



**Date:** April 19, 2018  
**To:** HDC Members  
**From:** Kelly N. Gibson, AICP, Planning Manager  
**CC:** Salvatore Cumella, Historic Preservation Planner  
Dale Martin, City Manager  
Tammi Bach, City Attorney  
**Re:** Historic District Council Policy Updates

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As development activity increases within the City of Fernandina Beach, the volume of Certificate of Approval (COA) applications heard monthly by the Historic District Council (HDC) have increased as well. Within the past four months, the HDC has processed a total of 22 board cases. The lengthy agendas witnessed by the board in 2018 have resulted in less staff review time per case when preparing analysis. Additionally, the board has experienced meetings lasting longer than 4 hours. Longer meetings tend to diminish the ability of those involved to make sound judgements and maintain focus. Items that fall towards the end of long agendas can be disadvantaged as members of the public who wish to speak about a specific case often end up leaving before getting to be heard.

To address the increased caseload internal policy changes are necessary. As staff, we want ensure that each case is afforded the appropriate amount of review and preparation of analysis. We also want to provide adequate discussion time by members of the Historic District Council, the public, and city staff. In response, staff has identified policy changes specific to meeting times and caseloads as follows:

**1. MEETING TIMES**

- Meetings will be scheduled to begin at **5PM**
- Meetings will be scheduled to end at 9PM
  - If there are remaining items on the agenda to be discussed, all remaining items will be postponed to the following regular meeting of the HDC.
  - If the board wishes, the board may vote to extend a meeting to a time certain beyond 9PM. The vote would need to take place before the 9PM hour. The board may not continue a meeting beyond 11PM.
- If the board wishes to hold a special meeting to hear any cases that were not considered at the HDC's regular meeting due time constraints, the board may vote to hold a special meeting to occur on the 4<sup>th</sup> Wednesday of each month at 5pm. The City Chambers have been reserved for such events.
- At the Chair's discretion, a recess of 5-15 minutes may be called toward the middle of long agendas.

**2. MAXIMUM CASE LOAD**

- Monthly agenda will be **limited to eight (8) cases** of combined old business and new business. Staff may, at their discretion, add additional cases depending on the type and complexity of cases being heard on that agenda.

Staff continues to seek measures to improve board processes while meeting citizen needs for a timely and efficient review. We welcome any suggestions you may have towards this end. Please contact me if you should have any questions or concerns.