

2025 COA MATRIX CRITERIA

All approvals are subject to conditions to ensure consistency with the Design Guidelines and the Secretary of the Interior’s Standards for Rehabilitation

Scope of Work	Administrative Review (Must meet all of the applicable criteria)	Jacksonville Historic Preservation Commission (Must meet any of the applicable criteria)
Alterations		
1. Accessibility Ramps	<ul style="list-style-type: none"> • Location: does not permanently damage historic fabric • Material: wood, composite, or metal on single-family residential structures • Size: FFE up to 3 feet tall 	<ul style="list-style-type: none"> • Any ramp on multi-family residential or non-residential structures • Material: concrete, CMU, or masonry • Design: questionable or incompatible • Size: FFE taller than 3 feet
2. Awnings and Canopies	<ul style="list-style-type: none"> • Material: new cloth/canvas, or matches an existing historic material. • Design: consistent with the shape of the window/door • Location: does not block or damage significant historic fabric • Size: <ul style="list-style-type: none"> ○ Readily street-visible and extends less than 6 feet from the wall ○ Not readily street-visible and can extend more than 6 feet from the wall 	<ul style="list-style-type: none"> • Material: new metal awning or canopy • Design: incompatible size for the window/door opening • Location: blocks or damages significant historic fabric • Size: <ul style="list-style-type: none"> ○ Readily street visible and extends more than 6 feet from the wall
3. Decks and Balconies	<ul style="list-style-type: none"> • Location: rear, side, or secondary elevation; not readily visible • Material: wood or composite • Size: FFE up to 4 feet above grade for decks 	<ul style="list-style-type: none"> • Location: front or street-facing elevations • Size: FFE higher than 4 feet above grade for decks
4. Doors	<p><u>Pedestrian Doors</u></p> <ul style="list-style-type: none"> • Contributing structure door replacement: <ul style="list-style-type: none"> ○ Irreparable street-visible doors that match the historic design and material ○ Replacement of an incompatible non-historic/missing door with a compatible design ○ Not readily street-visible door that is a compatible design • Non-contributing structure door replacement with a matching or compatible design <p><u>Garage Doors</u></p> <ul style="list-style-type: none"> • Design: compatible with the architectural style • Size: matches existing door or restores an enclosed door opening 	<p><u>Pedestrian Doors</u></p> <ul style="list-style-type: none"> • Contributing structure door replacement: <ul style="list-style-type: none"> ○ Street visible door replacement when the historic door is deemed repairable • Incompatible design on a readily street-visible door • Interior muntins <p><u>Garage Doors</u></p> <ul style="list-style-type: none"> • Design: incompatible with architectural style • Size: increasing the number of garage bays <p><u>Security Bars</u></p> <ul style="list-style-type: none"> • Design: non-traditional or incompatible design

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Doors (Cont.)	<p><u>Security Bars</u></p> <ul style="list-style-type: none"> • Design: wrought iron or compatible with the architectural style • Location: Not readily street-visible 	<ul style="list-style-type: none"> • Location: street visible
5. Foundations	<ul style="list-style-type: none"> • Foundation screening with brick lattice or framed wood / vinyl installed between piers • Repairing or restoring missing foundation infill and screening 	<ul style="list-style-type: none"> • Any solid foundation infill or incompatible design • Elevating the building on a new foundation
6. Painting	<p><u>General</u></p> <ul style="list-style-type: none"> • Previously painted materials • Consistent with NPS Preservation Brief #1 <p><u>Murals</u></p> <ul style="list-style-type: none"> • Location: secondary elevations • Design: does not obscure or block architecturally significant features • Material: wood, cementitious, or previously painted masonry 	<p><u>General</u></p> <ul style="list-style-type: none"> • Unpainted masonry • Chemical treatments of masonry • Inconsistent with NPS Preservation Brief #1 <p><u>Murals</u></p> <ul style="list-style-type: none"> • Location: primary elevations • Design: obscures or blocks architecturally significant features • Material: unpainted masonry
7. Porches	<p><u>General</u></p> <ul style="list-style-type: none"> • Matches existing, documented historic design, or architectural style <p><u>Ceiling and Floor Replacement</u></p> <ul style="list-style-type: none"> • Materials: matches existing or historically documented (wood can be replaced with composite) • Design: matches existing or historically documented design <p><u>Railing System</u></p> <ul style="list-style-type: none"> • Materials: Compatible material (wood, cementitious, or metal) • Design: simple, vertical design or matches architectural style 	<p><u>General</u></p> <ul style="list-style-type: none"> • Changes in column design when it does not match the existing, documented historic design, or architectural style • When replacement or design is questionable <p><u>Railing System</u></p> <ul style="list-style-type: none"> • Materials: Incompatible material • Design: undocumented highly decorative or horizontal design

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8. Repointing Masonry	<ul style="list-style-type: none"> • Material: matches existing mortar and color • Consistent with NPS Preservation Brief #2 	<ul style="list-style-type: none"> • Material: does not match existing mortar and color • Design: mortar washes (German shmear or slurry wash) • Inconsistent with NPS Preservation Brief #2
9. Roofs	<p>General</p> <ul style="list-style-type: none"> • Matching existing or documented historic roof in design; and color (if found to be character-defining) • Existing metal roofs may be metal shingle, shingle imitation panel, 5V crimp, or standing seam <ul style="list-style-type: none"> ○ Springfield: installing new metal roofs on Frame Vernaculars or replacing metal roofs with gray composition shingles • Roof material changes when required by Florida Building Code • Chimney removal that is not readily street-visible or not architecturally significant • Chimney alterations that do not negatively affect the architectural character of the chimney or structure <p>Solar Panel Installation</p> <ul style="list-style-type: none"> • Location: on asphalt/composition shingles or flat roofing • Design: panels and equipment shall be minimally visible • Size: panel height shall be 6 inches or less <p>Skylights</p> <ul style="list-style-type: none"> • Location: not readily street-visible • Design: do not negatively impact the structure • Size: less than 6 inches above the roof plane 	<p>General</p> <ul style="list-style-type: none"> • Design that does not match the existing or documented historic roof • If proposed roofing is questionable for the architectural style of the structure and not required by the Florida Building Code • Chimney removal that is readily street-visible or architecturally significant • Chimney alterations that negatively affect the architectural character of the chimney or structure <p>Solar Panel Installation</p> <ul style="list-style-type: none"> • Location: on clay tile, slate, metal, asbestos or wood roofing • Design: questionable design or placement <p>Skylights</p> <ul style="list-style-type: none"> • Location: readily street-visible • Design: negatively impacts the structure • Size: more than 6 inches above the roof plane.
10. Siding	<p>General</p> <ul style="list-style-type: none"> • Cementitious siding or water-resistant PVC trim for boards near or touching ground. • Replicating the design of the corner trim • Removal of non-historic siding 	<ul style="list-style-type: none"> • Scattered siding replacement with a non-matching material or design • Wholesale replacement of reparable historic siding • Wholesale replacement of siding with an incompatible design or material

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Siding (Cont.)	<p><u>Partial Siding Replacement</u></p> <ul style="list-style-type: none"> • When deemed beyond reasonable repair, scattered siding replacement when it matches the existing design and material • Siding replacement of an entire elevation when deemed beyond reasonable repair and it matches the remaining siding design in a cementitious or wood material <p><u>Wholesale Siding Replacement</u></p> <ul style="list-style-type: none"> • When deemed beyond reasonable repair, historic siding replacement with a cementitious or wood material that matches the historic design (profile, reveal, and exposure) <ul style="list-style-type: none"> ○ When the historic design is unknown, the new siding shall be compatible with the architectural style 	<ul style="list-style-type: none"> • Any siding installation that covers historic siding
11. Signage	<ul style="list-style-type: none"> • Temporary signage up to 30 days • Push-through opaque letters for halo lighting effect with an opaque cabinet • Non-illuminated, externally illuminated, or painted signs • Any signage that does not block, damage or detract from significant historic fabric/architectural details • Consistent with Zoning Code 	<ul style="list-style-type: none"> • Internally illuminated signs: A sign illuminated through transparent or translucent material from a source within the sign ** Sign Waiver required prior to JHPC review*** • Roof or mobile signs • Any signage that would block, damage, or detract from significant historic fabric/architectural details • Signage inconsistent with Zoning Code
12. Windows	<p><u>General</u></p> <ul style="list-style-type: none"> • Window repairs that match material and design • Window replacement on non-historic additions/enclosed porches • Window replacement of missing, metal, or non-original windows with a compatible design, placement, and arrangement • Manufacturer-installed or exterior-raised muntins <p><u>Window Alterations</u></p> <ul style="list-style-type: none"> • Restoring missing historic features • Window alterations that are reasonably compatible with the structure 	<p><u>General</u></p> <ul style="list-style-type: none"> • Interior muntins or post-manufactured muntins • Sun Screens • Solar Window Screens <p><u>Window Alterations</u></p> <ul style="list-style-type: none"> • Readily street-visible window alterations that are incompatible with the structure

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Windows (Cont.)	<p><u>Window Replacement</u></p> <ul style="list-style-type: none"> • Contributing Structures <ul style="list-style-type: none"> ○ When deemed irreparable, historic window replacement with a wood, wood blend, wood clad, or like-for-like material and matching design, placement, and arrangement ○ Relocation of historic windows to street-visible locations when the windows being replaced are deemed irreparable • Non-Contributing Structures <ul style="list-style-type: none"> ○ Window replacement with a compatible design, placement, and arrangement <p><u>Security Bars</u></p> <ul style="list-style-type: none"> • Design: wrought-iron or compatible with the architectural style • Location: Not readily street-visible <p><u>Windows Screens</u></p> <ul style="list-style-type: none"> • Material: wood, metal, or like-for-like • Size: matches size of window opening <p><u>Window Shutters</u></p> <ul style="list-style-type: none"> • Design: louvered, raised panel, or solid board • Material: wood or composite <p><u>Exterior Storm Windows</u></p> <ul style="list-style-type: none"> • Size: matches size of window opening • Design: matches design of window 	<p><u>Window Replacement</u></p> <ul style="list-style-type: none"> • Contributing Structures <ul style="list-style-type: none"> ○ Replacement of reparable historic windows ○ Replacement of historic windows with an incompatible window material, design, placement, or arrangement ○ Replacement of historic windows with a vinyl material • Non-Contributing Structures <ul style="list-style-type: none"> ○ Window replacement with an incompatible window design, placement, or arrangement <p><u>Security Bars</u></p> <ul style="list-style-type: none"> • Design: nontraditional or incompatible design • Location: readily street-visible <p><u>Windows Screens</u></p> <ul style="list-style-type: none"> • Material: non-traditional or alternative • Size: does not match size of window opening <p><u>Window Shutters</u></p> <ul style="list-style-type: none"> • Design: incompatible or alternative • Material: non-traditional or alternative <p><u>Exterior Storm Windows</u></p> <ul style="list-style-type: none"> • Size: does not match size of window opening • Design: non-traditional or alternative

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Demolition		
13. Partial Demolitions	<ul style="list-style-type: none"> • Any addition that has not gained historic significance <p><u>Contributing structures</u></p> <ul style="list-style-type: none"> • Location: not readily street-visible • Size: less than 25% of the building footprint • Design: demolition with a compatible alteration <p><u>Non-contributing structures</u></p> <ul style="list-style-type: none"> • Design: demolition with a compatible alteration 	<p><u>Contributing structures</u></p> <ul style="list-style-type: none"> • Location: readily street-visible • Size: greater than 25% of the building footprint • Design: demolition with a compatible alteration <p><u>Non-contributing structures</u></p> <ul style="list-style-type: none"> • Design: demolition with an incompatible alteration
14. Primary Structures	<p><u>Non-contributing structures</u></p> <ul style="list-style-type: none"> • No COA required for complete demolition 	<ul style="list-style-type: none"> • Contributing structures • Unlisted structures built within the period of significance
15. Accessory Structures	<p><u>Non-contributing structures</u></p> <ul style="list-style-type: none"> • No COA required for complete demolition 	<ul style="list-style-type: none"> • Contributing structures
16. MCCD Emergency Demolitions	<ul style="list-style-type: none"> • Emergency declared by Municipal Code Compliance Division (MCCD) – Notice to JHPC required by next meeting 	
New Construction		
17. Additions	<ul style="list-style-type: none"> • Location: not readily street-visible • Design: compatible with primary structure • Size: one-story and under 25% of building footprint 	<ul style="list-style-type: none"> • Location: readily street-visible • Design: incompatible with primary structure • Size: two-story or over 25% of building foot print
18. Primary Structures		<ul style="list-style-type: none"> • All primary construction
19. Accessory Structures	<ul style="list-style-type: none"> • Location: traditional location • Design: compatible with primary structure • Size: one-story and less than 576 square feet 	<ul style="list-style-type: none"> • Location: non-traditional location • Design: incompatible with primary structure • Size: two-story or greater than 576 square feet
20. Sheds	<ul style="list-style-type: none"> • Location: traditional location or not readily street-visible • Design: 	<ul style="list-style-type: none"> • Location: non-traditional location or readily street-visible • Design: incompatible with primary structure

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Sheds (Cont.)	<ul style="list-style-type: none"> ○ Sheds under 144 square feet can be any pre-fab design ○ Sheds between 144-576 square feet with a compatible design to primary structure or horizontal siding with a gabled roof ● Size: one-story and under 576 square feet 	<ul style="list-style-type: none"> ● Size: two-story or greater than 576 square feet
Relocation		
21. Primary Structures	<ul style="list-style-type: none"> ● Non-contributing structures relocated outside the district 	<ul style="list-style-type: none"> ● Relocating contributing structures ● Non-contributing structures relocated within the district
22. Accessory Structures	<ul style="list-style-type: none"> ● Non-contributing structures 	<ul style="list-style-type: none"> ● Contributing structures
Site Work		
23. Fences	<ul style="list-style-type: none"> ● Consistent with the Fencing and Wall Guidelines ● 8 foot fencing between incompatible uses 	<ul style="list-style-type: none"> ● Inconsistent with the Fencing and Wall Guidelines ● Street visible alternative fencing materials ● Highly decorative fencing/gate designs
24. Hardscaping	<p>General</p> <ul style="list-style-type: none"> ● Hardscaping cannot exceed more than 25% of square-footage of the front yard (including the driveway) <p>Primary Walkways</p> <ul style="list-style-type: none"> ● Material: concrete, rectangular brick, hexagonal pavers, or gravel ● Size: no wider than the front steps ● Design: street-visible pavers shall be red, brown, or gray <p>Secondary Walkways</p> <ul style="list-style-type: none"> ● Material: concrete, rectangular brick, hexagonal pavers, or gravel ● Size: no wider than 3 feet ● Design: readily street-visible pavers shall be red, brown, or gray 	<p>General</p> <ul style="list-style-type: none"> ● Hardscaping that exceeds more than 25% of square-footage of the front yard (including the driveway) <p>Primary Walkways</p> <ul style="list-style-type: none"> ● Material: non-traditional ● Size: wider than the front steps ● Design: readily street-visible white blends or alternative colors <p>Secondary Walkways</p> <ul style="list-style-type: none"> ● Material: non-traditional ● Size: wider than 3 feet ● Design: readily street-visible alternative colors

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<p>Hardscaping (Cont.)</p>	<p><u>Existing Driveways</u></p> <ul style="list-style-type: none"> • Replacing like-for-like in material and dimensions • Replacing poured concrete with concrete ribbons, brick pavers, or gravel in same dimensions <ul style="list-style-type: none"> ○ Driveway apron can be poured concrete <p><u>New Driveways</u></p> <ul style="list-style-type: none"> • Material: concrete ribbons, rectangular brick pavers, or gravel <ul style="list-style-type: none"> ○ Driveway apron can be poured concrete • Size: <ul style="list-style-type: none"> ○ No wider than 10 feet with a flare of 12 feet at the street ○ Where the garage is within 10 feet of the property line, the driveway is limited to the width of the garage or 24 feet wide, whichever is less • Design: readily street-visible pavers shall be red, brown, or gray <p><u>Existing Parking Lots</u></p> <ul style="list-style-type: none"> • Material: gravel, poured concrete, brick pavers, or asphalt • Location: not readily street-visible <p><u>Patios</u></p> <ul style="list-style-type: none"> • Location: not readily street-visible 	<p><u>Existing Driveways</u></p> <ul style="list-style-type: none"> • Driveway expansion • Non-traditional material <p><u>New Driveways</u></p> <ul style="list-style-type: none"> • Material: Non-traditional materials • Size: Expanding footprint beyond 10 feet wide or a flare larger than 12 feet • Design: New solid concrete driveways in the front or secondary front yards <p><u>Street-Visible Parking Pads</u></p> <p><u>New Parking lots</u></p> <ul style="list-style-type: none"> • Material: non-traditional or alternative • Location: readily street-visible <p><u>Patios</u></p> <ul style="list-style-type: none"> • Location: readily street-visible
<p>25. Landscaping and Yard Features</p>	<ul style="list-style-type: none"> • No COA required for planting, lawn care or landscaping • Location: Not readily visible and does not block or damage significant historic fabric • Size: less than 6 feet or subordinate in scale to primary structure or yard 	<ul style="list-style-type: none"> • Location: street visible or blocks/damages significant historic fabric • Size: greater than 6 feet tall or is out of scale with primary structure or yard
<p>26. Equipment Installation and Utilities</p>	<ul style="list-style-type: none"> • Location: not readily street-visible and does not block or damage significant historic fabric • Small cell canisters 	<ul style="list-style-type: none"> • Location: readily street-visible or blocks/damages significant historic fabric • New cell towers

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27. Pools	<ul style="list-style-type: none"> • Location: not readily street-visible • Design: in-ground, above ground, and pool enclosures • Size: <ul style="list-style-type: none"> ○ No limitation for in-ground or above-ground pools ○ Pool enclosures that are 1-story and shorter than primary structure 	<ul style="list-style-type: none"> • Location: readily street-visible pools and pool enclosures • Design: questionable roof material or form (pool enclosures only) • Size: pool enclosures that are 2-story or taller than primary structure
28. Recreational Structures	<ul style="list-style-type: none"> • Location: located within the side, rear, or secondary front yard and does not block or damage significant historic fabric • Size: structures less than 100 square feet 	<ul style="list-style-type: none"> • Location: located within the front yard, or blocks/damages significant historic fabric • Size: structures greater than 100 square feet
29. Temporary Structures	<ul style="list-style-type: none"> • Time: Subject to Staff discretion • Location: located within the side, rear, or secondary front yard and does not block or damage significant historic fabric • Size: less than 15 feet tall and 800 square feet in area 	<ul style="list-style-type: none"> • Time: Subject to Staff Discretion • Location: located within the front yard or blocks/damages significant historic fabric • Size: greater than 15 feet tall or 800 square feet in area
30. Decorative Walls	<ul style="list-style-type: none"> • Consistent with the Fencing and Wall Guidelines 	<ul style="list-style-type: none"> • Inconsistent with Fencing and Wall Guidelines