

RESOLUTION NO. 2018-169

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, GRANTING AN AD VALOREM TAX EXEMPTION FOR HISTORIC PROPERTY LOCATED AT 120 DE HAVEN STREET, ST. AUGUSTINE, FLORIDA, IN ACCORDANCE WITH ST. JOHNS COUNTY ORDINANCE 97-61 AND SECTION 196.1997, FLORIDA STATUTES, AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, St. Johns County Ordinance 97-61, known as the St. Johns County Historic Preservation Property Tax Exemption Ordinance, sets out the procedures for an ad valorem tax exemption to be given to an owner of historic property in St. Johns County in the amount of the assessed value of the improvements to be determined by the Property Appraiser's Office; and

**WHEREAS**, St. Johns County Ordinance 97-61, authorizes the Planning and Building Division of the City of St. Augustine to supervise and administer the rules and regulations pertaining to review of applications for property tax exemptions, and provides for review by the City's Historic Architectural Review Board (HARB) pursuant to Sections 196.1997 and 196.1998, Florida Statutes; and

**WHEREAS**, the City Commission of the City of St. Augustine passed Resolution No. 2018-12 on March 26, 2018 finding that the application for historic preservation property tax exemption for property located at 120 De Haven Street, St. Augustine, Florida had been properly reviewed and approved by the City's HARB, and designated that the property is an historic property; and

**WHEREAS**, the property located at 120 De Haven Street, St. Augustine, Florida is owned by Rena S. Ayers Estate, of St. Augustine, FL; and

**WHEREAS**, the applications and other documents submitted to the City and other government agencies were submitted primarily by Harold and Pamela Dockins, as legal representatives of Rena S. Ayers Estate; and

**WHEREAS**, the Board of County Commissioners finds it appropriate and in the public interest to grant an historic property tax exemption to Rena S. Ayers Estate, the owner of the property at 120 De Haven Street, St. Augustine, Florida, for a period of ten (10) years beginning January 1, 2018 through December 31, 2027, provided that the property owner complies with the Covenant to ensure protection of the historical and architectural integrity of the site.

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of St. Johns County:


Section 1. The above recitals are accepted as findings of fact and incorporated by reference herein.

Section 2. The Board of County Commissioners approves the historic property ad valorem tax exemption begins January 1, 2018, and expires December 31, 2027, for the improvements made to property located at 120 De Haven Street, St. Augustine, Florida.

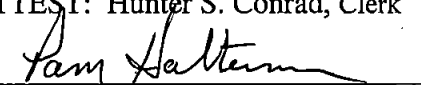
Section 3. To the extent there are any typographical or administrative errors or omissions that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval of the Board of County Commissioners.

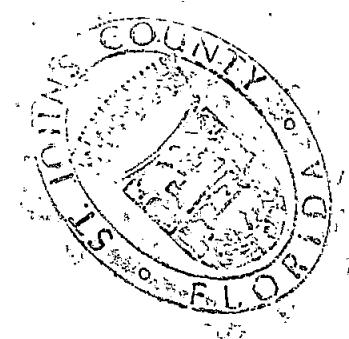
**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida this 19 day of June 2018.

**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

By:   
Henry Dean, Chair

RENDITION DATE 6/22/18

ATTEST: Hunter S. Conrad, Clerk  
  
Deputy Clerk



**RESOLUTION NO. 2018-12**

**A RESOLUTION OF THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, GRANTING AN AD VALOREM TAX EXEMPTION FOR AN HISTORIC PROPERTY LOCATED AT 120 DEHAVEN STREET; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission for the City of St. Augustine, Florida, is the local governing authority as prescribed by s. 196.1997, Florida Statutes, to approve an ad valorem tax exemption for an historic property; and

**WHEREAS**, the City Commission finds that the property located at 120 DeHaven Street is owned by Pamela Dockins, pursuant to O.R. 3038, PG 714, and is designated as an historic property under the terms of the local preservation ordinance; and

**WHEREAS**, on March 16, 2017, the Historic Architectural Review Board (HARB) for the City of St. Augustine reviewed and approved an application for work to be completed at 120 DeHaven Street; and

**WHEREAS**, on March 1, 2018, a Certificate of Completion was issued by the Planning and Building Department of the City of St. Augustine; and

**WHEREAS**, on February 15, 2018, the HARB for the City of St. Augustine reviewed the work completed at 120 DeHaven Street and approved a certificate of completeness, and recommended the property located at 120 DeHaven Street for an historic property tax exemption; and

**WHEREAS**, the City Commission for the City of St. Augustine has reviewed and approved the associated Historic Preservation Property Tax Exemption Covenant and hereby determines that it is in the best interest of public health, safety, and general welfare to grant an historic preservation property tax exemption;

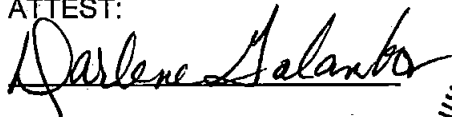
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION FOR THE CITY OF ST. AUGUSTINE, FLORIDA, AS FOLLOWS:**

Section 1. Historic Preservation Property Tax Exemption. The City Commission for the City of St. Augustine, Florida, finds that the historic property located at 120 DeHaven Street meets the requirements of s. 196.1977, Florida Statutes, and hereby grants an ad valorem property tax exemption for the improvements made at 120 DeHaven Street subject to the recordation of an Historic Preservation Property Tax Exemption Covenant consistent with the requirements of s. 196.1977, Florida Statutes. The property tax exemption begins January 1, 2018 and expires on December 31, 2027.

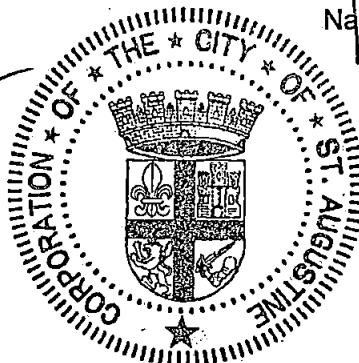
Section 2. Effective Date. This resolution shall become effective immediately upon adoption.


**ADOPTED** in Regular Session of the City Commission for the City of St. Augustine, Florida, this 26<sup>th</sup> day of March, 2018.

ATTEST:



Darlene Galambos, City Clerk  
(SEAL)



  
\_\_\_\_\_

Nancy Shaver, Mayor-Commissioner

**HISTORIC PRESERVATION PROPERTY TAX EXEMPTION COVENANT**

This Covenant is made the 26 day of March, 2018, by Pamela Dockins (hereinafter referred to as the Owner) and in favor of the City of St Augustine (hereinafter referred to as the Local Government) for the purpose of the restoration, renovation, or rehabilitation of a certain Property located at 120 DeHaven Street, St Augustine, Florida which is owned in fee simple by the Owner and is listed in the National Register of Historic Places, is a contributing property to a National Register listed district, or locally designated under the terms of Section 28-87, Code of the City of St Augustine, Florida. The areas of significance of this property, as identified in the National Register nomination or local designation report for the property or the district in which it is located are  architecture;  history; and/or  archeology.

The Property is comprised essentially of grounds, collateral, appurtenances, and improvements. The property is more particularly described as follows: Lot Number Eleven (11) in Block Number Four (4) of the J.H. Slater's Subdivision of the Dumas Homestead as per OR3038, Page 715, St Johns County Clerk of the Courts; and further identified by the following parcel identification number: 206800-0000 as assigned by the St Johns County Property Appraiser. In consideration of the tax exemption granted by the Local Government, the Owner hereby agrees to the following for the period of the tax exemption which is from January 1, 2018, to December 31, 2027:

1. The Owner agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, and/or archeological integrity of the Same in order to protect and enhance those qualities that made the Property eligible for listing in the National Register of Historic Places or designation under Section 28-87, Code of the City of St Augustine, Florida.

5. In the event of the non-performance or violation of the maintenance provision of the Covenant by the Owner or any successor-in-interest during the term of the Covenant, the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) will report such violation to the St Johns County Property Appraiser and Tax Collector who shall take action pursuant to s.196.1997 (7), F.S. The Owner shall be required to pay the difference between the total amount of taxes which would have been due in March in each of the previous years in which the Covenant was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in s.212.12 (3), F.S.
  
6. If the Property is damaged by accidental or natural causes during the Covenant period, the Owner will inform the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) in writing of the damage to the Property, including 1) an assessment of the nature and extent of the damage; and 2) an estimate of the cost of restoration or reconstruction work necessary to return the Property to the condition existing at the time of project completion. In order to maintain the tax exemption, the Owner shall complete the restoration or reconstruction work necessary to return the Property to the condition existing at the time of project completion on a time schedule agreed upon by the Owner and the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office).
  
7. If the Property has been destroyed or severely damaged by accidental or natural causes, that is, if the historical integrity of the features, materials, appearance, workmanship, and environment or archeological integrity which made the property eligible for listing in the National Register of Historic Places or designation under Section 28-87, Code of the City of St Augustine, Florida have been lost or so damaged that restoration is not feasible, the Owner will notify the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) in writing of the loss. The  Division of Historical

Resources or the  City of St Augustine (Local Historic Preservation Office) will evaluate the information provided and notify the Owner in writing of its determination regarding removal of the Property from eligibility for tax exemption. If the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) determines that the Property should be removed from eligibility for tax exemption, it will notify the St Johns County Property Appraiser and Tax Collector in writing so that the tax exemption can be cancelled for the remainder of the Covenant period. In such cases, no penalty or interest shall be assessed against the Owner.

8. If it appears that the historical integrity of the features, materials, appearance, workmanship, and environment or archeological integrity which made the Property eligible for listing in the National Register of Historic Places or designation under Section 28-87, Code of the City of St Augustine, Florida have been lost or damaged deliberately or through gross negligence of the Owner, the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) shall notify the Owner in writing. The Owner shall have 30 days to respond indicating any extenuating circumstances which show that the damage was not deliberate or due to gross-negligence. If the Owner cannot show such extenuating circumstances he shall develop a plan for restoration of the Property and a schedule for completion of the restoration. In order to maintain the tax exemption, the Owner shall complete the restoration work necessary to return the Property to the condition existing at the time of project completion on a time schedule agreed upon by the Owner and the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office). If the Owner does not complete the restoration work on the agreed upon time schedule, the  Division of Historical Resources or the  City of St Augustine (Local Historic Preservation Office) will report such violation to the St Johns County Property Appraiser and Tax Collector who shall take action pursuant to s.196.1997 (7), F.S. The Owner shall be required to pay the differences between

the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in s.212.12 (3), F.S

9. The terms of this Covenant shall be binding on the current Property owner, transferees, and their heirs, successors, or assigns.

This Covenant shall be enforceable in specific performance by a court of competent jurisdiction.

OWNER

Pamela Dockins

Name

Pamela Dockins  
Signature

3/8/18  
Date

LOCAL GOVERNMENT

City of St Augustine

Gancy Shaver, Mayor

Name of Authorized  
Local Official

Title

[Signature]  
Signature

3/26/18  
Date

Quit Claim Deed

**THIS QUIT CLAIM DEED**, Executed this 16th day of November, A.D. 2016, by PAMELA M. DOCKINS, a married woman, in her own right, first party, to HAROLD L. DOCKINS and PAMELA M. DOCKINS, trustees or successor trustee(s) of the HAROLD AND PAMELA DOCKINS TRUST DATED NOVEMBER 16, 2016. whose address is 205 Sunset Point, St. Augustine, FL 32080, second party,

(Wherever used herein the terms "first party" and "second party" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires).

WITNESSETH, That the said first party, for and in consideration of the sum of ten dollars and other good and valuable considerations in hand paid by the said second party, the receipt whereof is hereby acknowledged, does hereby remise, release and quit-claim unto the said second party forever, all the right, title, interest, claim and demand which the said first party has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of St. Johns, State of Florida, to-wit:

See EXHIBIT "A" attached hereto and made a part hereof.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said first party, either in law or equity, to the only proper use, benefit and behoof of the said second party forever.

Full power and authority is hereby granted to said trustee to protect, conserve, sell, lease, encumber, or otherwise manage, transfer, or convey the real property herein described.


NOTE TO DOCUMENT EXAMINER: This document is from the grantor individually to the grantor's revocable living trust. The grantor and the grantee is one and the same. Title is being transferred for Estate Planning Purposes Only. Therefore, minimum documentary stamps are due and payable.

IN WITNESS WHEREOF, The said first party has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in presence of:

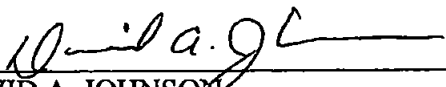


RALPH G. MITCHELL



PAMELA M. DOCKINS

205 Sunset Point St. Augustine, FL.



DAVID A. JOHNSON

QUIT CLAIM DEED Page 2

STATE OF FLORIDA )  
COUNTY OF ST. JOHNS )

The foregoing instrument was acknowledged before me this 16th day of November, 2016, by PAMELA M. DOCKINS , who is personally known to me \_\_\_ or \_\_\_ has produced A FL photo driver's license (type of identification) and who did take an oath.



RALPH G. MITCHELL  
MY COMMISSION # FF 174711  
EXPIRES: February 23, 2019  
Bonded Thru Budget Notary Services

*Ralph G. Mitchell*

Notary Public

Name: Ralph G. Mitchell

Certificate No. or Serial No. \_\_\_\_\_

(SEAL)

My Commission 02/23/19

COPY

THIS INSTRUMENT PREPARED BY::

Ralph G. Mitchell, Attorney-at-Law, 2730 US 1 South, Suite K, St. Augustine, Florida 32086

RETURN TO: The bearer

QUIT CLAIM DEED Page 3 The DOCKINS TRUST

Exhibit "A"

Lot Number Eleven (11) in Block Number Four (4) of the J. H. Slater's Subdivision of the Dumas Homestead, in the City of St. Augustine, County of St. Johns and State of Florida, as per plat of same filed in the office of the Clerk of the Circuit Court, in and for St. Johns County, the 5<sup>th</sup> day of April A.D. 1895. Being the same property conveyed to Home Owners Loan Corporation by Master's Deed dated January 9, A.D. 1937 and recorded in Deed Book 112, page 207 in the Office of the Clerk Circuit Court, St. Johns County, Florida.

A/K/A 120 Dehaven Street, St. Augustine, Florida 32084

Parcel No.: 206800-0000

This is not homestead property.

No Opinion Of Title Requested And None Given.

**Historic Preservation Property Tax Exemption Application**  
**Part 1 - Evaluation of Property Eligibility**

Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

**GENERAL INFORMATION (To be completed by all applicants)**

**1. Property identification and location:**

Property Identification Number (from tax records): 206800-0000 *Attach legal description of property*

Address of property: Street 120 Dehaven Street

City St. Augustine County St. Johns Zip Code 32080

- Individually National Register listed  
 In a National Register district

- Locally designated historic property or landmark\*  
 In a locally designated district

\* For applications submitted to the Division of Historical Resources, attach a copy of the local designation report for the property and the official correspondence notifying the property owner of designation.

Name of historic district Lincolntown

*For locally designated historic properties or landmarks, or properties located in locally designated historic districts, provide the following additional information:*

Name of local historic preservation agency/office \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_

**2. Type of request:**

- Exemption under 196.1997, F.S. (standard exemption)  
 Exemption under 196.1998, F.S. (exemption for properties occupied by non-profit organizations or government agencies and regularly open to the public) *If applying under s. 196.1998, F.S., complete Question 9 on page five.*

**3. Owner information:**

Name of individual or organization owning the property: Harold and Pamela Dockins

Mailing address 205 Sunset Point

City St. Augustine State Florida Zip code 32080

Daytime Telephone Number ( 904 ) 688-0910

*If the property is in multiple ownership, attach a list of all owners with their mailing addresses.*

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FEB 16 2017

Planning/Building Dept

Page Two - Historic Preservation Property Tax Exemption Application

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32084

4. **Owner Attestation:** I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I own the property described above or that I am legally the authority in charge of the property. Further, by submission of this Application, I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in this Application. I also understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Name Harold Dockins Signature Harold Dockins Date 2/16/2017  
Name Pamela Dockins Signature Pamela M. Dockins Date 2/16/2017

Complete the following if signing for an organization or multiple owners:

Title \_\_\_\_\_ Organization name \_\_\_\_\_

**EVALUATION OF PROPERTY ELIGIBILITY**  
(To be completed only for properties in historic or archaeological districts):

5. **Description of Physical Appearance:** Building within a registered historic district. This one-story, hip metal roof, asbestos shingled wood framed house was constructed in 1930. It features concrete block piers with one story open porch on front. The front portion of the metal roof was replaced with architectural shingle roof in 2010 due to water leaks. The rectangular "shotgun" house has a chimney in the front and in the back with gas heating system and window air conditioner. The windows are double hung sash in a vernacular frame and the front porch has square wood posts. The house has three bedrooms and one bathroom on the left side as you enter the front and the living/dining room and kitchen opposite the bath and bedrooms. The older houses on either side and across the street are one story wood frame houses. The metal roof is old, rusted, and in poor condition. The one story open porch on front is in poor condition with rotten wood ceiling. The asbestos shingle siding is in poor condition.

Date of Construction 1930 Date(s) of Alteration(s) front roof in 2010

Has building been moved? ( ) Yes ( ) No If so, when? \_\_\_\_\_

6. **Statement of Significance:**  
This "shotgun" house is on the ACCORD freedom trail & was used as lodging by civil rights attorney & others during the 1960's civil rights movement with "House Mother", Rena Ayers who was the oldest female in St. Augustine when she died on 7/5/2014, three months before her 110th birthday. She was born on 10/4/1904.

Page Three – Historic Preservation Property Tax Exemption Application

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32084

**7. Photographs and maps:**

Attach photographs and maps to application.

**PART 1 APPLICATION REVIEW**  
**For Local Historic Preservation Office or Division Use Only**

Property Identification Number Parcel 206800-0000

Property Address 120 De Haven Street

The  Local Preservation Office  Division has reviewed the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

Certifies that the above referenced property qualifies as a historic property consistent with the provisions of s. 196.1997 (11), F.S.

Certifies that the above referenced property \_\_\_\_\_ consistent with the provisions of s. 196.1997 (11), F.S.

Certifies that the above referenced property \_\_\_\_\_ provided under s. 196.1998, F.S., for properties occupied by non-profit organizations or government agencies and regularly open to the public.

Certifies that the above referenced property \_\_\_\_\_ provided under s. 196.1998, F.S.

Review Comments: The property is on the list of contributing buildings to the Lincolnville National Register Historic District.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Review Comments attached? Yes  No

Signature Jenny Wolfe

Typed or printed name Jenny Wolfe

Title Historic Preservation Officer, City of St. Augustine

Date March 6, 2017

**Historic Preservation Property Tax Exemption Application**  
**Part 2 – Description of Improvements**

**(To be completed by all applicants):**

Complete the blocks below. Include site work, new construction, alterations, etc.

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32084

**Feature 1**

Feature Roof

Approx. date of feature 1930

Describe existing feature and its condition:

The metal roof is old, rusted and in poor condition. The front portion of the metal roof was replaced with architectural shingles during leak repairs in 2010.

Photo no. 1,2 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Replace entire roof with metal roofing system back to original metal roofing system to maintain roof structure with shed and over front porch. Remove existing metal roof and dispose of. Replace any rotten or damaged sheathing. Install new eave trim and pipe flashing. Remove unwanted chimney. Install new galvalume silver color metal roof.

**Feature 2**

Feature Open Front Porch

Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

The one story open porch on front is in poor condition with rotten wood ceiling.

Photo no. 3,4 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Replace entire wood porch ceiling back to original condition and repaint including the exterior porch. Repair any wood damage to porch and soffit before painting.

**Feature 3**

Feature Asbestos Cement Siding and wood trim

Approx. date of feature 1930

Describe existing feature and its condition:

Asbestos facade siding and white wood trim is in poor condition.

Photo no. 5 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Install insulation board under hardie siding on entire house and install new hardie wood siding on entire house. Paint hardie board siding the same color as original siding, which is a silver/gray color.

Page Five - Historic Preservation Property Tax Exemption Application

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32080

**Feature 4**

Feature Bathroom  
Approx. date of feature 1930

**Describe existing feature and its condition:**

Original bathroom is in poor condition with deteriorated caulking, mildew, etc. All bathroom fixtures are original except for the toilet which was replaced in 2015.

Photo no. 6, 7 Drawing no. \_\_\_\_\_

**Describe work and impact on existing feature:**

Remove and replace all fixtures in existing bath. Remove existing flooring and install tile floor. Install new vent fan.

Provide new painting for bathroom.

**Feature 5**

Feature Kitchen  
Approx. date of feature 1930

**Describe existing feature and its condition:**

The original kitchen flooring, cabinets, range, and sink are in poor condition.

Photo no. 8 Drawing no. \_\_\_\_\_

**Describe work and impact on existing feature:**

Remove existing vinyl flooring and install tile floor. Remove existing kitchen cabinets and sink and replace. Configuration to be as is. Install receptacle for a new electric range.

Provide new painting for kitchen.

**Feature 6**

Feature Flooring  
Approx. date of feature 1930

**Describe existing feature and its condition:**

Existing vinyl flooring is old and in need of replacement.

Photo no. 9 Drawing no. \_\_\_\_\_

**Describe work and impact on existing feature:**

Replace existing vinyl flooring in hallway, living room and dining room with laminated wood floor.

Page Six - Historic Preservation Property Tax Exemption Application

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32080

**Feature 7**

Feature Cooling and Heating system  
Approx. date of feature 2009

Describe existing feature and its condition:

Heating provided by Empire Unitary furnace in dining room  
and cooling provided by one window AC unit in living room.

Photo no. 10, 11 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Provide new ductless heating and cooling system.

**Feature 8**

Feature \_\_\_\_\_  
Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

Photo no. \_\_\_\_\_ Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

**Feature 9**

Feature \_\_\_\_\_  
Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

Photo no. \_\_\_\_\_ Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Page Seven – Historic Preservation Property Tax Exemption Application

Property Identification Number: 206800-0000

Property Address: 120 Dehaven Street, St. Augustine, FL 32084

**Property Use (To be completed by all applicants):**

1. Use(s) before improvement: Rental

2. Proposed use(s) after improvement: Daughter residence

**Special Exemption (Complete only if applying for exemption under s. 196.1998, F.S. (property occupied by non-profit organization or government agency and regularly open to the public):**

*NOTE: Applicants should check with local officials to determine whether or not the exemption program offered by their municipal government and/or county allows the special exemption provided by s. 196.1998, F.S.*

1. Identify the governmental agency or non-profit organization that occupies the building or archaeological site: \_\_\_\_\_

2. How often does this organization or agency use the building or archaeological site? \_\_\_\_\_

3. For buildings, indicate the total useable area of the building in square feet. (For archaeological sites, indicate the total area of the upland component in acres) \_\_\_\_\_ square feet ( ) acres ( )

4. How much area does the organization or agency use? \_\_\_\_\_ square feet ( ) acres ( )

5. What percentage of the usable area does the organization or agency use? \_\_\_\_\_ %

6. Is the property open to the public ( )Yes ( )No If so, when? \_\_\_\_\_

7. Are there regular hours? ( )Yes ( )No If so, what are they? \_\_\_\_\_

8. Is the property also open by appointment? ( )Yes ( )No

9. Is the property open only by appointment? ( )Yes ( )No

**Historic Preservation Property Tax Exemption Application**  
**Part 2 – Description of Improvements**

**(To be completed by all applicants):**

Complete the blocks below. Include site work, new construction, alterations, etc.

Property Identification Number 206800-0000

Property Address 120 Dehaven Street, St. Augustine, FL 32084

**Feature 1**

Feature Roof

Approx. date of feature 1930

Describe existing feature and its condition:

The metal roof is old, rusted and in poor condition. The front portion of the metal roof was replaced with architectural shingles during leak repairs in 2010.

Photo no. 1,2 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Replace entire roof with metal roofing system back to original metal roofing system to maintain roof structure with shed and over front porch. Remove existing metal roof and dispose of. Replace any rotten or damaged sheathing. Install new eave trim and pipe flashing. Remove unwanted chimney. Install new galvalume silver color metal roof.

**Feature 2**

Feature Open Front Porch

Approx. date of feature \_\_\_\_\_

Describe existing feature and its condition:

The one story open porch on front is in poor condition with rotten wood ceiling. The old brown exterior wood door is out of date.

Photo no. 3,4 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Replace entire wood porch ceiling back to original condition using solid white vinyl with same grooves. Repair any wood damage to porch prior to painting. Install new white Emerson 1-lite therma tru fiberglass entry door using existing hardware.

**Feature 3**

Feature Asbestos Cement Siding and wood trim

Approx. date of feature 1930

Describe existing feature and its condition:

Asbestos facade siding and white wood trim is in poor condition.

Photo no. 5 Drawing no. \_\_\_\_\_

Describe work and impact on existing feature:

Install insulation board under hardie siding on entire house and install new hardie wood siding on entire house. Paint hardie board siding the same color as original siding, which is a silver/gray color. Replace wood soffit with vinyl soffit around entire house.

**RECEIVED**

**MAR 03 2017**

Planning/Building Dept.

**PART 2 APPLICATION REVIEW**  
**For Local Historic Preservation Office or Division Use Only**

Property Identification Number 206800-0000

Property Address 120 De Haven Street

The  Local Preservation Office ( ) Division has reviewed the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

- Determines that improvements to the above referenced property **are consistent** with the **Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**, and the criteria set forth in Chapter 1A-38, F.A.C.
- ( ) Determines that improvements to the above referenced property **are not consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria are identified in the Review Comments. *Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments.*

Review Comments: Please see HARP order letter

Additional Review Comments attached? Yes  No ( )

Signature Jenny Wolfe

Typed or printed name Jenny Wolfe

Title Historic Preservation Officer

Date 3/22/10

**Historic Preservation Property Tax Exemption Application  
Part 3 – Request for Review of Completed work**

Upon completion of the restoration, rehabilitation, or renovation, return this form with photographs of the completed work (views of site improvements, exterior and interior work for buildings) to the Division of Historical Resources or the Local Historic Preservation Office, as applicable. These photographs must provide a comprehensive description of the completed work. They should be the same views as the before photographs included in Part 2 of the application. Type or print clearly in black ink. The final recommendation of the Division of Historical Resources or the Local Historic Preservation Office, as applicable, with respect to the requested historic preservation property tax exemption is made on the basis of the descriptions in this Request for Review of Completed Work.

**1. Property identification and location:**

Property Identification Number: 2068000000  
Address of property: Street 120 Dehaven street  
City St. Augustine County St. Johns Zip Code 32084

**2. Data on restoration, rehabilitation, or renovation project:**

Project starting date 5/23/2017 Project completion date: 1/16/2018  
Estimated cost of entire project: \$ 58,463.00  
Estimated costs attributed solely to work on historic buildings or archaeological site: \$ 20,078.00

**3. Owner Attestation:** I hereby apply for the historic preservation property tax exemption for the restoration, rehabilitation or renovation work described above and in Part 2 of the Historic Preservation Property Tax Exemption Application (Application) submitted for this project. I attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the completed project conforms to The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and is consistent with the work described in Part 2 of the Application. I also attest that I am the owner of the property described above or, if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this Application and Request for Review of Completed Work (Request), I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government from which the exemption is being requested, for the purpose of verification of information provided in the Application and this Request. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this Application or Request is subject to criminal sanctions pursuant to the Laws of Florida.

Pamela M. Macias Pamela M. Macias 1/18/18  
Name Signature Date

Complete the following if signing for an organization or multiple owners (See next page for additional owners):

Title \_\_\_\_\_ Organization name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Telephone Number ( ) \_\_\_\_\_

**Historic Preservation Property Tax Exemption Application  
Amendment Sheet**

Property Identification Number 2068000006  
Address of property Street 120 Dehaven Street  
City St. Augustine County St. Johns Zip Code 32084

**1. Amendment Description:** Indicate all changes in the project work giving the originally proposed treatment and the amended work item description (use additional blank sheets if necessary):  
Original wood siding that was exposed due to damaged asbestos siding (less than 2%) is beyond repair. Therefore for symmetry, the first, bottom row of Asbestos siding was covered with Hardie board siding in lieu of removing small area (less than 2%) damaged asbestos siding, which is not available for repair or replacement.

**2. Attach photographs and drawings as necessary to illustrate the proposed changes.**  
Kevin M. Dackins Annelle M. Dackins 1/18/18  
Name Signature Date  
Complete the following if signing for an organization or multiple owners (See next page for additional owners):

Title \_\_\_\_\_ Organization name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Telephone Number (\_\_\_\_) \_\_\_\_\_

**Local Historic Preservation Office or Division Use Only**

The  Local Historic Preservation Office or ( ) Division has reviewed the Amendment Sheet for the above named property and hereby:  
 Determines that the work described in this Amendment to the Historic Preservation Property Tax Exemption Application for the property is consistent with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.  
 Determines that the work described in this Amendment to the Historic Preservation property Tax Exemption Application for the property is not consistent with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C. All work not consistent with the referenced Standards, Guidelines and criteria is identified in the Review Comments. Recommendations to assist the applicant in bringing the proposed work into compliance with the Standards, Guidelines and criteria are provided in the Review Comments.

**Page Two – Amendment Sheet --Historic Preservation Property Tax Exemption Application**

Review Comments: Please see HARB order letter  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Review Comments attached? Yes  No

Signature Jenny Wolfe  
Typed or printed name Jenny Wolfe  
Title Historic Preservation officer

Date 3/22/18



**CITY OF ST. AUGUSTINE  
PLANNING & BUILDING DEPARTMENT  
P.O. BOX 210  
ST. AUGUSTINE, FL 32085  
PHONE: 904-825-1065**

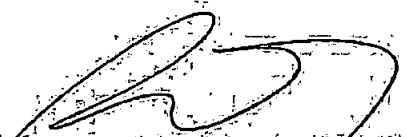
**CERTIFICATE OF COMPLETION**

Date: March 1, 2018

Permit number: 2017-0383  
Address: 120 DeHaven Street  
Parcel number: 206800-0000  
Owner: Pamela Dockins  
Contractor: Neal Strickland Roofing, Inc.  
Proposed work: Re-roof

This letter is to certify that the Building Permit for the above mentioned address has passed the final inspection. The structure has been repaired in compliance with Section 708.1 of the 2014 Florida Building Code – Existing Building.

*Respectfully,*

  
*Richard "Buddy" Schauland, CBO, CFM  
Building and Code Enforcement Manager  
City of St. Augustine  
Planning and Building Department  
75 King St. P.O. Box 210  
St. Augustine, FL 32085  
(904)825-1065*



**CITY OF ST. AUGUSTINE  
PLANNING & BUILDING DEPARTMENT  
P.O. BOX 210  
ST. AUGUSTINE, FL 32085  
PHONE: 904-825-1065**

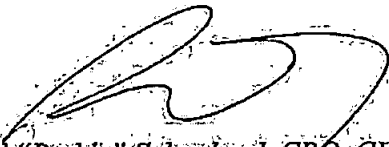
**CERTIFICATE OF COMPLETION**

Date: March 1, 2018

Permit number: 2017-1291  
Address: 120 DeHaven Street  
Parcel number: 206800-0000  
Owner: Pamela Dockins  
Contractor: Robert E. Hazouri  
Proposed work: Electrical Permit – New center for dishwasher, microwave, disposal, A/C

This letter is to certify that the Building Permit for the above mentioned address has passed the final inspection. The structure has been repaired in compliance with Section 701.1 of the 2014 Florida Building Code – Existing Building.

*Respectfully,*

  
*Richard "Buddy" Schauland, CBO, CFM  
Building and Code Enforcement Manager  
City of St. Augustine  
Planning and Building Department  
75 King St. P.O. Box 210  
St. Augustine, FL 32085  
(904)825-1065*



**CITY OF ST. AUGUSTINE  
PLANNING & BUILDING DEPARTMENT  
P.O. BOX 210  
ST. AUGUSTINE, FL 32085  
PHONE: 904-825-1065**

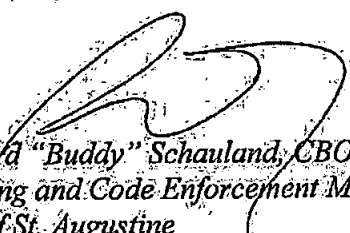
**CERTIFICATE OF COMPLETION**

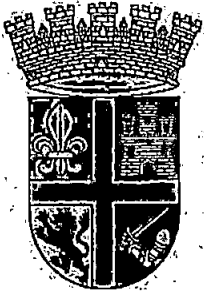
Date: March 1, 2018

Permit number: 2017-1955  
Address: 120 DeHaven Street  
Parcel number: 206800-0000  
Owner: Pamela Dockins  
Contractor: Turner Plumbing Co.  
Proposed work: Plumbing permit – Re-pipe

This letter is to certify that the Building Permit for the above mentioned address has passed the final inspection. The structure has been repaired in compliance with Section 701.1 of the 2014 Florida Building Code – Existing Building.

*Respectfully,*

  
*Richard "Buddy" Schauland, CBO, CFM  
Building and Code Enforcement Manager  
City of St. Augustine  
Planning and Building Department  
75 King St. P.O. Box 210  
St. Augustine, FL 32085  
(904)825-1065*



1565 - 2015  
450 years

# City of St. Augustine



St. Augustine, Florida  
Nation's Oldest City

Planning/Building

March 16, 2017

Rena S. Ayers Estate  
c/o Harold and Pamela Dockins  
205 Sunset Point  
St. Augustine, FL 32080-0000

Re: Certificate of Appropriateness - 120 De Haven Street - F2017-0035

Dear Mr. or Mrs. Dockins:

On Thursday, March 16, 2017, the Historic Architectural Review Board (HARB) met and discussed your application to conduct a building rehabilitation by replacing exterior siding and roofing, repairing porch features, and installing new interior fixtures and finishes in consideration of an ad valorem tax exemption at 120 De Haven Street.

Specifically, the HARB approved your application as per the attached executed order.

Please contact the Planning and Building Department at 825-1065 for the proper permits, fees and requirements before proceeding with your project in accordance with HARB's decision.

Sincerely,

David Birchim, AICP  
Director, Planning & Building

DB:sp  
Attachment

cc: John F. 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:**

- |   |   |
|---|---|
| <input type="checkbox"/> Appeal of Architectural Review Official  | <input type="checkbox"/> Preliminary Design Approval for Entry Corridors                                    |
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Certificate of Completeness and Recommendation for Historic Property Tax Exemption |
| <input type="checkbox"/> Certificate of Demolition  | <input type="checkbox"/> Opinion of Appropriateness   |
| <input type="checkbox"/> Certificate of Relocation  | <input type="checkbox"/> Variance to Design Standard  |
| <input checked="" type="checkbox"/> Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption |   |

**IN THE MATTER OF:**

Case No.: 2017-0035  
Applicant: Pamela Dockins  
Owner: Pamela Dockins  
Address: 120 De Haven Street  
Parcel Number: 206800-0000

RE: Certificate of Appropriateness, pursuant to Section 28-89, City of St. Augustine Code, to conduct a building rehabilitation by replacing exterior siding and roofing, repairing porch features, and installing new interior fixtures and finishes in consideration of an ad valorem tax exemption.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON MARCH 16, 2017, 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 March 16, 2017 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 Residential Single Family two (RS-2).
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 conduct a building rehabilitation by replacing exterior siding and roofing, repairing porch features, and installing new interior fixtures and finishes in consideration of an ad valorem tax exemption.

Subject to the following conditions:

- 1. Chimney be retained
- 2. The porch ceiling bead board be repaired or replaced w/ 1/2" material
- 3. If asbestos shingle siding is removed, the underlying wood siding be repaired for reuse
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

DONE AND ORDERED, at a public hearing on the 16<sup>th</sup> day of March, A.D., 2017, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

CASE NO. 2017-0035

REQUEST APPROVED / DENIED / CONTINUED

Paul L. Weaver III  
Sign Name

Paul L. Weaver III  
Print Name

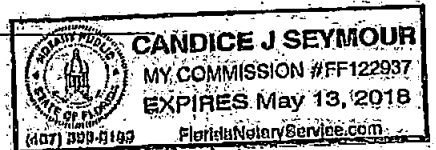
HISTORIC ARCHITECTURAL REVIEW BOARD  
CITY OF ST. AUGUSTINE, FLORIDA

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, Paul L. Weaver III 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 16<sup>th</sup> day of March, A.D., 2017.

[Signature]  
Notary Public, State of Florida







# City of St. Augustine

## HISTORIC ARCHITECTURAL REVIEW BOARD STAFF REPORT AND RECOMMENDATION

Prepared for March 16, 2017 Meeting



**Certificate of Appropriateness/AVT**  
**F2017-0035**  
**120 DeHaven Street**

**APPLICANT**

Harold and Pamela Dockins

**OWNER**

Pamela Dockins

**REQUEST**

To conduct a building rehabilitation by replacing exterior siding and roofing, repairing porch features, and installing new interior fixtures and finishes in consideration of an ad valorem tax exemption.

**AGENDA ITEM**

9(a)

**PLANS DATED**

February 16, 2017

**Architectural Style:**

Frame Vernacular

**Construction Date:**

1924-1930

**Florida Master Site File:**

8SJ00723

**National Register Status:**

Contributing to Lincolnville NR Historic District

**Zoning District:**

Residential, single-family two (RS-2)

**Parcel Number:**

206800 0000

**Plan review:**

The applicant is submitting an application for an ad valorem tax exemption and the city review process requires HARB to concur that the application is complete and that the changes meet the Secretary of the Interior's Standards for Rehabilitation.

## REVIEW OF APPLICABLE CODES AND ORDINANCES

### ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION:

#### *Vernacular (1821-1940)*

Vernacular refers to common buildings that do not display a formal or distinctive style. These buildings do, however, generally display at least some of the design elements and features commonly used in styled buildings constructed during the same era. They may also reflect minor influences such as Chippendale, Arts and Crafts, Pennsylvania Dutch, and Minorcan Cracker. Construction may be frame, masonry or both. Vernacular buildings make up the bulk of St. Augustine's historic building resources. These buildings dominate the streetscape, establish the scale of neighborhoods, create a sense of place, and record the change of construction technology and materials over time. Vernacular buildings represent the history, influence and culture of the middle and lower classes.

#### **Frame Vernacular**

Frame Vernacular architecture is the common wood frame construction of self-taught builders, often passed from one generation to the next. Vernacular building traditions resulted from the builder's experience, available resources, and responses to the local environment. Most frame vernacular buildings are dwellings and associated outbuildings. However, churches, commercial and industrial frame vernacular buildings have also been constructed.

Frame Vernacular buildings were heavily influenced by the Queen Anne style in the late 1800s, and by the Bungalow style in the 1920s. Queen Anne influences included two story construction, complex roof forms and irregular massing. Bungalow influences included a return to single story construction and simpler, more regular roof forms and massing.

Buildings are not constructed directly on the street, although the size of yards varies greatly. The most common building plans are rectangular and L-shaped, although some buildings have irregular plans. Buildings range from one to two-and-one-half stories.

Prior to the Civil War, foundations are usually brick, coquina, lime rock or tabby piers. From 1865 until about 1920 brick and coquina piers were most common; and beginning in the 1920s, brick, coquina or concrete block piers were used. Piers are usually not finished with stucco. Lattice infill is common after 1845. Continuous foundations are rare, and are never used prior to about 1920. Construction is wood frame. Prior to the Civil War, braced frame construction was used; from 1865 until about 1910, balloon framing was used; and after 1910, platform framing became common. Exterior finish is typically drop siding with corner boards, weatherboards with corner boards, butted wood shingles, or board-and-batten siding.

Locally, roof types are usually gable, although hip and pyramidal roofs are common elsewhere. Porches commonly have hip or shed roofs. Prior to 1845, roof surfaces are covered with wood shakes or wood shingles. From 1845 to about 1920, roof surfaces are covered with metal, corrugated metal or metal novelty shingles. Beginning in the 1920s, roof surfaces are covered with composition shingles, diamond composition shingles or asbestos shingles. Chimneys are brick, and are occasionally finished with stucco.

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.

Detailing is simple, usually consisting of jig-sawn woodwork on porches or around eaves, and corbels on chimneys.

**Historic Preservation Property Tax Exemption**

In 1995 the City Commission adopted an ordinance allowing partial ad valorem tax exemptions for historic property if the property is being restored, rehabilitated or renovated according to specific guidelines. This exemption applies only to improvements to real property.

The exemption for qualifying properties is from ad valorem taxes levied by the City of St. Augustine on 100% of the assessed value of the improvement for 10 years.

In order to qualify for this tax exemption, the property must:

1. be individually listed in the National Register of Historic Places; or
2. be a contributing property to a National Register District; or
3. be designated a historic property or be a contributing property in a locally established historic preservation district.

Further, to qualify for this tax exemption, the improvements to a property meeting one of the above criteria must also:

1. be consistent with the United States Secretary of Interior's Standards for Rehabilitation; and
2. be determined by the Historic Architectural Review Board to meet criteria established by the Department of State.

The minimum valuation of the improvement must be \$20,000 or 50% of the assessed value of the structure before the improvement, whichever is less.

Twenty-five percent (25%) of the proposed improvement must be to the exterior or foundation of the structure.

**How to Apply:**

Applications for the Historic Preservation Property Tax Exemption must be made prior to the start of any construction work on the property, on forms provided by the Planning and Building Division from the Department of State.

The Historic Architectural Review Board must approve the plans, and the Planning and Building Division must issue a building permit for the proposed improvement before the start of any construction.

The review and approval process for the tax exemption is in addition to the building permit review process already established.

The Planning and Building Division is required to inspect the completed work to ensure that the construction has been completed as indicated on the plans submitted with the application for the tax exemption, and to ensure the continued maintenance of the improvements during the period of time that the exemption is in force.

**Activating the Tax Exemption:**

The review and approval authority of the Historic Architectural Review Board (HARB) and the Planning and Building Division is administrative only. Final approval for the ad valorem tax exemption rests with the City Commission.

The property owner must sign an Historic Preservation Property Tax Exemption Covenant agreeing to maintain the improvements during the period of the exemption. This covenant must then be approved by resolution of the City Commission. The approved covenant must be recorded with the deed to the property to allow the Property Appraiser to activate the tax exemption.

*Secretary of the Interior's Standards for Rehabilitation*

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*Secretary of the Interior's Standards for Rehabilitation: Guidelines*

**Choosing Rehabilitation as a Treatment**

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitation to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions.

**Identify, Retain, and Preserve Historic Materials and Features**

Like Preservation, guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior

features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

#### **Protect and Maintain Historic Materials and Features**

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

#### **Repair Historic Materials and Features**

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. **Rehabilitation** guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

#### **Replace Deteriorated Historic Materials and Features**

Following repair in the hierarchy, **Rehabilitation** guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material. It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

#### **Design for the Replacement of Missing Historic Features**

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Although accepting the loss is one possibility, where an important architectural feature is missing, its replacement is always recommended in the **Rehabilitation** guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

#### **Alterations/Additions for the New Use**

Some exterior and interior alterations to a historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include

the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character. The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the **Rehabilitation** guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed. Additions and alterations to historic buildings are referenced within specific sections of the Rehabilitation guidelines such as Site, Roofs, Structural Systems, etc., but are addressed in detail in New Additions to Historic Buildings.

#### **Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations**

These sections of the guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of Rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of meeting code and energy requirements.

#### **City of St. Augustine Code of Ordinances**

##### **Sec. 2-381. - Title.**

This article [Ordinance No. 95-20] may be cited as the Historic Preservation Property Tax Exemption Ordinance of the City of St. Augustine, Florida.

##### **Sec. 2-382. - Intent.**

The City of St. Augustine hereby finds that the adoption of an ad valorem tax exemption for qualifying improvements of historic properties will help accomplish the following purposes:

- (1) Encourage restoration, rehabilitation and renovation of historic structures located in historic preservation districts in St. Augustine; historic structures listed on the National Register of Historic Places; and designated historical landmarks; and
- (2) Encourage visible rehabilitation that will make blocks and neighborhoods more attractive, focus attention on them and improve property values on the rest of the block or in the neighborhood, therefore enhancing their appeal as places to live, to work or to visit.

##### **Sec. 2-383. - Definitions.**

- (1) *Assessed value* shall mean the determination of the value of an improvement or property by the St. Johns County Property Appraiser in the manner provided by law.
- (2) *Contributing property* shall mean a building, site, structure or object which adds to the historical architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was present during the period of significance of the district and possesses historic integrity reflecting its character at that time; (b) is capable of yielding important information about the period; or (c) it independently meets the National Register of Historic Places criteria for evaluation.
- (3) *Government or non profit use* shall mean that the occupant or user of at least sixty-five (65) percent of the usable space of a historic building or of the upland component of an archaeological site is an agency of the federal, state or local government, or a non-profit organization certified by the Department of State under F.S. § 627.013.
- (4) *Historical landmark* shall mean a building, object, site or structure of the highest historical, architectural, cultural or archeological importance.
- (5) *Historic property* shall mean a building, object, site or structure which is: (a) individually listed in the National Register of Historic Places; (b) a contributing property in a National Register-listed historic district; (c) designated as a historic property or landmark under the provisions of City Code section 28-37(10); or (d) a contributing property in a historic preservation district designated under the provision of City Code chapter 28, article III, division 3, historic preservation districts.
- (6) *Historic architectural review board* (hereinafter referred to as "board") shall mean the board which is responsible for determining the historical significance of the property and the appropriateness of the proposed work as submitted by the applicant.

- (7) *Improvements* shall mean changes in the condition of real property brought about by the expenditure of labor or money for the restoration, renovation or rehabilitation of such property. Improvements shall exclude additions and accessory structures unless necessary for historic reproduction purposes (i.e., recreating a building design that previously existed).
- (8) *Local historic preservation office* shall mean the planning and building division which shall supervise and administer the rules and regulations pertaining to review of applications for property tax exemptions pursuant to P.S. §§ 196.1997 and 196.1998.
- (9) *Regularly and frequently open to public* shall mean a property in which public access to the property is provided not less than fifty-two (52) days a year on an equitably spaced basis, and at other times by appointment. Owners of such property are not prohibited from charging a reasonable nondiscriminating admission fee.
- (10) *National Register of Historic Places* shall mean the list of historic properties significant in American history, architecture, archaeology, engineering and culture, maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended.
- (11) *Noncontributing property* shall mean a building, site, structure or object which does not add to the historic architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was not present during the period of significance of the district; (b) due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or (c) it does not independently meet the National Register of Historic Places criteria for evaluation.
- (12) *Renovation or rehabilitation* shall mean the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values. For historic properties or portions thereof which are of archeological significance or are severely deteriorated, "renovation" or "rehabilitation" means the act or process of applying measures designed to sustain and protect the existing form and integrity of a property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.
- (13) *Restoration* shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.
- (14) *Substantial completion of improvement* shall mean that a request for review of completed work has been submitted by the property owner and approved by the historic preservation office.
- (15) *Usable space* shall mean that portion of the space within a building which is available for assignment or rental to an occupant, including every type of space available for use of the occupant.
- (16) *Qualifying property* shall mean any real property in the City of St. Augustine which, at the time the preconstruction application is submitted, (a) is individually listed in The National Register of Historic Places; (b) is a contributing property to a National Register District; or (c) is designated as a contributing property in a Historic Preservation District.

Sec. 2-384. - Exemption.

Qualifying properties will be eligible to receive an ad valorem tax exemption of one hundred (100) percent of the assessed value of the improvements, as defined in section 2-383(7) of this article, resulting from renovation, restoration or rehabilitation of the property. All qualifying projects must complete the review process outlined in this article. The exemption shall apply only to improvements to real property. All qualifying improvements must be commenced on or after the date of adoption of this article [Ordinance No. 95-20]. If the property is used for non-profit or governmental purposes, and is regularly and frequently open for the public's visitation, use and benefit, then one hundred (100) percent of the assessed value of the property, as improved, is exempt provided the assessed value of the improvement is at least fifty (50) percent of the total assessed value of the property, as improved, and the improvement is made by or for the use of the existing owner. The exemption shall apply only to ad valorem taxes levied by the City of St. Augustine.

|| Sec. 2-385. - Exemption period.

The exemption period shall be ten (10) years beginning on January 1 following substantial completion of the improvement.

|, Sec. 2-386. - Procedures.

- (a) *Application for exemption.* Application for the property tax exemption shall be made on the two-part Historic Preservation Property Tax Exemption Application, DOS Form No. HR3E101292, or its equivalent, as adopted by the State of Florida. Part 1, the Preconstruction Application, shall be submitted before improvements are initiated, and Part 2, the Request for Review of Completed Work, shall be submitted upon completion of the improvements. Said Application shall be completed in accordance with the instructions promulgated by the Department of State of the State of Florida.
- (b) Upon receipt of the completed preconstruction application and all required supporting materials, the historic preservation office shall determine whether the property for which an exemption is requested is a qualifying property. The historic preservation office shall refer the application to the board, which shall determine whether the proposed improvements are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (latest edition), U.S. Department of the Interior, National Park Service.
- (c) On completion of the review of a preconstruction application, the historic preservation office shall notify the applicant and the city commission in writing of the results of the review and shall make recommendations for correction of any planned work deemed to be inconsistent with the standards cited above.
- (d) Each review of a preconstruction application or application for review of completed work conducted by the board shall be completed within sixty (60) days of the time that the complete application is submitted to the historic preservation office.
- (e) Upon receipt of the request for review of completed work and all required supporting materials, the board shall conduct a review to determine whether or not the completed improvements are in compliance with the work described in the approved preconstruction application, subsequent approved amendments, if any, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The board reserves the right to inspect the completed work to verify such compliance.
- (f) On completion of the review of a request for review of completed work, the board shall recommend that the city commission grant or deny the exemption. The recommendation, and the reasons therefore, shall be provided in writing to the applicant and to the city commission. The recommendation shall advise the applicant of their right to a fair hearing pursuant to procedures set forth by the city.

|| Sec. 2-387. - Evaluation of improvements.

- (a) The board shall apply the recommended approaches to rehabilitation as set forth in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings in evaluating the eligibility of improvements to the historic property.
- (b) For improvements intended to protect or stabilize severely deteriorated historic properties or archaeological sites, the board shall apply the following additional standards:
  - (1) Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made by the chief building official.
  - (2) Protective measures shall safeguard the physical condition or environment of a property or archaeological site from further deterioration or damage caused by weather or other natural, animal or human intrusions.
  - (3) If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.
  - (4) Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.
  - (5) Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the aesthetic and historical quality of the property, except where

concealment would result in the alteration or destruction of historically significant material or spaces.

|| Sec. 2-388. - Appeals.

Appeals from decisions of the historic preservation office and/or the board related to whether a property is a qualifying property may be taken to the St. Augustine City Commission within fifteen (15) days of such decision in accordance with procedures established in section 28-29(d) of the City Code.

| Sec. 2-389. - Commencement of work.

Work must commence within one (1) year following the date of approval of a preconstruction application. The preconstruction application shall be considered to be in effect as long as a building permit is valid for the work specified on the property.

|| Sec. 2-390. - Other permits and approvals.

Nothing in this article shall relieve the property owner or his agents from the responsibility of complying with all other local codes and ordinances relating to construction contracting or permitting, in or out of designated historic preservation districts.

|| Sec. 2-391. - Covenant.

A property owner qualifying for an exemption pursuant to this article and the city commission shall execute the Historic Preservation Property Tax Exemption Covenant, DOS Form No. HR3E111292, or its equivalent, as adopted by the State of Florida. The historic preservation office, at the time the covenant is executed, shall forward a copy of the approved historic preservation property tax exemption application and historic preservation property tax exemption covenant to the St. Johns County Property Appraiser. On or before the effective date of the exemption, as established by the city commission, the owner of the property shall have the covenant recorded with the deed for the property in the Official Records of St. Johns County.

|| Sec. 2-392. - Minimum thresholds for application.

In order to be eligible for the historic preservation tax exemption, (1) the value of the proposed improvements must be equal to at least fifty (50) percent of the total assessed value of the property, before the improvement, or twenty thousand dollars (\$20,000.00), whichever is less; and (2) at least twenty-five (25) percent of the valuation of the proposed improvements must be for work to the exterior or foundation of the structure.

### STAFF SUMMARY & ANALYSIS

The building at 120 DeHaven Street is a historic Frame Vernacular building constructed between 1924 and 1930 and listed as a contributing building to the Lincolnville National Register Historic District. An ACCORD marker and the documentation in the FMSE explains the significance of long-time resident Rena Ayers for her participation in housing Civil Rights activists from out of town while they served St. Augustine and the Civil Rights Movement.

Character defining features include:

- rectangular plan with a projecting bay window on the east elevation
- hip roof with enclosed beadboard soffits
- roof features including a shed roof attic louver and chimney
- paired window arrangement
- full width front porch
- coquina shell concrete block piers.

The building has a high degree of integrity based on the preservation of the original footprint (as per the Sanborn maps) including the rear shed roofed storage unit, features, and materials. Alterations include asbestos siding that covers likely original lap siding, a partial re-roof with asphalt shingles, and a partial screened front porch.

The application for a Certificate of Appropriateness is being submitted for the purposes of reviewing alterations and rehabilitation of the historic structure for the local ad valorem tax exemption for historic properties. The property is a qualifying property because it is contributing to a National Register Historic District. The other requirements are detailed on the preceding pages. The HARB must make a finding that the proposed improvements are consistent with the Secretary of the Interior's Standards for Rehabilitation and that the application meets the criteria established by the Department of State.

#### Valuation

Estimate provided by applicant's original application materials: \$43,803  
Value of building per SJCPA: \$43,531  
Value of proposed exterior improvements: \$13,695 estimated for roof and siding  
(\$10,951 is 25% of proposed total)  
2016 taxable value per SJCPA: \$116,062 (2017 working value \$127,668)

#### Application

The Department of State forms were used to submit the information for the tax exemption. There are some corrections that could be made to the references that the building is a 'shotgun' style of vernacular. This applies to buildings that are one room wide and would not apply to this residence.

Secretary of the Interior's Standards for Rehabilitation

There are 7 features outlined in the description of improvements on the application:

1. Roof: replace roof with galvalume and remove the chimney  
*The sample submitted for the roof material is a compatible contemporary alternative to the standing seam metal roof especially considering most of the original roof material was removed previously.*  
*Removal of the chimney requires a partial demolition application. The chimney is a character defining feature according to the Standards and removal without replacement is not recommended.*  
*More details should be provided on the alterations to the eaves and soffits such as a drawing to indicate how they will be changed because they appear to be enclosed originally and with historic beadboard material.*
2. Porch: replace beadboard ceiling on the porch, repair soffit and any wood damage, and repaint.  
*The existing material provides evidence of the overall form and material and the proposed replacement material is formed plastic. There is no known example of this material that has been approved by the HARB in the past and it appears to be an incompatible substitute. There may be a wood alternative available that the applicant can explore.*  
*As in #1 above details on soffit repairs should be provided to evaluate the method with the existing historic appearance.*
3. Siding: install insulation and new fiber cement siding on the entire house which is currently covered with asbestos  
*The original siding appears to remain intact under the asbestos siding and should be evaluated to match the replacement siding in terms of dimension, profile, and finish. Hardie board may be an acceptable alternative if the original wood siding is beyond repair and wood siding is not economically feasible.*
4. Bathroom fixtures and flooring  
*The photographs do not indicate there are significant architectural fixtures or flooring. The proposed alterations will provide an efficient contemporary use and will maintain the same function of the space.*
5. Kitchen flooring, cabinets, range, sink  
*The photographs do not indicate there are significant historic flooring, cabinets or fixtures and appliances. The proposed alterations will provide an efficient contemporary use and will maintain the same function of the space.*
6. Hallway, living and dining room flooring  
*The photographs do not indicate there is a significant historic flooring material. The proposed alterations will provide an efficient contemporary use and will maintain the same function of the space.*
7. HVAC system  
*A modern system will provide an efficient contemporary use of the building. However, the applicant should provide details on the impact to historic walls and floors to allow an evaluation that the installation is the minimum level of damage required.*

The applicant should indicate if they have consulted with the Building Department to determine any additional project requirements related to current building codes.

There is no indication that the interior floor plan of the building will be modified and the applicant should confirm this and that any trim and significant features will be preserved.

Overall the intention to rehabilitate and modernize the fixtures and systems of the building is a highly positive goal for preserving the historic structure and providing a compatible use. However, there are additional details referenced above that should be provided and discussed to ensure that the public goal of historic preservation is balanced with the financial benefit of the property owner.

#### STAFF RECOMMENDATION

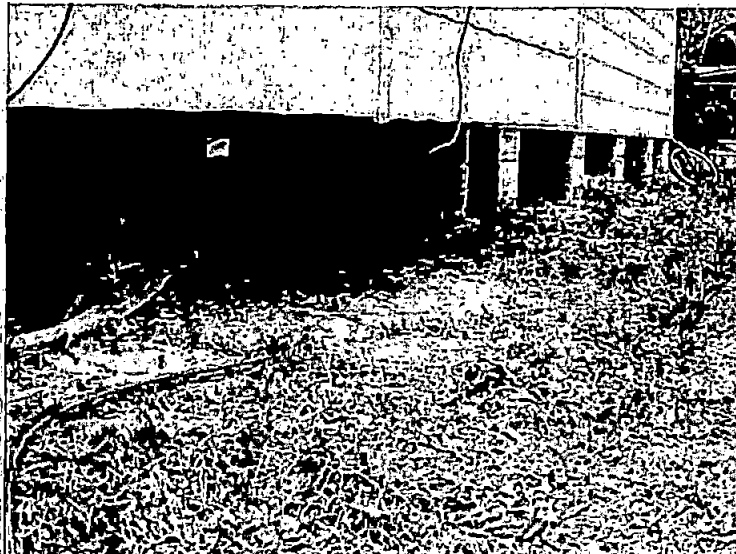
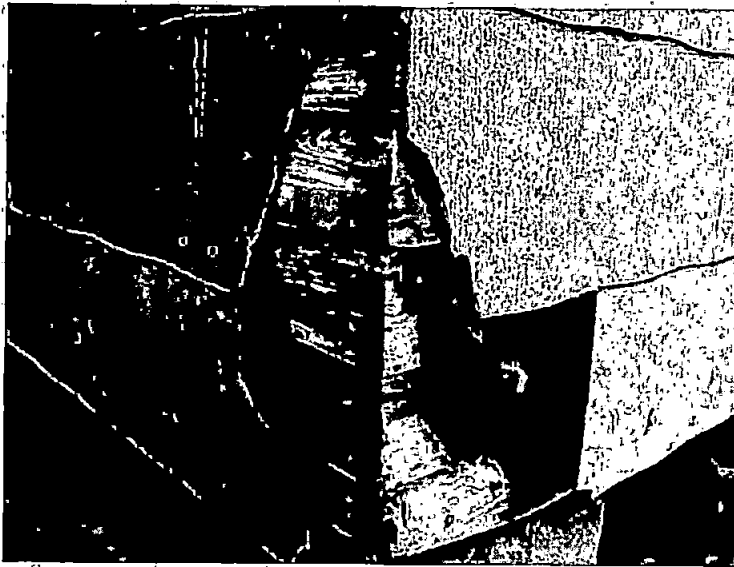
Based on a review of the AGHP and without the support of evidence to the contrary, staff finds that the board can CONTINUE a Certificate of Appropriateness for the ad valorem tax exemption application at 120 DeHaven Street to allow the applicant to provide additional information and consider select alternatives as indicated in the staff report in order to ensure that the City's historic preservation goals are achieved in balance with the property owner's financial benefits.

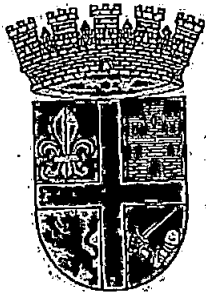
  
Jenny Wolfe, MS Architectural Studies  
Historic Preservation Officer

**STAFF PHOTOGRAPHS:**









# City of St. Augustine



St. Augustine, Florida  
Nation's Oldest City

Planning/Building

February 15, 2018

Rena S. Ayers Estate  
c/o Harold and Pamela Dockins  
205 Sunset Point  
St. Augustine, FL 32080-0000

Re: Certificate of Completeness and Recommendation for Historic Property  
Tax Exemption – 120 De Haven Street – F2018-0035

To Whom It May Concern:

On Thursday, February 15, 2018 the Historic Architectural Review Board (HARB) met and discussed your application to certify the completion of rehabilitation work for an ad valorem tax exemption at 120 De Haven Street.

Specifically, the HARB approved your application as per the attached executed order.

Should you have questions regarding this matter, please contact the Planning and Building Department at 825-1065.

Sincerely,

David Birchim, AICP  
Director, Planning & Building

DB:sp  
Attachment

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:**

- |   |  |
|---|--|
| <input type="checkbox"/> Appeal of Architectural Review Official  | <input type="checkbox"/> Preliminary Design Approval for Entry Corridors   |
| <input type="checkbox"/> Certificate of Appropriateness   | <input checked="" type="checkbox"/> Certificate of Completeness and Recommendation for Historic Property Tax Exemption |
| <input type="checkbox"/> Certificate of Demolition  | <input type="checkbox"/> Opinion of Appropriateness  |
| <input type="checkbox"/> Certificate of Relocation  | <input type="checkbox"/> Variance to Design Standard   |
| <input checked="" type="checkbox"/> Certificate of Appropriateness for Preservation Approach for Ad Valorem Tax Exemption |  |

**IN THE MATTER OF:**

Case No.: 2018-0035  
Applicant: Harold Dockins  
Owner: Pamela Dockins  
Address: 120 De Haven Street  
Parcel Number: 206800-0000

RE: Certificate of Appropriateness for Historic Property Ad Valorem Tax Exemption pursuant to Section 28-89 and Article VII, Section 2-386-387, City of St. Augustine Code, to certify the completion of rehabilitation work for an ad valorem tax exemption.

THE HISTORIC ARCHITECTURAL REVIEW BOARD HAS HEARD TESTIMONY AND EXAMINED EVIDENCE AT A PUBLIC HEARING HELD ON FEBRUARY 15, 2018, 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 February 15, 2018 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 Residential Single Family Two (RS-2).
4. The above-described Certificate of Appropriateness is subject to Section 28-89 and Article VII, Section 2-386-387 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 certify the completion of rehabilitation work for an ad valorem tax exemption.

Subject to the following conditions:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

DONE AND ORDERED, at a public hearing on the 15 day of FEBRUARY, A.D., 2018, in the Alcazar Room, 75 King Street, St. Augustine, Florida.

Case No. 2018-0035

REQUEST APPROVED / DENIED/CONTINUES

Toni Wallace  
Sign Name

Toni WALLACE

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, Toni Wallace 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 15<sup>th</sup> day of February, A.D., 2018.

Candice J Seymour  
Notary Public, State of Florida





CITY OF  
**ST. AUGUSTINE**  
EST. 1685

**HISTORIC ARCHITECTURAL REVIEW BOARD**  
**STAFF REPORT AND RECOMMENDATION**  
Prepared for February 15, 2018 Meeting



Application F2017-0035

Address: 120 De Haven

Harold Dockins, Applicant

Pamela Dockins, Owner

Project description: To certify the completion of rehabilitation work for an ad valorem tax exemption.

COA F2017-0035  
120 De Haven  
February 15, 2018

Architectural Style: Frame Vernacular	Florida Master Site File: 8SJ00723
National Register: Lincolnville Historic District (Contributing)	Construction date: 1924-1930
Archaeology Zone: III(A)	Zoning District: RS-2
Parcel number: 206800 0000	
Agenda Item: 9(a)	Previous Action(s): COA 2017

#### STAFF SUMMARY AND ANALYSIS:

The application for a Certificate of Appropriateness is presented to certify the completion of alterations and rehabilitation of the historic structure for the local historic preservation property tax exemption. The property is a qualifying property because it is contributing to a National Register Historic District. The other requirements are detailed on the following pages. The HARB must make a finding that the completed improvements are consistent with the Secretary of the Interior's Standards for Rehabilitation and that the application meets the criteria established by the Department of State.

Valuation: Meets lesser minimum threshold of \$20,000

Application: The Department of State forms were used to submit the information for the tax exemption.

Secretary of the Interior's Standards for Rehabilitation: There are 7 features outlined in the description of improvements on the application and the conditions of the previous HARB decision were satisfied.

Permits for plumbing, electrical, and roofing have been closed out.

#### 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 for the ad valorem tax exemption application at **120 DeHaven Street**.

  
Jenny Wolfe, MS Architectural Studies  
Historic Preservation Officer

COA F2017-0035

120 De Haven

February 15, 2018

**SUMMARY SCOPE OF WORK:**

- Roof: replace roof with galvalume and remove the chimney
- Porch: repair/replace beadboard ceiling on the porch; repair soffit and any wood damage, and repaint.
- Siding: install insulation and new fiber cement siding on the entire house which is currently covered with asbestos
- Bathroom fixtures and flooring
- Kitchen flooring, cabinets, range, sink
- Hallway, living and dining room flooring
- HVAC system

COA F2017-0035

120 De Haven

February 15, 2018

## CITY CODES/DESIGN GUIDELINES:

### ARCHITECTURAL GUIDELINES FOR HISTORIC PRESERVATION:

#### Vernacular (1821-1940)

Vernacular refers to common buildings that do not display a formal or distinctive style. These buildings do, however, generally display at least some of the design elements and features commonly used in styled buildings constructed during the same era. They may also reflect minor influences such as Chippendale, Arts and Crafts, Pennsylvania Dutch, and Minorcan Cracker. Construction may be frame, masonry or both. Vernacular buildings make up the bulk of St. Augustine's historic building resources. These buildings dominate the streetscape, establish the scale of neighborhoods, create a sense of place, and record the change of construction technology and materials over time. Vernacular buildings represent the history, influence and culture of the middle and lower classes.

#### Frame Vernacular

Frame Vernacular architecture is the common wood frame construction of self-taught builders, often passed from one generation to the next. Vernacular building traditions resulted from the builder's experience, available resources, and responses to the local environment. Most frame vernacular buildings are dwellings and associated outbuildings. However, churches, commercial and industrial frame vernacular buildings have also been constructed.

Frame Vernacular buildings were heavily influenced by the Queen Anne style in the late 1800s, and by the Bungalow style in the 1920s. Queen Anne influences included two story construction, complex roof forms and irregular massing. Bungalow influences included a return to single story construction and simpler, more regular roof forms and massing.

Buildings are not constructed directly on the street, although the size of yards varies greatly. The most common building plans are rectangular and L-shaped, although some buildings have irregular plans. Buildings range from one to two-and-one-half stories.

Prior to the Civil War, foundations are usually brick, coquina, lime rock or tabby piers. From 1865 until about 1920 brick and coquina piers were most common; and beginning in the 1920s, brick, coquina or concrete block piers were used. Piers are usually not finished with stucco. Lattice infill is common after 1845. Continuous foundations are rare, and are never used prior to about 1920. Construction is wood frame. Prior to the Civil War, braced frame construction was used; from 1865 until about 1910, balloon framing was used; and after 1910, platform framing became common. Exterior finish is typically drop siding with corner boards, weatherboards with corner boards, butted wood shingles, or board-and-batten siding.

Locally, roof types are usually gable, although hip and pyramidal roofs are common elsewhere. Porches commonly have hip or shed roofs. Prior to 1845, roof surfaces are covered with wood shakes or wood shingles. From 1845 to about 1920, roof surfaces are covered with metal, corrugated metal or metal novelty shingles. Beginning in the 1920s, roof surfaces are covered with composition shingles, diamond composition shingles or asbestos shingles. Chimneys are brick, and are occasionally finished with stucco.

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.

Detailing is simple, usually consisting of jig-sawn woodwork on porches or around eaves, and corbels on chimneys.

#### Historic Preservation Property Tax Exemption

In 1995 the City Commission adopted an ordinance allowing partial ad valorem tax exemptions for historic property if the property is being restored, rehabilitated or renovated according to specific guidelines. This exemption applies only to improvements to real property.

The exemption for qualifying properties is from ad valorem taxes levied by the City of St. Augustine on 100% of the assessed value of the improvement for 10 years.

In order to qualify for this tax exemption, the property must:

1. be individually listed in the National Register of Historic Places; or
2. be a contributing property to a National Register District; or
3. be designated a historic property or be a contributing property in a locally established historic preservation district.

Further, to qualify for this tax exemption, the improvements to a property meeting one of the above criteria must also:

1. be consistent with the United States Secretary of Interior's Standards for Rehabilitation; and
2. be determined by the Historic Architectural Review Board to meet criteria established by the Department of State.

The minimum valuation of the improvement must be \$20,000 or 50% of the assessed value of the structure before the improvement; whichever is less.

Twenty-five percent (25%) of the proposed improvement must be to the exterior or foundation of the structure.

**How to Apply:**

Applications for the Historic Preservation Property Tax Exemption must be made prior to the start of any construction work on the property, on forms provided by the Planning and Building Division from the Department of State.

The Historic Architectural Review Board must approve the plans, and the Planning and Building Division must issue a building permit for the proposed improvement before the start of any construction.

The review and approval process for the tax exemption is in addition to the building permit review process already established.

The Planning and Building Division is required to inspect the completed work to ensure that the construction has been completed as indicated on the plans submitted with the application for the tax exemption, and to ensure the continued maintenance of the improvements during the period of time that the exemption is in force.

**Activating the Tax Exemption:**

The review and approval authority of the Historic Architectural Review Board (HARB) and the Planning and Building Division is administrative only. Final approval for the ad valorem tax exemption rests with the City Commission.

The property owner must sign an Historic Preservation Property Tax Exemption Covenant agreeing to maintain the improvements during the period of the exemption. This covenant must then be approved by resolution of the City Commission. The approved covenant must be recorded with the deed to the property to allow the Property Appraiser to activate the tax exemption.

**Secretary of the Interior's Standards for Rehabilitation**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Secretary of the Interior's Standards for Rehabilitation: Guidelines

### Choosing Rehabilitation as a Treatment

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitation** to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions.

### Identify, Retain, and Preserve Historic Materials and Features

Like Preservation, guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on **identifying, retaining, and preserving** character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

### Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of Rehabilitation work, then **protecting and maintaining** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

### Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Rehabilitation guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

### Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, Rehabilitation guidance is provided for **replacing** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material. It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, they never recommend removal and replacement with new material of a feature that—although damaged or deteriorated—could reasonably be repaired and thus preserved.

### Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Although accepting the loss is one possibility, where an important architectural feature is missing, its replacement is always recommended in the Rehabilitation guidelines as the first or preferred course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The

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new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

#### **Alterations/Additions for the New Use**

Some exterior and interior alterations to a historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character. The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the Rehabilitation guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed. Additions and alterations to historic buildings are referenced within specific sections of the Rehabilitation guidelines such as Site, Roofs, Structural Systems, etc., but are addressed in detail in New Additions to Historic Buildings.

#### **Energy Efficiency/Accessibility Considerations/Health and Safety Code Considerations**

These sections of the guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to improve energy efficiency. Although this work is quite often an important aspect of Rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of meeting code and energy requirements.

#### **City of St. Augustine Code of Ordinances**

Sec. 2-381. - Title.

This article [Ordinance No. 95-20] may be cited as the Historic Preservation Property Tax Exemption Ordinance of the City of St. Augustine, Florida.

Sec. 2-382. - Intent.

The City of St. Augustine hereby finds that the adoption of an ad valorem tax exemption for qualifying improvements of historic properties will help accomplish the following purposes:

- (1) Encourage restoration, rehabilitation and renovation of historic structures located in historic preservation districts in St. Augustine; historic structures listed on the National Register of Historic Places; and designated historical landmarks; and
- (2) Encourage visible rehabilitation that will make blocks and neighborhoods more attractive, focus attention on them and improve property values on the rest of the block or in the neighborhood, therefore enhancing their appeal as places to live, to work or to visit.

Sec. 2-383. - Definitions.

- (1) *Assessed value* shall mean the determination of the value of an improvement or property by the St. Johns County Property Appraiser in the manner provided by law.
- (2) *Contributing property* shall mean a building, site, structure or object which adds to the historical architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was present during the period of significance of the district and possesses historic integrity reflecting its character at that time; (b) is capable of yielding important information about the period; or (c) it independently meets the National Register of Historic Places criteria for evaluation.
- (3) *Government or non profit use* shall mean that the occupant or user of at least sixty-five (65) percent of the usable space of a historic building or of the upland component of an archaeological site is an agency of the federal, state or local government; or a non-profit organization certified by the Department of State under F.S. § 627.013.
- (4) *Historical landmark* shall mean a building, object, site or structure of the highest historical, architectural, cultural or archeological importance.
- (5) *Historic property* shall mean a building, object, site or structure which is: (a) individually listed in the National Register of Historic Places; (b) a contributing property in a National Register-listed historic district; (c) designated as a historic property or landmark under the provisions of City Code section 28-87(10); or (d) a contributing property in a historic preservation district designated under the provision of City Code chapter 28, article III, division 3, historic preservation districts.

- (6) *Historic architectural review board* (hereinafter referred to as "board") shall mean the board which is responsible for determining the historical significance of the property and the appropriateness of the proposed work as submitted by the applicant.
- (7) *Improvements* shall mean changes in the condition of real property brought about by the expenditure of labor or money for the restoration, renovation or rehabilitation of such property. Improvements shall exclude additions and accessory structures unless necessary for historic reproduction purposes (i.e., recreating a building design that previously existed).
- (8) *Local historic preservation office* shall mean the planning and building division which shall supervise and administer the rules and regulations pertaining to review of applications for property tax exemptions pursuant to F.S. §§ 196.1997 and 196.1998.
- (9) *Regularly and frequently open to public* shall mean a property in which public access to the property is provided not less than fifty-two (52) days a year on an equitably spaced basis, and at other times by appointment. Owners of such property are not prohibited from charging a reasonable nondiscriminating admission fee.
- (10) *National Register of Historic Places* shall mean the list of historic properties significant in American history, architecture, archaeology, engineering and culture, maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended.
- (11) *Noncontributing property* shall mean a building, site, structure or object which does not add to the historic architectural qualities, historic associations or archaeological values for which a district is significant because (a) it was not present during the period of significance of the district; (b) due to alterations, disturbances, additions or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or (c) it does not independently meet the National Register of Historic Places criteria for evaluation.
- (12) *Renovation or rehabilitation* shall mean the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archaeological values. For historic properties or portions thereof which are of archeological significance or are severely deteriorated, "renovation" or "rehabilitation" means the act or process of applying measures designed to sustain and protect the existing form and integrity of a property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.
- (13) *Restoration* shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work.
- (14) *Substantial completion of improvement* shall mean that a request for review of completed work has been submitted by the property owner and approved by the historic preservation office.
- (15) *Usable space* shall mean that portion of the space within a building which is available for assignment or rental to an occupant, including every type of space available for use of the occupant.
- (16) *Qualifying property* shall mean any real property in the City of St. Augustine which, at the time the preconstruction application is submitted, (a) is individually listed in The National Register of Historic Places; (b) is a contributing property to a National Register District; or (c) is designated as a contributing property in a Historic Preservation District.

Sec. 2-384. - Exemption.

Qualifying properties will be eligible to receive an ad valorem tax exemption of one hundred (100) percent of the assessed value of the improvements, as defined in section 2-383(7) of this article, resulting from renovation, restoration or rehabilitation of the property. All qualifying projects must complete the review process outlined in this article. The exemption shall apply only to improvements to real property. All qualifying improvements must be commenced on or after the date of adoption of this article [Ordinance No. 95-20]. If the property is used for non-profit or governmental purposes, and is regularly and frequently open for the public's visitation, use and benefit, then one hundred (100) percent of the assessed value of the property, as improved, is exempt provided the assessed value of the improvement is at least fifty (50) percent of the total assessed value of the property, as improved, and the improvement is made by or for the use of the existing owner. The exemption shall apply only to ad valorem taxes levied by the City of St. Augustine.

Sec. 2-385. - Exemption period.

The exemption period shall be ten (10) years beginning on January 1 following substantial completion of the improvement.

Sec. 2-386. - Procedures.

- (a) Application for exemption. Application for the property tax exemption shall be made on the two-part Historic Preservation Property Tax Exemption Application, DOS Form No. HR3E101292, or its equivalent, as adopted by the State of Florida. Part 1, the Preconstruction Application, shall be submitted before improvements are initiated,

and Part 2, the Request for Review of Completed Work, shall be submitted upon completion of the improvements. Said Application shall be completed in accordance with the instructions promulgated by the Department of State of the State of Florida.

- (b) Upon receipt of the completed preconstruction application and all required supporting materials, the historic preservation office shall determine whether the property for which an exemption is requested is a qualifying property. The historic preservation office shall refer the application to the board, which shall determine whether the proposed improvements are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (latest edition), U.S. Department of the Interior, National Park Service.
- (c) On completion of the review of a preconstruction application, the historic preservation office shall notify the applicant and the city commission in writing of the results of the review and shall make recommendations for correction of any planned work deemed to be inconsistent with the standards cited above.
- (d) Each review of a preconstruction application or application for review of completed work conducted by the board shall be completed within sixty (60) days of the time that the complete application is submitted to the historic preservation office.
- (e) Upon receipt of the request for review of completed work and all required supporting materials, the board shall conduct a review to determine whether or not the completed improvements are in compliance with the work described in the approved preconstruction application, subsequent approved amendments, if any, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The board reserves the right to inspect the completed work to verify such compliance.
- (f) On completion of the review of a request for review of completed work, the board shall recommend that the city commission grant or deny the exemption. The recommendation, and the reasons therefore, shall be provided in writing to the applicant and to the city commission. The recommendation shall advise the applicant of their right to a fair hearing pursuant to procedures set forth by the city.

**Sec. 2-387. - Evaluation of improvements.**

- (a) The board shall apply the recommended approaches to rehabilitation as set forth in the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings in evaluating the eligibility of improvements to the historic property.
- (b) For improvements intended to protect or stabilize severely deteriorated historic properties or archaeological sites, the board shall apply the following additional standards:
  - (1) Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made by the chief building official.
  - (2) Protective measures shall safeguard the physical condition or environment of a property or archaeological site from further deterioration or damage caused by weather or other natural, animal or human intrusions.
  - (3) If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.
  - (4) Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.
  - (5) Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the aesthetic and historical quality of the property, except where concealment would result in the alteration or destruction of historically significant material or spaces.

**Sec. 2-388. - Appeals.**

Appeals from decisions of the historic preservation office and/or the board related to whether a property is a qualifying property may be taken to the St. Augustine City Commission within fifteen (15) days of such decision in accordance with procedures established in section 28-29(d) of the City Code.

**Sec. 2-389. - Commencement of work.**

Work must commence within one (1) year following the date of approval of a preconstruction application. The preconstruction application shall be considered to be in effect as long as a building permit is valid for the work specified on the property.

**Sec. 2-390. - Other permits and approvals.**

Nothing in this article shall relieve the property owner or his agents from the responsibility of complying with all other local codes and ordinances relating to construction contracting or permitting, in or out of designated historic preservation districts.

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Sec. 2-391. - Covenant.

A property owner qualifying for an exemption pursuant to this article and the city commission shall execute the Historic Preservation Property Tax Exemption Covenant, DOS Form No. HR3E111292, or its equivalent, as adopted by the State of Florida. The historic preservation office, at the time the covenant is executed, shall forward a copy of the approved historic preservation property tax exemption application and historic preservation property tax exemption covenant to the St. Johns County Property Appraiser. On or before the effective date of the exemption, as established by the city commission, the owner of the property shall have the covenant recorded with the deed for the property in the Official Records of St. Johns County.

Sec. 2-392. - Minimum thresholds for application.

In order to be eligible for the historic preservation tax exemption, (1) the value of the proposed improvements must be equal to at least fifty (50) percent of the total assessed value of the property, before the improvement, or twenty thousand dollars (\$20,000.00), whichever is less; and (2) at least twenty-five (25) percent of the valuation of the proposed improvements must be for work to the exterior or foundation of the structure.

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**LIST OF ATTACHMENTS:**

1. Staff Photographs

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