

CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD

AMENDED

A G E N D A

THURSDAY, JANUARY 19, 2023 - 1:00 PM

ALCAZAR ROOM

1. Roll Call
2. General Public Comments for Items not on the Agenda
3. Approval of Minutes
4. Modification and approval of Agenda
- *5. Recommended Expedited Hearing Items (to be recommended one week in advance)
 - a) Certificate of Demolition HP2022-0093 St. Johns Housing Partnership, Inc. - Applicant & Owner
5 N. Whitney Street
To demolish a residential building constructed c. 1935 that is not recorded in the Florida Master Site File or located in a district.
6. Certificate of Appropriateness
 - a) HP2022-0092 Southern Construction - Applicant
J Prabhu II LLC - Owner
226 Charlotte Street
To alter existing windows on the north and south elevations and construct a new two-story porch and exterior stair on the west elevation.
 - b) HP2022-0085 Jennifer Laporte - Applicant & Owner
46 St. Francis Street
To construct a picket fence with a gate and rolling gate along the south property line and install brick pavers.
 - c) HP2022-0090 Carlos R. & Paige L. Cruz - Applicant & Owner
39 Grove Avenue
To construct a new privacy fence along the east, west, and south property lines and install a new metal gate in the existing masonry wall on the north property line.

7. Certificate of Demolition and Partial Demolition (see expedited hearing item)
- *8. Continued Certificates of Appropriateness from previous HARB meetings
 - a) HP2022-0083 Duval Master Construction - Applicant
Continued from December 26 Toques Pl, LLC - Owner
14, 2022 26 Toques Place
To remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding.
 - *b) HP2022-0078 Grace Contracting, LLC - Applicant
Continued from November 17, 2022 Zigiz Holdings, LLC - Owner
28 W. Castillo Drive - Lot 14
REQUESTING CONTINUANCE To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-ground pool with paver surround, front and rear driveways, fencing, landscaping, and associated mechanical and utility equipment.
 - *c) HP2022-0079 Grace Contracting, LLC - Applicant
Continued from November 17, 2022 Zigiz Holdings, LLC - Owner
28 W. Castillo Drive - Lot 15
REQUESTING CONTINUANCE To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-ground pool with paver surround, front and rear driveways, fencing, landscaping, and associated mechanical and utility equipment.
9. Planning and Building Staff Communications
 - a) Staff Approved Permits Report
10. Other Business
 - a) Continued discussion regarding application requirements.
11. Next Scheduled Meeting Date
 - a) Thursday, February 16, 2023, at 1:00 p.m.
12. Adjournment

Notices: In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the Historic Architectural Review Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007 or 1-800-955-8771 (TDD).

Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body.

The materials prepared and presented are part of the City's ongoing Florida Public Records and Government in the Sunshine compliance, and are not intended to be relied upon or to reach investors or the trading markets.

CITY OF ST. AUGUSTINE

Historic Architectural Review Board Special Meeting October 13, 2022

The Historic Architectural Review Board met in formal session at 9:15 A.M., Thursday, October 13, 2022, in the Alcazar Room at City Hall, St. Augustine, Florida. Catherine Duncan, Chairperson, called the regular meeting to order, and the following were present:

1. ROLL CALL:

Catherine Duncan, Chairperson
Gaere MacDonald, Vice-Chairperson
Jon Benoit
Paul Weaver, III
Brad Beach

City Staff:

Julie Courtney, Historic Preservation Officer
Amy Skinner, Planning and Building Director
Isabelle Lopez, City Attorney
Elyse Wiemann, Recording Secretary

2. General Public hearings for Items Not on the Agenda

(None)

3. Modification and approval of Agenda

MOTION

Mr. Weaver MOVED to APPROVE the agenda as presented. The motion was SECONDED by Mr. Benoit.

VOTE ON MOTION:

AYES: Weaver, Benoit, Beach, MacDonald, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

4. Architectural Guidelines for Historic Preservation (AGHP) Update

Ms. Skinner said she thought the joint meeting with the Planning and Zoning Board (PZB) was productive. She noted the meeting with PZB yesterday and encouraged the Board to provide any comments they had.

4. (a) Review the draft update of the AGHP with consultant Jonathan Lammers, Historian, from Bender & Associates Architects

Mr. Lammers noted there were no changes to the draft, as they were obtaining comments from staff and the Boards. He provided a few slides for the Board to review. He pointed out the Local Standards for rehabilitation versus Secretary of the Interiors Standards (SOIS) which conflicted, and felt this could be resolved, but wanted the Boards guidance before making any changes.

Board Discussion:

- Additions added sixty years ago were viewed as historic, even though it was not part of the original structure
- Asked where the local standards were located
- There was a discrepancy on standard four between the Local and Secretary of the Interiors Standard
- Felt the local standard was dated and should follow the Federal guidelines

Mr. Lammers and staff response:

- Local standards were in the original document
- Agreed that not applying a date was best like the Secretary of the Interiors Standards
- Would be left to the Board to decide on a case-by-case if the period was significant

Ms. Courtney asked if local standards should be included in the guidelines as they had been in all the other existing versions.

Mr. Lammers said the guidelines should be more consistent. He pointed out number five in the local standards and said in this update, they identified styles beyond 1930 and the standards should apply to all the HP districts. He felt it was difficult to set a hard date. He noted number six was more open ended and dealt with the style instead of a date. He asked how to reconcile the date and the style as referenced in numbers five and six.

Board discussion:

- Board did not have purview outside the main historic district
- If demolition were outside the historic district anything could be put back in its place
- Framed vernacular/Victorian style homes that were redone looked like a modern house once completed and the character defining features would be lost
- Losing the fenestration would harm the National Register District and if the neighborhood went below 50%, it would no longer be a historic district

Ms. Lopez noted the partial demo draft was complete and in the final process for approval, she said it would allow purview over partial demolition and renovations for contributing structures. She stated it did not include new construction on a vacant lot. She said this was mainly partial demolitions for contributing structures. She advised PZB had seen the ordinance and supported it.

Ms. Duncan said it was important for buildings within the HP districts to maintain the integrity.

Mr. Lammers questioned if number five was meant for the Colonial parts of the City as it was not specifically addressed.

Mr. Weaver said number five was contradictory to what the practice had been. He said the date was antiquated and was should be brought up to date; the contradiction comes when there was a post period significant building and someone wanted to rehab the building, then it should be kept in its architectural style. He stated the Civil Rights era and reconstructed buildings were significant and the 2016 survey by Engineering and Science, Inc. (ESI) was updated and he felt that was the base line for the Colonial City.

Mr. Lammers said the 1930's date was problematic because people would rely on it; however, an option could be to eliminate number five and leave number six.

Mr. Benoit agreed. He said number five was redundant. He said number six was specific to the historic district and covered everything.

Ms. Skinner said the reason number five had been added was because people were trying to alter buildings in that time frame to reflect the Spanish Colonial, or adding additions to the front of buildings, that was supposed to be Spanish Colonial, and this rule was to help that end. She said it was decided to not have Spanish Colonial style outside the core area in order to not portray a false sense of history. She encouraged the Board to review the criteria and agreed that eliminating number five could possibly work.

Mr. Beach agreed and said any building modification should be completed in the same architectural style; however, any addition could be a modern addition that supported the older architectural style and character of the building.

Mr. Weaver said in the Secretary of the Interiors Standards that was rule nine and ten, which allowed it to be somewhat modern as long as it was compatible and complementary.

Ms. Courtney said local standard number eight addressed additions. She asked if the Board felt it addressed additions the same way as the SOIS nine and ten.

Mr. Weaver said it conflicted, but the SOIS wanted it to be differentiated, more of a subtle difference.

Ms. Duncan was concerned with the modern features like rooftop bars in the middle of the historic district. She said the Board needed something to base their opinion on since there were many projects that wanted this type of feature. She felt they needed to get into the modernization of the historic building instead of taking a building and making it Colonial.

Mr. Weaver asked about features that did not exist in the Colonial period like handicapped accessibility or flood mitigation measures and he felt that had to be addressed.

Mr. MacDonald said in the Colonial period people walked directly off the street into the building and that was not being done anymore.

Mr. Lammer said he felt there was consensus to eliminate number five and have number eight be updated to be more consistent with the SOIS; include the word differentiated but compatible would help solve the issue, and would allow for other items mentioned like the ADA accessibility.

Mr. Weaver asked if the local standards could be eliminated and instead use the SOIS.

Ms. Skinner said as a planner the SOIS were broad and questioned if they were good enough and met the objectives.

Mr. Weaver said he thought there was a blend of the Manucy guide and the SOIS; however, the problem was if there were conflicts between the SOIS and the local standards. He said the principles were archaic. He said his understanding was they were using Manucy and integrating the SOIS because they were universal. He asked since there were two sets of standards with contradictions what should they do.

Mr. Benoit said residential historic building owners wanted the additions and new construction to be seamless, and most homeowners would want the seamlessness instead of a mini version of the historic building. He said he was in favor of the partial demolition rules and felt it was important to retain the historic preservation districts and numerous contributing structures. He said to do this, they would have to change the way it was being managed.

Ms. Duncan said from experience, people wanted to keep the front of the house, and the back of homes would have more modern features; however, what was written was 'all modifications'. She asked if they were holding themselves to all modifications as the guidelines stated.

Mr. Weaver said local standard number nine was difficult and problematic. He said from experience, the federal guidelines were stricter than what HARB had been and thought more subtle changes were better.

Mr. MacDonald asked if modern uses could be installed even though it would not match the period of the home.

Mr. Weaver replied no; however, it could be determined on a case-by-case basis.

Ms. Duncan said that would shock a lot of people. She said the front of the home should match but in the rear people might not understand why they could not have the modern features.

Mr. Lammers said based on what he heard the phrase “must reflect the historical era of the home” could be changed to “must be compatible” which would help solve the issue with number eight.

Mr. Weaver noted the guidelines and the SOIS should not conflict because it could provide a loophole for possible litigation.

Ms. Duncan said there needed to be an explanation on how the local standards and the SIOS worked together.

Ms. Lammers felt adding a preamble would be beneficial.

Mr. MacDonald said the fifty years should just move with time. He said the preamble could state if there was conflict between the local standards and the ISOS, there would be one that was the default.

Mr. Lammers said it could state “HARB would decide on a case-by-basis”.

Mr. MacDonald said if there was an issue would it default to the SIOS.

Mr. Lammers said there was a suggestion to include pictures of local building additions instead of only National Register one and asked if there were specific ones the Board wanted added.

Ms. Duncan noted the photos should have the original and the addition labeled to understand the difference.

The Board provided several local buildings recommendations that could be added.

Mr. Lammers said at the last meeting there was discussion regarding the pre-approval thresholds that staff would be able to approve and asked if the Board felt 10% was reasonable.

Mr. MacDonald felt staff should be allowed to approve projects if the items have a clear

plan with dimensions and a reasonable presentation for staff.

Mr. Lammers asked if drawings could not be provided could clear pictures be provided.

Mr. MacDonald felt that was a reasonable request.

Mr. Benoit asked if there was a repair and the material was being replaced in kind but was over 10%, would it need to come to HARB.

Ms. Courtney noted at times staff made applicants come to the Board for those types of issues.

Ms. Lopez clarified this would only apply to the HP districts.

Ms. Courtney said most of the time a review was generated by a permit; however, permit staff would ask if they were aware the building was in a local HP district.

Mr. MacDonald felt 10% might be too low and suggested 20%.

Mr. Lammers noted page 28, General Maintenance and Repair, he said if the repair was more than 10% it would not mean it could not be preapproved but the statement was left vague for staff to decide and if uncomfortable, staff could have the applicant present to the Board.

Mr. Weaver noted there was a difference between spot repair and wholesale repair and if this was for spot repair he agreed.

Mr. Lammers said the 10% could be removed and instead it could say “work should be limited in scope”.

Mr. Benoit said it was implied that between the levels of materials and information provided to staff the higher percentage of repair would be allowed to be done at a preapproval situation.

Ms. Duncan said applicants should have to document the extent of the damage and provide ample materials to staff. She said there was a difference in replacing in kind or partial demolition.

Mr. Weaver stated he preferred having a measurable percentage for spot repairs and suggested 25%.

Mr. MacDonald said the 25% was also a guideline for staff and felt the staff should be empowered to make decisions.

Ms. Courtney agreed having a percentage was beneficial as it provided a threshold for staff to work with.

Mr. Weaver said having a minimal threshold would help preserve the buildings.

Mr. MacDonald felt 20% would be better because most buildings had four sides and 25% would allow for an entire side to be replaced.

Ms. Courtney asked if the Board agreed with 20%.

Ms. Duncan asked could it be limited to 20% of any façade or if it were the entire building 10% was best.

Mr. MacDonald said he liked 20% of a façade or elevation, and felt it was forgiving to the public and the building would not be destroyed.

Mr. Weaver stated it would be "replacement in kind" and in theory it would not be out of character with what was there.

Mr. Lammers said on page 28, there was a section referring to the hardscape preapproval and the threshold was 100 square feet of hardscape and anything beyond would be at the staff's discretion.

Ms. Courtney said they needed more flexibility as the existing AGHP restricted the amount to \$1,000.

Mr. Lammers said the intent was to eliminate dollar amounts and incorporate area amounts.

Mr. MacDonald said in the joint meeting there was a lot of conversation regarding plants. He asked what was being done with that.

Mr. Lammers said there would not be a list of what could be planted but rather what should be excluded such as invasive plants. He said native plants would be acceptable and could focus on salt tolerant plants.

Mr. Lammers discussed HP 5 noting the style in the area was framed vernacular except for lots 1-8 of the Kingsland Addition Subdivision, which was the St. Augustine Colonial Revival where the San Marco Hotel was located.

Mr. Weaver said this was part of the North City Historic district and it should be the styles that were consistent with the district, but most were framed vernacular.

Mr. Lammers said he would review the National Register nomination at the period of significance that was identified and could revise it to say "recognized architectural styles within the period of significance" for the district.

Mr. Lammers continued and referred to page 65 Paint Colors and Signs on Colonial buildings. He asked should it be specific to the pre-1821 color list or could it just be on the preapproved list. He asked if high density urethane signs were able to be used for signs.

Discussion:

- Felt it was an opportunity to create visual consistency in the historic district
- Pre-1821 was more specific and narrower than the overall list

- Asked if colors needed to be related to building style
- Felt it should reflect the history of the building
- Should use wood since it was required in the historic district¹

Mr. Lammers asked about using asbestos shingle roofs which had aged and were now historic, since those were unavailable currently, would applicants be required to use an asphalt shingled roof that emulate that pattern.

Board Discussed:

- Had been approved like that by the Board before
- A cementitious replica would be the better choice but there was not a cementitious replica and the products were not waterproof
- Had approved a heavy gauge shingle
- Preferred using the asphalt shingle

Ms. Courtney said one issue they were noticing was the asphalt shingles were not being manufactured. She said this needed to be addressed as the supply for materials had drastically changed. She asked if this could be administratively approved or should those application come to HARB especially if a diamond shaped asphalt shingle could not be obtained.

Ms. Duncan said the manufacturing could change in next few years and felt they should try to keep an asphalt shingle that replicates the pattern. She suggested adding a disclaimer that if materials were unavailable applicant could submit alternative options.

Mr. MacDonald felt this pattern would be available in the future; however, if not, the Board would need to work with the applicant on an alternative pattern.

Mr. Lammers asked since the asbestos roof was not the original but had been the style on the home the longest, would it be considered historic and should be kept as the roof.

Ms. Duncan said if the applicant were able to provide the original roofing material, the applicant could then use it as an alternative, but it could not be a material that was not on the roof at any time.

Mr. Benoit said staff should have the ability to approve an architectural shingle to replace the roof with a statement from the homeowner that indicated the material needed was unavailable.

Ms. Courtney said if that were the case, could staff approve a square shaped asphalt shingle administratively instead of the diamond shape.

Mr. Benoit said he was in support of staff approval but felt it needed to be an architectural shingle that was compatible with the home.

Mr. Lammers said the question was if the Board would be comfortable with replacing asbestos roof with a similar pattern that would duplicate the look of the asbestos roof.

Mr. Benoit said there could be a disclaimer about the supply issues in 2022, but the standard the Board would rather have would be the diamond shaped asphalt shingle.

Ms. Duncan said it could say would need to be replaced with a like material and staff could approve due to limitations. She said the Florida product approval code would need to be provided.

Mr. Lammers referenced page 113, the window assessment checklist, and said this was to ensure before a window replacement occurred, staff would have the correct information in front of them.

¹ Mr. Weaver left the meeting

Ms. Courtney provided two different window checklists for the Board to choose from that could be adopted². She said the one on the simpler version had been created by staff but never implemented, and the second had a window diagram that was more comprehensive and beneficial. She asked which was better

Board discussed:

- Happy the casing of the window was included as it was an important part
- Thought the more comprehensive one was better as it made them list each window specifically
- 20% rule would apply to windows per side
- Add the items from the St. Augustine list as well that could be in conjunction to the more comprehensive one

Mr. Lammers said this could be inserted in the guidelines.

Ms. Courtney felt this would be beneficial to incorporate into the AGHP. She asked if the bullet points from the half sheet should be added.

Ms. Duncan said the bullet points should be kept as it noted the information required regarding each window.

Mr. Benoit asked if the form was able to be used or if it was copywritten.

Ms. Lopez said the window survey form was from the City of Jacksonville and was a public record. She said it could be customized to include the City Crest and change a few things, but it could be used.

Mr. Lammers noted page 119-120 Paint Colors and Styles. He said specific colors were mentioned for only a few architectural styles and another section for colors after

1900's. He asked if this should be included or excluded.

Ms. Courtney said there was a preapproved paint color list that listed every style and was more comprehensive. She felt each style should be covered or it could be removed.

Mr. MacDonald said colors were limited before the 1900's and after that there were many.

Ms. Duncan asked if there would be a reference to the pallet list.

Ms. Courtney said the specific styles listed on page 120 could be excluded and it could be noted there was a document with preapproved paint colors for the different styles. She said it would be beneficial to include in the AGHP.

Ms. Skinner noted a series of brochures were done for applicants regarding the colonial building colors but over the years the ability to produce them had been lost.

Mr. Benoit asked if there was a way to provide a link that lead to a form, which he could provide that helped the applicants think about their the colors choices as they would be selecting multiple colors that needed to work together.

Ms. Duncan asked if there was a historically accurate document that showed the difference between the trim and body colors.

Ms. Courtney said the preapproved paint color document identified this information especially for the Spanish period, pre 1821 period. She felt the form mentioned would be very helpful. She said the City was no longer allowed to require paint permits for residential structures; however, they could require the paint to be from the preapproved color list.

² Attached to packet

Mr. Lammers referenced page 132 Site Features such as pergolas.

Ms. Courtney noted the Board had been receiving many applications requesting pergolas. She said the AGHP currently did not have any guidelines and felt this could help staff and the Board to help review them.

Board Discussed:

- Homeowners were running into maximum lot coverage and pergolas help extend it
- Should have some compatible detail and scale to the building
- Should have language for commercial pergolas

Mr. MacDonald asked why fountains were not appropriate in public spaces.

Ms. Courtney said that was from the old AGHP and had been carried into each version. She said it may be referencing not being appropriate for residential areas.

Ms. Duncan said she thought it referenced the Colonial era and people had wells, not fountains.

Mr. Lammers noted this was legacy information but asked if that should be included.

Mr. Benoit said it could state fountains were not appropriate in spaces open to the public unless part of an overall landscape plan approved by HARB.

Ms. Duncan felt there were examples of restaurants that wanted to have them in outdoor spaces but not in the courtyard space. She felt this needed further investigation as the source related to the time period, style, and what could be the exception.

Mr. Lammers questioned if the pergola, scale should be different from the building roofline or higher than the first-floor coverings. He

asked about coverings for pergolas and questioned if they should be left open.

Mr. MacDonald said the Board had denied plastic coverings in the past on top of pergolas or arbors especially in the HP district.

Mr. Beach said most of the time it had plants, open with rafters, or roof that would match the style of the historic main structure.

Mr. MacDonald clarified pagodas were roofed; however, pergolas were typically not.

Ms. Courtney asked about outdoor furniture in commercial applications as it was a reoccurring issue.

Mr. Benoit said staff needed to have guidelines in order to approve the furniture. He questioned if this would be under site features in commercial settings only. He suggested using natural materials like wood and metal. He asked what other types of materials were being proposed.

Ms. Courtney said it should include no plastic and colors. She said there was a standard to have a canvas for umbrellas to be a light canvas covering and asked if that should be the same for the furniture.

Ms. Duncan noted furniture was removable and that was easiest way make a space more contemporary. She said the visibility from the street was important in the Colonial district.

Mr. MacDonald suggested using the colors on the paint pallet

Mr. Benoit said the materials should be wood or metal for the structures and not plastic. He felt the canvas colors would be difficult regulate.

Mr. Lammers said there was similar language in the bullet points already and would add in this information.³

Mr. Lammers asked if the Board had any comments and if there were any items that needed to be discussed.

Board discussion:

- Asked if new construction could include a collective streetscape for multiple buildings
- Asked if there were any guidelines that would help with more than one building or a larger property
- Page 52 under recommended design principles under new construction should include: "follow the recommended permitted styles for that particular district"
- Page 72 under design considerations, the diagram at the bottom showed a setback which was to demonstrate to not set the building back, it should be at the edge
- Asked if a large building was on the streetscape could it be stepped back for a garden space or green space
- Should there be any type of relief at all if they were trying to break up the massing of the building
- Perhaps more landscaping between a building
- Did not want parking lots or driveways to the back, but what was not shown was the walls leading into courtyards
- Most colonial buildings were along the road, but entry was into the courtyard before entering the actual building, and felt that information needed to be clarified
- Question regarding the massing was to do with relief; however, that did not fit within the Colonial style
- Felt a building setback and a courtyard opening were different and should be defined

Mr. Lammers response:

- Page 74 addressed the breaking up of the massing; however, the setbacks were not addressed
- Asked if there was something beyond breaking up of the massing that should be included
- Would try to have a better diagram with clear information

Ms. Skinner said it could have to do with the color patterns and variation helped to break up a building similar to the Hilton. She felt color would help break up the building as well as the setbacks.

Mr. Lammers questioned the diagram on page 73 that referred to not having a driveway. He said they could make a diagram that resembled St. Augustine more and help maintain the street edge.

Ms. Duncan asked if a door could be required or an entry into a courtyard if the building were built on the street.

Mr. Benoit felt the graphic should reference St. Augustine more; however, on the commercial design considerations, those graphics tell the basic requirement to maintain the basic street wall. He said the bigger buildings might need to be addressed. He said the other issues were alternative materials and the thought at some point that would have to be discussed.

Mr. Lammers pointed out the final sentence on page 93 which stated all materials would have to be approved by HARB.

Mr. MacDonald felt as a builder, the materials for purchase were changing; however, materials used in the Colonial district should remain the same.

Mr. Benoit felt that needed to be clarified to avoid receiving applications without research on compatible alternative materials. He said

³ Break from 11:31a.m.-11:51a.m.

they needed to be upfront about the materials that would be approved. He asked if they could add a line that noted the applicants would need to provide proof that the requested alternative materials were similar to the original product.

Ms. Duncan said there also needed to be an explanation about why the Board required original materials in the oldest part of town.

Ms. Courtney said the SOIS noted the use of substituted materials being used at times. She said they needed to be clear for the applicants.

Ms. Duncan stated in the historic district they had concluded that natural materials were preferred rather than replacement materials, but the reasoning behind it needed to be provided so everyone understood.

Mr. Benoit said the problem with alternative materials was the installation and shadow lines were not done correctly. He said those details were more important than the correct materials.

Ms. Duncan said if the work was to be done on the building it needed to be done by a trim carpenter or someone who understood how to do proper installation. She said the details were the key.

Mr. MacDonald said the window check list had a photo of a properly trimmed window.

Ms. Duncan suggested in addition to the window schedule, the applicant should have to replicate the details of what was being replaced.

Mr. Benoit said he would rather have the details mandated than force the wood requirement.

Ms. Skinner said she agreed, but it could be another ten years before the AGHP was updated again and felt things in totality should be addressed. She felt alternative materials should be recognized but be more

specific regarding the details of the construction.

Ms. Duncan said as an architect she felt the Board should require full details around windows. She said she thought materials was one issue and finding proper craftsmanship was another.

Mr. MacDonald felt the reason the details had not been fixated upon was because the Board had been concerned about the correct materials. He said this might not change in the next ten years, so perhaps there needed to be more discussion regarding alternative materials.

Mr. Benoit said he wanted a line that informed applicants that it was their burden to provide sufficient information regarding the use of alternative materials. He said applicants would need to prove they were able to do the level of detail work required.

Mr. MacDonald said if that was added then use of alternative materials could happen.

Mr. Benoit said any applicant that wanted to use alternative materials could present it to the Board for approval. He was suggesting this to provide guidelines for applicants.

Mr. MacDonald asked about the buildings in the Colonial district.

Mr. Benoit said those buildings should not be changed. He said there were certain structures that should not be messed with and the Colonial buildings were in that category.

Mr. Lammers said he could include more language regarding the details and proper installation to make the replacements more historically accurate.

Mr. Benoit said he liked the way the document read and was user friendly.

Ms. Duncan agreed and felt the pictures were beneficial and visually pleasing.

Mr. Lammers spoke about the sign fonts and reference page 65; he noted the pre 1821 list and afterwards. He discussed the different fonts and said this would expand the list and provide more fonts to choose from.

There was Board consensus that the fonts provided were great and the visual was helpful to the public.

Ms. Courtney asked if the 20% rule as mentioned beforehand would be the preapproved guideline for windows or, should they still come before HARB like they were.

Mr. MacDonald said he felt it should be left that way, the Board can educate them on how the replacements should be installed.

Ms. Duncan said in the historic district it was important to not replace the windows if possible, but the first step was the window schedule and if able to be approved at staff level, then the information would be provided for review.

Ms. Courtney advised that preapproval meant the applicant would not have to come before HARB. She said there were no windows preapproved or listed as preapproved in the AGHP. She said currently staff did not preapprove windows. She referred to page 31 the preapproved window section and asked if that should be removed or add guidelines to be preapproved by staff.

Mr. Lammers noted the way it was written that staff would be able to provide an approval without the applicants coming before HARB.

Mr. MacDonald said they could apply the 20% per façade and if all the windows were to be replaced, applicants should come before HARB.

Mr. Benoit said perhaps there could be more education provided regarding the removal of windows on historic structures after the

sentence about windows being the most important architectural feature. He asked if as of now, any window replacements would be heard before HARB.

Ms. Courtney replied yes. She said in this section the windows could be under the general maintenance 20% rule unless the Board felt otherwise.

Mr. Benoit said that 20% could apply to each individual unit of the window in order to avoid replacement of the window. He said that would be under maintenance of the window instead of wholesale replacement.

Mr. Lammers felt windows were not included in the 20% rule and should be in their own category. He asked if staff should be allowed to preapprove windows or not.

Mr. MacDonald said since windows were one of the most important features it should come before HARB.

Ms. Courtney said she needed clarification since the AGHP had been vague. She said if the Board wanted to review the windows then the window section should come out of the preapproved section.

Ms. Duncan said the only preapproval would be for repair of a window anything else would need to come before HARB.

Mr. MacDonald asked if this would apply to doors as they were also a significant feature.

Mr. Lammers said there were specific conditions for doors to be preapproved. He said to confirm, the Board would want to hear any window replacements. He continued the window replacement form would be filled out for the Board to make a decision.

Mr. MacDonald said the form and the book would help the applicants explain the issues in the case.

5. Other Business

Ms. Courtney said the proposed timeline would be pushed back since there was a lot of feedback. She said the partial demolition language would more than likely be included in the AGHP since they would be ready around the same time possibly in December. She said PZB would review the document and would recommend it to the City Commission for it to be adopted since it was all related.

6. Next Scheduled Meeting Dates

6. (a) Tuesday, November 1, 2022, 2:00 pm
- Planning and Zoning Board (PZB)
Regular Meeting

6. (b) Thursday, November 17, 2022, 1:00
pm - Historic Architectural Review Board
(HARB) Regular
Meeting

6. (c) Tuesday, December 6, 2022, 2:00 pm
- Planning and Zoning Board (PZB)
Regular Meeting

7. Adjournment

There being no further business, the meeting was adjourned at 1:09 P.M.⁴

Catherine Duncan, Chairperson

⁴ Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Historic Architectural Review Board Regular Meeting November 17, 2022

The Historic Architectural Review Board met in formal session at 1:00 P.M., Thursday, November 17, 2022, in the Alcazar Room at City Hall, St. Augustine, Florida. Catherine Duncan, Chairperson, called the regular meeting to order, and the following were present:

1. ROLL CALL:

Catherine Duncan, Chairperson
Gaere MacDonald, Vice-Chairperson
Jon Benoit
Brad Beach
Barbara Wingo, Alternate

Absent:

Paul Weaver, III

City Staff:

Julie Courtney, Historic Preservation Officer
Candice Seymour, Historic Preservation Planner
Isabelle Lopez, City Attorney
Elyse Wiemann, Recording Secretary

2. General Public Comments for Items not on the Agenda

BJ Kalaidi

3. Approval of Minutes

MOTION

Mr. MacDonald MOVED to APPROVE the September 15, 2022, minutes as presented. The motion was SECONDED by Mr. Benoit.

VOTE ON MOTION:

AYES: MacDonald, Benoit, Beach, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

4. Modification and approval of Agenda

Ms. Seymour announced there were two additional 'Other Business' items to be added to the end of the meeting.

There was Board consensus to add the two additional items to the end of the meeting.

MOTION

Mr. Benoit MOVED to APPROVE the agenda with the modification to add the additional items. The motion was SECONDED by Mr. Beach

VOTE ON MOTION:

AYES: Benoit, Beach, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY¹

5. Public Comments related to Expedited Hearing items:

(None)

6. Continued Certificates of Appropriateness from previous HARB meetings

6. (a) HP2022-0073 – Les Thomas, Architect – Applicant
Ocean Breezes Real Estate LLC– Owner
50 Marine Street

Mr. MacDonald recused himself.²

¹ Mr. MacDonald was not present for the vote.

² Recusal form attached to original minutes

To modify plans from a previously approved Certificate of Appropriateness, including altering the size of an approved window, adding an additional window of the same size on the front elevation, and reconfiguring the fenestration of an approved rear door.

Ms. Seymour read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can APPROVE a Certificate of Appropriateness at 50 Marine Street for modifications to previously approved COA HP2022-0044 because they meet the Secretary of the Interior's Standards for Rehabilitation # 9 as a compatible contemporary design.

Les Thomas reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

Board discussion:

- Asked if the two windows on the front of the home would be the same size
- Everything proposed was in the context of the house
- Was in favor of the changes and felt it was compatible

Applicant response:

- Windows would be the same size
- Windows were shown on the window schedule

MOTION

Mr. Benoit MOVED to APPROVE application HP2022-0073 finding that the modifications to the prior approved application were consistent with the house and did not materially detract from

the architecture of the house. The motion was SECONDED by Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. Certificate of Appropriateness

7. (a) HP 2022-0075 – Sarah Ryan Architect, LLC– Applicant
Red Moon Properties, LLC– Owner
9 Aviles Street

To modify a previously approved Certificate of Appropriateness to include installation of gates within existing openings on the west and south elevations of the newly constructed commercial building.

Ms. Courtney read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can take the following actions regarding a CERTIFICATE OF APPROPRIATENESS at 9 Aviles Street:

1. To approve a simplified version of the proposed gates and fixed panels if the HARB determines the proposed materials and dimensions are otherwise appropriate and in keeping with the Secretary of the Interior's Standards for Rehabilitation #9 (Compatible Contemporary Design for New Alterations).

Mark McConnell reviewed the application.

Ms. Duncan asked for the sizing of the pickets.

Mr. McConnell replied the pickets were half inch square, the frame was three quarter by one inch, the pickets were half inch by half inch, the twist were half inch, and a three quarter by one-inch gate frame. He said baskets were meant to make it look better.

Ex Parte Communication:

(None)

Public hearing was opened.

BJ Kalaidi said the staff was recommending the Board should follow the requirements of the gate and she encouraged the Board not to set precedence since this was in an HP area. She said everyone needed to follow the guidelines for history to be preserved.

Public hearing was closed.

The Board discussed:

- Asked which way the gate swung
- Like the details that were added and felt it echoed the Mediterranean style
- Asked why the fence material was not wrought iron

Applicant response:

- Gate would swing in
- There was a four-panel configuration on the large gate for them to fold back symmetrically and smaller gate was toward the street side and projected on the porch but did not encroach on public right-of-way
- Felt wrought iron would not do well in a salty environment

Ms. Duncan said she thought the fence was required to be iron in the historic district.

Ms. Courtney replied the appropriate materials mention in the AGHP for Colonial fences and gates was metal or iron.

Mr. McConnell noted it was not without precedence in the area as the cemetery downtown had the same material. He said using the aluminum would last longer and look better.

Board discussion:

- Using aluminum had been done many times before
- Suggested having the aluminum powder coated
- Felt the squareness of the stock was important
- The fence was ornate which did not matter if Mediterranean style; however, this building was more Mission style
- Thought the light fixtures on the building were ornate and had similar details
- Fence added scale to the building and was transparent
- Felt the picket sizes needed to be heavier and suggested using three quarter inch and an inch for the horizontal rails
- The baskets could be removed to help simplify it and only have vertical pickets
- Felt the pickets were out of character for a Mission style building
- Mission style in St. Augustine was simple and it should fit in with the building
- Questioned the height of the gate
- Bottom and top panels were very decorative and if the twist was eliminated it would help simplify the middle piece

Applicant response:

- Felt the owner would agree to increase size of the members
- Baskets could be replaced with diamond shaped solid piece
- Fence opening on Artillery Lane was eight foot six inches and the opening on Aviles Street was seven feet tall
- Having the more ornate base had more metal to it which helped continue the base around the building

Mr. McConnell proposed changing the picket to three quarter by three quarter. He said step everything up one dimension, remove the baskets and replace with a solid collar.

Mr. MacDonald asked if the twist would be kept as the picket was almost eight feet. He suggested keeping the twist since there a

pattern on the top and bottom of the fence and that would bring it altogether. He said the top was a fleur-de-lis which was classic French and would not be seen in the Mission style, it would be more of a spike.

Ms. Duncan said perhaps the top should be removed and leave the twist.

Mr. McConnell said it could be changed to a spike, the baskets would be removed but replaced with a solid collar at the top and bottom of the twist and the members would be larger by a quarter inch.

MOTION

Mr. MacDonald MOVED to APPROVE application HP2022-0075 9 Aviles Street to put fixed gates and operable gates in the openings stated with the definition of three quarter stock for the pickets, with a volley twist in the center with a solid collar at the top and bottom, change the fleur-de-lis at the top to a spike with all other details to remain the same. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: MacDonald, Beach, Wingo, Benoit, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

**7. (b) HP 2022- 0077- Sarah Ryan, Architect LLC– Applicant
Cara and Allan Farquhar– Owner
272 St. George Street**

Mr. Benoit recused himself³.

To modify a previously approved Certificate of Appropriateness for a new detached garage building including changes to the design of the garage doors, entry doors on the south elevation, outdoor shower, and pergola; and, site modifications to include a screened pavilion, outdoor kitchen, inground pool,

and associated paved decks, fencing, gates, and landscaping.

Ms. Seymour read the staff report and said Based on a review of the AGHP, the previous discussion and approval of COA HP2022-0047, and without the support of evidence to the contrary, staff finds that the board can APPROVE a Certificate of Appropriateness at 272 St. George Street because it meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design with a finding by the HARB that materials and overall design are consistent with the AGHP.

Sarah Ryan and Cara Farquhar reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

The Board discussed:

- Detached garage was increasing from two bays to four bays; however, it was not in the public view
- Asked if the columns on the pavilion could tie in better with the detached garage as the columns looked different
- Questioned why the windows on the garage had been removed
- Asked the height of the garage doors

Applicant response:

- Intent for the columns were for them to be the same scale and dimension
- Windows had been removed per the request of HARB and it was made solid
- Garage doors were seven feet tall

³ Recusal form attached to original minutes

MOTION

Mr. Beach MOVED to APPROVE application HP2022-0077 at 272 St. George Street proposed design as issued with changing two French doors to four French doors, making sure that the extensions was a wood pergola and not a synthetic material, all columns were consistent with the architecture and the paint colors were consistent with the architecture of the main house. The motion was SECONDED by Mr. MacDonald.

Mr. MacDonald asked what material was being used for the surface around the pool.

Ms. Ryan replied it was a limestone surface similar to travertine or natural stone.

VOTE ON MOTION:

AYES: Beach, MacDonald, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (c) HP2022-0076 – Catch 27 Restaurant, LLC– Applicant

46 Avenida Menendez, INC– Owner

40 Charlotte Street

To replace the existing ADA ramp with a lift, construct a covered outdoor bar on the south elevation, expand and cover a utility area on the rear elevation, and modify landscape beds in the rear courtyard.

Ms. Seymour read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can APPROVE Certificate of Appropriateness at 40 Charlotte Street with the following finding and conditions:

If the HARB determines that the scope of work meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design in a

minimally visible area on a contemporary building located in the HP3 Zoning District
With the following conditions:

1. An alternative roof material for the proposed covered bar roof unless the HARB finds that the proposed TPO material is appropriate based on its location that will be minimally seen from the right-of-way

2. Proposed new brick pavers are a true clay brick material.

Steven Hudson and Cliff Duch reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

BJ Kalaidi felt the roof on the bar should not be there because the proper materials were not being used. She encouraged the Board to follow the AGHP guidelines.

Public hearing was closed.

The Board discussed:

- Questioned if the new roof would meet the requirements for the district
- Asked how the roof, if added, would impact the lot coverage and impervious ratio
- Application noted a paver like tremron and the guidelines required a brick type paver
- Stamped brick shown was desirable
- Asked if the Thermoplastic Polyolefin (TPO) roof would be visible

Applicant response:

- Unsure of how that would impact the impervious ratio and lot coverage
- Wanted to redo the area for safety
- Wanted to create a grid with the pavers and infill with the existing materials

- Wanted to use the materials on site since they were in place already
- Current site had a 60/40 mix of the concrete and clay bricks
- Roof was only able to be seen from the two upstairs windows which was a 4x4 area; however, it was mostly covered by the second story balcony

Mr. Duch said the TPO was a more practical use for the equipment which would be properly screened, and the handrail would match the porch to avoid seeing the equipment. He said vantage points were limited and the justification for a handicapped ramp was to not see it from the street and the TPO could also not be seen from the street.

Board discussion:

- Asked the color of the TPO
- Clay pavers were required in the HP district and should match
- Unsure how there were concrete pavers on site as those were not an appropriate material
- Would gain seating by adding the ADA lift
- Asked if the utility shed would be elevated out of the flood plain
- Asked how this helped with flooding to the area
- Felt this would be over 70% lot coverage if being built today
- Condition could be added that anything that changed with the pavers would be replaced with clay brick and concrete pavers could not be reinstalled

Applicant response:

- Agreed to the grey coloring recommend by staff
- Concrete pavers were there when the property was leased
- Shed would have to be elevated too much and would alter the design
- Had practice protecting low lying area and would incorporate that into storm prep

- Compressor would be lofted up with the air conditioning
- Asked Board to accept the idea of using what was on site, the concrete pavers and brick as a border or be forced to use brick throughout the entire space

Ms. Courtney said previously there had been a case where an after the fact approval was required or it could be considered existing. She said if it were left as existing then the concrete pavers could be left.

Board discussion:

- If not taking them up or changing them it, they were existing and was not asking for permission to change them
- If new material was being installed and not permitted it should be corrected
- Should be a true clay brick material

Applicant response:

- Wanted to reuse them in the planter beds
- Agreed to not using concrete pavers and would make a pattern out of the brick
- Asking to cut ribbon out of the paver and install brick in a geometric pattern

Ms. Courtney understood the pavers would be removed to cut only and then install the clay brick in a pattern. She said as long as the pavers were not being put in a different pattern or moved around it could be considered existing.

Mr. Benoit said the entire site was being impacted and asked if there was an impervious percentage requirement.

Ms. Courtney said that was not a requirement for commercial properties only residential.

Board discussion:

- The entire courtyard was being impacted and it should come into compliance

- Would need a drawing showing the pattern and the percentage of brick to concrete pavers
- To avoid trip hazards, if impervious ratio was not an issue, suggested using coquina concrete

Ms. Courtney suggested starting new as this could potentially be a Code Enforcement case.

Mr. MacDonald stated each paver would have to be removed in order to establish a pattern or for ribbons to be added. He asked if the applicant would agree to only having clay pavers in the area.

Mr. Hudson said he would keep the clay bricks and in order to replace the concrete pavers that were existing, and he would purchase more clay bricks to complete the project correctly.

Mr. MacDonald asked why not using coquina concrete to tie in with the brick as that was used all over town, and it was easy.

Mr. Hudson said to keep it easier he would do the clay brick.

Mr. Beach asked if the Board was in agreeance with having the mechanical screened by a rail on the second level and horizontal slats on the first level and then vertical slats.

Mr. Duch said that was the condition now and they agreed to keep the vertical slat suggestion from staff. He said the equipment would be tucked back and it would difficult to see it from adjacent sites unless on the second floor.

Mr. MacDonald said horizontal slats were not done in Colonial style buildings and for it to be correct, it needed to be vertical.

Mr. Beach said the vertical pickets would be done on the first floor. He asked what needed to be done on the second floor to screen the equipment.

Mr. Benoit said he liked the railing as it matched the front porch and worked with the rest of the building. He did not think it would be seen when walking, driving or biking.

Mr. Hudson noted this was on the back of the property, not seen from the street, and would not have bright colors.

MOTION

Mr. Benoit MOVED to APPROVE application HP2022-0076 with the following conditions: screening around the equipment at the rear would be a vertical plank instead of horizontal as shown, rear courtyard would be paved with a brick pavers using existing brick pavers or sourcing new clay brick pavers, the TPO as mentioned by staff was a compatible material given the location and condition that it would be a dark grey color as indicated by the applicant, all the new materials would be painted to match the existing colors on the building and finding all of these elements were removeable and would not have any effect on the historic building and finding most of the elements were at the rear and barely visible by the public. The motion was SECONDED by Mr. Beach.

Mr. Duch noted this was not a historic building and was built in 1994; however, it was in the historic district.

VOTE ON MOTION:

AYES: Benoit, Beach, Wingo, MacDonald, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (d) HP2022-0080 – A.D. Davis Construction Corp.– Applicant
TEP, Inc.– Owner
10 Aviles Street (a.k.a. 17 King Street)

Mr. Benoit recused himself.⁴

For after-the-fact approval of a storefront replacement with a configuration different from the previously existing storefront.

Ms. Seymour read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can CONTINUE a Certificate of Appropriateness at 10 Aviles Street to allow the applicant time to consider altering the new storefront design to be consistent with the historic window patterns of the building's Aviles Street elevations.

Mike Davis and Sammy Hale reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

BJ Kalaidi felt the building should be put back the way it was before as it was an important street. She thanked Mr. Davis for apologizing.

Public hearing was closed.

The Board discussed:

- Thanked the applicant for being corporative
- Building should be put back the way it was before it was changed as it was an important building
- Further down the replacement looked to be in line with other horizontal banding but the adjacent suite it was lining up with the hop of the door

- Asked if the scale of the mullion was the same as the others
- Felt this was the best solution and thought it should be taken back so that it all aligned across
- Should put back to what was there prior

Applicant response:

- New store front was unable to get the same material as it no longer met code, but it was the same material that had been used on King Street (same building) and approved by HARB
- Proposed matching the mullion that was next to the one directly next to it
- Suggesting keeping the doors at the lower height

MOTION

Dr. Wingo MOVED to APPROVE application HP2022-0080 to approve the applicant replacing the existing nonconforming windows with the previously existing storefront windows. The motion was SECONDED by Mr. MacDonald.

VOTE ON MOTION:

AYES: Wingo, MacDonald, Beach, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (e) HP2022-0078 – Grace Contracting, LLC– Applicant
Zigiz Holdings, LLC– Owner
28 W. Castillo Drive – Lots 14

Application HP 2022-0079 was heard with item 7(e).

To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-

⁴ Recusal form attached to original minutes

ground pool with paver surround, front and rear driveways, fencing, landscaping, and associated mechanical and utility equipment

The applicant was not present.

Ms. Duncan asked if there was Board consensus to move the applications to later in the meeting. She confirmed this was for both HP 2022-0078 and HP 2022-0079.

Ms. Seymour replied in the affirmative and the two applications would be heard together.

Ms. Lopez advised that the applications could be moved to the end of the meeting in the hopes that the applicant would arrive.

Mr. MacDonald said Ms. Puckett, a citizen, had been to many of the meetings and it was no fair to the public to move the application when the applicant had not shown.

Ms. Lopez stated the applicant knew the hearing was taking place and the Board had the choice to move the item to later in the agenda or take legal action.

There was Board consensus to proceed with the application without the applicant present.

Ms. Seymour read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can take the following actions for a Certificate of Appropriateness applications at 28 W. Castillo Drive – Lot 14 (HP2022-0078) & Lot 15 (HP2022-0079):

1. APPROVE the application if the HARB finds that sufficient information has been provided to determine that the proposed new construction meets the Secretary of the Interior's Standards #9 as compatible contemporary additions to the streetscapes along Grove Avenue and W. Castillo Drive with the following conditions:

a. Color and pattern of clay bricks are clarified and determined to be appropriate by the HARB

b. Window muntins are confirmed to be a raised simulated divided lite design

c. An appropriate form of screening utility equipment is determined

d. Finish material/color for visible foundation piers is clarified and found to be appropriate;

OR,

2. CONTINUE to allow for further clarification and/or modifications as recommended by the HARB necessary for the design to be consistent with the AGHP and appropriate for the HP-5 Zoning District.

The Board provided their ex parte communication.

Public hearing was opened.

Yvonne Puckett spoke in opposition to applications and said the development was intense with a total of ten bedrooms. She said there was traffic on the street already and this was insensitive to neighbors. She said a site plan for parking was not available and was concerned about the curb cuts. She thought she would not have access to her property with the parking issues.

Michelle Ward spoke in opposition and felt the applicant would be renting these as short-term rentals. She noted there were ten bedrooms between the two homes and not enough parking. She said another concern was water drainage. She said the lots were in the lowest part of the neighborhood and these lots absorbed a tremendous amount of rainwater which helped mitigate the problem. She suggested the site be prepared to drain towards Castillo Drive where there was a larger stormwater drain.

H A Smith spoke in opposition to the application and said the water run-off should

be graded towards Castillo Drive and not Grove Avenue. He asked if there would be access to the properties from Grove Avenue. He said there were already obstructions on the sidewalk and thought these properties could exacerbate the problem.

BJ Kalaidi said the staff advised the application could be continued but asked if it could be denied. She said she was unsure if the parking issues were under the Board's purview. She said the Board needed to express what could and could not be done. She asked what items were provided to the Board and by who.

Ms. Duncan noted Peter Kline emailed Ms. Courtney and the letter was read in the record.

Public hearing was closed.

Gary Allen Register reviewed the application and provided new documentation to the Board.⁵

Public Comment was re-opened:

H A Smith spoke in opposition and said he was unsure how parking would take place on Grove Avenue and felt pedestrian mobility would be obstructed.

Michelle Ward spoke in opposition to the application and said she was concerned about the curb cuts for Grove Avenue. She said she thought there were regulations or restrictions for driveways. She asked if the applicant had been approved to have their driveway in the middle of the property. She asked why the pool had been reduced in size and why there was an exterior door to coming from the storage room.

BJ Kalaidi said parking would be the real issue especially, if these were short term rentals; however, they were close enough to the City parking garage to obtain parking off site.

Charles Pappas encouraged the Board to continue the application as there was not ample time to review the new documentation.

The Board discussed:

- Felt the applicant was trying to move in the direction as suggested by the Board
- Wanted a site plan that showed the neighborhood and the rhythm of sidewalks and driveways from both Castillo Drive and Grove Avenue
- Wanted to understand the parking arrangements as parking did not seem to be right in front of the home but rather to the side
- Should have a set of drawings consistent that showed the whole picture
- Neighbors were concerned with the intensity of use
- Curb cuts should be reviewed by Public Works or Planning and Building to alleviate concern
- Architecture of the homes had improved but needed to be different from each other
- Window scaling was improved but felt there was more that needed to be done
- Felt the Board should not design the properties
- Documentation provided same day of meeting was inappropriate and the public did not have time to review the materials
- Suggested attending the City's Friday Review meeting to understand the requirements and Codes
- Curb cuts and fencing would be addressed at that meeting
- Could provide 24x36 sheet and provide the day of meeting only if smaller ones had been submitted
- Asked if there was a five-foot setback in the front of the home or was that to the street
- Site plan should show the grading plan and the water flow

⁵ Applicant arrived at 2:44p.m.

- Backing a car out onto Castillo Drive was difficult, which mattered
- Might be able to qualify for parking in the City parking garage
- Moving in the right direction with materials
- Disappointed on the progress of the homes and felt they were cookie cutter
- Should look at the scale of the home compared to the garage
- Front door on both homes should not be the same
- Concerned with not having a driveway to get to the garage from Grove Avenue
- Home faced Grove Avenue and the garage did not and looked to have a subdivided lot
- Asked if all the vehicles were parked in front of the house
- Not many historic neighborhoods liked having vehicles
- There was no green space and it looked like a big parking lot
- Wanted to see the streetscape of the neighborhood to understand how these would impact the other homes
- Left elevation only had one window and felt the sides of the homes needed to be designed
- Should show the landscaping on the property
- Asked if the lot coverage was allowed to be at 50%
- Detached garage was as wide as the house
- City code allowed 500 feet for a guest suite on top a garage without cooking elements
- Suggested providing a scaled survey
- Questioned the height of the finish floor
- Felt the garage should look secondary to the main structure
- Questioned the target floor elevations
- Flood information should be reflected in drawings
- Surveyor could show the other homes and sidewalks in the area

- Suggested addressing the public issues as this was a project coming into an existing neighborhood

Applicant response:

- Fifty feet was required between driveways according to the Public Works Department
- Had asked the architect to make the windows symmetrical
- Had no luck finding an architect but had reached out to many
- Door was changed from a six-panel door to a two-panel raised door
- Was willing to attend a Friday Review meeting for guidance
- Wanted to provide larger scale documentations for better understanding
- Storage door should be on the inside and not the outside
- Pool was reduced to be more within the setbacks and provide more parking in the front
- Setback was only in the front with a fifteen-foot minimum setback on Castillo Drive and a ten-foot setback on Grove Avenue
- Was under 50% lot coverage and had a little bit of room left
- Property was improved and a driveway was cut on Lot 14 to the west that they would tie into
- Willing to provide an aerial of the lots
- Main house would be nine feet above grade and one foot above free board

Ms. Lopez advised the December meeting would take place on Wednesday, December 14, 2022 at 1:00 p.m. due to a conflict.

Mr. Register asked about the Friday review process and how to apply.

Ms. Skinner said he could apply and be on the next available Friday. She said it was a round table with each City departments. She asked if the applicant would be ready for the December meeting or did, he want to postpone to January PZB meeting.

Mr. Register stated he would be able to present at the December meeting.

Ms. Duncan advised if there was an issue he should communicate with staff.

MOTION

Mr. Benoit MOVED to CONTINUE application HP2022-0078 to either the December 14th or the January 19th meeting per applicant's ability to provide documentation. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Wingo, MacDonald, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (f) HP2022-0079 – Grace Contracting, LLC– Applicant **Zigiz Holdings, LLC– Owner** **28 W. Castillo Drive – Lots 15** **Application was heard with item 7(e).**

To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-ground pool with paver surround, front and rear driveways, fencing, landscaping, and associated mechanical and utility equipment.

Ms. Seymour read the staff report and said Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can take the following actions for a Certificate of Appropriateness applications at 28 W. Castillo Drive – Lot 14 (HP2022- 0078) & Lot 15 (HP2022-0079):

1. APPROVE the application if the HARB finds that sufficient information has been provided to determine that the proposed new construction meets the Secretary of the

Interior's Standards #9 as compatible contemporary additions to the streetscapes along Grove Avenue and W. Castillo Drive with the following conditions:

a. Color and pattern of clay bricks are clarified and determined to be appropriate by the HARB

b. Window muntins are confirmed to be a raised simulated divided lite design

c. An appropriate form of screening utility equipment is determined

d. Finish material/color for visible foundation piers is clarified and found to be appropriate;

OR,

2. CONTINUE to allow for further clarification and/or modifications as recommended by the HARB necessary for the design to be consistent with the AGHP and appropriate for the HP-5 Zoning District.

MOTION

Mr. Benoit MOVED to CONTINUE application HP2022-0078 to either the December 14th or the January 19th meeting per applicant's ability to provide documentation. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Wingo, MacDonald, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY⁶

8. Certificate of Demolition and Partial Demolition

8. (a) HP2022-0074 – DSW Homes, LLC – Applicant **Sonya Jones – Owner** **37 Weeden Street**

⁶ Break from 3:40p.m.-3:51p.m.

For partial demolition of a residence constructed c. 1884 that is recorded in the Florida Master Site File and contributing to the Lincolnville National Register Historic District, for work related to elevation and rehabilitation including removal of the existing front and rear porches and steps and replacement of existing wood lap siding.

Ms. Seymour read the staff report and said Based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the board can APPROVE a Certificate of Demolition at 37 Weeden Street: if the HARB determines that the work as proposed will not compromise the architectural integrity of the structure and not impact the building's contributing status in the National Register District.

Ryan Fischer reviewed the application.

Ex Parte Communication:

(None)

23 certified notices were sent, 0 were returned in favor, 0 were returned opposed and 0 had comments.

Public hearing was opened.

BJ Kalaidi said the most important thing was for the building to remain on the Lincolnville National Register.

Public hearing was closed.

The Board discussed:

- Had no issue with getting the home out of the flood zone
- Not in favor of having the siding removed
- Should provide photographic evidence

Applicant response:

- Siding had termite damage and was rotted

- Willing to provide the pictures requested
- Doing the work through St. Johns County and thought the photos had been provided

Ms. Seymour advised the photos had been included and were provided by the county showing the damage.

Board discussion:

- Felt the original fabric of the building should be kept as much as possible to avoid having it come off the National Register
- Felt the siding was important to keep
- Building was being raised by sixteen inches
- Asked if the T1-11 was being replaced like for like
- Felt the T1-11 would not adversely affect the house and was in support of the application
- Thought lap siding would be better than the T1-11
- Suggested raising the home higher if needed

Applicant response:

- Only removing the area that was termite damaged and rotted which was around 100 feet
- Would only lower the existing lattice but not adding any material

MOTION

Mr. Benoit MOVED to APPROVE application HP2022-0074 finding that the partial demolition as outlined in the application would not significantly impact the integrity of the building. The motion was SECONDED by Dr. Wingo.

VOTE ON MOTION:

AYES: Benoit, Wingo, Beach, MacDonald, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9. Incomplete Items (as of Meeting Packet Publication)

9. (a) HP2022-0067 – KRB Construction LLC – Applicant
TEP, Inc – Owner
4 Aviles Street (a.k.a. 17 King Street)

Mr. Benoit recused himself.⁷

To modify the existing storefront along Aviles Street with new configuration and materials.

The applicant was not present to review the application.

Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

The Board discussed:

- Applicant was not present, and the application was continued at the last HARB meeting
- There had been no communication with staff
- Board thought the building was important and changing the entry way would change the integrity
- Asked what the options were either to continue the application or deny

Ms. Lopez said the application could also be approved if the Board felt it met the criteria.

MOTION

Mr. MacDonald MOVED to DENY application HP2022-0067 as it had two continuances and there had been no new information or notice requesting a continuance. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: MacDonald, Beach, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

9. (b) HP2022-0069 – World Construction Co., Inc – Applicant
St. George Street Properties, LLC – Owner
32 St. George Street

To construct a new pergola in the south courtyard and replace the existing wood gate with a new design along St. George Street.

The applicant was not present to review the application.

Ms. Seymour stated no new materials were submitted, and the application was not heard as it was incomplete at the last HARB meeting and no applicant was present. She said the existing gate was approved a long time ago; however, there were several concerns such as owner's authorization form which was received with the property managers signature, staff requested a survey site plan indicating the property lines; however, there was no response. She said at this time it was an incomplete application.

Mr. MacDonald asked if staff had been notified the applicant would not be in attendance.

Ms. Seymour replied no. She said there were two people she was communicating with the contractor who submitted the application and the property manager, who sent in the owner's authorization form.

Ms. Lopez advised since this application had not been heard, the Board needed to review the criteria and include if the application was permissible or not depending on the decision by the Board.

⁷ Recusal form attached to original minutes.

Ms. Duncan suggested continuing the application one more month and if there was no response at that time, they would not continue the application again.

MOTION

Mr. Beach MOVED to CONTINUE application HP2022-0069 to the December 14, 2022 meeting. The motion was SECONDED by Mr. MacDonald.

Mr. MacDonald suggested letting the applicant know of the date change.

Mr. Benoit asked if the entire application was only the one sheet of paper provided.

Ms. Seymour replied in the affirmative.

Mr. Benoit said he proposed a motion to deny the application because there was not enough information and the staff was not having any feedback. He said this was not an acceptable HARB application. He said he was in favor of not continuing.

Ms. Duncan asked for the motion to be amended to include all the missing materials as outlined by staff, in addition to proper drawings that reflect the design.

Mr. Beach AMENDED the MOTION to Continue HP2022-0069, 32 St. George Street, to include the application would provide additional plans, sections, elevations and details that show the proposed work and any missing materials as outlined by the staff. Mr. MacDonald SECONDED the amended motion.

VOTE ON MOTION:

AYES: Beach, MacDonald, Wingo, Benoit, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

10. Other Business

10. (a). Review of 2023 HARB Meeting Schedule

Ms. Courtney noted the dates for the 2023 HARB meetings had been provided to be Board. She said the Board needed to adopt them if approved.

MOTION

Mr. Benoit moved the APPROVE the HARB dates as presented. The motion was SECONDED by Mr. MacDonald.

VOTE ON MOTION:

AYES: Benoit, MacDonald, Beach, Wingo, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

Ms. Courtney said a letter from the City Building Official Richard Schauland, approved an emergency demolition for 63 Hypolita Street. She said this was granted based on updated structural engineers report and a paper copy was available for review if requested. She said there was a structural member that compromised the integrity of the building and a noticeable change in the past year. She said anything proposed for redevelopment would have to be reviewed by the HARB for approval and the Planning and Zoning Board.

Mr. MacDonald said this building was compromised and unsafe and agreed it needed to come down; however, he did not want it to be used as a parking lot. He suggested having a fence around it and add landscaping.

Ms. Courtney said the code required a fence to be in place when a building was demolished but it was not allowed to be used as a parking lot. She said HARB did not have purview over emergency demolition and the reports were available and could be reviewed by the public. She said the Building Official was available to answer any questions.

Ms. Courtney advised the Architectural Guidelines for Historic Preservation (AGHP) consultant had provided options regarding

the color scheme of the document and asked for the feedback from the Board. She said these colors were from the preapproved paint color list.

There was a Board brief discussion regarding which colors scheme to use for the AGHP.

There was Board consensus to use the color scheme option A.

11. Planning and Building Staff Communications

11. (a) Planning and Building Staff Approved Permits Report

(Provided for informational purposes)

12. Next Scheduled Meeting Date

a) Wednesday, December 14, 2022, at 1:00 p.m.

Mr. Benoit asked if an applicant provided an application that was incomplete, or they were unable to interpret the guidelines, was staff able to tell the applicant they needed to revise the application or provide more information before presenting to HARB. He asked if staff were able to provide feedback that the Board could hold the applicant accountable for specific items. He said over the past year there had been multiple applications that were not close to the guidelines and wanted to know how the process could be improved.

Ms. Lopez replied the applicant always had the right to have their application heard by the Board even if staff deemed the application to be insufficient due to lack of information in association with the City Code.

Mr. Benoit said applicants needed the feedback sooner rather than later instead of waiting for 30 days.

Ms. Seymour said there was a checklist attached to the application and staff

reviewed and checked off the items still needed and sometimes send the additional items requested via email within a few days after receiving the application in order for the applicant to have ample time to submit any additional documents.

Ms. Lopez suggested including in the standardize template said, 'failure to submit the materials by a certain date the application would be administratively continued', unless the applicant demanded a hearing.

Mr. Benoit said St. Johns County decided if the application was ready to be heard by the Zoning Board or not.

Ms. Lopez said that was typical and it would not be presented unless the applicant demanded their right to a hearing. She said that could be done but that was not the culture.

Ms. Courtney said they were instructed that they were unable to do that; however, staff could inform them it was incomplete and list it as an incomplete application. She said the sufficiency checklist was provided a week after and the agenda had to publish the following week. She said it was difficult to do all the work associated with the application when it might not be heard at the meeting due to missing an item.

Mr. Benoit encouraged everyone to think about the vocabulary 'your application was not ready and would not be heard by the Board and would not be presented until it was ready' unless the applicant demanded to be heard. He said he wanted to empower staff to have that ability.

Ms. Lopez suggested the Board could provide a recommendation through staff to administration and the City Commission that they would like a formal process with a formal notice. She said a motion would be beneficial and staff would then have something to present to their bosses. She said this was able to be done legally.

Ms. Courtney said elevations drawings were not required by code and the only requirements were to notice the applicant and most was not required by the applicant to do.

Ms. Lopez advised the Board could create a list of items required and the list could be blessed by the City Commission.

Ms. Seymour noted the AGHP was codified and adopted by Code and anything in the AGHP could be required.

Ms. Courtney said since the AGHP was being updated the section on how to apply could be revised to list the documents that were required. She said the timeframe required applicants to have all the information into staff was ten days prior and most of the information came in with not enough time to review it and provided feedback.

Ms. Lopez advised if that was an issue, codes were able to be amended. She said she would relay to the City Commission anything that was needed to help make the meetings more functional.

13. Adjournment

There being no further business, the meeting was adjourned at 4:43 P.M.⁸

Catherine Duncan, Chairperson

⁸ Transcribed by Elyse Wiemann

CITY OF ST. AUGUSTINE

Historic Architectural Review Board Regular Meeting December 14, 2022

The Historic Architectural Review Board met in formal session at 1:00 P.M., Wednesday, December 14, 2022, in the Alcazar Room at City Hall, St. Augustine, Florida. Catherine Duncan, Chairperson, called the regular meeting to order, and the following were present:

1. ROLL CALL:

Catherine Duncan, Chairperson
Jon Benoit
Paul Weaver, III
Brad Beach

Absent:

Gaere MacDonald, Vice-Chairperson, excused

City Staff:

Julie Courtney, Historic Preservation Officer
Candice Seymour, Historic Preservation Planner
Isabelle Lopez, City Attorney
Elyse Wiemann, Recording Secretary

2. General Public Comments for Items not on the Agenda

BJ Kalaidi

3. Approval of Minutes

MOTION

Mr. Weaver **MOVED** to **APPROVE** the October 20, 2022 minutes as presented. The motion was **SECONDED** by Mr. Beach.

VOTE ON MOTION:

AYES: Weaver, Beach, Benoit, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

4. Modification and approval of Agenda

Ms. Duncan announced Items 6(a) 2022-0078 and 6(b) 2022-0079 would be heard at the January 2023 meeting.

Ms. Courtney advised she had sent an email regarding two items, questions about the AGHP update and incomplete application discussion under 'Other Business'.

Mr. Weaver asked if the expediated item needed to be added to the motion.

Ms. Courtney replied if the Board was in favor of Item 5(a) being an expediated item it should be stated.

MOTION

Mr. Weaver **MOVED** to **APPROVE** Item 5(a) as a recommended expedited hearing item, continue Item 6(a) and 6(b) to the January 2023 meeting, and add the two items regarding the AGHP guidelines 'other business'. The motion was **SECONDED** by Mr. Benoit.

VOTE ON MOTION:

AYES: Weaver, Benoit, Beach Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

5. Recommended Expedited Hearing Items (to be recommended one week in advance)

5. (a) HP2022-0087– Colour Homes LLC – Applicant
904 Acquisitions, LLC – Owner
29 Masters Drive

To demolish a residential building constructed ca. 1910-1917 that is recorded in the Florida Master Site File and not located in a district. (Previous COD PL2021-0043 approved April 15, 2021 has expired).

Jason Stancil waived his right to a presentation and agreed to the staff report recommendations.

Ms. Seymour read the staff report and said based on a review of the AGHP, HARB's previous approval of COD PL2021-0043 in April of 2021, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a Certificate of Demolition at 29 Masters Drive because it is not a local landmark or otherwise designated as a historic building, with the following conditions:

1. For any salvageable historic materials, including the wood doors, windows, pine boards and interior knotty pine paneling, to be salvaged if possible.
2. For archival the residential building and a site survey showing landscape elements and features like the fountain and old garage.
3. To limit the time that the lot is vacant, the applicant shall submit the new building permit simultaneously with the demolition permit.

Ex Parte Communication:

(None)

25 certified notices were sent, 0 were returned in favor, 0 were returned opposed and 0 had comments and one additional email was attached.

Public hearing was opened; however, there was no response.

Board Discussion:

- Had previously been approved
- Information submitted by David Nolan was the same as before but did not change the fact that it was not a local landmark, no individual significances or part of the Historic District
- Asked if applicant agreed to submit archivable documentation and measured drawings of the existing building.

Mr. Stancil replied they were working on the documentation required.

MOTION

Mr. Weaver MOVED to APPROVE Item 5(a) with the three conditions stated by staff. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Weaver, Beach, Benoit, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

6. Continued Items from Previous Meetings

6. (a) HP2022-0078 Continued from November 17, 2022 WILL BE HEARD AT THE JANUARY 19, 2023 MEETING
Grace Contracting, LLC– Applicant
Zigiz Holdings, LLC– Owner
28 W. Castillo Drive - Lot 14

Continued under Item 4. Modification to the Agenda

To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-ground pool with paver surround, front and rear driveways, fencing, landscaping,

and associated mechanical and utility equipment.

6. (b) HP2022-0078 Continued from November 17, 2022 WILL BE HEARD AT THE JANUARY 19, 2023 MEETING
Grace Contracting, LLC– Applicant
Zigiz Holdings, LLC– Owner
28 W. Castillo Drive - Lot 15

Continued under Item 4. Modification to the Agenda

To construct a new 1-1/2 story single family residence along Grove Avenue and a 2-story detached garage with living space above along W. Castillo Drive with associated site features to include an in-ground pool with paver surround, front and rear driveways, fencing, landscaping, and associated mechanical and utility equipment.

6. (c) HP2022-0069 Continued from October 20, 2022
World Construction Co., Inc. – Applicant
St. George Street Properties, LLC– Owner
32 St. George Street

To construct a new pergola in the south courtyard and replace the existing wood gate with a new design along St. George Street.

Applicant was not present at the meeting and no additional information was received by staff.

Ms. Seymour said they had received an updated survey and owner's signature; however, the Board was clear about the items they wanted to receive at the last meeting and those have not been received by staff. She said she did not hear from the contractor; however, had reached out several times. She advised the Board had two options, to continue the application to an uncertain date in order to provide the applicant time to submit the documentation or deny the application since there was no

additional information requested for review.
Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

The Board discussed:

- Suggested denying the application since the Board had requested additional information and those had not been provided
- Had provided many chances but applicant was nonresponsive and a no show

MOTION

Mr. Benoit MOVED to DENY application HP2022-0069 finding that the applicant has not followed through with the requested designs and applicant did not communicate with staff. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Weaver, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. Certificates of Appropriateness

7. (a) HP2022-0084– High Tide Roofing & Waterproofing, Inc– Applicant
Sugartime St. Augustine, LLC – Owner
32 Charlotte Street

To replace existing asbestos shingles with a different roof material.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a Certificate of Appropriateness at 32 Charlotte Street if the HARB finds that the proposed replacement material meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary replacement material with

appropriate color to be specified by the HARB.

Bill Lanni and Mike Lopez with High Tide Roofing reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

Mr. Weaver asked if the shingles referenced in the staff report on the San Borne map were wood or asphalt.

Ms. Seymour replied it was most likely a wood shingle; however, it was replaced.

The Board discussed:

- Due to the date of the roof, it was most likely a wood shingle
- Was not a commercial building as metal roofs were required due to the fires in 1914
- Asked if demolition was started
- Asked if there was any evidence of an earlier shingle beneath what was there
- Could do a shingle replacement in the diamond pattern but thought a wood shingle might have been used in the proposed pattern
- Understood the diamond shaped pattern was difficult to find
- Overall, felt the architectural shingles were appropriate
- Concerned with the color and thought asked if it could be darker
- Felt the darker color would keep more with the character
- Asked what the original asbestos coloring was
- Felt the contrast was more complementary

Applicant response:

- No demolition had been started

- The roof had been stripped when the asbestos shingles were installed
- Proposed color was the closest to the asphalt shingle
- Not opposed to having a darker shade of grey
- Had not pulled any asbestos shingles off; however, thought the original was darker than what was exposed
- Was in agreeance with using pewter

MOTION

Mr. Benoit MOVED to APPROVE application HP2022-0084 with the minor modification to change the color from oyster to the pewter colored shingle in the Atlas brochure as submitted by the applicant. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Weaver, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (b) HP2022-0083– Duval Master Construction– Applicant 26 Toques PI, LLC– Owner 26 Toques Place

To remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding.

Ms. Courtney read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can CONTINUE a Certificate of Appropriateness at 26 Toques Place to allow time for the applicant to submit requested information related to the project scope.

Hunter Haden reviewed the application.

Mr. Weaver clarified no demolition had been done, windows were being repaired and the roof was still attached.

Ms. Duncan asked which elevation needed the siding repair.

Mr. Haden said on the south elevation there was some siding that needed repair due to termite damage.

Ex Parte Communication:

(None)

Public hearing was opened; however, there was no response.

The Board discussed:

- Windows were being restored and would be put back in the home
- Modification to the porch to remove the ramp was not problematic
- Thought the siding looked to be in good shape; however, some repairs might be needed
- If replacement of the roof were needed, it would be a red metal roof

Ms. Courtney said the roof was very rusted and thought it was galvanized. She said they were not informed about the roof and this was the first they were hearing about it because there were guidelines. She said to be administratively approved it would have to meet the guidelines.

Mr. Benoit said replacing a rusted metal roof with a new one could be handled by staff.

Ms. Courtney replied yes, the AGHP guidelines were provided in the staff report for framed vernacular with pitched roofs or masonry if the preapproved materials were Galvalume or galvanized steel 5-V crimp.

Mr. Benoit said the application noted roof repair. He asked if this could be added to the motion or did it need to be approved by staff.

Ms. Courtney said if the Board wanted to approve it now it could be done or if the applicant were to submit a building permit

application for roof replacement it could be approved by staff.

Ms. Duncan asked if staff wanted the siding to be documented before repair.

Ms. Courtney said the most important part was to find out how much siding would need to be replaced and that should be documented and if it exceeded a certain amount they should communicate with staff.

Ms. Duncan said the recommendation for this item was for it to be continued for the applicant to have a complete application. She said some of the items within the project could be approved by staff, and documentation should be provided before approving the application.

Mr. Weaver agreed. He said the application did not have enough evidence to understand the scope of work, and many items could be approved administratively but felt it should be continued.

Board discussion:

- Felt the scope of work should be defined better by providing plans and elevations
- Applicant could provide photos or a power point showing each façade
- Did not feel drawings were necessary if photographic evidence was provided
- Should have a more comprehensive analysis
- Railing was important to understand how it would terminate
- Asked if replacement was done 'in kind' and documentation was provided would the applicant need to come back to the Board

Applicant response:

- Railing was being removed and replaced with the same material and the porch would be enclosed
- Was removing the ramp and ending the porch at that location

- Asked if any of these items were required to be heard by HARB or could they be administratively approved

Ms. Courtney said after speaking with the contractor, she advised for repair generally the application did not need to be heard by HARB; however, staff still had to have clarity on what was to be done before a permit could be approved.

Mr. Haden said if able to be approved administratively, he would provide more information regarding the work.

Mr. Weaver suggested continuing the application and any items that could be done administratively should be and if needed there was the option to return to the Board for items that needed to be approved by them.

Ms. Duncan asked for more details regarding the windows since they were being repaired and replaced in the home.

Mr. Weaver asked who the carpenter was working on the windows.

Mr. Haden replied it was a carpenter who specialized in this type of work that worked for the contractor.

Ms. Courtney noted the AGHP guidelines stated, "any structural maintenance, repair, or remodeling which did not exceed \$250 was pre-approvable". She asked the Board for guidance regarding the siding.

Ms. Duncan advised if it was more than a couple of courses at the lower portion, the application should return to the Board.

Mr. Benoit disagreed. He said the reason there was so much unpermitted work was because it was so difficult. He said staff were the experts and there needed to be balance. He said 250 square feet was small for a building of this size. He said the question was would the historic integrity be lost. He said

the applicant was present for minor repair work and the Board should not dissect work that could be administratively approved. He thought it was becoming more cumbersome but thought it could be continued and provide staff with photos.

Ms. Duncan said when applicants came before the Board, they should follow the same standards. She said they needed to provide material samples, window documentation and siding information. She said it was unfortunate that the applicant had not provided the information even after staff had provided feedback.

Ms. Lopez clarified the Board was asking the applicant to review what conformed to code and could be administratively approved and if there were items that could not be preapproved, to come back to the Board at the January meeting. She asked if that was the Board consensus.

Mr. Weaver replied he was confident in the staff's judgement. He said anything that could be approved administratively was great; however, it was not the Board's fault for the unpermitted work that was being done within the City. He said it was very important the process to be efficient and preserve buildings.

Mr. Haden advised he would work with staff and try to provide the information.

MOTION

Mr. Benoit MOVED to CONTINUE application HP2022-0083 to the January 19, 2023 meeting should the applicant and staff need to come back. The motion was SECONDED by Mr. Weaver.

VOTE ON MOTION:

AYES: Benoit, Weaver, Beach, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

7. (c) HP2022-0086 – Lane Architecture
P.A. – Applicant
Flagler College, Inc. – Owner
74 King Street

To replace roofing, flashing, and vents, modify roofing on the existing towers, and install roof eave air intakes; to install louvers in place of existing window sashes in four dormers for new mechanical equipment; and, to route HVAC lines to the basement through existing openings.

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the Board can APPROVE a Certificate of Appropriateness at 74 King Street if the HARB finds that proposed alterations meet the Secretary of the Interior's Standards for Rehabilitation #5 and #9 for compatible contemporary design that is sensitive to and causes minimal impact to the architecture of the historic building.

Michael Blake reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

Charles Pappas said his concern was the louvers on the windows as they completely changed the look of the building. He said if there was no other way for it to be done then it should resemble a window and with it being so high up perhaps using high quality graphic to help fool the eye.

BJ Kalaidi asked the Board if this would stop the building from flooding.

Mr. Beach said a pipe burst which cause the flooding not exterior intrusion.

Mr. Blake said the finishes were damaged and the building systems had exceeded their life span; however, the flooding was from the sprinkler system. He said the building

needed structural repairs and the systems needed to be replaced to meet the building code requirements. He stated they had met twice with the Building Official and Fire Marshal to make sure they were up to code. He said this was the heart of Flagler and a landmark to the City; however, it needed to be functional for the college. He said the college was prepared to invest in this to preserve the building.

Ms. Duncan asked for the exact location for the louvers.

Mr. Blake said the two that could be seen were from the north, but the others were concealed, and only students at the college could view them. He said the opening would be the same and nothing would change with the dormer except the louver would replace the windows. He said this worked for the mechanical systems that were already designed.

Public hearing was closed.

The Board discussed:

- Asked where the dedicated outside unit was located
- Louvers and dormers on the covered walkway were most visible, asked if there was a way to move them onto the flat roof of the building out of view
- Asked if they were able to cut into the coquina and add a steel beam
- Louvers were jarring to view but felt the applicant had done their due diligence
- Cutting into the coquina would impact a significant feature
- One on the north elevation was at the rear and thought it should be placed there
- Not only was the building a local landmark, it was a National Landmark and was the most architectural significant building in Florida
- Thought the college was making an investment and felt the big picture was effective

- Building was a significant adapted use
- Felt they were tucked away the only one that could be seen was from Cordova Street but was concealed by trees
- Could save the windows and could be reinstalled if needed as a temporary solution that could be restored
- Asked if the muntin profile would be installed with the louvers in between to resemble the window
- Asked if the color around could be slightly darker to look more like glass
- Was Flagler yellow, which was the precedence
- From a distance resembled a contemporary metal screen and looked flat
- Should save the window and make it look more like a bifold shutter
- Drawing of the louver did not have a piece down the middle
- Asked if there was a reason the louvers were vertical
- The rest of the project was a restoration project to help preserve the building
- Asked if there was a way to do two smaller openings and two different windows adjacent on the wall
- Asked if there were any other penetrations on any other walls on the project
- Would be concerned with the structural load and integrity
- Thought a horizontal louver would be better as it would look more like a shutter
- Vertical shutters were typically on Colonial buildings and a Colonial feature
- Would be able to eliminate 30 compressor units

Applicant response:

- Two were on the east wing, two on the west wing and one on the north inside on the top level of the building
- Structure was coquina concrete and without removing a window there was no other option
- Dedicated outdoor unit on the north would be on the top level to serve the

east and west wings and that was needed to control that portion of the building

- Did not want to cut into the coquina
- Needed 7.13 free air value on both louvers
- Louver had to have a Florida Product number
- Could not add anything on top of the louver as that would interfere with the air intake
- Proposed was standard color that matched the window sash coloring
- College was agreeable to paint anything to help this be approved
- Tried to show a simulated joint; there were two halves and they were thin to maximize the air flow
- Drawing did not show the piece in the middle, but the graphic had it as an idea
- Would salvage the window and keep in the same room
- Felt this was the least intrusive and helped obtain the most amount of airflow needed
- Louvers were 'S' shaped which helped redirect the water
- Whole window was needed and was tight on meeting the demands on the mechanical equipment
- Would order the color shown, paint it a Flagler yellow and repaint as necessary
- Coquina was unreinforced concrete and would have to add steel plates
- Did not feel two smaller openings were feasible
- No other penetrations on exterior walls only the dormer windows and through the roof
- At the solarium level there were openings in the eaves but was at the top of the building with nothing else above it
- Could ask for a horizontal louver but unsure if that was a possible
- Compressors would be removed

MOTION

Mr. Weaver MOVED to APPROVE Certificate of Appropriateness HP2022-

0086 Flagler College 74 King Street, approving a very detailed application roofing, flash, and vents specific to the four existing dormers try an expression of a vertical mullion as best as possible, painted Flagler College yellow, existing four windows to be salvaged for future repurposing and for the option if possible to have horizontal louvers rather than vertical . The motion was **SECONDED by Mr. Benoit.**

VOTE ON MOTION:

AYES: Weaver, Benoit, Beach, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

**7. (d) HP2022-0081– Don Crichlow & Associates – Applicant
18 St. George St., LLC– Owner
18 St. George Street (a.k.a. 11 Spanish Street)**

For after-the-fact approval to reconstruct the rear wing in a manner different from the approved modifications to the building under the HARB approved Certificate of Appropriateness (2018-0121) from January 17, 2019. (See associated COD application HP2022-0082).

Mr. Weaver recused himself from the application.¹

Ms. Seymour read the staff report and said based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the Board can APPROVE an after-the-fact Certificate of Appropriateness at 18 St. George Street (a.k.a. 11 Spanish Street): if the HARB finds that the reconstruction and modifications to the previously existing rear wing meet the Secretary of the Interior's Standard's for Rehabilitation # 9 as a compatible contemporary design.

Ms. Lopez suggested item 7(d) 2022-0081 and 8(a) 2022-0082 be heard at the same

time since it was the same property; however, they would need two separate motions.

The Board, staff, and the applicant agreed to have both applications heard at the same time.

Don Crichlow and Joseph Moncheite reviewed the application.

Ex Parte Communication:

(None)

Public hearing was opened.

Charles Pappas said he understood the condition of the building and asked how contractors could be educated before things were done.

BJ Kalaidi was concerned why the rules were not followed before demolition had taken place. She said her main concern was the City needed to protect and preserve.

Public hearing was closed.

The Board discussed:

- The additional three windows were compatible and tucked in off the street
- Should keep the same orientation and height since it was in rhythm with the other windows on the building
- Felt there was enough evidence regarding the damage
- Did not take much latitude with what had been put back
- Material that was there was rotten and unable to be repaired
- Finished product was in line with the original approval
- Felt it was a better product with having a fire rated wall, better lighting, better portions, similar exterior material and scale

¹ Recusal form attached to original minutes.

- Asked if the footings needed to be bigger or have different straps and if they were up to code
- Original plans called for a break between the novelty siding on the historic structure and the lap siding
- Different material but wood was still in the preapproved drawings but should maintain the break to have the addition read as such
- Wanted to make sure the material was not Hardy Board
- Section showed Hardy Board on the reconstructed portion but on the other side had the cedar lap siding
- Felt the Board need to know if there were any changes besides the windows from the previously approved application

Applicant response:

- Drawings were submitted to the building department for review; however, had not received the final permit
- Received comments from the Building Official who had no issues with the existing footings being used
- Did not send in the deck construction but would be using the one that had been sent in previously
- Hardy Board would need to be used on the back side of the building that was being reconstructed on the fire rated section
- Could not be fire rated if cedar lap siding
- Originally did not have the fire rated area, but now since it was being reconstructed, they wanted to use the Hardy Board on the backside to fire rate

Mr. Moncheite said the back side of the building could not be seen by the public since there was a coquina block wall that was close to the building.

Mr. Crichlow stated he was not opposed to retaining the same siding and not fire rating.

Ms. Duncan asked what the material was on the retail portion of the building.

Mr. Crichlow replied the material was masonry. He said the existing part would not be fire rated; however, since they were reconstructing he felt it might be desirable to fire rate.

Mr. Benoit asked if the novelty siding on the historical section would stay.

Mr. Crichlow said the novelty siding would stay on that portion and if the Board wanted the novelty siding in that location he was not opposed. He said the original approval did not have the fire rated section. He said it would be the one wall and half the roof.

Mr. Beach asked if Hardy was not approved in this location.

Ms. Duncan said for this area it was not typically approved.

Mr. Beach asked if the Fire Marshal would require it to be fire rated.

Mr. Crichlow said before it was an existing building and now that it was new construction, he was unsure if it would be mandated.

Mr. Benoit asked if there was a way to use a Hardy tile on the inside of the wood.

Mr. Moncheite replied that could be done. He said he would also use a fire code dry wall and sheeting the outside with the novelty or cedar siding.

MOTION

Mr. Benoit MOVED to APPROVE application HP2022-0081 at 18 St. George Street for the after-the-fact approval to construct the rear wing with the addition of three double hung windows with the condition that the north wall rebuilt wing be fire rated behind wood siding with the Hardy panel if code approved. The motion was SECONDED by Mr. Beach

VOTE ON MOTION:

AYES: Benoit, Beach, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY

8. Certificate of Demolition and Partial Demolition

8. (a) HP2022-0082– Don Crichlow & Associates– Applicant

18 St. George St., LLC– Owner

18 St. George Street (a.k.a. 11 Spanish Street)

Mr. Weaver recused himself from the application.²

Item 8(a) was heard simultaneously with Item 7 (d).

For after-the-fact approval of partial demolition of a building constructed ca. 1885-1888, that is located in the Historic Preservation 3 (HP-3) zoning district and is a contributing building to the St. Augustine National Register Historic District, to include removal of a later rear wing. (See associated COA application HP2022-0081).

Ms. Seymour read the staff report and said based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the Board can APPROVE a Certificate of Demolition for partial demolition at 18 St George Street (a.k.a. 11 Spanish Street) if the HARB makes a finding that loss of the previously existing rear wing is mitigated by it's the reconstruction using the same overall design elements on a previously altered historic structure.

9 certified notices were sent, 0 were returned in favor, 0 were returned opposed and 0 had comments.

MOTION

Mr. Benoit MOVED to APPROVE application 2022-0082 at 18 St. George

Street, for after-the-fact approval for the partial demolition finding that the applicant has submitted sufficient evidence as to the rot, and termite damage in the structure at the time of renovations. The motion was SECONDED by Mr. Beach.

VOTE ON MOTION:

AYES: Benoit, Beach, Duncan

NAYES: NONE

MOTION CARRIED UNANIMOUSLY³

9. Other Business

Ms. Courtney advised the consultant for the AGHP update had some questions regarding the update. She said there were some inconsistencies and felt they needed clarifications. She said local standard number five could be eliminated since number six covered it. She said local standard number eight would remove the phrase "reflect the historical era" and asked if there were any comments regarding local standard number two. She said this was very detailed and if more time were needed, they could follow-up at a later time.

Mr. Weaver asked about handicapped accessible ramp and felt those would be considered as a compatible modern design.

Ms. Duncan said handicapped accessible ramps would never fall within a time period besides contemporary.

Ms. Lopez asked if a ramp could be designed in a specific era and if a required ADA ramp was considered an addition.

Mr. Weaver said it would need to read as an addition and be compatible with the Colonial Architectural style but not Colonial Architectural style

Ms. Lopez suggested it be written as it needs to be compatible but differentiate the period.

² Recusal form attached to original minutes.

³ Break from 3:16p.m.-3:26p.m.

Mr. Weaver said it noted modification to reflect any style of any later architectural period and a handicapped ramp would be considered a modification. He said the principles of the SIOS note they should not create a false sense of history.

Ms. Lopez asked was that what the Board wanted it to reflect.

Ms. Duncan felt it was referring to the “non-Colonial building, should be modified to reflect a different Colonial style but not reflect the style of any later period”. She said a handicapped ramp was more of the hardscape and could be a temporary addition and it could be separate. She said raising a foundation changed how a building looked and thought required elements like ADA ramps and raising the foundation due to flooding could be viewed as a separate piece and this could be a way to preserve the building.

Ms. Courtney said there were some instances that could be approved through SHPO for historic buildings. She said this might not always be an issue.

Mr. Benoit said from the last meeting he thought the only inconsistencies were between standards eight and four and that modifications, alterations, and additions had to reflect the era of the building. He said these were not aligned with SIOS.

Mr. Weaver said the conflict was between the SIOS and the local standards. He said if there was an addition under the SIOS, the addition should be compatible but contemporary. He stated a complete reconstruction was fine based on physical evidence; however, this did not apply to completely new construction. He said this dealt with additions to existing buildings.

Ms. Duncan asked what it meant when it noted ‘period building’. She asked if those were not considered a reconstruction. She said there were many Colonial reconstructions that were “fake”. She asked

if this applied to that and if an addition were being constructed would that apply or not depending on when the building was constructed.

Mr. Weaver said a Colonial period building was prior to 1821 but a Colonial period ‘style’ was a contemporary building.

Ms. Courtney noted there were contemporary Colonial style buildings that were added to the district as a contributing structure. She said the approach to historic preservation within the City was different and there were inconsistencies. She said they had to be sensitive to the reconstructions that were considered contributing. She agreed the intent of local standard number 2 was when it was built in the Colonial period but the contributing structures the reconstructions should be treated the same. She said there were reconstructed buildings with documentation in the 1960’s that were added to the National Register District and were contributing.

Ms. Courtney said number four and eight were conflicting with the SOIS; however, the consultant asked about number two and asked if his wording would be beneficial.

Mr. Beach asked if there were different Colonial styles.

Mr. Weaver said there were three: First Spanish, British, and Second Spanish Colonial periods. He said British would not be allowed today as that was building a wood frame structure on top of a First Spanish Period building.

Ms. Courtney said the proposed new wording for local stand number two stated, “no Colonial period building may be modified to reflect an earlier or later architectural style”.

There was consensus that the proposed wording was better than the existing.

Ms. Courtney said from her notes local standard number five was eliminated since it was covered sufficiently by local standard six.

Mr. Benoit thought the Board had agreed to remove local standard number four and would align with the SOIS.

Ms. Courtney said she noted it conflicted with the SOIS, but it was left and number five was removed. She said for local standard number eight they agreed to remove the wording "must reflect the historical era of the building and be compatible with the original architecture design".

Mr. Benoit said he had that local standard number four would be eliminated; however, he felt it was important.

Mr. Weaver said an example of number four was the St. Francis Inn. He said that building was an example of the second empire style on the upper floor. He said it was around 120 years old and one of the few examples of second empire style.

Ms. Duncan said there were times where an addition was added later and that could be removed but should be done on a case-by-case basis. She asked if the addition contributed to the significance of the structure then it could not be removed.

Ms. Courtney said local standards did not allow the removal of additions; however, the SOIS allowed it and they respect later additions.

Ms. Duncan said the way the SOIS dealt with additions was how it needed to be worded rather than keeping what was there.

Mr. Weaver said that was a decision for the Board.

Ms. Duncan asked if that would be kept in the guidelines.

Ms. Courtney said some people question keeping the local standards as there were many conflicting statements. She asked if local standard four should be removed or modified to have a qualifier or if it had significances.

Mr. Benoit suggested removing number four as number eight noted any modifications.

Ms. Duncan said a lot in St. Augustine had been added on and changed over the years.

Ms. Courtney said they wanted to remove the wording 'reflect the historic era and'. She said it would say 'all modification, alterations, and additions must be compatible with the original architectural design'.

Ms. Courtney confirmed the Board agreed to modify the wording of number two which followed the same intent but simplified it and removed number four and five but modify number eight.

Ms. Duncan asked if multiple French doors, lighting throughout a garden and trellis attached in the back would be a conflict. She said they needed to think of all the issues to make sure they were agreeing with their decision, as these were more contemporary things that came before the Board.

Mr. Weaver said those items could be if the Board felt they were compatible.

Ms. Courtney said the word compatible did not mean to match the original, as there were many compatible considerations.

Mr. Weaver said it was difficult to think of every situation and the Board had to use their best judgement case-by-case.

Ms. Courtney said unfortunately there was no way to outline everything and agreed it would be done on a case-by-case basis.

Mr. Weaver said everything should be consistent to avoid a conflict or loophole. He noted the cover page of the proposed AGHP

update did not have a Colonial building. He said preservation guidelines were driven by the Colonial era and the major periods should be represented.

Mr. Benoit asked if there was an original preservation map of the initial effort that showed the Colonial buildings, reconstructed buildings and First district that could be used as a backdrop. He said overall, the information provided was for an individual property owner and the purpose was to protect the neighborhood. He said this did not need to be on the cover, but this was to help them understand the significance of the guidelines.

Mr. Weaver suggested using the Ponce de Leon building on the front cover or even the Historic American Building Survey (HABS) drawings. He said the major periods needed to be represented.

Ms. Courtney said the consultant had a question related to the preapproved guidelines for roofing. She asked if staff was allowed to approved changes in existing roof materials to new roof materials listed without HARB review.

Mr. Weaver felt there was no reason staff could not approve the change if there were San Borne Maps or physical evidence provided and it was an approved material. He said if it were more ambiguous then it would need to be heard by HARB but not if it was clearly understood.

Ms. Duncan said it should be kept the same.

Ms. Courtney said when railings were being replaced code required, they had to be at a certain height. She asked did the Board want to review the application if the Building Official noted the height of the railing be.

Ms. Duncan said commercial buildings were different than residential. She said residential railings could potentially be lower; however, commercial needed to have safety first.

Mr. Weaver said there were SOIS had measurables. He said the Kirby Smith House had a hospital rail that could be added to other projects to meet the guidelines and the code.

Ms. Courtney asked if they wanted to add a safety rail but not bring the entire railing up.

Mr. Weaver said if the railing were to be modified in order to comply with code then it could be approved administratively; however, a complete redesign would need to come before HARB.

Mr. Beach said a webinar he watched about historical buildings discussed adding a piece to the top of the railing to meet code but kept decorative railing below.

Ms. Courtney asked what if the applicant kept the design but rebuilt the railing at a higher height.

Mr. Benoit felt administrative approval was best but thought there needed to be some intent behind it. He said if an applicant presented modern products to obtain a certain height that could be approved but if they wanted to eliminate beautiful balustrade, he hoped staff would not allow that and have the applicant come before HARB.

Mr. Weaver said removing a balustrade would be considered demolition and would have to be approved by HARB as it could be a character defining feature.

Mr. Benoit said if there was a repair to the balustrade inside or outside was not made to bring it up to code. He said if it were removed then it would need to be brought up to code.

Ms. Lopez said she had seen it where the original railing was left alone and a new one was built to code on the inside.

Ms. Duncan said if unable to be administratively approved then it should be brought before HARB.

Ms. Courtney noted Mr. Weaver brought up flood mitigation to the consultant and asked what the minimum suggested elevation was. She said there was the base flood that was one foot above base flood but asked if there was a minimum or maximum that could be added to the AGHP or should each structure be reviewed individually.

Mr. Benoit said they were recommending a finish floor elevation of twelve feet which was three feet over the code requirement of nine feet. He said this was based off the Federal Emergency Management Agency (FEMA) recommendations.

Mr. Weaver said it should be raised to the minimum. He said the scale of the buildings would change and that could impact the City.

Board Discussion:

- If homes were raised should be done with a long-term vision in mind for the City
- Referring to a limited number of buildings in the historic district
- Many buildings had continuous foundations that could not be lifted
- Mainly lifting wood frame on piers, block walls with wood floors and crawl spaces
- Was not lifting slab on grade but Louisiana program thought it was possible for those to be lifted
- FEMA was helping cover 75% of cost to reduce the reoccurring claims
- Felt some flood mitigation standards should be added
- Could have a base value but keep in mind the context of the neighborhood
- Should fit in with the surrounding area in the historic district
- Felt a grant could be written to help homeowners in the event they would need to build new or raise the home
- City could provide several designs to help homeowners and keep the rhythm in the neighborhood
- Felt they had an opportunity to come up with better home designs before a storm hits

- Felt there needed to be other mitigation measure that could be done if a building were unable to be raised
- Thought it was important to update the data on the historic buildings

Ms. Courtney said the complete application requirements could be discussed at the next meeting or done by email. She said they had provided the sufficiency checklist for the Board to review.

Ms. Lopez advised individually staff could communicate with each Board member and compile the information and present at the next public meeting.

Mr. Benoit apologized for not providing the checklist with more detail but advised he would provide it for review. He said it was very similar to the sufficiency checklist but was able to give more information. He said it made the applicant be as specific as possible.

Ms. Courtney advised if the Board had any feedback about the application requirements those could be emailed to her.

Mr. Benoit asked in the proposed guidelines for the AGHP if anything was being added about application preparations.

Ms. Courtney said it could be expanded upon because the consultant followed what was in the current AGHP and it had been advised at the November meeting it could be codified to make sure applicants understand if the application was incomplete.

Ms. Lopez said there was an appeals process if they did not agree with the staff's decision.

Ms. Courtney said the Planning and Building director advised if a Certificate of Appropriateness application were not complete, then it could be downgraded to an Opinion of Appropriateness in order for the applicant to obtain feedback from the Board.

Mr. Weaver said that also took the pressure off the Board to either approve or deny the application.

10. Planning and Building Staff Communications

10. (a) Planning and Building Staff Approved Permits Report

(Provided for informational purposes)

11. Next Scheduled Meeting Date

11. (a) Thursday, January 19, 2023, at 1:00 p.m.

12. Adjournment

There being no further business, the meeting was adjourned at 4:55 P.M.⁴

Catherine Duncan, Chairperson

⁴ Transcribed by Elyse Wiemann



CITY OF
ST. AUGUSTINE
EST. 1565

**CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD
STAFF REPORT AND RECOMMENDATION
Prepared for January 19, 2023 Meeting**



Application HP2022-0093

Address: 5 N. Whitney Street

St. Johns Housing Partnership, Inc. – Applicant and Owner

Project description: To demolish a residential building constructed c. 1935 that is not recorded in the Florida Master Site File or located in a district.

Architectural Style:	Frame Vernacular	Florida Master Site File:	N/A
National Register:	N/A	Construction date:	c. 1935
Archaeology Zone:	N/A	Zoning District:	CM-2
Parcel number:	1121850000		
Agenda Item:	5(a)	Previous Action(s):	N/A

STAFF SUMMARY AND ANALYSIS:

Located in West Augustine on the east side of N. Whitney Street between W. King Street and the railroad tracks, this one-story residential building, constructed c. 1935 according to the St. Johns County Property Appraiser, sits on an elevated lot fronted along the street by a masonry retaining wall with access stairs leading from the sidewalk. The Frame Vernacular structure features a hipped metal roof with visible rafter tails and hipped ventilation dormer centered on the front elevation, an offset brick chimney on the south elevation, front and rear screened covered porches, aluminum siding and wood novelty siding interior to the rear porch, 1/1 wood and 9/9 paired vinyl windows, and masonry piers some of which appear to be coquina concrete.

The applicant is seeking full demolition of the structure to be replaced with a duplex.

Detailed analysis and additional comments can be found in the staff responses to the Demolition Review Criteria on page 3 of this staff report.

STAFF RECOMMENDATION:

Based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the board can **APPROVE** a **Certificate of Demolition** at **5 N. Whitney Street** because it is not a local landmark or otherwise designated as a historic building. The board may consider including the following condition in a motion to approve:

1. For any salvageable historic materials to be salvaged, if possible, in accordance with Sec. 28-89(2)d6: The board may require, at the applicant's expense, salvage and preservation of significant building materials, architectural details and ornaments, fixtures, and the like for reuse in restoration of other historic properties.

Candice Seymour

Candice Seymour, Historic Preservation Planner

SUMMARY SCOPE OF WORK:

1. Demolition of a residential building.

DEMOLITION REVIEW CRITERIA (AGHP):

- 1. Whether or not the structure is within or is immediately facing a locally designated historic preservation zoning district.** N/A
- 2. The contribution of the structure to the mass and scale of the streetscape.** The building has a similar mass and scale to other residential buildings located north along the streetscape.
- 3. The impact of the loss of the structure on the streetscape.** The building does not have a unique typology for the area but is very similar in pattern to other Frame Vernacular structures built around the same time period.
- 4. Whether or not the structure will be replaced and the impact of a replacement structure, or lack thereof, on the streetscape.** Plans were submitted by the applicant for the proposed replacement structure, which indicate a two-story duplex in a simple Frame Vernacular style consistent with the architectural style of other residences along the streetscape, and similar in mass and scale to both residential and commercial structures in the area. No design review requirements are in place for this area and replacement plan submittal is not required for HARB's review; however, it is encouraged not to replicate historic styles and to use inspiration of the immediate context area to design a compatible building with respect to height, mass, scale, rhythms, materials, site plans, etc. Any redevelopment plans need to take the Tree and Landscape Ordinance into account and meet zoning requirements.
- 5. The historical or cultural merit of the structure.** The building is not recorded in the Florida Master Site File, nor is it located in a district. No historic or cultural associations are known that would qualify the building for listing individually and further research would be necessary to determine if it would contribute to a district if one were created. Polk City Directories did not list the address until 1945 when carpenter Anthony Sevilley and his wife Carolyn are listed as residents. The 1949 Directory lists the resident as Anthony Swilley (and wife Carolyn), a black seller of fruits at 280 W. King Street. Later residents are listed in an attachment to this report.
- 6. The impact of the loss of the structure on the historical or cultural integrity of the city, district and neighborhood.** The building is not designated as historic, is not eligible for individual designation, and is not located in an existing district.
- 7. Whether or not the structure is representative of a style or type of architecture or a method of construction.** The building is an example of a Frame Vernacular structure that has been altered over time. The building is not unusual or particularly unique; however, new construction and materials often have a different look and feel.
- 8. Whether or not the structure is one of the last surviving examples of its style or type of architecture or a method of construction.** While the building typology is commonly found throughout St. Augustine particularly in the West Augustine neighborhood, it has an authentic historic vernacular character.
- 9. Whether or not the structure is of such design, craftsmanship or materials that it either could not be reproduced, or could be reproduced only with great difficulty or expense. The condition of the structure, and the possibility of rehabilitating or relocating the structure.** The wood frame building does not have a unique architectural style or characteristics that would be difficult to reproduce but new construction will be significantly different in appearance.
- 10. The justification for the proposed demolition.** The St. Johns Housing Partnership seeks to redevelop the property with a two-story duplex that will have a single dwelling unit on each floor. The applicant provided photographs showing deterioration of the structure and staff noted deterioration of the building during a site visit.

APPLICATION REQUIREMENTS, ELIGIBILITY FOR DEMOLITION REVIEW, CONDITIONS FOR DEMOLITION APPROVAL:

Eligibility for Demolition Review (Section 28-87(3), CoSA Code of Ordinances)

The Historic Architectural Review Board (HARB) is responsible for the review of all applications for demolition permits for structures that are fifty (50) years of age or older, listed on the Florida Master Site File, or designated as an historical landmark (as defined by Sec. 28-87.10)

National Register Status (Section 28-89, CoSA Code of Ordinances)

A property currently listed on the National Register of Historic Places individually or as a contributing structure in an historic district is afforded additional scrutiny in the demolition review process by: 1) requiring submittal of a condition assessment report performed by a qualified professional; 2) requiring the applicant to prove "undue economic hardship" to justify demolition; and 3) allowing HARB the option to deny the demolition request if an undue economic hardship is not proven and removal of the building or structure will be detrimental to the historic and architectural character of the city.

Local Landmark Designation (Section 28-87(3) & (10), CoSA Code of Ordinances)

HARB is assigned the authority of reviewing all applications for demolition permits for primary structures... for potential designation as an historical landmark. Local "historical landmarks" are defined as a building, object, site or structure of the highest historical, architectural, cultural or archaeological importance and whose demolition, removal, relocation, or alteration would constitute an irreplaceable loss to the character and quality of the city.

Conditions for Demolition Approval (Section 28-89(2)d, CoSA Code of Ordinances)

HARB has the discretion in its review of an application for Certificate of Demolition to require, as conditions for approval, one or more of the following:

- Design of Replacement Building - *As a condition of issuing a certificate of demolition, the board may require the replacement design be approved by the board and that no permit be issued for the demolition of said structure until drawings sufficient for a building permit and all necessary requirements for the construction of a new building have been submitted for the new construction.*
- Architectural Salvage - *As a condition of issuing a certificate of demolition, the board may require, at the applicant's expense, salvage and preservation of significant building materials, architectural details and ornaments, fixtures, and the like for reuse in restoration of other historic properties.*
- Archival Documentation - *The board may also require at the applicant's expense the recording of the structure for archival purposes prior to demolition. The recording may include, but shall not be limited to, photographs and measured drawings.*

The building was built by 1935 and is thus more than 50 years old. The building is not in a Historic Preservation Zoning District or National Register Historic District, or individually listed on the National Register of Historic Places and is not recorded on the Florida Master Site File.

The requirements have been sufficiently met.

UNREASONABLE OR UNDUE ECONOMIC HARDSHIP:

Defined as an onerous and excessive financial burden that would be placed upon a property owner by the denial of a certificate of demolition or a similar burden which would be placed on a property owner by conditions which the Commission seeks to place on the granting of a certificate. (Section 28-2 CoSA Code of Ordinances)

Is applicant entitled to a Certificate of Demolition independent of any hardship? ☒ Yes ☐ No

Did applicant submit evidence of undue economic hardship? ☐ Yes ☒ No

In any instance where an undue economic hardship, as defined in this chapter, is claimed by a property owner, the property owner may submit to the board any or all of the following information before the board makes a decision on the application for certificate of demolition: (Section 28-89(3) b, CoSA Code of Ordinances)

(Materials submitted by applicant noted with a checked box)

- ☐ 1. An estimate of the cost of the proposed construction, alteration, demolition, or removal;
- ☐ 2. The estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- ☐ 3. In the case of a proposed demolition, an estimate from an architect, developer, licensed contractor, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
- ☐ 4. The annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- ☐ 5. The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years;
- ☐ 6. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
- ☐ 7. Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years;
- ☐ 8. The assessed value of the property according to the two (2) most recent assessments;
- ☐ 9. The real estate taxes for the previous two (2) years;
- ☐ 10. The form of ownership or operation of the property, whether an individual, sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or other;

Any other information considered necessary by the board to a determination as to whether the property does yield or may yield a reasonable return to the property owner. The board may require that the property owner furnish such additional information as the board believes is relevant to the board's determination of any alleged undue economic hardship. No decision of the board shall result in undue economic hardship for the property owner. In any case where undue economic hardship is claimed, the board shall make two (2) specific findings. First, the board shall determine if the owner would be entitled to a certificate of demolition without consideration of undue economic hardship. Second, the board shall determine whether the owner demonstrated an undue economic hardship.

Additional information requested by HARB as per above:

COD HP2022-0093
5 N. Whitney Street
January 19, 2023

LIST OF ATTACHMENTS:

1. Staff Photographs

STAFF PHOTOGRAPHS

5 N. Whitney Avenue



Front (west) Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



Front and North Elevations

Staff Report pg. 8

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



South Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



Rear (east) Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



Rear (east) Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



Rear (east) Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



North Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



North Elevation

STAFF PHOTOGRAPHS

5 N. Whitney Avenue



Front (west) Elevation

STAFF PHOTOGRAPHS
5 N. Whitney Avenue



Front (west) Elevation

STAFF PHOTOGRAPHS

5 N. Whitney Avenue



View of Property from Street

STAFF PHOTOGRAPHS

5 N. Whitney Avenue



View of Property from Street

STAFF PHOTOGRAPHS

5 N. Whitney Avenue

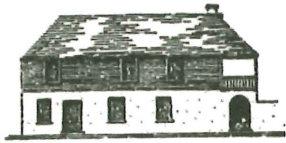
Context Photographs



STAFF PHOTOGRAPHS

5 N. Whitney Avenue





CITY OF ST AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD
APPLICATION



- ☒ **CERTIFICATE OF DEMOLITION**
☐ **CERTIFICATE OF RELOCATION**

Application Fee: \$300.00 full/\$150.00 partial (plus advertising costs) BDAC Project No. HP 2022-0093
Receipt No. 2525262 Meeting Date January 19, 2023

Advertising Costs \$ _____ Paid on _____ Receipt No. _____

1. NAME OF APPLICANT Bill Lazar
Business (if applicable) St Johns Housing Partnership Inc
Address 525 W King Street
City St Augustine State FL Zip 32084
Daytime telephone 904-824-0902 Other phone/email blazar@sjhp.org

***Correspondence related to this application will be based on the above information

2. NAME OF PROPERTY OWNER _____
Business (if applicable) St Johns Housing Partnership, Inc.
Address PO Box 10866
City St Augustine State FL Zip 32085
Daytime telephone (required) 904-824-0902 Other phone 904-669-1069

3. PROJECT STREET ADDRESS 5 N Whitney

4. LEGAL DESCRIPTION OF PROPERTY
Lot 3 & 6 Block 19 & 2 Subdivision Dancy Tract Parcel Number 1121850000

5. DATE OF CONSTRUCTION 1935 Source: St Johns County Property Appraiser

6. HISTORIC STATUS (check all that apply)

- ☐ Designated Local Landmark
☐ Property individually listed on the National Register of Historic Places
☐ Contributing building in National Register Historic District
☐ Listed on Florida Master Site File
☒ 50 years of age or older

7. PROPOSED PROJECT WORK (check one)

- ☐ PARTIAL DEMOLITION - Permanent removal of any significant architectural features including porches, dormers, chimneys, walls, additions, etc.
☒ FULL DEMOLITION - The complete razing of a building resulting in its permanent removal.
☐ RELOCATION - The moving of all or part of a building from one property and placing it on a different property. Also the shifting or reorientation of all or part of a building on the same property.

8. PROPOSED REPLACEMENT BUILDING/FEATURE: Residential Duplex

RECEIVED
DEC 15 2022
Planning/Building Dept.

9. FOR PARTIAL DEMOLITION PROJECTS ONLY

A. Indicate architectural features to be permanently removed (check all that apply):

HISTORIC	NOT HISTORIC	NOT SURE	
☐	☐	☐	Building addition
☐	☐	☐	Outbuilding/Accessory building
☐	☐	☐	Roof structures (dormers, chimneys, etc.) Specify: _____
☐	☐	☐	Porch/Deck/Balcony Specify: _____
☐	☐	☐	Exterior walls
☐	☐	☐	Exterior finishes (stucco, masonry, siding) Specify: _____
☐	☐	☐	Fenestration (arrangement of windows and doors)

B. Required submittals:

- ☐ Photographs and/or drawings of elevations and architectural features to be removed.
- ☐ Drawings of proposed improvements and replacement features as applicable.

10. FOR FULL DEMOLITION PROJECTS ONLY

A. Required submittals for all full demolition projects:

- ☐ Photographs of existing conditions including façades of the building and interior features if applicable.
- ☐ Drawings of proposed replacement buildings and or features if applicable.

B. Required submittals for buildings designated as Local Landmarks, individually listed on the National Register of Historic Places, or a contributing building in a National Register Historic District:

- ☐ *Condition assessment report* - A report from an architect or structural engineer licensed in the State of Florida with demonstrated experience in historic restoration/rehabilitation as to the structural soundness of the building and its adaptability for continued use.
- ☐ *Proof of unreasonable or undue economic hardship* - the property owner may submit to the board any or all of the following information:
 - An estimate of the cost of the proposed construction, alteration, demolition, or removal.
 - The estimated market value of the property in its current condition and after completion of the proposed construction, alteration, demolition, or removal.
 - An estimate from an architect, developer, licensed contractor, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
 - The annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any.
 - The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years.
 - All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
 - Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.
 - The assessed value of the property according to the two (2) most recent assessments;
 - The real estate taxes for the previous two (2) years.
 - The form of ownership or operation of the property, whether an individual, sole proprietorship, for profit or not-for-profit corporation, limited partnership, or joint venture.
 - Any other information deemed appropriate by the applicant as to how the property does not yield or may not yield a reasonable return to the property owner.

11. FOR RELOCATION PROJECTS ONLY

- A. Address or location where building is to be moved: _____
- B. Estimated costs:
- Purchase price _____
 - Moving fee (prepared by a licensed and insured building mover) _____
 - Building rehabilitation _____
- C. Required submittals:
- ☐ Photographs of existing conditions including façade of the building.
 - ☐ If the new location is within the city limits, provide a site plan and drawings of any new improvements. (If the building is to be located in a Historic Preservation zoning district, a Certificate of Appropriateness will also be required.)

12. AGREEMENT – Unless the property owner is a governmental agency; licensed business or company; incorporated organization; or an administered estate, all owners of record must sign the application. If the applicant is different than the property owner, the application must be signed by both parties.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if the Certificate of Demolition or Certificate of Relocation is approved that a demolition inspection, archeological review, and building permit from the city are required prior to starting project work and that the costs of newspaper notices and surrounding notices to property owners will be assessed by the City and must be paid prior to the issuance of a development permit.

Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME St. James Haasius P&H DATE 12-16-22

SIGNATURE OF APPLICANT [Signature]

PRINT 1st OWNER'S NAME St. James Haasius P&H DATE 12-16-22

SIGNATURE OF 1st PROPERTY OWNER [Signature]

PRINT 2nd OWNER'S NAME _____ DATE _____

SIGNATURE OF 2nd PROPERTY OWNER _____

PRINT 3rd OWNER'S NAME _____ DATE _____

SIGNATURE OF 3rd PROPERTY OWNER _____

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.



Owner's Authorization For Agent

Bill Lazar is/are hereby authorized TO ACT ON BEHALF
OF St. Johns Harbor Properties, the owner(s) of those lands described within
☒ the attached application, or ☐ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's HAZ Board, for an application
related to the structure located at:
5. North Le Roy

BY: [Signature]
Signature of Owner
Bill Lazar
Print Name of Owner
904-669-1069
Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 6th day of January, 2023

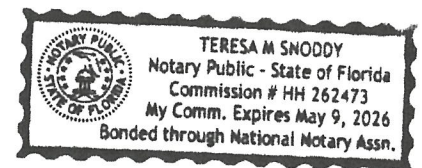
By Bill Lazar

Identification verified:

Oath sworn: _____ Yes ☒ No

Notary Signature: Teresa M Snoddy

My Commission expires: _____



















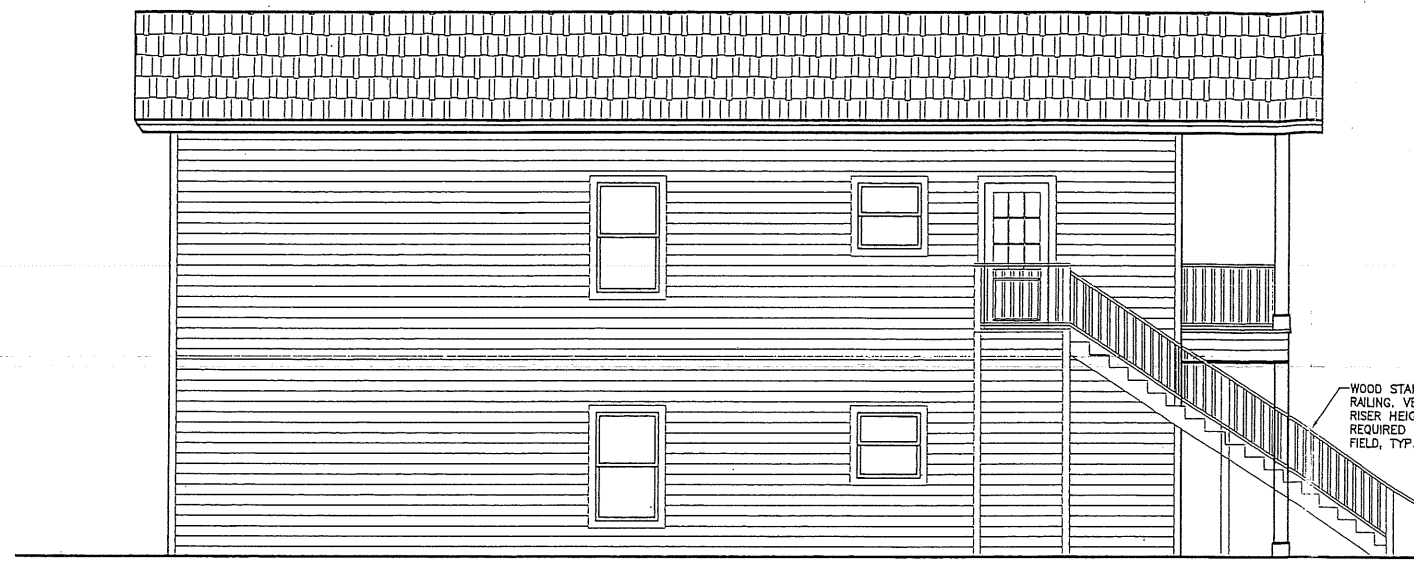




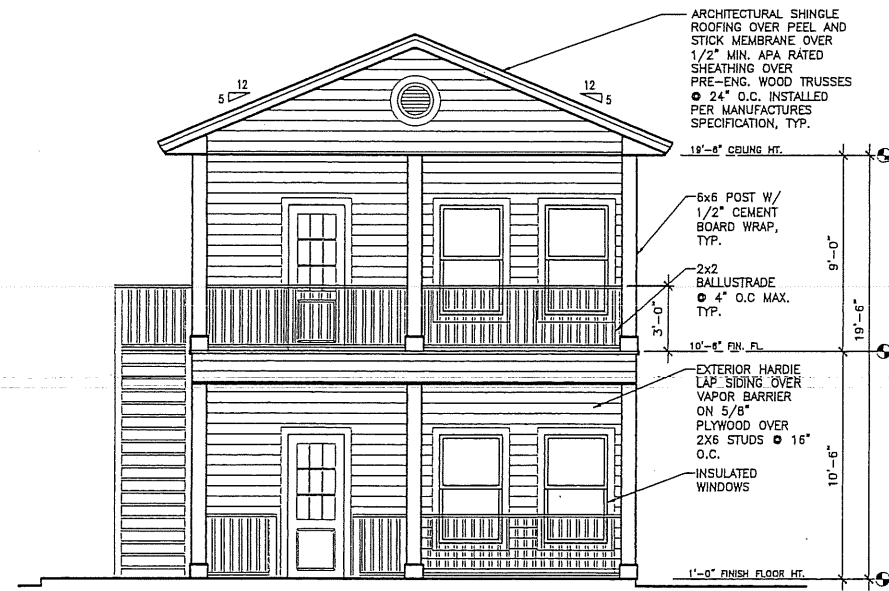
SJHP DUPLEX
RESIDENCE

1021 JOHN ST.
ST. AUGUSTINE, FLORIDA
32084

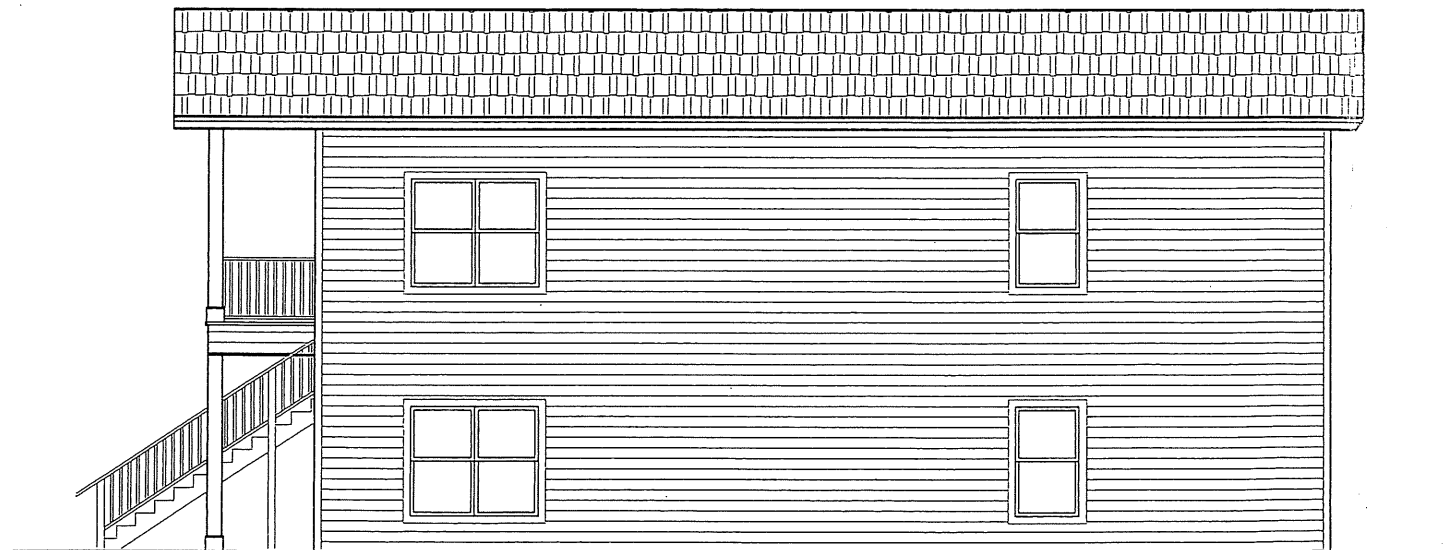
REVISIONS
DATE ISSUED: 1.4.2019
PROJECT NUMBER P18060
SHEET TITLE ELEVATIONS
SHEET NUMBER A-3



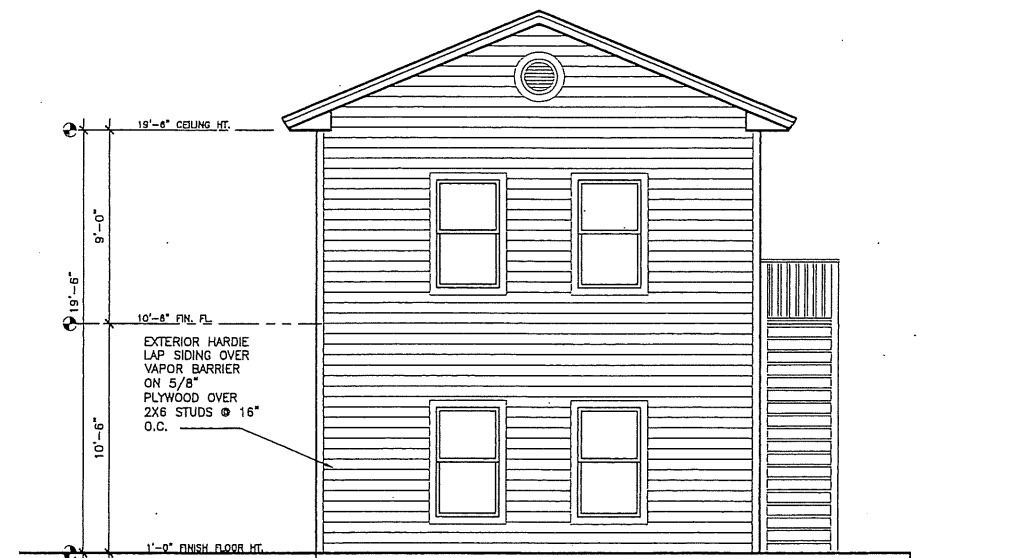
2 SIDE ELEVATION
A-3 SCALE: 1/4" = 1'-0"



1 FRONT ELEVATION
A-3 SCALE: 1/4" = 1'-0"



4 SIDE ELEVATION
A-3 SCALE: 1/4" = 1'-0"



3 BACK ELEVATION
A-3 SCALE: 1/4" = 1'-0"

1021 JOHN ST.
ST. AUGUSTINE, FLORIDA
32084

WINDOW SCHEDULE						
SYM	QTY.	SIZE	TYPE	GLAZING	HD. HT.	REMARKS
A	12	3'-0" x 5'-0"	S.H. MTL	DBL. INSUL	8'-0" NOM.	
B	2	3'-0" x 3'-0"	S.H. MTL	DBL. INSUL	8'-0" NOM.	
C	2	6'-0" x 5'-0"	S.H. MTL	DBL. INSUL	8'-0" NOM.	

NOTE:

SCHEDULE WINDOWS ARE LISTED IN NOMINAL SIZES. ALL SLEEPING ROOM WINDOWS SHALL MEET THE FOLLOWING CRITERIA: MINIMUM NET CLEAR OPENABLE AREA = 5.7 S.F. MINIMUM NET CLEAR OPENABLE HEIGHT = 24". MINIMUM NET CLEAR OPENABLE WIDTH = 20"

MAXIMUM FINISHED SILL HEIGHT ABOVE FINISH FLOOR = 44". GRADE FLOOR SHALL HAVE A NET CLEAR OPENING OF 5.0 S.F. (FBC 2014 RESIDENTIAL, R310.1.1).

SYM	QTY	SIZE	REMARKS
D-1	6	3'-0" x 6'-8"	
D-2	8	2'-8" x 6'-8"	
D-3	6	2'-0" x 6'-8"	BIFOLD
D-4	1	(2) 1'-0" x 8'-0"	BIFOLD

NOTE:

1. EXTERIOR DOOR SHALL BE SELF-CLOSING, TIGHT FITTING 1 3/4" MINIMUM THICKNESS SOLID CORE.
2. ALL DOOR HINGE PINS ACCESSIBLE FROM THE OUTSIDE SHALL BE THE NON-REMOVABLE TYPE.
3. EXTERIOR SWINGING DOORS SHALL BE EQUIPPED WITH A LATCH AND KEY OPERATED DEADBOLT OR LATCH TYPE KEY LOCKING DEVICE DEADBOLTS SHALL HAVE A HARDENED INSERT 1" MINIMUM THROW AND 5/8" JAMB EMBEDMENT.
4. EXTERIOR IN-SWINGING DOORS SHALL HAVE ONE PIECE OR RIVETED DOOR STOPS.
5. PANELS IN WOOD DOORS SHALL BE MINIMUM 3/8" THICK AND NOT MORE THE 30 SQ. IN IN AREA STILES AND RAILS SHALL BE A MINIMUM 1 3/8" THICK AND 3" IN WIDTH.
6. ALL GLASS DOORS AND DOOR PANELS SHALL BE SAFETY-GLAZED WITH TEMPERED GLASS IN ADDITION ALL GLASS USED WITHIN 24" DOORS SHALL BE TEMPERED.

NOTE:

ROUGH OPENINGS FOR ALL DOORS TO BE PER PLANS AND DELIVERED PRODUCT. ROUGH OPENINGS FOR DOORS DO NOT INCLUDE WOOD BUCKS. INSTALLING WOOD BUCKS REDUCES THE OPENINGS WIDTH AND HEIGHT. CHECK LOCAL / GOVERNING BUILDING CODES / RESTRICTIONS OR REGULATIONS PRIOR TO REDUCING DOOR WIDTH (PRE-ENGINEERED PANELIZED WALLS).

FINISHES NOTE:
ALL FINISHES, FIXTURES, AND CABINETS ARE SELECTED BY OWNER. GENERAL CONTRACTOR SHALL VERIFY ALL FINISHES, FIXTURES, AND CABINETS W/ OWNER PRIOR TO CONSTRUCTION.
COORDINATE WITH OWNER THE LOCATIONS OF EQUIPMENT THAT REQUIRES GAS SUPPLY.

REVISIONS
DATE ISSUED: 1.4.2019
PROJECT NUMBER
P18060
SHEET TITLE
FIRST AND SECOND FLOOR PLANS
SHEET NUMBER
A-2

REVIEW DOCUMENT ONLY
NOT FOR CONSTRUCTION

Prepared by:
Pamella Gesell
Paradise Title of St. Augustine, LLC

Record and Return to:
Paradise Title of St. Augustine, LLC
2225 A1A South
Suite C8
St. Augustine, FL 32080

File No.: 2022-7480
Parcel ID: 112185-0000

Property: 5 N Whitney St, Saint Augustine, FL 32084

WARRANTY DEED – CORPORATE GRANTOR

This Warranty Deed made this **28th day of October, 2022**, by and between **H&H Real Estate Investing LLC**, hereinafter called the Grantor; and **St. Johns Housing Partnership, Inc.**, hereinafter called the Grantee, whose mailing address is **PO Box 1086, St. Augustine, FL 32085**.

WITNESSETH, that the Grantor, for and in consideration of the sum of ONE HUNDRED FORTY FIVE THOUSAND AND 00/100 (145,000.00) and other valuable consideration, the receipt whereof is hereby acknowledged, hereby grants, bargains, and sells unto the Grantee, and Grantee's successors, heirs, and assigns forever, all that parcel of land in the County of **St. Johns**, State of **Florida**, to wit:

PORTION OF LOT 2, BLOCK 3, RESUBDIVISION OF BLOCK 19 OF THE DANCY TRACT LYING IN SECTION 41, TOWNSHIP 7 NORTH, RANGE 29 EAST, CITY OF ST. AUGUSTINE, ST. JOHNS COUNTY, FLORIDA, AND MORE FULLY DESCRIBED AS FOLLOWS:

FOR A POINT OF COMMENCEMENT, BEING THE EASTERLY RIGHT OF WAY LINE OF NORTH WHITNEY STREET (30' RIGHT OF WAY) AND THE INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF NOW ESTABLISHED KING STREET; THENCE N 03° 02'26" W. A DISTANCE OF 65.38' ALONG THE EASTERLY RIGHT OF WAY LINE OF NORTH WHITNEY STREET, TO THE POINT OF BEGINNING; THENCE N 03°02'19" W, A DISTANCE OF 75.00' TO A FOUND IRON ROD; THENCE N 86°57'41" E A DISTANCE OF 135.66' TO THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 4047 AND PAGE 1991; THENCE S 04°13'24" E, A DISTANCE OF 75.00' ALONG THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 4047 AND PAGE 1991; THENCE S 86° 57'34" W, A DISTANCE OF 137.21 TO THE EASTERLY RIGHT OF WAY LINE OF NORTH WHITNEY STREET (30' RIGHT OF WAY) AND SAID POINT OF BEGINNING.

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

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

AND the Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey this land; that the Grantor hereby fully warrants the title to the land and will defend the same against the lawful claims of all persons whomsoever; and that the land is free of all encumbrances, except taxes accruing subsequent to December 31, **2022**, and restrictions, covenants, and easements of record.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its proper officers thereunto duly authorized, the day and year first above written.

Kayla Beaver
WITNESS
PRINT NAME: Kayla Beaver
Kim Collins
WITNESS
PRINT NAME: Kim Collins

H&H Real Estate Investing LLC, a
Florida Limited Liability Company

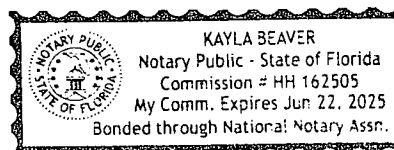
By: Hunter Hayden
Hunter Hayden, Managing Member

[CORPORATE SEAL]

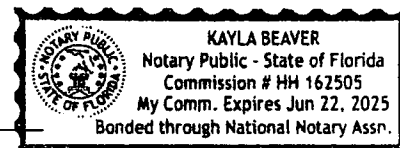
STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of (x) physical presence or () online notarization this 28th day of October, 2022, by Hunter Hayden, Managing Member of H&H Real Estate Investing LLC.

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



Personally Known: _____ OR Produced Identification: X
Type of Identification
Produced: Valid drivers license



Prepared by and return to:

**Maria Pasquale
Giannell Title, LLC
600 Silks Run, Suite 2290
Hallandale Beach, FL 33009
(954) 449-6896**

File Number: **FL21-M492**

Parcel Identification No. **1121850000**

_____[Space Above This Line For Recording Data]_____

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this **28** day of **April, 2021** between **RE Property Holdings, LLC, a Florida Limited Liability Company** whose post office address is **600 Silks Run, Suite 2290, Hallandale Beach, FL 33009** of the County of **Broward**, State of **Florida**, grantor*, and **H & H Real Estate Investing, LLC, a Florida limited liability company**, whose post office address is **9310 Old Kings Road S, Suite 1702, Jacksonville, FL 32257** of the County of **Duval**, State of **Florida**, grantee*,

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Saint Johns, FL**, to-wit:

The North 75 feet of the South 150 feet of Lot 2, Block 3 of the Re-Subdivision of Block 19, Dancy Tract, St. Johns County, Florida

Property Address: 5 N Whitney Street, Saint Augustine, FL 32084

Subject to any and all restrictions, reservations, easements, and limitations of record, if any, provided that this shall not serve to reimpose same, zoning restrictions, and taxes for the year 2021 and subsequent years.

And said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

* "Grantor" and "Grantee" are used for singular or plural, as context requires.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Witness #1 Signature

Witness #1 Printed Name:

Nailah Parris

Witness #2 Signature

Witness #2 Printed Name:

Amelia Dial

RE Property Holdings, LLC, a Florida limited liability company

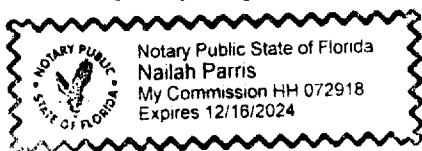
By:

Oliver Seidler, Authorized Representative of RE Property Holdings, LLC

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 28 day of **April, 2021**, by Oliver Seidler, Authorized Representative of RE Property Holdings, LLC, a Florida limited liability company who ☒ is personally known to me or ☐ has produced a _____ as identification.

[Notary Seal]



Notary Public

Printed Name:

Nailah Parris

My Commission Expires:

12/16/2024

Apply for Exemptions

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

2022 TRIM Notice

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)



Parcel ID	1121850000
Location Address	5 N WHITNEY ST SAINT AUGUSTINE 32084-0000
Neighborhood	Dancy Tract (SFRE) (487)
Tax Description*	DANCY TRACT RESUB OF LOTS 3 & 6 BLK 19 & N75FT OF S150FT OF LOT 2 BLK 3 OR 5256/220 & 5656/1550 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Single Family (0100)
Subdivision	Dancy Tract - A Resubdivision of Block 19
Sec/Twp/Rng	41-7-29
District	City of St Augustine (District 452)
Millage Rate	18.9763
Acreage	0.310
Homestead	N

Owner Information

Owner Name	St Johns Housing Partnership Inc 100%
Mailing Address	PO BOX 1086 SAINT AUGUSTINE, FL 32085-0000

Map



Valuation Information

	2023
Building Value	\$56,337
Extra Features Value	\$0
Total Land Value	\$26,938
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$83,275
Total Deferred	\$0
Assessed Value	\$83,275
Total Exemptions	\$0
Taxable Value	\$83,275

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2022	\$47,886	\$0	\$26,938	\$0	\$0	\$74,824	\$74,824	\$0	\$74,824
2021	\$28,291	\$0	\$20,204	\$0	\$0	\$48,495	\$48,495	\$0	\$48,495
2020	\$30,998	\$0	\$20,204	\$0	\$0	\$51,202	\$51,202	\$0	\$51,202
2019	\$31,983	\$0	\$18,857	\$0	\$0	\$50,840	\$50,840	\$0	\$50,840
2018	\$23,691	\$0	\$17,510	\$0	\$0	\$41,201	\$36,862	\$4,339	\$36,862
2017	\$20,042	\$0	\$13,469	\$0	\$0	\$33,511	\$33,511	\$0	\$33,511
2016	\$20,042	\$0	\$13,469	\$0	\$0	\$33,511	\$33,511	\$0	\$33,511
2015	\$20,042	\$0	\$13,469	\$0	\$0	\$33,511	\$33,511	\$0	\$33,511
2014	\$18,863	\$0	\$13,469	\$0	\$0	\$32,332	\$32,332	\$0	\$32,332
2013	\$18,863	\$0	\$13,469	\$0	\$0	\$32,332	\$32,332	\$0	\$32,332
2012	\$18,863	\$0	\$13,469	\$0	\$0	\$32,332	\$32,332	\$0	\$32,332
2011	\$18,863	\$0	\$14,816	\$0	\$0	\$33,679	\$21,743	\$33,679	\$0
2010	\$22,231	\$0	\$16,836	\$0	\$0	\$39,067	\$21,422	\$39,067	\$0

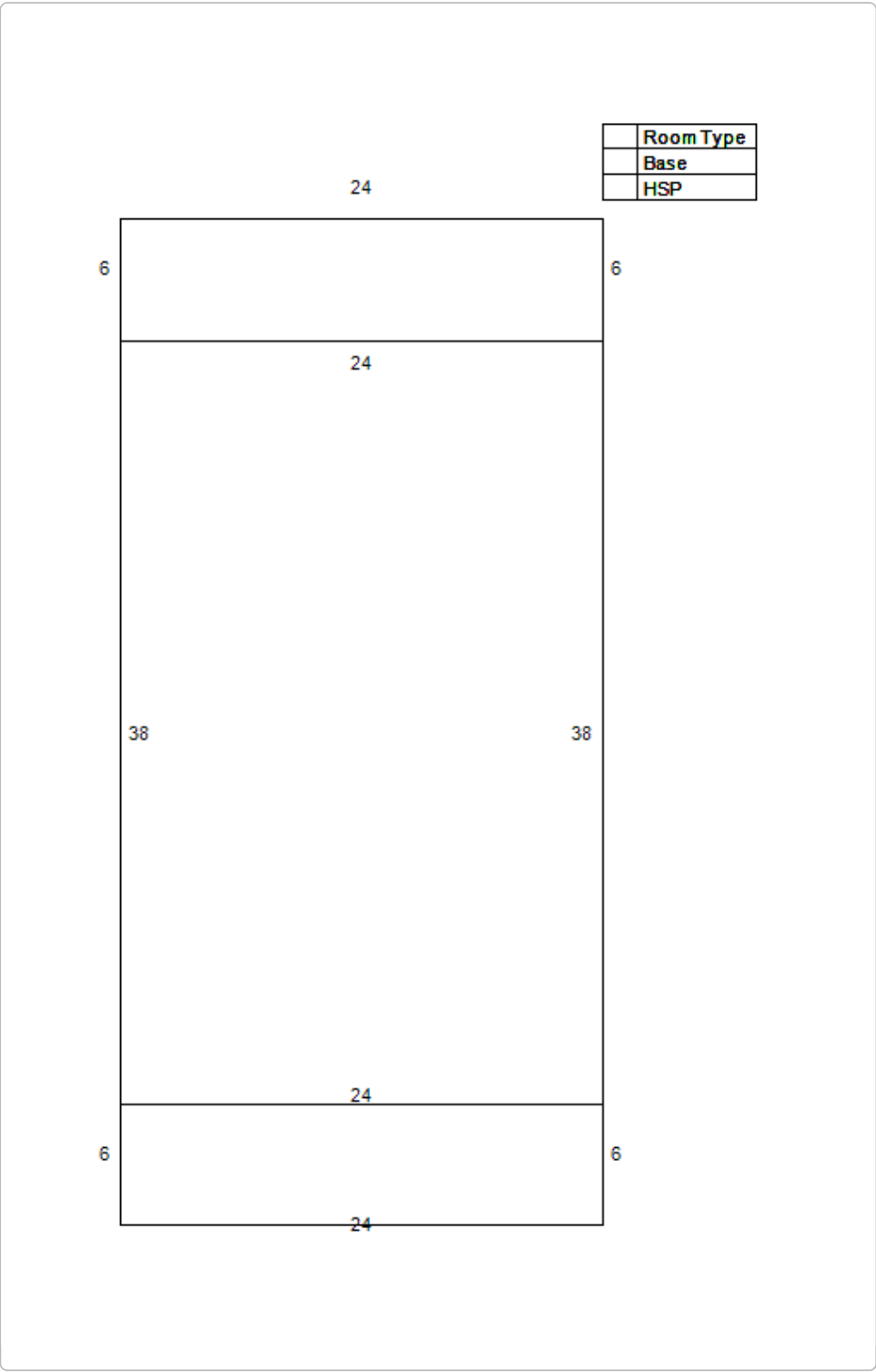
Building Information

Building 1
Year Built 1935
Actual Area 1200
Conditioned Area 912
Use Single Family Residence
Style 01
Class N
Exterior Wall Aluminum Vinyl

Roof Cover Metal
Roof Structure Gable Hip
Interior Flooring Pine Wood, Sheet Vinyl
Interior Wall Drywall
Heating Type None
Air Conditioning Window
Bedrooms 0
Baths

Description	Square Footage
BASE AREA	912
HALF SCREEN PORCH	144
HALF SCREEN PORCH	144
Total SqFt	1200

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	75	150	13469	SF	\$26,938

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
10/28/2022	10/28/2022	\$145,000.00	WARRANTY DEED	5656	1550	U	I	H & H REAL ESTATE INVESTING LLC	ST JOHNS HOUSING PARTNERSHIP INC
5/4/2021	4/28/2021	\$37,500.00	WARRANTY DEED	5256	220	U	I	RE PROPERTY HOLDINGS LLC	H & H REAL ESTATE INVESTING LLC
5/4/2021	4/28/2021	\$23,000.00	WARRANTY DEED	5256	218	U	I	JONES DONNA	RE PROPERTY HOLDINGS LLC
3/22/2018	3/22/2018	\$0.00	SUMMARY ORDER ADMIN	4519	1385	U	I	JONES JAMES ESTATE	JONES DONNA
	10/4/1993	\$100.00	WARRANTY DEED	1019	1860	U	I	JONES JAMES	JONES JAMES
	11/1/1983	\$18,500.00		614	80	Q	I		JONES JAMES
	1/1/1979	\$0.00		402	182	U	I		

No data available for the following modules: Exemption Information, Extra Feature Information.

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[GDPR Privacy Notice](#)

[Last Data Upload: 1/5/2023, 1:19:58 AM](#)





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation
ST. JOHNS HOUSING PARTNERSHIP, INC.

Filing Information

Document Number	N97000000002
FEI/EIN Number	59-3422856
Date Filed	12/26/1996
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	02/20/1998

Principal Address

525 W. KING STREET
ST. AUGUSTINE, FL 32084

Changed: 03/27/2009

Mailing Address

P O BOX 1086
SAINT AUGUSTINE, FL 32085

Changed: 02/28/2002

Registered Agent Name & Address

LAZAR, WILLIAM N
525 W KING STREET
ST. AUGUSTINE, FL 32084

Name Changed: 03/22/1999

Address Changed: 03/27/2009

Officer/Director Detail

Name & Address

Title Director

MCCLOSKEY, BRYAN
108 1ST STREET
ST. AUGUSTINE BEACH, FL 32080

Title SEC

ARRIOLA, IRENE SEC
88 RIBERIA STREET, STE 200
ST AUGUSTINE, FL 32084

Title ED

LAZAR, WILLIAM N
525 WEST KING STREET
ST AUGUSTINE, FL 32084

Title D

SANKS, CHARLES DIRECTO
190 COLLIER STREET
ST. AUGUSTINE, FL 32084

Title President

Mullinax, Don
1637 Race Track Road
jacksonville, FL 32259

Title Director

Alford, Carol
6817 Southpoint Parkway
Ste 903
Jacksonville, FL 32216

Annual Reports

Report Year	Filed Date
2020	01/22/2020
2021	01/12/2021
2022	02/14/2022

Document Images

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02/20/1998 -- REINSTATEMENT	View image in PDF format



**CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD
STAFF REPORT AND RECOMMENDATION
Prepared for January 19, 2023 Meeting**



Application HP2022-0092

Address: 226 Charlotte Street

Applicant: Southern Construction

Property Owner: J Prabhu II LLC

Project description: To alter existing windows on the north and south elevations and construct a new two-story porch and exterior stair on the west elevation.

Architectural Style:	Frame Vernacular	Florida Master Site File:	8SJ0543
National Register:	St. Augustine NRHD: Contributing	Construction date:	c. 1865-1885
Archaeology Zone:	IB	Zoning District:	HP-2
Parcel number:	1989800000		
Agenda Item:	6(a)	Previous Action(s):	N/A

STAFF SUMMARY AND ANALYSIS:

1. This property is located on a through lot with access to both Charlotte and Aviles Streets on the block between Cadiz Street and Bravo Lane in the Historic Preservation 2 (HP-2) Zoning District. The two-story frame vernacular structure is contributing to the St. Augustine National Register Historic District.
2. The applicant is seeking to swap an existing nearly square wood window on the first floor of the north elevation with an existing larger rectangular wood window on the second story of the south elevation.
3. Plans submitted also show a second story north elevation window also being altered to a smaller size and the applicant should confirm whether this change is still intended and provide details regarding the replacement window.
4. The Architectural Guidelines for Historic Preservation (AGHP) indicates that two-over-two windows, such as those existing, are appropriate in Frame Vernacular structures. Changes to the fenestration as proposed will utilize existing windows.
5. Repair of all existing wood windows, which can be administratively approved, is also proposed by the applicant; however, if repair is determined infeasible, replacement of existing windows may require HARB approval at a later meeting.
6. Additionally, the applicant proposes constructing a new two-story porch with exterior stair on the west/rear elevation of the building.
7. Sanborn maps indicate that the footprint of the structure has changed significantly over time. The south and west elevations of the structure visible today were not exposed until after 1930 when additions on the west and a connected building on the south were demolished. The 1930 Sanborn updated to 1965 indicates a two-story rear porch on the west elevation.
8. An old photograph shown to staff by the applicant shows a west elevation two-story porch that is uncovered and appears utilitarian in nature. It is unclear when the photograph was taken. The 1980 Florida Master Site File survey references a two-story rear porch overlooking the grounds of St. Joseph's Academy.
9. The AGHP encourages the design and construction of new porches when a historic porch is missing. A replacement porch can replicate a previously existing porch or be a new compatible design. The proposed new west elevation porch appears to be a compatible, simplified design to match the front elevation porch posts and railing dimensions but without the chamfered posts or decorative brackets.
10. A site plan showing the distance of the porch from the setbacks was requested by staff but not received by the drafting of this staff report. The permitting process includes zoning review and all zoning and building regulations must be met prior to issuance of a permit.
11. An example of proposed lighting fixtures to be installed with the installation of the new west elevation porch were submitted by the applicant; however, the planned locations are not indicated on the elevations or plans. The AGHP requires that visible fixtures be compatible with the architectural style of the primary building and light intensity levels be as low as possible to preserve the historic ambiance and reflect levels of gas and early electric lights. Soft white is the most appropriate lighting color according to the AGHP and heavily toned light colors, and flashing, flickering, or blinking bulbs are not appropriate.
12. This project is in Archaeology Zone IB and ground disturbing activities including new footers may require Archaeological Review.

STAFF RECOMMENDATION:

Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **APPROVE** a Certificate of Appropriateness at **226 Charlotte Street** with the following findings:

1. The proposed window fenestration changes will not impact the architectural integrity of the contributing building; and,
2. The proposed rear two-story porch and exterior stair meets the Secretary of the Interior's Standards for Rehabilitation #9 as a compatible contemporary design.

Candice Seymour

Candice Seymour, Historic Preservation Planner

SUMMARY SCOPE OF WORK:

1. To alter fenestration by swapping existing wood windows on the north and south elevations to accommodate interior renovations
2. Repair existing wood windows
3. Construct new two-story porch with exterior stair on the west elevation with posts and rails to match existing east elevation porch
4. Add new exterior light fixtures

CITY CODES/DESIGN GUIDELINES:

ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION

Secretary of the Interior's Standard's for Rehabilitation 2, 3, 4, 5, 6, 7, 8, 9, and 10 apply.

- 2. Retention of Distinguishing Architectural Character**
- 3. Recognition of Historic Period**
- 4. Retention of Significant Later Alterations and Additions**
- 5. Sensitive Treatment of Distinctive Features and Craftsmanship**
- 6. Repair or Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence**
- 7. Cleaning with Gentlest Possible Method**
- 8. Protection and Preservation of Significant Archaeological Resources**
- 9. Compatible Contemporary Design for New Alterations and Additions**
- 10. Reversibility of New Alterations and Additions**

Accessory Buildings including porches

Accessory buildings, also known as secondary buildings, are located on the same lot as the primary building, are smaller than the primary building and are customarily incidental to the primary building. Accessory buildings may be attached or detached. Accessory buildings include garages, carports, porte cocheres, loggias, porches, galleries, porticoes, colonnades and other outbuildings.

Do...

- Identify, retain and preserve porches and their functional and decorative features that are important in defining the overall historic character of the building such as columns, balustrades and stairs.
- Retain porches and steps that are appropriate to a building and its subsequent development. Porches and additions reflecting later architectural styles are often important to the building's historical development and should be retained.
- Repair and replace, where necessary, deteriorated architectural features of wood, terra cotta, tile, brick and other historic materials.
- Repair will also generally include the limited replacement in kind, or with compatible substitute material, of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, columns and stairs.
- Replace in kind an entire porch that is too deteriorated to repair, if the form and detailing are still evident, using the physical evidence as a model to replicate the feature. If using the same type of material is not technically or economically feasible, then a compatible substitute material may be considered.
- If enclosures are undertaken, maintain the openness of porches through the use of transparent materials such as glass or screens. Place enclosures behind significant detailing so that the detailing is not obscured.
- Design and construct a new porch when the historic porch is completely missing. It may be a restoration based on historical, pictorial and physical documentation; or it may be new design that is compatible with the historic character of the building.
- Design and install additional porches when required for the new use in a manner that preserves the historic character of the building, such as by limiting such alterations to non-character-defining elevations.
- Retain garages and porte cocheres. If enclosures of garages and porte cocheres are undertaken, preserve significant features. Use materials similar in size, proportion and detail to the original.
- If additional interior space is needed or desired, place the addition at the rear of the building rather than enclosing a porch or porte cochere.

Don't...

- Fail to provide adequate protection to materials on a cyclical basis so that deterioration of porches results.
- Fail to undertake adequate measures to assure the protection of porches.
- Use a substitute material that does not convey the visual appearance of the surviving parts of the porch or that is physically or chemically incompatible. This includes replacing spindles or band-sawn balusters with square cut lumber, rounded railings with flat, chamfered posts and round columns with square, or wooden railing with ornamental iron for a "Spanish" appearance.
- Remove or alter porches and steps that are appropriate to the building's development and style.
- Remove a porch that is unrepairable and not replace it; or replace it with a new porch that does not convey the same visual appearance.
- Strip porches and steps of original material and architectural materials such as hand rails, balusters, columns, brackets and roof decorations.
- Create a false historical appearance because the replaced porch is based on insufficient historical, pictorial and physical documentation.
- Introduce a new porch that is incompatible in size, scale, material and color.
- Enclose porches, porte cocheres, garages and steps in a manner that destroys their historical appearance.
- Install porches that are incompatible in size and scale with the historic building or which obscure, damage or destroy character-defining features.

Post-1821

Accessory buildings should be compatible with the primary building in both design, materials and level of detail and ornamentation. The mass, scale and lot coverage of accessory buildings must be in proportion to the primary building. Accessory buildings should not be more than one story high.

Open sided carports, and attached or modern appearing garages are not appropriate. Garages should be detached buildings whenever possible and must match the architectural style of the primary building. Garages are not appropriate for buildings constructed prior to 1861. Whenever possible, garages should appear as outbuildings with the garage doors not oriented to the street. Garage door openings should be as small as possible. Garages doors should be simple and unglazed, and should be wood or fiberglass painted to appear as wood. Metal doors may be appropriate for some later post-1880 buildings.

Electrical and Mechanical Equipment

Post-1821

Lighting fixtures should be compatible with the architectural style of the primary building. Light intensity levels must be as low as possible to preserve the historic ambiance and to reflect levels of gas lights and early electric lights. Inconspicuous modern fixtures may be installed where more light is required as a supplement to historical fixtures. Flashing, flickering or blinking lights are not appropriate. The most appropriate lighting color is soft white. Heavily toned light colors and the use of colored glass in light fixtures are not appropriate.

Windows and Window Treatments

Do...

- Retain and repair window openings, frames, sash, glass, lintels, sills, pediments, architraves, hardware, shutters and balconies where they contribute to the architectural and historic character of the building.
- Conduct an in-depth survey of the conditions of existing windows, shutters and balconies early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.
- Protect and maintain the wood and architectural metal which comprise the windows (including frame, sash, muntins and surrounds), shutters and balconies through appropriate surface treatments such as cleaning, rust removal, limited paint removal and re-application of protective coating systems.
- Repair windows, shutters and balconies by patching, splicing, consolidating or otherwise reinforcing. Such repair may include replacement in kind of those parts that are either excessively deteriorated or are missing when there are surviving prototypes.
- Improve the thermal performance of existing windows through adding or replacing weatherstripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.
- Replace missing or irreparable windows on significant elevations with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.
- Design and install new windows when the historic windows are completely missing. The replacement may be an accurate restoration using historical, pictorial and physical documentation; or may be a new design that is compatible with the window openings and the historic character of the building.

Don't...

- Introduce or change the location or size of windows and other openings that alter the architectural and historic character of the building.
- Replace window features on significant facades with historically and architecturally incompatible materials such as anodized aluminum, mirrored or tinted glass.
- Remove window features that can be repaired where such features contribute to the historic and architectural character of the building.
- Change the size or arrangement of window panes, muntins and rails where they contribute to the architectural and historic character of the building.
- Replace windows that contribute to the character of a building with those that are incompatible in size, configuration and reflective qualities or which alter the setback relationship between window and wall.
- Install heating and air conditioning units in window frames when the sash and frames may be damaged. Window installations should only be considered when all other viable heating and cooling systems would result in significant damage to historic materials. If installations prove necessary, window units should be placed on secondary elevations not visible from the public right-of-way.

Post-1821

Frame Vernacular windows are usually double hung sash two-over-two or one-over-one. Locally, six-over-six and six-over-one are also common, but are seldom used after about 1920. Prior to the turn of the century, nine-over-six and eight-over-eight windows are also used. After the turn of the century, eight-over-one, four-over-one, three-over-one, and less commonly jalousie windows are also used. Attic louvers in the gable ends, and casement windows with various numbers of panes are common in all time periods.

COA HP2022-0092
226 Charlotte Street
January 19, 2023

LIST OF ATTACHMENTS:

1. Staff Photographs
2. Florida Master Site File
3. Sanborn Maps

STAFF PHOTOGRAPHS
226 Charlotte Street

Front (east) Elevation



STAFF PHOTOGRAPHS

226 Charlotte Street



Front and North Elevations



STAFF PHOTOGRAPHS

226 Charlotte Street



South Elevation



Front and South Elevation

STAFF PHOTOGRAPHS
226 Charlotte Street



Front Porch Details

STAFF PHOTOGRAPHS
226 Charlotte Street

Front Porch Details



STAFF PHOTOGRAPHS

226 Charlotte Street



Rear (west) Elevation and Location of Proposed New Two-story Porch and Exterior Stair

STAFF PHOTOGRAPHS

226 Charlotte Street



Rear (west) Elevation and Location of Proposed New Two-story Porch and Exterior Stair

STAFF PHOTOGRAPHS

226 Charlotte Street



Historic Records of the House Provided by the Property Owner

STAFF PHOTOGRAPHS
226 Charlotte Street



Close-up of old photograph of Previously Existing Rear Porch

1980

FLORIDA MASTER SITE FILE

HISTORIC ST. AUGUSTINE PRESERVATION BOARD

HISTORIC PROPERTIES INVENTORY FORM

I. LOCATION & LEGAL DESCRIPTION

FDAHRM 802== Site No. 855543 1009==
Site Name: 226 Charlotte Street 830== Survey Date: 7808 820==
Address: 226 Charlotte Street, St. Augustine, FL 32084 905==
Instructions for Locating: _____
_____ 813== County: St. Johns 808==
Location: City of St. Augustine 30 2 868==
(subdivision) (block) (lot)
Owner of Site: Name: Williamson, Nellie Hugas & William ;
Address: 226 Charlotte Street
St. Augustine, FL 32084 902==
Occupant or Manager: _____ 904==
Type of Ownership: Private 848== Zoning: HP-1
NR Classification Category: Building 916== Recording Date: _____ 832==
UTM: 17 469940 3306500 890== Location: T07S R30E S18 812==
(zone) (easting) (northing) (T) (R) (S)
Map Reference: USGS St. Augustin 7.5 MIN 1956 (PR 1970) 809==
Recorder: Name & Title: Nolan, David (Historic Sites Specialist) ;
Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:		Threats to Site:	
() Excellent	863==	() Zoning	878==
() Good	863==	() Development	878==
(X) Fair	863==	() Deterioration	878==
() Deteriorated	863==	() Borrowing	878==
		() Transportation	878==
Integrity of Site:		() Fill	878==
(x) Altered	858==	() Dredge	878==
() Unaltered	858==	() Other	878==
(X) Original Site	858==		
() Restored - Date:	858==		
() Moved - Date:	858==		

II. SITE DESCRIPTION, continued.

Original Use: Commercial 838== Present Use: Commercial 850==
 Date: +1885 844== Period: 19th cent. 845== Culture: American 840==
 Architect: _____ 872==
 Builder: _____ 874==
 Style: Frame Vernacular 964==
 Plan Type: Rectangular 966==
 Exterior Fabrics: Wood, drop siding, with cornerboards _____ 854==
 Structural Systems: Wood frame 856==
 Features of Structure: (942)
 Window Type: DHS 1/1 942==
 Foundation: Brick piers 942==
 Roof Type: Flat 942==
 Secondary Roof Structures: Porch, hip 942==
 Porches & Balconies: Two-story open porch on the front. _____ 942==
 Chimney Location: Interior 942==
 Materials: (882)
 Chimney: Brick 882==
 Roof Surfacing: Built up 882==
 Ornament Exterior: Chamfered posts, jigsawn brackets _____ 882==
 Quantitative Data: (950-954)
 Chimneys: 1 952== Dormers: _____ 954== Stories: 2 950==
 Other: _____ 956==
 Surroundings: Mixed Residential/Commercial 864==
 Relationship to Surroundings: On narrow street in old section of city. _____
Near school grounds. _____ 859==

III. PHOTOGRAPHY

Photographic Records Numbers: _____ 860==
 Contact Prints _____



1980

Page 2

IV. SIGNIFICANCE

Areas of Significance: Architecture, Commerce, Literature, Music

920==

Statement of Significance: (911==)

ARCHITECTURE

This two-story Frame Vernacular apartment house at 226 Charlotte Street was constructed between 1865 and 1885. A two-story open porch with chamfered posts and jigsaw brackets extends from the front. Sanborn Fire Insurance Maps show that an enclosed area on the southeast corner served as a store. The building, set on coquina piers, is located on a narrow street in one of the oldest sections of town. A two-story porch in the rear overlooks the grounds of the one hundred year old St. Joseph's Academy.

The area of the colonial city south of the plaza and north of Bridge Street includes buildings ranging from colonial to modern times. It contains a significant number of St. Augustine's surviving colonial buildings as well as many fine Victorian buildings from the Flagler era like the development along Palm Row. Some remodeling and construction have taken place in the St. Augustine Colonial Revival style. The narrow colonial street plan is retained, and some of the streets are still surfaced in brick. Aviles Street retains some colonial ambiance with many buildings constructed on the street line, with overhanging balconies, and coquina walls. The visual effect of other streets tends to be mixed Colonial and Victorian, except along the bayfront, which is dominated by modern motels. Along this stretch of the bayfront are the last surviving buildings projecting out over the water. It is an area of combined usages--residential, commercial, educational and religious--all of which produce traffic and parking problems. As a result, many significant buildings, particularly Flagler era hotels and mansions, have been demolished over the years for parking lots or other facilities. The area is bounded on the west by the old Alcazar Hotel (now City Hall) and on the east by the seawall and bayfront. It is part of the National Landmark District, and listed on the National Register of Historic Places.

HISTORY

This section of the walled colonial city has been continuously occupied since the 16th century and represents the location of the 1565 settlement of St. Augustine. The small blocks and narrow streets of the early city are still evident.(1) All structures were destroyed during the 1702 attack by the South Carolinians, but by mid-century, the Rosario defense

(over)

V. BIBLIOGRAPHY

1. Kathleen Deagan, et. al, "A Sub-Surface Survey of the St. Augustine City Environs," (Tallahassee, 1976); Anon., "S. Augustini pars et terrae Florida," 1588.
2. Juan Jose Elixio de la Puente, "Plano . . . de la Plaza de San Agustín," January 22, 1764; Mariano de la Rocque, "Plano Particular de la Ciudad de San Agustín," April 25, 1788; East Florida Papers, Escrituras, 1784-1821; Albert Manucy, The Houses of St. Augustine, 1565-1721 (St. Augustine, 1962), pp. 22-25 and 41-47.

line had been erected along the present-day location of Cordova Street, and numerous buildings had been rebuilt throughout the area, although density was greater towards the bayfront. In the 18th and early 19th centuries, this section contained a number of governmental and ecclesiastical structures, including La Soledad parish church and school on St. George Street and the hospital and jail on Aviles (Hospital) Street. Moreover, the largest number of extant colonial buildings are found in this section of the city: Hourritiner, MacMillan, and Murat Houses on St. George Street; Segui, Fatio, O'Reilly, and Toledo Houses on Aviles Street; Solano House on Charlotte Street; and the Jacinto House on Marine Street. The southern border of this area, Bridge Street, led to one of three late colonial San Sebastian River ferry crossings.(2) Certain patterns of earlier development persisted into the American period as this section, particularly on Aviles Street, contained a disproportionately large number of public and educational facilities such as the Territorial City Council Meeting House, and in the late 19th century, the Peabody School, city jail, library, and police and fire departments. St. Joseph's Academy opened in the 1870's on St. George Street. Several prominent hotels also opened in this section, including the Ocean View on the bayfront and the St. George adjacent to Trinity Episcopal Church. Since the Civil War, St. George Street has remained a residential neighborhood and contained some stately homes of the city's more prominent residents and visitors. The streets to the east have contained some residences, but mainly commercial and institutional buildings. The area as a whole has one of the largest concentrations of 18th and 19th century structures within the walled city despite the demolition of several of the stately residences and hotels along St. George Street and Avenida Menendez (Bay Street).(3)

This house at 226 Charlotte Street was occupied for many years by Robert Mills who operated a bakery in a two-story frame building adjoining the residence. During the 1920's, Mills was also proprietor of a boarding house and apartments. Residents during that time included Beatrice Leonardi, musician at the Orpheum Theater; N. N. Eaton, a bridge builder, and his wife Lilliam; and Goldie Laden, a writer.(4) After 1930 the bakery/apartment house building was razed and this structure renovated to accommodate renters.(5)

ARCHAEOLOGY

For archaeological significance of the walled colonial city see Master Site File Form 8SJ10.

3. Anon., "Copy of a Plan of the City of St. Augustine," 1833; 1885 and 1894 Birds-Eye Views; Sanborn Fire Insurance Maps, 1884-1958.
4. St. Augustine City Directory, 1899 through 1927-28.
5. Sanborn, 1924, 1930, 1956.



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ROB'T MILLS, BAKERY.

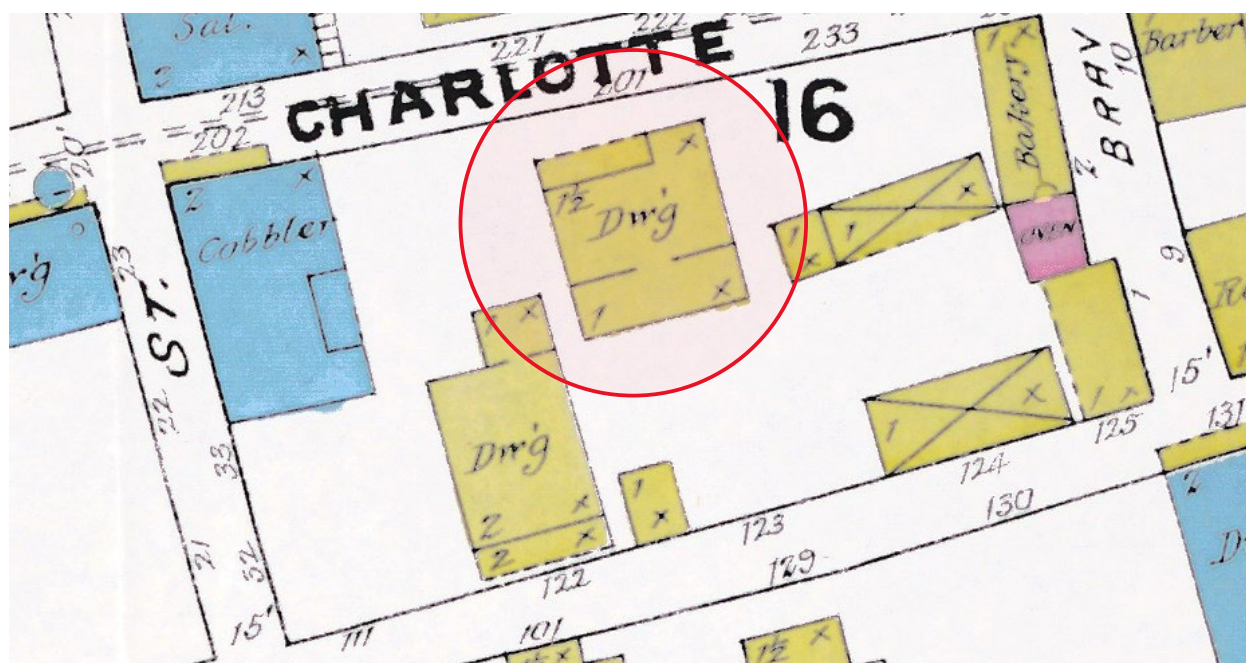
up to date
respect

BAKERY, STORE AND RESIDENCE OF ROBERT MILLS, 228 CHARLOTTE STREET
MILLS SELLS BREAD

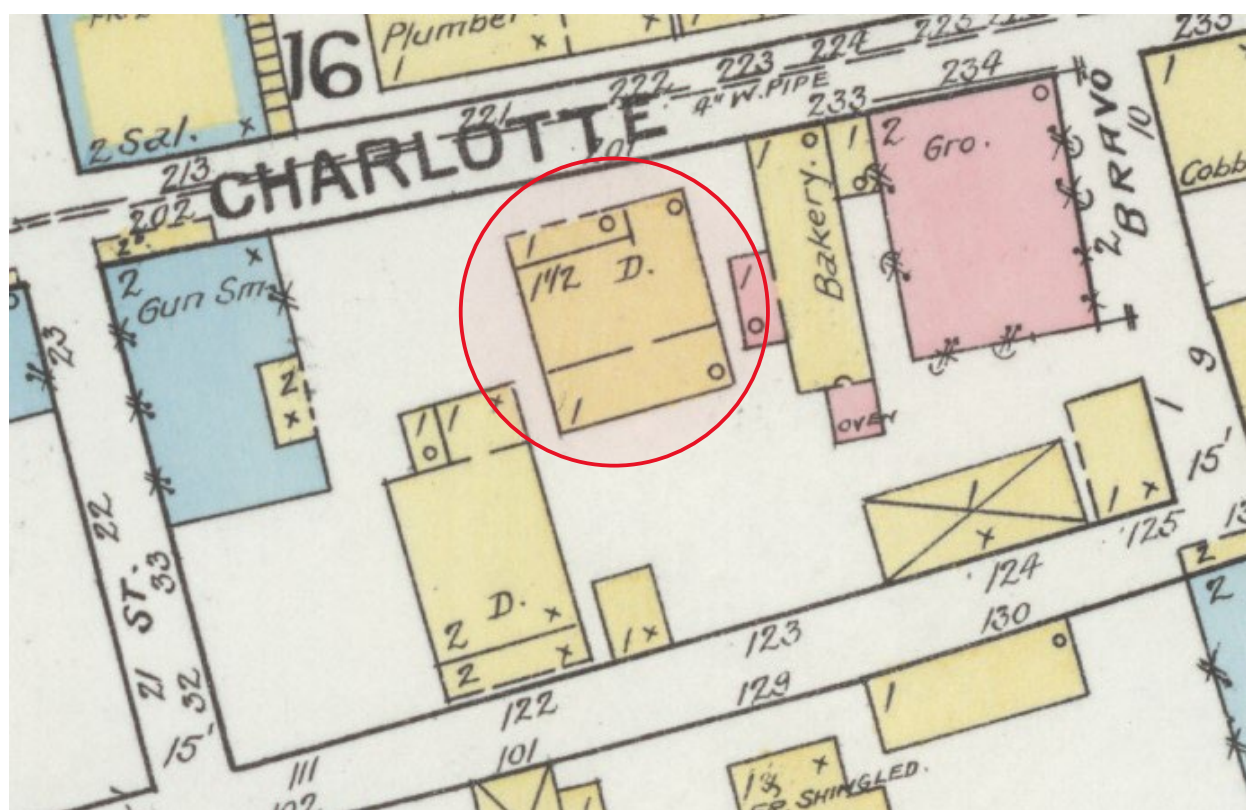
Try our
Come in and

SANBORN MAPS

226 Charlotte Street



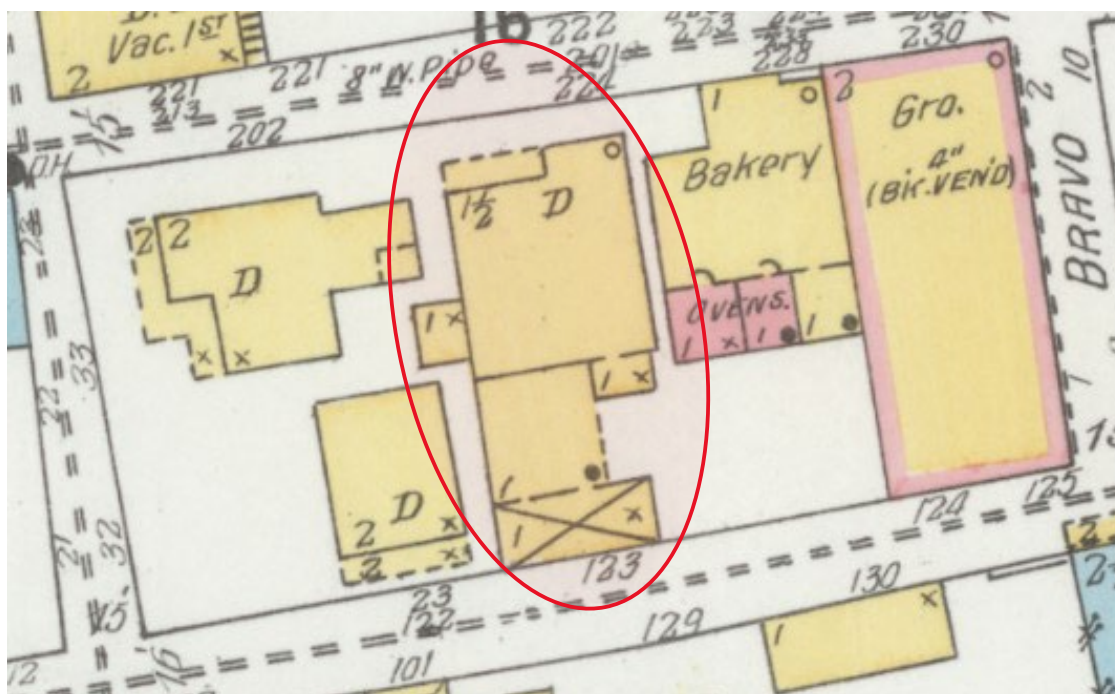
1888



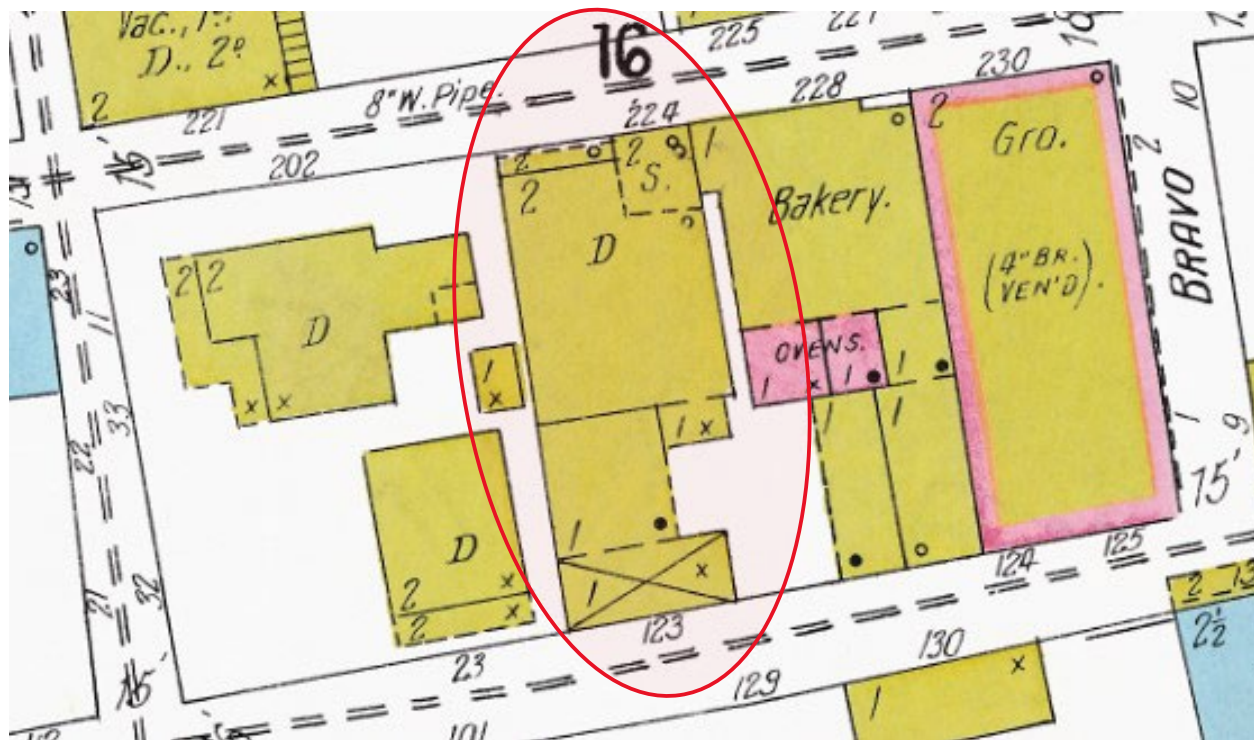
1893

SANBORN MAPS

226 Charlotte Street

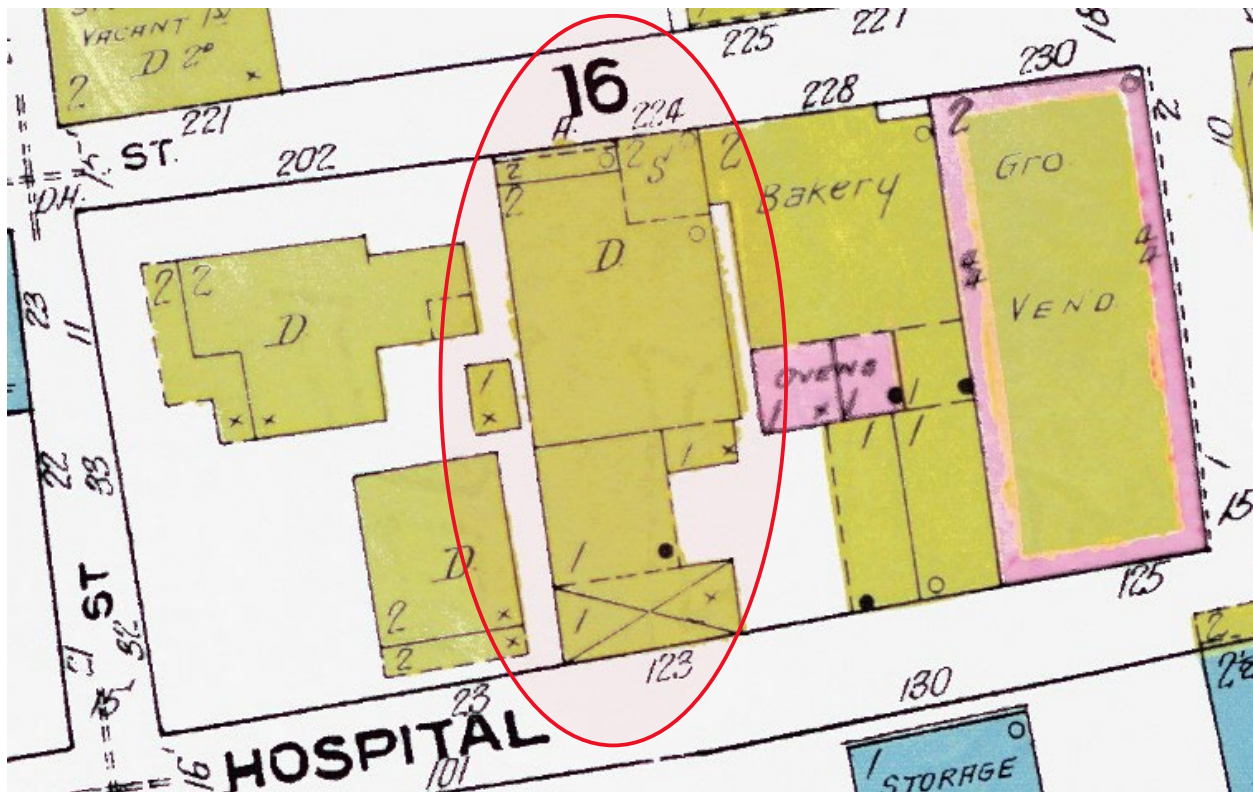


1899

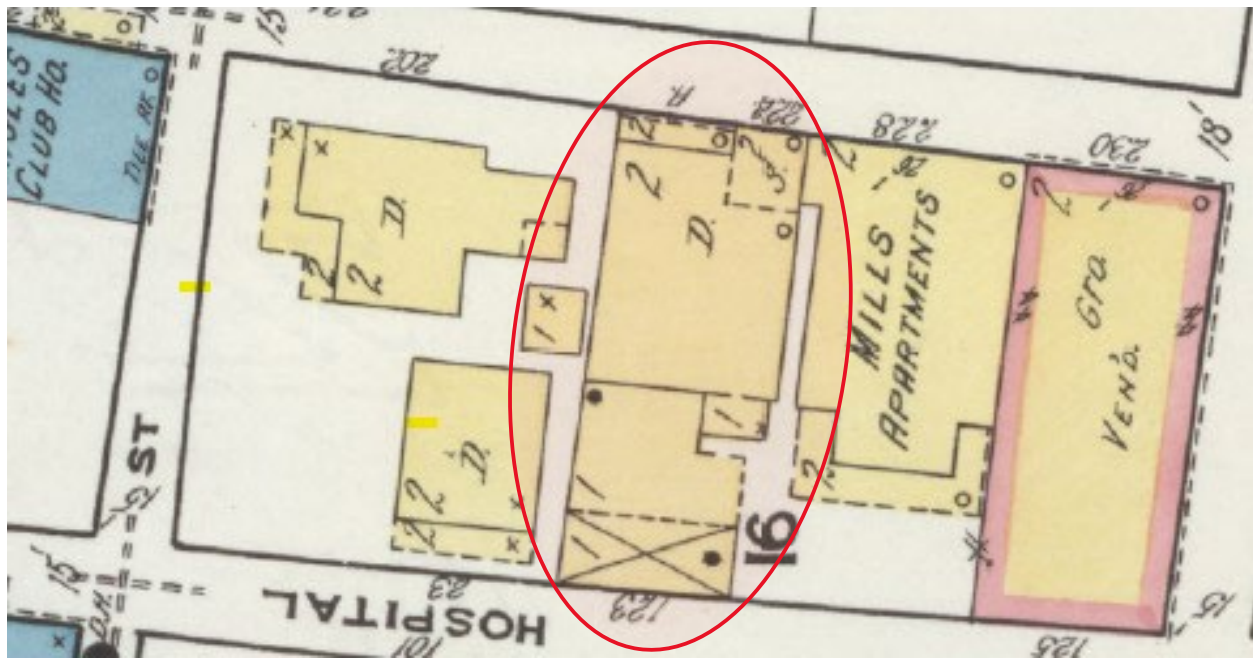


1904

SANBORN MAPS
226 Charlotte Street



1910



1917

The image is a detailed site plan of a property. A red oval highlights a central area. The plan shows various buildings and lots. A large yellow building is labeled 'MILLS' and '16'. To its right is a yellow building labeled 'Apartments'. Further right is a pink-outlined building labeled 'VEN'D.' and '5'. To the left of the 'MILLS' building is a yellow building labeled 'D.' and '2'. Above the 'MILLS' building is a yellow building labeled 'D.' and '2'. The plan also shows a street labeled 'ST.' and a lot labeled '130'. A red oval highlights a central area containing the 'MILLS' building and the 'Apartments' building.

[illegible]

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DEC 16 2022

CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION



☐ OPINION ☒ **CERTIFICATE OF APPROPRIATENESS**

Planning/Bldg Dept.



\$50.00	Alterations to single family home, site work, and site feature
\$150.00	Construction of new single family home, major alterations, ad valorem tax exemption
\$100.00	Alterations to all other buildings, site work, or features except single family home
\$200.00	New construction except single family home

BDAC Project No. HP-2022-0092Meeting Date: January 19, 2023

Receipt No. _____

Advertising Costs \$ _____ Postage \$ _____ Paid on _____

Receipt No. _____

1. NAME OF APPLICANT DAVID GRANDE
 Business (if applicable) SOUTHERN CONSTRUCTION
 Address 4 REMINGTON RD
 City ORMOND BCH State FL Zip Code 32174
 Daytime telephone 3862996312 E-mail Address DAVIDGRANDE317@GMAIL.COM
The above contact information will be used for correspondence. Please ensure this information is accurate.
2. NAME OF PROPERTY OWNER MACK PATEL
 Business (if applicable) _____
 Address _____
 City _____ State _____ Zip Code _____
 Daytime telephone (required) _____ E-mail address _____
3. PROJECT STREET ADDRESS 226 CHARLOTTE ST.
4. LEGAL DESCRIPTION: Lot 2 Block 30 Subdivision _____ Parcel _____
5. EXISTING USE VACANT PROPOSED USE HOTEL
6. PROPOSED PROJECT WORK

A. DEMOLITION (If historic architectural features will be permanently removed a Certificate of Demolition is required and must be heard simultaneous with this application) ☐ YES ☒ NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR REPLACE

- | | | |
|--------------------------|-------------------------------------|--|
| ☐ | ☐ | Roof _____ |
| ☐ | ☐ | Roof structures (dormers, chimneys, etc.) _____ |
| ☐ | ☐ | Exterior finishes (stucco, masonry, siding) _____ |
| ☐ | ☒ | Porch/Deck/Balcony _____ |
| ☐ | ☐ | Awning/Canopy _____ |
| ☐ | ☐ | Exterior Doors _____ |
| ☐ | ☒ | Windows _____ |
| ☐ | ☐ | Shutters _____ |
| ☐ | ☐ | Foundation (including infill) _____ |
| ☐ | ☐ | Exterior lighting & other appurtenances _____ |
| ☐ | ☐ | Existing fences, walls & gates _____ |
| ☐ | ☐ | Existing parking, walkways & other site features _____ |

DEC 16 2022

C. NEW CONSTRUCTION (check and specify all work items that apply)

Planning/Building Dept.

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☐ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. PAINT COLORS (check one)

- ☒ Scheme with pre-approved paint colors (exterior colors available upon request)
- ☐ Custom color scheme (provide color samples & building elevations showing color placement)
- ☐ No painting associated with proposed project

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

NEW EXTERIOR STAIRS, DECK AND RAILINGS TO
MATCH EXISTING
RE-LOCATE TWO EXISTING WINDOWS

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for an Opinion of Appropriateness, I must still obtain a Certificate of Appropriateness before project work can begin. If this application is for a Certificate of Appropriateness and it is approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary prior to starting project work. Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME

DAVID GRANDE

SIGNATURE OF APPLICANT

David Grande

DATE

12/16/22

PRINT OWNER'S NAME

MACK PATEL

SIGNATURE OF OWNER

Mack Patel

DATE

12-16-22

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.



RECEIVED

JAN 03 2023

Planning/Building Dept.

Owner's Authorization For Agent

DAVID GRANDE is/are hereby authorized TO ACT ON BEHALF
OF MACK PATEL, the owner(s) of those lands described within
☐ the attached application, or ☒ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's HARD Board, for an application
related to the structure located at:

226 CHARLOTTE ST.

BY:

[Signature]
Signature of Owner

MACK PATEL

Print Name of Owner

904-505-3585

Telephone Number

State of Florida

County of St. Johns

Signed and sworn before me on this 3 day of January, 2023

By Mahendrabhai P. Patel

Identification verified: FL DL P340555694050

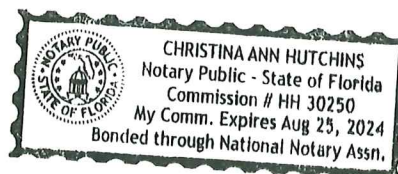
Oath sworn: _____ Yes ☒ No

Notary Signature:

[Signature]

My Commission expires:

Aug 25, 2024



COMPLETENESS REVIEW CHECKLIST

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: http://www.staugustinegovernment.com/your_government/documents/AGHP2.pdf

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Architectural Guidelines for Historic Preservation*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.

DG

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

*The below is a list of requirements based upon the scope of work. To be completed by planning staff

OK	Need	N/A	
ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)			
☐	☐	☐	Photographs of existing roof and affected features
☐	☐	☐	Sketch or sample of proposed roof surface including applicable colors, patterns, material, texture
☐	☐	☐	Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☐	Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)
EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)			
☐	☐	☐	Photographs of existing surface or feature including close-up and full building perspective
☐	☐	☐	Sketch or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
☐	☐	☐	Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
☐	☐	☐	Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture
PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)			
☐	☒	☐	Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
☒	☒	☐	Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
☒	☒	☐	Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
☒	☒	☐	Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
☐	☐	☒	Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
AWNING/CANOPY			
☐	☐	☐	Photographs of existing awning/canopy or location of proposed awning/canopy
☐	☐	☐	Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade
☐	☐	☐	Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
☐	☐	☐	Documentation of justification for changing the existing awning/canopy and the extent of the affected area
EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)			
☐	☐	☐	Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☐	For new openings, a scaled wall section
☐	☐	☐	Sketch or sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☐	Documentation of justification for changing the existing door(s) and the extent of the affected area.

DEC 16 2022

CONTINUED

*The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| ☐ | ☒ | ☐ | For new openings, a scaled wall section with proposed window |
| ☒ | ☒ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☒ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☒ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|-------------------------------------|--|
| ☐ | ☐ | ☒ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☒ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|-------------------------------------|--|
| ☐ | ☐ | ☒ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|--------------------------|--------------------------|-------------------------------------|--|
| ☐ | ☐ | ☒ | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☒ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|--------------------------|--------------------------|-------------------------------------|---|
| ☐ | ☐ | ☒ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☒ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Detail of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|--------------------------|--------------------------|-------------------------------------|--|
| ☐ | ☐ | ☒ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☒ | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☒ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☒ | Scaled landscape plan |
| ☐ | ☐ | ☒ | Scaled construction drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☒ | Scaled construction drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☒ | Wall section |
| ☐ | ☐ | ☒ | Refer to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☒ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☒ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☒ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

Clearer details regarding proposed porch materials should be provided. The drawings are difficult to read as submitted. Specifications for the new windows should be provided including size, material, and design details.

Project number: HP2022-0092 Project Address: 226 Charlotte Street

Reviewed by: Candice Seymour Date: 12/29/2022

HARB APPLICATION FEE SCHEDULE DEC 16 2022

Historic Architectural Review Board fees are set by Resolution 2021-38 as follows:

Planning/Building Dept.

Description of Work	Fee Amount
Certificate/Opinion of Appropriateness: Alteration to single-family home, site work, and site feature (does not increase area of structures)	\$50.00 + ads
Certificate/Opinion of Appropriateness: Construction of a new single-family home, major alterations, ad valorem tax exemption	\$150.00 + ads
Certificate/Opinion of Appropriateness: Alterations to non-single-family buildings, site-work, or features (does not increase area of structures)	\$100.00 + ads
Certificate/Opinion of Appropriateness: New construction of non-single-family structures	\$200.00 + ads
Appeal of staff determination	
Certificate of Demolition: Partial	\$150 + ads & notices
Certificate of Demolition: Full	\$300 + ads & notices

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 226 CHARLOTTE ST

Applicant's Name: DAVID GRANDE Applicant's Signature: David Grande

Owner's Name: MACK PATEL Owner's Signature: [Signature]

SEAL

REGISTERED INTERIOR DESIGNER
NICOLE STEARLEY
196013
ARCHITECT
STATE OF FLORIDA
REGISTERED ARCHITECT

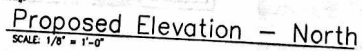
NAME: NICOLE STEARLEY AR99614

Written dimensions shall have precedence over scale dimensions.

Glenn Design Studio LLC. Architects hereby reserves it's common law copyright and other property rights in these plans, ideas, and signs. These ideas, designs, and plans are not to be reproduced, changed or copied in any form or manner whatsoever, nor are they to be assigned in any third party. Without first obtaining the express written permission from Glenn Design Studio LLC.

226 Charlotte St. ● St. Augustine, FL 32084

A2.1



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DEC 16 2022

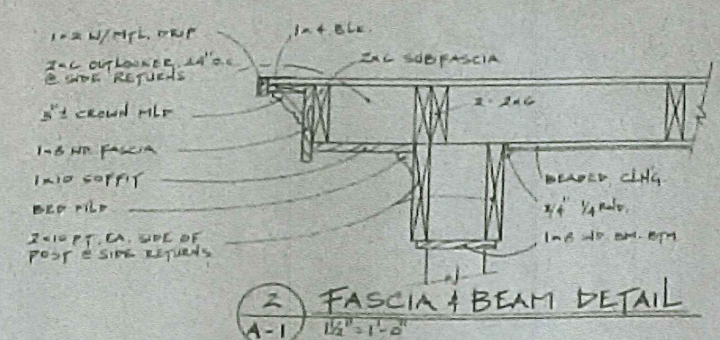
Planning/Building

REVISIONS BY
STEVEN M. SCHUYLER
ARCHITECT, P.A.
1008 S. ANATASIA BLVD.
Ft. Lauderdale, Florida 33304
(954) 561-1111

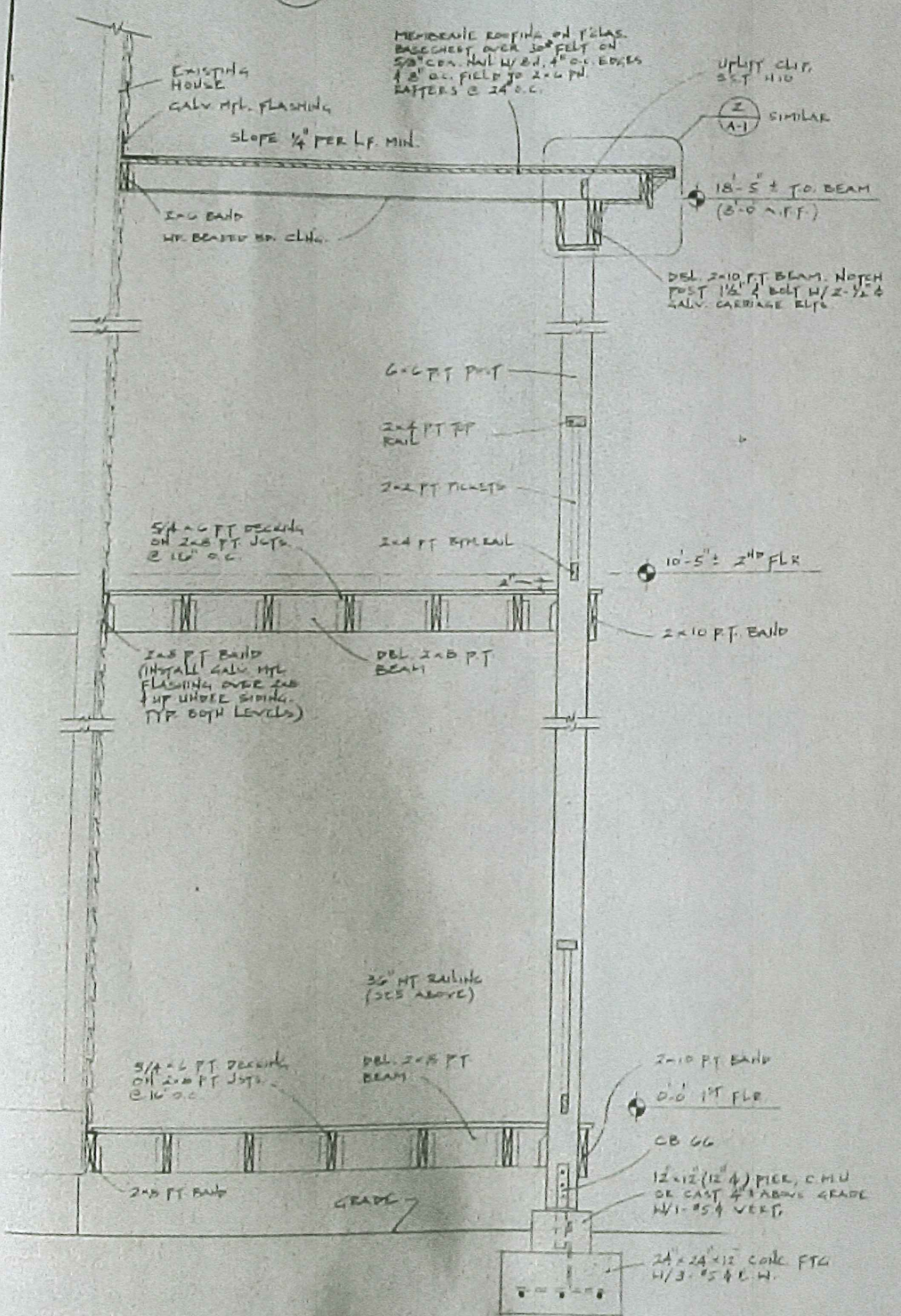
Additions and Renovations to
226 Charlotte Street for
Ed and Mary Acebal
St. Augustine, Florida

PORCH PLANS
ELEVATIONS
PORCH SECTION & DETAIL

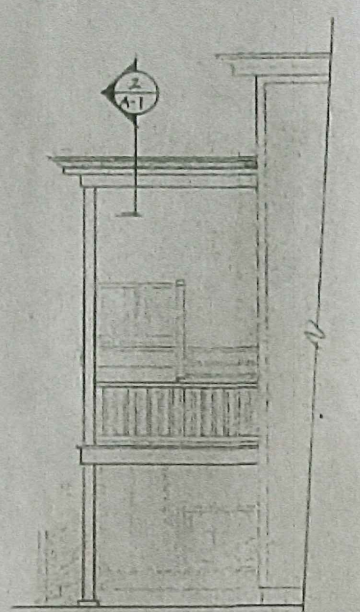
Rev 8/21/01
Scale NOTED
Drawn GCB
30 1001-25
A-1
Page 128 of 321



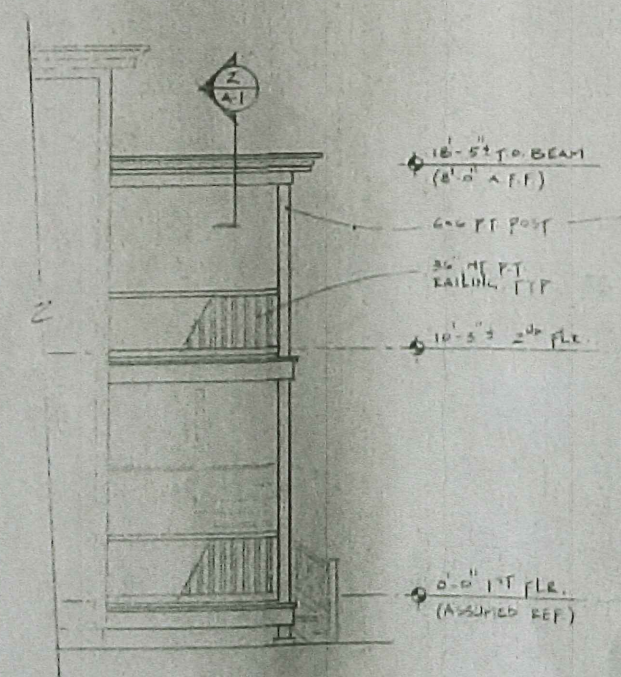
(2) FASCIA & BEAM DETAIL
1/4" = 1'-0"



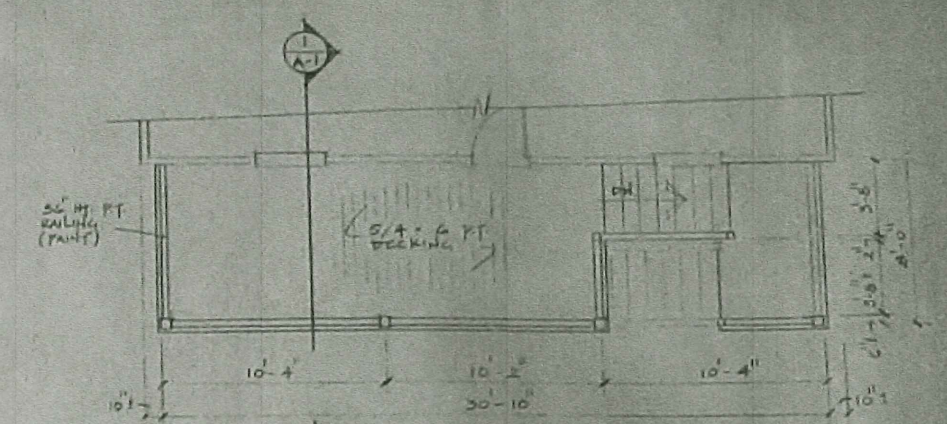
(1) PORCH SECTION
3/4" = 1'-0"



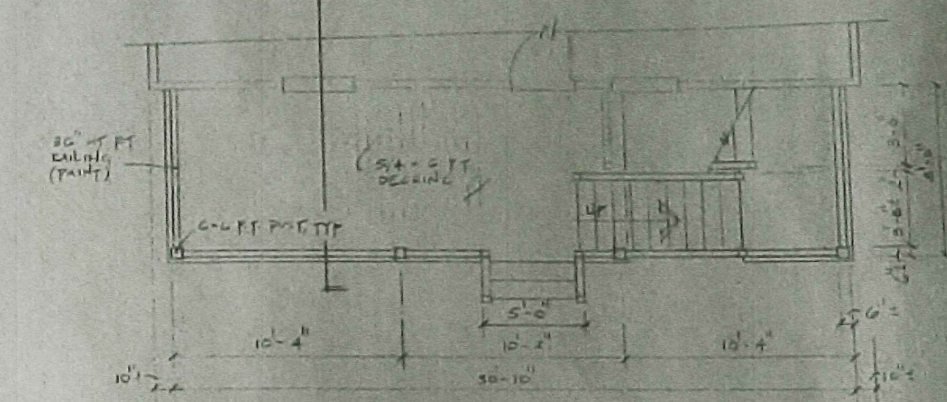
SOUTH ELEVATION
1/4" = 1'-0"



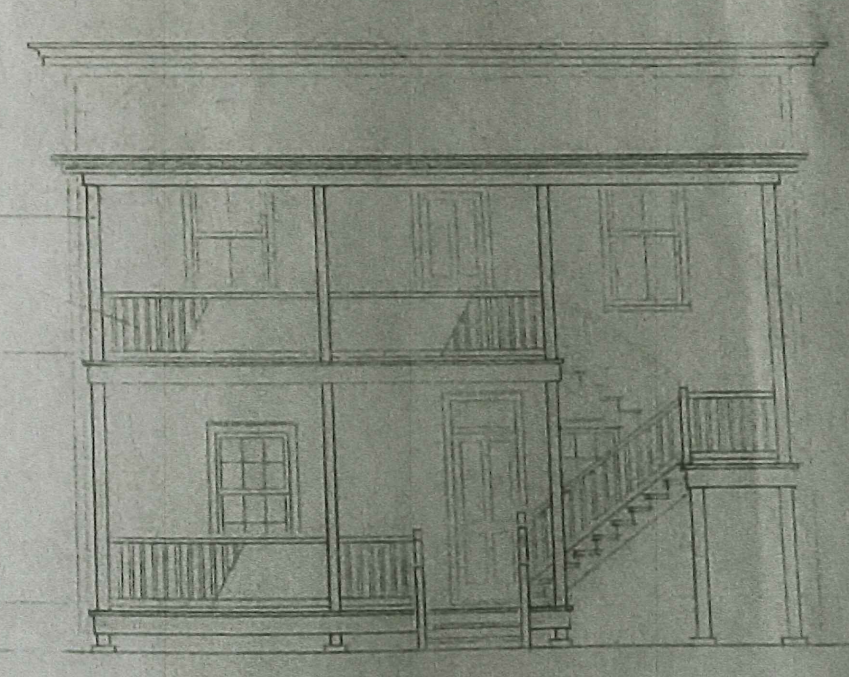
NORTH ELEVATION
1/4" = 1'-0"



SECOND STY. PORCH PLAN
1/4" = 1'-0"



FIRST FLOOR PORCH PLAN
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"







This instrument was prepared by:

Craig M. Herzog, CLC

Action Title Services of St. Johns County, Inc.

3670 US 1 South, Suite 110, St. Augustine, Florida 32086

File Number:20103

Consideration: \$500,000.00

Documentary Stamps Paid: \$3,500.00

This Warranty Deed

Made this **March 18, 2021 A.D.** By

Eduardo Acebal and Jack Acebal, conveying non-homestead property hereinafter called the grantor,
to **J Prabhu II LLC, a Florida limited liability company**, whose post office address is: **120 Avenida
Menendez, St. Augustine, Florida 32084**, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that Grantor, for the sum of **Ten Dollars and no cents (\$10.00)** and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

A parcel of land being a part of Lot 2, Block 30, according to Official Map of the City of St. Augustine, Florida on file in the Office of the Clerk of the Circuit Court for St. Johns County, Florida, and being more particularly bounded and described as follows: Commence at the Southeast corner of said Block 30; thence N 13°23'36" W, along the East line of said Block 30 and the West line of Charlotte Street, as it currently exists, a distance of 73.44 feet to the Point of beginning for the herein described parcel of land, said point also being the Northeast corner of those lands described in Official Records Book 5205, Page(s) 732 of the Public Records of said county; thence S 76°01'33" W, along the North line of said lands described in Official Records Book 5025, Page(s) 732, a distance of 15.80 feet; thence S12°41'48" E, along a jog in said North line of those lands described in Official Records Book 5025, Page(s) 732, a distance of 4.20 feet; thence S 76°50'39" W, along the North line of said lands described in Official Records Book 5025, Page(s) 732, a distance of 67.16 feet to the East line of Aviles Street, as it currently exists; thence N 16°55'39" W along said East line of Aviles Street, a distance of 35.81 feet to the Southwest corner of those lands described in Official Records Book 4254, Page(s) 786 of said Public Records; thence N 75°03'45"E, along the South line of said lands described in Official Records Book 4254, Page(s) 786, a distance of 85.25 feet to the West line of said Charlotte Street; thence S13°23'36"E, along said West line of said Charlotte Street, a distance of 33.54 feet to the Point of Beginning. The aforescribed parcel of land being those same lands described in Official Records Book 2341, Page(s) 996.

Parcel ID Number: 198980-0000

Grantor warrants that said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon as defined by Article X, Section 4 of the Florida Constitution, nor is it adjacent to or contiguous with any of his/their homestead(s) and that the property described herein is not now, nor has it ever been, the primary residence/homestead of the owner or the owner's spouse or dependent child, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

SUBJECT TO covenants, restrictions, easements, limitations and reservations of record, if any. However, this reference does not reimpose same. Subject to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes and assessments accruing subsequent to **December 31, 2020**.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

TWO DIFFERENT WITNESSES HAVE SIGNED BELOW (THE NOTARY MAY BE ONE OF THE TWO WITNESSES) AND NEITHER WITNESS NOR THE NOTARY IS RELATED TO THE GRANTOR(S) OR HAS A BENEFICIAL INTEREST IN THE SALE OF THIS PROPERTY DESCRIBED HEREIN.

Signed, sealed and delivered in our presence:

[1] _____

Witness Printed Name: Craig M. Herzog

Eduardo Acebal (Seal)

Eduardo Acebal
Address: 40 Dolphin Dr
ST. AUGUSTINE, FL 32080

[2] _____

Witness Printed Name: Joan DeGrande

Jack Acebal (Seal)

Jack Acebal
Address: 80 NICHOLAI CT
ORMOND BEACH FL
32176

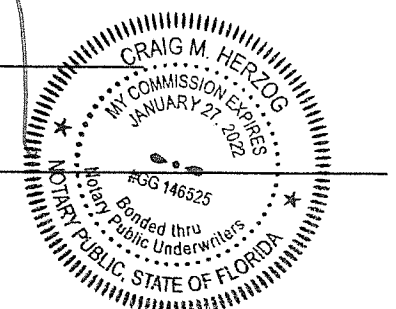
State of FLORIDA
County of ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this March 16 2021, by Eduardo Acebal and Jack Acebal, conveying non-homestead property. Such person (notary must check applicable box):

- ☐ is / are personally known to me.
☒ produced a current Florida Driver's license as identification.
☐ produced _____ as identification.

Notary Public
Print Name: Craig M. Herzog
My Commission Expires: _____

(NOTARY SEAL)



Apply for Exemptions

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

2022 TRIM Notice

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)



Parcel ID 1989800000
Location Address 226 CHARLOTTE ST
SAINT AUGUSTINE 32084-0000
Neighborhood City/Historic (SF) (612.01)
Tax Description* CITY OF ST AUG N34.9FT OF LOT 2 BLK 30 OR5210/1855
**The Description above is not to be used on legal documents.*
Property Use Code Multi-Family (Less than 10 Units) (0800)
Subdivision City of St Augustine
Sec/Twp/Rng 17-7-30
District City of St Augustine (District 452)
Millage Rate 18.9763
Acreage 0.070
Homestead N

Owner Information

Owner Name J Prabhu II LLC 100%
Mailing Address 120 AVENIDA MENENDEZ
SAINT AUGUSTINE, FL 32084-0000

Map



Valuation Information

	2023
Building Value	\$292,449
Extra Features Value	\$0
Total Land Value	\$229,950
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$522,399
Total Deferred	\$0
Assessed Value	\$522,399
Total Exemptions	\$0
Taxable Value	\$522,399

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2022	\$255,038	\$0	\$229,950	\$0	\$0	\$484,988	\$484,988	\$0	\$484,988
2021	\$204,064	\$0	\$189,000	\$0	\$0	\$393,064	\$230,562	\$162,502	\$230,562
2020	\$79,125	\$0	\$189,000	\$0	\$0	\$268,125	\$209,602	\$58,523	\$209,602
2019	\$64,547	\$0	\$126,000	\$0	\$0	\$190,547	\$190,547	\$0	\$190,547
2018	\$64,632	\$0	\$126,000	\$0	\$0	\$190,632	\$189,498	\$1,134	\$189,498
2017	\$51,712	\$0	\$126,000	\$0	\$0	\$177,712	\$172,271	\$5,441	\$172,271
2016	\$54,235	\$0	\$102,375	\$0	\$0	\$156,610	\$156,610	\$0	\$156,610
2015	\$56,758	\$0	\$102,375	\$0	\$0	\$159,133	\$159,133	\$0	\$159,133
2014	\$54,606	\$0	\$102,375	\$0	\$0	\$156,981	\$156,981	\$0	\$156,981
2013	\$56,980	\$0	\$102,375	\$0	\$0	\$159,355	\$159,355	\$0	\$159,355
2012	\$58,358	\$0	\$102,375	\$0	\$0	\$160,733	\$160,733	\$0	\$160,733
2011	\$60,740	\$0	\$113,400	\$0	\$0	\$174,140	\$174,140	\$0	\$174,140
2010	\$63,122	\$0	\$126,000	\$0	\$0	\$189,122	\$189,122	\$0	\$189,122

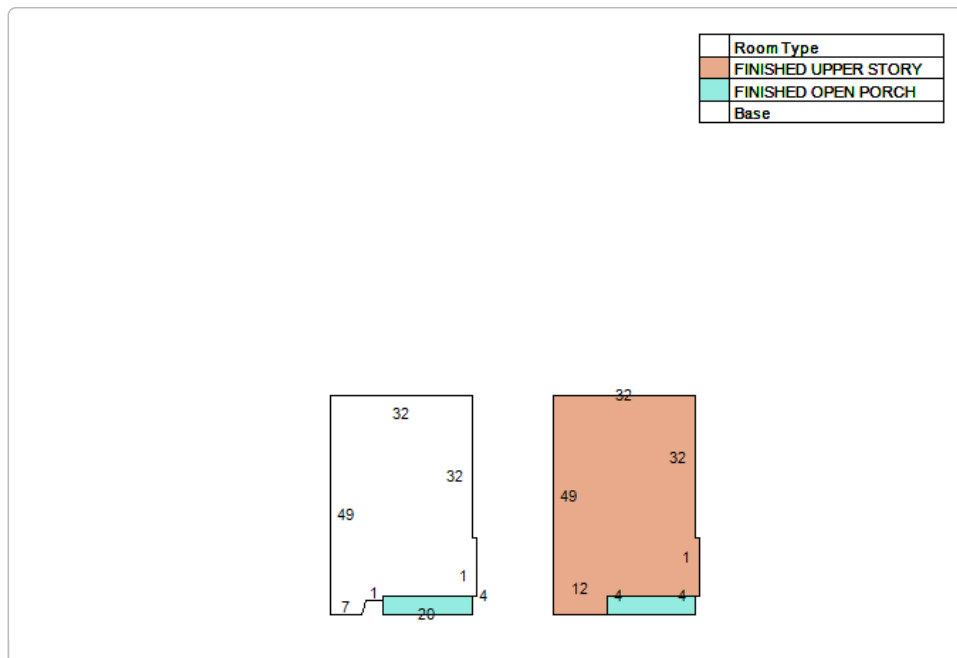
Building Information

Building 1
Year Built 1920
Actual Area 3149
Conditioned Area 2989
Use Duplex
Style 01
Class N
Exterior Wall Wood

Roof Cover Built Up
Roof Structure Shed
Interior Flooring Pine Wood
Interior Wall Minimum
Heating Type Air Duct
Air Conditioning Central
Bedrooms 5
Baths 5.5

Description	Square Footage
BASE AREA	1488
FINISHED OPEN PORCH	80
FINISHED UPPER STORY	1501
FINISHED OPEN PORCH	80
Total SqFt	3149

Sketch Information



Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Multi-Family (Less than 10 Units)	35	90	3150	SF	\$229,950

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/18/2021	3/18/2021	\$500,000.00	WARRANTY DEED	5210	1855	Q	I	ACEBAL EDUARDO & ACEBAL JACK (T/C)	J PRABHU II LLC
	11/30/2004	\$100.00	PERSONAL REP	2341	996	U	I	MOORE MARY ACEBAL ESTATE BY PERS REP	ACEBAL EDUARDO & ACEBAL JACK (T/C)
	11/30/2004	\$0.00	LETTERS OF ADMN	2335	559	U	I	MOORE MARY ACEBAL ESTATE (DECD 12/7/03)	MOORE MARY ACEBAL ESTATE (LETT OF ADMIN)
	10/7/1997	\$100.00	PERSONAL REP	1278	807	U	I	WILLIAMSON NELLIE ESTATE	MOORE MARY ACEBAL

No data available for the following modules: Exemption Information, Extra Feature Information.

[User Privacy Policy](#)
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Last Data Upload: 1/5/2023, 1:19:58 AM





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
J PRABHU II LLC

Filing Information

Document Number L21000103417
FEI/EIN Number 86-2641197
Date Filed 03/03/2021
Effective Date 03/03/2021
State FL
Status ACTIVE

Principal Address

120 AVENIDA MENENDEZ
ST. AUGUSTINE, FL 32084

Mailing Address

120 AVENIDA MENENDEZ
ST. AUGUSTINE, FL 32084

Registered Agent Name & Address

PATEL, MAHENDRA
120 AVENIDA MENENDEZ
ST. AUGUSTINE, FL 32084

Authorized Person(s) Detail

Name & Address

Title MGR

PATEL, MAHENDRA
120 AVENIDA MENENDEZ
ST. AUGUSTINE, FL 32084

Annual Reports

Report Year	Filed Date
2022	01/11/2022

Document Images

[01/11/2022 -- ANNUAL REPORT](#)

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[03/03/2021 -- Florida Limited Liability](#)

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**CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD
STAFF REPORT AND RECOMMENDATION
Prepared for January 19, 2023 Meeting**



Application HP2022-085 Address: 46 St. Francis Street

Applicant: Jennifer Laporte

Property Owner: Jennifer Laporte

Project description: To construct a picket fence with a gate and rolling gate along the south property line and install brick pavers.

Architectural Style:	Frame Vernacular	Florida Master Site File:	SJ01868
National Register:	St. Augustine NRHD: Contributing	Construction date:	C. 1899-1904
Archaeology Zone:	IC	Zoning District:	HP-1
Parcel number:	1997200000		
Agenda Item:	6(b)	Previous Action(s):	COA1990-0332

STAFF SUMMARY AND ANALYSIS:

1. This property is located on the north side of St. Francis Street on the block between Cordova and St. George Streets in the Historic Preservation 1 (HP-1) zoning district. It is originally recorded in the Florida Master Site File as 36 St. Francis Street and the structure is listed as contributing to the St. Augustine National Register Historic District under that address.
2. A Certificate of Appropriateness for after-the-fact installation of a 5' high lattice fence along the east property line was approved on May 17, 1990. This fence does not appear to be extant; however, a taller single lattice panel on posts is situated along the east property line.
3. The applicant is proposing to construct a wood picket fence with gate and rolling gate across the driveway along the south property line in place of a previously existing masonry knee wall and wood gate.
4. The previously existing masonry wall was heavily damaged during Hurricane Ian and removed. The applicant provided photographs of the damaged wall which can be found in the application packet.
5. It is unclear when the previous masonry wall was constructed. The 1980 Florida Master Site File (FMSF) photograph appears to show the top of the wall.
6. The Architectural Guidelines for Historic Preservation (AGHP) encourages retention and repair of historic fences and gates but also lists masonry walls as appropriate for only for Spanish Renaissance and Moorish Revival Architectural styles with simple vertical picket fences being appropriate for Frame Vernacular structures. Fence heights for the time period should be a minimum of 4 feet but less than 5 feet.
7. The proposed wood fence and gate are of appropriate material. The vertical pickets are also appropriate; however, the scalloped design brings the height below the recommended minimum.
8. Rolling gates, while not typical of the period, have been approved in the past with appropriate design and materials if the hardware is not visible from the right-of-way. The AGHP does not address appropriate gate widths for post-1821 gates; however, the board has voiced concern for gate panel widths in the past. The applicant has expressed a willingness to eliminate the rolling gate from the project if it is deemed inappropriate by the board or is infeasible to install.
9. Details regarding the gate designs were requested by staff but not received in full. Based upon discussion with the applicant, it is believed that the proposed gates are intended to match the scalloped picket fence design; however, the gated designs will require documentation.
10. The applicant has verbally discussed utilizing landscaping, such as roses, as an alternative to the proposed fence. Several rose varieties are listed in the AGHP, though all are in timeframes predating the construction date and architectural style of the building. If proposed landscaping does not exceed \$1,000 it can be administratively approved. The HARB may consider the landscaping as an alternative to the proposed fence.
11. Proposed brick pavers should be a clay material per the AGHP. Any proposed paving will be reviewed at the permitting level by zoning staff for compliance with the city's impervious surface area requirements.
12. This property is in Archaeology Zone IC and ground disturbing activities including the installation of post footers, landscaping, and paving may require archaeological review. The applicant should contact the City Archaeologist as early as possible to determine whether an A-14 application will be required.

STAFF RECOMMENDATION:

Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **take the following actions for a Certificate of Appropriateness at 46 St. Francis Street:**

1. **APPROVE** if the HARB determines that the fence, gate, and paving plans as proposed or modified based upon Board recommendations meet the Secretary of the Interior's Standards for Rehabilitation #9 as compatible contemporary designs.
2. **CONTINUE** the application to allow the applicant time to consider a more appropriate design for the picket fence and/or paving material.

Candice Seymour

Candice Seymour, Historic Preservation Planner

SUMMARY SCOPE OF WORK:

1. Construct approximately 37 feet of 4 foot tall (at peak) scalloped wood picket fence with 4"x4" posts and 1"x4" pickets
2. Install approximately 400sf of clay brick pavers with color and basketweave pattern to match the existing driveway.

CITY CODES/DESIGN GUIDELINES:

ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION

Secretary of the Interior's Standard's for Rehabilitation 2, 3, 8, and 9

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
8. Protection and Preservation of Significant Archaeological Resources
9. Compatible Contemporary Design for New Alterations and Additions

Fences, Walls, and Gates

Do...

- Retain and repair existing historic fences, walls and gates.

Don't...

- Remove historic fences and walls.
- Install cinder block walls; or ornate iron or wood, rough cedar, chain link, wire or post and rail fences.
- Install fences of inappropriate scale that obscure the overall design of the building or its individual features.

Post-1821

Fences, walls and gates must match the architectural style of the primary building. Original fences and walls should be replicated.

The only materials permitted are stucco over masonry, poured coquina or tabby concrete, coquina stone, wood and iron. The level of detail should be appropriate for style of the primary building. Fences should be painted white or left unpainted. Walls may be painted white or left natural.

Modern wood vertical board privacy fences are generally appropriate only on side and rear elevations. These privacy fences should be recessed from the wall plane on street side elevations.

Simple vertical picket fences are appropriate for Frame Vernacular buildings.

Ornate cast iron fences are appropriate only for Queen Anne, Colonial Revival, Classical Revival and other highly styled buildings.

Masonry walls are appropriate for Spanish Renaissance Revival and Moorish Revival buildings.

American Territorial period (1821-1845) fences and walls should be at least five and one-half feet high. Later period fences should be at least four feet high, but should be less than five feet high adjacent to the street.

Parking, Landscaping and Site Features

Do...

- Use new plant materials, fencing, walkways, street lights, and benches that are compatible with the character of the district or neighborhood in size, scale, materials and color.
- Identify and retain plants, trees, fencing, walkways, street lighting and benches that reflect a property's history and development.
- Base new site work on documentation or physical evidence. Avoid conjectural changes to the site.
- Remove or trim plants in close proximity to the building that may cause deterioration of historic fabric.
- Landscape to provide shade, privacy, screening of non-historic features and erosion control.
- Minimize disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying or damaging important landscape features or archaeological resources.

- Survey and document areas where the terrain will be altered to determine the potential impact to important landscape features or archaeological resources.
- Provide continued protection of wood, masonry and architectural metals which comprise site features through appropriate cleaning, rust removal, limited paint removal, and re-application of protective coatings.
- Evaluate the overall condition of materials and features to determine whether more than protection and maintenance are required.
- Repair features of the site by reinforcing historic materials.
- Replace in kind an entire feature of the site that is too deteriorated to repair if the overall form and detailing are still evident. Physical evidence from the deteriorated feature should be used as a model to guide the new work. This could include a walkway or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
- Replace deteriorated or damaged landscape features in kind.
- Design and construct a new feature of a site when the historic feature is completely missing, such as an outbuilding, terrace or driveway. It may be based on historical, pictorial and physical documentation; or be a new design that is compatible with the historic character of the building and the site.
- Design new onsite parking, loading docks or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of the historic relationship between the buildings or buildings and the landscape.

Don't...

- Remove or radically change site features which are important in defining the overall historic character of the property so that the character is diminished.
- Introduce heavy machinery into areas where it may disturb or damage important landscape features or archaeological resources.
- Fail to survey the building site prior to the beginning of rehabilitation work which may result in damage to or destruction of important landscape features or archaeological resources.
- Use a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the site feature or that is physically or chemically incompatible.
- Construct a new site feature that is incompatible with the district or building because of its size, scale or materials.
- Install street lighting, benches, new plant materials, fencing, walkways, and paving material such as asphalt and pebble that are out of scale or are inappropriate to the historic district.
- Change the appearance of a building or site by removing historic plants, trees, fencing, walkways, outbuildings and other features before evaluating their importance.
- Add conjectural landscape features to the site such as period reproduction lamps, fences, fountains or vegetation that is historically inappropriate, thus creating a false sense of historic development.
- Create a false historic appearance because the replacement feature is based on insufficient historical, pictorial or physical documentation.
- Introduce a new landscape feature, including plant material, that is visually incompatible with the site, or that alters or destroys the historic site patterns or vistas.
- Locate any new construction of the building where important landscape features will be damaged or destroyed, such as removing a lawn and walkway and installing a parking lot.
- Place parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or to important landscape features.

- Introduce new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color and texture; which destroys historic relationships on the site; or which damages or destroys important landscape features.

Post-1821

Plant materials should reflect the scale of the building. Only those plant materials known to have been introduced around the date of construction of the primary building should be planted. Design concepts that reflect the architectural style of the building should be used for landscape and garden design. Trees should be used to frame views and provide shade. The use of mid-yard planting beds, coarse textured plants and colorful flowers is appropriate for 19th century buildings. Foundation plantings are not appropriate for pre-1930 buildings.

Trees, shrubs and vine covered trellises are appropriate and effective ways of providing shade for patios and buildings.

Appropriate paving materials are poured coquina concrete, tabby, loose coquina, crushed shells, river gravel, and brick or stone on sand. Asphalt and plain concrete are not appropriate.

Parking areas should not be adjacent to or easily viewed from public rights-of-way. Paved areas and curb cuts must be kept to a minimum. Fences, walls, gates, landscaping and buildings must screen parking areas. Whenever possible, parking should occur behind or within a building. Appropriate paving materials include loose coquina, crushed shell, gravel, stone or brick pavers on sand, coquina or tabby concrete, or concrete with a slate appearance. Asphalt and plain concrete are not appropriate.

Garages are addressed in the Accessory Buildings section of these Guidelines.

COA HP2022-0085
46 St. Francis Street
January 19, 2023

LIST OF ATTACHMENTS:

1. Staff Photographs
2. Florida Master Site File

STAFF PHOTOGRAPHS

46 St. Francis Street



STAFF PHOTOGRAPHS

46 St. Francis Street



STAFF PHOTOGRAPHS

46 St. Francis Street



STAFF PHOTOGRAPHS

46 St. Francis Street



FLORIDA MASTER SITE FILE
HISTORIC ST. AUGUSTINE PRESERVATION BOARD
HISTORIC PROPERTIES INVENTORY FORM

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

I. LOCATION & LEGAL DESCRIPTION

FDAHRM 802== Site No. 8 SJ 1868 1009==
Site Name: 36 St. Francis Street 830== Survey Date: 7808 820==
Address: 36 St. Francis Street, St. Augustine, FL 32084 905==
Instructions for Locating: _____
_____ 813== County: St. Johns 808==
Location: City of St. Augustine 38 East $\frac{1}{2}$ of lot 7 & 868==
(subdivision) (block) (lot)
South 3' of lot 6 868==
Owner of Site: Name: Rithner, Maria P. ;
Address: 36 St. Francis Street
St. Augustine, FL 32084 902==
Occupant or Manager: _____ 904==
Type of Ownership: Private 848== Zoning: HP-1
NR Classification Category: Building 916== Recording Date: _____ 832==
UTM: 17 469870 3306190 890== Location: T07S R30E S18 812==
(zone) (easting) (northing) (T) (R) (S)
Map Reference: USGS St. Augustine 7.5 MIN 1956 (PR 1970) 809==
Recorder: Name & Title: Nolan, David (Historic Sites Specialist) ;
Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:		Threats to Site:	
() Excellent	863==	() Zoning	878==
(X) Good	863==	() Development	878==
() Fair	863==	() Deterioration	878==
() Deteriorated	863==	() Borrowing	878==
		() Transportation	878==
Integrity of Site:		() Fill	878==
(x) Altered	858==	() Dredge	878==
() Unaltered	858==	() Other	878==
(x) Original Site	858==		
() Restored - Date:	858==		
() Moved - Date:	858==		

II. SITE DESCRIPTION, continued.

Original Use: Priv. Res. 838== Present Use: Priv. Res. 850==
Date: +1904 844== Period: 20th cent. 845== Culture: American 840==
Architect: _____ 872==
Builder: _____ 874==
Style: Frame Vernacular 964==
Plan Type: L-shape 966==
Exterior Fabrics: Wood, drop siding, with cornerboards _____ 854==
Structural Systems: Wood frame 856==
Features of Structure: (942)
Window Type: DHS 2/2 942==
Foundation: Brick piers with lattice infill 942==
Roof Type: Gable 942==
Secondary Roof Structures: Porch, shed 942==
Porches & Balconies: One-story open porch on side. _____ 942==
Chimney Location: Offset, rear slope (center) 942==
Materials: (882)
Chimney: Brick 882==
Roof Surfacing: Composition shingles 882==
Ornament Exterior: Jigsaw brackets, chamfered posts _____ 882==
Quantitative Data: (950-954)
Chimneys: 1 952== Dormers: _____ 954== Stories: 1½ 950==
Other: _____ 956==
Surroundings: Mixed Residential/Institutional 864==
Relationship to Surroundings: In one of the oldest sections of the city. _____ 859==

III. PHOTOGRAPHY

Photographic Records Numbers: _____ 860==
Contact Prints

IV. SIGNIFICANCE

Areas of Significance: Architecture, Tourism

920==

Statement of Significance: (911==)

ARCHITECTURE

This one and one-half story Frame Vernacular residence at 36 St. Francis Street was constructed between 1899 and 1904. A one-story porch with jig-sawn brackets and chamfered posts extends from the east side. The building is located in one of the oldest sections of the city.

The area of the colonial city between Bridge and St. Francis Streets is one of mixed usages. Though primarily residential, it includes commercial tourist attractions, religious, and educational buildings. The narrow streets, some still brick, conform to the colonial town plan listed on the National Register of Historic Places. Construction dates in the area range from colonial through modern times. Many of St. Augustine's surviving colonial buildings are located along Marine and St. Francis Streets, including the Oldest House. Along the bayfront and on St. George Street are two of the outstanding Victorian neighborhoods of the city, with many elegant winter residences from the Flagler era. Some colonial-style buildings have been reconstructed, and other buildings have been remodeled in the St. Augustine Colonial Revival style. The area is bounded on the west by Cordova Street and on the east by the bayfront. The section of Avenida Menendez between Bridge and St. Francis is the major waterfront residential street of the downtown area. The area has suffered many demolitions for parking lots and expanded school grounds over the years. A heavy toll has been taken among Flagler-era buildings. The area continues to feel pressure from the large amount of tourist and school traffic that passes through.

HISTORY

This section of the walled colonial city was first occupied in the 17th century as the early settlement expanded south towards the St. Francis convent. All structures were destroyed in 1702 by the invading South Carolinians, but by mid-century, houses had been rebuilt on all streets except present-day Cordova Street, then the course of the early 18th century Rosario defense line. The northern boundary of the area, Bridge Street, led to one of three late colonial San Sebastian River ferry crossings. The British demolished numerous buildings here, but were the first to build along the bayfront on the east side of Marine Street. The Spanish filled this low-lying land in the 1790's, and substantial residences were thereafter erected

(over)

V. BIBLIOGRAPHY

1. Kathleen Deagan, et. al, "A Sub-Surface Survey of the St. Augustine City Environs," (Tallahassee, 1976); Juan Jose Elixio de la Puente, "Plano . . . de la Plaza de San Agustin," January 22, 1764; Mariano de la Rocque, "Plano Particular de la Ciudad de San Agustin," April 25, 1788; East Florida Papers, Escrituras, 1784-1821; Albert Manucy, The Houses of St. Augustine, 1565-1821 (St. Augustine, 1962), pp. 22-25 and 41-47.
2. Anon., "Copy of a Plan of the City of St. Augustine," 1833; 1885 and 1894 Birds-Eye Views; Sanborn Fire Insurance Maps, 1888-1958.

on the reclaimed land. The Spanish crown owned considerable property in this section of the colonial city, such as a school building near the south-east corner of Bridge and St. George Streets and the vacant land west of St. George Street where crops were raised by the garrison. Nine colonial buildings have survived in this section, particularly in clusters along Marine and St. Francis Streets: Sanchez, Marin, Puello, Jones and the two Rovira Houses on Marine; Tovar and Oldest House on St. Francis; and the St. Francis Inn on corner of St. George and St. Francis. The Llambias House and the St. Francis Barracks lie on the south side of St. Francis Street.(1) The area remained essentially residential throughout the American period, although several religious structures were built along St. George Street (the non-extant 19th century Presbyterian Church and the 20th century Cathedral Parish School complex) and along Cordova Street (the 20th century Synagogue). Several boarding houses were scattered throughout the area, most notably the St. Francis Inn building and the Valencia Hotel. Taken as a whole, this section has a high concentration of 18th and 19th century buildings on all streets except Cordova which was developed primarily in the 1920's.(2)

This dwelling at 36 St. Francis Street and the adjacent structure, 50 St. Francis, was located on the Valencia Hotel property and served as a cottage for the hostelry.(3) The 1905 Map Supplement shows ownership of lot 6, the hotel, by J. A. McGuire. Mrs. E. S. McKinnon owned dwellings on lot 7.(4)

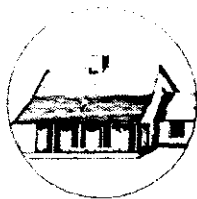
ARCHAEOLOGY

For archaeological significance of the walled colonial city see Master Site File Form 8SJ10.

3. Sanborn, 1904, 1910, 1917, 1924, 1930.

4. C. D. Manucy and Robert Ransom, Supplement to Official City Map (St. Augustine, 1905), p. 31.

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site # SJ01868
 Field Date 5-19-2016
 Form Date 5-19-2016
 Recorder # _____

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

Site Name(s) (address if none) 36 St Francis Street Multiple Listing (DHR only) _____
 Survey Project Name Inv. of Structures within the St. Augustine NRHD Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☐ private-individual ☒ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Street Number 279 Direction _____ Street Name St George Street Type Street Suffix Direction _____
 Address: 279
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name ST. AUGUSTINE USGS Date 1956 Plat or Other Map _____
 City / Town (within 3 miles) St. Augustine In City Limits? ☒ yes ☐ no ☐ unknown County St. Johns
 Township 7S Range 30E Section 17 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 1991500000 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☒ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1904 ☐ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Hotel From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature ext fabric, windows, roof
 Additions: ☐ yes ☐ no ☒ unknown Date: _____ Nature _____
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

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

DESCRIPTION

Style Masonry Vernacular Exterior Plan Square Number of Stories 2
 Exterior Fabric(s) 1. Concrete block 2. Wood/Plywood 3. _____
 Roof Type(s) 1. Hip 2. _____ 3. _____
 Roof Material(s) 1. Composition shingles 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. Shed, porch
 Windows (types, materials, etc.) single wood DHS 2/2

Distinguishing Architectural Features (exterior or interior ornaments) Jigsaw brackets, chamfered posts

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) associated with the St. Francis Inn at 279 St. George Street

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

DESCRIPTION (continued)

Chimney: No. _____ Chimney Material(s): 1. _____ 2. _____
 Structural System(s): 1. Wood frame 2. Concrete block 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. lattice infill
 Main Entrance (stylistic details) _____

Porch Descriptions (types, locations, roof types, etc.) One-story open porch on side

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous
 Narrative Description of Resource _____

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

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

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

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information
 Appears to meet the criteria for National Register listing as part of a district? ☒ yes ☐ no ☐ insufficient information
 Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) would contribute to a district

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

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

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

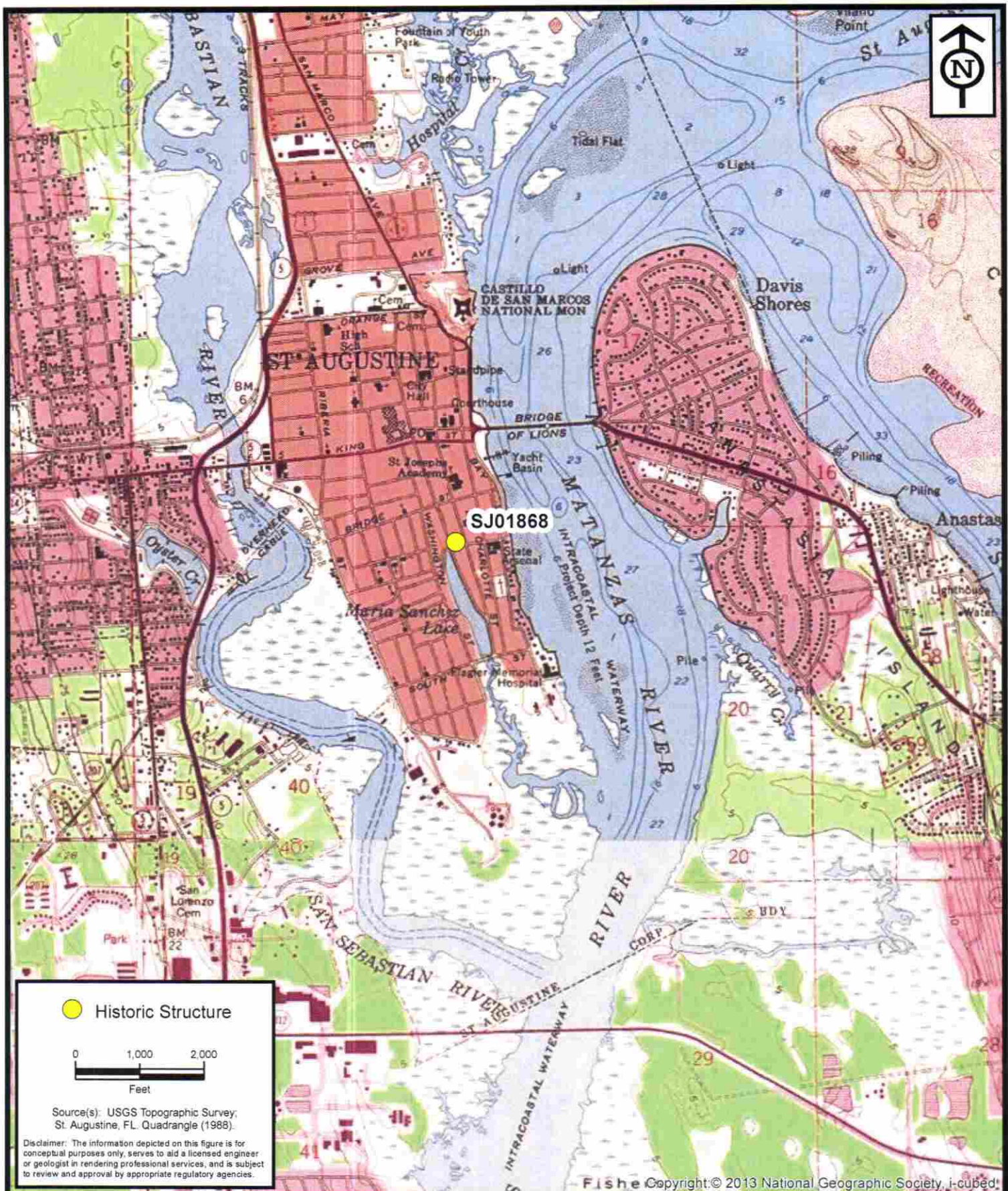
1) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____
 2) Document type _____ Maintaining organization _____
 Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Patricia Davenport Affiliation Environmental Services, Inc.
 Recorder Contact Information 7220 Financial Way Ste. 100 Jacksonville, FL 32256 904-470-2200, pdavenport@esinc.cc
 (address / phone / fax / e-mail)

Required Attachments

- ① USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED
- ② LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
- ③ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE
 If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



**ENVIRONMENTAL
SERVICES, INC.**

7220 Financial Way, Suite 100
Jacksonville, Florida 32256
(904) 470-2200
(904) 470-2112 Fax

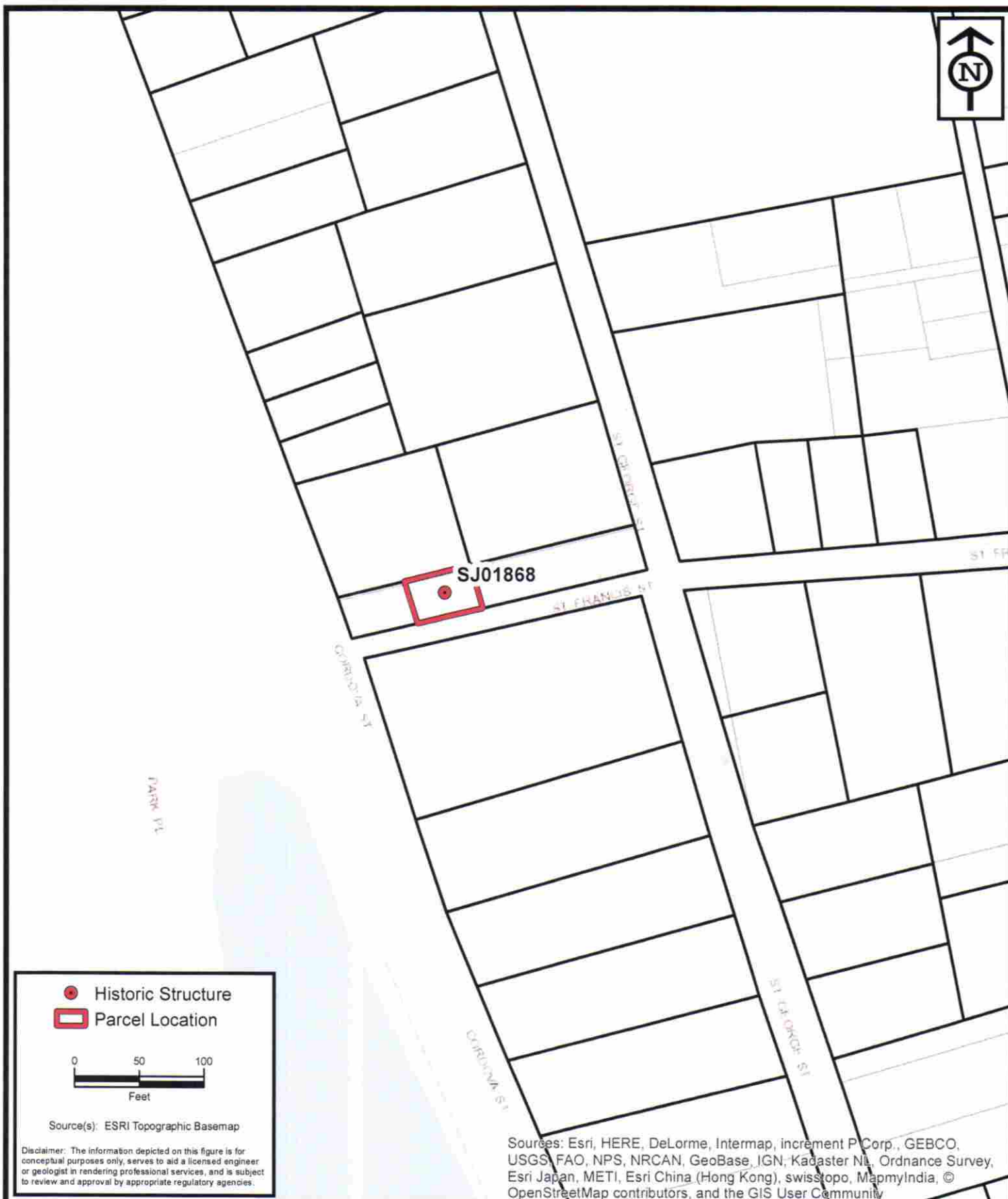
www.environmentalservicesinc.com

Project Location - SJ01868
City of St. Augustine
Historic Structure Survey
St. Johns County, Florida

Project:	AJ15441.00
Date:	May 2016
Drawn By:	AVL
Checked By:	JRN
Approved By:	PD
Figure:	1

Staff Report pg. 18

SJ01868



**ENVIRONMENTAL
SERVICES, INC.**

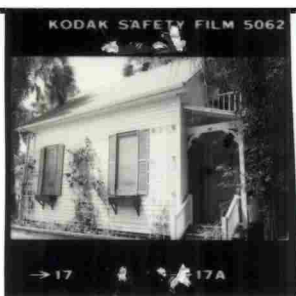
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(904) 470-2112 Fax

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Parcel Location - SJ01868
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Historic Structure Survey
St. Johns County, Florida

Project:	AJ15441.00
Date:	May 2016
Drawn By:	AVL
Checked By:	JRN
Approved By:	PD
Figure:	2

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Staff Report pg. 22

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CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION



☐ OPINION ☒ CERTIFICATE OF APPROPRIATENESS

\$50.00	Alterations to single family home, site work, and site feature
\$150.00	Construction of new single family home, major alterations, ad valorem tax exemption
\$100.00	Alterations to all other buildings, site work, or features except single family home
\$200.00	New construction except single family home

BDAC Project No. **HP2022-0085**

Receipt No. **2510698**

Meeting Date: **January 19, 2023**

Advertising Costs \$ _____ Postage \$ _____ Paid on _____ Receipt No. _____

1. NAME OF APPLICANT Jennifer Laporte
Business (if applicable) ☒
Address 46 St. Francis St.
City St. Augustine State FL Zip Code 32084
Daytime telephone (302) 270-3487 E-mail Address oldcityjenn1@gmail.com
The above contact information will be used for correspondence. Please ensure this information is accurate.
2. NAME OF PROPERTY OWNER Jennifer Laporte
Business (if applicable) _____
Address 46 St. Francis St.
City St. Augustine State FL Zip Code 32084
Daytime telephone (required) (302) 270-3487 E-mail address oldcityjenn1@gmail.com
3. PROJECT STREET ADDRESS 46 St. Francis St.
4. LEGAL DESCRIPTION: Lot 7 Block 38 Subdivision City Parcel 100700000
5. EXISTING USE N/A PROPOSED USE _____
6. PROPOSED PROJECT WORK

A. DEMOLITION (If historic architectural features will be permanently removed a Certificate of Demolition is required and must be heard simultaneous with this application) ☐ YES ☐ NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR REPLACE

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Roof _____ |
| ☐ | ☐ | Roof structures (dormers, chimneys, etc.) _____ |
| ☐ | ☐ | Exterior finishes (stucco, masonry, siding) _____ |
| ☐ | ☐ | Porch/Deck/Balcony _____ |
| ☐ | ☐ | Awning/Canopy _____ |
| ☐ | ☐ | Exterior Doors _____ |
| ☐ | ☐ | Windows _____ |
| ☐ | ☐ | Shutters _____ |
| ☐ | ☐ | Foundation (including infill) _____ |
| ☐ | ☐ | Exterior lighting & other appurtenances _____ |
| ☐ | ☐ | Existing fences, walls & gates _____ |
| ☐ | ☐ | Existing parking, walkways & other site features _____ |

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☒ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. PAINT COLORS (check one)

- ☐ Scheme with pre-approved paint colors (exterior colors available upon request)
- ☐ Custom color scheme (provide color samples & building elevations showing color placement)
- ☐ No painting associated with proposed project

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

37'-4" tall scallop wood picket fence
1- 17' roll gate

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for an Opinion of Appropriateness, I must still obtain a Certificate of Appropriateness before project work can begin. If this application is for a Certificate of Appropriateness and it is approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary prior to starting project work. Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME Jennifer Raporte
SIGNATURE OF APPLICANT [Signature] DATE 11/16/22
PRINT OWNER'S NAME Jennifer Raporte
SIGNATURE OF OWNER [Signature] DATE 11/16/22

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

HP2022-0085
46 St. Francis Street

Application Sufficiency Review

COMPLETENESS REVIEW CHECKLIST

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: http://www.staugustinegovernment.com/your_government/documents/AGHP2.pdf

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Architectural Guidelines for Historic Preservation*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.



INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

*The below is a list of requirements based upon the scope of work. To be completed by planning staff

OK	Need	N/A	
			ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)
☐	☐	☒	Photographs of existing roof and affected features
☐	☐	☒	Sketch or sample of proposed roof surface including applicable colors, patterns, material, texture
☐	☐	☒	Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☒	Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)
			EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)
☐	☐	☒	Photographs of existing surface or feature including close-up and full building perspective
☐	☐	☒	Sketch or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
☐	☐	☒	Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
☐	☐	☒	Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture
			PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)
☐	☐	☒	Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
☐	☐	☒	Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
☐	☐	☒	Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
☐	☐	☒	Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
☐	☐	☒	Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
			AWNING/CANOPY
☐	☐	☒	Photographs of existing awning/canopy or location of proposed awning/canopy
☐	☐	☒	Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
☐	☐	☒	Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the façade
☐	☐	☒	Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
☐	☐	☒	Documentation of justification for changing the existing awning/canopy and the extent of the affected area
			EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)
☐	☐	☒	Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☒	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☒	For new openings, a scaled wall section
☐	☐	☒	Sketch, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☒	Documentation of justification for changing the existing door(s) and the extent of the affected area.

October 2017

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| ☒ | ☒ | ☒ | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| ☒ | ☒ | ☒ | For new openings, a scaled wall section with proposed window |
| ☒ | ☒ | ☒ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☒ | ☒ | ☒ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☒ | ☒ | ☒ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| ☒ | ☒ | ☒ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☒ | ☒ | ☒ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☒ | ☒ | ☒ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☒ | ☒ | ☒ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| ☒ | ☒ | ☒ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☒ | ☒ | ☒ | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| ☒ | ☒ | ☒ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| ☒ | ☒ | ☒ | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☒ | ☒ | ☒ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☒ | ☒ | ☒ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| ☒ | ☒ | ☒ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☒ | ☒ | ☒ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☒ | ☒ | ☒ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☒ | ☒ | ☒ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| ☒ | ☒ | ☒ | Photographs of existing site area within view of proposed construction with context area |
| ☒ | ☒ | ☒ | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| ☒ | ☒ | ☒ | Scaled site plan showing the property line and proposed construction |
| ☒ | ☒ | ☒ | Scaled landscape plan |
| ☒ | ☒ | ☒ | Scaled section drawings showing existing building(s) and major site features |
| ☒ | ☒ | ☒ | Scaled section drawings showing proposed building(s) and major site features |
| ☒ | ☒ | ☒ | Wall section |
| ☒ | ☒ | ☒ | Ref to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☒ | ☒ | ☒ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☒ | ☒ | ☒ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☒ | ☒ | ☒ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

While photographic examples of the proposed picket fence were submitted, drawings indicating the material, design, dimensions, and gate details including proposed hardware should be included to facilitate review by both staff and the board.

Project number: HP2022-0085 Project Address: 46 St. Francis Street

Reviewed by: Candice Seymour Date: 12/29/2022

HARB APPLICATION FEE SCHEDULE

Historic Architectural Review Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Certificate/Opinion of Appropriateness: Alteration to single-family home, site work, and site feature (does not increase area of structures)	\$50.00 + ads
Certificate/Opinion of Appropriateness: Construction of a new single-family home, major alterations, ad valorem tax exemption	\$150.00 + ads
Certificate/Opinion of Appropriateness: Alterations to non-single-family buildings, site-work, or features (does not increase area of structures)	\$100.00 + ads
Certificate/Opinion of Appropriateness: New construction of non-single-family structures	\$200.00 + ads
Appeal of staff determination	
Certificate of Demolition: Partial	\$150 + ads & notices
Certificate of Demolition: Full	\$300 + ads & notices

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

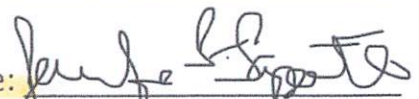
By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other-than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 46 St. Francis St.

Applicant's Name: Jennifer Laporte

Applicant's Signature:



Owner's Name: Jennifer Laporte

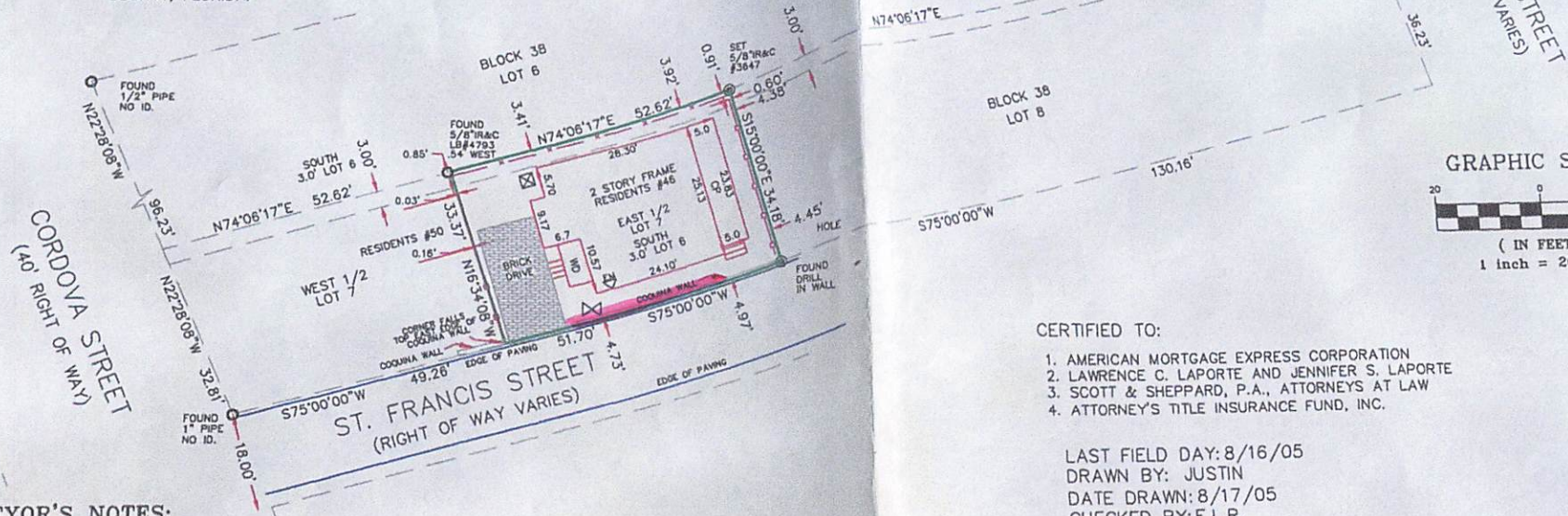
Owner's Signature:



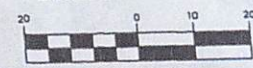
MAP OF BOUNDARY SURVEY

DESCRIPTION:

THE EAST ONE-HALF OF LOT 7 AND THE SOUTH 3 FEET OF LOT 6 LYING NORTH OF THE EAST ONE-HALF OF LOT 7 BETWEEN THE NORTHERLY EXTENSION OF THE EAST AND WEST LINES OF THE EAST ONE-HALF OF LOT 7, ALL IN BLOCK 38 AS DESIGNED ON THE OFFICIAL MAP OF THE CITY OF ST. AUGUSTINE, DATED JANUARY 1, 1905 ON FILE WITH THE CLERK OF THE CIRCUIT COURT FOR ST. JOHNS COUNTY, FLORIDA.



GRAPHIC SCALE



(IN FEET)
1 inch = 20 ft.

CERTIFIED TO:

1. AMERICAN MORTGAGE EXPRESS CORPORATION
2. LAWRENCE C. LAPORTE AND JENNIFER S. LAPORTE
3. SCOTT & SHEPPARD, P.A., ATTORNEYS AT LAW
4. ATTORNEY'S TITLE INSURANCE FUND, INC.

LAST FIELD DAY: 8/16/05

DRAWN BY: JUSTIN

DATE DRAWN: 8/17/05

CHECKED BY: E.L.R.

SCALE: 1" = 20'

JOB #: 05-0162

SURVEYOR'S NOTES:

1. THIS SURVEY WAS BASED FROM FOUND MONUMENTATION WHICH, IN THIS SURVEYOR'S OPINION BEST REPRESENTS THE ORIGINAL SURVEY FOR THIS TRACT OF LAND.
2. THIS OFFICE HAS NOT ABSTRACTED THIS PARCEL OF LAND FOR ANY RECORDED CLAIMS OF TITLE, EASEMENTS OR RESTRICTIONS. THIS SURVEYOR SHALL NOT BE HELD LIABLE FOR THE EXISTENCE OF ANY SUCH CLAIMS.
3. BEARINGS AS SHOWN HEREON HAVE BEEN BASED FROM A BEARING OF ASSUMED S75°00'00"W AS SHOWN FOR THE RIGHT OF WAY OF ST. FRANCIS ST.
4. THE SPECIFIC RIGHTS IMPLIED BY THIS SURVEY ARE NOT TRANSFERABLE.
5. THE MEASUREMENTS FOR THIS SURVEY WERE MADE IN ACCORDANCE WITH THE UNITED STATES STANDARD.
6. THERE MAY EXIST UNDERGROUND UTILITIES ON THE PROPERTY SURVEYED THAT HAVE NOT BEEN LOCATED OR SHOWN HEREON.
7. THIS SURVEYOR HAS REVIEWED THE MAPS ISSUED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE NATIONAL FLOOD INSURANCE PROGRAM; AND IT HAS BEEN DETERMINED FROM THESE MAPS THAT THIS PARCEL LIES IN ZONE -AE- AREAS OF MINIMAL FLOODING. COMMUNITY PANEL NO. 125145 0314 -H- DATED 9/02/2004 BASE FLOOD 9 FEET.
8. THIS SURVEY NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SIGNING SURVEYORS SEAL.
9. P.L.S DOES NOT CARRY LIABILITY INSURANCE.
10. USE OF THIS SURVEY FOR PURPOSES OTHER THAN THAT WHICH IT WAS INTENDED, WITHOUT WRITTEN VERIFICATION, WILL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO THE SURVEYOR. NOTHING HEREON SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THOSE THE SURVEY WAS PREPARED FOR.

LEGEND:

- = FOUND 1/2" IRON PIPE NO ID.
- ⊙ = FOUND #4 REBAR 3647.
- ⊕ = CENTER LINE
- ⊗ = AIR CONDITIONING UNIT
- ⊘ = WATER METER
- ⊙ = WOOD UTILITY POLE
- ⊙ = ELECTRIC METER
- ⊙ = CONCRETE
- P.L. = PROPERTY LINE
- W.D. = WOOD DECK
- ⊕ = PROPERTY LINE
- ⊕ = CHAIN LINK FENCE
- ⊕ = WOOD FENCE
- ⊕ = LINE NOT TO SCALE
- CP = COVERED PORCH
- M = MEASURED
- P.C. = POINT OF CURVE



JMA SURVEY INC.

SPECIALIZING IN MORTGAGE CLOSING SURVEYS
FLORIDA RLS. 3647

#16 LAKE SUCCESS PL.
PALM COAST FLORIDA 32137

(386) 597-4705
FAX (386) 246-6024

I HEREBY CERTIFY THAT THE LANDS SHOWN HEREON WERE SURVEYED UNDER MY SUPERVISION PURSUANT TO THE MINIMUM TECHNICAL STANDARDS FOR 61G17-6, FLORIDA ADMINISTRATIVE CODE AND SECTION 472.-027 OF THE FLORIDA STATUTES.

Elwood L. Renn
ELWOOD L. RENN R.L.S. 3647

SEAL



Candice Seymour

From: Brock Fence <sales@brockfence.com>
Sent: Wednesday, January 4, 2023 12:04 PM
To: Candice Seymour; Jennifer Laporte
Subject: Re: 46 St. Francis Street

Hi there,

Here are the dimensions

Pickets: 1" x 4" (3/4" thick x 3 1/2" wide)

Posts: 4"x4" (3 1/2" thick x 3 1/2" wide)

thanks

Brock Fence
(904) 797-2006
4955 Crescent Technical Ct
St. Augustine, FL, 32086



From: Candice Seymour <cseymour@citystaug.com>
Date: Wednesday, January 4, 2023 at 11:57 AM
To: Jennifer Laporte <oldcityjenn1@gmail.com>
Cc: Brock Fence <sales@brockfence.com>
Subject: RE: 46 St. Francis Street

Hi Jennifer,

Did Brock happen to provide you with a quote that details the dimensions of the pickets and posts? That seems to be the last piece of information I need regarding the fence.

I added the installation of brick pavers to your application in case you are able to get that information to me by the Monday deadline.

It was great to meet you today!

Candice Seymour
Historic Preservation Planner
City of St. Augustine
cseymour@citystaug.com
904-209-4326

Please Note: Florida has a very broad Public Records Law. Unless specifically exempt by state law, written communications to city officials or staff regarding official city business are public records available to the public and media upon request. If your email communication is related to official government business, it may therefore be subject to public disclosure.

-----Original Message-----

From: Jennifer Laporte <oldcityjenn1@gmail.com>

Sent: Wednesday, January 4, 2023 10:06 AM

To: Candice Seymour <cseymour@citystaug.com>

Subject: 46 St. Francis Street

Hello Candice:

I just got back from holiday travel and needing to schedule the sight visit in preparation for 1/19/2023 meeting for wooden fence approval with Brock Company. Please call me at 302 270-3487. Thank you so much for your time.

Sent from my iPhone, iTypo, iApologize

























NORTH FLORIDA Custom Creations

Paving Your Outdoor Living Space
Driveways • Patios • Outdoor Kitchens • Walls • Fireplaces

904-600-3665
www.NorthFloridaCustomCreations.com

☒ **Proposal**

DATE: 10-27-22

Received 01/04/2023
Planning and Building Department

☐ **Sales Contract**

DATE:

MAILING TO: 13781 SHADY WOODS ST N, JACKSONVILLE, FL 32224

TO: JENNIFER LAPORTE
46 St. Francis St.
St. Aug. FL 32084
Old City JENN1@gmail.com
302-270-3487

DATE OF ORDER	HOME TEL <u>904-600-3665</u>
ORDER TAKEN BY <u>QUENTIN</u>	CELL TEL <u>954-907-3344</u>
CUSTOMER SELECTED MATERIALS DESCRIPTION <u>TREMPON 4x8 BRICKS IN HERITAGE</u>	
JOB NAME/LOCATION <u>LAPORTE DRIVEWAY / WALKWAY</u>	
TERMS:	
STARTING DATE	

North Florida Custom Creations, a licensed and insured Hardscape & Landscape Contractor proposed to provide all labor, materials and equipment to complete the project as follows:

DESCRIPTION	QUANTITY	RATE	AMOUNT
- SITE Prep (Remove 6" of Paver/DIRT, then Replace w/ 3-4" of Mechanically Compacted Recycled CRUSH CRETE BASE)	400 FT ²	1.15	\$460
- INSTALL TREMPON 4x8 BRICK (HERITAGE-COLOR) w/ PORTLAND CEMENT WEDGE BORDER & SEK SUREBOND JOINT SAND (COLOR TO MATCH)	400 FT ²	7.95	\$3180
- INSTALL 13 LNFt of WALL BLOCK for ELEVATED PLANT PAD. HERITAGE 4x8 BRICKS ON TOP.	13 LNFt	18.00	\$216
- CONSTRUCTION DEBRIS DUMP FEE (PAVER CUTS, Pallets, DIRT, Old Pavens, excess Base)	1	400	\$400
- ADMIN FEE	1	125	\$125
TOTAL			\$4381

* CUSTOMER OR CONTRACTOR BUILDING WALL IS RESPONSIBLE FOR pulling PERMIT SINCE WALL WILL BE INSTALLED FIRST.

* OPTIONAL SEALING IS AVAILABLE UPON REQUEST 2-3 WEEKS AFTER INSTALL @ A RATE OF 1.50/FT² SEPARATE CONTRACT.

SEALANT USED: TRIDENT HURRICANE CAT-5

North Florida Custom Creations shall order all materials upon receipt of deposit and/or final material selections. Special order material lead times may vary. Current paver lead time is approximately 1-2 weeks. Upon receipt of materials, North Florida Custom Creations can schedule the installation. Delays in construction due to changes in scope, acts of God, national emergency, labor or material shortage or any other cause beyond the control of North Florida Custom Creations shall be an excusable delay and shall not give rise to owner for recourse or remedy if completion is delayed.

• **Sod Disclaimer:** Damage to sod is likely to occur during hardscaping construction. NFCC is not responsible for damage to sod and Client may not withhold payment due to damaged sod.

*Residents are responsible for moving all personal belongings before and after installation.

*If elevation levels change during site prep, the addition of a retention wall and extra paver base may be necessary and will be an additional cost to the homeowner.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

TOTAL \$ 4381

DEPOSIT \$ 2190.50

BALANCES \$ 2190.50

Quentin
Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. Balance is due upon completion of paver installation.

HOMEOWNER'S SIGNATURE

DATE

CC REPRESENTATIVE'S SIGNATURE

DATE

Application pg. 21

North Florida Custom Creations, a Licensed and Insured Hardscape Contractor is providing all labor, materials and equipment to complete your project. We want you to have a full understanding of the definitions of the elements of our proposal/sales contract.

CUSTOM CREATIONS' DEFINITIONS WITHIN CONTRACT

Site Prep: Remove sod, landscape, hardscape if necessary in proposed areas, locate and cap existing irrigation. Install recycled crushed concrete paver base, mechanically compacted in preparation for pavers. *If more than 4" of dirt needs to be removed there will be an additional cost to the homeowner.

Retaining Wall Block: This is installed over recycled crushed concrete base, 1st course of block to be buried blocks to be placed side by side flush against each other and in full contact with the leveling pad, string lines to be used for proper alignment. Subsequent courses to be placed in running bond pattern (staggered joints), technical foam or standard landscape/masonry adhesive to be used to bond blocks. Retaining wall over 1 course to have barrier placed behind block. *Note: every retaining wall is constructed based on its site specific conditions. Use of additional reinform or geo grid is determined on a case by case basis.

Admin Fee: Site plan development, contract administration, delivery fee, property management and direct site supervision, including material procurement, subcontract administration and management, and inspection management.

Disposal/Dump Fees: Offsite disposal of existing materials and construction debris. Concrete, Dirt, and Construction Debris are required to be disposed of separately and have different fee structures.

Unforeseeable Removal/Disposal Fees: If existing concrete thickness exceeds the normal 6" in thickness, additional fees for removal and additional dumpster and disposal fees will be added to the final invoice.

Professional Recommendations:

- If you are electing to have your pavers sealed, please keep the traffic and furniture to a minimum. If pavers have dirt/stains upon arrival, there will be an added charge to pressure wash which will delay the sealing process.
- **Dust will be created in the paver installation process.** Client is responsible for relocating or covering any items that they wish to protect from the dust. Screen enclosures may require professional cleaning at Client's expense.
- A small amount of sand will be left on the surface of your completed paver project. This is the standard process for paver construction. If Client opts to purchase sealing, any excess sand will be addressed prior to sealing.
- For projects which include concrete edge borders, subbase will be installed at a minimum of six (6) inches beyond the paver area. This is the required method of paver installation, which ensures a proper paver foundation.
- **Paver Sealing** Option to seal pavers upon completion. Prep and install a solvent-based paver sealer prevents increased rate of fading. Fading is natural and will occur, this enhances the color as well as protects them from the intensity of UV rays. (If done at a later date, natural fading will occur and additional prep fee will be necessary before sealer can be applied.) **Note: Sealer should be installed minimally 2-3 weeks after install.
- Wall block and pavers may chip. Chips can occur in the manufacturing and/or shipping process and are unavoidable by NFCC. NFCC's warranty does not apply to the minor chipping described above.
- Unique circumstances may arise in projects involving pool renovations. Extreme care is taken during pool coping demolition. Despite our best efforts, the manner in which some pools were originally tiled makes coping removal more difficult, resulting in damage to pool tiles. If such unforeseeable circumstances arise, the customer shall be responsible for repairing any cracked or damaged tiles. Following pool renovations, the pool will require professional cleaning at Client's expense.
- **Irrigation Disclaimer:** Clients with an irrigation system are strongly advised to retain a professional irrigation company to locate, protect and (if needed) relocate the irrigation system so that it is not harmed by the construction process.

It is possible that our team may unexpectedly encounter and/or damage irrigation system during the construction process. Repairs may be needed by an irrigation specialist. NFCC is not responsible for any such repairs, and customer may not withhold payment due to the need for irrigation repairs.

The only exception to this policy is that NFCC may replace damaged irrigation pipes under Client's driveway, if needed, to facilitate the ongoing construction of a paver driveway. This repair is not warrantied.

- **Sod Disclaimer:** Damage to sod is likely to occur during hardscaping construction. NFCC is not responsible for damage to sod and Client may not withhold payment due to damaged sod. All changes in material specifications or scope (commonly referred to as change order) shall specify the nature of the change and shall be in writing.

10-27-22

JENNIFER LAPORTE

46 ST. FRANCIS ST.

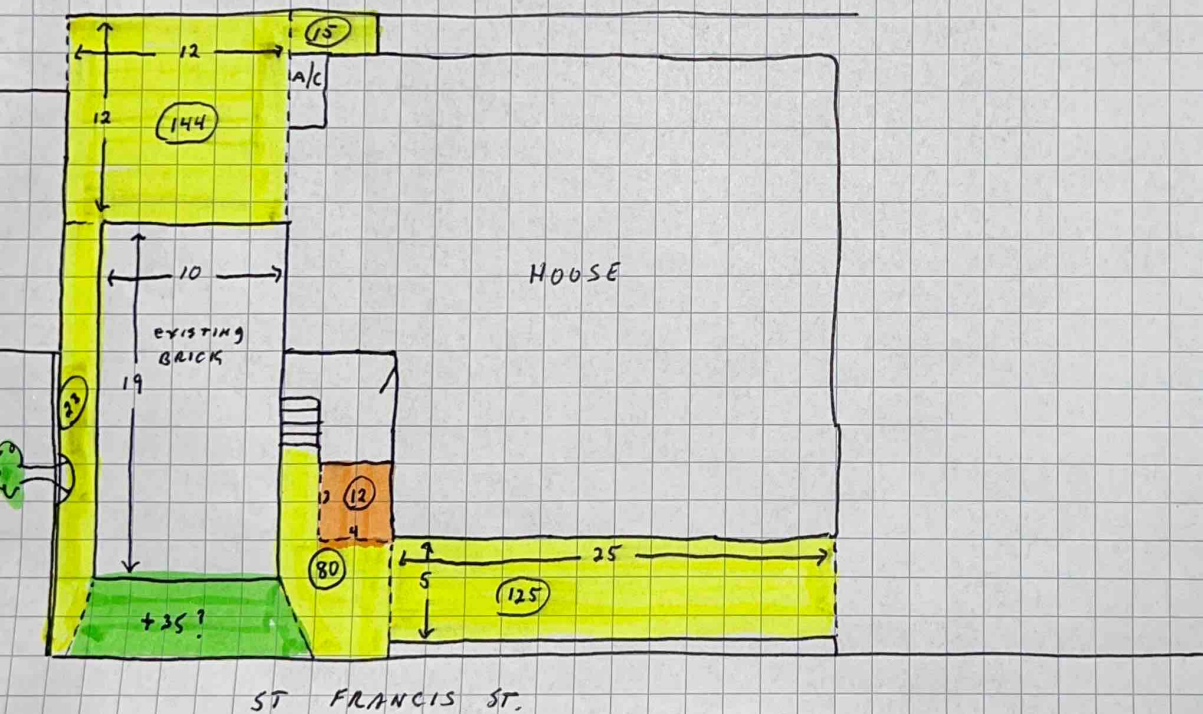
ST. AUG FL 32084

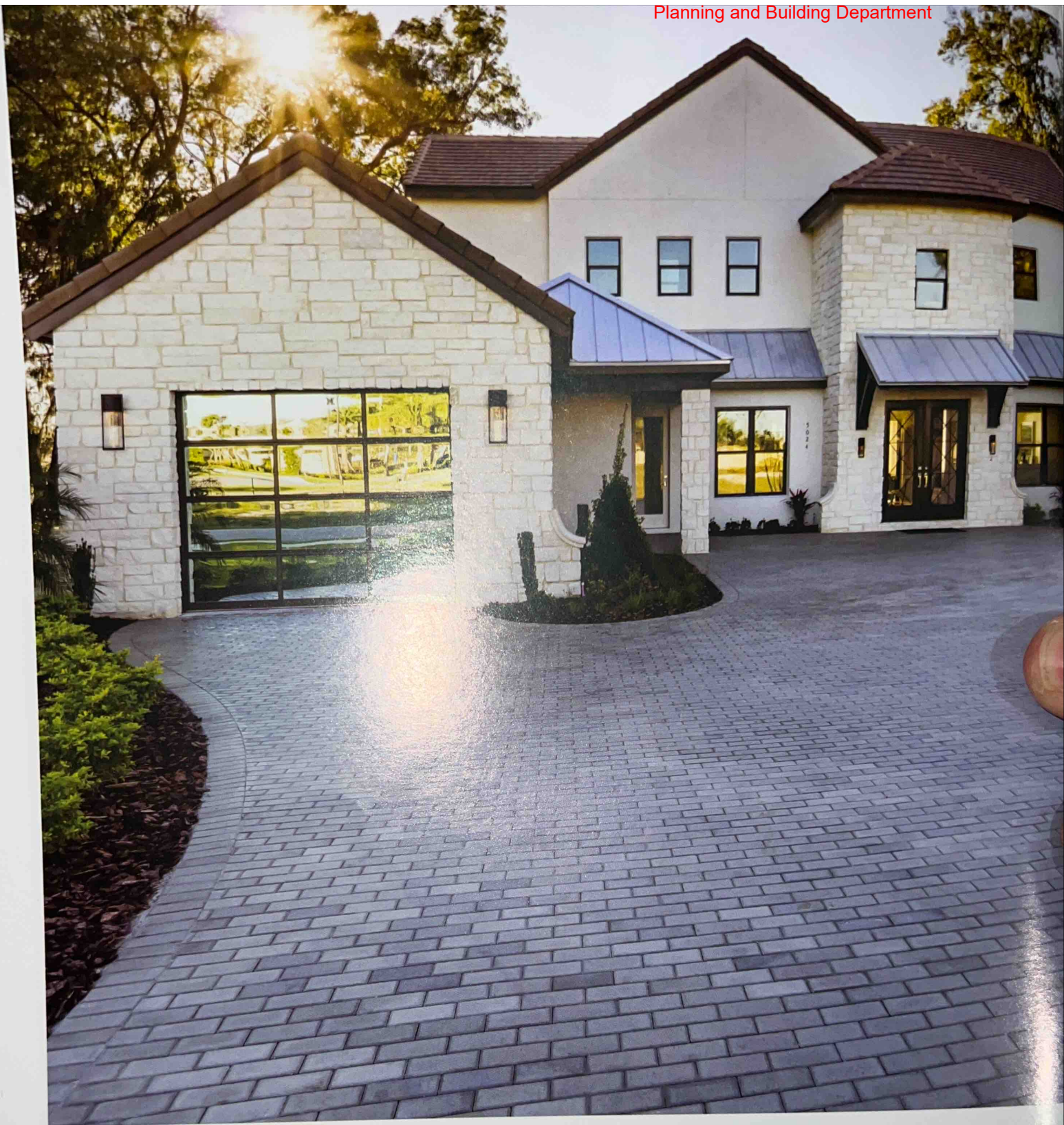
OLDCITYJENN1@gmail.com

302-270-3487

- 400 F² of 4x8 BRICK Heritage (4 Pallets)

- 13 L^{ft} of WALL BLOCK (1 course)





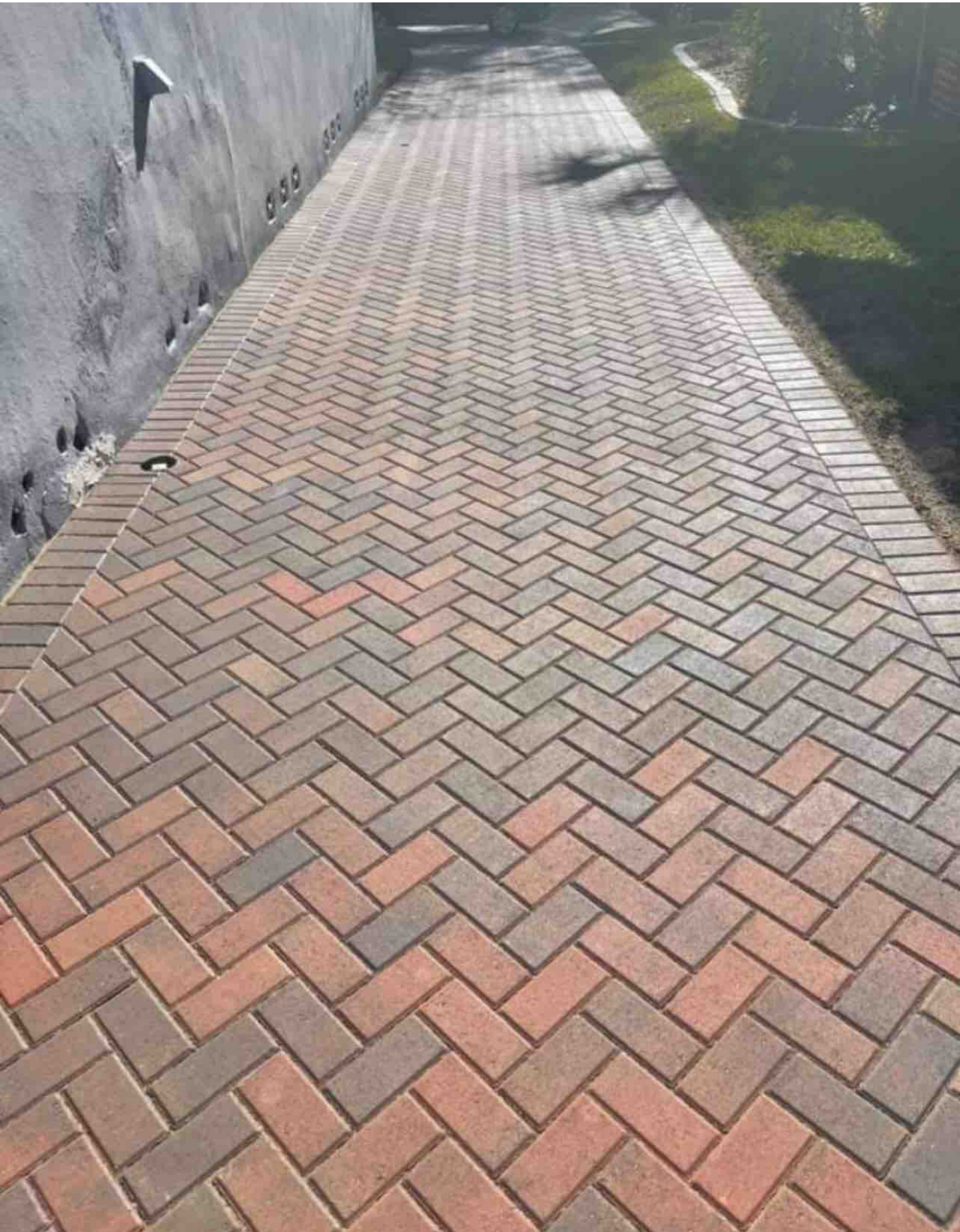
4x8 BRICK - GRANITE

4x8 BRICK ►

Tremron's 4x8 Brick Pavers offer durable quality that stand the test of time. The tried and true shape of our brick pavers combines simplicity with sophistication and versatility. Offered in a variety of colors, these pavers will look great whether you install them in running bond, basket weave, or herringbone patterns.



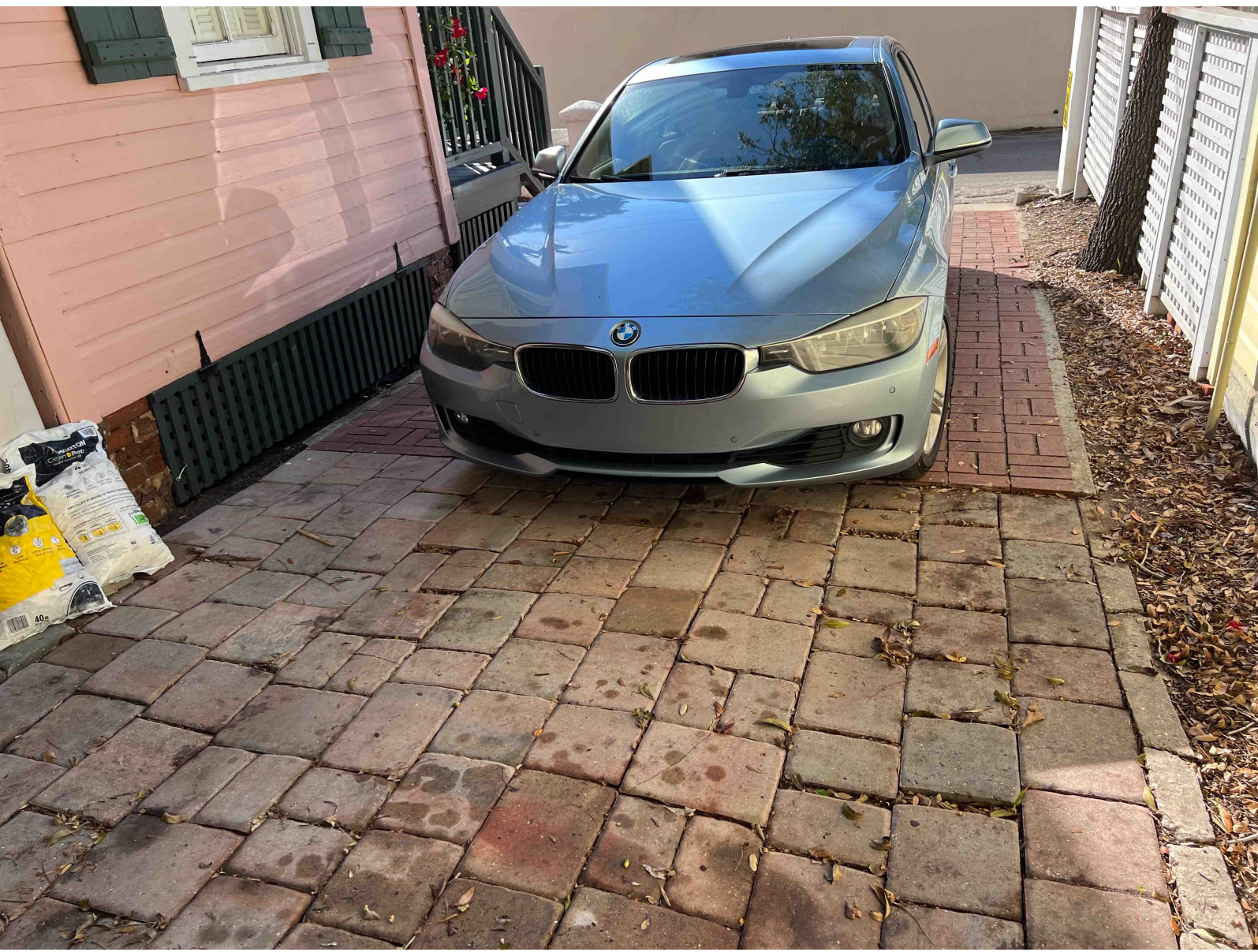
4x8
#PV21040











2
Prepared by:
Bryan C. Goode, III
Scott & Sheppard, P.A., Attorneys at Law
99 Orange Street
St. Augustine, Florida 32084

File Number: 05-0745

General Warranty Deed

Made this October 21, 2005 A.D. By **Margaret Timpanelli, a single woman, and Debbra Floyd and Harold R. Floyd, wife and husband**, whose address is: 5841 Fall River Drive, New Port Richey, FL 34655, hereinafter called the grantor, to **Lawrence C. Laporte and Jennifer S. Laporte, husband and wife**, whose post office address is: 173 Lady Court, Dover, DE 19901, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in St. Johns County, Florida, viz:

The East one-half of Lot 7 and the South 3 feet of Lot 6 lying North of the East one-half of Lot 7 between the Northerly extension of the East and West lines of the East one-half of Lot 7, all of Block 38, as designated on the official map of the City of St. Augustine dated January 1, 1905, on file with the Clerk of the Circuit Court for St. Johns County, Florida.

Parcel ID Number: 199720-0000

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2004.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

****SEE ADDITIONAL PAGES FOR SIGNATURES****

Signed, sealed and delivered in our presence:

DEED Individual Warranty Deed - Legal on Face
Closers' Choice

Prepared by:

Bryan C. Goode, III

Scott & Sheppard, P.A., Attorneys at Law

99 Orange Street

St. Augustine, Florida 32084

File Number: 05-0745

Signed, sealed and delivered in our presence:

Jeanette Barnett
 Witness Printed Name Jeanette Barnett

Jake Clark
 Witness Printed Name Jake Clark

State of Florida
 County of St. Lucie

The foregoing instrument was acknowledged before me this October 19, 2005, by Debbra Floyd and Harold R. Floyd, wife and husband, who is/are personally known to me or who has produced a valid driver's license as identification.



Debbra Floyd (Seal)
 Debbra Floyd

Address: 655 SE Harborview Drive, Saint Lucie West, Florida
 34983

Harold R. Floyd (Seal)
 Harold R. Floyd

Address: 655 SE Harborview Drive, Saint Lucie West, Florida
 34983

Susan O'Neill
 Notary Public
 Print Name: Susan O'Neill
 My Commission Expires: 10/7/07

Prepared by:

Bryan C. Goode, III

Scott & Sheppard, P.A., Attorneys at Law

99 Orange Street

St. Augustine, Florida 32084

File Number: 05-0745

Signed, sealed and delivered in our presence:

● Sylvia Griess
Witness Printed Name Sylvia Griess

● Kim Hinson
Witness Printed Name Kim Hinson

● Margaret Timpanelli (Seal)
Margaret Timpanelli
Address: 584 Fall River Drive, New Port Richey, Florida 34655

Address: _____ (Seal)

State of Florida
County of Pasco

The foregoing instrument was acknowledged before me this October 20, 2005, by Margaret Timpanelli, who is/are personally known to me or who has produced a valid driver's license as identification.

● Doug LeGrow
Notary Public
Print Name: Doug LeGrow
My Commission Expires: April 13, 2009

DOUG LeGROW
Notary Public, State of Florida
My Comm. Expires April 13, 2009
No. DD418594

****SEE NEXT PAGE FOR ADDITIONAL SIGNATURES****

DEED Individual Warranty Deed - Legal on Face
Closers' Choice

AFTER RECORDING RETURN TO:
VANTAGE POINT TITLE
28100 US 19 NORTH, SUITE 200
CLEARWATER, FL 33761
File No. FL133968

This document prepared by:
HEATHER MAYER, ESQ.
4150 BELFORT ROAD, PO BOX 551121
JACKSONVILLE, FL 32216
716-634-3405

Tax ID No.: 1997200000

QUIT CLAIM DEED

THIS DEED made and entered into on this 23 day of August, 2014, by and between **LAWRENCE C. LAPORTE AND JENNIFER F. LAPORTE, WHO ERRONEOUSLY ACQUIRED TITLE AS JENNIFER S. LAPORTE, HUSBAND AND WIFE**, a mailing address of 46 ST. FRANCIS STREET, SAINT AUGUSTINE, FL 32084, hereinafter referred to as Grantor(s) and **LAWRENCE C. LAPORTE AND JENNIFER F. LAPORTE, HUSBAND AND WIFE**, a mailing address of 46 ST. FRANCIS STREET, SAINT AUGUSTINE, FL 32084, hereinafter referred to as Grantee(s).

WITNESSETH: That the said Grantor(s), for and in consideration of the sum of ONE and NO/100 (\$1.00) DOLLAR, cash in hand paid, the receipt of which is hereby acknowledged, have this day remise, release, quitclaim and convey to the said Grantee(s) the following described real estate located in ST. JOHNS County, FLORIDA:

SEE ATTACHED EXHIBIT "A" FOR LEGAL DESCRIPTION

Also known as: 46 ST. FRANCIS STREET, SAINT AUGUSTINE, FL 32084

SUBJECT TO EASEMENTS, COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, AND LIMITATIONS OF RECORD, IF ANY.

Prior instrument reference: BOOK OR 2570, PAGE 830, DOCUMENT NUMBER 2005089851, Recorded: 10/27/2005

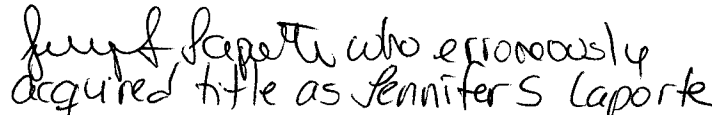
TO HAVE AND TO HOLD the lot or parcel above described together with all and singular the rights, privileges, tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining unto the said Grantee(s) and unto the heirs, administrators, successors or assigns of the Grantee(s) forever in FEE SIMPLE.

And that said conveyance does not render the Grantor(s) insolvent nor is it for the purpose of defrauding any of the creditors of the Grantor(s).

Tax ID No.: 1997200000

IN WITNESS WHEREOF, the said Grantor(s) has/have signed and sealed this deed, the day and year above written.

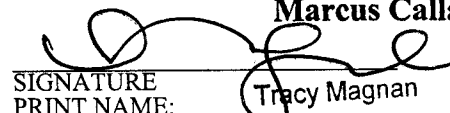

 LAWRENCE C. LAPORTE


 JENNIFER F. LAPORTE, WHO ERRONEOUSLY
 ACQUIRED TITLE AS JENNIFER S. LAPORTE

Signed, sealed and delivered in the presence of:

WITNESSES:


 SIGNATURE
 PRINT NAME: Marcus Callaway


 SIGNATURE
 PRINT NAME: Tracy Magnan

STATE OF FL
 COUNTY OF St John

The foregoing instrument was acknowledged by me this 23 day of August, 2014 by: LAWRENCE C. LAPORTE AND JENNIFER F. LAPORTE who is/are personally known by me or who has/have produced: Driver's License as identification.


 Notary Public
 State of FL

My commission expires: Oct 20, 2017
 Marcus Callaway



MARCUS CALLAWAY
 NOTARY PUBLIC
 STATE OF FLORIDA
 Comm# FF063243
 Expires 10/20/2017

EXHIBIT A
LEGAL DESCRIPTION

THE EAST ONE-HALF OF LOT 7 AND THE SOUTH 3 FEET OF LOT 6 LYING NORTH OF THE EAST ONE-HALF OF LOT 7 BETWEEN THE NORTHERLY EXTENSION OF THE EAST AND WEST LINES OF THE EAST ONE-HALF OF LOT 7, ALL OF BLOCK 38, AS DESIGNATED ON THE OFFICIAL MAP OF THE CITY OF ST. AUGUSTINE DATED JANUARY 1, 1905, ON FILE WITH THE CLERK OF THE CIRCUIT COURT FOR ST. JOHNS COUNTY, FLORIDA.

PARCEL #: 1997200000

PROPERTY COMMONLY KNOWN AS: 46 ST. FRANCIS STREET, SAINT AUGUSTINE, FL 32084

COPY

Prepared by and Return to:
Forbes Gallagher, LLC
30 ManMar Drive, Suite 1
Plainville, MA 02762

(Space Above This Line for Recording Data)

QUIT-CLAIM DEED

This indenture made this 20th day of August, 2020, by **Lawrence C. Laporte and Jennifer F. Laporte**, hereinafter called the "Grantor", and **Jennifer F. Laporte, Individually**, hereinafter called the "Grantee" whose mailing address is **46 Saint Francis Street, Saint Augustine, FL 32084**, hereinafter called the "Grantee":

(Whenever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees).

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt, whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in the **Saint Johns** County, Florida, to-wit:

THE EAST ONE-HALF OF LOT 7 AND THE SOUTH 3 FEET OF LOT 6 LYING NORTH OF THE EAST ONE- HALF OF LOT 7 BETWEEN THE NORTHERLY EXTENSION OF THE EAST AND WEST LINES OF THE EAST ONE-HALF OF LOT 7, ALL OF BLOCK 38, AS DESIGNATED ON THE OFFICIAL MAP OF THE CITY OF ST. AUGUSTINE DATED JANUARY 1, 1905, ON FILE WITH THE CLERK OF THE CIRCUIT COURT FOR ST. JOHNS COUNTY, FLORIDA.

SITUATE IN THE COUNTY OF SAINT JOHNS, STATE OF FLORIDA.

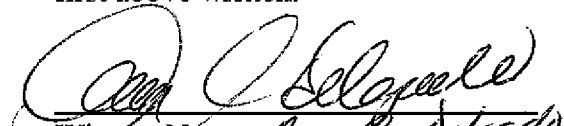
Subject to all reservations, covenants, conditions, restrictions and easements of record and to all applicable zoning ordinances and/or restrictions imposed by governmental authorities, if any.

Together with all the tenements, and appurtenances thereto belonging or in any way appertaining.

To Have and to Hold, the same in fee simple forever.

This deed is subject to a Security Deed of even date herewith from Grantor herein to Milend, Inc., securing an indebtedness in the original principal amount of \$ 306,267.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

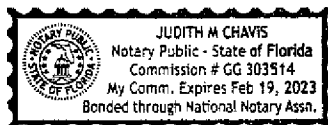

Witness Name: Ana C. Delgado


Lawrence C. Laporte


Witness Name: Judith M. Chavis

State of Florida
County of St. Johns

The foregoing instrument was acknowledged before me this 20 day of August, 2020, by Lawrence C. Laporte, who () is/are personally known to me or (☒) has/have produced drivers license as identification.




Notary Public

Printed Name: Judith M. Chavis

My Commission Expires: 2-19-2023

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

[Signature]
Witness Name: Anc C. Delgado

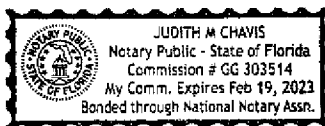
[Signature]
Jennifer F. Laporte

[Signature]
Witness Name: Judith M. Chavis

State of Florida
County of St. Johns

The foregoing instrument was acknowledged before me this 20 day of August, 2020, by Jennifer F. Laporte, who () is/are personally known to me or (☒) has/have produced drivers license as identification.

[Signature]
Notary Public



Printed Name: Judith M. Chavis

My Commission Expires: 2-19-2023



St. Johns County, FL

Apply for Exemptions

Apply for Exemptions

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2022 TRIM Notice

2022 TRIM Notice (PDF)

Summary

Clicking Image Opens Cyclomedia Viewer In a New Tab



Parcel ID 1997200000
Location Address 46 ST FRANCIS ST
SAINT AUGUSTINE 32084-0000
Neighborhood City of St Aug (east of lake) (SF) (612)
Tax Description* CITY OF ST AUGUSTINE E1/2 OF LOT 7 & S3FT OF LOT 6 LYING N OF E1/2 OF LOT 7 BLK 38 OR2570/830 &3930/1102(Q/C) &5204/753(Q/C)
*The Description above is not to be used on legal documents.
Property Use Code Single Family (0100)
Subdivision City of St Augustine
Sec/Twp/Rng 19-7-30
District City of St Augustine (District 452)
Millage Rate 18.9763
Acreage 0.040
Homestead Y

Owner Information

Owner Name Laporte Jennifer F 100%
Mailing Address 46 ST FRANCIS ST
SAINT AUGUSTINE, FL 32084-5024

Exemption Information

Exemption Type	Status	Amount
Homestead		\$50,000

Map



Valuation Information

	2023
Building Value	\$157,960
Extra Features Value	\$144
Total Land Value	\$158,682
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$316,786
Total Deferred	\$129,593
Assessed Value	\$187,193
Total Exemptions	\$50,000
Taxable Value	\$137,193

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

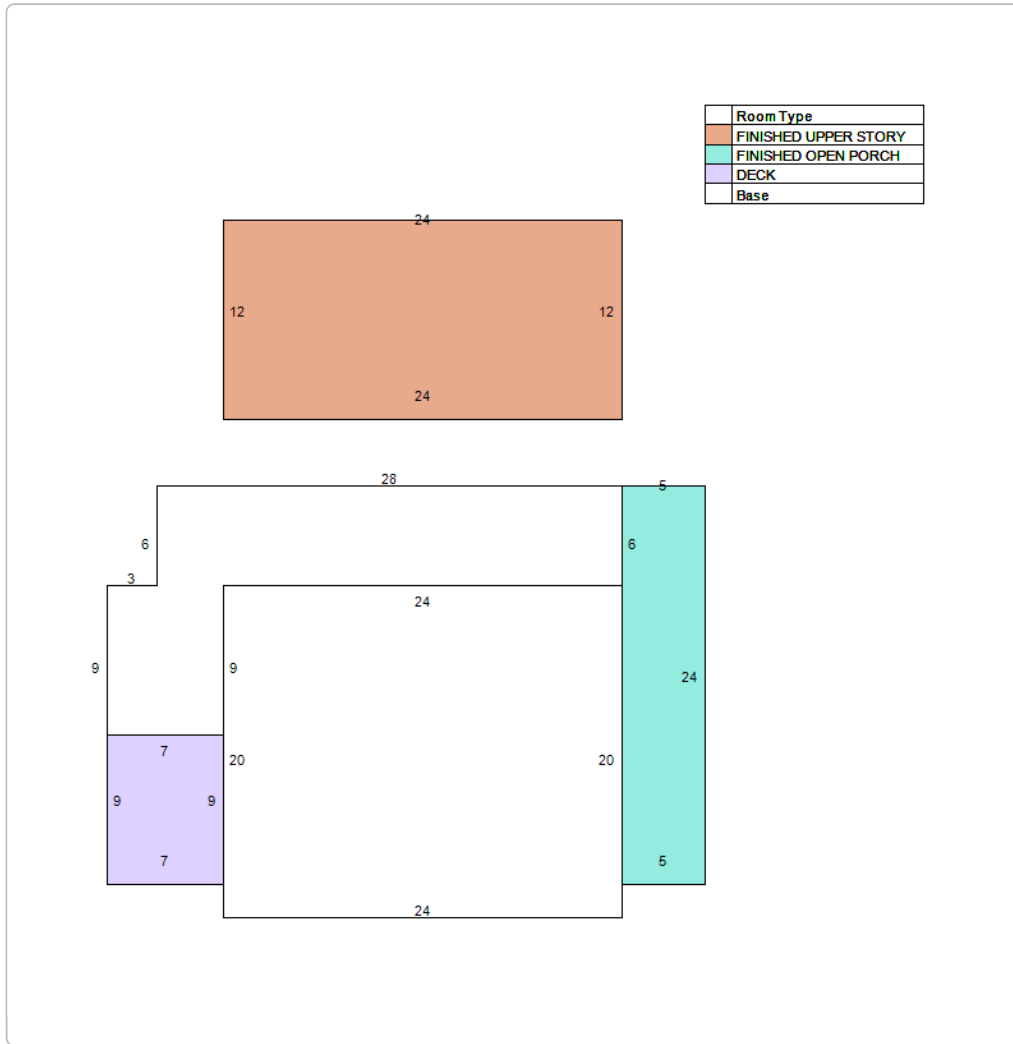
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2022	\$138,158	\$409	\$158,682	\$0	\$0	\$297,249	\$181,741	\$165,508	\$131,741
2021	\$107,090	\$409	\$141,680	\$0	\$0	\$249,179	\$176,448	\$122,731	\$126,448
2020	\$118,215	\$409	\$118,580	\$0	\$0	\$237,204	\$174,012	\$113,192	\$124,012
2019	\$111,218	\$409	\$118,580	\$0	\$0	\$230,207	\$170,100	\$110,107	\$120,100
2018	\$114,441	\$136	\$118,580	\$0	\$0	\$233,157	\$166,928	\$116,229	\$116,928
2017	\$116,054	\$287	\$118,580	\$0	\$0	\$234,921	\$163,495	\$121,426	\$113,495
2016	\$119,277	\$287	\$107,800	\$0	\$0	\$227,364	\$160,132	\$117,232	\$110,132
2015	\$108,797	\$287	\$83,160	\$0	\$0	\$192,244	\$159,019	\$83,225	\$109,019
2014	\$82,626	\$287	\$74,844	\$0	\$0	\$157,757	\$157,757	\$50,000	\$107,757
2013	\$83,714	\$287	\$74,844	\$0	\$0	\$158,845	\$158,845	\$50,000	\$108,845
2012	\$85,888	\$287	\$74,844	\$0	\$0	\$161,019	\$161,019	\$0	\$161,019
2011	\$86,975	\$287	\$83,160	\$0	\$0	\$170,422	\$170,422	\$0	\$170,422
2010	\$88,062	\$287	\$92,400	\$0	\$0	\$180,749	\$180,749	\$0	\$180,749

Building Information

Building	1	Roof Cover	Composite Shingle
Year Built	1925	Roof Structure	Gable Hip
Actual Area	1182	Interior Flooring	Ceramic Tile, Hardwood
Conditioned Area	999	Interior Wall	Drywall
Use	Single Family Residence	Heating Type	Air Duct
Style	01	Air Conditioning	Central
Class	N	Bedrooms	0
Exterior Wall	Wood	Baths	

Description	Square Footage
BASE AREA	231
BASE AREA	480
FINISHED DECK	63
FINISHED OPEN PORCH	120
FINISHED UPPER STORY	288
Total SqFt	1182

Sketch Information



Extra Feature Information

Code Description	Status	Value
Masonry Wall (Mix)		144

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	55	36	55	EF	\$158,682

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
5/20/2021	5/20/2021	\$0.00	DISSOLUTION OF MARRIAGE	5270	1613	U	I	LAPORTE LAWRENCE C	LAPORTE JENNIFER F
3/11/2021	8/20/2020	\$100.00	QUIT CLAIM DEED	5204	753	U	I	LAPORTE LAWRENCE C, JENNIFER F	LAPORTE JENNIFER F
9/16/2014	8/23/2014	\$100.00	QUIT CLAIM DEED	3930	1102	U	I	LAPORTE LAWRENCE C & JENNIFER S	LAPORTE LAWRENCE C, JENNIFER F
	10/21/2005	\$315,000.00	WARRANTY DEED	2570	830	Q	I	TIMPANELLI MARGARET & FLOYD DEBBRA	LAPORTE LAWRENCE C & JENNIFER S
	2/21/2003	\$0.00	CORRECTIVE DEED	1918	54	U	I	DAWSON GARY, ROSEMARY	TIMPANELLI MARGARET & FLOYD DEBBRA
	2/21/2003	\$300,000.00	WARRANTY DEED	1905	903	Q	I	DAWSON GARY, ROSEMARY	TIMPANELLI MARGARET & FLOYD DEBBRA & HARROLD
	1/4/1999	\$200,000.00	WARRANTY DEED	1375	1966	Q	I	MACKIN JEANETTE G	DAWSON GARY & ROSEMARY
	7/28/1994	\$55,000.00	WARRANTY DEED	1066	132	Q	I	RITHNER MARIA P	MACKIN JEANETTE G

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

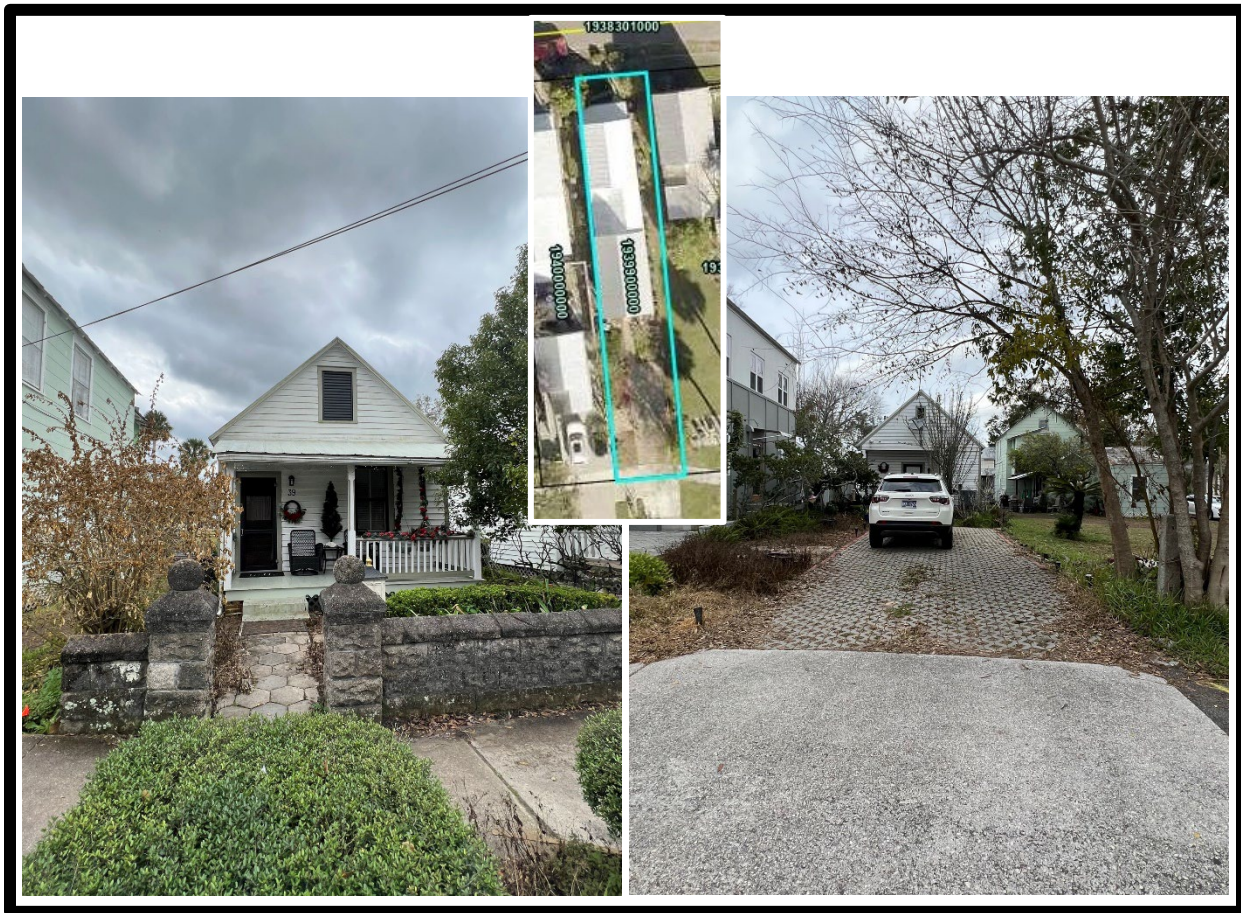
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Developed by
 Schneider
 GEOSPATIAL

Version 2.3.232



**CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD
STAFF REPORT AND RECOMMENDATION
Prepared for January 19, 2023 Meeting**



Application HP2022-0090

Address: 39 Grove Avenue

Applicant: Carlos R. & Paige L. Cruz

Property Owner: Carlos R. & Paige L. Cruz

Project description: To construct a new privacy fence along the east, west, and south property lines and install a new metal gate in the existing masonry wall on the north property line.

Architectural Style:	Frame Vernacular	Florida Master Site File:	SJ00910
	North City NRHD:		
National Register:	Contributing	Construction date:	c. 1887-1894
Archaeology Zone:	IA (partial)	Zoning District:	HP-5
Parcel number:	1939900000		
Agenda Item:	6(c)	Previous Action(s):	COA F2015-0059

STAFF SUMMARY AND ANALYSIS:

1. This property is located on a through-lot which faces both Grove Avenue and W. Castillo Drive in the Historic Preservation 5 (HP-5) zoning district. The Frame Vernacular structure is contributing to the North City National Register Historic District.
2. A single-story rear addition to the structure was approved by the HARB in May of 2015.
3. The applicant is proposing installation of a new aluminum gate within an opening of the existing masonry wall along Grove Avenue as well as construction of a vinyl privacy fence along the east, west, and south property lines.
4. Appropriate materials for fencing, according to the Architectural Guidelines for Historic Preservation (AGHP) are stucco over masonry, poured coquina or tabby concrete, coquina stone, wood, and iron. The proposed PVC material is not consistent with the AGHP and cannot be approved. A modern wood privacy fence could be approved in place of the PVC material with a simple 4' high picket fence in place of the proposed length of 4' high PVC fence along W. Castillo Drive.
5. Aluminum gates such as that proposed have been approved by the HARB in the past in place of cast or wrought iron; however, the metal gate is not generally consistent with the Frame Vernacular architectural style of the building. A wooden gate may be more appropriate. Identical masonry walls continue along the front property lines of several properties along the south side of Grove Avenue beginning with # 39 and ending with #47. None of the walkway openings, which access four different structures, currently feature gates. The age of the walls, and whether they ever had gates historically, is unclear. The 1980 Florida Master Site File Photograph shows the masonry wall without a gate.
6. The southernmost portion of the property appears to be in Archaeology Zone IA and the applicant should coordinate with the City Archaeologist to determine whether archaeological review is required for the project.

STAFF RECOMMENDATION:

Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **CONTINUE a Certificate of Appropriateness at 39 Grove Avenue** to allow the applicant time to consider a more appropriate fence and gate material and design.

Candice Seymour

Candice Seymour, Historic Preservation Planner

SUMMARY SCOPE OF WORK:

1. Install 3 foot tall 2-rail aluminum gate with a black finish in the walkway opening of the existing masonry wall along Grove Avenue
2. Install white PVC privacy fence:
 - a. 61 feet of 4-foot-tall fencing along W. Castillo Drive
 - b. 24 feet of 6-foot-tall fencing in facing Grove Avenue recessed approximately 4 feet back from the front plane of the house in the side yards
 - c. 139 feet (total) of 8-foot-tall fencing along the east and west elevations

CITY CODES/DESIGN GUIDELINES:

ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION

Secretary of the Interior's Standard's for Rehabilitation 2, 3, 8, and 9

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
8. Protection and Preservation of Significant Archaeological Resources
9. Compatible Contemporary Design for New Alterations and Additions

Fences, Walls, and Gates

Do...

- Retain and repair existing historic fences, walls and gates.

Don't...

- Remove historic fences and walls.
- Install cinder block walls; or ornate iron or wood, rough cedar, chain link, wire or post and rail fences.
- Install fences of inappropriate scale that obscure the overall design of the building or its individual features.

Post-1821

Fences, walls and gates must match the architectural style of the primary building. Original fences and walls should be replicated.

The only materials permitted are stucco over masonry, poured coquina or tabby concrete, coquina stone, wood and iron. The level of detail should be appropriate for style of the primary building. Fences should be painted white or left unpainted. Walls may be painted white or left natural.

Modern wood vertical board privacy fences are generally appropriate only on side and rear elevations. These privacy fences should be recessed from the wall plane on street side elevations.

Simple vertical picket fences are appropriate for Frame Vernacular buildings.

Ornate cast iron fences are appropriate only for Queen Anne, Colonial Revival, Classical Revival and other highly styled buildings.

Masonry walls are appropriate for Spanish Renaissance Revival and Moorish Revival buildings.

American Territorial period (1821-1845) fences and walls should be at least five and one-half feet high. Later period fences should be at least four feet high, but should be less than five feet high adjacent to the street.

COA HP2022-0090
39 Grove Avenue
January 19, 2023

LIST OF ATTACHMENTS:

1. Staff Photographs
2. Florida Master Site File

STAFF PHOTOGRAPHS

39 Grove Avenue



Front (north) Elevation and Location of Proposed Gate

STAFF PHOTOGRAPHS

39 Grove Avenue



Front (north) Elevation and Location of Proposed Gate

STAFF PHOTOGRAPHS

39 Grove Avenue



Front (north) Elevation



STAFF PHOTOGRAPHS

39 Grove Avenue



West Property Line



STAFF PHOTOGRAPHS

39 Grove Avenue



East Property Line



STAFF PHOTOGRAPHS

39 Grove Avenue



South Elevation



STAFF PHOTOGRAPHS

39 Grove Avenue



South Elevation



FLORIDA MASTER SITE FILE
HISTORIC ST. AUGUSTINE PRESERVATION BOARD
HISTORIC PROPERTIES INVENTORY FORM

I. LOCATION & LEGAL DESCRIPTION

FDAHRM _____ 802== Site No. 85J 910 1009==
Site Name: 39 Grove Avenue 830== Survey Date: 7902 820==
Address: 39 Grove Avenue, St. Augustine, Fla. 32084 905==
Instructions for Locating: _____
_____ 813== County: St. Johns 808==
Location: Kingsland Addition 18 ex E 2 ft. 868==
(subdivision) (block) (lot)
_____ 868==
Owner of Site: Name: Castrillon, Manuel ;
Address: 39 Grove Avenue
St. Augustine, Fla. 32084 902==
Occupant or Manager: _____ 904==
Type of Ownership: Private 848== Zoning: HP3
NR Classification Category: Building 916== Recording Date: _____ 832==
UTM: 17 469294 3307500 890== Location: T07S R30E N18 812==
(zone) (easting) (northing) (T) (R) (S)
Map Reference: USGS St. Augustine 7.5 MIN 1956 (PR 1970) 809==
Recorder: Name & Title: Nolan, David (Historic Sites Specialist) ;
Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:		Threats to Site:	
() <u>Excellent</u>	863==	() <u>Zoning</u>	878==
(x) <u>Good</u>	863==	() <u>Development</u>	878==
() <u>Fair</u>	863==	() <u>Deterioration</u>	878==
() <u>Deteriorated</u>	863==	() <u>Borrowing</u>	878==
		() <u>Transportation</u>	878==
Integrity of Site:		() <u>Fill</u>	878==
(x) <u>Altered</u>	858==	() <u>Dredge</u>	878==
() <u>Unaltered</u>	858==	() <u>Other</u>	878==
(x) <u>Original Site</u>	858==		
() <u>Restored - Date:</u>	858==		
() <u>Moved - Date:</u>	858==		

SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)
Staff Report pg. 12

II. SITE DESCRIPTION, continued.

Original Use: Priv. Residence 838== Present Use: Priv. Residence 850==
Date: +1894 844== Period: 19th Cent. 845== Culture: American 840==
Architect: _____ 872==
Builder: _____ 874==
Style: Frame vernacular 964==
Plan Type: Rectangular 966==
Exterior Fabrics: Wood, weatherboard, with cornerboards
_____ 854==
Structural Systems: Wood frame 856==
Features of Structure: (942)
Window Type: DHS, 2/2 942==
Foundation: Brick piers 942==
Roof Type: Gable 942==
Secondary Roof Structures: Shed porch 942==
Porches & Balconies: _____
_____ 942==
Chimney Location: End, left 942==
Materials: (882)
Chimney: Brick 882==
Roof Surfacing: Metal, 5-V crimp 882==
Ornament Exterior: Chamfered post
_____ 882==
Quantitative Data: (950-954)
Chimneys: 1 952== Dormers: _____ 954== Stories: 1½ 950==
Other: _____ 956==
Surroundings: Residential 864==
Relationship to Surroundings: _____

_____ 859==

III. PHOTOGRAPHY

Photographic Records Numbers: _____ 860==
Contact Prints

IV. SIGNIFICANCE

Areas of Significance: Architecture

920==

Statement of Significance: (911==)

ARCHITECTURE

This one and one-half story Frame Vernacular building was constructed between 1887 and 1894. Sharing the lot with 39 Grove Avenue between 1910 and 1917 was a one-story frame dwelling. It was moved one lot west to 41 Grove Avenue to the rear portion of the lot and turned around. By 1924, the dwelling no longer appears. Today the only remaining visible Victorian elements are the chamfered wood posts on the front of the house. This house is similar in plan to the house at 41 Grove.

Kingsland Additions was developed between 1887 and 1930 as a North City residential area, and includes both Victorian and early 20th century homes, the later ones showing the influence of the bungalow style. Many of the later homes use some form of locally produced coquina concrete block, popular in St. Augustine construction in the 1920's and 1930's.

Grove Avenue, with 16 surviving 19th century buildings, is one of the significant victorian neighborhoods of the city. This is one of the older homes on the street and in the North City area. The neighborhood is threatened generally by traffic and commercial encroachments from US 1, San Marco Avenue, and Castillo Drive, encouraged by current zoning practices.

HISTORY

Kingsland Addition was once within the colonial perimeter known as Mil y Quinientos [The Fifteen Hundred]. Juan Triay, a Minorcan, was the first to secure a land grant here from Governor Jose Coppinger in 1807. [1] Part of the grant eventually passed to Captain John Masters, who was involved in the capture of the Seminole Chief Osceola. In 1875 Masters conveyed most of the former Triay Grant to Henry P. Kingsland, a banker from New York City. Kingsland began subdividing his property shortly after its purchase, and in 1887 the land was officially platted. [2] By the 1920's and 1930's Grove Avenue was the home of several families of cigar makers, and two cigar manufacturing establishments. Today the former farmland remains primarily residential with a scattering of commercial establishments along San Marco Avenue.

In the early 1900's the house at 39 Grove Avenue was the residence of William Andreu, a fisherman, and Miss Agnes Andreu, a cigarmaker. By 1911 the house was being shared by Antonio Andreu, a local painter, and Agnes Andreu and her husband Rafael Usina. Usina was employed as a

[over]

V. BIBLIOGRAPHY

1. Works Project Administration, Spanish Land Grants in Florida, 5 Vols. [Tallahassee, 1940], III, 13-14; V, 172-175. American State Papers; Public Lands, 5 Vols. [Washington: Duff Green], V, 414.
2. St. Johns County Courthouse, Deed Records, Book H, p. 350; Biographical File, SAHS.
3. St. Augustine City Directory, 1899, 1904, 1911-12.
4. Interview by David Nolan with Manuel Castrillon Diaz, February, 1979.

meat cutter for the W. D. Andreu Company and later went on to own his own meat market at 72 San Marco Avenue. [3]

In recent years, until his death in 1979 at the age of 90, this was the residence of Manuel Castrillon Diaz, a native of Aviles, Spain, who came to St. Augustine via Havanna and Tampa, and worked as a cigar maker. At one time he operated the OK Bar on King Street. [4]





LaCasita

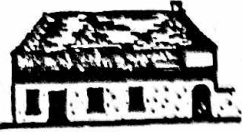
39



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CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION



☐ OPINION ☐ CERTIFICATE OF APPROPRIATENESS

\$50.00	Alterations to single family home, site work, and site feature
\$150.00	Construction of new single family home, major alterations, ad valorem tax exemption
\$100.00	Alterations to all other buildings, site work, or features except single family home
\$200.00	New construction except single family home

BDAC Project No. **HP2022-0090**

Receipt No. **2536229**

Meeting Date: **January 19, 2023**

Advertising Costs \$ _____ Postage \$ _____

Paid on _____

Receipt No. _____

1. NAME OF APPLICANT Paige and Carlos Cruz

Business (if applicable) _____

Address 4023 Sunbeam Ave.

City Chattanooga State TN Zip Code 37411

Daytime telephone 678-524-0777 Other phone/email paige.gaston@yahoo.com,

carloscruz0@icloud.com

The above contact information will be used for correspondence. Please ensure this information is accurate.

2. NAME OF PROPERTY OWNER Carlos and Paige Cruz

Business (if applicable) _____

Address 4023 Sunbeam Ave. Chattanooga, TN 37411

City Chattanooga State TN Zip Code 37411

Daytime telephone (required) 678-524-0777 Other phone _____

3. PROJECT STREET ADDRESS 39 Grove Ave, St. Augustine, FL 32084

4. LEGAL DESCRIPTION: Lot 18 Block _____ Subdivision Kingsland Tract Parcel 1939900000

5. EXISTING USE _____ PROPOSED USE Corrected Map

6. PROPOSED PROJECT WORK

A. DEMOLITION (If historic architectural features will be permanently removed a Certificate of Demolition is required and must be heard simultaneous with this application) ☐ YES ☐ NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR REPLACE

☐ ☐ Roof _____

☐ ☐ Roof structures (dormers, chimneys, etc.) _____

☐ ☐ Exterior finishes (stucco, masonry, siding) _____

☐ ☐ Porch/Deck/Balcony _____

☐ ☐ Awning/Canopy _____

☐ ☐ Exterior Doors _____

☐ ☐ Windows _____

☐ ☐ Shutters _____

☐ ☐ Foundation (including infill) _____

☐ ☐ Exterior lighting & other appurtenances _____

☐ ☒ Existing fences, walls & gates Replace Approx. 37' of 6' Wood Stockade w/ 8' White PVC

☐ ☐ Existing parking, walkways & other site features _____

C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☒ New fence/wall/gate Approx. 61' of 4', 24' of 6' & 139' of 8' White PVC. 3'H Black 2 Rail
Aluminum Walk Gate
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. PAINT COLORS (check one)

- ☐ Scheme with pre-approved paint colors (exterior colors available upon request)
- ☐ Custom color scheme (provide color samples & building elevations showing color placement)
- ☐ No painting associated with proposed project

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

Replace existing fence and add new fence

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for an Opinion of Appropriateness, I must still obtain a Certificate of Appropriateness before project work can begin. If this application is for a Certificate of Appropriateness and it is approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary prior to starting project work. Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME Carlos Cruz Paige Cruz

SIGNATURE OF APPLICANT [Signature] [Signature]

PRINT OWNER'S NAME Carlos Cruz Paige Cruz

SIGNATURE OF OWNER [Signature] [Signature]

DATE 9/8/2022

DATE 9/8/2022

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.



Owner's Authorization For Agent

Anthony Amos is/are hereby authorized TO ACT ON BEHALF
OF Carlos Cruz, the owner(s) of those lands described within
☐ the attached application, or ☐ described within the previously filed
Application number: _____, and as described in the attached deed or
other such proof of ownership as may be required, in applying to the City
of St. Augustine's _____ Board, for an application
related to the structure located at:

BY: _____

Signature of Owner

Carlos Cruz

Print Name of Owner

(678) 993-4137

Telephone Number

State of Tennessee

County of Hamilton

Signed and sworn before me on this 8th day of November, 2022

By Carlos Cruz

Identification verified: Driver's license

Oath sworn: ☒ Yes ☐ No

Notary Signature: _____

Amber D. Clark

My Commission expires: _____

8/25/2025



COMPLETENESS REVIEW CHECKLIST

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: <http://www.staugustinegovernment.com/your-government/documents/AGHP2.pdf>

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Architectural Guidelines for Historic Preservation*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.



INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

"The below is a list of requirements based upon the scope of work. To be completed by planning staff"

ROOFS AND ROOFING (sheathing, framing, chimneys, domers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)

- | OK | Need | N/A |
|--------------------------|--------------------------|-------------------------------------|
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
- ☒ Photographs of existing roof and affected features
 - ☒ Photograph or sample of proposed roof surface including applicable colors, patterns, material, texture
 - ☒ Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
 - ☒ Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)

EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)

- | OK | Need | N/A |
|--------------------------|--------------------------|-------------------------------------|
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
- ☒ Photographs of existing surface or feature including close-up and full building perspective
 - ☒ Photograph or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
 - ☒ Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
 - ☒ Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture

PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)

- | OK | Need | N/A |
|--------------------------|--------------------------|-------------------------------------|
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
- ☒ Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
 - ☒ Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
 - ☒ Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
 - ☒ Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
 - ☒ Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.

AWNING/CANOPY

- | OK | Need | N/A |
|--------------------------|--------------------------|-------------------------------------|
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
- ☒ Photographs of existing awning/canopy or location of proposed awning/canopy
 - ☒ Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
 - ☒ Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A typical elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade
 - ☒ Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
 - ☒ Documentation of justification for changing the existing awning/canopy and the extent of the affected area

EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)

- | OK | Need | N/A |
|--------------------------|--------------------------|-------------------------------------|
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
| ☐ | ☐ | ☒ |
- ☒ Photographs of existing door(s) or location of proposed new door opening(s)
 - ☒ Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door)
 - ☒ For new door opening(s), a scaled wall section
 - ☒ For replacement door(s), a scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
 - ☒ Documentation of justification for changing the existing door(s) and the extent of the affected area.

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| OK | Need | N/A | |
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| ☐ | ☐ | ☐ | For new openings, a scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| OK | Need | N/A | |
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| OK | Need | N/A | |
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|--|
| ☒ | ☒ | ☐ | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☒ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☒ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☐ | Scaled landscape plan |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☐ | Wall section |
| ☐ | ☐ | ☐ | Ref to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

While we have received photographs of what the proposed fence and gate will look like it is recommended that drawings showing the relation of the fence and gate to existing buildings also be submitted. See e-mail for additional comments.

Project number: HP2022-0090 Project Address: 39 Grove Avenue

Reviewed by: Candice Seymour Date: 12/29/2022

NEXT LEVEL
SURVEYING

PROFESSIONAL SURVEYORS AND MAPPERS
2121 CORPORATE SQUARE BLVD, SUITE "130"
JACKSONVILLE, FL 32216
PHONE: 904-615-6767
WWW.NEXTLEVELJAX.COM
NEXTLEVELSURVEYING@GMAIL.COM

AC	=DENOTES AIR CONDITIONING UNIT
BB	=DENOTES BASIS OF BEARINGS
C	=DENOTES CHORD
CH	=DENOTES CHORD BEARING
R	=DENOTES RADIUS
L	=DENOTES LENGTH
CONC.	=DENOTES CONCRETE
CE	=DENOTES CENTERLINE
(P)	=DENOTES PLAT
(C)	=DENOTES CALCULATED
(M)	=DENOTES MEASURED
(D)	=DENOTES DEED
D.E.	=DENOTES DRAINAGE EASEMENT
P.O.T.	=DENOTES POINT OF COMPLETMENT
U.E.	=DENOTES UTILITY EASEMENT
P.B.	=DENOTES PLAT BOOK
TRC	=DENOTES TRVERSE
P.C.	=DENOTES POINT OF CURVATURE
P.R.C.	=DENOTES POINT OF REVERSE CURVE
P.M.	=DENOTES POINT OF TANGENCY
P.T.	=DENOTES PERMANENT REFERENCE POINT

-  = DENOTES WALL
-  = DENOTES WOOD FENCE
-  = DENOTES CHAIN LINK FENCE
-  = DENOTES IRON FENCE
-  = DENOTES FOUND IRON PIPE (NO ID.)
-  = DENOTES FOUND NAIL AND DISC
-  = DENOTES ASPHALT PAVEMENT
-  = DENOTES BRICK
-  = DENOTES CONCRETE PAD
-  = DENOTES ELEVATIONS

UNLESS A COMPARISON IS SHOWN
RECORD AND MEASURED CALLS ARE
IN SUBSTANTIAL AGREEMENT.

LEGAL DESCRIPTION:

THE EAST HALF (1/2) OF LOT 18, KINGSLAND ADDITION,
ACCORDING TO THE MAP OR PLAT THEREOF, THE CITY OF ST.
AUGUSTINE, FILES IN THE OFFICE OF THE CLERK OF THE CIRCUIT
COURT OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.
PROPERTY ADDRESS:

PARCEL ID. 193990-0000

39 GROVE AVENUE,
ST. AUGUSTINE, FLORIDA 32084

AREA OF PROPERTY: 3,948 SQUARE FEET AND/OR
0.091 ACRES MORE OR LESS.

CERTIFIED TO:

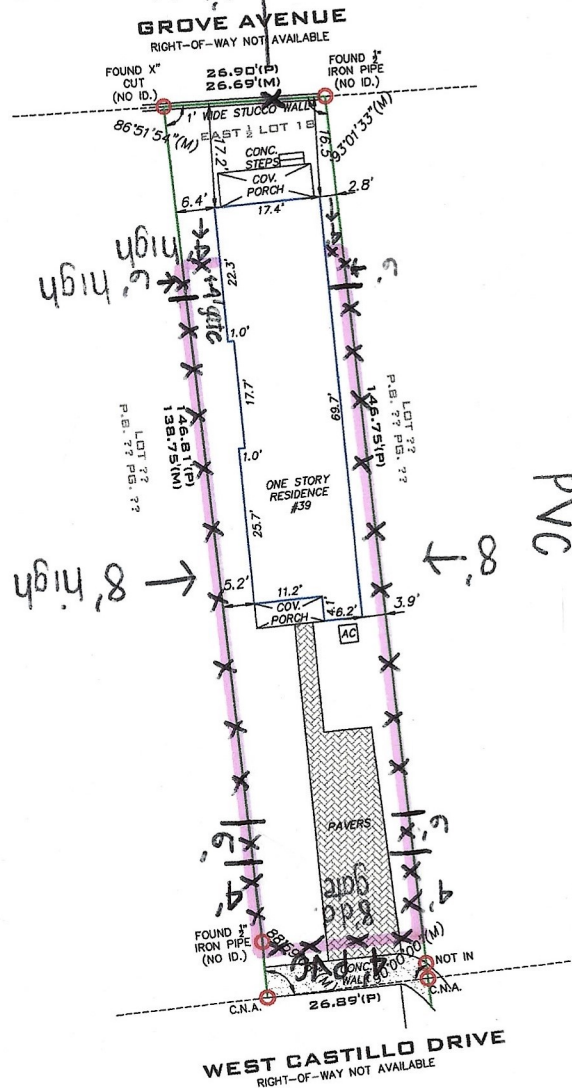
THIS BOUNDARY SURVEY HAS BEEN PREPARED FOR THE
EXCLUSIVE USE OF THE ENTITIES NAME HEREON. THE
CERTIFICATIONS DO NOT EXTEND TO ANY UNNAMED PARTIES.

- CARLOS R. CRUZ
- PAIGE L. CRUZ
- PENNYMAC LOAN SERVICES LLC
- LANDMARK TITLE LLC

BOUNDARY SURVEY	FLOOD ZONE:	AE
	FEMA MAP	12109C0314J
	MAP DATE	12/07/2018
	FIELD WORK DATE	05-18-2021
	SIGNATURE DATE	05-19-2021

JOB NUMBER

21-506



SECTION ##, TOWNSHIP ## SOUTH, RANGE ## EAST
LYING AND BEING IN ST. JOHNS COUNTY FLORIDA
(NOT TO SCALE)



GRAPHIC SCALE

(IN FEET)
1 INCH = 20 FT.
(NOT TO SCALE)

SURVEYOR'S NOTES:

- 1.) THE ABOVE CAPTIONED PROPERTY WAS SURVEYED AND DESCRIBED BASED ON THE ABOVE LEGAL DESCRIPTION PROVIDED BY CLIENT.
- 2.) THIS CERTIFICATION IS ONLY FOR THE LANDS AS DESCRIBED. IT IS NOT A CERTIFICATION OF TITLE, ZONING, EASEMENTS, OR FREEDOM OF ENCUMBRANCES. ABSTRACT NOT REVIEWED.
- 3.) THERE MAY BE ADDITIONAL RESTRICTIONS NOT SHOWN ON THE BOUNDARY SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF HIS COUNTY. EXAMINATION OF ABSTRACT OF TITLE WILL HAVE TO BE MADE TO DETERMINE RECORDED INSTRUMENTS, IF ANY AFFECTING THIS PROPERTY.
- 4.) FOUNDATIONS AND STRUCTURES THAT MAY CROSS BEYOND THE BOUNDARY LINES OF THE PARCEL HEREIN DESCRIBED ARE NOT SHOWN.
- 5.) TYPE OF SURVEY: BOUNDARY SURVEY
- 6.) CONTACT THE APPROPRIATE AUTHORITY PRIOR TO ANY DESIGN WORK ON THE HEREIN DESCRIBED PARCEL FOR BUILDING AND ZONING INFORMATION.
- 7.) CONTACT THE APPROPRIATE AUTHORITY IF NOT DEPICTED HEREON. CONTACT THE APPROPRIATE AUTHORITY PRIOR TO ANY DESIGN WORK OR CONSTRUCTION ON THE PROPERTY HEREIN DESCRIBED. THE SURVEYOR SHALL BE NOTIFIED AS TO ANY DEVIANATION FROM INTENTED SURVEY.
- 8.) UNDERGROUND PORTIONS OF FOOTING, FOUNDATIONS OR OTHER IMPROVEMENTS WERE NOT LOCATED.
- 9.) ONLY VISIBLE AND ABOVE GROUND ENCROACHMENTS LOCATED.
- 10.) WALL TIES ARE TO THE FACE OF THE WALL.
- 11.) FENCE OWNERSHIP NOT DETERMINED.
- 12.) BASIS OF BEARINGS REFERENCED TO LINE NOTED AS B.B. (BENCH MARK) SURVEY. NO MAGNETIC OR GRAPHIC REPRESENTATION OF THE SURVEY WORK PERFORMED IN THE FIELD.
- 13.) NO IDENTIFICATION FOUND ON PROPERTY CORNERS UNLESS



SURVEYOR'S CERTIFICATION: I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS "MAP OF BOUNDARY SURVEY" IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY PREPARED UNDER MY DIRECTION. THIS SURVEY MEETS THE STANDARDS OF PRACTICE, AS SET FORTH BY THE STATE OF FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN SECTION 54-17.051 THROUGH 54-17.053 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO CHAPTER 472.027, FLORIDA STATUTES.

SIGNED K. F. Kuhn FOR THE FIRM
 KARL F. KUHN, P.S.M. P.S.M. No. 5953-STATE OF FLORIDA NOT
 VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED
 SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY
 OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT
 OF THE SIGNING PARTY OR PARTIES AND NO VALID WITHOUT AN AUTHENTIC
 ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL



P.O. Box 3043
St Augustine, FL 32085
www.HardwickFence.com

Phone 904-599-8644
Fax 904-460-2357
Heather@HardwickFence.com

PVC Privacy Fence



4' or 6'h x 6'w T&G Panels
5"x 5" Post w/ Cap
Gates to match fence
Gate Posts have Aluminum Inserts





Mailing Address:
P O Box 3043
St Augustine, FL 32085

Physical Address:
2410 Water Plant Rd.
St Augustine, FL 32092

Office 904-599-8644
Fax 904-460-2357

www.HardwickFence.com

2 Rail Black Aluminum Fence



Black Powder Coated Aluminum - Flat top, smooth bottom
2" Posts & Flat Caps
Gates to match fence

Prepared By and Return To:

William Li
Landmark Title
4540 Southside Boulevard, Suite 202
Jacksonville, Florida 32216

General Warranty Deed

Made effective the 21st day of June, 2021, by 39 Grove LLC, a Florida Limited Liability Company, hereinafter called the Grantor, whose address is 133 Browning Lane, East Palatka, FL 32131 to Carlos R. Cruz and Paige L. Cruz, a married couple, whose post office address is: 4023 Sunbeam Avenue, Chattanooga, TN 37411, hereinafter called the Grantee:

(Whenever used herein the term "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the Grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee, all that certain land situate in St. Johns County, Florida, more particularly described as follows:

The East Half (1/2) of Lot 18, Kingsland Addition, according to the map or plat thereof, the City of St. Augustine, files in the Office of the Clerk of the Circuit court of the Public Records of St. Johns County, Florida.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) nor any members of the household of Grantor(s) reside thereon.

Parcel ID Number: 193990-0000

Subject to taxes accruing subsequent to December 31, 2020.

Subject to covenants, restrictions and easements of record, if any; however, this reference thereto shall not operate to reimpose same.

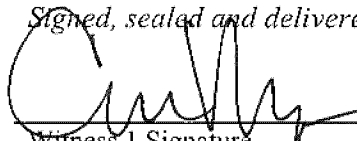
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

In Witness Whereof, the Grantor has signed and sealed these presents the day and year written below.

Signed, sealed and delivered in our presence:



 Witness 1 Signature

ERIN WYSE

 Witness 1 Printed Name



 Witness 2 Signature

TYLER BROWN

 Witness 2 Printed Name

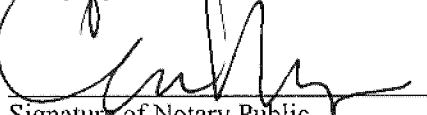
39 Grove LLC, a Florida Limited Liability Company

By: Linda T. Brent 6/21/21
 Linda T. Brent, Manager

By: David Brent
 David Brent, Manager

STATE OF FLORIDA
 COUNTY OF ST. JOHNS

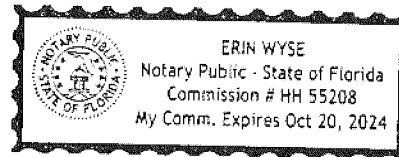
The foregoing instrument was acknowledged before me by means of ☒ physical presence or () online notarization this 21 day of June, 2021 by Linda T. Brent and David Brent, Managers of 39 Grove LLC, a FL Limited Liability Company, on behalf of the Limited Liability Company.



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

Personally known: _____
 OR Produced Identification: ☒

Type of Identification Produced: DL



Apply for Exemptions

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

2022 TRIM Notice

Summary

[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)



Parcel ID 1939900000
Location Address 39 GROVE AVE
SAINT AUGUSTINE 32084-0000
Neighborhood Kingsland Addition (604)
Tax Description* KINGSLAND ADDN CITY E1/2 OF LOT 18 (EX E2FT) OR5301/1053
**The Description above is not to be used on legal documents.*
Property Use Code Single Family (0100)
Subdivision Kingsland Tract Corrected Map
Sec/Twp/Rng 18-7-30
District City of St Augustine (District 452)
Millage Rate 18.9763
Acreage 0.080
Homestead N

Owner Information

Owner Name Cruz Carlos R, Paige L 100%
Cruz Paige L 100%
Mailing Address 4023 SUNBEAM AVE
CHATTANOOGA, TN 37411-0000

Map



Valuation Information

	2023
Building Value	\$289,885
Extra Features Value	\$287
Total Land Value	\$90,552
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$380,724
Total Deferred	\$6,448
Assessed Value	\$374,276
Total Exemptions	\$0
Taxable Value	\$374,276

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2022	\$249,407	\$292	\$90,552	\$0	\$0	\$340,251	\$340,251	\$0	\$340,251
2021	\$129,635	\$292	\$71,610	\$0	\$0	\$201,537	\$195,728	\$5,809	\$195,728
2020	\$117,583	\$292	\$60,060	\$0	\$0	\$177,935	\$177,935	\$0	\$177,935
2019	\$111,367	\$292	\$60,060	\$0	\$0	\$171,719	\$171,719	\$0	\$171,719
2018	\$112,724	\$292	\$55,440	\$0	\$0	\$168,456	\$168,456	\$0	\$168,456
2017	\$114,083	\$292	\$55,440	\$0	\$0	\$169,815	\$168,906	\$909	\$168,906
2016	\$104,749	\$292	\$48,510	\$0	\$0	\$153,551	\$153,551	\$0	\$153,551
2015	\$58,041	\$497	\$43,890	\$0	\$0	\$102,428	\$99,414	\$3,014	\$99,414
2014	\$50,015	\$513	\$39,848	\$0	\$0	\$90,376	\$90,376	\$0	\$90,376
2013	\$31,282	\$340	\$39,848	\$0	\$0	\$71,470	\$68,170	\$3,300	\$68,170
2012	\$28,421	\$340	\$33,212	\$0	\$0	\$61,973	\$61,973	\$0	\$61,973
2011	\$25,838	\$340	\$36,902	\$0	\$0	\$63,080	\$30,688	\$57,392	\$5,688
2010	\$26,698	\$340	\$41,002	\$0	\$0	\$68,040	\$30,234	\$62,806	\$5,234

Building Information

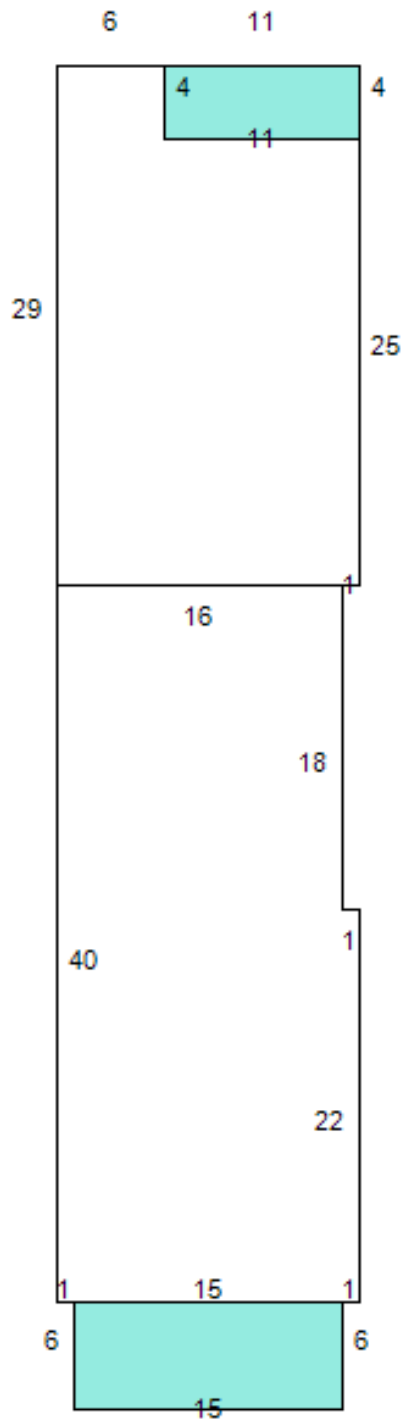
Building 1
Year Built 1900
Actual Area 1245
Conditioned Area 1111
Use Single Family Residence
Style 01
Class N
Exterior Wall Wood

Roof Cover Metal
Roof Structure Gable Hip
Interior Flooring Ceramic Tile, Hardwood
Interior Wall Drywall
Heating Type Air Duct
Air Conditioning Central
Bedrooms 1
Baths 1

Description	Square Footage
FRAME ADDITION	449
BASE AREA	662
FINISHED OPEN PORCH	90
FINISHED OPEN PORCH	44
Total SqFt	1245

Sketch Information

	Room Type
	FINISHED OPEN PORCH
	Base
	FAD



Extra Feature Information

Code Description	Status	Value
Masonry Wall (Mix)		287

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	22	140	22	EF	\$90,552

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/25/2021	6/21/2021	\$385,000.00	WARRANTY DEED	5301	1053	Q	I	39 GROVE LLC	CRUZ CARLOS R, PAIGE L
12/12/2019	11/6/2019	\$100.00	WARRANTY DEED	4848	1761	U	I	BRENT LINDA T	39 GROVE LLC
11/15/2019	11/6/2019	\$100.00	WARRANTY DEED	4832	260	U	I	LTB CONDOS LLC	BRENT LINDA T
6/10/2015	5/28/2015	\$184,000.00	WARRANTY DEED	4040	874	Q	I	POWELL LIVING TRUST D: 1-25-12	LTB CONDOS LLC
3/22/2013	3/21/2013	\$139,000.00	WARRANTY DEED	3704	140	Q	I	MONTERO PETER F	POWELL LIVING TRUST D: 1-25-12
	1/1/1980	\$7,500.00		458	751	U	I		MONTERO PETER F

No data available for the following modules: Exemption Information.

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Last Data Upload: 12/29/2022, 1:31:48 AM





**CITY OF ST. AUGUSTINE HISTORIC ARCHITECTURAL REVIEW BOARD
STAFF REPORT AND RECOMMENDATION
Prepared for January 19, 2023 Meeting**



Application HP2022-0083

Address: 26 Toques Place

Applicant: Duval Master Construction

Property Owner: 26 Toques Pl, LLC

Project description: To remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding. *Continued from the December 14, 2022 HARB meeting.*

Architectural Style:	Frame Vernacular	Florida Master Site File:	SJ02274
National Register:	St. Augustine NR Historic District	Construction date:	c. 1904 - 1910
Archaeology Zone:	IA	Zoning District:	HP-3
Parcel number:	1966600070		
Agenda Item:	8(a)	Previous Action(s):	N/A

STAFF SUMMARY AND ANALYSIS:

1. Located east of Toques Place and West of Charlotte Street, between Cuna and Hypolita Streets, this property is not listed as contributing on the original St. Augustine National Register Historic District. According to the 2016 St. Augustine Inventory survey, the building has retained its integrity and could be contributing to the NRHD.
2. Clarification was needed to determine the full project scope of this Certificate of Appropriateness (COA application), since repair was listed for most elements. To better determine if the project scope could be administratively approved by staff, the HARB continued the application at the December 14, 2022 HARB meeting and requested information on the following: the new roof materials/finish, details for each elevation on what work was proposed and extent required for the siding and windows, and to show how the new railing proposed to close off the front porch after the ADA ramp was removed, would tie into the building. Please refer to the previous staff report for the previous staff analysis on what was provided for the December meeting.
3. Additional documentation was submitted after the deadline, so is not included in the application packet (see emails).
4. **Removed Windows:** At the time of an earlier permit application review by staff, the wood windows had true divided lites in a two-over-two pattern, as shown in photographs taken in July 2021. The building owner stated in phone conversations with staff and in the documentation submitted on January 10, that the windows that were removed had been discarded by the contractor and new windows are being constructed. Staff informed the building owner that the permanent historic window removal was not approved by the HARB, which is a requirement prior to the work being done and can not be administratively approved. As noted in the December staff report, a window survey with photographs should be submitted to document the location, style, and condition of each window. Furthermore, if windows have been removed for replacement, an after-the-fact Certificate of Demolition (partial) should be submitted and approved before any HARB approved replacement windows can be permitted through a partial demolition.
5. **New Windows and Doors:** This COA application would also need to be revised and renoticed for the required HARB approval of the approximately 15 new replacement windows planned for a majority of the approximate 21 window openings that had what appeared to be original windows and all exterior doors. An inappropriate vinyl window with interior muntins still remains on the rear/east elevation's first floor level.
6. **Siding:** Followup documentation received late showed estimated liner feet of siding that will be replaced, but percentages for each elevation is needed since plans have not been submitted, as stated in the December staff report.
7. **New Porch Rail:** A photoshopped elevation photo submitted late shows where a new porch rail will tie into the front façade after the ADA ramp is removed.
8. **Replacement Materials/Elements:** Samples, specifications and/or more detailed material/finish information in writing is needed for anything that is being replaced or added, including the windows, doors, siding, porch railing, and roof.
9. **Building Permits:** Staff informed the building owner that for much of the work, including replacement windows, a building permit is also needed. Building products with FL product approval numbers or certification from a state licensed engineer that exterior materials for roofing, windows, and doors meet the FL building code are required before a building permit application can be approved and before they can be installed.
10. Please refer to the related Architectural Guidelines for Historic Preservation's (AGHP) recommendations starting on page 4 of this report, which are clear that historic elements and materials like windows and siding should not be removed when they can be repaired and that replacements should match all characteristics of the original features. Without condition assessment documentation or detailed replacement information, especially for the windows that have already been discarded, the HARB is unable to adequately assess if the windows were in an unrepairable state and if the replacements will be architecturally compatible.

STAFF RECOMMENDATION:

Based on a review of the AGHP, and without the support of evidence to the contrary, staff finds that the board can **CONTINUE a Certificate of Appropriateness at 26 Toques Place** to allow time for the applicant or building owner to revise the application to include changes to and submit requested information for the expanded project scope, including the new window and exterior door replacements, as well as to submit the required after-the-fact Certificate of Demolition (partial) application for elements, such as the historic windows, that were permanently removed.

Julie Courtney

Julie Courtney, Historic Preservation Officer

SUMMARY SCOPE OF WORK:

1. Replace metal roof
2. Replace areas of rotten wood siding where needed
3. Replace approximately 15 of the 21 historic wood windows with true divided lites in a two-over-two pattern
4. Remove the ADA ramp and install railing at north end of front porch to match the existing
5. Replace exterior doors

Original Scope (reviewed at the December 14, 2022 HARB meeting:

1. Repair metal roof
2. Repair small areas of rotten wood siding and replace where needed
3. Refurbish/repair 21 wood windows
4. Remove the ADA ramp and install railing at north end of front porch to match the existing

CITY CODES/DESIGN GUIDELINES:

ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION

Secretary of the Interior's Standard's for Rehabilitation 2, 3, 4, 5, 6, 7, 8, 9, and 10 apply.

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
4. Retention of Significant Later Alterations and Additions
5. Sensitive Treatment of Distinctive Features and Craftsmanship
6. Repair or Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
7. Cleaning with Gentlest Possible Method
8. Protection and Preservation of Significant Archaeological Resources
9. Compatible Contemporary Design for New Alterations and Additions
10. Reversibility of New Alterations and Additions

Exterior Finishes

Wood

Do...

- **Retain wood materials and features such as siding, cornices, brackets, soffits, fascia, window architrave, and doorway pediments whenever possible. These are essential components of a building's appearance and architectural style.**
- Apply chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.
- Retain coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.
- Evaluate the overall condition of the wood to determine whether repairs to wood features will be necessary.
- Clean wood using the gentlest means possible. Repair trim and siding before applying paint. Seal holes, caulk cracks, and treat for wood fungus. Remove loose paint using commercial strippers, electric heat guns or plates, wire brushes and scrapers. Hand sand to reduce paint layer differential.
- Use electric hot air guns with care on decorative wood features, and use electric heat plates with care on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.
- Use chemical strippers primarily to supplement other methods such as hand scraping, hand sanding and the previously recommended thermal devices. Detachable wood elements such as shutters, doors and columns may, with proper safeguards, be chemically dip-stripped.
- **Repair or replace, when necessary, deteriorated material that replicates the original in size, shape and texture. Consider original characteristics such as board width, length, exposure and trim detailing when selecting replacement material.**
- **Repair may also include limited replacement in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, molding or sections of siding.**

Don't...

- **Remove or radically change wood features which are important in defining the overall character of the building so that, as a result, the character is diminished.**
- **Remove a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, and then reconstruct the facade with new material in order to achieve a uniform or "improved" appearance.**

- Radically change the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.
- Fail to identify, evaluate and treat the causes of wood deterioration which include: faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, and insect or fungus infestation.
- Use chemical preservatives, such as creosote, which can change the appearance of wood features unless they were used historically.
- Replace an entire wood feature, such as a cornice or wall, where repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

Post-1821

Frame Vernacular buildings are finished with drop siding with corner boards, weatherboards with corner boards, butted wood shingles, or board-and-batten siding.

Windows and Window Treatments

Do...

- **Retain and repair window openings, frames, sash, glass, lintels, sills, pediments, architraves, hardware, shutters and balconies where they contribute to the architectural and historic character of the building.**
- **Conduct an in-depth survey of the conditions of existing windows, shutters and balconies early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.**
- Protect and maintain the wood and architectural metal which comprise the windows (including frame, sash, muntins and surrounds), shutters and balconies through appropriate surface treatments such as cleaning, rust removal, limited paint removal and re-application of protective coating systems.
- **Repair windows, shutters and balconies by patching, splicing, consolidating or otherwise reinforcing. Such repair may include replacement in kind of those parts that are either excessively deteriorated or are missing when there are surviving prototypes.**
- **Improve the thermal performance of existing windows through adding or replacing weatherstripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.**
- **Replace missing or irreparable windows on significant elevations with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.**
- Design and install new windows when the historic windows are completely missing. The replacement may be an accurate restoration using historical, pictorial and physical documentation; or may be a new design that is compatible with the window openings and the historic character of the building.

Don't...

- Introduce or change the location or size of windows and other openings that alter the architectural and historic character of the building.
- Replace window features on significant facades with historically and architecturally incompatible materials such as anodized aluminum, mirrored or tinted glass.
- **Remove window features that can be repaired where such features contribute to the historic and architectural character of the building.**
- **Change the size or arrangement of window panes, muntins and rails where they contribute to the architectural and historic character of the building.**

- **Replace windows that contribute to the character of a building with those that are incompatible in size, configuration and reflective qualities or which alter the setback relationship between window and wall.**
- Install heating and air conditioning units in window frames when the sash and frames may be damaged. Window installations should only be considered when all other viable heating and cooling systems would result in significant damage to historic materials. If installations prove necessary, window units should be placed on secondary elevations not visible from the public right-of-way.

Post-1821

Frame Vernacular windows are usually double hung sash two-over-two or one-over-one. Locally, six-over-six and six-over-one are also common, but are seldom used after about 1920. Prior to the turn of the century, nine-over-six and eight-over-eight windows are also used. After the turn of the century, eight-over-one, four-over-one, three-over-one, and less commonly jalousie windows are also used. Attic louvers in the gable ends, and casement windows with various numbers of panes are common in all time periods.

Pre-Approved Guidelines

Some projects, while still requiring a permit from the Planning and Building Division, do not require review and approval by the Historic Architectural Review Board (HARB). Projects which meet the following criteria are “pre-approved”:

1. Routine maintenance and repairs using the same materials in a way that matches the architectural style of the existing building;
6. **Any structural maintenance, repair, or remodeling which does not exceed \$250;**

The HARB has found the following work items to be consistent with the AGHP and are included here for reference¹:

1. **Roofing material:** If photographic or physical evidence can be shown that another roofing material had previously existed on a building, that same material can be pre-approved [otherwise the pre-approved roofing material guidelines are as follows]:
 - Galvalume or galvanized steel 5-V crimp, unpainted metal roof (such as Dallas Metal Products, model DMP 5-V crimp with 3/8 inch ribs and 24 inch coverage in the Galvalume Mill finish) for Frame Vernacular and Masonry Vernacular buildings with pitched roofs
 - Corrugated, unpainted galvanized or aluminum metal roof (such as the wavy or S-profile of the ‘Patented Galvanised Iron’ roofs in an 1854 catalog described by the National Park Service Publication Roofing for Historic Buildings for Frame Vernacular and Garage Apartment buildings.
 - Fiberglass architectural shingles in medium to dark gray or brown colors for Frame Vernacular buildings constructed after 1920 and all Masonry Vernacular buildings.

¹ Refer to Resolution 2005-05

LIST OF ATTACHMENTS:

1. Staff photographs:
 - Showing building in existing state for this COA application review (taken Dec 1, 2022)
 - Showing previously existing building when taken for building permit application review in July 2021
2. Florida Master Site File

STAFF PHOTOGRAPHS
26 Toques Place



Existing front façade/west elevation – December 2022

STAFF PHOTOGRAPHS
26 Toques Place



Previously existing front façade/west elevation - July 2021

STAFF PHOTOGRAPHS 26 Toques Place



Existing front façade/west
and north elevation -
December 2022

July 2021



STAFF PHOTOGRAPHS
26 Toques Place



Front façade / west elevation - July 2021

STAFF PHOTOGRAPHS

26 Toques Place



Existing Side/North and
Rear/East Elevations -
December 2022

Previously existing - July 2021



STAFF PHOTOGRAPHS
26 Toques Place



Existing Side/North and Rear/East Elevations – December 2022

STAFF PHOTOGRAPHS

26 Toques Place



Existing Side Elevations:
north and south
- December 2022



STAFF PHOTOGRAPHS 26 Toques Place



Existing ADA ramp on northwest corner and north/side elevation – December 2022

STAFF PHOTOGRAPHS

26 Toques Place



Existing front porch and ADA ramp on front façade/west elevation and north/side elevation –
December 2022

STAFF PHOTOGRAPHS 26 Toques Place



Existing front porch and ADA ramp on front façade/west elevation and north/side elevation –
December 2022

STAFF PHOTOGRAPHS 26 Toques Place



Existing wood porch railing and siding on front façade/west elevation – December 2022



STAFF PHOTOGRAPHS
26 Toques Place



Existing wood siding on front façade/west elevation – December 2022



FLORIDA MASTER SITE FILE
HISTORIC ST. AUGUSTINE PRESERVATION BOARD
HISTORIC PROPERTIES INVENTORY FORM

I. LOCATION & LEGAL DESCRIPTION

FDAHRM _____ 802== Site No. 85J 2274 1009==
 Site Name: 26 Tocques Place 830== Survey Date: 7809 820==
 Address: 26 Tocques Place, St. Augustine, FL 32084 905==
 Instructions for Locating: _____
 _____ 813== County: St. Johns 808==
 Location: City of St. Augustine 8 East 22.95 of North 28.8 ft. 868==
 (subdivision) (block) (lot)
of lot 3 & lot 7 868==
 Owner of Site: Name: Feiden, Florence T. (Estate) c/o Rabin, Lucy F. ;
 Address: 964 W. Penn Drive
 Westchester, Pa. 19380 902==
 Occupant or Manager: Atlantique Press (occupant) 904==
 Type of Ownership: Private 848== Zoning: HP-1
 NR Classification Category: Building 916== Recording Date: _____ 832==
 UTM: 17 469840 3307040 890== Location: T07S R30E N18 812==
 (zone) (easting) (northing) (T) (R) (S)
 Map Reference: USGS St. Augustine 7.5 MIN 1956 (PR 1970) 809==
 Recorder: Name & Title: Nolan, David (Historic Sites Specialist) ;
 Address: H.S.A.P.B. 818==

II. SITE DESCRIPTION

Condition of Site:	Threats to Site:
() Excellent _____ 863==	() Zoning _____ 878==
() Good _____ 863==	() Development _____ 878==
(X) Fair _____ 863==	() Deterioration _____ 878==
() Deteriorated _____ 863==	() Borrowing _____ 878==
	() Transportation _____ 878==
Integrity of Site:	() Fill _____ 878==
(X) Altered _____ 858==	() Dredge _____ 878==
() Unaltered _____ 858==	() Other _____ 878==
(X) Original Site _____ 858==	
() Restored - Date: _____ 858==	
() Moved - Date: _____ 858==	

II. SITE DESCRIPTION, continued.

Original Use: Priv. Res. 838== Present Use: Commercial 850==
Date: + 1910 844== Period: 20th cent. 845== Culture: American 840==
Architect: _____ 872==
Builder: _____ 874==
Style: Frame Vernacular 964==
Plan Type: L-shape 966==
Exterior Fabrics: Wood weatherboard with cornerboards _____ 854==
Structural Systems: Wood frame _____ 856==
Features of Structure: (942)
Window Type: DHS 2/2, attic louvers 942==
Foundation: Concrete block wall 942==
Roof Type: Gable, intersecting 942==
Secondary Roof Structures: Porch, shed; Gable, hood 942==
Porches & Balconies: One-story screened front porch. _____ 942==
Chimney Location: End, exterior, rear slope 942==
Materials: (882)
Chimney: Brick 882==
Roof Surfacing: Composition shingles (diamond shape), composition roll 882==
Ornament Exterior: _____ 882==
Quantitative Data: (950-954)
Chimneys: 1 952== Dormers: _____ 954== Stories: 2 950==
Other: _____ 956==
Surroundings: Mixed, Commercial/Residential 864==
Relationship to Surroundings: Within Restored area. _____

_____ 859==

III. PHOTOGRAPHY

Photographic Records Numbers: _____ 860==
Contact Prints

IV. SIGNIFICANCE

Areas of Significance: Architecture, Communication, Tobacco, Hotels

920==

Statement of Significance: (911==)

ARCHITECTURE

This two-story Frame Vernacular building at 26 Tocques Place was constructed between 1904 and 1910. It is set toward the center of a block bounded by Hypolita and St. George Streets on the south and west with Charlotte and Cuna Streets forming the east and north borders of the block. The Sanborn Fire Insurance Maps show its close proximity to the former Lorrillard Villa which was called the Cozy Inn on the 1910, 1917, 1924, and 1930 maps. A one-story screened porch extends from the front with a gable hood above the entrance. The location is near the restored area.

The area of the old colonial city between Hypolita Street and the City Gate has been the major area of restoration efforts over the past two decades and is one of St. Augustine's leading tourist attraction areas. There are eight colonial buildings and structures in the area, a number of reconstructions, and other buildings designed or remodeled in the St. Augustine Colonial Revival style. Restorations and reconstructions line most of St. George Street. Elements contributing to its colonial ambiance include buildings constructed right at the street line, walls lining the street (some of tabby or exposed coquina), overhanging balconies and ornamental rejas. Side streets like Spanish and Cuna still have a number of post-colonial buildings. The bayfront has a number of commercial structures of modern vintage. The area generally retains the old colonial street patterns, though there have been major alterations around the City Gate and bayfront. Traffic is limited in the area and banned on St. George Street, but there are still serious traffic and parking problems because the area is so heavily traveled. Because of the commercial value of the land, there are continuing pressures for new development in the area. It is an area of combined tourist, commercial, and residential usage. It is bounded on the east by the Castillo de San Marcos, the seawall and the bayfront. On the west it is bounded by the Model Land Company subdivision developed by Henry Flagler. This section of the colonial city is part of the National Landmark District, listed on the National Register of Historic Places.

HISTORY

The northernmost section of the walled colonial city was bounded in the 18th and early 19th centuries by the Cubo defense line and City Gate on the

(over)

V. BIBLIOGRAPHY

1. Pedro Ruiz de Olano, "Plano del Fuerte de San Agustín de la Florida, y sus contornos," August 8, 1740; Juan Jose Elixio de la Puente, "Plano de la . . . Plaza de San Agustín," January 22, 1764; Mariano de la Rocque, "Plano Particular de la Cuidad de San Agustín de la Florida," April 25, 1788; East Florida Papers, Escrituras, 1784-1821; Albert Manucy, The Houses of St. Augustine, 1565-1821 (St. Augustine, 1962), pp. 22-25 and 41-47; Patricia Griffin, "Mullet on the Beach; The Minorcans of Florida: 1768-1788," Ph.D. diss. (University of Florida, 1977), pp. 106-108 and 134-151;

north and by the Rosario defense line, present-day Cordova Street, on the west. This area first developed in the late 17th century as a work camp during the construction of the Castillo de San Marcos and later as a neighborhood after the completion of the fort in 1695. All structures were destroyed in the 1702 siege of the city, those generally north of Cuna Street by the Spanish to establish a clear field of fire from the fort, and those south by the invading South Carolinians. By mid-century buildings had been rebuilt mainly along St. George and Spanish Streets, and a number of them still stand on St. George: Avero, DeMesa, Arriwas, Rodriguez-Sanchez, and Paredes Houses. During the British period, the Minorcans generally settled in this section of town, and it remained the "Minorcan quarter" well into the 19th century. New construction continued in the Second Spanish Period (1784-1821), with a number of extant structures, such as the Triay House, the Oldest Schoolhouse, and the City Gate, dating from this period.(1) By the mid-19th century, development expanded westward along Hypolita and Cuna Streets. The post-Civil War years brought intense commercialization to part of Hypolita Street and all of St. George Street as the main thoroughfare became lined with shops, boarding houses, and large hotels. The areas off of St. George Street remained essentially residential, and Spanish Street became by 1900 one of several exclusively Black neighborhoods outside Lincolnville, with its own school and church in the southernmost block of the street. St. George Street underwent major changes in the late 19th and early 20th centuries with the construction of the massive city hall at Hypolita Street and with the demolition of colonial structures and the erection of brick commercial buildings.(2) This section of the street gradually deteriorated into a depressed business district. Since 1959 the Historic St. Augustine Preservation Board, in conjunction with the St. Augustine Restoration Foundation and private citizens, has restored and reconstructed twenty-five buildings along St. George and Cuna Streets as part of a movement to recognize the city's disappearing colonial past. Several of the Preservation Board's buildings are operated as part of a living-history museum, San Agustin Antiguo. In addition to the Restoration Area, this section of the city, especially along Spanish and Cuna Streets, also has a large concentration of 19th century buildings, particularly from the pre-Flagler era, and even some pre-Civil War structures. Avenida Menendez, formerly Bay Street, has become a modern commercial street adjacent to both the Restoration Area and the Castillo de San Marcos.(3)

This house at 26 Tocques Place is located on the property of the former Lorillard Villa owned by tobacco magnate George Lorillard around the 1880's. It was operated as the Cozy Inn from 1910 to 1930 and was razed in the 1950's.(4) The building now serves as a printing shop.

ARCHAEOLOGY

For archaeological significance of the walled colonial city see Master Site File Form 8SJ10.

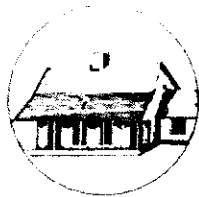
John Bostwick, et. al, "A Sub-Surface Archaeological Survey of the Northern Colonial City," (St. Augustine: HSAPB, 1978).

2. Anon., "Copy of a Plan of the City of St. Augustine," 1833; 1885 and 1894 Birds-Eye Views; Sanborn Fire Insurance Map, 1884-1930; St. Augustine City Directory, 1885, 1899, 1904.

3. Sanborn Fire Insurance Map, 1884-1958; City Directory, 1959, 1960.

4. Sanborn Map, 1910, 1917, 1924, 1930.

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **SJ02274**
 Field Date 4-1-2016
 Form Date 4-1-2016
 Recorder # _____

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

Site Name(s) (address if none) 26 TOCQUES PLACE Multiple Listing (DHR only) _____
 Survey Project Name Inv. of Structures within the St. Augustine NRHD Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☐ private-individual ☒ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Street Number 26 Direction _____ Street Name TOCQUES Street Type Place Suffix Direction _____
 Address: 26
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name ST. AUGUSTINE USGS Date 1956 Plat or Other Map _____
 City / Town (within 3 miles) St. Augustine In City Limits? ☒ yes ☐ no ☐ unknown County St. Johns
 Township 7S Range 30E Section 18 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 1966600070 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☒ 17 Easting ☐ ☐ ☐ ☐ ☐ ☐ Northing ☐ ☐ ☐ ☐ ☐ ☐
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1910 ☐ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use _____ From (year): _____ To (year): _____
 Current Use Cafeteria/Restaurant/Diner From (year): _____ To (year): _____
 Other Use private residence From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature ext. roof, porch
 Additions: ☐ yes ☐ no ☒ unknown Date: _____ Nature _____
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

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

DESCRIPTION

Style Frame Vernacular Exterior Plan L-shaped Number of Stories 2
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Gable 2. Shed 3. _____
 Roof Material(s) 1. Sheet metal:3V crimp 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.) single wood 2/2 DHS with wood trim and sill

Distinguishing Architectural Features (exterior or interior ornaments) cross gable on L-shape, appears to be two structures joined.

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) large wrap around ramp for access

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

NR List Date

SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info

Date _____ Init. _____

KEEPER - Determined eligible: ☐ yes ☐ no

Date _____

☐ Owner ObjectionNR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see *National Register Bulletin 15*, p. 2)

DESCRIPTION (continued)

Chimney: No. 1 Chimney Material(s): 1. Brick 2. _____
 Structural System(s): 1. Wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) single wood and large glass door

Porch Descriptions (types, locations, roof types, etc.) front porch open runs length of house with shed roof and square posts

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

Narrative Description of Resource See original form by David Nolan for additional history

Archaeological Remains _____ ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

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

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

OPINION OF RESOURCE SIGNIFICANCE

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

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

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) Retains integrity and could contribute to a district.

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

1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

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

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

RECORDER INFORMATION

Recorder Name Patricia Davenport

Affiliation Environmental Services, Inc.

Recorder Contact Information 7220 Financial Way Ste. 100 Jacksonville, FL 32256 904-470-2200, pdavenport@esinc.cc
 (address / phone / fax / e-mail)

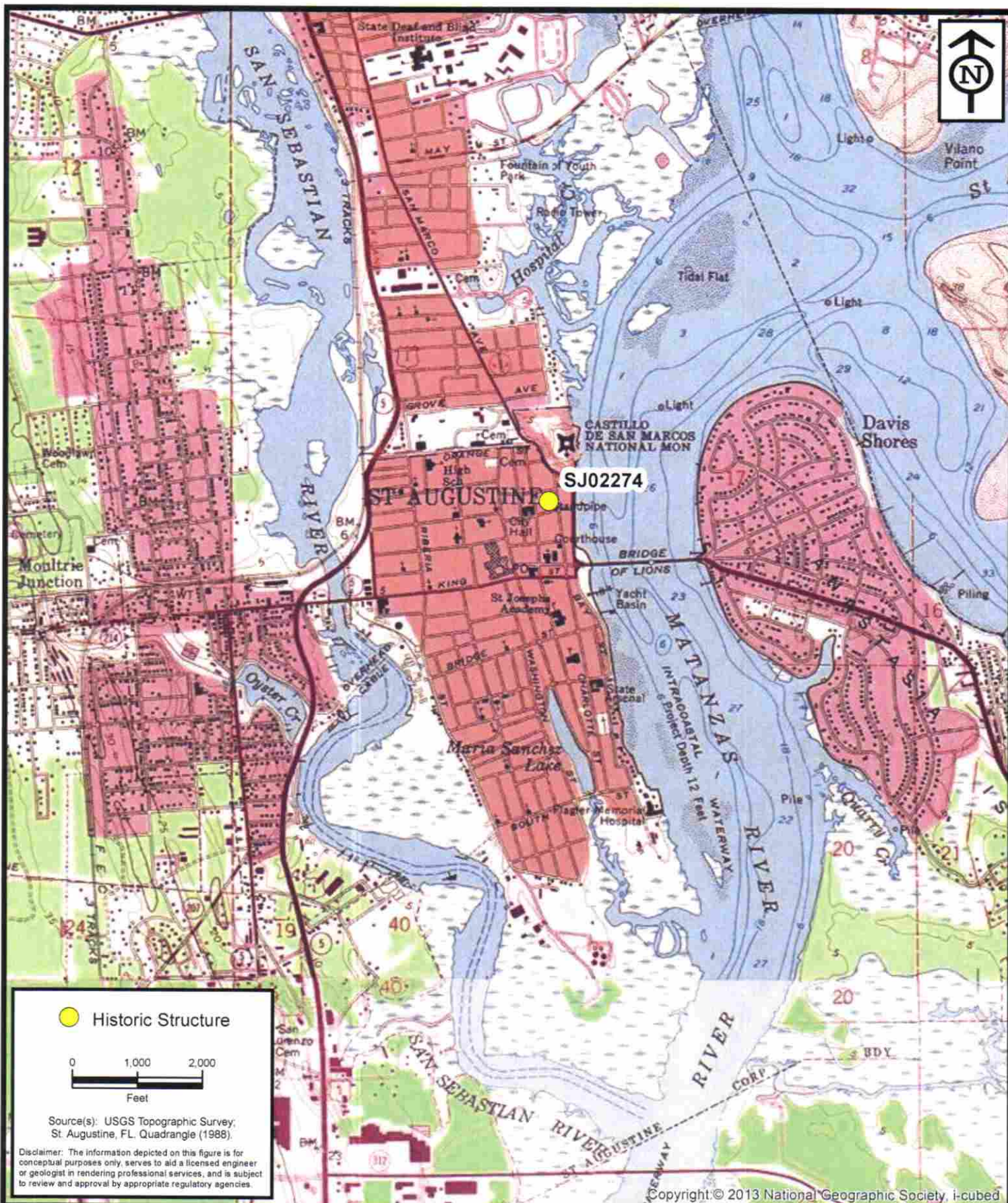
Required Attachments

① USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED

② LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

③ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE

If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



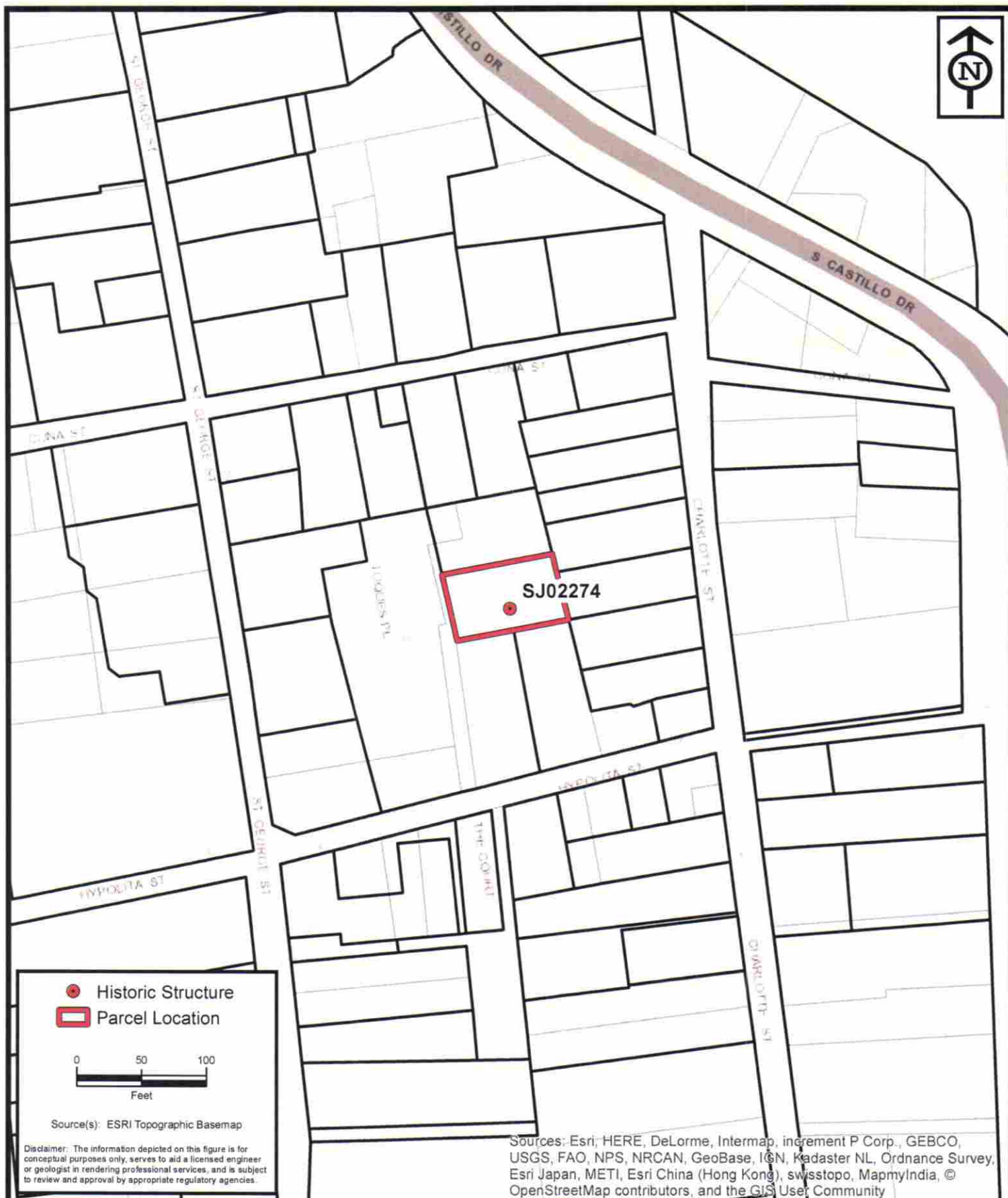
**ENVIRONMENTAL
SERVICES, INC.**

7220 Financial Way, Suite 100
Jacksonville, Florida 32256
(904) 470-2200
(904) 470-2112 Fax

www.environmentalservicesinc.com

Project Location - SJ02274
City of St. Augustine
Historic Structure Survey
St. Johns County, Florida

Project:	AJ15441.00
Date:	May 2016
Drawn By:	AVL
Checked By:	JRN
Approved By:	PD
Figure:	1







TOW AWAY ZONE
AUTHORIZED VEHICLES ON
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7 DAYS A WK.
COMPLETE COLLISION
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BREAKFAST & LUNCH

26





Staff Report Packet, Page 31

Page 265 of 321



For Sale
Diana Goebel
325



From: [Julie Courtney](#)
To: ["hunterfho@gmail.com"](mailto:hunterfho@gmail.com)
Cc: [Harb](#)
Subject: RE: 26 Toques Place - Certificate of Appropriateness application: Follow-up information needed
Date: Tuesday, January 10, 2023 2:25:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Hello Hunter,

As we discussed yesterday on the phone, if the windows that were removed were not being restored, but reconstructed, this is something that was not approved. HARB has to approve window replacements within HP zoning districts, and this project is beyond the scope of administrative review. For the windows that were already removed and discarded, HARB approval would be needed for the removal of the windows through an after-the-fact Certificate of Partial Demolition.

The next application deadline is January 17 for the February 16 meeting. The Certificate of Appropriateness application would also need to be revised to include the new replacement windows and doors proposed. Both new applications and revisions to applications would have had to be done before the legal ads were submitted, so you can submit both the new application and new information by January 17 for the next HARB meeting. **We will also need an email from you before Thursday requesting to continue the current Certificate of Appropriateness application to the February meeting.**

For the areas of siding that are proposed to be replaced, I need percentages for each elevation since I do not have scaled drawings to calculate. Please provide the percentage of siding that will require replacement for each elevation. We need information about the replacement siding as well.

For much of the work, including replacement windows, a building permit is also needed. Windows with a FL product approval is required or an engineer who is licensed in the State of Florida would have to certify the constructed windows meet the FL building code before a building permit application can be approved and before they can be installed. The permits staff would have to verify if the same is required for replacement doors if they do not have FL product approval numbers.

You will need to check with our permits staff to verify if the other exterior work will need a building permit first before any work is started.

Thank you,

Julie Courtney

Historic Preservation Officer

Planning & Building Department

E jcourtney@citystaug.com | P 904.209.4283 | W www.CityStAug.com



City of St. Augustine

P.O. Box 210

St. Augustine, FL 32085



From: Hunter Hayden <hunterfho@gmail.com>
Sent: Tuesday, January 10, 2023 9:41 AM
To: Julie Courtney
Subject: Re: 26 Toques Place - Certificate of Appropriateness application: Follow-up information needed

Hi Julie

In response to your original request for more information, I've included the quantities and additional pictures of the work being completed on site. I'm hopeful this is sufficient for staff approval, based on the remarks from the last meeting.

Although the pictures from a previous listing showed the property to be in fair condition, once we started the interior demolition, we found extensive termite damage in the floor joist, exterior foundation wall and in the windows. This led to a considerable amount of wood replacement throughout the home. I've noted on each picture, in the dropbox link below, the location and scope of work below:

Roofing: The roof has failed in multiple locations and completely rusted out. We will replace the existing roof with a 5 V Crimp Metal Galvalume by HARB approved manufacturer.

Siding: Approx 345 Linear Feet (172.5) Square footage of wood siding replacement on the East, West and South Elevations

Railing: In picture "Porch View At Railing" explains how the railing will continue in the same fashion as on the front elevation. "West Elevation at ADA Ramp" shows where the new railing is located and notes the demolition of the ADA Ramp and railing down the north elevation.

Windows: 15 Windows have been rebuilt because of extensive damage from Termites. The windows have been built with pine wood and single pane glass, with the original weights and new ropes installed into the jambs . There are 6 Windows in place that can be restored as noted in the rear, south and north elevations. There is one existing vinyl window from the previous owner located where the commercial kitchen had been located. In the picture " Rear Elevation" I have put a cloud around the original location of the wood 3-0 , 5 - 0 Window.

Link to Photos

<https://www.dropbox.com/sh/hne3lqoehjoc3as/AABiPX1-ne4gOQqOrCqDK0Kla?dl=0>

Respectfully,



Hunter Hayden
Principal, Oasis Equity Holdings

P: 904-742-2658 | W: www.OasisofWealth.com |

E: Hunterfho@gmail.com
[814 N A1A Blvd Ste 101](#)
[Ponte Vedra Beach FL 32082](#)

On Wed, Jan 4, 2023 at 4:20 PM Julie Courtney <jcourtney@citystaug.com> wrote:

INCLUDED IN FOLLOWING PAGES SO EMAILS CAN BE READ IN CHRONOLOGICAL ORDER OF WHEN THEY WERE SENT OR RECEIVED

From: [Julie Courtney](#)
To: [Hunter Hayden](#)
Cc: [Harb](#)
Subject: 26 Toques Place - Certificate of Appropriateness supplemental information
Date: Tuesday, January 10, 2023 9:37:50 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Hello Hunter,

I checked with the other staff, and since we did not receive the supplemental information you were going to compile for 26 Toques Place by yesterday's deadline, you will need to bring 9 printed copies to the meeting.

Thank you,

Julie Courtney

Historic Preservation Officer

Planning & Building Department

E jcourtney@citystaug.com | P 904.209.4283 | W www.CityStAug.com



City of St. Augustine

P.O. Box 210

St. Augustine, FL 32085



Please Note: Florida has a very broad Public Records Law. Unless specifically exempt by state law, written communications to city officials or staff regarding official city business are public records available to the public and media upon request. If your email communication is related to official government business, it may therefore be subject to public disclosure.

From: Julie Courtney

Sent: Wednesday, January 4, 2023 4:27 PM

To: duvalmasterconstruction@gmail.com; Hunter Hayden <hunterfho@gmail.com>

Cc: dalestoudt@gmail.com; Harb <harb@citystaug.com>

Subject: Attachments for 26 Toques Place - Certificate of Appropriateness application: Follow-up information needed

Please find the attachments referred to in my email below and send any correspondence related to this application to harb@citystaug.com.

Thank you

From: Julie Courtney

Sent: Wednesday, January 4, 2023 4:20 PM

To: duvalmasterconstruction@gmail.com; Hunter Hayden <hunterfho@gmail.com>

Cc: dalestoudt@gmail.com

Subject: 26 Toques Place - Certificate of Appropriateness application: Follow-up information needed

Hello,

The Historic Architectural Review Board (HARB) heard a Certificate of Appropriateness application at the December 14, 2022 meeting and continued to the January 19, 2023 HARB meeting. Because some of the proposed work could be possibly administratively approved, more information about the project was required. As was indicated in the cover letter that accompanied the final order, additional documentation can be submitted by January 9th (next Monday) in order to be included in the information provided to the HARB for the January 19th meeting.

Please let us know if you intend to submit additional documentation to be reviewed by the HARB. If you need more time and wish to have the application heard at a subsequent meeting, or if you are not planning to move forward with this Certificate of Appropriateness application, and wish to withdraw, we will need the applicant (Duval Master Construction) or property owner to send an email stating that.

Thank you,

Julie Courtney

Historic Preservation Officer

Planning & Building Department

E jcourtney@citystaug.com | P 904.209.4283 | W www.CityStAug.com



City of St. Augustine

P.O. Box 210

St. Augustine, FL 32085



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December 14, 2022

Duval Master Construction
2018 James St
Jacksonville, FL 32207

cc: 26 Toques Pl, LLC

Re: Certificate of Appropriateness – 26 Toques Place – HP2022-0083

Dear Duval Master Construction,

On December 14, 2022, the Historic Architectural Review Board (HARB) met and discussed your application to construct a remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding.

Specifically, based upon evidence presented, the HARB **CONTINUED your application to the January 19, 2023** meeting as described in the attached copy of the executed Order.

All additional materials for the continued item must be submitted to the Planning and Building Department 10 days before the meeting, to be received by January 9, 2023.

Should you have questions regarding this matter, please contact the Planning and Building Department at (904) 825-1065.

Sincerely,

Amy McClure Skinner, AICP
Director, Planning & Building

cc: John P. Regan, City Manager
Isabelle Lopez, City Attorney
Darlene Galambos, City Clerk
BDAC File

BEFORE THE
HISTORIC ARCHITECTURAL REVIEW BOARD FOR THE
CITY OF ST. AUGUSTINE, FLORIDA

TYPE OF REQUEST:

☒ Certificate of Appropriateness
☐ Certificate of Demolition
☐ Certificate of Relocation
☐ Certificate of Appropriateness for
Preservation Approach for Ad Valorem Tax
Exemption

☐ Certificate of Completeness and
Recommendation for Historic Property Tax
Exemption
☐ Opinion of Appropriateness

IN THE MATTER OF:

Case No.: HP2022-0083
Applicant: Duval Master Construction
Owner: 26 Toques Pl, LLC
Address: 26 Toques Place
Parcel Number: 1966600070

RE: Certificate of Appropriateness, pursuant to Section 28-89, City of St. Augustine Code, to remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON DECEMBER 14, 2022, AND BASED ON THE TESTIMONY AND EVIDENCE, THE BOARD HAS DETERMINED AS FOLLOWS:

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

1. Applicant is the legal owner, occupant, and/or representative of the owner/occupant of the subject property and duly submitted an application with the owner's knowledge, and was duly notified of the hearing, in accordance with Chapter 28 of the Code of the City of St. Augustine. The applicant or representative ☒ was present at the December 14, 2022, Historic Architectural Review Board meeting and testified under oath, or ☐ was not present.
2. A public hearing was held, with notice given as required by law, and ☐ members of the public testified under oath, or ☒ no members of the public spoke on this issue.
3. The subject property has a zoning classification of HP-3.
4. The above-described Certificate of Appropriateness is subject to Section 28-89 of the Code of the City of St. Augustine.

ORDER:

Based upon the evidence presented, the Historic Architectural Review Board determined that the requested action **MEETS / DOES NOT MEET** the requirements of Section 28-89, City of St. Augustine Code, and **APPROVES / DENIES / CONTINUES** the Applicant's request to remove an existing ADA ramp, install a new porch railing to match the existing, and repair and/or replace existing wood windows and wood siding.

Subject to the following conditions:

- Continued to Jan 19th 2023 meeting
- _____
- _____
- _____
- _____
- _____
- _____

DONE AND ORDERED, at a public hearing on the 14 day of December, A.D., 2022, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. HP2022-0083

REQUEST APPROVED / DENIED / **CONTINUED**

Catherine Duncan
Sign Name

Catherine Duncan
Print Name
HISTORIC ARCHITECTURAL REVIEW BOARD
CITY OF ST. AUGUSTINE, FLORIDA

STATE OF FLORIDA, COUNTY OF ST. JOHNS

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, Catherine Duncan, by means of ☒ physical presence or ☐ online notarization, who is personally known to me and who is the person described in and who executed the foregoing instrument and acknowledged before me that he executed the same for the purposes therein expressed.

Witness my hand and official seal, this 14th day of December, A.D., 2022.



Elyse Wiemann
Notary Public, State of Florida

CITY OF ST. AUGUSTINE
HISTORIC ARCHITECTURAL REVIEW BOARD APPLICATION



☐ OPINION ☒ CERTIFICATE OF APPROPRIATENESS



\$50.00	Alterations to single family home, site work, and site feature
\$150.00	Construction of new single family home, major alterations, ad valorem tax exemption
\$100.00	Alterations to all other buildings, site work, or features except single family home
\$200.00	New construction except single family home

BDAC Project No. **HP2022-0083**

Receipt No. **2510436**

Meeting Date: **December 14, 2022**

Advertising Costs \$

Postage \$

Paid on

Receipt No.

1. NAME OF APPLICANT Heath Thomas
Business (if applicable) Duval Master Construction
Address 2018 James st
City _____ State _____ Zip Code 32207
Daytime telephone 904-930-2153 E-mail Address duvalmasterconstruction@gmail.com
The above contact information will be used for correspondence. Please ensure this information is accurate.
2. NAME OF PROPERTY OWNER 26 Toques PI LLC
Business (if applicable) _____
Address 9310 OLD KINGS RD S SUITE 1702
City Jacksonville State FL Zip Code 32257
Daytime telephone (required) 610-207-5993 E-mail address dalestoudt@gmail.com
3. PROJECT STREET ADDRESS 26 Toques PI, Saint Augustine FL 32084.
4. LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision City of St Augustine Parcel 1966600070
5. EXISTING USE _____ PROPOSED USE _____
6. PROPOSED PROJECT WORK

A. DEMOLITION (If historic architectural features will be permanently removed a Certificate of Demolition is required and must be heard simultaneous with this application) ☐ YES ☒ NO

B. REHABILITATION (check repair or replace and provide a description on the line provided)

REPAIR REPLACE

- | | | |
|-------------------------------------|--------------------------|--|
| ☒ | ☐ | Roof <u>Roof Repair</u> |
| ☐ | ☐ | Roof structures (dormers, chimneys, etc.) |
| ☒ | ☐ | Exterior finishes (stucco, masonry, siding) <small>Repair small areas where the original siding was rotten with a new siding that looks like the historical one.</small> |
| ☒ | ☐ | Porch/Deck/Balcony <u>Removal of handicap ramp and install railing</u> |
| ☐ | ☐ | Awning/Canopy |
| ☐ | ☐ | Exterior Doors |
| ☐ | ☐ | Windows <u>Repair windows mainting the historic aspect, 21 windows</u> |
| ☐ | ☐ | Shutters |
| ☐ | ☐ | Foundation (including infill) |
| ☐ | ☐ | Exterior lighting & other appurtenances |
| ☐ | ☐ | Existing fences, walls & gates |
| ☐ | ☐ | Existing parking, walkways & other site features |

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C. NEW CONSTRUCTION (check and specify all work items that apply)

- ☐ New building _____
- ☐ New addition _____
- ☐ New roof structures (dormers, chimneys, etc.) _____
- ☐ New porch/deck/balcony _____
- ☐ New awning/canopy _____
- ☐ New entrances _____
- ☐ New window opening/sashes _____
- ☐ New exterior lighting _____
- ☐ New fence/wall/gate _____
- ☐ New parking/walkways/other site features _____
- ☐ Exterior utility service/mechanical equipment _____

D. PAINT COLORS (check one)

- ☐ Scheme with pre-approved paint colors (exterior colors available upon request)
- ☐ Custom color scheme (provide color samples & building elevations showing color placement)
- ☐ No painting associated with proposed project

7. OVERALL PROJECT DESCRIPTION (attach additional pages if necessary)

REPAIR ROOF WINDOWS SIDING

Refurbishment and repair of wood windows.
Repair and replace wood exterior siding as needed.
Removal of handicap ramp at north side of building
and install railing at end of front porch to match existing
railing.

8. AGREEMENT

If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of the property owner.

In filling out this application, I understand that it becomes part of the Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

I further understand that if this application is for an Opinion of Appropriateness, I must still obtain a Certificate of Appropriateness before project work can begin. If this application is for a Certificate of Appropriateness and it is approved, I am required to obtain other development approvals, archaeological review, and a building permit as necessary prior to starting project work. Once a hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. Subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling any hearing will also be assessed to the applicant.

PRINT APPLICANT'S NAME

Edward Hank Thomas

SIGNATURE OF APPLICANT

[Signature]

DATE

PRINT OWNER'S NAME

Theresa Hayden

SIGNATURE OF OWNER

[Signature]

DATE

11/16/22

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

HP2022-0083
26 Toques Place

Application Sufficiency Review

COMPLETENESS REVIEW CHECKLIST

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: http://www.staugustinegovernment.com/your_government/documents/AGHP2.pdf

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below items depending on the scope and scale of the project and as referenced in the "Plan Requirements" section in the *Architectural Guidelines for Historic Preservation*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.

INITIAL CONFIRMING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

*The below is a list of requirements based upon the scope of work. To be completed by planning staff

OK	Need	N/A	
☐	☐	☐	ROOFS AND ROOFING (sheathing, framing, chimneys, dormers, cupola, parapet, cornice, eave, bracket, drainage system, etc.)
☐	☒	☐	☒ Photographs of existing roof and affected features
☐	☐	☐	☐ Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture
☐	☐	☐	☐ Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☐	☐ Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)
☐	☐	☐	EXTERIOR FINISHES (wood siding and decorative features, masonry surfaces and features, stucco)
☐	☒	☐	☐ Photographs of existing surface or feature including close-up and full building perspective
☐	☒	☐	☐ Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
☐	☒	☐	☐ Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
☐	☐	☒	☒ Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture
☐	☐	☐	PORCHES, DECKS, BALCONIES (including loggias/colonnades, porch enclosures, associated decorative features)
☐	☒	☐	☐ Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
☐	☒	☐	☐ Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
☐	☒	☐	☐ Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
☐	☒	☐	☐ Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
☐	☒	☐	☐ Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☐	AWNING/CANOPY
☐	☐	☒	☒ Photographs of existing awning/canopy or location of proposed awning/canopy
☐	☐	☒	☒ Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
☐	☐	☒	☒ Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A typical elevation can be used if all awning/canopies are exactly the same and have the same impact to the façade
☐	☐	☒	☒ Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
☐	☐	☒	☒ Documentation of justification for changing the existing awning/canopy and the extent of the affected area
☐	☐	☐	EXTERIOR DOORS (door openings, doors, screen doors, trim and details such as transoms, sidelights, hoods, hardware)
☐	☐	☒	☒ Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☒	☒ Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☒	☒ For new openings, a scaled wall section
☐	☐	☒	☒ Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☒	☒ Documentation of justification for changing the existing door(s) and the extent of the affected area

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CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| ☐ | ☒ | ☐ | For new openings: a scaled wall section with proposed window |
| ☐ | ☒ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☒ | ☐ | Scaled elevation of existing and proposed window, a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☒ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☒ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☒ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☒ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☒ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| ☐ | ☒ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☒ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☒ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|---|
| ☐ | ☒ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☒ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☒ | ☐ | Detail of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☒ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|--------------------------|-------------------------------------|--------------------------|--|
| ☐ | ☒ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☒ | ☐ | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☒ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☒ | ☐ | Scaled landscape plan |
| ☐ | ☒ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☒ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☒ | ☐ | Wall section |
| ☐ | ☒ | ☐ | Refer to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☒ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☒ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☒ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

[See E-mail for additional comments.](#)

Project number HP2022-0083 Project Address 26 Toques Place
Reviewed by Candice Seymour Date 11/23/2022

HARB APPLICATION FEE SCHEDULE

Historic Architectural Review Board fees are set by Resolution 2021-38 as follows:

Description of Work	Fee Amount
Certificate/Opinion of Appropriateness: Alteration to single-family home, site work, and site feature (does not increase area of structures)	\$50.00 + ads
Certificate/Opinion of Appropriateness: Construction of a new single-family home, major alterations, ad valorem tax exemption	\$150.00 + ads
Certificate/Opinion of Appropriateness: Alterations to non-single-family buildings, site-work, or features (does not increase area of structures)	\$100.00 + ads
Certificate/Opinion of Appropriateness: New construction of non-single-family structures	\$200.00 + ads
Appeal of staff determination	
Certificate of Demolition: Partial	\$150 + ads & notices
Certificate of Demolition: Full	\$300 + ads & notices

"Note: The cost of newspaper advertisement and all notices to surrounding property owners will be assessed by the city, paid by the city and reimbursed by the applicant. All advertising costs must be paid prior to issuance of a development permit.

The applicant shall reimburse the City the mailing cost for all notices and for any subsequent hearings requiring re-notice as a result of the applicant postponing or re-scheduling of any hearing."

If a Credit Card Authorization Form is used for the payment of fees, the City will maintain the form and automatically charge additional advertising and noticing fees, once determined, to the credit-card account submitted.

By signing below, I acknowledge responsibility for both the initial application fee and any subsequent costs associated with legal advertising and/or noticing and understand that permits associated with my application may not be issued until such fees are paid.

I authorize the Planning and Building Department to maintain my payment information until a final cost for advertising and/or noticing is determined and charged. If a payment method other than Credit Card Authorization Form is used, I understand that I will be sent an invoice for the costs of advertising/noticing which must be paid prior to the issuance of any development permit related to my application. I am aware that I can request a copy of these fees and my receipt from Building Department Staff.

Project Address: 26 Toques Pl, Saint Augustine, FL 32084

Applicant's Name: Edward Hawk Thom Applicant's Signature: [Signature]

Owner's Name: Hunter Hayden Owner's Signature: [Signature]

Meredith H. Randolph

From: Dixie Johnson <duvalmasterconstruction@gmail.com>
Sent: Friday, November 18, 2022 2:05 PM
To: Meredith H. Randolph
Subject: Re: COA Application Revised

Good afternoon,

Here is what the text says:

Repair small areas where the original siding was rotten with a new siding that looks like the historical one.

Thank you. Best Regards.

On Fri, Nov 18, 2022 at 1:41 PM Meredith H. Randolph <mrandolph@citystaug.com> wrote:

Good afternoon,

We received your original email with the application as well as the revised version. Could you please let us know what the text under "Exterior Finishes" says? The font is very small and the picture was too blurry to make out the words.

Thank you,

Meredith Randolph

Planning & Building Clerk

E: mrandolph@citystaug.com | P: 904.209.4325 | W: www.CityStAug.com



City of St. Augustine
P.O. Box 210

St. Augustine, FL 32085



Please Note: Florida has a very broad Public Records Law. Unless specifically exempt by state law, written communications to city officials or staff regarding official city business are public records available to the public and media upon request. If your email communication is related to official government business, it may therefore be subject to public disclosure.

Apply for Exemptions

Apply for Exemptions

Sales Questionnaire Form

If you are a new owner of this property, please click here to submit a Sales Questionnaire

Sales Questionnaire

2022 TRIM Notice

2022 TRIM Notice (PDF)

Summary

Clicking Image Opens Cyclomedia Viewer In a New Tab

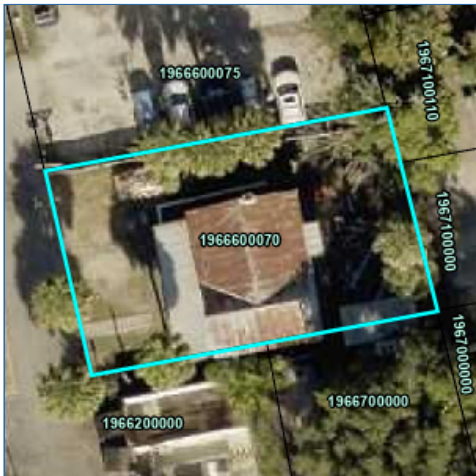


Parcel ID	1966600070
Location Address	26 TOQUES PL SAINT AUGUSTINE 32084-0000
Neighborhood	Restaurants Stand Alone Historic (COM) (610.02)
Tax Description*	CITY OF ST AUGUSTINE BLK 8 S55 FT OF LOT 7 OR5368/1794 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Restaurants & Cafeterias (Owner Occupied) (2105)
Subdivision	City of St Augustine
Sec/Twp/Rng	18-7-30
District	City of St Augustine (District 452)
Millage Rate	18.9763
Acreage	0.110
Homestead	N

Owner Information

Owner Name	26 Toques Place LLC 100%
Mailing Address	9310 OLD KINGS RD S SUITE 1702 JACKSONVILLE, FL 32257-0000

Map



Valuation Information

	2023
Building Value	\$86,359
Extra Features Value	\$977
Total Land Value	\$254,650
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$341,986
Total Deferred	\$0
Assessed Value	\$341,986
Total Exemptions	\$0
Taxable Value	\$341,986

Values listed are from our working tax roll and are subject to change.

Historical Assessment Information

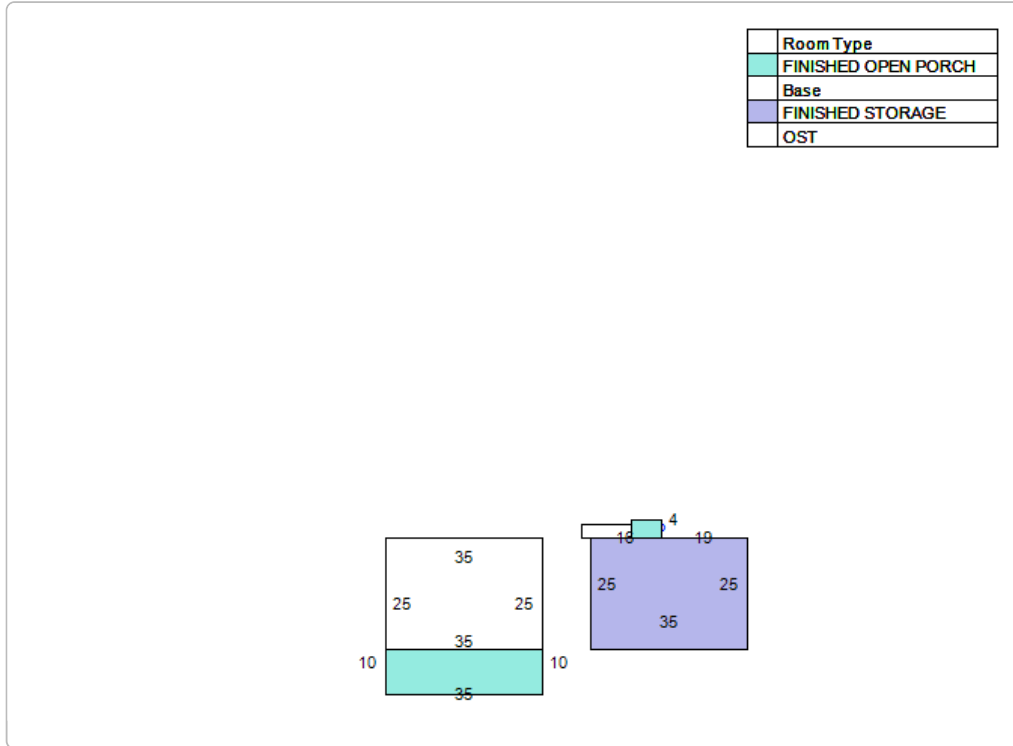
Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2022	\$75,936	\$2,631	\$254,650	\$0	\$0	\$333,217	\$333,217	\$0	\$333,217
2021	\$104,594	\$2,631	\$173,880	\$0	\$0	\$281,105	\$281,105	\$0	\$281,105
2020	\$107,540	\$2,631	\$173,880	\$0	\$0	\$284,051	\$284,051	\$0	\$284,051
2019	\$106,625	\$2,631	\$173,880	\$0	\$0	\$283,136	\$274,569	\$8,567	\$274,569
2018	\$103,344	\$2,631	\$149,730	\$0	\$0	\$255,705	\$249,608	\$6,097	\$249,608
2017	\$149,403	\$2,631	\$149,730	\$0	\$0	\$256,600	\$226,916	\$29,684	\$226,916
2016	\$110,328	\$2,631	\$135,240	\$0	\$0	\$248,199	\$206,287	\$41,912	\$206,287
2015	\$62,131	\$1,031	\$124,372	\$0	\$0	\$187,534	\$187,534	\$0	\$187,534
2014	\$60,683	\$1,239	\$124,372	\$0	\$0	\$186,294	\$186,294	\$50,500	\$135,794
2013	\$62,890	\$1,448	\$124,372	\$0	\$0	\$188,710	\$188,710	\$50,500	\$138,210
2012	\$65,096	\$1,657	\$127,463	\$0	\$0	\$194,216	\$194,216	\$50,500	\$143,716
2011	\$66,200	\$1,659	\$142,313	\$0	\$0	\$210,172	\$210,172	\$50,500	\$159,672
2010	\$68,406	\$1,868	\$158,400	\$0	\$0	\$228,674	\$228,674	\$50,500	\$178,174

Building Information

Building	1	Roof Cover	Metal
Year Built	1925	Roof Structure	Gable Hip
Actual Area	2161	Interior Flooring	Carpet, Hardwood
Conditioned Area	875	Interior Wall	Drywall
Use	Restaurants & Cafeterias	Heating Type	Air Duct
Style	04	Air Conditioning	Central
Class	N	Bedrooms	0
Exterior Wall	Wood	Baths	

Description	Square Footage
OUTSIDE STAIRS	33
FINISHED STORAGE	875
BASE AREA	875
FINISHED OPEN PORCH	350
FINISHED OPEN PORCH	28
Total SqFt	2161

Sketch Information



Extra Feature Information

Code Description	Status	Value
Wood Fence - 6' and Above (COM)		350
Handicap Ramp (COM)		627

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Restaurants & Cafeterias	0	0	4630	SF	\$254,650

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
9/14/2021	9/10/2021	\$400,000.00	WARRANTY DEED	5368	1794	Q	I	OASIS EQUITY HOLDINGS LLC ET AL	26 TOQUES PLACE LLC
8/4/2020	7/31/2020	\$325,600.00	WARRANTY DEED	5006	1391	Q	I	BARTHEL PATRICIA	OASIS EQUITY HOLDINGS LLC ET AL
	7/28/1999	\$270,000.00	WARRANTY DEED	1430	357	Q	I	DUCY PATRICIA C	BARTHEL PATRICIA
	10/4/1994	\$135,000.00	WARRANTY DEED	1076	1537	Q	I	CERAME EMIL J,THERSA	DUCY PATRICIA C
	3/29/1994	\$100.00	QUIT CLAIM DEED	1056	1392	U	I	PACKETT ENTERPRISES CORP	CERAME EMIL J,THERSA
	4/17/1993	\$125,000.00	WARRANTY DEED	988	26	Q	I	HIGHLANDER PROPERTY ENTRPRS CO RP NV	PACKETT ENTERPRISES CORP
	7/1/1985	\$105,000.00		677	1298	Q	I		HIGHLANDER PROPERTY ENTRPRS CO RP NV
	9/1/1982	\$75,000.00		555	194	U	I		

No data available for the following modules: Exemption Information.

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

Last Data Upload: 11/22/2022, 1:31:39 AM

Developed by
 Schneider
 GEOSPATIAL

Version 2.3.232

Prepared under the direction of and return to:

Ian McKillop
McKillop Law Firm, PL
7563 Philips Highway
Building 500
Jacksonville, FL 32256
File Number: 21-1822
Consideration: \$400,000.00

WARRANTY DEED

This Warranty Deed made this 10th day of September, 2021 between **Oasis Equity Holdings, LLC, a Florida Limited Liability Company and Hawk LLC, a Florida Limited Liability Company**, whose post office address is 9310 Old Kings Road South, Unit 1702, Jacksonville, FL 32257 (whether singular or plural, "Grantor"), and **26 Toques Place LLC, a Florida Limited Liability Company**, whose post office address is 9310 Old Kings Road South, Unit 1702, Jacksonville, FL 32257 (whether singular or plural, "Grantee"):

(Whenever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts, and trustees)

WITNESSETH, that Grantor, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in St. Johns, FL, (the "Property"):

The South one-half of Lot 7, Block 8, City of St. Augustine, Florida, being more fully described as follows:

From the Point of Beginning at an iron pipe marking the Southwest corner of said Lot 7, run North 78 degrees 28 minutes East 87.94 feet to an iron pipe marking the Southeast corner of said Lot 7; thence North 9 degrees 59 minutes 29 seconds West along the East line of said Lot 7, 54.66 feet to an iron pipe; thence South 79 degrees 05 minutes 39 seconds West 87.32 feet to an iron pipe on the West line of said Lot 7, thence South 9 degrees 22 minutes East along said West line of Lot 7, 55.63 feet to the Point of Beginning.

RE#: 196660-0070

Address: 26 Toques Place, St. Augustine, FL 32084

Together with all the tenements, hereditaments and appurtenances thereto belonging or in otherwise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever. And Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple, that Grantor has good right and lawful authority to sell and convey said land, that Grantor hereby fully warrants the title to the Property and will defend the same against the lawful claims of all persons whomsoever, and that the Property is free of all encumbrances except taxes for 20____ and subsequent years and covenants, restrictions, easement and reservations of record, if any, without the intention of creating or reimposing same.

This Property is not the constitutional homestead of the Grantor.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Witness Signature: [Signature]

Witness Name: Ian McKillop

Witness Signature: [Signature]

Witness Name: Melinda Riley

Oasis Equity Holdings, LLC, a Florida Limited Liability Company

By: [Signature]
Hunter Hayden, Manager

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10 day of September, 2021, by **Hunter Hayden, Manager of Oasis Equity Holdings, LLC, a Florida Limited Liability Company.**

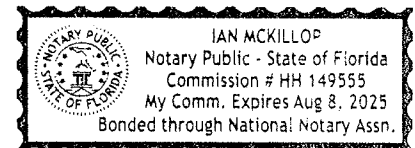
[Signature]
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally Known: _____ OR Produced Identification: X

Type of Identification

Produced: driver license



Witness Signature: Luis ArrizurietaWitness Name: Luis ArrizurietaWitness Signature: Danaisy RomanWitness Name: Danaisy Roman

Hawk LLC, a Florida Limited Liability Company

By: Carl J. Hawk
Carl J. Hawk, ManagerSTATE OF ~~FLORIDA~~ Texas
COUNTY OF ~~DUVAL~~ Fort Bend

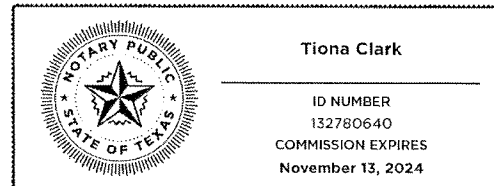
The foregoing instrument was acknowledged before me by means of () physical presence or (✓) online notarization this 9th day of September, 2021, by **Carl J. Hawk, Manager of Hawk LLC, a Florida Limited Liability Company.**

Tiona Clark
Signature of Notary Public

Print, Type/Stamp Name of Notary Tiona Clark

Personally Known: _____ OR Produced Identification: ☒

Type of Identification

Produced: DRIVER LICENSE

Notarized online using audio-video communication



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation

DUVAL MASTER CONSTRUCTION INC

Filing Information

Document Number P19000001385

FEI/EIN Number 82-2953456

Date Filed 01/02/2019

Effective Date 01/02/2019

State FL

Status ACTIVE

Last Event AMENDMENT

Event Date Filed 11/30/2021

Event Effective Date NONE

Principal Address

2018 JAMES ST
JACKSONVILLE, FL 32207

Changed: 04/27/2022

Mailing Address

2106 WILSON AVE
JACKSONVILLE 32207 UN

Changed: 04/27/2022

Registered Agent Name & Address

TAXSMART ACCOUNTING SERVICES LLC
6653 POWERS AVE
STE 136
JACKSONVILLE, FL 32207

Officer/Director Detail

Name & Address

Title VP

JOHNSON, DIXIE Y
2106 WILSON AVE
JACKSONVILLE, FL 32207

Title P

GOMEZ, DEYBY H
2106 WILSON AVE
JACKSONVILLE, FL 32207

Title D

THOMAS, EDWARD HEATH
100 GLORIETA DR
ST. AUGUSTINE, FL 32095

Annual Reports

Report Year	Filed Date
2020	04/08/2020
2021	04/01/2021
2022	04/27/2022

Document Images

04/27/2022 -- ANNUAL REPORT	View image in PDF format
11/30/2021 -- Amendment	View image in PDF format
04/01/2021 -- ANNUAL REPORT	View image in PDF format
04/08/2020 -- ANNUAL REPORT	View image in PDF format
01/02/2019 -- Domestic Profit	View image in PDF format



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Detail by Entity Name

Florida Limited Liability Company
26 TOQUES PLACE LLC

Filing Information

Document Number L21000380014
FEI/EIN Number N/A
Date Filed 08/24/2021
Effective Date 09/01/2021
State FL
Status ACTIVE

Principal Address

9310 OLD KINGS ROAD SOUTH
#1703
JACKSONVILLE, FL 32257

Changed: 12/11/2021

Mailing Address

9310 OLD KINGS ROAD SOUTH
#1703
JACKSONVILLE, FL 32257

Changed: 12/11/2021

Registered Agent Name & Address

MCKILLOP LAW FIRM
7563 PHILIPS HIGHWAY, BUILDING 500
500
JACKSONVILLE, FL 32256

Authorized Person(s) Detail

Name & Address

Title MGR

HAYDEN, HUNTER
9310 OLD KINGS ROAD SOUTH #1702
JACKSONVILLE, FL 32257

Title MGR

HAWK, CARL
9310 OLD KINGS ROAD SOUTH #1702
JACKSONVILLE, FL 32256

Annual Reports

Report Year	Filed Date
2022	03/31/2022

Document Images

03/31/2022 -- ANNUAL REPORT	View image in PDF format
08/24/2021 -- Florida Limited Liability	View image in PDF format

Candice Seymour

From: allen register <allen.gracecontractingllc@gmail.com>
Sent: Tuesday, January 10, 2023 9:54 AM
To: Candice Seymour
Subject: Re: 28 W. Castillo Drive HARB applications

Yes ma'am I suppose with the holidays the architectural firm that we hired on to handle this with us just didn't have the time to meet the deadline for this meeting.

Therefore it would ge in everyone's best interest to push this to next months agenda

I hope it won't be any inconvenience for the board, you, or your team by extending this till next month, but it seems like this would be the most logical way to proceed

Please let me know if there's anything Russ I need to do for this requested extension

Thanks!

Allen

On Tue, Jan 10, 2023 at 8:34 AM Candice Seymour <cseymour@citystaug.com> wrote:

Hi Allen,

The [28 W. Castillo Drive](#) applications are on the agenda for this Friday's Development Review Committee meeting. Since the comments from that meeting won't be available until after the additional materials deadline (which was yesterday) I had recommended that you request a continuance to February to allow your new architect time to respond to all comments in the updated plans.

To accomplish this, I need you, as the applicant, to confirm that you wish to continue the applications. Since I did not receive any new material for HARB as of yesterday afternoon, I would highly recommend requesting the continuance since the Board is not likely to accept new information at the meeting.

Let me know what you would like to do ASAP. The meeting packets will be distributed on Thursday, so I need to know by Wednesday at the latest so we can update the agenda.

Thank you,

Candice Seymour

Historic Preservation Planner

City of St. Augustine

cseymour@citystaug.com

904-209-4326



Please Note: Florida has a very broad Public Records Law. Unless specifically exempt by state law, written communications to city officials or staff regarding official city business are public records available to the public and media upon request. If your email communication is related to official government business, it may therefore be subject to public disclosure.

--

Allen Register
Grace Contracting, LLC
Sales Consultant
(904) 814-9606

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Historic Preservation Planner

City of St. Augustine

cseymour@citystaug.com

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--

Allen Register
Grace Contracting, LLC
Sales Consultant
(904) 814-9606

CITY OF ST AUGUSTINE

MEMORANDUM

To: Historic Architectural Review Board

Date: January 19, 2023

Re: Planning and Building Permits – Historic Preservation Districts

During the month of December 2022, the Planning and Building Department issued the following permits for projects meeting pre-approved guidelines and/or HARB approved plans.

REPAIR, MAINTENANCE AND NEW CONSTRUCTION

24 Cathedral Place (Upgrade Wireless Antenna & Equipment Cabinet)

259 St George Street (New fixtures 4x toilets, 4 x lavs & faucets, replace part of sewer drain line)

3 Cordova Street (30310-R2 replace shingle section - Dual Grey color)

317 ½ St George Street (Replace aged & water damaged wood on deck and stairs & Bring railing up to code)

40 Charlotte Street (Pulling new service cable only to both meters on site)

61 Spanish Street (Installing Additional Fire Alarm Equipment into Existing FA System)

62 Cuna Street (Wiring for infrared heaters)

62 Spanish Street (REVISION (2): Change exterior walls of the detached building that are exposed to the adjacent property line & neighboring building to a 2-hour-fire-resistance rating as detailed in attached report by Neptune Fire. / REVISION (1): Add elevator & shaft, add column for opening & bar joist for second set of stairs, Modify electrical for elevator as needed. / Construct New Commercial Building)

70 Cuna Street (HVAC Change Out - new unit will be behind fence and not visible from any street)

70 Hypolita Street (Replace an existing grease trap GB 500 TANK)

99 Orange Street (11141.35, 11141.27 Replacing 9 windows, size for size within the openings)

DEMOLITION

115 Arricola Avenue (Demolition as per HARB order)

21 Hypolita Street (Selective demolition of existing restaurant equipment and fixtures, selective demolition of floor covering and floor sheathing in areas of suspected water damage (Non-structural, no outside work); Provide photos interior of building before interior demolition begins, and during the process of floor covering & sheathing removal for historic preservation purposes)

SIGNS

12 Cathedral Place (Peace Love & Little Donuts: 1 new bracket sign 24"x36" 6 sf on existing bracket; using wood material, gold leaf letters, pre-approved fonts and colors. Sign must provide 8ft clearance)

Meredith Randolph

Meredith Randolph, Planning and Building Clerk



For the January 19, 2023 HARB Meeting

RE: Other Business Item (10a): Continued discussion regarding application requirements

In continuation of our discussion from the November 17 and December 14, 2022 HARB meetings, please find examples of other local review board application requirements attached. Some of the attachments were shared by HARB members as examples and contain language that could be used to create a standard for complete applications and advise applicants of the procedures staff will follow if a complete application is or is not received. As we consider what supporting documents should be required for a complete HARB application, your feedback is important.

The following documents have been included in the HARB packets in order for you to review in advance of our continued discussion:

- Page 2-3: COSA's Certificate of Appropriateness application sufficiency checklist that staff completes upon the initial review of the application and is returned to the applicant to address with followup information
- Page 3, 4: COSA's Certificate of Demolition/Relocation application list of required documents and application requirements
- City of Jacksonville's Planning & Building Department - Historic Preservation Section's
 - Page 6-7: Required Attachments Applicant Checklist
 - Page 8-9: Example of application language included in "Application Certification" section of document accessible through their application portal
- Page 10-16: A local Architectural Review Board (Pelican Reef) application listing required documents
 - see Exterior Colors and Materials sheet labeled as Page 37 (page 16 of packet)
- Savannah (Georgia's) Historic District Board of Review (administered by the Historic Preservation Department for the Chatham County-Savannah Metropolitan Planning Commission)

Examples of Board Review Checklists for Certificate of Appropriateness Application related to:

- Page 17-18: Rehab and Alterations
- Page 19-20: Additions
- Page 21-22: Demolitions and Relocations
- Page 23-24: Webpage listing other applications with links to Applications, Instructions, and Forms that outlines other linked checklists or documents

Please feel free to mark items that you feel are important requirements for a complete HARB application or make notes of other documents or standards you are aware of or feel that would be helpful in your review. Thank you for your time, consideration, and your feedback related to this discussion item and the attached material.

Sincerely,
Julie Courtney
Historic Preservation Officer

A Certificate or Opinion of Appropriateness application and related plans shall be submitted for review and approval by the Historic Architectural Review Board for exterior alterations and new construction associated with any building in designated historic preservation zoning districts (HP-1 through HP-5). In addition, a Certificate of Appropriateness shall be required for any proposed work on buildings immediately adjacent and in view of historic preservation zoning districts HP-1, HP-2, and HP-3. All proposed work items shall be reviewed for consistency and compliance with the 2011 edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. Copies of this document are available for a fee upon request and on the website at: http://www.staugustinegovernment.com/your_government/documents/AGHP2.pdf

Relevant information necessary for Certificate or Opinion of Appropriateness review shall include but not be limited to the below items depending on the scope and scale of the project and as referenced in the “Plan Requirements” section in the *Architectural Guidelines for Historic Preservation*. The minimum application requirements for each scope of work are indicated below. Discuss the project with Planning Staff if the project is unique and needs to be addressed in a different manner. Applications must be sufficiently complete at the time of submittal or will be advertised as incomplete and may be delayed. Minor details may be submitted up to 10 days before the meeting to the Planning and Building Department and HARB will determine if additional materials may be presented at the meeting.

The below is a list of requirements based upon the scope of work. *To be completed by planning staff*

OK	Need	N/A
☐	☐	☐ Photographs of existing roof and affected features
☐	☐	☐ Brochure or sample of proposed roof surface including applicable colors, patterns, material, texture
☐	☐	☐ Documentation of justification for changing roof and/or roof feature and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application.
☐	☐	☐ Scaled drawing of existing and proposed conditions if roof or roof feature will change its shape, scale, size, profile, pattern (not necessary for roof sheathing changes only)

OK	Need	N/A
☐	☐	☐ Photographs of existing surface or feature including close-up and full building perspective
☐	☐	☐ Brochure or sample of proposed finish including applicable colors, patterns, material, texture, dimensions of reveals, mortar width/color as applicable
☐	☐	☐ Documentation of justification for changing the siding, finish, or feature and the extent of the affected area
☐	☐	☐ Scaled drawing of existing and proposed conditions if full replacement material is proposed which will change the appearance of the building through its shape, scale, size, profile, pattern, and/or texture

OK	Need	N/A	
☐	☐	☐	Photographs of existing porch/deck/balcony or location of proposed porch/deck/balcony
☐	☐	☐	Scaled site plan showing the building and existing or proposed porch/deck/balcony and property lines if applicable
☐	☐	☐	Scaled elevation(s) showing the building and existing or proposed porch/deck/balcony
☐	☐	☐	Scaled detail of existing or proposed porch/deck/balcony showing material, construction detail, finish details
☐	☐	☐	Documentation of justification for changing the existing porch/deck/balcony and the extent of the affected area.

Permanent removal of major historic architectural features requires partial demolition application.

OK	Need	N/A	
☐	☐	☐	Photographs of existing awning/canopy or location of proposed awning/canopy
☐	☐	☐	Scaled site plan showing the building and existing or proposed awning/canopy location and property lines if applicable
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed awning/canopy. A 'typical' elevation can be used if all awning/canopies are exactly the same and have the same impact to the facade
☐	☐	☐	Scaled detail of existing or proposed awning/canopy showing shape, placement, color, and construction details to include supporting structure, framing, hardware, and anchors/attachment details
☐	☐	☐	Documentation of justification for changing the existing awning/canopy and the extent of the affected area

OK	Need	N/A	
☐	☐	☐	Photographs of existing door(s) or location of proposed new door opening(s)
☐	☐	☐	Scaled elevation(s) showing the building façade and existing or proposed door (not necessary for just replacement door in existing door opening)
☐	☐	☐	For new openings, a scaled wall section
☐	☐	☐	Brochure, sample, or scaled drawing of proposed door(s) including material, all dimensions, finish, glazing, and hardware
☐	☐	☐	Documentation of justification for changing the existing door(s) and the extent of the affected area.

CONTINUED

The below is a list of requirements based upon the scope of work. (To be completed by planning staff)

WINDOWS (windows, shutters, and other associated features)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected window(s) or location(s) of proposed new window opening(s) |
| ☐ | ☐ | ☐ | For new openings, a scaled wall section with proposed window |
| ☐ | ☐ | ☐ | Brochure or sample showing the material, window type, all dimensions and profiles, finish, glazing, and hardware |
| ☐ | ☐ | ☐ | Scaled elevation of existing and proposed window; a "typical" elevation can be used if multiple windows are affected as long as the existing and proposed conditions are identical at each location |
| ☐ | ☐ | ☐ | For replacing historic windows: a window evaluation including locations, condition of paint, condition of frame and sill, condition of sash (rails, stiles, muntins), glazing problems, hardware type and condition, overall condition assessment by qualified professional. |

FOUNDATION (replacement, infill, alteration including elevation)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of affected foundation in detail and in context of whole building and adjacent buildings |
| ☐ | ☐ | ☐ | Scaled site plan showing building footprint and extent of existing and proposed foundation wall/piers/slab or infill |
| ☐ | ☐ | ☐ | Material sample, scaled detail drawing, and/or brochure showing the proposed material(s), colors, finish, pattern, and construction details |
| ☐ | ☐ | ☐ | Documentation of justification for changing the existing foundation and the extent of the affected area. Permanent removal of major historic architectural features requires partial demolition application. |

EXTERIOR ELECTRICAL/MECHANICAL (light fixtures, vents, utilities, pool systems, vending)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing details and context of affected site area within view of the proposed project |
| ☐ | ☐ | ☐ | Brochure, sample, or scaled drawing showing the materials, light intensity and source, hardware, colors/finish |
| ☐ | ☐ | ☐ | For new equipment, scaled drawing showing proposed project with context site and/or building |

FENCES/WALLS/GATES

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed fence/wall/gate and detail photo of any existing fence/wall/gate |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed fence/wall (smaller projects may not require a scaled site plan like short extensions of existing fences/walls) |
| ☐ | ☐ | ☐ | Drawing of proposed fence/wall/gate showing material, finish, height, spacing distance, shapes, patterns, hardware, construction section |

PARKING, LANDSCAPE OR OTHER SITE FEATURE (plant materials, sidewalk, driveway, fountain, pool, ramp, trellis, well)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed feature and detail photo of any existing affected features |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line, building footprints, sidewalks, driveways and other major site features and proposed feature (smaller projects may not require a scaled site plan if limited to a small area) |
| ☐ | ☐ | ☐ | Details of proposed features including material, finish, height, spacing, shapes, patterns, hardware, construction details such as a section drawing |
| ☐ | ☐ | ☐ | Plant material list with identification, quantity, size at planting and maturity, spacing |

NEW CONSTRUCTION (accessory structure/outbuilding, garage, and other new buildings)

- | OK | Need | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| ☐ | ☐ | ☐ | Photographs of existing site area within view of proposed construction with context area |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and existing site features like buildings, sidewalks, driveways |
| ☐ | ☐ | ☐ | Scaled site plan showing the property line and proposed construction |
| ☐ | ☐ | ☐ | Scaled landscape plan |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing existing building(s) and major site features |
| ☐ | ☐ | ☐ | Scaled elevation drawings showing proposed building(s) and major site features |
| ☐ | ☐ | ☐ | Wall sections |
| ☐ | ☐ | ☐ | Refer to required details above for related roof, finishes, porches, doors, windows, foundation, electrical/mechanical |
| ☐ | ☐ | ☐ | Scaled elevation drawing (line drawing with minimal detail) showing the existing and proposed streetscape |
| ☐ | ☐ | ☐ | Scaled footprint diagram showing proposed building footprint(s) and surrounding existing building footprints |
| ☐ | ☐ | ☐ | Written summary describing existing and proposed conditions and project's consistency with zoning code |

❖ Other details necessary for review:

Project number: _____ Project Address: _____

Reviewed by: _____ Date: _____

9. FOR PARTIAL DEMOLITION PROJECTS ONLY

A. Indicate architectural features to be permanently removed (check all that apply):

HISTORIC	NOT HISTORIC	NOT SURE	
☐	☐	☐	Building addition
☐	☐	☐	Outbuilding/Accessory building
☐	☐	☐	Roof structures (dormers, chimneys, etc.) Specify: _____
☐	☐	☐	Porch/Deck/Balcony Specify: _____
☐	☐	☐	Exterior walls
☐	☐	☐	Exterior finishes (stucco, masonry, siding) Specify: _____
☐	☐	☐	Fenestration (arrangement of windows and doors)

B. Required submittals:

- ☐ Photographs and/or drawings of elevations and architectural features to be removed.
- ☐ Drawings of proposed improvements and replacement features as applicable.

10. FOR FULL DEMOLITION PROJECTS ONLYA. Required submittals for all full demolition projects:

- ☐ Photographs of existing conditions including façades of the building and interior features if applicable.
- ☐ Drawings of proposed replacement buildings and or features if applicable.

B. Required submittals for buildings designated as Local Landmarks, individually listed on the National Register of Historic Places, or a contributing building in a National Register Historic District:

- ☐ *Condition assessment report* - A report from an architect or structural engineer licensed in the State of Florida with demonstrated experience in historic restoration/rehabilitation as to the structural soundness of the building and its adaptability for continued use.
- ☐ *Proof of unreasonable or undue economic hardship* - the property owner may submit to the board any or all of the following information:
 - ☐ An estimate of the cost of the proposed construction, alteration, demolition, or removal.
 - ☐ The estimated market value of the property in its current condition and after completion of the proposed construction, alteration, demolition, or removal.
 - ☐ An estimate from an architect, developer, licensed contractor, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
 - ☐ The annual gross income from the property for the previous two (2) years; itemized operating and maintenance expenses for the previous two (2) years; and depreciation deduction and annual cash flow before and after debt service, if any.
 - ☐ The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years.
 - ☐ All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
 - ☐ Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years.
 - ☐ The assessed value of the property according to the two (2) most recent assessments;
 - ☐ The real estate taxes for the previous two (2) years.
 - ☐ The form of ownership or operation of the property, whether an individual, sole proprietorship, for profit or not-for-profit corporation, limited partnership, or joint venture.
 - ☐ Any other information deemed appropriate by the applicant as to how the property does not yield or may not yield a reasonable return to the property owner.

APPLICATIONS FOR CERTIFICATES OF DEMOLITION AND RELOCATION

The applicant shall submit a completed application on or before the monthly deadline in order for it to be placed on the following month's Historic Architectural Review Board (HARB) agenda. The board meets the third Thursday of each month unless otherwise scheduled. Failure to submit a substantially complete application may result in a continuance of the request.

In the event that the property owner is not a governmental agency; licensed business or company; incorporated organization; or an administered estate, all property owners of record must sign the application.

All Certificate of Demolition applications are reviewed by city staff for consistency and compliance with the 2011, 4th edition of the *Architectural Guidelines for Historic Preservation, City of Saint Augustine, Florida*. (Copies of this document are available for a fee upon request.) Guidelines include consideration of historic and architectural significance; uniqueness of the building; existing conditions; and potential for relocation.

Within zoning districts HP-1, HP-2 and HP-3, HARB may approve a Certificate of Appropriateness for a replacement structure before approving a Certificate of Demolition. These applications may be reviewed concurrently.

For buildings relocated within any historic preservation zoning district a Certificate of Appropriateness is required for the building's new location.

PUBLIC NOTICE REQUIREMENTS (costs to be assessed to the applicant)

Certificates of Demolition shall meet the following public notice requirements:

1. **Mailed notices** - The applicant shall notify not less than ten (10) days in advance of the date of public hearing, via the United States Postal Service, all adjacent property owners within 150 feet of the boundaries of the subject property. A list of owners is provided by the Planning & Building Department. The applicant shall produce evidence that the mailing was completed by the deadline.
2. **Legal ad** - The city shall publish a legal advertisement for the application in a newspaper of general circulation not less than ten (10) days prior to the public hearing.
3. **Signs** - The city shall post a sign on each street frontage of the property in full view of the public providing notification of the pending hearing not less than seven (7) days in advance of the meeting. The sign shall be maintained by the applicant until final determination has been made.

BOARD REVIEW

Members of HARB review each application at a public hearing where all interested parties have an opportunity to be heard and present evidence. It is the duty of board members to weigh the evidence and render a decision. The board may approve, approve with conditions, continue or deny an application. Conditions that may be stipulated for demolitions include architectural salvage, pre-approval for the design of any new construction, and/or archival documentation of the existing building. Also the board has the option to postpone any demolition for two, 12-month periods. The proposed demolition of any colonial building or designated local landmark requires additional review and approval by the city commission.

After receiving an approval from the HARB and satisfying any stipulated conditions, the applicant may submit a building permit application for demolition based on the approved HARB order of demolition which is effective on the 31st day following the date of the rendered order. Please note that city inspection of the property and a building permit is required before the actual demolition can begin. In certain areas of the city an archeological permit may also be required.

When construction of the new structure is delayed, the site must be cleared and sodded within thirty (30) days of the demolition or relocation. In historic preservation zoning districts (HP-1 through 5) the vacant property must be enclosed by a solid board fence at least 5 ½ feet high.

Required Attachments
Applicant checklist

Site Plan:

- The site plan shall be submitted either electronically, or on paper.
- The site plan shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- For an addition or accessory structure, the site plan shall show all property lines, and denote the old vs new construction.
- The site plan should show all measurements for both property dimensions, and structures.
- For fences, the site plan shall note the exact location and height of the proposed fence.
- Site plan shall be dated.

Elevations(when required):

- Elevations shall be submitted either electronically, or on paper
- The elevations shall be scaled to 11 x 17 sized paper or PDF and shall be clearly legible and capable of magnification (i.e. zoom-in on electronic version) if necessary. A reduction from construction sized drawings shall not be considered scaled.
- The elevations shall identify all measurements, including overall height of the structure, the distance from the ground to the proposed floor elevation, widths of porches or other elements and the overall dimensions of the existing or proposed structure.
- Elevations shall be dated.

Product information(when required):

- The product information shall include detailed depictions of examples from manufacturer or other source
- For window products, the product information shall include installation details and shall depict the actual window light pattern (one over one, two over two).
- The product information shall specify the actual product and design to be used, not a general design or concept.

Existing Structure Photographs (when required):

- Shall include photographs of all sides of the structure which clearly demonstrate the reason for the request
- For windows, the photographs shall indicate all general elevations, Identify all windows on the structure, the location of each numbered window as it corresponds to the window survey and shall be in sufficient detail to demonstrate the deterioration or other reason or the repair or replacement (not just external photographs).
- For alterations, the photographs shall sufficiently identify the affected area.

☐

Location Photos(when required):

- Shall provide photographs of all adjacent and surrounding structures or property within the block or adjacent blocks, as needed, and shall be labeled with the address and context related to the application (example: "shows a two story structure")
- For additions, shall provide detailed photos of the location of the addition on the property.
- For driveways, shall provide photographs of existing curbs and curb cuts.

☐

Window Survey(for full window replacement):

- Shall have a detailed description of each window and shall numerically correspond to the keyed window photographs.
- Shall explain the deterioration on each window individually.

☐

Any other documentation requested by staff, necessary to make a recommendation.

City of Jacksonville, FL - Certificate of Appropriateness

Map	RE#
	072301 0000

Companion Zoning Application Tracking # (if known)

Location Of Property

General Location

House #	Street Name, Type and Direction	Zip Code
		32206

Between Streets

 and

Type Of Improvement

- ☒ **Addition**
☐ **Driveway**
☐ **Demolition**
☐ **Window Replacement**
☐ **Alteration**
☐ **Relocation**
☐ **New Construction**
☐ **Reroof/Minor Repairs**
☐ **Fencing**

Describe proposed work below. Note affected features and changes in design or materials. Be as specific, brief, and legible as possible.

(Example: reroof; replacing gray 3-tab shingles with black architectural shingles).

Proposed Work

REAR 2-STORY ADDITION STAIRS EXTENDING INTO THE SIDE SETBACK REMOVAL OF DOOR IN REAR GABLE ALTERATION OF WINDOWS IN REAR GABLE

Addition Information

Is this a violation? Check the box if it is. ☐

If you have been working with a planner choose one from the list

Addition - Required Attachments For Complete Application

- ☒ **Site Plan** - Existing/proposed site plan with addition identified. *(To scale bar scaled dimensional drawings needed. Directional arrows needed.)*
☒ **Existing Elevations** - Existing elevations or photos of existing sides. *(To scale bar scaled dimensional drawings needed.)*
☒ **Proposed Elevations** - Proposed front, sides and rear elevations. *(To scale bar scaled dimensional drawings needed.)*
☒ **Overall Photos Of Site**
☒ **Photos Of Addition Area**
☒ **Description Of Any Demo**

Additional Documents Provided

	Description
☒	SURVEY

Application Certification

For applications that can be approved administratively, there is no application fee.

For all applications that must go before the Historic Preservation Commission, a fee will be applied based on the type of work performed.

Application completeness review: All applications for Certificate of Appropriateness ("Application") will be reviewed for completeness by Planning and Development Department Staff. Any Application determined to be incomplete, will be returned to the applicant with comments detailing the deficiencies. No further action on the Application will take place until the application deficiencies are addressed. Once the Application is determined to be complete, Planning and Development Department Staff will prepare an invoice for the cost of the Application.

Payment deadline: The Invoice must be paid by the payment deadline in order to have the Application heard on the next scheduled Jacksonville Historic Preservation Commission (JHPC) regular meeting. The payment deadline is outlined on the City of Jacksonville's Planning and Development Department Website. Only Complete Applications will be invoiced. It is for the benefit of the applicant to supply staff with a complete Application in advance of the payment deadline. Due to the complexity and volume of Applications received by the Planning and Development Department, there is no guarantee that COA Applications submitted on the day of the payment deadline will be heard at the next regular meeting of the JHPC.

I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief. I also attest by my signature that all required information for this application is completed and duly attached in the prescribed order. Furthermore, if the package is found to be lacking the above requirements, I understand that the application will be returned for correct information.

☒ I UNDERSTAND THE ABOVE DISCLAIMER REGARDING APPLICATION REVIEW. AGREED TO AND SUBMITTED.

ATTACHMENT #2

ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL

TO:
PELICAN REEF ARCHITECTURAL REVIEW BOARD
c/o COASTAL REALTY AND PROPERTY MANAGEMENT INC.
3942 A1A South, St. Augustine, FL 32080
(904) 471-6606

Please Type or Print Legibly

DATE: _____

CONTRACTOR NAME: _____

OFC PHONE: _____ CELL PHONE: _____

CONTRACTOR E-MAIL: _____

PHASE: _____ LOT: _____

STREET ADDRESS: _____

OWNER NAME(S) : _____

OWNER CURRENT ADDRESS: _____

OWNER HM: _____ OWNER CELL: _____

OWNER E-MAIL: _____

TYPE OF CONSTRUCTION:

CUSTOM DWELLING: _____ POOL: _____ SPA: _____

ADDITION/RENOVATION: _____

TYPE OF APPLICATION:

____PRELIMINARY REVIEW: (All items required for review)
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
DESIGN REVIEW APPLICATION
LOT SURVEY
TREE SURVEY
SOIL REPORT
TWO SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
TWO ARCHITECTURAL SETS OF FLOOR PLANS & ELEVATIONS
TWO CONCEPTUAL LANDSCAPE PLANS
ELECTRONIC SET OF PLANS AND SCANS OF OTHER DOCUMENTS
FOUR SITE PHOTOS AND PHOTOS OF ADJACENT DWELLINGS
\$1000 REVIEW FEE

____FINAL APPROVAL (All items required for approval)
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
UPDATED DESIGN REVIEW APPLICATION (as needed)
TWO FINAL SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
TWO SETS OF FINAL LANDSCAPE PLAN
TWO ARCHITECTURAL SETS OF DRAWINGS (2 SEALED) FINAL COLOR
ELECTRONIC SET OF PLANS AND SCANS OF OTHER DOCUMENTS
ALL EXTERIOR MATERIAL SELECTIONS WITH COLOR SAMPLES
\$1000 FEE IF PRELIMINARY REVIEW NOT DONE
COMPLIANCE AGREEMENT
\$7,500 CONSTRUCTION DEPOSIT

____MAJOR ALTERATION, ADDITION, POOL, SPA (All items needed for approval)
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
DESIGN REVIEW APPLICATION
TWO FINAL SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
TWO SETS OF FINAL LANDSCAPE PLAN
TWO ARCHITECTURAL SETS OF DRAWINGS (2 SEALED) FINAL COLOR
ELECTRONIC SET OF PLANS AND SCANS OF OTHER DOCUMENTS
ALL EXTERIOR MATERIAL SELECTIONS WITH COLOR SAMPLES
\$500 REVIEW FEE
COMPLIANCE AGREEMENT
\$4000 CONSTRUCTION DEPOSIT

____DOCK, DECK AND ENCLSOSURES (All items needed for approval)
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
DESIGN REVIEW APPLICATION
TWO FINAL SITE PLANS WITH LIMITS OF VEGETATION TO REMAIN
TWO ARCHITECTURAL SETS OF DRAWINGS
ELECTRONIC SET OF PLANS AND SCANS OF OTHER DOCUMENTS
ALL EXTERIOR MATERIAL SELECTIONS WITH COLOR SAMPLES
\$500 REVIEW FEE
COMPLIANCE AGREEMENT

____ MINOR ALTERATION (No building permit or heavy construction equipment)
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
DESIGN REVIEW APPLICATION
TWO SETS OF DRAWINGS (If appropriate)
ELECTRONIC PLANS AND SCANS OF OTHER DOCUMENTS (if appropriate)
ALL EXTERIOR MATERIAL SELECTIONS WITH COLOR SAMPLES
\$50 REVIEW FEE

 REVISION OR CHANGE TO APPROVED /FINAL PLANS
 ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
 DESIGN REVIEW APPLICATION
 TWO SETS OF REVISED PLANS
 ANY OTHER ITEMS REQUIRED IN PRIOR REVIEW THAT CHANGE
 \$100 FEE

FINAL REVIEW AND RETURN OF DEPOSIT
ARCHITECTURAL REVIEW BOARD APPLICATION TRANSMITTAL
CONSTRUCTION COMPLETION TRANSMITTAL
CERTIFICATE OF OCCUPANCY
FINAL "AS BUILT" SURVEY

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ATTACHMENT #3

PELICAN REEF ARB DESIGN REVIEW APPLICATION

OWNER NAME(S): _____

BUILDER COMPANY: _____

ADDRESS: _____

OFC PHONE: _____ CELL PHONE: _____

E-MAIL: _____

CONTRACTOR LICENSE #: _____

SITE SUPERVISOR NAME: _____

CELL PHONE: _____

LEGAL DESCRIPTION LOT: _____

STREET ADDRESS: _____

DATE: _____

BUILDER QUALIFICATIONS:

List a minimum of three custom Dwellings that you have built within the past five years:

1.

2.

3.

DESIGN REVIEW APPLICATION (continued)

APPLICATION TYPE (CHECK ONE):

____ NEW DWELLING CONSTRUCTION – The fee includes preliminary and final reviews and inspections. The fee included up to 4 hours of architect review time and up to \$300 of inspection time. Any additional hours, or part thereof, over the allotted architect or inspector time will be billed at the actual cost to the ARB.

\$1000 REVIEW FEE

COMPLIANCE AGREEMENT

\$7,500 CONSTRUCTION DEPOSIT

____ MAJOR ALTERATION, ADDITION, POOL - a structural or site modification taking place after the original construction which is significant enough to warrant the issuance of a building permit by a governmental authority or the use of heavy construction equipment. This includes pools, spas and decks. This fee includes up to two (2) hours of architect review time and \$100 of inspections. Any additional hours, or part thereof, over the allotted architect or inspector time will be billed at the actual cost to the ARB.

\$500 REVIEW FEE

COMPLIANCE AGREEMENT

\$4000 CONSTRUCTION DEPOSIT

____ DOCK, DECK AND POOL/DECK ENCLOSURES. This fee includes up to two (2) hours of architect review time and \$100 of inspections. Any additional hours, or part thereof, over the allotted architect or inspector time will be billed at the actual cost to the ARB.

\$500 REVIEW FEE

COMPLIANCE AGREEMENT

\$2000 CONSTRUCTION DEPOSIT

____ MINOR ALTERATION - Minor Alteration - structural or site modifications of a relatively insignificant matter which do not require building permits or heavy construction equipment. Includes no Architect or inspection time. If architect or inspection time is required, each hour will be billed at the actual cost to the ARB.

\$50 REVIEW FEE

____ REVISION OR CHANGE TO APPROVED /FINAL PLANS - whenever a submission for which the ARB previously granted Final Approval is resubmitted for Final Approval to the ARB due to a change in the originally approved plan, or whenever a submission whose approval was previously denied by the ARB is resubmitted by a Builder and/or Owner for Final Approval. If architect or inspection time is required, each hour or part thereof will be billed at the actual cost to the ARB.

____ FINAL REVIEW AND RETURN OF DEPOSIT

DESIGN REVIEW APPLICATION (continued)

NEW DWELLING CONSTRUCTION INFORMATION

Air Conditioned Space (1st Floor) _____ square feet

Air Conditioned Space (2nd Floor) _____ square feet

TOTAL LIVING SQUARE FEET _____

Covered Porches or Decks _____ square feet

Garage _____ square feet

Other (please specify) _____ square feet

TOTAL GROSS SQUARE FEET _____

Lot square footage: _____

Total roof area (including eaves to drip line): _____

% Lot area Covered by Roof (including eaves): _____

OWNER: Name(s): _____

Street: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ E-mail: _____

BUILDER: Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ E-mail: _____

ARCHITECT: Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ E-mail: _____

DESIGN REVIEW APPLICATION (continued)

EXTERIOR COLORS AND MATERIALS:

NOTE: Samples and /or color chips of ALL exterior finishes and materials must accompany final review submittal.

A. ROOF:

Color:

Mfr:

Material:

B. GARAGE DOOR:

Color:

Mfr:

Material:

C. FASCIA:

Color:

Mfg:

Material:

D. TRIM BANDING

Color:

Mfg:

Material:

E. SHUTTERS:

Color:

Mfg:

Material:

F. WINDOW FRAMES:

Color:

Mfg:

Material:

G. WALLS

Color:

Mfg:

Material:

H. FRONT DOOR:

Color:

Mfg:

Material:

I. OTHER _____

Color:

Mfg:

Material:

J. OTHER _____

Color:

Mfg:

Material:



Office Use Only

COA Number: _____

Application Accepted as Complete: _____

HISTORIC DISTRICT BOARD OF REVIEW DOWNTOWN SAVANNAH HISTORIC DISTRICT

Board Review Checklists for Certificate of Appropriateness Application Rehabilitation and Alterations

Per House Bill 493, detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item **must be checked off and a page number where the item is located must be noted** and included with the application. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

REHABILITATION AND ALTERATIONS.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

☐ Provide electronic payment receipt and indicate amount: \$ _____

☐ Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org with 15MB max)

☐ Page No. _____: Written project description.

☐ Page No. _____: Written description of each Special Exception requested.

☐ Page No. _____: Color photographs of existing conditions from all sides.

☐ Page No. _____: Demolition plans (floor plans and elevations) showing all areas and materials to be removed.

☐ Page No. _____: Floor Plans:

☐ Dimensions.

☐ Labeled interior spaces.

☐ Page No. _____: Roof Plan:

☐ Roof pitches.

☐ Equipment and screening.

☐ Page No. _____: Exterior Elevations:

☐ Adjacent buildings with dimensions.

☐ Dimensioned floor-to-floor heights.

☐ Stoop heights.

☐ Height of parapet walls.

☐ Locations and dimensions of all windows, doors, and other openings.

☐ Porches, balconies, railings heights, and baluster spacing.

☐ Fences, equipment, etc. with dimensions.

Submit Application and Checklist(s) by Email to the Preservation Department at historic@thempc.org.
Questions? Email the Preservation Department at historic@thempc.org or call 912-651-1440.

☐ Roof equipment with screening heights and locations.

☐ Page No. _____: Specifications for each product.

☐ Page No. _____: Physical material and color samples.

☐ Page No. _____: Historic images, plans, etc. for a restoration or reconstruction.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____



Office Use Only

COA Number: _____

Application Accepted as Complete: _____

HISTORIC DISTRICT BOARD OF REVIEW DOWNTOWN SAVANNAH HISTORIC DISTRICT

Board Review Checklists for Certificate of Appropriateness Application Additions

Per House Bill 493, detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item **must be checked off and a page number where the item is located must be noted** and included with the application. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

ADDITIONS. Additions that are equal to or exceed the size of the existing building will be reviewed as new construction.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

☐ Provide electronic payment receipt and indicate amount: \$ _____

☐ Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org with 15MB max)

☐ Page No. _____: Written project description.

☐ Page No. _____: Written description of each Special Exception requested.

☐ Page No. _____: GDP (non-residential only) and SPR meeting date attended.

☐ Page No. _____: Existing and proposed lot coverage percentages.

☐ Page No. _____: Color photographs (subject building and context).

☐ Page No. _____: Demolition plans (floor plans and elevations) showing all areas and materials to be removed.

☐ Page No. _____: Site Plan:

☐ Adjacent buildings with setback dimensions.

☐ Lot dimensions.

☐ Property lines.

☐ Streets, lanes, and sidewalk.

☐ Curb cuts with width dimensions.

☐ Garage apron locations.

☐ Existing building and addition with dimensions and setbacks.

☐ Fences (existing and proposed).

☐ Electric meter locations.

☐ Refuse storage area.

☐ All ground and roof equipment including screening.

Submit Application and Checklist(s) by Email to the Preservation Department at historic@thempc.org.
Questions? Email the Preservation Department at historic@thempc.org or call 912-651-1440.

☐ Page No. _____: Floor Plans:

☐ Dimensions.

☐ Labeled interior spaces.

☐ Page No. _____: Roof Plan:

☐ Roof pitches.

☐ Equipment and screening.

☐ Page No. _____: Exterior Elevations:

☐ Adjacent buildings with height dimensions.

☐ Dimensioned floor-to-floor heights.

☐ Stoop heights.

☐ Height of parapet walls.

☐ Locations and dimensions of all windows, doors, and other openings.

☐ Porches, balconies, railings heights, and baluster spacing.

☐ Fences, equipment, etc. with dimensions.

☐ Roof equipment with screening heights and locations.

☐ Page No. _____: Wall Sections (minimum of two through the addition):

☐ Projections, window and door depths, off-sets, and opening recesses.

☐ Page No. _____: Sightline drawings of all additions from all adjacent public rights-of-way (streets and lanes).

☐ Page No. _____: Specifications for each product.

☐ Page No. _____: Physical material and color samples.

☐ Page No. _____: Historic images, plans, etc. for a restoration or reconstruction.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____



Office Use Only

COA Number: _____

Application Accepted as Complete: _____

HISTORIC DISTRICT BOARD OF REVIEW DOWNTOWN SAVANNAH HISTORIC DISTRICT

Board Review Checklists for Certificate of Appropriateness Application Demolition and/or Relocation

Per House Bill 493, detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item **must be checked off and a page number where the item is located must be noted** and included with the application. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

DEMOLITION.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

☐ Provide electronic payment receipt and indicate amount: \$ _____

☐ Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org with 15MB max)

☐ Page No. _____: Identify whether the building proposed for demolition is listed as an *historic structure* on the *Savannah Historic District, Historic Building Map*.

Provide answers to the following questions if listed as an *historic structure*:

☐ Page No. _____: Did the applicant have knowledge of the building's historic designation of the property at the time of acquisition?

☐ Page No. _____: Have there been attempts to sell, lease or donate the building? If yes, provide the asking price and offers received within the previous two years. Provide the most recent assessed value of the property and real estate taxes. Include evidence that the property has been listed for sale.

☐ Page No. _____: Is the building creating an undue economic hardship since it cannot provide a reasonable economic return based on its value?

☐ Page No. _____: Are there any economic incentives for preservation available to the applicant through federal, state, city, or private programs?

☐ Page No. _____: Have feasible alternative uses for the building been identified that are compatible with the preservation guidelines for the Historic District?

☐ Page No. _____: Has the building been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation?

☐ Page No. _____: Is the physical integrity of the building compromised to such a degree that it is no longer salvageable and/or represents a hazardous or unsafe condition as determined by the City's Director of Inspections?

Submit Application and Checklist(s) by Email to the Preservation Department at historic@thempc.org.
Questions? Email the Preservation Department at historic@thempc.org or call 912-651-1440.

Provide the following documentation:

- ☐ Page No. _____: Color photographs of the building proposed to be demolished; clearly show areas of structural deterioration.
- ☐ Page No. _____: Information documenting the construction date, history, and development of the property.
- ☐ Page No. _____: An engineering report prepared by a State of Georgia licensed structural engineer - with demonstrated experience in renovation, restoration, or rehabilitation - regarding the structural soundness of the building and its adaptability for continued use, renovation, restoration, or rehabilitation. Any dangerous conditions should be identified.
- ☐ Page No. _____: Appraised fair market value of the property from a qualified professional appraiser. The appraisal must include a full market sales report to include comparable sales.
- ☐ Page No. _____: The amount paid for the property and the remaining balance on any mortgage or other financing secured by the property and the annual debt service for the previous two years.
- ☐ Page No. _____: If the property is income producing, provide the annual gross income from the property for the previous two years; the itemized operating and maintenance expenses for the previous two years; and the depreciation deduction and annual cash flow before and after debt service for the previous two years. The Board may also require details of past rental history.

RELOCATION (WILL BE CONSIDERED AS A NEW CONSTRUCTION APPLICATION). In addition to all items on the New Construction Parts I and II checklists, provide:

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

☐ Provide payment receipt and indicate amount: \$ _____

☐ Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org with 15 MB max)

☐ Page No. _____: Color photographs of the building on the existing site. Photographs must show context, adjacent buildings, and streetscape.

☐ Page No. _____: Reason for the request to move the building.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____

You are here: [Home](#) / Applications

Applications, Instructions, and Forms

The Historic Preservation Department protects and preserves the City of Savannah and Chatham County's historic resources through local zoning ordinances.

NOTICE: Per OCGA §8-2-26, detailed checklists of items are required to be submitted with each Development Application. Additionally, there is an affidavit at the end of the application and **each checklist that must be signed and submitted** as part of the application process. The completion of this affidavit certifies that **ALL** required items, including payment have been provided to the MPC at the time of application.

ALL COMPLETED APPLICATIONS SHALL BE SENT TO THE FOLLOWING CENTRALIZED EMAIL ADDRESS: Historic@thempc.org. Please do not send your applications directly to staff members or their email addresses as this may cause processing delays. It is permissible to provide a copy to staff concurrently with submission of the application to Historic@thempc.org.

This process was adopted to aid in the review process for all types of development reviews in the state - for both the applicant and the reviewing body.

Revisions to HPC, HSMC, HDBR, and CCHPC Board Review Submission Deadlines

This serves as notice that effective **March 30, 2022**, the MPC is changing its deadline time for the submission of applications for the above Boards and Commissions to **3 p.m.** on the applicable cut-off date. This earlier submission deadline allows our staff to better ensure that a complete application and proper payment have been submitted and can be processed for placement on the applicable Board or Commission agenda.

The failure to **submit payment and/or the filing of an incomplete application on the deadline date and time** will delay the placement of your application on the applicable agenda.

Historic District Board of Review

The **Historic District Board of Review (HDBR)** reviews and grants Certificates of Appropriateness for the Savannah Downtown Historic District.

PAY *HDBR* APPLICATION FEES ONLY

Savannah Historic District Certificate of Appropriateness	Application	Checklist - Additions
		Checklist - Staff Reviews
		Checklist - Demolitions
		Checklist - Fences
Please note New Construction, Part 1: Height & Mass Checklist revision		Checklist - New Construction, Part I
		Checklist - New Construction, Part II
		Checklist - New Construction, Accessory Buildings
		Checklist - Rehabilitation and Alterations
		Checklist - Signs

[Checklist - Special Exceptions](#)

[Checklist - Variance Recommendation Requests](#)

Historic Preservation Commission

The City of Savannah **Historic Preservation Commission (HPC)** reviews and grants Certificates of Appropriateness for the following Historic Districts: *Victorian Historic District, Streetcar Historic District and Cuyler-Brownville Historic District* .

The **Historic Preservation Commission (HPC)**, also, reviews demolition applications for contributing buildings in the following Conservation Districts: *Ardsley Park / Chatham Crescent, Ardmore, Parkside and Carver / Flatman Village.***

PAY *HPC* APPLICATION FEES ONLY

Historic Preservation Commission Certificate of Appropriateness	Application	Checklist - Additions
		Checklist - Demolition in Conservation District
		Checklist - Demolition/Relocation of Contributing Building
		Checklist - New Construction, Part I
		Checklist - New Construction, Part II
		Checklist - Rehabilitation & Alterations
		Checklist - New Construction, Small
		Checklist - Special Exceptions
		Checklist - Staff Reviews
		Checklist - Variance Recommendation Requests

Chatham County Historic Preservation Commission

Pin Point Certificate of Appropriateness	No separate instructions	Contact Staff
Chatham County Certificate of Appropriateness	No separate instructions	Contact Staff
Chatham County Historic District Designation Application	No separate instructions	Contact Staff
Chatham County Historic Property Designation Application	No separate instructions	Contact Staff

Historic Site and Monument Commission
(Murals, Public Art, Historical Markers, and Monuments)

Historic Site and Monument Commission	Instructions	Application
---------------------------------------	------------------------------	-----------------------------

The Planning Commission

Fees cannot be paid on-line