

HISTORIC PRESERVATION AGENCY

CITY OF LAKE CITY

January 13, 2026 at 6:00 PM

Venue: City Hall

AGENDA

The meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

INVOCATION

ROLL CALL

MINUTES

- [i.](#) Meeting Minutes November 12, 2025
- [ii.](#) Meeting Minutes December 09, 2025

OLD BUSINESS- None

NEW BUSINESS- None

ADMINISTRATIVE APPROVAL

- [iii.](#) **COA 25-19**, submitted by Nic Tyre, agent for Shannon Skyhorse, requesting a Certificate of Appropriateness in a RESIDENTIAL SINGLE FAMILY 3 (RSF-3) zoning district as established in section 4.5 of the Land Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 13260-000, located at 157 SE Church Ave.
- [iv.](#) **COA 25-20**, submitted by Grady Stephens, agent for Global Lions Ministries INC, requesting a Certificate of Appropriateness in a COMMERCIAL GENERAL (CG) zoning district as established in section 4.12 of the Land Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 12811-000, located at 341 S Marion Ave.
- [v.](#) **COA 25-21**, submitted by Ralph Laverdure, agent for Lake Isabella Holding LLC, requesting a Certificate of Appropriateness in a RESIDENTIAL SINGLE FAMILY 3 (RSF-3) zoning district as established in section 4.5 of the Land

Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 12382-000, located at 206 Saint Johns St.

WORKSHOP

ADJOURNMENT

YouTube Channel Information

Members of the public may also view the meeting on our YouTube channel at:
<https://youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearings, 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.

Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in this meeting should contact the City Manager's Office at (386) 719-5768.

File Attachments for Item:

i. Meeting Minutes November 12, 2025



HISTORIC PRESERVATION AGENCY MEETING MINUTES

City: Lake City, Florida

Board: Historic Preservation Agency

Date: November 12, 2025

Time: 18:20

Location: City Hall, Council Chambers

1. CALL TO ORDER

The meeting was called to order at 18:20 by Mr. Lydick.

2. ROLL CALL

Members Present:

- Mrs. McKellum
- Mrs. Wilson
- Mrs. Johnson
- Mr. Carlucci
- Mr. Lydick
- City Attorney: Mr. Martin

Members Absent:

- Mrs. Douglas
- Mrs. Adams

Staff Present:

- Richard Bendenderson
- Robert Angelo
- Ivy Stockstill

Public Attendees: None

3. APPROVAL OF PREVIOUS MEETING MINUTES

Approval of the minutes of September 9, 2025

Motion to approve: Mr. Carlucci

Second: Mrs. Wilson

4. PUBLIC HEARINGS / NEW BUSINESS

None.

5. WORKSHOP ITEMS

None.

6. ADJOURNMENT

Motion: Motion to adjourn by Mr. Carlucci, seconded by Mrs. McKellum.

The meeting adjourned at 18:20.

Recording Secretary: _____

Name: Ivy Stockstill

Title: Recording Secretary

Chair: _____

Name: Mr. Lydick

File Attachments for Item:

ii. Meeting Minutes December 09, 2025



HISTORIC PRESERVATION AGENCY MEETING MINUTES

City: Lake City, Florida

Board: Historic Preservation Agency

Date: December 09, 2025

Time: 18:36

Location: City Hall, Council Chambers

1. CALL TO ORDER

The meeting was called to order at 18:36 by Mrs. Douglas.

2. ROLL CALL

Members Present:

- Mrs. Douglas
- Mrs. Wilson
- Mrs. Johnson
- Mr. Carlucci
- Mr. Lydick
- City Attorney: Mr. Martin

Members Absent:

- Mrs. McKellum

Staff Present:

- Richard Bendenderson
- Robert Angelo

Public Attendees: None

3. APPROVAL OF PREVIOUS MEETING MINUTES

Approval of the minutes of October 14, 2025

Motion to approve: Mr. Carlucci

Second: Mrs. Johnson

4. PUBLIC HEARINGS / NEW BUSINESS

None.

5. WORKSHOP ITEMS

None.

6. ADJOURNMENT

Motion: Motion to adjourn by Mr. Carlucci, seconded by Mrs. Johnson.

The meeting adjourned at 18:37.

Recording Secretary: _____

Name: Robert Angelo

Title: Recording Secretary

Chair: _____

Name: Mrs. Douglas

File Attachments for Item:

iii. COA 25-19, submitted by Nic Tyre, agent for Shannon Skyhorse, requesting a Certificate of Appropriateness in a RESIDENTIAL SINGLE FAMILY 3 (RSF-3) zoning district as established in section 4.5 of the Land Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 13260-000, located at 157 SE Church Ave.



CERTIFICATE OF APPROPRIATENESS

MINOR OR MAINTENANCE ONLY

Date: 10/28/25	COA 25-19
Address: 157 SE Church Ave, Lake City	
Parcel Number: 13260-000	
Owner: Shannon Skyhorse	
Address of Owner: 157 SW Church Ave, Lake City	
Description of Structure: Single Family Home	
The described structure or portion of the structure has been reviewed for compliance with the requirements of the City Historic Preservation Land Development Regulations for the exterior construction as submitted by the applicant per Ordinance Number 2020-2176	
	
Scott Thomason Director of Growth Management, CBO	
Code Edition: 2023 (8 th) Edition of the Florida Building Codes, 2023 (8 th) Edition of the Florida Fire Prevention Code and the 2017 U.S. Secretary of the Interior's Standards for Rehabilitation	
Description of Approved Construction:	
Replace existing shingle roof with a new metal galvalume roof.	
Special Conditions:	

The City of Lake City's Growth Management Department and the City Historic Preservation Committee

205 N Marion Avenue

Lake City, Florida 32055

(386) 719-5750



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 752-2031
growthmanagement@lcfla.com

COA 25-19

HISTORIC PRESERVATION AGENCY (HPA)

Certificate of Appropriateness (COA) Application

USE THIS FORM TO

Apply for approval for projects located within historic districts. Projects may require either a Agency-level review or a Staff-level review.

Once application is submitted it will be reviewed for completeness. Once verified complete the applicant will be notified.

Type of Review	Reviewed By	Date
Certificate of Appropriateness (COA): Staff Review		
Certificate of Appropriateness (COA): HPA Review - Single Family Structure or its Accessory Structure		
Certificate of Appropriateness (COA): HPA Review - All Other Structures		
After-the-Fact Certificate of Appropriateness (COA): if work begun prior to issuance of a COA		

BASIS FOR REVIEW

All applications, whether Staff or HPA review, are reviewed for consistency with the City of Lake City Comprehensive Plan, Land Development Code, and applicable guidelines such as the Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

PROJECT TYPE

- ☐ New Construction
 ☐ Addition
 ☐ Demolition
 ☐ Fence
 ☐ Paint
 ☐ Repair
 ☐ Relocation
 ☒ Re-Roof/Roof-Over
 ☐ SignShed
 ☐ Garage
- Classification of Work (see LDR 10.11.3)
- ☐ Routine Maintenance
 ☒ Minor Work
 ☐ Major Work

APPROVAL TYPE:

See [Certificate of Appropriateness Matrix](#)

- ☐ Staff Approval
☐ Board Approval: ☐ Conceptual or ☐ Final

PROPERTY INFORMATION: Property information can be found at the Columbia County Property Appraiser's Website

- Historic District: ☐ Lake Isabella Historical Residential District
☐ Downtown Historical District

Site Address: 157 SE Church ave 32025
 Parcel ID #(s) 00-00-00-13260-000

OWNER OF RECORD

As recorded with the Columbia County Property Appraiser

APPLICANT OR AGENT

If other than owner. If an agent will be representing the owner, an Owner's Authorization for Agent Representation form must be included

Owner(s) Name

Shannon Skyhorse

Company (if applicable)

Street Address

157 SE Church ave

City State Zip

Lake city FL 32025

Telephone Number

760-925-9412

E-Mail Address

N/A

Applicant Name

Nic Tyre

Company (if applicable)

Creative Concepts

Street Address

5813 NW Lake Jeffrey rd

City State Zip

Lake city FL 32055

Telephone Number

386

E-Mail Address

Historic Preservation Agency Meetings are held the 1st Tuesday of the month at 5:30PM in the City Council Chambers (205 N Marion Ave.)

Application Deadline (12:30PM)	Dec 01, 2023	Jan 03, 2024	Feb 01, 2024	Mar 01, 2024	Apr 01, 2024	May 01, 2024	Jun 01, 2024	Jul 01, 2024	Aug 01, 2024	Sep 01, 2024	Oct 01, 2024	Nov 01, 2024
Meeting Date	Jan 03, 2024	Feb 06, 2024	Mar 05, 2024	Apr 02, 2024	May 07, 2024	Jun 04, 2024	Jul 02, 2024	Aug 06, 2024	Sep 04, 2024	Oct 01, 2024	Nov 05, 2024	Dec 03, 2024

IMPORTANT NOTES

PRE-APPLICATION MEETING

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Planner prior to submitting your application. This should be done prior to your anticipated submittal date to allow time for review.

Staff approval applications are accepted on a rolling basis and are generally completed within 10 business days. Please note that projects can only begin after receiving a Certificate of Appropriateness (COA) and a building permit (if required).

CONCEPTUAL APPROVALS

Conceptual approvals are provided by the HPA as a courtesy to the applicant in an effort to allow comment from the Historic Preservation Agency during the conceptual design process. The HPA will provide the applicant with feedback and guidance relating to the proposal. In all cases, the applicant must return to the HPA to seek final approval of their projects.

APPLICATION REQUIREMENTS

- ☐ A complete/ signed application. (If all requirements are not submitted it could delay your approval);
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- ☐ 1 digital set of elevations & plans (to scale);
- ☐ Photographs;
- ☐ Any additional backup materials, as necessary;
- ☐ If applying as an agent, *Owner's Authorization for Agent Representation* form must be signed/ notarized and submitted as part of the application;
- ☐ For window replacement, a *Window Survey* must be completed.

PROJECT DESCRIPTION

DESCRIBE THE PROPOSED PROJECT AND MATERIALS.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

List proposed materials:

Project Scope	Manufacturer	Product Description	Color (Name/Number)
Exterior Fabric			
Doors			
Windows			
Roofing	CAPITAL	Metal 26 gauge	galvalume
Fascia/Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Signage			
Other			

PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.

DID YOU REMEMBER

Review the Historic District Application Checklist (Article 10 LDR) to ensure you are including all required materials. If all requirements are not submitted, it will delay your approval.

Review the applicable Guidelines (Article 10 LDR)

A pre-application meeting is required before a final application for HPA Review. (Please call 386-752-2031 to schedule an appointment)

Please see the City of Lake City Land Development Regulations for detailed information.

Historic Preservation Districts maps are located on the city web site (www.lcfla.org)

Historic Preservation Agency can be found in the LDR Article 10.

Variances can be found in the LDR Article 11

The Land Development Regulations can be located on the city web site (www.lcfla.org)

APPEALS

Agency Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the HPA, as outlined in Article 11, Section 11.1.4

Administrative Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the Administrator, as outlined in Article 10, Section 10.11.5.

DEMOLITIONS (if applicable)

Please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, city, or neighborhood, and feasibility of reproducing such a building, structure, or object.

Discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value.

RELOCATIONS (if applicable)

For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.

Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historical context.

MODIFICATION OF EXISTING ZONING REQUIREMENTS (If Applicable)

Any change shall be based on competent demonstration by the petitioner of Article 4 of the Land Development Code.

Modification of dimensional requirements. To facilitate new construction, redevelopment, rehabilitation, or relocation of buildings or structures in historic districts or individually listed on the local register, the Administrator or the appropriate board within the development review process may determine dimensional requirements such as front, side, and rear setbacks, building height, separation between buildings, floor area ratios, and maximum lot coverage for buildings and structures based on historic development patterns. Any change shall be based on competent demonstration by the petitioner of the following:

- a. *The proposed development will not affect the public safety, health, or welfare of abutting property owners or the district;*
- b. *The proposed change is consistent with historic development, design patterns or themes in the historic district. Such patterns may include reduced front, rear, and side yard setbacks, maximum lot coverage and large floor area ratios;*
- c. *The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and*
- d. *The proposed complies with utility, stormwater, access requirements, and other requirements related to site design in the Land Development Code.*

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice shall be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 calendar days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 calendar days of the date from which the notice was mailed, the request shall be referred to the Board of Adjustment, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

Modification of building code requirements. Structures and buildings listed individually on the local register or deemed contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

Please describe the requested zoning modification, addressing a through d above:

The requested modification will change the following zoning or building requirement in this manner:

(select only those that apply)	Required	Existing	Proposed
Front, Side, or Rear building Setback Lines			
Building Height			
Building Separation			
Floor Area Ratio (FAR)			
Maximum Lot Coverage			

CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Growth Management to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Agency review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic Preservation Agency meeting.
5. I/We understand that the Historic Preservation Agency meetings are conducted in a quasi-judicial hearing and as such, ex parte communications are prohibited (Communication about your project with a Historic Preservation Agency member).
6. I/We understand that the approval of this application by the Historic Preservation Agency or staff in no way constitutes approval of a Building Permit for construction from the City of Lake City Growth Management.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HPA before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project.
8. I/We understand that any decision of the HPA may be appealed to the City Council. A person with standing, as described in LDR Article 10, Section 10.11.6, may file a petition to appeal and shall be presented within thirty (30) days after the decision of the HPA; otherwise the decision of the HPA will be final.
9. I/We understand that Certificates of Appropriateness are only valid for one (1) year from issuance.

Shannon Skyhorse
Applicant (Signature)

10/28/25
Date

Shannon Skyhorse
Applicant (Print)

<p>Please submit this application And all required supporting Materials via email to:</p> <p>growthmanagement@lcfla.com</p> <p>Once the application is received and deemed complete, the applicant will be notified as to whether this will be a staff review or HPA review.</p>	TO BE COMPLETED BY CITY ADMINISTRATOR		Date Received	Received By:
	COA ____ - ____		<input type="checkbox"/> Staff Approval <input type="checkbox"/> Single Family Structure or its Accessory Structure <input type="checkbox"/> Multi-Family requiring HPA approval <input type="checkbox"/> After-The-Fact Certificate of Appropriateness	
	Zoning:			
	Contributing	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Pre-Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Application Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Request for Modification of Setbacks	<input type="checkbox"/> Yes <input type="checkbox"/> No		



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave, Lake City, FL 32055
Phone: 386-719-5750
E-mail: growthmanagement@lcfcla.com

AGENT AUTHORIZATION FORM

I, Shannon Skyhorse (owner name), owner of property parcel

number 00-00-00-13260-000 (parcel number), do certify that

the below referenced person(s) listed on this form is/are contracted/hired by me, the owner, or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are authorized to sign, speak and represent me as the owner in all matters relating to this parcel.

Printed Name of Person Authorized	Signature of Authorized Person
1. Alex Mitchell	1. Alex Mitchell
2. Nic Tyre	2. Nic Tyre
3.	3.
4.	4.
5.	5.

I, the owner, realize that I am responsible for all agreements my duly authorized agent agrees with, and I am fully responsible for compliance with all Florida Statutes, City Codes, and Land Development Regulations pertaining to this parcel.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

Shannon Skyhorse Date 10/28/25
Owner Signature (Notarized)

NOTARY INFORMATION:
STATE OF: Florida COUNTY OF: Columbia

The above person, whose name is Shannon Skyhorse,
personally appeared before me and is known by me or has produced identification
(type of I.D.) _____ on this 28 day of October, 2025.

Alex Mitchell
NOTARY'S SIGNATURE

(Seal/Stamp)



ALEXANDER MITCHELL
Commission # HH 493761
Expires February 18, 2028



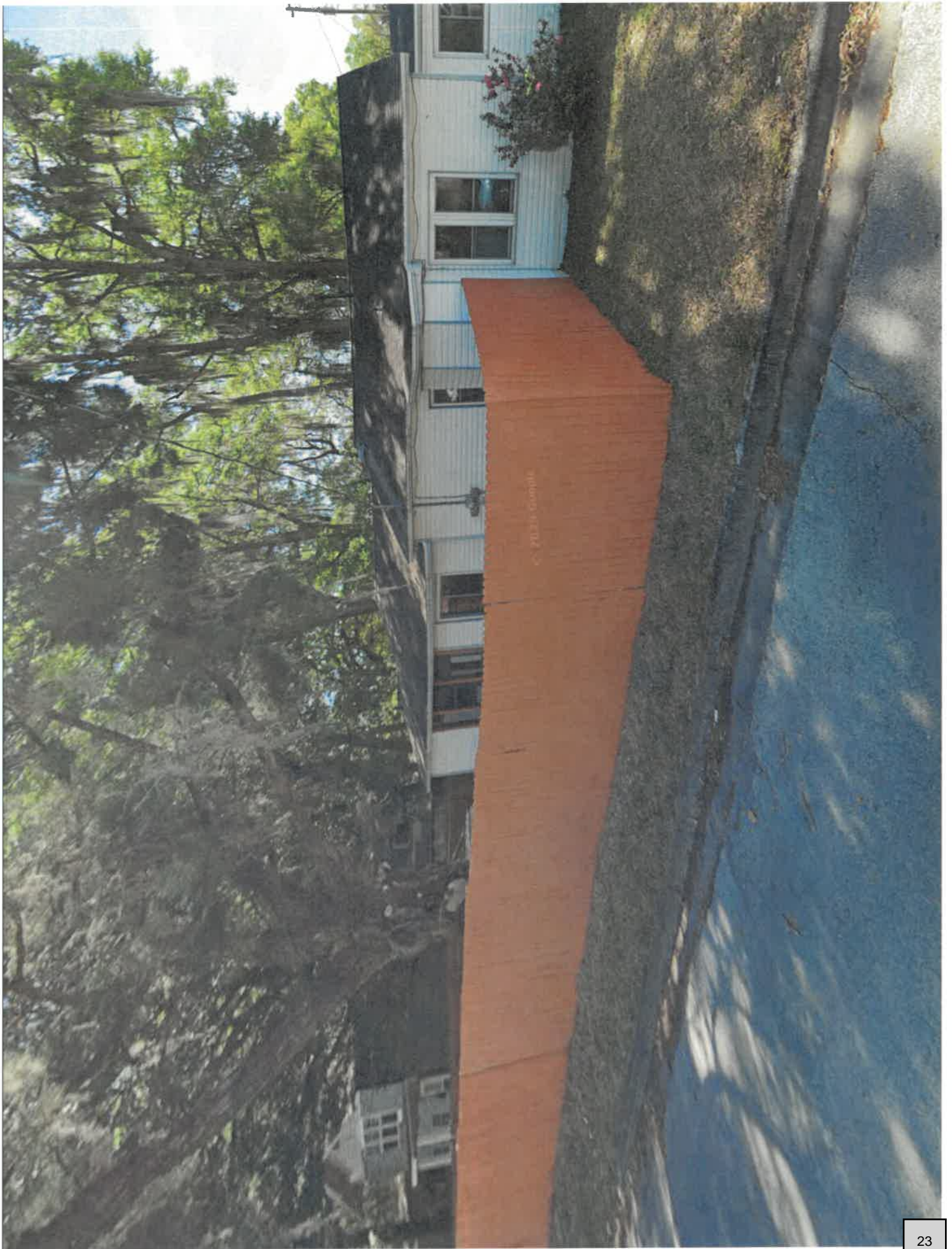




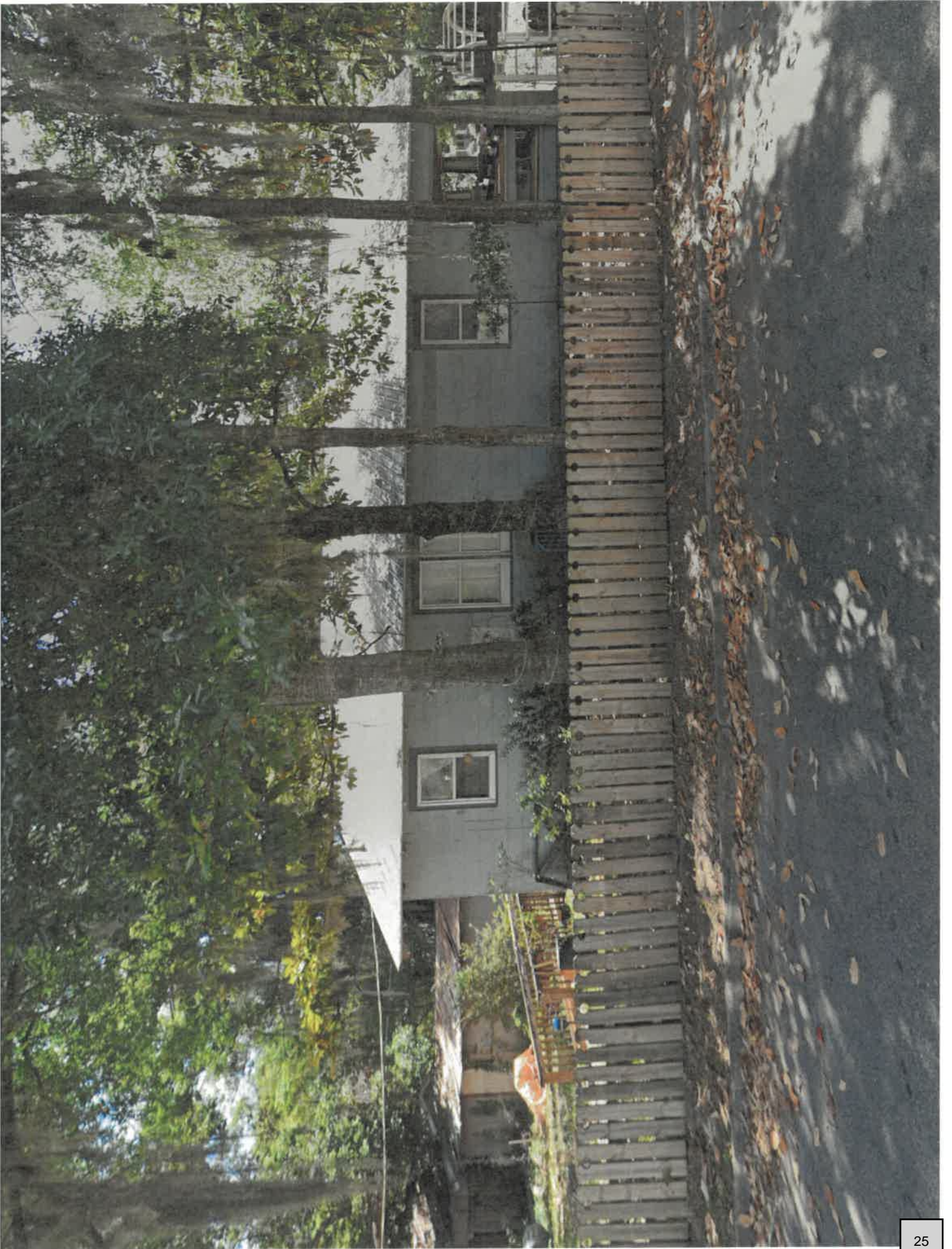















File Attachments for Item:

iv. COA 25-20, submitted by Grady Stephens, agent for Global Lions Ministries INC, requesting a Certificate of Appropriateness in a COMMERCIAL GENERAL (CG) zoning district as established in section 4.12 of the Land Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 12811-000, located at 341 S Marion Ave.



CERTIFICATE OF APPROPRIATENESS

MINOR OR MAINTENANCE ONLY

Date 11/18/25	COA 25-20
Address: 341 S Marion Ave	
Parcel Number: 12811-000	
Owner: Global Lions Ministries	
Address of Owner: PO Box 3111, Lake City, FL	
Description of Structure: Two story building	
The described structure or portion of the structure has been reviewed for compliance with the requirements of the City Historic Preservation Land Development Regulations for the exterior construction as submitted by the applicant per Ordinance Number 2020-2176	
 _____ Scott Thomason, CBO Director of Growth Management	
Code Edition: 2020 (7 th) Edition of the Florida Building Codes, 2020 (7 th) Edition of the Florida Fire Prevention Code and the 2017 U.S. Secretary of the Interior's Standards for Rehabilitation	
Description of Approved Construction:	
Replace the existing asphalt shingle roof with a new black metal roof.	
Special Conditions:	

The City of Lake City's Growth Management Department and the City Historic Preservation Committee

205 N Marion Avenue

Lake City, Florida 32055

(386) 719-5750



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 752-2031
growthmanagement@lcfcla.com

Fees: Minor COA \$50.00 and Major COA \$325.00

COA 25-20

HISTORIC PRESERVATION AGENCY (HPA)

Certificate of Appropriateness (COA) Application

USE THIS FORM TO

Apply for approval for projects located within historic districts. Projects may require either a Agency-level review or a Staff-level review.

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Type of Review	Reviewed By	Date
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PROJECT TYPE

- ☐ New Construction
 ☐ Addition
 ☐ Demolition
 ☐ Fence
 ☐ Paint
 ☐ Repair
 ☐ Relocation
 ☒ Re-Roof/Roof-Over
 ☐ Sign Shed
 ☐ Garage

Classification of Work (see LDR 10.11.3)

- ☐ Routine Maintenance
 ☒ Minor Work
 ☐ Major Work

APPROVAL TYPE:

See *Certificate of Appropriateness Matrix*

☐ Staff Approval

☐ Board Approval: ☐ Conceptual or ☐ Final

PROPERTY INFORMATION: Property information can be found at the Columbia County Property Appraiser's Website

Historic District: ☒ Lake Isabella Historical Residential District
☐ Downtown Historical District

Site Address: 341 S Marion Ave

Parcel ID #(s) 00-00-00-12811-000

OWNER OF RECORD

As recorded with the Columbia County Property Appraiser

APPLICANT OR AGENT

If other than owner, if an agent will be representing the owner, an Owner's Authorization for Agent Representation form must be included.

Owner(s) Name <u>Global Lions Ministries INC</u>	Applicant Name <u>Grady Stephens</u>
Company (if applicable) <u>Global Lions Ministries INC</u>	Company (if applicable) <u>Worthmann Roofing & Gutters</u>
Street Address <u>PO box 3111</u>	Street Address <u>17810 NW US Hwy 441</u>
City State Zip <u>Lake City, FL, 32056</u>	City State Zip <u>High Springs, FL 32643</u>
Telephone Number <u>561-657-5446</u>	Telephone Number <u>352-472-3228</u>
E-Mail Address <u>andresports17@gmail.com</u>	E-Mail Address <u>info@worthmannroofing.com</u>

Historic Preservation Agency Meetings are held the 1st Tuesday of the month at 5:30PM in the City Council Chambers (205 N Marion Ave.)

Application Deadline (12:30PM)	Dec 01 2022	Jan 03 2023	Feb 01 2023	Mar 01 2023	Apr 01 2023	May 01 2023	Jun 01 2023	Jul 01 2023	Aug 01 2023	Sep 01 2023	Oct 01 2023	Nov 01 2023
Meeting Date	Jan 04 2023	Feb 07 2023	Mar 07 2023	Apr 04 2023	May 02 2023	Jun 06 2023	Jul 05 2023	Aug 01 2023	Sep 06 2023	Oct 03 2023	Nov 07 2023	Dec 05 2023

IMPORTANT NOTES

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APPLICATION REQUIREMENTS

- ☐ A complete/ signed application. (If all requirements are not submitted it could delay your approval);
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- ☐ Photographs;
- ☐ Any additional backup materials, as necessary;
- ☐ If applying as an agent, *Owner's Authorization for Agent Representation* form must be signed/ notarized and submitted as part of the application;
- ☐ For window replacement, a *Window Survey* must be completed.

PROJECT DESCRIPTION

DESCRIBE THE PROPOSED PROJECT AND MATERIALS.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Remove existing Shingle roof; repair decking as needed per FBC; Install new black 26ga exposed fastener metal panels and high performance synthetic underlayment

List proposed materials:

Project Scope	Manufacturer	Product Description	Color (Name/Number)
Exterior Fabric			
Doors			
Windows			
Roofing	Tri County	exposed fastener metal panels	black
Fascia/Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Signage			
Other			

PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.

<p>DID YOU REMEMBER</p> <p>Review the Historic District Application Checklist (Article 10 LDR) to ensure you are including all required materials. If all requirements are not submitted, it will delay your approval.</p> <p>Review the applicable Guidelines (Article 10 LDR)</p> <p>A pre-application meeting is required before a final application for HPA Review. (Please call 386-752-2031 to schedule an appointment)</p> <p>Please see the City of Lake City Land Development Regulations for detailed information.</p> <p>Historic Preservation Districts maps are located on the city web site (www.lcfla.org)</p> <p>Historic Preservation Agency can be found in the LDR Article 10.</p> <p>Variances can be found in the LDR Article 11</p> <p>The Land Development Regulations can be located on the city web site (www.lcfla.org)</p> <p>APPEALS</p> <p>Agency Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the HPA, as outlined in Article 11, Section 11.1.4</p> <p>Administrative Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the Administrator, as outlined in Article 10, Section 10.11.5.</p>	<p>DEMOLITIONS (if applicable)</p> <p>Please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, city, or neighborhood, and feasibility of reproducing such a building, structure, or object.</p> <p>Discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value.</p> <p>RELOCATIONS (if applicable)</p> <p>For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.</p> <p>Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historical context.</p>
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MODIFICATION OF EXISTING ZONING REQUIREMENTS (If Applicable)

Any change shall be based on competent demonstration by the petitioner of Article 4 of the Land Development Code.

Modification of dimensional requirements. To facilitate new construction, redevelopment, rehabilitation, or relocation of buildings or structures in historic districts or individually listed on the local register, the Administrator or the appropriate board within the development review process may determine dimensional requirements such as front, side, and rear setbacks, building height, separation between buildings, floor area ratios, and maximum lot coverage for buildings and structures based on historic development patterns. Any change shall be based on competent demonstration by the petitioner of the following:

- a. *The proposed development will not affect the public safety, health, or welfare of abutting property owners or the district;*
- b. *The proposed change is consistent with historic development, design patterns or themes in the historic district. Such patterns may include reduced front, rear, and side yard setbacks, maximum lot coverage and large floor area ratios;*
- c. *The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and*
- d. *The proposed complies with utility, stormwater, access requirements, and other requirements related to site design in the Land Development Code.*

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice shall be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 calendar days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 calendar days of the date from which the notice was mailed, the request shall be referred to the Board of Adjustment, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

Modification of building code requirements. Structures and buildings listed individually on the local register or deemed contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

Please describe the requested zoning modification, addressing a through d above:

The requested modification will change the following zoning or building requirement in this manner:

(select only those that apply)	Required	Existing	Proposed
Front, Side, or Rear building Setback Lines			
Building Height			
Building Separation			
Floor Area Ratio (FAR)			
Maximum Lot Coverage			

CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Growth Management to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Agency review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic Preservation Agency meeting.
5. I/We understand that the Historic Preservation Agency meetings are conducted in a quasi-judicial hearing and as such, ex parte communications are prohibited (Communication about your project with a Historic Preservation Agency member).
6. I/We understand that the approval of this application by the Historic Preservation Agency or staff in no way constitutes approval of a Building Permit for construction from the City of Lake City Growth Management.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HPA before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project.
8. I/We understand that any decision of the HPA may be appealed to the City Council. A person with standing, as described in LDR Article 10, Section 10.11.6, may file a petition to appeal and shall be presented within thirty (30) days after the decision of the HPA; otherwise the decision of the HPA will be final.
9. I/We understand that Certificates of Appropriateness are only valid for one (1) year from issuance.

Applicant (Signature)

Date

Applicant (Print)

<p>Please submit this application And all required supporting Materials via email to:</p> <p>growthmanagement@lcfia.com</p> <p>Once the application is received and deemed complete, the applicant will be notified as to whether this will be a staff review or HPA review.</p>	TO BE COMPLETED BY CITY ADMINISTRATOR		Date Received	Received By:
	COA _____		<input type="checkbox"/> Staff Approval <input type="checkbox"/> Single Family Structure or its Accessory Structure <input type="checkbox"/> Multi-Family requiring HPA approval <input type="checkbox"/> After-The-Fact Certificate of Appropriateness	
	Zoning:			
	Contributing	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Pre-Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Application Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Request for Modification of Setbacks	<input type="checkbox"/> Yes <input type="checkbox"/> No		



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 752-2031
growthmanagement@lcfia.com

OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

USE THIS FORM TO: Grant an agent authorization to represent you in applying for applications to the City of Lake City Department of Growth Management.

I /WE Kerceus Andre ^{for GLH}

(print name of property owner(s))

hereby authorize: Grady Stephens (Worthmann Roofing & Gutters)

(print name of agent)

to represent me/us in processing an application for: certificate of appropriateness
(print type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature] ^{for GLH}
(Signature of owner)

(Signature of owner)

Kerceus Andre ^{for GLH}
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,
this 13 day of November, 2025, by

Kerceus Andre

[Signature]
Notary Public

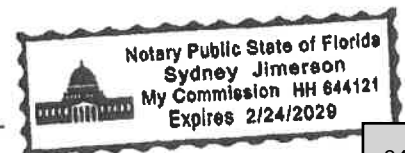
Sydney Jimerson
Printed Name

2/24/29
My Commission Expires

☐ Personally
Known OR

☒ Produced Identification

ID Produced: DL





Patriot Red
SR: .31 E: .86



Burgundy
SR: .29 E: .86



Black
SR: .31 E: .84



Metallic Copper
SR: .48 E: .85

- Actual color may vary from samples shown
- Actual color chips available upon request
- SR = Solar Reflectance, UV cool roof rating
- E = Emissivity, effectiveness in emitting energy as thermal radiation





ULTRA RIB

The Ultra Rib is the main-stay, go-to metal roofing panel for many projects. The biggest difference with the Ultra Rib compared to other popular panels is it is fastened to the roof with fasteners that can be seen. This is called an "exposed" metal roofing panel.

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434-515-2868



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question? Text us here.

Text us

Black Metal Roofing: 2023 Comprehensive Guide

Jun 27, 2023 | Metal Roofing



The Definition of Black Metal Roofing

Black metal roofing is a type of roofing material that is made from metal and has a black finish. The black color can be achieved through various methods, including painting, powder coating, or using pre-painted metal sheets. Black metal roofing can be made from several different types of metals such as steel, aluminum, copper, or zinc.

A Brief History of Black Metal Roofing

Metal roofing has been used for centuries, with the first recorded use dating back to ancient Rome. However, it wasn't until the Industrial Revolution in the 1800s that metal roofs became more widely used due to advances in manufacturing technology.

In the early 20th century, black metal roofs were commonly used on industrial and commercial buildings due to their durability and low maintenance needs. Over time, the popularity of black metal roofing grew among homeowners looking for a modern and stylish alternative to traditional roofing materials.





The Importance and Benefits of Black Metal Roofing

Black metal roofing offers several benefits over other roofing materials. One major benefit is its durability; it can withstand extreme weather conditions such as heavy rain or snow without showing signs of wear or tear. Additionally, black metal roofs are eco-friendly since they are often made from recycled materials and have a long lifespan compared to other roofing materials.

Another advantage of black metal roofing is its energy efficiency; it reflects sunlight which reduces heat absorption into the home during hot summer months. This helps keep interiors cool without having to rely on air conditioning systems which results in lower energy bills. ^

An important consideration for homeowners is aesthetics; black metal roofs offer a sleek and modern look that can complement any style home architecture while adding value to your property. Overall, black metal roofing combines functionality

with style making it an increasingly popular choice for homeowners as well as commercial and industrial property owners.

Types of Black Metal Roofing

Black metal roofing is an excellent roofing material that not only enhances the curb appeal of a building but also offers exceptional durability and longevity. There are different types of black metal roofing, including standing seam metal roofing and corrugated metal roofing.

Standing Seam Metal Roofing

Standing seam metal roofing is a type of black metal roofing that features vertical panels with raised seams that interlock to form a watertight seal. This type of black metal roofing has become increasingly popular in recent years due to its sleek appearance and durability. One advantage of standing seam metal roofing is its ability to expand and contract with temperature changes without cracking or warping.

Additionally, standing seam metal roofs typically have longer lifespans than other types of roofing materials, with some lasting up to 50 years or more. However, one disadvantage of standing seam metal roofing is its cost, which can be higher than other types of black metal roofs.

Additionally, this type of roof installation requires specialized equipment and expertise, making it important to hire experienced contractors for installation. Best applications for standing seam metal roofing include modern residential constructions as well as commercial buildings such as warehouses and retail spaces.

Corrugated Metal Roofing

Corrugated metal roofing is another popular type of black metal roof that features horizontal panels with ridges or waves. This type of black metal roof has been in use for over 100 years because it's lightweight, durable, and easy to install. One advantage of corrugated steel roofs is their strength which makes them resistant against extreme weather conditions like hailstorms. ^

They are also energy efficient since they reflect sunlight away from the building's interior keeping temperatures lower during summer months while retaining heat

in winter months. However, one disadvantage associated with corrugated steel roofs is their susceptibility to rust over time if not properly maintained.

Rust can cause leaks and reduce the lifespan of the roof. Best applications for corrugated metal roofing include agricultural buildings, factories, and industrial warehouses due to its strength and durability.

Choosing the right type of black metal roofing depends on various factors such as cost, durability, and aesthetic appeal. Understanding the advantages and disadvantages of different types of black metal roofing can help you make an informed decision when investing in a new roof for your building.

Materials Used in Black Metal Roofing

Steel

Steel is one of the most common materials used in black metal roofing. This durable and strong material has been used for centuries to construct buildings, bridges and other structures.

Steel black metal roofing is made up of several layers that provide excellent protection against harsh weather conditions. The top layer is usually coated with a special paint that gives it its black color.

One of the main advantages of steel black metal roofing is its durability. Steel can withstand extreme weather conditions such as heavy rain, strong winds, hail and snow.

It also resists rust and corrosion much better than other metals like iron or copper. Another benefit of steel black metal roofing is that it's relatively low-maintenance compared to other materials.

The best applications for steel black metal roofing are industrial, commercial or residential properties located in areas with harsh climates. Steel roofs are commonly used for warehouses, factories, retail stores, apartments and private residences.

Aluminum

Aluminum is another popular material used in black metal roofing. Aluminum roofs are lightweight yet very strong and durable. They're also highly resistant to

rust and corrosion which makes them ideal for coastal areas where salty air can cause damage to other metals.

The main advantage of aluminum black metal roofing is its weight. It's much lighter than steel, so it's easier to install on a wider range of structures without requiring additional support beams or framework.

Aluminum also reflects heat more efficiently than other materials which can help reduce energy costs during the summer months. The best applications for aluminum black metal roofing are residential homes or commercial buildings with low-pitched roofs where weight might pose a problem or where energy efficiency is a priority.

Creative Subtitle: Choosing the Right Material for Your Roof

When selecting a material for your black metal roofing, it's important to consider your needs and budget. Steel is a popular choice for its durability and low-maintenance, while aluminum is ideal for homeowners who prioritize energy efficiency and lighter weight. Other materials like copper or zinc may also be worth considering depending on the style of your building, but they tend to be more expensive.

Ultimately, the right material will depend on where you live, the weather conditions in your area, and what look you're going for. Consulting with an experienced contractor or roofing professional can help ensure that you choose the right material that meets your needs and budget.

Installation Process of Black Metal Roofing

Preparation Process

Before beginning the installation process for black metal roofing, it is essential to prepare the roof surface adequately. The roof surface must be flat and free of any debris or protruding nails. It is also recommended to install a layer of underlayment on top of the roof deck before installing the metal panels.

The underlayment provides an additional layer of protection against water infiltration and helps to maintain a uniform surface for the metal panels. After preparing the roof surface, it is crucial to measure and cut the metal panels according to the dimensions of your roof.

It is recommended to use specialized cutting tools such as snips or shears designed for cutting metal roofing. Cutting with these tools helps minimize the risk of damaging the panels while ensuring accurate cuts.

Installation Process

Once you have prepared and cut your black metal roofing panels, it's time to begin installing them onto your roof. The first step is to attach starter strips along the eave edge of your roof.

Starter strips are essential as they provide a secure base for attaching your first course panel while allowing for proper water drainage off your roof. Next, install J-channel trim pieces around all edges and corners where two surfaces meet on your roof.

These channels serve as a protective barrier between other building materials like siding or brickwork that may be in contact with your roofing system. Begin laying down each panel onto the previously installed starter strip one at a time until completion across the entire roof.

Finishing Touches

After completing installation, finishing touches are necessary before considering a black metal roofing project complete. These finishing touches include sealing all small gaps around trim pieces with silicone caulk or other appropriate sealants such as butyl tape. It's also essential to clean up any excess debris or material left behind during installation.

A thorough inspection of the roofing system should be conducted to ensure the panels and trim pieces are level, secure, and without damage or defects. These finishing touches will ensure that your black metal roofing project is complete and will provide a long-lasting roofing system for many years to come.

Cleaning Tips for Black Metal Roofing

Keeping your black metal roofing clean is an essential part of maintaining its durability and longevity. Over time, dirt, debris, and other materials can accumulate on the surface of your roof and cause damage to the metal.



Luckily, cleaning your black metal roofing is a relatively simple process. To begin, remove debris such as leaves or sticks from your roof using a broom or leaf blower.

Next, use a garden hose or pressure washer to rinse off any remaining dirt or debris. Be sure to use a low-pressure setting on your pressure washer to avoid damaging the roofing material.

If there are stubborn stains on your black metal roof that won't come off with water alone, you can try using a mild detergent mixed with water. Apply the mixture to the affected area using a soft-bristled brush and rinse thoroughly with water afterward.

Inspection and Maintenance Tips for Black Metal Roofing

Regular inspections of your black metal roofing can help you detect potential problems before they become costly repairs. Check your roof at least once per year or after any significant weather events such as heavy rain or windstorms.

During the inspection process, look for any loose or missing screws, damaged flashing, or cracked panels. These issues can lead to water damage if left untreated and could compromise the structural integrity of your roof.

In addition to regular inspections, consider scheduling routine maintenance with a professional roofing company. They can help keep your black metal roof in excellent condition by performing tasks such as resealing flashing around chimneys or vents and tightening loose screws.

Conclusion

Overall, black metal roofing is an excellent option for homeowners who are looking for an attractive and durable roofing material. With proper cleaning and maintenance techniques in place, you can ensure that your black metal roof will last for many years without issue.

Remember to inspect your roof regularly and keep an eye out for any potential problems. By taking proactive measures to maintain your black metal roof, you can avoid costly repairs and enjoy the peace of mind that comes with having a structurally sound roofing system.

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COLUMBIA COUNTY Property Appraiser

Parcel 00-00-00-12811-000

<https://search.ccpafl.com/parcel/12811000000000>

341 S MARION AVE

Owners

GLOBAL LIONS MINISTRIES INC
P O BOX 3111
LAKE CITY, FL 32056

Legal Description

C DIV: ALL FRACTIONAL BLOCK 58.

859-694, 948-2116, WD 1417-264,

Use: 1700: OFFICE BLD 1STY

Subdivision: CEN DIV






File Attachments for Item:

v. COA 25-21, submitted by Ralph Laverdure, agent for Lake Isabella Holding LLC, requesting a Certificate of Appropriateness in a RESIDENTIAL SINGLE FAMILY 3 (RSF-3) zoning district as established in section 4.5 of the Land Development Regulations and located within the Lake Isabella Historic District, established in Section 10.11.2, of the Land Development Regulations on property described as City of Lake City Parcel 12382-000, located at 206 Saint Johns St.



CERTIFICATE OF APPROPRIATENESS

MINOR OR MAINTENANCE ONLY

Date 11/26/25	COA 25-21
Address: 206 SE St Johns St, Lake City, FL	
Parcel Number: 13282-000	
Owner: Lake Isabella Holdings	
Address of Owner: 163 SW Midtown Pl, Lake City, FL	
Description of Structure: Single Family Home	
The described structure or portion of the structure has been reviewed for compliance with the requirements of the City Historic Preservation Land Development Regulations for the exterior construction as submitted by the applicant per Ordinance Number 2020-2176	
 _____ Scott Thomason, CBO Director of Growth Management	
Code Edition: 2020 (7 th) Edition of the Florida Building Codes, 2020 (7 th) Edition of the Florida Fire Prevention Code and the 2017 U.S. Secretary of the Interior's Standards for Rehabilitation	
Description of Approved Construction:	
Replace existing shingle roof with a new shingle roof consistent in color.	
Special Conditions:	

The City of Lake City's Growth Management Department and the City Historic Preservation Committee

205 N Marion Avenue

Lake City, Florida 32055

(386) 719-5750



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 752-2031
growthmanagement@lcfla.com

COA__-__

HISTORIC PRESERVATION AGENCY (HPA)

Certificate of Appropriateness (COA) Application

USE THIS FORM TO

Apply for approval for projects located within historic districts. Projects may require either a Agency- level review or a Staff-level review.

Once application is submitted it will be reviewed for completeness. Once verified complete the applicant will be notified.

Type of Review	Reviewed By	Date
Certificate of Appropriateness (COA): Staff Review		
Certificate of Appropriateness (COA): HPA Review - Single Family Structure or its Accessory Structure		
Certificate of Appropriateness (COA): HPA Review - All Other Structures		
After-the-Fact Certificate of Appropriateness (COA): if work begun prior to issuance of a COA		

BASIS FOR REVIEW

All applications, whether Staff or HPA review, are reviewed for consistency with the City of Lake City Comprehensive Plan, Land Development Code, and applicable guidelines such as the Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

PROJECT TYPE

- ☐ New Construction ☐ Addition ☐ Demolition ☐ Fence ☐ Paint
☐ Repair ☐ Relocation ☒ Re-Roof/Roof-Over ☐ Sign/Shed ☐ Garage
 Classification of Work (see LDR 10.11.3)
☐ Routine Maintenance ☐ Minor Work ☐ Major Work

APPROVAL TYPE:

See [Certificate of Appropriateness Matrix](#)

- ☐ Staff Approval
☐ Board Approval: ☐ Conceptual or ☐ Final

PROPERTY INFORMATION: Property information can be found at the Columbia County Property Appraiser's Website

- Historic District: ☐ Lake Isabella Historical Residential District
☐ Downtown Historical District

Site Address: 206 SE ST JOHNS ST, Lake City FL

Parcel ID #(s): 00-00-00-13282-000

OWNER OF RECORD

As recorded with the Columbia County Property Appraiser

APPLICANT OR AGENT

If other than owner. If an agent will be representing the owner, an Owner's Authorization for Agent Representation form must be included

Owner(s) Name <u>LAKE ISABELLA HOLDING</u>	Applicant Name <u>Ralph Lawrence</u>
Company (if applicable)	Company (if applicable) <u>RWL Roofing LLC</u>
Street Address <u>163 SW Midtown PL #105</u>	Street Address <u>PO BOX 652</u>
City/State/Zip <u>Lake City FL 32025</u>	City/State/Zip <u>Lake City FL</u>
Telephone Number	Telephone Number <u>386 623-0178</u>
E-Mail Address	E-Mail Address <u>rw/roofingllc@gmail.com</u>

Historic Preservation Agency Meetings are held the 1st Tuesday of the month at 5:30PM in the City Council Chambers (205 N Marion Ave.)

Application Deadline (12:30PM)	Dec 01 2022	Jan 03 2023	Feb 01 2023	Mar 01 2023	Apr 01 2023	May 01 2023	Jun 01 2023	Jul 01 2023	Aug 01 2023	Sep 01 2023	Oct 01 2023	Nov 01 2023
Meeting Date	Jan 04 2023	Feb 07 2023	Mar 07 2023	Apr 04 2023	May 02 2023	Jun 06 2023	Jul 05 2023	Aug 01 2023	Sep 06 2023	Oct 03 2023	Nov 07 2023	Dec 05 2023

IMPORTANT NOTES

PRE-APPLICATION MEETING

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Planner prior to submitting your application. This should be done prior to your anticipated submittal date to allow time for review.

Staff approval applications are accepted on a rolling basis and are generally completed within 10 business days. Please note that projects can only begin after receiving a Certificate of Appropriateness (COA) and a building permit (if required).

CONCEPTUAL APPROVALS

Conceptual approvals are provided by the HPA as a courtesy to the applicant in an effort to allow comment from the Historic Preservation Agency during the conceptual design process. The HPA will provide the applicant with feedback and guidance relating to the proposal. In all cases, the applicant must return to the HPA to seek final approval of their projects.

APPLICATION REQUIREMENTS

- ☐ A complete/ signed application. (If all requirements are not submitted it could delay your approval);
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- ☐ 1 digital set of elevations & plans (to scale);
- ☐ Photographs;
- ☐ Any additional backup materials, as necessary;
- ☐ If applying as an agent, *Owner's Authorization for Agent Representation* form must be signed/ notarized and submitted as part of the application;
- ☐ For window replacement, a *Window Survey* must be completed.

PROJECT DESCRIPTION

DESCRIBE THE PROPOSED PROJECT AND MATERIALS.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

List proposed materials:

Project Scope	Manufacturer	Product Description	Color (Name/Number)
Exterior Fabric			
Doors			
Windows			
Roofing	BAF	Arch Shingles	Weathered WOOD
Fascia/Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Signage			
Other			

PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.

DID YOU REMEMBER

Review the Historic District Application Checklist (Article 10 LDR) to ensure you are including all required materials. If all requirements are not submitted, it will delay your approval.

Review the applicable Guidelines (Article 10 LDR)

A pre-application meeting is required before a final application for HPA Review. (Please call 386-752-2031 to schedule an appointment)

Please see the City of Lake City Land Development Regulations for detailed information.

Historic Preservation Districts maps are located on the city web site (www.lcfla.org)

Historic Preservation Agency can be found in the LDR Article 10.

Variances can be found in the LDR Article 11

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- c. *The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and*
- d. *The proposed complies with utility, stormwater, access requirements, and other requirements related to site design in the Land Development Code.*

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice shall be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 calendar days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 calendar days of the date from which the notice was mailed, the request shall be referred to the Board of Adjustment, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

Modification of building code requirements. Structures and buildings listed individually on the local register or deemed contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

Please describe the requested zoning modification, addressing a through d above:

The requested modification will change the following zoning or building requirement in this manner:

(select only those that apply)	Required	Existing	Proposed
Front, Side, or Rear building Setback Lines			
Building Height			
Building Separation			
Floor Area Ratio (FAR)			
Maximum Lot Coverage			



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave, Lake City, FL 32055
Phone: 386-719-5750
E-mail: growthmanagement@lcfla.com

AGENT AUTHORIZATION FORM

I, JOS + SPARKS (owner name), owner of property parcel

number 60-00-00-13282-000 (parcel number), do certify that

the below referenced person(s) listed on this form is/are contracted/hired by me, the owner, or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are authorized to sign, speak and represent me as the owner in all matters relating to this parcel.

Printed Name of Person Authorized	Signature of Authorized Person
1. <u>Julie Laverdure</u>	1. <u>[Signature]</u>
2.	2.
3.	3.
4.	4.
5.	5.

I, the owner, realize that I am responsible for all agreements my duly authorized agent agrees with, and I am fully responsible for compliance with all Florida Statutes, City Codes, and Land Development Regulations pertaining to this parcel.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

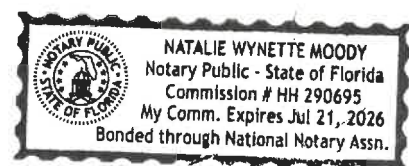
[Signature] Owner Signature (Notarized) 11-26 2025 Date

NOTARY INFORMATION:
STATE OF: Florida COUNTY OF: Columbia

The above person, whose name is _____,
personally appeared before me and is known by me or has produced identification
(type of I.D.) _____ on this 26 day of November, 2025.

Natalie Moody
NOTARY'S SIGNATURE

(Seal/Stamp)



CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Growth Management to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Agency review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic Preservation Agency meeting.
5. I/We understand that the Historic Preservation Agency meetings are conducted in a quasi-judicial hearing and as such, ex parte communications are prohibited (Communication about your project with a Historic Preservation Agency member).
6. I/We understand that the approval of this application by the Historic Preservation Agency or staff in no way constitutes approval of a Building Permit for construction from the City of Lake City Growth Management.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HPA before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project.
8. I/We understand that any decision of the HPA may be appealed to the City Council. A person with standing, as described in LDR Article 10, Section 10.11.6, may file a petition to appeal and shall be presented within thirty (30) days after the decision of the HPA; otherwise the decision of the HPA will be final.
9. I/We understand that Certificates of Appropriateness are only valid for one (1) year from issuance.

Applicant (Signature)

Date

Applicant (Print)

Please submit this application
And all required supporting
Materials via email to:

growthmanagement@lcfla.com

Once the application is received
and deemed complete, the
applicant will be notified as to
whether this will be a staff
review or HPA review.

TO BE COMPLETED BY CITY
ADMINISTRATOR

Date Received

Received By:

COA -

Zoning:

Contributing

☐ Yes ☐ No

Pre-Conference

☐ Yes ☐ No

Application
Complete

☐ Yes ☐ No

Request for
Modification
of Setbacks

☐ Yes ☐ No

☐ Staff Approval

☐ Single Family Structure or its Accessory Structure

☐ Multi-Family requiring HPA approval

☐ After-The-Fact Certificate of Appropriateness

Roofina Shinales



Roofing Materials

Building Materials

For Home and Building Owners

For Pros

Find a contractor

Refine results by location

Enter your address to view shingles that are available in your area.

Address

Enter your address

Shingle Product Type

- ☐ 3-Tab
- ☐ Impact Resistance Shingles
- ☐ Lifetime Designer
- ☐ Timberline Lifetime Shingles

Color Family

Black	Blue	Brown	Gray
8	2	21	14

Green
4

Warranties & Protection

- ☐ 25-year StainGuard Plus™ Limited Warranty
- ☐ LayerLock® Technology
- ☐ Lifetime Limited Warranty
- ☐ UL 2218 Class 3 Impact Resistance Rating
- ☐ UL 2218 Class 4 Impact Resistance Rating
- ☐ WindProven Limited Wind Warranty

Price

- ☐ \$\$\$\$\$
- ☐ \$\$\$\$\$
- ☐ \$\$\$\$
- ☐ \$\$\$
- ☐ \$\$

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FORTIFIED Roof™

GAF is strengthening its commitment to helping you protect your home with the FORTIFIED Roof™ program, through an alliance with the Insurance Institute for Business & Home Safety, an independent, nonprofit, scientific research and communications organization, to help homeowners withstand devastating weather events.

Showing Shingles In Your Area (30301)

Timberline HDZ®

★★★★★ 4.8 (19255)

GAF's #1-selling shingle. High Definition® color blends backed by strong warranties.

☐ Compare



Cedar Falls



Barkwood



Oyster Gray



Charcoal



Golden Harvest



Appalachian Sky

Timberline UHDZ®

★★★★★ 4.9 (135)

Timberline UHDZ® (Ultra High Definition) shingles offer a combination of beauty and benefits that go beyond any other GAF shingle.

☐ Compare



Weathered Wood



Barkwood



Slate



Charcoal



Shakeswood



Pewter Gray

Timberline® NS

★★★★★ 4.8 (511)

Stylish yet practically priced shingles provide value and performance with a natural shadow effect.

☐ Compare



Weathered Wood



Pewter Gray



Charcoal

Timberline® AS II

★★★★★ 4.8 (615)

Timberline® ArmorShield II Shingles are made with our proprietary SBS-modified asphalt formulation and pass UL's toughest impact-resistance test—UL 2218 Class 4.

☐ Compare



Pewter Gray



Slate



Weathered Wood



Shakeswood



Barkwood



Hickory

Camelot® II

★★★★★ 4.8 (59)

An artisan-crafted slate-like shape and custom palette conjure the romance of European architecture.

☐ Compare

[View FORTIFIED Roof™](#)



Timberline UHDZ® shingles

Go beyond expectations with Timberline UHDZ® (Ultra High Definition) shingles offer a combination of beauty and benefits that go beyond any other GAF shingle.

[View shingles](#)



Weathered
Timber



Barkwood



Antique Slate



Royal Slate



Charcoal

Woodland®

★★★★★ 5.0 (2)

The stylish look of hand-cut European shingles with 21st century style at an incredibly affordable price.



Cedarwood
Abbey



Castlewood
Gray

[Compare](#)

Slateline®

★★★★★ 4.7 (27)

Bold shadow lines and tapered cut-outs create the look of slate at a fraction of the cost.



Royal Slate



Weathered
Slate



English Gray



Antique Slate

[Compare](#)

Royal Sovereign®

★★★★★ 4.8 (191)

Beautiful. Reliable. Affordable. Simple, timeless beauty—at a price you can afford. When value is everything, living the dream has never looked so good.



Weathered
Gray



Charcoal

[Compare](#)

Grand Sequoia® AS

★★★★★ 4.9 (8)

The look of rugged wood shakes with the protection of UL 2218 Class 4 impact resistance.



Adobe Sunset

[Compare](#)

Comparing GAF Timberline UHDZ® vs. HDZ® shingles

Here's an at-a-glance comparison of the benefits of both shingles to help you choose the best fit for the project and budget you're working with.

[View comparison](#)





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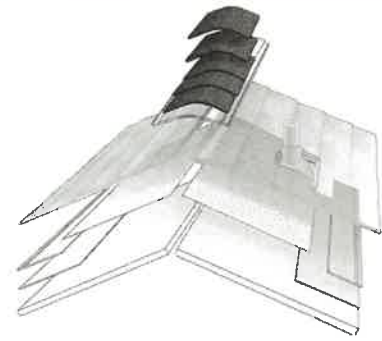
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Ridge cap shingles

The finishing touch that helps defend against leaks at the hips and ridges.

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What to consider when choosing asphalt shingles

How much does it cost to shingle a roof?

+

How many roofing shingles do I need?

+

How long do asphalt roof shingles last?

+

What are the most common roof shingle types?

+



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