



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JUNE 26, 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 Regular Meeting of May 15, 2025.
- 4. OLD BUSINESS**
 - 4.1 **HDC 2025-0009 - RICE ARCHITECTS, AGENT FOR BILLIE STILLWELL LIVING TRUST, 27 S. 5TH STREET**
FINAL Certificate of Approval (COA) to remove an existing shed, add an ADA ramp, relocate an existing door at the rear of the property, and repaint the exterior structure. (*Quasi-Judicial*).
- 5. NEW BUSINESS**
 - 5.1 **HDC2025-0010 - CITY OF FERNANDINA BEACH, N. 2ND STREET RIGHT OF WAY**
Certificate of Approval (COA) to add streetscape improvements to the rights-of-way of North 2nd Street between Alachua Street and Broome Street to increase parking spaces and sidewalk width. (*Quasi-Judicial*).
- 6. BOARD BUSINESS**
 - 6.1 Downtown Projects Update presented by Deputy City Manager Jeremiah Glisson
 - 6.2 Historical Markers: Chloe Merrick and North Beach
 - 6.3 Downtown Design Guidelines notes document
- 7. STAFF REPORT**
 - 7.1 Staff Certificates of Approval for May 2025
 - 7.2 Peck High School NRHP nomination & Preservation on Main Street Conference (POMS)
 - 7.3 Outreach & Education Materials
- 8. PUBLIC COMMENT**

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR JULY 17, 2025.

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



**MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
MAY 15, 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, Pat Gass, Dylan Psulkowski, Veronica Byrnes (Alt 1), Heather Sherstad-Schaller (Alt 2)

Members Absent: None

Others Present: Mia Sadler, Planner I
Kelly Gibson, Planning & Conservation Director
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 Byrnes disclosed meeting with the Fernandina Beach Design Council about HDC 2025-0007, email correspondence regarding HDC 2025-0009, and conversation with the applicant regarding HDC 2025-0008. Member Psulkowski disclosed speaking with the owners of 30 S. 3rd about their project and with Mr. Pearson regarding HDC 2025-0008. Member Pozzetta had none. Member Kosack spoke with the architect on records for HDC 2025-0008, with Main Street regarding HDC 2025-0007 and had discussions with Staff. Member Gass and Sherstad-Schaller had no ex parte communications. Chair Filkoff disclosed discussions with Staff.

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

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

3. APPROVAL OF MEETING MINUTES

3.1 Approval of the Minutes for the Regular Meeting of April 17, 2025.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to approve the Minutes for the Regular Meeting of April 17, 2025, as presented.

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

3.2 Approval of the Minutes for the Walk About Special Meeting of May 5, 2025.

Ms. Sadler, Planner, shared that she would be making edits to the slideshow that corresponds to the Minutes.

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ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to approve the Minutes for the Special Meeting of May 5, 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 HDC2025-0002 - MICHAEL STAUFFER ARCHITECT, AGENT FOR TODD AND SOODI BROWN, 30 S. 3RD STREET

FINAL Certificate of Approval (COA) to construct a 2-story garage and accessory dwelling unit (ADU), install a new fence, and install paver driveway and walkways. (*Quasi-Judicial*).

At this time, Member Psulkowski recused himself from this case and Member Byrnes was seated as a voting member.

Ms. Sadler presented the Staff Report Analysis for this case and recommended final approval.

Michael Stauffer, 422 S. 6th Street, shared additional information with the Board.

Member Byrnes asked about the extension of the white fencing. Mr. Stauffer answered that the fence would be extended in kind.

Board Members commended the architect for his design.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Gass, to approve HDC case 2025-0002 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0002, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

4.2 HDC 2025-0006 - JOHN DODD ARCHITECT, AGENT FOR CAROL MCKINNON, 107 ESTRADA STREET

FINAL Certificate of Approval (COA) to construct a 2-story single-family residence with a 2-story detached accessory dwelling unit (ADU). (*Quasi-Judicial*).

At this time, Member Psulkowski returned as a voting member.

Ms. Sadler presented the Staff Report Analysis for this case and recommended final approval.

John Dodd, architect, provided additional information about the project and changes that have been made since the Conceptual Board review.

Vice-Chair Pozzetta appreciated Mr. Dodd for the changes that have been made.

Chair Filkoff asked about the lot coverage calculations.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to approve HDC case 2025-0006 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0006, as presented, is 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.

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

5. NEW BUSINESS

- 5.1 **HDC 2025-0009 - RICE ARCHITECTS, AGENT FOR BILLIE STILLWELL LIVING TRUST, 27 S. 5TH STREET**
FINAL Certificate of Approval (COA) to remove an existing shed, add an ADA ramp, relocate an existing door at the rear of the property, and repaint the exterior structure. (*Quasi-Judicial*).

Ms. Sadler presented the Staff Report Analysis, pointing out an error in the Staff Report, and recommended final approval.

Mark Akins, Rice Architect, provided additional information about the project, and welcomed comments from the Board. He address some emails asking about ADA compliance and noted that they had not gotten far enough into the design process to provide information about interior ADA compliance.

Member Byrnes shared concern about the ADA compliance of the proposed ramp and landing and that the existing front door might not be wide enough to be considered ADA accessible.

Vice-Chair Pozzetta asked Mr. Akins if there was any information about the mechanical equipment. Mr. Akins again noted that that they had not gotten far enough in the design to provide that information.

Member Kosack suggested approving this case conceptually or continuing the case.

Mr. Akins asked if the Board would consider approving the demolition of the shed during today's review.

Member Kosack noted that she would like the applicant to salvage the shed doors, if possible.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to approve the demolition of the shed on HDC case 2025-0009 with the condition that materials be salvaged when possible to be re-used elsewhere ; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the shed removal part of HDC case 2025-0009, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to approve HDC case 2025-0009 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0009, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant CONCEPTUAL approval at this time.

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

- 5.2 **HDC2025-0008 - MIRANDA ARCHITECT, AGENT FOR DEAN PEARSON, 112 S. 10TH STREET**
FINAL Certificate of Approval (COA) to construct a 2-story accessory structure, add a rear porch, repaint the existing exterior siding of the principal residence, and to remove a portion of and repair the existing accessory structure. (*Quasi-Judicial*).

Ms. Sadler presented the Staff Report Analysis for this case and recommended final approval.

Jose Miranda, Miranda Architect, 309 ½ Centre Street, provided additional information about this project, noting that the asbestos siding would not be removed, only repainted.

Member Psulkowski asked if there was a door on the south side of the proposed accessory structure. Mr. Miranda answered in the affirmative.

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Member Kosack asked for information about the windows being retained and ones being changes on the proposed east elevations.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to approve HDC case 2025-0008 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0008, as presented, is substantially compliant with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

5.3 HDC2025-0007 - FERNANDINA BEACH MAIN STREET, VARIOUS RIGHTS OF WAY LOCATIONS

FINAL Certificate of Approval (COA) to wrap utility boxes in the Downtown District with historic photos and maps. (*Quasi-Judicial*).

Ms. Sadler presented the Staff Report Analysis for this case and recommended final approval.

Jose Miranda, as a Board Member of the Design Council of the Fernandina Beach Main Street, shared additional information about the project. He shared that they were seeking conceptual approval so that they could do a test run with a few boxes before committing to covering all of them.

Member Kosack asked about the longevity of these photo wraps. Mr. Miranda shared that they are still finalizing some of the details. She then asked if QR codes would be included in the designs. Mr. Miranda answered in the affirmative and shared that they would like to link the photos to more information.

Member Gass shared her concern that these additions to the Downtown District might feel too overwhelming and tacky.

Chair Filkoff asked Staff if this conflicts with the ordinance that states that murals are unacceptable within the Historic District. Ms. Sadler answered that she these are technically different than murals. Chair Filkoff asked if we could define and clarify that difference better. She also asked if Main Street would be responsible for the maintenance of the wraps. Mr. Miranda answered that the current agreement states that Main Street will hold that responsibility.

Chair Filkoff advocated again to clarify the City's role in this project, so it is not caught up in additional cost or unplanned responsibilities.

ACTION TAKEN: A motion was made by Member Psulkowski, seconded by Member Kosack, to approve HDC case 2025-0007 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0007, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant FINAL approval at this time.

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

6. BOARD BUSINESS

6.1 Discussion of Old Town Preservation and Development Guidelines (2021 Revisions)

Ms. Sadler shared that she is waiting for comments from all the Board Members to add revisions to the Old Town Preservation and Development Guidelines.

Member Byrnes shared that there aren't great examples of the mid-lot corridor/peonia and that this needs clarification. Member Kosack shared that updating some of the photos within these examples would help. Chair Filkoff suggested a marker to show the separation between peonias. Member Byrnes concurred. The Board decided to discuss this further at a later date.

Discussion about Downtown Historic District Design Guidelines (2023 Update)

Ms. Sadler suggested that all revisions from the Board should be directed to her so she can relay the list of corrections to the original design consultants for changes.

The Board spoke about reframing the Downtown Historic District Design Guidelines so that they are easier to understand and more similar to the simplicity of the Old Town Preservation and Development Guidelines (2021 Revisions).

Ms. Gibson spoke of procedures and said that the LDC and Old Town Guidelines could be adopted by reference and if so, the entirety of that document would have to stand as part of the LDC and would have to be enforced in its entirety. She added that the problem with this option is that in matters of both guidelines, there are wide ranges of what is allowed depending on the resources or ground allowed, and the variety of ways those could be applied could in turn lead to increased variance requests. She suggested that a better approach would be to continue to operate with them as guidelines, with codified references into the LDC.

Chair Filkoff suggested that Staff provide a copy of the Old Town Guidelines to demonstrate the simplified style and then requested that Staff returns with feedback from the consultants about current proposed changes, and how to proceed with proposed references to be codified. Ms. Gibson asked the Board to consider keeping the 11" x 17" format. She also suggested that an index for cross references could also be created.

6.2 HDC Window Survey: continued discussion and direction for staff

Ms. Sadler shared the updates that have been made and invited the Board to discuss these changes, as well as the potential for a door survey, and guidance on who should be completing these surveys.

Member Kosack and Byrnes will provide feedback directly to Staff.

Vice-Chair Pozzetta shared that he understands a window salesperson might have a different opinion about windows than the Board would, but that this window survey should be supported by evidence.

6.3 REMINDER - MODIFIED DATE FOR THE JUNE 2025 HDC REGULAR MEETING

Reminder that in observance of Juneteenth, the HDC Regular Meeting which would be scheduled for June 19th, 2025 has been moved to Thursday, June 26, 2025, at 5:00 p.m.

7. STAFF REPORT

7.1 Staff Certificates of Approval for April 2025

Member Byrnes asked for more information about the COA for a fence at 23 S. 10th Street. She shared concerns about a lack of supporting materials with the application and that the scope of work needs to be clarified. Board Members agreed that there should be more information with future applications or change the code to have fence projects referred to the Board for approval.

Kelly Gibson, Planning & Conservation Director, provided additional information about said permit and shared that this permit was reviewed based on the planning requirements and that it met all of the requirements for approval.

Ms. Sadler suggested paying additional attention to fence review.

7.2 Historic Window Preservation Activities

- Window Walk-About on May 5, 2025 - Summary
- Upcoming Window Preservation Workshop on May 16, 2025

Ms. Sadler spoke about the upcoming Window Preservation Workshop on May 16, 2025.

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7.3 Peck High School & Preservation on Main Street (POMS) Conference

Ms. Sadler clarified her role with the POMS Conference, which includes volunteers scheduling and setting up, and that she plans on inviting alumni of the Peck High School to share their history.

8. PUBLIC COMMENT

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

9. ADJOURNMENT 7:05 PM

Morgan Ohlendorf, Recording Secretary

Arlene Filkoff, Chair



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0009
June 26th, 2025

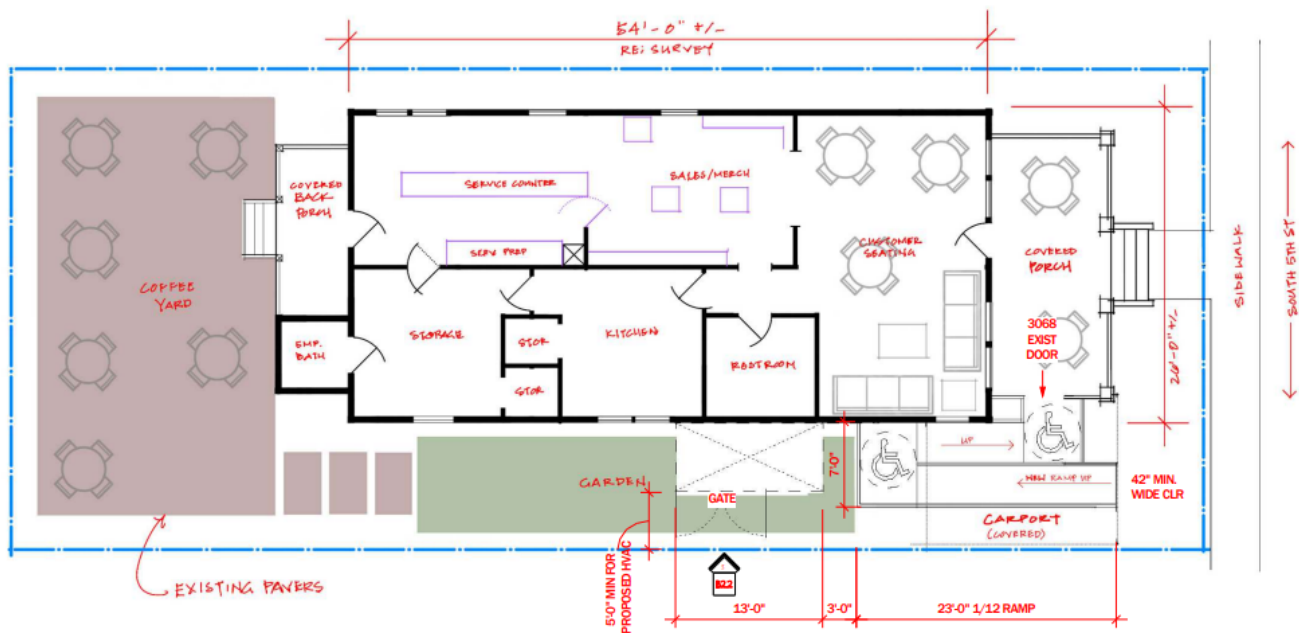
Owner/Applicant:	Mark Akins, agent from Rice Architect, for Dorothea F. Stillwell Living Trust
Property Address:	27 South 5th Street
Parcel ID #	00-00-31-1800-0024-0081
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on site:	Single Family Residence
FL Master Site File #	NA00332
Year Built:	1925
Contributing Status:	Contributing
Requested action:	FINAL Certificate of Approval (COA) to construct an ADA compliant ramp, relocate the rear door, and re-paint exterior of structure.

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: add a new ADA ramp, repaint the exterior of the structure, and relocate existing door at the rear of the property.

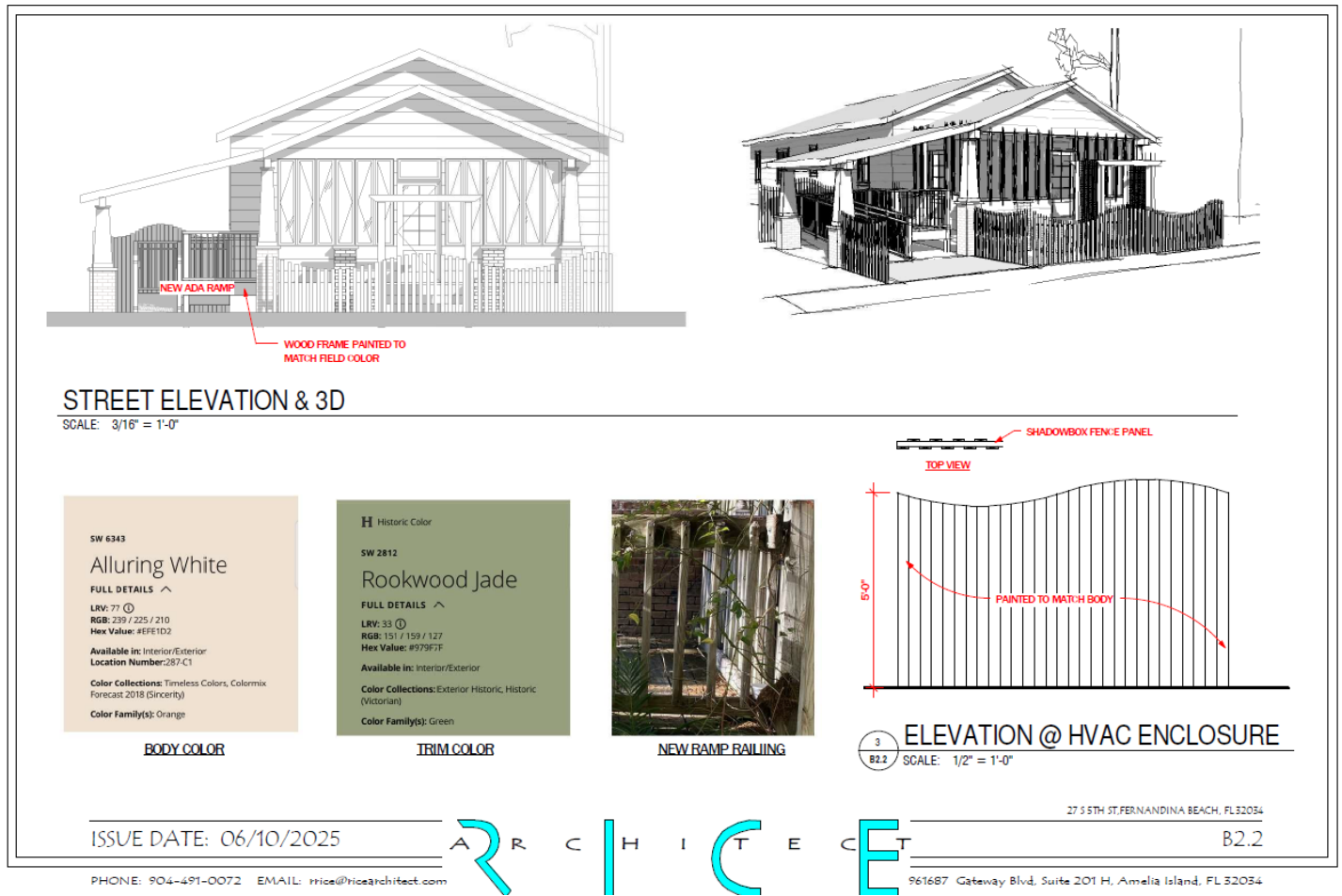
Site Plan:



1ST FLOOR PLAN

SCALE: 1/8" = 1'-0"

3D Street Elevations and Color Scheme:



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:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
ADA Ramp Deck	Pressure treated wood	N/A
ADA Ramp Rail	Pressure treated wood	N/A
Door	Existing, relocated	Existing
Exterior	Existing lap siding	Alluring White
Fascia/Trim	Existing	Rookwood Jade

Demolition --

The shed has been demolished based on the COA received at the May 15th, 2025 regular meeting.

Site Plan –

- **Building Type-** Commercial use is permissible in C-3, Central Business District.
- **Lot Density** – The property is located within the Central Business District; therefore, lot coverage can be up to 100%.
- **Mechanical** – Mechanical equipment is proposed on the south side of the building behind the ramp. The equipment will be screened and more than 5 feet away from the property line.
- **Visibility Corridors** – The existing siting of the home meets the required 5’ minimum visibility corridor setbacks on all sides and is scheduled to remain the same.
- **Parking** – On street parking is currently provided.
- **Orientation** – All primary structures are required to front the street; this project would not alter that.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with downtown.
- **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 height is scheduled to remain the same.
- **Materials** – The project features materials that are appropriate for the Downtown Historic District including wood, existing doors, and historical colors: Alluring White comparable to Valspar 7002-23 Homestead Resort Cream, Rookwood Jade SW 2812 is from the SW historical color collection
- **Foundation** – The foundation will not be altered for this project.
- **Windows** –The windows will remain the same.
- **Doors** –The doors will be reused in the project.

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 Downtown Historic District Design Guidelines.

Staff recommendation:

FINAL APPROVAL of HDC 2025-0009

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0009 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 2025-0009, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Combined Application Materials
EXHIBIT 2 Florida Master Site File NA00332

EXHIBIT 3 COA for demolition of shed

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #15983

Date Submitted: 4/17/2025

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; | ☒ Photographs; |
| ☒ Proof of Ownership (copy of deed or tax statement); | ☒ Any additional backup materials, as necessary; |
| ☒ A current survey of the property, for new construction and any change to existing footprint. (no older than two years); | ☒ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application; |
| ☒ Scaled elevations & plans; | ☒ 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*

Alteration

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?*

4/7/2025

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*

27 S 5TH ST,

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0024-0081

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*

DOROTHEA

Last Name*

STILLWELL

Mailing Address*

27 S 5th St, Fernandina Beach, FL 32034

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-789-2261

E-mail Address*

Saragaster@gmail.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*

MARK

Last Name*

AKINS

Company (if applicable)

RICE ARCHITECT

Street Address

961687 GATEWAY BLVD SUITE 201H

City

AMELIA ISLAND

State

FL

Zip

32034

Telephone Number

9044910072

E-mail Address

MHAKINS@RICEARCHITECT.COM

Project Description*

Residential to commercial for a new coffee shop. Addition of a new ADA ramp, new color scheme & relocation of existing door at the rear of the property.

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

Design Vision Statement*

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
		(Name/Number)

Include FL Product Approval # for Windows and Doors

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 PRC for Parcel 00-00-31-1800-0024-0081.pdf	Upload 2 Survey Jan 2020.pdf	Upload 3 Agent Authorization Form.pdf	Upload 4 25.pdf
Choose File No file selected	Choose File No file selected	Choose File No file selected	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*

MARK

Applicant Last Name*

AKINS

Today's Date*

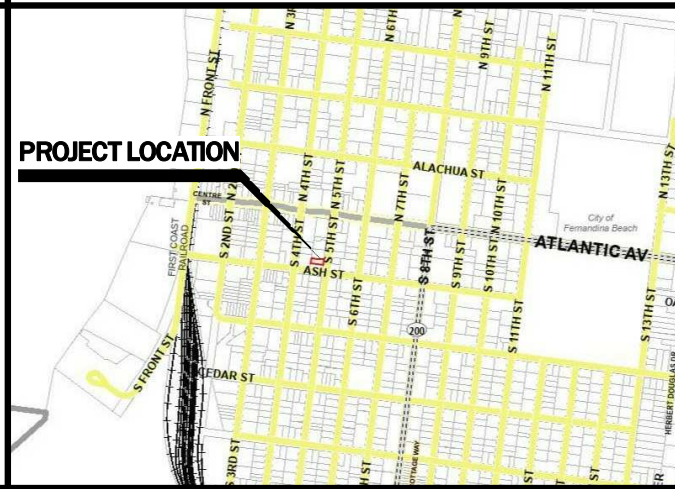
4/17/2025



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.

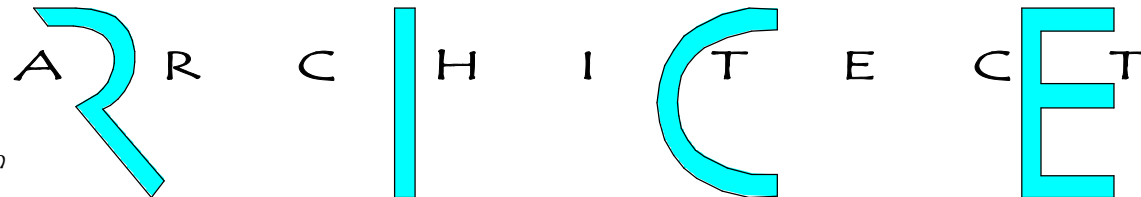


27 S 5TH ST, FERNANDINA BEACH, FL 32034

SARA FERRE

ISSUE DATE: 06/10/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

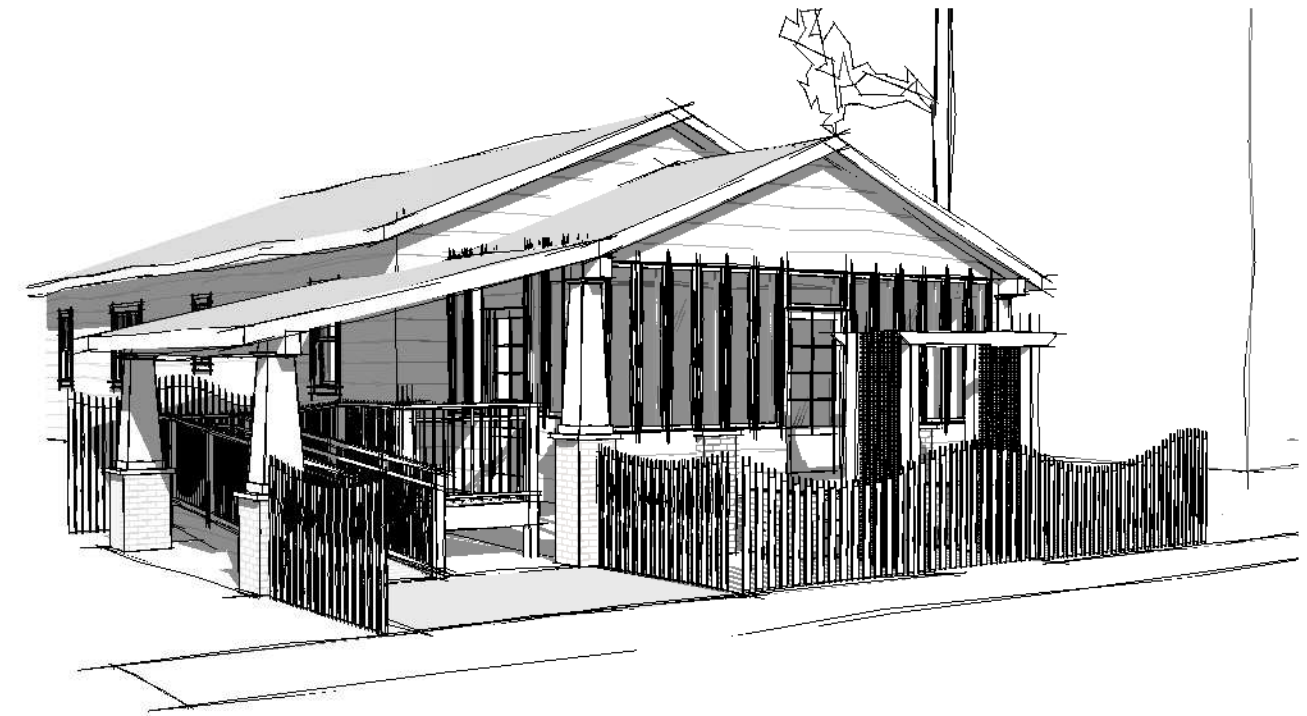
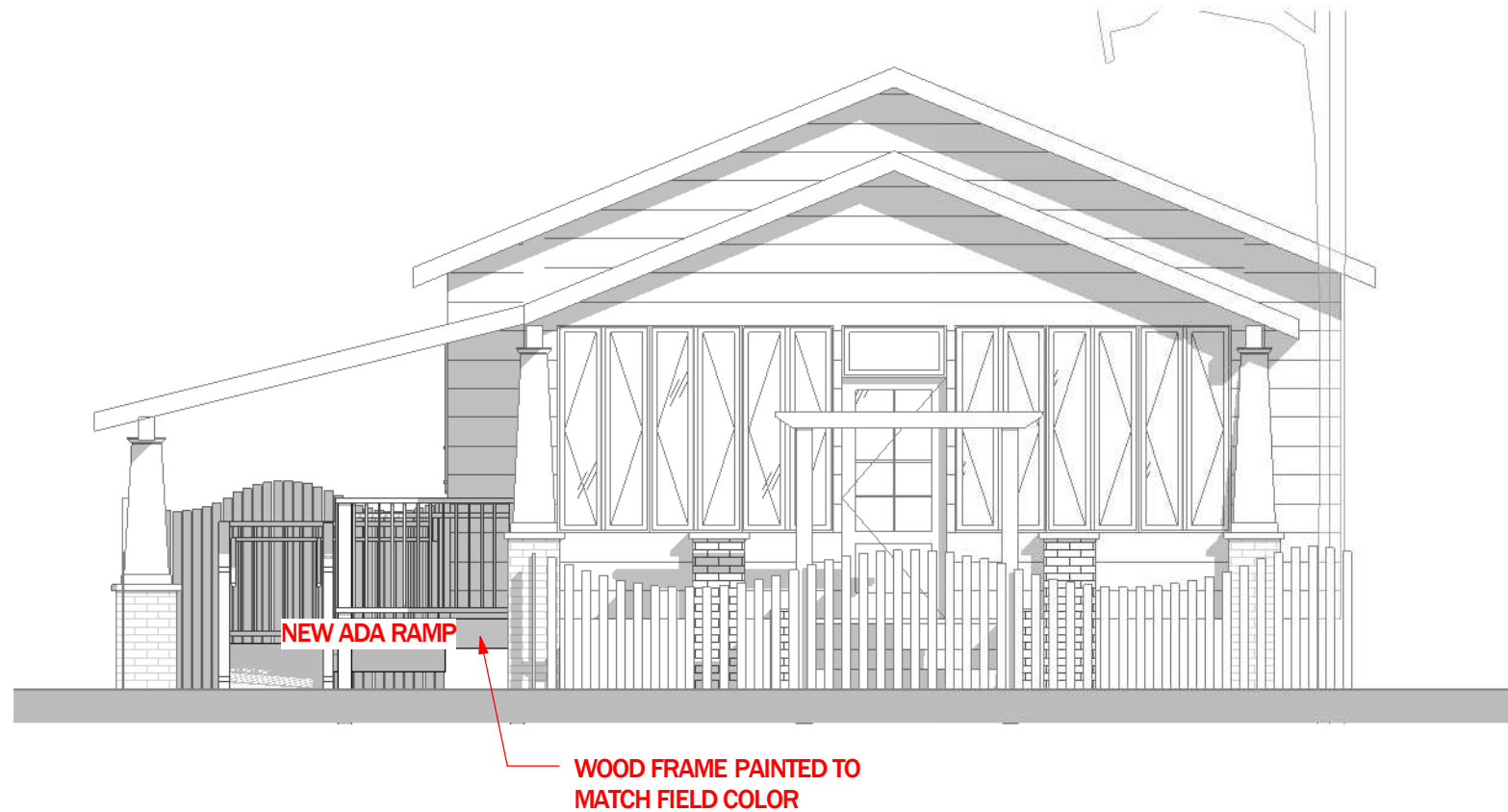


27 S 5TH ST, FERNANDINA BEACH, FL 32034

BO.O

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



STREET ELEVATION & 3D

SCALE: 3/16" = 1'-0"

SW 6343

Alluring White

FULL DETAILS ^

LRV: 77 ⓘ

RGB: 239 / 225 / 210

Hex Value: #EFE1D2

Available in: Interior/Exterior

Location Number: 287-C1

Color Collections: Timeless Colors, Colormix, Forecast 2018 (Sincerity)

Color Family(s): Orange

BODY COLOR

H Historic Color

SW 2812

Rookwood Jade

FULL DETAILS ^

LRV: 33 ⓘ

RGB: 151 / 159 / 127

Hex Value: #979F7F

Available in: Interior/Exterior

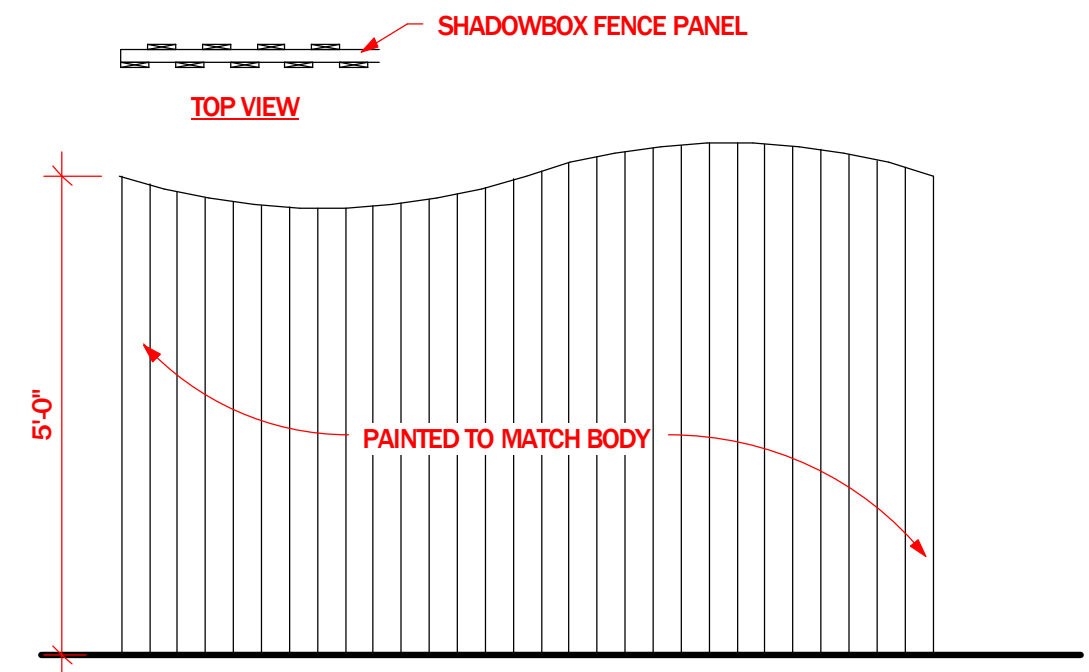
Color Collections: Exterior Historic, Historic (Victorian)

Color Family(s): Green

TRIM COLOR



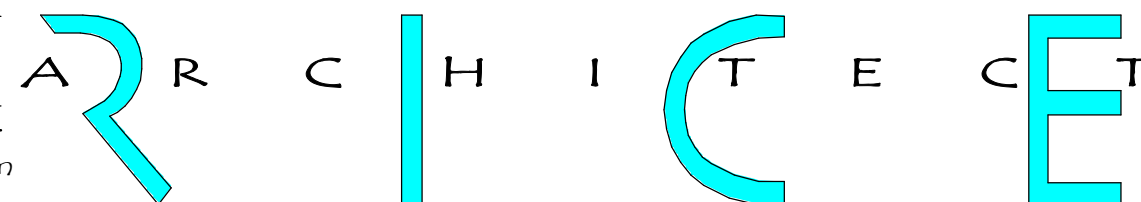
NEW RAMP RAILING



ELEVATION @ HVAC ENCLOSURE

SCALE: 1/2" = 1'-0"

ISSUE DATE: 06/10/2025



27 S 5TH ST, FERNANDINA BEACH, FL 32034

B2.2

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 06/10/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.0

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 06/10/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.1

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



ISSUE DATE: 06/10/2025

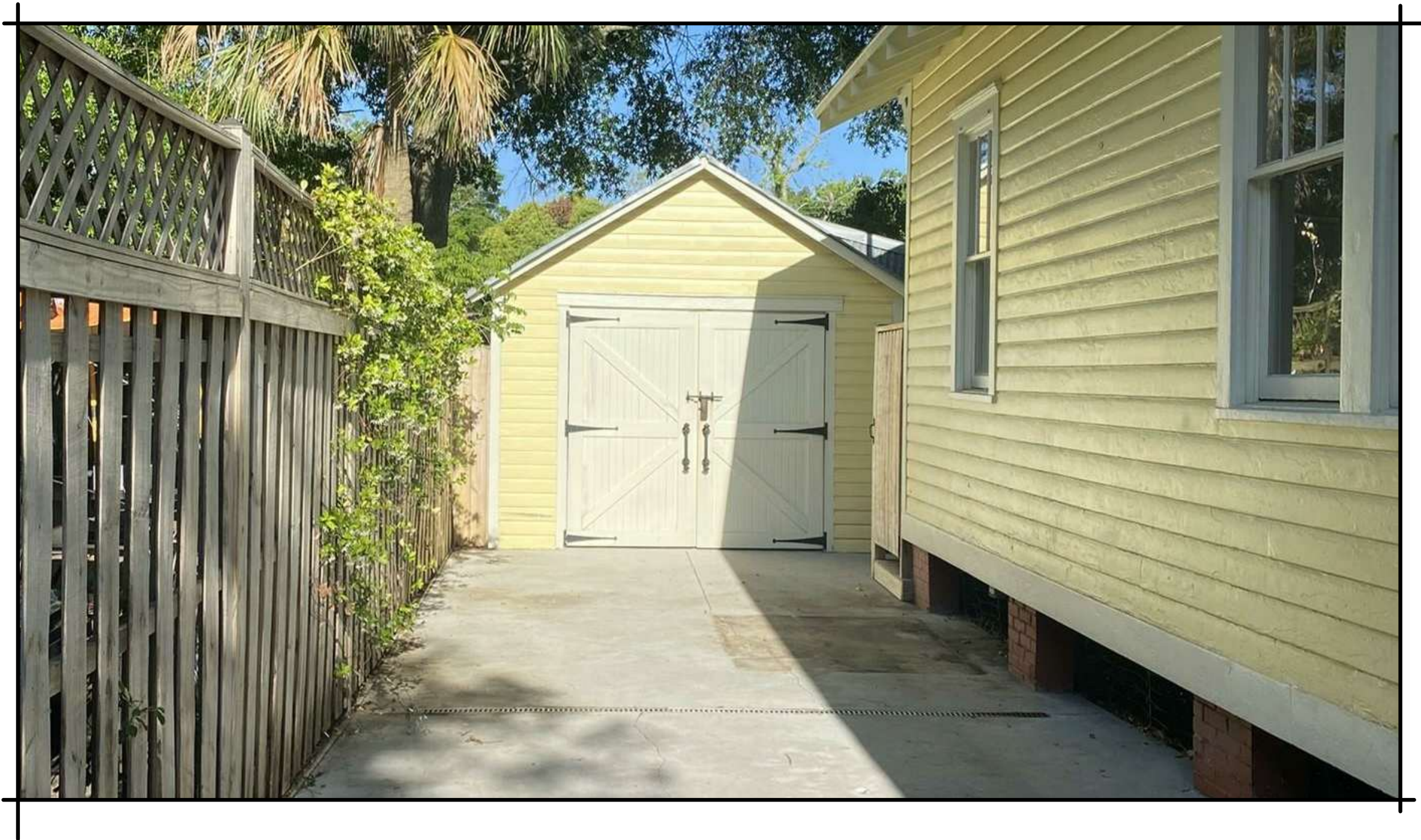
PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.2

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



SHED TO BE REMOVED

ISSUE DATE: 06/10/2025

PHONE: 904-491-0072 EMAIL: rrice@ricearchitect.com

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.3

961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00332

Recorder # 27

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) 27 South 5th 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
27	South	5th	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 Bungalow

Other Style

Exterior Plan Irregular

Other Exterior Plan

Number of Stories 1

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)

>>

Drop siding

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)

>>

Other Roof Secondary Structure(s)

Number of Chimneys 1

Chimney Material Brick

Other Chimney Material(s)

Chimney Location(s) west ridge

HISTORICAL STRUCTURE FORM

8NA00332

DESCRIPTION (continued)

Window Descriptions 3/1, 8 light casement

Main Entrance Description (stylistic details) _____

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

Porch Roof Types(s) gable

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

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

Institutional: _____ Undeveloped: _____

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

Archaeological Remains (describe): _____

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

Narrative Description (optional) _____

HISTORY

Construction year 1925

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 _____ >> Private residence;1925;

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

8NA00332

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, MylesRecorder Address / Phone 7035 Phillips Hwy Jacksonville, FL 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

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

Cultural Resource Type: SSElectronic Form Used: S110Form Type Code: NORMForm Quality Ranking: NEWForm Status Code: SCATSupplement Information Status: NO SUPPLEMENTSupplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 4/1/2007

Form Comments: _____

SHPO's Evaluation of Resource

Date _____

REQUIRED PAPER ATTACHMENTS

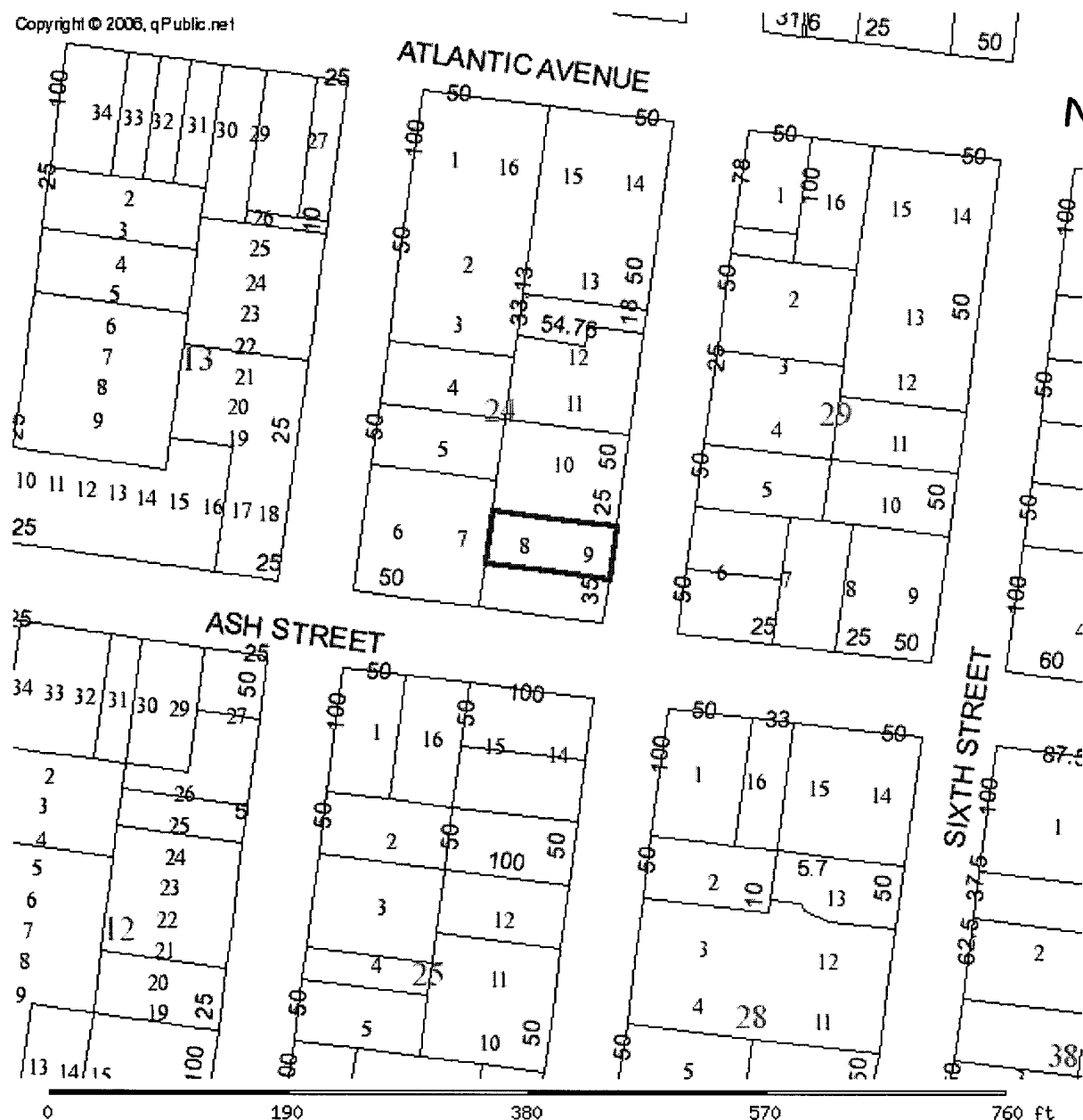
- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

NA00332-200703

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:**
Drop siding
- > **Roof types:**
Gable
- > **Roof materials:**
Composition shingles
- > **Roof secondary structures (dormers etc):**
- > **Change status/year changed/date noted/nature:**
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1925;
- > **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)]:**

Copyright © 2006, qPublic.net



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0024-0081
GIS CALCULATED ACREAGE	0.1
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	STILLWELL DOROTHEA F
Mailing Address	27 S 5TH ST FERNANDINA BEACH, FL 32034
Situs/Physical Address	27 SOUTH 5TH ST
2006 PROPOSED VALUES	
Land Value	96,000
Ag Land Value	0



27

NA 33



CERTIFICATE OF APPROVAL (COA) HDC2025-0009 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Board Review	Project:	App Date: 04/21/2025
Work Class: Commercial	District: Default	Exp Date: 05/21/2025
Status: Approved	Square Feet: 0.00	Completed: 05/15/2025
Valuation: \$0.00	Assigned To: Kelly Gibson	Approval Expire Date: 05/15/2026

Description: FINAL Certificate of Approval (COA) to remove an existing shed, add an ADA ramp, relocate an existing door at the rear of the property, and repaint exterior with Alluring White and Rookwood Jade.
05/15/25 FINAL Approval for demolition of existing shed w/conditions that the material is salvaged and re-purposed; and
5/15/25 CONCEPTUAL Approval of the ADA ramp, relocation of existing door at rear of property, and repaint of exterior with Alluring White and Rookwood Jade.

Parcel: 00-00-31-1800-0024-0081 Main	Address: 27 S 5Th St Main Fernandina Beach, FL 32034	Zone: C-3(Central Business District)
---	--	---

Applicant Sara and Tristan Ferre 27 S. 5th Street Fernandina Beach, FL 32034 Business: 9047892261	Agent Rice Architect, LLC 961687 Gateway Blvd GATEWAY FERNANDINA BEACH, FL 32034 Business: 9044910072	Owner STILLWELL DOROTHEA F L/E 27 S 5th ST Fernandina Beach, FL 32034	Applicant Rice Architect 961687 GATEWAY BLVD SUITE 201H 961687 GATEWAY BLVD SUITE 201H AMELIA ISLAND, FL 32034 Business: 9044910072
--	--	---	--

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001735-2025		Sylvie McCann	05/20/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037916	COA - Commercial	\$400.00	\$400.00
Total for Invoice INV-00037916		\$400.00	\$400.00
Grand Total for Plan		\$400.00	\$400.00



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0010
June 26th, 2025

Owner/Applicant:	Sarah Campbell, City of Fernandina Beach
Property Address:	North 2 nd Street
Parcel ID #	N/A- City Right of Way
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on site:	City Right of Way
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	FINAL Certificate of Approval (COA) to improve the streetscape on N 2 nd Street by adding parking and redesigning the road as a one-way.

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

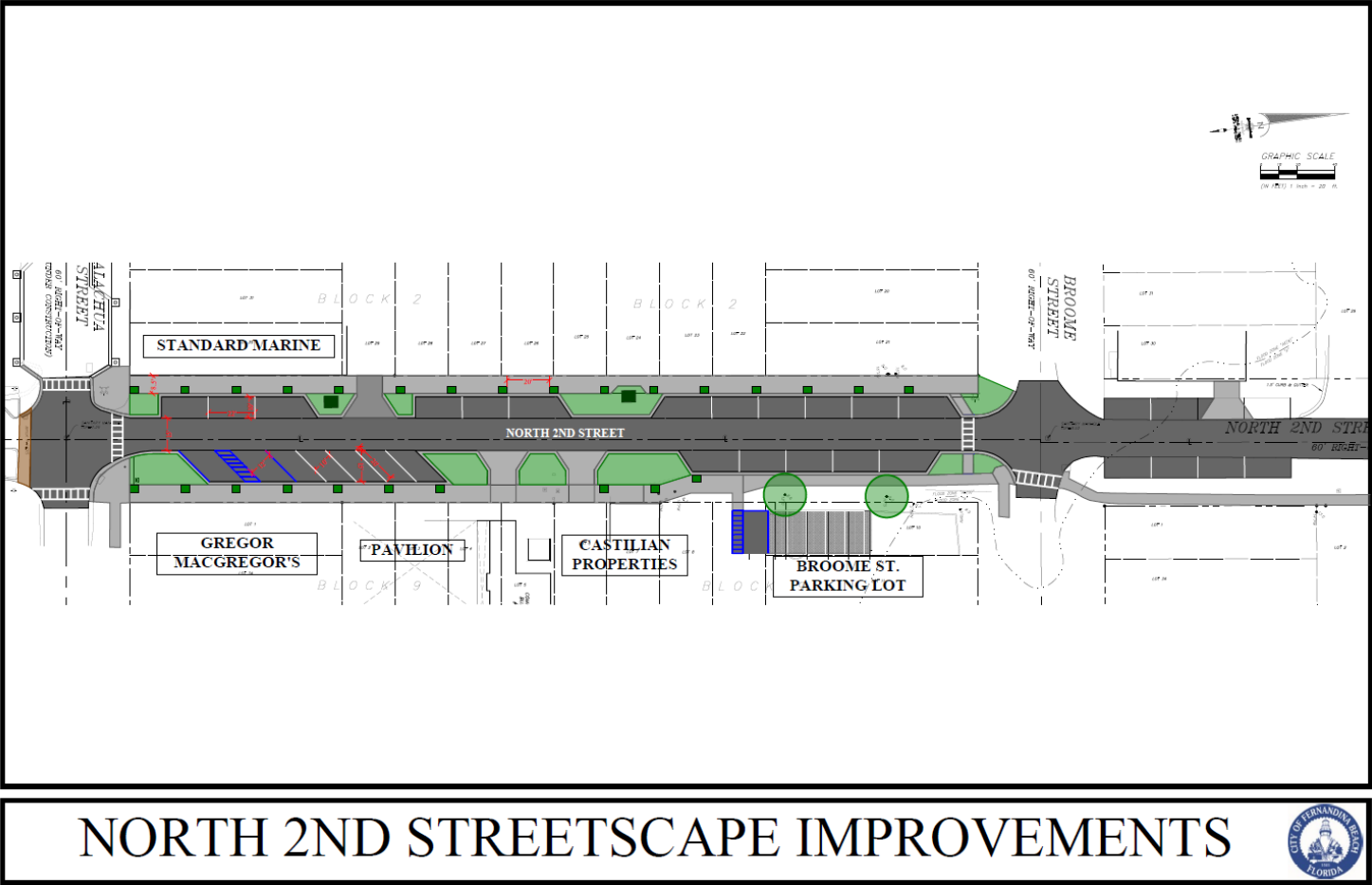
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting **Final** Approval to improve the streetscape to the portion of North 2nd Street between Alachua and Broome. Vehicular traffic will be converted one way north bound to Broome Street. Parking will be consistent with the block to the south, with parallel spaces on the west side, and a mix of angled parking and parallel spaces on the east side of the street. A total of 32 regular and 2 ADA spaces will be gained downtown. The driveway cut to the Broome Street Parking Lot will be eliminated to provide additional on-street parking, along with additional spaces in the parking lot. After receiving comment from a property owner, a driveway cut was incorporated to accommodate a business at 114 N. 2nd St. Wide sidewalks for enhanced pedestrian safety and landscaping will be provided on both sides of the street.

Project Area with CRA Boundary and Historic District Boundary:



Site Plan:



APPLICABLE GUIDELINES:

- [CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)
- [CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
- [CITY OF FERNANDINA BEACH CRA DESIGN GUIDELINES](#)

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Road surface	Asphalt pavement	N/A
Sidewalk surface	Brushed concrete	N/A
Landscaping	Matching Centre St revitalization plan	N/A
Parking Lot	Match existing at Broome St parking lot	N/A
Electrical Lines	Overhead to underground conversion	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, CRA Design Guidelines, and the Downtown Historic District Design Guidelines.

Staff recommendation:

FINAL APPROVAL of HDC 2025-0010

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0010 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 2025-0010, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, CRA Design Guidelines, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Combined Application Materials

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16115

Date Submitted: 5/8/2025

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; | ☒ Photographs; |
| ☒ Proof of Ownership (copy of deed or tax statement); | ☒ Any additional backup materials, as necessary; |
| ☒ A current survey of the property, for new construction and any change to existing footprint. (no older than two years); | ☐ If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application; |
| ☒ Scaled elevations & plans; | ☐ 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*

Alteration

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?*

5/8/2025

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*

Waterfront Community Redevelopment Area (CRA)

Site Address*

North 2nd Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

N/A - City Right of Way

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*

Sarah

Last Name*

Campbell

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Telephone Number*

(904) 310 - 3101

E-mail Address*

scampbell@fbfl.city

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*

Streetscape improvements to the portion of North 2nd Street between Alachua and Broome. Vehicular traffic will be converted one way north bound to Broome Street. Parking will be consistent with the block to the south, with parallel spaces on the west side, and angled parking on the east side of the street. The driveway cut to the Broome Street Parking Lot will be eliminated to provide for additional on-street parking, along with additional spaces in the parking lot. Wide sidewalks for enhanced pedestrian safety and landscaping will be provided on both sides of the street.

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

Design Vision Statement*

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

No file selected

Upload 2

No file selected

Upload 3

No file selected

Upload 4

No file selected

Upload 5

No file selected

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*

Sarah

Applicant Last Name*

Campbell

Today's Date*

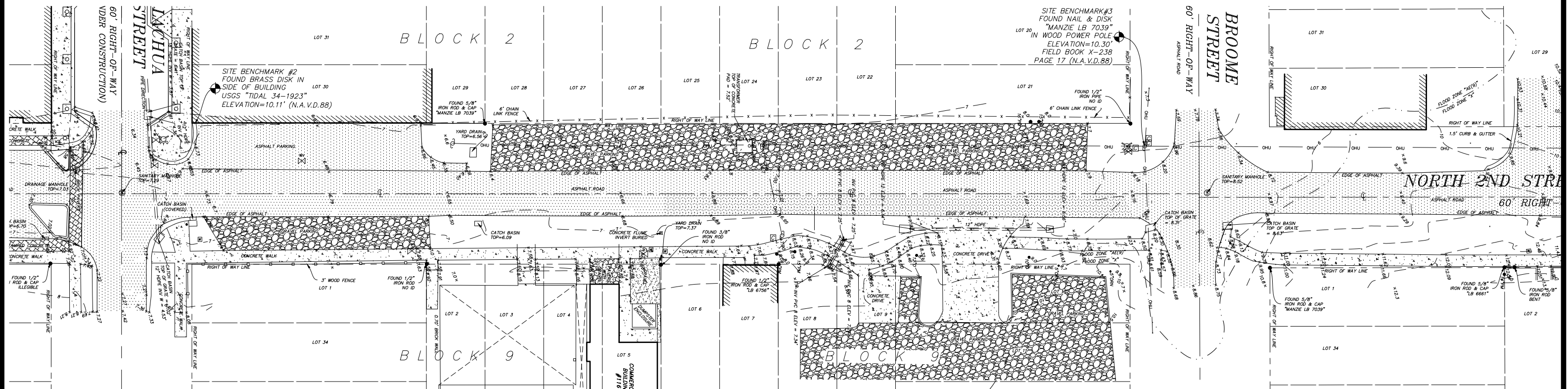
5/8/2025



DEPARTMENT OF PLANNING &
CONSERVATION

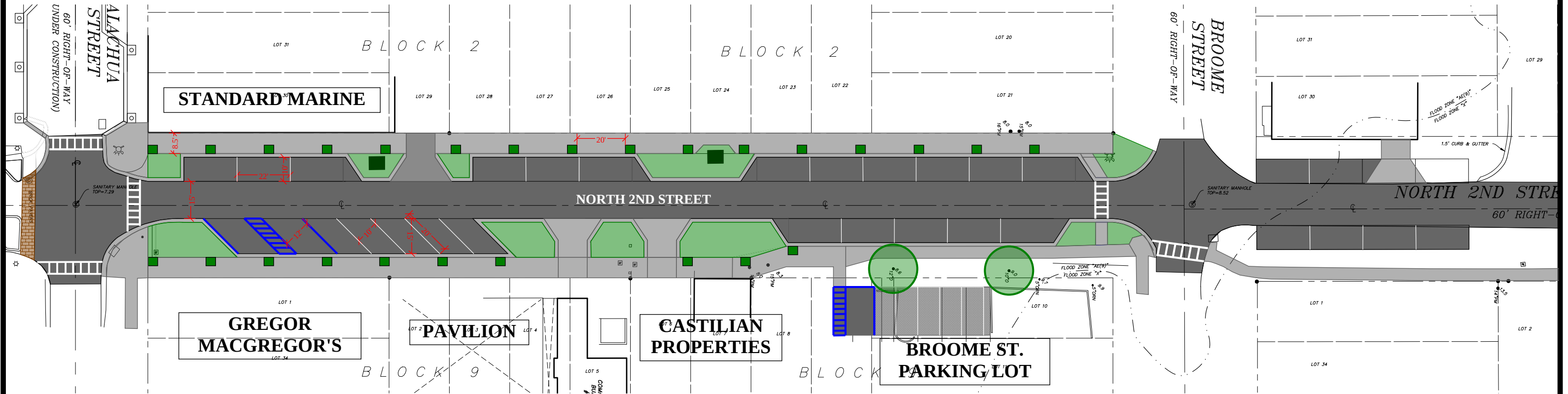
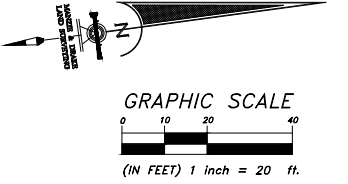
204 Ash Street | Fernandina Beach Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

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



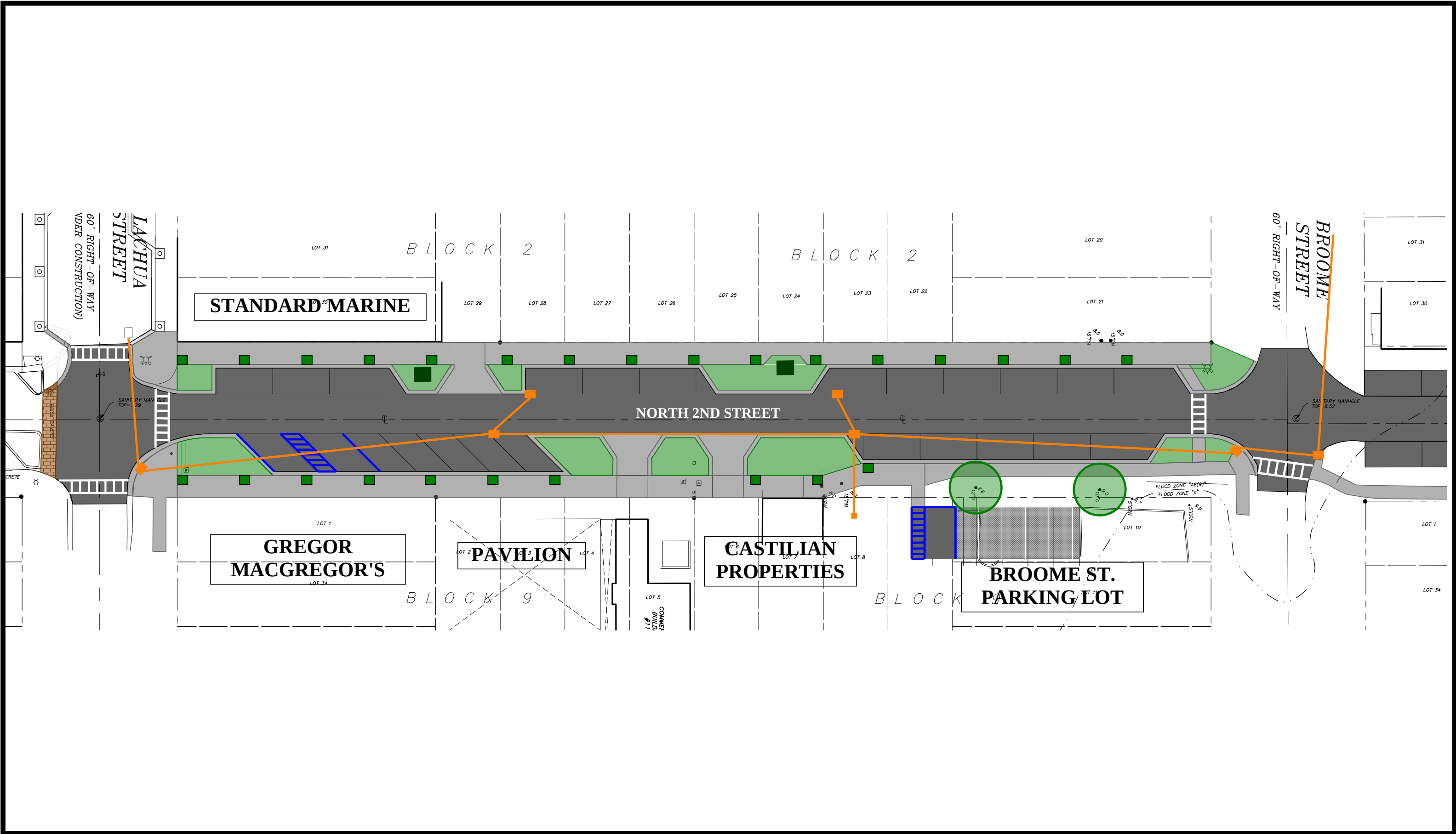
EXISTING CONDITIONS





NORTH 2ND STREETSCAPE IMPROVEMENTS





DRAINAGE



Florida Historical Marker Application

Application Number: _____

Marker Title: CHLOE MERRICK REED, EDUCATOR

An application has been made to place a Florida Historical Marker at the following location:

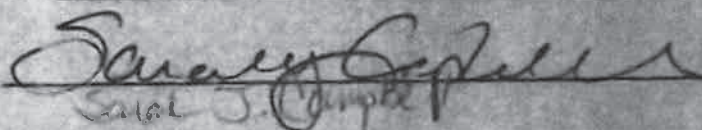
Address: 200 N. 11th St., Fernandina Beach, FL
(corner of 11th & Broome St.)

Owner Approval Statement

As the owner, or the official representative of the owner, of the property, I am aware of and agree

to the submission of this application to place an Official Florida Historical Marker or Plaque on my property.

Print name of owner: CITY OF FERNANDINA BEACH

Owner signature: 
Sarah J. Campbell

Title: City Manager

Date: 5/12/2025

Mail this signature page and attachments to:

ATTN: Jeremy Heiker, State Historical Marker Coordinator

Division of Historical Resources

Bureau of Historic Preservation

R.A. Gray Building

500 S. Bronough Street, Room 422

Tallahassee, Florida 32399-0250

Florida Historical Marker Proposal

Title: Chloe Merrick Reed, Educator

Location: 200 N. 11th St., corner of 11th and Broome (Bishop John Freeman Young Conservation Area)

Sign Text:

Chloe Merrick (1832–1897) was an educator and abolitionist from Syracuse, New York. She came to Amelia Island during the Civil War to teach formerly enslaved children but soon saw the need for broader support. In 1862, Union forces occupied the island, making Fernandina a refuge for enslaved people seeking freedom. Although the army census of 1864 recorded 361 white and 892 “colored” civilians, Merrick estimated as many as 1,200 freed Black people present. In 1863, after Florida’s Direct Tax Commission allowed the seizure of properties for unpaid taxes, Merrick bought a mansion for \$25 to create an orphanage for Black children. The mansion, once owned by Confederate General Joseph Finegan, stood behind today’s Nassau County School Board office. By its third year, the orphanage housed up to 70 children. Despite limited resources, Merrick’s work offered shelter, education, and hope to the island’s most vulnerable. In 1866, the Freedmen’s Bureau ordered the return of the estate to Finegan, and Merrick moved the orphanage near Jacksonville, where it closed for good a year later. She later married Governor Harrison Reed and continued her lifelong commitment to education, prison reform, and social justice across Florida.

ACCOUNT:

City of FB

ACCOUNT CONTACT:

Kathy Russell

FILE:

25092

PRODUCTION INFO:

Substrate:

AlumPoly

_x_Single Sided

_Double Sided

Media Application:

_CUT VINYL

_x_DIG. PRINT

_SECOND SURFACE

Laminate:

_x_GLOSS

_MATTE

_DRY ERASE

_WHITE

_NON-SLIP

Optional Machining:

_LASER ENGRAVING

_ROUTING

_CONTOUR CUT

ORIGINAL PROOF DATE:

06/03/25

ORIGINAL PROOF BY:

JT

REVISION #: 0

DATE: 00/00/00

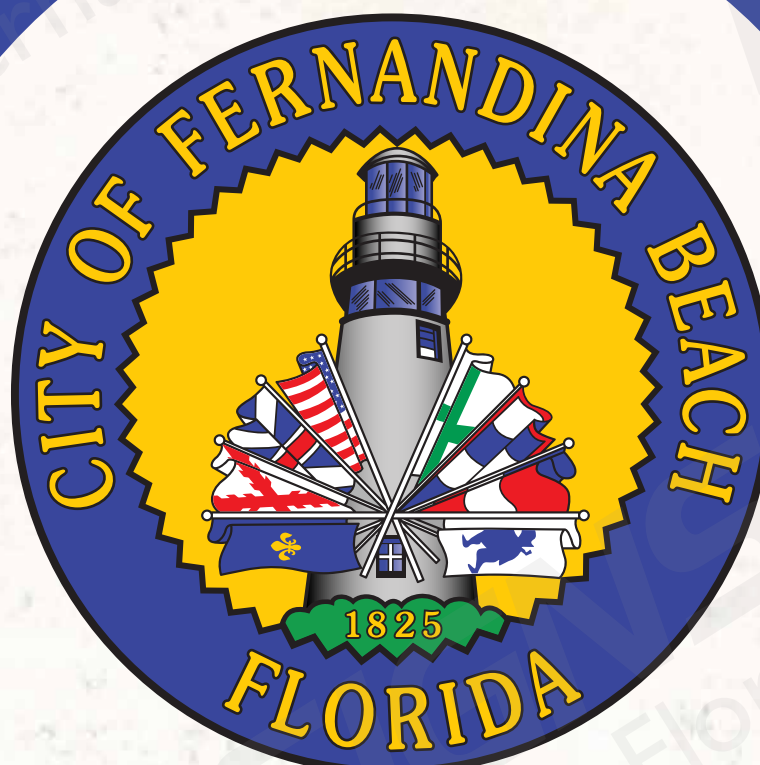
As a regular part of the sign-making process we will submit to you a proof and the option of one (1) revision.

FASTSIGNS reserves the right to charge additional design fees for any additional revisions.

THIS DRAWING IS THE PROPERTY OF FASTSIGNS. THE BORROWER AGREES, IT SHALL NOT BE REPRODUCED, NOR USED FOR ANY OTHER PURPOSE WITHOUT PERMISSION.

36in

NORTH BEACH & WWII



The Approaching War

In late 1940, one year prior to U.S. entry into World War II, the newly established U.S. Army Antiaircraft Artillery Training Center at Camp Stewart, Georgia, had a dilemma. Countless soldiers streamed into Camp Stewart to receive antiaircraft artillery training, but the new 280,000-acre military facility was not yet completed. Additionally, soldiers could only train on wooden artillery mock-ups, since the actual guns were in short supply.

Even as the guns became available, range areas for "live fire" training still had not been established. As a result, in 1941 senior Army officials looked for temporary artillery field training sites to conduct practical hands-on instruction.

Enter Fernandina and Amelia Island

There were many reasons for Fernandina's quick selection. Fernandina was located relatively close to Camp Stewart and Amelia Island's ocean-facing beaches and its isolated location, at the time, made it a top choice. Fernandina also had the existing logistics support infrastructure and land space to support large troop and equipment movements by rail, ship, and vehicle convoys. Artillery training planners and unit commanders described the island location as "the most desirable one they had seen south of Charleston, South Carolina."

In 1941, the proposed artillery training and camp site areas at this beach location encompassed property owned by the city, county, and private landowners. However, due to the looming threat of U.S. involvement in WWII, the Army was quickly granted permission by landowners to use the undeveloped North Beach site for training as long as necessary. Consequently, Fernandina became one of the key live-fire antiaircraft artillery unit training sites in the nation. Camp Stewart unit rotations lasted for about ten days for each battalion.



Unit commanders and staff inspecting live-fire exercises.



Setting up artillery on North Beach Area.



Keeping track of artillery hits and misses.



Firing a 3-inch AA gun.

The Training

At this North Beach location, Camp Stewart battalion truck convoys typically unloaded about 500 soldiers, tentage, food and kitchen supplies, ammunition, machine guns, rifles, antiaircraft artillery, and other support equipment on each rotation. Following training completion, the gear had to be re-packed and transported once again back to Camp Stewart as part of the returning battalion convoy.

Unit members trained here on 3-inch antiaircraft guns – the primary antiaircraft weapon of that era, 37 mm antiaircraft guns, .30 and .50 caliber machine guns, rifles, and pistols. Live-fire training included balloons released from the ground, floating wooden targets, and aircraft-towed targets. Antiaircraft searchlight units were also trained at various locations around Amelia Island.

Off-Duty

Many Camp Stewart soldiers looked forward to their training deployment. The soldiers could swim in the ocean in the morning, practice firing during the day, and according to an official publication, "after a cool and refreshing evening dip, enjoy the hospitality of this friendly city."

The training here provided a welcomed break from Camp Stewart classroom lectures and daily soldier garrison duties. Many of the soldiers had never been to an oceanfront before and living in tents on a beach was a memorable first-time experience. The sunburn became a badge of honor to show others at Camp Stewart "they had been there."

In addition to military parades on Centre Street, Camp Stewart bands gave concerts at Fernandina hotels, schools, and parks. Some soldiers who were trained actors put on local shows and theater plays.

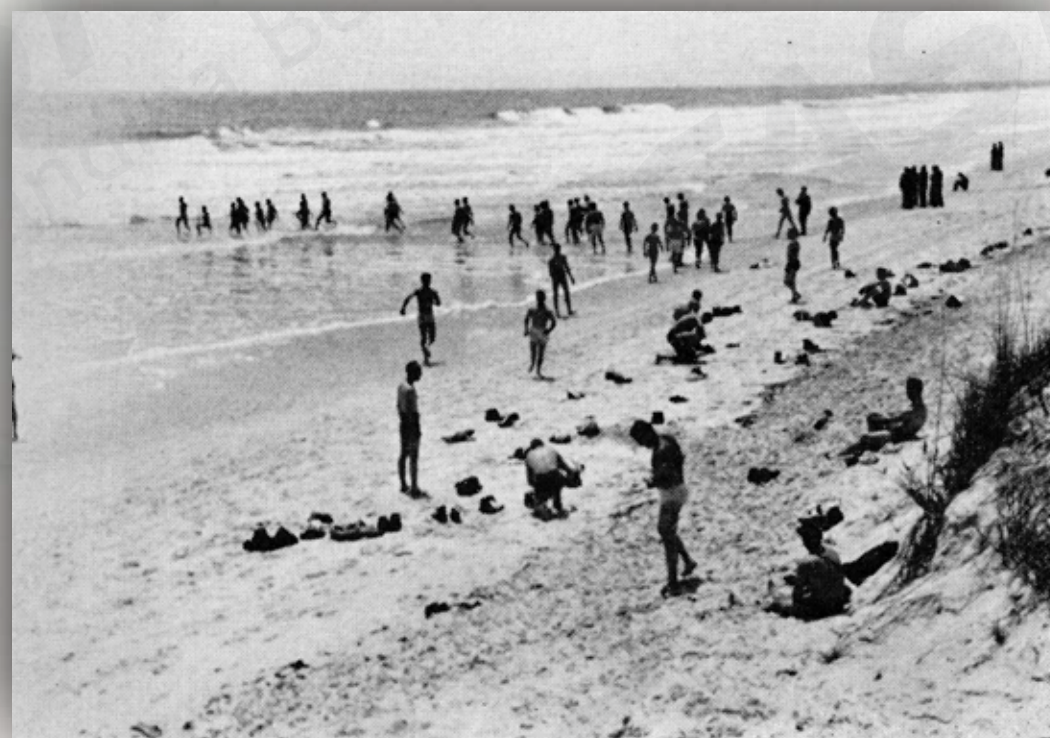
Training Rotations End

As Camp Stewart training sites became available, the convoys to Amelia Island became fewer in number. Soon the North Beach location was no longer needed. Fernandina's live-fire training both began and ended in 1941, just prior to U.S. involvement in WWII, which began following Japan's aerial attack on Pearl Harbor, Hawaii in December of that year. The Camp Stewart artillery training at North Beach soon became local history. However, there is no doubt that the live-fire training conducted here greatly contributed to unit readiness and the operational effectiveness required for eventual combat duty overseas. Although the rotational training of Camp Stewart soldiers ceased, a small number of coast artillery and searchlight units remained posted at various Amelia Island locations throughout the war.

Today, only one remnant of the Army's 1941 antiaircraft training survives: North Fletcher Avenue. Fletcher was extended northward from Atlantic Avenue and its surface hardened to allow Army vehicles to onload and offload antiaircraft artillery equipment and soldiers. Much of the area where the training and troop encampment occurred has been reclaimed by the ocean.



A tent near the beach became home for ten days.



The soldiers swam in the morning and then trained for the rest of the day.



Ft. Stewart soldiers trained on a variety of weapons.

AMELIA ISLAND
MUSEUM OF HISTORY

Colors: _VINYL _PRINT _PAINT

PMS 000

PMS 000

PMS 000

PMS 000

PRODUCTION NOTES:

APPROVAL REQUIRED TO BEGIN PRODUCTION

PLEASE SIGN AND RETURN TO FASTSIGNS.

SIGNATURE INDICATES APPROVAL OF BOTH DESIGN AND PLACEMENT OF SIGN(S)

☐ APPROVED AS SHOWN

☐ CHANGES NEEDED

X

DATE

Notes for Edits to the Fernandina Beach Historic District Design Guidelines Draft

Compiled by Mia Sadler, Planner I

General restructuring on beginning of the document

- Overview (page x) first, followed by one-page guide, checklist & getting started, then the getting started step pages
- Allow a full page to explain the "think resiliency" concepts
- On page xiii, mention that a more detailed history of the creation of our historic district can be found in the appendix

Photos

- Photos taken by our staff are attached to this document, please replace photos with the top and bottom building cut off. Reach out to our office for more replacement photos.

- Council is looking

for well taken photos without trash/cars and with adequate lighting

Photos from Kelly in Summer 2024: <https://photos.app.goo.gl/ZaiJVHTWVMp6RrpK7>

General Comments

- What needs to be codified in the LDC? Further protection beyond guidelines (AF)
- Call-out boxes using red and blue throughout the document should be checked for accessibility/readability (JP, MS)
- Better quality photos that do not have features cut off (feet and head). (JP)
- Missing clear direction and/or requirements. Most items are suggested, discouraged, etc. It's not a clear/concise document. (VB)
- Some of the images are not appropriate and appear to be page fillers and or commercial structures used in residential sections. (VB)
- Code compliance issues, specifically with ADA. I suggest that a code enforcement official review these documents so that the city does not open themselves up to liability. ADA is not optional. (VB)
- The document also does not say that the applicants need to comply with the building codes, ADAAG and any other AHJ. (VB)
- Resiliency should be its own section and resiliency should be defined including the COFB's goals for resiliency. (VB)
- Provide links everywhere they are appropriate (MS)
- Move the guidelines overview before the checklist (TK)

Consolidated notes by page

Compiled by Mia Sadler, Planner I

Attribution Code

Chair Arlene Filkoff (AF)

Vice- Chair Jim Pozzetta (JP)

Alternate Member Veronica Byrnes (VB)

Member Tammi Kosack (TK)

Mia Sadler (MS)

Page ii:

Update the City Commission and Board member list. (TK)

Page iii:

Move the guidelines overview before the checklist. (TK)

Page iv:

The graphics are really hard to read. Toobusy. On subsequent pages, we have STEP , 3 and 4, etc., We should stay Step 1 here. The flow chart on the right of that page references a Preservation Planner. Are we planning to have one? I don't think its' wise not to, but that's an opinion. If we aren't, that wording should change. (AF)

Larger image of the flow chart to increase readability (JP)

Note that the document is set up... → Note that this document. Title the image “example” (TK)

Page v:

Under the checklist, are there documents that can be referenced? Should there be a mention of the importance of having a profession involved, and/or certain city departments. (AF)

White text is hard to read on the navy background. Additions to the checklist, 5th row: “wall mounted exterior water heaters” second to last row: “Projects may also require a site drainage plan” (JP)

Add overlay districts to the steps include in getting started. The pyramid is superfluous/unclear. What is the applications and forms trying to say. (TK)

Page vii:

It might help on pages where we should examples to also provide an address or at least a street where the example can be seen. (AF)

Add discussion, expand n what to look for. Provide more residential examples. (TK)

Page viii:

Poor quality photo (JP)

Too much reliance on school house. Poor image quality. Define: shape, mass, scale, pattern of window and door opening, primary and secondary roof features and porches (TK)

Page IX:

In the 4th bullet under step 4, “bases” should be “based”. There is also needed to fix that sentence or sentences. We reference the examples, but we don't say whether the drawings are of those examples. (AF)

To the last bullet point add “first” consult city planning staff with questions. How are these helpful to step 4? (TK)

Page x:

Seems like the overview should come before the getting started section. If we make changes to whether any of this is optional or not, we'll have to go through this doc again. (AF)

Revise first sentence to include “Historic Downtown”. Include the benefits to the local community in with the benefits to visitors to tourists. (JP)

Lots of comments on page x from TK

Page xi:

Where are resources to assist with reconstruction? We need to really look at the Secretary of the Interior Standards and ensure that we are truly compliant. (AF)

Include “Historic Downtown” in the first sentence. The blue at the bottom conflicts with the resilience call-out color. (JP)

Explain the basis in NPS (National Park Service). The last sentence of the first paragraph needs to be clarified. Title or preface for the blue box containing the numbered list at the bottom. (TK)

Page xii:

Is this the most recent map of the historic district? I know there was talk of placing the school board meeting in the historic district. Was it done? Why isn't Central Park identified as historic anywhere? Part of original plat. (AF)

Page xiii:

Wording that demolition should be avoided is problematic. East of 5th on Centre is mixed use? What is zoning for the rest? (AF)

319 Centre Street is a poor quality photo. (JP)

Not all contributing structure were constructed pre-dating 1927. Add addresses to the buildings listed here. Pitiful organization, what are the images depicting. Poor image on the top right. (TK)

Page xiv:

Revise bullet point 2 to say; “Lot coverage: See Land Development Code for site specific zoning. Commercial zoning type X is: 100% coverage with a 10% landscape requirement. Revise bullet point 5 is the “characteristics of individual buildings: commercial” to say: “roof form: Flat, built-up roof deck with decorative parapet”. Verify that the second bullet concerning lot coverage is accurate in terms of % coverage. Label the style of the building featured on this page. Question about roof slope needs to be answered in section: “characteristics of individual buildings: residential”. (JP)

Layout commercial and residential side by side. Add dates to the photos. What is the “setting” section bullet points. The image on the bottom left is not useful. The image on top right is bad. (TK)

Page 2:

last paragraph on the left column beginning with "Various materials" should be "were used" vs "was used".(AF, JP)

Do we need: “Renovation and restoration efforts have been undertaken on buildings along Centre St and the adjoining residential neighborhoods”. Is the label cutting off the feet of the photos? (JP)

Page 3:

Feet and head of the buildings are cut off of the building photos. Are we not doing our own art? Could identify the items described in the style descriptions in more details in these drawings. (JP)

Page 4:

In the first paragraph of the section on Neo-Classical, there is a "/" between "beginning" and "after". General comment: I wonder iff mentioning the names of some of our revered past architects, like Schuyler might help folks take it more seriously. (AF)

Feet are cut off of both the building photos. Could the art be of one of our local churches with the neo-classical attributes noted? (JP)

Page 5:

When we have blank space available can we add a section that gives historical background on specific buildings? That note applies everywhere. Show the whole building in photos, feet are cut off of the post office. (JP)

Page 6:

Why show a picture of 508 Centre St if it's gone? (AF)

Should note that 508 Centre St has been demolished. Could it be beneficial to show what City Hall looked like before it was modified? Might be a way to walk about how modifications can *remove* contributing structures. (JP)

Page 7:

Do we really mean number 5? (AF)

There are some recent examples that could be referenced on the additions page.
The front size should be increased in the this not that section. (JP)

Page 8:

Concerns that the sketch style drawings might be too loose for non-professionals to understand (JP)

Page 9:

Do we need a This or That? (AF)

Better lighting on the photo to highlight the awning. (JP)

Page 12:

Have we required door dams on work like the Marina or the Christmas Shop? (AF)

Page 13:

Are these samples residential in the commercial section? (AF)

Page 16:

Where do we reference acceptable colors? (AF)

Is there a historic reasons for restricting buildings to three colors? (JP)

Page 18:

Are there other requirements for signage in other laws that are enforced here as well? Sandwich boards are allowed now? (AF)

Page 19:

Number 5 -- no permanent shutters? Then we need to say that. Page 20 looks like they are allowed. (AF)

Page 20:

There should be another element, "16. Should there be a point that outlines the process to survey and determine the state of historic windows & recommend proper repair/renovation/replacement? (JP)

Page 21:

Need to ensure that the downtown restoration project is following these or change them if necessary. Gifts ownership and maintenance. (AF)

Page 22.

Do we really do these things for parking and open lots? Is the picture of Lindy's property still accurate? (AF)

Red call-out boxes are hard to read in multiple places (JP)

Page 26:

In the top left paragraph in the last sentence, delete the hyphen after the first one and after the second one and after and. Same sort of thing under Characteristics in both paragraphs. (AF)

Page 32:

I like the wording in number 6. No room for misinterpretation. (AF)

Page 40:

Is there a building code statement that should be referenced anywhere? (AF)

Page 41.

Should we reference acceptable types of exterior siding? (AF)

Page 42:

Same as 41 (AF)

Page 45:

Zoning references. Statements like those not recommended should be changed. (AF)

Page 46:

Example of Tomasetti, etc is gone. (AF)

Page 54:

should there be a link or reference to building code? (AF)

Page 56:

same as 54, also on page 57. on 56, we use a picture for the Slightly Off Centre building that we also used under residential? (AF)

Page 58 and 59:

This whole section has me confused. I have always believed that Demolition has a ton of process around it and I was happy about that. Given that things seem to happen around here: How does a building get declared unsafe? Who gets to check in on that? Where does Code Enforcement fit in? How do we know a property is an archaeological site? When/where does the commission come in? (AF)

Page 60:

Does the HDC review requests to move buildings? (AF)

Page 70:

We make a couple of mandatory statements in the doc but imply in what the guidelines will not do that we won't force anyone to do anything. (AF)



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0009 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 05/05/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 06/04/2025
Status: In Review	Square Feet: 0.00	Completed: 05/07/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval
Description: Certificate of Approval (COA) to build an enclosure around an exposed water heater on the side of primary residence.		Expire Date: 05/07/2026

Parcel: 00-00-31-1580-0022-0040 Main	Address: 1127 White St Main Fernandina Beach, FL 32034	Zone: OT-2(Old Town 2)
---	--	-------------------------------

Applicant	Owner
Robert H Springer III	Robert H Springer III
1127 WHITE ST	1127 WHITE ST
FERNANDINA BEACH, FL	FERNANDINA BEACH, FL
32034	32034

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038108	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00038108		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00

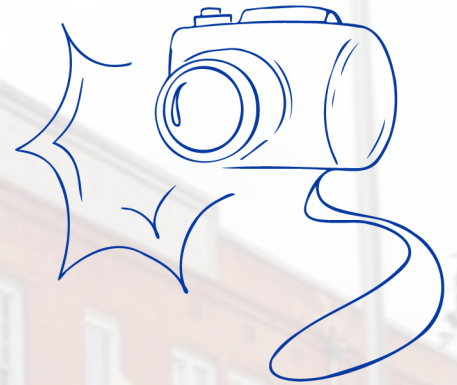


Volunteer Engagement Opportunity!



Calling all Peck Alumni & Community Members with a connection to Peck High School

On Tuesday, July 15th from 2:30-5pm historic preservation volunteers will be on site to document and take photos of the building to support a nomination to the National Register of Historic Places.



If you would like to share stories about your experiences in Peck High School or visit with the volunteers, **please join us!**

Please reach out to Mia Sadler, City Planner, with any questions, concerns, or ideas! **We would love to hear from you while we work on the nomination for this amazing building and its important heritage.**

msadler@fbfl.city -or- (904) 310-3488



DRAFT Information Packet

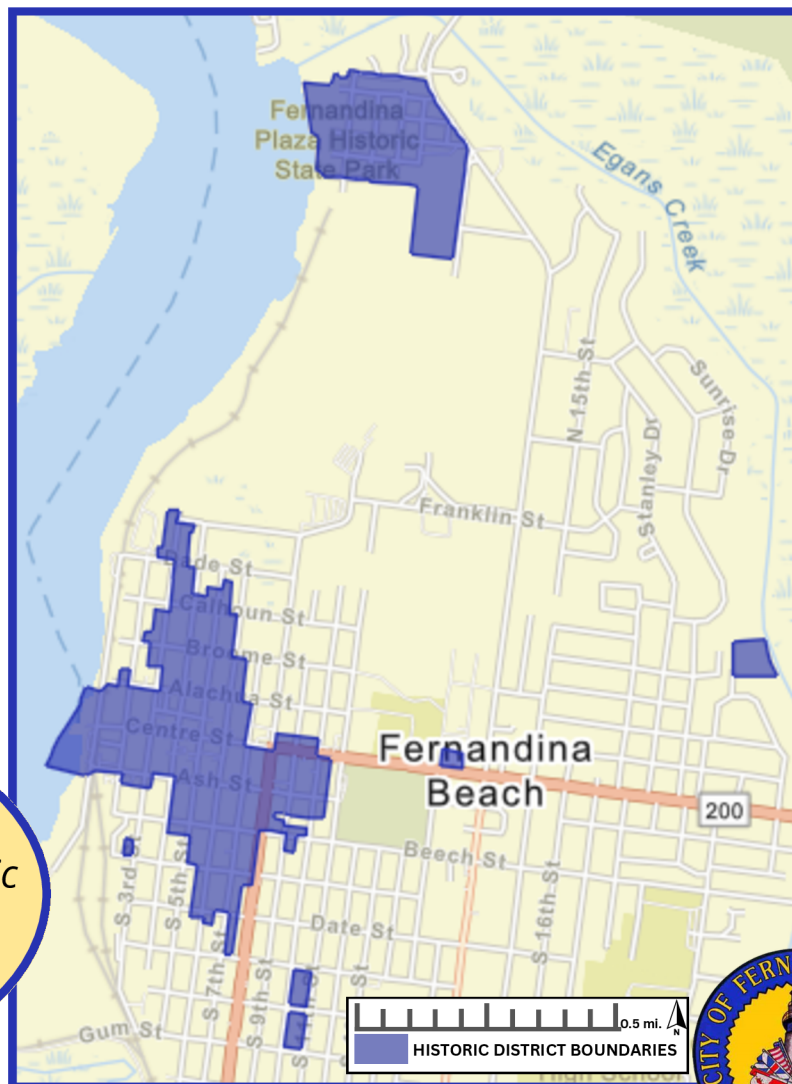
The following pages are being created as part of an education/outreach packet for property owners, renters, business owners, and other interested community members regarding the ins and outs of the historic district.

Please provide feedback, comments, and questions to Mia Sadler before the packet is finalized.

City of Fernandina Beach Historic District Overview

The City of Fernandina Beach is honored to steward a Victorian-era 50-block historic district that earned its place on the National Register of Historic Places in 1973. Local historic preservation efforts are not possible without collaboration and planning that involves residents, government, nonprofit organizations, and the community at large. The Planning & Conservation Department works closely with the Historic District Council to “preserve and protect the cultural and architectural heritage of the City of Fernandina Beach”. This packet was created to inform community members in the Historic District and encourage collaboration with established government official and processes.

All changes to the exterior
of buildings that lie within the historic
district require review through the
planning department



Included in this packet:

- Staff information
- Project Review Process Flowchart
- Introduction to administrative procedures & mission of HDC
- Certificate of Approval Matrix (what projects require board approval)
- Mapping and Research Resources
- Schedule of this year's HDC meetings and deadlines

HDC Staff Liaison



Mia Sadler

Hello! I am a Planner I in the City of Fernandina Beach's Planning & Conservation Department. As staff liaison for HDC, I aim to assist applicants, and our board create solutions to protect our history in a modern context.

Services

- Historic District Council Board Review Guidance
- Historic District Staff Review
- General questions regarding historic preservation in Fernandina Beach
- Questions about the review and application process
- Insight on upcoming projects (pre-application meeting)
- Building information

Contact Info

Please reach out with any questions!

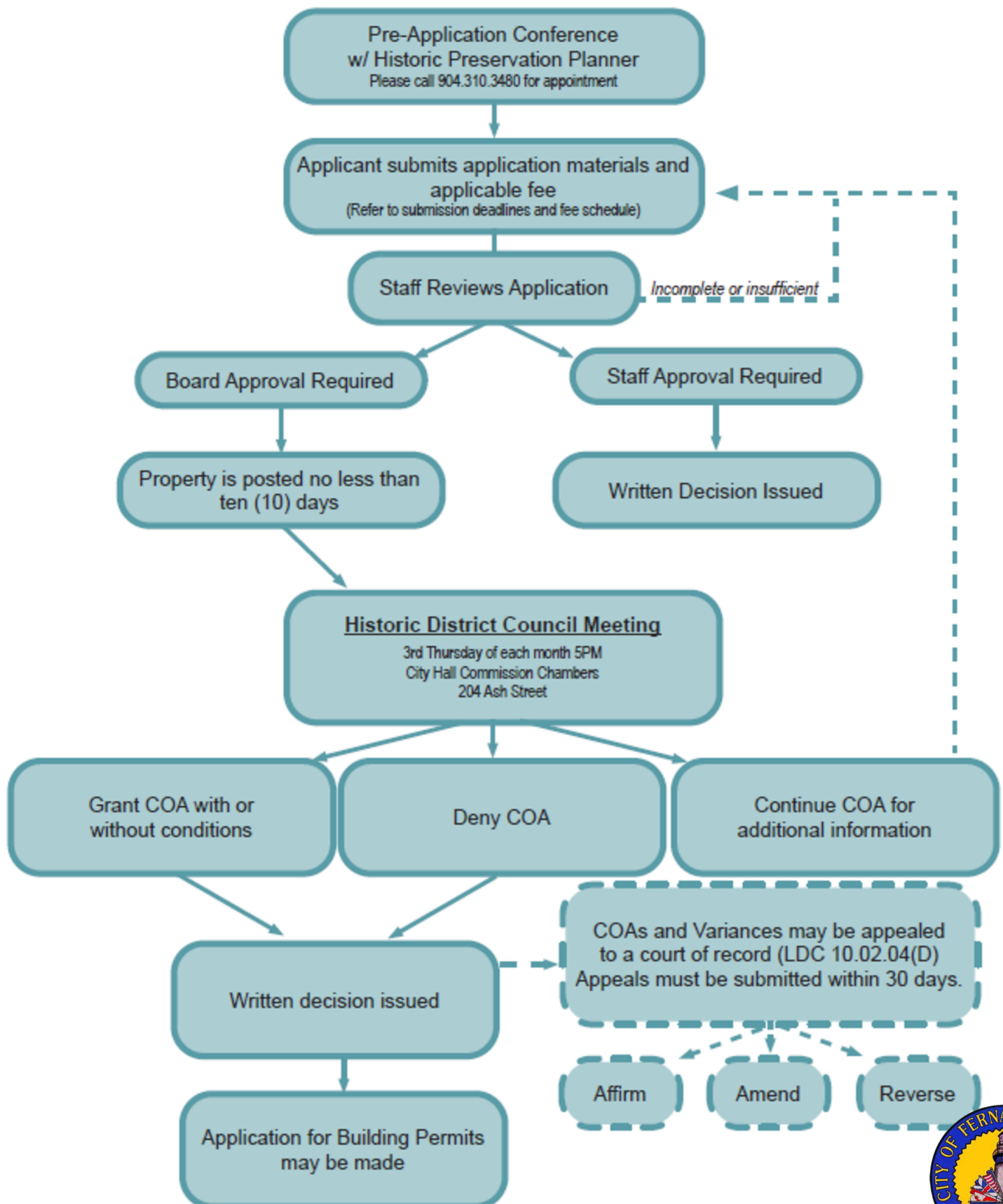
Mia's Office:
(904) 310-3488

Planning & Conservation Office:
(904) 310-3480

Please see staff directory online for email:
<https://www.fbfl.us/Directory.aspx?DID=105>



Project Review Process



ADMINISTRATIVE PROCEDURES

Historic District Council

City of Fernandina Beach

I. INTRODUCTION

The Historic District Council (HDC) of the City of Fernandina Beach, FL, was established to be the City's primary agency responsible for furthering historic preservation within the city. It is responsible at the local level for ensuring compliance with the Secretary of the Interior's Standards for Rehabilitation. There are five (5) regular members and two (2) alternate members, all appointed by the City Commission, acting upon recommendations of the Historic District Council. The term of office is three (3) years. Members serve at the pleasure of the City Commission.

The Council functions to protect sites of historical and architectural significance by acting as a design-review board for exterior alterations, repairs, moving or demolition of structures or historic landscape features as well as new construction within the city's local historic districts and within the City's Community Redevelopment Area (CRA). The purpose of the review process is to ensure that any proposed construction or changes are compatible with existing historic features and/or design guidelines in terms of design, texture, material, siting, and location.

The members of the Historic District Council are city residents whose interests, backgrounds and experience provide the City with expert advice on matters pertaining to the preservation of districts and specific buildings of the City that reflect elements of its cultural, social, economic, political and architectural history. Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography, or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture, or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership.

II. MISSION AND GOALS

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

The goals of the Historic District Council:

- Safeguarding the City's historic architectural resources by applying *The Secretary of Interior's Standards for Rehabilitation*, the City's land development code and applicable design guidelines fairly and consistently in reviewing applications for Certificates of Approval;
- Seeking or assisting others seeking National Register listing for historic properties;
- Monitoring the health of the City's historic districts through periodic re-surveys;
- Recommending administrative changes as required to strengthen code and guidelines for dealing with matters that affect the preservation of historic properties, districts and sites and other cultural and archaeological resources; and
- Fostering and encouraging the preservation of private and public historic, cultural, and archaeological resources through public education.

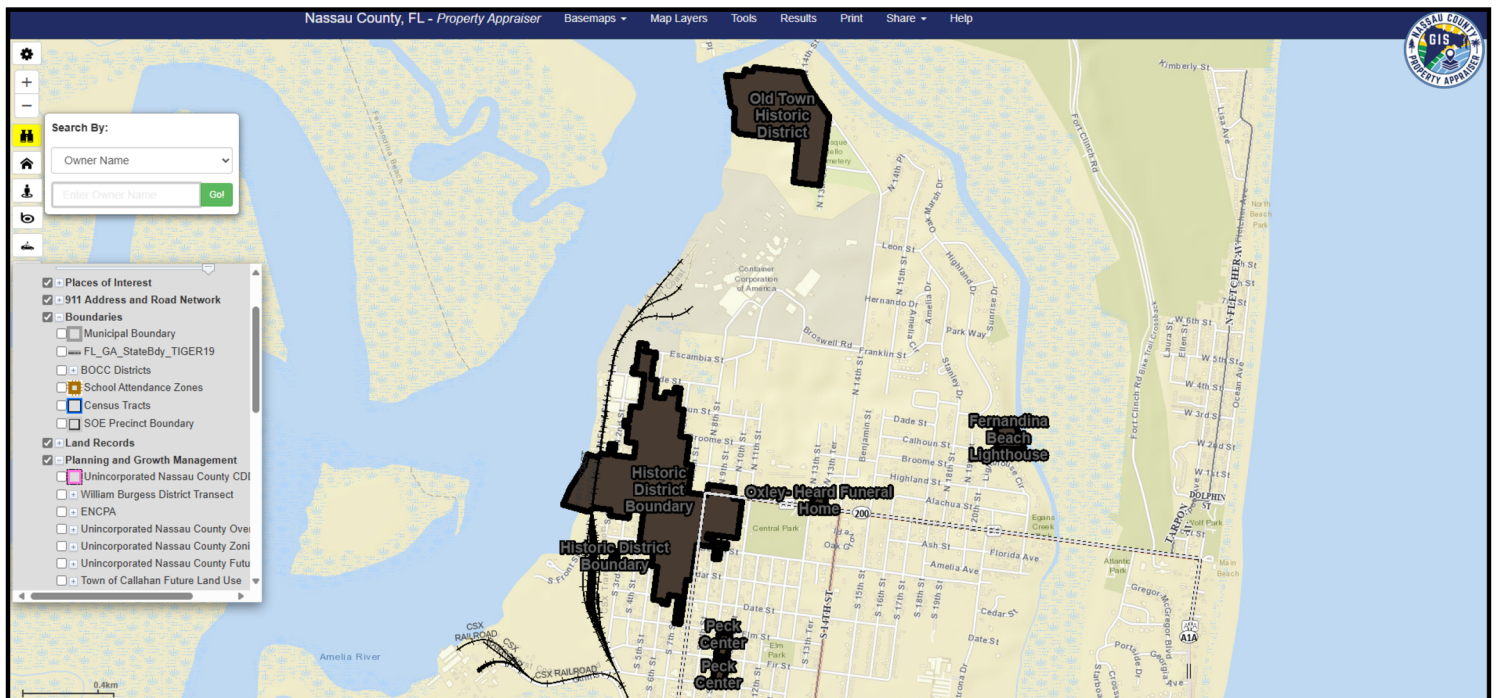
More information in Chapter 8 of the COFB Land Development Code

Certificate of Approval Matrix

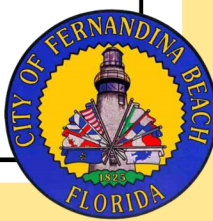
ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
AUTOMATED TELLER MACHINES (ATMs)		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF APPROVAL	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/ asbestos siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			

Mapping and Research Resources

- City of Fernandina Beach Planning and Conservation Staff are available every weekday from 8am - 5pm, call **(904) 310-3488** or email **msadler@fbfl.city**
- The Amelia Island Museum of History is located at 233 S. 3rd St: **<https://ameliamuseum.org/>**
- Downtown Design Guidelines & Old Town Preservation Guidelines: **<https://www.fbfl.us/324/Design-Guidelines>**
- All HDC meeting are recorded with audio and visual, minutes are available on the city website: **<https://www.fbfl.us/867/Agendas>**



- Visit the Nassau County Property Appraiser's Office: **<https://maps.ncpafl.com/NassauTaxMap/#>**
- Use the map layers to explore historic district boundaries and other spatial information
- Call Planning and Conservation Staff for assistance: **(904) 310-3488**



JDC Meeting and Deadlines for 2025- 2026

Application Deadline	Agenda Posted	Meeting Date
June 5, 2025	July 10, 2025	July 17, 2025
July 10, 2025	August 14, 2025	August 21, 2025
August 7, 2025	September 11, 2025	September 18, 2025
September 4, 2025	October 9, 2025	October 16, 2025
October 9, 2025	November 13, 2025	November 20, 2025
November 6, 2025	December 11, 2025	December 18, 2025
December 4, 2025	January 8, 2026	January 15, 2026
January 8, 2026	February 12, 2026	February 19, 2026
February 5, 2026	March 12, 2026	March 19, 2026
March 5, 2026	April 9, 2025	April 16, 2026
April 9, 2026	May 14 ,2026	May 21 ,2026
May 7 ,2026	June 18, 2026	June 11, 2026
June 4, 2026	July 9, 2026	July 16, 2026
July 8, 2026	August 13, 2026	August 20, 2026
August 6, 2026	September 17, 2026	September 10, 2026
September 3, 2026	October 8, 2026	October 15, 2026
October 8, 2026	November 12, 2026	November 19, 2026
November 5, 2026	December 10, 2026	December 17, 2026
December 10, 2026	January 14, 2026	January 21, 2027

