



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MARCH 20, 2025
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 Workshop Meeting of February 26, 2025.
 - 3.2 Approval of Minutes for the Regular Meeting of February 20, 2025
- 4. NEW BUSINESS**
 - 4.1 HDC 2025-0001 - LAUREN KELLY, AGENT FOR OLD TOWN PROPERTIES, LOT 7 BLOCK 5 SAN FERNANDO STREET**
FINAL Certificate of Approval (COA) to construct an addition to the rear of an existing single family residence. (*Quasi-Judicial*).
 - 4.2 HDC 2025-0002 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET**
CONCEPTUAL Certificate of Approval (COA) to demolish the existing garage, construct a new two-story garage and ADU, install a new fence, and install a paver driveway and walkways. (*Quasi-Judicial*).
 - 4.3 HDC 2025-0003 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET**
FINAL Certificate of Approval (COA) to construct an in-ground swimming pool with a paver deck and patio, to replace an existing fence with a new fence, and to install new front porch steps. (*Quasi-Judicial*).
 - 4.4 HDC 2025-0004 - STEPHANIE SPATOLA, AGENT FOR BROWN FAMILY REVOCABLE LIVING TRUST, 913 WHITE STREET**
CONCEPTUAL Certificate of Approval (COA) to add another bedroom and bathroom to the existing second-floor space and to increase the side porch by 133 sq.ft. (*Quasi-Judicial*).
 - 4.5 HDC 2025-0005 - MARVIN AND AGNES SWAILS, 502 BROOME STREET**
FINAL Certificate of Approval (COA) to construct a 13'x13' pergola with a paver base. (*Quasi-Judicial*).
- 5. BOARD BUSINESS**

- 5.1 **Reconsideration: LDC Amendment to Section 9.03.00 - Establishing the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status.**
This request was added by Chair Filkoff following the board discussion from the February 20, 2025 meeting.

- 5.2 **Follow-up Discussion:**
- Reviewing and Revising the HDC Window Survey Requirements and Standards
- Providing policy direction for staff

6. STAFF REPORT

- 6.1 **Update:** Peck Center National Register of Historic Places Nomination
6.2 Staff Certificates of Approval - February 2025

7. PUBLIC COMMENT

8. ADJOURNMENT

THE NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, APRIL 17, 2025 AT 5PM.

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
WORKSHOP
FEBRUARY 26, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:03 PM

ROLL CALL/ DETERMINATION OF QUORUM

Members Present: Arlene Filkoff (Chair), Tammi Kosack, Dylan Psulkowski, Veronica Byrnes (Alt 1)

Members Absent: James Pozzetta (Vice-Chair), Pat Gass

Others Present: Kelly Gibson, Planning & Conservation Director
Mia Sadler, Planner I
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Filkoff shared that she spoke with Harrison Poole, City Attorney Pro Tem, about amending the LDC to reflect that all seven (7) members would be voting members with no alternates.

Mrs. Gibson provided data regarding awarded variances over the span of 10 years within the Historic District. The Board discussed possible conditions for variances in the Historic Districts and the importance of qualifications of appointed HDC members.

3. BOARD BUSINESS

3.1 UPDATED Downtown Historic District Design Guidelines

Formal review of the updated downtown historic district design guidelines with discussion on direction for making amendments and determining future Land Development Code edits

Member Kosack shared her thoughts about the way the current LDC is written in relation to the Historic District Design Guidelines and shared that she believes the entirety of the Guidelines should be adopted within the LDC to ensure the enforcement of those guidelines. Chair Filkoff shared her fears that enforcing guidelines that are too strict could lead to people being unable or unwilling to maintain their historic properties. The Board discussed potential monetary hardships.

The Board delved into expectations and policies they wish to be included in the LDC/Guidelines updates.

Member Kosack asked Staff how the guidelines about window approval could be strengthened. The Board discussed adopting stricter policies based on the material of the window.

Mrs. Gibson shared her idea of including a checklist so that applicants will have a better understanding of the requirements when they apply for any work done in the Historic Districts.

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Member Kosack mentioned that the Board should be able to review any exterior changes that occur on structures that are 50 years old or greater. The Board discussed the possibility of expanding the time span of cultural and architectural significance of properties within the Historic Districts. They also proposed campaigning to expand the boundaries of the Historic District by adding additional structures of importance.

The Board discussed reinforcing penalties for “after the fact” permit approvals and also touched on the difference between the LDC Sections referencing Old Town and the Downtown Historic District.

At this time, Member Kosack departed.

Member Byrnes asked about the reasoning behind which projects are reviewed by Staff and which ones are referred to the Board. Mrs. Gibson answered that there is a specific matrix within the LDC that addresses these factors.

Member Psulkowski voiced concern about the Window Survey criteria. Mrs. Gibson answered that the Window Survey and permitting requirements can be altered and updated.

Mrs. Gibson prompted the Board to think about creating a list of approved non-traditional materials.

4. PUBLIC COMMENT

No members of the public wished to speak at this time.

5. ADJOURNMENT 6:18 PM

Morgan Ohlendorf, Recording Secretary

Arlene Filkoff, Chair



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
FEBRUARY 20, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER

ROLL CALL / DETERMINATION OF QUORUM

Members Present: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Dylan Psulkowski, Pat Gass, Veronica Byrnes (Alt 1)

Members Absent: None

Others Present: Kelly Gibson, Planning & Conservation Director
Mia Sadler, Planner I
Harrison Poole, City Attorney Pro Tem
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Filkoff asked Board Members to disclose ex-parte communications. Member Kosack disclosed speaking with Lisa Finkelstein about Item 4.2 and Staff about other topics. Member Psulkowski spoke with Staff about the window project at the Presbyterian Church. Member Byrnes spoke with Staff about HDC 2024-0028. Chair Filkoff spoke with Staff about several cases.

Harrison Poole, City Attorney Pro Tem, explained the Quasi-Judicial procedures and appeal process.

Ms. Ohlendorf gave the oath to all who wished to provide testimony.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of January 16, 2025.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta to approve the Minutes for the Regular Meeting of January 16, 2025, 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 2024-0028 - RICE ARCHITECT, AGENT FOR ROBERT AND STACY MCKENZIE, 232 S. 7TH STREET

FINAL Certificate of Approval (COA) to remove the existing garage, construct a 1-story detached garage with covered porch to the rear; construct 1-story addition to the north side of the principal residence, remove 3 existing windows and reuse on addition, install 1 new Anderson Series window,

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and install Tremron pavers to the rear of garage and west courtyard. (*Quasi-Judicial*).

At this point, Member Psulkowski recused himself.

Kelly Gibson, Director of Planning & Conservation, presented the Staff Report Analysis, noting that this is the 2nd modified concept of the project, and recommended approval with the condition of an approval for a context sensitive setback determination for the front yard setback.

Member Kosack asked Mrs. Gibson why the context sensitive front yard setback determination is required. Mrs. Gibson clarified that any new construction needs to follow current standards, and that the context sensitive waiver would allow it to match the existing structure.

Member Byrnes asked where the tree on the property is in relation to the addition, and if it would need to be removed. Mrs. Gibson answered that any mitigation of the tree in question could be achieved elsewhere on the property.

The Board invited the applicant to answer questions about the tree.

Stacy McKenzie, 232 S. 7th Street, spoke of her conversation with the City Arborist and reiterated his recommendation to remove the Laurel Oak, due to it being near the end of its life expectancy, and also touched on potential tree mitigation.

Vice-Chair Pozzetta asked Mrs. Gibson about the setbacks of the accessory structure. Mrs. Gibson answered that the proposed accessory structure complies with the current code's standards.

Vice-Chair Pozzetta spoke of the preferable usage of removed siding and suggested it be "in tuned" within the original structure and that new siding be used on a new addition; this, for the sake of salvaging that specific original siding and limiting any impact to the original structure, in case the addition is ever removed in the future. Member Kosack agreed with this sentiment and added that there should be some markings that distinguish the addition from the original structure.

Mark Akins, 1414 Highland Drive, Rice Architect, assured the Board that they would provide guidance during the construction of the addition and that these comments would be noted.

Vice-Chair Pozzetta complimented Mr. Akins on this design of the accessory structure.

Member Byrnes asked how much of the existing wall will remain. Mr. Akins answered that there will only be two penetrations into the existing wall for doorways.

Public Hearing was opened and closed with no members of the public wishing to speak at this time.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Pozzetta, to approve HDC case 2024-0028 as presented; AND that the HDC made the following findings of fact and conclusions of law part of the record: that the HDC case 2024-0028, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior 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, and being all ayes, carried.

At this point, Member Psulkowski returned to the dais as a voting member.

Chair Filkoff decided to move Board Business item 5.4 up for discussion. She asked Mr. Poole to clarify the voting structure and minimum quorum needed if the total voting members would increase from 5 to 7. Mr. Poole clarified that the quorum required a majority voting number. With its current format of 5, a quorum now requires 3 voting members to be present; with a new number of 7, it would require 4 voting members. As for votes needed in cases of Variances, he noted that the City Commission would need to review and approve a change to the LDC.

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Member Pozzetta asked Chair Filkoff for the reasoning behind bringing this potential change. Chair Filkoff explained that she was made aware that the PAB already made this change years ago, and numerous recent changes to HDC member roster caused some members to be flip-flopped between a voting member seat and alternate member seat because of unfortunate bureaucracy. Most members felt that this change would complicate the Variance process.

4.2 HDC 2024-0026 CITY OF FERNANDINA BEACH, CENTRE STREET "DOWNTOWN STREETSCAPE".

FINAL Certificate of Approval (COA) for "Downtown Streetscape" with review to include materials and landscaping for Centre Street update. *(Quasi-Judicial)*

Presentation from Consultant with Kimley-Horn, Matthew Journey

Matt Journey, Consultant with Kimley-Horn, shared a presentation and the objectives of this design project: create a more coherent design and consistent theme, protect and enhance trees, create a safer pedestrian experience and increase ADA, and maintain the historic theme.

Chair Filkoff asked about the types of trees being planted, Drake Elms and Palm trees were mentioned. She also inquired about reusing bricks that are removed from the crosswalks and the granite curbs, Jeremiah Glisson, Deputy City Manager, spoke more about the bricks in the crosswalks.

Vice-Chair Pozzetta inquired about the choice of the proposed Drake Elm trees. Mr. Journey answered that this type of tree provides great shade and is ideal for downtown areas. Member Kosack shared more information about the Drake Elm and as a landscaper suggested usage of native trees.

Member Gass asked the Board if they would consider moving the historic bricks out of the Downtown crosswalks to avoid further damage by traffic and construction. Board members shared their appreciation for the desire to save bricks but agreed that the historic bricks provide character and should remain in their original place.

Members discussed further plans regarding removal and replacement of brick walls, and removal and repointing of bricks for 2nd, 3rd, and 4th Street.

Vice-Chair Pozzetta shared his appreciation for making the hex pavers more cohesive and covering both sides of the street for the entire block from 4th Street to 5th Street.

Member Byrnes asked if there would be a net gain of parking spaces. Mr. Journey answered that Centre Street would lose parking spaces, but adding spaces to the side street will make up for that loss.

Member Psulkowski asked for measurement of lost seat walls, and how much space would be between the tree planters and the buildings. Mr. Journey answered that it is around five feet.

Vice-Chair Pozzetta asked about 20 planned bike racks. Mr. Journey answered that there are planned to be two bike racks per block. He then asked if the Board would be able to look at the different color options for concrete and asked about the consistency of the color between pours.

Member Byrnes asked if there will be an additional ADA compliant parking space in place of the one removed at Centre and 8th. Mr. Journey answered that the space is now added to the street.

The Board asked about the cost of this project. Mr. Glisson answered that the total budget will be between \$10-15 Million. He added that there is approximately \$1M in the budget for it right now, but that they don't want to begin this project until they have more funds secured to ensure this project will unfold consistently to completeness. He then emphasized that what drives this project is the underground electrical needs, not the concrete and not the trees.

Chair Filkoff asked if there would be a gain of ADA-accessible parking spots. Mr. Journey answered in the affirmative.

Public Hearing was opened and closed with no members of the public wishing to speak at this time.

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Member Kosack shared that she was uneasy about possibly not having all of the information for this project, specifically regarding the elevations. Mr. Journey shared that the proposed designs are going to remain almost the same as they are now. Mr. Glisson reiterated that the elevation of many of the design elements will remain the same.

Member Psulkowski shared that his main concern would be a loss of wall seating space.

ACTION TAKEN: A motion was made by Member Gass, seconded by Member Kosack, to approve HDC case 2024-0026 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2024-0026, as presented, is substantially compliant with the Comprehensive Plan, the Land Development Code, the Secretary of Interior Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

5. BOARD BUSINESS

5.1 Sidewalk Medallions - *Lisa Finkelstein will present ideas for sidewalk medallions.*

Lisa Finkelstein, Downtown Manager, presented the idea of incorporating medallions throughout the 8 blocks of Centre Street sidewalks that contain facts about the history of Fernandina Beach and asked for the Board's feedback. She noted that medallions could depict different designs.

Member Kosack asked how many medallions would be proposed. Mrs. Finkelstein said that it would be at the Board's discretion. Member Byrnes shared that she would prefer variations in design instead of repeating the same design.

Member Psulkowski asked if they could be made any larger. Mrs. Finkelstein answered that they could be customized in several different sizes and shapes.

5.2 History of Approval Process for Required Railroad Fencing on Front Street

Board Members discussed their recollection of the history of the approval for the fence from Ash Street to Centre Street and the consecutive changes in design.

Chair Filkoff mentioned that at the City Commission's direction, an ad hoc committee representing the CRA, Marina Advisory Board, and Historic District Council, and the engineering firm Passero, should be formed to provide an assessment of what is needed in those areas that overlap. This committee would also help with recommendations to maintain consistency in upcoming projects impacting the waterfront area.

Jacob Platt, Project Coordinator, spoke about the proposed plan to extend this fence to Broome Street for continuity.

The Board discussed other fences in the CRA and Historic District and the lack of consistency in the design.

Member Gass shared the idea of installing hedges near the fences to conceal them, but Mr. Platt responded that there is no room for landscaping around the fence near Alachua and Broome on either side.

Chair Filkoff suggested approving the black metal and do the columns after the Board has time to research other designs. Mr. Platt suggested that the City seeks a cost estimate for the winged wall on Centre Street, to update and improve the existing fence columns with the design that was originally approved by HDC. It was clarified that the updates would only be at each intersection.

5.3 Old Town Road Preference Survey Update and Next Steps

Mrs. Gibson shared that an updated Survey Results flier has been mailed out to all of Old Town residents. She

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summarized information about the results to the Board.

As a resident of Old Town, Member Gass shared her thoughts about the survey results.

Jeremiah Glisson, Deputy City Manager, provided insight into the different challenges of Old Town roads.

At this time, Mr. Poole departed.

5.4 LDC Amendment to Section 9.03.00 - Establishing the Historic District Council Membership to seven (7) Voting Members and eliminating the Alternate Status.

This request was added by Chair Filkoff.

This item was moved up and heard after Item 4.1.

Chair Filkoff shared her thoughts about the idea of making all Board Members voting members.

Vice-Chair Pozzetta asked if modifying the number of voting members would alter the number of members needed for a quorum, a variance, or a vote.

Harrison Poole, City Attorney Pro Tem, shared that the City Commission would make some of the conditions, but that it would change the number of members needed for a quorum to be 4 instead of 3.

Vice-Chair Pozzetta asked Chair Filkoff what her reasoning was for bringing this idea up. Chair Filkoff answered that she believed it was not fair for the Alternate Members, since they are required to be part of the meeting but aren't able to vote on everything.

The Board discussed the process of changing the member status with Mr. Poole and weighed up the outcomes. The Board decided to stay as-is and continue having Alternate Members.

At this time the Board returned HDC 2024-0026.

5.5 Follow Up discussions and updates

Staff Review and issuance of Certificate of Approval (COA) regarding Fences. Chair Filkoff suggested moving this item to be discussed at the Workshop on February 26, 2025.

Peck Center application to the National Registry of Historic Places. Chair Filkoff provided some background information about this project.

Mia Sadler, Planner I, shared that she has been researching and gathering information about the Peck Center's National Registration. She shared that she will be reviewing the material that has been gathered so far and continuing the process to get this submitted to the National Registry of Historic Places as soon as possible.

Recognition of the residence of Dr. William H. Peck (Peck High School founder) located at S.E. corner of Cedar and S. 9th Street. Chair Filkoff brought up the idea of placing a historic marker at the residence of Dr. Peck and asked Ms. Sadler will look into options and processes for recognition.

5.6 Update on Port Activities

Board update to be provided by Member Kosack

Member Kosack explained the issue that the Port erected a 22,000 sqft tent and deviated from the approved location, which created an encroachment into the 30-foot Historic District buffer. The Port is seeking relief from the City's regulations. She also noted that although it was approved by OHPA, no building permit or COA were ever issued for that project. She then shared where the legal proceedings stand and that a meeting is set on February 26, 2025, to discuss the next step.

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She then shared that the Port is selling two lots that were supposed to be deed-restricted to only allow three lots on each parcel. However, these deed restrictions were never recorded, so these 2 lots have a potential to be split to create a total of 12 lots.

5.7 Annual Election of Chair and Vice-Chair

Vice-Chair Pozzetta nominated Chair Filkoff as Chair.

Chair Filkoff nominated Vice-Chair Pozzetta as Vice-Chair.

Chair Filkoff asked Board Members if they agreed with these nominations, all members answered by ayes and nays, being all ayes, carried.

6. STAFF REPORT

6.1 Staff Certificates of Approval (COA) for January 2025

6.2 Fernandina Beach Shrimping Industry Market Study Roundtable
City Hall Chambers - Monday February 24, 2025, 10:00 am to 12:00
m *Coordinated by the Northeast Florida Regional Council*

6.3 Bosque Bello Cemetery National Register Nomination - Next Steps

Mrs. Gibson shared that the Amelia Island Restoration Foundation received a grant to move forward with the Bosque Bello Cemetery National Register nomination, which is due in June 2025, and that she would continue to share updates as they make progress. The firm that was selected is Terracon Consultants Inc., from Jacksonville, FL.

6.4 Fernandina Beach Hands-on Window Preservation Workshop - By Austin Historical
Tentative Schedule - May 2025 at the City Hall Chambers or Alternate Site

Mrs. Gibson shared that the tentative date for the 8-hour workshop is Friday, May 16, 2025, which will include educational and hands-on components.

Chair Filkoff asked for an update on the Church project which was set to remove a number of windows. Mrs. Gibson confirmed that a General Building permit and a COA were issued for the project.

Member Kosack shared her opinions of the many challenges of window replacement review and suggested the idea of discussing the responsibility of large-scale window project approval at the upcoming HDC Workshop. Member Psulkowski added that the Window Survey is very vague and may need to be revised.

Chair Filkoff asked Members to prepare notes for items in the Guidelines that they would want to be codified.

Ms. Sadler shared that she discovered a void in the community for architectural salvage and asked if there would be interest in forming some type of coalition to discuss this possibility. Board Members were very interested in discussing this at a future meeting.

7. PUBLIC COMMENT

No members of the public wished to speak at this time.

8. ADJOURNMENT 7:47 PM

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Bulkowski Dylan Robert</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>HDC</i>	
MAILING ADDRESS <i>710 Beech St</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Fernandina Beach</i>	COUNTY <i>Nassau</i>	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>2/17/25</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTEE	

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)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

Dylan Bulhowski, hereby disclose that on February 19th, 20 25:

(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.

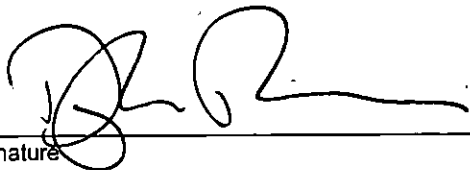
(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Have Worked with the owners of 282 S 7th and
have Financial ties to Project/Design

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.

2/17/25

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.



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0001
March 20, 2025

Owner/Applicant:	Lauren Kelly, Moser Design Group, agent for Old Town Properties LLC
Property Address:	Lot 7, Block 5 San Fernando Street
Parcel ID #	00-00-31-1580-0005-0070
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	Original structure: NA00695
Year Built:	Original structure: 1910
Contributing Status:	N/A
Requested action:	FINAL Certificate of Approval (COA) to construct an addition to the rear of historic cottage that was recently relocated onto the property. (<i>Quasi-Judicial</i>)

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

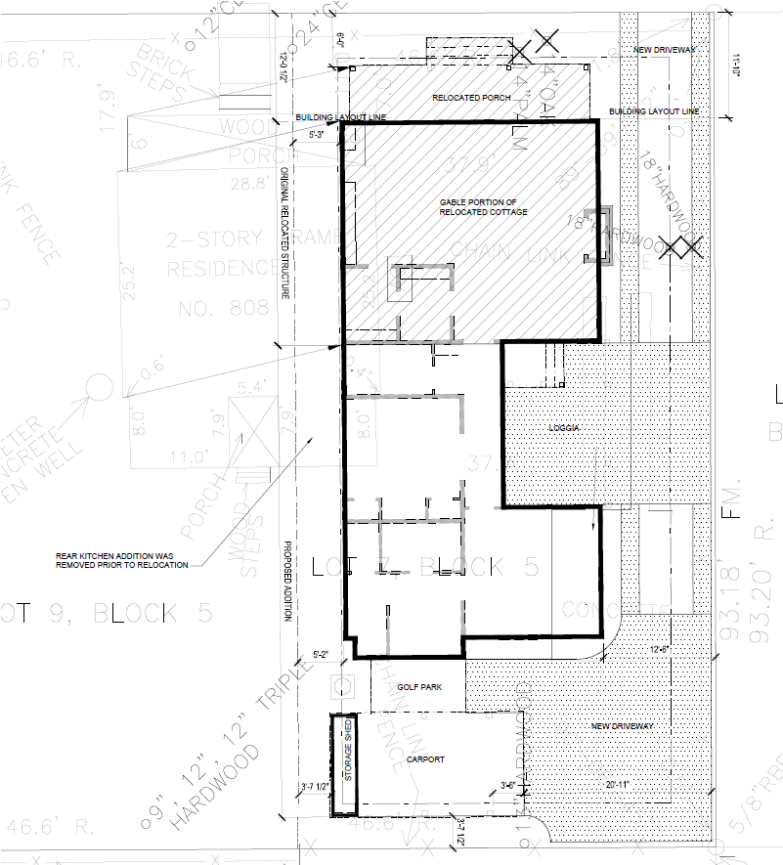
The applicant is requesting **Final** Approval to construct an addition to the rear of a historic cottage that was recently relocated to the property listed on the application. The goal is to minimize the visual impact of the addition from the street and retain the prominence of the main historic structure, while creating a rear wing to the structure that provides additional programmatic needs and creates internal outdoor space. There would also be a rear detached carport accessed via a breezeway.

Design Vision Statement:

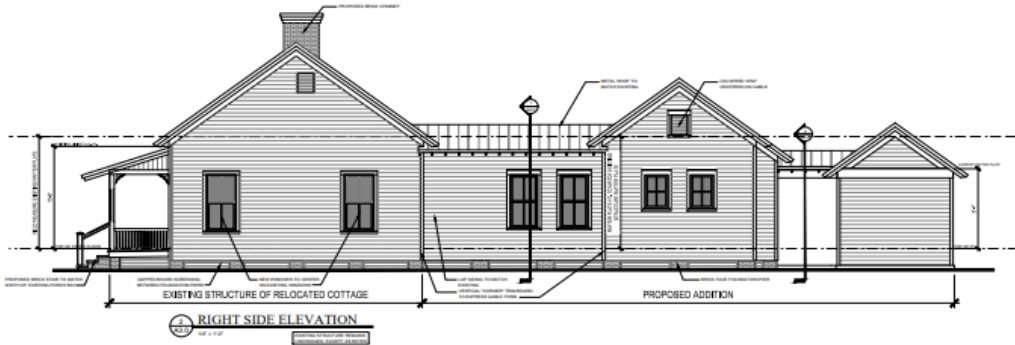
The addition design is sympathetic to the original historic structure, maintaining original materials, roof pitches and design elements. A trim board is used on the right elevation to delineate between the existing structure and new addition; roof forms do this as well. The roof overhang, trim and other exterior details are in keeping with the original historic structure and thus blend in seamlessly to the surrounding context.

2024-0021 Case reference for relocation located in Exhibit 2

Proposed Site Plan:



Right Side Elevation:



Lift Side Elevation:



APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

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

[OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES](#)

[SECRETRY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	Match existing: PT wood lap siding	Match existing. Light blue, similar to Valspar 5004-5A
Doors	Marvin Elevate, FL4809-R20	Match existing. Ebony
Windows	Marivn Elevate, FL5545-R8	Match existing. Ebony
Roofing	5v crimp metal	Match existing
Fascia/Trim	PT wood or smooth Hardie	Match existing
Foundation	Field built, concrete masonry unit with brick facing pier with gapped board screening between piers	Match existing
Shutters	N/A	
Porch/Deck	Field built, pt wood	Match existing front porch
Fencing	N/A	N/A
Driveways/ Sidewalks	Crushed shell	N/A
Signage	N/A	N/A
Lattice	N/A	N/A

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in OT-1 Zoning District.
- **Lot Density** – Meets the requirement to remain under the 45% lot coverage maximum.
- **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 location of AC equipment as consistent with dimensional standards.
- **Visibility Corridors** – The proposed siting of the home meets the required 5’ minimum visibility corridor setbacks on all sides.
- **Encroachments** – The front steps encroach into the front yard visibility corridor (setback) as permissible, per LDC 4.02.03(A)3.
- **Parking** – Driveway to be accessed from San Fernando Street. The driveway material is crushed shell.
- **Orientation** – All primary structures are required to front the street. The proposed primary structure is sited to front San Fernando, which is appropriate.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in Old Town.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The maximum height of the structure is approximately 23’9”, which is under the maximum allowable. The living ceiling height is located 10’8” from the top of the finished floor.
- **Materials** – The project features materials that replicate the material used on the original structure. The home features lap siding, metal roof, and brick elements for the porch steps and chimney.
- **Foundation** – The project will be constructed on an elevated foundation. Piers detailing will be in brick.
- **Windows** – Windows are to match the existing windows. They will be double hung, Marvin Elevate Egress. These windows are on the list of approved windows. A window schedule can be found on sheet A2.0.
- **Doors** – A mahogany swing door will be used for the entrance. 12 doors made of solid core will be used on the interior. A door schedule can be found on sheet A2.0.
- **Accessory structure** – A carport, shed, and golfcart storage area will be constructed in the rear of the property containing 247’3” SQFT. It will match the principal structure in materials.

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 ☐

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines.

Staff recommendation:

FINAL APPROVAL of HDC 2025-0001

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0001 **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 2025-0001, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

- | | |
|------------------|---------------------------------|
| EXHIBIT 1 | Application Materials |
| EXHIBIT 2 | 2024-0021 Case |
| EXHIBIT 3 | Florida Master Site File |

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15521

Date Submitted: 2/6/2025

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

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

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure – Non-Contributing \$1,500

☐ Demolition of a Primary Structure – Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

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

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

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.

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

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

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

☐ 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 elevations & plans;

☐ Photographs;

☐ Any additional backup materials, as necessary;

☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;

☐ For window replacement, a Window Survey must be completed.

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

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: Final▼

See [Certificate of Approval Matrix](#) for details

Previously Approved Case #

HDC YYYY-##

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

Yes

What was the date of your pre-application meeting?*

1/28/2025

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District*

Old Town

Site Address*

Lot 7, Block 5 San Fernando Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1580-0005-0070

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

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Old Town

Last Name*

Properties LLC

Mailing Address*

112 North Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-753-3158

E-mail Address*

captwhk@comcast.net

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*

Lauren

Last Name*

Kelly

Company (if applicable)

MK Design Group

Street Address

17 Market #2

City

Beaufort

State

SC

Zip

29906

Telephone Number

843-379-5630

E-mail Address

lauren@mkdga.com

Project Description*

This is an addition onto the rear of an historic cottage that was recently relocated. The goal was to minimize the visual impact of the addition from the street, retain the prominence of the main historic form, while providing a rear wing that created additional programmatic needs and created internal outdoor space.

A rear carport attached via a golf cart carport.

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

Design Vision Statement*

The addition design is sympathetic to the original historic structure, maintaining original materials, roof pitches and design elements. A trim board is used on the right elevation to delineate between the existing structure and new addition; roof forms do this as well. The roof overhang, trim and other exterior details are in keeping with the original historic structure and thus blend in seamlessly to the surrounding context.

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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?

6. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS
List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
	PT Wood Lap Siding to match existing	match existing
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
Marvin Elevate	FL4809-R20	Ebony, to match existing
	Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

Manufacturer	Product Description	Color
Marvin Elevate	FL5545-R8	Ebony, to match existing
	Include FL Product Approval # for Windows and Doors	(Name/Number)

ROOFING

Manufacturer	Product Description	Color
5v crimp metal		match existing
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
pt wood or smooth hardie	match existing	match existing
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
field built	brick	match existing
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
n/a		
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
field built	pt wood	match existing front porch
		(Name/Number)

FENCING

Manufacturer

n/a

Product Description**Color**

(Name/Number)

DRIVEWAYS/SIDEWALKS**Manufacturer**

crushed shell

Product Description**Color**

(Name/Number)

SIGNAGE**Manufacturer**

n/a

Product Description**Color**

(Name/Number)

OTHER**Manufacturer****Product Description****Color**

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1

Survey.pdf

Upload 2

Property Deed.pdf

Upload 3

existing house photos.pdf

Upload 4Kavanaugh Cottage HDC
Review 02.06.25.pdf**Upload 5**[Choose File](#) No file selected**Upload 6**[Choose File](#) No file selected**Upload 7**[Choose File](#) No file selected**Upload 8**[Choose File](#) No file selected**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*

Lauren

Applicant Last Name*

Kelly

Today's Date*

2/6/2025



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

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

TERMS OF PURCHASE AND USE:

These terms and conditions are between the purchaser (referred to herein as "Purchaser") of a one time license to use these plans (referred to herein as "Plans") and Moser Design Group, Inc (referred to herein as "Moser"). The Purchaser of the one time license of these Plans acknowledges and agrees that it has read, accepts, and will comply with the following terms and conditions.

In consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

1. General Notes.
- a. Moser grants the Purchaser a limited license to use these copyrighted Plans for the construction of no more than one home or dwelling unit.
- b. Purchaser may change or modify the Plans, thereby creating a derivative work of the Plans. However, Moser retains full right and title to any such derivative work. Additionally, Purchaser accepts full and complete liability for the accuracy and overall integrity of any derivative works created from the Plans.
- c. Purchaser may loan the Plans to associates and subcontractors for their use in assisting Purchaser with construction of the one dwelling allowed herein. However, Purchaser may not otherwise transfer or sell the Plans or any derivative works of the Plans, or any reproductions or rights thereto.
- d. Purchaser's purchase of the one time license of these Plans does not transfer any right, title, or interest in the Plans or the copyright therein to Purchaser except as specifically set forth in this agreement. Furthermore, Purchaser acknowledges that Moser will be greatly damaged should Purchaser breach the terms of this agreement.
- e. At the time the Plans were prepared, every effort was made to ensure that these Plans and specifications meet nationally recognized codes. The Plans conform to most national building codes. Because building codes vary from area to area, however, some drawing modifications and/or the assistance of a registered design professional may be necessary to comply with your local codes or to accommodate specific building site conditions. We advise you to consult with your local building official for information regarding codes governing your area. Heating, air conditioning and electrical layouts are not included. Consult a local mechanical and electrical contractor for systems suitable for your local conditions.

2.Disclaimer. PURCHASER ASSUMES ALL RESPONSIBILITY AND RISK FOR THE USE OF THE PLANS. THE PLANS ARE PROVIDED ON AN "AS IS" BASIS. MOSER MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE USE OF THE PLANS TO CONSTRUCT A HOME OR OTHER STRUCTURE. TO THE FULL EXTENT PERMISSIBLE BY APPLICABLE LAW, MOSER DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OR OTHER PROPRIETARY RIGHTS. MOSER WILL NOT BE LIABLE FOR ANY DAMAGES OF ANY KIND ARISING FROM THE USE OF THESE PLANS, INCLUDING, BUT NOT LIMITED TO DIRECT, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, CONSEQUENTIAL DAMAGES OR DAMAGES RESULTING FROM PERSONAL INJURY OR LOSS OF PROPERTY ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OF THESE PLANS, OR THE INABILITY TO USE THESE PLANS, OR ANY PORTION THEREOF, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF MOSER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

3.Release and Indemnification. Purchaser hereby releases Moser for any damages, liabilities or claims based upon Purchaser's use of these Plans. Purchaser agrees to defend, indemnify and hold harmless Moser for any damages, liabilities or claims, including reasonable attorneys' fees, arising out of or based upon Purchaser's use of these Plans.

4.Copyrights. These Plans are protected by United States copyright law (Title 17, United States Code) and various international agreements (referred to herein as "Copyright Laws"). Moser grants to the Purchaser of these Plans a limited license to use the Plans for the sole purpose of constructing one (1) home, including the right to modify the Plans as deemed necessary or desired by the Purchaser or its representatives in connection with the construction of the one (1) home. Any modifications to the Plans constitute a derivative work under the Copyright Laws. The Copyright Laws prohibit any use of these Plans, any derivative works based upon these Plans, or any portion of the foregoing, to construct any home or other structure beyond the one-time use authorized herein, or any duplication, display, publication, sale, lease or distribution of these Plans, any derivative works based upon these Plans, or any portion of the foregoing, without the prior written consent of Moser. Purchaser acknowledges and agrees that all rights, title and interest in the Plans, any derivative works based on the Plans, and the copyrights therein, are owned by Moser. All rights reserved.

5.Scope of Plans and Professional Assistance. These Plans provide ideas and concepts and are not intended to be complete in all respects and details. For example, the Plans do not specify or cover many requirements necessary to construct a home or other structure, including electrical, plumbing, and heating ventilating and air conditioning specifications and schematics, as well as construction related requirements such as nailing, gluing, caulking, insulating, flashing, roofing, weatherproofing and many other items and details. The Plans should be reviewed by a licensed architect, builder and/or engineer prior to the start of construction. It is the Purchaser's responsibility to provide or obtain standard construction detailing and practices, which will provide a structurally sound and weatherproof finished home. The Purchaser or its licensed construction representatives shall resolve any discrepancies or problems perceived prior to starting construction. Any use of these Plans, or modifications thereto, by the Purchaser or the Purchaser's licensed construction representatives is performed at their own risk.

6.Local Building Requirements. Building codes, zoning requirements, ordinances, building regulations and construction standards may vary because of the differences in geography and climate. Each state, county and municipality has its own building codes, zoning requirements, ordinances, building regulations and construction standards, as well as requirements regarding snow loads, energy codes, soil and seismic conditions and a wide range of other matters (referred to herein as "Local Requirements"). The Plans may need to be modified to comply with the Local Requirements applicable to the Purchaser's building site. It is the Purchaser's responsibility to consult with the proper constuction professionals to ascertain if the Plans comply with these Local Requirements governing the Purchaser's building site, and, if necessary, to make any modifications or verifications to the Plans as required to comply with these Local Requirements.

7.Additional Plans and Specifications Required. These Plans do not include any plumbing, heating or air conditioning specifications or plans due to the wide variety of Local Requirements and climatic conditions that may be applicable. A licensed electrical engineer, mechanical engineer and/or builder should provide such specifications or plans, as may be required for permits and construction. The foundation plan and associated details contained in the Plans are provided as a basic guide for a typical spread footing and crawl space and conventional wood framed system. It is the Purchaser's responsibility to have a licensed architect, builder or licensed engineer review these Plans and, if deemed necessary, provide a site-specific foundation design. It is also the Purchaser's responsibility to check, or have a licensed architect, builder or engineer check, all plan dimensions and details for overall accuracy appropriate to the site and final selection of masonry, floor joists, lumber, structural members, veneer, roofing, etc., all of which may require modifications to the Plans to revise the dimensions and details. Varying Local Requirements, foundation requirements and the addition of electrical and mechanical plans may also change details of these Plans and/or require modifications to the Plans.

8.Construction Materials and Installation. Names of articles, components, material, equipment and manufacturers shown on these Plans do not represent any endorsement or recommendation by Moser. The final selection of the articles, components, material, equipment and manufacturers to be used is the responsibility of the Purchaser, as is the proper installation of such items. Moser has no control over, or responsibility for, the selection, installation, or use of such items. It is the Purchaser's responsibility to assure that all manufactured articles, components, material, and equipment to be used in the construction of a home or structure based upon the Plans are of good quality and are applied, installed, connected, erected, used, cleaned, adjusted, operated and conditioned properly and as directed by the manufacturers of such items. The use of a different articles, components, material, and equipment may change details of the Plans and/or require modifications to the Plans.

- 9.General.
- (a)Moser reserves the right to make changes to its Plans from time to time. Therefore, Moser does not warrant that the Plans will match any marketing, website or catalog images that the Purchaser may have reviewed and/or consulted prior to ordering the Plans.
- (b)Purchaser agrees that joint ventures, partnership, employment or agency relationship exists between Purchaser and Moser as a result of these terms and conditions or Purchaser's use of these Plans.
- (c)Moser's performance of these terms and conditions is subject to existing laws and legal process and nothing contained in these terms and conditions is in derogation of Moser's right to comply with law enforcement requests or requirements relating to Purchaser's use of these Plans or information provided to or gathered by Moser with respect to such use.
- (d)These terms and conditions constitute the entire agreement between Purchaser and Moser with respect to the Plans. These terms and conditions supersede all prior or contemporaneous communications and proposals, whether electronic, oral or written, between Purchaser and Moser with respect to the Plans. No modification of these terms and conditions shall be effective unless it is authored by Moser, or unless it is physically signed by Moser. Any alleged waiver of any breach of these terms and conditions shall not be deemed to be a waiver of any future breach. A printed version of these terms and conditions and/or of any notice given by Moser in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to these terms and conditions or Purchaser's use of the Plans to the same extent and subject to the same conditions as other business documents and records originally generated and maintained by Moser in printed form.

- 10.Controlling Law.
- (a)Purchaser agrees that these terms and conditions and its use of the Plans are governed by the laws of the State of South Carolina, USA. Purchaser hereby consents to the exclusive jurisdiction and venue of the courts, tribunals, agencies and other dispute resolution organizations in Beaufort, South Carolina, USA in all disputes (a) arising out of, relating to, or concerning the Plans and/or these terms and conditions and/or these Plans, and/or these terms and conditions are an issue or a material fact, or (c) in which the Plans and/or these terms and conditions is referenced in a paper filed in a court, tribunal, agency or other dispute resolution organization.
- (b)Use of the Plans is unauthorized in any jurisdiction that does not give full effect to all provisions of these terms and conditions, including without limitation this paragraph and the warranty disclaimers and liability exclusions above. Moser has endeavored to comply with all legal requirements known to it in creating and distributing these Plans, but makes no representation that the Plans are appropriate or available for use in any particular jurisdiction. Use of the Plans is unauthorized in any jurisdiction where all or any portion of the Plans may violate any legal requirements and Purchaser agrees not to use the Plans in any such jurisdiction. Purchaser is responsible for compliance with applicable laws. Any use in contravention of this provision or any provision of these terms and conditions is at Purchaser's own risk and, if any part of these terms and conditions is invalid or unenforceable under applicable law, the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of these terms and conditions shall govern such use.

- 11.DISPUTE RESOLUTION.
- (a) WITH THE PRIOR AGREEMENT OF MOSER, ANY CLAIM, DISPUTE OR CONTROVERSY ARISING OUT OF, RELATING TO OR CONCERNING THE PLANS AND/OR THESE TERMS AND CONDITIONS SHALL BE DECIDED BY BINDING ARBITRATION IN ACCORDANCE WITH THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION AND ANY SUCH ARBITRATION PROCEEDINGS SHALL BE BROUGHT AND HELD IN BEAUFORT, SOUTH CAROLINA, USA. THE DECISIONS OF THE ARBITRATORS SHALL BE BINDING AND CONCLUSIVE UPON ALL PARTIES INVOLVED AND JUDGMENT UPON ANY AWARD OF THE ARBITRATORS MAY BE ENTERED BY ANY COURT HAVING COMPETENT JURISDICTION. THIS PROVISION SHALL BE SPECIFICALLY ENFORCEABLE IN ANY COURT OF COMPETENT JURISDICTION.
- (b) ALTERNATIVELY, IF ARBITRATION CLAUSE IS DEEMED INVALID, PURCHASERS HEREBY CONSENTS TO EXCLUSIVE JURISDICTION AND VENUE IN SOUTH CAROLINA.

- GENERAL NOTES
1. Do not scale drawings. Use only dimensions shown on drawings. The purchaser or the purchaser's licensed construction representatives shall verify all dimensions and conditions at jobsite.
2. Larger scale drawings supersede smaller scale drawings.
3. Coordinate location of utility meters on the site plan to keep them from public view and to minimize visual impact from any area of the site. Hold meters as low as possible to allow more effective screening.
4. Use materials appropriate to the application for maximum life and optimum appearance.



Charlie's Cottage

BLOCK 5, LOT 7, SAN FERNANDO STREET,
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING INDEX

G1.0	COVER SHEET / GENERAL INFORMATION
S1.0	FOUNDATION PLAN
S1.1	FRAMING PLANS
A2.0	FLOOR PLANS
A2.1	ROOF PLAN
A3.0	ELEVATIONS
A4.0	BUILDING SECTIONS
A4.1	WALL SECTIONS
A5.0	INTERIOR DETAILS
E1.0	ELECTRICAL PLANS

NOTE:
CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS.
CONTRACTOR TO VERIFY VENTILATION AND WATER-PROOFING DETAILS.
CONTRACTOR TO VERIFY CONNECTIONS BETWEEN HOUSE AND FOUNDATION, VERIFY CONNECTIONS MEET ALL APPLICABLE CODES, AND LOADS IMPOSED.

SYMBOLS AND ABBREVIATIONS

	DRAWING NUMBER	ABV	ABOVE	INT	INTERIOR
	SHEET NUMBER	AFF	ABOVE FINISHED FLOOR	IN	INCHES
		ASF	ABOVE SUBFLOOR	JST	JOIST
	DETAIL NUMBER	ADJ	ADJ	MIN	MINIMUM
	SHEET NUMBER	@	AT	MAX	MAXIMUM
		BFE	BASE FLOOD ELEVATION	NIC	NOT IN CONTRACT
		CONT	CONTINUOUS	OPN'G	OPENING
		CNTR	CENTER	OC	ON CENTER
	INTERIOR ELEVATION NUMBER	CONST	CONSTRUCTION	PSI	POUNDS PER SQUARE INCH
	SHEET NUMBER	CMU	CONCRETE MASONRY UNIT	PSF	POUNDS PER SQUARE FOOT
		CONC	CONCRETE	PT	PRESSURE TREATED
	DIRECTION OF RISING SLOPE	DIA	DIAMETER	PNT	PAINT
	ROOF PITCH	DBL	COUBLE	R	RISER

PRE-ENGINEERED: REFERS TO ANY ELEMENT THAT IS TO BE ENGINEERED BY A LICENSED PROFESSIONAL ENGINEERED FAMILIAR WITH THE SITE AND PROJECT PRIOR TO CONSTRUCTION.



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INFO@MKDGA.COM
(843) 946-0630

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REVISIONS

CHARLIE'S COTTAGE
BLOCK 5, LOT 7, SAN FERNANDO STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

CONSTRUCTION
DOCUMENTS

DATE:

03.13.25

SHEET:

G1.0

COASTAL LAND SURVEYORS

& MAPPERS, INC.

34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-8950 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS
MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND
SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR
CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN

FLOOD ZONE X AS SHOWN ON

FEMA FLOOD INSURANCE RATE MAP, 0229G

COMMUNITY NO. 120172 PANEL NO. 0229G

DATED 8/2/17

DATE OF SURVEY: JULY 10, 2024

SCALE 1"=20'

JOB NO. 2407-02 F.B. 368

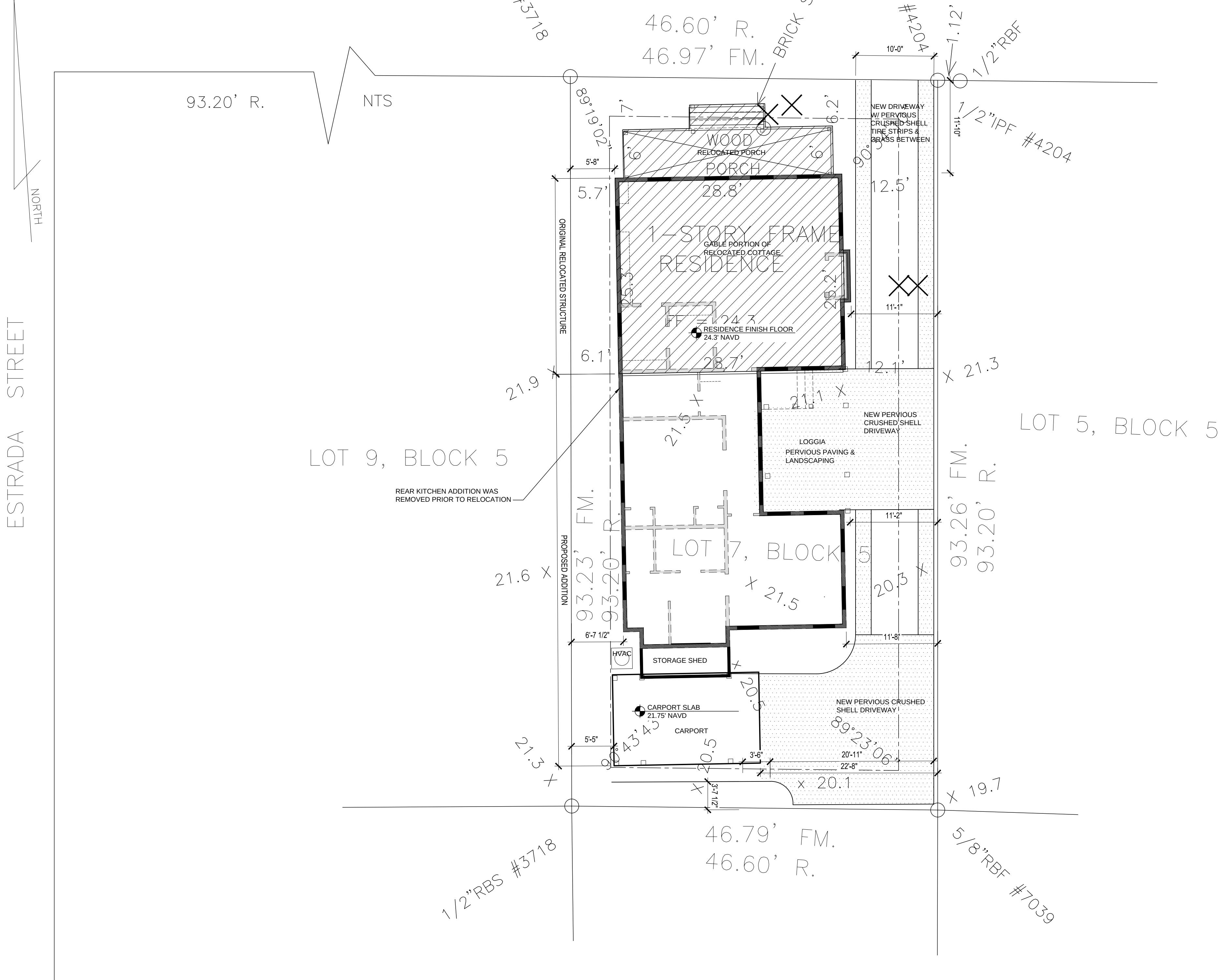
CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:
IRON PIPE FOUND - IPF
IRON PIPE SET - IPS
RE/BAR FOUND - RBF
NOT TO SCALE - NTS
BUILDING RESTRICTION LINE - BRL
CONCRETE MONUMENT FOUND - CMF
STAINLESS STEEL PIPE FOUND - SSPF
RIGHT-OF-WAY - R/W
POINT OF CURVE - PC
POINT OF TANGENCY - PT
CENTERLINE - CL
POWER LINE - P
PLAT - D
FIELD MEASURED - FM.
RECORD - R.
DEED - D.
POWER POLE - O
CONCRETE - CONC.
FENCE - F
RIGHT-OF-WAY - R/W
POINT OF REVERSE CURVE - PRC
OFFICIAL RECORDS BOOK - O.R.B.

MAP SHOWING BOUNDARY SURVEY OF
LOTS 7, 9 AND 11, BLOCK 5, OLD TOWN,

LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED
FERNANDINA), IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA,
AND KNOWN AND DESCRIBED UPON AND ACCORDING TO 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).

FOR: OLD TOWN PROPERTIES,



LOT COVERAGE DATA

LOT AREA: 4,370 SF

TOTAL LOT COVERAGE: 1,555 SF, 35%

X INDICATES TREE REMOVAL

1 SITE PLAN
G1.1 1/8" = 1'-0"



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REVISIONS

CHARLIE'S COTTAGE
BLOCK 5, LOT 7 SAN FERNANDO STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

CONSTRUCTION
DOCUMENTS

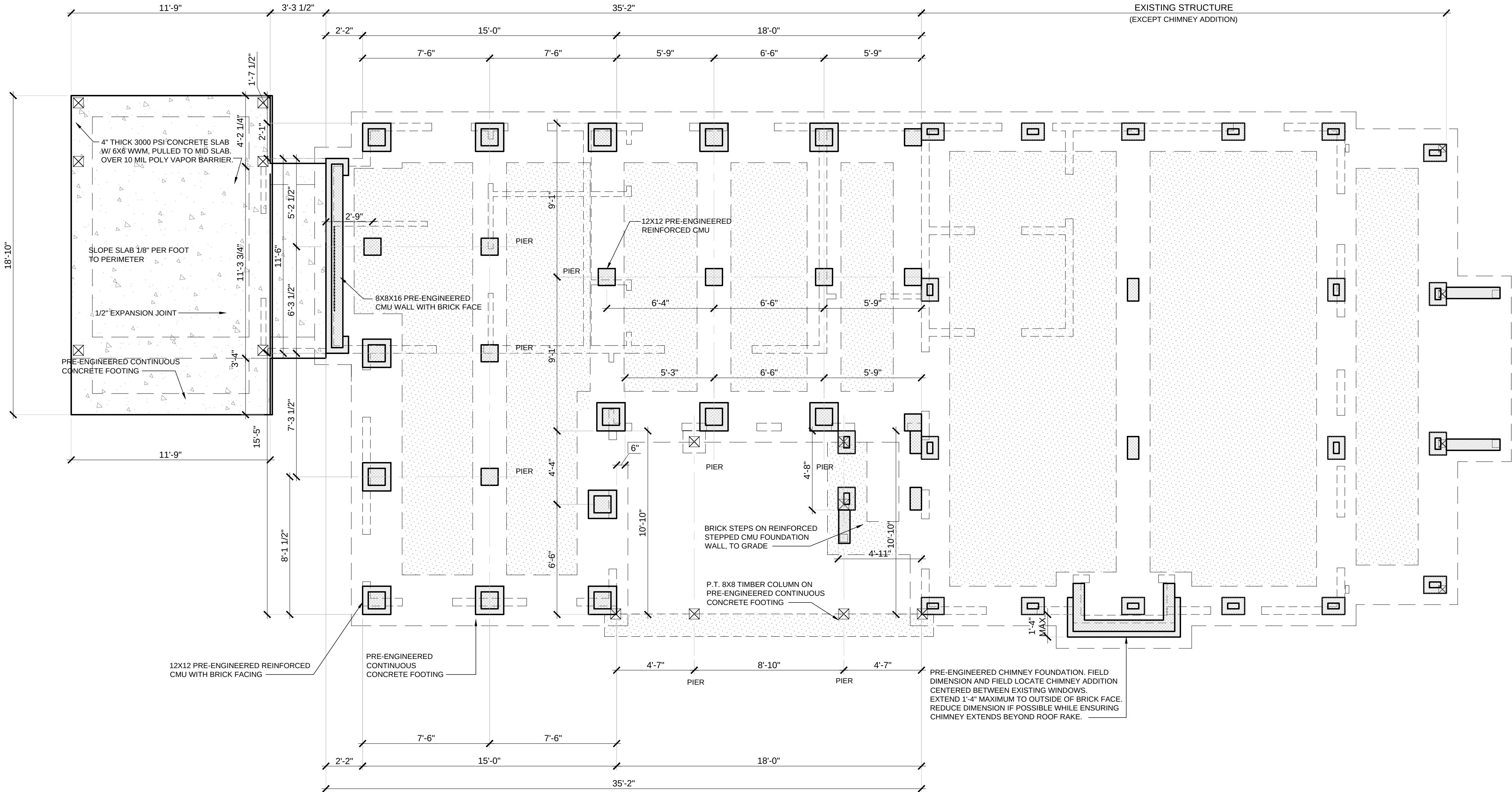
DATE:

03.13.25

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GENERAL NOTES 1. All installations shall comply with local building codes if more stringent than the following provisions. All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions & verify and/or specify all structural elements. 2. Builder or local licensed structural engineer to verify and/or specify all strapping connections meet or exceed all applicable building codes. CONCRETE 1. All concrete work shall be in accordance with A.C.I. 301, unless otherwise noted. 2. All poured in place concrete shall be rated 3000 psi at 28 days, maximum size of aggregate shall be 3/4" with a permissible slump of 4" + 1". 3. Admixtures shall not be permitted without written approval of the Engineer. 4. Formwork shall be clean and free of defects. 5. Minimum concrete cover shall be as follows; Poured on ground = 3". Formed in contact with ground = 2" MASONRY WALLS 1. Concrete masonry units for load bearing walls shall conform to ASTM C-90. All other masonry units shall conform to ASTM C-129. 2. Mortar shall conform to ASTM C-270, type "M" (2500 psi). REINFORCING STEEL 1. Reinforcing steel shall conform to the ASTM A-615, Grade 60, fabricated in accordance with the C.R.S.I. Manual and placed in accordance with the A.C.I. Manual. 2. Welded wire fabric shall conform to ASTM A-185. FOUNDATION NOTES 1. All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions as well as verify and/or specify all structural elements to be in compliance with local building codes. 2. Builder shall inspect site & excavated conditions prior to beginning foundation construction. Builder shall notify owner and/or local licensed structural engineer of any non-typical conditions concerning soils, ground water or any other issue, which may require additional or special engineering design. STRUCTURAL WOOD 1. Wood exposed to the weather or in contact with concrete or masonry shall be pressure treated. Use stainless steel or manufacturer approved anchors and fasteners for corrosion resistance. No galvanized fasteners are to be used in contact with pressure-treated members. 2. Roof framing to be engineered roof trusses, all connections, sizes and spacing to be detailed by manufacturer. Connection of the truss to building is the responsibility of builder/owner and shall be designed by others. 3. Bridging is to be provided as required by code, but not less than one center bridging for spans over 10 ft and 8 ft o.c. for spans over 16 ft. 4. Metal connectors shall conform to the latest requirement of the applicable codes. Provide and install hurricane clips throughout as per code requirements. 5. Metal exposed to the weather, including nails, flashing and drip edges, shall be galvanized, unless otherwise noted. FRAMING NOTES 1. Wood framing & blocking shall be s.y. pine, spruce, or fir, stud grade or better for 2x4's, #2 SPF or better for all other sizes. All framing & blocking lumber shall be kiln-dried to a moisture content of 19% or better. Wood blocking shall be solid & shall match the depth of the primary framing members. 2. All joists installed crown up unless noted otherwise. 3. Provide solid blocking between joists at mid-span for joists exceeding 8'-0" between supports. 4. Provide solid blocking between joists above frame walls and beams. 5. Flush framed joists shall be secured to beams/girders with properly sized metal joist hangers. 6. Where frame walls are parallel to and rest on joists - provide 2 additional joists beneath wall. 7. Where frame walls are perpendicular to or at an angle to and rest on joists, provide solid blocking between joists at 24" o.c. 8. In frame walls - provide solid blocking for all plywood sheathing edges which run perpendicular to wall studs. 9. Bird-mouth rafters to fit beams and walls as indicated on the details, tie each rafter to frame wall or beam with specified "Simpson" hurricane anchor 10. Wall Types a. Typical interior partition walls shall be 2x4 studs (3 1/2" thick) @16" o.c. unless noted b. Typical exterior walls shall be 2x6 studs (5 1/2" thick) @ 16" o.c. c. Plumbing wall to be 2x6 studs (5 1/2" thick) @ 16" o.c. d. Notch maximum 25% of Stud depth e. Bored hole maximum 40% Stud depth 11. All exterior stud walls to have 5/8" APA Exterior ply sheathing. 12. Typical header to be (3) 2x8's over doors & windows 13. Dimensions shown are to the face of stud on interior walls or face of stud on exterior walls unless noted otherwise. 14. Coordinate truss design with rough frame opening for pull down attic stair. NOTE: CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL & ENGINEERING DETAILS CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE & FOUNDATION MEET ALL APPLICABLE BUILDING CODES	CONSTRUCTION NOTE: This plan is for basic concepts. Refer to Engineer's documents for foundation, framing design, and tiedown requirements, along with details and notes for materials and methods of construction. Where discrepancies occur between this document and the Engineer's documents, the Engineer's documents shall govern. NOTE: DO NOT CONSTRUCT FOUNDATION AS SHOWN. SOIL CONDITIONS AND FLOOD ELEVATIONS VARY SIGNIFICANTLY AND FOUNDATION WORK MUST BE SUITABLE TO THE SITE SPECIFIC REQUIREMENTS. THE ACTUAL FOUNDATION REQUIREMENTS SHOULD BE DESIGNED BY OTHERS, AND, IF REQUIRED BY THE BUILDING OFFICIAL, A SCIENTIFIC SOIL INVESTIGATION MAY BE REQUIRED IN ORDER TO DETERMINE THE MOST SUITABLE FOUNDATION SYSTEM.
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LEGEND			
	INDICATES BRICK VENEER		INDICATES CONCRETE SLAB
	INDICATES CONCRETE OR CMU PIER		INDICATES FOOTING

MKDG

MK DESIGN GROUP

Architecture Town Planning

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REVISIONS:

CHARLIE'S COTTAGE

SET NOT FOR CONSTRUCTION

BLOCK 5, LOT 7 SAN FERNANDO STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

CONSTRUCTION DOCUMENTS

DATE:

03.13.25

SHEET:

S1.0

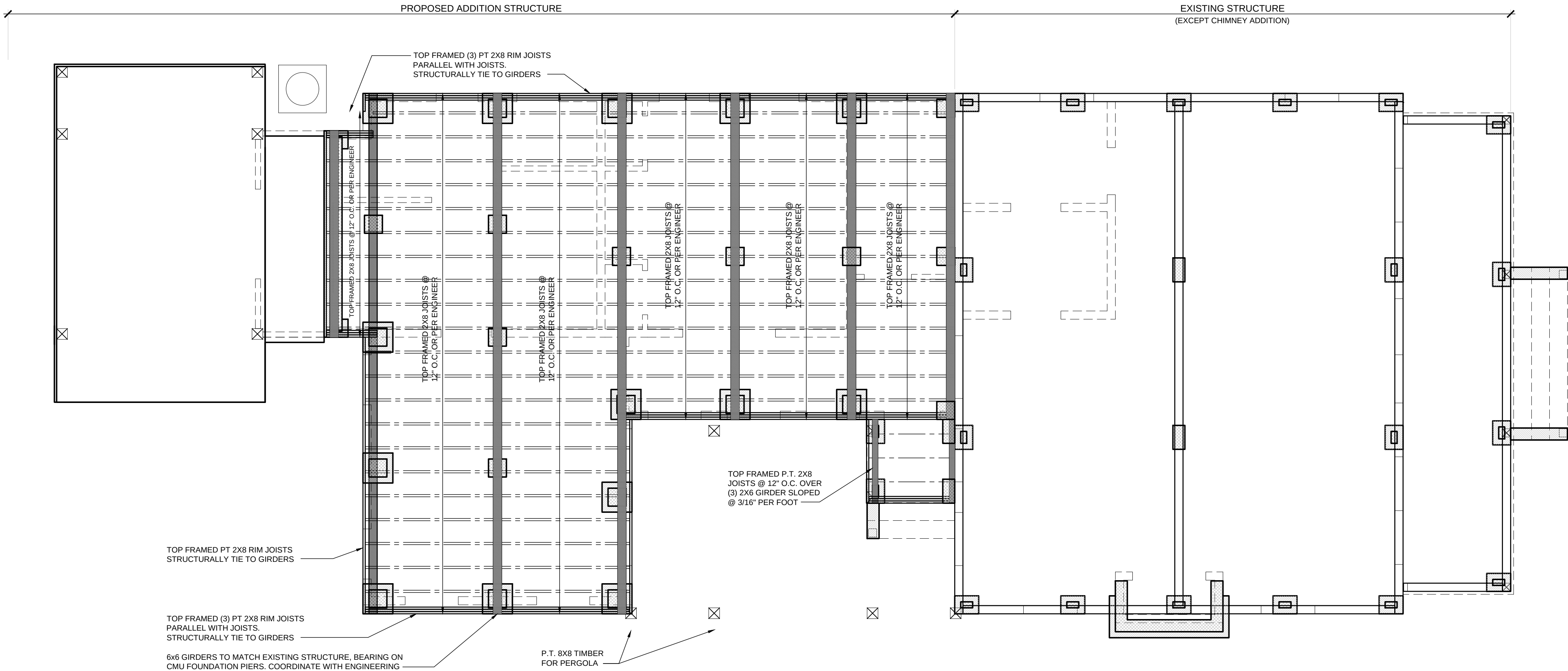
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CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS

CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE & FOUNDATION MEET ALL APPLICABLE BUILDING CODES



1 FIRST FLOOR FRAMING

1/4" = 1'-0"

0 1 2 4 8

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REVISIONS:

CHARLIE'S COTTAGE

STREET NOT FOR CONSTRUCTION

BLOCK 5, LOT 7 SAN FERNANDO STREET

FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

CONSTRUCTION DOCUMENTS

DATE:

03.13.25

SHEET:

S1.1

ADDITIONAL ROOF NOTES

1) TYPICAL OVERHANG VARIES

2) PLATE HEIGHTS INDICATED ARE MEASURED FROM NEAREST SUBFLOOR

3) ORIENT ALL MECHANICAL ROOF PENETRATIONS AWAY FROM STREET SIDE OF HOUSE WHERE PRACTICAL.

4) INSTALL FLASHING AND CRICKETS AT ALL ROOF PENETRATIONS AND ELEMENT PROJECTIONS.

5) ALONG 2" DIA. ALUM. SOFFIT VENTING INSTALL EITHER THERMOSTATICALLY CONTROLLED ATTIC VENTS OR CONT. RIDGE VENTS. VENTING IS NOT REQUIRED ATTIC IS SEALED AND INSULATED.

6) INSTALL "ICE & WATER SHIELD" OR EQUAL UNDERLAYMENT BELOW ROOFING ON ALL ROOFS.

7) INSTALL METAL, OR ALUM. DRIP EDGES ON ALL TYPICAL EAVES.

9) BELOW IS THE DESCRIPTION OF THE ROOF INDICATORS ON EACH PLANE OF THE ROOF PLAN.

10) INSTALL "KICK OUT" FLASHING AT THE LOWER TERMINATION OF ALL ROOF / WALL INTERSECTIONS.

INDICATES ROOF PITCH

INDICATES HORIZ. OVERHANG DIST. FROM PLYWOOD SHEATHING. SEE DETAIL @ WALL SECTIONS

INDICATES DIRECTION OF ROOF SLOPE

INDICATES RAFTER PLATE HEIGHT ABOVE NEAREST HEATED FINISHED FLOOR

SYMBOL INDICATES THERMOSTATICALLY CONTROLLED ATTIC VENT

NOTE:
CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS
CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS
CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE AND FOUNDATION MEET ALL APPLICABLE BUILDING CODES

ROOF VENTING NOTE:
THE DETAILS INCLUDED IN THIS SET ILLUSTRATE INSULATION EXTENDING UP RAFTERS TO ENCLOSE THE ENTIRE BUILDING SHELL & NON-VENTED ATTIC. IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.
NOTE:
CONNECTION OF RIMBOARD OR OTHER BUILDING COMPONENTS TO BE DETERMINED BY OWNER/CONTRACTOR BASED ON LOCAL BUILDING FOUNDATION REQUIREMENTS

INSULATION NOTE:
INSTALL BASF OPEN CELL SPRAY FOAM INSULATION WITH THE FOLLOWING MINIMUMS: FIRE SPREAD INDEX = 25; SMOKE DEVELOP INDEX = 350; MEET NFPA 286
ROOF RAFTERS EXTERIOR WALLS FOUNDATION / CRAWL SPACE
R-30 R-19 R-19
INSTALL R-15 SOUND INSULATION IN 2ND FLOOR FRAMING & AROUND BATHROOMS. INSULATION SHALL COMPLY WITH R316.6, AND R806.5

ROOF NOTES

1. Metal roof to be installed as per manufacturer's specifications. Installation subcontractor shall be responsible for all roofing work.

2. Paint all roof mounted accessories to match roof color selected by owner or builder.

3. Roof vent terminals shall be 12" away from and 2" above any air intake, door or window, 18" away from any vertical wall extending above roof vent, and not below any roof eave, or as required by local codes.

GUTTERS AND DOWNSPOUTS

1. Gutters and downspouts are not shown for clarity. Owner or builder may elect to use rain diverters over doors and walkways in lieu of gutters. If gutters and downspouts are used, locate to allow drainage to flow away from house, adjacent structures and property line.

2. Gutters and downspouts, if used, shall be factory pre-primed .032 aluminum ready for finish painting. The back leg of all gutters shall extend 1" minimum above front rim. Gutters shall be hung with matching metal strips, which are attached under metal roofing. Penetrations of back of gutter or of eave flashing shall not be permitted. Downspouts shall be attached to wall with matching metal strips, which are attached to wall behind downspouts. Hold downspouts tight against walls.

3. Do not locate downspouts on front face of house. The designer suggests the use of traditional half round gutters and round downspouts should the owner or builder elect to install gutters and downspouts.

FLASHING AND DAMPROOFING

1. Install all exposed flashing with concealed cleats. Do not use surface fasteners of any type.

2. Base flashing shall be 2 ounce copper-fabric flashing equal to AFCO. Base flashing shall run up 6" min. behind sheathing when installed at wood floor system.

VENTILATION NOTES

1. All attics, crawlspaces and other concealed areas shall be ventilated as per local building codes.

2. Soffit vent shall be equal to one 2" diameter aluminum soffit vent per rafter void.

3. Crawspace ventilation shall be as indicated in the Wall Sections with insect screen installed on the inside.

4. Provide insulation baffles at ventilated eaves as required to assure minimum 1" clear air space at bottom of roof deck.

3. Window and door head flashing shall be 2 ounce copper-fabric flashing, equal to AFCO either 16 ounce copper or .019 factory pre-primed aluminum break metal, or rubberized roll flashing at owner or builder's option.

4. Eave and rake flashing shall either be 16 ounce copper or .019 factory pre-primed aluminum break material at owner or builder's option. All roof edge flashing shall extend 6" minimum behind roofing felt or other roofing material. Verify that flashing runs not only under roofing material, but also under sub-roofing material such as roofing felt. Eave flashing at gutters shall extend to cover back leg of gutter, but shall terminate above rim of gutter.

5. Valley flashing shall be either 16 ounce copper or .019 factory pre-primed aluminum break metal at owner or builder's option 12" wide minimum centered in valleys. Lap joints 12" minimum.

6. Crawspace vapor barrier shall be 6 mil polyethylene. Overlap joints a minimum of 6" and tape with duct tape. Tape vapor barrier to all foundation walls and piers.

7. Provide flashing as per details or as per SMACNA where roof pitch changes or where roofing intersects with vertical surfaces.

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Architecture & Town Planning

11 MARKET #2

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REVISIONS

CHARLIE'S COTTAGE

SET NOT FOR CONSTRUCTION

BLOCK 5, LOT 7 SAN FERNANDO STREET

FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

CONSTRUCTION DOCUMENTS

DATE:

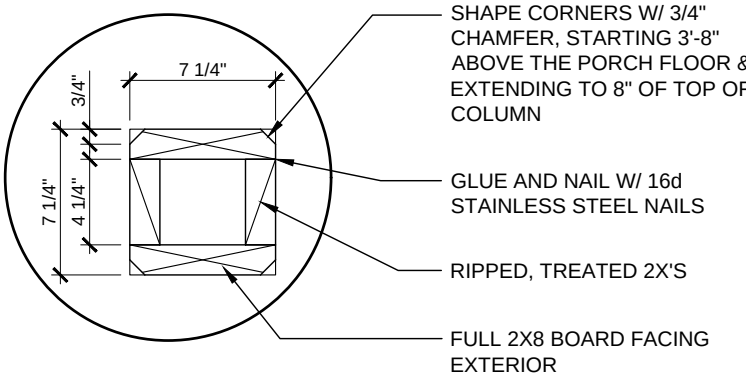
03.13.25

SHEET:

A2.1

WINDOW SCHEDULE							
Unit ID	Manufacturer Number	Quantity	Frame Width	Frame Height	Type	Header Height	Manufacturer
FIRST FLOOR							
wX	Existing	7	Existing	Existing	Dbl Hung	Existing	Existing
w1	ELDH3672E	7	2'-11 1/2"	5'-11 3/4"	Dbl Hung	Match Existing	Marvin Elevate
w2	ELDH3468E	6	2'-9 1/2"	5'-7 3/4"	Dbl Hung	Match Existing	Marvin Elevate
w3	CA2943E	3	2'-4"	3'-7 1/4"	Casement	Match Existing	Marvin Elevate
Note, All windows to have: 2 1/4" deep historical sill and 2 over 2 Simulated Divided Light pattern w/ 7/8 muntins & 3/4" shadow bar. Ganged windows to use 2-1/2" mull, see window mull detail. All unit sizes are based on marvin elevate series. Consult window mfg. for rough openings. Actual manufacturer to be determined by the owner. Substitute like sizes if alternate manufacturer is selected all units shall have "thickened sill extension" added by mfg.							

DOOR SCHEDULE													
DR ID	Width	Height	Quantity	Material	Panels	Glazing	# of leaves	Operation	Transom Height	Header Ht.	Hardware	Remarks	
FIRST FLOOR													
dX	3'-0"	6'-8"	1	Existing	1 Flat	1/2 4 lite	1	Swing	-	Existing	Existing	Existing	
d1	3'-0"	6'-8"	1	Mahogany	-	full 4 lite	1	Swing	-	Match Existing	Entry		
d2	2'-6"	6'-8"	2	Solid Core	4 Flat	-	1	Swing	-	Match Existing	Passage		
d3	2'-8"	6'-8"	2	Solid Core	4 Flat	-	1	Swing	-	Match Existing	Passage		
d4	2'-6"	6'-8"	1	Solid Core	4 Flat	-	1	Swing	-	Match Existing	Closet		
d5	2'-4"	6'-8"	2	Solid Core	4 Flat	-	1	Swing	-	Match Existing	Closet		
d6	5'-0"	6'-8"	1	Solid Core	2 Flat	full 4 lite	2	French Pocket	-	Match Existing	Passage	2x6 wall framing	
d7	2'-6"	6'-8"	1	Solid Core	4 Flat	-	1	Pocket	-	Match Existing	Passage	2x6 wall framing	
d8	2'-8"	6'-8"	2	Solid Core	4 Flat	-	1	Pocket	-	Match Existing	Passage	2x6 wall framing	
d9	5'-0"	8'-0"	1	PT Wood	-	-	2	Sliding Barn	-	8'-2"	Shed	Field Built	



2 8X8 COLUMN DETAIL
A2.0 NTS

NOTE:
CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS
CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS
CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE AND FOUNDATION MEET ALL APPLICABLE BUILDING CODES

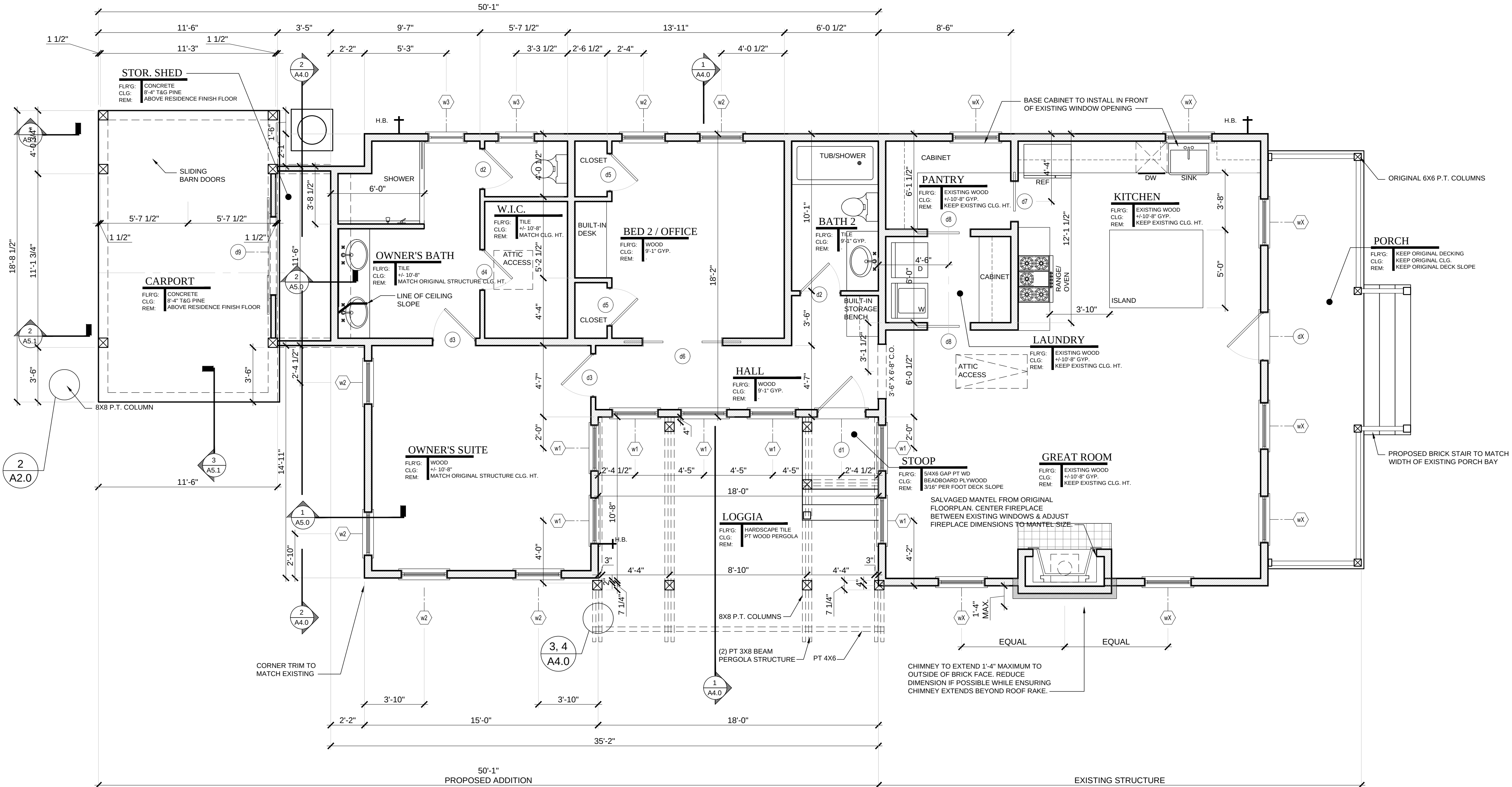
ROOF VENTING NOTE:
THE DETAILS INCLUDED IN THIS SET ILLUSTRATE INSULATION EXTENDING UP RAFTERS TO ENCLOSE THE ENTIRE BUILDING SHELL & NON-VENTED ATTIC. IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.

NOTE:
CONNECTION OF RIMBOARD OR OTHER BUILDING COMPONENTS TO BE DETERMINED BY OWNER/CONTRACTOR BASED ON LOCAL BUILDING FOUNDATION REQUIREMENTS

INSULATION NOTE:
INSTALL BASF OPEN CELL SPRAY FOAM INSULATION WITH THE FOLLOWING MINIMUMS: FIRE SPREAD INDEX = 25; SMOKE DEVELOP INDEX = 350; MEET NFPA 286.
ROOF RAFTERS R-30
EXTERIOR WALLS R-19
FOUNDATION / CRAWL SPACE R-19
INSTALL R-15 SOUND INSULATION IN 2ND FLOOR FRAMING & AROUND BATHROOMS.
INSULATION SHALL COMPLY WITH R316.6, AND R806.5

- FINISH NOTES**
- Wallboard board shall be mold, mildew & moisture resistant, screw-attached 1/2" fire resistant gypsum board conforming to ASTM C36-64.
 - Ceiling board shall be mold, mildew & moisture resistant, screw-attached 5/8" fire resistant gypsum board conforming to ASTM C36-64.
 - Wallboard @ damp areas shall be equal to screw-attached 1/2" moisture resistant gypsum board @ all areas exposed to high humidity levels such as bathrooms.
 - Sheetrock accessories shall be equal to USG. All exposed corners and gypsum board edges shall have appropriate metal accessories. Sheetrock joint treatment materials shall conform to ASTM C476-64. Tape all joints and apply 3 coats of joint compound. Sand between coats and after the final finish coat.
 - All joints should be sound, clean, dry and free of contaminants. Caulking or sealant should be applied in accordance with spec data sheets and manufacturer's specific recommendations. Caulking and sealant shall me installed so that finish surface is smooth, even and regular.
 - Sealant shall be installed at exterior or damp interior joints between dissimilar materials as required. Prime all substrates with primer as recommended by manufacturer of sealant. Apply sealant from the bottom up.

BATH ACCESSORIES NOTES
Bath accessories are generally not shown anywhere on the plans, builder to allow blocking for bath accessories. Supply and install toilet paper holder 24" OC AFF and minimum 36" OC from wall behind toilet. Install 18" or 24" towel bars as possible in bathrooms.



1 FIRST FLOOR PLAN
A2.0 1/4" = 1'-0"

BUILDING AREAS	
ORIGINAL STRUCTURE HTD	725 SQ FT
PROPOSED ADDITION HTD	779 SQ FT
TOTAL HTD	1504 SQ FT
TOTAL PORCHES	182 SQ FT
TOTAL CARPORT	209 SQ FT
TOTAL SHED	51 SQ FT
TOTAL FOOTPRINT	1,555 SQ FT



1 MARKET #2
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REVISIONS

CHARLIE'S COTTAGE
BLOCK 5, LOT 7 SAN FERNANDO STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

SET NOT FOR CONSTRUCTION

DRAWING SET:
CONSTRUCTION DOCUMENTS
DATE:
03.13.25
SHEET:
A2.0
REVIEW

EXTERIOR NOTES:

- 1) ALL FINISHED BEAMS SHALL ALIGN WITH UPPER THROAT OF COLUMNS BELOW.
- 2) VERTICAL CENTER LINES OF ALL 2ND FLOOR COLUMNS/POSTS SHALL ALIGN WITH VERTICAL CENTER LINES OF COLUMNS/POSTS BELOW FOR MULTI STORY PORCHES.
- 3) "CENTER CUT" INDICATES TIMBERS CUT TO INCLUDE THE HEART OF THE TREE WITHIN +/- 1-1/2" OF CENTER OF TIMBER, TOP & BOTTOM.
- 4) WHERE CELLULAR PVC, "CPVC" IS INDICATED, #1 GRADE, SMOOTH, PRESSURE TREATED WOOD MAY BE SUBSTITUTED AT THE OWNER'S REQUEST.
- 5) INSTALL ALL STRAPS & METAL CONNECTORS IN ACCORDANCE WITH MANUFACTURERS WRITTEN RECOMMENDATIONS.

FINISH GRADE LINES SHOWN ARE APPROXIMATE. VERIFY THAT FINISHED GRADE SLOPES AWAY FROM BUILDING AT LEAST 4'-0", BUT NOT ON TO ADJACENT PROPERTIES. BUILDER SHALL ESTABLISH FINISHED FLOOR ELEVATION IN ACCORDANCE WITH LOCAL CODES. BUILDER SHALL ALSO MAINTAIN ADEQUATE CLEARANCE BETWEEN FINISHED GRADE AND ANY WOOD CONSTRUCTION. NUMBER OF STEPS TO GRADE DEPEND ON SPECIFIC SITE ELEVATIONS.

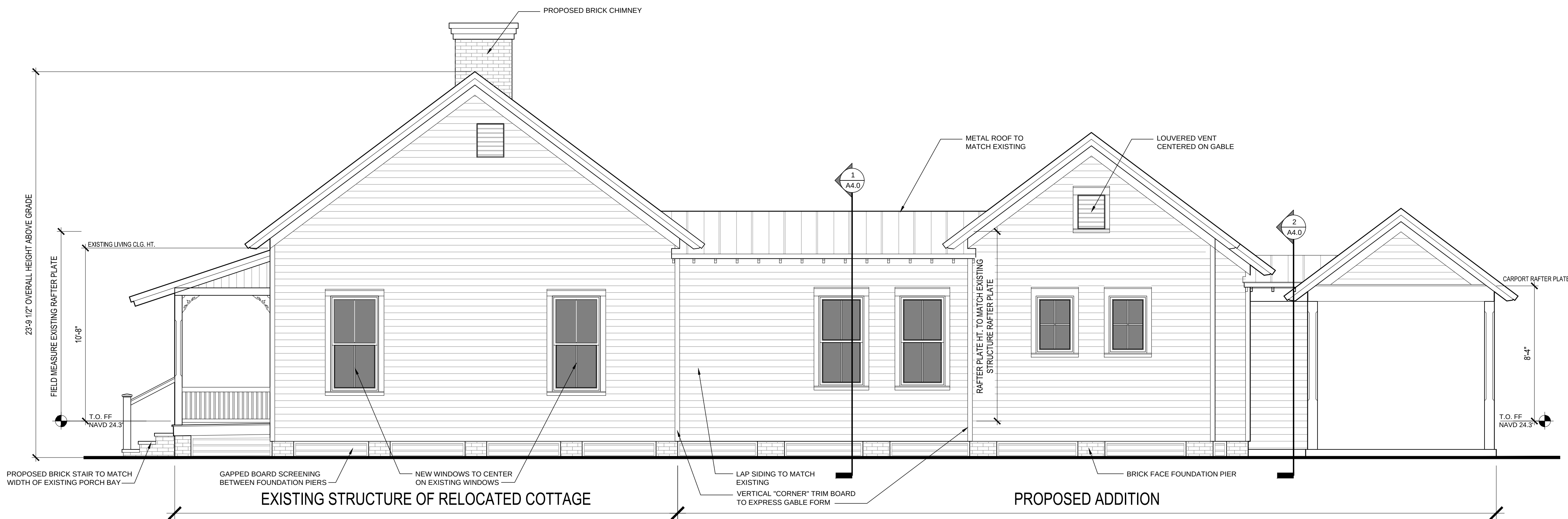


1
A3.0

FRONT ELEVATION

1/4" = 1'-0"

FRONT ELEVATION REMAINS
UNCHANGED, EXCEPT AS NOTED



2
A3.0

RIGHT SIDE ELEVATION

1/4" = 1'-0"

EXISTING STRUCTURE REMAINS
UNCHANGED, EXCEPT AS NOTED



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CHARLIE'S COTTAGE
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FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

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DOCUMENTS

DATE:

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SHEET:

A3.0

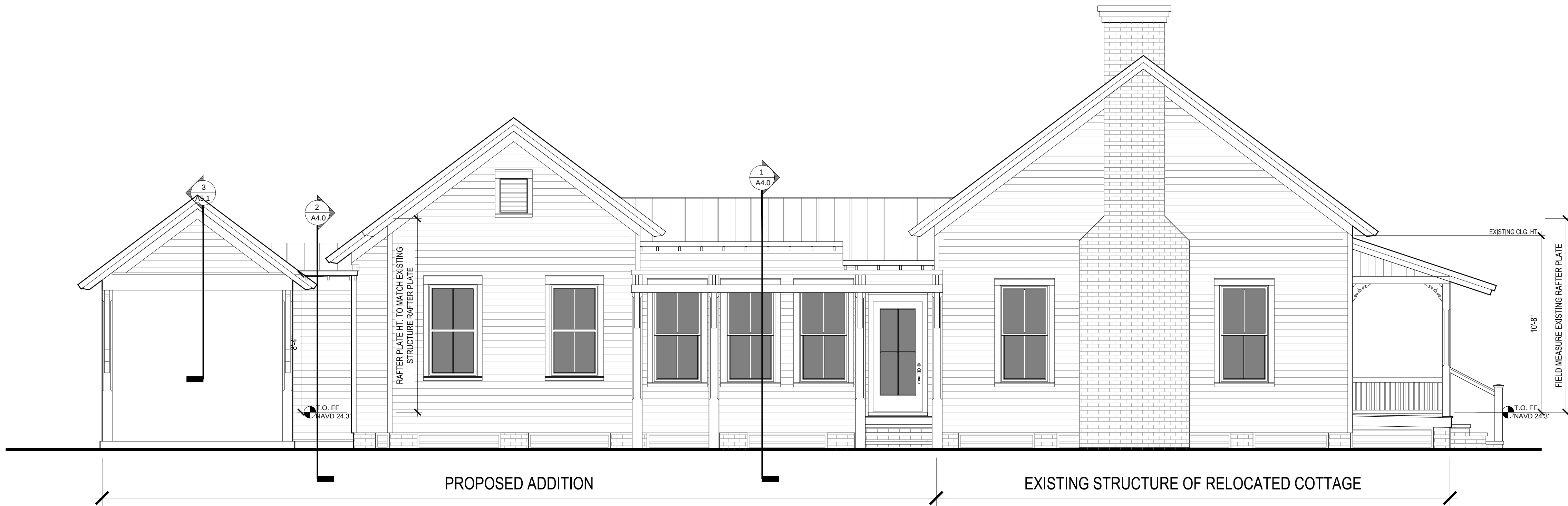
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1
A3.1 REAR ELEVATION
1/4" = 1'-0"



2
A3.1 LEFT SIDE ELEVATION
1/4" = 1'-0"



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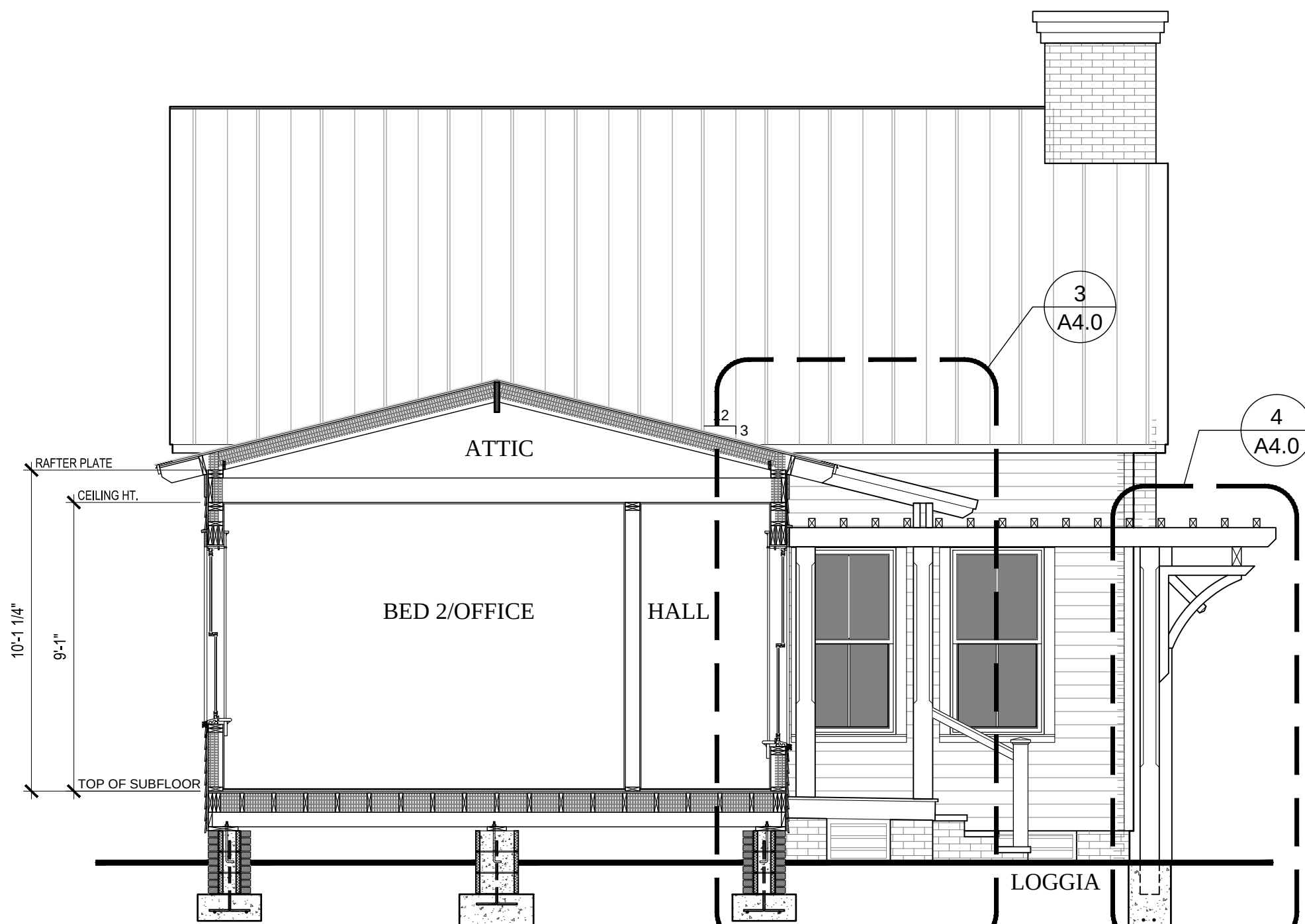
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DOCUMENTS

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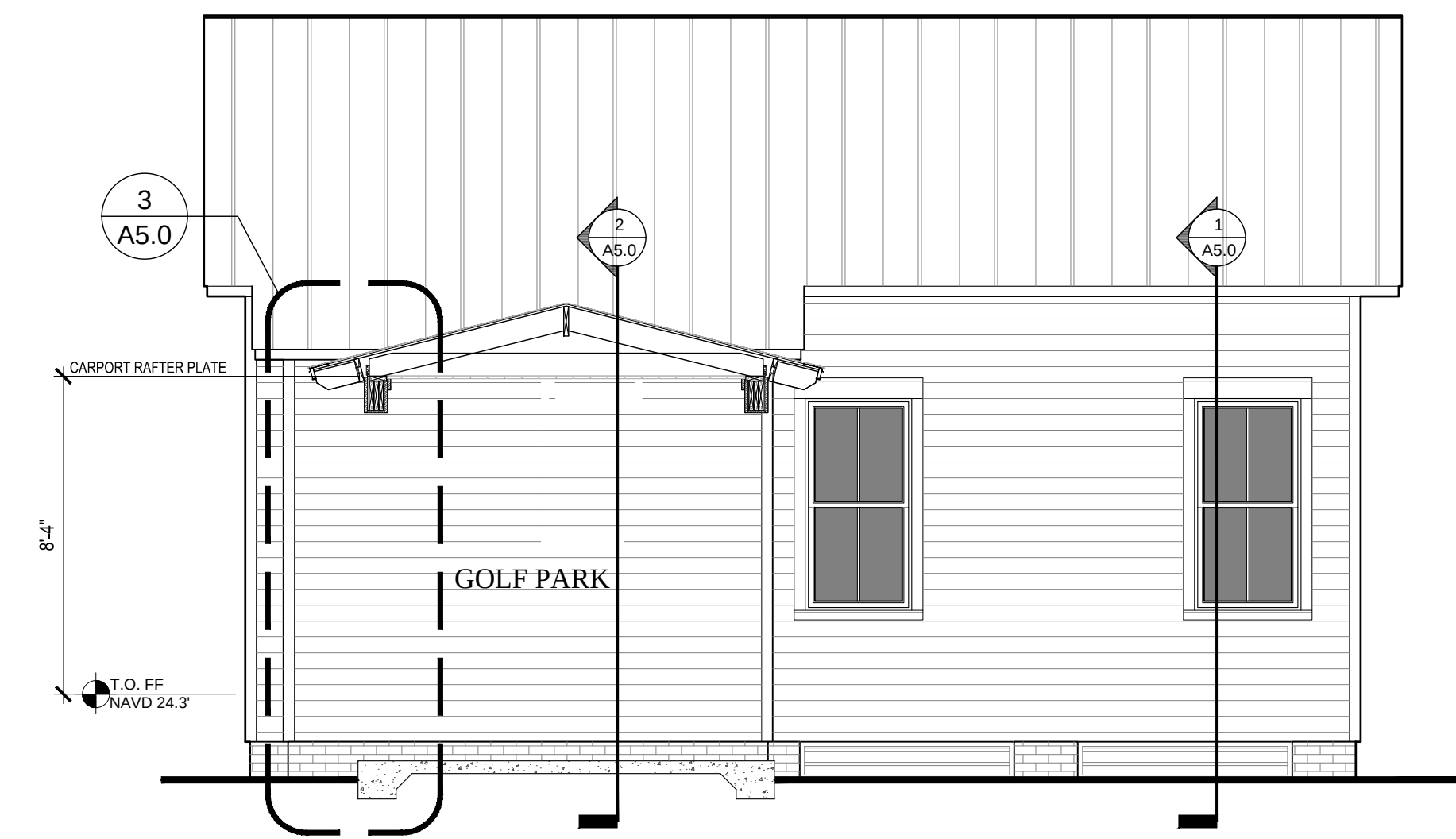
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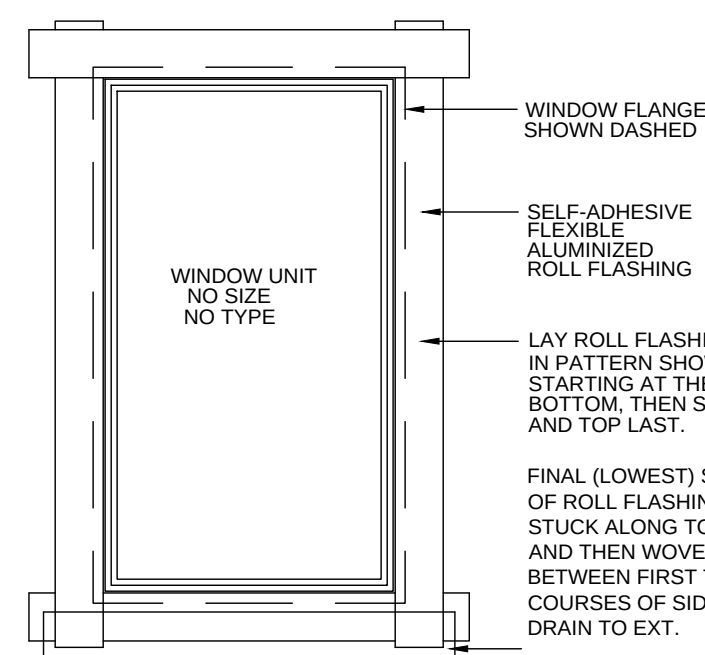
A3.1



1 BUILDING SECTION
A4.0
1/4" = 1'-0"



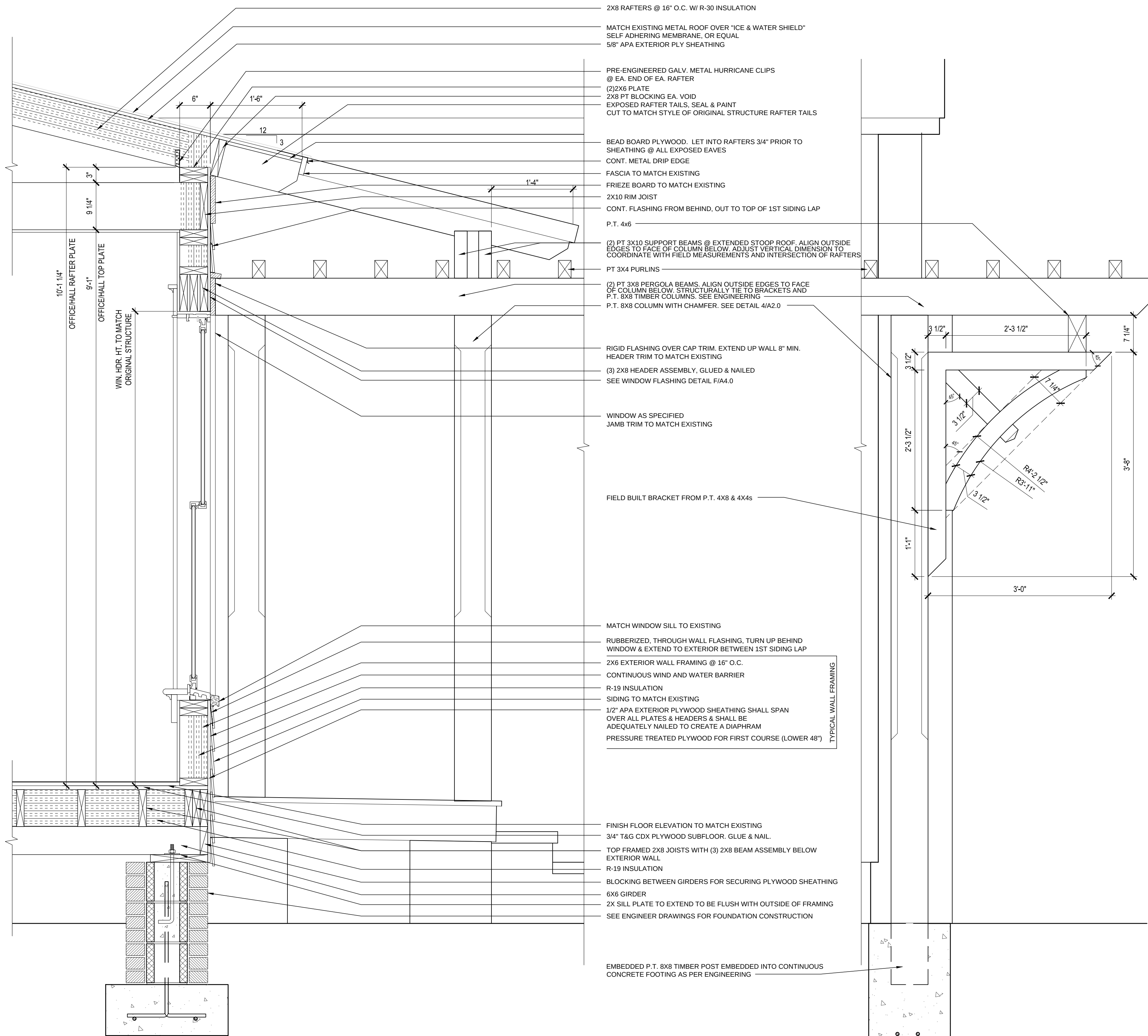
2 BUILDING SECTION
A4.0
1/4" = 1'-0"



F TYPICAL WINDOW & DOOR FLASHING
A4.0
NO SCALE

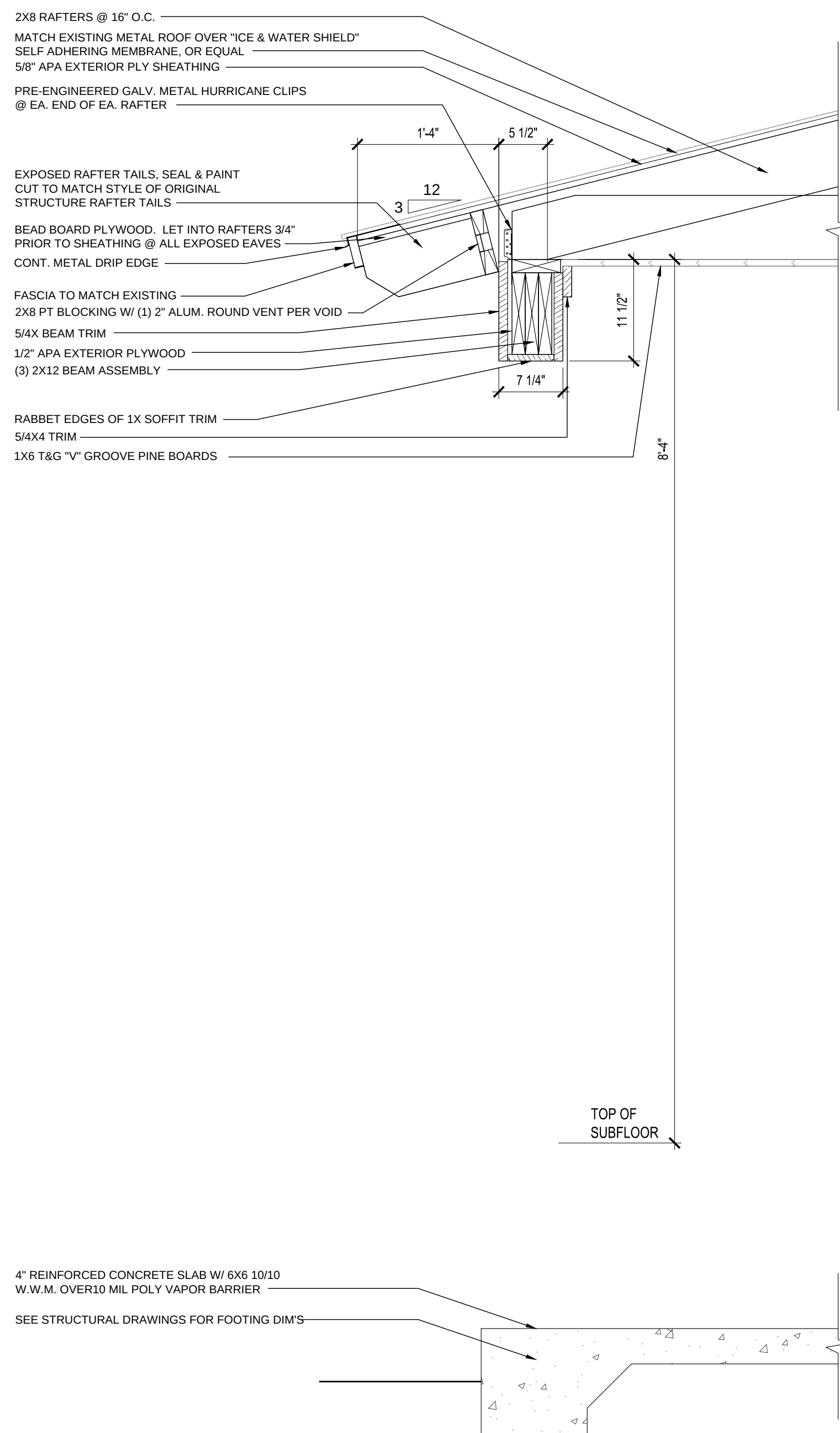
CONSTRUCTION NOTE:
Refer to Engineer's documents for new foundation and framing design along with details and notes for materials and methods of construction. Where discrepancies occur between the original construction documents and the Engineer's documents, the Engineer's documents shall govern.

WINDOW NOTES
TEMPERED GLAZING SHALL BE INSTALLED IN ALL DOORS OR WINDOWS ADJACENT TO SIDEWALKS, PORCHES, PATIOS, OR OTHER AREAS WHERE A PERSON MAY WALK UP TO THE GLAZED AREA. ADJACENT TO PLUMBING FIXTURES, AS WELL AS ANY OTHER AREAS AS MAY BE REQUIRED BY LOCAL CODES.
WINDOW SIZES INDICATED ON PLANS ARE GENERIC SASH SIZES & FRAME SIZES.
INSTALL WEATHERSTRIPPING & WEATHER SWEEPS ON ALL DOORS LEADING TO UNCONDITIONED AREAS. ALL OPERABLE WINDOWS SHALL BE FACTORY WEATHERSTRIPPED. ALL DOORS & WINDOWS SHALL BE SEALED TOP, SIDES & BOTTOM AND SHALL OPERATE SNUGLY AND SMOOTHLY. BACKPRIME FRAMES BEFORE INSTALLATION

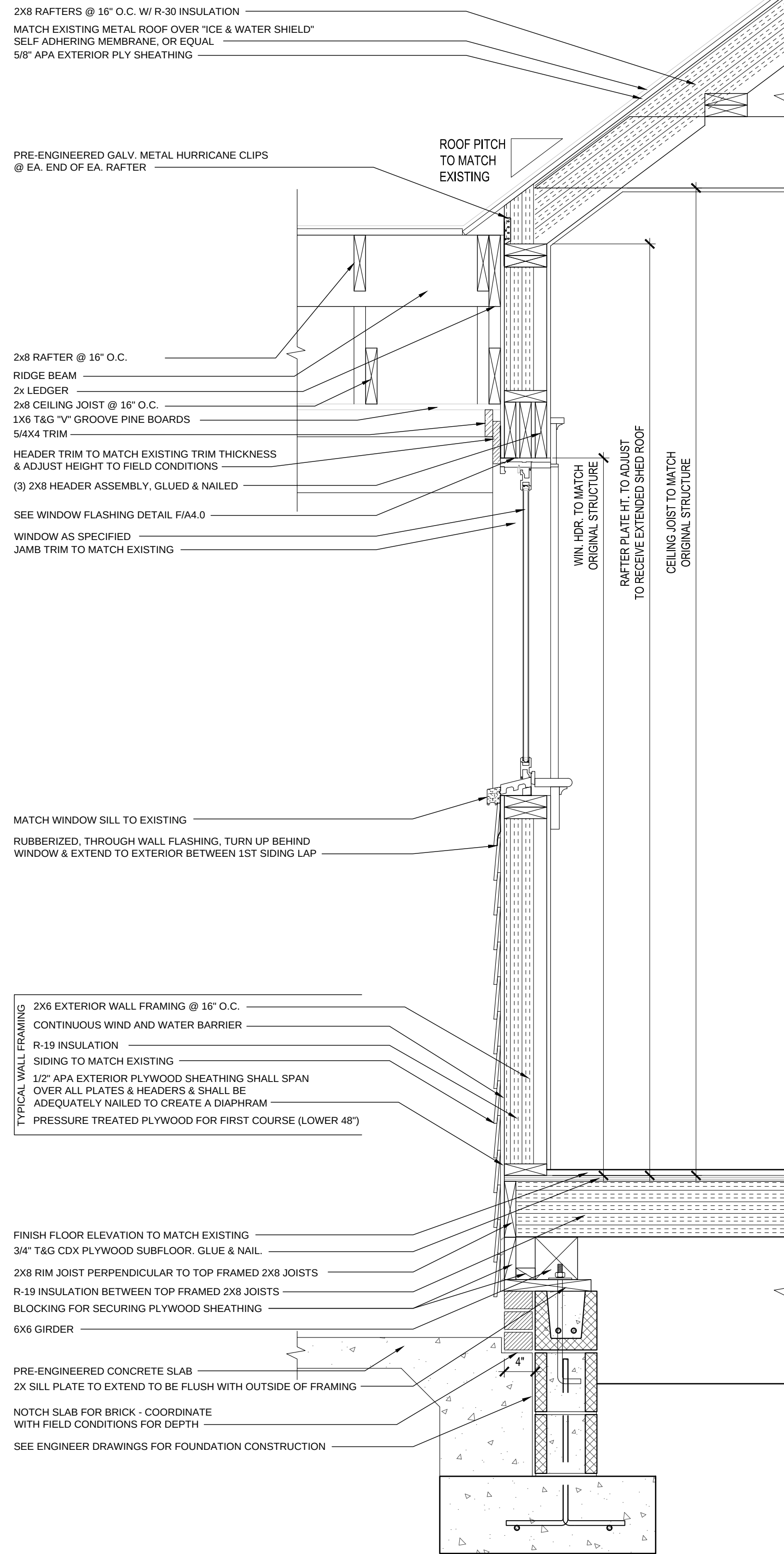


3 WALL SECTION @ SIDE STOOP
A4.0
1/4" = 1'-0"

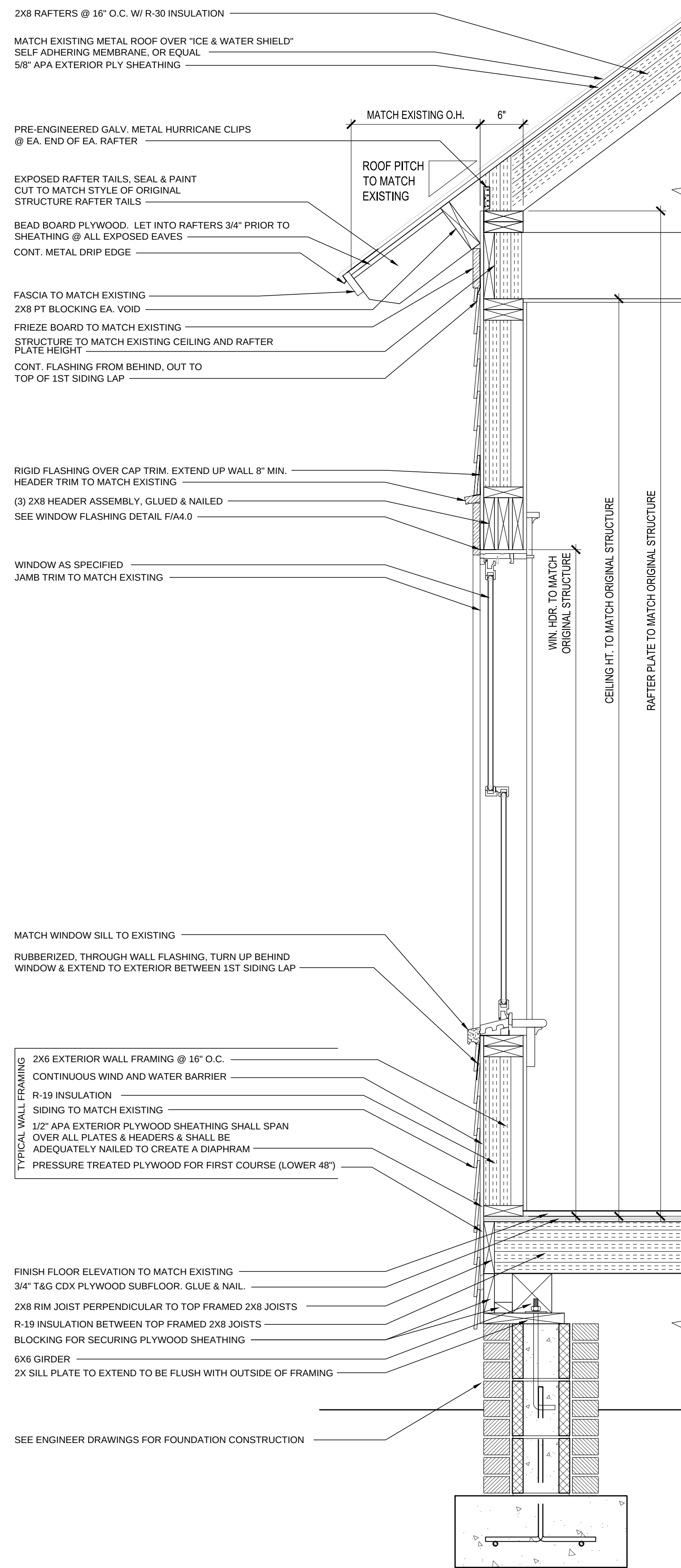
4 PERGOLA BRACKET
A4.0
1/4" = 1'-0"



3 EAVE DETAIL @ GOLF PARK
A5.0
1/4" = 1'-0"



2 WALL SECTION @ OWNER'S BATHROOM
A5.0
1/4" = 1'-0"



1 WALL SECTION @ OWNER'S BEDROOM
A5.0
1/4" = 1'-0"



ELECTRICAL NOTES

1. Drawings are diagrammatic only. They do not illustrate conduit, wiring, panels, breakers, disconnects, accessories, etc. It is the builders responsibility to correctly locate and install all items necessary to to complete the electrical package, regardless of whether they shown on the this drawing. Builder to verify electrical design and installation is in accordance with all applicable codes, standards and requirements.

2. Install outlets to the following specifications, or to meet local building codes. Install GFCI outlets in all wet locations, kitchen and bathroom. In the kitchen, outlets must be every 4' at counter as required by applicable codes. These areas include receptacles in a bathroom, kitchenette, or other area where running water is present or areas exposed to the weather. Use AFCI outlets and switches in the bedroom. Use WIP outlet as exterior.

3. Install hardwired smoke detectors with battery backup. Interconnect detectors so that all will sound should one detector activate. Verify number of smoke detectors required and locations with owner and code requirements. Detectors shall be installed in all sleeping areas and just outside bedrooms as a minimum.

4. Some equipment may require electrical service, such as water heaters, air conditioning units, condensate pumps, etc. Electrical contractor shall include electrical service to all such equipment. Coordinate with other trades concerning items requiring electrical service. Coordinate service and ampacity required. Provide one duplex outlet and one light if unit os in non-it area for every condensing unit and every air-handling unit as required by applicable codes. Outlet shall be weatherproof GFCI if unit is exposed to weather.
5. Provide panel boards of proper voltage and ampacity for all electrical circuits.

6. Verify service requirements with local power company including transformer locations and types, disconnects, at exterior of building, voltages, ampacities and other details of electrical construction. Size all feeders according to NEC requirements.

7. Run all cable concealed in walls, ceiling or floors unless noted otherwise.

8. Provide blocking for all fixtures.

9. Insulate and seal solidly behind receptacles in exterior walls.

10. Light fixtures shall be centered in ceiling areas unless noted otherwise. The designer recommends that all light fixtures be surface mounted, not recessed can lights.

11. Locate switches adjacent to but not intersecting door casings or trim. Switches shall typically be mounted 36" AFF to center of switch.

12. Consult owner and add exterior security lighting if required. Verify lighting type and switching.

AUXILIARY SYSTEMS NOTES

1. No alarm systems, telephone outlets or computer outlets are shown. Verify alarm requirements with owner and install as required.

PLUMBING NOTES

1. System shall be designed in accordance with all applicable codes, standards and requirements of local utility officials.
2. Insulate all domestic water supply lines in un-insulated spaces with tubular foam insulation. Insulation shall be of self-sealing type or shall be taped closed with foil faced tape.
3. Center all fixtures in space allocated unless noted otherwise. Coordinate placement of all drains with flooring subcontractor.
4. Cleanouts shall extend to surfaces or shall be provided with access doors or similar devices. Cap all pipe to be left open overnight and protect pipe during installation from dirt, gravel, and other debris which might cause blockages or flow restrictions. All valves, cleanouts and control devices shall be accessible for operation and maintenance through access doors or panels manufactured for such purposes.
5. Lead solder is not allowed on this project.
6. Soil and vent stacks shall have cleanouts as required by applicable codes for proper maintenance.
7. Coordinate with an electrician concerning items requiring electrical service such as water coolers, sensor flush valves and water heaters. Coordinate service and ampacity required.
8. Seal to wall, floor or countertop around all fixtures with tub and tile sealant to match color of fixture unless otherwise noted.

MECHANICAL NOTES

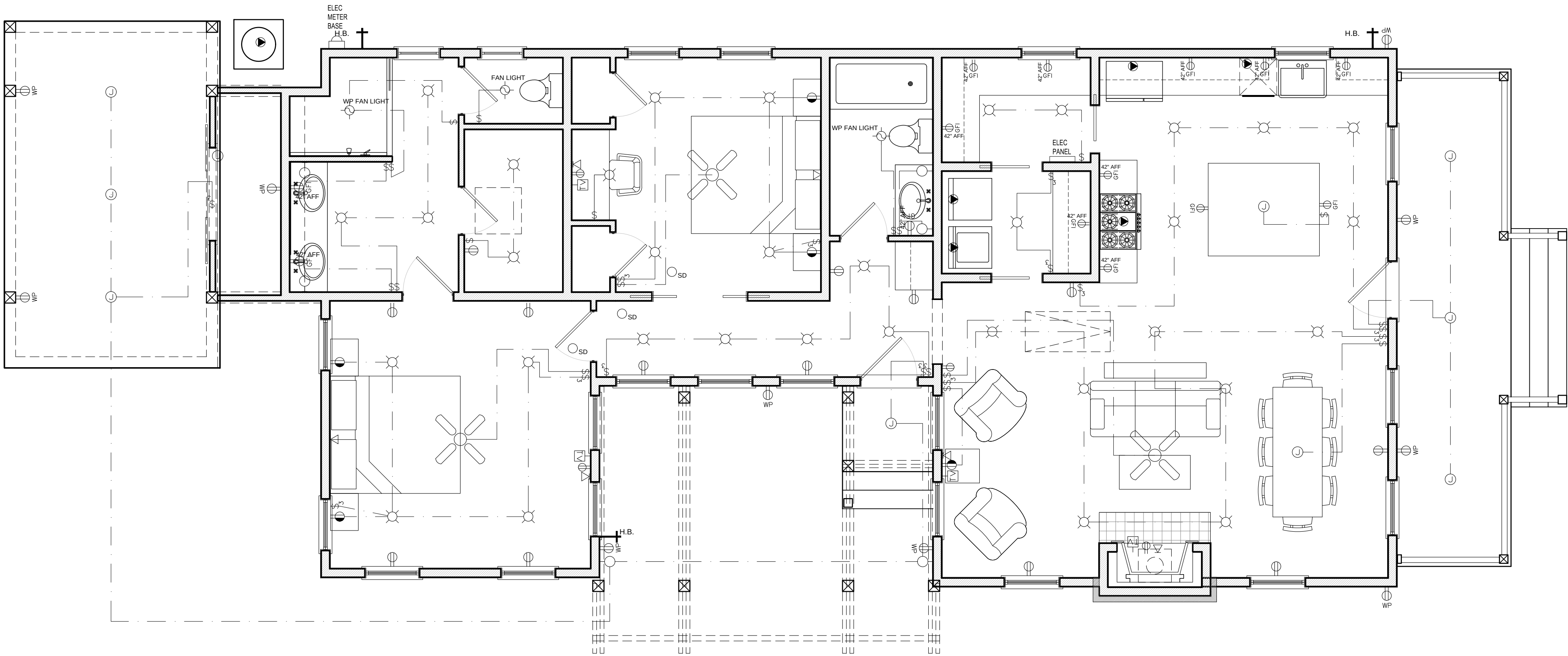
Design and specification or mechanical system to be determined by builder or local engineer. Builder to furnish all ductwork, control wiring, piping, fittings, accessories, etc. for complete installation. Closely coordinate work with all other trades. Maintain ceiling heights and duct spaces provided.

ELECTRICAL LEGEND

	RECESSED LIGHT FIXTURE
	SURFACE MOUNT ANGLED PIN LIGHT
	WALL MOUNT LANTERN
	WALL MOUNT PICTURE LIGHT
	2X4' FLUORESCENT LIGHT UNIT
	LINEAR HANGING LIGHT BAR
	JUNCTION BOX FOR HANGING FIXTURE
	WP FAN LIGHT
	VENT
	SINGLE POLE SWITCH
	3-WAY SWITCH
	4-WAY SWITCH
	GLOW SWITCH
	DOOR BELL
	DOOR BELL CHIMES
	110v DUPLEX RECEPTACLE
	1/2 SWITCHED RECEPTACLE
	FLOOR RECEPTACLE
	GFI DUPLEX RECEPTACLE
	WATER PROOF RECEPTACLE
	220v HOOK-UP
	APPLIANCE HOOK-UP
	CABLE TV HOOK-UP
	TELEPHONE JACK
	THERMOSTAT
	SMOKE DETECTOR
	80 GAL HOT WATER HEATER
	THERMO-CONTROLLED ATTIC VENT FAN
	HVAC AIRHANDLER
	ELECTRICAL MAIN PANEL
	ELECTRIC METER BASE

ADDITIONAL ELECTRICAL HOOK UP:

- WATER HEATER HOOKUP IN ATTIC
- ATTIC VENT FAN HOOKUP IN ATTIC
- AIR HANDLER HOOKUP IN ATTIC
- JUNCTION BOX
ELECTRICIAN TO PROVIDE LIGHT FIXTURE
OR CEILING FAN FOR EACH JUNCTION BOX
SHOWN ON PLAN PER OWNERS SELECTION..



1
E1.0

FIRST FLOOR ELECTRICAL PLAN

1/4" = 1'-0"



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REVISIONS

CHARLIE'S COTTAGE
BLOCK 5, LOT 7 SAN FERNANDO STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

SET NOT FOR CONSTRUCTION

DRAWING SET:

CONSTRUCTION
DOCUMENTS

DATE:

03.13.25

SHEET:

E1.0

MAP SHOWING BOUNDARY SURVEY OF
LOTS 7, 9 AND 11, BLOCK 5, OLD TOWN,

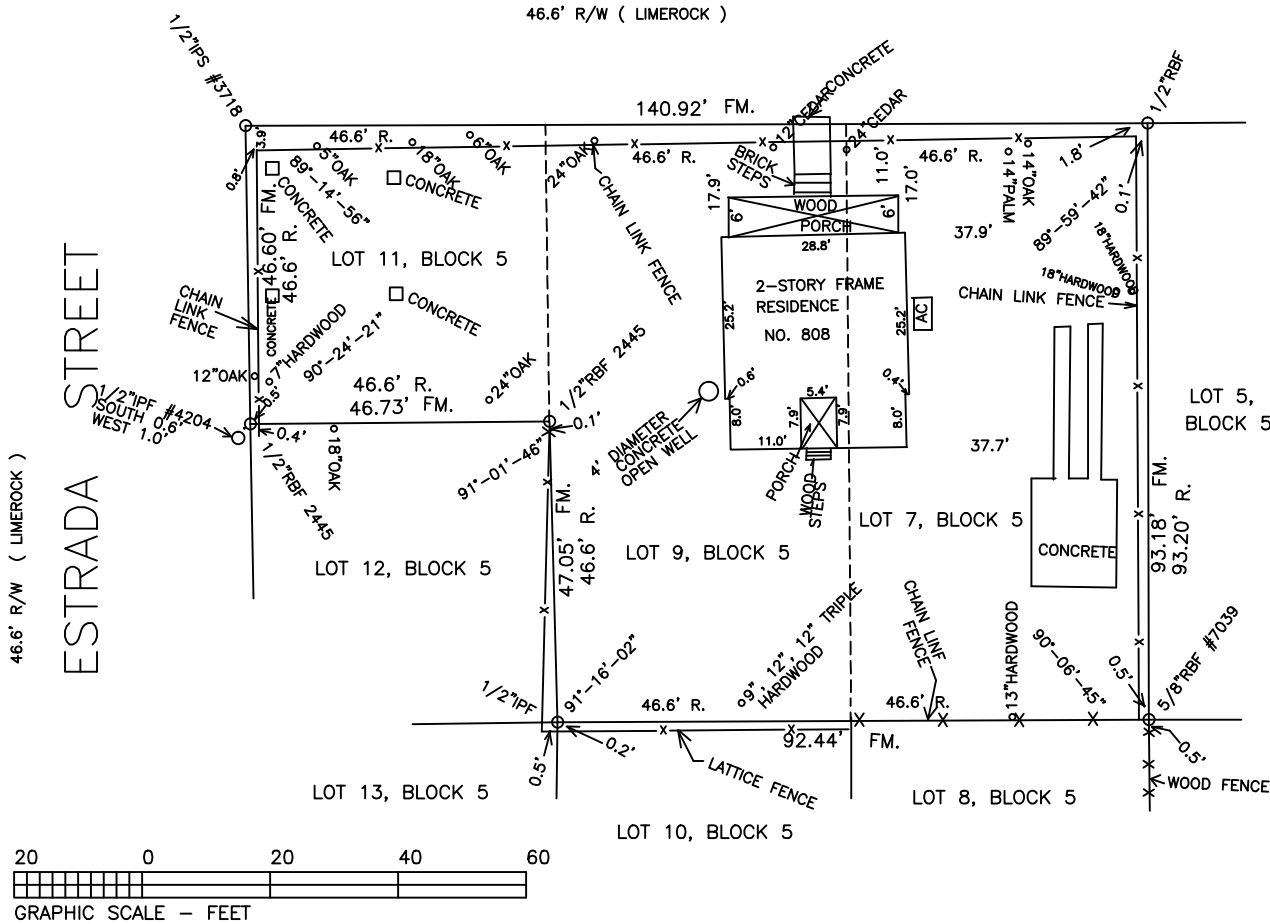
LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED
FERNANDINA), IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA,
AND KNOWN AND DESCRIBED UPON AND ACCORDING TO THE OFFICIAL
PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA
RAILROAD COMPANY IN 1857, AND ENLARGED, REVISED AND REISSUED
BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).

FOR: OLD TOWN PROPERTIES,

NORTH

SAN FERNANDO STREET

46.6' R/W (LIMEROCK)



COASTAL LAND SURVEYORS

& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-8950 FAX 904-277-6650

I HEREBY CERTIFY THE INFORMATION DEPICTED HEREON AS
MEETING THE MINIMUM TECHNICAL STANDARDS FOR LAND
SURVEYING, CHAPTER 5J-17.050, FLORIDA ADMIN. CODE, AND/OR
CHAPTER 180-7, GEORGIA STATUTES.

LICENSED BUSINESS NO. 6412

JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X AS SHOWN ON

FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120172 PANEL NO. 8229G
DATED 8/2/17

DATE OF SURVEY: JULY 10, 2024
SCALE 1"=20'
JOB NO. 2407-02 F.B. 368

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

LEGEND:
IRON PIPE FOUND - IPF
IRON PIPE SET - IPS
RE/BAR FOUND - RBF
NOT TO SCALE - NTS
BUILDING RESTRICTION LINE - BRL
CONCRETE MONUMENT FOUND - CMF
STAINLESS STEEL PIPE FOUND - SSPF
RIGHT-OF-WAY - R/W
POINT OF CURVE - PC
CENTERLINE - CL
POWER LINE - P
FIELD MEASURED - FM.
RECORD - R. DEED - D.
POWER POLE - O
CONCRETE - CONC.
RIGHT-OF-WAY - R/W
POINT OF REVERSE CURVE - PRC
OFFICIAL RECORDS BOOK - O.R.B.





808





THIS INSTRUMENT PREPARED BY
AND RECORD AND RETURN TO:
HARRY M. WILSON, IV, ESQUIRE
GARTNER, BROCK AND SIMON, LLP
1300 RIVERPLACE BLVD., SUITE 525
JACKSONVILLE, FLORIDA 32207

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED is made as of the ____ day of December, 2017, by and between **ANNE B. KAVANAUGH, a married woman**, whose address is 112 N. 6th Street, Fernandina Beach, Florida 32034 ("Grantor"), and **OLD TOWN PROPERTIES, LLC**, a Florida limited liability company, whose address 112 N. 6th Street, Fernandina Beach, Florida 32034 ("Grantee").

WITNESSETH:

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, paid in hand to Grantor by Grantee, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained and sold to the Grantee, its heirs, successors and assigns, forever, the following described real property, situate, lying and being in the County of **Nassau**, State of Florida, to-wit:

See **Exhibit "A"** attached hereto and incorporated by this reference (the "Property").

SUBJECT TO taxes and assessments for the year 2017 and subsequent years, and zoning and land use laws and regulations.

TOGETHER with all improvements located thereon and all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND, Grantor hereby warrants title to the Property and will defend the same against the lawful claims of all persons claiming by, through or under the said Grantor, but none others.

The Property is not the homestead of the Grantor and neither the Grantor, nor the Grantor's spouse, nor anyone for whose support the Grantor is responsible resides on or adjacent to the Property.

{Signature on the following page}

IN WITNESS WHEREOF, the said Grantor has hereunto set hand and seal, the day and year first above written.

Signed, sealed and delivered
in the presence of:

GRANTOR:

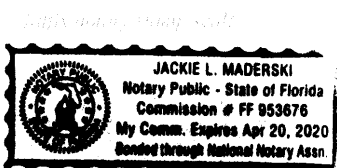
Jackie L. Maderski
Print Name: JACKIE L. Maderski

Anne B. Kavanaugh
ANNE B. KAVANAUGH

William Money
Print Name: WILLIAM MONEY

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this 21st day of December, 2017, by Anne B. Kavanaugh who is personally known to me or who has produced _____ as identification.



Jackie L. Maderski
Notary Public, State Florida
Print Name: Jackie L. Maderski
My Commission Expires: April 20, 2020

NOTE TO RECORDING CLERK: This deed conveys unencumbered property for nominal consideration from an individual to a Florida limited liability company wholly owned by said individual, and is exempt from Florida documentary stamp taxes pursuant to Crescent Miami Center v. Florida Department of Revenue, 903 So.2d 913 (Fla. 2005) and Section 201.02, Florida Statutes.

Exhibit "A"
(the "Property")

The land referred to herein below is situated in the County of NASSAU, State of Florida, and described as follows:

All those certain lots, pieces or parcels of land situate, lying and being in the city of Fernandina Beach (formerly named Fernandina), County of Nassau and State of Florida, and 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:

Lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, Block 1, of "Old Town."

Lots 7, 9, 11, Block 5, of "Old Town."

Lots 9, 11, 12, Block 6, of "Old Town."

Lots 6, 8, 9, 10, 13, 14, Block 7, of "Old Town."

Lots 3, 4, 6, 7, 8, 9, Block 13, of "Old Town."

Lots 8, 10, 13, 14, Block 14, of "Old Town" and all of that portion of Lots 4 and 6 lying Westerly of North Fourteenth Street Extension (a 100.0 foot right of way), of "Old Town."

Lots 1, 2, 3, 4, 6, 7 and East One-Half (1/2) of Amelia Street, 8 and East One-Half (1/2) of Amelia Street, Block 18, of "Old Town."

The North One-Half (1/2) of Lot 5 and the South One-Half (1/2) of Lot 5, Block 18, of "Old Town."

Lots 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, Block 19, of "Old Town."

Lot 8, Block 31, of "Old Town."

Lots 1, 2 and West One-Half (1/2) of Amelia Street, 3, 4 and West One-Half (1/2) of Amelia Street, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, Block 37, of "Old Town."

Excepting any part in road right of ways.



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2024-0021
September 19, 2024

Owner/Applicant:	William and Anne Kavanaugh, Old Town Properties LLC
Property Address:	808 San Fernando Street
Parcel ID #	00-00-31-1580-0005-0090
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	
Year Built:	1910
Contributing Status:	
Requested action:	Certificate of Approval (COA) to: 1)Lift and move the cottage to lot 7 AND 2) Remove addition due to its condition. (Quasi-Judicial)

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



Present Side View of Property:



Present Rear View of Property: Requested Demolition of Rear Addition



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting a Certificate of Approval (COA) to lift and move the existing structure which sits on lots 7 and 9. The cottage is bisected by the north/south lot line of 7 & 9. The structure will be placed onto lot 7, a full individual peonia. The applicant is also requesting approval for the removal of an addition to the rear of the structure due to its condition.

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
[OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES](#)
[SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

ANALYSIS:

Staff finds that the proposed scope of work is compatible with the Old Town Fernandina Preservation and Development Guidelines and meets requirements including, setbacks and materials. The site meets all performance standards for setbacks, lot coverage and building heights. Details are provided sufficient for the board to take final action on the application to remove the rear addition and site the structure on lot 7.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines.

Staff recommends:

APPROVAL of HDC 2024-0021

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2024-0021 **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 HDC 2024-0021, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Application Materials

SEE SITE FILE STAFF FOR
ORIGINAL PHOTO(S) OR MAP(S)

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. 8 NA 695

SITE NAME: 712 San Fernando
ADDRESS OF SITE: 712 San Fernando
INSTRUCTION FOR LOCATING:

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach 7 10
Subdivision Name Block No. Lot No.

COUNTY:

DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic

OWNER OF SITE: NAME:

ADDRESS:

ADDRESS:

TYPE OF OWNERSHIP:

RECORDING DATE: / /

RECORDER: NAME & TITLE: Historic Property Associates, Inc.

ADDRESS: P. O. Box 1002

St. Augustine, FL 32084

CONDITION OF SITE:

INTEGRITY OF SITE:

Check One

Check one or more

EXCELLENT

x

ALTERED

ORIGINAL USE pvt.residence

GOOD

UNALTERED

PRESENT USE vacant

FAIR

ORIGINAL SITE

DATES pre-1926

x DETERIORATED

RESTORED: / /

CULTURE/PHASE American

MOVED: / /

PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING

TRANSPORTATION

DEVELOPMENT

FILL

x DETERIORATION

DREDGE

BORROWING

OTHER (See Remarks Below)

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 482

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: frame vernacular

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): wood: drop siding

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: N/stoop

ORIENTATION: N

FOUNDATION: piers: brick

ROOF TYPE: gable

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION: E: offset: rear slope

WINDOW TYPE: DHS, 6/6, wood

CHIMNEY: brick

ROOF SURFACING: metal, sheet: 5-Vcrimp

ORNAMENT EXTERIOR:

NO. OF CHIMNEYS 1

NO. OF STORIES 1

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

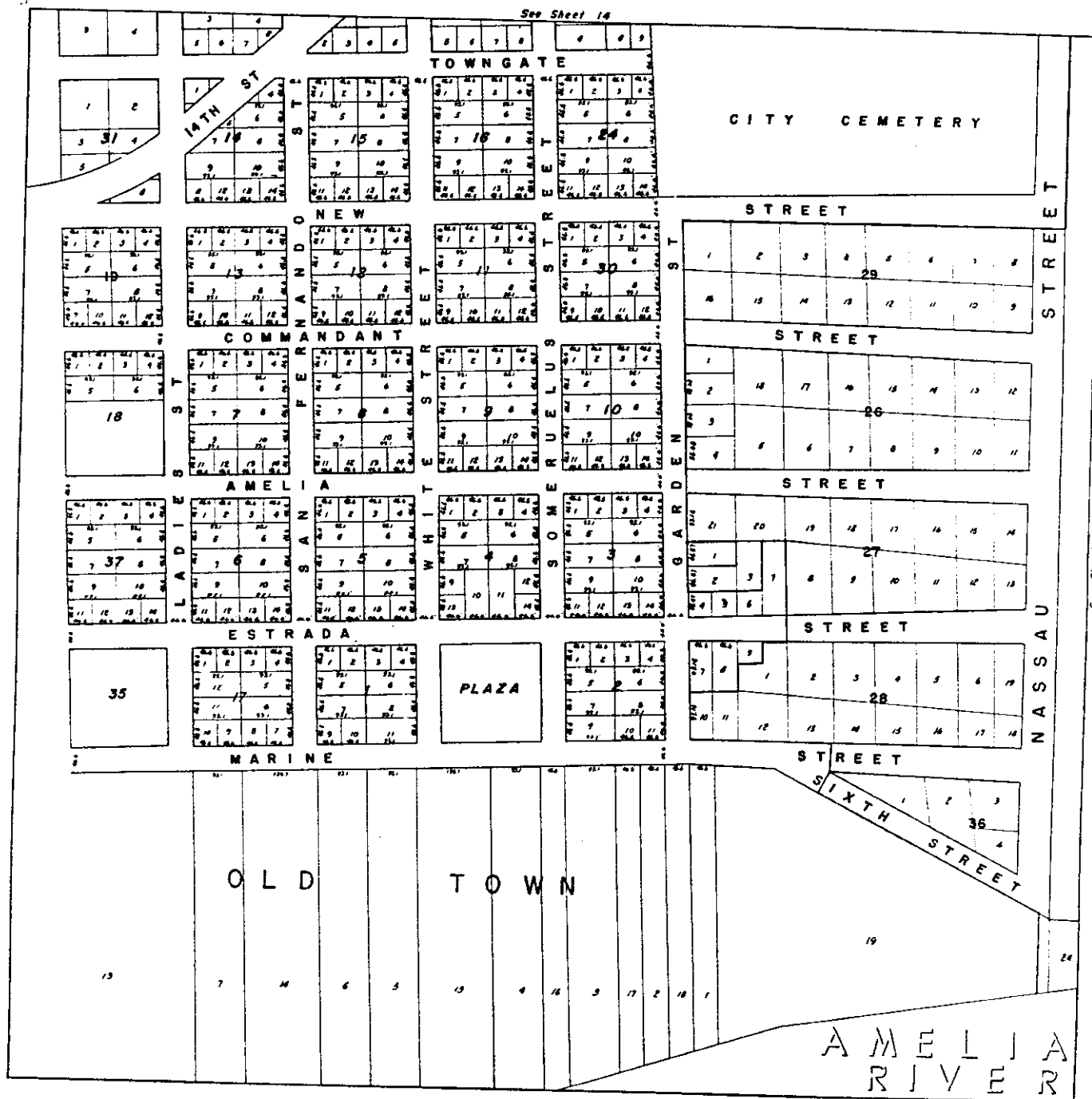
UTM ZONE	UTM EASTING	UTM NORTHING
----------	-------------	--------------

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

712 San Fernando St. is located within a historic land division known as Old Town or the original town of Fernandina. Old Town was layed out in 1811 by the Spanish surveyor George I. F. Clarke. Old Town, along with St. Augustine and Pensacola, is one of only three Spanish towns in Florida and is the only one for which the original graphic plan of the town remains.

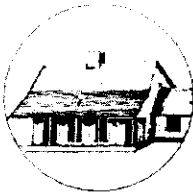
Constructed pre-1926, it is a one-story frame vernacular residential building.



MUNICUTT & ASSOCIATES
MAPPING DIVISION
JOE W. ARNOLD, III ASSOCIATE

CITY OF
FERNANDINA BEACH, FLA.
SHEET NO 7
DATE: FEB. 14, 1954
SCALE: 1" = 100'

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

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

Site #8 **NA00695**
 Field Date 3-13-2018
 Form Date 3-13-2018
 Recorder # _____

Site Name(s) (address if none) 808 San Fernando 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

Address: 808 San Fernando 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 1/4 section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1580-0005-0090 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

Construction Year: 1910 ☒ 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 Chimney removed
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature S shed extension
 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 Old Town historic district

DESCRIPTION

Style Frame Vernacular Exterior Plan Rectangular Number of Stories 1
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Gable 2. _____ 3. _____
 Roof Material(s) 1. Composition shingles 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.) 22 DWS, wood

Distinguishing Architectural Features (exterior or interior ornaments) Central hallway form; jig saw cut decoration; 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	SHPO - Appears to meet criteria for NR listing: ☐ yes ☐ no ☐ insufficient info	Date		Init.	
☐ Owner Objection	KEEPER - Determined eligible: ☐ yes ☐ no	Date			
	NR Criteria for Evaluation: ☐ a ☐ b ☐ c ☐ d (see <i>National Register Bulletin 15</i> , p. 2)				

DESCRIPTION (continued)

Chimney: No. 0 Chimney Material(s): 1. _____ 2. _____
 Structural System(s): 1. Wood frame 2. _____ 3. _____
 Foundation Type(s): 1. Piers 2. _____
 Foundation Material(s): 1. Brick 2. _____
 Main Entrance (stylistic details) Wood panel door w fixed lights

Porch Descriptions (types, locations, roof types, etc.) Entry/N, open, shed, full facade, chamfered supports, jig saw cut brackets

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

OPINION OF RESOURCE SIGNIFICANCE

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 is an average example of a common resource type in the region and has been altered.

Area(s) of Historical Significance (see *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)
 1. _____ 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

DOCUMENTATION

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

Required Attachments

- **USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED**
- **LARGE SCALE STREET, PLAT OR PARCEL MAP** (available from most property appraiser web sites)
- **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.



Brockington
CULTURAL RESOURCES CONSULTING

Fernandina Beach
Survey Update 2018

○ Historic Resource

0 50 100 Feet

* All numbers start with NA****.







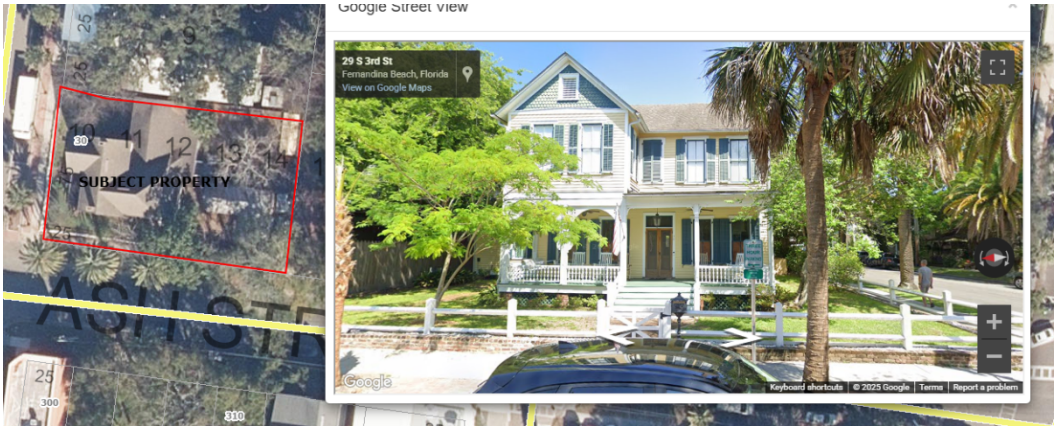
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HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0002
MARCH 20, 2025

Owner/Applicant:	Michael Stauffer, agent for Todd & Soodi Brown
Property Address:	30 S. 3 rd Street
Parcel ID #	00-00-31-1800-0013-0100
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00284
Year Built:	1900
Contributing Status:	Contributing
Requested action:	CONCEPTUAL approval for 1) demolition of existing garage 2) construction of new two-story garage/ADU 3) Installation of new fence 4) Installation of new paver driveway and walkways.

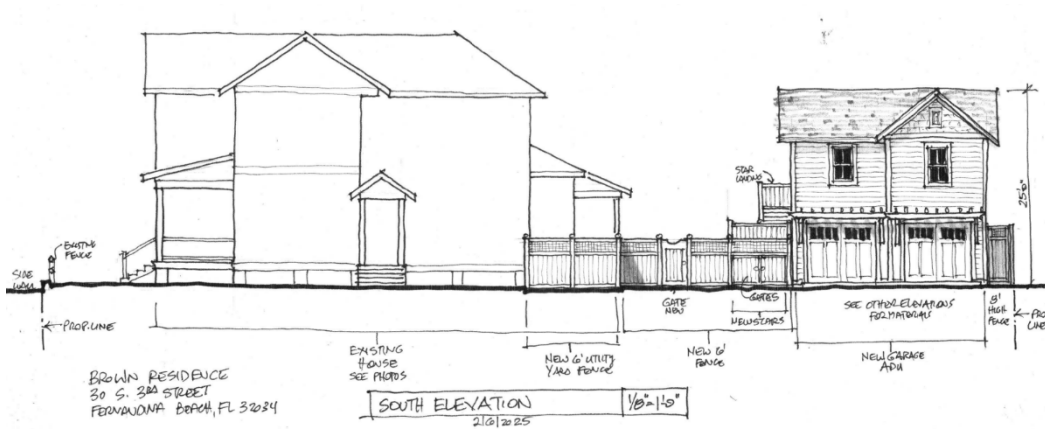
All required application materials have been received. All fees have been paid. All required notices have been made.



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Conceptual** approval to demolish the existing garage and construct a new two-story garage/ADU. They plan to install a new fence between the new garage and the existing house. The applicant also wishes to add a paver driveway, parking spot and walkways. The goal of the design is to create a new garage/ADU that is compatible with the existing house.

South Elevation:



APPLICABLE GUIDELINES:

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

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

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	James Hardie, Siding	White
Doors	From approved list, French Doors	Black
Windows	From approved list, Single hung and awning windows	Black
Roofing	GAF, Shingle to match existing on main house	Grey
Fascia/Trim	James Hardie, Smooth trim	White
Foundation	Slab	N/A
Shutters	N/A	N/A
Porch/Deck	Trex (or similar) synthetic decking 5/4 x 6	Driftwood
Fencing	Site built, wood fence per details	Stained cedar or cypress
Driveways/ Sidewalks	Tremron or equal, Olde Towne pattern with brick pattern edge	Sand Dune
Signage	N/A	N/A
Lattice	N/A	N/A

Commented [MS1]: Is synthetic decking allowed?

Demolition --

Nassau County Property Appraiser has records of this shed from 1950. It is reported to be in 20% good

condition with a final value of \$1,176. Based on the demolition matrix worksheet in the updated Historic District Design Guidelines, this structure earned a score of 34 and its removal is recommended for approval.

Site Plan –

- **Housing Type** – Single-family detached homes and ADUs are a permissible housing type in C-3 Zoning District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **Lot Density** – Meets the requirement to remain under the 45% lot coverage maximum.
- **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 location of pool and mechanical equipment as consistent with dimensional standards.
- **Encroachments** – There are no encroachments into the front or side yard setbacks.
- **Parking** – Main house driveway to be accessed from S. 3rd Street, and the driveway for the ADU can be accessed on Ash Street. The driveway material is concrete.
- **Orientation** – All primary structures are required to front the street. The proposed ADU fronts Ash St to the south.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in the Historic District.
- **Height** – Building height shall be measured from the approved finished grade, to the highest point on the structure, per LDC 4.02.03(C). Height of the ADU structure is approximately 25’, which is the maximum allowable.
- **Materials** – The project features materials that replicate traditional materials. The ADU features smooth Hardie lap siding, shingles that match the main house, and doors/windows from the approved list.
- **Foundation** – The project will be constructed on a concrete slab that will not be visible.
- **Windows** – The proposed windows are on the list of approved materials.
- **Doors** – The proposed doors are on the list of approved materials.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land

Development Code, the Historic District Design Guidelines.

Staff recommendation:

CONCEPTUAL Approval of the garage and ADU HDC 2025-0002

FINAL Approval of the demolition of existing garage HDC 2025-0002

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0002 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 2025-0002, as presented, is or is not substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0002 Application and Backup Materials

EXHIBIT 2 Florida Master Site File NA00284



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00284

Recorder # 39

Field Date 3/20/2007

Form Date 3/30/2007

FormNo 200703

FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 30 South 3rd St

Multiple Listing (DHR only) _____

Other Names _____

>> _____

Survey or Project Name _____

Survey# _____

National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
<u>30</u>	<u>South</u>	<u>3rd</u>	<u>Street</u>	

Cross Streets (nearest/ between) _____

City / Town (within 3 miles) Fernandina Beach

In Current City Limits? YES

County Nassau

Tax Parcel #(s) _____

Subdivision Name _____

Block _____

Lot _____

Ownership _____

Name of Public Tract (e.g., park) _____

Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____

Publication Date _____

>> FERNANDINA BEACH; 2002

Township: _____

Range: _____

Section: _____

1/4 section: _____

>> 3N ; 28E ; 22 ; UNSP

Irregular Section Name: _____

Landgrant _____

UTM: Zone _____

Easting _____

Northing _____

Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Frame Vernacular

Other Style _____

Exterior Plan Irregular

Other Exterior Plan _____

Number of Stories 2

Structural System(s) _____

>>

Wood frame

Other Structural System(s) _____

Foundation Type(s) _____

>>

Piers

Other Foundation Types _____

Foundation Material(s) _____

>>

Brick

Other Foundation Material(s) _____

Exterior Fabric(s) _____

>>

Aluminum

Other Exterior Fabric(s) _____

Roof Type(s) _____

>>

Gable

Other Roof Type(s) _____

Roof Material(s) _____

>>

Composition shingles

Other Roof Material(s) _____

Roof Secondary Structure(s) (dormers etc) _____

>>

Cross gable

Other Roof Secondary Structure(s) cross hip

Number of Chimneys 2

Chimney Material Brick

Other Chimney Material(s) _____

Chimney Location(s) south ridge, north ridge

HISTORICAL STRUCTURE FORM

8NA00284

DESCRIPTION (continued)

Window Descriptions 2/2, 15 light casement

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) west

Porch Roof Types(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Fair

Structure Surroundings

Commercial: SOME of this category Residential: SOME of this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) garage

Archaeological Remains (describe): _____

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1900

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

Structure Use History

Use _____	Year Use Started _____	Year Use Ended _____	>> <u>Private residence;1900;</u>
Other Structure Uses _____			

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00284

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF. Including Field Notes, Plans, other Important Documents

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY, Ste. 5-129 904-448-4429

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 4/1/2007

SHPO's Evaluation of Resource

Date _____

Form Comments: _____

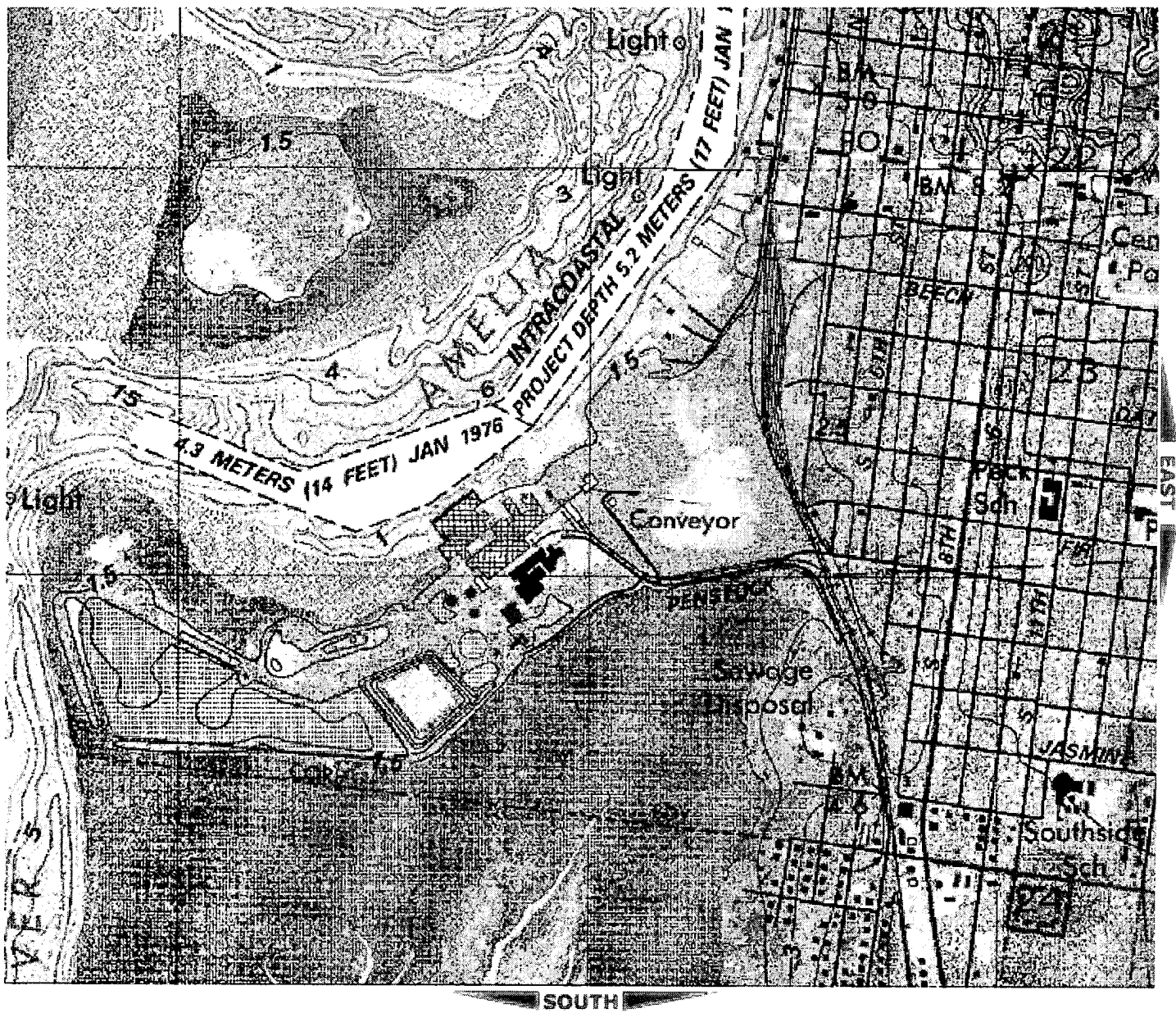
REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00284-200703

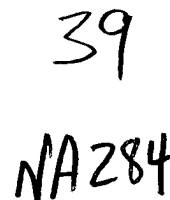
Supplementary Printout

- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2002
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Aluminum
- > **Roof types:**
Gable
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
Cross gable
Other
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**



NA284

39



http://qpublic.net/fl_nassau_printit.html?extent=509933+2303184+511413+2304664&laye... 6/29/2007



39
NAZ'

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15526

Date Submitted: 2/6/2025

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

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

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure – Non-Contributing \$1,500

☐ Demolition of a Primary Structure – Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

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

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

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.

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

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

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

☒ 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 elevations & plans;

☒ Photographs;

☒ Any additional backup materials, as necessary;

☒ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;

☐ For window replacement, a Window Survey must be completed.

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

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

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

What was the date of your pre-application meeting?*

2/5/2025

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District*

Downtown

Site Address*

30 S 3rd Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0013-0100

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

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Todd & Soodi

Last Name*

Brown

Mailing Address*

123 East College Ave

City*

Greenville

State*

IL

Zip Code*

62246

Telephone Number*

571-334-8974

E-mail Address*

sooditodd@hotmail.com

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*

Stauffer

Company (if applicable)

Michael Stauffer Architect

Street Address

1417 SADLER RD, #195

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-540-6059

E-mail Address

mike@mstaufferarchitect.com

Project Description*

Demolition of existing garage

Construction of a new two-story garage and ADU

New fence installation between new garage and house

Installation of a paver driveway, parking spot and walkways

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

Design Vision Statement*

The goal of the design is to create a new garage/ADU that is compatible with the existing house yet scaled down. additional elements of a coastal design are added to differentiate the accessory building from the original historic house

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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?

6. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS
List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
James Hardie	Siding	White
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
From approved list	French Doors	Black
	Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

Manufacturer	Product Description	Color
From approved list	Single hung and awning windows	Black
	Include FL Product Approval # for Windows and Doors	(Name/Number)

ROOFING

Manufacturer	Product Description	Color
GAF	Shingle to match existing on main house	Grey
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
James Hardie	Smooth trim	White
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
Slab	Not visible	NA
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
NA		NA
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
Trex	Trex (or similar) synthetic decking 5/4 x 6	Driftwood
		(Name/Number)

FENCING

Manufacturer

Site Built

Product Description

Wood fence per details

Color

Natural

(Name/Number)

DRIVEWAYS/SIDEWALKS**Manufacturer**

Tremron or equal

Product Description

Olde Towne Pattern with brick pattern edge

Color

Sand Dune

(Name/Number)

SIGNAGE**Manufacturer**

NA

Product Description**Color**

(Name/Number)

OTHER**Manufacturer**

NA

Product Description**Color**

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1

1_Brown Residence_30 S
3rd St_Garage-ADU
Addition.pdf

Upload 2

2_Brown Residence_30 S
3rd St_Garage ADU.pdf

Upload 3

3_Brown Residence_30 S
3rd St.pdf

Upload 4

4_Brown Residence_30 S
3rd St.pdf

Upload 5

5_Brown Residence_30 S
3rd St.pdf

Upload 6

7_Brown Residence_30 S
3rd St.pdf

Upload 7

8_Brown Residence_30 S
3rd St_Garage-ADU.pdf

Upload 8

9_Brown Residence_30 S
3rd St.pdf

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*

Michael

Applicant Last Name*

Stauffer

Today's Date*

2/6/2025



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

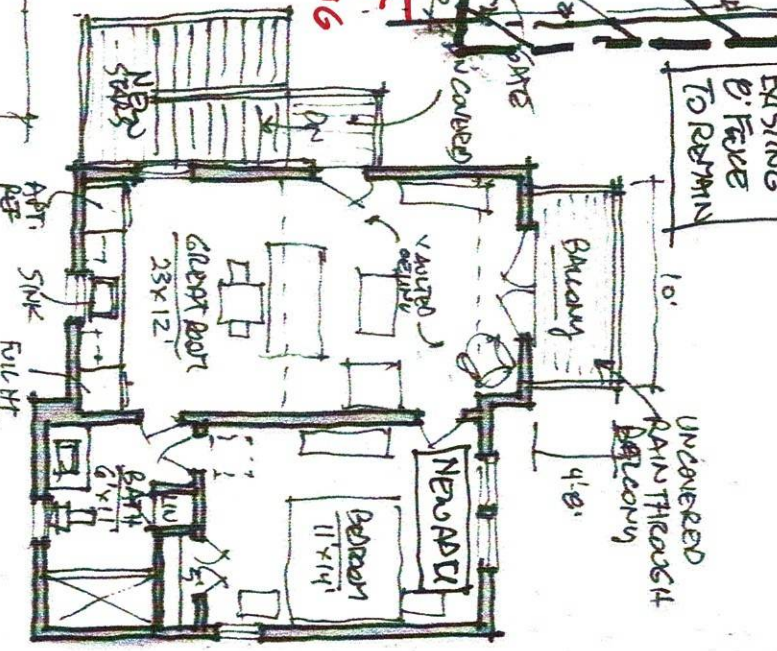
Please make sure to disable pop-up blocker in order to submit.

GARAGE = 6007 SF
ADD = 6007 SF
ZONING = C3

REMOVE - 8'x11'

1st Floor SITE PLAN 1"=10'

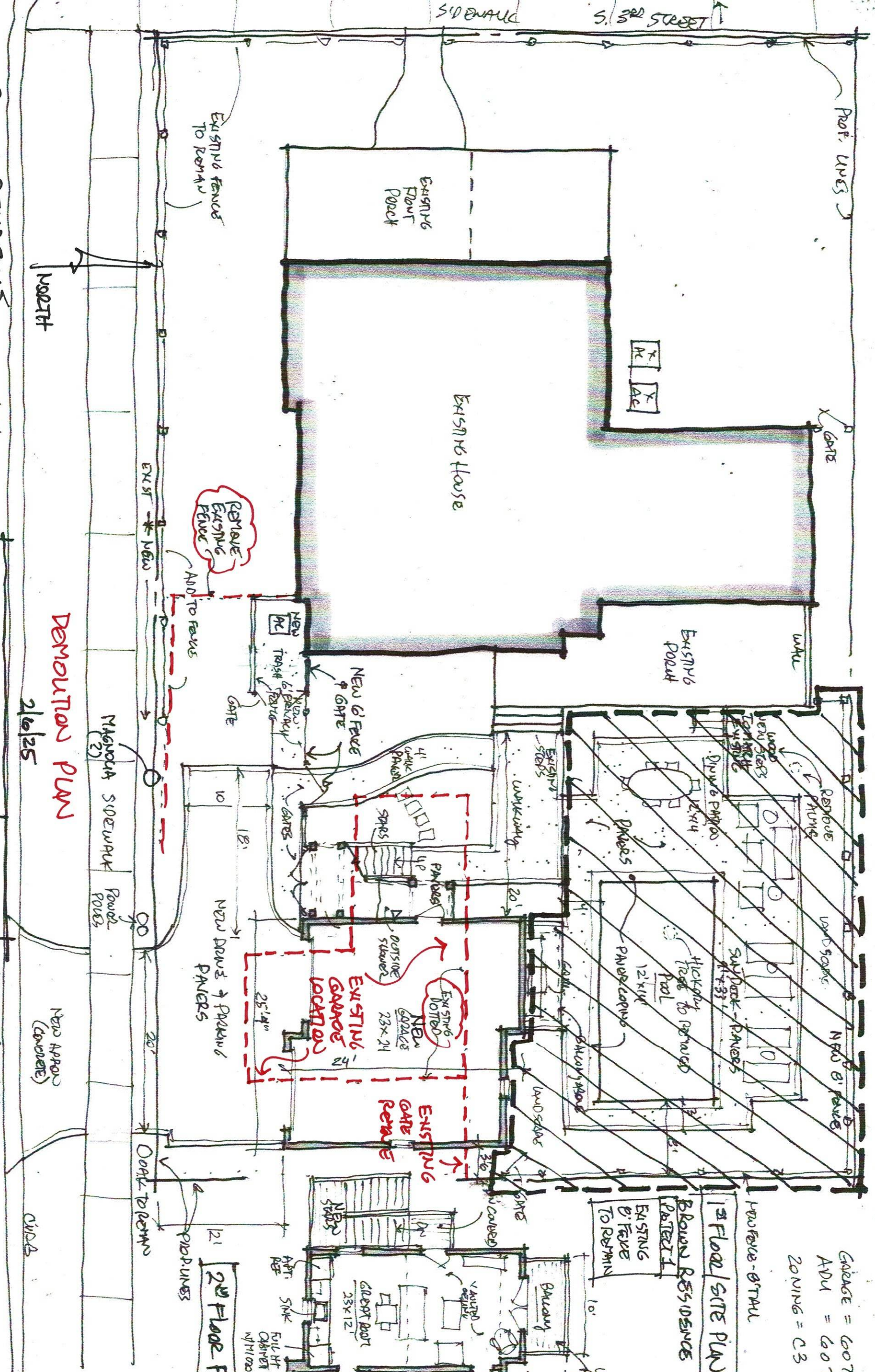
BROWN RESIDENCE
PROJECT 1
11/3/25
REV 11/25/25



2nd Floor PLAN 1"=10'

DEMOLITION PLAN

2/6/25



BROWN RESIDENCE
30 S. 3rd STREET
FERNANDINA BEACH, FL 32034

ASH STREET

SITE PLAN

PROJECT 1: - NEW GARAGE/ADD
- DEMO EXISTING GARAGE

BROWN RESIDENCE
30 S. 3RD STREET
FERNANDINA BEACH, FL 32034

EXISTING
HOUSE
SEE PHOTOS

SOUTH ELEVATION

2/6/2025

1/8"=1'-0"

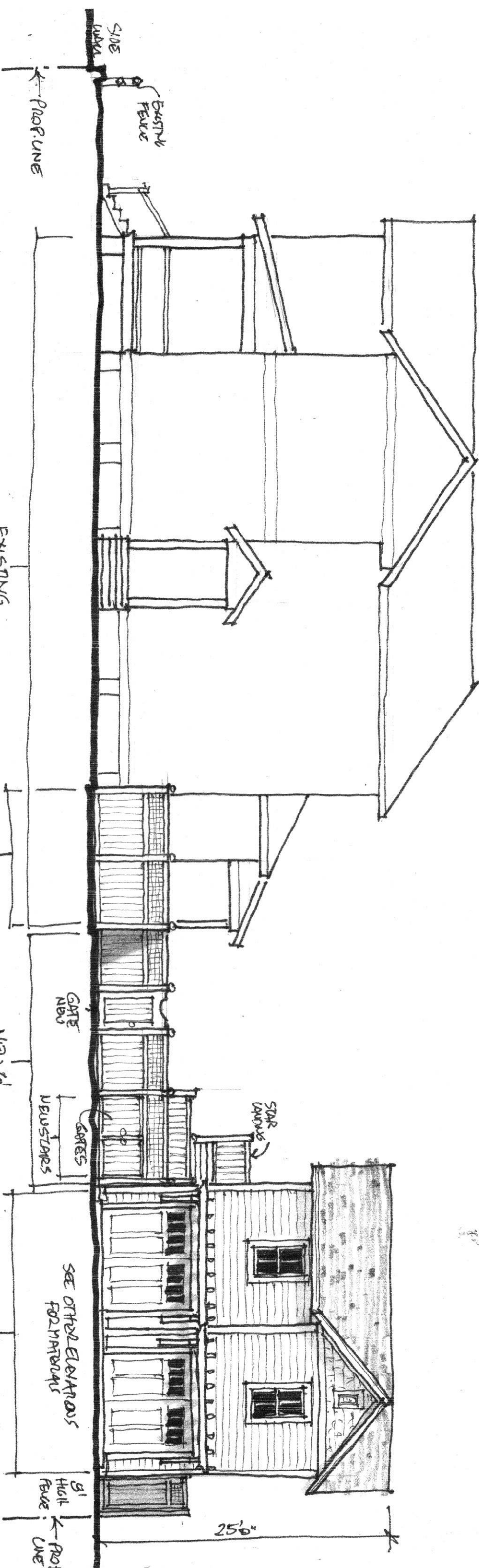
NEW UTILITY
YARD FENCE

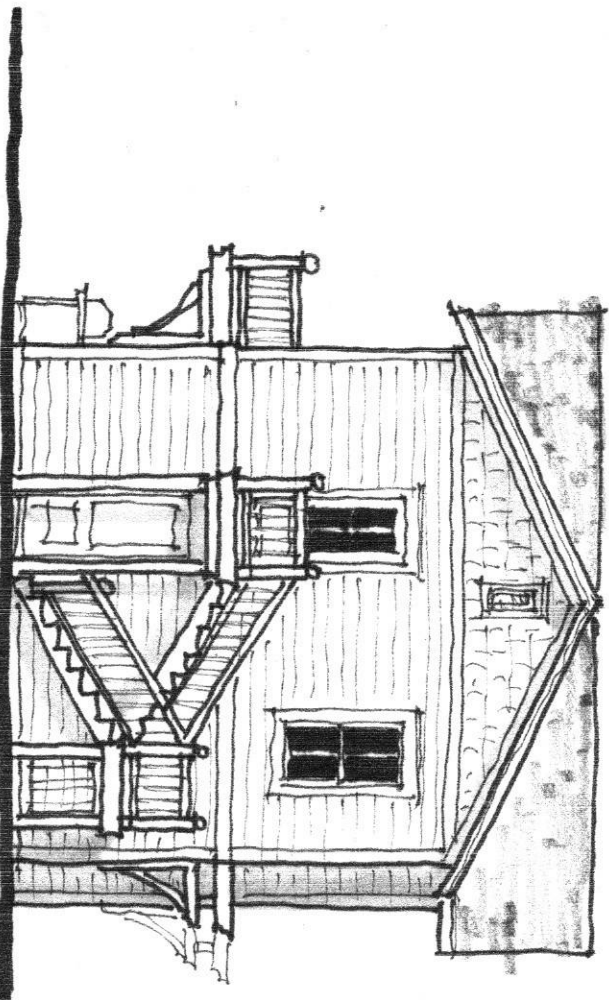
NEW 6'
FENCE

NEW GARAGE
ADU

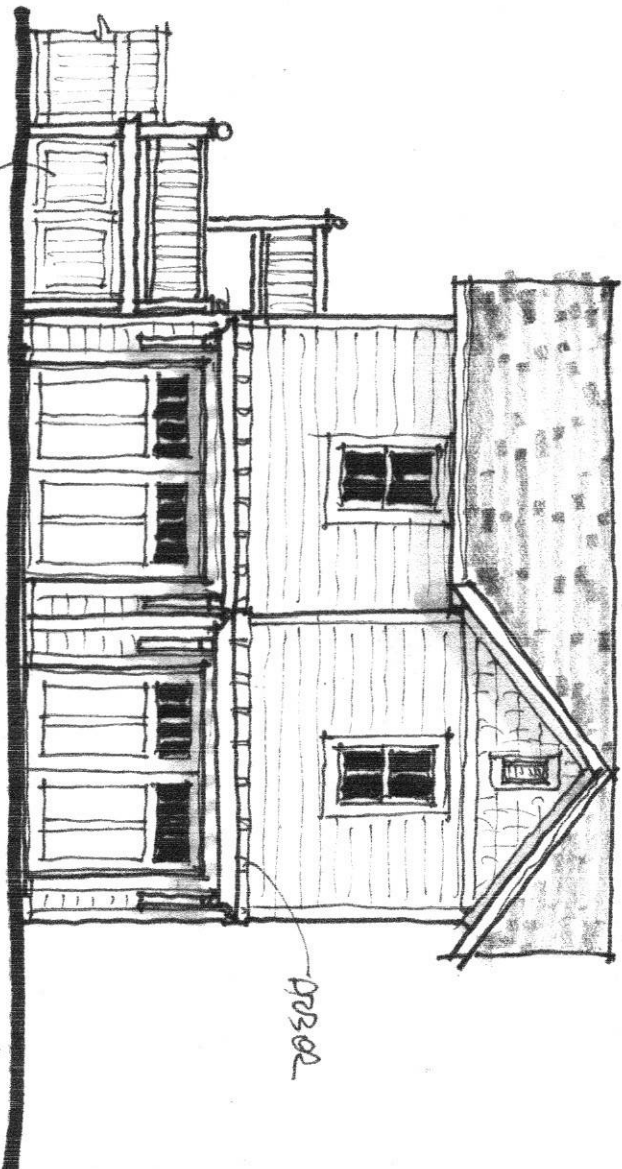
SEE OTHER ELEVATIONS
FOR MATERIALS

3'
TALL
FENCE
← PROJ.
LINE

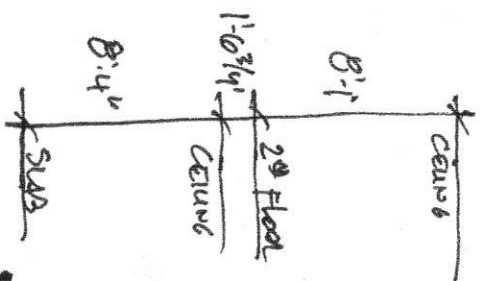




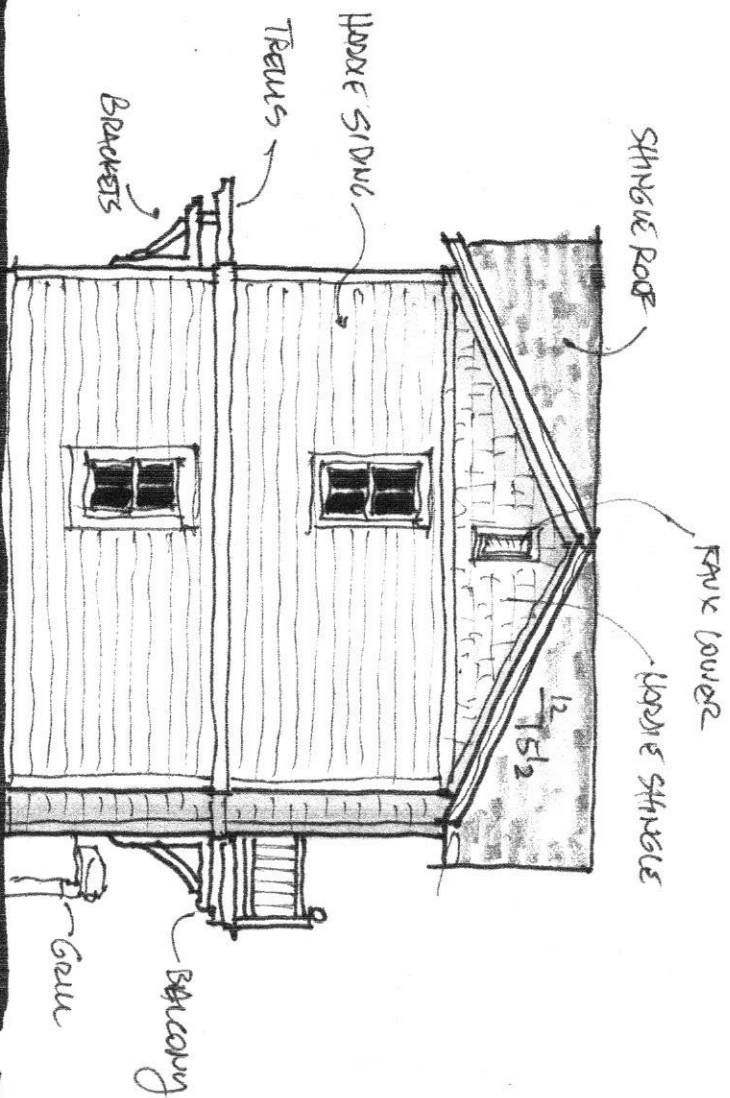
WEST ELEVATION 1/8"=1'



SOUTH ELEVATION 1/8"=1'



EAST ELEVATION 1/8"=1'



NORTH ELEVATION 1/8"=1'

BROWN GABLE/ADA
305.3857
11/13/25

Brown Residence
30 S 3rd Street
Fernandina Beach, FL

Fence



Project 1: ADU / Garage

New 6' fence where shown on the plans in above style
Natural clear stained cedar or cypress
Maintain 8' existing stockade fence on east and north sides

Project 2: Swimming Pool

Remove existing 8' stockade fence on east and north sides
New 8' tall fence in above style
Gate similar
Provides pool enclosure

Brown Residence

30 S 3rd Street

Fernandina Beach, FL

Paving

Style: Tremron Olde Town pattern with brick shaped paver boarder around edges



Color: Sand Dune



Shown for pattern only not color
Brick paver edge with Olde Town

Project 1: ADU / Garage

New driveway and parking space to sidewalk

New walkways back to existing steps and to trash enclosure

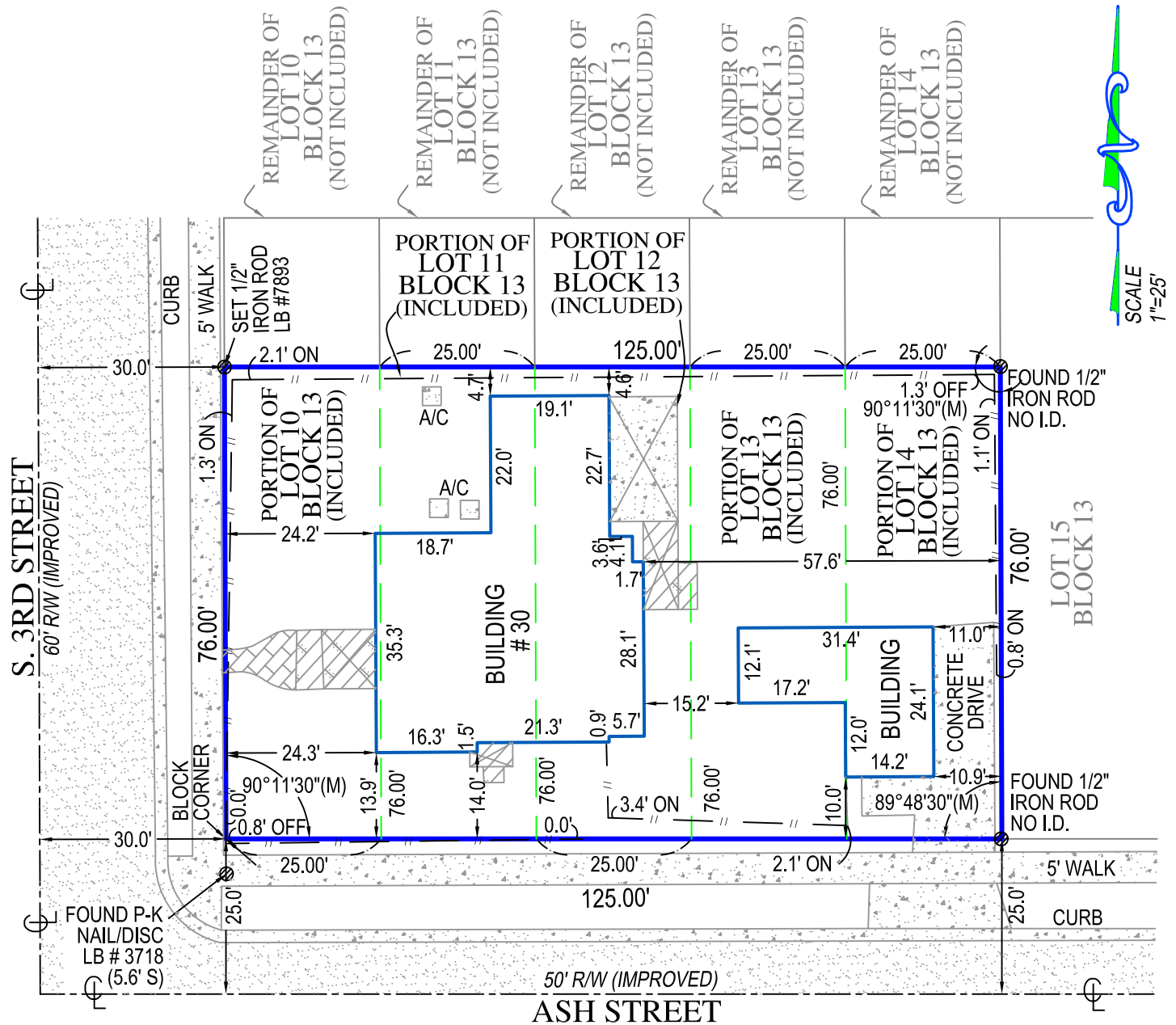
Note: Apron concrete to be replaced with new concrete

Project 2: Swimming Pool

New pool deck, grill area and dining patio

New pool coping to be brick pattern edge mud set on pool shell

BOUNDARY SURVEY



SURVEY NOTES

CONCRETE DRIVE CROSSING INTO R/W
ON SOUTHERLY SIDE OF LOT.

THERE ARE FENCES NEAR THE BOUNDARY
OF THE PROPERTY.

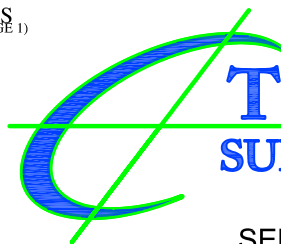
PAVER WALK CROSSES OVER PROPERTY LINE
ON WESTERLY SIDE OF LOT.

PAGE 2 OF 2 PAGES
(NOT COMPLETE WITHOUT PAGE 1)

SURVEY NUMBER:
656118

GENERAL NOTES:

- 1) LEGAL DESCRIPTION PROVIDED BY OTHERS
- 2) THE LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS OR OTHER RECORDED ENCUMBRANCES NOT SHOWN ON THE PLAT.
- 3) UNDERGROUND PORTIONS OF FOOTINGS, FOUNDATIONS OR OTHER IMPROVEMENTS WERE NOT LOCATED.
- 4) WALL TIES ARE TO THE FACE OF THE WALL AND ARE NOT TO BE USED TO RECONSTRUCT BOUNDARY LINES.
- 5) ONLY VISIBLE ENCROACHMENTS LOCATED.
- 6) DIMENSIONS SHOWN ARE PLAT AND MEASURED UNLESS OTHERWISE SHOWN.
- 7) FENCE OWNERSHIP NOT DETERMINED.
- 8) ELEVATIONS INDICATED HEREON ARE IN FEET AND DECIMALS REFERENCED TO N.A.V.D. 1988
- 9) THIS SURVEY HAS BEEN COMPLETED FOR A MORTGAGE TRANSACTION, ITS SCOPE IS LIMITED TO THE DETERMINATION OF TITLE DEFICIENCIES. NO DESIGN OR CONSTRUCTION SHALL BE BASED UPON THIS SURVEY WITHOUT APPROVAL FROM TARGET SURVEYING PRIOR TO SUCH USE. TARGET SURVEYING ASSUMES NO RESPONSIBILITIES FOR ERRORS RESULTING FROM FAILURE TO ADHERE TO THIS CLAUSE.
- 10) IN SOME INSTANCES, GRAPHIC REPRESENTATIONS HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE RELATIONSHIPS BETWEEN PHYSICAL IMPROVEMENTS AND/OR LOT LINES. IN ALL CASES, DIMENSIONS SHALL CONTROL THE LOCATION OF THE IMPROVEMENTS OVER SCALED POSITIONS.



TARGET SURVEYING, LLC

LB #7893

SERVING FLORIDA

6250 N. MILITARY TRAIL, SUITE 102

WEST PALM BEACH, FL 33407

PHONE (561) 640-4800

STATEWIDE PHONE (800) 226-4807

STATEWIDE FACSIMILE (800) 741-0576

WEBSITE: <http://targetsurveying.net>



OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I/WE Todd & Soadi Brown (print name of property owner(s))

hereby authorize: Michael Stauffer Architect (print name of agent)

to represent me/us in processing an application for: HDC (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.

Todd Brown (Signature of owner)

Soadi A. Brown (Signature of owner)

Todd S. Brown (Print name of owner)

Soadi A. Brown (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 31st day

of January, 2025, by Ashley B. Riedemann of Ashley B. Riedemann Notary Public

Printed Name 7/19/26 My Commission Expires

Personally Known X OR Produced Identification _____ ID Produced: _____



Brown Residence – 30 S 3rd Street, Fernandina Beach

Existing Photos









Brown Residence – 30 S 3rd Street, Fernandina Beach

Request for Demolition of Existing accessory structure/garage

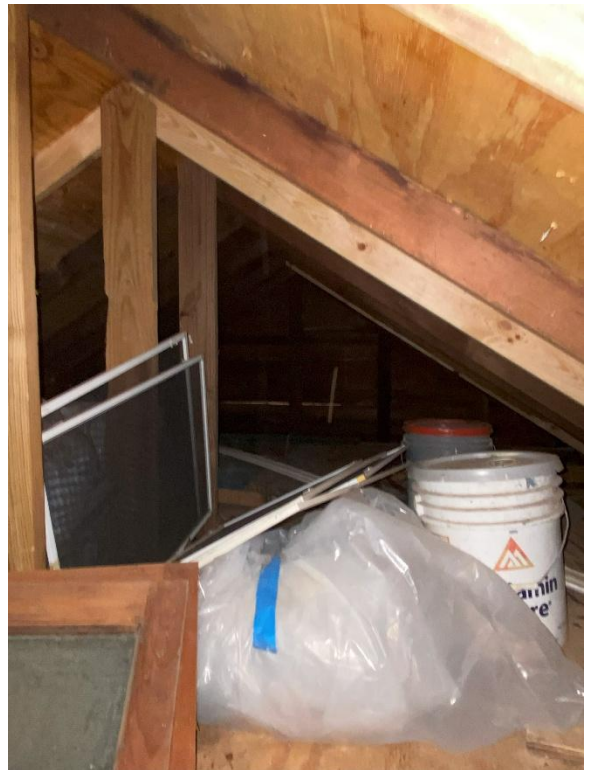
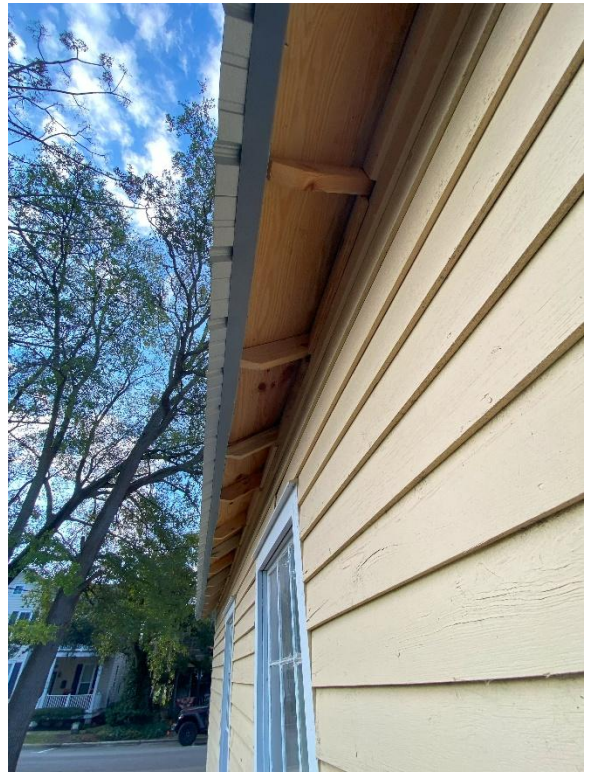
Part of the application for Concept Review for the new garage and ADU for this residence is the request to demolish the existing accessory structure/garage. The request to demolish this structure is justified for the following reasons:

1. It is our belief that the existing accessory structure is a non-contributing structure to the historic district;
2. The structure has been substantially modified and renovated resulting in the loss of historic fabric and materials:
 - a. The roof farming is 75% new construction
 - b. The entire roof exterior materials and sheathing are new
 - c. Approximately 30-40% of the siding has been replaced and another 30-40% needs to be replaced
 - d. The entry door and garage door are not historic
 - e. The three are different in style from each other and the main house; these windows are in new frames. The sash may be salvageable
3. The structure has water and termite damage in the walls
 - a. The lowest level of siding on 80% of the perimeter is below grade and covered by soil creating rot
 - b. Exposed areas showed termite and water damage to the studs
 - c. The new interior plywood sheathing/wall covering is wet all of the time due to the farming being below grade. We assume in unseen areas there is additional water damage to the sill plates and lower portions of studs
4. The structure is unmanageable and susceptible to future damage:
 - a. The slab of the garage and perimeter farming is below grade
 - b. Water seeps into the existing walls and wicks up into the photos
 - c. It is impracticable to lift the structure up to mitigate this scenario
 - d. Other options to control water from the exterior would most likely prove fruitless over time
 - e. Given the damage observed it seems unlikely the structure is viable to salvage or incorporate into the new structure.

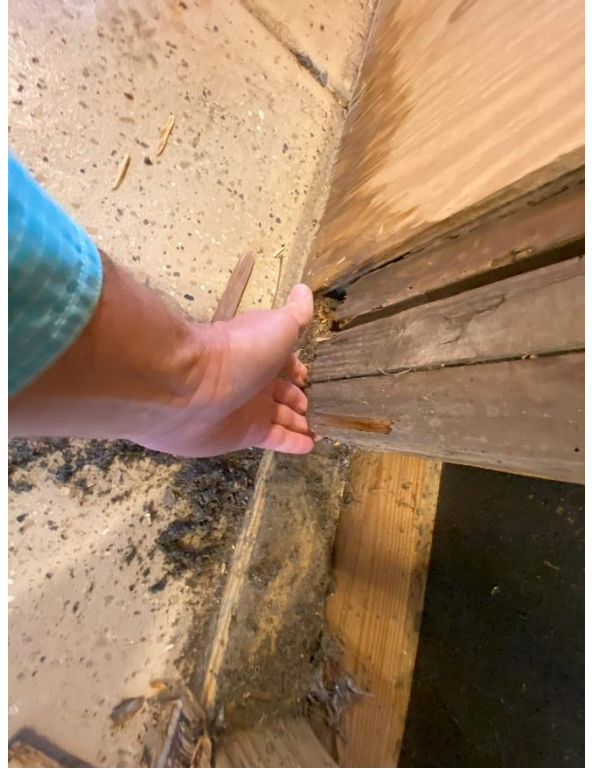
Based on these factors we request permission to demolish the existing garage.



General overview of garage



New rafters and roof sheathing



Interior and Exterior rot at base



Water wicking up the interior plywood occurs the entire perimeter



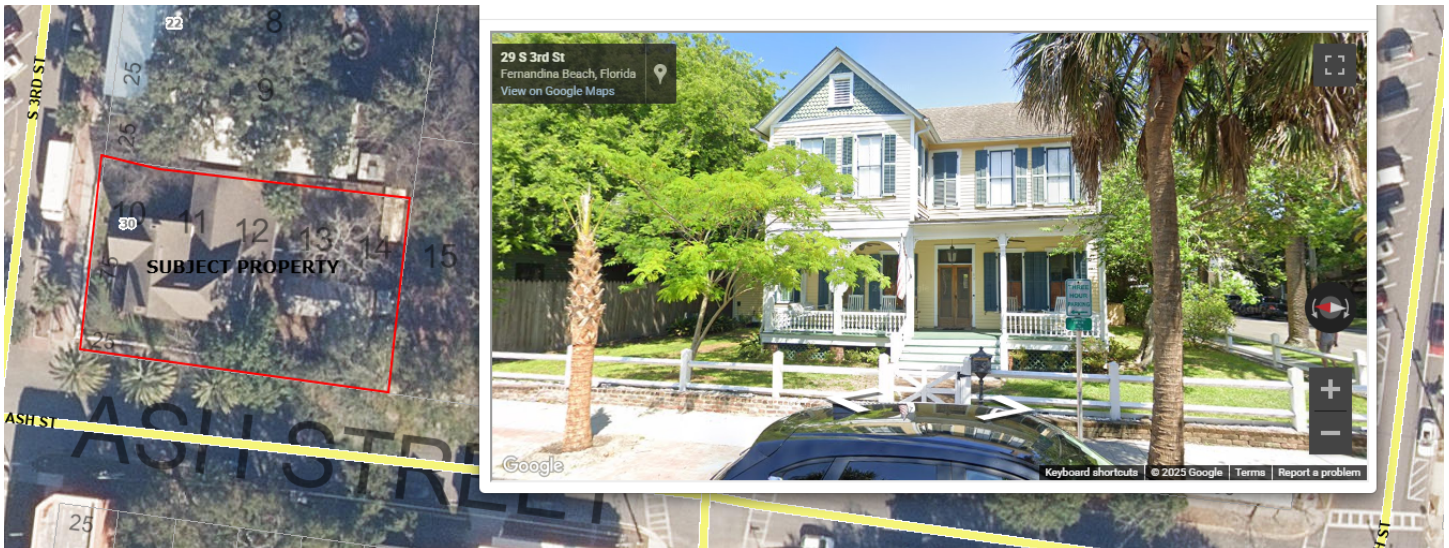
Lower boards below grade and other misc. damage



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0003
MARCH 20, 2025

Owner/Applicant:	Michael Stauffer, agent for Todd & Soodi Brown
Property Address:	30 S. 3 rd Street
Parcel ID #	00-00-31-1800-0013-0100
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Single Family Residential
FL Master Site File #	NA00284
Year Built:	1900
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to 1) construct a new inground swimming pool 2) new paver deck and patio 3) Demolish and construct new fence 4) install new steps off the porch. (<i>Quasi-judicial</i>)

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 seeking approval to install a new inground swimming pool as well as new paver decks and patios. They also wish to remove the existing 8' stockade fence and replace it with a new fence. The applicant also seeks approval to install new steps off porch to match the existing rear yard steps.

Design Goal: To create a new exterior living space with the pool as its center point.

[illegible]

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES
SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- HDC 2025-0003 – March 20, 2025

- 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:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Pool Shell	Concrete	N/A
Pavers	Tremron Olde Town pattern with brick shaped paver boarder around edges	Glacier Grey
Fencing	Site built, wood fence per details	Stained cedar or cypress
Driveways/ Sidewalks	Tremron or equal, olde Towne Pattern with brick pattern edge	Glacier Grey

Analysis of the proposed improvements is limited to those which are provided by the Land Development Code as there is no guidance for pool construction found in the Historic District Design Guidelines which would direct orientation of the pool or surface material options. The only guidance provided is to be fenced in which this proposal accomplishes. In accordance with 8.03.05 Standards for Archaeological Work; Discovery of Archaeological Sites of the LDC, the applicant will document and report any archaeological findings while the pool is under construction.

Site Plan –

- **Fencing** – The application calls out the construction of an in-ground swimming pool and includes consistent fencing to ensure compliance with the Florida Building Code for pool safety.
- **Mechanical** – Mechanical equipment is appropriately sited in the rear yard out of view from the right of way. The applicant provides details on placement of pool equipment which will be consistent with existing elements on the principal structure.
- **Pool** – Pool decking is proposed as Tremron pavers. The proposed placement is consistent with LDC Section 5.01.11 which requires a minimum setback of eight (8) feet from the side or rear yards.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Historic District Design Guidelines.

Staff recommendation: FINAL Approval of HDC 2025-0003

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0003 **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 2025-0003, as presented, **is or is not** substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Historic District Design Guidelines to warrant FINAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0003 Application Materials

EXHIBIT 2 Florida Master Site File NA00284

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15527

Date Submitted: 2/6/2025

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

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

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure – Non-Contributing \$1,500

☐ Demolition of a Primary Structure – Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

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

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

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.

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

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

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

☒ 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 elevations & plans;

☒ Photographs;

☒ Any additional backup materials, as necessary;

☒ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;

☐ For window replacement, a Window Survey must be completed.

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

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: Final▼

See [Certificate of Approval Matrix](#) for details

Previously Approved Case #

HDC YYYY-##

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

Yes

What was the date of your pre-application meeting?*

2/5/2025

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District*

Downtown

Site Address*

30 S 3rd Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0013-0100

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

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Todd & Soodi

Last Name*

Brown

Mailing Address*

123 East College Ave

City*

Greenville

State*

IL

Zip Code*

62246

Telephone Number*

571-334-8974

E-mail Address*

sooditodd@hotmail.com

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*

Stauffer

Company (if applicable)

Michael Stauffer Architect

Street Address

1417 SADLER RD, #195

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-540-6059

E-mail Address

mike@mstaufferarchitect.com

Project Description*

Construction of a new inground swimming pool

Construction of new paver decks and patios per plan and attached

Demolition of existing 8' stockade fence replace with new 8' fence per attached

Installation of new steps off porch to match existing rear yard steps

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

Design Vision Statement*

The goal is to create a new exterior living space with the pool as its center point.

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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?

6. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS
List all proposed materials and colors, as applicable

Manufacturer	Product Description	Color
Pool shell	concrete	Blue Pebbletech interior
		(Name/Number)

Manufacturer	Product Description	Color
NA		
		(Name/Number)

Include FL Product Approval # for Windows and Doors

WINDOWS

Manufacturer	Product Description	Color
NA		

Include FL Product Approval # for Windows and Doors (Name/Number)

ROOFING

Manufacturer	Product Description	Color
NA		

(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
NA		

(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
NA		

(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
NA		NA

(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
Tremron or equal	Olde town pavers with brick paver edge	Sand Dune

(Name/Number)

FENCING

Manufacturer

Site Built

Product Description

Wood fence per details

Color

Natural

(Name/Number)

DRIVEWAYS/SIDEWALKS**Manufacturer**

Tremron or equal

Product Description

Olde Towne Pattern with brick pattern edge

Color

Sand Dune

(Name/Number)

SIGNAGE**Manufacturer**

NA

Product Description**Color**

(Name/Number)

OTHER**Manufacturer**

NA

Product Description**Color**

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 11_Brown Residence_30
3rd St.pdf**Upload 2**2_Brown Residence_30 S
3rd St.pdf**Upload 3**3_Brown Residence_30 S
3rd St.pdf**Upload 4**4_Brown Residence_30 S
3rd St.pdf**Upload 5**5_Brown Residence_30 S
3rd St.pdf**Upload 6**6_Brown Residence_30 S
3rd St.pdf**Upload 7**7_Brown Residence_30 S
3rd St.pdf**Upload 8**[Choose File](#)

No fi...sen

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*

Michael

Applicant Last Name*

Stauffer

Today's Date*

2/6/2025



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

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

GARAGE = 600 SF
ADU = 600 SF
ZONING = C3

NEW FENCE - 8' TALL

1st Floor / SITE PLAN

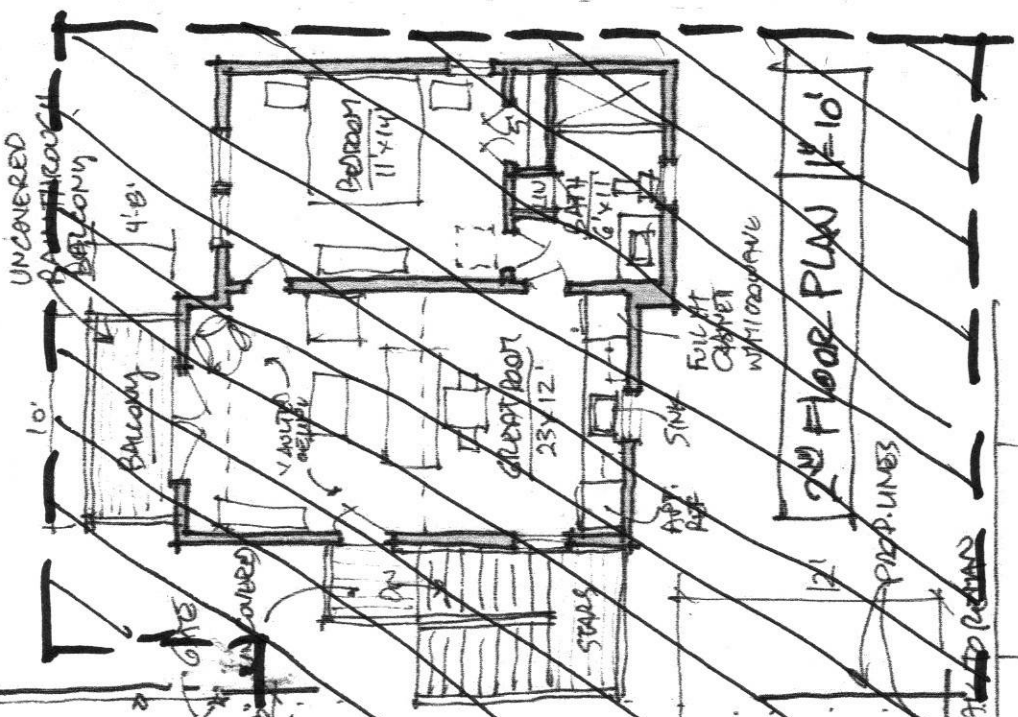
1" = 10'-0"

BROWN RESIDENCE

1/13/25

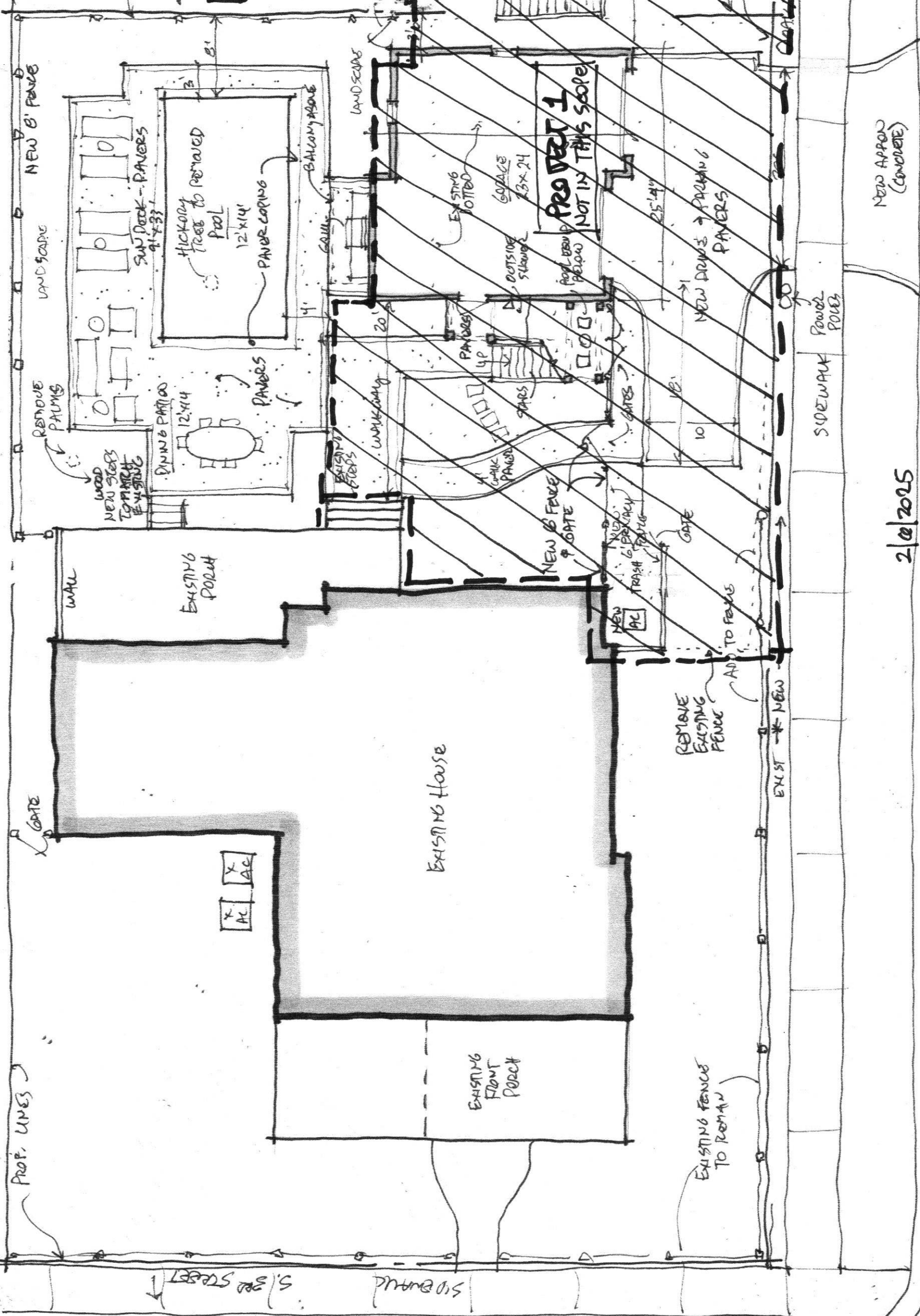
REV 1/28/25

PROJECT 2



2nd Floor Plan 1" = 10'-0"

NORTH



2/2/2025

BROWN RESIDENCE
30 S. 3RD STREET
FERNANDINA BEACH, FL 32034

ASH STREET

SITE PLAN

EXISTING CURB CUT TO REMAIN

PROJECT 2: POOL / POOL DECK
NEW 8' FENCE / NEW WOOD STEPS

Brown Residence

30 S 3rd Street

Fernandina Beach, FL

Paving

Style: Tremron Olde Town pattern with brick shaped paver boarder around edges



Color: Sand Dune



Shown for pattern only not color
Brick paver edge with Olde Town

Project 1: ADU / Garage

New driveway and parking space to sidewalk

New walkways back to existing steps and to trash enclosure

Note: Apron concrete to be replaced with new concrete

Project 2: Swimming Pool

New pool deck, grill area and dining patio

New pool coping to be brick pattern edge mud set on pool shell

Brown Residence
30 S 3rd Street
Fernandina Beach, FL

Fence



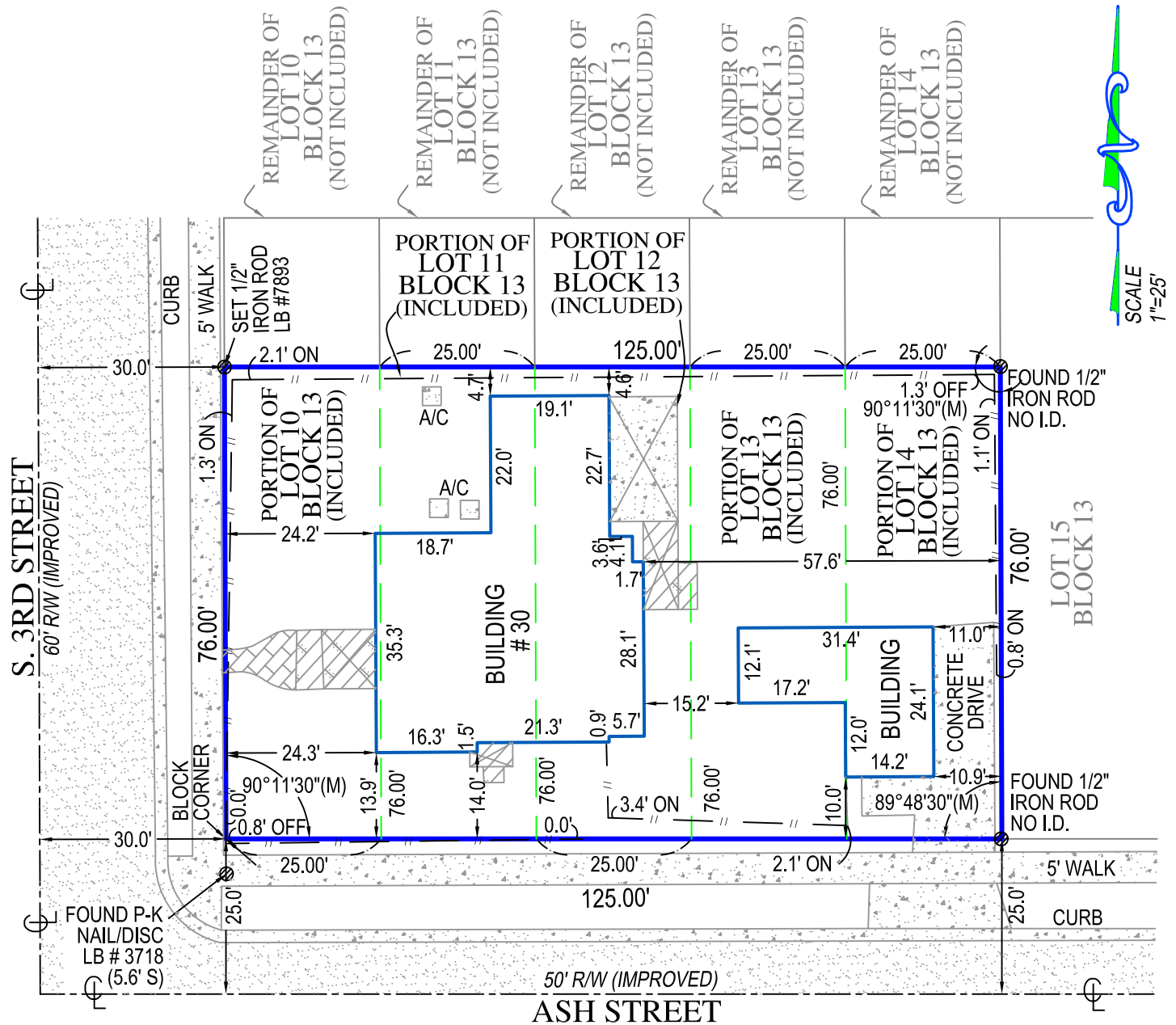
Project 1: ADU / Garage

- New 6' fence where shown on the plans in above style
- Natural clear stained cedar or cypress
- Maintain 8' existing stockade fence on east and north sides

Project 2: Swimming Pool

- Remove existing 8' stockade fence on east and north sides
- New 8' tall fence in above style
- Gate similar
- Provides pool enclosure

BOUNDARY SURVEY



SURVEY NOTES

CONCRETE DRIVE CROSSING INTO R/W
ON SOUTHERLY SIDE OF LOT.

THERE ARE FENCES NEAR THE BOUNDARY
OF THE PROPERTY.

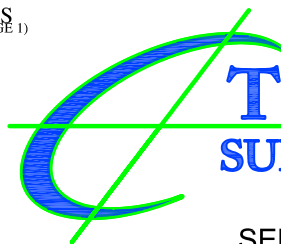
PAVER WALK CROSSES OVER PROPERTY LINE
ON WESTERLY SIDE OF LOT.

PAGE 2 OF 2 PAGES
(NOT COMPLETE WITHOUT PAGE 1)

SURVEY NUMBER:
656118

GENERAL NOTES:

- 1) LEGAL DESCRIPTION PROVIDED BY OTHERS
- 2) THE LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR EASEMENTS OR OTHER RECORDED ENCUMBRANCES NOT SHOWN ON THE PLAT.
- 3) UNDERGROUND PORTIONS OF FOOTINGS, FOUNDATIONS OR OTHER IMPROVEMENTS WERE NOT LOCATED.
- 4) WALL TIES ARE TO THE FACE OF THE WALL AND ARE NOT TO BE USED TO RECONSTRUCT BOUNDARY LINES.
- 5) ONLY VISIBLE ENCROACHMENTS LOCATED.
- 6) DIMENSIONS SHOWN ARE PLAT AND MEASURED UNLESS OTHERWISE SHOWN.
- 7) FENCE OWNERSHIP NOT DETERMINED.
- 8) ELEVATIONS INDICATED HEREON ARE IN FEET AND DECIMALS REFERENCED TO N.A.V.D. 1988
- 9) THIS SURVEY HAS BEEN COMPLETED FOR A MORTGAGE TRANSACTION, ITS SCOPE IS LIMITED TO THE DETERMINATION OF TITLE DEFICIENCIES. NO DESIGN OR CONSTRUCTION SHALL BE BASED UPON THIS SURVEY WITHOUT APPROVAL FROM TARGET SURVEYING PRIOR TO SUCH USE. TARGET SURVEYING ASSUMES NO RESPONSIBILITIES FOR ERRORS RESULTING FROM FAILURE TO ADHERE TO THIS CLAUSE.
- 10) IN SOME INSTANCES, GRAPHIC REPRESENTATIONS HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE RELATIONSHIPS BETWEEN PHYSICAL IMPROVEMENTS AND/OR LOT LINES. IN ALL CASES, DIMENSIONS SHALL CONTROL THE LOCATION OF THE IMPROVEMENTS OVER SCALED POSITIONS.



TARGET SURVEYING, LLC

LB #7893

SERVING FLORIDA

6250 N. MILITARY TRAIL, SUITE 102

WEST PALM BEACH, FL 33407

PHONE (561) 640-4800

STATEWIDE PHONE (800) 226-4807

STATEWIDE FACSIMILE (800) 741-0576

WEBSITE: <http://targetsurveying.net>

PREPARED BY & RETURN TO:

Name: Wood & Smith, P.A.
Address: 303 Centre Street
Suite 100
Fernandina Beach, FL 32034
File No. 24-206591

Parcel No.: 00-00-31-1800-0013-0100

This **WARRANTY DEED**, made the **22nd day of October, 2024**, by **Robert D. Erickson and Lorretta L. Erickson, a/k/a Loretta L. Erickson, husband and wife; and Loretta L. Erickson** (whether one or more, the "Grantor"), to **Todd Brown and Soodi Amiri Brown, husband and wife**, whose post office address is 123 East College Avenue, Greenville, IL 62246 (whether one or more, the "Grantee"):

WITNESSETH: That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee all that certain land situate in County of Nassau, State of Florida, viz:

All of that certain piece, parcel or tract of land lying and being in the County of Nassau and the State of Florida known and described as follows:

All of that certain piece, parcel or tract of land situate, lying and being in the City of Fernandina Beach and County of Nassau and the State of Florida and being further described according to 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 South 76 feet of Lots 10,11, 12,13, and 14, Block 13 City of Fernandina Beach.

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

SUBJECT TO TAXES FOR THE YEAR 2024 AND SUBSEQUENT YEARS, RESTRICTIONS, RESERVATIONS, COVENANTS AND EASEMENTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD the same in fee simple forever.

And the Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple, that the Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever. Grantor further warrants that said land is free of all encumbrances, except as noted herein and except taxes accruing subsequent to December 31, 2023.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be executed in its name, as of the day and year first above written.

Signed, sealed and delivered in the presence of:

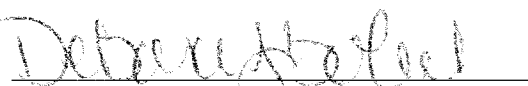


Witness #1 Signature

Print Name: Rachel Woodward

Witness #1 Address:

303 Centre St., Ste 100
Fernandina Beach, FL 32034

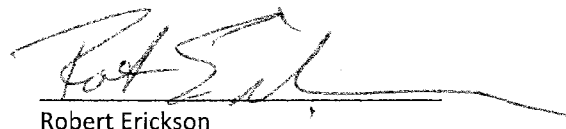


Witness #2 Signature

Print Name: Debora J. Solich

Witness #2 Address:

303 Centre St., Ste 100
Fernandina Beach, FL 32034



Robert Erickson



Lorretta L. Erickson a/k/a Loretta L. Erickson



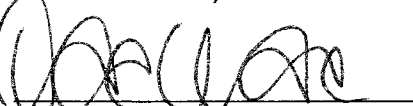
Loretta L. Erickson

Address:

30 South 3rd Street
Fernandina Beach, FL 32034

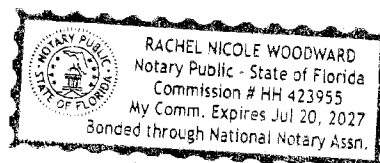
STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of () physical presence or () online notarization this 22 day of October, 2024, by Robert D. Erickson and Lorretta L. Erickson, a/k/a Loretta L. Erickson, husband and wife; and Loretta L. Erickson.



Signature of Notary Public

Print, Type/Stamp Name of Notary



Personally Known: _____ OR Produced Identification: X

Type of Identification

Produced: Valid R DL

Brown Residence – 30 S 3rd Street, Fernandina Beach

Existing Photos











OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION

I/WE Todd & Soadi Brown (print name of property owner(s))

hereby authorize: Michael Stauffer Architect (print name of agent)

to represent me/us in processing an application for: HDC (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.

Todd Brown
(Signature of owner)

Soadi A. Brown
(Signature of owner)

Todd S. Brown
(Print name of owner)

Soadi A. Brown
(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 31st day of January, 2025, by Ashley B. Riedemann of Ashley B. Riedemann Notary Public Printed Name 7/19/26 My Commission Expires Personally Known X OR Produced Identification _____ ID Produced: _____



 mike@mstaufferarchitect.com
To Kelly Gibson
Cc Sylvie McCann

 Reply  Reply All  Forward 

Wed 2/26/2025 7:25 AM

 You replied to this message on 2/26/2025 3:47 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Brown Residence_Paving_REV 022625.pdf
.pdf File

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.

Good morning –

The owners of this property did a little studying and decided they preferred a grey color for their pavers and would like to use the Olde Town Pattern (unchanged) in the Glacier color (change) vs. the Sand Dune color we had previously submitted.

Is this an acceptable way to share this modification?

Thanks.

Mike Stauffer, AIA
MICHAEL STAUFFER ARCHITECT
Florida: AR13908
1417 Sadler Road #195
Fernandina Beach, FL 32034
Virgin Islands: 786A
6501 Redhook Plaza, Suite 201, Box 13
St Thomas, VI 00802
Phone:904.540.6059

 R Virus-free. www.avg.com



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00284

Recorder # 39

Field Date 3/20/2007

Form Date 3/30/2007

FormNo 200703

FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 30 South 3rd St

Multiple Listing (DHR only)

Other Names

>>

Survey or Project Name

Survey#

National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
30	South	3rd	Street	

Cross Streets (nearest/ between)

City / Town (within 3 miles) Fernandina Beach

In Current City Limits? YES

County Nassau

Tax Parcel #(s)

Subdivision Name

Block

Lot

Ownership

Name of Public Tract (e.g., park)

Route to (especially if no street address)

MAPPING

USGS 7.5' Map Name

Publication Date

>> FERNANDINA BEACH; 2002

Township:

Range:

Section:

1/4 section:

>> 3N ; 28E ; 22 ; UNSP

Irregular Section Name:

Landgrant

UTM: Zone

Easting

Northing

Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular

Other Style

Exterior Plan Irregular

Other Exterior Plan

Number of Stories 2

Structural System(s)

>>

Wood frame

Other Structural System(s)

Foundation Type(s)

>>

Piers

Other Foundation Types

Foundation Material(s)

>>

Brick

Other Foundation Material(s)

Exterior Fabric(s)

>>

Aluminum

Other Exterior Fabric(s)

Roof Type(s)

>>

Gable

Other Roof Type(s)

Roof Material(s)

>>

Composition shingles

Other Roof Material(s)

Roof Secondary Structure(s) (dormers etc)

>>

Cross gable

Other Roof Secondary Structure(s)

cross hip

Number of Chimneys 2

Chimney Material Brick

Other Chimney Material(s)

Chimney Location(s) south ridge, north ridge

HISTORICAL STRUCTURE FORM

8NA00284

DESCRIPTION (continued)

Window Descriptions 2/2, 15 light casement

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) west

Porch Roof Types(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Fair

Structure Surroundings

Commercial: SOME of this category Residential: SOME of this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) garage

Archaeological Remains (describe): _____

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1900

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

Structure Use History

Use _____	Year Use Started _____	Year Use Ended _____	>> <u>Private residence; 1900;</u>
Other Structure Uses _____			

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

Explanation of Evaluation (required) The resource contributes to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

HISTORICAL STRUCTURE FORM

8NA00284

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF. Including Field Notes, Plans, other Important Documents

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY, Ste. 5-129 904-448-4429

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 4/1/2007

SHPO's Evaluation of Resource

Date _____

Form Comments: _____

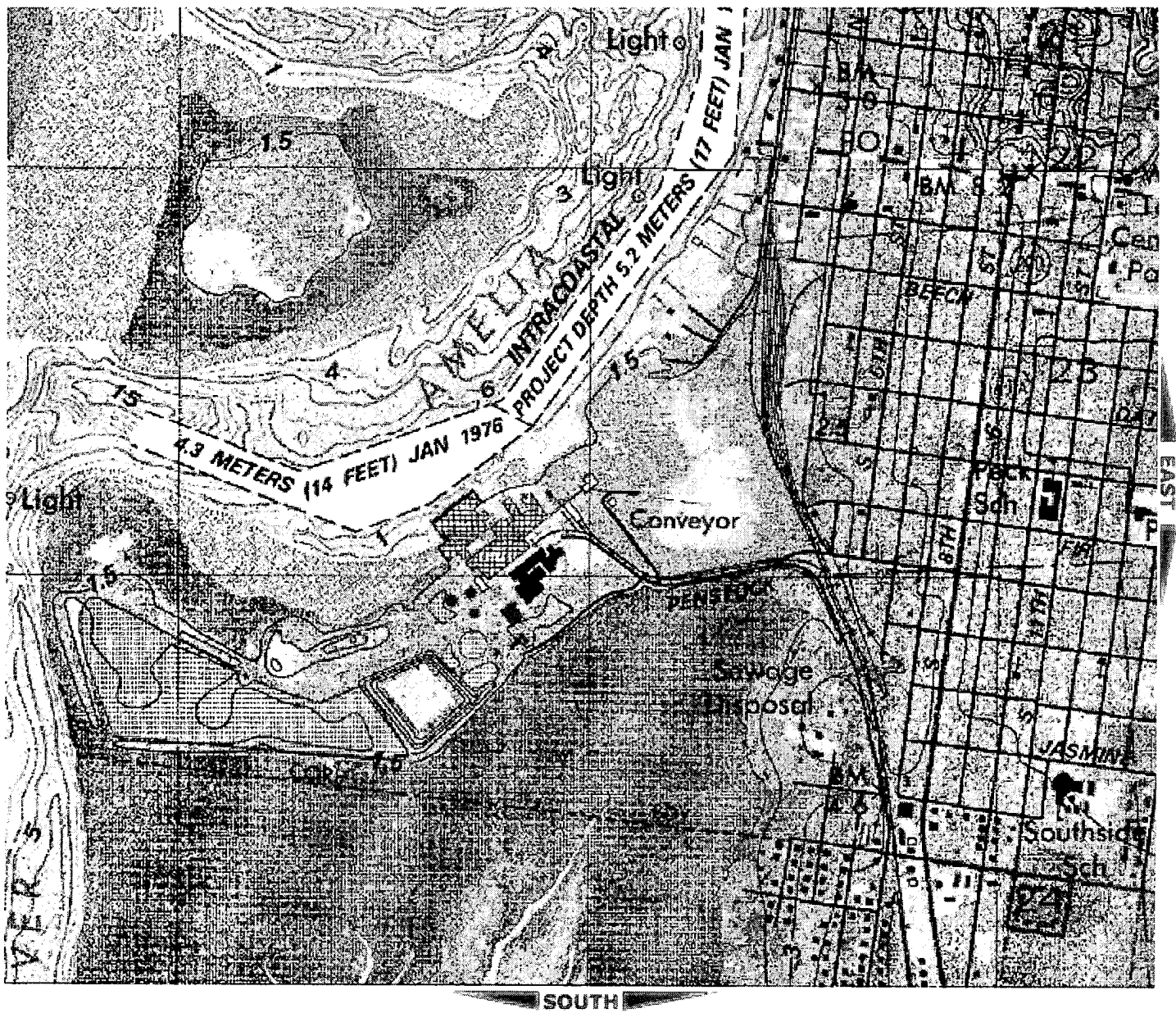
REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00284-200703

Supplementary Printout

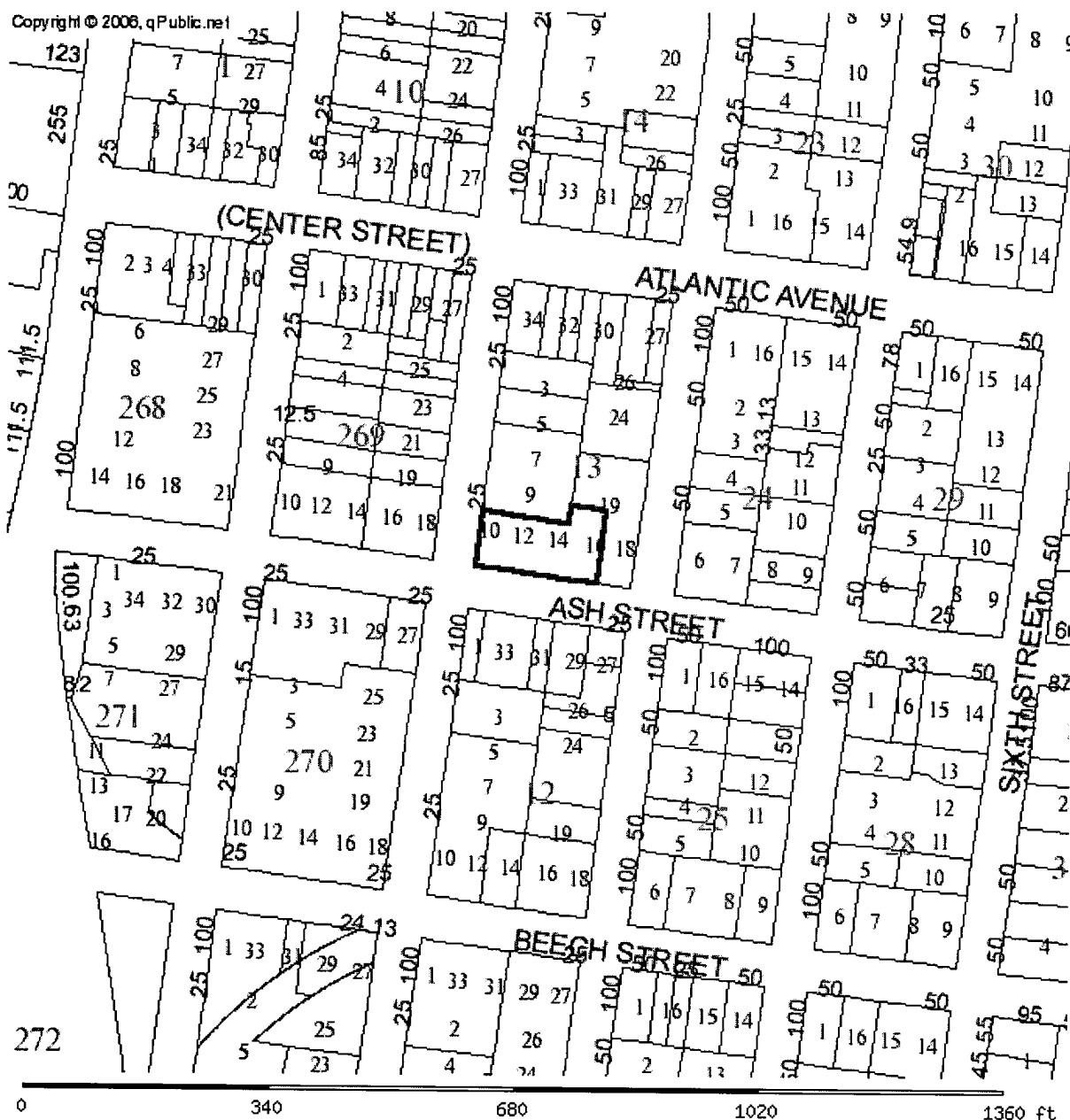
- > **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2002
- > **Township/Range/Section/Qtr:**
3N ;28E ;22;UNSP
- > **Structural system(s):**
Wood frame
- > **Foundation types:**
Piers
- > **Foundation materials:**
Brick
- > **Exterior fabrics:**
Aluminum
- > **Roof types:**
Gable
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
Cross gable
Other
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian
- > **Area(s) of historical significance:**
Community planning & development
- > **Repositories: Collection/Housed/Accession#/Describe**
- > **[Other name(s)]:**



NA284

39

Copyright © 2006, qPublic.net

39
NA284

PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0013-0100
GIS CALCULATED ACREAGE	0.33
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	PARK MELBA ELIZABETH SAYLER
Mailing Address	30 SO 3RD ST FERNANDINA BEACH, FL 32034
Situs/Physical Address	30 SOUTH 3RD ST
2006 PROPOSED VALUES	
Land Value	225,216
Ag Land Value	0



39
NAZ'

Dear Historic District Council,

Thank you for taking the time to review our home improvement plan. We love our 100 year old home but in order to make it more livable we would like to make some improvements.

We currently have only one bedroom so we do not have any place for family or friends to sleep when they visit. We also think adding another bathroom allows us and our guests more privacy. Most of these improvements will be contained within the existing footprint of the house minimizing any external expansions. The new proposed 2nd floor bathroom will be the only external wall that will be added onto an existing dormer and still within the existing footprint of the house. All external finishes will tie-in/match to the existing siding, windows and roof.

Additionally, we want to screen-in part of the outdoor porch and in doing so want to expand it a small amount on one side only, so we can utilize our outdoor space more often. The expanded area of the porch will tie-in/match all existing decking, railing and roof, attempting to blend in as much as possible with the natural environment.

We purchased this old-town property because we love this historic district and appreciate all the history and architecture it has to offer. Our objective is to preserve the historic aesthetic of the property as much as possible while making it more functional.

Margaret & Dennis Brown

913 White St

Fernandina Beach, FL 32034

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15543

Date Submitted: 2/9/2025

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

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

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure – Non-Contributing \$1,500

☐ Demolition of a Primary Structure – Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

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

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

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.

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

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

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

☐ 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 elevations & plans;

☐ Photographs;

☐ Any additional backup materials, as necessary;

☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;

☐ For window replacement, a Window Survey must be completed.

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

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

▼

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

What was the date of your pre-application meeting?*

2/3/2025

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District*

Old Town

Site Address*

913 White St

City*

Fernandina Beach

State*

fl

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1580-0008-0080

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

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

dennis

Last Name*

brown

Mailing Address*

913 White St

City*

Fernandina Beach

State*

fl

Zip Code*

32034

Telephone Number*

9137066154

E-mail Address*

dennis@bookends.life

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*

Stephanie

Last Name*

Spatola

Company (if applicable)

Spatola Contracting Group

Street Address

512 S. 8th St

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

6178696546

E-mail Address

stephanie@spatcogroup.com

Project Description*

Convert the existing 2nd floor space into 2 separate bedrooms and add one more bathroom. The new bathroom space is 58sqft and requires building onto an existing dormer. Overall footprint of the main house structure remains the same. Additionally, increase the side porch by 133sqft and screen-in the same area (side porch). All external finishes will tie-in with existing siding, roof, railing, decking.

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

Design Vision Statement*

The design of the addition is intended to match all existing external elements.

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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?

6. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color
james hardie	Hardie lap siding	yellow
		(Name/Number)

DOORS

Manufacturer	Product Description	Color
	Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

Manufacturer	Product Description	Color
Andersen	400 series awning 15727.1 R7	white
	Include FL Product Approval # for Windows and Doors	(Name/Number)

ROOFING

Manufacturer	Product Description	Color
Gulf Coast	metal roof	light grey
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
james hardie		white
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
TREX	Transcend Lineage	Jasper
		(Name/Number)

FENCING

Manufacturer	Product Description	Color
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer	Product Description	Color
		(Name/Number)

SIGNAGE

Manufacturer	Product Description	Color
		(Name/Number)

OTHER

Manufacturer	Product Description	Color
		(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1 Cover Letter.pdf	Upload 2 OWNERS AUTHORIZATION.pdf	Upload 3 photos.pdf	Upload 4 Drawings_Brown Dennis Peggy_913 White Street.pdf
Upload 5 913 White St tax statement proof of ownership.pdf	Upload 6 913 White St survey.pdf	Upload 7 Choose File No fi...sen	Upload 8 Choose File No fi...sen

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*

Stephanie

Applicant Last Name*

Spatola

Today's Date*

2/7/2025



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 | www.fbfl.us/planning

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

ADDRESS:
913 WHITE STREET
FERNANDINA BEACH, FLORIDA

- NOTES:
- THERE ARE NO VISIBLE ENCROACHMENTS ON THIS PROPERTY, UNLESS SHOWN.
 - THIS SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT TO THE SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE OTHER DEEDS, EASEMENTS, ETC., RECORDED OR UNRECORDED THAT MAY AFFECT THE BOUNDARIES SHOWN IN PARENTHESES. THE MEASUREMENTS ARE FLOOD INSURANCE MAP PANEL No. 12109C0214J.
 - THIS PROPERTY LIES IN FLOOD ZONE X, AS PER DATED 12/7/2018.
 - IT IS POSSIBLE THERE ARE OTHER DRAINAGE STUDIES DONE SINCE THE PUBLISHED DATE OF THE FLOOD INSURANCE RATE MAP PANEL, THAT MAY AFFECT FLOOD ZONE DESIGNATION, THAT THIS SURVEYOR HAS NOT BEEN PROVIDED.
 - ADJOINERS, UNLESS NOTED WERE NOT FURNISHED TO THIS SURVEYOR
 - UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS WERE NOT LOCATED

VARA BEING 0.8359 METERS (OR APPROXIMATELY 33 INCHES). THE PLAT MADE THE DIMENSION OF EACH MEDIA-PEONIA 17 VARAS BY 17 VARAS. THE STREETS (INCLUDING THE RIGHT-OF-WAY ON BOTH SIDES) ARE ALSO 17 VARAS WIDE, AND 17 VARAS IS 46.75 FEET.



SYMBOLS & ABBREVIATIONS

- | | |
|---|-----------------------------------|
| Δ - CENTRAL ANGLE | IF - IRON FENCE |
| AC - ACRES ± | L - ARC LENGTH |
| CLF - CHAIN LINK FENCE | P.O.C. - POINT OF COMMENCEMENT |
| O.R. - OFFICIAL RECORD BOOK | P.O.B. - POINT OF BEGINNING |
| D.B. - DEED BOOK PG. - PAGE | R - RADIUS OR RANGE |
| EOP - EDGE OF PAVEMENT | R/W - RIGHT OF WAY |
| FCM - FOUND CONCRETE MONUMENT | SEC. - SECTION |
| FR - FOUND IRON ROD | SIR - SET 5/8" IRON ROD/CAP #6590 |
| (5/8" UNLESS NOTED.) | SNC - SET NAIL AND CAP #6590 |
| FIRC - FOUND IRON ROD AND CAP | UNREC. - UNRECORDED |
| F.I.R.M. - FLOOD INSURANCE RATE MAP LB. - LICENSED BUSINESS | |
| FIP - FOUND IRON PIPE | T - TOWNSHIP OR TANGENT |
| FIP - FOUND PINCHED IRON PIPE | VF - VINYL FENCE |
| FNC - FOUND NAIL AND CAP | WBF - WOOD BOARD FENCE |
| JEA - JACKSONVILLE ELECTRIC AUTHORITY | |

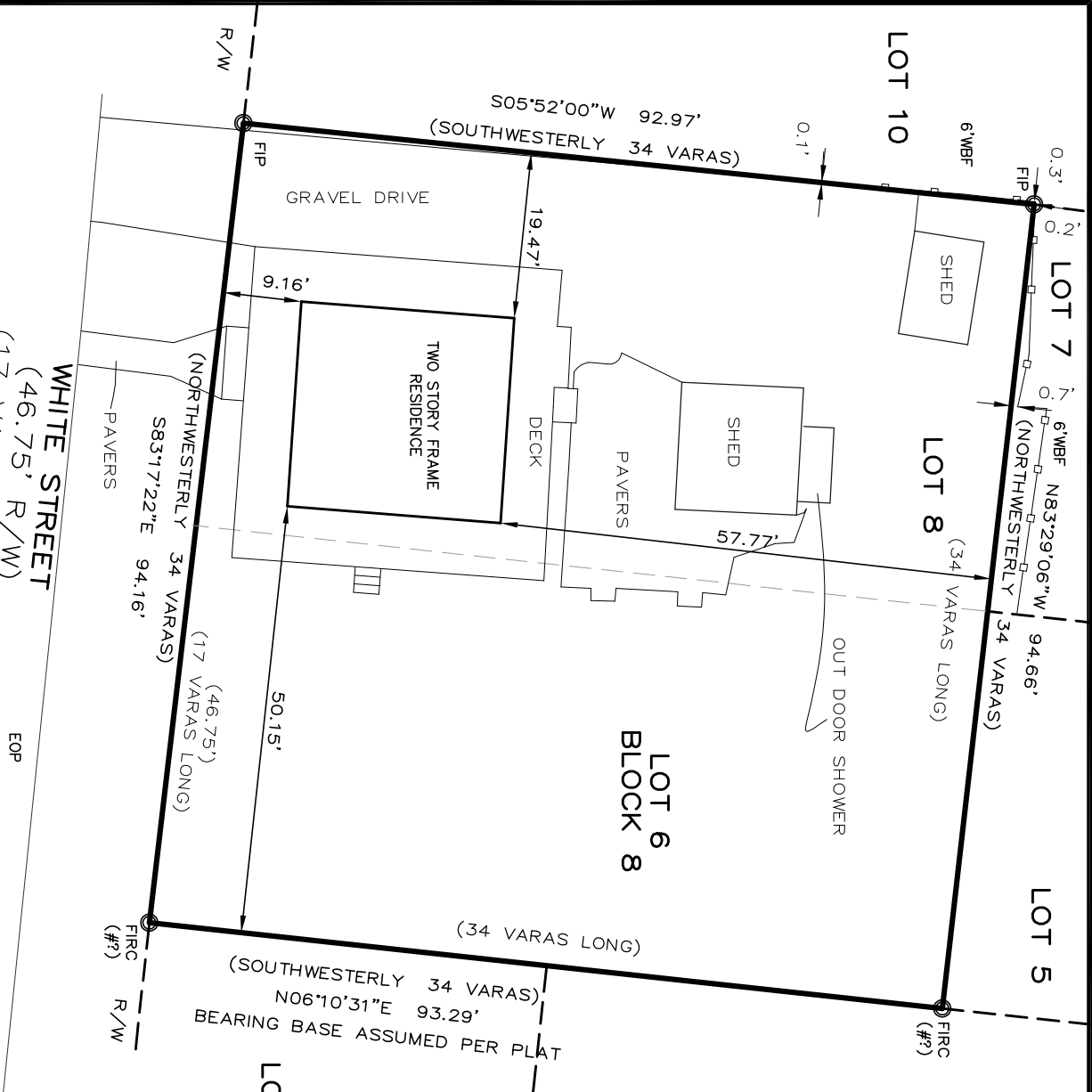
I HEREBY CERTIFY THAT THIS SURVEY WAS PERFORMED UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND THE PLAT AND DESCRIPTION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THE SURVEY MEETS OR EXCEEDS THE STANDARDS FOR PRACTICE FOR LAND SURVEYING AS ESTABLISHED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPMAKERS (F.A.S. 650-110051/.052).

ALAN D. PLATT, P.L.S.
PROFESSIONAL LAND SURVEYOR
FLORIDA LICENSED No. 4664

6/8/2022
DATE SIGNED
6/6/2022
DATE SURVEYED

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

SHEET 1 OF 1



ALL THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY FERNANDINA) COUNTY OF NASSAU AND THE STATE OF FLORIDA AND DESCRIBED ACCORDING TO THE OFFICIAL PLAT OR MAP OF 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 6 AND 8, BLOCK 8 OF OLD TOWN.

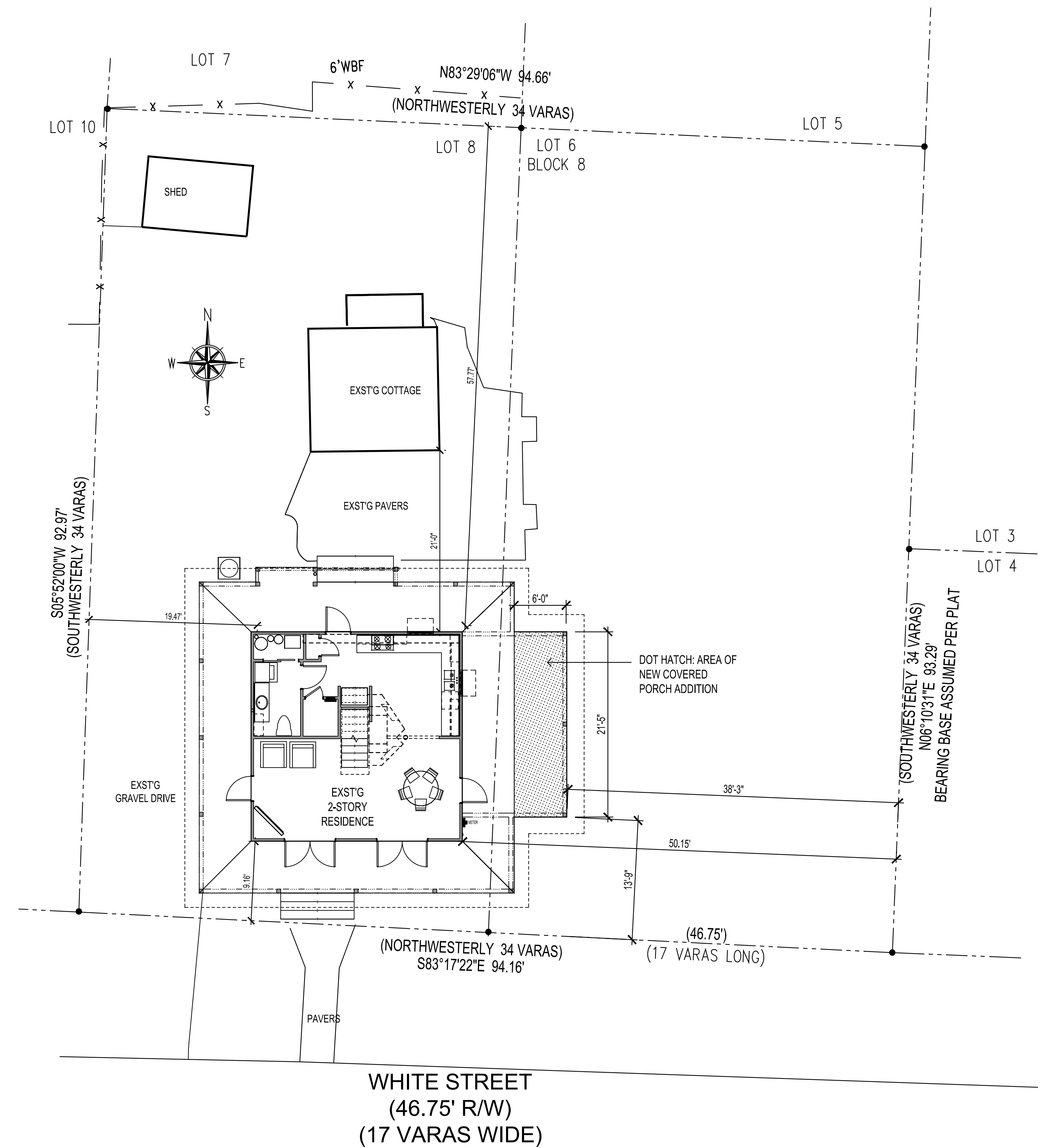
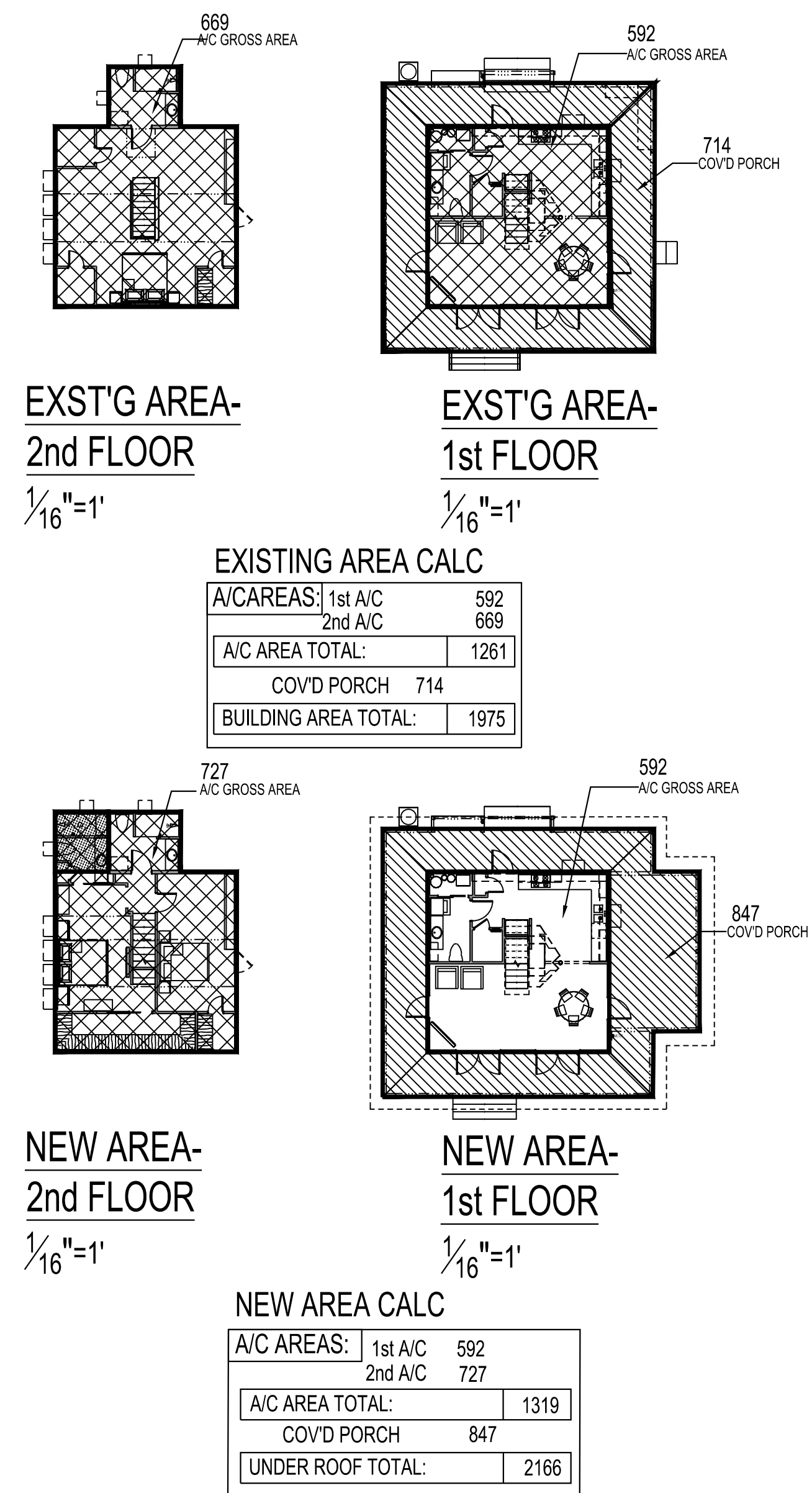
WHITE STREET
(46.75' R/W)
(17 VARAS WIDE)
EOP

BOUNDARY SURVEY OF:
LOT 6 & 8, BLOCK 8
OLD TOWN
PLAT MAP OF OLD TOWN FLORIDA
NASSAU COUNTY FLORIDA

A.D. Platt
& ASSOCIATES, INC. • LAND SURVEYORS
3712 CARRINGTON PLACE, TALLAHASSEE, FL. 32303
PHONE: (850) 385-1036 (904) 580-6185
LICENSED BUSINESS No. 6590

CERTIFIED TO:
MARGARET BROWN AND DENNIS BROWN
WOOD AND SMITH

DRAWING:
23940-BS
PROJECT:
23940



SITE PLAN

1/8"=1'

STATE OF FLORIDA
JOHN HOWELL DODD
REGISTERED ARCHITECT
AR0016867

John H. Dodd
ARCHITECT, INC.
FL AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL: (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints	
Issue Date	Issue Date
10-23-24	REVIEW

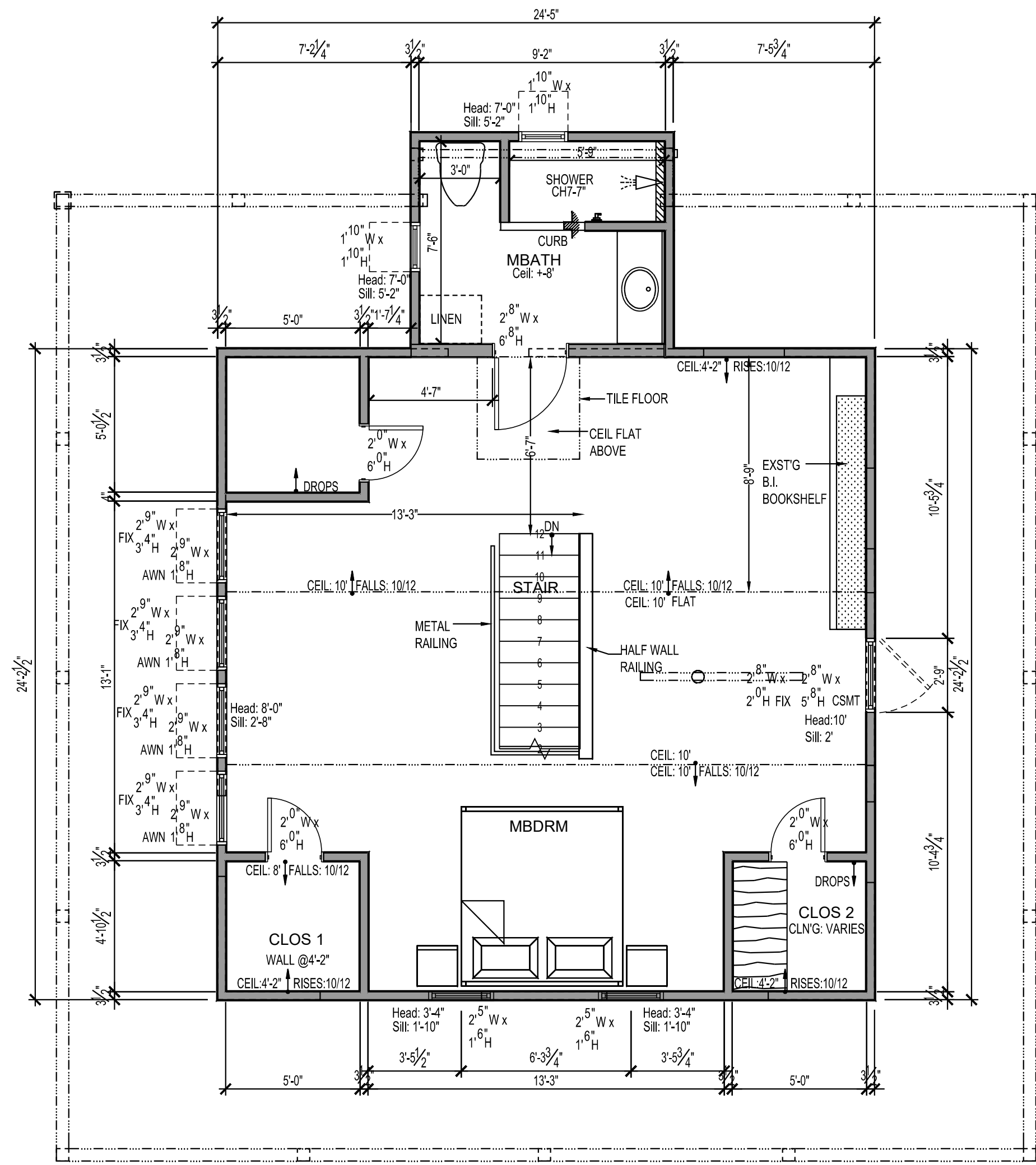
North /
Elev Key

GRAPHIC
SCALE

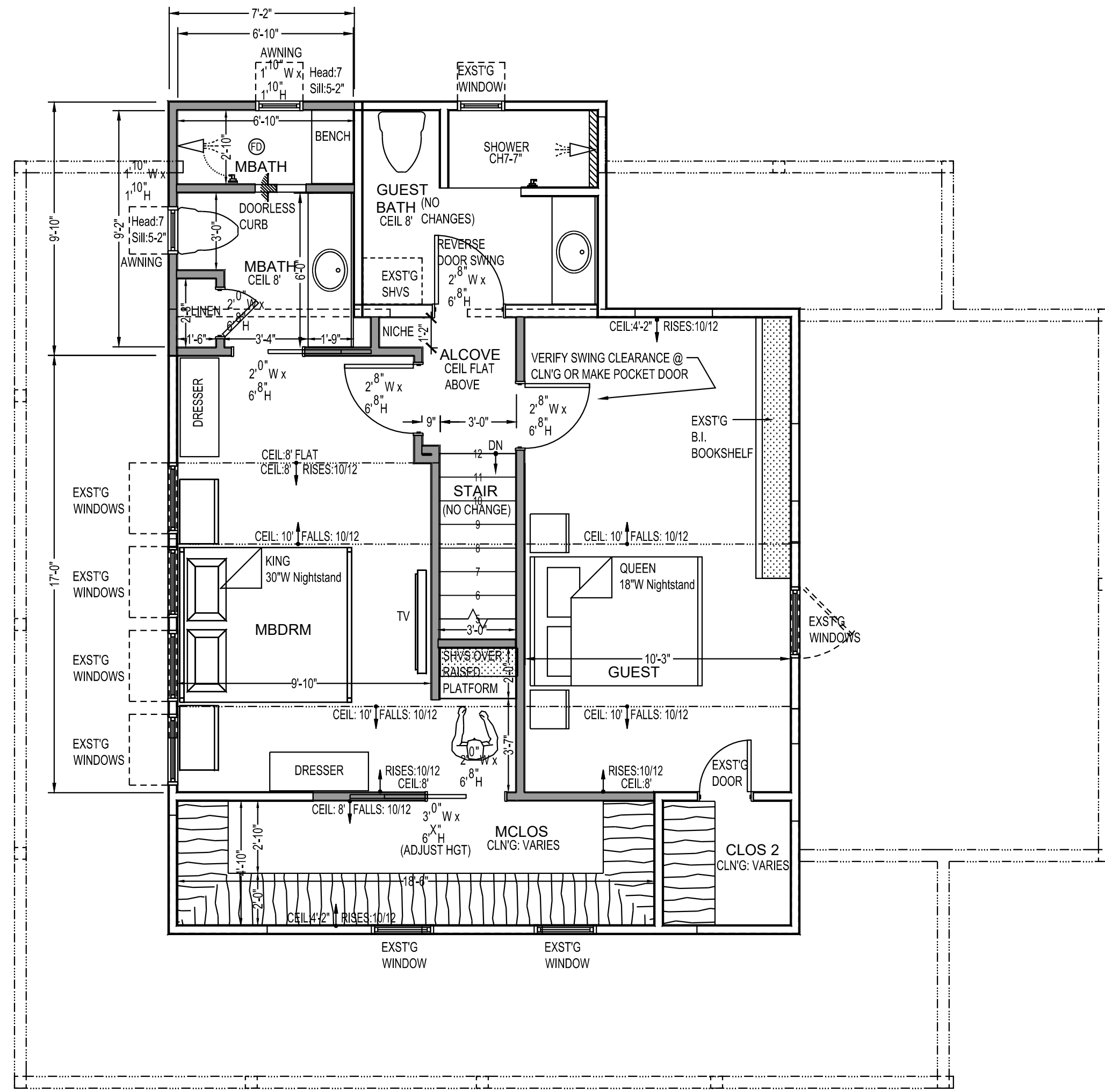
Remodel / Addition for: Dennis & Peggy Brown
913 White Street, Old Town

SITE PLAN

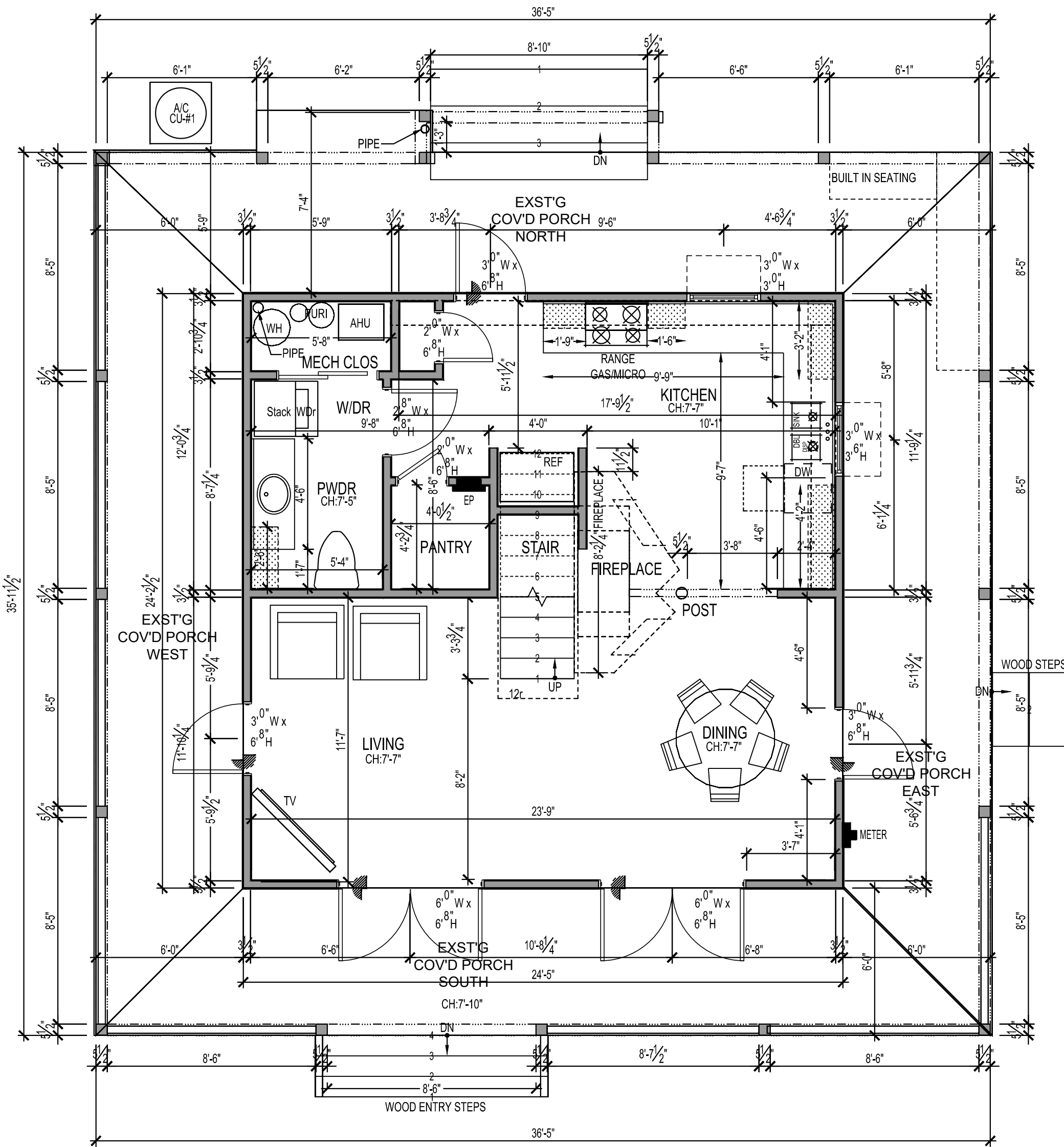
A-0



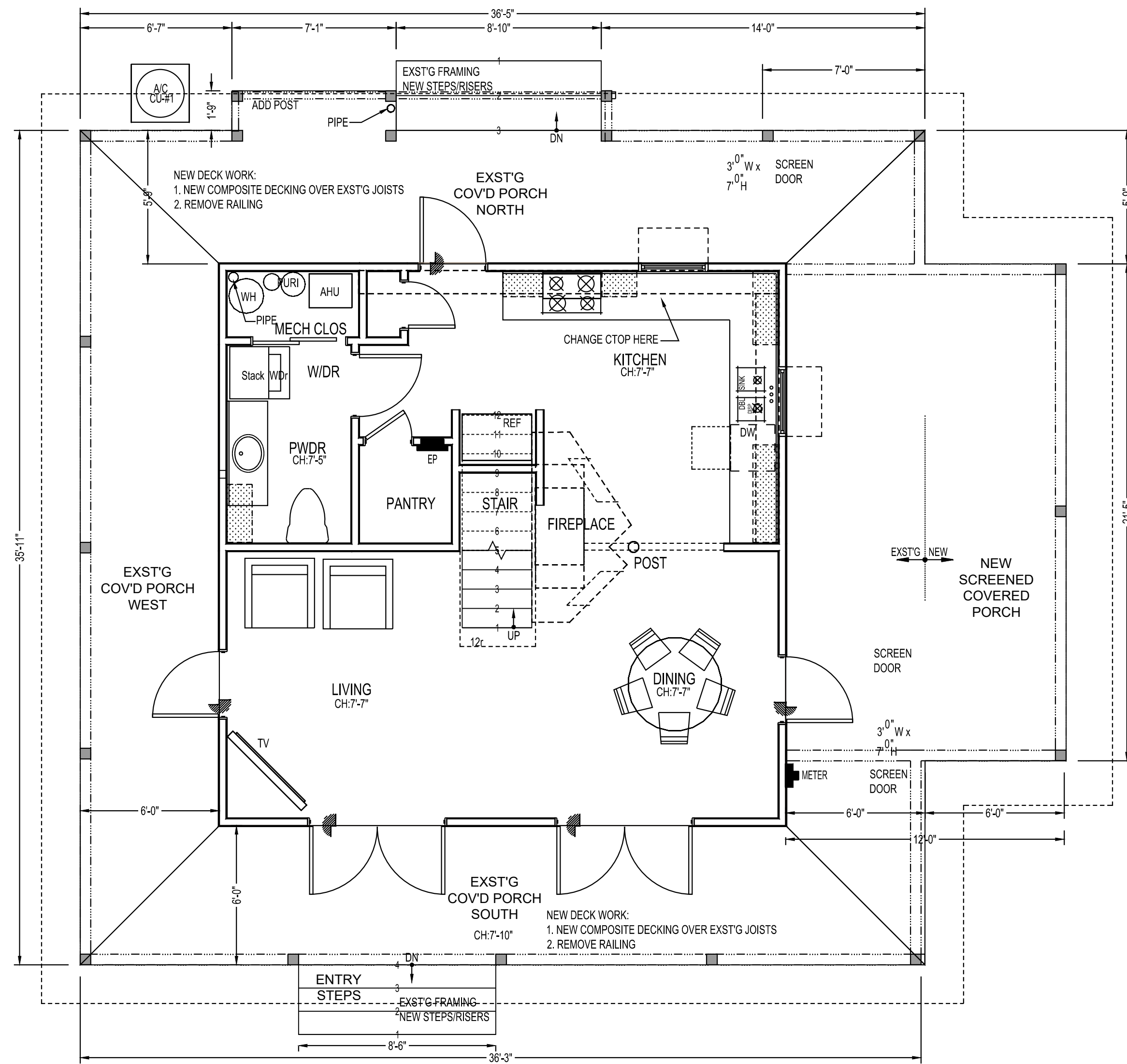
EXIST'G
2nd FLOOR PLAN
1/4"=1'



NEW
2nd FLOOR PLAN
1/4"=1'

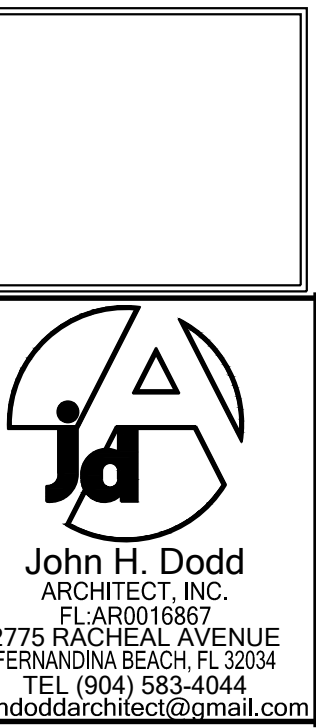


EXIST'G
1st FLOOR PLAN
1/4"=1'

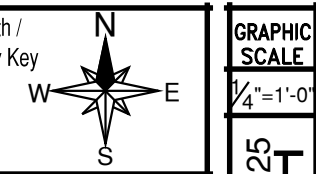


NEW
1st FLOOR PLAN
1/4"=1'

ARCHITECTURAL LEGEND		NOTE: SOME SYMBOLS INDICATED IN LEGEND MAY NOT OCCUR IN DRAWINGS
ON EXIST'G FLOOR PLANS	— EXIST'G 2x4 (3/2") WOOD STUD WALL	
ON NEW FLOOR PLANS	— EXIST'G 2x6 (3/2") WOOD STUD WALL	
ON NEW FLOOR PLANS	— EXIST'G 2x4 (3/2") WOOD STUD WALL WHICH IS TURNED ON VALLEY IN EXIST'G DRAWINGS	
ON NEW FLOOR PLANS	— EXIST'G 2x6 (3/2") WOOD STUD WALL WHICH IS TURNED ON VALLEY IN EXIST'G DRAWINGS	
ON NEW FLOOR PLANS	— 2x4 (3/2") WOOD STUD WALL W/ 1/2" GB B.S. (U.N.O.) & INSULATION • ALL EXTERIOR AND ATTIC WALLS	
ON NEW FLOOR PLANS	— 2x6 (3/2") WOOD STUD WALL W/ 1/2" GB B.S. (U.N.O.) & INSULATION • ALL EXTERIOR AND ATTIC WALLS	
ON NEW FLOOR PLANS	— 2x4 THERMAL OR SOUND INSULATED INTERIOR WALL: 1/2" WOOD STUD WALL W/ 1/2" GB B.S. (U.N.O.) & ACOUSTIC INSULATION (SOUND BATT) BETW. EA. STUD	
CABINETS & MILLWORK	— CLOTHES-CONTRACTOR TO COORD. PLUS STOR.	
ROD CONNECTORS	— CONT. UNINTERRUPTED THREADED ROD UPLIFT RESISTANCE CONNECTOR	
WINDOW LEGEND	— FIXED SINGLE OR DOUBLE HUNG	
DOOR LEGEND	— SWING POCKET SLIDING BIFOLD	
FLOOR LEVEL CHANGES	— CHANGE IN FINISH FLOOR ELEVATION	
TOILET	— HATCH REPRESENTS FLOOR VERT. DISTANCE OF STEP	
ROOF LINE LEGEND	— RIDGELINE	
	— HIP & VALLEY	
	— FASIA-EAVE TERMINATION	
	— RAKE - GABLE TERMINATION	
	— ROOF SLOPE TRANSITION	
	— SHOWER HEAD	
	— SHOWER VALVE	
	— RECESSED SOAP SHELF	
	— FLOOR DRAIN	
	— HOB - NOSE BIB	



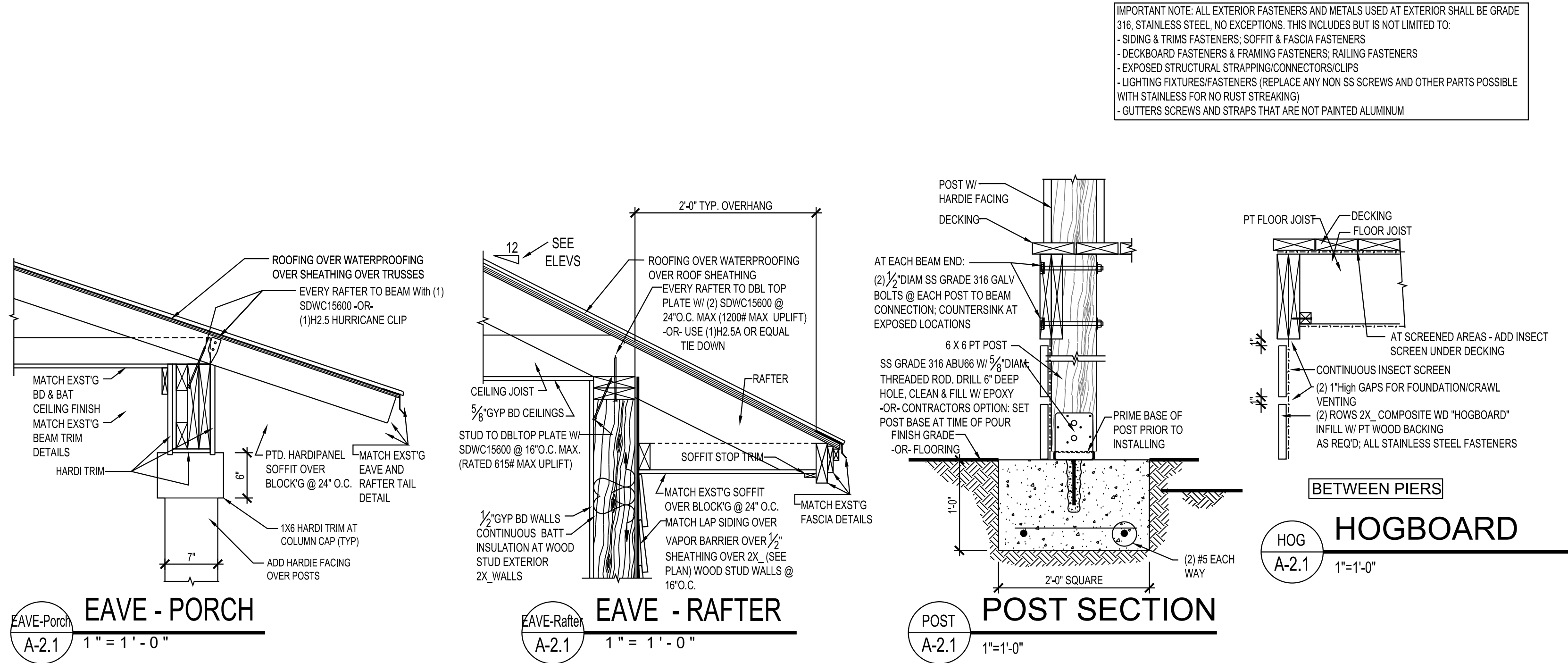
Issue Date of Progress Prints	
Issue Date	Issue Date
10-23-24	REVIEW



Remodel / Addition for: Dennis & Peggy Brown
913 White Street, Old Town

FLOOR PLANS

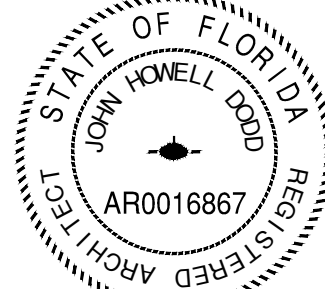
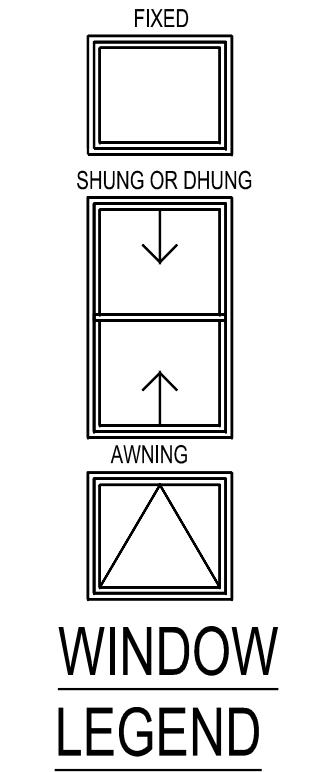
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A-1.1



EXST'G WEST ELEVATION
1/4"=1'

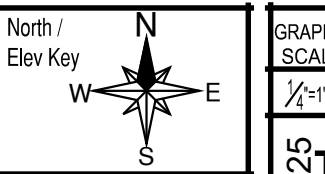


NEW WEST ELEVATION
1/4"=1'



John H. Dodd
ARCHITECT, INC.
FL AR0016867
2775 RACHEAL AVENUE
FERNANDINA BEACH, FL 32034
TEL: (904) 583-4044
johndoddarchitect@gmail.com

Issue Date of Progress Prints	
Revised	Issued for:
Date	
10-23-24	REVIEW



EXST'G EAST ELEVATION
1/4"=1'



EXST'G NORTH ELEVATION
1/4"=1'



EXST'G SOUTH ELEVATION
1/4"=1'



NEW EAST ELEVATION
1/4"=1'

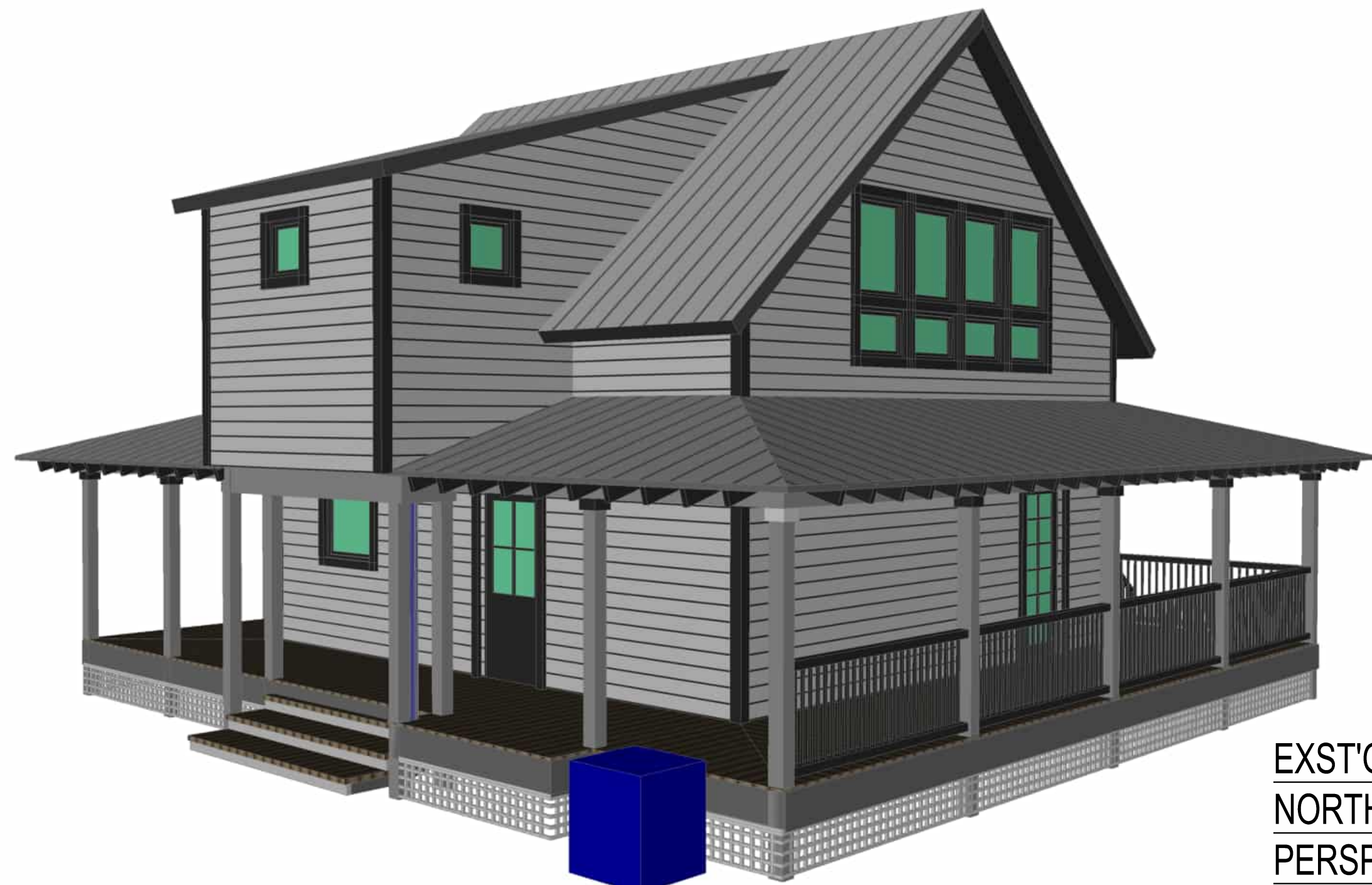


NEW NORTH ELEVATION
1/4"=1'



NEW SOUTH ELEVATION
1/4"=1'

Remodel / Addition for: Dennis & Peggy Brown
913 White Street, Old Town



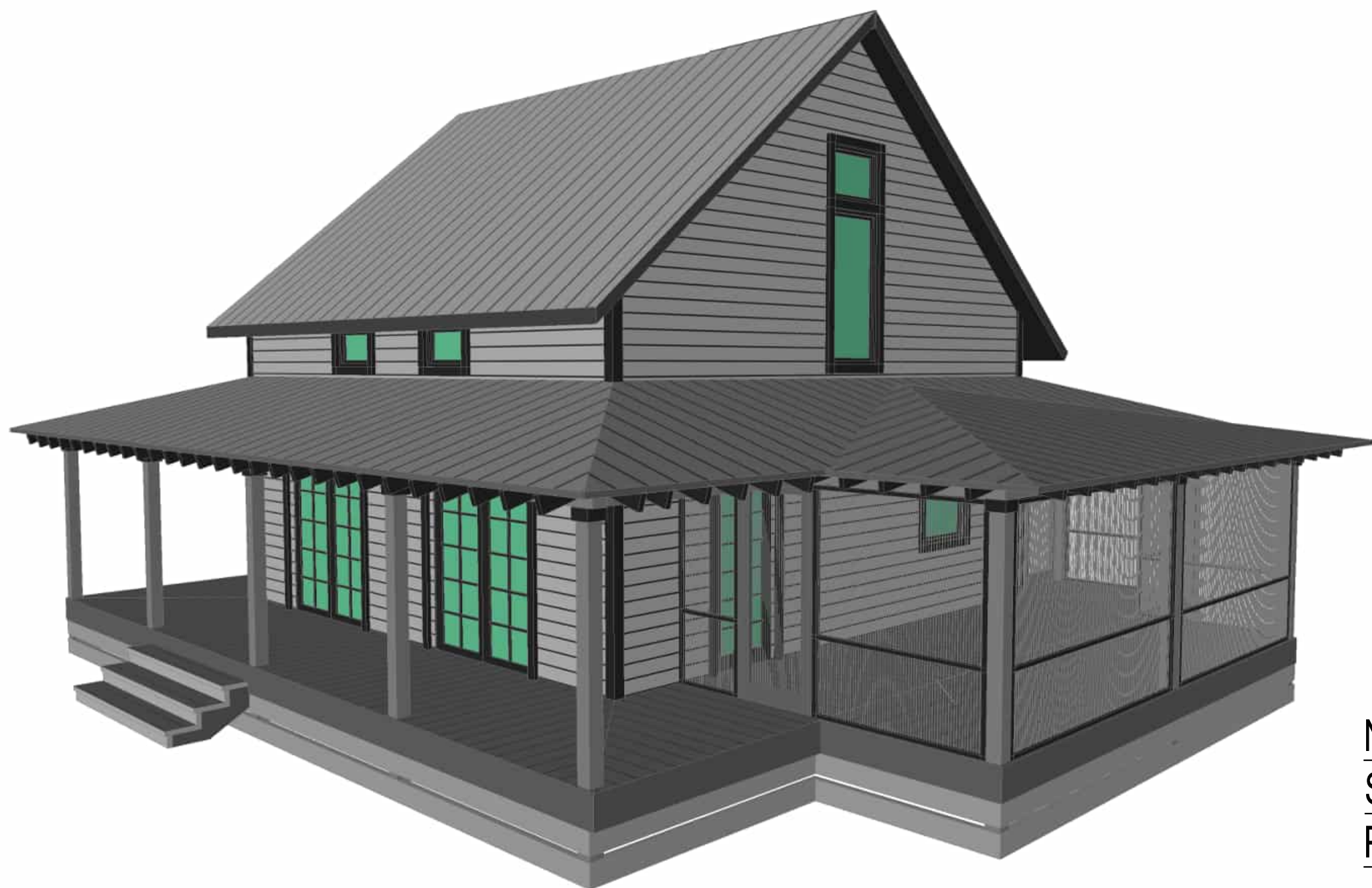
EXST'G
NORTHWEST
PERSPECTIVE



EXST'G
SOUTHEAST
PERSPECTIVE



NEW
NORTHWEST
PERSPECTIVE



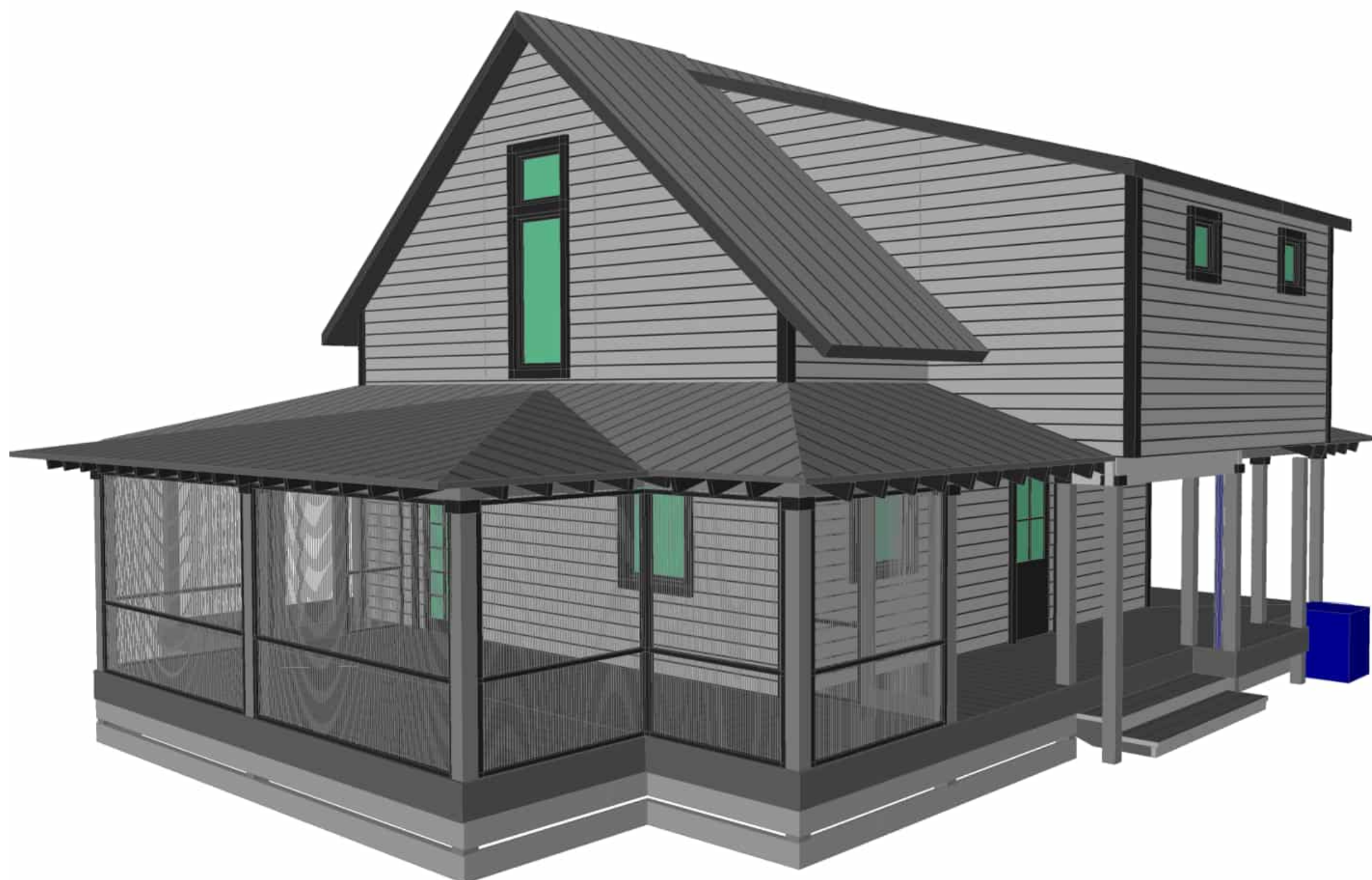
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SOUTHEAST
PERSPECTIVE



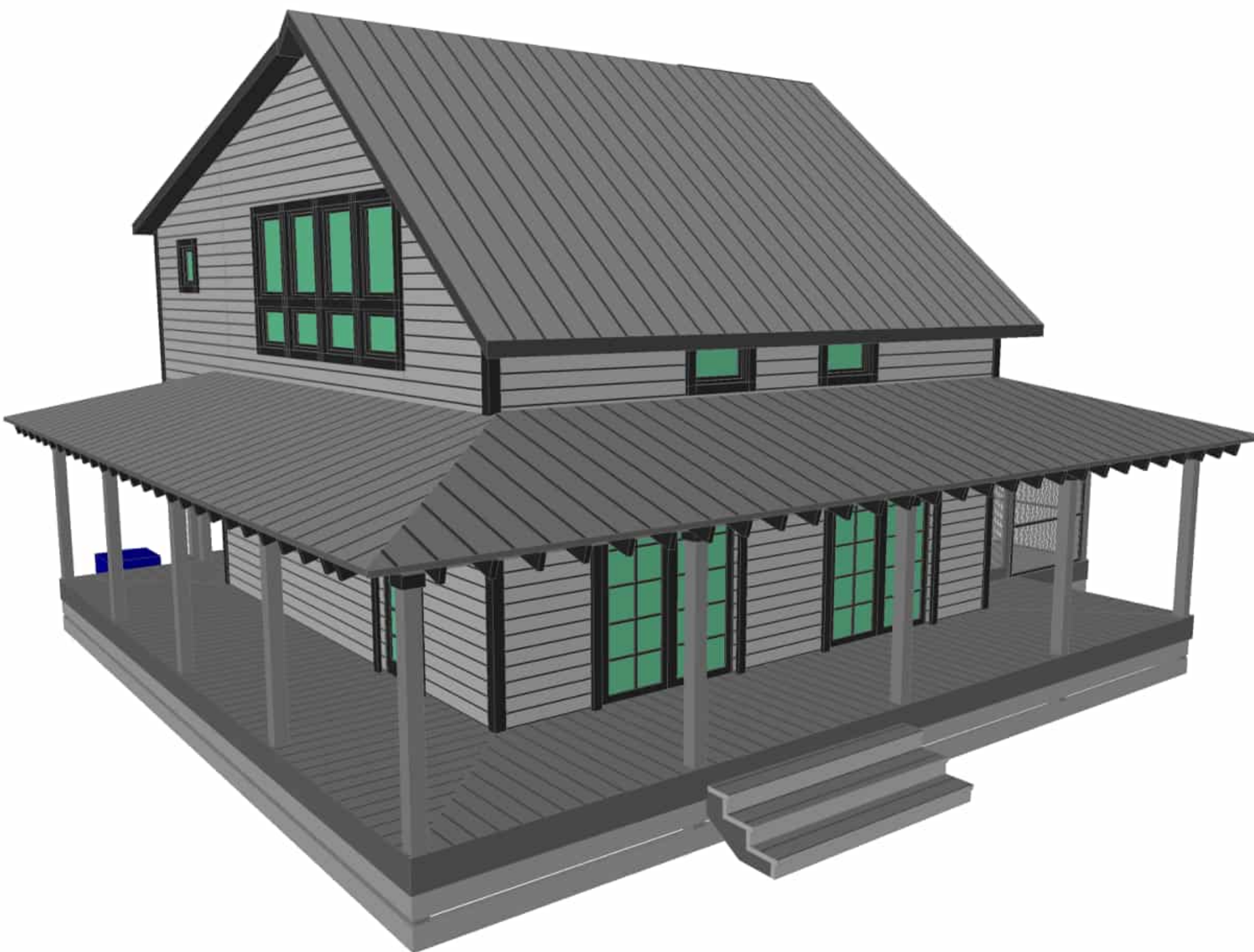
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NORTHEAST
PERSPECTIVE



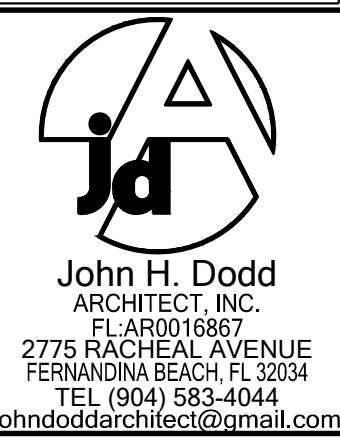
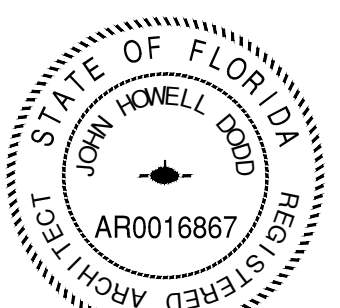
EXST'G
SOUTHWEST
PERSPECTIVE



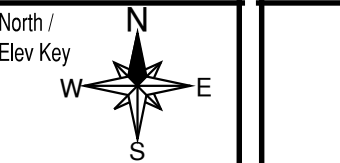
NEW
NORTHEAST
PERSPECTIVE



NEW
SOUTHWEST
PERSPECTIVE



Issue Date of Progress Prints*	
Issued	Issued for:
Date	
10-23-24	REVIEW



Remodel / Addition for: Dennis & Peggy Brown
913 White Street, Old Town

PERSPECTIVES	
Sheet	A-3.1

913 WHITE ST – PRE CONSTRUCTION PHOTOS

SOUTH (front of house)



SOUTHWEST VIEW



NORTHWEST VIEW

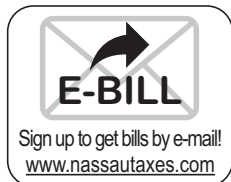


NORTHEAST VIEW



EAST VIEW





JOHN M. DREW, CFC · Nassau County Tax Collector

www.nassautaxes.com

2024 REAL ESTATE



SCAN TO PAY

Notice of Ad Valorem and Non-Ad Valorem Assessments

TAX YEAR	ACCOUNT NUMBER	ALT KEY	MILLAGE CODE	ESCROW CODE
2024	00-00-31-1580-0008-0080	9277	002	

BROWN FAMILY REV TRUST
AGREEMENT
BROWN MARGARET ANN TRUSTEE
BROWN DENNIS WOOD TRUSTEE
913 WHITE ST
FERNANDINA BEACH, FL 32034

Property Address and Legal Description:

913 WHITE ST
BLK 8 LOTS 8 & 6
OLD TOWN S/D UNR

Exemptions:

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
BOARD OF COUNTY COMMISSIONERS					
GENERAL FUND	6.1338	785,652	0	785,652	4,819.03
GENERAL FUND CONSERVATION/RESILIENT	0.1400	785,652	0	785,652	109.99
GENERAL FUND DEBT/CAPITAL	0.0531	785,652	0	785,652	41.72
TRANSPORTATION	0.5553	785,652	0	785,652	436.27
AI BEACH RENOURISHMENT MSTU	0.0960	785,652	0	785,652	75.42
SCHOOL BOARD					
ADDITIONAL VOTER MILLAGE	1.0000	814,902	0	814,902	814.90
BASIC DISCRETIONARY	0.7480	814,902	0	814,902	609.55
CAPITAL OUTLAY	1.5000	814,902	0	814,902	1,222.35
SCHOOL BOARD LOCAL EFFORT	3.0810	814,902	0	814,902	2,510.71
ST JOHNS RIVER MGMT DIST	0.1793	785,652	0	785,652	140.87
FL INLAND NAVIGATION DIST	0.0288	785,652	0	785,652	22.63
MOSQUITO CONTROL DISTRICT	0.1060	785,652	0	785,652	83.28
CITY OF FERNANDINA BEACH					
FERNANDINA BEACH	4.6849	785,652	0	785,652	3,680.70
VOTER APPROVED DEBT	0.0000	785,652	0	785,652	0.00
TOTAL MILLAGE		18.3062	TOTAL AD VALOREM TAXES		\$14,567.42

NON-AD VALOREM ASSESSMENTS

TAXING AUTHORITY	PHONE	RATE	AMOUNT
TOTAL NON-AD VALOREM TAXES			\$0.00
TOTAL COMBINED TAXES AND ASSESSMENTS			\$14,567.42

AMOUNT DUE IF PAID BY	Dec 31, 2024				
	\$0.00				

RETAIN FOR YOUR RECORDS

2024 REAL ESTATE

DETACH HERE AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER
00-00-31-1580-0008-0080
PROPERTY ADDRESS
913 WHITE ST
ALT KEY
9277

BROWN FAMILY REV TRUST
AGREEMENT
BROWN MARGARET ANN TRUSTEE
BROWN DENNIS WOOD TRUSTEE
913 WHITE ST
FERNANDINA BEACH, FL 32034

Make checks payable to:
JOHN M. DREW, CFC
Nassau County Tax Collector

86130 License Rd, Ste 3, Fernandina Beach, FL 32034

Pay online at www.nassautaxes.com

Payments in U.S. funds from a U.S. bank

PAY ONLY ONE AMOUNT

If Paid By Dec 31, 2024

☐ \$0.00

If Paid By

☐

If Paid By

☐

If Paid By

☐

If Paid By

☐

DO NOT FOLD, STAPLE, OR MUTILATE

RETURN WITH PAYMENT

Paid 12/30/2024

Receipt # INT-24-00048070

\$14,130.40

Paid By DENNIS BROWN





**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I /WE Dennis W and Margaret A Brown
(print name of property owner(s))

hereby authorize: Stephanie Spatola, Spatola Contracting Group
(print name of agent)

to represent me/us in processing an application for: home Renovation
(type of application)

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

[Signature]
(Signature of owner)

Dennis W. Brown
(Print name of owner)

[Signature]
(Signature of owner)

Margaret A. Brown
(Print name of owner)

STATE OF Colorado

COUNTY OF Douglas

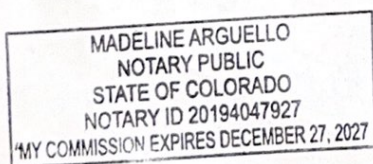
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 19th day
of September, 2024, by Dennis W. Brown & Margaret A. Brown

Madeline Arguello
Notary Public

Madeline Arguello
Printed Name

12/27/27
My Commission Expires

Personally Known _____ OR Produced Identification X ID Produced: FL DL

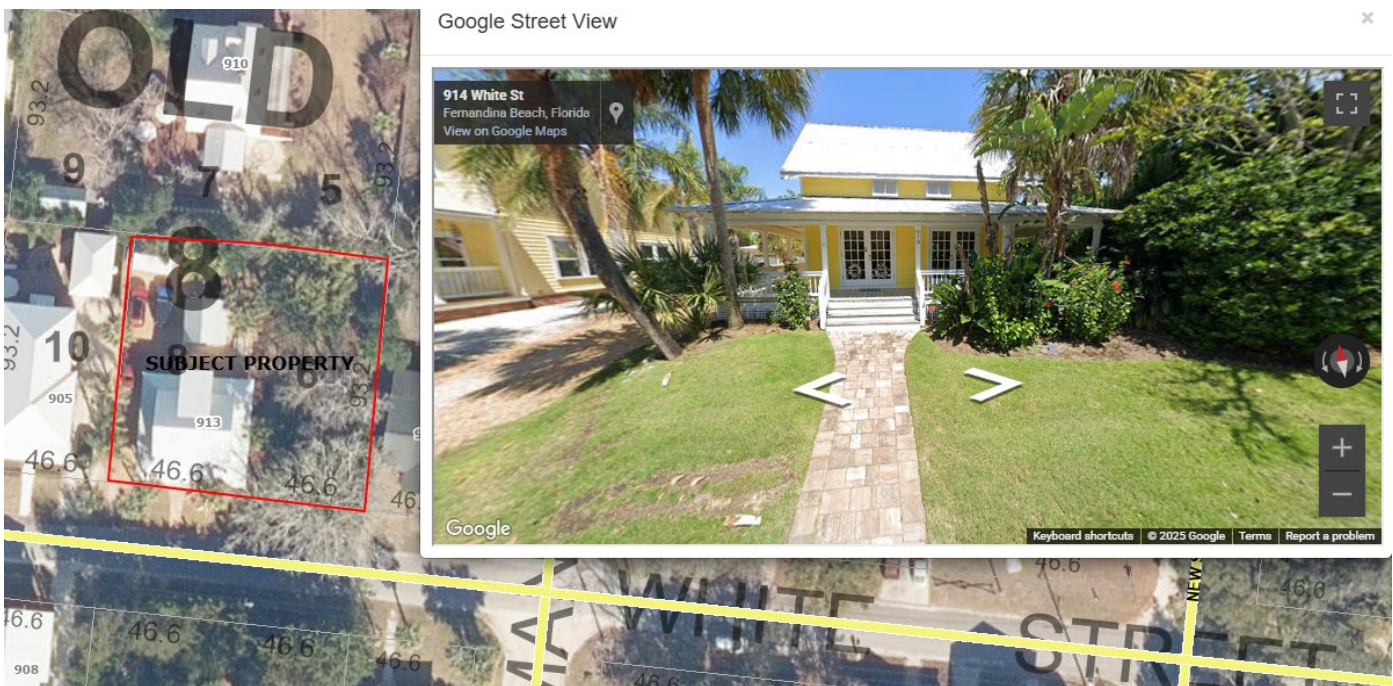




HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0004
March 20, 2025

Owner/Applicant:	Stephanie Spatola, agent for Dennis Brown
Property Address:	913 White St - Block 8, lots 6 and 8
Parcel ID #:	00-00-31-1580-0008-0080
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on the site:	Single Family Home
FL Master Site File #	N/A
Year Built:	1920
Contributing Status:	N/A
Requested action:	CONCEPTUAL Approval to 1) renovate the existing second floor into 2 bedrooms and add a bathroom AND 2) increase the side porch area and screen it in. <i>(Quasi-judicial)</i>

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 seeking CONCEPTUAL approval to renovate the existing second floor into 2 bedrooms and add an additional bathroom. The new bathroom would have an area of 58 sq ft and would require building on to an existing dormer. They are also requesting approval to add an additional 133 sq ft onto their side porch and screen in the added square footage. The overall footprint of the main structure will remain the same and all external finishes will tie in with the existing ones.

Existing Elevations:



Proposed Elevations:



APPLICABLE GUIDELINES:

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

- 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* ☐
- 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* ☐
- 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* ☐
- 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* ☐
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**

Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
- 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:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	Hardie Lap Siding	Yellow
Doors	N/A	N/A
Windows	Andersen, 400 series awning 15727.1 R7	White
Roofing	Gulf Coast, metal	Light grey
Fascia/Trim	Hardie plank	White
Foundation	N/A	N/A
Shutters	N/A	N/A
Porch/Deck	TREX, Transcend Lineage	Jasper
Fencing	N/A	N/A
Driveways/ Sidewalks	N/A	N/A
Signage	N/A	N/A
Lattice	N/A	N/A

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in OT-1 Zoning District.
- **Visibility Triangle** – All proposed construction occurs beyond the required visibility triangle.
- **Lot Density** – Meets the requirement to remain under the 45% lot coverage maximum.
- **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.” There are no changes to the location of mechanical equipment.

- **Visibility Corridors** – The existing home has a non-conditioned porch which extends into the adjoining lot 6 by approximately 2 feet. The proposed new covered porch continues to be non conditioned and would be a permissible improvement into mid-lot visibility corridor. Examples of this type of allowable improvement are provided in the 2021 Old Town Design Guidelines in Figures 18 and 19 as pictured below.

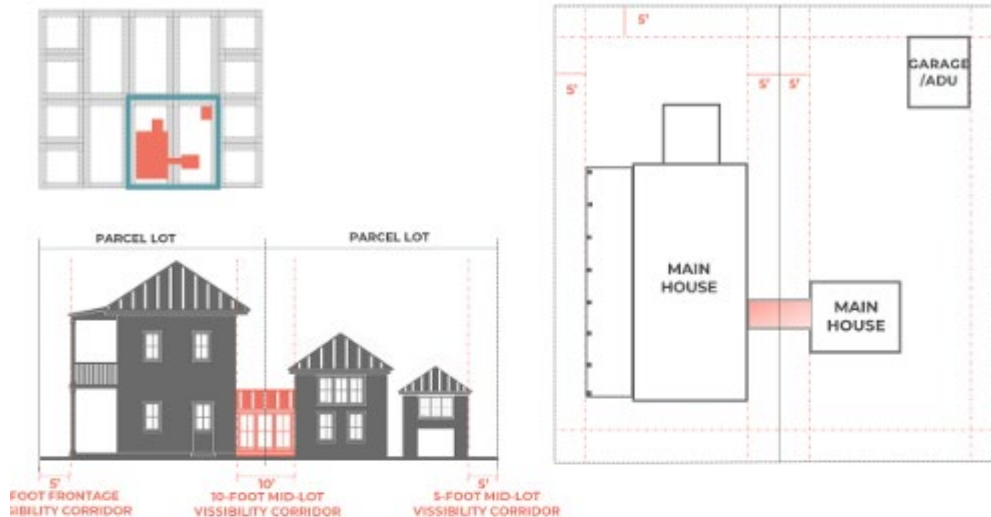


Figure 18: Sideyard Visibility Corridor – Enclosed Breezeway option.

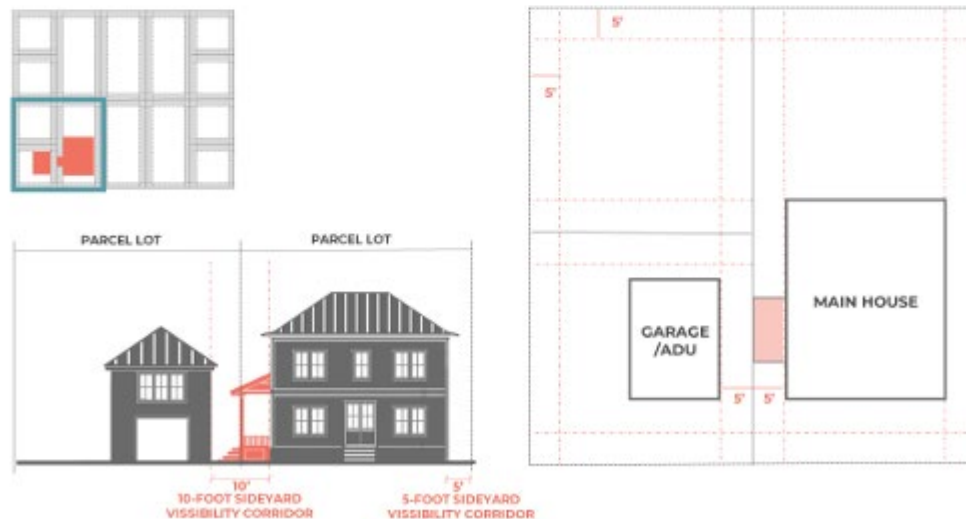


Figure 19: Sideyard Visibility Corridor – Porch / Double Story Porch option.

- **Encroachments** – No encroachments are proposed as part of this application.
- **Parking** – Driveway to be accessed from White Street. The driveway material is not changing and is indicated as gravel.

- **Orientation** – All primary structures are required to front the street. The proposed primary structure is sited to front White Street, which is appropriate.

Elevations –

- **Scale** – The building addition is appropriately scaled and in proportion with existing development in Old Town.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). Height of the structure is approximately 24” and is unchanged by the proposed addition.
- **Materials** – The project features materials that replicate traditional materials that will match the existing materials used on the structure. The porch will be constructed of TREX Lineage.
- **Foundation** – The project will be confined on the existing foundation.
- **Windows** – The proposed windows are Andersen 400 series awning 15727.1 R7. These windows are on the list of approved windows.
- **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 **CONCEPTUAL** Approval, currently.

Staff recommendation:

CONCEPTUAL APPROVAL of HDC 2025-0004

MOTION TO CONSIDER:

I move to approve or deny HDC case number 2025-0004 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 2025-0004, 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 2025-0004 Application Materials

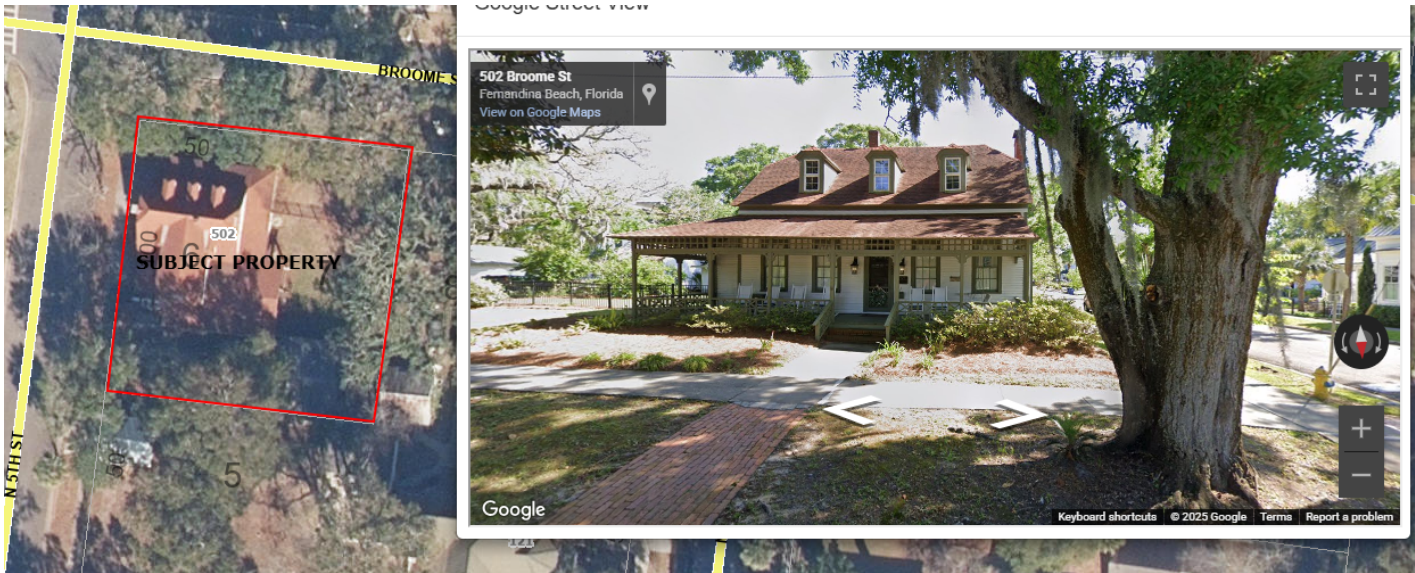
EXHIBIT 2 Staff Report



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0005
March 20, 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 13’ x 13’, approximately 8/9’ 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) to construct a 13’ x 13’ and approximately 8/9’ tall pergola with a paver base.

Design Goal by Applicant: We love outdoor living spaces and gardening. Our vision is that this pergola becomes a focal point of our side yard with hanging plants, orchids, and climbing roses.

Pergola Inspiration:



APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

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

[CITY OF FERNANDINA BEACH DOWNTOWN DESIGN 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:

Materials for the pergola include pavers in “grey/glacier” color and treated 2” by 4” lumber. The materials are intended to be used as a frame for vines to grow around and the applicant has stated that they intend to landscape the area as an addition to their garden. The pergola will be entirely separate from the contributing structure and can be removed in the future without damaging the integrity of the main structure.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior’s Standards, and the Historic District Design Guidelines.

Staff recommendation:

APPROVAL of HDC 2025-0005

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0005 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 2025-0005, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, and the Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

- EXHIBIT 1** **Application Materials**
- EXHIBIT 2** **Florida Master Site File: NA00615**
- EXHIBIT 3** **Staff Report**

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15553

Date Submitted: 2/11/2025

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

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

☐ Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400

☐ Demolition of a Primary Structure – Non-Contributing \$1,500

☐ Demolition of a Primary Structure – Contributing \$7,500

☐ After-the-Fact Certificate of Approval (COA): Staff Review \$100

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

☐ Amendment to Previously Approved COA - First Amendment Free, Subsequent Amendments = 1/2 cost of original fees

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.

2025 Submission Deadlines + Board Meetings Calendar

Application Deadline (4:30pm)	Nov 07 2024	Dec 05 2024	Jan 09 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 08 2025	June 05 2025	July 10 2025	Aug 07 2025	Sep 04 2025	Oct 09 2025	Nov 06 2025	Dec 04 2025
Meeting Date	Dec 19 2024	Jan 16 2025	Feb 20 2025	Mar 20 2025	Apr 17 2025	May 15 2025	June 26 2025	July 17 2025	Aug 21 2025	Sep 18 2025	Oct 16 2025	Nov 20 2025	Dec 18 2025	Jan 15 2026

In observance of Juneteenth on June 19, the HDC meeting is moved up to June 26.

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

Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

☐ 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 elevations & plans;

☐ Photographs;

☐ Any additional backup materials, as necessary;

☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;

☐ For window replacement, a Window Survey must be completed.

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

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*

New Construction

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

What was the date of your pre-application meeting?*

2/10/2025

Please apply for a required pre-application meeting using the following link:

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's website → Map Search](#)

Historic District*

Downtown

Site Address*

502 Broome St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0031-0060

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

YES

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Marvin

Last Name*

Swails

Mailing Address*

502 Broome St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

8655999137

E-mail Address*

maswails@me.com

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?*

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

Construct a 13' x 13', approx 8/9' tall pergola with a paver base.

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

Design Vision Statement*

We love outdoor living spaces and gardening. Our vision is that this pergola becomes a focal point of our side yard with hanging plants, orchids, and climbing roses.

For New Construction: Please write a brief design statement explaining the architectural style of your project; what its design draws inspiration from; and how it is architecturally compatible with the surrounding historic neighborhood.

Requirements for Demolition Applications

Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation?

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district?

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood?

4. Is the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

5. Is the structure or site 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?

6. Would the removal of the structure or site destroy the historic relationship between structures or open space?

7. Would 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?

8. Have the applicants made good faith efforts to pursue alternatives to demolition?

9. Will the applicant be denied a reasonable return on his or her investment

10. Is there an economic hardship for the applicant as demonstrated by requirements in Section 8.03.06?

11. Has the Code Enforcement and Appeals Board has recommended demolition of the structure?

MATERIALS

List all proposed materials and colors, as applicable

EXTERIOR FABRIC

Manufacturer	Product Description	Color

(Name/Number)

DOORS

Manufacturer	Product Description	Color

Include FL Product Approval # for Windows and Doors

(Name/Number)

WINDOWS

Manufacturer	Product Description	Color

Include FL Product Approval # for Windows and Doors

(Name/Number)

ROOFING

Manufacturer	Product Description	Color
		(Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
		(Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
		(Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
		(Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
		(Name/Number)

FENCING

Manufacturer	Product Description	Color
		(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer

Product Description

Color

(Name/Number)

SIGNAGE

Manufacturer

Product Description

Color

(Name/Number)

OTHER

Manufacturer

Product Description

Color

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.

Upload 1

Pergola 3.pdf

Upload 2

Pergola 2.pdf

Upload 3

Pergola 1.pdf

Upload 4

Survey.pdf

Upload 5

Photo of pergola.pdf

Upload 6

No file selected

Upload 7

No file selected

Upload 8

No file selected

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*

Marvin

Applicant Last Name*

Swails

Today's Date*

2/10/2025



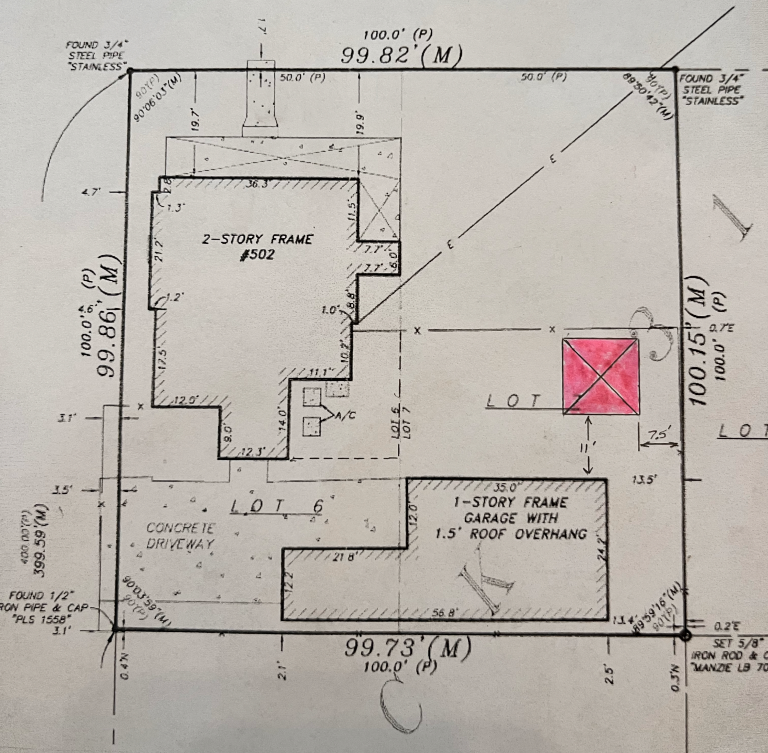
DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

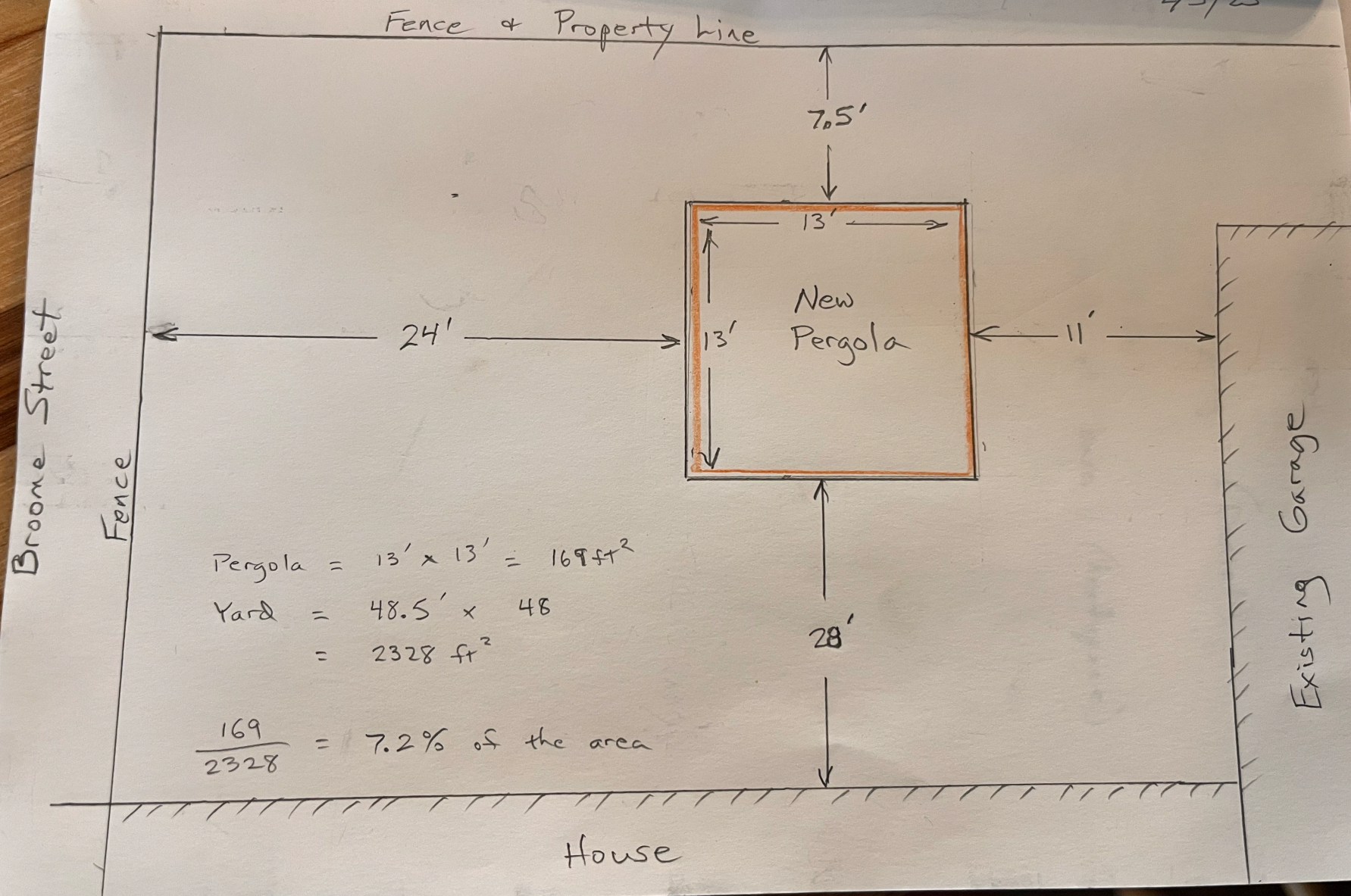
Please make sure to disable pop-up blocker in order to submit.

BROOME STREET

(60-FOOT RIGHT-OF-WAY)



2/5/25



$$\text{Pergola} = 13' \times 13' = 169 \text{ ft}^2$$

$$\begin{aligned} \text{Yard} &= 48.5' \times 48 \\ &= 2328 \text{ ft}^2 \end{aligned}$$

$$\frac{169}{2328} = 7.2\% \text{ of the area}$$

ma
fr

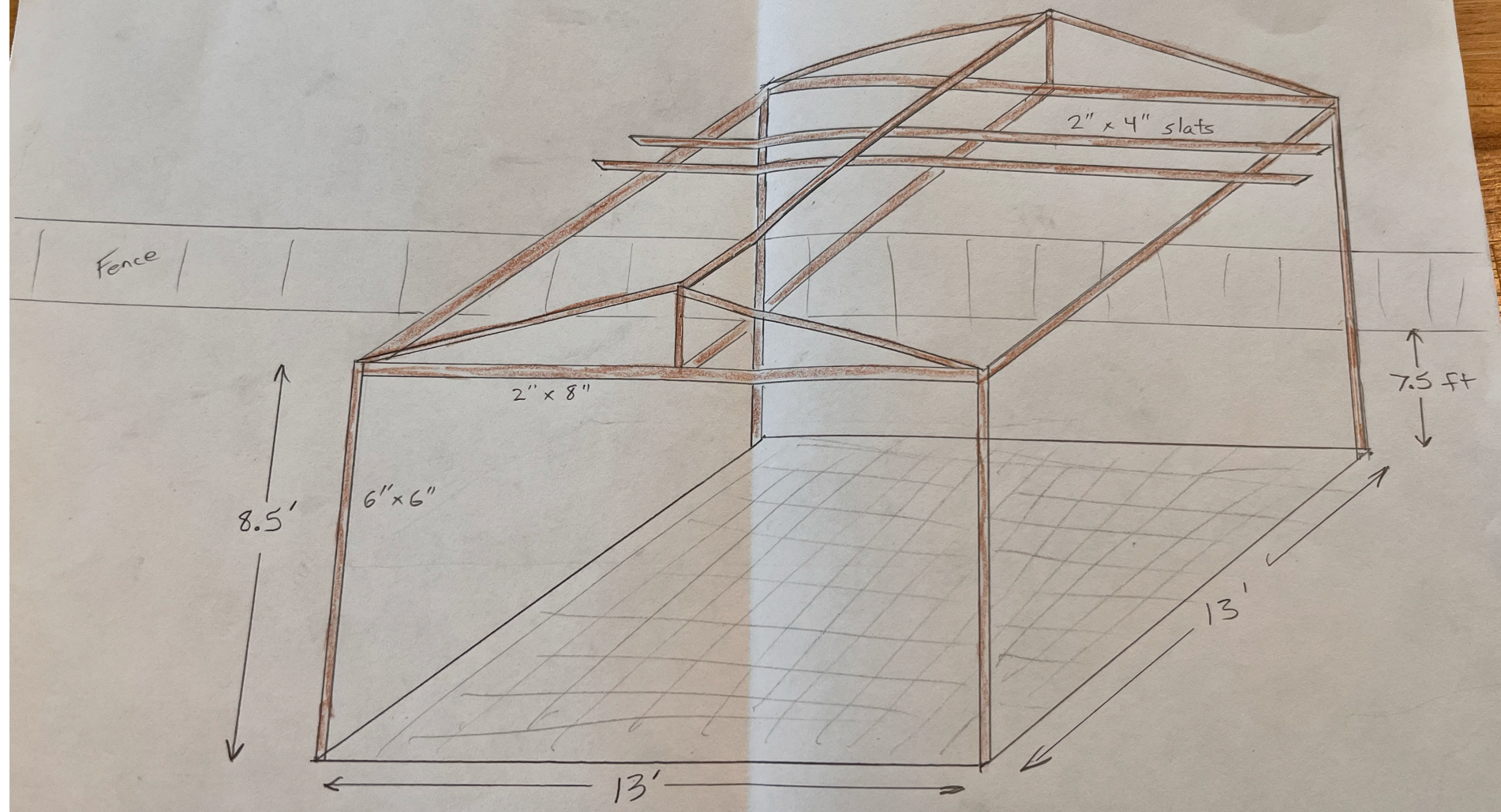
Handwritten notes on the reverse side of the page, including the word "Handwritten" and some illegible scribbles.



Feb 2025



N 





☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00615**
 Field Date 2-3-2018
 Form Date 2-3-2018
 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) Waas-Wolff-White 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 502 Direction ☒ Street Name Broome Street Type Street Suffix Direction ☒
 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 21 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # 00-00-31-1800-0031-0060 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: 1900 ☒ 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 Porch; some windows
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Rear hip 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 T-shaped Number of Stories 1.5
 Exterior Fabric(s) 1. Weatherboard 2. _____ 3. _____
 Roof Type(s) 1. Other 2. _____ 3. Jerkinhead
 Roof Material(s) 1. Composition shingles 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. Other 2. Jerkinhead dormers
 Windows (types, materials, etc.) 4/4 & 6/6 dhs, paired; bay

Distinguishing Architectural Features (exterior or interior ornaments) Wrap around porch w stick detailing; jerkinhead roof & dormers; decorative wood shingles at ends; transom

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.
☐ Owner Objection	KEEPER – Determined eligible: ☐ yes ☐ no ☐ insufficient info	Date	
	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. Wood frame 2. ☐ 3. ☐
 Foundation Type(s): 1. Piers 2. ☐
 Foundation Material(s): 1. Brick 2. ☐ Note: you may use the last box in each field to type in an answer that does not appear in the list provided
 Main Entrance (stylistic details) Multi pane half light door w transom; historic screed door

Porch Descriptions (types, locations, roof types, etc.) Entry/N & E, open, E wrap around portion enclosed, shed/hip, stick detailing, chamfered supports, exposed rafters

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)

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 Windows List

As amended from time to time – Approved 10/17/24



*New products not on the list will be reviewed on a case-by-case basis.

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS

Note: If window muntins are used, they must match profile of existing historic muntins and must include exterior raised muntins (grilles).

Wood:	Aluminum-Clad Wood:	Vinyl-Clad Wood:	Cellular PVC/Ultrex:	Composite:
Sierra Pacific Jeld-Wen (Siteline) Marvin Pella (Reserve)	Sierra Pacific Jeld-Wen (Siteline) Marvin Pella (Architect, Designer, Reserve) Weather Shield	Anderson (400 Series, Architectural, 200 Series)	Marvin Elevate (Previously known as Integrity Wood-Ultrex) Windsor	Renewal by Andersen

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY

Any product line approved for use on historic structures can also be used on new construction. Window style and light pattern are at the discretion of the applicant. Note: If window muntins are used, they must include exterior raised muntins (grilles).

Aluminum-Clad Wood:	All Vinyl/Plastic/Fiberglass:
Pella (ProLine)	Pella (Impervia, 350 Series, Encompass) Mi 1650 Double Hung with Exterior Grids

Window Survey Submission Requirements

Purpose

The windows on many historic buildings are an important aspect of the architectural character of those buildings. Their design, craftsmanship, or other qualities may make them worthy of preservation.... Evaluating the significance of these windows and planning for their repair or replacement can be a complete process involving both objective and subjective considerations. The Secretary of the Interior's Standards for Rehabilitation and the accompanying guidelines, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind.

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window should be documented. This should be undertaken in the form of a window survey. The survey is intended to identify the extent of deterioration in each window and to provide a decision base as to whether the windows should be repaired or replaced.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs.

Clear, colored, detailed photographs, including at least one of each:

- Full-frame shot of the entire building
- Full-frame shot of individual windows from the exterior
- Full-frame shot of individual windows from the interior
- Close-up views of intersection of sills and frames
- Close-up views of sash, focusing on bottom rail and muntins (if existing)
- Close-up view of sills and bottom rails from the interior

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows will possibly be replaced, and what the proposed new window treatment will be. The form indicates what the number on the drawing is and its corresponding photograph number. The existing type denotes the material of the window/door and the type of window/door that it is. For example, WD DH would be wooden, double hung and MTL CASE would indicate that the window would be a metal casement. The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

A four-level classification system is used to document the existing condition of each of the windows. This classification is based upon the system identified in the National Park Service publication, Preservation Brief #9, "The Repair of Historic Wooden Windows."

Class One (I), "Routine Maintenance," is associated with small repairs, which are usually performed as a part of a building's annual maintenance program. This may include paint removal, re-glazing, weather-stripping, caulking, and repainting.

Class Two (II), "Stabilization," shows a small degree of physical deterioration but can be repaired in place by patching, waterproofing, consolidating, and re-gluing the existing material.

Class Three (III), "Partial Replacement," has localized deterioration in specific areas. These members are totally removed and new ones are spliced into the existing fabric.

In **Class Four (IV)**, "Total Replacement," if the entire fabric of the window has deteriorated, then the only feasible alternative is total replacement.

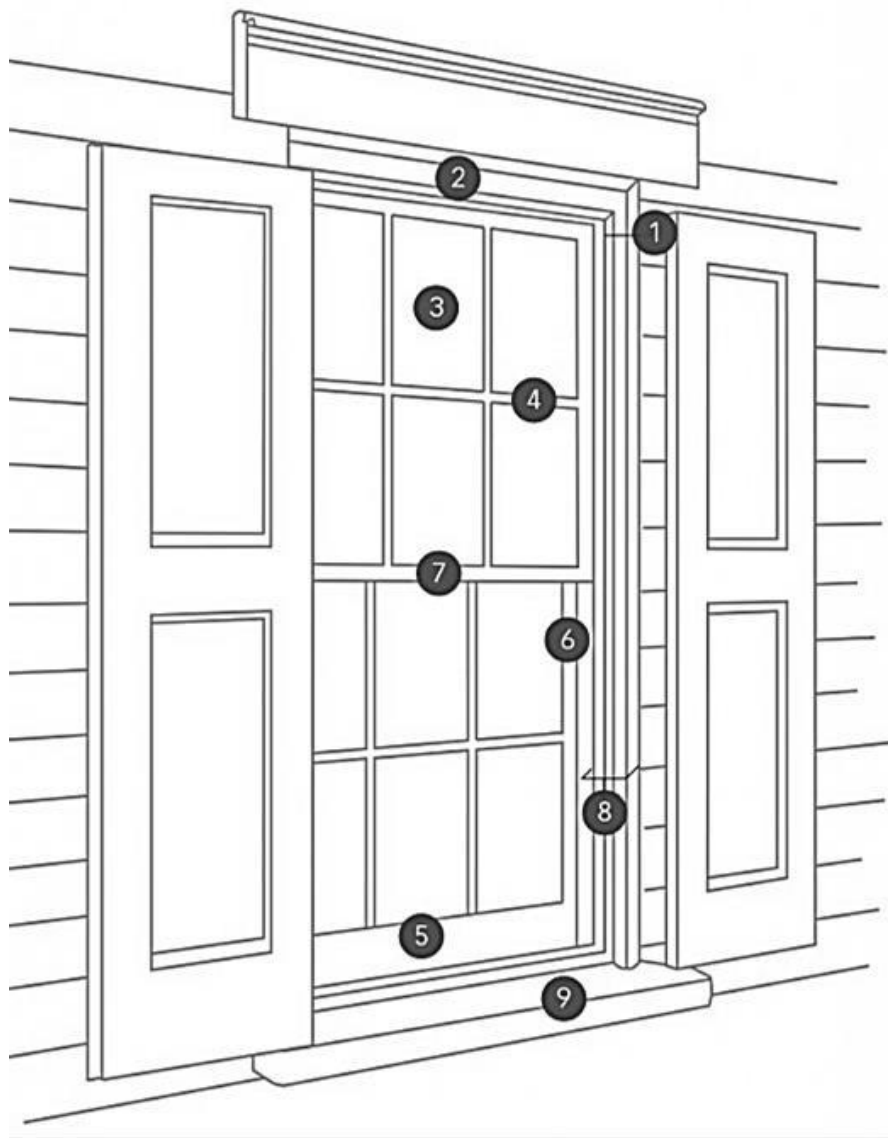
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates. If the number of Class IV windows exceeds 75%, then total replacement may be approved.

Replacement

The selection of replacement windows should not begin with what is commercially available, but rather with what is being replaced. A major concern with most replacement windows is that they do not accurately replicate the historic appearance of the existing windows. Replacement sash should match the historic sash in pane size and configuration, glazing, muntin detailing and profile and historic color and trim. Frequently, the profiles of replacement elements, such as muntins, sash, frames, and moldings, are flatter and wider or narrower and thinner than the historic profiles. A stock window may duplicate the exact number of original panes, but a change in relief affects the character of the historic window, which in turn alters the overall appearance of the entire building. Therefore, window sections will be required for all projects involving total window replacement. This can be done either by submitting section drawings of both the existing and proposed window(s) or by submitting by a list of measurements comparing the individual elements of the existing window(s) to the proposed one(s) (A/K/A a window schedule).

ANATOMY OF A WOOD WINDOW



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Additional Window Resources

- [NPS Technical Preservation Brief 9: The Repair of Historic Wooden Windows](#)
- [Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement – National Trust for Historic Preservation](#)
- [Window Preservation Alliance](#)
- [5 Worst Mistakes of Historic Homeowners \(Part 1 Windows\) – The Craftsman Blog](#)

[illegible]



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

March 10, 2025

Ms. Mia Sadler
Planner
204 Ash Street
Fernandina Beach, FL 32034

RE: PSIQ response for Peck High School, 516 South 10th Street, Fernandina Beach, Nassau County

Dear Ms. Sadler:

Thank you for submitting a Preliminary Site Information Questionnaire (PSIQ) for the above referenced project. After reviewing the submitted materials, our office has determined that the building is potentially individually eligible for listing in the National Register of Historic Places (NRHP) under Criteria A for Ethnic Heritage Black and Education and Criterion C for Architecture at the local level with a period of significance extending from 1927 to 1975.

The school is clearly eligible for its central role in the history of Black education in Nassau County. Staff recommends as well adding Criterion B for its association with its namesake principal, Professor William Peck, who was an acknowledged major figure in the history of Black education in the community. The school is also one of the most prominent examples of a Rosenwald school in the state and is the work of a master local architect Roy Benjamin, who was prominent in the design of public schools in the era with the Peck school being one of his best known commissions.

The next step is the preparation of a National Register form, which will be emailed to you. The instructions for completing the form are available online as *National Register Bulletin 16A: How to Complete the National Register Registration Form*, <https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf>. If you have any questions, please contact me by email at andrew.waber@dos.fl.gov, or by telephone at (850) 245-6430.

Sincerely,


Andrew Waber
Historian
Bureau of Historic Preservation
Department of State



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0001 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 02/18/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 03/20/2025
Status: Approved	Square Feet: 0.00	Completed: 02/24/2025
Valuation: \$0.00	Assigned To: Kelly Gibson	Approval
Description: Certificate of Approval (COA) to repaint the exterior in Sherwin Williams "Fountain" and the trim in Valspar "Ivory Keys".		Expire Date: 02/24/2026

Parcel: 00-00-31-1800-0041-0052 Main	Address: 131 S 8Th St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Owner L. W & Beverly A French 1923 Highland DR Fernandina Beach, FL 32034 Home: 9042615868 Business: 9046247497	Applicant House of Collectibles 131 S 8TH ST FERNANDINA BEACH, FL 32034 Business: 9046247497
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037037	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00037037		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ROW-2025-0113**

Permit Type: **Right-of-Way Use**

Work Classification: **Right of Way**

Permit Status: **Issued**

Issue Date: **02/24/2025**

Expiration: **08/25/2025**

Location Address

Parcel Number

908 WHITE ST, FERNANDINA BEACH, FL 32034

00-00-31-1580-0009-0091

Contacts

Owner
Sarah Goodman
908 White Street, Fernandina Beach, FL 32034
(912)389-0176 sarah.goodman1@yahoo.com

Applicant
Sarah Goodman
908 White Street, Fernandina Beach, FL 32034
(912)389-0176 sarah.goodman1@yahoo.com

Contractor
Lynda Dahl
1627 S 8th St S 8th, Fernandina Beach, FL 32034-3074
(904)753-3380 imetryoffice@gmail.com

Description: Replace existing rock with paver driveway
(Tremron brand permeable pavers in glacier.)

Valuation: \$0.00

Total Sq Feet: 0.00

Inspection Requests:

Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
COA - Staff Residential Fee	\$25.00
Right of Way Use Fee - Residential	\$35.00
Total:	\$60.00

Payments	Amt Paid
Total Fees	\$60.00
Check #	\$60.00
QRH4zdamQAxC	
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
DRIVEWAY PRE POUR	
Final	

PERMIT VOID SIX MONTHS AFTER DATE OF ISSUE WITHOUT A PASSED INSPECTION. ALL PERMITS SUBJECT TO INSPECTION. INSPECTIONS MUST BE MADE BEFORE PROCEEDING WITH SUBSEQUENT WORK.

WARNING TO OWNER: "YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."

NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THE COUNTY, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM THE OTHER GOVERNMENTAL ENTITIES, SUCH AS WATER MANAGEMENT DISTRICTS, STATE AGENCIES, OR FEDERAL AGENCIES.

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(See Chapter 1 Building Code)



City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **ZON-000253-2025**

Permit Type: **Zoning Permit**

Work Classification: **Accessory Structure - equal or less than 150 SF**

Permit Status: **Issued**

Issue Date: **02/24/2025**

Expiration: **08/25/2025**

Location Address

Parcel Number

908 WHITE ST, FERNANDINA BEACH, FL 32034

00-00-31-1580-0009-0091

Contacts

Owner
Sarah Goodman
908 White Street, Fernandina Beach, FL 32034
(912)389-0176 sarah.goodman1@yahoo.com

Applicant
Sarah Goodman
908 White Street, Fernandina Beach, FL 32034
(912)389-0176 sarah.goodman1@yahoo.com

Agent
Bonnie Ray
(863)531-6564 bonnie@amazonsheds.com

Description: Put a 9.11'x14 shed from Amazon Sheds in the back left quadrant of property.

Valuation: \$15,000.00

Total Sq Feet: 140.00

Inspection Requests:

Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Zoning Fee - Res. Decks + Acc Struct < 150 sf	\$100.00
Total:	\$100.00

Payments	Amt Paid
Total Fees	\$100.00
Check # idlTyck4tjgd	\$100.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	
DRIVEWAY PRE POUR	

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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **BLDR-2025-0841**

Permit Type: **General Building - Residential**

Work Classification: **Repair/Replace/Remodel**

Permit Status: **Issued**

Issue Date: **02/04/2025**

Expiration: **08/04/2025**

Location Address

Parcel Number

315 S 6TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0126-0120

Contacts

Newman Gregory J LVG Trust &
Newman Cynthia J Trust
315 S 6TH ST, FERNANDINA BEACH, FL 32034
(904)261-3800

Owner

Spatola Contracting Group, Inc
512 S 8TH ST, FERNANDINA BEACH, FL 32034
(904)606-5001

Applicant

stephanie@spatcogroup.com

Spatola Contracting Group, Inc
512 S 8th ST, Fernandina Beach, FL 32034
(904)606-5001

Contractor

steve@spatcogroup.com

Description: repair roof frame

Valuation: \$50,000.00

Total Sq Feet: 0.00

Inspection Requests:

Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Building Dept Permit Fee	\$375.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$5.63
DCA Surcharge	\$3.75
Total:	\$444.38

Payments	Amt Paid
Total Fees	\$444.38
Check # 3592	\$444.38
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
NOTICE OF COMMENCEMENT	
ROOF NAIL OFF/SHEATHING	
ROOF FLASHING/DRY-IN	
ROOF IN PROGRESS	
FRAMING	
BUILDING FINAL	

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