

# Historic Preservation Element

*Draft*

## Goals, Objectives and Policies

Note: Editing text underline indicates new text and ~~strikethrough~~ indicates deleted text

# Historic Preservation Element

## Overall HP Goal

~~Maintain and enhance the historic integrity and ambiance within the City of St. Augustine while encouraging economic growth and the identification, preservation, continued use and adaptive reuse of existing historic structures.~~

The overall goal of the City's historic preservation program is to protect and preserve the historic resources of the city's built and archaeological environment, understand and enhance the City's historic integrity, and promote an authentic, livable community amid changing environmental circumstances.

## Historic Resources

### HP Goal 1

Complete a Historic Resources Inventory across the city to:

- Produce current records for all regulated historic properties;
- Link historic property and archaeological database records to city GIS mapping;
- Classify existing local Historic District properties as significant, contributing or non-contributing;
- Identify potential concentrations of historic properties that may be eligible for National Register or local Historic District designation;
- Identify individual properties that may be individually eligible for National Register or local Landmark designation;
- Identify properties eligible for preservation zoning relief and incentive programs;
- Inform the planning and design process of the potential impact of proposed construction on historic resources;
- Inform the hazard mitigation planning process in identifying the potential impact of a disaster on historic resources; and,
- Recognize the impacts and potential mitigation measures of adapting to changing environmental circumstances on historic resources.

### HP Objective 1.1

Survey areas of the City that have not been surveyed to determine additional historic resources within the next five (5) years.

### **HP Policy 1.1.1**

Initiate documentation of areas in the city where there is little information, such as, the areas west of US Highway 1, to develop the preliminary documentation needed to evaluate the historical significance of these areas.

### **HP Policy 1.1.2**

Historic resource documentation can take many forms: from a windshield survey to more in-depth recordation for inclusion on the Florida Master Site File, the National Register of Historic Places and/or for potentially local designation. Research funding sources to potentially offset the cost of documentation by applying for Certified Local Government grants or other ways to complete the documentation by collaborating with the Historical Society, college programs and/or neighborhood associations.

### **HP Policy 1.1.3**

Complete a comprehensive windshield survey of the city to identify both potential Historic Districts as well as potential individual Landmarks.

#### **HP Policy 1.1.3.1**

If additional documentation is warranted based on HP Policy 1.1.3, pursue funding by the Florida Division of Historical Resources for the recordation of historic sites for the Florida Master Site File as well as the National Register of Historic Places.

#### **HP Policy 1.1.3.2**

St. Augustine benefited from the post-World War II boom in Florida as a whole and has neighborhoods, such as North Davis Shores and the west side, with high concentrations of mid-century modern architecture, and the more recent past that needs to be documented.

### **HP Policy 1.1.4**

Prepare Detailed Documentation of the Most Significant Resources with techniques such as laser scanning, orthophotography and photogrammetry. In addition to providing a record of present-day conditions, depending on the level of precision of the documentation methodology, a historic resource could be accurately reconstructed from the data collected. As technology progresses, more options will become available to complete detailed documentation of historic sites, with a relative decrease in cost. This level of documentation should be considered for the Town Plan Historic District and be expanded as funding allows.

### **HP Policy 1.1.5**

Develop a prioritized list for re-evaluating and updating historic resource surveys due to changes at properties and missing or out-of-date information and to reassess significance. The re-survey effort will also provide the opportunity to update photographic documentation, which can be incorporated into the city's GIS database.

### **HP Objective 1.2**

Utilize documentation to prioritize designations and resources following survey efforts. A list of properties potentially eligible for historic designation should be maintained and regularly updated.

### **HP Policy 1.2.1**

Documentation efforts can be used to develop and maintain an endangered property list.

A list of endangered properties, should be developed and made available to other city departments and the public.

The list can be compiled from:

- Historic resource and archaeological surveys;
- Demolition permit applications; and.
- City inspections or citations.

### **HP Policy 1.2.2**

To be effective, the list should be maintained to reflect current circumstances. To focus city resources, the level of threat should also be prioritized from most endangered to least vulnerable. It may serve to identify property owners who may benefit from financial or social assistance programs and initiatives.

### **HP Policy 1.2.3**

Develop Intervention Strategies for Threatened Properties.

The appropriate interventions will be determined by the options available to address the threat. These strategies can include providing:

- Design and technical assistance to owners;
- Information on financial incentives or assistance; and
- Information on pursuing unnecessary hardship classification.

## **HP Goal 2**

Present the city's history as inclusive and accessible as possible in an effort to increase local pride and community support of historic preservation activities.

### **HP Objective 2.1**

A priority for obtaining additional survey information and documentation includes making survey inventories and information available to city staff and the public, ideally in an interactive, searchable, GIS-based, web application that can also be accessed remotely. The staff can utilize the information in the planning and building permit review process to identify designated historic properties and potentially "flag" them for supplemental review. Selected portions of the information, can be made available to the public for research excluding locations of archaeological sites. Access to this information in conjunction with clear regulatory processes can guide owners as they consider modifications to their historic properties, as well as realtors and potential buyers.

#### **HP Policy 2.1.1**

Efforts should be made to collect oral histories representing the wide range of St. Augustine's citizens and their impact on its development. Existing oral history repositories can provide a reference and potential partnerships to identify resources, methods and technology.

#### **HP Policy 2.1.2**

Vistas leading to, between and bordering historic sites and properties, can be important in understanding a historic site in context. Although development on vistas should not be prohibited, it should be respectful in terms of scale and mass, as well as promote views to historic buildings, landscapes and natural features such as waterways.

#### **HP Policy 2.1.3**

Develop Character Studies for Historic Neighborhoods which includes reference to the neighborhood workbooks that provide a good starting point for identifying some of the important physical and historical development patterns of an area. The preparation of neighborhood character studies can serve to inform planning projects, foster a greater sense of pride by property owners and provide a point of reference to weigh potential impacts of proposed development.

#### **HP Policy 2.1.4**

Help to identify and document thematic surveys which can provide a means of documenting a part of the city's cultural history that is tied to more than one geographic location. For example, the history and contributions of African Americans in St. Augustine may have had its roots in Spanish Colonial St. Augustine followed by Lincolnville but also has a significant presence in West Augustine. Cultural documentation is often far richer if written and oral histories are included as part of the effort. Thematic-based approaches can also provide the basis for expanding heritage-based tourism.

#### **HP Policy 2.1.5**

The City owns bottomlands within the city limits. There have been many cultural resource studies conducted to capture information on these submerged areas. A comprehensive inventory of those resources owned by the city needs to be compiled so the information can be used when planning development activity and preservation policies.

## **Reducing Historic Building Demolition**

### **HP Goal 3**

Preserve and protect the historic character of St. Augustine by minimizing the demolition of historic buildings and structures.

#### **HP Objective 3.1**

In an effort to reduce demolitions limit properties that are Eligible for HARB demolition approval without proven extenuating circumstances. It is recommended that properties with these designation types and levels be required to meet higher thresholds for demolition:

Local Designation: Historic District significant, contributing; Landmark  
National Register Designation: Historic District, contributing, individual

#### **HP Policy 3.1.1**

It is recommended that a requirement for hardship identification be applied to properties with the following designation types and levels:

Local Designation: Historic District significant, contributing; Landmark  
National Register Designation: Historic District, contributing, individual

### **HP Policy 3.1.2**

In lieu of demolition, zoning opportunities should be identified to incentivize adaptive reuse in a manner that is both sensitive to the historic character and provides a greater financial benefit to the owner.

### **HP Policy 3.1.3**

For a property to be suitably adapted, it must have an alternate use consistent with its preservation. To determine whether an alternate use exists, the owner would need to identify reasonable alternative uses that would not require substantial modification to the historic character of the property. Documentation of this exploration, as well as supporting financial information, should be submitted to HARB for their consideration as part of a demolition review application.

### **HP Objective 3.2**

Improve the demolition financial hardship review process.

### **HP Policy 3.2.1**

As part of current demolition application review procedures in local historic districts, applicants often present their statement of financial hardship simultaneously with a proposed replacement design. Although this process is convenient for applicants, it can co-mingle the decision-making process concerning the ‘case’ for demolition with the desirability of the proposed design, possibly influencing the financial hardship determination. It is recommended that a requirement for hardship identification be applied to properties with the following designation types and levels:

Local Designation: Historic District significant, contributing; Landmark

National Register Designation: Historic District contributing, individual

### **HP Policy 3.2.2**

As an alternative, it is recommended that the decision related to financial hardship be made on its own merits and precede review of any proposed design. Ideally, HARB would determine if the criteria for financial hardship has been met at one meeting, and at a subsequent meeting review proposed designs.

### **HP Policy 3.2.3**

To prevent premature demolition and the potential for a vacant lot, a demolition permit should not be approved until all required design reviews are completed unless there is a compelling public interest such as life-safety.

### **HP Policy 3.2.4**

It is recommended that if the sale or relocation of property is not feasible that it be demonstrated for properties with the following designation types and levels:

Local Designation: Historic District significant, contributing; Landmark

National Register Designation: Historic District contributing, individual

### **HP Policy 3.2.5**

For more complex projects, it may be desirable that an independent assessment of a property proposed for demolition be prepared on behalf of the city. This assessment could evaluate overall condition and structural soundness, as well as potential costs associated with rehabilitation or adaptive reuse.

### **HP Policy 3.2.5.1**

To offset the City's expenditures associated with any performed assessments, the demolition section of the Land Development Code (LDC) should be modified to defer the costs of city-requested experts to the applicant with a defined limit for properties above a certain property value and exclude certain property types such as owner-occupied single family homes, for which compliance could create an unnecessary hardship

### **HP Policy 3.2.6**

It is recommended that a mechanism for City-engaged expertise related to a demolition application be applied to properties with the following designation types and levels:

Local Designation: Historic District significant, contributing; Landmark

National Register Designation: Historic District contributing, individual

### **HP Objective 3.3**

Discourage after-the-fact demolition applications by applying the following policies to all buildings and structures in St. Augustine.

### **HP Policy 3.3.1**

It is recommended that replacement building sizes be limited for the following designation types and levels:

Local Designation: All parcels

National Register Designation: All parcels

### **HP Policy 3.3.2**

A replacement building is limited to only 10% larger than the previous structure to encourage the consideration of an addition rather than full demolition and new construction.

### **HP Policy 3.3.3**

A property owner would be less likely to demolish a building without prior approvals if they were required to reconstruct the building envelope to match the previous conditions, hence gaining no additional square footage. The owner would be required to duplicate the building's exterior, including its footprint, height (with possible adjustment for floodplain elevation), form, materials and details.

### **HP Policy 3.3.4**

One means of reducing unapproved demolitions is creating a waiting period for the owner between the date of demolition and the submission of an application for a building permit and/or a Certificate of Occupancy. The delay period could be waived if the Building Department is satisfied that the demolished building posed a threat to public safety.

### **HP Objective 3.4**

Reduce demolition by neglect which is typically associated with a building or structure that is determined to be in a hazardous condition. Examples of unsafe or hazardous conditions include:

- A building or portions of a building are at risk of falling and causing injury;
- A building's structural elements are no longer able to carry loads safely;
- A condition exists making a building susceptible to water damage, such as an opening in a roof or wall.

### **HP Policy 3.4.1**

It is recommended the correction of unsafe conditions be required and that these requirements be applied to all buildings and structures in St. Augustine.

### **HP Policy 3.4.2**

Include required maintenance of properties to prevent them from becoming unsafe or hazardous in the City land development code.

### **HP Goal 4**

Provide clear guidance to applicants regarding the type and level of review required and the anticipated outcome of proposed applications based upon a property's designation and level of significance.

### **HP Objective 4.1**

Provide an alternative to HARB review process for buildings that are not designated but are listed on the Florida Master Site File and/or 50 years old or older.

### **HP Policy 4.1.1**

It is recommended that a procedure be established for staff review of non-designated properties, and limited to the following designation types and levels:

Undesignated property over 50-years-old and/or recorded on the Florida Master Site File  
National Register Designation: Non-contributing

### **HP Policy 4.1.2**

It is recommended that a staff review process be established to make a preliminary determination as to whether or not a property that is 50 years old or older is potentially eligible for local Landmark listing prior to HARB review.

### **HP Objective 4.2**

Given the irreversibility of demolition, it is important that the city provide clear explanations of review requirements and processes.

### **HP Policy 4.2.1**

There is an immediate need for clarification about the financial hardship process. It is recommended that a worksheet with a submission checklist be developed to clarify requirements. The worksheet should be made available on the city website with HARB application materials. As additional policies are adopted, the worksheets should be updated accordingly.

### **HP Policy 4.2.2**

The specific level of necessary pre-demolition documentation, including photography and drawing requirements and formats, should be detailed. Where applicable, oral histories may be available to document unrecorded history of the property. The level of required documentation could be adjusted based upon the significance of the historic resource.

### **HP Policy 4.2.3**

For buildings that retain significant architectural materials and features, it may also be appropriate to establish a time period to allow salvage of architectural materials for reuse by other contractors in lieu of disposal in a landfill.

## **Hazard Mitigation**

### **HP Goal 5**

Although there is significance in all historic resources, St. Augustine benefits from the richness of its Spanish Colonial-era development – unlike any other city in the United States. The Town Plan Historic District is particularly rich in history, but it is also highly vulnerable to damage from both flooding and storms.

St. Augustine is not unique in seeking to address this dilemma. Other cities with irreplaceable sites have recognized that a disaster, whether natural or man-made, could destroy unique archaeological and architectural resources. To provide a record of a property in the event of a disaster, detailed documentation techniques should be employed, and protection of the city’s historic resources from potential hazards should be a priority.

### **HP Objective 5.1**

The City should participate in the Disaster Mitigation Planning process recognizing that there are several steps that the city and HARB can take to plan, mitigate and respond to disasters.

### **HP Policy 5.1.1**

Engage in the Hazard Mitigation Planning process working with the St. Johns County Emergency Management Division, and the development, annual update and quarterly public meetings, which can provide preservation advocates a forum to emphasize the importance of protecting and integrating concerns related to historic resources in St. Augustine into the Plan.

### **HP Policy 5.1.1.1**

Documentation of historic resources, such as historic and archaeological resource surveys, is an essential step in protecting cultural resources. It typically includes identifying the key historical and physical attributes of a property or site and/or identification of area sensitivity in anticipation of potential hazards.

### **HP Policy 5.1.1.2**

The documentation of historic properties in preparing for a potential hazard includes many of the same elements used by preservation professionals, but also includes information specifically associated with the likelihood and potential financial impact of specific hazards including floods, high winds, fire and tornados. This information can be incorporated into a Hazard Mitigation Plan and be utilized to help prioritize mitigation options as well as to assess financial impacts after a disaster.

### **HP Policy 5.1.2**

Update and maintain information that is readily available to communities and property owners to better understand their level of risk from the specific hazards that have a higher likelihood in St. Augustine, including flooding and storms.

### **HP Policy 5.1.3**

FEMA-approved Flood Insurance Rate Maps (FIRMs) delineate the 1% and 0.2% floodplains (a.k.a. 100- and 500-year floodplains). These maps are used to identify flood risk zones and to calculate flood insurance premiums. (FIRMs can generally be obtained through city or county floodplain managers as well as through FEMA's website at <https://msc.fema.gov/portal>.) Review of the FIRMS can quickly identify those areas most vulnerable to flooding.

### **HP Policy 5.1.3.1**

A tool that can be utilized for financial impact calculations is FEMA's HAZUS software ([www.fema.gov/hazus](http://www.fema.gov/hazus)) which provides models for estimating potential losses from earthquakes, floods, and hurricanes utilizing Geographic Information Systems (GIS) technology. Having historic and cultural resource information keyed to a GIS database through a Historic Resources Inventory facilitates the documentation process.

#### **HP Policy 5.1.4**

Prior to a flood event, the city should identify preservation partners from adjacent communities, volunteers and the county or state representatives who will be able to assist in the review of preservation issues and provide information regarding preservation assistance programs in the event of flooding.

#### **HP Policy 5.1.5**

In the aftermath of a disaster, it is important to identify opportunities for historic preservation advocates and emergency management personnel who are responsible for recovery activities to protect historic resources. This includes during the disaster recovery phase and after, during ongoing rebuilding and infrastructure projects.

#### **HP Objective 5.2**

Develop procedures to expeditiously respond to hazards at historic resources in a manner that preserves historic fabric and character.

#### **HP Policy 5.2.1**

Prepare Design Guidelines for Flood Mitigation as a stand-alone document or a chapter in the AGHP. If incorporated into the existing AGHP, the AGHP should be reviewed and updated so its recommendations and requirements are consistent and do not conflict with flood and wind mitigation recommendations.

#### **HP Policy 5.2.2**

St. Augustine participates in the National Flood Insurance Community Rating System (CRS) which provides discounts to flood insurance policy holders. Additional points toward the city's rating can be accrued through public information, mapping and regulations, flood damage reduction and warning and response categories additional points related to historic preservation issues may further impact the City's CRS rating.

### **HP Policy 5.2.3**

Preservation advocates and stakeholders can identify clear policies that address both flood mitigation and preservation in the community.

Policies in the flood and wind mitigation Guidelines can include statements such as:

- Defining acceptable building elevation heights relative to the Base Flood Elevation (BFE) or Design Flood Elevation (DFE);
- Identifying appropriate materials and design considerations for higher foundations and extended stairs; and,
- Identifying acceptable water-resistant materials for flood-prone areas.

### **HP Policy 5.2.4**

The City of St. Augustine owns many important historic buildings, sites and resources. Providing protection can mitigate the impact of a potential hazard, and can provide leadership by example, encouraging other property owners to follow suit. Specific protection measures should be undertaken for the archaeological laboratory which contains archival documentation and sensitive artifacts.

### **HP Policy 5.2.5**

In the aftermath of a disaster, decisions must be made quickly to protect people and property. Consequently, historic preservation concerns must follow life-safety priorities and cannot be the forefront of the decision-making process. Although communities will often establish a process for expedited permit reviews, preferably in advance of a disaster, they will not necessarily have the capacity for historic preservation review in the wake of the emergency. To better protect historic resources, it is necessary that building code staff be familiar with historic preservation requirements and can access preservation representatives in an emergency.

#### **HP Policy 5.2.5.1**

An expedited historic property review process can include the identification of stabilization measures and minor repairs that can be completed without formal HARB review. This could expedite stabilization and provision of a weather-tight building enclosure and reduce the administrative burden on property owners.

#### **HP Policy 5.2.5.2**

Similarly, Planning and Building Department staff can be authorized to approve certain changes utilizing the previously approved AGHP. Planning and Building Department staff, with clear guidance, can expedite permits for proposed work without the need for a HARB review meeting.

### **HP Objective 5.3**

One of the effects of flooding and high winds is the disbursement of building component debris and interior features. Some of the more vulnerable construction components include porches, railings, windows, shutters, fences, etc. The City may establish a method to salvage historic debris.

#### **HP Policy 5.3.1**

One of the best means of minimizing the loss of historic materials and components is to establish a salvage plan, and a debris management plan. This can also be promoted as a sustainable option to disposal. To be effective, a plan or plans should include training personnel to sort debris and salvage historic materials and components rather than discarding all debris in a landfill.

#### **HP Policy 5.3.2**

The City should develop information for property owners to assist immediately after a disaster, as property owners seek guidance about recovery, including what they should and can do to protect their properties and return to “normal.” This includes everything from who should verify structural stability to how to document damage and prevent secondary damage, such as mold, in the aftermath of a flood. Websites, brochures and/or pamphlets should be readily available for distribution in the immediate aftermath of an event.

#### **HP Policy 5.3.3**

Historic property owners might have added questions related to whether specific reviews are required, or if historic preservation assistance is available in the form of technical expertise or grant funding. Specifically, recommended strategies for mitigation and repairs of historic resources should be provided to encourage property owners to conduct sensitive repairs and reduce the unnecessary loss of historic materials.

#### **HP Policy 5.3.4**

In the aftermath of a hazardous event such as a flood or storm, decisions must be made quickly to protect people and property. Depending on the nature and severity of the event, review officials will need to be nimble to facilitate the recovery process. Clear AGHP language, in conjunction with an expedited review process, can provide the basis for the Planning and Building Department to issue permits for proposed work that is consistent with the AGHP without the need for a HARB meeting. This could expedite stabilization provision of a weather-tight building enclosure and reduce the administrative burden on property owners.

# **Historic Preservation Planning**

## **HP Goal 6**

Preserve and protect the historic sites and culture of St. Augustine, including its neighborhoods, districts, structures, buildings, vistas and heritage.

### **HP Objective 6.1**

Existing and future historic resources should be identified city-wide. A GIS database, indicating the need for HARB and/or archaeological review as part of a permit application process should be developed and include information from cultural resources surveys.

#### **HP Policy 6.1.1**

Mandates for Specific Building Styles for New Construction in HP-1, HP-4 and HP-5 should be removed.

There is a greater diversity of architectural styles in HP-1, HP-4 and HP-5, both historically and currently. Similar architectural diversity is present in many of the other historic neighborhoods in the city. The stated intent for these districts in the land development code is more in keeping with preservation, restoration and adaptive reuse. For HP-1, HP-4 and HP-5, and any likely future District.

#### **HP Policy 6.1.2**

New construction should be reviewed for compliance with the following design principles relative to neighboring properties:

- Scale and height
- Form, massing, and roof shape
- Setback patterns
- Site coverage and impervious surface treatments
- Orientation to the street
- Fenestration patterns and predominant rhythms
- Architectural projections (i.e. chimneys, porches, entrances)
- Façade proportions
- Trim, details, and transparency
- Materials

### **HP Policy 6.1.3**

Balance economic growth and the preservation, continued use and adaptive reuse of existing historic structures by:

- Educating property and business owners about the benefits of a balanced approach between historic preservation and economic development;
- Compiling a comprehensive historic resource inventory, including designations at the national, state and local level of districts, landmarks and archaeological sites, that is readily accessible by other city departments and the public;
- Promoting policies that encourage historic preservation by streamlining reviews and encouraging the use of financial incentives.

### **HP Objective 6.2**

The importance of protecting St. Augustine’s unique architectural, archaeological, and cultural resources, as well as the distinctive character of its neighborhoods, is recognized by residents, businesses, government officials and visitors. Therefore, future development citywide should be considered in the context of historic preservation goals.

### **HP Policy 6.2.1**

To be considered eligible for historic designation, it is generally accepted that a building or structure must be at least 50 years old when following the National Register of Historic Places eligibility requirements. Based upon data provided from the St. John’s County Property Appraiser’s Office, an overwhelming percentage of all buildings across St. Augustine were constructed prior to 1970, thus having reached, or will soon reach, 50 years of age. Nearly half of buildings in the city limits meet this threshold. The age of structures should be considered in any planning, building and code enforcement activity.

### **HP Policy 6.2.2**

To properly understand the potential impact of planning initiatives on historic properties, it is critical to understand where historic and cultural resources are located and their distribution across the city. This includes not only documenting new resources, but also updating existing, incomplete surveys more than 20 years old. Moving forward, local surveys should categorize properties as significant, contributing and non-contributing, establishing a hierarchy that can facilitate streamlining the historic preservation review process. This documentation effort will necessitate a comprehensive survey of the city, completed at a reconnaissance level, supplemented by intensive level surveys befitting a property’s level of significance.

### **HP Policy 6.2.3**

In addition to buildings, surveys should record historic character-defining landscape elements and sites. These features can include walls, fences, tree canopies and open spaces at individual properties and along streetscapes. In addition, significant vistas leading to, between and bordering historic properties and districts should be identified.

### **HP Policy 6.2.4**

The historic resource survey information should be linked to city GIS mapping. An accessible format could inform public and private planning initiatives, and eventually be made available to the public via a city web-based Historic Resources Inventory.

### **HP Policy 6.2.5**

Include Historic Preservation Staff in Planning Initiatives to help determine the potential impact of proposed development in or on designated districts, landmarks, objects and archaeological sites. Following an assessment of the proposed project and potential level of impact, it can then be brought to HARB and/or archaeology staff for review as appropriate.

### **HP Policy 6.2.6**

The installation of signage identifying each historic neighborhood or place should be expanded beyond the locally-designated Historic Districts and Lincolnville. This can include decorative street signs, directional signs, gateway signs, historical markers at significant sites, etc., and should be undertaken utilizing consistent graphics for clear visual identity. Signage can be linked to podcasts accessed on the city website describing the unique characteristics of the area, supplemented by smartphone access to the city's Historic Resource Inventory and publicly accessible archaeological sites.

### **HP Policy 6.2.7**

The City of St. Augustine is the steward of many historic buildings, sites, objects and archaeological resources including the curation facility. Historic preservation should be considered in the planning and design of public properties, facilities, spaces and infrastructure including condition assessments, documentation measures and management plans.

### **HP Policy 6.2.7.1**

A restrictive covenant should be required on property sold by the City of St. Augustine to protect historical architectural and archaeological resources. Based upon the nature of the property, the covenant could include limiting construction areas to protect archaeological resources, requiring HARB review of exterior alterations and/or prohibition of demolition of significant features or elements.

### **HP Policy 6.2.8**

To identify priorities and measure the program's progress, the HARB and/or PZB shall develop an annual report and work plan recommendations for the upcoming year. Tasks from this plan and other identified needs can be assessed for staffing and budget needs while providing a public forum each year to ensure the priorities of the preservation program are achieved.

### **HP Policy 6.2.9**

Adaptive reuse can be a valuable tool in protecting historic buildings that have outlived their intended uses. Through sensitive adaptive reuse, these buildings have been saved and continue to play active roles in the community. Zoning should continue to promote the creative reuse and repurposing of buildings in the city.

### **HP Policy 6.2.9.1**

Encourage the use of zoning incentives, coupled with historic preservation review for sensitive adaptive reuse projects at properties located outside designated Historic Districts.

- Zoning incentives can include rezoning and easing setback and lot restrictions for projects at properties in which the historic character will be reinforced.
- Rezoning a property can encourage the retention of a building with a non-viable initial use by permitting a new use for which the property can be easily adapted, such as reclassifying a large single-family home as multi-family housing.
- Any property rezoning would need to be consistent with the underlying land uses as defined in the City Comprehensive Plan.
- Zoning can also be modified to permit a reduction in required setbacks and impervious surface coverage, such as a maximum 20% reduction in a setback, as an incentive to preserve historic buildings.
- Zoning incentives must be presented for recommendation by the PZB and heard by the City Commission for approval, and should necessitate a deed restriction ensuring long-term preservation.

- In exchange for zoning incentives, the property owner must protect the historic character of the resources on the property for the benefit of the community at large. A means of achieving this would be designating the property as a local Landmark, thus mandating HARB review of not only the impact of the proposed zoning incentives, but also any future exterior alterations to the property. Additionally, local landmarks are eligible for financial incentives.

### **HP Objective 6.3**

Consideration should be given to designating each of the National Register of Historic Places neighborhoods a local HP Conservation District and utilizing form-based zoning or other overlay or supplemental regulations deemed appropriate to maintain the relationship of buildings along the streetscape and to each other. This approach can guide and encourage compatible new construction without requiring review by HARB to potentially address the form, mass and scale of buildings relative to their neighbors.

Some of the basic elements typically reviewed as part of these zoning tools include:

- Building Height – Adjusted for required flood elevation
- Footprint / Width along street
- Setbacks – Primary and secondary buildings
- Porches / Porch depth
- Roof form

### **HP Policy 6.3.1**

The use of zoning tools is a community driven tool and requires neighborhood participation and input. If supported by each neighborhood through the public meeting process, the zoning requirements can be expanded to include basic design elements such as materials and fenestration patterns.

### **HP Policy 6.3.2**

The boundaries of zoning overlay districts, and what is regulated, should be identified by their neighborhood and must include support from property owners, HARB, the PZB and the City Commission.

### **HP Policy 6.3.3**

Providing clearly illustrated, neighborhood-based design guidelines are recommended to assist property owners in understanding building terminology and the character-defining features of their neighborhoods.

## **HP Objective 6.4**

Encourage the preservation and protection of the overall character of historic areas by maintaining visual continuity along streetscapes and scenic vistas.

### **HP Policy 6.4.1**

Consideration should be given to incorporating vista restrictions to mitigate the impact of new development on historic resources including districts, sites, and individually designated National Register historic properties. Vistas can be defined as bordering, leading to and between historic resources.

### **HP Policy 6.4.2**

As new residential buildings are constructed, and existing buildings elevated. The resulting first floor height will often exceed by several feet the 1% flood level (a.k.a. 100-year floodplain), defined by FEMA. The resulting buildings are often significantly taller than their neighbors with extended vertical proportions creating an inconsistent streetscape and disrupting neighborhood character. The City will establish land development regulations to encourage the maintenance of connections to the street and neighborhood scale.

## **HP Objective 6.5**

Encourage preservation, rehabilitation and adaptive reuse of historic buildings in lieu of replacement with new construction.

### **HP Policy 6.5.1**

New construction within locally designated historic areas should be planned to preserve archaeological resources, sites, landscapes, development patterns and buildings.

### **HP Policy 6.5.2**

The construction of new buildings that are in scale with their surroundings can be achieved by ensuring that zoning designations for allowable new construction are consistent with the streetscape or district's existing character. Also, by regulating that the size of new construction be compatible with neighboring construction, demolitions may be reduced.

### **HP Policy 6.5.3**

As an alternative to establishing a maximum overall height of a locally designated historic building within a 1% floodplain, a requirement could be established to limit the height of the first occupied floor either to the base flood elevation (BFE), as identified on FEMA maps, or at a design flood elevation (DFE), which is generally one to two feet above BFE. This would exceed current FEMA requirements for flood protection while minimizing extreme elevations, therefore protecting the historic context. Regulated building heights must still be taken into consideration to prevent the structure from exceeding the maximum allowable building height set by the zoning district.

### **HP Policy 6.5.4**

Limiting the width of curb cuts can reduce the visual impact of parked cars and garage doors along a streetscape, particularly where buildings are located close to the street.

### **HP Policy 6.5.5**

The elevation of a building and associated equipment in a floodplain generally includes exposing more of a building's foundation and increasing the visibility of equipment such as air conditioners and generators. Screening should be required along public ways to minimize the impact on historic areas and designated historic properties.

### **HP Policy 6.5.6**

St. Augustine benefits from a highly-qualified staff whose duties could be expanded in order to reduce the burden on HARB. In addition to providing guidance for property owners, the revised AGHP could provide the criteria for staff review of specific minor applications.

The benefits of broadening the staff review process include:

- Expediting review time for applicants, thus encouraging compliance with HARB-desired outcomes;
- Reducing the amount of staff time associated with preparing and presenting application materials to HARB; and,
- Reducing the amount of time required for HARB meetings, thus reducing the burden on the membership.

The eligibility factors for staff review could include:

- The location of a property, either in or outside of specific Districts (i.e. HARB review might be required for all applications in HP-2, but not in HP-1);
- The level of significance of the property (Local survey efforts should classify properties as significant, contributing or non- contributing);
- The existing conditions;
- The location and extent of the proposed alteration; and,
- The Historical Architectural Review Board land development code should include a provision that staff, at its discretion, can direct an application to the HARB for review if staff determines that the proposed work does not meet all requirements for staff approval. This would serve to both protect the historic property and encourage owners to comply with the AGHP to expedite their application review.

## **HP Goal 7**

Streamline the HARB review process to expedite application review, encourage more community participation and reduce the time burden on members and staff for meeting preparation and participation.

### **HP Objective 7.1**

The HARB Application Review Procedures should be updated and revised to clarify and streamline the review process.

#### **HP Policy 7.1.1**

A requirement for applicants to provide both paper and digital photographs and application materials at the time of submission should be put in place. This will facilitate sharing of information with HARB members and the public, while minimizing staff time associated with scanning. For applicants who do not or are unable to comply, a scanning fee could be imposed or waived as appropriate.

#### **HP Policy 7.1.2**

HARB application materials should be posted online to allow neighbors to understand proposed property alterations and choose whether or not to attend and participate in the HARB meeting, voicing either support or opposition. This would increase the transparency associated with the HARB review process and, in cases in which HARB recommends design alterations, also serves to demonstrate the benefits of the process.

### **HP Policy 7.1.3**

During HARB meetings, audience members do not typically have access to photographs and drawings of proposed work, making it difficult to follow discussions these items should be projected during meetings. In order for the audience to be more engaged in the process, it is recommended that the images from the application be projected on television screens during the meeting.

### **HP Policy 7.1.4**

Consolidate Ex-Parte Communications with HARB Members and remove the appearance of a conflict by requiring that all communications related to ongoing applications under review to be directed to the board in written form such as a unified email correspondence. This provides an opportunity for public comments and applicant correspondence to be shared in a written record prior to the time of the meeting, giving all Board members the same information to consider as they evaluate an application. This would also allow the communication to become a part of the application review record, and shared with both the applicant and the public.

### **HP Policy 7.1.5**

There are certain practices that have become routine for HARB, they are not clearly defined in the Historic Architectural Review Board land development code and require clarification.

These include:

- Definitions of terms associated with the Historic Architectural Review Board section of the land development code;
- The process for designation of local Historic Districts;
- The process for designation and administration of local Landmarks;
- The administrative process for gathering neighborhood support for National Register Historic Districts;
- The extent of proposed demolition at a property that triggers the HARB process – Entire buildings and structures, or certain portions of buildings and structures;
- Identification of impacts associated with building code and zoning regulations;
- Application details to document financial hardship; and,
- The process of identifying and pursuing a case of demolition by neglect.

### **HP Policy 7.1.6**

It is recommended that the land development code be amended allow HARB to conduct design review of designated local Landmarks and allow property owners the ability to take advantage of the City's Historic Preservation Property Tax Exemption Program, the Federal Preservation Tax Credit Program and zoning incentives available to designated properties in support of their long-term preservation.

### **HP Policy 7.1.7**

A critical component of any approval process is compliance with the granted applications. To ensure compliance trained personnel should be available to review whether projects are completed meeting the requirements of HARB approval orders throughout the building permit process.

### **HP Objective 7.2**

The Architectural Guidelines for Historic Preservation (AGHP) need to be updated and revised including the range of new technologies, from non-traditional replacement materials to generators, as well as mitigation measures to address storm and/or flood protection. In addition, the current AGHP does not adequately address historic sites, landscapes and vistas as well as architecture of the recent past. The AGHP is adopted by reference in the land development code.

### **HP Policy 7.2.1**

To be as useful as possible, the AGHP should provide property owners an expectation of what will and will not be approved by HARB as part of the review process. To make this a reality, the AGHP should address the issues relevant to today's property owners, clearly indicating what will and will not be approved typically. This is often best accomplished via numerous illustrations of appropriate and inappropriate alternatives, supplemented by descriptions in layman's language, rather than preservation or architectural terminology. Historic district guidelines written specifically for a district can often best address local character and issues. Although core preservation philosophy and concepts are consistent across historic neighborhoods, commingling the architectural style, materials and siting of historic resources in Nelmar Terrace with those in Town Plan Historic District can be confusing for a layperson. Design guidelines for individual neighborhoods can be "chapters" added to the city-wide AGHP.

### **HP Policy 7.2.1.1**

Since the publication of the current AGHP and subsequent updates, new building materials and technologies have either been introduced or gained in popularity, increasing the likelihood that they will be considered by owners, design professionals and contractors as they make improvements to properties. These include alternative wood and window products as well as technology such as generators. Although perhaps not appropriate in all locations, instances in which they might be appropriate should be identified.

### **HP Objective 7.3**

Amend the AGHP to provide review criteria for property modifications to reduce flood and high wind damage associated with storms. At a minimum, this could include window protection; barrier systems at doorways of commercial buildings; site improvements to encourage stormwater drainage; the elevation of buildings and associated modifications to address stairs, lifts and extended foundations among others.

### **HP Policy 7.3.1**

Sustainable practices, and design methods should be incorporated in the AGHP wherever possible to assist property owners in making educated decisions to improve their property's energy performance and reduce environmental impact.

This can include:

- The selection of building materials;
- Windows and window glazing systems; and
- Heating and cooling options, as well as conducting energy audits and recommending native plantings.

### **HP Policy 7.3.2**

The implementation of recommendations that promote the preservation of historic properties should be evaluated in tandem with the city's overall environmental conservation goals and approach to sea level rise.

## **HP Objective 7.4**

### **Incorporate Historic Preservation & Archaeology in all City Planning Initiatives**

The locally and nationally designated historic districts in the city are well documented. More work can be done for several undesignated neighborhoods to include a basic evaluation of building and landscape elements through a windshield survey. Additionally, the current archaeological zone map does not reflect the existing archaeological database and available historical records. These evaluation and zoning measures are necessary because, without these tools, increasing development pressure and infrastructure improvements may unwittingly destroy significant historic resources, undermining local cultural identity

## **HP Policy 7.4.1**

### **Increase Interpretation and Preservation of Archaeological Resources**

Interpretation and preservation of archaeological resources should be increased whenever possible to promote awareness of St. Augustine's early history. In addition to continuing existing interpretive efforts, such as the provision of signage and exhibits, interpretation can also include informal presentations adjacent to excavation sites, podcasts and formal presentations as part of a lecture series. Site specific details such as locations and sensitive artifacts will remain confidential in accordance with ethical standards.

## **HP Policy 7.4.2**

### **Identify Locations of Potential Archaeological Remains**

The current archaeological zone map should be revised to reflect the current archaeological database with known historical records and linked to city GIS mapping.

## **Archaeology Program**

## **HP Goal 8**

Provide sufficient support to the Archaeology Program for the performance of duties in accordance with the requirements of the Archaeological Preservation Ordinance by providing additional staff, increasing conservation efforts and sustainable management and protection of artifact collections and archives.

## **HP Objective 8.1**

Expand the Archaeology Program.

### **HP Policy 8.1.1**

In addition to fieldwork, it is a goal of the city's archaeology program to include artifact curation and archival documentation to meet professional reporting standards. Typically fieldwork should account for no more than 25 percent of archaeological investigation efforts. The rest comprises artifact analysis and lab work, report writing, artifacts and records curation, and dissemination of the project results to the public all in accordance with state and federal professional standards. This has been difficult with one staff archaeologist. The City should provide a position to focus on documentation and curation.

### **HP Policy 8.1.2**

The archaeological zone map should be updated to reflect the existing archaeological knowledge and historical information. These records should be included in the city's GIS mapping layers.

### **HP Policy 8.1.3**

Building application permits can require the review of HARB, the PZB, and the Planning and Building Department. If the property is located within the bounds of an identified archaeological zone, it could also be subject to review by the city's Archaeology Program. This review should be early in the development review process.

### **HP Policy 8.1.4**

City projects including Public Works Department permits for development activity that also involves ground penetration requires coordination with the City Archaeologist.

### **HP Policy 8.1.5**

It is recommended that the St. Augustine Archaeological Association be sustained and developed to continue supporting the activities of the city archaeology program.

### **HP Policy 8.1.6**

The City should support the nomination of significant archaeological sites for listing in the National Register of Historic Places provides formal documentation of some of the city's oldest resources, enhancing their appreciation and understanding and providing additional protection.

### **HP Policy 8.1.7**

Given the enormity of the remaining archaeological resources in the city and particularly in the Town Plan Historic District, a prioritized list should be developed based upon clearly defined parameters including recognition of unique spatial and temporal boundaries. When appropriate, this task should include updating listed properties, specifically districts, to include contributing archaeological resources as well.

### **HP Policy 8.1.8**

Following the retrieval of artifacts and information from a site, additional support with staffing and technology is required to allow curation, data analysis and reporting to be performed in a manner consistent with the US Department of Interior curation standards, the State of Florida reporting standards and other professional practices. This should include digital inventories and recordation of previously excavated sites and materials to expand access to and research within the collections.

### **HP Policy 8.1.9**

Archaeological Zone 1 delineates the city's oldest known area of below-ground resources, ranging from limited prehistoric and early European settlement remains through the 20th century. To minimize damage from new developments, it is recommended that some types of below-grade construction be prohibited. This includes underground garages, basements and overly destructive foundation systems. Consideration should also be provided to assess the impacts of underground stormwater retention on archaeological resources.

### **HP Policy 8.1.10**

Create user-friendly information describing the city's archaeology program. This can include a map of the city's archaeological zones and descriptions of the type of archaeological monitoring, testing or excavation that may be required under the Ordinance. It can also include the appropriate protocol for unexpected archaeological finds.

## **HP Objective 8.2**

The archaeology program is driven by the building, right-of-way, and utility permitting processes, and there is future potential that construction will be reduced in parts of the city by rising sea levels. Archaeological sites are already threatened by sea level rise and flooding. Therefore, the opportunities for documenting archaeological resources is dwindling. As a result, it is important to identify additional funding sources in order to provide adequate funding for archaeological field and curation activities for projects that do occur. This can include proper archival storage, analysis, reporting, cataloging and conservation of artifacts and records not only for future projects but also for the previous archaeological excavations spanning more than thirty years.

### **HP Policy 8.2.1**

Archaeological fees collected from permit applications should be earmarked and used to fund archaeological activities including special projects, artifact analysis and interpretive programs.

## **Economics**

### **HP Goal 9**

Integrate Preservation into all aspects of city governance impacting neighborhoods, tourism, infill, commercial revitalization, and redevelopment.

### **HP Objective 9.1**

Provide preservation assistance to commercial thoroughfares and nodes including King Street, San Marco Avenue and Anastasia Boulevard as important commercial and transportation thoroughfares through the city and its historic neighborhoods which is recognized in the Design Standards.

### **HP Policy 9.1.1**

Revitalization of these major thoroughfares and other, smaller commercial connectors could serve to improve the shopping and dining experiences of residents as well as encourage tourists to experience the city beyond the Town Plan Historic District.

### **HP Policy 9.1.2**

Design standards apply to properties along Anastasia Boulevard, King Street and San Marco Avenue and the historic preservation zoning districts. Resources for Main Street programs are available through the Florida Division of Historical Resources and the National Main Street Center focusing on a community revitalization model driven by social, economic, physical and cultural assets. Strict adherence to the program models and formal registration are not necessary but rather they can provide ideas and inspiration. The program can be tailored to the available resources of the city.

A variation on the Main Street program could be developed to encourage façade improvement through:

- Regular maintenance;
- Storefront improvements;
- Quality sign and awning design;
- Streetscape improvements; and,
- Storefront merchandizing.

### **HP Policy 9.1.3**

Existing state legislation allows for collection of a Tourist Development Tax and Tourist Impact Tax administered by the county government. The detailed language of these programs identify the allowable collection sources and expenditures. Amendments to these programs should be pursued to allow municipal administration and authority within the collection area where applicable and to expand the allowable expenditures to include broader historic preservation and archaeological activities.

### **HP Policy 9.1.4**

Tax funds could be utilized to purchase threatened historically designated properties and conduct rehabilitation projects which contribute to the heritage tourism industry of the city.

### **HP Policy 9.1.5**

A revolving fund that purchases endangered historic properties and resells them to new owners committed to their rehabilitation should be developed and operated. Funds from sold properties can be utilized to purchase future properties. City assistance could be supplemented with low-interest loans or grants to new owners for the costs of rehabilitation, as well as design assistance by volunteer architects and design professionals.

### **HP Policy 9.1.6**

An incentive used by other communities to encourage redevelopment of distressed historic properties or to simply reward compatible rehabilitation work includes reduced development permit fees. A fund should be established to offset building permit fees for projects that take advantage of the city's financial incentive programs. This could both encourage use of financial incentives and demonstrate the city's support.

### **HP Policy 9.1.7**

A mitigation bank should be created and funded by property owners seeking new construction on a parcel that adversely impacts historic buildings or archaeological features. Adverse impacts can include cases of demolition-by-neglect or an after-the-fact demolition application.

The use of mitigation funds must benefit the city's historic preservation and archaeological goals and can include:

- Supplementing the city's Historic Resource Inventory;
- Stabilizing a property for its preservation;
- Purchasing a property for historic preservation;
- Preserving an archaeological site;
- Investigating an archaeological site; and,
- Processing artifacts from an archaeological investigation.

### **HP Objective 9.2**

Property owners in St. Augustine have access to economic incentive programs. These include the Historic Preservation Property Tax Exemption (ad valorem) program, the Federal Rehabilitation Tax Credit program for commercial properties, and the 2013 Lincolnville Community Redevelopment Area (LCRA). Lincolnville has a mission to support and preserve the quality of life for residents by eliminating blight, while protecting and enhancing the characteristics that make the community unique (i.e. history, architecture, the natural and built environments, culture and diversity) through community planning, redevelopment activities and effective partnerships with neighborhood organizations.

### **HP Policy 9.2.1**

The city should identify and promote other financial incentive programs that can benefit historic preservation, city economic development and neighborhood revitalization. This can include strategically pairing funding available through the St. Johns County Housing and Community Development Division with local funding incentives to encourage reinvestment.

Programs currently available through the county's Housing and Community Development Division include:

- Affordable Housing Grant Program;
- SJC Homeownership Program;
- Community Development Block Grants;
- Rehabilitation Program;
- Housing Finance Authority; and,
- Community Redevelopment Program.

### **HP Policy 9.2.2**

These new incentives should be focused to address specific areas so that they serve to generate private growth and investment in the surrounding area in a manner that fits the larger planning goals of the city. For existing or new incentive programs to be effective, they must be utilized. This will require providing clear information and guidance to property owners about the availability of the incentives, as well as educational materials that explain the limitations and restrictions of the programs.

### **HP Policy 9.2.3**

Historic preservation incentive brochures should be developed describing available local incentive programs in detail and provide information regarding the Historic Preservation Property Tax Exemption (ad valorem) program and Federal Historic Preservation Tax programs. These brochures must be available online and include web links for additional information and application materials. Printed brochures should be made available in City Hall, at the Board of Realtors, at the Chamber of Commerce, at local preservation education programs, as part of a welcome package to new property owners and new businesses who might benefit.

### **HP Policy 9.2.4**

The historic preservation website should be revised to include information and direct links to initiatives and programs that benefit historic preservation.

### **HP Policy 9.2.5**

An education session should be conducted annually or biannually on available incentive programs. HARB member participation should be encouraged and reported to the Florida Division of Historical Resources CLG division on the annual CLG report.

### **HP Objective 9.3**

Promote Preservation Programs to Encourage Affordable Housing in Historic Neighborhoods.

### **HP Policy 9.3.1**

Partnerships should be developed with community housing organizations to encourage affordable and low-income housing in historic neighborhoods.

### **HP Policy 9.3.2**

Preservation funding incentives can be used in combination with housing financing to rehabilitate properties and provide financial assistance to lower income residents in historically designated properties.

### **HP Policy 9.3.3**

Historic preservation standards can place an undue burden on low and moderate income households by requiring the installation of specific materials when there are less costly options available. Providing a means for HARB approval in instances where conformance would place an unnecessary hardship on an owner could encourage the preservation of the basic form and rhythm of a building instead of its restoration when the work would not irreversibly affect the building's historic character, and allowing a homeowner to make improvements that may sustain their residency.

This approach allows areas with higher percentages of low-to mid-income households to enjoy the benefits of preservation regulation without bearing a disproportionate financial burden.

## **Education and Advocacy**

### **HP Goal 10**

Encourage institutions, organizations and groups across the city to promote historic preservation and archaeology awareness, activities and support.

### **HP Objective 10.1**

Increase Awareness of the Value and Benefits of St. Augustine's Architectural, Archaeological & Cultural Resources

### **HP Policy 10.1.1**

Regularly Update the City Website with a Preservation and Archaeological Activity and a Calendar of Events.

### **HP Policy 10.1.2**

Provide links on the city's website from the Historic Preservation homepage to various incentive programs available in the city, even if they are managed by other Departments or State or Federal programs. Provide a link on the website to allow viewing of HARB application materials as well as access to HARB and preservation related city meetings schedules. The website can also provide a forum to publicize recent ongoing and publicly accessible archaeological activities as well as to clarify the proper protocol to follow in the event of unexpected archaeological finds. Links can also be provided to helpful preservation resources such as the Florida Master Site File, National Park Service Preservation Briefs, information on National Register listings, among others.

### **HP Policy 10.1.3**

Maintaining a clear calendar of Historic Preservation events, local lectures or education sessions and state preservation programs, as well as HARB application meeting dates and submission deadlines should be a priority.

### **HP Policy 10.1.4**

The zoning workbooks, developed by the city's historic preservation staff, provide a good, concise history of the development of many of St. Augustine's neighborhoods. This information should be reformatted, include photographs and made available in print and on the city's website as a stand-alone description of the city's historic neighborhoods.

### **HP Policy 10.1.5**

Create a user-friendly pamphlet with a map of archaeological zones, clarifying the type of archaeological monitoring, testing or excavation that may be required. Include information on the proper protocol for an unexpected archaeological find.

### **HP Policy 10.1.6**

Develop a social media presence with a Facebook page for historic preservation activities and provide Twitter posts of preservation accomplishments and archaeological findings and news. Solicit print and broadcast outlets for opportunities to share information on current events and activities in addition to their requests for comments on specific projects.

### **HP Policy 10.1.7**

Walking tours and podcasts describing the Historic Districts and publicly accessible archaeological sites should be developed in cooperation with neighborhood associations. Location-based mapping could provide searchable links to the city's GIS-based, Historic Resource Inventory Information. This same information should be included in tour brochures made available at the Visitor's Center and City Hall.

### **HP Policy 10.1.8**

St. Augustine benefits from a robust archaeology program unlike anywhere else in the United States. Archaeological excavations are fascinating for school children, residents and visitors. Currently, during active archaeological digs members of the team informally brief the public about what is being learned or found. Information should be shared in accordance with the protocol established by the City Archaeologist which may be different for various types of sites. These briefings could be scheduled at designated times and days, conducted by authorized St. Augustine Archaeological Association volunteers, and filmed for web-streaming with the schedule posted on the city's website,

### **HP Policy 10.1.9**

A lecture series should be developed to provide information on the city's history and development, historic preservation and archaeological efforts. Participating entities of existing lecture programs include the St. Augustine Historical Society, Flagler College and the St. Augustine Archaeological Association. St. Augustine historic preservation division staff should work closely with these organizations and other associated organizations to contribute to topics such as neighborhood history and revitalization; available historic preservation incentive programs; flood and hazard preparedness; and what to do in the event of an archaeological find.

### **HP Policy 10.1.10**

Provide training to educate realtors on the city's historic districts and neighborhoods, preservation procedures, preservation incentives and financial benefits. This can be implemented by the historic preservation staff as part of realtor board training.

### **HP Policy 10.1.11**

Prepare a pamphlet for property owners subject to historic preservation and archaeological regulations that includes information about HARB, historic designation, the Certificate of Appropriateness and Certificate of Demolition processes, hazard mitigation resources, as well as archaeological review requirements and the protocol for unexpected archaeological finds. A similar pamphlet can be developed for any adopted Historic Preservation Conservation Districts. These pamphlets could be distributed by realtors and the city to new property owners as part of a welcome package.

### **HP Policy 10.1.12**

Develop hands-on workshops focused on building preservation topics such as window restoration and masonry repointing. This can be completed in conjunction with local contractors in coordination with local non-profits and filmed or streamed for web viewing.

### **HP Policy 10.1.13**

Many property owners conduct repairs on the basis of recommendations from contractors without the advice of design professionals. Volunteer architects, landscape architects and other professionals could provide design assistance, free of charge, to property owners pursuing rehabilitation projects, façade improvements, as well as other planning and design needs.

### **HP Policy 10.1.14**

City officials and local representatives need to seek resources and recognition outside of the community. The city should continue applying for grant funds through the Florida Division of Historical Resources and awards from the Florida Trust for Historic Preservation while seeking to diversify and broaden these opportunities. There are also multiple national programs and designations beyond the National Register that could enhance the city's visibility and distinction which increases funding considerations. Wider promotion of the city's resources will help generate awareness of its significance and increase the opportunity to address potential threats facing the city with state and national leaders.

### **HP Objective 10.2**

Increase Awareness of How Historic Preservation Positively Affects the City

### **HP Policy 10.2.1**

Recognize the achievements of successful projects, individuals and groups that have had a positive impact on preserving the city's architectural, archaeological and cultural heritage through an annual or biannual awards ceremony. The presentation of awards could occur at a regularly scheduled City Commission meeting, or be part of a larger, preservation themed event, such as an advocacy fundraiser or lecture presentation.

### **HP Policy 10.2.2**

Provide a recap of the city's historic preservation efforts. This can include a report on completed surveys, new Historic Districts, the number of applications processed, archaeological digs completed, artifacts conserved and other city-sponsored initiatives. This recap should be posted on the City website and shared in the opening remarks at a preservation themed event.