

ORDINANCE 2020-42

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE (LDC) TO UPDATE THE FHB AIRPORT ARCHITECTURE AND BUILDING STANDARDS REFERENCE DOCUMENT, ADDING DEFINITION OF RACETRACK IN SECTION 1.00.07 AND MAKING RACETRACKS PROHIBITED AS PRINCIPAL AND ACCESSORY USES IN SECTIONS 2.03.02 AND 2.03.03, MODIFYING STANDARDS FOR STORMWATER MANAGEMENT DESIGN BY STRIKING DESIGN BASIS IN SECTION 7.03.03(E) AND ADDING A REFERENCE TO SECTION 3.05.03, AND AMENDING SECTIONS 3.05.02 AND 3.05.03 TO INCLUDE STORMWATER DESIGN REQUIREMENTS, MODIFYING SECTION 8.01.01 (D) TO INCLUDE REVIEW HDC REVIEW OF PROPOSED REUSE OF STRUCTURES AND TO ADD SUBSECTION 8.01.01 (D) (12) REVIEW OF EXTERIOR MOUNTED MODERN DEVICES, TO ADD SECTION 8.01.01 (G) PROVIDING REVIEW STANDARDS FOR PLACEMENT OF EXTERIOR MOUNTED MODERN DEVICES AND AMENDING SECTION 8.03.03 (B) CERTIFICATE OF APPROVAL MATRIX TO INCLUDE REVIEW OF EXTERIOR MOUNTED MODERN DEVICES AS PROVIDED IN THE SUBSECTION, TO PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach has applied for LDC text amendments to modify requirements for various items addressing City Commission direction for changes and to update for minor errors, inconsistencies, and the reference document for FHB airport architectural and building standards; and

WHEREAS, the City Commission adopted a unified Land Development Code (LDC) on September 5, 2006, which became effective on October 1, 2006; and

WHEREAS, the City's adopted 2030 Comprehensive Plan directs changes to the Land Development Code for consistency with State Laws and current planning methods for growth and economic development; and

WHEREAS, the Planning Advisory Board (PAB), acting as the City's Local Planning Agency, considered the application at its Regular Meetings on Wednesday, August 12, 2020 and September 9, 2020, and issued a recommendation of approval; and

WHEREAS, notice of public hearing on such Land Development Code amendments was published in the News Leader, a newspaper of general circulation in Fernandina Beach, Nassau County, Florida, on July 31, 2020.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH AS FOLLOWS:

SECTION 1. PURPOSE AND INTENT. The City Commission finds that the amendments, attached hereto as Exhibit "A," amending applicable LDC Sections and Exhibit "B" containing the amended FHB Airport Architectural and Building Standards.

SECTION 2. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, the holding must in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3. This Ordinance will become effective immediately upon enactment.

ENACTED this 1st day of December, 2020.

CITY OF FERNANDINA BEACH

JOHN A. MILLER
Mayor - Commissioner

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk

TAMMI E. BACH
City Attorney

ORDINANCE 2020-42
EXHIBIT “A”

LAND DEVELOPMENT CODE TEXT AMENDMENTS: TO ADD DEFINITION IN SECTION 1.07.00 FOR RACETRACK, MODIFYING SECTION 2.03.02 AND 2.03.03 TO INCLUDE USE AS AN RACETRACK WITH A LISTING OF “PROHIBITED.”

Existing Language: None- New language added as follows.

Rationale: Directed by City Commission in August 2019 to eliminate possible future consideration of this type of use within the City of Fernandina Beach.

Racetrack: A facility consisting of a paved or unpaved surface used for any type of racing or driving. A racetrack may or may not include seating, concession areas, suites, and parking facilities. This definition shall also include any facility used for simulated racing or driving conditions (test tracks, “shakedown” tracks, or other similar facilities). Racetracks are prohibited in all zoning districts except as a permitted special event or through an approved facility use agreement.

Adding Racetrack to Tables 2.03.02 and 2.03.03 with no zoning districts making the use prohibited throughout the City

LAND DEVELOPMENT CODE TEXT AMENDMENTS: TO MODIFY STANDARDS FOR STORMWATER MANAGEMENT DESIGN BY STRIKING DESIGN BASIS IN SECTION 7.03.03(E) AND ADDING A REFERENCE TO SECTION 3.05.03, AND AMENDING SECTIONS 3.05.02 AND 3.05.03 TO INCLUDE STORMWATER DESIGN REQUIREMENTS.

Rationale: Consolidating stormwater design requirements from Section 7.03.03 (E) into Section 3.05.03 for all subdivisions, multifamily, commercial, industrial, and institutional projects.

LDC Section Reference: 3.05.03 and 7.03.03

Proposed Revisions: 3.05.02 Applicability and Exemptions

- A. All proposed development, except as specifically described in this section, ~~shall~~ must comply with the standards and criteria set forth in Section 3.05.00.
- B. No drainage system, whether natural or manmade, ~~shall must~~ be altered, designed, constructed, abandoned, restricted, or removed without prior written approval of the City and all appropriate State and federal agencies.
- C. The following activities may alter or disrupt existing stormwater runoff patterns, and unless specifically exempted under Section 3.05.02(D) below, ~~shall must~~ be authorized only through issuance of a ~~stormwater management~~ site work permit prior to initiation of development:
 - 1. Clearing and/or drainage of land prior to construction of a project;
 - 2. Altering the shoreline or bank or any surface water body; or
 - 3. Altering any ditches, dikes, terraces, berms, swales, or other water management facilities.
- D. The following development activities are exempt from the requirements of this section:

1. Single-family dwellings and associated accessory structures, provided they are within a subdivision having a valid stormwater management permit and properly operating stormwater management systems designed and sealed by an engineer;
2. Additions, accessory structures, and single family homes under 625 square feet; and
3. Emergencies requiring immediate action to prevent material harm or danger to persons, when obtaining a permit is impractical and would cause undue hardship in protection of property from fire, violent storms, hurricanes, or other hazards. A report of the emergency ~~shall~~ must be made to the City Manager as soon as practicable

3.05.03 Standards for Stormwater Management

- A. All development ~~shall~~ must comply with the specifications, standards of design, and detailed technical requirements provided in the manuals adopted by reference in Chapter 1.
- B. No subdivision ~~shall~~ must be platted, nor ~~shall~~ must construction commence for any single-family, multi-family, commercial, industrial, or institutional project, until the drainage design for such project has been approved by the City, and proof of permit from the SJRWMD, and the USACOE, if applicable, ~~and the Amelia Island Mosquito Control District,~~ has been provided to the City.
- C. The drainage design plans for the project ~~shall~~ must be prepared, signed, and sealed by a Florida registered professional engineer.
- D. All drainage facilities and easements ~~shall~~ must be documented to ensure the City that capacity and right-of-way are adequate from the source, through the development, to the receiving body of water, without adversely affecting upstream or downstream properties. Any improvements or increase in capacity of those facilities required to keep the project in compliance with all applicable regulations ~~shall~~ must be made at the expense of the applicant.
- ~~E. All subdivisions and multi-family, commercial, industrial, and institutional projects shall provide for retention of stormwater within the boundaries of the project.~~
- E. Design basis
 1. All subdivisions and multi-family, commercial, industrial, and institutional projects must provide for retention or detention of stormwater within the boundaries of the project.
 - a. For projects within areas designated for zero discharge, storage must accommodate a ten (10) year, twenty-four (24) hour storm event.
 - b. For all other areas, retention must accommodate the greater of the first one-half (½) inch of stormwater within the boundaries of the project, or the first one (1) inch of storm flow from all roofs, sidewalks, paved surfaces, and parking areas (at 100 percent runoff), whether paved or not.
 - c. The project must also provide detention for all stormwater flows.
 - d. Detention must prevent peak flows after development from exceeding the peak flow prior to development.
 - e. Retention or detention areas for multi-family, commercial, industrial, and institutional projects must not be located in public road rights-of-way or within single-family zoning districts.

2. All floor slab elevations must be constructed in accordance with City of Fernandina Beach Floodplain ordinance requirements
 - a. Unless the drainage master plan dictates higher levels, in areas where the floodplain has been established under the requirements of the FEMA or the National Flood Insurance Program, the level must comply with such requirements.
 - b. In all other areas, floor slab levels must be constructed to the elevations specified in the engineer of record's approved drainage plan.
 - c. If no drainage plan exists, or if the plan predates this chapter, the floor level must be at least eighteen (18) inches above the roadway unless otherwise approved by the City.
3. Where a development includes a retention basin in the drainage system, the basin must be located in such a manner as to minimize damage when the design storm is exceeded.
 - a. A minimum of twenty (20) feet of drainage right-of-way must be set aside to allow for ingress and egress, and a continuous maintenance berm must be provided around the perimeter of the retention basin.
- F. Rainfall and runoff criteria
 1. The system or project must be designed for design floods resulting from rainstorms of the following expected frequencies or greater:
 - a. Ten (10) year, twenty-four (24) hour intervals for all drainage except floodways, street inlets, and cross drains.
 - b. Floodway and receiving body of water flood conditions as shown for 100 years' duration storm in the FEMA flood insurance study, latest edition.
 - c. Five (5) year, twenty (20) minute intervals for street inlets and cross drains.
 2. Ultimate land usage must be assumed for selection of proper runoff coefficients within the basins involved. Weighted runoff coefficients must be applied where different coefficients apply within the areas comprising the basin.
- G. ~~F.~~ Drainage map for all subdivisions and multi-family, commercial, industrial, and institutional projects:
 1. The project engineer ~~shall~~ must include in the construction plans a master drainage map showing all existing and proposed features. Where projects are located within an Area of Special Flood Hazard, the engineer ~~shall~~ must prepare plans as consistent with the requirements of the City's Floodplain Management Ordinance. The map ~~shall~~ must be prepared on a scale not to exceed one (1) inch equals 200 feet. As a minimum, it ~~shall~~ must include:
 - a. The limits of the drainage basin or sub-basin
 - b. Topography of the project
 - c. Topography between the project and the receiving body of water, or the receiving City-, County- or State-owned drainage facility
 - d. Topography of adjacent property as necessary to establish flow patterns
 - e. Existing points of entry of water from adjacent property
 - f. Points of discharge of water from the project
 - g. Limits of fill required to construct facilities
 - h. Finished floor slab elevations and minimum elevation of the bottom of floor framing for each structure to accommodate the 100-year flood elevation

- i. Location of National Flood Insurance Program rate map flood zones; and
 - j. Soil profiles, using the USDA soil classification method, to be performed on sufficient areas throughout the project to provide adequate information on the overall suitability of the proposed drainage plan.
 2. With respect sections 3.05.03(F)(1)(a),(c) and (d), if a project fronts on an approved public or private road and the applicant can demonstrate to the satisfaction of the City that no drainage will be discharged from the project onto any adjacent property, these items may be waived. No waiver of any kind will relieve the applicant of responsibility or liability from damage caused by increased runoff from his project.
- H. ~~G.~~ All single-family home projects that are not part of a subdivision with a designed stormwater system ~~shall~~ must provide for retention or detention of stormwater within the boundaries of the project.
1. Projects that are located outside of a subdivision, but in an area with an available engineered stormwater system ~~shall~~ must ensure that stormwater is properly routed to the stormwater structures.
 2. Design options for single-family home new construction and additions over 625 square feet:
 - a. Provide engineered solution as completed by an engineer, and/or
 - b. Utilize low impact development (LID) techniques such as rainwater harvesting, roof downspout disconnection, rain gardens, green roofs, trenches and chambers, bioretention, vegetated filter strips, permeable pavement, enhanced grass swales, dry swales, and perforated pipe systems.
- I. ~~H.~~—Drainage during construction
1. All off-site drainage entering the property prior to the commencement of construction ~~shall~~ must be maintained through the construction period.
 2. Approved silt barriers in compliance with Section 3.01.05 ~~shall~~ must be placed to prevent silt, erosion, or other pollutants from leaving the site. If off-site siltation occurs, it ~~shall~~ must be halted immediately, or all work ~~shall~~ must cease until the silting is stopped.
- J. ~~I.~~—Maintenance of drainage facilities after construction
1. All private drainage facilities within an approved subdivision, multi-family, commercial, industrial, or institutional project ~~shall~~ must be continuously and properly maintained by a required homeowners' association, the developer, or another entity approved by the City in an enforceable development order and designated in the construction permit application.
 2. Drainage facilities for private single-family residential properties ~~shall~~ must be continuously and property maintained by the property owner. Such maintenance ~~shall~~ must continue for the life of the property as developed under this section even upon transfer of ownership.
- K. ~~K.~~—Where feasible, stormwater management systems ~~shall~~ must be designed to provide landscape irrigation for the development.

7.03.03 Standards for Stormwater Management

- A. All development ~~shall~~ must comply with the specifications, standards of design, and detailed technical requirements provided in the manuals adopted by reference in Chapter 1.
- B. No subdivision ~~shall~~ must be platted, nor ~~shall~~ must construction commence for any single-family, multi-family, commercial, industrial, or institutional project, until the drainage design for such project has been approved by the City, and proof of permit from the SJRWMD, the USACOE, if applicable, and the Amelia Island Mosquito Control District, has been provided to the City.
- C. The drainage design plans for the project ~~shall~~ must be prepared, signed, and sealed by a Florida registered professional engineer.
- D. All drainage facilities and easements ~~shall~~ must be documented to ensure the City that capacity and right-of-way are adequate from the source, through the development, to the receiving body of water, without adversely affecting upstream or downstream properties. Any improvements or increase in capacity of those facilities required to keep the project in compliance with all applicable regulations ~~shall~~ must be made at the expense of the applicant.
- E. Stormwater Management systems shall must be designed in accordance with LDC Section 3.05.03. Design basis
1. ~~All subdivisions and multi-family, commercial, industrial, and institutional projects shall provide for retention of stormwater within the boundaries of the project.~~
 - a. ~~For projects within areas designated for zero discharge, storage shall accommodate a ten (10) year, twenty four (24) hour storm event.~~
 - b. ~~For all other areas, retention shall accommodate the greater of the first onehalf (½) inch of stormwater within the boundaries of the project, or the first one (1) inch of storm flow from all roofs, sidewalks, paved surfaces, and parking areas (at 100 percent runoff), whether paved or not.~~
 - c. ~~The project shall also provide detention for all stormwater flows.~~
 - d. ~~Detention shall prevent peak flows after development from exceeding the peak flow prior to development.~~
 - e. ~~Retention or detention areas for multi-family, commercial, industrial, and institutional projects shall not be located in public road rights of way or within single-family zoning districts.~~
 2. ~~All floor slab elevations shall be constructed at least one (1) foot higher than the 100-year flood level.~~
 - a. ~~Unless the drainage master plan dictates higher levels, in areas where the floodplain has been established under the requirements of the FEMA or the National Flood Insurance Program, the level shall comply with such requirements.~~
 - b. ~~In all other areas, floor slab levels shall be constructed to the elevations specified in the engineer of record's approved drainage plan.~~
 - c. ~~If no drainage plan exists, or if the plan predates this chapter, the floor level shall be at least eighteen (18) inches above the roadway unless otherwise approved by the City.~~
 3. ~~Where a development includes a retention basin in the drainage system, the basin shall be located in such a manner as to minimize damage when the design storm is exceeded.~~

~~a. A minimum of twenty (20) feet of drainage right of way shall be set aside to allow for ingress and egress, and a continuous maintenance berm shall be provided around the perimeter of the retention basin.~~

F. Rainfall and runoff criteria

- ~~1. The system or project shall be designed for design floods resulting from rainstorms of the following expected frequencies or greater:
 - a. Ten (10) year, twenty four (24) hour intervals for all drainage except floodways, street inlets, and cross drains.
 - b. Floodway and receiving body of water flood conditions as shown for 100 years' duration storm in the FEMA flood insurance study, latest edition.
 - c. Five (5) year, twenty (20) minute intervals for street inlets and cross drains.~~
- ~~2. Ultimate land usage shall be assumed for selection of proper runoff coefficients within the basins involved. Weighted runoff coefficients shall be applied where different coefficients apply within the areas comprising the basin.~~

G. Drainage map

- ~~1. The project engineer shall include in the construction plans a master drainage map showing all existing and proposed features. The map shall be prepared on a scale not to exceed one (1) inch equals 200 feet. As a minimum, it shall include:
 - a. The limits of the drainage basin or sub-basin;
 - b. Topography of the project;
 - c. Topography between the project and the receiving body of water, or the receiving City, County or State owned drainage facility;
 - b. Topography of adjacent property;
 - c. Existing points of entry of water from adjacent property;
 - d. Points of discharge of water from the project;
 - e. Limits of fill required to construct facilities and to prevent minimum flooding of future dwelling units, except that no filling for construction will be permitted in the 100-year floodplain;
 - f. Finished floor slab elevations and minimum elevation of the bottom of floor framing for each structure to accommodate the 100-year flood elevation;
 - g. Location of National Flood Insurance Program rate map flood zones; and
 - h. Soil profiles, using the USDA soil classification method, to be performed on sufficient areas throughout the project to provide adequate information on the overall suitability of the proposed drainage plan.~~
- ~~2. With respect to Sections 7.03.03(G)(1)(a),(c), and (d), if a project fronts on an approved public or private road and the applicant can demonstrate to the satisfaction of the City that no drainage will be discharged from the project onto any adjacent property, these items may be waived. No waiver of any kind will relieve the applicant of responsibility or liability from damage caused by increased runoff from his project.~~

H. Drainage during construction

- ~~1. All off-site drainage entering the property prior to the commencement of construction shall be maintained through the construction period.~~
- ~~2. Approved silt barriers shall be placed to prevent silt, erosion, or other pollutants from leaving the site. If off-site siltation occurs, it shall be halted immediately, or all work shall cease until the silting is stopped.~~

~~I. Maintenance of drainage facilities after construction~~

~~All private drainage facilities shall be continuously and properly maintained by a required homeowners' association, the developer, or another entity approved by the City in an enforceable development order and designated in the construction permit application.~~

~~J. Use of stormwater for irrigation~~

~~Where feasible, stormwater management systems shall be designed to provide landscape irrigation for the development.~~

LDC Section References: LAND DEVELOPMENT CODE TEXT AMENDMENTS: CITY OF FERNANDINA BEACH, FLORIDA REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFYING SECTION 8.01.01 (D) TO INCLUDE REVIEW HDC REVIEW OF PROPOSED REUSE OF STRUCTURES AND TO ADD SUBSECTION 8.01.01 (D) (12) REVIEW OF EXTERIOR MOUNTED MODERN DEVICES, TO ADD SECTION 8.01.01 (G) PROVIDING REVIEW STANDARDS FOR PLACEMENT OF EXTERIOR MOUNTED MODERN DEVICES AND AMENDING SECTION 8.03.03 (B) CERTIFICATE OF APPROVAL MATRIX TO INCLUDE REVIEW OF EXTERIOR MOUNTED MODERN DEVICES AS DEFINED IN THE SUBSECTION WITH DELEGATION TO EITHER STAFF OR BOARD REVIEW AND APPROVAL.

Rationale: The City Commission directed PAB consideration of LDC amendments at its regular meeting June 2, 2020. The Historic District Council has indicated that regulation specifically for TV screens is something which needs to be quickly addressed in LDC revisions. Staff proposes the changes to address concerns raised by providing authority for HDC review of these improvements at the time of new construction and where they are requested through a change of use or new ownership that this be addressed at the staff level. To meaningfully regulate exterior mounted modern devices (i.e. TVs), the Building Official has requested amendments to Chapter 1 of the Florida Building Code which will require City issued permits for exterior mounted televisions. This change appears in ordinance at 1st reading on August 18, 2020 and will apply city-wide.

Language:

8.01.00 Standards for Development in the Historic Districts and Community Redevelopment Area

8.01.01 Historic District Overlays

8.01.01.01 Standards for Development in the Historic District Overlays

- A. The review of proposed development within the Historic District Overlays ~~shall~~ must be based upon the latest edition of *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* from the U.S. Secretary of Interior.
- B. The review of proposed development within the Historic District Overlay ~~shall~~ must also be based upon compliance with the Downtown Historic District

Guidelines, dated December 1999, as amended from time to time. The review of proposed development within Old Town ~~shall~~ must be based upon compliance with the Old Town Preservation and Development Guidelines, dated June 1999, as amended from time to time.

- C. In addition to standards applicable to the underlying zoning district, new construction within the Historic District Overlay ~~shall~~ must be compatible with the existing character of the landmark or the district. Compatible design means architectural design and construction that will fit harmoniously into the district or the landmark site. New construction ~~shall~~ must be compatible in scale, materials, and quality of construction with adjacent buildings and structures that have been designated.
- D. The following features must be considered by the Historic District Council in the evaluation of proposed new construction, as such features comply with the guidelines referenced in Section 8.01.01.01(A) and (B) above:
1. Scale, including height and width;
 2. Setbacks;
 3. Orientation and site coverage;
 4. Alignment, rhythm, and spacing of buildings;
 5. Form and detail, considering the link between old and new buildings;
 6. Maintaining materials within the district or on the landmark site;
 7. Maintaining quality within the district or on the landmark site;
 8. Facade proportions and window patterns;
 9. Entrances and porch projections;
 10. Roof forms; ~~and~~
 11. Horizontal, vertical, or non-directional emphasis; ~~;~~ and
 - 12. Electrical or mechanical systems, garbage collection facilities, and exterior mounted modern devices as provided herein.**
- E. Fences proposed within designated historic districts ~~shall~~ must be compatible with the historic style and character of the district, ~~shall~~ must not be vinyl, and ~~shall~~ must require a certificate of appropriateness, as set forth in Chapter 11.
- F. For properties within the boundaries of the Historic District, CRA, and Old Town: All rooftop mechanical equipment ~~shall~~ must be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.

- G. Exterior mounted modern devices such as televisions, monitors, or projection screens must be designed and installed to be directed and visibly shielded away from all public rights-of-way and any residentially zoned or used adjoining properties.

Table 8.03.03 (B). Certificate of Approval Matrix

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
AUTOMATED TELLER MACHINES (ATMs)		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
<u>DUMPSTER SCREENING FOR GARBAGE COLLECTION</u>	X		X	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
<u>EXTERIOR MOUNTED MODERN DEVICES SUCH AS, TELEVISIONS, MONITORS, OR PROJECTION SCREENS</u>		X		X
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/asbestos siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				

	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			