

1350 Baldwin Avenue
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**COMMUNITY REDEVELOPMENT AGENCY (CRA)
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
WEDNESDAY, JUNE 25, 2025
5:00 PM**

1. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. APPROVAL OF MINUTES

- A. April 23, 2025

3. FINANCIAL REPORT

- A. Attachment

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET

- A. Attachment

5. OLD BUSINESS

- A. Update of Veterans Memorial and request to move forward with project/approval of invoice

6. NEW BUSINESS

- A. Request to approve budget amendment from sales of 111/129 N 6th Street
- B. Request direction on unspent revenue allocation from FY 24
- C. Request to approve contract with Dag Architects for RFQ 25-01-CRA
- D. Request to approve Task Order 25-01-CRA for Alleyway Improvement Design Development
- E. Request to reject sole bid from RFP 25-01-CRA and approve Purchase Order for 27 Crescent Drive Design
- F. Request direction on Income-based Roofing Improvement Grant AMI percentage
- G. Presentation and discussion on Draft Historic Preservation Standards and request to approve Invoice 3-260545 for payment.
- H. Request direction on Memorandum of Understanding for Code Lien Reduction
- I. Request direction on Memorandum of Agreement for Code Abatements
- J. Request to approve FY 24 audit
- K. Request direction on scheduling a budget workshop(s)
- L. Request to approve final invoice 451986 for Parking Study and update on Parking Working Group

7. REQUEST TO BE ON THE AGENDA

8. BOARD MEMBER COMMENTS

A. Comm. Hamilton

1. Parking stall restriping on Baldwin between 7th & 8th

9. CITIZEN COMMENTS

10. ADJOURNMENT

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

**Community Redevelopment Agency
Regular Meeting Minutes
Council Chambers
May 14, 2025
5:00 PM**

1. Call To Order

Chair R. Henderson called the Community Redevelopment Agency meeting to order at 5:00 PM.

Present: Reynolds Henderson, Cathy Mosley, Bruton Campbell-Work, Rob Hamilton

Absent:

Also in attendance: City Attorney Clay Adkinson, Executive Director Josh Ervin, and Administrative Assistant Sumie Gabbard.

2. APPROVAL OF MINUTES

A. April 23, 2025 CRA and CC Joint Workshop

A motion was made to approve the minutes of the April 23, 2025 CRA and CC Joint Workshop by Mrs. Mosley and seconded by Mr. Hamilton; the motion passed without objection.

3. FINANCIAL REPORT

A. Item

Mr. Ervin presented the Financial Report.

He noted that there were no significant items to report at this time.

Mr. Ervin informed the committee that the annual audit is nearing completion. Once finalized, all unreconciled funds from the previous fiscal year will be carried forward and addressed through a budget amendment.

Mr. Henderson inquired whether the account is interest-variant.

Mr. Ervin responded that interest revenue is reflected in the financial report and confirmed that approximately \$12,500 in interest revenue has been recognized this year.

Mr. Hamilton stated that is on page 23 of the report.

A motion was made to accept the financial report by Mr. Hamilton and seconded by Mrs. Mosley; the motion passed without objection.

4. GROWTH AND DEVELOPMENT ASSISTANCE GRANT TRACKING SHEET

A. Item

Mr. Ervin presented the Growth and Development Tracking Sheet.

5. OLD BUSINESS

A. Update on HB 991/SB 1242

Mr. Ervin stated that support for HB 991 and SB 1242 has diminished, and no changes have been approved at this time.

He explained that the bill was written to indicate that if a project is not included in the approved budget, it cannot be undertaken.

Mr. Adkinson noted that the most significant issue with the bill was the language that talked about the ability to collect any new debt.

B. Downtown Undergrounding

Mr. Ervin stated that he met with staff regarding this project.

He noted that, following those discussions, there appears to be strong support for moving the project forward.

Mr. Ervin explained that the board could either issue a Request for Qualifications (RFQ) or utilize the City's Continuing Engineering Services Agreement by issuing a task order to evaluate all necessary elements in the alleyway.

He added that the direction would ultimately depend on the Board's approach.

Mrs. Mosley asked if there is an estimate on how long a project like this would take.

Mr. Ervin responded that the timeline would depend on what is discovered once work begins in the alleyways.

He estimated that the project would likely take approximately three years to complete.

Mr. Hamilton recommended using the City engineers to initiate the project, noting that going out to bid would significantly delay progress.

A motion was made to use the City Engineers by Mr. Hamilton and seconded by a Mr. Campbell-Work; the motion passed without objection.

C. Parking Study Final Plan

Mr. Ervin presented on the Park Study.

He stated that the study will go before the City Council for acceptance.

A motion was made to accept the Parking Study Final Plan and approve the final payment by Mr. Campbell-Work and seconded by Mr. Hamilton; the motion passed without objection.

D. Update on RFQ 25-01-CRA ongoing negotiations

Mr. Ervin provided an update on RFQ 25-01-CRA and ongoing negotiations.

He stated that this pertains to the Amphitheater project.

Mr. Ervin noted that the conceptual phase of the project has been submitted.

He shared that he has requested the team to prepare a full proposal to bring before the Board.

Mr. Ervin mentioned that assumptions may change as the conceptual plan continues to develop.

He expressed confidence that a complete proposal will be ready for presentation at the June meeting.

Mr. Henderson asked if any action is currently required.

Mr. Ervin responded that no action is needed at this time.

6. REQUEST TO BE ON THE AGENDA

A. Dr. Mendy Henderson, Forward DeFuniak – National Trust Preservation Funds Grant

Mrs. Henderson presented on the National Trust Preservation Funds Grant.

She stated that one of the goals of the grant is to preserve and capitalize on the unique history and preservation efforts of the area.

Mr. Henderson noted that a committee was formed with representatives from various organizations passionate about historic preservation.

Mrs. Henderson explained that Mr. Ervin identified the development of historic standards as being beyond the scope of what the small committee could accomplish alone.

She noted that some individuals do not fully understand the need for historic standards.

Mrs. Henderson emphasized the importance of the committee identifying and communicating why historic standards are necessary.

She added that many of the attendees at the previous workshop were unfamiliar with the history of the City of DeFuniak Springs and the importance of having historic district standards.

Mr. Henderson stated that the committee has decided to host an introductory workshop to better prepare participants before the consultant returns.

Mrs. Henderson shared that the committee has prepared a summary of the grant application, which will be submitted electronically.

She stated that the committee is requesting additional participation and is also asking for approval of a support letter for the application.

Mrs. Henderson thanked the CRA for its continued support.

Mr. Hamilton asked what the grants are intended to cover.

Mrs. Henderson responded that the grant funds are designated for hosting public meetings.

Mr. Hamilton then asked what the motion would be.

Mr. Adkinson clarified that the only action needed is to execute the support letter.

A motion was made to approve the letter of support for the National Trust Preservation Funds Grant by Mr. Campbell-Work and seconded by Mrs. Mosley; the motion passed without objection.

Mrs. Henderson stated that the funding will be used primarily for advertising.

Mr. Adkinson cautioned that care should be taken when supporting a private entity with public funding, as similar situations have caused issues for CRAs in the past.

7. BOARD MEMBER COMMENTS

A. Comm. Hamilton

1. Parking Committee

Mr. Hamilton discussed the idea of establishing a parking workgroup.

Mr. Henderson asked if Commissioner Hamilton would like to be part of that group.

Mr. Hamilton stated that he wants to involve business owners and Main Street representatives in the conversation.

Mr. Ervin added that there are plenty of opportunities for this workgroup to meet, and ultimately, the City Council can convene to make any final decisions regarding downtown parking.

2. Abatement Program

Mr. Hamilton stated that he wants to provide Mr. Ervin with direction on how the process will look with the City.

He clarified that he intends to guide Mr. Ervin on the process and how he would like to begin.

Mr. Ervin mentioned that he has already met with Mr. Townsend regarding this matter.

Mr. Hamilton asked if the abatement process waives liens.

Mr. Adkinson responded that liens are not automatically waived but indicated there is a possibility of waiver if that is the direction the magistrate chooses to take.

3. Eco-friendly upgrade

Mr. Hamilton stated that the CRA Board should be provided with iPads to reduce the need for paper.

He added that this approach would be more cost-effective.

Mr. Hamilton expressed his desire to move forward with the purchase of iPads.

He explained that the idea is to acquire iPads for board use.

Mr. Henderson stated that he does not want to carry an iPad around and explained this may be something that can be kept at city hall for when we have meetings.

Mr. Ervin mentioned that he prefers a device with internet availability and access to a Google Workspace account.

He added that the IT Director has provided a cost breakdown for this proposal.

Mr. Hamilton asked if City Council members bring their own iPads to meetings.

Mr. Ervin responded that he believes they do.

Mr. Hamilton stated that he does not think a stylus pen is necessary and that a keyboard alone is sufficient.

Mr. Ervin noted that it is up to the Board to decide whether they want to have keyboards.

Mr. Hamilton affirmed that keyboards are needed.

A motion was made to approve the purchase of iPads and the keyboards by Mr. Hamilton and seconded by Mr. Campbell-Work; the motion passed without objection.

Mr. Henderson asked for an update on the status of the RFP.

Mr. Ervin responded that the RFP is still out for bid, with submissions due by Friday, July 30th. Once received, the bids will be reviewed and scored accordingly.

8. CITIZEN COMMENTS

No citizen comments.

9. ADJOURNMENT

Meeting adjourned at 5:40 PM.

Approved:

Chair Reynolds. Henderson

ATTEST:

Minutes taken by Rafael Ali
City Clerk

Proper notice having been duly given



Detail Report

Account Detail

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
Fund: 660 - Community Redevelopment Area								
660-000-515-1200 CRA - Salaries						0.00	66,411.98	66,411.98
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			3,702.37	3,702.37
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-2,221.42	1,480.95
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			3,702.37	5,183.32
Activity for October, 2024:							5,183.32	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			4,033.97	9,217.29
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			3,812.84	13,030.13
Activity for November, 2024:							7,846.81	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			3,813.18	16,843.31
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			3,812.81	20,656.12
Activity for December, 2024:							7,625.99	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			3,813.00	24,469.12
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			3,812.88	28,282.00
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			3,812.97	32,094.97
Activity for January, 2025:							11,438.85	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			3,813.18	35,908.15
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			3,812.85	39,721.00
Activity for February, 2025:							7,626.03	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			3,813.18	43,534.18
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			3,812.98	47,347.16
Activity for March, 2025:							7,626.16	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			3,813.18	51,160.34
04/25/2025	PYPKT01303	PYPKT01303 - 04/25/2...		PYPKT01303 - 04/25/2025 payroll - Pay ...			3,812.81	54,973.15
Activity for April, 2025:							7,625.99	
05/09/2025	PYPKT01319	PYPKT01319 - 05/09/2...		PYPKT01319 - 05/09/2025 PAYROLL - Pa...			3,812.81	58,785.96
05/23/2025	PYPKT01326	PYPKT01326 - 05/23/2...		PYPKT01326 - 05/23/2025 payroll - Pay ...			3,813.18	62,599.14
Activity for May, 2025:							7,625.99	
06/06/2025	PYPKT01340	PYPKT01340 - PAYROL...		PYPKT01340 - PAYROLL 06/06/2025 - Pa...			3,812.84	66,411.98
Activity for June, 2025:							3,812.84	

Detail Report

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2100		CRA - FICA Taxes				0.00	5,437.91	5,437.91
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			283.23	283.23
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-169.94	113.29
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			331.18	444.47
Activity for October, 2024:							444.47	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			308.60	753.07
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			333.07	1,086.14
Activity for November, 2024:							641.67	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			291.71	1,377.85
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			336.35	1,714.20
Activity for December, 2024:							628.06	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			291.70	2,005.90
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			336.36	2,342.26
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			291.69	2,633.95
Activity for January, 2025:							919.75	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			291.71	2,925.66
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			336.35	3,262.01
Activity for February, 2025:							628.06	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			291.71	3,553.72
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			336.37	3,890.09
Activity for March, 2025:							628.08	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			291.71	4,181.80
04/25/2025	PYPKT01303	PYPKT01303 - 04/25/2...		PYPKT01303 - 04/25/2025 payroll - Pay ...			336.35	4,518.15
Activity for April, 2025:							628.06	
05/09/2025	PYPKT01319	PYPKT01319 - 05/09/2...		PYPKT01319 - 05/09/2025 PAYROLL - Pa...			291.68	4,809.83
05/23/2025	PYPKT01326	PYPKT01326 - 05/23/2...		PYPKT01326 - 05/23/2025 payroll - Pay ...			336.39	5,146.22
Activity for May, 2025:							628.07	
06/06/2025	PYPKT01340	PYPKT01340 - PAYROL...		PYPKT01340 - PAYROLL 06/06/2025 - Pa...			291.69	5,437.91
Activity for June, 2025:							291.69	

Detail Report

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2200		CRA - Retirement				0.00	22,925.42	22,925.42
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		PYPKT01085 - Payroll 10/11/2024 - Pay ...			1,278.06	1,278.06
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			-766.84	511.22
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			1,278.06	1,789.28
Activity for October, 2024:							1,789.28	
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		PYPKT01102 - 11/08/2024 PAYROLL - Pa...			1,392.53	3,181.81
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			1,316.19	4,498.00
Activity for November, 2024:							2,708.72	
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		PYPKT01113 - Payroll 12/06/2024 - Pay ...			1,316.31	5,814.31
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			1,316.18	7,130.49
Activity for December, 2024:							2,632.49	
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		PYPKT01125 - 01/03/2024 payroll - Pay ...			1,316.25	8,446.74
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			1,316.21	9,762.95
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		PYPKT01153 - 01/24/2025 payroll - Pay ...			1,316.24	11,079.19
Activity for January, 2025:							3,948.70	
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		PYPKT01181 - 02/14/2025 Payroll - Pay ...			1,316.31	12,395.50
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			1,316.20	13,711.70
Activity for February, 2025:							2,632.51	
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		PYPKT01288 - 03/14/2025 payroll - Pay ...			1,316.31	15,028.01
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			1,316.24	16,344.25
Activity for March, 2025:							2,632.55	
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		PYPKT01294 - 04/11/2025 Payroll - Pay ...			1,316.31	17,660.56
04/25/2025	PYPKT01303	PYPKT01303 - 04/25/2...		PYPKT01303 - 04/25/2025 payroll - Pay ...			1,316.18	18,976.74
Activity for April, 2025:							2,632.49	
05/09/2025	PYPKT01319	PYPKT01319 - 05/09/2...		PYPKT01319 - 05/09/2025 PAYROLL - Pa...			1,316.18	20,292.92
05/23/2025	PYPKT01326	PYPKT01326 - 05/23/2...		PYPKT01326 - 05/23/2025 payroll - Pay ...			1,316.31	21,609.23
Activity for May, 2025:							2,632.49	
06/06/2025	PYPKT01340	PYPKT01340 - PAYROL...		PYPKT01340 - PAYROLL 06/06/2025 - Pa...			1,316.19	22,925.42
Activity for June, 2025:							1,316.19	

Detail Report						Date Range: 10/01/2024 - 09/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-2300		CRA - Health Insurance				0.00	4,672.00	4,672.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		PYPKT01095 - PAYROLL 10/25/2024 - Pa...			626.89	626.89
Activity for October, 2024:							626.89	
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		PYPKT01105 - Payroll 11/22/2024 - Pay ...			541.11	1,168.00
Activity for November, 2024:							541.11	
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		PYPKT01118 - Payroll 12/20/2024 - Pay ...			584.00	1,752.00
Activity for December, 2024:							584.00	
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		PYPKT01139 - 01/17/2025 payroll - Pay ...			584.00	2,336.00
Activity for January, 2025:							584.00	
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		PYPKT01273 - 02/28/2025 PAYROLL - Pa...			584.00	2,920.00
Activity for February, 2025:							584.00	
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		PYPKT01291 - 03/28/2025 Payroll - Pay ...			584.00	3,504.00
Activity for March, 2025:							584.00	
04/25/2025	PYPKT01303	PYPKT01303 - 04/25/2...		PYPKT01303 - 04/25/2025 payroll - Pay ...			584.00	4,088.00
Activity for April, 2025:							584.00	
05/23/2025	PYPKT01326	PYPKT01326 - 05/23/2...		PYPKT01326 - 05/23/2025 payroll - Pay ...			584.00	4,672.00
Activity for May, 2025:							584.00	
660-000-515-3130		CRA - Other Professional Services				0.00	45,812.15	45,812.15
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/05/2025	POPKT10472	446428	12275	DOWNTOWN PARKING STUDY	17723 - Fishbeck		4,637.30	4,637.30
Activity for February, 2025:							4,637.30	
03/03/2025	POPKT10771	448450	12510	DOWNTOWN PARKING STUDY	17723 - Fishbeck		9,274.60	13,911.90
03/31/2025	POPKT10956	1-253304	12683	Historic Design Standards agreement	17798 - JOHNSON, MIRMIRAN & THOMPS...		10,983.27	24,895.17
03/31/2025	POPKT10956	449846	12670	DOWNTOWN PARKING STUDY	17723 - Fishbeck		11,593.25	36,488.42
Activity for March, 2025:							31,851.12	
04/29/2025	POPKT11161	22445311	12872	VETERANS MEMORIAL PROJECT	04901 - DEWBERRY ENGINEERS, INC		5,000.00	41,488.42
04/29/2025	POPKT11161	2-256049	12886	Historic Design Standards agreement	17798 - JOHNSON, MIRMIRAN & THOMPS...		2,005.08	43,493.50
Activity for April, 2025:							7,005.08	
05/15/2025	POPKT11284	000000450473	12965	DOWNTOWN PARKING STUDY	17723 - Fishbeck		2,318.65	45,812.15
Activity for May, 2025:							2,318.65	

Detail Report						Date Range: 10/01/2024 - 09/30/2025		
Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-4100		CRA - Telephone & Utilities				0.00	190.11	190.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/15/2024	APPKT01395	November 2024	11896	November 2024 light bill	00059 - FPL NORTHWEST FL		56.28	56.28
Activity for November, 2024:							56.28	
01/06/2025	APPKT01448	DECEMBER 2024 1	12158	DECEMBER 2024	00059 - FPL NORTHWEST FL		26.75	83.03
Activity for January, 2025:							26.75	
04/14/2025	APPKT01533	March 2025 24000-01...	12809	MARCH UTILITIES 24000-01661	00059 - FPL NORTHWEST FL		53.58	136.61
Activity for April, 2025:							53.58	
05/14/2025	APPKT01555	APRIL 2025	12970	APRIL 2025UTILITES	00059 - FPL NORTHWEST FL		26.71	163.32
Activity for May, 2025:							26.71	
06/11/2025	APPKT01580	MAY 2025	13184	MAY 2025	00059 - FPL NORTHWEST FL		26.79	190.11
Activity for June, 2025:							26.79	
660-000-515-4200		CRA - Fees, Memberships & Subscriptions				0.00	2,038.77	2,038.77
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/13/2024	POPKT10038	140659164	11933	ANNUAL SPECIAL DISTRICT FEE	16194 - TRUSTMARK NATIONAL BANK		175.00	175.00
11/13/2024	POPKT10038	CASH-20526	11933	Annual FRA Membership	16194 - TRUSTMARK NATIONAL BANK		870.00	1,045.00
Activity for November, 2024:							1,045.00	
03/06/2025	APPKT01499	154409	12548	fra board training cra	16194 - TRUSTMARK NATIONAL BANK		50.00	1,095.00
Activity for March, 2025:							50.00	
04/09/2025	APPKT01528	296474873	12732	ZOOM SUBSCRIPTION CRA	16194 - TRUSTMARK NATIONAL BANK		283.89	1,378.89
04/09/2025	APPKT01528	3038972974	12732	CRA- ADOBE SUBSCRIPTION	16194 - TRUSTMARK NATIONAL BANK		659.88	2,038.77
Activity for April, 2025:							943.77	
660-000-515-4300		CRA - Insurance				0.00	21,943.50	21,943.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	APPKT01370	INV-41110-G5Q5	11673	CRA FIRST INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	5,662.50
Activity for October, 2024:							5,662.50	
01/13/2025	APPKT01448	INV-41447-S6V9	12154	SECOND INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	11,325.00
Activity for January, 2025:							5,662.50	
03/20/2025	APPKT01508	INV-42556-H3P3	12592	THIRD INSTALLMENT BILLING 24/25	02446 - FLORIDA MUNICIPAL INSURANCE T...		5,662.50	16,987.50
Activity for March, 2025:							5,662.50	
04/01/2025	APPKT01524	POL0956637-01	12638	04/01/2025RENEWAL OF PUBLIC OFFIC...	09989 - ACENTRIA INSURANCE		4,956.00	21,943.50
Activity for April, 2025:							4,956.00	

Detail Report

Account		Name			
660-000-515-4400		CRA - Office Lease			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
10/03/2024	APPKT01370	OCTOBER 2024	11659	CRA LEASE OCTOBER 2024	17263 - Baldwin Avenue, LLC
11/14/2024	APPKT01395	NOVEMEBER 2024	11884	NOVEMBER 2024 CRA RENT	17263 - Baldwin Avenue, LLC
01/09/2025	APPKT01450	DECEMBER 2024	12088	DECEMBER CRA RENT	17263 - Baldwin Avenue, LLC
01/09/2025	APPKT01450	JANUARY 2025	12088	CRA RENT JANUARY	17263 - Baldwin Avenue, LLC
02/09/2025	APPKT01475	FEBRUARY 2025	12373	FEBRUARY 2025 CRA RENT PAYMENT	17263 - Baldwin Avenue, LLC
03/05/2025	APPKT01499	MARCH 2025	12486	CRA MARCH LEASE PAYMENT	17263 - Baldwin Avenue, LLC
04/01/2025	APPKT01524	APRIL 2025	12645	APRIL 2025 CRA LEASE PAYMENT	17263 - Baldwin Avenue, LLC
04/29/2025	APPKT01545	MAY 2025	12860	CRA MAY RENT PAYMENT	17263 - Baldwin Avenue, LLC
06/10/2025	APPKT01580	JUNE 2025	13166	CRA LEASE JUNE 2025	17263 - Baldwin Avenue, LLC

Date Range: 10/01/2024 - 09/30/2025

Beginning Balance	Total Activity	Ending Balance
0.00	8,100.00	8,100.00
Project Account	Amount	Running Balance
	900.00	900.00
Activity for October, 2024:	900.00	
	900.00	1,800.00
Activity for November, 2024:	900.00	
	900.00	2,700.00
	900.00	3,600.00
Activity for January, 2025:	1,800.00	
	900.00	4,500.00
Activity for February, 2025:	900.00	
	900.00	5,400.00
Activity for March, 2025:	900.00	
	900.00	6,300.00
	900.00	7,200.00
Activity for April, 2025:	1,800.00	
	900.00	8,100.00
Activity for June, 2025:	900.00	

660-000-515-4900		CRA - Travel Expense			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
10/31/2024	APPKT01387	T&PD 10222024-1025...	11837	FRA 2024 ANNUAL CONFERENCE	17206 - JOSH ERVIN
12/13/2024	APPKT01424	21295	12079	CRA HOTEL STAY 2024 FRA CONFERENCE	16194 - TRUSTMARK NATIONAL BANK

0.00	1,487.44	1,487.44
Project Account	Amount	Running Balance
	627.94	627.94
Activity for October, 2024:	627.94	
	859.50	1,487.44
Activity for December, 2024:	859.50	

Detail Report

Account		Name			
660-000-515-4902		CRA - Marketing			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE	00040 - DEFUNIAK HERALD BREEZE
11/13/2024	POPKT10038	00000577	11893	PUBLIC WORKSHOPS-CRA FLYERS	00040 - DEFUNIAK HERALD BREEZE
02/09/2025	POPKT10607	8068Z	12388	RFQ legal advertisement CRA	00040 - DEFUNIAK HERALD BREEZE
03/13/2025	POPKT10861	00000879	12582	design standards kickoff public workshop	00040 - DEFUNIAK HERALD BREEZE
05/01/2025	POPKT11161	01445	12908	flyers for the Veterans Memorial works...	02491 - SMITH'S SIGNS & PRINTING
05/01/2025	POPKT11161	8241Z	12871	RFP 25-01-CRA LEGAL ADVERTISEMENT	00040 - DEFUNIAK HERALD BREEZE
05/14/2025	POPKT11284	00000945	12954	Public workshop advertising	00040 - DEFUNIAK HERALD BREEZE
05/14/2025	POPKT11284	00000945-1	12954	roofing improvement grant advertising	00040 - DEFUNIAK HERALD BREEZE
05/15/2025	APPKT01555	00001087-3	12954	APRIL 2 ESTATE PLANNING	00040 - DEFUNIAK HERALD BREEZE
05/15/2025	POPKT11284	01484	13002	8 double-sided 18"x24" corrugated signs..	02491 - SMITH'S SIGNS & PRINTING
06/10/2025	POPKT11485	00001183-1	13173	Veterans Memorial Public Workshop	00040 - DEFUNIAK HERALD BREEZE
06/10/2025	POPKT11485	00001183-2	13173	Insuring and Protecting Assets Public W...	00040 - DEFUNIAK HERALD BREEZE
06/10/2025	POPKT11485	00001183-3	13173	workshop advertisement -CRA	00040 - DEFUNIAK HERALD BREEZE

660-000-515-5100

CRA - Office Supplies					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
04/29/2025	POPKT11161	1M36-LD1F-1VLK	12851	2 BLACK INK CARTRIDGES	09249 - AMAZON.COM

660-000-515-5200

CRA - Operating Supplies					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
06/12/2025	POPKT11485	44212540	13214	easels for our public workshop	03195 - STAPLES INC

Date Range: 10/01/2024 - 09/30/2025

Beginning Balance	Total Activity	Ending Balance
0.00	2,867.50	2,867.50
Project Account	Amount	Running Balance
	-130.50	-130.50
	283.50	153.00
Activity for November, 2024:	153.00	
	114.75	267.75
Activity for February, 2025:	114.75	
	306.00	573.75
Activity for March, 2025:	306.00	
	28.00	601.75
	110.25	712.00
	306.00	1,018.00
	234.00	1,252.00
	199.00	1,451.00
	120.00	1,571.00
Activity for May, 2025:	997.25	
	583.50	2,154.50
	389.00	2,543.50
	324.00	2,867.50
Activity for June, 2025:	1,296.50	
	74.11	74.11
Project Account	Amount	Running Balance
	74.11	74.11
Activity for April, 2025:	74.11	
	58.14	58.14
Project Account	Amount	Running Balance
	58.14	58.14
Activity for June, 2025:	58.14	

Detail Report

Account		Name			
660-000-515-5310		CRA - Streetscape/Alleway			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor
01/28/2025	POPKT10472	0033338	12314	string Lighting CRA	17291 - NU TSAI CAPITAL, LLC
01/28/2025	POPKT10472	0033338	12314	Invoice Difference	17291 - NU TSAI CAPITAL, LLC
02/18/2025	POPKT10607	1484	12422	additional lighting components CRA	17630 - Northwest Florida Fence
03/20/2025	APPKT01508	0046566-in	12614	CRA TRANSFORMER	17291 - NU TSAI CAPITAL, LLC
05/15/2025	POPKT11284	0051718-IN	12989	4) strands of string lights	17291 - NU TSAI CAPITAL, LLC
05/15/2025	POPKT11284	0051718-IN	12989	INVOICE DIFFERNCE	17291 - NU TSAI CAPITAL, LLC

Date Range: 10/01/2024 - 09/30/2025

Beginning Balance	Total Activity	Ending Balance
0.00	4,438.34	4,438.34
Project Account	Amount	Running Balance
	1,662.94	1,662.94
	56.89	1,719.83
Activity for January, 2025:	1,719.83	
	1,880.00	3,599.83
Activity for February, 2025:	1,880.00	
	68.66	3,668.49
Activity for March, 2025:	68.66	
	731.44	4,399.93
	38.41	4,438.34
Activity for May, 2025:	769.85	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-8200		CRA - Incentive Grants				0.00	90,295.54	90,295.54
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/10/2024	POPKT09823	240010	11714	Residential Site and Building Improvem...	17603 - CREIGHTON ZODROW		5,000.00	5,000.00
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		5,000.00	10,000.00
10/28/2024	POPKT09946	240018	11789	invoice difference	17661 - Patricia Douglass		-975.00	9,025.00
10/30/2024	POPKT09948	240025	11853	Residential Site and Building Improvem...	17696 - ROBERT MITCHEM		5,000.00	14,025.00
10/31/2024	POPKT09948	240022	11864	Residential Site and Building Improvem...	17686 - TOM GRAY		5,000.00	19,025.00
Activity for October, 2024:							19,025.00	
11/07/2024	POPKT10029	250002	11871	invoice difference	17747 - JOY ELIZABETH MOONEY		-1,000.00	18,025.00
11/07/2024	POPKT10029	250002	11871	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		3,850.00	21,875.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		5,000.00	26,875.00
11/14/2024	POPKT10081	250003	11873	invoice difference	17754 - Laura Roeser		-1,150.00	25,725.00
Activity for November, 2024:							6,700.00	
12/10/2024	POPKT10269	240023	12037	Residential Site and Building Improvem...	17687 - CONNIE STRICKLAND		1,700.00	27,425.00
Activity for December, 2024:							1,700.00	
02/21/2025	POPKT10724	240028	12363	approved Commercial Site and Building ...	17722 - CAFE NOLA/ VISIONARY DESTIN		5,000.00	32,425.00
02/21/2025	POPKT10724	250008	12364	RESIDENTAL GRANT	17823 - DARIN KIMBERL		5,000.00	37,425.00
Activity for February, 2025:							10,000.00	
03/04/2025	POPKT10771	250007	12520	Residential Site and Building Improvem...	17840 - JON D MILLER		3,500.00	40,925.00
03/04/2025	POPKT10771	250007	12520	invoice difference	17840 - JON D MILLER		-750.00	40,175.00
03/06/2025	POPKT10771	240029	12517	Residential Development Incentive Grant	16560 - JACOB LOCKE CONSTRUCTION INC		2,500.00	42,675.00
03/26/2025	POPKT10940	250011	12636	Residential Site and Building Improvem...	17846 - RALPH EDWARDS		5,000.00	47,675.00
Activity for March, 2025:							10,250.00	
04/09/2025	POPKT11049	250010	12730	) Commercial Site and Building Improve...	17842 - BIG LOVE RESTAURANT		15,000.00	62,675.00
04/29/2025	POPKT11161	250016	12934	invoice difference	17899 - BRIAN TOOLE		-650.00	62,025.00
04/29/2025	POPKT11161	250016	12934	Residential Site and Building Improvem...	17899 - BRIAN TOOLE		2,250.00	64,275.00
Activity for April, 2025:							16,600.00	
05/01/2025	POPKT11200	250005	12848	invoice difference	17838 - TRAVIS BLANTON		-126.46	64,148.54
05/01/2025	POPKT11200	250005	12848	Residential Site and Building Improvem...	17838 - TRAVIS BLANTON		2,873.00	67,021.54
05/15/2025	APPKT01572	250016-R	12934	BRIAN TOOLE Reversal	17899 - BRIAN TOOLE		-2,250.00	64,771.54
05/15/2025	APPKT01572	250016-R	12934	BRIAN TOOLE Reversal	17899 - BRIAN TOOLE		650.00	65,421.54
05/22/2025	POPKT11350	00894	13035	Commercial Site and Building Improvem...	17839 - ZIIC PROPERTIES, LLC		5,000.00	70,421.54
05/29/2025	POPKT11370	240016	13072	Residential Site and Building Improvem...	17638 - KIM JONES		5,000.00	75,421.54
05/29/2025	POPKT11370	240027	13100	approved Residential Site and Building ...	17712 - Wendy- Anne Harmer		5,000.00	80,421.54
05/29/2025	POPKT11370	250019	13088	Residential Site and Building Improvem...	17914 - SCOTT THOMLEY		5,000.00	85,421.54
Activity for May, 2025:							21,146.54	
06/09/2025	POPKT11489	250023	13156	Residential Site and Building Improvem...	17931 - SANDRA MILLER		5,000.00	90,421.54
06/09/2025	POPKT11489	250023	13156	invoice difference	17931 - SANDRA MILLER		-126.00	90,295.54
Activity for June, 2025:							4,874.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-000-515-8210		CRA - Income Based Incentive Grants				0.00	6,728.50	6,728.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/31/2025	APPKT01524	516095	12655	CRA RECORDING FEE	00037 - CLERK OF CIRCUIT COURT		10.00	10.00
Activity for March, 2025:							10.00	
04/09/2025	POPKT11049	250014	12731	approved Income-Based Roof Improve...	17863 - BROADWAY HOME SERVICES, LLC		6,900.00	6,910.00
04/09/2025	POPKT11049	250014	12731	invoice difference	17863 - BROADWAY HOME SERVICES, LLC		-200.00	6,710.00
04/29/2025	APPKT01545	519022	12868	CRA RECORDING FEE	00037 - CLERK OF CIRCUIT COURT		18.50	6,728.50
Activity for April, 2025:							6,718.50	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash				828,235.46	1,324,515.98	2,152,751.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	GLPKT10037	JN08949		AP Clearing Input 10/3/24			-7,250.00	820,985.46
10/09/2024	GLPKT10062	JN08954		Payroll Clearing Input 10/9/24			-5,263.66	815,721.80
10/10/2024	GLPKT10069	JN08957		AP Clearing Input 10/10/2024			-5,000.00	810,721.80
10/17/2024	GLPKT10117	JN08968		AP Clearing Input 10/17/24 Payables			-6,568.65	804,153.15
10/23/2024	GLPKT10152	JN08974		Payroll Clearing Input 10/25/24 Payroll			-5,938.50	798,214.65
10/28/2024	GLPKT10154	JN08976		AP Clearing Input 10/28/24 Payables			-4,025.00	794,189.65
Activity for October, 2024:							-34,045.81	
11/04/2024	GLPKT10207	JN08993		AP Clearing Input 11/04/24 Payables			-15,265.24	778,924.41
11/06/2024	GLPKT10217	JN08996		Payroll Clearing Input 11/8/24 payroll			-5,735.10	773,189.31
11/14/2024	GLPKT10339	JN09051		Adkinson Law Firm Trust Reimb			1,000.00	774,189.31
11/15/2024	GLPKT10279	JN09023		AP Clearing Input 11/15/24			-3,850.00	770,339.31
11/21/2024	GLPKT10327	JN09043		Payroll Clearing Entries 11/22/24 Payroll			-6,003.71	764,335.60
11/21/2024	GLPKT10328	JN09044		AP Clearing Input 11/21/24 Payables			-2,154.28	762,181.32
Activity for November, 2024:							-32,008.33	
12/04/2024	GLPKT10389	JN09056		Payroll Clearing Input 12/06/2024 payroll			-5,421.20	756,760.12
12/13/2024	GLPKT10463	JN09080		AP Clearing Input 12/13/24 Payables			-859.50	755,900.62
12/13/2024	GLPKT10485	JN09087		AP Clearing Input 12/13/24 Payroll			-1,700.00	754,200.62
12/19/2024	GLPKT10495	JN09089		CRA FY 2425 Tax Increment Deposit			913,812.52	1,668,013.14
12/19/2024	GLPKT10604	JN09138		Payroll Clearing Input 12/20/24 Payroll			-6,049.34	1,661,963.80
12/31/2024	GLPKT10702	JN09170		CRA Interest 12/2024			2,797.78	1,664,761.58
Activity for December, 2024:							902,580.26	
01/02/2025	GLPKT10528	JN09095		Payroll Clearing Input 01/03/2025 Payroll			-5,420.95	1,659,340.63
01/09/2025	GLPKT10597	JN09131		AP Clearing Input 01/09/2025 Payables			-1,800.00	1,657,540.63
01/16/2025	GLPKT10636	JN09144		AP Clearing Input 01/15/2025 payables			-5,689.25	1,651,851.38
01/16/2025	GLPKT10643	JN09149		Payroll Clearing Input 01/17/2024 Payroll			-6,049.45	1,645,801.93
01/30/2025	GLPKT10737	JN09174		Payroll Clearing Input 01/31/2025 Payroll			-5,420.90	1,640,381.03
01/31/2025	GLPKT10734	JN09171		Walton County CRA Payment			598,132.00	2,238,513.03
01/31/2025	BRPKT02145	INT0000056		Interest 01/25			4,399.22	2,242,912.25
Activity for January, 2025:							578,150.67	
02/07/2025	GLPKT10774	JN09189		AP Clearing Input 02/07/2025 Payables			-6,357.13	2,236,555.12
02/13/2025	GLPKT10798	JN09196		Payroll Clearing Input 02/14/2025 Payroll			-5,421.20	2,231,133.92
02/21/2025	GLPKT10916	JN09247		AP Clearing Input 02/21/25 Payables			-2,894.75	2,228,239.17
02/21/2025	GLPKT10971	JN09277		AP Clearing Input 02/21/25 Payables			-10,000.00	2,218,239.17
02/26/2025	GLPKT10958	JN09272		Payroll Clearing Input 02/28/25 Payroll			-6,049.40	2,212,189.77
02/27/2025	CLPKT02035	DEP0011101		CLPKT02035 BG:Cash & Checks			59,580.00	2,271,769.77
02/28/2025	BRPKT02217	INT0000122		Interest 02/25			5,309.35	2,277,079.12
Activity for February, 2025:							34,166.87	
03/11/2025	GLPKT11075	JN09301		AP Clearing Input 03/10/2025 Payables			-15,474.60	2,261,604.52
03/12/2025	GLPKT11112	JN09314		Payroll Clearing Input 03/14/2025			-5,421.20	2,256,183.32
03/18/2025	CLPKT02059	DEP0011264		CLPKT02059 BG:Cash & Checks			97.00	2,256,280.32

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-101-200-0000		Cash - Continued				828,235.46	1,324,515.98	2,152,751.44
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/21/2025	GLPKT11184	JN09334		AP Clearing Input 03/21/2025			-6,037.16	2,250,243.16
03/26/2025	GLPKT11225	JN09337		Payroll Clearing Input 03/28/25 Payroll			-6,049.59	2,244,193.57
03/27/2025	GLPKT11226	JN09338		AP Clearing Input 03/27/25 Payable			-5,000.00	2,239,193.57
03/31/2025	BRPKT02259	INT0000163		Interest 03/25			5,947.72	2,245,141.29
Activity for March, 2025:							-31,937.83	
04/09/2025	GLPKT11342	JN09360		AP Clearing Input 04/09/2025			-22,643.77	2,222,497.52
04/10/2025	GLPKT11356	JN09365		Payroll Clearing Input 04/11/25 Payroll			-5,421.20	2,217,076.32
04/17/2025	GLPKT11427	JN09381		AP Clearing Input 04/17/25 Payables			-53.58	2,217,022.74
04/24/2025	GLPKT11464	JN09390		Payroll Clearing Input 04/25/25 Payroll			-6,049.34	2,210,973.40
Activity for April, 2025:							-34,167.89	
05/01/2025	GLPKT11542	JN09402		AP Clearing Input 05/01/2025			-2,746.54	2,208,226.86
05/05/2025	GLPKT11544	JN09404		AP Clearing Input 05/02/2025 Payables			-9,735.94	2,198,490.92
05/07/2025	GLPKT11562	JN09412		Payroll Clearing Input 05/7/2025 payroll			-5,420.67	2,193,070.25
05/19/2025	GLPKT11652	JN09436		AP Clearing Input 05/16/2025 Payables			-3,974.21	2,189,096.04
05/21/2025	GLPKT11651	JN09434		Payroll Clearing Input 05/23/2025 payroll			-6,049.88	2,183,046.16
05/22/2025	GLPKT11656	JN09439		AP Clearing Input 05/22/2025 Payables			-5,000.00	2,178,046.16
05/29/2025	GLPKT11709	JN09445		AP Clearing Input 05/29/25			-15,000.00	2,163,046.16
Activity for May, 2025:							-47,927.24	
06/05/2025	GLPKT11783	JN09461		Payroll Clearing Input 06/06/2025 Payroll			-5,420.72	2,157,625.44
06/12/2025	GLPKT11803	JN09471		AP Clearing Input 06/09/2025 payable			-4,874.00	2,152,751.44
Activity for June, 2025:							-10,294.72	
660-115-200-0000		CRA Revenue Receivable				1,000.00	-1,000.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/14/2024	GLPKT10339	JN09051		Adkinson Law Firm Trust Reimb			-1,000.00	0.00
Activity for November, 2024:							-1,000.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing				-11,893.45	-20,080.50	-31,973.95
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/03/2024	APPKT01370	INV-41110-G5Q5	11673	CRA FIRST INSTALLMENT BILLING 24/25 ...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-17,555.95
10/03/2024	APPKT01370	OCTOBER 2024	11659	CRA LEASE OCTOBER 2024 SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-18,455.95
10/03/2024	GLPKT10037	JN08949		AP Clearing Input 10/3/24			7,250.00	-11,205.95
10/10/2024	POPKT09823	240010	11714	Residential Site and Building Improvem...	17603 - CREIGHTON ZODROW		-5,000.00	-16,205.95
10/10/2024	GLPKT10069	JN08957		AP Clearing Input 10/10/2024			5,000.00	-11,205.95
10/17/2024	GLPKT10117	JN08968		AP Clearing Input 10/17/24 Payables			6,568.65	-4,637.30
10/28/2024	POPKT09946	240018	11789	invoice difference SEC PBL	17661 - Patricia Douglass		975.00	-3,662.30
10/28/2024	POPKT09946	240018	11789	Residential Site and Building Improvem...	17661 - Patricia Douglass		-5,000.00	-8,662.30
10/28/2024	GLPKT10154	JN08976		AP Clearing Input 10/28/24 Payables			4,025.00	-4,637.30
10/30/2024	POPKT09948	240025	11853	Residential Site and Building Improvem...	17696 - ROBERT MITCHEM		-5,000.00	-9,637.30
10/31/2024	APPKT01387	T&PD 10222024-1025...	11837	FRA 2024 ANNUAL CONFERENCE SEC PBL	17206 - JOSH ERVIN		-627.94	-10,265.24
10/31/2024	POPKT09948	240022	11864	Residential Site and Building Improvem...	17686 - TOM GRAY		-5,000.00	-15,265.24
Activity for October, 2024:							-3,371.79	
11/04/2024	GLPKT10207	JN08993		AP Clearing Input 11/04/24 Payables			15,265.24	0.00
11/07/2024	POPKT10029	250002	11871	invoice difference SEC PBL	17747 - JOY ELIZABETH MOONEY		1,000.00	1,000.00
11/07/2024	POPKT10029	250002	11871	Residential Site and Building Improvem...	17747 - JOY ELIZABETH MOONEY		-3,850.00	-2,850.00
11/13/2024	POPKT10038	00000577	11893	INVOICE DIFFERENCE SEC PBL	00040 - DEFUNIAK HERALD BREEZE		130.50	-2,719.50
11/13/2024	POPKT10038	00000577	11893	PUBLIC WORKSHOPS-CRA FLYERS SEC P...	00040 - DEFUNIAK HERALD BREEZE		-283.50	-3,003.00
11/13/2024	POPKT10038	140659164	11933	ANNUAL SPECIAL DISTRICT FEE SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-175.00	-3,178.00
11/13/2024	POPKT10038	CASH-20526	11933	Annual FRA Membership SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-870.00	-4,048.00
11/14/2024	POPKT10081	250003	11873	invoice difference SEC PBL	17754 - Laura Roeser		1,150.00	-2,898.00
11/14/2024	POPKT10081	250003	11873	approved Residential Site and Building ...	17754 - Laura Roeser		-5,000.00	-7,898.00
11/14/2024	APPKT01395	NOVEMBER 2024	11884	NOVEMBER 2024 CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-8,798.00
11/15/2024	GLPKT10279	JN09023		AP Clearing Input 11/15/24			3,850.00	-4,948.00
11/15/2024	APPKT01395	November 2024	11896	November 2024 light bill SEC PBL	00059 - FPL NORTHWEST FL		-56.28	-5,004.28
11/21/2024	GLPKT10328	JN09044		AP Clearing Input 11/21/24 Payables			2,154.28	-2,850.00
Activity for November, 2024:							12,415.24	
12/10/2024	POPKT10269	240023	12037	Residential Site and Building Improvem...	17687 - CONNIE STRICKLAND		-1,700.00	-4,550.00
12/13/2024	APPKT01424	21295	12079	CRA HOTEL STAY 2024 FRA CONFERENCE..	16194 - TRUSTMARK NATIONAL BANK		-859.50	-5,409.50
12/13/2024	GLPKT10463	JN09080		AP Clearing Input 12/13/24 Payables			859.50	-4,550.00
12/13/2024	GLPKT10485	JN09087		AP Clearing Input 12/13/24 Payroll			1,700.00	-2,850.00
Activity for December, 2024:							0.00	
01/06/2025	APPKT01448	DECEMBER 2024 1	12158	DECEMBER 2024 SEC PBL	00059 - FPL NORTHWEST FL		-26.75	-2,876.75
01/09/2025	APPKT01450	DECEMBER 2024	12088	DECEMBER CRA RENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-3,776.75
01/09/2025	APPKT01450	JANUARY 2025	12088	CRA RENT JANUARY SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-4,676.75
01/09/2025	GLPKT10597	JN09131		AP Clearing Input 01/09/2025 Payables			1,800.00	-2,876.75
01/13/2025	APPKT01448	INV-41447-S6V9	12154	SECOND INSTALLMENT BILLING 24/25 S...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-8,539.25
01/16/2025	GLPKT10636	JN09144		AP Clearing Input 01/15/2025 payables			5,689.25	-2,850.00
01/28/2025	POPKT10472	0033338	12314	Invoice Difference SEC PBL	17291 - NU TSAI CAPITAL, LLC		-56.89	-2,906.89

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing - Continued				-11,893.45	-20,080.50	-31,973.95
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/28/2025	POPKT10472	0033338	12314	string Lighting CRA SEC PBL	17291 - NU TSAI CAPITAL, LLC		-1,662.94	-4,569.83
Activity for January, 2025:							-1,719.83	
02/05/2025	POPKT10472	446428	12275	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-4,637.30	-9,207.13
02/07/2025	GLPKT10774	JN09189		AP Clearing Input 02/07/2025 Payables			6,357.13	-2,850.00
02/09/2025	POPKT10607	8068Z	12388	RFQ legal advertisement CRA SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-114.75	-2,964.75
02/09/2025	APPKT01475	FEBRUARY 2025	12373	FEBRUARY 2025 CRA RENT PAYMENT SE...	17263 - Baldwin Avenue, LLC		-900.00	-3,864.75
02/18/2025	POPKT10607	1484	12422	additional lighting components CRA SEC...	17630 - Northwest Florida Fence		-1,880.00	-5,744.75
02/21/2025	POPKT10724	240028	12363	approved Commercial Site and Building ...	17722 - CAFE NOLA/ VISIONARY DESTIN		-5,000.00	-10,744.75
02/21/2025	POPKT10724	250008	12364	RESIDENTAL GRANT SEC PBL	17823 - DARIN KIMBERL		-5,000.00	-15,744.75
02/21/2025	GLPKT10916	JN09247		AP Clearing Input 02/21/25 Payables			2,894.75	-12,850.00
02/21/2025	GLPKT10971	JN09277		AP Clearing Input 02/21/25 Payables			10,000.00	-2,850.00
Activity for February, 2025:							1,719.83	
03/03/2025	POPKT10771	448450	12510	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-9,274.60	-12,124.60
03/04/2025	POPKT10771	250007	12520	Residential Site and Building Improvem...	17840 - JON D MILLER		-3,500.00	-15,624.60
03/04/2025	POPKT10771	250007	12520	invoice difference SEC PBL	17840 - JON D MILLER		750.00	-14,874.60
03/05/2025	APPKT01499	MARCH 2025	12486	CRA MARCH LEASE PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-15,774.60
03/06/2025	POPKT10771	240029	12517	Residential Development Incentive Gran...	16560 - JACOB LOCKE CONSTRUCTION INC		-2,500.00	-18,274.60
03/06/2025	APPKT01499	154409	12548	fra board training cra SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-50.00	-18,324.60
03/11/2025	GLPKT11075	JN09301		AP Clearing Input 03/10/2025 Payables			15,474.60	-2,850.00
03/13/2025	POPKT10861	00000879	12582	design standards kickoff public worksho...	00040 - DEFUNIAK HERALD BREEZE		-306.00	-3,156.00
03/20/2025	APPKT01508	0046566-in	12614	CRA TRANSFORMER SEC PBL	17291 - NU TSAI CAPITAL, LLC		-68.66	-3,224.66
03/20/2025	APPKT01508	INV-42556-H3P3	12592	THIRD INSTALLMENT BILLING 24/25 SEC...	02446 - FLORIDA MUNICIPAL INSURANCE T...		-5,662.50	-8,887.16
03/21/2025	GLPKT11184	JN09334		AP Clearing Input 03/21/2025			6,037.16	-2,850.00
03/26/2025	POPKT10940	250011	12636	Residential Site and Building Improvem...	17846 - RALPH EDWARDS		-5,000.00	-7,850.00
03/27/2025	GLPKT11226	JN09338		AP Clearing Input 03/27/25 Payable			5,000.00	-2,850.00
03/31/2025	APPKT01524	516095	12655	CRA RECORDING FEE SEC PBL	00037 - CLERK OF CIRCUIT COURT		-10.00	-2,860.00
03/31/2025	POPKT10956	1-253304	12683	Historic Design Standards agreement S...	17798 - JOHNSON, MIRMIRAN & THOMPS...		-10,983.27	-13,843.27
03/31/2025	POPKT10956	449846	12670	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-11,593.25	-25,436.52
Activity for March, 2025:							-22,586.52	
04/01/2025	APPKT01524	APRIL 2025	12645	APRIL 2025 CRA LEASE PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-26,336.52
04/01/2025	APPKT01524	POL0956637-01	12638	04/01/2025RENEWAL OF PUBLIC OFFIC...	09989 - ACENTRIA INSURANCE		-4,956.00	-31,292.52
04/09/2025	APPKT01528	296474873	12732	ZOOM SUBSCRIPTION CRA SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-283.89	-31,576.41
04/09/2025	APPKT01528	3038972974	12732	CRA- ADOBE SUBSCRIPTION SEC PBL	16194 - TRUSTMARK NATIONAL BANK		-659.88	-32,236.29
04/09/2025	POPKT11049	250010	12730	) Commercial Site and Building Improve...	17842 - BIG LOVE RESTAURANT		-15,000.00	-47,236.29
04/09/2025	POPKT11049	250014	12731	approved Income-Based Roof Improve...	17863 - BROADWAY HOME SERVICES, LLC		-6,900.00	-54,136.29
04/09/2025	POPKT11049	250014	12731	invoice difference SEC PBL	17863 - BROADWAY HOME SERVICES, LLC		200.00	-53,936.29
04/09/2025	GLPKT11342	JN09360		AP Clearing Input 04/09/2025			22,643.77	-31,292.52
04/14/2025	APPKT01533	March 2025 24000-01...	12809	MARCH UTILITIES 24000-01661 SEC PBL	00059 - FPL NORTHWEST FL		-53.58	-31,346.10
04/17/2025	GLPKT11427	JN09381		AP Clearing Input 04/17/25 Payables			53.58	-31,292.52
04/29/2025	POPKT11161	1M36-LD1F-1VLK	12851	2 BLACK INK CARTRIDGES SEC PBL	09249 - AMAZON.COM		-74.11	-31,366.63
04/29/2025	POPKT11161	22445311	12872	VETERANS MEMORIAL PROJECT SEC PBL	04901 - DEWBERRY ENGINEERS, INC		-5,000.00	-36,366.63

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-810-0000		Transfer to AP Clearing - Continued				-11,893.45	-20,080.50	-31,973.95
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
04/29/2025	POPKT11161	2-256049	12886	Historic Design Standards agreement S...	17798 - JOHNSON, MIRMIRAN & THOMPS...		-2,005.08	-38,371.71
04/29/2025	POPKT11161	250016	12934	Residential Site and Building Improvem...	17899 - BRIAN TOOLE		-2,250.00	-40,621.71
04/29/2025	POPKT11161	250016	12934	invoice difference SEC PBL	17899 - BRIAN TOOLE		650.00	-39,971.71
04/29/2025	APPKT01545	519022	12868	CRA RECORDING FEE SEC PBL	00037 - CLERK OF CIRCUIT COURT		-18.50	-39,990.21
04/29/2025	APPKT01545	MAY 2025	12860	CRA MAY RENT PAYMENT SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-40,890.21
Activity for April, 2025:							-15,453.69	
05/01/2025	POPKT11200	250005	12848	Residential Site and Building Improvem...	17838 - TRAVIS BLANTON		-2,873.00	-43,763.21
05/01/2025	POPKT11200	250005	12848	invoice difference SEC PBL	17838 - TRAVIS BLANTON		126.46	-43,636.75
05/01/2025	POPKT11161	01445	12908	flyers for the Veterans Memorial works...	02491 - SMITH'S SIGNS & PRINTING		-28.00	-43,664.75
05/01/2025	POPKT11161	8241Z	12871	RFP 25-01-CRA LEGAL ADVERTISEMENT ...	00040 - DEFUNIAK HERALD BREEZE		-110.25	-43,775.00
05/01/2025	GLPKT11542	JN09402		AP Clearing Input 05/01/2025			2,746.54	-41,028.46
05/05/2025	GLPKT11544	JN09404		AP Clearing Input 05/02/2025 Payables			9,735.94	-31,292.52
05/14/2025	APPKT01555	APRIL 2025	12970	APRIL 2025UTILITES SEC PBL	00059 - FPL NORTHWEST FL		-26.71	-31,319.23
05/14/2025	POPKT11284	00000945	12954	Public workshop advertising SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-306.00	-31,625.23
05/14/2025	POPKT11284	00000945-1	12954	roofing improvement grant advertising ...	00040 - DEFUNIAK HERALD BREEZE		-234.00	-31,859.23
05/15/2025	APPKT01555	00001087-3	12954	APRIL 2 ESTATE PLANNING SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-199.00	-32,058.23
05/15/2025	POPKT11284	000000450473	12965	DOWNTOWN PARKING STUDY SEC PBL	17723 - Fishbeck		-2,318.65	-34,376.88
05/15/2025	POPKT11284	0051718-IN	12989	4) strands of string lights SEC PBL	17291 - NU TSAI CAPITAL, LLC		-731.44	-35,108.32
05/15/2025	POPKT11284	0051718-IN	12989	INVOICE DIFFERNCE SEC PBL	17291 - NU TSAI CAPITAL, LLC		-38.41	-35,146.73
05/15/2025	POPKT11284	01484	13002	8 double-sided 18"x24" corrugated signs..	02491 - SMITH'S SIGNS & PRINTING		-120.00	-35,266.73
05/15/2025	APPKT01572	250016-R	12934	invoice difference SEC PBL	17899 - BRIAN TOOLE		-650.00	-35,916.73
05/15/2025	APPKT01572	250016-R	12934	Residential Site and Building Improvem...	17899 - BRIAN TOOLE		2,250.00	-33,666.73
05/19/2025	GLPKT11652	JN09436		AP Clearing Input 05/16/2025 Payables			3,974.21	-29,692.52
05/22/2025	POPKT11350	00894	13035	Commercial Site and Building Improvem...	17839 - ZIIC PROPERTIES, LLC		-5,000.00	-34,692.52
05/22/2025	GLPKT11656	JN09439		AP Clearing Input 05/22/2025 Payables			5,000.00	-29,692.52
05/29/2025	POPKT11370	240016	13072	Residential Site and Building Improvem...	17638 - KIM JONES		-5,000.00	-34,692.52
05/29/2025	POPKT11370	240027	13100	approved Residential Site and Building ...	17712 - Wendy- Anne Harmer		-5,000.00	-39,692.52
05/29/2025	POPKT11370	250019	13088	Residential Site and Building Improvem...	17914 - SCOTT THOMLEY		-5,000.00	-44,692.52
05/29/2025	GLPKT11709	JN09445		AP Clearing Input 05/29/25			15,000.00	-29,692.52
Activity for May, 2025:							11,197.69	
06/09/2025	POPKT11489	250023	13156	Residential Site and Building Improvem...	17931 - SANDRA MILLER		-5,000.00	-34,692.52
06/09/2025	POPKT11489	250023	13156	invoice difference SEC PBL	17931 - SANDRA MILLER		126.00	-34,566.52
06/10/2025	POPKT11485	00001183-1	13173	Veterans Memorial Public Workshop SEC..	00040 - DEFUNIAK HERALD BREEZE		-583.50	-35,150.02
06/10/2025	POPKT11485	00001183-2	13173	Insuring and Protecting Assets Public W...	00040 - DEFUNIAK HERALD BREEZE		-389.00	-35,539.02
06/10/2025	POPKT11485	00001183-3	13173	workshop advertisement -CRA SEC PBL	00040 - DEFUNIAK HERALD BREEZE		-324.00	-35,863.02
06/10/2025	APPKT01580	JUNE 2025	13166	CRA LEASE JUNE 2025 SEC PBL	17263 - Baldwin Avenue, LLC		-900.00	-36,763.02
06/11/2025	APPKT01580	MAY 2025	13184	MAY 2025 SEC PBL	00059 - FPL NORTHWEST FL		-26.79	-36,789.81
06/12/2025	GLPKT11803	JN09471		AP Clearing Input 06/09/2025 payable			4,874.00	-31,915.81
06/12/2025	POPKT11485	44212540	13214	easels for our public workshop SEC PBL	03195 - STAPLES INC		-58.14	-31,973.95
Activity for June, 2025:							-2,281.43	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-813-0000		Due to Payroll Clearing				-0.01	0.50	0.49
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/08/2024	PYPKT01085	PYPKT01085 - Payroll ...		Packet PYPKT01085: Payroll 10/11/2024...			-5,263.66	-5,263.67
10/09/2024	GLPKT10062	JN08954		Payroll Clearing Input 10/9/24			5,263.66	-0.01
10/23/2024	GLPKT10152	JN08974		Payroll Clearing Input 10/25/24 Payroll			5,938.50	5,938.49
10/25/2024	PYPKT01095	PYPKT01095 - PAYROL...		Packet PYPKT01095: PAYROLL 10/25/20...			-5,938.50	-0.01
Activity for October, 2024:							0.00	
11/06/2024	GLPKT10217	JN08996		Payroll Clearing Input 11/8/24 payroll			5,735.10	5,735.09
11/08/2024	PYPKT01102	PYPKT01102 - 11/08/2...		Packet PYPKT01102: 11/08/2024 PAYRO...			-5,735.10	-0.01
11/21/2024	GLPKT10327	JN09043		Payroll Clearing Entries 11/22/24 Payroll			6,003.71	6,003.70
11/22/2024	PYPKT01105	PYPKT01105 - Payroll ...		Packet PYPKT01105: Payroll 11/22/2024...			-6,003.21	0.49
Activity for November, 2024:							0.50	
12/04/2024	GLPKT10389	JN09056		Payroll Clearing Input 12/06/2024 payroll			5,421.20	5,421.69
12/06/2024	PYPKT01113	PYPKT01113 - Payroll ...		Packet PYPKT01113: Payroll 12/06/2024 ..			-5,421.20	0.49
12/19/2024	GLPKT10604	JN09138		Payroll Clearing Input 12/20/24 Payroll			6,049.34	6,049.83
12/20/2024	PYPKT01118	PYPKT01118 - Payroll ...		Packet PYPKT01118: Payroll 12/20/2024...			-6,049.34	0.49
Activity for December, 2024:							0.00	
01/02/2025	GLPKT10528	JN09095		Payroll Clearing Input 01/03/2025 Payroll			5,420.95	5,421.44
01/03/2025	PYPKT01125	PYPKT01125 - 01/03/2...		Packet PYPKT01125: 01/03/2024 payroll...			-5,420.95	0.49
01/16/2025	GLPKT10643	JN09149		Payroll Clearing Input 01/17/2024 Payroll			6,049.45	6,049.94
01/17/2025	PYPKT01139	PYPKT01139 - 01/17/2...		Packet PYPKT01139: 01/17/2025 payroll...			-6,049.45	0.49
01/28/2025	PYPKT01153	PYPKT01153 - 01/31/2...		Packet PYPKT01153: 01/31/2025 payroll...			-5,420.90	-5,420.41
01/30/2025	GLPKT10737	JN09174		Payroll Clearing Input 01/31/2025 Payroll			5,420.90	0.49
Activity for January, 2025:							0.00	
02/13/2025	GLPKT10798	JN09196		Payroll Clearing Input 02/14/2025 Payroll			5,421.20	5,421.69
02/14/2025	PYPKT01181	PYPKT01181 - 02/14/2...		Packet PYPKT01181: 02/14/2025 Payroll...			-5,421.20	0.49
02/26/2025	GLPKT10958	JN09272		Payroll Clearing Input 02/28/25 Payroll			6,049.40	6,049.89
02/28/2025	PYPKT01273	PYPKT01273 - 02/28/2...		Packet PYPKT01273: 02/28/2025 PAYRO...			-6,049.40	0.49
Activity for February, 2025:							0.00	
03/12/2025	GLPKT11112	JN09314		Payroll Clearing Input 03/14/2025			5,421.20	5,421.69
03/14/2025	PYPKT01288	PYPKT01288 - 03/14/2...		Packet PYPKT01288: 03/14/2025 payroll...			-5,421.20	0.49
03/26/2025	GLPKT11225	JN09337		Payroll Clearing Input 03/28/25 Payroll			6,049.59	6,050.08
03/28/2025	PYPKT01291	PYPKT01291 - 03/28/2...		Packet PYPKT01291: 03/28/2025 Payroll...			-6,049.59	0.49
Activity for March, 2025:							0.00	
04/10/2025	GLPKT11356	JN09365		Payroll Clearing Input 04/11/25 Payroll			5,421.20	5,421.69
04/11/2025	PYPKT01294	PYPKT01294 - 04/11/2...		Packet PYPKT01294: 04/11/2025 Payroll...			-5,421.20	0.49
04/24/2025	GLPKT11464	JN09390		Payroll Clearing Input 04/25/25 Payroll			6,049.34	6,049.83
04/25/2025	PYPKT01303	PYPKT01303 - 04/25/2...		Packet PYPKT01303: 04/25/2025 payroll...			-6,049.34	0.49
Activity for April, 2025:							0.00	
05/07/2025	GLPKT11562	JN09412		Payroll Clearing Input 05/7/2025 payroll			5,420.67	5,421.16
05/09/2025	PYPKT01319	PYPKT01319 - 05/09/2...		Packet PYPKT01319: 05/09/2025 PAYRO...			-5,420.67	0.49

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-207-813-0000		Due to Payroll Clearing - Continued				-0.01	0.50	0.49
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/21/2025	GLPKT11651	JN09434		Payroll Clearing Input 05/23/2025 payroll			6,049.88	6,050.37
05/23/2025	PYPKT01326	PYPKT01326 - 05/23/2...		Packet PYPKT01326: 05/23/2025 payroll...			-6,049.88	0.49
						Activity for May, 2025:	0.00	
06/05/2025	GLPKT11783	JN09461		Payroll Clearing Input 06/06/2025 Payroll			5,420.72	5,421.21
06/06/2025	PYPKT01340	PYPKT01340 - PAYROL...		Packet PYPKT01340: PAYROLL 06/06/20...			-5,420.72	0.49
						Activity for June, 2025:	0.00	
660-216-000-0000		CRA Accrued Wages				-3,158.20	3,158.20	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			766.84	-2,391.36
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			169.94	-2,221.42
10/11/2024	GLPKT10895	JN09244		FY 2324 Accrued Salaries and Benefits			2,221.42	0.00
						Activity for October, 2024:	3,158.20	
660-311-100-0000		CRA - County Ad Valorem				0.00	-598,132.00	-598,132.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2025	GLPKT10734	JN09171		Walton County CRA Payment			-598,132.00	-598,132.00
						Activity for January, 2025:	-598,132.00	
660-311-200-0000		CRA-City Ad Valorem Taxes				0.00	-913,812.52	-913,812.52
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/19/2024	GLPKT10495	JN09089		CRA FY 2425 Tax Increment Deposit			-913,812.52	-913,812.52
						Activity for December, 2024:	-913,812.52	
660-361-100-0000		CRA Interest				0.00	-18,454.07	-18,454.07
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2024	GLPKT10702	JN09170		CRA Interest 12/2024			-2,797.78	-2,797.78
						Activity for December, 2024:	-2,797.78	
01/31/2025	BRPKT02145	Redevelopment Trust ...		Interest 01/25			-4,399.22	-7,197.00
						Activity for January, 2025:	-4,399.22	
02/28/2025	BRPKT02217	Redevelopment Trust ...		Interest 02/25			-5,309.35	-12,506.35
						Activity for February, 2025:	-5,309.35	
03/31/2025	BRPKT02259	Redevelopment Trust ...		Interest 03/25			-5,947.72	-18,454.07
						Activity for March, 2025:	-5,947.72	
660-364-100-0000		Sale of Land				0.00	-59,580.00	-59,580.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/27/2025	CLPKT02035	R00219083		WC/CRA - 111 & 129 S 6TH ST Land Sale...			-59,580.00	-59,580.00
						Activity for February, 2025:	-59,580.00	

Detail Report

Date Range: 10/01/2024 - 09/30/2025

Account		Name				Beginning Balance	Total Activity	Ending Balance
660-365-100-0000		CRA- Ins Reimbursement				0.00	-97.00	-97.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
03/18/2025	CLPKT02059	R00222443		FMIT/FA 2324 WC REFUND CRA Insuran...			-97.00	-97.00
Activity for March, 2025:							-97.00	

Total Fund: 660 - Community Redevelopment Area:	Beginning Balance: 814,183.80	Total Activity: 0.00	Ending Balance: 814,183.80
Grand Totals:	Beginning Balance: 814,183.80	Total Activity: 0.00	Ending Balance: 814,183.80

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
660 - Community Redevelopment Area	814,183.80	0.00	814,183.80
Grand Total:	814,183.80	0.00	814,183.80



DeFuniak Springs, FL

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 660 - Community Redevelopment Area								
Revenue								
660-311-100-0000	CRA - County Ad Valorem	598,133.00	598,133.00	0.00	598,132.00	0.00	-1.00	0.00 %
660-311-200-0000	CRA-City Ad Valorem Taxes	913,812.00	913,812.00	0.00	913,812.52	0.00	0.52	100.00 %
660-331-300-0000	CRA - Prior Year Carry Over	400,000.00	400,000.00	0.00	0.00	0.00	-400,000.00	100.00 %
660-361-100-0000	CRA Interest	0.00	0.00	0.00	18,454.07	0.00	18,454.07	0.00 %
660-364-100-0000	Sale of Land	0.00	0.00	0.00	59,580.00	0.00	59,580.00	0.00 %
660-365-100-0000	CRA- Ins Reimbursement	0.00	0.00	0.00	97.00	0.00	97.00	0.00 %
Revenue Total:		1,911,945.00	1,911,945.00	0.00	1,590,075.59	0.00	-321,869.41	16.83%
Expense								
660-000-515-1200	CRA - Salaries	110,000.00	110,000.00	3,812.84	66,411.98	0.00	43,588.02	39.63 %
660-000-515-2100	CRA - FICA Taxes	11,134.00	11,134.00	291.69	5,437.91	0.00	5,696.09	51.16 %
660-000-515-2200	CRA - Retirement	45,944.00	45,944.00	1,316.19	22,925.42	0.00	23,018.58	50.10 %
660-000-515-2300	CRA - Health Insurance	13,782.00	13,782.00	0.00	4,672.00	0.00	9,110.00	66.10 %
660-000-515-2400	CRA - Worker Compensation	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
660-000-515-3130	CRA - Other Professional Services	150,000.00	150,000.00	0.00	45,812.15	33,000.84	71,187.01	47.46 %
660-000-515-3200	CRA - Financial Audit	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	100.00 %
660-000-515-4100	CRA - Telephone & Utilities	5,000.00	5,000.00	26.79	190.11	0.00	4,809.89	96.20 %
660-000-515-4200	CRA - Fees, Memberships & Subscriptions	3,000.00	3,000.00	0.00	2,038.77	0.00	961.23	32.04 %
660-000-515-4300	CRA - Insurance	30,000.00	30,000.00	0.00	21,943.50	4,956.00	3,100.50	10.34 %
660-000-515-4400	CRA - Office Lease	12,000.00	12,000.00	900.00	8,100.00	0.00	3,900.00	32.50 %
660-000-515-4664	CRA - R&M Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00 %
660-000-515-4900	CRA - Travel Expense	3,000.00	3,000.00	0.00	1,487.44	0.00	1,512.56	50.42 %
660-000-515-4902	CRA - Marketing	10,000.00	10,000.00	1,296.50	2,867.50	259.50	6,873.00	68.73 %
660-000-515-5100	CRA - Office Supplies	5,000.00	5,000.00	0.00	74.11	0.00	4,925.89	98.52 %
660-000-515-5200	CRA - Operating Supplies	20,585.00	20,585.00	58.14	58.14	195.49	20,331.37	98.77 %
660-000-515-5310	CRA - Streetscape/Alleway	260,000.00	260,000.00	0.00	4,438.34	0.00	255,561.66	98.29 %
660-000-515-5420	CRA - Education & Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	100.00 %
660-000-515-6610	CRA - Land	325,000.00	325,000.00	0.00	0.00	0.00	325,000.00	100.00 %
660-000-515-6620	CRA- Blighted Parcel Acquisition	450,000.00	350,000.00	0.00	0.00	0.00	350,000.00	100.00 %
Budget Adjustments								
Number	Date	Description	Adjustment					
BA0000020	10/16/2024	FY 2425 CRA BA 01	-100,000.00					
660-000-515-6630	CRA - Ampitheater Project	340,000.00	340,000.00	0.00	0.00	0.00	340,000.00	100.00 %
660-000-515-8200	CRA - Incentive Grants	100,000.00	100,000.00	4,874.00	90,295.54	-2,666.00	12,370.46	12.37 %

Budget Report

For Fiscal: 2024-2025 Period Ending: 06/30/2025

				Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
660-000-515-8210 CRA - Income Based Incentive Grants				0.00	100,000.00	0.00	6,728.50	0.00	93,271.50	93.27 %
Budget Adjustments										
Number	Date	Description	Adjustment							
BA0000020	10/16/2024	FY 2425 CRA BA 01	100,000.00							
Expense Total:				1,911,945.00	1,911,945.00	12,576.15	283,481.41	35,745.83	1,592,717.76	83.30%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):				0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35	0.00%
Report Surplus (Deficit):				0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35	0.00%

Group Summary

Account Typ...	Original	Current	Period	Fiscal	Encumbrances	Variance	Percent
	Total Budget	Total Budget	Activity	Activity		Favorable (Unfavorable)	
Fund: 660 - Community Redevelopment Area							
Revenue	1,911,945.00	1,911,945.00	0.00	1,590,075.59	0.00	-321,869.41	16.83%
Expense	1,911,945.00	1,911,945.00	12,576.15	283,481.41	35,745.83	1,592,717.76	83.30%
Fund: 660 - Community Redevelopment Area Surplus (Deficit):	0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35	0.00%
Report Surplus (Deficit):	0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
660 - Community Redevelopmen	0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35
Report Surplus (Deficit):	0.00	0.00	-12,576.15	1,306,594.18	-35,745.83	1,270,848.35

FY 2025 Grant Tracking Worksheet



DeFuniak Springs Community Redevelopment Agency

p. (850) 951-3054
e. CRADirector@DeFuniakSprings.net
w. www.DeFuniakSprings.net/CRA

Next Application #: 250028

STATEMENT

Date: 6/20/2025

Applicant:	All Applicants
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Owner:

Parcel:

Property Address:**Mailing Address:**

Email:

Aging Summary 6/20/2025

Current:	6,500.00
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31 - 90:	20,034.00
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91 - 180:	15,000.00
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181 -270 : -

> 270: -

Total Outstanding: \$ 41,534.00	Total Awarded: \$ 102,781.00
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Application Date	Application #	Applicant	Grant Type	Approved Date	Approved Amount	PO#	Completion Deadline	Age	Outstanding	Status	Completion Date	Check Number	Check Delivered
10/3/2024	250001	Kobe Reed	Residential Site Cleanup	10/3/2024	n/a	n/a	10/10/2024	-	n/a	Completed	2/5/2025	n/a	n/a
10/11/2024	250002	Joy Mooney	Residential Site and Building Improvement	10/15/2024	\$ 2,850.00	2025-00096	10/15/2025	-	2,850.00	Completed	11/1/2024	11871	11/8/2024
10/21/2024	250003	Laura Roeser	Residential Site and Building Improvement	10/24/2024	\$ 3,850.00	2025-00142	10/24/2025	-	3,850.00	Completed	11/12/2024	11873	11/15/2024
10/29/2024	250004	Xavier Beach	Residential Site Cleanup	11/4/2024	n/a	n/a	11/11/2024	-	n/a	Completed	11/15/2024	n/a	n/a
11/8/2024	250005	Travis Blanton	Residential Site and Building Improvement	11/13/2024	\$ 2,873.00	2025-00893	11/13/2025	-	2,873.00	Completed	4/17/2025	12848	5/1/2025
12/11/2024	250006	ZIIC Properties, LLC	Commercial Site and Building Improvement	12/12/2024	\$ 5,000.00	2025-00894	12/12/2025	-	5,000.00	Completed	5/13/2025	13035	5/23/2025
1/16/2025	250007	Jon Miller	Residential Site and Building Improvement	1/16/2025	\$ 3,500.00	2025-00895	1/16/2026	-	3,500.00	Completed	2/27/2025	12520	3/7/2025
1/29/2025	250008	Darin Kimberl	Residential Site and Building Improvement	1/29/2025	\$ 5,000.00	2025-00791	1/29/2026	-	5,000.00	Completed	2/10/2025	12364	2/21/2025
1/29/2025	250009	Lynda McNew	Residential Site and Building Improvement	1/30/2025	\$ 5,000.00	2025-00896	1/30/2026	141	5,000.00				
1/30/2025	250010	Big Love Restaurant Group	Commercial Site and Building Improvement	1/31/2025	\$ 15,000.00	2022-00898	1/31/2026	-	15,000.00	Completed	4/7/2025	12730	4/11/2025
2/6/2025	250011	Ralph Edwards	Residential Site and Building Improvement	2/6/2025	\$ 5,000.00	2025-00965	2/6/2026	-	5,000.00	Completed	3/21/2025	12636	3/27/2025
2/26/2025	250012	Fetter Properties LLC	Residential Site and Building Improvement	2/27/2025	\$ 5,000.00	2025-01017	2/27/2026	113	5,000.00				
2/28/2025	250013	Glen Harrison	Residential Site and Building Improvement	3/4/2025	\$ 5,000.00	2025-01043	3/4/2026	108	5,000.00				
2/12/2025	250014	Carolyn Bryan	Income-Based Roofing Improvement	3/10/2025	\$ 6,700.00	2025-01071	6/8/2025	-	6,700.00	Completed	4/7/2025	12731	4/17/2025
4/1/2025	250015	Sonya Carroll	Residential Site Cleanup	4/2/2025	n/a	n/a	4/9/2025	-	n/a	Completed	6/2/2025	n/a	n/a
4/3/2025	250016	Brian Toole	Residential Site and Building Improvement	4/3/2025	\$ 1,600.00	2025-01324	4/3/2026	-	1,600.00	Completed	4/28/2025	12934	5/23/2025
4/10/2025	250017	Lisa Pickard	Residential Site and Building Improvement	4/10/2025	\$ 5,000.00	2025-01328	4/10/2026	71	5,000.00				
4/16/2025	250018	Kathy Douglass	Residential Site and Building Improvement	4/16/2025	\$ 3,534.00	2025-01372	4/16/2026	65	3,534.00				
4/16/2025	250019	Scott Thomley	Residential Site and Building Improvement	4/17/2025	\$ 5,000.00	2025-01377	4/17/2026	-	5,000.00	Completed	5/23/2025	13088	6/2/2025
4/21/2025	250020	Galloway Wealth	Commercial Site and Building Improvement	4/21/2025	\$ 1,500.00	2025-01415	4/21/2026	60	1,500.00				
4/29/2025	250021	Angus Graham Campbell-Work	Residential Site and Building Improvement	4/29/2025	\$ 5,000.00	2025-01575	4/29/2026	52	5,000.00				
4/30/2025	250022	Michael Hatcher	Residential Site and Building Improvement	4/30/2025	\$ 5,000.00	2025-01482	4/30/2026	51	5,000.00				
5/2/2025	250023	Sandra Miller	Residential Site and Building Improvement	5/2/2025	\$ 4,874.00	2025-01575	5/2/2026	-	4,874.00	Completed	5/30/2025	13156	6/11/2025
5/28/2025	250024	Joy Keegans	Residential Site and Building Improvement	5/29/2025	\$ 1,500.00	2025-01702	5/29/2026	22	1,500.00				
6/4/2025	250025	Shirley Guillory	Residential Site Cleanup	6/4/2025	n/a	n/a	6/11/2025	16	n/a				
6/6/2025	250026	Travis Nelson	Residential Site Cleanup	6/11/2025	n/a	n/a	6/18/2025	9	n/a				
6/13/2025	250027	Chad Earley Unlimited	Commercial Site and Building Improvement	6/16/2025	\$ 5,000.00	2025-01843	6/16/2026	4	5,000.00				
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Applicant Name	Application ID	Property Owner	Parcel Number	Property Address	Mailing Street	Mailing City/State/Zip	Phone Number	Email Address
Kobe Reed	250001	Estate of Tammy Johnson	25-3N-19-19070-001-5451	444 Anthony Johnson Trail	Same	DeFuniak Springs, FL 32435	850-849-2186	kokochaneld23@gmail.com
Joy Mooney	250002	Same	25-3N-19-19355-000-00A0	308 S 2nd Street	Same	DeFuniak Springs, FL 32435	803-600-4668	mooneybeth@icloud.com
Laura Roeser	250003	Same	25-3N-19-19070-000-4830	331 S 13th Street	Same	DeFuniak Springs, FL 32435	850-598-3227	lroeser9@gmail.com
Xavier Beach	250004	Estate of Henry Beach Jr.	25-3N-19-19070-000-7260	111 W Chaffin Avenue	Same	DeFuniak Springs, FL 32433	850-333-5458	xman.beach@gmail.com
Travis Blanton	250005	Same	25-3N-19-19070-000-0590	180 College Avenue	Same	DeFuniak Springs, FL 32435	850-305-6750	tippmann43@hotmail.com
ZIIC Properties, LLC	250006	Same	15-2N-19-18040-000-0392	3590 US Hwy 331 S	PO Box 156	DeFuniak Springs, FL 32433	850-635-5201	ziicproperties@gmail.com
Jon Miller	250007	Same	25-3N-19-19070-001-8810	224 S 13th Street	Same	DeFuniak Springs, FL 32435	850-685-2025	sandphlea@gmail.com
Darin Kimbert	250008	Same	36-3N-19-19350-004-0070	53 Oxford Street	Same	DeFuniak Springs, FL 32435	850-545-9248	darinkimbert@gmail.com
Lynda McNew	250009	Same	25-3N-19-19070-000-6020	14 Circle Drive	Same	DeFuniak Springs, FL 32435	850-585-3109	dfslynda@gmail.com
Big Love Restaurant Group	250010	Same	25-3N-19-19070-000-8980	660 Baldwin Avenue	6110 Hwy 331 S	DeFuniak Springs, FL 32435	850-797-0495	kellimisener@gmail.com
Ralph Edwards	250011	Same	25-3N-19-19070-000-3900	436 Park Avenue	Same	DeFuniak Springs, FL 32435	850-376-1602	efusion@gmail.com
Fetter Properties LLC	250012	Same	01-2N-19-18000-002-0010	1202 Hill Street	755 Grand Boulevard, Suite	Miramar Beach, FL 32550	850-931-4400	team@fetterfunds.com
Glen Harrison	250013	Same	25-3N-19-19404-002-0020	208 Clay Street	Same	DeFuniak Springs, FL 32435	850-865-1647	harrissongh@yahoo.com
Carolyn Bryan	250014	Same	25-3N-19-19070-001-8278	88 N 20th Street	Same	DeFuniak Springs, FL 32433	850-419-4297	csab1951@yahoo.com
Sonya Carroll	250015	Same	27-3N-19-19420-000-0150	237 Royal Drive	1215 Martin Road	DeFuniak Springs, FL 32433	850-307-7178	carrolls09@yahoo.com
Brian Toole	250016	Same	25-3N-19-19070-000-6500	5 S 13th Street	PO Box 673661	Marietta, GA 30006	770-842-9887	enerqvprof@outlook.com
Lisa Pickard	250017	Same	21-3N-19-19011-000-0030	124 Huggins Road	Same	DeFuniak Springs, FL 32433	912-321-8194	hops_02@yahoo.com
Kathy Douglass	250018	Same	36-3N-19-19060-001-0130	62 Douglass Avenue	Same	DeFuniak Springs, FL 32435	850-830-2405	kdouglass@panhandle.rr.com
Scott Thomley	250019	Same	25-3N-19-19070-000-5850	120 E Orange Avenue	Same	DeFuniak Springs, FL 32435	479-899-8169	thomleys@yahoo.com
Galloway Wealth	250020	Eric Galloway	25-3N-19-19070-000-7651	886 Baldwin Avenue	886 Baldwin Avenue	DeFuniak Springs, FL 32435	850-768-0160	ericgalloway@gallowaywealth.com
Angus Graham Campbell-Work	250021	Same	36-3N-19-19050-000-0608	37 E Meadowbrook Lane	Same	DeFuniak Springs, FL 32435	850-865-3832	grahamcampbellwork@gmail.com
Michael Hatcher	250022	Same	25-3N-19-19070-000-1620	620 Circle Drive	Same	DeFuniak Springs, FL 32435	850-865-8671	trenthatcher@hotmail.com
Sandra Miller	250023	Same	25-3N-19-19070-000-0510	754 Circle Drive	Same	DeFuniak Springs, FL 32435	850-974-8765	maestras1@yahoo.com
Joy Keegans	250024	Same	36-3N-19-19060-003-0120	69 Douglass Avenue	Same	DeFuniak Springs, FL 32435	850-892-7654	destinhanks1983@gmail.com
Shirley Guillory	250025	Same	25-3N-19-19070-001-0181	790 E US Hwy 90	PO Box 968	DeFuniak Springs, FL 32435	850-830-0695	squilt5891@aol.com
Travis Nelson	250026	Same	34-3N-19-19311-004-0011	340 S 19th Street	PO Box 1104	DeFuniak Springs, FL 32435	850-924-1586	waltcountynelson85@gmail.com
Chad Earley Unlimited	250027	Chad Earley	25-3N-19-19070-001-8317	477 W US Hwy 90	Same	DeFuniak Springs, FL 32435	850-307-2928	chadearely@gmail.com



RESIDENTIAL SITE & BUILDING IMPROVEMENT
754 CIRCLE DRIVE
250023-NEW VINYL FENCING

\$4,874
AWARD



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



DeFUNIAK SPRINGS
COMMUNITY REDEVELOPMENT AGENCY

PAY TO THE ORDER OF: Sandra Miller

DATE: 6-10-25

FOR: 250023

\$ 4,874.00 DOLLARS

four thousand eight hundred seventy four and 0/100

1234

234 567890 234 5678 7654321 234



RESIDENTIAL SITE & BUILDING IMPROVEMENT
120 E ORANGE AVENUE
250019-NEW ROOF

**\$5,000
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



1234

DEFUNIAK SPRINGS
CRA COMMUNITY REDEVELOPMENT AGENCY

PAY TO THE ORDER OF: *Scott Thomley*

\$ *5,000.00*

FOR: *250019*

DATE: *6-20-25*

DOLLARS

1234

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RESIDENTIAL SITE & BUILDING IMPROVEMENT
47 E LIVE OAK AVENUE
240027-EXTERIOR PAINT

**\$5,000
AWARD**



BEFORE



AFTER

(850) 951-3054

cradirector@defuniakspringscra.com

www.defuniakspringscra.com



DEFUNIAK SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
CRA
1234
DATE: 6-4-25
PAY TO THE ORDER OF: Wendy Harmer
\$ 5,000.00
FOR: 240027
DOLLARS
96
1234
1234567890 12345678901234

COMING SOON

250027 477 W US HWY 90

NEW WINDOWS/SIDING



CRA
COMMUNITY
REDEVELOPMENT
AGENCY

DEFUNIAKSPRINGS CRA.COM

COMING SOON

250026 340 S 19TH STREET

JUNK & DEBRIS REMOVAL



CRA
COMMUNITY
REDEVELOPMENT
AGENCY

DEFUNIAKSPRINGSCRA.COM

COMING SOON

250025 780 E US HWY 90

JUNK & DEBRIS REMOVAL



CRA
COMMUNITY
REDEVELOPMENT
AGENCY

DEFUNIAKSPRINGSCRA.COM

COMING SOON

250024 69 DOUGLASS AVE
NEW SIDING/SOFFIT



DEFUNIAKSPRINGS-CRA.COM



Invoice

Please remit to:
Dewberry Engineers Inc.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN:13-0746510



CITY OF DEFUNIAK SPRINGS
1350 BALDWIN AVENUE
P.O. BOX 685
DEFUNIAK SPRINGS, FL 32435

June 11, 2025
Project No: 50186806.000
Invoice No: 22451267
Due Date: July 11, 2025
Project Manager RUDOLPH MALL

Comments

Project 50186806.000 Veterans Memorial Project

Professional Services from April 26, 2025 to May 30, 2025

Phase 0000 Lump Sum

Fee

Billing Phase	Fee	Pct Comp	Amount Earned	Previously Billed	Current Fee
1-Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
2-Conceptual Site Design	17,500.00	60.00	10,500.00	0.00	10,500.00
Total Fee	22,500.00		15,500.00	5,000.00	10,500.00
Total Fee					10,500.00
Total this Phase					10,500.00
Total Invoice Amount Due					<u>10,500.00</u>

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number. This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct. This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the amount should be brought to the attention of Dewberry immediately. For faster and accurate processing of your payment, email your ACH requirements to ar@dewberry.com. Thank you

Executive Summary: Veterans Memorial Project

The DeFuniak Springs Community Redevelopment Agency (CRA), in partnership with the City of DeFuniak Springs, is advancing plans for a Veterans Memorial. The memorial will serve as a lasting tribute to all who have served in the U.S. Armed Forces, while also providing a reflective, accessible space for families, residents, and visitors.

The focal point of the design is a labyrinth-style installation, inspired by the 13th-century labyrinth at Chartres Cathedral in France. This unique approach blends aesthetics, symbolism, and accessibility to offer a serene setting for personal reflection, community remembrance, and ceremonial use.

Community Engagement & Workshop Participation

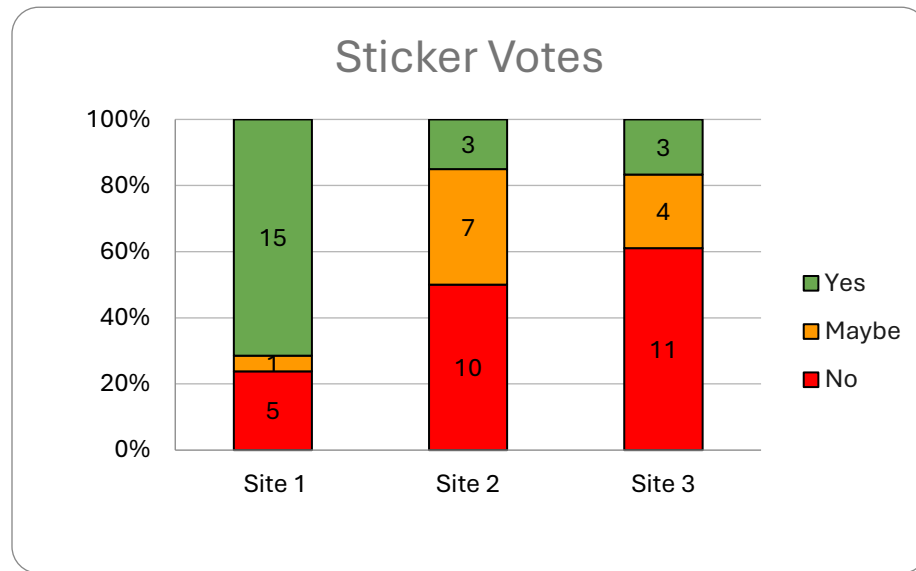
A public workshop held on May 22, 2025, brought together over two dozen community members, including local veterans and civic leaders. Attendees reviewed site plans, interacted with visual displays, submitted comments, and voted on preferred locations for the memorial. Their feedback plays a vital role in guiding the project's development.

Location Evaluation and Selection

Three sites within Chipley Park were proposed:

1. **Site 1:** Corner of East Main Street and Circle Drive (northwest Lakeyard entrance)
2. **Site 2:** South of the Chautauqua Hall of Brotherhood (near the fountain and playground)
3. **Site 3:** Vacant lot on Plateau Avenue (near tennis courts)

Sticker Voting Summary:



Sticker voting results from workshop attendees showed **Site 1** as the clear community favorite, praised for its visibility, quietness, and picturesque setting.

Labyrinth Design and Symbolism

A meaningful discussion emerged during the workshop around the symbolism of the labyrinth’s “six-clover core”—a recurring design element in classical labyrinths. The team and participants proposed that this six-lobed center could be used to represent the six branches of the U.S. military:

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard
- Space Force

This symbolic adaptation strengthens the memorial’s relevance and emotional resonance, grounding its abstract design in a patriotic and recognizable framework. The center may incorporate customized inlays, emblems, or inscriptions for each branch, creating a focal point that honors the full spectrum of American military service.

Public Feedback Highlights

Site 1 Pros:

- Quiet and contemplative atmosphere
- Proximity to historic downtown
- Scenic lake views and shaded setting
- Existing circular sidewalk simplifies design
- Good visibility and public accessibility

Concerns Addressed:

- Slight slope offset by ADA-compliant path design
- On-street parking supplemented with two ADA spaces and potential future expansion
- Vandalism and lighting

Project Feasibility and Next Steps

The design at Site 1 calls for a 50-foot diameter labyrinth, consistent with the original Chartres pattern. Materials will meet ADA standards with a focus on durability and minimal environmental disturbance, making installation cost-effective and accessible. Lighting, benches, and landscape features will enhance year-round usability.

Conclusion

With strong community support, a symbolically rich design, and alignment with redevelopment goals, the Veterans Memorial Project will serve as a profound space of remembrance, civic pride, and unity. The thoughtful use of the labyrinth's six-clover core to honor all six branches of the U.S. military exemplifies the project's intention to merge form, function, and meaning.

Responses from May 22, 2025 Veteran's Memorial Public Workshop

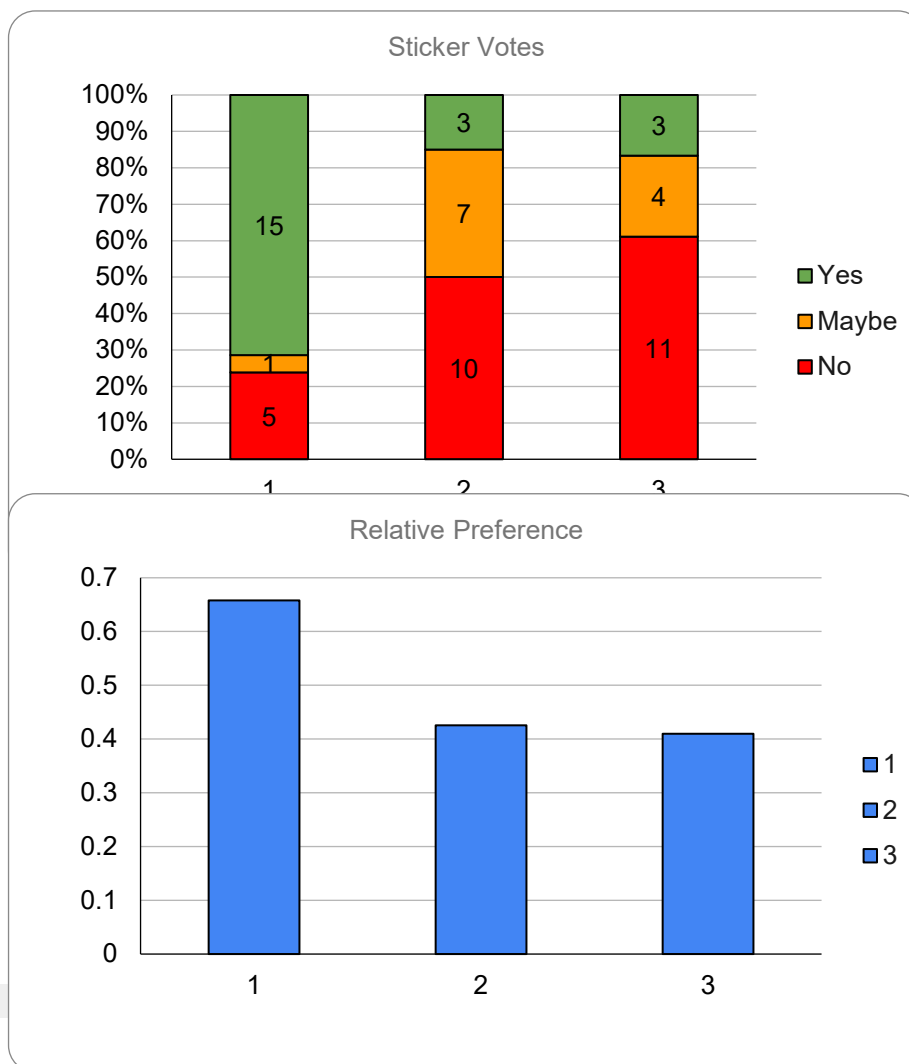
Purpose of the workshop:

Continue to introduce project to the public
Showcase prelim design work
Vote on one of three possible locations for the memorial

Means and Notation

Discussion minutes taken
Comment cards
Statements from those unable to attend
Posters with site diagrams
Pro/con lists
First, second, and third preference stickers

Tabulation of Sticker Results



Site 1 Stickers

15

1

5

Weighted score:

1.52

Site 2 Stickers

3

7

10

Weighted score:

2.35

Site 3 Stickers

3

4

11

Weighted score:

2.44

Site 1 Pro/Con

Pro	Con
Growth (x2) Existing sidewalk Lots of shade Quiet Will attract visitors to other side of lake Layout already in place All of the above Secluded BUT also visible from road Great view of lake Sort of pre-made for it Great looking spot!	Sloped Lots of path length Parking - Hometown Christmas, 4th July fireworks, considerations Parking on corner - bad design Limits any height-related additions like flags/monuments I do not believe the lakeyard is the appropriate location (to be left natural) Lakeyard should be kept as it has been

Site 2 Pro/Con

Pro	Con
Parking Proximity to other locations Near park so families can come together & educate Access/parking Next to site of Veteran's Breakfast	Growth A lot of activity going on with buildings/park Too close to other structures Platform structure needed Not quiet Not appropriate for Lakeyard Lakeyard should be kept as it has been Makes this area even busier

Site 3 Pro/Con

Pro	Con
Larger space for additional improvement (x2) Quiet Growth Flat All of the above	Too far away from where many people already gather Mostly full sun (x2) Too far from Chipley Park activities (x2) Tennis is loud (x2) Residential (x2) Will not have visibility (x2)

Minutes

Introduction by Josh Ervin, ED of CRA. Consultant represented by Rudolph (Rudy) Hall of Dewberry Engineers. Also present was Dr. Melinda Henderson from Forward DeFuniak.

Explanation of project genesis: nursed by Forward DFS, put in CRA redevelopment plan.

Some Mallenges: difficulty of ADA access to Lakeyard, variety of suitable locations, community outreach.

Site 1 was introduced: in the circular sidewalk area near the stop sign at the NW corner of the Lakeyard (intersection of Circle and E Main)

Mr. Mall stated that the drop in elevation is approximately 20ft and that the design of the access sidewalk minimizes dirt moving to create an ADA path.

Mr. Mall also stated that the labyrinth at this location would be 50ft in diameter, the same as the original or pattern labyrinth in Chartres Cathedral. Mr. Ervin requested an explanation of ADA requirements.

Mr. Mall explained that ADA ramps require a grade of less than 8%, with flat landings at increments, must be flat (i.e. brick or concrete, not gravel or dirt), and do not always require rails. The initial design as depicted on the posters does not require railings.

Mr. Mall stated that this design moves almost no dirt -- meaning a lower cost of installation.

A participant asked about parking availability. Mr. Mall and Mr. Ervin explained that two ADA parking spots are included as part of the design, but otherwise parking would be available as street parking along Circle, E Main, and in the Presbyterian's lot. They stated it should be plentiful for most purposes.

Dr. Henderson stated that a potential expansion to the memorial could include a small parking lot and picnic pavilion.

Site 2 was introduced: to the south of the Chautauqua Hall of Brotherhood, between it and the fountain, slightly set back from Circle

Mr. Mall introduced the site and particularly pointed out the need for a retaining wall and earth moving to create a flat, 50+ ft diameter space for the labyrinth to sit. The retaining wall at its tallest point would be approximately 4 ft.

A participant mentioned the need for a railing over the retaining wall and Mr. Mall agreed.

A participant stated that vandalism may be an issue since the location is near the playground and would include a flat surface that may collect graffiti.

Participants discussed some challenges and benefits of this location. Some benefits included proximity to other centers of activity, visibility from the road, high traffic, and more than ample availability of parking. Some challenges included lack of privacy or quietude, possible conflicts with events occurring separately in the CHoB, and possible noise from the playground.

Participants also discussed the potential need for night-time lighting and hours of operation.

A participant stated that there would not be a need to grow the site with a pavilion or parking lot since the CHoB could serve that purpose, but another participant expressed that that could also be a downside.

Site 3 was introduced: on Plateau across from the tennis courts, on the empty lot owned by the City

Mr. Mall introduced the site and noted that the ample space on the lot allowed a labyrinth design of double the size -- 100ft in diameter. He also stated that because the lot is very flat and large, expansions or upgrades to the memorial would be easier to design and implement. A participant stated that the design for parking (adapting the parking spaces used for the tennis courts) would be very simple and easy. A participant stated that the larger size of the labyrinth could better accommodate those with disabilities (ex. wheelchair users).

A discussion occurred between participants speaking to the relative privacy, but also lack of centrality, of this site. Some participants expressed that a quiet atmosphere was best for the memorial, while some expressed that the Lakeyard is the best place for this memorial considering how important it is. A general discussion followed.

Participants asked Mr. Mall and Mr. Ervin about some of the basics of the project such as the funding, the maintenance, the ethos of the memorial (i.e. tribute vs. healing), the choice of sites, the choice of a labyrinth, and the name of the site.

Mr. Ervin stated that the funding mechanism was likely to be fully from the CRA.

He also stated that the ethos and style of the memorial has been in development for a long time. A participant added that DeFuniak can have more than one memorial.

A participant spoke highly of Freeport's veteran's memorial.

A participant mentioned a potential option for a memorial on the lot in front of Magnolia Cemetery.

Mr. Ervin then invited participants to engage with the posters and stickers portion of the workshop

Comment Cards

If Site 1 is chosen perhaps the site could be increased to 100 feet.

FLAGS -- with power in place for the Christmas lights - feel it should be easy to keep lights lit at night.

#2 Ducks. #3 Away from everything.

1) East main & Circle Dr in circle 2) Beside Chautauqua Building (next to fountain/playground) 3) Across from tennis courts in field that city owns I am not sure many veterans or their families will see the reasoning for how a labyrinth fits with service to our country. Maybe an American flag-style labyrinth.

I don't understand or see the relation or tie of labyrinth to veterans. A fountain or waterfall from the top of the park into the lake would at least draw attention.

One Site 1: Fewer switchbacks. Make labyrinth 75ft or 100ft diameter!

Statements from Those Unable to Attend

From Laurie Gerhard, USN Vet

As a Veteran Navy Nurse, I would like to vote for the placement of the Veteran Memorial to be places at the corner of East Main Street and Circle Drive.

Placing the memorial near the tennis courts would never be seen. Plus children and teeange might abuse the memorial.

Placing the memorial near the Library would be overlooked due to the playground, gardens, and other outdoor interests that already reside there. Please place the memorial on the corner of East Main and Circle Drive. The Memorial deserves the respect of that quiet area.

From Jan Kenny, Army Vet of 25 years

To Whom it May Concern.

The memorial close to the Chautauqua Building is too pinched up with fountain, playground, and events at the Chautauqua Building and the Church. The memorial at the tennis courts is in the direct sun and the sound of tennis balls would be distractin. Tourists would never find it. It is not close to the black community.

I believe the site at E Main and Circle Drive would be the more peaceful and quiet, is is closests to the black community, more visible to more residents & tourists so I vote for it. Thank you.

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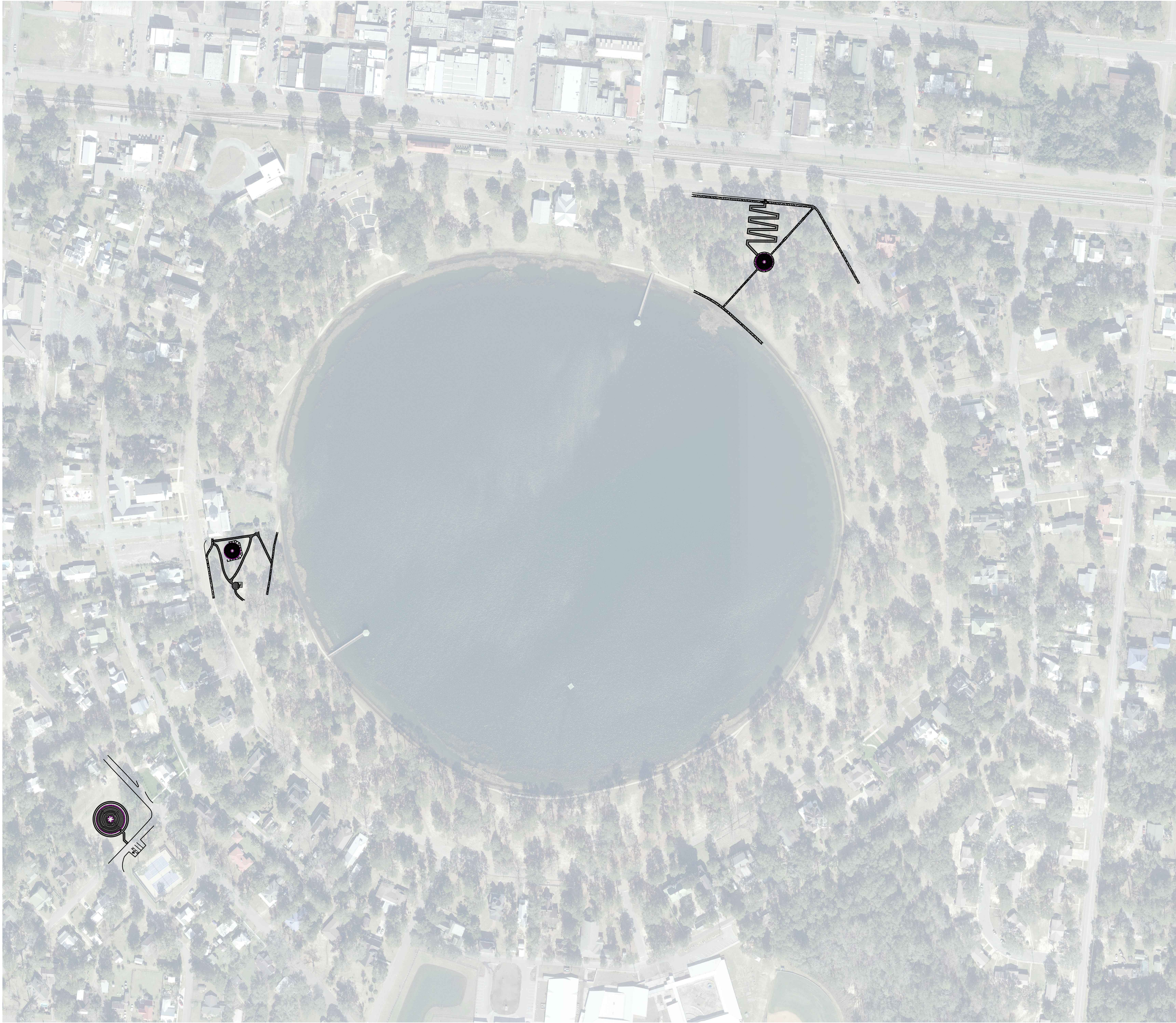
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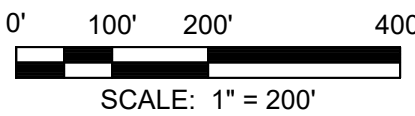
VETERANS MEMORIAL
CITY OF DEFUNIAK SPRINGS
CITY COUNCIL
WALTON COUNTY, FLORIDA

SEAL

RUDOLPH A. MALL, P.E. 94479
EB 0008794

DUE DILIGENCE

SCALE



REVISIONS

NO.	DESCRIPTION	DATE

DRAWN BY _____ BTW
APPROVED BY _____ BTW
CHECKED BY _____ RAM
DATE _____ MARCH 2025

TITLE

OVERALL MASTER
DEVELOPMENT PLAN

PROJECT NO. 50168806

C3.1

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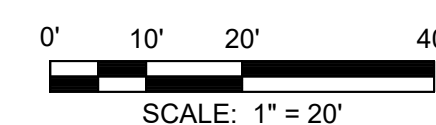
VETERANS MEMORIAL
CITY OF DEFUNIAK SPRINGS
CITY COUNCIL
WALTON COUNTY, FLORIDA

SEAL

RUDOLPH A. MALL, P.E. 94479
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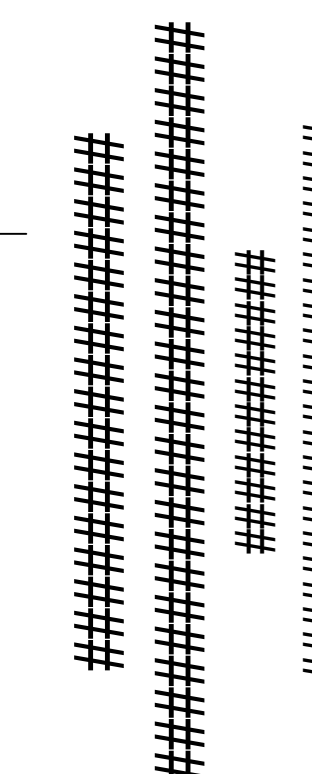
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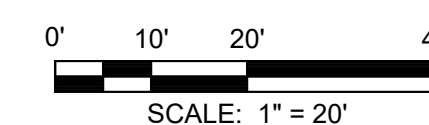


SEAL

RUDOLPH A. MALL, P.E. 94479
FB 0008794

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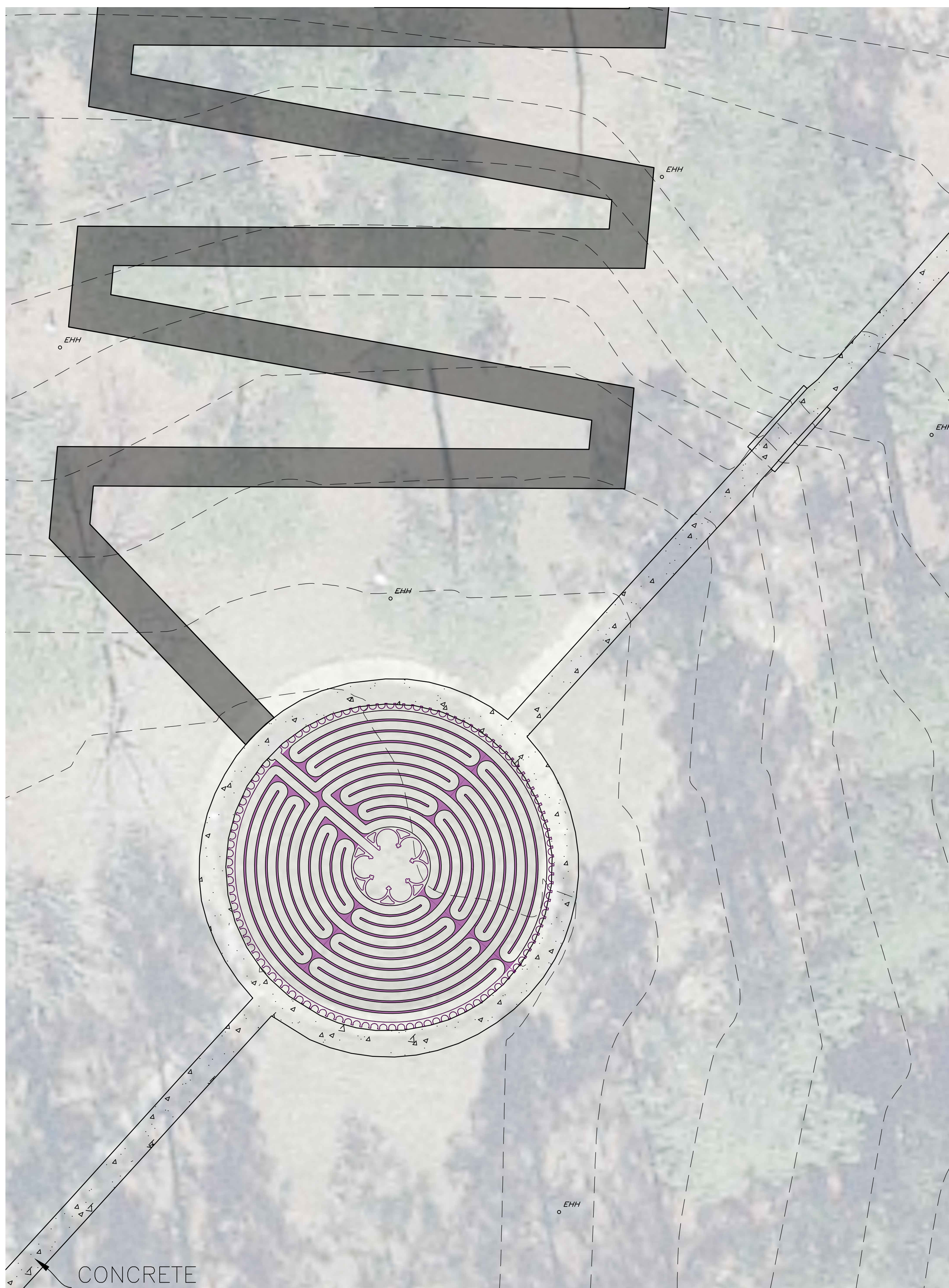
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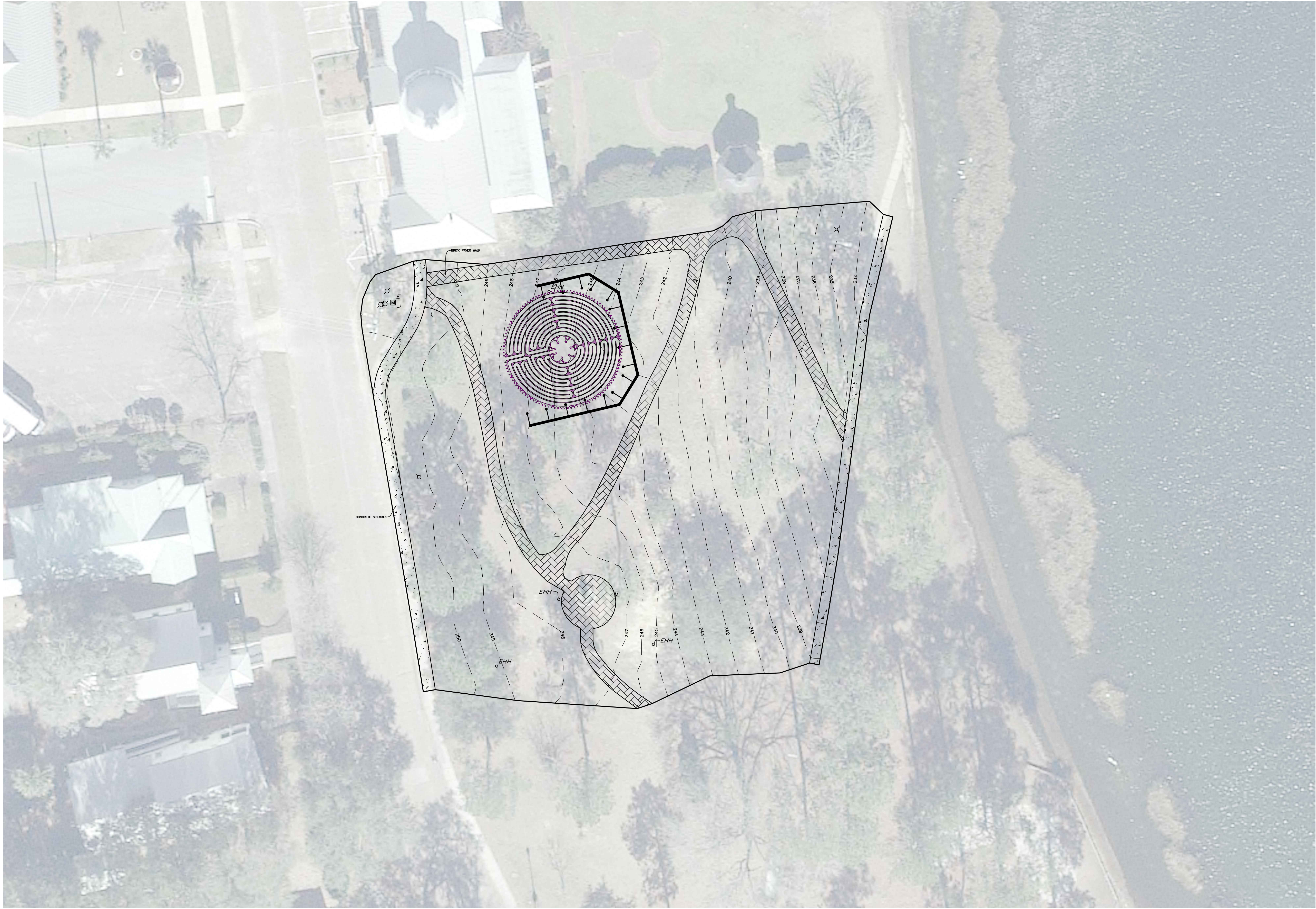
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877 CR 393 North
Santa Rosa Beach, FL 32459
850.267.0759

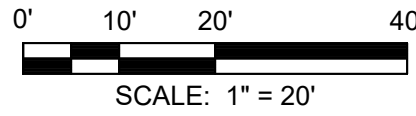
VETERANS MEMORIAL
CITY OF DEFUNIAK SPRINGS
CITY COUNCIL
WALTON COUNTY, FLORIDA

SEAL

RUDOLPH A. MALL, P.E. 94479
EB 0008794

DUE DILIGENCE

SCALE



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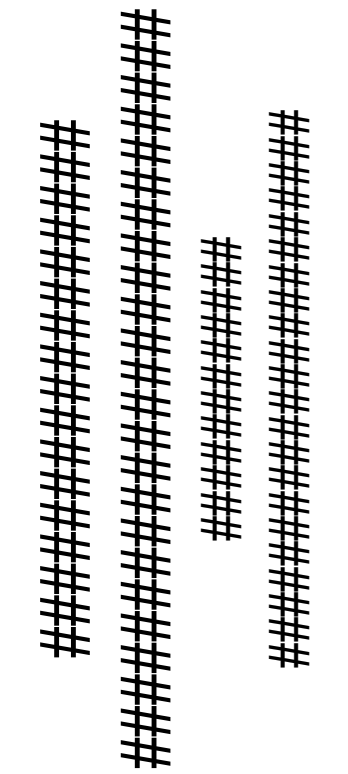
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SITE No. 2
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PROJECT NO. 50168806

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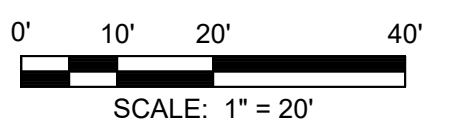


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RUDOLPH A. MALL, P.E. 94479
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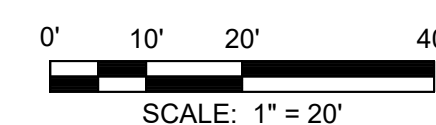
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CITY COUNCIL
WALTON COUNTY, FLORIDA

SEAL

RUDOLPH A. MALL, P.E. 94479
FB 0008794

DUE DILIGENCE

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DATE MARCH 2025

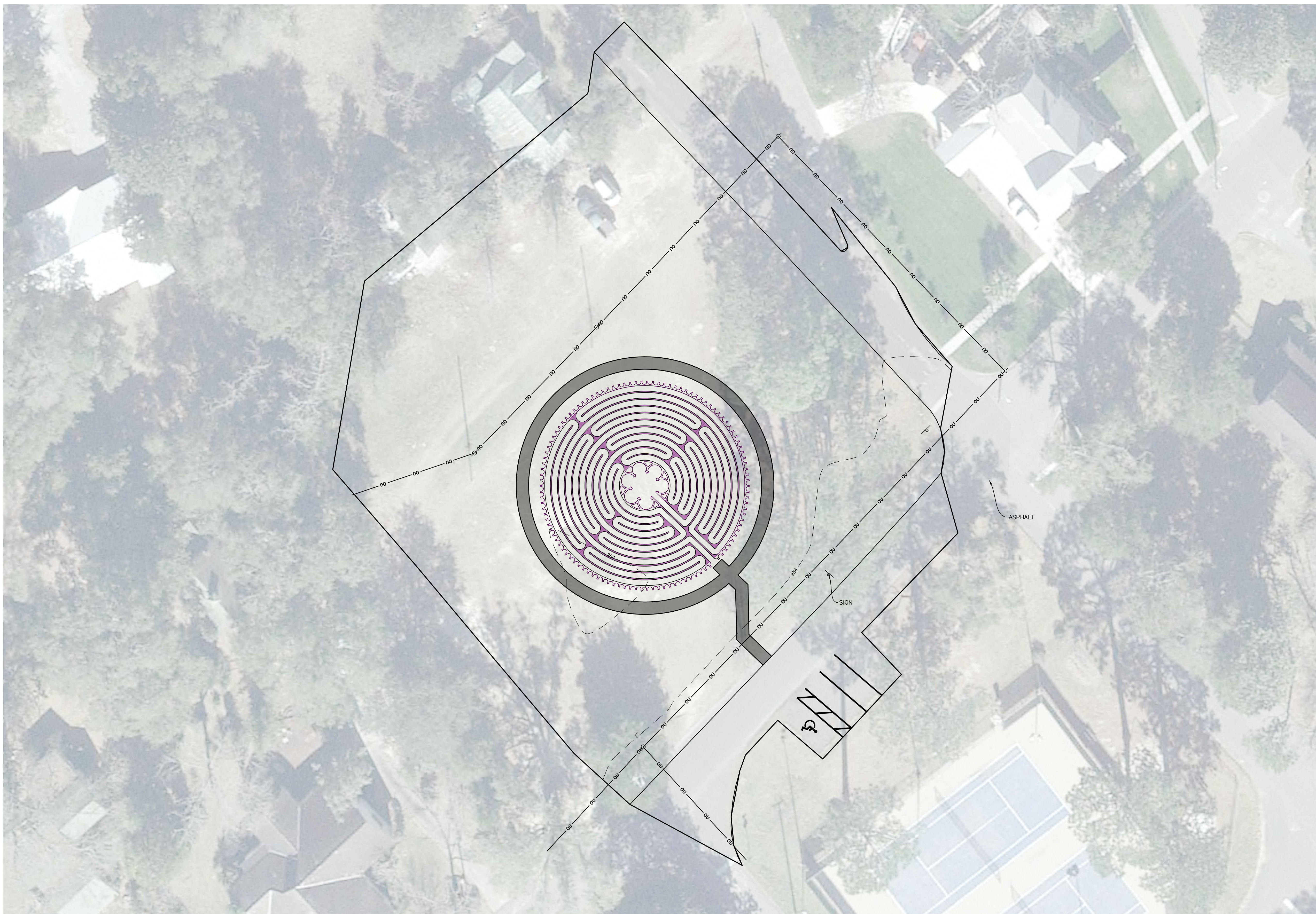
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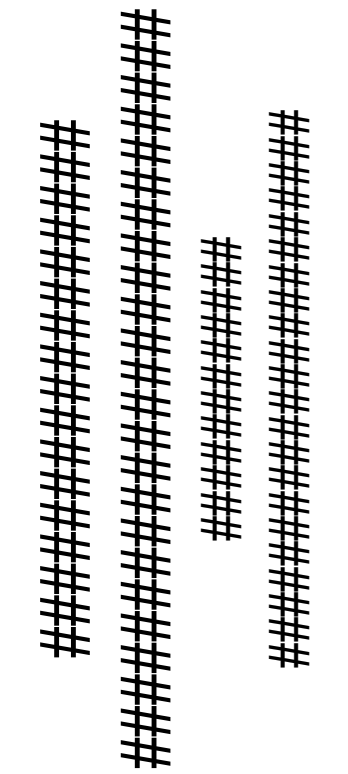
MASTER
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SITE No. 3
LABYRINTH

PROJECT NO.	50186806
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C3.4

SHEET NO.



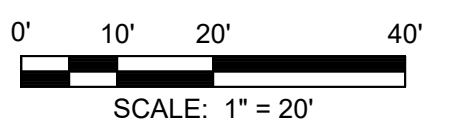


SEAL

RUDOLPH A. MALL, P.E. 94479
EB 0008794

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SCALE



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PROJECT NO. #####

####

SHEET NO.





DEFUNIAK SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
FISCAL YEAR 2024-2025

GENERAL LEDGER ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
660-364-100-0000	Sale of Land	0	59580	59580
660-000-515-5310	Streetscape/Alleyway	260000	59580	319580
TOTAL		260000	59580	319,580

JUSTIFICATION FOR CHANGE:

Total Amount of Old Budget = \$260,000

Total Amount of New Budget = \$319,580

Difference in New Budget = \$59,580

APPROVED BY CRA DIRECTOR _____ DATE _____

APPROVED BY CRA CHAIRMAN _____ DATE _____



DEFUNIAK SPRINGS

COMMUNITY REDEVELOPMENT AGENCY

FISCAL YEAR 2024-2025

GENERAL LEDGER ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
660-364-100-0000	Sale of Land	0	59580	59580
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APPROVED BY CRA DIRECTOR _____ DATE _____

APPROVED BY CRA CHAIRMAN _____ DATE _____



DEFUNIAK SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
FISCAL YEAR 2024-2025

GENERAL LEDGER ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	REQUESTED CHANGE	AMENDED BUDGET
660331-300-000	Prior Year Carry Over	400,000	414,184	814184
660-000-515-		0		
TOTAL			414,184	

JUSTIFICATION FOR CHANGE:

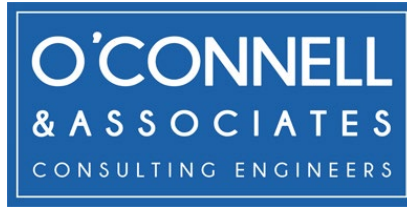
Total Amount of Old Budget = \$

Total Amount of New Budget = \$

Difference in New Budget = \$414,184

APPROVED BY CRA DIRECTOR _____ DATE _____

APPROVED BY CRA CHAIRMAN _____ DATE _____



June 6, 2025

DAG Architects
c/o Mr. Levi Wiegand
1223 Airport Road
Destin, Florida 32541

RE: John V. Lawson Amphitheater Redevelopment
Phase I, II, & III
Revised Professional Engineering Services Proposal

Dear Mr. Wiegand,

We are pleased to submit our proposal to provide civil, landscape, and structural engineering services in support of DAG Architects for the redevelopment of the John V. Lawson Amphitheater, on behalf of the City of DeFuniak Springs Community Redevelopment Agency (CRA) in Walton County, Florida, based on our understanding of the project scope and schedule.

This proposal includes two project phases, described in greater detail below:

- **Phase I** includes participation in a defined number of community workshops and meetings, an existing site evaluation, due diligence, conceptual design, programming support, stakeholder engagement, and finalization of the conceptual design.
- **Phase II** involves project meetings and site visits, preparation of civil, structural, and landscape design documents, design development, construction documentation, and permitting support.
- **Phase III** involves bidding assistance and construction administration.

The following tasks are included in our scope of work:

PH1 - TASK 1 CIVIL/LS – KICKOFF & LISTENING SESSIONS: \$26,500.00

During this phase, we will meet with the CRA and community to further understand the vision for the project and to assist the architect in preparing a conceptual plan for the CRA's review and approval. We will assist the architect with aligning the project vision to the site development requirements. These services are more accurately described below:

1. Attend a maximum of three different community workshops.
2. Consult with the surveying consultant (Gustin, Cothorn, & Tucker, Inc.) to locate all above-grade utilities/improvements, collect topographic information, locate all trees, locate all sewer manhole & cleanout inverts & pipe sizes, and locate all drainage structure inverts & pipe sizes within the proposed project limits (\$9,500 included in Task 1 total).
3. We will consult with the geotechnical engineering consultant (NOVA) to complete four hand augers and one Double Ring Infiltrometer (DRI) test in strategic locations within the proposed project limits (\$5,000 included in Task 1 total).
4. Review available drawings and documents, perform a preliminary site inspection to familiarize ourselves with the existing property, gather basic dimensional information, and collect other site data specific to the project.
5. Attend one project kick-off meeting.
6. Assist the architect with conceptual design documents as needed.

PH1 - TASK #2 CIVIL/LS – SITE EVALUATION & DUE DILIGENCE: \$20,900.00

1. Compile all available drawings, reports, and base data including survey, utility records, aerials, and geotechnical reports.
2. Conduct a site walk to validate critical site conditions, identify visible constraints, and document observations related to drainage, grading, and access.
3. Evaluate existing utility availability (water, sewer, storm) for potential reuse, including coordination with utility providers and review of record drawings.
4. Assess potential points of connection, system capacity, and any anticipated upgrades or extensions that could impact development feasibility.
5. Analyze preliminary drainage patterns, existing basins, and on-site low points to inform early stormwater design strategy.
6. Review survey and geotechnical data to confirm feasibility of infiltration-based or surface-based stormwater solutions.
7. We will complete a due diligence of the conceptual plan based on all complied information.

PH1 - TASK #3 CIVIL/LS – CONCEPTUAL DESIGN & PROGRAMMING: \$21,300.00

1. Coordinate with the architect during the conceptual design.
2. Prepare a rough order of magnitude cost estimate (ROMCE).
3. Prepare exhibits as needed during this task.

PH1 - TASK #4 CIVIL/LS – STAKEHOLDER ENGAGEMENT: \$8,400.00

1. Attend a maximum of two community workshops and assist the architect in preparing any additional exhibits that may be required for the CRA.

PH1 - TASK #5 CIVIL/LS – CONCEPTUAL DESIGN CLARIFICATION: \$6,100.00

1. Attend a maximum of two client meetings.
2. Assist the architect with any additional exhibits that may be needed for the final package.

PH2 TASK #6 CIVIL/LS – DESIGN DEVELOPMENT \$74,600.00

1. Consult with the surveying consultant (Gustin, Cothorn, & Tucker, Inc.) to locate additional information within the proposed survey limits to support the approved conceptual plan.
2. Consult with the geotechnical engineering consultant (NOVA) to explore subsurface soil conditions and provide a summary report complete with recommendations necessary for the design of mass grading and infrastructure, including underground utilities, and an on-site stormwater management system.
3. Consult with the environmental consultant to estimate and evaluate the project's significant short-term and long-term effects on the quality of the environment and identify ways to minimize, mitigate, or eliminate these effects and/or compensate for their impacts.
4. Based on the results of the geotechnical report, we will develop a preliminary stormwater management system design and perform corresponding modeling necessary to:
 - a. Delineate Stormwater Drainage Basin and Prepare Basin Map
 - b. Determine Hydrologic Parameters (Runoff / Time of Concentration Values)
 - c. Determine Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, etc.)
 - d. Build Hydrologic/Hydraulic Model
 - e. Conduct Necessary Simulations to Obtain Stormwater Design Requirements
 - f. Produce Input / Output Reports of Preliminary Simulation
 - g. Estimate fill volumes
5. Develop a preliminary site plan that includes but is not limited to, hardscape, horizontal and vertical

alignments, stormwater collection, conveyance and management facility locations, rights-of-way, underground utility alignments, and setbacks.

6. Perform detailed site grading, roadway, and parking layout, paving and curbing, and utility design, including potable water distribution pipelines, gravity sewer, sewer lift station, and fire water. This phase shall be based on a site geometry plan developed in the SD phase.
7. Based on the results of the geotechnical report, we will review the preliminary design and perform the engineering work necessary to confirm the stormwater management system design, which includes the following hydrologic and hydraulic modeling information:
 - a. Drainage Basin and Basin Map
 - b. Hydrologic Parameters (Runoff / Time of Concentration Values)
 - c. Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, etc.)
 - d. Hydrologic/Hydraulic Model
 - e. Simulations Necessary to Obtain Stormwater Design Requirements
 - f. Input / Output Reports of Final Simulation
7. Develop a stormwater management report and corresponding exhibits for review and approval by the City planning staff and their engineering consultants. This report shall include, at a minimum:
 - a. Introduction and Methodology
 - b. Existing Conditions Discussion
 - c. Proposed Conditions Discussion
 - d. Hydrologic/Hydraulic Modeling Discussion
 - e. Conclusions/Recommendations
8. Assist in presenting to CA for Design Development approval and authorization to proceed.

PH2 - TASK #6 STRUCTURAL – DESIGN DEVELOPMENT: \$20,000.00

1. Participate in a project kick-off meeting with the design team and prepare a written narrative of the project, which shall include, at a minimum, descriptions of dimensional information and other pertinent loading data, structural foundations, floors, walls, and roof systems, and other design criteria and services necessary to provide a complete project. We will also prepare illustrations necessary to define the general scope, scale, and relationship of project components for review by the Client and their designees.
2. Based on feedback from the Client and Architect, we will refine the structural design, collect additional information, and perform the detailed structural engineering services necessary to develop detailed design calculations and design specifications for the structural foundations, floors, walls, and roof systems. The structural design will be completed using state-of-the-art engineering computer software capable of performing three-dimensional finite element analysis, and all calculations will be sealed by a Professional Engineer licensed in the State of Florida.
3. Develop a compilation of structural details necessary to provide 65% ($\pm$) complete drawings, documents, and specifications. This design phase is based on the architectural drawings provided upon commencement of engineering services, and all design decisions completed during this phase are to prepare construction documents. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided with O'Connell & Associates title block and letterhead.

PH2 TASK #7 CIVIL/LS – CONSTRUCTION DOCUMENTS & PERMITTING: \$61,000.00

1. Develop a compilation of working drawings, documents, and specifications necessary for contractors to estimate project costs and construct the work. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided on O'Connell & Associates title blocks and/or letterhead. Drawings shall include, at a minimum:
 - a. Cover Sheet
 - b. General Notes and Specification Sheets
 - c. Existing Conditions Plan and Erosion Control Plan

- d. Demolition and Preservation Plan
 - e. Site Geometry Plan
 - f. Paving Plan and Profiles
 - g. Grading and Drainage Plan(s) and Sections
 - h. Site Utility Plans and Profiles
 - i. Fire Water, Potable Water and Sanitary Sewer and Lift Station Design
 - j. Landscape Plan
 - k. Hardscape Plan
 - l. Construction Details
2. Attend one (1) pre-application meetings with the City Planning staff to review the preliminary site plan and determine what additional planning and development issues need to be addressed to develop complete Minor Development Order applications.
 3. Preparing the necessary Environmental Resource Permits (ERP) applications for stormwater management systems regulated by the Northwest Florida Water Management District (NFWFMD) and/or the Florida Department of Environmental Protection (FDEP).

PH2 TASK #7 STRUCTURAL – CONSTRUCTION DOCUMENTS & PERMITTING: \$22,000.00

1. Based on feedback from the Owner and Architect, we will complete the structural design and perform the detailed structural engineering services necessary to develop final working drawings of the structural foundations, floors, walls, and roof systems. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided with an O'Connell & Associates title block and/or letterhead.

PH2 SUB-CONSULTANTS: \$23,000.00

During design development and permitting surveying, geotechnical engineering and environmental services will be required. The exact scope of the services will be determined before Phase II commences.

PH3 TASK #8 CIVIL/LS – BID PHASE: \$10,000.00

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and pre-bid clarifications.
3. Support Bid evaluations and value engineering reviews as needed.

PH3 TASK #8 STRUCTURAL – BID PHASE: \$3,000.00

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and pre-bid clarifications.
3. Support Bid evaluations and value engineering reviews as needed.

PH3 TASK #9 CIVIL/LS – CONSTRUCTION ADMINISTRATION: \$27,000.00

1. During construction, we will provide engineering assistance, which shall include construction observation and reporting, answering contractor questions, interpreting technical specifications, attending weekly coordination meetings, reviewing shop drawings, and evaluating test reports and/or field changes in accordance with the contractor's needs.

PH3 TASK #9 STRUCTURAL – CONSTRUCTION ADMINISTRATION: \$8,000.00

1. During construction, we will provide engineering assistance, which shall include construction observation and reporting, answering contractor questions, interpreting technical specifications, attending weekly coordination meetings, reviewing shop drawings, and evaluating test reports and/or field changes in accordance with the contractor's needs.

ASSUMPTIONS AND EXCLUSIONS

- Total project area is approximately two (2) acres.
- The amphitheater will include:
 - An approximately 4,000 SF enclosed building.
 - Public restrooms and support spaces.
 - Terraced and lawn seating for up to 2,500 guests.
- Approximately 17 ADA-compliant parking spaces will be located on-site (assumed to be along Circle Drive within the survey limits).
- All remaining parking (approximately 850 spaces) will be off-site within the city's downtown corridor; design and permitting for off-site parking are excluded.
- ADA-accessible routes will be contained within the project boundaries and utilize switchback ramps.
- All improvements, except ADA parking, are located within the project site.
- Existing water and sanitary sewer services to the current restrooms are assumed to be adequate for reuse and extension to the new facilities.
- Existing utilities will not require additional permitting through FDEP.
- Stormwater management will comply with current code and utilize standard swales, retention/detention, and/or underground systems such as StormTech chambers.
- No design or permitting of off-site utilities, roadways, or stormwater infrastructure is included.
- Subconsultant services included only for tasks outlined in the scope:
 - **Surveyor:** Gustin, Cothorn, & Tucker, Inc.
 - **Geotechnical:** NOVA Engineering
 - **Environmental:** TBD based on CRA direction
- Additional fieldwork (e.g., wetland delineation, threatened species analysis, or utility test pits) will require a change order.
- Surveying services do **not** include construction or post-construction services.
- Permitting support is limited to:
 - Major Plan Review (City of DeFuniak Springs)
 - Environmental Resource Permit (NFWFMD)
 - Coordination with FDEP for stormwater, if needed
- No involvement anticipated with:
 - Florida Department of Transportation (FDOT)
 - U.S. Army Corps of Engineers (ACOE)
 - Florida Fish and Wildlife Conservation Commission (FWC)
 - U.S. Fish & Wildlife Service
- No wetland impacts are anticipated; therefore, dredge and fill permitting through FDEP or ACOE is excluded.
- No improvements or permitting within the railroad right-of-way are included.
- Permit application fees, regulatory review fees, and other third-party agency charges are excluded.
- Design and permitting are limited to features within the defined project boundary.
- No Future Land Use (FLU) or Zoning amendments are included.
- The following services are **excluded**:
 - Mechanical, Electrical, and Plumbing (MEP) engineering

- Traffic engineering
- Lighting design
- Acoustic or audiovisual systems design
- Design or permitting of off-site roadway or utility connections
- Any services not explicitly outlined in the proposal
- Construction administration includes eight (8) scheduled site visits.
- Unscheduled or emergency site visits and additional meetings will be billed as extra services.

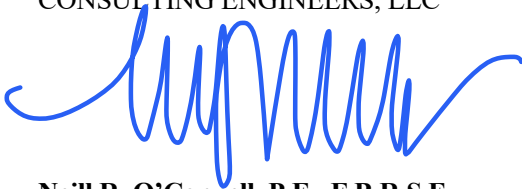
For additional services that are not specifically included within the Scope of Work outlined above we propose to apply an hourly rate in accordance with our current FEE PLAN (attached).

The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineers estimate of the percentage of work completed during the billing period, plus reimbursable expenses, which include, but are not limited to, meetings or other engineering services not specifically outlined within the Proposal, consultants fees (such as a land surveyor or geotechnical engineer), equipment rentals, copies, prints, scans, and other reproductions, if any.

Thank you for considering us for this project. We look forward to hearing from you soon.

Sincerely,

O'CONNELL & ASSOCIATES
CONSULTING ENGINEERS, LLC



Neill R. O'Connell, P.E., F.B.R.S.E.
President

File: 25-06-06 Eng Services Proposal – DeFuniak Amphitheater

17 June 2025

Joshua Ervin
Executive Director DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, Florida 32435

Dear Mr. Ervin and DeFuniak Springs Community Redevelopment Agency Board Members:

On behalf of DAG Architects and our assembled consultant team, thank you for the opportunity to submit this Proposal for the redevelopment of the John V. Lawson Amphitheater. We are honored to be part of this important civic project and share your vision to create a dynamic, inclusive, and enduring community venue.

This Proposal outlines our approach and scope of work, broken into Tasks 1 through 9 as described in our April 16th memorandum. We are breaking these tasks into 2 Phases. Phase 1 includes Task 1-5 and is primarily information gathering, surveys, and conceptual design. Phase 2 includes tasks 6-9 and is primarily the construction documentation, production, bidding and construction administration needed to deliver the project as conceived in Phase 1. The fees for Phase 2 are preliminary and based on assumptions regarding the scope of work, which will be reviewed and adjusted at the completion of Phase 1. These foundational services will define the project's vision, parameters, and development trajectory.

Sincerely,



Levi Wiegand, AIA
Principal
1223 Airport Road, Suite 104
Destin, Florida 32541
(850) 837-8152

Atlanta
Destin
Panama City
Pensacola
Space Coast
Tallahassee

DAG SCOPE OF SERVICES

The following scope includes all the services necessary to accomplish Phase I, (tasks 1 through 5) Phase II (tasks 6 and 7) and Phase III (tasks 8 and 9). At the end of Phase I, the consultant team (DAG, O’Connell, and others) in conjunction with the CRA, will review the final agreed upon program, conditions of success, and design, and affirm or negotiate subsequent fees (Phase II and III) accordingly. Fees for Phase II and III are based on the assumptions outlined in the proposal. Consultant fees are detailed in a summary document.

PROJECT OVERVIEW & ASSUMPTIONS

The City of DeFuniak Springs seeks architectural and design services for the redevelopment of the existing John V. Lawson Amphitheater located in Chipley Park. The new design should replace the current structure, which is outdated and visually out of place, and offer a performance venue that is functional, inclusive, and aligned with the city’s historic and natural character. The goal is for the new venue to enhance community engagement, support increased tourism, and stimulate economic growth in North Walton County.

Taking into consideration community surveys and public feedback regarding the existing site, the design will prioritize connectivity to the lake, accessibility, low maintenance, and event-readiness, while remaining sensitive to the historic district’s aesthetic and ecological surroundings. The overall scope of the site is approximately 2 acres. Adding parking and ADA access points, including handicap parking, address logistical needs identified. The new covered stage will be approximately 4,000 square feet and will have supporting spaces for mechanical, electrical, and audiovisual equipment, along with a greenroom and storage. The Amphitheater’s current seating capacity is 1,371 people and the new design will increase capacity to 3,000 people. There will be a mixture of fixed seating along with terraced seating on the lawn and will incorporate overhead weather protection and audience shading.

DAG Compensation noted below:

Phase 1, Task 1 – Kickoff & Listening Session: \$6,000.00

- 1. Coordinate and facilitate one (1) project kickoff meeting with the CRA, City Council, and relevant stakeholders. We will also lead a visioning workshop to gather input on programming, design goals, community values, and operational priorities.
- 2. Establish communication protocols and project expectations.

Phase 1, Task 2 – Site Evaluation & Due Diligence: \$24,000.00

- 1. Coordinate a boundary, utility, and topographic survey performed by a licensed surveyor.
- 2. Initiate a limited geotechnical investigation for early foundation and site recommendations.
- 3. Analyze site access, parking, stormwater, utilities, and adjacencies such as the Railroad and Chipley Park.
- 4. Identify key site constraints and opportunities to inform design.

Phase 1, Task 3 – Conceptual Design & Programming: \$36,000.00

1. Develop conceptual design options including the amphitheater layout, site integration, circulation, and community use zones.
2. Prepare conceptual plans, diagrams, and preliminary visualizations.
3. Coordinate with civil, landscape, and structural consultants for technical input.
4. Coordinate with venue operations consultants for financial analysis with revenue projections, cost analysis for maintenance and operational costs, and potential economic impact for the local economy.
5. Prepare a preliminary cost opinion and initiate early permitting coordination.

Phase 1, Task 4 – Stakeholder Engagement: **\$10,000.00**

1. Host one (1) community or stakeholder review session to present conceptual designs and gather public feedback.
2. Engage with historical, cultural, and civic committees as needed to ensure alignment with DeFuniak Springs' community identity.

Phase 1, Task 5 – Conceptual Design Clarification: **\$11,000.00**

1. Based on feedback from stakeholders, staff, and civic leadership, DAG and the consultant team will refine the preferred concept to deliver a final conceptual site plan including MEP, narrative, and design package to support CRA approval to proceed into Tasks 6-9.

Phase 2, Task 6 – Design Development: **\$48,000.00**

1. Translate the approved concept into a coordinated design development set.
2. Develop key systems such as grading, utilities, structural framing, MEP, lighting, and planting.
3. Coordinate acoustics, AV, and performance needs with specialty consultants.
4. Present to CRA for Design Development approval and authorization to proceed.

Phase 2, Task 7 – Construction Documents & Permitting: **\$80,000.00**

1. Produce full Construction Document sets across all disciplines.
2. Coordinate submittals at 30%, 60%, 90%, and 100% milestones for CRA and agency review.
3. Incorporate permitting requirements and support jurisdictional approvals.

Phase 3, Task 8 – Bid Phase: **\$6,000.00**

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and facilitate pre-bid clarifications.
3. Support bid evaluations and value engineering reviews as needed.

Phase 3, Task 9 – Construction Administration: **\$22,000.00**

1. Provide submittal reviews, responses to RFIs, and site observation to include all primary consultants such as structural and MEP.
2. Participate in regular coordination meetings during construction.

3. Issue field sketches and supplemental instructions as needed.
4. Conduct punch walks and final review for project closeout.

CONSULTANT TEAM

Our bundled proposal includes services from the following disciplines:

- **Architect (DAG Architects)** – Project leadership, facilitation, conceptual design, coordination
- **Civil Engineering (O’Connell Engineers fee detailed in O’Connell Proposal and Summary)** – Site evaluation, grading, stormwater, utilities
- **Structural Engineering (O’Connell Engineers fee detailed in O’Connell Proposal and Summary)** – Preliminary structural input for concept planning
- **Landscape Architecture (O’Connell Land Planning fee detailed in O’Connell Proposal and Summary)** – Site planning, planting zones, pedestrian experience
- **Surveyor (included within O’Connell Proposal and Fee)** – Boundary, topography, and utility survey
- **Geotechnical Engineer (included within O’Connell Proposal and Fee)** – Limited soils investigation and recommendations
- **MEP/FP Engineer (Mechanical, Electrical, Plumbing & Fire Protection)** – Design of backstage HVAC, plumbing for restrooms/concessions, power distribution and lighting systems.

Additional specialty consultants such as acoustics, lighting, branding, etc. are anticipated.

REIMBURSABLES & ADDITIONAL SERVICES OF THE ARCHITECT

Reimbursables are proposed on a not-to-exceed basis – not more than 5% of the fee for Total Basic Services, to be billed monthly as they are incurred.

If Additional Services are required of the Architect or Consultants, these services will be provided on an hourly basis at the attached rates.

NEXT STEPS

Upon acceptance of this proposal and fee agreement, we will coordinate scheduling of the kickoff session and initiate survey and site due diligence efforts. We anticipate delivering Tasks 1 through 5 in an 8-to-12-week timeline, depending on agency coordination and community availability. Work on Tasks 6 through 9 would start upon completion of the earlier Tasks.

We look forward to working alongside the CRA and the community to shape the future of this important public asset.

kindly,



Levi Wiegand, AIA
Principal
DAG Architects

Accepted
by:

Date:

Attachments: DAG Hourly Rates, Fee Table and Schedule

2025 Hourly Billing Rates

Principal	\$225 - \$275
Associate Principal	\$150 - \$200
Senior Design Staff	\$135 - \$150
Design Staff	\$125 - \$135
Junior Design Staff	\$95 - \$135
Construction Administration	\$125 - \$150
Intern Architect	\$95
Administrative Staff	\$75 - \$150

**These rates are subject to periodic adjustment. All time is billed as quarter hours.*

DAG and O'Connell Fee Breakdown Per Task	
Phase I	
Task 1 – Kickoff & Listening Session	\$32,500.00
Architect	\$6,000.00
Civil Engineer	\$12,000.00
Surveying Consultant	\$9,500.00
Nova (Geotech)	\$5,000.00
Task 2 – Site Evaluation & Due Diligence	\$44,900.00
Architect	\$24,000.00
Civil Engineer	\$20,900.00
Task 3 – Conceptual Design & Programming	\$57,300.00
Architect	\$36,000.00
Civil Engineer	\$21,300.00
Task 4 – Stakeholder Engagement	\$18,400.00
Architect	\$10,000.00
Civil Engineer	\$8,400.00
Task 5 – Conceptual Design Clarification	\$27,600.00
Architect	\$11,000.00
MEP, S (Allowance for narrative and design input)	\$8,000.00
Civil Engineer	\$6,100.00
Branding, Wayfinding & Graphics Designer	\$2,500.00
Phase I Total	\$180,700.00
Phase II	
Task 6 – Design Development	\$164,600.00
Architect	\$48,000.00
MEP	\$22,000.00
Civil Engineer	\$74,600.00
Structural Engineer	\$20,000.00
Task 7 – Construction Documents & Permitting	\$206,000.00
Architect	\$80,000.00
MEP	\$43,000.00
Civil Engineer	\$61,000.00
Structural Engineer	\$22,000.00
Access Control Consultant (Door and Hardware)	\$2,500.00
Engineering Subconsultants (Survey, Geotech & Environmental – see note in civil proposal)	\$23,000.00
Phase II Total	396,100.00
Phase III	
Task 8 – Bid Phase	\$23,000.00
Architect	\$6,000.00
MEP	\$4,000.00
Civil Engineer	\$10,000.00
Structural Engineer	\$3,000.00

Task 9 – Construction Administration	\$79,000.00
Architect	\$22,000.00
MEP	\$15,000.00
Civil Engineer	\$27,000.00
Structural Engineer	\$8,000.00
Phase III Total	\$95,000.00
Total	\$671,800.00

BASIC DESIGN SERVICES FOR PHASE II AND III	
Mechanical, Electrical & Plumbing	\$84,000.00
Structural	\$53,000.00
Architectural	\$156,000.00
Civil	\$172,600.00
Engineering Subconsultants	\$23,000.00
Access Control Consultant (Door and Hardware)	\$2,500.00
Total	\$491,100.00

ADD SERVICES	
Legal Advisor (City Attorney Involvement)	\$2,500.00
Venue Operations & Market Consultant	\$20,000.00
Lighting Consultant	\$4,000.00
Stage Lighting & AV Consultant	\$5,500.00
Irrigation Consultant	\$6,000.00
Acoustic Consultant	\$8,000.00
Access Control & Security Consultant	\$5,000.00
Audio-Visual / Multimedia Integrator	\$7,000.00
Public Relations / Marketing Partner	\$2,500.00
Photographer / Rendering Artist	\$3,000.00
Total	\$63,500.00

PRODUCTION SCHEDULE

We would start work immediately upon receiving your authorization and would anticipate a process as outlined below.

Task 1: Kick off Listening Session	1 Week
Task 2: Site Evaluation & Due Diligence	3 Weeks
Owner Review	2 Weeks
Task 3: Conceptual Design & Programming Phase	4 Weeks
Owner Review	2 Weeks
Task 4: Stakeholder Engagement	2 Weeks
Task 5: Conceptual Design Clarification Phase	4 Weeks
Owner Review	2 Weeks
Task 6: Design Development Phase	4 Weeks
Owner Review	1 Week
Task 7: Construction Document Phase	8 Weeks
Owner Review	2 Weeks
Task 8: Bidding and Negotiation Phase	4 Weeks
Owner Review	2 Weeks
Task 9: Construction Administration Phase	12 Months



AIA[®] Document B101[®] – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Seventeenth day of June in the year Two Thousand Twenty-Five
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

DeFuniak Springs CRA
694 Baldwin Ave.
Suite 4A
DeFuniak Springs, FL 32435

and the Architect:
(Name, legal status, address and other information)

DAG Architects Inc.
1223 Airport Rd.
Suite 104
Destin, FL 32541

for the following Project:
(Name, location and detailed description)

John V. Lawson Amphitheater
Programming, Concept, Design, and Engineering of existing amphitheater
Located in Chipley Park

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

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User Notes:

(863450455)

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

The program is for the new design to replace the current structure, which is outdated and visually out of place, offering a performance venue that is functional, inclusive, and aligned with the city's historic and natural character.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The overall scope of the site is approximately 2 acres. Adding parking and ADA access points, including handicap parking, address logistical needs identified. The new covered stage will be approximately 4,000 square feet and will have supporting spaces for mechanical, electrical, and audiovisual equipment, along with a greenroom and storage. The current seating capacity is 1,371 people and the new design will increase capacity to 3,000 people.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

The budget is to be determined. However, the previous estimate was between 4 million to 5 million dollars.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

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.1 Design phase milestone dates, if any:

TBD

.2 Construction commencement date:

TBD

.3 Substantial Completion date or dates:

TBD

.4 Other milestone dates:

TBD

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Design, Bid, Build

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Will be explained in phase 1. Responsible and equitable design is encouraged

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Joshua Ervin, Executive Director
DeFuniak Spring Community Redevelopment Agency
694 Baldwin Ave.
Suite 4A
DeFuniak Springs, FL 32435

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

CRA Board

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

See Architects Proposal Letter Dated June 17, 2025

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.2 Civil Engineer:

See Architects Proposal Letter Dated June 17, 2025

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

See Architects Proposal Letter Dated June 17, 2025

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Levi Wiegand, AIA, Principal
DAG Architects
1223 Airport Rd.
Suite 104
Destin, FL 32541

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

O'Connell & Associates Consulting Engineers, LLC
1394 County Highway 283 South
Building #3
Santa Rosa Beach, FL 32459

.2 Mechanical Engineer:

TBD

.3 Electrical Engineer:

TBD

§ 1.1.11.2 Consultants retained under Supplemental Services:

See Architects Proposal Letter Dated June 17, 2025, for anticipated consultants

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One million (\$ 1,000,000.00) for each occurrence and Two million (\$ 2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One million (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than One million (\$ 1,000,000.00) each accident, One million (\$ 1,000,000.00) each employee, and One million (\$ 1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Five million (\$ 5,000,000.00) per claim and Five million (\$ 5,000,000.00) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies

discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

(Paragraph deleted)

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding,

including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

(Paragraph deleted)

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall

not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction

means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;

- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Architect or Consultant See Proposal
§ 4.1.1.2 Multiple preliminary designs	Architect or Consultant See Proposal
§ 4.1.1.3 Measured drawings	Architect or Consultant See Proposal
§ 4.1.1.4 Existing facilities surveys	Architect or Consultant See Proposal
§ 4.1.1.5 Site evaluation and planning	Architect or Consultant See Proposal
§ 4.1.1.6 Building Information Model management responsibilities	Architect or Consultant See Proposal
§ 4.1.1.7 Development of Building Information Models for post construction use	Architect or Consultant See Proposal
§ 4.1.1.8 Civil engineering	Architect or Consultant See Proposal
§ 4.1.1.9 Landscape design	Architect or Consultant See Proposal
§ 4.1.1.10 Architectural interior design	Architect or Consultant See Proposal
§ 4.1.1.11 Value analysis	Not Provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13 On-site project representation	Not Provided
§ 4.1.1.14 Conformed documents for construction	Architect or Consultant See Proposal

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Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.15 As-designed record drawings	Not Provided
§ 4.1.1.16 As-constructed record drawings	Architect
§ 4.1.1.17 Post-occupancy evaluation	Not Provided
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Architect
§ 4.1.1.21 Telecommunications/data design	Architect
§ 4.1.1.22 Security evaluation and planning	Architect
§ 4.1.1.23 Commissioning	Owner
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Not Provided
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Not Provided
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not Provided
§ 4.1.1.29 Other services provided by specialty Consultants	Architect or Consultant See Proposal
§ 4.1.1.30 Other Supplemental Services	Architect or Consultant See Proposal

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

See Architects Proposal Letter Dated June 17, 2025 and Civil Proposal Letter Dated June 6, 2025

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

See Architects Proposal Letter Dated June 17, 2025 and Civil Proposal Letter Dated June 6, 2025

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-Monthly visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

Not Applicable

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

Not Applicable

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and

enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

See Attached Fee Table
- .2 Percentage Basis
(Insert percentage value)
- .3 Other
(Describe the method of compensation)

The Fee Table Outlined for Phase II and Phase III will be reviewed at conclusion of Phase I

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

See Architects Proposal Letter Dated June 17, 2025

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

See Architects Proposal Letter Dated June 17, 2025

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty	percent (	20	%)
Design Development Phase	Twenty	percent (	20	%)
Construction Documents Phase	Thirty-Five	percent (	35	%)
Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent

Init.

budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See Architects Proposal Letter Dated June 17, 2025 and Civil Proposal Letter Dated June 6, 2025

Employee or Category Noted in Attachments	Rate (\$0.00)
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§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus percent (%) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

See Exhibit B Insurance

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

One and Half % 1.5

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

See Architects Proposal Letter Dated June 17, 2025 and Civil Proposal Letter Dated June 6, 2025

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect

(Paragraphs deleted)

- .2 Other documents:

(List other documents, if any, forming part of the Agreement.)

Exhibit A - Architects Proposal Letter Dated June 17, 2025

Exhibit B - Insurance Letter

Exhibit C - Civil Proposal Letter Dated June 6, 2025

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

ARCHITECT (Signature)

Levi Wiegand, AIA President

(Printed name, title, and license number, if required)

17 June 2025

Joshua Ervin
Executive Director DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, Florida 32435

Dear Mr. Ervin and DeFuniak Springs Community Redevelopment Agency Board Members:

On behalf of DAG Architects and our assembled consultant team, thank you for the opportunity to submit this Proposal for the redevelopment of the John V. Lawson Amphitheater. We are honored to be part of this important civic project and share your vision to create a dynamic, inclusive, and enduring community venue.

This Proposal outlines our approach and scope of work, broken into Tasks 1 through 9 as described in our April 16th memorandum. We are breaking these tasks into 2 Phases. Phase 1 includes Task 1-5 and is primarily information gathering, surveys, and conceptual design. Phase 2 includes tasks 6-9 and is primarily the construction documentation, production, bidding and construction administration needed to deliver the project as conceived in Phase 1. The fees for Phase 2 are preliminary and based on assumptions regarding the scope of work, which will be reviewed and adjusted at the completion of Phase 1. These foundational services will define the project's vision, parameters, and development trajectory.

Sincerely,



Levi Wiegand, AIA
Principal
1223 Airport Road, Suite 104
Destin, Florida 32541
(850) 837-8152

Atlanta
Destin
Panama City
Pensacola
Space Coast
Tallahassee

DAG SCOPE OF SERVICES

The following scope includes all the services necessary to accomplish Phase I, (tasks 1 through 5) Phase II (tasks 6 and 7) and Phase III (tasks 8 and 9). At the end of Phase I, the consultant team (DAG, O’Connell, and others) in conjunction with the CRA, will review the final agreed upon program, conditions of success, and design, and affirm or negotiate subsequent fees (Phase II and III) accordingly. Fees for Phase II and III are based on the assumptions outlined in the proposal. Consultant fees are detailed in a summary document.

PROJECT OVERVIEW & ASSUMPTIONS

The City of DeFuniak Springs seeks architectural and design services for the redevelopment of the existing John V. Lawson Amphitheater located in Chipley Park. The new design should replace the current structure, which is outdated and visually out of place, and offer a performance venue that is functional, inclusive, and aligned with the city’s historic and natural character. The goal is for the new venue to enhance community engagement, support increased tourism, and stimulate economic growth in North Walton County.

Taking into consideration community surveys and public feedback regarding the existing site, the design will prioritize connectivity to the lake, accessibility, low maintenance, and event-readiness, while remaining sensitive to the historic district’s aesthetic and ecological surroundings. The overall scope of the site is approximately 2 acres. Adding parking and ADA access points, including handicap parking, address logistical needs identified. The new covered stage will be approximately 4,000 square feet and will have supporting spaces for mechanical, electrical, and audiovisual equipment, along with a greenroom and storage. The Amphitheater’s current seating capacity is 1,371 people and the new design will increase capacity to 3,000 people. There will be a mixture of fixed seating along with terraced seating on the lawn and will incorporate overhead weather protection and audience shading.

DAG Compensation noted below:

Phase 1, Task 1 – Kickoff & Listening Session: \$6,000.00

- 1. Coordinate and facilitate one (1) project kickoff meeting with the CRA, City Council, and relevant stakeholders. We will also lead a visioning workshop to gather input on programming, design goals, community values, and operational priorities.
- 2. Establish communication protocols and project expectations.

Phase 1, Task 2 – Site Evaluation & Due Diligence: \$24,000.00

- 1. Coordinate a boundary, utility, and topographic survey performed by a licensed surveyor.
- 2. Initiate a limited geotechnical investigation for early foundation and site recommendations.
- 3. Analyze site access, parking, stormwater, utilities, and adjacencies such as the Railroad and Chipley Park.
- 4. Identify key site constraints and opportunities to inform design.

Phase 1, Task 3 – Conceptual Design & Programming: \$36,000.00

1. Develop conceptual design options including the amphitheater layout, site integration, circulation, and community use zones.
2. Prepare conceptual plans, diagrams, and preliminary visualizations.
3. Coordinate with civil, landscape, and structural consultants for technical input.
4. Coordinate with venue operations consultants for financial analysis with revenue projections, cost analysis for maintenance and operational costs, and potential economic impact for the local economy.
5. Prepare a preliminary cost opinion and initiate early permitting coordination.

Phase 1, Task 4 – Stakeholder Engagement: **\$10,000.00**

1. Host one (1) community or stakeholder review session to present conceptual designs and gather public feedback.
2. Engage with historical, cultural, and civic committees as needed to ensure alignment with DeFuniak Springs' community identity.

Phase 1, Task 5 – Conceptual Design Clarification: **\$11,000.00**

1. Based on feedback from stakeholders, staff, and civic leadership, DAG and the consultant team will refine the preferred concept to deliver a final conceptual site plan including MEP, narrative, and design package to support CRA approval to proceed into Tasks 6-9.

Phase 2, Task 6 – Design Development: **\$48,000.00**

1. Translate the approved concept into a coordinated design development set.
2. Develop key systems such as grading, utilities, structural framing, MEP, lighting, and planting.
3. Coordinate acoustics, AV, and performance needs with specialty consultants.
4. Present to CRA for Design Development approval and authorization to proceed.

Phase 2, Task 7 – Construction Documents & Permitting: **\$80,000.00**

1. Produce full Construction Document sets across all disciplines.
2. Coordinate submittals at 30%, 60%, 90%, and 100% milestones for CRA and agency review.
3. Incorporate permitting requirements and support jurisdictional approvals.

Phase 3, Task 8 – Bid Phase: **\$6,000.00**

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and facilitate pre-bid clarifications.
3. Support bid evaluations and value engineering reviews as needed.

Phase 3, Task 9 – Construction Administration: **\$22,000.00**

1. Provide submittal reviews, responses to RFIs, and site observation to include all primary consultants such as structural and MEP.
2. Participate in regular coordination meetings during construction.

3. Issue field sketches and supplemental instructions as needed.
4. Conduct punch walks and final review for project closeout.

CONSULTANT TEAM

Our bundled proposal includes services from the following disciplines:

- **Architect (DAG Architects)** – Project leadership, facilitation, conceptual design, coordination
- **Civil Engineering (O’Connell Engineers fee detailed in O’Connell Proposal and Summary)** – Site evaluation, grading, stormwater, utilities
- **Structural Engineering (O’Connell Engineers fee detailed in O’Connell Proposal and Summary)** – Preliminary structural input for concept planning
- **Landscape Architecture (O’Connell Land Planning fee detailed in O’Connell Proposal and Summary)** – Site planning, planting zones, pedestrian experience
- **Surveyor (included within O’Connell Proposal and Fee)** – Boundary, topography, and utility survey
- **Geotechnical Engineer (included within O’Connell Proposal and Fee)** – Limited soils investigation and recommendations
- **MEP/FP Engineer (Mechanical, Electrical, Plumbing & Fire Protection)** – Design of backstage HVAC, plumbing for restrooms/concessions, power distribution and lighting systems.

Additional specialty consultants such as acoustics, lighting, branding, etc. are anticipated.

REIMBURSABLES & ADDITIONAL SERVICES OF THE ARCHITECT

Reimbursables are proposed on a not-to-exceed basis – not more than 5% of the fee for Total Basic Services, to be billed monthly as they are incurred.

If Additional Services are required of the Architect or Consultants, these services will be provided on an hourly basis at the attached rates.

NEXT STEPS

Upon acceptance of this proposal and fee agreement, we will coordinate scheduling of the kickoff session and initiate survey and site due diligence efforts. We anticipate delivering Tasks 1 through 5 in an 8-to-12-week timeline, depending on agency coordination and community availability. Work on Tasks 6 through 9 would start upon completion of the earlier Tasks.

We look forward to working alongside the CRA and the community to shape the future of this important public asset.

kindly,

A handwritten signature in black ink, appearing to be 'Levi Wiegand', written in a cursive style.

Levi Wiegand, AIA
Principal
DAG Architects

Accepted
by:

Date:

Attachments: DAG Hourly Rates, Fee Table and Schedule

2025 Hourly Billing Rates

Principal	\$225 - \$275
Associate Principal	\$150 - \$200
Senior Design Staff	\$135 - \$150
Design Staff	\$125 - \$135
Junior Design Staff	\$95 - \$135
Construction Administration	\$125 - \$150
Intern Architect	\$95
Administrative Staff	\$75 - \$150

**These rates are subject to periodic adjustment. All time is billed as quarter hours.*

DAG and O'Connell Fee Breakdown Per Task	
Phase I	
Task 1 – Kickoff & Listening Session	\$32,500.00
Architect	\$6,000.00
Civil Engineer	\$12,000.00
Surveying Consultant	\$9,500.00
Nova (Geotech)	\$5,000.00
Task 2 – Site Evaluation & Due Diligence	\$44,900.00
Architect	\$24,000.00
Civil Engineer	\$20,900.00
Task 3 – Conceptual Design & Programming	\$57,300.00
Architect	\$36,000.00
Civil Engineer	\$21,300.00
Task 4 – Stakeholder Engagement	\$18,400.00
Architect	\$10,000.00
Civil Engineer	\$8,400.00
Task 5 – Conceptual Design Clarification	\$27,600.00
Architect	\$11,000.00
MEP, S (Allowance for narrative and design input)	\$8,000.00
Civil Engineer	\$6,100.00
Branding, Wayfinding & Graphics Designer	\$2,500.00
Phase I Total	\$180,700.00
Phase II	
Task 6 – Design Development	\$164,600.00
Architect	\$48,000.00
MEP	\$22,000.00
Civil Engineer	\$74,600.00
Structural Engineer	\$20,000.00
Task 7 – Construction Documents & Permitting	\$206,000.00
Architect	\$80,000.00
MEP	\$43,000.00
Civil Engineer	\$61,000.00
Structural Engineer	\$22,000.00
Access Control Consultant (Door and Hardware)	\$2,500.00
Engineering Subconsultants (Survey, Geotech & Environmental – see note in civil proposal)	\$23,000.00
Phase II Total	396,100.00
Phase III	
Task 8 – Bid Phase	\$23,000.00
Architect	\$6,000.00
MEP	\$4,000.00
Civil Engineer	\$10,000.00
Structural Engineer	\$3,000.00

Task 9 – Construction Administration	\$79,000.00
Architect	\$22,000.00
MEP	\$15,000.00
Civil Engineer	\$27,000.00
Structural Engineer	\$8,000.00
Phase III Total	\$95,000.00
Total	\$671,800.00

BASIC DESIGN SERVICES FOR PHASE II AND III	
Mechanical, Electrical & Plumbing	\$84,000.00
Structural	\$53,000.00
Architectural	\$156,000.00
Civil	\$172,600.00
Engineering Subconsultants	\$23,000.00
Access Control Consultant (Door and Hardware)	\$2,500.00
Total	\$491,100.00

ADD SERVICES	
Legal Advisor (City Attorney Involvement)	\$2,500.00
Venue Operations & Market Consultant	\$20,000.00
Lighting Consultant	\$4,000.00
Stage Lighting & AV Consultant	\$5,500.00
Irrigation Consultant	\$6,000.00
Acoustic Consultant	\$8,000.00
Access Control & Security Consultant	\$5,000.00
Audio-Visual / Multimedia Integrator	\$7,000.00
Public Relations / Marketing Partner	\$2,500.00
Photographer / Rendering Artist	\$3,000.00
Total	\$63,500.00

PRODUCTION SCHEDULE

We would start work immediately upon receiving your authorization and would anticipate a process as outlined below.

Task 1: Kick off Listening Session	1 Week
Task 2: Site Evaluation & Due Diligence	3 Weeks
Owner Review	2 Weeks
Task 3: Conceptual Design & Programming Phase	4 Weeks
Owner Review	2 Weeks
Task 4: Stakeholder Engagement	2 Weeks
Task 5: Conceptual Design Clarification Phase	4 Weeks
Owner Review	2 Weeks
Task 6: Design Development Phase	4 Weeks
Owner Review	1 Week
Task 7: Construction Document Phase	8 Weeks
Owner Review	2 Weeks
Task 8: Bidding and Negotiation Phase	4 Weeks
Owner Review	2 Weeks
Task 9: Construction Administration Phase	12 Months

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 2502 N Rocky Point Drive Suite 400 Tampa, FL 33607	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: TeamAECertificate@usi.com														
INSURED DAG Architects, Inc. 1223 Airport Road Destin, FL 32541	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER B : Travelers Casualty and Surety Company</td> <td>19038</td> </tr> <tr> <td>INSURER C : Fireman's Fund Indemnity Corporation</td> <td>11380</td> </tr> <tr> <td>INSURER D : Kinsale Insurance Company</td> <td>38920</td> </tr> <tr> <td>INSURER E : Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Property Cas. Co. of America	25674	INSURER B : Travelers Casualty and Surety Company	19038	INSURER C : Fireman's Fund Indemnity Corporation	11380	INSURER D : Kinsale Insurance Company	38920	INSURER E : Travelers Indemnity Company	25658	INSURER F :	
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X	X	6800J802994	05/11/2025	05/11/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	BA7R792480	05/11/2025	05/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ RETENTION \$10000	X	X	CUP9254Y601	05/11/2025	05/11/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? ☒ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB9M967508	05/11/2025	05/11/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability			USF00794225	03/31/2025	03/31/2026	\$5,000,000 per claim
D	XS Professional			01002920051	03/31/2025	03/31/2026	\$5,000,000 annl aggr. \$2,000,000 Claim/Aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER

CANCELLATION

For proposal purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



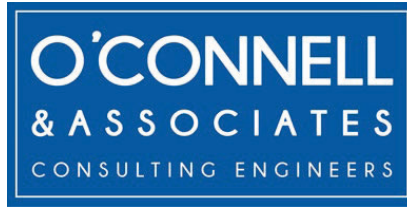


Exhibit C

June 6, 2025

DAG Architects
c/o Mr. Levi Wiegand
1223 Airport Road
Destin, Florida 32541

RE: John V. Lawson Amphitheater Redevelopment
Phase I, II, & III
Revised Professional Engineering Services Proposal

Dear Mr. Wiegand,

We are pleased to submit our proposal to provide civil, landscape, and structural engineering services in support of DAG Architects for the redevelopment of the John V. Lawson Amphitheater, on behalf of the City of DeFuniak Springs Community Redevelopment Agency (CRA) in Walton County, Florida, based on our understanding of the project scope and schedule.

This proposal includes two project phases, described in greater detail below:

- **Phase I** includes participation in a defined number of community workshops and meetings, an existing site evaluation, due diligence, conceptual design, programming support, stakeholder engagement, and finalization of the conceptual design.
- **Phase II** involves project meetings and site visits, preparation of civil, structural, and landscape design documents, design development, construction documentation, and permitting support.
- **Phase III** involves bidding assistance and construction administration.

The following tasks are included in our scope of work:

PH1 - TASK 1 CIVIL/LS – KICKOFF & LISTENING SESSIONS: **\$26,500.00**

During this phase, we will meet with the CRA and community to further understand the vision for the project and to assist the architect in preparing a conceptual plan for the CRA's review and approval. We will assist the architect with aligning the project vision to the site development requirements. These services are more accurately described below:

1. Attend a maximum of three different community workshops.
2. Consult with the surveying consultant (Gustin, Cothorn, & Tucker, Inc.) to locate all above-grade utilities/improvements, collect topographic information, locate all trees, locate all sewer manhole & cleanout inverts & pipe sizes, and locate all drainage structure inverts & pipe sizes within the proposed project limits (\$9,500 included in Task 1 total).
3. We will consult with the geotechnical engineering consultant (NOVA) to complete four hand augers and one Double Ring Infiltrometer (DRI) test in strategic locations within the proposed project limits (\$5,000 included in Task 1 total).
4. Review available drawings and documents, perform a preliminary site inspection to familiarize ourselves with the existing property, gather basic dimensional information, and collect other site data specific to the project.
5. Attend one project kick-off meeting.
6. Assist the architect with conceptual design documents as needed.

PH1 - TASK # 2 CIVIL/LS – SITE EVALUATION & DUE DILIGENCE: \$20,900.00

1. Compile all available drawings, reports, and base data including survey, utility records, aerials, and geotechnical reports.
2. Conduct a site walk to validate critical site conditions, identify visible constraints, and document observations related to drainage, grading, and access.
3. Evaluate existing utility availability (water, sewer, storm) for potential reuse, including coordination with utility providers and review of record drawings.
4. Assess potential points of connection, system capacity, and any anticipated upgrades or extensions that could impact development feasibility.
5. Analyze preliminary drainage patterns, existing basins, and on-site low points to inform early stormwater design strategy.
6. Review survey and geotechnical data to confirm feasibility of infiltration-based or surface-based stormwater solutions.
7. We will complete a due diligence of the conceptual plan based on all complied information.

PH1 - TASK #3 CIVIL/LS – CONCEPTUAL DESIGN & PROGRAMMING: \$21,300.00

1. Coordinate with the architect during the conceptual design.
2. Prepare a rough order of magnitude cost estimate (ROMCE).
3. Prepare exhibits as needed during this task.

PH1 - TASK #4 CIVIL/LS – STAKEHOLDER ENGAGEMENT: \$8,400.00

1. Attend a maximum of two community workshops and assist the architect in preparing any additional exhibits that may be required for the CRA.

PH1 - TASK #5 CIVIL/LS – CONCEPTUAL DESIGN CLARIFICATION: \$6,100.00

1. Attend a maximum of two client meetings.
2. Assist the architect with any additional exhibits that may be needed for the final package.

PH2 TASK #6 CIVIL/LS – DESIGN DEVELOPMENT \$74,600.00

1. Consult with the surveying consultant (Gustin, Cothorn, & Tucker, Inc.) to locate additional information within the proposed survey limits to support the approved conceptual plan.
2. Consult with the geotechnical engineering consultant (NOVA) to explore subsurface soil conditions and provide a summary report complete with recommendations necessary for the design of mass grading and infrastructure, including underground utilities, and an on-site stormwater management system.
3. Consult with the environmental consultant to estimate and evaluate the project's significant short-term and long-term effects on the quality of the environment and identify ways to minimize, mitigate, or eliminate these effects and/or compensate for their impacts.
4. Based on the results of the geotechnical report, we will develop a preliminary stormwater management system design and perform corresponding modeling necessary to:
 - a. Delineate Stormwater Drainage Basin and Prepare Basin Map
 - b. Determine Hydrologic Parameters (Runoff / Time of Concentration Values)
 - c. Determine Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, etc.)
 - d. Build Hydrologic/Hydraulic Model
 - e. Conduct Necessary Simulations to Obtain Stormwater Design Requirements
 - f. Produce Input / Output Reports of Preliminary Simulation
 - g. Estimate fill volumes
5. Develop a preliminary site plan that includes but is not limited to, hardscape, horizontal and vertical

alignments, stormwater collection, conveyance and management facility locations, rights-of-way, underground utility alignments, and setbacks.

6. Perform detailed site grading, roadway, and parking layout, paving and curbing, and utility design, including potable water distribution pipelines, gravity sewer, sewer lift station, and fire water. This phase shall be based on a site geometry plan developed in the SD phase.
7. Based on the results of the geotechnical report, we will review the preliminary design and perform the engineering work necessary to confirm the stormwater management system design, which includes the following hydrologic and hydraulic modeling information:
 - a. Drainage Basin and Basin Map
 - b. Hydrologic Parameters (Runoff / Time of Concentration Values)
 - c. Hydraulic Parameters (Pipe Sizes, Manning's Coefficients, etc.)
 - d. Hydrologic/Hydraulic Model
 - e. Simulations Necessary to Obtain Stormwater Design Requirements
 - f. Input / Output Reports of Final Simulation
7. Develop a stormwater management report and corresponding exhibits for review and approval by the City planning staff and their engineering consultants. This report shall include, at a minimum:
 - a. Introduction and Methodology
 - b. Existing Conditions Discussion
 - c. Proposed Conditions Discussion
 - d. Hydrologic/Hydraulic Modeling Discussion
 - e. Conclusions/Recommendations
8. Assist in presenting to CA for Design Development approval and authorization to proceed.

PH2 - TASK #6 STRUCTURAL – DESIGN DEVELOPMENT: \$20,000.00

1. Participate in a project kick-off meeting with the design team and prepare a written narrative of the project, which shall include, at a minimum, descriptions of dimensional information and other pertinent loading data, structural foundations, floors, walls, and roof systems, and other design criteria and services necessary to provide a complete project. We will also prepare illustrations necessary to define the general scope, scale, and relationship of project components for review by the Client and their designees.
2. Based on feedback from the Client and Architect, we will refine the structural design, collect additional information, and perform the detailed structural engineering services necessary to develop detailed design calculations and design specifications for the structural foundations, floors, walls, and roof systems. The structural design will be completed using state-of-the-art engineering computer software capable of performing three-dimensional finite element analysis, and all calculations will be sealed by a Professional Engineer licensed in the State of Florida.
3. Develop a compilation of structural details necessary to provide 65% ($\pm$) complete drawings, documents, and specifications. This design phase is based on the architectural drawings provided upon commencement of engineering services, and all design decisions completed during this phase are to prepare construction documents. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided with O'Connell & Associates title block and letterhead.

PH2 TASK #7 CIVIL/LS – CONSTRUCTION DOCUMENTS & PERMITTING: \$61,000.00

1. Develop a compilation of working drawings, documents, and specifications necessary for contractors to estimate project costs and construct the work. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided on O'Connell & Associates title blocks and/or letterhead. Drawings shall include, at a minimum:
 - a. Cover Sheet
 - b. General Notes and Specification Sheets
 - c. Existing Conditions Plan and Erosion Control Plan

- d. Demolition and Preservation Plan
 - e. Site Geometry Plan
 - f. Paving Plan and Profiles
 - g. Grading and Drainage Plan(s) and Sections
 - h. Site Utility Plans and Profiles
 - i. Fire Water, Potable Water and Sanitary Sewer and Lift Station Design
 - j. Landscape Plan
 - k. Hardscape Plan
 - l. Construction Details
2. Attend one (1) pre-application meetings with the City Planning staff to review the preliminary site plan and determine what additional planning and development issues need to be addressed to develop complete Minor Development Order applications.
 3. Preparing the necessary Environmental Resource Permits (ERP) applications for stormwater management systems regulated by the Northwest Florida Water Management District (NFWFMD) and/or the Florida Department of Environmental Protection (FDEP).

PH2 TASK #7 STRUCTURAL – CONSTRUCTION DOCUMENTS & PERMITTING: \$22,000.00

1. Based on feedback from the Owner and Architect, we will complete the structural design and perform the detailed structural engineering services necessary to develop final working drawings of the structural foundations, floors, walls, and roof systems. All drawings, documents, and specifications requiring an engineering seal and signature shall be provided with an O'Connell & Associates title block and/or letterhead.

PH2 SUB-CONSULTANTS: \$23,000.00

During design development and permitting surveying, geotechnical engineering and environmental services will be required. The exact scope of the services will be determined before Phase II commences.

PH3 TASK #8 CIVIL/LS – BID PHASE: \$10,000.00

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and pre-bid clarifications.
3. Support Bid evaluations and value engineering reviews as needed.

PH3 TASK #8 STRUCTURAL – BID PHASE: \$3,000.00

1. Assist in preparing bidding packages and contractor outreach.
2. Respond to RFIs and pre-bid clarifications.
3. Support Bid evaluations and value engineering reviews as needed.

PH3 TASK #9 CIVIL/LS – CONSTRUCTION ADMINISTRATION: \$27,000.00

1. During construction, we will provide engineering assistance, which shall include construction observation and reporting, answering contractor questions, interpreting technical specifications, attending weekly coordination meetings, reviewing shop drawings, and evaluating test reports and/or field changes in accordance with the contractor's needs.

PH3 TASK #9 STRUCTURAL – CONSTRUCTION ADMINISTRATION:

\$8,000.00

1. During construction, we will provide engineering assistance, which shall include construction observation and reporting, answering contractor questions, interpreting technical specifications, attending weekly coordination meetings, reviewing shop drawings, and evaluating test reports and/or field changes in accordance with the contractor's needs.

ASSUMPTIONS AND EXCLUSIONS

- Total project area is approximately two (2) acres.
- The amphitheater will include:
 - An approximately 4,000 SF enclosed building.
 - Public restrooms and support spaces.
 - Terraced and lawn seating for up to 2,500 guests.
- Approximately 17 ADA-compliant parking spaces will be located on-site (assumed to be along Circle Drive within the survey limits).
- All remaining parking (approximately 850 spaces) will be off-site within the city's downtown corridor; design and permitting for off-site parking are excluded.
- ADA-accessible routes will be contained within the project boundaries and utilize switchback ramps.
- All improvements, except ADA parking, are located within the project site.
- Existing water and sanitary sewer services to the current restrooms are assumed to be adequate for reuse and extension to the new facilities.
- Existing utilities will not require additional permitting through FDEP.
- Stormwater management will comply with current code and utilize standard swales, retention/detention, and/or underground systems such as StormTech chambers.
- No design or permitting of off-site utilities, roadways, or stormwater infrastructure is included.
- Subconsultant services included only for tasks outlined in the scope:
 - **Surveyor:** Gustin, Cothorn, & Tucker, Inc.
 - **Geotechnical:** NOVA Engineering
 - **Environmental:** TBD based on CRA direction
- Additional fieldwork (e.g., wetland delineation, threatened species analysis, or utility test pits) will require a change order.
- Surveying services do **not** include construction or post-construction services.
- Permitting support is limited to:
 - Major Plan Review (City of DeFuniak Springs)
 - Environmental Resource Permit (NFWFMD)
 - Coordination with FDEP for stormwater, if needed
- No involvement anticipated with:
 - Florida Department of Transportation (FDOT)
 - U.S. Army Corps of Engineers (ACOE)
 - Florida Fish and Wildlife Conservation Commission (FWC)
 - U.S. Fish & Wildlife Service
- No wetland impacts are anticipated; therefore, dredge and fill permitting through FDEP or ACOE is excluded.
- No improvements or permitting within the railroad right-of-way are included.
- Permit application fees, regulatory review fees, and other third-party agency charges are excluded.
- Design and permitting are limited to features within the defined project boundary.
- No Future Land Use (FLU) or Zoning amendments are included.
- The following services are **excluded**:
 - Mechanical, Electrical, and Plumbing (MEP) engineering

- Traffic engineering
- Lighting design
- Acoustic or audiovisual systems design
- Design or permitting of off-site roadway or utility connections
- Any services not explicitly outlined in the proposal
- Construction administration includes eight (8) scheduled site visits.
- Unscheduled or emergency site visits and additional meetings will be billed as extra services.

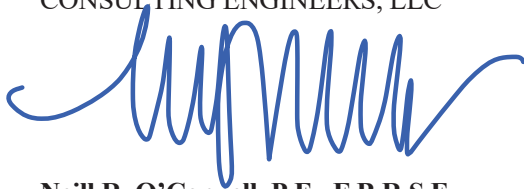
For additional services that are not specifically included within the Scope of Work outlined above we propose to apply an hourly rate in accordance with our current FEE PLAN (attached).

The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineers estimate of the percentage of work completed during the billing period, plus reimbursable expenses, which include, but are not limited to, meetings or other engineering services not specifically outlined within the Proposal, consultants fees (such as a land surveyor or geotechnical engineer), equipment rentals, copies, prints, scans, and other reproductions, if any.

Thank you for considering us for this project. We look forward to hearing from you soon.

Sincerely,

O'CONNELL & ASSOCIATES
CONSULTING ENGINEERS, LLC



Neill R. O'Connell, P.E., F.B.R.S.E.
President

File: 25-06-06 Eng Services Proposal – DeFuniak Amphitheater

TASK ORDER NO. 25-02-CRA
PROFESSIONAL ENGINEERING SERVICES
FOR **Downtown Alleyway Improvement Project**

1. BACKGROUND

The CRA requires engineering services for a comprehensive design project focused on the downtown alleyways between 4th and 11th Street with the goal of enhancing infrastructure reliability, safety, and overall aesthetics in the downtown area. The project will include the design and coordination of stormwater improvements, conversion of aerial utilities to underground systems, pavement, and alleyway street lighting. In addition to design services, the scope will include bid support and construction administration to ensure successful implementation and project oversight.

2. SCOPE OF SERVICES

Scope of services shall consist at a minimum of the following engineering design services:

- Survey
- Conceptual design(s)
- Design
- Permitting
- Bid Support Services
- Construction Administration Services

3. DELIVERABLES

Deliverables shall consist at a minimum of the following:

- Survey(s)
- Conceptual Design and Engineer's Opinion of Cost
- 30% Preliminary Design Plans
- 60% Complete Design Plans and Engineer's Opinion of Cost
- 90% Complete Design Plans and Engineer's Opinion of Cost
- Prepare and submit applicable permit applications
- 100% Final Plan Set, Specifications, and cost estimate

Consultant shall be available to meet with CRA Staff at each submittal and as necessary to complete the project. All submittals to the CRA should be provided in a digital format and include two hard copies.

4. SCHEDULE

45 days from Notice to Proceed

- Provide surveys

60 days from Notice to Proceed

- Provide conceptual design(s)
- Attend two public workshops to discuss concept(s) with the public at large

120 days from Notice to Proceed

- Submit 30% Plan Set for review and approval to CRA/City

150 days from Notice to Proceed

- Submit 60% Plan Set, Specifications, and cost estimate for review and approval to CRA/City

180 days from Notice to Proceed

- Submit 90% Plan Set, Specifications, and cost estimate for review and approval to CRA/City

210 days from Notice to Proceed

- Submit 100 % Final Plan Set and permit package to CRA/City for review and approval

240 days from Notice to Proceed

- Assist CRA with bidding of projects

280 days from Notice to Proceed

- Provide construction administration services

Consultant to respond to the CRA with a sufficient response to any requests for additional information (RAI) on the permit package from the permitting agency within 15 working days of receipt of request from the County.

Upon Receipt of all applicable permits

- Provide to the CRA signed and sealed 100% Plan Set & Specifications & all supporting design documentation

4. COMPENSATION

Provide not to exceed detailed manhour estimate based on above-described scope of services and continuing engineering services approved rate schedule.

5. OTHER PROVISIONS

Permitting by Engineer

Permit Fees by CRA

Boundary & Topographic Survey by Engineer

Geotechnical by Engineer

Task Work Order by: _____

Joshua R. Ervin
Executive Director

Date: _____

Proposal Approval by: _____

CRA Board Chairman

Date: _____

Board Approved on: _____

June 24, 2025

**DeFuniak Springs Community Redevelopment Agency
Attn: Joshua Ervin
694 Baldwin Avenue, Suite 4A
DeFuniak Springs, Florida 32435**

Sent via email for Distribution: cradirector@defuniaksprings.net

**RE: 4th Street to 11th Street Alleyway Improvements
Professional Design, Permitting, Bidding and Construction Administration/ Inspection
Scope of Services**

Dear Mr. Ervin,

Anchor Construction, Engineering, and Inspection, Inc. (Anchor) is pleased to provide DeFuniak Springs Community Redevelopment Agency (DFS-CRA) with our scope of services for professional design, permitting, bidding, and construction administration/inspection services for the proposed alleyway improvements between 4th Street and 11th Street in downtown DeFuniak Springs.

BACKGROUND

The subject alleyway is approximately 20 feet wide and is between and parallel to East Nelson Avenue and Baldwin Avenue and between 4th Street and 11th Street. The total length of the alleyway is approximately 2,600 feet. The alleyway is lined by buildings, parking lots, and open space.

Based on conversations with the City and Task Order No. 25-02-CRA, the goal of this project is to enhance infrastructure reliability, safety, and overall aesthetics in the downtown area. The project will include the design, permitting and coordination of stormwater improvements, conversion of aerial utilities to underground systems, replacement of all existing underground utilities, new pavement, and alleyway street lighting. In addition, Anchor proposes to provide bidding and construction administration and inspection services as outlined herein. The City provided Anchor with a topographic survey completed by Dewberry in 2023. Anchor has assumed that this survey is accurate and usable; therefore, professional survey services are not included in this scope of services.

SCOPE OF SERVICES

Task 1 – Preliminary Investigation and Layout

For this task, Anchor will perform the following:

- ❖ Conduct a site visit to the parcel to evaluate the existing site conditions.
- ❖ Obtain permits, CAD drawings, and any other information from DFS-CRA which was previously prepared for the area.
- ❖ Gather preliminary site information from a desktop investigation and other available means to include GIS-supplied rough topographic data, soil data, historical site information, general geotechnical information, etc.
- ❖ Evaluate local and state agencies to determine permitting requirements.

Task 2 – Conceptual, Preliminary and Final Design Development

Anchor will assist the DFS-CRA in designing the proposed street improvements that will be in compliance with applicable state and federal design standards. This task includes the design of the following: alleyway stormwater management system, wastewater collection and services, water main and services, gas line, new roadway design, coordination with other 3rd party utilities and lighting coordination. A civil plan set including plan sheets for Existing Conditions and Demolition, Site Layout, Roadway Design, Erosion Control, Stormwater Management and a Utility Plan will be prepared to local jurisdiction standards.

Anchor will provide a conceptual site plan to obtain feedback from the DFS-CRA in order to gain insight into the direction of the design. Anchor will prepare Preliminary Plans at the 30%, 60%, and 90% design stage for DFS-CRA feedback as the design progresses and will prepare the Final Plans to the DFS-CRA that are signed and sealed by a Professional Engineer in the State of Florida.

All final documents will be signed and sealed by a Florida-Registered Professional Engineer. The civil drawing set will include sufficient detail for a contractor to provide an accurate cost and to construct the proposed development as intended by Anchor and the DFS-CRA.

A copy of the signed and sealed 100% Final Design Drawings and Drainage Report will be provided to the DFS-CRA.

Task 3 – Utility Design and Permitting (Tasks 3.a to 3.c)

Anchor will evaluate the existing underground utilities including water, sewer, and gas mains. The evaluation will be based on field observations and information provided by the City including CCTV of the sewer main completed by the City. We have assumed that the water, sewer, and gas mains will be replaced the full length of the project. Therefore, this proposal includes the design and permitting of the water, sewer, and gas mains.

The gas main design will be performed by a third-party consultant. Anchor will coordinate the relocation of these utilities with the relocation of the overhead utilities being done by others.

Task 4 – Boundary and Topographical Surveying (By Others)

Anchor will subcontract with a Florida-registered professional land surveyor to perform a boundary and topographic survey which will include topographical elements that may be used during the design phase.

Task 5 – Geotechnical Services

Anchor shall coordinate with a State of Florida Registered Geotechnical Engineer to perform five 4-inch diameter pavement cores including patch repair and five 5-foot-deep auger borings beneath the cores.

The Geotechnical Engineer will provide a signed and sealed Engineering Evaluation and Report will include core thickness, base thickness, groundwater levels, if encountered, and profile of soil conditions beneath the pavement areas.

Task 6 – Streetscaping Services

Anchor shall coordinate with a State of Florida Registered Landscape Architect who will incorporate minimal aesthetic features into the design to enhance pedestrian access and comfort while maintaining vehicular use and solid waste collection. Potential improvements may include vertical container plantings, or fence plantings, varied pavement materials, innovative stormwater conveyance, screening for trash receptacles and/or air units, lighting, artwork or additional wall murals, and other features that align with building structures and the available space.

Task 7 – Bidding Phase

Anchor shall assist the DFS-CRA in the following bidding and procurement tasks:

- ❖ Developing a cost estimate.
- ❖ Advertising the Bid with North Florida Daily News or other approved media outlet.
- ❖ Maintaining a Plan Holder's list.
- ❖ Posting plans and specs to the City's website.
- ❖ Responding to Requests for Information from Bidders.
- ❖ Issuing addenda, as necessary.
- ❖ Attending Bid Opening.
- ❖ Reviewing bids received.
- ❖ Preparing Recommendation of Award for City Council approval.
- ❖ Preparing and coordinating the execution of the Contract Documents between the City and the awarded Contractor.
- ❖ Preparing a hard copy and digital copy of the Plans and Specifications for the City and Contractor.

Task 8 – Construction Administration and Inspection Services

Anchor will provide the following construction administration and inspection services throughout the duration of construction:

- ❖ Periodic onsite inspection as pre-determined by the DFS-CRA and Anchor.
- ❖ An inspector that is CTQP certified.
- ❖ A daily inspection log via the Raken® software that will include weather conditions, site conditions, crew on site, quality review, safety review, etc. This log will be completed by the inspector while on-site. These logs will be distributed weekly.
- ❖ A verification of quantities will be provided by the inspector to confirm quantities submitted by the Contractor during Payment Applications reviews.
- ❖ Assistance with any on-site issues that may arise during construction will be addressed by the inspector while on-site.
- ❖ Scheduling, preparing the agenda, hosting, and transcribing minutes of the pre-construction and progress meetings.
- ❖ Review and tracking of Contractor Submittals.
- ❖ Review and tracking of Requests for Information.
- ❖ Preparing and tracking of Change Directives/Change Orders.
- ❖ Reviewing and tracking of Pay Applications submitted by Contractor.

- ❖ Submitting inspection reports to selected parties on a weekly basis.
- ❖ Logging of rain days or other days requested by Contractor.
- ❖ Close-out documentation.

Construction Administration and Inspection Services include 8 hours of project management time, 40 hours of inspection time, and 6 hours of administrative time per month.

If more time is needed than the allotted time, additional fees may apply.

Task 9 – Lighting and Electrical Coordination

Anchor will assist the DFS-CRA with coordinating the lighting and, if necessary, the electrical design of the lighting system. Please note that this fee does not include any electrical design or photometric studies. If the DFS-CRA chooses to lease lights from Florida Power & Light (FPL), Anchor will assist in coordinating and negotiating with FPL and will indicate light pole locations on the civil drawings. If other lighting is chosen, Anchor will assist in obtaining proposals for electrical engineering design of the lighting system.

PROFESSIONAL SERVICES FEES

The cost for Tasks 1 through 6 listed above shall be completed for a not-to-exceed amount of **\$129,700** as detailed below. The cost of Task 8 will be based on a monthly not-to-exceed amount of **\$7,800** as detailed below. The cost of Task 9 will be billed at Anchor's standard hourly rates with a not-to-exceed amount of \$3,000.

Task 1	Preliminary Investigation & Layout	\$14,400
Task 2	Preliminary and Final Design Development	\$35,900
Task 3a	Utility Design and Permitting – Sewer	\$22,000
Task 3b	Utility Design and Permitting – Water	\$9,000
Task 3c	Utility Design and Permitting – Natural Gas	\$15,830
Task 4	Boundary and Topographic Survey (By Others)	\$16,500
Task 5	Geotechnical Services (By Others)	\$3,080
Task 6	Streetscaping Services (By Others)	\$8,690
Task 7	Bidding Phase	\$4,300
Grand Total		\$129,700

Task 8 Construction Administration and Inspection Services \$7,800/month
Billed at a monthly not-to-exceed amount of \$7,800.00. This includes the Work and Time allotted in Task 5. If additional services are required or requested by the DFS-CRA, additional monthly fees may apply.

Task 9 Lighting and Electrical Coordination Hourly, Not-To-Exceed \$3,000

EXCLUSIONS/ADDITIONAL SERVICES

Services may be required that exceed or are not listed in the scope of services outlined above. Those tasks will only be undertaken with prior authorization as an amendment to this contract. Additional services include but are not limited to:

- ❖ Professional Surveying Services
- ❖ Stormwater Detention Design

- ❖ All other civil engineering and design services specifically not listed above
- ❖ Traffic and Transportation Analyses or Studies
- ❖ Permit Application Fees
- ❖ Landscape and Irrigation Design (beyond the tasks described above)
- ❖ Flood Study/Modeling
- ❖ Cable, internet, etc. Design
- ❖ Offsite Utility or Street Improvements
- ❖ Structural Design
- ❖ Phases I or II ESAs.
- ❖ Lighting and/or Photometric Plan.

REIMBURSABLE EXPENSES

The following reimbursable expenses may be recovered by Anchor at cost: Prints, Copies, Courier Services, Certified Mail, Permits Application Fees, etc.

ATTACHMENTS

If you agree with the scope of services as referenced above, please execute the attached **Task Order (Exhibit A)** between DFS-CRA and Anchor and return a scanned copy to us as our Notice to Proceed for this important project.

CLOSING

We appreciate the opportunity to provide you our scope of services for this important improvements project. If you have any questions, please e-mail me at bosborn@anchorcei.com.

Sincerely,
Anchor Consulting Engineering and Inspection, Inc.



Bryan Osborn, P.E.
Senior Project Manager

Copy: Ms. Elizabeth S. Moore, P.E., President, Anchor (via e-mail at emoore@anchorcei.com)
Ms. Brittany Trumbull, P.E., Vice President (via e-mail at btrumbull@anchorcei.com)
Ms. Mandy O'Regan, Anchor (via e-mail at moregan@anchorcei.com)

Attachments: Exhibit A: Task Order

ATTACHMENT A

COMBINED TASK ORDER AND NOTICE TO PROCEED

Reference is made to that certain AGREEMENT FOR PROFESSIONAL SERVICES between the CITY OF DEFUNIAK SPRINGS and ANCHOR CEI, INC. (Consultant) dated May 19, 2025 (the "Agreement"), the terms, conditions, and definitions of which are incorporated herein as if set forth in full.

Pursuant to the Agreement, Consultant agrees to perform the specific tasks set forth upon incorporated proposal letter dated June 24, 2025, relating to **4th Street to 11th Street Alleyway Improvements**.

Consultant's total compensation shall be a **lump sum amount of \$129,700 for Tasks 1 through 7, a monthly not-to-exceed amount of \$7,800 for Task 8, and a not-to-exceed amount of \$3,000 for Task 9** as detailed in the scope of services attached to and made part of this Task Order.

Work shall begin upon receiving a signed task order from the CRA.

There are no additional rights and obligations related to this Task Order other than as specified in the Agreement.

Upon execution of this task order by both Consultant and the CRA, Consultant is directed to proceed.

Parties have caused these presents to be executed in their names on the date shown.

ANCHOR CONSULTING ENGINEERING AND INSPECTION, INC.



June 24, 2025

Elizabeth S. Moore, P.E.
President

Date

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY

Joshua Ervin
Executive Director

Date

04 March 2025

To: Joshua R. Ervin, Executive Director
DeFuniak Springs Community Redevelopment Agency
CC: Jennifer Steele, CAA; Michelle Touchstone, CAA
From: Bradley C. Touchstone, FAIA
Regarding: Redevelopment of 27 Crescent Drive

Josh,

Thanks for taking time to meet and discuss the redevelopment of the building at 27 Crescent Drive. I understand that there is a desire to rehabilitate the building to accommodate Center for the Arts by the Cultural Arts Alliance of Walton County. The functions for the renovated space will include a gallery, flex teaching spaces, pottery studio, social events space and offices. The renovation will also respect the history of the building and the community of DeFuniak Springs.

The following outlines the steps that will be necessary to develop a set of design drawings can be used for permitting, pricing and construction:

SCOPE OF WORK:

- AR-1 As-Built Drawings – Develop a 3D digital model of the existing building. This will serve as the basis for all design improvements and construction drawings.
- AR-2 Preliminary Concept Plans for improvements to the building. Improvements include:
 - Gallery Space
 - Art Studio Space
 - Flex Teaching Space
 - Bathrooms
 - Office
 - Break/ Catering Kitchen
 - Outdoor Covered Plaza Area
 - Storage
 - ADA Parking
- AR-3 Concept Development Plans refinements to the concept plans based on input from the CRA and CAA.
- AR-4 Agency Coordination with the City of DeFuniak Springs
- AR-5 Permit and Bidding Drawings for the improvements listed above (Including structural engineering but excluding Civil Engineering)

My fee for this scope of work is as follows:

AR-1	As-Built Drawings	\$2,250
AR-2	Preliminary Concept Plans	\$6,500
AR-3	Concept Development Plans	\$5,000
AR-4	Agency Coordination	\$500
AR-5	Permit and Bidding Drawings	\$12,000 (includes structural engineering)
Total		\$26,250

Exclusions and Assumptions:

1. Services do not include Mechanical or Electrical Engineering. The Contractor will be responsible for sizing of final mechanical systems and electrical service
2. If a sprinkler system and/or a fire protection system is required, plumbing/ mechanical engineering will be provided under a separate contract
3. Civil Engineering design for parking/ landscape design and stormwater will be provided under a separate contract.
4. CRA/ CAA will be responsible for selecting final interior colors and finishes

If you agree with this proposal, I will prepare a more detailed Owner – Architect Agreement for your review and execution.

Thank you for this opportunity,



Bradley C. Touchstone, FAIA

PROPOSAL FOR PROFESSIONAL SERVICES FOR

ARCHITECTURAL DESIGN SERVICES

THE DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
27 CRESCENT DRIVE

May 30, 2025



DAG
Architects



1223 Airport Road
Suite 104
Destin, FL 32541

DAGarchitects.com

May 30, 2025

Joshua R. Ervin, Executive Director
DeFuniak Springs CRA
694 Baldwin Avenue
DeFuniak Springs, FL 32435

Re: Proposal for 25-01-CRA – Architectural Design Services
27 Crescent Drive

Dear Mr. Ervin and Members of the CRA Board,

Thank you for the opportunity to submit our proposal for architectural design services at 27 Crescent Drive. At DAG Architects, we see this project not only as a transformative reuse of a historic property, but as a key piece in the continued revitalization of downtown DeFuniak Springs.

DAG Architects brings a proven track record of successful collaboration with the City of DeFuniak Springs, demonstrating a deep understanding of your community's vision and momentum. As the team currently assisting with the redevelopment of the John V. Lawson Amphitheater, we're fully engaged in the city's vision and growth strategies. This includes building a strong working relationship with Jennifer Steel, President and CEO of the Walton County Cultural Arts Alliance. We also have a thorough familiarity with the recent parking study, and we see this historic building project as an opportunity to seamlessly integrate with a broader community-wide planning effort. By designing with awareness of these surrounding initiatives, we can help amplify downtown synergies and support a vibrant cultural and civic core.

Our long-standing commitment to DeFuniak Springs and Walton County is also evident in past contributions, including the library addition, master planning initiatives, and support for the building department. This history reinforces our dedication and established trust within the community. We recognize the significant potential for multi-use in this historic building, whether as an Arts Center, a hub for multiple tenants, or a space for workshops. Our expertise lies in designing flexible spaces that can adapt to diverse programmatic needs, ensuring the building's long-term viability and impact. We believe this project presents a unique opportunity to "author the future" you envision for the city.

DAG brings deep experience in adaptive reuse and downtown revitalization, specializing in the sensitive restoration of historic buildings. Our portfolio includes the Molina Community Center in Escambia County, a landmark from the 1930s that we meticulously restored, and the transformation of Panama City's City Hall within the 1952 Trusmark Building. These projects demonstrate our ability to deliver both architectural beauty and significant economic impact while honoring a structure's unique history. We understand how to balance preservation with modern functionality, particularly within historic districts where every decision resonates through the community. We're proud of our past contributions, including the library restoration in the 1980s, and we're committed to continuing this legacy.

We are also architects who listen, and value collaboration. With a long-standing commitment to education and the arts, our team is enthusiastic about working alongside the Walton County Cultural Arts Alliance, the CRA, and potential future users of the building to ensure the space supports galleries, teaching studios, public programming, and the kinds of interactions that define vibrant communities.

Thank you again for considering our proposal. We would be honored to help reimagine 27 Crescent Drive and contribute to the exciting momentum already underway in downtown DeFuniak Springs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Levi Wiegand", written over a light blue circular stamp.

Levi Wiegand, AIA, NCARB
Principal
D 850.337.6445 | C 850.708.2551



Contents

1

Qualifications

4

Proposed Budget

2

References

5

Appendix: Team Resumes

3

Project Approach



Martin Theatre | Panama City, FL

1

Qualifications

1 Qualifications

Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the location of the office that would manage this project.

Dedicated to Improving the Built Environment for Over 40 Years.

DAG Architects began as two designers in a small local Destin, Florida office in 1981. Today, we are a full service design firm employing architecture professionals in six offices across the southeast. We are a regional architecture leader, delivering design excellence for local governments, school districts, developers, tenants, and many other client types. **For your project, our Destin office will provide architectural design services.**

DAG Architects is a full-service design firm with 90+ professionals in six Southeastern offices. As a regional architecture leader, our growth and success has come from our purposefully diverse practice. Our projects are functional, meet budget expectations, and last for generations.

Our portfolio includes award-winning projects for municipal buildings, cultural centers, public safety facilities, retailers, libraries, educational facilities, healthcare, homeowner associations, retirement communities, private residences, multi-family, hospitality, and business offices.

Our design expertise is applied through master planning, programming, feasibility studies, schematic design, design development, interior architecture, and construction administration and management.

By the Numbers

90+
Employees

6
Locations in the Southeast

44
Years of Experience



Office Locations



Client#: 1049223

DAGARC

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 2502 N Rocky Point Drive Suite 400 Tampa, FL 33607		CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED DAG Architects, Inc. 1223 Airport Road Destin, FL 32541		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Travelers Property Cas. Co. of America	
		INSURER B : Travelers Casualty and Surety Company	
		INSURER C : Allianz Underwriters Insurance Company	
		INSURER D : Kinsale Insurance Company	
		INSURER E : Travelers Indemnity Company	
		NAIC #	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

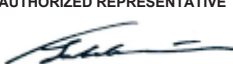
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X	X	6800J802994	05/11/2024	05/11/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	BA7R792480	05/11/2024	05/11/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000	X	X	CUP9254Y601	05/11/2024	05/11/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB9M967508	05/11/2024	05/11/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability			USF00794224	03/31/2024	03/31/2025	\$5,000,000 per claim \$5,000,000 annl aggr.
D	Excess Liab-			01002920050	03/31/2024	03/31/2025	\$2,000,000 Claim/Aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER

CANCELLATION

For proposal purposes	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03) 1 of 1
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MRLEW



Molino Community Center | Escambia County, FL

2

References

2 References

List three recent clients for whom similar or comparable services have been performed. Include the name, mailing address and telephone number of their principal representative. Describe, in detail, each projects' outcomes and the process your company took to achieve those outcomes.

MOLINO COMMUNITY CENTER

Escambia County, FL



This historic elementary school built in 1939 as part of Roosevelt's Works Progress Administration (WPA) had been vacant for years, when it was purchased by the County and renovated to provide a community center, library and local historical society museum. The North End of Escambia County is primarily rural, so this complex brings greater access to community and governmental services to the formerly underserved area. DAG team members met with key city departments and many user groups throughout the design process, and attended meetings of the historical society to become attuned to the meaningful place the old Molino School held in the community. While renovating to accommodate the new programs, building elements were carefully selected to be consistent with the historic nature of the structure. The building's mechanical, electrical, and plumbing systems were completely redone, and the facility upgraded to meet ADA and life safety codes.

Other Escambia County public offices became interested in consolidating to this central location, and a new complementary office building for the County Tax Collector and Property Appraiser was constructed on the campus. This 7,000 square foot building received a rating of Two Green Globes for sustainability, the equivalent of LEED Silver.

Completion

2012

Size

22,945 SF

Project Scope

Architectural Design, Construction Documents, Renovation & Remodel

Reference Contact

David Wheeler
County Commissioner
P: (850) 595-3190

Post Office Box 323

Gonzalez, Florida 32560

January 7, 2012

To Whom It May Concern:

It is indeed a pleasure to write a letter of recommendation for DAG Architects, Inc. As a member of the Mid County Historical Society, the group which represents concerned citizens from the Molino community, I have worked closely with members of this firm as they designed the renovation plans for the Old Molino School Project. This firm has involved our entire group in various aspects of planning this project.

David C. Luttrell from this firm has worked especially closely with our group. He requested any old photos that we had that showed the exterior of the building or the interior of the building. Also, he asked us to accompany him on more than one tour of the building as he asked questions and listened to our answers of how the building looked when we went to school there. We pointed out features that we remembered as always being there and features that had changed over the years. He shared the architectural plans and then listened to our opinions about possible changes. He kept our group regularly informed of any progress or changes. I feel that we have been involved throughout the entire project.

The members of DAG Architects, Inc. are extremely easy to work with. They listen and care what the citizens have to say about the project they are designing. I highly recommend this architectural firm.

Sincerely,



Ruth Gordon

Member of Mid County Historical Society

CITY OF PENSACOLA, CRA PROJECTS

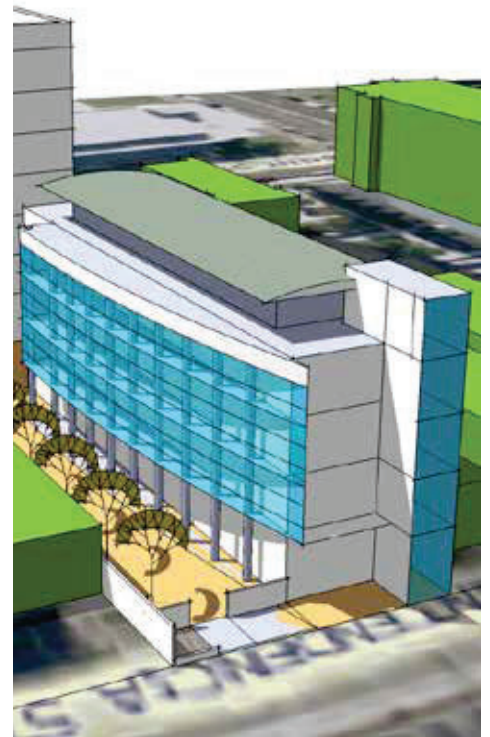
Pensacola, FL



This continuing services contract for projects with construction costs not expected to exceed \$1,000,000 included work such as streetscapes and lighting, planning, infrastructure improvements, drainage projects, architectural improvements, and minor architectural structures.

DAG Architects designed a Concession Facility at Plaza de Luna, created renderings for Maritime Village, and illustrated possible development along Government Street.

The form, materials, and details of the Plaza de Luna facilities are based on typical structures along Palafox Street, many of which still exist today. Parapet walls, arches, detailed brick patterns, and narrow windows all suggest characteristic historical building elements, while the warehouse-style form relates back to the earlier port buildings. The end result is a modern structure built to all current construction codes, but with an aesthetic that fits in with the existing historic context.



Completion

2009

Size

58,000 SF

Project Scope

Master Planning, Architectural Design, Construction Documents, Renovation & Remodel

Reference Contact

Victoria D'Angelo
CRA Division Manager
P: (850) 436-5640

CITY OF PANAMA CITY, CITY HALL & RENOVATION PROJECTS

Panama City, FL



Panama City's desire to regenerate and transform the downtown area and its marina started with the relocation of the city hall. The purchase and renovation of the old Trustmark Building, built in 1952, allowed the City to combine most of its services under one roof. The 58,000 square foot facility was initially thought to only require minor renovations to move in and occupy. That scope, however, did not include the exterior skin or the roof. The city chose to address those issues during the renovation and tasked DAG Architects with creating a new experience for this prominent city corner in hopes of inspiring a new standard for design in the downtown area.

A new exterior was developed to enhance the "feel" of the building from the street side and allow more natural light into the building. These design elements will pay dividends for years to come in the form of greater public and employee comfort as well as lower energy costs for the City throughout the life of the building.

DAG Architects holds a continuing contract with the City of Panama City and are currently working on the following projects:

- PC Utility Safe Room
- PC Public Works Safe Room
- PC Frank Brown Park Maintenance Programming Services
- Frank Brown Park Pavilion

Completion

2019

Size

58,000 SF

Project Scope

Architectural Design, Construction Documents, Renovation & Remodel

Reference Contact

Jared Jones
Assistant City Manager
P: (850) 872-3010
E: jjones@panamcity.gov



*"Dedicated to Excellence...
People Serving People"*

Jared Jones
City of Panama City
501 Harrison Ave.
Panama City, FL 32401
Date

To whom it may concern:

It is my pleasure to offer this letter of recommendation for DAG Architects. In early 2017 the City of Panama City selected DAG Architects to perform design and architectural services for the renovation of 501 Harrison Ave. After moving our staff into the building and working in the redesigned and renovated space I am pleased to say our staff is extremely happy with DAG's product. DAG delivered on every item tasked and went above and beyond in assisting the City. The exterior of City Hall makes a strong statement of our City Commission's commitment to our downtown and pays tribute to the building's history with a modern appeal.

During this project, albeit controversial and extremely challenging due to the nature of the renovation, DAG Architects was able to offer sound advice on methods to complete the project in an efficient and economical manner. Owen Gibson, DAG Architects Principal - Panama City, has been an invaluable member to the team and I would welcome his professionalism, talent, advice and council to any future project the City undertakes.

The City of Panama City's citizens, employees, civic groups, and visitors consistently comment on how well the building looks and how proud they are of their City Hall. Magazine publications routinely use the rotunda as a location for photo shoots and The Panama City Youth Orchestra offer the occasional concert. City Hall is truly the People's House in no small part due to DAG Architects effort and their team of architects.

Sincerely,

Jared Jones
Assistant City Manager

City of Panama City • P.O. Box 1880 • Panama City, Florida 32402
www.pcgov.org



Theophalis May Community Center | Pensacola, FL

3

Project Approach

3 Project Approach

Respondents should clearly articulate their approach to the project, including methodology, key milestones, and team involvement. Emphasis should be placed on how the approach aligns with the CRA's goals and the unique context of the Downtown Core.

PROJECT UNDERSTANDING

DAG Architects recognizes the critical need for additional commercial space in downtown DeFuniak Springs to support its growing vibrancy and solidify its position as a thriving community hub. The DeFuniak Springs CRA's acquisition of 27 Crescent Drive is a direct response to this need and presents a significant opportunity for revitalization.

Project Background and Urgency

Downtown DeFuniak Springs is experiencing a period of increased vitality, creating an urgent demand for more commercial space. The property at 27 Crescent Drive, a 1925 building within the historic district, offers approximately 5,500 square feet of largely undeveloped space. Its prime location and inherent features make it an ideal candidate for redevelopment that will directly contribute to the ongoing revitalization efforts of the town.

Key Opportunities and Goals

The redevelopment of 27 Crescent Drive is envisioned as a multifaceted project with several key opportunities:

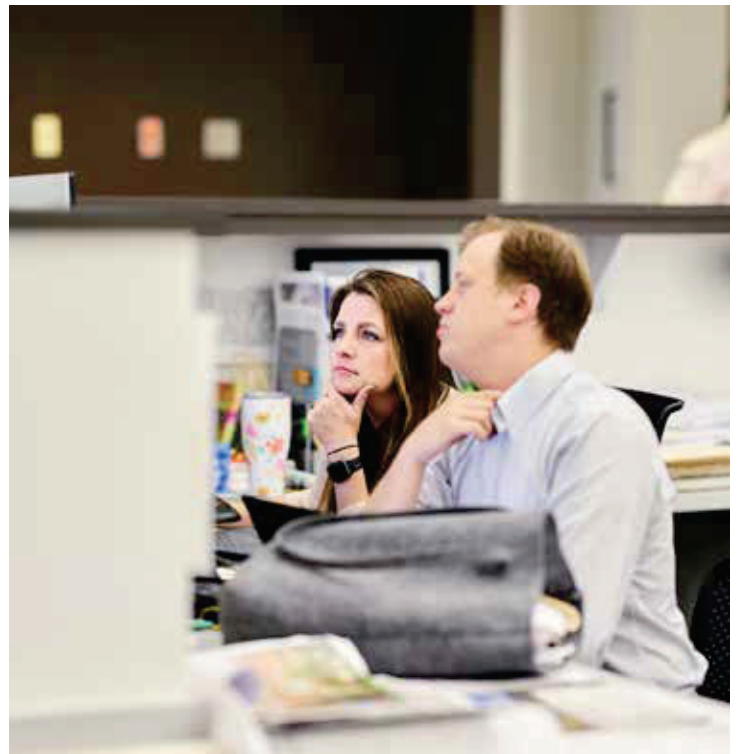
- **Commercial Expansion:** The project will provide much-needed commercial space, allowing for diverse retail offerings and other business initiatives that will strengthen downtown commerce.
- **Cultural Enrichment:** The Walton County Cultural Arts Alliance has expressed strong interest in transforming this building into a community arts center. This integration of arts into the space is a crucial element, promising to:
 - » Enrich the local cultural landscape.
 - » Support local artists.
 - » Attract both residents and visitors to the Downtown Core.
- **Historic Preservation and Enhancement:** As a building within the DeFuniak Springs Historic District, the redevelopment will respect and enhance its historic charm, contributing to the overall aesthetic and appeal of the area.
- **Community Revitalization:** By combining unique retail, historic character, and cultural programming, the redeveloped 27 Crescent Drive will act as a catalyst for continued community engagement and growth, drawing more people to downtown DeFuniak Springs.

PROJECT APPROACH

Our approach to the redevelopment of 27 Crescent Drive begins with a deep respect for the historic character of DeFuniak Springs and a commitment to its cultural future. At each phase of this project, our team will balance technical rigor with creative vision, working closely with the CRA, community stakeholders, and future users to ensure the building's revitalization reflects both its heritage and its potential as a vibrant arts and civic hub.

As-Built Documentation

We begin by immersing ourselves in the existing structure through a comprehensive site visit and detailed conditions assessment. Our architectural team—supported by a field surveyor and BIM specialists—will document floor plans, elevations, structural elements, and material conditions with precision. Using laser scanning or photogrammetry where appropriate, we will create a digital 3D model that captures the building's current state and establishes a reliable foundation for all subsequent design phases. This process is not merely technical—it's also interpretive. We'll observe the building's nuances and character, gaining insight into how best to steward its historical identity while enabling new uses.



Conceptual Design

With an accurate understanding of the existing structure, we will move into a thoughtful conceptual design phase. Here, our team will explore spatial and programmatic opportunities that reflect the vision of a community arts center. We will consider multiple layout options and test-fit strategies for gallery spaces, teaching studios, administrative offices, accessible restrooms, and community gathering zones. Visualizations—such as sketches, diagrams, and renderings—will be produced to clearly communicate emerging ideas and support discussion. Most importantly, this phase will be collaborative. We will engage the Cultural Arts Alliance, CRA representatives, and community voices to ensure the conceptual direction honors the building's story while adapting it for future relevance.

Design Development

Building upon the preferred concept, we will refine the design into a coordinated and technically grounded set of documents. This includes scaled plans, elevations, and material boards that begin to define the character and performance of the space. We will address structural integration, accessibility, sustainability, and finish selection with care. Our interior and architectural teams will collaborate closely to balance function, code requirements, and the intangible qualities that make a place feel authentic and inviting. Stakeholder feedback will remain central during this phase, as we test and refine ideas to ensure they not only look right, but work right.

Regulatory Coordination

Throughout the process, we will maintain proactive communication with the City of DeFuniak Springs, historic preservation officials, and other relevant agencies to ensure regulatory alignment. Our team has extensive experience navigating zoning, permitting, and code review processes—particularly in historic districts. We will prepare and submit all required documentation, respond to review comments, and adjust plans as necessary to keep the project moving forward efficiently and compliantly.

Construction Documents

Finally, we will produce a complete, coordinated, and permit-ready set of construction drawings and specifications. These documents will include structural coordination, MEP systems, detailed finish plans, and material specifications consistent with the approved design. Our production process emphasizes clarity and constructability, helping ensure the project can be competitively bid and built without ambiguity. The final deliverables will be digitally signed and provided in both electronic and print-ready formats for ease of use during construction procurement.

We noticed that a Bidding and Negotiation Phase and a Construction Administration Phase was not requested in this proposal. Please let us know if you would like these scopes included in the process.

We hope that the plan outlined above fulfills the desired elements of the task list, but also reflects a philosophy to listen, solve the right problems, and improve the built world where we live.

DESIGN APPROACH

DAG's project structure emphasizes four fundamental principles to efficiently resolve issues and maintain project commitments, while working collaboratively with the DeFuniak Springs CRA:

1: Excellent Communication

We understand the importance of open and frequent and communication, and their impact for a successful project. We respond to phone calls and emails in a timely manner and respect everyone's time by communicating the appropriate amount of information. Our point of contact will be accessible and responsive. In addition, standing meetings held on a recurring schedule facilitates attendance by all parties. We lead and actively participate in workshops, charrettes and focus groups to identify performance and design criteria as an integrated group.

2: Understanding Your Needs

The design team will organize a thorough program verification process, including a charrette to define, document and budget the specific programmatic requirements of your project prior to starting actual design work. We will work as an integrated team with all stakeholders, as determined by your leadership, to verify and validate the program as a firm foundation for a successful integrated delivery process.

3: Quality Assurance

We will work closely with you and other stakeholders to review constructability, maintainability and operational issues in the early phases of the project and continue throughout the design process to optimize project results. We focus on attentive service, technical thoroughness, and resource efficiency.

4: Team Consistency & Follow Through

The design team will staff your project consistently from project start to close out. The same team that programs your project will produce the design and administer construction in the field.



Should any issues arise, DAG will identify the problem, propose solutions and follow through with clear documentation on the agreed solution. We focus on collaboration and open communication in resolving issues, rather than defending a position.

COORDINATION, RECORD KEEPING, AND REPORTS

To deliver the best project by all metrics, we start with a coordinated approach. This approach focuses on developing solutions, integrating your goals into design, and the architecture and interiors of the building. Tools used during the design process to ensure complete and thoroughly coordinated construction documents include:

- Programming meetings to understand project goals and needs and to help stakeholders understand requirements.
- Produce meeting minutes and an outstanding items log to ensure all the project requirements and decisions are recorded. These logs will be reviewed at the start of each core meeting.
- Uniform and consistent drawing standards for use of all members of the team.
- Ensure that construction documents accurately reflect the design decisions directed or authorized by the client.
- Perform periodic milestone reviews and establish review criteria for each milestone.

- Conduct third-party quality reviews at specified milestones.
- Provide designated leadership and allocation of resources to ensure the integration of all consultant services and the careful coordination of their documents and specifications.

Our process is structured around frequent and inclusive workshops, cost checks, and design evaluations throughout each project. Teamwork is paramount to the ability to deliver the best project. The design team, client, and contractor will feel a strong sense of ownership throughout.

Our project management control system will:

- Establish an understanding between the end users, leadership and the Design team of each project's original scope of work and basis of design.
- Minimize surprises from "scope creep."
- Maintain accuracy of schedule and productivity measurements.
- Assist in ongoing efforts to control/ manage changes for the entire project.

During each project's construction the Project Manager and the Project Architect will coordinate the design team construction support activities with the client and contractor, including RFI (Request for Information) responses, shop drawing reviews, site inspections, pay application reviews, and project closeout documentation and as-built drawings.

BUDGETING

Early critical decisions about the scope will set the path for realistic cost estimating in all phases. For each project, we work closely with estimators and the contractor to establish a cost model during the Programming Phase by organizing the total project cost into a number of components or systems and to establish a sub-budget. We scrutinize and validate the program to apply design efficiencies from the inception of the project, rather than “value engineering” as a defensive method of keeping the project within budget.

Establishing target value budgets and sub-budgets allows for discussions and consensus building across the entire team regarding each component relative to the performance expectations, desired appearance, intended quality level, and a host of other criteria that will guide the amount of money, from within the overall budget, to be allocated to each component.

We test systems early in design when decisions yield the best value. This approach will allow your staff to consider systems from not only a first cost basis but for the life of your facility. We also have extensive expertise in designing innovative systems economically, such as mass timber, high performance glazing, and specialized MEP systems. Component budgets for the various project elements provide a communications / contractual tool for the team to manage quality and control tasks. We have the benefit of having many similar projects either under construction or recently completed, that we can compare with actual construction costs. The conceptual cost model is critical to the project's success.

CONTRACT ADMINISTRATION

The best people to administer the contract are exactly the architects and engineers who have prepared the documents. This is the formula for seamless continuity, and it is particularly valuable in facilitating clear lines of communication when a fast track method of design and construction is selected. Our design team will be responsible for the project from start to finish. Only those with an intimate knowledge of the design intent and construction documents will handle decisions made during construction.

During construction phase services, we create, coordinate, communicate and monitor a great amount of information. We have developed a set of project management tools and templates to track information from answering questions during the bidding process through construction:

- » Pre-Construction Conferences: Project Architects, Project Managers and representatives of Engineering Consultants facilitate the general Pre-construction Conferences, as well as, major building systems Pre-Construction Conferences (e.g. cast-in-place concrete, pre-cast concrete, waterproofing, roofing, etc.)
- » Progress Meetings: The Project Architects and, when required, the Project Managers and Consultant Team Members, will attend technical and progress meetings at a time and place established by the Owner and Contractor.
- » Submittal Review: The Project Architects will review Shop drawings, product data, samples, tests, and certifications as required by the specifications for conformance with design intent. A submittal log will be maintained to track receipt and return dates as well as recommended action.
- RFPs, RFIs and Change Order Documentation: Our design team will prepare documents required to define the work for proposed changes (e.g. sketches, revisions, etc.), and will monitor the Contractor's documentation logs.
- Site Visits: The Project Architect will make regular site visits, as appropriate for the phase of construction, to review the progress of work and its general compliance with the contract documents. The Architect's consultants will also make periodic visits as outlined below to review their relevant portion of the work. Notes from these meetings are always documented, distributed, or posted immediately following. Personal computers enhance systematic tracking and project documentation, and laptop computers give the field architect access to files in the home office for instant modification and use during the site visit. A written report will follow each site visit.



Trust for Public Land Innerarity Point Park | Escambia County, FL

4

Project Budget

4 Project Budget

Define the total estimated contract amount on a time and materials basis, with a not to exceed amount. The cost information provided will help to indicate your understanding of the scope of the project. Include the following:

- A list of all phases of work;
- A list of all tasks required to accomplish each phase;
- The estimated material and labor hours for each position classification required to accomplish each task and a current fee schedule including each position classification; and
- The time duration required to accomplish each phase of the work.

Proposed Fee

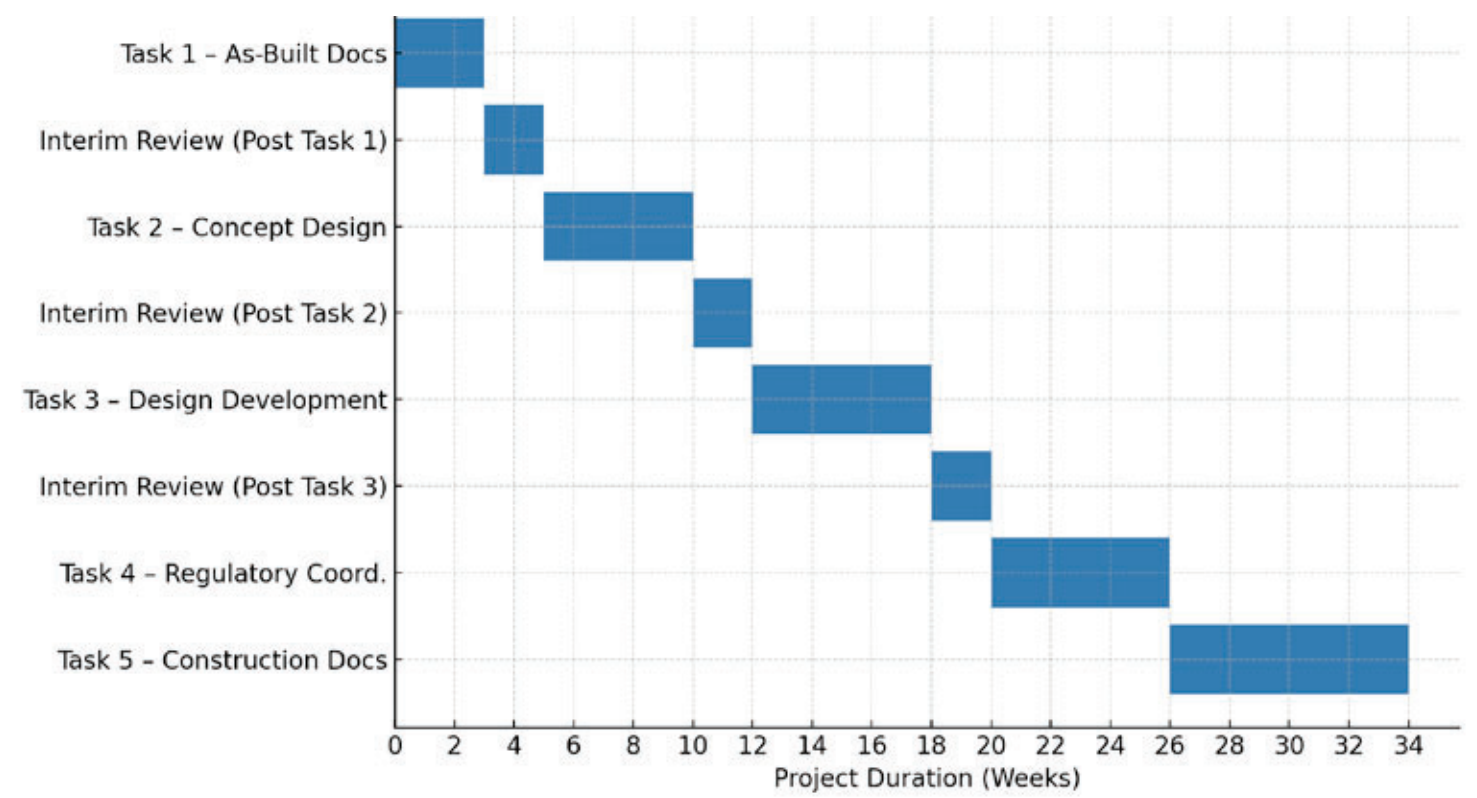
For the 27 Crescent Drive Project, DAG Architecture utilized the FDMS fee curve for estimating the contract amount for architectural design services. This curve establishes recommended fee percentages based on project complexity and estimated project cost, determining the fee for basic services. Additional services will be addressed through negotiated contracts or lump-sum agreements.

TASK	SCOPE	FEE	LABOR (HRS)
Task 1: As-built Documentation (3 weeks)			
	Survey	\$2,500.00	—
	Civil	Separate contract	—
	Lidar Scan	\$6,050.00*	—
	Asbuilts	—	—
	Architecture	\$3,000.00	20.0
	MEP	\$6,000.00	40.0
	Struct	\$1,800.00	12.0
	Meetings	\$1,200.00	8.0
*(5,500 sf x \$1.10/sf) Includes interior and Exterior Scan and record data pointe file			
Total Task 1: As-built Documentation		\$20,550.00	137
Task 2: Conceptual Design (5 weeks)			
	Architecture	\$15,000.00	100
	MEP	\$2,700.00	18
	Structural	\$1,800.00	12
	Meetings	\$2,400.00	16
Total Task 2: Conceptual Design		\$21,900.00	291
Task 3: Design Development (6 weeks)			
	Architecture	\$15,000.00	100
	Interiors	\$9,000.00	60
	Civil	Separate contract	—
	MEP	\$10,800.00	72
	Structural	\$4,800.00	32
	Meeting	\$2,400.00	16
Total Task 3: Design Development		\$42,000.00	280

TASK	SCOPE	FEE	LABOR (HRS)
Task 4: Regulatory Coordination (10 weeks)			
	Architecture	\$4,800.00	32
	Interiors	\$1,200.00	8
	Civil	Separate contract	–
	MEP	\$1,200.00	8
	Structural	\$1,200.00	8
	Meeting	\$3,600.00	24
Total Task 4: Regulatory Coordination		\$12,000.00	80
Task 5: Construction Documents (8 weeks)			
	Architecture	\$18,600.00	124
	Interiors	\$9,000.00	60
	MEP	\$13,200.00	88
	Meeting	\$2,400.00	16
Total Task 4: Regulatory Coordination		\$43,200.00	288
TOTAL		\$139,650.00	1,076

Proposed Timeline

DAG has proposed a 34-week design schedule for the reimagination of the 27 Crescent Drive building, a timeline that includes key city review milestones. We can readily adjust the proposed timeline to align with the City’s specific needs. Realistically, we estimate the project will take 4 to 6 months to complete, with the primary variables being the time required for feedback, permitting, and historic documentation.





5

Appendix

5 Appendix

Resumes of all key personnel within the project team shall be provided. Each resume shall not exceed two (2) pages in length.

We propose the following team of design professionals who are skilled and experienced in this type of work. We welcome discussion and substitution. To maintain a streamlined approach, we've presented several alternate consultants. We will collaborate with the City and stakeholders to select the most suitable team, ensuring it aligns with the project's goals, specific questions, and scope of work. However, based on our experience with similar projects in the region, we have provided the following recommendation for team member and role.

- A. City of DeFuniak, its Boards, Committees, Directors, and Residents will be our Client. We expect to have a single point of contact responsible for facilitating and collaborating as part of a collaborative design process.
- B. Architect – DAG Architects (DAG) will be the Design Architect and Architect of Record (AOR). We will participate in the entire process from predesign to completion. Code Consultant, for the safety and Accessibility code review. DAG will act as consultant.
- C. Historic Preservation Consultant – DAG will act as Historic Preservation Consultant Ensure design aligns with the historic district character and guidelines.
- D. Code & Permitting Consultant – DAG will act as Code Consultant and Support code compliance, prepare submittals, and expedite approvals.
- E. Structural Engineer – O'Connell Engineers. Assess existing structure and design necessary upgrades.
- F. MEP/FP Engineer – Watford Engineering. Design HVAC, electrical, plumbing, and fire protection systems (If required, not anticipated).
- G. Civil Engineer – O'Connell Engineers. Will advise on site conditions and infrastructure while providing base drawings and data. They will also handle site surveys and detailed design of site improvements like drainage as well as engineering of vehicular circulation. They will lead the permitting process and coordinate submissions.
- H. Recommended Additional Services: Other Consultants would be engaged as appropriate to provide specific expertise at each step of the process. These could include specialty consultants.
 - 1. Interior Designer
 - 2. Landscape Architecture
 - 3. Local Surveyor
 - 4. Door & Window Hardware Consultant
 - 5. Access Control and Security
 - 6. Project Photographer
 - 7. Data, Communication, Fiber, and Media
 - 8. Models and or color renderings specialist
 - 9. City Attorney

ORGANIZATIONAL CHART



DAG Architects



Pat Ballasch
Design Principal



Levi Wiegand, AIA
Principal-In-Charge



Charlie Clary
Principal



Steven Nicholson
Project Manager

Production Support Staff

Consultant Team



O'Connell & Associates
Structural / Civil Engineering



Watford Engineering
MEP Engineering

Additional Recommended Consultants

- Interior Designer
- Landscape Architecture
- Local Surveyor
- Door & Window Hardware Consultant
- Access Control and Security
- Project Photographer
- Data, Communication, Fiber, and Media
- Models and or color renderings specialist
- City Attorney



Levi Wiegand AIA

Principal In Charge

Often thought of as one with a good eye for design, Levi is a dependable leader with a keen understanding for the project's overall goals as envisioned by the client.

With an underlying philosophy that the quality of a project is a direct result of the quality of design team, Levi strives to push for excellence throughout every aspect of the project. As a result, several of Levi's projects have been recognized by his peers for excellence in design and delivery.

Education

Master of Arts, Architecture,
& Master of Science in
Architecture Pedagogy,
University of Florida, 2018

Bachelor of Design,
University of Florida, 2013

Vicenza Institute of
Architecture, Vicenza, Italy

Registrations

Registered Architect: Florida
#AR100595

Relevant Project Experience

- » DeFuniak Springs CRA, John V. Lawson Amphitheater, DeFuniak Springs, FL
- » The Hub Town Center Walton County, FL
- » Bud & Alley's Restaurant Addition, Santa Rosa Beach, FL
- » Destin Linear Park, Destin, FL
- » Walton County Amphitheater, Walton County, FL
- » Emerald Coast Shopping Center
- » Gulfview Plaza Redevelopment
- » The HUB, TX
- » Inlet Beach Mixed Use Development
- » Long Beach Resort, Panama City
- » The Alley, Branson, MO
- » Zeke's Marina, Orange Beach, FL



Patrick Ballasch AIA, LEED AP

Design Principal

Patrick is the Senior Design Principal for DAG Architects. Pat is an award-winning architect who has served as a state director for the AIA. Pat brings his enthusiasm and love of design to every project he works on, whether it's a fire station, college classroom, office building, or community center. Pat's responsibility will be to manage his team and the project from start to completion. Patrick is located in our Destin office.

Education

Master of Architecture,
University of Florida

Bachelor of Design in
Architecture, University of
Florida

Registrations

Registered Architect: FL,
AR0017640

Relevant Project Experience

- » DeFuniak Springs CRA, John V. Lawson Amphitheater, DeFuniak Springs, FL
- » Walton-DeFuniak Springs Library, DeFuniak Springs
- » Liberty Fire Station, DeFuniak Springs
- » Molino Community Center and Tax Collector Offices, Molino, FL
- » Crestview Library, Crestview, FL
- » Destin Family YMCA, Destin, FL
- » Destin Library, Destin, FL
- » Destin Library Interior Renovation, Destin, FL
- » Gainesville Bo Diddley Plaza Redesign, Gainesville, FL
- » Mary Esther Library Expansion, Mary Esther, FL
- » Panama City Beach Civic Complex Master Plan, Panama City Beach, FL
- » Okaloosa County Administration Building, Shalimar, FL
- » Panama City Marina Park and Civic Plaza, Panama City, FL
- » South Walton Fire District Fleet Maintenance and Logistics Building and Training Tower, Santa Rosa Beach, FL
- » Perdido Key Fire Station and Community Center, Perdido Key, FL
- » Bexar Street Redevelopment Investment Center / Police Substation, Dallas, TX



Charlie Clary FAIA

Principal

Charlie's perspective not only as an architect but as a former Florida State Senator brings an added dimension to his involvement with our clients.

Throughout his career, Charlie has contributed to the architectural profession and to the State of Florida's legislative process, and his efforts have been recognized by numerous professional service awards. As the founding principal of DAG Architects, he is involved in overseeing all of the firm's higher education projects that focus on student housing, classroom and academic facilities, and sports.

Education

Bachelor of Architecture,
Auburn University, 1977

Bachelor of Arts in
Environmental Design,
Auburn University, 1976

Registrations

Registered Architect: FL,
AR0009694

Associations and Involvement

American Institute of
Architects, Florida
Educational Facilities

Planning Association,
Florida Division of Worker's
Compensation (Board
Member)

Joint Underwriters
Association, Committee for a
Sustainable Emerald Coast

Relevant Project Experience

- » City of Panama City Trustmark Building City Hall, Panama City, FL
- » Walton-DeFuniak Springs Library Addition, DeFuniak Springs, FL
- » DeFuniak Springs City Hall Study, DeFuniak Springs, FL
- » Okaloosa County Administration Building, Shalimar, FL
- » Okaloosa County Sheriff's Office Addition, Shalimar, FL
- » Destin Main Fire Station & Crystal Beach Fire Station, Destin, FL
- » South Walton Main Fire Station, Santa Rosa Beach, FL
- » FDLE Building Historic Renovation, Pensacola, FL
- » Mattie Kelly Amphitheater and Village Green Phase I, Destin, FL
- » Molino Tax Collector and Property Appraiser Facility, Molino, FL
- » Panama City Beach Civic Complex Master Plan Update, Panama City Beach, FL
- » City of Panama City Police Department CSI Evidence Lab Renovation, FL



Steven Nicholson ASSOC AIA

Project Manager

Steven graduated magna cum laude with a Bachelors of Science degree from Florida A&M University. He went on to earn his Masters of Architecture from the Savannah College of Art and Design graduating summa cum laude before joining DAG in 2016. With advanced knowledge of software related to the design industry, Steven is invaluable in 3D modeling, schematic design and construction drawings.

Education

Master of Architecture,
Savannah College of Art and
Design
Suma Cum Laude

Florida A&M University
Magna Cum Laude

Associates of Arts in
Architecture, Northwest
Florida State College

Associations

American Institute of
Architects, Associate
Member

NCARB Member

Relevant Project Experience

- » South Walton Fire District Fleet Maintenance and Logistics Building and Training Tower, Santa Rosa Beach, FL
- » Freer Mixed Use Development—Phillips Inlet, Panama City Beach, FL
- » Bud & Alley's Restaurant Enhancement, Seaside, FL
- » Surf Style Tee Shirt Shop, Destin, FL
- » PenAir Federal Credit Union—Airport Road, Pensacola, FL
- » South Walton Fire Department Fleet Maintenance Logistics Building, Panama City, FL
- » Rodos Realty Partners Destin Office Building Concept Design, Destin, FL
- » Walton County Schools New Elementary School South, Walton County, FL



NEILL R. O'CONNELL, PE, FBRSE

TITLE: President

AREA OF SPECIALTY: Municipal, Structural, Commercial, & Residential

YEARS OF EXPERIENCE: 25 years

YEARS WITH FIRM: 12



850-403-4555



neill@oconnellengineers.com



1394 Co. Hwy 283 S., Bldg. #3
Santa Rosa Beach, FL 32459



www.oconnellengineers.com

EDUCATION

Bachelor of Science in Engineering

Civil Engineering

University of Alabama

1999

FDEP Certified Stormwater Management
Inspector

PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer

- Alabama
- District of Columbia
- Florida
- Georgia
- Louisiana
- Maryland
- Michigan
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Texas
- Virginia

ABOUT

Mr. O'Connell has been practicing civil and structural engineering design and construction since he graduated from college in 1999. His civil design experience includes the design of residential and commercial developments, roadways, municipal water and sewer utilities, planning, permitting, and construction. His structural experience includes the design of low-, mid-, and high-rise structures utilizing a wide variety of construction materials and the forensic analysis of critical building components associated with existing buildings. Mr. O'Connell is licensed as a Professional Engineer in 12 states and the District of Columbia and is a Florida Board Recognized Structural Engineer.

During his career, Neill has worked for civil and structural engineering firms in New Orleans and Dublin, Ireland, where he designed an assortment of residential, commercial, industrial, and municipal projects in the United States, Europe, and the Caribbean.

In addition to his professional career, Mr. O'Connell is highly involved as a volunteer in his local community. He is the former Chairman of the Florida Department of Transportation District 3 Utility Liaison Committee (FDOT UCC), a mentor in the Walton County Education Foundation Taking Stock in Children scholarship program (TSIC), President of the South Walton Chapter of the Coastal Conservation Association of Florida (CCA), President of the Walton County Small Business Association, Board Member for the South Walton Artificial Reef Association and a Pastoral Council member at his church. He currently sits on several local neighborhood design review boards.

PROFESSIONAL ORGANIZATIONS

- American Society of Civil Engineers (ASCE)
- National Society of Professional Engineers (NSPE)
- Louisiana Engineering Society (LES)
- Florida Engineering Society (FES)
- Florida Structural Engineers Association (FSEA)
- American Concrete Institute (ACI)
- International Concrete Repair Institute (ICRI)
- Roof Consultants Institute (RCI)



JON E. NASH, PE

TITLE: Civil Engineering Project Manager

AREA OF SPECIALTY: Commercial, Industrial, & Residential

YEARS OF EXPERIENCE: 24 years

YEARS WITH FIRM: 9



850-403-4555



jon@oconnellengineers.com



1394 Co. Hwy 283 S., Bldg. #3
Santa Rosa Beach, FL 32459



www.oconnellengineers.com

EDUCATION

Bachelor of Science in Engineering
Civil Engineering
Auburn University
2001

PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer

- Alabama
- Florida
- Georgia

ABOUT

Mr. Nash has been practicing in the fields of civil engineering design, land development and construction since 2000. His civil design experience includes; residential, commercial and industrial site design including planning, roadways, streetscapes, stormwater management systems, utilities and permitting; municipal water/sewer utilities and treatment facilities including planning, conceptual design, state and federal funding assistance, design reports, bid documents, construction contract administration and project management.

Mr. Nash began his career with a mid-size land development firm near Atlanta, Georgia that developed residential and commercial real estate, and installed the associated development infrastructure in-house and for other developers. Mr. Nash spent seven years in Georgia, starting as an Estimator for the Construction Division and quickly working up to Chief Engineer for the Land Development and Construction Divisions where he was responsible for overseeing design of all projects and management of development projects from concept to completion.

Prior to joining O'Connell and Associate's, Mr. Nash spent eight years with an Atlanta based consulting engineering firm that specialized in design, contract administration and project management of municipal utilities, and municipal and industrial treatment facilities. There, Mr. Nash was involved with a wide range of projects including, but not limited to, water and wastewater infrastructure, sewage and water pump stations, water reservoirs, municipal and industrial treatment facilities, local and regional utility planning, land application systems, site design and streetscapes.

Mr. Nash, "Jon", moved to the area in 2014 and became a member of our team in 2016. As our lead civil engineer, he oversees the design, permitting and contract administration of a wide range of projects. These include residential subdivisions, multi-family developments, commercial developments, water/wastewater infrastructure, and single-family residential stormwater. He lives in Blue Mountain Beach with his family and enjoys working on home projects, woodworking, golfing and going to the beach with family and friends.



RYAN J. SCOTT, PE

TITLE: Senior Civil Engineer

AREA OF SPECIALTY: Municipal, Institutional, Healthcare, Commercial, Industrial, & Residential

YEARS OF EXPERIENCE: 16 years

YEARS WITH FIRM: <1



850-403-4555



ryan@oconnellengineers.com



1394 Co. Hwy 283 S., Bldg. #3
Santa Rosa Beach, FL 32459



www.oconnellengineers.com

EDUCATION

Bachelor of Science in Engineering
Civil Engineering

Florida Gulf Coast University
2016

PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer

- Florida

ABOUT

Ryan has been part of the civil engineering field since 2005, gaining experience across a wide range of roles, including engineering technician, civil designer, engineer intern, project engineer, city engineer, and now senior civil engineer. This diverse background equips Ryan with a holistic perspective on projects, allowing him to understand and navigate the complexities at every stage of development.

Throughout his career, Ryan has contributed to various land development and planning projects, excelling in areas such as site design, grading, drainage system layout, underground utilities design, earthwork calculations, construction cost estimating, plan production, permitting, coordination with outside consultants, on-site construction inspection, and master concept planning.

His portfolio spans a broad spectrum of project types, including institutional, healthcare, commercial, single-family and multi-family residential, industrial, and sports complexes.



MICHAEL G. EKBLAD, PLA

TITLE: Director of Operations/Landscape Architect

AREA OF SPECIALTY: Landscape Architecture

YEARS OF EXPERIENCE: 19 years

YEARS WITH FIRM: 2



850-403-4555



michael@oconnellengineers.com



1394 Co. Hwy 283 S., Bldg. #3
Santa Rosa Beach, FL 32459



www.oconnellengineers.com

EDUCATION

Bachelor of Landscape Architecture

Louisiana State University
2006

PROFESSIONAL REGISTRATIONS

Licensed Professional Landscape Architecture

- Florida
- Tennessee

ABOUT

Michael is the Director of Landscape Architecture at O'Connell & Associates, bringing 19 years of experience in landscape development, amenity design, lifestyle planning, and construction phase services across Florida and the southeastern U.S. He leads all phases of community visioning and landscape architecture, with a deep understanding of permitting, zoning, and public hearing processes in numerous Florida municipalities.

Michael has successfully delivered master site plans and landscape designs for high-profile residential, commercial, and mixed-use developments, including Margaritaville Resort, Gulf Coast Medical Center, and Babcock Ranch. His expertise also includes large-scale streetscape projects and environmentally sensitive coastal design. Licensed in Florida and Tennessee, Michael works from the firm's Grayton Beach office and is known for his innovative, community-focused design approach.



JOSH M. BARKER, PE

TITLE: Structural Engineering Manager

AREA OF SPECIALTY: Municipal, Commercial, & Residential

YEARS OF EXPERIENCE: 7 years

YEARS WITH FIRM: 6



850-403-4555



josh@oconnellengineers.com



1394 Co. Hwy 283 S., Bldg. #3
Santa Rosa Beach, FL 32459



www.oconnellengineers.com

EDUCATION

Bachelor of Science in Civil
Engineering

University of Alabama - 2017

Master of Science in Civil Engineering

University of Alabama - 2018

PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer

- Florida

ABOUT

Mr. Josh Barker is a Structural Engineer with seven years of professional experience and has been with O'Connell & Associates Consulting Engineers for the past six years. He holds both a Master of Science and a Bachelor of Science in Civil Engineering from the University of Alabama and is a licensed Professional Engineer in the state of Florida.

Josh's expertise lies in structural design and analysis, with a strong focus on the engineering of low- to mid-rise commercial, institutional, and municipal buildings. His portfolio includes the design of large reinforced concrete, CMU, structural steel, wood-framed, and tilt-up wall systems, as well as post-tensioned slabs and complex foundation systems, including both shallow and deep foundations.

Throughout his career, Mr. Barker has led the structural engineering design on a wide range of projects, including the Alys Beach Town Center – Dannelly and Varian Mixed-Use Buildings, the 150,000-square-foot Okaloosa Gas District Campus, and the Seacoast Collegiate High School. He has also completed work on essential civic facilities like the South Walton Mosquito Control District Campus and the Sunset Park Pavilion and Beach Access, showcasing his ability to deliver structurally sound and code-compliant solutions from concept through construction.

Mr. Barker is known for his hands-on approach and his ability to collaborate seamlessly with architects, developers, and contractors. His designs emphasize durability, constructability, and efficiency—qualities that have made him a valuable asset to the O'Connell team and to the communities his work supports.



David N. Watford, PE, LEED AP
President



Academics

BSME
Florida State University,
1996

Registration

Alabama	26142
Florida	58208
Georgia	PE035507
Louisiana	PE.0047731
Mississippi	18409
North Carolina	042934
South Carolina	41161

Affiliations

ASHRAE
ASME
ASPE
LEED
NFPA

History

1997-2007
Schmidt Dell Associates
Vice President

2007-Present
Watford Engineering, Inc.
President

850.526.3447

4452 Clinton Street
Marianna, FL 32446

Experience

Over twenty-five years of experience designing commercial, religious, institutional, and educational projects. David has extensive experience with geothermal, hybrid geothermal, central plant chilled water/hot water, and unitary HVAC systems. David has project management and design experience for MEP projects ranging from two classroom additions to new facilities exceeding 380,000 SF. He regularly performs studies and reports to evaluate existing facilities and make recommendations for indoor air quality, energy efficiency upgrades, and equipment replacements.

Project Delivery

Renovations, New Work, Public Bid, Design
Build, CM/GMP

Mechanical Systems

Geothermal, Water Source Heat
Pumps, Chilled Water, Hot Water,
Primary-Secondary Pumping, Variable
Volume Primary Pumping, Unitary
HVAC, Central Plant Energy, Recovery
Systems

Relevant Project Experience

- CHELCO Facilities and Vehicle Maintenance, Defuniak Springs FL
- Emerald Coast Technical College HVAC and Welding Building, Defuniak Springs FL
- Walton County Transportation Building, Defuniak Springs, FL
- Freeport Elementary School, Freeport FL
- Walton Works Building, Defuniak Springs FL
- Destin Fort Walton Beach Convention Center, Fort Walton Beach FL
- CHELCO Technology Center, Defuniak Springs FL
- Panama City City Hall, Panama City FL
- Panama City Beach Fire Station, Panama City Beach FL
- WCSD STEAM Project, Watersound FL
- Panama City Beach City Hall, Panama City Beach FL
- PC Beach Mosquito Control District, Panama City Beach FL
- South Walton Fire District Fleet Maintenance, Santa Rosa Beach FL
- South Walton High School Classroom Addition, Santa Rosa Beach FL
- CHELCO Eglin Service Center, Okaloosa County FL
- Dune Lakes Elementary School, Santa Rosa Beach FL
- Panama City Beach Police Department, Panama City Beach FL
- Panama City Beach Public Works, Panama City Beach FL
- Okaloosa County Sheriff's Office Addition, Shalimar FL
- Okaloosa County Administration Building, Shalimar FL
- Vero Beach Museum of Art, Vero Beach FL



Anthony L. Davis, PE
Vice President



Academics

BSEE
Auburn University

Registration

Alabama	24573
Arkansas	13461
Florida	57419
Georgia	35421
Kentucky	344138
Louisiana	44721
Mississippi	19437
North Carolina	040692
Pennsylvania	084120
South Carolina	41806
Tennessee	116862
Texas	117971

History

2001 -2007
Davis, Bagwell, & Yates
Consulting Engineering,
Owner

2008 -2021
Anthony L Davis,
Principal

2021 -Present
Watford Engineering,
Vice President

850.526.3447

4452 Clinton Street
Marianna, FL 32446

Experience

Anthony began his career in 1986 as an engineer trainee with Alabama Power and has many years of experience as an independent consulting engineer in the western panhandle of Florida. His experience includes electrical power distribution design, fire alarm design, telecommunications design, and building and lighting designs for a variety of projects, including multi-family residential, education, local government, military, religious, and commercial projects.

Project Delivery

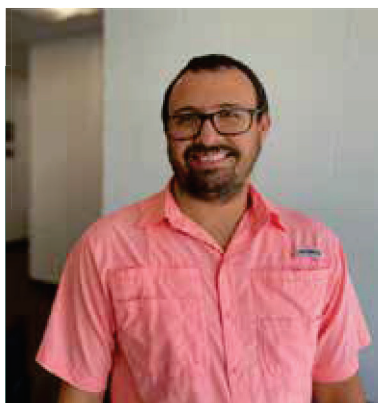
Renovations, New Work, Public Bid, Design
Build, CM/GMP

Electrical Systems

Electrical power distribution design,
lighting design, and photometric
calculations, fire alarm design, turtle
lighting design, telecommunications
design, construction administration

Relevant Project Experience

- Graceville Fire Station, Graceville FL
- Malone Fire Station, Malone FL
- Holley Navarre Fire Department, Santa Rosa Beach FL
- ECTC ER Addition, Defuniak Springs FL
- Rocky Bayou Christian School, Niceville FL
- Jackson County School Board Fleet Maintenance Facility, Marianna FL
- Grove Hill City Hall, Grove Hill AL
- Grove Hill Fire Department, Grove Hill AL
- Bay County Courthouse Modifications, Panama City FL
- SBI / ABC Joint Facility, Enterprise AL
- City of Marianna Health and Rehab Generator, Marianna FL
- Bay County Sheriff's Hangar & Helicopter Pad, Southport FL
- Generator Addition State Attorney/Public Defender Office, Panama City FL
- Jackson County Health Department Generator, Marianna FL
- Gulf Cable New Buildings, Milton FL
- Evergreen City Hall, Evergreen AL
- New Life Church of God, Santa Rosa Beach FL
- Eglin AFB Community Center, Eglin FL



Keith A. Johnson, PE
Mechanical Department Head



Academics

BSME
University of Florida, 2009

Registration

Alabama	PE38213
Florida	86457
Georgia	PE049918
Mississippi	33680
North Carolina	055508
South Carolina	41160

Affiliations

ASHRAE
ASPE
NFPA

History

2013- Present
Watford Engineering,
Vice President,
Mechanical Department
Head

850.526.3447

4452 Clinton Street
Marianna, FL 32446

Experience

Keith has over ten years of experience designing commercial, religious, institutional, and educational projects. He has extensive experience with central plant chilled water/hot water systems as well as unitary HVAC systems. Keith has design and project management experience for HVAC and plumbing projects ranging from small office renovations to new facilities exceeding 320,000 SF. He has experience with AutoCAD MEP, Revit, load calculation using the Carrier Hourly Analysis Program, Life Cycle Cost Analysis, and Florida Energy Code Compliance Software.

Project Delivery

Renovations, New Work, Public Bid, Design
Build, CM/GMP

Mechanical Systems

Geothermal, Water Source Heat
Pumps, Chilled Water, Hot Water,
Primary-Secondary Pumping, Variable
Volume Primary Pumping, Unitary
HVAC, Central Plant Energy, Recovery
Systems

Relevant Project Experience

- South Walton Mosquito Control New Headquarters Building, Santa Rosa Beach FL
- Endeavor Convention Center, Marianna FL
- Martin Theatre, Panama City FL
- Rocky Bayou Christian School, Niceville FL
- CHELCO Freeport Operations and Service Center, Freeport FL
- ECTC Nursing Addition & Renovation, Defuniak Springs FL
- Freeport Elementary School Phase II, Freeport FL
- PCB Fire Station 32, Bay County FL
- Miramar Beach Fire Station, Miramar Beach FL
- WCSD STEAM Biology Labs, Watersound FL
- Destin Fort Walton Beach Convention Center, Fort Walton Beach FL
- Walton County Fleet Operations Renovations, Defuniak Springs FL
- Dune Lakes Elementary School, Santa Rosa Beach FL

Florida Department of State, Division of
Corporations

State of Florida
Department of State

I certify from the records of this office that DAG ARCHITECTS, INC. is a corporation organized under the laws of the State of Florida, filed on May 8, 1981.

The document number of this corporation is F33440.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 24, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of January,
2025



[Signature]
Secretary of State

Tracking Number: 0431382979CC
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Florida DBPR License

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

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View Application Status
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AB&T Delinquent Invoice & Activity List Search

LICENSEE DETAILS 9:25:19 AM 11/15/2024

Licensee Information

Name: BALLASCH, PATRICK LLOYD (Primary Name)
DAG ARCHITECTS, INC (DBA Name)
Main Address: 2441 DUNCAN DRIVE
NICEVILLE Florida 32578
County: OKALOOSA
License Mailing: 1223 AIRPORT ROAD
DESTIN FL 32541
County: OKALOOSA

License Information

License Type: Architect
Rank: Architect
License Number: AR0017640
Status: Current, Active
License Date: 11/01/2001
Expires: 02/28/2025

Special Qualifications

Qualification Effective

Alternate Names

View Related License Information
View License Complaint

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: Customer Contact Center :: Customer Contact Center: 850.487.1395
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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.276(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The email provided may be used for official communication with the licensee.

Principal in Charge Professional License

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

WIEGAND, JOHN LEVI
3 TOMAHAWK CT
DESTIN FL 32541

LICENSE NUMBER: AR100595
EXPIRATION DATE: FEBRUARY 28, 2027
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ISSUED: 02/28/2025
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Design Principal Professional License

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BALLASCH, PATRICK LLOYD
DAG ARCHITECTS, INC
2441 DUNCAN DRIVE
NICEVILLE FL 32578

LICENSE NUMBER: AR0017640
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com
ISSUED: 12/10/2024
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Florida Department of State, Division of Corporations

State of Florida Department of State

I certify from the records of this office that O'CONNELL & ASSOCIATES CONSULTING ENGINEERS, LLC is a limited liability company organized under the laws of the State of Florida, filed on November 7, 2013.

The document number of this limited liability company is L13000157120.

I further certify that said limited liability company has paid all fees due this office through December 31, 2025, that its most recent annual report was filed on February 6, 2025, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of February, 2025*



[Signature]
Secretary of State

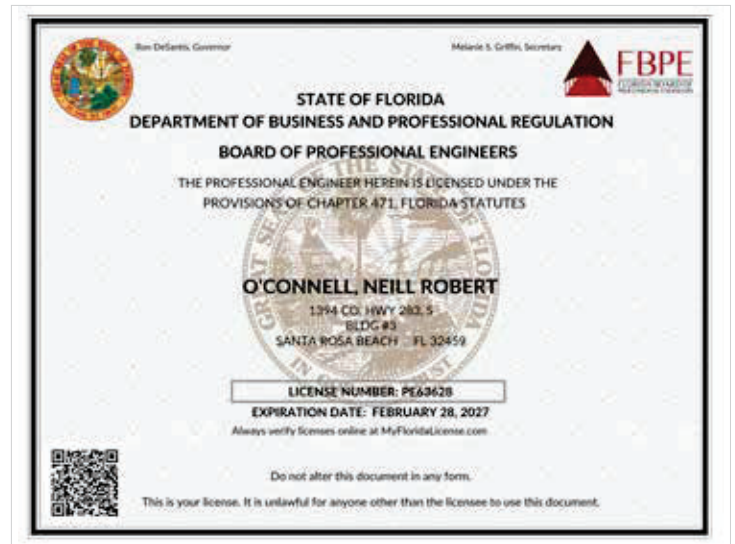
Tracking Number: 6025975990C

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

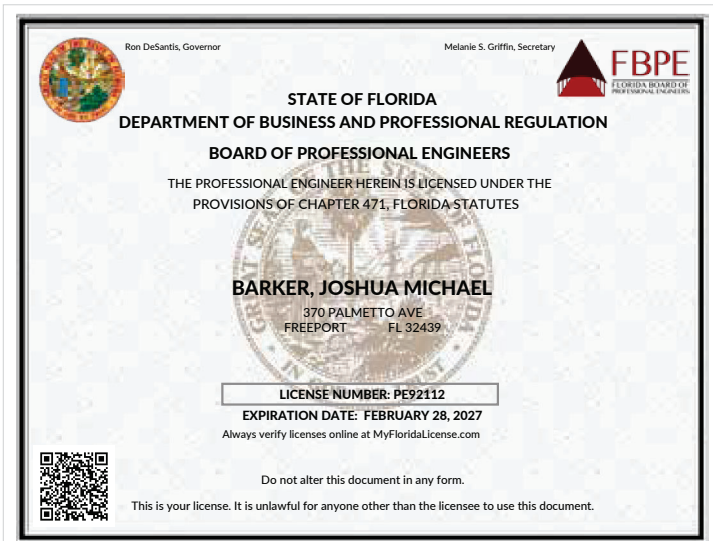
<https://services.sos.fl.gov/Filings/CertificateOfStatus/CertificateAuthentication>

Professional License

Professional License



Professional License



Professional License



Ron DeSantis, Governor



Melanie S. Griffin, Secretary



FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

WATFORD, DAVID NELSON
4452 CLINTON ST
MARIANNA FL 32446

LICENSE NUMBER: PE58208

EXPIRATION DATE: FEBRUARY 28, 2027

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Professional License



Ron DeSantis, Governor



Melanie S. Griffin, Secretary



FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

DAVIS, ANTHONY LAWRENCE
3303 DOUBLE EAGLE LANE
OPELIKA AL 36801

LICENSE NUMBER: PE57419

EXPIRATION DATE: FEBRUARY 28, 2027

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Professional License



Ron DeSantis, Governor



Melanie S. Griffin, Secretary



FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

JOHNSON, KEITH ALLAN
4978 CAMELLIA DRIVE
MARIANNA FL 32446

LICENSE NUMBER: PE86457

EXPIRATION DATE: FEBRUARY 28, 2027

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DAG Architects

PROJECT: 27 Crescent Drive Design Services

PROJECT NO: 25-01-CRA

BID DATE: May 30, 2025

COMPANY

Bid Total

1 Original Bid Submittal

6 Copies

1 Electronic Copy

Dag Architects

\$139,650

✓

✓

✓

✓

Note: The general hold harmless provisions of IRC Section 142(d)(2)(E) mean that projects with at least one building placed in service on or before the end of the 45-day transition period for newly-released limits use whichever limits are greater, the current-year limits or the limits in use the preceding year.

HUD release: 4/1/2025

Effective: 4/1/2025

Implement on/before: 5/15/2025

2025 Income Limits and Rent Limits
Florida Housing Finance Corporation
Multifamily Rental Programs and CWHIP Homeownership Program
NOTE: Does not pertain to CDBG-DR, HHRP, HOME, NHTF or SHIP

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Walton County (Walton County HMFA)	20%	13,840	15,820	17,820	19,780	21,380	22,960	24,540	26,120	27,692	29,274	346	370	445	514	574	633
	25%	17,300	19,775	22,275	24,725	26,725	28,700	30,675	32,650	34,615	36,593	432	463	556	643	717	791
	28%	19,376	22,148	24,948	27,692	29,932	32,144	34,356	36,568	38,769	40,984	484	519	623	720	803	886
	30%	20,760	23,730	26,730	29,670	32,070	34,440	36,810	39,180	41,538	43,912	519	556	668	771	861	949
	33%	22,836	26,103	29,403	32,637	35,277	37,884	40,491	43,098	45,692	48,303	570	611	735	848	947	1,044
	35%	24,220	27,685	31,185	34,615	37,415	40,180	42,945	45,710	48,461	51,230	605	648	779	900	1,004	1,108
	40%	27,680	31,640	35,640	39,560	42,760	45,920	49,080	52,240	55,384	58,549	692	741	891	1,029	1,148	1,266
	45%	31,140	35,595	40,095	44,505	48,105	51,660	55,215	58,770	62,307	65,867	778	834	1,002	1,157	1,291	1,424
	50%	34,600	39,550	44,550	49,450	53,450	57,400	61,350	65,300	69,230	73,186	865	926	1,113	1,286	1,435	1,583
	60%	41,520	47,460	53,460	59,340	64,140	68,880	73,620	78,360	83,076	87,823	1,038	1,112	1,336	1,543	1,722	1,899
	70%	48,440	55,370	62,370	69,230	74,830	80,360	85,890	91,420	96,922	102,460	1,211	1,297	1,559	1,800	2,009	2,216
	80%	55,360	63,280	71,280	79,120	85,520	91,840	98,160	104,480	110,768	117,098	1,384	1,483	1,782	2,058	2,296	2,533
	90%	62,280	71,190	80,190	89,010	96,210	103,320	110,430	117,540	124,614	131,735	1,557	1,668	2,004	2,315	2,583	2,849
	100%	69,200	79,100	89,100	98,900	106,900	114,800	122,700	130,600	138,460	146,372	1,730	1,853	2,227	2,572	2,870	3,166
	110%	76,120	87,010	98,010	108,790	117,590	126,280	134,970	143,660	152,306	161,009	1,903	2,039	2,450	2,829	3,157	3,482
	120%	83,040	94,920	106,920	118,680	128,280	137,760	147,240	156,720	166,152	175,646	2,076	2,224	2,673	3,087	3,444	3,799
	140%	96,880	110,740	124,740	138,460	149,660	160,720	171,780	182,840	193,844	204,921	2,422	2,595	3,118	3,601	4,018	4,432
HERA Special Limits per Section 142(d)(2)(E) For use by projects that placed in service at least one building on or before 12/31/2008	25% - HS	17,425	19,900	22,400	24,875	26,875	28,875	30,850	32,850	34,825	36,815	435	466	560	646	721	796
	28% - HS	19,516	22,288	25,088	27,860	30,100	32,340	34,552	36,792	39,004	41,233	487	522	627	724	808	891
	30% - HS	20,910	23,880	26,880	29,850	32,250	34,650	37,020	39,420	41,790	44,178	522	559	672	776	866	955
	33% - HS	23,001	26,268	29,568	32,835	35,475	38,115	40,722	43,362	45,969	48,596	575	615	739	853	952	1,051
	35% - HS	24,395	27,860	31,360	34,825	37,625	40,425	43,190	45,990	48,755	51,541	609	653	784	905	1,010	1,114
	40% - HS	27,880	31,840	35,840	39,800	43,000	46,200	49,360	52,560	55,720	58,904	697	746	896	1,035	1,155	1,274
	45% - HS	31,365	35,820	40,320	44,775	48,375	51,975	55,530	59,130	62,685	66,267	784	839	1,008	1,164	1,299	1,433
	50% - HS	34,850	39,800	44,800	49,750	53,750	57,750	61,700	65,700	69,650	73,630	871	933	1,120	1,293	1,443	1,592
	60% - HS	41,820	47,760	53,760	59,700	64,500	69,300	74,040	78,840	83,580	88,356	1,045	1,119	1,344	1,552	1,732	1,911
	80% - HS	55,760	63,680	71,680	79,600	86,000	92,400	98,720	105,120	111,440	117,808	1,394	1,493	1,792	2,070	2,310	2,548



Income-Based Roof Improvement Grant Application

DeFuniak Springs Redevelopment Agency • 694 Baldwin Ave., DFS, FL 32435 • (850) 951-3054 • defuniakspingscra.com

Please PRINT or TYPE. Fill out completely. If field does not apply, put N/A. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date Application Submitted	5/15/25	Application Number (to be completed by CRA)	
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APPLICANT'S INFORMATION

Property Owner(s)	PATRICIA L LEE Fred J LEE	Social Security Number(s)	[REDACTED]
Mailing Address	120 CAPTAIN STREET DeFuniak Spgs FL - 32435	Household Size	3
Phone Number	850-419-0832 - Patricia Lee 850-332-3186 - Fred Lee	Employed	YES NO
Email Address			

PROPERTY OWNER INFORMATION (If different from applicant)	
Additional Owner	N/A
Additional Owner Address	N/A
Phone Number	N/A
Email Address	N/A

PROPERTY AND PROJECT INFORMATION

Physical Address of Property	120 CAPTAIN STREET DeFuniak Spgs FL 32435		
Parcel Number			
Does this property have a mortgage lien?	YES	☒ NO	If "Yes", name of lien holder: Balance: \$
Have you received any CRA improvement grants in the last thirty-six (36) months?	YES	☒ NO	
If "YES" above, provide details (date, address of property improved, amounts, etc.):			

Project Description (Attach additional sheet if needed)	Roof Repair - And Siding		
Project Budget	Please provide details of all estimated costs for the roofing project. Include ALL expenses so the entire scope of the project can be understood, and an eligibility determination can be made. Only eligible expenses will be reimbursed. (Attach additional sheets if needed)		

Project/Category Item	Estimated Cost	Eligible Expense? (Y/N) To be filled out by CRA
Roof Repair	1 \$4872.00	
Roof Repair	2 \$1500.00	
	3	
	4	
	5	
	6	
Sub-Total (items 1-6)		
Eligible Expenses TOTAL (to be filled out by CRA)		

It is not guaranteed that award funding/reimbursement will increase if final costs exceed initial estimates. Please estimate project costs carefully.

Patricia Lee
Print Name

Patricia Lee
Signature of Applicant

5/15/25
Date

APPLICATION CHECKLIST

All applicants must submit a completed application including all requirements attached and organized prior to the start of any work to be considered for grant funding. No work can begin before approval has been received.

The following is required with your initial application, before the start of any work:

- ☐ Completed and signed application
- ☐ Proof that property is homestead exempt
- ☐ Proof that household income does not exceed 60% of the Walton County Area Median Income (AMI) as published annually by U.S. Department of HUD
- ☐ Four (4) photographs clearly showing existing conditions of the building to be improved
- ☐ Project Budget
- ☐ Copy of property / liability insurance
- ☐ Copy of Contractor's Florida License
- ☐ Proof of property ownership
- ☐ Proof that all taxes are paid on property
- ☐ Proof that no liens exist for which payment on associated debt is delinquent
- ☐ Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- ☐ Two (2) estimates / quotes (CRA staff will assist)
- ☐ W9 Forms, Identification

The following is required to be provided upon completion of work:

- ☐ Photographs of all completed work
- ☐ Copies of all invoices, and proof of payment including but not limited to: verification of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses, including any match (copies of checks, credit card receipts, etc.)
- ☐ Evidence that work was performed by licensed and insured contractors, where required
- ☐ Evidence that utilities are up to date
- ☐ No Code Enforcement fines and/or liens for which payment on associated debt is delinquent
- ☐ All Regulatory Requirements have been met (building inspections, approvals and final completions, etc.)

Estimated Cost of Project \$5,500

Grant Amount Requested \$5,500

Patricia LEE
Print Name

Patricia Lee
Signature of Applicant

5/15/25
Date

HOUSEHOLD:

	FULL NAME	RELATIONSHIP
1	PATRICIA LEE	Applicant
2	FRED J. LEE	Wife
3		
4		

*For more than 4 household members please provide a letter indicating full name, relationship to applicant, date of birth and social security number for all other household members.

**APPLICANT
ACKNOWLEDGEMENT FORM**

By requesting financial assistance, I understand and agree with the following conditions:

Filing an application does not guarantee funding, and approval of grant funds does not guarantee issuance until all requirements have been fulfilled.

Applicant understands the Income-Based Roofing Improvement Grant Program is income-based, thereby requiring proof of income. Household income shall not exceed 30% of the Walton County Area Median Income, as published annually by the United States Department of HUD.

All improvements must follow plans as approved by the CRA Income-Based Roofing Improvement Grant Program.

Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of DeFuniak Springs. If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable Walton County building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area.

Eligible activities include repairs to eligible homesteaded residential buildings within the DeFuniak Springs CRA Redevelopment Area. These repairs may include repair and/or replacement of roofing. The roof must show obvious signs of leakage or damage. The DeFuniak Springs CRA will provide a licensed and insured contractor to conduct roof improvements in accordance with city procurement policies.

No improvements should be made prior to the issuance of an Approval in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for reimbursement. Grant funds cannot reimburse past projects.

Following issuance of the Income-Based Roofing Improvement Grant award, the applicant shall have one (1) calendar year to complete the approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted by the CRA Director on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date. All requests must be in writing and must be received before any consideration is given.

Final payment will be made only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements.

All work shall be performed by a Florida licensed and insured contractor. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner's own property.

All improvements/changes that have been approved should be maintained for at least three (3) years. To the fullest extent of the law, the applicant shall indemnify and hold harmless DeFuniak Springs from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement. The program is a one-time service per property owner.

Applicant's Certification:

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the City of DeFuniak Springs Community Redevelopment Agency, hereinafter referred to as "Agency," must approve the application. I further understand that if I accept the award, I will comply with all the requirements contained therein. No funding will be awarded until a completed application has been approved by the Agency and the required items from the checklists have been submitted to CRA/City satisfaction. At the discretion of the Agency, I agree to place a program sign on my property for the duration of the project. I understand the project must be completed within one year of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured. I understand that this income-based grant program is a one-time service per property owner.

PATRICIA LEE
Print Name

Patricia Lee
Signature of Applicant

5/15/25
Date

PLEASE READ - GENERAL INFORMATION FOR APPLICANTS ABOUT CRA ELIGIBILITY PARAMETERS, LIMITATIONS and REQUIREMENTS

Eligible Improvements: Eligible projects must be to a homestead exempt residential building with obvious signs of roof leakage and/or damage, that are visible (street facing) portions of structure or site. The program can fund **up to 100%** of cost incurred per eligible project, upon approval of CRA Board.

Program details:

- Roof **MUST** show obvious signs of leakage and/or damage
- CRA staff and/or hired contractor(s) will inspect the roof to determine the extent of repair.
- Through city procurement policies, the CRA will provide a licensed and insured contract to perform roofing improvement services.
- Once application has been marked as complete, the grant application will be placed on the next regular scheduled CRA Board Meeting Agenda.

Requirements:

- Improvements **MUST** be visible from the district / corridor
- Improvements **MUST** be completed within one year of project approval
- Grant funds **CANNOT** reimburse past projects (no retroactive reimbursement allowed)
- Applicant or family member **CANNOT** receive financial benefit from this grant
- Improvements **MUST** comply with Walton County's building codes, local ordinances, and permit requirements

Program funds cannot be used for the following:

- Services performed by a non-licensed contractor, where permitting is required
- Repairs made in response to citations by the City's Code Enforcement Department
- New building construction
- Work/labor performed by the property owner, relative or tenant (materials purchased by the owner may qualify; however, labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner's own property)

Vendor/Quotation Requirements:

- Vendor **MUST** be licensed to work and pull permits in City of DeFuniak Springs and Walton County, where required
- Vendor **CANNOT** start the project until the approval is issued by CRA program office
- Quote **MUST** be on the vendor's letter head and include **ALL** costs associated with the project (cost of permits, use agreements, design, site plans, surveying, engineering, etc.).
- Vendors cannot be a relative of or the applicant of the grant program
- DeFuniak Springs recommends that the vendor provide a certificate of insurance with Workers' Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

CRA Regular Grants and Special Consideration Grants will be based on the building type and size, per the chart below:

Building type and size:	Regular Grant (total)
Single-family Homestead Exempt Residential	Up to \$20,000

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Patricia Lee
Print Name

Patricia Lee
Signature of Applicant

5/15/25
Date



EMPLOYMENT HISTORY:

1. APPLICANT

CURRENT EMPLOYER:

NAME: Un Employed

PHONE: _____

ADDRESS: 120 Captain Street

DATES EMPLOYED: _____

POSITION: _____

SUPERVISOR: _____

PREVIOUS EMPLOYER:

NAME: Grand Bold Health

Miramar Beach FLA
PHONE: 850-267-2887

ADDRESS: 138 Sandestin Lane

DATES EMPLOYED: Jan. 14, 2014

POSITION: Nursing

To July 14, 2020
SUPERVISOR: Eric Kiss

2. CO-APPLICANT

CURRENT EMPLOYER:

NAME: D.C.C. INC OF WALTON

PHONE: 850-892-6786

ADDRESS: P.O. Box 1649 DeFuniak
SPRINGS FL. COUNTY

DATES EMPLOYED: 7/2009

POSITION: Delivery Driver

SUPERVISOR: TRAVIS BLANTON

PREVIOUS EMPLOYER:

NAME: D.C.C. INC OF WALTON

PHONE: 850-892-6786

ADDRESS: P.O. Box 1649 DeFuniak
SPRINGS FL. COUNTY

DATES EMPLOYED: 7/2009

POSITION: Concrete Finisher

SUPERVISOR: DAVID COOK

PLEASE PROVIDE EMPLOYMENT INFORMATION AND SUPPORTING DOCUMENTATION FOR ALL OTHER WORKING HOUSEHOLD MEMBERS AGE 18 YEARS OR OLDER, OR A NOTARIZED AFFIDAVIT CONFIRMING UNEMPLOYMENT, AND STATING SOURCE OF FINANCIAL SUPPORT.



SOURCE(S) OF ANNUAL INCOME:

SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBER	TOTAL
GROSS ANNUAL SALARY*	11,124.00 \$11,000	45701.24	NO	2
OVERTIME, TIPS, BONUSES				
SOCIAL SECURITY INCOME	11,124.00 \$11,000	45701.24		
SSI	N/A	N/A		
RETIREMENT/PENSION/VA	N/A	N/A		
UNEMPLOYMENT	N/A	N/A		
WORKERS COMPENSATION	N/A	N/A		
WELFARE PAYMENTS	N/A	N/A		
WELFARE PAYMENTS	N/A	N/A		
BUSINESS NET INCOME	N/A	N/A		
INTEREST/DIVIDENDS	N/A	N/A		
OTHER INCOME	N/A	N/A		

*ANNUAL SALARY PRIOR TO DEDUCTIONS

PROVIDE SUPPORTING DOCUMENTATION FOR ALL ANNUAL INCOME SOURCES RECEIVED BY THE APPLICANT, CO-APPLICANT, AND/OR HOUSEHOLD MEMBERS, AND/OR A NOTARIZED AFFIDAVIT CONFIRMING LACK OF INCOME, AND EXPLAINING SOURCE OF FINANCIAL SUPPORT FOR ALL HOUSEHOLD MEMBERS AGES 18 YEARS OR OLDER.

The information provided above is true and complete to the best of my knowledge and belief. I consent to the disclosure of such information for purposes of income verification related to my application for assistance under DeFuniak Spring's Community Redevelopment Agency Income-Based Roof Improvement Program. I understand that any willful misstatement of material facts will be grounds for disqualification and may result in legal action against me. I understand the information provided is required to determine assistance eligibility and does not assure qualification for assistance. I agree to provide other documentation as may be required to determine my eligibility for assistance under this program.

Applicant Signature: Patricia Lee

Date: 5/15/25

Co-Applicant Signature: Paul G. Lee

Date: 5/15/25

THIRD-PARTY ASSET VERIFICATION FORM
Checking, Savings, Certificate of Deposit, and Money Market Accounts



Name of Financial Organization: Community South Credit Union

Address: 775 US Hwy 331 S, DeFuniak Springs, FL 32435

SUBJECT: Verification of Information Supplied by an Applicant for the DeFuniak Springs CRA Income-Based Roof Improvement Grant Program

NAME: Patricia Lee & Fred Lee

ADDRESS: 120 Captain St, DeFuniak Springs, FL 32435

PLEASE RETURN FORM TO:

DeFuniak Springs Community Redevelopment Agency

694 Baldwin Avenue, Suite 4

DeFuniak Springs, FL 32435

Phone: 850-951-3054

Email: cradirector@defuniakspingscra.com

This person has applied for assistance under a program of the DeFuniak Springs CRA. The CRA requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below.

Area to be completed by Financial Organization

Please answer all questions. Answer N/A if the question does not apply.)

Balance for (6) Months: \$ 21.92 Interest Rate: N/A Date Account Opened: 1/24/23 Date Account Closed: _____

Balance for (6) Months: \$ _____ Interest Rate: _____ Date Account Opened: _____ Date Account Closed: _____

Balance: \$ 257.34 Interest Rate: 2.90 Date Account Opened: 1/24/23 Date Account Closed: _____

Balance: \$ _____ Interest Rate: _____ Date Account Opened: _____ Date Account Closed: _____

Current Value _____ Rate of Interest: _____ Cash Value* _____

Current value minus penalties for early withdrawal or cost to convert to cash (broker fees, etc.) _____

Current Value _____ Rate of Interest: _____ Cash Value* _____

Current value minus penalties for early withdrawal or cost to convert to cash (broker fees, etc.) _____

Current Value _____ Rate of Interest: _____ Cash Value* _____

*Cash value is the current value minus penalties for early withdrawal or cost to convert to cash (broker fees, etc.)

Money Market

Account # _____ Current Value _____ Rate of Interest: _____ Cash Value* _____

*Cash value is the current value minus penalties for early withdrawal or cost to convert to cash (broker fees, etc.)

Name and Title of Person Supplying the Information: Tanisha Yelverton/ Branch Manager Community South Credit Union Signature: Tanisha Yelverton Date: 5/19/25

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances that would required the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

Signature: Patricia Lee

Date: 5/19/25

Please return the form to the address listed above. Thank You

NOTICE TO APPLICANT(S): ACCESS TO FINANCIAL RECORDS

This is a notice to you as required by the Right to Financial Privacy Act of 1978 informing you that the State of Florida and DeFuniak Springs CRA have a right to access to financial records held by any financial institution in connection with the consideration or administration of DeFuniak Spring's Community Redevelopment Agency Income-Based Roof Improvement Program. Financial records involving your transactions will be available to DeFuniak Springs CRA without further notification, and/or authorization but will not be disclosed or released to another government agency, or department without your consent except as required or permitted by law.

Applicant Signature: Patricia Lee

Date: 5/15/25

Co-Applicant Signature: Fred J. Lee

Date: 5/15/25

DeFuniak Springs CRA certifies that it is in compliance with the applicable provision of the Financial Privacy Act of 1978 as related to this request for access to financial records.

CRA Signature: _____

Date: _____

Written Name and Title: _____



DeFuniak Springs Community Redevelopment Agency 694 Baldwin
Avenue, Suite 4

DeFuniak Springs, FL 32435

Phone: (850) 951-3054

Email: cradirector@defuniakspringscra.com

Web: defuniakspringscra.com

HOLD HARMLESS AGREEMENT

I, hereinafter referred to as the Applicant, do hereby agree to hold DeFuniak Springs CRA and the State of Florida, as well as their respective agents, assigns, and/or employees, harmless from any action regarding roof replacement services. It is further understood and agreed that in consideration for assistance provided by DeFuniak Spring's Community Redevelopment Agency for the Income-Based Roof Improvement Program applicant hereby agrees to defend, indemnify and hold harmless DeFuniak Springs CRA, DeFuniak Springs Board of CRA Commissioners, the State of Florida and their respective agents, assigns, and/or employees from all claims by any person or persons arising from the act or acts of any third person, or persons in connection with the services provided.

Applicant Signature: Patricia Lee

Date: 5/15/25

Co-Applicant Signature: Fred J. Lee

Date: 5/15/25



DeFuniak Springs Community Redevelopment Agency 694 Baldwin
Avenue, Suite 4
DeFuniak Springs, FL 32435
Phone: (850) 951-3054
Email: cradirector@defuniakspringscra.com
Web: defuniakspringscra.com



NOTICE TO APPLICANT(S): FLORIDA PUBLIC RECORDS LAW, F.S. CHAPTER 119

This is a notice to you regarding the State of Florida's Public Records Law, Florida Statutes (F.S.) Chapter 119: Public Records. Under F.S. Chapter 119, the law requires that any records made or received by public agencies in the course of official business must be made available for inspection by the general public, unless specifically exempted by the Florida Legislature, or deemed confidential or exempted under federal law. Please be advised that in the course of the release of public records, DeFuniak Springs may release personal information including home address, email address and phone number, unless specifically exempted under law. You are hereby notified, pursuant to F.S. Chapter 119, that disclosure of your social security number has been collected on this application for identification and financial verification purposes to determine eligibility under this program, and will not be utilized for any other purpose, and/or released to any other agency and/or person(s) except where required under law. Please refer to F.S. Chapter 119.071 for details on Florida Public Records Law general exemptions.

The Community Redevelopment Agency requests that you disclose any exemptions under F.S. Chapter 119.071 which may apply to any person or persons referenced on this application for assistance. Please check a box below:

☐ The person(s) referenced on this application qualify for the following exemptions under F.S. Chapter 119.071 (please indicate the full name of the person(s) qualifying for exemptions listed):

☐ The person(s) referenced on this application do not qualify for any exemptions under F.S. Chapter 119.071.

Your signature below confirms your review and understanding of this notification as it relates to the State of Florida's Public Records Law, F.S. Chapter 119, and applicable exemptions:

Applicant Signature: Patricia Lee

Date: 5/15/25

Co-Applicant Signature: Ed J. Lee

Date: 5/15/25

AFFIDAVIT of NO INCOME

Before me this _____ day of _____, 20__ personally appeared _____, who, being duly sworn, deposes and says:

1. I, _____, am not employed and do not anticipate employment within the next 12 months. Further, I do not receive income from any other source(s).

Signature: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF WALTON

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20__ by _____, ☐ who is personally known to me or ☐ who has produced _____ as identification and who ☐ did / ☐ did not take an oath.

[NOTARY SEAL]

Signature of Notary Public

Name of Notary, Typed or Printed

c Employer's name, address, and ZIP code DCC. INC. OF WALTON CO. P. O. BOX 1649 DEFUNIAK SPRINGS FL 32435			b Employer identification number (EIN) 59-3654422			OMB No. 1545-0008				
			1 Wgs, tips, other compn 45101.21	2 Fed inc tax withheld 4291.00	3 Social security wages 45101.21			Form W-2 Wage and Tax Statement 2024 Copy B To Be Filed with Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service.		
			4 SS tax withheld 2796.28	5 Medicare wages & tips 45101.21	6 Medicare tax withheld 653.97					
			7 Social security tips	8 Allocated tips	9					
d Control number			10 Depdnt care benefits	11 Nonqualified plans	12a					
e Employee's name, address, and ZIP code Suff. FRED J LEE 120 CAPTAIN STREET DEFUNIAK SPRINGS, FL 32435			13	14 Other	12b					
			Statutory employee. ☐		12c					
			Retirement plan . . ☐		12d					
			Third-party sick pay ☐							
15 State	Employer's state ID number	16 State wages, tips, etc	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name				

REV 01/16/25 QBDT

Department of the Treasury — IRS

c Employer's name, address, and ZIP code DCC. INC. OF WALTON CO. P. O. BOX 1649 DEFUNIAK SPRINGS FL 32435			b Employer identification number (EIN) 59-3654422			OMB No. 1545-0008				
			1 Wgs, tips, other compn 45101.21	2 Fed inc tax withheld 4291.00	3 Social security wages 45101.21			Form W-2 Wage and Tax Statement 2024 Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return.		
			4 SS tax withheld 2796.28	5 Medicare wages & tips 45101.21	6 Medicare tax withheld 653.97					
			7 Social security tips	8 Allocated tips	9					
d Control number			10 Depdnt care benefits	11 Nonqualified plans	12a					
e Employee's name, address, and ZIP code Suff. FRED J LEE 120 CAPTAIN STREET DEFUNIAK SPRINGS, FL 32435			13	14 Other	12b					
			Statutory employee. ☐		12c					
			Retirement plan . . ☐		12d					
			Third-party sick pay ☐							
15 State	Employer's state ID No.	16 State wages, tips, etc	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name				

REV 01/16/25 QBDT

c Employer's name, address, and ZIP code DCC. INC. OF WALTON CO. P. O. BOX 1649 DEFUNIAK SPRINGS FL 32435			b Employer identification number (EIN) 59-3654422			OMB No. 1545-0008					
			This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.						Form W-2 Wage and Tax Statement 2024 Copy C For EMPLOYEE'S RECORDS. (See Notice to Employee.)		
			1 Wgs, tips, other compn 45101.21	2 Fed inc tax withheld 4291.00	3 Social security wages 45101.21						
			4 SS tax withheld 2796.28	5 Medicare wages & tips 45101.21	6 Medicare tax withheld 653.97						
d Control No.			7 Social security tips	8 Allocated tips	9						
e Employee's name, address, and ZIP code Suff. FRED J LEE 120 CAPTAIN STREET DEFUNIAK SPRINGS, FL 32435			10 Depdnt care benefits	11 Nonqualified plans	12a						
			13	14 Other	12b						
			Statutory employee. ☐		12c						
			Retirement plan . . ☐		12d						
			Third-party sick pay ☐								
15 State	Employer's state ID No.	16 State wages, tips, etc	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name					

REV 01/16/25 QBDT

FORM SSA-1099 – SOCIAL SECURITY BENEFIT STATEMENT

2024

• PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME.
• SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name PATRICIA L LEE		Box 2. Birth date (MM/DD/YYYY) [REDACTED]
Box 3. Benefits Paid in 2024 \$11,124.00	Box 4. Benefits Repaid to SSA in 2024 NONE	Box 5. Net Benefits for 2024 (Box 3 minus Box 4) \$11,124.00
DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or Direct deposit \$11,124.00 Benefits for 2024 \$11,124.00		DESCRIPTION OF AMOUNT IN BOX 4 NONE
		Box 6. Voluntary Federal Income Tax Withheld NONE
		Box 7. Address PATRICIA L LEE 120 CAPTAIN ST DEFUNIAK SPRINGS FL 32435-3302
		Box 8. Claim Number (Use this number if you need to contact SSA.) [REDACTED]

LIFT TO OPEN



Social Security benefits are taxable. Do not return this form to us or the IRS. Do not attach it to your income tax return. Keep this statement for your record. We also are sending this benefit information to the IRS. We did not include your SSI benefits, if any, on this statement. You may wish to keep this statement as proof of your income for use with public assistance. If you do not receive public assistance and you do not owe taxes on your Social Security benefits, you may want to keep this statement for your records.

Box 3—Benefits Paid in 2024—shows the total amount of Social Security we paid you in 2024. This amount may not agree with the payments you actually received in 2024. This is because it may include money we withheld for deductions such as Medicare Part B (medical insurance) premiums, Medicare Advantage or prescription drug coverage premiums you requested to be withheld from your benefits, and any income-related monthly adjustment amount you are required to pay for Part B or prescription drug coverage. Also,

Amount in Box 4.”

Box 5—“Net Benefits for 2024”—shows the amount in Box 3 minus the amount in Box 4. An amount in parentheses is a negative amount. Enter this amount on line A of IRS Notice 703 to see if any of your Social Security benefits are taxable.

Box 6—“Voluntary Federal Income Tax Withheld”—shows the total amount of benefits you voluntarily withheld and paid for Federal income tax. Include this amount on your income tax return as

LIFT TO OPEN



Social Security benefits are taxable. Do not return this form to us or the IRS. Do not attach it to your income tax return. Keep this statement for your record. We also are sending this benefit information to the IRS. We did not include your SSI benefits, if any, on this statement. You may wish to keep this statement as proof of your income for use with public assistance. If you do not receive public assistance and you do not owe taxes on your Social Security benefits, you may ignore this form.

Who Receives This Statement

We must, by law, provide you a statement that shows the Social Security benefits you received or repaid in 2024. We provide separate statements to each person. If you get more than one check each month, we may provide you with more than one statement.

EXPLANATION OF ITEMS

Box 1—"Name"— shows the name of the person for whom we paid benefits.

Box 3—"Benefits Paid in 2024"— shows the total amount of Social Security we paid you in 2024. This amount may not agree with the payments you actually received in 2024. This is because it may include money we withheld for deductions such as Medicare Part B (medical insurance) premiums, Medicare Advantage or prescription drug coverage premiums you requested to be withheld from your benefits, and any income-related monthly adjustment amount you are required to pay for Part B or prescription drug coverage. Also, it may leave out some payments that are not taxed by the IRS. All items that apply to you are listed in the "Description of Amount in Box 3." **Note:** If you have a "Treasury Benefit Payment Offset, Garnishment and/or Tax Levy" amount shown and need to know what type of offset is involved, contact SSA at 1-800-772-1213 for an explanation. If you have a tax debt question, call IRS at 1-800-829-1040. Any payments we made to you in 2024 for earlier years are shown in a separate column.

Amount in Box 4."

Box 5—"Net Benefits for 2024"— shows the amount in Box 3 minus the amount in Box 4. An amount in parentheses is a negative amount. Enter this amount on line A of IRS Notice 703 to see if any of your Social Security benefits are taxable.

Box 6—"Voluntary Federal Income Tax Withheld"— shows the total amount of benefits you voluntarily withheld and paid for Federal income tax. Include this amount on your income tax return as tax withheld.

If You Have Any Questions

If you have any questions about the amounts on this form, call Social Security at 1-800-772-1213 or visit any Social Security office. Please have this form with you. Please use the claim number shown in **Box 8** if you contact SSA. If you have questions about how to figure the taxable part of your Social Security benefits after you complete Notice 703, visit IRS.gov and enter "Social Security income" in the search box.

Facts About Computer Matching Programs

Congress passed a law (PL 100-503) in 1988 that says you have a right to know that we may use information you give us when we match records by computer. Below, we tell you about computer matching and how it may affect you.

What Are Computer Matching Programs?

Computer matching programs compare Social Security and/or Medicare records with those of

other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal Government.

How Do Computer Matching Programs Affect You?

On forms that you fill out for us, you give us information about yourself. Sometimes, we check the information you, and others, give us. We use computer matching to

do the checking. The law allows us to check this way even if you do not agree to it. We may also share information about you with other government agencies that pay benefits. They will use this information in their computer matching programs.

If You Want More Facts

If you want to learn more about computer matching or how we use information about you, please contact any Social Security office.

FORM SSA-1099 – SOCIAL SECURITY BENEFIT STATEMENT

2024

• PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME.
• SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name

PATRICIA L LEE

Box 2. Beneficiary's Social Security Number

[REDACTED]

Box 3. Benefits Paid in 2024

Box 4. Benefits Repaid to SSA in 2024

Box 5. Net Benefits for 2024 (Box 3 minus Box 4)









ESTIMATE



Prepared For

Josh Irvin

Broadway Home Services, LLC

2005 Bear Bay Flats Road
Laurel Hill, FL 32567
Phone: (850) 546-1532
Email: ericbroadway73@gmail.com

Estimate # 1238

Date 06/12/2025

Business / Tax # 274967990

Description	Total
120 Captain street Defuniak Springs	\$4,900.00
1. Remove one layer of shingles and underlayment	
2. Inspect decking and nail off to current code	
3. Install new eve metal	
4. Install new exhaust vent	
5. Install new GAF Stormguard peel and seal in valleys	
6. Install new GAF pro start starter shingles	
7. Install new GAF Timberline HDZ shingles	
8. Install new plumbing boots	
9. Install new GAF Seal a Ridge hip and ridge caps	
10. Install new GAF Cobra shingle over ridge vents.	
11. Clean job of all debris	
Repair soffit and fascia	\$2,200.00
Subtotal	\$7,100.00
Total	\$7,100.00

We appreciate your business!

Terms and conditions:

- 1.Full payment is required when job is complete.
2. Broadway Home Services will provide a lifetime workmanship warranty and standard manufacturer warranty.
3. Contractor shall process and furnish all the necessary work, permits, tools, equipment and other necessary means and materials for the commencement of the roofing project

Josh Irvin

**Johnson Roofing Solutions**

1383 Jackson Ave ,
Chipley, FL. 32428
Phone: (850) 658-4341

Company Representative

Gary Harris
Phone: (850) 598-2662
gary@johnsonroofingsolutions.com

Patricia Lee
120 Captain Street
DeFuniak Springs, FL 32435
(850) 419-0832

Job: Patricia Lee

***Metal Section**

Johnson Roofing Solutions proposes to furnish material, obtain necessary permits, and perform all labor as follows:

Includes 1x4 wooden perlins underneath metal

Replace up to 30 ft of rotten 1x4 fascia boards where needed

- All work is to be completed Per Current Florida Building Code.
- Remove existing eave drip from all eaves of home.
- Remove existing pipe boots and vented ridge systems.
- Install 1x4 wooden perlins over existing roof system spaced accordingly.
- Install new eave drip.
- Install new metal roofing system (profile of choice) with appropriate screws spaced per manufacturer specifications.
- Install custom rake trim on all gable ends of home.
- Install EPDM pipe boot flashings.
- Install 18" wide ridge caps (prevents water intrusion).
- Clean up all job-related debris, haul off all trash, and magnet sweep entire yard for nails.

This is a special price and is only good through June 30, 2025.

JRS will price match legitimate competitor quotes with same scopes of work.

JRS will provide a wind mitigation report with each full reroof.

- Johnson Roofing Solutions provides a 15-year workmanship warranty against active water intrusion.
- Galvalume (Silver) Metal has a 25-year warranty through manufacturer against rust, corrosion, cracking, and integrity of material.

Wood Addendum

- Compromised decking will be removed and replaced at additional \$2.75 per square foot.
- Compromised Framing Boards (2x6) (2x4) will be removed and replaced at additional \$15 per linear foot.
- Compromised Facia Boards (1x4) (1x6) will be removed and replaced at additional \$10 per linear foot.

29 Gauge Galvalume (Silver) Exposed Fastener Metal Roofing System

Price

\$5,172.50

Payment. JRS may require a 33% deposit prior to commencing work or ordering materials for said project. Customer shall pay the contract price plus any additional charges for changed or extra work no later than ten (10) days after substantial completion of the work day. Customer is entitled to withhold 5% of the contract price as retainage payment of which may be conditioned upon entry of any required certificates, inspection reports, or notices by a government entity necessary to close or complete Contractors permit of work. Failure to pay all remaining amounts at substantial completion is a material breach of this contract. A delay by the manufacturer in the processing and formal issuance of manufacturer's warranty document shall not be cause to delay the Customer's payment to Contractor. Registered manufacturer warranties expressed in the above contract will be provided upon JRS receiving full payment of invoice total. This agreement represents the entire agreement between the parties and supersedes any prior agreements. **If financing through JRS is chosen Administrative Fees Will Be Applied To Contract Price Unless Specified In Contract.**

Non-payment. All sums not paid in full when due shall earn interest at the rate of 1-1/2% per month until paid (ANNUAL PERCENTAGE RATE OF 18%), unless otherwise required by law. Payments received shall be applied first to interest on all outstanding invoices and then to the principal amount of the oldest outstanding invoices. If Customer does not make payment, Contractor shall be entitled to recover from Customer all costs of collection incurred by Contractor, including attorney's fees, costs, and expenses. Collection matters may be processed through litigation or arbitration at the sole discretion of Contractor. The failure of Customer to make proper payment to Contractor when due shall entitle Contractor, at its discretion, to suspend all work, shipments and/or warranties until full payment is made or terminate this contract.

Availability of Site. Contractor shall be provided with direct access to the work site for the passage of vehicles and materials and direct access to the roof. Contractor shall not be required to begin work until underlying areas are ready and acceptable to receive Contractor's work. A wind mit report is available

to customers with full reroofs and it is customers responsibility to coordinate this inspection with IPA Inspections & Property Appraisals. They can be reached by phone at 850-687-1275 or via email at Inspections@home-ipa.com.

Customer's Default. Customer shall be in default of this Agreement upon any of the following occurrences (a) Customer fails to provide access to the job site or materially interferes with construction; (b) Customer fails to make timely payment under the terms of this Agreement; or (c) Customer otherwise violates a material provision of this Agreement

Disclaimer. Contractor disclaims all liability for all claims, disputes, rights, losses, damages, causes of action or controversies ("Claims") pertaining to Mold, including Claims arising out or relating to the detection, removal, disposal, or remediation of Mold, whether those Claims arise in law, equity, contract, warranty, tort, or federal or state statutory claims, and whether those Claims are based on the acts or omissions of Contractor or individuals or entities under Contractor's control. The Customer is solely liable and responsible for all damages, whether actual or consequential, caused by Mold and incurred by Customer, Contractor or third parties

Site Conditions. Contractor shall not be responsible for additional costs required due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Contractor. In some cases existing gutters are required to be removed during installation of roof. Contractor will dispose of gutters accordingly unless notified in writing (customers responsibility) that removed gutters are to stay on property prior to removal. Contractor is not responsible for reattaching said gutters. Contractor is not responsible for damages done to gutters. If satellite dish is present on roof it will be removed by JRS and homeowner will be responsible to coordinate and pay for reinstallation to fascia board or a pole with their provider. During new construction JRS is not responsible for damaged eave drip due to fascia board/metal installed after roof by other trades/companies. A remobilization fee will be incurred if additional roof planes, or penetrations are added after JRS's completion of its work. The raising, disconnection, re-connection or relocation of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra. Should concealed or unknown conditions in an existing structure be at variance with conditions indicated in the description of the work to be performed from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement, the Agreement price shall be equitably adjusted upon notice thereof from the Contractor to the Customer.

Protection of Work. Customer acknowledges that re-roofing of an existing building may cause disturbance or dust to fall into the interior. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations.

Materials. Metal roofing and especially lengthy flat span sheet metal panels will often exhibit waviness, commonly referred to as "oil-canning." Oil-canning pertains to aesthetics and not the performance of the panels and is not controlled by the Contractor. Contractor is not responsible for claims of customer related to oil-canning or aesthetics. Oil-canning shall not be grounds to withhold payment or reject panels of the type specified. Surface mount flashing is allowed by manufacturer and will be utilized by JRS in some cases, this is not a reasonable cause for rejection.

Damages and Delays. Contractor will not be responsible for damage done to Contractor's work by others. Any repairing of the same by Contractor will be charged at regular scheduled rates over and above the amount of this proposal. Contractor shall not be liable for damages, including liquidated damages or penalties, resulting from any delay in completion of the Project. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, federal, state or local law, regulation or order; strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others or government regulations including government-imposed shutdown, events related to pandemic (including all current and future guidelines related to COVID-19 pandemic), delays or failure of delivery from a third party. In no event, whether based on contract, warranty (express or implied), tort, federal or state statute or otherwise arising from or relating to the work and services performed under the Agreement, shall Contractor be liable for special, consequential, incidental or indirect damages, including loss of use or loss of profits. Contractor and Customer agree to allocate certain of the risks so that, to the fullest extent permitted by law, Contractor's total aggregate liability to Customer is limited to the dollar amount of this Agreement for any and all injuries, damages, claims, expenses or claim expenses including attorneys' fees, costs and expenses arising out of or relating to this Agreement regardless of whether it is based in warranty, tort, contract, strict liability, negligence, errors, omissions, or from any other cause or causes. **WAIVER OF JURY TRIAL: EACH PARTY AGREES THAT AS A MATERIAL PART OF THE CONSIDERATION HEREUNDER AND AS AN INDUCEMENT TO ENTER INTO THIS AGREEMENT, EACH PARTY HEREBY WAIVES THE RIGHT TO A JURY TRIAL**

Warranty. CONTRACTOR SHALL NOT BE LIABLE FOR SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOST PROFITS. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this contract. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material. Unless otherwise specifically provided in this Agreement: **THERE ARE NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** All warranties/guarantees provided by Contractor, if any, shall be deemed null and void if Customer fails to strictly adhere to the payment terms contained in the Agreement. All warranties and guarantees if any, provided under the Agreement are solely for the original Customer and are non-transferable, unless otherwise agreed to by Customer and Contractor in writing. Any express warranty provided, if any, by Contractor is the sole and exclusive remedy for alleged construction defects, in lieu of all other remedies, implied or statutory.

Customer Protection of Property. Due to the nature of the construction to be done at Customer's request, the Customer takes sole responsibility for any damage done to curbs, walkways, driveways, structures, septic tanks, HVAC, utility lines, pipes, landscaping, appurtenances at the job location. Contractor is not responsible/liable for any hairline cracks, or any cracks, in the ceiling due to the removal and reinstalling of the roof or any damage caused by dust or debris caused by Contractor's work. Contractor is not liable for damage to person or property caused by nails.

Price Volatility. The parties understand that the construction industry is currently experiencing price and availability volatility with regard to the materials used for this Project. Because of market fluctuations, the prices of these materials are subject to sudden and significant changes and firm prices cannot be obtained from suppliers. Asphalt, polyiso and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Contractor. If there is a substantial increase in these or other roofing products between the date of this contract and the time when the work is to be performed, the amount of this contract may be increased to reflect the additional cost to Contractor, upon submittal of written documentation and advance notice to Customer.

Losses Beyond Contractor Control. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, pandemics, government restriction, including any such orders by any government entity for the protection of the public related to COVID-19, weather, accidents, fire, riot, vandalism, federal, state or local law, regulation or order; strikes, jurisdictional disputes, failure or delay of transportation, supply chain, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others.

Legal Action. Should Contractor employ an attorney to institute litigation or arbitration to enforce any of the provisions hereof, to protect its interest in any matter arising out of or related to this Agreement, Contractor shall be entitled to recover from the Customer all of its attorney's fees and costs/expenses incurred therein, including attorney's fees, and costs/expenses incurred at mediation, administrative, appellate or bankruptcy proceedings.

Authority to Sign. The signors to this contract represent to each other that each signor has authority to sign this contract on behalf of the party for whom each is signing. Customer represents that he or she is an owner of the property or is an agent of the owner of the Property with authority to bind the owner of the Property to this contract. The signors to this contract (by signing) give Johnson Roofing Solutions permission to execute and authorize all permit applications, NTBO (Notice To Building Officials, and Notice Of Commencements on their behalf. Customer understands and agrees that JRS reserves right to utilize the services of third- party private provider inspectors for inspections.

Variations and Aesthetics. Customer has had opportunity to select color and style of materials used by Contractor and to inform Contractor of selections which are part of Contractor's agreed upon scope of work. Contractor is authorized to select any materials which are not contrary to any selections made by Customer and which will not affect the function of the roof system but are purely aesthetic in nature. In the event that the customer's selected materials to be used in the construction of the Project become unavailable, Contractor reserves the right to substitute substantially equivalent materials for the unavailable materials. Metal roofing and especially lengthy sheet metal panels will often exhibit waviness, commonly referred to as "oil-canning." Oil-canning pertains to aesthetics and not the performance of the panels and is not controlled by the Contractor. Contractor is not responsible for claims of customer related to oil-canning or aesthetics. Oil-canning shall not be grounds to withhold payment or reject panels of the type specified. Uneven decks, button caps, existing shingles, nails etc. may telescope (show through) metal roofing panels and is a common occurrence (especially in darker colors). By signing below customer understands telescoping does not constitute a defect and is not grounds to withhold payment or reject work as it does not affect functionality. Both parties understand scratches of metal paint are not grounds for rejection and can be touched up with manufacturer touch up paint and are not grounds to withhold payment. JRS typically uses 1" Nail Strip Snap Lock for its standing seam panels. It is customers responsibility to notify contractor, in writing, if a different profile type is requested. Options are available to upgrade to a clip system for an additional charge especially in open soffit homes.

Wood Addendum. Customer understands and acknowledges that Contractor may replace compromised wood without notice to Customer. Customer further understands and agrees that charges for replacement of wood as provided in this contract will be added to the price of the work via the final invoice provided by Contractor.

.....



June 18, 2025

DeFuniak Springs Community Redevelopment Agency
694 Baldwin Avenue
Suite 4A
DeFuniak Springs, FL 32435

Please remit payment to:
Johnson, Mirmiran & Thompson, Inc.
40 Wight Avenue
Hunt Valley, MD 21030

Attn:

Re: Professional Services for Historic District Design Standards
RFP 24-02-CRA
PO# 2025-00559

Invoice Number: 3-260545
Period Starting Date: 2/13/2025
Period Ending Date: 6/9/2025
JMT Project Number: 24-02821-001
Prepared By: Toto, Paris

We are hereby submitting our invoice for professional services, as per our Contract.

24-02821-001 - DeFuniak Springs Community Redevelopment Authority

<u>Name of Employee</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total</u>
Gimbal, Carolyn J	Architectural Historian	\$ 81.78	2.0	\$ 163.56
Smith, Samantha	Architectural Historian	\$ 81.78	209.0	\$ 17,092.02
		JMT Labor Total	211.0	\$ 17,255.58

TOTAL DUE THIS INVOICE **\$ 17,255.58**

Total Budget	\$	56,312.99
Amount This Invoice	\$	17,255.58
Previous Billed	\$	12,988.35
Billed To Date	\$	30,243.93
Budget Remaining	\$	26,069.06
Percent Invoiced		53.7%

"Certified that all invoicing is true and correct and payment has not yet been received."

Johnson, Mirmiran & Thompson, Inc.

Signed by:

CD040C64C0AF406
Gimbal, Carolyn J
Project Manager

Federal ID No.: 52-0963531

Labor distribution report (Sales price)
from 2/13/2025 to 6/9/2025

Client: 10013276 DeFuniak Springs Community
Redevelopment Agency
Contract: 24-02821 Professional Services for Historic District
Design Standards
Project: 24-02821-001 DeFuniak Springs Community
Redevelopment Authority

WBS Activity: 5 Draft Guidelines

EE#	Name Timesheet period	Occupation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hours	Hourly rate	Total cost
07420	Smith, Samantha	Architectural Historian										
	3/30/2025 - 4/5/2025					7.50	8.00	6.50		22.00	81.78	1,799.16
	4/6/2025 - 4/12/2025				7.50			8.00		15.50	81.78	1,267.59
	4/13/2025 - 4/19/2025			8.00	8.00	8.00	8.00	8.00		40.00	81.78	3,271.20
	4/20/2025 - 4/26/2025			7.00	7.50	8.00	7.00	8.00		37.50	81.78	3,066.75
	4/27/2025 - 5/3/2025			8.00	5.00	7.00	7.00	4.00		31.00	81.78	2,535.18
	5/4/2025 - 5/10/2025				8.00	8.00	6.00			22.00	81.78	1,799.16
	5/11/2025 - 5/17/2025				8.00					8.00	81.78	654.24
	5/18/2025 - 5/24/2025						2.00	7.00		9.00	81.78	736.02
	6/1/2025 - 6/7/2025					8.00		8.00		16.00	81.78	1,308.48
	6/8/2025 - 6/14/2025			8.00						8.00	81.78	654.24
	Subtotal of Smith, Samantha, Architectural Historian									209.00		17,092.02
	Subtotal of 5 Draft Guidelines --									209.00		17,092.02

Labor distribution report (Sales price)
from 2/13/2025 to 6/9/2025

Client: 10013276 DeFuniak Springs Community
Redevelopment Agency
Contract: 24-02821 Professional Services for Historic District
Design Standards
Project: 24-02821-001 DeFuniak Springs Community
Redevelopment Authority

WBS Activity: 10 Project Management

EE#	Name	Occupation	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total hours	Hourly rate	Total cost
	Timesheet period											
06006	Gimbal, Carolyn J	Architectural Historian										
	6/1/2025 - 6/7/2025							2.00		2.00	81.78	163.56
	Subtotal of Gimbal, Carolyn J, Architectural Historian									2.00		163.56
	Subtotal of 10 Project Management --									2.00		163.56
	Total									211.00		17,255.58

This certifies that the above is a true and correct labor report covering work performed on the project named

Signed by:


Gimbal, Carolyn J
6/18/2025 | 3:03:41 PM EDT

Signature of Consultant

Date

Page 194 of 763

Historic District Design Standards:

DORSEY AVENUE HISTORIC DISTRICT



Historic District Design Standards:

DORSEY AVENUE HISTORIC DISTRICT

This document has been prepared for the City of DeFuniak Springs with the primary assistance of the DeFuniak Springs Community Redevelopment Agency and City Council.

2025

City of DeFuniak Springs Mayor

Robert "Bob" Campbell, Mayor

City of DeFuniak Springs City Council

Todd Bierbaum, Mayor Pro-Tempore & Council Member, Seat 1

Josh Sconiers, Council Member, Seat 2

Amy Heavilin, Council Member, Seat 3

Glen Harrison, Council Member, Seat 4

Dan Cosson, Council Member, Seat 5

City of DeFuniak Planning and Code Enforcement

Chris Wallace, Planning Director, AICP

Lisa Gierlinski, Planning Administrative Assistant

Chris Strawn, Code Enforcement Officer

City of DeFuniak Springs Community Redevelopment Agency Board

Reynolds Henderson, Chair. Appointed by Councilman Todd Bierbaum.

Cathy Mosley, Vice-Chair. Appointed by Councilman Henry Ennis.

Rob Hamilton. Appointed by Councilwoman Amy Heavlin.

Bruton Campbell-Work. Appointed by Councilman Tony Vallee.

Joshua R. Ervin, Executive Director

TABLE OF CONTENTS

Chapter 1. Introduction to Historic Preservation	1
1.1. Purpose of Design Standards.....	1
Who Should Use This Document?.....	2
When Does This Document Apply to the COA Process?.....	2
How to Use This Document	3
1.2. Benefits of Historic Preservation	4
Social and Economic	4
Environmental	5
Other Benefits	6
Chapter 2. Preservation in DeFuniak Springs.....	7
2.1. National Register of Historic Places: Historic Districts & Individually Listed Resources	7
Dorsey Avenue Historic District	8
Map	10
Chapter 3. Players and Procedures	11
3.1. City of DeFuniak Springs Planning and Code Enforcement Department	11
Contact Information	11
3.2. Design Review Process	12
Certificate of Appropriateness	12
Appeals	13
Violations	14
Chapter 4. Architectural Style Guide	16
4.1. Introduction.....	16
4.2. Building Types and Forms	17
Residential Building Forms.....	18
Commercial Building Forms.....	20
4.3. Architectural Styles.....	21
4.4. Design Principles	24
Chapter 5. Design Standards	27
5.1. Introduction.....	27
5.2. The Secretary of the Interior’s Standards for the Treatment of Historic Properties	28

5.3. Universal Design Standards for all Projects.....	30
Standard 1. Preserve/Retain Significant Features.....	30
Standard 2. Repair Rather than Replace.....	31
Standard 3. Make Appropriate Replacements	31
Standard 4. Restore Significant Features Where Damaged or Missing	32
Standard 5. Adaptive Reuse	32
Standard 6. Comply with Health and Safety Codes	33
5.4. Standards for Streetscape Elements.....	34
Standard 7. Driveways and Sidewalks.....	35
Standard 8. Parking and Parking Lots	37
Standard 9. Vacant Lots and Open Spaces	38
Standard 10. Fences and Walls	39
Standard 11. Landscaping	41
Standard 12. Accessory Buildings.....	43
Public Art	45
5.5. Standards for Signage.....	46
Standard 13. Commercial Signage.....	47
Standard 14. Residential Signage.....	47
5.6. Standards for Existing Buildings.....	49
Accessibility, Code Compliance, & Safety	50
Standard 15. Railings	50
Standard 16. Ramps	51
Building Materials.....	52
Standard 17. Wood.....	52
Standard 18. Siding	53
Standard 19. Masonry	55
Standard 20. Foundations	57
Standard 21. Decorative Architectural Features	58
Standard 22. Doors and Entrances	59
Standard 23. Windows.....	61
Standard 24. Roofs	64
Standard 25. Porches	67
Standard 26. Decks and Patios	69

Standard 27. Awnings and Canopies	70
Standard 28. Storefronts	71
Exterior Lighting	73
Standard 29. Exterior Light Fixtures	73
Utilities	74
Standard 30. General Utilities	74
Standard 31. HVAC	75
Standard 32. Satellites and Antennas	76
Energy Conservation	77
Standard 33. Solar Panels	78
Additions	79
Standard 34. Enlarged Footprint Additions	80
Paint and Color	81
Standard 35. Paint	81
5.7. Standards for New Construction	82
Standard 37. General Standards for New Construction	83
Accessibility, Code Compliance, & Safety	84
Standard 38. New Construction Railings	84
Standard 39. New Construction Ramps	84
Building Materials	85
Standard 40. New Construction Materials	85
Standard 41. Details and Ornamentation Design in New Construction	87
Standard 42. New Construction Doors	88
Standard 43. New Construction Windows	89
Standard 44. New Construction Roofs	90
Standard 45. New Construction Porches and Decks	91
Standard 46. Awnings and Canopies for New Construction	92
Storefronts	93
Standard 47. New Construction Storefronts	93
Exterior Lighting	94
Standard 48. New Construction Exterior Lighting	94
Utilities	95
Standard 49. Utilities in New Construction	95

Energy and Sustainability	96
Standard 50. Energy and Sustainability in New Construction	96
Standard 51. Solar Panels in New Construction	97
Color	98
Chapter 6. Demolition and Relocation Standards	99
6.1. Demolition.....	99
Standard 52. Demolition by Neglect.....	99
Standard 53. Partial Demolition	99
Standard 54. Total Demolition	100
6.2. Relocation	101
Standard 55. Relocation.....	101
Chapter 7. Substitute Materials	102
7.1. Replacement In-Kind vs. Substitute Materials	102
Cost Evaluation	104
7.2. Common Substitute Materials.....	105
Siding.....	105
Architectural Details	107
Doors	108
Windows	109
Roofing	111
Porch Materials	112
Appendix A. Glossary	114
Appendix B. DeFuniak Springs Zoning Information.....	134
Appendix C. Flood Risk Reduction.....	135
Appendix D. Basic Maintenance.....	145
Appendix E. Resources for Property Owners.....	147
Appendix F. Selected Bibliography	155

CHAPTER 1. INTRODUCTION TO HISTORIC PRESERVATION

1.1. PURPOSE OF DESIGN STANDARDS

The purpose of design standards and best practices for historic buildings is to promote the preservation of the historic character of the built environment while ensuring that new construction and additions are compatible with their historic surroundings.

These standards and best practices are intended to help property owners make appropriate decisions regarding changes to historic buildings, regardless of whether they are officially listed in the Local or National Register of Historic Places or not. For properties and districts that are listed in the national or local register, the standards and recommended treatments in this document are consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties and therefore will help inform the regulatory decisions made by the Planning Director in design review and permitting actions.

For properties that are not listed but are historic, these can be considered "best practices" that property owners are encouraged but not mandated to follow. By voluntarily following the design standards and best practices detailed in this document, DeFuniak Springs residents and business owners can help ensure their decisions do not negatively impact surrounding properties or the overall character of the neighborhood and city.



Figure 1: Streetscape within DeFuniak Springs, c. 1950 (Source: Florida Memory).

Who Should Use This Document?

The DeFuniak Springs Planning Director and city staff will reference these standards to help make decisions on Certificate of Appropriateness (COA) applications as well as to advise property owners of residential and commercial buildings within the Dorsey Avenue Historic District on appropriate courses of action.

This document also serves as a manual for anyone planning to make exterior changes to a property within the City's historic districts. Applicants who consult this document and seek guidance from the staff at the Planning and Code Enforcement Department during the planning stages of their projects may be more assured that their proposals will comply with the City's Municipal Code and will be approved by the Planning Director.

When Does This Document Apply to the COA Process?

This document applies to all residential and commercial properties located within the Dorsey Avenue Historic District, as well as historic resources and sites as determined by the City of DeFuniak Springs. Should the City establish additional historic districts, this document will serve as guidance for residential and commercial buildings within the districts.

The City's standards for COA review adhere to the Secretary of the Interior's Standards for Rehabilitation, pursuant to Ord. No. 881, § 18-55.1. of the City's Land Development Code as set forth in the DeFuniak Springs' Municipal Code. These standards will apply to any proposed work which requires a COA as issued by the Planning Director.



Figure 2: Hotel Chautauqua along DeFuniak Lake, c. 1900 (Source: Florida Memory).

How to Use This Document

This document should be used as a manual to evaluate the appropriateness of proposed work on the exterior of contributing residential and commercial buildings in the Dorsey Avenue Historic District. Additionally, this document should serve as a manual to owners of historic properties as they plan and implement repairs, renovations, or new construction projects.

Chapter 1 introduces Historic Preservation, Design Standards, and information on the benefits of preservation to a community.

Chapter 2 contains an introduction to the City’s National Register and Local Historic Districts with a brief history of the Dorsey Avenue Historic District.

Chapter 3 provides an overview of the DeFuniak Springs’ Planning and Code Enforcement Department and its role in the Design Review Process, including information on DeFuniak Springs’ Certificate of Appropriateness.

Chapter 4 presents an architectural style guide to determine the building type, architectural style, and associated features of a historic property. Architectural design principles can also be found in this chapter which will aid in understanding the design standards.

Chapter 5 contains all design standards for planning a successful project within the Dorsey Avenue Historic District, including exterior alterations, new construction, streetscape elements, and signage.

Chapter 6 provides standards for the demolition and relocation of structures and buildings within a historic district.

Chapter 7 includes guidance on choosing substitute materials to replace original materials when necessary.

Visuals like images and diagrams are included throughout this document that provide examples of work solutions. These solutions will be sorted by their level of appropriateness: Appropriate, May be Appropriate, and Not Acceptable.



1.2. BENEFITS OF HISTORIC PRESERVATION

The preservation of historic buildings can play a role in the economic development of DeFuniak Springs by making it a more desirable place to live and work, and by encouraging place-making and place-keeping that can help draw in new visitors to the city. Besides preserving the outward historical appearance, historic preservation provides a number of social, economic, and environmental benefits.

Social and Economic

Historic resources are existing buildings, sites, and landscapes which are connected to a city's existing infrastructure. They were constructed with workmanship and materials which are often superior to new construction, including old growth lumber and forgotten construction techniques. As such, they typically have a longer lifespan (100 years +) when compared to new construction (30-40 years on average). Existing historic buildings are tied into existing infrastructure and utilize existing public investments including roads and sewers thereby reducing impact costs which apply to new construction. The rehabilitation of existing structures often compares very favorably to new construction for this reason.

Historic preservation is closely linked to development investment and tourism. Well preserved historic buildings and districts set DeFuniak Springs apart from communities filled with new construction, which tend to lack "personality" or individual distinction. Heritage tourism attracts engaged visitors who seek local businesses for their travel needs and entertainment purposes. "Nearly all expenditures of tourists fall into five categories: lodging; food and beverage; local transportation; retail purchases; and entertainment/admissions/amusements" which are often directly linked to the small businesses of a town or city. Heritage tourism therefore stimulates the economy by encouraging localized spending.



Figure 3: The revitalization of historic downtown buildings can act as a major draw for entertainment and activity.



Figure 4: Restoration aligns with sustainable practices by reusing existing structures, minimizing waste, and conserving resources. (Source: BrandTouch).

Historic preservation can also help to stimulate the local economy by providing jobs. Rehabilitation projects provide more local jobs as compared to new construction, as a larger percentage of the project cost is for labor. The same cannot typically be said of new construction due to the widespread and common use of prefabrication, which effectively outsources work from beyond the local economy. Additionally, historic districts tend to attract more retail businesses and restaurants due to their unique atmospheres and walkability. Attracting businesses to commercial heavy districts like the Downtown Business District results in an increase in employment opportunities at a local level.

Studies have consistently shown that communities with preserved or revitalized historic neighborhoods have higher property values which prove more stable over time. Such neighborhoods improve the local municipal tax base and are indicators of a healthy community which can attract relocating existing businesses and new startups to the area.

Environmental

Historic preservation is inherently sustainable as it makes use of existing buildings and infrastructure to the greatest extent possible. Waste materials from demolition and construction projects comprise approximately 25% of the waste in American landfills. Historic buildings contain embodied energy, which is the energy associated with extracting, processing, manufacturing, transporting, and assembling building materials. Demolishing a historic building that could otherwise be utilized for a productive purpose wastes a significant amount of energy which had been in use for decades, while replacing it with new construction, often utilizing inferior materials, wastes even more energy.

Not only is the demolition of usable structures wasteful, but many historic resources feature unique regional energy saving features which can contribute to overall sustainability. Inherent energy efficient features in historic buildings can include operable windows, clerestories, skylights, interior courtyards, rooftop ventilators, cupolas, thick masonry walls, and other features that can provide natural light and ventilation and reduce the need for energy consumption using mechanical systems and electric lighting. In Florida, large operable windows-especially double hung sash, central hall plans, tall ceilings, and landscape features such as large shade trees were used to provide methods of cooling and reduce solar thermal gain. When necessary, existing historic buildings can also be retrofitted to increase energy efficiency.

The Research & Policy Lab of the National Trust for Historic Preservation conducted a study which demonstrated that when compared a historic building and a newly constructed “green gizmo” structure vary greatly in their environmental impact. One significant finding was that it takes 10-80 years of operating savings of a “green gizmo” building to recoup the negative climate change impacts of the [building’s]

construction. Almost every building typology in every region of the country demonstrated a better environmental outcome through adaptive reuse than with demolition and new construction.”

Other Benefits

In addition to social, economic, and environmental benefits, historic preservation helps a community to maintain a distinct sense of place. The preservation of historic buildings and districts helps to maintain a physical connection to community heritage and promote heritage tourism, attracting visitors and recreational activities to the area. Urban revitalization is also linked to the retention of historic buildings in downtown areas as these rehabilitated spaces attract more businesses and restaurants resulting in increased foot-traffic.

Preservation of the historic character of a neighborhood or district promotes beauty and can improve the overall quality of life for its inhabitants. Historic districts encourage better quality design for new buildings, additions, and renovations. Living and/or working in an attractive environment can provide psychological benefits to residents.



Figure 5: Restoring a historic railroad depot can revitalize a downtown area by creating a sense of community pride in its history, thereby improving the overall vitality of the downtown district.

CHAPTER 2. PRESERVATION IN DEFUNIAK SPRINGS

2.1. NATIONAL REGISTER OF HISTORIC PLACES: HISTORIC DISTRICTS & INDIVIDUALLY LISTED RESOURCES

The National Register of Historic Places (NRHP) is a list maintained by the National Park Service (NPS) which contains historical or archaeological properties including buildings, structures, sites, objects, and districts, that are considered worthy of preservation because of their local, statewide and/or national significance. Nominations for properties in Florida are submitted to the NPS through the Florida Department of State's Division of Historical Resources. Florida has over 1,700 listings on the NRHP, including 295 historic districts and 175 archaeological sites. There are more than 50,000 sites contributing to the NRHP in Florida.

Under federal law, owners of private property listed in the NRHP are free to maintain, manage, or dispose of their property as they choose, provided that there is no Federal involvement. Local governments can adopt a historic preservation-zoning ordinance, which enables them to designate properties and districts of historical or architectural significance. Local designation provides protection of character-defining exterior features of a property. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

The City of DeFuniak Springs currently has one National Register designated historic district (**DeFuniak Springs Historic District**), one locally designated historic district (**City of DeFuniak Springs Dorsey Avenue Historic District**), and an evolving historic overlay (**Downtown Business District**), all are subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code. The following is a list of individual properties listed on the NRHP within DeFuniak Springs, those highlighted are located within the DeFuniak Springs Historic District.

- Perry L. Biddle House,
203 Scribner Avenue
- **Chautauqua Hall of Brotherhood**, 95 Circle Drive
- **Lakeside Hospital**,
1290 Circle Drive
- Sun Bright,
606 Live Oak Avenue

Dorsey Avenue Historic District

In 2023, the city established the Dorsey Avenue Historic District, a historically significant area recognized for its well-preserved architecture and cultural heritage. The Dorsey Avenue Historic District measures approximately 130 acres and is comprised of contributing and noncontributing buildings. “Contributing” is a classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance. Buildings considered noncontributing include those that have been significantly altered or erected outside the historic period. The district primarily consists of residential buildings, along with commercial, educational, social, and religious buildings.

The district's contributing resources are significant for their historical associations to the African American community centered around the Tivoli school development between 1923, when the school began construction, and the 1960s, following desegregation in schools. Most extant buildings are one- to two-stories in height and consist of wood and masonry vernacular architectural styles with a few examples of Craftsman residential styles.

African American children were required to attend racially segregated schools until 1954 when segregation in education was declared unconstitutional by the Supreme Court. This requirement led to a lack of education for African American children in the South due to chronic underfunding of their public education. Booker T. Washington of the Tuskegee Institute and Julius Rosenwald, philanthropist and president of Sears Roebuck, built over 5,000 schools, shops, and teacher homes primarily for the education of African American children across the South in the early



Figure 6: Historic aerial of the Dorsey Avenue Historic District, c. 1941 (Source: Historic Aerials).

20th century. According to records at Fisk University in Nashville, Tennessee, the Rosenwald Fund helped build five schools in Walton County: Black Branch, Bruce Creek, DeFuniak Springs (first called School for Colored and later Tivoli), Mt. Zion, and St. Johns.

To promote collaboration between white and black citizens, Rosenwald required communities to commit public funds and/or labor to the schools, as well as to contribute additional cash donations. Initially, the School for Colored opened in 1912 as an elementary and junior high school. The Rosenwald school in DeFuniak Springs, constructed between 1923 and 1924, was primarily funded by the Rosenwald Project and the African American community. The Rosenwald Project developed general specifications for "Community School Plans" to streamline the design and construction process across the South. These plans were based on the number of teachers that would use the school, which depended on the need of the community. The original School for Colored in DeFuniak Springs was constructed to house four teachers and later in the project, two additional rooms were added creating a six-teacher type school. Housing for teachers was also developed around this time along the railroad tracks to the north of the school.

The African American community continued to expand around the school into the 1960s. Along with the construction of residences, a variety of commercial and recreational buildings were also built throughout the early to mid-twentieth century including a grocery, barber shop, restaurant, funeral home, dance hall, and theater. Following the desegregation of schools, African American schools throughout the county were phased out and the original Tivoli school was demolished with five brick buildings later erected on the site.

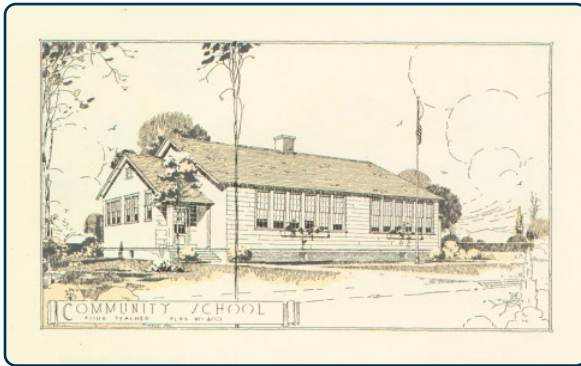


Figure 7: Rosenwald Community School Plans for a Four Teacher Community School (Source: History South).



Figure 8: First class to graduate from Tivoli in 1938 (Source: The Tivoli Historical Society).

Map

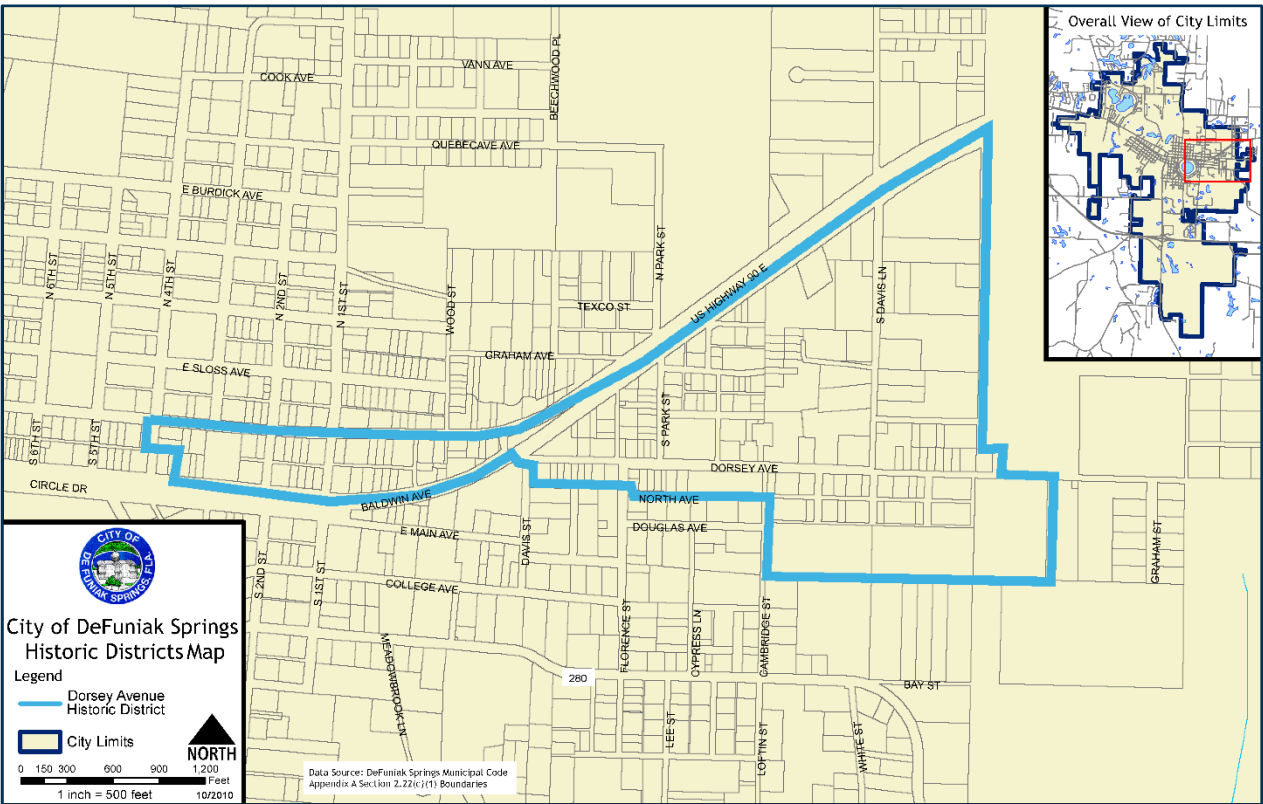


Figure 9: Map of the Dorsey Avenue Historic District.

CHAPTER 3. PLAYERS AND PROCEDURES

3.1. CITY OF DEFUNIAK SPRINGS PLANNING AND CODE ENFORCEMENT DEPARTMENT

The primary goal of the Planning and Code Enforcement Department is to provide impeccable customer service in assisting the City of DeFuniak Springs' citizens, visitors, and business owners with development efforts and enforcement actions to ensure the City's community is a desirable place to live and work. The Department serves as the primary point of contact for these efforts by coordinating with various departments to ensure plans comply with the City regulations contained in documents such as the [City's Comprehensive Plan](#), the [Municipal Code](#), and the [Technical Specifications Manual](#).

The Planner Director of the City of DeFuniak Springs Planning and Code Enforcement Department has been identified as the "building-zoning official" in charge of reviewing submitted Certificates of Appropriateness (Municipal Code, Ord. No. 881, § 18-55.1.).

Contact Information

Physical Address: 1350 Baldwin Ave, DeFuniak Springs, FL 32435

Mailing Address: P.O. Box 685, DeFuniak Springs, FL 32435

Phone: (850) 892-8500 opt. 4

Planning Director Email: planningdirector@defuniaksprings.net

Planning Administrative Assistant Email: planningassist@defuniaksprings.net

Phone: (850) 892-8500, ext. 1116

Code Enforcement Officer Email: codeenforcement@defuniaksprings.net

3.2. DESIGN REVIEW PROCESS

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is a permit issued by the City of DeFuniak Springs Planning Director, or “building-zoning official,” that is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within one of DeFuniak Springs’ historic districts.



The purpose of the establishment of these districts is to preserve the established development pattern and distinctive architectural character of the districts through the restoration of existing buildings and construction of compatible new buildings. The authority of the Planning Director to review development in these areas shall reinforce this special character. Efforts shall be made to ensure that future development is compatible with and enhances the existing structures and period architectural character of the area.

Physical applications for COAs can be obtained at the Planning and Code Enforcement Department. A fillable form is also available online and can be accessed through scanning the above QR code. Certificate of Appropriateness applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, an agent affidavit is required along with the owner’s name, address, and contact information.
- c) The address or location of the subject property.
- d) The identification of which historic district the property is located within and what type of historic designation the property currently has.
- e) A request statement of the proposed activity for which a certificate of appropriateness is sought.

The applicant for a COA shall provide the Planning Director with supplemental materials for the work contemplated. Such materials shall include but are not limited to:

- a) Construction Drawings, (e.g. exterior elevations, floor plans, detail drawings), sketches, diagrams and/or illustrations – at scale – that illustrate the proposed activity for which the COA is being sought.
- b) Samples of proposed materials including textures and colors.

- c) Site layout, except where there are no dimensional changes to the improvement.
- d) Photographs of the structure to be altered or, in the case of new construction, photographs of contiguous properties.

Following the submission of a COA application by email or mail, the Planning Director shall use the Municipal Code and Design Standards to determine whether the proposed work would adversely change, destroy, or affect any architectural feature of the historic structure. If the proposed work is new construction, the Planning Director will determine whether it would lack harmony with the historic site or district or the external appearance of neighboring improvements or adversely affect the artistic quality of the surrounding district. Following such a review, the Planning Director shall issue or deny the COA.

The issued COA shall only be applicable for work outlined within the COA application and supplementary materials submitted prior to issuance of the permit. It is unlawful to deviate from the plans upon which issuance was granted unless an amended COA is applied for and issued.

A COA is not required for any interior alteration/modification project or for the ordinary maintenance/repair of any exterior elements associated with a structure within one of the DeFuniak Springs historic districts. A COA should also not prevent a property owner from complying with any lawful orders of the City concerning the removal of dangerous or hazardous improvements or portions on their property, even if it is located within one of DeFuniak Springs' historic districts.

Appeals

In any case where the Planning Director has denied an application for a Certificate of Appropriateness (COA), the applicant may appeal to the City Council for a notice to proceed. Authorization to proceed will be issued if the applicant establishes to the satisfaction of the unanimous opinion of the City Council that there is unnecessary hardship in the strict application of the provisions of the section.

Authorization to proceed may only be granted when the applicant provides proof that all of the following facts and conditions exist:

- a) The land or improvement in question cannot yield a reasonable return if the proposed construction, removal, alteration or demolition is not permitted.
- b) The plight of the applicant is due to unique circumstances of the site in question.
- c) The proposed alteration, construction, removal or demolition will not alter the essential character of the area.

- d) The hardship is the result of the application of this section and is not the result of any act or omission by the applicant.

In granting authorization to proceed, the City Council may prescribe such conditions as deemed appropriate.

The issued authorization to proceed shall only be applicable for work outlined within the COA application or otherwise submitted to the City Council for official consideration prior to issuance of authorization to proceed. It is unlawful to deviate from the plans, including any modification required as a condition of approval of the plans by the City Council, upon which issuance was granted unless an amended authorization to proceed shall be applied for and issued.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 7.

Violations

It is unlawful for any person in charge of any property located within the Historic District to construct, alter, move, remove or demolish any improvement, including signs, unless the Planning Director has previously issued a Certificate of Appropriateness (COA) authorizing such work.

Anyone found to be in violation of the above shall be subject to fines and other appropriate action as determined by the City Council. In addition, a stop-work order shall be issued by the Planning Director, and the stop-work order shall remain in effect until a COA is issued or it is determined that no COA is required. If a COA is required but none is issued, the person or persons found in violation is responsible for replacing or restoring the improvement made to the building preceding such violation.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 3.

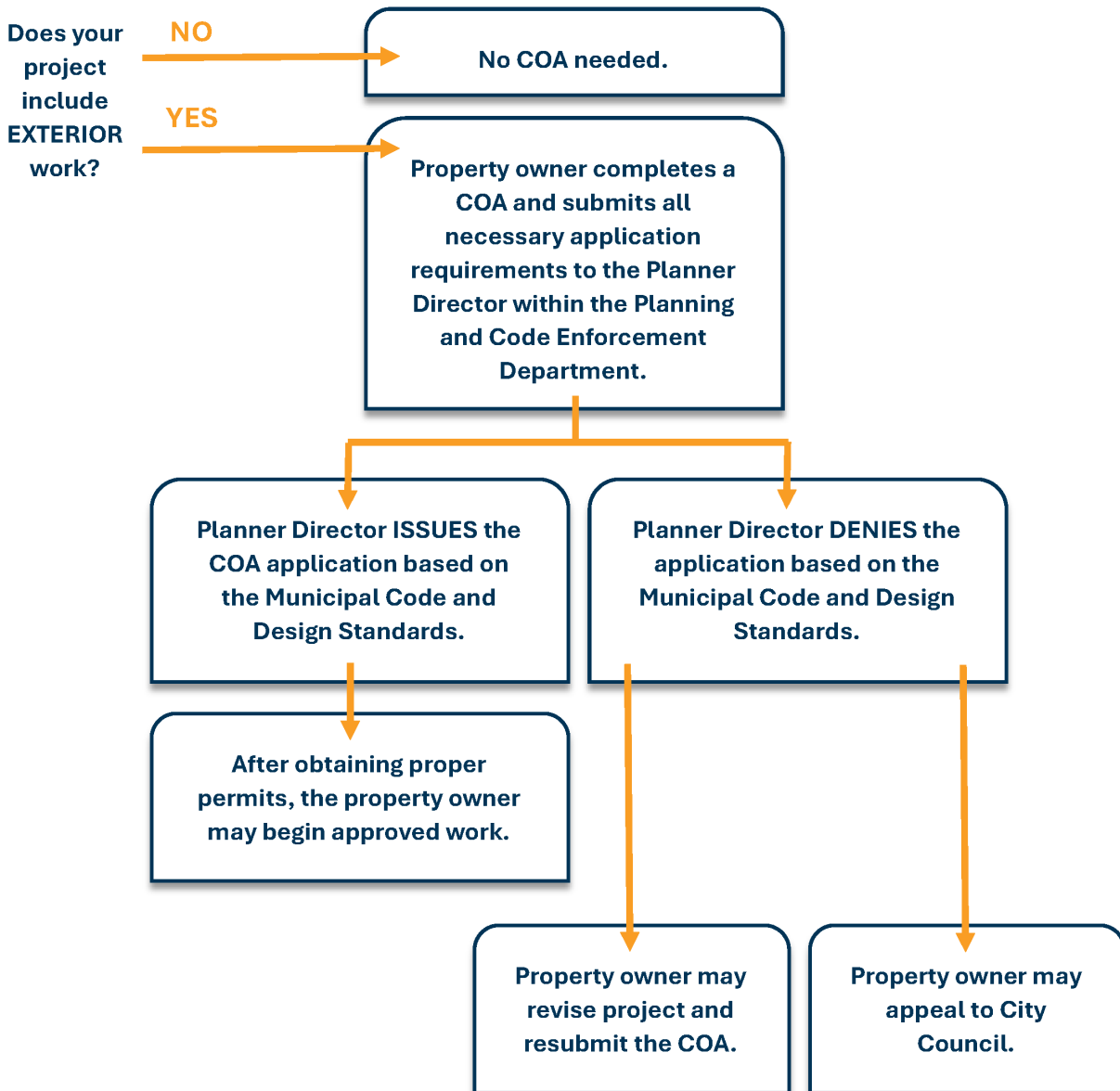


Figure 10: Design Review process overview.

CHAPTER 4. ARCHITECTURAL STYLE GUIDE

4.1. INTRODUCTION

Historic buildings are frequently characterized according to type, form, and architectural style. Building type refers to the classification of a building based on its use and characteristics, while building form refers to its physical shape, size, and arrangement. Building types can be residential or commercial, for example, while building forms can be rectangular, square, or circular. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

Few structures display all the characteristics of a particular style, and many buildings exhibit eclectic details from a mix of styles. Architectural styles are grouped into two categories: vernacular and high style. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture. The following section has been adapted from *A Field Guide to American Houses* by Virginia Savage McAlester.

"Vernacular" architecture encompasses buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. These local variations in historic architectural styles often occurred when carpenter-builders and designers combined vernacular forms, pattern book designs, and their own ideas. Often these structures are designed and built by individuals who were influenced by local climate, available building materials, and contemporary architectural fashions and styles.

"High Style" refers to structures built according to the doctrines of a specific, readily identifiable, national or regional architectural style, such as Queen Anne or Second Empire, and are designed by professional architects and builders or derived from architectural guidebooks. Designers of high style buildings were often strongly influenced by contemporary trends, fashions and academic principles.

The majority of buildings within the Dorsey Avenue Historic District are vernacular styles.

4.2. BUILDING TYPES AND FORMS

A building's type is defined by the function of the property. The following are types found within the Dorsey Avenue Historic District:

1. **Residential buildings** include single-family homes and multi-family homes, such as apartments and duplexes. The majority of historic buildings in the Dorsey Avenue Historic District are residential building types.
2. **Commercial buildings** are buildings that are used for business purposes, such as stores, offices, restaurants, and banks.

Other building types that are in the Dorsey Avenue Historic District include **educational buildings** and **religious buildings**, such as a school, churches, and other places of worship.



Figure 11: From left to right, examples of typical residential and commercial buildings found in the Dorsey Avenue Historic District.

Residential Building Forms

The following section describes each of the major residential and commercial building types observed in the Dorsey Avenue Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Single Pile

The Single Pile house, also called an “I-House,” is traditionally three bays wide, one room deep, and two stories tall with a side- or front-gabled roof. It has a symmetrical façade, often with end chimneys and a front porch. On the interior, it typically has a central hall flanked by rooms. It is a common type of vernacular home with many of these homes often enlarged with rear ell additions, and the front porch was often updated to suit changing architectural fashions. Gothic Revival, Queen Anne, and Italianate variations are common.



Figure 12: Example of a residential Single Pile building type in DeFuniak Springs.

Gable-Front

The Gable-Front house is another common vernacular form. Characterized by its simple, front-gabled roof, the Gable-Front house type is typically rectangular or square in form. The narrow form of the Gable-Front type was well suited to narrow lots and the type is commonly found in urban neighborhoods and towns. Like other vernacular forms, this type may be found unornamented or with applied ornamentation from a variety of architectural styles.



Figure 13: Example of a Gable-Front building type in the Dorsey Avenue Historic District.

Gable-Ell

The Gable-Ell house is typically two stories and is characterized by a gable-front central mass with an intersecting wing (the “ell”) placed perpendicularly, creating an L shaped plan. The long side of the ell is typically oriented towards the street, and a porch is often located at the juncture of the two wings. Like the other building types mentioned, the Gable-Ell house was often ornamented with Victorian-era details, and the porch was commonly updated to reflect changing tastes and architectural fashions.



Figure 14: Example of a Gable-Ell building type in the Dorsey Avenue Historic District.

Bungalow

The Bungalow was a common house type in the U.S. and examples can be found dating to the 1900s through the 1940s. Bungalows are one to one-and-a-half stories and are compact in size. These houses typically have projecting eaves, multiple gables, asymmetrical façades, and low-pitched roofs with large dormers and integrated porches. Bungalow is most commonly associated with the Craftsman style, and it was widely popular for use in both rural and urban settings. Prefabricated versions were also available as “kit houses.”



Figure 15: Example of Bungalow building type in the Dorsey Avenue Historic District.

Ranch

The Ranch building type was created in California in the mid-1930s. It gained popularity in the early 1940s and dominated American single-family housing throughout the 1950s and 1960s. Ranch style houses are characterized by their asymmetrical one-story "rambling" forms. Their forms maximize width instead of depth and often incorporate built-in garages to that end. They often feature low-pitched gable or hipped roofs. Private rear porches are common instead of the more public front or side porches seen in earlier housing styles. Details including the use of shutters and porch supports take inspiration from the Colonial Revival style (McAlester 1984, 479).



Figure 16: Example of Ranch building type in the Dorsey Avenue Historic District.

Commercial Building Forms

One-Part Commercial Block

This building type is a single story and was typically constructed in urban settings to house retail shops, banks, or restaurants. These buildings tend to be wider than they are tall and feature large windows to display the goods provided inside. One-part commercial block type buildings often feature recessed entrances, and decorative cornices or parapets on the façade.

This type represents the majority of the commercial buildings in the Dorsey Avenue Historic District.



Figure 17: Example of a One-Part Commercial Block building type in the Dorsey Avenue Historic District.

4.3. ARCHITECTURAL STYLES

The following section describes each of the major architectural styles observed in the Dorsey Avenue Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Frame Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. Frame Vernacular buildings use wood as the dominant structural and exterior elements. Craftsman and builders constructed these buildings using balloon framing techniques. This type of construction used corner posts and horizontal members consisting of two-by-four posts nailed together. Floors were hung on the wall studs, and, on multi-story buildings, the wall studs rose continuously from the floor to the roof. Window treatments range from original double-hung sashes and casements to replacement metal awning, jalousie, and fixed windows.

Frame Vernacular construction was very common in the United States from the late 1800s through the 1940s. Many Frame Vernacular houses built in the late 1910s and 1920s demonstrate Craftsman style elements including exposed rafter ends and wide, overhanging roof eaves. These houses are still modest and demonstrate less details and ornamentation than Craftsman style houses. Examples of Frame Vernacular houses from the 1930s and 1940s are even more restrained than their forerunners and display modest roof overhangs and even fewer decorative elements. Vernacular style structures have single-pile, double-pile, gable-front, and gable-ell floor plans and are one or two-stories in height.

Frame Vernacular is the most common style in the DeFuniak Springs Historic District and in the City of DeFuniak Springs, with most of the Frame Vernacular buildings being residential.



Figure 18: Examples of Frame Vernacular residences within the Dorsey Avenue Historic District.

Masonry Vernacular

Examples of the Masonry Vernacular style are seen throughout the DeFuniak Springs Historic District in both residential and commercial buildings. Similarly to the Frame Vernacular style, Masonry Vernacular buildings tend to be simple, largely unadorned, and constructed out of easily accessible materials.

Masonry Vernacular buildings utilized simple masonry construction techniques common to Western architecture. Like their Frame Vernacular counterparts, Masonry Vernacular residential and commercial buildings were mostly designed and built by nonprofessionals.

The advent of ready-mixed concrete revolutionized building techniques after 1920. Buildings constructed after this time (especially commercial buildings) used concrete blocks as the main structural element. Concrete blocks provided the same amount of strength as other traditional masonry units but were lighter and less expensive (McAlester 1984, 38). In order to enhance the exterior appearance, the concrete block was often covered in a veneer of brick or stone, painted or, reticulated block was used.



Figure 19: Above are examples of Masonry Vernacular style buildings in the Dorsey Avenue Historic District.

Craftsman

The Craftsman style emerged at the very end of the 19th century and was heavily influenced by the English Arts and Crafts Movement, which emphasized a return to traditional handcraftsmanship and the use of natural materials. It became highly popularized through pattern books and magazine depictions and was the dominant style for small houses and the bungalow building type from the turn of the 20th century through the 1930s.

The rapid growth of Florida from the 1900s to the 1930s, when the Craftsman style flourished, meant this was a commonly used style throughout the state. Multiple examples of the Craftsman style are present in DeFuniak Springs and are most often seen on Bungalow building types.

Common character-defining features of the Craftsman style include:

- One to two-stories
- Wood frame with pier or continuous block foundations
- Roofs can be front-gable, cross-gable, side-gable, or hipped and have widely overhanging, open eaves
- Roofs can feature exposed wood rafter ends, brackets, or triangular knee braces
- Weatherboard, wood drop siding, or stucco exterior walls
- Porches typically full-width and deep-set porches with a variety of porch supports



Figure 20: Above are examples of Craftsman style buildings in the Dorsey Avenue Historic District.

4.4. DESIGN PRINCIPLES

The following design principles correspond to specific characteristics which contribute to the feeling and integrity of individual buildings, sites, and districts. Any work within the Dorsey Avenue Historic District should adhere to these design principles in order to retain the integrity of the contributing resources.

Orientation

Orientation refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the primary façade faces the street.

Setback

Setback describes the distance between a building and its property line. For the purposes of this document, it generally refers to the setback from the street-adjacent property boundary. Buildings shall conform with front yards of buildings within one hundred fifty (150) feet on each side. In the Dorsey Avenue Historic District, many residential properties are set back approximately 20 to 25 feet from the property line, creating an open space between the front of the house and the street, forming a front yard.

Alignment

When buildings on the same street are constructed with the same setback distance, they are aligned to one another. Elements such as cornices, rooflines, windows, and doors can be aligned vertically or horizontally and can be aligned based on the top, middle, or bottom of the element. You may not notice when things are aligned but it would likely be noticeable when they are not.

Rhythm

Rhythm is the repetition of architectural forms alongside a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural

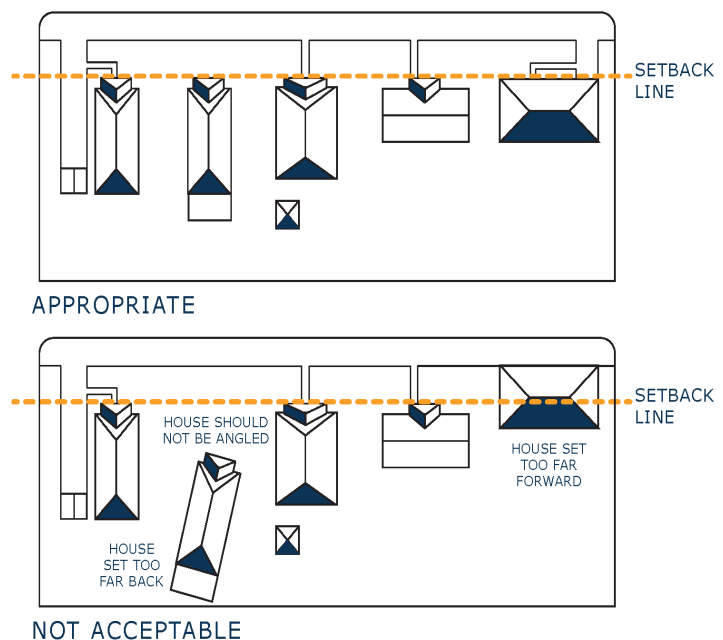


Figure 21: Diagram showing compatible and incompatible setbacks, alignments, orientations, and overall rhythm.

features such as cornice lines, windows, and doorways contribute to the rhythm of the street. Demolition of existing historic structures, or the construction of new buildings which are incongruous with height, spacing, or other rhythm-defining elements can disrupt the historic rhythm of the street and alter the overall character of the historic district.

Massing

Massing is the large-scale units that comprise a building. These masses define the overall shape and form of a building. Massing is a central part of its architectural design and can be altered through additions or demolition of parts. Alterations of a building's massing can adversely affect its overall form and diminish its historic integrity.

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole. Proportions may be expressed as mathematical ratios drawn from classical architectural theory, which may be used to determine the placement and size of architectural features including windows, doors, columns, etc.

Scale

Scale is the size of a building in relation to the surrounding buildings. Scale can be expressed through the size of a building itself (the height and width, number of stories, etc.) as well as through the size of building elements (the doors, windows, columns, staircases, etc.). Most buildings are described as being "human in scale," however, many civic buildings are "monumental" in scale. Buildings that are "human in scale" have features, such as windows and doors, sized to comfortably support human use, while buildings that are "monumental" in scale typically have over-sized features designed to impart a symbolic sense of importance.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers. The relationship of the height of buildings to their neighbors along a street

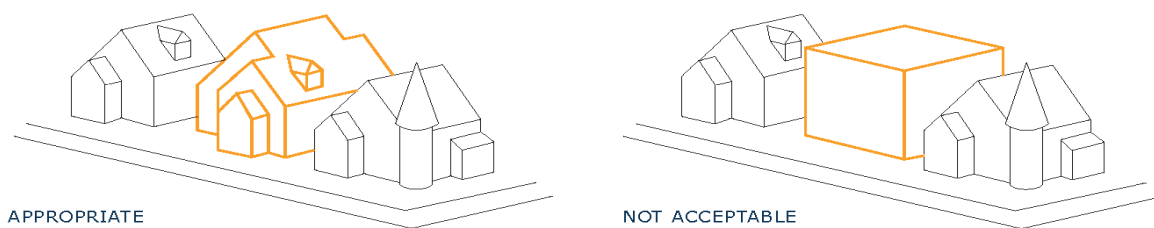


Figure 22: Diagram showing compatible and incompatible massing within a block. The compatible example also illustrates appropriate height and scale within a block.

contributes to the overall street rhythm. While it may be appropriate in some cases to increase the height of an existing building, the overall rhythm of the streetscape should be considered and respected.

Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Each architectural style combines qualities of massing, scale, proportion, rhythm, detail, and ornamentation.

Symmetry

Symmetry refers to a façade arrangement in which both sides are equal in proportion and arrangement of architectural features. "Asymmetry" by contrast refers to a façade arrangement in which elements are arranged with emphasis on one side of the façade. The use of symmetry or asymmetry in architectural design can be associated with particular architectural styles. A building's symmetry or asymmetry should be maintained.

Unity

Unity refers to the effect created when all of the buildings in a district or area conform to a particular defined range of overarching building characteristics, including height, alignment, scale, massing, and spacing. New construction can disrupt unity when it is not consistent with the existing neighborhood.

CHAPTER 5. DESIGN STANDARDS

5.1. INTRODUCTION

The following standards are intended to provide a clear framework for making sure that changes to the exterior of residential properties within the Dorsey Avenue Historic District are made appropriately and consistently. The standards and recommended treatments in this chapter are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and in accordance with the City of DeFuniak Springs Land Development Code in the City's Municipal Code. The following sections contain standards that pertain to all residential and commercial buildings in the Dorsey Avenue Historic District, as well as specific standards pertaining to streetscape elements, signage, and new construction.



Figure 23: View of residences along S Park Street in the Dorsey Avenue Historic District.

5.2. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The purpose of the Secretary of the Interior's Standards for the Treatment of Historic Properties (Department of Interior regulations, 36 CFR 68) is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early on in any project.

According to the Secretary of the Interior, there are four principal approaches to working with historic structures: Restoration, Preservation, Rehabilitation, and Remodeling. When a structure has not been maintained or has been altered by the removal or replacement of character-defining features, it is important to define which principal approach or combination of approaches should be applied to the structure.

Restoration is bringing a property back to its appearance at a previous time in the past. This can include removal of later additions or inappropriate features and the replacement or reproduction of missing original features. Restoration requires extensive research into the history and construction of the building and site to create an actual reconstruction of the building.

Preservation or stabilization is the process of halting the deterioration of the historic resource. This entails making sure the building is weather-tight and structurally sound so future restoration or rehabilitation can occur.

Rehabilitation is a practical approach to the preservation of a historic resource. This entails updating the structure while maintaining and protecting the architectural character and defining features of the building. Rehabilitation may include structural repairs, repairing roofs and exterior finishes, upgrading mechanical systems and modernizing kitchens, and even changing the use(s) of the structure.

Remodeling is the least recommended approach to modernizing a building. Repairs and additions are undertaken with little or no regard for the overall design and architectural style.

The **Standards for Rehabilitation** (Department of Interior regulations, 36 CFR 67) are regulatory for the **Historic Preservation Tax Incentives program** and are most often used by local historic district commissions nationwide. The Standards for Rehabilitation pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. They are to be applied to specific rehabilitation projects in

a reasonable manner, taking into consideration economic and technical feasibility. The standards are as follows:

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

5.3. UNIVERSAL DESIGN STANDARDS FOR ALL PROJECTS

These standards are based on the Secretary of the Interior's Standards for Historic Rehabilitation. The following six standards should always be kept in mind when altering a property in the Dorsey Avenue Historic District.

Standard 1. Preserve/Retain Significant Features

Every historic building, from each style of architecture, has a set of distinctive details that contribute to the overall character of the building. Care should be taken to preserve these features.

Appropriate

- Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible.
- Historic outbuildings, including sheds and garages, should be maintained and preserved.
- Materials or additions which were added after the building's initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.
- Historic landscape features, such as fences and signage, should be maintained and preserved as feasible.

Not Acceptable

- Removing historic materials that are in serviceable condition.
- Removing or drastically altering historic outbuildings.
- The removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building's overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.

Standard 2. Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them. Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. Some cleaning methods and repair techniques can cause or exacerbate damage to the historic materials of the building, thus hastening their need for replacement and causing increased costs to the owner. Always use the gentlest methods available. See [Appendix C: Basic Maintenance](#) for an overview of material maintenance and [Appendix E: Resources for Property Owners](#) for other technical resources.

Standard 3. Make Appropriate Replacements

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible. Although the use of contemporary building materials on new construction within a historic district is more tolerable because their use assists in making the new construction appear a product of its own time, compatible substitute materials should be still chosen.

See [Chapter 7: Substitute Materials](#) for more information on replacement and substitute materials.

Appropriate	May Be Appropriate	Not Acceptable
• Replace as little historic material as possible. This may include patching, splicing, or piecing-in replacement materials such as individual roofing tiles, shingles, or siding, masonry patches, or dutchman repairs for wood elements. • Match the historic feature’s size, shape, profile, texture, and color.	• Substitute materials should only be used if they do not cause damage or change the character of the historic resource. The new material should match the form, color, and texture of the historic feature. • The new materials should match the old, when possible, but alternative materials may be appropriate in some cases.	• Changing the character of historic features through an inappropriate replacement. For example, original horizontal board siding should not be replaced by vertical siding or shingles, even of the same material.

Standard 4. Restore Significant Features Where Damaged or Missing

Whenever feasible, historic materials and details should be restored. Restorations of historic buildings should be completed under the direction of architects or professionals with specialized skills in building restoration and preservation.

Appropriate

- Remove non-historic materials that cover all or part of the building. This may include inappropriate siding, cladding, or wrapping on elements such as cornices or storefronts.
- Restore or replace underlying historic materials with new elements that closely replicate the historic appearance.
- Take care to remove non-historic materials in a way that does not damage underlying historic materials.
- Replace missing features with historically appropriate replacement features. The design of replacement features should be based on its historical appearance and substantiated by documentary, physical, or pictorial evidence. This may be accomplished by locating historic photographs which show the original appearance of the element, replicating existing but incomplete elements, or by reproducing elements visible on neighboring buildings of the same style and date range.
- Where no evidence of the feature's original appearance exists, utilize a simple design consistent with the scale, massing, and style of the building and surrounding area.
- Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

Standard 5. Adaptive Reuse

According to the first Secretary of Interior's Standards for Rehabilitation, "A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment."

The reuse of historic buildings is encouraged and adaptations of a property to a new use are allowed in certain zoning districts but require a change of occupancy permit and may have additional requirements. Any adaptive reuse project should retain the building's historic character and significant features while conforming to existing zoning codes. For example, conversion of a single-family residence to a multi-unit apartment may require the addition of new exterior entrances. These should be designed sensitively and positioned on a non-visible façade whenever possible.

It is recommended to contact the Planning Department for any additional requirements related to a remodel.

Developers or business owners interested in an adaptive reuse project should see [Appendix E. Resources for Property Owners](#) for more information on funding resources including commercial tax credit programs.

Standard 6. Comply with Health and Safety Codes

It is important that all buildings comply with all applicable DeFuniak Springs and Florida safety codes. Buildings should provide handicapped access to residents or visitors, as needed. Accessibility can be achieved without compromising the significance or integrity of historic buildings.

Appropriate

- Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as secondary means of egress.
- Provide barrier free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view, such as on the rear or side elevation, when possible.
- Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.
- Install ramps and other accessibility features in a manner that is reversible where practical and does not permanently impact the historic building.
- Access ramps shall be in scale and visually compatible in design and materials with the building.

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

5.4. STANDARDS FOR STREETScape ELEMENTS

The streetscape throughout the residential section of the Dorsey Avenue Historic District consists of trees, shrubs, plantings, walls, fences, sidewalks, driveways, and accessory buildings such as garages, carports, and sheds. These elements are character-defining features which play a large role in the historic “feel” of the district. DeFuniak Springs’ historic streetscape elements should be maintained, and the design of new features within the landscape should be in keeping with its historic character.



Figure 24: Streetscape within the Dorsey Avenue Historic District.

Standard 7. Driveways and Sidewalks

Streets and sidewalks are the primary connective networks in the Dorsey Avenue Historic District, providing safe access for pedestrians and vehicular access throughout the district and beyond. Driveways connect the street to a garage, carport, or parking area at the side or rear of the house. Driveways within the district range from unpaved and gravel, to full-width ribbon driveways paved in concrete, asphalt, or crushed stone.

The word "sidewalk" shall mean any portion of a street between the curbline and the adjacent property line, intended for the use of pedestrians, excluding parkways. The sidewalks are typically paved in concrete, asphalt, or crushed stone. The sidewalks in more commercial areas are attached to the road while those in more residential areas are detached from the street by a narrow, landscaped area. A sidewalk within a DeFuniak Springs historic district shall be so constructed so as to conform to the standards appearing in the latest edition of FDOT ["Roadway and Traffic Design Standards"](#).

All curb cuts shall not exceed one-half ($\frac{1}{2}$) of street frontages, and individual cuts shall not exceed forty-five (45) feet in width. Curbs and gutters shall be constructed so as to conform to the standards appearing in the FDOT ["Standard Specifications for Road and Bridge Construction"](#) section 520.

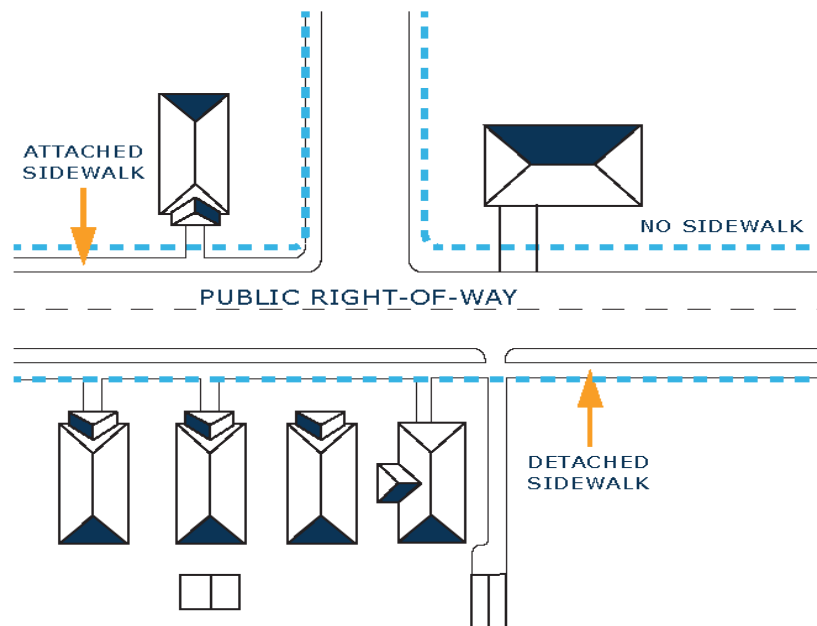


Figure 25: Sidewalk and driveway diagram within the public right-of-way.

Appropriate

- New sidewalks should be constructed with compatible material matching the dimension, texture, and finish of the original surrounding sidewalks in the district.
- New sidewalks should conform to the standards appearing in the latest edition of FDOT "Roadway and Traffic Design Standards"
- New private walkways should be designed to be compatible with the historic walkways and buildings on the property.
- Maintain historic driveways in their original location.
- Maintain and preserve historic driveway surface materials. When deteriorated, repair or replace historic paving materials with the same or compatible material.
- Locate new driveways so that minimum alterations are required to character-defining landscape and features such as walls, fences, and buildings, and should respect the predominant alignments and locations of driveways in the neighborhood.



Figure 26: Examples of full-width and ribbon driveways within the Dorsey Avenue Historic District.



Figure 27: Examples of attached sidewalks in the commercial area and detached sidewalks in the residential area of the district.

Standard 8. Parking and Parking Lots

Public and private parking lots in the commercial and public areas of the Dorsey Avenue Historic District are important to the economic vitality of its businesses. They provide both long- and short-term parking for workers, residents, and visitors. While a few parking areas are well designed and landscaped, most are very utilitarian in nature and thus do not contribute to the appearance of the historic district. Few surface parking lots are present in residential areas. Those that are present are usually associated with religious, educational, and the occasional commercial building.

Non-residential development which is greater than one-half ($\frac{1}{2}$) acre in total proposed site area and will have a total of twelve (12) or more parking spaces is subject to the landscaping requirements in the Municipal Code (Municipal Code, [Ord. No. 881, § 18-85](#)).

Appropriate

- Provide adequate lighting on all parking lots.
- Clearly mark entries and exits to the parking lots and provide directional signs at appropriate locations.
- Surface parking for new construction shall be oriented behind or to the side of a building, with access from shared driveways or alleys when possible.
- All off-street parking and other vehicular use areas used for vehicular parking spaces shall have internal landscaping to provide visual and climatic relief from broad expanses of pavement and to channelize and define logical areas for pedestrian and vehicular circulation.



Figure 28: Maintained parking lot associated with a religious building in the district.



Figure 29: Circle driveway associated with a former business within the district.

Standard 9. Vacant Lots and Open Spaces

It is appropriate to convert vacant lots to public parklets or gardens, or to utilize existing lots for new construction or surface parking lots in keeping with the applicable sections of these standards and the City's Municipal Code.

Appropriate

- Preserve historic open spaces such as parks and yards.
- The addition of new open spaces, such as landscaped parks or recreational areas, should utilize existing vacant lots. Do not demolish sound historic buildings to create new open space.
- Maintain vacant lots in clean and orderly condition in accordance with local health and safety codes.

Standard 10. Fences and Walls

Fencing and walls are found on several residential properties in the Dorsey Avenue Historic District. Wall and fence types found throughout the district include brick walls; wood fences including picket and ranch rail; hedges; and chain link fences. Fences and perimeter walls are typically located along the sides of property lines in the in residential areas, especially between commercial and residential properties to help define public from private space.

In any residential district no fence, wall, hedge or planting shall be erected, constructed, maintained or grown to a height exceeding two feet above the nearest street grade. No wall or fence used for screening purposes shall be less than six feet or greater than eight feet above grade. All walls or fences used for screen purposes should be located around rear or side yards and shall be generally opaque at a distance of ten feet. All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide for a privacy fence of a minimum of eight (8) feet in height.

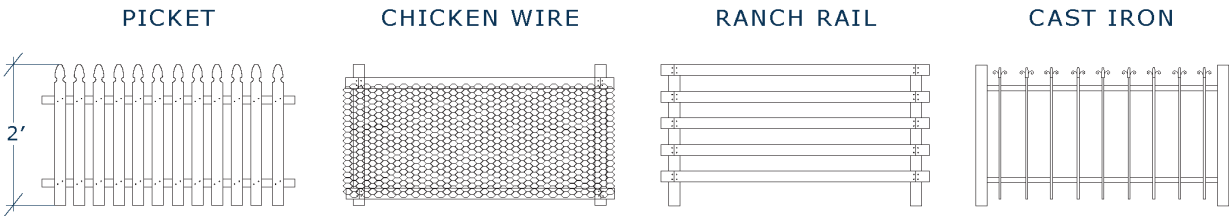


Figure 30: Diagram of appropriate fences at the appropriate height for residential front yards.



Figure 31: Example of a picket fence along the front yard of a residence.



Figure 32: Appropriate privacy fence between a former theater and residential property.

Appropriate

- Retain and preserve original fences whose features are character-defining elements of the property including, gates, pillars, hardware, decorative pickets, and rails.
- Repair or restore damaged or deteriorated historic perimeter walls and fences. Where repair is not possible due to the severity of the deterioration, replace historic walls or fences in-kind using the same material as the original and matching in size, shape, height, profile, texture, and color. If use of the same material is not feasible, the substitute material should approximate the original as closely as possible.
- New walls and fences should be consistent with the setback of the subject building and adjacent properties and shall match the style of the building in scale and material.
- Fences shall be constructed in a durable fashion with weather resistant wood and be of a consistent pattern.
- Wood fences should be protected with a painted surface.
- All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide for a privacy fence of a minimum of eight feet in height.

May Be Appropriate

- When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that complements the surrounding architecture may also be appropriate.
- Chain link fences may be permitted at the rear of a property if not visible from a primary right-of-way.

Not Acceptable

- Using multiple fencing materials and/or styles.
- Concrete block, horizontal boards, vinyl, and similar styles fences.
- Replacing a historic fence with incongruous materials, such as chain-link or plain concrete block, or constructing a new fence of nonhistorical, incongruous material.
- Painting or covering a historic masonry fence or wall with stucco is not acceptable.
- It is not acceptable to use fences or walls to screen front yards.

Standard 11. Landscaping

Landscaped areas are important character-defining features of historic districts. The front yards of residential buildings are major visual elements within the streetscape. Proposed residential plans for a property should also include landscaping and planting designs with identification of vegetation to be planted.

All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide a landscape buffer pursuant to the Landscape and Tree Protection Ordinance (Municipal Code, [Ord. No. 881, § Art. XII](#)). A Landscape Plan is required for projects that include new development, redevelopment, or commercial expansions of fifty (50) percent or more of an existing site area plan in the city. The applicant of a Landscape Plan should apply the Landscape and Development Standards found within [Art. XII](#).

The [Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs. The Cooperative also has an [IFAS Extension](#) with the University of Florida that provides a general overview of native plants. In general, existing trees and native tree species that need less water and maintenance are preferred.

For Reference

Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)



Figure 33: Coonties are native to Florida and can be planted in sun or shade and can be used as a specimen plant or in massed plantings.



Figure 34: Red Buckeye is a Florida-Friendly tree, native to the Southeast U.S. (Source: John D. Byrd, Mississippi State University, Bugwood.org).

Appropriate

- Development shall not involve the unnecessary removal of any native vegetation. Where removal of native trees is necessary, efforts should be made to transplant such trees.
- New shade trees should be located where they will not obscure important historic features or damage historic buildings with roots or branches.
- Landscaping at the front yards of residential properties should generally reflect the period of the home.
- Grass or other ground cover shall be placed on all areas within the front, or other landscape areas not occupied by other landscape material.
- Lawn grasses and ground cover planted for credit on the landscaping requirements shall be perennial species capable of thriving in DeFuniak Springs.
- Grasses may be sodded, sprigged, plugged or seeded, except that solid sod shall be used in swales or other areas subject to erosion.



Figure 35: Many properties within the district utilize hedges in their landscaping.



Figure 36: Appropriate native Florida plantings in the front yard landscaping of a historic residence.

Standard 12. Accessory Buildings

Garden sheds, garages, carports, and other accessory buildings are primarily associated with residential buildings in the Dorsey Avenue Historic District. They face the same repair needs as the principal home of a property and can contribute to the overall character of a property and the district. Existing accessory buildings are subordinate to and compatible with the main building and are often not easily seen from the public right-of-way.

Accessory dwellings may be allowed in R-1 single-family residential zones provided that all of the following requirements shall be met upon special approval:

- a) Only one accessory dwelling unit shall be permitted on residential a lot.
- b) An accessory dwelling unit shall not exceed eight hundred (800) square feet of heated and cooled area.
- c) The accessory dwelling unit shall be located and designed not to interfere with the appearance of the principal structure as a one-family dwelling unit and shall be compatible with the appearance of the principal structure as determined by the City Council upon review.
- d) All new accessory dwelling units shall comply with all setback requirements.
- e) Any existing accessory structure may be converted into an accessory dwelling unit regardless of the location on the property, provided that it must be upgraded to meet the minimum building code requirements for a dwelling unit. The footprint of any existing structure may be expanded up to twenty-five (25) percent utilizing the current setbacks of the existing structure.

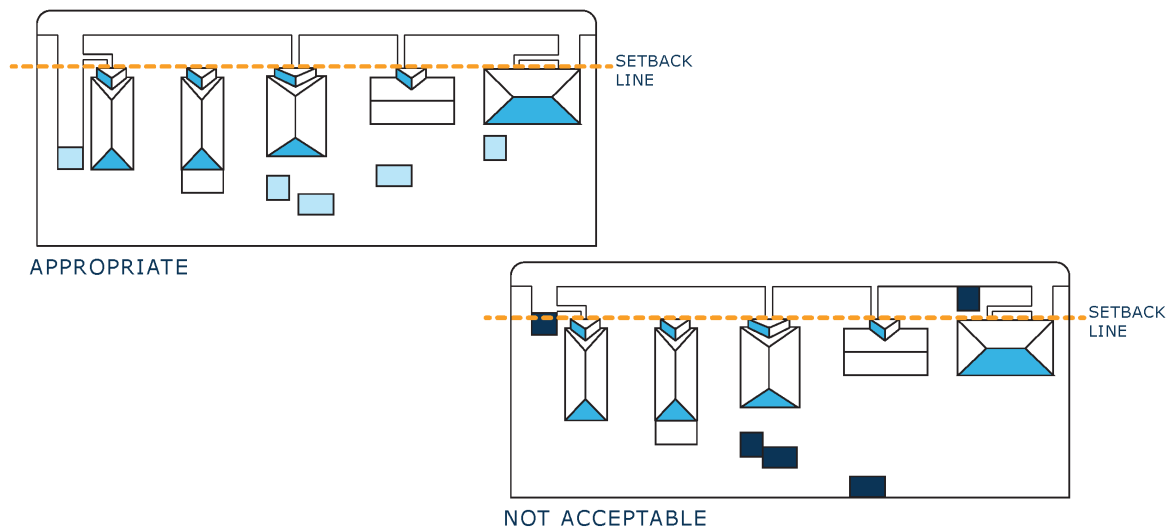


Figure 37: Diagram of appropriate accessory building locations on residential lots in the Dorsey Avenue Historic District.

Appropriate

- Accessory buildings that contribute to a property's historic character or are original to a property should be preserved and maintained. Original features should be repaired to match the original.
- Accessory buildings should be inspected regularly for signs of moisture damage, mildew, vegetation, and structural cracks or settlement.
- All accessory buildings and uses should be in the required side or rear yard.
- All accessory buildings must be located at least 10 feet from any main buildings or other accessory building.

May Be Appropriate

- Original historic doors on accessory buildings should be maintained but may be retrofitted with modern hardware.
- An accessory structure may be in the front yard if other yards are constrained, as determined by the Planning Department, and must have a 50-foot setback from the front lot line.

Not Acceptable

- Moving or relocating accessory buildings original to a property to another part of the lot.
- Removal of architectural detailing, especially when visible from the street.
- New accessory buildings that are a greater height than the principal building on the lot or generally exceed two stories or 35 feet in height.



Figure 38: Appropriate accessory building in the rear yard of a religious property.



Figure 39: Appropriate carport addition in the side yard of a historic residence.

Public Art

Public art is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

"Public art" is a term which describes art in any media which is created for the general public and is publicly accessible. It commonly includes murals and sculpture but may also include publicly accessible works in a variety of media, including temporary installations and performances.

The following best practices apply to permanent and temporary physical works of art installed within view of the public right-of-way. Painted signs and advertisements are not considered murals and should conform to the DeFuniak Springs Sign Ordinance.

Appropriate

- Any exterior building artwork including murals should be composed in an alternate material that can then be applied to the exterior surface without permanent damage to the original surface of the building.
- Murals should not compete with or overwhelm existing architectural features such as windows, moldings, entryway, or other detailing.
- New sculptures should be designed and sited to avoid competing with or obscuring historic features of the district.
- Sculptures should be designed to harmonize with the overall layout of the site for which it is proposed. Sculptures should be appropriate in design and character to the overall setting.



Figure 40: Example of appropriate mural within the historic district.

5.5. STANDARDS FOR SIGNAGE

All signage must comply with the DeFuniak Springs Sign Ordinance (Municipal Code, [Ord. No. 881, § Art. XIV](#)). A sign permit is required in order for a sign to be installed, constructed, altered, or relocated. Sign permit application forms are available at the Planning and Code Enforcement Department. Once submitted, these applications will be reviewed by the Planning Director. The applicant should also work with the Planning Director to make sure their signage proposal meets Florida Building Code (FBC) requirements before beginning the proposed project.

Sign permit applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, the applicant shall provide written authorization from the property owner permitting the installation of the sign along with the owner's name, address, and contact information.
- c) If applicable, the name, address, and contact information of the business tenant.
- d) If applicable, the name, address, and contact information of the contractor.
- e) Address and legal description (or parcel identification number) of the property upon which the sign is to be located. The legal address may be located on a certified boundary survey.
- f) Sign dimensions and elevation, drawn to scale.
- g) Dimensions of the signs supporting members.
- h) For freestanding ground signs, indicate in feet and inches the location of the sign in relation to property lines, public right-of-way, easements, overhead and underground utilities, buildings, and other signs on the property.
- i) For all wall mounted signs, the facade elevation with dimensions, drawn to scale. Windows and doors and other openings shall be delineated and their dimensions given.

Standard 13. Commercial Signage

The most common types of signage on commercial buildings are mounted, painted, glass, and freestanding signboards. Keeping a historic sign is encouraged, even if the business or product promoted is no longer the occupant. Preserved historic signs can have strong recognition value and can become community landmarks.

Standard 14. Residential Signage

The most common types of signage on residential buildings in the DeFuniak Springs Historic District are hanging signs, glass signs, mounted signboards, and freestanding signs. Keeping a historic sign is encouraged, even if the business or product promoted is no longer the occupant. Preserved historic signs can have strong recognition value and can become community landmarks.

For Reference

Preservation Brief 25: [The Preservation of Historic Signs.](#)

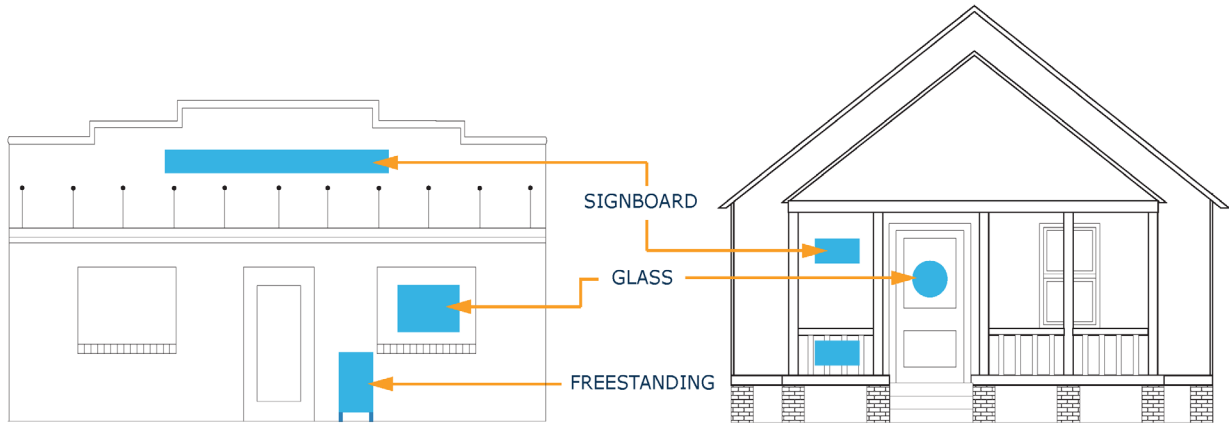


Figure 41: Types of signage and their locations on commercial and residential properties.

Appropriate

- Limit the overall number of signs to avoid a cluttered appearance that competes with the building's historic character.
- Where possible, preserve historic signs.
- Connect wall-mounted signage through mortar joints rather than masonry units.
- For historic signs for businesses or products no longer on site, coordinate the placement of updated signage in a way that appropriately advertises the current business without removing or covering the historic sign.
- Lighting sources and associated conduit for signs should generally be concealed from view.

Not Acceptable

- Mounting signage in a way that damages historic fabric.
- Covering or obscuring architectural features with new signage.
- Internally illuminated signs, particularly box or cabinet signs in which the entire surface is illuminated, and neon signs, are generally not appropriate for the character of the district.
- Excessively bright or flashing lights and animated signs are not appropriate for residences.



Figure 42: Many religious properties within the district utilize both mounted signboards and freestanding signage.

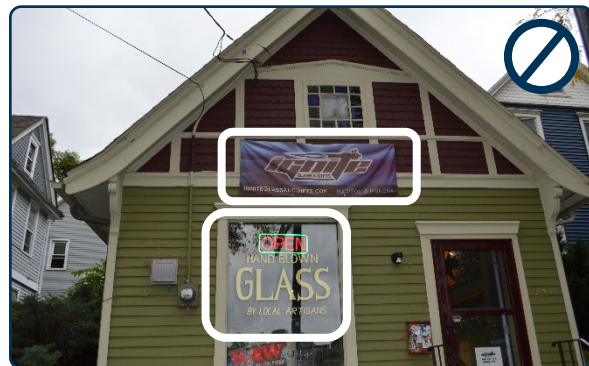


Figure 43: Not acceptable illuminated and incompatible hanging signage on the front façade of a former residence.

5.6. STANDARDS FOR EXISTING BUILDINGS

The Dorsey Avenue Historic District contains residential, commercial, and religious buildings. Preserving DeFuniak Springs' historic resources is integral to maintaining its historic character. Each of DeFuniak Springs' historic buildings is a character-defining feature of the district as a whole.

All elements of individual buildings – façades, form, roof shape, porches, materials, doors, windows, and architectural details – contribute to their character. The front façades of buildings are the most visible and typically are of primary concern to the Planner Director when exterior alterations are proposed. Side or rear façades that can be seen from a primary public right-of-way are also of concern when changes are proposed.

In most cases, buildings have been altered over time. Likely, they will continue to be altered to meet the changing needs of owners and tenants. DeFuniak Springs' Land Development Code allows changes to accommodate building users but mandates appropriate changes that do not significantly alter the historic character of a building. Before considering any change to a building, it is first necessary to evaluate the materials, forms, features, details, and other aspects of a building that are most important to define its character so these features may be preserved and the character of your historic building, and the surrounding district, may be maintained.

See **Chapter 4. Architectural Style Guide** for additional guidance on identifying your building's form and style to accurately determine its character-defining features.

For Reference

Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. While not explicitly requiring all private homes to be ADA-compliant, certain aspects of the ADA can influence accessibility considerations for private residences, particularly for public accommodations within those homes or when making renovations. All proposed ADA projects should also make sure that they meet the current Florida Building Code (FBC).

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

Standard 15. Railings

Railings should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for a proposed railing should blend with the surrounding built environment and be compatible with the style and materials of the historic building design.

Appropriate

- Railing designs should be compatible with the style and materials of the existing porch and structure.
- Historic railings that do not meet current ADA height guidelines may remain if the building remains a residential property.
- New handrail height should meet current FBC, ADA, and any life safety standards.



Figure 44: Appropriate railing on the front façade of a historic residence with a compatible design to the porch.

Standard 16. Ramps

ADA frequently necessitates the construction of ramps to allow for access to historic public buildings and structures. Ramps should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for ramps should that blend with the surrounding built environment and be compatible with the style and materials of the existing porch and/or structure. Any ramp structure should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate	May Be Appropriate	Not Acceptable
• Ramps should be installed on the rear, side, or secondary elevations of a building whenever possible but should not compromise accessibility. • Ramps should be screened with plantings on more visible locations. • Ramp design should be compatible with the style and materials of the existing porch and structure.	• Installing a ramp on the front façade when efforts to install on the side or rear elevation of a building is not viable.	• Removing historic features in doorways, including stairs, porches, and railings to accommodate ramps. Consider building over or next to these features.



Figure 45: Ramp additional on the front elevation an addition on a religious building.



Figure 46: Appropriate wooden ramp on a residential front

Building Materials

Standard 17. Wood

Wood is both structural and decorative and is used on nearly all building types and architectural styles. Even when the predominant building material is masonry, wood is used for windows and doors, roofs, porch supports, and more. Typical projects involving historic wood include the repair of broken or missing architectural elements, repairing historic siding, and painting or repainting wood surfaces.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Appropriate

- Paint or stain shall be retained and applied to protect wood features.
- Historically painted or stained wood features should be repainted or restained.
- Deteriorating wood can sometimes be consolidated with an epoxy.
- Splicing or piecing wood can be used to replace only the affected area of a feature, rather than replacing the feature in its entirety. In general, it is important to retain as much original material as possible.



Figure 47: Historic residence that features wood windows and roof fascia that should be repainted and maintained.



Figure 48: Example of original wood siding in need of repair and re-painting.

Standard 18. Siding

Masonry, siding, and cladding types can be found on both residential and commercial properties within the Dorsey Avenue Historic District, with commercial properties primarily constructed from concrete block and residential properties clad in various siding, including horizontal drop siding, weatherboard, and board-and-batten. Some original historic siding has been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls. Maintaining and preserving existing historic siding is the preferred approach in the district.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

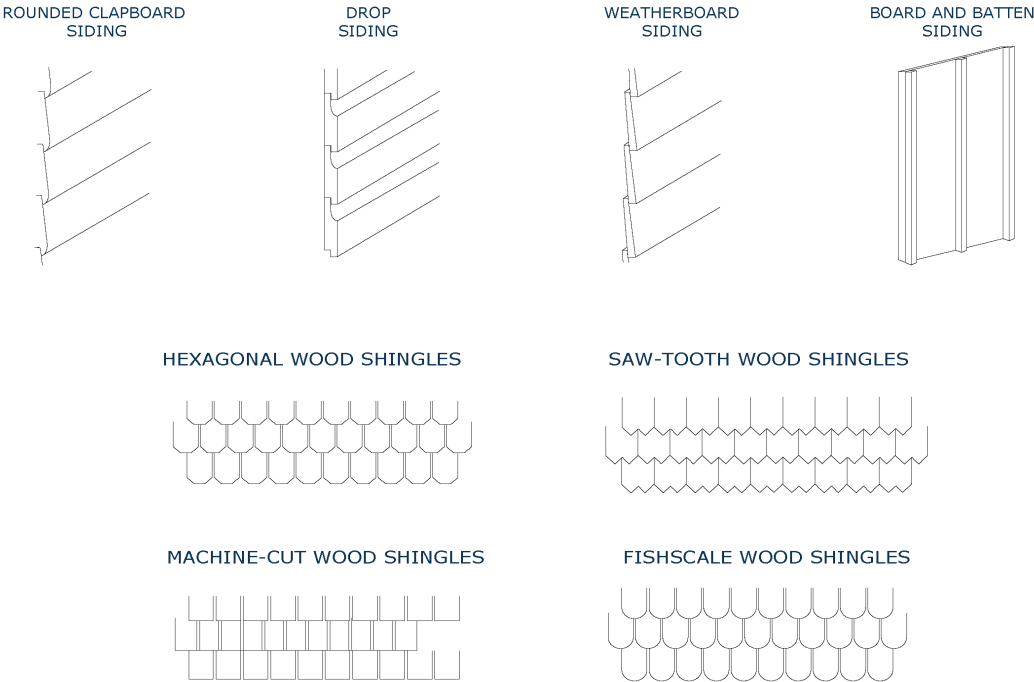


Figure 49: Examples of wood siding and shingle patterns.

Appropriate

- Repair historic wood siding, including in-kind replacement of damaged or deteriorated members, as needed.
- For piecemeal replacement of damaged members where the majority of siding is being retained, replacement siding members must match the historic siding's material, board width, length, and thickness.
- Maintain the existing wood exteriors using appropriate paint or other protective coatings. Repair minor deterioration using an appropriate wood consolidant or filler.
- Remove metal, vinyl, asbestos, and other inappropriate materials once they begin deteriorating and repair damaged wood underneath as needed.
- Removal of asbestos should follow hazardous material disposal guidelines.

Not Acceptable

- Removing original siding features that can be maintained.
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior.
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces.
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.



Figure 50: Historic residence that features wood siding visible under deteriorating asbestos siding.



Figure 51: Example of a historic residence with appropriate drop siding.



Figure 52: Incompatible rolled asphalt siding of historic residence.

Standard 19. Masonry

Masonry, siding, and cladding types can be found on both residential and commercial properties within the Dorsey Avenue Historic District, with commercial properties primarily constructed from concrete block and residential properties clad in various siding. Other masonry surface types within the district include unpainted brick, painted brick, painted concrete block, and stucco.

Brick and concrete blocks are some of the most durable building materials but are also susceptible to erosion from environmental and chemical factors. It is recommended that concrete block be painted to protect it from moisture and deterioration, but brick not be painted as brick is a porous material that prevents water from being trapped in a wall through its ability to pass moisture vapor through in both directions. Paint stops this process and results in water buildup in a wall that if untreated can lead to spalling or other damage. Painting brick also results in added maintenance requirements as the coating will need to be reapplied as it wears. Once masonry has been painted, it is very difficult to restore it to its original appearance.

The mortar between the bricks and other masonry material may require repair in areas where the mortar is cracked or missing. Most often, the mortar can simply be re-pointed. In other cases, the structural integrity of a wall has weakened from movement, or the surface has deteriorated to a point where repair or replacement of masonry units is necessary. Replacing brick or other masonry material requires a selection that matches the size, color, and texture of the damaged or missing units. Replacement mortar should be softer than the bricks, and no harder than the original mortar.

For Reference

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)

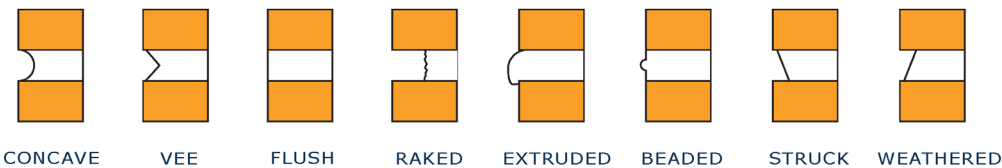


Figure 53: Examples of typical brick mortar joints.

Appropriate

- Maintain and repair character-defining brick and concrete block.
- Replace masonry with materials that match the original in size, texture, color, and profile.
- Maintain painted masonry walls as painted.
- Remove modern covering materials such as metal and vinyl siding applied over original masonry.
- Clean historic masonry with the gentlest effective means possible with low-pressure water washing with soft, natural bristle brushes and appropriate masonry cleaners.
- Repoint only when there is evidence of deterioration or water infiltration, looking for loose or disintegrating mortar, cracks, and loose bricks.

Not Acceptable

- Painting or staining historically unpainted surfaces.
- Applying waterproof coatings to masonry walls that change their appearance or that cause moisture to be trapped inside of a brick or other masonry cavity.
- Covering original masonry walls with siding or cladding.
- Removing original masonry features.

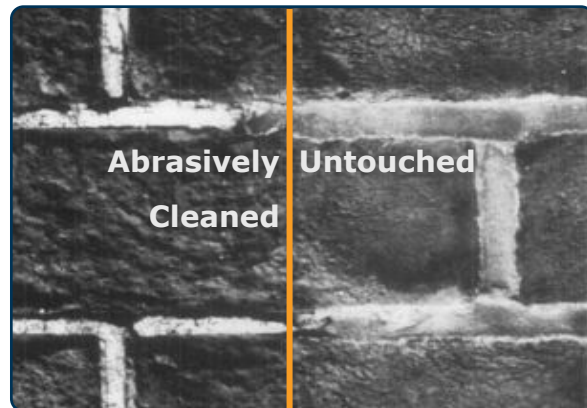


Figure 54: Poor condition of brick after being abrasively cleaned.



Figure 55: Several masonry vernacular concrete block historic residences are located within the district, with varying conditions.



Figure 56: Both residences and religious buildings within the district feature brick masonry façades on wood frames.

Standard 20. Foundations

The foundations for all properties within the Dorsey Avenue Historic District primarily consist of brick or concrete pier and concrete slab foundations. Those with pier foundations typically feature additional screening including decorative brick, lattice, or a variety of other materials to obscure the crawlspace under the residence.

Uncontrolled moisture is the most prevalent cause of deterioration in older and historic buildings. It leads to erosion, corrosion, rot, and ultimately the destruction of materials, finishes, and eventually structural components. Ground moisture can penetrate through cracks and holes in foundation walls and piers or can migrate up from moisture under the foundation base. Regularly inspecting house foundations and mitigating water buildup is crucial for maintaining structural integrity, preventing costly repairs, and protecting the home's value.

For Reference

Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)

Appropriate

- Proper drainage should be prioritized by keeping gutters and downspouts clear, ensuring the ground slopes away from a residence, and maintaining consistent soil moisture.
- Foundations should be regularly inspected for cracks or other signs of damage and addressed promptly.
- Conceal, insulate, and protect utility connections and any ducts or pipes located underneath the building in an open foundation.



Figure 57: Example of a typical brick pier foundation with decorative brick screening.



Figure 58: Example of a typical concrete slab foundation with vents.

Standard 21. Decorative Architectural Features

Character-defining details and ornamentation can be found on all four elevations of a historic building and are essential to conveying the age and architectural style of a property. Examples of these decorative architectural features include cornices, parapets, brackets, exposed rafter ends, stained glass windows, piers, columns, railings, etc. These details can be constructed of a wide variety of materials, such as wood, brick, stone, terra cotta, and metal.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)

Appropriate

- Maintain original historic details and ornamentation.
- Repair deteriorated details and ornamentation. Only the deteriorated elements should be replaced, matching the original in material, size, profile, and texture as closely as possible.
- Replace missing details and ornamentation based on documentary evidence.

May Be Appropriate

- Repairing deteriorated details and ornamentation with a substitute material, only if visually, physically, and chemically compatible with surrounding original materials.

Not Acceptable

- Adding conjectural features or historically incorrect details or ornamentation to a building.
- Removing or covering details or ornamentation.



Figure 59: This historic building features exposed rafter ends and porch columns on masonry piers. The removal of these features would damage the integrity of the structure.

Standard 22. Doors and Entrances

Main entry doors on residential and commercial buildings are usually designed to have warm, welcoming appearances, while side and rear doors of are usually more utilitarian. Historically, doors within the Dorsey Avenue Historic District were made of wood with raised or recessed panes. Those located on front façades could be full-panel or feature half-lights. Many residential doors in the district also feature screen and/or storm doors.

See **Chapter 7. Substitute Materials** for additional guidance.

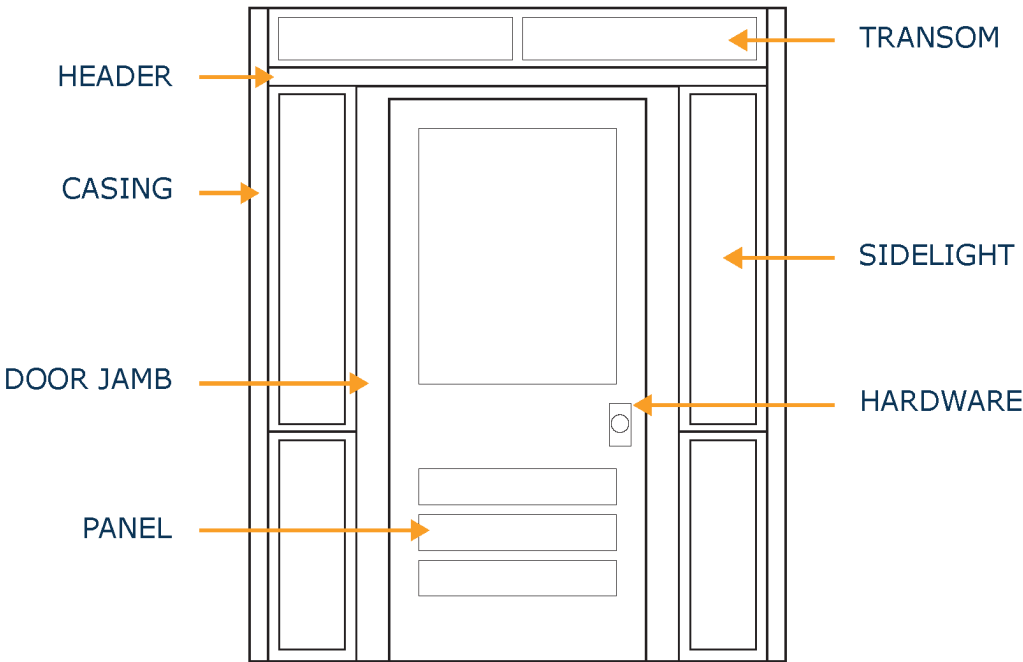


Figure 60: Diagram of typical door parts.



Figure 61: Appropriately preserved historic wood door.



Figure 62: Inappropriate replacement of a historic door.

Appropriate

- Maintain and repair historic doors, hardware, screens, and surrounds.
- Install new screen doors with a design that is compatible with the design of the door; full light storm doors are preferred when used on the front façade.
- Replace inappropriate doors or surrounds with an appropriately designed door or surround based on documentary or photographic evidence.
- Match new or replacement hardware to the original finish, type, and style.
- Where doorways must be altered, the alteration should respect the historic character of the building.

May Be Appropriate

- Installing new, code compliant doors that are appropriate to the style of architecture on public building.
- When no documentary evidence of original doors or surrounds exists, a new door's design should be complimentary to the character of the elevation in which it is located.
- Installing additional doors at the side or rear of a property when needed.
- Metal security doors are discouraged on residences in the historic district.

Not Acceptable

- Inappropriately detailed replacement doors that are not compatible with the architectural character of a residential building.
- Adding a new door to a building's front façade.
- Converting window openings to door openings on any elevation of a building, but especially on elevations visible to the public.
- Installing kickplates, closers, padlocks, deadbolts, locksets, security hardware, or other elements that are not compatible with the original hardware.



Figure 63: Appropriate storm door that is compatible to the historic residence.



Figure 64: Inappropriate storm door that obscures the original door.

Standard 23. Windows

Windows are among the most prominent features of a historic building and are important architectural elements of the building façade. The decorative elements of windows, such as the sash, muntins, and sill, as well as the wood or masonry materials that surround them, are designed to complement the exterior detailing of the building.

When properly maintained, historic wood windows can have a serviceable life of 150 years. While many windows are replaced under the guise of “energy efficiency,” historic windows, when properly maintained and with appropriate storm windows, can be just as efficient as modern windows. Weatherstripping and caulking can be used to improve the thermal and acoustic performance of an existing window.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)

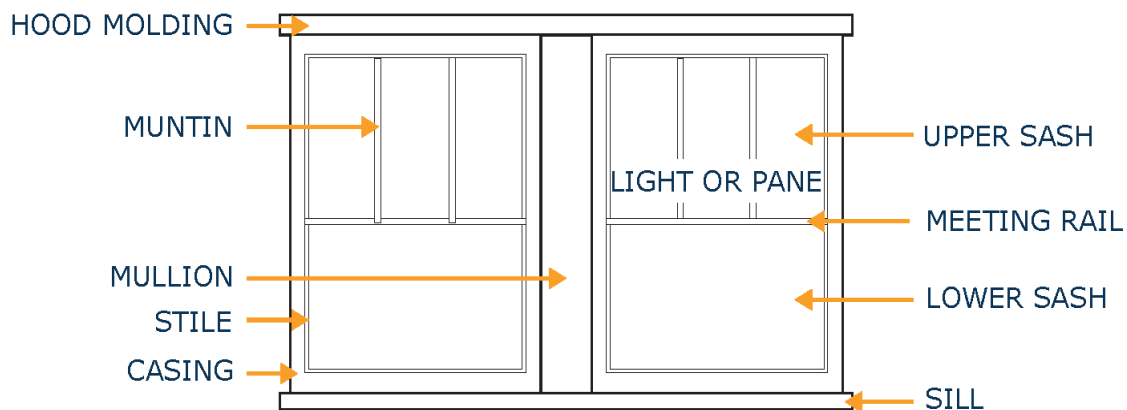


Figure 65: Diagram of typical window parts.

Appropriate

- Maintain the condition of historic windows through routine maintenance such as weatherstripping and reglazing.
- Retain and repair historic window sashes, exterior cap moldings, sills, and frames.
- If replacement is deemed necessary, replacement in-kind with original window material of similar size, configuration, and molding profile.
- The replacement of inappropriate prior replacements, such as vinyl units, with more historically appropriate units.
- If aluminum frame storm windows are added, the aluminum elements should be painted to match the window trim. The dividers of the aluminum window should match those of the existing windows.
- Missing elements should be replaced in-kind and informed by documentary evidence.

May Be Appropriate

- Replacing original window with aluminum, aluminum clad wood, or fiberglass windows on non-primary elevations with minimal visibility from the public right-of-way.
- Replacing vinyl windows in-kind.
- Installing a storm window on the interior of a window.

Not Acceptable

- Replacing a historic window with a vinyl replacement.
- Changing the size of window openings.
- Enclosing historic window openings, including basement windows.
- Adding window openings where there was not a window historically.
- Installing screen or storm windows that conceal the glass and/or do not properly align with the sash.



Figure 66: Appropriately preserved wood windows that need to be repainted to protect the wood.



Figure 67: Inappropriate replacement windows that don't fit in the historic casing.



Figure 68: Many residences feature decorative shutters around the windows.



Figure 69: Inappropriate storm windows that obscure the original windows.

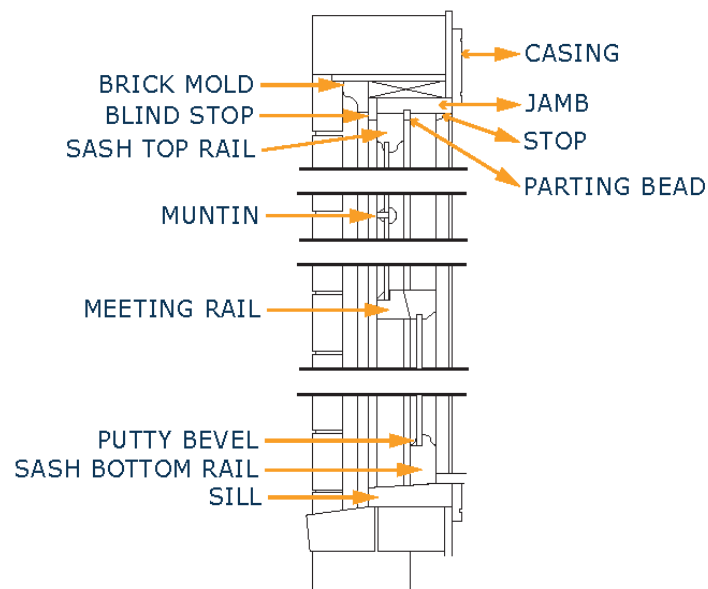


Figure 70: Diagram of typical wood window section.

Standard 24. Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features. A variety of roof types are common within the Dorsey Avenue Historic District and are largely dependent on the architectural style and form of the building. Typical roofing materials within the historic district include composition asphalt shingles and metal 3-V crimp surfacing.

An existing roof's original shape, pitch, and decorative details should be retained. Alterations, such as roof decks, vents, skylights, and mechanical and electrical equipment (such as solar panels), should be installed so that they are not visible from the public right-of-way and do not damage historic fabric. On properties sited on corner lots with few non-visible rooftop locations, consider locating equipment in a location that minimizes their visibility as much as possible.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)

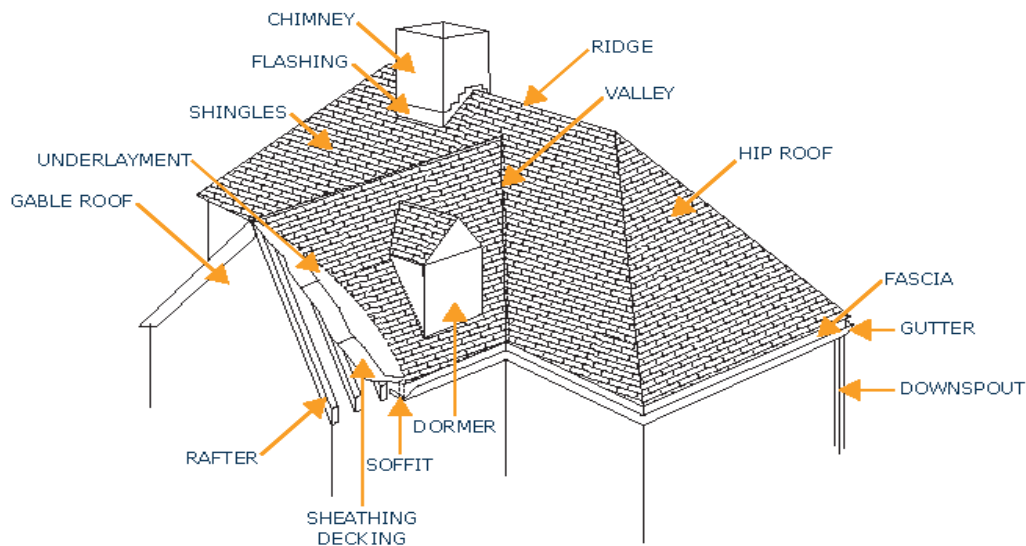


Figure 71: Diagram of typical roof parts.

Appropriate

- Preserve the historic shape and slope of the roof on both the main building and associated accessory buildings.
- Retain historic roofing details such as projecting eaves, exposed rafter tails, and brackets.
- Retain and repair visible historic roofing materials where feasible.
- Replace damaged historic roofs with the same roof form or a similar form complimentary to the architectural style.
- Coat and seal flat roofs per the manufacturer's recommendation, typically every five years.
- New roofing should match the existing material or be a roofing material that is consistent with the building's architectural styles.
- Keep gutters and downspouts clear of debris and in good repair.
- Make sure that gutters and downspouts are properly connected and direct water away from the building.

May Be Appropriate

- Replacing a historic roof material at the end of its useful life with a new material that successfully mimics the texture, pattern, and color of the original, such as heavyweight architectural shingles.
- Changes to the roof that are not visible from the road or the ground.

Not Acceptable

- Increasing the height or changing the shape of a roof.
- Decorative details that cannot be documented as having existed on the roof should not be added, this includes weather canes, cupolas, and dormers.
- Replacing an entire roof or isolated sections of a roof with materials that do not match the size, style, texture, and color of the historic materials.



Figure 72: Most roof shapes in the district are gable or hip clad in metal or shingle cladding.



Figure 73: Appropriate metal replacement roof on a historic residence.



Figure 74: Inappropriate roof dormer addition on historic building.



Figure 75: Appropriate downspout extension leading water away from a building foundation.

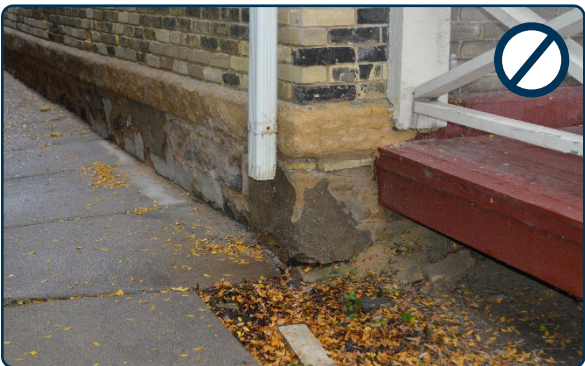


Figure 76: Improper drainage gutter system resulting in deterioration of foundation walls.

Standard 25. Porches

Many historic residences in the Dorsey Avenue Historic District have front porches, ranging from partial-width to full-width, shed roof extensions to gable roof porches. Porches used for socializing outdoors and often contain many decorative elements. Porches are especially susceptible to deterioration and were historically altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches.

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 45: [Preserving Historic Wooden Porches.](#)

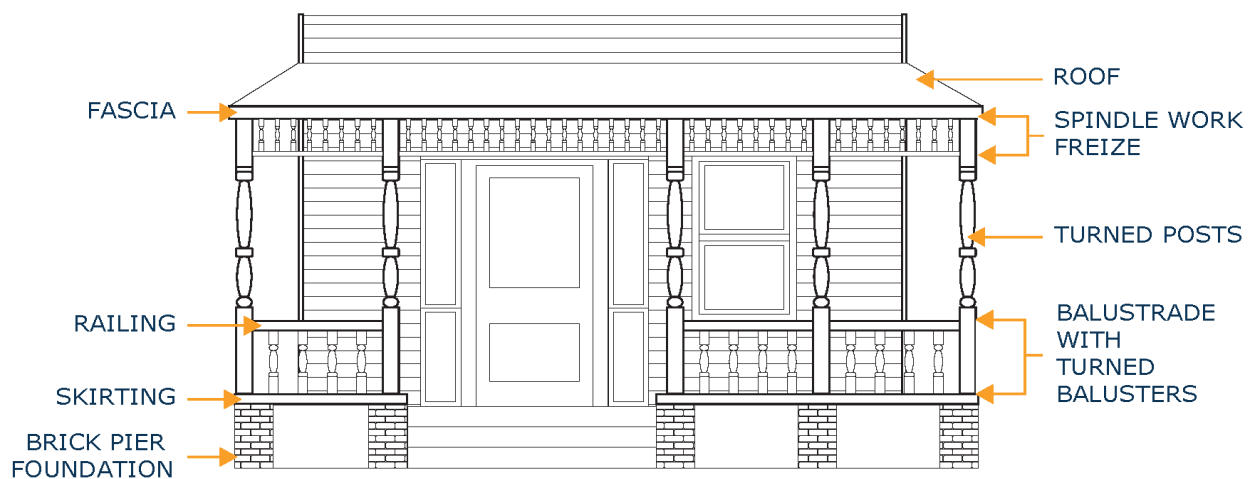


Figure 77: Diagram typical porch parts.

Appropriate

- Maintain and repair original porches, including steps, flooring, ceiling, columns, roof, details and ornamentation (such as roof brackets, exposed rafters, balustrades, railings, column supports, location of steps, and spindle work) where possible.
- If porch features are to be repaired or replaced, they shall match the original feature in material, size, design, detail, scale, and finish.
- Keep wooden surfaces painted and keep up with general maintenance.
- Replace missing posts and railings where necessary to match size, shape, profile, proportion, and spacing to the historic feature.
- If a porch is not visible from a primary public right-of-way, it may be enclosed (or screened in) if done in a manner that does not significantly alter the original character of the porch.
- It is appropriate to remove enclosures to reveal the original porch and details.

May Be Appropriate

- Alternate or synthetic material may be allowable on a side or rear porches if new material, size, scale, and overall appearance match the historic feature.
- A new porch may be added to a side or rear façade if designed to be compatible with the overall character of the building.
- If a side porch is to be enclosed or screened, a clear or transparent material should be used and the infill material should be placed behind porch columns.

Not Acceptable

- Installing decorative elements to the porch that are not acceptable to the style of the building.
- Adding a new porch to the front façade of a contributing building unless historical evidence exists to indicate a porch previously existed.
- Enclosing a porch located on the front façade or visible from a primary public right-of-way.

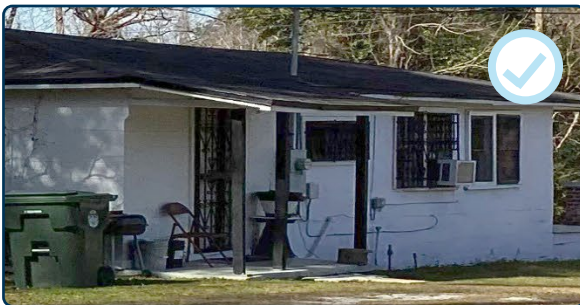


Figure 78: Example of a partial-width porch under a shed extension roof.

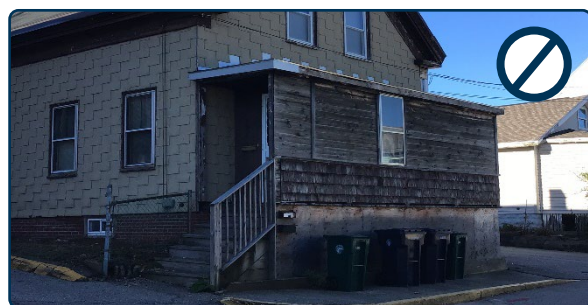


Figure 79: Not acceptable enclosure of a historic front porch that obscures the original entry.

Standard 26. Decks and Patios

Patios and decks are popular additions to historic properties. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. While terraces and patios may be more compatible with the character of a historic structure, decks are acceptable when they are of a compatible design and hidden from street view. Decks or patios may be later, non-historic alterations or may be completely new.

Appropriate

- New decks and patios should be located so they are not visible from the primary right-of-way. Landscaping and other screening measures should be employed as necessary.
- New decks and patios should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.
- Alternate materials may be used on side or rear construction.



Figure 80: Appropriate deck addition on the rear of a residence that just needs painted to protect the wood.



Figure 81: Inappropriate deck addition to the front façade of a residence.

Standard 27. Awnings and Canopies

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings and canopies are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows or architectural features.

Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant.

For Reference

Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.



Figure 82: Appropriate metal awning over a commercial storefront entrance.

Standard 28. Storefronts

Storefronts are some of the most important elements of the front façade of commercial buildings. They help attract customers and clients to a business by providing an inviting appearance and allowing view into the ground floor. Traditional storefronts within the Dorsey Avenue Historic District are composed of parapet, signboard area, covered entry porch or awning, and display windows. Most of the historic commercial buildings within the district are one-story masonry vernacular.

The form of a building's parapet, be it flat, stepped, curved, or another shape, is often a character-defining feature of a commercial building. Parapets are especially prone to deterioration given their placement above the roof and exposure to the elements. Parapets should be regularly inspected and repaired to prevent loss of material or the entire feature itself. Maintain the historic parapet form when repairing or replacing a parapet.

Doors and entrances are also important as visual components of commercial buildings. Single-light, multi-light, or full-panel wood doors were common entrance designs for commercial buildings within the district. Although the commercial properties within the district do not typically feature typical storefront systems such as large display windows supported by bulkheads, the buildings still featured large windows on the front façade.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

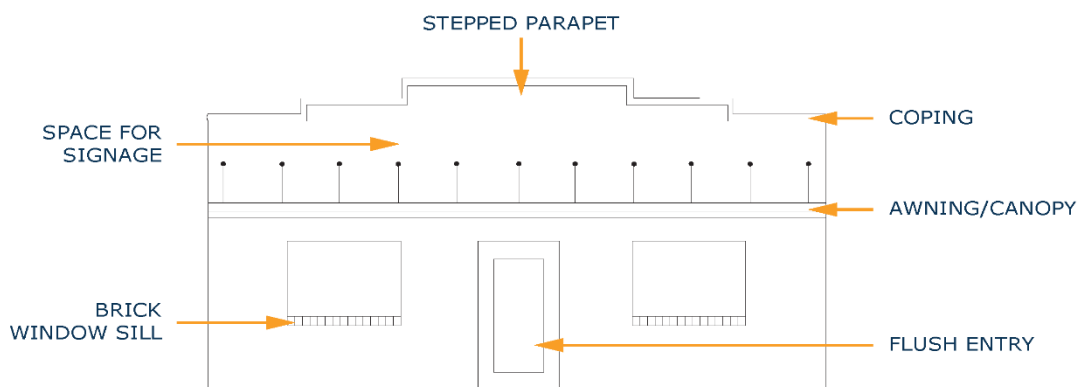


Figure 83: Diagram of typical storefront features.

Appropriate

- Buildings shall retain and preserve features that contribute to the overall design of the building including cornices, parapets, windows, and other details.
- Repaint storefront features in colors that are appropriate to the building and district.
- Front façade windows should be of clear glass, without dark tint. If privacy is desired use blinds or drapes on the inside of the window.
- Retain and preserve openings and details of doors, such as trim, glass, lintels, transoms, thresholds, and hardware.
- Repair original doors and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- If replacement of an entire storefront feature is necessary, replace it in-kind matching the original feature in design, dimension, detail, texture, color, material.
- If display windows are missing, replace them based on accurate documentation. If accurate documentation is not available, then utilize a traditional design based on similar buildings of the same period in the district.

Not Acceptable

- Replacing or covering original storefront and entry elements with contemporary substitute materials such as aluminum or vinyl.
- Filling in existing door openings or covering them with plywood.
- Replacing doors with stock doors that do not fill the original openings or duplicate the unit in size, material, and design.



Figure 84: Example of a historic storefront in the district.



Figure 85: Example of a renovated storefront in the district.

Exterior Lighting

Standard 29. Exterior Light Fixtures

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often full illuminated to confirm their importance to the entire community. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries.

Appropriate	May Be Appropriate	Not Acceptable
• Retain and maintain historic light fixtures. • Repair deteriorated or damaged light fixtures, keeping their historic appearance. • Replace missing or damaged light fixtures with replacements that replicate originals or other similar examples appropriate to the character of the building. • New fixtures should be installed in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).	• Replacing missing or damaged light fixtures with modern light fixtures. • Where light fixtures did not exist, new light fixtures should be unobtrusive and not damage or obscure architectural features.	• Over- or under-illuminating buildings in ways that does not match historically. For example, full illumination of a residential building is inappropriate, and illumination should be limited to the doors, porch ceilings, and entries to drives and sidewalks. • Shining light onto neighboring properties.
		

Figure 86: Preserved exterior lighting within a residential front yard.

Figure 87: Inappropriate modern light addition to a historic building.

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 30. General Utilities

Appropriate

- Place electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or a nonvisible side of the property.
- Exterior conduit and housing utilities should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned to not be visible from the street.

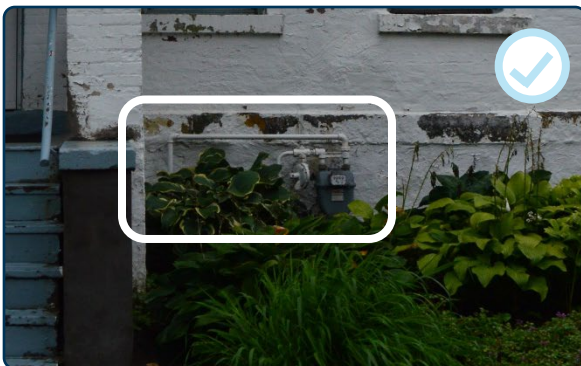


Figure 88: Mechanical equipment on the front façade that has been appropriately painted and concealed behind landscaping.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Damaging historic material to install utilities.

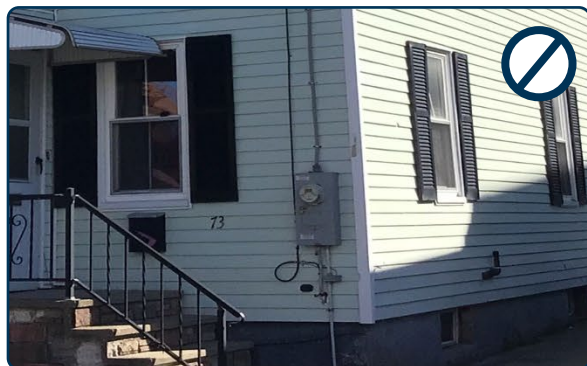


Figure 89: Example of inappropriately attached utility installation on the front façade of a residential building.

Standard 31. HVAC

For Reference

Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)

Appropriate

- Retain and maintain existing functional and efficient HVAC systems.
- Upgrade existing systems to increase efficiency when the existing system has reached the end of its useful life.
- Increase efficiency of HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.



Figure 90: An appropriate location for the installation of an HVAC system that is near the rear of the residence and screened behind fencing.



Figure 91: Inappropriate new air conditioner installed on the front façade of a residence that is not obscured behind screening or landscaping.

Standard 32. Satellites and Antennas

Appropriate

- Install ground equipment or satellites in the rear or on non-visible sides of buildings and employ fencing or plantings for screening where needed.
- Install equipment in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).
- Employ a setback and limit antenna heights to the lowest effective height.

Not Acceptable

- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.
- Utilizing screening or “stealth” enclosures that create a false sense of history, such as faux parapets or chimneys.



Figure 92: Appropriate location of satellites obscured in a side yard.



Figure 93: Appropriate location of an antenna on the side elevation of a historic residence.

Energy Conservation

Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of their historic building or the historic district. Take a holistic planning approach that considers the entire building, its existing systems, and its site and environmental considerations as well as the potential impact on historic materials and features and on the district as a whole.

Before committing to a system that requires the installation of new equipment onto the exterior of your historic building, it is recommended that a property owner obtain an energy audit from a certified energy efficiency contractor. This will inform the property owner where a building is losing energy and provide a prioritized list of recommended retrofits.

For Reference

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

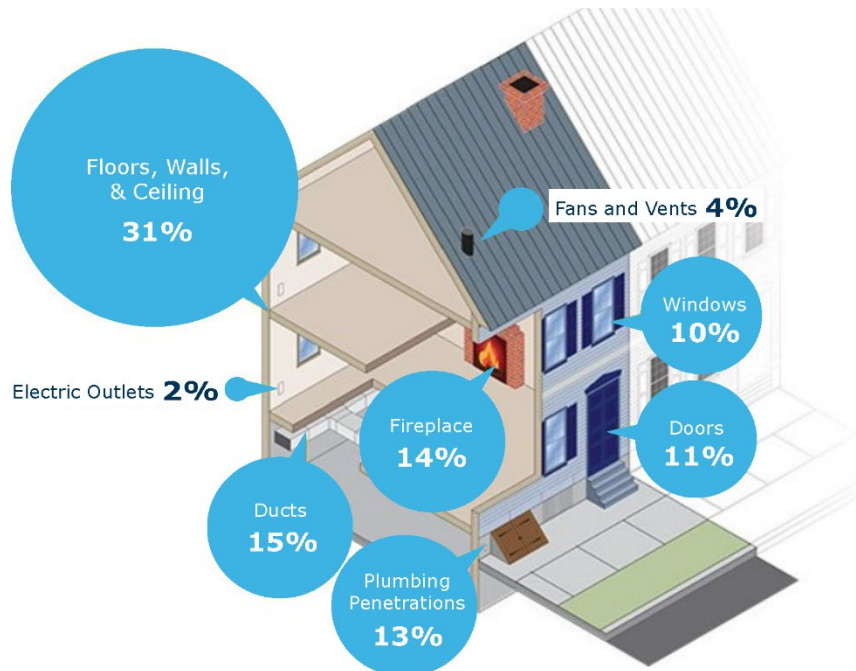


Figure 94: Where air escapes from a residence (by percentage) – Image based on data from Energy Savers, U.S. Department of Energy (Source: Blank Space LLC).

Standard 33. Solar Panels

The Florida Solar Rights Act, or Florida Statute 163.04 forbids ordinances, deed restrictions, covenants, or similar binding agreements from prohibiting solar equipment use. Under this law, a homeowner or property owner may not be denied by “any entity granted the power or right in any deed restriction, covenant or similar binding agreement to approve, forbid, control, or direct alteration of property...” permission to install a solar collector, clothesline, or other energy device using renewable resources.

There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects on historic properties when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials; they should not replace original or historic materials. Freestanding systems should be installed in locations that minimize visibility from the public right-of-way and their placement and design should not detract from the historic character of the site or destroy historic landscape materials. Solar shingles will be approved on a case-by-case basis.

Appropriate

- Install solar panels on a rear slope or side not visible from the street, such as the flat roof of a commercial building, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and any exposed hardware, frames, and/or piping shall have a matte finish and be of a color similar to the roofing material color.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 95: Example of solar panels appropriately installed on an asphalt shingle roof of a residence.

Additions

Additions to historic buildings should be designed and constructed so that the character of the original building is not adversely affected. Additions to original buildings may affect the appearance of the historic structure or character of the historic district as well as the external walls, roofing, drainage system, HVAC, and other building services. New structural loads may be imposed on existing walls, especially if the new addition is more than one story high. Small additions typically include fire stairs, mechanical equipment, storage areas, decks, entryways, porches, etc. All additions shall be sensitive in style, size, and location to the historic building and the immediate surroundings within the historic district. Careful planning, staging, and phasing shall be considered to minimize disruption of original building systems, components, and operations.

New additions should reflect but not copy the historic nature of a building’s style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but may be appropriate under special circumstances and care.

For Reference

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

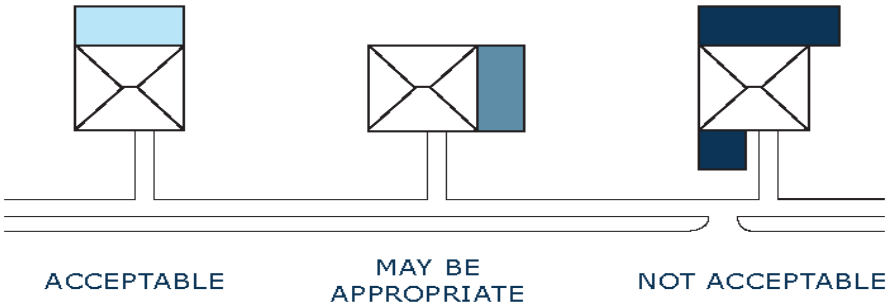


Figure 96: Diagram of appropriate and inappropriate locations of additions.

Standard 34. Enlarged Footprint Additions

Appropriate

- Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- Materials for the new addition should complement or otherwise harmonize with the historic materials.
- Additions should not imitate earlier architectural styles.

May Be Appropriate

- Addition located on the side of the building if they align with the façade of the main building and respect the alignment and setback of other buildings on the street.
- Additions located on the rooftop only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character-defining rooftop features.

Not Acceptable

- Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows – are inappropriate.
- Disproportionate building mass and roof pitch when compared to the main structure.
- Rooftop additions when a rear or side addition design is possible.
- Enclosing porches.

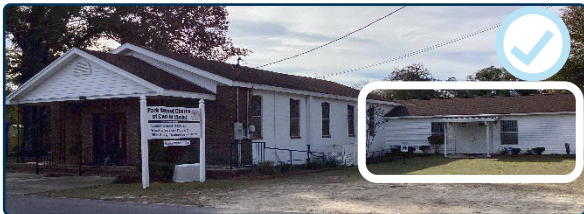


Figure 97: Many religious properties have constructed rear additions as programming expanded or as the congregation grew.



Figure 98: Inappropriate side addition that is not setback.



Figure 99: Appropriate rear addition on a historic residence.



Figure 100: Inappropriate front commercial addition that obscures the historic residence.

Paint and Color

Paint color is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>

Standard 35. Paint

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated. Paint that is known to have been applied before 1978 should be lead-tested before scraping or sanding. If lead paint is found, appropriate abatement or encapsulation should be undertaken.

Appropriate

- Paint or stain shall be applied to protect wood and metal features.
- Historically painted or stained wood features should be repainted or restained.

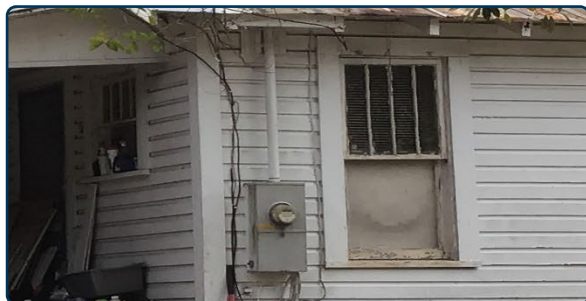


Figure 101: Original wood window in need of repair and to be repainted to preserve it.

5.7. STANDARDS FOR NEW CONSTRUCTION

The following guidelines are intended for new residential or commercial construction within the Dorsey Avenue Historic District. Infill buildings should be compatible with the overall historic and architectural character of the area, yet they should also be recognizable as products of their own time. Compatible new construction strengthens the historic streetscape by filling in the gaps left by homes lost to demolition while reinforcing the neighborhood's residential character and scale.

To ensure compatibility with contributing historic structures within the Dorsey Avenue Historic District, designs for new buildings should strive for compatibility with the following characteristics of buildings within the historic district:

- a) Height, scale, orientation, spacing, and site coverage of surrounding buildings.
- b) Façade proportions and window patterns of surrounding buildings.
- c) Size, shape, and proportions of entrances of surrounding buildings.
- d) Materials, textures, color, and architectural details of surrounding buildings.
- e) Roof forms of surrounding buildings.
- f) Horizontal or vertical emphasis of surrounding buildings.
- g) Landscaping, walls, and fences in the surrounding area. New buildings should be compatible with the existing environment without exactly duplicating existing buildings. Any new construction should be a product of its own time.

See [Chapter 4.6 Design Principles](#) for additional guidance.



Figure 102: Diagram demonstrating appropriate and inappropriate height, rhythm, and façade arrangement of new construction within a residential block.

Standard 37. General Standards for New Construction

Appropriate

- Use surrounding historic buildings to inspire new construction.
- Maintain the design of the neighborhood and design new structures to be compatible within its specific context.
- Site new construction on existing vacant lots.
- The width and proportion of infill buildings should be similar to or compatible with surrounding buildings.
- Construct new buildings to a height compatible with adjacent buildings.
- Maintain solid-to-void (wall-to-window) ratios as found on surrounding historic buildings.
- Orient new construction toward the street and align new buildings with the setback of the surrounding buildings.



Figure 103: Appropriate new construction with compatible massing, alignment, scale, rhythm, and materials.

Not Acceptable

- New construction that is not compatible with its surroundings or reflect historic design features.
- Aligning new construction with a shallower or deeper setback than is extant on surrounding buildings.
- New construction with blank facades.
- Covering front yard space with paving or a large outdoor deck.
- Using modern dimensions that are out of scale with the surrounding neighborhood.
- Using roof forms not seen historically on a primary structure.



Figure 104: Inappropriate new construction with incompatible massing, materials, scale, height, and rhythm.

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility but does not require full compliance for private residences. New residential buildings should also be constructed with ADA features when applicable in their design. All new commercial or public buildings should be constructed with ADA features in their design. Applicants are encouraged to work with the Planning Department early in the planning process to develop creative design solutions to meet relevant standards preserving the integrity of the property. As elevators are not common installations in residential buildings or required on one-story commercial buildings, common accessibility features include ramps and railings, occasionally exterior stairs and fire escapes. New construction should meet both federal standards, as defined in the ADA, as well as any applicable accessibility requirements defined in the current Florida Building Code (FBC).

Standard 38. New Construction Railings

Appropriate

- Railings should be constructed with complimentary materials to the new structure and surrounding district.
- Handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces (FBC).

Standard 39. New Construction Ramps

Appropriate

- Construct ramps of concrete or wood painted to blend with surrounding materials.
- Ramp design, including its railings, should be simple.
- Ramps should be located on the rear or side elevations rather than on the primary façade.

May Be Appropriate

- Installing a ramp on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Building Materials

Standard 40. New Construction Materials

The materials used for walls, sloped roofs, and other visible elements of historic buildings should be carefully considered when designing a new building or addition. Designs for new buildings should utilize materials that are the same or similar to those found on buildings in the surrounding area in order to tie into the streetscape. Traditional wall materials found within the Dorsey Avenue Historic District include wood and masonry with metals primarily used for roofing or awnings.

The size, texture, surface finish, and other defining characteristics of exterior materials are just as important as the type of material. For example, in a street of red brick façades, a new building constructed of glazed white brick would probably not be compatible.

Use of contemporary building materials on new construction within a historic district is more tolerable because the use of contemporary materials assists in making the new construction appear a product of its own time, rather than conveying a false sense of history. These may include engineered polymer, engineered wood, fiber cement board, or “smart siding.” However, such materials should still contribute to the visual continuity within its context and appear similar to those seen traditionally. The use of such materials will be approved on a case-by-case basis by the Planning Director based on the proposed design and character of the surrounding area.

See **Chapter 7. Substitute Materials** for additional guidance on appropriate contemporary materials.

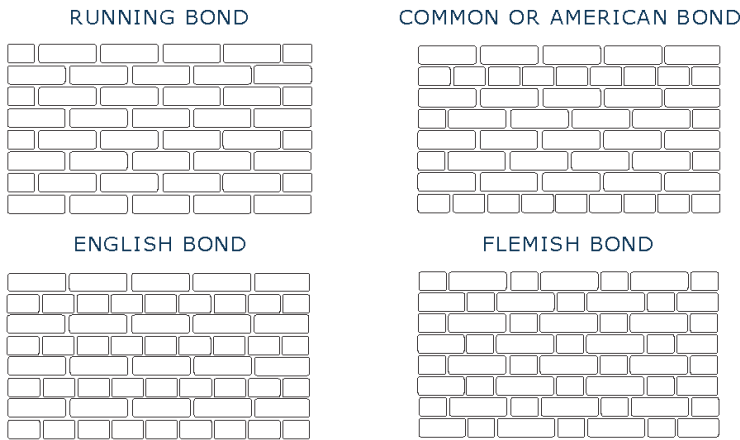


Figure 105: Diagram of typical brick bonds.

Appropriate

- Traditional materials such as masonry and wood are encouraged for exterior materials on new construction. If wood or contemporary siding is used, the boards must be laid in a historically accurate manner, such as drop siding, weatherboard, board-and-batten, and patterned shingles.
- Consider alternative exterior siding materials, such as engineered polymer, engineered wood, and fiber cement board, that are compatible but subtly discernible from historic materials.
- Any materials on new construction shall not detract from historic building materials on adjacent properties.
- Materials proven to be durable in the DeFuniak Springs climate.
- Use of accents that mirror those found on a historic home.

Not Acceptable

- The use of vinyl or metal as the material for siding, soffits, fascia, or skirting of a new construction.
- Incorporating materials differently than the way they were used traditionally.
- The use of variety of building materials on the façade.
- The use of products with short lifespans.
- The use of products manufactured using harmful chemicals.



Figure 106: Many residential and commercial buildings were constructed with concrete block. New construction utilizing concrete block would be appropriate.

Standard 41. Details and Ornamentation Design in New Construction

Many historic buildings in the Dorsey Avenue Historic District contain vernacular details and ornamentation. A new building should consider the amount, location and elaborateness of details and ornamentation on neighboring buildings in its design. Existing details and ornamentation may be used as the basis for those on a new building, but they usually should not be copied exactly so as to avoid creating a false sense of historic development. Details and ornamentation on additions should complement, but not copy, that of the building to which it is attached.

Appropriate

- The details and ornamentation of a new building should be compatible with those of neighboring buildings, or to the building to which its attached.
- Simple and understated elements are preferred for new construction within the historic district.
- Minimize the amount or type of decoration on the façade. Instead, allow the building's lines and fenestration to dominate.

Not Acceptable

- Introducing dramatically different details and ornamentation on a new building or addition.
- Copying exact details and ornamentation from existing buildings for a new building or addition.



Figure 107: Example of a new residential construction that would appropriate within the district.

Standard 42. New Construction Doors

Doors on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- The size and proportion (ratio of width to height) of door openings should be similar and compatible with those on surrounding façades.
- Doors may be centered or aligned to either side of the façade.
- The street level should be the primary orientation and access for residents.
- Secondary doors should be understated and simple in design as compared to the front or main door.

Not Acceptable

- Inappropriately detailed doors or doors that are otherwise not in keeping with the character of the building and surrounding district.



Figure 108: Example of an inappropriate front door that is too simple and is not compatible with a residence.

Standard 43. New Construction Windows

Windows on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- Windows should be present on all elevations that are visible from the street.
- Window heights and sizes on new buildings should generally be consistent with that of the surrounding buildings.
- The relationship of voids to solids should be similar to that of neighboring buildings.
- Window orientation should be consistent with the directional expression of surrounding buildings.
- Windows should match the character of the new building's façade. Traditionally styled buildings should have traditional windows, while contemporary or modern style buildings should have modern windows.
- The use of locally manufactured or recycled materials.

Not Acceptable

- Oddly shaped new windows.
- Oversized windows that disrupt the window-to-wall ratio established by surrounding older buildings.
- Vinyl windows are generally not manufactured in historic proportions and are not acceptable for use in the historic district.
- Blank or windowless walls on the front façade or street side are not acceptable.



Figure 109: Inappropriate new window shapes on a new residential construction.

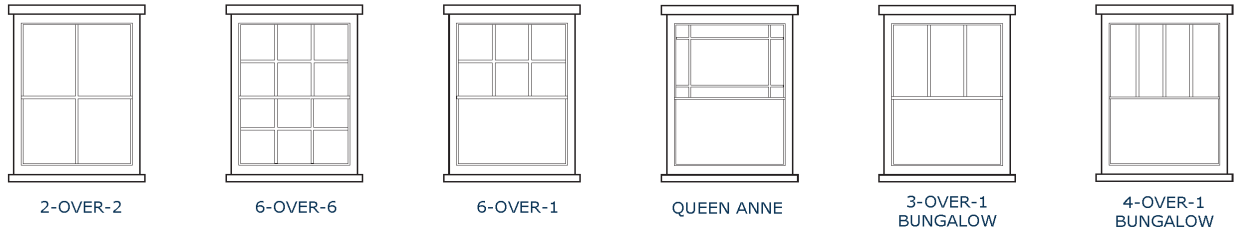


Figure 110: Diagram of typical historic window types.

Standard 44. New Construction Roofs

The roof is one of the defining features of an historic building. The pattern of roof shapes along a street adds to a district's character. To preserve this pattern, new buildings should have roof shapes that are consistent with and complementary to the existing historic roofs in the surrounding area. The introduction of inconsistent roof forms can be jarring to the streetscape and interrupt its historic rhythm.

Roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features of residential buildings. New construction character-defining features should reflect the surrounding district. All roof systems should be selected and assembled to resist the environmental forces of nature such as rain, snow, wind, solar radiation, and gravity loads.

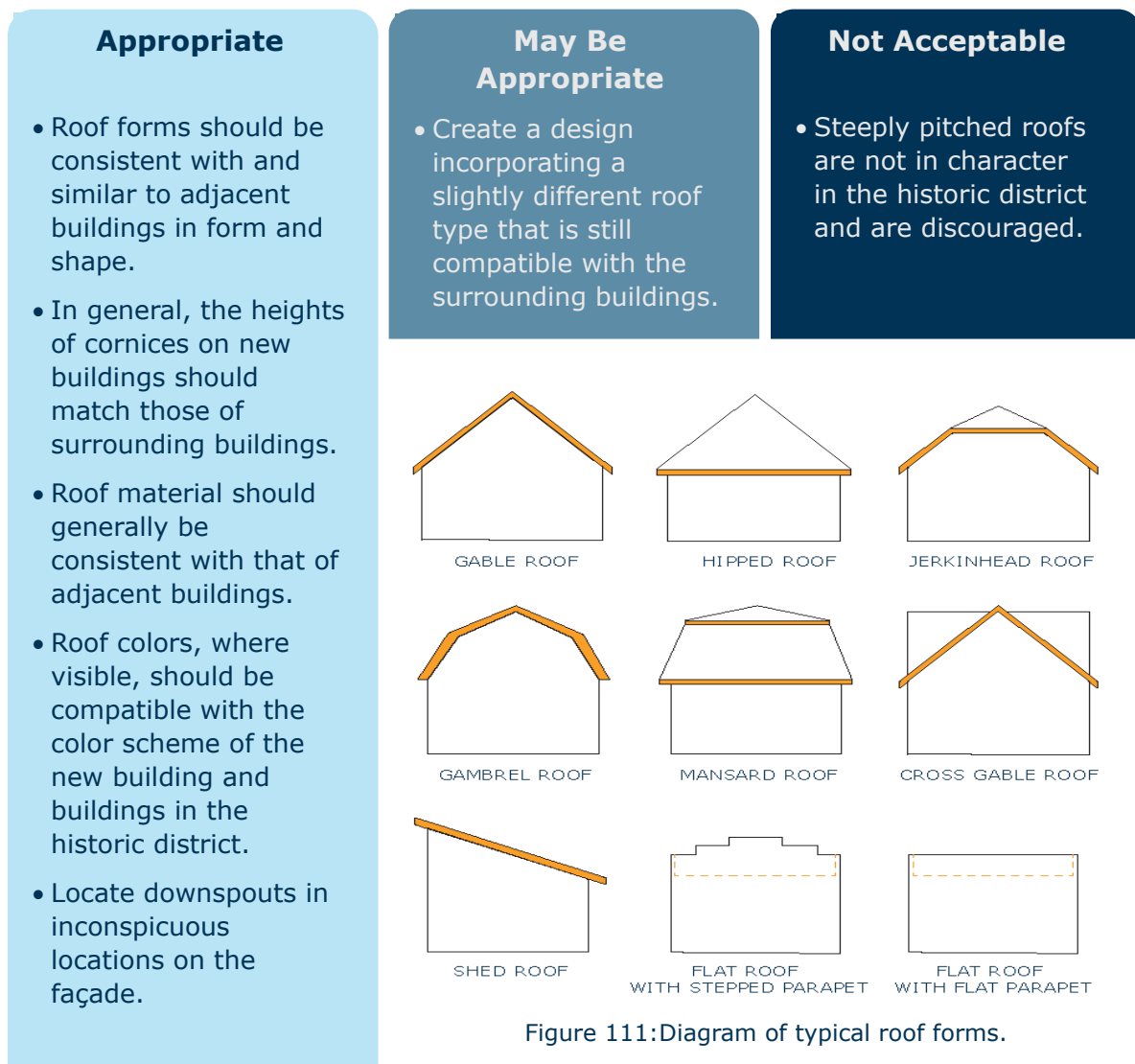


Figure 111: Diagram of typical roof forms.

Standard 45. New Construction Porches and Decks

Most historic residences with the Dorsey Avenue Historic District have front porches that are significant to their front façade. These porches were used for socializing outdoors and often contain many decorative elements. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. Porches and decks should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.

Historic porch and deck materials typically include wood, brick, stone, and concrete. While porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood, there is a variety of new materials such as fiberglass and vinyl that can be used as well. It should be noted that while some materials may be cheaper, they may have their own disadvantages that should be considered and planned for.

Appropriate

- Use surrounding historic building porch design as inspiration for new construction.
- Keep wooden surfaces painted and keep up with general maintenance.
- Avoid locating decks and patios so they are visible from a primary right-of-way on residential properties, employ landscaping and other screening measures as necessary.
- Decks and patios on the side elevation of a commercial property when constructed to be used by patrons.
- Alternate or synthetic material is appropriate for new porches if the material, size, scale, and overall appearance are compatible with the porches in the existing streetscape.

Not Acceptable

- Designing a porch with decorative elements that are not acceptable to the style of the building and to the surrounding district.
- Locating decks and patios so that they are visible from a primary right-of-way.
- Constructing an enclosed porch on the front façade or visible from a primary public right-of-way.



Figure 112: Many residences in the district feature both projecting and recessed porches depending on their building type.

Standard 46. Awnings and Canopies for New Construction

Historically, awnings were found on above storefronts on commercial buildings. Awnings and canopies are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows or architectural features. Awnings and canopies provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer.

To choose the right awning or canopy for your residence, consider your home's style, color scheme, and architectural features. Choose fabrics that are durable, weather-resistant, easy to clean, UV-resistant, and treated with a fire retardant. Awnings were historically made of steel frames and canvas duck. New construction awning frames are typically made of aluminum covered with a fabric such as canvas or similar woven material.

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- A separate awning should be installed for each window and door opening, rather than a single awning across an entire façade.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Metal, fiberglass, or vinyl awnings should not be used.
- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.



Figure 113: Inappropriate awning installed on top of window shutters.

Storefronts

Standard 47. New Construction Storefronts

Storefronts elements can be found on several commercial buildings within the Dorsey Avenue Historic District. New commercial construction should include storefronts where appropriate to continue the rhythm and pattern created by existing historic buildings.

Appropriate

- New storefronts should contain all or most of the typical components of a historic storefront, including large windows for light and display, a signboard, and a parapet.
- Design recessed entryways where appropriate.
- The size and proportion (ratio of width to height) of door and window openings should be similar and compatible with those on surrounding façades.
- Wood, finished anodized aluminum, and other metal storefront systems in a variety of finishes are appropriate.

Not Acceptable

- Introducing dramatically different details and ornamentation to a new storefront.
- A new storefront design that copies traditional details or features from neighboring buildings or other structures of the period may give the building a historical appearance which blends in with its neighbors but which never, in fact, existed.

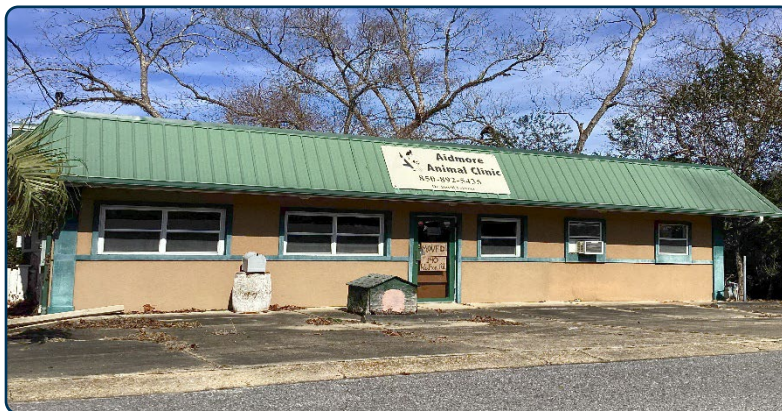


Figure 114: The majority of storefronts in the district feature central entries under an awning or roof overhang..

Exterior Lighting

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries. New construction should utilize compatible lighting with the existing lighting scheme of the district in which it is located.

Standard 48. New Construction Exterior Lighting

Appropriate

- Exterior light fixtures should match the character of the building as well as the historic character of the surrounding area in terms of materials, color, finish, scale, size, and design.
- Place building-mounted lighting to illuminate functional building elements, like entrances and signs.
- Utilize accent lighting to highlight architectural elements. Accent light fixtures should be placed in inconspicuous locations and should generally not be visible from street-level.
- Exterior lighting design should be subordinate to overall façade design.
- When selecting a lighting scheme, consider how the light will affect neighboring properties.



Figure 115: Modern lighting that is located appropriately for a new residence.

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 49. Utilities in New Construction

Utility design and location should be considered when designing a new building to be unobtrusive as possible.

Appropriate

- Locate electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or other non-visible façade.
- Locate exterior conduit and housing in an inconspicuous area and paint housing to match the exterior surface to which it is applied.
- Place HVAC equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.
- Install satellite dishes on the rear or a non-visible side elevation, in a location as inconspicuous as possible.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.

Energy and Sustainability

New energy conservation devices can be introduced without compromising the historic character of buildings within the local historic district when designing new construction. Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of the surrounding historic district. Take a holistic planning approach that considers the new building design, systems, site, and environmental considerations as well as the potential impact on adjacent historic materials and features and to the districts as a whole.

Standard 50. Energy and Sustainability in New Construction

Appropriate

- Utilize energy efficient windows with low emissivity ("low-e") glass.
- Install additional insulation in an attic or crawl space as a simple method to make a significant difference in a building's energy efficiency. Provide sufficient ventilation to prevent moisture build-up in the wall cavity.
- Install operable systems such as storm windows, insulated coverings, curtains, and awnings to enhance the performance of a building's windows.
- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage adjacent historic buildings.
- Avoid removing existing shade trees or vegetation on the property.
- Use permeable paving where appropriate to manage stormwater.
- Avoid paving up to the building foundation, which can create a heat island effect. Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Employ features that provide natural light to the building interior, such as glass doors and transoms, clearstories, and roof monitors.

Standard 51. Solar Panels in New Construction

Solar panels should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context. There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects to a roof's design and roofing materials when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials that integrated within traditional roofing materials. Freestanding systems should be installed in locations that minimize visibility from the public right of way and their placement and design should not detract from the historic character of the district or destroy historic landscape materials.

Appropriate

- Install solar panels on a rear slope or side not visible from the street, such as the flat roof of a commercial building, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
 - Solar shingles will be approved on a case-by-case basis.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 116: Solar panels installed on the metal gable roof of a residence.

Color

Paint color is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a paint scheme for proposed new construction, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>



Figure 117: New construction should utilize materials and colors present elsewhere in the district.

CHAPTER 6. DEMOLITION AND RELOCATION STANDARDS

6.1. DEMOLITION

Historic buildings contribute to the overall historical and physical significance of the city; the loss of any one of these historic buildings is a historic loss for the city. As such, demolition is strongly discouraged for any historic building. Demolition results in a loss of architectural and historical integrity and can dramatically change the character of a neighborhood. Demolition is generally discouraged; however, it may be approved in certain situations.

No permit for the demolition of a principal improvement in the Historic District shall be issued until a Certificate of Appropriateness (COA) has been granted by the Planning Director for both the demolition and proposed plans for new construction on the site. Preservation alternatives should also first be evaluated and the site to be demolished should be properly recorded.

Standard 52. Demolition by Neglect

Demolition by neglect is the willful negligence of a historic property in order to hasten its deterioration to a point where demolition is the only option. Property owners are expected to keep their buildings in sound repair in compliance with all applicable codes, laws, and regulations governing the maintenance of property.

Standard 53. Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the Planning Director on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Standard 54. Total Demolition

Total demolition is rarely the best choice, and the Planning Director supports exploring all possible options before considering total demolition.

If Total Demolition is approved, the following measures must be taken:

- a) Document the existing building, site, and setting through photographs, site plans, drawings, and other written measures.
- b) Save reusable architectural materials and features prior to demolition.
- c) Protect significant site features including landscaping and archaeological resources from damage before, during, and after demolition.
- d) Submit post-demolition site development plans to the Planning Director for approval before the demolition.

6.2. RELOCATION

Standard 55. Relocation

Relocation – into or out of a historic district - shall only be considered when there are no other reasonable alternatives to preserving a historic building. Relocation methods include:

- a) Moving the entire structure to a new setting,
- b) Moving the structure in parts to a new setting, or
- c) Disassembling and moving materials from the structure and rebuilding on a new setting.

Regardless of how it is moved, relocating a historic building compromises the building's historic setting and unavoidably impacts original historic material. The goal of a relocation is to minimize impacts on the historic building to be relocated and the impacts on the properties surrounding the proposed relocation site.

CHAPTER 7. SUBSTITUTE MATERIALS

7.1. REPLACEMENT IN-KIND VS. SUBSTITUTE MATERIALS

For additional information and guidance, see the National Park Service's Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#).

While the preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible, and to replace historic features with like materials where repair is not possible, there are several instances in which utilizing substitute materials may be permissible. Substitute materials are new materials or technology which are designed to simulate the appearance of a historic material.

Replacement In-Kind

Replacement In-Kind means to replace a material with the same material as the existing thing needing repaired. For example, a deteriorated wooden door sash can only be replaced in-kind with wood. Replacement in-kind is the highest degree of integrity available when architectural elements need replacing.

Substitute Materials

Sometimes, replacement in-kind is not financially feasible or necessary to maintain a property's integrity. It may be appropriate to replace elements of a building with a matching element of a different material, if that material can mimic the appearance of the historic material. Substitute materials are new materials designed to simulate the appearance of a historic material that are often made of synthetics.

Situations in which the use of substitute materials may be appropriate include:

- Where the historic material does not meet existing code requirements.
- When the historic material is unavailable, such as a particular type of slate or old growth lumber.
- Where historic craft techniques or skilled artisans are unavailable.
- When the historic feature has already been lost, and little is known about its original appearance.

Problems associated with using substitute materials include a lack of repairability, and a lack of durability and/or a shorter lifespan as compared to traditional materials. Some substitute materials are physically incompatible with existing historic building fabric and can trap moisture or cause damage to remaining historic fabric due to incompatible thermal expansion and contraction. Substitute materials should not be used to cover existing historic materials or features, and they should not be used to replace sound historic materials for the sake of convenience.

Substitute materials should only be used if they will not damage existing historic features and if they will not negatively alter the appearance of the historic resource. The new material should mimic the original in form, color, and perceived texture. The Planning Director will judge applications which propose the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on each particular situation.

Appropriate substitute materials should be the following:

- Locally manufactured
- Easy to maintain
- Proven to be durable in the DeFuniak Springs climate
- Have long lifespans
- Recyclable
- Made from recycled or repurposed materials
- Not manufactured using harsh chemicals
- Does not off-gas harsh chemicals
- Will not interact negatively with historic building materials

Prior to replacing any material, either “in-kind” or with a substitute, an investigation should be conducted to assess why the material is failing in the first place. Thoroughly assessing the underlying causes of distress allows for a better determination of an appropriate corrective action, which should be performed by a design professional experienced in exterior restoration.

Cost Evaluation

Maintenance of a material, particularly where accessibility is difficult or expensive, can be an important part of a cost evaluation. Maintenance costs should not be considered without also considering life-cycle expenses. While some substitute materials may offer reduced initial costs, they may be as or more costly than traditional materials to maintain over time. For example, many substitute materials are not readily repairable, necessitating full replacement when damaged. The cost to replace a material or assembly at the end of its lifespan may also be greater than the accumulated incremental expense to maintain the historic material, particularly if it is a more traditional, repairable material.

Maintenance cost should never be the sole reason for replacing a historic material that is not deteriorated.

7.2. COMMON SUBSTITUTE MATERIALS

Siding

Maintaining and preserving existing historic siding is the preferred approach in DeFuniak Springs. In many cases when wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Mixing siding materials, either within a wall or on different walls of a building is never appropriate. Only when the entirety of the siding on a building needs to be replaced should substitute materials be considered.

The Planning Director will determine the appropriateness of substitute siding materials on a case-by-case basis. In all cases, the replacement siding should match the historic siding in terms of width, texture, profile, and overall appearance. In cases where replacement of existing synthetic siding is being considered, the Planning Director will determine whether replacement with new synthetic siding or a more historically appropriate material is necessary to achieve an accurate historic appearance on a case-by-case basis.

Your current siding is:

Wood	Replacement of an existing historic wood siding or shingles with new wood siding matching the size, shape, profile, dimensions, configuration, and key design elements of the original is considered a replacement in-kind and is always the best choice due to its durability and repairability. In many cases where wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Wood siding and shingles should be replaced to match the original size, placement, and design.
Stucco	Stucco surfaces should remain stuccoed. Removing stucco that covers masonry could damage the masonry beneath. Stucco should be repaired to match color, texture, coarseness, and thickness of application of the historic stucco.
Cement Fiberboard	Cement fiberboard, with a smooth finish to mimic planed and painted wood is also an appropriate replacement for existing vinyl, asbestos, or aluminum siding. Proposed replacement siding

	should have smooth, lap siding finish. Cement fiberboard with a manufactured wood grain finish is generally not acceptable as it is less compatible with the appearance of traditional wood siding.
Vinyl	Vinyl siding is not an appropriate replacement material for wood siding, but may be appropriate for replacing existing vinyl, asbestos, or aluminum siding.
Engineered Polymer/Wood	Polymer siding products are more durable than other synthetics, such as vinyl. However, it is not an appropriate covering for visible elevations of a historic building. Engineered wood products, such as LP Smartsiding, can be an appropriate replacement siding for the rear, nonvisible elevations of a building.
Metal	Metal is not an appropriate siding choice in the historic districts, including products that try to mimic historic patterns.



Figure 118: Unpainted wood shingles.

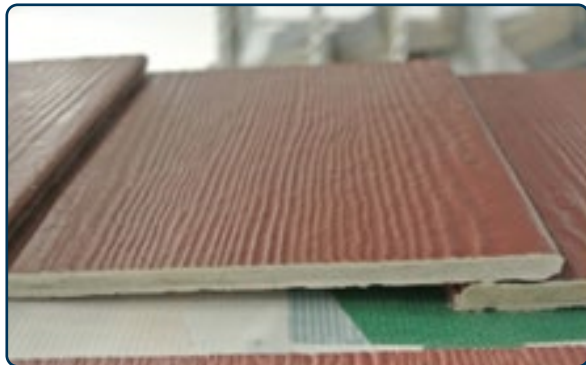


Figure 119: Fiber cement board.



Figure 120: Synthetic vinyl siding.



Figure 121: Engineered wood siding.

Architectural Details

Architectural details help convey the style of a building. Architectural details should be retained and never permanently removed. When formerly hidden ornamentation is discovered, it should be maintained and preserved.

High-quality synthetics may be an appropriate replacement for wood or plaster details where the profile, size, and dimension of the element can be accurately reproduced. Synthetic material use on architectural details and trim will be considered on a case-by-case basis by the Planner Director.

Cellular PVC	Polyvinyl chloride is more commonly known as PVC. Cellular PVC board is used to produce trim, moldings, and other decorative architectural elements. These are durable products that can be painted.
Metal	Metal is only appropriate for architectural details and trim when it was the original material.
Vinyl	Vinyl is not an appropriate material for architectural detail and trim replacements unless the details are not visible from the street.



Figure 122: Substitute material brackets (Source: Executive Architectural Millwork).



Figure 123: Appropriate substitute material replacement (Source: Durabrac Architectural Components).

Doors

Doors are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. Properly maintaining and preserving historic doors is the preferred approach, particularly for the main entrance of a property. When a historic door needs to be replaced, it is typically due to deterioration, for increased security, or for code compliance. Replacement doors are manufactured in a wide variety of materials including wood, aluminum, steel, vinyl, fiberglass, and composites.

Metal and vinyl doors may be appropriate for non-visible elevations. For visible elevations, particularly, the main entry door, the replacement door should match as closely as possible the size, proportions, and configuration of the historic door that it is replacing.



Figure 124: Inappropriate replacement door (right) that does not convey the architectural style of the residence.



Figure 125: Example of an appropriate fiberglass front door.

Windows

Windows are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. The replacement of original windows with new windows is a common issue in historic districts throughout the country. While the best option is always to properly maintain and preserve your existing historic wood windows, when replacement is necessary there are several options available. For windows on the primary façade, it is always preferred to repair and retrofit the original material.

Your current windows are:

Wood	Most historic-age buildings, excepting those of the more recent past, have wood windows. Replacement of an existing historic wood window with a new wood window matching the dimensions, configuration, and key design elements of the original is considered a replacement in-kind. Special attention should be made to ensure the replacement window's muntin and mullion profile matches the historic window. Single-hung or double-hung window types may substitute for each other as long as all other elements match.
Aluminum Clad	Metal windows may be appropriate for later (post-1900) architectural styles, industrial and commercial buildings, or on non-visible elevations. Aluminum clad windows are wood windows with an aluminum facing on the trim, sashes, and muntins. Aluminum clad windows could be approved for replacement of historic windows in cases where the historic windows are deteriorated beyond repair and where the replacements match the original in size, proportion, and configuration. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location. Aluminum clad windows typically have an anodized or baked enamel finished and are not paintable, which can be a drawback.
Vinyl Clad	Vinyl clad windows are similar to aluminum clad windows, in that they are wood windows with a vinyl facing. Vinyl clad windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-

	contributing properties in DeFuniak Springs. Like aluminum clad windows, vinyl clad windows are not paintable.
Vinyl	Vinyl windows are made of PVC (polyvinyl chloride) and are a commonly proposed replacement window. Vinyl windows are problematic for use in historic districts, however, as they are not available in proportions or finishes that are compatible with historic buildings. Because of the way the product is made, vinyl windows have narrow stiles and rails on the sashes which do not match the thicker proportions typically found in historic windows. Vinyl windows are not paintable and are the least durable of the window types listed here. They tend to fade and warp with UV exposure and have a typical lifespan of only ten to fifteen years. Like vinyl clad windows, vinyl windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on noncontributing properties in DeFuniak Springs.
Composite/ Fiberglass	Composite windows are made of a mix of materials, typically fiberglass and wood fibers. Fiberglass windows have a matte finish as compared to vinyl windows and are available in proportions that mimic historic windows. Many composite windows are paintable and are a good lower-cost option for residences in historic districts. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location.



Figure 126: Inappropriate replacement window (right) that doesn't match the original.



Figure 127: Example of appropriate fiberglass windows.

Roofing

While repairing and maintaining roofing is the preferred approach, when it is necessary to replace a roof, it is typically due to deterioration. In situations where the entire roof must be replaced, materials should be replaced in-kind (ie. asphalt with asphalt and metal with metal).

Roofing materials are among the most frequently substituted. Roofs may be re-roofed with substitute materials if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible. Substitute materials have been designed to replace historic shingles and traditional metal roofs.

Your current roof is:

Asphalt	When replacing asphalt shingles, heavyweight architectural shingles are preferred. New asphalt shingles should match previous materials in composition, style, size, and color.
Metal	Commonly seen metal roofs include decorative pressed-metal shingles, standing seam metal, and 3-V crimp metal roofs. Replacement metal roofs should match the historic or current roof in composition, style, size, and color. Special attention should be made to the panel/tile width, seam height, and color. Standing seam metal roofs should be replaced with standing seam metal roofs.
Clay Tile	When replacing clay barrel tiles, new barrel tiles are preferred. Clay, cement, or composition "S" tiles are also acceptable. Many historic clay tiles are supported by molded masonry. Replacement tiles should also be supported by molded masonry when possible. Replacement tiles should match existing tiles in composition, style, size, and color. Replacing clay tiles with metal, asphalt or other roof materials is generally not acceptable.

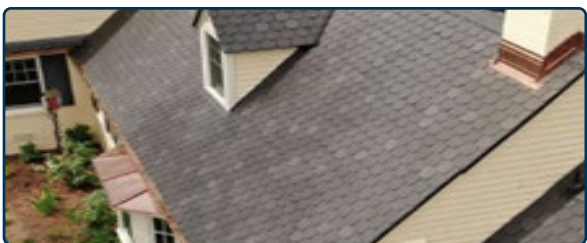


Figure 128: Asphalt shingles.

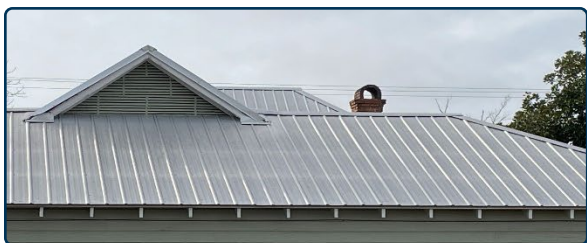


Figure 129: 3-V crimp metal roofing.

Porch Materials

Historic porch and deck materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

Flooring	Composite flooring is a popular substitute material which is made from a mix of plastic and wood fibers. These materials are formed into planks to imitate wood decking and are installed in a manner similar to traditional wood planks. The product is sometimes available in a paintable finish. Use of composite flooring is appropriate for rear decks and may be appropriate on front porches if the material closely matches the original in profile, dimension, and finish.
Porch Elements	Fiberglass columns are available in a variety of shapes and sizes. Round and square profiles are available, as are columns that mimic the classical orders (Doric, Ionic, Corinthian, etc.), and they may even be found in designs mimicking the square, tapered columns found on Craftsman style bungalows. Similarly, fiberglass railings are available in a range of styles and profiles. Fiberglass columns and railings are typically more expensive than their wood counterparts but may be a good alternative in some situations. A fiberglass replacement column or railing may be appropriate if it closely matches the design and proportion of the original columns. Vinyl columns and railings are also widely available in a variety of designs and configurations. They are most commonly used for new construction and are most appropriate for buildings constructed in the mid-20th century or later. Like vinyl windows, vinyl porch columns and railings are susceptible to fading and warping as a result of UV exposure and have a relatively short lifespan. The dimensions of vinyl columns typically do not match historic proportions

	and their use on contributing buildings is discouraged and is not likely to be approved. Metal porch elements made of cast iron may be of historic age, or may be a later, possibly historic age modification to a property. Aluminum may be appropriate for mid-20th century properties but would be an inappropriate choice for an older property. Metal on front porches should only be used when there is evidence that it was the original material. Metal may be appropriate on a rear, non-public visible porch on a case-by-case basis.
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Figure 130: Porch flooring and steps replaced with compatible substitute material similar in visual qualities.

APPENDIX A. GLOSSARY

A

Abutting Property - Any property that is immediately adjacent or continuous to, or immediately across any road or public right-of-way from the subdivision.

Accessory Use or Structure - A use or structure on the same lot, with, and of a nature customarily incidental and subordinate to, the principal use or structure.

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Addition - New construction added to an existing building or structure.

Alignment - The arrangement of objects along a straight line.

Alley - A narrow thoroughfare dedicated or used for public use upon which service entrances of buildings abut, which is not generally used as a thoroughfare by both pedestrians and vehicles, or which is not used for general traffic circulation, and is not otherwise officially designated as a street.

Alteration - Alter or alteration shall mean any change in size, shape, character, occupancy, or use of a building structure.

American Bond - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See "Brick Bonds")

Applicant - A person who submits an application for issuance of a Certificate of Appropriateness (COA).

Appropriate - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

Appurtenances - An additional object added to a building; typically includes vents, exhaust hoods, air conditioning units, etc.

Architectural Style - A category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. (See Chapter 4: Architectural Style Guide)

Attic - The upper level of a building, not of full ceiling height, directly beneath the roof.

B

Balcony - A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Baluster - A banister; the upright, often vase-shaped, support of a rail, in the railing of a staircase, balcony, or porch.

Balustrade - A series of balusters with a handrail.

Bargeboard - A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay - The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

Bay Window - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

Beaded Clapboard - A wooden board similar to clapboard which has a groove cut into the board for its width near the bottom of the side. The bottom edge may be slightly rounded. (See "Clapboard")

Beveled Glass - Glass having a sloping edge across edge of the glass.

Blind - A louvered panel of wood or metal made to close over a window. An exterior blind is usually referred to as a shutter, although technically a shutter is solid, not louvered. (See "Shutter")

Board and Batten - Vertical flush board which has had smaller strips of wood nailed over cracks between adjacent boards used as exterior siding.

Bracket - A support element under eaves, shelves or other overhangs; often more decorative than functional.

Brick Bonds - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

Broken Pediment - A pediment-like triangle which is interrupted by a recessed compartment which "breaks" the top angle. (See "Pediment")

Building - Any structure either temporary or permanent, having a roof, and used or built for the shelter or enclosure of persons, animals, chattels, or property of any kind. This definition shall include tents, awnings, or vehicles situated on private property and serving in any way the function of a building.

Building Materials - The physical characteristics that create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Building Type - Describes a structure's function and form. Building types, such as "Double Pile," "American Foursquare," or "Bungalow" houses are sometimes associated with one or more architectural styles.

Building Setback - The minimum horizontal distance permitted between the front or side of a building and the nearest street line.

Bulkhead - The section of a storefront that forms the base for the display windows.

Bungalow - A small low house, usually one-story, with one or several porches; best known for craftsmanship (as in the Arts and Crafts movement) and for use of natural materials.

C

Canopy - An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

Cantilever - A projecting beam or part of a structure supported only at one end.

Capital - The uppermost part of a column or pilaster. Examining the capital is usually the simplest means of determining the order of a column. (See "Column" and "Order")

Carport - A private garage not completely enclosed by walls and doors.

Casement Window - A hinged window frame that opens horizontally like a door.

Casing - Moldings that go around windows and doors.

Certificate of Appropriateness (COA) - This application is used for all projects on properties located within DeFuniak Springs' historic districts.

Character - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior and interior trim, etc.

Clapboard - A wooden board, often with one side thicker than the other, used for exterior siding. Term is synonymous with weatherboard.

Classical Order - Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped Gable - A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface. (See "Gable")

Column - A cylindrical vertical support in classical architecture, the column has three parts - capital, shaft, and base.

Common Bond - Also known as American Bond. (See "Brick Bond")

Compatible/Compatibility - The characteristics of different uses or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Contemporary - Existing or happening in the same time period; from the same time period.

Contemporary Architecture - A style of architecture that pulls from a combination of modern styles, relying on few classical building ideas.

Context - The setting in which a historic element, site, structure, street, or district exists.

Contributing Building/Structure/Site - A classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance.

Coping - A protective cap, top, or cover of a wall or parapet, often of stone, terra cotta, concrete, metal, or wood. This may be flat but commonly is sloping to shed water.

Corbel - In masonry, a projection or one of a series of projections, each stepped progressively farther forward with height.

Corbelled - Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corinthian Order - The lightest most ornate of the Greek orders of architecture characterized by its bell-shaped capital enveloped with acanthus. (See "Order")

Corner Board - A vertical board at the intersection of two walls. A corner board serves as a joint for the intersecting clapboard as well as concealing the ends of the clapboard. During the Greek Revival and Classical Revival periods, corner boards were frequently ornamented to resemble pilasters at every corner.

Cornice - Projecting ornamental molding on top of a building or wall.

Course - A continuous row or layer of stones, tile, brick, shingles, etc. in a wall.

Coverage - That percentage of the plot area covered or occupied by buildings or roofed portions of structures.

Cross-Gable - A secondary gable roof which meets the primary roof at right angles. (See "Gable")

D

Demolition - Any act or process that partially or totally destroys a structure or object, or the razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

Demolition by Neglect - The act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

Dentils - Small rectangular blocks in a series - like teeth - usually on a molding.

Design Standards - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Detail - A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window - A large area of glass within a storefront opening.

District - A portion of the territory of the town for which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning ordinance.

Door Frame - The part of a door opening to which a door is hinged. A door frame consists of two vertical members called door jambs and a horizontal top member called a lintel or head.

Door Jamb - The vertical portion of the door frame onto which the door is attached.

Doric Order - A classical order most readily distinguished by its simple, unornamented capitals. (See "Order")

Dormer Window - A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Double Frontage Lot - A lot having two (2) non-adjointing property lines abutting upon a street or streets.

Double-Hung Window - A window where both sashes slide up and down by a means of cords and weights.

Double-Pile House - A two-story center hall plan house, two rooms deep on either side of the hall.

Dutchman Repair - Any new or salvaged material (stone or wood) fitted into the existing facade material. This new material is chosen and installed to match existing.

Dwelling - A building or portion thereof designed exclusively for residential occupancy, including one family, two family and multiple family dwellings, but not including hotels, boarding, lodging houses or house trailers whether such trailers be mobile or located in a stationary fashion as when on blocks or other foundation.

E

Easement - A grant by a property owner of the use of land for a specific purpose or purposes by the general public, or a corporation or a certain person or persons.

Eave - The projecting overhang at the lower edge of a roof.

Eclectic - Exhibiting elements and characteristics of more than one historic style simultaneously.

Element - A material part or detail of a site, structure, street, or district.

Elevation - A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade. (See "Façade")

Engaged Column - Columns partly embedded in a wall, often referred to as half-rounded columns.

Engaged Porch - A porch whose roof is continuous structurally with that of the main section of the building.

English Bond - The pattern of laying bricks in which horizontal rows of headers are alternated with horizontal rows of stretchers. (See "Brick Bond")

Entablature – A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Entry - A door, gate, or passage used to enter a building.

Erected - The word "erected" includes built, constructed, reconstructed, moved upon or any physical operations on the premises required for building. Excavations, fill, drainage, and the like shall be considered as part of erection.

Exterior Features - The architectural type, style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of an historic structure.

Eyebrow Dormer - A small, curved window in an attic story.

F

Fabric – The physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade - The primary elevation of a structure, typically containing the main entrance.

Fanlight - A semicircular or semielliptical window above a door.

Fascia - The flat band or board around the edge of a roof or a part of the entablature.

Fenestration - The arrangement of windows and doors in a wall.

Finial - A roof ornament, usually projecting from the top of a gable.

Fish-Scale Shingles - Shingles with rounded edges, which when placed in staggered rows are reminiscent of fish scales.

Flashing - Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Flemish Bond - The pattern of laying bricks in which every horizontal row is characterized by alternating headers and stretchers. (See "Brick Bond")

Fluting - Vertical grooving, usually found on columns or pilasters. (See "Column")

Form - The overall shape of a structure (i.e., most structures are rectangular in form).

Foundation - A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Foundation Enclosures - Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

French Door - A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

Frieze - The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall. (See "Cornice")

Frontage of a Building - Shall mean the side or wall of a building approximately parallel and nearest to a street. When on a corner, frontage of a building shall be determined by the building or planning department.

G

Gable - The triangular wall segment at the end of a ridged roof.

Gable Roof - A roof which forms a gable at each end. It is also referred to as a peak roof.

Gambrel Roof - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

Ghosts - Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Glazing - Fitting glass into windows and doors.

Guardrail - A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

H

Half-Story - A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering - A wall construction in which the spaces between members of the timber frame are filled with brick, stone, or other material.

Handrail - A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardscape - Portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Height of Building - The height of a building shall be the vertical distance measured from the mean level of the finished grade to the level of the highest point of the underside of the finished ceiling line. Where a structure is set back from the street line, the mean level of the finished grade of the premises along the line of that part of the structure nearest the street line may be substituted for the established grade for the purpose of determining the height of a building.

High Style - The more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

Hipped Roof - A roof with four uniformly pitched sides.

Historic - Important in history; distinguished from "historical," which conveys the sense of things or events related to the past.

Historic Building - A building important because of its association with a historic event or with the history of a locality.

Historic District - A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Historic Fabric - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

Historic Imitation - New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood Molding - A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.



In-Kind - To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Infill Construction - New construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

Ionic Order - A classical order distinguished by the form of the capital, with a spiral scroll, called a volute, on either side. (See also "Splayed Ionic" and "Order")

Iron lace - Decorative, lacy patterns formed in cast iron and used for railing.

J

Jerkinhead Roof - A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie - A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone - A wedge-shaped stone at the top of a masonry arch.

Kickplate - A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

Knee Brace - An oversize bracket supporting a cantilevered or projecting element.

L

Landmark - A building, structure, object or site which is identified as a historic resource of particular significance

Landscape - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

Landscape Elements - Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located in conjunction with a landscape.

Lattice - A panel of crisscrossed, diagonal or perpendicular slats often utilized as decorative infill between masonry foundation piers.

Leaded Glass - Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light - A section of a window, also called "pane" or "sash light."

Lintel - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

Lot - For zoning purposes, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required.

M

Main Building - The primary historic building in an individual historic site.

Maintain - To keep in an existing state of preservation or repair

Maintenance and Repair - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A COA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance. (See Appendix B: Basic Maintenance)

Mansard Roof - A roof that has two slopes on all four sides.

Mass or Massing - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof and the foundation. Similarly, massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

Masonry - Construction materials such as stone, brick, concrete block or tile which is secured with mortar.

Material - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Modify/Modification - To make changes to an existing structure; those changes made to an existing structure.

Modillion - A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice. (See "Cornice")

Module - The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Mortar - The materials used to fill the joints of masonry.

Mortar Joint - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mortar Mix - The composition (and proportions of these ingredients) of the mortar used in masonry.

Mullion - A vertical member separating (and often supporting) windows, doors, or panels set in a series.

Multi-Light Window - A window sash composed of more than one pane of glass

Muntin - A bar member supporting and separating panes of glass in a window or door.

N

New Construction - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

Nonconforming structure - A structure, or portion thereof, which was occupied, designed, erected, intended, or structurally altered for a use not permitted at its location by the provisions of the DeFuniak Springs Code of Ordinance for a new use and/or which does not conform to all of the regulations applicable to the district in which it is located.

Non-Contributing Building/Structure/Site - A building, object, site or structure that neither adds to nor detracts from a district's sense of time and place and historical development.

O

Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Order - Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Orientation - Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of the building. It should face the street.

Original - Features, components, materials, or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

Owner - The person or persons holding record title to the building, site or property; provided, however, the last previous tax roll in the records of the City Assessor's office may be relied upon as showing record ownership in the absence of substantial evidence to the contrary

P

Paired Columns - Two columns supported by one pier, as on a porch.

Palladian Window - A three-part window opening with a large arched central light and flanking rectangular side lights.

Paneled Door - A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet - A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Parking - The term "parking" shall mean the temporary, transient storage of private passenger motor vehicles used for personal transportation, while their operators are engaged in other activities. It shall not include storage of new or used cars for sale, service, rental, or any other purpose other than specified above.

Partial Demolition - Partial demolition is the removal of a portion of a building, including structural members, floors, walls, or architectural features.

Pedestrian Crosswalk - A right-of-way dedicated to the public for pedestrian use, and which is designed to provide access to adjacent roads, lots or public use areas

Pediment - The space forming the gable of a two-pitched roof in classic architecture.

Period of Significance - The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register Listing.

Pier - The upright support for a structure, such as for a porch column.

Pilaster - A flat-faced representation of a column against a wall.

Pillar - A vertical supporting member in a building, may be ornamental.

Pitch - The angle of slope.

Planning Director - Government official who leads and manages the DeFuniak Springs Planning Department, overseeing all aspects of urban development and planning for the city. Also the designated "building-zoning official" who reviews permits including COA applications, sign permits, etc.

Porch - A roofed over space attached to the outside of an exterior wall of a building, which has no enclosure other than the exterior walls of such building. Open mesh screening shall not be considered an enclosure.

Porch Ornamentation - Decorative elements include, but are not limited to, scrollwork, balustrade, and porch supports that are decorative.

Porte-Cochere - A large covered entrance porch through which vehicles can drive.

Portico - A large porch having a roof, often with a pediment supported by columns or pillars.

Portland Cement - A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Post - A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; Also referred to as a pillar or pole.

Preservation - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of DeFuniak Springs (or any area).

Protection - The security of a resource as it exists through the establishment of the mechanisms of historic preservation.

Reconstruction - See "Reconstruction."

Rehabilitation - See "Rehabilitation."

Restoration – See “Restoration.”

Proportion - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Protected - An architectural or landscaping feature that must be retained and its historic appearance maintained, as near as is practical, in all aspects.

Protection - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger or injury.

Public Right-of-Way – Any street, avenue, boulevard, road, highway, sidewalk, alley, or easement that is owned, leased, or controlled by a government entity.

Q

Quoin - Units of stone or brick used to accentuate the corners of a building.

R

Rafter - Any of the parallel beams that support a roof.

Rafter Tail - Exposed rafter supporting the eave.

Ramp - A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry - An entry set back from the storefront. Historically, storefronts step in, towards the interior of the building at the entry point.

Reconstruction - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

Rehabilitation - The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Relocation – Any removal or relocation of a structure on its site or to another site.

Remodeling, Redecorating, or Refinishing - Any change, removal, replacement, or addition to walls, floors, ceilings, and roof surfaces or coverings which do not support any beam, ceiling, floor load, bearing partition, columns, exterior walls, stairways, roofs, or other structural elements of a building structure.

Renovation - The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate - To copy or reproduce an historic building or element.

Repointing - Repairing existing masonry joints by removing defective mortar and installing new mortar.

Restoration - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

Retain – To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Reveal - The vertical side of a door or window opening between the frame and the wall surface.

Rhythm - The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge - The horizontal line of meeting of the upper slopes of a roof.

Rusticated – Roughening of stonework of concrete blocks to give greater articulation to each block.

S

Sash - The framing in which panes of glass are set in a glazed window. Also, a window frame that opens by sliding up or down.

Sawtooth Shingles - Shingles with pointed edges, which when placed in rows are reminiscent of sawteeth.

Scale - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

Screening - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Semi-Engaged Porch - A porch whose roof forms a continuous surface with, but is in a different plane than, the roof of the building.

Setback Line - A line generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure, may be located above ground, except as may be provided in subdivision regulations or zoning ordinances.

Setting - The sum of attributes of a locality, neighborhood, or property that defines its character.

Shaft - The main part of a column between the base and the capital. (See "Column")

Shape - The physical configuration of structures of buildings or monuments and their component parts, including but not limited to roofs, doors, windows, and facades.

Shed Dormer - A dormer with a series of separate windows connected by sections of the facade material, with a shed roof. Frequently found on a gambrel roof, a shed dormer may stretch the entire length of the house.

Shed Roof - A roof resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

Sidelight - Narrow windows on either side of a door to admit light.

Siding - The exterior wall covering or sheathing of a structure.

Significant - Having particularly important associations within the contexts of architecture, history, and culture

Sill - The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site - The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Size - The dimensions in height and width of a building; similarly, the overall area of the building.

Soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spandrel - The triangular space between adjacent arches and the horizontal molding, cornice or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle/Spindlework - A short decorative turned piece.

Spindle Frieze - A series of parallel spindles which are located between supporting posts just beneath a veranda roof in such a manner that they resemble a frieze. A spindle frieze is a characteristic of the Queen Anne Style.

Stabilization - The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Stained Glass - Colored glass.

Stand Alone - A building or structure that is separate from and not attached to any existing or adjacent structure or building.

Storefront - A ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance.

Storefront Column - Slender vertical elements within the storefront opening that help support the lintel.

Story - The space between two floors of a structure or between a floor and roof.

Street - A thoroughfare used for public foot and vehicular traffic other than an alley as herein defined, shall be deemed a street.

Street Furniture - Objects placed or fixed in the street for public use space including benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, fire hydrants, mailboxes, streetlights, bulletin boards.

Streetscape - The character of the street, or how elements of the street form a cohesive environment.

Stretcher - The long end of a brick when laid towards the face of a wall. Running bond is the name given to the brick pattern where only stretchers are visible. (See "Brick Bond")

String Course - A narrow horizontal band projecting from the exterior walls of a building, also known as a stringcourse. It is often located between the stories of a building and provides a visual break in the mass of bricks or stones, defining the interior floor levels.

Stucco - A masonry material applied as exterior wall fabric.

Style – A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Surround - The term applied to the outside of a window or door opening. It is also called “casing.”

Synthetic Materials - Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin).

T

Terra-Cotta - A fine-grained, brown-red fired clay used for roof tiles and decoration.

Texture - The feel, appearance, or consistency of a surface or substance.

Transom - A narrow horizontal window over a door or part of a door.

Trim – The decorative framing of openings and other features on a façade.

Turret - A small, slender tower usually at the corner of a building.

U

Upper Façade - The mostly solid part of the wall above the display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Valance – A short piece of fabric that hangs from the front edge of an awning, essentially acting as a decorative trim that adds style and can provide a bit of extra shade to the area beneath the awning.

Veranda - A roofed open gallery or porch.

Vergeboard - An ornately curved board attached to the projecting edges of a gable roof; sometimes referred to as verge boards.

Vernacular - The non-academic local architecture of the region.

Viewshed - The natural environment that is visible from one or more viewing points.

Visibility from A Public Way - Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

Visual Continuity - A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

W

Wall - A structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

Water Table - A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard - Clapboard; wooden siding.

Workmanship - The physical evidence of the crafts of a culture, people or artisan.

Y

Yard - An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Z

Zoning District - A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

APPENDIX C. FLOOD RISK REDUCTION

Flooding risk has long been a major challenge for many historic properties. Changing weather patterns, stronger hurricanes, other extreme weather events, sea level rise, nuisance flooding, king tides, and continuing development in floodplains are some of the causes of flooding. Flooding events are occurring at increased frequency and magnitude. Some historic properties that have never flooded before may now be exposed to this risk, and those that flooded infrequently in the past may experience more instances of flooding or of water reaching higher levels than ever before.

The goal of this section is to provide information about how to adapt historic buildings to be more resilient to flooding risk in a manner that will meet the Secretary of the Interior's Standards for Rehabilitation through referencing the [Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#).

See **Chapter 5.2** for additional guidance on the Secretary of the Interior's Standards for Rehabilitation.

The Guidelines on Flood Adaptation are general and intended to provide guidance in interpreting and applying the Standards to rehabilitation projects involving buildings that are at a risk for flooding. They are not meant to give case-specific advice. They cannot tell property owners or developers which features of a historic building are important in defining its historic character and, therefore, must be retained. These guidelines should only be applied to historic properties with an established risk of flooding.



Figure 132: Flooding risk has long been a major challenge for many historic properties.

C.1 PLANNING AND ASSESSMENT FOR FLOOD RISK REDUCTION

Universal Guidelines for all Properties

- a) Identify historic materials, features, and spaces that are important in defining the historic character of the property when planning and undertaking flooding adaptation treatments.
- b) Assess the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting, reevaluating and reassessing potential impacts on a regular basis.
- c) Use and maintain existing historic and non-historic characteristics, features, and materials of the historic building, its site, setting, and larger environment that may help to avoid or minimize the impacts of flooding.
- d) Ensure that, when planning work to adapt for flooding, all feasible alternatives are considered and that the options requiring the least alteration are considered first.
- e) Replace damaged or deteriorated historic materials in kind where the traditional material is flood-damage resistant. Replace damaged or deteriorated historic materials that are not resilient to flooding with proven flood-damage resistant substitute materials that match the appearance and design.

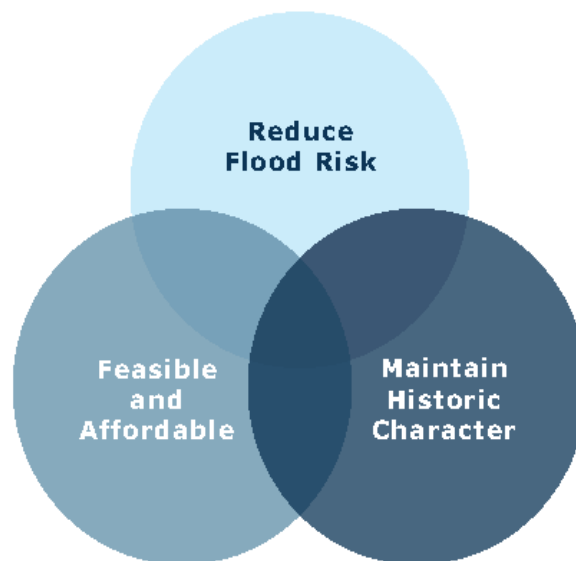


Figure 133: Technical and economic limitations must be considered when attempting to reduce flood risk and create greater resilience; changes must also respect the historic character of the property. This can be a challenging balance for a project to achieve.

It is generally not appropriate to:

- Fail to proactively analyze and address a flooding risk.
- Fail to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of flooding.
- Fail to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work.
- Fail to regularly monitor and maintain the property and the building systems in good repair.
- Carry out adaptive measures intended to address the impacts of flooding that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting.
- It is generally not appropriate to use a special exemption or variance to avoid taking any steps to address or help minimize the impacts of flood risk on a historic property.
- Fail to consider other properties nearby in planning flood adaptations, such that the risk or exposure to neighboring properties is increased.
- Utilize an adaptation treatment traditionally used in another region or one typically used for a different building type or architectural style that is not compatible with the historic character of the property.

Temporary Protective Measures

- a) Establish procedures, responsibilities, and regular training for deploying temporary barriers and other systems.
- b) Install pumps to remove water that breaches the temporary barrier or other systems. If pumping out post-flood event water, ensuring that the water is pumped far enough from the protected property to avoid seeping back in.
- c) Invest in a generator as a backup to operate the pumps if there is a power failure during or after a flood. Install a generator in a floodproof enclosure or above the established flood risk level.
- d) Obtain removable flood barriers for openings in any existing solid masonry perimeter site walls that are strong enough or reinforced to withstand the forces of a flood.

It is generally not appropriate to:

- Erect temporary barriers that are in direct contact with any significant historic building, structure, or object on the site.
- Select a system or equipment inadequate to protect the historic building from predicted flooding and/or cannot be deployed quickly.
- Reinforce masonry walls to withstand the forces of flooding in a manner that destroys historic materials and features or diminishes the historic character of the property.
- Fasten devices or stanchions where they would damage, alter, or otherwise impact the distinctive materials, features, and spaces of the property.

Site and Landscape Adaptations

- a) Improve or restore on-site or adjacent natural systems such as living shorelines, wetlands, beaches, and dunes.
- b) Select new infrastructure that is able to retain floodwaters on-site, such as a cistern, bio-swale, permeable pavers, green roofing, and associated rain collection systems.
- c) Protect and maintain buildings, site, and landscape features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.
- d) Survey and document areas where the terrain will be altered or new features constructed to determine the potential impact on important landscape features, archeological resources, other cultural or religious features, or burial grounds.
- e) Protect (e.g., preserve in place) important site features, archeological resources, other cultural or religious features, or burial grounds. f. Ensure that the new or modified floodwall or berm is compatible with the historic character of the property.

It is generally not appropriate to:

- Remove or substantially change site features that are important in defining the overall historic character of the property.
- Damage or destroy significant historic landscape features, designs, or plantings in order to establish a new site or landscape feature to protect the property from flood risks.
- Change the grade level of the site if it substantially diminishes its historic character. For example, adding fill to a site such that the formerly visible historic foundation is concealed, is inappropriate.
- Damage or destroy historic materials, features, or spaces of the historic building, site, and setting in order to add or improve stormwater management.
- Damage or destroy important landscape features, archeological resources, other cultural or religious features, or burial grounds in order to construct the flood protection.
- Construct a tall floodwall or berm that is incompatible with the historic character of the site or setting that blocks the property from significant viewsheds or alters the appearance of the property from the public right-of-way.

Protect Utilities

- a) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.
- b) Relocate and anchor exterior mechanical equipment and fuel tanks to an elevated platform that is compatible with the building's historic character and is, preferably, on a secondary or otherwise less visible elevation.
- c) Use fencing or landscaping to screen exterior mechanical equipment and reduce its visibility.
- d) Relocate interior mechanical equipment to utilitarian or insignificant spaces within the building that are unlikely to flood.
- e) Relocate ducts, pipes, and conduit to spaces that are unlikely to flood to the extent practical; and concealing such systems within walls, attics, chases, and soffits in historically-finished spaces.
- f) Install an electrical disconnect well above the established flood risk level in an easy to access location. This should be separate from the utility panel.
- g) Eliminate electrical service to (or separate it from) flood-prone areas of the building or site with minimal disturbance to historic features and finishes.
- h) Install backflow prevention devices.
- i) Install sump pumps at the lowest level of the structure that are powered by a back-up power source.

It is generally not appropriate to:

- Relocate systems and utilities to a highly visible location.
- Select ducts with integral insulation that is not flood-damage resistant and will be located in the established flood risk area.
- Damage or destroy historic exterior features, finishes, or materials to an excessive degree in order to access wall cavities for re-wiring.

C.2 DRY FLOODPROOFING

Structural Considerations

- a) Evaluate the strength of masonry walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure to the foundation with appropriate placement and engineering, to prevent movement or collapse of the historic building.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.

Site Drainage

- a) Prepare to effectively manage the incoming floodwaters and address moving and removing the water from the site and historic building after the flooding.
- b) Install a backflow valve to prevent sewer and drain backups.
- c) Install one or more sump pumps, if needed, to effectively control water on the site and reduce hydrostatic pressure post-flooding.

It is generally not appropriate to:

- Ignore potential impacts to the historic landscape, archeological features, or other historic resources that could be caused by the installation of a drainage system.

Coverings and Coatings

- a) Build a low wall that is compatible with the historic building, around basement windows to keep out floodwaters.
- b) Install required vents in foundation walls that can be sealed in the event of flooding.
- c) Apply a waterproof coating to the building that is compatible with the historic masonry.
- d) Inspect applied coatings or membranes on a regular basis to ensure performance and periodically reapply the coating or replace the covering.

It is generally not appropriate to:

- Block character-defining openings such as the historic building's windows and doors permanently in a nonreversible manner.
- It is generally not appropriate to install flood shield fasteners where they would damage, alter, or otherwise impact the historic character of the property.
- It is generally not appropriate to apply coatings or coverings in a manner that alters or damages the historic character of the building.
- It is generally not appropriate to coat or cover portions of the walls above the established flood risk level.

C.3 WET FLOODPROOFING

Structural Needs

- a) Evaluate the strength of walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure, where necessary, to prevent movement or collapse of the historic building.
- c) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.
- Relocate systems and utilities to a highly visible location.

Site Drainage and Venting

- a) Follow the recommended structural engineering guidance for the number, size, and placement of hydrostatic flood vents, as well as any other ventilation requirements.
- b) Retain historic foundation vents in highly visible locations where feasible.
- c) Select a compatible design and placement for new vents that blends in with the foundation material.
- d) Install a pumping system for draining the building in concert with the receding waters outside the property.

It is generally not appropriate to:

- Select a non-engineered vent system in order to retain historic vents where engineered vents would result in significantly fewer openings in the foundation.
- Fail to regulate the rate of water draining from the property, potentially causing structural damage to the building or neighboring properties.

Property Clean-Up Post Flooding

- a) Use the gentlest means possible for effectively removing surface grime and killing flood-borne bacteria. This can include a low-pressure water wash and appropriate cleaners.
- b) Identify and assess the flood-damaged building to determine the impacts on the historic materials and features. Determine which materials and features can be cleaned, dried, and repaired, and which materials must be replaced.
- c) Allow all the materials that were submerged or in contact with the floodwaters to properly dry using dehumidifiers and fans before repairing the building.

It is generally not appropriate to:

- Accelerate, or force dry the building with heat in order to expedite the repair of the damaged building.

APPENDIX D. BASIC MAINTENANCE

Regular maintenance is the key to preserving the original design and historic features of a property. Preserving original building features through maintenance and repair saves money in the long run as compared to replacing deteriorated features and is better for individual property values and the neighborhood as a whole. The protection and maintenance of existing historic features is the first preferred approach for treating historic properties.

Property owners do not need to seek approval from the Planning Director for general maintenance and repair activities that do not require alterations to existing materials or finishes. Light cleaning (without the use of abrasives or pressure), yard work, and minor repainting of painted surfaces are all considered maintenance activities.

Often the simplest and cheapest approaches to maintaining historic buildings are overlooked in favor of high-tech methods that are more costly and complex. For example, periodic cleaning of masonry walls with mild soap and water and a bristle brush produces the same result and is more cost-effective than high-pressure washing or chemical cleaning techniques. The gentlest methods are most effective when they are applied proactively and regularly.

There are a wide range of maintenance activities that are recommended for historic buildings. For additional information and guidance, see the National Park Service's Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings](#).

INSPECTION FREQUENCY CHART		
Feature	Minimum Inspection Frequency	Season
Roof Coverings	Annually	Spring or Fall, Every 5 years by a roofer
Chimneys	Annually	Fall, prior to heating season, Every 5 years by a mason
Roof Drainage	6 months; more frequently as needed	Before and after wet season, during heavy rain

Exterior Walls and Porches	Annually	Spring, prior to Summer/Fall painting season
Windows	Annually	Spring, prior to Summer/Fall painting season
Foundation and Grade	Annually	Spring or during wet season
Building Perimeter	Annually	Winter, after leaves have dropped off trees
Entryways	Annually, heavily used entries may merit greater frequency	Spring, prior to Summer/Fall painting season
Doors	6 months; heavily used entry doors may merit greater frequency	Spring and Fall; prior to heating/colling season
Attic	4 months, or after a major storm	Before, during and after wet season
Crawlspace	4 months, or after a major storm	Before, during and after rain season

APPENDIX E. RESOURCES FOR PROPERTY OWNERS

E.1 LOCAL RESOURCES

State of Florida

[Florida Building Code](#) is a comprehensive set of rules and regulations governing construction in Florida, designed to ensure public health, safety, and general welfare. It's based on the International Building Code (IBC) but includes Florida-specific amendments and supplements. The FBC is updated every three years by the Florida Building Commission.

[Florida Division of Historical Resources](#) is responsible for preserving and promoting Florida's historical and archaeological resources. They oversee a variety of programs, including grants, state historical markers, and the Florida Main Street program.

[Florida Master Site File](#) is the State of Florida's official inventory of historical, cultural resources.

[Florida Memory](#) is a digital outreach program providing free online access to select archival records from collections housed in the State Library and Archives of Florida. Florida Memory digitizes materials that illuminate the state's history and culture.

[Florida Native Plant Society](#) is a non-profit organization dedicated to the preservation, conservation, and restoration of native plants and plant communities in Florida.

[Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs.

[Walton County Interactive Mapping \(Wetlands\)](#) includes information on addresses, parcels, future land use, wetlands, flood zones and other within Walton County.

City of DeFuniak Springs

[DeFuniak Springs City Limits Map](#)

[Community Redevelopment Agency Area Map](#)

[City of DeFuniak Springs Municipal Code](#)

[Current Municipal Code for Land Development](#)

[Current Municipal Code for Zoning](#)

[City of DeFuniak Springs Planning and Code Enforcement Department](#)

[Certificate of Appropriateness](#)

[City of DeFuniak Springs 2025 Comprehensive Plan](#)

[Technical Specifications Manual](#)

[City of DeFuniak Springs Zoning Map](#)

[DeFuniak Springs Historic District Map](#)

[Main Street DeFuniak Springs](#)

[The Tivoli Historical Society](#)

About the Community Redevelopment Agency (CRA)

Established by Resolution 2018-017, the DeFuniak Springs City Council created the [Community Redevelopment Agency](#) (CRA) after determining a need to initiate the revitalization of blighted areas inside the city limits. The CRA is funded through tax incremental financing (TIF), which is used to implement the goals of the CRA Redevelopment Plan, as adopted by the City Council. Redevelopment actions are guided by the CRA Board, which is comprised of five members appointed by each council seat. The board meets the fourth Wednesday of the month at 5:00 p.m. at City Hall, Council Chambers, 1350 Baldwin Ave, DeFuniak Springs, FL 32435.

The mission of the CRA is to protect and improve the commercial areas of DeFuniak Springs through thoughtful, controlled economic growth and build upon and preserve the residential neighborhoods through activities building higher quality of life for all. The CRA economic revitalization process will forge an environment that attracts investors, encourages improvements in building structure and aesthetics and attracts new construction and business. The CRA will focus on obtaining necessary funding for public infrastructure improvements, streetscape build-out and marketing of the commercial district to attract new businesses to the district.

See **[E.3 Funding Resources](#)** for more information about the CRA Growth and Development Assistance Program.

City Beautification & Tree Board

The DeFuniak Springs [City Beautification & Tree Board](#) encourages tree planting to residents and business leaders, organizes an annual Arbor Day Observance ceremony, provide advice to City leaders about beautification of parks, public rights-of-way among many other duties enhancing the appearance of the City of DeFuniak Springs.

Frequently Asked Questions When Living in a Historic District

This is a notice that your property is located within a DeFuniak Springs historic district and is subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code.

What is a Historic District?

A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Will local historic designation affect the use of my property?

No, the use of your property is regulated by the DeFuniak Springs Zoning Ordinance. Whatever uses are permitted by the zoning for the property are not affected by district or landmark designation.

Does living in a Historic District or an individual Landmark mean I can't make changes to my property?

You can always make changes to your property. As part of a local historic district, your property will require review and an issued Certificate of Appropriateness (COA) by the DeFuniak Springs Planner Director whenever you want to make significant exterior changes. Any proposed changes should maintain the character of the building, the property, and the district.

What is a Certificate of Appropriateness (COA)?

A COA is a permit issued by the Planning Director, which is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within a DeFuniak Springs historic district.

What information is required to submit a COA?

A COA application includes general contact information, the address of the property, historic district identification, and a proposed activity request statement. Depending on the proposed project, an applicant could also be required to submit any or all of the following: construction drawings; samples of proposed materials, including textures and colors; a site plan; photographs of the structure to be altered; and in the case of new construction, photographs of contiguous properties.



E.2 TECHNICAL RESOURCES

National Park Service (NPS) Preservation Briefs

Preservation Briefs are produced by the NPS and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners. Briefs can be revised, removed, or added, please consult the NPS website for the most up to date list: [Preservation Briefs - Technical Preservation Services \(NPS\)](#)

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 5: [The Preservation of Historic Adobe Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 7: [The Preservation of Historic Glazed Architectural Terra-Cotta.](#)

Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings. **Rescinded Oct. 2023**

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

Preservation Brief 12: [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\).](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

Preservation Brief 15: [Preservation of Historic Concrete.](#)

- Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)
- Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)
- Preservation Brief 18: [Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements.](#)
- Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)
- Preservation Brief 20: [The Preservation of Historic Barns.](#)
- Preservation Brief 21: [Repairing Historic Flat Plaster—Walls and Ceilings.](#)
- Preservation Brief 22: [The Preservation and Repair of Historic Stucco.](#)
- Preservation Brief 23: [Preserving Historic Ornamental Plaster.](#)
- Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)
- Preservation Brief 25: [The Preservation of Historic Signs.](#)
- Preservation Brief 26: [The Preservation and Repair of Historic Log Buildings.](#)
- Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron.](#)
- Preservation Brief 28: [Painting Historic Interiors.](#)
- Preservation Brief 29: [The Repair, Replacement, and Maintenance of Slate Roofs.](#)
- Preservation Brief 30: [The Preservation and Repair of Historic Clay Tile Roofs.](#)
- Preservation Brief 31: [Mothballing Historic Buildings.](#)
- Preservation Brief 32: [Making Historic Properties Accessible.](#)
- Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)
- Preservation Brief 34: [Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament.](#)
- Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)
- Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)
- Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing. **Under Revision**
-

- Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)
- Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)
- Preservation Brief 40: [Preserving Historic Ceramic Tile Floors.](#)
- Preservation Brief 41: [The Seismic Rehabilitation of Historic Buildings.](#)
- Preservation Brief 42: [The Maintenance, Repair, and Replacement of Historic Cast Stone.](#)
- Preservation Brief 43: [The Preparation and Use of Historic Structure Reports.](#)
- Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)
- Preservation Brief 45: [Preserving Historic Wooden Porches.](#)
- Preservation Brief 46: [The Preservation and Reuse of Historic Gas Stations.](#)
- Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings.](#)
- Preservation Brief 48: [Preserving Grave Markers in Historic Cemeteries.](#)
- Preservation Brief 49: [Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement.](#)
- Preservation Brief 50: [Lightning Protection for Historic Structures.](#)
- Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

E.3 FUNDING RESOURCES

Beyond the social, economic, and environmental reasons to support and promote preservation, financial incentives and assistance programs exist that benefit residents and property owners.

Historic Rehabilitation Tax Credit (HRTC)

Federal law provides a 20% income tax credit (Historic rehabilitation Tax Credit) for the rehabilitation of historic, income-producing (commercial) buildings. To qualify for the credit, the property must be a certified historic structure—that is, listed on or eligible for the National Register of Historic Places (NRHP) or considered contributing to a listed historic district. Rehabilitation work must be substantial and must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information).

The HRTC is jointly administered by the Internal Revenue Service (IRS) and the National Park Service (NPS) in partnership with State Historic Preservation Offices (SHPOs). In Florida the SHPO is the Division of Historical Resources.

The Florida SHPO is the first point of contact for Florida projects seeking the 20% HRTC. After its review, the SHPO forwards applications to the NPS with recommendations. The NPS determinations are then forwarded to the IRS. A more detailed description of program requirements is provided in the NPS links below.

Property Tax Exemption for Historic Properties

State-legislated tax exemptions for residential rehabilitations are available for use, however, the work must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information). According to Florida Statutes 196.1997 and 196.1998 local governments have the authority to adopt an ordinance allowing ad valorem tax exemptions to historic properties when owners are restoring, rehabilitating or renovating such properties. Qualified properties may be residential or commercial and must be either individually listed in the NRHP, a contributing building in a National Register historic district, or designated as historic under the provisions of a local preservation ordinance. This tax exemption would provide a valuable incentive that would allow the City of DeFuniak Springs to promote redevelopment while also protecting its historic resources. This exemption would generally be administered by the Walton County Property Appraiser's Office.

For additional information and guidance on the HRTC and potential Property Tax Exemption, see the [Florida Division of Historical Resources](#).

CRA Growth and Development Assistance Program

The CRA is now offering funding for qualified development and improvements to parcels within the [CRA Area](#) through the CRA Growth and Development Assistance Program, as approved by the CRA Board on November 30, 2022. The CRA currently offers the following six grants, see each link for more information on the specific grant, its program rules, and how to access applications:

[Income-Based Hazardous Tree Removal Grant](#)

[Income-Based Roofing Improvement Grant](#)

[Residential Development Incentive Grant](#)

[Residential Site and Building Improvement Grant](#)

[Commercial Site and Building Improvement Grant](#)

[Site Cleanup Grant](#)

Signed applications should be submitted via email to the Executive Director of the CRA, Josh Ervin at CRADirector@DeFuniakSprings.net.

For further information or to schedule an appointment, please contact the Executive Director, Josh Ervin at 850-951-3054 or CRADirector@DeFuniakSprings.net.

All disbursements of grant funds are made following the completion and final inspection of the improvement project. Funds are appropriated annually in the CRA Budget and are available on a first come-first served basis. The program is subject to the availability of allocated funds in that CRA Budget.

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DOWNTOWN BUSINESS DISTRICT & DEFUNIAK SPRINGS HISTORIC DISTRICT - COMMERCIAL



Historic District Design Standards:

DOWNTOWN BUSINESS DISTRICT & DEFUNIAK SPRINGS HISTORIC DISTRICT - COMMERCIAL

This document has been prepared for the City of DeFuniak Springs with the primary assistance of the DeFuniak Springs Community Redevelopment Agency, the CRA Board, and City Council.

2025

City of DeFuniak Springs Mayor

Robert "Bob" Campbell, Mayor

City of DeFuniak Springs City Council

Todd Bierbaum, Mayor Pro-Tempore & Council Member, Seat 1

Josh Sconiers, Council Member, Seat 2

Amy Heavilin, Council Member, Seat 3

Glen Harrison, Council Member, Seat 4

Dan Cosson, Council Member, Seat 5

City of DeFuniak Planning and Code Enforcement

Chris Wallace, Planning Director, AICP

Lisa Gierlinski, Planning Administrative Assistant

Chris Strawn, Code Enforcement Officer

City of DeFuniak Springs Community Redevelopment Agency Board

Reynolds Henderson, Chair. Appointed by Councilman Todd Bierbaum.

Cathy Mosley, Vice-Chair. Appointed by Councilman Henry Ennis.

Rob Hamilton. Appointed by Councilwoman Amy Heavlin.

Bruton Campbell-Work. Appointed by Councilman Tony Vallee.

Joshua R. Ervin, Executive Director

TABLE OF CONTENTS

Chapter 1. Introduction to Historic Preservation	1
1.1. Purpose of Design Standards.....	1
Who Should Use This Document?.....	2
When Does This Document Apply to the COA Process?.....	2
How to Use This Document	3
1.2. Benefits of Historic Preservation	4
Social and Economic	4
Environmental	5
Other Benefits	6
Chapter 2. Preservation in DeFuniak Springs.....	7
2.1. Brief History of the City of DeFuniak Springs	7
2.2. National Register of Historic Places: Historic Districts & Individually Listed Resources	10
DeFuniak Springs Historic District	11
Downtown Business District	12
Map	13
Chapter 3. Players and Procedures	14
3.1. City of DeFuniak Springs Planning and Code Enforcement Department	14
Contact Information	14
3.2. Design Review Process	15
Certificate of Appropriateness	15
Appeals	16
Violations.....	17
Chapter 4. Architectural Style Guide	19
4.1. Introduction.....	19
4.2. Building Types and Forms	20
Commercial and Institutional Building Forms.....	21
4.3. Architectural Styles.....	23
4.4. Design Principles	28
Chapter 5. Design Standards	31
5.1. Introduction.....	31

5.2. The Secretary of the Interior’s Standards for the Treatment of Historic Properties	32
5.3. Universal Design Standards for all Projects.....	34
Standard 1. Preserve/Retain Significant Features.....	34
Standard 2. Repair Rather than Replace	35
Standard 3. Make Appropriate Replacements	35
Standard 4. Restore Significant Features Where Damaged or Missing	36
Standard 5. Adaptive Reuse	36
Standard 6. Comply with Health and Safety Codes	37
5.4. Standards for Streetscape Elements	38
Standard 7. Driveways and Sidewalks	39
Standard 8. Alleys	41
Standard 9. Parking and Parking Lots	42
Standard 10. Vacant Lots and Open Spaces	43
Standard 11. Street Fixtures and Furniture	44
Standard 12. Fences and Walls	45
Standard 13. Landscaping	47
Standard 14. Accessory Buildings.....	49
Public Art	51
5.5. Standards for Signage.....	52
Standard 15. Commercial Signage.....	53
5.6. Standards for Existing Buildings.....	55
Accessibility, Code Compliance, & Safety	56
Standard 16. Railings	56
Standard 17. Ramps.....	57
Standard 18. Exterior Stairs and Fire Escapes	58
Standard 19. Elevators	59
Building Materials.....	60
Standard 20. Wood	60
Standard 21. Siding	61
Standard 22. Masonry	63
Standard 23. Stucco.....	65
Standard 24. Foundations	66

Standard 25. Decorative Architectural Features	67
Standard 26. Doors.....	68
Standard 27. Windows.....	70
Standard 28. Roofs	73
Standard 29. Porches	76
Storefronts.....	78
Standard 30. Entrances	78
Standard 31. Upper Façades.....	80
Standard 32. Awnings and Canopies	82
Exterior Lighting	83
Standard 33. Exterior Light Fixtures	83
Utilities	84
Standard 34. General Utilities	84
Standard 35. HVAC	85
Standard 36. Satellites and Antennas	86
Energy Conservation.....	87
Standard 37. Solar Panels	88
Additions	89
Standard 38. Enlarged Footprint Additions.....	90
Standard 39. Additional Stories	91
Paint and Color	92
Standard 40. Paint.....	92
5.7. Standards for New Construction.....	93
Standard 42. General Standards for New Construction	94
Accessibility, Code Compliance, & Safety	95
Standard 43. New Construction Railings.....	95
Standard 44. New Construction Ramps, Exterior Stairs & Fire Escapes	95
Standard 46. Elevators	96
Building Materials.....	97
Standard 47. New Construction Materials	97
Standard 48. Details and Ornamentation Design in New Construction.....	99
Standard 49. New Construction Doors	100
Standard 50. New Construction Windows	101

Standard 51. New Construction Roofs	102
Standard 52. New Construction Porches and Decks.....	103
Storefronts.....	104
Standard 53. New Construction Storefronts	104
Standard 54. Awnings and Canopies for New Construction	105
Exterior Lighting	106
Standard 55. New Construction Exterior Lighting	106
Utilities	107
Standard 56. Utilities in New Construction	107
Energy and Sustainability	108
Standard 57. Energy and Sustainability in New Construction	108
Standard 58. Solar Panels in New Construction	109
Color	110
Chapter 6. Demolition and Relocation Standards	111
6.1. Demolition.....	111
Standard 59. Demolition by Neglect	111
Standard 60. Partial Demolition	111
Standard 61. Total Demolition	112
6.2. Relocation	113
Standard 62. Relocation	113
Chapter 7. Substitute Materials	114
7.1. Replacement In-Kind vs. Substitute Materials	114
Cost Evaluation.....	116
7.2. Common Substitute Materials.....	117
Siding.....	117
Architectural Details	119
Doors	120
Windows.....	121
Roofing	123
Porch Materials	124
Appendix A. Glossary	126
Appendix B. DeFuniak Springs Zoning Information.....	146
Appendix C. Flood Risk Reduction.....	147

Appendix D. Basic Maintenance.....	157
Appendix E. Resources for Property Owners.....	159
Appendix F. Selected Bibliography	167

CHAPTER 1. INTRODUCTION TO HISTORIC PRESERVATION

1.1. PURPOSE OF DESIGN STANDARDS

The purpose of design standards and best practices for historic buildings is to promote the preservation of the historic character of the built environment while ensuring that new construction and additions are compatible with their historic surroundings.

These standards and best practices are intended to help property owners make appropriate decisions regarding changes to historic buildings, regardless of whether they are officially listed in the Local or National Register of Historic Places or not. For properties and districts that are listed in the national or local register, the standards and recommended treatments in this document are consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties and therefore will help inform the regulatory decisions made by the Planning Director in design review and permitting actions.

For properties that are not listed but are historic, these can be considered "best practices" that property owners are encouraged but not mandated to follow. By voluntarily following the design standards and best practices detailed in this document, DeFuniak Springs residents and business owners can help ensure their decisions do not negatively impact surrounding properties or the overall character of the neighborhood and city.



Figure 1: Streetscape within DeFuniak Springs, c. 1950 (Source: Florida Memory).

Who Should Use This Document?

The DeFuniak Springs Planning Director and city staff will reference these standards to help make decisions on Certificate of Appropriateness (COA) applications as well as to advise property owners of commercial and institutional buildings within the Downtown Business District and the DeFuniak Springs Historic District on appropriate courses of action. Residential buildings located within the DeFuniak Springs Historic District should reference **Historic District Standards: DeFuniak Springs Historic District – Residential**.

This document also serves as a manual for anyone planning to make exterior changes to a property within the City's historic districts. Applicants who consult this document and seek guidance from the staff at the Planning and Code Enforcement Department during the planning stages of their projects may be more assured that their proposals will comply with the City's Municipal Code and will be approved by the Planning Director.

When Does This Document Apply to the COA Process?

This document applies to all commercial and institutional properties located within the Downtown Business District and the DeFuniak Springs Historic District, as well as historic resources and sites as determined by the City of DeFuniak Springs. Should the City establish additional historic districts, this document will serve as guidance for commercial and institutional buildings within the districts.

The City's standards for COA review adhere to the Secretary of the Interior's Standards for Rehabilitation, pursuant to Ord. No. 881, § 18-55.1. of the City's Land Development Code as set forth in the DeFuniak Springs' Municipal Code. These standards will apply to any proposed work which requires a COA as issued by the Planning Director.



Figure 2: Hotel Chautauqua along DeFuniak Lake, c. 1900 (Source: Florida Memory).

How to Use This Document

This document should be used as a manual to evaluate the appropriateness of proposed work on the exterior of contributing commercial and institutional buildings in the Downtown Business District and the DeFuniak Springs Historic District. Additionally, this document should serve as a manual to owners of historic properties as they plan and implement repairs, renovations, or new construction projects.

Chapter 1 introduces Historic Preservation, Design Standards, and information on the benefits of preservation to a community.

Chapter 2 contains background information on the history of DeFuniak Springs and an introduction to the City's National Register and Local Historic Districts as well as individually listed properties on the National Register of Historic Places.

Chapter 3 provides an overview of the DeFuniak Springs' Planning and Code Enforcement Department and its role in the Design Review Process, including information on DeFuniak Springs' Certificate of Appropriateness.

Chapter 4 presents an architectural style guide to determine the building type, architectural style, and associated features of a historic property. Architectural design principles can also be found in this chapter which will aid in understanding the design standards.

Chapter 5 contains all design standards for planning a successful project within DeFuniak Springs, including exterior alterations, new construction, streetscape elements, and signage.

Chapter 6 provides standards for the demolition and relocation of structures and buildings within a historic district.

Chapter 7 includes guidance on choosing substitute materials to replace original materials when necessary.

Visuals like images and diagrams are included throughout this document that provide examples of work solutions. These solutions will be sorted by their level of appropriateness: Appropriate, May be Appropriate, and Not Acceptable.

Appropriate

**May Be
Appropriate**

Not Acceptable

1.2. BENEFITS OF HISTORIC PRESERVATION

The preservation of historic buildings can play a role in the economic development of DeFuniak Springs by making it a more desirable place to live and work, and by encouraging place-making and place-keeping that can help draw in new visitors to the city. Besides preserving the outward historical appearance, historic preservation provides a number of social, economic, and environmental benefits.

Social and Economic

Historic resources are existing buildings, sites, and landscapes which are connected to a city's existing infrastructure. They were constructed with workmanship and materials which are often superior to new construction, including old growth lumber and forgotten construction techniques. As such, they typically have a longer lifespan (100 years +) when compared to new construction (30-40 years on average). Existing historic buildings are tied into existing infrastructure and utilize existing public investments including roads and sewers thereby reducing impact costs which apply to new construction. The rehabilitation of existing structures often compares very favorably to new construction for this reason.

Historic preservation is closely linked to development investment and tourism. Well preserved historic buildings and districts set DeFuniak Springs apart from communities filled with new construction, which tend to lack "personality" or individual distinction. Heritage tourism attracts engaged visitors who seek local businesses for their travel needs and entertainment purposes. "Nearly all expenditures of tourists fall into five categories: lodging; food and beverage; local transportation; retail purchases; and entertainment/admissions/amusements" which are often directly linked to the small businesses of a town or city. Heritage tourism therefore stimulates the economy by encouraging localized spending.



Figure 3: The revitalization of historic downtown buildings can act as a major draw for entertainment and activity.



Figure 4: Restoration aligns with sustainable practices by reusing existing structures, minimizing waste, and conserving resources. (Source: BrandTouch).

Historic preservation can also help to stimulate the local economy by providing jobs. Rehabilitation projects provide more local jobs as compared to new construction, as a larger percentage of the project cost is for labor. The same cannot typically be said of new construction due to the widespread and common use of prefabrication, which effectively outsources work from beyond the local economy. Additionally, historic districts tend to attract more retail businesses and restaurants due to their unique atmospheres and walkability. Attracting businesses to commercial heavy districts like the Downtown Business District results in an increase in employment opportunities at a local level.

Studies have consistently shown that communities with preserved or revitalized historic neighborhoods have higher property values which prove more stable over time. Such neighborhoods improve the local municipal tax base and are indicators of a healthy community which can attract relocating existing businesses and new startups to the area.

Environmental

Historic preservation is inherently sustainable as it makes use of existing buildings and infrastructure to the greatest extent possible. Waste materials from demolition and construction projects comprise approximately 25% of the waste in American landfills. Historic buildings contain embodied energy, which is the energy associated with extracting, processing, manufacturing, transporting, and assembling building materials. Demolishing a historic building that could otherwise be utilized for a productive purpose wastes a significant amount of energy which had been in use for decades, while replacing it with new construction, often utilizing inferior materials, wastes even more energy.

Not only is the demolition of usable structures wasteful, but many historic resources feature unique regional energy saving features which can contribute to overall sustainability. Inherent energy efficient features in historic buildings can include operable windows, clerestories, skylights, interior courtyards, rooftop ventilators, cupolas, thick masonry walls, and other features that can provide natural light and ventilation and reduce the need for energy consumption using mechanical systems and electric lighting. In Florida, large operable windows-especially double hung sash, central hall plans, tall ceilings, and landscape features such as large shade trees were used to provide methods of cooling and reduce solar thermal gain. When necessary, existing historic buildings can also be retrofitted to increase energy efficiency.

The Research & Policy Lab of the National Trust for Historic Preservation conducted a study which demonstrated that when compared a historic building and a newly constructed “green gizmo” structure vary greatly in their environmental impact. One significant finding was that it takes 10-80 years of operating savings of a “green gizmo” building to recoup the negative climate change impacts of the [building’s]

construction. Almost every building typology in every region of the country demonstrated a better environmental outcome through adaptive reuse than with demolition and new construction.”

Other Benefits

In addition to social, economic, and environmental benefits, historic preservation helps a community to maintain a distinct sense of place. The preservation of historic buildings and districts helps to maintain a physical connection to community heritage and promote heritage tourism, attracting visitors and recreational activities to the area. Urban revitalization is also linked to the retention of historic buildings in downtown areas as these rehabilitated spaces attract more businesses and restaurants resulting in increased foot-traffic.

Preservation of the historic character of a neighborhood or district promotes beauty and can improve the overall quality of life for its inhabitants. Historic districts encourage better quality design for new buildings, additions, and renovations. Living and/or working in an attractive environment can provide psychological benefits to residents.



Figure 5: Restoring a historic railroad depot can revitalize a downtown area by creating a sense of community pride in its history, thereby improving the overall vitality of the downtown district.

CHAPTER 2. PRESERVATION IN DEFUNIAK SPRINGS

2.1. BRIEF HISTORY OF THE CITY OF DEFUNIAK SPRINGS

For thousands of years, the area today known as DeFuniak Springs and Walton County was inhabited by the Muscogee and Euchee native tribes. The earliest European contact in the area began between 1763 and 1783 when the future Walton County was part of the colony of British West Florida. British settlers became the first English-speaking people to permanently reside in the area at this time with most of the settlers, many of whom were either farmers or fishermen, residing in the southern portion of the county by the sea. Scottish settlers migrated from the backcountry of the Carolinas and settled in the general future DeFuniak Springs area.

On March 4, 1881, the Florida State Legislature incorporated the Pensacola and Atlantic Railroad (P&A) resulting in a survey team led by W. D. Chipley to set out from Pensacola to survey the route for the railroad. The survey team would then encounter what would become Lake DeFuniak with Chipley declaring the spot perfect for a town and marking the location as a future stop along the new railroad. The area was then officially named Lake DeFuniak after Frederick DeFuniak, the then president of the P&A, which had become a subsidiary of the Louisville and Nashville Railroad (L&N) in 1880.

Chipley, T. T. Wright, C. C. Banfill, W. J. Van Kirk, and a few others worked to turn the small stop along the tracks into a town, forming the Lake DeFuniak Land Company in 1885. They began to sell real estate and experimenting with ways to attract people to the fledgling Heath and Hunting Resort they envisioned. Through a chance meeting while attending the Chautauqua Institution in New York in 1883, Van Kirk learned they were seeking a winter location to extend the program. After meeting with the leaders of Chautauqua and returning to Lake DeFuniak, the group decided this was



Figure 6: DeFuniak Springs Railroad depot, c. 1908 (Source: Florida Memory).

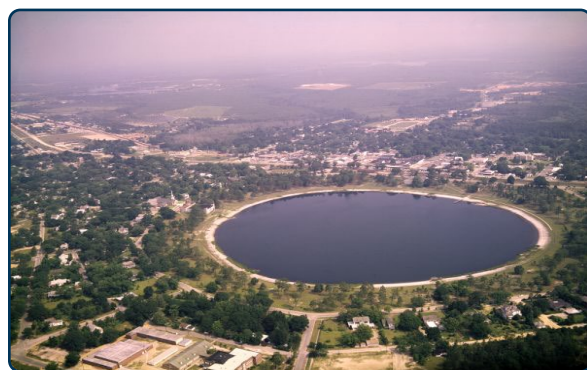


Figure 7: Lake DeFuniak, one of two spring-fed lakes in the world that is nearly perfectly round (Source: Florida Memory).

the perfect draw to bring people to the new village. Chautauqua is an adult education and social movement in the United States that brought entertainment and culture for the whole community, with speakers, teachers, musicians, showmen, preachers, and specialists of the day. The Chautauqua movement peaked in popularity in the late 19th and early 20th centuries.

In 1884 Florida Legislature approved the incorporation of the Florida Chautauqua Association and Lake DeFuniak officially opened its resort/campus in 1885 for a seasonal, multi-week event called the Florida Chautauqua Assembly. Its season of lectures, classes, and performances was based on the model of the New York Assembly and became known as the "Winter Assembly in the Land of Summer." Its buildings included a hotel, amphitheater, college building, residences, and auditorium. The Florida Chautauqua Association would operate in DeFuniak Springs (the town was renamed DeFuniak Springs in 1886) until 1936, holding its last annual Assembly in 1927.

DeFuniak Springs was also known as the educational center of the south during these early years with the Florida Teachers Association even being formed in the town in 1886. The State Normal School, a free college to educate teachers, was placed in DeFuniak Springs by the state in 1887 and operated in the town until 1905. McCormick University was also established in the town but only operated from 1886-

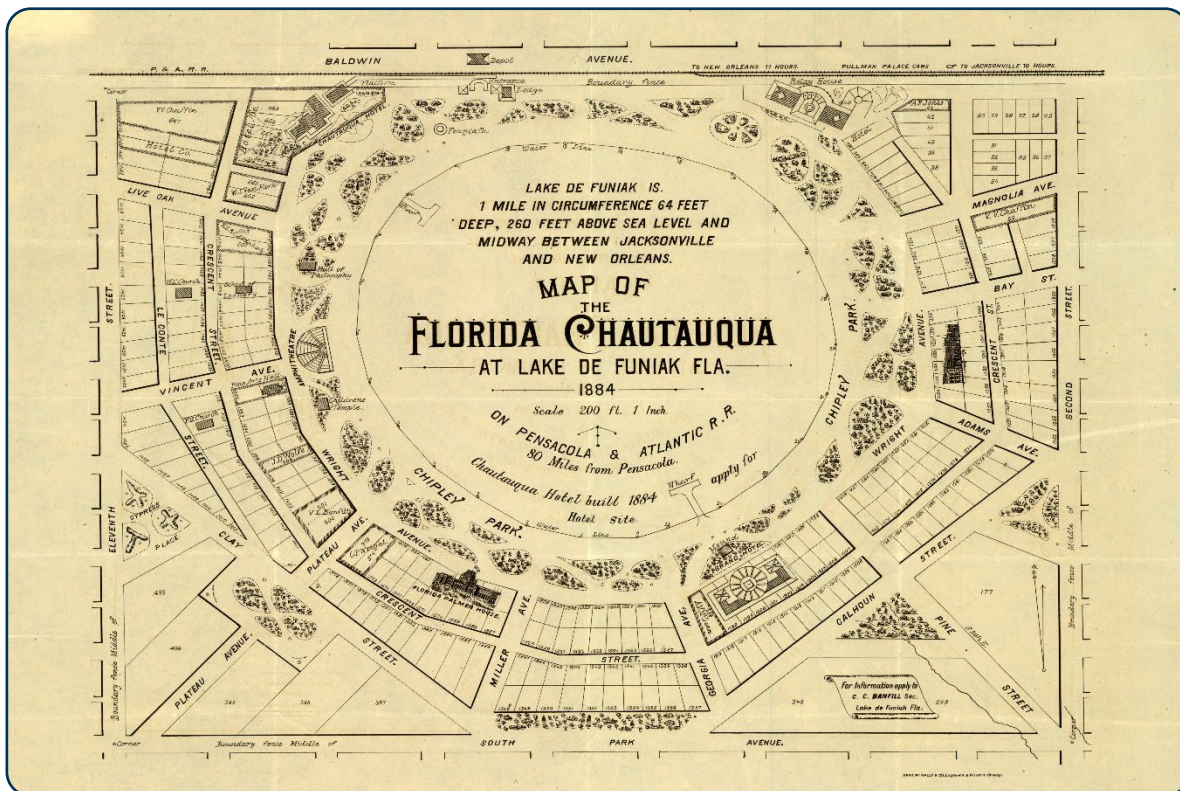


Figure 8: Map of the Florida Chautauqua, c. 1884 (Source: Florida Memory).

1888, when its buildings were destroyed by a hurricane. Palmer College was then formed in 1907 and operated until 1936. DeFuniak Springs was also the home to DeFuniak Business College, a preparatory school for the Normal School, and the Thomas Industrial Institute.

After Chautauqua ended its run, DeFuniak continued to be a destination of choice for people seeking culture. Many of the same things that made DeFuniak Springs so popular in its early years are still found here today. A quiet friendly community, today it still hosts cultural events like the Florida Chautauqua Assembly, Florida Chautauqua Theater, Grit and Grace, various Arts and Crafts groups, and a sense of community unique to itself. The historic streetscape and buildings have changed very little over the years. Many of the homes built in early years, by visitors to the Florida Chautauqua who moved here from the north, along with businessmen of the time, still stand.

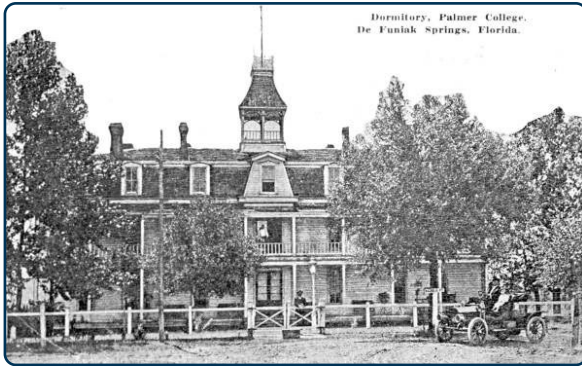


Figure 9: A dormitory for Palmer College, c. 1914 (Source: Florida Memory).



Figure 10: The Chautauqua Auditorium seen across the lake, c. 1937 (Source: Florida Memory).

2.2. NATIONAL REGISTER OF HISTORIC PLACES: HISTORIC DISTRICTS & INDIVIDUALLY LISTED RESOURCES

The National Register of Historic Places (NRHP) is a list maintained by the National Park Service (NPS) which contains historical or archaeological properties including buildings, structures, sites, objects, and districts, that are considered worthy of preservation because of their local, statewide and/or national significance. Nominations for properties in Florida are submitted to the NPS through the Florida Department of State's Division of Historical Resources. Florida has over 1,700 listings on the NRHP, including 295 historic districts and 175 archaeological sites. There are more than 50,000 sites contributing to the NRHP in Florida.

Under federal law, owners of private property listed in the NRHP are free to maintain, manage, or dispose of their property as they choose, provided that there is no Federal involvement. Local governments can adopt a historic preservation-zoning ordinance, which enables them to designate properties and districts of historical or architectural significance. Local designation provides protection of character-defining exterior features of a property. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

The City of DeFuniak Springs currently has one National Register designated historic district (**DeFuniak Springs Historic District**), one locally designated historic district (**City of DeFuniak Springs Dorsey Avenue Historic District**), and an evolving historic overlay (**Downtown Business District**), all are subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code. The following is a list of individual properties listed on the NRHP within DeFuniak Springs, those highlighted are located within the DeFuniak Springs Historic District.

- Perry L. Biddle House,
203 Scribner Avenue
- **Chautauqua Hall of Brotherhood**,
95 Circle Drive
- **Lakeside Hospital**,
1290 Circle Drive
- Sun Bright,
606 Live Oak Avenue



Figure 11: Sun Bright, as the Sidney Johnston Catts House, was listed on the NRHP in 1979.

DeFuniak Springs Historic District

The DeFuniak Springs Historic District measures approximately 190 acres and is comprised of 174 contributing and 73 non-contributing buildings. “Contributing” is a classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance. Buildings considered non-contributing include those that have been significantly altered or erected outside the historic period. The district primarily consists of residential buildings, along with numerous commercial, institutional, and religious buildings, a historic railroad depot, and a meeting hall.

The district's contributing resources are significant for their architectural and historical associations. Many buildings rise two-and-one-half stories, although some are smaller in size. Vernacular designs of wood and masonry construction are the predominant building styles. Formal architectural examples include Neo-Classical Revival, Colonial Revival, Gothic Revival, Queen Anne, and Craftsman.

The historic development of the DeFuniak Springs Historic District spans from 1884, when the first extant building was constructed, until 1940, the end of the community's Depression era development, which was curtailed by the beginning of World War II. Although several small subdivisions were carved out of the original block and lot system, the original historic landscape design is virtually untouched.

The commercial area north of the railroad tracks, which emerged in the late 1880s, experienced several devastating fires in the late 1890s. New brick buildings were constructed over the following decade and by 1912 resulted in a substantial row of businesses along Baldwin Avenue and secondary streets which extend north from that corridor. Tappan Brothers Construction Company, established in DeFuniak Springs about 1895, was responsible for many of those buildings. The pace of construction in the commercial district accelerated in the first decade of the twentieth century.

Residential construction coincided with the expansion of the commercial area and the extension of city services during the first two decades of the twentieth century. Many of the impressive houses that stand around Lake DeFuniak date from that period. The financial success of the Florida Chautauqua enabled the Association to construct a large building, **Chautauqua Hall of Brotherhood**, at DeFuniak Springs in 1910.

Downtown Business District

The commercial core of the DeFuniak Springs Historic District was made a historic overlay and designated a Florida Main Street Community in 2017 by the Florida Secretary of State. This initial five-block area makes up the Downtown Business District, bound by US Highway 90 to the north, N 5th Street to the east, Baldwin Avenue to the south, and to N 10th Street the west. A boundary enlargement has extended the west boundary to N 11th Street and the north boundary Chaffin Avenue as the city continues to invest in revitalizing the historic the Downtown Business District to help grow community through arts, culture, and thriving businesses.



Figure 12: Revitalization of the Downtown Business District through community engagement along Baldwin Avenue (Source: City of DeFuniak Springs).

Map

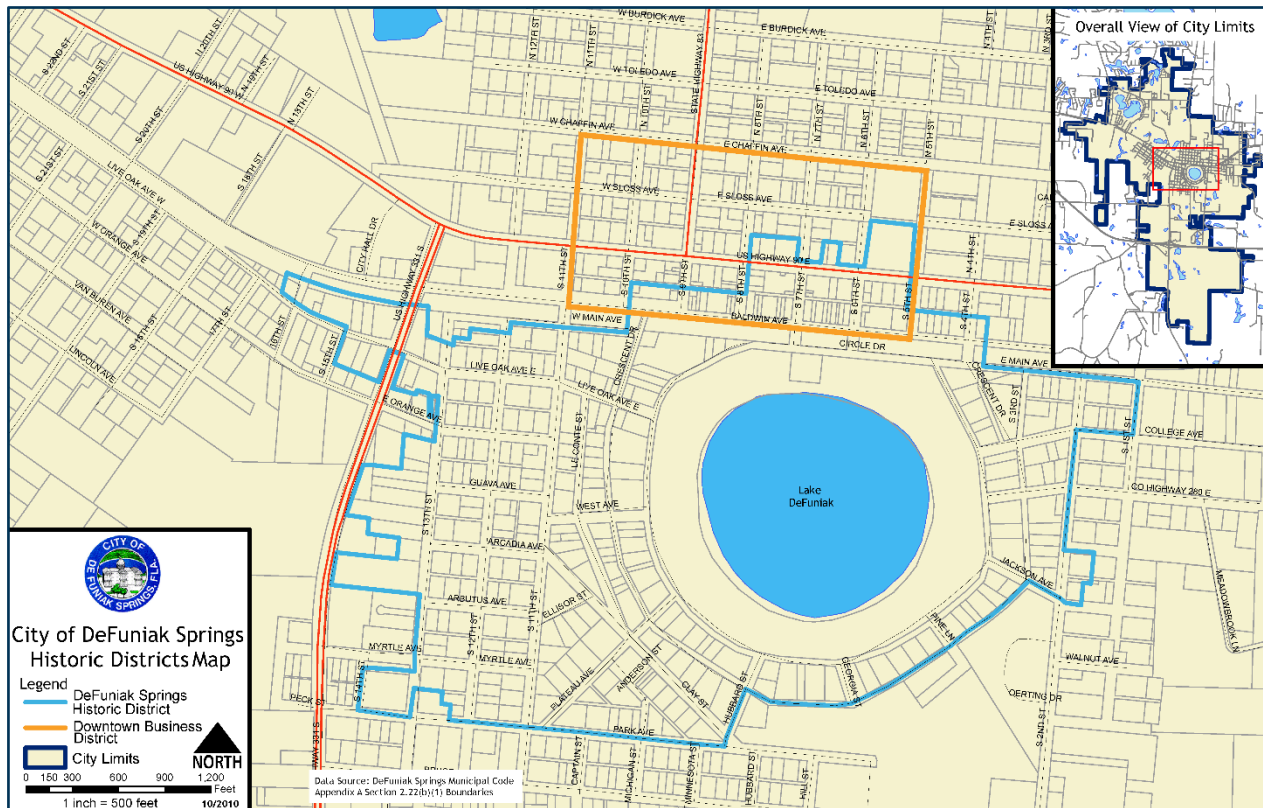


Figure 13: Map of the DeFuniak Springs Historic District and Downtown Business District.

CHAPTER 3. PLAYERS AND PROCEDURES

3.1. CITY OF DEFUNIAK SPRINGS PLANNING AND CODE ENFORCEMENT DEPARTMENT

The primary goal of the Planning and Code Enforcement Department is to provide impeccable customer service in assisting the City of DeFuniak Springs' citizens, visitors, and business owners with development efforts and enforcement actions to ensure the City's community is a desirable place to live and work. The Department serves as the primary point of contact for these efforts by coordinating with various departments to ensure plans comply with the City regulations contained in documents such as the [City's Comprehensive Plan](#), the [Municipal Code](#), and the [Technical Specifications Manual](#).

The Planner Director of the City of DeFuniak Springs Planning and Code Enforcement Department has been identified as the "building-zoning official" in charge of reviewing submitted Certificates of Appropriateness (Municipal Code, Ord. No. 881, § 18-55.1.).

Contact Information

Physical Address: 1350 Baldwin Ave, DeFuniak Springs, FL 32435

Mailing Address: P.O. Box 685, DeFuniak Springs, FL 32435

Phone: (850) 892-8500 opt. 4

Planning Director Email: planningdirector@defuniaksprings.net

Planning Administrative Assistant Email: planningassist@defuniaksprings.net

Phone: (850) 892-8500, ext. 1116

Code Enforcement Officer Email: codeenforcement@defuniaksprings.net

3.2. DESIGN REVIEW PROCESS

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is a permit issued by the City of DeFuniak Springs Planning Director, or “building-zoning official,” that is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within one of DeFuniak Springs’ historic districts.



The purpose of the establishment of these districts is to preserve the established development pattern and distinctive architectural character of the districts through the restoration of existing buildings and construction of compatible new buildings. The authority of the Planning Director to review development in these areas shall reinforce this special character. Efforts shall be made to ensure that future development is compatible with and enhances the existing structures and period architectural character of the area.

Physical applications for COAs can be obtained at the Planning and Code Enforcement Department. A fillable form is also available online and can be accessed through scanning the above QR code. Certificate of Appropriateness applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, an agent affidavit is required along with the owner’s name, address, and contact information.
- c) The address or location of the subject property.
- d) The identification of which historic district the property is located within and what type of historic designation the property currently has.
- e) A request statement of the proposed activity for which a certificate of appropriateness is sought.

The applicant for a COA shall provide the Planning Director with supplemental materials for the work contemplated. Such materials shall include but are not limited to:

- a) Construction Drawings, (e.g. exterior elevations, floor plans, detail drawings), sketches, diagrams and/or illustrations – at scale – that illustrate the proposed activity for which the COA is being sought.
- b) Samples of proposed materials including textures and colors.

- c) Site layout, except where there are no dimensional changes to the improvement.
- d) Photographs of the structure to be altered or, in the case of new construction, photographs of contiguous properties.

Following the submission of a COA application by email or mail, the Planning Director shall use the Municipal Code and Design Standards to determine whether the proposed work would adversely change, destroy, or affect any architectural feature of the historic structure. If the proposed work is new construction, the Planning Director will determine whether it would lack harmony with the historic site or district or the external appearance of neighboring improvements or adversely affect the artistic quality of the surrounding district. Following such a review, the Planning Director shall issue or deny the COA.

The issued COA shall only be applicable for work outlined within the COA application and supplementary materials submitted prior to issuance of the permit. It is unlawful to deviate from the plans upon which issuance was granted unless an amended COA is applied for and issued.

A COA is not required for any interior alteration/modification project or for the ordinary maintenance/repair of any exterior elements associated with a structure within one of the DeFuniak Springs historic districts. A COA should also not prevent a property owner from complying with any lawful orders of the City concerning the removal of dangerous or hazardous improvements or portions on their property, even if it is located within one of DeFuniak Springs' historic districts.

Appeals

In any case where the Planning Director has denied an application for a Certificate of Appropriateness (COA), the applicant may appeal to the City Council for a notice to proceed. Authorization to proceed will be issued if the applicant establishes to the satisfaction of the unanimous opinion of the City Council that there is unnecessary hardship in the strict application of the provisions of the section.

Authorization to proceed may only be granted when the applicant provides proof that all of the following facts and conditions exist:

- a) The land or improvement in question cannot yield a reasonable return if the proposed construction, removal, alteration or demolition is not permitted.
- b) The plight of the applicant is due to unique circumstances of the site in question.
- c) The proposed alteration, construction, removal or demolition will not alter the essential character of the area.

- d) The hardship is the result of the application of this section and is not the result of any act or omission by the applicant.

In granting authorization to proceed, the City Council may prescribe such conditions as deemed appropriate.

The issued authorization to proceed shall only be applicable for work outlined within the COA application or otherwise submitted to the City Council for official consideration prior to issuance of authorization to proceed. It is unlawful to deviate from the plans, including any modification required as a condition of approval of the plans by the City Council, upon which issuance was granted unless an amended authorization to proceed shall be applied for and issued.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 7.

Violations

It is unlawful for any person in charge of any property located within the Historic District to construct, alter, move, remove or demolish any improvement, including signs, unless the Planning Director has previously issued a Certificate of Appropriateness (COA) authorizing such work.

Anyone found to be in violation of the above shall be subject to fines and other appropriate action as determined by the City Council. In addition, a stop-work order shall be issued by the Planning Director, and the stop-work order shall remain in effect until a COA is issued or it is determined that no COA is required. If a COA is required but none is issued, the person or persons found in violation is responsible for replacing or restoring the improvement made to the building preceding such violation.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 3.

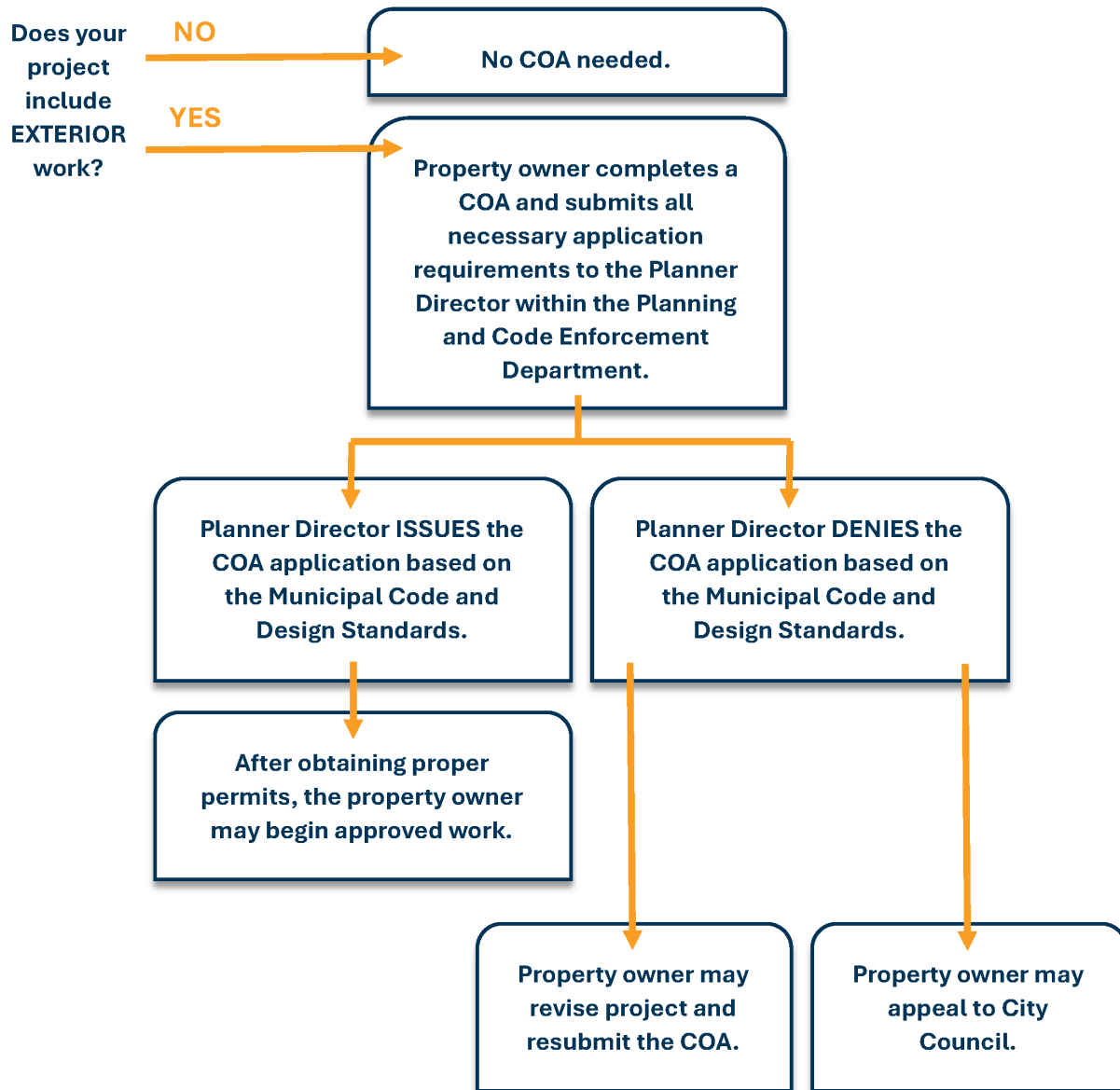


Figure 14: Design Review process overview.

CHAPTER 4. ARCHITECTURAL STYLE GUIDE

4.1. INTRODUCTION

Historic buildings are frequently characterized according to type, form, and architectural style. Building type refers to the classification of a building based on its use and characteristics, while building form refers to its physical shape, size, and arrangement. Building types can be residential or commercial, for example, while building forms can be rectangular, square, or circular. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

Few structures display all the characteristics of a particular style, and many buildings exhibit eclectic details from a mix of styles. Architectural styles are grouped into two categories: vernacular and high style. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture. The following section has been adapted from *A Field Guide to American Houses* by Virginia Savage McAlester.

"Vernacular" architecture encompasses buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. These local variations in historic architectural styles often occurred when carpenter-builders and designers combined vernacular forms, pattern book designs, and their own ideas. Often these structures are designed and built by individuals who were influenced by local climate, available building materials, and contemporary architectural fashions and styles.

"High Style" refers to structures built according to the doctrines of a specific, readily identifiable, national or regional architectural style, such as Queen Anne or Second Empire, and are designed by professional architects and builders or derived from architectural guidebooks. Designers of high style buildings were often strongly influenced by contemporary trends, fashions and academic principles.

The majority of historic buildings within the Downtown Business District and the DeFuniak Springs Historic District are constructed in vernacular styles.

4.2. BUILDING TYPES AND FORMS

A building's type is defined by the function of the property. The following are types found within the Downtown Business District and the DeFuniak Springs Historic District:

1. **Residential buildings** include single-family homes and multi-family homes, such as apartments and duplexes. The majority of historic buildings in the DeFuniak Springs Historic District are residential building types.
2. **Commercial buildings** are buildings that are used for business purposes, such as stores, offices, restaurants, and banks. The majority of historic buildings in the Downtown Business District are commercial building types.
3. **Institutional buildings** are buildings that serve a community and provide public services and include government buildings, libraries, and museums.

Other building types that are in the DeFuniak Springs Historic District include **religious buildings**, such as churches and other places of worship.

Standards for residential building types are located in **Historic District Standards: DeFuniak Springs Historic District – Residential**.



Figure 15: From left to right, examples of typical residential, commercial, and institutional buildings found in the DeFuniak Springs Historic District.

Commercial and Institutional Building Forms

The following section describes each of the major residential building types, including observed in the Downtown Business District and the DeFuniak Springs Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

One-Part Commercial Block

This building type is a single story and was typically constructed in urban settings to house retail shops, banks, or restaurants. These buildings tend to be wider than they are tall and feature large windows to display the goods provided inside. One-part commercial block type buildings often feature recessed entrances, and decorative cornices or parapets on the façade.

This type represents the majority of the DeFuniak Springs buildings in the main commercial corridor.



Figure 16: Example of a One-Part Commercial Block building type in DeFuniak Springs.

Two-Part Commercial Block

Two-Part Commercial Block (1850s-1950s) This building type is common throughout the United States. These buildings are two to four stories in height and divided into two distinct parts based on interior uses. Public spaces such as storefronts, lobbies, or restaurants, are located at ground level, with private spaces, such as apartments or offices on the upper stories.

This type is not as common in DeFuniak Springs but is still represented.



Figure 17: Example of a Two-Part Commercial Block building type in DeFuniak Springs.

Vernacular Storefront

The vernacular commercial storefront of the late 19th and early 20th centuries commonly appears as the first-floor level of the one- and two-part commercial block building types. These storefronts feature large windows for the display of goods and a recessed main entrance which may be centered or aligned to one side of the building.

The majority of DeFuniak Springs' historic commercial buildings within the DeFuniak Springs Historic District and Downtown Business District feature vernacular storefronts.



Figure 18: Example of a Vernacular Storefront building type in DeFuniak Springs.

Temple Front

Temple front buildings have facades which mimic the temples of Greek and Roman antiquity. Rather than having been developed for commercial use as the other building types listed here, the temple front was most often used on religious, civic, and institutional buildings. A common exception is bank buildings, which, prior to the mid-19th century often had little in common with other commercial buildings in terms of appearance.



Figure 19: Example of a Temple Front institutional building type in DeFuniak Springs.

4.3. ARCHITECTURAL STYLES

The following section describes each of the major architectural styles, including vernacular styles, observed in the Downtown Business District and the DeFuniak Springs Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Masonry Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. The typical historic commercial building in the Downtown Business District and the DeFuniak Springs Historic District is Masonry Vernacular design with a rectangular footprint. Roofs are typically flat, and some buildings have stepped or flat parapets. Brick is the common exterior wall surface with many walls embellished with decorative corbeling and panels. Storefronts historically contained cast iron posts, transoms, fixed plate glass, wood kick panels, and lighted entrances but this original detailing has been removed from some buildings. Poured concrete is a typical foundation.

Masonry Vernacular, like Frame Vernacular, refers to designs which lack strong identification with a formal architectural style, and reflect the skills and knowledge of local builders, the use of local materials, adaptation to the local environment, and the tastes of the owner or builder. Designs are often derived from widely circulated house plan books. Roofs are usually gabled or hipped. Exterior materials are usually brick or stucco with wooden trim.



Figure 20: Examples of a masonry vernacular commercial properties in DeFuniak Springs.



Figure 21: The largest masonry vernacular commercial property in DeFuniak Springs.

Frame Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. Frame Vernacular buildings use wood as the dominant structural and exterior elements. Craftsman and builders constructed these buildings using balloon framing techniques. This type of construction used corner posts and horizontal members consisting of two-by-four posts nailed together. Floors were hung on the wall studs, and, on multi-story buildings, the wall studs rose continuously from the floor to the roof. Window treatments range from original double-hung sashes and casements to replacement metal awning, jalousie, and fixed windows.

Frame Vernacular construction was very common in the United States from the late 1800s through the 1940s. Many Frame Vernacular houses built in the late 1910s and 1920s demonstrate Craftsman style elements including exposed rafter ends and wide, overhanging roof eaves. These houses are still modest and demonstrate less details and ornamentation than Craftsman style houses. Examples of Frame Vernacular houses from the 1930s and 1940s are even more restrained than their forerunners and display modest roof overhangs and even fewer decorative elements. Vernacular style structures have single-pile, double-pile, gable-front, and gable-ell floor plans and are one or two-stories in height.

Frame Vernacular is the most common style in the DeFuniak Springs Historic District with the majority being residential. Several historic commercial buildings were also Frame Vernacular construction.



Figure 22: Examples of a frame vernacular commercial properties in DeFuniak Springs.

Neo-Classical Revival

The Classical Revival or Neoclassical style is based upon interpretations of classical Greek and Roman models, relying on order, symmetry and detail to create a composition of formal and symmetrical features. This style is adaptable to wood, brick, and stone construction and was popular in many regions of the nation. Neoclassical Revival was popular from the late 19th century through the mid-20th century. Interest in classical models was inspired by the 1893 World's Columbian Exposition in Chicago. Nearly all buildings at the Columbian Exhibition were designed based on classical precedents and were widely copied in the United States.

Common character-defining features of the Classical Revival style include:

- Two-stories
- Overall symmetry
- Low pitched roofs or flat roofs with parapets
- Entry porches with classical columns and triangular pediments, sometimes reaching two stories
- Keystone lintels over windows and doors
- Moldings and cornices featuring dentils and modillions
- Dormers
- Prominent curved or arched center windows on second stories



Figure 23: Examples of historic Neo-Classical Revival style institutional buildings in DeFuniak Springs.

Mission

The Mediterranean Revival style was part The Mission style originated with the mission churches of California established by Father Junipero Serra during the 1700s. Originating in California during the 1890s, this style flourished throughout the western United States. The style is considered the western states' equivalent of the east coast's Colonial Revival. It was popular from the 1890s–1920s. Influences from the Craftsman style and bungalow building type were evident in the smaller residential Mission style. During the early 20th century Florida also embraced its Spanish heritage using it as a source of architectural inspiration.

On a local level, this architectural style is the style most intimately linked with the 1920s Florida land boom and flourished in the state during the 1920s and 1930s. The style honored the state's Spanish heritage and could be easily modified to suit Florida's hot and humid climate.

Common character-defining features of the Mediterranean Revival style include:

- One or two-stories
- Simple form that can be symmetric or asymmetric
- Stucco exterior
- Low-pitched hip or gable roofs covered with red tiles (commonly half-round barrel tiles or interlocking pantiles)
- Square towers
- Semicircular arches commonly highlight doors and major windows



Figure 24: Example of a commercial building with a Mission style in DeFuniak Springs.

Contemporary

The Contemporary style was popular for architect-designed buildings from about 1955 to 1970. This modern era style rejected preceding styles' approach to decorative detail which focused on applied elements. These decorative details focused on apertures-windows and doors, porch supports, dormers, and wall junctions. Contemporary style buildings focus on the interior space and how it connects to the outside of the building. Architects therefore designed these buildings form the inside out.

In DeFuniak Springs the Contemporary style is manifested as Contemporary Ranch type houses with low pitched roof, mixed exterior materials, ribbon windows, and large groupings of windows. Other Contemporary style buildings include commercial properties used historically as autobody or repair shops or gas stations.

Common character-defining features of the Contemporary style include:

- One or two-stories
- Roofs are typically flat or gabled
- Wide roof eave overhangs
- Examples with flat roofs lack traditional detailing
- Exterior materials can be a combination of wood, brick, and stone



Figure 25: Example of a commercial building with a Contemporary style in DeFuniak Springs.

4.4. DESIGN PRINCIPLES

The following design principles correspond to specific characteristics which contribute to the feeling and integrity of individual buildings, sites, and districts. Any work within the Downtown Business District and the DeFuniak Springs Historic District should adhere to these design principles in order to retain the integrity of the contributing resources.

Orientation

Orientation refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the primary façade faces the street.

Setback

Setback describes the distance between a building and its property line. For the purposes of this document, it generally refers to the setback from the street-adjacent property boundary. Buildings within a commercial zone shall conform with front yards of buildings within one hundred fifty (150) feet on each side. Most commercial properties have little to no setback within the downtown core.

Alignment

When buildings on the same street are constructed with the same setback distance, they are aligned to one another. Elements such as cornices, rooflines, windows, and doors can be aligned vertically or horizontally and can be aligned based on the top, middle, or bottom of the element. You may not notice when things are aligned but it would likely be noticeable when they are not.

Rhythm

Rhythm is the repetition of architectural forms alongside a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural features such as cornice lines,

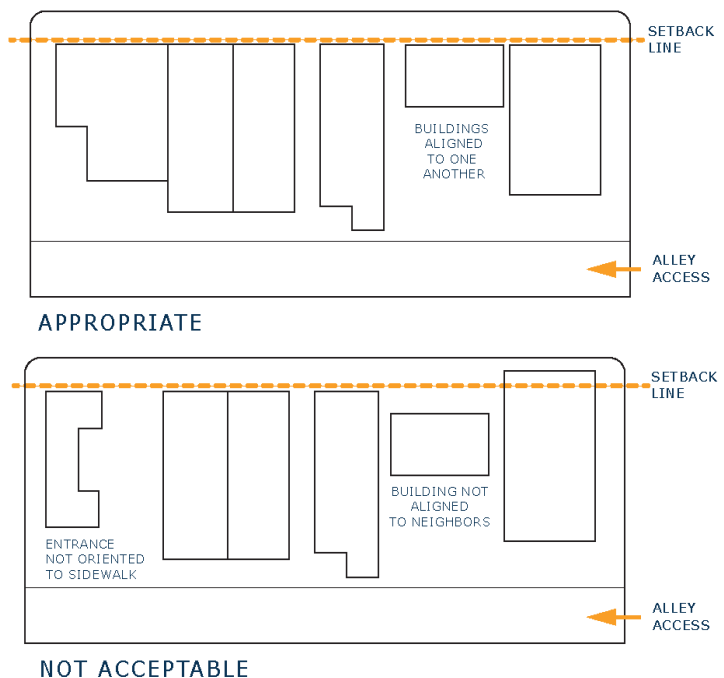


Figure 26: Diagram showing compatible and incompatible setbacks, alignments, orientations, and overall rhythm.

windows, and doorways contribute to the rhythm of the street. Demolition of existing historic structures, or the construction of new buildings which are incongruous with height, spacing, or other rhythm-defining elements can disrupt the historic rhythm of the street and alter the overall character of the historic district.

Massing

Massing is the large-scale units that comprise a building. These masses define the overall shape and form of a building. Massing is a central part of its architectural design and can be altered through additions or demolition of parts. Alterations of a building's massing can adversely affect its overall form and diminish its historic integrity.

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole. Proportions may be expressed as mathematical ratios drawn from classical architectural theory, which may be used to determine the placement and size of architectural features including windows, doors, columns, etc.

Scale

Scale is the size of a building in relation to the surrounding buildings. Scale can be expressed through the size of a building itself (the height and width, number of stories, etc.) as well as through the size of building elements (the doors, windows, columns, staircases, etc.). Most buildings are described as being "human in scale," however, many civic buildings are "monumental" in scale. Buildings that are "human in scale" have features, such as windows and doors, sized to comfortably support human use, while buildings that are "monumental" in scale typically have over-sized features designed to impart a symbolic sense of importance.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers. The relationship of the height of buildings to their neighbors along a street contributes to the overall street rhythm. While it may be appropriate in some cases to increase the height of an existing building, the overall rhythm of the streetscape should be considered and respected.

Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Each architectural style combines qualities of massing, scale, proportion, rhythm, detail, and ornamentation.

Symmetry

Symmetry refers to a façade arrangement in which both sides are equal in proportion and arrangement of architectural features. “Asymmetry” by contrast refers to a façade arrangement in which elements are arranged with emphasis on one side of the façade. The use of symmetry or asymmetry in architectural design can be associated with particular architectural styles. A building’s symmetry or asymmetry should be maintained.

Unity

Unity refers to the effect created when all of the buildings in a district or area conform to a particular defined range of overarching building characteristics, including height, alignment, scale, massing, and spacing. New construction can disrupt unity when it is not consistent with the existing neighborhood.



Figure 27: Diagram demonstrating appropriate and inappropriate height, rhythm, and façade arrangement of new construction within a commercial block.

CHAPTER 5. DESIGN STANDARDS

5.1. INTRODUCTION

The following standards are intended to provide a clear framework for making sure that changes to the exterior of properties within the Downtown Business District and the DeFuniak Springs Historic District are made appropriately and consistently. The standards and recommended treatments in this chapter are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and in accordance with the City of DeFuniak Springs Land Development Code in the City's Municipal Code. The following sections contain standards that pertain to all commercial and institutional buildings in the Downtown Business District and the DeFuniak Springs Historic District, as well as specific standards pertaining to streetscape elements, signage, and new construction.

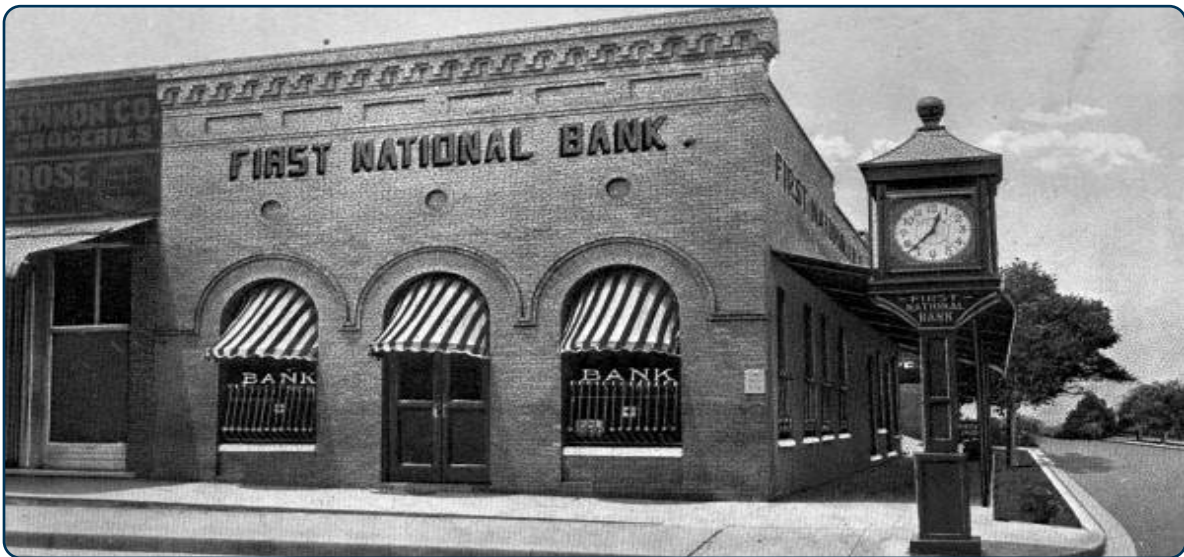


Figure 28: First National Bank building, c. 1920 (Source: Florida Memory).

5.2. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The purpose of the Secretary of the Interior's Standards for the Treatment of Historic Properties (Department of Interior regulations, 36 CFR 68) is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early on in any project.

According to the Secretary of the Interior, there are four principal approaches to working with historic structures: Restoration, Preservation, Rehabilitation, and Remodeling. When a structure has not been maintained or has been altered by the removal or replacement of character-defining features, it is important to define which principal approach or combination of approaches should be applied to the structure.

Restoration is bringing a property back to its appearance at a previous time in the past. This can include removal of later additions or inappropriate features and the replacement or reproduction of missing original features. Restoration requires extensive research into the history and construction of the building and site to create an actual reconstruction of the building.

Preservation or stabilization is the process of halting the deterioration of the historic resource. This entails making sure the building is weather-tight and structurally sound so future restoration or rehabilitation can occur.

Rehabilitation is a practical approach to the preservation of a historic resource. This entails updating the structure while maintaining and protecting the architectural character and defining features of the building. Rehabilitation may include structural repairs, repairing roofs and exterior finishes, upgrading mechanical systems and modernizing kitchens, and even changing the use(s) of the structure.

Remodeling is the least recommended approach to modernizing a building. Repairs and additions are undertaken with little or no regard for the overall design and architectural style.

The **Standards for Rehabilitation** (Department of Interior regulations, 36 CFR 67) are regulatory for the **Historic Preservation Tax Incentives program** and are most often used by local historic district commissions nationwide. The Standards for Rehabilitation pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. They are to be applied to specific rehabilitation projects in

a reasonable manner, taking into consideration economic and technical feasibility. The standards are as follows:

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

5.3. UNIVERSAL DESIGN STANDARDS FOR ALL PROJECTS

These standards are based on the Secretary of the Interior’s Standards for Historic Rehabilitation. The following six standards should always be kept in mind when altering a commercial or institutional property in the Downtown Business District and the DeFuniak Springs Historic District.

Standard 1. Preserve/Retain Significant Features

Every historic building, from each style of architecture, has a set of distinctive details that contribute to the overall character of the building. Care should be taken to preserve these features.

Appropriate

- Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible.
- Historic accessory buildings, including sheds and garages, should be maintained and preserved.
- Materials or additions which were added after the building’s initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.
- Historic landscape features, such as fences and signage, should be maintained and preserved as

Not Acceptable

- Removing historic materials that are in serviceable condition.
- Removing or drastically altering historic accessory buildings.
- The removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building’s overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.

Standard 2. Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them. Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. Some cleaning methods and repair techniques can cause or exacerbate damage to the historic materials of the building, thus hastening their need for replacement and causing increased costs to the owner. Always use the gentlest methods available. See [Appendix C: Basic Maintenance](#) for an overview of material maintenance and [Appendix E: Resources for Property Owners](#) for other technical resources.

Standard 3. Make Appropriate Replacements

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible. Although the use of contemporary building materials on new construction within a historic district is more tolerable because their use assists in making the new construction appear a product of its own time, compatible substitute materials should be still chosen.

See [Chapter 7: Substitute Materials](#) for more information on replacement and substitute materials.

Appropriate	May Be Appropriate	Not Acceptable
• Replace as little historic material as possible. This may include patching, splicing, or piecing-in replacement materials such as individual roofing tiles, shingles, or siding, masonry patches, or dutchman repairs for wood elements. • Match the historic feature's size, shape, profile, texture, and color.	• Substitute materials should only be used if they do not cause damage or change the character of the historic resource. The new material should match the form, color, and texture of the historic feature. • The new materials should match the old, when possible, but alternative materials may be appropriate in some cases.	• Changing the character of historic features through an inappropriate replacement. For example, original horizontal board siding should not be replaced by vertical siding or shingles, even of the same material.

Standard 4. Restore Significant Features Where Damaged or Missing

Whenever feasible, historic materials and details should be restored. Restorations of historic buildings should be completed under the direction of architects or professionals with specialized skills in building restoration and preservation.

Appropriate

- Remove non-historic materials that cover all or part of the building. This may include inappropriate siding, cladding, or wrapping on elements such as cornices or storefronts.
- Restore or replace underlying historic materials with new elements that closely replicate the historic appearance.
- Take care to remove non-historic materials in a way that does not damage underlying historic materials.
- Replace missing features with historically appropriate replacement features. The design of replacement features should be based on its historical appearance and substantiated by documentary, physical, or pictorial evidence. This may be accomplished by locating historic photographs which show the original appearance of the element, replicating existing but incomplete elements, or by reproducing elements visible on neighboring buildings of the same style and date range.
- Where no evidence of the feature's original appearance exists, utilize a simple design consistent with the scale, massing, and style of the building and surrounding area.
- Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

Standard 5. Adaptive Reuse

According to the first Secretary of Interior's Standards for Rehabilitation, "A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment."

The reuse of historic buildings is encouraged and adaptations of a property to a new use are allowed in certain zoning districts but require a change of occupancy permit and may have additional requirements. Any adaptive reuse project should retain the building's historic character and significant features while conforming to existing zoning codes. For example, conversion of a single-family residence to a multi-unit apartment may require the addition of new exterior entrances. These should be designed sensitively and positioned on a non-visible façade whenever possible.

It is recommended to contact the Planning Department for any additional requirements related to a remodel.

Developers or business owners interested in an adaptive reuse project should see [Appendix E. Resources for Property Owners](#) for more information on funding resources including commercial tax credit programs.

Standard 6. Comply with Health and Safety Codes

It is important that all buildings comply with all applicable DeFuniak Springs and Florida safety codes. Buildings should provide handicapped access to residents or visitors, as needed. Accessibility can be achieved without compromising the significance or integrity of historic buildings.

Appropriate

- Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as secondary means of egress.
- Provide barrier free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view, such as on the rear or side elevation, when possible.
- Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.
- Install ramps and other accessibility features in a manner that is reversible where practical and does not permanently impact the historic building.
- Access ramps shall be in scale and visually compatible in design and materials with the building.

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

5.4. STANDARDS FOR STREETScape ELEMENTS

The streetscape throughout the commercial section the Downtown Business District and the DeFuniak Springs Historic District consists of trees, shrubs, major plantings, fences, sidewalks, alleys, street furniture parking lots, open spaces, and accessory buildings such as garages and sheds. These elements are character-defining features which play a large role in the historic “feel” of the district. DeFuniak Springs’ historic streetscape elements should be maintained, and the design of new features within the landscape should be in keeping with its historic character.



Figure 29: Commercial streetscape within the DeFuniak Springs Historic District, c. 1920
(Source: Florida Memory).

Standard 7. Driveways and Sidewalks

Streets and sidewalks are the primary connective networks within the Downtown Business District and the DeFuniak Springs Historic District, providing safe access for pedestrians and vehicular access throughout the district and beyond. The sidewalks are typically paved in concrete, asphalt, or crushed stone. The commercial core primarily features attached sidewalks while the more residential area features no sidewalk or sidewalks detached from the street by a narrow, landscaped area. Driveways within the district connect the street to a garage or parking area at the side or rear of residences. Most driveways are full-width and paved in concrete, asphalt, or crushed stone.

The word "sidewalk" shall mean any portion of a street between the curbline and the adjacent property line, intended for the use of pedestrians, excluding parkways. A sidewalk within a DeFuniak Springs historic district shall be so constructed so as to conform to the standards appearing in the latest edition of FDOT ["Roadway and Traffic Design Standards"](#).

All curb cuts shall not exceed one-half ($\frac{1}{2}$) of street frontages, and individual cuts shall not exceed forty-five (45) feet in width. Curbs and gutters shall be constructed so as to conform to the standards appearing in the FDOT ["Standard Specifications for Road and Bridge Construction"](#) section 520.

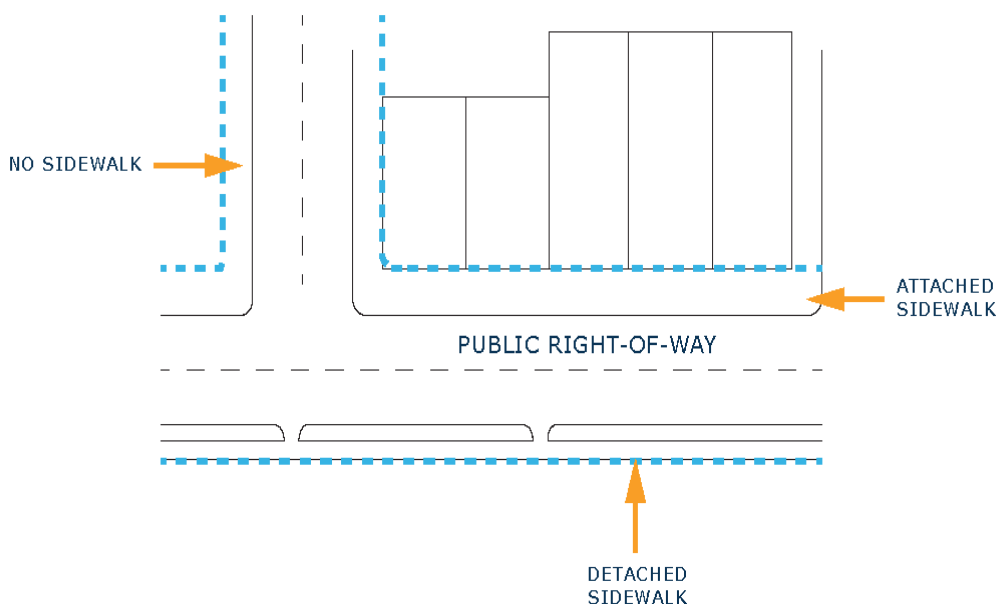


Figure 30: Sidewalk diagram within the public right-of-way.

Appropriate

- New sidewalks should be constructed with compatible material matching the dimension, texture, and finish of the original surrounding sidewalks in the district.
- New private walkways should be designed to be compatible with the historic walkways and buildings on the property.
- Maintain historic driveways in their original location.
- Maintain and preserve historic driveway surface materials. When deteriorated, repair or replace historic paving materials with the same or compatible material.
- Locate new driveways so that minimum alterations are required to character-defining landscape and features such as walls, fences, and buildings, and should respect the predominant alignments and locations of driveways in the neighborhood.



Figure 31: Example of a paved street within the commercial core of the district.



Figure 32: Paved driveway leading to a garage in a side yard.



Figure 33: Typical sidewalk located within the Downtown Business District.



Figure 34: The commercial core features wider sidewalks to allow for programming.

Standard 8. Alleys

Alleys and passages in cities traditionally provide a functional purpose, such as access for service vehicles collecting trash, deliveries for adjacent businesses, back door access for employees or corridors for power lines, water lines, sewer lines and drainage. Alleys usually run behind or alongside of buildings to keep these service functions hidden from view and out of the street.

Appropriate

- Utilize alleys for support functions for businesses, including trash receptacle storage, loading docks and loading activity, and parking.
- Keep alleys clear in compliance with local health and safety codes.
- Alterations made to alley-facing elevations should consider scale and rhythm as they relate to the rest of the structure and the other surrounding buildings.



Figure 35: Example of a paved alley within the commercial core.



Figure 36: Gravel/unpaved alley between residences in the district that should be utilized for parking.

Standard 9. Parking and Parking Lots

Public and private parking lots in the commercial areas of DeFuniak Springs Historic District and Downtown Business District are important to the economic vitality of its businesses. They provide both long- and short-term parking for workers, residents, and visitors. Angled parking is located throughout the commercial core for visitors and patrons with private parking located in the rear of the buildings that is accessible by alleys. While a few parking areas are well designed and landscaped, most are very utilitarian in nature and thus do not contribute to the appearance of the historic districts. Few surface parking lots are present in residential areas. Those that are present are usually associated with religious, educational, and the occasional commercial building.

Non-residential development which is greater than one-half ($\frac{1}{2}$) acre in total proposed site area and will have a total of twelve (12) or more parking spaces is subject to the landscaping requirements in the Municipal Code (Municipal Code, [Ord. No. 881, § 18-85](#)).

Appropriate

- Provide adequate lighting on all parking lots.
- Clearly mark entries and exits to the parking lots and provide directional signs at appropriate locations.
- Surface parking for new construction shall be oriented behind or to the side of a building, with access from shared driveways or alleys when possible.
- All off-street parking and other vehicular parking spaces shall have internal landscaping to provide visual and climatic relief from broad expanses of pavement and to channelize and define logical areas for pedestrian and vehicular circulation.



Figure 37: Angle parking along Main Street, typical throughout the commercial area.



Figure 38: Parking along the side of a commercial building utilizing alley access.

Standard 10. Vacant Lots and Open Spaces

It is appropriate to convert vacant lots to public parklets or gardens, or to utilize existing lots for new construction or surface parking lots in keeping with the applicable sections of these standards and the City's Municipal Code.

Appropriate

- Preserve historic open spaces such as parks and yards.
- The addition of new open spaces, such as landscaped parks or recreational areas, should utilize existing vacant lots. Do not demolish sound historic buildings to create new open space.
- Maintain vacant lots in clean and orderly condition in accordance with local health and safety codes.



Figure 39: Vacant lot within the commercial area appropriate for new construction.



Figure 40: Open space utilized by a commercial property for outdoor seating.

Standard 11. Street Fixtures and Furniture

“Street fixtures” and “street furniture” are terms used to describe elements such as benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, fire hydrants, mailboxes, streetlights, bulletin boards, and the like found in a historic district. Along with the sidewalks, streets, parking lots, driveways, and landscaping, they contribute to the context of the historic district by reinforcing the character of the area. Historic street furniture should be retained to the greatest extent possible, and new street furniture should be compatible with the feeling and appearance of the district.

Street furniture should be safe, conveniently located, well designed, and as maintenance-free as possible. The type, design, and location of street furniture should reflect the character of the neighborhood in which they are located – street furniture in the commercial areas should reinforce its commercial character.

Appropriate

- Whenever possible, preserve historic street furniture. They should be maintained by cleaning, repainting, and protecting as needed.
- Street furniture provided by the city should be uniform in appearance and consistent in placement (ex: along the curb side of the sidewalk or adjacent to buildings).
- New street furniture must not impede pedestrian traffic.
- New benches should be made of wood, metal, or a combination of both.
- Locate trash receptacles in areas where people are likely to congregate. Trash receptacles should include removable inner containers.
- Maintain historic light fixture, or existing light fixtures that are complimentary to the character of the historic district.
- Use consistent lighting styles throughout the district.



Figure 41: Appropriately located and maintained street furniture within the commercial district.



Figure 42: Example of historic street fixture that should be maintained (Source: Florida Memory).

Standard 12. Fences and Walls

A number of perimeter wall and fence types can be found throughout DeFuniak Springs Historic District and Downtown Business District. These include cast-iron; wood, including picket and ranch rail; chicken wire; and chain link fences. Fences and perimeter walls are typically located at the front property lines in residential areas to help to define public from private space, as well as significantly contribute to the character of the district. Fences and perimeter walls in commercial properties are commonly located at the side and rear of the property to provide security or screening.

In any residential district no fence, wall, hedge or planting shall be erected, constructed, maintained or grown to a height exceeding two feet above the nearest street grade. No wall or fence used for screening purposes shall be less than six feet or greater than eight feet above grade. All walls or fences used for screen purposes should be located around rear or side yards and shall be generally opaque at a distance of ten feet. All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide for a privacy fence of a minimum of eight feet in height.

For Reference

Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron.](#)

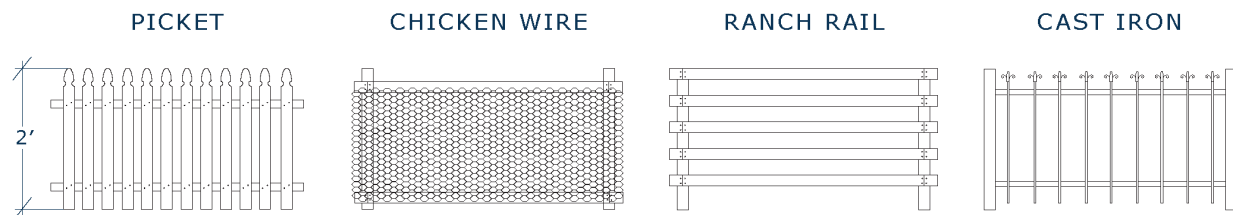


Figure 43: Diagram of appropriate fences at the appropriate height for residential front yards.



Figure 44: Split rail fence along side of property in the commercial district.



Figure 45: Examples of privacy fences at the side and rear of properties in the district.

Appropriate

- Retain and preserve original fences whose features are character-defining elements of the property including, gates, pillars, hardware, decorative pickets, and rails.
- Repair or restore damaged or deteriorated historic perimeter walls and fences. Where repair is not possible due to the severity of the deterioration, replace historic walls or fences in-kind using the same material as the original and matching in size, shape, height, profile, texture, and color. If use of the same material is not feasible, the substitute material should approximate the original as closely as possible.
- New walls and fences should be consistent with the setback of the subject building and adjacent properties and shall match the style of the building in scale and material.
- Fences shall be constructed in a durable fashion with weather resistant wood and be of a consistent pattern.
- Wood fences should be protected with a painted surface.
- All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide for a privacy fence of a minimum of eight feet in height.

May Be Appropriate

- When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that complements the surrounding architecture may also be appropriate.
- Chain link fences may be permitted at the rear of a property if not visible from a primary right-of-way.

Not Acceptable

- Using multiple fencing materials and/or styles.
- Concrete block, horizontal boards, vinyl, and similar styles fences.
- Replacing a historic fence with incongruous materials, such as chain-link or plain concrete block, or constructing a new fence of nonhistorical, incongruous material.
- Painting or covering a historic masonry fence or wall with stucco is not acceptable.
- It is not acceptable to use fences or walls to screen front yards.

Standard 13. Landscaping

Landscaped areas enhance the visual and aesthetic appearance of the city whole also being important character-defining features of historic districts. Landscaping provides appropriate barriers and relief from traffic, noise, heat, glare, and the spread of dust and debris; reduces the impact of development on the community's storm drainage system and reduce flooding; aids in the conservation of energy; provides a more pleasant and relaxing rural environment; and increase property values. Proposed construction plans for a property should also include landscaping and planting designs with identification of vegetation to be planted.

All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide a landscape buffer pursuant to the Landscape and Tree Protection Ordinance (Municipal Code, [Ord. No. 881, § Art. XII](#)). A Landscape Plan is required for projects that include new development, redevelopment, or commercial expansions of fifty (50) percent or more of an existing site area plan in the city. The applicant of a Landscape Plan should apply the Landscape and Development Standards found within [Art. XII](#).

The [Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs. The Cooperative also has an [IFAS Extension](#) with the University of Florida that provides a general overview of native plants. In general, existing trees and native tree species that need less water and maintenance are preferred.

For Reference

Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)



Figure 46: Coonties are native to Florida and can be planted in sun or shade and can be used as a specimen plant or in massed plantings.



Figure 47: Red Buckeye is a Florida-Friendly tree, native to the Southeast U.S. (Source: John D. Byrd, Mississippi State University, Bugwood.org).

Appropriate

- Whenever possible, existing historic landscaping should be maintained and preserved. If replacement of shrubs or plantings becomes necessary, the same or similar types of plantings should be used.
- Development shall not involve the unnecessary removal of any native vegetation. Where removal of native trees is necessary, efforts should be made to transplant such trees.
- New shade trees should be located where they will not obscure important historic features or damage historic buildings with roots or branches.
- Landscaped areas must have a minimum width of three feet and be landscaped primarily with shrubs and with grass, groundcover, and other landscape material in addition to required trees.
- Grasses may be sodded, sprigged, plugged or seeded, except that solid sod shall be used in swales or other areas subject to erosion.
- Where off-street parking and other vehicular use areas are located adjacent to sidewalks, streets, and other public rights-of-way, landscaping shall be provided between the public right-of-way and the off-street parking or other vehicular use area.



Figure 48: Appropriate landscaping within the historic district that complement the commercial (left) and institutional (right) property.

Standard 14. Accessory Buildings

Although more commonly found on residential properties, small accessory buildings can also contribute to the overall character of a commercial or institutional property within a district. Common accessory buildings within a commercial district typically include garages and sheds. Existing accessory buildings should be subordinate to and compatible with the main building and are often not easily seen from the front of the building. They face the same repair needs as the principal building of a property.

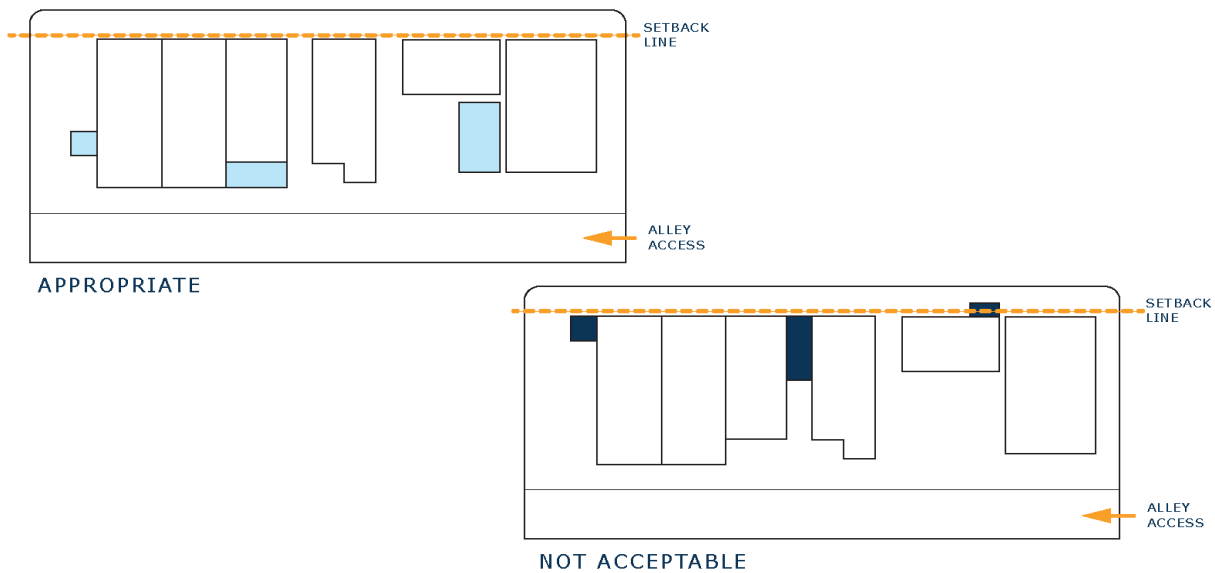


Figure 49: Diagram of appropriate accessory building locations in a commercial district.



Figure 50: Appropriate accessory buildings on the side of a commercial building.



Figure 51: Appropriate accessory building in the side yard of a residence in the commercial area.

Appropriate

- Accessory buildings that contribute to a property's historic character or are original to a property should be preserved and maintained. Original features should be repaired to match the original.
- Accessory buildings should be inspected regularly for signs of moisture damage, mildew, vegetation, and structural cracks or settlement.
- All accessory buildings and uses should be in the required side or rear yard.
- New accessory buildings in a front yard of a lot with double frontage if it is 15 feet from the front lot line and in the rear of the residence.
- All accessory buildings must be located at least 10 feet from any main buildings or other accessory building.
- Private garages that face alleys, shall be located at least 5 feet from any lot line.

May Be Appropriate

- Original historic doors on accessory buildings should be maintained but may be retrofitted with modern hardware.
- An accessory structure may be in the front yard if other yards are constrained, as determined by the Planning Department, and must have a 50-foot setback from the front lot line.

Not Acceptable

- Moving or relocating accessory buildings original to a property to another part of the lot.
- Removal of architectural detailing, especially when visible from the street.
- New accessory buildings that are a greater height than the principal building on the lot or generally exceed two stories or 35 feet in height.

Public Art

Public art is not regulated in DeFuniak Springs’ historic districts. The following guidance is for informational purposes only.

“Public art” is a term which describes art in any media which is created for the general public and is publicly accessible. It commonly includes murals and sculpture but may also include publicly accessible works in a variety of media, including temporary installations and performances.

The following best practices apply to permanent and temporary physical works of art installed within view of the public right-of-way. Painted signs and advertisements are not considered murals and should conform to the DeFuniak Springs Sign Ordinance.

Appropriate

- Any exterior building artwork including murals should be composed in an alternate material that can then be applied to the exterior surface without permanent damage to the original surface of the building.
- Murals should not compete with or overwhelm existing architectural features such as windows, moldings, entryway, or other detailing.
- New sculptures should be designed and sited to avoid competing with or obscuring historic features of the district.
- Sculptures should be designed to harmonize with the overall layout of the site for which it is proposed. Sculptures should be appropriate in design and character to the overall setting.



Figure 52: Example of appropriate murals within the commercial district.

5.5. STANDARDS FOR SIGNAGE

All signage must comply with the DeFuniak Springs Sign Ordinance (Municipal Code, [Ord. No. 881, § Art. XIV](#)). A sign permit is required in order for a sign to be installed, constructed, altered, or relocated. Sign permit application forms are available at the Planning and Code Enforcement Department. Once submitted, these applications will be reviewed by the Planning Director. The applicant should also work with the Planning Director to make sure their signage proposal meets Florida Building Code (FBC) requirements before beginning the proposed project.

Sign permit applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, the applicant shall provide written authorization from the property owner permitting the installation of the sign along with the owner's name, address, and contact information.
- c) If applicable, the name, address, and contact information of the business tenant.
- d) If applicable, the name, address, and contact information of the contractor.
- e) Address and legal description (or parcel identification number) of the property upon which the sign is to be located. The legal address may be located on a certified boundary survey.
- f) Sign dimensions and elevation, drawn to scale.
- g) Dimensions of the signs supporting members.
- h) For freestanding ground signs, indicate in feet and inches the location of the sign in relation to property lines, public right-of-way, easements, overhead and underground utilities, buildings, and other signs on the property.
- i) For all wall mounted signs, the facade elevation with dimensions, drawn to scale. Windows and doors and other openings shall be delineated and their dimensions given.

Standard 15. Commercial Signage

The most common types of signage on commercial buildings are hanging, wall, glass, bracket, directory, freestanding, display window, and mounted signboards. Keeping a historic sign is encouraged, even if the business or product promoted is no longer the occupant. For example, a painted sign from a building's previous use that is located on a side elevation. Historic signs may be valued independently, apart from the buildings or sites to which they are attached. Preserved historic signs can have strong recognition value and can become community landmarks.

On most commercial buildings, a horizontal band of space has been left between the building cornice and the entry-level storefront below. This space is ideal for sign placement, as it was often created for this purpose.

For Reference

Preservation Brief 25: [The Preservation of Historic Signs.](#)

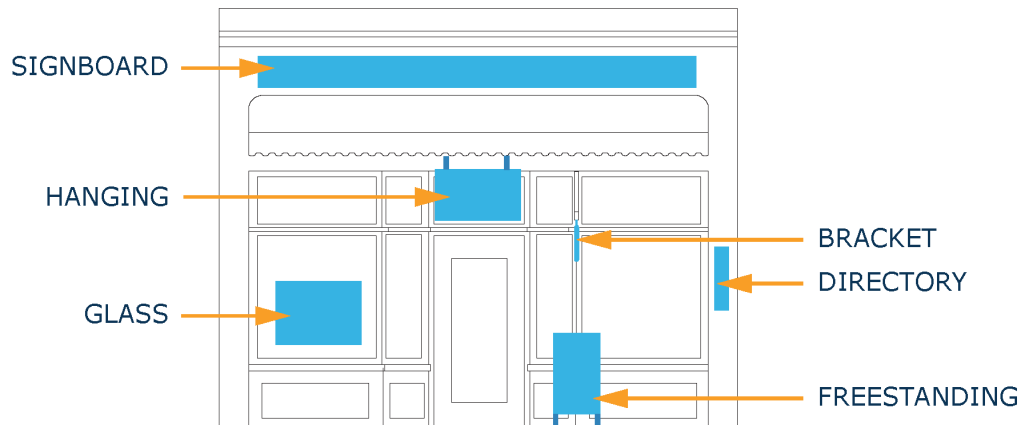


Figure 53: Types of signage and their locations on commercial properties.



Figure 54: A variety of signage displayed on a historic storefront in the commercial district.

Appropriate

- Historic signs, such as those constructed directly into an architectural detail of the structure, should be maintained and should be restored if necessary.
- Restore or recreate historic signs where sufficient documentation exists if the restored or recreated sign would be in compliance with the DeFuniak Springs Sign Ordinances.
- For historic signs for businesses or products no longer on site, coordinate the placement of updated signage in a way that appropriately advertises the current business without removing or covering the historic sign.
- New signage shall be located on the flat, unadorned parts of a façade, such as the horizontal band between the storefront and cornice, or on windows, awning flaps, fascia, and frieze, or other areas where signs have been historically placed on the building.
- Limit the overall number of signs to avoid a cluttered appearance that competes with the building's historic character.
- Connect wall-mounted signage through mortar joints rather than masonry units.
- Lighting sources and associated conduit for signs should generally be concealed from view.

Not Acceptable

- Mounting signage in a way that damages historic fabric.
- Covering or obscuring significant historic features or details, such as windows, cornices, and architectural trim.
- Internally illuminated signs, particularly box or cabinet signs in which the entire surface is illuminated, and neon signs, are generally not appropriate for the character of the district.



Figure 55: Appropriate signage on a gable roof commercial building.



Figure 56: Not acceptable on the front façade of a commercial building.

5.6. STANDARDS FOR EXISTING BUILDINGS

The Downtown Business District and the DeFuniak Springs Historic District contain residential, commercial, religious, and institutional buildings. Preserving DeFuniak Springs' historic resources is integral to maintaining its historic character. Each of DeFuniak Springs' historic buildings is a character-defining feature of the district as a whole.

All elements of individual buildings – façades, form, roof shape, porches, materials, doors, windows, and architectural details – contribute to their character. The front façades of buildings are the most visible and typically are of primary concern to the Planner Director when exterior alterations are proposed. Side or rear façades that can be seen from a primary public right-of-way are also of concern when changes are proposed.

In most cases, buildings have been altered over time. Likely, they will continue to be altered to meet the changing needs of owners and tenants. DeFuniak Springs' Land Development Code allows changes to accommodate building users but mandates appropriate changes that do not significantly alter the historic character of a building. Before considering any change to a building, it is first necessary to evaluate the materials, forms, features, details, and other aspects of a building that are most important to define its character so these features may be preserved and the character of your historic building, and the surrounding district, may be maintained.

See **Chapter 4. Architectural Style Guide** for additional guidance on identifying your building's form and style to accurately determine its character-defining features.

For Reference

Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. A common problem that must be addressed when rehabilitating a historic structure is providing appropriate access to and from raised entrances and upper floors. Most local building codes require two separate means of egress from commercial buildings. In addition, the ADA, as well as basic real estate marketing, often dictate the need for elevators in buildings that historically did not offer this amenity.

Access should ideally be provided via an exterior elevator, lift, or ramp with appropriate railings located and designed to be compatible with the historic character of the property. All proposed ADA projects should also make sure that they meet the current Florida Building Code (FBC).

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

Standard 16. Railings

Railings should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for a proposed railing should blend with the surrounding built environment and be compatible with the style and materials of the historic building design.

Appropriate

- Railings should be constructed with complimentary materials to the historic structure.
- Historic railings that do not meet current ADA height guidelines should be modified or replaced to ensure safety and compliance.
- New handrail height should meet current FBC, ADA, and any life safety standards.



Figure 57: Simple metal ADA railing leading to the commercial property from an adjacent parking lot.

Standard 17. Ramps

ADA frequently necessitates the construction of ramps to allow for access to historic buildings and structures. Ramps should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for ramps should that blend with the surrounding built environment and be compatible with the style and materials of the existing porch and/or structure. Any ramp structure should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate

- Ramps should be installed on the rear, side, or secondary elevations of a building whenever possible but should not compromise accessibility.
- Ramps should be screened with plantings on more visible locations.

May Be Appropriate

- Installing a ramp on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Not Acceptable

- Removing historic features in doorways, including stairs, and railings to accommodate ramps. Consider building over or next to these features.

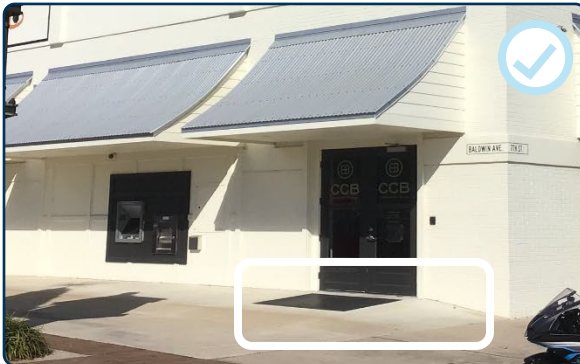


Figure 58: Appropriate concrete ramp addition on the front façade of a historic commercial building.



Figure 59: Appropriate ramp addition on the side elevation of a property in the commercial district.

Standard 18. Exterior Stairs and Fire Escapes

An exterior stair or fire escape addition should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate

- When necessary, a fire escape or exterior stair should be located on a secondary elevation and not be highly visible from public spaces.

May Be Appropriate

- Installing a fire escape on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Not Acceptable

- Installing an exterior stair and/or fire escape and damaging existing architectural features.
- Removing architecture features to accommodate the installation of an exterior stair or fire escape.



Figure 60: Compatible simple painted metal exterior stair on the side elevation of a commercial property.

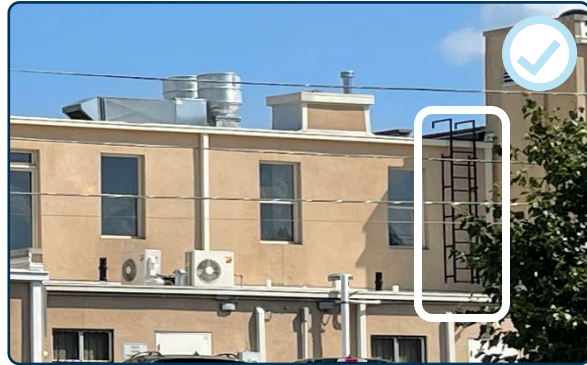


Figure 61: Appropriate fire escape addition on the rear elevation of a commercial property.

Standard 19. Elevators

An elevator addition should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate

- The construction of an internal elevator should typically not be visible from the exterior of the commercial or public building.
- When necessary, an exterior elevator tower should be located on a secondary elevation and not be highly visible from public spaces.
- The design of an elevator tower additions should be compatible with the massing, size, scale, and architectural features of the historic structure, and designed so that it is clearly apparent that it is a later alteration.

May Be Appropriate

Installing an appropriate elevator tower addition on the front façade when efforts to install a tower elsewhere is not viable.

Not Acceptable

- Installing an internal elevator shaft that results in the destruction of significant historic fabric.
- Constructing an exterior elevator tower addition with incompatible materials and with an incompatible design to the historic structure.

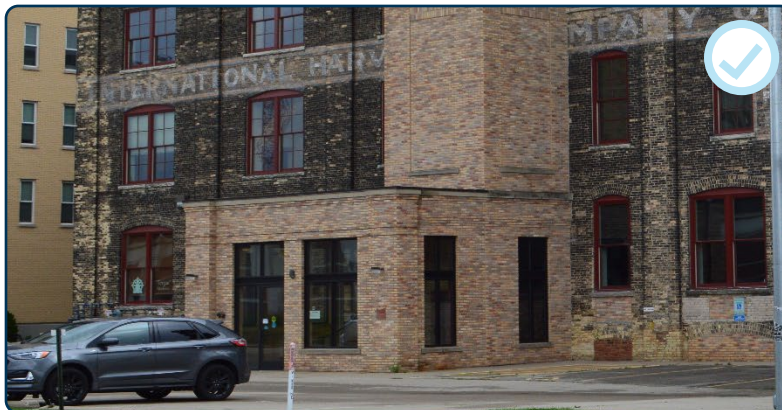


Figure 62: Appropriate elevator addition attached to the rear of a building. The chosen design and materials are both compatible and help distinguish it from the historic building.

Building Materials

Standard 20. Wood

Wood is both structural and decorative and is used on nearly all building types and architectural styles. Even when the predominant building material is masonry, wood is used for windows and doors, roofs, storefront pilasters, ornamentation and more. Typical projects involving historic wood include the repair of broken or missing architectural elements, repairing historic siding, and painting or repainting wood surfaces.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Appropriate

- Paint or stain shall be retained and applied to protect wood features.
- Historically painted or stained wood features should be repainted or restained.
- Deteriorating wood can sometimes be consolidated with an epoxy.
- Splicing or piecing wood can be used to replace only the affected area of a feature, rather than replacing the feature in its entirety. In general, it is important to retain as much original material as possible.



Figure 63: Historic commercial building that features wooden pilasters and ornamentation.



Figure 64: Example of a historic wood door needing to be re-painted.

Standard 21. Siding

While the majority of exterior materials used for walls in the commercial and institutional areas of the DeFuniak Springs Historic District and Downtown Business District are masonry types, other surface types include siding and cladding variations. Some original historic siding has been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls. Maintaining and preserving existing historic siding is the preferred approach in the district.

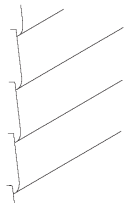
See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

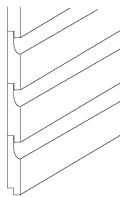
Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

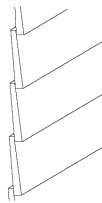
ROUNDED CLAPBOARD
SIDING



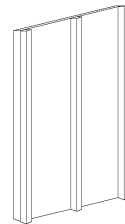
DROP
SIDING



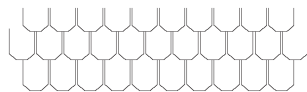
WEATHERBOARD
SIDING



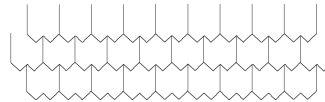
BOARD AND BATTEN
SIDING



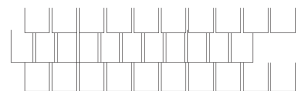
HEXAGONAL WOOD SHINGLES



SAW-TOOTH WOOD SHINGLES



MACHINE-CUT WOOD SHINGLES



FISHSCALE WOOD SHINGLES

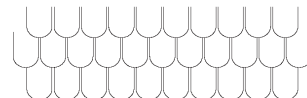


Figure 65: Examples of wood siding and shingle patterns.

Appropriate

- Repair historic wood siding, including in-kind replacement of damaged or deteriorated members, as needed.
- For piecemeal replacement of damaged members where the majority of siding is being retained, replacement siding members must match the historic siding's material, board width, length, and thickness.
- Maintain the existing wood exteriors using appropriate paint or other protective coatings. Repair minor deterioration using an appropriate wood consolidant or filler.
- Remove metal, vinyl, asbestos, and other inappropriate materials once they begin deteriorating and repair damaged wood underneath as needed.
- Removal of asbestos should follow hazardous material disposal guidelines.

Not Acceptable

- Removing original siding features that can be maintained.
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior.
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces.
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.



Figure 66: Many historic residences within the commercial area feature a variety of siding types.



Figure 67: Example of inappropriate siding completely obscuring a historic commercial building.



Figure 68: Inappropriate siding covering historic masonry on a commercial building.

Standard 22. Masonry

The majority of exterior materials used for walls in the commercial and institutional areas of the DeFuniak Springs Historic District and Downtown Business District are unpainted brick, painted brick, painted concrete block, and stucco.

Brick is one of the most durable building materials, but it is also susceptible to erosion from environmental and chemical factors. It is recommended that brick not be painted as brick is a porous material that prevents water from being trapped in a wall through its ability to pass moisture vapor through in both directions. Paint stops this process and results in water buildup in a wall that if untreated can lead to spalling or other damage. Painting brick also results in added maintenance requirements as the coating will need to be reapplied as it wears. Once masonry has been painted, it is very difficult to restore it to its original appearance.

The mortar between the bricks and other masonry material may require repair in areas where the mortar is cracked or missing. Most often, the mortar can simply be re-pointed. In other cases, the structural integrity of a wall has weakened from movement, or the surface has deteriorated to a point where repair or replacement of masonry units is necessary. Replacing brick or other masonry material requires a selection that matches the size, color, and texture of the damaged or missing units. Replacement mortar should be softer than the bricks, and no harder than the original mortar.

For Reference

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)

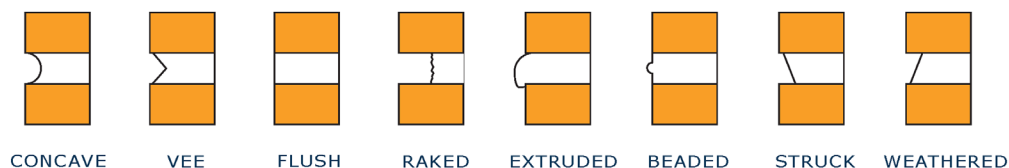


Figure 69: Examples of typical brick mortar joints.

Appropriate

- Maintain and repair character-defining brick, concrete block, stucco, and stone.
- Replace masonry with materials that match the original in size, texture, color, and profile.
- Maintain painted masonry walls as painted.
- Remove modern covering materials such as metal and vinyl siding applied over original masonry.
- Clean historic masonry with the gentlest effective means possible with low-pressure water washing with soft, natural bristle brushes and appropriate masonry cleaners.
- Repoint only when there is evidence of deterioration or water infiltration, looking for loose or disintegrating mortar, cracks, and loose bricks.

Not Acceptable

- Painting or staining historically unpainted surfaces.
- Applying waterproof coatings to masonry walls that change their appearance or that cause moisture to be trapped inside of a brick or other masonry cavity.
- Covering original masonry walls with siding or cladding.
- Removing original masonry features.

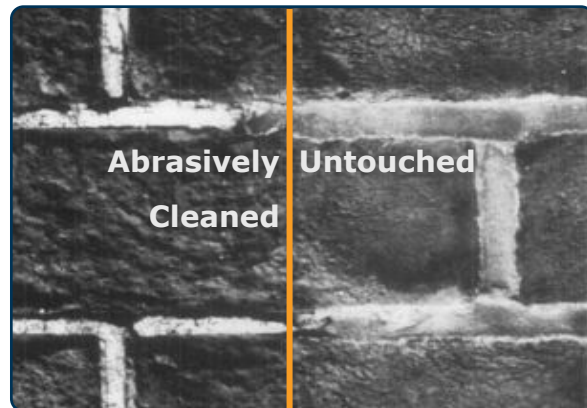


Figure 70: Poor condition of brick after being abrasively cleaned.



Figure 71: Appropriately maintained historic brick masonry commercial property.



Figure 72: Inappropriate modern mortar replacement on a historic masonry building resulting in damaged bricks.

Standard 23. Stucco

While the majority of exterior materials used for walls in the commercial and institutional areas of the DeFuniak Springs Historic District and Downtown Business District are masonry types, other surface types within the area include unpainted brick, painted brick, painted concrete block, and stucco.

Stucco is a type of exterior plaster applied as a two-or-three-part coating directly onto masonry or applied over wood or metal lath to a log or wood frame structure. It can be finished in various textures and colored by adding stone dust to the wet mixture or by painting after it cures. Historic stucco is sometimes incorrectly viewed as a sacrificial coating, and consequently removed to reveal stone, brick, or logs that historically were never intended to be exposed.

Stucco is a material of deceptive simplicity: in most cases its repair should not be undertaken by a property owner unfamiliar with the art of plastering. Successful stucco repair requires the skill and experience of a professional plasterer.

For Reference

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 22: [The Preservation and Repair of Historic Stucco.](#)

Appropriate

- Existing historic stucco surfaces should be maintained, repaired, and replaced in-kind when needed.
- New stucco should match the original stucco in color and texture.
- Stucco can be protected with a sealant after consultation with a preservation expert.

Not Acceptable

- Do not apply stucco to brick or stone surfaces to avoid repointing brick.



Figure 73: Example of textured stucco applied to masonry within the commercial district.

Standard 24. Foundations

The foundations for commercial and institutional buildings within the DeFuniak Springs Historic District and Downtown Business District primarily consist of brick pier and brick or poured concrete foundations. Those with pier foundations typically feature additional screening including decorative brick, lattice, or a variety of other materials to obscure the crawlspace under the property.

Uncontrolled moisture is the most prevalent cause of deterioration in older and historic buildings. It leads to erosion, corrosion, rot, and ultimately the destruction of materials, finishes, and eventually structural components. Ground moisture can penetrate through cracks and holes in foundation walls and piers or can migrate up from moisture under the foundation base. Regularly inspecting house foundations and mitigating water buildup is crucial for maintaining structural integrity, preventing costly repairs, and protecting the home's value.

For Reference

Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)

Appropriate

- Proper drainage should be prioritized by keeping gutters and downspouts clear.
- Foundations should be regularly inspected for cracks or other signs of damage and addressed promptly.
- Conceal, insulate, and protect utility connections and any ducts or pipes located underneath a building with an open foundation.



Figure 74: Example of a typical brick/concrete block pier foundation.

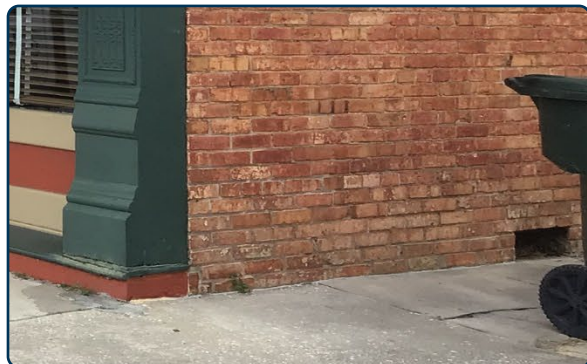


Figure 75: Example of a typical brick slab foundation with vent.

Standard 25. Decorative Architectural Features

Character-defining details and ornamentation can be found primarily on the front façade of a historic commercial building and are essential to conveying the age and architectural style of a property. Examples of these decorative architectural features include parapets, cornices, windows, storefronts, doors, etc. These details can be constructed of a wide variety of materials, such as wood, brick, stone, terra cotta, and metal.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)

Appropriate

- Maintain original historic details and ornamentation.
- Repair deteriorated details and ornamentation. Only the deteriorated elements should be replaced, matching the original in material, size, profile, and texture as closely as possible.
- Replace missing details and ornamentation based on documentary evidence.

May Be Appropriate

- Repairing deteriorated details and ornamentation with a substitute material, only if visually, physically, and chemically compatible with surrounding original materials.

Not Acceptable

- Adding conjectural features or historically incorrect details or ornamentation to a building.
- Removing or covering details or ornamentation.

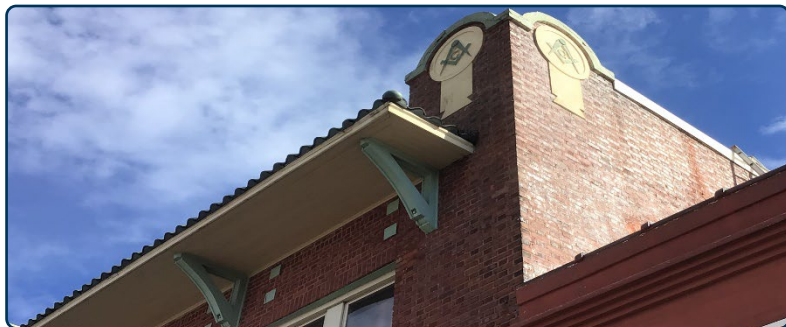


Figure 76: The bracketed canopy and stone symbol along the parapet define this historic commercial building and should not be removed or altered.

Standard 26. Doors

Main entry doors on commercial buildings usually indicate the prominence of the business but can also be designed to have a warm, welcoming appearance while side and rear doors are usually more utilitarian. Historically, commercial doors were often constructed of wood frame with a large, inset plane of glass. A transom window, often operable, is typically located above the doors. Main entry doors designed as part of a storefront were often recessed to provide protection from the weather and allow more room for the display of products within the recessed entry.

See [Chapter 7. Substitute Materials](#) for additional guidance.

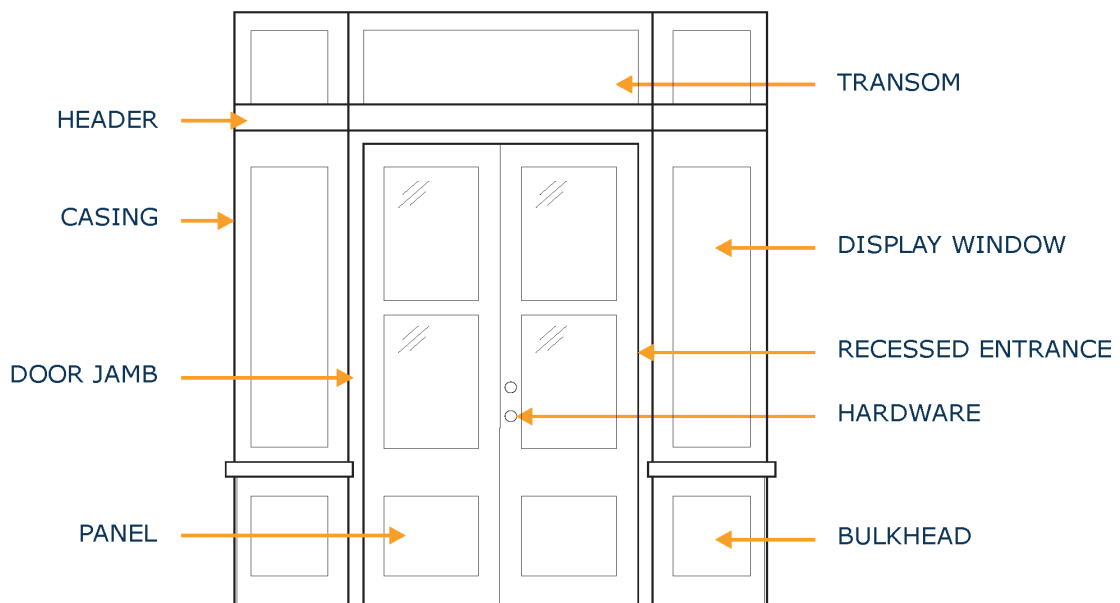


Figure 77: Diagram of typical door parts.

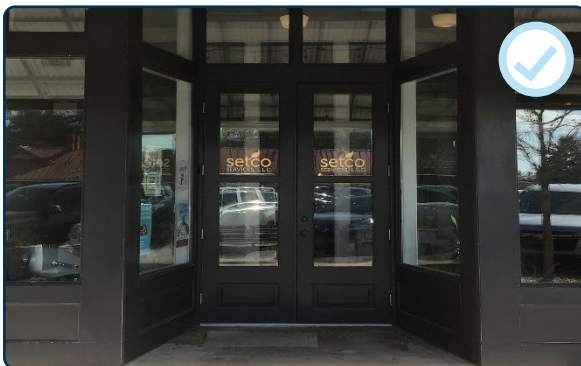


Figure 78: Appropriately preserved historic wooden commercial doors.

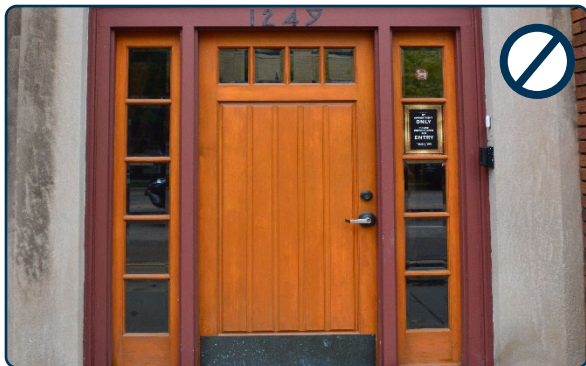


Figure 79: Inappropriate replacement of a historic commercial door.

Appropriate

- Maintain and repair historic doors, hardware, screens, and surrounds.
- Replace inappropriate doors or surrounds with an appropriately designed door or surround based on documentary or photographic evidence.
- Match new or replacement hardware to the original finish, type, and style.
- Where doorways must be altered, the alteration should respect the historic character of the building.

May Be Appropriate

- Installing new, code compliant doors that are appropriate to the style of architecture on public building.
- Security doors may be appropriate on the front entrance if they allow most of the historic door to remain visible.
- When no documentary evidence of original doors or surrounds exists, a new door's design should be complimentary to the character of the elevation in which it is located.
- Installing additional doors at the side or rear of a property when needed.

Not Acceptable

- Installing inappropriate replacement doors, such as solid doors to the main entrance of a commercial building, or doors that do not keep with the character of the building.
- Adding a new door to a building's front façade.
- Converting window openings to door openings on any elevation of a building, but especially on elevations visible to the public.
- Installing kickplates, closers, padlocks, deadbolts, locksets, security hardware, or other elements that are not compatible with the original hardware.



Figure 80: Appropriate replacement storefront door that maintains the character of the historic storefront.



Figure 81: Inappropriate replacement storefront door that doesn't match the building's fenestration.

Standard 27. Windows

Windows are among the most prominent features of a historic building and are important architectural elements of the building façade. The decorative elements of windows, such as the sash, muntins, and sill, as well as the wood or masonry materials that surround them, are designed to complement the exterior detailing of the building.

When properly maintained, historic wood windows can have a serviceable life of 150 years. While many windows are replaced under the guise of “energy efficiency,” historic windows, when properly maintained and with appropriate storm windows, can be just as efficient as modern windows. Weatherstripping and caulking can be used to improve the thermal and acoustic performance of an existing window.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)

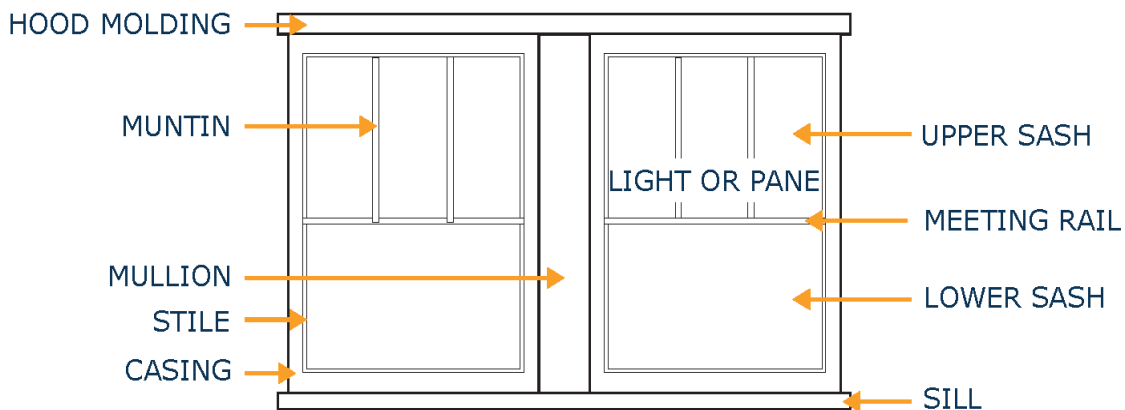


Figure 82: Diagram of typical window parts.

Appropriate

- Maintain the condition of historic windows through routine maintenance such as weatherstripping and reglazing.
- Retain and repair historic window sashes, exterior cap moldings, sills, and frames.
- If replacement is deemed necessary, replacement in-kind with original window material of similar size, configuration, and molding profile.
- The replacement of inappropriate prior replacements, such as vinyl units, with more historically appropriate units.
- If aluminum frame storm windows are added, the aluminum elements should be painted to match the window trim. The dividers of the aluminum window should match those of the existing windows.
- Missing elements should be replaced in-kind and informed by documentary evidence.

May Be Appropriate

- Replacing original window with aluminum, aluminum clad wood, or fiberglass windows on non-primary elevations with minimal visibility from the public right-of-way.
- Replacing vinyl windows in-kind.
- Installing a storm window on the interior of a window.

Not Acceptable

- Replacing a historic window with a vinyl replacement.
- Changing the size of window openings.
- Enclosing historic window openings, including basement windows.
- Adding window openings where there was not a window historically.
- Installing screen or storm windows that conceal the glass and/or do not properly align with the sash.



Figure 83: Appropriately preserved wood window types.



Figure 84: Inappropriate replacement window type that lacks appropriate muntins and meeting rails.



Figure 85: Maintained character-defining window on commercial property.



Figure 86: Inappropriate window infilled with masonry and new windows..

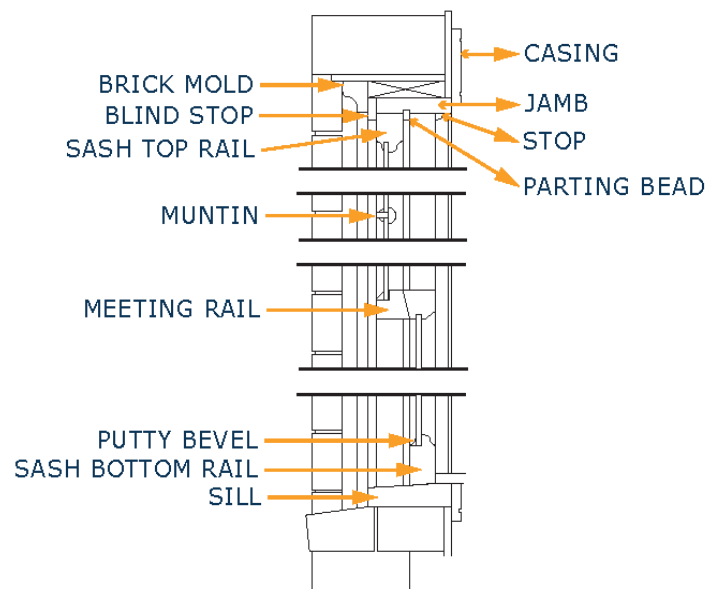


Figure 87: Diagram of typical wood window section.

Standard 28. Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features. A variety of roof types are common within commercial area of DeFuniak Springs and are largely dependent on the architectural style and form of the building. Typical roofing materials within the commercial and institutional area include built-up composition, composition asphalt shingles, terra cotta, and metal crimp surfacing.

An existing roof's original shape, pitch, and decorative details should be retained. Alterations, such as roof decks, vents, skylights, and mechanical and electrical equipment (such as solar panels), should be installed so that they are not visible from the public right-of-way and do not damage historic fabric. On properties sited on corner lots with few non-visible rooftop locations, consider locating equipment in a location that minimizes their visibility as much as possible.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)

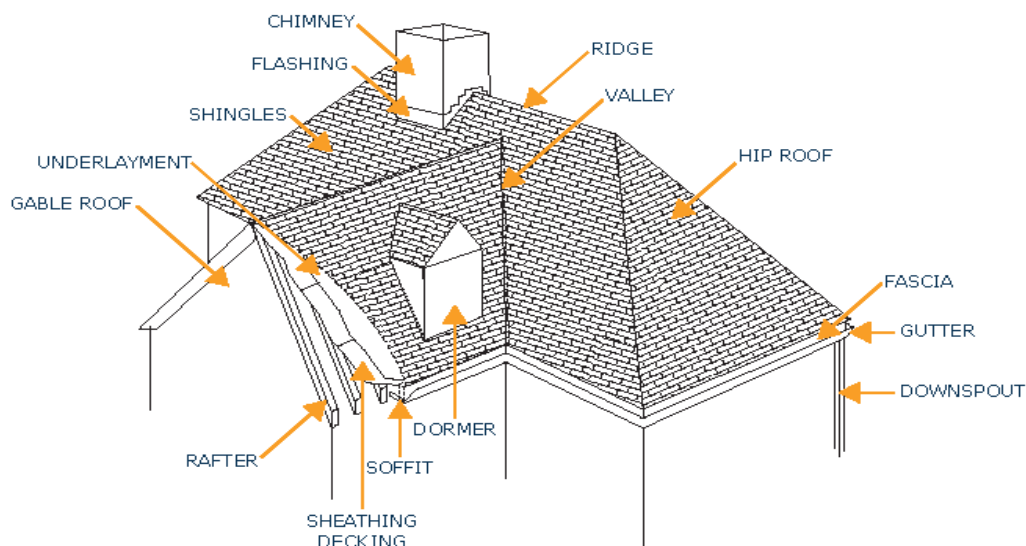


Figure 88: Diagram of typical roof parts.

Appropriate

- Preserve the historic shape and slope of the roof on both the main building and associated accessory buildings.
- Retain historic roofing details such as roofing material, parapets, cornices, and corbelling.
- Retain and repair visible historic roofing materials where feasible.
- Replace damaged historic roofs with the same roof form or a similar form complimentary to the architectural style.
- Coat and seal flat roofs per the manufacturer’s recommendation, typically every five years.
- New roofing should match the existing material or be a roofing material that is consistent with the building’s architectural styles.
- Keep gutters and downspouts clear of debris and in good repair.
- Make sure that gutters and downspouts are properly connected and direct water away from the building.

May Be Appropriate

- Replacing a historic roof material at the end of its useful life with a new material that successfully mimics the texture, pattern, and color of the original, such as heavyweight architectural shingles.
- Changes to the roof that are not visible from the road or the ground, this includes roofing material on flat roofs.

Not Acceptable

- Increasing the height or changing the shape of a roof.
- Decorative details that cannot be documented as having existed on the roof should not be added, this includes weather canes, cupolas, and dormers.
- Replacing an entire roof or isolated sections of a roof with materials that do not match the size, style, texture, and color of the historic materials.

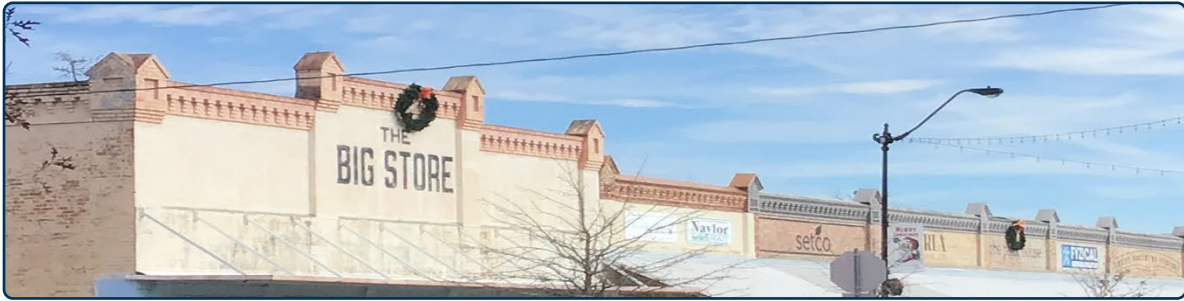


Figure 89: Most of the masonry vernacular roofs in the commercial district are flat with parapets.



Figure 90: Masonry vernacular flat roofs also commonly feature stepped parapets.



Figure 91: Many gable roof commercial buildings are clad in metal.



Figure 92: Appropriate downspout extensions that are a part of a flat roof system.

Standard 29. Porches

A few properties, both commercial and residential, within the Downtown Business District and the DeFuniak Springs Historic have front and side porches, ranging from partial-width, full-width, and wrapping. Porches are used for socializing outdoors and often contain many decorative elements. They are especially susceptible to deterioration and were historically altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches.

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 45: [Preserving Historic Wooden Porches.](#)

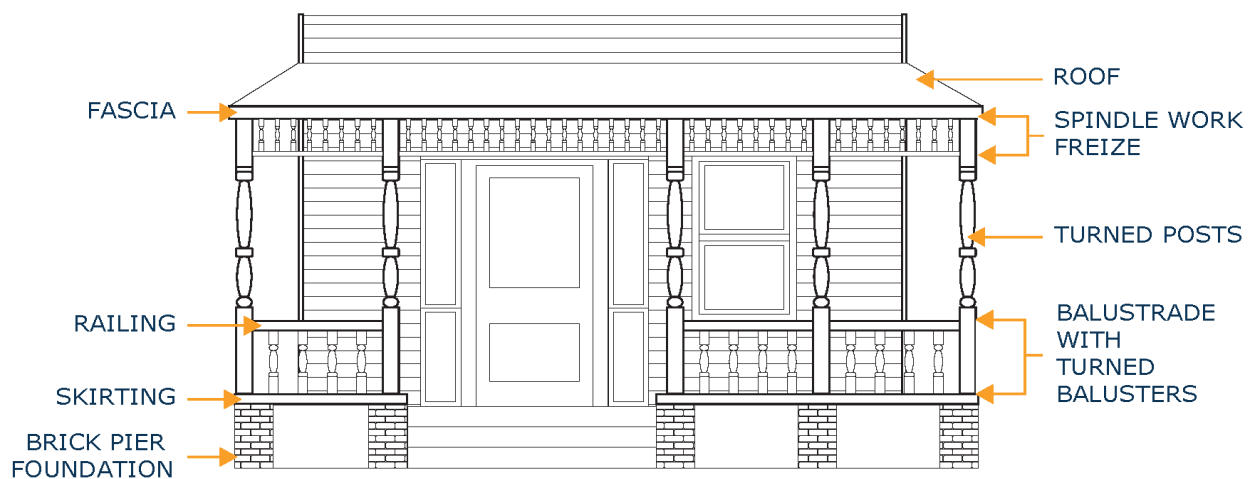


Figure 93: Diagram typical porch parts.

Appropriate

- Maintain and repair original porches, including steps, flooring, ceiling, columns, roof, details and ornamentation (such as roof brackets, exposed rafters, balustrades, railings, column supports, location of steps, and spindle work) where possible.
- If porch features are to be repaired or replaced, they shall match the original feature in material, size, design, detail, scale, and finish.
- Keep wooden surfaces painted and keep up with general maintenance.
- Replace missing posts and railings where necessary to match size, shape, profile, proportion, and spacing to the historic feature.
- If a porch is not visible from a primary public right-of-way, it may be enclosed (or screened in) if done in a manner that does not significantly alter the original character of the porch.
- It is appropriate to remove enclosures to reveal the original porch and details.

May Be Appropriate

- Alternate or synthetic material may be allowable on a side or rear porches if new material, size, scale, and overall appearance match the historic feature.
- A new porch may be added to a side or rear façade if designed to be compatible with the overall character of the building.
- If a side porch is to be enclosed or screened, a clear or transparent material should be used and the infill material should be placed behind porch columns.

Not Acceptable

- Installing decorative elements to the porch that are not acceptable to the style of the building.
- Adding a new porch to the front façade of a contributing building unless historical evidence exists to indicate a porch previously existed.
- Enclosing a porch located on the front façade or visible from a primary public right-of-way.



Figure 94: Appropriate porch addition on the front a commercial block.

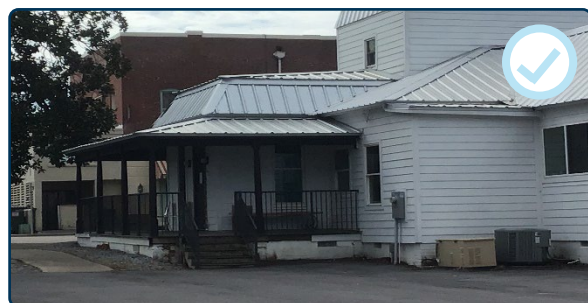


Figure 95: Appropriate porch on a commercial property.

Storefronts

Storefronts are some of the most important elements of the front façade of commercial buildings within the Downtown Business District and the DeFuniak Springs Historic District. They help attract customers and clients to a business by providing an inviting appearance and allowing view into the ground floor. Traditional storefronts are composed of a storefront cornice, signboard area, display windows, and framing elements consisting of storefront piers and bulkheads.

Standard 30. Entrances

Large plate glass windows at the street level of the façades were the foremost features of traditional storefronts of the late 19th and early to mid-20th centuries. Display windows rest on lower panels called bulkheads which may be made of wood, brick, tile, or other materials. Doors and entrances are also important as visual components of commercial buildings. Single- or multi-light glass and wood doors were a common entrance design for commercial buildings from the late 19th to the early 20th centuries. Storefronts with recessed entrances both draw pedestrians into the store and maximize the display window area. The combination of these features creates a display space that also allows light to enter the store.

In DeFuniak Springs, as across the nation, a change in aesthetic preferences occurred after 1900 as Americans embraced their colonial roots. This trend away from elaborate Victorian architecture was evident in commercial buildings, which became more simplified in their detailing. They emphasized form-to-function over ornamentation. Cast iron pilasters and sheet metal at cornices fell out of favor. Instead, different brick surface textures and colors provided decoration to upper façades.

See [Chapter 7. Substitute Materials](#) for additional guidance.

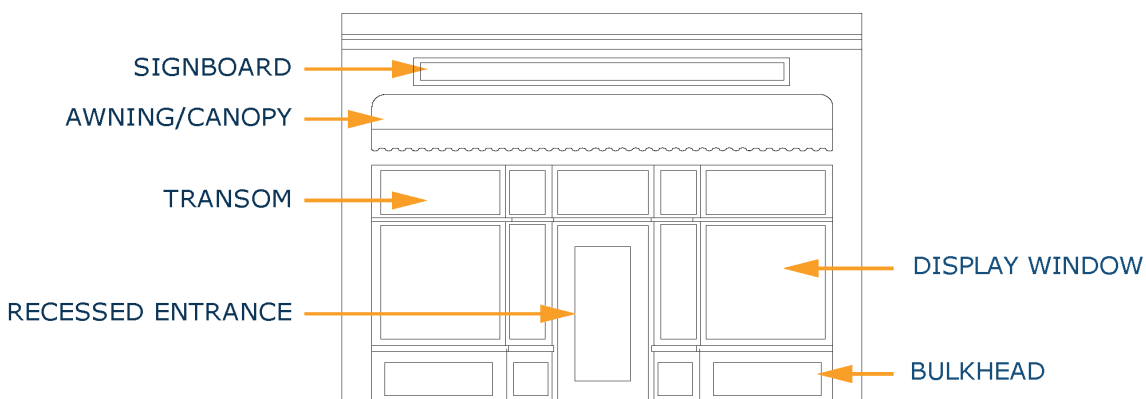


Figure 96: Diagram of typical storefront features.

For Reference

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

Appropriate

- Repaint storefront features in colors that are appropriate to the building and district.
- Display windows should be of clear glass, without dark tint. If privacy is desired use blinds or drapes on the inside of the window.
- Retain and preserve openings and details of doors, such as trim, glass, lintels, transoms, thresholds, and hardware.
- Repair original doors and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- If replacement of an entire storefront feature, or deteriorated historic bulkheads and display windows is necessary, replace it in-kind matching the original feature in design, dimension, detail, texture, color, material.
- If display windows and bulkheads are missing, replace them based on accurate documentation. If accurate documentation is not available, then utilize a traditional design based on similar historic bulkheads and display windows of the same period in the downtown area.

Not Acceptable

- Replacing or covering wooden storefront and entry elements with contemporary substitute materials such as aluminum or vinyl.
- Filling in existing door openings or covering them with plywood.
- Replacing doors with stock doors that do not fill the original openings or duplicate the unit in size, material, and design.



Figure 97: Appropriate replacement of a wood bulkhead on a historic storefront.



Figure 98: Historic storefront that has been inappropriately replaced.

Standard 31. Upper Façades

The front elevations of DeFuniak Springs' commercial buildings are generally composed of a storefront and an upper façade with their own distinctive designs and features. Most of the historic downtown buildings are one- or two-stories in height and were designed for commercial use on the street level and office, mercantile, or residential uses on the upper levels. The upper façades of DeFuniak Springs' downtown buildings are typically constructed of brick with varying levels of detail including brick corbelling; quoins; dentils; brackets; pressed tin and sheet metal cornices; and arched and rectangular windows. Windows and additional materials are addressed in separate sections of these guidelines.

The upper façades of two-story commercial buildings typically have rows of windows, allowing natural light into the upper floor or floors. Exterior masonry walls often included decorative brickwork known as corbelling, with patterns of stepped bricks to provide small areas of additional texture and embellishment. Such architectural detailing was commonly located along the brick or metal cornice at the roofline and perhaps in upper pilasters.

The form of the parapet, be it flat, stepped, curved, or another shape, is often a character-defining feature of a commercial building. Parapets are especially prone to deterioration given their placement above the roof and exposure to the elements. Parapets should be regularly inspected and repaired to prevent loss of material or the entire feature itself. Maintain the historic parapet form when repairing or replacing a parapet.

See [Chapter 7. Substitute Materials](#) for additional guidance.

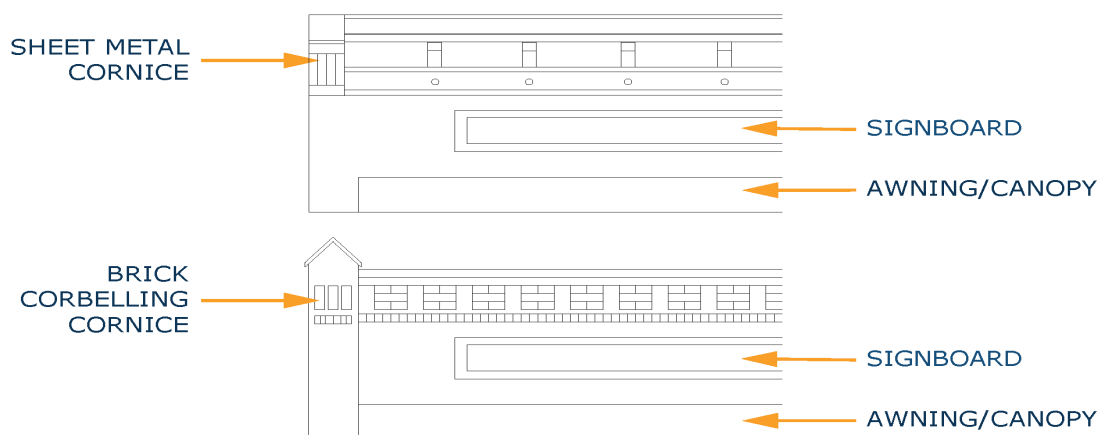


Figure 99: Diagram of typical storefront upper façades located on roof parapets.

Appropriate

- Buildings shall retain and preserve features that contribute to the overall design of the building including cornices, parapets, windows, and details.
- All material components of existing parapets and cornices, which can include coping, street facing signage, date stones, and/or masonry construction material should be retained and maintained.
- Clean painted surfaces regularly using the gentlest means possible and repaint only when the paint film is damaged or deteriorated.
- If replacement of a deteriorated detail or element is necessary, match the original detail or element in design, dimension, color, and material.
- The removal of non-historic additions to upper façades such as metal fronts, stucco, or other materials which conceal the original façade is encouraged, this also includes inappropriately altered parapets. Replace missing features in-kind using photographic or documentary evidence when possible.

Not Acceptable

- Replacing, removing, or covering historic upper façade features such as cornices, parapets, and ornamentation.
- Adding conjectural features or historically incorrect details or ornamentation to the upper façade of a building.



Figure 100: Preserved upper façade that features a pressed tin cornice on a two-story commercial building.



Figure 101: Inappropriate removal of contributing windows on the upper façade of a historic commercial building.

Standard 32. Awnings and Canopies

Historically, awnings were commonly found on over most storefronts and sometimes on the upper floor front façade windows of commercial buildings in DeFuniak Springs. Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. They also can be used as a secondary location for signage.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant. There are also a variety of flat metal awnings present in DeFuniak Springs, some even featuring wood or metal support columns.

For Reference

Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- Awnings can be mounted over storefronts and should be consistent in size and shape with other awnings used on adjacent buildings.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.



Figure 102: The commercial district features a variety of canvas and metal awnings above storefront entrances.

Exterior Lighting

Standard 33. Exterior Light Fixtures

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often full illuminated to confirm their importance to the entire community. Due to the large presence of awnings and canopies, most lighting on commercial buildings in DeFuniak Springs is located within the recessed entries.

Appropriate

- Retain and maintain historic light fixtures.
- Repair deteriorated or damaged light fixtures.
- Replace missing or damaged light fixtures with replacements that replicate originals or other similar examples appropriate to the character of the building.
- Install unshielded floodlights to illuminate a building façade when full illumination is supported, such as on public, institutional, and religious buildings.
- New fixtures should be installed in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).

May Be Appropriate

- Replacing missing or damaged light fixtures with modern light fixtures.
- Where light fixtures did not exist, new light fixtures should be unobtrusive and not damage or obscure architectural features.

Not Acceptable

- Over- or under-illuminating buildings in ways that does not match historically.
- Flashing and blinking lights are not acceptable.
- Avoid the addition of streetlights in styles that are inconsistent with the decorative lighting fixtures found throughout the district except where required by health and safety or traffic codes.

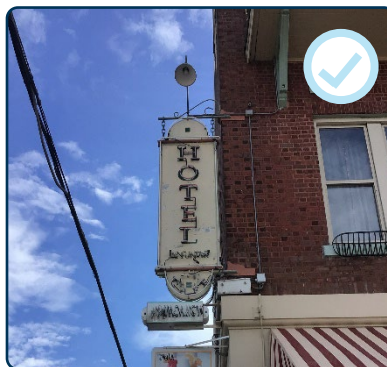


Figure 103: Preserved historic exterior lighting associated with a historic hotel.

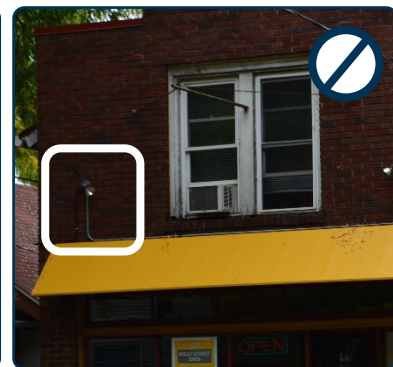


Figure 104: Example of inappropriate floodlights on a historic commercial building

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 34. General Utilities

Appropriate

- Place electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or a nonvisible side of the property.
- Exterior conduit and housing utilities should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned to not be visible from the street.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Damaging historic material to install utilities.



Figure 105: Appropriate location of general utilities on side and rear façades within an alley in the commercial district.

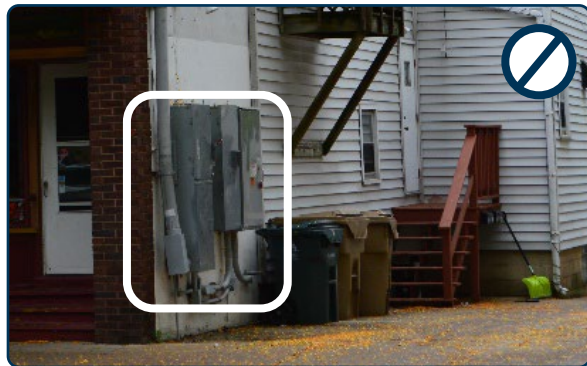


Figure 106: Example of inappropriately located utility installations on a commercial building that have not been screened.

Standard 35. HVAC

For Reference

Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)

Appropriate

- Retain and maintain existing functional and efficient HVAC systems.
- Upgrade existing systems to increase efficiency when the existing system has reached the end of its useful life.
- Increase efficiency of HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.



Figure 107: Appropriate location for the installation of an HVAC system at the rear of a historic commercial building.

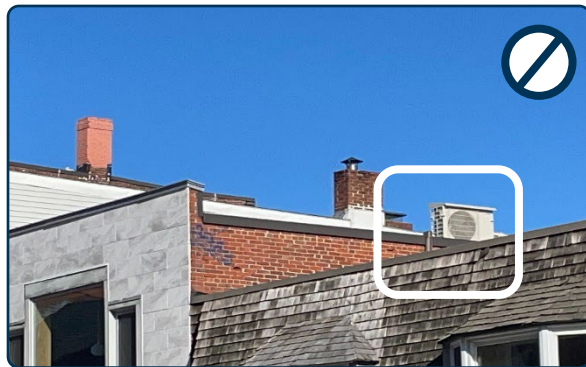


Figure 108: Inappropriate new air conditioner visible from the front façade.

Standard 36. Satellites and Antennas

Appropriate

- Install ground equipment or satellites in the rear or on non-visible sides of buildings and employ fencing or plantings for screening where needed.
- Install equipment in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).
- Employ a setback and limit antenna heights to the lowest effective height.



Figure 109: Appropriate location of antenna on the side elevation, set back from the street.

Not Acceptable

- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.
- Utilizing screening or “stealth” enclosures that create a false sense of history, such a faux parapets or chimneys.



Figure 110: Inappropriate location of a satellite on the front façade of a commercial building.

Energy Conservation

Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of their historic building or the historic district. Take a holistic planning approach that considers the entire building, its existing systems, and its site and environmental considerations as well as the potential impact on historic materials and features and on the district as a whole.

Before committing to a system that requires the installation of new equipment onto the exterior of your historic building, it is recommended that a property owner obtain an energy audit from a certified energy efficiency contractor. This will inform the property owner where a building is losing energy and provide a prioritized list of recommended retrofits.

For Reference

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

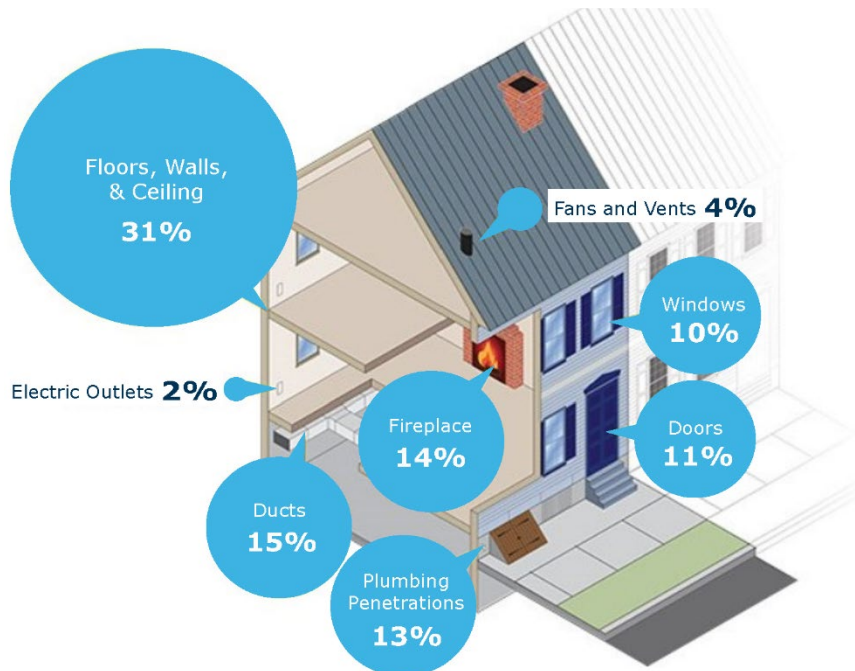


Figure 111: Where air escapes from a residence (by percentage) – Image based on data from Energy Savers, U.S. Department of Energy (Source: Blank Space LLC).

Standard 37. Solar Panels

The Florida Solar Rights Act, or Florida Statute 163.04 forbids ordinances, deed restrictions, covenants, or similar binding agreements from prohibiting solar equipment use. Under this law, a property owner may not be denied by “any entity granted the power or right in any deed restriction, covenant or similar binding agreement to approve, forbid, control, or direct alteration of property...” permission to install a solar collector, clothesline, or other energy device using renewable resources.

There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on commercial properties and result in minimal or no effects on historic properties when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials; they should not replace original or historic materials. Freestanding systems should be installed in locations that minimize visibility from the public right-of-way and their placement and design should not detract from the historic character of the site or destroy historic landscape materials. Solar shingles will be approved on a case-by-case basis.

Appropriate

- Install solar panels on a flat roof or rear slope not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 112: Example of solar panels installed on the roof of a historic commercial/industrial building

Additions

Additions to historic buildings should be designed and constructed so that the character of the original building is not adversely affected. Additions to original buildings may affect the appearance of the historic structure or character of the historic district as well as the external walls, roofing, drainage system, HVAC, and other building services. New structural loads may be imposed on existing walls, especially if the new addition is more than one story high. Small additions typically include fire stairs, mechanical equipment, storage areas, decks, entryways, porches, etc. All additions shall be sensitive in style, size, and location to the historic building and the immediate surroundings within the historic district. Careful planning, staging, and phasing shall be considered to minimize disruption of original building systems, components, and operations.

New additions should reflect but not copy the historic nature of a building's style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but may be appropriate under special circumstances and care.

For Reference

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

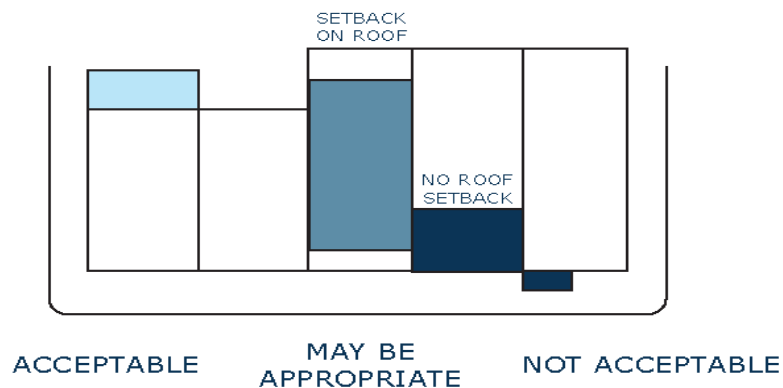


Figure 113: Diagram of appropriate and inappropriate locations of additions.

Standard 38. Enlarged Footprint Additions

Additions that increase the footprint of a structure are the most recommended over additional stories. While rear additions are the most preferred to not impact a building's historic character, side additions may be appropriate on a case-by-case basis.

Appropriate	May Be Appropriate	Not Acceptable
• Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings. • Materials for the new addition should complement or otherwise harmonize with the historic materials. • Additions should not imitate earlier architectural styles.	• Addition located on the side of the building if they align with the façade of the main building and respect the alignment and setback of other buildings on the street. • Additions located on the rooftop only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character-defining rooftop features.	• Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows – are inappropriate. • Disproportionate building mass and roof pitch when compared to the main structure.



APPROPRIATE



NOT ACCEPTABLE

Figure 114: Diagram of the appropriate and inappropriate scale and fenestration of side additions.

Standard 39. Additional Stories

Although it is possible to add additional stories to historic buildings, it is frequently difficult to avoid adversely impacting the building's historic character. Where possible, rear additions are usually preferable.

Appropriate

- Rooftop additions should be set back from the front façade to limit their visibility from the street and allow the historic mass to read as intended by its design.
- Rooftop additions should use similar roof forms to the original building.
- Rooftop additions should be placed to avoid removal or alteration of character-defining features, such as parapets and other roof-top features.



Figure 115: Appropriate rear additions on a mixed-use property in the commercial area.



Figure 116: Inappropriate front commercial addition that obscures the historic residence.

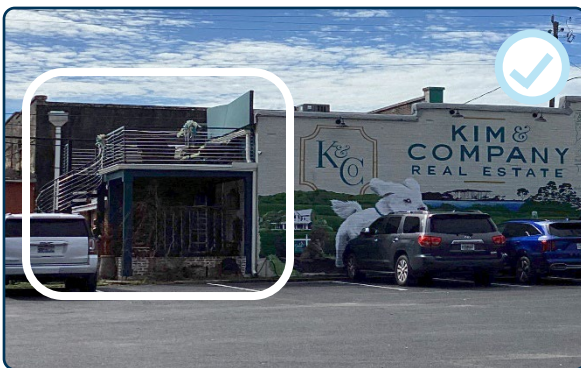


Figure 117: Appropriate rear rooftop addition.



Figure 118: Inappropriate rooftop addition with incompatible fenestration.

Paint and Color

Paint color is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>

Standard 40. Paint

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated. Paint that is known to have been applied before 1978 should be lead-tested before scraping or sanding. If lead paint is found, appropriate abatement or encapsulation should be undertaken.

Appropriate

- Paint or stain shall be applied to protect wood and metal features.
- Historically painted or stained wood features should be repainted or restained.



Figure 119: Cast iron pilaster and wood bulkhead that should continue to be painted for protection.

5.7. STANDARDS FOR NEW CONSTRUCTION

The following guidelines are intended for new commercial and institutional construction within the Downtown Business District and the DeFuniak Springs Historic District. Infill buildings should be compatible with the overall historic and architectural character of the area, yet they should also be recognizable as products of their own time. Compatible new construction strengthens the historic streetscape by filling in the gaps left by homes lost to demolition while reinforcing the neighborhood's residential character and scale.

To ensure compatibility with contributing historic structures within the Downtown Business District and the DeFuniak Springs Historic District, designs for new buildings should strive for compatibility with the following characteristics of buildings within the historic district:

- a) Height, scale, orientation, spacing, and site coverage of surrounding buildings.
- b) Façade proportions and window patterns of surrounding buildings.
- c) Size, shape, and proportions of entrances of surrounding buildings.
- d) Materials, textures, color, and architectural details of surrounding buildings.
- e) Roof forms of surrounding buildings.
- f) Horizontal or vertical emphasis of surrounding buildings.
- g) Landscaping, walls, and fences in the surrounding area. New buildings should be compatible with the existing environment without exactly duplicating existing buildings. Any new construction should be a product of its own time.

See [Chapter 4.6 Design Principles](#) for additional guidance.

Standard 42. General Standards for New Construction

Appropriate

- Use surrounding historic buildings to inspire new construction.
- Maintain the design of the neighborhood and design new structures to be compatible within its specific context.
- Site new construction on existing vacant lots.
- The width and proportion of infill buildings should be similar to or compatible with surrounding buildings.
- Construct new buildings to a height compatible with adjacent buildings.
- Maintain solid-to-void (wall-to-window) ratios as found on surrounding historic buildings.
- Orient new construction toward the street and align new buildings with the setback of the surrounding buildings.



Figure 120: Appropriate new construction with compatible massing, alignment, scale, and fenestration.

Not Acceptable

- New construction that is not compatible with its surroundings or reflect historic design features.
- Aligning new construction with a shallower or deeper setback than is extant on surrounding buildings.
- New construction with blank facades.
- Using modern dimensions that are out of scale with the surrounding neighborhood.
- Using roof forms not seen historically on a primary structure.

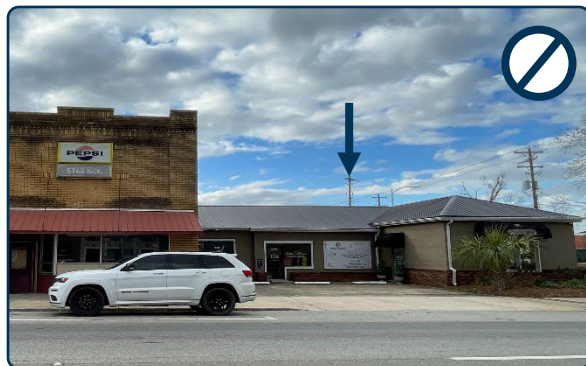


Figure 121: Inappropriate new construction with incompatible massing, alignment, scale, height, setback, and rhythm.

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. All new commercial or public buildings should be constructed with ADA features in their design. Applicants are encouraged to work with the Planning Department early in the planning process to develop creative design solutions to meet relevant standards preserving the integrity of the property. Minimize the visual impact of new accessibility and safety features, such as elevator additions, widened entrances, exterior stairs, or sloped paved surfaces through compatible design and discreet siting. New construction should meet both federal standards, as defined in the ADA, as well as any applicable accessibility requirements defined in the current Florida Building Code (FBC).

Standard 43. New Construction Railings

Appropriate

- Railings should be constructed with complimentary materials to the new structure and surrounding district.
- Handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces (FBC).

Standard 44. New Construction Ramps, Exterior Stairs & Fire Escapes

Appropriate

- Construct ramps of concrete or wood painted to blend with surrounding materials.
- Ramp, exterior stair, or fire escape design, including its railings, should be simple.
- Ramps should be located on the rear or side elevations rather than on the primary façade.
- Construct a fire escape or exterior stair on a secondary elevation that is not highly visible from public spaces.

May Be Appropriate

- Installing a ramp, exterior stair, or fire escape on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Standard 46. Elevators

Appropriate

- Elevator placement, type, and functionality impact the overall building design, efficiency, and accessibility. Early consideration when designing new construction that requires an elevator ensures a smooth and efficient elevator system that integrates seamlessly with the proposed building's layout and functionality.



Figure 122: New construction commercial building with an appropriate ramp.

Building Materials

Standard 47. New Construction Materials

The materials used for walls, sloped roofs, and other visible elements of historic buildings should be carefully considered when designing a new building or addition. Designs for new buildings should utilize materials that are the same or similar to those found on buildings in the surrounding area in order to tie into the streetscape. Traditional wall materials found within the Downtown Business District and the DeFuniak Springs Historic District include wood and masonry. Metals were primarily used for roofing, details and ornamentation, and landscape features.

The size, texture, surface finish, and other defining characteristics of exterior materials are just as important as the type of material. For example, in a street of red brick façades, a new building constructed of glazed white brick would probably not be compatible.

Use of contemporary building materials on new construction within a historic district is more tolerable because the use of contemporary materials assists in making the new construction appear a product of its own time, rather than conveying a false sense of history. These may include engineered polymer, engineered wood, fiber cement board, or “smart siding.” However, such materials should still contribute to the visual continuity within its context and appear similar to those seen traditionally. The use of such materials will be approved on a case-by-case basis by the Planning Director based on the proposed design and character of the surrounding area.

See [Chapter 7. Substitute Materials](#) for additional guidance on appropriate contemporary materials.

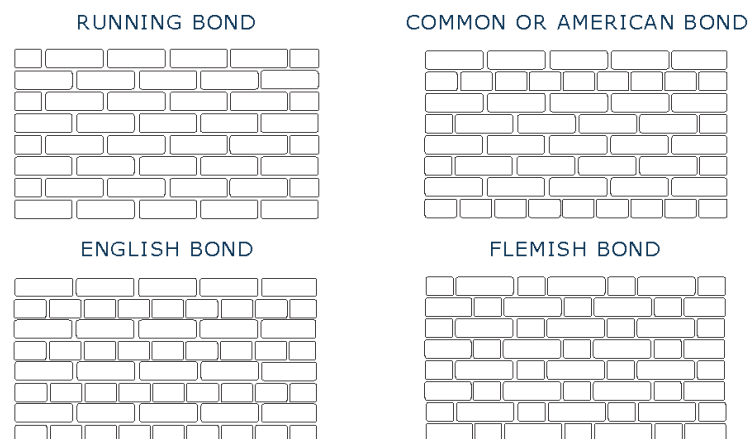


Figure 123: Diagram of typical brick bonds.

Appropriate

- Traditional materials such as masonry and wood are encouraged for exterior materials on new construction. If wood or contemporary siding is used, the boards must be laid in a historically accurate manner, such as drop siding, weatherboard, board-and-batten, and patterned shingles.
- Consider alternative exterior siding materials, such as engineered polymer, engineered wood, and fiber cement board, that are compatible but subtly discernible from historic materials.
- Any materials on new construction shall not detract from historic building materials on adjacent properties.
- Materials proven to be durable in the DeFuniak Springs climate.
- Use of accents that mirror those found on a historic commercial or institutional property.

Not Acceptable

- The use of vinyl or metal as the material for siding, soffits, fascia, or skirting of a new construction.
- Incorporating materials differently than the way they were used traditionally.
- The use of a variety of building materials on a façade.
- The use of products with short lifespans.
- The use of products manufactured using harmful chemicals.



Figure 124: New commercial construction should be constructed with materials compatible to surrounding historic buildings.

Standard 48. Details and Ornamentation Design in New Construction

Many historic buildings in the Downtown Business District and the DeFuniak Springs Historic District contain details and ornamentation in the upper façade or around the storefront. A new building should consider the amount, location, and elaborateness of details and ornamentation on neighboring buildings in its design. Existing details and ornamentation may be used as the basis for those on a new building, but they usually should not be copied exactly so as to avoid creating a false sense of historic development. Details and ornamentation on additions should complement, but not copy, that of the building to which it is attached.

Appropriate

- The details and ornamentation of a new building should be compatible with those of neighboring buildings, or to the building to which it is attached.
- Simple and understated elements are preferred for new construction within the historic district.
- Minimize the amount or type of decoration on the façade. Instead, allow the building's lines and fenestration to dominate.

Not Acceptable

- Introducing dramatically different details and ornamentation on a new building or addition.
- Copying exact details and ornamentation from existing buildings for a new building or addition.



Figure 125: Infill construction should harmonize with, but not duplicate, surrounding historic buildings. This example has minimum ornamentation so that the compatible fenestration dominates.

Standard 49. New Construction Doors

Doors on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- The size and proportion (ratio of width to height) of door openings should be similar and compatible with those on surrounding façades.
- Since storefronts are dominant within the historic district, recessed or flush entries are preferred.
- The street level should be the primary orientation and access for pedestrians.
- Doors within storefronts should be compatible with the design of the storefront. Wood storefronts may have wood doors, and metal storefronts may have metal doors.
- Secondary doors should be understated and simple in design as compared to the main door.

Not Acceptable

- Inappropriately detailed doors, such as solid doors for the main entrance to a commercial building, or doors that are otherwise not in keeping with the character of the building and surrounding district.

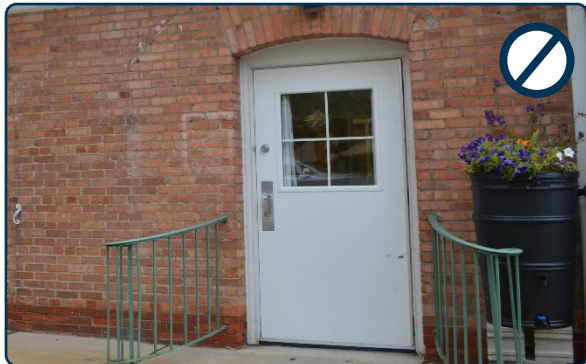


Figure 126: Example of an inappropriate front door to a commercial building that not compatible with surrounding historic examples.

Standard 50. New Construction Windows

Windows on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- Windows should be present on all main elevations.
- Window heights and sizes on new buildings should generally be consistent with that of the surrounding buildings.
- The relationship of voids to solids should be similar to that of neighboring buildings.
- Window orientation should be consistent with the directional expression of surrounding buildings.
- Windows should match the character of the new building's façade. Traditionally styled buildings should have traditional windows, while contemporary or modern style buildings should have modern windows.
- The use of locally manufactured or recycled materials.

Not Acceptable

- Oddly shaped new windows.
- Oversized windows that disrupt the window-to-wall ratio established by surrounding older buildings.
- Vinyl windows are generally not manufactured in historic proportions and are not acceptable for use in the historic district.
- Blank or windowless walls on a front façade are not acceptable.



Figure 127: Appropriate fenestration on new construction.

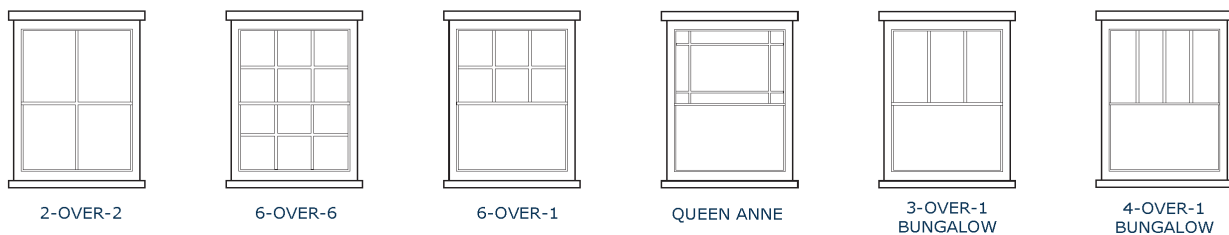


Figure 128: Diagram of typical historic window types.

Standard 51. New Construction Roofs

The roof is one of the defining features of an historic building. The pattern of roof shapes along a street adds to the district's character. To preserve this pattern, new buildings should have roof shapes that are consistent with and complementary to the existing historic roofs in the surrounding area. Most historic roofs on commercial buildings in Douglas' historic district are flat with parapets and therefore the roofing material is not visible from street-level. The introduction of inconsistent roof forms can be jarring to the streetscape and interrupt its historic rhythm. All roof systems should be selected and assembled to resist the environmental forces of nature such as rain, snow, wind, solar radiation, and gravity loads.

Appropriate

- Roof forms should be consistent with and similar to adjacent buildings in form and shape.
- In general, the heights of cornices and parapets on new buildings should match those of surrounding buildings.
- Roof material should generally be consistent with that of adjacent buildings.
- Roof colors, where visible, should be compatible with the color scheme of the new building and buildings in the historic district.
- Locate downspouts in inconspicuous locations on the façade.

May Be Appropriate

- Create a design incorporating a slightly different roof type that is still compatible with the surrounding buildings.

Not Acceptable

- Roofs that vary significantly in shape or pitch from the surrounding district.

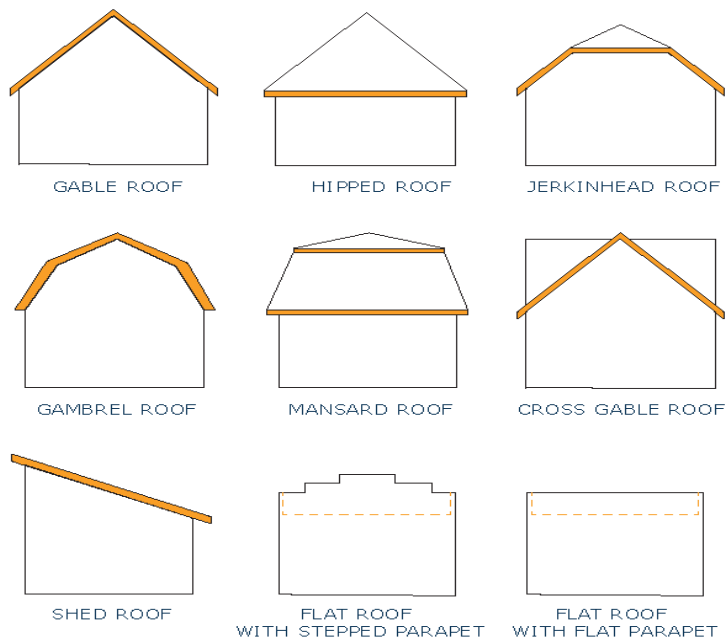


Figure 129: Diagram of typical roof forms.

Standard 52. New Construction Porches and Decks

A few historic commercial and residential properties within the Downtown Business District and the DeFuniak Springs Historic District have front porches that are significant to their front façade. These porches were used for socializing outdoors and often contain many decorative elements. Unlike porches, decks are often open, outdoor platforms extending off the rear or the side of a property. Porches and decks should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.

Historic deck and porch materials typically include wood, brick, stone, and concrete. While porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood, there is a variety of new materials such as fiberglass and vinyl that can be used as well. It should be noted that while some materials may be cheaper, they may have their own disadvantages that should be considered and planned for.

Appropriate

- Use surrounding historic building porch design as inspiration for new construction when appropriate.
- Keep wooden surfaces painted and keep up with general maintenance.
- Avoid locating decks and patios so they are visible from a primary right-of-way on residential properties, employ landscaping and other screening measures as necessary.
- Decks and patios on the side elevation of a commercial property when constructed to be used by patrons.
- Alternate or synthetic material is appropriate for new porches if the material, size, scale, and overall appearance are compatible with the porches in the existing streetscape.

Not Acceptable

- Designing a porch with decorative elements that are not acceptable to the style of the building and to the surrounding district.
- Locating decks and patios so that they are visible from a primary right-of-way when not in use by a commercial property.
- Constructing an enclosed porch on the front façade or visible from a primary public right-of-way.



Figure 130: Appropriate porch design on new construction in the commercial district.

Storefronts

Standard 53. New Construction Storefronts

Storefronts are common elements on many of DeFuniak Springs' commercial buildings as the area has a large concentration of buildings originally used for retail purposes. New construction should include storefronts where appropriate to continue the rhythm and pattern created by existing historic buildings.

Appropriate

- New storefronts should contain all or most of the typical components of a historic storefront, including large display windows over bulkheads, a transom, signboard, and a cornice.
- Design recessed entryways where appropriate.
- The size and proportion (ratio of width to height) of door and window openings should be similar and compatible with those on surrounding façades.
- Wood, finished anodized aluminum, and other metal storefront systems in a variety of finishes are appropriate.

Not Acceptable

- Introducing dramatically different details and ornamentation to a new storefront.
- A new storefront design that copies traditional details or features from neighboring buildings or other structures of the period may give the building a historical appearance which blends in with its neighbors but which never, in fact, existed.



Figure 131: A new construction with a recessed entrance would be appropriate.

Standard 54. Awnings and Canopies for New Construction

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter. They also can be used as a secondary location for signage.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant. There are also a variety of flat metal awnings present in DeFuniak Springs, some even featuring supports.

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- Awnings and canopies may be used over storefronts and should be consistent in size and shape with other awnings used on adjacent buildings.
- Awnings should be mounted to masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.

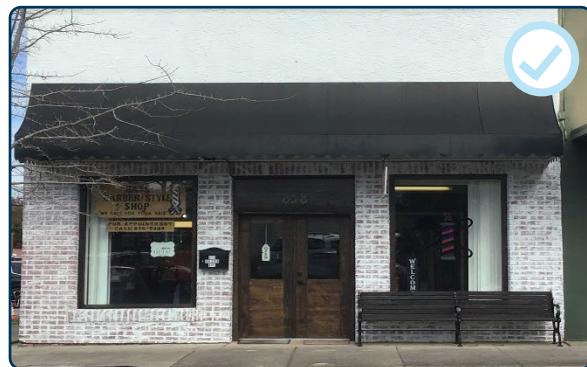


Figure 132: Appropriate awning over commercial storefront.

Exterior Lighting

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often fully illuminated to confirm their importance to the entire community. New construction should utilize compatible lighting with the existing lighting scheme of the district in which it is located.

Standard 55. New Construction Exterior Lighting

Appropriate

- Exterior light fixtures should match the character of the building as well as the historic character of the surrounding area in terms of materials, color, finish, scale, size, and design.
- Place building-mounted lighting to illuminate functional building elements, like entrances and signs.
- Utilize accent lighting to highlight architectural elements. Accent light fixtures should be placed in inconspicuous locations and should generally not be visible from street-level.
- Exterior lighting design should be subordinate to overall façade design.
- When selecting a lighting scheme, consider how the light will affect neighboring properties.
- Pedestrian-scaled lighting should be provided in pedestrian areas on the side or rear of buildings, including bollard lighting or recessed lighting.



Figure 133: Modern lighting that may be appropriate to illuminate the upper façade of a commercial property.

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 56. Utilities in New Construction

Utility design and location should be considered when designing a new building to be unobtrusive as possible.

Appropriate

- Locate electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or other non-visible façade.
- Locate exterior conduit and housing in an inconspicuous area and paint housing to match the exterior surface to which it is applied.
- Place HVAC equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.
- Install satellite dishes on the rear or a non-visible side elevation, in a location as inconspicuous as possible.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.

Energy and Sustainability

New energy conservation devices can be introduced without compromising the historic character of buildings within the local historic district when designing new construction. Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of the surrounding historic district. Take a holistic planning approach that considers the new building design, systems, site, and environmental considerations as well as the potential impact on adjacent historic materials and features and to the districts as a whole.

Standard 57. Energy and Sustainability in New Construction

Appropriate

- Utilize energy efficient windows with low emissivity (“low-e”) glass.
- Install additional insulation in an attic or crawl space as a simple method to make a significant difference in a building’s energy efficiency. Provide sufficient ventilation to prevent moisture build-up in the wall cavity.
- Install operable systems such as storm windows, insulated coverings, curtains, and awnings to enhance the performance of a building’s windows.
- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage adjacent historic buildings.
- Avoid removing existing shade trees or vegetation on the property.
- Use permeable paving where appropriate to manage stormwater.
- Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Employ features that provide natural light to the building interior, such as glass doors and transom, clearstories, and roof monitors.
- Wherever possible, use durable, repairable, and recyclable building materials.

Standard 58. Solar Panels in New Construction

Solar panels should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context. There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on commercial properties and result in minimal or no effects to a roof's design and roofing materials when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials that integrated within traditional roofing materials. Freestanding systems should be installed in locations that minimize visibility from the public right of way and their placement and design should not detract from the historic character of the district or destroy historic landscape materials.

Appropriate

- Install solar panels on a flat roof or rear slope not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 134: Solar panels installed on a flat roof obscured by parapets (Source: ESD Solar).

Color

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Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a paint scheme for proposed new construction, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>



Figure 135: New construction should utilize materials and colors present elsewhere in the district.

CHAPTER 6. DEMOLITION AND RELOCATION STANDARDS

6.1. DEMOLITION

Historic buildings contribute to the overall historical and physical significance of the city; the loss of any one of these historic buildings is a historic loss for the city. As such, demolition is strongly discouraged for any historic building. Demolition results in a loss of architectural and historical integrity and can dramatically change the character of a neighborhood. Demolition is generally discouraged; however, it may be approved in certain situations.

No permit for the demolition of a principal improvement in the Historic District shall be issued until a Certificate of Appropriateness (COA) has been granted by the Planning Director for both the demolition and proposed plans for new construction on the site. Preservation alternatives should also first be evaluated and the site to be demolished should be properly recorded.

Standard 59. Demolition by Neglect

Demolition by neglect is the willful negligence of a historic property in order to hasten its deterioration to a point where demolition is the only option. Property owners are expected to keep their buildings in sound repair in compliance with all applicable codes, laws, and regulations governing the maintenance of property.

Standard 60. Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the Planning Director on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Standard 61. Total Demolition

Total demolition is rarely the best choice, and the Planning Director supports exploring all possible options before considering total demolition.

If Total Demolition is approved, the following measures must be taken:

- a) Document the existing building, site, and setting through photographs, site plans, drawings, and other written measures.
- b) Save reusable architectural materials and features prior to demolition.
- c) Protect significant site features including landscaping and archaeological resources from damage before, during, and after demolition.
- d) Submit post-demolition site development plans to the Planning Director for approval before the demolition.

6.2. RELOCATION

Standard 62. Relocation

Relocation – into or out of a historic district - shall only be considered when there are no other reasonable alternatives to preserving a historic building. Relocation methods include:

- a) Moving the entire structure to a new setting,
- b) Moving the structure in parts to a new setting, or
- c) Disassembling and moving materials from the structure and rebuilding on a new setting.

Regardless of how it is moved, relocating a historic building compromises the building's historic setting and unavoidably impacts original historic material. The goal of a relocation is to minimize impacts on the historic building to be relocated and the impacts on the properties surrounding the proposed relocation site.

CHAPTER 7. SUBSTITUTE MATERIALS

7.1. REPLACEMENT IN-KIND VS. SUBSTITUTE MATERIALS

For additional information and guidance, see the National Park Service’s Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#).

While the preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible, and to replace historic features with like materials where repair is not possible, there are several instances in which utilizing substitute materials may be permissible. Substitute materials are new materials or technology which are designed to simulate the appearance of a historic material.

Replacement In-Kind

Replacement In-Kind means to replace a material with the same material as the existing thing needing repaired. For example, a deteriorated wooden door sash can only be replaced in-kind with wood. Replacement in-kind is the highest degree of integrity available when architectural elements need replacing.

Substitute Materials

Sometimes, replacement in-kind is not financially feasible or necessary to maintain a property’s integrity. It may be appropriate to replace elements of a building with a matching element of a different material, if that material can mimic the appearance of the historic material. Substitute materials are new materials designed to simulate the appearance of a historic material that are often made of synthetics.

Situations in which the use of substitute materials may be appropriate include:

- Where the historic material does not meet existing code requirements.
- When the historic material is unavailable, such as a particular type of slate or old growth lumber.
- Where historic craft techniques or skilled artisans are unavailable.
- When the historic feature has already been lost, and little is known about its original appearance.

Problems associated with using substitute materials include a lack of repairability, and a lack of durability and/or a shorter lifespan as compared to traditional materials. Some substitute materials are physically incompatible with existing historic building fabric and can trap moisture or cause damage to remaining historic fabric due to incompatible thermal expansion and contraction. Substitute materials should not be used to cover existing historic materials or features, and they should not be used to replace sound historic materials for the sake of convenience.

Substitute materials should only be used if they will not damage existing historic features and if they will not negatively alter the appearance of the historic resource. The new material should mimic the original in form, color, and perceived texture. The Planning Director will judge applications which propose the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on each particular situation.

Appropriate substitute materials should be the following:

- Locally manufactured
- Easy to maintain
- Proven to be durable in the DeFuniak Springs climate
- Have long lifespans
- Recyclable
- Made from recycled or repurposed materials
- Not manufactured using harsh chemicals
- Does not off-gas harsh chemicals
- Will not interact negatively with historic building materials

Prior to replacing any material, either “in-kind” or with a substitute, an investigation should be conducted to assess why the material is failing in the first place. Thoroughly assessing the underlying causes of distress allows for a better determination of an appropriate corrective action, which should be performed by a design professional experienced in exterior restoration.

Cost Evaluation

Maintenance of a material, particularly where accessibility is difficult or expensive, can be an important part of a cost evaluation. Maintenance costs should not be considered without also considering life-cycle expenses. While some substitute materials may offer reduced initial costs, they may be as or more costly than traditional materials to maintain over time. For example, many substitute materials are not readily repairable, necessitating full replacement when damaged. The cost to replace a material or assembly at the end of its lifespan may also be greater than the accumulated incremental expense to maintain the historic material, particularly if it is a more traditional, repairable material.

Maintenance cost should never be the sole reason for replacing a historic material that is not deteriorated.

7.2. COMMON SUBSTITUTE MATERIALS

Siding

Maintaining and preserving existing historic siding is the preferred approach in DeFuniak Springs. In many cases when wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Mixing siding materials, either within a wall or on different walls of a building is never appropriate. Only when the entirety of the siding on a building needs to be replaced should substitute materials be considered.

The Planning Director will determine the appropriateness of substitute siding materials on a case-by-case basis. In all cases, the replacement siding should match the historic siding in terms of width, texture, profile, and overall appearance. In cases where replacement of existing synthetic siding is being considered, the Planning Director will determine whether replacement with new synthetic siding or a more historically appropriate material is necessary to achieve an accurate historic appearance on a case-by-case basis.

Wood	Replacement of an existing historic wood siding or shingles with new wood siding matching the size, shape, profile, dimensions, configuration, and key design elements of the original is considered a replacement in-kind and is always the best choice due to its durability and repairability. In many cases where wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Wood siding and shingles should be replaced to match the original size, placement, and design.
Stucco	Stucco surfaces should remain stuccoed. Removing stucco that covers masonry could damage the masonry beneath. Stucco should be repaired to match color, texture, coarseness, and thickness of application of the historic stucco.
Cement Fiberboard	Cement fiberboard, with a smooth finish to mimic planed and painted wood is also an appropriate replacement for existing vinyl, asbestos, or aluminum siding. Proposed replacement siding should have smooth, lap siding finish. Cement fiberboard with a manufactured wood grain finish is

	generally not acceptable as it is less compatible with the appearance of traditional wood siding.
Vinyl	Vinyl siding is not an appropriate replacement material for wood siding, but may be appropriate for replacing existing vinyl, asbestos, or aluminum siding.
Engineered Polymer/Wood	Polymer siding products are more durable than other synthetics, such as vinyl. However, it is not an appropriate covering for visible elevations of a historic building. Engineered wood products, such as LP Smartsiding, can be an appropriate replacement siding for the rear, nonvisible elevations of a building.
Metal	Metal is not an appropriate siding choice in the historic districts, including products that try to mimic historic patterns.



Figure 136: Unpainted wood shingles.

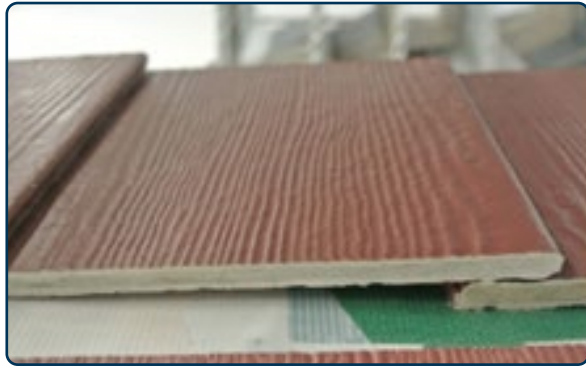


Figure 137: Fiber cement board.



Figure 138: Synthetic vinyl siding.



Figure 139: Engineered wood siding.

Architectural Details

Architectural details help convey the style of a building. Architectural details should be retained and never permanently removed. When formerly hidden ornamentation is discovered, it should be maintained and preserved.

High-quality synthetics may be an appropriate replacement for wood or plaster details where the profile, size, and dimension of the element can be accurately reproduced. Synthetic material use on architectural details and trim will be considered on a case-by-case basis by the Planner Director.

Cellular PVC	Polyvinyl chloride is more commonly known as PVC. Cellular PVC board is used to produce trim, moldings, and other decorative architectural elements. These are durable products that can be painted.
Metal	Metal is only appropriate for architectural details and trim when it was the original material.
Vinyl	Vinyl is not an appropriate material for architectural detail and trim replacements unless the details are not visible from the street.



Figure 140: Substitute material brackets
(Source: Executive Architectural Millwork).



Figure 141: Appropriate substitute material replacement
(Source: Durabrac Architectural Components).

Doors

Doors are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. Properly maintaining and preserving historic doors is the preferred approach, particularly for the main entrance of a property. When a historic door needs to be replaced, it is typically due to deterioration, for increased security, or for code compliance. Replacement doors are manufactured in a wide variety of materials including wood, aluminum, steel, vinyl, fiberglass, and composites.

Metal and vinyl doors may be appropriate for non-visible elevations. For visible elevations, particularly, the main entry door, the replacement door should match as closely as possible the size, proportions, and configuration of the historic door that it is replacing.



Figure 142: Inappropriate replacement door (right) that does not convey the architectural style of the residence.



Figure 143: Example of an appropriate fiberglass front door.

Windows

Windows are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. The replacement of original windows with new windows is a common issue in historic districts throughout the country. While the best option is always to properly maintain and preserve your existing historic wood windows, when replacement is necessary there are several options available. For windows on the primary façade, it is always preferred to repair and retrofit the original material.

Wood	Most historic-age buildings, excepting those of the more recent past, have wood windows. Replacement of an existing historic wood window with a new wood window matching the dimensions, configuration, and key design elements of the original is considered a replacement in-kind. Special attention should be made to ensure the replacement window's muntin and mullion profile matches the historic window. Single-hung or double-hung window types may substitute for each other as long as all other elements match.
Aluminum Clad	Metal windows may be appropriate for later (post-1900) architectural styles, industrial and commercial buildings, or on non-visible elevations. Aluminum clad windows are wood windows with an aluminum facing on the trim, sashes, and muntins. Aluminum clad windows could be approved for replacement of historic windows in cases where the historic windows are deteriorated beyond repair and where the replacements match the original in size, proportion, and configuration. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location. Aluminum clad windows typically have an anodized or baked enamel finished and are not paintable, which can be a drawback.
Vinyl Clad	Vinyl clad windows are similar to aluminum clad windows, in that they are wood windows with a vinyl facing. Vinyl clad windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-contributing properties in DeFuniak Springs. Like

	aluminum clad windows, vinyl clad windows are not paintable.
Vinyl	Vinyl windows are made of PVC (polyvinyl chloride) and are a commonly proposed replacement window. Vinyl windows are problematic for use in historic districts, however, as they are not available in proportions or finishes that are compatible with historic buildings. Because of the way the product is made, vinyl windows have narrow stiles and rails on the sashes which do not match the thicker proportions typically found in historic windows. Vinyl windows are not paintable and are the least durable of the window types listed here. They tend to fade and warp with UV exposure and have a typical lifespan of only ten to fifteen years. Like vinyl clad windows, vinyl windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-contributing properties in DeFuniak Springs.
Composite/ Fiberglass	Composite windows are made of a mix of materials, typically fiberglass and wood fibers. Fiberglass windows have a matte finish as compared to vinyl windows and are available in proportions that mimic historic windows. Many composite windows are paintable and are a good lower-cost option for residences in historic districts. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location.



Figure 144: Inappropriate replacement window (right) that doesn't match the original.



Figure 145: Example of appropriate fiberglass windows.

Roofing

While repairing and maintaining roofing is the preferred approach, when it is necessary to replace a roof, it is typically due to deterioration. In situations where the entire roof must be replaced, materials should be replaced in-kind (ie. asphalt with asphalt and metal with metal). Although for flat roofs that are not visible and where modern, built-up composition roofing offers advantages, it can be a more economical and practical choice than a flat metal roof.

Roofing materials are among the most frequently substituted. Roofs may be re-roofed with substitute materials if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible. Substitute materials have been designed to replace historic shingles and traditional metal roofs.

Asphalt	When replacing asphalt shingles, heavyweight architectural shingles are preferred. New asphalt shingles should match previous materials in composition, style, size, and color.
Metal	Commonly seen metal roofs include decorative pressed-metal shingles, standing seam metal, and 3-V crimp metal roofs. Replacement metal roofs should match the historic or current roof in composition, style, size, and color. Special attention should be made to the panel/tile width, seam height, and color. Standing seam metal roofs should be replaced with standing seam metal roofs.
Clay Tile	When replacing clay barrel tiles, new barrel tiles are preferred. Clay, cement, or composition "S" tiles are also acceptable. Many historic clay tiles are supported by molded masonry. Replacement tiles should also be supported by molded masonry when possible. Replacement tiles should match existing tiles in composition, style, size, and color. Replacing clay tiles with metal, asphalt or other roof materials is generally not acceptable.

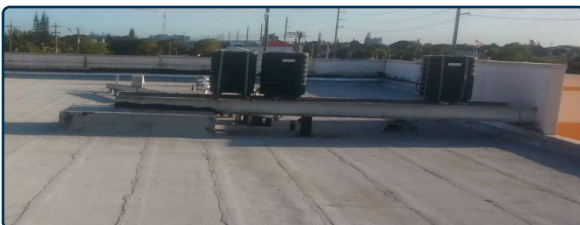


Figure 146: Built up roofing (Source: Ark Eco).



Figure 147: 3-V crimp metal roofing.

Porch Materials

Historic porch and deck materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

Flooring	Composite flooring is a popular substitute material which is made from a mix of plastic and wood fibers. These materials are formed into planks to imitate wood decking and are installed in a manner similar to traditional wood planks. The product is sometimes available in a paintable finish. Use of composite flooring is appropriate for rear decks and may be appropriate on front porches if the material closely matches the original in profile, dimension, and finish.
Porch Elements	Fiberglass columns are available in a variety of shapes and sizes. Round and square profiles are available, as are columns that mimic the classical orders (Doric, Ionic, Corinthian, etc.), and they may even be found in designs mimicking the square, tapered columns found on Craftsman style bungalows. Similarly, fiberglass railings are available in a range of styles and profiles. Fiberglass columns and railings are typically more expensive than their wood counterparts but may be a good alternative in some situations. A fiberglass replacement column or railing may be appropriate if it closely matches the design and proportion of the original columns. Vinyl columns and railings are also widely available in a variety of designs and configurations. They are most commonly used for new construction and are most appropriate for buildings constructed in the mid-20th century or later. Like vinyl windows, vinyl porch columns and railings are susceptible to fading and warping as a result of UV exposure and have a relatively short lifespan. The dimensions of vinyl columns typically do not match historic proportions

and their use on contributing buildings is discouraged and is not likely to be approved.

Metal porch elements made of cast iron may be of historic age, or may be a later, possibly historic age modification to a property. Aluminum may be appropriate for mid-20th century properties but would be an inappropriate choice for an older property. Metal on front porches should only be used when there is evidence that it was the original material. Metal may be appropriate on a rear, non-public visible porch on a case-by-case basis.



Figure 148: Porch flooring and steps replaced with compatible substitute material similar in visual qualities.

APPENDIX A. GLOSSARY

A

Abutting Property - Any property that is immediately adjacent or continuous to, or immediately across any road or public right-of-way from the subdivision.

Accessory Use or Structure - A use or structure on the same lot, with, and of a nature customarily incidental and subordinate to, the principal use or structure.

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Addition - New construction added to an existing building or structure.

Alignment - The arrangement of objects along a straight line.

Alley - A narrow thoroughfare dedicated or used for public use upon which service entrances of buildings abut, which is not generally used as a thoroughfare by both pedestrians and vehicles, or which is not used for general traffic circulation, and is not otherwise officially designated as a street.

Alteration - Alter or alteration shall mean any change in size, shape, character, occupancy, or use of a building structure.

American Bond - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See "Brick Bonds")

Applicant - A person who submits an application for issuance of a Certificate of Appropriateness (COA).

Appropriate - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

Appurtenances - An additional object added to a building; typically includes vents, exhaust hoods, air conditioning units, etc.

Architectural Style - A category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. (See Chapter 4: Architectural Style Guide)

Attic - The upper level of a building, not of full ceiling height, directly beneath the roof.

B

Balcony - A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Baluster - A banister; the upright, often vase-shaped, support of a rail, in the railing of a staircase, balcony, or porch.

Balustrade - A series of balusters with a handrail.

Bargeboard - A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay - The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

Bay Window - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

Beaded Clapboard - A wooden board similar to clapboard which has a groove cut into the board for its width near the bottom of the side. The bottom edge may be slightly rounded. (See "Clapboard")

Beveled Glass - Glass having a sloping edge across edge of the glass.

Blind - A louvered panel of wood or metal made to close over a window. An exterior blind is usually referred to as a shutter, although technically a shutter is solid, not louvered. (See "Shutter")

Board and Batten - Vertical flush board which has had smaller strips of wood nailed over cracks between adjacent boards used as exterior siding.

Bracket - A support element under eaves, shelves or other overhangs; often more decorative than functional.

Brick Bonds - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

Broken Pediment - A pediment-like triangle which is interrupted by a recessed compartment which "breaks" the top angle. (See "Pediment")

Building - Any structure either temporary or permanent, having a roof, and used or built for the shelter or enclosure of persons, animals, chattels, or property of any kind. This definition shall include tents, awnings, or vehicles situated on private property and serving in any way the function of a building.

Building Materials - The physical characteristics that create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Building Type - Describes a structure's function and form. Building types, such as "Double Pile," "American Foursquare," or "Bungalow" houses are sometimes associated with one or more architectural styles.

Building Setback - The minimum horizontal distance permitted between the front or side of a building and the nearest street line.

Bulkhead - The section of a storefront that forms the base for the display windows.

Bungalow - A small low house, usually one-story, with one or several porches; best known for craftsmanship (as in the Arts and Crafts movement) and for use of natural materials.

C

Canopy - An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

Cantilever - A projecting beam or part of a structure supported only at one end.

Capital - The uppermost part of a column or pilaster. Examining the capital is usually the simplest means of determining the order of a column. (See "Column" and "Order")

Carport - A private garage not completely enclosed by walls and doors.

Casement Window - A hinged window frame that opens horizontally like a door.

Casing - Moldings that go around windows and doors.

Certificate of Appropriateness (COA) - This application is used for all projects on properties located within DeFuniak Springs' historic districts.

Character - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior and interior trim, etc.

Clapboard - A wooden board, often with one side thicker than the other, used for exterior siding. Term is synonymous with weatherboard.

Classical Order - Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped Gable - A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface. (See "Gable")

Column - A cylindrical vertical support in classical architecture, the column has three parts - capital, shaft, and base.

Common Bond - Also known as American Bond. (See "Brick Bond")

Compatible/Compatibility - The characteristics of different uses or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Contemporary - Existing or happening in the same time period; from the same time period.

Contemporary Architecture - A style of architecture that pulls from a combination of modern styles, relying on few classical building ideas.

Context - The setting in which a historic element, site, structure, street, or district exists.

Contributing Building/Structure/Site -__A classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance.

Coping - A protective cap, top, or cover of a wall or parapet, often of stone, terra cotta, concrete, metal, or wood. This may be flat but commonly is sloping to shed water.

Corbel - In masonry, a projection or one of a series of projections, each stepped progressively farther forward with height.

Corbelled - Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corinthian Order - The lightest most ornate of the Greek orders of architecture characterized by its bell-shaped capital enveloped with acanthus. (See "Order")

Corner Board - A vertical board at the intersection of two walls. A corner board serves as a joint for the intersecting clapboard as well as concealing the ends of the clapboard. During the Greek Revival and Classical Revival periods, corner boards were frequently ornamented to resemble pilasters at every corner.

Cornice - Projecting ornamental molding on top of a building or wall.

Course - A continuous row or layer of stones, tile, brick, shingles, etc. in a wall.

Coverage - That percentage of the plot area covered or occupied by buildings or roofed portions of structures.

Cross-Gable – A secondary gable roof which meets the primary roof at right angles. (See "Gable")

D

Demolition – Any act or process that partially or totally destroys a structure or object, or the razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

Demolition by Neglect - The act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

Dentils - Small rectangular blocks in a series - like teeth - usually on a molding.

Design Standards - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Detail - A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window - A large area of glass within a storefront opening.

District - A portion of the territory of the town for which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning ordinance.

Door Frame - The part of a door opening to which a door is hinged. A door frame consists of two vertical members called door jambs and a horizontal top member called a lintel or head.

Door Jamb - The vertical portion of the door frame onto which the door is attached.

Doric Order - A classical order most readily distinguished by its simple, unornamented capitals. (See "Order")

Dormer Window - A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Double Frontage Lot - A lot having two (2) non-adjointing property lines abutting upon a street or streets.

Double-Hung Window - A window where both sashes slide up and down by a means of cords and weights.

Double-Pile House - A two-story center hall plan house, two rooms deep on either side of the hall.

Dutchman Repair - Any new or salvaged material (stone or wood) fitted into the existing facade material. This new material is chosen and installed to match existing.

Dwelling - A building or portion thereof designed exclusively for residential occupancy, including one family, two family and multiple family dwellings, but not including hotels, boarding, lodging houses or house trailers whether such trailers be mobile or located in a stationary fashion as when on blocks or other foundation.

E

Easement - A grant by a property owner of the use of land for a specific purpose or purposes by the general public, or a corporation or a certain person or persons.

Eave - The projecting overhang at the lower edge of a roof.

Eclectic - Exhibiting elements and characteristics of more than one historic style simultaneously.

Element - A material part or detail of a site, structure, street, or district.

Elevation - A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade. (See "Façade")

Engaged Column - Columns partly embedded in a wall, often referred to as half-rounded columns.

Engaged Porch - A porch whose roof is continuous structurally with that of the main section of the building.

English Bond - The pattern of laying bricks in which horizontal rows of headers are alternated with horizontal rows of stretchers. (See "Brick Bond")

Entablature – A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Entry - A door, gate, or passage used to enter a building.

Erected - The word "erected" includes built, constructed, reconstructed, moved upon or any physical operations on the premises required for building. Excavations, fill, drainage, and the like shall be considered as part of erection.

Exterior Features - The architectural type, style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of an historic structure.

Eyebrow Dormer - A small, curved window in an attic story.

F

Fabric – The physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade - The primary elevation of a structure, typically containing the main entrance.

Fanlight - A semicircular or semielliptical window above a door.

Fascia - The flat band or board around the edge of a roof or a part of the entablature.

Fenestration - The arrangement of windows and doors in a wall.

Finial - A roof ornament, usually projecting from the top of a gable.

Fish-Scale Shingles - Shingles with rounded edges, which when placed in staggered rows are reminiscent of fish scales.

Flashing - Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Flemish Bond - The pattern of laying bricks in which every horizontal row is characterized by alternating headers and stretchers. (See "Brick Bond")

Fluting - Vertical grooving, usually found on columns or pilasters. (See "Column")

Form - The overall shape of a structure (i.e., most structures are rectangular in form).

Foundation - A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Foundation Enclosures - Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

French Door - A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

Frieze – The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall. (See “Cornice”)

Frontage of a Building - Shall mean the side or wall of a building approximately parallel and nearest to a street. When on a corner, frontage of a building shall be determined by the building or planning department.

G

Gable - The triangular wall segment at the end of a ridged roof.

Gable Roof - A roof which forms a gable at each end. It is also referred to as a peak roof.

Gambrel Roof - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

Ghosts – Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Glazing - Fitting glass into windows and doors.

Guardrail – A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

H

Half-Story - A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering - A wall construction in which the spaces between members of the timber frame are filled with brick, stone, or other material.

Handrail – A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardscape - Portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Height of Building - The height of a building shall be the vertical distance measured from the mean level of the finished grade to the level of the highest point of the underside of the finished ceiling line. Where a structure is set back from the street line, the mean level of the finished grade of the premises along the line of that part of the structure nearest the street line may be substituted for the established grade for the purpose of determining the height of a building.

High Style - The more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

Hipped Roof - A roof with four uniformly pitched sides.

Historic - Important in history; distinguished from “historical,” which conveys the sense of things or events related to the past.

Historic Building - A building important because of its association with a historic event or with the history of a locality.

Historic District - A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Historic Fabric - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

Historic Imitation - New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood Molding - A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.



In-Kind - To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Infill Construction - New construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

Ionic Order - A classical order distinguished by the form of the capital, with a spiral scroll, called a volute, on either side. (See also "Splayed Ionic" and "Order")

Iron lace - Decorative, lacy patterns formed in cast iron and used for railing.

J

Jerkinhead Roof - A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie - A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone - A wedge-shaped stone at the top of a masonry arch.

Kickplate - A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

Knee Brace - An oversize bracket supporting a cantilevered or projecting element.

L

Landmark - A building, structure, object or site which is identified as a historic resource of particular significance

Landscape - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

Landscape Elements - Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located in conjunction with a landscape.

Lattice - A panel of crisscrossed, diagonal or perpendicular slats often utilized as decorative infill between masonry foundation piers.

Leaded Glass - Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light - A section of a window, also called “pane” or “sash light.”

Lintel - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

Lot - For zoning purposes, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required.

M

Main Building - The primary historic building in an individual historic site.

Maintain – To keep in an existing state of preservation or repair

Maintenance and Repair - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A COA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance. (See Appendix B: Basic Maintenance)

Mansard Roof - A roof that has two slopes on all four sides.

Mass or Massing - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof and the foundation. Similarly, massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

Masonry - Construction materials such as stone, brick, concrete block or tile which is secured with mortar.

Material - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Modify/Modification - To make changes to an existing structure; those changes made to an existing structure.

Modillion – A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice. (See “Cornice”)

Module - The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Mortar - The materials used to fill the joints of masonry.

Mortar Joint - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mortar Mix - The composition (and proportions of these ingredients) of the mortar used in masonry.

Mullion - A vertical member separating (and often supporting) windows, doors, or panels set in a series.

Multi-Light Window - A window sash composed of more than one pane of glass

Muntin - A bar member supporting and separating panes of glass in a window or door.

N

New Construction - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, accessory buildings, fire escapes, and retaining walls.

Nonconforming structure - A structure, or portion thereof, which was occupied, designed, erected, intended, or structurally altered for a use not permitted at its location by the provisions of the DeFuniak Springs Code of Ordinance for a new use and/or which does not conform to all of the regulations applicable to the district in which it is located.

Non-Contributing Building/Structure/Site - A building, object, site or structure that neither adds to nor detracts from a district's sense of time and place and historical development.

O

Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Order - Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Orientation - Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of the building. It should face the street.

Original - Features, components, materials, or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

Owner – The person or persons holding record title to the building, site or property; provided, however, the last previous tax roll in the records of the City Assessor's office may be relied upon as showing record ownership in the absence of substantial evidence to the contrary

P

Paired Columns – Two columns supported by one pier, as on a porch.

Palladian Window - A three-part window opening with a large arched central light and flanking rectangular side lights.

Paneled Door – A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet - A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Parking - The term "parking" shall mean the temporary, transient storage of private passenger motor vehicles used for personal transportation, while their operators are engaged in other activities. It shall not include storage of new or used cars for sale, service, rental, or any other purpose other than specified above.

Partial Demolition – Partial demolition is the removal of a portion of a building, including structural members, floors, walls, or architectural features.

Pedestrian Crosswalk - A right-of-way dedicated to the public for pedestrian use, and which is designed to provide access to adjacent roads, lots or public use areas

Pediment - The space forming the gable of a two-pitched roof in classic architecture.

Period of Significance - The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register Listing.

Pier - The upright support for a structure, such as for a porch column.

Pilaster - A flat-faced representation of a column against a wall.

Pillar - A vertical supporting member in a building, may be ornamental.

Pitch - The angle of slope.

Planning Director – Government official who leads and manages the DeFuniak Springs Planning Department, overseeing all aspects of urban development and planning for the city. Also the designated “building-zoning official” who reviews permits including COA applications, sign permits, etc.

Porch - A roofed over space attached to the outside of an exterior wall of a building, which has no enclosure other than the exterior walls of such building. Open mesh screening shall not be considered an enclosure.

Porch Ornamentation - Decorative elements include, but are not limited to, scrollwork, balustrade, and porch supports that are decorative.

Porte-Cochere - A large covered entrance porch through which vehicles can drive.

Portico - A large porch having a roof, often with a pediment supported by columns or pillars.

Portland Cement – A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Post - A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; Also referred to as a pillar or pole.

Preservation - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of DeFuniak Springs (or any area).

Protection - The security of a resource as it exists through the establishment of the mechanisms of historic preservation.

Reconstruction – See “Reconstruction.”

Rehabilitation – See “Rehabilitation.”

Restoration – See “Restoration.”

Proportion - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Protected - An architectural or landscaping feature that must be retained and its historic appearance maintained, as near as is practical, in all aspects.

Protection - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger or injury.

Public Right-of-Way – Any street, avenue, boulevard, road, highway, sidewalk, alley, or easement that is owned, leased, or controlled by a government entity.

Q

Quoin - Units of stone or brick used to accentuate the corners of a building.

R

Rafter - Any of the parallel beams that support a roof.

Rafter Tail - Exposed rafter supporting the eave.

Ramp - A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry - An entry set back from the storefront. Historically, storefronts step in, towards the interior of the building at the entry point.

Reconstruction - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

Rehabilitation - The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Relocation – Any removal or relocation of a structure on its site or to another site.

Remodeling, Redecorating, or Refinishing - Any change, removal, replacement, or addition to walls, floors, ceilings, and roof surfaces or coverings which do not support any beam, ceiling, floor load, bearing partition, columns, exterior walls, stairways, roofs, or other structural elements of a building structure.

Renovation - The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate - To copy or reproduce an historic building or element.

Repointing - Repairing existing masonry joints by removing defective mortar and installing new mortar.

Restoration - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

Retain – To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Reveal - The vertical side of a door or window opening between the frame and the wall surface.

Rhythm - The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge - The horizontal line of meeting of the upper slopes of a roof.

Rusticated – Roughening of stonework of concrete blocks to give greater articulation to each block.

S

Sash - The framing in which panes of glass are set in a glazed window. Also, a window frame that opens by sliding up or down.

Sawtooth Shingles - Shingles with pointed edges, which when placed in rows are reminiscent of sawteeth.

Scale - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

Screening - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Semi-Engaged Porch - A porch whose roof forms a continuous surface with, but is in a different plane than, the roof of the building.

Setback Line - A line generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure, may be located above ground, except as may be provided in subdivision regulations or zoning ordinances.

Setting – The sum of attributes of a locality, neighborhood, or property that defines its character.

Shaft - The main part of a column between the base and the capital. (See “Column”)

Shape - The physical configuration of structures of buildings or monuments and their component parts, including but not limited to roofs, doors, windows, and facades.

Shed Dormer - A dormer with a series of separate windows connected by sections of the facade material, with a shed roof. Frequently found on a gambrel roof, a shed dormer may stretch the entire length of the house.

Shed Roof - A roof resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

Sidelight - Narrow windows on either side of a door to admit light.

Siding – The exterior wall covering or sheathing of a structure.

Significant – Having particularly important associations within the contexts of architecture, history, and culture

Sill - The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site - The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Size - The dimensions in height and width of a building; similarly, the overall area of the building.

Soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spandrel - The triangular space between adjacent arches and the horizontal molding, cornice or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle/Spindlework - A short decorative turned piece.

Spindle Frieze - A series of parallel spindles which are located between supporting posts just beneath a veranda roof in such a manner that they resemble a frieze. A spindle frieze is a characteristic of the Queen Anne Style.

Stabilization - The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Stained Glass - Colored glass.

Stand Alone - A building or structure that is separate from and not attached to any existing or adjacent structure or building.

Storefront - A ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance.

Storefront Column - Slender vertical elements within the storefront opening that help support the lintel.

Story - The space between two floors of a structure or between a floor and roof.

Street - A thoroughfare used for public foot and vehicular traffic other than an alley as herein defined, shall be deemed a street.

Street Furniture – Objects placed or fixed in the street for public use space including benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, fire hydrants, mailboxes, streetlights, bulletin boards.

Streetscape - The character of the street, or how elements of the street form a cohesive environment.

Stretcher - The long end of a brick when laid towards the face of a wall. Running bond is the name given to the brick pattern where only stretchers are visible. (See “Brick Bond”)

String Course - A narrow horizontal band projecting from the exterior walls of a building, also known as a stringcourse. It is often located between the stories of a building and provides a visual break in the mass of bricks or stones, defining the interior floor levels.

Stucco - A masonry material applied as exterior wall fabric.

Style – A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Surround - The term applied to the outside of a window or door opening. It is also called “casing.”

Synthetic Materials - Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin).

T

Terra-Cotta - A fine-grained, brown-red fired clay used for roof tiles and decoration.

Texture - The feel, appearance, or consistency of a surface or substance.

Transom - A narrow horizontal window over a door or part of a door.

Trim – The decorative framing of openings and other features on a façade.

Turret - A small, slender tower usually at the corner of a building.

U

Upper Façade - The mostly solid part of the wall above the display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Valance – A short piece of fabric that hangs from the front edge of an awning, essentially acting as a decorative trim that adds style and can provide a bit of extra shade to the area beneath the awning.

Veranda - A roofed open gallery or porch.

Vergeboard - An ornately curved board attached to the projecting edges of a gable roof; sometimes referred to as verge boards.

Vernacular - The non-academic local architecture of the region.

Viewshed - The natural environment that is visible from one or more viewing points.

Visibility from A Public Way - Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

Visual Continuity - A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

W

Wall - A structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

Water Table – A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard - Clapboard; wooden siding.

Workmanship - The physical evidence of the crafts of a culture, people or artisan.

Y

Yard - An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Z

Zoning District - A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

APPENDIX B. DEFUNIAK SPRINGS ZONING INFORMATION

The City of DeFuniak Springs is divided into zoning districts defined in the City's Municipal Code, [Chapter 18, Article V](#). A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

See the Municipal Code for all uses allowed without review within a zoning district as well as any prohibited uses or use exceptions allowed upon special approval. Consult the [City of DeFuniak Springs Zoning Map](#) to identify what zoning designation aligns with your property.

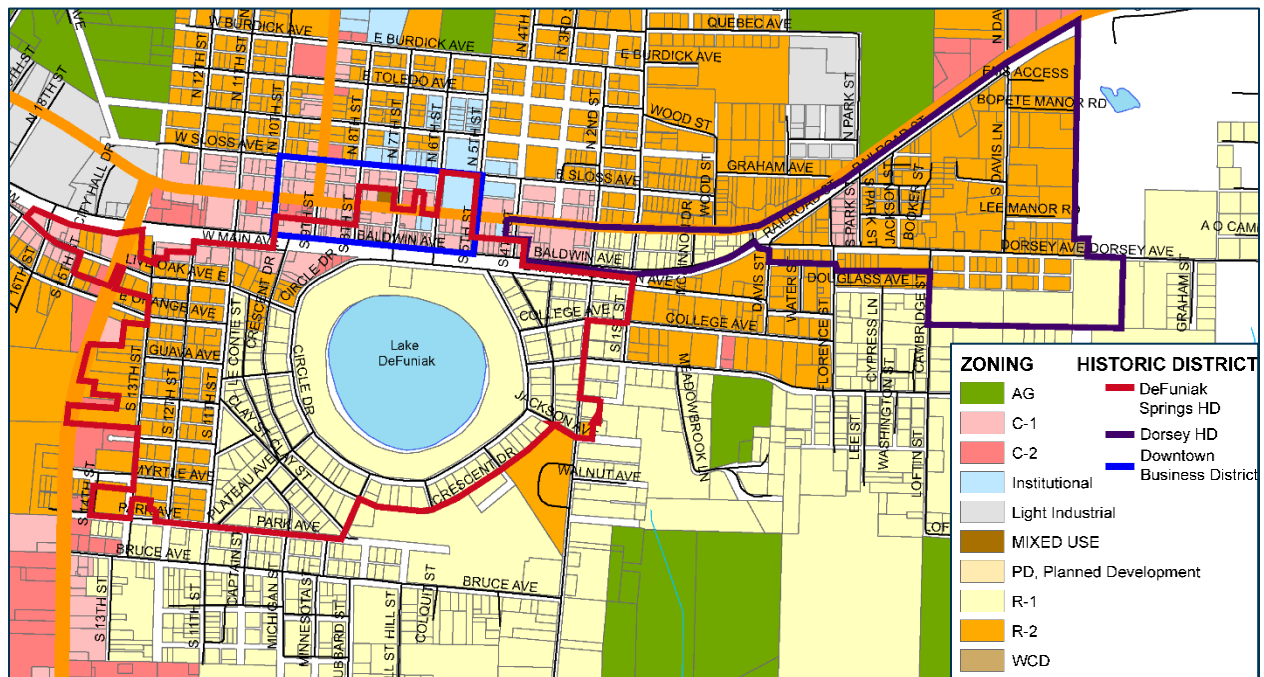


Figure 149: DeFuniak Springs Zoning Map with historic district boundaries and overlay.

APPENDIX C. FLOOD RISK REDUCTION

Flooding risk has long been a major challenge for many historic properties. Changing weather patterns, stronger hurricanes, other extreme weather events, sea level rise, nuisance flooding, king tides, and continuing development in floodplains are some of the causes of flooding. Flooding events are occurring at increased frequency and magnitude. Some historic properties that have never flooded before may now be exposed to this risk, and those that flooded infrequently in the past may experience more instances of flooding or of water reaching higher levels than ever before.

The goal of this section is to provide information about how to adapt historic buildings to be more resilient to flooding risk in a manner that will meet the Secretary of the Interior's Standards for Rehabilitation through referencing the [Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#).

See **Chapter 5.2** for additional guidance on the Secretary of the Interior's Standards for Rehabilitation.

The Guidelines on Flood Adaptation are general and intended to provide guidance in interpreting and applying the Standards to rehabilitation projects involving buildings that are at a risk for flooding. They are not meant to give case-specific advice. They cannot tell property owners or developers which features of a historic building are important in defining its historic character and, therefore, must be retained. These guidelines should only be applied to historic properties with an established risk of flooding.



Figure 150: Flooding risk has long been a major challenge for many historic properties.

C.1 PLANNING AND ASSESSMENT FOR FLOOD RISK REDUCTION

Universal Guidelines for all Properties

- a) Identify historic materials, features, and spaces that are important in defining the historic character of the property when planning and undertaking flooding adaptation treatments.
- b) Assess the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting, reevaluating and reassessing potential impacts on a regular basis.
- c) Use and maintain existing historic and non-historic characteristics, features, and materials of the historic building, its site, setting, and larger environment that may help to avoid or minimize the impacts of flooding.
- d) Ensure that, when planning work to adapt for flooding, all feasible alternatives are considered and that the options requiring the least alteration are considered first.
- e) Replace damaged or deteriorated historic materials in kind where the traditional material is flood-damage resistant. Replace damaged or deteriorated historic materials that are not resilient to flooding with proven flood-damage resistant substitute materials that match the appearance and design.

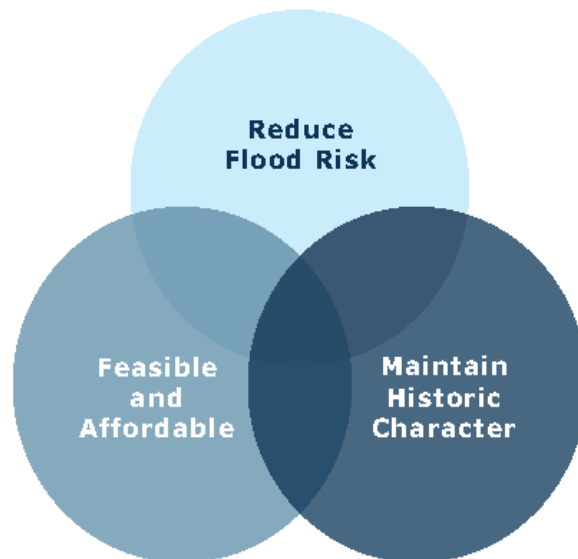


Figure 151: Technical and economic limitations must be considered when attempting to reduce flood risk and create greater resilience; changes must also respect the historic character of the property. This can be a challenging balance for a project to achieve.

It is generally not appropriate to:

- Fail to proactively analyze and address a flooding risk.
- Fail to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of flooding.
- Fail to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work.
- Fail to regularly monitor and maintain the property and the building systems in good repair.
- Carry out adaptive measures intended to address the impacts of flooding that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting.
- It is generally not appropriate to use a special exemption or variance to avoid taking any steps to address or help minimize the impacts of flood risk on a historic property.
- Fail to consider other properties nearby in planning flood adaptations, such that the risk or exposure to neighboring properties is increased.
- Utilize an adaptation treatment traditionally used in another region or one typically used for a different building type or architectural style that is not compatible with the historic character of the property.

Temporary Protective Measures

- a) Establish procedures, responsibilities, and regular training for deploying temporary barriers and other systems.
- b) Install pumps to remove water that breaches the temporary barrier or other systems. If pumping out post-flood event water, ensuring that the water is pumped far enough from the protected property to avoid seeping back in.
- c) Invest in a generator as a backup to operate the pumps if there is a power failure during or after a flood. Install a generator in a floodproof enclosure or above the established flood risk level.
- d) Obtain removable flood barriers for openings in any existing solid masonry perimeter site walls that are strong enough or reinforced to withstand the forces of a flood.

It is generally not appropriate to:

- Erect temporary barriers that are in direct contact with any significant historic building, structure, or object on the site.
- Select a system or equipment inadequate to protect the historic building from predicted flooding and/or cannot be deployed quickly.
- Reinforce masonry walls to withstand the forces of flooding in a manner that destroys historic materials and features or diminishes the historic character of the property.
- Fasten devices or stanchions where they would damage, alter, or otherwise impact the distinctive materials, features, and spaces of the property.

Site and Landscape Adaptations

- a) Improve or restore on-site or adjacent natural systems such as living shorelines, wetlands, beaches, and dunes.
- b) Select new infrastructure that is able to retain floodwaters on-site, such as a cistern, bio-swale, permeable pavers, green roofing, and associated rain collection systems.
- c) Protect and maintain buildings, site, and landscape features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.
- d) Survey and document areas where the terrain will be altered or new features constructed to determine the potential impact on important landscape features, archeological resources, other cultural or religious features, or burial grounds.
- e) Protect (e.g., preserve in place) important site features, archeological resources, other cultural or religious features, or burial grounds. f. Ensure that the new or modified floodwall or berm is compatible with the historic character of the property.

It is generally not appropriate to:

- Remove or substantially change site features that are important in defining the overall historic character of the property.
- Damage or destroy significant historic landscape features, designs, or plantings in order to establish a new site or landscape feature to protect the property from flood risks.
- Change the grade level of the site if it substantially diminishes its historic character. For example, adding fill to a site such that the formerly visible historic foundation is concealed, is inappropriate.
- Damage or destroy historic materials, features, or spaces of the historic building, site, and setting in order to add or improve stormwater management.
- Damage or destroy important landscape features, archeological resources, other cultural or religious features, or burial grounds in order to construct the flood protection.
- Construct a tall floodwall or berm that is incompatible with the historic character of the site or setting that blocks the property from significant viewsheds or alters the appearance of the property from the public right-of-way.

Protect Utilities

- a) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.
- b) Relocate and anchor exterior mechanical equipment and fuel tanks to an elevated platform that is compatible with the building's historic character and is, preferably, on a secondary or otherwise less visible elevation.
- c) Use fencing or landscaping to screen exterior mechanical equipment and reduce its visibility.
- d) Relocate interior mechanical equipment to utilitarian or insignificant spaces within the building that are unlikely to flood.
- e) Relocate ducts, pipes, and conduit to spaces that are unlikely to flood to the extent practical; and concealing such systems within walls, attics, chases, and soffits in historically-finished spaces.
- f) Install an electrical disconnect well above the established flood risk level in an easy to access location. This should be separate from the utility panel.
- g) Eliminate electrical service to (or separate it from) flood-prone areas of the building or site with minimal disturbance to historic features and finishes.
- h) Install backflow prevention devices.
- i) Install sump pumps at the lowest level of the structure that are powered by a back-up power source.

It is generally not appropriate to:

- Relocate systems and utilities to a highly visible location.
- Select ducts with integral insulation that is not flood-damage resistant and will be located in the established flood risk area.
- Damage or destroy historic exterior features, finishes, or materials to an excessive degree in order to access wall cavities for re-wiring.

C.2 DRY FLOODPROOFING

Structural Considerations

- a) Evaluate the strength of masonry walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure to the foundation with appropriate placement and engineering, to prevent movement or collapse of the historic building.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.

Site Drainage

- a) Prepare to effectively manage the incoming floodwaters and address moving and removing the water from the site and historic building after the flooding.
- b) Install a backflow valve to prevent sewer and drain backups.
- c) Install one or more sump pumps, if needed, to effectively control water on the site and reduce hydrostatic pressure post-flooding.

It is generally not appropriate to:

- Ignore potential impacts to the historic landscape, archeological features, or other historic resources that could be caused by the installation of a drainage system.

Coverings and Coatings

- a) Build a low wall that is compatible with the historic building, around basement windows to keep out floodwaters.
- b) Install required vents in foundation walls that can be sealed in the event of flooding.
- c) Apply a waterproof coating to the building that is compatible with the historic masonry.
- d) Inspect applied coatings or membranes on a regular basis to ensure performance and periodically reapply the coating or replace the covering.

It is generally not appropriate to:

- Block character-defining openings such as the historic building's windows and doors permanently in a nonreversible manner.
- It is generally not appropriate to install flood shield fasteners where they would damage, alter, or otherwise impact the historic character of the property.
- It is generally not appropriate to apply coatings or coverings in a manner that alters or damages the historic character of the building.
- It is generally not appropriate to coat or cover portions of the walls above the established flood risk level.

C.3 WET FLOODPROOFING

Structural Needs

- a) Evaluate the strength of walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure, where necessary, to prevent movement or collapse of the historic building.
- c) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.
- Relocate systems and utilities to a highly visible location.

Site Drainage and Venting

- a) Follow the recommended structural engineering guidance for the number, size, and placement of hydrostatic flood vents, as well as any other ventilation requirements.
- b) Retain historic foundation vents in highly visible locations where feasible.
- c) Select a compatible design and placement for new vents that blends in with the foundation material.
- d) Install a pumping system for draining the building in concert with the receding waters outside the property.

It is generally not appropriate to:

- Select a non-engineered vent system in order to retain historic vents where engineered vents would result in significantly fewer openings in the foundation.
- Fail to regulate the rate of water draining from the property, potentially causing structural damage to the building or neighboring properties.

Property Clean-Up Post Flooding

- a) Use the gentlest means possible for effectively removing surface grime and killing flood-borne bacteria. This can include a low-pressure water wash and appropriate cleaners.
- b) Identify and assess the flood-damaged building to determine the impacts on the historic materials and features. Determine which materials and features can be cleaned, dried, and repaired, and which materials must be replaced.
- c) Allow all the materials that were submerged or in contact with the floodwaters to properly dry using dehumidifiers and fans before repairing the building.

It is generally not appropriate to:

- Accelerate, or force dry the building with heat in order to expedite the repair of the damaged building.

APPENDIX D. BASIC MAINTENANCE

Regular maintenance is the key to preserving the original design and historic features of a property. Preserving original building features through maintenance and repair saves money in the long run as compared to replacing deteriorated features and is better for individual property values and the neighborhood as a whole. The protection and maintenance of existing historic features is the first preferred approach for treating historic properties.

Property owners do not need to seek approval from the Planning Director for general maintenance and repair activities that do not require alterations to existing materials or finishes. Light cleaning (without the use of abrasives or pressure), yard work, and minor repainting of painted surfaces are all considered maintenance activities.

Often the simplest and cheapest approaches to maintaining historic buildings are overlooked in favor of high-tech methods that are more costly and complex. For example, periodic cleaning of masonry walls with mild soap and water and a bristle brush produces the same result and is more cost-effective than high-pressure washing or chemical cleaning techniques. The gentlest methods are most effective when they are applied proactively and regularly.

There are a wide range of maintenance activities that are recommended for historic buildings. For additional information and guidance, see the National Park Service's Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings](#).

INSPECTION FREQUENCY CHART		
Feature	Minimum Inspection Frequency	Season
Roof Coverings	Annually	Spring or Fall, Every 5 years by a roofer
Chimneys	Annually	Fall, prior to heating season, Every 5 years by a mason
Roof Drainage	6 months; more frequently as needed	Before and after wet season, during heavy rain

Exterior Walls and Porches	Annually	Spring, prior to Summer/Fall painting season
Windows	Annually	Spring, prior to Summer/Fall painting season
Foundation and Grade	Annually	Spring or during wet season
Building Perimeter	Annually	Winter, after leaves have dropped off trees
Entryways	Annually, heavily used entries may merit greater frequency	Spring, prior to Summer/Fall painting season
Doors	6 months; heavily used entry doors may merit greater frequency	Spring and Fall; prior to heating/colling season
Attic	4 months, or after a major storm	Before, during and after wet season
Crawlspace	4 months, or after a major storm	Before, during and after rain season

APPENDIX E. RESOURCES FOR PROPERTY OWNERS

E.1 LOCAL RESOURCES

State of Florida

[Florida Building Code](#) is a comprehensive set of rules and regulations governing construction in Florida, designed to ensure public health, safety, and general welfare. It's based on the International Building Code (IBC) but includes Florida-specific amendments and supplements. The FBC is updated every three years by the Florida Building Commission.

[Florida Division of Historical Resources](#) is responsible for preserving and promoting Florida's historical and archaeological resources. They oversee a variety of programs, including grants, state historical markers, and the Florida Main Street program.

[Florida Master Site File](#) is the State of Florida's official inventory of historical, cultural resources.

[Florida Memory](#) is a digital outreach program providing free online access to select archival records from collections housed in the State Library and Archives of Florida. Florida Memory digitizes materials that illuminate the state's history and culture.

[Florida Native Plant Society](#) is a non-profit organization dedicated to the preservation, conservation, and restoration of native plants and plant communities in Florida.

[Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs.

[Walton County Interactive Mapping \(Wetlands\)](#) includes information on addresses, parcels, future land use, wetlands, flood zones and other within Walton County.

City of DeFuniak Springs

[DeFuniak Springs City Limits Map](#)

[Community Redevelopment Agency Area Map](#)

[City of DeFuniak Springs Municipal Code](#)

[Current Municipal Code for Land Development](#)

[Current Municipal Code for Zoning](#)

[City of DeFuniak Springs Planning and Code Enforcement Department](#)

[Certificate of Appropriateness](#)

[City of DeFuniak Springs 2025 Comprehensive Plan](#)

[Technical Specifications Manual](#)

[City of DeFuniak Springs Zoning Map](#)

[DeFuniak Springs Historic District Map](#)

[Main Street DeFuniak Springs](#)

[The Tivoli Historical Society](#)

[About the Community Redevelopment Agency \(CRA\)](#)

Established by Resolution 2018-017, the DeFuniak Springs City Council created the [Community Redevelopment Agency](#) (CRA) after determining a need to initiate the revitalization of blighted areas inside the city limits. The CRA is funded through tax incremental financing (TIF), which is used to implement the goals of the CRA Redevelopment Plan, as adopted by the City Council. Redevelopment actions are guided by the CRA Board, which is comprised of five members appointed by each council seat. The board meets the fourth Wednesday of the month at 5:00 p.m. at City Hall, Council Chambers, 1350 Baldwin Ave, DeFuniak Springs, FL 32435.

The mission of the CRA is to protect and improve the commercial areas of DeFuniak Springs through thoughtful, controlled economic growth and build upon and preserve the residential neighborhoods through activities building higher quality of life for all. The CRA economic revitalization process will forge an environment that attracts investors, encourages improvements in building structure and aesthetics and attracts new construction and business. The CRA will focus on obtaining necessary funding for public infrastructure improvements, streetscape build-out and marketing of the commercial district to attract new businesses to the district.

See **[E.3 Funding Resources](#)** for more information about the CRA Growth and Development Assistance Program.

[City Beautification & Tree Board](#)

The DeFuniak Springs [City Beautification & Tree Board](#) encourages tree planting to residents and business leaders, organizes an annual Arbor Day Observance ceremony, provide advice to City leaders about beautification of parks, public rights-of-way among many other duties enhancing the appearance of the City of DeFuniak Springs.

Frequently Asked Questions When Living in a Historic District

This is a notice that your property is located within a DeFuniak Springs historic district and is subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code.

What is a Historic District?

A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Will local historic designation affect the use of my property?

No, the use of your property is regulated by the DeFuniak Springs Zoning Ordinance. Whatever uses are permitted by the zoning for the property are not affected by district or landmark designation.

Does living in a Historic District or an individual Landmark mean I can't make changes to my property?

You can always make changes to your property. As part of a local historic district, your property will require review and an issued Certificate of Appropriateness (COA) by the DeFuniak Springs Planner Director whenever you want to make significant exterior changes. Any proposed changes should maintain the character of the building, the property, and the district.

What is a Certificate of Appropriateness (COA)?

A COA is a permit issued by the Planning Director, which is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within a DeFuniak Springs historic district.

What information is required to submit a COA?

A COA application includes general contact information, the address of the property, historic district identification, and a proposed activity request statement. Depending on the proposed project, an applicant could also be required to submit any or all of the following: construction drawings; samples of proposed materials, including textures and colors; a site plan; photographs of the structure to be altered; and in the case of new construction, photographs of contiguous properties.



E.2 TECHNICAL RESOURCES

National Park Service (NPS) Preservation Briefs

Preservation Briefs are produced by the NPS and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners. Briefs can be revised, removed, or added, please consult the NPS website for the most up to date list: [Preservation Briefs - Technical Preservation Services \(NPS\)](#)

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 5: [The Preservation of Historic Adobe Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 7: [The Preservation of Historic Glazed Architectural Terra-Cotta.](#)

Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings. **Rescinded Oct. 2023**

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

Preservation Brief 12: [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\).](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

Preservation Brief 15: [Preservation of Historic Concrete.](#)

- Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)
- Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)
- Preservation Brief 18: [Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements.](#)
- Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)
- Preservation Brief 20: [The Preservation of Historic Barns.](#)
- Preservation Brief 21: [Repairing Historic Flat Plaster—Walls and Ceilings.](#)
- Preservation Brief 22: [The Preservation and Repair of Historic Stucco.](#)
- Preservation Brief 23: [Preserving Historic Ornamental Plaster.](#)
- Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)
- Preservation Brief 25: [The Preservation of Historic Signs.](#)
- Preservation Brief 26: [The Preservation and Repair of Historic Log Buildings.](#)
- Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron.](#)
- Preservation Brief 28: [Painting Historic Interiors.](#)
- Preservation Brief 29: [The Repair, Replacement, and Maintenance of Slate Roofs.](#)
- Preservation Brief 30: [The Preservation and Repair of Historic Clay Tile Roofs.](#)
- Preservation Brief 31: [Mothballing Historic Buildings.](#)
- Preservation Brief 32: [Making Historic Properties Accessible.](#)
- Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)
- Preservation Brief 34: [Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament.](#)
- Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)
- Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)
- Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing. **Under Revision**
-

- Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)
- Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)
- Preservation Brief 40: [Preserving Historic Ceramic Tile Floors.](#)
- Preservation Brief 41: [The Seismic Rehabilitation of Historic Buildings.](#)
- Preservation Brief 42: [The Maintenance, Repair, and Replacement of Historic Cast Stone.](#)
- Preservation Brief 43: [The Preparation and Use of Historic Structure Reports.](#)
- Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)
- Preservation Brief 45: [Preserving Historic Wooden Porches.](#)
- Preservation Brief 46: [The Preservation and Reuse of Historic Gas Stations.](#)
- Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings.](#)
- Preservation Brief 48: [Preserving Grave Markers in Historic Cemeteries.](#)
- Preservation Brief 49: [Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement.](#)
- Preservation Brief 50: [Lightning Protection for Historic Structures.](#)
- Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

E.3 FUNDING RESOURCES

Beyond the social, economic, and environmental reasons to support and promote preservation, financial incentives and assistance programs exist that benefit residents and property owners.

Historic Rehabilitation Tax Credit (HRTC)

Federal law provides a 20% income tax credit (Historic rehabilitation Tax Credit) for the rehabilitation of historic, income-producing (commercial) buildings. To qualify for the credit, the property must be a certified historic structure—that is, listed on or eligible for the National Register of Historic Places (NRHP) or considered contributing to a listed historic district. Rehabilitation work must be substantial and must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information).

The HRTC is jointly administered by the Internal Revenue Service (IRS) and the National Park Service (NPS) in partnership with State Historic Preservation Offices (SHPOs). In Florida the SHPO is the Division of Historical Resources.

The Florida SHPO is the first point of contact for Florida projects seeking the 20% HRTC. After its review, the SHPO forwards applications to the NPS with recommendations. The NPS determinations are then forwarded to the IRS. A more detailed description of program requirements is provided in the NPS links below.

Property Tax Exemption for Historic Properties

State-legislated tax exemptions for residential rehabilitations are available for use, however, the work must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information). According to Florida Statutes 196.1997 and 196.1998 local governments have the authority to adopt an ordinance allowing ad valorem tax exemptions to historic properties when owners are restoring, rehabilitating or renovating such properties. Qualified properties may be residential or commercial and must be either individually listed in the NRHP, a contributing building in a National Register historic district, or designated as historic under the provisions of a local preservation ordinance. This tax exemption would provide a valuable incentive that would allow the City of DeFuniak Springs to promote redevelopment while also protecting its historic resources. This exemption would generally be administered by the Walton County Property Appraiser's Office.

For additional information and guidance on the HRTC and potential Property Tax Exemption, see the [Florida Division of Historical Resources](#).

CRA Growth and Development Assistance Program

The CRA is now offering funding for qualified development and improvements to parcels within the [CRA Area](#) through the CRA Growth and Development Assistance Program, as approved by the CRA Board on November 30, 2022. The CRA currently offers the following six grants, see each link for more information on the specific grant, its program rules, and how to access applications:

[Income-Based Hazardous Tree Removal Grant](#)

[Income-Based Roofing Improvement Grant](#)

[Residential Development Incentive Grant](#)

[Residential Site and Building Improvement Grant](#)

[Commercial Site and Building Improvement Grant](#)

[Site Cleanup Grant](#)

Signed applications should be submitted via email to the Executive Director of the CRA, Josh Ervin at CRADirector@DeFuniakSprings.net.

For further information or to schedule an appointment, please contact the Executive Director, Josh Ervin at 850-951-3054 or CRADirector@DeFuniakSprings.net.

All disbursements of grant funds are made following the completion and final inspection of the improvement project. Funds are appropriated annually in the CRA Budget and are available on a first come-first served basis. The program is subject to the availability of allocated funds in that CRA Budget.

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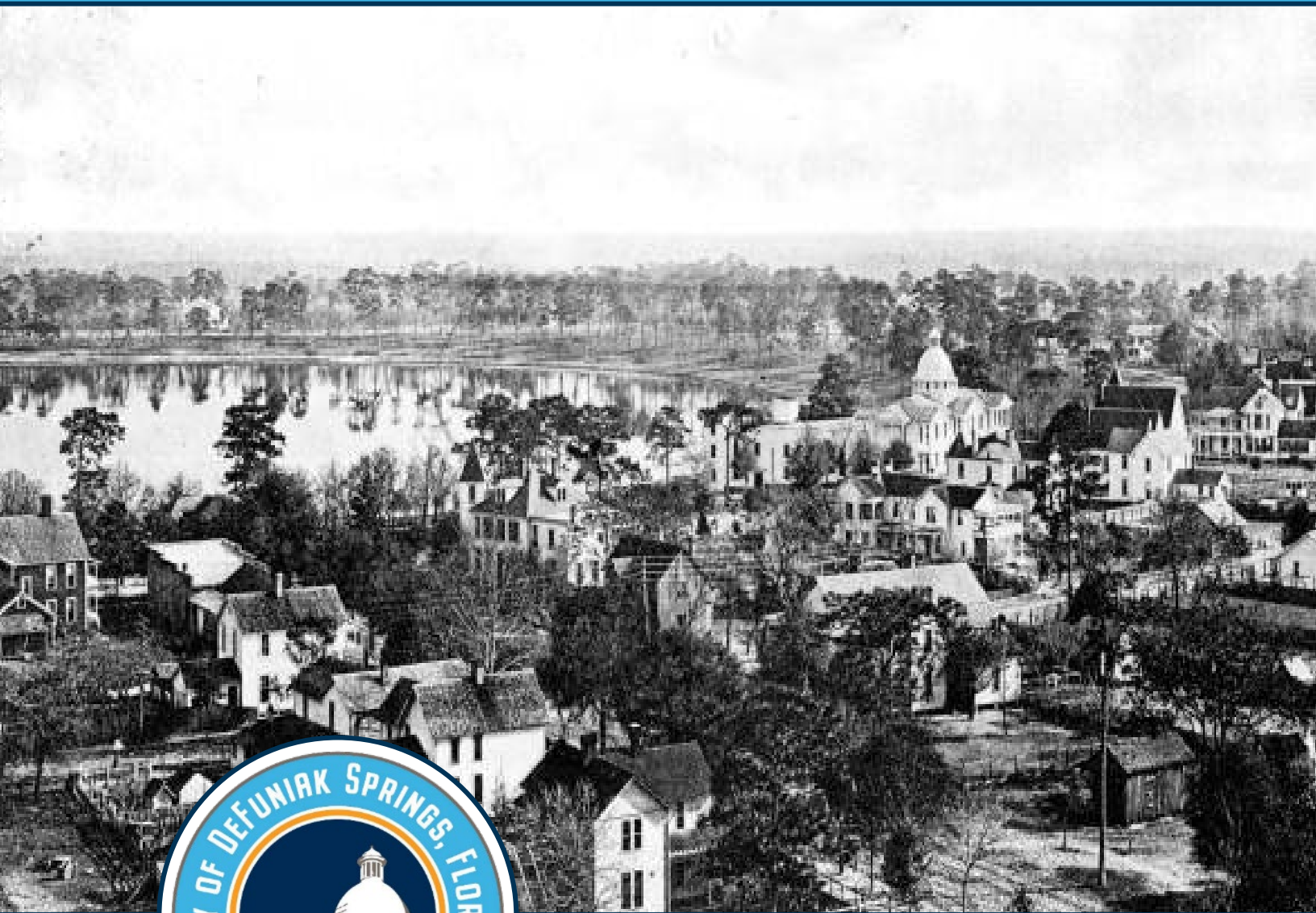
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DEFUNIAK SPRINGS HISTORIC DISTRICT - RESIDENTIAL



Historic District Design Standards:

DEFUNIAK SPRINGS HISTORIC DISTRICT - RESIDENTIAL

This document has been prepared for the City of DeFuniak Springs with the primary assistance of the DeFuniak Springs Community Redevelopment Agency and City Council.

2025

City of DeFuniak Springs Mayor

Robert "Bob" Campbell, Mayor

City of DeFuniak Springs City Council

Todd Bierbaum, Mayor Pro-Tempore & Council Member, Seat 1

Josh Sconiers, Council Member, Seat 2

Amy Heavilin, Council Member, Seat 3

Glen Harrison, Council Member, Seat 4

Dan Cosson, Council Member, Seat 5

City of DeFuniak Planning and Code Enforcement

Chris Wallace, Planning Director, AICP

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City of DeFuniak Springs Community Redevelopment Agency Board

Reynolds Henderson, Chair. Appointed by Councilman Todd Bierbaum.

Cathy Mosley, Vice-Chair. Appointed by Councilman Henry Ennis.

Rob Hamilton. Appointed by Councilwoman Amy Heavlin.

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Joshua R. Ervin, Executive Director

TABLE OF CONTENTS

Chapter 1. Introduction to Historic Preservation	1
1.1. Purpose of Design Standards.....	1
Who Should Use This Document?.....	2
When Does This Document Apply to the COA Process?.....	2
How to Use This Document	3
1.2. Benefits of Historic Preservation	4
Social and Economic	4
Environmental	5
Other Benefits	6
Chapter 2. Preservation in DeFuniak Springs.....	7
2.1. Brief History of the City of DeFuniak Springs	7
2.2. National Register of Historic Places: Historic Districts & Individually Listed Resources	10
DeFuniak Springs Historic District	11
Map	12
Chapter 3. Players and Procedures	13
3.1. City of DeFuniak Springs Planning and Code Enforcement Department	13
Contact Information	13
3.2. Design Review Process	14
Certificate of Appropriateness	14
Appeals	15
Violations	16
Chapter 4. Architectural Style Guide	18
4.1. Introduction.....	18
4.2. Building Types and Forms	19
Residential Building Forms.....	20
4.3. Architectural Styles.....	24
4.4. Design Principles	34
Chapter 5. Design Standards	37
5.1. Introduction.....	37
5.2. The Secretary of the Interior’s Standards for the Treatment of Historic Properties	38

5.3. Universal Design Standards for all Projects.....	40
Standard 1. Preserve/Retain Significant Features.....	40
Standard 2. Repair Rather than Replace.....	41
Standard 3. Make Appropriate Replacements	41
Standard 4. Restore Significant Features Where Damaged or Missing	42
Standard 5. Adaptive Reuse	42
Standard 6. Comply with Health and Safety Codes	43
5.4. Standards for Streetscape Elements.....	44
Standard 7. Walkways and Driveways	45
Standard 8. Fences and Walls.....	47
Standard 9. Landscaping	49
Standard 10. Accessory Buildings.....	51
5.5. Standards for Signage.....	53
Standard 11. Residential Signage	54
5.6. Standards for Existing Buildings.....	56
Accessibility, Code Compliance, & Safety	57
Standard 12. Railings	57
Standard 13. Ramps.....	58
Standard 14. Exterior Stairs and Fire Escapes	59
Building Materials.....	60
Standard 15. Wood	60
Standard 16. Siding	61
Standard 17. Masonry.....	63
Standard 18. Foundations	65
Standard 19. Decorative Architectural Features	66
Standard 20. Doors and Entrances	67
Standard 21. Windows.....	69
Standard 22. Roofs	72
Standard 23. Porches	75
Standard 24. Decks and Patios	77
Standard 25. Porte-Cochere	78
Standard 26. Awnings and Canopies.....	79
Exterior Lighting	80

Standard 27. Exterior Light Fixtures.....	80
Utilities	81
Standard 28. General Utilities	81
Standard 29. HVAC	82
Standard 30. Satellites and Antennas	83
Energy Conservation.....	84
Standard 31. Solar Panels	85
Additions	86
Standard 32. Enlarged Footprint Additions.....	87
Paint and Color	89
Standard 33. Paint	89
5.7. Standards for New Construction.....	90
Standard 35. General Standards for New Construction	91
Accessibility, Code Compliance, & Safety	92
Standard 36. New Construction Railings.....	92
Standard 37. New Construction Ramps, Exterior Stairs & Fire Escapes	92
Building Materials.....	93
Standard 38. New Construction Materials	93
Standard 39. Details and Ornamentation Design in New Construction.....	95
Standard 40. New Construction Doors	96
Standard 41. New Construction Windows	97
Standard 42. New Construction Roofs	98
Standard 43. New Construction Porches, Decks, & Porte-Cocheres	99
Standard 44. Awnings and Canopies.....	100
Exterior Lighting	101
Standard 45. New Construction Exterior Lighting.....	101
Utilities	102
Standard 46. Utilities in New Construction.....	102
Energy and Sustainability	103
Standard 47. Energy and Sustainability in New Construction	103
Standard 48. Solar Panels in New Construction	104
Color	105
Chapter 6. Demolition and Relocation Standards	106

6.1. Demolition.....	106
Standard 49. Demolition by Neglect	106
Standard 50. Partial Demolition	106
Standard 51. Total Demolition.....	107
6.2. Relocation	108
Standard 52. Relocation.....	108
Chapter 7. Substitute Materials	109
7.1. Replacement In-Kind vs. Substitute Materials	109
Cost Evaluation.....	111
7.2. Common Substitute Materials.....	112
Siding.....	112
Architectural Details	114
Doors	115
Windows.....	116
Roofing.....	118
Porch Materials	119
Appendix A. Glossary	121
Appendix B. DeFuniak Springs Zoning Information.....	141
Appendix C. Flood Risk Reduction.....	142
Appendix D. Basic Maintenance.....	152
Appendix E. Resources for Property Owners.....	154
Appendix F. Selected Bibliography	162

CHAPTER 1. INTRODUCTION TO HISTORIC PRESERVATION

1.1. PURPOSE OF DESIGN STANDARDS

The purpose of design standards and best practices for historic buildings is to promote the preservation of the historic character of the built environment while ensuring that new construction and additions are compatible with their historic surroundings.

These standards and best practices are intended to help property owners make appropriate decisions regarding changes to historic buildings, regardless of whether they are officially listed in the Local or National Register of Historic Places or not. For properties and districts that are listed in the national or local register, the standards and recommended treatments in this document are consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties and therefore will help inform the regulatory decisions made by the Planning Director in design review and permitting actions.

For properties that are not listed but are historic, these can be considered "best practices" that property owners are encouraged but not mandated to follow. By voluntarily following the design standards and best practices detailed in this document, DeFuniak Springs residents and business owners can help ensure their decisions do not negatively impact surrounding properties or the overall character of the neighborhood and city.



Figure 1: Streetscape within DeFuniak Springs, c. 1950 (Source: Florida Memory).

Who Should Use This Document?

The DeFuniak Springs Planning Director and city staff will reference these standards to help make decisions on Certificate of Appropriateness (COA) applications as well as to advise property owners of residential buildings within the DeFuniak Springs Historic District on appropriate courses of action. Commercial or institutional buildings located within the DeFuniak Springs Historic District or within the Downtown Business District should reference **Historic District Standards: Downtown Business District & DeFuniak Springs Historic District – Commercial**.

This document also serves as a manual for anyone planning to make exterior changes to a property within the City's historic districts. Applicants who consult this document and seek guidance from the staff at the Planning and Code Enforcement Department during the planning stages of their projects may be more assured that their proposals will comply with the City's Municipal Code and will be approved by the Planning Director.

When Does This Document Apply to the COA Process?

This document applies to all residential properties located within the DeFuniak Springs Historic District, as well as historic resources and sites as determined by the City of DeFuniak Springs. Should the City establish additional historic districts, this document will serve as guidance for residential buildings within the districts.

The City's standards for COA review adhere to the Secretary of the Interior's Standards for Rehabilitation, pursuant to Ord. No. 881, § 18-55.1. of the City's Land Development Code as set forth in the DeFuniak Springs' Municipal Code. These standards will apply to any proposed work which requires a COA as issued by the Planning Director.



Figure 2: Hotel Chautauqua along DeFuniak Lake, c. 1900 (Source: Florida Memory).

How to Use This Document

This document should be used as a manual to evaluate the appropriateness of proposed work on the exterior of contributing residential buildings in the DeFuniak Springs Historic District. Additionally, this document should serve as a manual to owners of historic properties as they plan and implement repairs, renovations, or new construction projects.

Chapter 1 introduces Historic Preservation, Design Standards, and information on the benefits of preservation to a community.

Chapter 2 contains background information on the history of DeFuniak Springs and an introduction to the City's National Register and Local Historic Districts as well as individually listed properties on the National Register of Historic Places.

Chapter 3 provides an overview of the DeFuniak Springs' Planning and Code Enforcement Department and its role in the Design Review Process, including information on DeFuniak Springs' Certificate of Appropriateness.

Chapter 4 presents an architectural style guide to determine the building type, architectural style, and associated features of a historic property. Architectural design principles can also be found in this chapter which will aid in understanding the design standards.

Chapter 5 contains all design standards for planning a successful project within DeFuniak Springs, including exterior alterations, new construction, streetscape elements, and signage.

Chapter 6 provides standards for the demolition and relocation of structures and buildings within a historic district.

Chapter 7 includes guidance on choosing substitute materials to replace original materials when necessary.

Visuals like images and diagrams are included throughout this document that provide examples of work solutions. These solutions will be sorted by their level of appropriateness: Appropriate, May be Appropriate, and Not Acceptable.

Appropriate

**May Be
Appropriate**

Not Acceptable

1.2. BENEFITS OF HISTORIC PRESERVATION

The preservation of historic buildings can play a role in the economic development of DeFuniak Springs by making it a more desirable place to live and work, and by encouraging place-making and place-keeping that can help draw in new visitors to the city. Besides preserving the outward historical appearance, historic preservation provides a number of social, economic, and environmental benefits.

Social and Economic

Historic resources are existing buildings, sites, and landscapes which are connected to a city's existing infrastructure. They were constructed with workmanship and materials which are often superior to new construction, including old growth lumber and forgotten construction techniques. As such, they typically have a longer lifespan (100 years +) when compared to new construction (30-40 years on average). Existing historic buildings are tied into existing infrastructure and utilize existing public investments including roads and sewers thereby reducing impact costs which apply to new construction. The rehabilitation of existing structures often compares very favorably to new construction for this reason.

Historic preservation is closely linked to development investment and tourism. Well preserved historic buildings and districts set DeFuniak Springs apart from communities filled with new construction, which tend to lack "personality" or individual distinction. Heritage tourism attracts engaged visitors who seek local businesses for their travel needs and entertainment purposes. "Nearly all expenditures of tourists fall into five categories: lodging; food and beverage; local transportation; retail purchases; and entertainment/admissions/amusements" which are often directly linked to the small businesses of a town or city. Heritage tourism therefore stimulates the economy by encouraging localized spending.



Figure 3: The revitalization of historic downtown buildings can act as a major draw for entertainment and activity.



Figure 4: Restoration aligns with sustainable practices by reusing existing structures, minimizing waste, and conserving resources. (Source: BrandTouch).

Historic preservation can also help to stimulate the local economy by providing jobs. Rehabilitation projects provide more local jobs as compared to new construction, as a larger percentage of the project cost is for labor. The same cannot typically be said of new construction due to the widespread and common use of prefabrication, which effectively outsources work from beyond the local economy. Additionally, historic districts tend to attract more retail businesses and restaurants due to their unique atmospheres and walkability. Attracting businesses to commercial heavy districts like the Downtown Business District results in an increase in employment opportunities at a local level.

Studies have consistently shown that communities with preserved or revitalized historic neighborhoods have higher property values which prove more stable over time. Such neighborhoods improve the local municipal tax base and are indicators of a healthy community which can attract relocating existing businesses and new startups to the area.

Environmental

Historic preservation is inherently sustainable as it makes use of existing buildings and infrastructure to the greatest extent possible. Waste materials from demolition and construction projects comprise approximately 25% of the waste in American landfills. Historic buildings contain embodied energy, which is the energy associated with extracting, processing, manufacturing, transporting, and assembling building materials. Demolishing a historic building that could otherwise be utilized for a productive purpose wastes a significant amount of energy which had been in use for decades, while replacing it with new construction, often utilizing inferior materials, wastes even more energy.

Not only is the demolition of usable structures wasteful, but many historic resources feature unique regional energy saving features which can contribute to overall sustainability. Inherent energy efficient features in historic buildings can include operable windows, clerestories, skylights, interior courtyards, rooftop ventilators, cupolas, thick masonry walls, and other features that can provide natural light and ventilation and reduce the need for energy consumption using mechanical systems and electric lighting. In Florida, large operable windows-especially double hung sash, central hall plans, tall ceilings, and landscape features such as large shade trees were used to provide methods of cooling and reduce solar thermal gain. When necessary, existing historic buildings can also be retrofitted to increase energy efficiency.

The Research & Policy Lab of the National Trust for Historic Preservation conducted a study which demonstrated that when compared a historic building and a newly constructed “green gizmo” structure vary greatly in their environmental impact. One significant finding was that it takes 10-80 years of operating savings of a “green gizmo” building to recoup the negative climate change impacts of the [building’s]

construction. Almost every building typology in every region of the country demonstrated a better environmental outcome through adaptive reuse than with demolition and new construction.”

Other Benefits

In addition to social, economic, and environmental benefits, historic preservation helps a community to maintain a distinct sense of place. The preservation of historic buildings and districts helps to maintain a physical connection to community heritage and promote heritage tourism, attracting visitors and recreational activities to the area. Urban revitalization is also linked to the retention of historic buildings in downtown areas as these rehabilitated spaces attract more businesses and restaurants resulting in increased foot-traffic.

Preservation of the historic character of a neighborhood or district promotes beauty and can improve the overall quality of life for its inhabitants. Historic districts encourage better quality design for new buildings, additions, and renovations. Living and/or working in an attractive environment can provide psychological benefits to residents.



Figure 5: Restoring a historic railroad depot can revitalize a downtown area by creating a sense of community pride in its history, thereby improving the overall vitality of the downtown district.

CHAPTER 2. PRESERVATION IN DEFUNIAK SPRINGS

2.1. BRIEF HISTORY OF THE CITY OF DEFUNIAK SPRINGS

For thousands of years, the area today known as DeFuniak Springs and Walton County was inhabited by the Muscogee and Euchee native tribes. The earliest European contact in the area began between 1763 and 1783 when the future Walton County was part of the colony of British West Florida. British settlers became the first English-speaking people to permanently reside in the area at this time with most of the settlers, many of whom were either farmers or fishermen, residing in the southern portion of the county by the sea. Scottish settlers migrated from the backcountry of the Carolinas and settled in the general future DeFuniak Springs area.

On March 4, 1881, the Florida State Legislature incorporated the Pensacola and Atlantic Railroad (P&A) resulting in a survey team led by W. D. Chipley to set out from Pensacola to survey the route for the railroad. The survey team would then encounter what would become Lake DeFuniak with Chipley declaring the spot perfect for a town and marking the location as a future stop along the new railroad. The area was then officially named Lake DeFuniak after Frederick DeFuniak, the then president of the P&A, which had become a subsidiary of the Louisville and Nashville Railroad (L&N) in 1880.

Chipley, T. T. Wright, C. C. Banfill, W. J. Van Kirk, and a few others worked to turn the small stop along the tracks into a town, forming the Lake DeFuniak Land Company in 1885. They began to sell real estate and experimenting with ways to attract people to the fledgling Heath and Hunting Resort they envisioned. Through a chance meeting while attending the Chautauqua Institution in New York in 1883, Van Kirk learned they were seeking a winter location to extend the program. After meeting with the leaders of Chautauqua and returning to Lake DeFuniak, the group decided this was



Figure 6: DeFuniak Springs Railroad depot, c. 1908 (Source: Florida Memory).

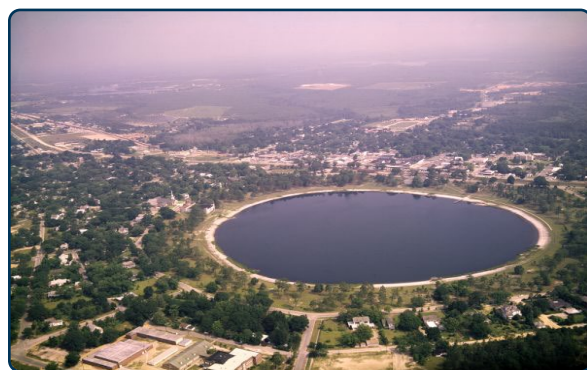


Figure 7: Lake DeFuniak, one of two spring-fed lakes in the world that is nearly perfectly round (Source: Florida Memory).

the perfect draw to bring people to the new village. Chautauqua is an adult education and social movement in the United States that brought entertainment and culture for the whole community, with speakers, teachers, musicians, showmen, preachers, and specialists of the day. The Chautauqua movement peaked in popularity in the late 19th and early 20th centuries.

In 1884 Florida Legislature approved the incorporation of the Florida Chautauqua Association and Lake DeFuniak officially opened its resort/campus in 1885 for a seasonal, multi-week event called the Florida Chautauqua Assembly. Its season of lectures, classes, and performances was based on the model of the New York Assembly and became known as the "Winter Assembly in the Land of Summer." Its buildings included a hotel, amphitheater, college building, residences, and auditorium. The Florida Chautauqua Association would operate in DeFuniak Springs (the town was renamed DeFuniak Springs in 1886) until 1936, holding its last annual Assembly in 1927.

DeFuniak Springs was also known as the educational center of the south during these early years with the Florida Teachers Association even being formed in the town in 1886. The State Normal School, a free college to educate teachers, was placed in DeFuniak Springs by the state in 1887 and operated in the town until 1905. McCormick University was also established in the town but only operated from 1886-

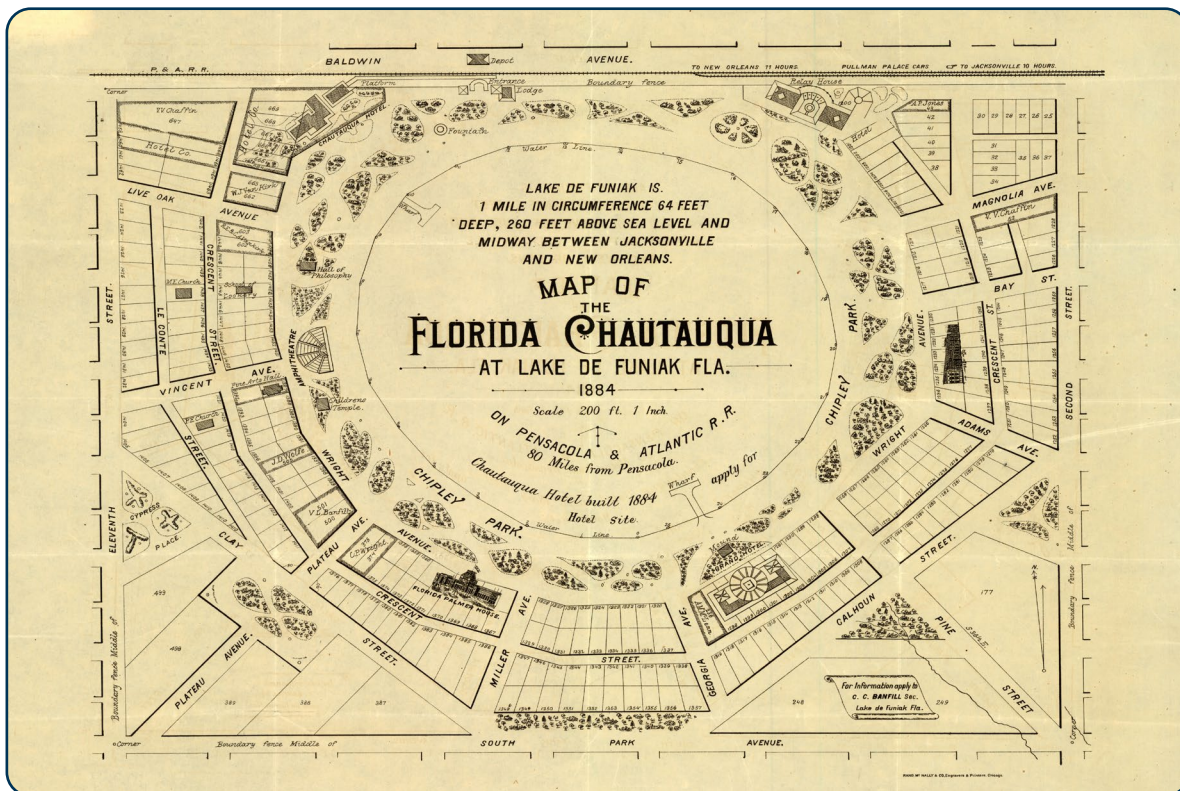


Figure 8: Map of the Florida Chautauqua, c. 1884 (Source: Florida Memory).

1888, when its buildings were destroyed by a hurricane. Palmer College was then formed in 1907 and operated until 1936. DeFuniak Springs was also the home to DeFuniak Business College, a preparatory school for the Normal School, and the Thomas Industrial Institute.

After Chautauqua ended its run, DeFuniak continued to be a destination of choice for people seeking culture. Many of the same things that made DeFuniak Springs so popular in its early years are still found here today. A quiet friendly community, today it still hosts cultural events like the Florida Chautauqua Assembly, Florida Chautauqua Theater, Grit and Grace, various Arts and Crafts groups, and a sense of community unique to itself. The historic streetscape and buildings have changed very little over the years. Many of the homes built in early years, by visitors to the Florida Chautauqua who moved here from the north, along with businessmen of the time, still stand.

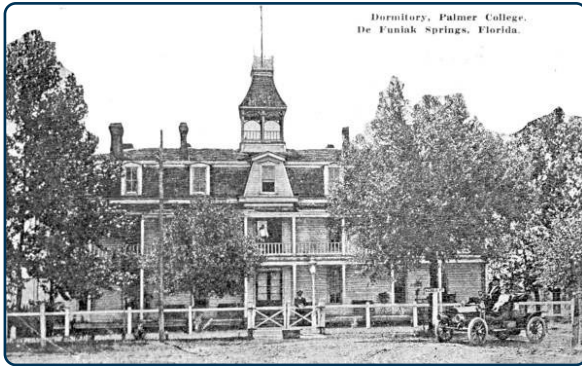


Figure 9: A dormitory for Palmer College, c. 1914 (Source: Florida Memory).



Figure 10: The Chautauqua Auditorium seen across the lake, c. 1937 (Source: Florida Memory).

2.2. NATIONAL REGISTER OF HISTORIC PLACES: HISTORIC DISTRICTS & INDIVIDUALLY LISTED RESOURCES

The National Register of Historic Places (NRHP) is a list maintained by the National Park Service (NPS) which contains historical or archaeological properties including buildings, structures, sites, objects, and districts, that are considered worthy of preservation because of their local, statewide and/or national significance. Nominations for properties in Florida are submitted to the NPS through the Florida Department of State's Division of Historical Resources. Florida has over 1,700 listings on the NRHP, including 295 historic districts and 175 archaeological sites. There are more than 50,000 sites contributing to the NRHP in Florida.

Under federal law, owners of private property listed in the NRHP are free to maintain, manage, or dispose of their property as they choose, provided that there is no Federal involvement. Local governments can adopt a historic preservation-zoning ordinance, which enables them to designate properties and districts of historical or architectural significance. Local designation provides protection of character-defining exterior features of a property. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

The City of DeFuniak Springs currently has one National Register designated historic district (**DeFuniak Springs Historic District**), one locally designated historic district (**City of DeFuniak Springs Dorsey Avenue Historic District**), and an evolving historic overlay (**Downtown Business District**), all are subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code. The following is a list of individual properties listed on the NRHP within DeFuniak Springs, those highlighted are located within the DeFuniak Springs Historic District.

- Perry L. Biddle House,
203 Scribner Avenue
- **Chautauqua Hall of Brotherhood**,
95 Circle Drive
- **Lakeside Hospital**,
1290 Circle Drive
- Sun Bright,
606 Live Oak Avenue



Figure 11: Sun Bright, as the Sidney Johnston Catts House, was listed on the NRHP in 1979.

DeFuniak Springs Historic District

The DeFuniak Springs Historic District measures approximately 190 acres and is comprised of 174 contributing and 73 non-contributing buildings. “Contributing” is a classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance. Buildings considered non-contributing include those that have been significantly altered or erected outside the historic period. The district primarily consists of residential buildings, along with numerous commercial, institutional, and religious buildings, a historic railroad depot, and a meeting hall.

The district's contributing resources are significant for their architectural and historical associations. Many buildings rise two-and-one-half stories, although some are smaller in size. Vernacular designs of wood and masonry construction are the predominant building styles. Formal architectural examples include Neo-Classical Revival, Colonial Revival, Gothic Revival, Queen Anne, and Craftsman.

The historic development of the DeFuniak Springs Historic District spans from 1884, when the first extant building was constructed, until 1940, the end of the community's Depression era development, which was curtailed by the beginning of World War II. Although several small subdivisions were carved out of the original block and lot system, the original historic landscape design is virtually untouched.

The commercial area north of the railroad tracks, which emerged in the late 1880s, experienced several devastating fires in the late 1890s. New brick buildings were constructed over the following decade and by 1912 resulted in a substantial row of businesses along Baldwin Avenue and secondary streets which extend north from that corridor. Tappan Brothers Construction Company, established in DeFuniak Springs about 1895, was responsible for many of those buildings. The pace of construction in the commercial district accelerated in the first decade of the twentieth century.

Residential construction coincided with the expansion of the commercial area and the extension of city services during the first two decades of the twentieth century. Many of the impressive houses that stand around Lake DeFuniak date from that period. The financial success of the Florida Chautauqua enabled the Association to construct a large building, **Chautauqua Hall of Brotherhood**, at DeFuniak Springs in 1910.

Map

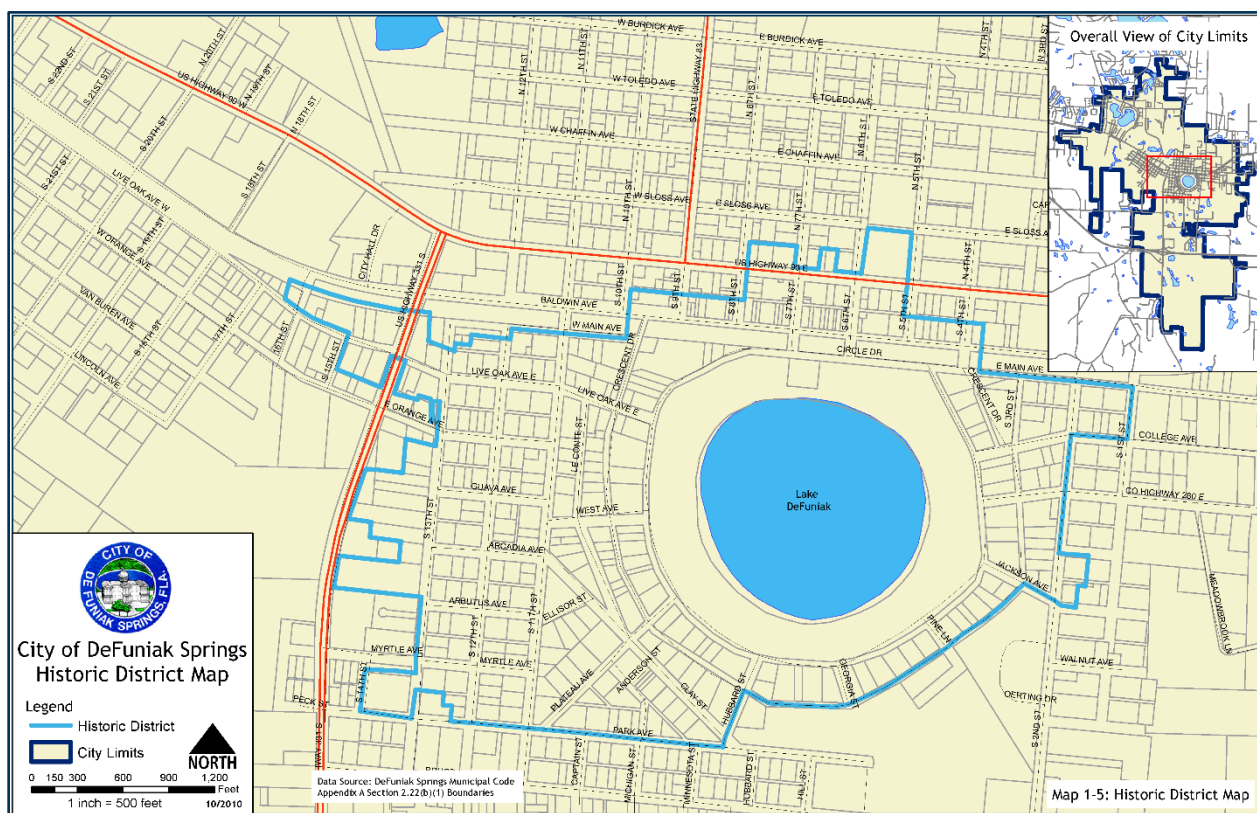


Figure 12: Map of the DeFuniak Springs Historic District.

CHAPTER 3. PLAYERS AND PROCEDURES

3.1. CITY OF DEFUNIAK SPRINGS PLANNING AND CODE ENFORCEMENT DEPARTMENT

The primary goal of the Planning and Code Enforcement Department is to provide impeccable customer service in assisting the City of DeFuniak Springs' citizens, visitors, and business owners with development efforts and enforcement actions to ensure the City's community is a desirable place to live and work. The Department serves as the primary point of contact for these efforts by coordinating with various departments to ensure plans comply with the City regulations contained in documents such as the [City's Comprehensive Plan](#), the [Municipal Code](#), and the [Technical Specifications Manual](#).

The Planner Director of the City of DeFuniak Springs Planning and Code Enforcement Department has been identified as the "building-zoning official" in charge of reviewing submitted Certificates of Appropriateness (Municipal Code, Ord. No. 881, § 18-55.1.).

Contact Information

Physical Address: 1350 Baldwin Ave, DeFuniak Springs, FL 32435

Mailing Address: P.O. Box 685, DeFuniak Springs, FL 32435

Phone: (850) 892-8500 opt. 4

Planning Director Email: planningdirector@defuniaksprings.net

Planning Administrative Assistant Email: planningassist@defuniaksprings.net

Phone: (850) 892-8500, ext. 1116

Code Enforcement Officer Email: codeenforcement@defuniaksprings.net

3.2. DESIGN REVIEW PROCESS

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is a permit issued by the City of DeFuniak Springs Planning Director, or “building-zoning official,” that is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within one of DeFuniak Springs’ historic districts.



The purpose of the establishment of these districts is to preserve the established development pattern and distinctive architectural character of the districts through the restoration of existing buildings and construction of compatible new buildings. The authority of the Planning Director to review development in these areas shall reinforce this special character. Efforts shall be made to ensure that future development is compatible with and enhances the existing structures and period architectural character of the area.

Physical applications for COAs can be obtained at the Planning and Code Enforcement Department. A fillable form is also available online and can be accessed through scanning the above QR code. Certificate of Appropriateness applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, an agent affidavit is required along with the owner’s name, address, and contact information.
- c) The address or location of the subject property.
- d) The identification of which historic district the property is located within and what type of historic designation the property currently has.
- e) A request statement of the proposed activity for which a certificate of appropriateness is sought.

The applicant for a COA shall provide the Planning Director with supplemental materials for the work contemplated. Such materials shall include but are not limited to:

- a) Construction Drawings, (e.g. exterior elevations, floor plans, detail drawings), sketches, diagrams and/or illustrations – at scale – that illustrate the proposed activity for which the COA is being sought.
- b) Samples of proposed materials including textures and colors.

- c) Site layout, except where there are no dimensional changes to the improvement.
- d) Photographs of the structure to be altered or, in the case of new construction, photographs of contiguous properties.

Following the submission of a COA application by email or mail, the Planning Director shall use the Municipal Code and Design Standards to determine whether the proposed work would adversely change, destroy, or affect any architectural feature of the historic structure. If the proposed work is new construction, the Planning Director will determine whether it would lack harmony with the historic site or district or the external appearance of neighboring improvements or adversely affect the artistic quality of the surrounding district. Following such a review, the Planning Director shall issue or deny the COA.

The issued COA shall only be applicable for work outlined within the COA application and supplementary materials submitted prior to issuance of the permit. It is unlawful to deviate from the plans upon which issuance was granted unless an amended COA is applied for and issued.

A COA is not required for any interior alteration/modification project or for the ordinary maintenance/repair of any exterior elements associated with a structure within one of the DeFuniak Springs historic districts. A COA should also not prevent a property owner from complying with any lawful orders of the City concerning the removal of dangerous or hazardous improvements or portions on their property, even if it is located within one of DeFuniak Springs' historic districts.

Appeals

In any case where the Planning Director has denied an application for a Certificate of Appropriateness (COA), the applicant may appeal to the City Council for a notice to proceed. Authorization to proceed will be issued if the applicant establishes to the satisfaction of the unanimous opinion of the City Council that there is unnecessary hardship in the strict application of the provisions of the section.

Authorization to proceed may only be granted when the applicant provides proof that all of the following facts and conditions exist:

- a) The land or improvement in question cannot yield a reasonable return if the proposed construction, removal, alteration or demolition is not permitted.
- b) The plight of the applicant is due to unique circumstances of the site in question.
- c) The proposed alteration, construction, removal or demolition will not alter the essential character of the area.

- d) The hardship is the result of the application of this section and is not the result of any act or omission by the applicant.

In granting authorization to proceed, the City Council may prescribe such conditions as deemed appropriate.

The issued authorization to proceed shall only be applicable for work outlined within the COA application or otherwise submitted to the City Council for official consideration prior to issuance of authorization to proceed. It is unlawful to deviate from the plans, including any modification required as a condition of approval of the plans by the City Council, upon which issuance was granted unless an amended authorization to proceed shall be applied for and issued.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 7.

Violations

It is unlawful for any person in charge of any property located within the Historic District to construct, alter, move, remove or demolish any improvement, including signs, unless the Planning Director has previously issued a Certificate of Appropriateness (COA) authorizing such work.

Anyone found to be in violation of the above shall be subject to fines and other appropriate action as determined by the City Council. In addition, a stop-work order shall be issued by the Planning Director, and the stop-work order shall remain in effect until a COA is issued or it is determined that no COA is required. If a COA is required but none is issued, the person or persons found in violation is responsible for replacing or restoring the improvement made to the building preceding such violation.

Municipal Code, Ord. No. 881, § 18-55.1. (b) 3.

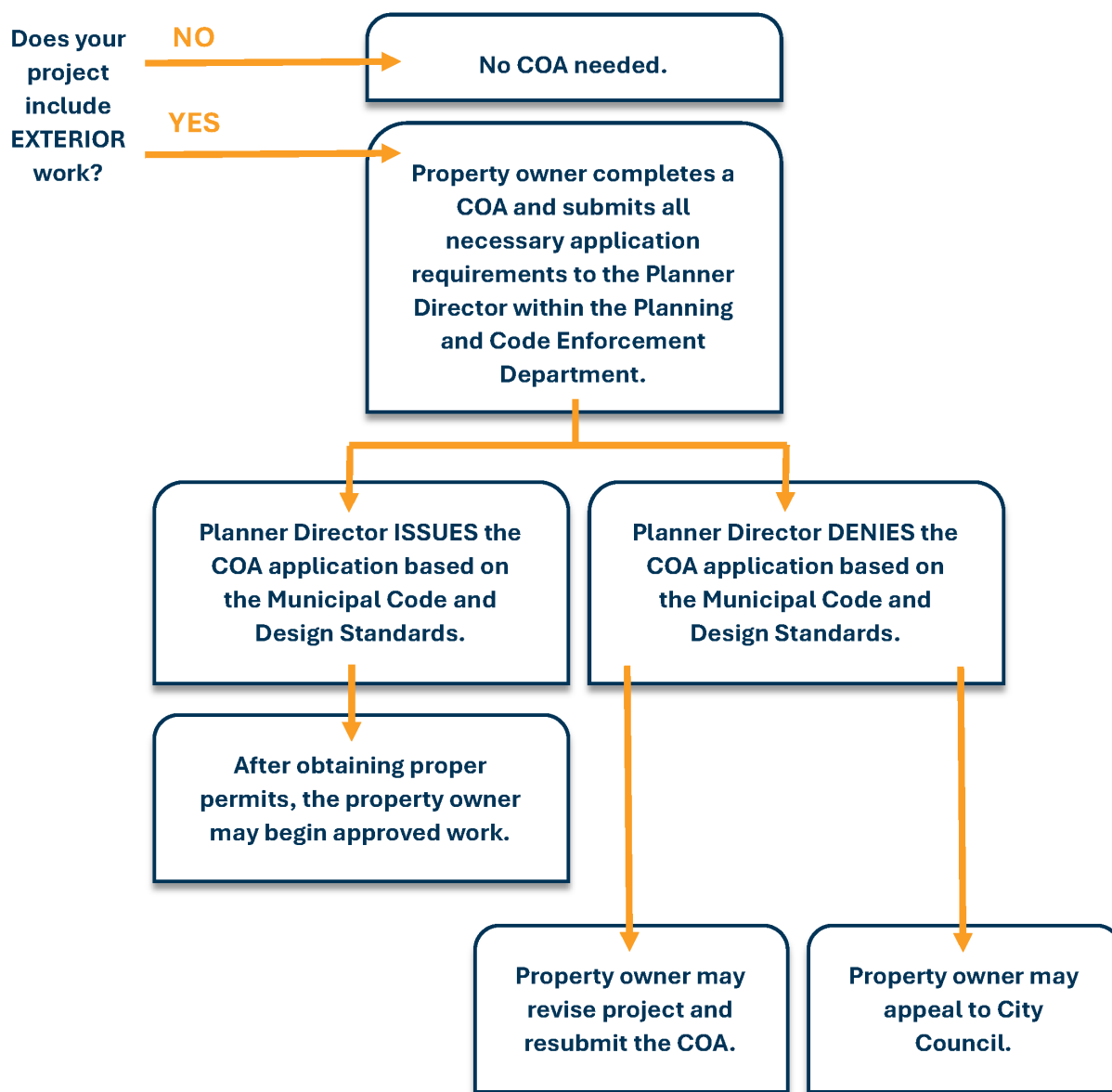


Figure 13: Design Review process overview.

CHAPTER 4. ARCHITECTURAL STYLE GUIDE

4.1. INTRODUCTION

Historic buildings are frequently characterized according to type, form, and architectural style. Building type refers to the classification of a building based on its use and characteristics, while building form refers to its physical shape, size, and arrangement. Building types can be residential or commercial, for example, while building forms can be rectangular, square, or circular. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. "Character-defining" pertains to those architectural materials and features of a building that define the historic nature of that building. Such features may include the form of the building, exterior cladding, roof materials, door and window design, cornice, etc.

Few structures display all the characteristics of a particular style, and many buildings exhibit eclectic details from a mix of styles. Architectural styles are grouped into two categories: vernacular and high style. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture. The following section has been adapted from *A Field Guide to American Houses* by Virginia Savage McAlester.

"Vernacular" architecture encompasses buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. These local variations in historic architectural styles often occurred when carpenter-builders and designers combined vernacular forms, pattern book designs, and their own ideas. Often these structures are designed and built by individuals who were influenced by local climate, available building materials, and contemporary architectural fashions and styles.

"High Style" refers to structures built according to the doctrines of a specific, readily identifiable, national or regional architectural style, such as Queen Anne or Second Empire, and are designed by professional architects and builders or derived from architectural guidebooks. Designers of high style buildings were often strongly influenced by contemporary trends, fashions and academic principles.

While there are some examples of high style architecture in the DeFuniak Springs Historic District, primarily along Circle Drive, most buildings are vernacular.

4.2. BUILDING TYPES AND FORMS

A building's type is defined by the function of the property. The following are types found within the DeFuniak Springs Historic District and Downtown Business District:

1. **Residential buildings** include single-family homes and multi-family homes, such as apartments and duplexes. The majority of historic buildings in the DeFuniak Springs Historic District are residential building types.
2. **Commercial buildings** are buildings that are used for business purposes, such as stores, offices, restaurants, and banks. The majority of historic buildings in the Downtown Business District are commercial building types.
3. **Institutional buildings** are buildings that serve a community and provide public services and include government buildings, libraries, and museums.

Other building types that are in the DeFuniak Springs Historic District include **religious buildings**, such as churches and other places of worship.

Standards for commercial and institutional building types are located in **Historic District Standards: Downtown Business District & DeFuniak Springs Historic District – Commercial**.



Figure 14: From left to right, examples of typical residential, commercial, and institutional buildings found in the DeFuniak Springs Historic District.

Residential Building Forms

The following section describes each of the major residential building types, including observed in the DeFuniak Springs Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Single Pile

The Single Pile house, also called an “I-House,” is traditionally three bays wide, one room deep, and two stories tall with a side- or front-gabled roof. It has a symmetrical façade, often with end chimneys and a front porch. On the interior, it typically has a central hall flanked by rooms. It is a common type of vernacular home with many of these homes often enlarged with rear ell additions, and the front porch was often updated to suit changing architectural fashions. Gothic Revival, Queen Anne, and Italianate variations are common.



Figure 15: Example of a residential Single Pile building type in DeFuniak Springs.

Double Pile

The Double Pile house, like the I-House, is typically three to five bays wide and two stories tall with a rectilinear shape and side-gable roofline. The Double Pile house is defined by its two-room depth. It follows one of the most common domestic floor plans found in the United States, the “Hall and Parlor” plan, in which a central hall with staircase is flanked by pairs of rooms on each side. The double pile form is most closely associated with the Georgian and Federal styles but was also commonly ornamented with Greek Revival, Gothic Revival, Italianate, Colonial Revival, and Classical Revival style details. It is also commonly found in its simple vernacular form with little stylistic detail.



Figure 16: Example of a residential Double Pile building type in DeFuniak Springs.

Gable-Front

The Gable-Front house is another common vernacular form. Characterized by its simple, front-gabled roof, the Gable-Front house type is typically rectangular or square in form. The narrow form of the Gable-Front type was well suited to narrow lots and the type is commonly found in urban neighborhoods and towns. Like other vernacular forms, this type may be found unornamented or with applied ornamentation from a variety of architectural styles.



Figure 17: Example of a Gable-Front building type in DeFuniak Springs.

Gable-Ell

The Gable-Ell house is typically two stories and is characterized by a gable-front central mass with an intersecting wing (the “ell”) placed perpendicularly, creating an L shaped plan. The long side of the ell is typically oriented towards the street, and a porch is often located at the juncture of the two wings. Like the other building types mentioned, the Gable-Ell house was often ornamented with Victorian-era details, and the porch was commonly updated to reflect changing tastes and architectural fashions.



Figure 18: Example of a Gable-Ell building type in DeFuniak Springs.

Florida Cracker

The Florida Cracker is characterized by its low-slung appearance, large front porch, wood frame, raised foundation, and gable or hipped roof. While the traditional "cracker box" refers to a smaller, one-story structure, Florida Cracker buildings encompass both one and two-story variations, all sharing features designed for the subtropical climate.

The name "cracker" refers to colonial-era English and French pioneer settlers and their descendants who constructed this vernacular building form to protect them from the elements through utilizing large outdoor porches and large windows (with shutters) to help try to cool homes during the long hot season in these low latitude subtropical climates. These homes were widespread in the 19th and early 20th century and were typically constructed from local trees and materials.



Figure 19: Example of a residential Florida Cracker building type in DeFuniak Springs.

Bungalow

The Bungalow was a common house type in the U.S. and examples can be found dating to the 1900s through the 1940s. Bungalows are one to one-and-a-half stories and are compact in size. These houses typically have projecting eaves, multiple gables, asymmetrical façades, and low-pitched roofs with large dormers and integrated porches. Bungalow is most commonly associated with the Craftsman style, and it was widely popular for use in both rural and urban settings. Prefabricated versions were also available as "kit houses."



Figure 20: Example of a residential Bungalow building type in DeFuniak Springs.

Ranch

The Ranch building type was created in California in the mid-1930s. It gained popularity in the early 1940s and dominated American single-family housing throughout the 1950s and 1960s. Ranch houses are characterized by their asymmetrical one-story "rambling" forms. Their forms maximize width instead of depth and often incorporate built-in garages to that end. They often feature low-pitched gable or hipped roofs. Private rear porches are common instead of the more public front or side porches seen in earlier housing examples. Details including the use of shutters and porch supports taken from the Colonial Revival style (McAlester 1984, 479).



Figure 21: Example of a residential Ranch building type in DeFuniak Springs.

4.3. ARCHITECTURAL STYLES

The following section describes each of the major architectural styles, including vernacular styles, observed in the DeFuniak Springs Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Frame Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. Frame Vernacular buildings use wood as the dominant structural and exterior elements. Craftsman and builders constructed these buildings using balloon framing techniques. This type of construction used corner posts and horizontal members consisting of two-by-four posts nailed together. Floors were hung on the wall studs, and, on multi-story buildings, the wall studs rose continuously from the floor to the roof. Window treatments range from original double-hung sashes and casements to replacement metal awning, jalousie, and fixed windows.

Frame Vernacular construction was very common in the United States from the late 1800s through the 1940s. Many Frame Vernacular houses built in the late 1910s and 1920s demonstrate Craftsman style elements including exposed rafter ends and wide, overhanging roof eaves. These houses are still modest and demonstrate less details and ornamentation than Craftsman style houses. Examples of Frame Vernacular houses from the 1930s and 1940s are even more restrained than their forerunners and display modest roof overhangs and even fewer decorative elements. Vernacular style structures have single-pile, double-pile, gable-front, and gable-ell floor plans and are one or two-stories in height.

Frame Vernacular is the most common style in the DeFuniak Springs Historic District and in the City of DeFuniak Springs, with most of the Frame Vernacular buildings being residential.



Figure 22: Examples of more elaborate Frame Vernacular residences within the DeFuniak Springs Historic District.



Figure 23: Examples of more simple Frame Vernacular residences within the DeFuniak Springs Historic District.

Masonry Vernacular

Examples of the Masonry Vernacular style are seen throughout the DeFuniak Springs Historic District in both residential and commercial buildings. Similarly to the Frame Vernacular style, Masonry Vernacular buildings tend to be simple, largely unadorned, and constructed out of easily accessible materials.

Masonry Vernacular buildings utilized simple masonry construction techniques common to Western architecture. Like their Frame Vernacular counterparts, Masonry Vernacular residential and commercial buildings were mostly designed and built by nonprofessionals.

The advent of ready-mixed concrete revolutionized building techniques after 1920. Buildings constructed after this time (especially commercial buildings) used concrete blocks as the main structural element. Concrete blocks provided the same amount of strength as other traditional masonry units but were lighter and less expensive (McAlester 1984, 38). In order to enhance the exterior appearance, the concrete block was often covered in a veneer of brick or stone, painted or, reticulated block was used.



Figure 24: Above is an example of residential Masonry Vernacular style building in the DeFuniak Springs Historic District.



Figure 25: Most masonry vernacular style buildings in the DeFuniak Springs Historic District are commercial.

Gothic Revival

The Gothic Revival style emerged from the Picturesque/Romantic Movement and was popularized in the pattern books of Andrew Jackson Downing. It was the earliest of the Victorian styles to challenge classical norms. The Romantic Movement lauded the art, literature, and architecture of Christian medieval times which is reflected in the style. The architectural movement abandoned the symmetry and order of Classicism in favor of asymmetry and variety in texture and color.

The Gothic Revival style became popular in America in the mid-nineteenth century (circa 1830-1860), reaching its peak in the 1830s and 1840s. Civic and religious examples of Gothic Revival tended to follow High Gothic examples and were more authentic. The popularity of Gothic Revival houses faded in the late nineteenth century. The Gothic Revival style remained popular for civic, religious, and educational buildings well into the twentieth century.

Common character-defining features of the Gothic Revival style include:

- One or two-stories
- Pointed arches
- Towers
- Steeply pitched rooflines
- Focus on verticality
- Crenellation/crenellated parapets
- Leaded stained glass
- “Gingerbread” detailing, lace-like spandrels



Figure 26: This is the sole example of a Gothic Revival building in DeFuniak Springs Historic District.

Folk Victorian

The Folk Victorian style is less elaborate than high Victorian styles such as Queen Anne. It is characterized by the presence of Victorian era decorative detailing on simple folk house forms. These simple houses tend to mimic higher Victorian style dwellings while remaining more affordable.

The Victorian details (often referred to as “gingerbread” detailing) used in Folk Victorian houses are most commonly applied to the porch and cornice line. Folk Victorian houses often have symmetrical façades and a lack of textured and varied wall surfaces unlike the true Queen Anne style houses they mimic.

Multiple examples of the Folk Victorian style are present in DeFuniak Springs and are most often seen on Bungalow, Double-Pile, or Gable-Front building types.

Common character-defining features of the Folk Victorian style include:

- One or two-stories
- Symmetrical façade
- Lack of multiple rooflines and textured or varied wall surfaces
- Centered gable roofs often appear on side-gable or hipped pyramidal roof examples
- Decorative elements are limited to the porch and cornice line
- Unadorned window surrounds
- “Gingerbread” or spindle work detailing



Figure 27: Above are examples of Folk Victorian style buildings in the DeFuniak Springs Historic District.

Queen Anne

The Queen Anne style merged a variety of classical and medieval ornamentation. Richly decorated, Queen Anne style houses are commonly recalled with the use of the generic “Victorian” label. It was popular from the 1880s to the 1900s.

The Queen Anne style was successfully adapted to residential, commercial, and institutional uses. These buildings are typically asymmetrical in plan, and feature turrets, window bays, towers, complex rooflines, decorated chimneys, and large and ornate porches. Queen Anne style buildings typical have a variety of materials with contrasting textures. These buildings commonly used materials include brick, wood, stone, slate, and tile which were combined to create a picturesque effect.

Common character-defining features of the Queen Anne style include:

- Two or more stories
- Asymmetrical in plan
- Window bays
- Complex rooflines
- Turrets
- Towers
- Decorated chimneys
- Large and ornate porches
- Multiple wall textures and surfaces achieved with pattered shingles, different patterns or colors of brick courses, and wood siding
- Commonly painted in a mix of bold colors



Figure 28: Above are examples of Queen Anne style buildings in the DeFuniak Springs Historic District.

Colonial Revival

The Colonial Revival style emerged in the 1880s following America's Centennial celebrations which aroused civic pride and sought to restore order to what was perceived to be the Victorian excesses of American domestic architecture by borrowing heavily from early American Georgian and Federal architecture. After 1925, the restoration of Colonial Williamsburg and a rising interest in historic preservation greatly contributed to the popularity of this style, which proliferated in the U.S. through 1955. The Colonial Revival style is sometimes referred to as Georgian Revival and Dutch Colonial Revival, which are more specific subtypes of this style.

The Colonial Revival style often combines authentic colonial details with modern features on a more exaggerated scale than its 18th century models. The name "Colonial" encompasses several styles, all loosely associated with the revival of American and "old world" buildings.

Common character-defining features of the Colonial Revival style include:

- Two-stories
- Symmetrical massing
- Side gable, hipped, or gambrel roofs that often feature boxed eaves with little overhang
- Front entrance adorned with decorative pediment and pilasters
- Main entry door featuring fanlights or rectangular transoms, flanked by side lights
- Cornice frequently adorned with dentils or modillions



Figure 29: Above are examples of Neo-Classical Revival style buildings in the DeFuniak Springs Historic District.

Neo-Classical Revival

The Classical Revival or Neoclassical style is based upon interpretations of classical Greek and Roman models, relying on order, symmetry and detail to create a composition of formal and symmetrical features. This style is adaptable to wood, brick, and stone construction and was popular in many regions of the nation. Neoclassical Revival was popular from the late 19th century through the mid-20th century. Interest in classical models was inspired by the 1893 World's Columbian Exposition in Chicago. Nearly all buildings at the Columbian Exhibition were designed based on classical precedents and were widely copied in the United States.

Common character-defining features of the Classical Revival style include:

- Two-stories
- Overall symmetry
- Low pitched roofs or flat roofs with parapets
- Entry porches with classical columns and triangular pediments, sometimes reaching two stories
- Keystone lintels over windows and doors
- Moldings and cornices featuring dentils and modillions
- Dormers
- Prominent curved or arched center windows on second stories



Figure 30: Above are examples of Neo-Classical Revival style buildings in the DeFuniak Springs Historic District.

Craftsman

The Craftsman style emerged at the very end of the 19th century and was heavily influenced by the English Arts and Crafts Movement, which emphasized a return to traditional handcraftsmanship and the use of natural materials. It became highly popularized through pattern books and magazine depictions and was the dominant style for small houses and the bungalow building type from the turn of the 20th century through the 1930s.

The rapid growth of Florida from the 1900s to the 1930s, when the Craftsman style flourished, meant this was a commonly used style throughout the state. Multiple examples of the Craftsman style are present in DeFuniak Springs and are most often seen on Bungalow building types.

Common character-defining features of the Craftsman style include:

- One to two-stories
- Wood frame with pier or continuous block foundations
- Roofs can be front-gable, cross-gable, side-gable, or hipped and have widely overhanging, open eaves
- Roofs can feature exposed wood rafter ends, brackets, or triangular knee braces
- Weatherboard, wood drop siding, or stucco exterior walls
- Porches typically full-width and deep-set porches with a variety of porch supports



Figure 31: Above are examples of Craftsman style buildings in the DeFuniak Springs Historic District.

Minimal Traditional

The Minimal Traditional style describes small, affordable, cottage-like dwellings constructed between the 1930s and 1950s. This style originally emerged at the height of the Great Depression and was widely adopted by architects to help address housing needs in a struggling economy. It was also well-suited to suburban tract-house developments, which appeared in the late 1930s and 1940s. The style then grew rapidly after World War II to provide housing to returning servicemen.

The Minimal Traditional style acted as an alternative to the indulgence associated with house designs of the 1920s. The houses feature little ornamentation, and many do not reflect any specific historic architectural style, however, subtle details from Colonial Revival or Tudor Revival styles can often be identified.

Common character-defining features of the Minimal Traditional style include:

- Usually one-story in height
- Simple in type but layout and design elements vary
- Roofs are commonly side- or cross-gable; roof eaves are shallow with little overhang
- Large chimney – a reference to the Tudor Revival style
- Exterior material can be brick, stone, stucco, weatherboard, or a combination
- Small entry front porch
- Subtle porch ornamentation with simple wood columns with bases and capitals.



Figure 32: Above are examples of Minimal Traditional style buildings in the DeFuniak Springs Historic District.

4.4. DESIGN PRINCIPLES

The following design principles correspond to specific characteristics which contribute to the feeling and integrity of individual buildings, sites, and districts. Any work within the DeFuniak Springs Historic District should adhere to these design principles in order to retain the integrity of the contributing resources.

Orientation

Orientation refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the primary façade faces the street.

Setback

Setback describes the distance between a building and its property line. For the purposes of this document, it generally refers to the setback from the street-adjacent property boundary. Buildings shall conform with front yards of buildings within one hundred fifty (150) feet on each side. In the DeFuniak Springs Historic District, many residential properties are set back between 50 and 100 feet from the property line, creating an open space between the front of the house and the street, forming a front yard.

Alignment

When buildings on the same street are constructed with the same setback distance, they are aligned to one another. Elements such as cornices, rooflines, windows, and doors can be aligned vertically or horizontally and can be aligned based on the top, middle, or bottom of the element. You may not notice when things are aligned but it would likely be noticeable when they are not.

Rhythm

Rhythm is the repetition of architectural forms alongside a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural

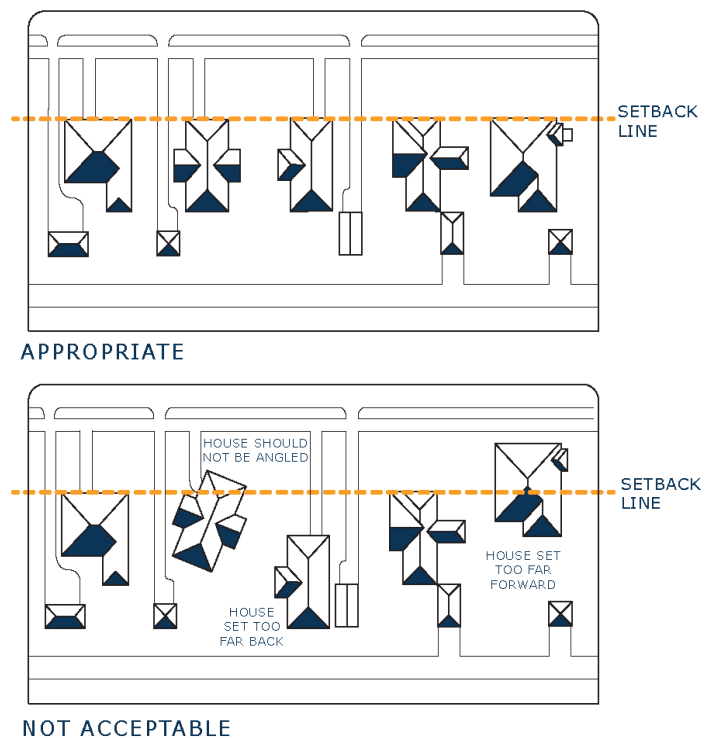


Figure 33: Diagram showing compatible and incompatible setbacks, alignments, orientations, and overall rhythm.

features such as cornice lines, windows, and doorways contribute to the rhythm of the street. Demolition of existing historic structures, or the construction of new buildings which are incongruous with height, spacing, or other rhythm-defining elements can disrupt the historic rhythm of the street and alter the overall character of the historic district.

Massing

Massing is the large-scale units that comprise a building. These masses define the overall shape and form of a building. Massing is a central part of its architectural design and can be altered through additions or demolition of parts. Alterations of a building's massing can adversely affect its overall form and diminish its historic integrity.

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole. Proportions may be expressed as mathematical ratios drawn from classical architectural theory, which may be used to determine the placement and size of architectural features including windows, doors, columns, etc.

Scale

Scale is the size of a building in relation to the surrounding buildings. Scale can be expressed through the size of a building itself (the height and width, number of stories, etc.) as well as through the size of building elements (the doors, windows, columns, staircases, etc.). Most buildings are described as being "human in scale," however, many civic buildings are "monumental" in scale. Buildings that are "human in scale" have features, such as windows and doors, sized to comfortably support human use, while buildings that are "monumental" in scale typically have over-sized features designed to impart a symbolic sense of importance.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers. The relationship of the height of buildings to their neighbors along a street

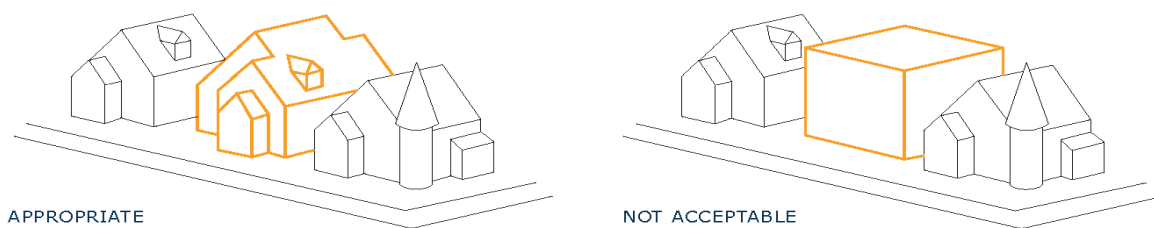


Figure 34: Diagram showing compatible and incompatible massing within a block. The compatible example also illustrates appropriate height and scale within a block.

contributes to the overall street rhythm. While it may be appropriate in some cases to increase the height of an existing building, the overall rhythm of the streetscape should be considered and respected.

Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Each architectural style combines qualities of massing, scale, proportion, rhythm, detail, and ornamentation.

Symmetry

Symmetry refers to a façade arrangement in which both sides are equal in proportion and arrangement of architectural features. "Asymmetry" by contrast refers to a façade arrangement in which elements are arranged with emphasis on one side of the façade. The use of symmetry or asymmetry in architectural design can be associated with particular architectural styles. A building's symmetry or asymmetry should be maintained.

Unity

Unity refers to the effect created when all of the buildings in a district or area conform to a particular defined range of overarching building characteristics, including height, alignment, scale, massing, and spacing. New construction can disrupt unity when it is not consistent with the existing neighborhood.

CHAPTER 5. DESIGN STANDARDS

5.1. INTRODUCTION

The following standards are intended to provide a clear framework for making sure that changes to the exterior of residential properties within the DeFuniak Springs Historic District are made appropriately and consistently. The standards and recommended treatments in this chapter are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and in accordance with the City of DeFuniak Springs Land Development Code in the City's Municipal Code. The following sections contain standards that pertain to all residential buildings in the DeFuniak Springs Historic District, as well as specific standards pertaining to streetscape elements, signage, and new construction.



Figure 35: View of residences along Circle Drive, c. 1910 (Source: Florida Memory).

5.2. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The purpose of the Secretary of the Interior's Standards for the Treatment of Historic Properties (Department of Interior regulations, 36 CFR 68) is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early on in any project.

According to the Secretary of the Interior, there are four principal approaches to working with historic structures: Restoration, Preservation, Rehabilitation, and Remodeling. When a structure has not been maintained or has been altered by the removal or replacement of character-defining features, it is important to define which principal approach or combination of approaches should be applied to the structure.

Restoration is bringing a property back to its appearance at a previous time in the past. This can include removal of later additions or inappropriate features and the replacement or reproduction of missing original features. Restoration requires extensive research into the history and construction of the building and site to create an actual reconstruction of the building.

Preservation or stabilization is the process of halting the deterioration of the historic resource. This entails making sure the building is weather-tight and structurally sound so future restoration or rehabilitation can occur.

Rehabilitation is a practical approach to the preservation of a historic resource. This entails updating the structure while maintaining and protecting the architectural character and defining features of the building. Rehabilitation may include structural repairs, repairing roofs and exterior finishes, upgrading mechanical systems and modernizing kitchens, and even changing the use(s) of the structure.

Remodeling is the least recommended approach to modernizing a building. Repairs and additions are undertaken with little or no regard for the overall design and architectural style.

The **Standards for Rehabilitation** (Department of Interior regulations, 36 CFR 67) are regulatory for the **Historic Preservation Tax Incentives program** and are most often used by local historic district commissions nationwide. The Standards for Rehabilitation pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. They are to be applied to specific rehabilitation projects in

a reasonable manner, taking into consideration economic and technical feasibility. The standards are as follows:

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

5.3. UNIVERSAL DESIGN STANDARDS FOR ALL PROJECTS

These following six standards are based on the Secretary of the Interior's Standards for Historic Rehabilitation and should always be kept in mind when altering a property in the DeFuniak Springs Historic District.

Standard 1. Preserve/Retain Significant Features

Every historic building, from each style of architecture, has a set of distinctive details that contribute to the overall character of the building. Care should be taken to preserve these features.

Appropriate

- Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible.
- Historic outbuildings, including sheds and garages, should be maintained and preserved.
- Materials or additions which were added after the building's initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.
- Historic landscape features, such as fences and signage, should be maintained and preserved as feasible.

Not Acceptable

- Removing historic materials that are in serviceable condition.
- Removing or drastically altering historic outbuildings.
- The removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building's overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.

Standard 2. Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them. Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. Some cleaning methods and repair techniques can cause or exacerbate damage to the historic materials of the building, thus hastening their need for replacement and causing increased costs to the owner. Always use the gentlest methods available. See [Appendix C: Basic Maintenance](#) for an overview of material maintenance and [Appendix E: Resources for Property Owners](#) for other technical resources.

Standard 3. Make Appropriate Replacements

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible. Although the use of contemporary building materials on new construction within a historic district is more tolerable because their use assists in making the new construction appear a product of its own time, compatible substitute materials should be still chosen.

See [Chapter 7: Substitute Materials](#) for more information on replacement and substitute materials.

Appropriate	May Be Appropriate	Not Acceptable
• Replace as little historic material as possible. This may include patching, splicing, or piecing-in replacement materials such as individual roofing tiles, shingles, or siding, masonry patches, or dutchman repairs for wood elements. • Match the historic feature's size, shape, profile, texture, and color.	• Substitute materials should only be used if they do not cause damage or change the character of the historic resource. The new material should match the form, color, and texture of the historic feature. • The new materials should match the old, when possible, but alternative materials may be appropriate in some cases.	• Changing the character of historic features through an inappropriate replacement. For example, original horizontal board siding should not be replaced by vertical siding or shingles, even of the same material.

Standard 4. Restore Significant Features Where Damaged or Missing

Whenever feasible, historic materials and details should be restored. Restorations of historic buildings should be completed under the direction of architects or professionals with specialized skills in building restoration and preservation.

Appropriate

- Remove non-historic materials that cover all or part of the building. This may include inappropriate siding, cladding, or wrapping on elements such as cornices or storefronts.
- Restore or replace underlying historic materials with new elements that closely replicate the historic appearance.
- Take care to remove non-historic materials in a way that does not damage underlying historic materials.
- Replace missing features with historically appropriate replacement features. The design of replacement features should be based on its historical appearance and substantiated by documentary, physical, or pictorial evidence. This may be accomplished by locating historic photographs which show the original appearance of the element, replicating existing but incomplete elements, or by reproducing elements visible on neighboring buildings of the same style and date range.
- Where no evidence of the feature's original appearance exists, utilize a simple design consistent with the scale, massing, and style of the building and surrounding area.
- Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

Standard 5. Adaptive Reuse

According to the first Secretary of Interior's Standards for Rehabilitation, "A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment."

The reuse of historic buildings is encouraged and adaptations of a property to a new use are allowed in certain zoning districts but require a change of occupancy permit and may have additional requirements. Any adaptive reuse project should retain the building's historic character and significant features while conforming to existing zoning codes. For example, conversion of a single-family residence to a multi-unit apartment may require the addition of new exterior entrances. These should be designed sensitively and positioned on a non-visible façade whenever possible.

It is recommended to contact the Planning Department for any additional requirements related to a remodel.

Developers or business owners interested in an adaptive reuse project should see [Appendix E. Resources for Property Owners](#) for more information on funding resources including commercial tax credit programs.

Standard 6. Comply with Health and Safety Codes

It is important that all buildings comply with all applicable DeFuniak Springs and Florida safety codes. Buildings should provide handicapped access to residents or visitors, as needed. Accessibility can be achieved without compromising the significance or integrity of historic buildings.

Appropriate

- Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as secondary means of egress.
- Provide barrier free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view, such as on the rear or side elevation, when possible.
- Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.
- Install ramps and other accessibility features in a manner that is reversible where practical and does not permanently impact the historic building.
- Access ramps shall be in scale and visually compatible in design and materials with the building.

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

5.4. STANDARDS FOR STREETScape ELEMENTS

The streetscape throughout the residential section of the DeFuniak Springs Historic District consists of trees, shrubs, major plantings, walls, fences, sidewalks, driveways, and outbuildings such as carriage houses, garages, and sheds. These elements are character-defining features which play a large role in the historic “feel” of the district. DeFuniak Springs’ historic streetscape elements should be maintained, and the design of new features within the landscape should be in keeping with its historic character.



Figure 36: Streetscape within the DeFuniak Springs Historic District, c. 1910 (Source: Florida Memory).

Standard 7. Walkways and Driveways

Streets and sidewalks are the primary connective networks in the DeFuniak Springs Historic District, providing safe access for pedestrians and vehicular access throughout the district and beyond. The sidewalks are typically paved in concrete, asphalt, or crushed stone and detached from the street by a narrow, landscaped area. Residence walkways are also typically paved or feature brick pavers. Driveways connect the street to a garage or parking area at the side or rear of the house. Most driveways are full-width and paved in concrete, asphalt, or crushed stone. The district also features concrete paved ribbon and brick paver driveways.

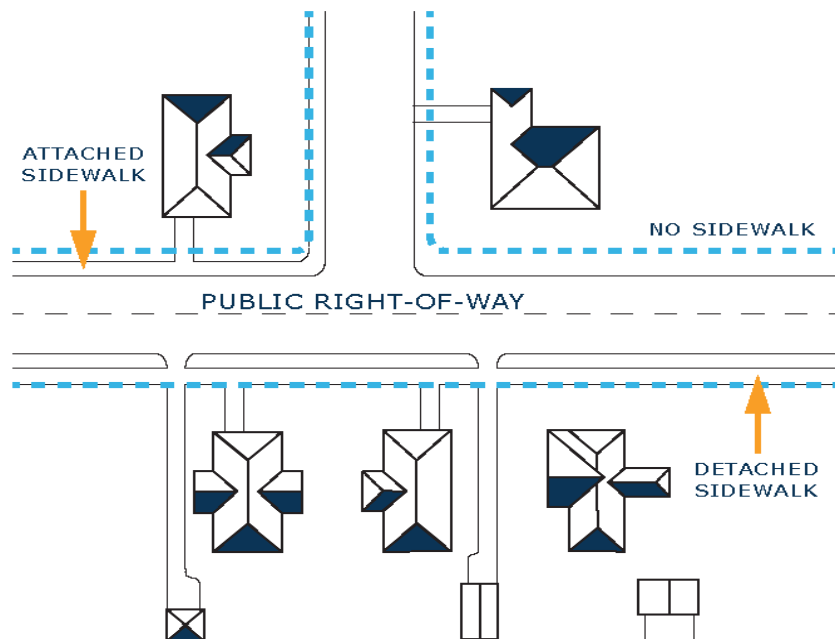


Figure 37: Sidewalk, walkway, and driveway diagram within the public right-of-way.



Figure 38: Example of compatible brick pavers utilized in a walkway and within a driveway.



Figure 39: An appropriate brick paver driveway and paved concrete walkway.

Appropriate

- New sidewalks should be constructed with compatible material matching the dimension, texture, and finish of the original surrounding sidewalks in the district.
- New private walkways should be designed to be compatible with the historic walkways and buildings on the property.
- Maintain historic driveways in their original location.
- Maintain and preserve historic driveway surface materials. When deteriorated, repair or replace historic paving materials with the same or compatible material.
- Locate new driveways so that minimum alterations are required to character-defining landscape and features such as walls, fences, and buildings, and should respect the predominant alignments and locations of driveways in the neighborhood.



Figure 40: Residence without a front driveway. The addition of a new driveway accessible through the front yard would be inappropriate.



Figure 41: Driveway paved in crushed stone leading to a rear garage.

Standard 8. Fences and Walls

A number of historic perimeter wall and fence types can be found throughout the DeFuniak Springs Historic District. These include brick walls; wood fences including picket and ranch rail; chicken wire; and cast-iron fences. Fences and perimeter walls are typically located at the front property lines in residential areas. They help to define public from private space, as well as significantly contribute to the character of the district.

In any residential district no fence, wall, hedge or planting shall be erected, constructed, maintained or grown to a height exceeding two feet above the nearest street grade. No wall or fence used for screening purposes shall be less than six feet or greater than eight feet above grade. All walls or fences used for screen purposes should be located around rear or side yards and shall be generally opaque at a distance of ten feet.

For Reference

Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron.](#)

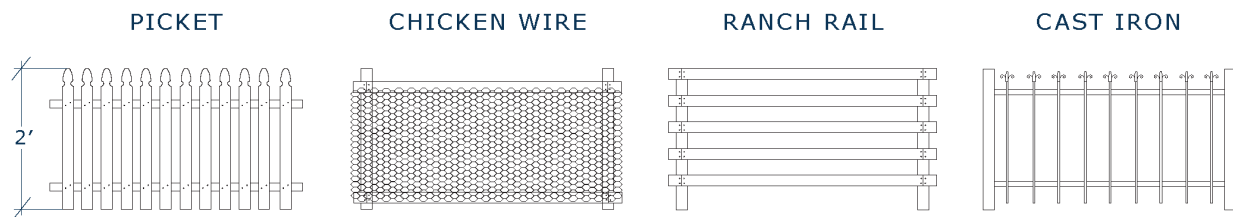


Figure 42: Diagram of appropriate fences at the appropriate height for residential front yards.

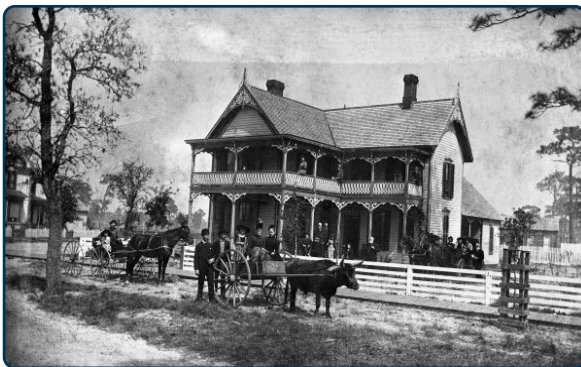


Figure 43: Example of a historic ranch rail in DeFuniak Springs.



Figure 44: Example of an appropriate chicken wire fence, historic to DeFuniak Springs.

Appropriate

- Retain and preserve original fences whose features are character-defining elements of the property including, gates, pillars, hardware, decorative pickets, and rails.
- Repair or restore damaged or deteriorated historic perimeter walls and fences. Where repair is not possible due to the severity of the deterioration, replace historic walls or fences in-kind using the same material as the original and matching in size, shape, height, profile, texture, and color. If use of the same material is not feasible, the substitute material should approximate the original as closely as possible.
- New walls and fences should be consistent with the setback of the subject building and adjacent properties and shall match the style of the building in scale and material.
- Fences shall be constructed in a durable fashion with weather resistant wood and be of a consistent pattern.
- Historic wood fences should be protected with a painted surface.
- Privacy fences should be limited to side and rear yards and shall be between six and eight feet in height.

May Be Appropriate

- When replacement is necessary, in-kind replacements are the first choice. A simple fence in a style that complements the surrounding architecture may also be appropriate.
- Chain link fences may be permitted at the rear of a property if not visible from a primary right-of-way.



Figure 45: Inappropriate variety of fencing surrounding a historic residence.

Not Acceptable

- Using multiple fencing materials and/or styles.
- Concrete block, horizontal boards, vinyl, and similar styles fences.
- Replacing a historic fence with incongruous materials, such as chain-link or plain concrete block, or constructing a new fence of nonhistorical, incongruous material.
- Painting or covering a historic masonry fence or wall with stucco is not acceptable.
- It is not acceptable to use fences or walls to screen front yards.

Standard 9. Landscaping

Landscaped areas are important character-defining features of historic districts. The front yards of residential buildings are major visual elements within the streetscape. Proposed residential plans for a property should also include landscaping and planting designs with identification of vegetation to be planted.

All businesses constructed in a commercial, institutional, or industrial district which abuts a residential district shall provide a landscape buffer pursuant to the Landscape and Tree Protection Ordinance (Municipal Code, [Ord. No. 881, § Art. XII](#)). A Landscape Plan is required for projects that include new development, redevelopment, or commercial expansions of fifty (50) percent or more of an existing site area plan in the city. The applicant of a Landscape Plan should apply the Landscape and Development Standards found within [Art. XII](#).

The [Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs. The Cooperative also has an [IFAS Extension](#) with the University of Florida that provides a general overview of native plants. In general, existing trees and native tree species that need less water and maintenance are preferred.

For Reference

Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)



Figure 46: Coonties are native to Florida and can be planted in sun or shade and can be used as a specimen plant or in massed plantings.



Figure 47: Red Buckeye is a Florida-Friendly tree, native to the Southeast U.S. (Source: John D. Byrd, Mississippi State University, Bugwood.org).

Appropriate

- Whenever possible, existing historic landscaping should be maintained and preserved. If replacement of shrubs or plantings becomes necessary, the same or similar types of plantings should be used.
- Development shall not involve the unnecessary removal of any native vegetation. Where removal of native trees is necessary, efforts should be made to transplant such trees.
- New shade trees should be located where they will not obscure important historic features or damage historic buildings with roots or branches.
- Landscaping at the front yards of residential properties should generally reflect the period of the home.
- Grass or other ground cover shall be placed on all areas within the front, or other landscape areas not occupied by other landscape material.
- Lawn grasses and ground cover planted for credit on the landscaping requirements shall be perennial species capable of thriving in DeFuniak Springs.
- Grasses may be sodded, sprigged, plugged or seeded, except that solid sod shall be used in swales or other areas subject to erosion.



Figure 48: Appropriate landscaping within the historic district that complement the residence.

Standard 10. Accessory Buildings

Garden sheds, carriage houses, garages, summer kitchens, carports, and other accessory buildings are primarily associated with residential buildings. They face the same repair needs as the principal home of a property. Accessory buildings can contribute to the overall character of a property and the districts. Existing accessory buildings are subordinate to and compatible with the main building and are often not easily seen from the public right-of-way.

Accessory dwellings may be allowed in R-1 single-family residential zones provided that all of the following requirements shall be met upon special approval:

- a) Only one accessory dwelling unit shall be permitted on residential a lot.
- b) An accessory dwelling unit shall not exceed eight hundred (800) square feet of heated and cooled area.
- c) The accessory dwelling unit shall be located and designed not to interfere with the appearance of the principal structure as a one-family dwelling unit and shall be compatible with the appearance of the principal structure as determined by the City Council upon review.
- d) All new accessory dwelling units shall comply with all setback requirements.
- e) Any existing accessory structure may be converted into an accessory dwelling unit regardless of the location on the property, provided that it must be upgraded to meet the minimum building code requirements for a dwelling unit. The footprint of any existing structure may be expanded up to twenty-five (25) percent utilizing the current setbacks of the existing structure.

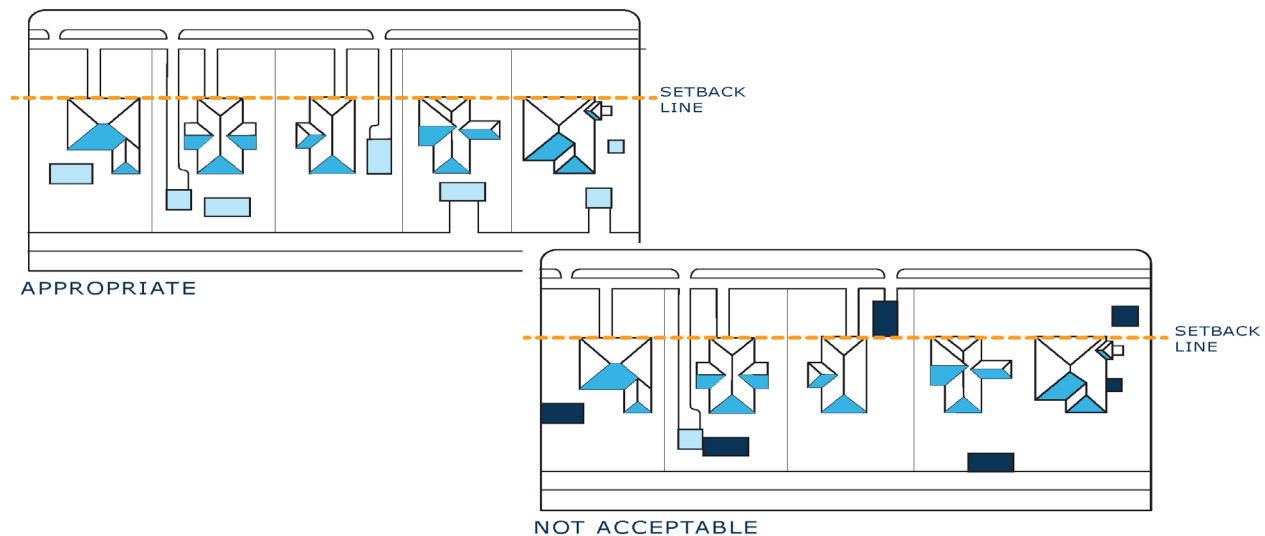


Figure 49: Diagram of appropriate accessory building locations on double frontage residential lots in DeFuniak Springs.

Appropriate

- Accessory buildings that contribute to a property's historic character or are original to a property should be preserved and maintained. Original features should be repaired to match the original.
- Accessory buildings should be inspected regularly for signs of moisture damage, mildew, vegetation, and structural cracks or settlement.
- All accessory buildings and uses should be in the required side or rear yard.
- New accessory buildings in a front yard of a lot with double frontage if it is 15 feet from the front lot line and in the rear of the residence.
- All accessory buildings must be located at least 10 feet from any main buildings or other accessory building.
- Private garages that face alleys, shall be located at least 5 feet from any lot line.

May Be Appropriate

- Original historic doors on accessory buildings should be maintained but may be retrofitted with modern hardware.
- An accessory structure may be in the front yard if other yards are constrained, as determined by the Planning Department, and must have a 50-foot setback from the front lot line.

Not Acceptable

- Moving or relocating accessory buildings original to a property to another part of the lot.
- Removal of architectural detailing, especially when visible from the street.
- New accessory buildings that are a greater height than the principal building on the lot or generally exceed two stories or 35 feet in height.



Figure 50: Appropriate accessory buildings in the rear yard of a residence.



Figure 51: Appropriate garage in the front yard of a lot with double frontage.

5.5. STANDARDS FOR SIGNAGE

All signage must comply with the DeFuniak Springs Sign Ordinance (Municipal Code, [Ord. No. 881, § Art. XIV](#)). A sign permit is required in order for a sign to be installed, constructed, altered, or relocated. Sign permit application forms are available at the Planning and Code Enforcement Department. Once submitted, these applications will be reviewed by the Planning Director. The applicant should also work with the Planning Director to make sure their signage proposal meets Florida Building Code (FBC) requirements before beginning the proposed project.

Sign permit applications include the following:

- a) The applicant's name, address, and contact information.
- b) If the applicant is not the property owner, the applicant shall provide written authorization from the property owner permitting the installation of the sign along with the owner's name, address, and contact information.
- c) If applicable, the name, address, and contact information of the business tenant.
- d) If applicable, the name, address, and contact information of the contractor.
- e) Address and legal description (or parcel identification number) of the property upon which the sign is to be located. The legal address may be located on a certified boundary survey.
- f) Sign dimensions and elevation, drawn to scale.
- g) Dimensions of the signs supporting members.
- h) For freestanding ground signs, indicate in feet and inches the location of the sign in relation to property lines, public right-of-way, easements, overhead and underground utilities, buildings, and other signs on the property.
- i) For all wall mounted signs, the facade elevation with dimensions, drawn to scale. Windows and doors and other openings shall be delineated and their dimensions given.

Standard 11. Residential Signage

The most common types of signage on residential buildings in the DeFuniak Springs Historic District are hanging signs, glass signs, mounted signboards, and freestanding signs. Keeping a historic sign is encouraged, even if the business or product promoted is no longer the occupant. Preserved historic signs can have strong recognition value and can become community landmarks.

For Reference

Preservation Brief 25: [The Preservation of Historic Signs.](#)

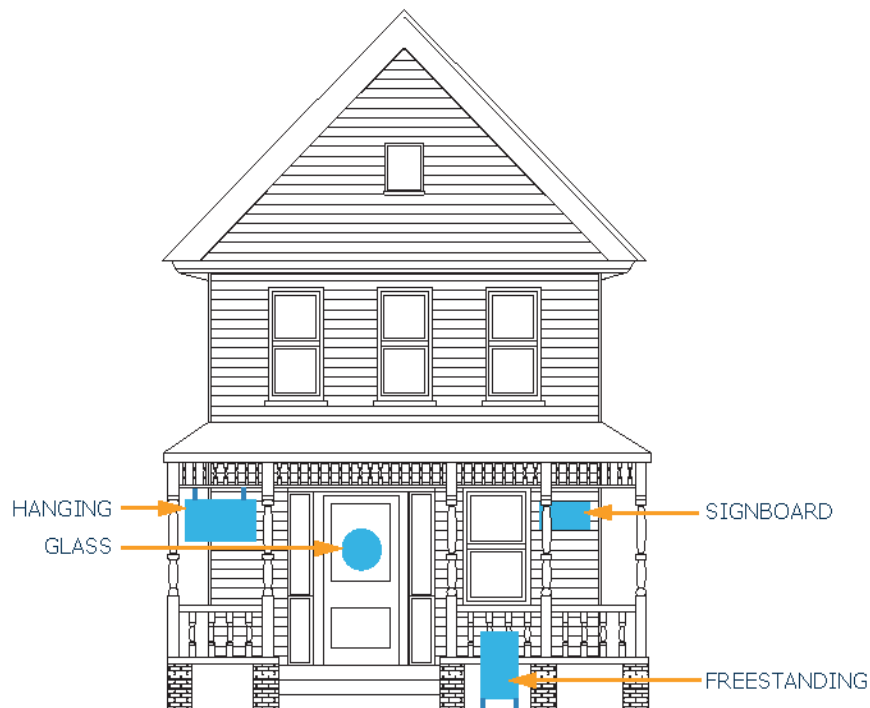


Figure 52: Types of signage and their locations on residential properties.

Appropriate

- Limit the overall number of signs to avoid a cluttered appearance that competes with the building's historic character.
- Where possible, preserve historic signs.
- Connect wall-mounted signage through mortar joints rather than masonry units.
- For historic signs for businesses or products no longer on site, coordinate the placement of updated signage in a way that appropriately advertises the current business without removing or covering the historic sign.
- Lighting sources and associated conduit for signs should generally be concealed from view.



Figure 53: Appropriate signage on front porch of a historic residence.

Not Acceptable

- Mounting signage in a way that damages historic fabric.
- Covering or obscuring architectural features with new signage.
- Internally illuminated signs, particularly box or cabinet signs in which the entire surface is illuminated, and neon signs, are generally not appropriate for the character of the district.
- Excessively bright or flashing lights and animated signs are not appropriate for residences.

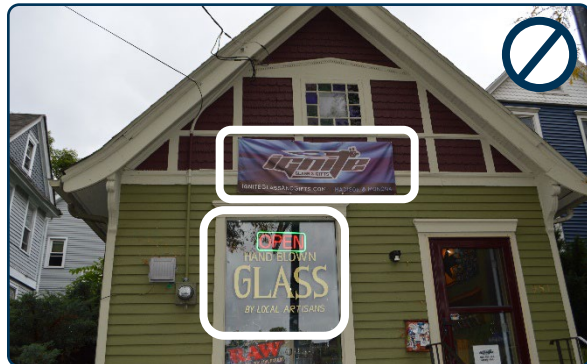


Figure 54: Not acceptable illuminated and incompatible hanging signage on the front façade of a former residence.

5.6. STANDARDS FOR EXISTING BUILDINGS

The DeFuniak Springs Historic District contains residential, commercial, religious, and institutional buildings. Preserving DeFuniak Springs’ historic resources is integral to maintaining its historic character. Each of DeFuniak Springs’ historic buildings is a character-defining feature of the district as a whole.

All elements of individual buildings – façades, form, roof shape, porches, materials, doors, windows, and architectural details – contribute to their character. The front façades of buildings are the most visible and typically are of primary concern to the Planner Director when exterior alterations are proposed. Side or rear façades that can be seen from a primary public right-of-way are also of concern when changes are proposed.

In most cases, buildings have been altered over time. Likely, they will continue to be altered to meet the changing needs of owners and tenants. DeFuniak Springs’ Land Development Code allows changes to accommodate building users but mandates appropriate changes that do not significantly alter the historic character of a building. Before considering any change to a building, it is first necessary to evaluate the materials, forms, features, details, and other aspects of a building that are most important to define its character so these features may be preserved and the character of your historic building, and the surrounding district, may be maintained.

See **Chapter 4. Architectural Style Guide** for additional guidance on identifying your building’s form and style to accurately determine its character-defining features.

For Reference

Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. While not explicitly requiring all private homes to be ADA-compliant, certain aspects of the ADA can influence accessibility considerations for private residences, particularly for public accommodations within those homes or when making renovations. All proposed ADA projects should also make sure that they meet the current Florida Building Code (FBC).

For Reference

Preservation Brief 32: [Making Historic Properties Accessible.](#)

Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

Standard 12. Railings

Railings should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for a proposed railing should blend with the surrounding built environment and be compatible with the style and materials of the historic building design.

Appropriate

- Railing designs should be compatible with the style and materials of the existing porch and structure.
- Historic railings that do not meet current ADA height guidelines may remain if the building remains a residential property.
- New handrail height should meet current FBC, ADA, and any life safety standards.



Figure 55: Appropriate railing on the front façade of a historic residence with a compatible design to the porch.

Standard 13. Ramps

Ramps should be designed sensitively to ensure they are appropriate both for the historic setting and for the user. The materials chosen for a proposed ramp should blend with the surrounding built environment and be compatible with the style and materials of the historic building design. Ramp structures can be faced with brick, stone, or other materials as appropriate. Any ramp structure should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate

- Ramps should be installed on the rear, side, or secondary elevations of a building whenever possible but should not compromise accessibility.
- Ramps should be screened with plantings on more visible locations.
- Ramp design should be compatible with the style and materials of the existing porch and structure.

May Be Appropriate

- Installing a ramp on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Not Acceptable

- Removing historic features in doorways, including stairs, porches, and railings to accommodate ramps. Consider building over or next to these features.

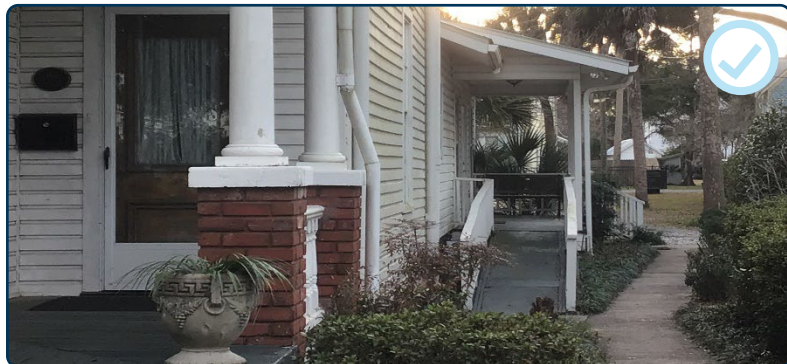


Figure 56: Most appropriate location of a ramp addition with compatible materials.



Figure 57: Appropriate ramp on the front elevation.

Standard 14. Exterior Stairs and Fire Escapes

An exterior stair or fire escape addition should be attached in such a way that the future removal would not impair the essential integrity and form of a historic property.

Appropriate

- When necessary, a fire escape or exterior stair should be located on a secondary elevation and not be highly visible from public spaces.

May Be Appropriate

- Installing a fire escape on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Not Acceptable

- Installing an exterior stair and/or fire escape and damaging existing architectural features.
- Removing architecture features to accommodate the installation of an exterior stair or fire escape.



Figure 58: Appropriate location of an exterior stair addition on the side elevation of a historic residence.

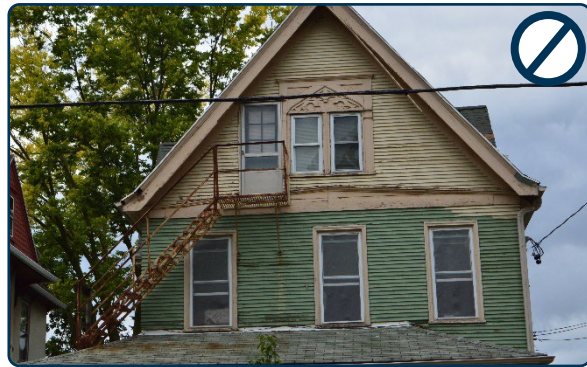


Figure 59: Inappropriate addition of a fire escape on the front façade of a historic residence converted to apartments.

Building Materials

Standard 15. Wood

Wood is both structural and decorative and is used on nearly all building types and architectural styles. Even when the predominant building material is masonry, wood is used for windows and doors, roofs, porch supports, and more. Typical projects involving historic wood include the repair of broken or missing architectural elements, repairing historic siding, and painting or repainting wood surfaces.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Appropriate

- Paint or stain shall be retained and applied to protect wood features.
- Historically painted or stained wood features should be repainted or restained.
- Deteriorating wood can sometimes be consolidated with an epoxy.
- Splicing or piecing wood can be used to replace only the affected area of a feature, rather than replacing the feature in its entirety. In general, it is important to retain as much original material as possible.



Figure 60: Historic residence that features wood windows, siding, porch elements, and fencing.



Figure 61: Example of wood siding needing to be re-painted and wooden windows in need of repair.

Standard 16. Siding

The majority of exterior materials used for walls in the DeFuniak Springs Historic District are siding and cladding types, including horizontal drop siding, weatherboard, board-and-batten, and patterned shingles. Some original historic siding has been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls. Maintaining and preserving existing historic siding is the preferred approach in the district.

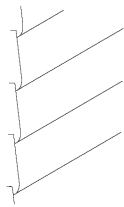
See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

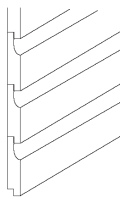
Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

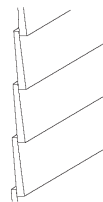
ROUNDED CLAPBOARD
SIDING



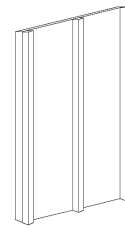
DROP
SIDING



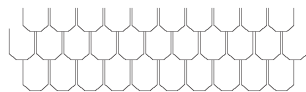
WEATHERBOARD
SIDING



BOARD AND BATTEN
SIDING



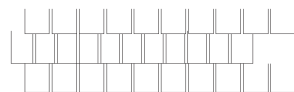
HEXAGONAL WOOD SHINGLES



SAW-TOOTH WOOD SHINGLES



MACHINE-CUT WOOD SHINGLES



FISHSCALE WOOD SHINGLES

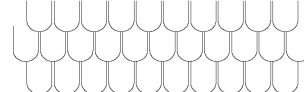


Figure 62: Examples of wood siding and shingle patterns.

Appropriate

- Repair historic wood siding, including in-kind replacement of damaged or deteriorated members, as needed.
- For piecemeal replacement of damaged members where the majority of siding is being retained, replacement siding members must match the historic siding's material, board width, length, and thickness.
- Maintain the existing wood exteriors using appropriate paint or other protective coatings. Repair minor deterioration using an appropriate wood consolidant or filler.
- Remove metal, vinyl, asbestos, and other inappropriate materials once they begin deteriorating and repair damaged wood underneath as needed.
- Removal of asbestos should follow hazardous material disposal guidelines.

Not Acceptable

- Removing original siding features that can be maintained.
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior.
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces.
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.



Figure 63: Historic residence that features multiple wood siding types.



Figure 64: Example of appropriate replacement siding on a historic residential building.

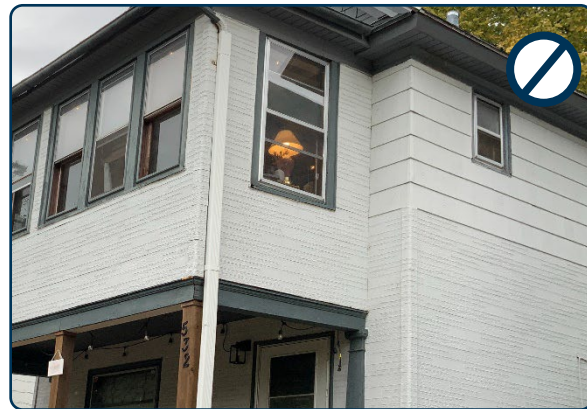


Figure 65: Incompatible replacement of historic siding.

Standard 17. Masonry

While the majority of exterior materials used for walls in the DeFuniak Springs Historic District are siding and cladding types, other surface types within the district include unpainted brick, painted brick, painted concrete block, and stucco.

Brick is one of the most durable building materials, but it is also susceptible to erosion from environmental and chemical factors. It is recommended that brick not be painted as brick is a porous material that prevents water from being trapped in a wall through its ability to pass moisture vapor through in both directions. Paint stops this process and results in water buildup in a wall that if untreated can lead to spalling or other damage. Painting brick also results in added maintenance requirements as the coating will need to be reapplied as it wears. Once masonry has been painted, it is very difficult to restore it to its original appearance.

The mortar between the bricks and other masonry material may require repair in areas where the mortar is cracked or missing. Most often, the mortar can simply be re-pointed. In other cases, the structural integrity of a wall has weakened from movement, or the surface has deteriorated to a point where repair or replacement of masonry units is necessary. Replacing brick or other masonry material requires a selection that matches the size, color, and texture of the damaged or missing units. Replacement mortar should be softer than the bricks, and no harder than the original mortar.

For Reference

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)

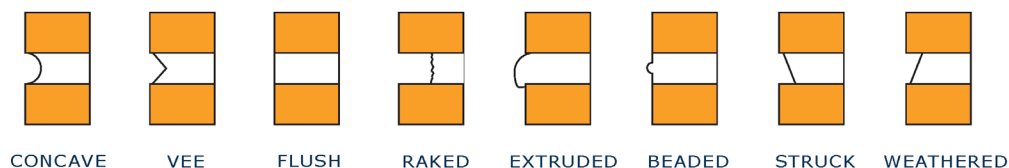


Figure 66: Examples of typical brick mortar joints.

Appropriate

- Maintain and repair character-defining brick, concrete block, and stone.
- Replace masonry with materials that match the original in size, texture, color, and profile.
- Maintain painted masonry walls as painted.
- Remove modern covering materials such as metal and vinyl siding applied over original masonry.
- Clean historic masonry with the gentlest effective means possible with low-pressure water washing with soft, natural bristle brushes and appropriate masonry cleaners.
- Repoint only when there is evidence of deterioration or water infiltration, looking for loose or disintegrating mortar, cracks, and loose bricks.

Not Acceptable

- Painting or staining historically unpainted surfaces.
- Applying waterproof coatings to masonry walls that change their appearance or that cause moisture to be trapped inside of a brick or other masonry cavity.
- Covering original masonry walls with siding or cladding.
- Removing original masonry features.

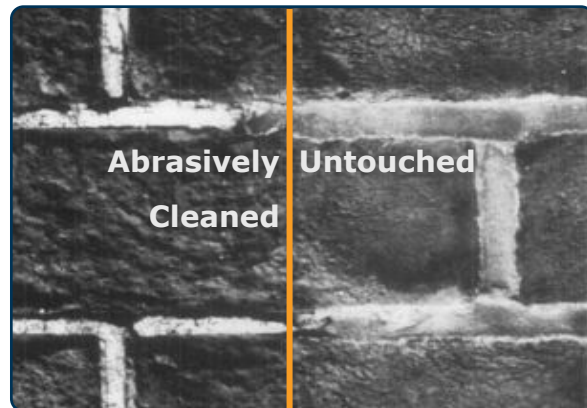


Figure 67: Poor condition of brick after being abrasively cleaned.



Figure 68: Appropriately maintained brick masonry residence in the DeFuniak Springs Historic District.



Figure 69: Inappropriate modern mortar replacement on a historic masonry building resulting in damaged bricks.

Standard 18. Foundations

The foundations for residences within the DeFuniak Springs Historic District primarily consist of brick pier and brick slab foundations. Those with pier foundations typically feature additional screening including decorative brick, lattice, or a variety of other materials to obscure the crawlspace under the residence.

Uncontrolled moisture is the most prevalent cause of deterioration in older and historic buildings. It leads to erosion, corrosion, rot, and ultimately the destruction of materials, finishes, and eventually structural components. Ground moisture can penetrate through cracks and holes in foundation walls and piers or can migrate up from moisture under the foundation base. Regularly inspecting house foundations and mitigating water buildup is crucial for maintaining structural integrity, preventing costly repairs, and protecting the home's value.

For Reference

Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)

Appropriate

- Proper drainage should be prioritized by keeping gutters and downspouts clear, ensuring the ground slopes away from a residence, and maintaining consistent soil moisture.
- Foundations should be regularly inspected for cracks or other signs of damage and addressed promptly.
- Conceal, insulate, and protect utility connections and any ducts or pipes located underneath the building in an open foundation.



Figure 70: Example of a typical brick pier foundation with decorative brick screening.



Figure 71: Example of a typical brick slab foundation with vents.

Standard 19. Decorative Architectural Features

Character-defining details and ornamentation can be found on all four elevations of a historic building and are essential to conveying the age and architectural style of a property. Examples of these decorative architectural features include cornices, moldings, stained glass windows, pilasters, piers, columns, railings, etc. These details can be constructed of a wide variety of materials, such as wood, brick, stone, terra cotta, and metal.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)

Appropriate

- Maintain original historic details and ornamentation.
- Repair deteriorated details and ornamentation. Only the deteriorated elements should be replaced, matching the original in material, size, profile, and texture as closely as possible.
- Replace missing details and ornamentation based on documentary evidence.

May Be Appropriate

- Repairing deteriorated details and ornamentation with a substitute material, only if visually, physically, and chemically compatible with surrounding original materials.

Not Acceptable

- Adding conjectural features or historically incorrect details or ornamentation to a building.
- Removing or covering details or ornamentation.



Figure 72: This historic residence features a variety of character-defining details that define its Queen Anne architectural style. The removal of any would damage the integrity of the residence.

Standard 20. Doors and Entrances

Main entry doors on residential buildings are usually designed to have a warm, welcoming appearance, while side and rear doors are usually more utilitarian. Historically, residential doors were made of wood with raised or recessed panes. Those located on front façades may incorporate plain, colored, stained, beveled, or etched glass panels. Fanlights, transoms, and sidelights often surround residential entry doors. Many residential doors in DeFuniak Springs also feature screen and/or storm doors.

See [Chapter 7. Substitute Materials](#) for additional guidance.

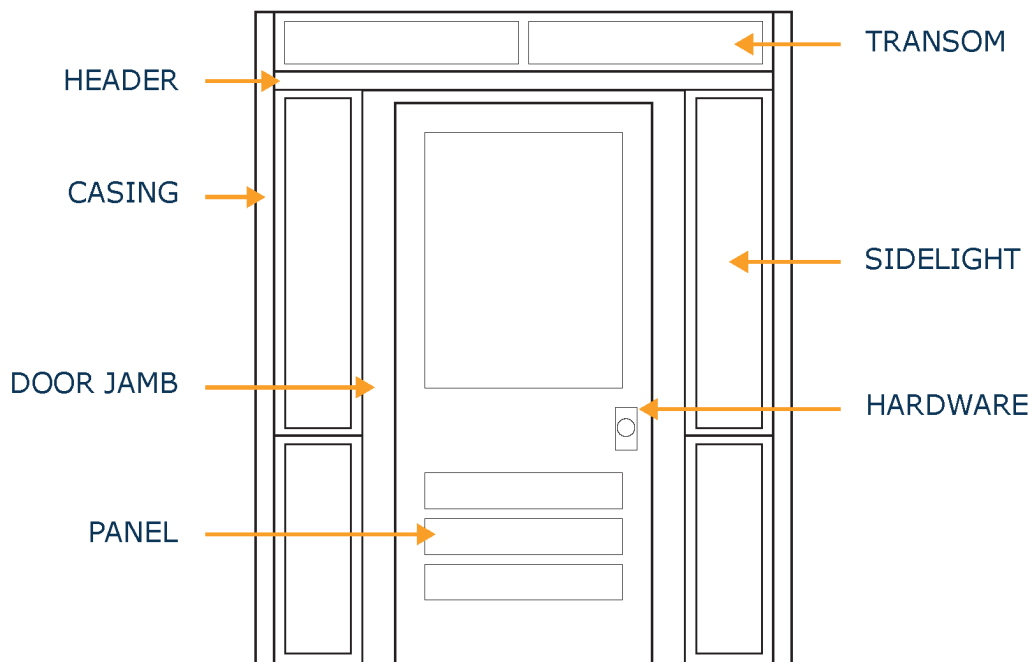


Figure 73: Diagram of typical door parts.



Figure 74: Appropriately preserved historic wood door.



Figure 75: Inappropriate replacement of a historic door.

Appropriate

- Maintain and repair historic doors, hardware, screens, and surrounds.
- Install new screen doors with a design that is compatible with the design of the door; full light storm doors are preferred when used on the front façade.
- Replace inappropriate doors or surrounds with an appropriately designed door or surround based on documentary or photographic evidence.
- Match new or replacement hardware to the original finish, type, and style.
- Where doorways must be altered, the alteration should respect the historic character of the building.

May Be Appropriate

- When no documentary evidence of original doors or surrounds exists, a new door's design should be complimentary to the character of the elevation in which it is located.
- Installing additional doors at the side or rear of a property when needed.
- Metal security doors are discouraged on residences in the historic district.

Not Acceptable

- Inappropriately detailed replacement doors that are not compatible with the architectural character of a residential building.
- Adding a new door to a building's front façade.
- Converting window openings to door openings on any elevation of a building, but especially on elevations visible to the public.
- Installing kickplates, closers, padlocks, deadbolts, locksets, security hardware, or other elements that are not compatible with the original hardware.

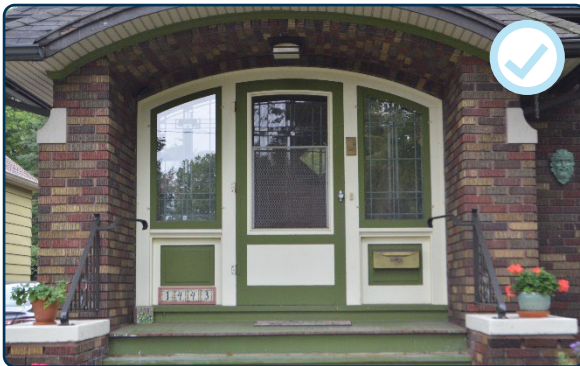


Figure 76: Appropriate storm door that is compatible to the historic residence.



Figure 77: Inappropriate storm door that obscures the original door.

Standard 21. Windows

Windows are among the most prominent features of a historic building and are important architectural elements of the building façade. The decorative elements of windows, such as the sash, muntins, and sill, as well as the wood or masonry materials that surround them, are designed to complement the exterior detailing of the building.

When properly maintained, historic wood windows can have a serviceable life of 150 years. While many windows are replaced under the guise of “energy efficiency,” historic windows, when properly maintained and with appropriate storm windows, can be just as efficient as modern windows. Weatherstripping and caulking can be used to improve the thermal and acoustic performance of an existing window.

See **Chapter 7. Substitute Materials** for additional guidance.

For Reference

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)

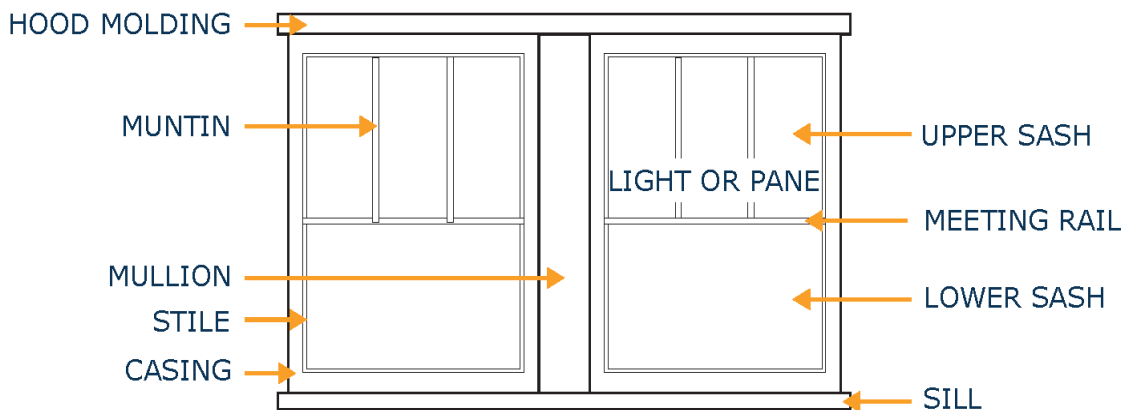


Figure 78: Diagram of typical window parts.

Appropriate

- Maintain the condition of historic windows through routine maintenance such as weatherstripping and reglazing.
- Retain and repair historic window sashes, exterior cap moldings, sills, and frames.
- If replacement is deemed necessary, replacement in-kind with original window material of similar size, configuration, and molding profile.
- The replacement of inappropriate prior replacements, such as vinyl units, with more historically appropriate units.
- If aluminum frame storm windows are added, the aluminum elements should be painted to match the window trim. The dividers of the aluminum window should match those of the existing windows.
- Missing elements should be replaced in-kind and informed by documentary evidence.

May Be Appropriate

- Replacing original window with aluminum, aluminum clad wood, or fiberglass windows on non-primary elevations with minimal visibility from the public right-of-way.
- Replacing vinyl windows in-kind.
- Installing a storm window on the interior of a window.

Not Acceptable

- Replacing a historic window with a vinyl replacement.
- Changing the size of window openings.
- Enclosing historic window openings.
- Adding window openings where there was not a window historically.
- Installing screen or storm windows that conceal the glass and/or do not properly align with the sash.



Figure 79: Appropriately preserved wood window types.

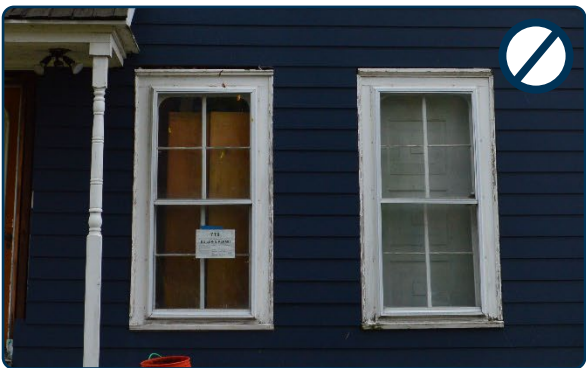


Figure 80: Inappropriate replacement windows that don't fit in the historic casing.

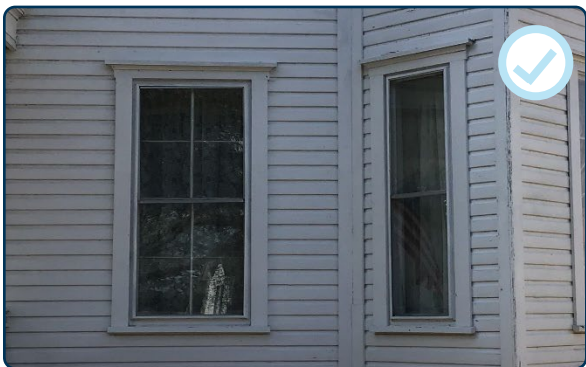


Figure 81: Appropriate storm windows that do not obscure the original windows.



Figure 82: Inappropriate storm windows that obscure the original windows.

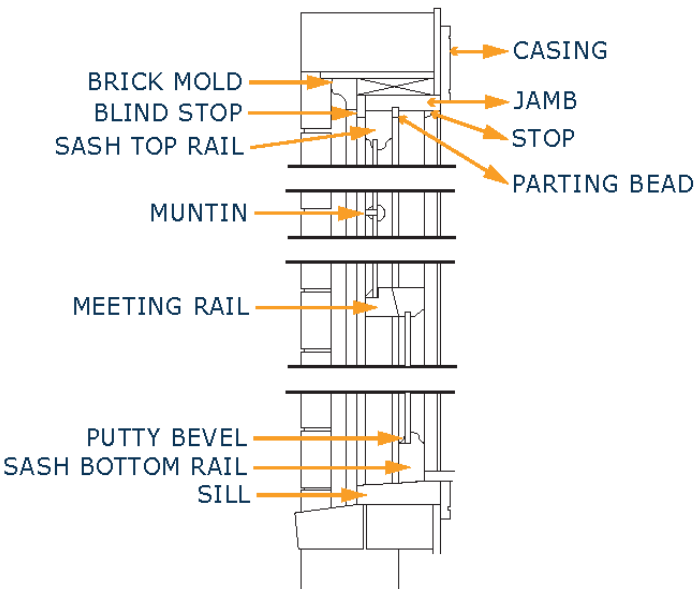


Figure 83: Diagram of typical wood window section.

Standard 22. Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features. A variety of roof types are common within the DeFuniak Springs Historic District and are largely dependent on the architectural style and form of the building. Typical roofing materials within the historic district include composition and scalloped asphalt shingles, decorative pressed-metal shingles, and metal 3-V crimp surfacing.

An existing roof's original shape, pitch, and decorative details should be retained. Alterations, such as roof decks, vents, skylights, and mechanical and electrical equipment (such as solar panels), should be installed so that they are not visible from the public right-of-way and do not damage historic fabric. On properties sited on corner lots with few non-visible rooftop locations, consider locating equipment in a location that minimizes their visibility as much as possible.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)

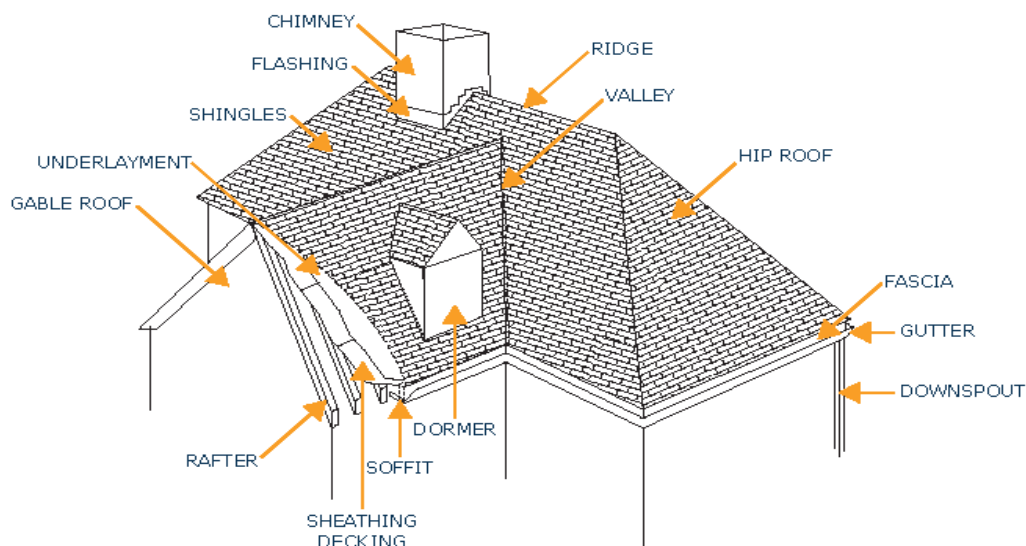


Figure 84: Diagram of typical roof parts.

Appropriate

- Preserve the historic shape and slope of the roof on both the main building and associated auxiliary buildings.
- Retain historic roofing details such as fishscale shingles, projecting eaves, bargeboards, dentil moldings, and brackets.
- Retain and repair visible historic roofing materials where feasible.
- Replace damaged historic roofs with the same roof form or a similar form complimentary to the architectural style.
- Coat and seal flat roofs per the manufacturer's recommendation, typically every five years.
- New roofing should match the existing material or be a roofing material that is consistent with the building's architectural styles.
- Keep gutters and downspouts clear of debris and in good repair.
- Make sure that gutters and downspouts are properly connected and direct water away from the building.

May Be Appropriate

- Replacing a historic roof material at the end of its useful life with a new material that successfully mimics the texture, pattern, and color of the original, such as heavyweight architectural shingles.
- Changes to the roof that are not visible from the road or the ground.

Not Acceptable

- Increasing the height or changing the shape of a roof.
- Decorative details that cannot be documented as having existed on the roof should not be added, this includes weather canes, cupolas, and dormers.
- Replacing an entire roof or isolated sections of a roof with materials that do not match the size, style, texture, and color of the historic materials.



Figure 85: The roofs of many Craftsman style residences in the district feature exposed rafters.



Figure 86: Many historic residences feature scalloped asphalt shingles.



Figure 87: Inappropriate new roofing material and new roof shape on a historic residence that are not compatible with the residence's architectural style.



Figure 88: Appropriate downspout extension leading water away from building foundation.



Figure 89: Improper drainage gutter system resulting in deterioration of foundation walls.

Standard 23. Porches

Many historic residences in the DeFuniak Springs Historic District have front porches, ranging from partial-width, full-width, wrapping, and two-story porches. Porches used for socializing outdoors and often contain many decorative elements. Porches are especially susceptible to deterioration and were historically altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches.

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

Preservation Brief 45: [Preserving Historic Wooden Porches.](#)

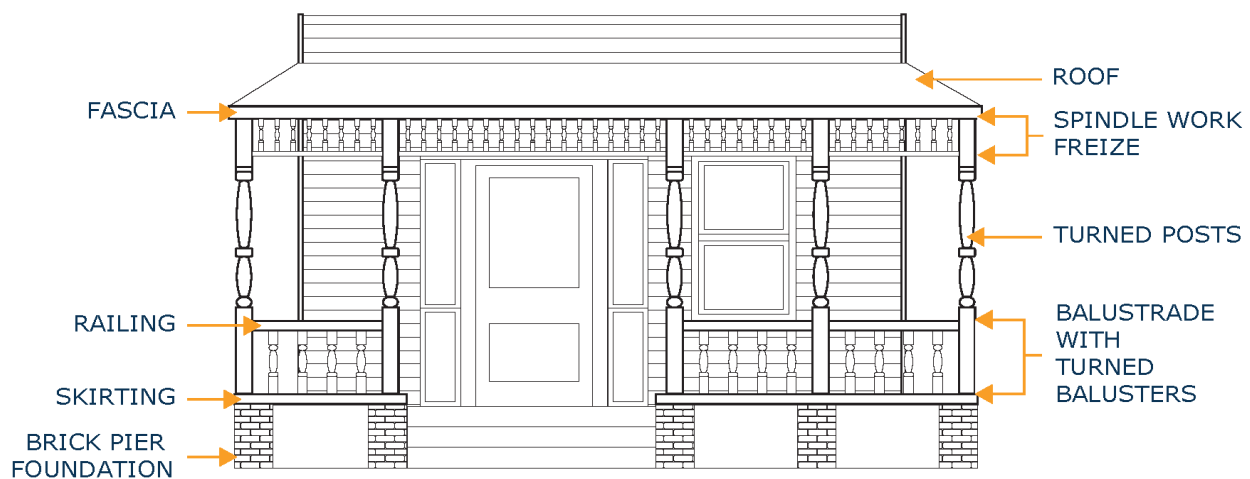


Figure 90: Diagram typical porch parts.

Appropriate

- Maintain and repair original porches, including steps, flooring, ceiling, columns, roof, details and ornamentation (such as roof brackets, exposed rafters, balustrades, railings, column supports, location of steps, and spindle work) where possible.
- If porch features are to be repaired or replaced, they shall match the original feature in material, size, design, detail, scale, and finish.
- Keep wooden surfaces painted and keep up with general maintenance.
- Replace missing posts and railings where necessary to match size, shape, profile, proportion, and spacing to the historic feature.
- If a porch is not visible from a primary public right-of-way, it may be enclosed (or screened in) if done in a manner that does not significantly alter the original character of the porch.
- It is appropriate to remove enclosures to reveal the original porch and details.

May Be Appropriate

- Alternate or synthetic material may be allowable on a side or rear porches if new material, size, scale, and overall appearance match the historic feature.
- A new porch may be added to a side or rear façade if designed to be compatible with the overall character of the building.
- If a side porch is to be enclosed or screened, a clear or transparent material should be used and the infill material should be placed behind porch columns.

Not Acceptable

- Installing decorative elements to the porch that are not acceptable to the style of the building.
- Adding a new porch to the front façade of a contributing building unless historical evidence exists to indicate a porch previously existed.
- Enclosing a porch located on the front façade or visible from a primary public right-of-way.



Figure 91: The porches of many Craftsman style residences in the district feature columns on piers.

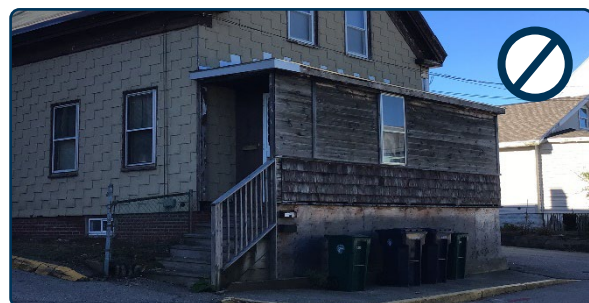


Figure 92: Not acceptable enclosure of a historic front porch.

Standard 24. Decks and Patios

Patios and decks are popular additions to historic properties. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. While terraces and patios may be more compatible with the character of a historic structure, decks are acceptable when they are of a compatible design and hidden from street view. Decks or patios may be later, non-historic alterations or may be completely new.

Appropriate

- New decks and patios should be located so they are not visible from the primary right-of-way. Landscaping and other screening measures should be employed as necessary.
- New decks and patios should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.
- Alternate materials may be used on side or rear construction.



Figure 93: Appropriate deck addition to the rear of a residence.



Figure 94: Inappropriate deck addition to the front façade of a residence.

Standard 25. Porte-Cochere

Porte-cocheres are large, covered entrance porches through which vehicles can drive. They are historically important features and are a dominant characteristic of those residential buildings where they occur. The various components of porte-cocheres, including roof, columns, and railings, provide scale and detail to historic buildings similar to porches. Porte-cocheres are typically an extension of a porch roof and create an independent massing to a house.

Appropriate

- Maintain and repair original porte-cochere, ceiling, columns, roof, details, and ornamentation where possible.
- If porte-cochere features are to be repaired or replaced, they shall match the original feature in material, size, design, detail, scale, and finish.
- Keep wooden surfaces painted and keep up with general maintenance.
- Replace missing posts and railings where necessary to match size, shape, profile, proportion, and spacing to the historic feature.

Not Acceptable

- Enclosing a porte-cochere.
- Creating a false historical appearance through the application of new elements and details to a porte-cochere.



Figure 95: Examples of maintained porte-cocheres that are defining features of their historic residences.

Standard 26. Awnings and Canopies

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Many historic awnings were operable so they could be retracted, either at night or to allow sunlight to enter the building during the winter. Awnings and canopies are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows or architectural features.

Awnings were historically made of steel frames and canvas duck. Today the frames are typically made of aluminum covered with a fabric such as canvas or similar woven material, compatible with the style of the house and treated with a fire retardant.

For Reference

Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.

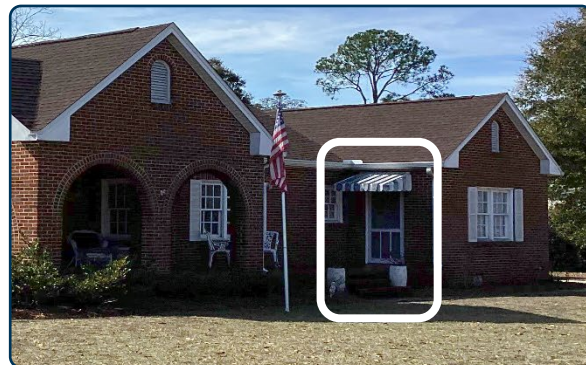


Figure 96: Appropriate awning over side door on historic residence.

Exterior Lighting

Standard 27. Exterior Light Fixtures

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often full illuminated to confirm their importance to the entire community. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries.

Appropriate

- Retain and maintain historic light fixtures.
- Repair deteriorated or damaged light fixtures, keeping their historic appearance.
- Replace missing or damaged light fixtures with replacements that replicate originals or other similar examples appropriate to the character of the building.
- New fixtures should be installed in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).

May Be Appropriate

- Replacing missing or damaged light fixtures with modern light fixtures.
- Where light fixtures did not exist, new light fixtures should be unobtrusive and not damage or obscure architectural features.

Not Acceptable

- Over- or under-illuminating buildings in ways that does not match historically. For example, full illumination of a residential building is inappropriate, and illumination should be limited to the doors, porch ceilings, and entries to drives and sidewalks.
- Shining light onto neighboring properties.

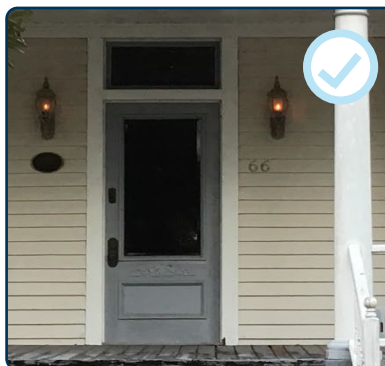


Figure 97: Preserved historic exterior lighting appropriately illuminating a front entrance.

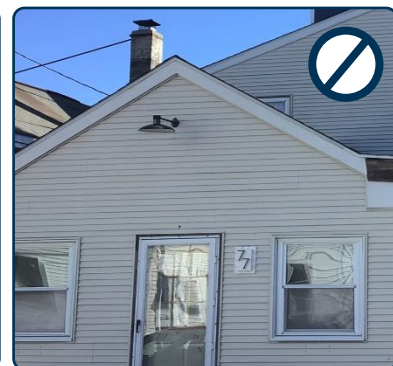


Figure 98: Inappropriate exterior modern light addition to a historic residence.

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 28. General Utilities

Appropriate

- Place electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or a nonvisible side of the property.
- Exterior conduit and housing utilities should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned to not be visible from the street.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Damaging historic material to install utilities.



Figure 99: Appropriate location of mechanical equipment on the side façade that have also been painted to match the wood siding.

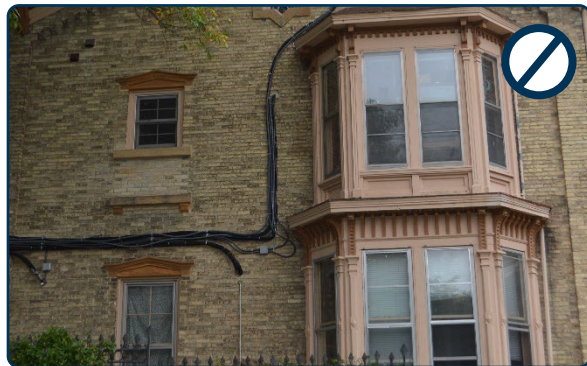


Figure 100: Example of inappropriately attached utility installations on a residential building.

Standard 29. HVAC

For Reference

Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)

Appropriate

- Retain and maintain existing functional and efficient HVAC systems.
- Upgrade existing systems to increase efficiency when the existing system has reached the end of its useful life.
- Increase efficiency of HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.

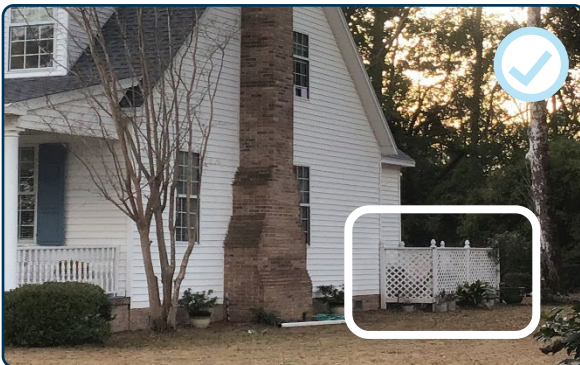


Figure 101: An appropriate location for the installation of an HVAC system that is near the rear of the residence and screened behind fencing.



Figure 102: Inappropriate new air conditioner installed on the front façade of a residence that is not obscured behind screening or landscaping.

Standard 30. Satellites and Antennas

Appropriate

- Install ground equipment or satellites in the rear or on non-visible sides of buildings and employ fencing or plantings for screening where needed.
- Install equipment in a manner which will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).
- Employ a setback and limit antenna heights to the lowest effective height.



Figure 103: Appropriate location of satellites obscured in a side yard.

Not Acceptable

- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.
- Utilizing screening or “stealth” enclosures that create a false sense of history, such as faux parapets or chimneys.



Figure 104: Inappropriate location of a satellite on the front façade of a historic residence.

Energy Conservation

Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of their historic building or the historic district. Take a holistic planning approach that considers the entire building, its existing systems, and its site and environmental considerations as well as the potential impact on historic materials and features and on the district as a whole.

Before committing to a system that requires the installation of new equipment onto the exterior of your historic building, it is recommended that a property owner obtain an energy audit from a certified energy efficiency contractor. This will inform the property owner where a building is losing energy and provide a prioritized list of recommended retrofits.

For Reference

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

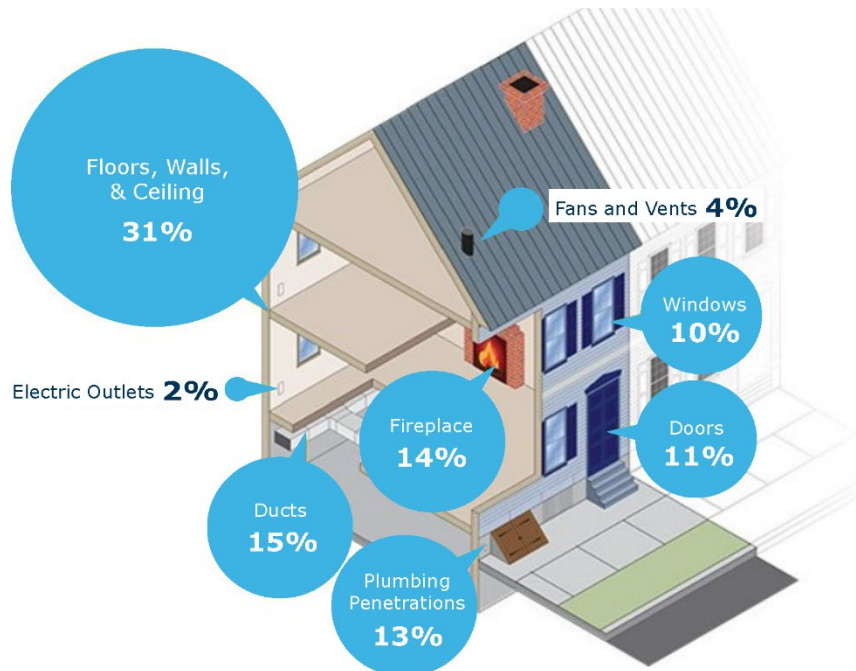


Figure 105: Where air escapes from a residence (by percentage) – Image based on data from Energy Savers, U.S. Department of Energy (Source: Blank Space LLC).

Standard 31. Solar Panels

The Florida Solar Rights Act, or Florida Statute 163.04 forbids ordinances, deed restrictions, covenants, or similar binding agreements from prohibiting solar equipment use. Under this law, a homeowner may not be denied by “any entity granted the power or right in any deed restriction, covenant or similar binding agreement to approve, forbid, control, or direct alteration of property...” permission to install a solar collector, clothesline, or other energy device using renewable resources.

There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects on historic properties when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials; they should not replace original or historic materials. Freestanding systems should be installed in locations that minimize visibility from the public right-of-way and their placement and design should not detract from the historic character of the site or destroy historic landscape materials. Solar shingles will be approved on a case-by-case basis.

Appropriate

- Install solar panels on a rear slope or side not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and any exposed hardware, frames, and/or piping shall have a matte finish and be of a color similar to the roofing material color.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 106: Example of solar panels appropriately installed on the roof of a historic residence.

Additions

Additions to historic buildings should be designed and constructed so that the character of the original building is not adversely affected. Additions to original buildings may affect the appearance of the historic structure or character of the historic district as well as the external walls, roofing, drainage system, HVAC, and other building services. New structural loads may be imposed on existing walls, especially if the new addition is more than one story high. Small additions typically include fire stairs, mechanical equipment, storage areas, decks, entryways, porches, etc. All additions shall be sensitive in style, size, and location to the historic building and the immediate surroundings within the historic district. Careful planning, staging, and phasing shall be considered to minimize disruption of original building systems, components, and operations.

New additions should reflect but not copy the historic nature of a building's style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but may be appropriate under special circumstances and care.

For Reference

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)



Figure 107: Diagram of appropriate and inappropriate locations of additions.

Standard 32. Enlarged Footprint Additions

Appropriate

- Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- Materials for the new addition should complement or otherwise harmonize with the historic materials.
- Additions should not imitate earlier architectural styles.

May Be Appropriate

- Addition located on the side of the building if they align with the façade of the main building and respect the alignment and setback of other buildings on the street.
- Additions located on the rooftop only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character-defining rooftop features.

Not Acceptable

- Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows – are inappropriate.
- Disproportionate building mass and roof pitch when compared to the main structure.
- Rooftop additions when a rear or side addition design is possible.
- Enclosing porches.



APPROPRIATE



NOT ACCEPTABLE

Figure 108: Diagram of the appropriate and inappropriate scale and fenestration of side additions.



Figure 109: Appropriate side addition that is set back and reflects the materials of the historic residence.



Figure 110: Inappropriate new addition with an incompatible scale, height, and use of materials.

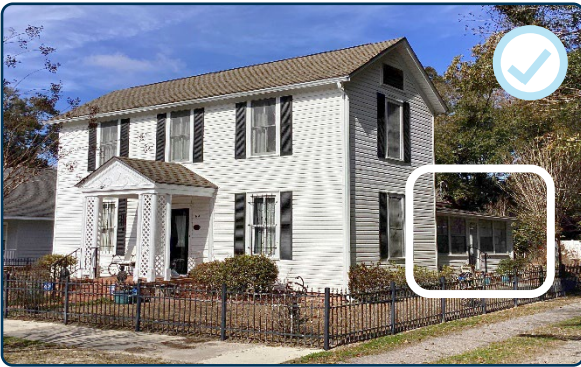


Figure 111: Appropriate rear addition.



Figure 112: Inappropriate side addition with an incompatible roof shape.

Paint and Color

Paint color is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>

Standard 33. Paint

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated. Paint that is known to have been applied before 1978 should be lead-tested before scraping or sanding. If lead paint is found, appropriate abatement or encapsulation should be undertaken.

Appropriate

- Paint or stain shall be applied to protect wood and metal features.
- Historically painted or stained wood features should be repainted or restained.



Figure 113: Metal railing in need of repainting to protect the railing.

5.7. STANDARDS FOR NEW CONSTRUCTION

The following standards are intended for new residential construction within the DeFuniak Springs Historic District. Infill buildings should be compatible with the overall historic and architectural character of the area, yet they should also be recognizable as products of their own time. Compatible new construction strengthens the historic streetscape by filling in the gaps left by homes lost to demolition while reinforcing the neighborhood's residential character and scale.

To ensure compatibility with contributing historic structures within the DeFuniak Springs Historic District, designs for new buildings should strive for compatibility with the following characteristics of buildings within the historic district:

- a) Height, scale, orientation, spacing, and site coverage of surrounding buildings.
- b) Façade proportions and window patterns of surrounding buildings.
- c) Size, shape, and proportions of entrances of surrounding buildings.
- d) Materials, textures, color, and architectural details of surrounding buildings.
- e) Roof forms of surrounding buildings.
- f) Horizontal or vertical emphasis of surrounding buildings.
- g) Landscaping, walls, and fences in the surrounding area. New buildings should be compatible with the existing environment without exactly duplicating existing buildings. Any new construction should be a product of its own time.

See [Chapter 4.6 Design Principles](#) for additional guidance.

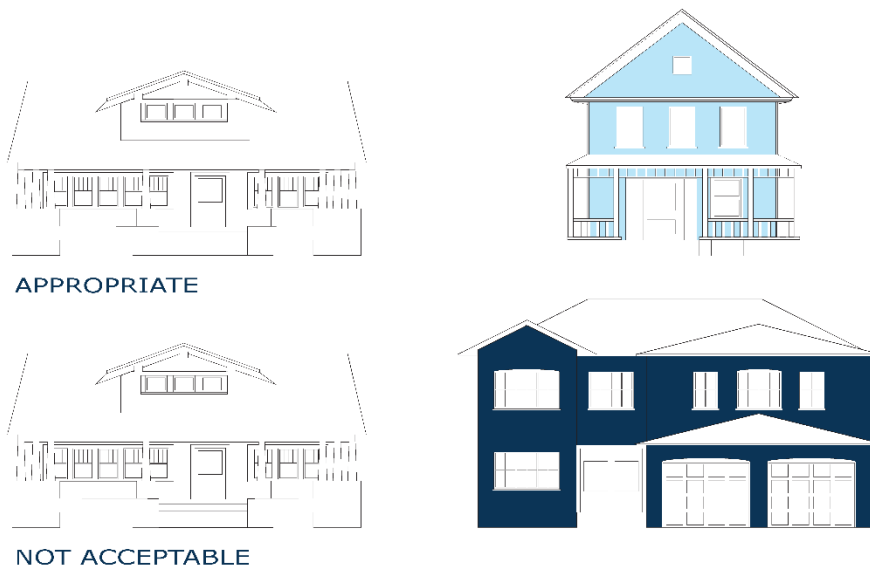


Figure 114: Diagram showing compatible and incompatible new construction styles within a block.

Standard 35. General Standards for New Construction

Appropriate

- Use surrounding historic buildings to inspire new construction.
- Maintain the design of the neighborhood by designing new structures to be compatible within its specific context.
- Site new construction on existing vacant lots.
- The width and proportion of infill buildings should be similar to or compatible with surrounding buildings.
- Construct new buildings to a height compatible with adjacent buildings.
- Maintain solid-to-void (wall-to-window) ratios as found on surrounding historic buildings.
- Orient new construction toward the street and align new buildings with the setback of the surrounding buildings.



Figure 115: Appropriate new construction with compatible massing, alignment, scale, rhythm, and materials.

Not Acceptable

- New construction that is not compatible with its surroundings or does not reflect historic design features.
- Aligning new construction with a shallower or deeper setback than is extant on surrounding buildings.
- New construction with blank façades.
- Covering front yard space with paving or a large outdoor deck.
- Using modern dimensions that are out of scale with the surrounding neighborhood.
- Using roof forms not seen historically on a primary structure.



Figure 116: Inappropriate new construction with incompatible massing, materials, scale, height, and rhythm.

Accessibility, Code Compliance, & Safety

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility but does not require full compliance for private residences. New residential buildings should also be constructed with ADA features when applicable in their design. As elevators are not common installations in residential buildings, common accessibility features include ramps and railings, occasionally exterior stairs and fire escapes. New construction should meet both federal standards, as defined in the ADA, as well as any applicable accessibility requirements defined in the current Florida Building Code (FBC).

Standard 36. New Construction Railings

Appropriate

- Railings should be constructed with complimentary materials to the new structure and surrounding district.
- Handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces (FBC).

Standard 37. New Construction Ramps, Exterior Stairs & Fire Escapes

Appropriate

- Construct ramps of concrete or wood painted to blend with surrounding materials.
- Ramp, exterior stair, or fire escape design, including its railings, should be simple.
- Ramps should be located on the rear or side elevations rather than on the primary façade.
- Construct a fire escape or exterior stair on a secondary elevation that is not highly visible from public spaces.

May Be Appropriate

- Installing a ramp, exterior stair, or fire escape on the front façade when efforts to install on the side or rear elevation of a building is not viable.

Building Materials

Standard 38. New Construction Materials

The materials used for walls, sloped roofs, and other visible elements of historic buildings should be carefully considered when designing a new building or addition. Designs for new buildings should utilize materials that are the same or similar to those found on buildings in the surrounding area in order to tie into the streetscape. Traditional wall materials found within the DeFuniak Springs Historic District include wood and masonry. Metals were primarily used for roofing, details and ornamentation, and landscape features.

The size, texture, surface finish, and other defining characteristics of exterior materials are just as important as the type of material. For example, in a street of red brick façades, a new building constructed of glazed white brick would probably not be compatible.

Use of contemporary building materials on new construction within a historic district is more tolerable because the use of contemporary materials assists in making the new construction appear a product of its own time, rather than conveying a false sense of history. These may include engineered polymer, engineered wood, fiber cement board, or “smart siding.” However, such materials should still contribute to the visual continuity within its context and appear similar to those seen traditionally. The use of such materials will be approved on a case-by-case basis by the Planning Director based on the proposed design and character of the surrounding area.

See **Chapter 7. Substitute Materials** for additional guidance on appropriate contemporary materials.

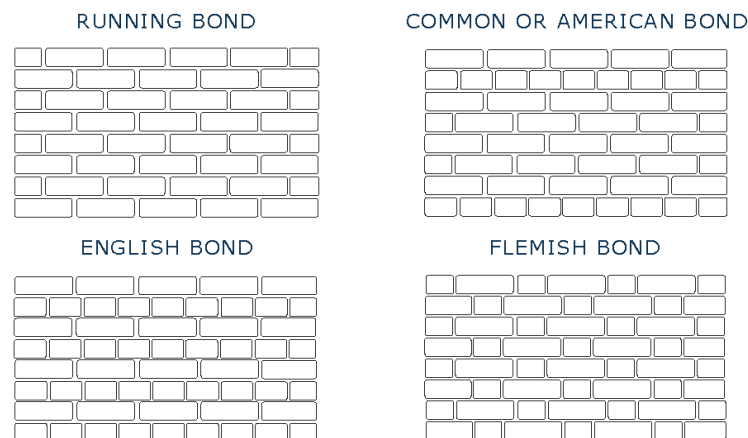


Figure 117: Diagram of typical brick bonds.

Appropriate

- Traditional materials such as masonry and wood are encouraged for exterior materials on new construction. If wood or contemporary siding is used, the boards must be laid in a historically accurate manner, such as drop siding, weatherboard, board-and-batten, and patterned shingles.
- Consider alternative exterior siding materials, such as engineered polymer, engineered wood, and fiber cement board, that are compatible but subtly discernible from historic materials.
- Any materials on new construction shall not detract from historic building materials on adjacent properties.
- Materials proven to be durable in the DeFuniak Springs climate.
- Use of accents that mirror those found on a historic home.

Not Acceptable

- The use of vinyl or metal as the material for siding, soffits, fascia, or skirting of a new construction.
- Incorporating materials differently than the way they were used traditionally.
- The use of variety of building materials on the façade.
- The use of products with short lifespans.
- The use of products manufactured using harmful chemicals.



Figure 118: New residential construction with inappropriate materials as well as scale and massing design.

Standard 39. Details and Ornamentation Design in New Construction

Many historic buildings in DeFuniak Springs contain elaborate details and ornamentation. A new building should consider the amount, location and elaborateness of details and ornamentation on neighboring buildings in its design. Existing details and ornamentation may be used as the basis for those on a new building, but they usually should not be copied exactly so as to avoid creating a false sense of historic development. Details and ornamentation on additions should complement, but not copy, that of the building to which it is attached.

Appropriate

- The details and ornamentation of a new building should be compatible with those of neighboring buildings, or to the building to which its attached.
- Simple and understated elements are preferred for new construction within the historic district.
- Minimize the amount or type of decoration on the façade. Instead, allow the building's lines and fenestration to dominate.

Not Acceptable

- Introducing dramatically different details and ornamentation on a new building or addition.
- Copying exact details and ornamentation from existing buildings for a new building or addition.



Figure 119: Infill construction should harmonize with, but not duplicate, surrounding historic buildings. This example has minimum ornamentation so that the compatible fenestration dominates.

Standard 40. New Construction Doors

Doors on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- The size and proportion (ratio of width to height) of door openings should be similar and compatible with those on surrounding façades.
- Doors may be centered or aligned to either side of the façade.
- The street level should be the primary orientation and access for residents.
- Secondary doors should be understated and simple in design as compared to the front or main door.

Not Acceptable

- Inappropriately detailed doors or doors that are otherwise not in keeping with the character of the building and surrounding district.



Figure 120: Example of an inappropriate front door that is too utilitarian and is not compatible with the rest of the building.

Standard 41. New Construction Windows

Windows on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. The use of exterior materials will be approved on a case-by-case basis by the Planning Director based on the overall design and character of the surrounding area.

Appropriate

- Windows should be present on all elevations that are visible from the street.
- Window heights and sizes on new buildings should generally be consistent with that of the surrounding buildings.
- The relationship of voids to solids should be similar to that of neighboring buildings.
- Window orientation should be consistent with the directional expression of surrounding buildings.
- Windows should match the character of the new building's façade. Traditionally styled buildings should have traditional windows, while contemporary or modern style buildings should have modern windows.
- The use of locally manufactured or recycled materials.

Not Acceptable

- Oddly shaped new windows.
- Oversized windows that disrupt the window-to-wall ratio established by surrounding older buildings.
- Vinyl windows are generally not manufactured in historic proportions and are not acceptable for use in the historic district.
- Blank or windowless walls on the front façade or street side are not acceptable.



Figure 121: Appropriate fenestration on new construction.

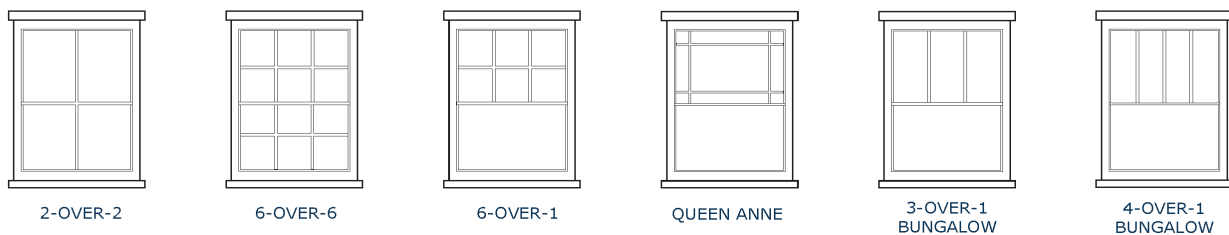


Figure 122: Diagram of typical historic window types.

Standard 42. New Construction Roofs

The roof is one of the defining features of an historic building. The pattern of roof shapes along a street adds to a district's character. To preserve this pattern, new buildings should have roof shapes that are consistent with and complementary to the existing historic roofs in the surrounding area. The introduction of inconsistent roof forms can be jarring to the streetscape and interrupt its historic rhythm.

Roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features of residential buildings. New construction character-defining features should reflect the surrounding district. All roof systems should be selected and assembled to resist the environmental forces of nature such as rain, snow, wind, solar radiation, and gravity loads.

Appropriate

- Roof forms should be consistent with and similar to adjacent buildings in form and shape.
- In general, the heights of cornices on new buildings should match those of surrounding buildings.
- Roof material should generally be consistent with that of adjacent buildings.
- Roof colors, where visible, should be compatible with the color scheme of the new building and buildings in the historic district.
- Locate downspouts in inconspicuous locations on the façade.

May Be Appropriate

- Create a design incorporating a slightly different roof type that is still compatible with the surrounding buildings.

Not Acceptable

- Steeply pitched roofs are not in character in the historic district and are discouraged.

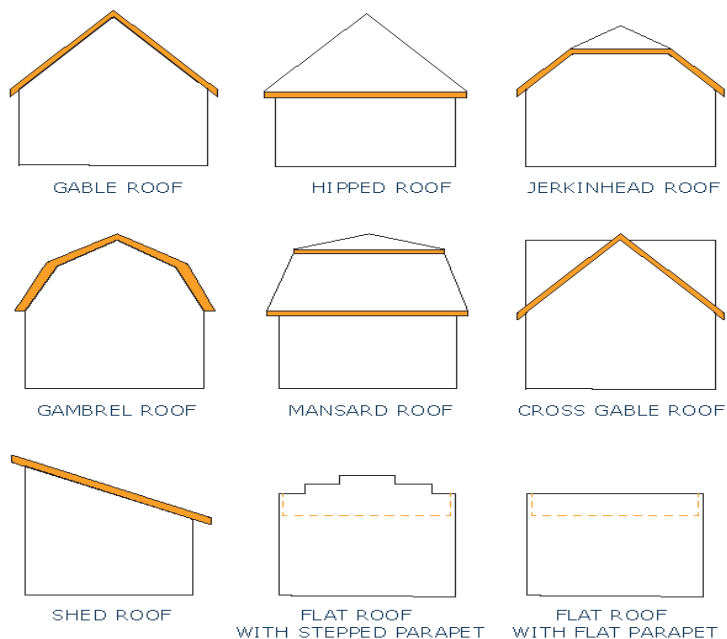


Figure 123: Diagram of typical roof forms.

Standard 43. New Construction Porches, Decks, & Porte-Cocheres

Most historic residences with the DeFuniak Springs Historic District have front porches that are significant to their front façade. These porches were used for socializing outdoors and often contain many decorative elements. Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. Porte-cocheres are large, covered entrance porches through which vehicles can drive. Porches, decks, and porte-cocheres should be designed to be compatible with the architectural style, scale, form, and materials of the main building on the property.

Historic deck and porch materials typically include wood, brick, stone, and concrete. While porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood, there is a variety of new materials such as fiberglass and vinyl that can be used as well. It should be noted that while some materials may be cheaper, they may have their own disadvantages that should be considered and planned for.

Appropriate

- Use surrounding historic building porch design as inspiration for new construction.
- Keep wooden surfaces painted and keep up with general maintenance.
- Locating decks and patios on a side or rear elevation. Avoid locating decks and patios so they are visible from a primary right-of-way, employ landscaping and other screening measures as necessary.
- Alternate or synthetic material is appropriate for new porches if the material, size, scale, and overall appearance are compatible with the porches in the existing streetscape.

Not Acceptable

- Designing a porch with decorative elements that are not acceptable to the style of the building and to the surrounding district.
- Locating decks and patios so that they are visible from a primary right-of-way.
- Constructing an enclosed porch on the front façade or visible from a primary public right-of-way.



Figure 124: Residential front porches are typically open and full width.

Standard 44. Awnings and Canopies

Awnings and canopies provide shelter from the sun, rain, and snow, and help improve the thermal efficiency of windows exposed to direct sunlight in summer. Awnings and canopies are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows or architectural features.

To choose the right awning or canopy for your residence, consider your home's style, color scheme, and architectural features. Choose fabrics that are durable, weather-resistant, easy to clean, UV-resistant, and treated with a fire retardant. Awnings were historically made of steel frames and canvas duck. New construction awning frames are typically made of aluminum covered with a fabric such as canvas or similar woven material.

Appropriate

- Awnings should fit the opening to which they are applied. Arched openings should have curved or rounded (not bubble) awnings to match the opening.
- A separate awning should be installed for each window and door opening, rather than a single awning across an entire façade.
- Awnings should be mounted to historic masonry buildings through mortar joints rather than through masonry units wherever possible to prevent unnecessary damage of original details and materials.
- Awning colors should be coordinated with the building's overall color scheme. Avoid bright colors or complex patterns. Solid colors and stripes are generally appropriate.

Not Acceptable

- Metal, fiberglass, or vinyl awnings should not be used.
- Awnings that employ illumination.
- Installation of awnings over windows with shutters.
- Awnings that cover or conceal significant architectural details such as window hood molding.



Figure 125: Appropriate awning over residential windows, this example just in need of basic maintenance.

Exterior Lighting

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries. New construction should utilize compatible lighting with the existing lighting scheme of the district in which it is located.

Standard 45. New Construction Exterior Lighting

Appropriate

- Exterior light fixtures should match the character of the building as well as the historic character of the surrounding area in terms of materials, color, finish, scale, size, and design.
- Place building-mounted lighting to illuminate functional building elements, like entrances and signs.
- Utilize accent lighting to highlight architectural elements. Accent light fixtures should be placed in inconspicuous locations and should generally not be visible from street-level.
- Exterior lighting design should be subordinate to overall façade design.
- When selecting a lighting scheme, consider how the light will affect neighboring properties.



Figure 126: Modern lighting that is located appropriately for a residence.

Utilities

As advancements in modern technology continue to grow, a compromise must be met between these ever-changing needs and the preservation of historic districts. Utilities include heating and air conditioning equipment, electrical panels and meters, telecommunications equipment, satellite dishes, and freestanding antennas.

Standard 46. Utilities in New Construction

Utility design and location should be considered when designing a new building to be unobtrusive as possible.

Appropriate

- Locate electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or other non-visible façade.
- Locate exterior conduit and housing in an inconspicuous area and paint housing to match the exterior surface to which it is applied.
- Place HVAC equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible from the street.
- Install satellite dishes on the rear or a non-visible side elevation, in a location as inconspicuous as possible.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.
- Locating utility equipment where it is visible from the public right-of-way and not employing screening materials such as shrubbery or fencing.
- Locating telecommunications equipment on rooftops that are visible from the public right-of-way.

Energy and Sustainability

New energy conservation devices can be introduced without compromising the historic character of buildings within the local historic district when designing new construction. Property owners are encouraged to actively reduce energy use and to generate renewable energy where possible, but they should do so without compromising the integrity of the surrounding historic district. Take a holistic planning approach that considers the new building design, systems, site, and environmental considerations as well as the potential impact on adjacent historic materials and features and to the districts as a whole.

Standard 47. Energy and Sustainability in New Construction

Appropriate

- Utilize energy efficient windows with low emissivity (“low-e”) glass.
- Install additional insulation in an attic or crawl space as a simple method to make a significant difference in a building’s energy efficiency. Provide sufficient ventilation to prevent moisture build-up in the wall cavity.
- Install operable systems such as storm windows, insulated coverings, curtains, and awnings to enhance the performance of a building’s windows.
- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage adjacent historic buildings.
- Avoid removing existing shade trees or vegetation on the property.
- Use permeable paving where appropriate to manage stormwater.
- Avoid paving up to the building foundation, which can create a heat island effect. Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Employ features that provide natural light to the building interior, such as glass doors and transoms, clearstories, and roof monitors.

Standard 48. Solar Panels in New Construction

Solar panels should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context. There are three types of common solar system installations: photovoltaic (PV), solar shingles, and freestanding. PV systems or solar panels are most commonly found on residential properties and result in minimal or no effects to a roof's design and roofing materials when certain conditions are met. Solar shingles are solar cells designed to look like roofing materials that integrated within traditional roofing materials. Freestanding systems should be installed in locations that minimize visibility from the public right of way and their placement and design should not detract from the historic character of the district or destroy historic landscape materials.

Appropriate

- Install solar panels on a rear slope or side not visible from the street, where possible.
- Panels should not be installed in a vertical position where their appearance is most noticeable, but rather on horizontal or sloped surfaces.
- When placed on the roof, the solar panels shall not affect the roof façade elevation or roofline.
- Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.
 - Solar shingles will be approved on a case-by-case basis.
- Install ground-mounted equipment so that it is not visible from the street or install appropriate screening materials such as shrubbery or fencing.



Figure 127: Solar panels installed on the metal roof of a residence.

Color

Paint color is not regulated in DeFuniak Springs' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in DeFuniak Springs' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings, including wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials help contribute to the character of a building.

When choosing a paint scheme for proposed new construction, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

The following links can be helpful when planning your project:

Sherwin Williams: <https://www.sherwin-williams.com/homeowners/historic-collection/exterior-historic-colors>

Benjamin Moore: <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

PPG: <https://www.ppgpaints.com/color/color-collections/historic>



Figure 128: New construction should utilize materials and colors present elsewhere in the district.

CHAPTER 6. DEMOLITION AND RELOCATION STANDARDS

6.1. DEMOLITION

Historic buildings contribute to the overall historical and physical significance of the city; the loss of any one of these historic buildings is a historic loss for the city. As such, demolition is strongly discouraged for any historic building. Demolition results in a loss of architectural and historical integrity and can dramatically change the character of a neighborhood. Demolition is generally discouraged; however, it may be approved in certain situations.

No permit for the demolition of a principal improvement in the Historic District shall be issued until a Certificate of Appropriateness (COA) has been granted by the Planning Director for both the demolition and proposed plans for new construction on the site. Preservation alternatives should also first be evaluated and the site to be demolished should be properly recorded.

Standard 49. Demolition by Neglect

Demolition by neglect is the willful negligence of a historic property in order to hasten its deterioration to a point where demolition is the only option. Property owners are expected to keep their buildings in sound repair in compliance with all applicable codes, laws, and regulations governing the maintenance of property.

Standard 50. Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the Planning Director on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Standard 51. Total Demolition

Total demolition is rarely the best choice, and the Planning Director supports exploring all possible options before considering total demolition.

If Total Demolition is approved, the following measures must be taken:

- a) Document the existing building, site, and setting through photographs, site plans, drawings, and other written measures.
- b) Save reusable architectural materials and features prior to demolition.
- c) Protect significant site features including landscaping and archaeological resources from damage before, during, and after demolition.
- d) Submit post-demolition site development plans to the Planning Director for approval before the demolition.

6.2. RELOCATION

Standard 52. Relocation

Relocation – into or out of a historic district - shall only be considered when there are no other reasonable alternatives to preserving a historic building. Relocation methods include:

- a) Moving the entire structure to a new setting,
- b) Moving the structure in parts to a new setting, or
- c) Disassembling and moving materials from the structure and rebuilding on a new setting.

Regardless of how it is moved, relocating a historic building compromises the building's historic setting and unavoidably impacts original historic material. The goal of a relocation is to minimize impacts on the historic building to be relocated and the impacts on the properties surrounding the proposed relocation site.

CHAPTER 7. SUBSTITUTE MATERIALS

7.1. REPLACEMENT IN-KIND VS. SUBSTITUTE MATERIALS

For additional information and guidance, see the National Park Service’s Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#).

While the preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible, and to replace historic features with like materials where repair is not possible, there are several instances in which utilizing substitute materials may be permissible. Substitute materials are new materials or technology which are designed to simulate the appearance of a historic material.

Replacement In-Kind

Replacement In-Kind means to replace a material with the same material as the existing thing needing repaired. For example, a deteriorated wooden door sash can only be replaced in-kind with wood. Replacement in-kind is the highest degree of integrity available when architectural elements need replacing.

Substitute Materials

Sometimes, replacement in-kind is not financially feasible or necessary to maintain a property’s integrity. It may be appropriate to replace elements of a building with a matching element of a different material, if that material can mimic the appearance of the historic material. Substitute materials are new materials designed to simulate the appearance of a historic material that are often made of synthetics.

Situations in which the use of substitute materials may be appropriate include:

- Where the historic material does not meet existing code requirements.
- When the historic material is unavailable, such as a particular type of slate or old growth lumber.
- Where historic craft techniques or skilled artisans are unavailable.
- When the historic feature has already been lost, and little is known about its original appearance.

Problems associated with using substitute materials include a lack of repairability, and a lack of durability and/or a shorter lifespan as compared to traditional materials. Some substitute materials are physically incompatible with existing historic building fabric and can trap moisture or cause damage to remaining historic fabric due to incompatible thermal expansion and contraction. Substitute materials should not be used to cover existing historic materials or features, and they should not be used to replace sound historic materials for the sake of convenience.

Substitute materials should only be used if they will not damage existing historic features and if they will not negatively alter the appearance of the historic resource. The new material should mimic the original in form, color, and perceived texture. The Planning Director will judge applications which propose the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on each particular situation.

Appropriate substitute materials should be the following:

- Locally manufactured
- Easy to maintain
- Proven to be durable in the DeFuniak Springs climate
- Have long lifespans
- Recyclable
- Made from recycled or repurposed materials
- Not manufactured using harsh chemicals
- Does not off-gas harsh chemicals
- Will not interact negatively with historic building materials

Prior to replacing any material, either “in-kind” or with a substitute, an investigation should be conducted to assess why the material is failing in the first place. Thoroughly assessing the underlying causes of distress allows for a better determination of an appropriate corrective action, which should be performed by a design professional experienced in exterior restoration.

Cost Evaluation

Maintenance of a material, particularly where accessibility is difficult or expensive, can be an important part of a cost evaluation. Maintenance costs should not be considered without also considering life-cycle expenses. While some substitute materials may offer reduced initial costs, they may be as or more costly than traditional materials to maintain over time. For example, many substitute materials are not readily repairable, necessitating full replacement when damaged. The cost to replace a material or assembly at the end of its lifespan may also be greater than the accumulated incremental expense to maintain the historic material, particularly if it is a more traditional, repairable material.

Maintenance cost should never be the sole reason for replacing a historic material that is not deteriorated.

7.2. COMMON SUBSTITUTE MATERIALS

Siding

Maintaining and preserving existing historic siding is the preferred approach in DeFuniak Springs. In many cases when wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Mixing siding materials, either within a wall or on different walls of a building is never appropriate. Only when the entirety of the siding on a building needs to be replaced should substitute materials be considered.

The Planning Director will determine the appropriateness of substitute siding materials on a case-by-case basis. In all cases, the replacement siding should match the historic siding in terms of width, texture, profile, and overall appearance. In cases where replacement of existing synthetic siding is being considered, the Planning Director will determine whether replacement with new synthetic siding or a more historically appropriate material is necessary to achieve an accurate historic appearance on a case-by-case basis.

Wood	Replacement of an existing historic wood siding or shingles with new wood siding matching the size, shape, profile, dimensions, configuration, and key design elements of the original is considered a replacement in-kind and is always the best choice due to its durability and repairability. In many cases where wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Wood siding and shingles should be replaced to match the original size, placement, and design.
Stucco	Stucco surfaces should remain stuccoed. Removing stucco that covers masonry could damage the masonry beneath. Stucco should be repaired to match color, texture, coarseness, and thickness of application of the historic stucco.
Cement Fiberboard	Cement fiberboard, with a smooth finish to mimic planed and painted wood is also an appropriate replacement for existing vinyl, asbestos, or aluminum siding. Proposed replacement siding should have smooth, lap siding finish. Cement fiberboard with a manufactured wood grain finish is

	generally not acceptable as it is less compatible with the appearance of traditional wood siding.
Vinyl	Vinyl siding is not an appropriate replacement material for wood siding, but may be appropriate for replacing existing vinyl, asbestos, or aluminum siding.
Engineered Polymer/Wood	Polymer siding products are more durable than other synthetics, such as vinyl. However, it is not an appropriate covering for visible elevations of a historic building. Engineered wood products, such as LP Smartsiding, can be an appropriate replacement siding for the rear, nonvisible elevations of a building.
Metal	Metal is not an appropriate siding choice in the historic districts, including products that try to mimic historic patterns.



Figure 129: Unpainted wood shingles.

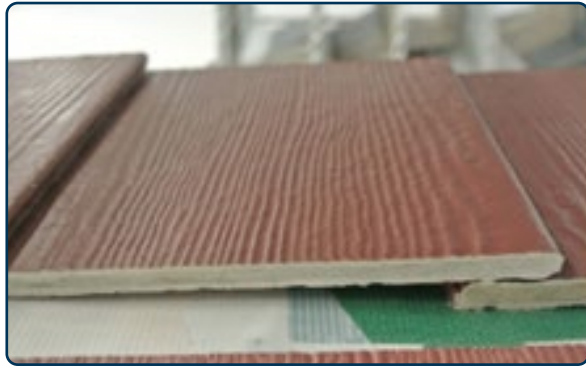


Figure 130: Fiber cement board.



Figure 131: Synthetic vinyl siding.



Figure 132: Engineered wood siding.

Architectural Details

Architectural details help convey the style of a building. Architectural details should be retained and never permanently removed. When formerly hidden ornamentation is discovered, it should be maintained and preserved.

High-quality synthetics may be an appropriate replacement for wood or plaster details where the profile, size, and dimension of the element can be accurately reproduced. Synthetic material use on architectural details and trim will be considered on a case-by-case basis by the Planner Director.

Cellular PVC	Polyvinyl chloride is more commonly known as PVC. Cellular PVC board is used to produce trim, moldings, and other decorative architectural elements. These are durable products that can be painted.
Metal	Metal is only appropriate for architectural details and trim when it was the original material.
Vinyl	Vinyl is not an appropriate material for architectural detail and trim replacements unless the details are not visible from the street.



Figure 133: Substitute material brackets
(Source: Executive Architectural Millwork).



Figure 134: Appropriate substitute material replacement
(Source: Durabrac Architectural Components).

Doors

Doors are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. Properly maintaining and preserving historic doors is the preferred approach, particularly for the main entrance of a property. When a historic door needs to be replaced, it is typically due to deterioration, for increased security, or for code compliance. Replacement doors are manufactured in a wide variety of materials including wood, aluminum, steel, vinyl, fiberglass, and composites.

Metal and vinyl doors may be appropriate for non-visible elevations. For visible elevations, particularly, the main entry door, the replacement door should match as closely as possible the size, proportions, and configuration of the historic door that it is replacing.



Figure 135: Inappropriate replacement door (right) that does not convey the architectural style of the residence.



Figure 136: Example of an appropriate fiberglass front door.

Windows

Windows are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. The replacement of original windows with new windows is a common issue in historic districts throughout the country. While the best option is always to properly maintain and preserve your existing historic wood windows, when replacement is necessary there are several options available. For windows on the primary façade, it is always preferred to repair and retrofit the original material.

Wood	Most historic-age buildings, excepting those of the more recent past, have wood windows. Replacement of an existing historic wood window with a new wood window matching the dimensions, configuration, and key design elements of the original is considered a replacement in-kind. Special attention should be made to ensure the replacement window's muntin and mullion profile matches the historic window. Single-hung or double-hung window types may substitute for each other as long as all other elements match.
Aluminum Clad	Metal windows may be appropriate for later (post-1900) architectural styles, industrial and commercial buildings, or on non-visible elevations. Aluminum clad windows are wood windows with an aluminum facing on the trim, sashes, and muntins. Aluminum clad windows could be approved for replacement of historic windows in cases where the historic windows are deteriorated beyond repair and where the replacements match the original in size, proportion, and configuration. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location. Aluminum clad windows typically have an anodized or baked enamel finished and are not paintable, which can be a drawback.
Vinyl Clad	Vinyl clad windows are similar to aluminum clad windows, in that they are wood windows with a vinyl facing. Vinyl clad windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-contributing properties in DeFuniak Springs. Like

	aluminum clad windows, vinyl clad windows are not paintable.
Vinyl	Vinyl windows are made of PVC (polyvinyl chloride) and are a commonly proposed replacement window. Vinyl windows are problematic for use in historic districts, however, as they are not available in proportions or finishes that are compatible with historic buildings. Because of the way the product is made, vinyl windows have narrow stiles and rails on the sashes which do not match the thicker proportions typically found in historic windows. Vinyl windows are not paintable and are the least durable of the window types listed here. They tend to fade and warp with UV exposure and have a typical lifespan of only ten to fifteen years. Like vinyl clad windows, vinyl windows may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-contributing properties in DeFuniak Springs.
Composite/ Fiberglass	Composite windows are made of a mix of materials, typically fiberglass and wood fibers. Fiberglass windows have a matte finish as compared to vinyl windows and are available in proportions that mimic historic windows. Many composite windows are paintable and are a good lower-cost option for residences in historic districts. Special attention should be made to ensure replacement trim, sills, and mullions match the existing trim and surrounds in profile, design, shape, size, configuration, and location.



Figure 137: Inappropriate replacement window (right) that doesn't match the original.



Figure 138: Example of appropriate fiberglass windows.

Roofing

While repairing and maintaining roofing is the preferred approach, when it is necessary to replace a roof, it is typically due to deterioration. In situations where the entire roof must be replaced, materials should be replaced in-kind (ie. asphalt with asphalt and metal with metal).

Roofing materials are among the most frequently substituted. Roofs may be re-roofed with substitute materials if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible. Substitute materials have been designed to replace historic shingles and traditional metal roofs.

Asphalt	When replacing asphalt shingles, heavyweight architectural shingles are preferred. New asphalt shingles should match previous materials in composition, style, size, and color.
Metal	Commonly seen metal roofs include decorative pressed-metal shingles, standing seam metal, and 3-V crimp metal roofs. Replacement metal roofs should match the historic or current roof in composition, style, size, and color. Special attention should be made to the panel/tile width, seam height, and color. Standing seam metal roofs should be replaced with standing seam metal roofs.
Clay Tile	When replacing clay barrel tiles, new barrel tiles are preferred. Clay, cement, or composition “S” tiles are also acceptable. Many historic clay tiles are supported by molded masonry. Replacement tiles should also be supported by molded masonry when possible. Replacement tiles should match existing tiles in composition, style, size, and color. Replacing clay tiles with metal, asphalt or other roof materials is generally not acceptable.

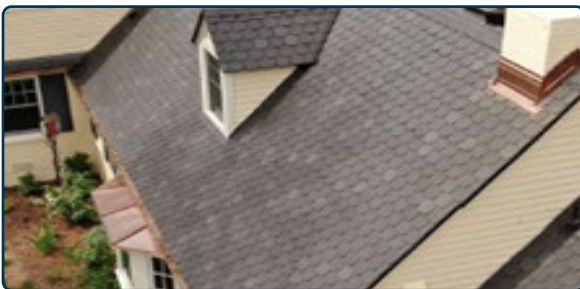


Figure 139: Asphalt shingles.

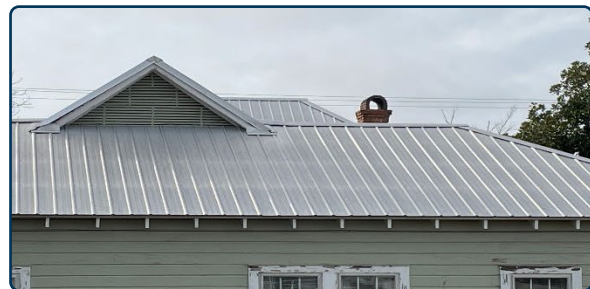


Figure 140: 3-V crimp metal roofing.

Porch Materials

Historic porch and deck materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

Flooring	Composite flooring is a popular substitute material which is made from a mix of plastic and wood fibers. These materials are formed into planks to imitate wood decking and are installed in a manner similar to traditional wood planks. The product is sometimes available in a paintable finish. Use of composite flooring is appropriate for rear decks and may be appropriate on front porches if the material closely matches the original in profile, dimension, and finish.
Porch Elements	Fiberglass columns are available in a variety of shapes and sizes. Round and square profiles are available, as are columns that mimic the classical orders (Doric, Ionic, Corinthian, etc.), and they may even be found in designs mimicking the square, tapered columns found on Craftsman style bungalows. Similarly, fiberglass railings are available in a range of styles and profiles. Fiberglass columns and railings are typically more expensive than their wood counterparts but may be a good alternative in some situations. A fiberglass replacement column or railing may be appropriate if it closely matches the design and proportion of the original columns. Vinyl columns and railings are also widely available in a variety of designs and configurations. They are most commonly used for new construction and are most appropriate for buildings constructed in the mid-20th century or later. Like vinyl windows, vinyl porch columns and railings are susceptible to fading and warping as a result of UV exposure and have a relatively short lifespan. The dimensions of vinyl columns typically do not match historic proportions

and their use on contributing buildings is discouraged and is not likely to be approved.

Metal porch elements made of cast iron may be of historic age, or may be a later, possibly historic age modification to a property. Aluminum may be appropriate for mid-20th century properties but would be an inappropriate choice for an older property. Metal on front porches should only be used when there is evidence that it was the original material. Metal may be appropriate on a rear, non-public visible porch on a case-by-case basis.



Figure 141: Porch flooring and steps replaced with compatible substitute material similar in visual qualities.

APPENDIX A. GLOSSARY

A

Abutting Property - Any property that is immediately adjacent or continuous to, or immediately across any road or public right-of-way from the subdivision.

Accessory Use or Structure - A use or structure on the same lot, with, and of a nature customarily incidental and subordinate to, the principal use or structure.

Adaptive Use - The restrained alteration of an historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way as to maintain the general historical and architectural character.

Addition - New construction added to an existing building or structure.

Alignment - The arrangement of objects along a straight line.

Alley - A narrow thoroughfare dedicated or used for public use upon which service entrances of buildings abut, which is not generally used as a thoroughfare by both pedestrians and vehicles, or which is not used for general traffic circulation, and is not otherwise officially designated as a street.

Alteration - Alter or alteration shall mean any change in size, shape, character, occupancy, or use of a building structure.

American Bond - Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers. (See "Brick Bonds")

Applicant - A person who submits an application for issuance of a Certificate of Appropriateness (COA).

Appropriate - Typical of the historic architectural style, compatible with the character of the historic district, and consistent with local preservation criteria.

Appurtenances - An additional object added to a building; typically includes vents, exhaust hoods, air conditioning units, etc.

Architectural Style - A category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc. (See Chapter 4: Architectural Style Guide)

Attic - The upper level of a building, not of full ceiling height, directly beneath the roof.

B

Balcony - A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Baluster - A banister; the upright, often vase-shaped, support of a rail, in the railing of a staircase, balcony, or porch.

Balustrade - A series of balusters with a handrail.

Bargeboard - A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay - The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

Bay Window - A window built in a recess or bay, in a room projecting from the outer wall and usually having windows on three sides.

Beaded Clapboard - A wooden board similar to clapboard which has a groove cut into the board for its width near the bottom of the side. The bottom edge may be slightly rounded. (See "Clapboard")

Beveled Glass - Glass having a sloping edge across edge of the glass.

Blind - A louvered panel of wood or metal made to close over a window. An exterior blind is usually referred to as a shutter, although technically a shutter is solid, not louvered. (See "Shutter")

Board and Batten - Vertical flush board which has had smaller strips of wood nailed over cracks between adjacent boards used as exterior siding.

Bracket - A support element under eaves, shelves or other overhangs; often more decorative than functional.

Brick Bonds - Patterns in which bricks are laid, determined by the inter-relationship of headers and stretchers.

Broken Pediment - A pediment-like triangle which is interrupted by a recessed compartment which "breaks" the top angle. (See "Pediment")

Building - Any structure either temporary or permanent, having a roof, and used or built for the shelter or enclosure of persons, animals, chattels, or property of any kind. This definition shall include tents, awnings, or vehicles situated on private property and serving in any way the function of a building.

Building Materials - The physical characteristics that create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Building Type - Describes a structure's function and form. Building types, such as "Double Pile," "American Foursquare," or "Bungalow" houses are sometimes associated with one or more architectural styles.

Building Setback - The minimum horizontal distance permitted between the front or side of a building and the nearest street line.

Bulkhead - The section of a storefront that forms the base for the display windows.

Bungalow - A small low house, usually one-story, with one or several porches; best known for craftsmanship (as in the Arts and Crafts movement) and for use of natural materials.

C

Canopy - An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

Cantilever - A projecting beam or part of a structure supported only at one end.

Capital - The uppermost part of a column or pilaster. Examining the capital is usually the simplest means of determining the order of a column. (See "Column" and "Order")

Carport - A private garage not completely enclosed by walls and doors.

Casement Window - A hinged window frame that opens horizontally like a door.

Casing - Moldings that go around windows and doors.

Certificate of Appropriateness (COA) - This application is used for all projects on properties located within DeFuniak Springs' historic districts.

Character - Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining - Those architectural materials and features of a building that define the historic nature of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, exterior and interior trim, etc.

Clapboard - A wooden board, often with one side thicker than the other, used for exterior siding. Term is synonymous with weatherboard.

Classical Order - Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped Gable - A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface. (See "Gable")

Column - A cylindrical vertical support in classical architecture, the column has three parts - capital, shaft, and base.

Common Bond - Also known as American Bond. (See "Brick Bond")

Compatible/Compatibility - The characteristics of different uses or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation - The sustained use and appearance of a structure or area, maintained essentially in its existing state.

Contemporary - Existing or happening in the same time period; from the same time period.

Contemporary Architecture - A style of architecture that pulls from a combination of modern styles, relying on few classical building ideas.

Context - The setting in which a historic element, site, structure, street, or district exists.

Contributing Building/Structure/Site - A classification applied to a site, structure, or object within an historic district signifying that it contributes generally to the qualities that give the historic district cultural, historic, architectural, or archeological significance.

Coping - A protective cap, top, or cover of a wall or parapet, often of stone, terra cotta, concrete, metal, or wood. This may be flat but commonly is sloping to shed water.

Corbel - In masonry, a projection or one of a series of projections, each stepped progressively farther forward with height.

Corbelled - Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corinthian Order - The lightest most ornate of the Greek orders of architecture characterized by its bell-shaped capital enveloped with acanthus. (See "Order")

Corner Board - A vertical board at the intersection of two walls. A corner board serves as a joint for the intersecting clapboard as well as concealing the ends of the clapboard. During the Greek Revival and Classical Revival periods, corner boards were frequently ornamented to resemble pilasters at every corner.

Cornice - Projecting ornamental molding on top of a building or wall.

Course - A continuous row or layer of stones, tile, brick, shingles, etc. in a wall.

Coverage - That percentage of the plot area covered or occupied by buildings or roofed portions of structures.

Cross-Gable - A secondary gable roof which meets the primary roof at right angles. (See "Gable")

D

Demolition - Any act or process that partially or totally destroys a structure or object, or the razing of a building or a structure or the removal of any exterior architectural feature or structure or object.

Demolition by Neglect - The act or process of neglecting the maintenance and repairs of a building, thus allowing the building to deteriorate to the point where demolition may be necessary.

Dentils - Small rectangular blocks in a series - like teeth - usually on a molding.

Design Standards - A set of directions that have been adopted for historic buildings to guide rehabilitation, additions, and other construction, in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Detail - A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window - A large area of glass within a storefront opening.

District - A portion of the territory of the town for which certain uniform regulations and requirements or various combinations thereof apply under the provisions of the zoning ordinance.

Door Frame - The part of a door opening to which a door is hinged. A door frame consists of two vertical members called door jambs and a horizontal top member called a lintel or head.

Door Jamb - The vertical portion of the door frame onto which the door is attached.

Doric Order - A classical order most readily distinguished by its simple, unornamented capitals. (See "Order")

Dormer Window - A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Double Frontage Lot - A lot having two (2) non-adjointing property lines abutting upon a street or streets.

Double-Hung Window - A window where both sashes slide up and down by a means of cords and weights.

Double-Pile House - A two-story center hall plan house, two rooms deep on either side of the hall.

Dutchman Repair - Any new or salvaged material (stone or wood) fitted into the existing facade material. This new material is chosen and installed to match existing.

Dwelling - A building or portion thereof designed exclusively for residential occupancy, including one family, two family and multiple family dwellings, but not including hotels, boarding, lodging houses or house trailers whether such trailers be mobile or located in a stationary fashion as when on blocks or other foundation.

E

Easement - A grant by a property owner of the use of land for a specific purpose or purposes by the general public, or a corporation or a certain person or persons.

Eave - The projecting overhang at the lower edge of a roof.

Eclectic - Exhibiting elements and characteristics of more than one historic style simultaneously.

Element - A material part or detail of a site, structure, street, or district.

Elevation - A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade. (See "Façade")

Engaged Column - Columns partly embedded in a wall, often referred to as half-rounded columns.

Engaged Porch - A porch whose roof is continuous structurally with that of the main section of the building.

English Bond - The pattern of laying bricks in which horizontal rows of headers are alternated with horizontal rows of stretchers. (See "Brick Bond")

Entablature – A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Entry - A door, gate, or passage used to enter a building.

Erected - The word "erected" includes built, constructed, reconstructed, moved upon or any physical operations on the premises required for building. Excavations, fill, drainage, and the like shall be considered as part of erection.

Exterior Features - The architectural type, style, design, and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs, or similar items found on or related to the exterior of an historic structure.

Eyebrow Dormer - A small, curved window in an attic story.

F

Fabric – The physical material of a building, structure, or community, connoting an interweaving of component parts.

Façade - The primary elevation of a structure, typically containing the main entrance.

Fanlight - A semicircular or semielliptical window above a door.

Fascia - The flat band or board around the edge of a roof or a part of the entablature.

Fenestration - The arrangement of windows and doors in a wall.

Finial - A roof ornament, usually projecting from the top of a gable.

Fish-Scale Shingles - Shingles with rounded edges, which when placed in staggered rows are reminiscent of fish scales.

Flashing - Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Flemish Bond - The pattern of laying bricks in which every horizontal row is characterized by alternating headers and stretchers. (See "Brick Bond")

Fluting - Vertical grooving, usually found on columns or pilasters. (See "Column")

Form - The overall shape of a structure (i.e., most structures are rectangular in form).

Foundation - A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Foundation Enclosures - Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

French Door - A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

Frieze – The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall. (See “Cornice”)

Frontage of a Building - Shall mean the side or wall of a building approximately parallel and nearest to a street. When on a corner, frontage of a building shall be determined by the building or planning department.

G

Gable - The triangular wall segment at the end of a ridged roof.

Gable Roof - A roof which forms a gable at each end. It is also referred to as a peak roof.

Gambrel Roof - A roof with two slopes of different pitch on either side of the ridge with the flatter slope adjoining the ridge.

Ghosts – Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Glazing - Fitting glass into windows and doors.

Guardrail – A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

H

Half-Story - A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering - A wall construction in which the spaces between members of the timber frame are filled with brick, stone, or other material.

Handrail – A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hardscape - Portions of the exterior environment of a site, district, or region that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Height of Building - The height of a building shall be the vertical distance measured from the mean level of the finished grade to the level of the highest point of the underside of the finished ceiling line. Where a structure is set back from the street line, the mean level of the finished grade of the premises along the line of that part of the structure nearest the street line may be substituted for the established grade for the purpose of determining the height of a building.

High Style - The more ornately detailed version of a particular architectural style; used in contrast to simpler examples, both from different periods or the same period; the opposite of vernacular.

Hipped Roof - A roof with four uniformly pitched sides.

Historic - Important in history; distinguished from “historical,” which conveys the sense of things or events related to the past.

Historic Building - A building important because of its association with a historic event or with the history of a locality.

Historic District – A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Historic Fabric - Those elements and features of a historic building that are original and contribute to the integrity of the historic building.

Historic Imitation – New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Hood Molding - A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.



In-Kind - To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Infill Construction - New construction, or the move of existing structures, on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity - The ability of a property to convey its historic significance through the retention of location, design, setting, materials, workmanship, feeling, and association.

Ionic Order - A classical order distinguished by the form of the capital, with a spiral scroll, called a volute, on either side. (See also "Splayed Ionic" and "Order")

Iron lace - Decorative, lacy patterns formed in cast iron and used for railing.

J

Jerkinhead Roof - A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie - A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone - A wedge-shaped stone at the top of a masonry arch.

Kickplate - A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

Knee Brace - An oversize bracket supporting a cantilevered or projecting element.

L

Landmark - A building, structure, object or site which is identified as a historic resource of particular significance

Landscape - The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, rivers, and lakes and the built environment.

Landscape Elements - Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located in conjunction with a landscape.

Lattice - A panel of crisscrossed, diagonal or perpendicular slats often utilized as decorative infill between masonry foundation piers.

Leaded Glass - Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light - A section of a window, also called “pane” or “sash light.”

Lintel - A beam over an opening in a wall, such as for a window or door, or over two or more pillars.

Lot - For zoning purposes, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required.

M

Main Building - The primary historic building in an individual historic site.

Maintain – To keep in an existing state of preservation or repair

Maintenance and Repair - Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance. A COA is not needed for regular maintenance and repair. This work may include cleaning, repainting, in-kind repairs, or yard maintenance. (See Appendix B: Basic Maintenance)

Mansard Roof - A roof that has two slopes on all four sides.

Mass or Massing - Building mass is established by the arrangement and proportions of its basic geometric components- the main block and side blocks, the roof and the foundation. Similarly, massing helps create rhythm along the street, which is one of the appealing aspects of historic districts.

Masonry - Construction materials such as stone, brick, concrete block or tile which is secured with mortar.

Material - Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Modify/Modification - To make changes to an existing structure; those changes made to an existing structure.

Modillion – A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice. (See “Cornice”)

Module - The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding - A continuous decorative band that is either carved into or applied to a surface.

Mortar - The materials used to fill the joints of masonry.

Mortar Joint - Masonry joint between masonry units, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mortar Mix - The composition (and proportions of these ingredients) of the mortar used in masonry.

Mullion - A vertical member separating (and often supporting) windows, doors, or panels set in a series.

Multi-Light Window - A window sash composed of more than one pane of glass

Muntin - A bar member supporting and separating panes of glass in a window or door.

N

New Construction - The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

Nonconforming structure - A structure, or portion thereof, which was occupied, designed, erected, intended, or structurally altered for a use not permitted at its location by the provisions of the DeFuniak Springs Code of Ordinance for a new use and/or which does not conform to all of the regulations applicable to the district in which it is located.

Non-Contributing Building/Structure/Site - A building, object, site or structure that neither adds to nor detracts from a district's sense of time and place and historical development.

O

Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Order - Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Orientation - Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of the building. It should face the street.

Original - Features, components, materials, or other elements of a structure that were part of its initial construction; or, structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation - Any decorative objects or series of objects, which are added to the basic structure to enhance its visual appearance.

Owner – The person or persons holding record title to the building, site or property; provided, however, the last previous tax roll in the records of the City Assessor's office may be relied upon as showing record ownership in the absence of substantial evidence to the contrary

P

Paired Columns – Two columns supported by one pier, as on a porch.

Palladian Window - A three-part window opening with a large arched central light and flanking rectangular side lights.

Paneled Door – A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet - A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

Parking - The term "parking" shall mean the temporary, transient storage of private passenger motor vehicles used for personal transportation, while their operators are engaged in other activities. It shall not include storage of new or used cars for sale, service, rental, or any other purpose other than specified above.

Partial Demolition – Partial demolition is the removal of a portion of a building, including structural members, floors, walls, or architectural features.

Pedestrian Crosswalk - A right-of-way dedicated to the public for pedestrian use, and which is designed to provide access to adjacent roads, lots or public use areas

Pediment - The space forming the gable of a two-pitched roof in classic architecture.

Period of Significance - The length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register Listing.

Pier - The upright support for a structure, such as for a porch column.

Pilaster - A flat-faced representation of a column against a wall.

Pillar - A vertical supporting member in a building, may be ornamental.

Pitch - The angle of slope.

Planning Director – Government official who leads and manages the DeFuniak Springs Planning Department, overseeing all aspects of urban development and planning for the city. Also the designated “building-zoning official” who reviews permits including COA applications, sign permits, etc.

Porch - A roofed over space attached to the outside of an exterior wall of a building, which has no enclosure other than the exterior walls of such building. Open mesh screening shall not be considered an enclosure.

Porch Ornamentation - Decorative elements include, but are not limited to, scrollwork, balustrade, and porch supports that are decorative.

Porte-Cochere - A large covered entrance porch through which vehicles can drive.

Portico - A large porch having a roof, often with a pediment supported by columns or pillars.

Portland Cement – A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.)

Post - A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; Also referred to as a pillar or pole.

Preservation - The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, structures, or monuments significant to the heritage of the people of DeFuniak Springs (or any area).

Protection - The security of a resource as it exists through the establishment of the mechanisms of historic preservation.

Reconstruction – See “Reconstruction.”

Rehabilitation – See “Rehabilitation.”

Restoration – See “Restoration.”

Proportion - The dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Protected - An architectural or landscaping feature that must be retained and its historic appearance maintained, as near as is practical, in all aspects.

Protection - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, or to cover or shield the property from danger or injury.

Public Right-of-Way – Any street, avenue, boulevard, road, highway, sidewalk, alley, or easement that is owned, leased, or controlled by a government entity.

Q

Quoin - Units of stone or brick used to accentuate the corners of a building.

R

Rafter - Any of the parallel beams that support a roof.

Rafter Tail - Exposed rafter supporting the eave.

Ramp - A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry - An entry set back from the storefront. Historically, storefronts step in, towards the interior of the building at the entry point.

Reconstruction - The act or process of duplicating the original structure, building form, and materials by means of new construction based on documentation of the historic condition.

Rehabilitation - The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Relocation – Any removal or relocation of a structure on its site or to another site.

Remodeling, Redecorating, or Refinishing - Any change, removal, replacement, or addition to walls, floors, ceilings, and roof surfaces or coverings which do not support any beam, ceiling, floor load, bearing partition, columns, exterior walls, stairways, roofs, or other structural elements of a building structure.

Renovation - The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement - To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate - To copy or reproduce an historic building or element.

Repointing - Repairing existing masonry joints by removing defective mortar and installing new mortar.

Restoration - The process of accurately recovering all or part of the form and detail of a resource and its setting, as it appeared at a particular period of time, by means of the removal of later work and the replacement of missing earlier work.

Retain – To keep secure and intact. In the standards, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Reveal - The vertical side of a door or window opening between the frame and the wall surface.

Rhythm - The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge - The horizontal line of meeting of the upper slopes of a roof.

Rusticated – Roughening of stonework of concrete blocks to give greater articulation to each block.

S

Sash - The framing in which panes of glass are set in a glazed window. Also, a window frame that opens by sliding up or down.

Sawtooth Shingles - Shingles with pointed edges, which when placed in rows are reminiscent of sawteeth.

Scale - The harmonious proportions of parts of a building, structure, or monument to one another and to the human figure.

Screening - Construction or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Semi-Engaged Porch - A porch whose roof forms a continuous surface with, but is in a different plane than, the roof of the building.

Setback Line - A line generally parallel with and measured from the lot line, defining the limits of a yard in which no building, other than accessory building, or structure, may be located above ground, except as may be provided in subdivision regulations or zoning ordinances.

Setting – The sum of attributes of a locality, neighborhood, or property that defines its character.

Shaft - The main part of a column between the base and the capital. (See “Column”)

Shape - The physical configuration of structures of buildings or monuments and their component parts, including but not limited to roofs, doors, windows, and facades.

Shed Dormer - A dormer with a series of separate windows connected by sections of the facade material, with a shed roof. Frequently found on a gambrel roof, a shed dormer may stretch the entire length of the house.

Shed Roof - A roof resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter - A solid panel of wood or metal made to close over a window. Technically, a louvered panel is an exterior blind, but it is usually referred to as a shutter.

Sidelight - Narrow windows on either side of a door to admit light.

Siding – The exterior wall covering or sheathing of a structure.

Significant – Having particularly important associations within the contexts of architecture, history, and culture

Sill - The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site - The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Size - The dimensions in height and width of a building; similarly, the overall area of the building.

Soffit - The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spandrel - The triangular space between adjacent arches and the horizontal molding, cornice or framework above them; in skeleton frame construction, the horizontal panels below and above windows between the continuous vertical piers.

Spindle/Spindlework - A short decorative turned piece.

Spindle Frieze - A series of parallel spindles which are located between supporting posts just beneath a veranda roof in such a manner that they resemble a frieze. A spindle frieze is a characteristic of the Queen Anne Style.

Stabilization - The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Stained Glass - Colored glass.

Stand Alone - A building or structure that is separate from and not attached to any existing or adjacent structure or building.

Storefront - A ground level façade of a commercial building with display windows with minimal mullions or columns; this is often with a recessed entrance.

Storefront Column - Slender vertical elements within the storefront opening that help support the lintel.

Story - The space between two floors of a structure or between a floor and roof.

Street - A thoroughfare used for public foot and vehicular traffic other than an alley as herein defined, shall be deemed a street.

Street Furniture – Objects placed or fixed in the street for public use space including benches, trash receptacles, parking meters, parking kiosks, telephone and electrical poles, fire hydrants, mailboxes, streetlights, bulletin boards.

Streetscape - The character of the street, or how elements of the street form a cohesive environment.

Stretcher - The long end of a brick when laid towards the face of a wall. Running bond is the name given to the brick pattern where only stretchers are visible. (See “Brick Bond”)

String Course - A narrow horizontal band projecting from the exterior walls of a building, also known as a stringcourse. It is often located between the stories of a building and provides a visual break in the mass of bricks or stones, defining the interior floor levels.

Stucco - A masonry material applied as exterior wall fabric.

Style – A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

Surround - The term applied to the outside of a window or door opening. It is also called “casing.”

Synthetic Materials - Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin).

T

Terra-Cotta - A fine-grained, brown-red fired clay used for roof tiles and decoration.

Texture - The feel, appearance, or consistency of a surface or substance.

Transom - A narrow horizontal window over a door or part of a door.

Trim – The decorative framing of openings and other features on a façade.

Turret - A small, slender tower usually at the corner of a building.

U

Upper Façade - The mostly solid part of the wall above the display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Valance – A short piece of fabric that hangs from the front edge of an awning, essentially acting as a decorative trim that adds style and can provide a bit of extra shade to the area beneath the awning.

Veranda - A roofed open gallery or porch.

Vergeboard - An ornately curved board attached to the projecting edges of a gable roof; sometimes referred to as verge boards.

Vernacular - The non-academic local architecture of the region.

Viewshed - The natural environment that is visible from one or more viewing points.

Visibility from A Public Way - Able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

Visual Continuity - A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

W

Wall - A structure or hedgerow that provides a physical barrier, typically constructed of a solid material such as stone or rock.

Water Table – A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard - Clapboard; wooden siding.

Workmanship - The physical evidence of the crafts of a culture, people or artisan.

Y

Yard - An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by trees or shrubbery or as otherwise provided herein.

Z

Zoning District - A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

APPENDIX B. DEFUNIAK SPRINGS ZONING INFORMATION

The City of DeFuniak Springs is divided into zoning districts defined in the City's Municipal Code, [Ord. No. 881, Article V](#). A zoning district is a geographically defined area within a municipality where land use is regulated by a specific set of rules and regulations. These rules govern what types of development and activities are permitted within that district, helping to manage and direct growth and development.

See the Municipal Code for all uses allowed without review within a zoning district as well as any prohibited uses or use exceptions allowed upon special approval. Consult the [City of DeFuniak Springs Zoning Map](#) to identify what zoning designation aligns with your property.

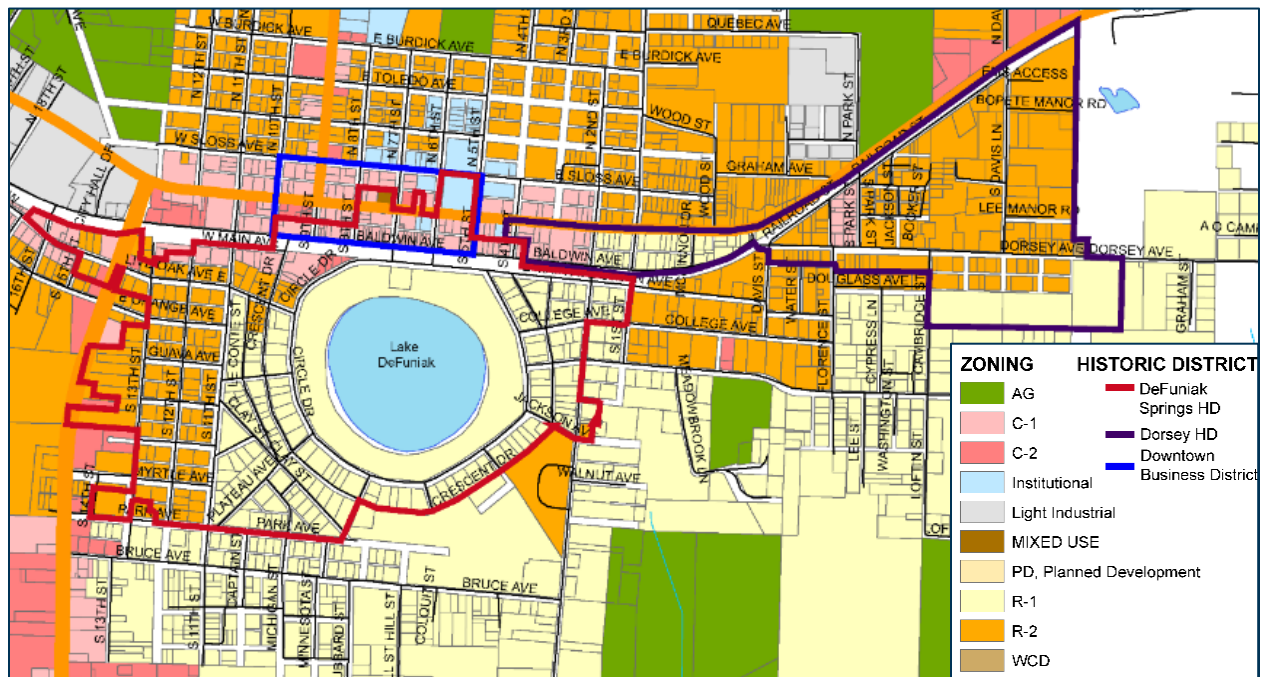


Figure 142: DeFuniak Springs Zoning Map with historic district boundaries and overlay.

APPENDIX C. FLOOD RISK REDUCTION

Flooding risk has long been a major challenge for many historic properties. Changing weather patterns, stronger hurricanes, other extreme weather events, sea level rise, nuisance flooding, king tides, and continuing development in floodplains are some of the causes of flooding. Flooding events are occurring at increased frequency and magnitude. Some historic properties that have never flooded before may now be exposed to this risk, and those that flooded infrequently in the past may experience more instances of flooding or of water reaching higher levels than ever before.

The goal of this section is to provide information about how to adapt historic buildings to be more resilient to flooding risk in a manner that will meet the Secretary of the Interior's Standards for Rehabilitation through referencing the [Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#).

See **Chapter 5.2** for additional guidance on the Secretary of the Interior's Standards for Rehabilitation.

The Guidelines on Flood Adaptation are general and intended to provide guidance in interpreting and applying the Standards to rehabilitation projects involving buildings that are at a risk for flooding. They are not meant to give case-specific advice. They cannot tell property owners or developers which features of a historic building are important in defining its historic character and, therefore, must be retained. These guidelines should only be applied to historic properties with an established risk of flooding.



Figure 143: Flooding risk has long been a major challenge for many historic properties.

C.1 PLANNING AND ASSESSMENT FOR FLOOD RISK REDUCTION

Universal Guidelines for all Properties

- a) Identify historic materials, features, and spaces that are important in defining the historic character of the property when planning and undertaking flooding adaptation treatments.
- b) Assess the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting, reevaluating and reassessing potential impacts on a regular basis.
- c) Use and maintain existing historic and non-historic characteristics, features, and materials of the historic building, its site, setting, and larger environment that may help to avoid or minimize the impacts of flooding.
- d) Ensure that, when planning work to adapt for flooding, all feasible alternatives are considered and that the options requiring the least alteration are considered first.
- e) Replace damaged or deteriorated historic materials in kind where the traditional material is flood-damage resistant. Replace damaged or deteriorated historic materials that are not resilient to flooding with proven flood-damage resistant substitute materials that match the appearance and design.

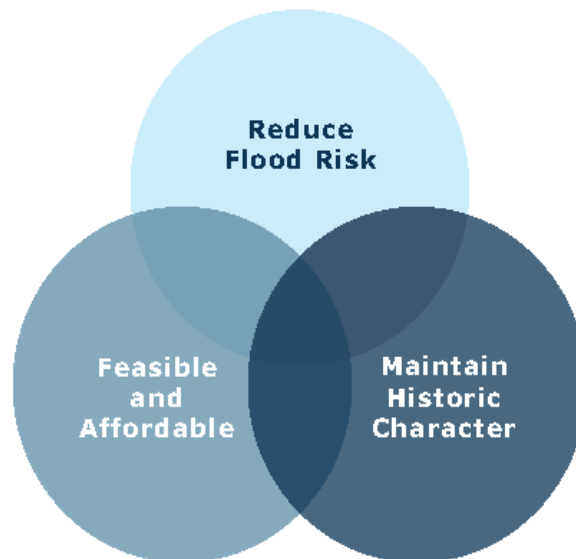


Figure 144: Technical and economic limitations must be considered when attempting to reduce flood risk and create greater resilience; changes must also respect the historic character of the property. This can be a challenging balance for a project to achieve.

It is generally not appropriate to:

- Fail to proactively analyze and address a flooding risk.
- Fail to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of flooding.
- Fail to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work.
- Fail to regularly monitor and maintain the property and the building systems in good repair.
- Carry out adaptive measures intended to address the impacts of flooding that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting.
- It is generally not appropriate to use a special exemption or variance to avoid taking any steps to address or help minimize the impacts of flood risk on a historic property.
- Fail to consider other properties nearby in planning flood adaptations, such that the risk or exposure to neighboring properties is increased.
- Utilize an adaptation treatment traditionally used in another region or one typically used for a different building type or architectural style that is not compatible with the historic character of the property.

Temporary Protective Measures

- a) Establish procedures, responsibilities, and regular training for deploying temporary barriers and other systems.
- b) Install pumps to remove water that breaches the temporary barrier or other systems. If pumping out post-flood event water, ensuring that the water is pumped far enough from the protected property to avoid seeping back in.
- c) Invest in a generator as a backup to operate the pumps if there is a power failure during or after a flood. Install a generator in a floodproof enclosure or above the established flood risk level.
- d) Obtain removable flood barriers for openings in any existing solid masonry perimeter site walls that are strong enough or reinforced to withstand the forces of a flood.

It is generally not appropriate to:

- Erect temporary barriers that are in direct contact with any significant historic building, structure, or object on the site.
- Select a system or equipment inadequate to protect the historic building from predicted flooding and/or cannot be deployed quickly.
- Reinforce masonry walls to withstand the forces of flooding in a manner that destroys historic materials and features or diminishes the historic character of the property.
- Fasten devices or stanchions where they would damage, alter, or otherwise impact the distinctive materials, features, and spaces of the property.

Site and Landscape Adaptations

- a) Improve or restore on-site or adjacent natural systems such as living shorelines, wetlands, beaches, and dunes.
- b) Select new infrastructure that is able to retain floodwaters on-site, such as a cistern, bio-swale, permeable pavers, green roofing, and associated rain collection systems.
- c) Protect and maintain buildings, site, and landscape features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.
- d) Survey and document areas where the terrain will be altered or new features constructed to determine the potential impact on important landscape features, archeological resources, other cultural or religious features, or burial grounds.
- e) Protect (e.g., preserve in place) important site features, archeological resources, other cultural or religious features, or burial grounds. f. Ensure that the new or modified floodwall or berm is compatible with the historic character of the property.

It is generally not appropriate to:

- Remove or substantially change site features that are important in defining the overall historic character of the property.
- Damage or destroy significant historic landscape features, designs, or plantings in order to establish a new site or landscape feature to protect the property from flood risks.
- Change the grade level of the site if it substantially diminishes its historic character. For example, adding fill to a site such that the formerly visible historic foundation is concealed, is inappropriate.
- Damage or destroy historic materials, features, or spaces of the historic building, site, and setting in order to add or improve stormwater management.
- Damage or destroy important landscape features, archeological resources, other cultural or religious features, or burial grounds in order to construct the flood protection.
- Construct a tall floodwall or berm that is incompatible with the historic character of the site or setting that blocks the property from significant viewsheds or alters the appearance of the property from the public right-of-way.

Protect Utilities

- a) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.
- b) Relocate and anchor exterior mechanical equipment and fuel tanks to an elevated platform that is compatible with the building's historic character and is, preferably, on a secondary or otherwise less visible elevation.
- c) Use fencing or landscaping to screen exterior mechanical equipment and reduce its visibility.
- d) Relocate interior mechanical equipment to utilitarian or insignificant spaces within the building that are unlikely to flood.
- e) Relocate ducts, pipes, and conduit to spaces that are unlikely to flood to the extent practical; and concealing such systems within walls, attics, chases, and soffits in historically-finished spaces.
- f) Install an electrical disconnect well above the established flood risk level in an easy to access location. This should be separate from the utility panel.
- g) Eliminate electrical service to (or separate it from) flood-prone areas of the building or site with minimal disturbance to historic features and finishes.
- h) Install backflow prevention devices.
- i) Install sump pumps at the lowest level of the structure that are powered by a back-up power source.

It is generally not appropriate to:

- Relocate systems and utilities to a highly visible location.
- Select ducts with integral insulation that is not flood-damage resistant and will be located in the established flood risk area.
- Damage or destroy historic exterior features, finishes, or materials to an excessive degree in order to access wall cavities for re-wiring.

C.2 DRY FLOODPROOFING

Structural Considerations

- a) Evaluate the strength of masonry walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure to the foundation with appropriate placement and engineering, to prevent movement or collapse of the historic building.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.

Site Drainage

- a) Prepare to effectively manage the incoming floodwaters and address moving and removing the water from the site and historic building after the flooding.
- b) Install a backflow valve to prevent sewer and drain backups.
- c) Install one or more sump pumps, if needed, to effectively control water on the site and reduce hydrostatic pressure post-flooding.

It is generally not appropriate to:

- Ignore potential impacts to the historic landscape, archeological features, or other historic resources that could be caused by the installation of a drainage system.

Coverings and Coatings

- a) Install required vents in foundation walls that can be sealed in the event of flooding.
- b) Apply a waterproof coating to the building that is compatible with the historic masonry.
- c) Inspect applied coatings or membranes on a regular basis to ensure performance and periodically reapply the coating or replace the covering.

It is generally not appropriate to:

- Block character-defining openings such as the historic building's windows and doors permanently in a nonreversible manner.
- It is generally not appropriate to install flood shield fasteners where they would damage, alter, or otherwise impact the historic character of the property.
- It is generally not appropriate to apply coatings or coverings in a manner that alters or damages the historic character of the building.
- It is generally not appropriate to coat or cover portions of the walls above the established flood risk level.

C.3 WET FLOODPROOFING

Structural Needs

- a) Evaluate the strength of walls and footings of historic buildings to ensure that they are strong enough to withstand floodwater pressure and flood-borne debris.
- b) Anchor the structure, where necessary, to prevent movement or collapse of the historic building.
- c) Relocate all utilities above the established flood risk level or protect them in place with a watertight or impermeable enclosure.

It is generally not appropriate to:

- Alter visible foundation walls to the extent that the historic character of a building is affected.
- Relocate systems and utilities to a highly visible location.

Site Drainage and Venting

- a) Follow the recommended structural engineering guidance for the number, size, and placement of hydrostatic flood vents, as well as any other ventilation requirements.
- b) Retain historic foundation vents in highly visible locations where feasible.
- c) Select a compatible design and placement for new vents that blends in with the foundation material.
- d) Install a pumping system for draining the building in concert with the receding waters outside the property.

It is generally not appropriate to:

- Select a non-engineered vent system in order to retain historic vents where engineered vents would result in significantly fewer openings in the foundation.
- Fail to regulate the rate of water draining from the property, potentially causing structural damage to the building or neighboring properties.

Property Clean-Up Post Flooding

- a) Use the gentlest means possible for effectively removing surface grime and killing flood-borne bacteria. This can include a low-pressure water wash and appropriate cleaners.
- b) Identify and assess the flood-damaged building to determine the impacts on the historic materials and features. Determine which materials and features can be cleaned, dried, and repaired, and which materials must be replaced.
- c) Allow all the materials that were submerged or in contact with the floodwaters to properly dry using dehumidifiers and fans before repairing the building.

It is generally not appropriate to:

- Accelerate, or force dry the building with heat in order to expedite the repair of the damaged building.

APPENDIX D. BASIC MAINTENANCE

Regular maintenance is the key to preserving the original design and historic features of a property. Preserving original building features through maintenance and repair saves money in the long run as compared to replacing deteriorated features and is better for individual property values and the neighborhood as a whole. The protection and maintenance of existing historic features is the first preferred approach for treating historic properties.

Property owners do not need to seek approval from the Planning Director for general maintenance and repair activities that do not require alterations to existing materials or finishes. Light cleaning (without the use of abrasives or pressure), yard work, and minor repainting of painted surfaces are all considered maintenance activities.

Often the simplest and cheapest approaches to maintaining historic buildings are overlooked in favor of high-tech methods that are more costly and complex. For example, periodic cleaning of masonry walls with mild soap and water and a bristle brush produces the same result and is more cost-effective than high-pressure washing or chemical cleaning techniques. The gentlest methods are most effective when they are applied proactively and regularly.

There are a wide range of maintenance activities that are recommended for historic buildings. For additional information and guidance, see the National Park Service's Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings](#).

INSPECTION FREQUENCY CHART		
Feature	Minimum Inspection Frequency	Season
Roof Coverings	Annually	Spring or Fall, Every 5 years by a roofer
Chimneys	Annually	Fall, prior to heating season, Every 5 years by a mason
Roof Drainage	6 months; more frequently as needed	Before and after wet season, during heavy rain

Exterior Walls and Porches	Annually	Spring, prior to Summer/Fall painting season
Windows	Annually	Spring, prior to Summer/Fall painting season
Foundation and Grade	Annually	Spring or during wet season
Building Perimeter	Annually	Winter, after leaves have dropped off trees
Entryways	Annually, heavily used entries may merit greater frequency	Spring, prior to Summer/Fall painting season
Doors	6 months; heavily used entry doors may merit greater frequency	Spring and Fall; prior to heating/colling season
Attic	4 months, or after a major storm	Before, during and after wet season
Crawlspace	4 months, or after a major storm	Before, during and after rain season

APPENDIX E. RESOURCES FOR PROPERTY OWNERS

E.1 LOCAL RESOURCES

State of Florida

[Florida Building Code](#) is a comprehensive set of rules and regulations governing construction in Florida, designed to ensure public health, safety, and general welfare. It's based on the International Building Code (IBC) but includes Florida-specific amendments and supplements. The FBC is updated every three years by the Florida Building Commission.

[Florida Division of Historical Resources](#) is responsible for preserving and promoting Florida's historical and archaeological resources. They oversee a variety of programs, including grants, state historical markers, and the Florida Main Street program.

[Florida Master Site File](#) is the State of Florida's official inventory of historical, cultural resources.

[Florida Memory](#) is a digital outreach program providing free online access to select archival records from collections housed in the State Library and Archives of Florida. Florida Memory digitizes materials that illuminate the state's history and culture.

[Florida Native Plant Society](#) is a non-profit organization dedicated to the preservation, conservation, and restoration of native plants and plant communities in Florida.

[Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs.

[Walton County Interactive Mapping \(Wetlands\)](#) includes information on addresses, parcels, future land use, wetlands, flood zones and other within Walton County.

City of DeFuniak Springs

[DeFuniak Springs City Limits Map](#)

[Community Redevelopment Agency Area Map](#)

[City of DeFuniak Springs Municipal Code](#)

[Current Municipal Code for Land Development](#)

[Current Municipal Code for Zoning](#)

[City of DeFuniak Springs Planning and Code Enforcement Department](#)

[Certificate of Appropriateness](#)

[City of DeFuniak Springs 2025 Comprehensive Plan](#)

[Technical Specifications Manual](#)

[City of DeFuniak Springs Zoning Map](#)

[DeFuniak Springs Historic District Map](#)

[Main Street DeFuniak Springs](#)

[The Tivoli Historical Society](#)

About the Community Redevelopment Agency (CRA)

Established by Resolution 2018-017, the DeFuniak Springs City Council created the [Community Redevelopment Agency](#) (CRA) after determining a need to initiate the revitalization of blighted areas inside the city limits. The CRA is funded through tax incremental financing (TIF), which is used to implement the goals of the CRA Redevelopment Plan, as adopted by the City Council. Redevelopment actions are guided by the CRA Board, which is comprised of five members appointed by each council seat. The board meets the fourth Wednesday of the month at 5:00 p.m. at City Hall, Council Chambers, 1350 Baldwin Ave, DeFuniak Springs, FL 32435.

The mission of the CRA is to protect and improve the commercial areas of DeFuniak Springs through thoughtful, controlled economic growth and build upon and preserve the residential neighborhoods through activities building higher quality of life for all. The CRA economic revitalization process will forge an environment that attracts investors, encourages improvements in building structure and aesthetics and attracts new construction and business. The CRA will focus on obtaining necessary funding for public infrastructure improvements, streetscape build-out and marketing of the commercial district to attract new businesses to the district.

See **[E.3 Funding Resources](#)** for more information about the CRA Growth and Development Assistance Program.

City Beautification & Tree Board

The DeFuniak Springs [City Beautification & Tree Board](#) encourages tree planting to residents and business leaders, organizes an annual Arbor Day Observance ceremony, provide advice to City leaders about beautification of parks, public rights-of-way among many other duties enhancing the appearance of the City of DeFuniak Springs.

Frequently Asked Questions When Living in a Historic District

This is a notice that your property is located within a DeFuniak Springs historic district and is subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code.

What is a Historic District?

A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Will local historic designation affect the use of my property?

No, the use of your property is regulated by the DeFuniak Springs Zoning Ordinance. Whatever uses are permitted by the zoning for the property are not affected by district or landmark designation.

Does living in a Historic District or an individual Landmark mean I can't make changes to my property?

You can always make changes to your property. As part of a local historic district, your property will require review and an issued Certificate of Appropriateness (COA) by the DeFuniak Springs Planner Director whenever you want to make significant exterior changes. Any proposed changes should maintain the character of the building, the property, and the district.

What is a Certificate of Appropriateness (COA)?

A COA is a permit issued by the Planning Director, which is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within a DeFuniak Springs historic district.

What information is required to submit a COA?

A COA application includes general contact information, the address of the property, historic district identification, and a proposed activity request statement. Depending on the proposed project, an applicant could also be required to submit any or all of the following: construction drawings; samples of proposed materials, including textures and colors; a site plan; photographs of the structure to be altered; and in the case of new construction, photographs of contiguous properties.



E.2 TECHNICAL RESOURCES

National Park Service (NPS) Preservation Briefs

Preservation Briefs are produced by the NPS and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners. Briefs can be revised, removed, or added, please consult the NPS website for the most up to date list: [Preservation Briefs - Technical Preservation Services \(NPS\)](#)

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 5: [The Preservation of Historic Adobe Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 7: [The Preservation of Historic Glazed Architectural Terra-Cotta.](#)

Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings. **Rescinded Oct. 2023**

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

Preservation Brief 12: [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\).](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

Preservation Brief 15: [Preservation of Historic Concrete.](#)

- Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)
- Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)
- Preservation Brief 18: [Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements.](#)
- Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs.](#)
- Preservation Brief 20: [The Preservation of Historic Barns.](#)
- Preservation Brief 21: [Repairing Historic Flat Plaster—Walls and Ceilings.](#)
- Preservation Brief 22: [The Preservation and Repair of Historic Stucco.](#)
- Preservation Brief 23: [Preserving Historic Ornamental Plaster.](#)
- Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.](#)
- Preservation Brief 25: [The Preservation of Historic Signs.](#)
- Preservation Brief 26: [The Preservation and Repair of Historic Log Buildings.](#)
- Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron.](#)
- Preservation Brief 28: [Painting Historic Interiors.](#)
- Preservation Brief 29: [The Repair, Replacement, and Maintenance of Slate Roofs.](#)
- Preservation Brief 30: [The Preservation and Repair of Historic Clay Tile Roofs.](#)
- Preservation Brief 31: [Mothballing Historic Buildings.](#)
- Preservation Brief 32: [Making Historic Properties Accessible.](#)
- Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass.](#)
- Preservation Brief 34: [Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament.](#)
- Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation.](#)
- Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes.](#)
- Preservation Brief 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing. **Under Revision**
-

- Preservation Brief 38: [Removing Graffiti from Historic Masonry.](#)
- Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)
- Preservation Brief 40: [Preserving Historic Ceramic Tile Floors.](#)
- Preservation Brief 41: [The Seismic Rehabilitation of Historic Buildings.](#)
- Preservation Brief 42: [The Maintenance, Repair, and Replacement of Historic Cast Stone.](#)
- Preservation Brief 43: [The Preparation and Use of Historic Structure Reports.](#)
- Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.](#)
- Preservation Brief 45: [Preserving Historic Wooden Porches.](#)
- Preservation Brief 46: [The Preservation and Reuse of Historic Gas Stations.](#)
- Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings.](#)
- Preservation Brief 48: [Preserving Grave Markers in Historic Cemeteries.](#)
- Preservation Brief 49: [Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement.](#)
- Preservation Brief 50: [Lightning Protection for Historic Structures.](#)
- Preservation Brief 51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application.](#)

E.3 FUNDING RESOURCES

Beyond the social, economic, and environmental reasons to support and promote preservation, financial incentives and assistance programs exist that benefit residents and property owners.

Historic Rehabilitation Tax Credit (HRTC)

Federal law provides a 20% income tax credit (Historic rehabilitation Tax Credit) for the rehabilitation of historic, income-producing (commercial) buildings. To qualify for the credit, the property must be a certified historic structure—that is, listed on or eligible for the National Register of Historic Places (NRHP) or considered contributing to a listed historic district. Rehabilitation work must be substantial and must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information).

The HRTC is jointly administered by the Internal Revenue Service (IRS) and the National Park Service (NPS) in partnership with State Historic Preservation Offices (SHPOs). In Florida the SHPO is the Division of Historical Resources.

The Florida SHPO is the first point of contact for Florida projects seeking the 20% HRTC. After its review, the SHPO forwards applications to the NPS with recommendations. The NPS determinations are then forwarded to the IRS. A more detailed description of program requirements is provided in the NPS links below.

Property Tax Exemption for Historic Properties

State-legislated tax exemptions for residential rehabilitations are available for use, however, the work must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information). According to Florida Statutes 196.1997 and 196.1998 local governments have the authority to adopt an ordinance allowing ad valorem tax exemptions to historic properties when owners are restoring, rehabilitating or renovating such properties. Qualified properties may be residential or commercial and must be either individually listed in the NRHP, a contributing building in a National Register historic district, or designated as historic under the provisions of a local preservation ordinance. This tax exemption would provide a valuable incentive that would allow the City of DeFuniak Springs to promote redevelopment while also protecting its historic resources. This exemption would generally be administered by the Walton County Property Appraiser's Office.

For additional information and guidance on the HRTC and potential Property Tax Exemption, see the [Florida Division of Historical Resources](#).

CRA Growth and Development Assistance Program

The CRA is now offering funding for qualified development and improvements to parcels within the [CRA Area](#) through the CRA Growth and Development Assistance Program, as approved by the CRA Board on November 30, 2022. The CRA currently offers the following six grants, see each link for more information on the specific grant, its program rules, and how to access applications:

[Income-Based Hazardous Tree Removal Grant](#)

[Income-Based Roofing Improvement Grant](#)

[Residential Development Incentive Grant](#)

[Residential Site and Building Improvement Grant](#)

[Commercial Site and Building Improvement Grant](#)

[Site Cleanup Grant](#)

Signed applications should be submitted via email to the Executive Director of the CRA, Josh Ervin at CRADirector@DeFuniakSprings.net.

For further information or to schedule an appointment, please contact the Executive Director, Josh Ervin at 850-951-3054 or CRADirector@DeFuniakSprings.net.

All disbursements of grant funds are made following the completion and final inspection of the improvement project. Funds are appropriated annually in the CRA Budget and are available on a first come-first served basis. The program is subject to the availability of allocated funds in that CRA Budget.

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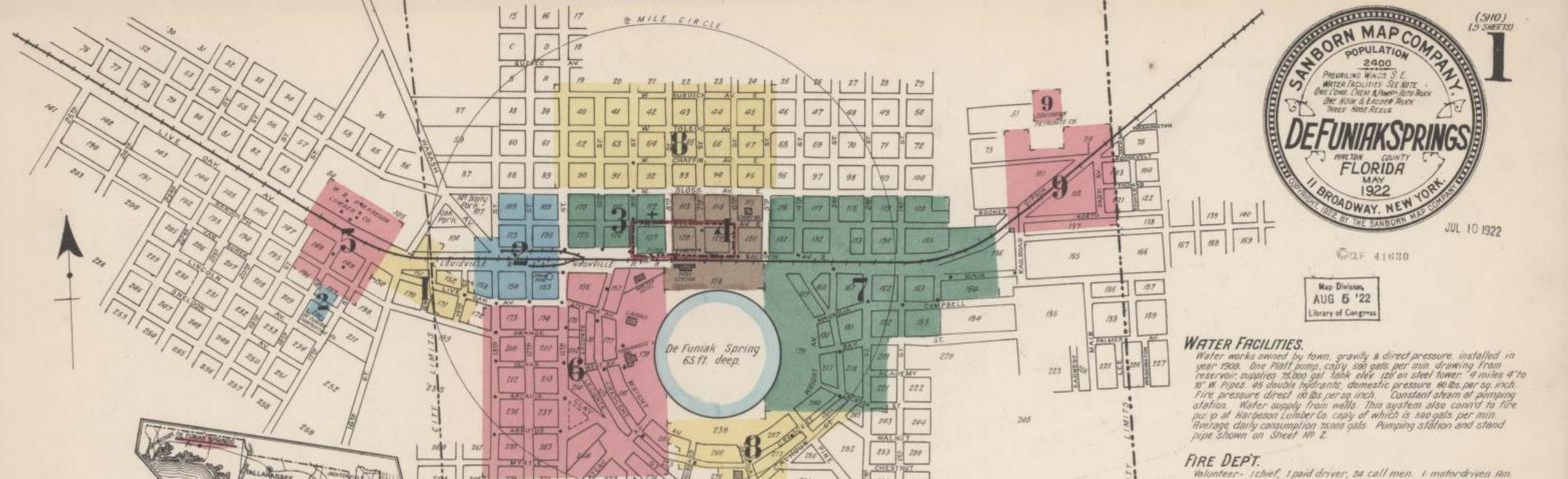
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June 23 - 25, 2025



DeFuniak Springs Historic District Design Standards

Presented to: DeFuniak Springs City Council, CRA Board, and Public

Our Agenda

- About JMT
- About Design Standards
- Project Introduction
- DeFuniak Springs Historic District
Design Standards – First Draft Overview
- What's next?

About Us

Carolyn Gimbal– Senior Architectural Historian

- MA/Historic Preservation: Cornell University
- BA/Anthropology: Appalachian State University
- Qualified under 36 CFR 61
- 6 Years of Experience

Samantha Smith – Architectural Historian

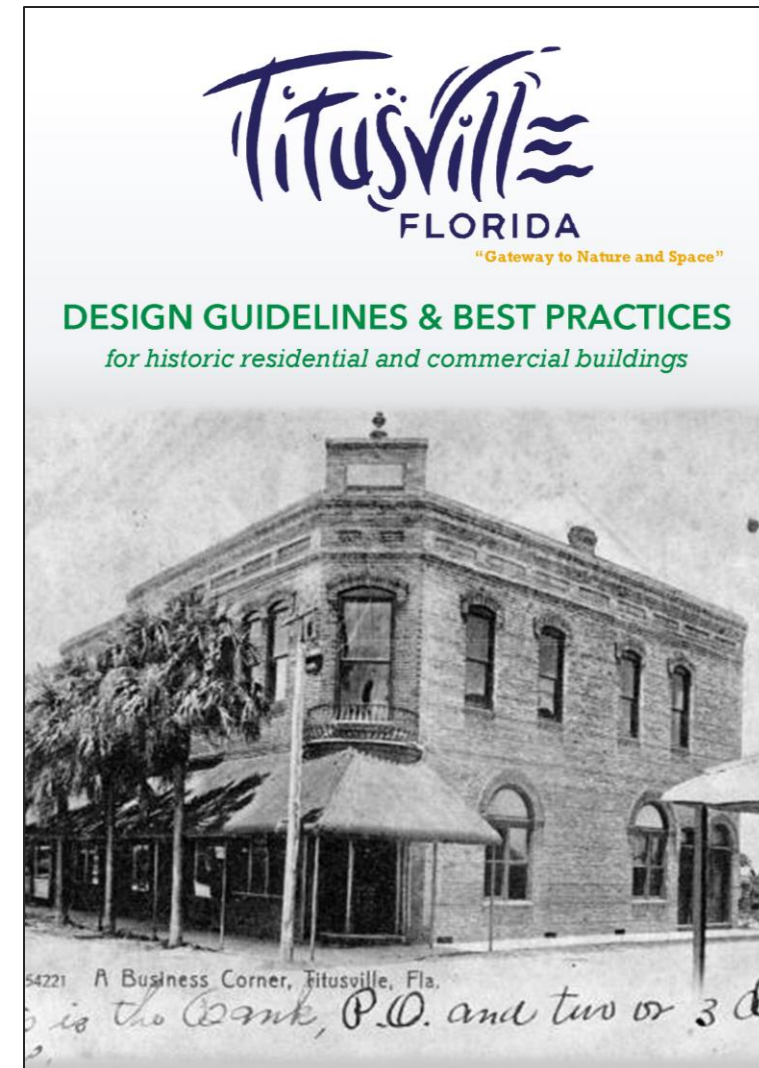
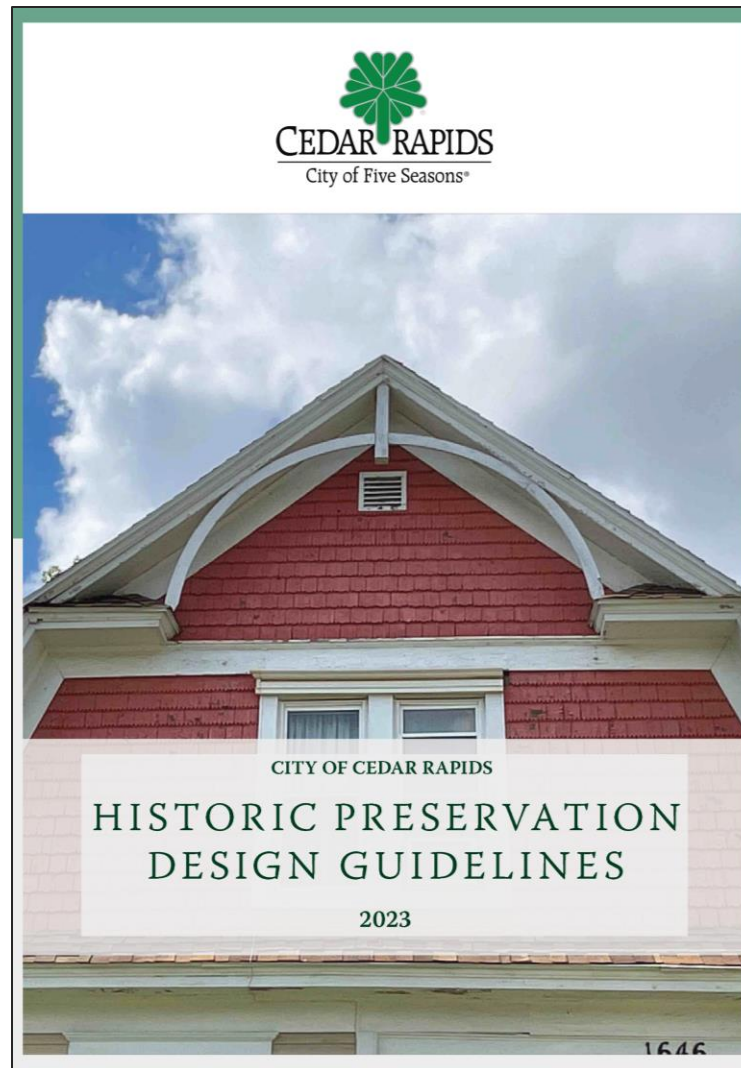
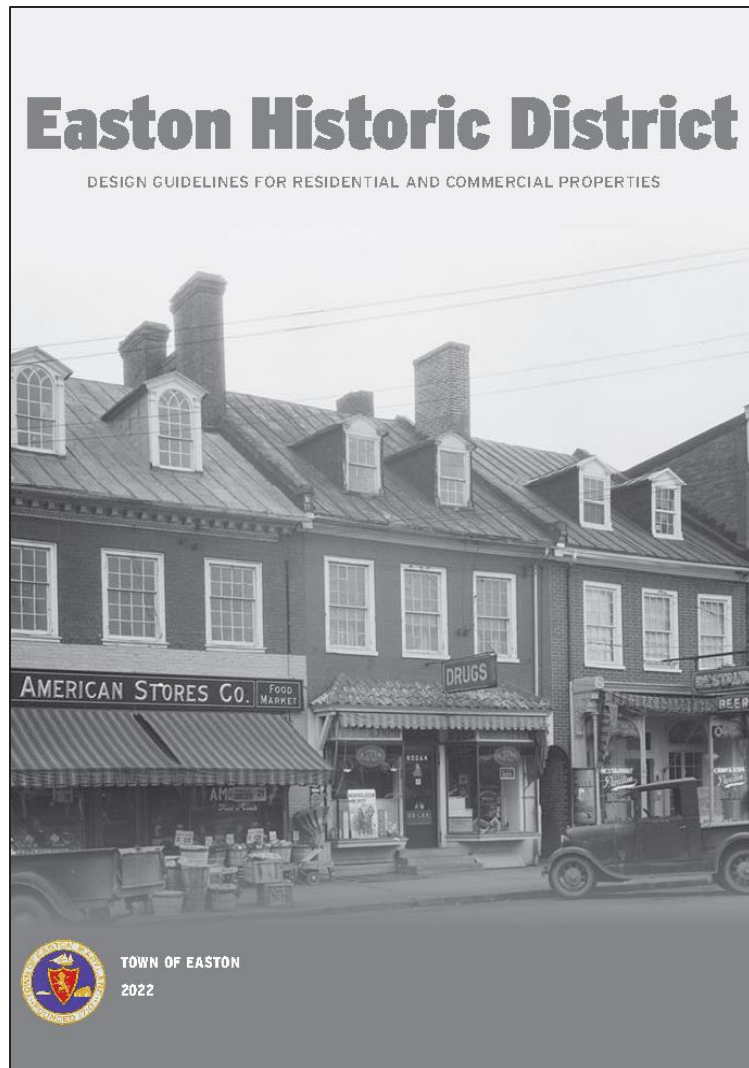
- MS/Historic Preservation: Tulane University
- BA/History: University of Cincinnati
- Qualified under 36 CFR 61
- 4 Years of Experience

About Us

Johnson, Mirmiran & Thompson, Inc. (JMT)

- JMT is a 100% employee-owned multi-disciplinary planning, design, engineering, and construction consulting firm established in 1971.
- Cultural Resources group works on a combination of architectural history, historic preservation, archaeology, public history, and public participation.
- Cultural Resources staff are qualified for positions they hold as outlined in the Secretary of Interior's Professional Qualifications Standards.

Previous Experience



Previous Experience

CITY OF TARPON SPRINGS



HISTORIC DISTRICT DESIGN REVIEW GUIDELINES

2020



SUBCHAPTER 41.G

HISTORIC DISTRICT STANDARDS

ILLUSTRATED DESIGN GUIDELINES

2023



What are design standards?



A set of standards that have been adopted for historic buildings to guide **rehabilitation, additions,** and other **new construction,** in order to retain the building's (and the district's) original design features and ensure compatibility between the old and the new.

Purpose of Design Standards

Design standards provide:

- A basis for making fair decisions
- Consistency in design review
- Incentives for investment
- Property value enhancement
- Preservation education



How are Design Standards used?



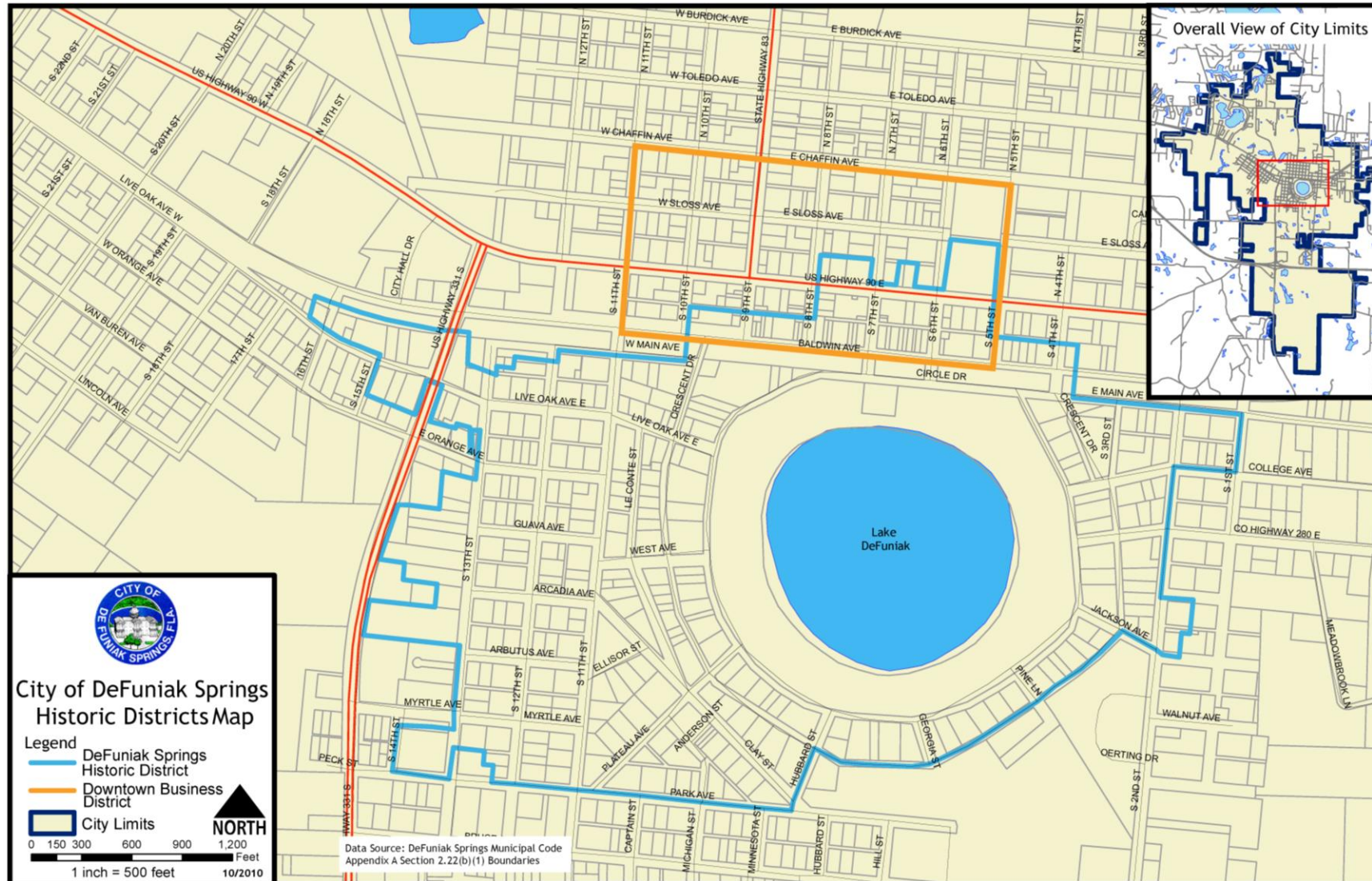
Design standards should be used as standards to **evaluate the appropriateness of proposed exterior work** on the historic buildings located within a city's historic districts, or on a designated historic property.

Project Introduction

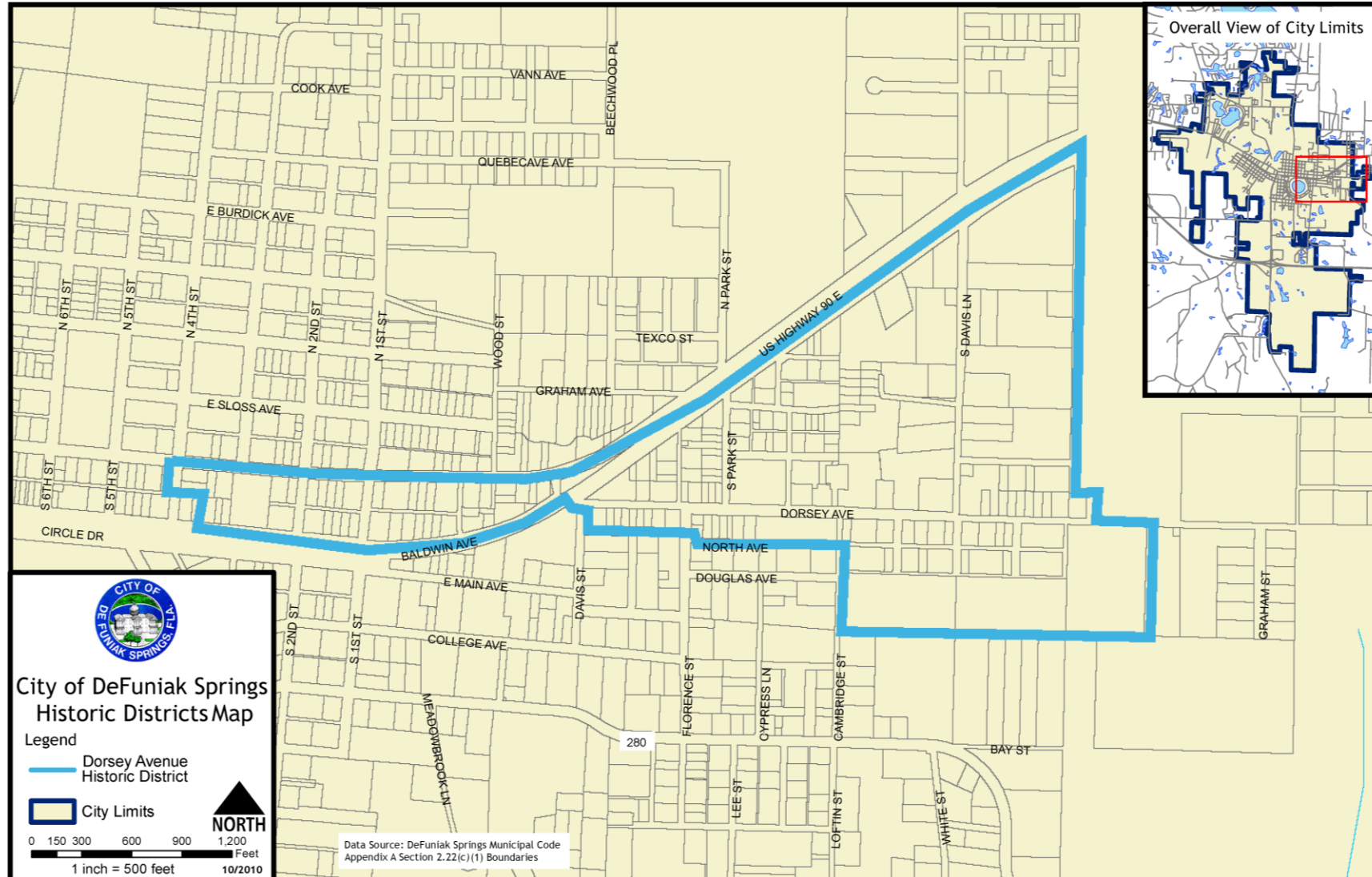
JMT is working with the CRA to develop a set of historic district design standards that are specific to the **residential** and **commercial** properties located in the **three historic districts** within DeFuniak Springs.



DeFuniak Springs Historic Districts – Maps



DeFuniak Springs Historic Districts – Maps



How were these Design Standards developed?

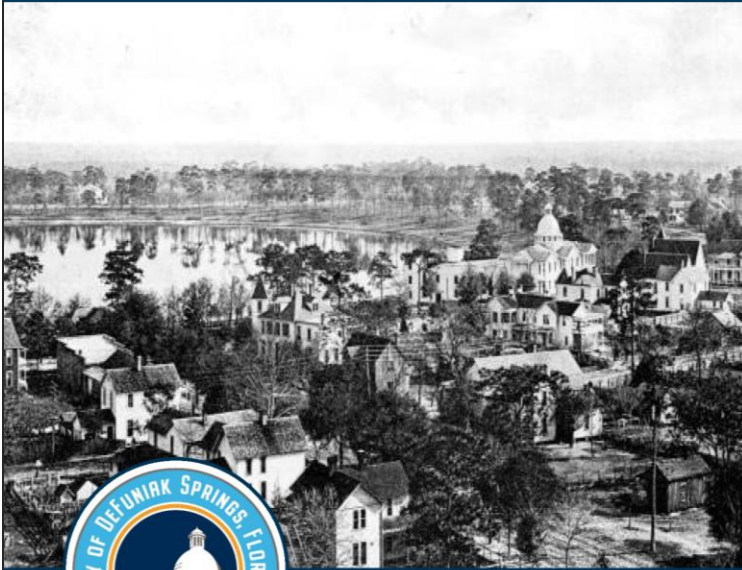


- Surveying the districts
- Researching the development & history of the city and its historic districts
- Reviewing DeFuniak Springs' Municipal Code and the Florida Building Code
- Considering the needs of the community through public comments and stakeholder meetings
- Studying the building forms and architectural styles within the districts
- Using The Secretary of Interior's Standards for the Treatment of Historic Properties and the Standards for Rehabilitation as a foundation for the standards

Historic District Design Standards – First Draft

Historic District Design Standards:

DEFUNIAK SPRINGS HISTORIC DISTRICT - RESIDENTIAL



Historic District Design Standards:

DOWNTOWN BUSINESS DISTRICT & DEFUNIAK SPRINGS HISTORIC DISTRICT - COMMERCIAL



Historic District Design Standards:

DORSEY AVENUE HISTORIC DISTRICT



First Draft – Table of Contents

TABLE OF CONTENTS

Chapter 1. Introduction to Historic Preservation	1
1.1. Purpose of Design Standards	1
Who Should Use This Document?	2
When Does This Document Apply to the COA Process?	2
How to Use This Document	3
1.2. Benefits of Historic Preservation	4
Social and Economic	4
Environmental	5
Other Benefits	6
Chapter 2. Preservation in DeFuniak Springs	7
2.1. Brief History of the City of DeFuniak Springs	7
2.2. National Register of Historic Places: Historic Districts & Individually Listed Resources	10
DeFuniak Springs Historic District	11
Map	12
Chapter 3. Players and Procedures	13
3.1. City of DeFuniak Springs Planning and Code Enforcement Department	13
Contact Information	13
3.2. Design Review Process	14
Certificate of Appropriateness	14
Appeals	15
Violations	16
Chapter 4. Architectural Style Guide	18
4.1. Introduction	18
4.2. Building Types and Forms	19
Residential Building Forms	20
4.3. Architectural Styles	24
4.4. Design Principles	34
Chapter 5. Design Standards	37
5.1. Introduction	37
5.2. The Secretary of the Interior's Standards for the Treatment of Historic Properties	38

5.3. Universal Design Standards for all Projects	40
Standard 1. Preserve/Retain Significant Features	40
Standard 2. Repair Rather than Replace	41
Standard 3. Make Appropriate Replacements	41
Standard 4. Restore Significant Features Where Damaged or Missing	42
Standard 5. Adaptive Reuse	42
Standard 6. Comply with Health and Safety Codes	43
5.4. Standards for Streetscape Elements	44
Standard 7. Walkways and Driveways	45
Standard 8. Fences and Walls	47
Standard 9. Landscaping	49
Standard 10. Accessory Buildings	51
5.5. Standards for Signage	53
Standard 11. Residential Signage	54
5.6. Standards for Existing Buildings	56
Accessibility, Code Compliance, & Safety	57
Standard 12. Railings	57
Standard 13. Ramps	58
Standard 14. Exterior Stairs and Fire Escapes	59
Building Materials	60
Standard 15. Wood	60
Standard 16. Siding	61
Standard 17. Masonry	63
Standard 18. Foundations	65
Standard 19. Decorative Architectural Features	66
Standard 20. Doors and Entrances	67
Standard 21. Windows	69
Standard 22. Roofs	72
Standard 23. Porches	75
Standard 24. Decks and Patios	77
Standard 25. Porte-Cochere	78
Standard 26. Awnings and Canopies	79
Exterior Lighting	80

First Draft – Table of Contents

Standard 27. Exterior Light Fixtures.....	80
Utilities	81
Standard 28. General Utilities	81
Standard 29. HVAC	82
Standard 30. Satellites and Antennas	83
Energy Conservation	84
Standard 31. Solar Panels	85
Additions	86
Standard 32. Enlarged Footprint Additions.....	87
Paint and Color	89
Standard 33. Paint	89
5.7. Standards for New Construction.....	90
Standard 35. General Standards for New Construction	91
Accessibility, Code Compliance, & Safety	92
Standard 36. New Construction Railings.....	92
Standard 37. New Construction Ramps, Exterior Stairs & Fire Escapes.....	92
Building Materials.....	93
Standard 38. New Construction Materials	93
Standard 39. Details and Ornamentation Design in New Construction.....	95
Standard 40. New Construction Doors	96
Standard 41. New Construction Windows	97
Standard 42. New Construction Roofs.....	98
Standard 43. New Construction Porches, Decks, & Porte-Cocheres.....	99
Standard 44. Awnings and Canopies.....	100
Exterior Lighting	101
Standard 45. New Construction Exterior Lighting.....	101
Utilities	102
Standard 46. Utilities in New Construction.....	102
Energy and Sustainability	103
Standard 47. Energy and Sustainability in New Construction	103
Standard 48. Solar Panels in New Construction	104
Color	105
Chapter 6. Demolition and Relocation Standards	106

6.1. Demolition	106
Standard 49. Demolition by Neglect	106
Standard 50. Partial Demolition	106
Standard 51. Total Demolition.....	107
6.2. Relocation	108
Standard 52. Relocation.....	108
Chapter 7. Substitute Materials	109
7.1. Replacement In-Kind vs. Substitute Materials	109
Cost Evaluation	111
7.2. Common Substitute Materials.....	112
Siding.....	112
Architectural Details	114
Doors	115
Windows	116
Roofing	118
Porch Materials	119
Appendix A. Glossary	121
Appendix B. DeFuniak Springs Zoning Information.....	141
Appendix C. Flood Risk Reduction.....	142
Appendix D. Basic Maintenance.....	152
Appendix E. Resources for Property Owners.....	154
Appendix F. Selected Bibliography	162

First Draft Development – Visuals

Both images and diagrams are included throughout the Design Standards to provide examples of proposed exterior alterations.

These examples are sorted by their **level of appropriateness**:

- Appropriate
- May Be Appropriate
- Not Acceptable

Appropriate

**May Be
Appropriate**

Not Acceptable

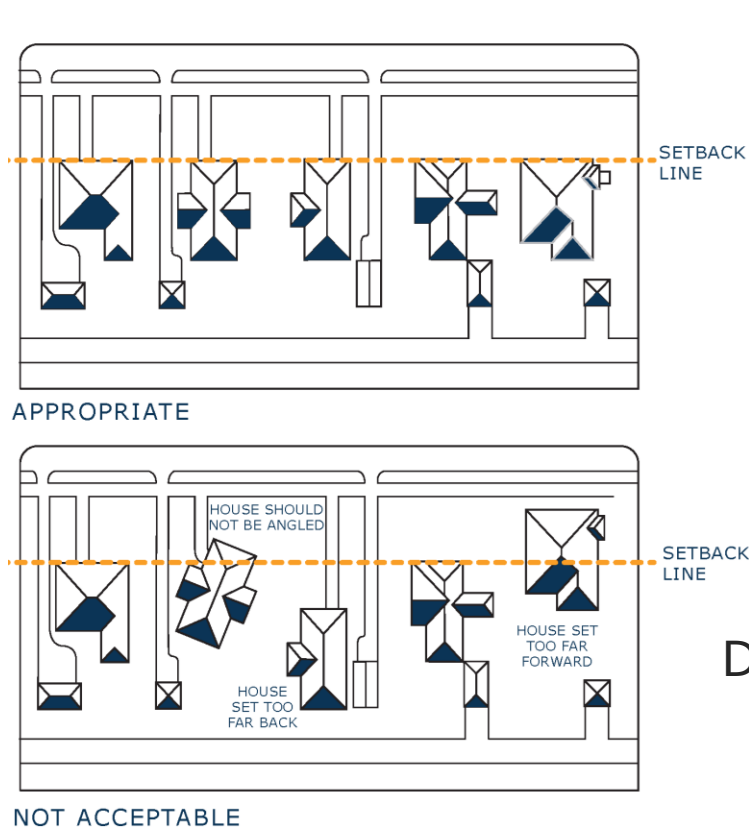


APPROPRIATE

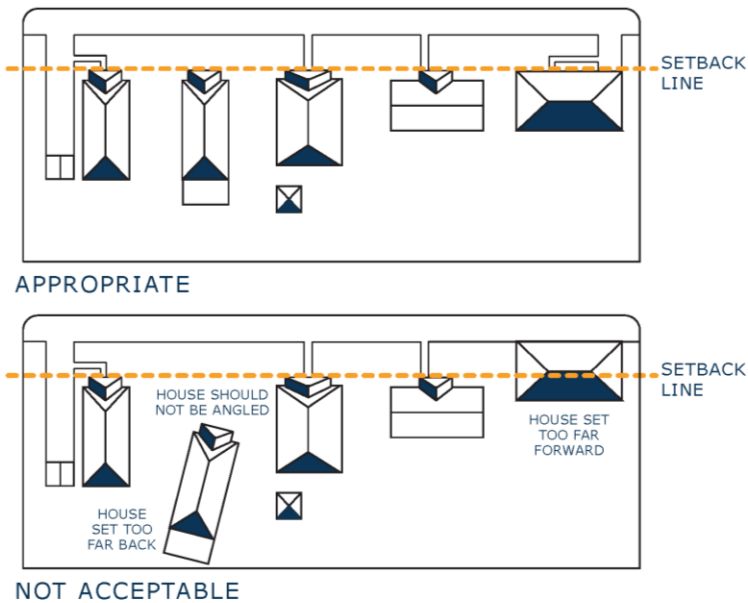


NOT ACCEPTABLE

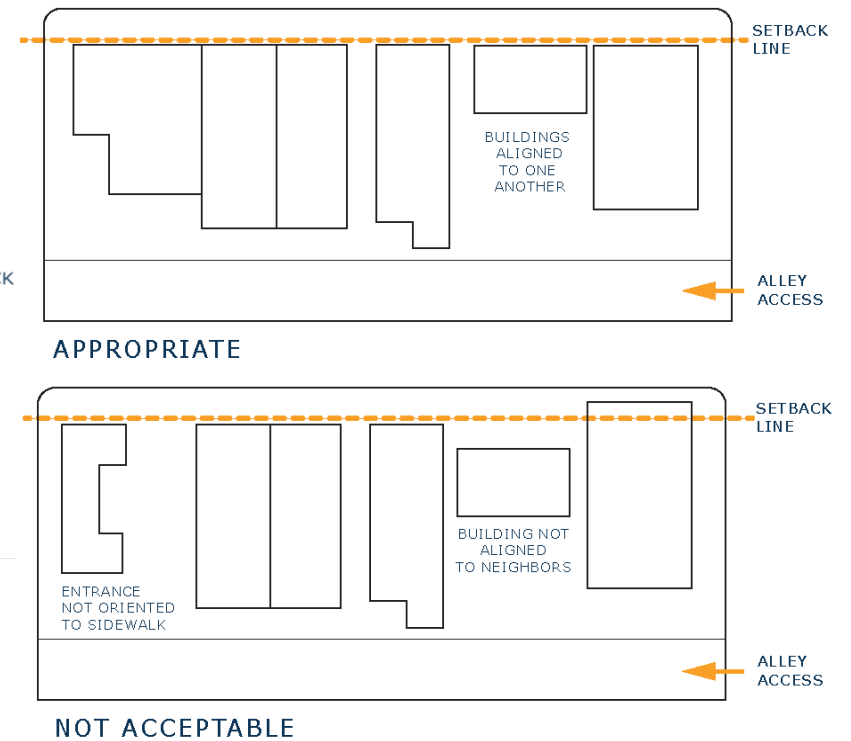
First Draft Development – Visuals



DeFuniak Springs Historic District



Dorsey Avenue Historic District



Downtown Business District

First Draft Development – Design Review Process

DeFuniak Springs Historic District – Residential

CHAPTER 3. PLAYERS AND PROCEDURES

3.1. CITY OF DEFUNIAK SPRINGS PLANNING AND CODE ENFORCEMENT DEPARTMENT

The primary goal of the Planning and Code Enforcement Department is to provide impeccable customer service in assisting the City of DeFuniak Springs' citizens, visitors, and business owners with development efforts and enforcement actions to ensure the City's community is a desirable place to live and work. The Department serves as the primary point of contact for these efforts by coordinating with various departments to ensure plans comply with the City regulations contained in documents such as the [City's Comprehensive Plan](#), the [Municipal Code](#), and the [Technical Specifications Manual](#).

The Planner Director of the City of DeFuniak Springs Planning and Code Enforcement Department has been identified as the "building-zoning official" in charge of reviewing submitted Certificates of Appropriateness (Municipal Code, Ord. No. 881, § 18-55.1.).

Contact Information

Physical Address: 1350 Baldwin Ave, DeFuniak Springs, FL 32435

Mailing Address: P.O. Box 685, DeFuniak Springs, FL 32435

Phone: (850) 892-8500 opt. 4

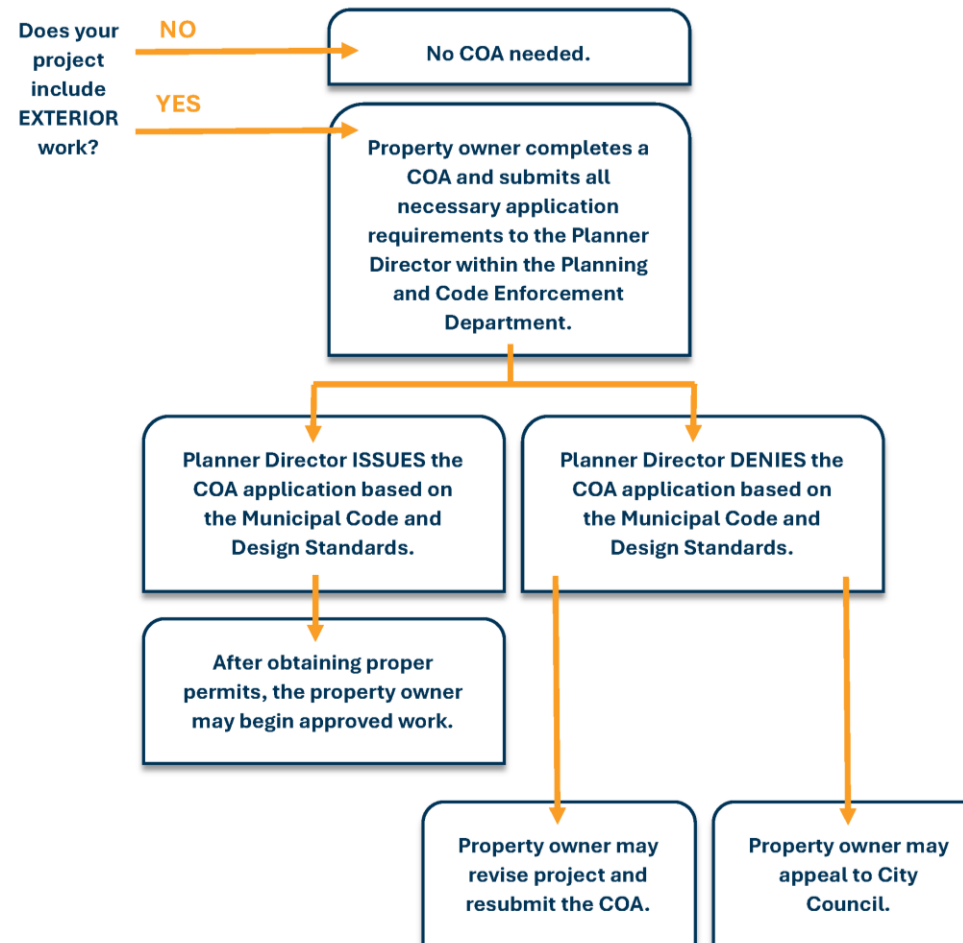
Planning Director Email: planningdirector@defuniaksprings.net

Planning Administrative Assistant Email: planningassist@defuniaksprings.net

Phone: (850) 892-8500, ext. 1116

Code Enforcement Officer Email: codeenforcement@defuniaksprings.net

13



First Draft Development – Building Forms and Architectural Styles

DeFuniak Springs Historic District – Residential

4.3. ARCHITECTURAL STYLES

The following section describes each of the major architectural styles, including vernacular styles, observed in the DeFuniak Springs Historic District with supplementary information from *A Field Guide to American Houses* by Virginia Savage McAlester.

Frame Vernacular

The term "vernacular" refers to a structure that is not pure in its design style but loosely based on the design features of one or more styles. Frame Vernacular buildings use wood as the dominant structural and exterior elements. Craftsman and builders constructed these buildings using balloon framing techniques. This type of construction used corner posts and horizontal members consisting of two-by-four posts nailed together. Floors were hung on the wall studs, and, on multi-story buildings, the wall studs rose continuously from the floor to the roof. Window treatments range from original double-hung sashes and casements to replacement metal awning, jalousie, and fixed windows.

Frame Vernacular construction was very common in the United States from the late 1800s through the 1940s. Many Frame Vernacular houses built in the late 1910s and 1920s demonstrate Craftsman style elements including exposed rafter ends and wide, overhanging roof eaves. These houses are still modest and demonstrate less details and ornamentation than Craftsman style houses. Examples of Frame Vernacular houses from the 1930s and 1940s are even more restrained than their forerunners and display modest roof overhangs and even fewer decorative elements. Vernacular style structures have single-pile, double-pile, gable-front, and gable-ell floor plans and are one or two-stories in height.

Frame Vernacular is the most common style in the DeFuniak Springs Historic District and in the City of DeFuniak Springs, with most of the Frame Vernacular buildings being residential.



Figure 22: Examples of more elaborate Frame Vernacular residences within the DeFuniak Springs Historic District.

24

DeFuniak Springs Historic District – Commercial

Neo-Classical Revival

The Classical Revival or Neoclassical style is based upon interpretations of classical Greek and Roman models, relying on order, symmetry and detail to create a composition of formal and symmetrical features. This style is adaptable to wood, brick, and stone construction and was popular in many regions of the nation. Neoclassical Revival was popular from the late 19th century through the mid-20th century. Interest in classical models was inspired by the 1893 World's Columbian Exposition in Chicago. Nearly all buildings at the Columbian Exhibition were designed based on classical precedents and were widely copied in the United States.

Common character-defining features of the Classical Revival style include:

- Two-stories
- Overall symmetry
- Low pitched roofs or flat roofs with parapets
- Entry porches with classical columns and triangular pediments, sometimes reaching two stories
- Keystone lintels over windows and doors
- Moldings and cornices featuring dentils and modillions
- Dormers
- Prominent curved or arched center windows on second stories



Figure 23: Examples of historic Neo-Classical Revival style institutional buildings in DeFuniak Springs.

25

Dorsey Avenue Historic District

Ranch

The Ranch building type was created in California in the mid-1930s. It gained popularity in the early 1940s and dominated American single-family housing throughout the 1950s and 1960s. Ranch style houses are characterized by their asymmetrical one-story "rambling" forms. Their forms maximize width instead of depth and often incorporate built-in garages to that end. They often feature low-pitched gable or hipped roofs. Private rear porches are common instead of the more public front or side porches seen in earlier housing styles. Details including the use of shutters and porch supports take inspiration from the Colonial Revival style (McAlester 1984, 479).



Figure 16: Example of Ranch building type in the Dorsey Avenue Historic District.

Commercial Building Forms

One-Part Commercial Block

This building type is a single story and was typically constructed in urban settings to house retail shops, banks, or restaurants. These buildings tend to be wider than they are tall and feature large windows to display the goods provided inside. One-part commercial block type buildings often feature recessed entrances, and decorative cornices or parapets on the façade.

This type represents the majority of the commercial buildings in the Dorsey Avenue Historic District.



Figure 17: Example of a One-Part Commercial Block building type in the Dorsey Avenue Historic District.

20

DeFuniak Springs Historic District

Standard 16. Siding

The majority of exterior materials used for walls in the DeFuniak Springs Historic District are siding and cladding types, including horizontal drop siding, weatherboard, board-and-batten, and patterned shingles. Some original historic siding has been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls. Maintaining and preserving existing historic siding is the preferred approach in the district.

See [Chapter 7. Substitute Materials](#) for additional guidance.

For Reference

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors.](#)

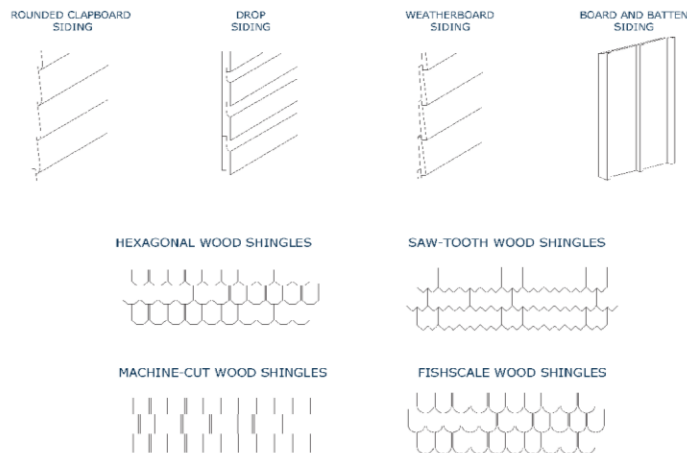


Figure 62: Examples of wood siding and shingle patterns.

Appropriate

- Repair historic wood siding, including in-kind replacement of damaged or deteriorated members, as needed.
- For piecemeal replacement of damaged members where the majority of siding is being retained, replacement siding members must match the historic siding's material, board width, length, and thickness.
- Maintain the existing wood exteriors using appropriate paint or other protective coatings. Repair minor deterioration using an appropriate wood consolidant or filler.
- Remove metal, vinyl, asbestos, and other inappropriate materials once they begin deteriorating and repair damaged wood underneath as needed.
- Removal of asbestos should follow hazardous material disposal guidelines.

Not Acceptable

- Removing original siding features that can be maintained.
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior.
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces.
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.



Figure 63: Historic residence that features multiple wood siding types.



Figure 64: Example of appropriate replacement siding on a historic residential building.

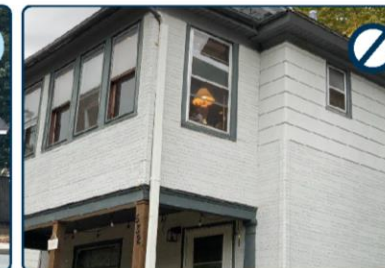


Figure 65: Incompatible replacement of historic siding.

Downtown Business District

Standard 31. Upper Façades

The front elevations of DeFuniak Springs' commercial buildings are generally composed of a storefront and an upper façade with their own distinctive designs and features. Most of the historic downtown buildings are one- or two-stories in height and were designed for commercial use on the street level and office, mercantile, or residential uses on the upper levels. The upper façades of DeFuniak Springs' downtown buildings are typically constructed of brick with varying levels of detail including brick corbelling; quoins; dentils; brackets; pressed tin and sheet metal cornices; and arched and rectangular windows. Windows and additional materials are addressed in separate sections of these guidelines.

The upper façades of two-story commercial buildings typically have rows of windows, allowing natural light into the upper floor or floors. Exterior masonry walls often included decorative brickwork known as corbelling, with patterns of stepped bricks to provide small areas of additional texture and embellishment. Such architectural detailing was commonly located along the brick or metal cornice at the roofline and perhaps in upper pilasters.

The form of the parapet, be it flat, stepped, curved, or another shape, is often a character-defining feature of a commercial building. Parapets are especially prone to deterioration given their placement above the roof and exposure to the elements. Parapets should be regularly inspected and repaired to prevent loss of material or the entire feature itself. Maintain the historic parapet form when repairing or replacing a parapet.

See [Chapter 7. Substitute Materials](#) for additional guidance.

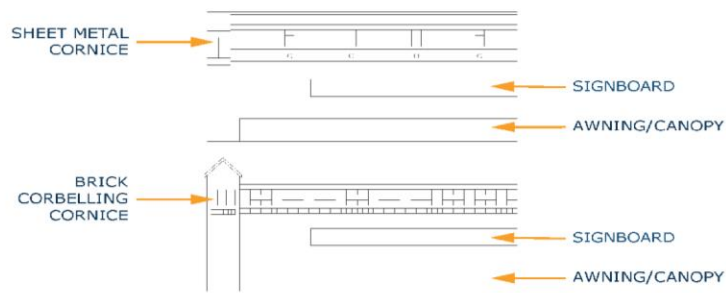


Figure 99: Diagram of typical storefront upper façades located on roof parapets.

Appropriate

- Buildings shall retain and preserve features that contribute to the overall design of the building including cornices, parapets, windows, and details.
- All material components of existing parapets and cornices, which can include coping, street facing signage, date stones, and/or masonry construction material should be retained and maintained.
- Clean painted surfaces regularly using the gentlest means possible and repaint only when the paint film is damaged or deteriorated.
- If replacement of a deteriorated detail or element is necessary, match the original detail or element in design, dimension, color, and material.
- The removal of non-historic additions to upper façades such as metal fronts, stucco, or other materials which conceal the original façade is encouraged, this also includes inappropriately altered parapets. Replace missing features in-kind using photographic or documentary evidence when possible.

Not Acceptable

- Replacing, removing, or covering historic upper façade features such as cornices, parapets, and ornamentation.
- Adding conjectural features or historically incorrect details or ornamentation to the upper façade of a building.



Figure 100: Preserved upper façade that features a pressed tin cornice on a two-story commercial building.



Figure 101: Inappropriate removal of contributing windows on the upper façade of a historic commercial building.

Dorsey Avenue Historic District

Additions

Additions to historic buildings should be designed and constructed so that the character of the original building is not adversely affected. Additions to original buildings may affect the appearance of the historic structure or character of the historic district as well as the external walls, roofing, drainage system, HVAC, and other building services. New structural loads may be imposed on existing walls, especially if the new addition is more than one story high. Small additions typically include fire stairs, mechanical equipment, storage areas, decks, entryways, porches, etc. All additions shall be sensitive in style, size, and location to the historic building and the immediate surroundings within the historic district. Careful planning, staging, and phasing shall be considered to minimize disruption of original building systems, components, and operations.

New additions should reflect but not copy the historic nature of a building's style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but may be appropriate under special circumstances and care.

For Reference

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)



Figure 96: Diagram of appropriate and inappropriate locations of additions.

Standard 34. Enlarged Footprint Additions

Appropriate

- Additions should be compatible with the massing and scale of the main building. In general, they should be the same or lower height as compared to the surrounding historic buildings.
- Materials for the new addition should complement or otherwise harmonize with the historic materials.
- Additions should not imitate earlier architectural styles.

May Be Appropriate

- Addition located on the side of the building if they align with the façade of the main building and respect the alignment and setback of other buildings on the street.
- Additions located on the rooftop only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character-defining rooftop features.

Not Acceptable

- Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows – are inappropriate.
- Disproportionate building mass and roof pitch when compared to the main structure.
- Rooftop additions when a rear or side addition design is possible.
- Enclosing porches.



Figure 97: Many religious properties have constructed rear additions as programming expanded or as the congregation grew.



Figure 98: Inappropriate side addition that is not setback.

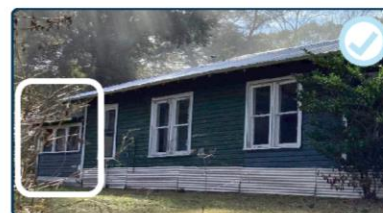


Figure 99: Appropriate rear addition on a historic residence.



Figure 100: Inappropriate front commercial addition that obscures the historic residence.

Appendices – Resources for Property Owners

DeFuniak Springs Historic District – Residential

APPENDIX E. RESOURCES FOR PROPERTY OWNERS

E.1 LOCAL RESOURCES

State of Florida

[Florida Building Code](#) is a comprehensive set of rules and regulations governing construction in Florida, designed to ensure public health, safety, and general welfare. It's based on the International Building Code (IBC) but includes Florida-specific amendments and supplements. The FBC is updated every three years by the Florida Building Commission.

[Florida Division of Historical Resources](#) is responsible for preserving and promoting Florida's historical and archaeological resources. They oversee a variety of programs, including grants, state historical markers, and the Florida Main Street program.

[Florida Master Site File](#) is the State of Florida's official inventory of historical, cultural resources.

[Florida Memory](#) is a digital outreach program providing free online access to select archival records from collections housed in the State Library and Archives of Florida. Florida Memory digitizes materials that illuminate the state's history and culture.

[Florida Native Plant Society](#) is a non-profit organization dedicated to the preservation, conservation, and restoration of native plants and plant communities in Florida.

[Walton County Cooperative Extension Service](#) is a helpful resource to consult when selecting appropriate tree species and planting procedures for a property within DeFuniak Springs.

[Walton County Interactive Mapping \(Wetlands\)](#) includes information on addresses, parcels, future land use, wetlands, flood zones and other within Walton County.

City of DeFuniak Springs

[DeFuniak Springs City Limits Map](#)

[Community Redevelopment Agency Area Map](#)

[City of DeFuniak Springs Municipal Code](#)

[Current Municipal Code for Land Development](#)

[Current Municipal Code for Zoning](#)

[City of DeFuniak Springs Planning and Code Enforcement Department](#)

154

DeFuniak Springs Historic District – Residential

E.2 TECHNICAL RESOURCES

National Park Service (NPS) Preservation Briefs

Preservation Briefs are produced by the NPS and provide information on preserving, rehabilitating, and restoring historic buildings. These publications provide guidance on a number of topics to help both professionals and building owners. Briefs can be revised, removed, or added, please consult the NPS website for the most up to date list: [Preservation Briefs - Technical Preservation Services \(NPS\)](#)

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings.](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings.](#)

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings.](#)

Preservation Brief 4: [Roofing for Historic Buildings.](#)

Preservation Brief 5: [The Preservation of Historic Adobe Buildings.](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings.](#)

Preservation Brief 7: [The Preservation of Historic Glazed Architectural Terra-Cotta.](#)

Preservation Brief 8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings. **Rescinded Oct. 2023**

Preservation Brief 9: [The Repair of Historic Wooden Windows.](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork.](#)

Preservation Brief 11: [Rehabilitating Historic Storefronts.](#)

Preservation Brief 12: [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\).](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows.](#)

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns.](#)

Preservation Brief 15: [Preservation of Historic Concrete.](#)

157

DeFuniak Springs Historic District – Residential

E.3 FUNDING RESOURCES

Beyond the social, economic, and environmental reasons to support and promote preservation, financial incentives and assistance programs exist that benefit residents and property owners.

Historic Rehabilitation Tax Credit (HRTC)

Federal law provides a 20% income tax credit (Historic rehabilitation Tax Credit) for the rehabilitation of historic, income-producing (commercial) buildings. To qualify for the credit, the property must be a certified historic structure—that is, listed on or eligible for the National Register of Historic Places (NRHP) or considered contributing to a listed historic district. Rehabilitation work must be substantial and must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information).

The HRTC is jointly administered by the Internal Revenue Service (IRS) and the National Park Service (NPS) in partnership with State Historic Preservation Offices (SHPOs). In Florida the SHPO is the Division of Historical Resources.

The Florida SHPO is the first point of contact for Florida projects seeking the 20% HRTC. After its review, the SHPO forwards applications to the NPS with recommendations. The NPS determinations are then forwarded to the IRS. A more detailed description of program requirements is provided in the NPS links below.

Property Tax Exemption for Historic Properties

State-legislated tax exemptions for residential rehabilitations are available for use, however, the work must meet the Secretary of the Interior's Standards for Rehabilitation (see [Chapter 5.2](#) for more information). According to Florida Statutes 196.1997 and 196.1998 local governments have the authority to adopt an ordinance allowing ad valorem tax exemptions to historic properties when owners are restoring, rehabilitating or renovating such properties. Qualified properties may be residential or commercial and must be either individually listed in the NRHP, a contributing building in a National Register historic district, or designated as historic under the provisions of a local preservation ordinance. This tax exemption would provide a valuable incentive that would allow the City of DeFuniak Springs to promote redevelopment while also protecting its historic resources. This exemption would generally be administered by the Walton County Property Appraiser's Office.

For additional information and guidance on the HRTC and potential Property Tax Exemption, see the [Florida Division of Historical Resources](#).

160

Appendices – Resources for Property Owners

Frequently Asked Questions When Living in a Historic District

This is a notice that your property is located within a DeFuniak Springs historic district and is subject to the provisions of Ord. No. 881, § 18-55.1, Historical and Archaeological Resource Protection of the DeFuniak Springs Municipal Code.

What is a Historic District?

A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a designated building-zoning official.

Will local historic designation affect the use of my property?

No, the use of your property is regulated by the DeFuniak Springs Zoning Ordinance. Whatever uses are permitted by the zoning for the property are not affected by district or landmark designation.

Does living in a Historic District or an individual Landmark mean I can't make changes to my property?

You can always make changes to your property. As part of a local historic district, your property will require review and an issued Certificate of Appropriateness (COA) by the DeFuniak Springs Planner Director whenever you want to make significant exterior changes. Any proposed changes should maintain the character of the building, the property, and the district.

What is a Certificate of Appropriateness (COA)?

A COA is a permit issued by the Planning Director, which is required in order for a property owner to construct, alter, move, remove, or demolish any improvement, including signage, on a property located within a DeFuniak Springs historic district.

What information is required to submit a COA?

A COA application includes general contact information, the address of the property, historic district identification, and a proposed activity request statement. Depending on the proposed project, an applicant could also be required to submit any or all of the following: construction drawings; samples of proposed materials, including textures and colors; a site plan; photographs of the structure to be altered; and in the case of new construction, photographs of contiguous properties.



What's Next?



Contact us:

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Senior Architectural Historian
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Email: cgimbal@jmt.com

Samantha Smith

Architectural Historian
Philadelphia, PA 19103
Email: ssmith4@jmt.com



Questions

2024

City of DeFuniak Springs
Community Redevelopment Agency
Financial Statements and
Independent Auditor's Report
September 30, 2024

PURVIS GRAY
CERTIFIED PUBLIC ACCOUNTANTS

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR’S REPORT**

**CITY OF DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
DEFUNIAK SPRINGS, FLORIDA**

SEPTEMBER 30, 2024

TABLE OF CONTENTS

Independent Auditor’s Report	1-3
Management’s Discussion and Analysis	4-7
Basic Financial Statements	
Statement of Net Position and Governmental Fund Balance Sheet	8
Statement of Activities and Statement of Revenues, Expenditures, and Changes in Fund Balance	9
Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund	10
Notes to Financial Statements	11-16
Other Reports	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	17-18
Independent Accountant’s Report on Compliance with Section 218.415, Florida Statutes	19
Independent Accountant’s Report on Compliance with Section 163.387(6) and (7), Florida Statutes	20
Management Letter	21-23

INDEPENDENT AUDITOR'S REPORT

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the major fund, and the budgetary comparison schedule of the General Fund of the DeFuniak Springs Community Redevelopment Agency (the CRA), a component unit of the City of DeFuniak Springs, Florida, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the CRA as of September 30, 2024, and the respective changes in financial position and budget comparison for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the CRA and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

INDEPENDENT AUDITOR'S REPORT

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CRA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

INDEPENDENT AUDITOR'S REPORT

be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 18, 2025, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the CRA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

Purvis Gray

June 18, 2025
Tallahassee, Florida

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

As management of DeFuniak Springs Community Redevelopment Agency (the CRA), we offer readers of the CRA's financial statements this narrative overview and analysis of the financial activities of the CRA for the fiscal year ended September 30, 2024.

FINANCIAL HIGHLIGHTS

- The assets of the CRA exceeded its liabilities by \$1,155,988 (net position), which represents an increase of \$761,266 from the prior year.
- The CRA's general fund reported ending fund balance of \$814,184, which represents an increase of \$419,462 from the prior year. The ending fund balance in the general fund is restricted for redevelopment projects.

OVERVIEW OF FINANCIAL STATEMENTS

The focus of the financial statements is on both the CRA as a whole (government-wide), and on the general fund. Both perspectives (government-wide and general fund) allow the user to address relevant questions, broaden a basis for comparison (year-to-year, government-to-government) and enhance the CRA's accountability.

This discussion and analysis intends to serve as an introduction to the CRA's basic financial statements. The CRA's basic financial statements comprise three components: 1) government-wide financial statements, 2) general fund financial statements, and 3) notes to the financial statements.

Government-Wide Financial Statements

Designed to be corporate-like, the government-wide financial statements provide readers with a broad overview of the CRA's finances, in a manner similar to a private-sector business. The government-wide financial statements are prepared using the accrual basis of accounting.

The statement of net position presents information on all the CRA's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference among the components reported as net position. This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations. Over time, increases or decreases in net position may serve as a useful indicator of the financial position of the CRA.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flow in future fiscal periods.

The CRA's government-wide financial statements present functions of the CRA that are principally supported by tax increment revenues (governmental activities). The governmental activities of the CRA include general government activities and community redevelopment. The CRA has no business-type activities.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

Governmental Fund Financial Statements

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The CRA, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The CRA utilizes one governmental fund (general fund) to account for redevelopment activities. The governmental fund financial statements are prepared using the modified accrual basis of accounting.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirement.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the governmental fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements

The notes provide additional information, which is essential to the full understanding of the data provided in the government-wide and fund financial statements.

Budgetary Highlights

During the fiscal year 2024, the final budget exceeded total revenues by \$3,991. Total expenditures were \$765,749 less than the final budgeted appropriations for the year ended September 30, 2024. This was largely due to slower than expected progress on incentive grants and capital expenditures.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The CRA's assets exceeded its liabilities by \$1,155,988, as reported in Table 1. This amount is restricted for future redevelopment projects.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

Table 1
Statement of Net Position
As of September 30

	Governmental Activities	
	2024	2023
Current and Other	\$ 1,171,039	\$ 435,444
Total Assets	<u>1,171,039</u>	<u>435,444</u>
Current and Other	15,051	40,722
Total Liabilities	<u>15,051</u>	<u>40,722</u>
Net Position:		
Net Investment in Capital Assets	341,804	-
Restricted	814,184	394,722
Total Net Position	<u>\$ 1,155,988</u>	<u>\$ 394,722</u>

Reported in Table 2 are the key elements of the increase in net position for the current and prior fiscal year.

Table 2
Statement of Activities
For the Year Ended September 30

	Governmental Activities	
	2024	2023
Revenues:		
General Revenues	\$ 1,074,968	\$ 377,389
Total Revenues	<u>1,074,968</u>	<u>377,389</u>
Expenses:		
Primary Government	313,702	266,073
Total Expenses	<u>313,702</u>	<u>266,073</u>
Change in Net Position	761,266	111,316
Net Position, Beginning	<u>394,722</u>	<u>283,406</u>
Net Position, Ending	<u>\$ 1,155,988</u>	<u>\$ 394,722</u>

Current-Year Impacts

Governmental activities increased the CRA's net position by \$761,266 for the fiscal year ended September 30, 2024, primarily due to increases in ad valorem tax revenues.

GOVERNMENTAL FUND FINANCIAL ANALYSIS

The focus of the CRA's governmental fund is to provide information on near-term inflows, outflows and balances of available resources. Such information is useful in assessing the CRA's financing requirements. Ending fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

**DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

As of September 30, 2024, the CRA's governmental fund has a fund balance of \$814,184, an increase of \$419,462 from the prior year. The CRA's ending fund balance is fully restricted for redevelopment projects.

REQUESTS FOR INFORMATION

This financial report is designed to provide citizens, taxpayers, customers and creditors with a general overview of the CRA's finances and to demonstrate the CRA's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional information, should be addressed to the Community Redevelopment Agency, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32435.

BASIC FINANCIAL STATEMENTS

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
SEPTEMBER 30, 2024

	General Fund	Adjustments	Statement of Net Position
Assets			
Cash and Cash Equivalents	\$ 828,235	\$ -	\$ 828,235
Accounts Receivable	1,000	-	1,000
Capital Assets, Net	-	341,804	341,804
Total Assets	<u>829,235</u>	<u>341,804</u>	<u>1,171,039</u>
Liabilities			
Accounts Payable and Other Liabilities	3,158	-	3,158
Due to Other Funds	11,893	-	11,893
Total Liabilities	<u>15,051</u>	<u>-</u>	<u>15,051</u>
Fund Balance			
Restricted	<u>814,184</u>	<u>-</u>	
Total Liabilities and Fund Balance	<u>\$ 829,235</u>		
Net Position			
Net Investment in Capital Assets		341,804	341,804
Restricted - Redevelopment		-	814,184
Total Net Position		<u>\$ -</u>	<u>\$ 1,155,988</u>
<u>Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position</u>			
Total Fund Balances of Governmental Funds			\$ 814,184
Accounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.			
			<u>341,804</u>
Net Position of Governmental Activities			<u>\$ 1,155,988</u>

See accompanying notes.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
STATEMENT OF ACTIVITIES AND STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2024

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues			
General Revenues:			
Tax Increment Revenues	\$ 1,074,672	\$ -	\$ 1,074,672
Miscellaneous	296	-	296
Total Revenues	<u>1,074,968</u>	<u>-</u>	<u>1,074,968</u>
Expenses/Expenditures			
Current:			
General Government	655,506	(341,804)	313,702
Total Expenses/Expenditures	<u>655,506</u>	<u>(341,804)</u>	<u>313,702</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>419,462</u>		
Changes in Net Position			<u>761,266</u>
Net Change in Fund Balance	419,462		
Fund Balance/Net Position At Beginning of Year	<u>394,722</u>		<u>394,722</u>
Fund Balance/Net Position At End of Year	<u>\$ 814,184</u>		<u>\$ 1,155,988</u>
<u>Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities</u>			
Total Change in Fund Balance - General Fund			\$ 419,462
Accounts reported for governmental activities in the statement of activities are different because:			
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is depreciated over their estimated useful lives.			
Capital Outlay Expenditures			355,238
Depreciation			<u>(13,434)</u>
Net Position of Governmental Activities			<u>\$ 761,266</u>

See accompanying notes.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2024

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
Revenues				
Taxes	\$ 1,078,959	\$ 1,078,959	\$ 1,074,672	\$ (4,287)
Miscellaneous	-	-	296	296
Total Revenues	<u>1,078,959</u>	<u>1,078,959</u>	<u>1,074,968</u>	<u>(3,991)</u>
Expenditures				
Current:				
General Government	1,078,959	1,421,255	655,506	765,749
Total Expenditures	<u>1,078,959</u>	<u>1,421,255</u>	<u>655,506</u>	<u>765,749</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-</u>	<u>(342,296)</u>	<u>419,462</u>	<u>761,758</u>
Change in Fund Balance	-	(342,296)	419,462	761,758
Fund Balance at Beginning of Year	<u>342,296</u>	<u>342,296</u>	<u>394,722</u>	<u>52,426</u>
Fund Balance at End of Year	<u>\$ 342,296</u>	<u>\$ -</u>	<u>\$ 814,184</u>	<u>\$ 814,184</u>

See accompanying notes.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

Note 1 - Summary of Significant Accounting Policies

Description of the Community Redevelopment Agency

The DeFuniak Springs Community Redevelopment Agency (the CRA) was established in 2018 pursuant to Florida Statute 166.021, Chapter 163, Part III (the Community Redevelopment Act) to improve and eliminate slum and blight conditions in the City of DeFuniak Springs, Florida (the City), for which the redevelopment, conservation, or a combination thereof, of these areas was necessary in the interest of public health, safety, morals, or welfare of the residents of the City.

The City Council appoints the members of the CRA Board, who have all rights, powers, duties, privileges, and immunities offered by the Community Redevelopment Act. The community redevelopment plan (the Plan) adopted by the members of the CRA Board outline the following goals: 1) blight elimination; 2) economic revitalization; 3) housing rehabilitation; 4) infrastructure improvement; 5) preservation of historical assets and community; and 6) enhanced public services, quality of life, community engagement, and inclusion. The Plan's objectives are to revitalize infrastructure, stimulate prosperity, enhance livability, invest in infrastructure, safeguard cultural heritage, and empower holistic wellbeing.

The financial statements of the CRA have been prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), as applicable to special purpose governments and the Uniform Accounting System mandated by Section 218.33, Florida Statutes. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

The following is a summary of the more significant accounting policies of the CRA:

The Reporting Entity

In evaluating the CRA as a reporting entity, management has considered all potential component units for which the CRA may or may not be financially accountable and, as such, be included within the CRA's financial statements. Management utilized criteria set forth in the GASB literature for determining financial accountability of potential component units in evaluating all potential component units. In accordance with GASB guidance, the CRA (primary government) is financially accountable if it appoints a voting majority of the potential component unit's governing board and: 1) it can impose its will on the organization, or 2) there is a potential for the organization to provide specific financial benefit to or impose specific financial burden on the CRA. In addition, component units can be other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

As of September 30, 2024, the CRA had no component units required to be presented in the CRA's financial statements.

For financial reporting purposes, the CRA is a blended component unit of the primary government of the City and, therefore, is included in the City's comprehensive annual financial report as a special revenue fund.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the CRA as a whole) and fund financial statements. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all the activities of the CRA. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support. The CRA has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers revenues to be available if they are collected within six months of the end of the current fiscal period, except for property taxes, for which the period is 60 days. Expenditures generally are recognized under the modified accrual basis of accounting when the fund liability is incurred.

The Walton County Tax Collector bills and collects property taxes for the CRA in accordance with the laws of the State of Florida. Property taxes attach as an enforceable lien on property as of the date of assessment and remain in effect until discharge by payment. Taxes are payable when levied (on November 1 or as soon thereafter as the assessment roll becomes available to the Tax Collector).

The following is the current property tax calendar:

Lien Date	January 1 st
Levy Date	November 1 st
Due Date	November 1 st
Delinquent Date	April 1 st

Discounts of 1% are granted for each month taxes are paid prior to March 1st.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

Revenue recognition criteria for property taxes requires that property taxes expected to be collected within 60 days of the current period be accrued. No accrual has been made for 2024 ad valorem taxes because property taxes are not legally due until subsequent to the end of the fiscal year.

Current-year taxes, which are uncollected as of the end of the fiscal year, are generally immaterial in amount and highly susceptible to uncollectability and, therefore, are not recorded as a receivable on the balance sheet date.

Basis of Presentation

The CRA's financial records and accounts are maintained in accordance with the principles of "fund accounting", whereby resources are classified for accounting and reporting purposes into funds to ensure compliance with any special restrictions or limitations on the use of such resources. The financial transactions of the CRA are recorded in the general fund.

The general fund is currently the CRA's only governmental fund. It is the primary operating fund and is used to account for all financial resources of the CRA.

Assets, Liabilities, Deferred Inflows, and Net Position or Fund Balance

Cash and Cash Equivalents

The CRA defines cash and cash equivalents as cash held at a depository and cash on hand for operating purposes and those investments, which are short-term and highly liquid. Generally, those investments have maturities of three (3) months or less on the date of acquisition. The CRA pools its cash with the City's cash deposits at banks that qualify as public depositories under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes. The CRA's cash deposits are fully insured by the Public Deposits Trust Fund.

Capital Assets

The CRA pays for certain infrastructure improvements within the designated redevelopment area; however, these improvements are generally considered property of the City and, therefore, are included as capital assets in the City's government-wide financial statements. However, the CRA does hold title to some capital assets.

Capital assets titled to the CRA, if any, are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Compensation Costs

The CRA has one employee of its own, and reimburses the City for the portion of salaries and benefits attributable to CRA activities based on the estimated time spent on those activities as projected during the annual budget process. Any long-term payroll and benefit liabilities such as compensated absences, other postemployment benefits, or pension liabilities are reported on the City's financial statements.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

Classification of Fund Balance

GASB guidance clarifies governmental fund balance classifications and fund type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. Fund balance classifications are comprised of the following:

- Non-Spendable – includes amounts that are: (a) not in spendable form, or (b) legally contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example: inventories and prepaid items.
- Restricted – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may be changed or lifted only with the consent of resource providers.
- Committed – includes amounts that can only be used for specific purposes determined by a formal action of the CRA’s highest level of decision-making authority, the CRA Board. Commitments may be changed or lifted only by the CRA taking the same formal action that imposed the constraint originally by the same level of decision-making authority (the CRA Board).
- Assigned – comprises amounts intended to be used by the CRA for specific purposes that are neither restricted nor committed.
- Unassigned – is the residual classification for the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. These classifications reflect not only the nature of funds but also provide clarity to the level of restriction placed upon fund balance. Fund balance can have different levels of constraint, such as external versus internal compliance requirements. In circumstances in which amounts are available in multiple fund balance classifications, fund balance is generally considered to be spent from the most restrictive classification first.

As of September 30, 2024, the CRA’s fund balance is fully restricted.

Net Position

Net position in the government-wide financial statements is classified as net investment in capital assets, restricted and unrestricted. These classifications are defined as follows:

- Net investment in capital assets – component of net position that consists of capital assets, including restricted capital assets, net of accumulated depreciation and is reduced by the outstanding balances of any debt attributable to the acquisition, construction, or improvement of those assets.
- Restricted – component of net position that consists of restricted assets, other than capital assets, reduced by liabilities related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

- Unrestricted – component of net position that consists of the net amount of the assets and liabilities that are not included in the determination of net investment in capital assets or the restricted components of net position. As of September 30, 2024, the CRA had no unrestricted net position.

The CRA considers restricted amounts to be spent first when both restricted and unrestricted net position is available.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Adoption of New Accounting Pronouncement

During the year ended September 30, 2024, the CRA adopted new accounting guidance by implementing the provisions of GASB Statement No. 100, *Accounting Changes and Error Corrections*. This statement enhances accounting and financial reporting requirements for accounting changes and error corrections. The statement defines accounting changes as: (a) changes in accounting principles, or (b) changes in accounting requirements. Disclosure requirements include descriptions of accounting changes and error corrections and their quantitative effects on account balances. There was no impact to the CRA's financial statements as a result of the adoption of this statement for the fiscal year ended September 30, 2024.

Note 2 - Stewardship, Compliance, and Accountability

Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets for all funds. All appropriations lapse at fiscal year-end except for appropriations related to multi-year capital projects.

Budgetary data reflected in the financial statements are established by the following procedures. Before the end of each September, management determines the CRA's proposed expenditures or requested appropriations. These proposed expenditures, along with all estimated receipts and balances expected to be brought forward are presented to the CRA Board for approval.

The Board-approved proposed budget is forwarded to the City and dates are established for tentative and final public budget hearings as prescribed by Florida Statutes. Proposed budgets are advertised by newspapers of general circulation in the City. Public hearings are conducted for the purpose of hearing requests and complaints from the public. The final budget is adopted by resolution. Budget amounts reflected in the financial statements are originally adopted amounts as amended by the CRA Board and City Council.

DEFUNIAK SPRINGS COMMUNITY REDEVELOPMENT AGENCY
(A Component Unit of the City of DeFuniak Springs, Florida)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

The level of budgetary control (that is the level at which expenditures cannot legally exceed appropriations) has been established at the fund level. The City Manager and/or Finance Director are authorized to transfer budgeted amounts within departments of a fund and between departments of a fund; however, any revisions that alter the total expenditures of any fund must be approved by the CRA Board and the City Council.

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting is a form of budgetary control to ensure that appropriations are not exceeded. Encumbrances outstanding at year-end are reported as assignments of fund balance in the fund financial statements.

Note 3 - Deposits and Investments

The CRA participates in a cash and investment management pool with the City. The pooled resources are managed and operated by the City's finance department. Under the pooling arrangement, the CRA's share of cash and investments includes pooled cash maintained in interest-bearing demand deposit accounts and pooled investments managed by a financial institution. Investment income (including unrealized gains and losses) is distributed monthly based on the CRA's average balances.

Deposits

Custodial Credit Risk – It is the CRA's policy to maintain its deposits only with "Qualified Public Depositories" as defined in Chapter 280, Florida Statutes. The provisions of this statute allow qualified public depositories to participate in a multiple financial institution collateral pool to ensure the security for public deposits. All qualified public depositories must place with (or in the name of) the Chief Financial Officer of the State of Florida, collateral in the amount of the average daily balance of public deposits multiplied by the average monthly balance of public deposits or 125 percent of the average daily balance of public deposits greater than capital. In the event of default by a qualified public depository, excess losses over insurance and collateral will be recovered through assessments to all qualified public depositories of the same type as the depository in default. Under this method, all CRA deposits, including certificates of deposit, are considered fully insured.

Note 4 - Risk Management

The CRA is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors, omissions, and natural disasters. The CRA is covered by its own insurance plans. The CRA purchases commercial insurance against losses for the following types of risks:

- General Liability
- Commercial Crime
- Workers' Compensation
- Health Insurance
- Public Official
- Cyber Liability

The CRA is adequately insured against risk and has not had any claims filed or settled any outstanding claims in any of the past three years.

OTHER REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the DeFuniak Springs Community Redevelopment Agency (the CRA), a component unit of the City of DeFuniak Springs, Florida, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, and have issued our report thereon dated June 18, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether CRA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the CRA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Purvis Gray

June 18, 2025
Tallahassee, Florida

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

We have examined the DeFuniak Springs Community Redevelopment Agency's (the CRA) compliance with Section 218.415, Florida Statutes, as of and for the year ended September 30, 2024, as required by Section 10.556 (10)(a), *Rules of the Auditor General*. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the requirements referenced above. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including the assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2024.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies and pass-through entities, the CRA Board members, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

June 18, 2025
Tallahassee, Florida

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INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 163.387(6) AND (7), FLORIDA STATUTES

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

We have examined the DeFuniak Springs Community Redevelopment Agency's (the CRA) compliance with Section 163.387(6) and (7), Florida Statutes, as of and for the year ended September 30, 2024, as required by Section 10.556 (10)(f), *Rules of the Auditor General*. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied, in all material respects, with the specified requirements. An examination involves performing procedures to obtain evidence about whether the CRA complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgement, including the assessment of the risks of material non-compliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2024.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies and pass-through entities, the CRA Board members, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

June 18, 2025
Tallahassee, Florida

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MANAGEMENT LETTER

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

Report on the Financial Statements

We have audited the financial statements of the DeFuniak Springs Community Redevelopment Agency (the CRA), a component unit of the City of DeFuniak Springs, Florida, as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated June 18, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with American Institute of Certified Public Accounts *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated June 18, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The official title and legal authority for the CRA has been disclosed in Note 1 to the financial statements. The CRA has no component units.

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To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

MANAGEMENT LETTER

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRA met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the CRA did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by the same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Property Assessed Clean Energy (PACE) Programs

As required by Section 10.554(1)(i)6.a., *Rules of the Auditor General*, the CRA must state as to whether a PACE program authorized pursuant to Section 163.081 or Section 163.082, Florida Statutes, did/did not operate within the CRA's geographical boundaries during the fiscal year under audit. In connection with our audit, the PACE program did not operate within the CRA's geographical boundaries during the fiscal year.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Specific Information (Unaudited)

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)(6), *Rules of the Auditor General*, the CRA reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as 0. The CRA has no employees but receives administrative staffing and support from the City. Allocated costs associated with this support are included in the expenses of the CRA.
- b. The total number of independent contractors to whom non-employee compensation was paid in the last month of the district's fiscal year as 0.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$0.

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

MANAGEMENT LETTER

- d. All compensation earned by or awarded to non-employee independent contractors, whether paid or accrued, regardless of contingency as \$0.
- e. Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as \$0.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as \$342,296. A budget versus actual variance is presented on page 10.

The specific information reported in the previous paragraph has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it. The specific information reported in the previous paragraph has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate non-compliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred, or is likely to have occurred, that has an effect on the financial statements that is less than material, but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the members of the CRA Board and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

June 18, 2025
Tallahassee, Florida

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COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

We have audited the financial statements of the governmental activities, the major fund, and the budgetary comparison schedule of the General Fund of the Community Redevelopment Agency (the CRA), a component unit of the City of DeFuniak Springs, Florida (the City), for the year ended September 30, 2024. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated February 19, 2024, and required yearly communication on March 11, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the CRA are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the CRA adopted Governmental Accounting Standards Board (GASB) Statement No. 100, *Accounting Changes and Error Corrections*, effective October 1, 2023. There was no impact to the Agency's financial statements as a result of its adoption. We noted no transactions entered into by the CRA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We did not identify any particularly sensitive estimates in the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear.

Upcoming Accounting Pronouncements

The GASB has recently issued new accounting and financial reporting pronouncements, which will become effective in the CRA's 2025 fiscal year-end, GASB Statements No. 101, *Compensated Absences*, and No. 102, *Certain Risk Disclosures*.

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To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

- GASB Statement No. 101 will become effective for the year ending September 30, 2025. This statement prescribes the accounting and financial reporting for estimation and recognition of liabilities associated with compensated absences, enhances and clarifies current definitions of leave for financial reporting purposes, and amends disclosure requirements in notes to financial statements to provide better consistency in financial reporting across entities.
- GASB Statement No. 102 will become effective for the year ending September 30, 2025. This statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more-likely-than-not to begin to occur within 12 months of the date the financial statements are issued.

Difficulties Encountered in Performing the Audit

We are pleased to report that we encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no misstatements identified during the course of our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 18, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the CRA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the CRA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

To the Board Members
Community Redevelopment Agency
DeFuniak Springs, Florida

Other Matters

We applied certain limited procedures to the Required Supplementary Information (RSI) as identified in the table of contents of the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the CRA and management of the CRA and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

June 18, 2025
Tallahassee, Florida

700 Block of Baldwin

- 12 additional standard spaces (40 to 52) with 90-degree parking
- Two additional ADA spaces (2 to 4) at the third block

