



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JULY 17, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

VIRTUAL ATTENDANCE FOR CITY ATTORNEY AND APPLICANT AGENT

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of Minutes from the June 26, 2025 Workshop.
 - 3.2 Approval of Minutes for the June 26, 2025 Regular Meeting.
- 4. OLD BUSINESS**
 - 4.1 HDC 2025-0009 - SARA FERRE, AGENT FOR BILLIE STILLWELL LIVING TRUST, 27 S. 5TH STREET**
FINAL Certificate of Approval (COA) to add an ADA ramp and relocate an existing door at the rear of the property. *(Quasi-Judicial)*.
- 5. NEW BUSINESS**
 - 5.1 HDC2025-0012 - MIRANDA ARCHITECTS, AGENT FOR MIKE AND CHRISTIE MYERS, 20 S. 10TH STREET**
FINAL Certificate of Approval (COA) to construct a single-family residence and a detached accessory structure on a previously developed site. *(Quasi-Judicial)*.
 - 5.2 HDC2025-0013 - MCG HOMES AGENT FOR CHARLES AND ELIZABETH RICE, 30 N. 6TH STREET**
FINAL Certificate of Approval (COA) to remove portion of existing rear wall and install 3 new French doors, to construct new brick steps to rear, to construct under roofed addition to kitchen area at the N.E. facade of residence. *(Quasi-Judicial)*
 - 5.3 *HDC2025-0014 - MK DESIGN GROUP, AGENT FOR SCOTT MICHAEL & LISA DONOVAN, 908 LADIES STREET**
FINAL Certificate of Approval (COA) to construct a single-family residence with a detached accessory structure. *(Quasi-Judicial)*. *VIRTUAL ATTENDANCE OF AGENT AT HEARING*
- 6. BOARD BUSINESS**
 - 6.1 Schedule time for Downtown Design Guidelines workshop

7. STAFF REPORT

7.1 Staff Certificates of Approval (COA) for June 2025

7.2 Preservation on Main Street Conference and Peck Center

8. PUBLIC COMMENT

9. ADJOURNMENT

THE NEXT HDC REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 21, 2025.

MEETING LOG-IN FOR VIRTUAL ATTENDANCE:

Join Zoom Meeting

<https://us06web.zoom.us/j/88626968962?pwd=GF12qtCSTB9Cb89mFXQdyidn5VSvrB.1>

Meeting ID: 886 2696 8962

Passcode: 485298

One tap mobile

+13052241968,,88626968962#,,,,*485298# US

+16465588656,,88626968962#,,,,*485298# US (New York)

Dial by your location

• +1 305 224 1968 US

• +1 646 558 8656 US (New York)

• +1 646 931 3860 US

• +1 301 715 8592 US (Washington DC)

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 669 444 9171 US

• +1 689 278 1000 US

• +1 719 359 4580 US

• +1 720 707 2699 US (Denver)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

Meeting ID: 886 2696 8962

Passcode: 485298

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



**MINUTES
HISTORIC DISTRICT COUNCIL
WORKSHOP
JUNE 26, 2025
4:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 4:01 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Pat Gass, Veronica Byrnes (Alt 1), Heather Sherstad-Schaller (Alt 2)

MEMBERS ABSENT: Dylan Psulkowski

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

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS

There was no new business to discuss at this time.

4. BOARD BUSINESS

4.1 Discuss HDC staff and board review required application materials & review process

Ms. Sadler shared changes to the online HDC COA application and, moving forward, asked the Board to provide direction regarding changes to requirements for applications.

Board members discussed the different documentation that would help contextualize the projects such as elevations and photographs especially for new construction. Chair Filkoff commented that there should be different requirements for commercial construction versus residential construction. Ms. Sadler agreed to provide additional language to differential commercial from residential.

Member Kosack asked staff if they could add the proposed additional requirements to the COA checklist, made available on the Planning webpage.

The Board discussed the possibility of getting a computer-generated image (3-D Model) of the streetscape of Downtown Fernandina/Centre Street. Mrs. Gibson spoke of the cost of such a project and that unfortunately such project lacks City funding. Board Members spoke of the possibilities of finding grants for this project.

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Member Kosack asked that all materials be received by the application deadline in order to be processed, she commented that “design professional” be better defined and asked to modify an area next to “scaled elevations & plans” on the application requirements checklist.

Member Kosack discouraged “place holder” with material being provided after the application is being submitted. Chair Filkoff asked staff to add a note that states that if an application is insufficient, it will not appear in front of the Board and may risk delay or denial. The Board asked that incomplete applications be noted under Board Business so that they are aware that this application is pending completeness.

Member Pozzetta proposed that positive feedback could be emphasized that including all materials with an application helps the Board’s review and facilitates the approval process.

4.2 Discuss Certificate of Approval (COA) Matrix

Ms. Sadler asked the Board to discuss potential changes to the COA matrix.

Member Byrnes voiced that some review items could be moved from Staff to HDC, but Vice-Chair Pozzetta shared his opinion on the fact that this had already been adjusted years ago and the HDC was overloaded with review items. Board Members discussed a suggestion that Staff could help filter requests and reach out to applicants to better assess the scope of work before determining the review type.

Board Members reviewed changes to the Matrix suggested by Member Byrnes and agreed that they should expand on the HDC Guidelines to include any additional information that would help Staff assess the review determination between Staff and Board review.

Board Members spoke of contributing and non-contributing structures in the Historic District.

Chair Filkoff summarized that further workshop discussion is needed in order to make formal changes either to the Matrix or to the Historic District Downtown Guidelines.

4.3 Window Survey & Door Survey

4.4 Substitute Materials

Due to time constraint, Ms. Sadler gave a brief overview of Item 4.3, which Staff has not modified, and Item 4.4, to be mulled over by Board Members in order to provide Staff with feedback.

5. PUBLIC COMMENT

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

6. ADJOURNMENT 4:57 PM



**MINUTES
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 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Pat Gass, Veronica Byrnes (Alt 1), Heather Sherstad-Schaller (Alt 2)

MEMBERS ABSENT: Dylan Psulkowski

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 proceeded to seat Member Byrnes as a voting member for this meeting.

Chair Filkoff asked Board Members to disclose ex-parte communications. Member Kosack disclosed meeting with Staff to discuss HDC2025-0010. No other members had anything to disclose.

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

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

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of May 15, 2025.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to approve the Minutes for the Regular Meeting of May 15, 2025, as presented.

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

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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*).

Ms. Sadler presented the Staff Report Analysis, noted that this is a returning case, and recommended approval.

Member Kosack asked for clarification about the existing door location and where it will be moved to.

Vice-Chair Pozzetta asked for more information about where the mechanical equipment will be located.

Member Byrnes asked the applicant about the viability of handicap accessibility at this property.

Jonathan Vasquez and Sara Ferre, agents for the owner, 27 S. 5th Street, addressed the question regarding the door and spoke about the ramp in relation to ADA accessibility.

Member Byrnes asked about ingress and egress points and expressed further concerns with the ADA accessibility. Member Kosack agreed, and they both expressed doubts about the accuracy of these plans.

Ms. Ferre asked if the Board would be willing to approve the paint color and the relocation of the door today, in order for the project to continue moving forward.

Chair Filkoff shared with the applicants that they would need to address the issues with the handicap feasibility before obtaining full approval.

The Board requested more dimensions and details about the design of this project before final approval.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Kosack, to approve the proposed paint colors for 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 regarding the paint colors, 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.

The Board agreed to give the applicant until July 7th to provide updated materials.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Gass, to continue HDC case 2025-0009 to the next Regular Meeting of July 17, 2025.

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

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At this time, Deputy City Manager Jeremiah Glisson requested that Item 6.1 be discussed.

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*).

Ms. Sadler provided information about streetscape improvements and the location of trees and landscaping. Member Kosack and Member Sherstad-Schaller spoke about choosing the native landscaping for this project.

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Kosack, to approve HDC case 2025-0010 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0010, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, the CRA Guidelines, and the Downtown Historic District Design Guidelines to warrant 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 Downtown Projects Update presented by Deputy City Manager Jeremiah Glisson

Jeremiah Glisson, Deputy City Manager for the City, provided a Power Point presentation to Board Members regarding updates to current projects such as the Alachua Street Opening (completed), the Lighthouse Restoration (near completion) noting that the funding request for FY 25/26 has been denied at the state level, the Escambia Slough (completed), Downtown Revitalization (in-design, slow moving due to lack of funding source), Brett’s Demolition & Redevelopment (in-progress, discovery phase) noting that this project is multi-layered and complex, Downtown Paid Parking – noting Community and Boards involvement with a scheduled Town Hall, North 2nd Street Improvement (current item on this agenda), Amelia River Waterfront Park (about 30% completed).

Member Kosack suggested making the western end of Alachua aesthetically pleasing and preserving the view corridors, contacting Google Maps to show that Escambia Street is closed, suggested partnership with the port to build the seawall, asked more questions about the demolition of Brett’s, and asked if the placement of paid parking kiosks would be presented to the HDC before being approved. Mr. Glisson noted that on July 15, 2025, at the City Commission meeting, the three (3) top applicants will provide a presentation regarding paid parking project.

Vice-Chair Pozzetta spoke of a concern from a property owner within the North 2nd Street project area. Mr. Glisson replied that this issue has been addressed and resolved.

At this point, the Board returned to case 5.1.

- 6.2 Historical Markers: Chloe Merrick and North Beach

Ms. Sadler shared information about a proposed historical marker and a sign to share

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information about the history of North Beach and its former WWII training ground. She also shared that in regards to the Chloe Merrick marker, there is \$2,400 remaining to fully fund.

Member Byrnes expressed concerns about the longevity of the sign at the beach.

Chair Filkoff suggested advertising and sharing the fundraising information with the public.

6.3 Downtown Design Guidelines notes document

The Board decided to discuss this further at their next workshop.

7. STAFF REPORT

7.1 Staff Certificates of Approval for May 2025

Member Byrnes asked about the timeline of COA issuance. Ms. Sadler clarified that the current COA presented are ones issued in May 2025 and she also updated the Board about a project at the Blue Heron.

Board Members discussed the review process of permits that are issued within the Historic District and asked if further conversation with the Building Department could help clarify or pinpoint potential mishaps to the HDC review process.

7.2 Peck High School NRHP nomination & Preservation on Main Street Conference (POMS)

Ms. Sadler reminded the Board that the POMS Conference is approaching and shared the success of the Historic Window Preservation Workshop.

Vice-Chair Pozzetta shared that he would be leading a tour of 3 African-American historic churches in town.

Member Kosack noted that she is attending a luncheon that will address Storm Readiness for Historic Properties.

7.3 Outreach & Education Materials

Ms. Sadler shared her ideas for outreach material to residents and property owners within the historic districts.

8. PUBLIC COMMENT

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

Mrs. Gibson shared that someone from the Division of Historical Resources is going to be attending the POMS Conference and will be giving a tour of the Bosque Bello Cemetery.

Ms. Sadler shared that the PAB recommended approval for the change from five voting members to seven voting members and that it will be going to the City Commission in July 2025.

Member Kosack spoke of a positive outcome regarding a project to demolish a historic brick chimney where the owners were convinced to turn their project into a restoration.

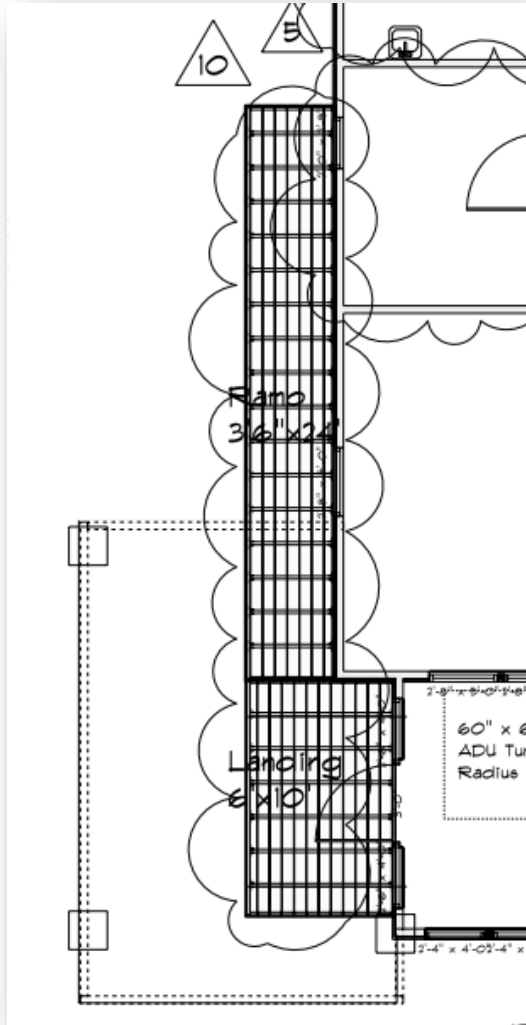
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9. ADJOURNMENT 6:32 PM

Morgan Ohlendorf, Recording Secretary

Arlene Filkoff, Chair

Ramp & Notes:



1. Change Exterior Door to window. Opening to be infilled, window height to match existing.
2. Add new 3'-0" x 6'-8" Entry Door
3. Change opening to 9'6". None load bearing Wall. Header set below ceiling height
4. Add 12' opening. LOAD BEARING WALL. Header set below ceiling height. Foundation and floor system to be updated accordingly.
5. Demo current bathroom. Renovate to ADA Compliant. Please see details
6. Change opening to ADA Compliant 42" Wide
7. Remove door. Add Spicket and floor drain, tile floor and walls to convert into mop washing station.
8. Convert to prep kitchen. New 3 tub wash sink and hand washing station.
9. Owners Private bath. Bring to current code.
10. 42" wide ADA aproved ramp. Incline no greater than 8%.
11. Latticed HVAC and trash/recycling Screen Wall (3'6" x 15')
12. Small Slope For ADA Entry Into Main Building

APPLICABLE GUIDELINES:

- [CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)
- [CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
- [CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES](#)
- [SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

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 a COA approval received at the regular meeting of May 15th, 2025. The building received a COA to allow repainting of the exterior structure based on the approval received at the regular meeting of June 26, 2025.

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 north side of the courtyard in the backyard. The equipment will be screened and no less than 5 feet away from the property line toward the middle of the courtyard.
- **Parking** – On street parking is currently provided.
- **Orientation** – All primary structures are required to front the street; this project would not alter this requirement.

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 and existing doors.
- **Foundation** – The foundation will not be altered for this project.
- **Windows** –The windows will remain the same.
- **Doors** –The doors will be reused within 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 with the following conditions:

1. That building plans for the ramp meet ADA building code requirements; and
2. If plans must be modified to meet those requirements, that the applicant must return to the Board for approval of the revised plans.

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 Staff report of June 26th**
- EXHIBIT 3 COA for demolition of shed**
- EXHIBIT 4 COA for repainting**
- EXHIBIT 5 Florida Master Site File NA00332**

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.

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

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

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

Upload 5

No fi...sen

Upload 6

No fi...sen

Upload 7

No fi...sen

Upload 8

No fi...sen

Certification*

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

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

2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).
6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.
8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.
9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
- 10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.**

Applicant First Name*

MARK

Applicant Last Name*

AKINS

Today's Date*

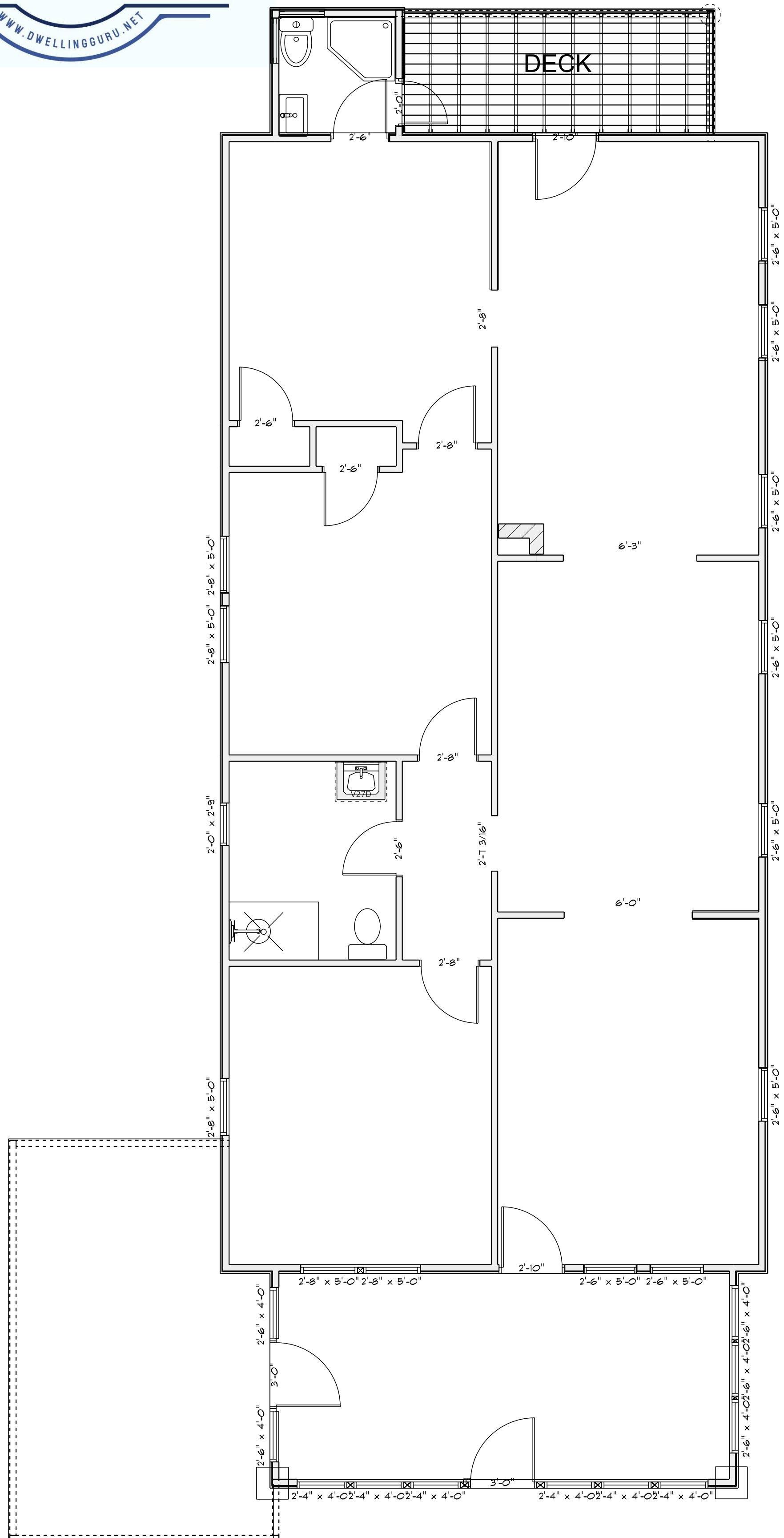
4/17/2025



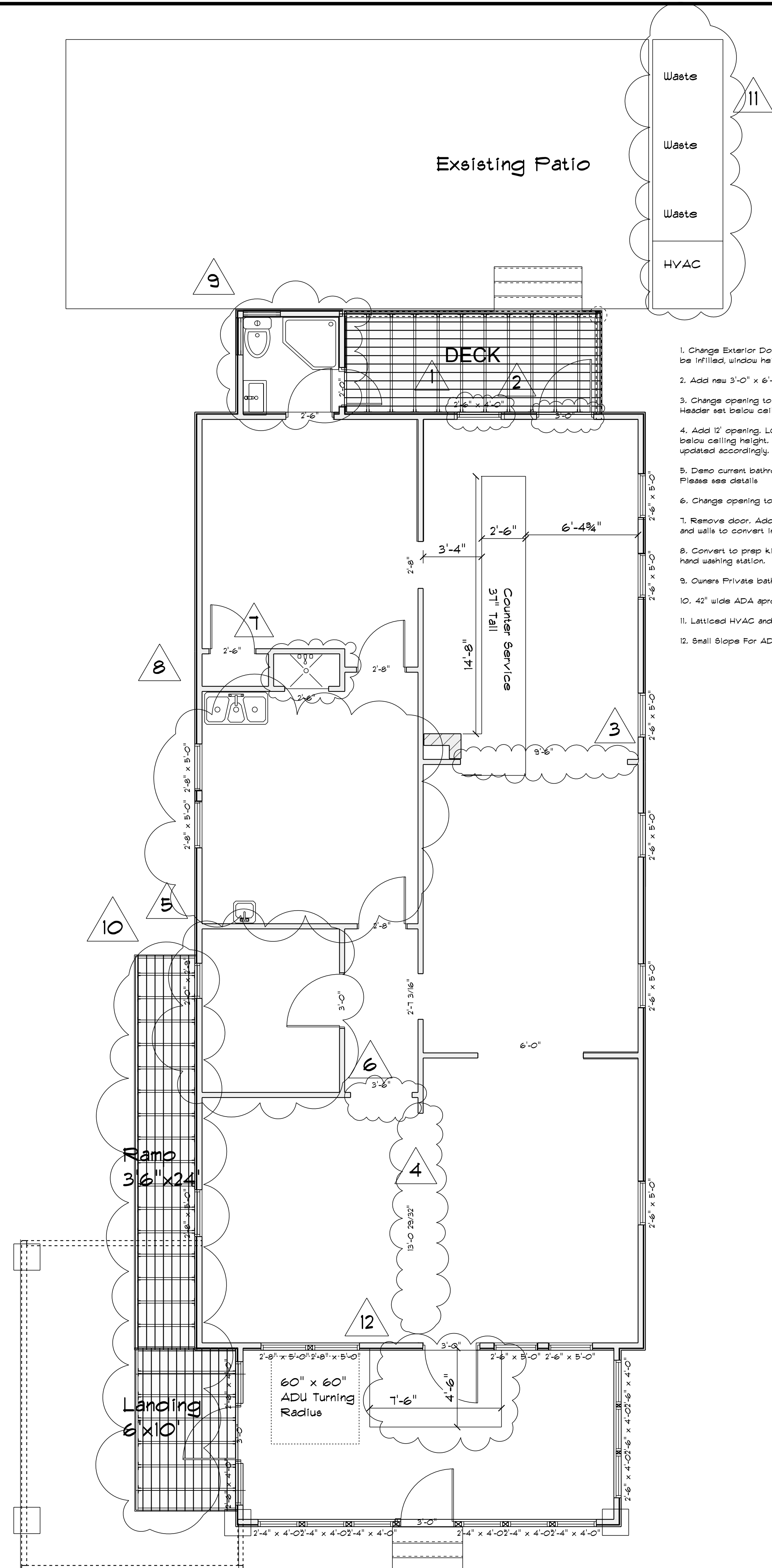
DEPARTMENT OF PLANNING & CONSERVATION

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

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

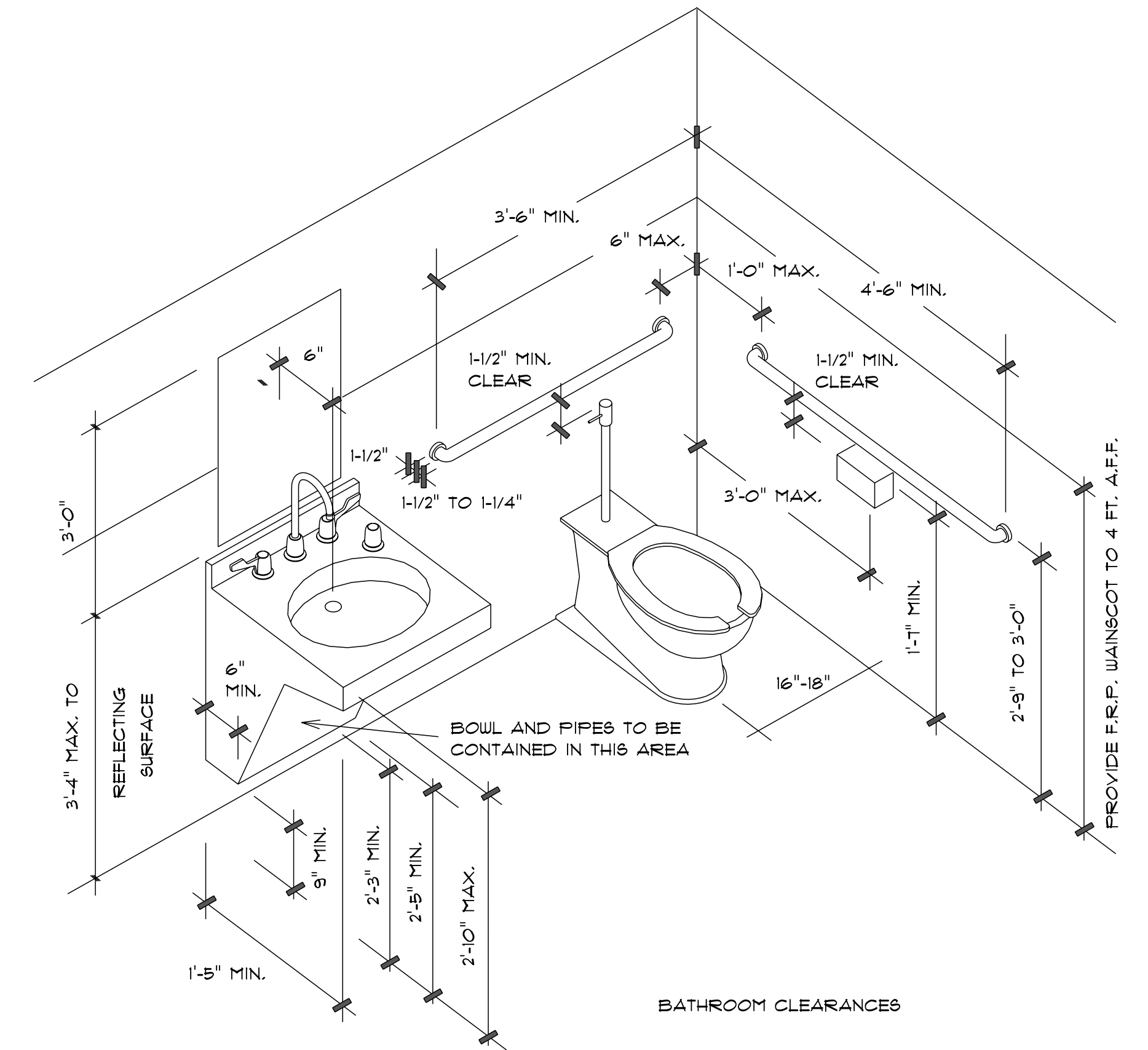
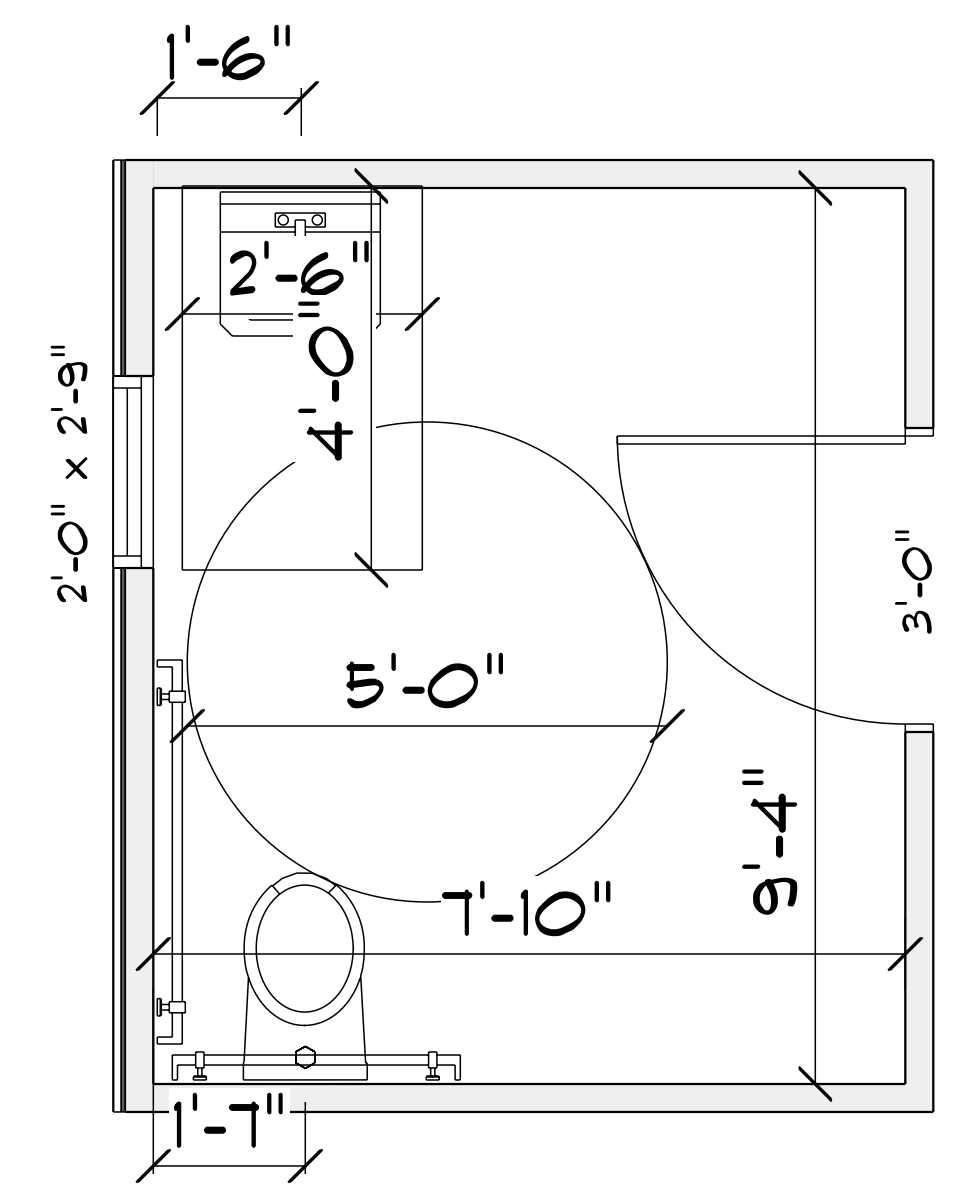


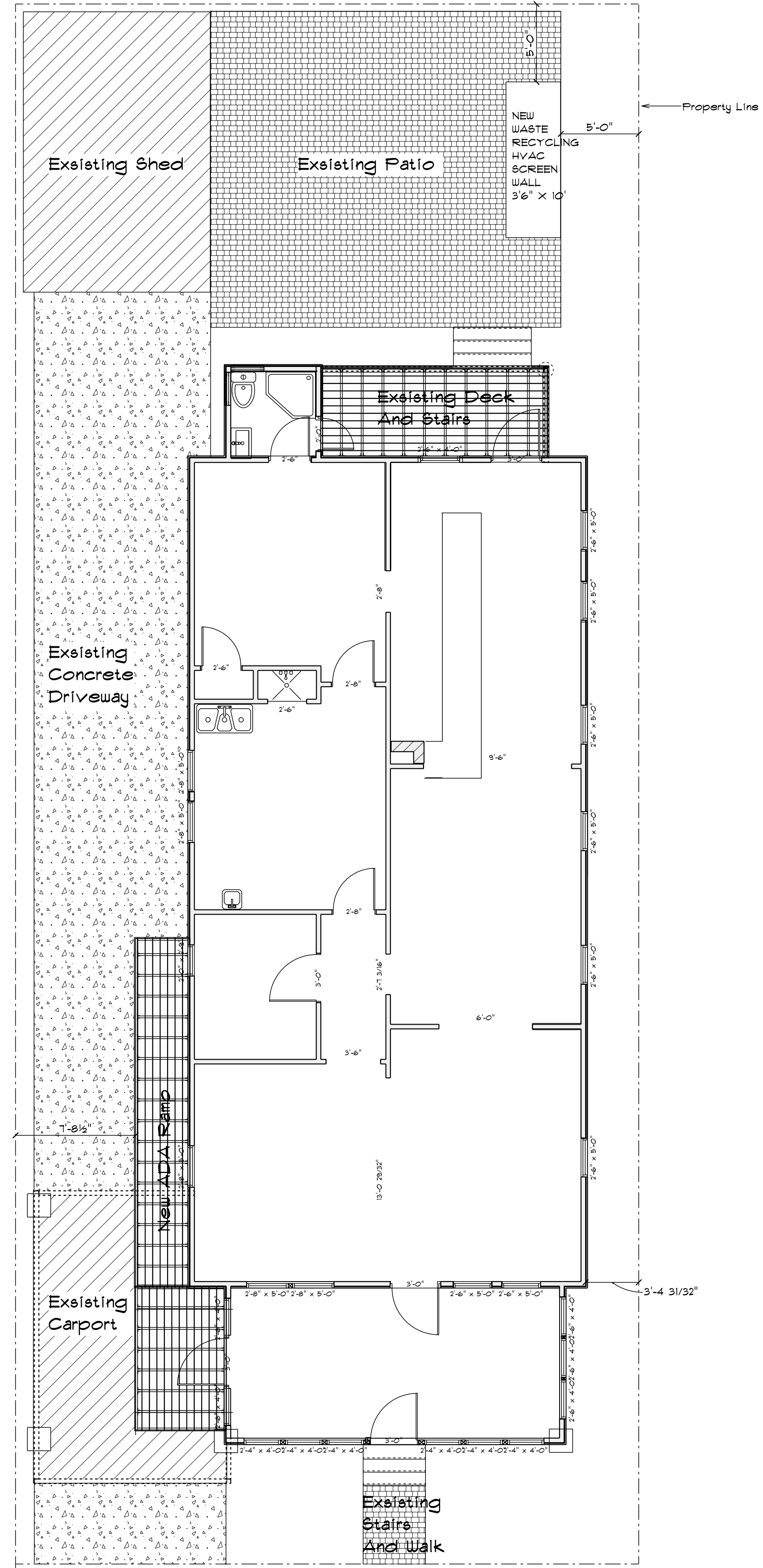
AS BUILT
SCALE: 1/4" = 1'-0"



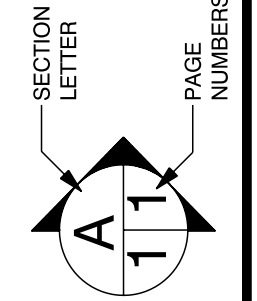
REMODEL PLAN
SCALE: 1/4" = 1'-0"

1. Change Exterior Door to window. Opening to be infilled, window height to match existing.
2. Add new 3'-0" x 6'-8" Entry Door
3. Change opening to 9'-6", None load bearing wall. Header set below ceiling height.
4. Add 12" opening, LOAD BEARING WALL. Header set below ceiling height. Foundation and floor system to be updated accordingly.
5. Demo current bathroom. Renovate to ADA Compliant. Please see details.
6. Change opening to ADA Compliant 42" wide
7. Remove door. Add Spicket and floor drain, tile floor and walls to convert into mop washing station.
8. Convert to prep kitchen. New 3 tub wash sink and hand washing station.
9. Owners Private bath. Bring to current code.
10. 42" wide ADA approved ramp. Incline no greater than 8%.
11. Latticed HVAC and trash/recycling Screen Wall (3'-6" x 15')
12. Small Slope For ADA Entry into Main Building





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

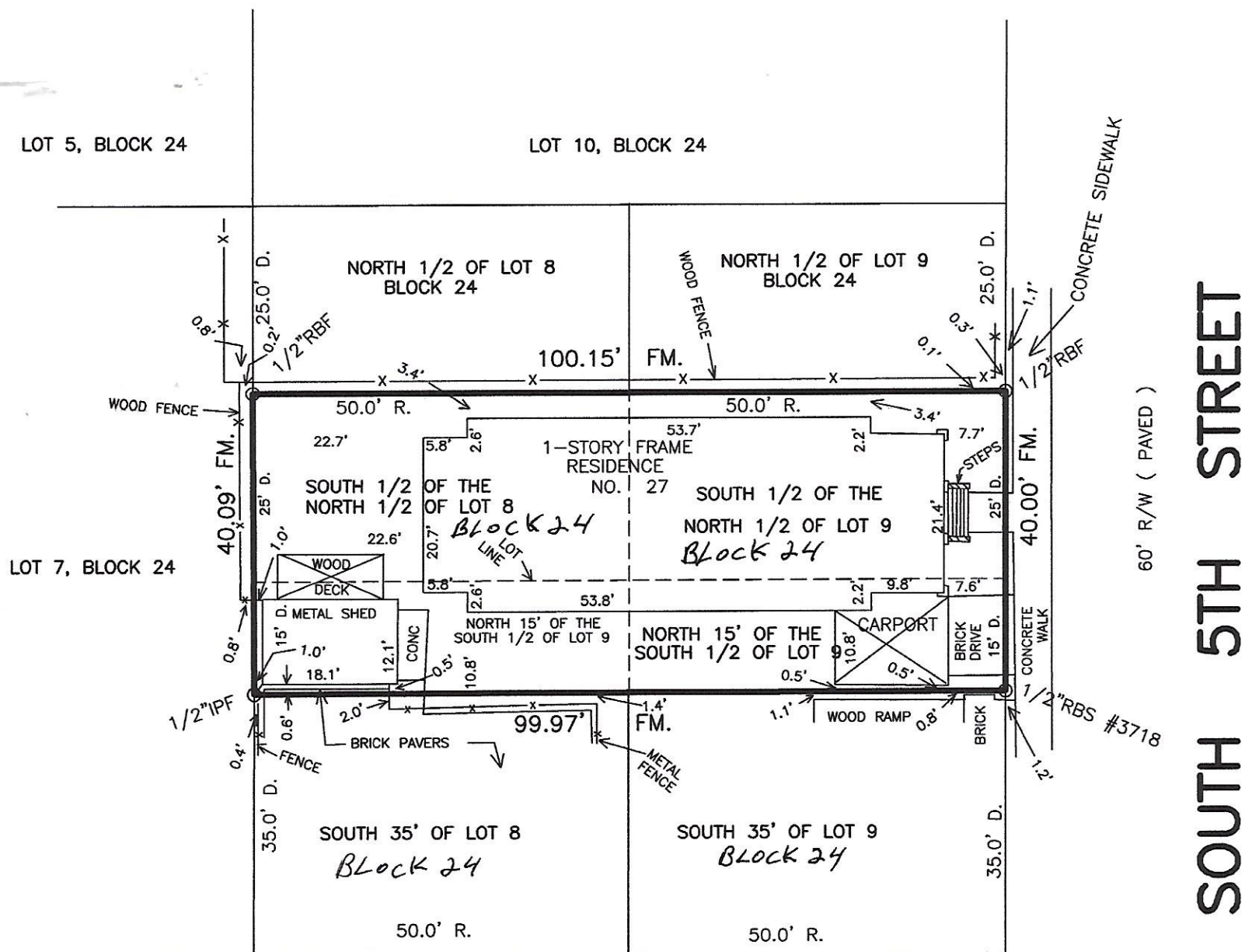


MAP SHOWING BOUNDARY SURVEY OF
 THE SOUTH 1/2 OF THE NORTH 1/2 OF LOTS 8 & 9, BLOCK 24,
 TOGETHER WITH THE NORTH 15 FEET OF THE NORTH 1/2
 OF THE SOUTH 1/2 OF LOTS 8 AND 9, BLOCK 24,

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

FOR: DOROTHEA STILLWELL,

NORTH



ASH STREET

60' R/W (PAVED)

INTERIOR ANGLE AT NORTHEAST LOT CORNER IS 89°56'30"
 INTERIOR ANGLE AT SOUTHEAST LOT CORNER IS 90°06'35"
 INTERIOR ANGLE AT NORTHWEST LOT CORNER IS 86°47'47"
 INTERIOR ANGLE AT SOUTHWEST LOT CORNER IS 90°09'07"

COASTAL LAND SURVEYORS

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

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

LICENSED BUSINESS NO. 6412

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

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN
 FLOOD ZONE X AS SHOWN ON

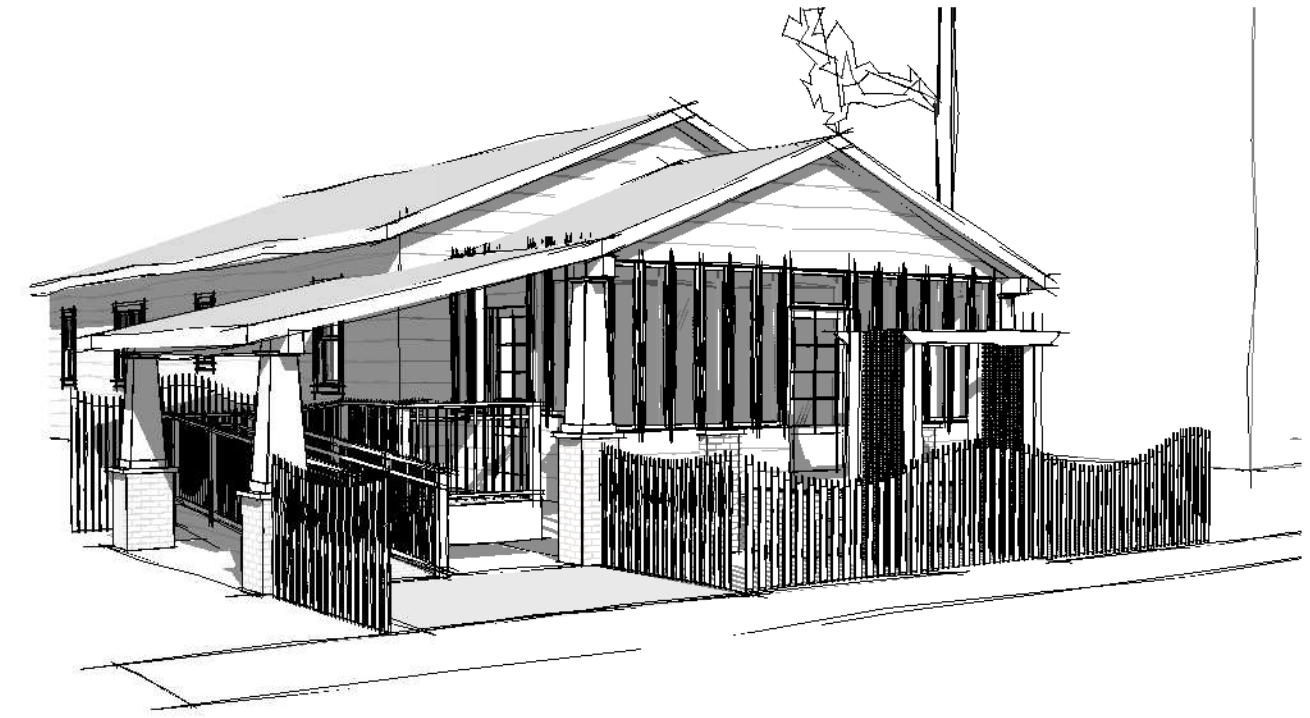
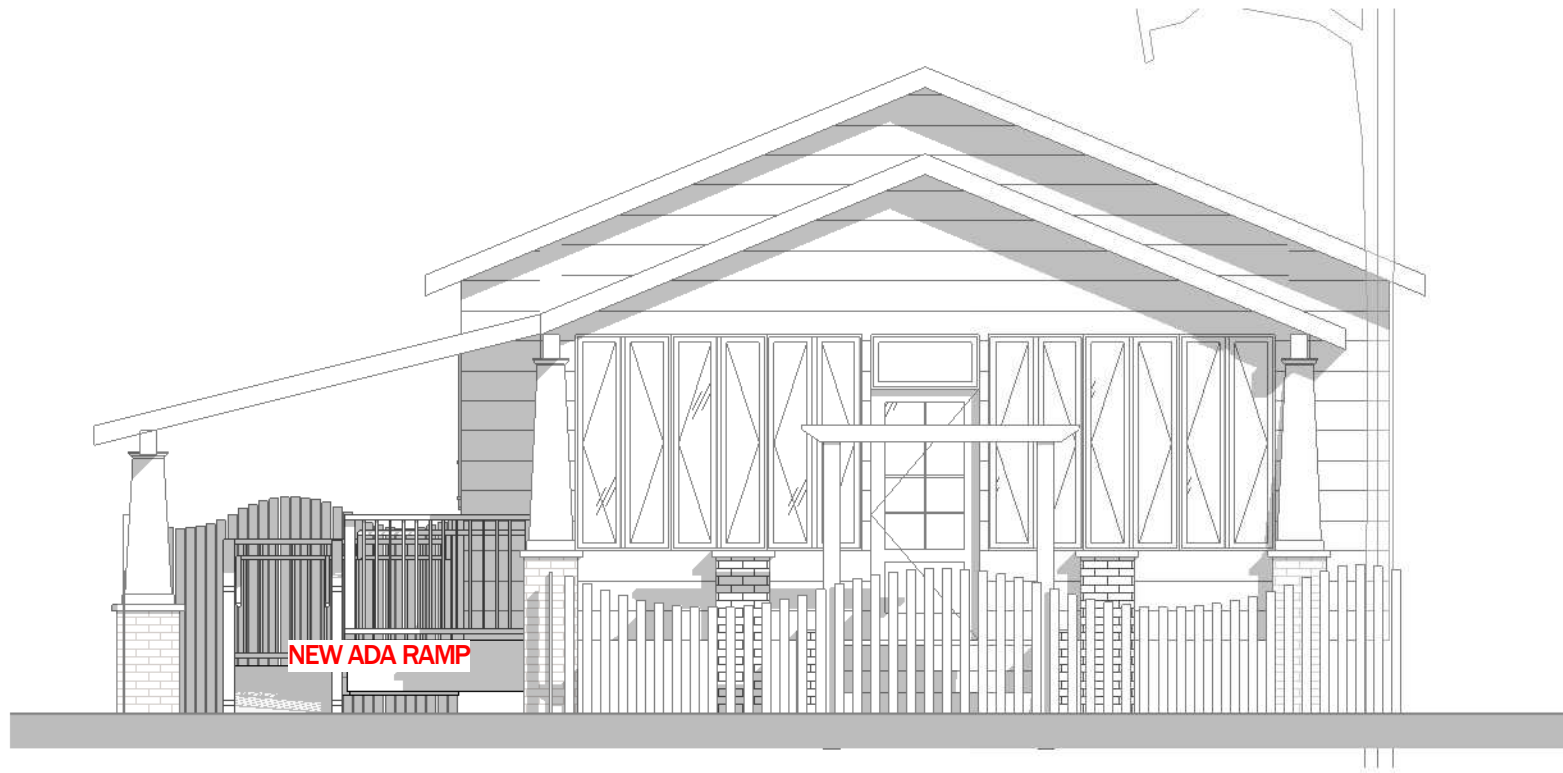
FEMA FLOOD INSURANCE RATE MAP,
 COMMUNITY NO. 120172 PANEL NO. 0237G
 DATED 8/2/17

DATE OF SURVEY: DECEMBER 22, 2019

SCALE 1"=20'
 JOB NO. 1912-16 F.B. 355

CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.

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



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

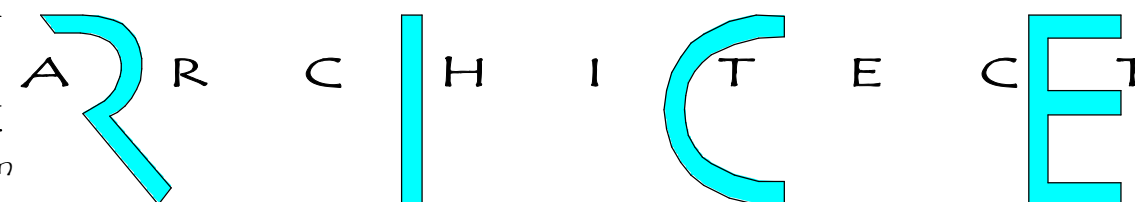
Color Collections: Exterior Historic, Historic
 (Victorian)

Color Family(s): Green

TRIM COLOR

27 S 5TH ST, FERNANDINA BEACH, FL 32034

ISSUE DATE: 04/16/2025



B2.2



ISSUE DATE: 04/16/2025

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: 04/16/2025

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.1

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

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



ISSUE DATE: 04/16/2025

A R C H I T E C T

27 S 5TH ST, FERNANDINA BEACH, FL 32034

B3.2

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

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

PROPERTY LEGAL DESCRIPTION:

LOT NO. _____ PLAN NO. _____ PARCEL ID: 00-00-31-1800-0024-0081

STREET ADDRESS: 27 S 5th St Fernandina Beach, Fl 32034

Please print: Thomas Stillwell

Property Owner: STILLWELL BILLIE DOROTHEA F LIVING TRUST

Property Owner: Thomas M. Stillwell, Trustee

The undersigned, registered property owners of the above noted property, do hereby authorize Sara Ferre (Tenant) and Mark Aikens (Rice Architecture)

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this change of use permit or certification.

Property Owner's Address (if different than property above):

Same

Telephone: 904-556-3805

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Thomas M. Stillwell
Authorized Signature

April 1, 2025
Date

STATE OF Florida, Nassau County
COUNTRY OF USA

This instrument was acknowledged before me on 04-01-2025 by Thomas Stillwell
Date Name(s) of person(s)

Theresa Fay Cauthen
Signature of Notary Public

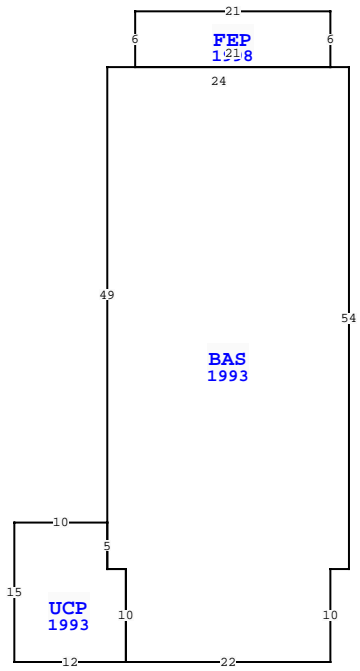


THERESA FAY CAUTHEN
Notary Public
State of Florida
Comm# HH631554
Expires 5/17/2029



BUILDING CHARACTERISTICS		CONSTRUCTION		
ELEMENT	CD			
Exterior Wall	05	AVERAGE 100		
Roof Structur	03	GABLE/HIP 100		
Roof Cover	03	COMP SHNGL 100		
Interior Wall	03	PLASTER 100		
Interior Floo	12	HARDWOOD 100		
Air Condition	03	CENTRAL 100		
Heating Type	04	AIR DUCTED 100		
Bedrooms		3 100		
Bathrooms		2 100		
Frame	02	WOOD FRAME 100		
Stories	1.	1. 100		
Units		0 100		
BUD8 Adjustme	02	DIST FB 100		
Occupancy	00	NONE 100		
Quality	03	Quality Level 03		
DOR CODE	0100	SINGLE FAMILY		
MAP NUM		MKT AREA	01	
NEIGHBORHOOD/LOC		1005.00		
AREA TYPE	TOTAL GROSS AREA	PCT OF BASE	TOT ADJ AREA	SUBAREA MARKET VALUE
BAS	1,624	100	1,624	234,660
FEP	126	80	101	14,594
UCP	170	20	34	4,913
TOTALS	1,920		1,759	254,167

MARKET ADJUSTMENTS													
TYPE	MDL	EFF. AREA	TOT ADJ PTS	EFF. BASE RATE	REPL. COST NEW	AYB	EYB	ECON	FNCT	NORM	% COND		
0500	01	1,759	114.0000	171.00	300,789	1925	1990		0	0	15.50	84.50	
1 SFR CUST - 50% - 0 Heated Area: 1624 HX Base Yr													



NASSAU COUNTY PROPERTY			
VALUATION SUMMARY		PAGE 1 of 1	
VALUATION BY	STANDARD		
Tax Group: 2	Tax Dist:		
BUILDING MARKET VALUE	254,167		
TOTAL MARKET OB/XF VALUE	2,119		
TOTAL LAND VALUE - MARKET	200,000		
TOTAL MARKET VALUE	456,286		
SOH/AGL Deduction	367,711		
ASSESSED VALUE	88,575		
TOTAL EXEMPTION VALUE	HX HB 38,378		
BASE TAXABLE VALUE	50,197		
TOTAL JUST VALUE	456,286		
NCON VALUE	0		
INCOME VALUE			
PREVIOUS YEAR MKT VALUE	444,308		

PERMIT NUM	DESCRIPTION	AMT	ISSUED
20101889	REMODEL	1,400	10/28/2010
20021373	MECH OTHER	2,000	08/09/2002
20020819	H/AC	3,000	05/14/2002
984813	REPAIR/RRF	500	01/15/1999

SALES DATA						
OFF RECORD Number	DATE	TYPE INST	Q U	V I	RSN CD	SALE PRICE
2365/1936	6/02/2020	WD	U	I	11	100
GRANTOR: STILLWELL DOROTHEA F						
GRANTEE: STILLWELL BILLIE DO						
0284/0112	1/01/1979	WD	Q	I		28,500
GRANTOR:						
GRANTEE:						

EXTRA FEATURES																
L N	OB/XF CODE	DESCRIPTION	BLD CAP	L	W	UNITS	UT	Adj R	ADJ UNIT PRICE	ORIG COND	YEAR ON	YEAR ACTUAL	Q	% COND	OB/XF MKT VALUE	NOTES
1	0940	SHEDS/PORT	0	100	12	18			216.00	100	1960	1960	3	20	1,296	
2	0810	CONCRETE A	0	100	4	9	SF	6.50	6.50	100	1960	1960	3	20	47	
3	0810	CONCRETE A	0	100	5	6	SF	6.50	6.50	100	1960	1960	3	20	39	
4	0810	CONCRETE A	0	100	10	7	SF	6.50	6.50	100	1980	1980	3	32.5	148	
5	0825	BRICK	0	100	3	8	SF	12.50	12.50	100	1925	1925	3	20	60	
6	0825	BRICK	0	100	9	10	SF	6.25	6.25	100	2001	2001	3	94	529	
TOTALS														2,119		

BUILDING NOTES													

BUILDING DIMENSIONS													
BAS=[YR=1993] W2 FEP=[YR=1998] N6 W21 S6 E21 \$ W24 S49													
UCP=[YR=1993] W10 S15 E12 N10 W2 N5 \$ S5 E2 S10 E22 N10 E2 N54 \$.													

LAND DESCRIPTION														TOTAL OB/XF										
L N	USE CODE	CLS	LAND USE DESCRIPTION	CAP	R D	LOC ZONE	FRONT	DEPTH	TOT LND UTS	UNIT TYPE	D T	DPH FACT	% COND	TOT ADJ	UNIT PRICE	ADJ UNIT PRICE	LAND VALUE	OTHER ADJUSTMENTS AND NOTES	YEAR	DENSITY	DECL	FRZ	YR	CONSRV
1	000100	C	SFR	100	0003	C-3	40.00	100.00	4,000.00	SF		1.00	1.00	1.00	50.00	50.00	200,000							



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

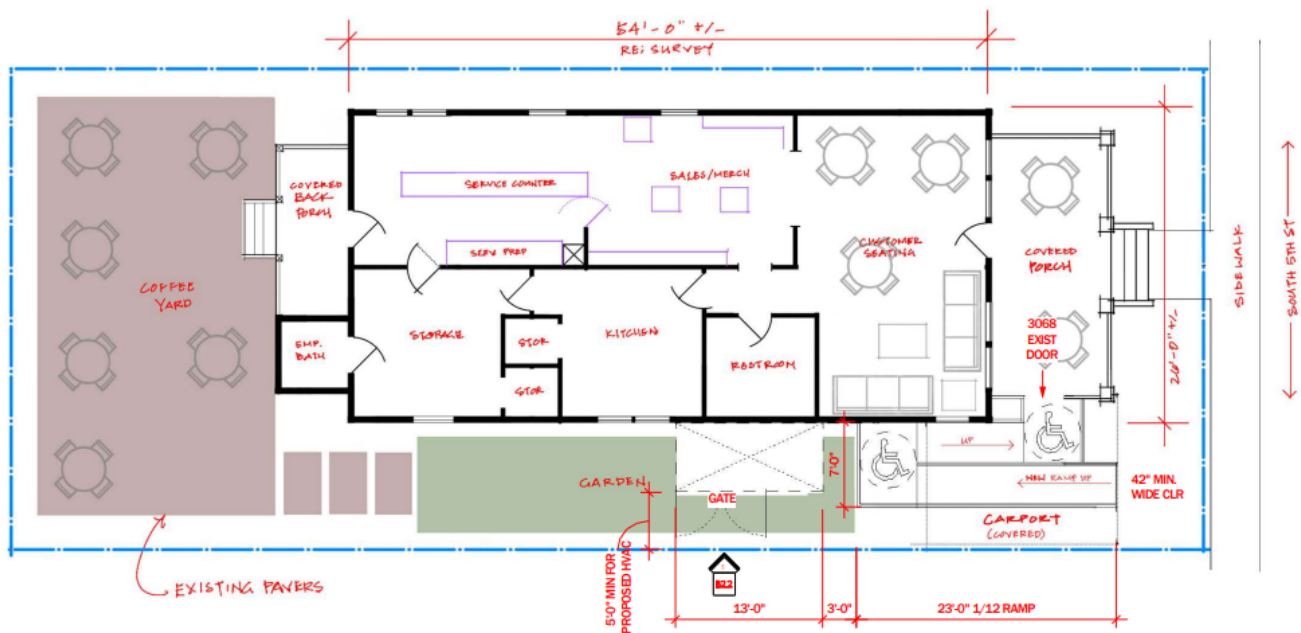
Owner/Applicant:	Mark Akins, agent from Rice Architect, for Dorothea F. Stillwell Living Trust
Property Address:	27 South 5th Street
Parcel ID #	00-00-31-1800-0024-0081
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on site:	Single Family Residence
FL Master Site 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.

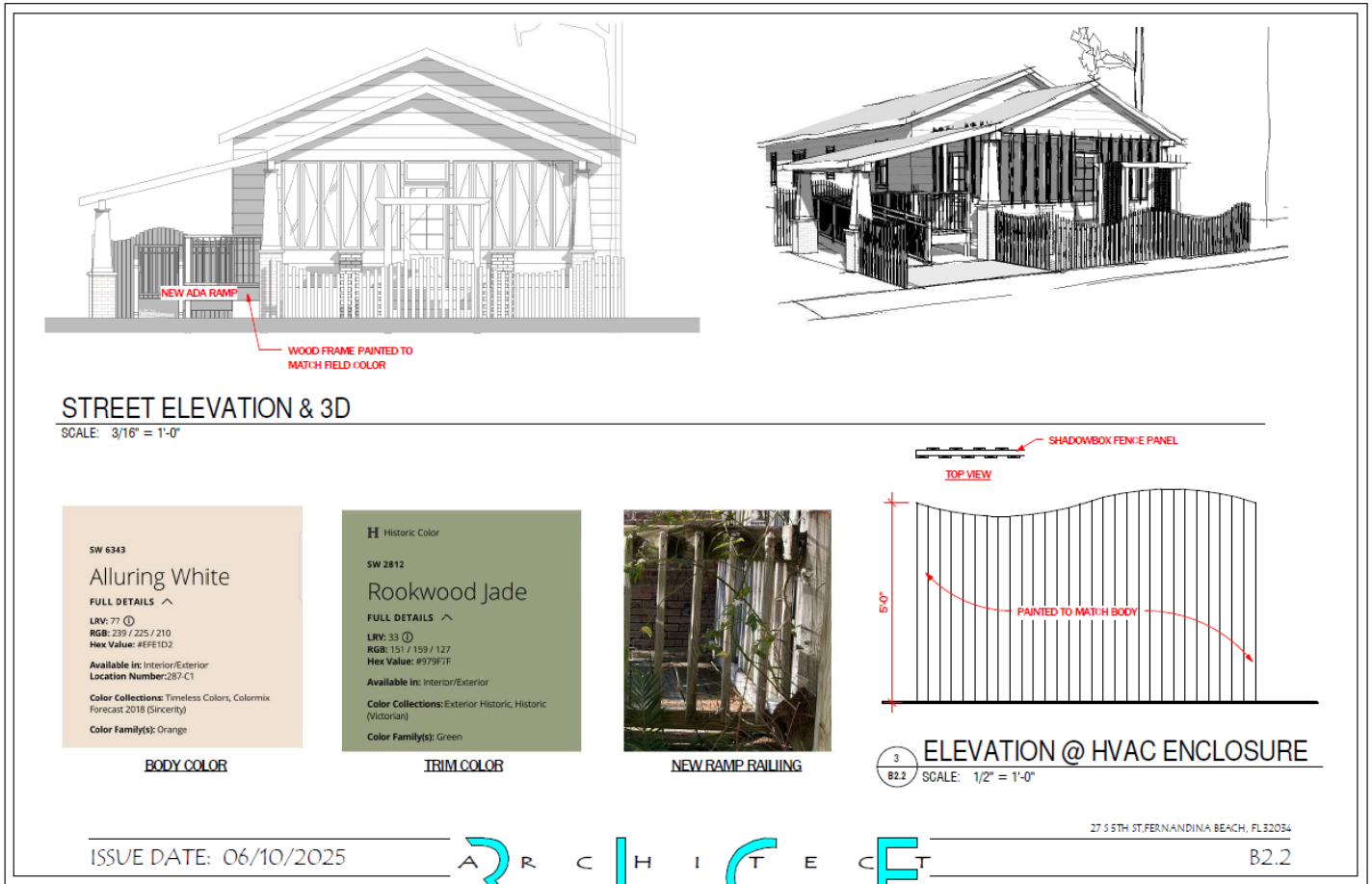
Site Plan:



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



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 Fernandina Beach, FL 32034 Main	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



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: Conceptual Approved Pending Final	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Kelly Gibson	Approval Expire Date:

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.
 06/26/25 - FINAL approval of the paint colors ONLY.

Parcel: 00-00-31-1800-0024-0081 Main	Address: 27 S 5Th St Fernandina Beach, FL 32034 Main	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
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Grand Total for Plan		\$400.00	\$400.00



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
<u>27</u>	<u>South</u>	<u>5th</u>	<u>Street</u>	

Cross Streets (nearest/ between) _____
 City / Town (within 3 miles) Fernandina Beach In Current City Limits? YES
 County Nassau Tax Parcel #(s) _____
 Subdivision Name _____ Block _____ Lot _____
 Ownership _____
 Name of Public Tract (e.g., park) _____
 Route to (especially if no street address) _____

MAPPING

USGS 7.5 Map Name _____ Publication Date _____ >> FERNANDINA BEACH;2002
 Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 3N ;28E ;22;UNSP
 Irregular Section Name: _____
 Landgrant _____
 UTM: Zone _____ Easting _____ Northing _____
 Plat or Other Map (map's name, location) _____

DESCRIPTION

Style 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	
			>> <u>Private residence; 1925;</u>

Other Structure Uses _____

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

RESEARCH METHODS

Research Methods _____ >> FL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____ >> Community planning & development

Other Historical Associations _____

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

HISTORICAL STRUCTURE FORM

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

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

Cultural Resource Type: SS
Electronic Form Used: S110
Form Type Code: NORM
Form Quality Ranking: NEW
Form Status Code: SCAT

SHPO's Evaluation of Resource

Date _____

Supplement Information Status: NO SUPPLEMENT
Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____
Computer Entry Date: 4/1/2007

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

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

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:**

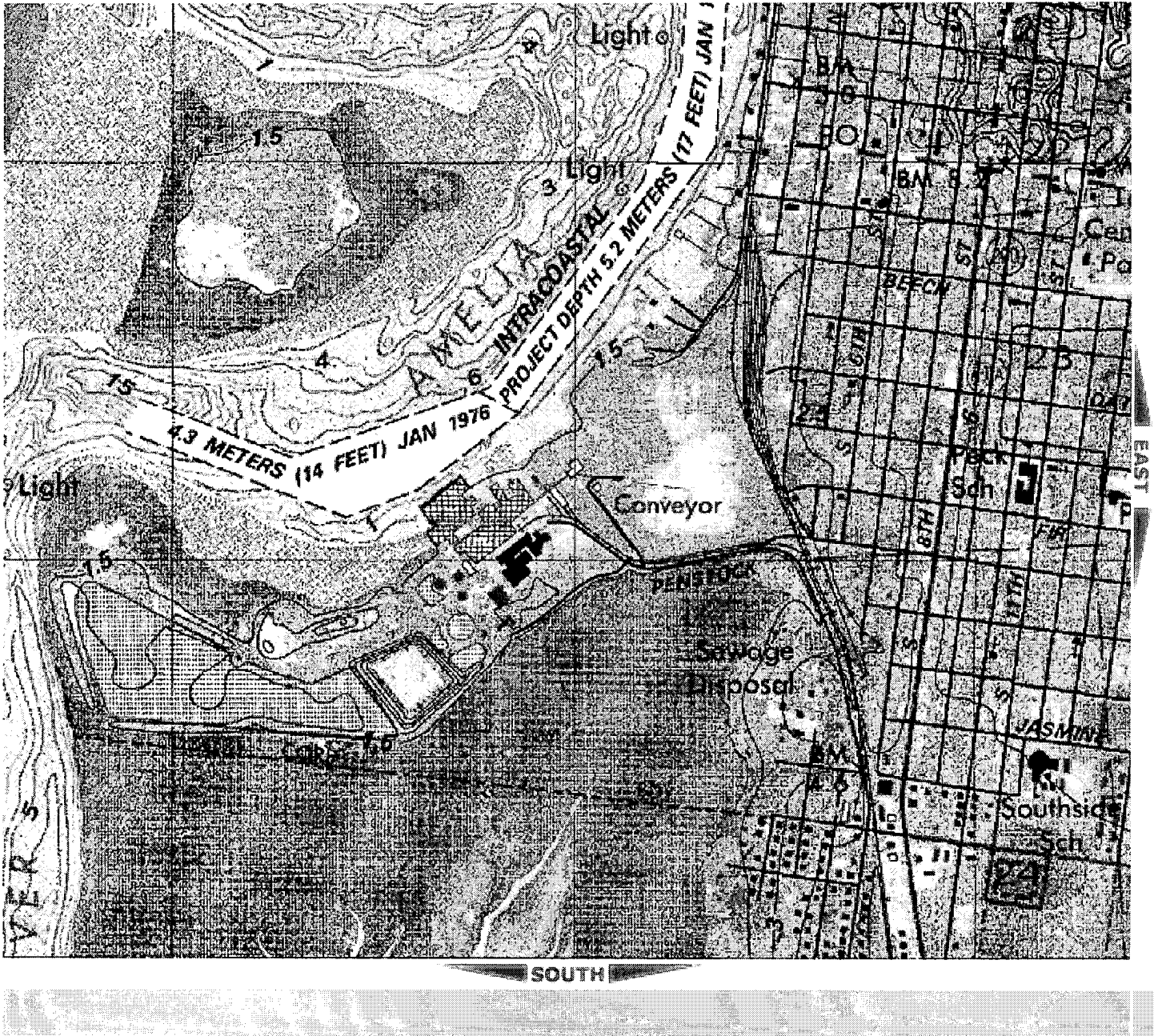
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1925;

- > **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)]:**

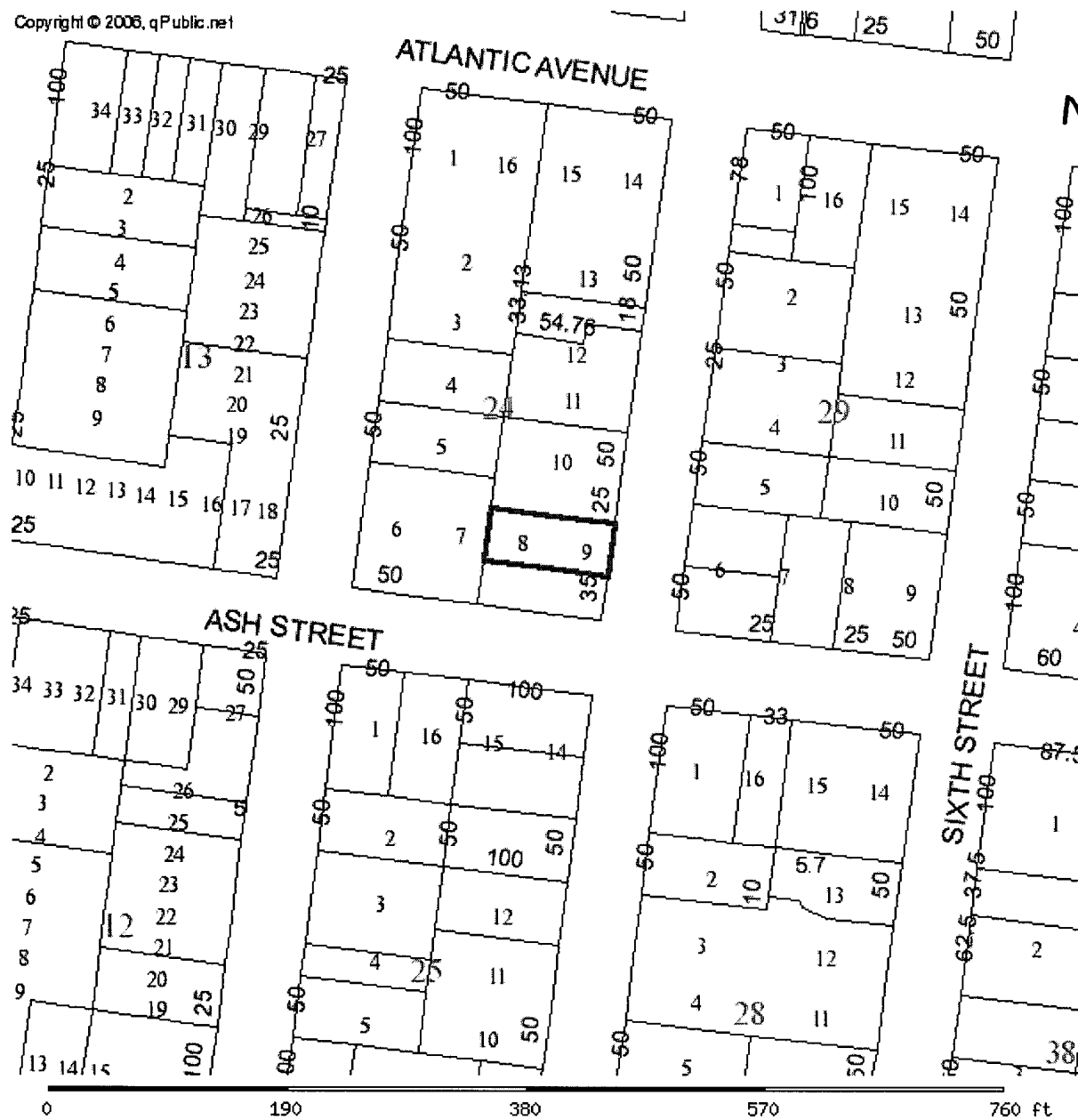


NA332

27

Copyright © 2006, qPublic.net

27
NA332



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

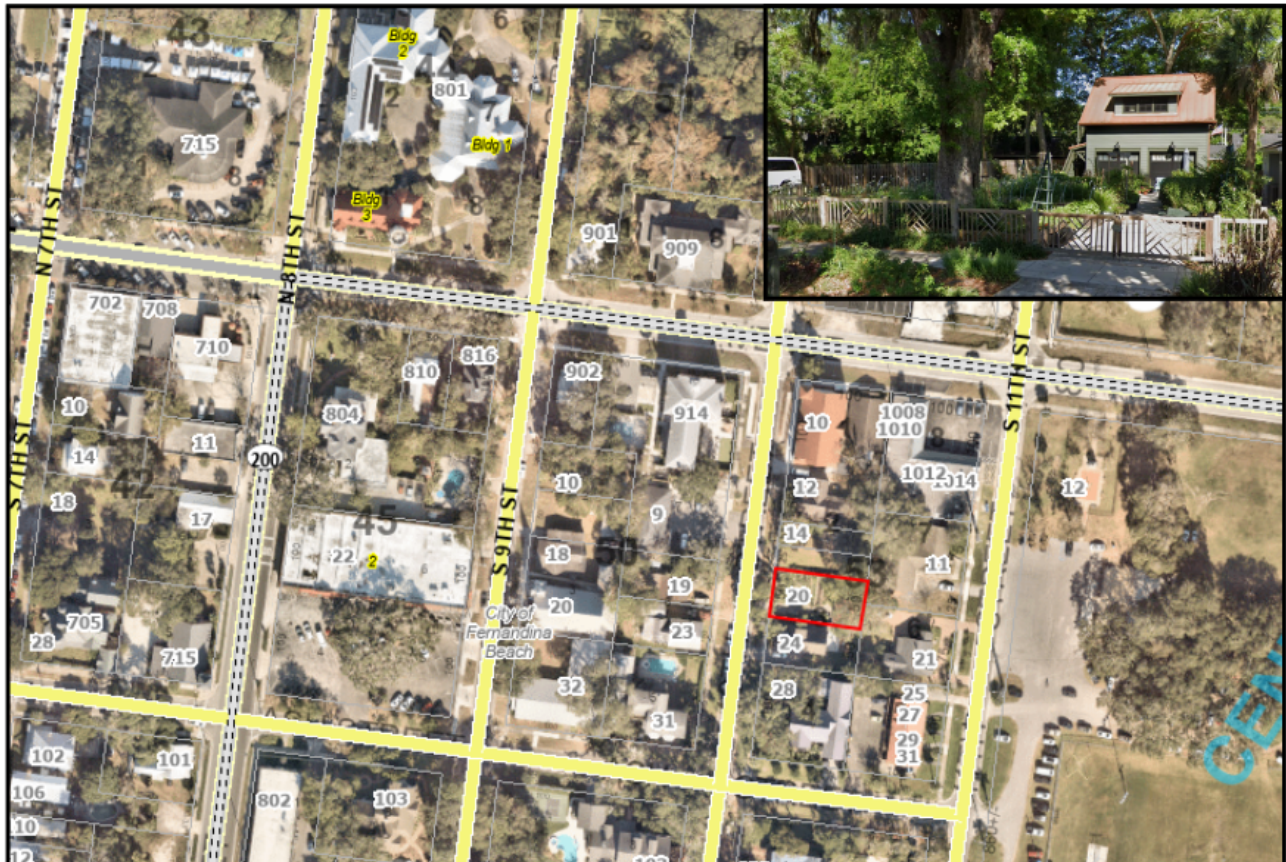


HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0012
July 17th, 2025

Owner/Applicant:	Jose Miranda, agent for Christie and Mike Myers
Property Address:	20 South 10 th Street
Parcel ID #	00-00-31-1800-0053-0031
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on site:	Florist/Greenhouse
FL Master Site File #	N/A
Year Built:	2020
Contributing Status:	N/A
Requested action:	FINAL Certificate of Approval (COA) to 1) construct a single-family residence AND 2) construct an accessory structure. <i>(Quasi-Judicial)</i>

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

20 S. 10th Street

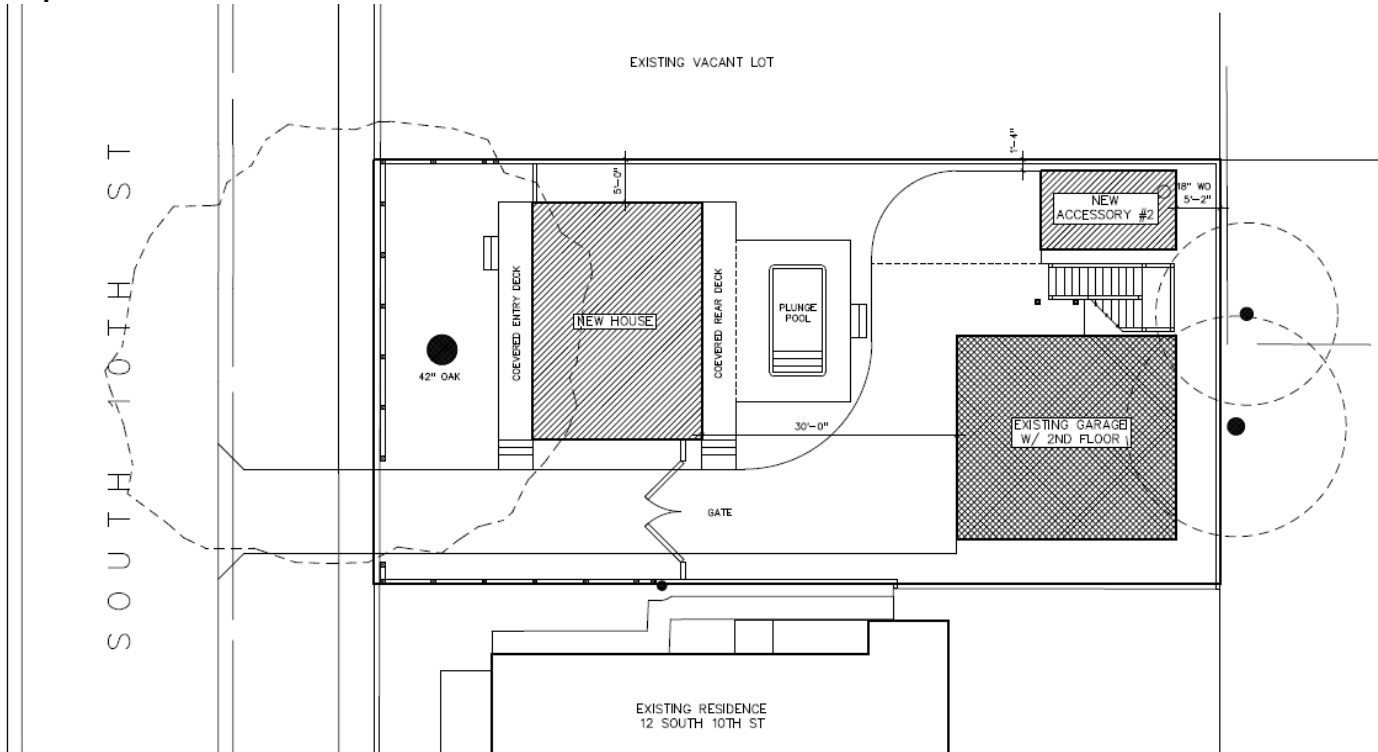


SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

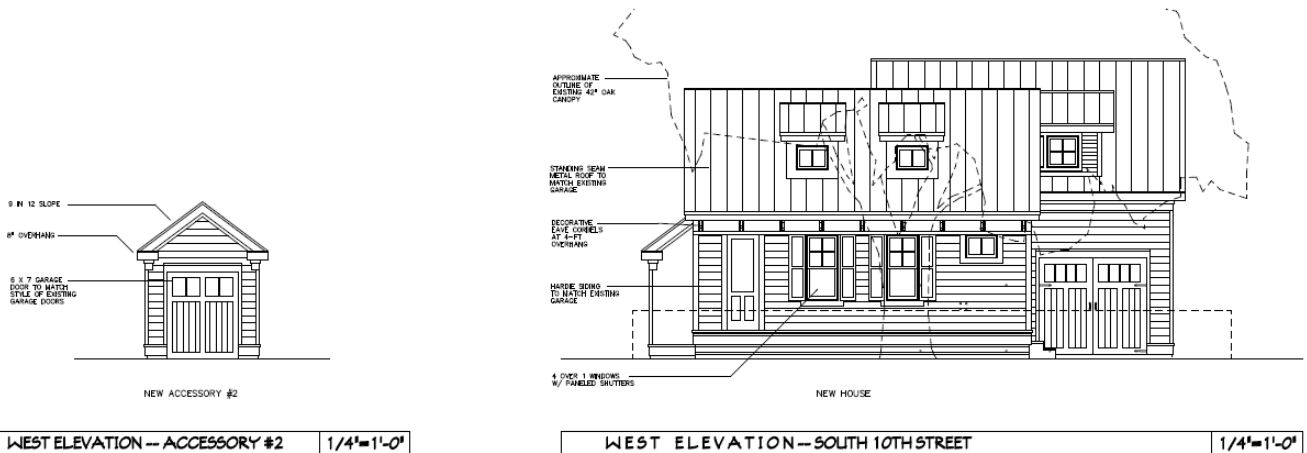
The applicant is requesting **Final** Approval to construct a new single-family residence and accessory building

Design Statement from Application: House and Accessory Building have been designed to match the architectural style and detailing of the existing 2-story garage/bonus room building. House will be off grade framed to minimize impact to the root system of the existing 42" Oak tree on the site.

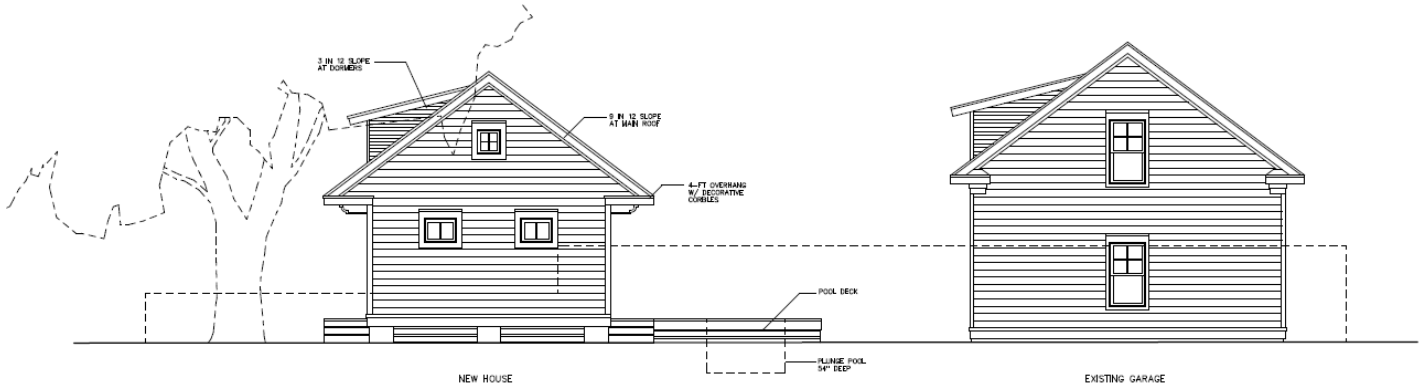
Proposed Site Plan:



Proposed West Elevation:



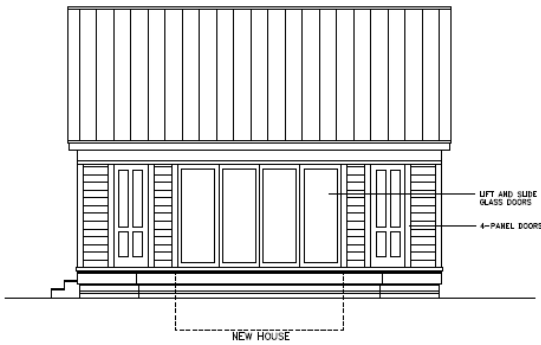
Proposed South Elevation:



SOUTH ELEVATION

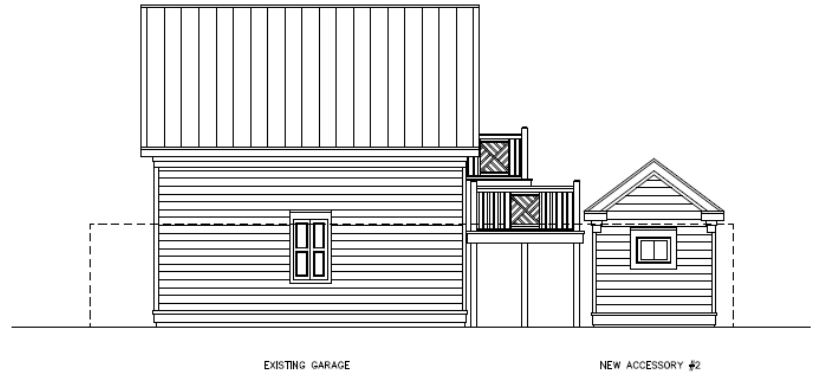
1/4"=1'-0"

Proposed East Elevation:



EAST ELEVATION -- MAIN HOUSE

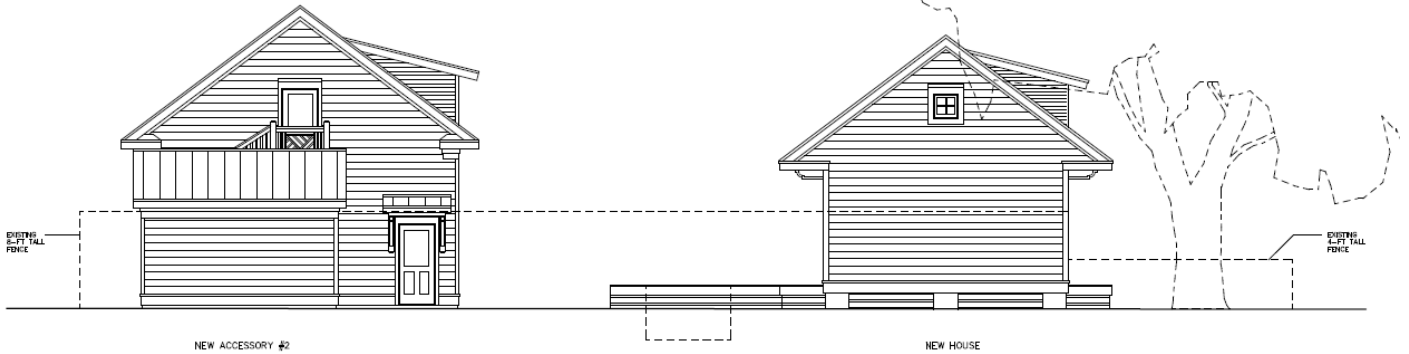
1/4"=1'-0"



EAST ELEVATION

1/4"=1'-0"

Proposed North Elevation:



NORTH ELEVATION

1/4"=1'-0"

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)
[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE](#)
[DOWNTOWN HISTORIC DISTRICT GUIDELINES](#)
[SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION](#)

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	Color
Exterior Fabric	James Hardie Siding-smooth, 7 1/4"	Green (matching garage)
Doors	Andersen, Swing and lift/slide	Black
Windows	Andersen, 400 Series Double Hung and Fixed Windows	Black
Roofing	PAC CLAD, Standing Seam	Copper
Fascia/Trim	James Hardie Hardie trim	Green (matching garage)
Foundation	Stucco on CMU piers	Green
Porch/Deck	Pressure treated wood decking	Stained
Fencing	Match existing fencing	Match existing

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in C-3 zoning district.
- **Lot Density** – Meets the requirement to remain under the 60% lot coverage maximum.
- **Mechanical** – Per LDC 4.02.03(A)8, *“Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.”* The site plan provides location of AC equipment as consistent with dimensional standards.
- **Setbacks** – No setbacks are required in C-3. However, the proposed siting of the home features 5’ side setbacks.
- **Parking** – No changes to the driveway are proposed.
- **Orientation** – All primary structures are required to front the street. The proposed primary structure is sited to front S. 10th Street, which is appropriate.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development on S. 10th Street.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The maximum height of the structure is approximately 23’ which is below the maximum allowable.
- **Materials** – The project features materials that are appropriate for new construction in Downtown. The home features lap siding, metal roof, and approved doors and windows. The paver driveway will be modified to accommodate stormwater retention facilities.

- **Foundation** – The project will be constructed from stucco with CMU piers.
- **Windows** –The brand of windows, Andersen Series 400, that have been proposed are on the approved windows list.
- **Doors** –The brand of doors, Andersen, that are proposed are appropriate as per the Downtown Design Guidelines.
- **Accessory Dwelling Unit** – The proposed accessory structure is compliant with the LDC and Downtown Design Guidelines.

SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

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

removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Findings: Complies Does not Comply N/A

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 2025-0012

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0012 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 2025-0012, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Combined Application Materials

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16264

Date Submitted: 5/28/2025

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.

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

Appeals

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

PROJECT TYPE*

New Construction ▼

APPROVAL TYPE*

Board Approval: Final ▼

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

Previously Approved Case #

HDC YYYY-##

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

Yes

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

5/28/2025

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

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

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

Historic District*

Downtown

Site Address*

20 South 10th Street

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0053-0031

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*

Mike and Christie

Last Name*

Myers

Mailing Address*

28 South 10th Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

410-371-8039

E-mail Address*

mwm196395@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*

JOSE

Last Name*

MIRANDA

Company (if applicable)

MIRANDA ARCHITECTS

Street Address

309 1/2 Centre Street, Suite 206

City

FERNANDINA BEACH

State

FL

Zip

32034

Telephone Number

9042614586

E-mail Address

jmiranda@mirandaarchitects.com

Project Description*

Construction of new single-family residence and accessory structure on previously developed site of The Heirloom Yard LLC.

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

Design Vision Statement*

House and Accessory Building have been designed to match the architectural style and detailing of the existing 2-story garage/bonus room building. House will be off-grade framed to minimize impact to the root system of the existing 42" oak tree on the site.

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

Hardie Lap Siding

Product Description

lap siding, 7 1/4" exposure

Color

Green (match garage)

(Name/Number)

DOORS

Manufacturer

Andersen

Product Description

swing and lift/slide

Color

Black

(Name/Number)

Include FL Product Approval # for Windows and Doors

WINDOWS

Manufacturer

Andersen

Product Description

400 Series Double Hung and Fixed Windows

Color

Black

Include FL Product Approval # for Windows and Doors

(Name/Number)

ROOFING**Manufacturer**

PAC CLAD

Product Description

Standing Seam

Color

Copper

(Name/Number)

FASCIA/TRIM**Manufacturer**

HardieTrim

Product Description**Color**

Green

(Name/Number)

FOUNDATION**Manufacturer****Product Description**

stucco on CMU piers

Color

Green

(Name/Number)

SHUTTERS**Manufacturer****Product Description****Color**

(Name/Number)

PORCH/DECK**Manufacturer****Product Description**

pressure treated wood decking

Color

stained

(Name/Number)

FENCING

Manufacturer

Product Description

match existing fencing

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

20 S 10TH ST - 00-00-31-1800-0053-0031 - Nassau County.pdf

Upload 2

Myers Updated Site Survey May 2025.pdf

Upload 3

HDCMyersOwnersAuthorizationMyAge20RS10thStPetition.pdf

Upload 4

Design Drawings 12 May 25.pdf

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*

JOSE

Applicant Last Name*

MIRANDA

Today's Date*

5/28/2025



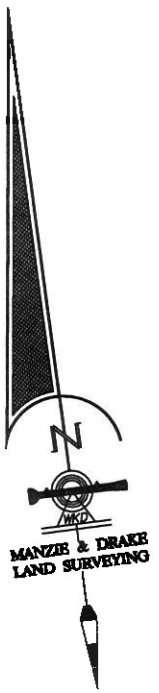
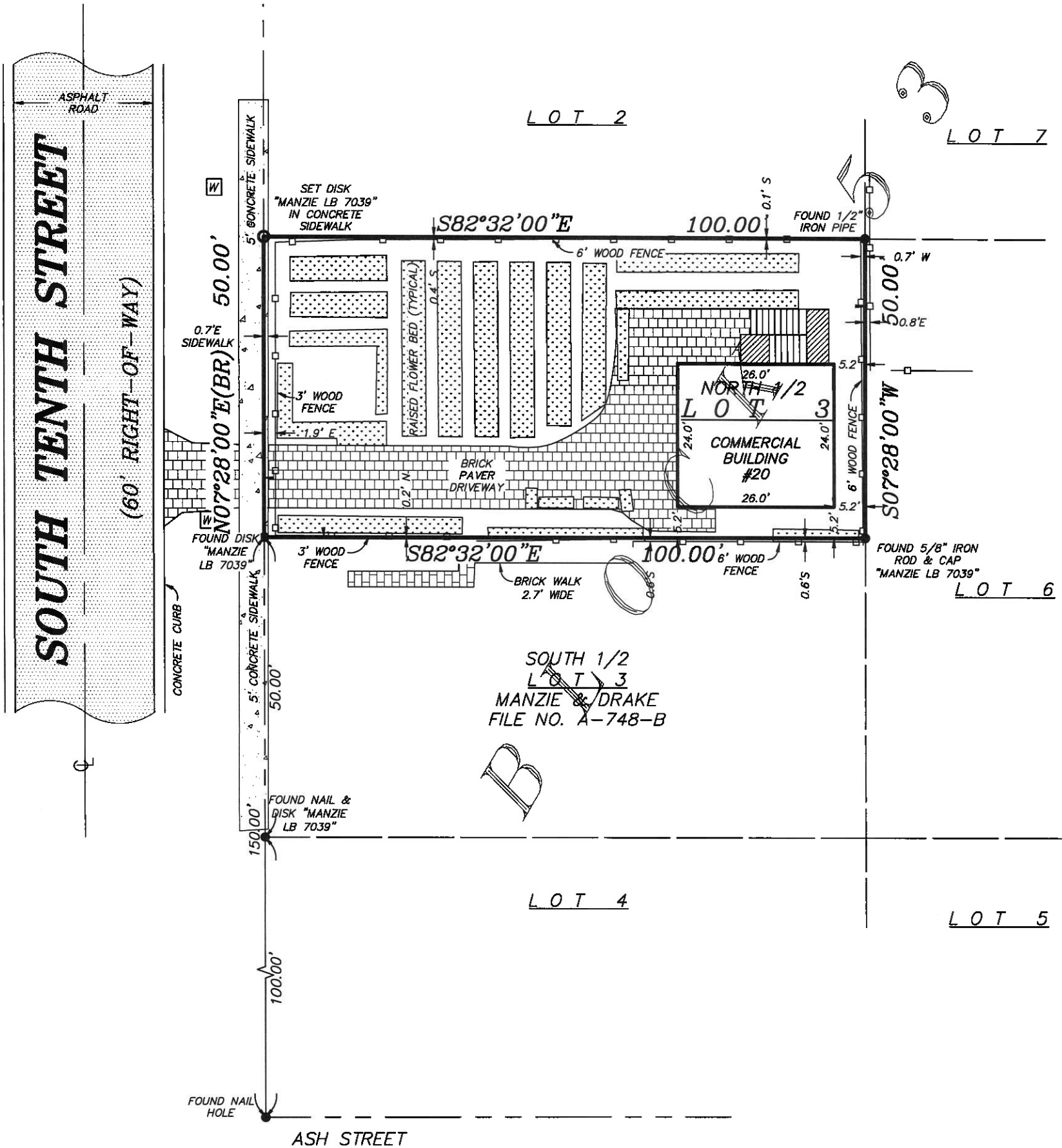
DEPARTMENT OF PLANNING & CONSERVATION

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

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

MAP OF BOUNDARY SURVEY

THE NORTH 1/2 OF LOT 3, BLOCK 53, FERNANDINA BEACH, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901).



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

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
 (904) 491-5700 www.ManzieAndDrake.com
 Certificate of Authorization Number "LB 7039"

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

Melanie Platt 5/20/25

- MICHAEL A. MANZIE, P.L.S. 4069
- MELANIE G. PLATT, P.S.M. 7605

SCALE: 1"=20' JOB NO: 14884 DATE: 05/14/2025 CADD: GS
 F.B. NO: X-341 PAGE NO: 30 CREW: RS FILE NO: A-5035



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Christine Walsh-Myers
(print name of property owner(s))

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

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

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

Christine Elizabeth Walsh-Myers
(Signature of owner)

(Signature of owner)

Christine Elizabeth Walsh-Myers
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

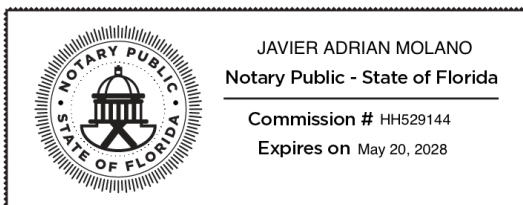
Sworn to (or affirmed) and subscribed before me by means of physical presence or onlinenotarization, this 19th day of May, 2025, by Christine Elizabeth Walsh-Myers.

Javier Adrian Molano
Notary Public

Javier Adrian Molano
Printed Name

05/20/2028
My Commission Expires

Personally Known _____ OR Produced Identification ID Produced: DRIVER LICENSE





KEVIN J. LILLY ASA, CFA
 Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-31-1800-0053-0031

<https://search.ncpafl.com/parcel/31%200%20000180000530031>

20 S 10TH ST

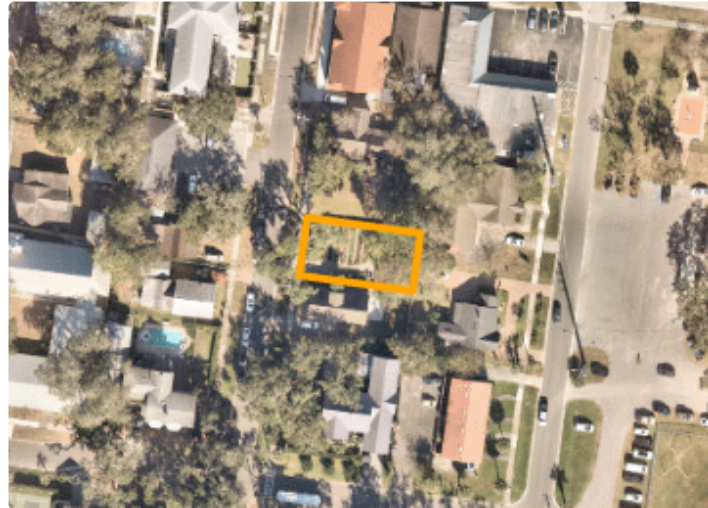
Owners

THE HIERLOOM YARD LLC
 20 S 10TH ST
 FERNANDINA BEACH, FL 32034

Use: 3000: FLORIST/GREENHOUSE
Subdivision: CTY OF FDNA BCH U/R

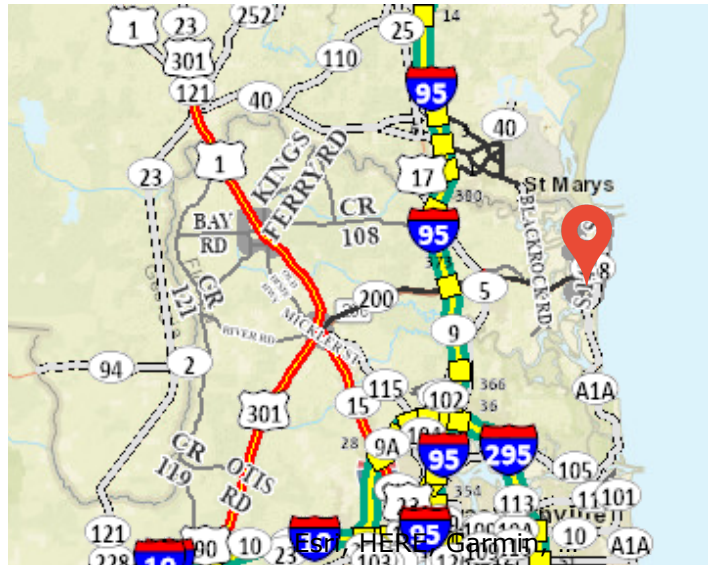
Values

STANDARD	2024
Land Value	\$125,000
(+) Improved Value	\$184,263
(=) Market Value	\$309,263
(-) Agricultural Classification	\$0
(=) Assessed Value	\$309,263
(=) County Taxable Value	\$309,263



Buildings

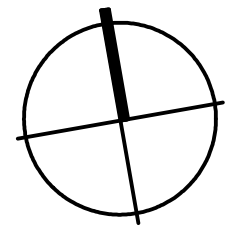
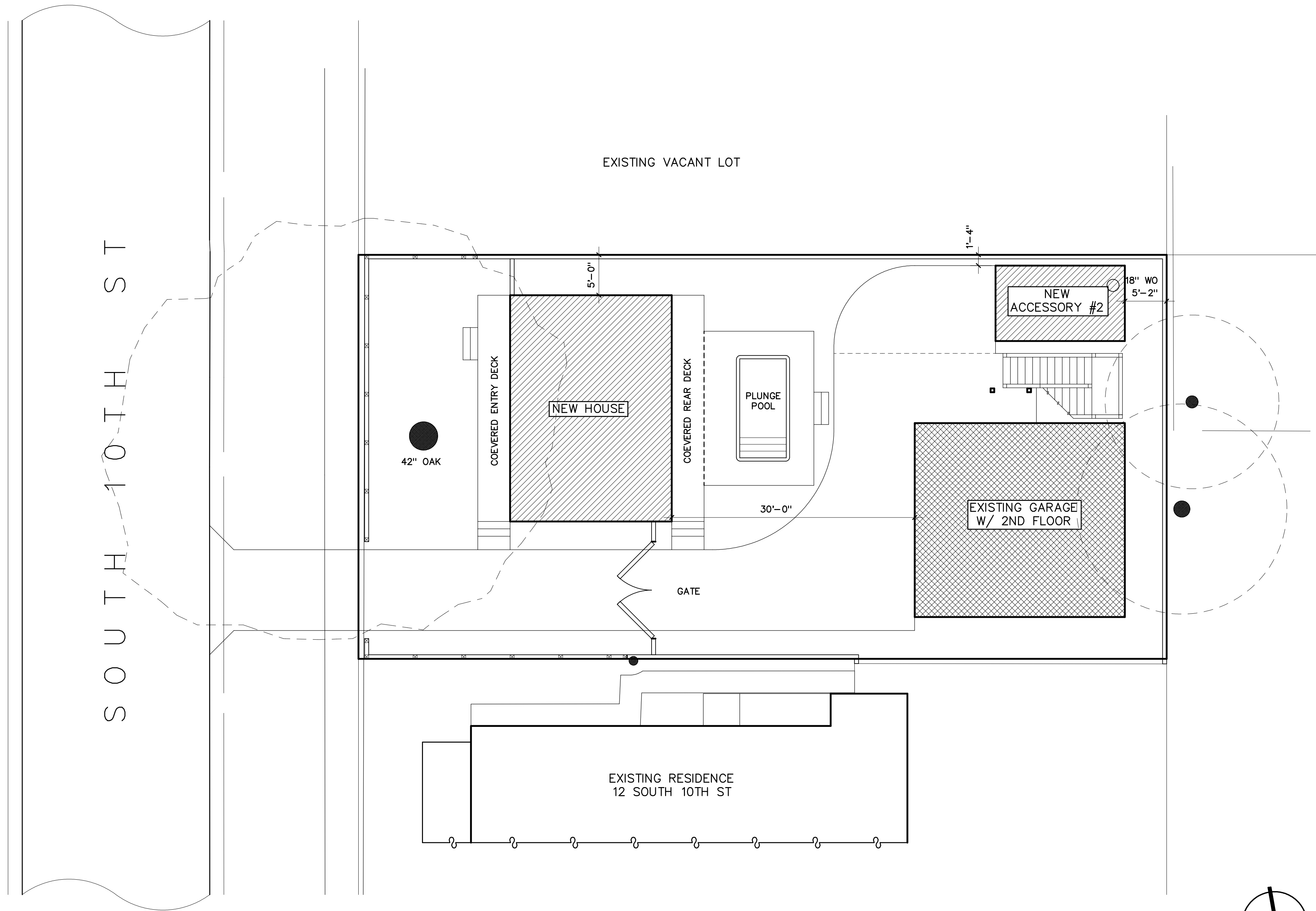
Type	Heated Sq Ft	Year Built	Value
OFFICE COMMERCIAL BLDGS	1136	2020	\$165,028



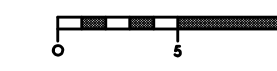
Sales

INstrument	Date	Sale Price
2324/1918	2019-12-12	\$100
2319/0288	2019-11-15	\$159,000
2190/0287	2018-04-13	\$100
2175/0821	2018-01-01	\$100
1381/1029	2006-01-12	\$100

PRELIMINARY SITE PLAN



1/8" = 1'-0"



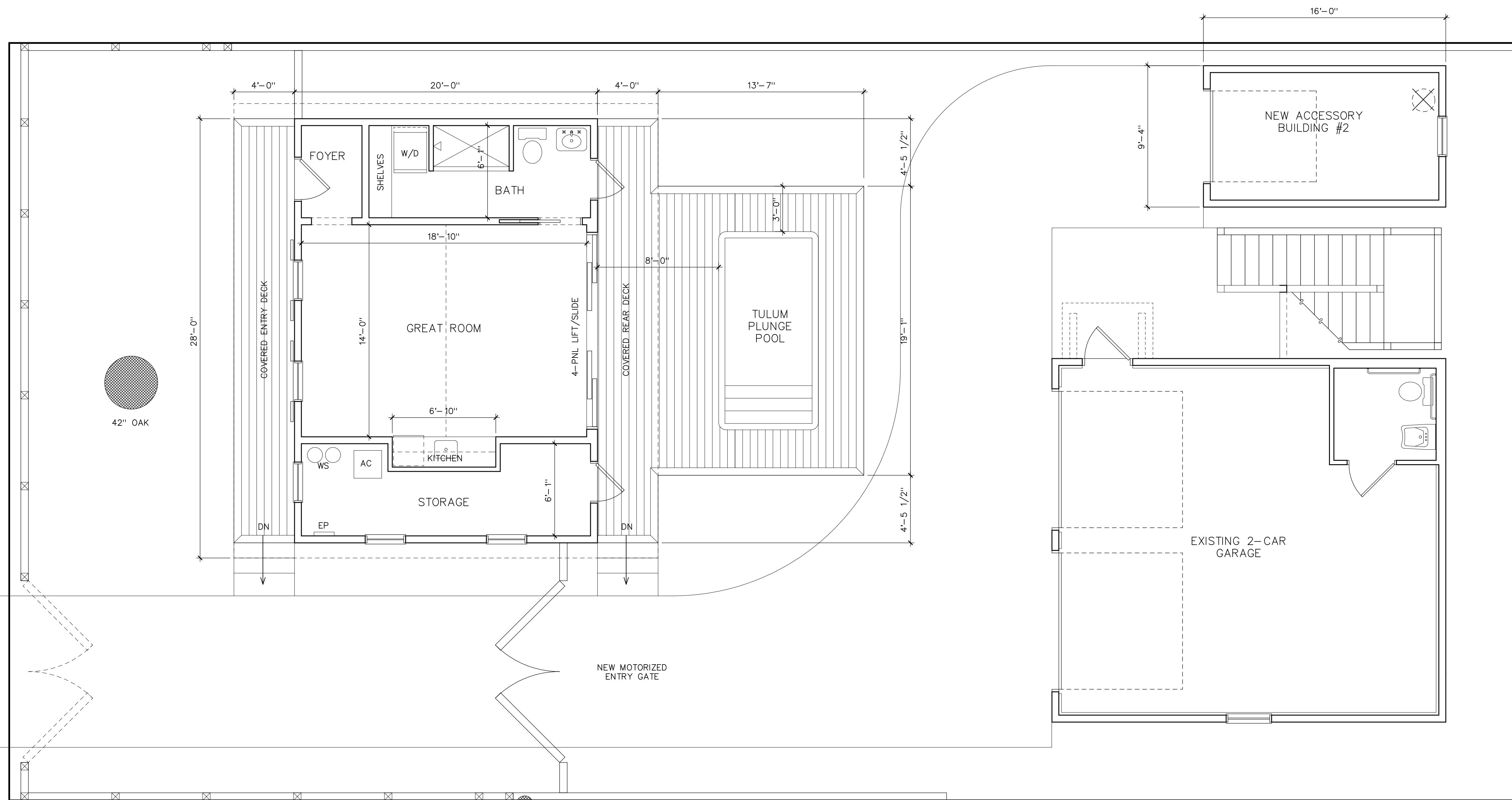
PROJECT SQUARE FOOTAGE SUMMARY	
	TOTAL
NEW MAIN HOUSE - CONDITIONED	560 S.F.
EXISTING GARAGE	624 S.F.
EXISTING 2ND FLOOR BONUS ROOM	624 S.F.
TOTAL ACCESSORY BLDG. 1 UNDER ROOF	1,248 S.F.
NEW ACCESSORY BUILDING #2	150 S.F.

P1 MYERS 20'S 10TH PRELIM SITE PLAN
PROJECT # M2B0407
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 05-12-25

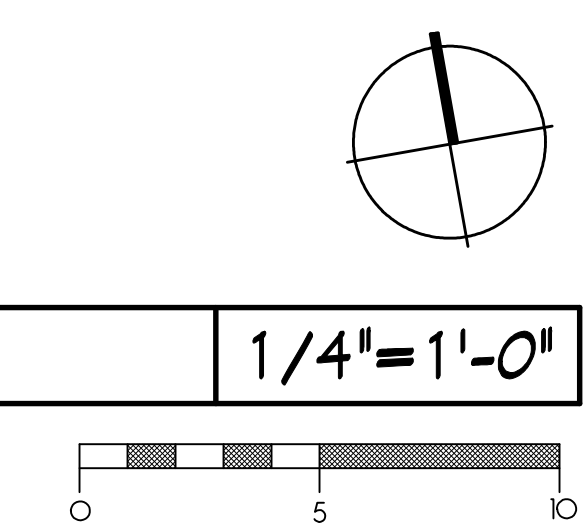
MIRANDA ARCHITECTS
 308 1/2 CENTRE STREET, SUITE 206
 FERNANDINA BEACH, FL 32034
 904.261.4586 TEL.
 FL. REG. NO. AA 100088

DESIGN FOR THE
MYERS RESIDENCE
 20 SOUTH 10TH STREET
 FERNANDINA BEACH, FL 32034

PRELIMINARY SITE PLAN	REVISIONS	DATE



FLOOR PLAN

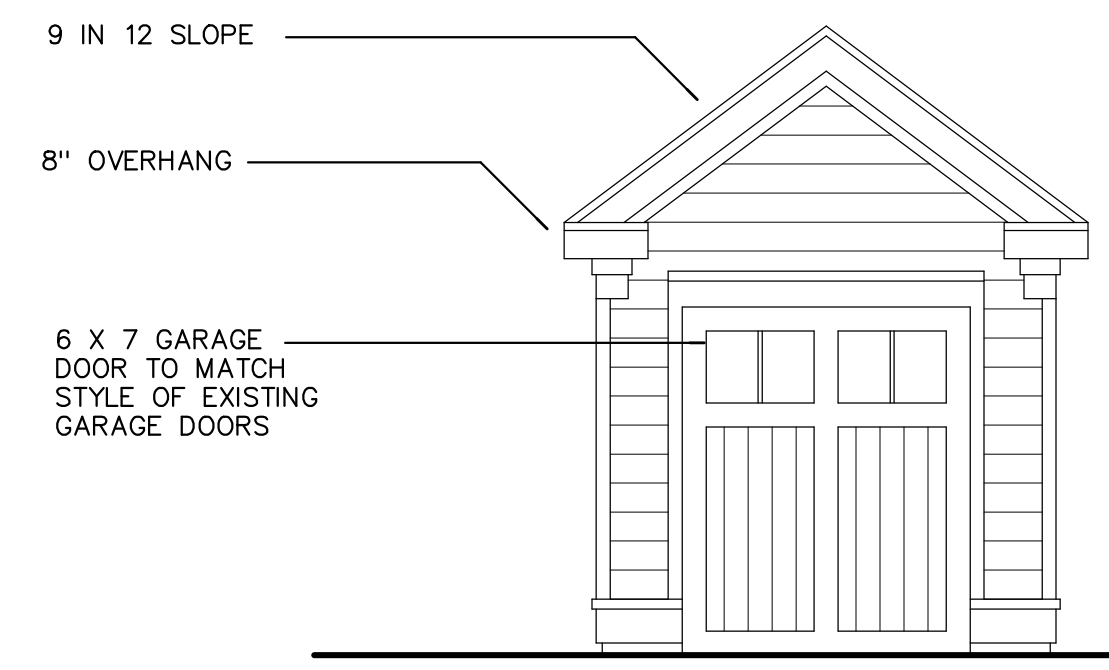


PLANS 2016 10TH PRELIM DESIGN
PROJECT # M250407
DRAWN BY -- JLT
CHKD BY -- JLT
DATE -- 05-12-25

MIRANDA ARCHITECTS
 308 1/2 CENTRE STREET, SUITE 206
 FERNANDINA BEACH, FL 32034
 904.261.4886 TEL
 FL Lic. No. 047100086

DESIGN FOR THE
MYERS RESIDENCE
 20 SOUTH 10TH STREET
 FERNANDINA BEACH, FL 32034

PRELIMINARY FLOOR PLANS	REVISIONS	DATE



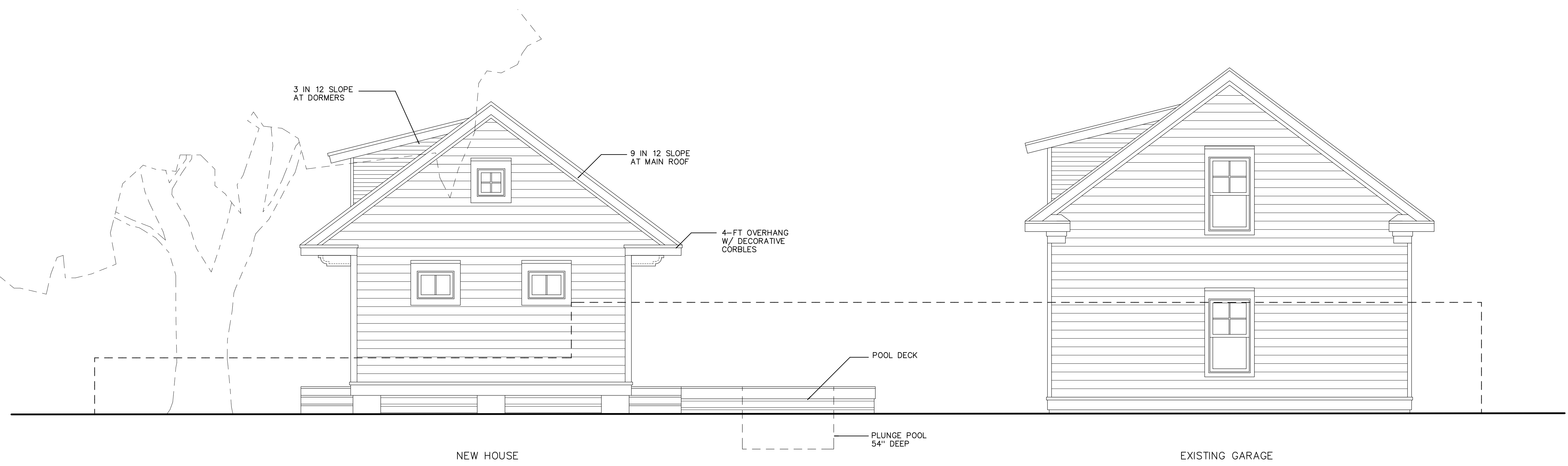
NEW ACCESSORY #2

WEST ELEVATION -- ACCESSORY #2 1/4"=1'-0"



NEW HOUSE

WEST ELEVATION -- SOUTH 10TH STREET 1/4"=1'-0"



NEW HOUSE

EXISTING GARAGE

SOUTH ELEVATION 1/4"=1'-0"

P2 MYERS SOUTH PRELIM DESIGN
PROJECT # M250407
DRAWN BY -- JLT
CHKD BY -- JLT
DATE -- 05-12-25

MIRANDA ARCHITECTS
 309 1/2 CENTRE STREET, SUITE 206
 FERNANDINA BEACH, FL 32034
 904.261.4886 TEL
 FL REG. NO. 04100008

DESIGN FOR THE
MYERS RESIDENCE
 20 SOUTH 10TH STREET
 FERNANDINA BEACH, FL 32034

PRELIMINARY ELEVATIONS	REVISIONS	DATE



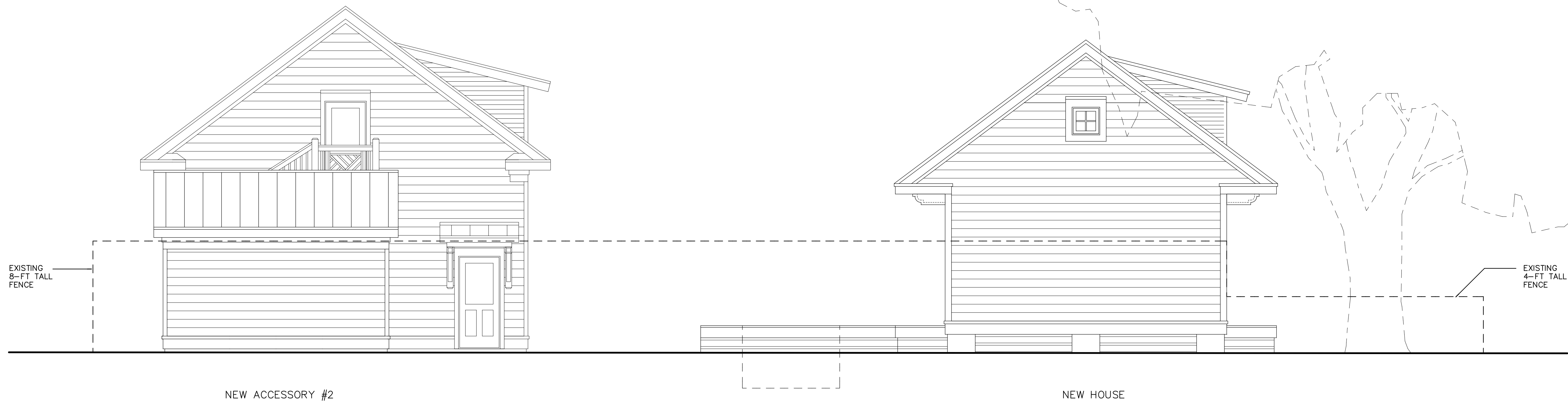
EAST ELEVATION -- MAIN HOUSE

1/4"=1'-0"



EAST ELEVATION

1/4"=1'-0"



NORTH ELEVATION

1/4"=1'-0"

P2 MYERS 20'S 10TH
PRELIM DESIGN
PROJECT # M250407
DRAWN BY -- JLT
CHKD BY -- JLT
DATE -- 05-12-25

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AA 100088

DESIGN FOR THE
MYERS RESIDENCE
20' SOUTH 10TH STREET
FERNANDINA BEACH, FL 32034

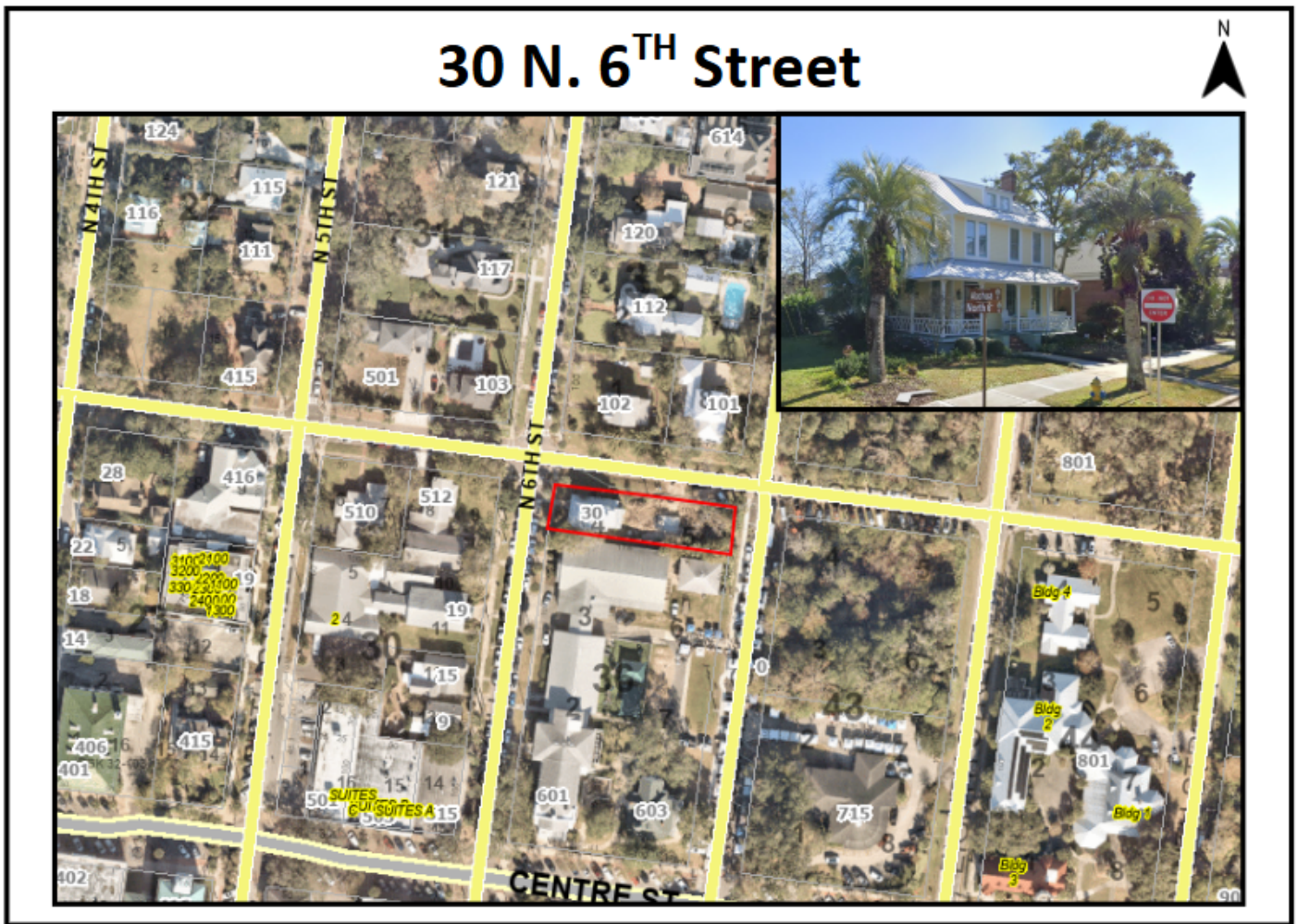
PRELIMINARY ELEVATIONS	REVISIONS	DATE



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0013
JULY 17, 2025

Owner/Applicant:	MCG Homes, agent of Drew and Elizabeth Rice
Property Address:	30 N. 6 th Street
Parcel ID #	00-00-31-1800-0036-0040
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residential
FL Master Site File #	NA00356
Year Built:	1925
Contributing Status:	Contributing
Requested action:	FINAL Certificate of Approval (COA) to 1) Enclose a side porch 2) construct a brick landing 3) Renovate the rear façade by adding French doors

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking final approval to demo elements on the rear façade to install 3 French doors, construct a brick landing in the rear yard, and enclose a side porch to create cohesiveness in the backyard, pool, and kitchen.

Design Statement from application:

We are proposing an addition under the existing roof structure to extend the kitchen area at the north and east facade of the home. As part of this improvement, we are also requesting approval for the following exterior alterations:

- Installation of three French doors on the east façade to provide access and visual connection to the rear yard and newly planned pool area.
- Construction of new brick steps aligned with the newly installed doors, leading to the pool deck.

Reason for Demolition of Existing Walls, Landing and Steps: As part of this project, we are planning to remove portions of the existing rear wall to create the necessary openings for the new French doors. The siding and materials removed from this wall will be carefully salvaged and reused on the new addition walls to maintain material consistency and preserve historic integrity. Additionally, the current rear steps and landing are being proposed for demolition due to the planned installation of a new pool on the east side of the property. The existing configuration is no longer functional or accommodates with the new site grading and pool layout. To address this, we propose to add brick steps, allowing us to create a safer and more functional transition between the house and the new pool area. This design reduces the overall number of steps and allows for more accessible, consistent movement between indoor and outdoor space.

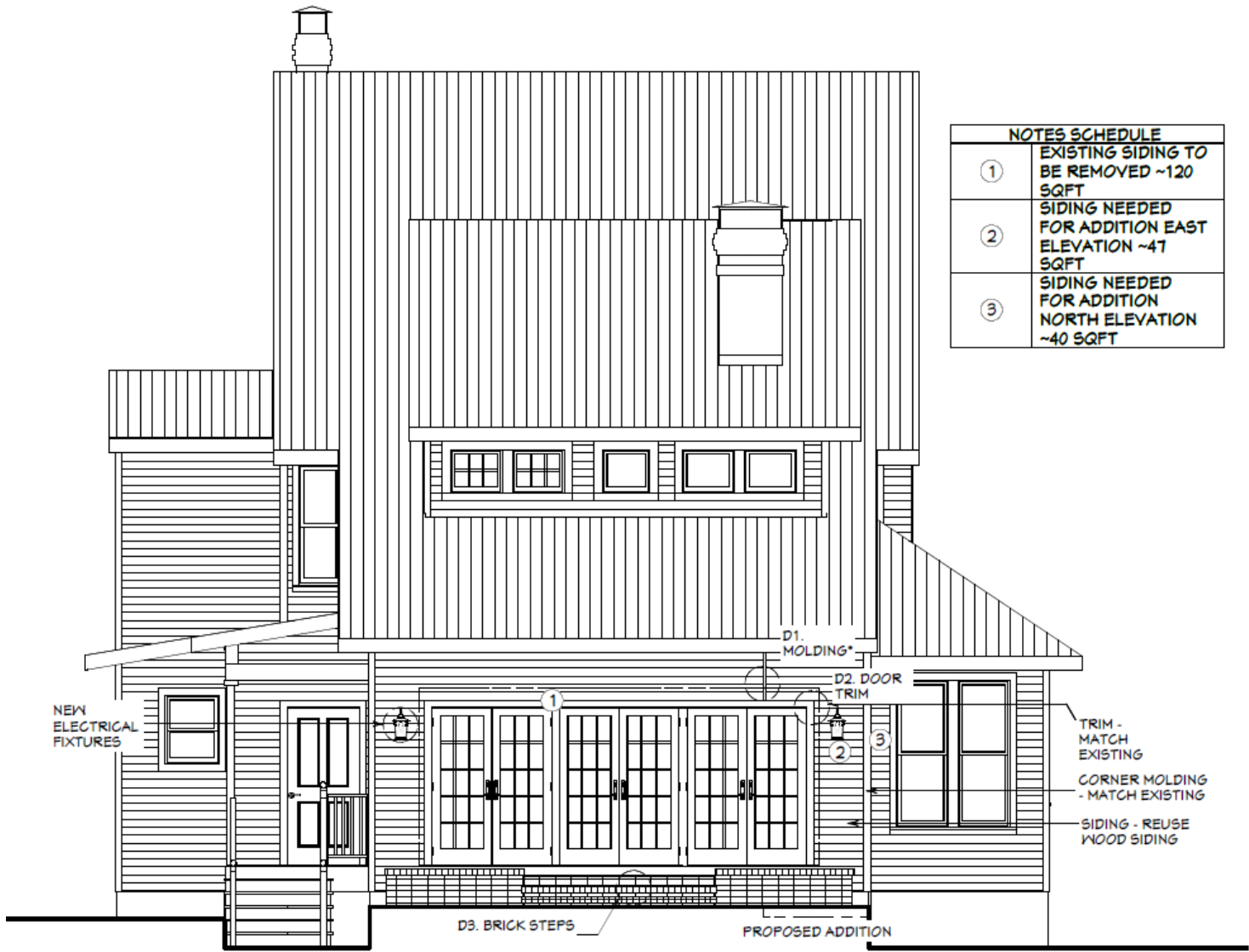
The replacement steps will be:

- Designed to match the existing front steps in terms of riser height (5") and tread depth (15"), promoting accessibility and consistency.
- Built with brick material, sympathetic to the existing historic character.

Proposed North Elevation:



Proposed East Elevation:



E2 EAST ELEVATION - PROPOSED
 7/32 in = 1 ft

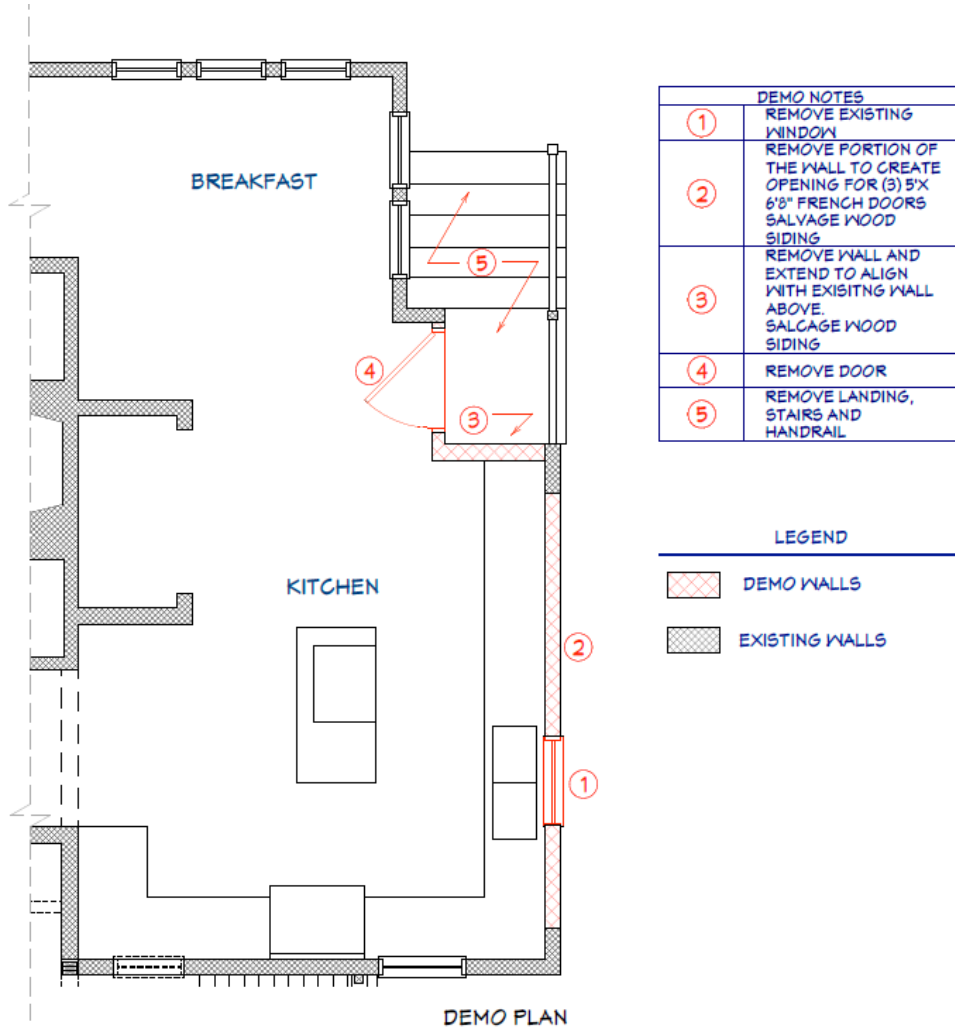
APPLICABLE GUIDELINES:

**CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
 DOWNTOWN HISTORIC DISTRICT GUIDELINES
 SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION**

ANALYSIS:

Demolition --

The demolition schedule is included on page A-3 of the plans and is below. The demolition is isolated to the rear of the house that was a modern addition. Upon inspection by staff and a HDC board member, the kitchen appears to be a modern addition with clear differentiation from the original structure. Siding is to be salvaged and reused.



Site Plan –

- **Building Type-** The type of building, single family home, is to remain the same and is permissible in the R-2 zoning district.
- **Lot Density –** Lot coverage is only changing slightly and does not exceed 60%, the maximum allowed amount in the R-2 zoning district.
- **Mechanical –** There are no changes to the location and form of the mechanical equipment.

- **Visibility Corridors** – The renovation of the rear elevation does not impact visibility corridors.
- **Parking** – On-street parking is currently provided.
- **Orientation** – All primary structures are required to front the street; this project would not alter the orientation to N. 6th Street.

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 and some existing siding, Andersen 400 series French doors, brick, and a piece of trim that will delineate the addition from the original structure.
- **Foundation** – The foundation will not be altered for this project.
- **Windows** – The windows will remain the same.
- **Doors** – The doors are an approved brand, wooden, and are appropriate for this type of structure.

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 recommends:

FINAL Approval of HDC 2025-0013

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number HDC 2025-0013 **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 2025-0013, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant approval at this time.

LIST OF EXHIBITS:

- EXHIBIT 1 Application & Backup Materials
EXHIBIT 2 FL Master Site File NA00356
EXHIBIT 3 HDCV2025-0001 Final COA

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16404

Date Submitted: 6/13/2025

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

- | | | | |
|-------------------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Certificate of Approval (COA): Staff Review \$25 | <input type="checkbox"/> | Demolition of a Primary Structure – Contributing \$7,500 |
| <input checked="" type="checkbox"/> | Certificate of Approval (COA): Board Review - Residential Single Family) \$250 | <input type="checkbox"/> | After-the-Fact Certificate of Approval (COA): Staff Review \$100 |
| <input type="checkbox"/> | Certificate of Approval (COA): Board Review - Commercial/Multi-Family/2 or more Residential Units/Mixed Use \$400 | <input type="checkbox"/> | After-the-Fact Certificate of Approval (COA): Board Review \$1,500 |
| <input type="checkbox"/> | Demolition of a Primary Structure – Non-Contributing \$1,500 | <input type="checkbox"/> | 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

HDC 2025

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

For Staff Approval or Final Approval by the Board the following application materials **must** be submitted. Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

**Note on Elevation Requirements: Elevations must include specific material and detail information with call outs that define all visible exterior elements, such as (but not limited to): wall finishes, foundation wall finish, corner-boards, water-tables, barge-boards, cornice trim, door trim, window trim, column elements, railings, roof fascia, balcony trim elements, supporting/decorative brackets, gable end decorative elements, shutters, roof finishes, chimney finish, privacy fences, picket fences, gates, utility yard screens, gazebos, outdoor shower screens, etc. Provide specific detail views of features that cannot be called out with notes on the elevations. Examples include porch details, pier elements, lattice infill components, soffit and cornice trim detailing, etc.*



A complete/ signed application;



Proof of Ownership (copy of deed or tax statement);



A current survey of the property, for new construction and any change to existing footprint. (no older than two years);



Scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints;



Site plan must show all trees greater than 5" diameter at breast height (DBH) and indicate any trees that are to be removed as part of the scope of work;



Scaled elevations & plans*;



Elevations and/or site plan must show all proposed mechanical and plumbing equipment (HVAC, hood vents, backflow preventers, etc.) All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.



Photographs of the existing site and existing buildings if any, including views from the street;



Context elevations, drawings, and photos for entire blockface when proposing any new structures;



Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL surfaces to be painted/stained/treated;



For Additions to Historic Structures: Provide detailed connection plans, photos of existing walls (inside and outside) and details for the connection along with any reuse of existing materials;



Any additional backup materials, as necessary;



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



For window replacement, a Window Survey must be completed by a design professional other than as window sales representative.

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.fbf.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

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

Yes

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

6/2/2025

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

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

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

Historic District*

Downtown

Site Address*

30 N 6th St

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

0-00-31-1800-0036-0040

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*

Charles

Last Name*

Rice

Mailing Address*

30 N 6th St.

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Telephone Number*

(404)2340710

E-mail Address*

elrice1@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*

Stephanie

Last Name*

Lagos

Company (if applicable)

MCG Homes

Street Address

1750 S 14th st suite 150

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9044631278

E-mail Address

design@mcghomes.com

Project Description*

We are proposing an addition under the existing roof structure to extend the kitchen area at the north and east facade of the home. As part of this improvement, we are also requesting approval for the following exterior alterations: • Installation of three French doors on the east façade to provide access and visual connection to the rear yard and newly planned pool area. • Construction of new brick steps aligned with the newly installed doors, leading to the pool deck. Reason for Demolition of Existing Walls, Landing and Steps As part of this project, we are planning to remove portions of the existing rear wall to create the necessary openings for the new French doors. The siding and materials removed from this wall will be carefully salvaged and reused on the new addition walls to maintain material consistency and preserve historic integrity. Additionally, the current rear steps and landing are being proposed for demolition due to the planned installation of a new pool on the east side of the property. The existing configuration is no longer functional or accommodates with the new site grading and pool layout. To address this, we propose to add brick steps, allowing us to create a safer and more functional transition between the house and the new pool area. This design reduces the overall number of steps and allows for more accessible, consistent movement between indoor and outdoor space. The replacement steps will be: • Designed to match the existing front steps in terms of riser height (5") and tread depth (15"), promoting accessibility and consistency. • Built with brick material, sympathetic to the existing historic character.

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

EXTERIOR FABRIC

Manufacturer

Product Description

Color

(Name/Number)

DOORS

Manufacturer

Product Description

Include FL Product Approval # for Windows and Doors

Color

(Name/Number)

WINDOWS

Manufacturer

Product Description

Include FL Product Approval # for Windows and Doors

Color

(Name/Number)

ROOFING

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

FASCIA/TRIM

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

FOUNDATION

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

SHUTTERS

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

PORCH/DECK

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

FENCING

Manufacturer

N/A

Product Description

N/A

Color

N/A

(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 1RICE KITCHEN _
11X17.pdf**Upload 2**

20250613.pdf

Upload 3MCG RICE
KITCHEN .pdf**Upload 4** No...en**Upload 5** No...en**Upload 6** No...en**Upload 7** No...en**Upload 8** No...en**Upload 9** No...en**Upload 10** No...en**Upload 11** No...en**Upload 12** No...en

Certification*



By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.



I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:



I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).
6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.

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

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

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

Applicant First Name*

Stephanie

Applicant Last Name*

Lagos

Today's Date*

6/13/2025

 City of FB logo
NEW Reflex

DEPARTMENT OF PLANNING & CONSERVATION

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

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

This instrument was prepared by Pamela A. Popwell, Attorney at Law, 2338 S. 8th Street, Fernandina Beach, FL 32034. Title to the Lands described has not been examined and no warranty or representation; expressed or implied, is given as to the marketability or condition of the title to the property, the quality of lands included therein, the location of the boundaries or the existence of liens, encumbrances or unpaid taxes.

Return after recordation to:
Pamela A. Popwell, PLLC
2338 S 8th Street
Fernandina Beach, FL 32034

Warranty Deed

(No additional Documentary Stamps Affixed hereto Exempt from Documentary Stamps pursuant to Section 201.02, Florida Statutes)

THIS INDENTURE, executed on September 4, 2024, by and between **Charles Drew Rice and Elizabeth Rice**, husband and wife, whose address is 30 N. 6th Street, Fernandina Beach, FL 32034, hereinafter referred to as GRANTORS; and **Charles Drew Rice and Elizabeth Long Rice**, as Trustees of the **Elizabeth and Charles Rice Trust dated September 4, 2024**, as may be amended, whose address is 30 N. 6th Street, Fernandina Beach, FL 32034, with full power and authority to protect, conserve, sell, lease, encumber, or otherwise manage and dispose of the real property hereinafter described, pursuant to Section 689.073, Florida Statutes, hereinafter referred to as GRANTEES.

WITNESSETH

Now, Therefore, for love and affection the sufficiency and receipt of which is hereby acknowledged, the GRANTORS do hereby grant, bargain, sell, remise, release and convey unto the GRANTEES, all the following described land, situate, lying and being in the County of Nassau, State of Florida, to wit:

All that certain piece, parcel or tract of land lying and being in the City of Fernandina Beach (formerly named Fernandina), County of Nassau and the State of Florida and being further described according to the official map or plat of said City (as lithographed and Issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as: The north 1/2 or Lots 4 and 5, Block 36.

Parcel No. 00-00-31-1800-0036-0040

THIS PROPERTY IS THE HOMESTEAD OF THE GRANTORS.

This conveyance is subject to the covenants, conditions, restrictions, and agreements, if any, of record.

GRANTORS fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantors have executed under seal this instrument on the day and year first above written.

Charles Drew Rice
Charles Drew Rice

Elizabeth Rice
Elizabeth Rice

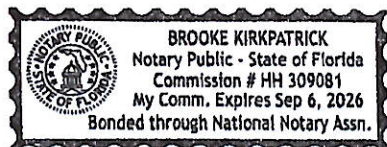
WITNESSES:

Jennifer Weeks
Jennifer Weeks
2338 S 8th Street
Fernandina Beach, FL 32034

Brooke Kirkpatrick
Brooke Kirkpatrick
2338 S 8th Street
Fernandina Beach, FL 32034

State of Florida
County of Nassau to-wit:

I, the undersigned, a Notary Public for the jurisdiction aforesaid, do certify that **Charles Drew Rice**, who produced a Florida driver's license, and **Elizabeth Rice**, who produced a Florida driver's license, and acknowledged this instrument before me in my jurisdiction aforesaid, by means of physical presence, on September 4, 2024.



Brooke Kirkpatrick
Notary Public

MAP SHOWING BOUNDARY SURVEY OF
THE NORTH 1/2 OF LOTS 4 AND 5, BLOCK 36,

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

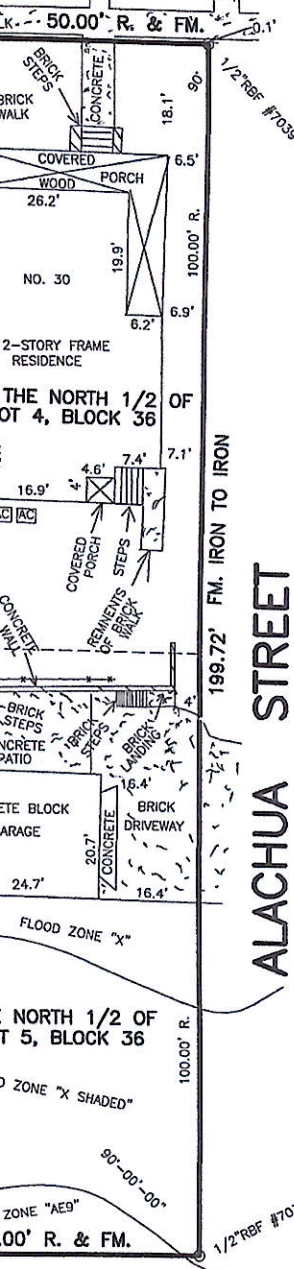
NORTH

60' R/W (PAVED)

SOUTH 6TH STREET

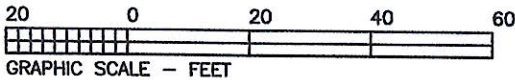
FOR:
CHARLES & ELIZABETH RICE,

THE SOUTH 1/2 OF
LOT 4, BLOCK 36



THE SOUTH 1/2 OF
LOT 5, BLOCK 36

THE NORTH 1/2 OF
LOT 5, BLOCK 36



SOUTH 7TH STREET

COASTAL LAND SURVEYORS

& MAPPERS, INC.
34 NORTH FOURTEENTH STREET
FERNANDINA BEACH, FLORIDA 32032
TEL. 904-261-8950 FAX 904-277-8850

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

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

BEARINGS BASED ON N/A

PROPERTY SHOWN HEREON LIES WITHIN
FLOOD ZONE X & AE AS SHOWN ON
FEMA FLOOD INSURANCE RATE MAP,
COMMUNITY NO. 120172 PANEL NO. 0237G
DATED 8/2/17

DATE OF SURVEY: APRIL 5, 2024
SCALE 1"=20'
JOB NO. 2404-01 F.B. 367

- CORNER MARKERS HAVE NO IDENTIFICATION U.N.O.
- LEGEND:
- IRON PIPE FOUND - IFF
 - IRON PIPE SET - IPS
 - REBAR FOUND - RFB
 - NOT TO SCALE - NTS
 - BUILDING RESTRICTION LINE - BRL
 - CONCRETE MONUMENT FOUND - CMF
 - STAINLESS STEEL PIPE FOUND - SSPF
 - RIGHT-OF-WAY - R/W
 - POINT OF CURVE - PC
 - CENTERLINE - C.L.
 - POWER LINE - P
 - PLAT - P
 - FIELD MEASURED - FM
 - RECORD - R. DEED - D.
 - POWER POLE - P.
 - CONCRETE - CONC.
 - FENCE - F
 - RIGHT-OF-WAY - R/W
 - POINT OF REVERSE CURVE - PRC
 - POINT OF TANGENCY - PT
 - OFFICIAL RECORDS BOOK - O.R.B.

MOST RECENT SURVEY

FOUNDATION SURVEY

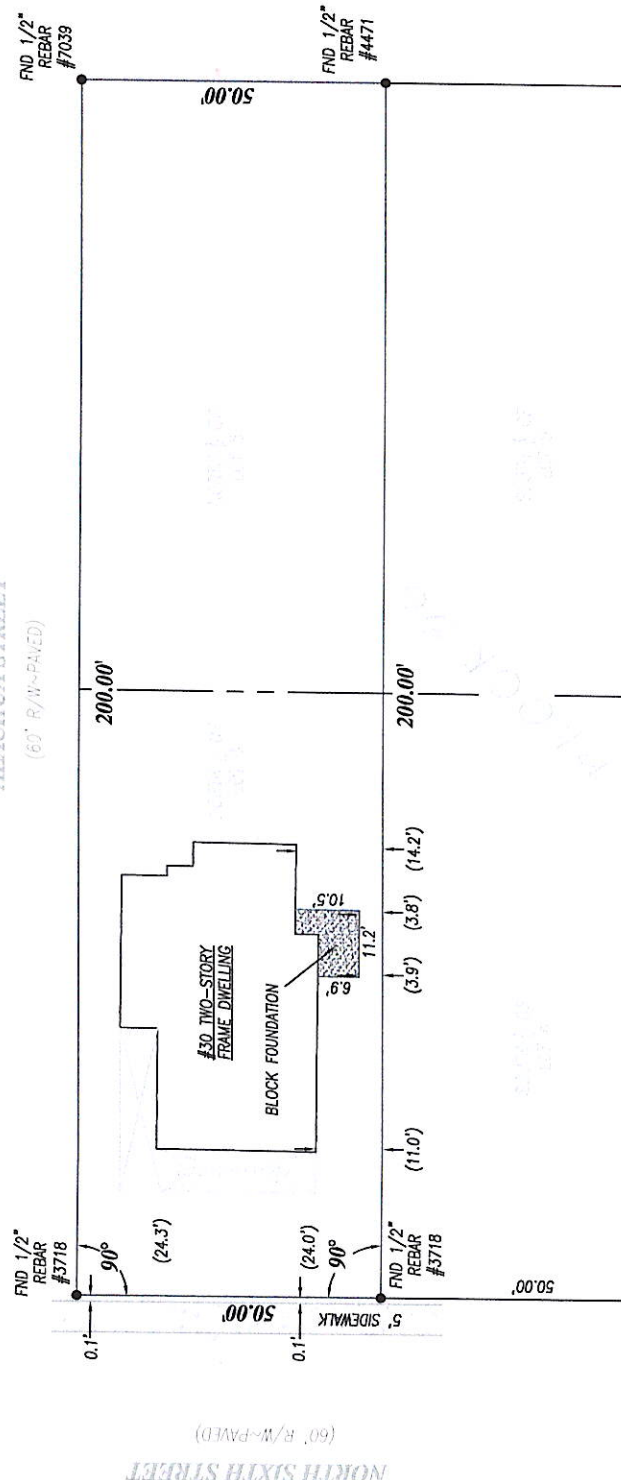
FOR APPROVED ADDITION

MAP TO SHOW FOUNDATION SURVEY OF

THE NORTH 1/2 OF LOTS 4 AND 5, BLOCK 36, CITY OF FERNANDINA BEACH, NASSAU COUNTY FLORIDA

AS SHOWN ON THE OFFICIAL PLAT OF FERNANDINA (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND RE-ISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1907)

ALACHUA STREET
(60' R/W-PAVED)



SCALE: 1"=20'

NOTES:

- BEARINGS AND ANGLES SHOWN HEREON REFER TO RECORD PLAT.
- DENOTES SET 1/2" IP LB-7486°
 - DENOTES FOUND CORNER (TYPE AS NOTED)
- ADDITIONAL RESTRICTIONS (RECORDED & UNRECORDED) MAY APPLY TO SUBJECT PROPERTY WHICH ARE NOT SHOWN OR MENTIONED HEREON.
- THIS SURVEY DOES NOT PURPORT TO SHOW THE EXTENT, IF ANY, OF GOVERNMENTAL JURISDICTIONAL AREAS.
- THIS SURVEY WAS MADE WITHOUT THE BENEFIT OF TITLE ABSTRACT.
- THE SPECIFIC PURPOSE OF THIS SURVEY IS TO SHOW NEW FOUNDATION WORK ON SOUTH SIDE OF DWELLING ONLY.

LEGEND:

- SEC=SECTION
- IP=IRON PIPE
- R/W=RIGHT-OF-WAY
- AB=AP BOOK
- PL=PLAT BOOK
- BL=BUILDING RESTRICTION LINE
- PC=PAGE
- FFU=FLORIDA PUBLIC UTILITY
- FF&L=FLORIDA POWER & LIGHT

NTS=NOT TO SCALE

FND=FOUND

(A)=ACTUAL

(P)=PLAT

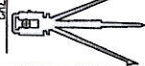
DB=DEED BOOK

FOR: MCG HOMES

DATE OF SURVEY: 02/12/25

DRAWN BY: ORL

CHECKED BY: ORL



Lee Surveying & Mapping Co.

2166 Rock Dove Lane
Fernandina Beach, Florida
(904) 261-9900 LA No. 7486

CHARLES ROBERT LEE
REGISTERED SURVEYOR & MAPPER NO. 5618 FL

OWNER'S AUTHORIZATION FOR AGENT (OPTIONAL)

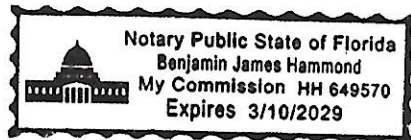
STEPHANIE LAGOS - MCG HOMES is hereby authorized TO ACT ON BEHALF OF

CHARLES & ELIZABETH RICE, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application pursuant to a:

BY: Charles Drew Rice
Signature of Owner
CHARLES DREW RICE
Print Name
Elizabeth H. Rice
Signature of Owner
ELIZABETH RICE
Print Name
(404) 234-0710
Telephone Number

NOTARIZATION

STATE OF FLORIDA
COUNTY OF NASSAU



The foregoing instrument was acknowledged before me by means of
 physical presence or online notarization, this 12TH day of JUNE, 2023
by STEPHANIE LAGOS as AUTHORIZED AGENT on behalf of
CHARLES & ELIZABETH RICE, a MCG CLIENT, who
 produced D 2 as identification or who is personally known.

Ben J
Notary Signature
Print Name: BENJAMIN JAMES HAMMOND



RICE KITCHEN

MCG
1750 S 14TH ST. SUITE 150
FERNANDINA BEACH, FL 32034
(904) 530-0808
MCGHOMES.COM

Elizabeth Rice
(404) 234-0710
30 N 6th St
Fernandina Beach, Florida 32034

COVER SHEET
DRAWN BY: SL
CHECKED BY: SL
DATE: 6/13/25

#	REVISION	TABLE	DATE

SCALE:

SHEET:

A-1

COVER SHEET	SL
DRAWN BY:	SL
CHECKED BY:	SL
DATE:	6/13/25

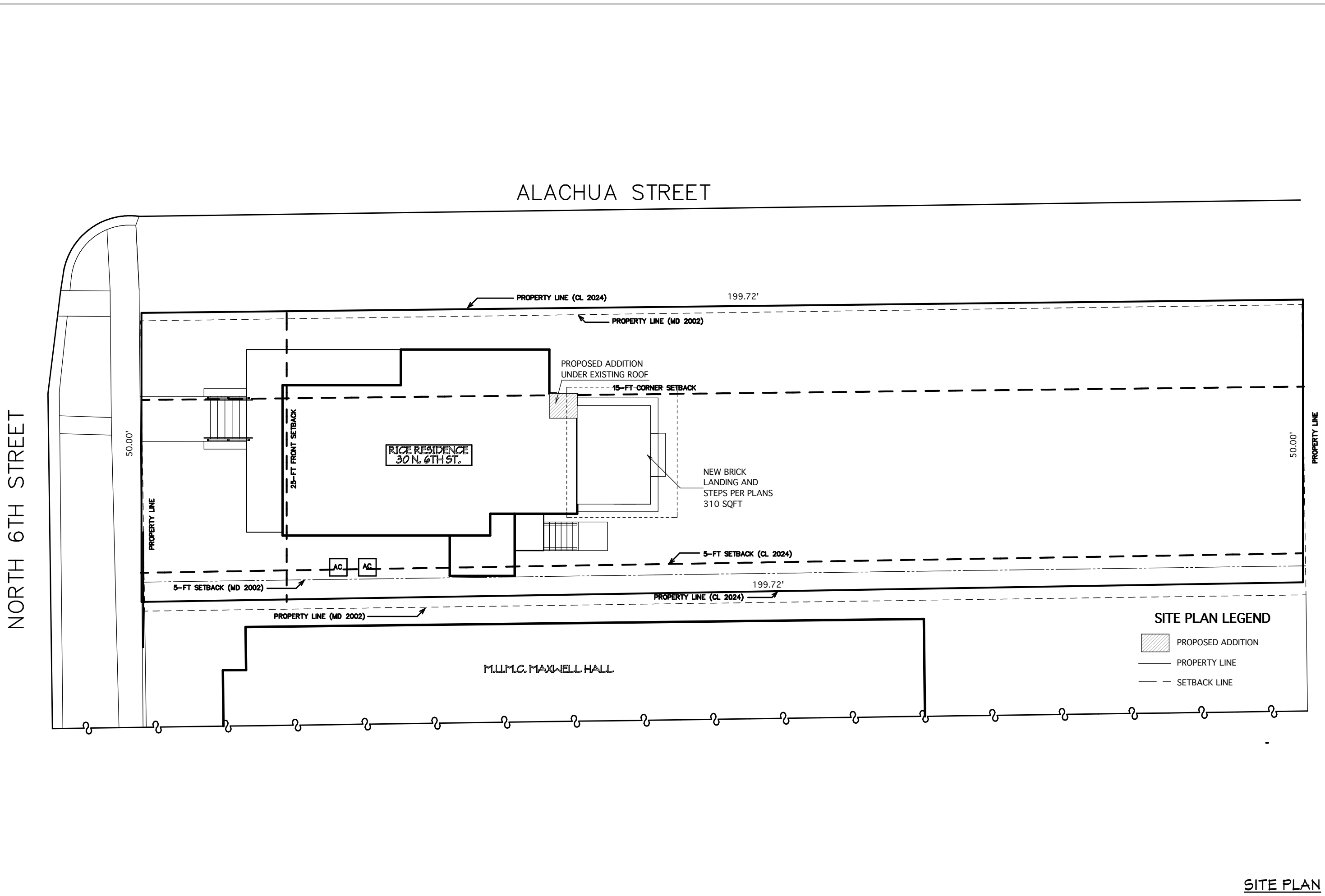
REVISION TABLE	#	REVISOR	DATE

SCALE:

No scale

SHEET:

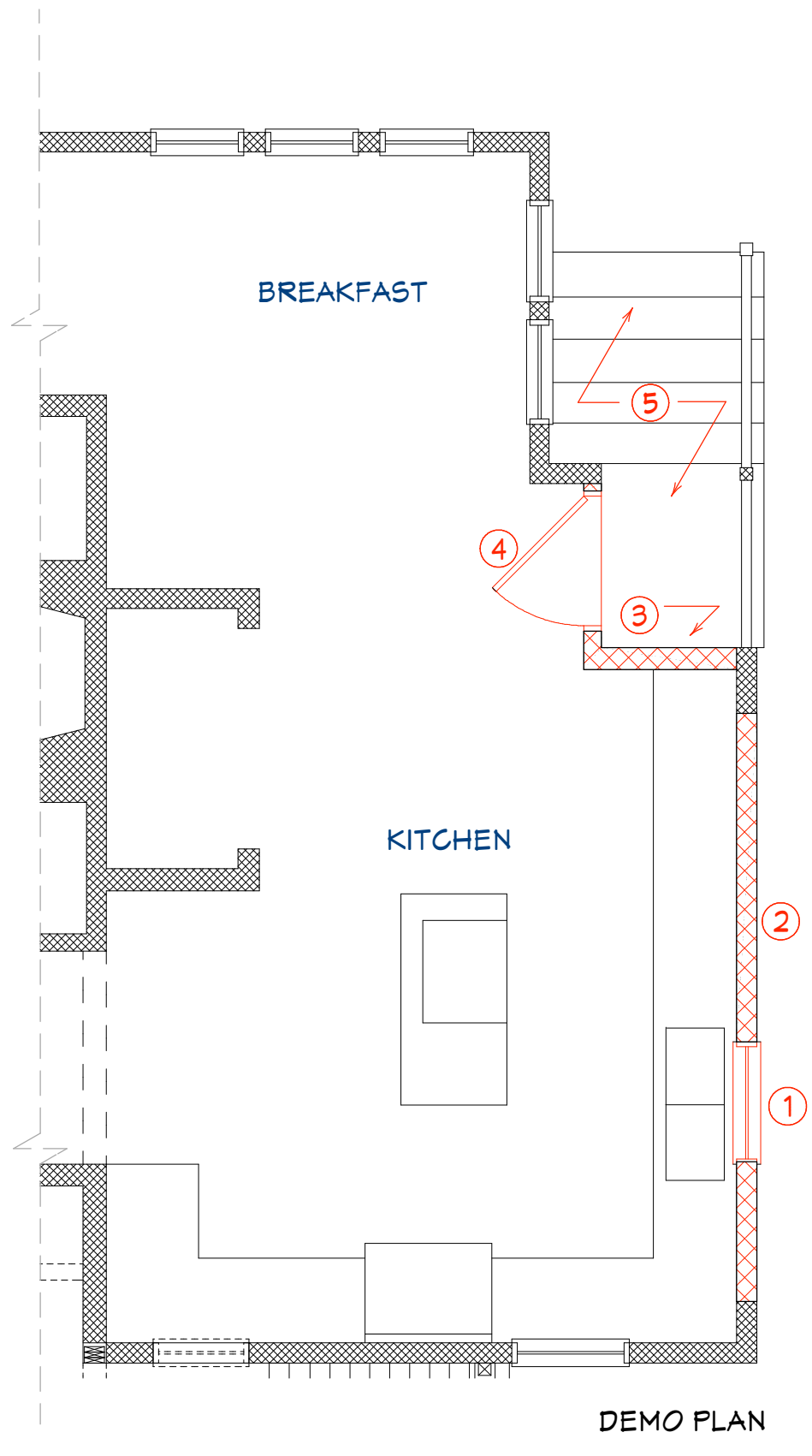
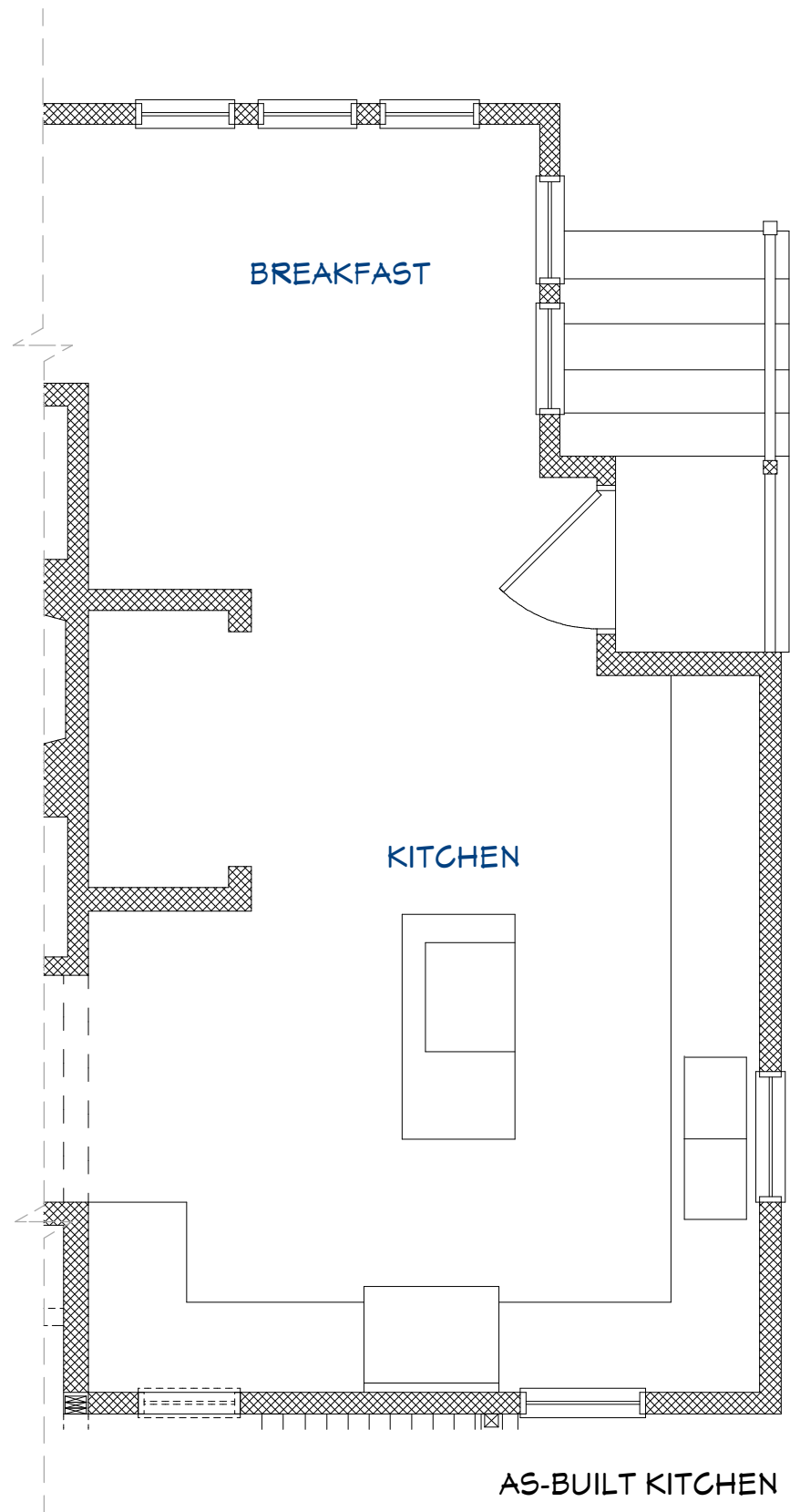
A-2



SITE PLAN LEGEND

- PROPOSED ADDITION
- PROPERTY LINE
- SETBACK LINE

SITE PLAN



DEMO NOTES	
①	REMOVE EXISTING WINDOW
②	REMOVE PORTION OF THE WALL TO CREATE OPENING FOR (3) 5'X 6'8" FRENCH DOORS SALVAGE WOOD SIDING
③	REMOVE WALL AND EXTEND TO ALIGN WITH EXISTING WALL ABOVE. SALCAGE WOOD SIDING
④	REMOVE DOOR
⑤	REMOVE LANDING, STAIRS AND HANDRAIL

LEGEND	
	DEMO WALLS
	EXISTING WALLS

MCG
 1750 S 14TH ST. SUITE 150
 FERNANDINA BEACH, FL 32034
 (904) 530-0808
 MCGHOMES.COM

Elizabeth Rice
 (404) 234-0710
 30 N 6th St
 Fernandina Beach, Florida 32034

COVER SHEET	SL
DRAWN BY:	SL
CHECKED BY:	SL
DATE:	6/13/25

REVISION TABLE	#	REVISIED BY	DATE

SCALE:

No scale

SHEET:

A-3



MCG
1750 S 14TH ST. SUITE 150
FERNANDINA BEACH, FL 32034
(904) 530-0808
MCGHOMES.COM

Elizabeth Rice
(404) 234-0710
30 N 6th St
Fernandina Beach, Florida 32034

COVER SHEET	SL
DRAWN BY:	SL
CHECKED BY:	SL
DATE:	6/13/25

REVISION TABLE	#	REVISION BY	DATE

SCALE:

No scale

SHEET:

A-5

EAST ELEVATION - EXISTING

REVISION TABLE	#	REVISION BY	DATE

SCALE:

SHEET:

A-6

NOTES SCHEDULE	
①	EXISTING SIDING TO BE REMOVED ~120 SQFT
②	SIDING NEEDED FOR ADDITION EAST ELEVATION ~47 SQFT
③	SIDING NEEDED FOR ADDITION NORTH ELEVATION ~40 SQFT



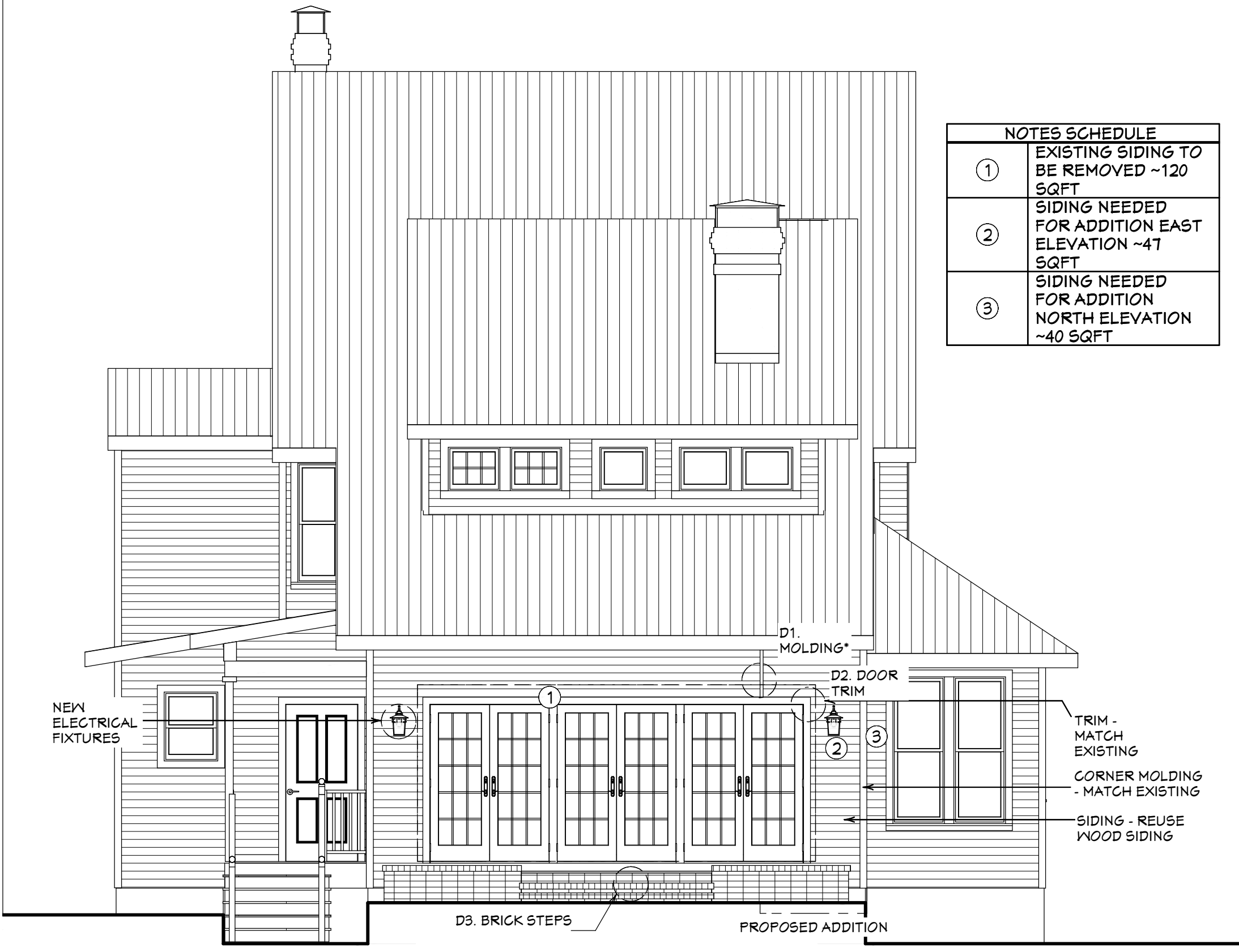
D1. EXISTING MOLDING ON NORTH ELEVATION TO THE BREAKFAST ROOM ADDITION



D2. EXISTING DOOR TRIM



D3. EXISTING BRICK STEPS IN WEST ELEVATION



E2 EAST ELEVATION - PROPOSED
 1/32 in = 1 ft

EAST ELEVATION - PROPOSED PLAN



MCG
 1750 S 14TH ST. SUITE 150
 FERNANDINA BEACH, FL 32034
 (904) 530-0808
 MCGHOMES.COM

Elizabeth Rice
 (404) 234-0710
 30 N 6th St
 Fernandina Beach, Florida 32034

COVER SHEET
 DRAWN BY: SL
 CHECKED BY: SL
 DATE: 6/13/25

REVISION TABLE	#	REVISION BY	DATE

SCALE:



SHEET:

A-7

NORTH ELEVATION- EXISITNG

REVISION TABLE	#	REVISION BY	DATE

SCALE:



SHEET:

A-8



E3 PROPOSED NORTH ELEVATION
 3/16 in = 1 ft

30 NORTH 6TH ST, FERNANDINA BEACH, FL 32034



PROJECT SUMMARY FOR HDC – ADDITION & ALTERATIONS AT 30 N 6TH ST.

We are proposing an **addition under the existing roof structure to extend the kitchen area** at the north and east facade of the home. As part of this improvement, we are also requesting approval for the following exterior alterations:

- **Installation of three French doors** on the east façade to provide access and visual connection to the rear yard and newly planned pool area.
- **Construction of new brick steps** aligned with the newly installed doors, leading to the pool deck.



Reason for Demolition of Existing Walls, Landing and Steps

As part of this project, we are planning to **remove portions of the existing rear wall** to create the necessary **openings for the new French doors**. The **siding and materials removed from this wall will be carefully salvaged and reused** on the new addition walls to maintain material consistency and preserve historic integrity.

Additionally, the current rear steps and landing are being proposed for demolition due to the planned installation of a **new pool on the east side of the property**. The existing configuration is no longer functional or accommodates with the new site grading and pool layout.

To address this, we propose to add brick steps, allowing us to create a safer and more functional transition between the house and the new pool area. This design reduces the overall number of steps and allows for more **accessible, consistent movement** between indoor and outdoor space. The replacement steps will be:

- Designed to **match the existing front steps** in terms of **riser height (5") and tread depth (15")**, promoting accessibility and consistency.
- Built with **brick material**, sympathetic to the existing historic character.

Materials & Architectural Consistency

The exterior walls of the new addition will **reuse the original siding** from the house to maintain continuity and preserve historic character. At the connection point between the new and existing structure, we will introduce a **vertical trim detail**, matching the trim design currently found on the **north façade**, to create a clean and intentional transition between old and new.

Historic Compatibility

All exterior work has been designed to be **compatible with the historic nature of the home** and surrounding district. The use of French doors respects traditional architectural forms, and the brick detailing of the new steps mirrors existing features. No changes are proposed to the roofline or overall scale of the structure.

This project aims to enhance the functionality and accessibility of the home while ensuring it remains a respectful and compatible part of the Fernandina Beach Historic District.

NORTH ELEVATION





MCG | VERITAS

Licensed General Contractors

EAST ELEVATION



www.n

ec

#CGC1526011



CERTIFICATE OF APPROVAL (COA) HDCV2025-0001 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC- Variance	Project:	App Date: 03/03/2025
Work Class: HDC Variance	District: Default	Exp Date: 04/02/2025
Status: Approved	Square Feet: 0.00	Completed: 04/17/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 04/17/2026

Description: Variance to LDC Section 4.02.03 Standards for Building and Building Placement, to reduce side yard setback from 5.0 feet to 3.3 feet.
04/17/25 Approved

Parcel: 00-00-31-1800-0036-0040 Main	Address: 30 N 6Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
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Architect Jose Miranda 309 1/2 CENTRE Suite 206 FERNANDINA BEACH, FL 32034 Business: 9042614586 Mobile: 9047533099	Agent Jose Miranda 309 1/2 Centre Street Suite 206 Fernandina Beach, FL 32034 Business: 904-261-4586	Owner Drew + Elizabeth Rice 30 N 6th ST Fernandina Beach, FL 32034
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Note	Created By	Date and Time Created
1. email payment reminder	Sylvie McCann	03/06/2025

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001729-2025		Sylvie McCann	04/22/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00037161	HDC Variance Residential	\$1,500.00	\$1,500.00
		Total for Invoice INV-00037161	\$1,500.00
		Grand Total for Plan	\$1,500.00



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0014
July 17th, 2025

Owner/Applicant:	Lauren Kelly, agent for Scott Michael and Lisa Donovan
Property Address:	908 Ladies Street
Parcel ID #	00-00-31-1580-0007-0070
Current zoning:	OT-1
FLUM land use category:	High Density Residential
Existing uses on site:	Vacant
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	FINAL Certificate of Approval (COA) to 1) construct a single-family residence and accessory structure (pool house).

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting **Final** Approval to construct a new single-family residence, pool house, and outdoor living spaces on a vacant lot in Old Town. The materials, architectural design, and site plan are compatible with surrounding buildings in the area.

Design Vision Statement from Application:

The vision for this design was for the house and outbuilding (pool house) to feel like they could have been there for 1 year or 100 years. The scale of the house, the architectural details including the massing, form of the roof with subsidiary additions, the wrapping porch, and large rear porch all lend itself to this. The tall windows, deep and varied roof overhangs, porch pier configurations, and railing detail all strive to create a house that feels like it could have been one of the original ones on the street. Each of these design elements take cues from historic precedents. The modest footprint which leaves room for a side porch and rear courtyard, emphasizes the link between interior and exterior spaces, and provides room for a small private rear courtyard.

Proposed Street Elevation:



2 LADIES STREET COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"

Proposed South Elevation:



3 SOUTH COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"

Proposed West Elevation:



4 WEST COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"

Proposed East Elevation:



5 EAST COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"

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
Exterior Fabric	Hardie Siding-smooth, Board & Batten	Swiss Coffee/BM-OC-45
Doors	Marvin Elevate, FL 4809-R20	Swiss Coffee/BM-OC-45
Windows	Marvin Elevate & Ultimate, FL5545-R8	Cracked Pepper/Behr PPU18-01

Roofing	TBD, 5v Crimp Metal Roof	Galvalume
Fascia/Trim	Hardie Smooth Trim	Swiss Coffee/BM-OC-45
Foundation	Kingston or Equal, Thin Brick Veneer, including corners	St. Augustine
Porch/Deck	Pressure Treated Wood, 5/4x4 tongue and groove	Cracked Pepper/ Behr PPU18-01
Fencing	TBD 48" tall steel pickets	Cracked Pepper/Behr PPU18-01
Driveways/ Sidewalks	Field installed, Crushed Shell	N/A
Other	Field Built Underpinning- PT Wood 2x6	N/A

Site Plan –

- **Housing Type** – Single-family detached homes are a permissible housing type in OT-1 Zoning District.
- **Lot Density** – Meets the requirement to remain below the 45% lot coverage maximum.
- **Mechanical** – Per LDC 4.02.03(A)8, “Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.” The site plan provides location of AC equipment on the east side 5’2” from the property line, consistent with dimensional standards.
- **Visibility Corridors** – The proposed siting of the home meets the required 5’ minimum visibility corridor setbacks on all sides.
- **Peonia Lines & Grid Preservation** – This lot does not contain media peonia or multiple peonias; therefore, design elements that call attention to them are not required.
- **Parking** – Driveway to be accessed from Ladies Street. The driveway material is crushed shell and sand.
- **Orientation** – All primary structures are required to front the street. The proposed primary structure is sited to front Ladies Street, which is appropriate.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development in Old Town.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The maximum height of the structure is approximately 30’1”, which is under the maximum allowable. The height of the outbuilding is 19’ 3.5”, allowable under the maximum height of 25’.
- **Materials** – The project features materials that are appropriate for new construction in Old Town. The home features lap siding, metal roof, and crushed shell driveway.
- **Foundation** – The project will be constructed using a brick veneer.
- **Windows** –The proposed brand of windows, Marvin Elevate, are on the approved windows list.
- **Doors** –The proposed brand of doors, Marvin Elevate, are on the approved windows list.

- **Accessory Structure** - A pool house is proposed to be built in the southern portion of the lot. It will match the principal structure in materials and is compliant with LDC standards for accessory structures.

SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

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

STAFF RECOMMENDATION:

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

Staff recommendation:

FINAL APPROVAL of HDC 2025-0014

MOTION TO CONSIDER:

I move to approve or deny case number HDC 2025-0014 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 2025-0014, as presented, is or is not substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Old Town Fernandina Preservation and Development Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 Combined Application Materials

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16558

Date Submitted: 6/27/2025

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

For Staff Approval or Final Approval by the Board the following application materials **must** be submitted. Please be sure to upload all necessary documents pertaining to your COA request to your COA application or permit application.

**Note on Elevation Requirements: Elevations must include specific material and detail information with call outs that define all visible exterior elements, such as (but not limited to): wall finishes, foundation wall finish, corner-boards, water-tables, barge-boards, cornice trim, door trim, window trim, column elements, railings, roof fascia, balcony trim elements, supporting/decorative brackets, gable end decorative elements, shutters, roof finishes, chimney finish, privacy fences, picket fences, gates, utility yard screens, gazebos, outdoor shower screens, etc. Provide specific detail views of features that cannot be called out with notes on the elevations. Examples include porch details, pier elements, lattice infill components, soffit and cornice trim detailing, etc.*

- A complete/ signed application;
- Proof of Ownership (copy of deed or tax statement);
- A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- Scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints;
- Site plan must show all trees greater than 5" diameter at breast height (DBH) and indicate any trees that are to be removed as part of the scope of work;
- Scaled elevations & plans*;
- Elevations and/or site plan must show all proposed mechanical and plumbing equipment (HVAC, hood vents, backflow preventers, etc.) All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.
- Photographs of the existing site and existing buildings if any, including views from the street;
- Context elevations, drawings, and photos for entire blockface when proposing any new structures;
- Product/material details and specifications, including brochures or printouts, for any proposed material as applicable and not limited to: doors, windows, roofing, exterior fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL
- For Additions to Historic Structures: Provide detailed connection plans, photos of existing walls (inside and outside) and details for the connection along with any reuse of existing materials;
- Any additional backup materials, as necessary;
- If applying as an agent, Owner's Authorization for Agent Representation form must be signed/ notarized and submitted as part of the application;
- For window replacement, a Window Survey must be completed by a design professional other than as window sales representative.

surfaces to be
painted/stained/treated;

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.fbf.us/LDC

Appeals

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

PROJECT TYPE*

New Construction ▼

APPROVAL TYPE*

Board Approval: Final ▼

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

Previously Approved Case #

HDC YYYY-##

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

Yes ▼

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

4/29/2025

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

[HDC Pre-Application Meeting Request](#)

PROPERTY INFORMATION

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

Historic District*

Old Town ▼

Site Address*

908 Ladies Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1580-0007-0070

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

YES

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

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Scott Michael & Lisa

Last Name*

Donovan

Mailing Address*

PO Box 17

City*

Fernandina Beach

State*

FL

Zip Code*

32035

Telephone Number*

843-271-7127

E-mail Address*

scott@blueprintcreative.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*

Lauren

Last Name*

Kelly

Company (if applicable)

MK Design Group

Street Address

17 Market #2

City

Beaufort

State

SC

Zip

29906

Telephone Number

843-271-7127

E-mail Address

lauren@mkdga.com

Project Description*

This is a new house with detached outbuilding containing a pool house, workshop and carport. It's on one interior peonia lot on Ladies Street. It's designed to be compatible with the surrounding buildings and reflect the historic architectural traditions of north Florida.

The main house is 1,599 total heated square feet in 1.5 stories. The pool house and workshop are a combined 353 enclosed square feet.

The main house is a combination of smooth Hardie lap siding and board and batten to represent the historic use of wood; the roof includes long overhangs with support brackets.

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

Design Vision Statement*

The vision for this design was for the house and outbuilding to feel like they could have been there for 1 year or 100 years. The scale of the house, the architectural details including the massing, form of the roof with subsidiary additions, the wrapping porch, and large rear porch all lend itself to this. The tall windows, deep and varied roof overhangs, porch pier configurations, and railing detail all strive to create a house that feels like it could have been one of the original ones on the street. Each of these design elements take cues from historic precedents. The modest footprint which leaves room for a side porch and rear courtyard, emphasize the link between interior and exterior spaces, and provide room for a small private rear courtyard.

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 recommended demolition of the structure?

MATERIALS

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

EXTERIOR FABRIC

Manufacturer

Hardie

Product Description

Smooth Lap Siding & Board & Batten

Color

Swiss Coffee/BM-OC-45

(Name/Number)

DOORS

Manufacturer

Marvin Elevate

Product Description

FL 4809-R20

Color

Swiss Coffee/BM-OC-45

Include FL Product Approval # for Windows and Doors

(Name/Number)

WINDOWS

Manufacturer

Marvin Elevate & Ultimate

Product Description

FL5545-R8

Color

Palm Leaf/SW 7735

Include FL Product Approval # for Windows and Doors

(Name/Number)

ROOFING

Manufacturer

TBD

Product Description

5v Crimp Metal Roof

Color

Galvalume

(Name/Number)

FASCIA/TRIM**Manufacturer**

Hardie

Product Description

Smooth Trim

Color

Swiss Coffee/BM-OC-45

(Name/Number)

FOUNDATION**Manufacturer**

Kingston or Equal

Product Description

Thin Brick Veneer, including corners

Color

St. Augustine

(Name/Number)

SHUTTERS**Manufacturer**

n/a

Product Description**Color**

(Name/Number)

PORCH/DECK**Manufacturer**

PT Wood

Product Description

5/4x4 tongue and groove

Color

Palm Leaf/SW 7735

(Name/Number)

FENCING**Manufacturer**

TBD

Product Description

48" tall steel pickets

ColorCracked Pepper/Behr
PPU18-01

(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer

Field Installed

Product Description**Color**

Crushed Shell

(Name/Number)

SIGNAGE**Manufacturer**

n/a

Product Description**Color**

(Name/Number)

OTHER**Manufacturer**

Field Built

Product Description

Underpinning - PT Wood 2x6

Color

(Name/Number)

Please upload supplemental documentation and all product brochures, paint color samples, etc.**Upload 1**

B7.pdf

Upload 2Donovan OT- HDC Final
Set 06.27.25.pdf**Upload 3**donovan property
record.pdf**Upload 4**

Donovan Color Chart.pdf

Upload 5 No fi...sen**Upload 6** No fi...sen**Upload 7** No fi...sen**Upload 8** No fi...sen**Upload 9** No fi...sen**Upload 10** No fi...sen**Upload 11** No fi...sen**Upload 12** No fi...sen**Certification***

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

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

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

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

4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).
6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.
8. I/We understand that any decision of the HDC may be appealed to the City Commission, with the exception of variances, which may be appealed to a court of record as outlined in Section 10.02.04(D) of the Land Development Code. Petitions to appeal shall be presented within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.
9. I/We understand that Certificates of Approval are only valid for one (1) year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
- 10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.**

Applicant First Name*

Lauren

Applicant Last Name*

Kelly

Today's Date*

6/27/2025



DEPARTMENT OF PLANNING & CONSERVATION

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

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

TERMS OF PURCHASE AND USE:

* MK Design Group, Inc. was formerly Moser Design Group, Inc.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRAWING INDEX

G1.0	COVER SHEET / GENERAL INFORMATION
G1.1	SITE PLAN & COMPOSITE ELEVATIONS
S1.0	FOUNDATION PLAN
S1.1	FIRST & SECOND FLOOR FRAMING PLANS
A2.0	FIRST FLOOR PLAN
A2.1	SECOND FLOOR PLAN
A2.2	ROOF PLAN
A3.0	ELEVATIONS
A4.0	BUILDING SECTIONS
A5.0	WALL SECTIONS
E1.0	FIRST & SECOND FLOOR ELECTRICAL PLANS

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



Donovan Residence

OLD TOWN BLOCK 7, LOT 7 | 908 LADIES STREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

SYMBOLS AND ABBREVIATIONS

	DRAWING NUMBER	ABV	ABOVE	INT	INTERIOR
	SHEET NUMBER	AFF	ABOVE FINISHED FLOOR	IN	INCHES
	DETAIL NUMBER	ASF	ABOVE SUBFLOOR	JST	JOIST
	INTERIOR ELEVATION NUMBER	ADJ	ADJ	MIN	MINIMUM
	SHEET NUMBER	@	AT	MAX	MAXIMUM
	DIRECTION OF RISING SLOPE	BFE	BASE FLOOD ELEVATION	NIC	NOT IN CONTRACT
	ROOF PITCH	CNT	CONTINUOUS	OPN'G	OPENING
	OVERHANG DIMENSION	CNTR	CENTER	OC	ON CENTER
	RAFTER BEARING HEIGHT ABOVE SUBFLOOR	CONST	CONSTRUCTION	PSI	POUNDS PER SQUARE INCH
	WINDOW KEY	CMU	CONCRETE MASONRY UNIT	PSF	POUNDS PER SQUARE FOOT
	DOOR KEY	CONC	CONCRETE	PT	PRESSURE TREATED
	ROOM NAME	DIA	DIAMETER	PNT	PAINT
	FINISH FLOORING	DBL	DOUBLE	R	RISER
	CEILING HEIGHT	DEG	DEGREES	ROW	RIGHT OF WAY
	CEILING FINISH OR SPECIAL NOTE	EXT	EXTERIOR	REQ'D	REQUIRED
	TREE TO BE REMOVED	FFE	FINISHED FLOOR ELEVATION	REM	REMOVE
		FIN	FINISH	SQFT	SQUARE FEET
		FL	FLOOR	TOB	TOP OF BLOCK
		FT	FEET	TOS	TOP OF STUD
		FOS	FACE OF STUD	TRD	TREAD
		FOB	FACE OF BLOCK	TRT'D	TREATED
		GYP	GYPSUM	VERT	VERTICAL
		HB	HOSE BIBB	GALV	GALVANIZED
		HVAC	HEATING, VENTILATION & AIR CONDITIONING	SS	STAINLESS STEEL
		HT	HEIGHT		
		H/C	HANDICAP		
		HDR	HEADER		
		HORZ	HORIZONTAL		

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



MARKET #2
 BEAUFORT, SOUTH CAROLINA
 INFO@MKDGD.COM
 (843) 525-2930

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REVISIONS

DONOVAN RESIDENCE
 SET NOT FOR CONSTRUCTION
 OLD TOWN BLOCK 7, LOT 7 | 908 LADIES STREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
 CONSTRUCTION DOCUMENTS

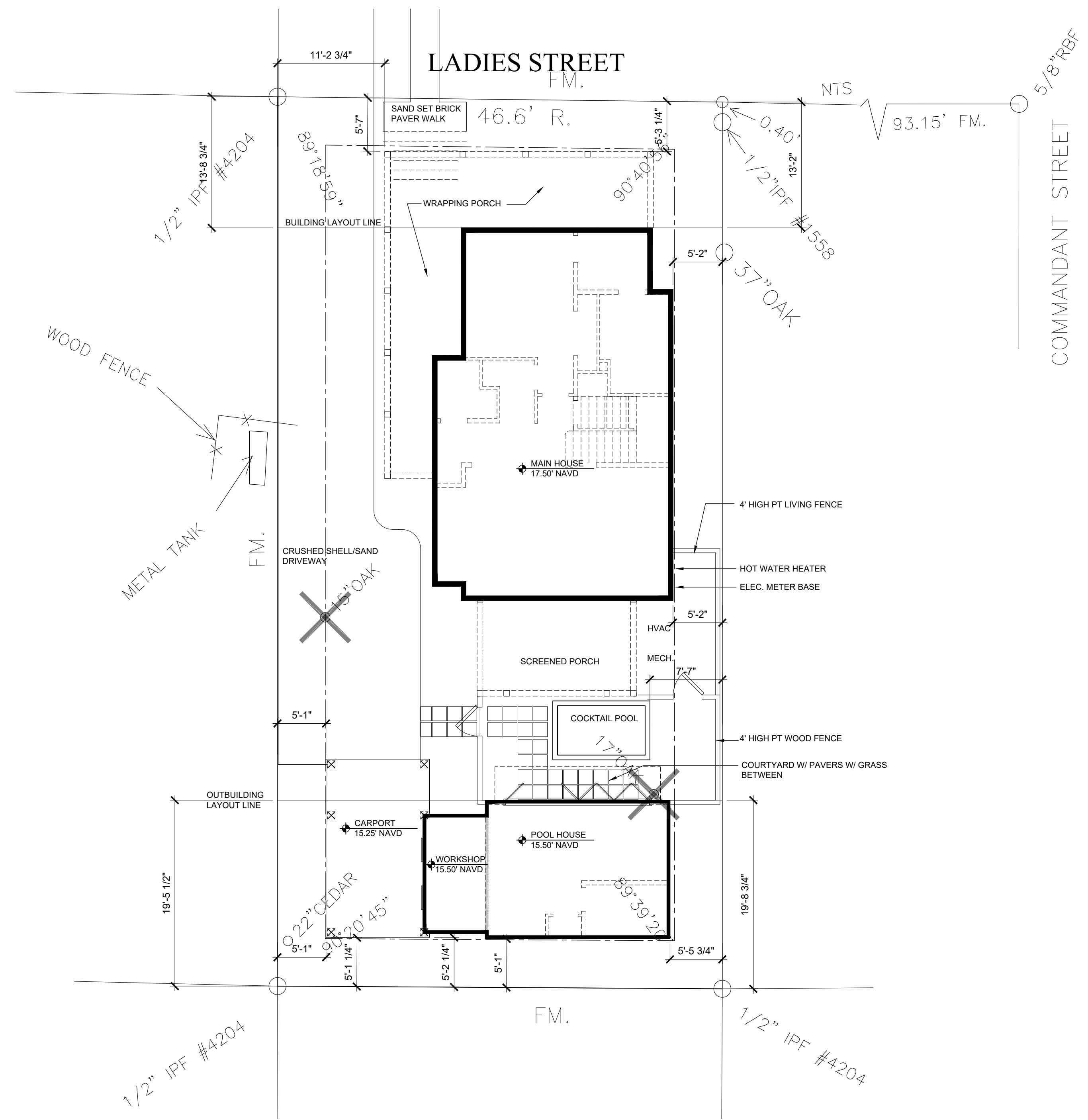
DATE:
 06.26.25

SHEET:
 G1.0

MAP SHOWING BOUNDARY AND TOPOGRAPHIC SURVEY OF LOT 7, BLOCK 7, OLD TOWN,

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

CERTIFIED TO:
ALEXANDER F. SEEFRIED, III,
CATHLEEN M. SEEFRIED,
FIRST AMERICAN TITLE INSURANCE CO.
WOOD & SMITH, P.A.



COASTAL LAND SURVEYORS

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

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

LICENSED BUSINESS NO. 6412
JAMES C. PEACOCK, PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA CERTIFICATE NO. 3718
GEORGIA CERTIFICATE NO. 2365
NOT VALID UNLESS EMBOSSED WITH SURVEYORS OFFICIAL SEAL

BEARINGS BASED ON N/A
PROPERTY SHOWN HEREON LIES WITHIN FLOOD ZONE X AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP, COMMUNITY NO. 120172, PANEL NO. 0229G DATED 8/2/17
DATE OF SURVEY: MAY 1, 2019
SCALE 1"=20'
JOB NO. 1904-11 F.B. 352
CORNER MARKERS HAVE NO IDENTIFICATION U.S.A.G.
LEGEND:
IRON PIPE FOUND - IPF
IRON PIPE SET - IPS
REBAR FOUND - RBF
NOT TO SCALE - NTS
BUILDING RESTRICTION LINE - BRL
CONCRETE MONUMENT FOUND - CMF
STAINLESS STEEL PIPE FOUND - SSPF
RIGHT-OF-WAY - R/W
POINT OF CURVE - PC
CENTERLINE - C
POWER LINE - P
FLAT - F
FIELD MEASURED - FM
RECORD - R
DEED - D
POWER POLE - PP
CONCRETE - CONC.
RIGHT-OF-WAY - R/W
POINT OF REVERSE CURVE - PRC
OFFICIAL RECORDS BOOK - O.R.B.

BUILDING AREAS

1st Floor heated	923 SQ FT
2nd Floor heated	676 SQ FT
Total conditioned area	1,599 SQ FT
Studio heated	278 SQ FT
Workshop enclosed, unheated	75 SQ FT
Carpport	192 SQ FT

LOT COVERAGE DATA

Site Area: 4,326 SQ FT
Lot Coverage: 1,276 SQ FT (30%)

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



2 LADIES STREET COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"



3 SOUTH COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"



4 WEST COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"



5 EAST COMPOSITE ELEVATION
G1.1 1/8" = 1'-0"



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REVISIONS
Donovan Residence
SET NOT FOR CONSTRUCTION
OLD TOWN BLOCK 7, LOT 7, 008 ATLANTIS STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.26.25

SHEET:
G.1

GENERAL NOTES

- All installations shall comply with local building codes if more stringent than the following provisions. All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions & verify and/or specify all structural elements.
- Builder or local licensed structural engineer to verify and/or specify all strapping connections meet or exceed all applicable building codes.

CONCRETE

- All concrete work shall be in accordance with A.C.I. 301, unless otherwise noted.
- All poured in place concrete shall be rated 3000 psi at 28 days, maximum size of aggregate shall be 3/4" with a permissible slump of 4" + 1".
- Admixtures shall not be permitted without written approval of the Engineer.
- Formwork shall be clean and free of defects.
- Minimum concrete cover shall be as follows; Poured on ground = 3". Formed in contact with ground = 2"

MASONRY WALLS

- Concrete masonry units for load bearing walls shall conform to ASTM C-90. All other masonry units shall conform to ASTM C-129.
- Mortar shall conform to ASTM C-270, type "M" (2500 psi).

REINFORCING STEEL

- Reinforcing steel shall conform to the ASTM A-615, Grade 60, fabricated in accordance with the C.R.S.I. Manual and placed in accordance with the A.C.I. Manual.
- Welded wire fabric shall conform to ASTM A-185.

FOUNDATION NOTES

- All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions as well as verify and/or specify all structural elements to be in compliance with local building codes.
- Builder shall inspect site & excavated conditions prior to beginning foundation construction. Builder shall notify owner and/or local licensed structural engineer of any non-typical conditions concerning soils, ground water or any other issue, which may require additional or special engineering design.

STRUCTURAL WOOD

- Wood exposed to the weather or in contact with concrete or masonry shall be pressure treated. Use stainless steel or manufacturer approved anchors and fasteners for corrosion resistance. No galvanized fasteners are to be used in contact with pressure-treated members.
- Roof framing to be engineered roof trusses, all connections, sizes and spacing to be detailed by manufacturer. Connection of the truss to building is the responsibility of builder/owner and shall be designed by others.
- Bridging is to be provided as required by code, but not less than one center bridging for spans over 10 ft and 8 ft o.c. for spans over 16 ft.
- Metal connectors shall conform to the latest requirement of the applicable codes. Provide and install hurricane clips throughout as per code requirements.
- Metal exposed to the weather, including nails, flashing and drip edges, shall be galvanized, unless otherwise noted.

FRAMING NOTES

- Wood framing & blocking shall be s.y. pine, spruce, or fir, stud grade or better for 2x4's, #2 SPF or better for all other sizes. All framing & blocking lumber shall be kiln-dried to a moisture content of 19% or better. Wood blocking shall be solid & shall match the depth of the primary framing members.
- All joists installed crown up unless noted otherwise.
- Provide solid blocking between joists at mid-span for joists exceeding 8'-0" between supports.
- Provide solid blocking between joists above frame walls and beams.
- Flush framed joists shall be secured to beams/girders with properly sized metal joist hangers.
- Where frame walls are parallel to and rest on joists - provide 2 additional joists beneath wall.
- Where frame walls are perpendicular to or at an angle to and rest on joists, provide solid blocking between joists at 24" o.c.
- In frame walls - provide solid blocking for all plywood sheathing edges which run perpendicular to wall studs.
- Bird-mouth rafters to fit beams and walls as indicated on the details. Tie each rafter to frame wall or beam with specified "Simpson" hurricane anchor
- Wall Types
 - Typical interior partition walls shall be 2x4 studs (3 1/2" thick) @16" o.c. unless noted.
 - Typical exterior walls shall be 2x6 studs (5 1/2" thick) @ 16" o.c.
 - Plumbing wall to be 2x6 studs (5 1/2" thick) @ 16" o.c.
 - Notch maximum 25% of Stud depth
 - Bored hole maximum 40% Stud depth
- All exterior stud walls to have 5/8" APA Exterior ply sheathing.
- Typical header to be (3) 2x8's over doors & windows
- Dimensions shown are to the face of stud on interior walls or face of stud on exterior walls unless noted otherwise.
- Coordinate truss design with rough frame opening for pull down attic stair.

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

CONSTRUCTION NOTE:
 This plan is for basic concepts. Refer to Engineer's documents for foundation and framing design along with details and notes for materials and methods of construction. Where discrepancies occur between this documents and the Engineer's documents, the Engineer's documents shall govern.

NOTE:
 DO NOT CONSTRUCT FOUNDATION AS SHOWN. SOIL CONDITIONS AND FLOOD ELEVATIONS VARY SIGNIFICANTLY AND FOUNDATION WORK MUST BE SUITABLE TO THE SITE SPECIFIC REQUIREMENTS. THE ACTUAL FOUNDATION REQUIREMENTS SHOULD BE DESIGNED BY OTHERS, AND, IF REQUIRED BY THE BUILDING OFFICIAL, A SCIENTIFIC SOIL INVESTIGATION MAY BE REQUIRED IN ORDER TO DETERMINE THE MOST SUITABLE FOUNDATION SYSTEM.

THE OPEN WEB TRUSSES, TJS AND BEAMS INDICATED MUST BE PRE-ENGINEERED BY TRUSS MANUFACTURER, OR ENGINEER, TO CARRY THE LIVE AND DEAD LOADS IMPOSED AND REQUIRED PRIOR TO PURCHASE OR INSTALLATION OF JOISTS

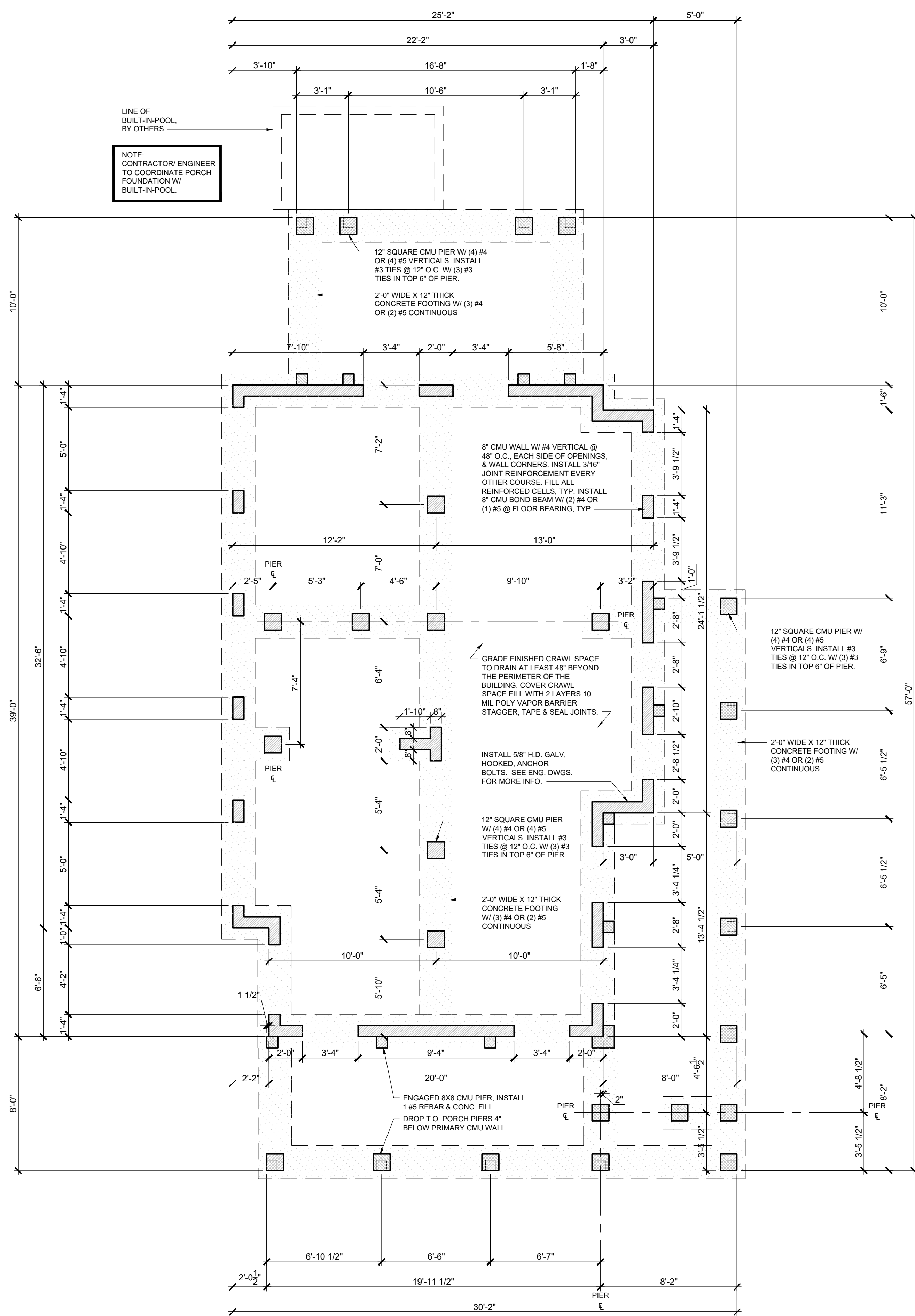
50 lbs. P.S.F. FIRST FLOOR LIVE LOAD
 50 lbs. P.S.F. SECOND FLOOR LIVE LOAD
 30 lbs. P.S.F. ATTIC FLOOR LIVE LOAD

Open web joist system to be engineered by others, and install according to Manufacturers specifications.

Contractor shall provide framing sub with a copy of the truss manufacturer's latest printed handling & installation instructions and these instructions shall be maintained at the building site. The Contractor shall require that all such handling & installation instructions are properly implemented.

NOTE:
 ALL STRUCTURAL COMPONENTS INCLUDING THE FOLLOWING TO BE ENGINEERED BY A LICENSED STRUCTURAL ENGINEER LOCAL TO THE SITE:

- BEAM SIZING
- RAFTER SIZING & SPACING
- POST SIZING & SPACING
- FOOTING SIZING
- JOIST SIZING & SPACING
- HARDWARE
- HEADER SIZING
- INSTALLATION INSTRUCTIONS



LEGEND

	INDICATES CMU PIER OR FOUNDATION WALL. BASE HEIGHT		INDICATES CONCRETE SLAB
	INDICATES CMU'S TO BE DROPPED 4" BELOW BASE HEIGHT		INDICATES FOOTING

1 FOUNDATION PLAN
 S1.0
 1/4" = 1'-0"



MARKET #2
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REVISIONS

Donovan Residence
 SET NOT FOR CONSTRUCTION
 108 ALBISTREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

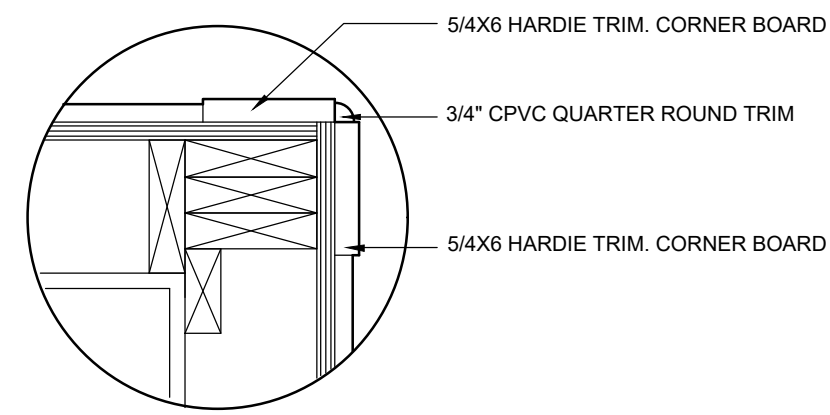
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 CONSTRUCTION DOCUMENTS
 DATE:
06.26.25
 SHEET:
S1.0

FINISH NOTES

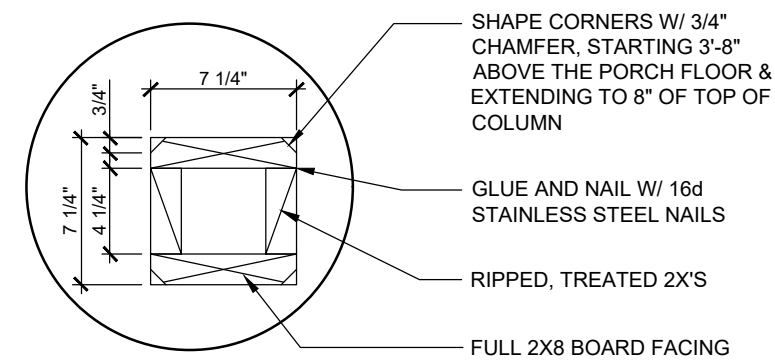
- Wallboard board shall be mold, mildew & moisture resistant, screw-attached 1/2" fire resistant gypsum board conforming to ASTM C36-64.
- Ceiling board shall be mold, mildew & moisture resistant, screw-attached 5/8" fire resistant gypsum board conforming to ASTM C36-64.
- Wallboard @ damp areas shall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

BATH ACCESSORIES NOTES

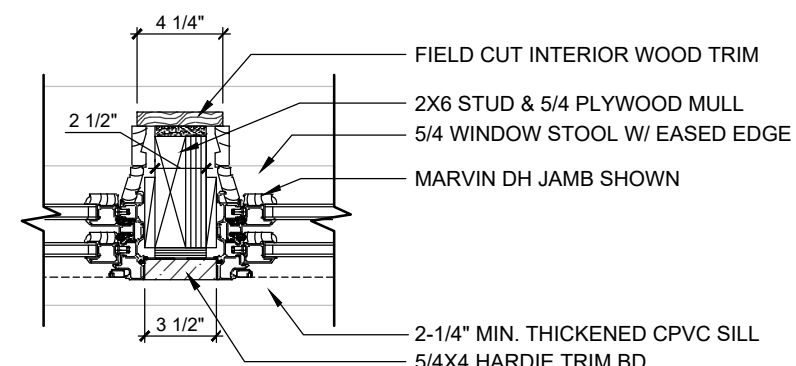
Bath accessories are generally not shown anywhere on the plans, builder to allow blocking for bath accessories. Supply and install toilet paper holder 24" OC AFF and minimum 36" OC from wall behind toilet. Install 18" or 24" towel bars as possible in bathrooms.



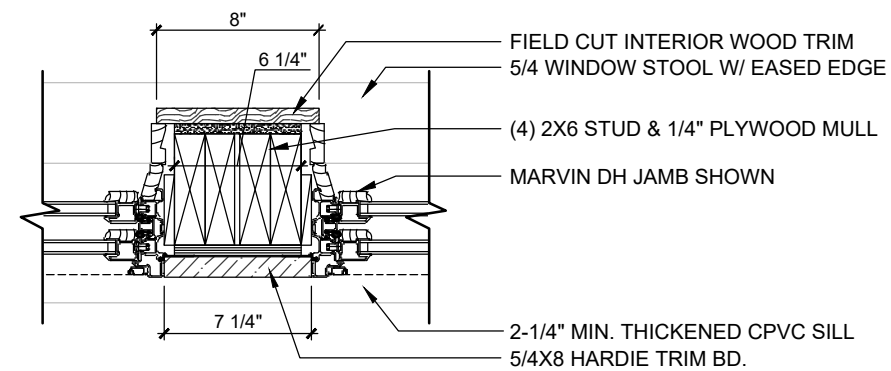
3 CORNER DETAIL
A2.0 NTS



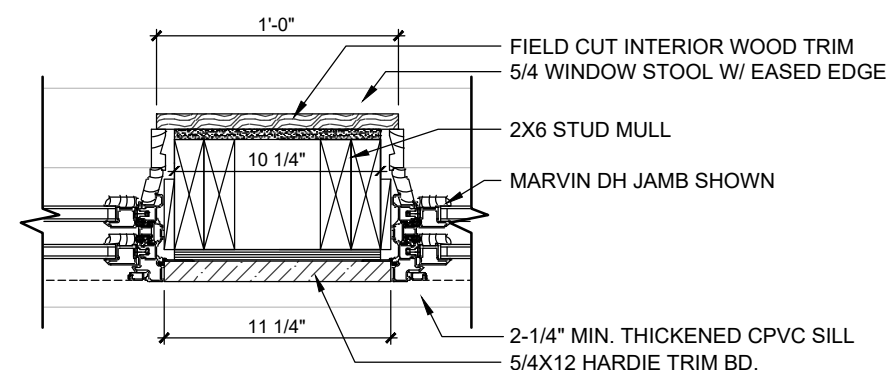
4 8X8 COLUMN DETAIL
A2.0 NTS



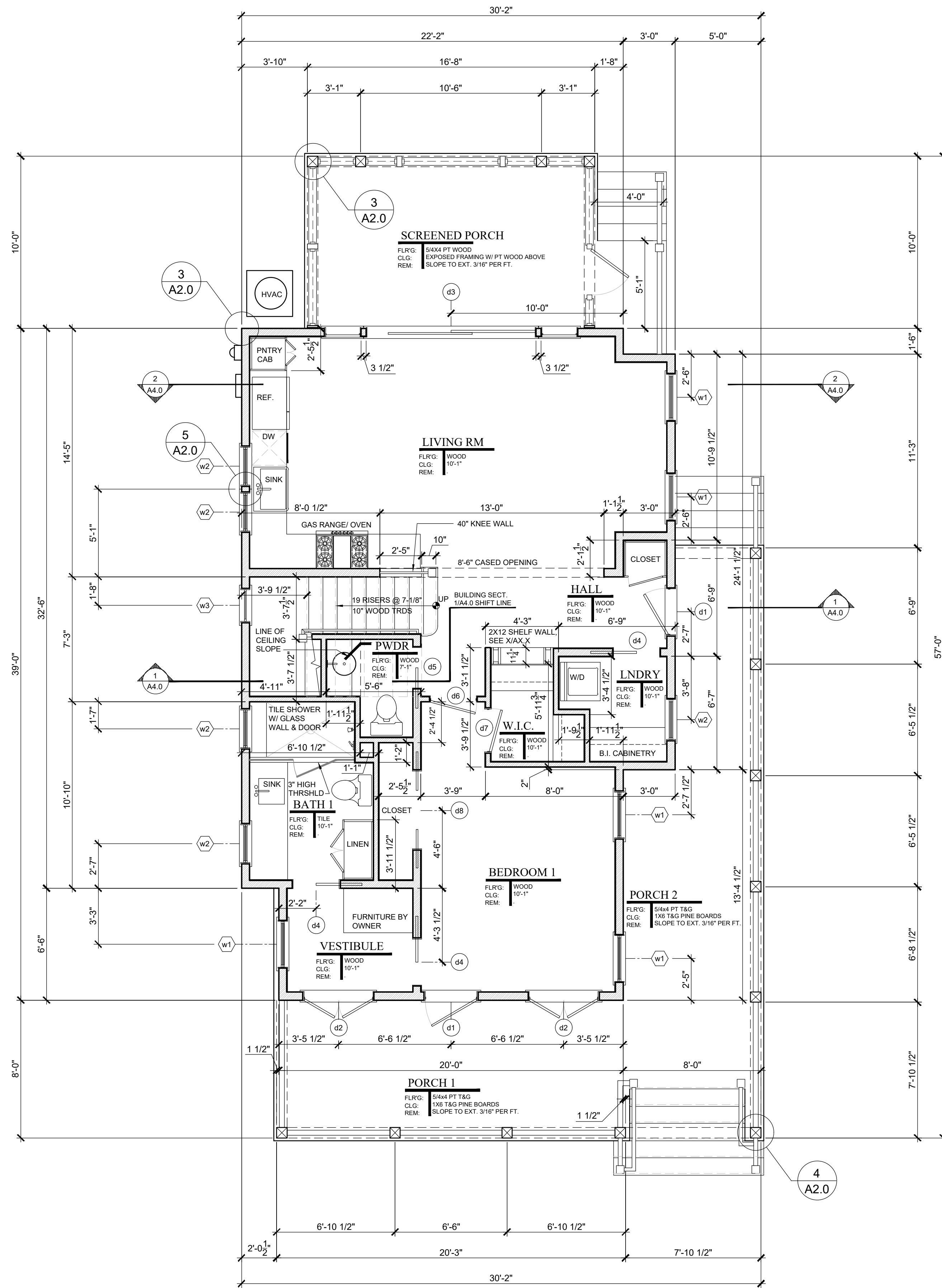
5 3-1/2" WINDOW MULL DETAIL
A2.0 NTS



6 7-1/4" WINDOW MULL DETAIL
A2.0 NTS



7 11-1/4" WINDOW MULL DETAIL
A2.0 NTS



BUILDING AREAS	
FIRST FLOOR - HEATED	923 SQ FT
SECOND FLOOR - HEATED	676 SQ FT
TOTAL - HEATED	1,599 SQ FT
TOTAL - PORCHES	562 SQ FT

1 FIRST FLOOR PLAN
A2.0 1/4" = 1'-0"
0 1 2 4 8



MARKET #2
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(843) 525-2930

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REVISIONS

Donovan Residence
 SET NOT FOR CONSTRUCTION
 108 ALBISTREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.26.25

SHEET:
A2.0

REVISIONS

DOOR SCHEDULE

DR ID	Width	Height	Quantity	Material	Panels	Glazing	# of leaves	Operation	Transom Height	Transom Glass	Header Ht.	Hardware	Remarks
FIRST FLOOR													
d1	3'-0"	6'-8"	2	Marvin	2 Raised	3/4 6 lite	1	Swing	1'-6"	2 lite	8'-6 1/2"	Entry	
d2	2'-0" ea.	6'-8"	2	Marvin	-	Full 12 lite	2	French	1'-6"	2 lite	8'-6 1/2"	Entry	
d3	9'-9"	6'-8"	1	Marvin	-	Full 10 lite	4	Sliding	1'-6"	2 lite	8'-6 1/2"	Entry	OXXO, 2'-0" side lites
d4	2'-8"	8'-0"	3	Solid Core	4 Flat	-	1	Pocket	-	-	8'-2 1/2"	Passage	2x6 wall framing
d5	2'-4"	8'-0"	1	Solid Core	4 Flat	-	1	Pocket	-	-	8'-2 1/2"	Passage	2x6 wall framing
d6	2'-8"	8'-0"	1	Solid Core	4 Flat	-	1	Swing	-	-	8'-2 1/2"	Passage	
d7	2'-6"	8'-0"	1	Solid Core	4 Flat	-	1	Swing	-	-	8'-2 1/2"	Closet	
d8	2'-3" ea.	8'-0"	1	Solid Core	4 Flat	-	2	Pocket	-	-	8'-2 1/2"	Closet	2x6 wall framing
SECOND FLOOR													
d9	2'-8"	6'-8"	2	Solid Core	4 Flat	-	1	Swing	-	-	6'-10 1/2"	Passage	
d10	2'-6"	6'-8"	1	Solid Core	4 Flat	-	1	Swing	-	-	6'-10 1/2"	Passage	
d11	1'-6" ea.	6'-8"	4	Solid Core	4 Flat	-	1	Swing	-	-	6'-10 1/2"	Closet	
d12	2'-6"	6'-8"	2	Solid Core	4 Flat	-	1	Swing	-	-	6'-10 1/2"	Attic/ Mech	Insulated

WINDOW SCHEDULE

Unit ID	Manufacturer Number	Quantity	Frame Width	Frame Height	Type	Header Height	Manufacturer	Remarks
FIRST FLOOR								
w1	UWDH2836 E	5	2'-9 3/8"	6'-9"	Dbl Hung	8'-6 1/2"	Marvin Elevate	
w2	ELDH3060	5	2'-5 1/2"	4'-11 3/4"	Dbl Hung	8'-6 1/2"	Marvin Elevate	
w3	ELCAP2527	1	2'-0"	2'-3 1/8"	Casement	8'-6 1/2"	Marvin Elevate	
SECOND FLOOR								
w4	ELDH3476 E	4	2'-9 1/2"	6'-3 3/4"	Dbl Hung	8'-2 3/4"	Marvin Elevate	
w5	ELDH3468 E	7	2'-9 1/2"	5'-7 3/4"	Dbl Hung	8'-2 3/4"	Marvin Elevate	

Note: All windows to have:
 • 2 1/4" deep historical sill and 4 over 1 Simulated Divided Light pattern w/ 7/8 muntins & 3/4" shadow bar.
 • Ganged windows to use 2-1/2" mull, see window mull detail 3/A2.2
 All unit sizes are based on marvin elevate series. Consult window mfg. for rough openings. Actual manufacturer to be determined by the owner. Substitute like sizes if alternate manufacturer is selected all units shall have "thickened sill extension" added by mfg.

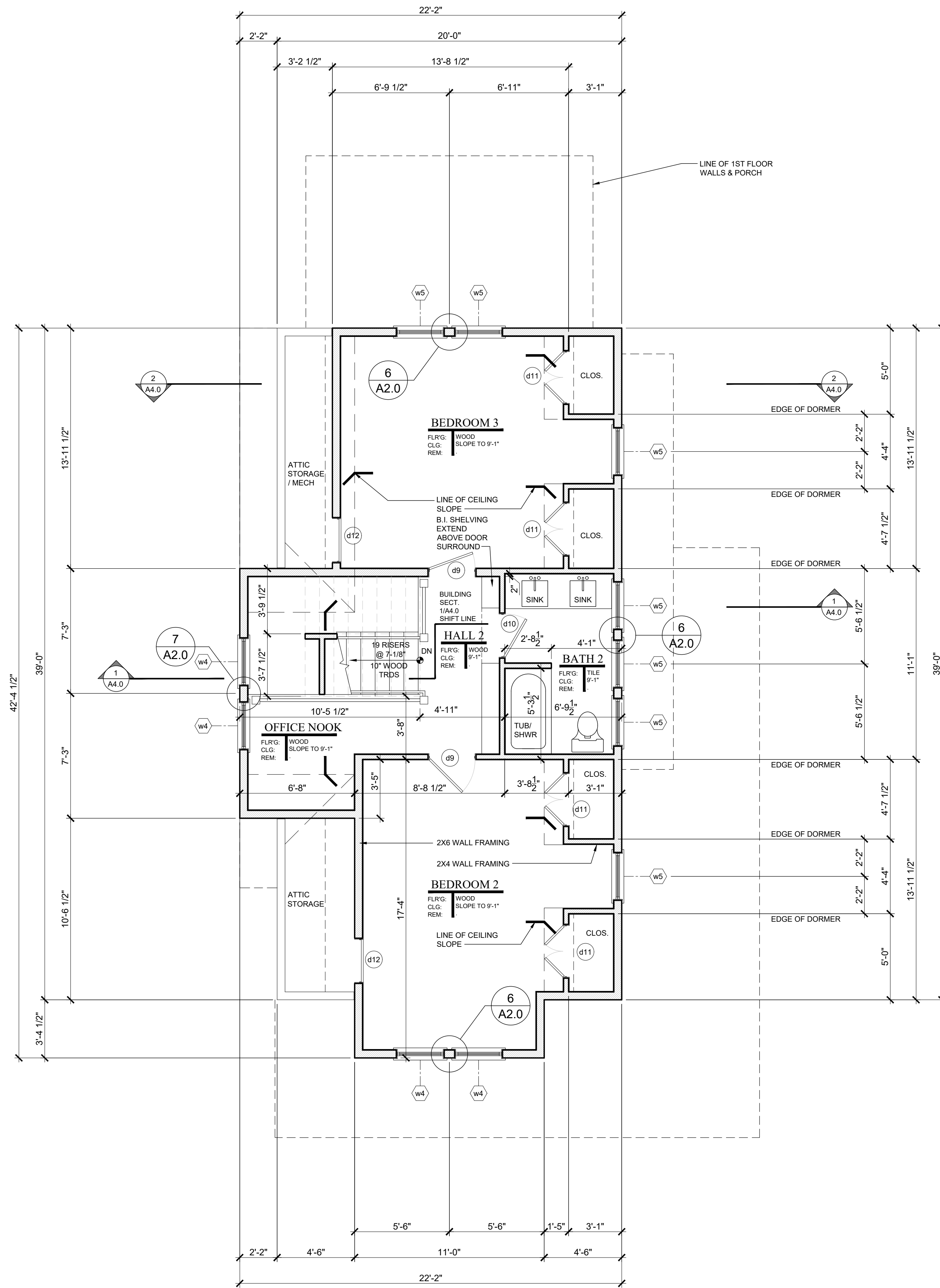
Note:
 • Consult Manufacturer for Rough Opening sizes
 • See elevations for shutter allocations

FINISH NOTES

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

BATH ACCESSORIES NOTES

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



2 SECOND FLOOR PLAN



ROOF NOTES

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

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

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

GUTTERS AND DOWNSPOUTS

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

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

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

FLASHING & DAMPROOFING NOTES

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

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

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

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

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

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

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

VENTILATION NOTES

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

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

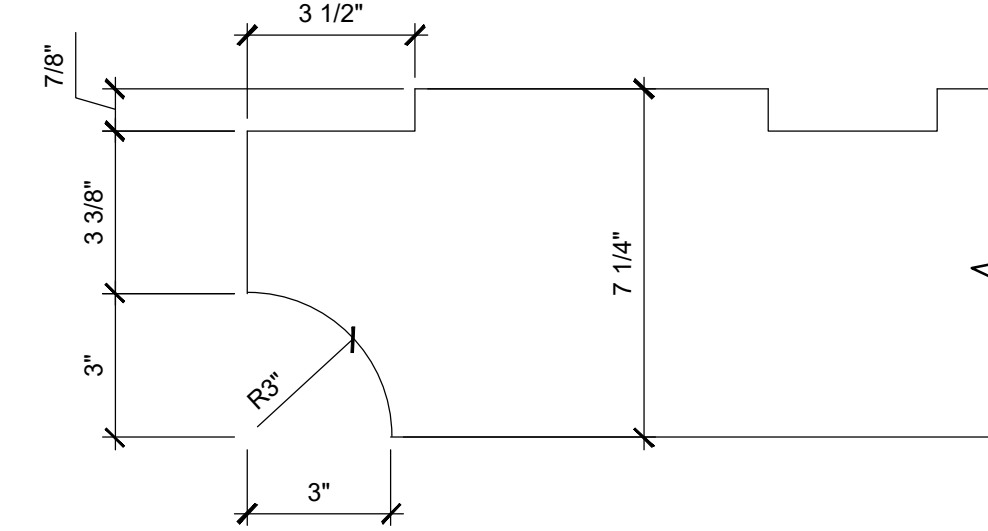
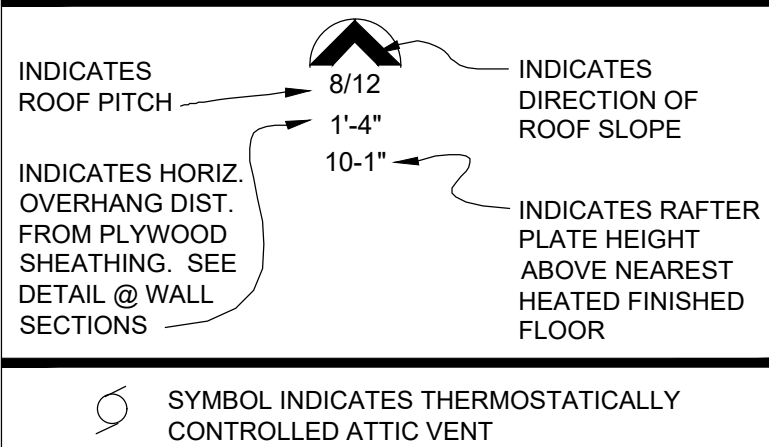
3. Crawspace ventilation shall be as indicated in the Wall Sections with insect screen installed on the inside.

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

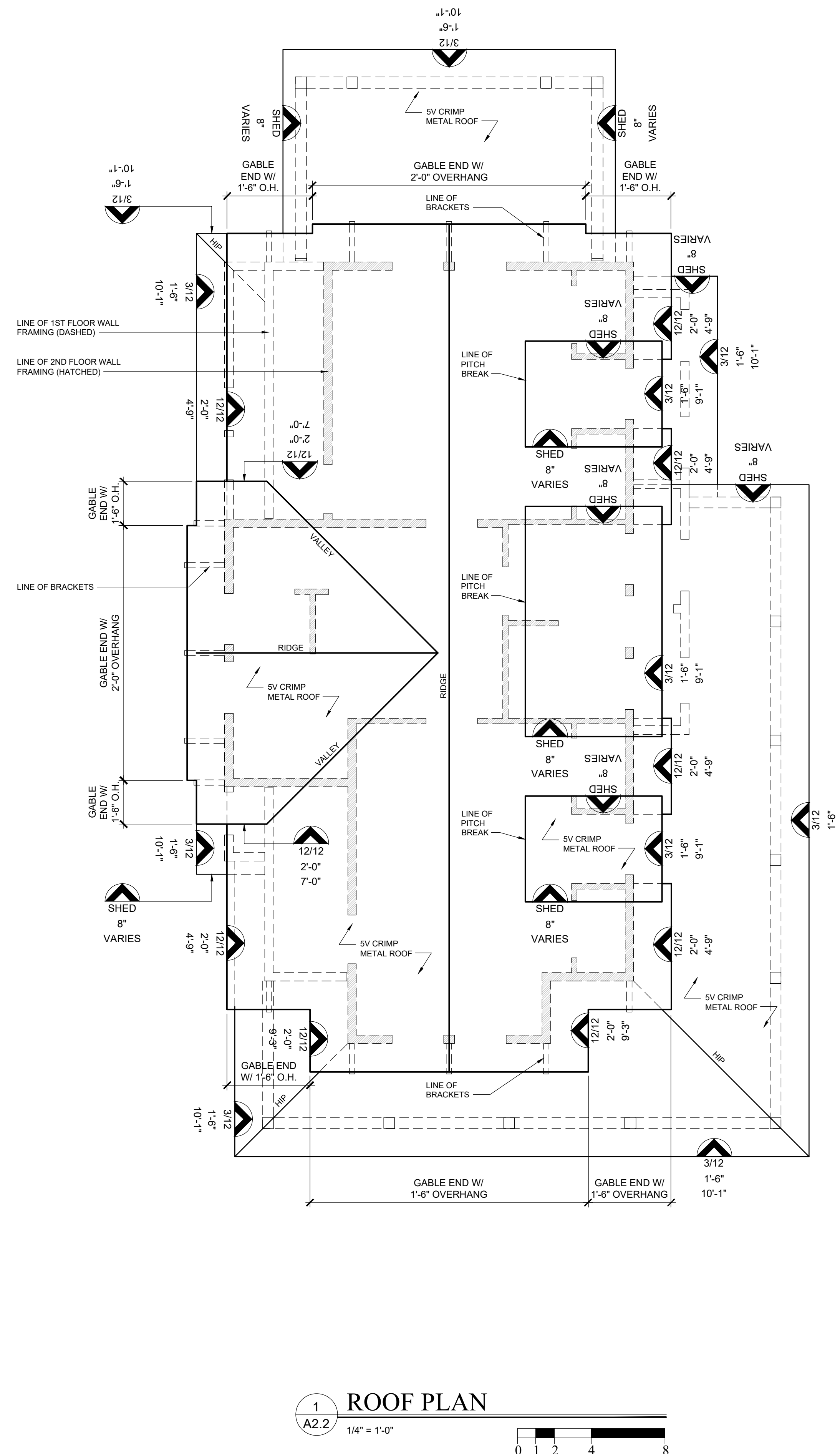
ADDITIONAL ROOF NOTES

- 1) TYPICAL ROOF PITCH: 3/12 & 12/12
- 2) TYPICAL OVERHANG: VARIES
- 3) PLATE HEIGHTS INDICATED ARE MEASURED FROM NEAREST SUBFLOOR.
- 4) ORIENT ALL MECHANICAL ROOF PENETRATIONS AWAY FROM STREET SIDE OF HOUSE WHERE PRACTICAL.
- 5) INSTALL FLASHING AND CRICKETS AT ALL ROOF PENETRATIONS AND ELEMENT PROJECTIONS.
- 6) ALONG 2" DIA. ALUM. SOFFIT VENTING INSTALL EITHER THERMOSTATICALLY CONTROLLED ATTIC VENTS OR CONT. RIDGE VENTS. VENTING IS NOT REQUIRED ATTIC IS SEALED AND INSULATED.
- 7) INSTALL "ICE & WATER SHIELD" OR EQUAL UNDERLAYMENT BELOW ROOFING ON ALL ROOFS.
- 8) INSTALL METAL, OR ALUM. DRIP EDGES ON ALL TYPICAL EAVES.

- 9) BELOW IS THE DESCRIPTION OF THE ROOF INDICATORS ON EACH PLANE OF THE ROOF PLAN.
- 10) INSTALL "KICK OUT" FLASHING AT THE LOWER TERMINATION OF ALL ROOF / WALL INTERSECTIONS.



NOTE: CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS	INSULATION NOTE: INSTALL BASF OPEN CELL SPRAY FOAM INSULATION WITH THE FOLLOWING MINIMUMS: FIRE SPREAD INDEX = 25, SMOKE DEVELOP INDEX = 350; MEET NFPA 286.
CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS	ROOF RAFTERS R-30 EXTERIOR WALLS R-19 FOUNDATION / CRAWL SPACE R-19
CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE AND FOUNDATION MEET ALL APPLICABLE BUILDING CODES	INSTALL R-15 SOUND INSULATION IN 2ND FLOOR FRAMING & AROUND BATHROOMS. INSULATION SHALL COMPLY WITH R316.6, AND R866.5
ROOF VENTING NOTE: THE DETAILS INCLUDED IN THIS SET ILLUSTRATE INSULATION EXTENDING UP RAFTERS TO ENCLOSE THE ENTIRE BUILDING SHELL & NON-VENTED ATTIC. IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.	
NOTE: CONNECTION OF RIMBOARD OR OTHER BUILDING COMPONENTS TO BE DETERMINED BY OWNER/CONTRACTOR BASED ON LOCAL BUILDING FOUNDATION REQUIREMENTS	



REVISIONS

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 DONOVAN RESIDENCE
 708 ALBION STREET, FERNANDINA BEACH, FLORIDA

DRAWING SET:
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DATE:
06.26.25

SHEET:
A2.2

EXTERIOR NOTES:

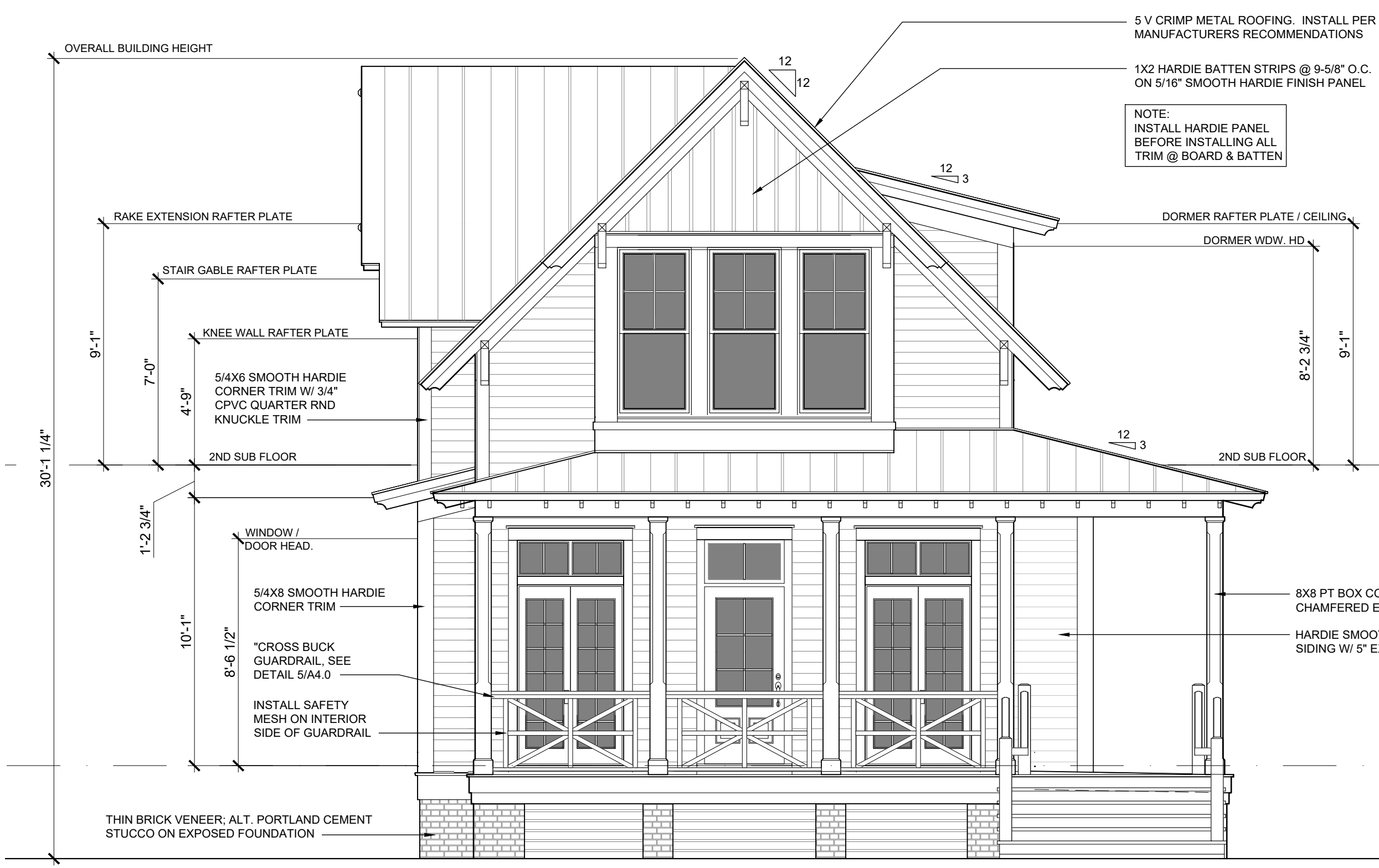
- 1) ALL FINISHED BEAMS SHALL ALIGN WITH UPPER THROAT OF COLUMNS BELOW.
- 2) VERTICAL CENTER LINES OF ALL 2ND FLOOR COLUMNS/POSTS SHALL ALIGN WITH VERTICAL CENTER LINES OF COLUMNS/POSTS BELOW FOR MULTI STORY PORCHES.
- 3) "CENTER CUT" INDICATES TIMBERS CUT TO INCLUDE THE HEART OF THE TREE WITHIN +/-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



MARKET #2
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(843) 525-0930

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REVISIONS



1 LADIES STREET ELEVATION
(NORTH ELEVATION)
1/4" = 1'-0"



2 RIGHT SIDE ELEVATION
(WEST ELEVATION)
1/4" = 1'-0"

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



3 COURTYARD ELEVATION
(SOUTH ELEVATION)
1/4" = 1'-0"



4 LEFT SIDE ELEVATION
(EAST ELEVATION)
1/4" = 1'-0"

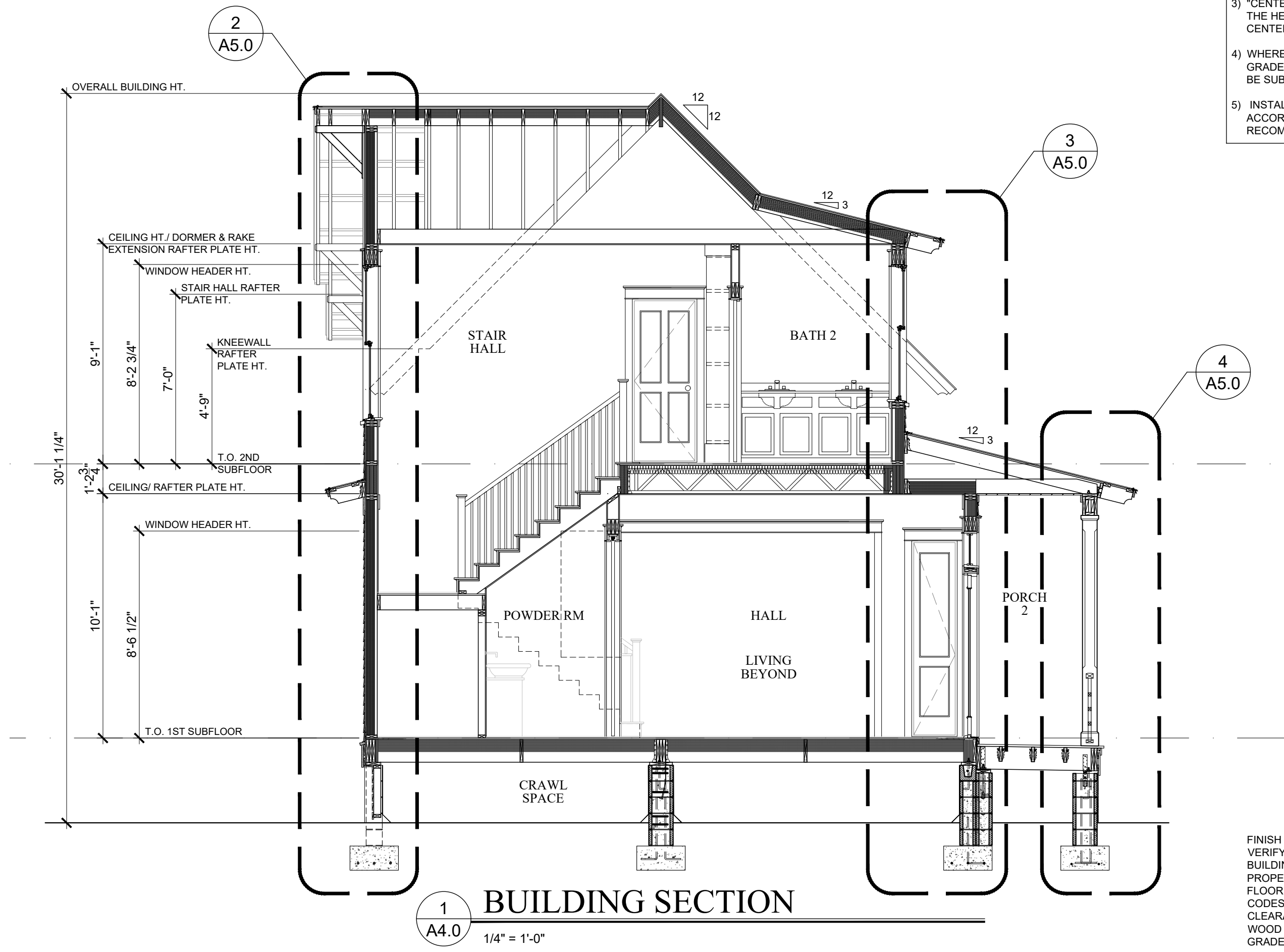
Donovan Residence
 SET NOT FOR CONSTRUCTION
 108 ADAMS STREET
 FERNANDINA BEACH, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS
DATE:
06.26.25
SHEET:
A3.0

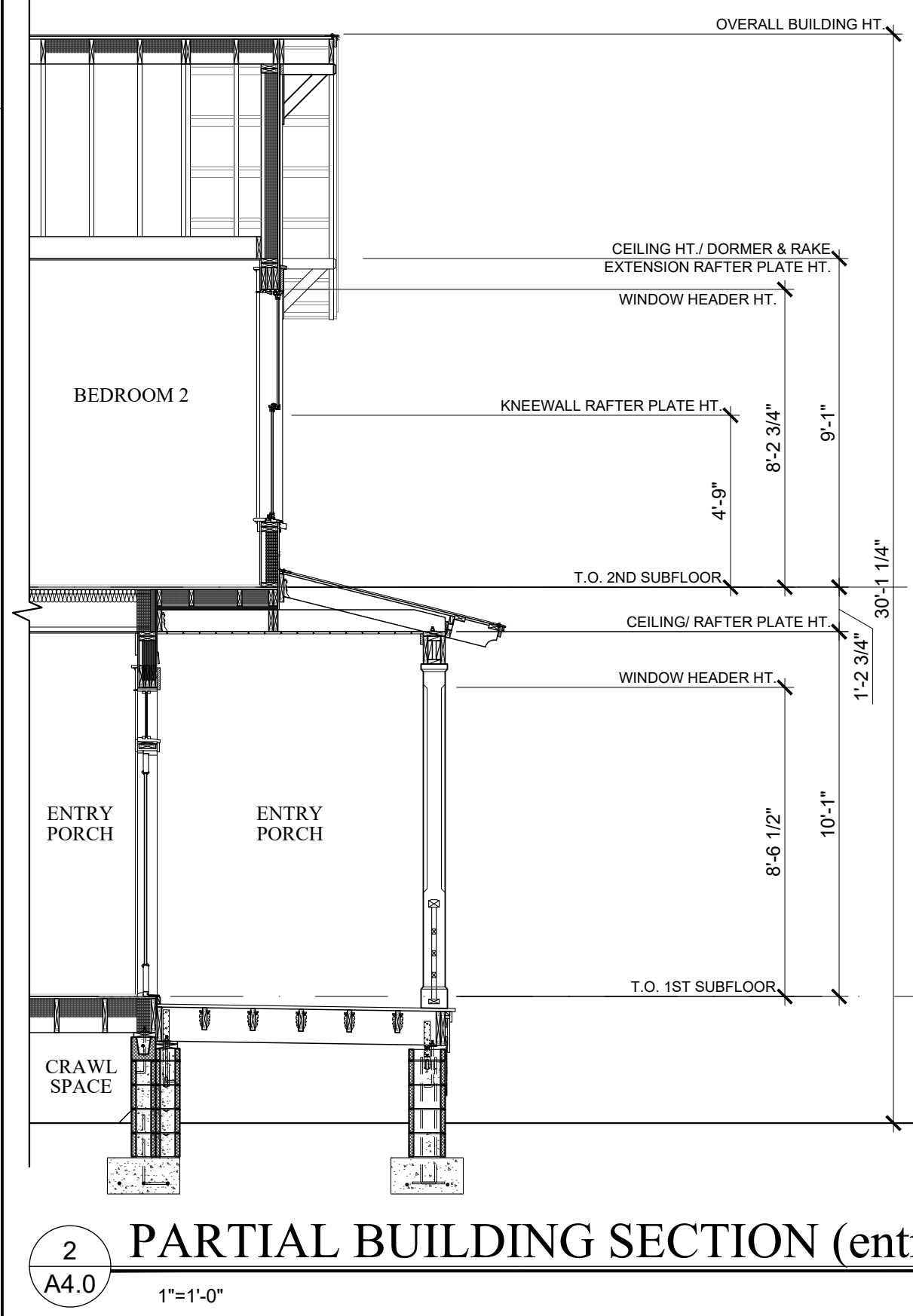
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- 3) "CENTER CUT" INDICATES TIMBERS CUT TO INCLUDE THE HEART OF THE TREE WITHIN +/- 1-1/2" OF CENTER OF TIMBER, TOP & BOTTOM.
- 4) WHERE CELLULAR PVC, "SPVC" IS INDICATED, #1 GRADE, SMOOTH, PRESSURE TREATED WOOD MAY BE SUBSTITUTED AT THE OWNER'S REQUEST.
- 5) INSTALL ALL STRAPS & METAL CONNECTORS IN ACCORDANCE WITH MANUFACTURERS WRITTEN RECOMMENDATIONS.

FINISH GRADE LINES SHOWN ARE APPROXIMATE. VERIFY THAT FINISHED GRADE SLOPES AWAY FROM BUILDING AT LEAST 4:1, BUT NOT ON TO ADJACENT PROPERTIES. BUILDER SHALL ESTABLISH FINISHED FLOOR ELEVATION IN ACCORDANCE WITH LOCAL CODES. BUILDER SHALL ALSO MAINTAIN ADEQUATE CLEARANCE BETWEEN FINISHED GRADE AND ANY WOOD CONSTRUCTION. NUMBER OF STEPS TO GRADE DEPEND ON SPECIFIC SITE ELEVATIONS.



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



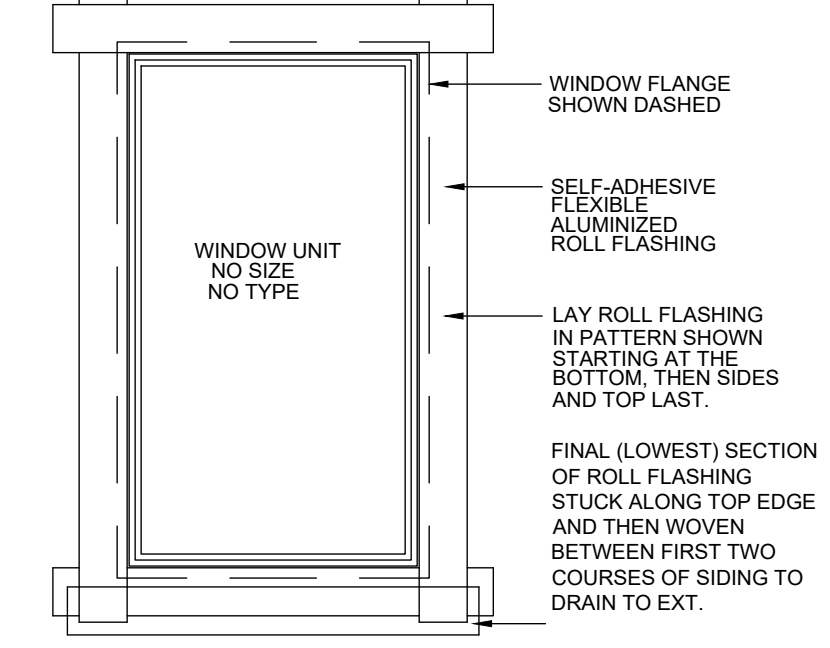
2 PARTIAL BUILDING SECTION (entry porch)
A4.0 1" = 1'-0"

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

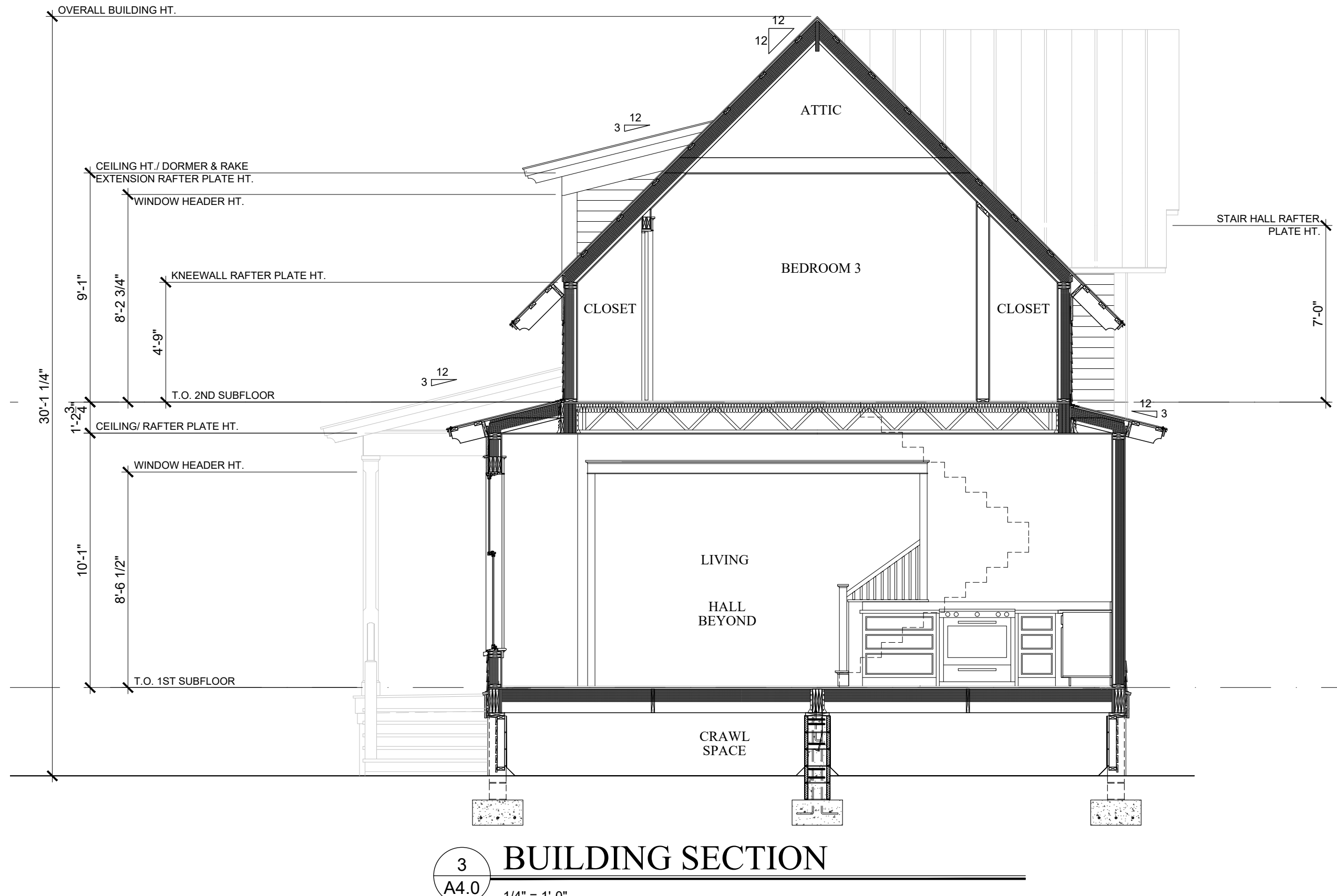
ROOF VENTING NOTE:
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IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.

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

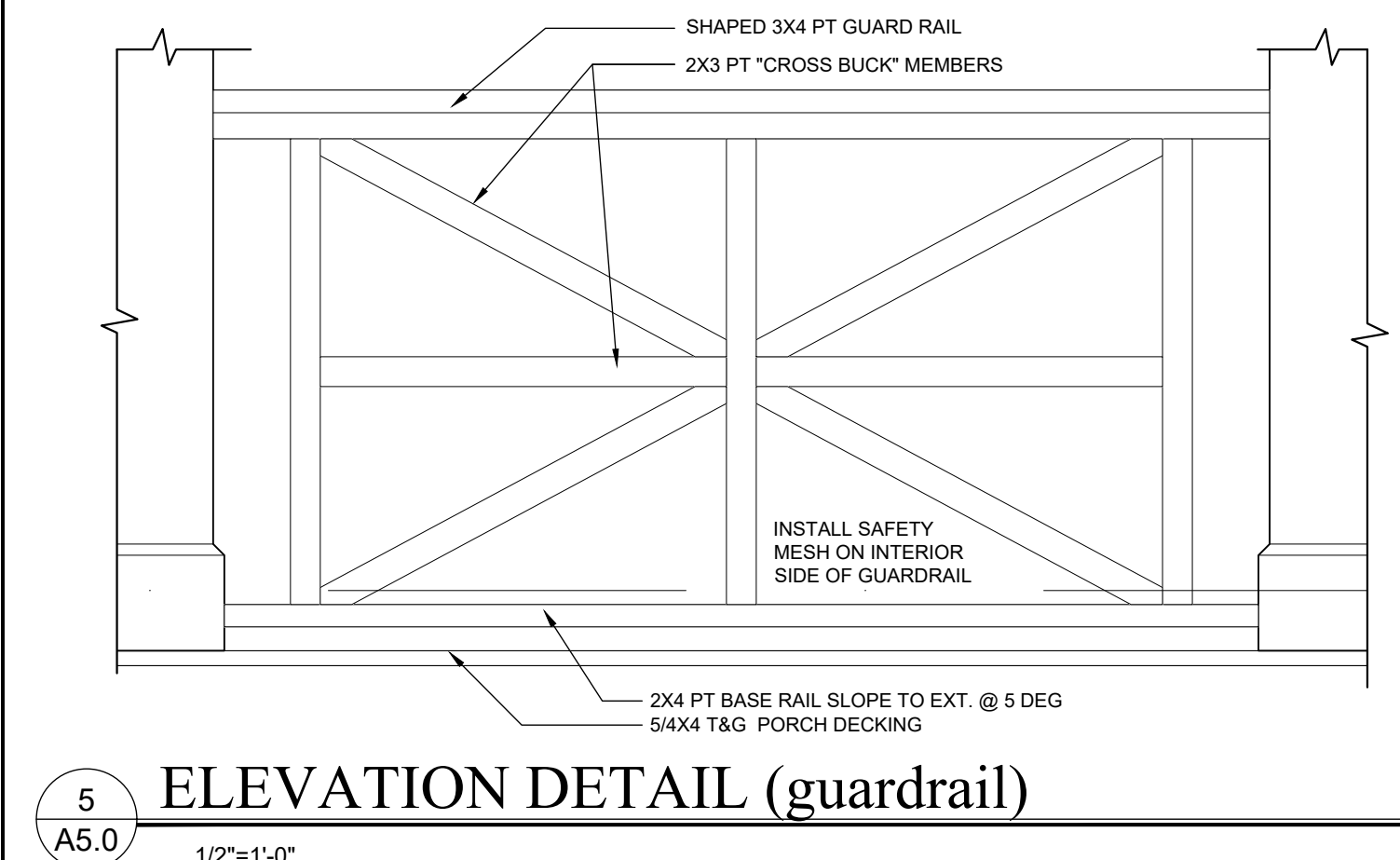
DOOR & WINDOW NOTES
TEMPERED GLAZING SHALL BE INSTALLED IN ALL DOORS OR WINDOWS ADJACENT TO SIDEWALKS, PORCHES, PATIOS, OR OTHER AREAS WHERE A PERSON MAY WALK UP TO THE GLAZED AREA, ADJACENT TO PLUMBING FIXTURES, AS WELL AS ANY OTHER AREAS AS MAY BE REQUIRED BY LOCAL CODES.
INSTALL WEATHERSTRIPPING &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



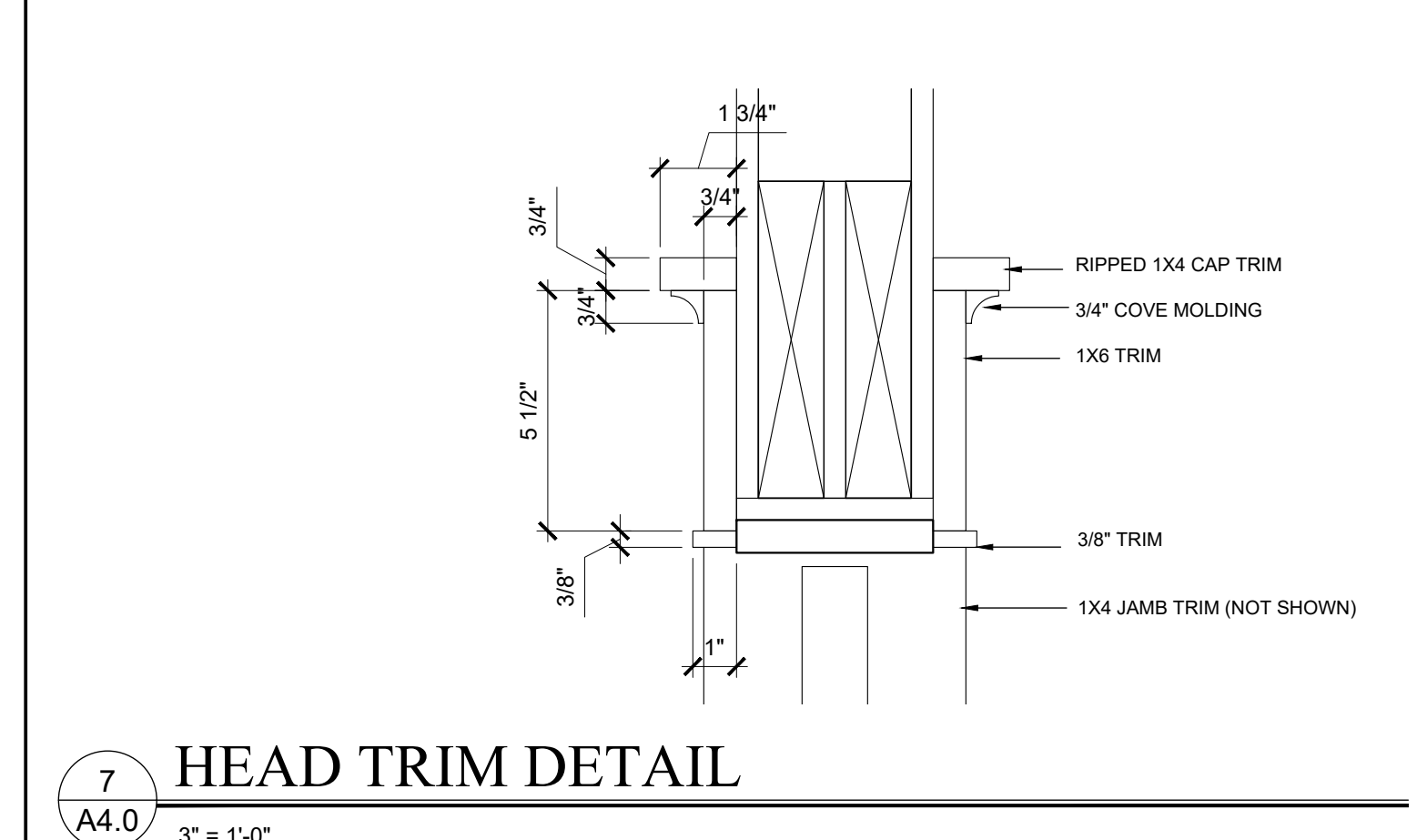
TYP. WINDOW/ DOOR FLASHING & NOTES
F A4.0 NO SCALE



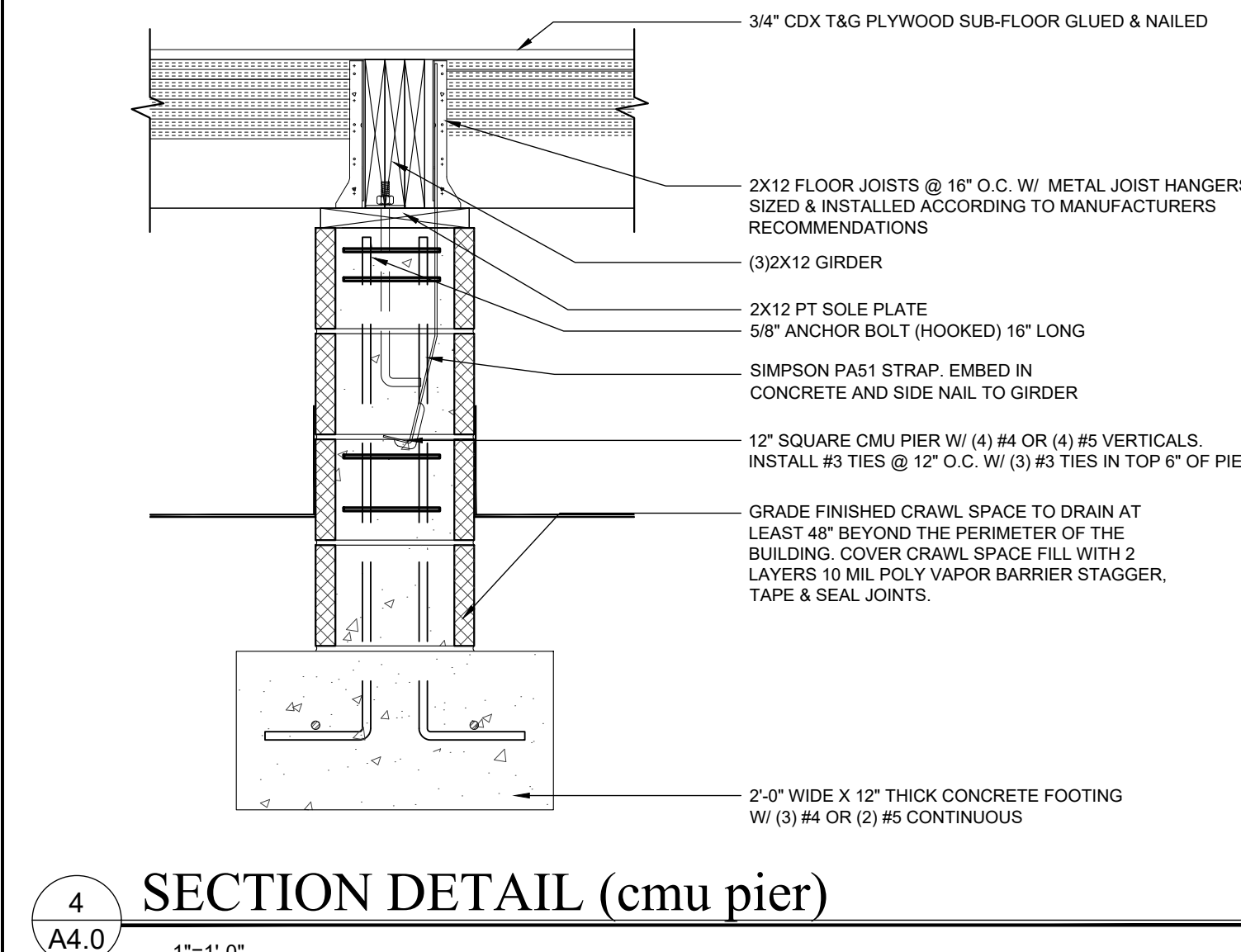
3 BUILDING SECTION
A4.0 1/4" = 1'-0"



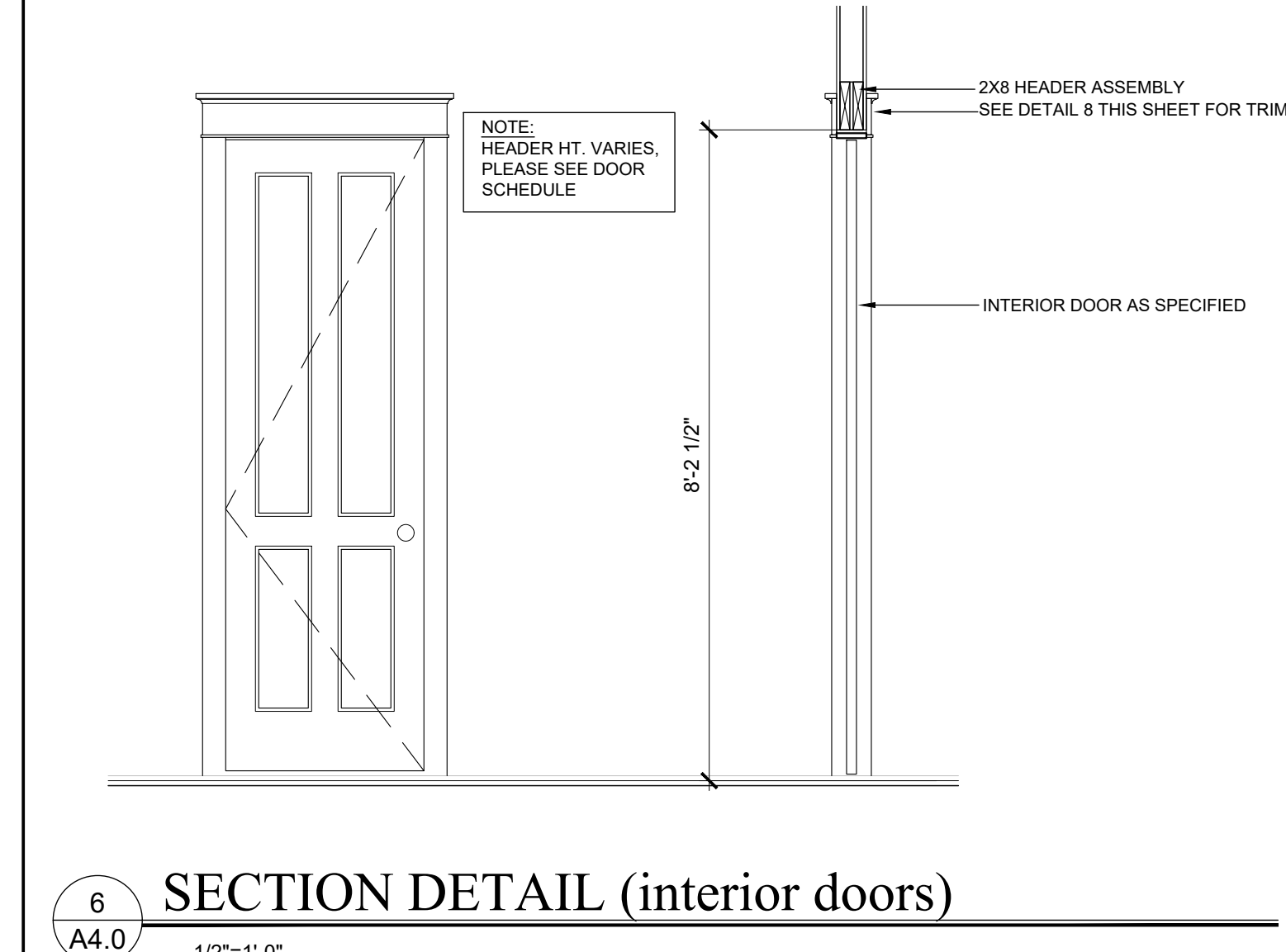
5 ELEVATION DETAIL (guardrail)
A5.0 1/2" = 1'-0"



7 HEAD TRIM DETAIL
A4.0 3" = 1'-0"



4 SECTION DETAIL (cmu pier)
A4.0 1" = 1'-0"



6 SECTION DETAIL (interior doors)
A4.0 1/2" = 1'-0"



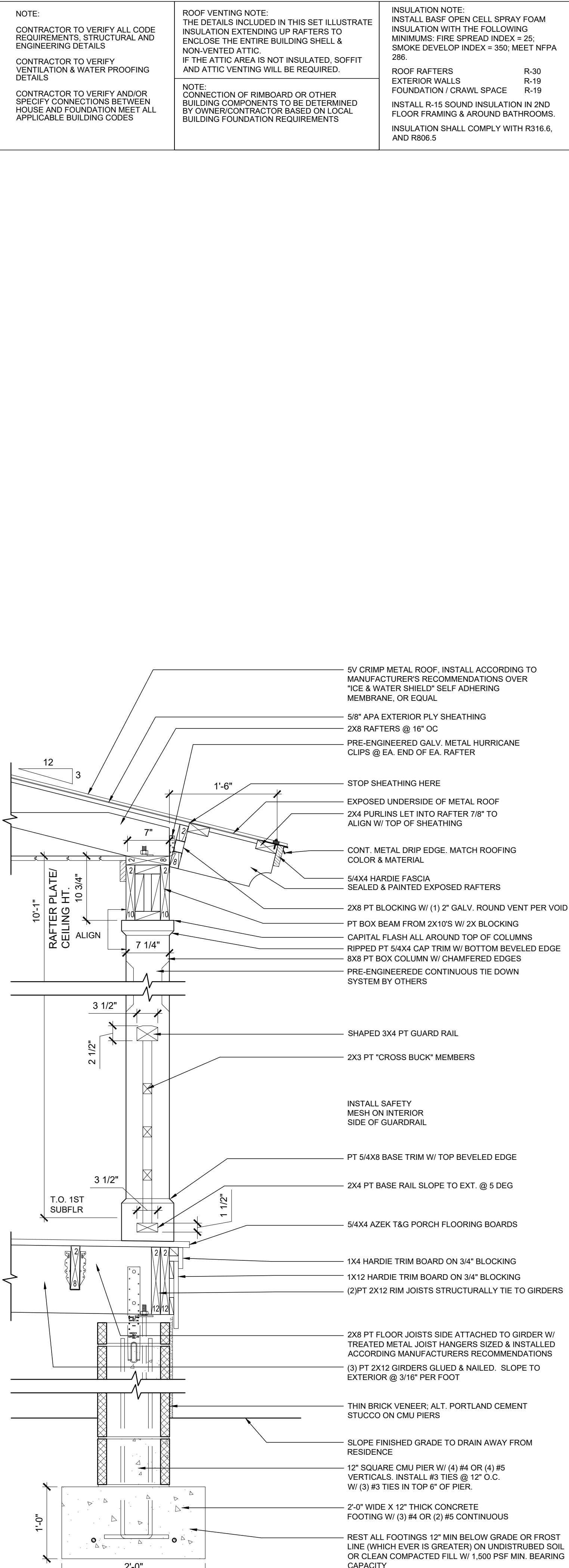
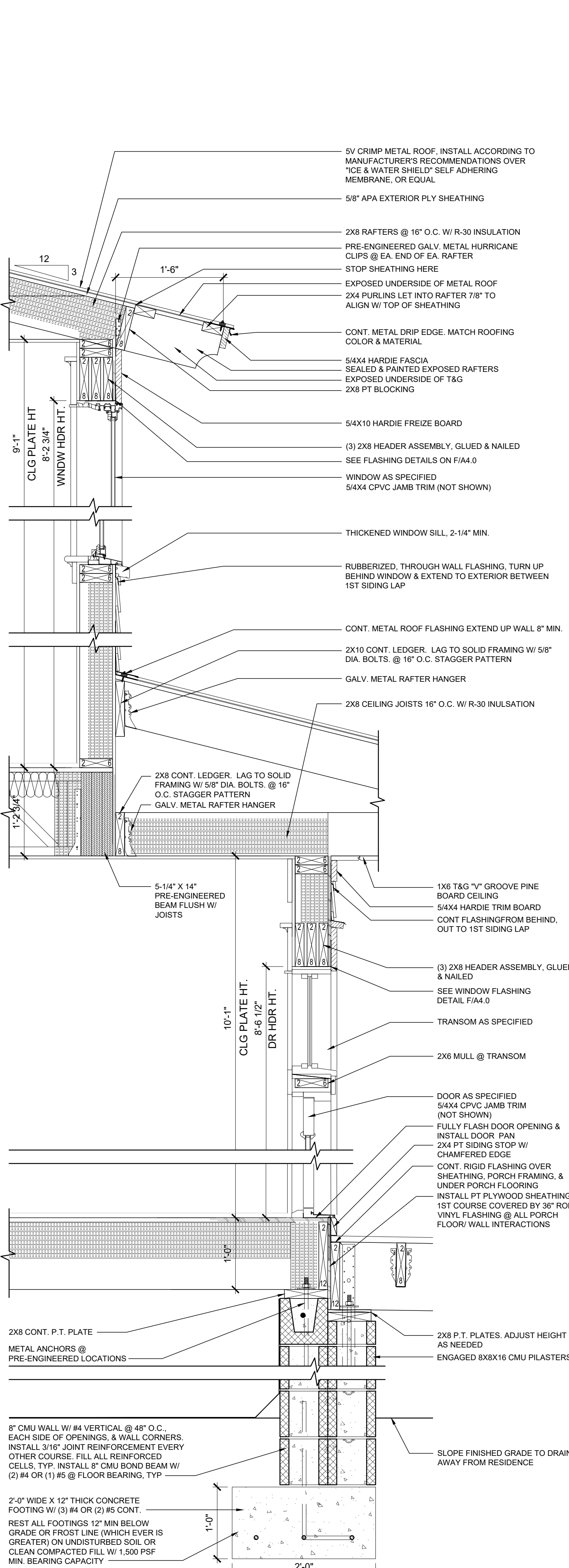
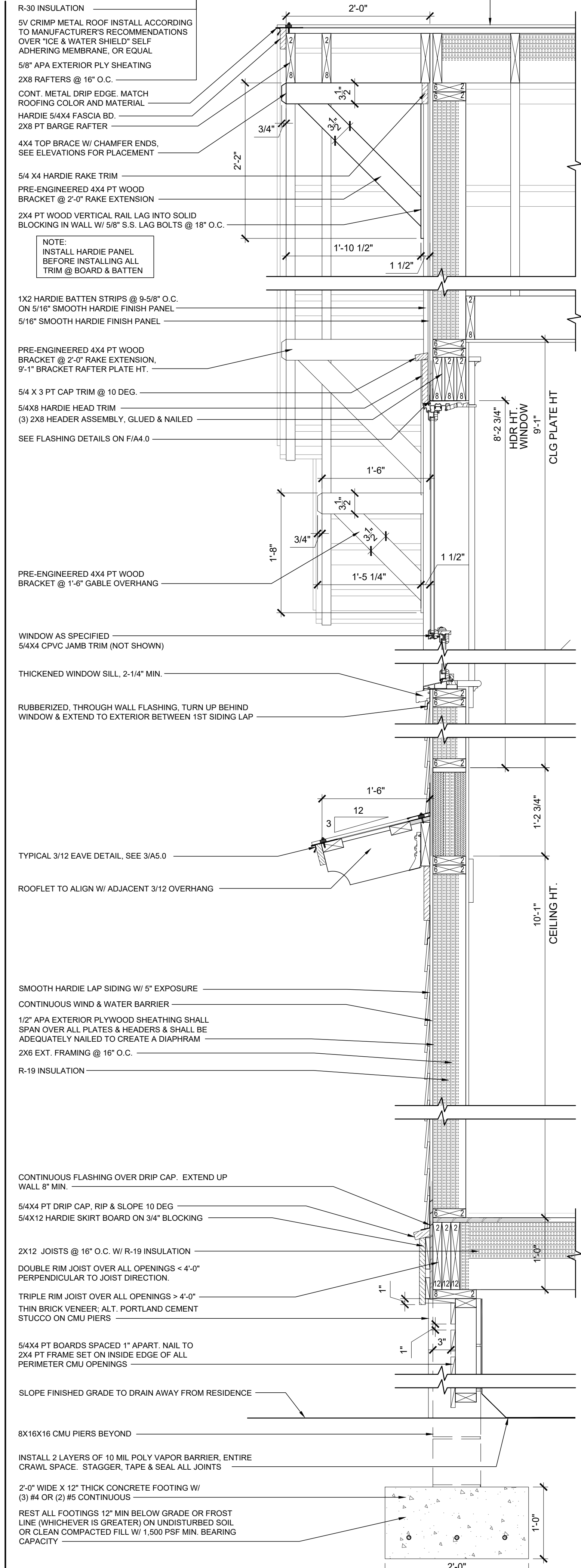
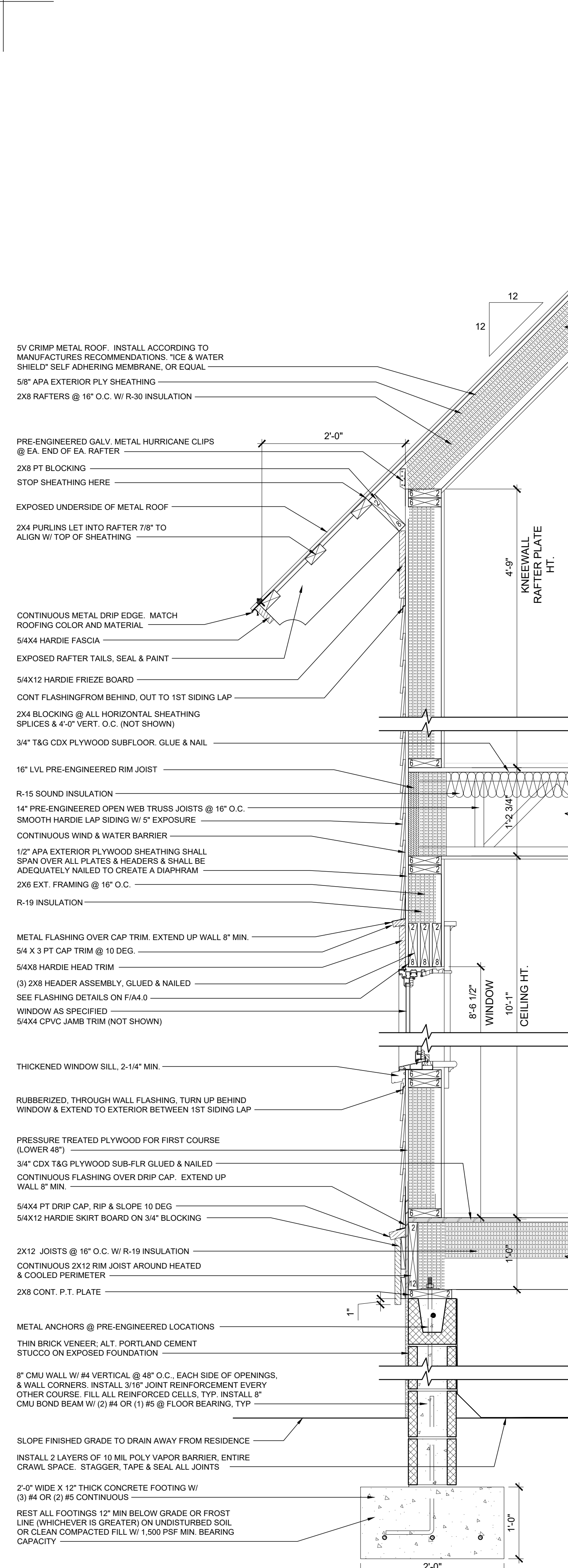
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SHEET:
A4.0



NOTE:
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 ROOF RAFTERS R-30
 EXTERIOR WALLS R-19
 FOUNDATION / CRAWL SPACE R-19
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 INSULATION SHALL COMPLY WITH R316.6, AND R806.5



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REVISIONS

NO.	DATE	DESCRIPTION

Donovan Residence
 SET NOT FOR CONSTRUCTION
 108 ADAMS STREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
 CONSTRUCTION DOCUMENTS
 DATE:
 06.26.25
 SHEET:
 A4.0

ELECTRICAL NOTES

1. Drawings are diagrammatic only. They do not illustrate conduit, wiring, panels, breakers, disconnects, accessories, etc. It is the builders responsibility to correctly locate and install all items necessary to complete the electrical package, regardless of whether they shown on this drawing. Builder to verify electrical design and installation is in accordance with all applicable codes, standards and requirements.
2. Install outlets to the following specifications, or to meet local building codes. Install GFCI outlets in all wet locations, kitchen and bathroom. In the kitchen, outlets must be every 4' at counter as required by applicable codes. These areas include receptacles in a bathroom, kitchenette, or other area where running water is present or areas exposed to the weather. Use AFCI outlets and switches in the bedroom. Use W/P outlet as exterior.
3. Install hardwired smoke detectors with battery backup. Interconnect detectors so that all will sound should one detector activate. Verify number of smoke detectors required and locations with owner and code requirements. Detectors shall be installed in all sleeping areas and just outside bedrooms as a minimum.
4. Some equipment may require electrical service, such as water heaters, air conditioning units, condensate pumps, etc. Electrical contractor shall include electrical service to all such equipment. Coordinate with other trades concerning items requiring electrical service. Coordinate service and ampacity required. Provide one duplex outlet and one light if unit is in non-lit area for every condensing unit and every air-handling unit as required by applicable codes. Outlet shall be weatherproof GFCI if unit is exposed to weather.
5. Provide panel boards of proper voltage and ampacity for all electrical circuits.
6. Verify service requirements with local power company including transformer locations and types, disconnects, at exterior of building, voltages, ampacities and other details of electrical construction. Size all feeders according to NEC requirements.
7. Run all cable concealed in walls, ceiling or floors unless noted otherwise.
8. Provide blocking for all fixtures.
9. Insulate and seal solidly behind receptacles in exterior walls.
10. Light fixtures shall be centered in ceiling areas unless noted otherwise. The designer recommends that all light fixtures be surface mounted, not recessed can lights.
11. Locate switches adjacent to but not intersecting door casings or trim. Switches shall typically be mounted 36" AFF to center of switch.
12. Consult owner and add exterior security lighting if required. Verify lighting type and switching.

AUXILIARY SYSTEMS NOTES

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

PLUMBING NOTES

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

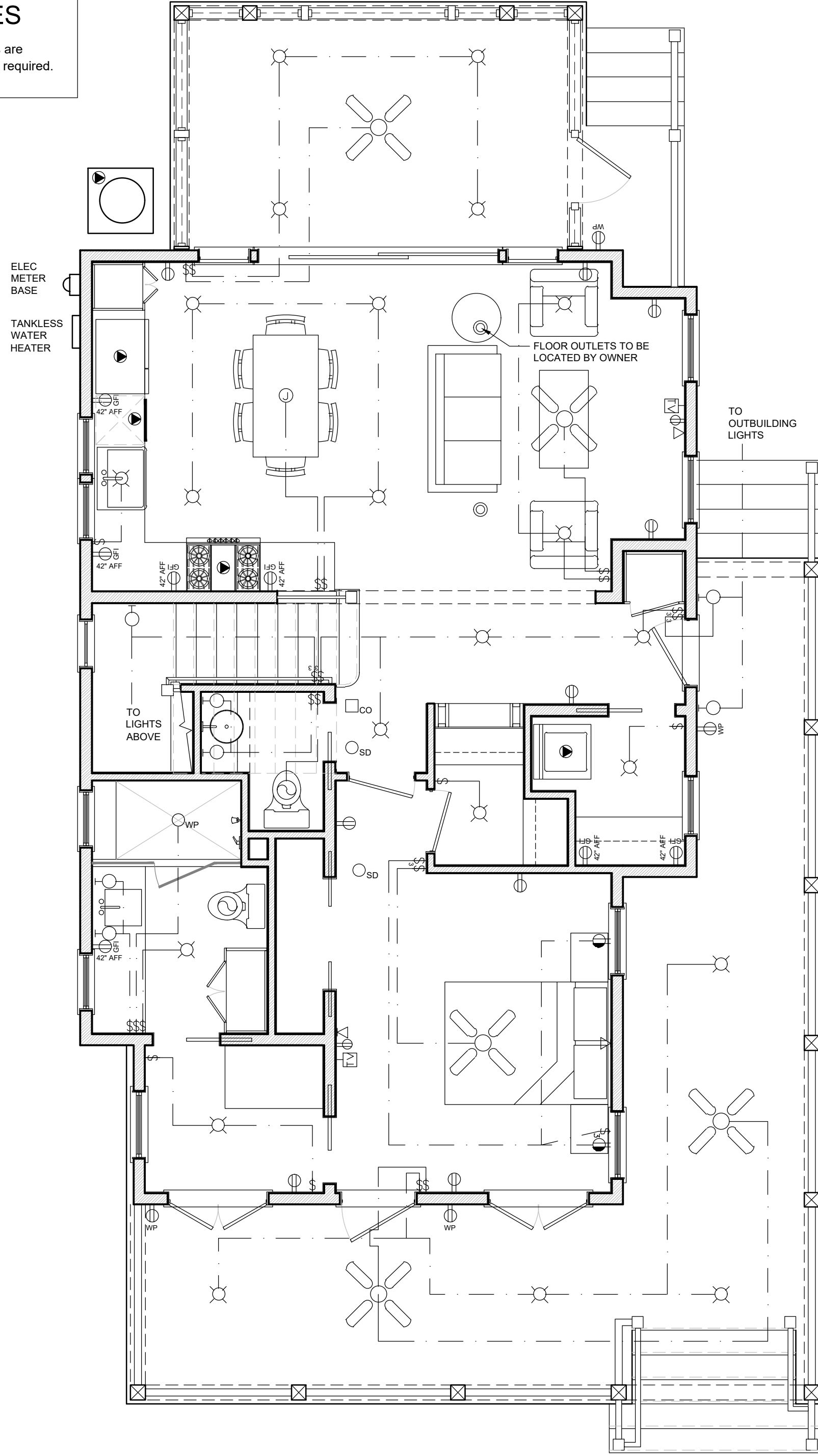
MECHANICAL NOTES

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

ELECTRICAL LEGEND

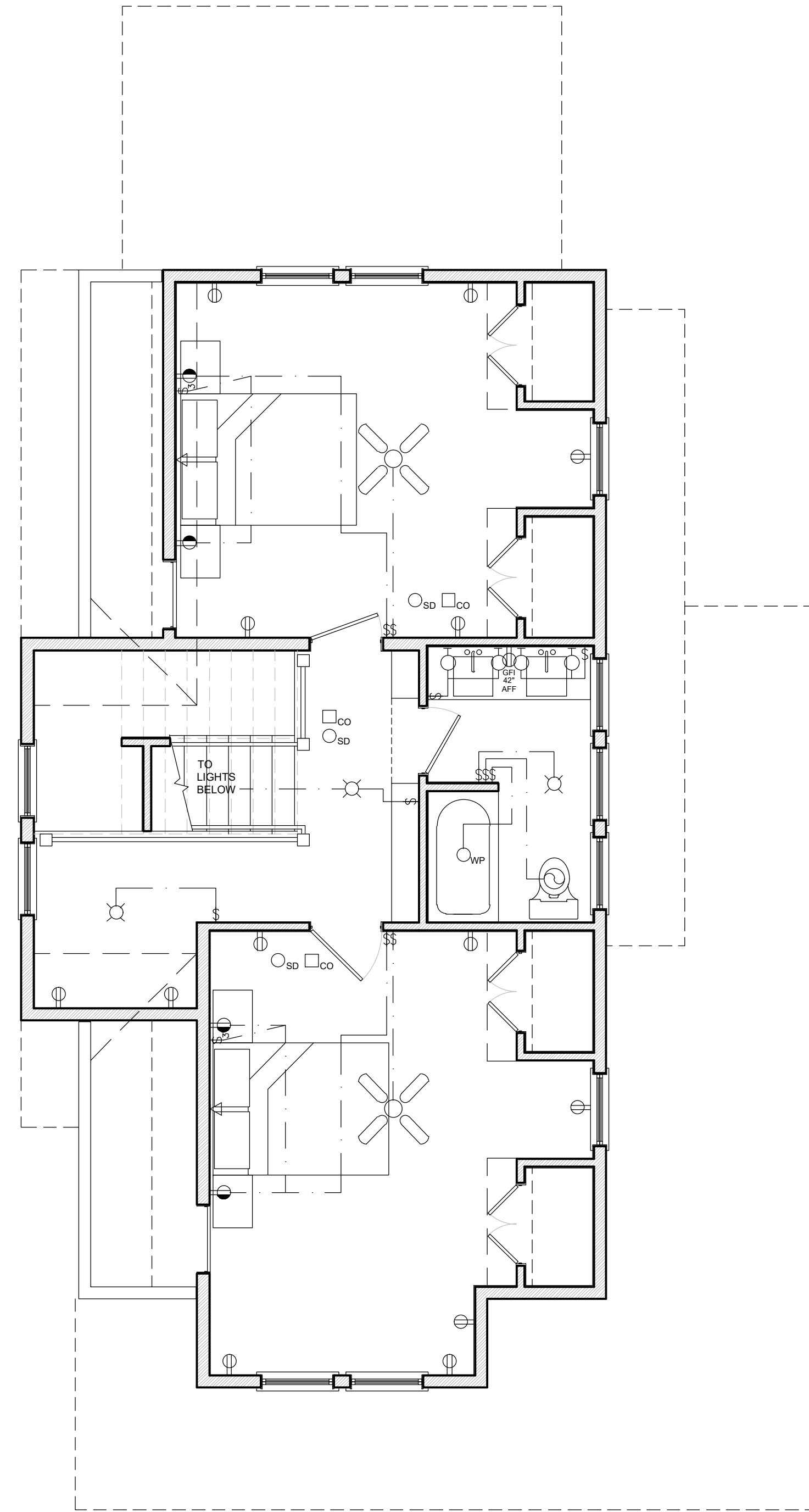
	RECESSED LIGHT FIXTURE
	SURFACE MOUNT ANGLED PIN LIGHT
	WALL MOUNT LANTERN
	WALL MOUNT PICTURE LIGHT
	2'X4' FLUORESCENT LIGHT UNIT
	LINEAR HANGING LIGHT BAR
	JUNCTION BOX FOR HANGING FIXTURE
	WP FAN LIGHT
	VENT
	SINGLE POLE SWITCH
	3-WAY SWITCH
	4-WAY SWITCH
	GLOW SWITCH
	DOOR BELL
	DOOR BELL CHIMES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

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



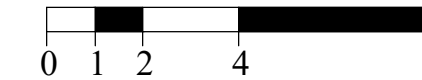
1 FIRST FLOOR ELECTRICAL

1/4" = 1'-0"



2 SECOND FLOOR ELECTRICAL

1/4" = 1'-0"



MARKET #2
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REVISIONS

DONOVAN RESIDENCE
 SET NOT FOR CONSTRUCTION
 108 ALABAMA STREET
 FERNANDINA BEACH, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.26.25

SHEET:
E1.0

TERMS OF PURCHASE AND USE:

* MK Design Group, Inc. was formerly Moser Design Group, Inc.

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

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

- 1. General Notes.
a. MKDGD grants the Purchaser a limited license to use these copyrighted Plans for the construction of no more than one home or dwelling unit.
b. Purchaser may change or modify the Plans, thereby creating a derivative work of the Plans. However, MKDGD retains full right and title to any such derivative work.
c. Purchaser may loan the Plans to associates and subcontractors for their use in assisting Purchaser with construction of the one dwelling allowed herein.
d. Purchaser's purchase of the one time license of these Plans does not transfer any right, title, or interest in the Plans or the copyright therein to Purchaser except as specifically set forth in this agreement.
e. At the time the Plans were prepared, every effort was made to ensure that these Plans and specifications meet nationally recognized codes.

2. Disclaimer. PURCHASER ASSUMES ALL RESPONSIBILITY AND RISK FOR THE USE OF THE PLANS. THE PLANS ARE PROVIDED ON AN "AS IS" BASIS. MKDGD MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE USE OF THE PLANS TO CONSTRUCT A HOME OR OTHER STRUCTURE.

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

4. Copyrights. These Plans are protected by United States copyright law (Title 17, United States Code) and various international agreements (referred to herein as "Copyright Laws"). MKDGD grants to the Purchaser of these Plans a limited license to use the Plans for the sole purpose of constructing one (1) home, including the right to modify the Plans as deemed necessary or desired by the Purchaser or its representatives in connection with the construction of the one (1) home.

5. Scope of Plans and Professional Assistance. These Plans provide ideas and concepts and are not intended to be complete in all respects and details. For example, the Plans do not specify or cover many requirements necessary to construct a home or other structure, including electrical, plumbing, and heating ventilating and air conditioning specifications and schematics, as well as construction related requirements such as nailing, gluing, caulking, insulating, flashing, roofing, weatherproofing and many other items and details.

6. Local Building Requirements. Building codes, zoning requirements, ordinances, building regulations and construction standards may vary because of the differences in geography and climate. Each state, county and municipality has its own building codes, zoning requirements, ordinances, building regulations and construction standards, as well as requirements regarding snow loads, energy codes, soil and seismic conditions and a wide range of other matters (referred to herein as "Local Requirements").

7. Additional Plans and Specifications Required. These Plans do not include any plumbing, heating or air conditioning specifications or plans due to the wide variety of Local Requirements and climatic conditions that may be applicable. A licensed electrical engineer, mechanical engineer and/or builder should provide such specifications or plans, as may be required for permits and construction.

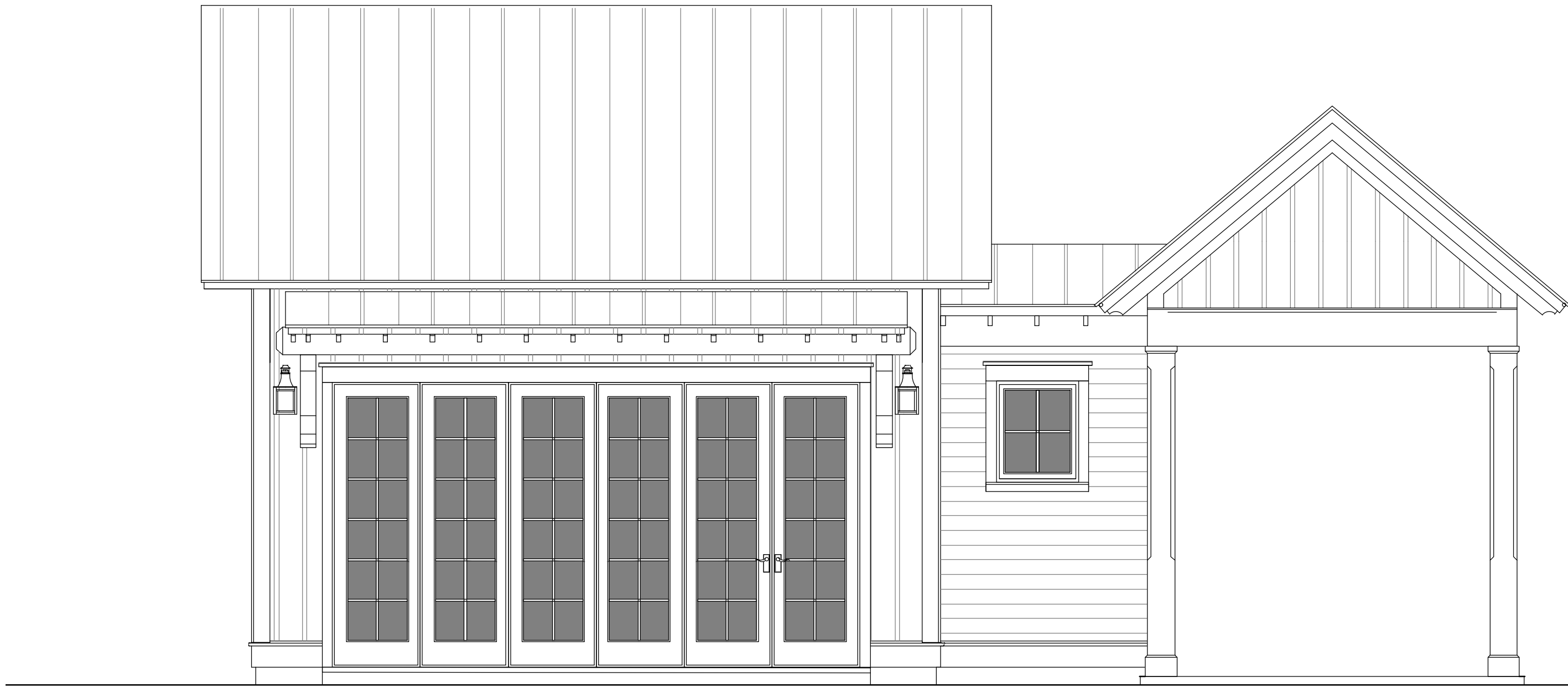
8. Construction Materials and Installation. Names of articles, components, material, equipment and manufacturers shown on these Plans do not represent any endorsement or recommendation by MKDGD. The final selection of the articles, components, material, equipment and manufacturers to be used is the responsibility of the Purchaser, as is the proper installation of such items.

9. General.
(a) MKDGD reserves the right to make changes to its Plans from time to time. Therefore, MKDGD does not warrant that the Plans will match any marketing website or catalog images that the Purchaser may have reviewed and/or consulted prior to ordering the Plans.
(b) Purchaser agrees that no joint venture, partnership, employment or agency relationship exists between Purchaser and MKDGD as a result of these terms and conditions or Purchaser's use of these Plans.

10. Controlling Law.
(a) Purchaser agrees that these terms and conditions and its use of the Plans are governed by the laws of the State of South Carolina, USA. Purchaser hereby consents to the exclusive jurisdiction and venue of the courts, tribunals, agencies and other dispute resolution organizations in Beaufort, South Carolina, USA in all disputes (a) arising out of, relating to, or concerning the Plans and/or these terms and conditions, (b) in which the Plans and/or these terms and conditions are an issue or a material fact, or (c) in which the Plans and/or these terms and conditions is referenced in a paper filed in a court, tribunal, agency or other dispute resolution organization.

11. Dispute Resolution.
(a) WITH THE PRIOR AGREEMENT OF MKDGD, ANY CLAIM, DISPUTE OR CONTROVERSY ARISING OUT OF, RELATING TO OR CONCERNING THE PLANS AND/OR THESE TERMS AND CONDITIONS SHALL BE DECIDED BY BINDING ARBITRATION IN ACCORDANCE WITH THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION AND ANY SUCH ARBITRATION PROCEEDINGS SHALL BE BROUGHT AND HELD IN BEAUFORT, SOUTH CAROLINA, USA.

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



Donovan Outbuilding

OLD TOWN BLOCK 7, LOT 7 | 908 LADIES STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING INDEX

Table with 2 columns: Drawing ID and Description. Includes G1.0 COVER SHEET / GENERAL INFORMATION, S1.0 FOUNDATION & FRAMING PLAN, A2.0 FIRST FLOOR PLAN & ELECTRICAL PLAN, A2.1 ROOF PLAN, A3.0 ELEVATIONS & BUILDING SECTION, A4.0 WALL SECTIONS.

SYMBOLS AND ABBREVIATIONS

Table of symbols and abbreviations. Left column: Symbols for drawing numbers, details, elevations, slopes, pitches, overhangs, rafters, window/door keys, room names, finishes, and trees. Right column: Abbreviations for interior/exterior, floor levels, materials, structural elements, and finishes.

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

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



MARKET #2
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REVISIONS
SET NOT FOR CONSTRUCTION
OLD TOWN BLOCK 7, LOT 7 | 908 LADIES STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.27.25

SHEET:
G1.0

NOTE:
ALL STRUCTURAL COMPONENTS INCLUDING THE FOLLOWING TO BE ENGINEERED BY A LICENSED STRUCTURAL ENGINEER LOCAL TO THE SITE:

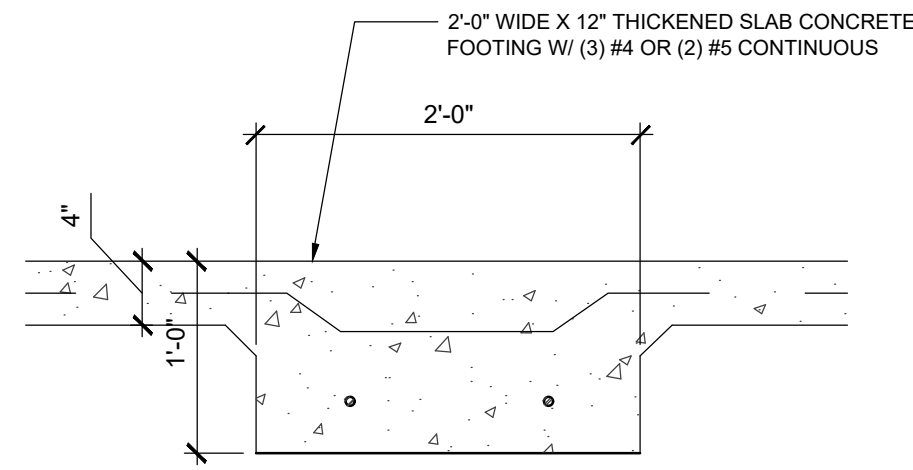
1. BEAM SIZING
2. RAFTER SIZING & SPACING
3. POST SIZING & SPACING
4. FOOTING SIZING
5. JOIST SIZING & SPACING
6. HARDWARE
7. HEADER SIZING
8. INSTALLATION INSTRUCTIONS

CONSTRUCTION NOTE:

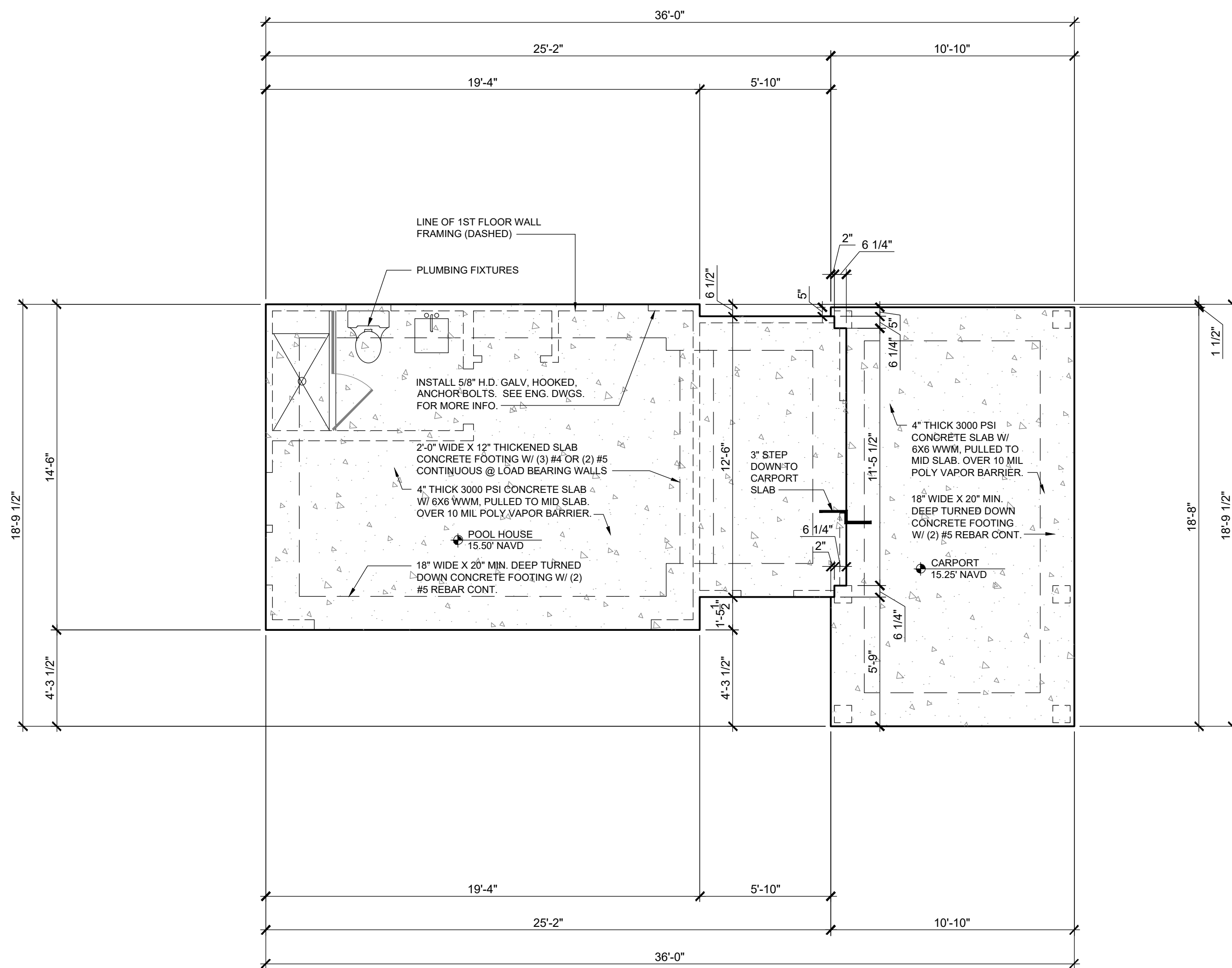
This plan is for basic concepts. Refer to Engineer's documents for foundation and framing design along with details and notes for materials and methods of construction. Where discrepancies occur between this documents and the Engineer's documents, the Engineer's documents shall govern.

NOTE:

DO NOT CONSTRUCT FOUNDATION AS SHOWN. SOIL CONDITIONS AND FLOOD ELEVATIONS VARY SIGNIFICANTLY AND FOUNDATION WORK MUST BE SUITABLE TO THE SITE SPECIFIC REQUIREMENTS. THE ACTUAL FOUNDATION REQUIREMENTS SHOULD BE DESIGNED BY OTHERS, AND, IF INVESTIGATION MAY BE REQUIRED IN ORDER TO DETERMINE THE MOST SUITABLE FOUNDATION SYSTEM.



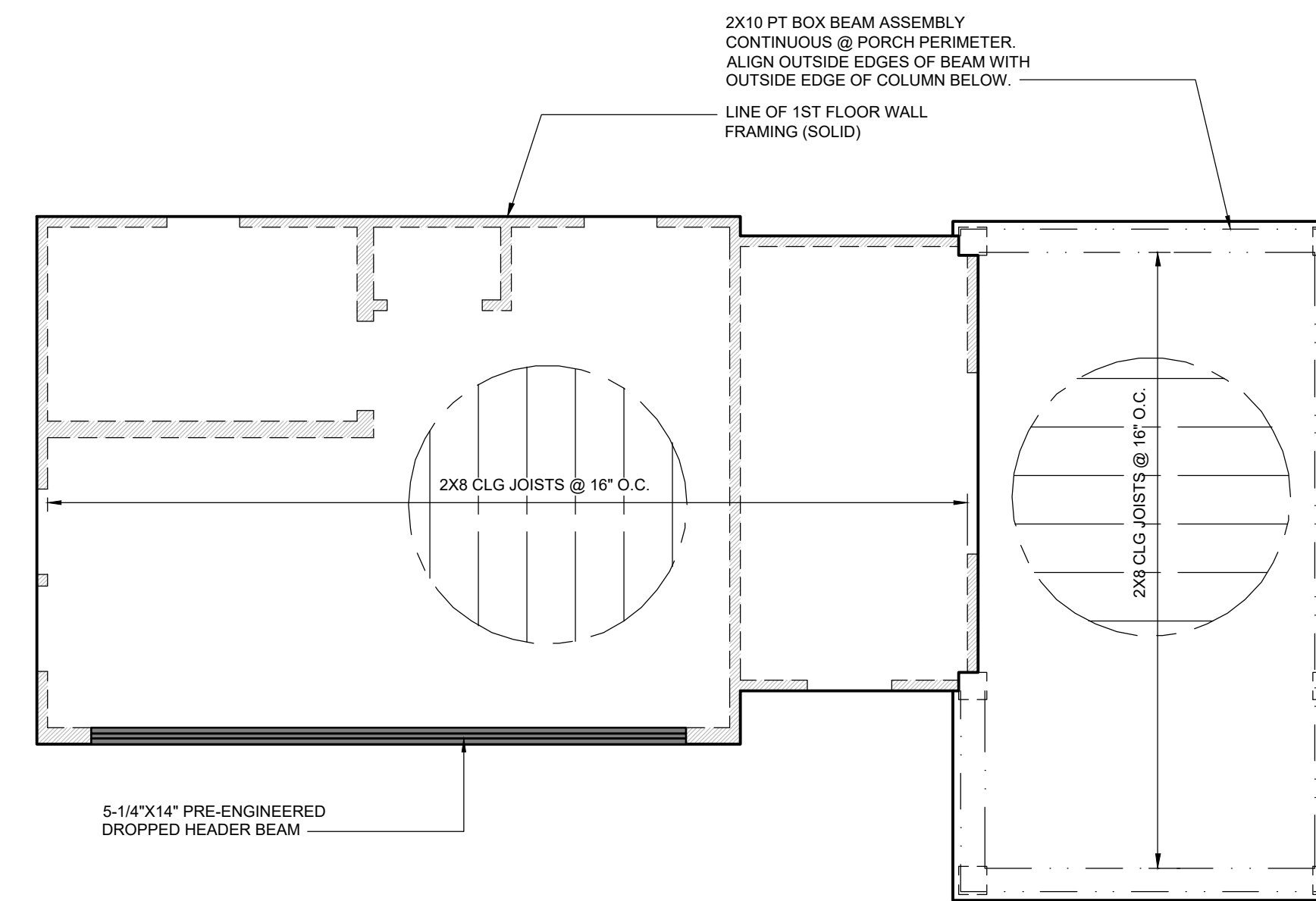
3 THICKENED SLAB DETAIL
S1.0 1" = 1'-0"



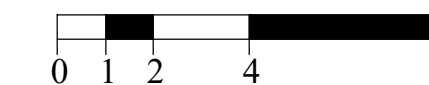
LEGEND

INDICATES 4" DEEP REINFORCED CONCRETE SLAB

1 FOUNDATION PLAN
S1.0 1/4" = 1'-0"



2 FRAMING PLAN
S1.0 1/4" = 1'-0"



GENERAL NOTES
1. All installations shall comply with local building codes if more stringent than the following provisions. All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions & verify and/or specify all structural elements.
2. Builder or local licensed structural engineer to verify and/or specify all strapping connections meet or exceed all applicable building codes.

CONCRETE

1. All concrete work shall be in accordance with A.C.I. 301, unless otherwise noted.
2. All poured in place concrete shall be rated 3000 psi at 28 days, maximum size of aggregate shall be 3/4" with a permissible slump of 4" + 1".
3. Admixtures shall not be permitted without written approval of the Engineer.
4. Formwork shall be clean and free of defects.
5. Minimum concrete cover shall be as follows; Poured on ground = 3". Formed in contact with ground = 2"

MASONRY WALLS

1. Concrete masonry units for load bearing walls shall conform to ASTM C-90. All other masonry units shall conform to ASTM C-129.
2. Mortar shall conform to ASTM C-270, type "M" (2500 psi).

REINFORCING STEEL

1. Reinforcing steel shall conform to the ASTM A-615, Grade 60, fabricated in accordance with the C.R.S.I. Manual and placed in accordance with the A.C.I. Manual.
2. Welded wire fabric shall conform to ASTM A-185.

FOUNDATION NOTES

1. All structural information shown is for reference purposes only. Builder or local licensed structural engineer shall review actual site conditions as well as verify and/or specify all structural elements to be in compliance with local building codes.
2. Builder shall inspect site & excavated conditions prior to beginning foundation construction. Builder shall notify owner and/or local licensed structural engineer of any non-typical conditions concerning soils, ground water or any other issue, which may require additional or special engineering design.

STRUCTURAL WOOD

1. Wood exposed to the weather or in contact with concrete or masonry shall be pressure treated. Use stainless steel or manufacturer approved anchors and fasteners for corrosion resistance. No galvanized fasteners are to be used in contact with pressure-treated members.
2. Roof framing to be engineered roof trusses, all connections, sizes and spacing to be detailed by manufacturer. Connection of the truss to building is the responsibility of builder/owner and shall be designed by others.
3. Bridging is to be provided as required by code, but not less than one center bridging for spans over 10 ft and 8 ft o.c. for spans over 16 ft.
4. Metal connectors shall conform to the latest requirement of the applicable codes. Provide and install hurricane clips throughout as per code requirements.
5. Metal exposed to the weather, including nails, flashing and drip edges, shall be galvanized, unless otherwise noted.

FRAMING NOTES

1. Wood framing & blocking shall be s.p. pine, spruce, or fir, stud grade or better for 2x4's, #2 SPF or better for all other sizes. All framing & blocking lumber shall be kiln-dried to a moisture content of 19% or better. Wood blocking shall be solid & shall match the depth of the primary framing members.
2. All joists installed crown up unless noted otherwise.
3. Provide solid blocking between joists at mid-span for joists exceeding 8'-0" between supports.
4. Provide solid blocking between joists above frame walls and beams.
5. Flush framed joists shall be secured to beams/girders with properly sized metal joist hangers.
6. Where frame walls are parallel to and rest on joists - provide 2 additional joists beneath wall.
7. Where frame walls are perpendicular to or at an angle to and rest on joists, provide solid blocking between joists at 24" o.c.
8. In frame walls - provide solid blocking for all plywood sheathing edges which run perpendicular to wall studs.
9. Bird-mouth rafters to fit beams and walls as indicated on the details, tie each rafter to frame wall or beam with specified "Simpson" hurricane anchor
10. Wall Types
 - a. Typical interior partition walls shall be 2x4 studs (3 1/2" thick) @ 16" o.c. unless noted
 - b. Typical exterior walls shall be 2x6 studs (5 1/2" thick) @ 16" o.c.
 - c. Plumbing wall to be 2x6 studs (5 1/2" thick) @ 16" o.c.
 - d. Notch maximum 25% of Stud depth
 - e. Bored hole maximum 40% Stud depth
11. All exterior stud walls to have 5/8" APA Exterior ply sheathing.
12. Typical header to be (3) 2x8's over doors & windows
13. Dimensions shown are to the face of stud on interior walls or face of stud on exterior walls unless noted otherwise.
14. Coordinate truss design with rough frame opening for pull down attic stair.

NOTE:

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



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REVISIONS

Donovan Outbuilding
SET NOT FOR CONSTRUCTION
DOWNTOWN BLOCK 7, LOT 7 008 ATLANTIS STREET
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.27.25

SHEET:
S1.0

FINISH NOTES

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

BATH ACCESSORIES NOTES

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

DOOR SCHEDULE

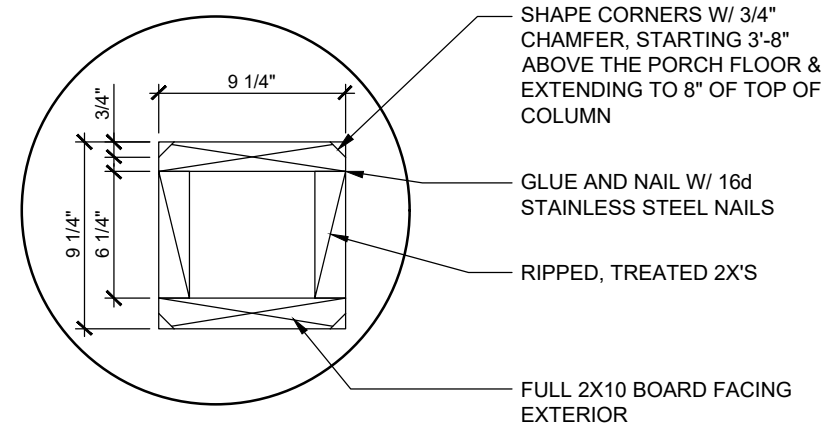
DR ID	Width	Height	Quantity	Material	Panels	Glazing	# of leaves	Operation	Transom Height	Transom Glass	Header Ht.	Hardware	Remarks
FIRST FLOOR													
d1	15'-0"	7'-11 1/2"	1	Marvin	-	Full 12 lite	6	Bi-fold	-	-	8'-0"	Entry	5L1R
d2	2'-9" ea.	8'-4"	1	PT Wood	-	-	2	Sliding	-	-	8'-2"	Entry	5'-0" cased opening, barn door hardware
d3	2'-4"	8'-0"	1	Solid Core	4 Flat	-	1	Pocket	-	-	8'-2 1/2"	Passage	2x6 wall framing
d4	1'-3" ea.	8'-0"	1	Solid Core	4 Flat	-	2	French	-	-	8'-2 1/2"	Close	

WINDOW SCHEDULE

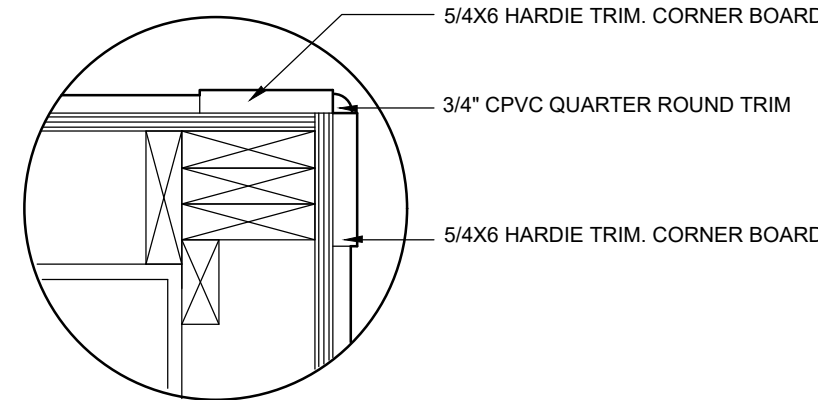
Unit ID	Manufacturer Number	Quantity	Frame Width	Frame Height	Type	Header Height	Manufacturer	Remarks
OUTBUILDING								
w1	ELCAP2935	3	2'-4"	2'-11 1/8"	Casement	8'-2"	Marvin Elevate	
w2	ELDH2656	2	2'-1 1/2"	4'-7 3/4"	Double Hung	8'-2"	Marvin Elevate	

- Note, All windows to have:
- 2 1/4" deep historical sill and 4 over 1 Simulated Divided Light pattern w/ 7/8 muntins & 3/4" shadow bar.
 - Ganged windows to use 2-1/2" mull, see window mull detail 3/A2.2
- All unit sizes are based on marvin elevate series. Consult window mfg. for rough openings. Actual manufacturer to be determined by the owner. Substitute like sizes if alternate manufacturer is selected all units shall have "thickened sill extension" added by mfg.

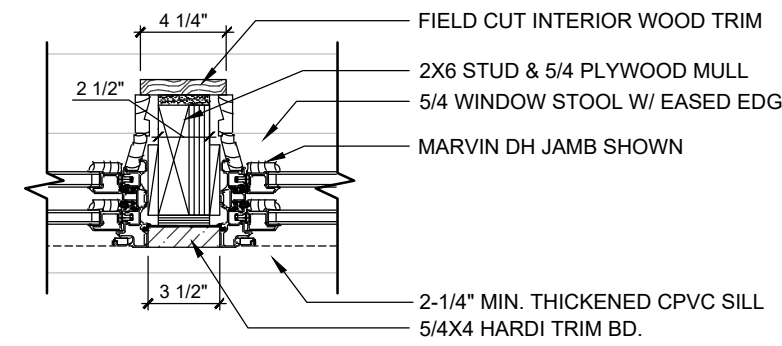
- Note:
- Consult Manufacturer for Rough Opening sizes
 - See elevations for shutter allocations



3 10X10 COLUMN DETAIL
A2.0 NTS



4 CORNER DETAIL
A2.0 NTS



5 WINDOW MULL DETAIL
A2.0 NTS

PLUMBING NOTES

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

MECHANICAL NOTES

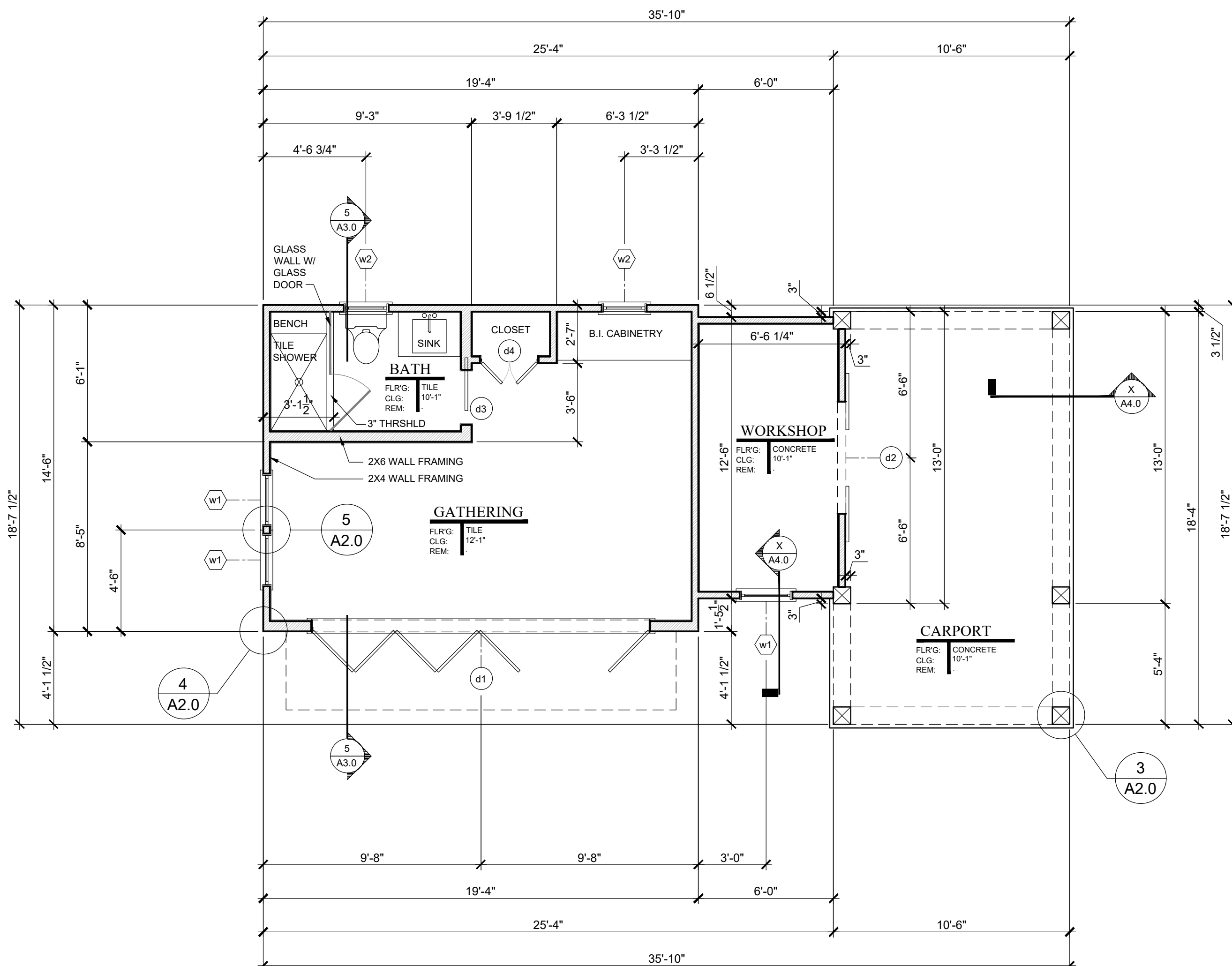
Design and specification of mechanical system to be determined by builder or local engineer. Builder to furnish all ductwork, control wiring, piping, fittings, accessories, etc. for complete installation. Closely coordinate work with all other trades. Maintain ceiling heights and duct spaces provided.

ELECTRICAL NOTES

- Drawings are diagrammatic only. They do not illustrate conduit, wiring, panels, breakers, disconnects, accessories, etc. It is the builders responsibility to correctly locate and install all items necessary to complete the electrical package, regardless of whether they shown on the this drawing. Builder to verify electrical design and installation is in accordance with all applicable codes, standards and requirements.
- Install outlets to the following specifications, or to meet local building codes. Install GFCI outlets in all wet locations, kitchen and bathroom. In the kitchen, outlets must be every 4' at counter as required by applicable codes. These areas include receptacles in a bathroom, kitchenette, or other area where running water is present or areas exposed to the weather. Use AFCI outlets and switches in the bedroom. Use WP outlet as exterior.
- Install hardwired smoke detectors with battery backup. Interconnect detectors so that all will sound should one detector activate. Verify number of smoke detectors required and locations with owner and code requirements. Detectors shall be installed in all sleeping areas and just outside bedrooms as a minimum.
- Some equipment may require electrical service, such as water heaters, air conditioning units, condensate pumps, etc. Electrical contractor shall include electrical service to all such equipment. Coordinate with other trades concerning items requiring electrical service. Coordinate service and ampacity required. Provide one duplex outlet and one light if unit is in non-lit area for every condensing unit and every air-handling unit as required by applicable codes. Outlets shall be weatherproof GFCI if unit is exposed to weather.
- Provide panel boards of proper voltage and ampacity for all electrical circuits.
- Verify service requirements with local power company including transformer locations and types, disconnects, at exterior of building, voltages, ampacities and other details of electrical construction. Size all feeders according to NEC requirements.
- Run all cable concealed in walls, ceiling or floors unless noted otherwise.
- Provide blocking for all fixtures.
- Insulate and seal solidly behind receptacles in exterior walls.
- Light fixtures shall be centered in ceiling areas unless noted otherwise. The designer recommends that all light fixtures be surface mounted, not recessed can lights.
- Locate switches adjacent to but not intersecting door casings or trim. Switches shall typically be mounted 36" AFF to center of switch.
- Consult owner and add exterior security lighting if required. Verify lighting type and switching.

AUXILIARY SYSTEMS NOTES

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

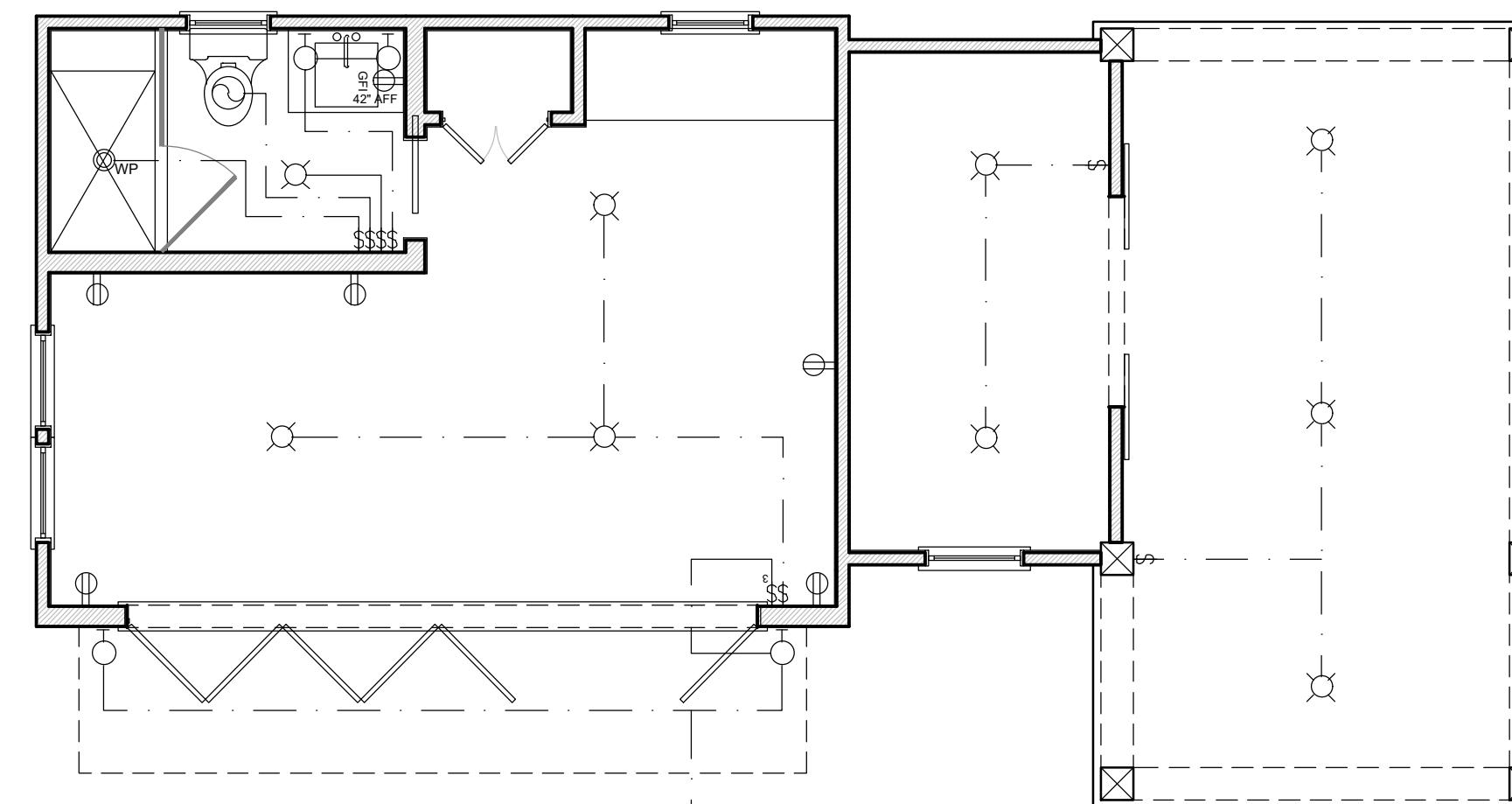


1 FIRST FLOOR PLAN
A2.0 1/4" = 1'-0"

BUILDING AREAS

OUTBUILDING - HEATED	280 SQ FT
OUTBUILDING - UNHEATED	82 SQ FT
OUTBUILDING - CARPORT	193 SQ FT

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



ELECTRICAL LEGEND

	RECESSED LIGHT FIXTURE
	SURFACE MOUNT ANGLED PIN LIGHT
	WALL MOUNT LANTERN
	WALL MOUNT PICTURE LIGHT
	2'x4' FLUORESCENT LIGHT UNIT
	LINEAR HANGING LIGHT BAR
	JUNCTION BOX FOR HANGING FIXTURE
	WP FAN LIGHT
	VENT
	SINGLE POLE SWITCH
	3-WAY SWITCH
	4-WAY SWITCH
	GLOW SWITCH
	DOOR BELL
	DOOR BELL CHIMES
	110v DUPLEX RECEPTACLE
	1/2 SWITCHED RECEPTACLE
	FLOOR RECEPTACLE
	GFI DUPLEX RECEPTACLE
	WATER PROOF RECEPTACLE
	220v HOOK-UP
	APPLIANCE HOOK-UP
	CABLE TV HOOK-UP
	TELEPHONE JACK
	THERMOSTAT
	SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR
	80 GAL HOT WATER HEATER
	THERMO-CONTROLLED ATTIC VENT FAN
	HVAC AIRHANDLER
	ELECTRICAL MAIN PANEL
	ELECTRIC METER BASE

ADDITIONAL ELECTRICAL HOOK-UP:

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



MK DESIGN GROUP
Architecture • Town Planning

MARKET #2
BEAUFORT • SOUTH CAROLINA
INFO@MKDG.COM
(843) 525-2930

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REVISIONS

08 ALBION STREET
FERNANDINA BEACH, FLORIDA

Donovan Outbuilding

SET NOT FOR CONSTRUCTION
DOWNTOWN BLOCK 7, LOT 7
FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS

DATE:
06.27.25

REVIEW
DATE:
06.27.25

SHEET:
A3.0

ROOF NOTES

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

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

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

GUTTERS AND DOWNSPOUTS

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

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

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

FLASHING & DAMPROOFING NOTES

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

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

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

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

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

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

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

VENTILATION NOTES

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

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

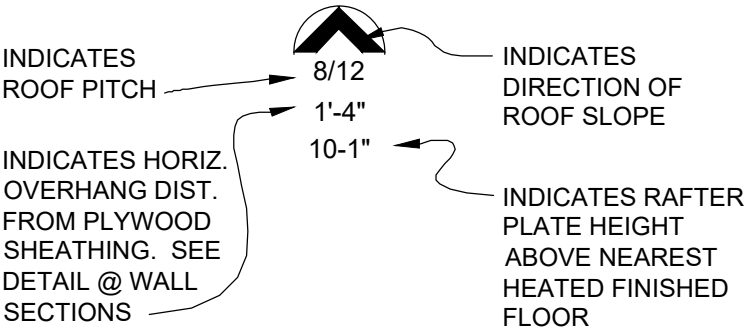
3. Crawspace ventilation shall be as indicated in the Wall Sections with insect screen installed on the inside.

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

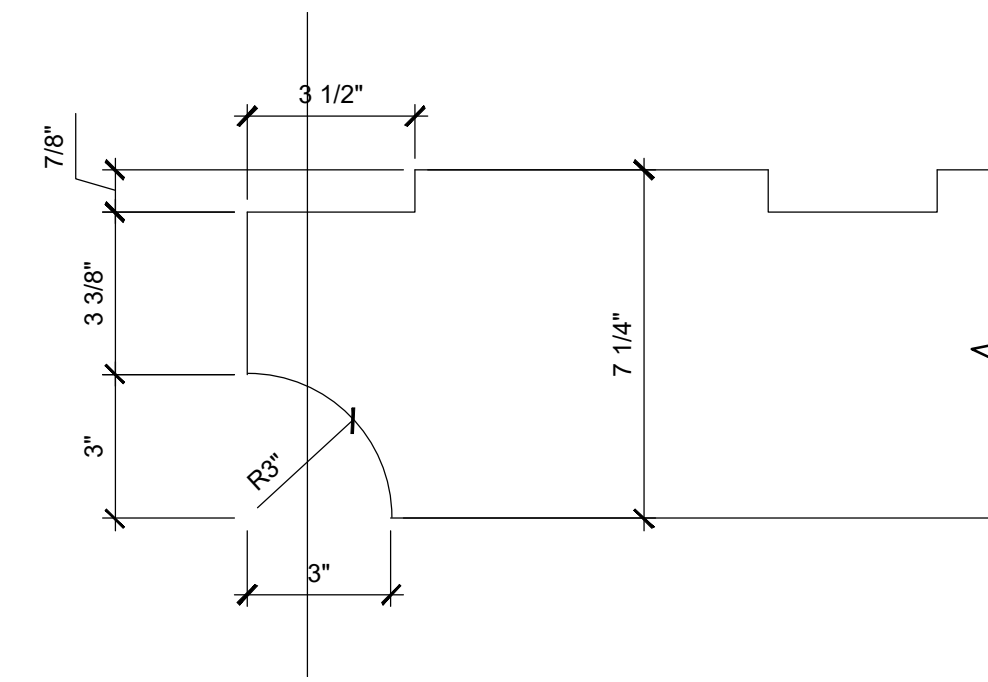
ADDITIONAL ROOF NOTES

- 1) TYPICAL ROOF PITCH: 3/12, 7/12, & 10/12
- 2) TYPICAL OVERHANG: VARIES
- 3) PLATE HEIGHTS INDICATED ARE MEASURED FROM NEAREST SUBFLOOR.
- 4) ORIENT ALL MECHANICAL ROOF PENETRATIONS AWAY FROM STREET SIDE OF HOUSE WHERE PRACTICAL.
- 5) INSTALL FLASHING AND CRICKETS AT ALL ROOF PENETRATIONS AND ELEMENT PROJECTIONS.
- 6) ALONG 2" DIA. ALUM. SOFFIT VENTING INSTALL EITHER THERMOSTATICALLY CONTROLLED ATTIC VENTS OR CONT. RIDGE VENTS. VENTING IS NOT REQUIRED ATTIC IS SEALED AND INSULATED.
- 7) INSTALL "ICE & WATER SHIELD" OR EQUAL UNDERLAYMENT BELOW ROOFING ON ALL ROOFS.
- 8) INSTALL METAL OR ALUM. DRIP EDGES ON ALL TYPICAL EAVES.

- 9) BELOW IS THE DESCRIPTION OF THE ROOF INDICATORS ON EACH PLANE OF THE ROOF PLAN.
- 10) INSTALL "KICK OUT" FLASHING AT THE LOWER TERMINATION OF ALL ROOF / WALL INTERSECTIONS.

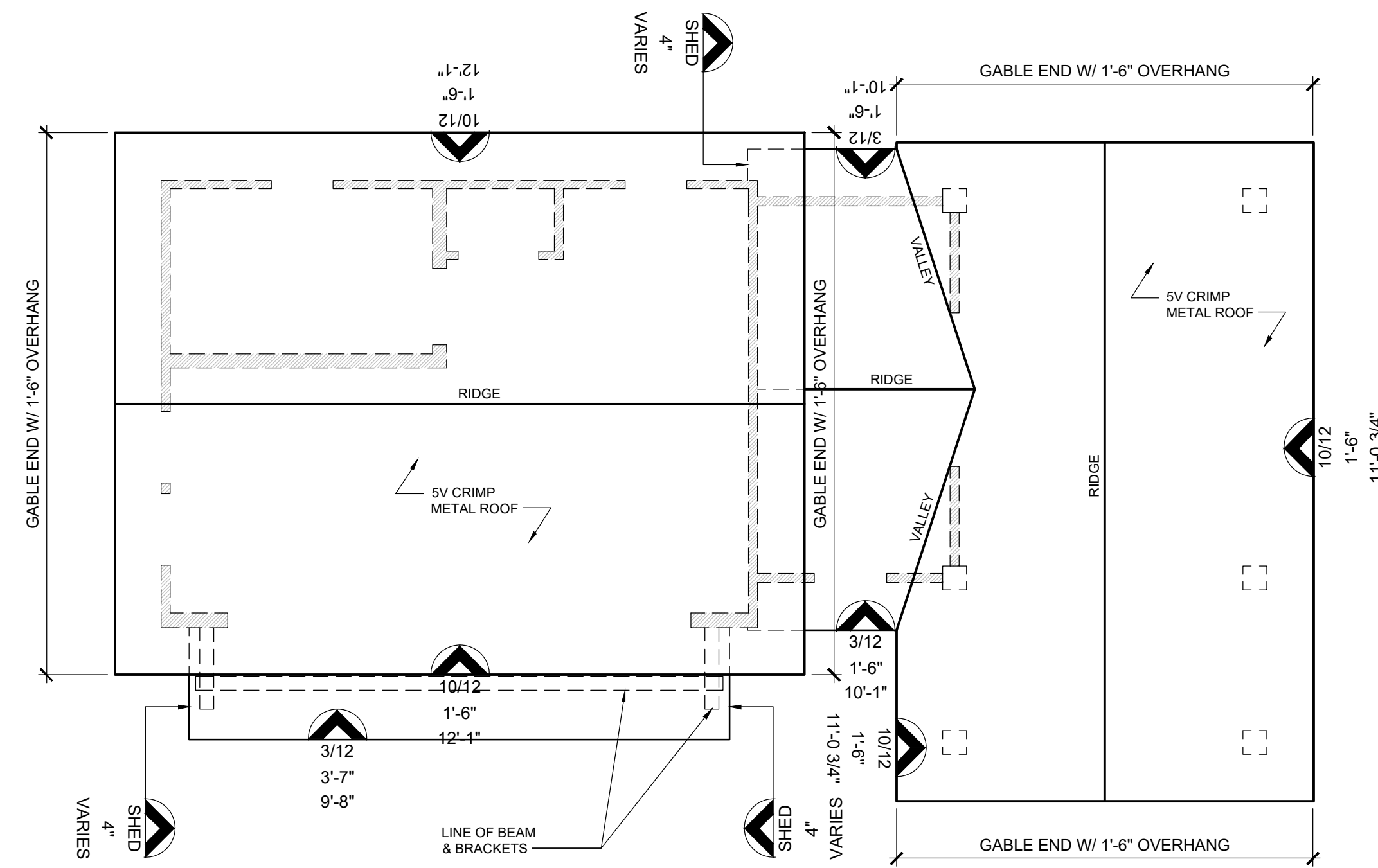


SYMBOL INDICATES THERMOSTATICALLY CONTROLLED ATTIC VENT



2 RAFTER TAIL DETAIL
3" = 1'-0"
0 1 2 4 8

NOTE: CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS	INSULATION NOTE: INSTALL BASF OPEN CELL SPRAY FOAM INSULATION WITH THE FOLLOWING MINIMUMS: FIRE SPREAD INDEX = 25, SMOKE DEVELOP INDEX = 350; MEET NFPA 286.
CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS	ROOF RAFTERS R-30 EXTERIOR WALLS R-19 FOUNDATION / CRAWL SPACE R-19
CONTRACTOR TO VERIFY AND/OR SPECIFY CONNECTIONS BETWEEN HOUSE AND FOUNDATION MEET ALL APPLICABLE BUILDING CODES	INSTALL R-15 SOUND INSULATION IN 2ND FLOOR FRAMING & AROUND BATHROOMS. INSULATION SHALL COMPLY WITH R316.6, AND R806.5
ROOF VENTING NOTE: THE DETAILS INCLUDED IN THIS SET ILLUSTRATE INSULATION EXTENDING UP RAFTERS TO ENCLOSE THE ENTIRE BUILDING SHELL & NON-VENTED ATTIC. IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.	
NOTE: CONNECTION OF RIMBOARD OR OTHER BUILDING COMPONENTS TO BE DETERMINED BY OWNER/CONTRACTOR BASED ON LOCAL BUILDING FOUNDATION REQUIREMENTS	



1 ROOF PLAN
1/4" = 1'-0"
0 1 2 4 8

REVISIONS

Donovan Outbuilding
 SET NOT FOR CONSTRUCTION
 TOWN BLOCK 7, LOT 7 008 ALBION STREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:

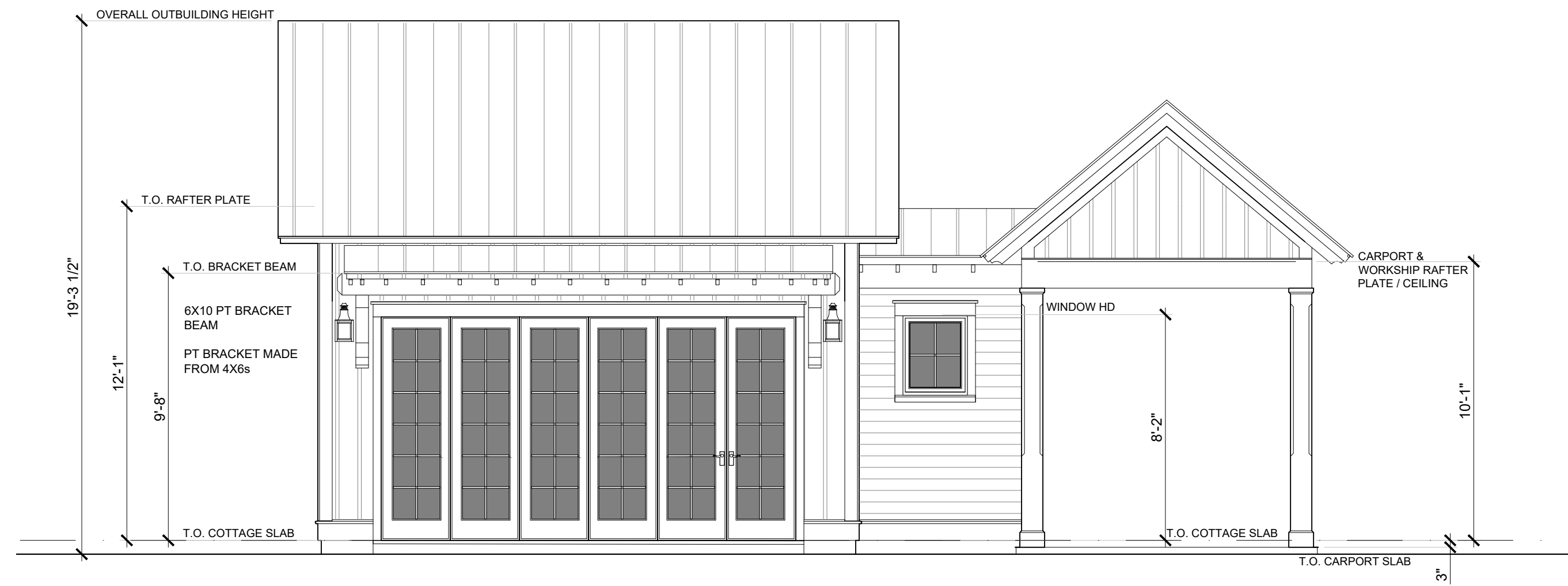
CONSTRUCTION DOCUMENTS

DATE:

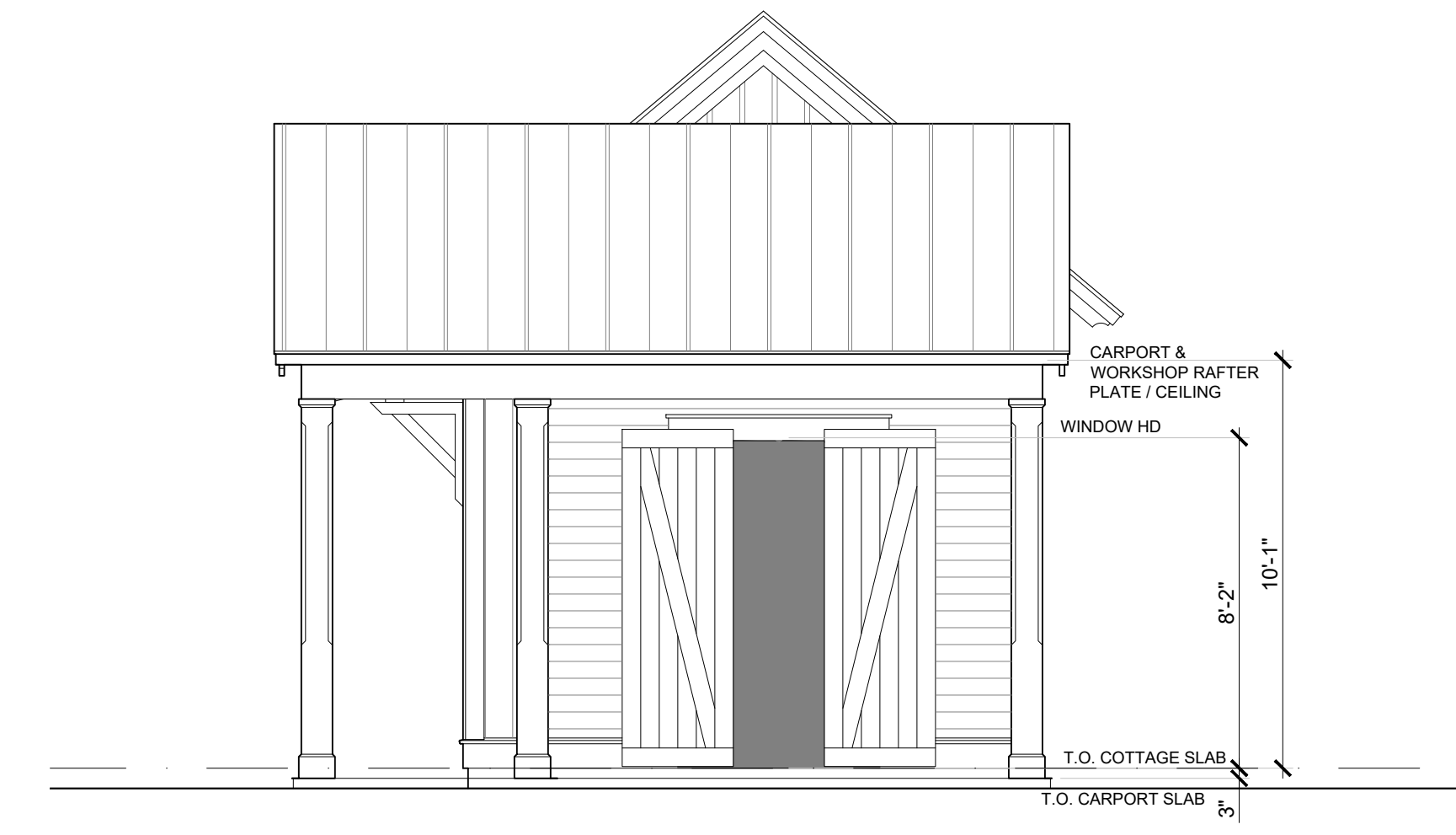
06.27.25

SHEET:

REVIEW



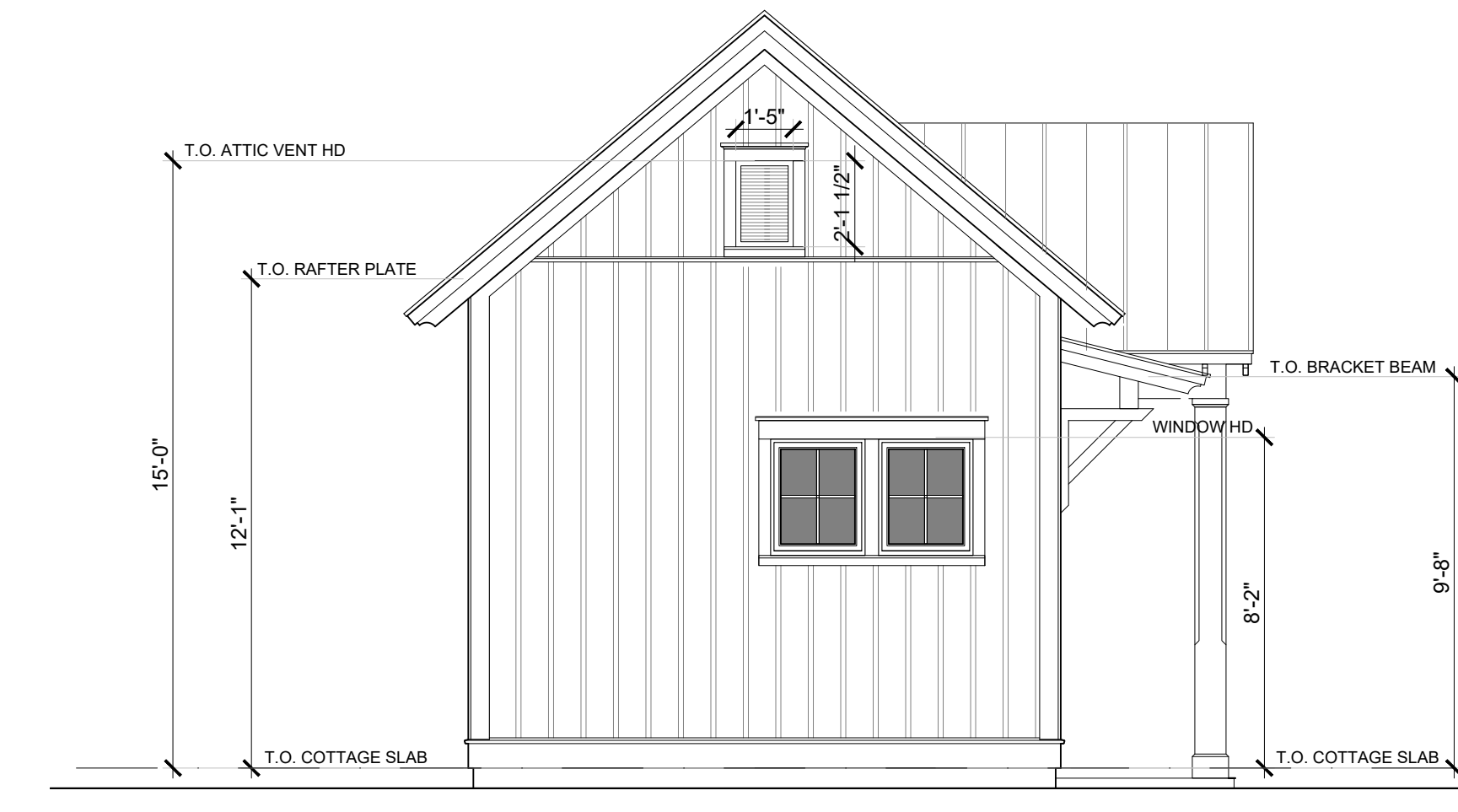
1
A3.0 COURTYARD/DRIVEWAY ELEVATION
 1/4" = 1'-0" (NORTH ELEVATION)



2
A3.0 RIGHT ELEVATION
 1/4" = 1'-0" (WEST ELEVATION)



3
A3.0 REAR ELEVATION
 1/4" = 1'-0" (SOUTH ELEVATION)



4
A3.0 LEFT ELEVATION
 1/4" = 1'-0" (EAST ELEVATION)

NOTE:
 CONTRACTOR TO VERIFY ALL CODE REQUIREMENTS, STRUCTURAL AND ENGINEERING DETAILS
 CONTRACTOR TO VERIFY VENTILATION & WATER PROOFING DETAILS
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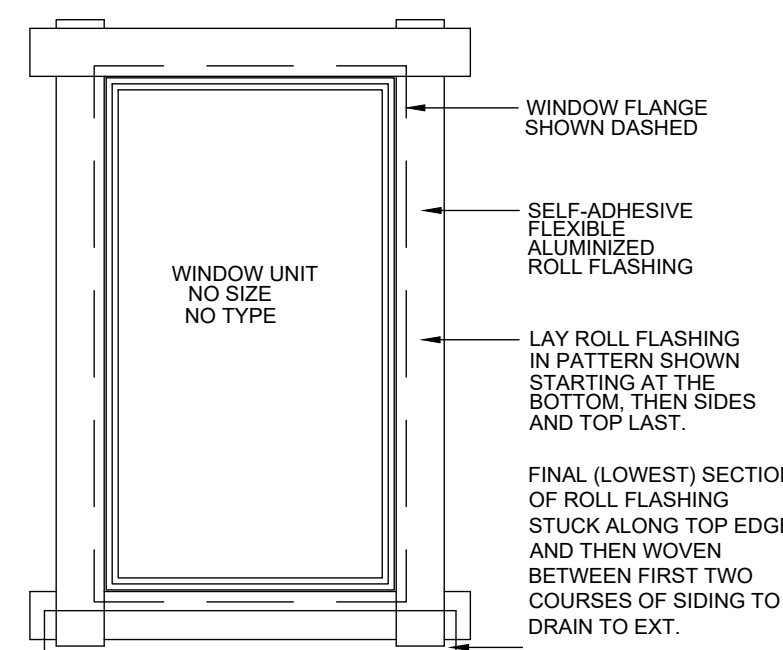
ROOF VENTING NOTE:
 THE DETAILS INCLUDED IN THIS SET ILLUSTRATE INSULATION EXTENDING UP RAFTERS TO ENCLOSE THE ENTIRE BUILDING SHELL & NON-VENTED ATTIC. IF THE ATTIC AREA IS NOT INSULATED, SOFFIT AND ATTIC VENTING WILL BE REQUIRED.

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

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

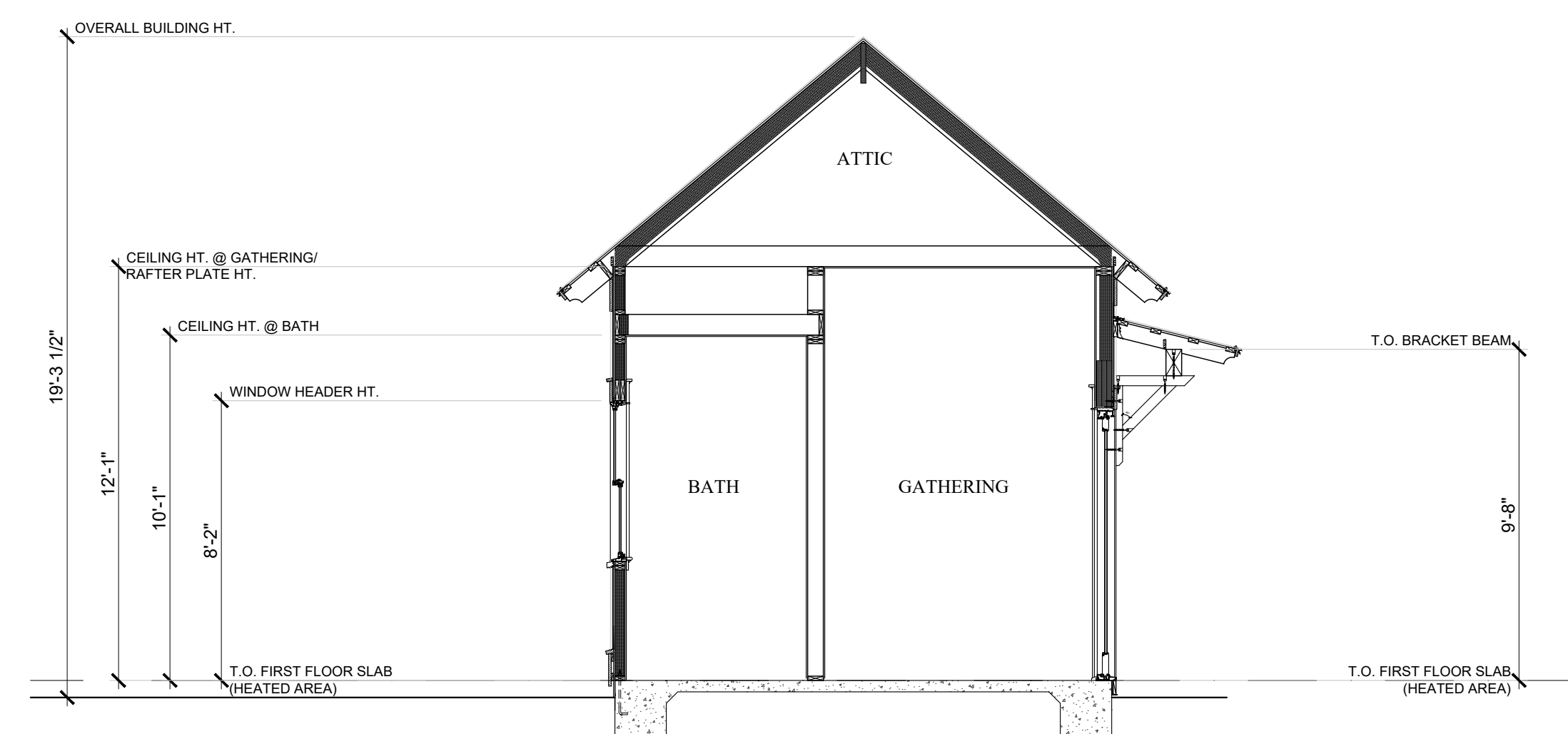
EXTERIOR NOTES:

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



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

F
A3.0 TYP. WINDOW/ DOOR FLASHING & NOTES
 NO SCALE



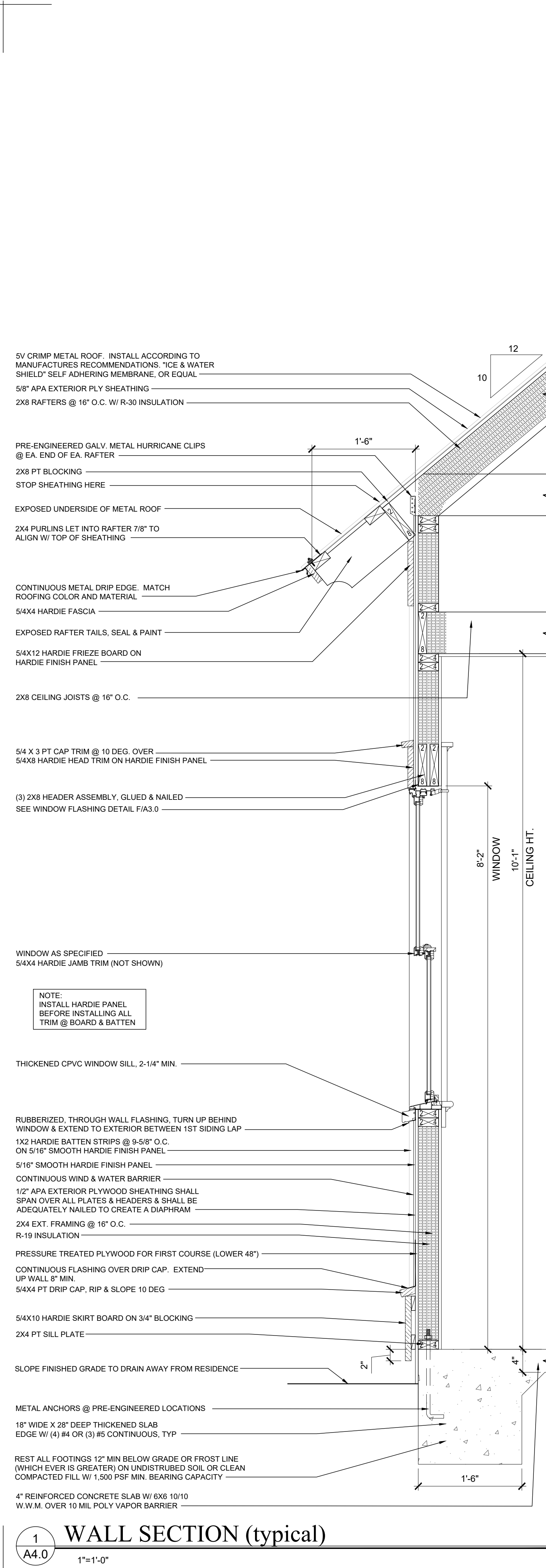
5
A3.0 BUILDING SECTION
 1/4" = 1'-0"

Donovan Outbuilding
 SET NOT FOR CONSTRUCTION
 108 ADAMS STREET
 FERNANDINA BEACH, FLORIDA

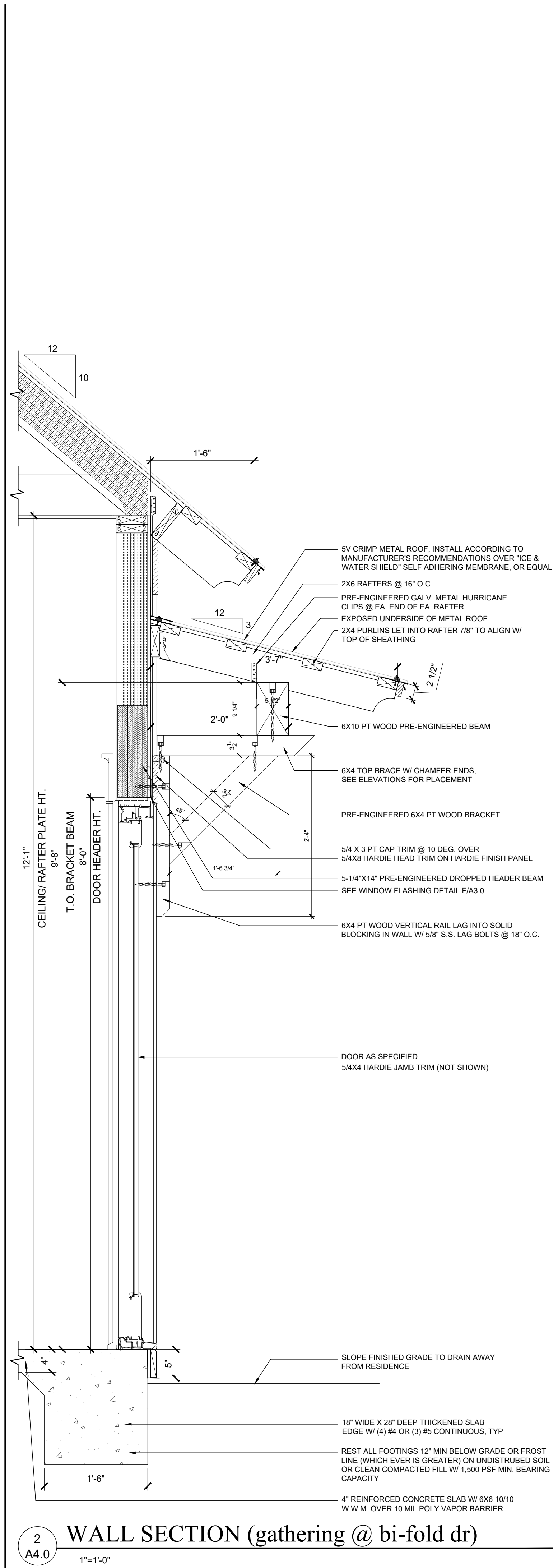
DRAWING SET:
 CONSTRUCTION DOCUMENTS

DATE:
 06.27.25

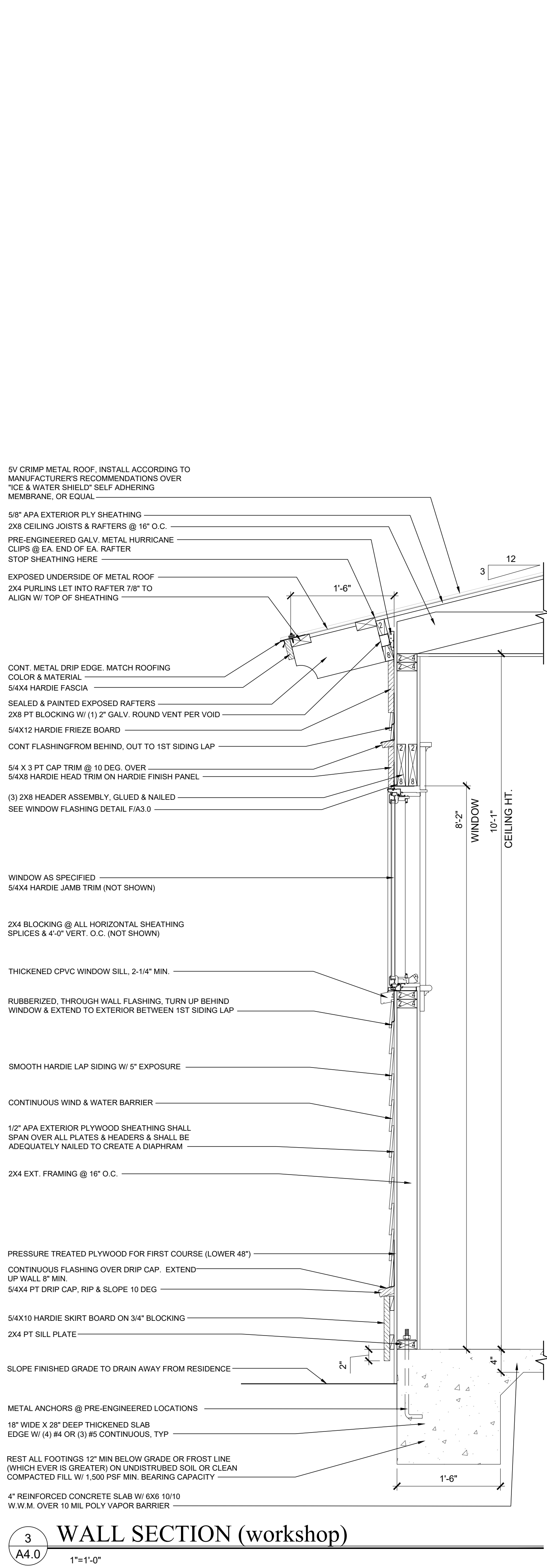
SHEET:
 A3.0



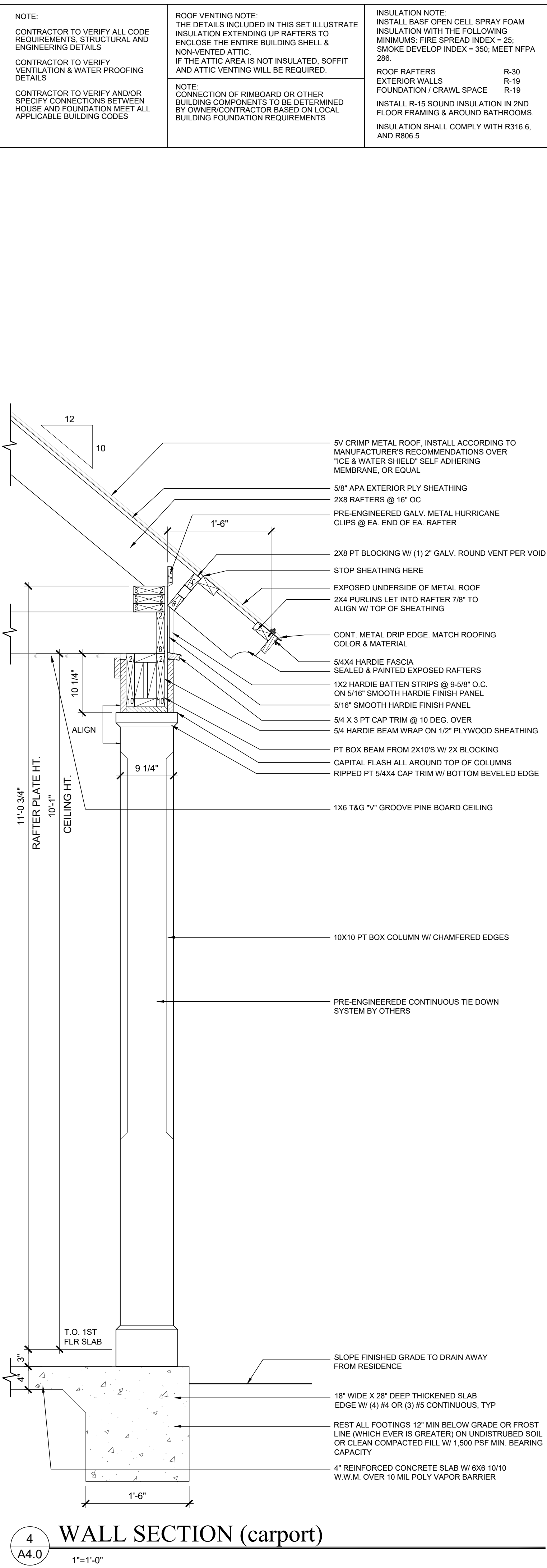
1 WALL SECTION (typical)
1"=1'-0"



2 WALL SECTION (gathering @ bi-fold dr)
1"=1'-0"



3 WALL SECTION (workshop)
1"=1'-0"



4 WALL SECTION (carport)
1"=1'-0"

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

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



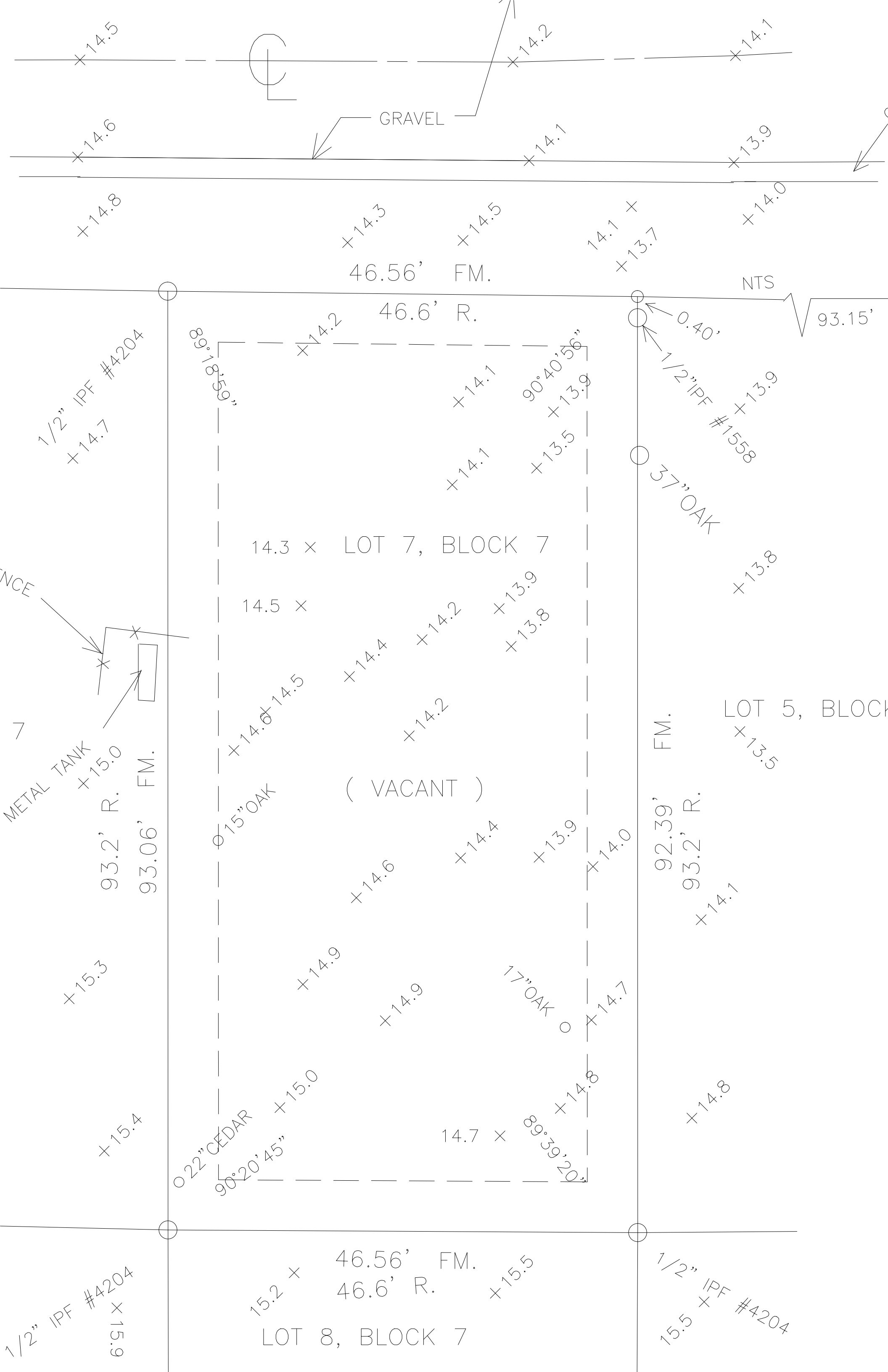
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REVISIONS

Donovan Outbuilding
 SET NOT FOR CONSTRUCTION
 TOWN BLOCK 7, LOT 7 D08 ADJACENT STREET
 FERNANDINA BEACH, NASSAU COUNTY, FLORIDA

DRAWING SET:
CONSTRUCTION DOCUMENTS
DATE:
06.27.25
SHEET:
A4.0



46.56' FM.

46.6' R.

LOT 7, BLOCK 7

(VACANT)

46.56' FM.

46.6' R.

LOT 8, BLOCK 7

1/2" IPF #4204
+14.7

METAL TANK
+15.0
93.2' R.
93.06' FM.

1/2" IPF #1558
+13.9

37" OAK
+13.8
92.39' FM.
93.2' R.
+14.1

1/2" IPF #4204
+15.5

6.91' 68"

15" OAK

22" CEDAR
90°20'45"

17" OAK

89°39'20"

NTS

93.15'

FENCE

GRAVEL

+14.5
+14.6
+14.8

+14.3
+14.5

+14.1
+13.7

+14.1
+13.9
+14.0

14.5 x

14.3 x

14.7 x

+15.3

+15.4

+14.9

+14.9

+14.4

+13.9

+14.0

+14.8

+14.4

+14.2

+13.8

+14.1

90°40'56"

+13.5

+14.1

+14.2

+14.3

+14.5

+14.0

+13.9

+13.8

+13.5

+13.8

+14.1

+14.8

+15.5

+15.5

+15.5

From: Lauren Kelly
To: Morgan Ohlendorf
Cc: Kelly Gibson; Mia Sadler; Sylvie McCann
Subject: Re: Donovan HDC Submittal
Date: Tuesday, July 1, 2025 9:25:37 AM

You don't often get email from lauren@mkdga.com. [Learn why this is important](#)

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

Thanks to all for your help with this! I just heard that the Donovans wanted to make one small amendment to the color palette. They would like the underpinning to be the Cracked Pepper color, rather than the Palm Leaf. Is that something that we can ask during the meeting, or do you want me to send over a new color chart?

Thanks,

[Lauren Kelly, AIA, CNUI](#)
17 Market, #2
Beaufort, SC 29906 USA
843-379-5630
www.mkdga.com

Moser Design Group is now MK Design Group. The "MK" stands for Moser Kelly as the new name reflects the collaboration between founder Eric Moser, and new partner Lauren Kelly. We're excited to announce this new entity and look forward to continuing to provide you with excellent architectural and town planning design.



On Jun 27, 2025, at 3:57 PM, Morgan Ohlendorf <mohlendorf@fbfl.city> wrote:

Yes, this case has been received, and the invoice has been paid.

Morgan Ohlendorf
Planning Technician
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3487 | mohlendorf@fbfl.city
www.fbfl.us

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From: Kelly Gibson <kgibson@fbfl.org>
Sent: Friday, June 27, 2025 11:35 AM
To: Lauren Kelly <lauren@mkdga.com>; Mia Sadler <msadler@fbfl.city>; Morgan Ohlendorf <mohlendorf@fbfl.city>
Cc: Sylvie McCann <smccann@fbfl.org>
Subject: Re: Donovan HDC Submittal

Morgan,

Can you see if this submittal was received, please?

-- Kelly Gibson, AICP
Director Planning and Conservation
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3481 | kgibson@fbfl.org
www.fbfl.us

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From: Lauren Kelly <lauren@mkdga.com>
Sent: Friday, June 27, 2025 11:32:29 AM
To: Mia Sadler <msadler@fbfl.city>
Cc: Sylvie McCann <smccann@fbfl.org>; Kelly Gibson <kgibson@fbfl.org>
Subject: Donovan HDC Submittal

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

Hi Mia,

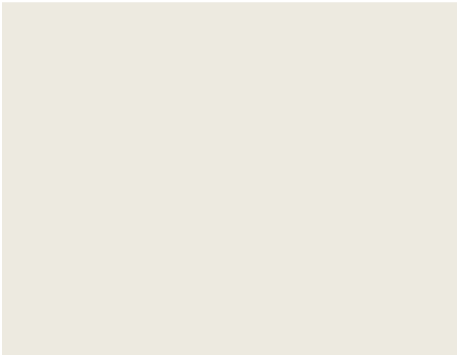
I just submitted the Donovan project for HDC final approval and wanted to be sure it came through properly. I also wanted to be sure an invoice will be generated so we can get that paid today.

Thanks!

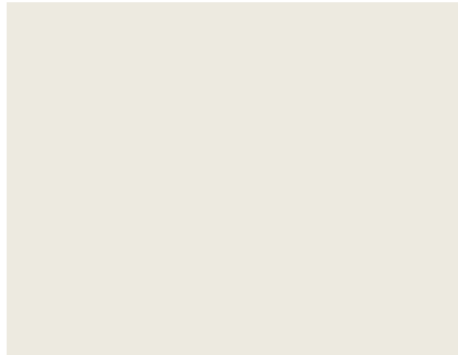
[Lauren Kelly, AIA, CNUI](#)
17 Market, #2
Beaufort, SC 29906 USA
843-379-5630
www.mkdga.com

Moser Design Group is now MK Design Group. The "MK" stands for Moser Kelly as the new name reflects the collaboration between founder Eric Moser, and new partner Lauren Kelly. We're excited to announce this new entity and look forward to continuing to provide you with excellent architectural and town planning design.

<image005.jpg>



Siding: Swiss Coffee Benjamin Moore OC-14



Trim & Doors: Swiss Coffee Benjamin Moore OC-14



Windows, Underpinning & Porch Floor: Palm Leaf SW 7735



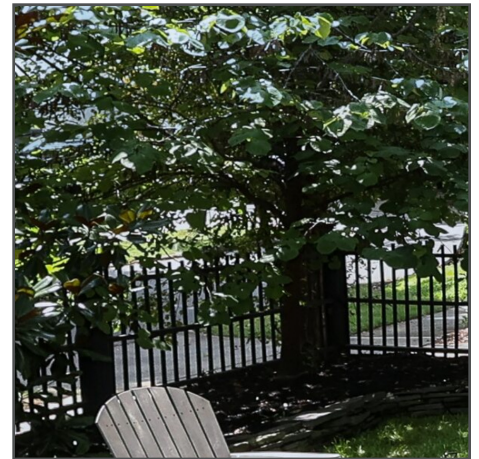
Roof: 5v Crimp Metal Metal Galvalume



Foundation: St. Augustine Thin Brick



Fence: Cracked Pepper Behr PPU18-01



Fence Imagery

PREPARED BY & RETURN TO:

Name: Wood & Smith, P.A.
Address: 303 Centre Street
Suite 100
Fernandina Beach, FL 32034
File No. 24-206693

Parcel No.: 00-00-31-1580-0007-0070

This **WARRANTY DEED**, made the **15th day of January, 2025**, by **Alexander F. Seefried, III and Cathleen M. Seefried, husband and wife, individually and as Trustees of the Seefried Family Trust dated April 12, 2023** (whether one or more, the "Grantor"), to **Scott Michael Donovan and Lisa Donovan, husband and wife**, whose post office address is P.O. Box 17, Fernandina Beach, FL 32035 (whether one or more, the "Grantee"):

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

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

LOT SEVEN (7) IN BLOCK SEVEN (7) OF "OLD TOWN".

The land described herein is not the homestead of the Grantor, and neither the Grantor nor any spouse of the Grantor, nor anyone for whose support the Grantor is responsible, resides on or adjacent to said land.

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

SUBJECT TO TAXES FOR THE YEAR 2025 AND SUBSEQUENT YEARS, RESTRICTIONS, RESERVATIONS, COVENANTS AND EASEMENTS OF RECORD, IF ANY.

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

And the Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple, that the Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful

claims of all persons whomsoever. Grantor further warrants that said land is free of all encumbrances, except as noted herein and except taxes accruing subsequent to December 31, 2023.

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

Signed, sealed and delivered in the presence of:

[Signature]
Witness #1 Signature
Print Name: Joyce A. Middleton

Witness #1 Address:

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

By: [Signature]
Alexander F. Seefried, III, individually and as Trustee of the Seefried Family Trust dated April 12, 2023

By: [Signature]
Cathleen M. Seefried, individually and as Trustee of the Seefried Family Trust dated April 12, 2023

[Signature]
Witness #2 Signature
Print Name: Debora J. Solich

Witness #2 Address:

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

Address:
66 Elm Street
Apt #4
Westerly, RI 02891

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of () physical presence or () online notarization this 2 day of January 2025, by Alexander F. Seefried, III and Cathleen M. Seefried, individually and as Trustees of the Seefried Family Trust dated April 12, 2023.

[Signature]
Signature of Notary Public
Print, Type/Stamp Name of Notary



Personally Known: _____ OR Produced Identification: —

Type of Identification
Produced: [Signature]



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

Permit

Permit NO. **BLDC-2025-0157**

Permit Type: **General Building - Commercial**

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

Permit Status: **Issued**

Issue Date: **06/12/2025**

Expiration: 12/09/2025

Location Address

Parcel Number

106 S 7TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0041-0011

Contacts

Owner
BLUE HERON BNB LLC C/O ELIZABETH M
MOSES
4710 SR 13 N, ST. JOHNS, FL 32259
(904)445-9034 mmoses@michaelsongroup.com

Applicant
Gary McCollum
201 Box Hall Court Box Hall, Saint Johns, FL 32259
(904)521-6959 g.brad.mccollum@gmail.com

Contractor
Gary McCollum
201 Box Hall Court Box Hall, Saint Johns, FL 32259
(904)521-6959 g.brad.mccollum@gmail.com

Description: Replace exterior deck boards for Building 2, existing railings to remain in place. (Building 1 see: BLDC-2025-0143)

Valuation: \$4,500.00

Total Sq Feet: 230.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Commercial(non refundable)	\$50.00
Building Dept Permit Fee	\$45.00
COA - After the Fact Staff COA	\$100.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Planning/Zoning Review (large scale)	\$250.00
Total:	\$474.00

Payments	Amt Paid
Total Fees	\$474.00
Check # PX6YugmaUWq3	\$474.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
FRAMING	
External Tie Down/Strapping	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

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

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

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(See Chapter 1 Building Code)



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

Permit

Permit NO. **BLDC-2025-0157**

Permit Type: **General Building - Commercial**

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

Permit Status: **Issued**

Issue Date: **06/12/2025**

Expiration: **12/09/2025**



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

Permit

Permit NO. **BLDC-2025-0143**

Permit Type: **General Building - Commercial**

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

Permit Status: **Issued**

Issue Date: **06/10/2025**

Expiration: **12/08/2025**

Location Address

Parcel Number

102 S 7TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0041-0011

Contacts

Blue Heron Inn 102 S 7TH ST, Fernandina Beach, FL 32034 (904)445-9034 mmoses@michaelsongroup.com	Owner	Gary McCollum 201 Box Hall Court Box Hall, Saint Johns, FL 32259 (904)521-6959 g.brad.mccollum@gmail.com	Applicant
Gary McCollum 201 Box Hall Court Box Hall, Saint Johns, FL 32259 (904)521-6959 g.brad.mccollum@gmail.com	Contractor		

Description: Replace exterior deck boards on Building 1 only - Building 2 will require a separate permit. Decking and rail will be replaced in kind.

Valuation: \$9,000.00
Total Sq Feet: 450.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Commercial(non refundable)	\$50.00
Building Dept Permit Fee	\$67.50
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Planning/Zoning Review (large scale)	\$250.00
Total:	\$396.50

Payments	Amt Paid
Total Fees	\$396.50
Check # Dvlc1E33t5kL	\$396.50
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

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

Permit

Permit NO. **BLDR-2025-1064**
Permit Type: **General Building - Residential**
Work Classification: **Repair/Replace/Remodel**
Permit Status: **Issued**

Issue Date: **06/17/2025**

Expiration: 12/15/2025

Location Address

Parcel Number

213 N 3RD ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0008-0230

Contacts

Linda Howison (904)583-2811 lhowison904@gmail.com	Owner	James Boehmer 5422 First Coast Hwy Ste 123, Fernandina Beach, FL 32034 (386)586-9199 jamesboehmer56@yahoo.com	Applicant
James Boehmer 5422 First Coast Hwy Ste 123, Fernandina Beach, FL 32034 (386)586-9199 jamesboehmer56@yahoo.com	Contractor		

Description: Repair and restore chimney fram. Repair adjacent lapsiding to match existing on both sides.

Valuation: \$0.00
Total Sq Feet: 922.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Building Dept Permit Fee	\$45.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$109.00

Payments	Amt Paid
Total Fees	\$109.00
Check # qMKhQalmmWwj	\$109.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
WALL NAIL OFF/SHEATHING	
HOUSE WRAP/ZIP TAPE	
SOFFIT/SIDING - IN PROGRESS	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

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

Permit

Permit NO. **BLDR-2025-1064**

Permit Type: **General Building - Residential**

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

Permit Status: **Issued**

Issue Date: **06/17/2025**

Expiration: **12/15/2025**



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

Permit

Permit NO. **BLDR-2025-1157**

Permit Type: **General Building - Residential**

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

Permit Status: **Issued**

Issue Date: **06/10/2025**

Expiration: 12/08/2025

Location Address

Parcel Number

510 BEECH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0027-0140

Contacts

Amelia Poch (240)413-2282 ameliapoch1@gmail.com	Owner	Rob Psulkowski 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048	Applicant
Rob Psulkowski 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048	Contractor		

Description: - Repair top of broken chimney with period correct bricks

Valuation: \$500.00
Total Sq Feet: 4.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Building Dept Permit Fee	\$45.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$109.00

Payments	Amt Paid
Total Fees	\$109.00
Check # 8L6sp0q6gHYh	\$109.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

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CERTIFICATE OF APPROVAL (COA) HDCSA2025-0010 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 05/14/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 06/13/2025
Status: Approved	Square Feet: 0.00	Completed: 06/23/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 06/23/2026

Description: Certificate of Approval (COA) to paint the exterior of the house with Sherwin Williams paint colors: Lovable, White, Tobacco, and Asylum. (After-the-Fact)

Parcel: 00-00-31-1800-0018-0040 Main	Address: 416 N 3Rd St Fernandina Beach, FL 32034 Main	Zone: MU-1(Mixed Use) R-2(Medium Density Residential)
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Owner Richard Hassman 416 N 3rd St Fernandina Beach, FL 32034 Mobile: 6417804679	Applicant Richard Hassman 416 N 3rd St Fernandina Beach, FL 32034 Mobile: 6417804679
---	---

Note	Created By	Date and Time Created
1. KG + MS called applicant to ask for more information	Morgan Ohlendorf	06/02/2025
2. MS called applicant again, no answer	Mia Sadler	06/09/2025
3. emailed owner to provide color of paint for records.	Sylvie McCann	06/17/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038263	COA - After the Fact Staff COA	\$100.00	\$100.00
	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00038263		\$125.00	\$125.00
Grand Total for Plan		\$125.00	\$125.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0011 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 05/20/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 06/20/2025
Status: Approved	Square Feet: 0.00	Completed: 06/05/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 06/05/2026

Description: Certificate of Approval (COA) to paint the exterior SW 6243 "Distance" and SW 9169 "Chatura Gray", and to add an outdoor shower with a 6'x7' Trex composite deck.

Parcel: 00-00-31-1800-0041-0062 Main	Address: 121 S 8Th St Fernandina Beach, FL 32034	Main	Zone:
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Owner ESTUARIO LLC 121 S 8th ST Fernandina Beach, FL 32034 Business: 7862029175	Owner George Bourquin 1408 S Pike Ln Fernandina Beach, FL 32034 Mobile: 3523420103	Applicant George Bourquin 1408 S Pike Ln Fernandina Beach, FL 32034 Mobile: 3523420103
--	---	---

Note	Created By	Date and Time Created
1. emailed payment reminder	Morgan Ohlendorf	05/27/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038300	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00038300		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0012 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 06/09/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 07/09/2025
Status: Approved	Square Feet: 0.00	Completed: 06/09/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 06/09/2026

Description: Certificate of Approval (COA) restore and repair exterior chimney, repair openings in wall, replace wood siding, and paint to match existing.

Parcel: 00-00-31-1800-0008-0230 Main	Address: 213 N 3Rd St Fernandina Beach, FL 32034	Zone: R-2(Medium Density Residential)
---	--	--

Owner Linda F. Howison P.O. Box 244 Fernandina Beach, FL 32035-0244 Home: 9042773095 Mobile: 9045832811	Applicant James F Boehmer 5422 First Coast Hwy Ste 123 Fernandina Beach, FL 32034 Business: 3865869199 Mobile: 3865869199
--	---

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038567	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00038567		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0013 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 06/12/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 07/14/2025
Status: Approved	Square Feet: 0.00	Completed: 06/17/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 06/17/2026

Description: Certificate of Approval (COA) to repaint the window sashes with SW 9185 "Merea Baja".

Parcel: 00-00-31-1580-0004-0090 Main	Address: 212 Estrada St Fernandina Beach, FL 32034	Zone: OT-1(Old Town 1)
---	--	-------------------------------

Owner CHERYL HALL 212 ESTRADA ST FERNANDINA BEACH, FL 32034 Mobile: 919-423-3739	Applicant CHERYL HALL 212 ESTRADA ST FERNANDINA BEACH, FL 32034 Mobile: 919-423-3739
--	--

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038619	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00038619		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



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

Permit

Permit NO. **ROFR-2025-0600**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **06/09/2025**

Expiration: 12/08/2025

Location Address

Parcel Number

121 S 5TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0025-0100

Contacts

Owner Victoria Peters 121 S 5th ST, Fernandina Beach, FL 32034 (904)432-6903	Applicant Bell Builders Construction LLC 12 N 10th st, Fernandina Beach, FL 32034 (786)564-0150 bbcllc85@yahoo.com
Contractor Sylvester Bell 12 N 10TH ST (786)564-0150	

Description: Tear off old shingles re nail decking to code, install new underlayment and install new shingles

Valuation: \$0.00
Total Sq Feet: 0.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Base Roof Fee	\$90.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$154.00

Payments	Amt Paid
Total Fees	\$154.00
Check # zYZonckliJtc	\$154.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
ROOF AFFIDAVIT/MITIGATION & PICTURES	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
ROOF FINAL	

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

Permit

Permit NO. **ROFR-2025-0600**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **06/09/2025**

Expiration: 12/08/2025



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

Permit

Permit NO. **ROFR-2025-0653**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **06/05/2025**

Expiration: 12/02/2025

Location Address

Parcel Number

910 SAN FERNANDO ST, FERNANDINA BEACH, FL 32034

00-00-31-1580-0008-0050

Contacts

Mary Bynum (828)200-0928	Owner	LePierre Roofing, Inc. 2618 McGregor, Fernandina Beach, FL 32304 (904)277-3000	Applicant lepierreroofing@gmail.com
Gary Lepierre 2618 McGregor Blvd, Fernandina Beach, FL 32034 (904)753-2234	Contractor garylepirre@aol.com		

Description: Porch re-roof

Valuation:	\$0.00
Total Sq Feet:	0.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Base Roof Fee	\$90.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$154.00

Payments	Amt Paid
Total Fees	\$154.00
Check # P7lfgd2i31fl	\$154.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
ROOF FINAL	

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

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

Permit

Permit NO. **ROFR-2025-0653**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **06/05/2025**

Expiration: **12/02/2025**



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

Permit

Permit NO. **SIGN-2025-0060**

Permit Type: **Signs**

Work Classification: **Permanent**

Permit Status: **Issued**

Issue Date: **06/02/2025**

Expiration: 12/01/2025

Location Address

Parcel Number

23 S 3RD ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0269-0190

Contacts

Bonnie Southwick (904)654-4546	Owner	Mathew Meskimen 1750 S 14TH ST Suite#150, Fernandina Beach, FL 32034 (904)530-0808	Applicant office@mcghomes.biz
Sharon Palmer 1410 E OAK ST, FERNANDINA BEACH, FL 32034 (904)261-0340	Applicant sharon.palmer@fastsigns.com	Mathew Meskimen 1750 S 14TH ST, Fernandina Beach, FL 32034 (904)530-0808	Contractor matt@mcghomes.biz

Description: This application includes a projecting sign for an existing bracket, a wall sign (engineer seal with anchor schedule provided in a separate document), and a sandwich board.

Valuation:	\$0.00
Total Sq Feet:	0.00

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Permanent Sign Fee (>\$1000)	\$87.00
Total:	\$116.00

Payments	Amt Paid
Total Fees	\$116.00
Check # TEdOk4duQijF	\$116.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
Final Planning/Zoning	
BUILDING FINAL	

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

Permit

Permit NO. **SIGN-2025-0061**

Permit Type: **Signs**

Work Classification: **Permanent**

Permit Status: **Issued**

Issue Date: **06/13/2025**

Expiration: 12/10/2025

Location Address

Parcel Number

17 S 8TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0042-0060

Contacts

Jay Donald (904)261-0340	Owner	Sharon Palmer 1410 E OAK ST, FERNANDINA BEACH, FL 32034 (904)261-0340 sharon.palmer@fastsigns.com	Applicant
Mathew Meskimen 1750 S 14TH ST Suite#150, Fernandina Beach, FL 32034 (904)530-0808 office@mcghomes.biz	Applicant	Mathew Meskimen 1750 S 14TH ST, Fernandina Beach, FL 32034 (904)530-0808 matt@mcghomes.biz	Contractor

Description: We are putting a new projecting sign face on the existing bracket. Revised to include a new wall sign.
LOST DOG
This property just sold and the warranty deed is attached to this email to prove ownership because the Property Appraiser's information has not been updated.

Valuation:	\$0.00
Total Sq Feet:	0.00

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Permanent Sign Fee (<\$1000)	\$80.00
Total:	\$109.00

Payments	Amt Paid
Total Fees	\$109.00
Check # etHo2mj5UxnE	\$109.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
Final Planning/Zoning	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	
BUILDING FINAL	

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

Permit

Permit NO. **ZON-000297-2025**

Permit Type: **Zoning Permit**

Work Classification: **Fence (non-structural)**

Permit Status: **Issued**

Issue Date: **06/03/2025**

Expiration: 12/01/2025

Location Address

Parcel Number

17 S 8TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0042-0060

Contacts

Stephanie Jamieson 413 Stanley DR, Fernandina Beach, FL 32034 (850)766-8740 attorneyjamieson@gmail.com	Owner	Built to Last Construction Inc. 710 Beech ST, Fernandina Beach, FL 32034 (904)556-0064	Applicant
Rob Psulkowski 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048 anthony@builtolast.pro	Applicant	Rob Psulkowski 710 Beech ST, Fernandina Beach, FL 32034 (904)556-1048 anthony@builtolast.pro	Contractor

Description: - Take down and relocate retaining wall and fence
- All retaining wall material, i.e. bricks, and fence will be reused
- The fence will be moved back to increase the available room for parking
- No pathways or pervious section will be disturbed or added
- Remove and replace all shrubbery

Valuation:	\$2,000.00
Total Sq Feet:	60.00

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
Zoning Review Fee - Fence + Concrete Pad	\$50.00
Total:	\$75.00

Payments	Amt Paid
Total Fees	\$75.00
Check # Fof4G5NYhDSL	\$75.00
Amount Due:	\$0.00

Available Inspections:

Inspection Type	
Historic District Final	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	

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

Permit

Permit NO. **ZON-000302-2025**

Permit Type: **Zoning Permit**

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

Permit Status: **Issued**

Issue Date: **06/05/2025**

Expiration: **12/02/2025**

Location Address

Parcel Number

214 S 5TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0027-0030

Contacts

LINDA SMITH-FERNANDEZ 214 S 5TH ST, FERNANDINA BEACH, FL 32034	Owner	Davionna Vaughns (904)612-6146 dvaughns@tuffshed.com	Applicant
Tom Saurey 1777 S. Harrison St. #600, Denver, CO 80210 (904)612-6146	Contractor	Tuff Shed, Inc. 1777 S. Harrison St., Denver, CO 80210 (904)272-9586	Agent

Description: 10X8 site-built woodshed no mep no concrete with 3ft auger anchors

Valuation: \$5,313.66

Total Sq Feet: 80.00

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
Zoning Fee - Res. Decks + Acc Struct < 150 sf	\$100.00
Total:	\$125.00

Payments	Amt Paid
Total Fees	\$125.00
Check # px0gQBYCwCik	\$125.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
External Tie	
Down/Strapping	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	
Historic District Final	

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