

**Assessment of the
Flagler County Courthouse
and Annex Building**

County Project No. FC-07-007

4 August 2008

strollo
architects

INDEX
ASSESSMENT OF THE FLAGLER COUNTY COURTHOUSE
AND ANNEX BUILDING

| <u>SECTIONS</u> | <u>PAGES</u> |
|--|--------------|
| Introduction..... | 2 |
| Project History..... | 3-4 |
| Facility Assessment..... | 5 |
| Historical Preservation..... | 6-8 |
| Community Interest..... | 9-10 |
| Identification of Current Cost and Availability of Commercial Office Space in the Bunnell Area..... | 11 |
| Operational and Capital Project Maintenance Cost..... | 11 |
| Possible Options..... | 11-15 |
| Other Options..... | 16-17 |
| Financing the Restoration Cost..... | 18 |
| Summary of Options..... | 19-20 |
| Appendix "A"..... | 21-24 |
| Appendix "B"..... | 25-27 |
| Appendix "C"..... | 28 |
| Appendix "D"..... | 29-32 |

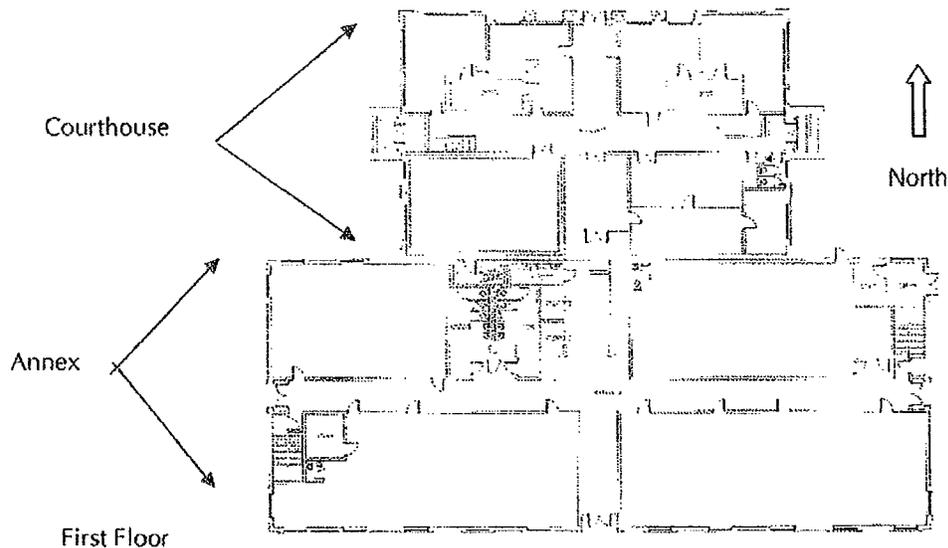
Introduction

On December 3, 2007, Strollo Architects Incorporated (Strollo) was engaged by Flagler County through a public selection process to make an assessment of the Old Flagler County Courthouse at 200 East Moody Boulevard in Bunnell, Florida. In this report, the Old Flagler County Courthouse will be described as the Annex and Courthouse.

Our tasks were as follows:

- Perform an overall building analysis to determine current condition of the facility and identify system, structure and envelope problems.
- Identify the issues in the context of interrelationship of the Annex's and Old Courthouse's future and their impact between preservation, remediation, redevelopment or demolition
- Investigate the potential for tenant occupancy for the facility.
- Conduct a Charrette with Flagler County Government and community.
- Develop solutions and budget for rehabilitation for continued general public use, rehabilitation for historical building purposes, rehabilitation of the building for lease, demolition of the facility complete or partial, and any other recommendations.
- Present a Final Report with recommendations.

In a general overview of the structures, the historic 1926 Original Courthouse facility remained the sole structure on the site until 1982 when a County Administrative Annex facility was physically attached at the length of the south wall of the Courthouse. The Courthouse consists of two floors totaling approximately 13,300 gross square feet and the Annex consists of three floors totaling approximately 36,400 gross square feet. The relationship and configuration of the Annex and Courthouse is shown in the following floor plan.



Project History

Strollo Architects' objective was not to spend a great deal of time with a condition assessment of the facility, but rather focus on adaptive reuse of the facility, the potential for commercial and public use and the cost to renovate and remodel the facility, which might include the historical renovation of the Old Courthouse.

Previous to Strollo being engaged to perform this assessment, three other firms performed assessments focused on condition. Their analysis and recommendations are summarized below:

- In July 1997, Dr. Sashi Kunnath, P.E. and Dr. Manoj Chopra, from DCP Engineering, installed 16 monitoring devices and conducted a 14 month evaluation to assess the cracks observed in the Annex walls to determine if there was a potential for further cracking. Their summary findings were:

Summary: No changes in crack widths were observed in any of the sixteen monitors for the 14 month survey period. Based on the crack monitor readings, it was concluded that crack progress had ceased and further settlement effects would be minimal and should not affect the functioning of the building. This investigation was carried out primarily to check if continued crack growth was occurring in the Annex facility as a result of differential settlement. Testing of soil profiles or other detailed evaluation of site conditions were not undertaken. Conclusions reported were a result of crack monitoring only. It was recommended that the existing crack openings be sealed using any standard available technique. The building should continue to be monitored for any new crack development and/or re-emergence of cracks at the sealed locations.

- In July 2005, Carter Goble Lee Companies, made a cursory assessment of the Annex during their Flagler County Sheriff's Office and Jail Space Needs Assessment. Their Summary comments were:

Summary: In general, the Annex is in fair to good condition with the only exception being the roof and structural issues. Continued use as an office should be feasible provided that the County implements a proactive repair and maintenance program in addition to regular preventive and routine repairs and maintenance.

- In January 2007, Universal Engineering Sciences performed a preliminary building condition survey of the Courthouse. Their scope of service included a soil subsurface exploration with auger borings to a depth of 8 feet below ground surface, and a general physical inspection of the Courthouse. Their summary findings were:

Summary: Based on the results of the borings and the results from the "Monitoring of Observed Cracks in the Flagler County Courthouse Building" report prepared by Dr. Sashi Kunnath, P.E. and Dr. Manoj Chopra, dated June 2, 1997, it was Universal Engineering Sciences' opinion the subsurface conditions were not currently causing settlement issues on the Courthouse. Settlement issues may have arisen after the buildings were constructed originally. It appears that the settlement issues have subsided at the present time. It was noted that this does not guarantee that settlement will not occur again in the future. Also, noted was clayey soils in the upper two feet and high water tables were encountered during the performance of the borings. These types of conditions can also lead to settlement issues for structures.

It was the opinion of Universal Engineering Sciences, Inc. based on visual observations that the structural integrity of the roofing system has been compromised due to high moisture content in the structural roof framing assembly. This condition was caused by several underlying circumstances. The age and effective life of the roof covering has been exceeded and thus, water was leaking into the attic space. Roof drains did not operate properly causing "standing water" situations at the North East corner of the roof. The excessive weight of this situation caused imposing loads on the roof framing. If left un-checked this condition could cause a catastrophic roof failure. They noted the overflow scuppers were set too high on the parapet wall to be effective.

Universal Engineering Sciences recommended retaining the services of a structural engineer with a high degree of experience in commercial roof re-design. The roof framing needs to be replaced to ensure structural integrity of the roof system and should be carefully coordinate with the post tension engineer. A rubber roofing system should be considered because of its light weight properties, low cost, and 10 – 15 year warranty. Special attention should be paid when in design to the roof drain height and the overflow scupper elevations.

Facility Assessment

Prior to Strollo's walk through of both facilities, we obtained and reviewed previous information and assessment reports of both facilities from the Flagler County Engineering Department as described previously. During our walk through on December 6, 2007, Strollo went through each room, including mechanical, electrical, telephone rooms and walked the roof of the Annex. During our walk through, a number of photographs were taken and many of them are included in Appendix A, Photographs.

On December 20, 2007, Strollo made another visit with Mr. Mark Tarmey, Principal of 4M Design Group PA. Mr. Tarmey's firm specializes in architectural preservation and is on our team to assist with the historical preservation process and cost. During this visit, Strollo walked most of the rooms again and took additional photographs. We also walked the roof of the Courthouse and went inside the roof hatch to observe the attic space and condition of the roof structure. We documented our visit with additional photographs contained in Appendix A.

Strollo did not conduct a comprehensive facility condition assessment, but an assessment to determine the general condition of the facility in order to produce a probable cost budget for repairs or remodeling and renovation.

During our two visits, Strollo confirmed and concurs with findings and recommendations of the previous studies and identified changes or new comments as follows:

- The roof to the Annex was replaced in 2007
- One of the three 40 Ton A/C package units on the roof of the Annex was replaced in 2007
- The last occupants of the Annex and Courthouse moved out during September 2007, and the facility has been vacant since that time.
- Supporting the Carter Goble Lee Companies summary, the Annex facility appears to have substantial useful remaining life in the structure and building systems. Although it has useful remaining life, it appears that very little has been done in the past 23 years to properly maintain the facility and keep it up to date for today's working environment and technology. The facility remains vintage 1982.
- The Courthouse needs a detailed structural study of the roof structural system and post tensioning cable system. The rotting of wooden roof structural members continues and the tension system rods are loose.
- The Courthouse needs a detailed analysis of the building envelope for termites and water damage. Strollo observed minimal damage to the interior of exterior walls, but 95 percent of the interior surface of the exterior walls is covered with paneling. The paneling may be hiding additional water damage.
- The Courthouse needs an environmental assessment performed to identify the potential existence of asbestos and other environmental hazards.

The following Table summarizes the gross and net square feet by floor for the Annex and Courthouse. Strollo is defining the net square feet as the remaining square feet available after eliminating wall space.

ANNEX AND COURTHOUSE SQUARE FEET

| | Annex | | Courthouse | |
|--------------|---------------|---------------|---------------|---------------|
| | Gross Sq. Ft. | Net Sq. Ft. | Gross Sq. Ft. | Net Sq. Ft. |
| First Floor | 12,133 | 10,715 | 6,647 | 5,425 |
| Second Floor | 12,133 | 10,820 | 6,647 | 5,805 |
| Third Floor | 12,133 | 10,745 | N/A | N/A |
| Total | 36,399 | 32,280 | 13,294 | 11,230 |

Historical Preservation

Courthouse Current Historic Status and Potential for Placement on the National Register of Historic Places

The current historical status of the Old Flagler County Courthouse is as yet to be determined. From an eligibility standpoint and architectural significance the building has several challenges.

Because the National Register Nomination provides no more protection than the local ordinance provides for, Flagler County (or the City of Bunnell) will need to enact a Local Preservation Ordinance. This ordinance will be the key to determining the written historical data that evidence the significance of the structure, whether it be the architecture, an event associated with the structure or property, or the presence or actions of a historic figure or person that has had a significant historic impact on the heritage of the City, County, State, or the Country.

One of the most significant challenges is the fact that the Annex, executed in 1982 was not sensitively designed with the preservation of the Courthouse as a design determinate. This is not uncommon, however, the connection of the Annex to the historic Courthouse structure obliterated one of the original facades and the connection to the old structure in fact maybe partially to blame for the structural damage to the original facility.

Additionally, with regard to the placement and construction of the Annex building, the characteristic lack of detailing between the new and old structure are sympathetic, but marginally compatible. It would have actually been better if the Architect of the Annex had allowed the historic building to stand alone with a minimal connection to the new structure in a context consistent with the design of that (mid-nineteen eighties) period, rather than attempting a falsely historic referential façade treatment. The buildings disparate natures and composition are in fact compounded by the unequal floor levels between the two structures, the obvious roof height and massing inconsistencies as well as the more modern lack of fenestration and proportions. Combined with a typically austere interior of non-descript color and texture, the combination make an unlikely ensemble.

Unfortunately the historic Courthouse has also been significantly modified on the interior as well with suspended ceilings diminishing the height and proportion of tall historic window which modified the exterior elevation appearance. Numerous non original partitions divide the historic plan and reflect undoubtedly the growth of county departmental space needs demands. The finishes will likely give way to refined woods, probably of Florida Heart Pine, abundant in the period of construction and available now by a variety of recovery methods. Some Florida species, for example the coveted Dade Pine are extinct due to over harvesting during the same time period.

Given the appropriate budget and schedule, there is no doubt that the original "old" Courthouse can be restored to its original luster. Depending on the evaluation by State Division of Historical Resources personnel, a National Register Nomination may or may not be attainable.

Scope and Cost to Place the Annex/Courthouse on National Register

The scope of work to complete and file a National Register Nomination for the Old Flagler County Courthouse is varied and will depend on three principal factors.

- The National Register Nomination provides no more protection than the local ordinance provides for, but does emphasize and connect the nominated property to the larger network of nationally recognized projects. The National Register also imposes maintenance and reporting standards on the property insuring its perpetual care and legacy.

- In order to qualify for the National Register of Historic Places, Flagler County (or the City of Bunnell) will need to first enact a Local Preservation Ordinance. This ordinance can be placed on one specific property but will normally lead to the designation of an area or district of historic significance within a boundary created by the agency holding jurisdiction over the ordinance. Next or secondly, the typical designation will detail whether the subject structure is formulative to the district or structure by providing evidence in the form of recorded facts that link a subject property to the heritage of a place because of the architectural significance of a structure, the relative historical significance of an event associated with the structure or property, or a presence and or actions of a historic figure or person that has had a significant historic impact on the heritage of the City, County, State, or the Country. All of these predications must be able to be supported by documentation.
- Finally, and depending on the project, the successful National Register nomination will also qualify the subject for ranking in federal or local tax incentives or other national and state grant programs. These funding sources are critical in the acquisition, development, rehabilitation and maintenance of significant historic structures across the United States. For information purposes, the State of Florida through the Office of the Secretary of State, Division of Historic Resources, leads the United States nationally in programs that protect the heritage, cultural and preservation of historic assets through advocacy and funding.

The typical fees for a National Register nomination on the order of magnitude for a project like the Courthouse are approximately \$6500-\$10,000 inclusive of expenses and professional services.

Scope of Work Statement for a Secretary of the Interior Standard Rehabilitation of the Old Flagler County Courthouse

The work scope for the rehabilitation of the Courthouse should be developed in a manner consistent with the highest and best use determined for the occupancy of the building. The highest level of rehabilitation is a renovation of the existing building executed to the Secretary of the Interior's standards for rehabilitation of Historic Structures. These standards dictate a renovation predicated on the establishment of a specific period or time in the life of a building. For the subject structure, the Courthouse is most likely that the period of choice would be fixed at or near the 1926 date of construction.

In accordance with the Secretary of Interior's standards, the building would be stripped of all finishes and spatial partitions not considered or documented in the original design plans. The exterior and interior would first be stabilized, structural repairs and corrections implemented, and the building "restored" to a condition as similar to the original construction as achievable by utilizing every means to be historically accurate in materials, workmanship, and craft. Necessary modernization including restrooms, communications, heating, ventilation, and air-conditioning are allowable retrofit modifications. Fire sprinklers and any necessary changes in order to achieve code compliance can be added. The modifications should be unseen so as not to compromise the integrity of the original design features or, exposed completely, so as do not to create a false sense of history. Because some new elements were not a part of the original design, they should be designed into the project in a manner that would not suggest they were original to the historic building fabric.

From a budget and cost standpoint, rehabilitation to the Secretary of Interior's Standards is typically more costly than a soft or less restrictive renovation. Because a Secretary of Interior's Standard rehabilitation requires skilled craftsman; replication of intricate wood, plaster and brick detailing, and finishes, it typically requires a higher attention to detail. This translates into protracted and unpredictable schedules, and building costs, given the variety of unknown conditions of the building. During stabilization, many of the layers that have been added to the building over time will be deconstructed. This allows for a closer examination and discovery of the causes of many of the known defects to the structure.

Unfortunately, a Secretary of Interior's Rehabilitation will also routinely require reconstruction of existing historic elements, in particular windows, doors, woodwork, and plaster detailing typical to the period of construction. Because many of these materials are no longer suitable or available, they must be custom-fabricated at a cost which is significantly higher than new construction, where many the materials are readily available, or easily substituted. Additionally there are very heavy fiduciary responsibilities imposed on the project for photo as well as written and supplemental drawing documentation throughout the construction period to report the progress and memorialize the stabilization and reconstruction process for available tax credits and grant reporting criteria. This responsibility falls on the Architect, not the Contractor of record and is used for accounting and eligibility scoring purposes for funding requests. Appendix B, Guidelines for Retrofit Improvements to Historic Properties, identifies physical requirements of a historic preservation.

Historic Preservation Grants

The purpose of the Historic Preservation Grants for the State of Florida is to assist in the identification, excavation, protection, and rehabilitation of historic and archaeological sites in Florida; to provide public information about these important resources; and to encourage historic preservation in smaller cities through the Florida Main Street program.

Types of historic preservation projects that can be funded include Acquisition and Development projects (including excavation of archaeological sites and building rehabilitation, stabilization or planning for such activities); Survey and Planning activities (including surveying for historic properties, preparing National Register nominations, and preparing ordinances or preservation plans); and Community Education projects (such as walking tour brochures, educational programs for school children, videos illustrating historic preservation principles, and Florida Historical Markers).

Departments or agencies of the state (including universities), cities, counties and other units of local government, and not-for-profit organizations can apply for these Grants.

The annual application period begins on October 1 and ends December 15. Applications must be postmarked by the deadline and, if approved, funds are available after July 1.

All applications are evaluated in the spring on a competitive basis by Grant Review Panels appointed by the Secretary of State. The applications are evaluated on historic significance, endangerment, appropriateness of the preservation treatment proposed, administrative capability of the organization, adequacy of technical and financial resources, educational potential, economic benefits, and public good resulting from the project.

Special Category Grants

This program funds major historic building restoration, archaeological excavations, and museum exhibit projects on the human occupation of Florida. Funding is dependent on an annual appropriation of funds by the Florida Legislature. This amount has averaged around \$10 million in recent years, and typical grants have ranged from \$50,000 to \$350,000.

Community Interest

Questionnaire

In an effort to identify potential interest toward the possibly of leasing space in the Annex and Courthouse, a questionnaire was developed and sent to 377 local businesses, non-profit organizations, societies, clubs, centers, associations, foundations and etc. The questionnaire contained the following five questions:

1. If the Annex and Old Courthouse are remodeled, would you be interested in leasing space in the facility?
2. If interested, how interested are you? (this question was followed by a small graph from low to high)
3. How much space would you need or be interested in?
4. What would you be willing to pay per square foot?
5. Please tell us your needs or requirements for leased space.

The questionnaire was prepared with a front and back and when folded for mailing, was a standard postcard format. The goal was to make the process of completing and mailing the questionnaire as simple as possible, so return address and postage was included.

An initial list of over 800 names and addresses was obtained from the Membership Directory of the Flagler County Chamber of Commerce. From this initial list, a list of just over 400 names and addresses were identified as potential occupants of the Annex/Courthouse. Of the list of 400, 377 full names and addresses were identified and the questionnaire was mailed on December 21, 2007, with a requested return date of January 7, 2008. A copy of the questionnaire is attached as Appendix C and the mailing list is attached as Appendix D.

Of the 377 mailed questionnaires, only 25 were completed and returned. Of the 25, two respondents were interested in possible space in the Annex/Courthouse and 23 were not interested. The two interested respondents stated they were not in a financial position to pay for their space. The balance of 352 questionnaires were not returned or returned as not deliverable.

The result of the questionnaire process was disappointing and did not assist in the identification of potential users of either facility.

Flagler County Courthouse Charrette

On January 23, 2008, Stollo conducted a Charrette in the Flagler County Government Services Building, Board Chambers. There was a public audience of about 20 people from the local Bunnell community. Specifically represented were the City of Bunnell and the Flagler County Historical Society. Both of these groups supported the renovation/historical preservation of the Annex/Courthouse for two different reasons. The City of Bunnell would like to use a portion of the Annex or Courthouse to support their need for city government department and administrative office space. The Flagler County Historical Society was very interested in the historical preservation of the Courthouse and getting it placed on the National Register of Historic Places. This interest in the Annex/Courthouse led to further meetings and communications between, Flagler County Government Departments, Flagler County Historical Society and the City of Bunnell.

Community Follow up Meetings

Bunnell Branch Library: On February 14, 2008, SAI met with Holly Albanese, Flagler County Library Director to investigate the possibility of using space in the Annex/Courthouse. The outcome of the meeting identified that the Bunnell Branch Library could be moved into the Annex/Courthouse, but it would only occupy limited space. Ms. Albanese informed me that staffing cutbacks have limited the operational time of the Bunnell Branch, plus the demand for the use of the Branch was decreasing. Ms. Albanese did mention that the Meeting Room at the main library in Palm Coast has a waiting list for clubs, organizations, and etc.

City of Bunnell: On February 20, 2008, Stollo met with Acting City Manager, Ms. Ronya Johnson to identify possible use of the Annex/Courthouse by the City of Bunnell. The outcome of the meeting identified that the City of Bunnell is very interested in using a portion of the Annex/Courthouse facility. They could definitely occupy the first floor of the Annex and could possibly occupy some space on the first floor of the Courthouse. Their current budget would allow them to pay for their use of the space, as a lease, but because of their limited budget would not be able to pay for remodeling or renovation of the existing facility.

The Historical Society of Flagler County: On February 20, 2008, Stollo met with Mary Ann Clark, Diane MarQuey, Cisco Deen, and Teri Pruden, Director Flagler Beach Museum. The meeting was extremely positive toward the preservation of the Courthouse. They mentioned several clubs, like the Flagler Railroad Club, that needs meeting space and possible display space. There is a need for space for these types of clubs and organizations to meet and display their items of interest, but most of these groups do not have the financial capacity to pay for leased space.

Flagler County: Stollo communicated with the Flagler County Sheriffs Department, Director of General Services and the County Manager to gather possible office space needs. The Sheriff's Office said they could benefit in relocating some of their offices to the Annex/Courthouse if the spaces were provided at no cost to their agency. At this time Flagler County General Services has not identified any potential space needs that could be placed in the Annex/Courthouse.

During a meeting on May 8, 2008, with County administration, the County Manager identified two departments that could possible move into the Annex. He mentioned 4,000 sq. ft. of office space is currently leased by the Sheriff's Department at a cost of \$4,700 per year. He also identified 3,000 sq. ft. of office space is currently leased by the Transportation Department for about \$3,600 per year. If these two departments were moved to the Annex, their current lease total of \$8,300 could go toward supporting an Annex/Courthouse operating budget.

Identification of Current Cost and Availability of Commercial Office Space in the Bunnell Area

Strollo contacted four commercial real estate firms to identify a potential fee for leasing space in the Annex/Courthouse. A consensus was established at around \$10 per square foot for a typical commercial office space environment in the City of Bunnell. One real estate firm said a \$20 cost per square foot could be possible in a high demand, high quality commercial space. All firms commented on the large quantity of available office space currently on the market and the continued construction of new additional commercial office space, which is creating a surplus on the market. Both the current over abundance of existing space and the construction of new space will make it difficult to lease out space in the Annex/Courthouse.

Operational and Capital Project Maintenance Cost

Strollo reviewed the Annex/Courthouse operational and capital project maintenance cost for the calendar year 2007. This information will provide further information toward a total picture of the financial obligation to own or lease the facilities. From County records we determined that the County spent \$184,290 on maintenance and operational costs for 2007 and an average of \$78,396 on capital project maintenance cost over the past three years. From the previous four year cost history, we projected a 2008 cost per square foot based on an average cost increase of 6.84 percent per year. With this data, we determined a maintenance and operational cost of \$4.52 per square foot and a capital project maintenance cost of \$1.80 per square foot for a total of \$6.32 per square foot projected for 2008 if the facility was occupied and operational.

Possible Options

As part of our scope of work, Strollo was asked to make scenario recommendations covering cost and schedule based upon our physical assessment, prior assessment reports and potential use of the Annex/Courthouse. Strollo has developed construction costs for several different use and rehabilitation scenarios. Because the Annex and Courthouse are significantly different in potential future function, construction type, construction period and potential for historic preservation, we developed the following cost estimates.

Rehabilitation for Continued General Public Use

This scenario reflects the scope of work items and rehabilitation cost to occupy the Annex and Courthouse for public use. We are defining public use as a mixture of government (city/county) use and community use by clubs and organizations. The scope of work involved would meet all current Florida Building Codes and make both facilities safe and ready to function as an office building. Costs include updating both facilities to today's standard for environmental comfort and providing the capabilities for current communication needs.

The Annex, as stated previously, has life remaining, but is in need of maintenance, code corrections and general renovations to bring it up to today's office standards. The Courthouse, due to lack of maintenance, very poor building envelope, structural problems, code and roof issues, has a much larger list of corrections to bring it up to today's standards. The following Table identifies a probable construction budget of \$3,005,000 for general public use of the Annex and Courthouse.

| REHABILITATION FOR CONTINUED GENERAL PUBLIC USE | | | | |
|---|-------------|--|-----------------------------|-------------|
| Annex | | | Courthouse | |
| Scope | Cost | | Scope | Cost |
| Int. Renovation | \$766,500 | | Int./Ext. Renovation | \$246,520 |
| Elec./Plumb./Mech. | \$283,500 | | Elec./Plumb./Mech. | \$98,608 |
| Fire Sprinkler | \$60,398 | | Fire Sprinkler | \$67,793 |
| Contingency @ 15% | \$166,560 | | Window & Doors | \$123,260 |
| Fees/Soft Costs @ 20% | \$255,392 | | Paint & Flooring | \$73,956 |
| Total | \$1,532,350 | | Structural Repairs | \$359,000 |
| | | | Roof | \$98,000 |
| Gross Sq. Ft. 36,399 | | | Contingency @ 15% | \$160,071 |
| | | | Fees/Soft Costs @ 20% | \$245,442 |
| | | | Total | \$1,472,650 |
| | | | Gross Sq. Ft. 13,294 | |
| Approximately \$42/sq. ft. | | | Approximately \$111/sq. ft. | |

Rehabilitation for Historical Building Purposes

Soft or Functional Historical Preservation: This scenario reflects the scope of work items and cost for a soft or functional historical preservation in both facilities. A soft or functional historic preservation allows a building to be renovated and used day-to-day without the requirement to renovate using original historical construction materials. Modern materials may be used in place of original materials so the facility gives the appearance of a historical preservation, but at a lower cost.

In this scenario, the Annex includes new windows and doors, in addition to general renovation; updating electrical, mechanical, and plumbing. The Courthouse due to its deteriorated condition and its historical elements will require a greater amount of additional exterior and interior renovation than that established for general public use. The following Table identifies a probable construction budget of \$4,367,506 for a soft/functional historical restoration of the Annex and Courthouse.

| REHABILITATION FOR HISTORICAL PURPOSES - SOFT/FUNCTIONAL | | | | |
|--|-------------|--|-----------------------------|-------------|
| Annex | | | Courthouse | |
| Scope | Cost | | Scope | Cost |
| Int./Ext. Renovation | \$766,500 | | Int./Ext. Renovation | \$1,029,230 |
| Elec./Plumb./Mech. | \$283,500 | | Elec./Plumb./Mech. | \$98,608 |
| Fire Sprinkler | \$60,398 | | Fire Sprinkler | \$67,793 |
| Window & Doors | \$150,995 | | Window & Doors | \$123,260 |
| Ext. Clean/Paint/Land. | \$90,597 | | Ext./Clean/Paint/Land. | \$36,978 |
| Contingency @ 15% | \$202,799 | | Structural/Roof Repairs | \$457,000 |
| Fees/Soft Costs @ 20% | \$310,958 | | Contingency @ 15% | \$271,930 |
| Total | \$1,865,747 | | Fees/Soft Costs @ 20% | \$416,960 |
| | | | Total | \$2,501,759 |
| Gross Sq. Ft. 36,399 | | | Gross Sq. Ft. 13,294 | |
| Approximately \$51/sq. ft. | | | Approximately \$188/sq. ft. | |

Secretary of Interior Standard Preservation: This scenario reflects the scope of work items and cost to bring both facilities up to a Secretary of the Interior Standard Rehabilitation. This Scenario is the highest level of rehabilitation and dictates a renovation predicated on the establishment of a specific period or time in the life of a building. The renovation to the Courthouse at this level of preservation is not significantly higher than the soft/functional renovation scope of work, due to the magnitude of deterioration required to correct. The following Table identifies a probable construction budget of \$4,600,906 for a Secretary of Interior Standard Preservation of the Annex and Courthouse.

| REHABILITATION FOR HISTORICAL - SECRETARY OF INTERIOR STANDARD | | | | |
|---|----------------------------|--|-------------------------|-----------------------------|
| Annex | | | Courthouse | |
| <u>Scope</u> | <u>Cost</u> | | <u>Scope</u> | <u>Cost</u> |
| Int./Ext. Renovation | \$850,500 | | Int./Ext. Renovation | \$656,181 |
| Elec./Plumb./Mech. | \$283,500 | | Elec./Plumb./Mech. | \$338,965 |
| Fire Sprinkler | \$75,498 | | Fire Sprinkler | \$67,793 |
| Window & Doors | \$160,000 | | Window & Doors | \$140,000 |
| Ext. Clean/Paint/Land. | \$90,597 | | Ext./Clean/Paint/Land. | \$108,956 |
| Contingency @ 15% | \$219,014 | | Structural/Roof Repairs | \$562,000 |
| Fees/Soft Cost @ 20% | \$335,822 | | Contingency @ 15% | \$281,084 |
| Total | \$2,014,931 | | Fees/Soft Cost @ 20% | \$430,996 |
| Gross Sq. Ft. 36,399 | | | Total | \$2,585,975 |
| | | | Gross Sq. Ft. 13,294 | |
| | Approximately \$55/sq. ft. | | | Approximately \$195/sq. ft. |

Rehabilitation of the Building for Lease

Strollo considers the renovation of the Annex for probable lease to be very similar in cost to the Rehabilitation for Continued General Public Use. During assessment of the Annex, we considered the majority of the interior partitions to be unsuitable for further use, thus our approach for lease space would be, demolish all interior partitions and approach the Annex as a typical commercial office space where the shell, mechanical, electrical and etc. are available, but each tenant is responsible for constructing their individual space and connecting to supplied mechanical, electrical, communications, etc. As shown on the first floor plan, first page of this report, the Annex would have four basic lease quadrants on each of the three floors. These areas would be available for lease on each floor and the level of finish for each space would be up to the individual tenants.

For the Courthouse, the majority of interior spaces would remain due to the physical/ structural nature of the Courthouse, plus the need for historical preservation. The Courthouse would be renovated for lease space at a cost similar to soft/functional restoration, but keeping with the intent of a historical preservation restoration. The following Table identifies a probable construction budget of \$4,170,077 for rehabilitation of the Annex and Courthouse.

| REHABILITATION OF THE FACILITY FOR LEASE | | | |
|--|----------------------------|-------------------------|------------------------------|
| Annex | | Courthouse | |
| Scope | Cost | Scope | Cost |
| Int. Renovation | \$600,000 | Int./Ext. Renovation | \$955,000 |
| Elec./Plumb./Mech. | \$283,500 | Elec./Plumb./Mech. | \$98,500 |
| Fire Sprinkler | \$75,498 | Fire Sprinkler | \$67,700 |
| Windows & Doors | \$160,000 | Window & Doors | \$123,000 |
| Exterior Cleaning | \$90,597 | Paint & Flooring | \$74,000 |
| Contingency @ 15% | \$181,439 | Ext./Clean/Paint/Land. | \$37,000 |
| Fees/Soft Costs @ 20% | \$278,207 | Structural/Roof Repairs | \$457,000 |
| Total | \$1,669,241 | Contingency @ 15% | \$271,830 |
| | | Fees/Soft Costs @ 20% | \$416,806 |
| Gross Sq. Ft. 36,399 | | Total | \$2,500,836 |
| | | Gross Sq. Ft. 13,294 | |
| | Approximately \$46/sq. ft. | | Approximately \$188/ sq. ft. |

Demolition of the Facility Complete or Partial

Although we hope Flagler County finds a way to use the Annex and renovate the Courthouse to at least a level of soft/functional historical preservation, we have prepared three different estimates for the demolition of the facility, total demolition or demolition of the Annex or the Courthouse. Presenting this option is difficult when there is such community attachment to the historic Courthouse.

The pure demolition portions of our estimates are based upon a cost per square foot using several recent demolitions of a similar nature in Florida. Demolition of either the Annex or Courthouse will require exterior and possibly interior repairs/modifications to the common wall currently connecting both facilities. For the demolition of the Annex and Courthouse, it is basically a straight square footage cost for demolition, removal and repairing the site to a green space condition.

Demolition of the Annex and the Courthouse

The scope of work shall include:

- Coordinate with service providers and disconnect all services.
- Demolition of structure and disposal of all debris, material, and equipment in a permitted landfill in accordance with applicable local and State laws. All raised curbing, structural supports, equipment pads, storage tanks, block or concrete foundation walls, retaining or support walls that extend or protrude below grade will be removed.
- Upon completion of demolition, topsoil or clean fill dirt will be provided to fill voids as a result of the demolition.
- Final restoration shall consist of sodding. The final restored site will be free of voids and pockets and in a condition that is suitable for mowing.

| | |
|--------------------------------------|-----------|
| Estimated Demolition Cost = | \$542,500 |
| Project Soft Costs and Contingency = | \$81,400 |
| Total Cost Estimate = | \$623,900 |

Demolition of the Annex and Keep the Courthouse

In the following scenario where the Annex is removed or demolished from the Courthouse, the Courthouse south wall, both exterior and interior will need repair/restoration corrections. Costs for design and repair/restoration for this façade treatment must be added to one of the previous Courthouse renovation scenarios.

The scope of work shall include:

- Demolition of the Annex in accordance with scope of work for demolition of the Annex and Courthouse as described above. = \$421,200
 - Repair of exterior southern elevation and interior of southern elevation. = \$75,000
- Project Soft Costs and Contingency = \$44,400
Total Cost Estimate = \$540,600

Demolition of the Courthouse and Keep the Annex

If the Courthouse is demolished there will be a void created in the north elevation of the Annex due to the removal of the exterior wall of the existing Courthouse. This scenario will require design and engineering time to re-close the building envelope and create a new north elevation on the Annex. This scenario will likely require the creation of a major entrance and multiple windows and the costs must be added to one of the previous cost scenarios.

The scope of work shall include:

- Demolition of the Courthouse in accordance with the scope for demolition of the Annex and Courthouse as described above = \$120,000
 - Repair of exterior and interior of northern elevation = \$400,000
- Project Soft Costs and Contingency = \$78,000
Total Cost Estimate = \$598,000

Either scenario of keeping one or the other, Annex or Courthouse, adds additional cost to previous rehabilitation cost scenarios. Either demolition will be a rather surgical removal and require engineering and temporary shoring to accomplish.

Other Options

Mothballing the Annex and Courthouse

When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism. This process, known as mothballing, can be a necessary and effective means of protecting buildings while planning the facility's future, or raising money for a preservation, rehabilitation or restoration. Also, if a vacant facility has been declared unsafe by building officials, stabilization and mothballing may be the only way to protect it from demolition.

Strollo is presenting this as an alternative, due to community interested in the historical nature of the Courthouse, the current lack of funds by Flagler County and the current lack of a tenant or tenants to occupy the facility. Mothballing may be an option, but the current structural condition of the roof system on the Courthouse would require additional funds to make the Courthouse building envelope water proof even for mothballing. A temporary fix of the roof and structure may cost several hundred thousands and the cost of this action may be lost when the project is funded and the structure and roof are removed and a new structure and roof installed.

Also, if the Annex is used and the Courthouse is not immediately used, the same structural issues exist due to safety concerns for a potential Courthouse roof failure and how that failure might affect the common wall and the occupied Annex.

If long-term mothballing is an option, it must be done properly. This will require stabilization of the exterior, properly designed security protection, generally some form of interior ventilation—either through mechanical or natural air exchange systems—and continued maintenance and surveillance monitoring.

Comprehensive mothballing programs are generally expensive and may cost 10% or more of a modest rehabilitation budget. However, the money spent on well-planned protective measures will seem small when amortized over the life of the resource.

Strollo estimates an annual mothballed operational cost for both facilities at \$50,000 (current dollars). This annual cost does not include the items need by both the Annex and Courthouse to place them in a safe and proper mothball environment. Items needed for mothballing would be a structural survey of the Courthouse, repairs recommended by the structural survey like roof truss and tension rod system repairs. Due to the condition of the roof, we recommend repairs to the roof with periodic quarterly inspections. We estimate structural and environmental surveys, initial termite treatment, HVAC control modifications and repairs will approach \$150,000 initially to mothball the facility. This initial cost of \$150,000 plus an annual maintenance and operational cost of \$50,000 would bring the first years cost to mothball at \$200,000. This initial year would be followed by an annual maintenance and operational cost of approximately \$50,000 plus any unforeseen problems in the facility systems (HVAC, electrical, plumbing, roofing, etc.). To mothball the facility for three years would be an estimated total cost of \$300,000 plus unforeseen costs.

Sale of Property

Selling the property, in an as-is condition, is always an option. Due to the current commercial real estate market, condition of the Annex and especially the poor condition of the Courthouse, it is extremely difficult to place a dollar value on the property.

Upon a review of records from the Flagler County Property Appraiser's Office, the Annex/Courthouse has a land value of \$534,000 and building structure value of \$3,080,227, for a total of \$3,614,227. We must remember, these values are established for ad valorem tax purposes and they do not represent an anticipated selling price.

Our research also discovered the First Baptist Church, adjacent to the Annex/Courthouse, sold for around \$45 per square foot with multiple buildings in good condition. If we use the \$45 figure, it would generate a probable value of \$2,236,185, if the property was in good condition. This calculation is based upon the combined gross square footage of the Annex and Courthouse being 49,693 square feet. At this time, it would take a very specific buyer to purchase the Annex/Courthouse and spend an additional \$2,000,000 to make the facility useful.

Is the property valued on land only at \$534,000, or is it valued at \$4,000,000 renovated and ready for occupancy, only several detailed comparable real estate appraisals would give the County a more accurate picture of the Annex/Courthouse current and future value. For our use in this report, we will use a value of \$2,000,000 for the land and structure.

Give the Annex and Courthouse to the City of Bunnell

Of course there is always the option for Flagler County to give or convey the Annex/Courthouse facility to the City of Bunnell. During meetings with City of Bunnell administrators in February, they expressed an interest in the facility for use as city department spaces. The City identified a need for approximately 12,000 square feet in the Annex which is about 25 percent of the total square footage of the Annex and Courthouse. This option should be discussed between the City and County.

Financing the Restoration Cost

Using several of the restoration scenarios and adding an annual cost for operation and maintenance, Strollo created the following three cost and financing scenarios to demonstrate a potential total annual financial obligation. Although the costs are current estimates the interest rate and finance periods are for demonstration purposes to show a magnitude of cost obligation.

Scenario #1 – Rehabilitation for Continual General Public Use

- Maintenance & Operational Cost = \$4.52/sq. ft.
- Capital Project Maintenance Costs = \$1.80/sq. ft.
- Restoration Cost to Occupy = \$3,005,000.00

Financing the Restoration Cost over a 20 year period @ 4.0% interest produces an annual P&I of \$218,517.00 or a cost/sq. ft. of = \$4.40/sq.ft.

$$\text{Annual FY 2008 Cost Obligation} = \$4.52 + \$1.80 + \$4.40 = \$10.72/\text{sq. ft.}$$

Scenario #2 – Rehabilitation for Historical Purposes - Soft/Functional

- Maintenance & Operational Cost = \$4.52/sq. ft.
- Capital Project Maintenance Costs = \$1.80/sq. ft.
- Restoration Cost to move in = \$4,367,506.00

Financing the Restoration Cost over a 20 year period @ 4.0% interest produces an annual P&I of \$317,595.00 or a cost/sq. ft. of = \$6.39/sq. ft.

$$\text{Annual FY 2008 Cost Obligation} = \$4.52 + \$1.80 + \$6.39 = \$12.71/\text{sq. ft.}$$

Scenario #3 – Rehabilitation for Historical - Secretary of Interior Standard

- Maintenance & Operational Cost = \$4.52/sq. ft.
- Capital Project Maintenance Costs = \$1.80/sq. ft.
- Restoration Cost to move in = \$4,600,906.00

Financing the Restoration Cost over a 20 year period @ 4.0% interest produces an annual P&I of \$334,567.00 or a cost/sq. ft. of = \$ 6.73/sq. ft.

$$\text{Annual FY 2008 Cost Obligation} = \$4.52 + \$1.80 + \$6.73 = \$13.05/\text{sq. ft.}$$

Summary of Options

If funds were immediately available and we had a list of tenants ready to move into the available spaces, the decision to renovate both facilities would be easy. Currently there are no funds, there are minimal tenants needing the available space and the costs to renovate are substantial.

As demonstrated in the summary Table of proposed options below, there are significant costs to correct the Annex and the Courthouse for occupancy.

| SUMMARY OF PROPOSED OPTIONS | | | | |
|-----------------------------|--|--------------|-----------------|--------------|
| | Possible Options | Annex Cost | Courthouse Cost | Total Cost |
| 1. | Rehabilitation for Continued General Public Use | \$ 1,532,350 | \$ 1,472,650 | \$ 3,005,000 |
| 2. | Rehabilitation for Historical Purposes - Soft/Functional Restoration | \$ 1,865,747 | \$ 2,501,759 | \$ 4,367,506 |
| 3. | Rehabilitation for Historical Purposes - Secretary of Interior Standard Preservation | \$ 2,014,931 | \$ 2,585,975 | \$ 4,600,906 |
| 4. | Rehabilitation of the Facility for Lease | \$ 1,669,241 | \$ 2,500,836 | \$ 4,170,077 |
| 5. | Demolition of the Annex and the Courthouse | | | \$ 623,900 |
| 6. | Demolition of the Annex and Keep the Courthouse | | | \$ 540,600 |
| 7. | Demolition of the Courthouse and Keep the Annex | | | \$ 598,000 |
| 8. | Land and structure value | | | \$ 2,000,000 |
| 9. | Mothball Facility (3 years) | | | \$ 300,000 |

As shown above, there are a number of possible scenarios to consider. For instance, the first cost for a soft/functional historical renovation of the Courthouse at \$2,501,759 is a significant figure and there is not as much square footage to spread the expense over as in the Annex. On the other side of this analysis, while the Annex has a lower first cost in all scenarios, it could ultimately cost more in terms of long term operating cost due to unused or excess square footage, but has more future potential for leasing its available space. This is only one of a number of mix and match scenarios and options.

Strollo can see four potential recommendations where two have multiple scopes of renovation and cost.

1. **Public Use:** The first relates to the condition, remaining useful life and usefulness of the Annex. The Annex, if renovated and maintained properly, has a significant number of years remaining as a public office facility. By making this choice solely on the use of the Annex, the Courthouse would need to be demolished. If you take the public use cost to rehabilitate the Annex at \$1,532,350 and the cost to demolish the Courthouse and repair/rebuild the exterior of the Annex at \$598,000 the estimated total cost is approximately \$1.2 million. This would provide 32,280 net square feet of good office space for a number of years.
2. **Historical Restoration for Public Use:** The second is the intangible responsibility of owning and maintaining a potential historical structure on the National Register of Historical Places, the Courthouse. If the Courthouse is renovated to a soft/functional restoration, it does not make sense to renovate the Annex due to a lack of demand for its use. Beyond the intangible, is the first cost vs. life cycle cost analysis question. The deciding factor is which structure has more civic significance and which will ultimately become an anchor to revitalizing the community and the Bunnell down town area as well as being a catalyst for maintaining property values over time. The answer is always the historic structure.

By making this choice solely on historical significance, the Courthouse would have a potential cost of \$2,501,759 for a soft/functional renovation plus another \$540,600 to demolish the Annex. The total cost to have the Courthouse back to its original site configuration and functional condition would be approximately \$3 million. This would provide 11,230 net square feet of historical office space for a number of years plus the potential land mark on the National Register of Historical Places.

3. **Sell Property:** Although we have not zeroed in on an appraised value for the Annex/Courthouse property, we do not see the value being over \$2,000,000, with the possibility that the property is worth significantly less. We would not make this recommendation if there was a foreseeable need for the Annex, Courthouse or the land. Without a need for the property, the County may elect to sell the property.
4. **Mothball Facility and Convey to the City of Bunnell:** Further consideration maybe made to mothballing and giving the facility to the City of Bunnell. As previously stated, the initial cost to minimally mothball the structure is estimated to cost \$150,000. With the conveying of the facility, the County may stipulate their desire to have the Courthouse established and maintained as a significant historical structure.

Appendix A

Photographs



Annex South Elevation



Annex Interior



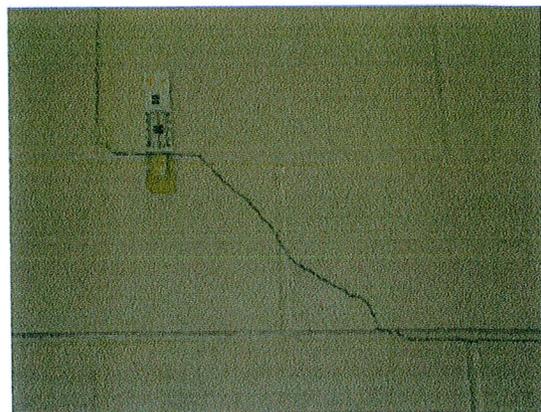
Annex East Elevation



Annex Interior



Annex West Elevation



Annex Wall Cracks with Monitor



Courthouse North Elevation



Courthouse Exterior Deterioration



Courthouse East Elevation



Courthouse Exterior Deterioration



Courthouse West Elevation



Courthouse Exterior Post Tension System



Courthouse Interior



Courthouse Interior



Courthouse Interior



Courthouse Interior



Courthouse Interior



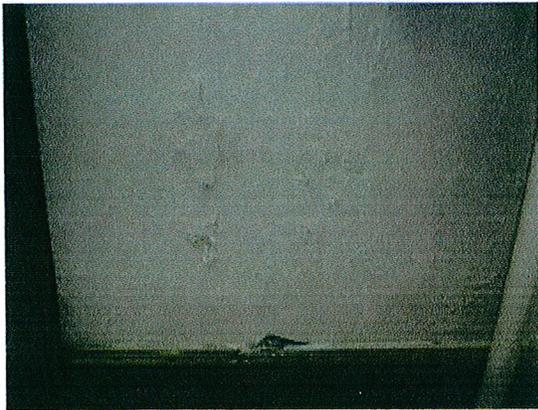
Courthouse Interior



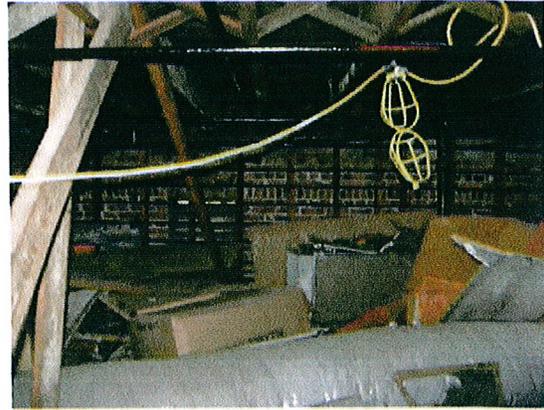
Courthouse Interior – view of window above suspended ceiling



Courthouse Interior – view of old plaster and lath ceiling



Courthouse Interior – view of moisture intrusion on exterior wall



Courthouse Attic



Courthouse Interior – view for corridor into office with suspended ceiling



Courthouse Attic

Appendix B

Guidelines for Retrofit Improvements to Historic Properties Assisted by the My Safe Florida Home Matching Grant Program

Prepared by the Division of Historical Resources, Florida Department of State,
Pursuant to Section 267.061, Florida Statutes

September 7, 2006

The following guidance is consistent with the recommended preservation approaches for historic buildings as set forth in the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Standards and Guidelines)*, which are online at <http://www.cr.nps.gov/hps/tps/tax/rhb/index.htm>. These Standards and Guidelines provide the basis for all reviews conducted by this agency of state-funded and federally-involved projects affecting historic properties. They are also integral to the vast majority of local historic preservation ordinances in Florida and across the nation.

The objective of the Standards and Guidelines is to minimize alteration, damage or loss of those elements that characterize a historic building. The following preservation priorities are applicable to improvement projects affecting historic properties: 1) *retain and protect*; 2) *repair* as needed; and 3), when condition warrants, *remove and replicate* historic materials and features such as windows, doors, porches, roofs, eaves, foundations, siding, trim and finishes.

I. **General Guidance** – Generally, an acceptable retrofit improvement for a historic building is one that:

1. Is concealed from view,
2. Does not change the appearance of existing materials or historic features,
3. Avoids removal and replacement of historic features, and
4. Protects historic windows and doors during storm season in an unobtrusive manner.

II. **Specific Preservation Concerns and Recommended Treatments**

1. Roofing

- A. Treatments that change the appearance of a historic roof should be avoided. Replacement roofing must either match the appearance of the existing roofing material or must match a historic material documented to have been used on the building during its historic period.
- B. Strengthening roofs is encouraged. The use of construction adhesive at the joint between decking and roof joists and, during the reroofing process, the use of ring shank nails or stainless steel screws to improve attachment of decking to roof framing is recommended.
- C. Installation of a secondary water barrier is encouraged except where such a treatment would be visible from the exterior or at finished/occupied spaces at the interior (for example, at the eaves or where the roof decking serves as the ceiling finish).
- D. Improving the weather tightness of historic roof features such as eaves, chimneys and dormers is encouraged, provided that the treatments do not alter their appearances. For example, altering eaves construction, by enclosing, concealing exposed rafter tails, or reducing an overhang should be avoided. A chimney's stepped flashing should be replicated when repaired, as should the mortar and mortar joints when repointing.

2. Walls

- A. Connections (straps, clips and other connectors) installed to improve anchorage of roof framing to walls and walls to foundation should be concealed. Existing finishes should be carefully removed and reinstalled to accomplish installation. If these connections can be installed at the same time as reroofing, a small area of the roof deck can be removed at the wall line to facilitate installation of the required straps – without affecting interior or exterior finishes.

- B. Bracing of gable ends is encouraged. In most cases bracing of gable ends can be accomplished without affecting historic finishes and with only minor modification of the historic roof framing system. To the extent possible, supplemental framing required for this work should leave the historic framing intact. In interior spaces with exposed roof framing supplemental framing should be designed to minimize its visual and physical impact, and should be clearly distinguishable from the historic structural system.

3. Porches

- A. Porches are important character-defining features of most historic residences. Porches, especially those with exposed roof rafters and historic millwork (posts, brackets, and balustrades) can be adversely affected by installation of exposed connectors. To the extent possible, straps, post bases and other supplemental connectors should be concealed. Where this is not possible, such connectors should be applied to the back side of beams and otherwise located to minimize their visibility. Where concealment is not possible, a series of connectors should be carefully located and uniformly aligned.
- B. All exposed connectors should be painted the same color as the material to which they are applied.
- C. If the porch roofing is being replaced, recessed lag bolts can be used to secure rafters to beams -- eliminating the need for straps.
- D. New applied trim elements should not be used to conceal straps or other improved connections.

4. Doors

- A. Historic doors should be retained and protected, not replaced. This includes both residential entry doors and garage doors. Installation of slide and/or drop bolts to secure historic doors is considered appropriate.
- B. Historic garage doors should be retrofitted at the interior. Alterations that would change their exterior appearance should be avoided. Acceptable retrofits include installation of removable vertical posts (attached to the wall at the head of the opening and also to the floor) subdividing the width of the door(s). The door(s) must be securely attached to these posts so as to withstand both positive and negative wind pressures. Metal stiffening angles and other types of supplemental reinforcing can also be permanently attached to the interior of the door(s).

5. Windows

- A. Historic windows should not be replaced but retained and protected with appropriate shutters, storm panels, or storm screens.
- B. If shutters were installed on the building historically, the historic windows can be protected by reinforced operable shutters. Several manufacturers market wood shutters that replicate the appearance of a range of historic shutter types and are fitted with storm panels that meet Miami-Dade County certification requirements. Such replacement shutters should match the size and general design of the historic shutters used on the building. Metal simulated louvered storm shutters are not recommended for use on historic buildings.
- C. If the historic windows survive in a building that did not have shutters historically, then installing operable shutters would be inappropriate. In these cases, a fully demountable storm panel system is recommended. Often the head and sill channels for these panels are installed and left in place for the duration of hurricane season. To reduce the visual impact of such installations, we recommend that the head and sill channels be painted the same color as the finish material to which they are mounted.

In general, roll-down and accordion-type shutters are not appropriate for use on historic buildings.

- D. In some cases, storm screens have been permanently installed over the historic windows on upper stories, where access for standard metal storm panel installation is a problem. While these panels do adversely affect the appearance of the building by obscuring the historic window and diminishing light to the interior, they provide effective protection. To minimize the adverse effects of these installations, the panel frame should be designed to resemble a traditional window screen frame.
- E. If the windows in a historic building are non-historic replacement units, they may be retained and retrofitted by improving their anchorage to the structure (always in such a manner as to avoid change to their appearance) and reglazing them with impact resistant glass. A second and equally acceptable treatment would be to replace the non-historic windows with a Miami-Dade County certified window, provided that the replacement window is designed to match the size of the window opening and general appearance of the original windows on the building.
- F. Installation of permanent glazed (impact resistant glass or Lexan) storm windows at the exterior of historic windows will adversely affect appearance and historic character. Also, if not well-ventilated and provided with effective weeps or other means of drainage, such storm windows can accelerate deterioration of historic windows behind them through extreme solar heat gain and accumulation of condensation.
- G. There are several new plastic mesh curtain products that may have application in protecting significant entry compositions, large window groups or covered outdoor spaces. Typically these products are attached to a series of hooks or loops in a metal track anchored above the opening to be protected. The bottom of the curtain is commonly anchored to the ground a distance away from the base of the wall and stretched tight. Variations on this type of product are being developed to replace the heavier perforated steel panel systems. One extreme example is a curtain that extends over an entire structure, anchored to the ground on opposite sides of the structure. Generally, these systems appear acceptable for use on historic buildings.

For Further Advice – Property owners participating in the MySafeFloridaHome Matching Grant Program may direct questions regarding specific retrofit treatments to the Division of Historical Resources architectural staff at 1-800-847-7278.

Appendix C

Questionnaire

Flagler County Needs Your Help

As you know, Flagler County has moved into new Courthouse facilities at 1769 East Moody Boulevard. Due to the move of the County's court functions, the Annex and Old Courthouse facility at 200 East Moody Boulevard is vacant.

Flagler County is interested in leasing out space at this vacated facility, but needs to know the lease potential from the community. Currently, the County is looking at public agencies, non-profit organizations and commercial businesses as potential users. If the following Questionnaire identifies the potential for leasing space, the County will investigate remodeling the facility for tenant usage and Historic Preservation of the Old Courthouse. Income from the leases will pay for the future operations and maintenance of the facility.

(Strollo) Inc.
731 Franklin Lane
Orlando, Florida 32801



Local Business XYZ
200 East Moody
Bunnell, FL 32137

Please complete the following questionnaire and return this document by 12/21/07. Fold this portion to the inside and tape the card edges together. No return postage is required.

Questionnaire:

1. If the Annex and Old Courthouse are remodeled, would you be interested in leasing space in the facility? Yes No (circle one) _____
2. If interested, how interested are you? Low | | | | High
3. How much space would you need or be interested in? _____ sq. ft.
4. What would you be willing to pay per square foot? \$ _____
5. Please tell us your needs or requirements for leased space. _____

Appendix D

Questionnaire Mailing List

| | | |
|--|--|--|
| ACT Corp | Austin Associates | Chiumento & Guntharp, PA. |
| 100 Plus Realty Group, LLC | Aviva Realty, Inc. | Choral Arts Society |
| 1st Choice Insurance Services, Inc. | B. Murray Insurance | City of Bunnell |
| 1st Metropolitan Mortgage | B.P.O.E. Elks Lodge #2709 | City of Flagler Beach |
| A.G. Edwards | Bank of America | City of Palm Coast |
| A.J. Enterprises of Palm Coast, Inc. | Barry Barnett Artist International | CLR Choice Realty, Inc. |
| AACHO (Afro-American Caribbean Heritage Organ.) | BB&T | Coastal Concierge |
| Accord Insurance Network of Palm Coast, Inc. | Beachside Design Group, Inc. | Coldwell Banker Walter Williams Realty, Inc. |
| Action Delivery | Beachside Insurance & Financial Services | Colonial Bank |
| Adams Cameron & Co. | Benchmark Mortgages | Commercial World, Inc |
| AFLAC - Bridget Marrotte | Benton Village of Palm Coast | Complete Phone Books |
| African American Cultural Society, Inc. | Berlin & Denys, Inc. - Blue Cross / Blue Shield | Conner, Timothy J., P.A. |
| Aglow | Best Coupon Book | Coquina Lanes |
| Albert M. Esposito & Associates Inc. | Better Business Bureau | Coquina Real Estate & Construction, Inc. |
| All Flagler Realty, Inc. | Blizzard 93.3 FM WFBO Radio | Countrywide Home Loans, Inc. |
| Alliance Bail Bonds | Bonaccorsy, Fuller, Jaeger & Teitke, P.A. | Covenant Closing & Title Services, Inc. |
| Allied Home Mortgage Capital Corp | BOSS Advertising | CPH Engineers, Inc. |
| Allstate Insurance | Bourdeau Financial | Creative Consulting |
| Alpha Pregnancy Center of Palm Coast | Boys & Girls Clubs of Volusia/Flagler | Cree & Morrow Realty, Inc. |
| Alterra Sterling House of Palm Coast | Bruce Van Deusen, CLU | Crossroads Development Services, Inc |
| Ambassadors for Children-Florida's First Coast Chapter | Business & Professional Women's Assoc, Flagler Co. | Curley Tail Design, Inc. |
| American Association of University Women - AAUW | Business Center, The | Cypress Coquina Bank |
| American Cancer Society | By Appointment Only Realty, LLC | Dave Mancino, Architect |
| American Heart Association | By the Book, LLC | David A. Shekhter, P. A. |
| American Hometown Realty | BZ Mailing Services, Inc. | Daytona Beach Community College-Flagler Campus |
| American Lung Association of Florida | C.S. Gardner & Associates, Inc. | Denise Hagan, ChFC, CLU, RHU, FLMI |
| American Solutions for Business | Careers in Aviation | DesignRite Graphics |
| America's Choice Title Company | Carlson Wagonlit Travel | Devnet Services, Inc. |
| Anchors Away! Inc. | CEI Engineering Associates, Inc. | Dickinson Consulting, Inc. |
| Ann Robbins Realty, Inc. | Celera IT Services, Inc. | Disabled American Veterans Jim Booe Chapter 86 |
| ARC Flagler County, Inc. | Center for Business Excellence | Don Wimble Insurance/Nationwide Insurance |
| Arcadis U.S., Inc | Center for the Visually Impaired, Inc. | Dubois Betourne' & Associates, LLC |
| Architect Paul Just, Inc. | Century 21-Coach Realty, Inc. | Duncan, Donald W., P.A. |
| Atlantic Financial Planning Group, LLC | Century 21-Sundance Realty, Inc. | E.Q. Financial, Inc. |
| Atlantic Vibe Performance Academy, Inc. | Century Retail | East Coast Insurors, Inc. |
| Atlas Design Group | Children of Light World Center | Early Learning Coalition |
| Auburn Homes, Inc. | Children's Advocacy Center | Edward Jones Investments |
| | Children's Home Society | Eldredge, David S., P.A. |

Enterprise Flagler
 Environmental Services, Inc.
 ERA Palm Coast Homes & Land, Inc.
 Estate Planning Council of the Fun Coast
 Estate Title, LLC
 Exclusive Properties of Flagler County
 Executive Profit & Recovery, Inc.
 Exit Realty First Choice
 FAA Center for Management and Executive Leadership
 Family First Mortgage Corp.
 Family Life Center
 Farm Credit of North Florida, ACA
 Federal Trust Bank
 Financial Freedom
 First Choice Title Services, Inc.
 First Coast Financial
 First Flagler Land & Housing, Inc.
 Fisher-Hall Promotional Specialties
 Flagler Auditorium
 Flagler Beach Rotary Club
 Flagler Beach Yacht Club, Inc.
 Flagler Chamber Phone Book
 Flagler Co. Association of REALTORS
 Flagler Co. Board of County Commissioners
 Flagler Co. Corvettes, Inc.
 Flagler Co. Fair & Youth Show, Inc
 Flagler Co. Humane Society, Inc.
 Flagler Co. NAACP
 Flagler Co. Property Appraiser
 Flagler Co. Republican Party
 Flagler Co. V.F.W. Post 5213
 Flagler Co. YMCA
 Flagler Co. Youth Soccer Assoc
 Flagler County Art League
 Flagler County Democratic Club
 Flagler County Democratic Committee
 Flagler County Home Builders Assoc.
 Flagler County Insurance Agency, Inc.
 Flagler County Professional Firefighters
 Flagler County School District
 Flagler County Sheriff's Office
 Flagler County Sportfishing Club
 Flagler Habitat for Humanity, Inc.
 Flagler Palm Coast Property Management, Inc.
 Flagler Pines of Delta Health Group
 Flagler Playhouse
 Flagler Realty, Inc.
 Flagler Symphonic Society, Inc.
 Flagler United Youth Soccer, Inc.
 Flagler Volunteer Services, Inc.
 Flagler/Palm Coast Kiwanis Foundation Inc.
 Florida Coastal Title, LLC
 Florida First Choice Mortgage
 Floridian Bank
 Focus on Flagler Youth
 Foster Appraisal, Inc.
 Friends of A1A Scenic & Historic Byway, Inc.
 Friends of the Library of Flagler Co.
 Functional Integrative Training, Inc
 Gail E. Lampert, Attorney At Law
 Gambia Woods Apartments
 Gargiulo Art Foundation, Inc.
 Generation X Designs
 German American Friendship Club
 Ghyabl & Associates
 Giglio & Sarote Tax, Accounting. & Financial Services
 Ginn Clubs & Resorts
 Giumenta School of Real Estate
 GMB Realty Inc.
 Goxlonis Design, Inc.
 Gotoby.com LLC
 Granny Nannies
 Great Florida Insurance
 Great Rentals Daytona/Flagler Beach Area Vacations
 Greg Kimball, Attorney at Law
 H & H Detective Agency, Inc.
 H & L Realty Group LLC
 H&R Block
 Halifax Plantation Realty, Inc.
 Hall Insurance Services, Inc.
 Hammock Dunes Real Estate Company
 Hawk Beach Realty
 Hayward Brown Flagler, Inc.
 Health Communities
 Helm Financial Services
 Hispanic American Club of Palm Coast, Inc.
 Home Helpers/ Direct Link
 Homes & Loans Magazine
 Ideal Homes at Palm Coast
 Idearc Media
 Imagine School
 Infiniti Real Estate - Karen Farrell
 Infiniti Realty
 InnerSpace Design, Inc.
 Intellaeon Corp.
 Interstate Holdings, Inc.
 Intracoastal Bank
 Jackson Hewitt Tax Service
 Jay Laing & Assoc. Inc.
 JMS Estate Planning Services, Inc.
 Joseph Pozzuoli, Architect
 JSA Specialty Advertising
 K S Home Inspections
 Keith Smith & Associates, Inc.
 Keyes & Stange, CPA, LLC
 Khalid Muneer
 KMB Property Management, Inc.
 Koch Insurance Agency, Inc.
 Konesens Research
 Kopec Insurance
 Landmar Group
 Law Office of John A. Pascucci, PA
 Law Offices of Katz & Green
 LDD Southeast Development, Inc.
 Legislative Representative District 20
 Liberty Tax Service
 Lifecoast Church
 Lighthouse Development Group
 Long View Village Development Company
 LPR Tax & Bookkeeping Service
 Management Services, LLC
 Manpower, Inc.
 Marine Corps League Flagler County Detachment 876
 Marketable Enterprise, Inc.
 Marks & Frazier, LLP
 Maronda Homes - Lisa Dunbar

| | | |
|--|---|--|
| Matanzas Geosciences, Inc. | Philippine-American Association of Palm Coast | Southern Insurance Associates |
| McBride & Associates | Pillar Mortgage | Southern Star Mortgage Corp. |
| McDermott & Lucas P.A. | Preferred Management Services | Southern Technology Group |
| Memory Lane Marketing | Premiere Consulting & Appraisal Services, LLC | Southern Title |
| Mercedes Homes | Prime Home Mortgage, Inc. | Space Coast Credit Union |
| Merrill Lynch | Professional Real Estate Services | Special FX Marketing |
| Metro Business Associates, Inc. | Professional Title Agency | Staffing of St. Augustine |
| MFB Financial dba The Bailey Group | Project F.R.O.G. | State Farm Insurance - Bill Bexley |
| Minna I. Hardesty CPA | Prosperity Bank | Stewart Marchman Center, Inc. |
| MTD Productions LLC | Prudential CRES - Cornelia Manfre | Sunshine Travel Adventures, LLC |
| My Bliss Magazine | Prudential Warren Real Estate | SunTrust |
| National Association of Retired Federal Employees | Putnam State Bank | Superior Printing Co. of Palm Coast |
| Navran Associates | Pyramid Disc Jockeys / Flagler Music Factory | Surge Solutions Group, Inc. |
| Netpique, LLC | Quello Realty | Sylvan Learning Center of Palm Coast |
| North East Florida Jazz Assoc., Inc. | RC IMAGES Quality Printing | Tavolacci Realty, Inc. |
| Northeast Florida Community Action Agency | Re/Max Heritage Realty | The Early Learning Coalition |
| Northeast Florida Regional Planning Council | Re/Max Oceanside | The House Next Door |
| Nowell & Associates, P.A. | Real Estate Guide | The Mortgage Center, LLC |
| Nyborg and Associates, Inc. | Real Estate Trust Company, LLC | The Selby Group |
| Oaks Development Group | Realty Atlantic LLC | Tilton & Unger Insurance & Financial Services |
| Old City Web Services, Inc. | Realty Exchange, LLC | Title Chain, Inc. |
| Olivari & Associates, CPAs | Realty Executives - Pornpimol Hahn | Toastmasters of Palm Coast |
| Oxford Title Company, Inc. | Realty Executives The Fun Coast Team | Tomoka Engineering |
| Page Insurance Agency | Realty Shop (R Shops, Inc.) | Town Planner |
| Palace Builders, Inc. - Hurricane Resistant Homes | Regions Bank | Tropical Bird & Bee Apartments |
| Palm Coast Abstract & Title | Reichard Staffing | Tyler Properties, Inc. |
| Palm Coast Business & Professional Network, Inc. | Resident Real Estate Network | UBS Financial Services, Inc. |
| Palm Coast Flagler Beach Realty | Rice & Rose P.A. | United Caribbean Cultural Association |
| Palm Coast Historical Society | Rich Design | United Cerebral Palsy of East Central Florida |
| Palm Coast Holdings, Inc. | River City Homes of Palm Coast | United Way of Volusia/Flagler Counties, Inc. |
| Palm Coast Lifestyles Magazine | Rogers Towers, P.A. | Unity Reverse Mortgage |
| Palm Coast Lions Club, Inc. | Rotary Club of Flagler Beach | Universal Engineering Sciences |
| Palm Coast Lot Owners Association, Inc. | Rotary Club of Flagler County | University of Central Florida-Daytona Campus |
| Palm Coast Yacht Club, Inc. | Schroeder, Robert E., P.A., C.P.A. | University of Florida's Whitney Laboratory for Marine Bioscience |
| Palm Coast/Flagler Foundation for the Arts & Entertainment | Scifo Financial Services | Upchurch Bailey & Upchurch |
| Palm Harbor Centers Associates | SCORE - Chapter 87 | Vasilaros & Politis, PA |
| Palm West Home Realty GMAC | Sea My Home Realty, Inc. | Village Development Co. |
| Partners in Planning | Second Chance Cat Rescue, Inc. | Vineyard Realty |
| Paychex, Inc. | Self Pay Recovery Solutions | Virtual Homes Realty |
| Peoples First Community Bank | Senior Security Financial Advisors | Von Bulow Corporation |
| | Simpson, Delgado & Romanik | W. Scott Meyer, P.A. |
| | Singhofen & Associates | Wachovia Bank, N.A. |

Walter Williams Property Management, Inc.
Watson Realty
Weichert Realtors Hallmark Properties

Wells & Raymond Appraisal Service, PA
Wells Fargo Home Mortgage
Westaff of Palatka #0860

Williams & Moore, P.A.
Wolcott, Inc., Realtor
Women in Networking (WIN)