



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
SEPTEMBER 17, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of August 20, 2026.

4. OLD BUSINESS

4.1 HDC 2026-0022 - JAMES POZZETTA, ARCHITECT, AGENT FOR CHERYL HALL, 212 ESTRADA STREET

FINAL Certificate of Approval (COA) for the re-installation of a historic balcony at the second floor of the front elevation. *(Quasi-Judicial)*

4.2 HDC 2026-0021 - COMPASS GROUP DEVELOPMENT, AGENT FOR OSTEEN COMPANY LLP, 0 N FRONT STREET, PT LOT 1 & 2

CONCEPTUAL Certificate of Approval (COA) for the construction of a commercial, large-scale development including retail, restaurant and marina on the waterfront. *(Quasi-Judicial)*

5. NEW BUSINESS

5.1 HDC 2026-0033 - MIRANDA ARCHITECTS, AGENT FOR FRANK S. CARTER III LIVING TRUST, 112 S. 10TH STREET

AFTER-THE-FACT Certificate of Approval (COA) for the partial removal of an existing brick and concrete site wall along the north property line. *(Quasi-Judicial)*

5.2 HDC 2026-0035 - MARK AKINS, RICE ARCHITECTS, AGENT FOR DOWNTOWN CRAB LLC, 101 ALACHUA STREET

CONCEPTUAL Certificate of Approval (COA) for the construction of nine townhomes. *(Quasi-Judicial)*

6. BOARD BUSINESS

6.1 Continued Discussion from 9/10 Workshop

7. STAFF REPORT

7.1 Certificates of Approval (COA) - August 2026

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR OCTOBER 22, 2026.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
AUGUST 20, 2026
5:00 PM
CITY HALL COMMISSION
CHAMBERS 204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT

Tammi Kosack
Dylan Psulkowski (Vice-Chair)
Heather Sherstad-Schaller

Robert Sala
Veronica Byrnes
Marie Riley

MEMBERS ABSENT

James Pozzetta (Chair)

OTHERS PRESENT

Mia Sadler, Planner II
Teresa Prince, City Attorney
Mackennah Tarmey, Recording Secretary

Glenn Akramoff, Deputy City Manager
Margaret Pearson, Planning Manager

2. PLEDGE OF ALLEGIANCE

Board Members disclosed ex-parte communications. Member Sala disclosed conversations with residents of Old Town regarding the Old Town Guidelines regarding case 2026-0031, and with Staff. Member Byrnes disclosed conversations with Staff on all the cases, and with some of the owners and professionals on various cases. Finally, Vice-Chair Psulkowski disclosed conversations with Staff about all cases and stated that he would be recusing himself from items 5.6, 5.7, and 5.8, specifically HDC cases 2026-0029, HDCV 2026-0001, and 2026-0030.

Teresa Prince, City Attorney, explained the quasi-judicial hearing procedures and appeal process, and confirmed that in the case of the variance HDCV 2026-0001, a super majority of 5 members would have to vote in the affirmative for the variance request to be granted.

Ms. Tarmey administered the oath to all parties that wish to provide testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of July 16, 2026.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Byrnes, to approve the Minutes for the Regular Meeting of July 16, 2026, as presented.

Vote upon passage of the motion was taken by ayes and nays, and being, all ayes, carried.

4. OLD BUSINESS

4.1 HDC 2026-0024 - J'S CONSTRUCTION LLC, AGENT FOR JEAN GOULDEN FAMILY TRUST, 315 S 7TH STREET

FINAL Certificate of Approval (COA) to remove existing wood siding and trim from original section of structure, install new wood siding and trim to match existing, and repaint to match. (*Quasi-Judicial*)

Ms. Sadler presented the Staff Report Analysis for a project to replace the original wood siding with Hardie material. Since the first submittal of the plans, the applicant has revised their plans to replace the siding with wood material. Staff recommended final approval.

Jeff Nipper, J'S Construction LLC, agent for the owner, provided insight to the scope of the work and indicated that moving forward wood siding will be used.

Member Byrnes asked that as much material as possible be salvaged. Mr. Nipper confirmed that it is their intention.

Member Kosack asked if he is the one that prepared the statement of intent. It was confirmed in the affirmative.

Public Hearing was opened and closed with no parties wishing to testify.

Vice-Chair Psulkowski mentioned that he went on a site visit and shared that the applicant's intent is to salvage as much as possible and that all areas being repaired will be documented.

Member Kosack gave personal sentiments about the home and thanked the applicant for replacing siding with wood.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Kosack, to approve HDC case 2026-0024, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0024, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

4.2 HDC 2026-0025 - CARLOS ABACA, AGENT FOR 408 BEECH STREET, LLC, 408 BEECH STREET

FINAL Certificate of Approval (COA) to rebuild the front, side and rear decks. (*Quasi-Judicial*)

Mackennah Tarmey, Planning Technician, presented the Staff Report Analysis. She described the style and age of the house. She reminded the Board of the actions taken at the last meeting. She shared all the materials that were provided as part of the revision along with elaborating on brick pier details and the importance of keeping that intact. She also noted that some updates to materials were provided shortly before the meeting and were not reviewed for compliance by Staff. She recommended final approval with the condition the applicant provides siding color and product specifications, window replacement specifications, and final decking system details before permitting.

Member Sala asked if Staff recommendations for approval are the same with those last minutes changes. Ms. Tarmey answered in the affirmative and that approval of the said conditions remains the same.

Charlie Abaca, 408 Beech Street, owner, spoke of the last-minute changes and welcomed questions from the Board.

Member Byrnes requested more details on the brick piers. Mr. Abaca said that the materials underneath the

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porches were destroyed and not salvageable and will have to be reconstructed. Member Byrnes mentioned that the brick piers do not appear on the elevations. Mr. Abaca clarified that three brick piers would be constructed with wood lattice underneath. He asked for the preference of the Board. He described the crawl space that is available underneath the house and confirmed with Board Members that the plans do not represent the structure accurately.

Member Kosack questioned the areas in which the siding would be used. Mr. Abaca clarified which wood materials and profile would be used and will provide pictures. Member Kosack asked the applicant if he would consider a wooden door rather than a fiberglass door. She also pointed out that there are no materials provided for the proposed roof. Mr. Abaca confirmed it would be metal.

Vice-Chair Psulkowski noted that these changes could be reviewed and approved at the Staff level.

Public Hearing was opened and closed with no parties wishing to testify.

Board Discussion was opened.

Member Kosack emphasized the importance of the historic significance of shotgun houses. She requested that more sensitive materials be considered. She stated that the Board could give approval with clearly detailed conditions to be reviewed at the Staff level.

ACTION TAKEN: A motion was made by Member Sala seconded by Member Byrnes, to approve HDC case 2026-0025, with the conditions that siding be replaced in kind, that pier details, roof material, and siding color be provided on the plans, that details for the lattice or screening between brick piers be provided, and that a door be wooden, that these be reviewed at Staff level; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0025, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

- 4.3 HDC 2026-0021 - COMPASS GROUP DEVELOPMENT, AGENT FOR OSTEEN COMPANY LLP, 0 N FRONT STREET, PT LOT 1 & 2**
CONCEPTUAL Certificate of Approval (COA) for the construction of a commercial, large-scale development including retail, restaurant and marina on the waterfront. (*Quasi -Judicial*)

Ms. Sadler presented the Staff Report Analysis and showcased the changes that were requested, mainly mechanical screening details, details for observation tower form and use, boardwalk encroachment into the northern view corridor, boardwalk encroachment into southern view corridor, and provide a clear set of plans without contradictions. She mentioned that all technical and engineering components of this project will be presented at the Technical Review Committee. She recommended Conceptual approval.

Member Byrnes asked Ms. Sadler about the maximum height requirement. Ms. Sadler stated that the requirements allow for 30 ft maximum plus permissible screening for mechanical equipment and ornamental features. Ms. Sadler also noted that there is no dimension stated for screening within the CRA guidelines. Member Byrnes voiced concerns about the size of the structure and inquired about the capacity of Brett's Waterway so to have a point of comparison.

Member Kosack inquired about the property being in both Historic District and CRA overlays and when this occurs, members must follow the most stringent Guidelines.

Ron Flick, agent for the owners, thanked the HDC, Staff, especially Jacob Platt, the Waterfront Advisory Board, and Convention and Visitors Bureau. He gave a presentation on his interpretation of "Amelia River Warf" and derive the appeal of a welcome center or a "postcard-like" structure. He described the individual units, their

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purpose, and their locations. He provided elevations showing the mechanical units' location and explained the necessity in the height. He also addressed the "Look-out Tower" which is part of a first time marine welcome center. Mr. Flick has been working with the VisitFlorida organization who is in favor of constructing something of this nature in Fernandina Beach. He addressed the removal of a boardwalk to allow view corridors.

Member Kosack asked Mr. Flick about the historic TeePee height and then asked if the lookout tower element will be conditioned and maintain a U occupancy. Mr. Flick answered in the affirmative.

Board Members and the applicant engaged in conversation that further illuminated the intent of the project and its design, including the lowering of the pitch of the roof, the side dormers, the restaurant occupancy, egress issues, the usage and size of the current choice of mechanical units, the height of the Tower, the level of luminance, planned guided tours to the tower, and designation of parking spaces for patrons and employees.

Member Kosack asked about the completion timeframe. Mr. Flick answered about 14 months.

Public Hearing was opened.

Marie Duggar, Amelia Island Convention of Visitors Bureau, stated her support for the project.

Public Hearing was closed.

Vice-Chair Psulkowski commented that he likes the project and that most comments at the previous review are met, aside from the non-conditioning of the observation tower which conflicts with the Guidelines.

Member Kosack provided comments about this being a major redevelopment of the waterfront. She emphasized the EAR results in relation to this project, and how special the waterfront is community. She opined that scale, height and width must be considered at its highest form and stated that she would not support anything that doesn't hit all marks. Lastly, she spoke about the monitor roofing not being a screening element according to building code and explicitly spoke about the perspective of residents and locals.

Member Byrnes concurred and had similar comments; she is worried about the scale and mass of the structure and voiced that she could not support this project as it is presented.

Vice-Chair Psulkowski stated that this project is entitled to its height proposal not including the parapet and stated that there are contradictions with the LDC and the Guidelines.

Margaret Pearson, Planning Manager, provided an explanation between the use of a parapet on a flat roof and the screening of mechanical screening within City's Land Development Code. She emphasized the question about the height, "is the screening only for mechanical equipment?". If so, it is allowed.

Vice-Chair Psulkowski said the monitoring of the roof element was creative. Member Kosack and Vice-Chair Psulkowski engaged in conversation regarding this element with Member Kosack emphasizing that other applicants could then propose similar mechanical equipment installation on the roof and take advantage of the lack of height restriction.

Vice-Chair Psulkowski provided Mr. Flick with a few extra minutes, which he used to comment on base flood elevations and the first-floor occupancy.

Vice-Chair Psulkowski opined that this project is conceptually meeting the requirements for lot coverage for new construction and cannot find any other issues brought up by the Board that were not addressed by the applicant, aside from the massing of the structure.

Ms. Prince advised and cautioned the Board that if conditions regarding height are included in the motion, they

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should be very specific and compliant with the LDC.

Member Byrnes reiterated that she is still concerned about the mass of the building and such mass setting a precedent for future structures.

Vice-Chair Psulkowski passed the gavel to Member Kosack to make a motion.

ACTION TAKEN: A motion was made by Vice-Chair Psulkowski, seconded by none, to approve HDC case 2026-0021, as presented, with the following conditions: that the mass in scale of the building and ornamental feature be considered and possible reduced in the final set of plans; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0021, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, the Community Redevelopment Area Design Guidelines, and the Downtown Historic District Design Guidelines, to warrant CONCEPTUAL approval at this time.

Motion failed with lack of a second.

Jacob Platt, Project Manager, Technical Review Committee Chair, understands the concern about the scale. He explained that scale is defined by the view corridor, height, and setbacks and stated that what is currently proposed is allowed per the scale define in the code and wanted to provide this as evidence.

Vice-Chair Psulkowski proceeded in re-iterating the motion.

ACTION TAKEN: A motion was made by Vice-Chair Psulkowski, seconded by Member Sala, to approve HDC case 2026-0021, as presented, with the following conditions: that the mass in scale of the building and ornamental feature be considered and possible reduced in the final set of plans; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0021, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, the Community Redevelopment Area Design Guidelines, and the Downtown Historic District Design Guidelines, to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, as follows:

Member Sala	Aye
Member Riley	Aye
Member Byrnes	Nay
Member Sherstad-Schaller	Nay
Vice-Chair Psulkowski	Aye
Member Kosack	Nay

Motion failed in a tie vote.

5. NEW BUSINESS

5.1 HDC 2026-0031 - SKIPPER CONSTRUCTION SERVICES, AGENT FOR JONATHAN PAUL & JUDITH SARA TORTORA, 811 WHITE STREET
FINAL Certificate of Approval (COA) for the construction of a new 2-story single family residence.
(*Quasi -Judicial*)

Ms. Sadler presented the Staff Report Analysis and explained the details regarding the previous submittal and that the new plans are in keeping with the visibility corridor. Staff recommended final approval.

Donald Skipper, 855 Cashen Drive, explained the revisions to the plan and welcomed questions from the Board.

Vice-Chair Psulkowski appreciated the concept and the take on the visibility corridor.

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Member Sala concurred and spoke about having attached garages in the Old Town.

Judith Tortora, owner, inquired about the requirement of having disconnected elements.

Anthony Mitchel or Kelly Thompson, 818 San Fernando Street, inquired about the accessibility to an upper floor. Ms. Sadler answered that this would be a question for the building code official.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Sherstad-Schaller, to approve HDC case 2026-00031 as presented; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0031, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Preservation Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

5.2 HDC2026-0026 - MIRANDA ARCHITECTS, AGENT FOR GALAXY 500 LLC, 22 S. 8TH STREET

FINAL Certificate of Approval (COA) to renovate existing parking lot to improve traffic flow, reduce curb cuts, reduce paving around the heritage oak tree, install a new metal fence on south perimeter add pavers to outdoor seating area, change facade to covered canopy, paint building, and construct new dumpster enclosure (*Quasi-Judicial*)

Ms. Sadler presented the Staff Report Analysis, stating that the goal was to streamline traffic flow and formalize outdoor seating, and that it had been reviewed by the TRC. She recommended final approval.

Jose Miranda, architect, 309 ½ Centre Street, agent for the owner, spoke of the scope of the project and welcomed questions from the Board.

Member Kosack asked questions about the number of parking spaces and the location of mechanical equipment. Mr. Miranda noted that the equipment will remain untouched and mentioned that the number of parking spaces would be reduced to a little over 40 with designated ADA spaces.

Vice-Chair Psulkowski asked about the stucco trim that is present on the building. Mr. Miranda noted that stucco was not an option.

Member Byrnes said this will be a great improvement and spoke of the fencing that is proposed and the dumpster enclosure. Mr. Miranda noted that fencing would be on the south side. Member Byrnes also asked about installing a sidewalk. Mr. Miranda said that this was requested during the TRC meeting but not required so there is still discussion to be had with the owner to make this decision.

Public Comment was opened and closed with no parties wishing to testify.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Sherstad-Schaller, to approve HDC case 2026-0026, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0026, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

5.3 HDC2026-0027 - BRIAN HEALY, AGENT FOR BHA LLC, 515 BROOME STREET

FINAL Certificate of Approval (COA) to restore and repair the exterior of structure and extend the rear porch. (*Quasi-Judicial*)

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Ms. Tarmey introduced the Staff Report Analysis, including background information on the property, scope of work, and supplied application materials. She shared pictures of the existing conditions and the history of deterioration of the property and that this is more of a comprehensive rehabilitation of the property. Ms. Tarmey shared the proposed elevations for the project and recommended final approval.

Brian Healy, agent for the owner, welcomed questions from the Board.

Vice-Chair Psulkowski clarified that the siding, windows, and doors will be repaired/restored to match existing.

Member Kosack thanked the applicant for the proposed project and asked if the existing chimney is functioning. Mr. Healy answered that the chimney might be functioning.

Member Byrnes questioned the material for the doors and asked if they are to be replaced, and if so, that they should match what currently exist. She also asked what is proposed between the brick piers. Mr. Healy explained that it would be 1 x 3 vertically, simulating a little fence. Lastly, Member Byrnes questioned the eyebrow above the front door to which Mr. Healy stated that it would remain along with the fences.

Public Hearing was opened and then closed with no parties wishing to testify.

ACTION TAKEN: A motion was made by Member Sala seconded by Member Kosack to approve HDC case 2026-0027, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0027, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

5.4 HDC 2026-0020 - DOUG MCCULLOUGH CONSTRUCTION LLC, AGENT FOR CHARLES AND ELIZABETH RICE TRUST, 30 N. 6TH STREET
CONCEPTUAL Certificate of Approval (COA) to construct a wood deck, steps, construct a pergola, and extend iron railing to enclose deck area. (*Quasi-Judicial*)

Ms. Sadler presented the Staff Report Analysis and gave a brief summary of the project along with information about previous submissions for the kitchen remodel and a variance regarding the elevator shaft. She presented the current project to the Board and described the proposed changes for this request. She recommended Conceptual approval.

Member Kosack asked about the height of the fence being 4FT high considering that other fences on the property would be 6FT. Ms. Sadler noted that she could not confirm the height of the other fences and would leave this item out of the approval since it can be presented for review at the Staff level later on.

Member Byrnes asked about the height of the pergola. Ms. Sadler noted that she defaulted to the height requirement of accessory structures.

Doug McCullough, Doug McCullough Construction, gave an overview of the project, and welcomed questions from the Board.

Member Byrnes asked about access to the carport. Mr. McCullough noted the steps on the south side.

Member Kosak asked for vegetative screening. Elizabeth Rice, 30 N. 6th Street, provided insight regarding landscaping which includes six (6) new magnolias for screening.

Public Hearing was opened and then closed with no parties wishing to testify.

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Board Members commented that more call-outs could be provided.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Sherstad-Schaller, to approve HDC case 2026-0020, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0020, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

Mr. Rice thanked Staff for its help in addressing the ongoing scamming request payment.

5.5 HDC2026-0028 - SETH H. & JENNA M. GRIFFITH, 223 N 4TH STREET

FINAL Certificate of Approval (COA) to repaint the exterior, repair the existing front door, replace an existing window with new window of same size and placement, remove two attached storage sheds, extend paver area into side yard, install new detached storage shed, add new exterior side entry door, and construct a screened outdoor living area. (*Quasi-Judicial*)

Ms. Sadler presented the Staff Report Analysis and described the proposed changes. She recommended final approval.

Vice-Chair Psulkowski confirmed the material of the windows. Ms. Sadler answered that the current windows are metal.

Jenna Griffith, owner, provided insight into the project and described the removal of the storage structures and the intent to add parking after that structure is removed.

Vice-Chair Psulkowski asked about the transom being replaced. Ms. Griffith confirmed that it is wood and will be replaced in kind. Members also asked about railings, siding, windows, and paint.

Public Hearing was opened and closed with no parties wishing to testify.

Vice-Chair Psulkowski asked that plans be updated to show siding details in the garage addition and call-outs on elevations.

Ms. Griffith reapproached the bench and requested that the board consider final approval on at least the demolition components for the item #2 on the plans, along with paint colors.

Ms. Sadler recommended that the Board members provide final approval on aspects of the project that they are comfortable with at this time.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Sherstad-Schaller, to warrant FINAL Final approval for HDC case 2026-0028, for the following items included in the scope of work for the house: the painting of the house, the window replacement, the refinishing of the doors and the demolition of the front lean-to garage; AND Conceptual approval for the new construction with the conditions that the applicant includes the call outs onto the Final plans; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0028, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL and CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

5.6 HDC2026-0029 - MICHAEL STAUFFER, ARCIDTECT, AGENT FOR CLAIRE O. BOWEN, TRUSTEE OF THE STATESBORO OLLIFF TRUST, 131 S. 6TH STREET

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FINAL Certificate of Approval (COA) to renovate the exterior by removing various, non-historic, cosmetic features and alterations including shutters, window boxes, lattice, garden window, west side porch and steps, and removal of west side door and infill. The bay window will be replaced with a replica barn door. *(Quasi-Judicial)*

At this time, Vice-Chair Psulkowski recused himself from the following 3 cases HDC 2026-0029, HDCV 2026-0001, and HDC 2026-0030.

Ms. Sadler stated that the next three (3) cases are from the same applicant and explained that they reference the same site but with 2 different addresses and are known historically as the Trolley House. She spoke of the scope of work as it aims to provide “a refresh” to the property exterior, with changes only being cosmetic. Staff recommended final approval.

Michael Stauffer, 1417 Sadler Road, agent for the owner, described the scope of the project and the intent to return the structure back to its original condition.

Public Hearing was opened and closed with no parties wishing to provide testimony.

Board Members had no discussion on this case.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Sala, to approve HDC case 2026-0029, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0029, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior’s Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

5.7 HDCV2026-0001 - MICHAEL STAUFFER, ARCHITECT, AGENT FOR CLAIRE O. BOWEN, TRUSTEE OF THE STATESBORO OLLIFF TRUST U/A, 125 S. 6TH STREET

Variance Request from LDC 4.02.03 (E) Table Standards for Building Height and Setbacks, to reduce rear yard setback for addition from 20' to 5'-6" and rear yard setback for screened porch from 10' to 5'-6". *(Quasi-Judicial)*

Ms. Sadler introduced the case by stating that in order to address HDC case 2026-0030 this HDCV case 2026-0001 for the variance must be heard first. She explained that the address assignment of the lot is on S. 6th Street and that setbacks are applied counter intuitively. Because both properties face different streets, the setbacks are situated unproportionally. She went over the criteria for a variance to be granted along with the 6 additional criteria required for Historic District properties and recommended approval.

Member Sherstad-Schaller asked about archeological surveys. Ms. Sadler noted that this could be included as a condition for approval on the next agenda item, HDC case 2026-0030.

Member Kosack spoke about the reliance on the Sanborn Map for historical facts.

Michael Stauffer, 1417 Sadler Road, agent for the owner, spoke of the opened space connection to the courtyard and the idea that this request is to allow further preservation of the south and east elevation, and returning the structure back to its original condition.

Public Hearing was opened and closed with no parties wishing to testify.

Board Members voiced positive comments about this project.

ACTION TAKEN: A motion was made by Member Riley, seconded by Member Sherstad-Schaller , to approve HDC

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case V2026-0001, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case V2026-0001, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to grant a variance from LDC 4.02.03 (E) Table Standards for Building Height and Setbacks at this time, and meets all 6 criteria.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

- 5.8 **HDC2026-0030 - MICHAEL STAUFFER, ARCIDTECT, AGENT FOR CLAIRE O. BOWEN, TRUSTEE OF THE STATESBORO OLLIFF TRUST U/A, 125 S. 6TH STREET**
CONCEPTUAL Certificate of Approval (COA) to construct an addition and screened porch to the primary structure and repair as needed. Repair and relocate the existing shed, perform site work including changing paver and fencing placement. *(Quasi-Judicial)*

Ms. Sadler presented the Staff Report Analysis and recommended conceptual approval.

Michael Stauffer, 1417 Sadler Road, agent for the owner, shared additional details regarding the structure and stated that all additional information required by the Board, including material and colors, will be provided with the final review submittal.

Member Byrnes complimented Mr. Stauffer on his drawings.

Member Kosack recommended vegetative privacy features.

Public Hearing was opened and closed with no other parties wishing to provide testimony.

ACTION TAKEN: A motion was made by Member Sala, seconded by Member Sherstad-Schaller, to approve HDC case 2026-0030, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0030, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

- 5.9 **HDC 2026-0032 - TILTON CONSTRUCTION, AGENT FOR LINDA SMITH-FERNANDEZ, 214 S. 5TH STREET**
FINAL Certificate of Approval (COA) for the construction of a 1-story addition, a new covered entry porch, a front bay window addition, and associated roof. *(Quasi-Judicial)*

At this time, Vice-Chair Psulkowski returned as a voting member.

Ms. Sadler presented the Staff Report Analysis and indicated that the property is non-contributing. Staff recommended final approval.

Oliver Tilton, Tilton Construction Services, 1417 Sadler Road, agent for the owner, explained that the homeowner has issues with the roof which caused different rooflines. He welcomed questions from the Board.

Member Byrnes questioned the changes to the rooflines and roof pitches. Mr. Tilton explained the changes that would affect the roofline and spoke of the different styles.

Member Kosack asked if this house would remain pink. Mr. Tilton answered in the affirmative.

Public Hearing was opened and closed with no other parties wishing to provide testimony.

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Vice-Chair Psulkowski commented that he sees the need for the repair to this non-contributing structure.

Member Byrnes and Member Kosak engaged in discussion about additional design details and keeping the integrity of the structure.

ACTION TAKEN: A motion was made by Member Riley, seconded by Member Byrnes , to approve HDC case 2026-0032, without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2026-0032, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

Vote upon passage of the motion was taken by ayes and nays, being all ayes carried.

6. BOARD BUSINESS

6.1 Consideration of alternate meeting date for October HDC meeting

Ms. Sadler explained that since she, along with Ms. Pearson, will be out of town at a conference during the next Regular Meeting of October 15th, 2026, alternative dates for the Regular Meeting will be shared.

6.2 Old Town Preservation and Development Guidelines DRAFT - Discussion Only

Ms. Sadler noted that this item has been moved for discussion to another meeting. She also noted that the new updated Downtown District Guidelines are officially effective and that some outreach events and in-house sessions are planned.

Ms. Sadler talked about the Bosque Bello Cemetery National Register nomination being referred to its final stop to the National Park Service for consideration.

Member Sala spoke of text being removed from the Old Town Guidelines revised version and that some text may need to be put back. Ms. Sadler said a sit-down meeting to discuss these changes is more appropriate.

7. STAFF REPORT

7.1 Approved Staff Certificates of Approval (COA) - July 2026.

8. PUBLIC COMMENT

Tim Green, 1119 Someruelus Street, resident of Old Town, thanked Member Kosack for standing up for citizens. He believes that this board keeps its community in turmoil. He shared previous challenging experiences with the Historic District Council and as a resident in Old Town.

9. ADJOURNMENT 9:11 PM

Mackennah Tarmey, Recording Secretary

Dylan Psulkowski, Vice-Chair

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Psulkowski Dylan		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Historic District Council	
MAILING ADDRESS		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY	COUNTY	☒ CITY	☐ COUNTY ☐ OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED		NAME OF POLITICAL SUBDIVISION: Vice Chair	
		MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143, from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

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DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dylan Psulkowski, hereby disclose that on August 20, 2026, 20 ____ :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____ ;
- ☐ inured to the special gain or loss of my relative, _____ ;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

HDC 2026- 0029 - 131 S. 6th Street

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/20/26
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Psulkowski Dylan	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Historic District Council
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY _____ COUNTY _____	NAME OF POLITICAL SUBDIVISION: Vice Chair
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ☐ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

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APPOINTED OFFICERS (continued)

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- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

HDC 2026- 0001 (VARIANCE) 128 S. 6th Street

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/20/25
Date Filed

[Signature]
Signature

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CITY	COUNTY	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
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- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

HDC 2026- 0030 - 125 S. 6th Street

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8/20/26
Date Filed

[Signature]
Signature

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HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0022
SEPTEMBER 17, 2026

Owner/Applicant:	James Pozzetta, Architect, agent for Cheryl & William Hall
Property Address:	212 Estrada Street
Parcel ID #:	00-00-31-1580-0004-0090
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on the site:	Single Family Home
FL Master Site File #	NA00688
Year Built:	1888
Contributing Status:	Contributing
Requested action:	FINAL Approval for the reinstallation of a historic balcony at the second floor of the front elevation. (<i>Quasi-judicial</i>)

All required application materials have been received. All fees have been paid. All required notices have been made.

212 Estrada Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking FINAL approval to rebuild a porch onto the front facing façade on the second story of a contributing structure in Old Town. This case received conceptual approval with no comments at the July 2026 HDC meeting. The application and materials have not changed besides the option of an alternative material of mahogany wood. This change is still compliant with the Old Town Preservation and Development Guidelines.

Situated along the Plaza, this house is listed in the Florida Master Site File as the Downes House and the Captains House. To locals, it is often referred to as the “Pippi House” as parts of the 1988 movie *The New Adventures of Pippi Longstocking*, filmed at this property. The style listed on the City’s current survey of resources is mixed; however, the structure exhibits Victorian and Italianate styles with distinct details as seen on the gables and the porches. The applicant provided historic photos as evidence that the balcony once existed on the west façade.

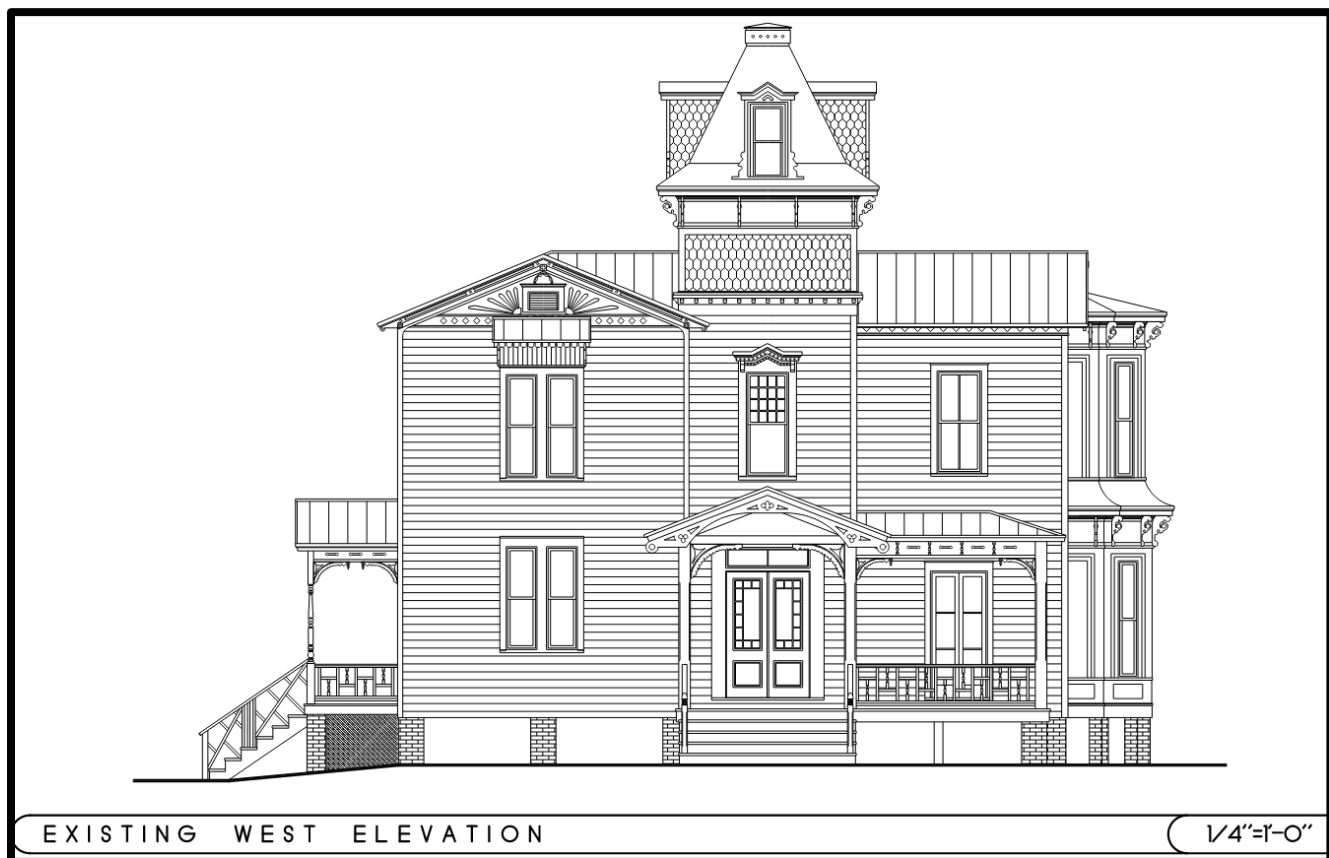
Project description from application:

Re-installation of a historic balcony at the second floor of the front elevation. Our research indicates that the balcony was removed for the filming of the movie ‘Pipi Longstockings’ (1969) and was not reinstalled afterwards.

Design Visions Statement:

The project is envisioned to bring the house back to its historic form with a new balcony detailed from old photos, while also including sufficient subtle modern interpretations in order to distinguish it from the original.

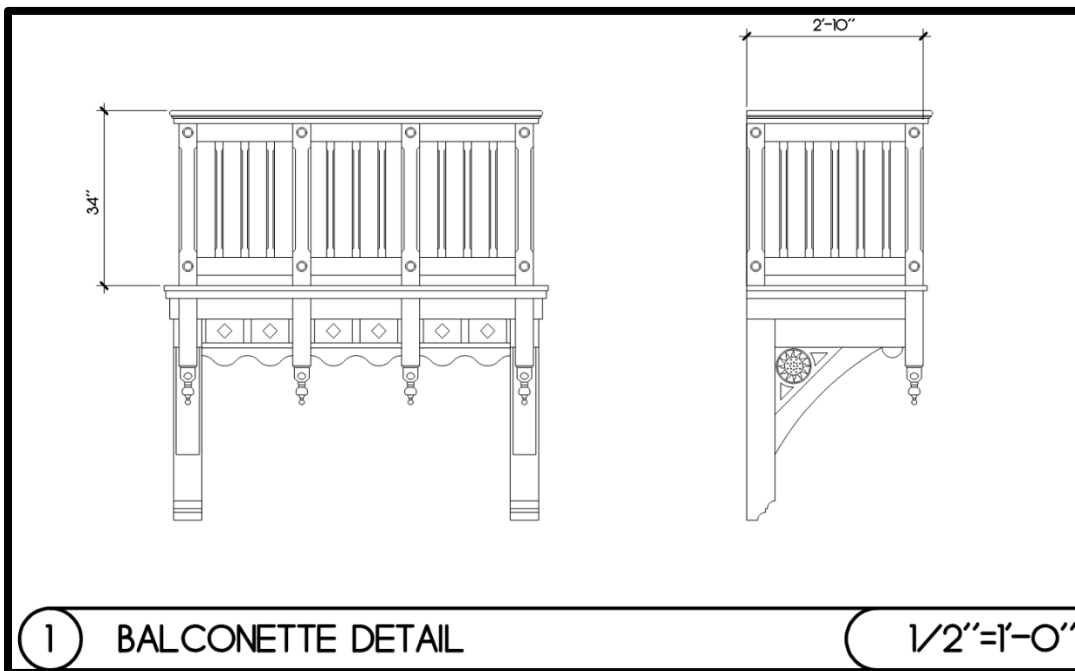
Existing Elevation:



Proposed Elevation:



Balconette Detail:



The site plan illustrates the layout of Lot 13, Block 4, which is shaded with a cross-hatch pattern. The lot is bounded by Estrada Street to the west and a 50' right-of-way to the east. The residence is an existing 2-story structure with a new balcony added to the west side. The plan includes various setbacks: 5'-0" front, 5'-0" side, and 5'-0" rear. It also shows existing features like a covered porch, concrete driveway, and a metal fence. The lot is situated between Lot 9, Block 4 to the east and Lot 11, Block 4 to the west. The plan is oriented with North at the top.

Key features and labels on the plan include:

- LOT 13 BLOCK 4** (shaded area)
- LOT 9 BLOCK 4** (unshaded area to the east)
- LOT 11 BLOCK 4** (unshaded area to the west)
- EXISTING 2-STORY RESIDENCE**
- NEW BALCONY**
- EXISTING COVERED PORCH** (multiple locations)
- EXISTING CONCRETE DRIVEWAY**
- EXISTING 4" METAL FENCE**
- EXISTING CONCRETE WALL**
- EXISTING SHED DRIVEWAY**
- 5'-0" FRONT SETBACK**
- 5'-0" SIDE SETBACK**
- 5'-0" REAR SETBACK**
- 5/8" FR NO ID * B.C.**
- N 05-38-03 E 139.90' (M) 139.90' (D) B.R. (ASSUMED)**
- S 83-24-41 E 93.61' (M) 93.61' (D)**
- AC** (Air Conditioning units)
- GEN** (Generator)
- FFE 27.71**

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE OLD TOWN
FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES
SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- HDC 2026-0022 – September 17, 2026

7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
Findings: Complies ☒ Does not Comply ☐ N/A ☐
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
Findings: Complies ☒ Does not Comply ☐ N/A ☐
9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
Findings: Complies ☒ Does not Comply ☐ N/A ☐
10. **New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**
Findings: Complies ☒ Does not Comply ☐ N/A ☐

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	Wood siding to match existing	Match existing siding color
Porch/Deck	Wood lumber	Match existing trim color
Brackets	Field built wood brackets	Not specified

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in OT-1 Zoning District. This is not proposed to change.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle. This is not proposed to change.
- **Lot Density** – Meets the requirement to remain under the 45% lot coverage maximum. This is not proposed to change.
- **Mechanical** – Mechanical equipment is not included in the scope of this project.
- **Visibility Corridors** – There is no encroachment into the required visibility corridors.
- **Encroachments** – No encroachments are proposed as part of this application.
- **Parking** – The driveway is not affected by this project.
- **Orientation** – The orientation of the structure is not proposed to be changed.

Elevations –

- **Scale** – The balcony's scale is appropriate for the structure.

- **Height** – The height of the structure will be unchanged by this project.
- **Materials** – The project features historic materials that are approved for existing structures in Old Town.
- **Foundation** – The project will not alter the foundation.
- **Windows** – There are no new proposed windows in relation to this project.
- **Doors** – There are no new doors to be installed.
- **Accessory structure** – This proposal does not concern accessory structures.

STAFF RECOMMENDATION:

Staff finds that the requested action is substantially consistent with the Land Development Code, the Secretary of the Interior’s Standards, and the Old Town Preservation and Development Guidelines to warrant **FINAL** Approval.

Staff recommendation:

FINAL APPROVAL of HDC 2026-0022

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2026-0022 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2026-0022, as presented, **is or is not** substantially compliant with the Land Development Code, the Secretary of the Interior’s Standards, and the Old Town Preservation and Development Guidelines to warrant approval at this time.

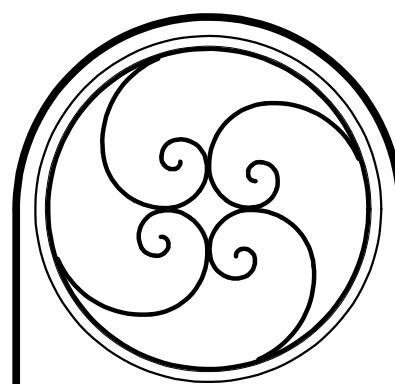
LIST OF EXHIBITS:

EXHIBIT 1	HDC 2026-0022 SEPTEMBER Combined Application Materials
EXHIBIT 2	HDC 2026-0022 JULY Additional Application Materials
EXHIBIT 3	Florida Master Site File: NA00688

BALCONY ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

This document has been electronically signed and sealed by James Pozzetta, Architect. APPROVED on the date/time stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

James M. Pozzetta
Digitally signed by James M. Pozzetta
Date: 2026.07.25 20:12:51 -04'00'



COVER SHEET		DATE
#	REVISIONS	
THE DRAWING AND THE DESIGN TEAM AND CONCEPTS IT REPRESENTS ARE THE PROPERTY OF JAMES POZZETTA, ARCHITECT. IT IS NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT IS NOT TO BE USED ON ANY OTHER PROJECT AND IT IS TO BE RETURNED ON REQUEST.		

JAMES POZZETTA, ARCHITECT
FLORIDA REGISTERED ARCHITECT
103 SOUTH 18TH STREET
FERNANDINA BEACH, FLORIDA 32034
904-206-3447
jamespozze11a@c-cmcast.net
FLORIDA REGISTERED ARCHITECT, LIC#AR09064

PROJECT: HALL	DRAWN BY: JMP	CHKD BY: JMP	DATE: 07/25/2026
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BALCONY ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

AO

HALL RESIDENCE

ZONING AND PROJECT DATA

THIS PROJECT HAS BEEN DESIGN TO MEET THE REQUIREMENTS OF THE FLORIDA BUILDING CODE --- RESIDENTIAL, 8th EDITION (2023)		
THE FOLLOWING APPLY TO THE NEW WORK		
CRITERIA	REQUIREMENTS	ACTUAL
ZONING AREA	OT-1	OLD TOWN HISTORIC DISTRICT 1
SETBACKS		
FRONT	5'-0"	12'-1" AT CLOSEST POINT
SIDES	5'-0"	17'-10 1/2" AT CLOSEST POINT
REAR	5'-0"	NO CHANGE
HEIGHT	35'-0"	NO CHANGE TO EXISTING HEIGHT
MAX. LOT COV.	45%	NO CHANGE TO LOT COVERAGE
FLOOD ZONE		ZONE 'X'
TYPE OF CONSTRUCTION		V-B UNSPRINKLERED
OCCUPANCY		SINGLE FAMILY RESIDENTIAL
PROJECT SCOPE OF WORK		
THIS PROJECT IS A TYPE II ALTERATION PER FLORIDA BUILDING CODE 8TH ED. (2023) 1. INSTALL A NEW BALCONY AT THE 2ND FLOOR OF FRONT FACADE (+18 SQ.FT.) NOTE: NEW STRUCTURE IS WITHIN FLOOD ZONE 'X'		

WIND ZONE INFORMATION

THIS BUILDING IS NOT LOCATED IN THE WIND BORNE DEBRIS REGION

BASIC WIND SPEED (3 SECOND GUST)

RISK CATEGORY

WIND IMPORTANCE FACTOR

WIND EXPOSURE CATEGORY

SURFACE ROUGHNESS CATEGORY

INTERNAL PRESSURE COEFFICIENT

COMPONENTS AND CLADDING INFORMATION

128 MPH

II

I=LO

"D"

"B"

+0.18/-0.18

ULTIMATE DESIGN WIND SPEED V_{ULT} [130 MPH]

ZONE	AREA	+	-	ZONE	AREA	+	-
1	10	+ 19.5	- 42.0	4	10	+ 29.4	- 31.9
	20	+ 17.8	- 37.9		20	+ 28.1	- 30.6
	50	+ 15.5	- 32.6		50	+ 26.3	- 28.9
	100	+ 13.7	- 28.5		100	+ 25.0	- 27.6
2	10	+ 19.5	- 66.7	5	10	+ 29.4	- 39.3
	20	+ 17.8	- 57.0		20	+ 28.1	- 36.8
	50	+ 15.5	- 44.2		50	+ 26.3	- 33.2
	100	+ 13.7	- 34.3		100	+ 25.0	- 30.6
3	10	+ 19.5	- 79.3	NOTE: TABLE NUMBERS HAVE BEEN MULTIPLIED BY .6 FACTOR FOR ASD			
	20	+ 17.8	- 67.2				
	50	+ 15.5	- 51.4				
	100	+ 13.7	- 39.3				

INDEX OF DRAWINGS

- AO COVER SHEET
A1.1 SITE PLAN AND DETAILS
A2.1 2ND FLOOR PLAN + DEMOLITION DIAGRAM
A3.1 ELEVATIONS
A4.1 WALL SECTION DETAILS
A5.1 WATERPROOFING DETAILS
A6.1 STRUCTURAL NOTES

NOTE: THERE IS NO NEW ELECTRICAL WORK AS PART OF THE SCOPE OF THIS PROJECT, THEREFORE AN ELECTRICAL DIAGRAM HAS NOT BEEN INCLUDED WITH THIS SET.

SQUARE FOOTAGE CALCULATION

AREA OF BALCONY ADDITION = 18 SQ.FT.

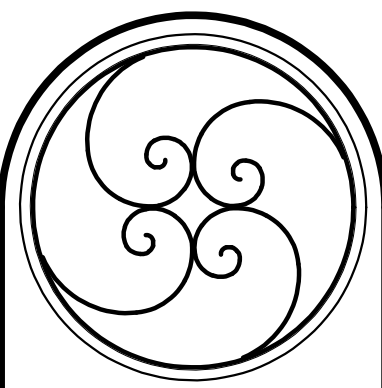
NOTE: BALCONY IS UNCOVERED

IMPERVIOUS SURFACE CALCULATION

THERE IS NO INCREASE TO THE IMPERVIOUS SURFACE AS PART OF THE SCOPE OF THIS PROJECT.

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James M. Pozzetta
Date: 2026.07.25
20:13:42 -04'00'



SITE PLAN	
REVISIONS	DATE
1	
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PROJECT: HALL
DRAWN BY: JWP
CHD BY: JWP
DATE: 07/25/2026

RENOVATION/ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A1.1

TBM - SET MAG NAIL
ELEVATION 22.46'

ESTRADA STREET
50' RIGHT-OF-WAY

UP

TBM - SET MAG NAIL
ELEVATION 20.95'

BASIS OF ELEVATIONS SHOWN:
 DESIGNATION: J331 PID: 5C0127
 ELEVATION: 116 NAVD 85

SITE PLAN

1/8"=1'-0"

LOT COVERAGE CALCULATION

THERE IS NO INCREASE TO THE EXISTING LOT COVERAGE DUE TO THIS PROJECT

IMPERVIOUS SURFACE CALCULATION

THERE IS NO INCREASE TO THE EXISTING IMPERVIOUS SURFACE DUE TO THIS PROJECT

SITE PLAN NOTES

1) ALL SITE INFORMATION FROM SURVEY PROVIDED BY:

EXACTA LAND SURVEYORS, LLC
131 WEST BROADWAY STREET #1001
OWEN, FLORIDA 32765
(866) 735-1916

2) FLOOD ZONE 'X' PER EXACTA LAND SURVEYORS, INC.

3) CLEAR ONLY AREAS WITHIN IMMEDIATE CONSTRUCTION AREA; ALL OTHERS TO REMAIN NATURAL - SUBJECT TO OWNER APPROVAL.

4) NO TREES ARE TO BE REMOVED AS PART OF THIS PROJECT.

CONSTRUCTION SILT FENCE NOTE:
PROVIDE SILT FENCING ALONG PROPERTY LINE IN AREAS OF CONSTRUCTION AND MAINTAIN THROUGHOUT CONSTRUCTION

CONSTRUCTION DUMPSTER NOTE:
DUMPSTER SHALL NOT BE PLACED WITHIN THE RIGHT-OF-WAY

PORTALET NOTE:
PORTALET SHALL NOT BE PLACED WITHIN THE RIGHT-OF-WAY

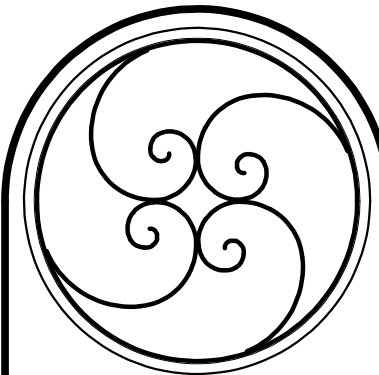
CONSTRUCTION MATERIALS NOTE:
CONSTRUCTION MATERIALS ARE TO BE STORED/STAGED ON THE PROJECT SITE. DO NOT STORE/STAGE MATERIALS OUTSIDE OF PROJECT PROPERTY.

SITE PLAN LEGEND

	EXISTING BUILDING FOOTPRINT
	AREA OF EXISTING SHELL PAVING
	AREA OF EXISTING PAVING
	PROPERTY LINE
	SETBACK LINE
	SITE FEATURES
	FENCE LINE
	TREE TO BE REMOVED
	TREE TO REMAIN

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PARTIAL AS-BUILT SECOND FLOOR PLAN			
#	REVISIONS	DATE	

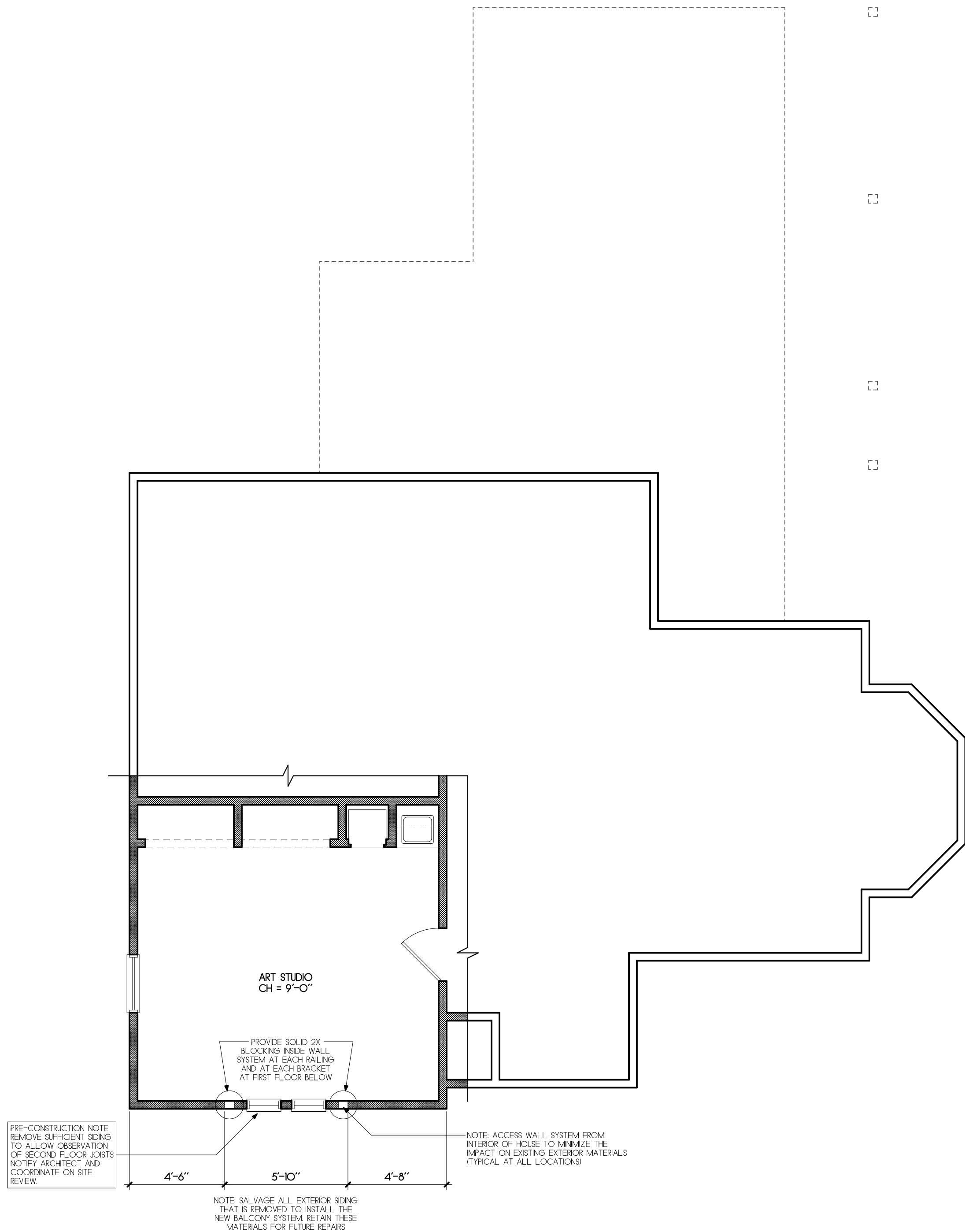
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PROJECT: HALL
DRAWN BY: J.P.
CHKD BY: J.P.
DATE: 07/25/2026

BALCONY ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A2.1



EXISTING SECOND FLOOR PLAN AND DEMOLITION PLAN

1/4"=1'-0"

DEMOLITION NOTES

1. PROVIDE TEMPORARY SHORING AND BRACING AT LOCATIONS WHERE NEW BLOCKING IS TO BE INSTALLED FOR NEW BALCONY TO STABILIZE THE STRUCTURE DURING CONSTRUCTION.
2. REMOVE SUFFICIENT PORTION OF SIDING AT THE EXISTING SECOND FLOOR TO ALLOW OBSERVATION OF WHAT DIRECTION THE EXISTING FLOOR JOISTS RUN. NOTIFY ARCHITECT AND COORDINATE ON SITE REVIEW.
3. SALVAGE ALL EXTERIOR SIDING MATERIALS FOR FUTURE USE. REQUIRED REMOVE EXISTING CEILING FINISH.

DEMOLITION LEGEND

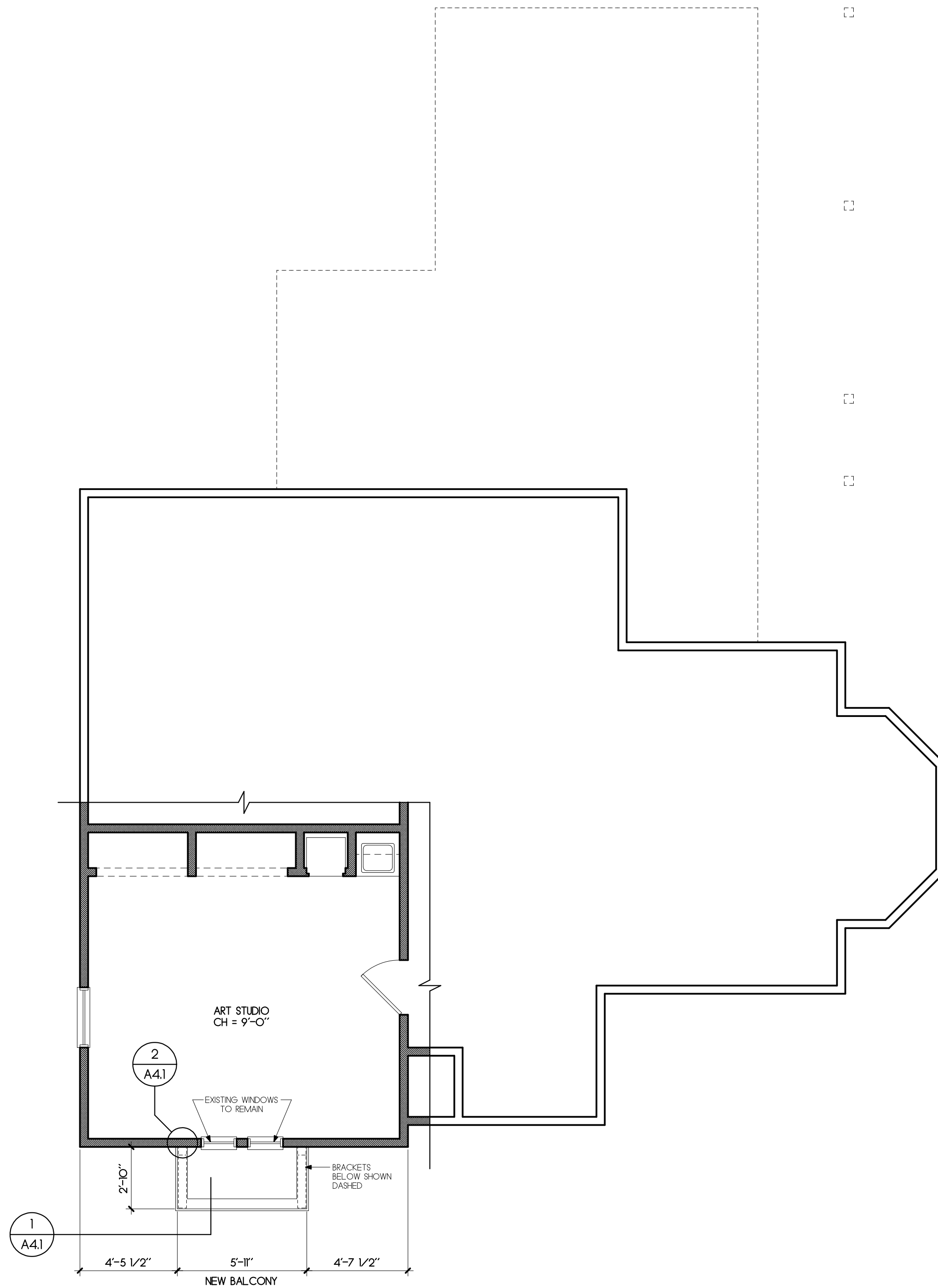
- EXISTING STUD FRAMED WALL
- FEATURE TO BE REMOVED
- FEATURES ABOVE
- FEATURES BELOW

PLAN NOTES

1. REPAIR INTERIOR WALL FINISHES AS REQUIRED FOR INSTALLATION OF THE STRUCTURAL COMPONENTS OF THE NEW BALCONY.
2. REPAIR EXTERIOR TRIM AND SIDING AS REQUIRED FOR INSTALLATION OF THE NEW BALCONY.

PLAN LEGEND

- NEW STUD FRAMED WALL
- EXISTING STUD FRAMED WALL
- FEATURES ABOVE
- FEATURES BELOW
- DOOR NUMBER PER DOOR SCHEDULE
- WINDOW NUMBER PER WINDOW SCHEDULE
- AS S.B.O. AS SELECTED BY OWNER



NEW SECOND FLOOR PLAN

1/4"=1'-0"

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NEW ELEVATIONS	
#	REVISIONS
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PROJECT: HALL
DRAWN BY: JWP
CHKD BY: JWP
DATE: 07/25/2026

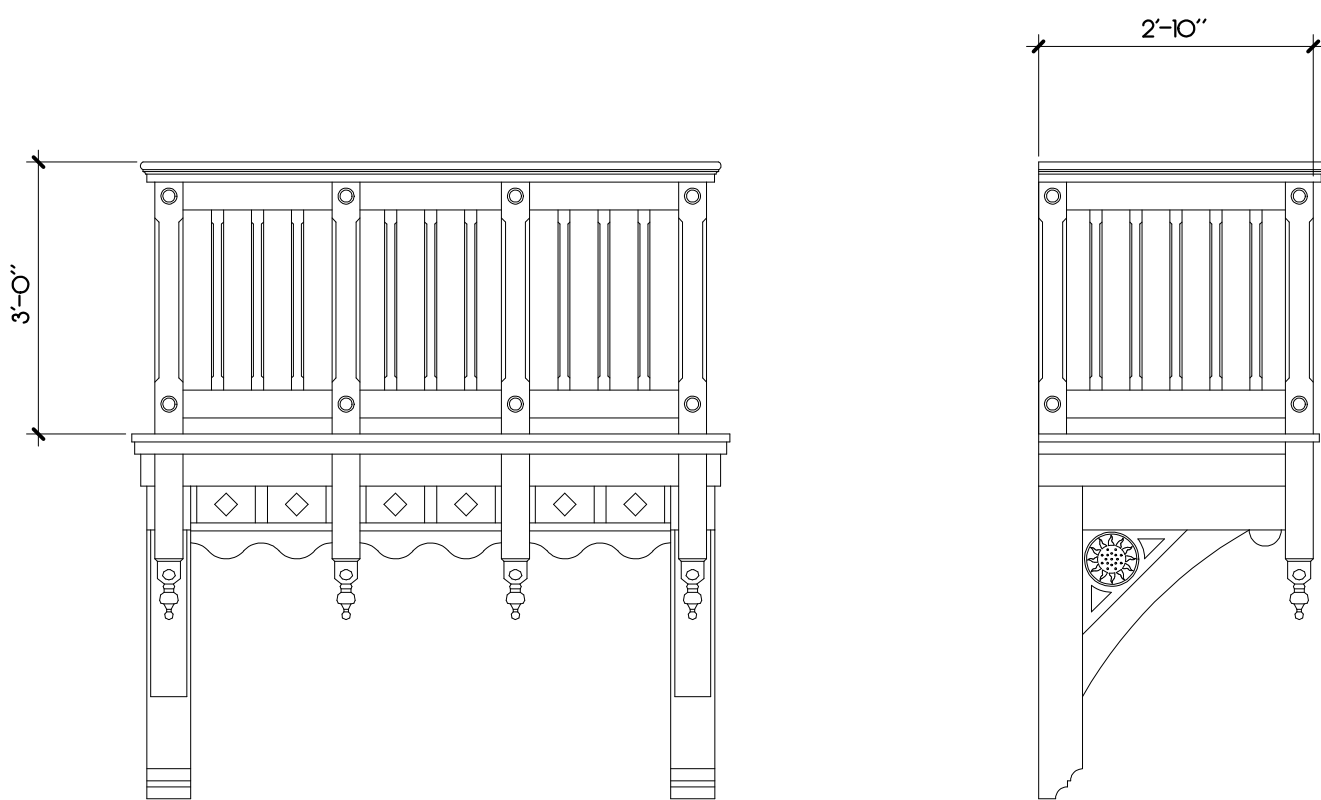
RENOVATION/ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A3.1



NEW WEST ELEVATION

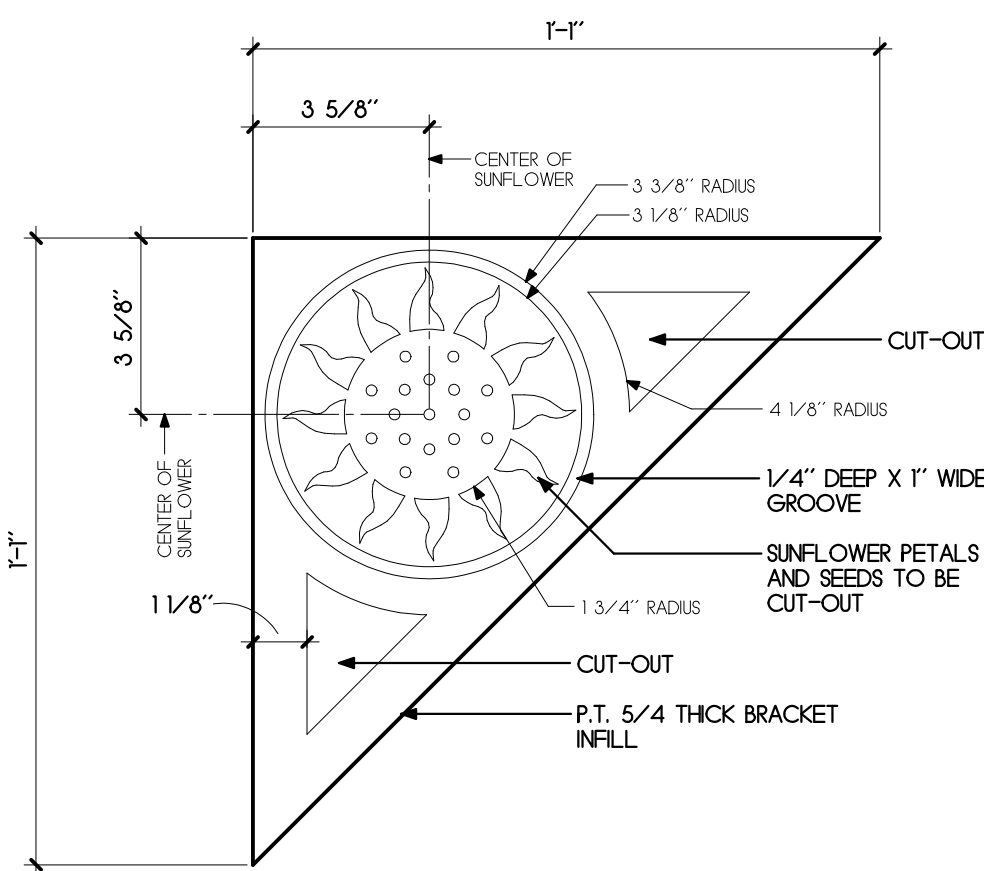
1/4"=1'-0"



SEE DETAIL 1/A4.1 FOR DIMENSIONS AND MATERIAL CALL-OUTS

1 BALCONETTE DETAIL

1/2"=1'-0"



2 SUNFLOWER BRACKET DETAIL

3"=1'-0"

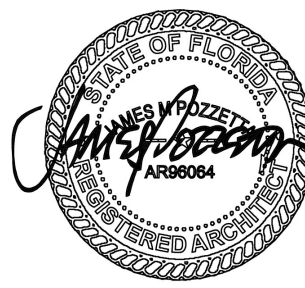
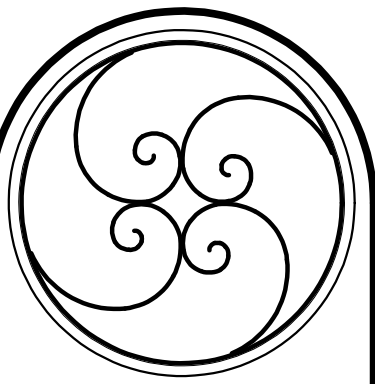


NEW NORTH ELEVATION

1/4"=1'-0"

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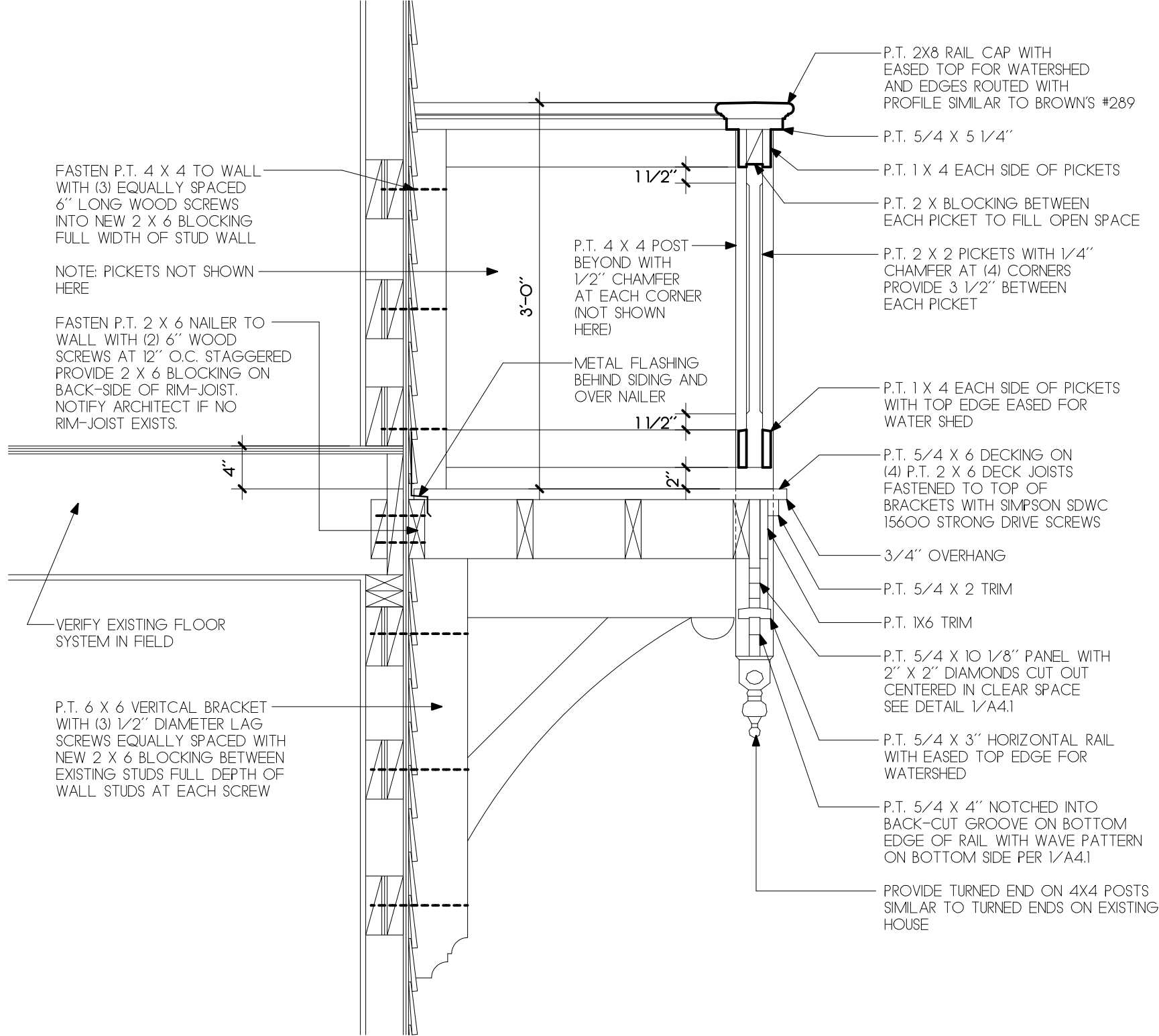
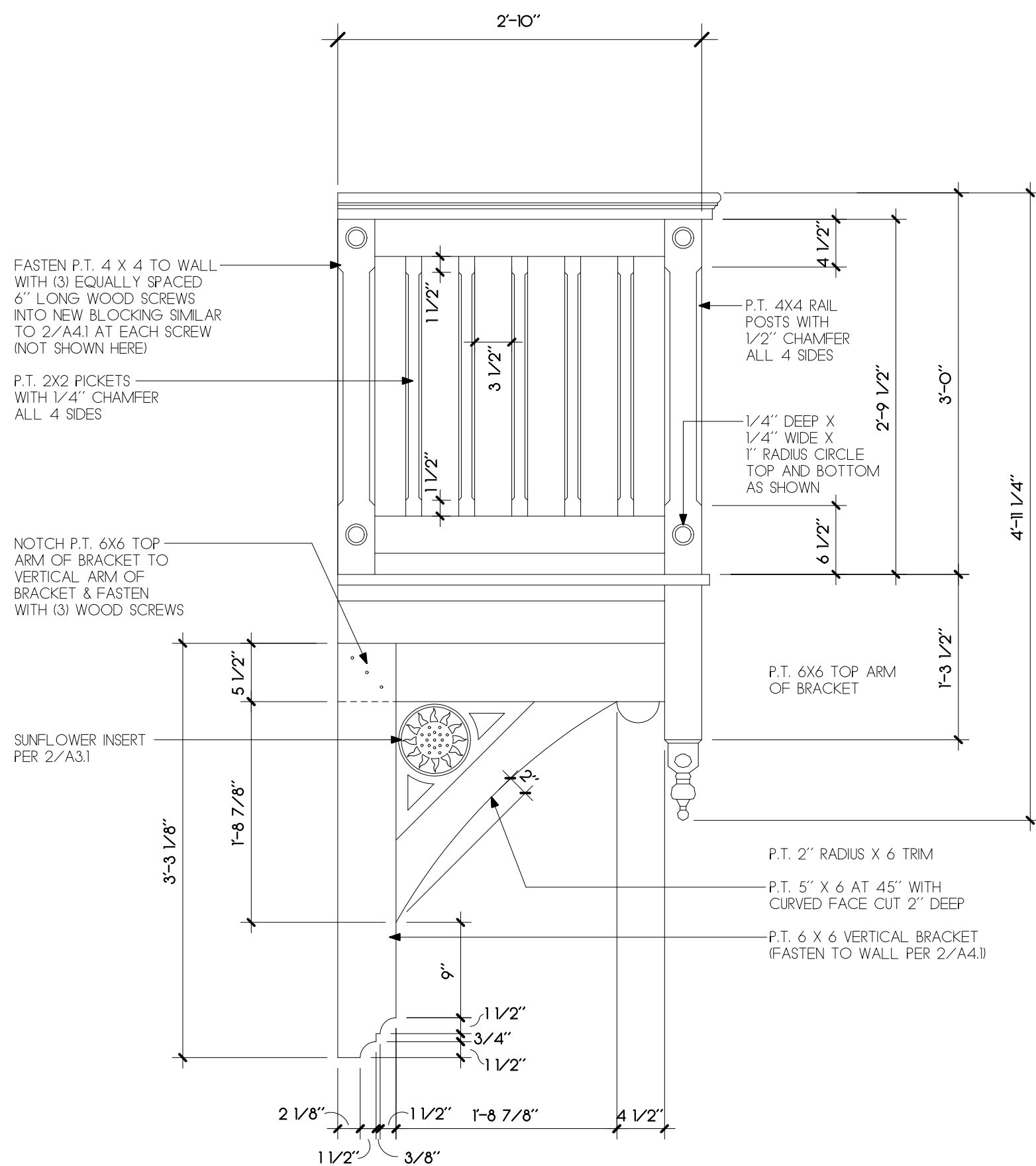
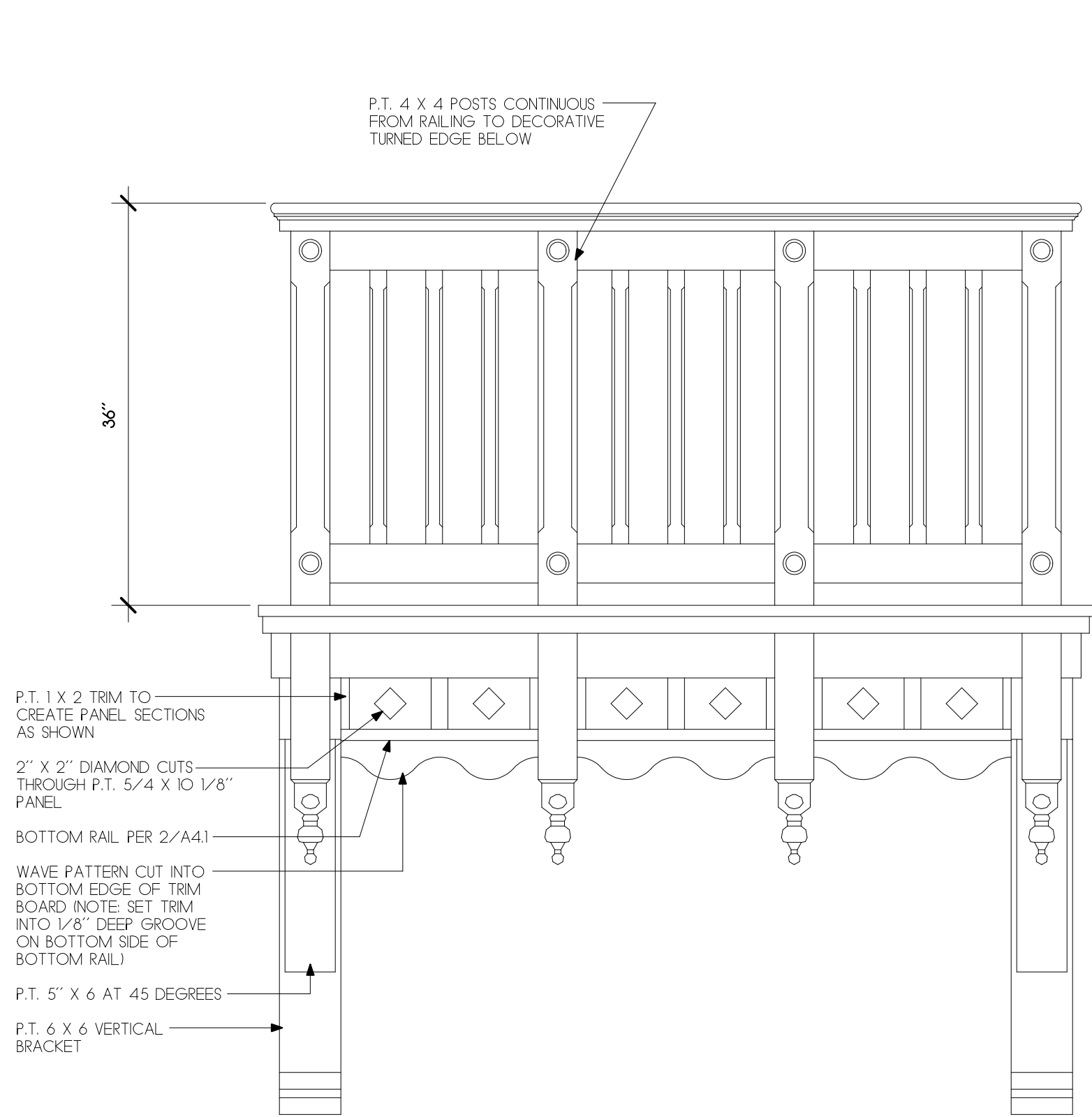
WALL L SECTIONS	
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CHECKED BY: J.M.P.
DATE: 07/25/2026

BALCONY ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A4.1



1 SECTION AT BALCONY

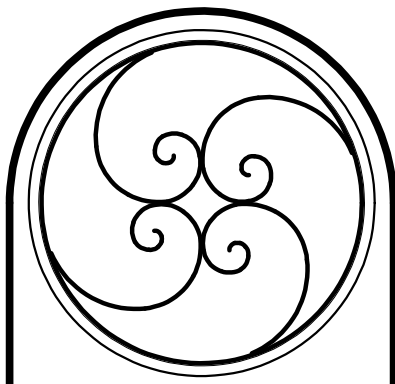
1"=1'-0"

2 BRACKET ATTACHMENT DETAIL

1"=1'-0"

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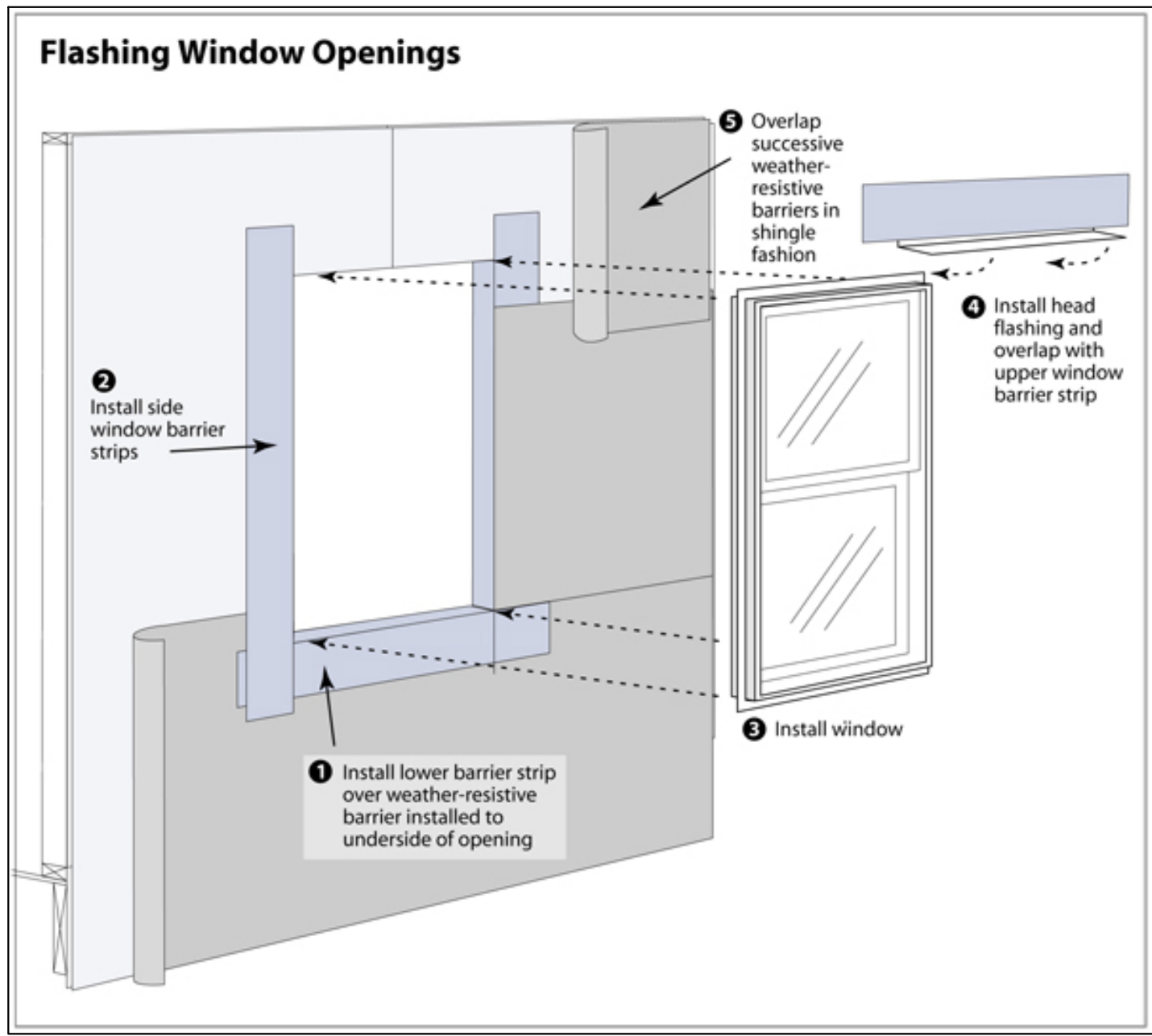
WATERPROOFING DETAILS		
#	REVISIONS	DATE
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PROJECT: HALL
DRAWN BY: JMP
CHKD BY: JMP
DATE: 07/25/2026

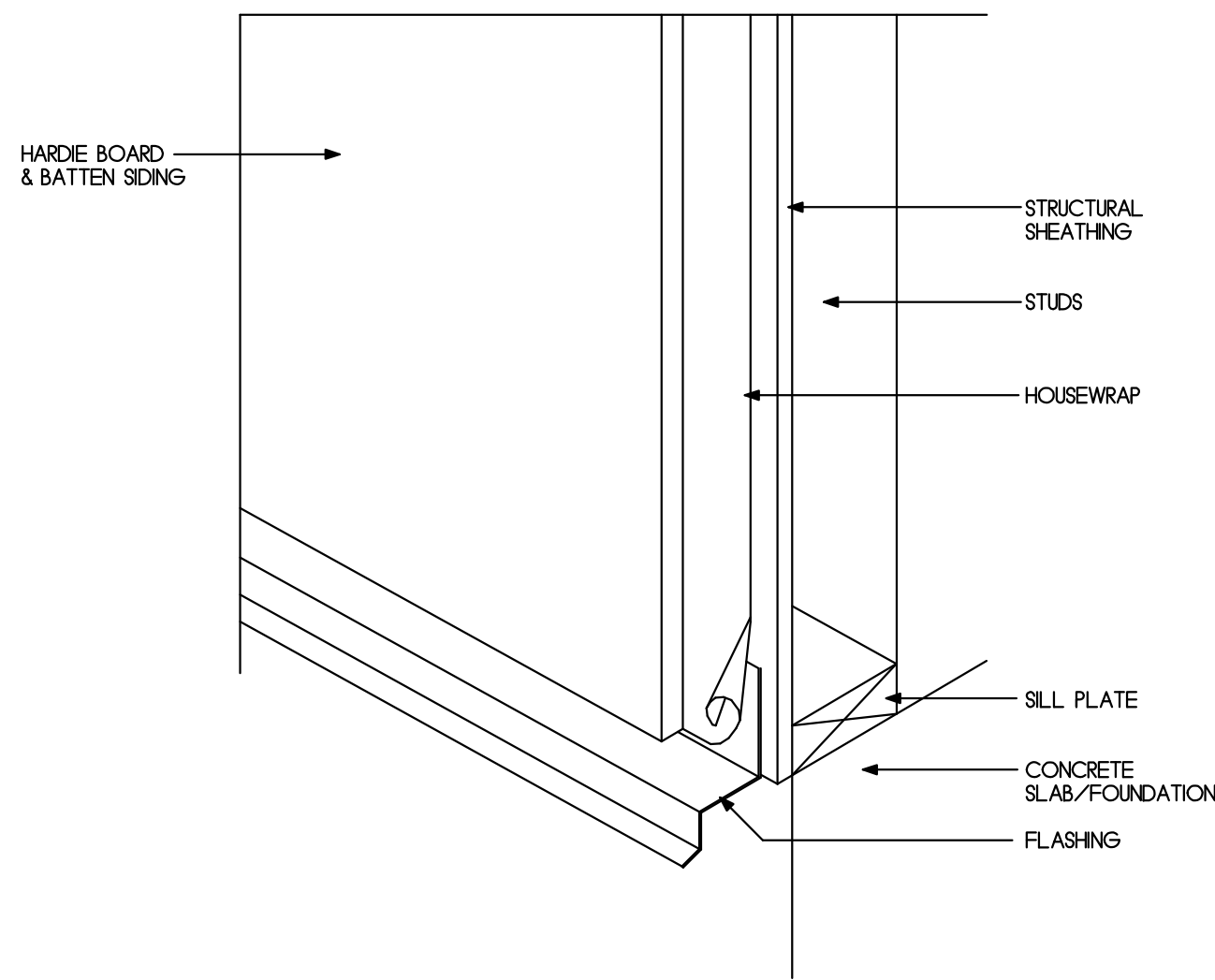
BALCONY ADDITION TO THE
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A5.1

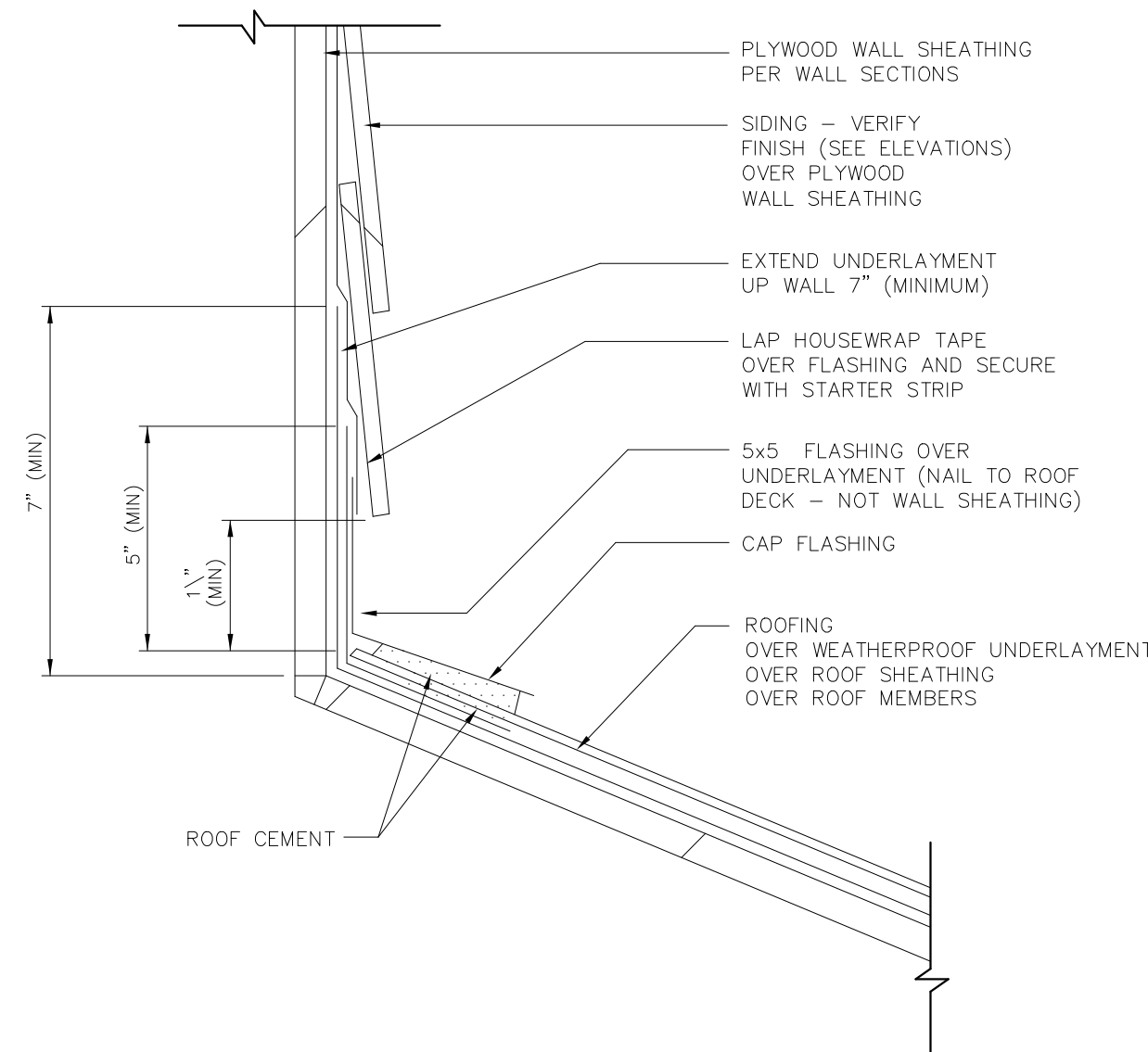


WINDOW/DOOR INSTALLATION AND WATERPROOFING TO COMPLY W/ APPLICABLE REQUIREMENTS OF THE FOLLOWING:
1) ASTM E2102
2) FIAA/AAMA/WDMA/100-07, 1200-09, 1250-10, AND 2710
3) WINDOW MANUFACTURER'S INSTALLATION GUIDELINES

A) TYPICAL WINDOW WATERPROOFING DETAIL N.T.S.



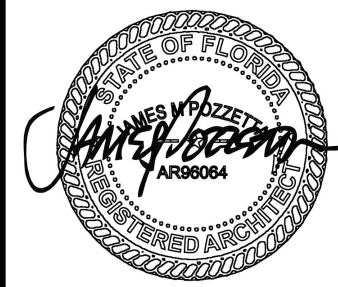
B) FLASHING AT SIDING DETAIL N.T.S.



C) WALL FLASHING AT APPLIED WOOD FINISH N.T.S.

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Pozzetta
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STRUCTURAL NOTES

REVISIONS	DATE
*	

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PROJECT: HALL

DRAWN BY: JWP

CHECKED BY: JWP

DATE: 07/25/2026

BALCONY ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A6.1

GENERAL NOTES

- CODES & STANDARDS
A. FLORIDA BUILDING CODE 2023 8TH ED. RESIDENTIAL
B. ASCE 7-22: MINIMUM DESIGN LOADS FOR BUILDINGS
C. REINFORCED CONCRETE: ACI 318-11 & ACI 302
D. MASONRY: ACI 530/ASCE 5 & ACI 530.1/ASCE 6
- ROOF DESIGN LOADS
A. DEAD..... 20 PSF
B. LIVE (ROOF)..... 25 PSF
(WITH APPROPRIATE REDUCTIONS)
- DESIGN WIND LOADS
A. ULTIMATE DESIGN WIND SPEED..... V = 128 MPH (ILT)
B. NOMINAL DESIGN WIND SPEED..... V = 122 MPH (ASD)
C. RISK CATEGORY..... II
D. WIND EXPOSURE CATEGORY: SEE COVER SHEET
E. INTERNAL PRESSURE COEFFICIENT..... GC = 0.18 (p)
F. COMPONENTS & CLADDING DESIGN WIND PRESSURES:
SEE COVER SHEET FOR DP TABLE

ALL PRESSURES ARE INTENDED TO BE APPLIED AND INTERPRETED IN STRICT ACCORDANCE WITH THE PROVISIONS & LOAD CASES PROVIDED IN ASCE 7-22.

FOR THE PURPOSES OF APPLYING THESE LOADS IN ACCORDANCE WITH COMPONENTS & CLADDING FIGURES IN ASCE 7-22, ±3 FT. G.

- SEISMIC DESIGN
A. SEISMIC IMPORTANCE FACTOR..... I = 1.00
B. MAPPED SPECTRAL RESPONSE ACCELERATIONS.....
S = 0.131_s
S = 0.067₁
C. SITE CLASS "D" (ASSUMED)
D. SPECTRAL RESPONSE COEFFICIENTS..... S = 0.139_m
S = 0.107_m
E. SEISMIC DESIGN CATEGORY "B"

- SNOW LOADS
A. GROUND SNOW LOAD..... "P" = 0 PSF_s

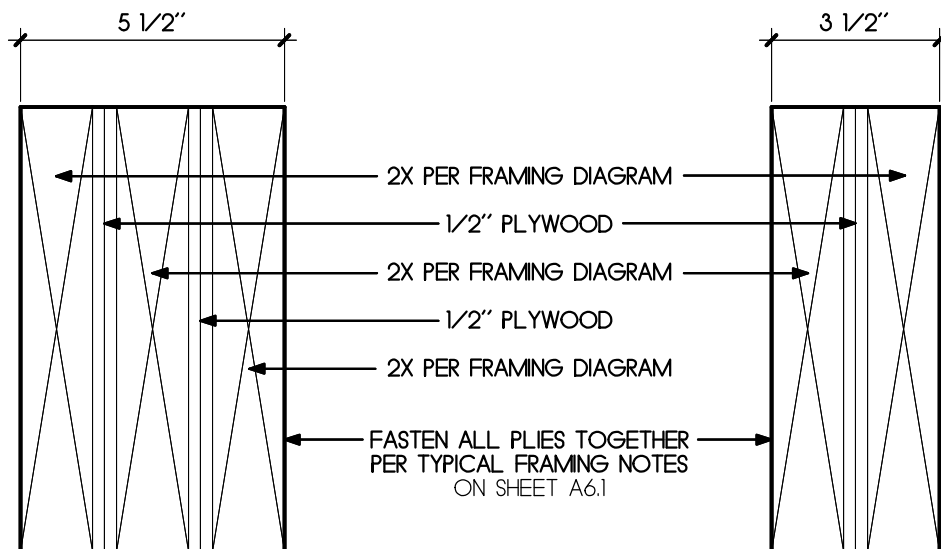
- SOIL PARAMETERS
A. FOOTINGS HAVE BEEN SIZED FOR AN ALLOWABLE SOIL BEARING PRESSURE OF 1500 PSF AT 1'-0" BELOW EXISTING GRADE. IF SITE CONDITIONS DIFFER FROM THOSE ASSUMED DURING THE DESIGN PROCESS, CONTACT ENGINEER IMMEDIATELY.
B. REMOVE ALL TOPSOIL & ORGANIC MATERIALS UNDER PROPOSED BUILDING SLAB & FOUNDATIONS & REPLACE WITH SUITABLE COMPACTED FILL OR CRUSHED STONE.
C. USE ONLY CLEAN, SANDY SOILS, WITH PLASTICITY INDEX UNDER 20 & LIQUID LIMIT BELOW 40. FOR ALL FILL UNDER SLABS AND FOOTINGS, USE OF CLAY, OR SOILS WITH HIGH CLAY CONTENT, IS PROHIBITED.
D. ALL BUILDING AREAS WITH FILL SHALL BE WETTED, TAMPED, AND COMPACTED TO 95% MAXIMUM DRY DENSITY AT OPTIMUM MOISTURE CONTENT AS DETERMINED IN ACCORDANCE WITH ASTM D698.

WOOD FRAMING NOTES

- ALL FRAMING SHALL BE INSTALLED PER FLORIDA BUILDING CODE 2023 8TH EDITION
- ALL LUMBER USED IN CONSTRUCTION TO BE SOUTHERN YELLOW PINE NO. 2 OR BETTER.
- LUMBER IN EXTERIOR LOCATIONS OR BELOW FLOOD ZONE TO BE PRESERVATIVE TREATED.
- ROOF TRUSSES SHALL BE ANCHORED TO THE TOP OF SUPPORTING BEAMS USING HURRICANE TIES AS INDICATED ON THE FRAMING DIAGRAM AND WALL SECTIONS.
- WALL ANCHORAGE SHALL BE PROVIDED USING SIMPSON ANCHOR TIE-ROD SYSTEM 1/2" DIAMETER, ANCHOR TIE-RODS SHALL BE INSTALLED CONTINUOUS FROM WALL TOP PLATE TO FOUNDATION IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
- ANCHOR TIE-RODS SHALL BE INSTALLED EACH SIDE OF OPENINGS AND AT A MAXIMUM SPACING OF 48" ON CENTER. SEE FLOOR PLANS FOR LOCATIONS.
- ROOF TRUSSES AND RAFTERS SHALL BE ANCHORED TO THE WALL TOP PLATE USING HURRICANE TIES OR CLIPS AS INDICATED ON THE ROOF FRAMING DIAGRAM AND WALL SECTIONS.
- WALL SHEATHING SHALL BE AS INDICATED ON THE PLANS, AND SHALL BE INSTALLED CONTINUOUS FROM THE TOP PLATE TO THE SILL PLATE AT ALL EXTERIOR WALLS.
- ALL FASTENERS ARE TO BE HOT-DIP GALVANIZED OR STAINLESS STEEL AND SHALL BE COMPATIBLE WITH SELECTED CONNECTORS. DO NOT MIX DISSIMILAR METALS.
- FRAMING CONNECTORS AND HURRICANE TIES ARE TO BE HOT-DIP GALVANIZED OR STAINLESS STEEL.

SHEATHING AND NAILING SCHEDULE

LOCATION	SHEATHING	PANEL EDGE NAILING (E.N.)	PANEL FIELD NAILING (F.N.)	NAILING AT ROOF OR FLOOR DIAPHRAGM BOUNDARIES	2x BLOCKING AT PANEL EDGES REQ'D
ROOF	5/8" APA	8d AT 4" O.C.	8d AT 6" O.C.	8d AT 6" O.C.	NO
WALLS	1/2" APA	8d AT 4" O.C.	8d AT 6" O.C.	N/A	YES

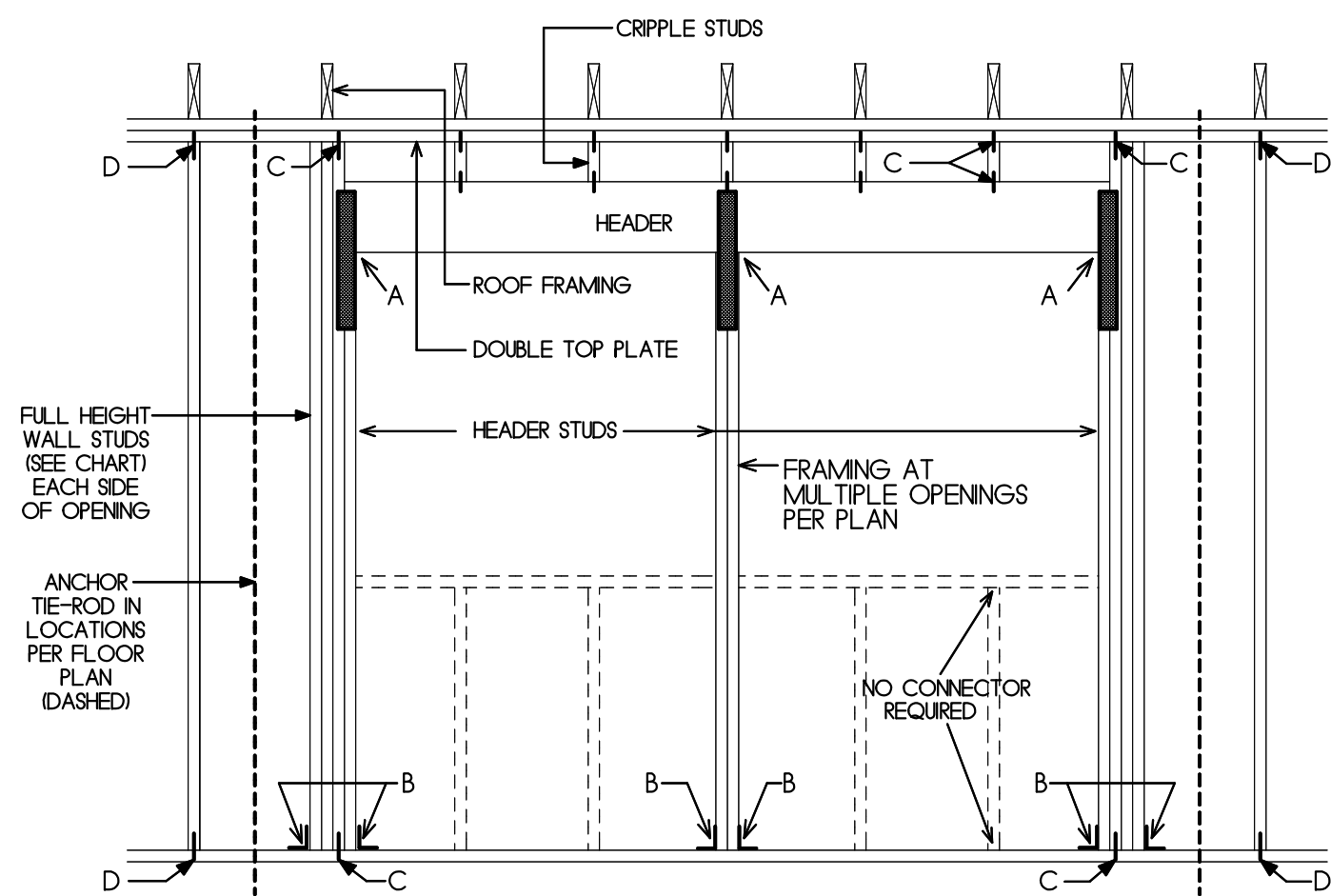


B BUILT-UP BEAM

I'=I'-O''

TYPICAL FRAMING NOTES

- STUD WALL BLOCKING**
PROVIDE 2 X 6 BLOCKING PACKED SOLID FULL DEPTH OF WALL STUDS AT ALL LOCATIONS WHERE NEW BALCONY BRACKETS HAVE SCREW FASTENERS.
- PLYWOOD WALL SHEATHING**
USE 8 d COMMON NAILS AT 4" O.C. AT ALL PANEL EDGES AND AT 6" O.C. AT INTERMEDIATE STUDS UNLESS OTHERWISE NOTED. NAIL HEADS SHALL NOT PENETRATE SURFACE OF PLYWOOD OR O.S.B. MORE THAN THICKNESS OF NAIL HEAD.
- BUILT-UP BEAMS**
BUILT-UP BEAMS/HEADERS SHALL BE MADE OF MIN. 2 X LUMBER FASTENED TOGETHER WITH TWO (2) ROWS OF 16d NAILS AT MAX. 32" O.C. LOCATE ONE ROW WITHIN 2" OF TOP EDGE AND ONE ROW WITHIN 2" OF BOTTOM EDGE.
- CONNECTORS/HANGERS**
G.C. SHALL VERIFY INSTALLATION REQUIREMENTS FOR ALL CONNECTORS AND HANGERS WITH MANUFACTURER'S SPECIFICATIONS.



A TYPICAL FRAMING AND CONNECTORS AT WALL OPENINGS

MINIMUM WALL AND HEADER STUD REQUIREMENTS

MAXIMUM HEADER SPAN (FT.)				
	3'	6'	9'	12'
MINIMUM NUMBER OF HEADER STUDS SUPPORTING EACH END OF HEADER				
	1	1	2	3
NUMBER OF FULL-LENGTH STUDS AT EACH END OF HEADER				
UNSUPPORTED WALL HEIGHT	STUD SPACING			
10' OR LESS	12 IN.	1	1	2
	16 IN.	1	1	2
	24 IN.	1	2	2
GREATER THAN 10'	12 IN.	2	2	3
	16 IN.	2	2	3
	24 IN.	2	2	4

A' - PROVIDE SIMPSON ST215 STRAP TIE EACH END OF HEADER TO HEADER STUDS BELOW (LOU)

B' - PROVIDE SIMPSON A35 FRAMING ANCHOR AS SHOWN (NOT REQUIRED IF ANCHOR TIE-RODS ARE PROVIDED EACH SIDE OF OPENING)

C' - PROVIDE SIMPSON SDWC 15400 STRONG DRIVE STRUCTURAL SCREWS AT LOCATIONS SHOWN (NOTE: C' SCREWS CAN BE USED IN PLACE OF ANCHOR TIE-RODS IF THEY ARE INSTALLED AT EACH STUD TO TOP AND BOTTOM PLATES)

D' - PROVIDE SIMPSON SDWC 15400 STRONG DRIVE STRUCTURAL SCREWS AT LOCATIONS SHOWN IF ANCHOR TIE-RODS CANNOT BE INSTALLED AT THIS PLACE

NOT TO SCALE

Mackennah Tarmey

From: noreply@civicplus.com
Sent: Thursday, May 28, 2026 3:31 PM
To: Planning Info
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application

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Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees	Certificate of Approval (COA): Board Review - Residential Single Family) \$250
------	--

Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and

guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, right-of-way, or zoning permit (if required).

Application Requirements	<i>Field not completed.</i>
--------------------------	-----------------------------

Please see the Land Development Code (LDC) for detailed information:	<i>Field not completed.</i>
--	-----------------------------

The LDC is Available for Review at	www.fbfl.us/LDC
------------------------------------	--

Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE	Addition
--------------	----------

APPROVAL TYPE	Board Approval: Conceptual
---------------	----------------------------

Have you met with a planner for a pre-application meeting?	Yes
--	-----

What was the date of your pre-application meeting?	4/28/2026
--	-----------

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's website → Map Search
----------------------	--

Historic District	Old Town
-------------------	----------

Site Address	212 Estrada Street
City	Fernandina Beach
State	FL
Zip Code	32034
Parcel ID #(s)	000031158000040090
Do you authorize the installation of a temporary City notice sign on your property?	YES
OWNER OF RECORD <i>As recorded with the Nassau County Property Appraiser</i>	
First Name	Cheryl
Last Name	Hall
Mailing Address	212 Estrada Street
City	Fernandina Beach
State	FL
Zip Code	32034
OWNER'S AGENT <i>If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included</i>	
Is there an agent other than the owner representing this project?	Yes
First Name	James
Last Name	Pozzetta
Company (if applicable)	James Pozzetta Architect
Street Address	103 S 18th St

City	Fernandina Beach
State	FL
Zip	32034

Project Description Re-installation of a historic balcony at the second floor of the front elevation.

Our research indicates that the balcony was removed for the filming of the movie 'Pippi Longstockings' (1969) and was not re-installed afterwards.

Design Vision Statement The project is envisioned to bring the house back to its historic form with a new balcony detailed from old photos, while also including sufficient subtle modern interpretations in order to distinguish it from the original.

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS

List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.

EXTERIOR FABRIC

Manufacturer	n/a
Product Description	Wood Siding to match existing
Color	match existing house

DOORS

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

WINDOWS

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

ROOFING

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

FASCIA/TRIM

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

FOUNDATION

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

SHUTTERS

Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

PORCH/DECK

Manufacturer	n/a
Product Description	Wood lumber
Color	match existing trim color

FENCING

Manufacturer	n/a
--------------	-----

Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
DRIVEWAYS/SIDEWALKS	
Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
SIGNAGE	
Manufacturer	n/a
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
OTHER	
Manufacturer	n/a
Product Description	Field Built Wood Brackets
Color	match existing trim color
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	Photo Documentation Gallery 052826.pdf
Upload 2	Hall A1.1 Site Plan 052826.pdf
Upload 3	Hall A4.1 New Elevations 052826.pdf
Upload 4	Hall A4.2 Existing Elevations 052826.pdf
Upload 5	Hall A3.1 Floor Plan 052826.pdf
Upload 6	Hall Survey 070325.pdf
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>

Upload 11 *Field not completed.*

Upload 12 *Field not completed.*

Certification By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following: I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.

2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional

six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name James

Applicant Last Name Pozzetta

Today's Date 5/28/2026

DEPARTMENT OF PLANNING & CONSERVATION

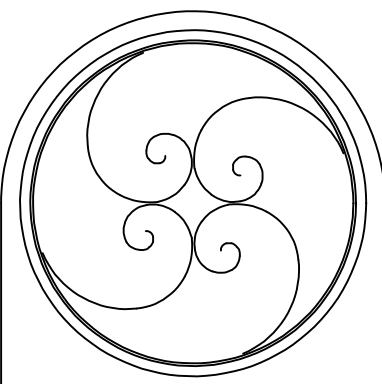
204 Ash Street | Fernandina Beach Florida 32034 | Contact: Mia Sadler at 904 310-3488 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.

Email not displaying correctly? [View it in your browser.](#)



This document has been electronically signed and sealed by James Pozzetta, Architect, APR#004 on this day/the stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



SITE PLAN	
REVISIONS	DATE
#	
THE DRAWING AND THE DESIGN REVISIONS AND CONCEPTS IT REPRESENTS ARE THE PROPERTY OF JAMES POZZETTA, ARCHITECT, APR#004. NO PART OF THIS DOCUMENT OR ANY OTHER PROJECT AND IT IS TO BE RETURNED ON REQUEST.	

JAMES POZZETTA, ARCHITECT
FLORIDA REGISTERED ARCHITECT
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FERNANDINA BEACH, FLORIDA 32034
904-206-3447
jamespozzeffa@comcast.net
FLORIDA REGISTERED ARCHITECT, LIC#AR60064

PROJECT: HALL
DRAWN BY: JWP
CHD BY: JWP
DATE: 05/28/2026

RENOVATION/ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A1.1

TBM - SET MAG NAIL
ELEVATION 22.46'

ESTRADA STREET
50' RIGHT-OF-WAY

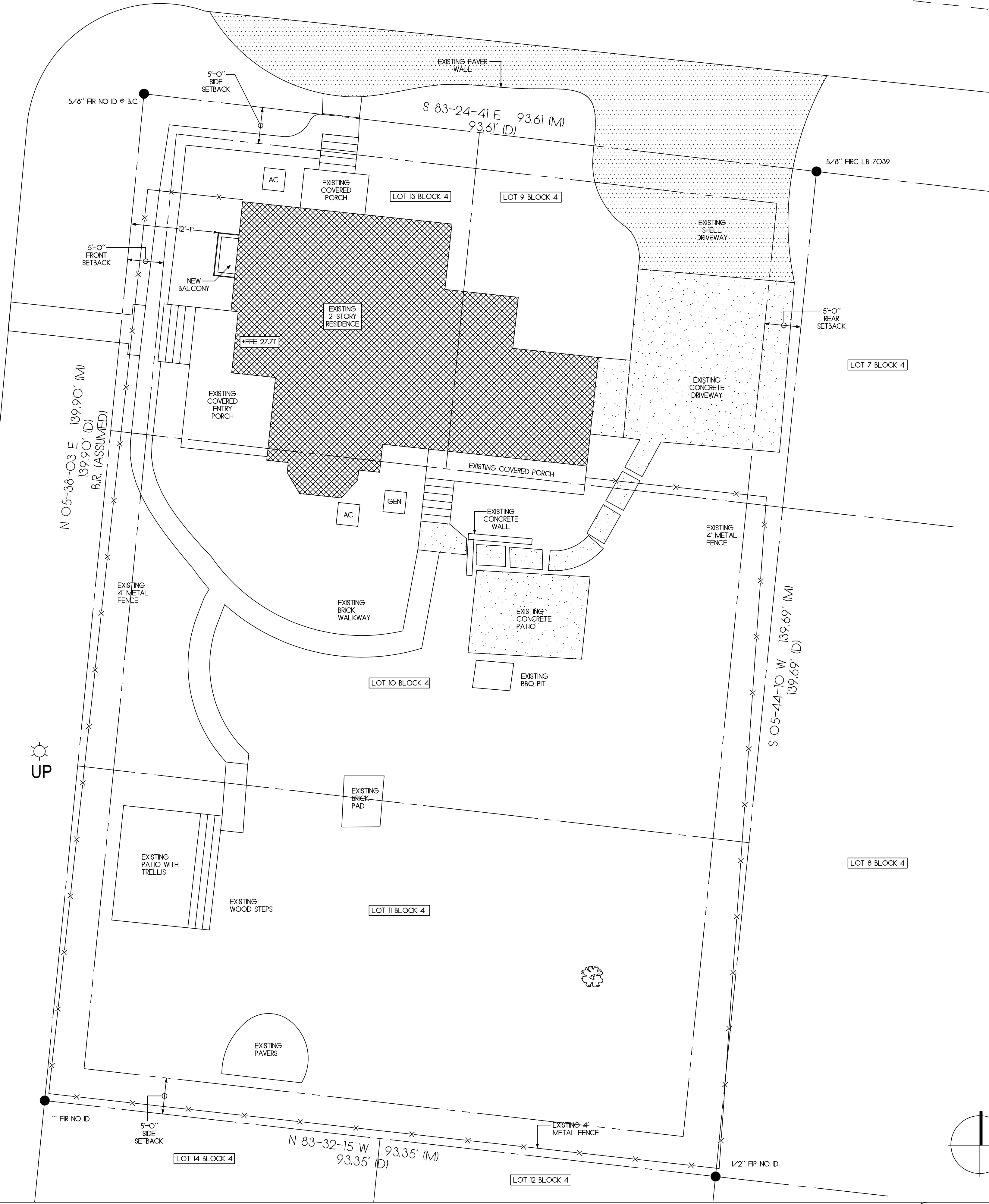
UP

TBM - SET MAG NAIL
ELEVATION 20.95'

BASIS OF ELEVATIONS SHOWN:
 DESIGNATION: J331 PID: 5C0127
 ELEVATION: 116 NAVD 85

SITE PLAN

WHITE STREET
50' RIGHT-OF-WAY



LOT COVERAGE CALCULATION

THERE IS NO INCREASE TO THE EXISTING LOT COVERAGE DUE TO THIS PROJECT

IMPERVIOUS SURFACE CALCULATION

THERE IS NO INCREASE TO THE EXISTING IMPERVIOUS SURFACE DUE TO THIS PROJECT

SITE PLAN NOTES

1) ALL SITE INFORMATION FROM SURVEY PROVIDED BY:

EXACTA LAND SURVEYORS, LLC
131 WEST BROADWAY STREET #1001
OWEN, FLORIDA 32765
(866) 735-1916

2) FLOOD ZONE 'X' PER EXACTA LAND SURVEYORS, INC.

3) CLEAR ONLY AREAS WITHIN IMMEDIATE CONSTRUCTION AREA; ALL OTHERS TO REMAIN NATURAL - SUBJECT TO OWNER APPROVAL.

4) NO TREES ARE TO BE REMOVED AS PART OF THIS PROJECT.

CONSTRUCTION SILT FENCE NOTE:
PROVIDE SILT FENCING ALONG PROPERTY LINE IN AREAS OF CONSTRUCTION AND MAINTAIN THROUGHOUT CONSTRUCTION

CONSTRUCTION DUMPSTER NOTE:
DUMPSTER SHALL NOT BE PLACED WITHIN THE RIGHT-OF-WAY

PORTALET NOTE:
PORTALET SHALL NOT BE PLACED WITHIN THE RIGHT-OF-WAY

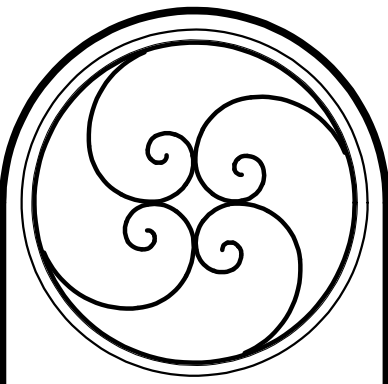
CONSTRUCTION MATERIALS NOTE:
CONSTRUCTION MATERIALS ARE TO BE STORED/STAGED ON THE PROJECT SITE. DO NOT STORE/STAGE MATERIALS OUTSIDE OF PROJECT PROPERTY.

SITE PLAN LEGEND

- EXISTING BUILDING FOOTPRINT
- AREA OF EXISTING SHELL PAVING
- AREA OF EXISTING PAVING
- PROPERTY LINE
- SETBACK LINE
- SITE FEATURES
- FENCE LINE
- TREE TO BE REMOVED
- TREE TO REMAIN

1/8"=1'-0"

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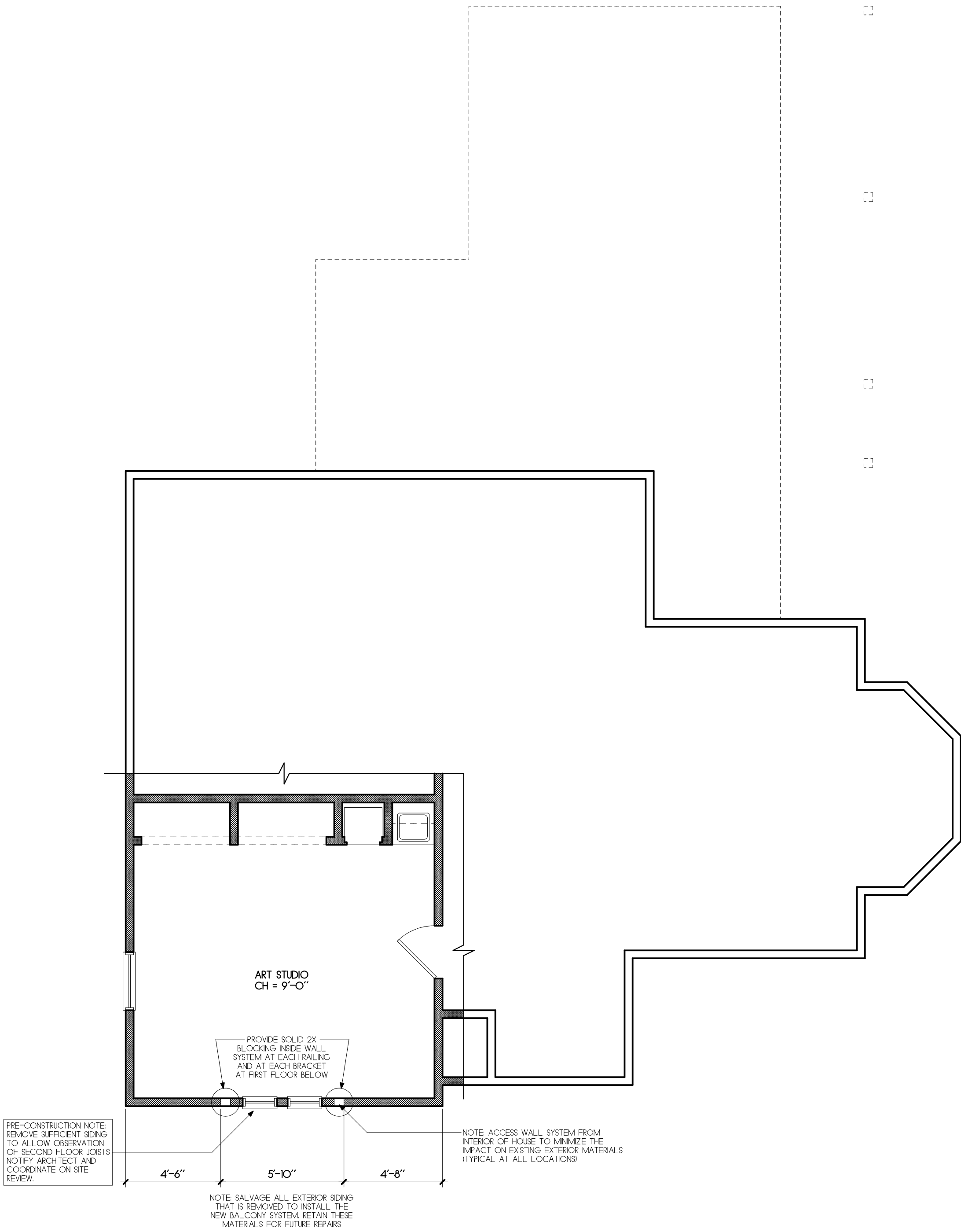
PARTIAL AS-BUILT SECOND FLOOR PLAN			
#	REVISIONS	DATE	
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jamespozzeita@comcast.net
FLORIDA REGISTERED ARCHITECT, LIC#AR96064

PROJECT: HALL
DRAWN BY: J.P.
CHECKED BY: J.P.
DATE: 05/28/2026

RENOVATION/ ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A3.1



EXISTING SECOND FLOOR PLAN AND DEMOLITION PLAN

1/4"=1'-0"

DEMOLITION NOTES

1. PROVIDE TEMPORARY SHORING AND BRACING AT LOCATIONS WHERE NEW BLOCKING IS TO BE INSTALLED FOR NEW BALCONY TO STABILIZE THE STRUCTURE DURING CONSTRUCTION.
2. REMOVE SUFFICIENT PORTION OF SIDING AT THE EXISTING SECOND FLOOR TO ALLOW OBSERVATION OF WHAT DIRECTION THE EXISTING FLOOR JOISTS RUN. NOTIFY ARCHITECT AND COORDINATE ON SITE REVIEW.
3. SALVAGE ALL EXTERIOR SIDING MATERIALS FOR FUTURE USE. REQUIRED REMOVE EXISTING CEILING FINISH.

DEMOLITION LEGEND

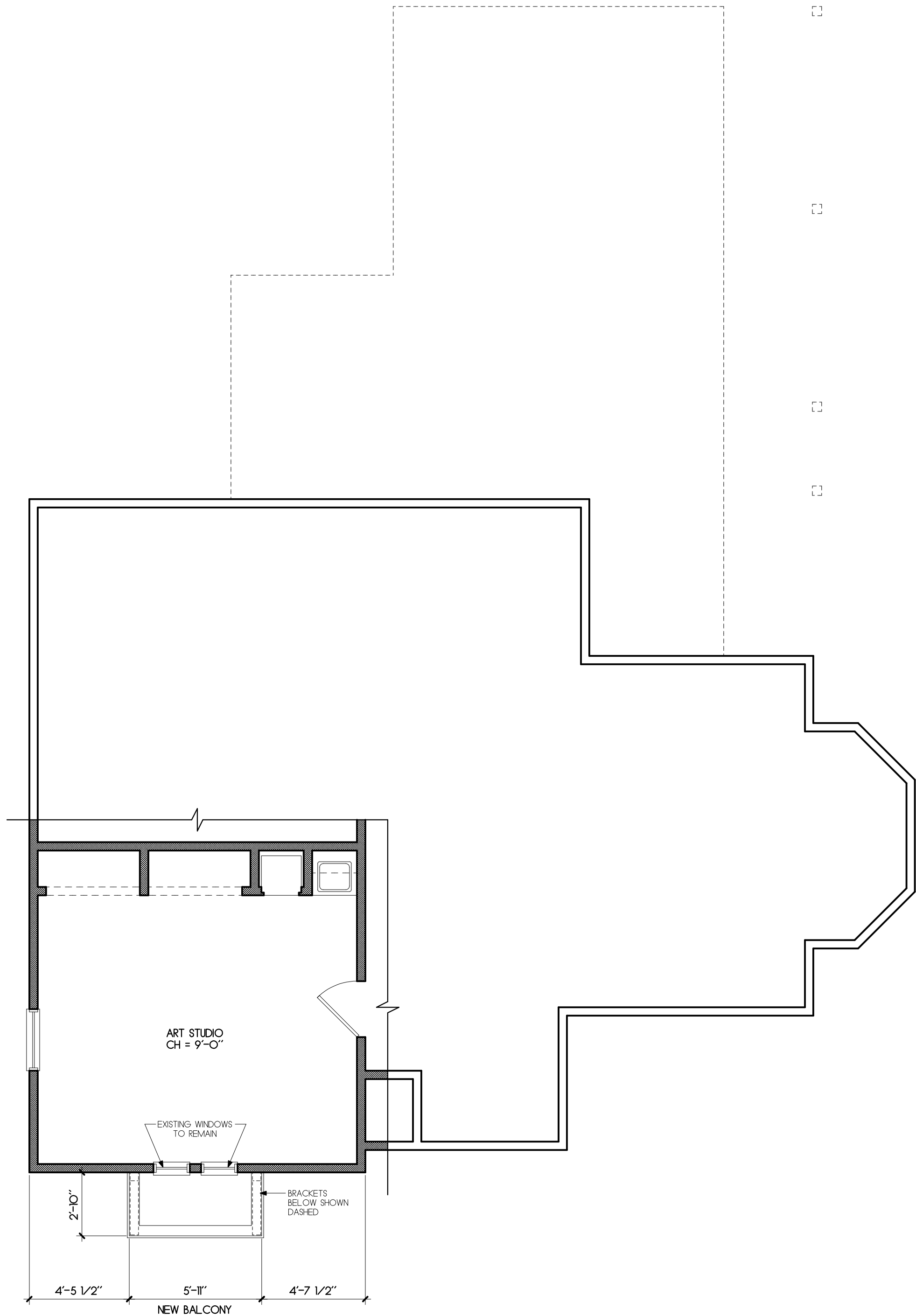
- EXISTING STUD FRAMED WALL
- FEATURE TO BE REMOVED
- FEATURES ABOVE
- FEATURES BELOW

PLAN NOTES

1. REPAIR INTERIOR WALL FINISHES AS REQUIRED FOR INSTALLATION OF THE STRUCTURAL COMPONENTS OF THE NEW BALCONY.
2. REPAIR EXTERIOR TRIM AND SIDING AS REQUIRED FOR INSTALLATION OF THE NEW BALCONY.

PLAN LEGEND

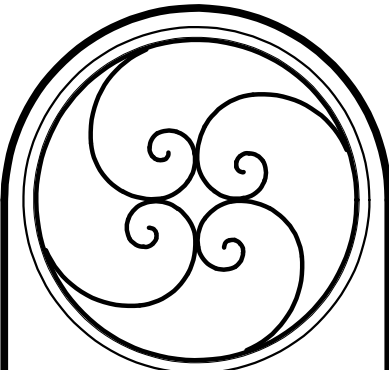
- NEW STUD FRAMED WALL
- EXISTING STUD FRAMED WALL
- FEATURES ABOVE
- FEATURES BELOW
- DOOR NUMBER PER DOOR SCHEDULE
- WINDOW NUMBER PER WINDOW SCHEDULE
- AS.B.O. AS SELECTED BY OWNER



NEW SECOND FLOOR PLAN

1/4"=1'-0"

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EXISTING ELEVATIONS	
REVISIONS	DATE
•	
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jamespozzeita@comcast.net
FLORIDA REGISTERED ARCHITECT, LIC#AR96064

PROJECT: HALL
DRAWN BY: JWP
CHKD BY: JWP
DATE: 05/28/2026

RENOVATION/ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A4.2

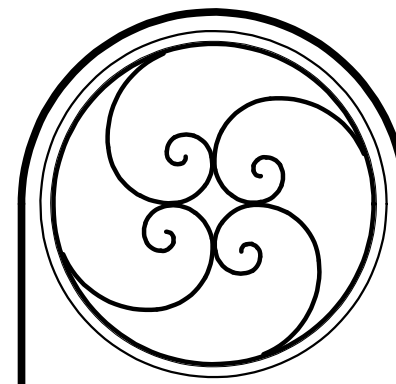


EXISTING WEST ELEVATION 1/4"=1'-0"



EXISTING NORTH ELEVATION 1/4"=1'-0"

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NEW ELEVATIONS		DATE
#	REVISIONS	
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PROJECT: HALL
DRAWN BY: J.P.
CHECKED BY: J.P.
DATE: 05/28/2026

RENOVATION/ ADDITION TO THE:
HALL RESIDENCE
212 ESTRADA STREET
FERNANDINA BEACH, FLORIDA 32034

A4.1



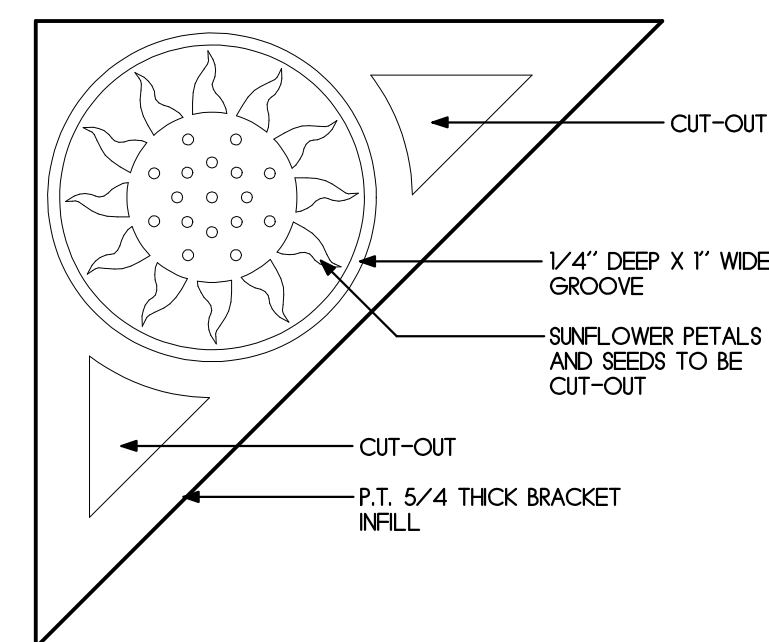
NEW WEST ELEVATION

1/4"=1'-0"



1 BALCONETTE DETAIL

1/2"=1'-0"



2 SUNFLOWER BRACKET DETAIL

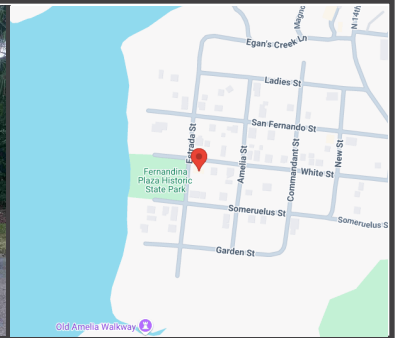
3"=1'-0"



NEW NORTH ELEVATION

1/4"=1'-0"

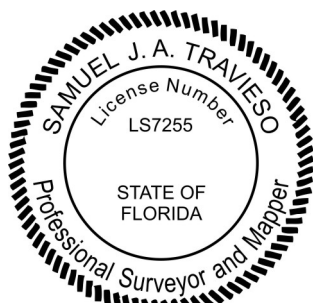
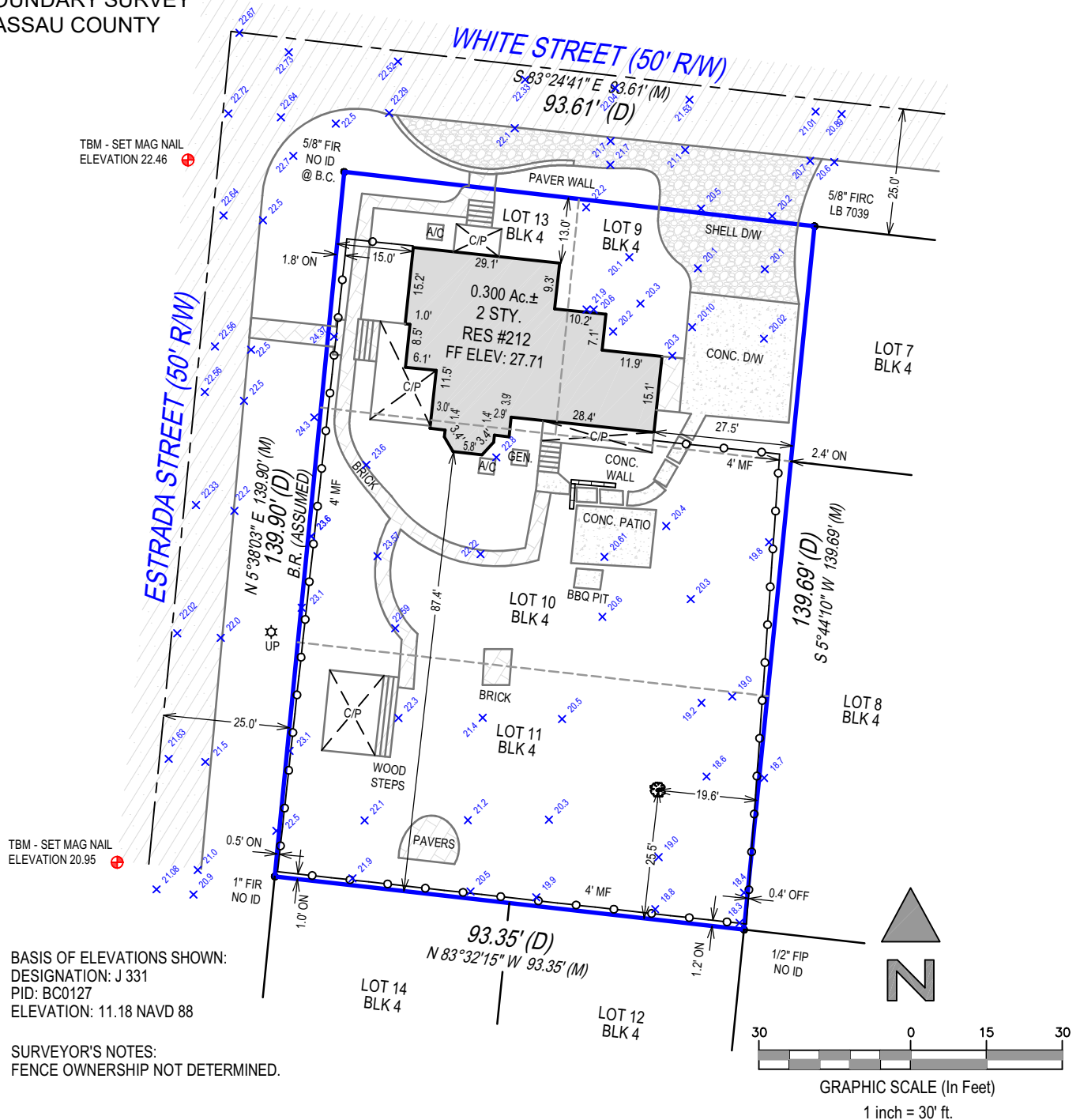
www.exactaland.com | office: 866.735.1916 | fax: 866.744.2882



PROPERTY ADDRESS: 212 ESTRADA STREET, FERNANDINA BEACH, FLORIDA 32034

SURVEY NUMBER: 2506.5636

2506.5636
BOUNDARY SURVEY
NASSAU COUNTY



Samuel Travieso

Digitally signed by Samuel Travieso
Date: 2025.06.30 07:31:07 -04'00'

SURVEYORS CERTIFICATION:

I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-17.050 through 5J -17.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.

POINTS OF INTEREST:
NONE VISIBLE



Exacta Land Surveyors, LLC
LB# 8291
o: 866.735.1916 | f: 866.744.2882
131 West Broadway Street, Suite 1001, Oviedo, FL 32765



AFFILIATE MEMBERS

DATE SIGNED: 06/30/25

FIELD WORK DATE: 6/25/2025

REVISION DATE(S): (REV.1 6/30/2025) (REV.1 6/30/2025)

SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION
PAGE 1 OF 2 - NOT VALID WITHOUT ALL PAGES

PROPERTY ADDRESS: 212 ESTRADA STREET, FERNANDINA BEACH, FLORIDA 32034

SURVEY NUMBER: 2506.5636

JOB SPECIFIC SURVEYOR NOTES:

THE BEARING REFERENCE OF NORTH 5 DEGREES 38 MINUTES 03 SECONDS EAST IS BASED ON THE WESTERLY PROPERTY LINE OF LOT ALL OF LOTS 9, 10 AND 13, BLOCK 4, LOCATED WITHIN FERNANDINA BEACH ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK , PAGE OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

LEGAL DESCRIPTION:

ALL OF LOTS 9, 10 AND 13, BLOCK 4, OLD TOWN, ACCORDING TO THE OFFICIAL MAP OR PLAT OF FERNANDINA BEACH, FORMERLY FERNANDINA, AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED, AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901.

GENERAL SURVEYOR NOTES:

1. The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless the Title Commitment Number and Date is referenced on this survey, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.

2. The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.

3. If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.

4. This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
5. Alterations to this survey map and report by other than the signing surveyor are prohibited.

6. Dimensions are in feet and decimals thereof.

7. Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at www.fema.gov and may not reflect the most recent information.

8. Unless otherwise noted "SIRC" indicates a Set Iron Rebar with a Cap stamped LB#8291, a minimum half inch in diameter and eighteen inches long.

9. If you are reading this survey in an electronic format, the information contained on this document is only valid if this document is electronically signed as specified in Chapter 5J17.062 (3) of the Florida Administrative Code and Florida Statute 472.025. The Electronic Signature File related to this document is prominently displayed on the invoice for this survey which is sent under separate cover. Manually signed and sealed logs of all survey signature files are kept in the office of the performing surveyor.

10. The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of
- the field location and may not represent the actual shape or size of the feature.

11. Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.

12. Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.

13. The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.

14. Pursuant to F.S. 558.0035, an individual employee or agent may not be held individually liable for negligence.

15. Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.

SURVEYOR'S LEGEND

LINETYPES	
	Boundary Line
	Center Line
	Chain Link or Wire Fence
	Easement
	Edge of Water
	Iron Fence
	Overhead Lines
	Structure
	Survey Tie Line
	Vinyl Fence
	Wall or Party Wall
	Wood Fence
SURFACE TYPES	
	Asphalt
	Brick or Tile
	Concrete
	Covered Area
	Water
	Wood
SYMBOLS	
	Benchmark
	Center Line
	Central Angle or Delta
	Common Ownership
	Control Point
	Catch Basin

	Elevation
	Fire Hydrant
	Find or Set Monument
	Guywire or Anchor
	Manhole
	Tree
	Utility or Light Pole
	Well

ABBREVIATIONS

(C) - Calculated
(D) - Deed
(F) - Field
(M) - Measured
(P) - Plat
(R) - Record
(S) - Survey
A/C - Air Conditioning
AE - Access Easement
ANE - Anchor Easement
ASBL - Accessory Setback Line
B/W - Bay/Box Window
BC - Block Corner
BFP - Backflow Preventer
BLDG - Building
BLK - Block
BM - Benchmark
BR - Bearing Reference
BRL - Building Restriction Line
BSMT - Basement
C - Curve
C/L - Center Line
C/P - Covered Porch
C/S - Concrete Slab
CATV - Cable TV Riser
CB - Concrete Block
CH - Chord Bearing
CHIM - Chimney
CLF - Chain Link Fence
CME - Canal Maintenance Easement
CO - Clean Out
CONC - Concrete
COR - Corner
CS/W - Concrete Sidewalk
CUE - Control Utility Easement
CVG - Concrete Valley Gutter
D/W - Driveway
DE - Drainage Easement
DF - Drain Field
DH - Drill Hole
DUE - Drainage & Utility Easement
ELEV - Elevation
EM - Electric Meter
ENCL - Enclosure
ENT - Entrance
EOP - Edge of Pavement
EOW - Edge of Water
ESMT - Easement
EUB - Electric Utility Box
F/DH - Found Drill Hole
FCM - Found Concrete Monument
FF - Finished Floor
FIP - Found Iron Pipe
FIPC - Found Iron Pipe & Cap
FIR - Found Iron Rod
FIRC - Found Iron Rod & Cap
FN - Found Nail
FN&D - Found Nail & Disc
FRRSPK - Found Rail Road Spike
GAR - Garage
GM - Gas Meter
ID - Identification
IE/EE - Ingress/Egress Easement
ILL - Illegible
INST - Instrument
INT - Intersection
IRRE - Irrigation Easement
L - Length
LAE - Limited Access Easement
LB# - License No. (Business)
LBE - Limited Buffer Easement
LE - Landscape Easement
LME - Lake/Landscape Maintenance Easement
LS# - License No. (Surveyor)
MB - Map Book
ME - Maintenance Easement
MES - Mitered End Section
MF - Metal Fence
MH - Manhole
MHWL - Mean High Water Line
NR - Non-Radial
NTS - Not to Scale
NAVD88 - North American Vertical Datum 1988
NGVD29 - National Geodetic Vertical Datum 1929
OG - On Ground
ORB - Official Records Book
ORV - Official Record Volume
O/A - Overall
O/S - Offset
OFF - Outside Subject Property
OH - Overhang
OHL - Overhead Utility Lines
OHWL - Ordinary High Water Line
ON - Inside Subject Property
P/E - Pool Equipment
PB - Plat Book
PC - Point of Curvature
PCC - Point of Compound Curvature
PCP - Permanent Control Point
PI - Point of Intersection
PLS - Professional Land Surveyor
PLT - Planter
POB - Point of Beginning
POC - Point of Commencement
PRC - Point of Reverse Curvature
PRM - Permanent Reference Monument
PSM - Professional Surveyor & Mapper
PT - Point of Tangency
PUE - Public Utility Easement
R - Radius or Radial
R/W - Right of Way
RES - Residential
RGE - Range
ROE - Roof Overhang Easement
RP - Radius Point
S/W - Sidewalk
SBL - Setback Line
SCL - Survey Closure Line
SCR - Screen
SEC - Section
SEP - Septic Tank
SEW - Sewer
SIRC - Set Iron Rod & Cap
SMWE - Storm Water Management Easement
SN&D - Set Nail and Disc
SQFT - Square Feet
STL - Survey Tie Line
STY - Story
SV - Sewer Valve
SWE - Sidewalk Easement
TBM - Temporary Bench Mark
TEL - Telephone Facilities
TOB - Top of Bank
TUE - Technological Utility Easement
TWP - Township
TX - Transformer
TYP - Typical
UE - Utility Easement
UG - Underground
UP - Utility Pole
UR - Utility Riser
VF - Vinyl Fence
W/C - Witness Corner
W/F - Water Filter
WF - Wood Fence
WM - Water Meter/Valve Box
WV - Water valve

CERTIFIED TO:

CHERYL HALL;

DATE SIGNED: 06/30/25

BUYER: CHERYL HALL

LENDER:

TITLE COMPANY:

COMMITMENT DATE: NOT REVIEWED

CLIENT FILE NO:

SEE PAGE 1 OF 2 FOR MAP OF PROPERTY
PAGE 2 OF 2 - NOT VALID WITHOUT ALL PAGES

FLOOD ZONE INFORMATION:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN CITY OF FERNANDINA BEACH, COMMUNITY NUMBER 120172, PANEL NUMBER 0229 DATED 8/2/2017.



Exacta Land Surveyors, LLC
LB# 8291
o: 866.735.1916 | f: 866.744.2882
131 West Broadway Street, Suite 1001, Oviedo, FL 32765

Photo Documentation for the:
Pippi Longstockings Balcony Addition Project at the Hall Residence
212 Estrada Street
Fernandina Beach, Florida 32034



Front Elevation



Detail of location for new balcony at front



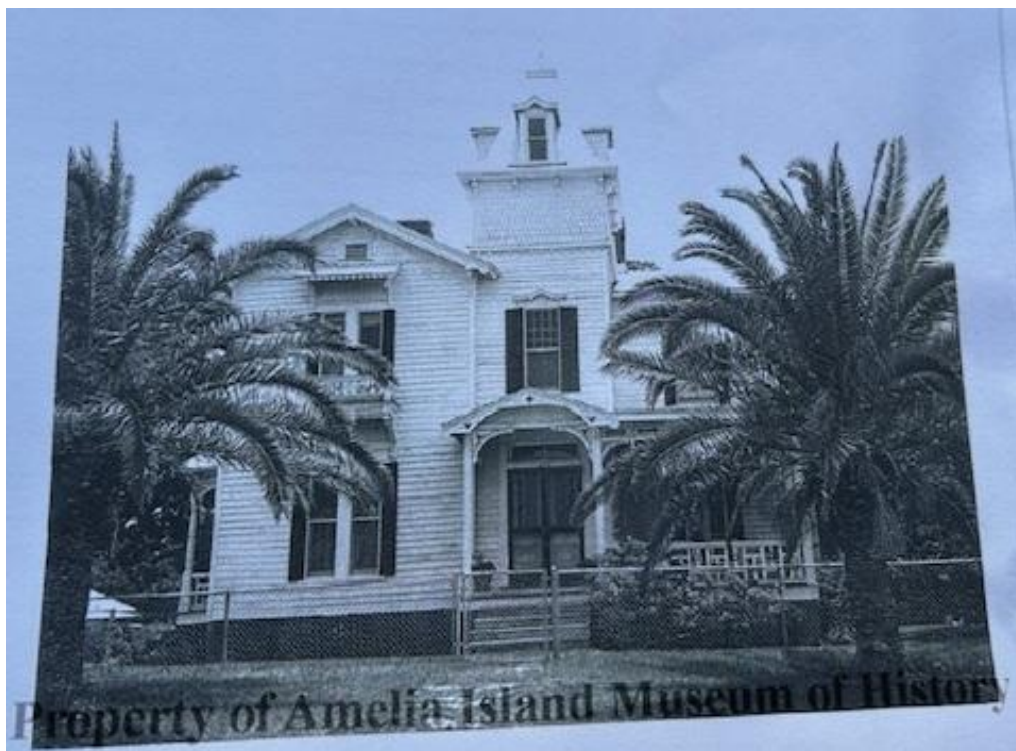
Detail of location for new balcony at front



Corner Image



Detail at Front



Historic Photo



Historic Photo



Historic Photo



KEVIN J. LILLY, A.S.A., C.F.A.
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-31-1580-0004-0090

<https://search.ncpafl.com/parcel/31%200%20000158000040090>

212 ESTRADA ST

Owners

HALL WILLIAM & CHERYL
212 ESTRADA ST
FERNANDINA BEACH, FL 32034

Short Legal

BLOCK 4 LOTS 9 10 11 & 13
OLD TOWN

Parcel Summary

Situs Address	212 ESTRADA ST
Use Code	0100: SINGLE FAMILY
Tax District	2: Fernandina
Acreage	0.000
Section	14
Township	3N
Range	28
Subdivision	OLD TWN U/R (1857)
Exemptions	HX: Homestead (196.031(1)(a)) (100%) HB: Homestead Banded (196.031(1)(ab)) (100%)

Values

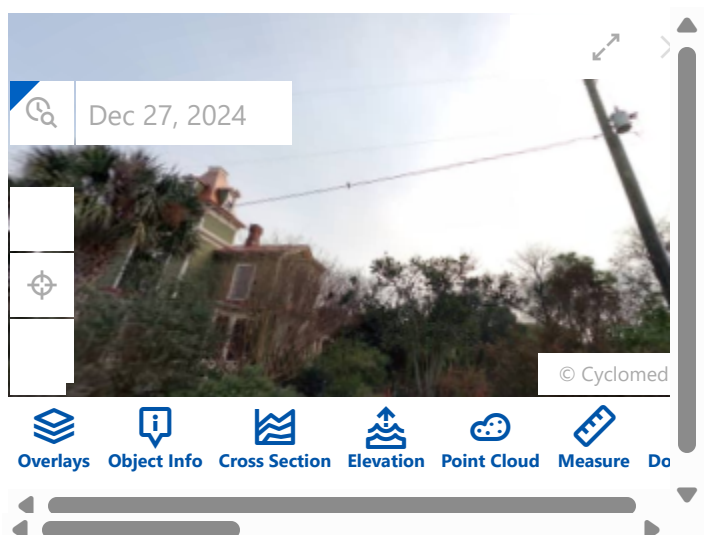
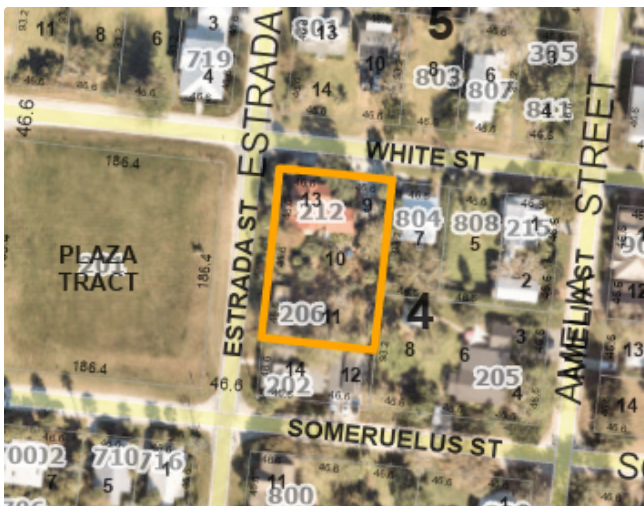
	2024 Certified Values	2025 Certified Values
Land Value *	\$891,225	\$985,590
(+) Improved Value	\$468,028	\$493,617
(=) Market Value	\$1,359,253	\$1,479,207
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$526,894	\$622,710
(=) School Assessed Value	\$832,359	\$856,497
County Assessed Value	\$832,359	\$856,497
(-) School Exemptions	\$25,000	\$25,000
(-) Non-school Exemptions	\$50,000	\$50,722
(=) School Taxable Value ***	\$807,359	\$831,497
(=) County Taxable Value	\$782,359	\$805,775

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-06-08	2568/1431	\$500,000	WD	Q	V	SANTELLI PATRICIA ANN TAYLOR	HALL WILLIAM & CHERYL (H&W)
2020-02-13	2338/1990	\$640,000	WD	Q	I	MOCK DOUGLAS A & SHARON L	HALL WILLIAM & CHERYL
2014-05-30	1920/1693	\$500,000	WD	Q	I	ALTMAN JOAN D & JOY C ALTMAN	MOCK DOUGLAS A & SHARON L
2004-09-20	1260/0451	\$100	QC	Q	I	ALTMAN JOY C	ALTMAN JOAN D & JOY C

Buildings

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SFR CUST RESIDENTIAL	2562	2220	3.00	2.50	CEDAR		AIR DUCTED	CENTRAL	1888





**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I /WE CHERYL HALL
(print name of property owner(s))

hereby authorize: JAMES POZZETTA, ARCHITECT
(print name of agent)

to represent me/us in processing an application for: HDC ADDITION PROJECT
(type of application)

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

Cheryl Hall
(Signature of owner)

(Signature of owner)

Cheryl Hall
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29th day

of May, 2024, by Cheryl Hall

Donna MCrannolds Donna MCrannolds
Notary Public Printed Name

3-23-28
My Commission Expires

Personally Known _____ OR Produced Identification ☒ ID Produced: Driver License



☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00688**
 Field Date 3-13-2018
 Form Date 3-13-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) Captain's House Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☒ private-nonprofit ☐ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Clear Location Values

Street Number 212 Direction ☒ Street Name Estrada Street Type Street Suffix Direction ☒
 Address: 212 Estrada Street
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 14 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1580-0004-0090 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐ ☐ ☐ ☐ ☐ ☐ Northing ☐ ☐ ☐ ☐ ☐ ☐
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Clear History Values

Construction Year: 1888 ☐ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Other Use ☒ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Balcony removed
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature S/E gable extensions
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) Original Capt. James Bell; 1901, Capt. Robert Downes

Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe Old Town historic district

DESCRIPTION

Clear Description Values

Style Mixed, none dominant Exterior Plan Irregular Number of Stories 2
 Exterior Fabric(s) 1. Weatherboard 2. Wood shingles 3. Drop siding
 Roof Type(s) 1. Cross-gabled 2. Mansard 3. ☒
 Roof Material(s) 1. Sheet metal:3V crimp 2. ☒ 3. ☒
 Roof secondary strucs. (dormers etc.) 1. Pavilion tower 2. ☒
 Windows (types, materials, etc.) 1/1 & multi/1 DHS, wood, paired; bay; decorative window hoods

Distinguishing Architectural Features (exterior or interior ornaments) Multiple Victorian styles: Second Empire, Queen Anne & Italianate; decorative gingerbread details, brackets & spindles

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) _____

DHR USE ONLY		OFFICIAL EVALUATION		DHR USE ONLY	
NR List Date	SHPO – Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info	Date	Init.		
	KEEPER – Determined eligible: ☐ yes ☐ no ☐ insufficient info	Date			
☐ Owner Objection	NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin</i> 15, p. 2)				

DESCRIPTION (continued)

[Clear Description Values](#)

Chimney: No. 2 Chimney Material(s): 1. Brick 2. ☐
 Structural System(s): 1. Balloon wood frame 2. ☐ 3. ☐
 Foundation Type(s): 1. Piers 2. ☐ Note: you may use the last box in each field to type in
 Foundation Material(s): 1. Brick 2. ☐ an answer that does not appear in the list provided
 Main Entrance (stylistic details) Double wood panel and decorative half-light doors w transom

Porch Descriptions (types, locations, roof types, etc.)

Condition (overall resource condition): ☒excellent ☐good ☐fair ☐deteriorated ☐ruinous

Narrative Description of Resource Also known as the Pippi Longstocking house, due to its use in the 1988 film.

Archaeological Remains ☐Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

- | | | | |
|--|--|---|---|
| ☒ FMSF record search (sites/surveys) | ☒ library research | ☐ building permits | ☒ Sanborn maps |
| ☐ FL State Archives/photo collection | ☐ city directory | ☐ occupant/owner interview | ☒ plat maps |
| ☐ property appraiser / tax records | ☒ newspaper files | ☐ neighbor interview | ☐ Public Lands Survey (DEP) |
| ☒ cultural resource survey (CRAS) | ☒ historic photos | ☐ interior inspection | ☒ HABS/HAER record search |
| ☐ other methods (describe) <u></u> | | | |

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)

OPINION OF RESOURCE SIGNIFICANCE

[Clear Significance Values](#)

Appears to meet the criteria for National Register listing individually? ☒yes ☐no ☐insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☐yes ☒no ☐insufficient information

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) This is an update-the building has been deemed a non contributing resource to the Old Town Historic District, which was listed in the NRHP in 1990. It falls under a local Historic District Overlay

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

- | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. <u>Architecture</u> | 3. <u></u> ☐ | 5. <u></u> ☐ |
| 2. <u></u> ☐ | 4. <u></u> ☐ | 6. <u></u> ☐ |

DOCUMENTATION

[Clear Documentation Values](#)

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

- | | |
|---|---|
| 1) Document type <u></u> ☐ | Maintaining organization <u></u> ☐ |
| Document description <u></u> | File or accession #'s <u></u> |
| 2) Document type <u></u> ☐ | Maintaining organization <u></u> ☐ |
| Document description <u></u> | File or accession #'s <u></u> |

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assc. Inc.

Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
 (address / phone / fax / e-mail)

Required Attachments

❶ USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED

❷ LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

❸ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE

If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable).
 Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0021
SEPTEMBER 17, 2026

Owner/Applicant:	Ron Flick, Compass Group, agent for OSTEEN COMPANY LLP, SIMMONS RICHARD S ET AL SIMMONS PAMELA O
Property Address:	0 North Front Street
Parcel ID #	00-00-31-1760-0001-0020
Current zoning:	I-W
FLUM land use category:	Industrial Waterfront
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Conceptual Approval for a Certificate of Approval (COA) to construct a waterfront commercial development including 28,000 SF of covered area, boardwalk, parking supporting retail, shopping, restaurants, and marina services. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.

0 Front Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking conceptual approval for a Certificate of Approval (COA) to move forward with plans for a waterfront development which includes retail, restaurant spaces, boardwalk, parking areas, and the opportunity to add a marina element in the future. The applicant presented this project during the June 2026 HDC meeting and was given feedback on various aspects of the project. The applicant presented again during the August 2026 HDC meeting and the HDC failed to make a ruling on the case due to a tie vote. The staff report from the June 2026 meeting is the agenda packet as Exhibit 4 and the staff report from the August 2026 meeting is in the agenda packet as Exhibit 3.

During the August 2026 HDC meeting, the HDC made the following motion by Vice Chair Psulkowski, and seconded by Member Sala, on the case: “I move to approve case HDC2026-0021 with the following conditions that the mass and scale of the buildings be considered and possibly reduced in the final set of plans...” (August 2026 HDC meeting recording, fbfl.us). The motion failed due to lack of supporting votes and another motion was not made. This was a procedural error. According to the legal opinion, Exhibit 2, in the agenda packet written by City Attorney, Teresa Prince, the case must be heard again, and a ruling must be issued.

The table below details matters that were discussed at the August 2026 meeting and how they have been analyzed by the Planning and Conservation staff team.

Comment from HDC (8/20/2026)	Resulted change in plans	Staff analysis
The scale of the building does not match the character of the waterfront.	No changes in plans have been submitted	There is a difference between the definitions of “size” and “scale”. Per the Land Development Code, Historic Downtown Design Guidelines, and Community Redevelopment Area Design Guidelines. Scale: As defined in the HDDG “Proportional elements that demonstrate the size, materials, and style of buildings” (HDDG, pg. 124) As defined in the CRA “The proportions of a building in relation to its surroundings, particularly other buildings in the surrounding context.” (CRADG, pg. 53). Scale is not defined in the LDC. Size: Size is not defined in the CRADG. Size is not defined in the HDDG. Size is not defined in the LDC. It is widely understood by City staff that size refers to the height, width, and mass of the building. In summary, the HDC is not charged with evaluating height calculations and building envelope of a structure. They may evaluate the scale, visual balance, or general harmony of the building elements in relation to each other.
Height encroachment and use of the tower	No changes in plans have been submitted	Staff highly recommends that the HDC place a condition on approval to ensure that the tower shall only function as a viewing area with no permanent uses housed there. Intent: The tower aims to evoke a visual architectural memory of the Marine Welcome Station that stood at the riverfront constructed in 1963 and demolished in the late 80s. The tower will present an opportunity for the public to view

		the waterfront and learn about Fernandina’s history; which are goals within the Comprehensive Plan and the CRA Plan. Comp. Plan Objective 11.07: The City shall seek to increase community awareness of historic, cultural and archaeological resource preservation CRA Plan Objective 9: Protect and Celebrate the City’s History & Natural Environment Height encroachment: Exclusions from the height calculation for properties, such as this, include: “chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” (CRADG, pg. 117) Florida Building Code: The applicant has identified the accessory tower as a Group U occupancy classification per the Florida Building Code which is not intended to be permanently occupiable space but still required to conform to the life safety provisions of the code. See Exhibit 5. The City of Fernandina Beach’s Building Department will evaluate the plan for the structure for its compliance with the utilitarian “U” definition in the Florida Building Code. Budlings and accessories classified in Group U include but are not limited to shed, private garages, tanks, and towers. (FBC Section 312) Conclusion: Staff recommends that the HDC places a condition on conceptual and final approval that ensures that the tower shall only function as a viewing area with no permanent uses housed there. Staff recommends that the HDC takes into consideration all of the rules, objectives, and guidelines that influence this design element and make a decision based on the cumulative intention and effect of the tower.
The mechanical equipment screening is excessive and adds too much height to the structure.	No changes in plans have been submitted	The applicant has demonstrated that the planned screening for the mechanical equipment is needed to fully screen equipment needed for the feasibility of this project. Penthouse mechanical screening is preferred in the CRA and is a permissible height encroachment.
A parapet is only permitted to encroach 42 inches above the roofline.	No changes in plans have been submitted	A parapet is not synonymous to mechanical screening. A parapet is defined in the LDC “means that portion of wall extending above the roofline.” (LDC, pg. 28) A parapet is defined in the CRADG as “a low wall projecting from the edge

		of a platform, terrace, or roof. (CRADG, pg. 50) Parapet is not defined in the HDDG. The definition of roof deck in the CRADG means: A flat roof surface used for viewing the landscape which maybe surrounded by a railing or parapet. Roofs decks are a not consider space for mechanical equipment (see penthouse).” (CRADG, pg. 52) Therefore, enclosed penthouses for mechanical equipment are recommended in the CRADG and are a permissible encroachment into the height limit.
--	--	---

The project falls within the Community Redevelopment Area (CRA) and Downtown Historic District overlays and therefore must be compliant with both sets of guidelines. The design aims to balance the themes of both sets of guidelines when proposing new development along the Amelia River Waterfront. The applicant has presented this project to the Technical Review Committee (TRC) at a First Step Meeting and plans to pursue a TRC Formal Review after the Historic District Council (HDC) has granted conceptual approval. The project must receive final HDC approval and the appropriate permits from other acting agencies before a Local Development Order (LDO) is granted. Following the issuance of the LDO, any expansions or changes to the plans must be approved by the Historic District Council and Technical Review Committee. The HDC is required to make a ruling on the case.

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

[COMMUNITY REDEVELOPMENT AREA DESIGN GUIDELINES](#)

	Type/Material/Brand	Color
Exterior Fabric	Plank, shake, and Board & Batten	Grey
Doors	TBD	White/Grey/Blue
Windows	TBD	White
Roofing	Metal, aluminum	Aluminum Color
Fascia/trim	Hardie Trim	White
Foundation	Deep pile, elevated structural slab	N/A
Porch/Deck	Match the City of Fernandina Beach boardwalk	N/A
Driveways/Sidewalks	Pavers, TBD	TBD

ANALYSIS:

Site Plan –

- **Use** – The uses proposed may include (Commercial Fishing Facilities, Construction, Sales, and/or Maintenance of Boats and Ships; Marine Supply, Craft Distillery, Small-Scale Brewery or Winery, Liquor Store, Lounge, and Bar, Marine Recreation, such as kayak or boat rentals, sailing schools, etc., Piers, Docks, and Wharves, Restaurant, With or Without Drive-Through Window, Retail Stores, Specialty and Gift Shops such as Art, Antique, or Jewelry Shops, Books, or Stationers and more are permissible in the I-W zoning district per table 2.03.02 of the LDC.

- **Lot Density** – I-W permits 60% lot coverage. The applicant will have to meet this requirement and show the percentage on the plans before final approval is granted by the TRC or the HDC.
- **Setbacks** – There are no setbacks for the I-W zoning district.
- **View Corridors**— The requirements for view corridors, 15 ft on each side of the lot are met by this proposed development. The boardwalk providing alternative access to the north end of the development has been removed to satisfy the requirements for view corridors. Public access will be retained on the south, north, and through the center of the proposed development.
- **Pedestrian Access**— Pedestrian access, including ADA accessible access is provided on either side of the development and through the center, allowing for the public to continue to access the riverfront.
- **Mechanical** – Per LDC 4.02.03(A)(7), *“Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.”* The site plan provides the location of mechanical equipment on the roof and shows it to be enclosed/shielded by a penthouse for mechanical equipment. The applicant has provided a mechanical equipment layout plan that demonstrates the necessity for the screening on the “roof plan” and “building section” pages of the submittal packet. Per CRADG, a penthouse style mechanical equipment screening is an acceptable method of screening equipment for properties in the CRA. Height encroachments for mechanical equipment are permissible per CRA Design Guidelines: “Building height means the vertical distance from the BFE to the highest finished roof surface, such as the ridge level of the highest roof having a pitch exclusive of chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” (CRADG, pg. 117)

“Penthouse, Mechanical

An enclosed space for mechanical or service equipment located on the roof of a building. If visible to the public, penthouses are designed as integral to the architecture.” (CRADG, pg. 50)

- **Orientation** – The building features intentional orientation on all sides. In other words, there is the appearance of an entrance on all sides of the structure. Architectural elements on all sides of the structure break down the massing successfully.
- **Landscaping** – Due to extensive landscaping requirements and the CRA design guideline requirements associated with view corridors, the applicant is in discussion with City staff to determine how to meet the requirements. Landscaping will be addressed during Technical Review Committee site plan review.

Elevations –

- **Scale** –The massing of the project is broken up by a variety of roof forms and windows. Various architectural elements such as large windows, gables, and the observation tower aim to create a harmonious ratio of building elements.
- **Height** – For the North Waterfront Design Area (Water Lots 2-9), “Building height shall be measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade. The maximum height of all structures shall not exceed 30 feet in height above the BFE. Building height means the vertical distance from the BFE to the highest finished roof surface, such as the ridge level of the highest roof

having a pitch exclusive of chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” The “lookout” element is 19 feet above the 30 feet height limit on building roofs in this design area. The applicant has provided a narrative explanation of the look out tower feature which is included in the agenda packet. Further, staff has determined that both the penthouse mechanical screening and accessory tower, are permissible encroachments into the height restrictions.

- **Style**—The proposed design of the structure is clearer than the 2026 June submission and has not changed from the August 2026 submission. The design features roof forms that are included in the CRA design guidelines including a monitor roof and simple gables. The overall building style is evocative of other waterfronts along the eastern seaboard including Harbor Town and Nantucket.
- **Materials** – The project features materials that emulate and complement the historic materials prescribed in the design guidelines. A mixture of board and batten and shake for siding and a metal roof is appropriate for the CRA. Large windows will take advantage of the river views and add interest to the east façade. Before final approval is granted, the applicant must clarify what exterior siding materials are to be used and where. Fabric awnings on the structure are not recommended for building along the waterfront in the CRA.
- **Foundation** – The foundation will be constructed on piles with an elevated structural slab. The height of the piers will be approved by the necessary parties including the City’s floodplain management team and the Army Corps of Engineers, and other regulatory agencies.
- **Roof form** – There are a variety of roof forms featured on this project. The breaking-up of the roofs into different shapes is appropriate for the riverfront and the CRA. The “lookout” element features an octagonal hip roof, which adds architectural intrigue, and is a permissible encroachment into the height limit for this design area.
- **Windows** – The window type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the window specifications will need to be disclosed and approved. The windows must be on the approved list of windows for the Downtown Historic District. The large windows on the river side of the development is a desired feature to optimize the ability for patrons to enjoy the view.
- **Awnings** – The proposed awnings are a desired feature for new commercial buildings in the district and are appropriately placed only over the windows and entrances to the first floor. Staff would like to discuss the appropriateness of fabric awnings for the CRA versus a metal or wood awnings.
- **Doors** –The doors type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the door specifications will need to be disclosed and approved.

STAFF RECOMMENDATION:

Staff finds that the proposed uses and design are compliant with the City of Fernandina Beach Downtown Historic District Design Guidelines, Community Redevelopment Area, and Land Development Code.

Staff recommends:

CONCEPTUAL approval of HDC 2026-0021 with the condition that the tower will never serve as a permanently occupied space.

MOTION TO CONSIDER:

I move to approve or deny HDC case number 2026-0021 with or without conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2026-0021, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, Community Redevelopment Area Design Guidelines, and Downtown Historic District Design Guidelines to warrant **CONCEPTUAL** approval at this time.

NOTES:

If the HDC wishes to deny the application, the board must articulate upon which standard or regulation the project violates so it may be included in the findings of fact and conclusions of law associated with this case.

LIST OF EXHIBITS:

- | | |
|------------------|--|
| EXHIBIT 1 | September HDC2026-0021 Combined Application Materials |
| EXHIBIT 2 | Legal Opinion for HDC2026-0021 |
| EXHIBIT 3 | August Staff Report |
| EXHIBIT 4 | June Staff Report |
| EXHIBIT 5 | Narrative explanation of tower feature |

COMPASS GROUP

AMELIA RIVER WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

Issue Date/ Description: 08/03/2026 ENTITLEMENTS SET

OWNER

COMPASS GROUP
463688 SR 200, SUITE 7
YULEE, FL 32097
RONFLICK@CGDEVINC.COM

RON FLICK

ARCHITECT

STUDIO Z ARCHITECTURE
421 PENMAN STREET, SUITE 110
CHARLOTTE, NC 28203
704.574.5613
BILL@STUDIOZ-ARCHITECTURE.COM

BILL ZEHRUNG

CIVIL

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

STRUCTURAL

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

PLUMBING

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

MECHANICAL

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

ELECTRICAL

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

FIRE PROTECTION

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME

INTERIOR DESIGN

NAME
ADDRESS 1
ADDRESS 2
PHONE
EMAIL

CONTACT NAME



PROJECT INFORMATION:

USAGE: MIXED USE - RESTAURANT + RETAIL
CONSTRUCTION TYPE: V-A
NUMBER OF STORIES: 3 TOTAL (2 ABOVE GRADE PLANE)
SQUARE FOOTAGE: 28,314 (TOTAL COVERED)
HEIGHT: SEE ELEVATIONS
PARKING: 15 SPACES + 1 LOADING SPACE ON SITE

STUDIO Z
ARCHITECTURE

AMELIA RIVER
WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

COVER SHEET



1 RETAIL LEVEL 1
1" = 10'-0"

PROJECT INFORMATION

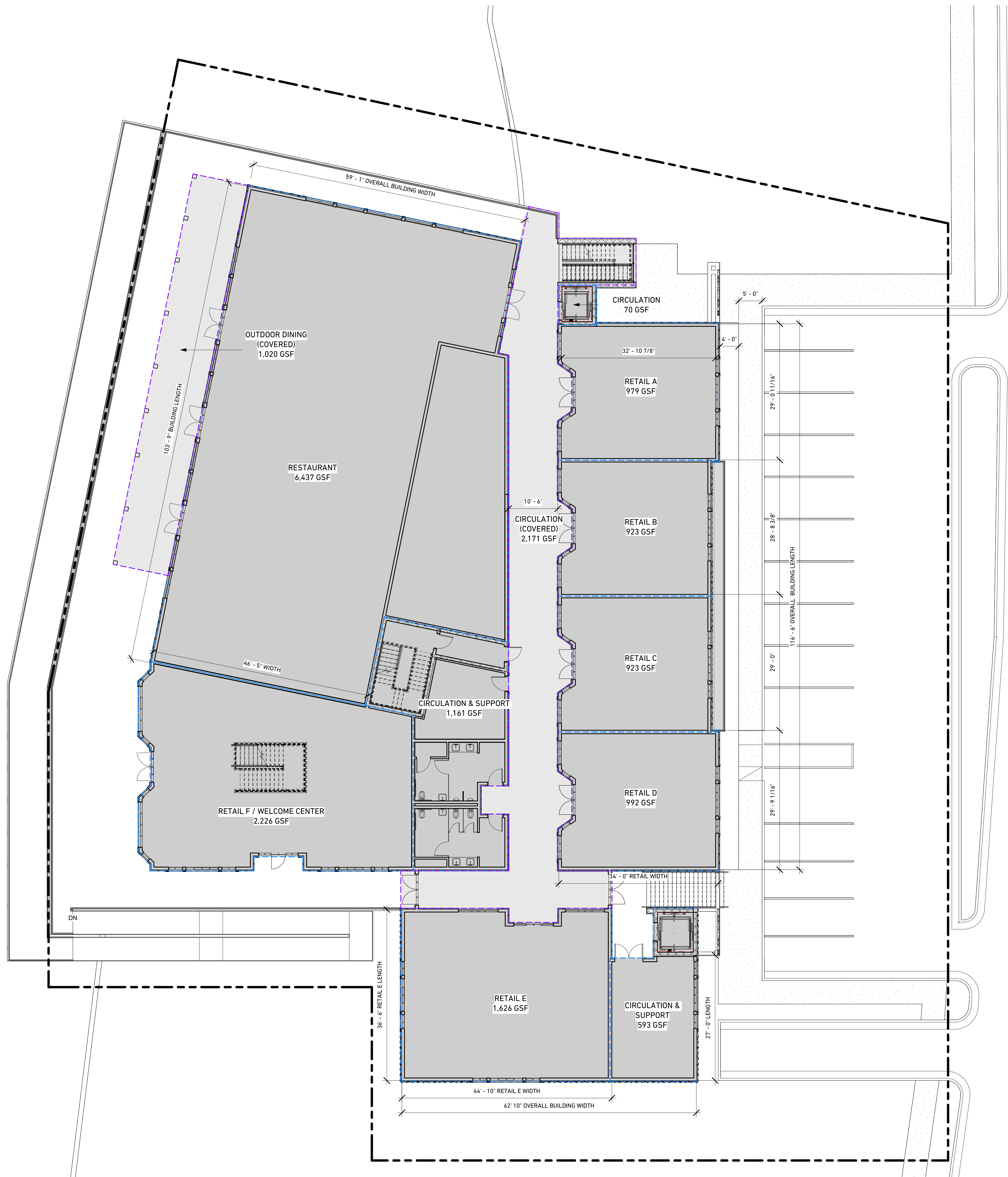
SITE AREA: 37,815 SF	
FAR PER CRA: .75	
ALLOWABLE BUILDING AREA PER FAR: 28,361 SF	
MAX BLDG HEIGHT PER CRA: 30'	
1ST FLOOR BUILDING AREA (TOTAL COVERED):	19,121 SF
1ST FLOOR BUILDING AREA (INTERIOR ONLY):	15,930 SF
2ND FLOOR BUILDING AREA (TOTAL COVERED):	9,195 SF
2ND FLOOR BUILDING AREA (INTERIOR ONLY):	8,894 SF
TOTAL BUILDING AREA (TOTAL COVERED):	28,316 SF
TOTAL BUILDING AREA (INTERIOR ONLY):	24,824 SF

STUDIO Z
ARCHITECTURE

AMELIA RIVER
WHARF
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

FLOOR PLAN -
LEVEL 1



① AREA PLAN - LEVEL 1
1" = 10'-0"

PROJECT INFORMATION

SITE AREA: 37,815 SF

FAR PER CRA: .75
ALLOWABLE BUILDING AREA PER FAR: **28,361 SF**
MAX BLDG HEIGHT PER CRA: 30'

1ST FLOOR BUILDING AREA (TOTAL COVERED): 19,121 SF
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2ND FLOOR BUILDING AREA (INTERIOR ONLY): 8,894 SF

TOTAL BUILDING AREA (TOTAL COVERED): **28,316 SF**
TOTAL BUILDING AREA (INTERIOR ONLY): 24,824 SF

AREA PLAN LEGEND

- INDOOR SPACE
- EXTERIOR COVERED SPACE

AMELIA RIVER WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

AREA PLAN - LEVEL 1

PROJECT INFORMATION

SITE AREA: 37,815 SF	
FAR PER CRA: .75	
ALLOWABLE BUILDING AREA PER FAR: 28,361 SF	
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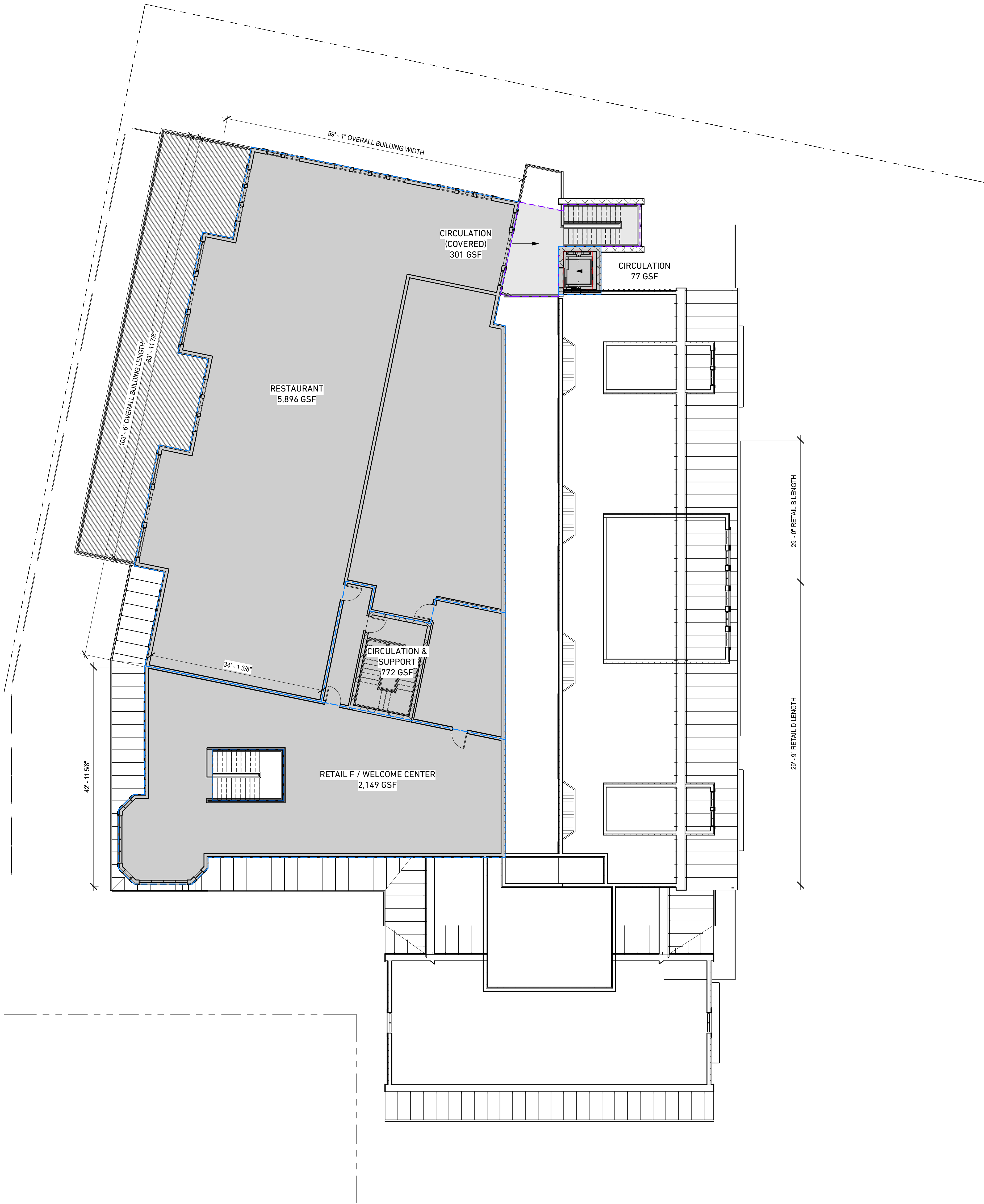
STUDIO Z
ARCHITECTURE

AMELIA RIVER
WHARF
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

FLOOR PLAN -
LEVEL 2





PROJECT INFORMATION

SITE AREA: 37,815 SF	
FAR PER CRA: .75	
ALLOWABLE BUILDING AREA PER FAR: 28,361 SF	
MAX BLDG HEIGHT PER CRA: 30'	
1ST FLOOR BUILDING AREA (TOTAL COVERED):	19,121 SF
1ST FLOOR BUILDING AREA (INTERIOR ONLY):	15,930 SF
2ND FLOOR BUILDING AREA (TOTAL COVERED):	9,195 SF
2ND FLOOR BUILDING AREA (INTERIOR ONLY):	8,894 SF
TOTAL BUILDING AREA (TOTAL COVERED):	28,316 SF
TOTAL BUILDING AREA (INTERIOR ONLY):	24,824 SF

AREA PLAN LEGEND

- INDOOR SPACE
- EXTERIOR COVERED SPACE

STUDIO Z
ARCHITECTURE

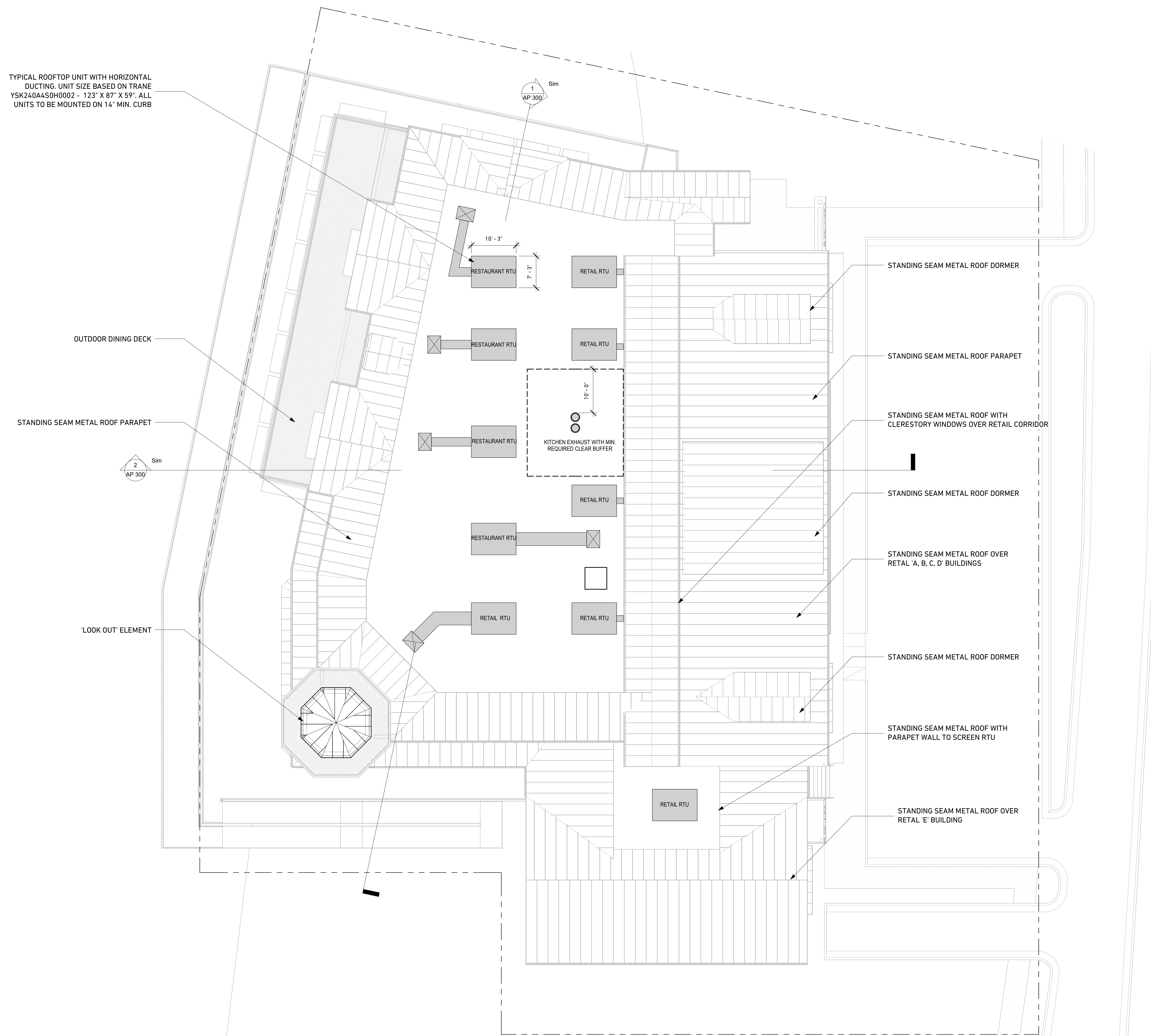
AMELIA RIVER
WHARF
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

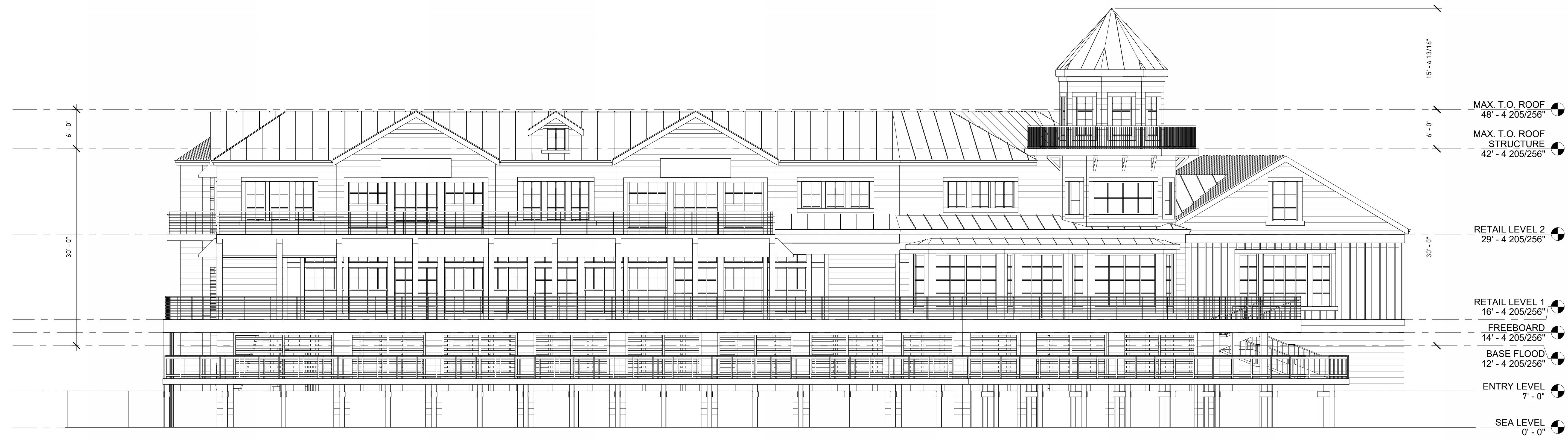
	PROPOSED ROOFTOP WALKING SURFACE
	SLOPED STANDING SEAM METAL ROOF. SLOPE VARIES BY LOCATION. SEE ELEVATIONS FOR FINISH INFORMATION AND WALL SECTIONS FOR ADDITIONAL INFORMATION
	TPO ROOF. SLOPED 1/4" : 12". UNLESS NOTED OTHERWISE
	TENTATIVE ROOFTOP MECHANICAL EQUIPMENT LOCATION. BASIS OF DESIGN IS CAPTIVEAIRE 25 TON UNIT. MOUNTED AT 18' ABOVE ROOF SURFACE

**AMELIA RIVER
WHARF**
N. FRONT STREET,
FERNANDINA BEACH, FL

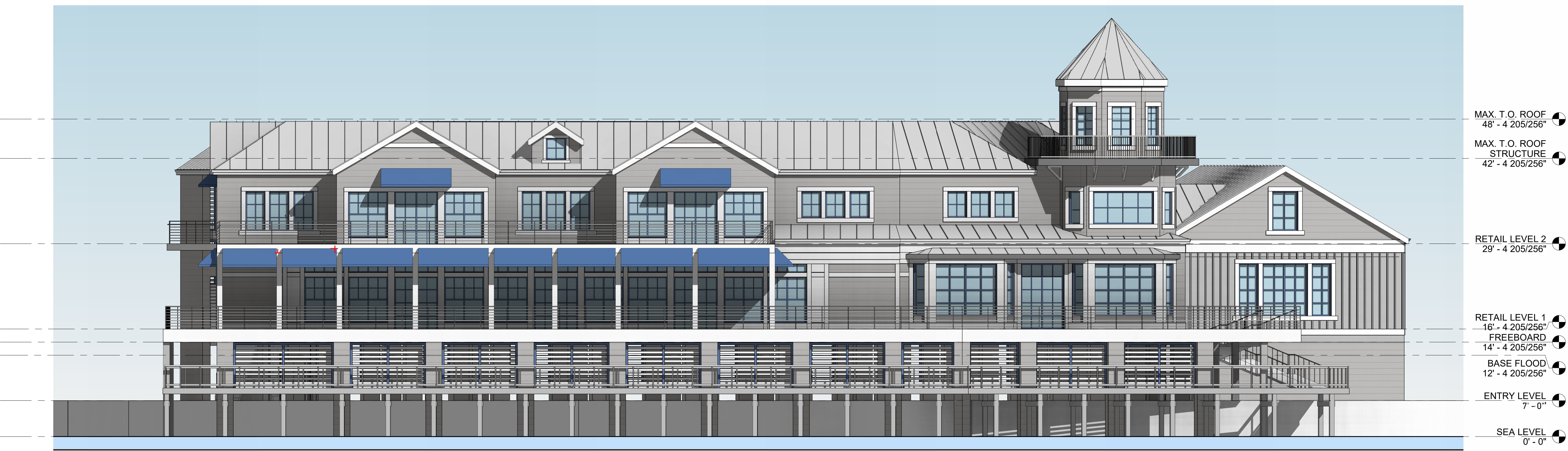
ROOF PLAN



1 ROOF PLAN
1" = 10'-0"



① West Elevation 1
1/8" = 1'-0"



② West Elevation 1 - Color
1/8" = 1'-0"

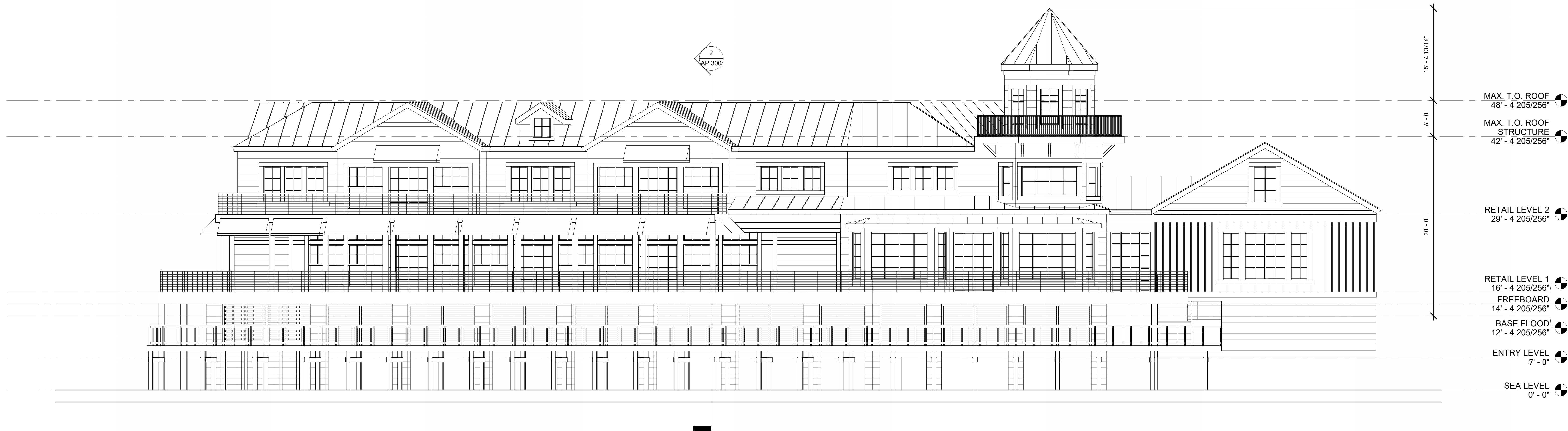
AMELIA RIVER
WHARF
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

AMELIA RIVER
WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026



① West Elevation 2
1/8" = 1'-0"



② West Elevation 2 - Color
1/8" = 1'-0"



① North Elevation
1/8" = 1'-0"

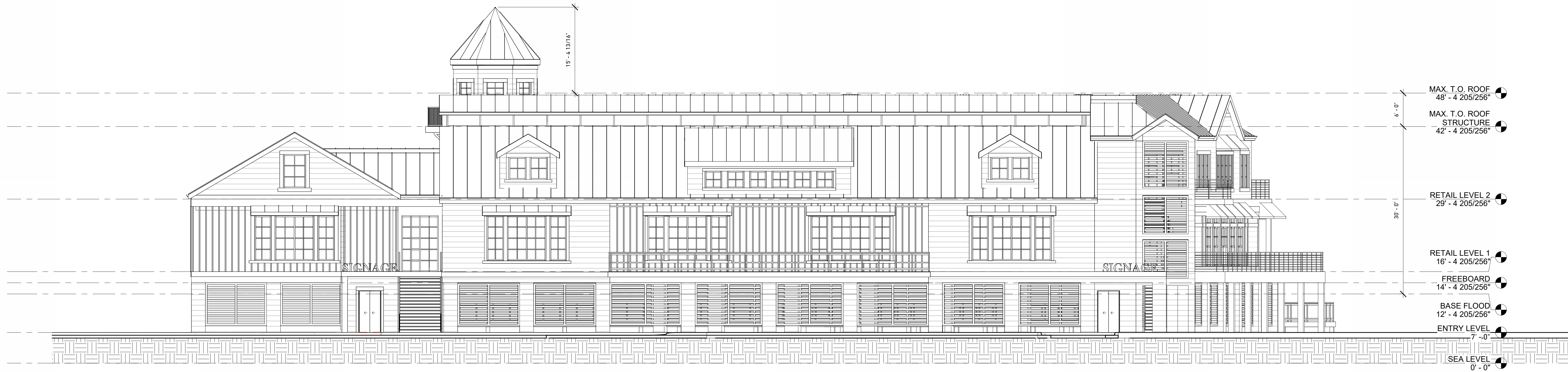


② North Elevation - Color
1/8" = 1'-0"

AMELIA RIVER
WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026

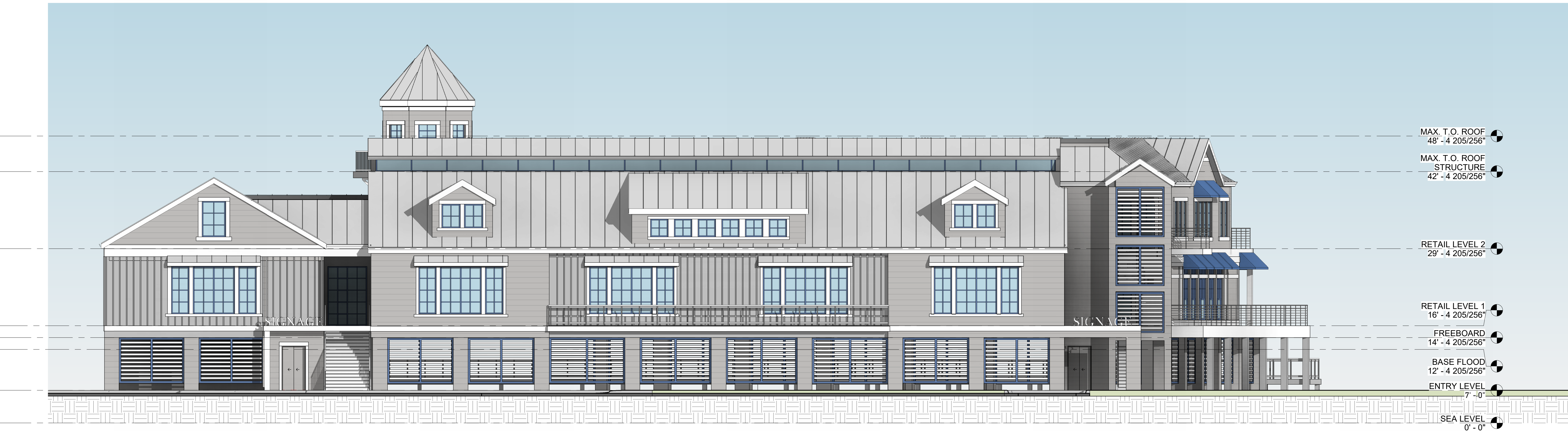


① East Elevation
1/8" = 1'-0"

AMELIA RIVER
WHARF

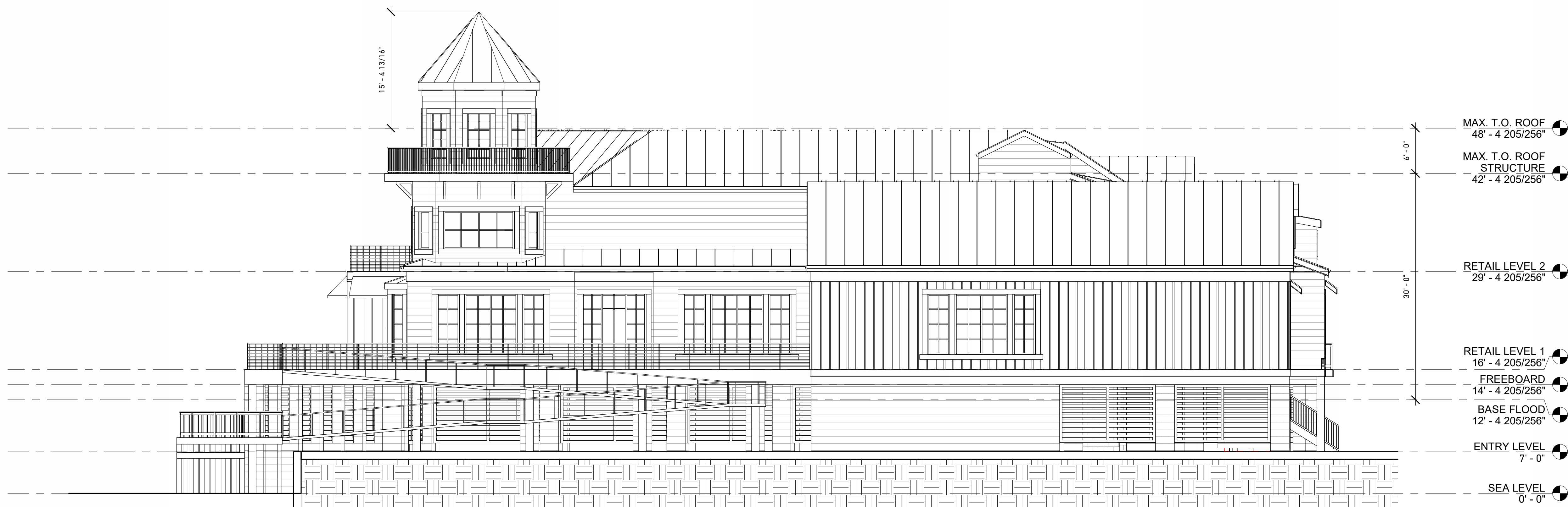
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FERNANDINA BEACH, FL

08/03/2026

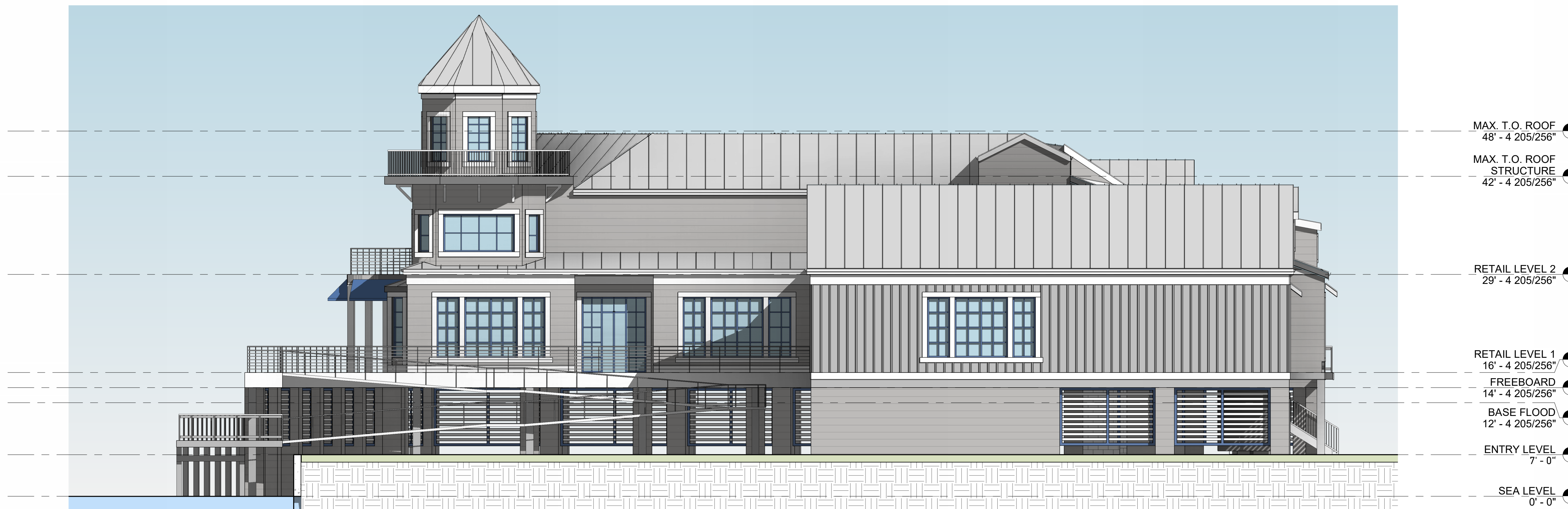


② East Elevation - Color
1/8" = 1'-0"

EAST ELEVATION



① South Elevation
1/8" = 1'-0"

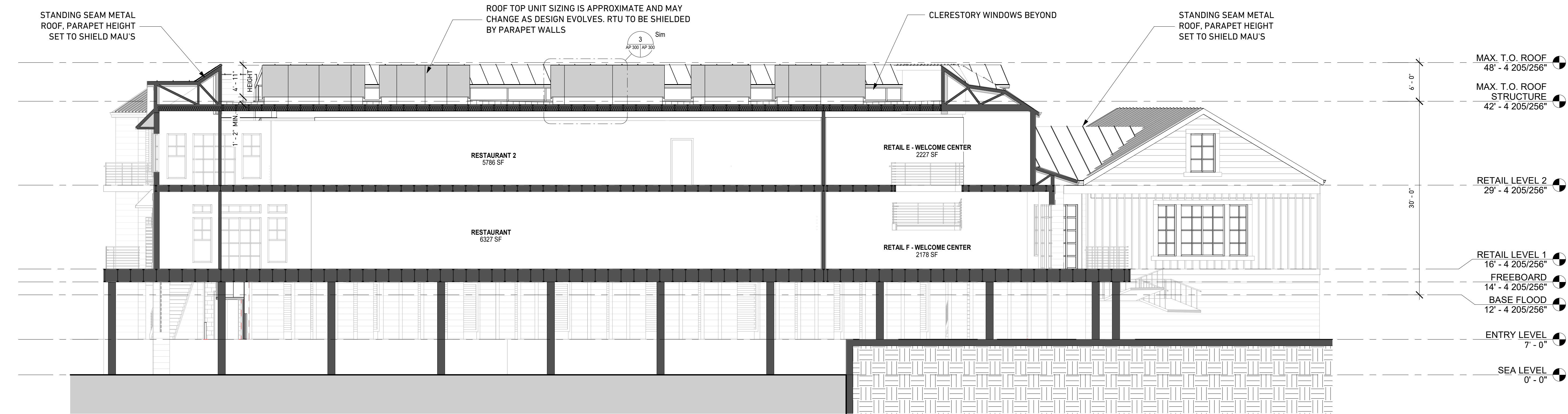


② South Elevation - Color
1/8" = 1'-0"

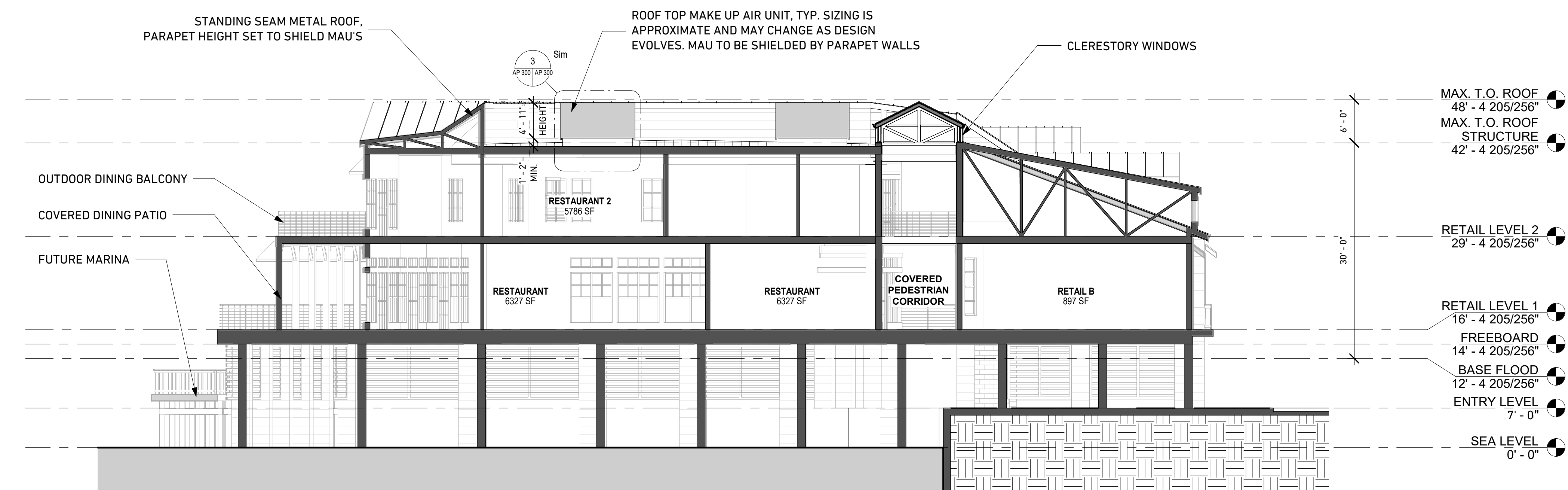
AMELIA RIVER
WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

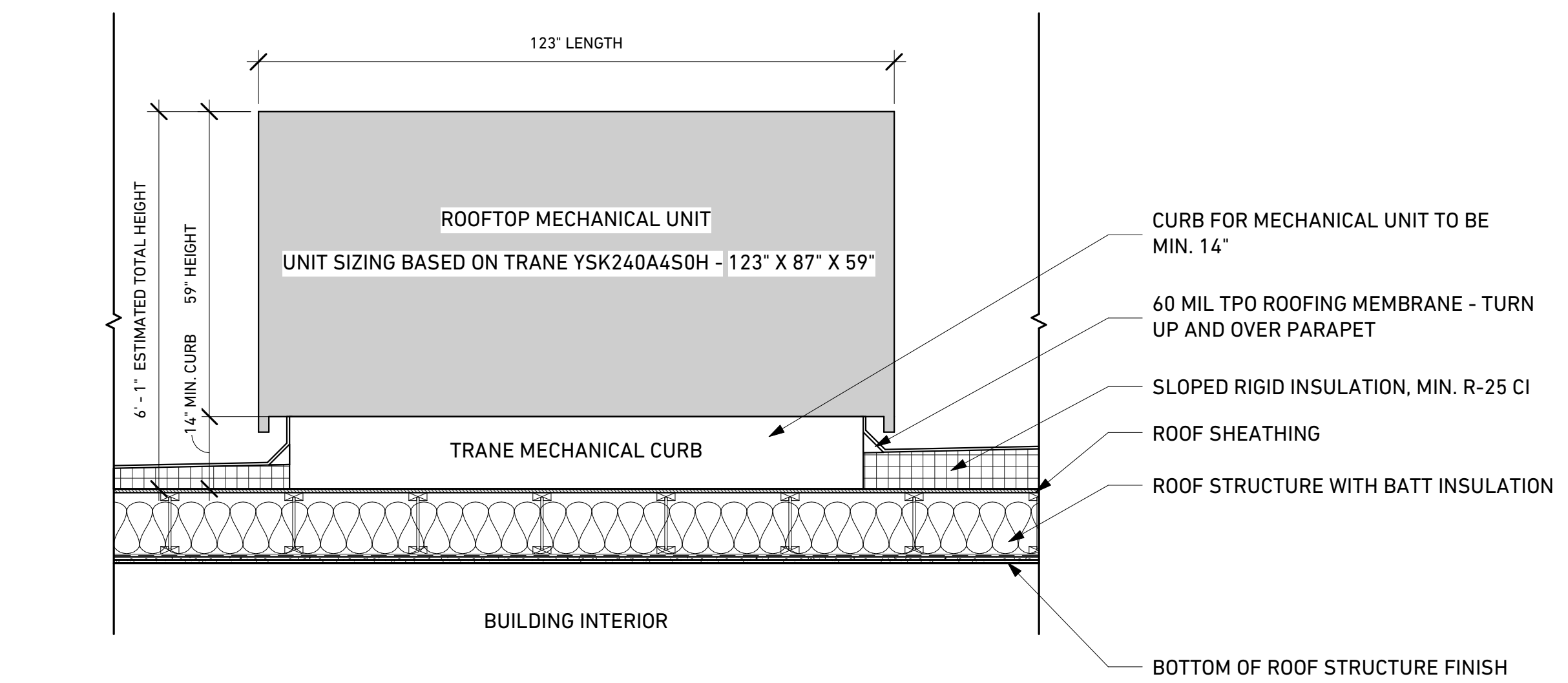
08/03/2026



1 Section 9
1/8" = 1'-0"



2 Section 10
1" = 10'-0"



3 RTU CURB DETAIL
1/2" = 1'-0"

AMELIA RIVER
WHARF

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026



RIVERFRONT PERSPECTIVE



RIVERFRONT ELEVATION

**AMELIA RIVER
WHARF**

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026



STREET VIEW ELEVATION

**AMELIA RIVER
WHARF**
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026



STREET VIEW PERSPECTIVE

**PERSPECTIVE
VIEWS**



DECK VIEW

**AMELIA RIVER
WHARF**
N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/2026



RETAIL CORRIDOR VIEW

**PERSPECTIVE
VIEWS**



WATER VIEW

**AMELIA RIVER
WHARF**

N. FRONT STREET,
FERNANDINA BEACH, FL

08/03/26



MEMORANDUM

TO: Sarah Campbell, City Manager

FROM: Teresa L. Prince, City Attorney

DATE: September 2, 2026

SUBJECT: Requirement for an Explicit Floor Vote, Resolution of Tie Votes, and Articulation of Competent Substantial Evidence in Quasi-Judicial Hearings

I. QUESTIONS ANALYZED

Does the requirement under the City of Fernandina Beach ("City") Land Development Code ("LDC") mandate the Historic District Council ("HDC") to "approve, modify, or disapprove" a Certificate of Approval by a successful motion.

Must that vote state the competent substantial evidence on the record prior to issuing a valid final order?

How does this standard apply to a tie vote and/or failed motions under the City's LDC and quasi-judicial procedures under Florida law?

II. BRIEF ANSWER

Yes. Under Sections 8.03.03(G), 8.03.03(E), 8.03.03(H), 9.03.02.(C) and 11.01.01 of the LDC, the HDC is legally required to review and "approve, modify or disapprove" applications based on quasi-judicial standards. To issue a final order under section 8.03.03(H)2. of the LDC, the HDC cannot rely on a failed motion or an unresolved tie vote.

A failed motion is a procedural nullity, and under Robert's Rules of Order, a tie vote results in a failed motion, leaving the application in procedural limbo. To conclude the case and issue an enforceable final order, the HDC must pass an affirmative subsequent motion (such as a motion to deny, a motion to approve with conditions different than the failed motion, or a motion to continue, if appropriate) backed by a majority.

Furthermore, every final action must articulate the specific findings of fact and competent substantial evidence tied to the LDC criteria, Historic District Design Guidelines, Old Town Design Guidelines, and Community Redevelopment Area Design Guidelines, as applicable, and any competent substantial evidence offered at the hearing. Failing to do so can render any resulting final order vulnerable to legal challenge.

III. ANALYSIS & LEGAL FRAMEWORK



A. The Actions Mandated by the HDC

The HDC's jurisdiction over historic assets is governed by Section 8.02.02(C) of the LDC, which tasks the HDC with the duty to *"review and approve or deny applications for a Certificate of Approval"*. Similarly, Section 11.04.00 of the LDC sets forth the broad rules for quasi-judicial bodies, requiring the issuance of a written local development order that either approves, approves with conditions, or denies the request. The LDC sets forth specific criteria for the HDC order and, "in cases where the HDC has disapproved the plans, the City shall furnish the applicant with a copy of the HDC written order, including reasons for disapproval, together with a copy of any recommendations the HDC may have for changes necessary to be made before the plans will be reconsidered." *Section 8.02.03(H)2*, LDC.

While board members possess parliamentary flexibility to choose which motion to introduce, such as a "motion to approve," "motion to approve with conditions," or a "motion to deny," Florida quasi-judicial standards dictate that the final *rendition* of that vote must produce one of those outcomes.¹

B. Procedural Breakdown of a Tie Vote or a failed Motion

Section 9.03.01(B) of the City's LDC establishes a seven (7) regular voting member board. When only six members are present, a 3-3 tie split can occur.

Under standard Florida municipal law and Robert's Rules of Order, a tie vote means the active motion has failed to achieve a majority and is therefore defeated. The proper procedural process is as follows:

1. **Failure of a Motion to Approve (The Limbo State):** If a member floors a motion to approve an application is on the floor and the vote splits 3-3 or the majority votes against the motion, the motion fails. Crucially, *a failed motion to approve does not create the criteria necessary for a final order of denial*. It simply means the board failed to approve it. The application remains active and unresolved on the floor.
2. **The Requirement to Clear the Floor:** A failed motion to approve requires the board to introduce a separate, subsequent motion. To divest itself of jurisdiction and fulfill the mandate of Section 8.02.02(C) of the LDC, a member must call a motion to deny (or decline to grant approval). If that subsequent motion to deny secures a majority vote, the case is cleanly decided and closed, and a final order of "disapproval" can be legally produced. A member may also offer another motion for approval with different conditions, if they can be supported. If that subsequent motion secures a majority vote,

¹ In certain circumstances, a motion to continue may be appropriate.



the case is cleanly decided and closed, and a final order of “approval with conditions” can be legally produced.

C. The Jurisdictional Imperative for Competent Substantial Evidence

A final order cannot simply list a vote count; it must be backed by a clear record of fact-finding. Under Florida's standard for quasi-judicial review, the applicant holds the initial burden to prove compliance with the code, while those opposed must provide evidence of non-compliance. *City of Deerfield Beach v. Vaillant*, 419 So. 2d 624 (Fla. 1982)

Per Section IX (6) 10. of the HDC Administrative Procedures, the form of the motion must include the case number and the *explicit reason for approval or denial* rooted in the code.

- **The Floor Requirement:** Board members must vocalize the specific guidelines from the LDC or the Downtown Historic District Design Guidelines that are unmet. A blank motion to deny (e.g., "I move to deny because it is too big") lacks the required legal substance.
- **The Written Order Requirement:** The final order issued under Section 8.03.03(H) of the LDC must replicate the findings vocalized on the record. If a board votes to deny an application via a successful motion but fails to state the applicable code or design criteria violated, the final order is vulnerable to legal challenge in the Circuit Court for a lack of competent substantial evidence. *Broward County v. G.B.V. Int'l*, 787 So. 2d 838 (Fla. 2001).

IV. CONCLUSION & RECOMMENDED PROCEDURE

To ensure compliance with City's LDC and safeguard the City from procedural litigation, the HDC must adhere to the following procedure during a hearing:

1. **Isolate the Vote:** If an initial motion splits 3-3 or fails, the Chair must declare that the motion failed, clear the floor, and immediately call for an alternative motion (e.g., a motion to deny or a motion to continue or a motion to approve with conditions).
2. **Incorporate Specific LDC Sections into the Motion:** No motion to approve or deny may be voted upon unless the making member explicitly details the findings of fact. For a denial, the motion must state: *"I move to deny HDC Case [X] because the applicant failed to present Competent Substantial Evidence satisfying LDC Section [X] and Design Guideline [X]..."*
3. **Draft the Final Order from the Record:** City Staff must ensure that the written development order issued pursuant to Section 8.03.03(H) of the LDC reflects the majority vote and the competent substantial evidence articulated by the board members on the floor.



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0021
AUGUST 20, 2026

Owner/Applicant:	Ron Flick, Compass Group Development, agent for OSTEEN COMPANY LLP, SIMMONS RICHARD S ET AL SIMMONS PAMELA O
Property Address:	0 North Front Street
Parcel ID #	00-00-31-1760-0001-0020
Current zoning:	I-W
FLUM land use category:	Industrial Waterfront
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Conceptual Approval for a Certificate of Approval (COA) to construct a waterfront commercial development including 28,000 SF of covered area, boardwalk, parking supporting retail, shopping, restaurants, and marina services. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.

0 Front Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking conceptual approval for a Certificate of Approval (COA) to move forward with plans for a waterfront development which includes retail, restaurant spaces, boardwalk, parking areas, and the opportunity to add a marina element in the future. The applicant presented this project during the June 2026 HDC meeting and was given feedback on various aspects of the project.

The HDC made the following motion by Member Sala, and seconded by Veronica Byrnes, on the case during the June 2026 meeting: "I move to continue case HDC2026-0021 to the August HDC meeting with factors to consider including height restrictions, the requirements of screening mechanical equipment, and the visibility corridors." The motion passed unanimously.

The table below details the comments that were received and how they have been addressed in the new plan submittal.

Comment from HDC (6/18/26)	Resulted change in plans	Staff analysis
Demonstrate that the screening is necessary for the mechanical equipment on the roof to justify the height encroachment of 6 ft.	Pages of the plans labeled "roof plan" and "building sections" show the layout for mechanical equipment. The mechanical equipment and associated screening is 6 ft above the height limit.	Height encroachment is permissible for mechanical equipment per the CRA design guidelines. The updated plans show the location and height of the proposed equipment and demonstrate the necessity for the amount of screening.
Clarify the details of the lookout tower height encroachment.	The applicant provided a narrative through email explanation, Exhibit 2, of the tower feature and described it as a controlled access viewing area with educational signage. "The tower access will be a controlled access and be limited under the FBC to ensure this limited access for its utilitarian occupancy type "U". There will no permanent offices or facilities at the Tower level." (Exhibit 2)	Intent: The tower aims to evoke a visual architectural memory of the Marine Welcome Station that stood at the riverfront constructed in 1963 and demolished in the late 80s. The tower will present an opportunity for the public to view the waterfront and learn about Fernandina's history; which are goals of the Comprehensive Plan and the CRA Plan. Comp. Plan Objective 11.07: The City shall seek to increase community awareness of historic, cultural and archaeological resource preservation CRA Plan Objective 9: Protect and Celebrate the City's History & Natural Environment Height encroachment: Exclusions from the height calculation for properties such as this include: "chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features." Per LDC definitions: "Rooftop architectural features means any space which is uninhabitable and non-conditioned part, portion, projection, or any characteristic which contributes to the beauty or elegance of a building or structure, exclusive of signs.

		Example features may include, but are not limited to, cupolas, parapet walls, railings, weathervanes, or other similar minor ornamental elements.” (LDC, pg. 31) Florida Building Code: The applicant has identified the tower as a Group U occupancy classification per the Florida Building Code which is not intended to be permanently occupiable space but still required to conform to the life safety provisions of the code. Conclusion: Staff recommends that the HDC consider placing a condition on conceptual and final approval that ensures that the tower shall only function as a viewing area with no permanent uses housed there. Staff recommends that the HDC takes into consideration all of the rules, objectives, and guidelines that influence this design element and make a decision based on the cumulative intention and effect of the tower.
Remove boardwalk encroachment into the north view corridor.	This feature has been removed from the plans.	The north view corridor is open in the updated plans. Access to the riverfront is still provided on the south end of the development and through the stairs/elevator towards the center of the development.
Evaluate the boardwalk encroachment into the southern view corridor	This feature remains on the plans.	Due to the irregular shape of the lot, the view corridor is somewhat obstructed on the southwest corner of the lot. Since the property jogs into the north, it would not meet the intent of the CRADG if the view corridor followed along the property line. The view corridor will be applied along a straight line and the viewshed to the south of the development will be preserved.
Present a clear set of plans without contradictions.	The plans do not present contradicting information, only one version was submitted.	Staff find the updated version of the plans is clear and only presents one design, site plans, and elevations. Staff will require clarification on exterior materials prior to final HDC approval.

The project falls within the Community Redevelopment Area (CRA) and Downtown Historic District overlays and therefore must be compliant with both sets of guidelines. The design aims to balance the themes of both sets of guidelines when proposing new development along the Amelia River Waterfront. The applicant has presented this project to the Technical Review Committee (TRC) at a First Step Meeting and plans to pursue a TRC Formal Review after the Historic District Council (HDC) has granted conceptual approval. The project must receive final HDC approval and the appropriate permits from other acting agencies before a Local Development Order (LDO) is granted. Following the issuance of the LDO, any expansions or changes to the plans must be approved by the Historic District Council and Technical Review Committee.

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES
COMMUNITY REDEVELOPMENT AREA DESIGN GUIDELINES

	Type/Material/Brand	Color
Exterior Fabric	Plank, shake, and Board & Batten	Grey
Doors	TBD	White/Grey/Blue
Windows	TBD	White
Roofing	Metal, aluminum	Aluminum Color
Fascia/trim	Hardie Trim	White
Foundation	Deep pile, elevated structural slab	N/A
Porch/Deck	Match the City of Fernandina Beach boardwalk	N/A
Driveways/Sidewalks	Pavers, TBD	TBD

ANALYSIS:

Site Plan –

- **Use** – The uses proposed may include (Commercial Fishing Facilities, Construction, Sales, and/or Maintenance of Boats and Ships; Marine Supply, Craft Distillery, Small-Scale Brewery or Winery, Liquor Store, Lounge, and Bar, Marine Recreation, such as kayak or boat rentals, sailing schools, etc., Piers, Docks, and Wharves, Restaurant, With or Without Drive-Through Window, Retail Stores, Specialty and Gift Shops such as Art, Antique, or Jewelry Shops, Books, or Stationers and more are permissible in the I-W zoning district per table 2.03.02 of the LDC.
- **Lot Density** – I-W permits 60% lot coverage. The applicant will have to meet this requirement and show the percentage on the plans before final approval is granted by the TRC or the HDC.
- **Setbacks** – There are no setbacks for the I-W zoning district.
- **View Corridors**— The requirements for view corridors, 15 ft on each side of the lot are met by this proposed development. The boardwalk providing alternative access to the north end of the development has been removed to satisfy the requirements for view corridors.
- **Pedestrian Access**— Pedestrian access, including ADA accessible access is provided on either side of the development allowing for the public to continue to access the riverfront.
- **Mechanical** – Per LDC 4.02.03(A)(7), “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan provides the location of mechanical equipment on the roof and shows it to be enclosed/shielded by an additional roofline. The applicant has provided a mechanical equipment layout plan that demonstrates the necessity for the screening on the “roof plan” and “building section” pages of the submittal packet.
- **Orientation** – The building features intentional orientation on all sides. In other words, there is the appearance of an entrance on all sides of the structure.
- **Landscaping** – Due to extensive landscaping requirements and the CRA design guideline requirements associated with view corridors, the applicant is in discussion with City staff to determine how to meet the requirements. Landscaping will be addressed during Technical Review Committee site plan review.

Elevations –

- **Scale** – As this development is one of the first of its kind proposed in the Community Redevelopment Area (CRA), there are no examples to compare the proposed scale of the project. The massing of the project is broken up by a variety of roof forms and windows.
- **Height** – For the North Waterfront Design Area (Water Lots 2-9), “Building height shall be measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade. The maximum height of all structures shall not exceed 30 feet in height above the BFE. Building height means the vertical distance from the BFE to the highest finished roof surface, such as the ridge level of the highest roof having a pitch exclusive of chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” The “lookout” element is 19 feet above the 30 feet height limit on building roofs in this design area. The applicant has provided a narrative explanation of the look out tower feature which is included in the agenda packet.
- **Style**—The proposed design of the structure is clearer than the June submission. The design features roof forms that are included in the CRA design guidelines including a monitor roof and simple gables.
- **Materials** – The project features materials that emulate and complement the historic materials prescribed in the design guidelines. A mixture of board and batten and shake for siding and a metal roof is appropriate for the CRA. Large windows will take advantage of the river views and add interest to the east façade. Before final approval is granted, the applicant must clarify what exterior siding materials are to be used and where.
- **Foundation** – The foundation will be constructed on piles with an elevated structural slab. The height of the piers will be approved by the necessary parties including the City’s floodplain management team and the Army Corps of Engineers and the other regulatory agencies.
- **Roof form** – There are a variety of roof forms featured on this project. The breaking-up of the roofs into different shapes is appropriate for the river front and the CRA. The “lookout” element features an octagonal hip roof, and although it adds architectural intrigue, it may encroach into the height limit for this design area.
- **Windows** – The window type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the window specifications will need to be disclosed and approved. The windows must be on the approved list of windows for the Downtown Historic District. The large windows on the river side of the development is a desired feature to optimize the ability for patrons to enjoy the view.
- **Awnings** – The proposed awnings are a desired feature for new commercial buildings in the district and are appropriately placed only over the windows and entrances to the first floor. Staff would like to discuss the appropriateness of fabric awnings for the CRA versus a metal or wood awnings.
- **Doors** –The doors type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the door specifications will need to be disclosed and approved.

STAFF RECOMMENDATION:

Staff finds that the proposed uses and design are compliant with the City of Fernandina Beach Downtown Historic

District Design Guidelines and Land Development Code.

Staff recommends:

CONCEPTUAL approval of HDC 2026-0021

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2026-0021 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2026-0021, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, Community Redevelopment Area Design Guidelines, and Downtown Historic District Design Guidelines to warrant **CONCEPTUAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 August HDC2026-0021 Combined Application Materials

EXHIBIT 2 Narrative explanation of tower feature



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0021
JUNE 18, 2026

Owner/Applicant:	Ron Flick, Compass Group Development, agent for OSTEEN COMPANY LLP, SIMMONS RICHARD S ET AL SIMMONS PAMELA O
Property Address:	0 North Front Street
Parcel ID #	00-00-31-1760-0001-0020
Current zoning:	I-W
FLUM land use category:	Industrial Waterfront
Existing uses on the site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Conceptual Approval for a Certificate of Approval (COA) to construct a waterfront commercial development including 28,000 SF of covered area, boardwalk, parking supporting retail, shopping, restaurants, and marina services. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.

0 Front Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking conceptual approval for a Certificate of Approval (COA) to move forward with plans for a waterfront development which includes retail, restaurant spaces, boardwalk, parking areas, and the opportunity to add a marina element in the future. The project falls within the Community Redevelopment Area (CRA) and Downtown Historic District overlays and therefore must be compliant with both sets of guidelines. The design aims to balance the themes of both sets of guidelines when proposing new development along the Amelia River Waterfront. The applicant has presented this project to the Technical Review Committee (TRC) at a First Step Meeting and plans to pursue a TRC Formal Review after the Historic District Council (HDC) has provided guidance. The follow up sheet from the TRC First Step meeting, Exhibit 2 for this case is included in the agenda packet. The project must receive HDC approval before a Local Development Order (LDO) is granted.

Project Description from Applicant:

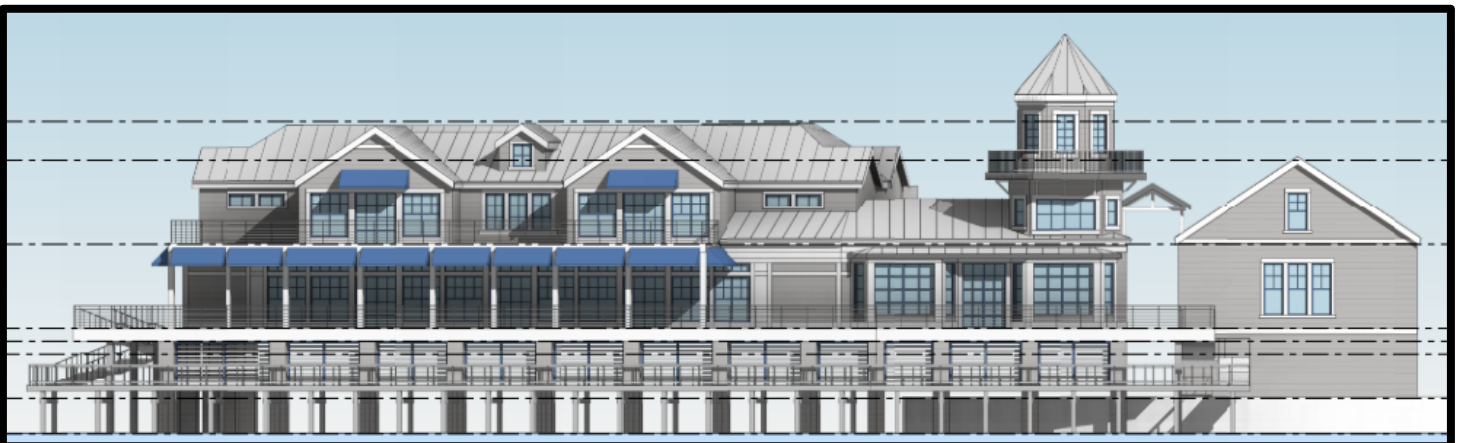
This project consists of approximate 28,000 SF of gross covered area elevated to an occupiable level of equal to or greater than 14.4' Elevation above sea level. The project will be extending the city planned resiliency wall at 9' elevation northerly to the northern property line and the continuation of the boardwalk at 7'4" Elevation x 9' of width along the Butler Act Line. There are no existing structures on a waterfront nearby, however it is noted that previously the Brett's Waterway Café has been in existence for the past 40 years on the parcel to the south. This is a commercial development expanding with multiple food service establishments, retail/specialty shops, and a 30-40 Slip marina forward to the riparian rights limits to the main channel. The project is negotiating with Visit Florida to establish a Marine welcome station as a key intercoastal WELCOME FLORIDA attraction and re-establishing this historical landmark as the Florida's first Marine Welcome Station in 1963.

Design Vision Statement from Applicant:

The proposed Amelia River Wharf project is designed in a coastal, maritime style, drawing inspiration from working fishing wharves, shingle-clad fishing houses, and adjacent Riverfront properties. Proposed architectural elements such as cedar shingle siding, standing seam metal roofs, muted material tones, and vertically oriented windows with contrasting trim were selected to balance existing industrial fishing character and historic downtown context. The building's mass is intentionally broken into smaller volumes to better align with the scale and proportions of adjacent structures. The proposed design is perched on wood pilings and decoratively screened to address floodplain conditions while shielding the building's underside from public view.

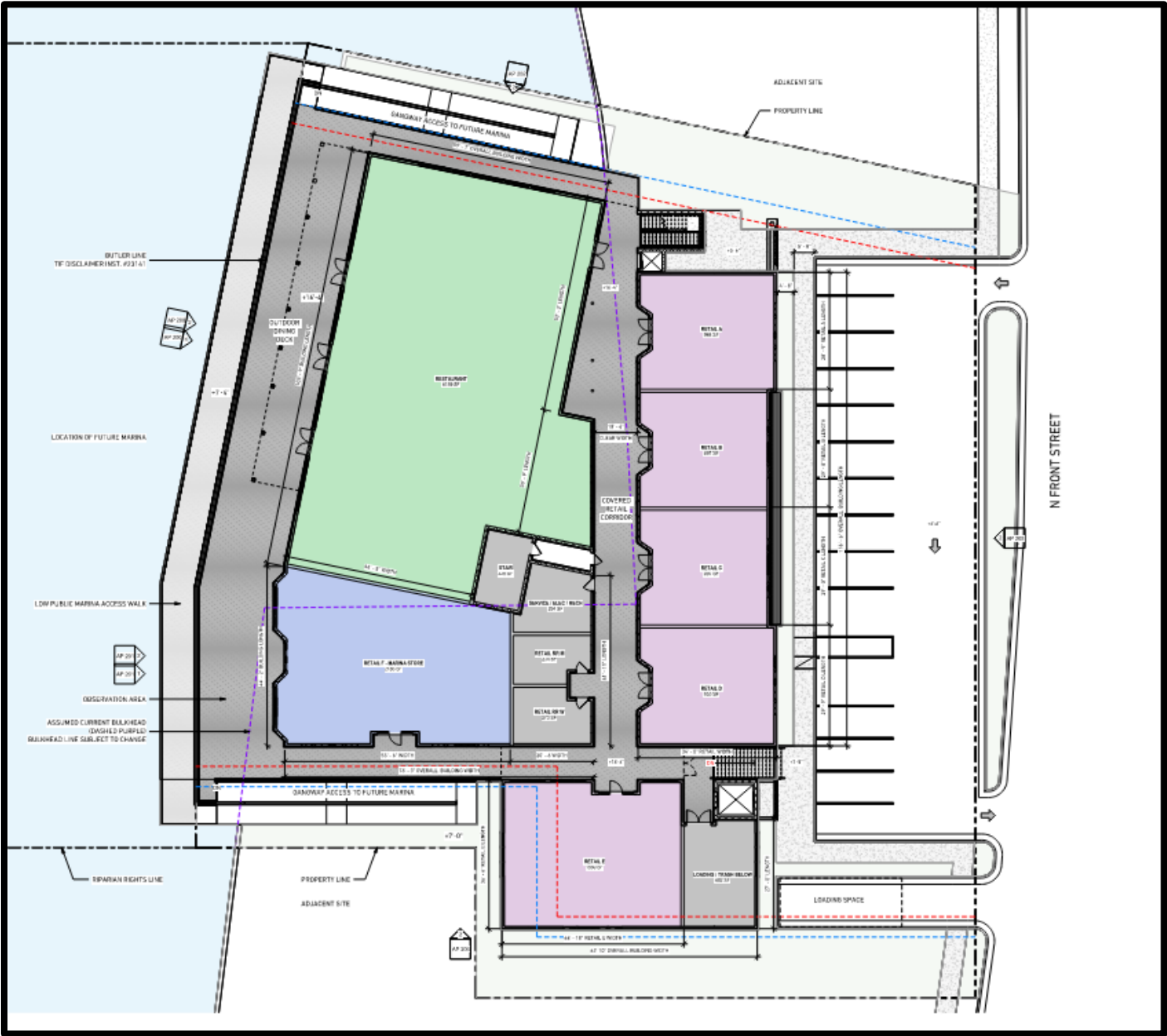
At the street frontage, the design reinforces a pedestrian-oriented environment with clearly defined entrances, street-facing retail uses, and numerous transparent openings. On the river-facing façade, the project prioritizes public interaction with the waterfront through exterior dining areas, a large public terrace, and multiple access points to the boardwalk area below. The turret element serves as a distinct architectural feature, inspired by historic coastal landmarks, adding visual interest while remaining contextually appropriate.

Overall, the project seeks to balance maritime vernacular, historical context, and contemporary waterfront activation to support and enhance the Fernandina Beach riverfront district.





Proposed Site Plan:



APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)

[COMMUNITY REDEVELOPMENT AREA DESIGN GUIDELINES](#)

	Type/Material/Brand	Color
Exterior Fabric	Plank, shake, and Board & Batten	Grey
Doors	TBD	White/Grey/Blue
Windows	TBD	White
Roofing	Metal, aluminum	Aluminum Color
Fascia/trim	Hardie Trim	White
Foundation	Concrete pile w/ grade beams	N/A
Porch/Deck	Match the City of Fernandina Beach boardwalk	N/A
Driveways/Sidewalks	Pavers, TBD	TBD

ANALYSIS:

Site Plan –

- **Use** – The uses proposed may include (Commercial Fishing Facilities, Construction, Sales, and/or Maintenance of Boats and Ships; Marine Supply, Craft Distillery, Small-Scale Brewery or Winery, Liquor Store, Lounge, and Bar, Marine Recreation, such as kayak or boat rentals, sailing schools, etc., Piers, Docks, and Wharves, Restaurant, With or Without Drive-Through Window, Retail Stores, Specialty and Gift Shops such as Art, Antique, or Jewelry Shops, Books, or Stationers and more are permissible in the I-W zoning district per table 2.03.02 of the LDC.
- **Lot Density** – I-W permits 60% lot coverage. The applicant will have to meet this requirement and show the percentage on the plans before final approval is granted by the TRC or the HDC.
- **Setbacks** – There are no setbacks for the I-W zoning district.
- **View Corridors**— The requirements for view corridors, 15 ft on each side of the lot are met by this proposed development. See Exhibit 3 for an explanation of side yard view corridors as well as mid-block view corridors.
- **Pedestrian Access**— Pedestrian access, including ADA accessible access is provided on either side of the development allowing for the public to continue to access the riverfront.
- **Mechanical** – Per LDC 4.02.03(A)(7), “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan provides the location of mechanical equipment on the roof and shows it to be enclosed/shielded by a parapet. The parapet seems to extend 72 inches above the roof. The CRA Design Guidelines state: “A parapet or railing around the edge of a roof deck on a composite type may extend up to 42 inches higher than the 30 feet height restriction.” (CRADG, p.117) The design must be altered to meet height requirements.
- **Parking** – Parking for this project will be verified during the Technical Review Committee (TRC) site plan review phase. There is an option of a fee in lieu found in the Land Development Code section 7.01.04 “Parking Standards and Parking Lot Design. Due to the nature and character of properties within the

Central Business District (C-3) and the Amelia River Waterfront Community Redevelopment Area waterfront lots containing Industrial Waterfront (I-W) or Waterfront Mixed Use (W-1), the provision of off-street parking will not be required, except for triplex and multi-family dwelling units, lodging accommodations and bed and breakfast inns.”

- **Orientation** – The building features intentional orientation on all sides. In other words, there is the appearance of an entrance on all sides of the structure.
- **Landscaping** – Due to extensive landscaping requirements and the CRA design guideline requirements associated with view corridors, the applicant is in discussion with City staff to determine how to meet the requirements. Landscaping will be addressed during Technical Review Committee site plan review.

Elevations –

- **Scale** – As this development is one of the first of its kind proposed in the Community Redevelopment Area (CRA), there are no examples to compare the proposed scale of the project. The massing of the project is broken up by a variety of roof forms and windows.
- **Height** – For the North Waterfront Design Area (Water Lots 2-9), “Building height shall be measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade. The maximum height of all structures shall not exceed 30 feet in height above the BFE. Building height means the vertical distance from the BFE to the highest finished roof surface, such as the ridge level of the highest roof having a pitch exclusive of chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” Staff seeks guidance from the board on the interpretation of this code for this project. The “lookout” element is 19 feet above the 30 feet height limit on building roofs in this design area.
- **Style**—There are a couple of differences in the elevations that were submitted. There are at least two versions of the western elevation, with a difference in the connection between the southernmost structure and the primary structure. The style of the proposed development is similar to the style of Brett’s Waterway Café, a modern local landmark on the riverfront. This style is similar to Harbour Town on Hilton Head or any small town along the Northeastern Seaboard.
- **Materials** – The project features materials that emulate and complement the historic materials prescribed in the design guidelines. A mixture of board and batten and shake for siding and a metal roof is appropriate for the CRA. Large windows will take advantage of the river views and add interest to the east façade.
- **Foundation** – The foundation will be constructed on piles with an elevated structural slab. The height of the piers will be approved by the necessary parties including the City’s floodplain management team and the Army Corps of Engineers.
- **Roof form** – There are a variety of roof forms featured on this project. The breaking-up of the roofs into different shapes is appropriate for the river front and the CRA. The “lookout” element features an octagonal hip roof, and although it adds architectural intrigue, it may encroach into the height limit for this design area.
- **Windows** – The window type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the window specifications will need to be disclosed and

approved. The windows must be on the approved list of windows for the Downtown Historic District. The large windows on the river side of the development is a desired feature to optimize the ability for patrons to enjoy the view.

- **Awnings** – The proposed awnings are a desired feature for new commercial buildings in the district and are appropriately placed only over the windows and entrances to the first floor. Staff would like to discuss the appropriateness of fabric awnings for the CRA versus a metal or wood awnings.
- **Doors** –The doors type/make were not specified at this time given the conceptual nature of this application. At the time of final approval, the door specifications will need to be disclosed and approved.

STAFF RECOMMENDATION:

Staff finds that the proposed uses and design are compliant with the City of Fernandina Beach Downtown Historic District Design Guidelines and Land Development Code.

In order to become compliant with the Community Redevelopment Area Design Guidelines, staff recommends that the height is discussed and clarified with the Historic District Council. The Community Redevelopment Area Design Guidelines state: “Building height shall be measured from the Base Flood Elevation (BFE) to the top of the roof, rather than from the finished grade (see LDC Sec. 4.03.03.D.2). The maximum height of all structures shall not exceed 30 feet in height above the BFE. Building height means the vertical distance from the BFE to the highest finished roof surface, such as the ridge level of the highest roof having a pitch exclusive of chimneys, mechanical equipment coverings, elevator and stairwell structural coverings or other building accessories or ornamental features.” (CRADG, p. 117). The question at-hand for the Board to consider, is the octagonal “lookout” element an ornamental feature.

There are a couple of outstanding items that would need to be clarified before Staff would be able to recommend final approval including but not limited to:

- Specifications of doors/windows
- Discussion of awning material
- Discussion of height regulations
 - Parapet height
 - “Lookout” element height

Staff recommends:

CONCEPTUAL approval of HDC 2026-0021

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2026-0021 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2026-0021, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, Community Redevelopment Area Design Guidelines, and Downtown Historic District Design Guidelines to warrant **CONCEPTUAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Combined Application Materials

EXHIBIT 2 Technical Review Committee Follow-Up Notes
EXHIBIT 3 CRA Visibility Corridors Memo 3/27/26

Justification for the Observation Tower at Amelia Warf

From Ron Flick <ronflick@cgdevinc.com>

Date Thu 8/6/2026 11:50 AM

To Margaret Pearson <mpearson@fbfl.city>; Jacob Platt <jplatt@fbfl.org>; Mia Sadler <msadler@fbfl.city>

Cc glangley@ameliaisland.com <glangley@ameliaisland.com>

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

The developer's intent is to provide a memorable experience and eventually a landmark/icon like no other for those who visit Florida and especially our Riverfront district in Fernandina Beach. The Observation Tower (hereafter referred to as the tower), is an element which will serve as a reference overtop the Florida Marine Welcome Station. Constructed years ago (constructed in 1963) a Tee Pee was the visual memory and reference used by many who visit and live in the community. The Tower will not house the actual Marine Welcome Station, however the tower will roost just above the actual welcome station, serving as the landmark to serve notice as the visual architectural memory for the First State of Florida Marine Welcome Station and The Old Town Pilot Tower from the 1926 Sanborn Map on the corner of San Fernando and Estrada streets. Furthermore, the Tower will be displaying flags, and potential signage which will be coordinated with Visit Florida's first and one of a kind Marine Welcome Station. That will be also independently submitted for approval by the City of Fernandina Beach. The tower access will be a controlled access and be limited under the FBC to ensure this limited access for its utilitarian occupancy type "U". There will no permanent offices or facilities at the Tower level.

Furthermore, it will be used to display images and elements of historical significance to overlook the harbor comparing the past history to what it is today. Our efforts to work with the "Visit Florida" team and the TDC of our community will serve dividends to create excitement and opportunity to the redevelopment of the City's CRA along the Waterfront District. In summary, this Observation Tower, while not as tall or large as the Tee-Pee of 1963 or the height of the "Old Town Pilot Tower", it will symbolize as a memorable landmark serving all who visit us from abroad and live here locally.

Starting point.

Ron V. Flick, MPA
CGC1515930
Compass Group Development
86119 Shelter Island Drive
Fernandina Beach, Florida 32034
Cell: (904) 753-9056
Email: ronflick@cgdevinc.com



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0033 – AFTER THE FACT APPROVAL
SEPTEMBER 17, 2026

Owner/Applicant:	Jose Miranda with Miranda Architects, agent for Laurie Carter
Property Address:	112 S. 10 th Street
Parcel ID #	00-00-31-1800-0054-0021
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single-Family Residential
FL Master Site File #	NA00554
Year Built:	1883
Contributing Status:	Contributing
Requested action:	FINAL after-the-fact approval to demolish a site wall. (Quasi-Judicial)

All required application materials have been received. All required notices have been made.

112 S. 10th Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting after-the-fact approval for a COA to demolish the majority of a site wall along the north property line of 112 S. 10th Street. The contributing structure, built in 1883, is undergoing renovations which have been approved on a staff level. The approvals did not include any work or demolition of the site walls on the property as those are protected by the Historic Downtown Design Guidelines. Specifically, page 45 details the treatment and preservation of such site features as seen below.

SITE FEATURES RESIDENTIAL

FENCES & WALLS

OVERVIEW

Walls and fences, including gates, are found throughout the district. Their continued use is appropriate. **Regularly maintain and make repairs to existing historic walls and fences instead of replacing them.** Fences that are incompatible with the surrounding sites, like chain link, split rail, or stockade fences in areas where picket or iron fences predominate, are discouraged. **The removal of incompatible walls and fences is encouraged.**

GUIDELINES

1. **Preserve historic fences and walls.**
2. Construct new fences and walls using materials that predominated historically or that visually match these materials. **Wood or metal** for new fences and brick/concrete for new walls are generally appropriate materials.
3. Consider **new site walls and low berms** to provide protection of site and historic structures during storm events. See 'Think Resiliency' for more.
4. Paint new wooden fences to complement their adjacent houses. Construct front-yard fences to a maximum height of **four feet tall** and with pickets.
5. For front yards, new fences and walls **may not exceed four feet in height**. This includes any material beneath the fence including berms, or existing site walls that would be built on top of.
6. If a solid wood board fences is desired, use in **back yards only**. Height shall be consistent with LDC and zoning standards and painted.
7. Locate non-traditional fences such as split or horizontal rail, railroad tie, or timber fences at rear yards or where not visible from the street. Chain link fencing is **not permitted** within the district.
8. The installation of vinyl fencing is prohibited for yards of houses in the historic district per the LDC. Vinyl is not a sustainable material and does not convey the same appearance as historic fencing materials such as wood or brick.



HOOP & DART IRON FENCE 605 Ash Street



PICKET FENCE 414 Broome Street



WOOD PRIVACY FENCE & SHRUBS 102 South 7th St.

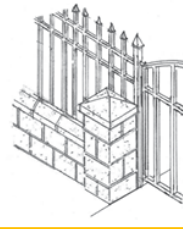


CONCRETE RETAINING WALL 112 North 6th Street

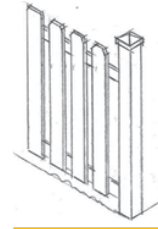
APPLICABLE SECRETARY OF THE INTERIOR STANDARDS:

2. Retention of Distinguishing Architectural Character
3. Recognition of Historic Period
6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
9. Compatible Contemporary Design for New Alterations/Additions

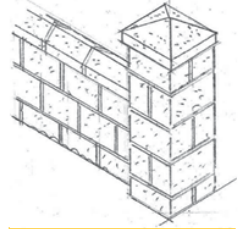
ML+H/Les Thomas Architect



4 FOOT FENCING GUIDELINE



PICKET FENCE



CONCRETE BLOCK WALL



PERMANENT SITE WALL 402 South 7th Street



CONCRETE RETAINING WALL 117 North 6th Street



SITE WALLS FOR STORM SURGE MANAGEMENT

Permanent site walls can be used as a barrier for storm surge events if built properly. To ensure flooding is prevented, these walls will need to be tall enough to rise above flood water levels and have sufficient strength to counteract the pressure of flooding in a storm surge. A large benefit of site walls is the low to no impact that building these will have on the home, however you will need sufficient land and fill to create a flood proof site wall. Site walls have been used for numerous purposes: **to emphasize lot lines, create privacy, and to help fight against storm surges.** Some popular materials may be **coquina, brick, or another local stone.** These can blend into a historic home site with ease. Check with the planning and permitting process prior to construction of walls. Additional information can be found here: www.nps.gov/subjects/ncppt/upload/2018-04.pdf

EXAMPLE



PERMANENT SITE WALL 801 Beech Street

The primary structure is recorded in Florida Master Site File NA00554, Exhibit 2. The site wall is not part of that record.

Land Development Code Section 8.03.03(C) which states "Prior to undertaking an improvement to any property in a historic district, or the CRA, an application shall be submitted to the City for a Certificate of Approval. A Certificate of Approval shall be obtained even when a building permit is not required for the proposed work, unless the work falls under conditions outlined in Section 8.03.03(L). The City Manager shall advise any applicant if the subject property or work will require a Certificate of Approval. If no Certificate of Approval is received prior to beginning of work, after-the-fact application fees shall be required. Fees are adopted annually through the Master Fee Schedule." Therefore, the applicant is required to present and request after-the fact approval from HDC.

Site wall before demolition:



Site wall after demolition (current):



APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE

Land Development Code 8.03.03.01 Requirements for Demolition Applications

C. Review criteria for demolition applications. In evaluating applications for a Certificate of Approval for demolition, the HDC shall consider the following:

- 1. Whether the structure or site would meet national, state, or local criteria for designation;*
The site wall itself is not eligible for historic designation on the local, state, or national levels.
- 2. Whether the structure or site is a contributing structure or site to a locally designated or National Register historic district;*
-The primary structure is contributing. The site wall was not listed on the Florida Master Site File.
- 3. Whether loss of the structure or site would deteriorate the quality or continuity of the historic district, or the surrounding neighborhood;*
-The site wall added to the sense of place in that area of the historic district. Although a relatively small feature of the property, the site wall added to the historic aesthetics of the area.
- 4. Whether the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense;*
-The site wall does not exhibit such features. The wall could be reconstructed.
- 5. Whether the structure or site is one of the last remaining examples of its kind in the neighborhood, county or region, or is a distinctive example of an architectural or design style which contributes to the character of the district;*
-Similar walls made of a variety of materials are seen throughout the historic district.
- 6. Whether removal of the structure or site would destroy the historic relationship between structures or open space;*
-This wall serves as a visible property boundary for the house located at 112 S. 10th Street. It is hard to tell if it, at one time, encapsulated the property.
- 7. Whether retention of the structure or site promotes the general welfare of the City by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage;*
-The wall likely represents original/historic property lines which are indicative of Victorian-era urban planning in the historic district. While this specific wall may not offer an opportunity to study and learn about local cultural heritage, the concept of and range site walls throughout this district is important to local cultural heritage.
- 8. Whether the applicant has made good faith efforts to pursue alternatives to demolition;*
-There is no evidence of this within the application.
- 9. Whether the applicant will be denied a reasonable return on his or her investment;*
-The applicant would have to incur the cost of reconstruction. It would not affect the ability of the primary structure to function as intended.
- 10. Whether there is economic hardship for the applicant as demonstrated by requirements in Section 8.03.06;*
-The applicant has not demonstrated economic hardship based on the requirements of 8.03.06.
- 11. Whether the Code Enforcement and Appeals Board has recommended demolition of the structure.*
-The Code Enforcement and Appeals Board has not received any submissions regarding this property.

DOWNTOWN HISTORIC DISTRICT GUIDELINES

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. **A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
Findings: *Complies* ☐ *Does not Comply* ☒ *N/A* ☐
3. **Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
4. **Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
Findings: *Complies* ☐ *Does not Comply* ☒ *N/A* ☐
6. **Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
Findings: *Complies* ☐ *Does not Comply* ☐ *N/A* ☒
8. **Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
10. **New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐

ANALYSIS:

The loss of this site wall was not in keeping with the Historic Downton Design Guidelines, Land Development Code, and Comprehensive Plan. Site walls, retaining walls, and boundary walls such as this in the historic district were constructed at various times throughout the district and feature a variety of materials. These structures are an important part of the historic district and its continuity. This would not be permitted through a staff-level review process and would've needed to be heard by the HDC.

These facts must be weighed with the sentiment throughout the Historic Downtown Design Guidelines that new construction should be a "product of its own time" and not replicate historic features. The reconstruction of a site

wall in this location could create a false sense of historic development. References to this concept can be found on pages 53 and 75 of the Historic Downtown Design Guidelines.

STAFF RECOMMENDATION:

Staff recommends:

FINAL Approval of HDC 2026-0033 as reconstruction of the wall could create a false sense of historic development.

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2026-0033 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That the amendment to HDC case 2026-0033, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL after-the-fact** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC2026-0033 Combined Application Materials

EXHIBIT 2 Florida Master Site File NA00554

Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 8/4/2026 1:33 PM

To Planning Info <planninginfo@fbfl.org>

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Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees	After-the-Fact Certificate of Approval (COA): Board Review \$1,500
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Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must

return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, right-of-way, or zoning permit (if required).

Application Requirements	<i>Field not completed.</i>
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Please see the Land Development Code (LDC) for detailed information:	<i>Field not completed.</i>
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The LDC is Available for Review at	www.fbfl.us/LDC
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Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE	Alteration
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APPROVAL TYPE	Board Approval: Final
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Have you met with a planner for a pre-application meeting?	Yes
--	-----

What was the date of your pre-application meeting?	7/15/2026
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PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's website → Map Search
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Historic District	Downtown
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Site Address	112 South 10th Street
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City	Fernandina Beach
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State	FL
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Zip Code	32034
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Parcel ID #(s)	00-00-31-1800-0054-0021
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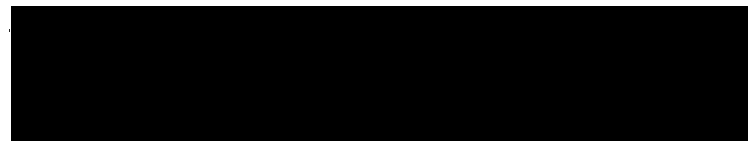
Do you authorize the installation of a temporary	YES
--	-----

City notice sign on your property?

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name	Laurie
Last Name	Carter
Mailing Address	116 South 10th Street
City	Fernandina Beach
State	FL
Zip Code	32034



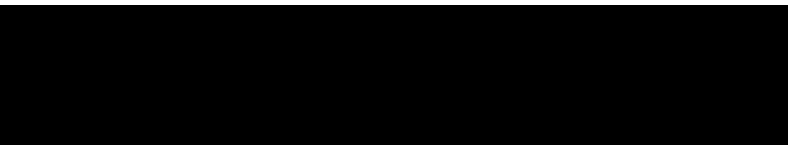
OWNER'S AGENT

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

Is there an agent other than the owner representing this project?

Yes

First Name	Jose
Last Name	Miranda
Company (if applicable)	MIRANDA ARCHITECTS
Street Address	309 1/2 Centre Street, Suite 206
City	FERNANDINA BEACH
State	FL
Zip	32034



Project Description After-the-fact COA request for the partial removal (+/- 75 liner feet) of an existing brick/concrete curb (low wall) along the north property line.

Project Facts:

- A) House at 112 South 8th Street constructed circa 1883
- B) Brick and Portland Cement Concrete curb wall along north property line constructed circa 1920s. Old curb does not exist

along any other site property lines.

C) Chain link fencing and posts mounted on top of curb constructed circa 1940s.

Portion of curb removed was in poor condition due to tree growth damage and installation of old chain link posts/fencing. Remaining curb is extant along balance of north property line and extends beyond the eastern property line by +/- 6-feet.

Requirements for Demolition Applications

Per LDC 8.03.03.01

MATERIALS

List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.

EXTERIOR FABRIC

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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DOORS

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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WINDOWS

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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ROOFING

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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FASCIA/TRIM

Manufacturer	<i>Field not completed.</i>
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Product Description	Field not completed.
Color	Field not completed.
FOUNDATION	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
SHUTTERS	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
PORCH/DECK	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
FENCING	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
DRIVEWAYS/SIDEWALKS	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
SIGNAGE	
Manufacturer	Field not completed.
Product Description	Field not completed.
Color	Field not completed.
OTHER	
Manufacturer	Field not completed.
Product Description	Field not completed.

Color	Field not completed.
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	19224-2023.pdf
Upload 2	Owners Authorization for Agent Representation Carter 112 S 10t St.pdf
Upload 3	Carter Curb Pictures 3 August 26.docx
Upload 4	112 S 10TH ST - 00-00-31-1800-0054-0021 - Nassau County.pdf
Upload 5	Field not completed.
Upload 6	Field not completed.
Upload 7	Field not completed.
Upload 8	Field not completed.
Upload 9	Field not completed.
Upload 10	Field not completed.
Upload 11	Field not completed.
Upload 12	Field not completed.
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.	
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.	
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.	
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District	

Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Jose
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Applicant Last Name	Miranda
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Today's Date	8/4/2026
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DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | Contact: Mia Sadler at 904 310-3488 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.

Email not displaying correctly? [View it in your browser.](#)

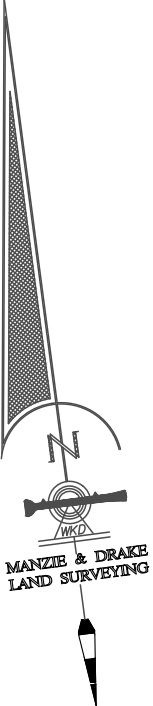
MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL OF THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER KNOWN AND DESCRIBED ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AS:

THE NORTH 65 FEET OF LOT 2 IN BLOCK 54.

CERTIFIED TO:
DEAN PEARSON

PROPERTY ADDRESS:
112 SOUTH TENTH STREET
FERNANDINA BEACH, FLORIDA 32034



SOUTH TENTH STREET

(60-FOOT RIGHT-OF-WAY)

ASH STREET

LOT 1

LOT 8

LOT 3

LOT 6

LOT 7

THE NORTH 65' OF
LOT 2

THE SOUTH 35' OF
LOT 2

LEGEND
A/C = AIR CONDITIONER
CL = CENTERLINE
-x-x- = CHAIN LINK FENCE
[Pattern] = CONCRETE FLATWORK
[Symbol] = TELEPHONE PEDESTAL
[Symbol] = WATER METER
[Symbol] = WOOD POWER POLE
F.F.E. = FINISHED FLOOR ELEVATION

TREE LEGEND:
O = OAK TREE
MAG = MAGNOLIA TREE
PCN = PECAN TREE
TREE DISCLAIMER:
NUMBER OF TREES SHOWN ON SURVEY: 8

SPECIES OF TREES HAVE BEEN IDENTIFIED TO THE BEST OF OUR KNOWLEDGE AND BELIEF; HOWEVER MANZIE & DRAKE LAND SURVEYING WILL ASSUME NO LIABILITY, EXPRESSED OR IMPLIED, FOR THE CORRECTNESS OF SAID SPECIES IDENTIFICATION.
TREES HAVE BEEN LOCATED AS ACCURATELY AS POSSIBLE UNDER CURRENT CONDITIONS AND HAVE A POSITIONAL TOLERANCE OF APPROXIMATELY 2 TO 3 FEET. CRITICAL TREES SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.

- SURVEY NOTES:**
- 1) Unless it bears the original signature and the original raised seal of a Florida licensed Surveyor and Mapper or Validated Digital Signature by a Florida licensed Surveyor and Mapper, this map/report is for informational purposes only and is not valid.
 - 2) The "Legal Description" hereon is in accord with the description provided by the client
 - 3) Underground Improvements were not located or shown.
 - 4) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
 - 5) Bearings shown hereon are based on recovered monumentation. The bearing reference line is indicated as thus (BR).
 - 6) The property shown hereon lies within flood zone X per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0237 G, dated 08/02/2017.
 - 7) Site Benchmark is as shown hereon.
 - 8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
 - 9) The Reference Benchmark is a nail & disk found in the south face of a wood powerpole 25' north of our northwest corner. (Elevation = 24.00' N.A.V.D. 1988)

THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"

"OUR SIGHTS ARE ON THE FUTURE,
SET YOUR SITES ON US."

Michael A. Manzie

JULY 14, 2023

MICHAEL A. MANZIE, P.L.S. 4069

SCALE: 1"=20' JOB NO: 19224 DATE: 07/13/2023 CADD: LP

F.B. NO: X-374 PAGE NO: 31 FIELD CREW: GS FILE NO: A-3727



MIRANDA
architects

CARTER 112 SOUTH 8TH STREET, CURB REMOVAL



NORTH CURB GOOGLE MAPS STREET VIEW 2025



NORTH CURB GOOGLE MAPS STREET VIEW 2025 -- ZOOMED



NORTH CURB EARLY 2026



CURB REMOVAL APRIL-MAY 2026



REMAINING NORTH CURB W/ CHAIN LINK POSTS



KEVIN J. LILLY, A.S.A., C.F.A.
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-31-1800-0054-0021

<https://search.ncpafl.com/parcel/31%200%20000180000540021>

112 S 10TH ST

Owners

CARTER FRANK S III LIVING TRUST
CARTER FRANK S III TRUSTEE
CARTER LAURA D LIVING TRUST
CARTER LAURA D TRUSTEE
PO BOX 288
LEWES, DE 19958

Short Legal

BLOCK 54 N65 FT OF LOT 2
CITY OF FDNA BEACH

Parcel Summary

Situs Address	112 S 10TH ST
Use Code	0100: SINGLE FAMILY
Tax District	2: Fernandina
Acreage	0.000
Section	23
Township	3N
Range	28
Subdivision	CTY OF FDNA BCH U/R
Exemptions	None

Values

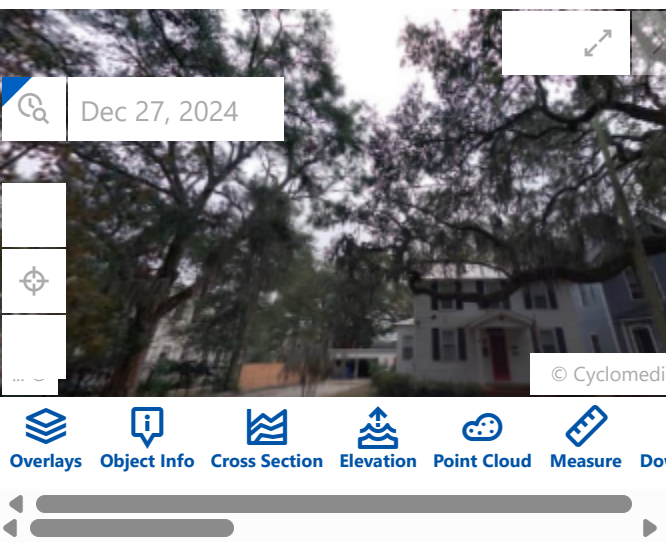
	2024 Certified Values	2025 Certified Values
Land Value *	\$162,500	\$162,500
(+) Improved Value	\$236,700	\$246,882
(=) Market Value	\$399,200	\$409,382
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$40,561	\$40,342
(=) School Assessed Value	\$358,639	\$369,040
County Assessed Value	\$358,639	\$369,040
(-) School Exemptions	\$25,000	\$25,000
(-) Non-school Exemptions	\$50,000	\$50,722
(=) School Taxable Value ***	\$333,639	\$344,040
(=) County Taxable Value	\$308,639	\$318,318

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2025-12-10	2834/1405	\$900,000	WD	Q	I	PEARSON DEAN	CARTER FRANK S III LIVING TRUST
2020-10-09	2399/0388	\$426,000	WD	Q	I	JACOBY DAVID S & CYNTHIA G	PEARSON DEAN
2017-09-15	2146/0039	\$360,000	WD	Q	I	TOMASCIK ROBERT	JACOBY DAVID S & CYNTHIA G
2015-04-30	1979/0568	\$240,000	WD	Q	I	FRANK THOMAS E & GAIL R O'DAY	TOMASCIK ROBERT
2005-07-12	1332/0850	\$278,500	WD	Q	I	MILLS HARRY M & LYNDIA S	FRANK THOMAS E & GAIL R O'DAY
2000-06-20	0937/0302	\$100,000	WD	U	I	CLARK BARBARA B	MILLS HARRY M & LYNDIA S
1975-07-30	0200/0201	\$100	WD	U	I	BOONE CLAUDE E & FLORENCE W	CLARK THOMAS J & BARBARA B

Buildings

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SFR CUST RESIDENTIAL	1393	1348	3.00	2.00	ASB SHNGLE		AIR DUCTED	CENTRAL	1883





OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Laurie Carter
(print name of property owner(s))

hereby authorize: Jose Miranda and Miranda Architects
(print name of agent)

to represent me/us in processing an application for: Historic District Council COA
(type of application)

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

Laurie D. Carter
(Signature of owner)

(Signature of owner)

Laurie Carter
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 11th day
of February, 2026, by Laurie Carter.

Sarah F. Adams
Notary Public

Printed Name

My Commission Expires

Personally Known ☒ OR Produced Identification _____ ID Produced: _____



☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00554**
 Field Date 2-15-2018
 Form Date 2-15-2018
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) 112 S. 10th St. Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Clear Location Values

Street Number 112 Direction S Street Name 10th Street Type Street Suffix Direction ▼
 Address: _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name FERNANDINA BEACH USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown County Nassau
 Township 3N Range 28E Section 22 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0054-0021 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Clear History Values

Construction Year: 1883 ☒ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Current Use Private Residence (House/Cottage/Cabin) From (year): _____ To (year): _____
 Other Use ▼ From (year): _____ To (year): _____
 Moves: ☐ yes ☒ no ☐ unknown Date: _____ Original address _____
 Alterations: ☒ yes ☐ no ☐ unknown Date: _____ Nature Siding
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear gable/shed, side shed extensions
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe Downtown historic district

DESCRIPTION

Clear Description Values

Style Frame Vernacular Exterior Plan Rectangular Number of Stories 2
 Exterior Fabric(s) 1. Shingles-asbestos 2. ▼ 3. ▼
 Roof Type(s) 1. Gable 2. ▼ 3. ▼
 Roof Material(s) 1. Sheet metal:3V crimp 2. ▼ 3. ▼
 Roof secondary strucs. (dormers etc.) 1. ▼ 2. ▼
 Windows (types, materials, etc.) 2/2 dhs w modern storm windows

Distinguishing Architectural Features (exterior or interior ornaments) I-house form; exposed rafters

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.) _____

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____ ☐ Owner Objection	SHPO – Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info KEEPER – Determined eligible: ☐ yes ☐ no Clear Check Boxes NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin</i> 15, p. 2)	Date _____ Init. _____ Date _____

DESCRIPTION (continued)

[Clear Description Values](#)

Chimney: No. 0 Chimney Material(s): 1. ☐ 2. ☐ 3. ☐
 Structural System(s): 1. Balloon wood frame 2. ☐ 3. ☐
 Foundation Type(s): 1. Piers 2. ☐
 Foundation Material(s): 1. Other 2. Stucco
 Main Entrance (stylistic details) Wood panel door w transom

Note: you may use the last box in each field to type in an answer that does not appear in the list provided

Porch Descriptions (types, locations, roof types, etc.) Entry/W, open, gable, square wood supports

Condition (overall resource condition): ☐ excellent ☒ good ☐ fair ☐ deteriorated ☐ ruinous

Narrative Description of Resource

Archaeological Remains ☐ Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

- | | | | |
|--|--|---|---|
| ☒ FMSF record search (sites/surveys) | ☒ library research | ☐ building permits | ☒ Sanborn maps |
| ☐ FL State Archives/photo collection | ☐ city directory | ☐ occupant/owner interview | ☒ plat maps |
| ☐ property appraiser / tax records | ☒ newspaper files | ☐ neighbor interview | ☐ Public Lands Survey (DEP) |
| ☒ cultural resource survey (CRAS) | ☒ historic photos | ☐ interior inspection | ☒ HABS/HAER record search |
| ☐ other methods (describe) <u> </u> | | | |

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)

OPINION OF RESOURCE SIGNIFICANCE

[Clear Significance Values](#)

Appears to meet the criteria for National Register listing individually? ☐ yes ☒ no ☐ insufficient information

Appears to meet the criteria for National Register listing as part of a district? ☒ yes ☐ no ☐ insufficient information

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) This is an update-the building has been deemed a contributing resource to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

Area(s) of Historical Significance (see *National Register Bulletin* 15, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

1. Community planning & development 3. ☐ 5. ☐
 2. ☐ 4. ☐ 6. ☐

DOCUMENTATION

[Clear Documentation Values](#)

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents

- 1) Document type ☐ Maintaining organization ☐
 Document description File or accession #'s
- 2) Document type ☐ Maintaining organization ☐
 Document description File or accession #'s

RECORDER INFORMATION

Recorder Name Sheldon Owens

Affiliation Brockington and Assc. Inc.

Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128

(address / phone / fax / e-mail)

Required Attachments

❶ USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED

❷ LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

❸ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE

If submitting an image file, it must be included on disk or CD AND in hard copy format (plain paper is acceptable). Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.

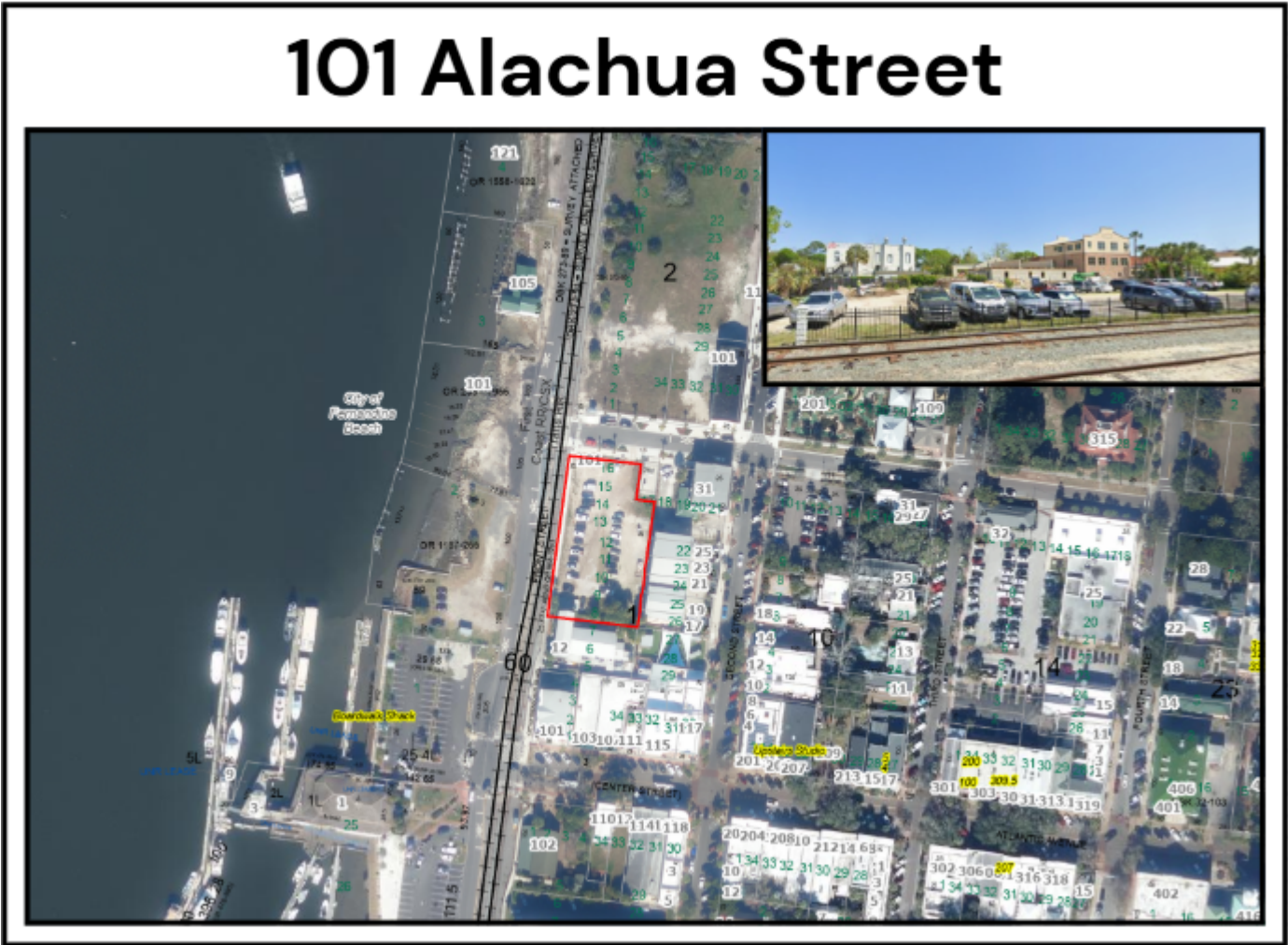


HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2026-0035
SEPTEMBER 17, 2026

Owner/Applicant:	Mark Akins with Rice Architect, agent for DOWNTOWN CRAB, LLC
Property Address:	101 Alachua Street
Parcel ID #	00-00-31-1800-0001-0080
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Vacant, Temporary Parking Lot
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Conceptual Approval for a Certificate of Approval (COA) to construct nine (9) townhomes. (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.

101 Alachua Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking Conceptual Approval for a Certificate of Approval (COA) to construct nine (9) new townhomes contained in three (3) distinct buildings on a vacant lot on the corner of Front Street and Alachua Street. The property now serves as a parking lot. The property is a large lot without any structures situated on two major corridors in the Downtown area. A request for the construction of townhomes on this lot is concurrently moving through the Technical Review Committee process. Exhibit 2 in the agenda packet are the TRC First Step follow-up notes which describe the next steps for the development of the property. The development must be reviewed in accordance with the Historic Downtown District Design Guidelines and the CRA Design Guidelines within the East of Front Street design area. If the HDC approves the case and following the issuance of a COA, the project will go through the formal TRC process before building permits can be applied for.

The application materials for this project consist of conceptual sketches, examples of features that may be included, a survey, and a draft of a site plan. No materials or formal elevations were provided by the applicant as part of this request. The applicant has requested conceptual approval and is therefore open to feedback from the board at this time before they apply for final approval.

Design Vision Statement from Applicant:

The project is designed as a contemporary Spanish revival waterfront rowhouse, reflecting the historic masonry character of Fernandina Beach. It consists of nine townhomes organized into three distinct building masses, separated by landscaped passages. The design features a strong rhythm of vertically proportioned openings, recessed balconies, and clearly defined entries.

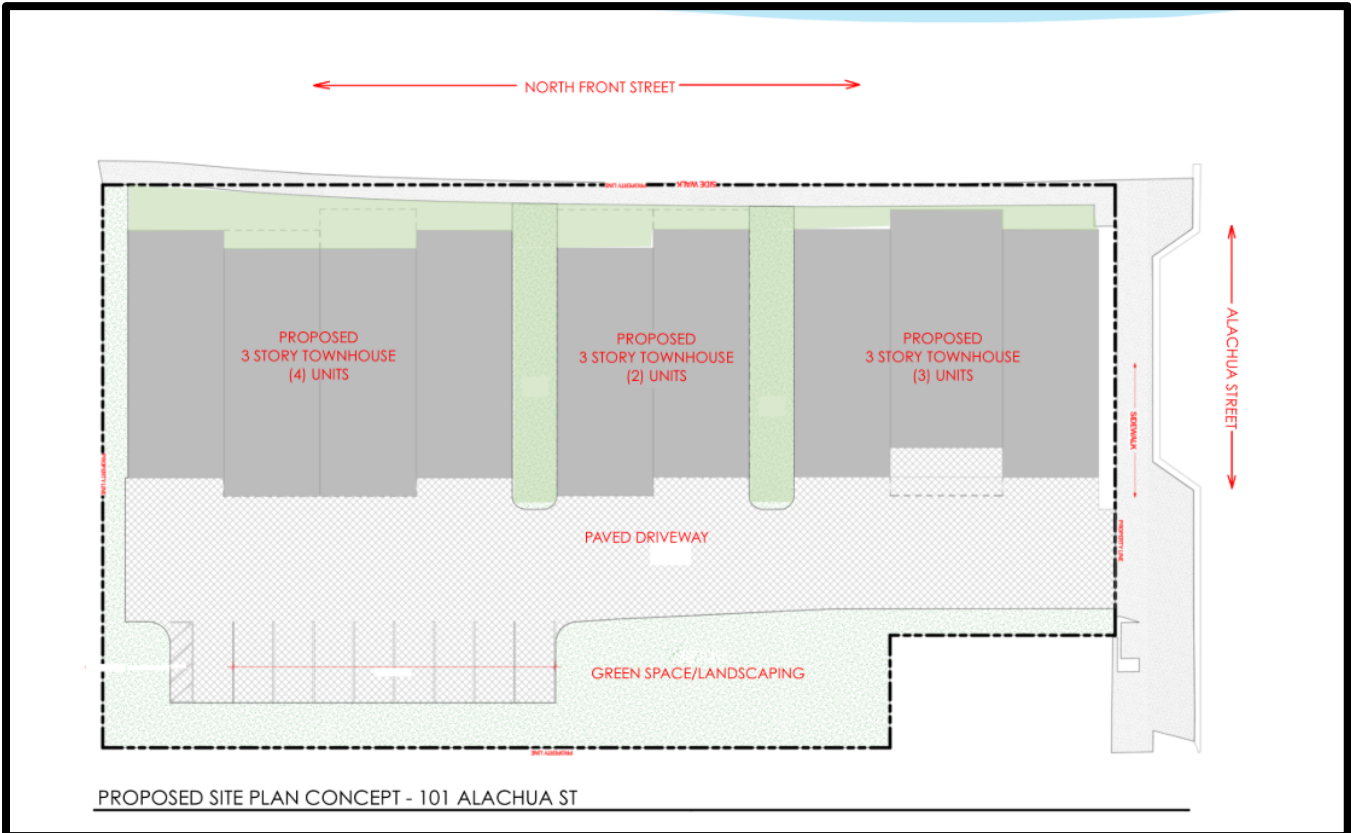
Concept Art:



Building inspiration:



Site Plan:



APPLICABLE GUIDELINES:

ANALYSIS:

Site Plan –

- **Use** – Multi-family residential/townhouse is a permissible use in the C-3 zoning district.
- **Lot Density** – C-3 permits 100% lot coverage.
- **Setbacks** – There are no setbacks for the C-3 zoning district.
- **Mechanical** – Per LDC section 4.02.03(A)(7), “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan does not provide the location of the mechanical equipment. A dumpster and dumpster enclosure is required for this type of development.
- **Parking** – Parking is not required in the C-3 zoning district.
- **Orientation** – The building will be oriented toward Front Street and the Amelia River. This is suitable for this location.
- **Landscaping** – The landscaping and minimum tree planting requirements will be met in order to satisfy Technical Review Committee requirements.

Elevations –

- **Scale** – The main building is appropriately scaled and in proportion with existing development along North 3rd Street. The proposed design is compatible with the variety of architectural styles present along North 3rd Street and will allow for smaller businesses to have a presence Downtown. The scale of the “primary” retail space is comparable to 11 N. 3rd Street and 21 N. 3rd Street. The smaller retail spaces create a courtyard and add depth to the property. This element will invite in pedestrians from the sidewalk and increase foot traffic flow along the somewhat busy road of N. 3rd Street.
- **Height** – Building height was not provided in the application materials. This property is located in the East of Front Street design area within the CRA design guidelines. Therefore, the building can be up to 45 feet in height. “*Facades up to 45 feet in height shall be recessed back from the first 30 feet of façade minimum of 10 feet. Awnings, pergolas, or covered balconies may project into this setback, but shall not extend beyond the first 30 feet of the façade.*” (CRADG, pg. 142) Height and the setback requirements will be evaluated when a proposed building height is presented.
- **Materials** – There were no details regarding materials provided as part of this application. From the concept art, the exterior fabric appears to be plaster or another form of masonry. This is appropriate for the CRA and Downtown.
- **Foundation** – There were not details regarding the foundation in the current application materials.

- **Roof form** – The roof forms proposed are more ornamental than what is typically seen within the CRA. This is permissible due to its inclusion in the downtown historic district and nods to existing masonry vernacular buildings in the area.
- **Windows** – There were no proposed windows as part of this application.
- **Doors** – There were no proposed doors as part of this application
- **Fences/Walls** – There were no proposed fences or walls as part of this application

STAFF RECOMMENDATION:

Staff finds that the proposed project does not possess adequate or complete application materials to warrant conceptual approval at this time and the case should be continued to the next meeting. The design has the potential to be compliant with the City of Fernandina Beach Downtown Historic District Design Guidelines, Community Redevelopment Area Design Guidelines, and the Land Development Code. There are many outstanding questions and unknown elements that should be presented to the HDC for approval to be given.

Staff recommends:

Continuance of HDC 2026-0035 due to lack of required application materials

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2026-0035 **with or without** conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case 2026-0035, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, Downtown Historic District Design Guidelines, and Community Redevelopment Area Design Guidelines to warrant **CONCEPTUAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC2026-0035 Combined Application Materials

EXHIBIT 2 TRC First-Step Follow-up Notes

Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Thu 8/6/2026 1:16 PM

To Planning Info <planninginfo@fbfl.org>

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees	Certificate of Approval (COA): Staff Review \$25
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Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must

return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, right-of-way, or zoning permit (if required).

Application Requirements	A complete/ signed application;; Proof of Ownership (copy of deed or tax statement);, A current survey of the property, for new construction and any change to existing footprint. (no older than two years);, Scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints;; Site plan must show all trees greater than 5" diameter at breast height (DBH) and indicate any trees that are to be removed as part of the scope of work;
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Please see the Land Development Code (LDC) for detailed information:	Historic District Overlays – see LDC Section 8.01.01, Specific Requirements within the OT-1 and OT-2 Zoning Districts – see LDC Section 8.01.01.02, Amelia River Waterfront Community Redevelopment Area – see LDC Section 8.01.02, Application Process for Certificate of Approval – see LDC Section 8.03.03, Signage in the Historic Districts and Community Redevelopment Area – see LDC Section 8.01.03, Requirements for Demolition Applications – see LDC Section 8.03.03.01, Appeals - see LDC Section 8.03.09
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The LDC is Available for Review at	www.fbfl.us/LDC
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Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE	New Construction
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APPROVAL TYPE	Board Approval: Conceptual
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Have you met with a planner for a pre-application meeting?	Yes
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What was the date of your pre-application meeting?	7/6/2026
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PROPERTY INFORMATION [Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District Waterfront Community Redevelopment Area (CRA)

Site Address 101

City Fernandina Beach

State FL

Zip Code 32034

Parcel ID #(s) 00-00-31-1800-0001-0080

Do you authorize the installation of a temporary City notice sign on your property? YES

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name DOWNTOWN CRAB

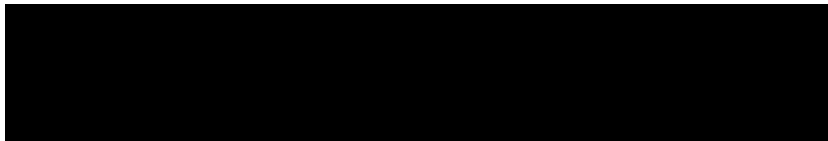
Last Name LLC

Mailing Address 960194 GATEWAY BLVD #101

City FERNANDINA BEACH,

State 32034

Zip Code 32034



OWNER'S AGENT

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

Is there an agent other than the owner representing this project? Yes

First Name MARK

Last Name AKINS

Company (if applicable) RICE ARCHITECT

Street Address 961687 GATEWAY BLVD SUITE 201H

City AMELIA ISLAND

State	FL
Zip	32034

Project Description	It consists of nine townhomes organized into three distinct building masses,
Design Vision Statement	The project is designed as a contemporary Spanish revival waterfront rowhouse, reflecting the historic masonry character of Fernandina Beach. It consists of nine townhomes organized into three distinct building masses, separated by landscaped passages. The design features a strong rhythm of vertically proportioned openings, recessed balconies, and clearly defined entries.tb

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS

List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.

EXTERIOR FABRIC

Manufacturer	Field not completed.
Product Description	tbd
Color	Field not completed.

DOORS

Manufacturer	Field not completed.
Product Description	tbd
Color	Field not completed.

WINDOWS

Manufacturer	Field not completed.
Product Description	tbd
Color	Field not completed.

ROOFING

Manufacturer	Field not completed.
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Product Description	tbd
Color	<i>Field not completed.</i>
FASCIA/TRIM	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
FOUNDATION	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
SHUTTERS	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
PORCH/DECK	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
FENCING	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
DRIVEWAYS/SIDEWALKS	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
SIGNAGE	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd

Color	<i>Field not completed.</i>
OTHER	
Manufacturer	<i>Field not completed.</i>
Product Description	tbd
Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	00-00-31-1800-0001-0080.pdf
Upload 2	<i>Field not completed.</i>
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>
Upload 5	26_0806 - 101 ALACHUA ST - HDC CONCEPT DRAWINGS.pdf
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.	
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.	

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	MARK
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Applicant Last Name	AKINS
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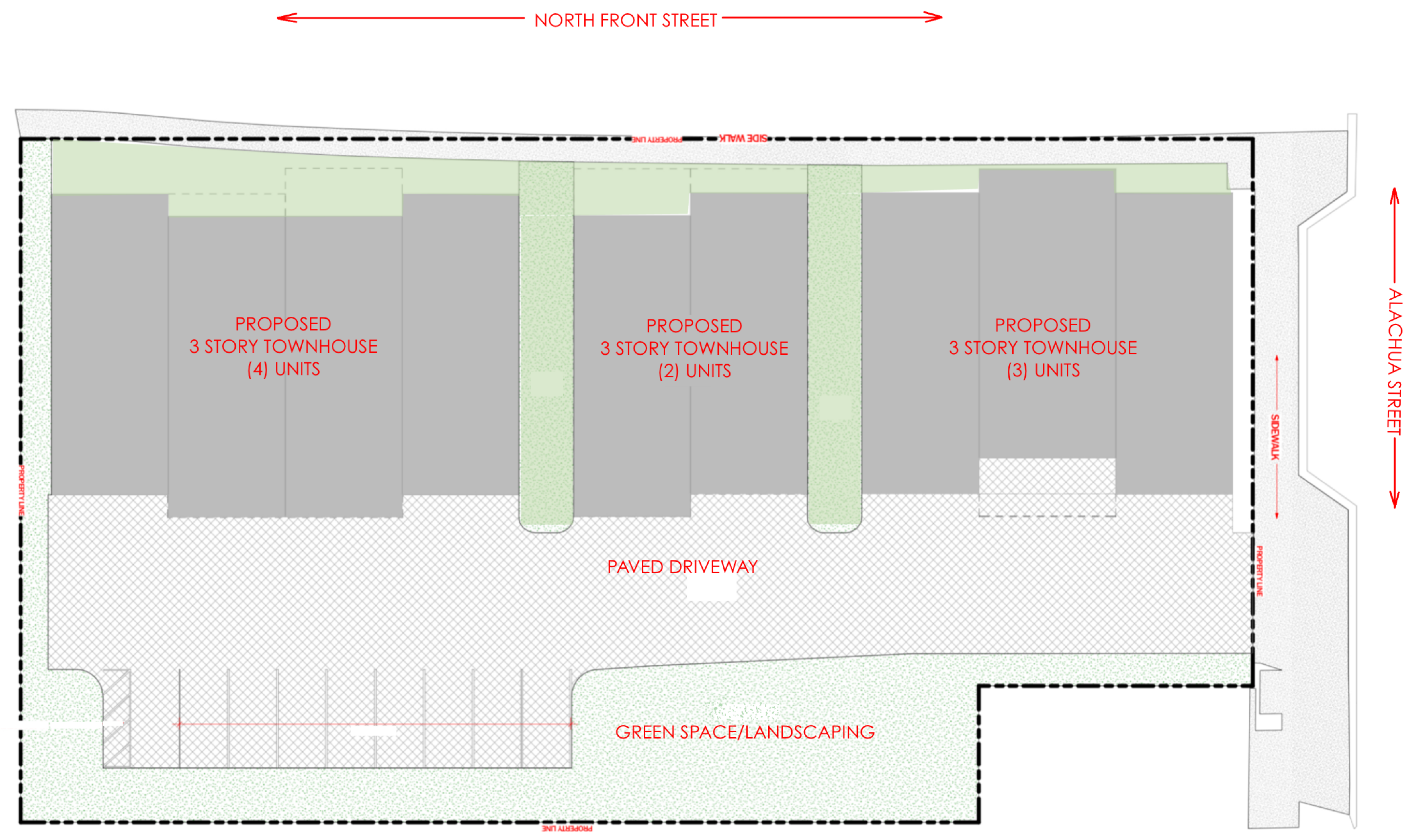
Today's Date	8/6/2026
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DEPARTMENT OF PLANNING & CONSERVATION

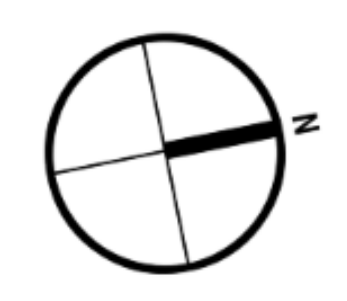
204 Ash Street | Fernandina Beach Florida 32034 | Contact: Mia Sadler at 904 310-3488 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.

Email not displaying correctly? [View it in your browser.](#)



PROPOSED SITE PLAN CONCEPT - 101 ALACHUA ST



THIS STRUCTURE HAS BEEN
DESIGNED IN
ACCORDANCE WITH THE
FL BLDG CODE & MEETS THE
REQUIREMENTS OF
SECTION 1606 FL BLDG CODE
2023
THIS DRAWING IS THE
PROPERTY OF THE
ARCHITECT & MAY NOT BE
REPRODUCED WITHOUT
WRITTEN PERMISSION

AR17749

#	DATE	COMMENT



ARCHITECT
L.L.C. 961687 Gateway Blvd Suite 201 N, Amelia Island, FL 32034 P:904-491-0072

HDC CONCEPTUAL SUBMITTAL
101 ALACHUA ST FERNDINA
BEACH, 32034
PROJECT STATUS: COFB - HDC

PROJECT:	26075.0
DATE:	08/05/2026
DRAWN BY:	MHA/JAV
DESCRIPTION:	COVER SHEET
SHEET:	A1.0



WEST ELEVATION - CONCEPT SHOWING BUILDING MASSING AND DESIGN INTENT



ARCHITECTURAL CONCEPTS - DETAILED BUILDING MASSING AND COMPONENTS



THIS STRUCTURE HAS BEEN
DESIGNED IN
ACCORDANCE WITH THE
FL BLDG CODE & MEETS THE
REQUIREMENTS OF
SECTION 1606 FL BLDG CODE
2023
THIS DRAWING IS THE
PROPERTY OF THE
ARCHITECT & MAY NOT BE
REPRODUCED WITHOUT
WRITTEN PERMISSION
AR17749

#	DATE	COMMENT

RICE
ARCHITECT
LLC 961687 Gateway Blvd, Suite 201 N, Amelia Island, FL 32034 P:904-491-0072

HDC CONCEPTUAL SUBMITTAL
101 ALACHUA ST FERNDINA
BEACH, 32034

PROJECT: 26075.0
DATE: 08/05/2026
DRAWN BY: MHA/JAV
DESCRIPTION: Unnamed

SHEET:
A2.0

PROJECT STATUS: COFB - HDC



EXISTING		PROPOSED	
	PROPERTY LINE		CURB & GUTTER
	RW LINE		CENTER LINE
	AE		BUILDING OUTLINE
	BUILDING		BUFFER DIMENSION
	CONCRETE SIDEWALK & PAD		STANDARD PARKING COUNT
	ASPHALT PAVEMENT		PERVIOUS PAVERS
	UTILITY EASEMENT		

GENERAL CONCEPT NOTES:

- PURPOSE OF CONCEPTUAL PLAN:**
THIS CONCEPTUAL PLAN HAS BEEN PREPARED SOLELY TO ESTIMATE THE POTENTIAL DEVELOPMENT PROGRAM AND MAXIMUM YIELD OF THE PROPERTY. THE FINAL DEVELOPMENT PROGRAM MAY VARY SIGNIFICANTLY AS DESIGN CALCULATIONS, CONSTRUCTION PLANS, CLIENT BUDGETS, AND REGULATORY AGENCY REVIEWS ARE COMPLETED.
- SURVEY BASIS AND EXISTING INFORMATION:**
THIS CONCEPTUAL PLAN IS BASED WITHOUT A SURVEY. EXISTING SITE CONDITIONS REFLECTED HEREIN ARE DERIVED FROM THE SURVEY INFORMATION TO THE BEST OF GULFSTREAM DESIGN GROUP, LLC'S KNOWLEDGE AT THE TIME OF PREPARATION. GULFSTREAM DESIGN GROUP, LLC, ACCEPTS NO LIABILITY FOR THE ACCURACY OR COMPLETENESS OF THE SURVEY DATA OR OTHER EXISTING CONDITIONS SHOWN.
- GEOTECHNICAL AND ENVIRONMENTAL SITE CONDITIONS:**
THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT A GEOTECHNICAL ENGINEERING ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE SUITABILITY OF THE PROJECT SITE. THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT AN ENVIRONMENTAL ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE POTENTIAL IMPACTS ON THE PROJECT SITE.
- COMPLIANCE WITH REGULATORY REQUIREMENTS:**
ALL FINAL ENGINEERING PLANS AND IMPROVEMENTS MUST COMPLY WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAND DEVELOPMENT CODES, DESIGN STANDARDS, AND REGULATIONS. THE PROPOSED IMPROVEMENTS SHOWN HEREIN, INCLUDING BUT NOT LIMITED TO LOT LINES, BUILDING FOOTPRINTS, PARKING FACILITIES, UTILITY LAYOUTS, LANDSCAPING, AND STORMWATER MANAGEMENT SYSTEMS, ARE CONCEPTUAL AND SUBJECT TO CHANGE BASED ON REGULATORY AGENCY REVIEWS AND APPROVALS.
- COORDINATION WITH REGULATORY AGENCIES:**
NO COORDINATION WITH REGULATORY AGENCIES HAS BEEN UNDERTAKEN IN PREPARING THIS PLAN. PUBLIC HEARINGS OR ADDITIONAL APPROVALS MAY BE REQUIRED TO AUTHORIZE THE CONSTRUCTION OF IMPROVEMENTS SHOWN ON THIS PLAN. LOCATIONS OF FINAL FOUNDATIONS AND MAJOR SUPPORT STRUCTURES WILL REQUIRE COORDINATION WITH FDEP UNDER THE COASTAL CONSTRUCTION LINE PROGRAM.
- PLANNING AND ZONING CONSIDERATIONS:**
THE CONCEPTUAL PLAN IS SUBJECT TO MODIFICATIONS DURING THE FINAL DESIGN PHASE BASED ON LAND USE DESIGNATIONS, ZONING REGULATIONS, DENSITY ALLOWANCES, COMPATIBILITY WITH ADJACENT SITES, AND OTHER PLANNING AND ZONING REQUIREMENTS, INCLUDING SETBACKS AND BUFFERS.
- PUBLIC HEARINGS AND APPROVALS:**
PUBLIC HEARINGS AND/OR LOCAL REVIEW BOARD PRESENTATIONS MAY BE NECESSARY TO OBTAIN PROJECT APPROVALS. THE APPLICANT ASSUMES ALL RISKS ASSOCIATED WITH SEEKING THESE APPROVALS, AS PUBLIC HEARINGS DO NOT GUARANTEE APPROVAL.
- OFFSITE IMPROVEMENTS:**
OFFSITE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EXTENSIONS (POTABLE WATER, SANITARY SEWER, REUSE WATER, FRANCHISE UTILITIES), TURN LANES, AND ROADWAY ENHANCEMENTS, HAVE NOT BEEN COMPREHENSIVELY ADDRESSED IN THIS CONCEPTUAL PLAN.
- UTILITY AND PUBLIC SERVICE AVAILABILITY:**
THE AVAILABILITY OF UTILITIES AND OTHER PUBLIC SERVICES HAS NOT BEEN VERIFIED. CONFIRMATION THAT THIS PLAN DOES NOT CONFLICT WITH LOCAL, OR STATE CAPITAL IMPROVEMENT PROJECTS WILL BE REQUIRED AS PART OF THE DESIGN PROCESS.
- OWNERSHIP TRANSFER COMPLIANCE:**
PRIOR TO THE TRANSFER OF PROPERTY OWNERSHIP, INCLUDING REAL PROPERTY OR CHANGES IN OWNERSHIP OF APPROVED OR CONSTRUCTED BUILDINGS, OWNERSHIP DOCUMENTS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT TO ENSURE COMPLIANCE WITH BUILDING CODE REQUIREMENTS.
- ACCESSIBILITY COMPLIANCE:**
ALL PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES, INCLUDING ACCESSIBLE ROUTES AND PARKING, MUST COMPLY WITH THE FLORIDA AMERICANS WITH DISABILITIES IMPROVEMENT ACT, ADA STANDARDS FOR ACCESSIBLE DESIGN, THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION, AND THE FAIR HOUSING ACT, AS APPLICABLE.
- MUNICIPAL REQUIREMENTS - CITY OF FERNANDINA BEACH:**
 - MECHANICAL EQUIPMENT SCREENING**
ALL MECHANICAL EQUIPMENT SCREENING MUST COMPLY WITH THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LOC.
 - SOLID WASTE SCREENING**
SOLID WASTE ENCLOSURES MUST MEET THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LOC.
 - STORAGE YARD REQUIREMENTS**
ALL OUTSIDE STORAGE YARDS MUST BE FENCED IN ACCORDANCE WITH APPLICABLE COUNTY REQUIREMENTS.
 - SIGNAGE REQUIREMENTS**
ALL PROJECT SIGNAGE MUST COMPLY WITH THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LOC. APPROXIMATE SIGNAGE LOCATIONS ARE SHOWN FOR REFERENCE ONLY.
 - LIGHTING STANDARDS**
PROJECT LIGHTING MUST CONFORM TO THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LOC.
 - SHADE TREES**
SHADE TREES MUST NOT BE INSTALLED UNDER ANY OVERHEAD UTILITY LINE, OVER ANY BURIED UTILITIES, OR WITHIN A UTILITY EASEMENT (LOC SEC. 4.05.03.B.12).
 - WHERE UTILITIES CONFLICT WITH PROPOSED PLANTINGS**
TREES MUST BE SELECTED FROM A LIST PROVIDED BY THE CITY. WHERE UNDERGROUND UTILITIES CONFLICT WITH PROPOSED PLANTINGS, TREE PLACEMENT MUST BE A MINIMUM OFTEN FEET FROM THE UNDERGROUND UTILITY AND A ROOT BARRIER OF TWO (2) FEET DEEP MUST BE INSTALLED (LOC SEC. 4.05.03.B.13).

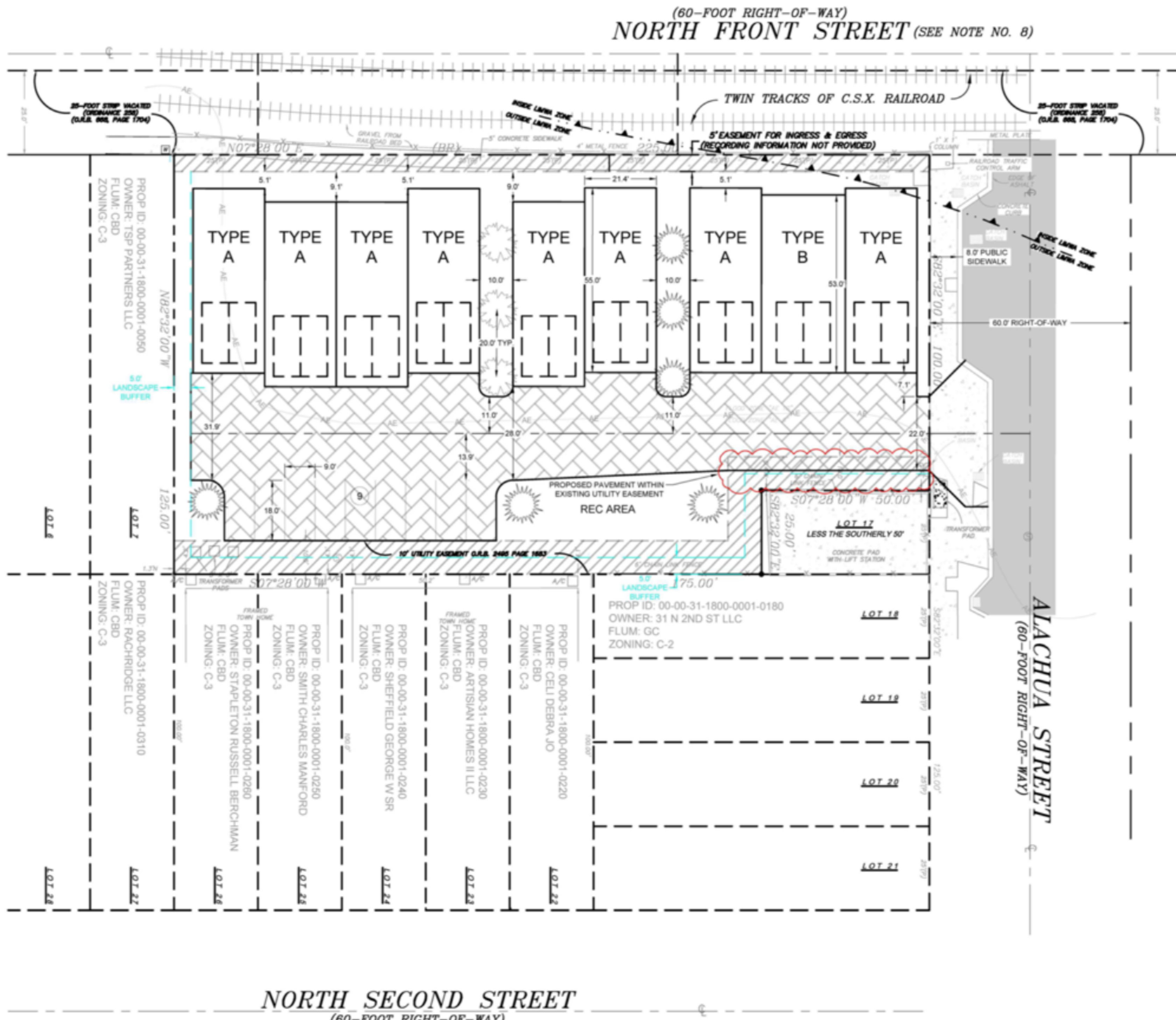
CONCEPT SITE DATA TABLE		
GROSS PROPERTY AREA:	26,874 SF	0.62 AC
PROJECT AREA:	26,874 SF	0.62 AC
TOWNHOMES AREA:	10,709 SF	0.25 AC
PERVIOUS PAVERS AREA:	7,807 SF	0.18 AC
TOTAL IMPERVIOUS AREA:	18,516 SF	0.43 AC
TOTAL PERVIOUS AREA:	8,358 SF	0.19 AC
PROPERTY ID NO:	00-00-31-1800-0001-0080	
ZONING:	C-3 & C-2	
FLUM:	CBD & GC	
SPECIAL DISTRICT:	CRA, MAIN STREET, HISTORIC	
FEMA FIRM PANEL NUMBER:	12089C02370 DATED 8/2/2017	
FLOOD ZONE:	AE	
	MAXIMUM:	PROPOSED
IMPERVIOUS SURFACE AREA RATIO:	75.00%	68.90%
FLOOR AREA RATIO:	75.00%	39.85%
BUILDING HEIGHT:	45'	45'
	MINIMUM:	PROPOSED:
SIDE LANDSCAPE BUFFER (E)	5'	5'
REAR LANDSCAPE BUFFER (S)	5'	5'

DENSITY TABLE		
MAXIMUM GROSS DENSITY:	18 UNITS/ACRE	11 UNITS
PROPOSED GROSS DENSITY:	14.5 UNITS/ACRE	9 UNITS

PARKING CALCULATIONS				
USE	2 SPACES PER UNIT	# OF UNITS	REQUIRED PARKING SPACES	PROVIDED PARKING SPACES
SINGLE FAMILY RESIDENTIAL		9.00	18	27
TOTAL PARKING SPACES			18	27

*PARKING PROVIDED IN 3-CAR GARAGE, PLUS 9-GUEST PARKING SPACES

SITE DEVELOPMENT SUMMARY	
NORTH FRONT STREET TOWNHOMES	
TYPE A UNIT : 3,861 GROSS SF	
1ST FLOOR - PARKING, STORAGE = 1,173 SF	
2ND FLOOR - LIVING AREA = 1,344 SF	
3RD FLOOR - BEDROOMS = 1,344 SF	
INCLUDES 8' X 21' PORCHES AT 2ND AND 3RD FLOORS	
TYPE B UNIT : 4,375 GROSS SF	
1ST FLOOR - PARKING, STORAGE = 1,325 SF	
2ND FLOOR - LIVING AREA = 1,525 SF	
3RD FLOOR - BEDROOMS = 1,525 SF	
INCLUDES 8' X 25' PORCHES AT 2ND AND 3RD FLOORS	



REVISIONS	
NO.	DATE
1	05-19-2025
2	
3	
4	
5	
6	
7	
8	
9	
10	

YIELD ANALYSIS PLAN FOR
ALACHUA STREET TOWNHOMES
CONCEPT PLAN
CITY OF FERNANDINA BEACH, FLORIDA



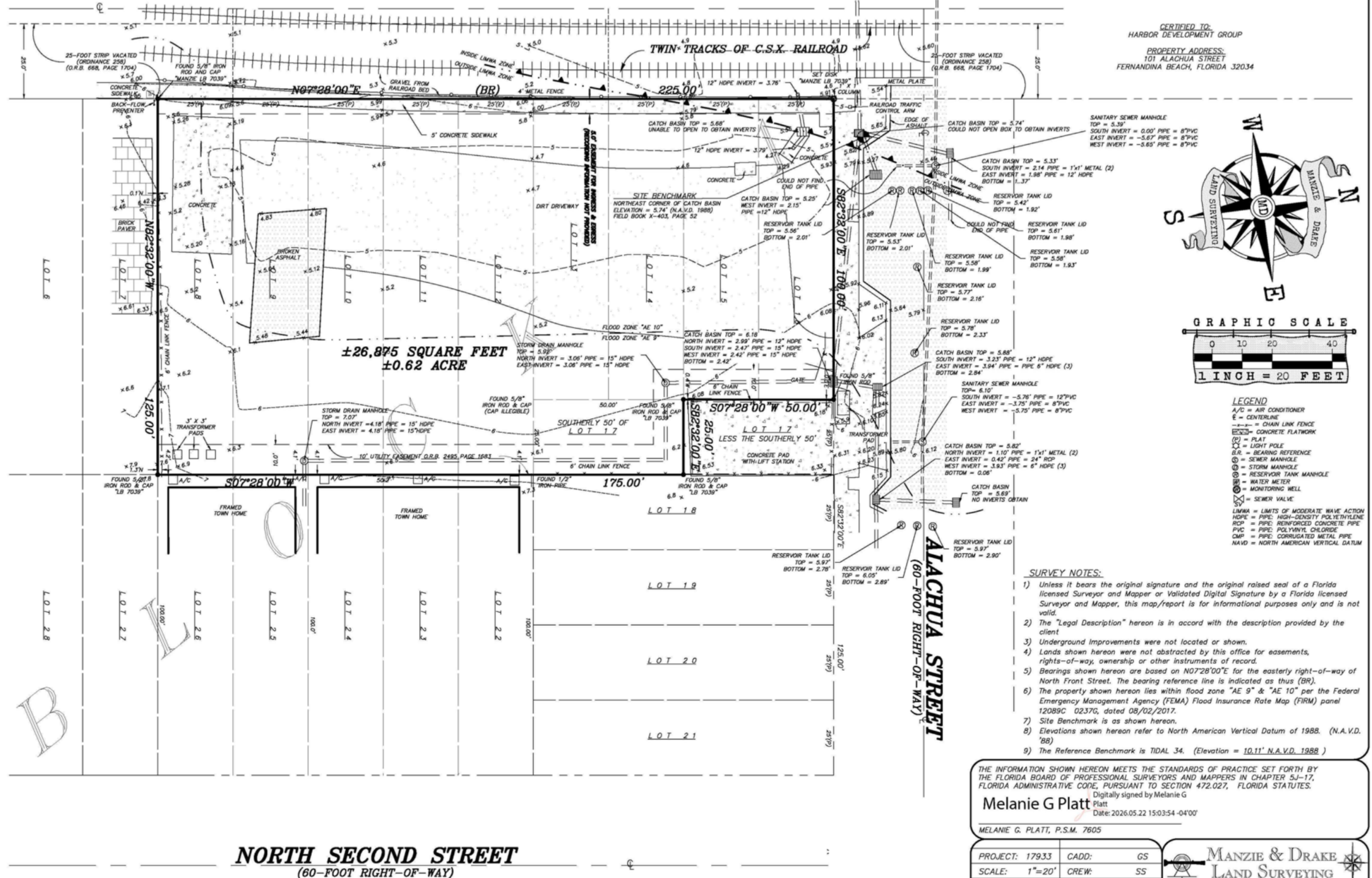
PROJECT NO:	25-112
ISSUE DATE:	05-19-2025
DRAFTED BY:	TDP
DESIGNED BY:	MHL
CHECKED BY:	MHL
NOT VALID WITHOUT SEAL	

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

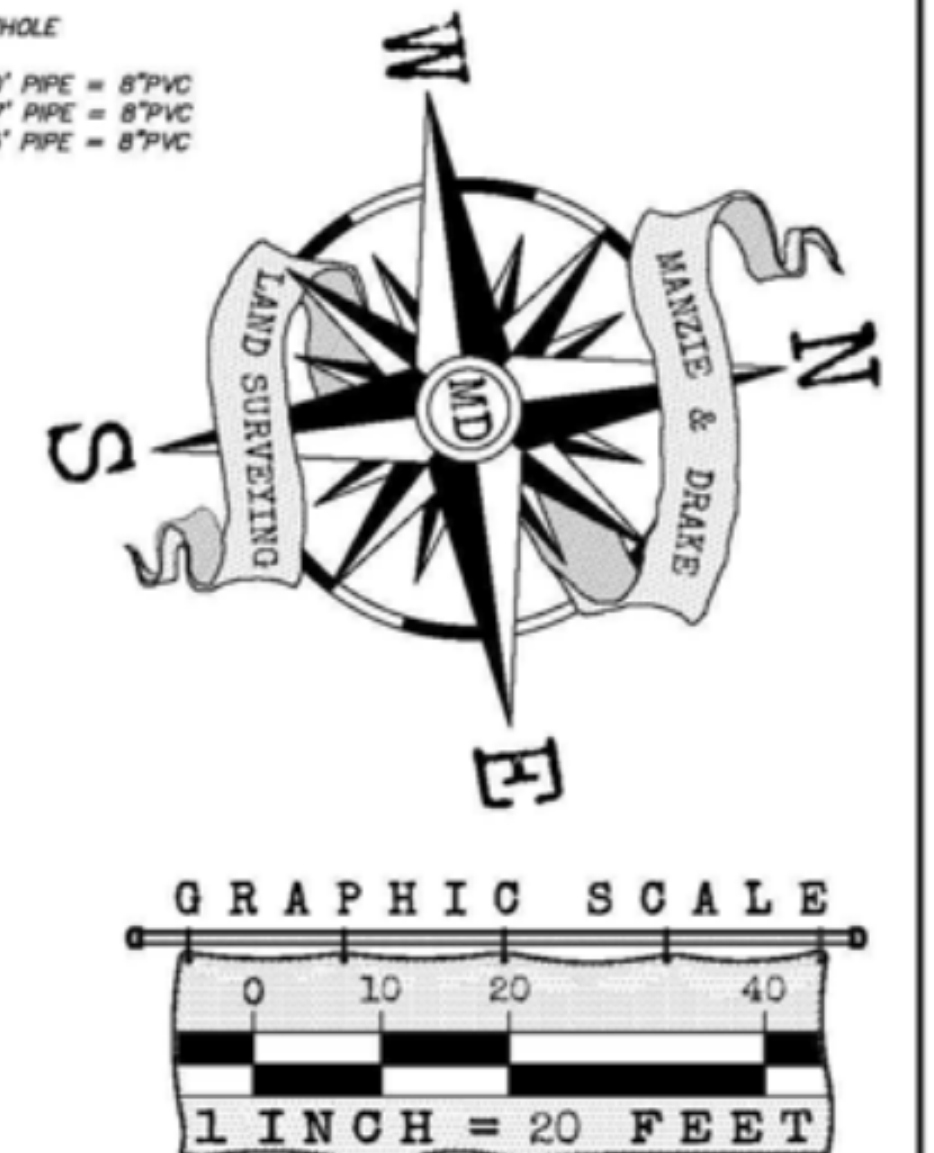
ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH, (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER DESCRIBED ACCORDING TO THE OFFICIAL MAP OR PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AS:

LOTS 8, 9, 10, 11, 12, 13, 14, 15, 16, AND THE SOUTHERLY 50.0 FEET OF LOT 17, ALL IN BLOCK 1.

(60-FOOT RIGHT-OF-WAY) NORTH FRONT STREET (SEE NOTE NO. 8)



CERTIFIED TO:
HARBOR DEVELOPMENT GROUP
PROPERTY ADDRESS:
101 ALACHUA STREET
FERNANDINA BEACH, FLORIDA 32034



LEGEND
A/C = AIR CONDITIONER
CL = CENTERLINE
CLF = CHAIN LINK FENCE
CF = CONCRETE FLATWORK
(P) = PLAT
LP = LIGHT POLE
BR = BEARING REFERENCE
SM = SEWER MANHOLE
ST = STORM MANHOLE
RTM = RESERVOIR TANK MANHOLE
WM = WATER METER
MW = MONITORING WELL
SV = SEWER VALVE
SV = SEWER VALVE
LMA = LIMITS OF MODERATE WAVE ACTION
HDP = PIPE: HIGH-DENSITY POLYETHYLENE
RCP = PIPE: REINFORCED CONCRETE PIPE
PVC = PIPE: POLYVINYL CHLORIDE
CMP = PIPE: CORRUGATED METAL PIPE
NAVD = NORTH AMERICAN VERTICAL DATUM

- SURVEY NOTES:**
- 1) Unless it bears the original signature and the original raised seal of a Florida licensed Surveyor and Mapper or Validated Digital Signature by a Florida licensed Surveyor and Mapper, this map/report is for informational purposes only and is not valid.
 - 2) The "Legal Description" hereon is in accord with the description provided by the client.
 - 3) Underground Improvements were not located or shown.
 - 4) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
 - 5) Bearings shown hereon are based on N07°28'00"E for the easterly right-of-way of North Front Street. The bearing reference line is indicated as thus (BR).
 - 6) The property shown hereon lies within flood zone "AE 9" & "AE 10" per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0237G, dated 08/02/2017.
 - 7) Site Benchmark is as shown hereon.
 - 8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
 - 9) The Reference Benchmark is TIDAL 34. (Elevation = 10.11' N.A.V.D. 1988)

THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

Melanie G Platt
Platt
Date: 2026.05.22 15:03:54 -04'00'

MELANIE G. PLATT, P.S.M. 7605

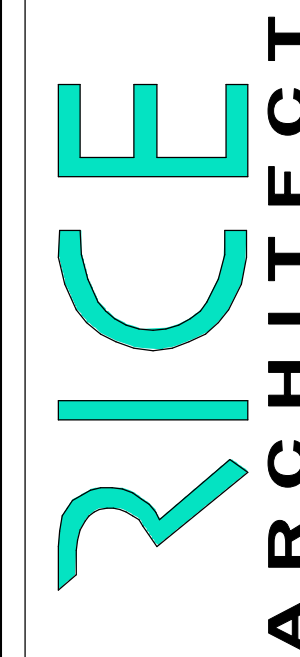
PROJECT: 17933 CADD: GS
SCALE: 1"=20' CREW: SS
DATE: 05/20/2026 FIELD BOOK: X-403
FILE: B-1035 F.B. PAGE: 52,77-78

MANZIE & DRAKE
LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
Phone: (904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

THIS STRUCTURE HAS BEEN
DESIGNED IN
ACCORDANCE WITH THE
FL BLDG CODE & MEETS THE
REQUIREMENTS OF
SECTION 1606 FL BLDG CODE
2023

THIS DRAWING IS THE
PROPERTY OF THE
ARCHITECT & MAY NOT BE
REPRODUCED WITHOUT
WRITTEN PERMISSION

AR 17749

[illegible]

U.S. C. 961687 Gateway Blvd Suite 201 H. Amelia Island Fl 32034 P:904491-0072

ALACHUA ST TOWNHOMES
CONCEPT DRAWINGS
101 ALACHUA ST FERNANDINA
BEACH, 32034

PROJECT STATUS: CITY OF FERNANDINA BEACH - HISTORIC DISTRICT COUNCIL SUBMITTAL

PROJECT:	26075.0
DATE:	08/05/2020
DRAWN BY:	MHA/JAV

DESCRIPTION:

SHEET:

A0.0

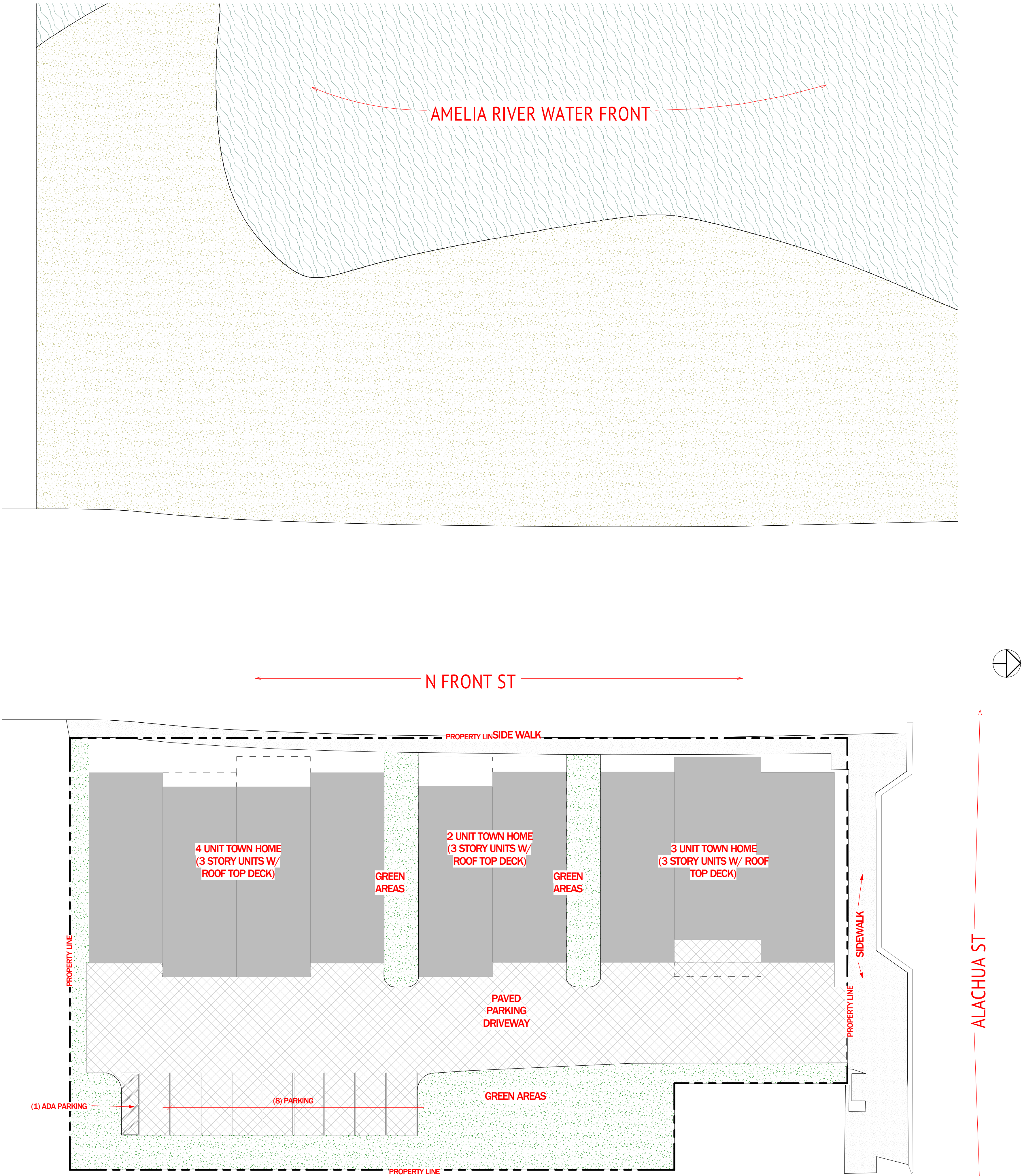
VICINITY MAP



ALACHUA ST TOWNHOMES CONCEPT DRAWINGS

101 ALACHUA ST FERNANDINA
BEACH,32034

LOCAL ORDINACE:
CITY OF FERNANDINA BEACH



1
A1.0
PROPOSED - SITE PLAN(CONCEPT)
SCALE: 1/16" = 1'-0"

THIS STRUCTURE HAS BEEN
DESIGNED IN
ACCORDANCE WITH THE
FL BLDG CODE & MEETS THE
REQUIREMENTS OF
SECTION 1606 FL BLDG CODE
2023
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WRITTEN PERMISSION

AR17749

DATE	COMMENT	#

RICE
ARCHITECT
L.L.C. 961687 Gateway Blvd Suite 201 H, Amelia Island FL 32034 P-904-491-0072

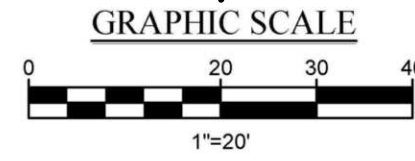
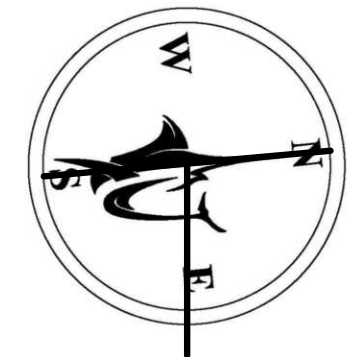
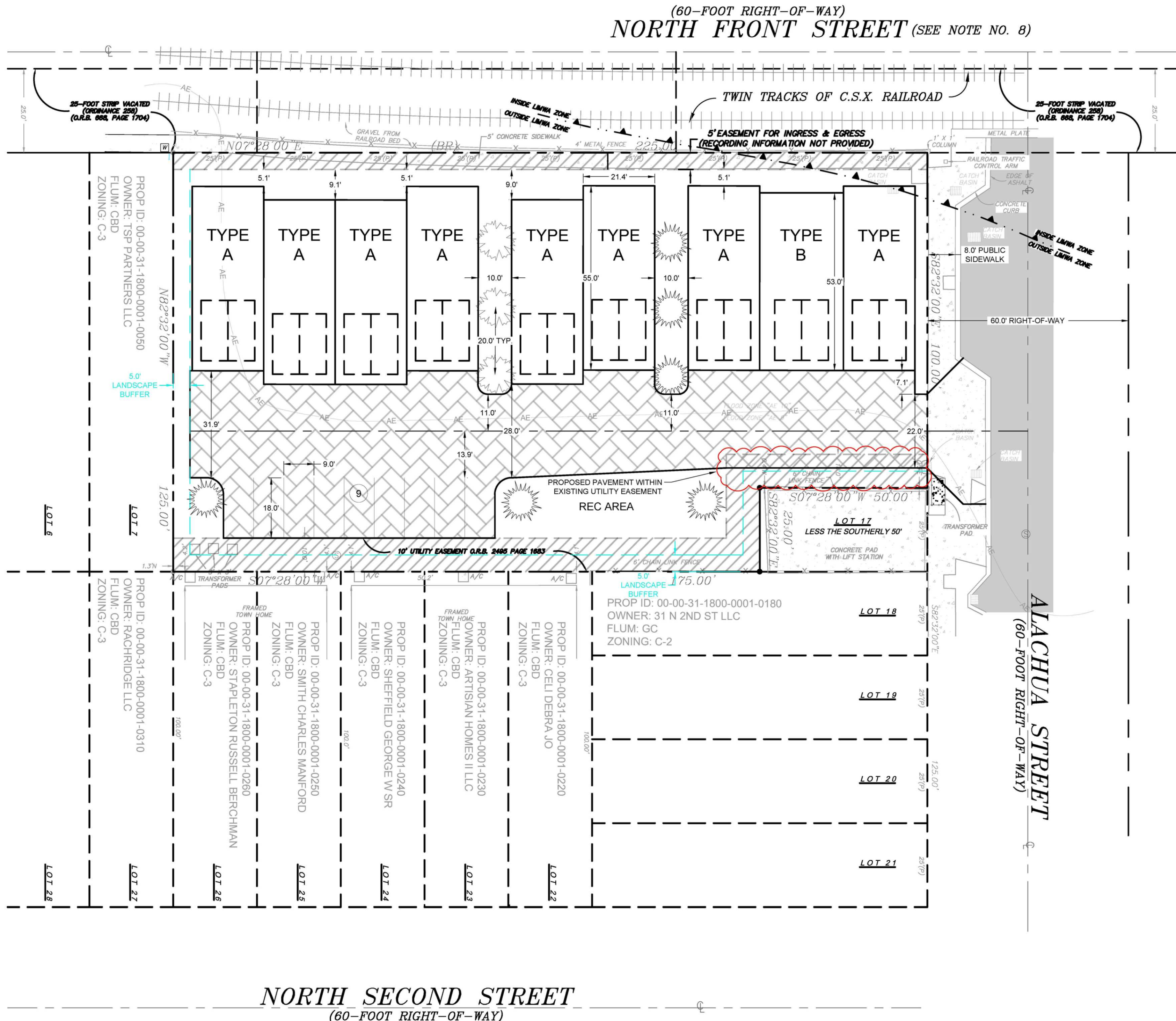
ALACHUA ST TOWNHOMES
CONCEPT DRAWINGS
101 ALACHUA ST FERNANDINA
BEACH, 32034

PROJECT: 26075.0
DATE: 08/05/2026
DRAWN BY: MHA/JAV

DESCRIPTION:
CONCEPTUAL SITE PLAN

SHEET:
A1.0

PROJECT STATUS: CITY OF FERNANDINA BEACH - HISTORIC DISTRICT COUNCIL SUBMITTAL



EXISTING	PROPOSED
PROPERTY LINE	CURB & GUTTER
R/W LINE	CENTER LINE
FEMA AE	BUILDING OUTLINE
BUILDING	BUFFER DIMENSION
CONCRETE SIDEWALK & PAD	STANDARD PARKING COUNT
ASPHALT PAVEMENT	PERVIOUS PAVERS
UTILITY EASEMENT	

- GENERAL CONCEPT NOTES:**
- PURPOSE OF CONCEPTUAL PLAN:**
THIS CONCEPTUAL PLAN HAS BEEN PREPARED SOLELY TO ESTIMATE THE POTENTIAL DEVELOPMENT PROGRAM AND MAXIMUM YIELD OF THE PROPERTY. THE FINAL DEVELOPMENT PROGRAM MAY VARY SIGNIFICANTLY AS DESIGN CALCULATIONS, CONSTRUCTION PLANS, CLIENT BUDGETS, AND REGULATORY AGENCY REVIEWS ARE COMPLETED.
 - SURVEY BASIS AND EXISTING INFORMATION:**
THIS CONCEPTUAL PLAN IS BASED WITHOUT A SURVEY. EXISTING SITE CONDITIONS REFLECTED HEREIN ARE DERIVED FROM THE SURVEY INFORMATION TO THE BEST OF GULFSTREAM DESIGN GROUP, LLC'S KNOWLEDGE AT THE TIME OF PREPARATION. GULFSTREAM DESIGN GROUP, LLC, ACCEPTS NO LIABILITY FOR THE ACCURACY OR COMPLETENESS OF THE SURVEY DATA OR OTHER EXISTING CONDITIONS SHOWN.
 - GEOTECHNICAL AND ENVIRONMENTAL SITE CONDITIONS:**
THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT A GEOTECHNICAL ENGINEERING ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE SUITABILITY OF THE PROJECT SITE. THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT AN ENVIRONMENTAL ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE POTENTIAL IMPACTS ON THE PROJECT SITE.
 - COMPLIANCE WITH REGULATORY REQUIREMENTS:**
ALL FINAL ENGINEERING PLANS AND IMPROVEMENTS MUST COMPLY WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAND DEVELOPMENT CODES, DESIGN STANDARDS, AND REGULATIONS. THE PROPOSED IMPROVEMENTS SHOWN HEREIN, INCLUDING BUT NOT LIMITED TO LOT LINES, BUILDING FOOTPRINTS, PARKING FACILITIES, UTILITY LAYOUTS, LANDSCAPING, AND STORMWATER MANAGEMENT SYSTEMS, ARE CONCEPTUAL AND SUBJECT TO CHANGE BASED ON REGULATORY AGENCY REVIEWS AND APPROVALS.
 - COORDINATION WITH REGULATORY AGENCIES:**
NO COORDINATION WITH REGULATORY AGENCIES HAS BEEN UNDERTAKEN IN PREPARING THIS PLAN. PUBLIC HEARINGS OR ADDITIONAL APPROVALS MAY BE REQUIRED TO AUTHORIZE THE CONSTRUCTION OF IMPROVEMENTS SHOWN ON THIS PLAN. LOCATIONS OF FINAL FOUNDATIONS AND MAJOR SUPPORT STRUCTURES WILL REQUIRE COORDINATION WITH FDEP UNDER THE COASTAL CONSTRUCTION LINE PROGRAM.
 - PLANNING AND ZONING CONSIDERATIONS:**
THE CONCEPTUAL PLAN IS SUBJECT TO MODIFICATIONS DURING THE FINAL DESIGN PHASE BASED ON LAND USE DESIGNATIONS, ZONING REGULATIONS, DENSITY ALLOWANCES, COMPATIBILITY WITH ADJACENT SITES, AND OTHER PLANNING AND ZONING REQUIREMENTS, INCLUDING SETBACKS AND BUFFERS.
 - PUBLIC HEARINGS AND APPROVALS:**
PUBLIC HEARINGS AND/OR LOCAL REVIEW BOARD PRESENTATIONS MAY BE NECESSARY TO OBTAIN PROJECT APPROVALS. THE APPLICANT ASSUMES ALL RISKS ASSOCIATED WITH SEEKING THESE APPROVALS, AS PUBLIC HEARINGS DO NOT GUARANTEE APPROVAL.
 - OFFSITE IMPROVEMENTS:**
OFFSITE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EXTENSIONS (POTABLE WATER, SANITARY SEWER, REUSE WATER, FRANCHISE UTILITIES), TURN LANES, AND ROADWAY ENHANCEMENTS, HAVE NOT BEEN COMPREHENSIVELY ADDRESSED IN THIS CONCEPTUAL PLAN.
 - UTILITY AND PUBLIC SERVICE AVAILABILITY:**
THE AVAILABILITY OF UTILITIES AND OTHER PUBLIC SERVICES HAS NOT BEEN VERIFIED. CONFIRMATION THAT THIS PLAN DOES NOT CONFLICT WITH LOCAL OR STATE CAPITAL IMPROVEMENT PROJECTS WILL BE REQUIRED AS PART OF THE DESIGN PROCESS.
 - OWNERSHIP TRANSFER COMPLIANCE:**
PRIOR TO THE TRANSFER OF PROPERTY OWNERSHIP, INCLUDING REAL PROPERTY OR CHANGES IN OWNERSHIP OF APPROVED OR CONSTRUCTED BUILDINGS, OWNERSHIP DOCUMENTS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT TO ENSURE COMPLIANCE WITH BUILDING CODE REQUIREMENTS.
 - ACCESSIBILITY COMPLIANCE:**
ALL PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES, INCLUDING ACCESSIBLE ROUTES AND PARKING, MUST COMPLY WITH THE FLORIDA AMERICANS WITH DISABILITIES ACCESSIBILITY IMPLEMENTATION ACT, ADA STANDARDS FOR ACCESSIBLE DESIGN, THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION, AND THE FAIR HOUSING ACT, AS APPLICABLE.
 - MUNICIPAL REQUIREMENTS - CITY OF FERNANDINA BEACH:**
 - MECHANICAL EQUIPMENT SCREENING**
ALL MECHANICAL EQUIPMENT SCREENING MUST COMPLY WITH THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LDC.
 - SOLID WASTE SCREENING**
SOLID WASTE ENCLOSURES MUST MEET THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LDC.
 - STORAGE YARD REQUIREMENTS**
ALL OUTSIDE STORAGE YARDS MUST BE FENCED IN ACCORDANCE WITH APPLICABLE COUNTY REQUIREMENTS.
 - SIGNAGE REQUIREMENTS**
ALL PROJECT SIGNAGE MUST COMPLY WITH THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LDC. APPROXIMATE SIGNAGE LOCATIONS ARE SHOWN FOR REFERENCE ONLY.
 - LIGHTING STANDARDS**
PROJECT LIGHTING MUST CONFORM TO THE REQUIREMENTS OF CITY OF FERNANDINA BEACH LDC.
 - SHADE TREES** MUST NOT BE INSTALLED UNDER ANY OVERHEAD UTILITY LINE, OVER ANY BURIED UTILITIES, OR WITHIN A UTILITY EASEMENT (LDC SEC. 4.05.03.B.12).
 - WHERE UTILITIES CONFLICT WITH PROPOSED PLANTINGS**, TREES MUST BE SELECTED FROM A LIST PROVIDED BY THE CITY. WHERE UNDERGROUND UTILITIES CONFLICT WITH PROPOSED PLANTINGS, TREE PLACEMENT MUST BE A MINIMUM OFTEN FEET FROM THE UNDERGROUND UTILITY AND A ROOT BARRIER OF TWO (2) FEET DEEP MUST BE INSTALLED (LDC SEC. 4.05.03.B.13).

CONCEPT SITE DATA TABLE		
GROSS PROPERTY AREA:	26,874 SF	0.62 AC
PROJECT AREA:	26,874 SF	0.62 AC
TOWNHOMES AREA:	10,709 SF	0.25 AC
PERVIOUS PAVERS AREA:	7,807 SF	0.18 AC
TOTAL IMPERVIOUS AREA:	18,516 SF	0.43 AC
TOTAL PERVIOUS AREA:	8,358 SF	0.19 AC
PROPERTY ID NO: 00-00-31-1800-0001-0080		
ZONING: C-3 & C-2		
FLUM: CBD & GC		
SPECIAL DISTRICT: CRA, MAIN STREET, HISTORIC		
FEMA FIRM PANEL NUMBER 12089C0237G DATED 8/2/2017		
FLOOD ZONE: AE		
MAXIMUM: PROPOSED		
IMPERVIOUS SURFACE AREA RATIO:	75.00%	68.90%
FLOOR AREA RATIO:	75.00%	39.85%
BUILDING HEIGHT:	45'	45'
MINIMUM: PROPOSED:		
SIDE LANDSCAPE BUFFER (E)	5'	5'
REAR LANDSCAPE BUFFER (S)	5'	5'

DENSITY TABLE		
MAXIMUM GROSS DENSITY:	18 UNITS/ACRE	11 UNITS
PROPOSED GROSS DENSITY:	14.5 UNITS/ACRE	9 UNITS

PARKING CALCULATIONS				
USE	2 SPACES PER UNIT	# OF UNITS	REQUIRED PARKING SPACES	PROVIDED PARKING SPACES
SINGLE FAMILY RESIDENTIAL		9.00	18	27
TOTAL PARKING SPACES			18	27

*PARKING PROVIDED IN 2-CAR GARAGE, PLUS 9 GUEST PARKING SPACES

SITE DEVELOPMENT SUMMARY	
NORTH FRONT STREET TOWNHOMES	
TYPE A UNIT : 3,861 GROSS SF	
1ST FLOOR - PARKING, STORAGE = 1,173 SF	
2ND FLOOR - LIVING AREA = 1,344 SF	
3RD FLOOR - BEDROOMS = 1,344 SF	
INCLUDES 8' X 21' PORCHES AT 2ND AND 3RD FLOORS	
TYPE B UNIT : 4,375 GROSS SF	
1ST FLOOR - PARKING, STORAGE = 1,325 SF	
2ND FLOOR - LIVING AREA = 1,525 SF	
3RD FLOOR - BEDROOMS = 1,525 SF	
INCLUDES 8' X 25' PORCHES AT 2ND AND 3RD FLOORS	

REVISIONS	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

YIELD ANALYSIS PLAN FOR
ALACHUA STREET TOWNHOMES
CONCEPT PLAN
CITY OF FERNANDINA BEACH, FLORIDA



CONCEPTUAL DEVELOPMENT PLAN



2225 A1A S, SUITE A2
ST. AUGUSTINE, FLORIDA 32080
904.794.4231
matt@gulfstreamdesign.com

© GULFSTREAM DESIGN GROUP, LLC 2026

PROJECT NO:	26-112
ISSUE DATE:	05-19-2026
DRAFTED BY:	TOP
DESIGNED BY:	MHL
CHECKED BY:	MHL

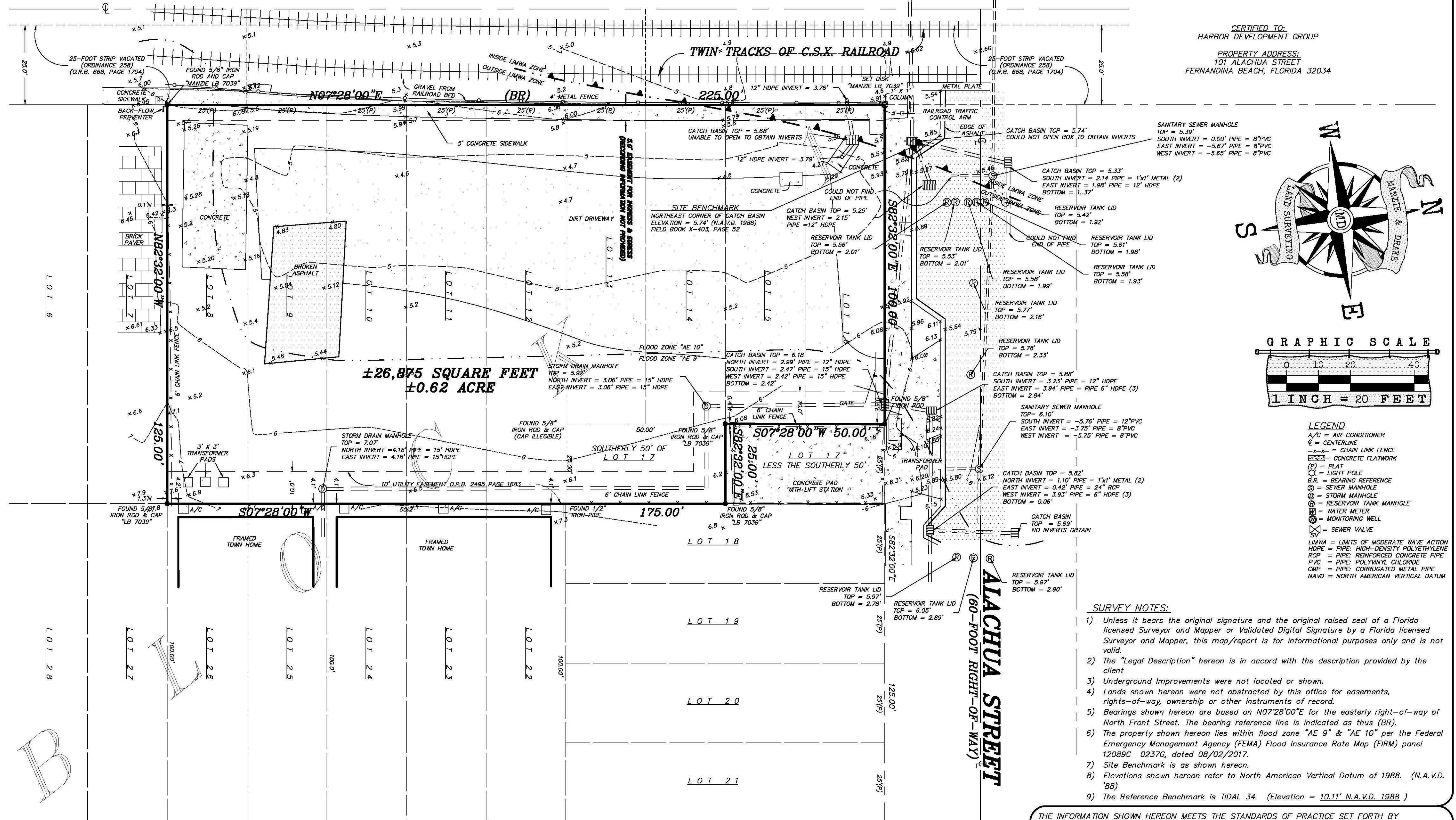
NOT VALID WITHOUT SEAL

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH, (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER DESCRIBED ACCORDING TO THE OFFICIAL MAP OR PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AS:

LOTS 8, 9, 10, 11, 12, 13, 14, 15, 16, AND THE SOUTHERLY 50.0 FEET OF LOT 17, ALL IN BLOCK 1.

(60-FOOT RIGHT-OF-WAY) NORTH FRONT STREET (SEE NOTE NO. 8)



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- 6) The property shown hereon lies within flood zone "AE 9" & "AE 10" per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 02376, dated 08/02/2017.
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Digitally signed by Melanie G Platt
Date: 2026.05.22 15:03:54 -04'00'

MELANIE G. PLATT, P.S.M. 7605

PROJECT: 17933	CADD: GS
SCALE: 1"=20'	CREW: SS
DATE: 05/20/2026	FIELD BOOK: X-403
FILE: B-1035	F.B. PAGE: 52,77-78

MANZIE & DRAKE
LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
Phone: (904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

NORTH SECOND STREET (60-FOOT RIGHT-OF-WAY)

DOWNTOWN CRAB LLC
960194 GATEWAY BLVD #101
FERNANDINA BEACH, FL 32034

00-00-31-1800-0001-0080

BUILDING CHARACTERISTICS										MARKET ADJUSTMENTS										NASSAU COUNTY PROPERTY										PAGE 1 of 1										2								
ELEMENT		CD		CONSTRUCTION						TYPE		MDL	EFF. AREA		TOT ADJ PTS		EFF. BASE RATE		REPL. COST NEW		AYB	EYB	ECON	FNCT		NORM	% COND	VALUATION SUMMARY																				
																												VALUATION BY										STANDARD										
																													Tax Group: 2										Tax Dist:									
																													BUILDING MARKET VALUE										0									
																													TOTAL MARKET OB/XF VALUE										1,362									
																													TOTAL LAND VALUE - MARKET										2,418,750									
																													TOTAL MARKET VALUE										2,420,112									
																													SOH/AGL Deduction										467,274									
																													ASSESSED VALUE										1,952,838									
																													TOTAL EXEMPTION VALUE										0									
																													BASE TAXABLE VALUE										1,952,838									
																													TOTAL JUST VALUE										2,420,112									
																													NCON VALUE										0									
																													INCOME VALUE																			
																													PREVIOUS YEAR MKT VALUE										2,017,014									



TECHNICAL REVIEW COMMITTEE

FIRST STEP

Date:	6/11/26
Applicant:	Christina Evans, Gulfstream Design Group, LLC
Applicant email:	projects@gulfstreamdesign.com
Project Name:	Alachua Street Townhomes
Project Address:	101 Alachua Street
Parcel ID(s):	00-00-31-1800-0001-0080

Thank you for participating in this week's TRC First Step meeting. Below are some helpful links to guide you through the next steps of your project:

Next Steps

- ☒ Work with Utilities and Stormwater to understand what the availability of services and water retention is
- ☒ Work with the Fire Marshal to ensure there is adequate turnaround space for a fire apparatus
- ☒ [Apply for a formal TRC Site Plan Review](#)
- ☒ For all vertical construction, Historic District Council (HDC) approval will be required. Conceptual approval is recommended before final approval application is made to the board. A Certificate of Approval is required before a Local Development Order (LDO) can be issued.
- ☒ Apply for required building permits- [Online Permitting](#)

Notes

Project summary:

Construction of 9 townhome units with 2 car garages and ancillary infrastructure.

Planning & Conservation

Any construction will need to acquire a Certificate of Approval (COA) from the Historic District Council since the property lies within the CRA and the Historic District. Please

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3480

www.fbfl.us

Equal Opportunity Employer

coordinate with Mia Sadler, staff liaison to the HDC, to make sure you meet deadlines and have all the required application materials.

Until the underlying lots of records are reestablished a building permit cannot be issued.

A building permit will not be issued until common/shared infrastructure is approved and constructed.

A bike rack is required since this is a multi-family development.

Incorporate the mail kiosk into the site design plan.

Coordinate with the railroad since the project lies within 25 feet of the tracks. Here is some contact information:

Jacob Smith
President
RPC-LLC
Phone: 904.412.9336
Email: JACOBSMITH@RPC-LLC.NET

Landscaping & Trees

Two trees will be required on every lot if they will be subdivided and fee simple. Please contact Dave Neville if you have further questions.

Utilities

An easement will need to be dedicated for utilities service.

Backflow preventors will be required on every line of service including fire, domestic, and irrigation.

Provide calculations for water and sewer on the plans.

Work with utilities to figure out the best area for connection points.

Stormwater

There is a fee associated with the connection to the stormwater system. Work with utilities to figure out next steps.

Building

No comments at this time.

Fire Marshal

A T or Y turnaround for a fire apparatus is required since the development spans more than 150 ft from a public right of way. Workshop the plans to meet fire code requirements. Reach out to Jason Higginbotham if you have further questions. Interior fire suppression is required.

Operations (Streets)

The driveway cut must align with the exiting city infrastructure on Alachua St. Ensure that there is adequate egress and ingress for waste management vehicles to service the dumpster.

Code Enforcement

A dumpster is the appropriate waste receptacle for this development. Trash cans are not permitted for each of the residences.



Historic District Council **WORKSHOP**

September 10, 2026

6:00 PM, Airport Conference Room

Purpose of this Workshop

To clarify roles/responsibilities of the HDC, create a shared understanding of expectations before, during, and after HDC meetings, and provide an opportunity to ask and answer questions.

Mission of the Historic District Council (HDC)

The mission of the Historic District Council is to preserve and protect the architectural heritage of the City of Fernandina Beach as set forth in the City's Charter and Land Development Code.

(City of Fernandina Beach website)

Outline

Legal POV w/ City Attorney Prince



Summary of Purpose of the
Historic District Council



Case Presentation Overview



Public Hearing Protocols



Board Discussions



Motions



Discussion & Extras

Summary of Purpose of the Historic District Council



Topics:

- Responsibilities
- Jurisdiction
- Interactions between documents
- Synergy with Technical Review Committee (TRC)
- Staff's Role



Responsibilities



City of Fernandina Beach Land Development Code, Section 9.03.02

- A. Identify, study, and **recommend sites**, structures, buildings, improvements, artifacts, and areas for **designation as historic** landmarks, historic sites, or historic districts.
- B. Maintain and **update the historic properties survey** as an inventory of historic landmarks, historic sites, and properties in historic districts. All inventories shall be compatible with the Florida Master Site File, which exemplifies the format used for statewide comprehensive historic preservation planning, and kept current and regularly provided to the State Historic Preservation Officer (SHPO) for incorporation in the Florida Master Site File.
- C. **Review** and approve or deny **applications for a Certificate of Approval** for construction, alteration, demolition, or removal of historic landmarks, historic sites, or properties in historic districts and the CRA Overlay based upon interpretation of The Secretary of Interior's Standards for Rehabilitation, locally adopted design guidelines and the City's Land Development Code.
- D. Review and make **recommendations on National Register nominations** for structures and sites located in the city.
- E. Make **recommendations to the City Commission** concerning the assignment of development rights or façade easements, or the imposition of other restrictions.

Responsibilities



- F. Hear applications for variances within the Historic District Overlay and the CRA Overlay.
- G. Increase public awareness of the value of historic, architectural, and cultural preservation by developing and participating in public preservation information programs, and by updating such programs and public information documents.
- H. Make recommendations to the City Commission concerning the solicitation of grants from federal and state agencies, private groups, and individuals, and promote the preservation of historic or architecturally significant landmarks, sites, or properties in historic districts.
- I. Promulgate standards for architectural review.
- J. Evaluate and comment upon proposals pending before other public agencies affecting the physical development and land use patterns in or around historic landmarks, sites, or districts.
- K. Make recommendations to the City Commission on the purchase of historic landmarks, historic sites, or properties in historic districts where private preservation is not feasible.
- L. Perform any other functions that may be designated by resolution or ordinance of the City Commission.

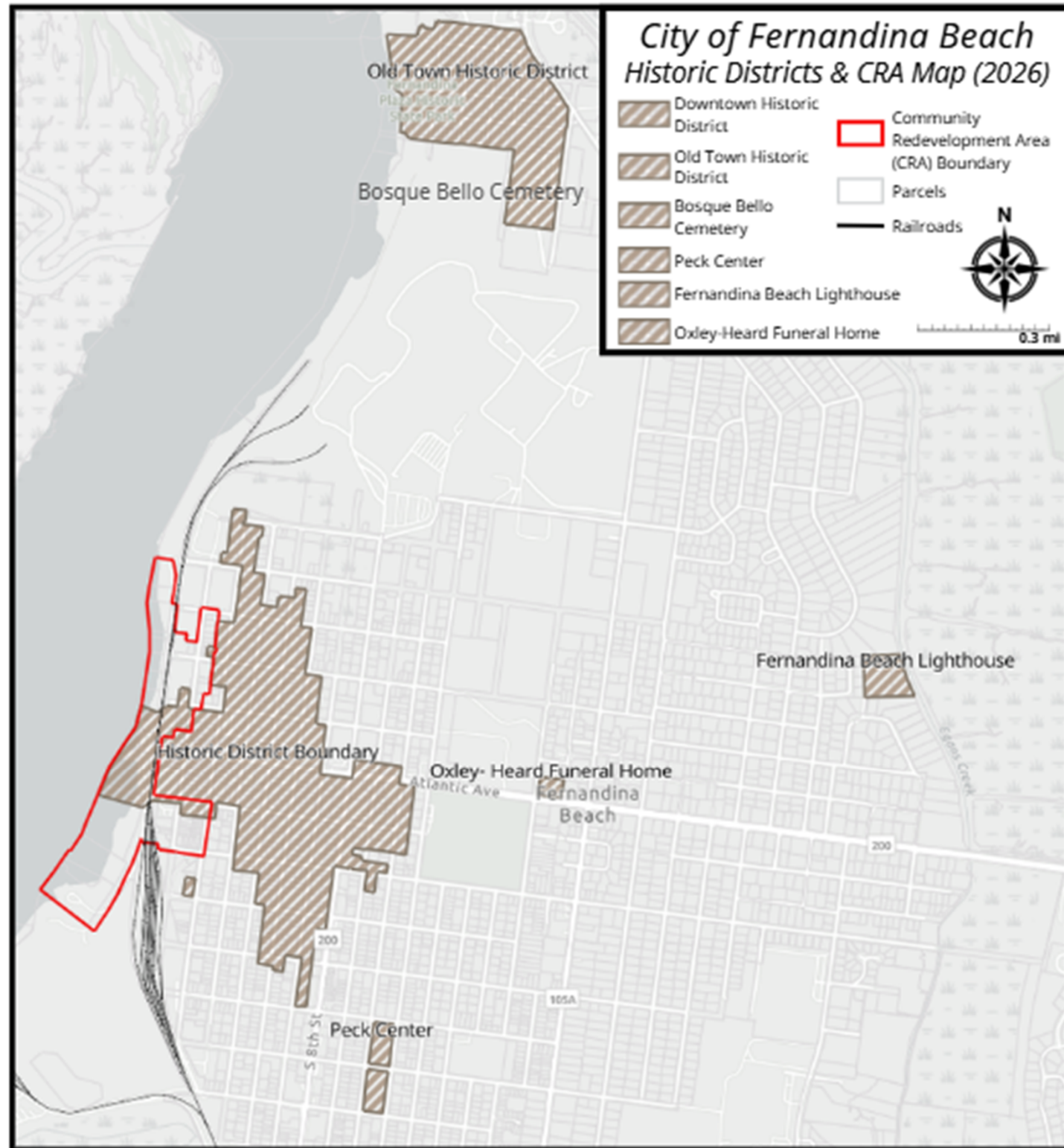


Legal POV w/ City Attorney Prince

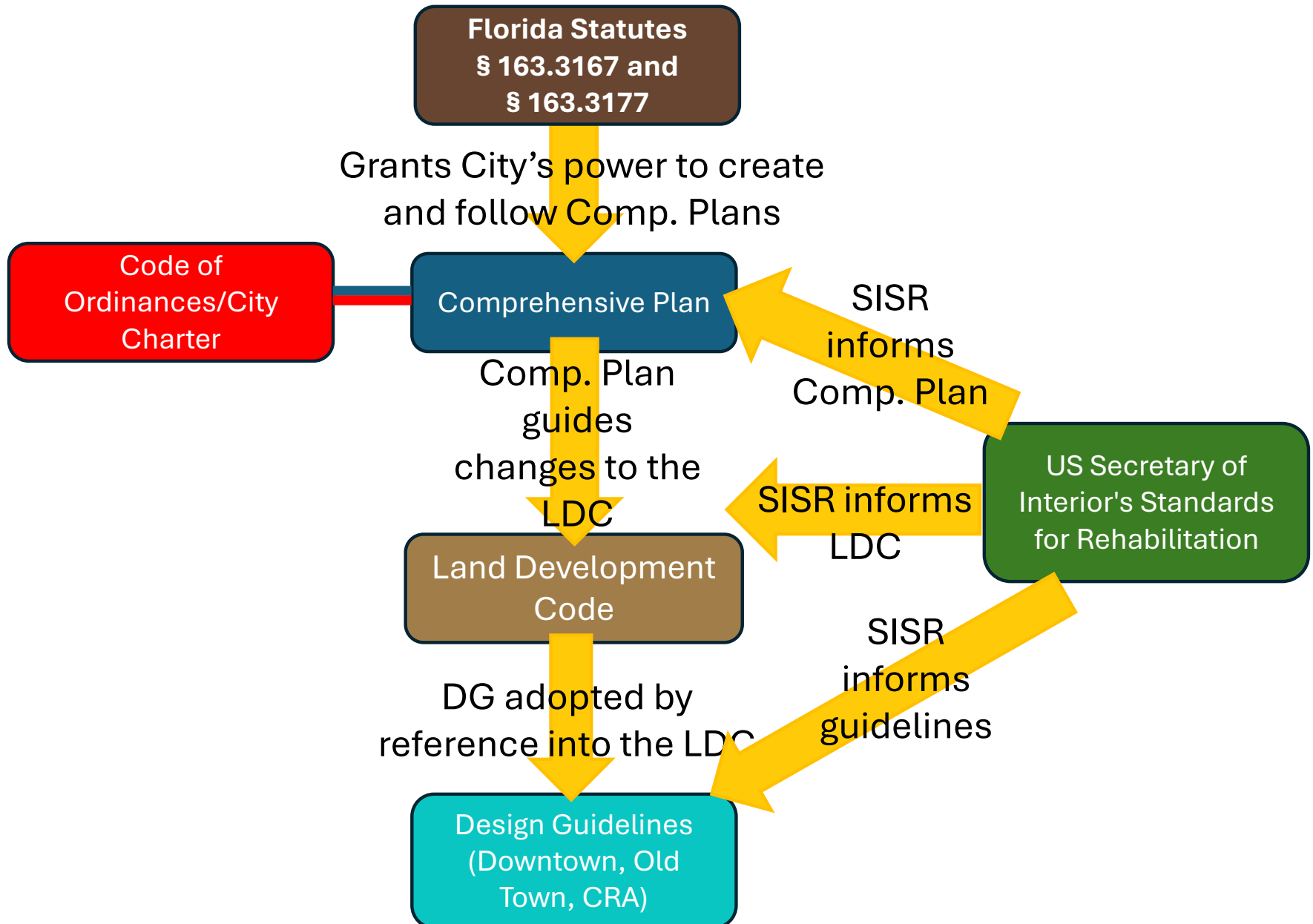
The HDC's jurisdiction over historic assets is governed by Section 8.02.02(C) of the LDC, which tasks the HDC with the duty to *"review and approve or deny applications for a Certificate of Approval"*.

Similarly, Section 11.04.00 of the LDC sets forth the broad rules for quasi-judicial bodies, requiring the issuance of a written local development order that either approves, approves with conditions, or denies the request.

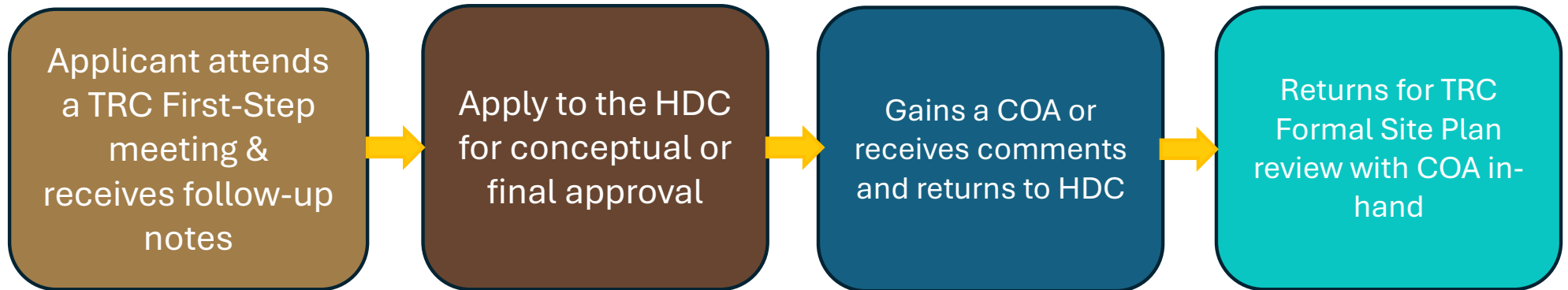
Jurisdiction



Interactions Between Documents



Synergy with Technical Review Committee (TRC)



Technical Review Committee (TRC) is responsible for reviewing details of the project through liaisons from City Departments including utilities, stormwater, streets, tree/landscaping, planning or key site design features (height, floor-area-ratio, setbacks, impervious surface cover, parking), building, fire, and code enforcement.

*For large-scale/commercial projects that require Local Development Orders

Staff's Role



Margaret Pearson

Planning & Conservation
Manager



Jacob Platt

TRC Chairman
Project Coordinator



Mackennah Tarmey

Planning Technician



Mia Sadler

Planner II



Glenn Akramoff

Deputy City
Manager

Staff's role is to

- Implement the Land Development Code
- Advance the goals of the Comprehensive Plan
- To be a resource for the community in navigating the historic review process
- Educate the public on the importance of historic preservation
- Understand, analyze, prepare a report, and present HDC cases that are heard by the Board
- Update guidelines as necessary
- Provide professional guidance for HDC on cases
- Advise other City Departments regarding the treatment of historic resources

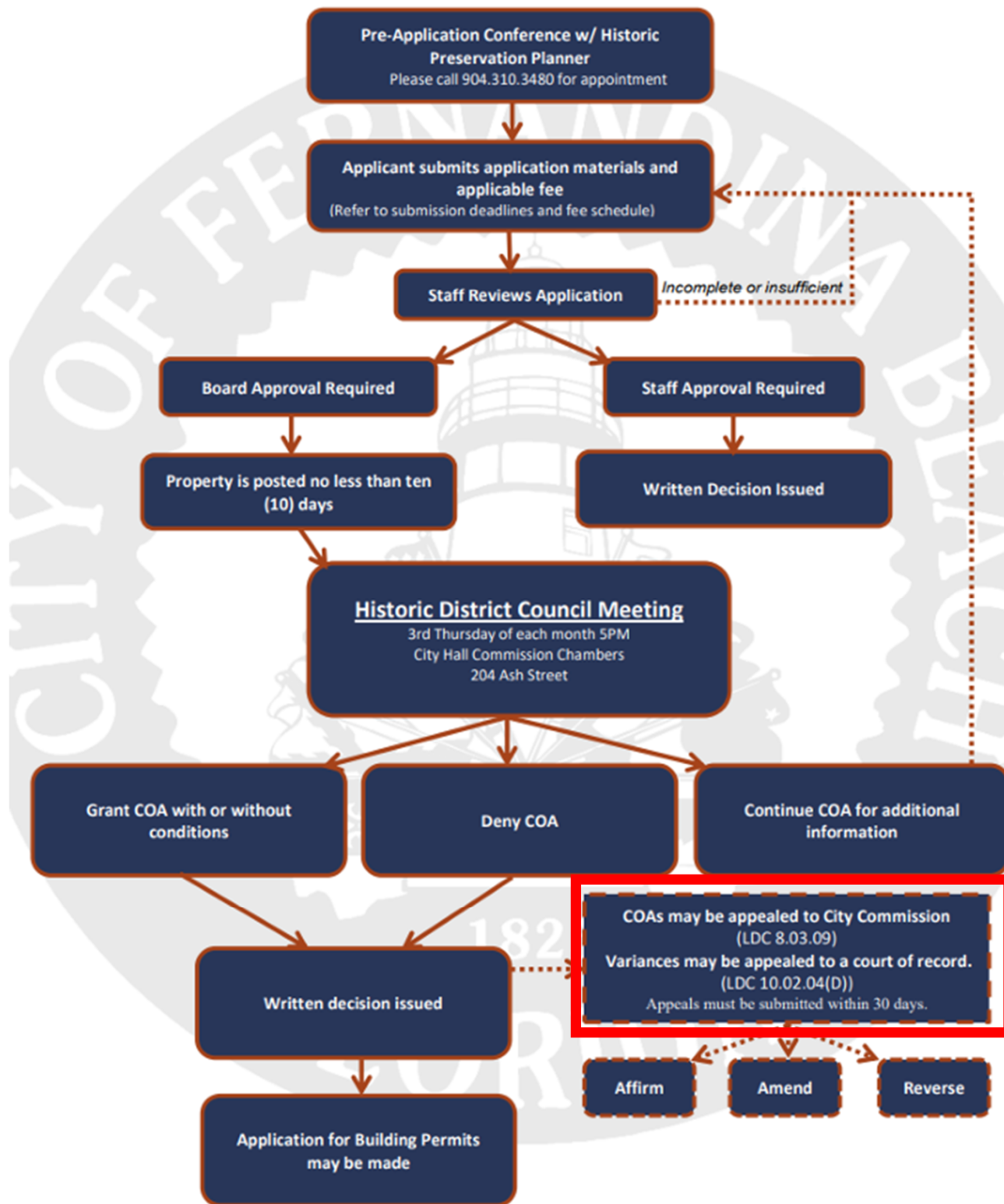
Case Presentation Overview



Topics:

- Overview of preparation of the staff report
- Staff recommendation decision point
- Staff presentation at the meeting
- Staff questions
- Applicant presentation
- Applicant questions
- Closure





Process for appeal has been changed to only occur at the court level

Overview of preparation of the staff report



- Pre-application meeting (staff vs. board)
- Intake
- Initial review and evaluation of submitted materials
- Contact the applicant
- Use template to create staff report
- Evaluate request with criteria: LDC, Comp. Plan, Design Guidelines, Secretary of Interior's Standards for Rehabilitation, demo criteria, new construction, etc.
- Reach out to other subject matter experts or consult external documents if required
- Peer-review of content
- Grammar formatting review by administrative staff

Staff recommendation decision point



Staff creates recommendations based on the evaluation of the project's compliance with the Land Development Code, Comprehensive Plan, Secretary of Interior's Standards for Rehabilitation, and applicable design guidelines.

Historic Downtown
Design Guidelines
(2013)

For
applications
made prior to
July 21, 2026
within the
Downtown
Historic District

Historic
Downtown Design
Guidelines (2026)

For
applications
made after July
21, 2026 within
the Downtown
Historic District

Community
Redevelopment Area
Design Guidelines
(2008)

For any
properties
within the CRA
boundaries

Some properties
fall within both
areas

Old Town
Preservation and
Development
Guidelines (2013)

For any
properties
within the Old
Town Historic
District

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0005
April 17, 2025

Owner/Applicant:	Marvin Swails
Property Address:	502 Broome St
Parcel ID #	00-00-31-1800-0031-0060
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00615
Year Built:	1884
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to construct a 12' x 12', approximately 8' tall pergola (Quasi-Judicial)

All required application materials have been received. All fees have been paid. All required notices have been made.

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting a Certificate of Approval (COA) for the construction of a 12' x 12' and approximately 8' tall pergola with concrete footers and glacier grey paver base.

Design Goal by Applicant: This pergola is part of the landscaping transformation we are making to our side yard. It started as a bare, fenced yard with grass, and we are making steady progress with shrubs, palm trees and flowering perennials. The pergola will be home to "Cloud 10" climbing white roses, our orchids and various hanging plants. It will also be an integral part of our outdoor living space, used for meals, reading, relaxing, etc.

HDC 2025-0005 | April 17, 2025

1



Staff is allotted 10 minutes to present uninterrupted. The staff report will include a recommendation of approval or denial

Staff questions



This is an opportunity for the Board to ask staff questions regarding the staff report or clarifying questions about the case.



This is not an opportunity to discuss broad methodology, effectiveness of codes, or timelines. Please save these questions for board discussion on the agenda in order to be respectful or applicant's time.



Staff Report and Testimony

- Staff Report and Testimony is Competent Substantial Evidence and subject to ex-parte disclosure
- Staffs Report shall not be altered by board or applicant
- Board and/or applicant may disagree with staff report or have a different interpretation

Best Practice:

- State reason and basis in the code or the competent substantial evidence offered at the hearing for different interpretation
- Asks questions to clarify staff's or applicant's interpretation

Required:

- Disclose ex-parte communication with staff, applicant and anyone else to include the nature of the discussion
- Discussions with Board Attorney exempt from ex-parte disclosure

Applicant presentation



The applicants are permitted to present their case to the HDC. They can rely fully on staff's report or add any other information that was left out.

Often the applicant is represented by an agent who is a design professional: architect, designer, engineer, or builder.

All applicants and agents are allotted 10 minutes to make an uninterrupted presentation.

Applicant questions



The Board may ask questions of the applicant including history of the property, intentions of the design and use, construction methodology, experience. Here you could thank or compliment the applicant for their efforts.

Closure

Once the Board receives all of the information, they should move into the public comment section of the case. Answers to questions can be discussed during board discussion.

Public Hearing Protocols

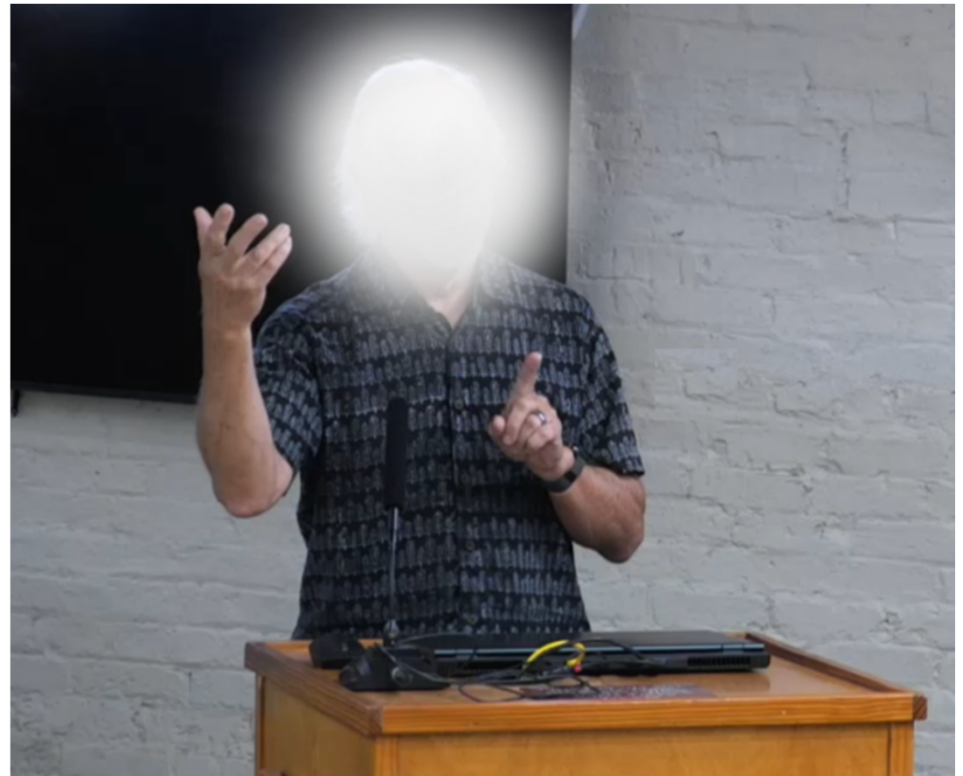


Members of the public may speak on any quasi-judicial case before the HDC.

They may also speak for items not on the agenda during the public comment portion of any HDC meeting.

Members of the public may speak for 3 minutes and may request more time from the Chair of the HDC.

Close the public hearing and begin board discussion.





HDC Board Discussion

Topics:

- What's appropriate

During Board Discussion per Case



Appropriate

- Discuss answers to questions from applicant or staff
- Discuss facts of the case
- Discuss appropriateness of the request (addition, materials, demolition, etc.)
- Compliance with guiding documents (LDC, CP, DG, SISR)
- Guidance without designing
- Motions to consider

Not Appropriate

- Sharing personal information
- Attempting to design the project
- Bringing in political opinions
- Critiquing matters beyond HDC purview
- Distracted participation (phone/email/social media)

Motions



Topics

- Using Staff recommendation
- Creating your own motion
- Closure

Using Staff recommendation



Staff will always provide a recommendation if the matter is covered in the LDC, Comp. Plan, SISR, and Design Guidelines.

Matters not covered, such as the appropriateness of public art pieces, staff does not make a recommendation.

The HDC is welcome to use staff sample motion (as-is or with tweaks) included at the end of the staff report.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, CRA Design Guidelines, and the Historic District Design Guidelines.

Staff recommendation:

FINAL Approval of HDC 2025-0015

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0015 with or without conditions;

AND I move that the HDC make the following findings of fact and conclusions of law part of the record:

That HDC case HDC 2025-0015, as presented, is or is not substantially compliant with the Land Development Code, CRA Design Guidelines, and the Historic District Design Guidelines to warrant FINAL approval at this time.

Creating your own motion



If a Board member does not agree with the staff recommendation, they can make their own.

It is advised to use a note pad or take notes on the computer during the discussion so the motion covers what was discussed.

The HDC may ask staff to help them craft a motion that reflects the discussion.

If a motion is made which does not agree with the staff recommendation, then specific section of the code or guidelines or evidence relied upon must be stated.





Legal POV w/ City Attorney Prince

The HDC is legally required to review and "approve, modify or disapprove" applications *based on quasi-judicial standards*.

To issue a final order under section 8.03.03(H)2. of the LDC, the HDC cannot rely on a failed motion or an unresolved tie vote.

Sections 8.03.03(E), 8.03.03(G), 8.03.03(H), 9.03.02.(C) and 11.01.01 of the LDC



Legal POV w/ City Attorney Prince

Every final action must articulate the specific findings of fact and competent substantial evidence tied to:

- LDC criteria
- Historic District Design Guidelines
- Old Town Design Guidelines
- Community Redevelopment Area Design Guidelines, as applicable, and
- Any competent substantial evidence offered at the hearing.
- Failing to do so can render any resulting final order vulnerable to legal challenge.



Legal POV w/ City Attorney Prince

In cases where the HDC has disapproved the plans, the City shall furnish the applicant with a copy of the HDC written order, *including reasons for disapproval*, together *with a copy of any recommendations the HDC may have for changes necessary to be made before the plans will be reconsidered.*"
Section 8.02.03(H)2, LDC.



Legal POV w/ City Attorney Prince

Failure of a Motion to Approve (The Limbo State): If a motion to approve an application is on the floor and the vote splits 3-3 *or* the majority votes against the motion, the motion fails.

Crucially, a failed motion to approve does not create the criteria necessary for a final order of denial.

It simply means the board failed to approve it.

The application remains active and unresolved on the floor.



Legal POV w/ City Attorney Prince

- **The Requirement to Clear the Floor:** A failed motion to approve requires the board to introduce a separate, subsequent motion.
- To divest itself of jurisdiction and fulfill the mandate of Section 8.02.02(C) of the LDC, a member must call a motion to deny (or decline to grant approval).
- If that subsequent motion to deny secures a majority vote, the case is cleanly decided and closed, and a final order of "disapproval" can be legally produced.
- A member may also offer another motion for approval with different conditions, if they can be supported.
- If that subsequent motion secures a majority vote, the case is cleanly decided and closed, and a final order of "approval with conditions" can be legally produced.
- A motion to continue may also be appropriate depending on the circumstances, such as request of applicant or more information needed.



Legal POV w/ City Attorney Prince

- A final order cannot simply list a vote count; it must be backed by a clear record of fact-finding.
- Under Florida's standard for quasi-judicial review, the applicant holds the initial burden to prove compliance with the code, while those opposed must provide evidence of non-compliance. *City of Deerfield Beach v. Vaillant*, 419 So. 2d 624 (Fla. 1982)
- If a board votes to deny an application via a successful motion but fails to state the applicable code or design criteria violated, the final order is vulnerable to legal challenge in the Circuit Court for a lack of competent substantial evidence. *Broward County v. G.B.V. Int'l*, 787 So. 2d 838 (Fla. 2001).



Legal POV w/ City Attorney Prince

- To ensure compliance with City's LDC and safeguard the City from procedural litigation, the HDC must adhere to the following procedure during a hearing:
 - 1. Isolate the Vote:** If an initial motion splits 3-3 or fails, the Chair must declare that the motion failed, clear the floor, and immediately call for an alternative motion (e.g., a motion to deny or a motion to continue or a motion to approve with conditions).
 - 2. Incorporate Specific LDC Sections into the Motion:** No motion to approve or deny may be voted upon unless the making member explicitly details the findings of fact. For a denial, the motion must state: *"I move to deny HDC Case [X] because the applicant failed to present Competent Substantial Evidence satisfying LDC Section [X] and Design Guideline [X]..."*
 - 3. Draft the Final Order from the Record:** City Staff must ensure that the written development order issued pursuant to Section 8.03.03(H) of the LDC reflects the majority vote and the competent substantial evidence articulated by the board members on the floor.



Legal POV w/ City Attorney Prince

The Balance: Fairness vs. Consistency

Avoiding the "Arbitrary" Trap: The board cannot make random, unpredictable, or biased choices.

Like Cases Alike: If two properties share identical facts, styles, and contexts, they should be treated similarly.

Persuasive Value: Past cases are useful guideposts to help us interpret the rules consistently.

Evolving Laws: Rules change over time. For example, an approval from five years ago might conflict with today's updated design guidelines.



Legal POV w/ City Attorney Prince

Does Board Approval Set Precedent?

- **The Short Answer:** No. Historic boards do not set strict, legally binding legal precedent.
- **Case-by-Case Rule:** Every property has its own distinct age, style, and condition.
- **No Automatic Rights:** An approval for one neighbor does not grant an automatic right to another.
- **The Anchor:** Rulings must always be tied to current written guidelines, not past board votes.

During Board Discussion (at the end of the meeting)



Appropriate

- Discuss broad methodology
- Effectiveness or desired changes to codes
- Timelines & Deadlines
- Discuss National Register nominations, grant opportunities, public engagement/outreach

Not Appropriate

- Discuss past, current, or possible future HDC cases
- Distracted participation (phone/email/social media)
- Discuss a potential code violation or case → instead file a formal complaint or speak with staff after the meeting
- Sharing personal information



★Thank you!★

Contact Information

Mia Sadler

msadler@fbfl.city

(904) 310-3488

Margaret Pearson

mpearson@fbfl.city

(904) 310-3482

Glenn Akramoff

gakramoff@fbfl.city

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Teresa Prince

tprince@fbfl.city

(904) 310-3275

Mackennah Tarmey

mtarmey@fbfl.city

(904) 310-3487



CERTIFICATE OF APPROVAL (COA) HDCSA2026-0022 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 07/08/2026
Work Class: HDC Staff Review	District: Default	Exp Date: 08/07/2026
Status: Approved	Square Feet: 0.00	Completed: 08/04/2026
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 08/04/2027

Description: Certificate of Approval (COA) to paint the following areas:
. main body of structure SW Queen Anne Lilac SW 0021
. existing slab door and inside window frames MAG 120 Magnolia Home "Silo District" eggshell
. Paint all doorframes and window frames and railings white.

Parcel: 00-00-31-1800-0016-0022 Main	Address: 210 N 3Rd St Main Fernandina Beach, FL 32034	Zone: R-2(Medium Density Residential)
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Applicant	Owner
Claudia Willis	Claudia Willis
514 S 6th St	210 N 3rd ST
Fernandina Beach,, FL 32034	Fernandina Beach, FL 32034
Home:	Mobile:

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00044820	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00044820		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2026-0025 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 07/27/2026
Work Class: HDC Staff Review	District: Default	Exp Date: 08/26/2026
Status: Approved	Square Feet: 0.00	Completed: 08/11/2026
Valuation: \$0.00	Assigned To: Katie Newton	Approval
Description: Certificate of Approval (COA) to repair/replace/install ADA pavers at curb ramps throughout the Historic District to be consistent with the overall Downtown Revitalization Plan.		Expire Date: 08/11/2027

Parcel: 00-00-31-1800-0270-0010 Main	Address: 204 Ash Main	Zone: C-3(Central Business District)
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Owner	Applicant
City of Fernandina Beach	City of Fernandina Beach
CITY OF FERNANDINA	204 Ash ST
204 Ash ST	Fernandina Beach, FL 32034
Fernandina Beach, FL 32034	
Business: 9042777331	

From: noreply@civicplus.com
To: [Planning Info](#)
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Monday, July 27, 2026 9:11:57 AM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees

Certificate of Approval (COA): Staff Review \$25

Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, right-of-way, or zoning permit (if required).

Application Requirements	A complete/ signed application; , Proof of Ownership (copy of deed or tax statement); , Scaled elevations & plans* ; , Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL surfaces to be painted/stained/treated; , Any additional backup materials, as necessary;
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Please see the Land Development Code (LDC) for detailed information:	Historic District Overlays – see LDC Section 8.01.01
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The LDC is Available for Review at	www.fbfl.us/LDC
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Appeals
An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE	Repair
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APPROVAL TYPE	Staff Approval
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PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's website → Map Search
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Historic District	Downtown
-------------------	----------

Site Address	Rights of Way Within the Downtown Footprint
--------------	---

City	Fernandina Beach
------	------------------

State	FL
-------	----

Zip Code	32034
Parcel ID #(s)	various
Do you authorize the installation of a temporary City notice sign on your property?	YES
OWNER OF RECORD <i>As recorded with the Nassau County Property Appraiser</i>	
First Name	Fernandina Beach
Last Name	City of
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip Code	32034
Telephone Number	904-310-3107
E-mail Address	knewton@fbfl.city
OWNER'S AGENT <i>If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included</i>	
Is there an agent other than the owner representing this project?	No
Project Description	ADA pavers to be utilized at curb ramps throughout the historic district as repairs/replacements must be made. This will be the standard moving forward for curb ramps that are replaced and is consistent with the overall downtown revitalization plans.
Requirements for Demolition Applications <i>Per LDC 8.03.03.01</i>	
MATERIALS List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.	

EXTERIOR FABRIC

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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DOORS

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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WINDOWS

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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ROOFING

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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FASCIA/TRIM

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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FOUNDATION

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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SHUTTERS

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
PORCH/DECK	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
FENCING	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
DRIVEWAYS/SIDEWALKS	
Manufacturer	Hanover
Product Description	Detectable Warning Paver
Color	Red 15
SIGNAGE	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
OTHER	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	0801-DWP_Dtl_12.pdf
	<i>Field not completed.</i>

Upload 2

Upload 3 *Field not completed.*

Upload 4 *Field not completed.*

Upload 5 [InkedScreenshot 2026-07-07 114255LI.jpg](#)

Upload 6 *Field not completed.*

Upload 7 *Field not completed.*

Upload 8 *Field not completed.*

Upload 9 [Pages from 20250429 - Fernandina Beach Streetscape Phase One 90 QC Set.pdf](#)

Upload 10 *Field not completed.*

Upload 11 *Field not completed.*

Upload 12 *Field not completed.*

Certification By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.

2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited

(Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Katie
----------------------	-------

Applicant Last Name	Newton
---------------------	--------

Today's Date	7/27/2026
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DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach Florida 32034 | Contact: Mia Sadler at 904
310-3488 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.

Email not displaying correctly? [View it in your browser.](#)

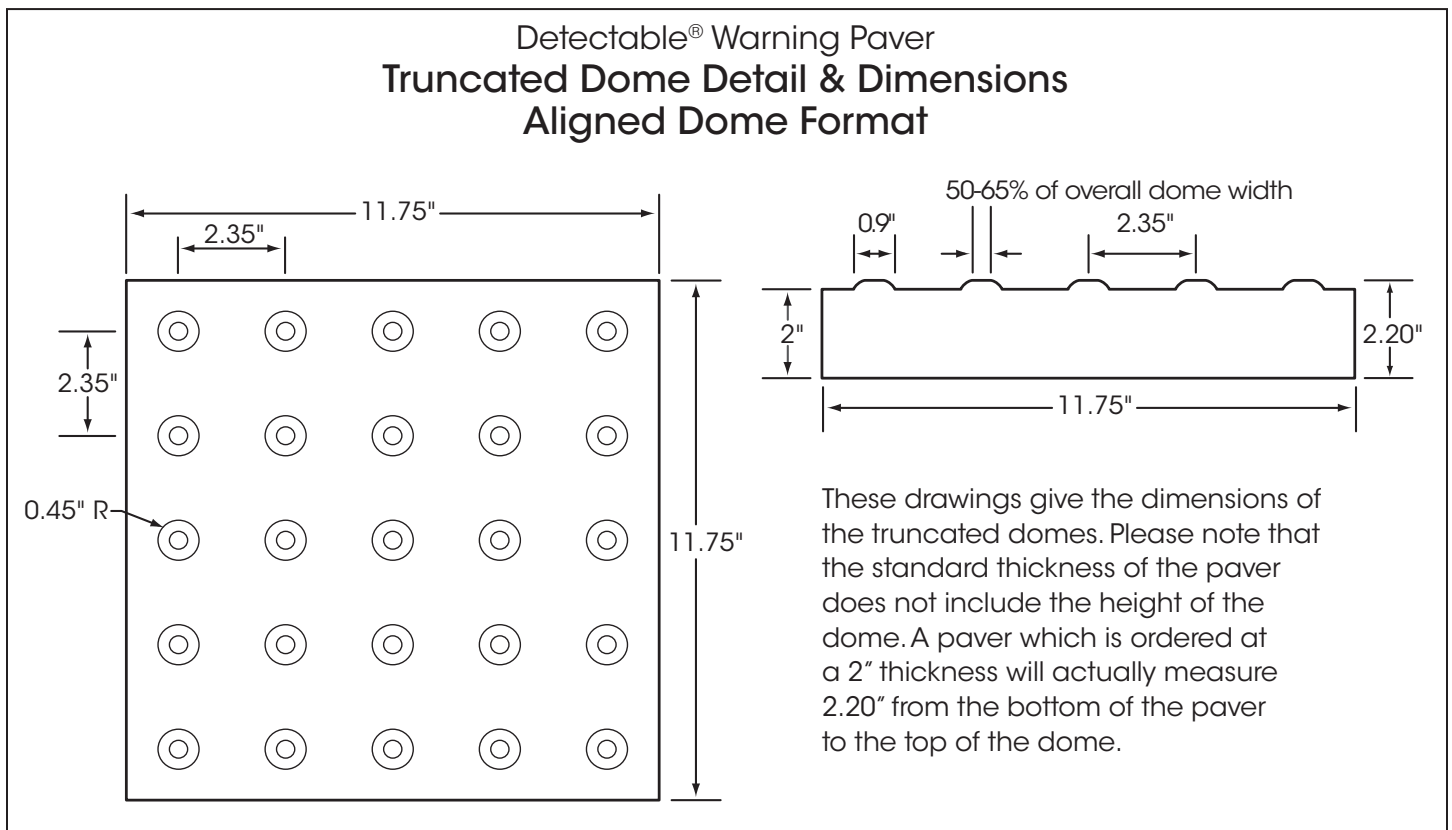
HANOVER® DETECTABLE WARNING® PAVER

Nominal 12" x 12"

11³/₄" x 11³/₄" x 2"

Persons with visual impairments depend upon environmental cues of potential hazards — ambient sounds and physical elements that can be sensed by a cane or texture changes underfoot. Any pedestrian area requiring the use of a detectable warning surface can utilize the Detectable Warning® Paver. The distinctively textured walking surface can help to warn pedestrians of an impending hazard on the route ahead.

Stocked Sizes	Stocked Colors
11 ³ / ₄ " x 11 ³ / ₄ " x 2" 297mm x 297mm x 51mm	Red 15 Charcoal Yellow (M1517)
A nominal 24" x 24" Detectable Warning is also available and stocked in Red 15 and Charcoal.	
Please Note: Other sizes and colors are available upon request when quantities permit. Contact a Hanover® Representative for more information.	



HANOVER®
Architectural Products
 5000 Hanover Road, Hanover, PA 17331
 717.637.0500 fax 717.637.7145
www.hanoverpavers.com

OVERVIEW

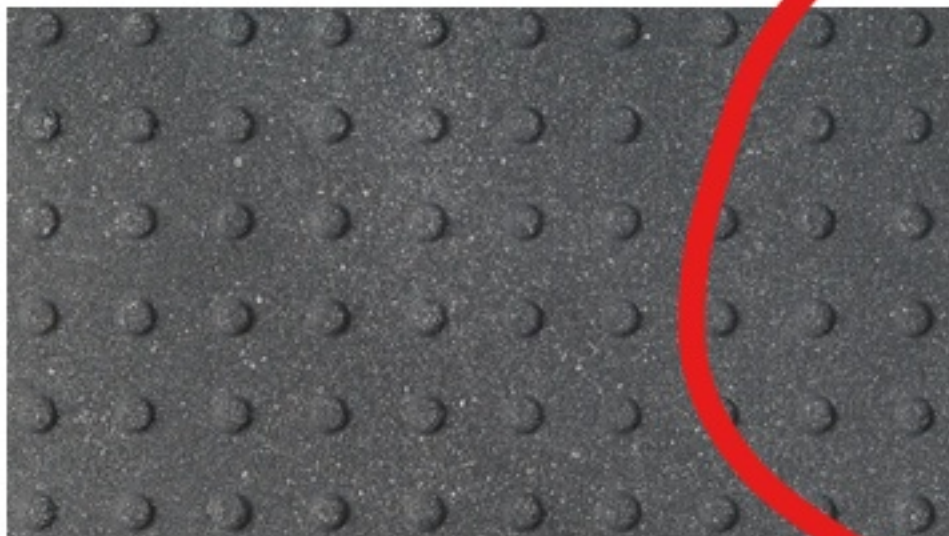
PRODUCT DETAILS

COLORS & TEXTURES

PRODUCT GALLERY

RESOURCES

Detectable Warning[®] Pavers are currently available in 2-3 different colors, depending on the dimensions.



Charcoal



Red 15



Yellow (#M1517) (11 3/4" x 11 3/4" x 2" only)

Please Note: While the photos shown above have been color-corrected, it is highly recommended to order a sample of the product before placing an order. You can begin this process by [REACHING OUT TO A REPRESENTATIVE](#) or filling out our [SAMPLE REQUEST FORM](#).



CERTIFICATE OF APPROVAL (COA) HDCSA2026-0028 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 08/26/2026
Work Class: HDC Staff Review	District: Default	Exp Date:
Status: Approved	Square Feet: 0.00	Completed: 08/26/2026
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 08/26/2027
Description: Certificate of Approval (COA) to paint the facade, change out the canopy, add two lights and install tile in entryway. 08/26/2026 - Approved		

Parcel: 00-00-31-1800-0030-0150	Main Address: 503 Centre Street Main Fernandina Beach, FL 32034	Zone: C-3
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Applicant Michale Love Florida Mud Masters LLC 17141 Dorado Circle Jacksonville, FL 3226	Owner Drenda Vijuk PO BOX 17529 Fernandina Beach, FL 32035
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-074822-082626		\$25.00	\$25.00
COA - Staff Residential Fee		\$25.00	\$ 25.00
Total for Invoice INV-00044820		\$25.00	\$ 25.00
Grand Total for Plan		\$25.00	\$ 25.00

NS approved 8/26


APPROVED

Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 8/26/2026 11:41 AM

To Planning Info <planninginfo@fbfl.org>

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Historic District Council (HDC) Certificate of Approval (COA) Application

HISTORIC DISTRICT COUNCIL (HDC): CERTIFICATE OF APPROVAL (COA) APPLICATION

USE THIS FORM TO Apply for BOARD approval for projects in the Downtown or Old Town Historic District or the Community Redevelopment Area (CRA) AND STAFF-LEVEL review for EXTERIOR PAINT and INSTLLATION OF PERVIOUS PAVERS projects ONLY.

NOTE: All other STAFF-LEVEL approvals (i.e, fence, right-of-way, roof) and smaller STAFF-LEVEL project reviews can be submitted with your building permit where reviews will be performed and cost will be assessed simultaneously.

Fees

Certificate of Approval (COA): Staff Review \$25

Basis for Review

All applications, whether Staff or Board review, are reviewed for consistency with the City of Fernandina Beach Comprehensive Plan, Land Development Code, and applicable guidelines such as the Downtown Historic District Design Guidelines, Old Town Fernandina Preservation and Development Guidelines, and the Community Redevelopment Area (CRA) Design Guidelines. Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must

return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Preservation Planner prior to submitting your application. The application must be submitted at least 42 days before the scheduled meeting to allow time for review. Staff approval applications are accepted on a rolling basis and are generally completed in 3-5 days. Please note that projects can only begin after receiving a Certificate of Approval (COA) and a building, sign, right-of-way, or zoning permit (if required).

Application Requirements	A complete/ signed application;; Photographs of the existing site and existing buildings if any, including views from the street;; Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL surfaces to be painted/stained/treated;; If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;
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Please see the Land Development Code (LDC) for detailed information:	Application Process for Certificate of Approval – see LDC Section 8.03.03
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The LDC is Available for Review at	www.fbfl.us/LDC
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Appeals

An applicant may appeal the HDC's decision for variances to a court of record as outlined in LDC Section 10.02.04(D). The petition shall be presented to within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

PROJECT TYPE	Paint
APPROVAL TYPE	Staff Approval
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's website → Map Search
Historic District	Downtown
Site Address	503 Centre Street
City	Fernandina Beach
State	Fl
Zip Code	32034
Parcel ID #(s)	00-00-31-1800-0030-0150

Do you authorize the installation of a temporary City notice sign on your property?

YES

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name Drenda

Last Name Vijuk

Mailing Address PO BOX 17529

City Fernandina Beach

State FL

Zip Code 32035

Telephone Number

E-mail Address

OWNER'S AGENT

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

Is there an agent other than the owner representing this project?

Yes

First Name Michael

Last Name Love

Company (if applicable) Florida Mud Masters LLC

Street Address 17141 Dorado Circle

City Jacksonville

State FL

Zip 32226

Telephone Number

E-mail Address

Project Description Painting the facade, changing out canopy, adding two lights and installing tile in entryway.

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS

List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.

EXTERIOR FABRIC

Manufacturer	Field not completed.
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Product Description	Field not completed.
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Color	Field not completed.
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DOORS

Manufacturer	Field not completed.
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Product Description	Field not completed.
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Color	Field not completed.
-------	----------------------

WINDOWS

Manufacturer	Field not completed.
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Product Description	Field not completed.
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Color	Field not completed.
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ROOFING

Manufacturer	Field not completed.
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Product Description	Field not completed.
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Color	Field not completed.
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FASCIA/TRIM

Manufacturer	Field not completed.
--------------	----------------------

Product Description	Field not completed.
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Color	Field not completed.
-------	----------------------

FOUNDATION

Manufacturer	Field not completed.
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Product Description	Field not completed.
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Color	Field not completed.
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SHUTTERS

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

PORCH/DECK

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

FENCING

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

DRIVEWAYS/SIDEWALKS

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

SIGNAGE

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

OTHER

Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1	26071.0 - 503C Centre St - 26.08.13.pdf
Upload 2	Scanned_20260826-1131.pdf
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>

Upload 5	<i>Field not completed.</i>
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>

Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following; I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
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1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.

2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.

3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.

5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).

6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.

7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been

approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Michael
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Applicant Last Name	Love
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Today's Date	8/26/2026
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DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | Contact: Mia Sadler at 904 310-3488 | www.fbfl.us/planning

Please make sure to disable pop-up blocker in order to submit.

Email not displaying correctly? [View it in your browser.](#)



**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I/WE DRENDA VIZUK
(print name of property owner(s))

hereby authorize: MIKE LOVE CONTRACTOR
(print name of agent)

to represent me/us in processing an application for: Building
(type of application)

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

Drenda L. Vizuk
(Signature of owner)

(Signature of owner)

Drenda L. Vizuk
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF ~~DESSA~~

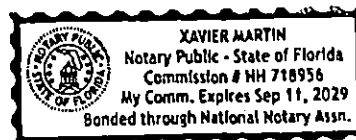
XM - Marion
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 20th day
of August, 2026, by DRENDA L. VIZUK

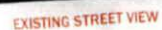
Xavier Martin
Notary Public

Xavier Martin
Printed Name

SEP 11, 2029
My Commission Expires

Personally Known _____ OR Produced Identification X ID Produced: FL Drivers License





SCOPE OF WORK

CODE & COMPLIANCE DATA

2023 FLORIDA BUILDING CODE - RESIDENTIAL, 8TH EDITION
2023 FLORIDA EXISTING BUILDING CODE, 8TH EDITION
2023 FLORIDA BUILDING CODE - MECHANICAL, 8TH EDITION
2023 FLORIDA BUILDING CODE - PLUMBING, 8TH EDITION
ASCE 24-14 FLOOD RESISTANT DESIGN & CONSTRUCTION
2020 NATIONAL ELECTRIC CODE (NEC) NFPA 70
2023 FLORIDA BUILDING CODE, 8TH EDITION

OCCUPANCY GROUP	UNCHANGED	
OCCUPANCY CLASS	UNCHANGED	
FLOOD ZONE	1	SFE: N/A
ZONING	C3	EQUADENT ZONING: C3
SETBACKS - FRONT	N/A	SIDE: N/A REAR: N/A
CONSTRUCTION TYPE	UNCHANGED	
LEVEL OF ALTERATION		
PROPOSED ELEV. OF ADJACENT GRADE		UNCHANGED
PROPOSED ELEV. OF UNFINISHED SLAB		UNCHANGED
PROPOSED ELEV. OF 1st HABITABLE FLOOR		UNCHANGED
PROPOSED STRUCTURE HEIGHT		UNCHANGED
NUMBER OF STORIES		UNCHANGED
EXIST. CONDITION		UNCHANGED
EXIST. UNCONCURRED		UNCHANGED
EXIST. FOOTPRINT		UNCHANGED
PROPOSED CONFIGURED		UNCHANGED
PROPOSED UNCONCURRED		UNCHANGED
PROPOSED FOOTPRINT		UNCHANGED
TOTAL BUILDING FOOTPRINT		UNCHANGED
EXIST. IMPERVIOUS AREA		UNCHANGED
PROPOSED IMPERVIOUS AREA		UNCHANGED
TOTAL IMPERVIOUS SURFACE		UNCHANGED
SPR. ELEVATION		UNCHANGED
FLUSH OF OR LOT CORNER		UNCHANGED

WIND ZONE INFORMATION

WIND ZONE	25 MPH	EXPOSURE	C
WIND BURNING CATEGORY	NO	IMPORTANCE FACTOR	1
ENCLOSURE - FULLY ENCLOSED			
(DESIGN ALL WINDOWS FOR 30 PSF WIND AND DOORS FOR 30 PSF WIND)			

DRAWING SHEET INDEX

SHEET #	SHEET NAME	REVISION	DATE	COMMENTS
ADD	PROPOSED WORK			

THIS STRUCTURE HAS BEEN
DESIGNED IN
ACCORDANCE WITH THE
FL BUILD CODE & MEETS THE
REQUIREMENTS OF
SECTION 1806 FL BUILD CODE
2021

THIS DRAWING IS THE
PROPERTY OF THE
ARCHITECT & MAY NOT BE
REPRODUCED WITHOUT
WRITTEN PERMISSION

AR 17749

[illegible]

RICE
ARCHITECTURE + INTERIORS

Owner
503 CENTRE STREET
FERNANDINA BEACH, FL

PROJECT STATUS: FOR CONSTRUCTION

PRODUCT	WATER
DATE	08.12.2008
DRAWN BY	10000
DISCOVERY ION IMPROVED ION	

DAYLET
A0.0

Randolph
Rice

Digitally signed by
Randolph Rice
Date: 2026.08.13
16:26:23 -0400