

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-1416
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**HIGH SPRINGS HISTORIC PRESERVATION BOARD
COMMISSION CHAMBER
AGENDA**

December 18, 2023

6:30 P.M.

CALL BOARD TO ORDER:	BOARD CHAIR- DONALD ALDERMAN
PLEDGE OF ALLEGIANCE:	BOARD CHAIR- DONALD ALDERMAN
ROLL CALL:	PLANNING TECHNICIAN – KRISTYN ADKINS
APPROVAL OF MINUTES:	November 20, 2023

NEW BUSINESS:

- 1. Z23-000068 – CERTIFICATE OF APPROPRIATENESS – TRIM COLOR CHANGE (CLUBHOUSE ATHLETICS)**
- 2. Z23-000042 – CERTIFICATE OF APPROPRIATENESS – DUPLEXES (DAVID SUTTON)**

AJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE PLAN BOARD WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN CITY MEETING SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 23718 W US HWY 27 HIGH SPRINGS, FLORIDA 32643. TELEPHONE (386) 454-1416 EXT 7237

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**HIGH SPRINGS
HISTORIC PRESERVATION BOARD
MEETING MINUTES
November 20, 2023**

Meeting called to order by Chair Alderman at 6:37PM.
Pledge of Allegiance: Chair Alderman

ROLL CALL PLAN BOARD:

Chair Donald Alderman – Present

Vice-Chair Bradley Riddle – Present

Member Tim Bolliger - Absent

Member Rick Testa - Present

Member Mark Bertocci – Present

STAFF PRESENT:

Scott Walker, City Attorney
Kristyn Adkins, Planning Technician

Motion Member Riddle to approve the September 18, 2023 meeting minutes. Seconded by Member Testa. Motion passed 4-0.

NEW BUSINESS:

1. Z23-000062 – CERTIFICATE OF APPROPRIATENESS – DUPLEX

Staff presented the item. The applicants, Debbie Herring and Bill Herring spoke on the item.

Member Riddle spoke of the following being good choices: metal roof, colors, and shakers. He stated he would love to see flared columns if possible. Mr. Herring stated he didn't see it being a problem to flare the pillars.

Chair Alderman asked about the duplex down the road. City Staff gave some background on the duplexes (old hotel/railroad worker apartments in the past), and regarding the gap in time where COAs were not done. Chair Alderman stated he liked Member Riddle's suggestions.

Mr. Herring spoke of the slope of the parcel, and the proposed structure does not affect the drainage. He spoke of the tree permit he pulled.

Member Testa asked regarding sinkholes. Mr. Herring spoke of the conditions on site, and staff quoted the code on development near sinkholes.

Member Bertocci said his property is adjacent to the proposed structure and asked if he needed to recuse himself. The City Attorney stated he does not need to recuse himself unless he is gaining something from this project, and if recused would need to fill out the form for it. Member Bertocci spoke of landscaping. Mr. Herring spoke of the trees that are remaining, and how they are saving what is feasible. Member Bertocci asked if the duplex is facing front. Mr. Herring and City Staff responded yes – the duplex must face towards the road.

The City Attorney swore everyone in as well as their previous statements, as it had been missed. He then asked the board if they had any ex parte communications. There were none.

Citizen KC Newman spoke on the item. She is a neighbor and has concerns about the large tree on site and whether it had to come out. Mr. Herring spoke regarding the large tree she was referencing and that at this time it is not an issue and is not coming out, and that it is actually located in the City right-of-way. It would be the City who would remove the tree if it posed a problem. Mr. Herring stated the tree is relatively healthy, but old, and will eventually become a problem. Chair Alderman agreed that if it becomes distressed it needs to be removed, but it's the City's tree not the applicant. Ms. Newman spoke of the roof and asked it to be metal, and also spoke regarding the porch being small. She stated the colors are good. Member Riddle asked Ms. Newman if she was OK with the metal roof. She stated yes. Member Testa asked regarding porches.

Member Riddle stated he appreciated the applicant agreeing to the metal roof versus the shingle and the flared columns. Mr. Herring explained why spindles/piers were not feasible/very difficult for projects with a slab and that they had no intention to elevate the house. Mr. Herring spoke of the porch size.

Member Riddle asked regarding the middle post. Mr. Herring stated it was for aesthetics only. He spoke of the doors resembling French doors instead of being separated, which gave it a single-family feel instead of a duplex feel.

Member Testa spoke of the other duplexes off of 244th. Ms. Newman stated she does not like the duplexes by Chad White.

Member Riddle spoke of trees, and of spindles. Mr. Herring spoke of staying away from spindles but was open to extending the porch to 6 feet as a compromise.

The board discussed sweet gum trees, and damage caused from branches falling.

Member Bertocci stated he does not see the project as matching the district, and that it fails the neighborhood. He stated a duplex was out of place, unimaginative, and not appropriate. Chair Alderman agrees with Bertocci on the district, but he believes in property rights.

Mr. Herring spoke regarding the driveway, and that the placement will accommodate the trees as best they can. Mr. Herring spoke of wanting to accommodate the requests of the neighbors, which was why the side facing his neighbor Bonnie did not have windows, as she wanted privacy. Mr. Herring spoke on how they've had the property for 20 years.

Member Testa spoke of how he volunteered to be on the board because he is interested in this sort of thing. He spoke of the destruction to the trees, and of compromises on new construction to preserve.

Motion Member Testa to approve with conditions, seconded by Member Riddle. Motion passed 3-1.

Conditions:

- **Metal galvalume silver roof instead of shingle**
- **Angled columns**
- **Extend front porch to 6 feet**

2. Z23-000063 – CERTIFICATE OF APPROPRIATENESS – DUPLEX

Staff presented the item. Mr. Herring asked that they not have to extend the porch on this item and kept it at 5 feet instead of 6 feet.

Member Testa motion to approve with conditions. Seconded by Member Riddle. Motion passed 4-0.

Conditions:

- **Metal galvalume silver roof instead of shingle**
- **Angled columns**

Motion Member Riddle to adjourn. Seconded by Member Testa. Meeting adjourned at 7:37PM.

NEW BUSINESS ITEM #1
Z23-000068 – CERTIFICATE OF
APPROPRIATENESS – TRIM COLOR
CHANGE (CLUBHOUSE ATHLETICS)



Planning Department
23718 W US HWY 27, High Springs FL 32643
386-454-7322

**CERTIFICATE OF APPROPRIATENESS – APPLICATION
BOARD APPROVAL**

Attach plan, sketch, materials list, colors, and any information to determine appropriateness of the project. If not provided, this will delay the application process.

DATE: 12/5/2023 PERMIT NO.: 223-000068
APPLICANT: Clubhouse Athletics PHONE: 386-473-2133
PROJECT LOCATION: 23653 W. US Hwy 27, High Springs, FL 32643
OWNER'S NAME: Lawrence Douglas Brown
TAX PARCEL NUMBER: 00623-001-000

DESCRIPTION OF PROJECT:

Paint trim of exterior black (listed below) and put vinyl sign in window. Grey exterior wall and awning to remain the same.

LIST OF MATERIALS AND COLORS:

Tricorn Black - SW6258

APPLICATION FEE: \$100.00 (Must submit fee with application)

I HEREBY CERTIFY that I am the simple owner of record of the above described property (or have attached my authority) to apply for this permit.

Lawrence Douglas Brown
Applicant Signature

Lawrence Douglas Brown
Print Name

NOTE: Building and/or other permits may be required before proceeding with project. The appropriateness approval expires within one year of approval date. If work is discontinued for a six month period or longer the project will be considered abandoned.

STAFF USE ONLY:

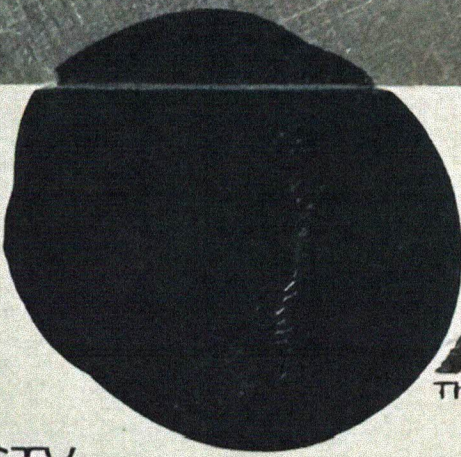
APPROVED _____

NOT APPROVED _____

ZONING ADMINISTRATOR

DATE

**TRICORN BLACK
SW6258**



SHERWIN WILLIAMS HGTV

182 Satin/NEW Royal Interior/

KYRA BROWN

182B440

Gallon

Ounces: Shots: 1/8
Shots:

(386)454-0622

9/22/2023
9:45:58 AM

R1		7	1
R2		1	2
S1	12	17	2
W1	1	6	5

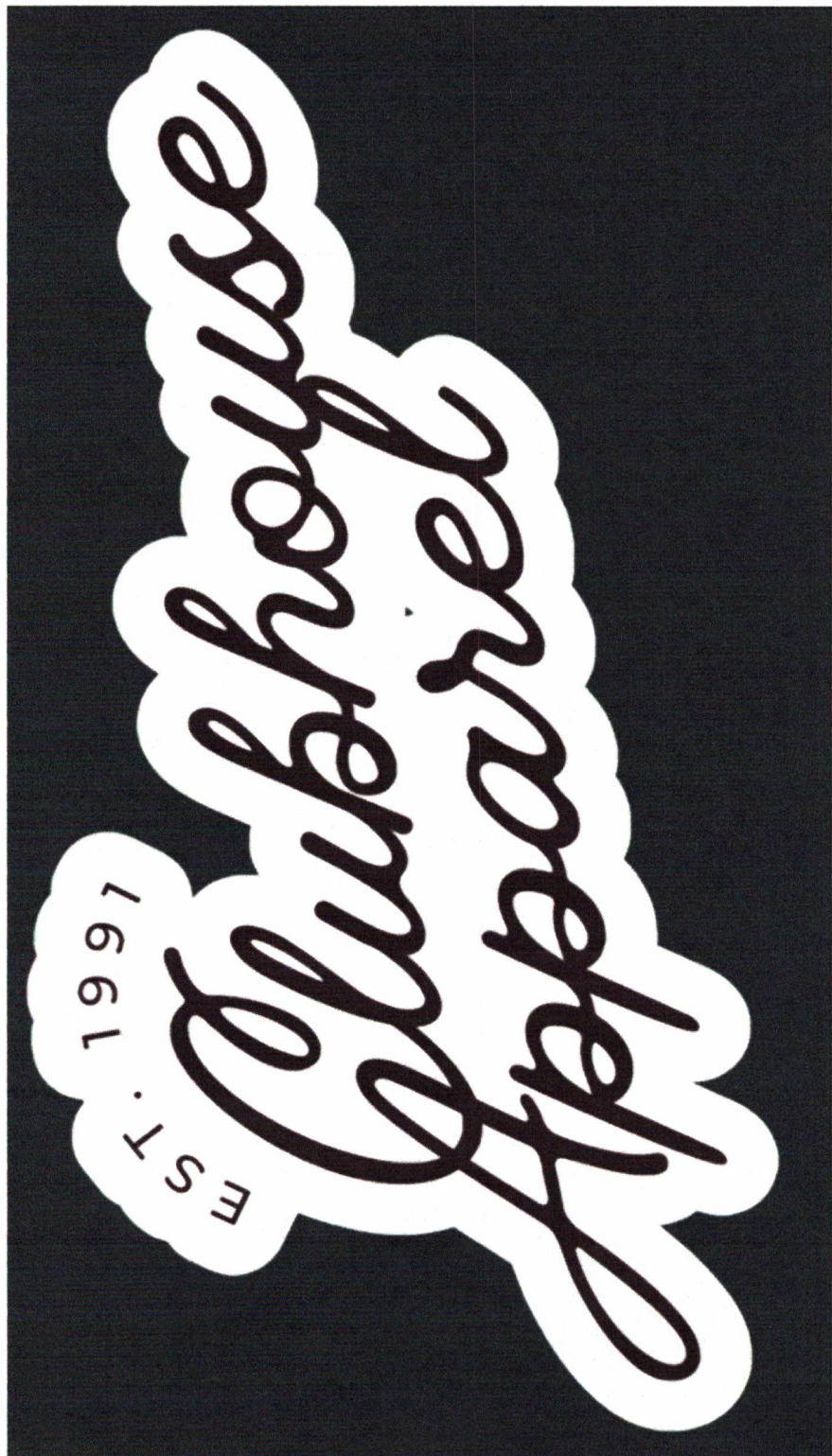


CLUBHOUSE & Grill

Custom
Logo 2
Team

Embroidery
Custom
Logo 1
Apparel

tricorn
black
trim



Logo 1

EMBROIDERY
T-SHIRT PRINTING
TEAM UNIFORMS
CUSTOM HATS
SUBLIMATION
VARSITY JACKETS

Logo 2

NEW BUSINESS ITEM #2
Z23-000042 – CERTIFICATE OF
APPROPRIATENESS – DUPLEXES (DAVID
SUTTON)



Planning Department
23718 W US HWY 27, High Springs FL 32643

386-454-7322

223-000042

**CERTIFICATE OF APPROPRIATENESS – APPLICATION
BOARD APPROVAL**

Attach plan, sketch, materials list, colors, and any information to determine appropriateness of the project. If not provided, this will delay the application process.

DATE: _____ PERMIT NO.: 223-000042
APPLICANT: Collins Place High Springs LLC PHONE: (352) 318-0533
PROJECT LOCATION: 18865 NW 244 St
OWNER'S NAME: Collins Place High Springs LLC
TAX PARCEL NUMBER: 00870-000-000 and 00870-001-000

DESCRIPTION OF PROJECT:
2 duplexes on split lot (1 to face NW 244 St / 2nd to face NW 189th Ave - unknown address at this time)
These will be the same duplexes built on NW 244 St near US Hwy 27 (same floor plan and exterior finishes)

LIST OF MATERIALS AND COLORS:
Metal roof - silver in color
Hardy board siding - shitake color (tan) with white trim

APPLICATION FEE: \$100.00 (Must submit fee with application)

I HEREBY CERTIFY that I am the simple owner of record of the above described property (or have attached my authority) to apply for this permit.

[Signature]
Applicant Signature

R David Sutton
Print Name

NOTE: Building and/or other permits may be required before proceeding with project. The appropriateness approval expires within one year of approval date. If work is discontinued for a six month period or longer the project will be considered abandoned.

STAFF USE ONLY: APPROVED _____ NOT APPROVED _____

ZONING ADMINISTRATOR

DATE

Collins Place High Springs, LLC.
Project Description

The duplexes will have the same floor plan and design as the ones located just south of the property on NW 244 Street. Construction will consist of hardy siding and a metal roof. The exterior color of the building will be shitake (Sherwin Williams paint color) which is a dark tan color. The trim will be white and exterior doors will either be red or navy in color (undecided at this point).

Landscaping will be minimal but will have some shrubbery around the buildings.

Pictures of the existing duplexes on NW 244 Street near the Chevron have been included for reference.

If you have any questions, please do not hesitate to ask. I will be attending the meeting on June 20.

Thanks,



David Sutton

**Collins Place High Springs, LLC.
Special Exception and COA Application Response**

Sec. 11.08.03- General Standards for Approval

If the procedural requirements above have been met and the plan board is empowered to hear the application for special exception, the plan board shall conduct a public hearing and review the application for special exception as submitted. Prior to granting a special exception approval, the plan board shall ensure that:

(a) There is: (1) ingress and egress to the development and proposed structures, with particular reference to automotive and pedestrian safety; (2) separation of automotive, bicycle, traffic and control; (3) provision of services and servicing of utilities and refuse collection; and (4) accesses for fire, catastrophe and emergency services. Access management standards on state and county roads shall be based on the latest access management standards of the Florida Department of Transportation "FDOT", or Alachua County, respectively.

The 2 structures will have access from 2 city roads- NW 244 Street and NW 189 Avenue. Both of these allow access for emergency services and utilities. County and state roads are not applicable in this project.

(b) The location and relationship of off-street parking, and off-street loading facilities to driveways and internal traffic patterns within the proposed development does not impose a traffic or safety hazard, with particular reference to automotive, bicycle, and pedestrian traffic; does not unnecessarily impede traffic flow and control, access in case of fire or catastrophe; or if screening and landscaping are adequate or excessive.

Both duplexes will have driveways with four parking spaces, two for each unit. The drives will connect to one building to NW 244 St and the other to NW 189 Ave. Neither will impede any flow of traffic.

(c) If necessary, a completed traffic impact report describing how this project will impact the adjacent streets and intersections. A detailed traffic report may be required to determine the project impact on the level of services of adjacent streets and intersections. Transportation system management techniques may be required, where necessary, to offset the traffic impacts.

N/A

(d) The drainage on the property is adequate with particular reference to the effects of provisions for drainage on adjacent and nearby properties, or the requirements of on-site

retention systems. The commission may grant approval as required by the Suwannee River Water Management District (SRWMD).

The drainage on each parcel is sufficient for the size building. Runoff will not have an affect on surrounding residences. SRWMD has not been contacted for this project.

(e) Any signs or proposed exterior lighting does not create an unnecessary glare, or constitute a traffic safety hazard, and are compatibility and harmonious with adjacent properties.

This is not a commercial project so there will not be any signage and exterior lighting will consist of floodlights and door lights as with any other residence.

(f) The orientation and location of buildings, recreational facilities, and open space in relation to the physical characteristics of the site is adequate, and the character of the neighborhood and the appearance and harmony of the building, with adjacent development and surrounding landscape are not materially adversely affected.

The location of the duplexes (available with site plan turned in) does not cause a detriment to the neighborhood. Other similar units located south on NW 244 St (although on commercially zoned property are still part of the neighborhood) fit nicely with the area. A newer residence just south of the proposed location on NW 244 Street has hardy board siding, the same type we will be using. Metal roofs are also very prevalent within the area.

(g) The intended use is compatibility with the existing natural environment of the site, historical and archaeological sites, and with properties in the neighborhood as outlined in the city's Comprehensive Plan.

The intended use will be residential fitting within the current R2 zoning. This application and response is for the special exception which is allowed also. Although the historic home on the property was not able to be preserved due to neglect and deterioration, this project is being built to honor our family who lived on the property before.

(h) There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures on property values in the neighborhood.

There are not any detrimental effects to the proposed use. We are seeking to provide additional affordable housing that is needed in this community.

(i) There are no substantial detrimental effects to the proposed use. In considering this the commission should evaluate the impact of the concentration of similar or the same uses and/or structures on living or working conditions in the neighborhood.

There are not any detrimental effects to the proposed use. We are seeking to provide additional affordable housing that is needed in this community.

(j) The setbacks, screens, buffers, and general amenities to preserve internal and external harmony and compatibility with uses, inside and outside the proposed development are sufficient and adequate to control adverse effects of noise, lights, dust, fumes and other nuisances.

All setbacks have been followed according to the city building code and to preserve fruit trees remaining on the property.

(k) The land area is sufficient, appropriate, and adequate for the use and reasonable anticipated operations and expansion thereof.

The land area is suitable for this use and has been previously approved by city staff to be split into two parcels.

(l) The general amenities included as part of the development complement the character of the surrounding area.

The general amenities of the buildings will reflect nicely in the neighborhood. As stated previously, just south on NW 244 Street there are duplexes, although zoned commercially, are still part of the neighborhood and create a nice impression as you enter the area from US HWY 27 on NW 244 Street heading north.

(m) There is landscaping, as required in article VII of the LDC, and a preservation of natural man-made features of the site including trees, wetlands, and other vegetation.

Landscaping will be provided around the exterior of the buildings. This can be seen by the pictures submitted with the application.

(n) The development is sensitivity to on-site and/or adjacent (within 200 feet) historical or archaeological resources related to scale, mass, building materials, and other impacts.

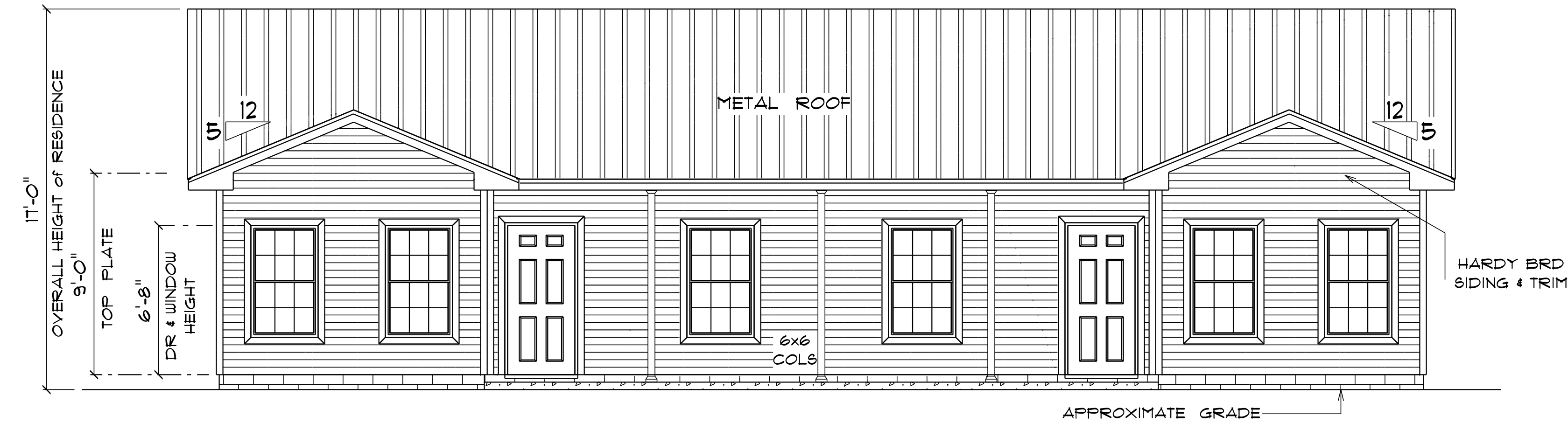
The development will not have an effect on other surrounding structures. As stated previously, building design and materials used are already on residences immediately surrounding the project site.

(o) The development meets adopted levels of services, and meets the requirements for a Certificate of Concurrency by complying with the adopted levels of services for:

- a. Water.**
- b. Sewer.**
- c. Parks and recreation.**
- d. Drainage.**
- e. Traffic.**
- f. Schools.**

The two buildings meet these levels. The contractor has spoken with public works regarding the installation of a new grinder system and water meter and was advised it was not an issue.





* FRONT ELEVATION *

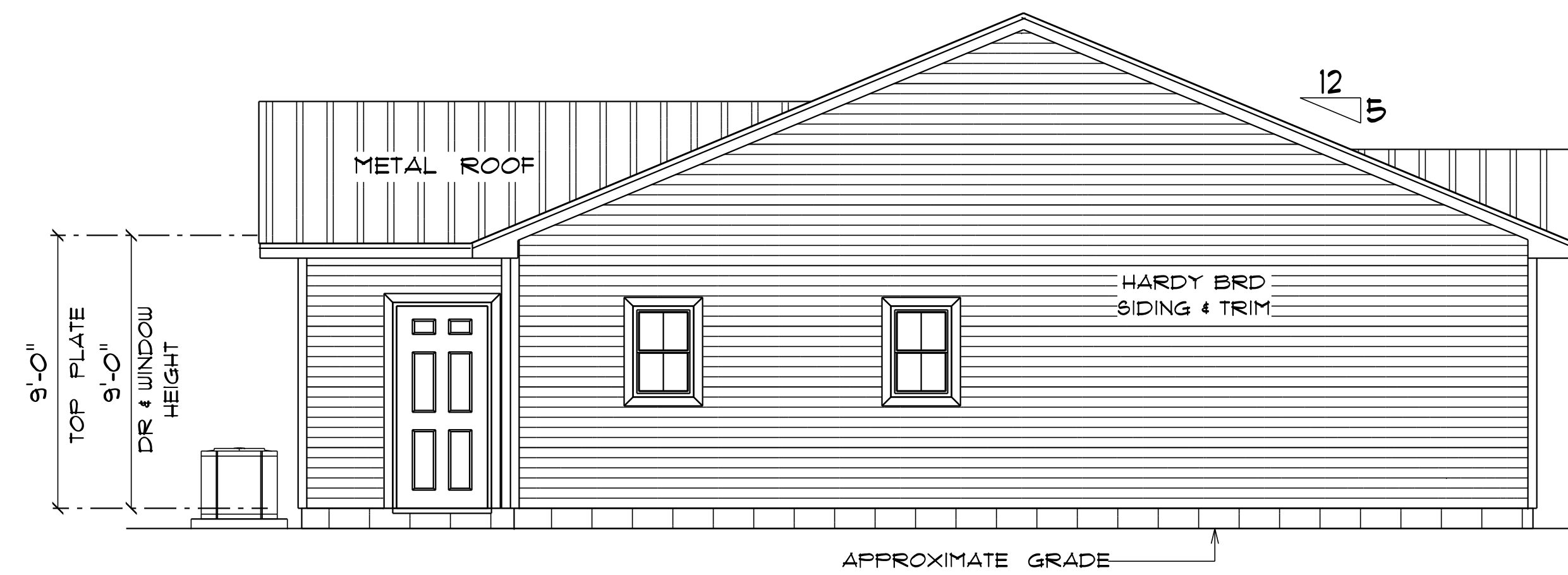
SCALE : 3/16" = 1'-0"

NOTE :
18" OVERHANG ON EAVES
5/12 PITCH



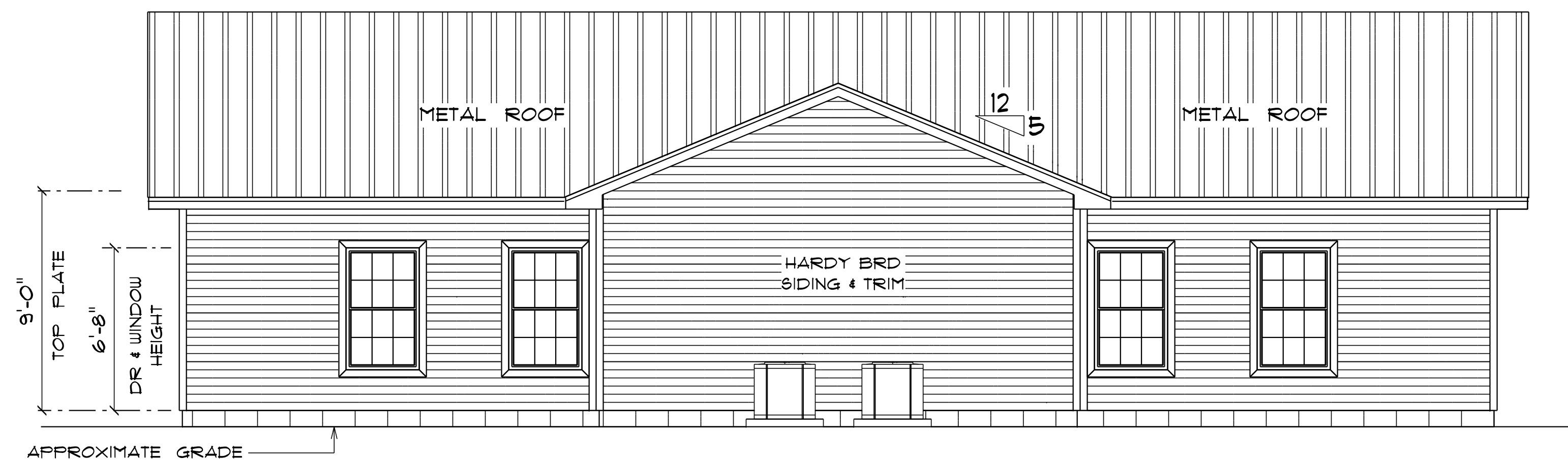
* RIGHT SIDE ELEVATION *

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



* LEFT SIDE ELEVATION *

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



* REAR ELEVATION *

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

DUPLEX
for
C.W. CONSTRUCTION
LOT #5

WHITE SPRINGS
FLORIDA

Teena M. Ruffo
2925 SW SR 47
Lake City Florida, 32025
Cell: (386) 867-1191
Email: teenaruffo@gmail.com

PRINTED DATE:
Friday, May 7, 2021

DRAWN BY: Teena M. Ruffo CHECKED BY:

BUILDING CONTRACTOR
CK CONSTRUCTION

FINALS DATE:

JOB NUMBER:

DRAWING NUMBER

A-4
OF 5 SHEETS



PLANNING DEPARTMENT

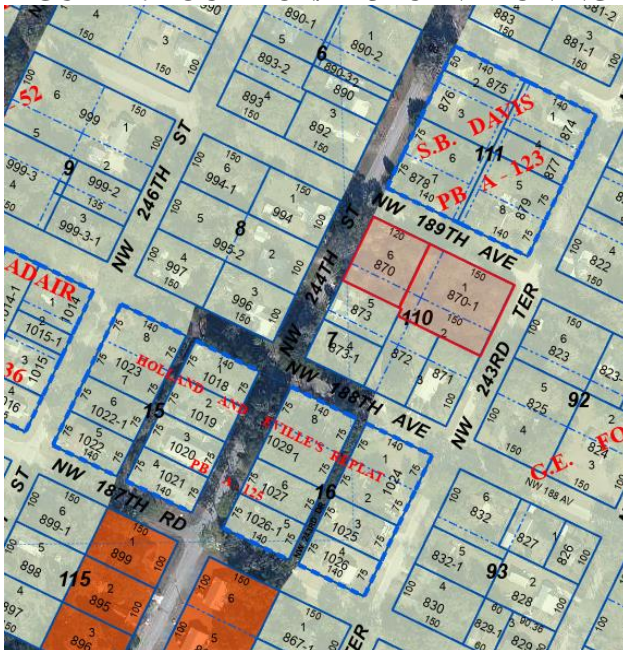
STAFF REPORT

SUBJECT: Certificate of Appropriateness – Duplexes
APPLICANT: David Sutton
REQUEST: One duplex placed on each parcel

PROJECT LOCATION:

Tax Parcel: 00870-000-000 and 00870-001-000 (Recently split)
Address: 18865 NW 244th Street
Property Owner: Collins Place High Springs LLC
Acreage: +/- 0.99 acres
Current Zoning: R2
Current Future Land Use: Residential Mixed

FIGURE 1: LOCATION/ADJACENT ZONING



(Light green – R2, Orange – C2, Red – subject parcels)

Adjacent Zoning	
North	R2
South	R2
East	R2
West	R2

BACKGROUND:

The project is located off of NW 244th Street and NW 189th Avenue and is comprised of two parcels. The applicant proposes one duplex to be placed per parcel. Within the Plan Board agenda this month is a 'Special Exception' application. This Certificate of Appropriateness application is contingent on that item being passed, so if the Special Exception is denied, then the Certificate of Appropriateness must be denied as well for being a use that is not allowed.

The duplexes being proposed are, per the applicant, the same as the existing duplexes in the Commercial zoning two blocks south of the subject property. They were built during a time when the Certificate of Appropriateness was not being enforced properly/fully, so the existing historical buildings of the area should carry more weight for appropriateness to the district than those duplexes – especially since it is a separate zoning and a multi-family/commercial installation on one parcel (3 duplexes – 6 units).

The paint choices are stated to be the same as the example duplex in the packet: shitake (tan) with white trim. These colors are neutral and a fit for the district, as there are many instances in the area of tan/yellow/beige coloring. Additionally, the previous historic home on the project site was a muted yellow. Staff has no objection to the wall and trim color.

Per our code for Certificate of Appropriateness review:

"Sec. 3.02.08.02. - Certificate of appropriateness—Review guidelines.

The purpose of establishing guidelines in the review of an application for certificate of appropriateness is not only to preserve the old buildings and structures themselves, but also to preserve the antiquity of the entire historic district. It is not the intent to limit new construction to any one period or architectural style, but to preserve the integrity of historic buildings and to insure harmony of any new work constructed in the vicinity. Harmony or incompatibility should be evaluated in terms of the appropriateness of materials, scale, size, height, placement, and use of new buildings or structures in relationship to existing buildings and structures and to the setting thereof. To that end, the following criteria are hereby established:

- (1) Criteria for renovation/new construction. In considering a certificate of appropriateness related to relocation or new construction, the Secretary of Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the following criteria shall be applied:*
 - a. Height—Is the height visually/historically compatible with adjacent buildings?*
 - b. Proportion of facade—Is the proportion of the width to the height of the front elevation compatible with buildings and places to which it is visually/historically related?*
 - c. Proportion of openings within facility—Is the relationship of the width of the windows, etc., in a building compatible with buildings and places to which it is visually/historically related?*
 - d. Rhythm of solids to voids in front facades—Is the rhythm of solids to voids compatible with buildings and places to which it is visually/historically related?*
 - e. Rhythm of buildings—Is the relationship of the buildings or structures to open spaces and adjoining buildings compatible with the buildings and places to which it is visually/historically related?*
 - f. Rhythm of entrance and/or porch projection—Is the relationship of entrances and projections compatible with the buildings and places to which they are visually/historically related?*
 - g. Relationship of materials, texture and color—Is the relationship of materials, texture and color of the facade compatible with the predominate materials used in the buildings to which it is visually/historically related?*
 - h. Roof shapes—Is the roof shape compatible with buildings to which it is visually/historically related?*
 - i. Walls of continuity—Do appurtenances of the building such as walls, fences, landscape masses, etc., form cohesive walls of enclosure along the street to*

insure compatibility with the buildings and places to which they are visually/historically related?

- j. *Scale of building—Is the size and mass of the building and structure in relation to open space, windows, door openings, porches, balconies, etc., compatible with the buildings and places to which it is visually/historically related?*
- k. *Directional expression of front elevation—Is the directional character of the building compatible with buildings and places to which it is visually/historically related?”*

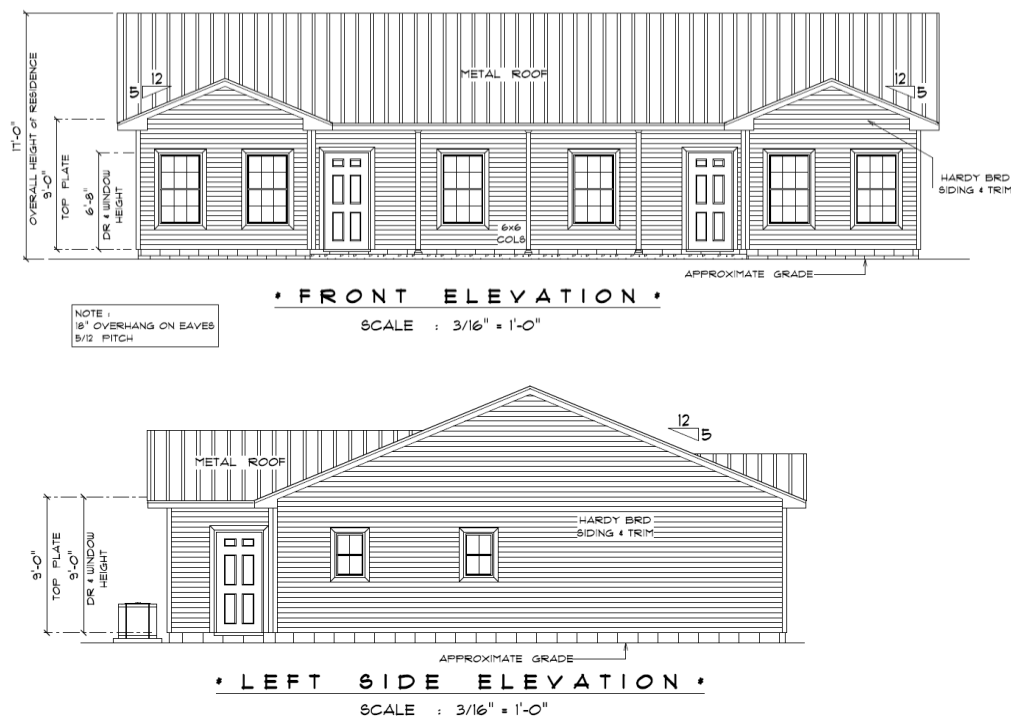
Originally, the subject property had the below structure located on site, but the applicant applied for a demolition of the structure due to it not being financially feasible to save the structure.

**FIGURE 2: ORIGINAL STRUCTURE AT SUBJECT PROPERTY
(REMOVED – Photo from 2021)**



The proposed duplex structures are as follows (one per parcel):

FIGURE 3: PROPOSED ELEVATIONS (Full sized elevations are attached in the submittal documents for readability)



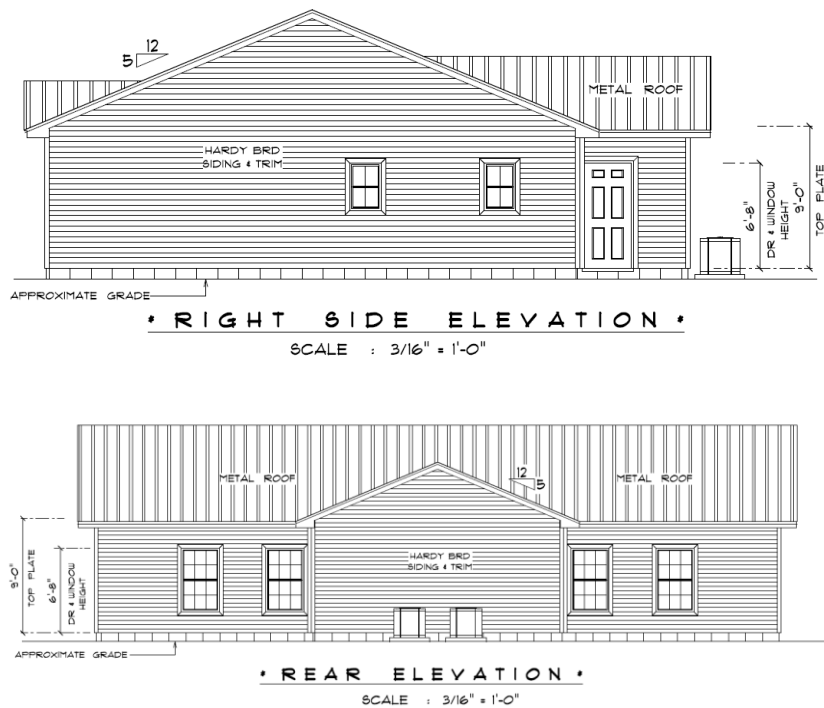


FIGURE 4: EXAMPLE OF BUILT DUPLEX WITH SAME PLAN



ANALYSIS:

Staff has the following comments related to this project:

1. Staff recommends the parking spaces are revised. The proposed amount and size of pavement with wheelstops gives off a distinct multi-family feel that doesn't match other residences in the area, and this area is historically single-family residential. Per the plans, the paved driveway area is 54'6"x35'. Instead, staff would either recommend two separate standard residential sized driveways – one for each unit, without a curb stop; or if kept as one driveway, reduce the size to two parking spots and remove the curb stops.

FIGURE 5: EXAMPLE OF SIMILAR PAVED AREA



FIGURE 8: SITE AFTER CLEAR CUTTING



STAFF RECOMMENDATION:

Staff would recommend one of the following actions be taken:

- Denial of the application; or
- Approval of the application with conditions:
 - Driveway/parking area revised
 - Additional architectural features to create compatibility to the district
 - Landscape plan brought to Historic Board for approval