the historic relationship between buildings, features and open space.

- Removing a historic building in a complex, a building feature, or significant later addition which is important in defining the historic character of a site or the surrounding district or neighborhood.

There are currently numerous vacant lots in the Old Town district.

3.13 Accessibility

The Americans with Disabilities Act (ADA) extends comprehensive civil rights to individuals with disabilities. Historic properties, including buildings, sites, and landscapes, are not exempt from the ADA and must comply with its regulations. However, as with other alterations, historic properties can generally be made accessible while preserving their architectural character through careful planning and sensitive design.

Modifications for accessibility should be compatible with the property under Standard 9 and reversible under Standard 10. They should be in scale with the property, visually compatible in terms of their design and materials, but be differentiated from the original. They should be reversible so that if removed in the future, the essential form and integrity of the property would be unimpaired.

Qualified historic properties include properties listed in or eligible for listing in the National Register of Historic Places and those designated under state or local law. Owners of qualified properties must first consult with the State Historic Preservation Officer (SHPO) or a preservation specialist before using the alternative minimum requirements as opposed to adding or making accessibility changes. Details of ADA requirements can be found through a qualified building or design professional.

Recommendations:

- Review the historical significance of a property and identify character-defining features.

- Assess the property's existing and required level of accessibility.

- Evaluate accessibility options within a preservation context.

- Comply with barrier-free access requirements in such a manner that character-defining spaces, features, and finishes are preserved.

- Work with local disability groups, access specialists, and historic preservation specialists to determine the most appropriate solution to access problems.

- Provide barrier-free access that promotes independence for the disabled person to the highest degree practicable, while preserving significant historic features.

- Provide barrier-free access through removable or portable, rather than permanent, ramps.

- Design new or additional means of access that are compatible with the historic property and its setting.

- If providing barrier-free access threatens the integrity of a historic property, consult the SHPO about using the alternative minimum requirements.

Avoid:

- Designing new or additional means of access without considering the impact on the historic property and its setting.

- Altering, damaging, or destroying character defining spaces, features, and finishes while making modifications to a building or site to comply with barrier free access.

-Installing permanent ramps that damage or diminish character defining spaces.

- Providing access modifications that do not provide a reasonable balance between independent, safe access and preservation of historic features.

Glossary

American Bond A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

Apron A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semi-circular arch).

Attic The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade. Balustrade An entire rail system with top rail and balusters.

Bargeboard A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

Bay Window A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt Course A horizontal band usually marking the floor levels on the exterior facade of a building.

Clapboards A long, thin, flat piece of wood with edges horizontally overlapping in series, used to cover the outer wall of buildings.

Corinthian Order Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.
Cresting A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable A secondary gable roof which meets the primary roof at right angles.

Dentils A row of small tooth-like blocks in a classical cornice. Doric order A classical order with simple, unadorned capitals, and with no base.

Dormer Window A window that projects from a roof.

Double-hung Window A window with two sashes, one sliding vertically over the other. Eave The edge of a roof that projects beyond the face of a wall.

Elevation Any of the external faces of a building.

Ell The rear wing of a house, generally one room wide and running perpendicular to the primary structure.

Engaged Column A column attached to a wall.

Entablature A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Facade The face or front elevation of a building.

Fanlight A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature. Fenestration The arrangement of windows on a building.

Finial A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale Shingles A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.
Flat arch An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish Bond A brick-work pattern where the long “stretcher” edge of the brick is alternated with the small “header” end for decorative as well as structural effectiveness.

Fluting Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation The lowest exposed portion of the building wall, which supports the structure above.

Frieze The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable The triangular section of a wall to carry a pitched roof.

Gable Roof A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel Roof A ridged roof with two slopes on either side. Ghosts Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building’s facade.

Guardrail A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

Handrail A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hipped roof A roof with uniform slopes on all sides.

Hood Molding A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

Ionic Order One of the five classical orders used to describe decorative scroll capitals.

Infill New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack Arch (see Flat arch) Keystone The wedge-shaped top or center member of an arch.

Knee Brace An oversize bracket supporting a cantilevered or projecting element.

Lattice An openwork grill of interlacing wood strips used as screening.

Lintel The horizontal top member of a window, door, or other opening.

Luxfer Glass A glass panel made up of small leaded glass lights either clear or tinted purple. These panels were widely used for storefront transoms during the early twentieth century.

Mansard Roof A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry Exterior wall construction of brick, stone or adobe laid up in small units.

Massing The three-dimensional form of a building.

Metal Standing Seam Roof A roof composes of overlapping sections of metal such as copper bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

Modillion A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion A heavy vertical divider between windows or doors. Multi-light window A window sash composed of more than one pane of glass.

Muntin A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Neo-classical Revival Style Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel Window A bay window which emerges above the ground floor level.

Paired Columns Two columns supported by one pier, as on a porch.

Palladian Window A window with three openings, the central one arched and wider than the flanking ones.

Paneled Door A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet A low horizontal wall at the edge of a roof.

Pediment A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier A vertical structural element, square or rectangular in cross-section.

Pilaster A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch The degree of the slope of a roof. Portico A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland Cement A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze -thaw cycles.)

Preservation The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

Pressed Tin Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Pyramidal Roof A roof with four identical sides rising to a central peak.

Quoins A series of stone, bricks, or wood panels ornamenting the outside of a wall.

Reconstruction The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.

Rehabilitation The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

Restoration The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Rusticated Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash The moveable framework containing the glass in a window.

Segmental Arch An arch whose profile or radius is less than a semicircle.

Semi-circular Arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed Roof A gently-pitched, almost flat roof with only one slope.

Sidelight A vertical area of fixed glass on either side of a door or window.

Siding The exterior wall covering or sheathing of a structure.

Sill The bottom crosspiece of a window frame.

Spindles Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Resources

City of Fernandina Beach Historic Preservation
http://www.fbfl.us/503/Historic-Preservation-Sustainability

Old Town Fernandina Preservation and Development Guidelines [1999; updated 2013]
https://www.fbfl.us/DocumentCenter/View/13541/Final-Old-Town-Design-Guidelines_with-links_111913-AS-APPROVED-BY-CC

Secretary of the Interior Standards for the Treatment of Historic Properties
https://www.nps.gov/tps/standards.htm

Florida Division of Historic Resources
https://dos.myflorida.com/historical/preservation/

Florida Trust for Historic Preservation
https://www.floridatrust.org/

National Trust for Historic Preservation
https://savingplaces.org/

National Register of Historic Places
https://www.nps.gov/subjects/nationalregister/index.htm

Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings
https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf

Tax Incentives for Preserving Historic Properties
https://www.nps.gov/tps/tax-incentives.htm

Main Street America
https://www.mainstreet.org/home

Florida Main Street Program
https://dos.myflorida.com/historical/preservation/florida-main-street/

Fernandina Beach Main Street
https://www.fernandinamainstreet.com/

National Park Service Technical Preservation Services Publications
https://www.nps.gov/tps/how-to-preserve/briefs.htm

National Park Service Presentation on Preservation and Sustainability
http://ohp.parks.ca.gov/pages/1054/files/nps%20green.pdf

Economic Impacts of Historic Preservation in Florida
https://dos.myflorida.com/historical/publications/economic-impacts-of-historic-preservation/

Contributions of Historic Preservation to Quality of Life in Florida
https://evogov.s3.amazonaws.com/media/91/media/52092.pdf

Preserving Florida's Heritage: Florida's Comprehensive Historic Preservation Plan 2017- 2021
https://files.floridados.gov/media/699936/dhr-compplan-2017-2021.pdf

Disaster Planning for Historic Resources
https://1000fof.org/wp-content/uploads/2019/08/special-reports.jpg

Association for Preservation Technology
https://www.apti.org/

Vernacular Architecture Forum
https://vafweb.wildapricot.org/

The Cultural Landscape Foundation
https://www.tclf.org/

UNESCO World Heritage
http://whc.unesco.org/

National Center for Preservation Technology and Training: NCPTT
https://www.ncptt.nps.gov/

Guide to Researching the History of a House
https://www.homeadvisor.com/r/a-guide-to-researching-the-history-of-a-house/

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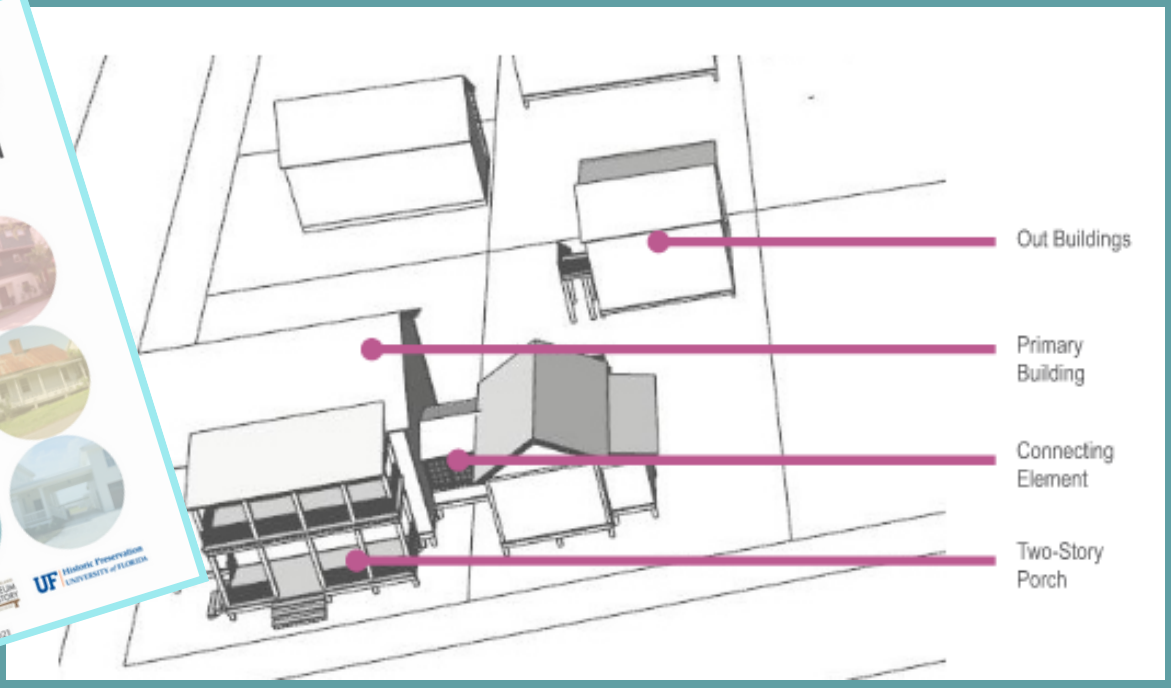
UF | Historic Preservation
UNIVERSITY *of* FLORIDA



COMMUNITY ENGAGEMENT SESSION

The Planning and Conservation Department is looking for community input on the 2021 revisions to the Old Town Preservation and Development Guidelines.

Residents are welcome to join staff at the

Fernandina Plaza Historic State Park - 201 Estrada St

January 5th @ 2-4 pm

If you are unable to attend, please use this survey to provide feedback:

https://forms.gle/ZpQ24FBit9PCNKQj6

Contact Mia Sadler with any questions or to provide direct feedback:
msadler@fbfl.city or **(904) 310-3488**

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **BLDR-2025-1532**
Permit Type: **General Building - Residential**
Work Classification: **Generator**
Permit Status: **Fees Due**

Issue Date: 11/03/2025

Expiration: 05/04/2026

Location Address | **Parcel Number**

21 N 2ND ST, FERNANDINA BEACH, FL 32034 | **00-00-31-1800-0001-0240**

Contacts

George Sheffield — **Owner**
(904)557-5644 coachshef@att.net

GenCo Florida, LLC — **Applicant**
1963 S. 8th Street Suite A, Fernandina Beach, FL 32034
(904)468-3770 office@gencoflorida.com

Chris Mixon — **Contractor**
1963 S 8th ST, Fernandina Beach, FL 32034
(904)468-3770 chris@gencoflorida.com

Chris Hartley — **Contractor**
2215 Safe Harbor Lane, Fernandina Beach, FL 32034
chris@gencofl.com

Description: Install Generac 24kw generator w/ ATS and connect to existing gas

Valuation: **$15,271.00**

Total Sq Feet: **0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	$35.00
Building Dept Permit Fee	$114.53
COA - Staff Residential Fee	$25.00
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Gas Permit Fee	$80.00
Planning/Zoning Review (Small scale)	$100.00
Re-Inspection Fee- $50	$50.00
Total:	**$408.53**

Payments	Amt Paid
Total Fees	**$408.53**
Check # b7StkuofjEsA	$358.53
Amount Due:	**$50.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
GAS ROUGH/PRESSURE CHECK	
GAS ROUGH/PRESSURE CHECK	
ELECTRICAL ROUGH	
PERMANENT SERVICE/METER SET	
ELEVATION CERTIFICATE - FINISHED CONSTRUCTION	
Historic District Final	
BUILDING FINAL	
ELECTRICAL FINAL	
SETBACK COMPLIANCE	

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 PUBLICE 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-2025-1532**
Permit Type: **General Building - Residential**
Work Classification: **Generator**
Permit Status: **Fees Due**

Issue Date: 11/03/2025

Expiration: 05/04/2026

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **BLDR-2025-1548**
Permit Type: **General Building - Residential**
Work Classification: **Repair/Replace/Remodel**
Permit Status: **Issued**

Issue Date: 11/12/2025

Expiration: 05/11/2026

Location Address | **Parcel Number**

208 AMELIA ST, FERNANDINA BEACH, FL 32034 | **00-00-31-1580-0009-0100**

Contacts

Dawn Hillman **Owner** (239)560-6342 hillmandawn@yahoo.com	Albert Boyles **Applicant** 5404 CR 218, Middleburg, FL 32068 (904)764-9509 hhm1986@bellsouth.net
Hygema House Movers, Inc. **Applicant** PO Box 2655, Jacksonville , FL 32203 (904)764-9509	Albert Boyles **Contractor** 5404 CR 218, Middleburg, FL 32068 (904)764-9509 hhm1986@bellsouth.net

Description: Install poured piers and repair beams

Valuation: **$19,140.00**

Total Sq Feet: **912.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	$35.00
Building Dept Permit Fee	$143.55
COA - Staff Residential Fee	$25.00
DBPR Surcharge	$2.15
DCA Surcharge	$2.00
Planning/Zoning Review (Small scale)	$100.00
Total:	**$307.70**

Payments	Amt Paid
Total Fees	**$307.70**
Check # itXDLVUU3Z7w	$307.70
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
FOOTING	
TIE BEAM/LINTEL	
PILINGS/PILE CAPS/PIERS	
Historic District 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 PUBLICE 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.

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **BLDR-2025-1602**
Permit Type: **General Building - Residential**
Work Classification: **Repair/Replace/Remodel**
Permit Status: **Issued**

Issue Date: 11/26/2025

Expiration: 05/26/2026

Location Address

301 BROOME ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0016-0010

Contacts

Caitlin Maguire — **Owner**
(203)856-1101 cqmaguire@gmail.com

Dees Contracting — **Applicant**
915 Tree Stand Ct., Jacksonville, FL 32234
(904)203-9242 carrie@deescontracting.com

Derek Dees — **Contractor**
915 Tree Stand Ct., Jacksonville, FL 32234

Description: Remove and replace rear exterior door. door will be fiberglass with same glass look as original.
Replace siding in the following areas...
2 pieces at Back door area
10 pieces on back side of home
Each lower side of garage door and garage entry side door
13 pieces on porch side of home
3 pieces at porch side of home above far right window
12 pieces above porch on side of home
Replace window mullion at kitchen window.
Replace rotted soffit material above rear entry door
Paint exterior areas where siding and soffit has been replaced
Fix newel post at top of stairs in master bedroom. Remove and install the post using bottom bolting system for proper fix
Replace spindle on same staircase

Valuation:	**$25,000.00**
Total Sq Feet:	**3,591.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	$35.00
Building Dept Permit Fee	$187.50
COA - Staff Residential Fee	$25.00
DBPR Surcharge	$2.81
DCA Surcharge	$2.00
Total:	**$252.31**

Payments	Amt Paid
Total Fees	**$252.31**
Check # Rfog6pCe08pb	$252.31
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
WALL NAIL OFF/SHEATHING	
WINDOW/DOOR ROUGH	
HOUSE WRAP/ZIP TAPE	
INSULATION/FOAM	
Historic District Final	
BUILDING FINAL	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **BLDR-2025-1602**
Permit Type: **General Building - Residential**
Work Classification: **Repair/Replace/Remodel**
Permit Status: **Issued**

Issue Date: 11/26/2025

Expiration: 05/26/2026

CERTIFICATE OF APPROVAL (COA) HDCSA2025-0021
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	11/04/2025
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	12/04/2025
Status:	Approved	**Square Feet:**	0.00	**Completed:**	11/19/2025
Valuation:	$0.00	**Assigned To:**	System Administrator	**Approval Expire Date:**	11/19/2026

Description: Certificate of Approval (COA) to replace 5 non historic windows.

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

Applicant	Owner	Applicant
Stephanie Lagos	Drew + Elizabeth Rice	Mathew D Meskimen
Business: 9044631278	30 N 6th ST	1750 S 14TH ST
	Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
	Mobile: 4045340710	Business: 9045300808
		Mobile: 9046544846

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00042200	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00042200	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **ROFR-2025-0754**
Permit Type: **Roof - Residential**
Work Classification: **Reroof**
Permit Status: **Issued**

Issue Date: 11/10/2025

Expiration: 05/11/2026

Location Address

126 S 6TH ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0038-0041

Contacts

Billy G Roland **Owner**
(904)583-2631

Danny Britt **Applicant**
9985 Hood Rd 9985, Hood Rd, Jacksonville, FL 32257
darmstrong@domesticdesignroofing.com

Daniel Britt **Contractor**
(904)371-0882 dbritt@domesticdesignroofing.com

Description: Remove and replace asphalt shingles

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 # DS7SRZqrgTkC	$154.00
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
ROOF AFFIDAVIT/MITIGATION & PICTURES	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
ROOF NAIL OFF/SHEATHING	
ROOF FLASHING/DRY-IN	
ROOF IN PROGRESS	
Historic District Final	
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.

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 PUBLICE 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. **ROFR-2025-0754**
Permit Type: **Roof - Residential**
Work Classification: **Reroof**
Permit Status: **Issued**

Issue Date: 11/10/2025

Expiration: 05/11/2026

City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida 32034

Permit

Permit NO. **ZON-000391-2025**
Permit Type: **Zoning Permit**
Work Classification: **Fence (non-structural)**
Permit Status: **Issued**

Issue Date: 11/19/2025

Expiration: 05/18/2026

Location Address

908 WHITE ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1580-0009-0091

Contacts

Sarah Goodman — **Owner**
(912)389-0276

Brittany Strickland — **Applicant**
5470 Hwy Ave, Jacksonville, FL 32254
(904)683-6349 brittany.strickland@fencingjacksonville.com

Brittany Strickland — **Contractor**
5470 Hwy Ave, Jacksonville, FL 32254
(904)683-6349 brittany.strickland@fencingjacksonville.com

Description: Installing Cap & Trim Board on Board Gate

Valuation: **$1,255.54**

Total Sq Feet: **5.00**

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 # ubjnq8Bh7Dsc	$75.00
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	
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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