AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
SEPTEMBER 18, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the Regular Meeting of August 28, 2025.

4. OLD BUSINESS

4.1 **HDC 2022-0072 - MIRANDA ARCHITECTS, AGENT FOR I P HOLDINGS GROUP LLC, 101 N. 2ND STREET**
AMENDMENT to a previously issued Certificate of Approval (COA) to install a new roof/ceiling assembly and structural steel frame, to replace existing windows with Marvin Ultimate windows, replace existing wood doors, repair the exterior finish, and repaint the "Standard" sign on west elevation. *(Quasi-Judicial).*

4.2 **HDC 2024-0004 - BUILT TO LAST CONSTRUCTION, AGENT FOR JAMES + KATHERINE GALLI, 501 CEDAR STREET.**
AFTER THE FACT Amendment to previously approved Certificate of Approval (COA) for the replacement of original non-conforming front brick steps to wooden front steps. *(Quasi-Judicial)*

4.3 **HDC 2025-0015 - AMELIA ISLAND PIRATE VOYAGES, 1 N. FRONT STREET**
FINAL Certificate of Approval (COA) to install a 10'x8' temporary accessory structure for Amelia Island Pirate Voyages. *(Quasi-Judicial).*
**This item was continued from the Regular Meeting of August 28, 2025.*

5. NEW BUSINESS

5.1 **HDC 2025-0019 - BILLY ROLAND, 126 S. 6TH STREET**
FINAL Certificate of Approval (COA) to demolish two chimneys above the roof line. *(Quasi-Judicial).*

5.2 **HDC 2025-0021 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET**
Certificate of Approval (COA) to install a freestanding drinking fountain. *(Quasi-Judicial).*

5.3 **HDC 2025-0020 CITY OF FERNANDINA BEACH, 204 ASH STREET**
Certificate of Approval (COA) to replace the existing City Hall sign.

6. BOARD BUSINESS

7. STAFF REPORT

7.1 Staff Certificates of Approval - August 2025

7.2 Update on Peg Leg Pete

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR OCTOBER 16, 2025.

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

DRAFT

MINUTES
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
AUGUST 28, 2025
5:00 PM
CITY HALL COMMISSION
CHAMBERS 204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER
ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT: Arlene Filkoff (Chair), James Pozzetta (Vice-Chair), Tammi Kosack, Veronica Byrnes, Dylan Psulkowski, Heather Sherstad-Schaller

MEMBERS ABSENT:

OTHERS PRESENT: Mia Sadler, Planner
Teresa Prince, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Filkoff explained that the City Commission during their last meeting passed a resolution for a text amendment to the Land Development Code to reflect the elimination of the board member Alternate status for Historic District board members and that all Historic District board members are now voting members.

Ex party communication, Member Psulkowski recused himself from case 2024-0007 because of numerous conversations with the applicant, Vice-Chair Pozzetta disclosed communications with Staff regarding case 2025-0018, and Member Kosack spoke with Staff regarding all cases presented tonight. Member Sherstad-Schaller had no disclosures.

Chair Filkoff welcome the new City Attorney and disclosed speaking with Staff and the City Attorney regarding case 2025-0018.

3. APPROVAL OF MEETING MINUTES

3.1 Introduction of new City Attorney Teresa Prince.

Ms. Prince spoke about the case 2025-0018 and the possibility of pulling the case in order to do additional research regarding credible new information that cremains may be present inside the statue. She proposed that this case should be continued to a date certain. Vice-Chair Pozzetta suggested that the case should still be heard tonight to give the opportunity for the public to speak and provide feedback. It was decided that the case will be heard.

3.2 Approval of Minutes from the Regular Meeting of July 17, 2025.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Psulkowski, to approve the Minutes for the Regular Meeting of July 17, 2025, as presented.

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

Ms. Prince explained the quasi-judicial procedures and the appeal process.

Ms. McCann administered the oath to parties that wish to provide testimony.

4. OLD BUSINESS

4.1 HDC 2025-0004 - SPATOLA CONTRACTING GROUP, AGENT FOR DENNIS BROWN, 913 WHITE STREET

FINAL Certificate of Approval (COA) to construct an additional 58 sq. ft. to the second floor northwest elevation and to increase the east side porch by 133 sq. ft. *(Quasi-Judicial).*

Ms. Sadler presented the case and recommended approval. She noted that the side porch would encroach into the mid-lot visibility corridor but that this is an acceptable change in Old Town as it acts as a connecting element.

Stephanie Spatola, Spatola Contracting Group, 512 S. 8th Street, welcome any questions from the Board.

Member Kosack thanked the designer professional for the changes. Other Board Members concurred.

Board Discussion was opened.

Member Kosack suggested that Staff provide side by side snapshots for revisions showing old vs. new designs. Member Byrnes commented on the mention of the 2021 Old Town Guidelines which are not yet adopted.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice Chair Pozzetta, to approve HDC case 2025-0004 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0004, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Old Town Preservation and Development Guidelines to warrant FINAL approval at this time.

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

4.2 HDC 2024-0007 - MIRANDA ARCHITECT, AGENT FOR RUTH MAESTRE, 11 S. 7TH STREET

2nd AMENDMENT to a previously issued Certificate of Approval (COA) to add a chimney with flanking windows in the rear of the primary structure. *(Quasi-Judicial).*

At this time Member Psulkowski recused himself.

Ms. Sadler presented the case and recommended approval.

Joseph Miranda, 309 ½ Centre Street, welcome questions from the Board. Members asked about new thin brick veneer and the existing hanging fireplace.

Dylan Psulkowski, Built to Last Construction, 710 Beech Street, disclosed that he is the contractor for this project and has financial interest in this case and recused himself.

Board Discussion was opened.

Member Byrnes confirmed that the window description is part of the agenda packet documents.

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

ACTION TAKEN: A motion was made by Member Byrnes, seconded by Member Kosack, to approve the amendment to HDC case 2024-0007 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2024-0007, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic 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.

5. NEW BUSINESS

5.1 HDC 2025-0015 - AMELIA ISLAND PIRATE VOYAGES, 1 N. FRONT STREET

FINAL Certificate of Approval (COA) to install a 10'x8' temporary accessory structure for the Amelia Island Pirate Voyages. *(Quasi-Judicial).*

Ms. Sadler presented the case and recommended approval. She noted that since this is City property the process is to first acquire HDC approval and then move this case to the City Commission for final approval.

Vice-Chair Pozzetta inquired about any lost parking spaces. Ms. Sadler answered in the negative. He also wanted to confirm that this is a temporary structure with no permanent foundation or trades involved.

Eric Andersen, 96314 Glennwood Road, Yulee, owner, explained that they will be requesting some electrical connection for light and air conditioning.

Members asked about the current process of ticketing and any possibility of sharing the existing building with Amelia Cruise. Mr. Andersen noted that the structure is too small for the level of activity. Member Byrnes asked that ADA compliance be requested if this project moves forward.

Jeremiah Glisson, Deputy City Member, noted that the applicant did reach out to the City and that they inquired about sharing basic electrical service. He confirmed that shared electrical usage would be paid back to the City. He also confirmed that this would definitely be a temporary structure.

Board Discussion was opened.

Member Kosack spoke of the temporality of this building and voiced concern about incongruous nature of the building and also understands the need but asked about design cohisiveness. Vice Chair Pozzetta added that there could be a limitation on the number of temporary structures being installed.

Mr. Glisson spoke of the existing kiosk and the possibility of adding other structures until the Brett's facility is demolished to allow for a future permanent structure that could house many of the businesses into one on-land structure. This is a pre-engineered building that will have to meet all Florida building codes. Member Kosack suggested putting in a deadline regarding the temporality of the structure and Chair Filkoff also noted that a condition regarding electrical services and any reimbursement cost back to the City could be added if applicable. Member Byrnes spoke of roofline, gables, and noted the ADA compliance.

Chair Filkoff asked the applicant if there were any other options than this proposed building. Mr. Andersen stated that this is the option that would be the best solution to garner approval from the HDC. Chair Filkoff summarized comments from Staff and stated that this would possibly be on site for 2 years and that the design would not be aesthetically congruent with the surrounding waterfront building.

Member Kosack asked that signage be addressed before the next meeting.

Vice Chair Pozzetta recapped the requests for alter aesthetic of building, gable roof/metal roof, coordination with the City about electrical service, timeframe and define "temporary", and ADA compliance, Ms. Prince also noted that a lease should be in place which should address most of these request before it goes to the Commission agenda.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Byrnes, to continue case 2025-0015 to a date certain of September 18, 2025.

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

5.2 HDC 2025-0016 - RICE ARCHITECTS, AGENT FOR S. NICOLE JAMIESON, 17 S. 8TH STREET
FINAL Certificate of Approval (COA) to construct a 288 sq. ft. accessory structure. *(Quasi-Judicial).*

Ms. Sadler presented the case and recommended approval to construct a pergola on a poured concrete pad.

Member Kosack asked if this will also be reviewed by the Building Department. Ms. Sadler concurred.

Mark Akins, Rice Architects, 96187 Gateway Blvd, welcome questions from the Board.

Member Byrnes asked about the roof being metal to match existing and asked about the items to be stored inside and confirmed that although seen from the street it was located far into the rear.

Member Kosack asked about drainage of water from the roof edge and confirmed that there is plenty of space for drainage and that it would help the tree that is retained. Mr. Akins noted that the owner may not pour a pad and may be installing pavers. Member Kosack said this would be preferable.

Public Hearing was opened and closed without any comments from the public.

Member Kosack asked about any electrical service provided to the building. Mr. Akins answered in the affirmative.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice Chair Pozzetta, to approve HDC case 2025-0016 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0016, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic Design Guidelines to warrant FINAL approval at this time.

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

5.3 HDC 2025-0017 - DEBRA WINTERS, 132 S. 2ND STREET
This case was transitioned to a HDC Staff Approval. See attached letter.

Ms. Sadler explained why the case was pulled from the agenda and reviewed as a Staff approval.

5.4 HDC 2025-0018 - CITY OF FERNANDINA BEACH, 102 CENTRE STREET
Certificate of Approval (COA) to remove "Fernandina Pirate" sculpture and replace with new "Peg Leg Pete" sculpture and install black wrought iron fencing around the base. *(Quasi-Judicial)*

Ms. Sadler presented the case and stated that this request is made by the City in collaboration with the Fernandina Beach Pirate Club and due to the subjective nature of this proposal Staff deferred to the Board for a decision.

Member Kosack asked about clarification regarding repairs to the base. Member Byrnes asked about the necessity and need for the fence.

Jacob Platt, Project Coordinator for the City, explained the basic proposal which includes the removal of the 1978 Peg Leg Pete old statue (to be donated to the Amelia Island Museum), the installation of the newly carved statue, created by student artist Jett Paxton, repairing the base as needed under the direction of SouthEast Conservation Services, replace and restoration of the plaque with funding under the direction from the Fernandina Beach Pirates, adding shrubs behind the structure, and installation of 30" black fence.

Chair Filkoff spoke of the previous submittal and the concerns expressed during that presentation which was that the statue was top heavy, that it was not monolithic built. She provided some history about Peg Leg Pete, its original location near Bretts, the reasoning for its move to downtown.

Mr. Platt confirmed that there is now a City ordinance 71-50 that stipulated that the City would maintain public art.

Ms. Prince clarified that along with the ordinance an application must be filled out. Mr. Glisson noted that this application for maintenance has been filed out and is in the queue for review by the City Attorney process.

Public Hearing was opened.

Bobby Brown Jr, 1416 Nectarine Street, stated that his father donated the materials to build the original statue and that he was there when it was carved. He also stated that he was there when the ashes were inserted in the statue.

Joe Brown, 1002 Natures Walk Drive, President of the Fernandina Pirate club, spoke of the controversy of replacement of the statue. He confirmed that there is ashes in the statue but not in the capsule.

Jett Paxon, 2982 First Avenue, original artist of the new pirate statue.

Jackie Stevenson, 83 Oak Grove Place, referred to an email sent to Board Members, and explained her concern of the maintenance of the original statue. She also provided opinions about the fence and shrubs. She noted a lack of information for the maintenance of the future statue. She suggested wood restoration of the old statue.

Jonathan Wolf, 2982 First Avenue, stated that history is very important to him.

Julie Ferreira, 501 Date Street, opined that Peg Leg Pete has a lot of emotional ties to the community. She suggested that the new Pirate statue could be include in the new Waterfront area.

Public Hearing was closed, and Board Discussion was opened.

Member Kosack asked about the liability of the cremains. Ms. Prince explained that there is a need for more research to be done regarding the procedure if cremains are present in the old statue.

Member Kosack provided her expert opinion on the condition of the statue, which demise was caused mainly by moisture that infiltrated the wood. She also inquired if it could be encapsulated.

Chair Filkoff opined that the ordinance must be finalized and fully established before any artistic donation can be accepted by the City.

Vice-Chair Pozzetta asked about the Public Art ordinance and suggested a local ordinance should also be created. He asked about a clear engineering design. Mr. Glisson suggested that Board Members comment on the 6 items presented so Staff could address these concerns.

Concerns were listed as such, the anchoring to the base, how the base will be stable, the fence, addressing the security aspect, set up another estimate to see how much it would cost to restore the old statue, confirm that the museum would accept the old statue and provide information about their process to preserve and maintain it, share the outcome of the research on the cremains, provide risk assessments of both statues, and finally clarify the 2024 Ordinance and the application process for this project.

Members suggested that the new statue could be located at Pirates Park and also noted to anticipate misuse.

John Wolf, 2982 First Avenue, suggested that the Board vote on the statue and its location, noting that the base is not a factor in this case. Chair Filkoff explained why this is incorrect. Mr. Brown then provide further explanation about the difference between the 2 bases.

Member Psulkowski asked Mr. Paxton if this was sculpted from 1 piece of wood. Mr. Paxton answered in the negative and that it was done with 2 pieces of wood.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-Chair Pozzetta, to table HDC case 2025-0018.

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

6. BOARD BUSINESS

7. STAFF REPORT

7.1 Introduction and update from Glenn Akramoff (Project Manager) on Planning Staff changes.

Mr. Akramoff spoke of upcoming projects such as revitalization of the Downtown, the Harbor master plan process that will include the Marina, Waterfront, and seawall. He noted that currently work at Brett, which will involve the seawall, will take 4-6 months. He spoke of meeting the timeline to the Waterfront project, the 2nd Street project for which the stormwater system installation is completed, and lastly the MLK Recreation Center project. He noted that the Ybor Alvarez project is on hold. He confirmed that he is working closely with Planning and that any inquiries can be addressed directly to him.

Member Kosack asked about the lack of activity on the Waterfront. Mr. Akramoff explained that they are focusing on the type of materials that will be utilized which is taking additional time. She also asked about any communication with OHPA regarding some of their upcoming grant regarding drainage project. Mr. Akramoff said they are communicating with OHPA.

Member Sherstad-Schaller asked if archeological surveys are being requested with all the current project in process. Mr. Akramoff answered in the affirmative.

Mr. Glisson noted that by a 4-1 vote the City Commission opted to proceed with the selection of a vendor regarding downtown parking and asked the Board to join the Ad Hoc committee process, especially regarding signage. Vice-Chair Pozzetta volunteered to represent the HDC.

Ms. Prince will research and see if this project will require formal approval from the HDC.

Mr. Glisson noted there is a 60-90-day implementation timeframe and that they are meeting with vendors starting next week.

7.2 Approved Staff Certificates of Approval (COA) - July 2025

Ms. Sadler pointed out the COA regarding a fence being addressed for non-compliance.

7.3 Update on one-on-one meetings with Board Members - Changes to the Downtown Design Guidelines

Ms. Sadler commented that she is working on the edits.

7.4 Concrete Street Markers

Ms. Sadler gave an update on how to maintain and add street markers. Member Byrnes noted the east side of 8th Street were painted white and if those could possibly be re-stenciled with the street name.

Ms. Sadler announced that Mr. Akramoff will be presenting cases for the next September and October 2025 HDC meetings.

Chair Filkoff questioned if murals are permitted either in the Guidelines or CRA. Member Kosack noted that OHPA wants to put a mural on one of their warehouses.

DRAFT

8. PUBLIC COMMENT

9. ADJOURNMENT 7:39

Sylvie McCann, Recording Secretary

Arlene Filkoff, Chair

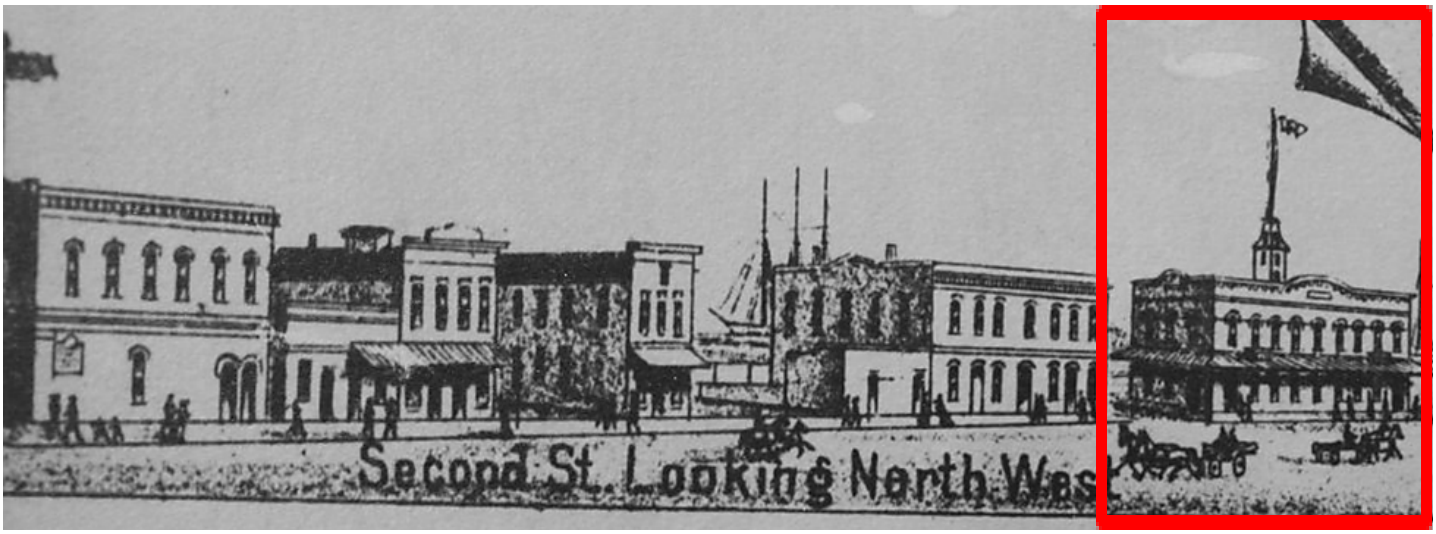
HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0072- AMENDMENT
SEPTEMBER 18, 2025

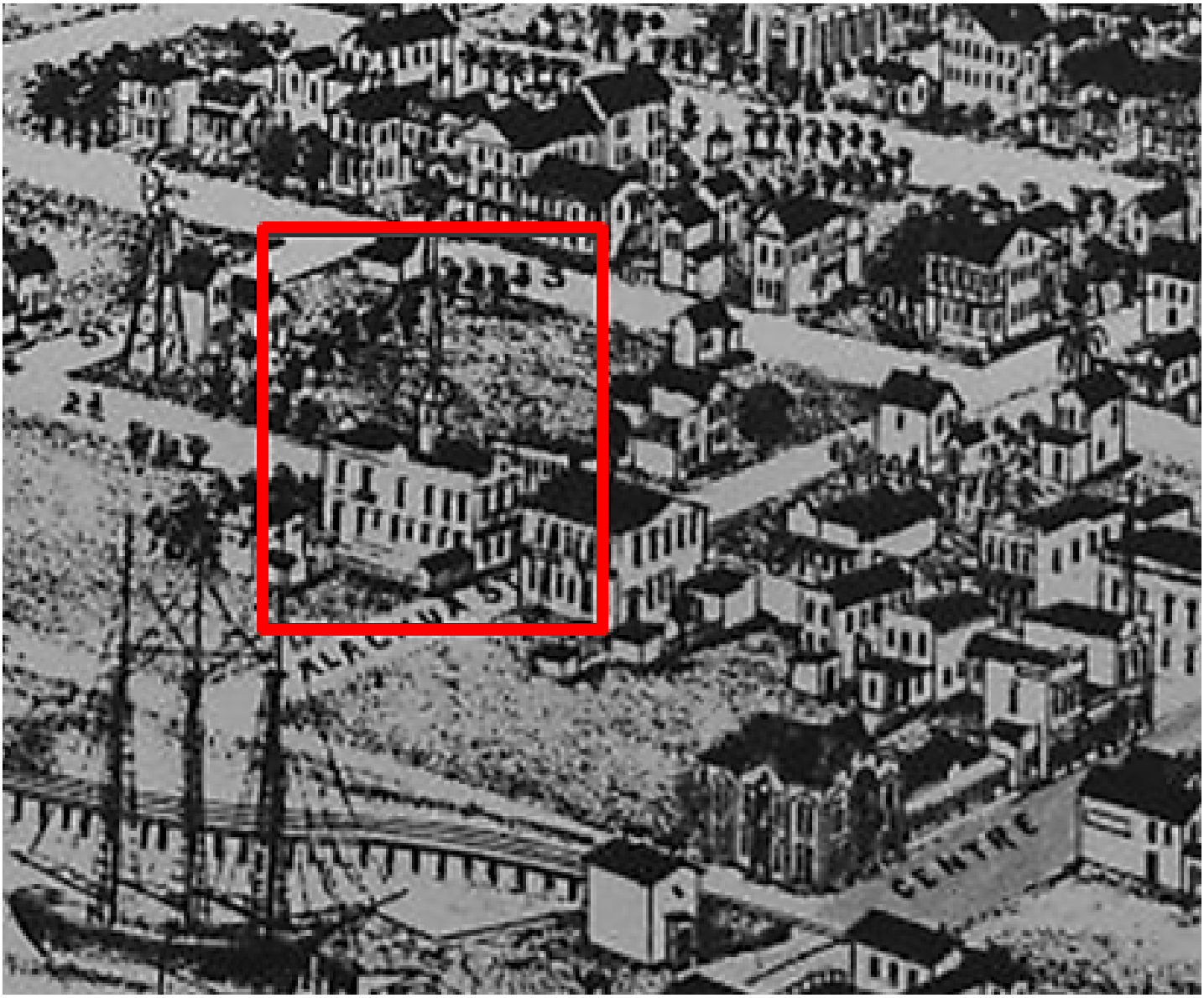
Owner/Applicant:	Miranda Architects, agent for IP Holdings LLC
Property Address:	101 N. 2nd Street (C.H. Huot Building)
Parcel ID #	00-00-31-1800-0002-0290
Current zoning:	C-3 Central Business District
FLUM land use category:	Central Business District
Existing uses on the site:	Vacant Commercial Structure
FL Master Site File #	8NA00244
Year Built:	1882
Contributing Status:	Contributing
Requested action:	AMENDMENT to a previously issued Certificate of Approval (COA) to install a new roof/ceiling assembly and structural steel frame, to replace existing windows with Marvin Ultimate windows, replace existing wood doors, repair the exterior finish, and repaint the "Standard" sign on west elevation. *(Quasi-Judicial).*

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

101 N. 2nd Street

The subject property falls within both the Fernandina Beach Downtown Historic District and the Waterfront Community Redevelopment Area (East of Front Street Design Area). Per LDC 8.01.02(B), *"Properties within the CRA Overlay which are also located within the downtown Historic District Overlay shall be reviewed for compliance with the Historic Preservation Design Guidelines, dated December 1999, as amended. All plans for development within the CRA Overlay shall be reviewed by the Historic District Council."*


Second St. Looking North Wes


CENTRE

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

"Constructed in 1882, C.H. Huot's 1882 Building is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on the second-story windows and for its fleur-de-lis motif on the window keystones. It has been significantly altered by stuccoing. It was originally the second building which C.H. Huot, of France, erected for his sawmill and merchandise enterprises." – September 30, 1985 FL Master Site File Site Inventory Form

"Mr. Huot's fine brick block, built of the best Philadelphia brick and ornamented with artificial stonework, is much admired among the new buildings in the city." – Florida Mirror, January 6, 1883

This project received Conceptual Approval at the regular meeting of the HDC on February 17, 2022.

This project received Final Approval at the regular meeting of the HDC on November 17, 2022 for the adaptive reuse of the structure to house a restaurant/bar and café/market at the first floor and boutique hotel and event space on the 2nd floor and rooftop. A new addition is proposed for the northwest corner of the building, taking advantage of an opening at the first floor where a later addition was recently demolished. Missing historic features such as the tower, balconies, and awnings will be added back to the building based on historic photographic evidence. A concurrent variance case, HCDV2022-0003 for a variance request from LDC Sections

7.01.01(A), 7.01.01(E)(b), and 8.01.03(A)(6) related to two site access driveways and the size of the proposed wall sign were also approved at this time.

The applicant requested an extension to the LDO and COA in February 2024, it was extended to January 5, 2026.

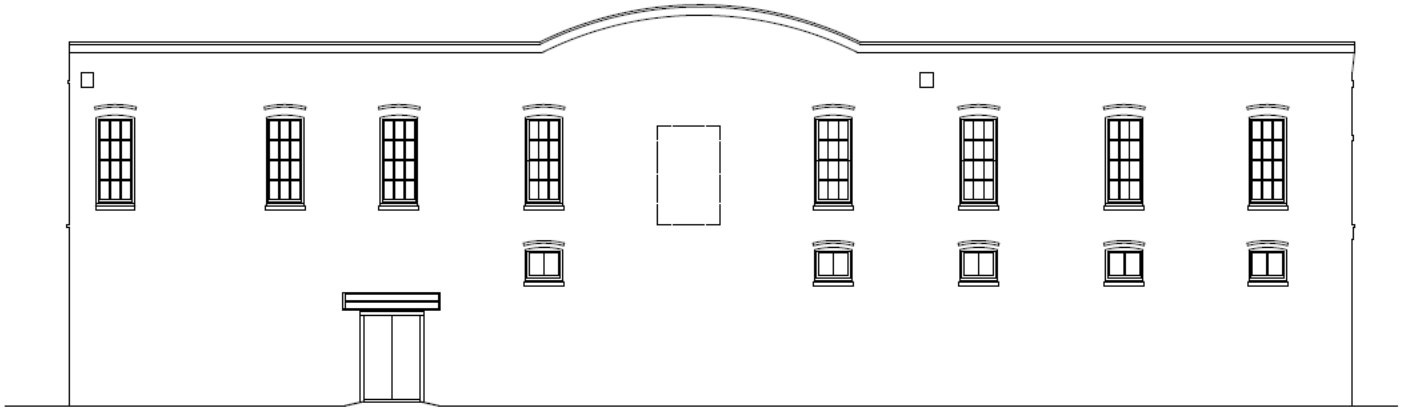
For this meeting, the applicant is requesting final approval for an amendment to the plans. Scaling back to act quickly and in a fiscally feasible manner, the request includes necessary structural shoring to make sure the building can be preserved. As a contributing structure to the district, it is important to save this building from further deterioration. Staff conducted a site visit with the architect and witnessed the openings in the roof, the failing interior brick walls, and extensive damage to the windows. The request of the amendment appears to be crucial to keep the building standing for hopes of future projects which may include achieving the adaptive reuse that was proposed in 2022. The request includes installing a new roof/ceiling assembly and structural steel frame, replacing existing windows with Marvin Ultimate windows, replacing existing wood doors, repairing the exterior finish, and repainting the "Standard" sign on west elevation.

Existing and Proposed East Elevation:

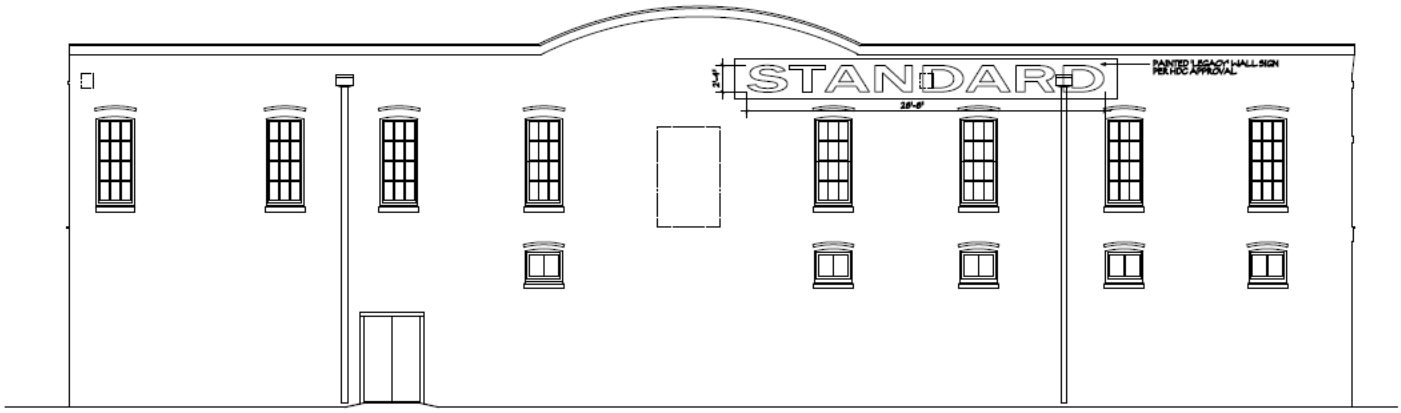
EXISTING EAST ELEVATION 1/4"=1'-0"

PROPOSED EAST ELEVATION 1/4"=1'-0"

Existing and Proposed West Elevations:



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



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

APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE]
[DOWNTOWN HISTORIC DISTRICT GUIDELINES]
[DESIGN GUIDELINES FOR THE WATERFRONT COMMUNITY REDEVELOPMENT AREA]
[SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION]

SECRETERY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. **A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
3. **Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐

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

ANALYSIS:

Staff finds that the proposed improvements to the building are crucial for the longevity of the structure. The building is in poor condition and will continue to deteriorate if these projects are not completed in a timely manner. This amendment to the request allows for the structure to be preserved so that in the future, a more detailed and adaptive reuse-oriented project to take place. This process is similar to what has been done with the property at 101 Centre Street. The materials for this project include HDC approved windows, appropriate wooden doors replacements, and repairing the exterior concrete finish with a matching compound. The repainting of the “Standard Marine” sign received a variance in November 2022, this project would enhance the exterior appearance and call attention to the recent cultural heritage of the area.

A thorough window survey was conducted for the property and contains recommendations for the repair and occasional replacement of some windows. Staff will use this window survey to permit repair of windows that can be repaired and replacement of windows that have been recommended for replacement or have multiple components in repair class 3 or greater.

STAFF RECOMMENDATION:

Staff recommends:

Final Approval of the amendment to HDC 2022-0072 with the condition that window repair and replacement follow the recommendations of the included window survey.

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2022-0072 **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 2022-0072, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Combined Application Materials**

EXHIBIT 2 **Window Survey**

EXHIBIT 3 **HDC2022-0072 Staff Report from original case in November 2022**

EXHIBIT 4 **FL Master Site File 8NA00244**

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16798

Date Submitted: 8/5/2025

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
- [x] 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*

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, ob, ttors
- 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.

fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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.fbfl.us/LDC

Appeals

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

PROJECT TYPE* **APPROVAL TYPE***

PROJECT TYPE*

Amendment to Previously Approved COA

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC2022-0072

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

Yes

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

8/4/2025

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*

101 North 2nd Street

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Parcel ID #(s)*

Parcel ID #(s)*

00-00-31-1800-0002-0290

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*

Jenny

Last Name*

Schaffer

Mailing Address*

316 Ash Street

City*

FERNANDINA BEACH

State*

FL

Zip Code*

32034

Telephone Number*

904-557-4739

E-mail Address*

jenny@summerhouserealty.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*

Exterior Renovation of the Standard Marine Building to include: 1) New roof/ceiling assembly with TPO roofing, scuppers and downspouts. 2) New structural steel frame to support existing masonry exterior walls and new roof. 3) Replacement of deteriorated wood windows with new Marvin Ultimate, custom windows to match existing windows. Scope of work pending Window Condition Assessment by Austin Historical. 4) Replacement of existing wood doors with new wood doors. 5) Repair of exterior stucco finish. New paint finish. 6) Re-painting of "STANDARD" sign on west elevation per approved variance HDCV2022-0003

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
	repair, repaint exterior stucco finish	(Name/Number)

DOORS

Manufacturer	Product Description	Color
	wood paneled door per elevations Include FL Product Approval # for Windows and Doors	(Name/Number)

WINDOWS

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

ROOFING

Manufacturer	Product Description	Color
	TPO	(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

HDC Standard Marine Ext Renovation Drawings 4 Aug 25.pdf

Upload 2

Choose File No…en

Upload 3

Choose File No…en

Upload 4

Choose File No…en

Upload 5

Choose File No…en

Upload 6

Choose File No…en

Upload 7

Choose File No…en

Upload 8

Choose File No…en

Upload 9

Choose File No…en

Upload 10

Choose File No…en

Upload 11

Choose File No…en

Upload 12

Choose File 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 heating 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*

Applicant Last Name*

JOSE

MIRANDA

Today's Date*

8/5/2025

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 document has been electronically signed and sealed by Jose L. Miranda, Jr., RA on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

EXISTING EAST ELEVATION | 1/4"=1'-0"

PROPOSED EAST ELEVATION | 1/4"=1'-0"

This drawing and the design ideas and concepts represented, the property of Jose L. Miranda, Jr., AIA, are not to be disclosed, reproduced or copied in whole or in part, or used in connection with any other project and is to be returned on request.

P1 STANDARD MARINE EXTERIOR RENOVATION
PROJECT #5250408
DRAWN BY -- LSM
CHKD BY -- JLM
DATE -- 08-04-25

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4388 TEL
FL REG. No. AR-0011007
MIRANDA architects

RENOVATION OF THE
CH HUOT BUILDING
STANDARD MARINE
101 NORTH 2ND STREET
FERNANDINA BEACH, FL 32034

RENOVATION ELEVATIONS

REVISIONS	DATE

P1

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

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

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P1-STANDARD MARINE EXTERIOR RENOVATION
PROJECT # 5250408
DRAWN BY -- LSM
CHKD BY -- JLM
DATE -- 08-04-25

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.281.4586 TEL
PL REG. NO. AR94487

RENOVATION OF THE
CH HUOT BUILDING
STANDARD MARINE
101 NORTH 2ND STREET
FERNANDINA BEACH, FL 32034

RENOVATION ELEVATIONS

REVISIONS	DATE

P2

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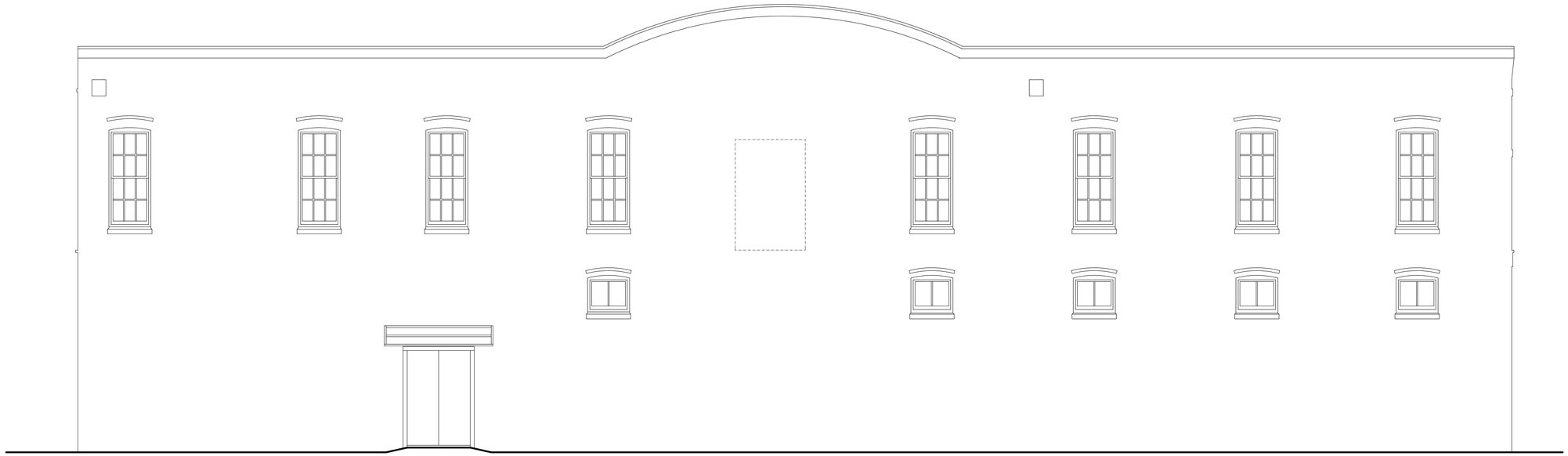
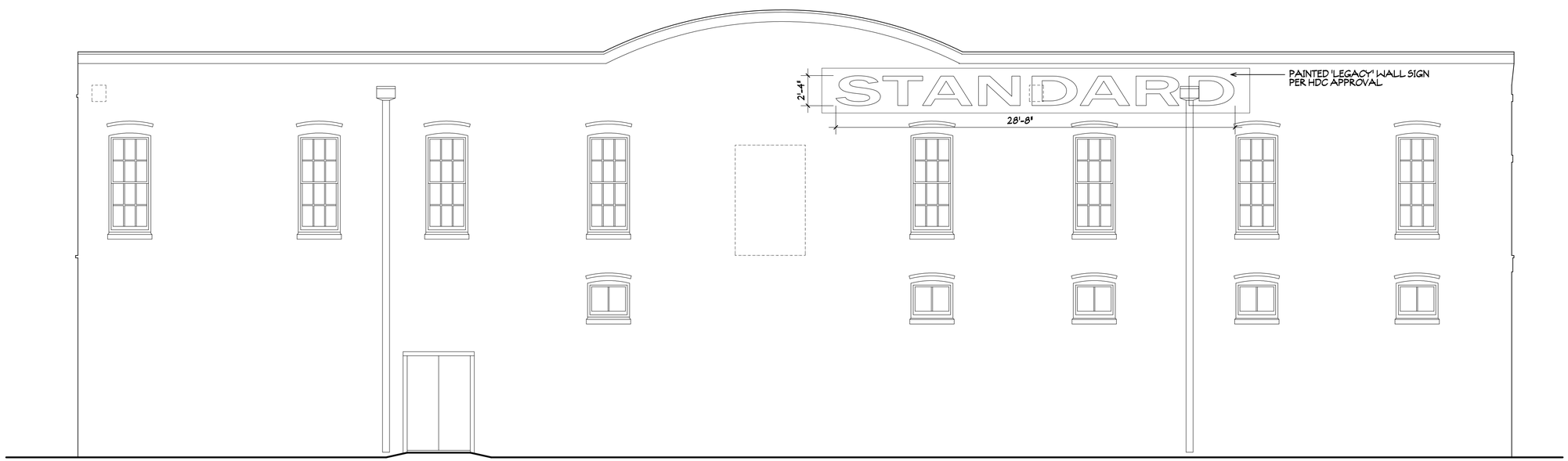


EXISTING WEST ELEVATION | 1/4"=1'-0"



PROPOSED WEST ELEVATION | 1/4"=1'-0"

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P1 STANDARD MARINE EXTERIOR RENOVATION	
PROJECT # 5250408	
DRAWN BY -- LSM	
CHKD BY -- JLM	
DATE -- 08-04-25	

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL. REG. NO. AA4687
MIRANDA ARCHITECTS

RENOVATION OF THE
CH HUOT BUILDING
STANDARD MARINE
101 NORTH 2ND STREET
FERNANDINA BEACH, FL 32034

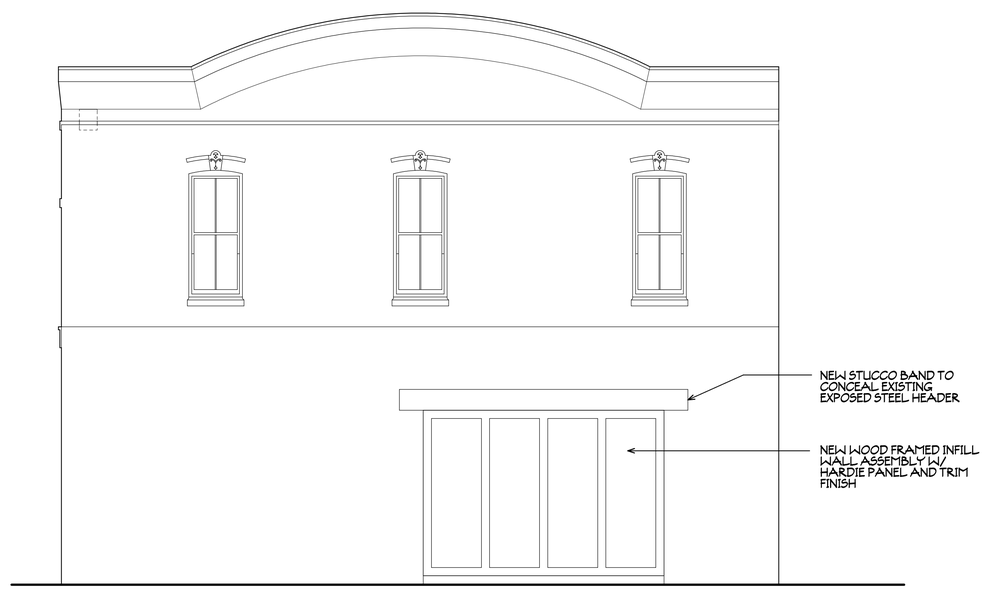
RENOVATION ELEVATIONS

REVISIONS	DATE

P3

This document has been electronically signed and sealed by Jose L Miranda, Jr., RA on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

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



PROPOSED NORTH ELEVATION | 1/4"=1'-0"

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P1 STANDARD MARINE EXTERIOR RENOVATION
PROJECT # 5250408
DRAWN BY -- LSM
CHKD BY -- JLM
DATE -- 08-04-25

MIRANDA ARCHITECTS
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RENOVATION OF THE
CH HUOT BUILDING
STANDARD MARINE
101 NORTH 2ND STREET
FERNANDINA BEACH, FL 32034

RENOVATION ELEVATIONS

REVISIONS	DATE

P4

Austin Historical Window Survey 8/4 - Standard Marine building - 2nd St Fernandina Beach

101 N

			Existing Conditions									
			Repair Class									
Window #	Existing Type	Config of lites/panes	Sash	Frame	Sill	Sash Condition	Proposed Window Type	New Configuration	Remarks	Dimenstions of Window	Floor/Elev	
1	WD CS/Transom	2 lite	2?	2?		Original			Behind concrete	60 by 26	1st/West	
2	WD CS	4 lite	2	2	2	Original			Missing glass	60 by 80	1st/West	
3	WD CS/Transom	2 lite	2	2		Original				60 by 26	1st/West	
4	WD DH	1 over 1	2	2	2	Original			Still has ropes	27 by 81	1st/West	
5	WD DH	1 over 1	3	2	2	Original			Potential bottom rail issue	27 by 81	1st/West	
6	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
7	WD DH	1 over 1	2	2	3	Original				27 by 81	1st/West	
8	WD DH	1 over 1	2	2	3	Original				27 by 81	1st/West	
9	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
10	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
11	WD CS	4 lite	4	2	2	Original			Muntins are disconnected	60 by 80	1st/West	
12	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
13	WD CS	4 lite	2.5	2	2	Original			Mutins need to be stabilized	60 by 80	1st/West	
14	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
15	WD CS	4 lite	3.5	2	2	Original				60 by 80	1st/West	
16	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/West	
17	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/North	
18	WD DH	1 over 1	3.5	3	3	Bottom sash isn't original				25 by 78	1st/North	
19	WD DH	1 over 2	2.5	4	3	Bottom sash isn't original				25 by 78	1st/North	
20	WD CS/Transom	2 lite	2	2	2	Original				60 by 26	1st/North	
21	WD DH	?	4	4	4	Original	If a window worst case scenario needs to be replaced, will do our best to match what was there.	Probably a 1 over 1	Needs to be replaced	25 by 78	1st/North	See Sample Photos in attachment arranged by Window #
22	WD DH	1 over 1	3.5	3.5	3.5	Original		Probably a 1 over 1	Needs to be replaced	25 by 78	1st/North	
23	WD CS/Transom	?	4	4	4	Original		Probably a 2 lite	It's gone	60 by 26	1st/North	
24	WD CS	3 lite?	4	4	4	Original		Probably a 3 lite	It's gone	38 by 24	1st/East	
25	WD CS	2 lite	2	3	4	Original			Trim/sill is in bad shape/missing	38 by 24	1st/East	
26	WD CS	2 lite	2	3	4	Original			Trim/sill is in bad shape/missing	38 by 24	1st/East	
27	WD CS	1 lite	2	2	2	Not Original		Probably a 2 lite		38 by 24	1st/East	
28	WD CS	1 lite	2	2	2	Not Original		Probably a 2 lite		38 by 24	1st/East	
29	WD DH	2 over 2	2	2	2	Original				36 by 84	2nd/North	
30	WD CS/Transom	2 lite	2	2	2	Original				36 by 24	2nd/North	
31	WD DH	2 over 2	3	3	3	Original				36 by 84	2nd/North	
32	WD DH	? Over 6	3	2	3	Original		6 over 6		36 by 84	2nd/East	
33	WD DH	6 over 6	2.5	2	2	Original				36 by 84	2nd/East	

34	WD DH	6 over 6	2	2	2	Original			Behind shelving	36 by 84	2nd/East
35	WD DH	6 over 6	4 and 2	2	2	Original		6-lite		36 by 84	2nd/East
36	WD DH	6 over 6	3	2	4	Original				36 by 84	2nd/East
37	WD DH	6 over 6	2	3	3	Original				36 by 84	2nd/East
38	WD DH	6 over 6	2	3	3	Original				36 by 84	2nd/East
39	Not visible on the Interior of Building and covered by plywood on exterior									36 by 84	2nd/East
40	WD DH	6 over 2	3 and 4	3	3	Bottom sash isn't original		6 over 6		36 by 84	2nd/South
41	WD DH	6 over 6	2.5	3	2.5	Original				36 by 84	2nd/South
42	WD DH	6 over 6	4 and 2	3	3.5	Original		6-lite		36 by 84	2nd/South
43	WD DH	2 over 2	2	3	4	Original				36 by 90	2nd/West
44	WD DH	2 over 2	4 and 2	3	4	Original		6-lite		36 by 90	2nd/West
45	WD DH	2 over 2	3	3	4	Original				36 by 90	2nd/West
46	WD DH	2 over 2	2	3	3	Original				36 by 90	2nd/West
47	WD DH	2 over 2	2.5	3	3	Original				36 by 90	2nd/West
48	WD DH	2 over 2	2	2	2	Original				36 by 90	2nd/West
49	WD DH	2 over 2	2.5	2.5	3	Original				36 by 90	2nd/West
50	WD DH	2 over 2	2	3	4	Original				36 by 90	2nd/West
51	WD DH	2 over 2	3	3	3	Original				36 by 90	2nd/West
52	WD CS/Transom	2 lite	2	2	2	Original			Behind concrete on exterior on First Floor	60 by 26	2nd/West

UPDATED EVALUATION AFTER WINDOW SURVEY -

FIRST FLOOR: About 35% of parts or all of a window or two on the first floor need serious repair/replacement

SECOND FLOOR: Closer to 50% of parts or all of a window on the second floor need serious repair/replacement

In my evaluation, no more than about 3 windows and 6-7 sash should be fully replaced with a historic wood replica

Austin Historical Window Survey 8/4 – Standard Marine building – 101 N 2nd St Fernandina Beach

Sample Photos Addendum Part #1

Window #1 -

Window #2-#3 -

Window #4-#6 -

Windows #7-#9 -

Window #10 -

Windows #11-#12 -

Windows #13-#14 –

Windows #15-#16 -

NORTH ELEVATION

Window #17 -

Windows #18-#20 part 1 -

Austin Historical Window Survey 8/4 – Standard Marine building – 101 N 2nd St Fernandina Beach

Sample Photos Addendum Part #2

Windows #18-#20 Part 2 -

Windows #21-#23 -

EAST Elevation

Window #24 -

Window #25 -

Window #26 -

Window #27 -

Window #28 -

UPSTAIRS

NORTH Elevation

Window #29 -

Window #30 -

Window #31 -

EAST Elevation

Window #32 -

Window #33 -

Window #34 -

Window #35 -

Window #36 -

Window #37 -

Window #38 -

SOUTH

Elevation

Window #40 -
EAST - #39

Window #41
One stairwell
-

Window #42 -

WEST Elevation

Window #43 (see photo above) –

Window #44 –

Window #45 –

Window #46–

Window #47 –

Window #48 –

Window #49 –

Window #50 –

Window #51 –

Window #52 -

EXTERIOR ELEVATION PHOTOS

1. NORTH ELEVATION - FIRST FLOOR

2. NORTH ELEVATION - SECOND FLOOR

3. WEST/FRONT ELEVATION FIRST FLOOR

4. WEST/FRONT ELEVATION SECOND FLOOR

5. SOUTH ELEVATION

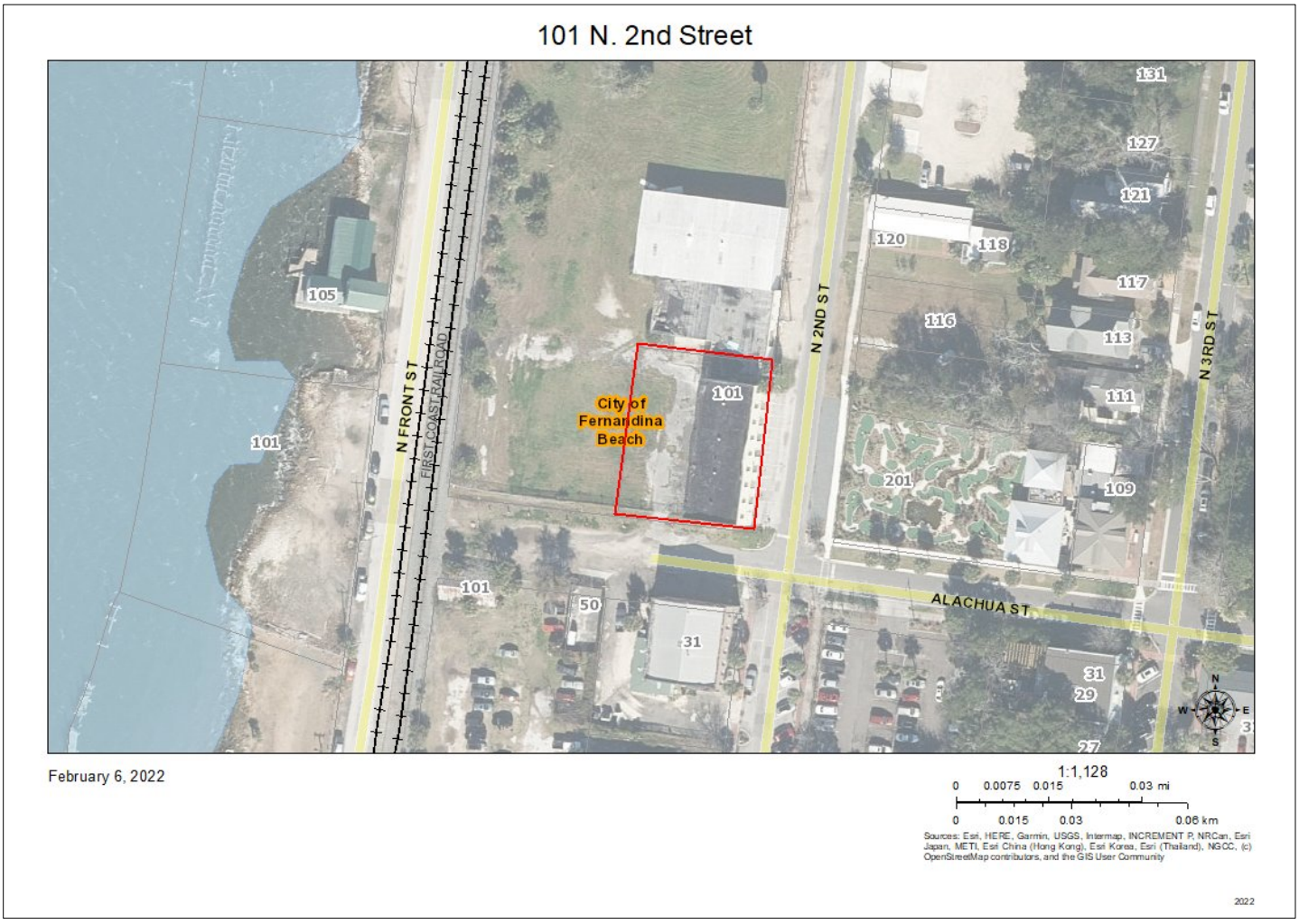
6. EAST ELEVATION FIRST FLOOR

7. EAST ELEVATION SECOND FLOOR

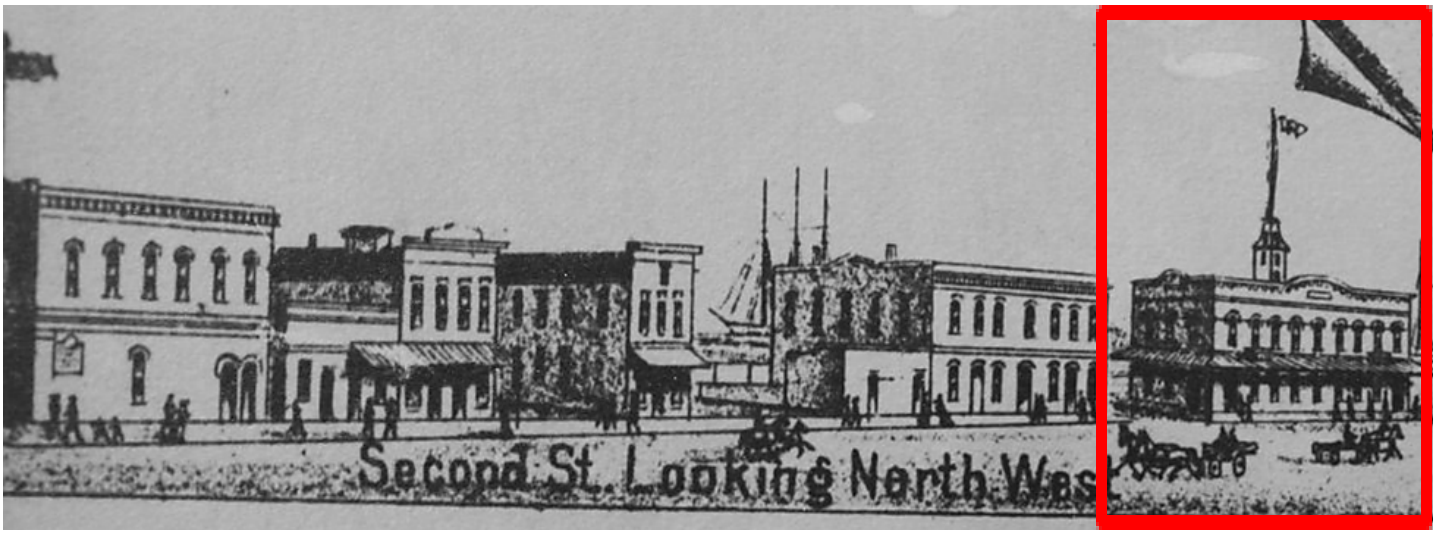
HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2022-0072
NOVEMBER 17, 2022

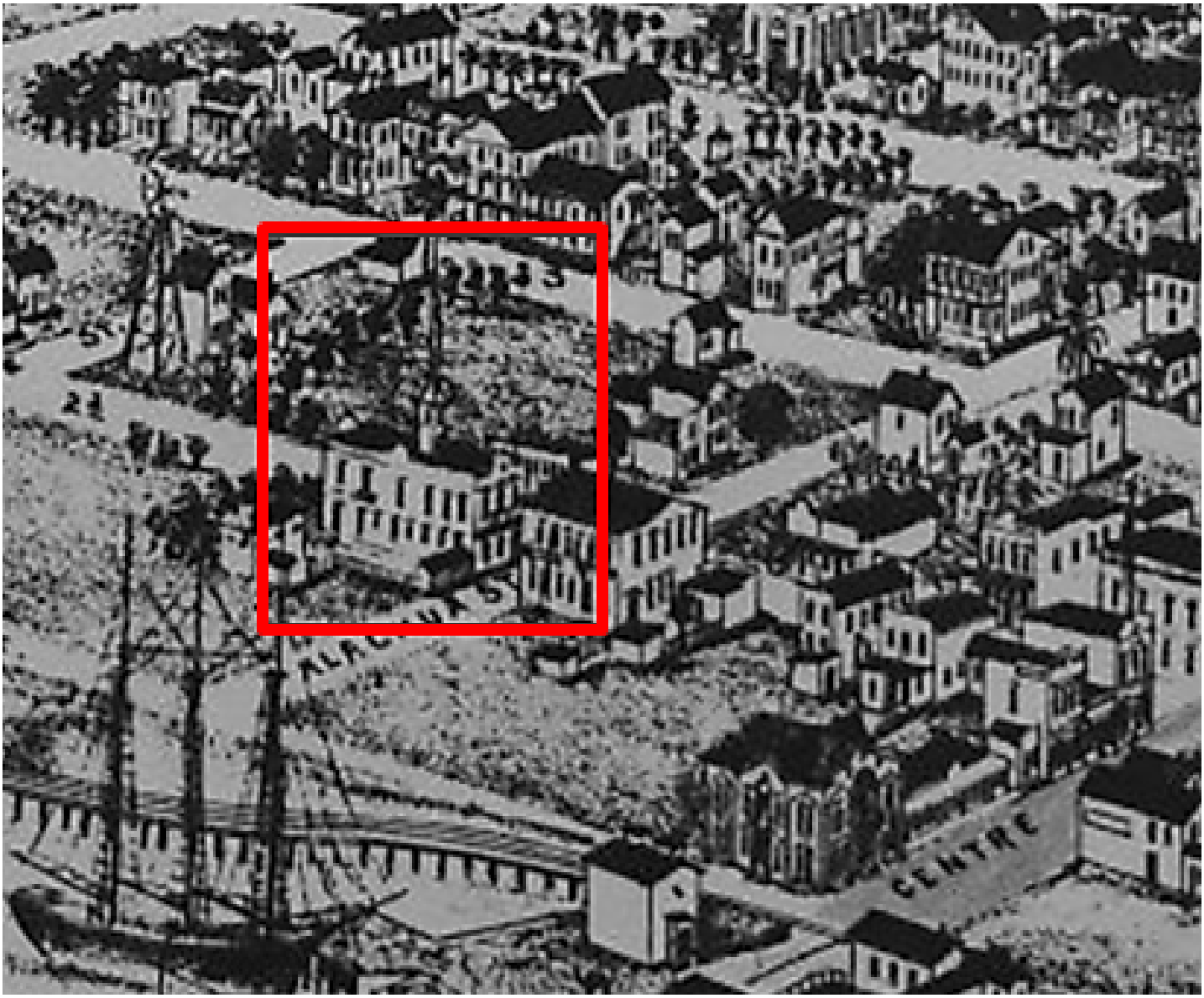
Owner/Applicant:	Miranda Architects, agent for IP Holdings LLC
Property Address:	101 N. 2nd Street (C.H. Huot Building)
Parcel ID #	00-00-31-1800-0002-0290
Current zoning:	C-3 Central Business District
FLUM land use category:	Central Business District
Existing uses on the site:	Vacant Commercial Structure
FL Master Site File #	8NA00244
Year Built:	1882
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to adaptively rehabilitate CH Huot Building for use as a cafe/market, restaurant/bar, hotel, and event venue. (Quasi-Judicial)

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



The subject property falls within both the Fernandina Beach Downtown Historic District and the Waterfront Community Redevelopment Area (East of Front Street Design Area). Per LDC 8.01.02(B), *"Properties within the CRA Overlay which are also located within the downtown Historic District Overlay shall be reviewed for compliance with the Historic Preservation Design Guidelines, dated December 1999, as amended. All plans for development within the CRA Overlay shall be reviewed by the Historic District Council."*


Second St. Looking North Wes


CENTRE

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

"Constructed in 1882, C.H. Huot's 1882 Building is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on the second-story windows and for its fleur-de-lis motif on the window keystones. It has been significantly altered by stuccoing. It was originally the second building which C.H. Huot, of France, erected for his sawmill and merchandise enterprises." – September 30, 1985 FL Master Site File Site Inventory Form

"Mr. Huot's fine brick block, built of the best Philadelphia brick and ornamented with artificial stonework, is much admired among the new buildings in the city." – Florida Mirror, January 6, 1883

This project received Conceptual Approval at the regular meeting of the HDC on February 17, 2022.

The applicant is now seeking Final Approval for the adaptive reuse of the structure to house a restaurant/bar and café/market at the first floor and boutique hotel and event space on the 2nd floor and rooftop. A new addition is proposed for the northwest corner of the building, taking advantage of an opening at the first floor where a later addition was recently demolished. Missing historic features such as the tower, balconies, and awnings will be added back to the building based on historic photographic evidence.

APPLICABLE GUIDELINES:

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

Number	Secretary of the Interior's Standards for Rehabilitation	Findings: Complies	Findings: Does not Comply	Findings: N/A
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.*	☒	☐	☐
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.*	☒	☐	☐
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.*	☒	☐	☐
4	*Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*	☒	☐	☐
5	*Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*	☒	☐	☐
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.*	☒	☐	☐
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.*	☐	☐	☒
8	*Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*	☒	☐	☐
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.*	☒	☐	☐
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.*	☒	☐	☐

ANALYSIS:

Staff finds that the proposed adaptive re-use plans for this structure are compatible with the Downtown Historic District and meet requirements including, height, scale, massing, and materials. Configuration of the driveways at the south property line and repainting a portion of the legacy sign on the west façade are subject to approval of variance HDCV 2022-0003 that is being heard concurrently with this application.

STAFF RECOMMENDATION:

Staff recommends:

Final Approval of HDC 2022-0072 with conditions:

1. Approval of Configuration of the driveways at the south property line and repainting a portion of the legacy sign on the west façade are subject to approval of variance HDCV 2022-0003 that is being heard concurrently with this application.

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2022-0072 **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 2022-0072, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Application & Backup Materials**

EXHIBIT 2 **Plans & Elevations**

EXHIBIT 3 **FL Master Site File 8NA00244**

EXHIBIT 4 **"A Tale of Two Huot Buildings" – *Fernandina Observer.* June 30, 2021**

Respectfully Submitted,

Salvatore J. Cumella
Historic Preservation Planner

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

FLORIDA MASTER SITE FILE
Site inventory Form

SITE NO. 8 NA 244

SITE NAME: C. H. Huot Bldg.
SURVEY DATE: 09/30/85
ADDRESS OF SITE: 101-07 N. 2nd St.
INSTRUCTION FOR LOCATING: N/A

LOCATION: City of Fernandina Beach (Subdivision Name) 2 (Block No.) 30,31 (Lot No.)
COUNTY: Nassau
DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic
OWNER OF SITE: NAME:
ADDRESS:
ADDRESS:
TYPE OF OWNERSHIP: corporate
RECORDING DATE: / /
RECORDER: NAME & TITLE: Historic Property Associates, Inc.
ADDRESS: P. O. Box 1002
St. Augustine, FL 32084

CONDITION OF SITE: Check One

	EXCELLENT
x	GOOD
	FAIR
	DETERIORATED

INTEGRITY OF SITE: Check one or more

x	ALTERED
	UNALTERED
x	ORIGINAL SITE
	RESTORED: / /
	MOVED: / /

ORIGINAL USE commercial
PRESENT USE commercial
DATES +1882
CULTURE/PHASE American
PERIOD: 19th Century

NR CLASSIFICATION CATEGORY: building
DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING	TRANSPORTATION
DEVELOPMENT	FILL
DETERIORATION	DREDGE
BORROWING	
OTHER (See Remarks Below)	

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 5

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: masonry vernacular

PLAN TYPE: rectangular

EXTERIOR FABRIC(S): stucco: textured

STRUCTURAL SYSTEM(S): masonry: brick

PORCHES:

ORIENTATION: E

FOUNDATION: continuous: brick

ROOF TYPE: flat, built-up parapet

SECONDARY ROOF STRUCTURE(S):

CHIMNEY LOCATION:

WINDOW TYPE: DHS, 2/2, wood #
DHS, 6/6, wood # DHS, 1/1, wood
CHIMNEY:

ROOF SURFACING: built-up

ORNAMENT EXTERIOR: brick, stuccoed

NO. OF CHIMNEYS 0

NO. OF STORIES 2

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:
SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

101-107 N. 2nd St. is located within a subdivision known as the City of Fernandina. The subvision was layed-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed in 1882, C. H. 'Huot's 1882 building' is a two-story masonry vernacular commercial building. It is noteworthy for its rounded parapets, continuous molding on second-story windows and for its fleur-de-lis motif on the window keystones. It has been significantly altered by stuccoing. It was originally the second building which C. H. Huot, of France, erected for his sawmill and merchandise enterprises.

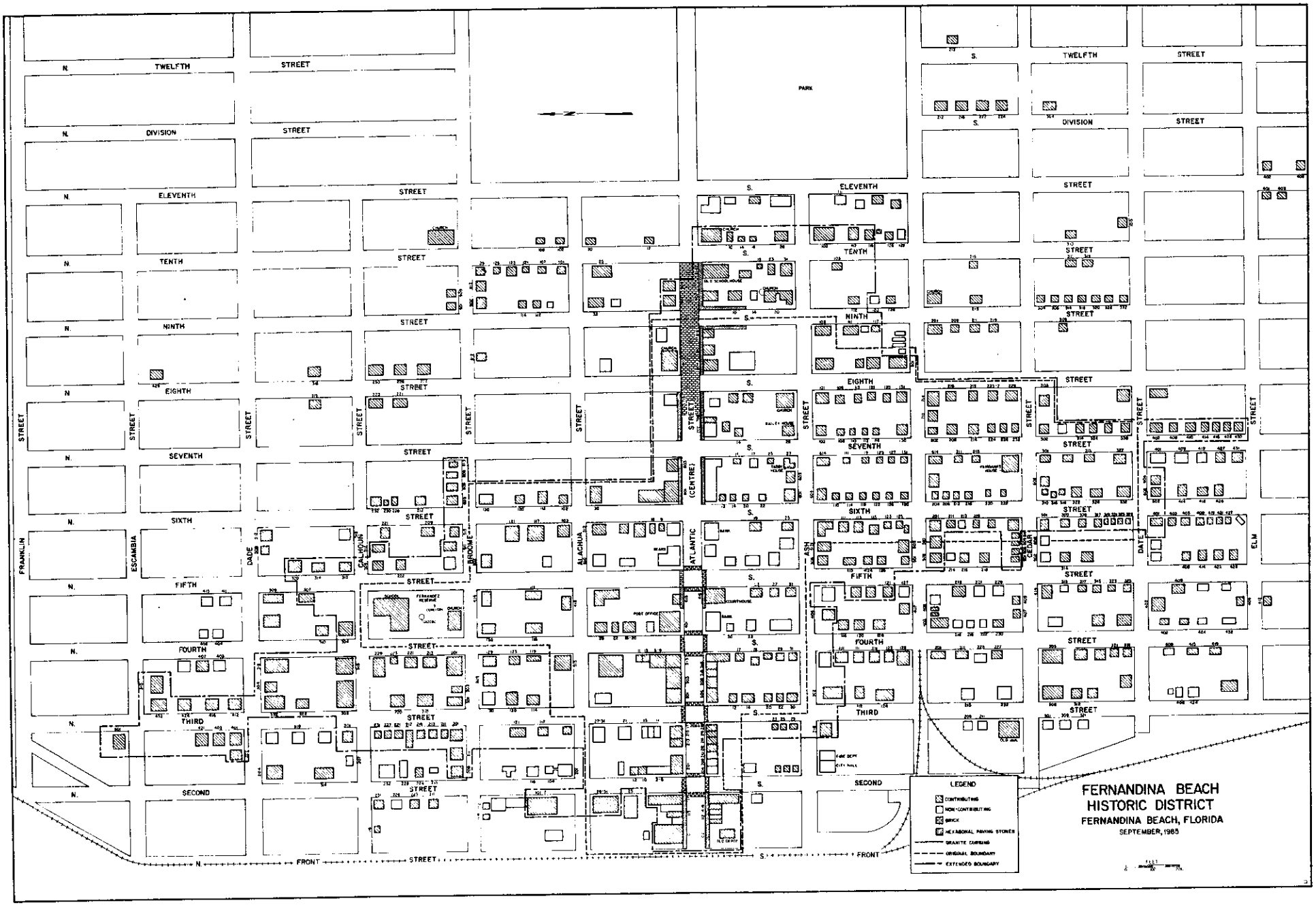
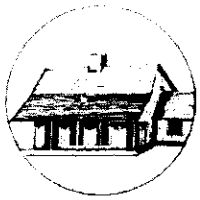

FERNANDINA BEACH
HISTORIC DISTRICT
FERNANDINA BEACH, FLORIDA
SEPTEMBER, 1985
LEGEND
CONTRIBUTING
NON-CONTRIBUTING
BRICK
HEXAGONAL PAVING STONES
GRANITE CURBING
ORIGINAL BOUNDARY
EXTENDED BOUNDARY
PARK
TWELFTH
DIVISION
ELEVENTH
TENTH
NINTH
EIGHTH
SEVENTH
SIXTH
FIFTH
FOURTH
THIRD
SECOND
FRONT
STREET
FRANKLIN
ESCAMBIA
DADE
CALHOUN
BROOME
ALACHUA
ATLANTIC
CENTRE
ASH
CEDAR
DATE
ELM

Figure 24

☐ Original
☒ Update



HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE
Version 4.0 1/07

Site #: NA00244
Field Date 2-1-2018
Form Date 2-1-2018
Recorder # _____

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

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

LOCATION & MAPPING

	Street Number	Direction	Street Name	Street Type	Suffix Direction
Address:	101-107	N	2nd	Street	

Cross Streets (nearest / between) _____
USGS 7.5 Map Name FERNANDINA BEACH — USGS Date _____ Plat or Other Map _____
City / Town (within 3 miles) Fernandina Beach — In City Limits? ☒ yes ☐ no ☐ unknown **County** Nassau
Township 3N **Range** 28E **Section** 21 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
Tax Parcel # 00-00-31-1800-0002-0010 — Landgrant _____
Subdivision Name _____ Block _____ Lot _____
UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐☐☐☐☐☐ Northing ☐☐☐☐☐☐☐
Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: 1882 ☐ approximately ☐ year listed or earlier ☐ year listed or later
Original Use Commercial — **From (year):** 1882 **To (year):** _____
Current Use Abandoned/Vacant — **From (year):** _____ **To (year):** _____
Other Use _____ From (year): _____ To (year): _____
Moves: ☐ yes ☒ no ☐ unknown Date: _____ **Original address** _____
Alterations: ☒ yes ☐ no ☐ unknown Date: _____ **Nature** Enclosed windows; stucco; doors
Additions: ☐ yes ☒ no ☐ unknown Date: _____ **Nature** _____
Architect (last name first): _____ Builder (last name first): _____
Ownership History (especially original owner, dates, profession, etc.) Original/C. H. Huot, merchant

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

DESCRIPTION

Style Masonry Vernacular — **Exterior Plan** Rectangular — **Number of Stories** 2
Exterior Fabric(s) 1. Stucco 2. _____ 3. _____
Roof Type(s) 1. Flat 2. _____ 3. _____
Roof Material(s) 1. Built-up 2. _____ 3. _____
Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
Windows (types, materials, etc.) 1/1, 2/2, 6/6 Dhs, wood; segmental arches; some boarded up

Distinguishing Architectural Features (exterior or interior ornaments) Parapet w sign: C.H. Huot's Building 1882; drip molding above windows; fleur-de-lis motifs on keystones

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

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

HISTORICAL STRUCTURE FORM

Site #8 NA00244

DESCRIPTION (continued)

Chimney: No.____ Chimney Material(s): 1. _____ 2. _____
Structural System(s): 1. Brick 2. _____ 3. _____
Foundation Type(s): 1. Continuous 2. _____
Foundation Material(s): 1. Brick 2. _____
Main Entrance (stylistic details) Double replacement doors w fixed lights; segmental arch transom

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

Condition (overall resource condition): ☐excellent ☒good ☐fair ☐deteriorated ☐ruinous
Narrative Description of Resource _____

Archaeological Remains _____ ☐Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒FMSF record search (sites/surveys) ☒library research ☐building permits ☒Sanborn maps
☐FL State Archives/photo collection ☐city directory ☐occupant/owner interview ☒plat maps
☐property appraiser / tax records ☒newspaper files ☐neighbor interview ☐Public Lands Survey (DEP)
☒cultural resource survey (CRAS) ☒historic photos ☐interior inspection ☒HABS/HAER record search
☐other methods (describe) _____
Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed) _____

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? ☐yes ☒no ☐insufficient information
Appears to meet the criteria for National Register listing as part of a district? ☒yes ☐no ☐insufficient information
Explanation of Evaluation (required, whether significant or not; use separate sheet if needed) This is an update-the building has been deemed a contributing resource to the Fernandina Beach Historic District, which was listed in the NRHP in 1973 with a district boundary expansion in 1987.

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

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents
1) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____
2) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

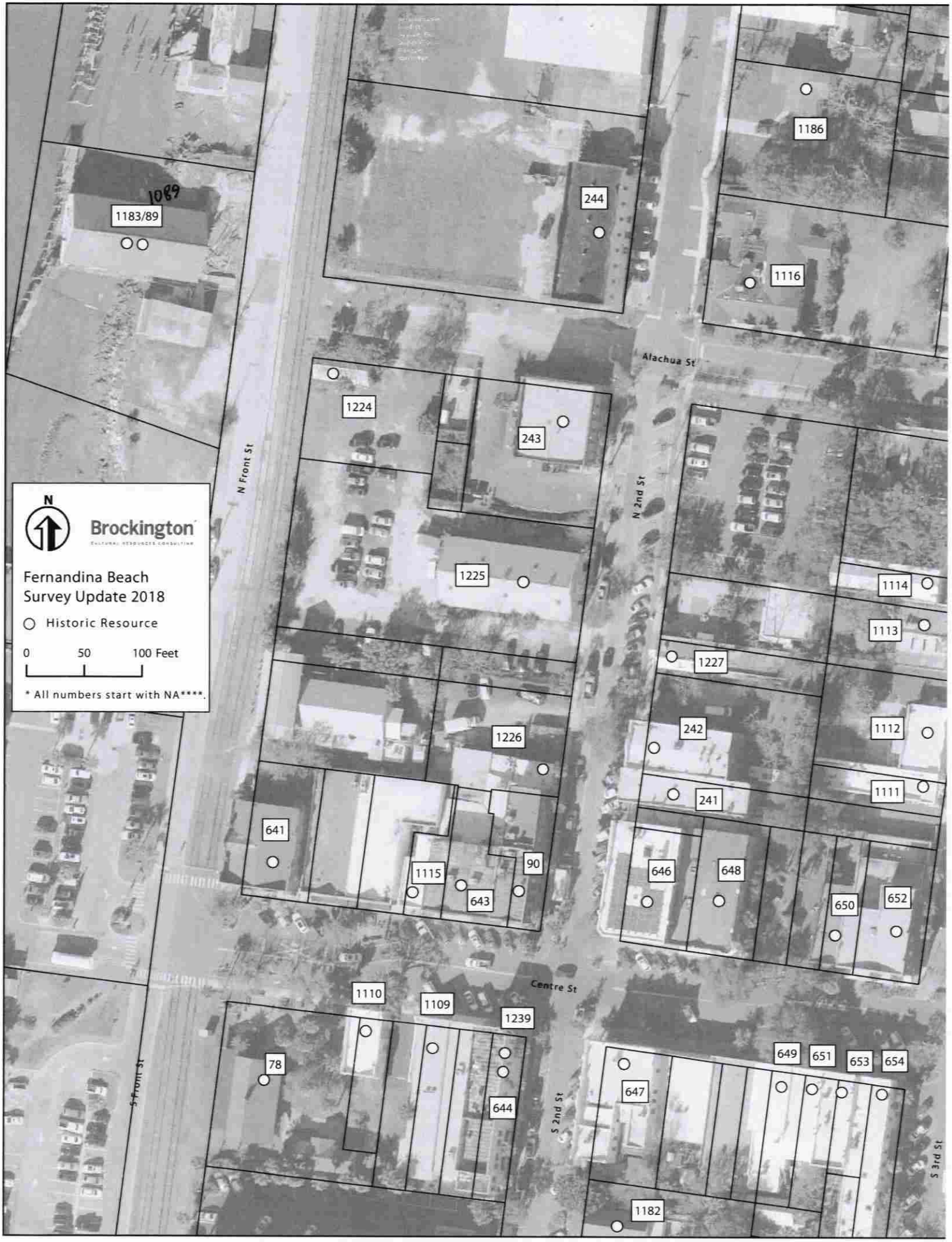
RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assc. Inc.
Recorder Contact Information 498 Wando Park Blvd. Suite 700, Mt. Pleasant SC 29464; 843-881-3128
(address / phone / fax / e-mail)

Required Attachments

- **USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED**
- **LARGE SCALE STREET, PLAT OR PARCEL MAP** (available from most property appraiser web sites)
- **PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE**

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


N
Brockington
Fernandina Beach
Survey Update 2018
Historic Resource
0
50
100 Feet
* All numbers start with NA****.
N Front St
S Front St
Alachua St
Centre St
N 2nd St
S 2nd St
S 3rd St
1183/89
1089
244
1186
1116
1224
243
1225
1114
1113
1227
242
1112
1226
241
1111
641
1115
90
643
646
648
650
652
1110
1109
1239
78
644
647
649
651
653
654
1182

DEAD
END
N. 2 ST.
ALACHUA ST.

C.H. HUOTS
BUILDING
1882
North 2nd St
Centre St.
PUBLIC PARKING
MOTORCYCLE
PARKING
ONLY

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2024-0004 – AFTER THE FACT AMENDMENT
SEPTEMBER 18, 2025

Owner/Applicant:	James and Katherine Galli (Built To Last Construction)
Property Address:	501 Cedar Street
Parcel ID #	00-00-31-1800-0027-0060
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single-Family Residential
FL Master Site File #	8NA00635
Year Built:	c.1909
Contributing Status:	Contributing
Requested action:	**FINAL** approval to amend the previously issued Certificate of Approval (COA) for the replacement of original front brick steps to wooden front steps. (Quasi-Judicial)

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

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is returning to the Board for an after-the-fact approval to a COA that was issued by the Board in July 2024. The approved plans included preserving the existing brick steps at the main entrance to the front porch. Towards the end of construction, the steps were removed without an amended COA. In order to accurately document and approve the changes, the applicant is required to present and after-the fact amendment to the HDC and gain approval.

Original brick steps:

Replacement steps:

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
DOWNTOWN HISTORIC DISTRICT GUIDELINES

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. **A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
2. **The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
   Findings: *Complies* ☐ *Does not Comply* ☒ *N/A* ☐
3. **Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
   Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐

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

ANALYSIS:

The conflict with the Florida Building Code and the existing brick steps is included in the application. Although the most appropriate way to rehabilitate this property would have been to retain the historic brick steps, the new steps meet the design requirements of the historic downtown and are cohesive with the rehabilitation of the structure. The guidelines for porch stairs and railings include “The use of materials such as brick, concrete, or wrought iron steps for wooden front porches is not recommended” (COFBHDDG, page 87).

STAFF RECOMMENDATION:

Staff recommends:

FINAL Approval of the amendment of HDC 2024-0004

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2024-0004 **with or without** conditions;

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

That the amendment to HDC case 2024-0004, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, and the Downtown Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Combined Application Materials**

EXHIBIT 2 **Florida Master Site File 8NA00635**

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16977

Date Submitted: 8/24/2025

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
- [x] 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*

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);
- [x] Scaled site plan of the proposed work, including lot dimensions, setbacks, finished floor elevations, and any changes as a result of proposed building footprints;
- [x] 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;
- [x] Scaled elevations & plans*;
- [x] 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.
- [x] 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, gutters
- [ ] 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.

fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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
- [x] Requirements for Demolition Applications – see LDC Section 8.03.03.01
- [ ] Appeals - see LDC Section 8.03.09

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE* | **APPROVAL TYPE***

PROJECT TYPE*

Amendment to Previously Approved COA

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC2024-0004

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

No

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

mm/dd/yyyy

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*

501 Cedar Steet

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

Parcel ID #(s)*

00-00-31-1800-0027-0060

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

YES

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

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

James & Katherine

Last Name*

Galli

Mailing Address*

4 Cliffside Drive

City*

Livingston

State*

New Jersey

Zip Code*

07039

Telephone Number*

352-871-2848

E-mail Address*

gallij@hotmail.com

OWNER'S AGENT

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

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

Yes

First Name*

Anthony

Last Name*

Psulkowski

Company (if applicable)

Built to Last Construction

Street Address

710 Beech St

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

904-556-1048

E-mail Address

anthony@builtolast.pro

Project Description*

This application is in reference to the removal of the existing brick steps at 501 Cedar. They were removed due to not conforming to Florida building code. The exact code in reference is: Florida Building Code, Residential, 8th Edition, R311.7.5.1 Risers: The riser height shall be not more than 7 3/4 inches. For the existing stair tread, the riser exceeded the maximum riser height. Additionally, another tread could not be added to solve the issue. Due to the immediate safety hazard this presented, it was deemed necessary for the replacement of a staircase following code.

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	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

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

HDC 2024-0004.pdf

Upload 2

Galli Addition Rev 12-9-24 (2).pdf

Upload 3

Galli Porch (2).jpeg

Upload 4

Choose File No…en

Upload 5

Choose File No…en

Upload 6

Choose File No…en

Upload 7

Choose File No…en

Upload 8

Choose File No…en

Upload 9

Choose File No…en

Upload 10

Choose File No…en

Upload 11

Choose File No…en

Upload 12

Choose File 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 heating 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*

Anthony

Applicant Last Name*

Psulkowski

Today's Date*

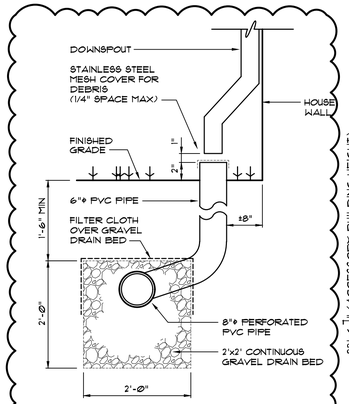
8/24/2025

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.

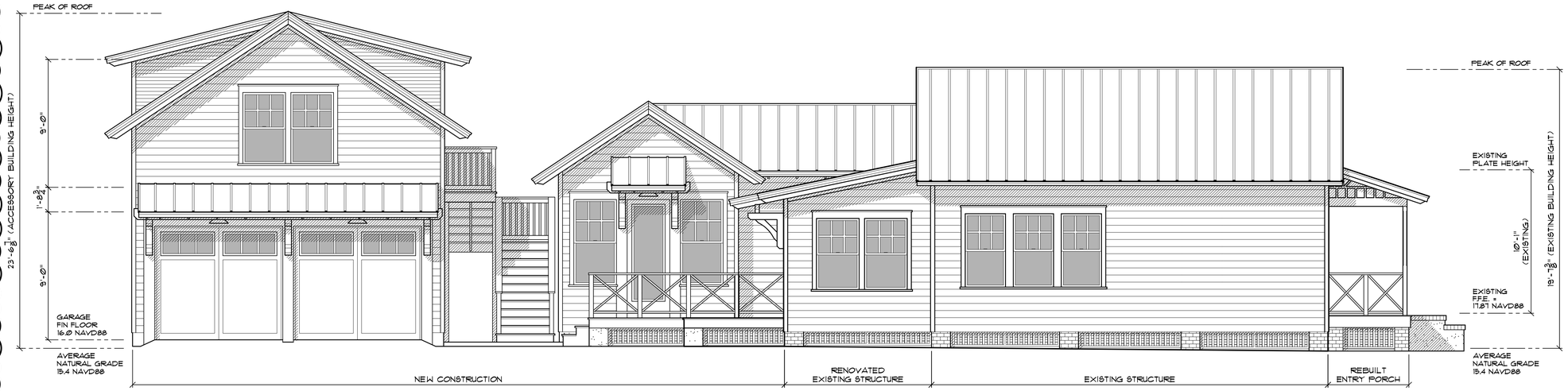


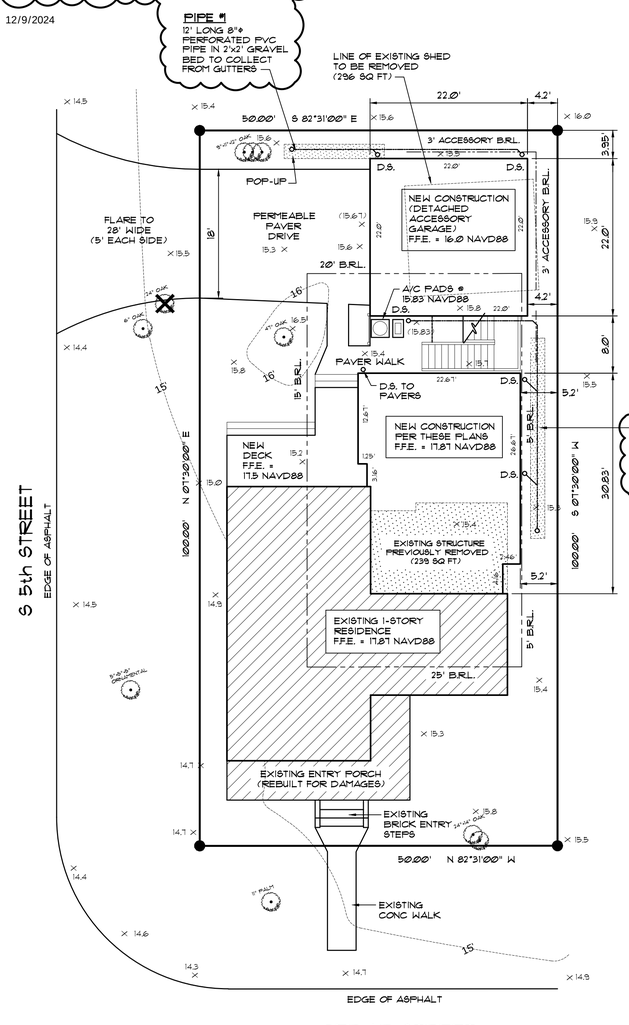
DOWNSPOUT DRAIN BED DETAIL

2

SCALE: 3/4" = 1'-0"

12/9/2024





LOT COVERAGE CALCULATION	
LOT	5,000 SQ FT
FLOOR AREA RATIO:	
EXISTING STRUCTURE	1,232 SQ FT
NEW CONSTRUCTION (HOUSE)	658 SQ FT
NEW ACCESSORY GARAGE	484 SQ FT
TOTAL	2,374 SQ FT
STRUCTURE COVERAGE	2,374 / 5,000 = 47.5% (50% MAX ALLOWED)
IMPERVIOUS SURFACE RATIO:	
STRUCTURES (EXIST & NEW)	2,374 SQ FT
PAVER DRIVE/WALKS	572 SQ FT
EXISTING ENTRY STEPS/WALK	44 SQ FT
TOTAL IMPERVIOUS	2,990 SQ FT
IMPERVIOUS COVERAGE	2,990 / 5,000 = 59.8% (60% MAX ALLOWED)

PIPE #2
26' LONG 8"ø PERFORATED PVC PIPE IN 2'x2' GRAVEL BED TO COLLECT FROM GUTTERS

12/9/2024

TREE LEGEND	
14" OAK	EXISTING TREE TO REMAIN
14" OAK	EXISTING TREE TO BE REMOVED

TOPOGRAPHY LEGEND	
	ONSITE DRAINAGE
× 14.6 / 14.6	EXISTING SPOT ELEV
× (14.6) / (14.6)	NEW SPOT ELEVATION
	EXISTING TOPOGRAPHY

THE PROPERTY SHOWN HEREON LIES WITHIN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP (F.I.R.M.) COMMUNITY PANEL 12089C0237G MAP DATED: 8/02/2017

ELEVATIONS SHOWN REFER TO NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

SITE PLAN DRAWN FROM SURVEY PREPARED BY "MANZIE & DRAKE LAND SURVEYING" 117 SOUTH NINTH STREET FERNANDINA BEACH, FL 32034 (904) 491-5700 DATED: 4/29/2024

12/9/2024

STORMWATER CALCS	
SECTION OF EXISTING	
HOUSE TO BE REMOVED	239 SQ FT
EXISTING HOUSE TO REMAIN	1,767 SQ FT
EXISTING SHED TO BE REMOVED	296 SQ FT
TOTAL EXISTING STRUCTURE:	1,767 SQ FT
TOTAL NEW STRUCTURE:	2,374 SQ FT
NET COVERAGE INCREASE:	+607 SQ FT

NOTE:
CIVIL ENGINEERING NOT REQUIRED IF ADDED COVERAGE IS LESS THAN 625 SQ FT)

ADDED STORMWATER CONTROL PER PLANS (NOT REQUIRED)

RETENTION PROVIDED:
PIPE #1: 12' x 1.84 CU FT / FT = 22 CUBIC FEET
PIPE #2: 26' x 1.84 CU FT / FT = 48 CUBIC FEET
TOTAL: 70 CUBIC FEET

1

SITE PLAN

SCALE: 1" = 10'-0"

LOT 6, BLOCK 27
CITY OF FERNANDINA BEACH,
NASSAU COUNTY, FLORIDA

501 CEDAR STREET
FERNANDINA BEACH, FL 32034

PARCEL ID: 00-00-31-1800-0027-0060

AN ADDITION & RENOVATION TO THE GALLI RESIDENCE

FIELD COPY

City of Fernandina Beach
RELEASED FOR PERMITTING
These plans are approved for construction. NOTE: Plan approval does not constitute approval to violate any adopted federal, state or local law, code or ordinance.
REVIEWED FOR COMPLIANCE
2023 FBC, 8th Edition
01/07/2025

LOT 6, BLOCK 27
CITY OF FERNANDINA BEACH,
NASSAU COUNTY, FLORIDA

501 CEDAR STREET
FERNANDINA BEACH, FL 32034

PARCEL ID#: 00-00-31-1800-0027-0060

GOVERNING BUILDING CODES:
FLORIDA BUILDING CODE 8th EDITION (2023), RESIDENTIAL
FLORIDA BUILDING CODE 8th EDITION (2023), EXISTING
NFPA 70 - 2020 NATIONAL ELECTRIC CODE

OCCUPANCY: GROUP R (RESIDENTIAL)
CONSTRUCTION TYPE: V-B

THIS PROJECT QUALIFIES AS A LEVEL 2 ALTERATION AND AN ADDITION PER THE FLORIDA BUILDING CODE 8th EDITION (2023), EXISTING BUILDINGS

SQUARE FOOTAGE TABULATION

EXISTING LIVING (RENOVATED)	1,041
NEW LIVING (ADDITION)	658
TOTAL HOUSE LIVING	1,699
EXISTING FRONT PORCH	191
TOTAL COVERED	1,890
GUEST SUITE (LIVING)	386
DETACHED ACCESSORY GARAGE	484
TOTAL ACCESSORY COVERED	870

DWELLING UNIT THERMAL VOLUME

EXISTING HOUSE	10,410 FT3
ADDITION	6,580 FT3
HOUSE TOTAL	16,990 FT3
ACCESSORY GARAGE GUEST SUITE	3,474 FT3

(VERIFY W/ ATTACHED ENERGY CALCULATIONS)

INDEX OF DRAWINGS

CS	COVER SHEET & SITE PLAN
A1.1	DEMOLITION PLAN
A2.1	SLAB/FOUNDATION PLAN
A3.1	FLOOR PLAN (HOUSE) & SCHEDULES
A3.2	DETACHED GARAGE FLOOR PLANS & STAIR DETAILS
A4.1	EXISTING EXTERIOR ELEVATIONS & ROOF PLAN
A4.2	EXTERIOR ELEVATIONS & NEW ROOF PLAN
A4.3	EXTERIOR ELEVATIONS
A5.1	BUILDING SECTIONS
A5.2	WALL SECTIONS
A5.3	WALL SECTIONS
A6.1	FLASHING DETAILS
E1.1	ELECTRICAL PLANS
S	STRUCTURAL DRAWINGS (SEE LEGEND ON ENGINEER'S SHEETS)

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FERNANDINA BEACH, FLORIDA 32034
904-261-2022
FL REGISTERED ARCHITECT AR13908
6501 REDHOOK PLAZA, SUITE 201
ST THOMAS, USVI 00802
340-776-7232
VIRGIN ISLANDS
USVI LICENSE #7186A

Seal:
MICHAEL STAUFFER, AIA
FL Licensed AR-13908

DRAFTING SERVICES PROVIDED BY:
KLAYBOR & ASSOCIATES
1999 WELLS ROAD
ORANGE PARK, FL 32073
904-272-5339
www.klaybor.com

REVISIONS: 12/9/2024

Drawn by: JBF
Date: 6/4/2024
Scale: 1/4" = 1'-0"

AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

Plan #: -----
Job #: 24-1014

SHEET NUMBER

CS

FIELD COPY

NOTE:

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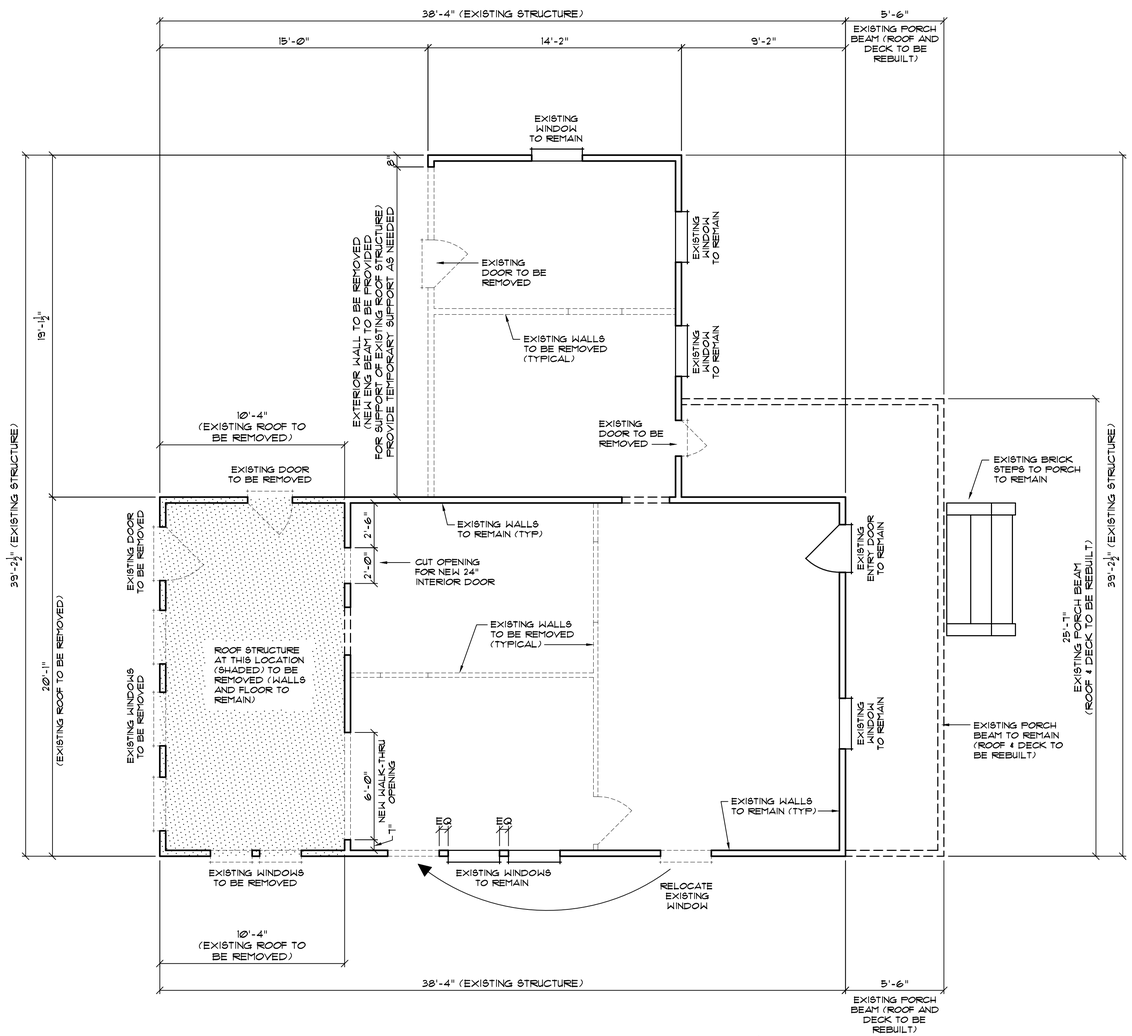

1 DEMOLITION PLAN

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

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USVI LICENSE #7984

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ORANGE PARK,
FL 32073
904-272-5339
www.klaybor.com

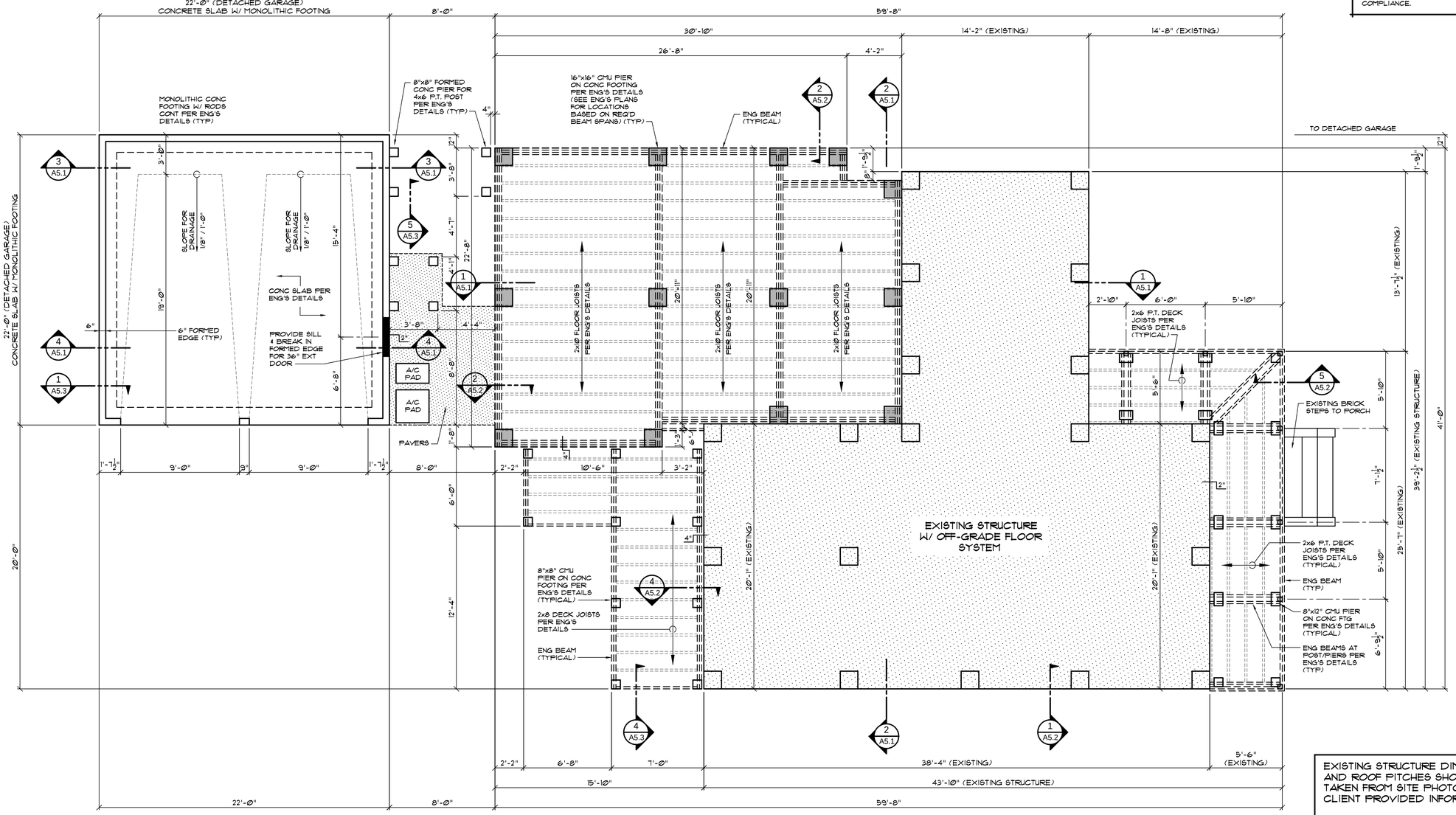
AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

Drawn by:	JBF
Date:	6/4/2024
Scale:	1/4" = 1'-0"
Plan #:	-----
Job #:	24-1014

SHEET NUMBER

A1.1

FIELD COPY



1 SLAB/FOUNDATION PLAN

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

NOTE:

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EXISTING STRUCTURE DIMENSIONS AND ROOF PITCHES SHOWN ARE TAKEN FROM SITE PHOTOS AND CLIENT PROVIDED INFORMATION.

GENERAL CONTRACTOR TO VERIFY ALL DIMENSIONS, ROOF PITCHES AND TRUSS/JOIST SPANS, PRIOR TO ANY CONSTRUCTION OR PURCHASING OF BUILDING COMPONENTS

SEE ATTACHED STRUCTURAL ENGINEER'S DRAWINGS AND DETAILS FOR FOOTING SIZES AND LOCATIONS

DETAILS FROM LICENSED STRUCTURAL ENGINEER SHALL SUPERSEDE ANY DIFFERENCES FROM THESE PLANS

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www.klaybor.com

AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

Drawn by:	JBF
Date:	6/4/2024
Scale:	1/4" = 1'-0"
Plan #:	-----
Job #:	24-1014

SHEET NUMBER

A2.1

FIELD COPY

WINDOW SCHEDULE

	MODEL	WIDTH	HEIGHT	TYPE	LOCATION	REMARKS
A	EXISTING 2⌀52	2'-10"	5'-2"	DOUBLE HUNG	HEAD @ 7'-3" AFF	MEETS EGRESS REQUIREMENTS
B	EXISTING 2⌀52	2'-10"	5'-2"	DOUBLE HUNG	HEAD @ 7'-3" AFF	RELOCATED
C1	3050	3'-0"	5'-0"	SINGLE HUNG	HEAD @ 6'-8" AFF	
C2	3050	3'-0"	5'-0"	SINGLE HUNG	HEAD @ 6'-8" AFF	TEMPERED GLASS HAZARDOUS LOCATION
D1	3060	3'-0"	6'-0"	SINGLE HUNG	HEAD @ 8'-0" AFF	
D2	3060	3'-0"	6'-0"	SINGLE HUNG	HEAD @ 8'-0" AFF	TEMPERED GLASS HAZARDOUS LOCATION
E1	2814	2'-8"	1'-4"	FIXED	HEAD @ 8'-4" AFF	
E2	2814	2'-8"	1'-4"	FIXED	HEAD @ 8'-0" AFF	
F	2020	2'-0"	2'-0"	AWNING	HEAD @ 6'-8" AFF	

SIZES SHOWN ARE FOR DESIGN. VERIFY ACTUAL SIZES WITH PRODUCT SPECIFICATIONS.

REBUILD BOTTOM PANE OF EXISTING WINDOWS (NO MUNTINS)

DOOR SCHEDULE (HOUSE)

	SIZE	TYPE	OPERATION	MANUFACTURER	REMARKS
100	EXISTING 2'-8" x 6'-8"	EXTERIOR ENTRY	SWING	EXISTING TRANSOM	REPLACE EXISTING STYLE T.B.D.
101	2'-8" x 8'-0"	INTERIOR	SWING		
102	2'-0" x 8'-0"	INTERIOR	SWING		
103	(2) 1'-3" x 8'-0"	INTERIOR	SWING		
104	2'-8" x 8'-0"	INTERIOR	SWING		
105	2'-6" x 8'-0"	INTERIOR	SWING		
106	2'-8" x 8'-0"	INTERIOR	SWING		
107	(2) 1'-6" x 8'-0"	INTERIOR	SWING		
108	2'-8" x 8'-0"	INTERIOR	SWING		
109	(2) 1'-4" x 8'-0"	INTERIOR	SWING		
110	2'-8" x 8'-0"	INTERIOR	SWING		
111	2'-8" x 8'-0"	INTERIOR	SWING		
112	(2) 1'-6" x 6'-8"	INTERIOR	SWING		
113	2'-6" x 6'-8"	INTERIOR	SWING		
114	2'-0" x 8'-0"	INTERIOR	SWING		
115	2'-8" x 6'-8"	EXTERIOR FRENCH	SWING		
116	3'-0" x 8'-0"	EXTERIOR FRENCH	SWING		

DOOR SCHEDULE (GARAGE)

	SIZE	TYPE	OPERATION	MANUFACTURER	REMARKS
117	3'-0" x 6'-8"	EXTERIOR	SWING		
118	9'-0" x 8'-0"	GARAGE	OVERHEAD		STYLE T.B.D.
119	9'-0" x 8'-0"	GARAGE	OVERHEAD		STYLE T.B.D.
120	3'-0" x 6'-8"	EXTERIOR FRENCH	SWING		
121	2'-6" x 6'-8"	INTERIOR	SWING		
122	2'-6" x 6'-8"	INTERIOR	SWING		

NOTE:

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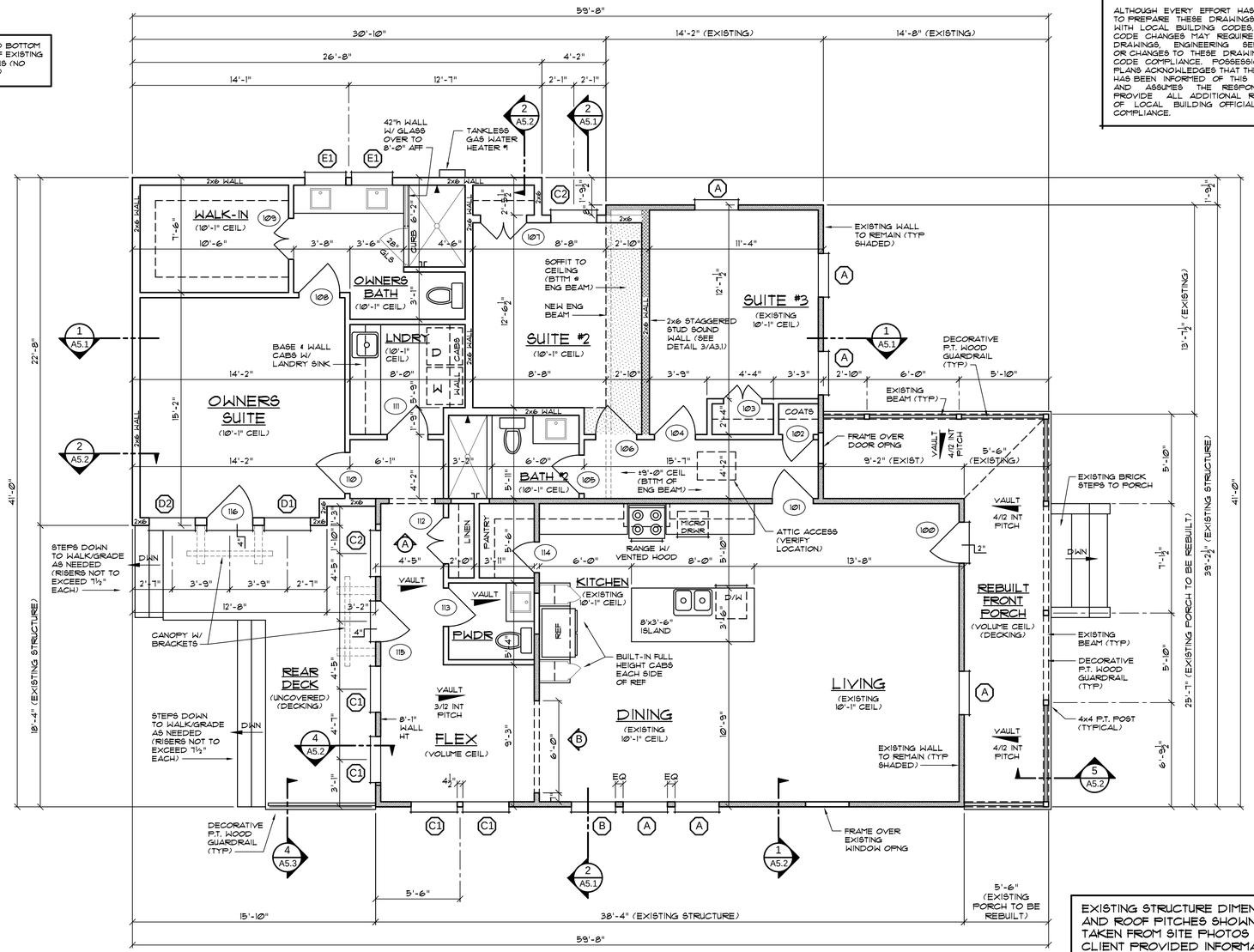


1 FLOOR PLAN (HOUSE)

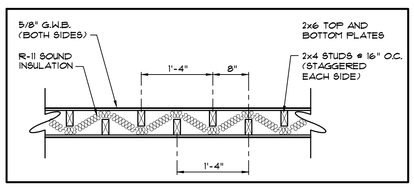
SCALE: 1/4" = 1'-0"

EXISTING STRUCTURE DIMENSIONS AND ROOF PITCHES SHOWN ARE TAKEN FROM SITE PHOTOS AND CLIENT PROVIDED INFORMATION.

GENERAL CONTRACTOR TO VERIFY ALL DIMENSIONS, ROOF PITCHES AND TRUSS/JOIST SPANS, PRIOR TO ANY CONSTRUCTION OR PURCHASING OF BUILDING COMPONENTS

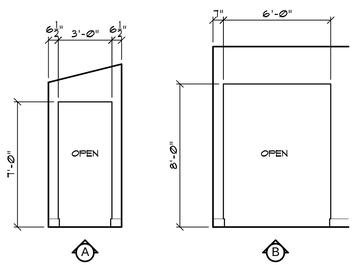
HVAC NOTES:

- AHU IN ATTIC OVER HALL/SUITE #3
- PROVIDE PLYWOOD DECKING
- PROVIDE 30" MIN CLEARANCE ON SERVICE SIDES OF EQUIPMENT



3 2x6 STAGGERED STUD SOUND WALL DETAIL

SCALE: 3/4" = 1'-0"



2 INTERIOR DETAILS

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

SQ. FTG. TABULATION

EXISTING LIVING (RENOVATED)	1,041
NEW LIVING (ADDITION)	658
TOTAL LIVING	1,699
EXISTING FRONT PORCH	191
TOTAL COVERED	1,890

DWELLING UNIT THERMAL VOLUME

EXISTING	10,410 FT3
ADDITION	6,580 FT3
TOTAL	16,990 FT3

SEE BUILDER FOR MECHANICAL VENTILATION SPECIFICATIONS

PLANS ARE DRAWN IN ACCORDANCE WITH FLORIDA BUILDING CODE 8th EDITION (2023), RESIDENTIAL

NOTES:
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2 - ATTIC ACCESS TO BE 22"X30" MINIMUM (SEE BUILDER FOR FULL-DOWN STAIR FRAMING REQUIREMENTS). VERIFY LOCATION IN FIELD.

3 - ALL SHOWER GLASS (FIXED GLASS, PARTITIONS & DOORS) ARE TO BE TEMPERED GLASS (SEE BUILDER FOR PRODUCT SPECS).

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AN ADDITION TO THE GALLI RESIDENCE
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Drawn by:	JBF
Date:	6/4/2024
Scale:	1/4" = 1'-0"
Plan #:	-----
Job #:	24-1014

SHEET NUMBER

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FIELD COPY

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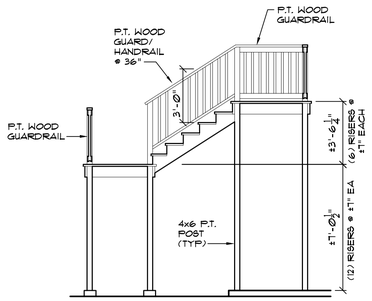
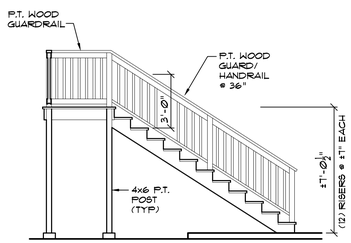
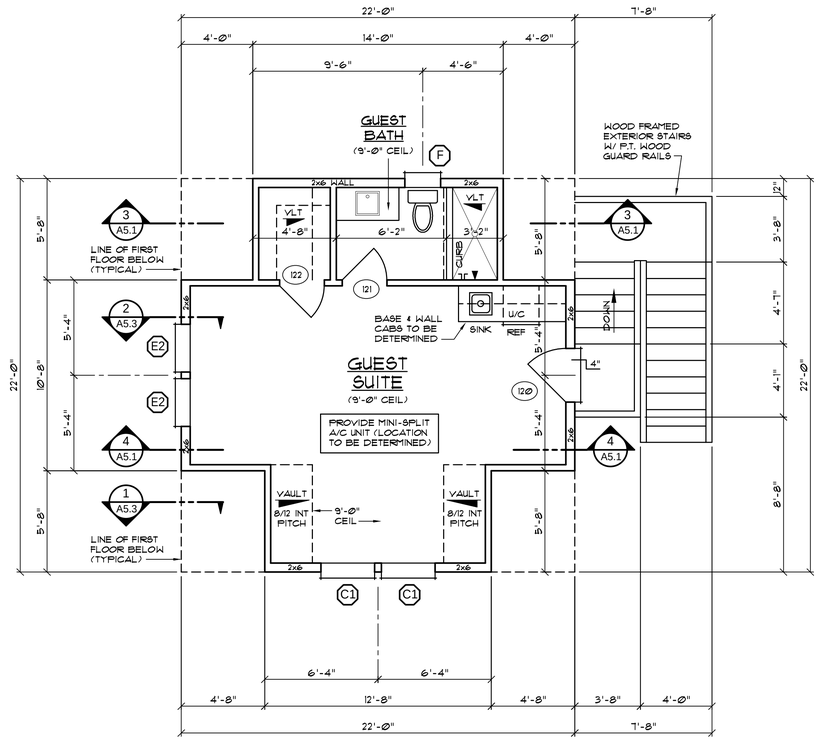


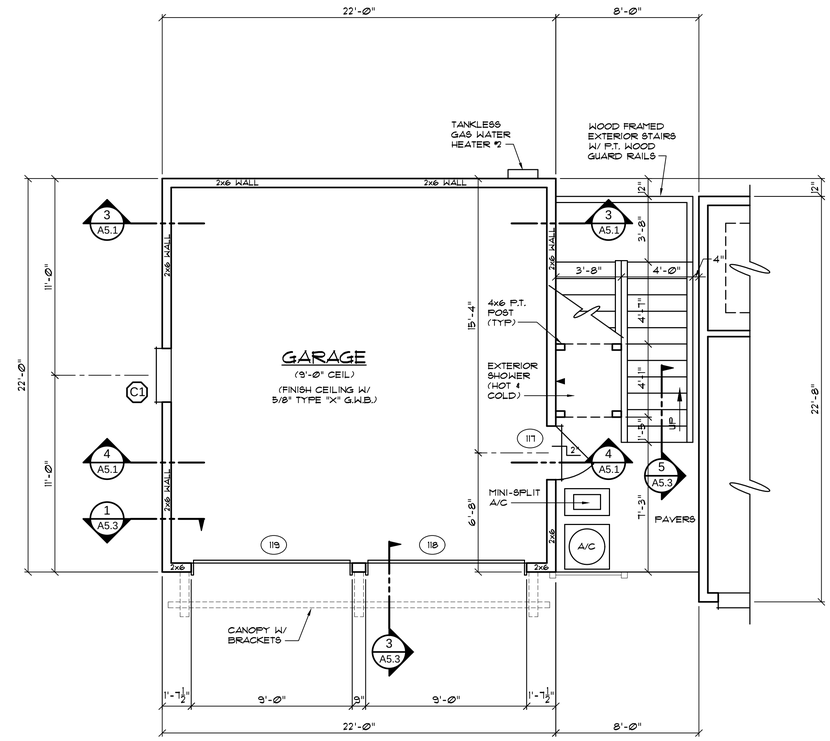
5 STAIR SECTION
SCALE: 1/4" = 1'-0"



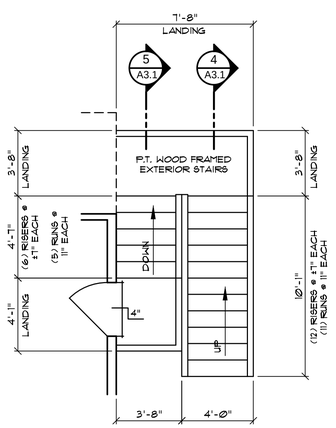
4 STAIR SECTION
SCALE: 1/4" = 1'-0"



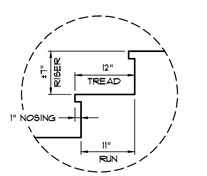
2 DETACHED GARAGE SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



1 DETACHED GARAGE FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



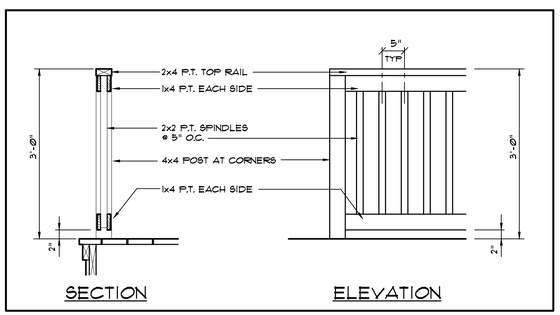
3 STAIR DETAIL
SCALE: 1/4" = 1'-0"



TYP RISE/RUN/TREAD

TOTAL RISE: 10'-6¾"
(18) RISERS @ ±7" EACH
RUNS @ 11" EACH
TREADS @ 12" EACH (W/ 1" NOSING)

VERIFY IN FIELD



6 P.T. WOOD GUARDRAIL DETAIL
SCALE: 3/4" = 1'-0"

SQ. FTG. TABULATION

GUEST SUITE (LIVING)	386
GARAGE	484
TOTAL COVERED	870

GUEST SUITE DWELLING UNIT THERMAL VOLUME

3,474 CUBIC FEET

SEE BUILDER FOR MECHANICAL VENTILATION SPECIFICATIONS

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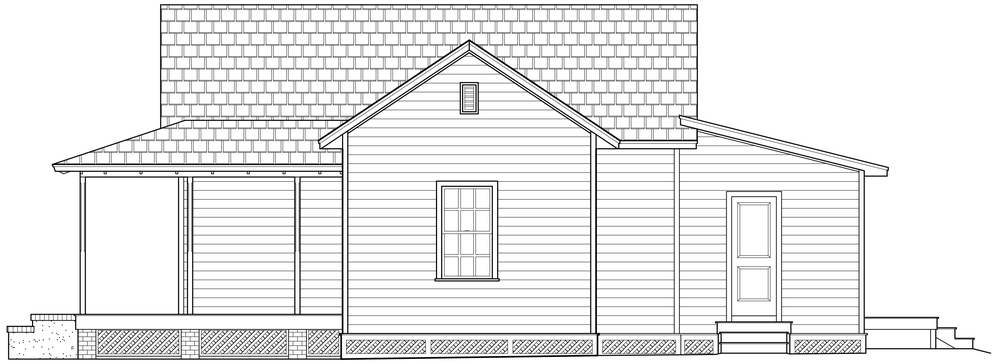
AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

Drawn by:	JBF
Date:	6/4/2024
Scale:	1/4" = 1'-0"
Plan #:	-----
Job #:	24-1014

SHEET NUMBER

A3.2

FIELD COPY

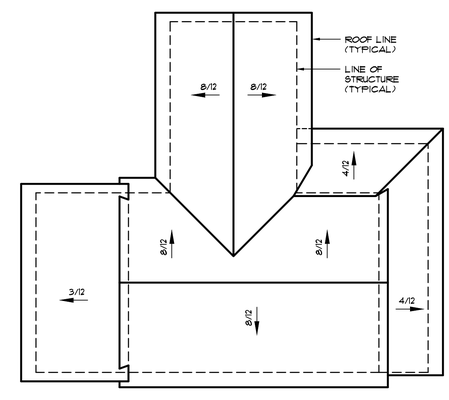


3 EXISTING EAST (RIGHT) ELEVATION
SCALE: 1/4" = 1'-0"

1 EXISTING SOUTH (FRONT) ELEVATION
SCALE: 1/4" = 1'-0"

4 EXISTING WEST (LEFT) ELEVATION
SCALE: 1/4" = 1'-0"

2 EXISTING NORTH (REAR) ELEVATION
SCALE: 1/4" = 1'-0"



5 EXISTING ROOF PLAN
SCALE: 1/8" = 1'-0"

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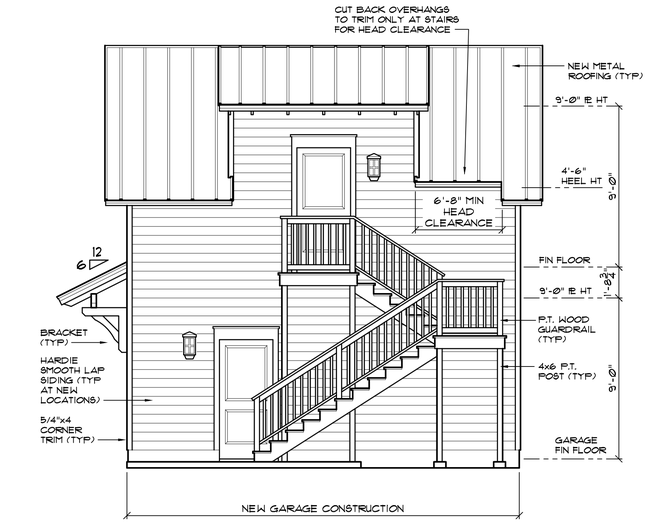
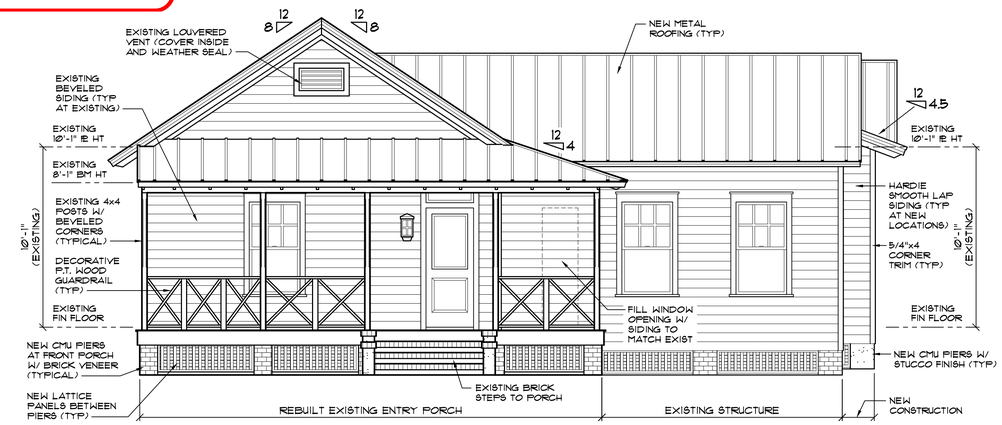
FIELD COPY



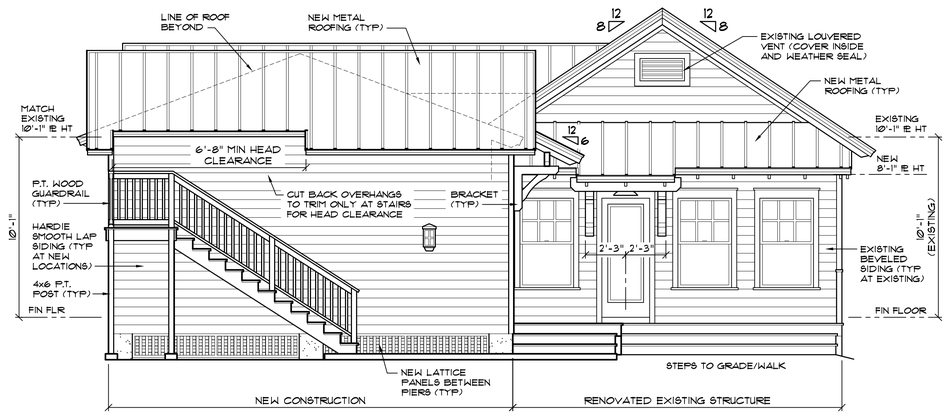
3 NEW SOUTH GARAGE ELEVATION

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



1 NEW SOUTH (FRONT) ELEVATION

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



2 NEW NORTH (REAR) ELEVATION

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

(DETACHED GARAGE/SUITE NOT SHOWN)

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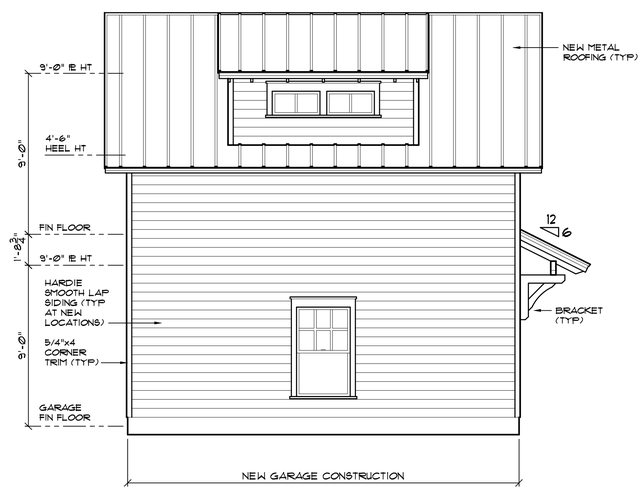
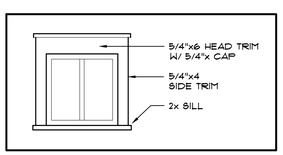


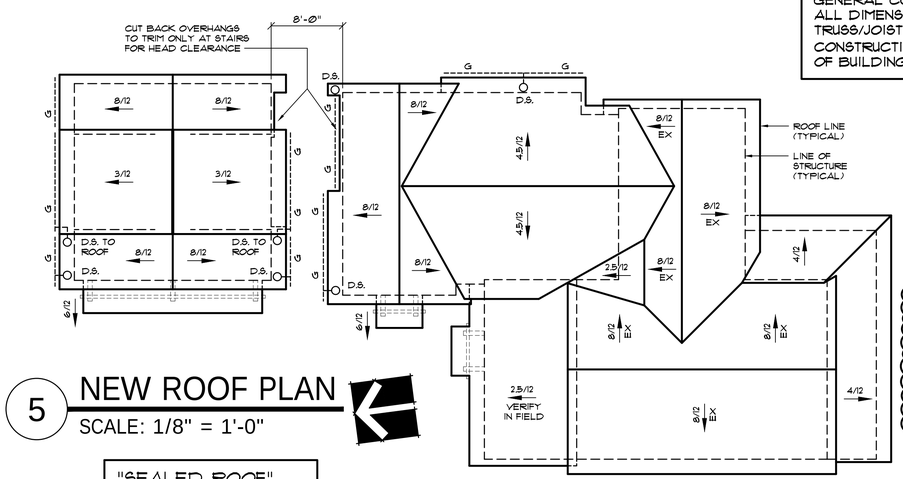
4 NEW NORTH GARAGE ELEVATION

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



6 TYP DOOR/WINDOW TRIM

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



5 NEW ROOF PLAN

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

"SEALED ROOF" W/ NO VENTILATION

12/9/2024

DRAINAGE LEGEND

G	CONTINUOUS GUTTER AT EAVE (SEE BLDR FOR STYLE)
D.S.	GUTTER DOWNSPOUT

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REVISED: 12/9/2024

Drawn by: JBF
Date: 6/4/2024
Scale: 1/4" = 1'-0"

AN ADDITION TO THE GALLI RESIDENCE
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Plan #: -----
Job #: 24-1014

SHEET NUMBER

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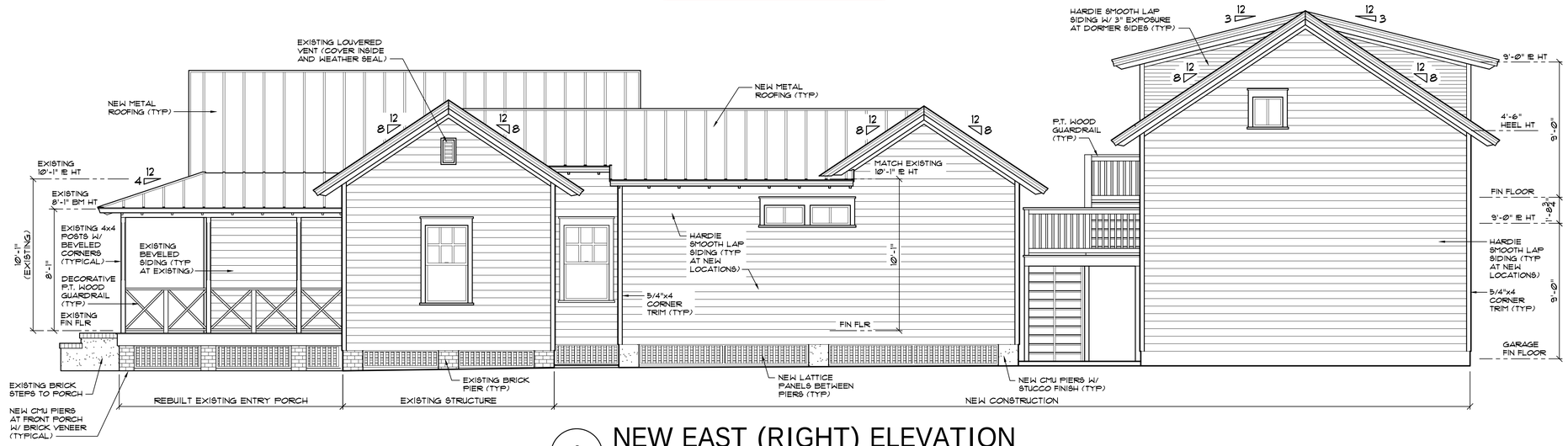
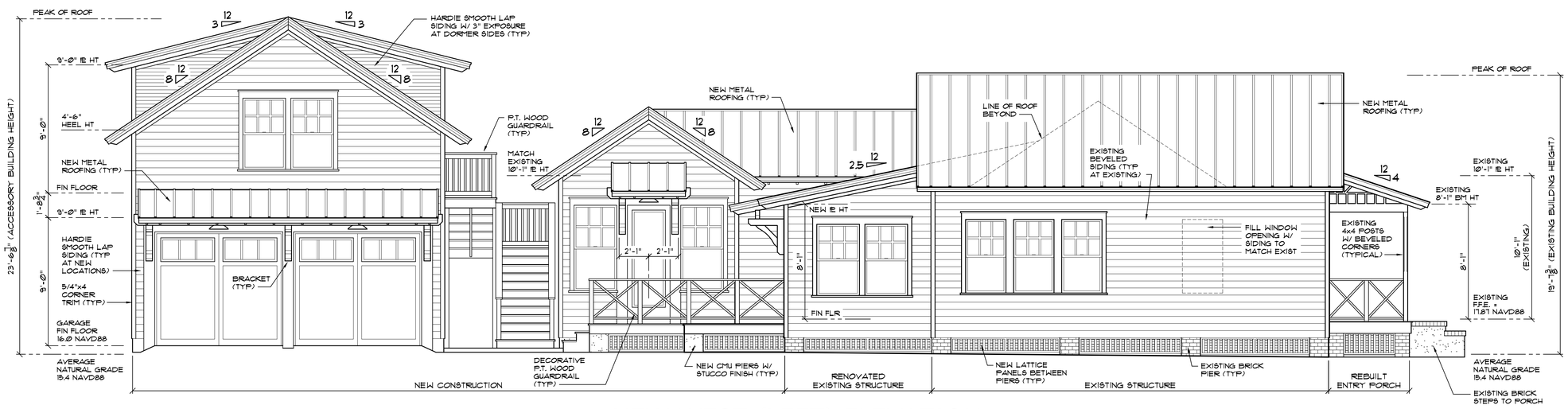
FIELD COPY



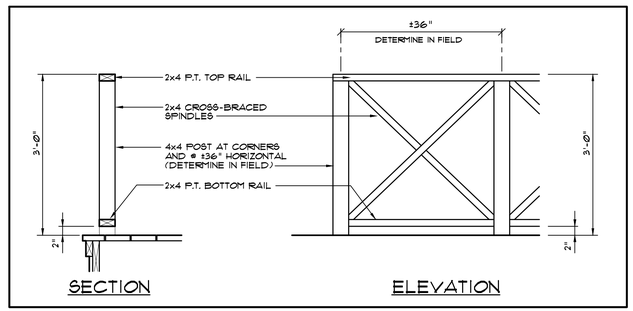
1 NEW EAST (RIGHT) ELEVATION

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



2 NEW WEST (LEFT) ELEVATION

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



3 DECORATIVE P.T. WOOD GUARDRAIL AT FRONT PORCH / REAR DECK

SCALE: 3/4" = 1'-0"

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SHEET NUMBER

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FIELD COPY

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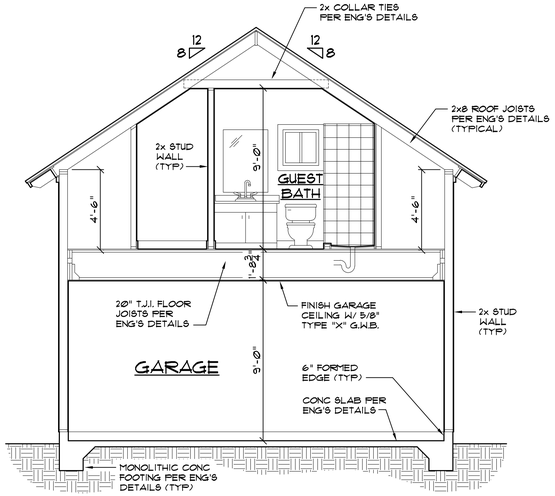
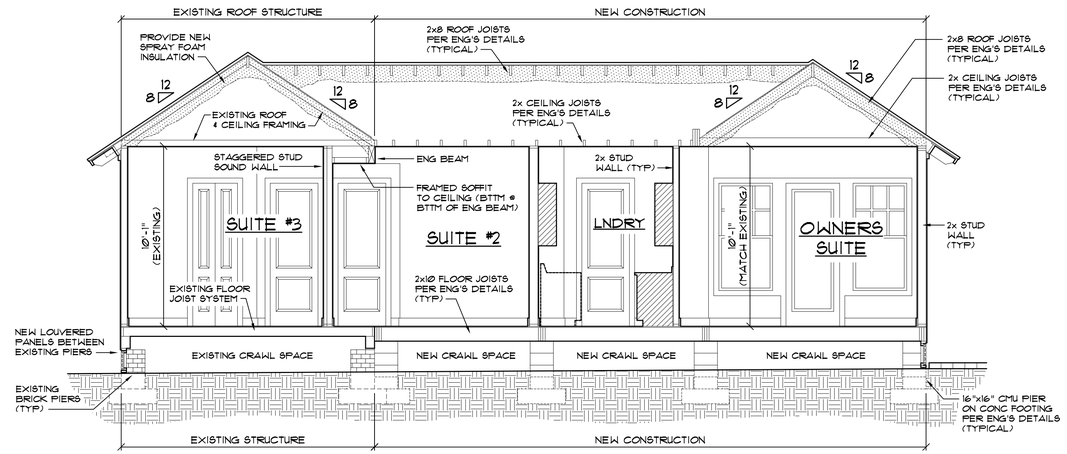
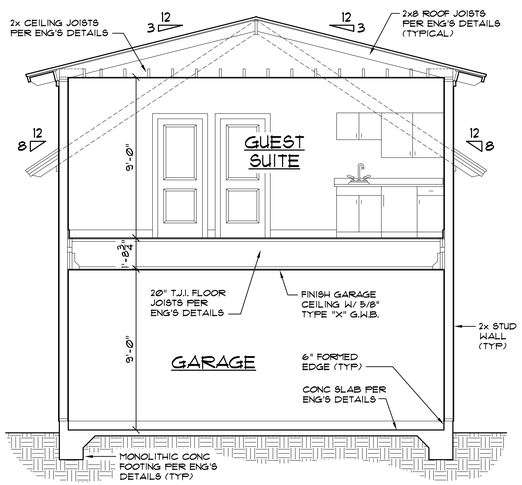


3 BUILDING SECTION
SCALE: 1/4" = 1'-0"



1 BUILDING SECTION
SCALE: 1/4" = 1'-0"



4 BUILDING SECTION
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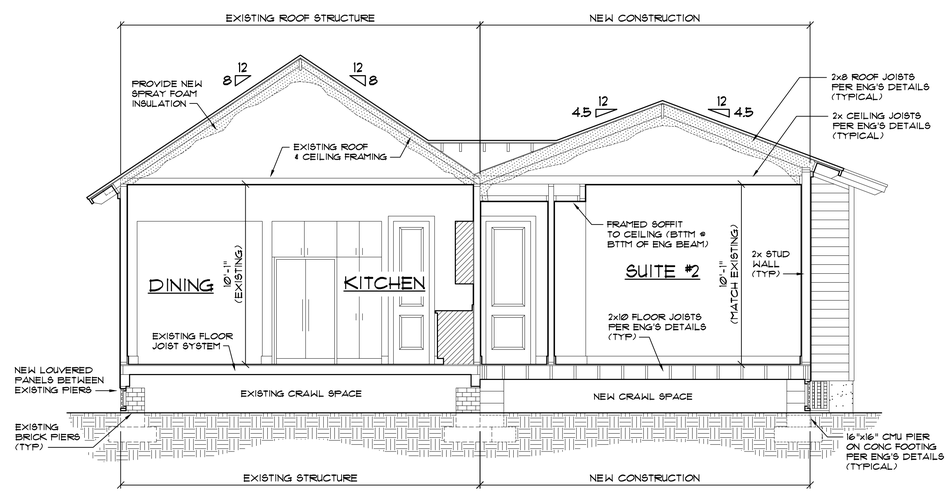

2 BUILDING SECTION
SCALE: 1/4" = 1'-0"

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USVI LICENSE #7984

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904-272-5339
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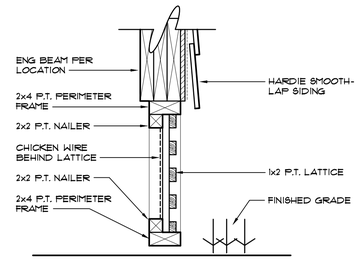
AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

Drawn by:	JBF
Date:	6/4/2024
Scale:	1/4" = 1'-0"
Plan #:	-----
Job #:	24-1014

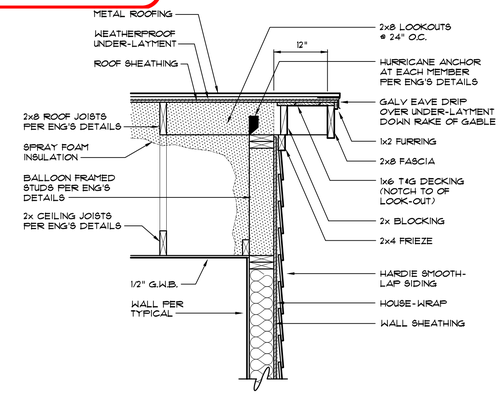
SHEET NUMBER

A5.1

FIELD COPY



6 LATTICE PANEL DETAIL
SCALE: 1 1/2" = 1'-0"



3 TYP GABLE SECTION
SCALE: 3/4" = 1'-0"

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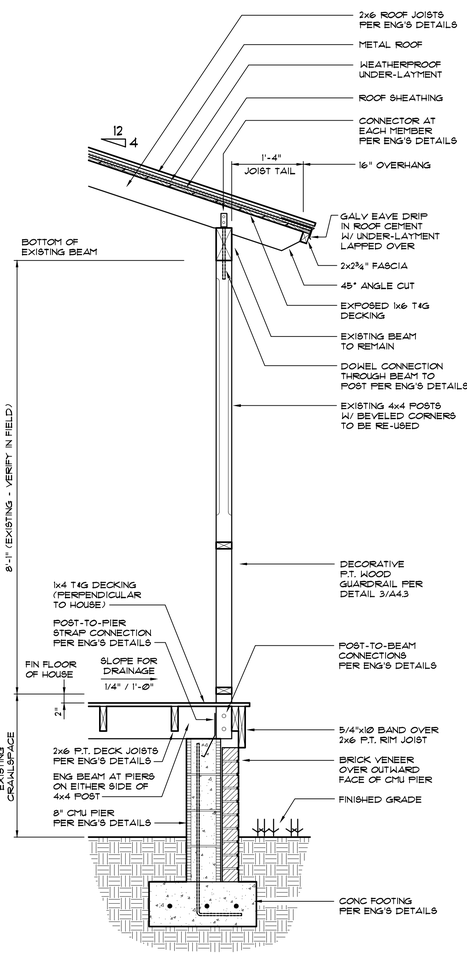
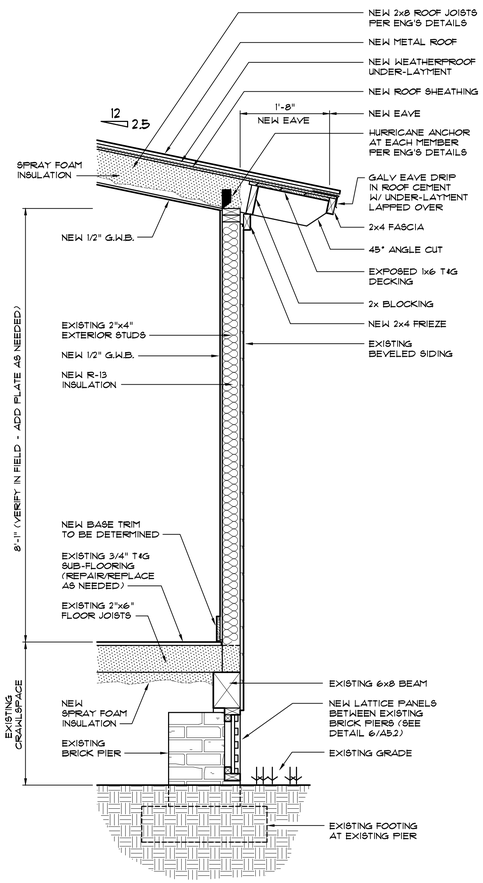
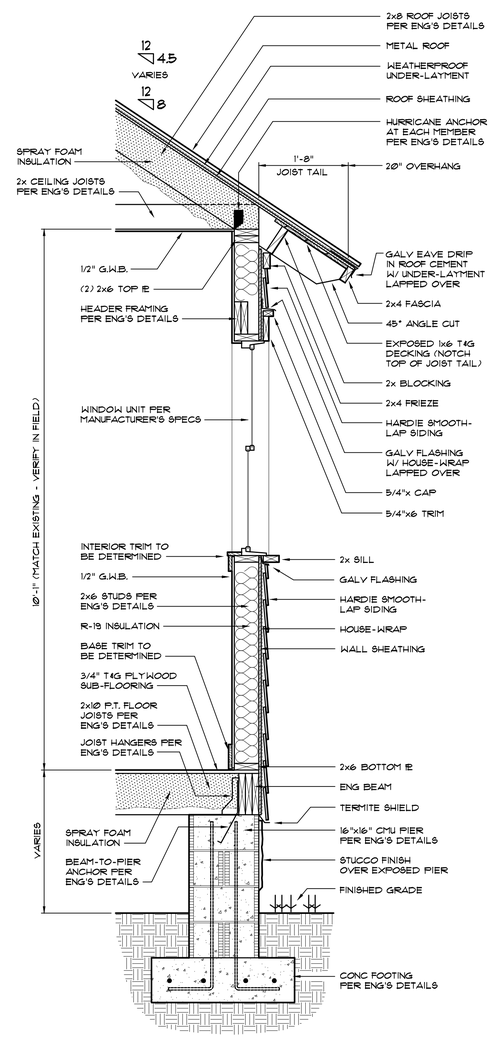


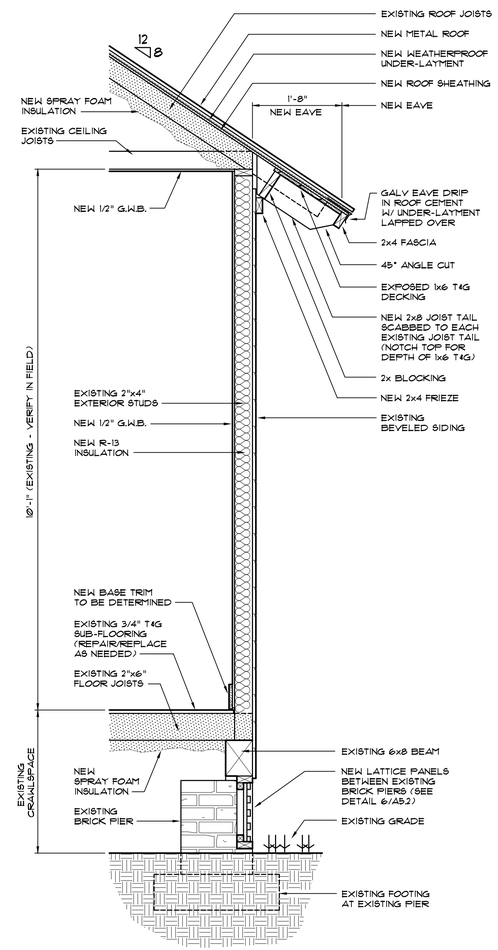
5 FRONT PORCH SECTION
SCALE: 3/4" = 1'-0"



4 FLEX ROOM WALL SECTION
SCALE: 3/4" = 1'-0"



2 TYP NEW WALL SECTION
SCALE: 3/4" = 1'-0"



1 TYPICAL AT EXISTING WALL
SCALE: 3/4" = 1'-0"

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Drawn by: JBF
Date: 6/4/2024
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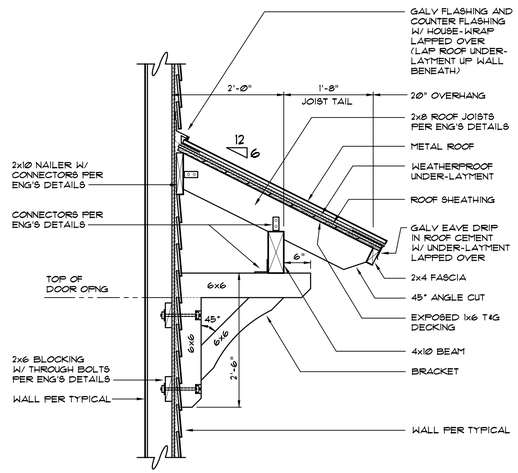
AN ADDITION TO THE GALLI RESIDENCE
501 CEDAR STREET, FERNANDINA BEACH, FL 32034

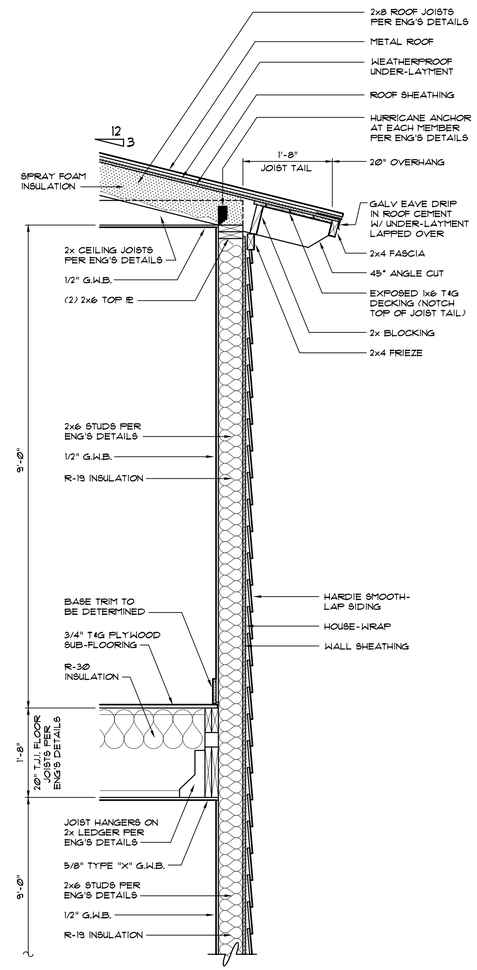
Plan #: -----
Job #: 24-1014

SHEET NUMBER
A5.2

FIELD COPY



3 CANOPY SECTION
SCALE: 3/4" = 1'-0"



2 GUEST SUITE DORMER SECTION
SCALE: 3/4" = 1'-0"

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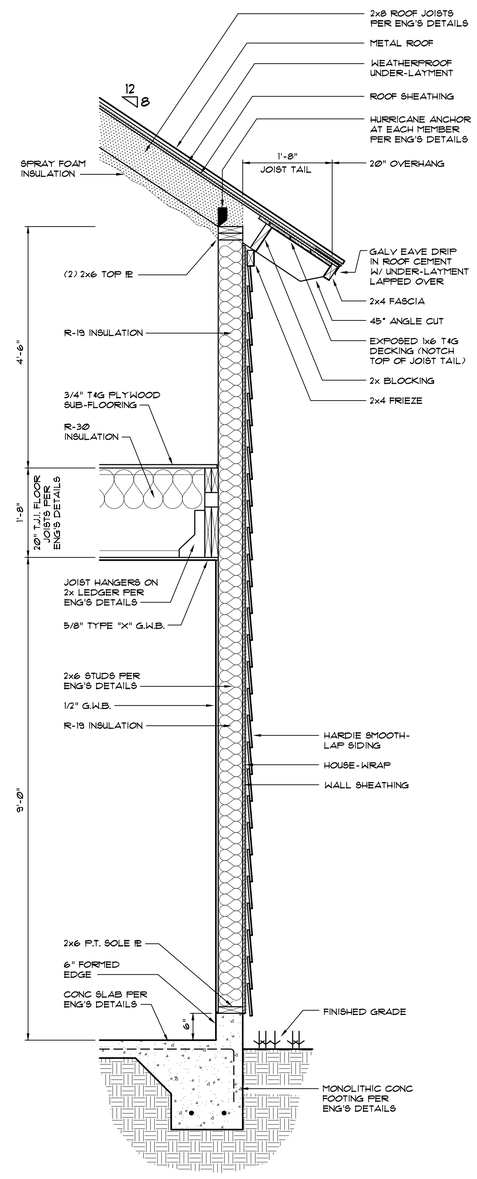
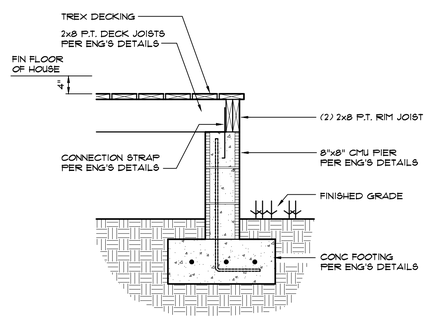
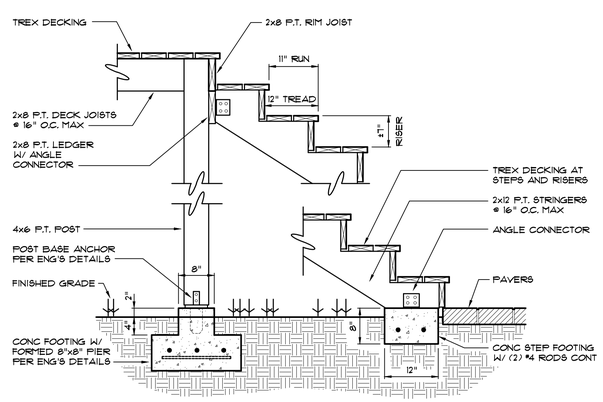


1 GARAGE WALL SECTION
SCALE: 3/4" = 1'-0"



4 REAR DECK SECTION
SCALE: 3/4" = 1'-0"



5 STAIR/LANDING SECTION
SCALE: 3/4" = 1'-0"

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Drawn by:	JBF
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Plan #:	-----
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SHEET NUMBER
A5.3

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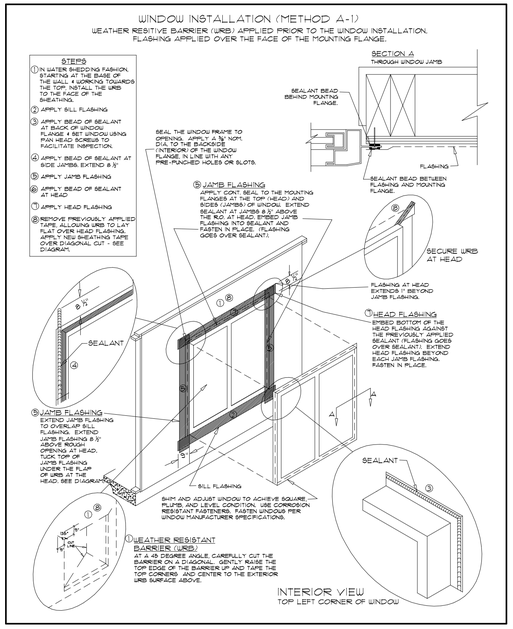
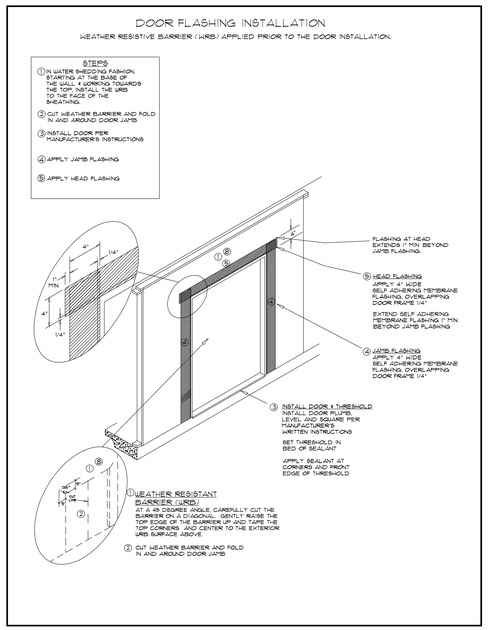
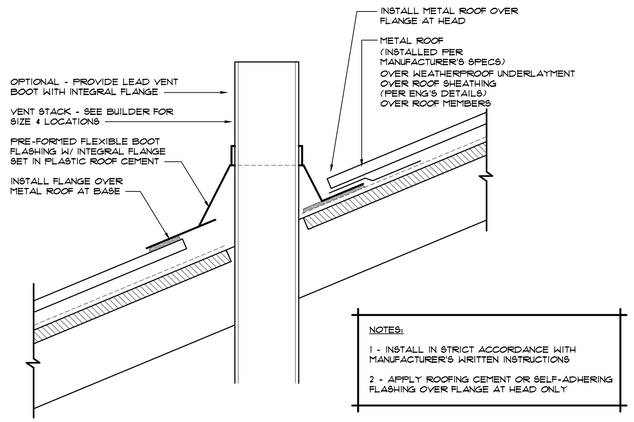
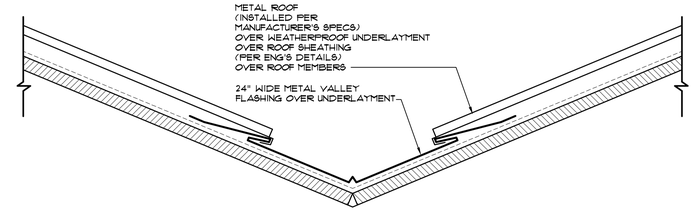


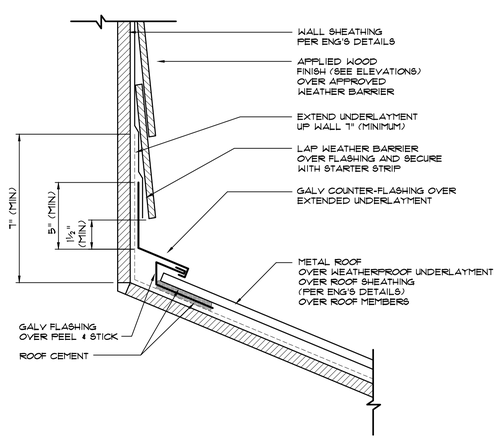




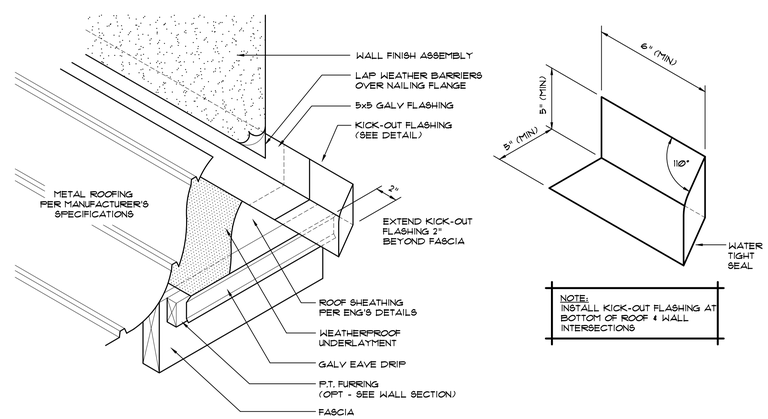
4 DETAIL: VENT STACK FLASHING
SCALE: NONE



3 DETAIL: VALLEY FLASHING
SCALE: NONE



2 DETAIL: WALL FLASHING AT WOOD FINISH
SCALE: NONE



1 DETAIL: WALL/KICK-OUT FLASHING
SCALE: NONE

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SHEET NUMBER
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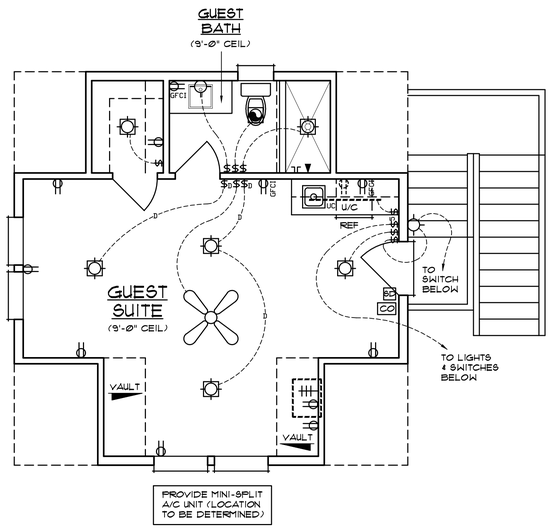
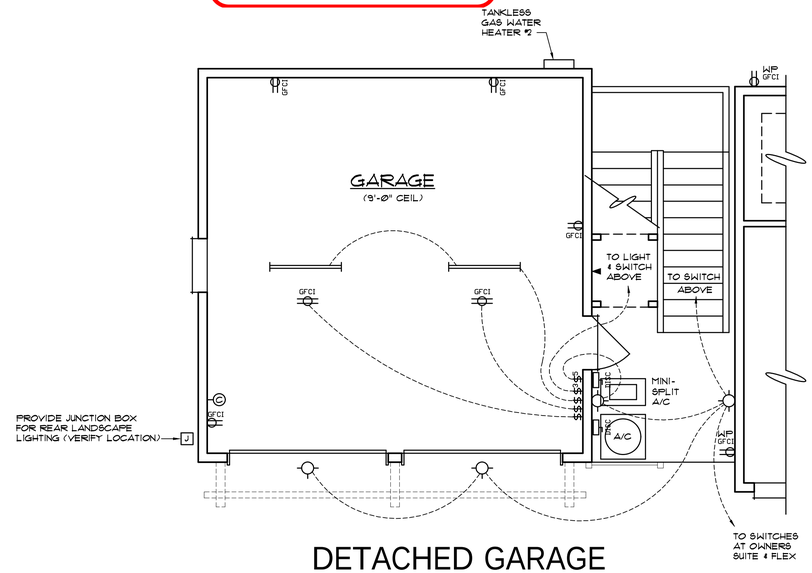


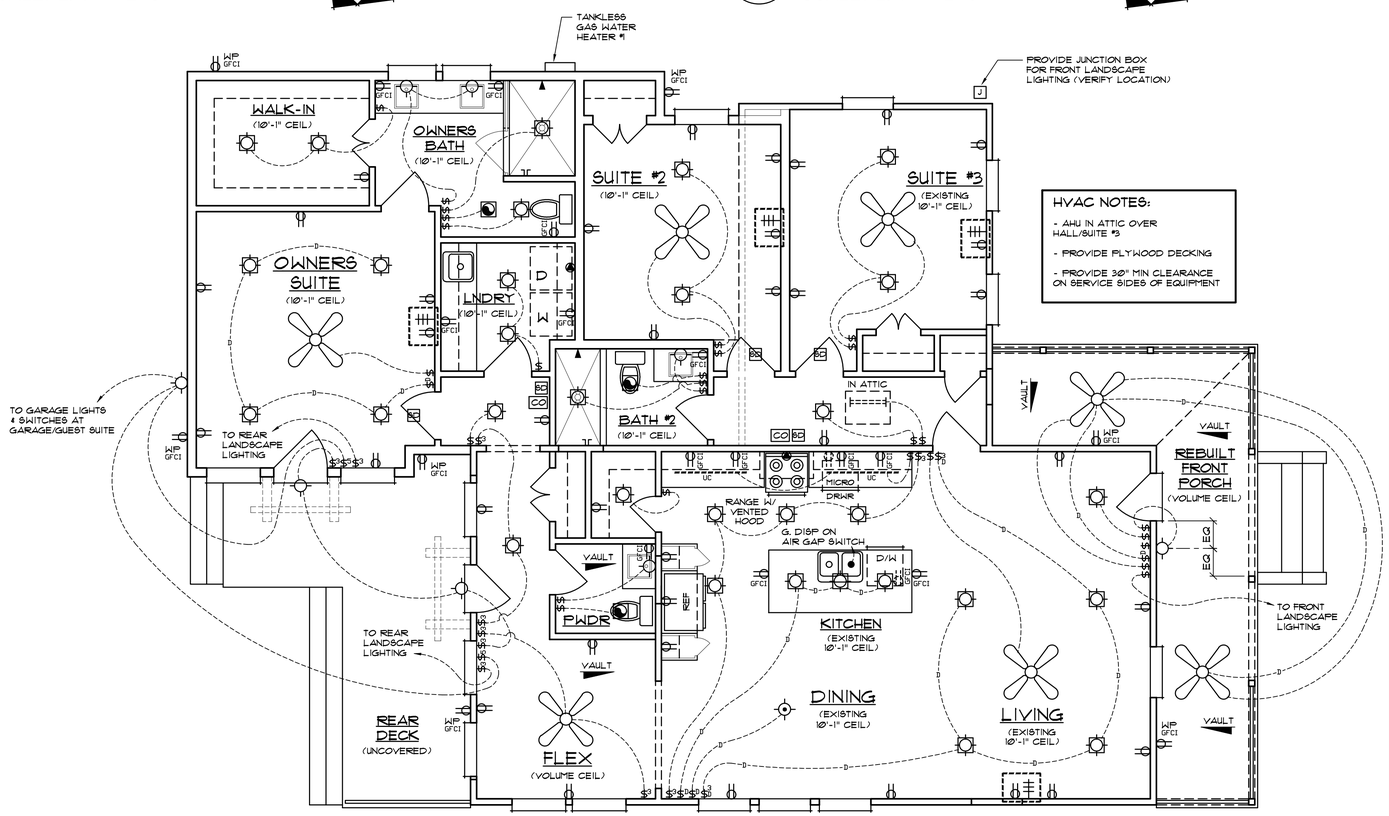
3 DETACHED GARAGE SECOND FLOOR PLAN

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



2 DETACHED GARAGE FIRST FLOOR PLAN

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



HVAC NOTES:

- AHU IN ATTIC OVER HALL/SUITE #3
- PROVIDE PLYWOOD DECKING
- PROVIDE 30" MIN CLEARANCE ON SERVICE SIDES OF EQUIPMENT

1 FLOOR PLAN (HOUSE)

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

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ELECTRICAL NOTES

1 - ALL ELECTRICAL WORK TO BE IN ACCORDANCE WITH NFPA 70 - 2011 NATIONAL ELECTRIC CODE. GENERAL CONTRACTOR TO CONFIRM THAT ALL ELECTRICAL REQUIREMENTS ARE COMPLIED WITH, INCLUDING BUT NOT LIMITED TO: OUTLET SPACING, OUTLET/SWITCH LOCATIONS IN WET AREAS, LOCATIONS OF GFCI OR OTHER PROTECTIVE DEVICES, ETC.

2 - PROVIDE ARC-FAULT CIRCUIT INTERRUPTER (AFCI) PROTECTION THROUGHOUT, WITH A LISTED AFCI, AS REQUIRED PER 210-12 (A), (B) & (C)

3 - 100% OF ALL PERMANENT FIXTURES TO USE HIGH-EFFICACY LAMPS PER FBC - ENERGY CONSERVATION R404

4 - LAYOUT: THIS DRAWING IS DIAGRAMATIC IN NATURE AND SHOULD NOT BE SCALED. ELECTRICAL EQUIPMENT SHOWN IS IN GENERAL LOCATION. GENERAL CONTRACTOR TO PERFORM WALK-THRU OF THE HOUSE WITH THE OWNER PRIOR TO INSTALLATION OF OUTLETS, SWITCHES, FIXTURES, THERMOSTATS, ETC.

5 - SECURITY SYSTEM: REVIEW SECURITY REQUIREMENTS WITH OWNER PRIOR TO START OF WORK.

6 - SMOKE & CARBON MONOXIDE DETECTORS: GENERAL CONTRACTOR TO VERIFY THAT DETECTORS ARE PROVIDED AND INSTALLED IN QUANTITIES AND LOCATIONS AS REQUIRED BY CODE.

7 - COORDINATION: GENERAL CONTRACTOR TO COORDINATE THE WORK OF ALL MECHANICAL AND ELECTRICAL CONTRACTORS TO ENSURE WORK DOES NOT CONFLICT WITH OTHER TRADES.

8 - DATA/PHONE/CABLE: GENERAL CONTRACTOR TO PROVIDE A CENTRAL DATA CONTROL BOX FOR DATA, PHONE, AND CABLE WIRES TO BE RUN. PROVIDE HOME-RUNS TO BOX FOR ALL PHONE AND CABLE WIRES. (SEE DATA COMPANY FOR LAYOUT)

9 - FIXTURE HEIGHTS/WEIGHTS: GENERAL CONTRACTOR TO VERIFY THE WEIGHTS OF ALL HUNG FIXTURES AND PROVIDE BLOCKING AS REQUIRED. FOR EXTREMELY HEAVY ITEMS, CONSULT WITH THE ARCHITECT OR ENGINEER. HEIGHTS OF WALL MOUNTED FIXTURES SHALL BE CONFIRMED WITH THE OWNER PRIOR TO INSTALLATION OF ROUGH BOXES.

10 - PROVIDE WHOLE HOUSE SURGE PROTECTOR AT MAIN PANEL.

ELECTRICAL LEGEND

- PREWIRE & BRACE CEILING FAN W/ OPTIONAL LIGHT
- PREWIRE & BRACE CEILING FAN (NO LIGHT)
- L.E.D. LIGHT
- UC — UC: UNDERCAB RIBBON LIGHTING
- CEILING EXHAUST FAN/LIGHT FIXTURE
- CEILING EXHAUST FAN
- RECESSED LIGHT FIXTURE
- DIRECTIONAL RECESSED LIGHT FIXTURE
- CEILING MOUNTED LIGHT FIXTURE
- CEILING MOUNTED PENDANT FIXTURE
- WALL MOUNTED LIGHT FIXTURE
- DOUBLE FLOOD LIGHTS
- RECESSED WALL/ STEP LIGHT
- DATA OUTLET (PHONE & CABLE)
- TELEPHONE JACK
- TELEVISION JACK
- L.I.F. LOCATE IN FIELD
- 110V OUTLET AND TELEVISION JACK (HEIGHT ABOVE FLOOR TO BE DETERMINED)
- 220V OUTLET
- 110V OUTLET
- 4-PLEX: 4-PLEX 110V OUTLET
- 110V OUTLET IN CABINET
- WP GFCI: WEATHER PROTECTED 110V OUTLET
- GFCI: 110V OUTLET W/ GROUND FAULT CIRCUIT INTERRUPT
- 110V OUTLET W/ TOP HALF ON SWITCH
- CEILING MOUNTED 110V POWER OUTLET FOR GARAGE DOOR OPENER
- FLOOR PLUG
- EQUIPMENT OUTLET (VERIFY POWER NEEDS)
- $ SWITCHES
- $3 3-WAY SWITCH
- $D DIMMER SWITCH
- $S OCCUPANT SENSOR CONTROL SWITCH W/ MANUAL ON/OFF
- DJ DOOR JAMB SWITCH
- SD SMOKE DETECTOR
- DISC DISCONNECT SWITCH
- CO CARBON MONOXIDE DETECTOR & ALARM
- EC FAST CHARGE ELECTRIC CAR CHARGING STATION (SEE BLDR FOR REQ'S)

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SHEET NUMBER

E1.1

501

Florida Master Site File

HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00635
Recorder # 370
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) 501 Cedar St
Other Names >>
Multiple Listing (DHR only)
Survey or Project Name
National Register Category Building(s)
Survey#

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
501		Cedar	Street	

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

MAPPING

USGS 7.5' Map Name
Publication Date >> FERNANDINA BEACH;2003
Township:
Range:
Section:
1/4 section:
>> 3N ;28E ;23;UNSP
Irregular Section Name:
Landgrant
UTM: Zone
Easting
Northing
Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular
Other Style
Exterior Plan Irregular
Other Exterior Plan
Number of Stories 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) >> Clapboard
Other Exterior Fabric(s)
Roof Type(s) >> Gable
Other Roof Type(s)
Roof Material(s) >> Composition shingles
Other Roof Material(s)
Roof Secondary Structure(s) (dormers etc) >> Cross gable
Other Roof Secondary Structure(s)
Number of Chimneys
Chimney Material
Other Chimney Material(s)
Chimney Location(s)

HISTORICAL STRUCTURE FORM

8NA00635

DESCRIPTION (continued)

Window Descriptions 6/6, 2/2

Main Entrance Description (stylistic details)

Porches: #open 1 #closed ____ #incised ____ Location(s) south

Porch Roof Types(s) hip

Exterior Ornament

Interior Plan

Other Interior Plan

Condition Good

Structure Surroundings

Commercial:

Residential: MOSTly this category

Institutional:

Undeveloped:

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

Archaeological Remains (describe): none

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

Narrative Description (optional)

HISTORY

Construction year 1900

Architect (last name first):

Builder (last name first):

Changes in Locations or Conditions

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

Structure Use History

Use

Year Use Started

Year Use Ended

>> Private residence;1900;

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

Idividually 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

8NA00635

DOCUMENTATION (Photos, Plans, etc.)

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

Document type:

Maintaining Organization:

File or Accession #:

Descriptive Information:

>>

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY Ste. 5-129 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: 6/10/2007

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"

NA00635-200703

Supplementary Printout

> **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003

> **Township/Range/Section/Qtr:**
3N ;28E ;23;UNSP

> **Structural system(s):**
Wood frame

> **Foundation types:**
Piers

> **Foundation materials:**
Brick

> **Exterior fabrics:**
Clapboard

> **Roof types:**
Gable

> **Roof materials:**
Composition shingles

> **Roof secondary structures (dormers etc):**
Cross gable

> **Change status/year changed/date noted/nature:**

> **Original, intermediate, present uses/year started/year ended:**
Private residence;1900;

> **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian

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

> **Repositories: Collection/Housed/Accession#/Describe**

> **[Other name(s)]:**

Light
Light
Light
AMELIA
INTRACOASTAL
PROJECT DEPTH 5.2 METERS (17 FEET) JAN
4.3 METERS (14 FEET) JAN 1976
Conveyor
Sewage
Disposal
BEECH
Peck
Sch
JASMINE
Southside
Sch
EAST
SOUTH

NA 635

370

FLORIDA MASTER SITE FILE
Site inventory Form

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

SITE NO. 8 NA 635

SITE NAME: 501 Cedar St.
ADDRESS OF SITE: 501 Cedar St.
INSTRUCTION FOR LOCATING: N/A

SURVEY DATE: 09/30/85

LOCATION: City of Fernandina Beach
Subdivision Name
27 Block No.
6 Lot No.

COUNTY: Nassau
DISTRICT NAME IF APPLICABLE: Fernandina Beach Historic
OWNER OF SITE: NAME: Simmons, Steve
ADDRESS: 2105 S. Fletcher Ave.
ADDRESS: Fernandina Beach, FL 32034
TYPE OF OWNERSHIP: private
RECORDER: NAME & TITLE: Historic Property Associates, Inc.
ADDRESS: P. O. Box 1002
St. Augustine, FL 32084
RECORDING DATE: / /

CONDITION OF SITE: Check One

EXCELLENT
x GOOD
FAIR
DETERIORATED

INTEGRITY OF SITE: Check one or more

x ALTERED
UNALTERED
x ORIGINAL SITE
RESTORED: / /
MOVED: / /

ORIGINAL USE pvt.residence
PRESENT USE pvt.residence
DATES c.+ 1909
CULTURE/PHASE American
PERIOD: 20th Century

NR CLASSIFICATION CATEGORY: building

DATE LISTED ON NR: / /

THREATS TO SITE: Check one or more

ZONING
DEVELOPMENT
DETERIORATION
BORROWING
OTHER (See Remarks Below)
TRANSPORTATION
FILL
DREDGE

AREAS OF SIGNIFICANCE: architecture

SIGNIFICANCE

See Continuation Sheet

RECORD NUMBER 295

ARCHITECT:

BUILDER:

STYLE AND/OR PERIOD: frame vernacular

PLAN TYPE: rectangular, with wing

EXTERIOR FABRIC(S): wood: weatherboard, drop siding, with cornerboards

STRUCTURAL SYSTEM(S): wood frame: balloon

PORCHES: S/1-story end, 2-bay, access S, 1st bay; shed roof; chamfered posts

ORIENTATION: S

FOUNDATION: piers: brick

ROOF TYPE: gable

SECONDARY ROOF STRUCTURE(S): cross gable

CHIMNEY LOCATION:

WINDOW TYPE: DHS, 6/6, wood; paired

CHIMNEY:

ROOF SURFACING: composition shingles: butt

ORNAMENT EXTERIOR: wood

NO. OF CHIMNEYS 0

NO. OF STORIES 1

NO. OF DORMERS: 0

OUTBUILDINGS:

SURROUNDINGS:

SITE SIZE (approx. acreage) LT1

TOWNSHIP	RANGE	SECTION
3N	28E	22

UTM ZONE	UTM EASTING	UTM NORTHING

PHOTOGRAPHIC RECORDS NUMBERS:

CONTINUATION SHEET:

501 Cedar St. is located within a subdivision known as the City of Fernandina. The subvision was layed-out on a series of Spanish land grants acquired by Domingo Fernandez, a ships captain and planter, and his family during the early nineteenth century. Following the acquisition of Florida by the United States in 1821, the heirs of Domingo Fernandez sold the land grants which contained the Eliza or Louisa and Yellow Bluff Plantations to David Levy Yulee, President of the Florida Railroad Company and the first United States Senator from Florida. The Florida Railroad Company recorded the plat of the City of Fernandina in 1857 and the Florida Town Improvement Company revised it in 1887 and 1901.

Constructed c. 1909, it is a one-story frame vernacular residential building. It is noteworthy for its transom over door and chamfered porch posts.

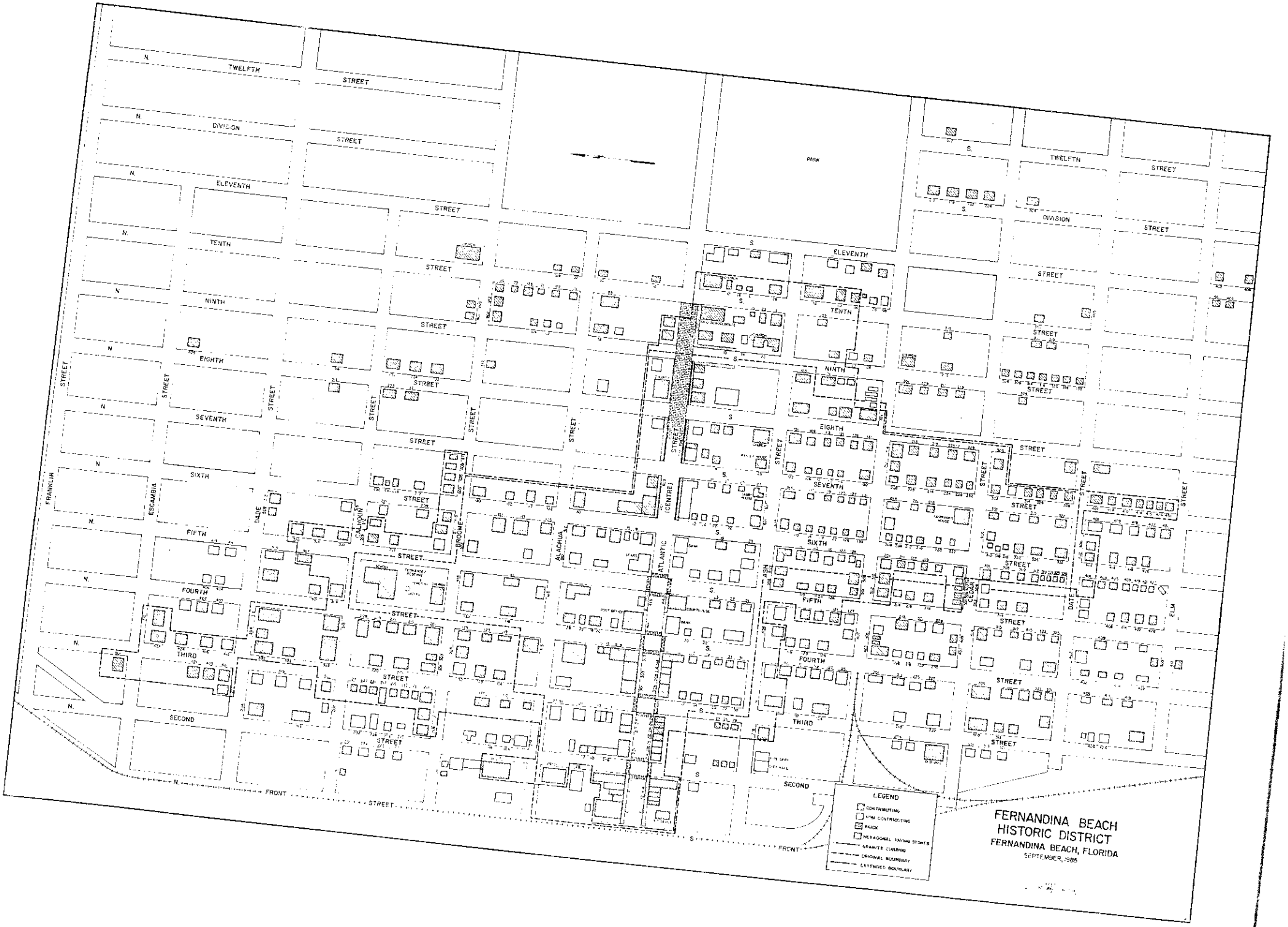
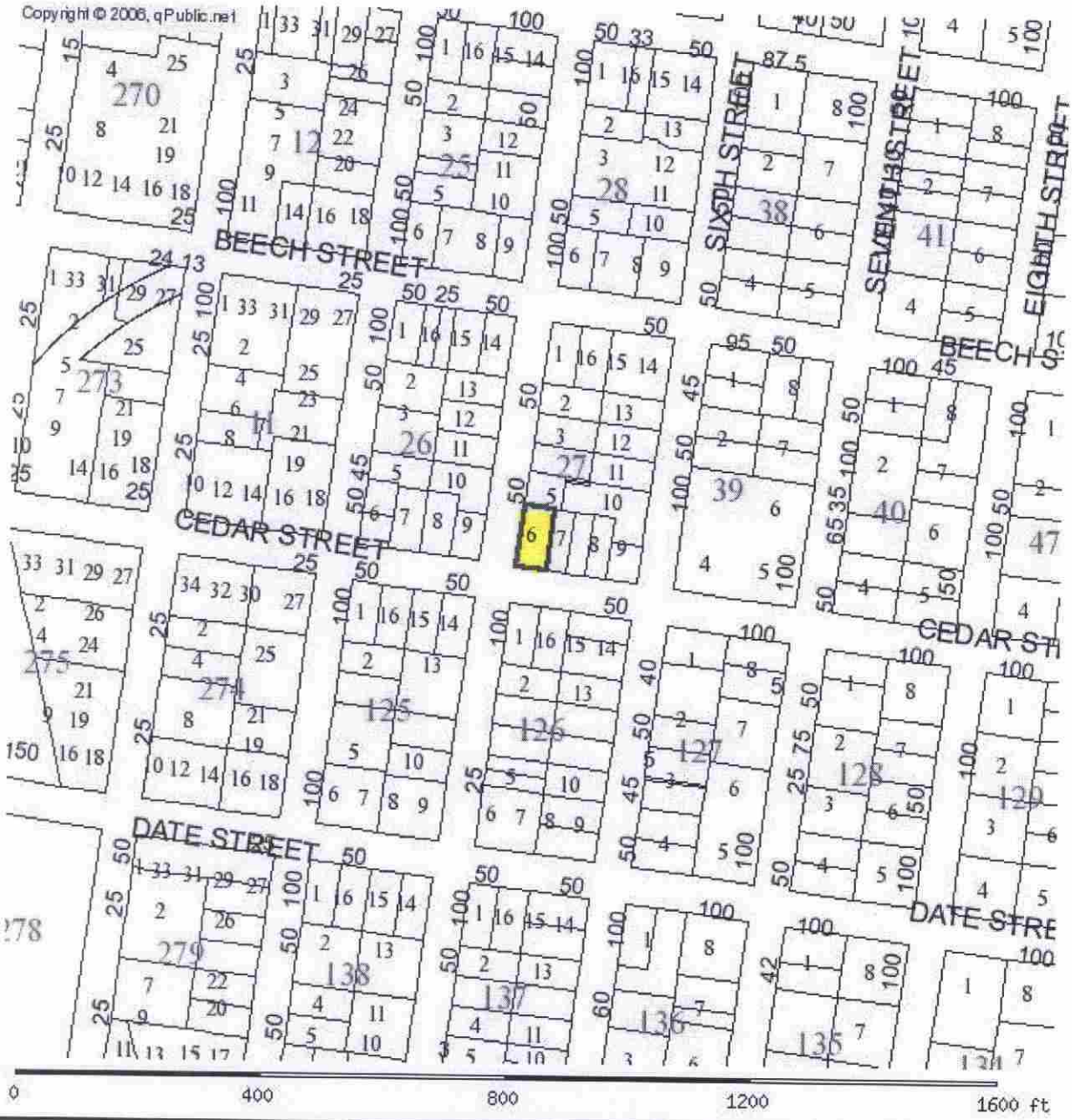

FERNANDINA BEACH
HISTORIC DISTRICT
FERNANDINA BEACH, FLORIDA
SEPTEMBER, 1985
LEGEND
CONTRIBUTING
NON CONTRIBUTING
BRICK
HEXAGONAL PAVING STONES
GRANITE CURBING
ORIGINAL BOUNDARY
EXTENDED BOUNDARY
TWELFTH STREET
DIVISION STREET
ELEVENTH STREET
TENTH STREET
NINTH STREET
EIGHTH STREET
SEVENTH STREET
SIXTH STREET
FIFTH STREET
FOURTH STREET
THIRD STREET
SECOND STREET
FRONT STREET
FRANKLIN STREET
ESCAMBIA STREET
DADE STREET
ALACHUA STREET
BROOME STREET
ATLANTIC (CENTRE)
ASH STREET
CEDAR STREET
DATE STREET
ELM STREET
PARK

Figure 24

370

NA635



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0027-0060
GIS CALCULATED ACREAGE	0.12
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	WOODS ROBERT E & KERRY S &
Mailing Address	WOODS BARRY N (JT/RS) 501 CEDAR STREET; FERNANDINA BEACH, FL 32034
Situs/Physical Address	501 CEDAR ST
2006 PROPOSED VALUES	
Land Value	75,000

501
CEDAR

☐ Original
☒ Update

HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE
Version 4.0 1/07

Site #8 NA00635
Field Date 2-15-2018
Form Date 2-15-2018
Recorder #

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

Site Name(s) (address if none) 501 Cedar St. Multiple Listing (DHR only)
Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only)
National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
Ownership: ☐ private-profit ☐ private-nonprofit ☒ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

	Street Number	Direction	Street Name	Street Type	Suffix Direction
Address:	501		Cedar	Street	

Cross Streets (nearest / between)
USGS 7.5 Map Name FERNANDINA BEACH USGS Date Plat or Other Map
City / Town (within 3 miles) Fernandina Beach In City Limits? ☒ yes ☐ no ☐ unknown **County** Nassau
Township 3N **Range** 28E **Section** 23 ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name:
Tax Parcel # 00-00-31-1800-0027-0060 Landgrant
Subdivision Name Block Lot
UTM Coordinates: Zone ☐ 16 ☐ 17 Easting ☐☐☐☐☐☐ Northing ☐☐☐☐☐☐☐
Other Coordinates: X: Y: Coordinate System & Datum
Name of Public Tract (e.g., park)

HISTORY

Construction Year: 1900 ☒ approximately ☐ year listed or earlier ☐ year listed or later
Original Use Private Residence (House/Cottage/Cabin) **From (year):** **To (year):**
Current Use Private Residence (House/Cottage/Cabin) **From (year):** **To (year):**
Other Use From (year): To (year):
Moves: ☐ yes ☐ no ☒ unknown Date: **Original address**
Alterations: ☒ yes ☐ no ☐ unknown Date: **Nature** Porch; some windows
Additions: ☒ yes ☐ no ☐ unknown Date: **Nature** Rear shed extension
Architect (last name first): Builder (last name first):
Ownership History (especially original owner, dates, profession, etc.)

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

DESCRIPTION

Style Frame Vernacular **Exterior Plan** L-shaped **Number of Stories** 1
Exterior Fabric(s) 1. Drop siding 2. 3.
Roof Type(s) 1. Cross-gabled 2. 3.
Roof Material(s) 1. Composition shingles 2. 3.
Roof secondary strucs. (dormers etc.) 1. 2.
Windows (types, materials, etc.) 2/2 & 6/6 dhs, paired

Distinguishing Architectural Features (exterior or interior ornaments) Gable-front & wing form; exposed rafters; transom

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

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

HISTORICAL STRUCTURE FORM

Site #8 NA00635

DESCRIPTION (continued)

Chimney: No. 0 Chimney Material(s): 1. _____ 2. _____

Structural System(s): 1. Wood frame 2. _____ 3. _____

Foundation Type(s): 1. Piers 2. _____

Foundation Material(s): 1. Brick 2. _____

Main Entrance (stylistic details) Half light door w transom

Porch Descriptions (types, locations, roof types, etc.) Entry/S, full facade, open, shed, chamfered supports, lattice railing

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

Narrative Description of Resource _____

Archaeological Remains _____ ☐Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

☒FMSF record search (sites/surveys)
☐FL State Archives/photo collection
☐property appraiser / tax records
☒cultural resource survey (CRAS)
☐other methods (describe) _____

☒library research
☐city directory
☒newspaper files
☒historic photos

☐building permits
☐occupant/owner interview
☐neighbor interview
☐interior inspection

☒Sanborn maps
☒plat maps
☐Public Lands Survey (DEP)
☒HABS/HAER record search

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

OPINION OF RESOURCE SIGNIFICANCE

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

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

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

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

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

DOCUMENTATION

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

1) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

2) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name Sheldon Owens Affiliation Brockington and Assc. Inc.

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

Required Attachments

- **USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED**
- **LARGE SCALE STREET, PLAT OR PARCEL MAP** (available from most property appraiser web sites)
- **PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE**

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

Brockington
CULTURAL RESOURCES CONSULTING
Fernandina Beach
Survey Update 2018
Historic Resource
0 50 100 Feet
* All numbers start with NA****.
N
Beech St
Cedar St
Date St
S 5 th St
S 6 th St
S 7 th St
590
591
593
1200
595
597
389
598
390
340
391
392
458
1199
1192
393
460
341
394
1198
395
342
396
632
397
1197
635
636
638
639
398
84
637
399
1193
400
640
466
401
468
402
404
403
470
406
1332
405
407
408
409
410
112
411
412

501
CEDAR

501
CEDAR

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0015
SEPTEMBER 18, 2025

Owner/Applicant:	City of Fernandina Beach, Erik Anderson with Amelia Island Pirate Voyages
Property Address:	1 North Front Street
Parcel ID #	00-00-31-1760-0001-0010
Current zoning:	IW
FLUM land use category:	Industrial Waterfront
Existing uses on the site:	Marina parking lot, benches, ticket booths
FL Master Site File #	N/A
Year Built:	N/A
Contributing Status:	N/A
Requested action:	Seeking **FINAL** Certificate of Approval (COA) to install a temporary ticket office structure.

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

Design Vision Statement from application:

The architectural style of the proposed temporary ticket office will conform with the waterfront style and theme and has been edited since the August 2025 HDC meeting. The design is intentional with a small footprint, 80 sqft, and height of 13', to have a minimal impact on the surrounding area.

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Final** approval to place a prefabricated ticket office near the marina to facilitate a pirate ship tour business. Since the proposed site is on City property, within the Community Redevelopment Area, and the Downtown Historic District, it must be reviewed and approved by the Historic District Council and then by the City Commission. The ticket office can be removed with no detriment to the waterfront. The applicant has revised the design since the August 2025 HDC meeting to be congruent with the Amelia River

Cruise ticket booth. The applicant has confirmed that the window is at a height that meets ADA requirements. The applicant has informed Staff that detailed building plans will not be available until the unit has been purchased.

APPLICABLE GUIDELINES:

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

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	**Color**
Exterior Fabric	Wood lap siding	Westchester Grey 2849 [redacted]
Roofing	Metal w/ exposed rafter tails	Grey
Signage	Carved wood	N/A

PROPOSED STRUCUTRE:

PROPOSED SIGN:

PROPOSED LOCATION:

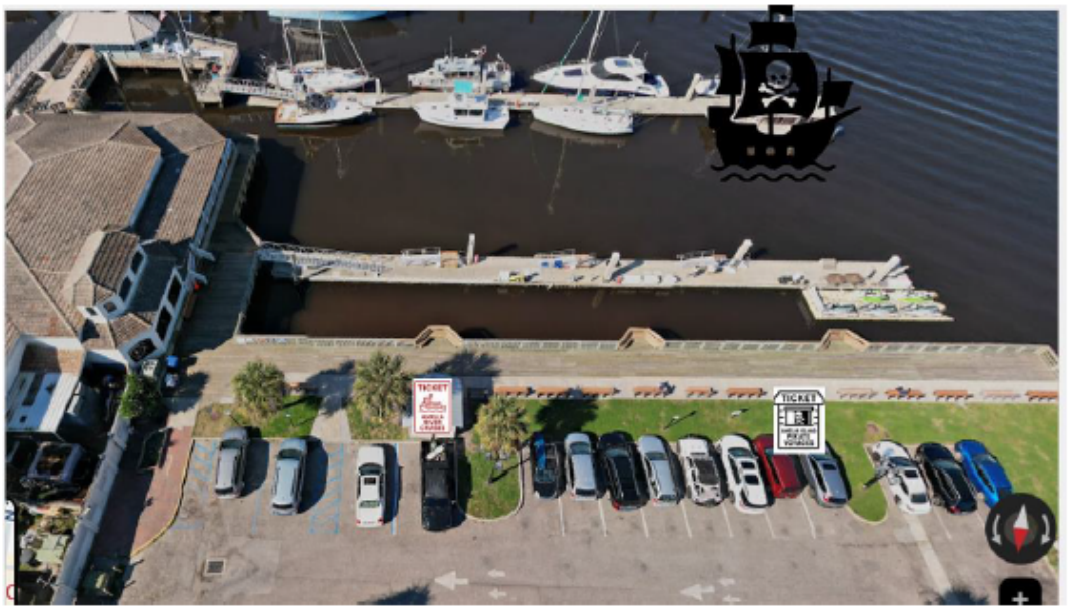


Image above shows the location of the Amelia Island Pirate Voyages vessel the "Flying Dutchman", the proposed ticket office and the location of the Amelia River Cruise Ticket Office.

Site Plan –

- **Commercial Use** – The structure will serve as a ticket office for boat tours leaving from the marina. This is a permissible use in the industrial waterfront zoning district under marine recreation or retail.

- **Mechanical** – Electrical connection to city infrastructure will be confirmed as part of the lease contract with the city commission.

- **Parking –** There are no parking requirements for this structure. Located between the marina and the existing parking lot, no additional parking needs to be added to accommodate this change.

- **Orientation** – The office will be oriented toward the marina, like the existing ticket booth in this area.

Elevations –

- **Scale** – The structure is approximately 80 square feet and is appropriate for the proposed function of ticket sales on the waterfront.

- **Height** – The structure's height is permissible at 13 feet.

- **Materials** – The materials for the ticket booth are appropriate for new construction in the historic district and address the needs of the applicant.

- **Foundation** – The foundation will be treated 2 x 4 floor framing.

- **Windows & Doors—**Windows and doors were not reviewed because this is a temporary prefabricated structure.

- **Signage—**The proposed signage includes two carved wooden signs; this is permissible in the historic district.

STAFF RECOMMENDATION:

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

Staff recommendation:

FINAL Approval of HDC 2025-0015

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0015 **with or without** conditions;

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

That HDC case HDC 2025-0015, as presented, **is or is not** substantially compliant with the Land Development Code, CRA Design Guidelines, and the Historic District Design Guidelines to warrant FINAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0015 Combined Application Materials

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16647

Date Submitted: 7/10/2025

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
- [x] 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,
- ☐ 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.

fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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
- [x] Amelia River Waterfront Community Redevelopment Area – see LDC Section 8.01.02
- [ ] Application Process for Certificate of Approval – see LDC Section 8.03.03
- [ ] Signage in the Historic Districts and Community Redevelopment Area – see LDC Section 8.01.03
- [ ] Requirements for Demolition Applications – see LDC Section 8.03.03.01
- [ ] Appeals - see LDC Section 8.03.09

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE*

New Construction

APPROVAL TYPE*

Board Approval: Final

See Certificate of Approval Matrix for details

Previously Approved Case #

HDC YYYY-##

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

Yes

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

7/9/2025

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

HDC Pre-Application Meeting Request

PROPERTY INFORMATION

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

Historic District*

Waterfront Community Redevelopment Area (CRA)

Site Address*

1 North Front St

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1760-0001-0010

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*

City

Last Name*

of Fernandina Beach

Mailing Address*

204 Ash st.

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-277-7300

E-mail Address*

info@fbfl.org

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*

erik

Last Name*

anderson

Company (if applicable)

amelia island pirate voyages

Street Address

3 south front st.

City

fernandina beach

State

fl

Zip

32034

Telephone Number

5616993391

E-mail Address

ahoy@ameliaislandpiratevoyages.com

Project Description*

Amelia Island Pirate Voyages respectfully submits this proposal for the installation of a temporary ticket office structure, approximately 10 feet by 8feet (80 square feet), to serve as a customer service and booking point for our family-friendly pirate-themed boat tours. Our vessel, the Flying Dutchman, is Coast Guard-inspected and licensed to carry up to
49 passengers on multiple voyages daily, seven days a week. Our vessel is moored at B Dock which is directly west of the proposed ticket office location.

Purpose of the Temporary Structure
- Centralized location for ticket sales / check in
- Improve guest experience
- Enhance operational logistics and alleviate confusion with other tour operator ticketing offices

Structure Overview
Size: approximately 10' x 8' (80sq ft)
Design: Nautical/-themed exterior with Dark base and accents
Materials: High-quality prefab with service window
Exterior Color: Westchester Gray SW2849
Utilities: Minimal electric, no plumbing
Placement: Near 1 North Front Street
Mobility: Fully removable
All materials are desorbed in the manufacture engineering drawings attached.

The proposed location is adjacent to the Amelia Island River Cruise ticket office which services that large group tour operations as well.

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

Design Vision Statement*

The architectural style of the proposed temporary ticket office will conform with the waterfront style and theme. We have chosen a design with the smallest footprint and height to have minimal impact on the surrounding area.

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.

Note from Mia Sadler (9/11/25): Details about the materials have changed from what is listed below because the overall design was revised based on HDC comments. The applicant has stated that full architectural plans will not be available until the unit is purchased. The new proposed structure images can be found at the end of this attachment.

Manufacturer	Product Description	Color
N/A	N/A	N/A (Name/Number)

DOORS

Manufacturer	Product Description	Color
Heartland	Single 32" x 70" Include FL Product Approval # for Windows and Doors	Polished Mahogany sw2838 (Name/Number)

WINDOWS

Manufacturer	Product Description	Color
Heartland	single 62"x37" Bar window Include FL Product Approval # for Windows and Doors	Polished Mahogany sw2838 (Name/Number)

ROOFING

Manufacturer	Product Description	Color
Heartland	Architectural shingles with lifetime warranty	Grey (Name/Number)

FASCIA/TRIM

Manufacturer	Product Description	Color
LP Smart Side	Highly durable LP® SmartSide® protects against hail, wind, moisture, and decay.	Polished Mahogany sw2838 (Name/Number)

FOUNDATION

Manufacturer	Product Description	Color
Heartland	Pressure Treated Wood	Brown (Name/Number)

SHUTTERS

Manufacturer	Product Description	Color
N/A	N/A	N/A (Name/Number)

PORCH/DECK

Manufacturer	Product Description	Color
N/A	N/A	N/A (Name/Number)

FENCING

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

DRIVEWAYS/SIDEWALKS

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

SIGNAGE

Manufacturer

undetermined

Product Description

Wood Engraved Sign

Color

Brown/Gray/Black

(Name/Number)

OTHER

Manufacturer

N/A

Product Description

N/A

Color

N/A

(Name/Number)

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

Upload 1
Proposed Amelis Island Pirate VoyagesTicket Booth.png

Upload 2
17280 FB MARINA (2020 UPDATE) Survey Page 2 with Proposed Ticket Booth in Red.pdf

Upload 3
Amelia_Island_Pirate_Voyages_Proposed_Temp_Ticket.pdf

Upload 4
Choose File No file chosen

Upload 5
Picture4.png

Upload 6
10x8 Pentwater Const Dwg Copy.pdf

Upload 7
Choose File No file chosen

Upload 8
Choose File No file chosen

Upload 9
Choose File No file chosen

Upload 10
Choose File No file chosen

Upload 11
Choose File No file chosen

Upload 12
Choose File No file chosen

Certification*

- [x] 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.
- [x] I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:
- [x] 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 heating 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*

erik

Applicant Last Name*

anderson

Today's Date*

7/10/2025

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.

Proposal for Temporary Ticket Office

Submitted to: City of Fernandina Beach, Florida

Submitted by: Amelia Island Pirate Voyages

Date: 5/22/2025

Introduction

Amelia Island Pirate Voyages respectfully submits this proposal for the installation of a temporary ticket office structure, approximately 10 feet by 10 feet (100 square feet), to serve as a customer service and booking point for our family-friendly pirate-themed boat tours. Our vessel, the *Flying Dutchman*, is Coast Guard-inspected and licensed to carry up to 49 passengers on multiple voyages daily, seven days a week.

Purpose of the Temporary Structure

- Centralized location for ticket sales / check in
- Improve guest experience
- Enhance operational logistics and alleviate confusion with other tour operator ticketing offices

Structure Overview

Size: approximately 10' x 10' (100 sq ft)
Design: Nautical/pirate-themed exterior with Dark base and accents
Materials: High-quality prefab with service window
Utilities: Minimal electric, no plumbing
Placement: Near 1 North Front Street
Mobility: Fully removable

Community Impact and Benefits

- Supports tourism and local commerce
- Aesthetic enhancement
- No negative environmental impact
- Compliance with local ordinances

Operational Commitment

- Consistent hours with local businesses
- On-site staff presence

- Regular maintenance
- Full cooperation with city requirements

Conclusion

We respectfully request permission to place a temporary ticket office to enhance the Fernandina Beach waterfront experience. Renderings, sample images and proposed location map are included below.

Proposed Ticket Office Samples

Proposed Location Map

Red Box indicated Amelia River Cruise Temporary Office Location.

Black Box is proposed temporary Amelia Island Pirate Voyages Ticket Office

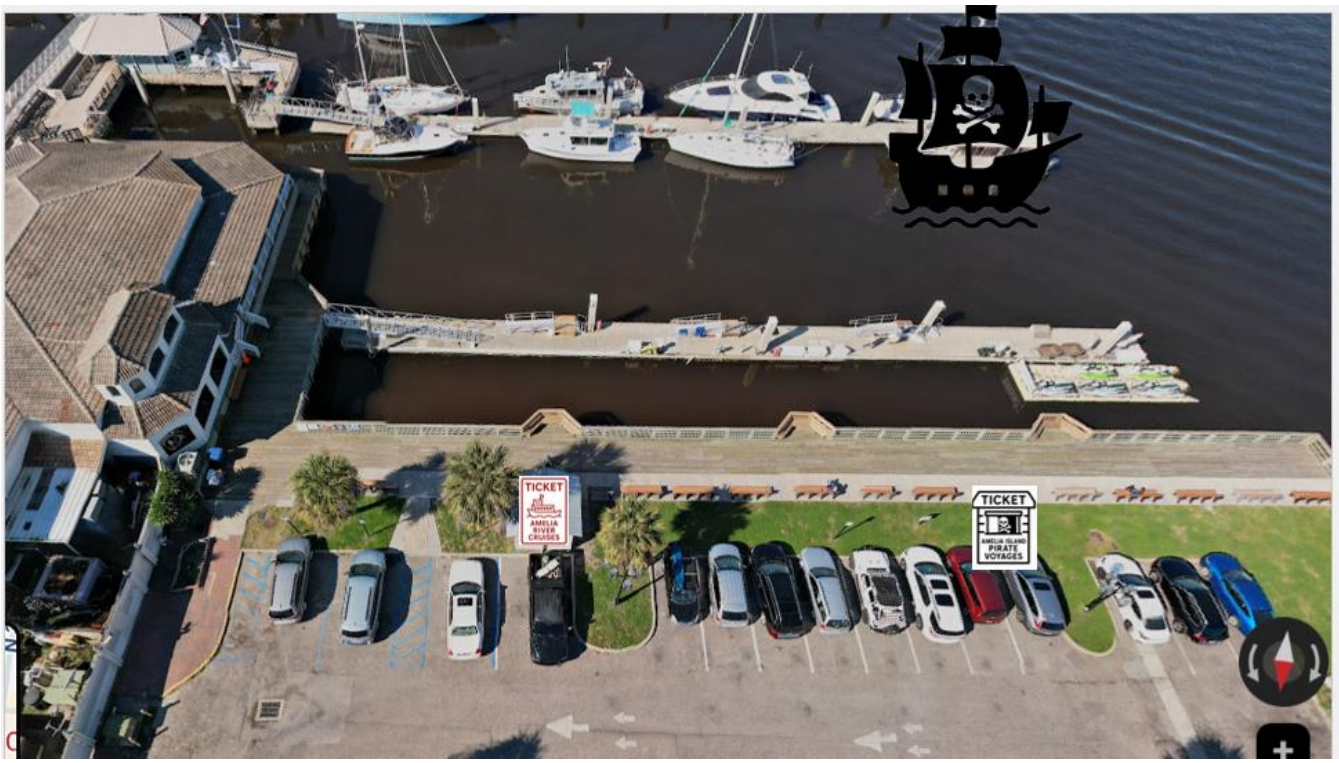
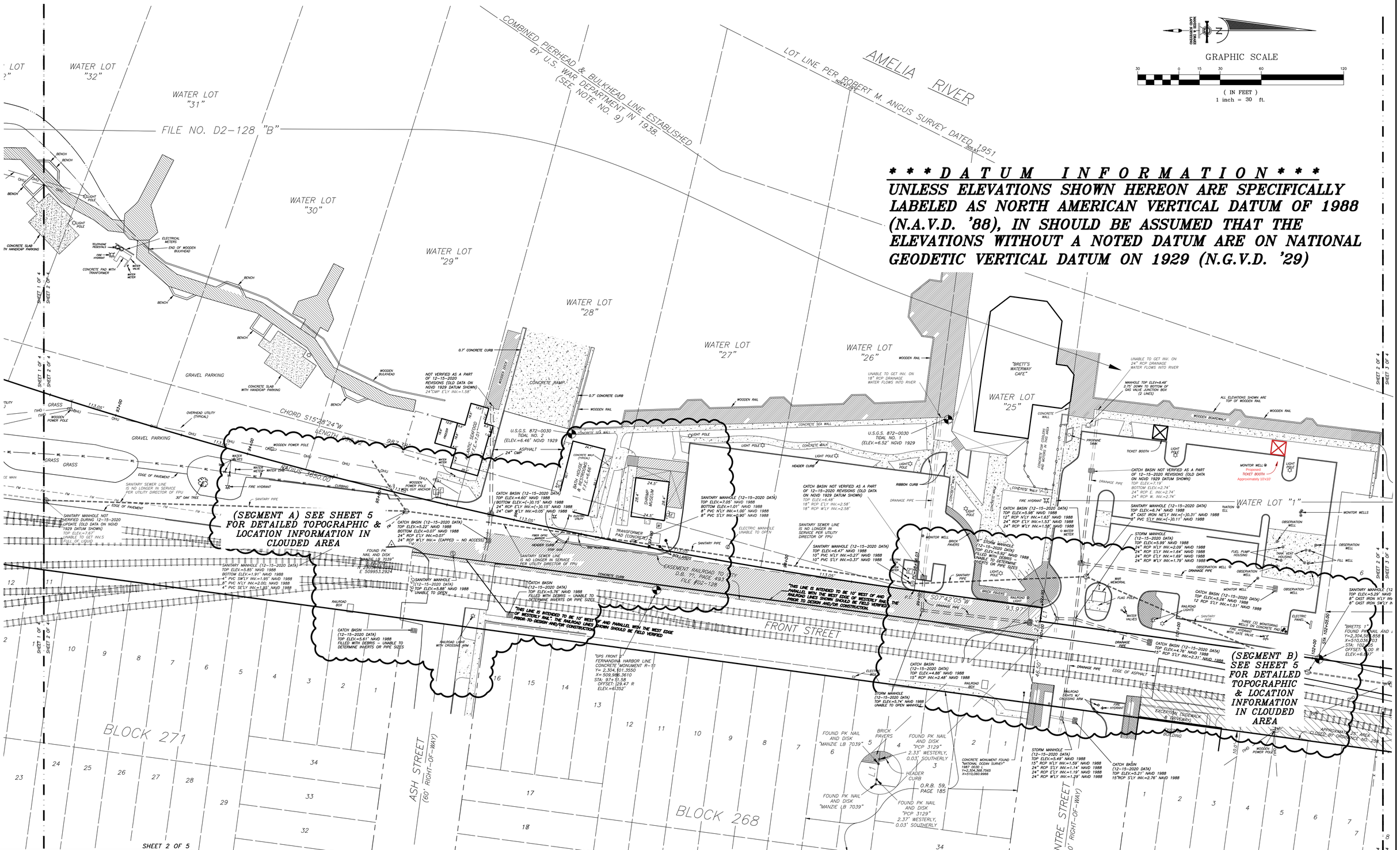


Image above shows the location of the Amelia Island Pirate Voyages vessel the "Flying Dutchman", the proposed ticket office and the location of the Amelia River Cruise Ticket Office.

Contact Information:
Amelia Island Pirate Voyages
3 South Front Street
Fernandina Beach, FL 32034
ahoy@ameliaislandpiratevoyages.com
www.ameliaislandpiratevoyages.com

AMELIA ISLAND
PIRATE VOYAGES

MAP OF LOCATION SURVEY



* * * D A T U M I N F O R M A T I O N * * *

UNLESS ELEVATIONS SHOWN HEREON ARE SPECIFICALLY LABELED AS NORTH AMERICAN VERTICAL DATUM OF 1988 (N.A.V.D. '88), IN SHOULD BE ASSUMED THAT THE ELEVATIONS WITHOUT A NOTED DATUM ARE ON NATIONAL GEODETIC VERTICAL DATUM ON 1929 (N.G.V.D. '29)

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."

SCALE: 1"=30' JOB NO: 17280 DATE: 12/18/2008 CADD: WKD
F.B. NO: X-211 PAGE NO: 15-21 FIELD CREW: JM FILE NO: C-265

The design has been revised, this image represents the **location** which is the same.

13ft
AMELIA ISLAND
PIRATE
VOYAGES
8ft
10ft

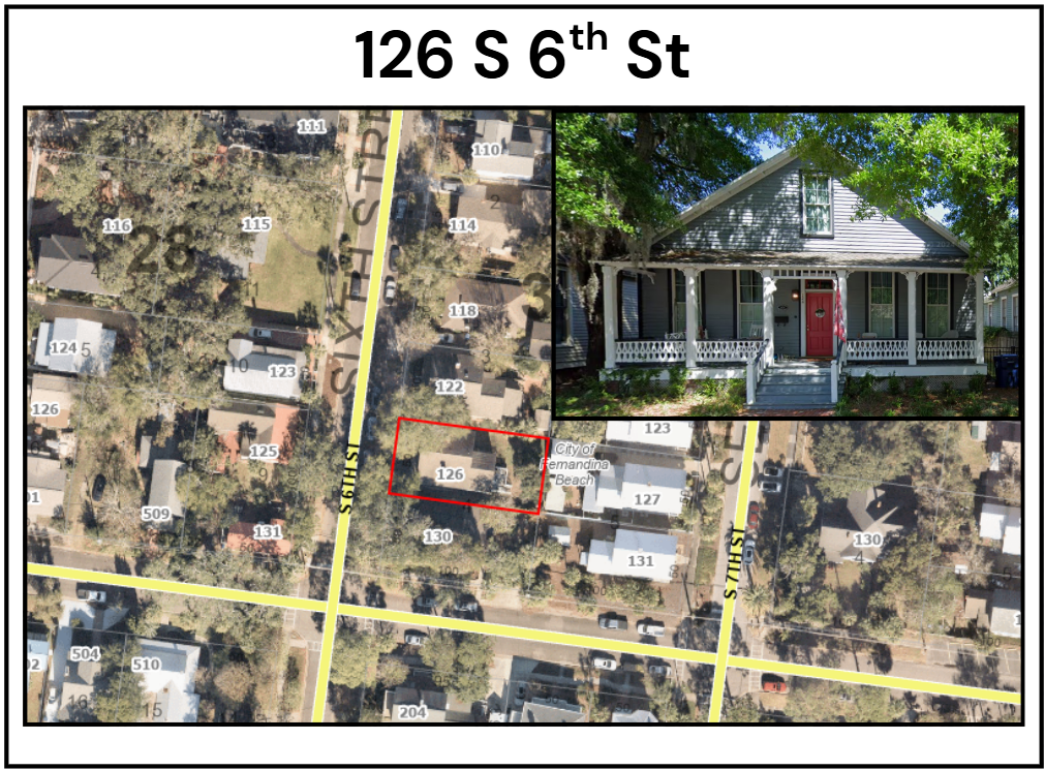
AMELIA ISLAND
PIRATE
VOYAGES

AMELIA ISLAND
PIRATE
VOYAGES

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0019
September 18, 2025

Owner/Applicant:	Billy "Greg" Roland
Property Address:	126 S 6th Street
Parcel ID #	00-00-31-1800-0038-0041
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on site:	Single Family Home
FL Master Site File #	NA00385
Year Built:	1907 (Property Appraiser) 1903 (FL Master Site File)
Contributing Status:	Contributing
Requested action:	**FINAL** Certificate of Approval (COA) to demolish two chimneys above the roof line and reroof. (*Quasi-Judicial)*

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



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting **Final** Approval to remove two chimneys and reroof. The demolition of the chimneys requires HDC board review, reroofing in-kind is a staff approval. The applicant has reached out to three groups of professionals in the area to receive a quote for the work detailed in the completed HDC application. Drone photos of both chimneys are included in the agenda packet for board review. The applicant claims that disassembling the chimneys and reconstructing them would be cost-prohibitive and puts the entire structure at risk. However, our current Historic Downtown Design Guidelines and the Secretary of Interior Standards of Rehabilitation discourage the removal of character defining features—such as chimneys.

Existing Roof and Chimneys, 126 S 6th Street:

Example of roof without chimneys for reference, 130 S 6th Street:

South Chimney

North Chimney

Please find more photos of chimneys through the Google Drive links in the agenda packet.
APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN
CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
CITY OF FERNANDINA BEACH HISTORIC DOWNTOWN DESIGN GUIDELINES

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: CHIMNEYS

Chimneys are integral features on historic houses and are, on some houses, important stylistic elements. Chimney pots or caps are functional additions to the chimney tops, improving ventilation of coal fumes. As oil came to replace coal's use in heating, chimney pots became less prevalent. Many chimneys, as well, have become obsolete appendages, in terms of function of the dwelling. Yet aesthetically, they contribute to the historic character of the dwelling.

1. Follow guidelines for masonry for chimney maintenance and preservation.
2. Follow masonry guidelines for repairing chimneys.
3. If original chimneys are missing or too severely damaged for repair, consider replacement using appropriate designs for the style and period of the building.
4. Retain extant chimney pots of terra cotta and brick. Replace in kind, do not substitute other non-historic materials such as sheet metal or concrete block.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Based on a review of the Secretary of Interior Standards for Rehabilitation, the removal of chimneys is not recommended as they are character defining features of historic buildings. "Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance" is not recommended by the standards (page 27).

The staff report included in the agenda packet rehabilitation of the structure HDC 2017-0006 details the history of the structure as part of the redevelopment of the area following the demolition of the Egmont Hotel. This house, and two others on S. 6th Street, were constructed from the salvaged materials of the hotel in the first decade of the 20th century.

ANALYSIS:

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 inconsistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior's Standards, and the Historic Downtown Design Guidelines.

Staff recommends rehabilitating the chimneys or the demolition and reconstruction of the chimneys to preserve the exterior design features of the building.

Staff recommendation:
Denial of HDC 2025-0019

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0019 **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 2025-0019, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the Historic Downtown Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Application Materials**
EXHIBIT 2 **Staff Report from rehabilitation of the structure HDC 2017-0006**

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16788

Date Submitted: 8/3/2025

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
- [x] 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

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*

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, ob, ttors
- 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.

fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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.fbfl.us/LDC

Appeals

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

PROJECT TYPE* **APPROVAL TYPE***

PROJECT TYPE*

Demolition

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?*

8/1/2025

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*

126 S 6th Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0038-0041

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*

Billy

Last Name*

Roland

Mailing Address*

302 S 7th Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

904-583-2631

E-mail Address*

billygroland@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?*

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

Request removal of two chimneys above the roof line. We recently had several episodes of roof leaking around the chimneys in the living room. We had Built To Last Construction take a look to find a possible cause. They found that both chimneys had deteriorated to the point that both were dangerously failing. BLT had a brick mason give an estimate on repair. The brick mason stated that both need to be totally deconstructed and rebuilt. The quote was for $30,000.00. This quote did not include any repairs or roof replacement. We contacted a second brick mason (Iconic Masonry) for a quote which was $14,000.00. Iconic Masonry agreed that both chimneys need to be deconstructed and rebuilt. Again this quote did not include any roof repair or replacement. We cannot afford to do the chimneys and a new roof. Our house is currently

any roof repair or replacement. We cannot afford to do the chimneys and a new roof. Our house is currently getting damaged every time we have significant rainfall. We have spent a lot of sweat equity and money renovating one of the Egmont cottages. We cannot afford to lose the house over chimneys. I contacted Jose Miranda for advice on our options. He agreed our priority is to prevent further damage and degradation of the interior of the house by removing the chimneys, repairing the penetrations and putting on a new 30 year roof. We had a drone photographer take over 150 pictures of both chimneys documenting the damage and for future reference if someone buys the house and has the means to put the chimneys back. Those pictures will be submitted to the City. The chimneys will be removed by a licensed and insured roofing contractor. Our plan is to save as much of the bricks as possible for reuse around the house.

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?

Yes

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

Yes

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

The loss of the chimneys would not adversely affect the HDC; However loss of the house would

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?

Yes, constructed out of remnants of the Egmont Hotel.

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?

No

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

Loss of the chimneys no; house yes

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?

Retention of the house yes; chimneys present or absent would have little to no effect

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

Yes

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

Yes; failure to remove the chimneys put a new roof on would continue the interior damage beyond repair.

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

Yes

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

N/A

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	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)

Doors

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

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

warranty deed 126 S 6th .pdf

Upload 2

126 S 6TH ST - 00-00-31-1800-0038-0041 - Nassau County.pdf

Upload 3

Choose File No…en

Upload 4

Choose File No…en

Upload 5

Choose File No…en

Upload 6

Choose File No…en

Upload 7

Choose File No…en

Upload 8

Choose File No…en

Upload 9

Choose File No…en

Upload 10

Choose File No…en

Upload 11

Choose File No…en

Upload 12

Choose File 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 heating 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*

Billy

Applicant Last Name*

Roland

Today's Date*

8/3/2025

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.

Links to Google Drive Photos of Chimneys:

North Chimney: https://drive.google.com/drive/folders/110af2E5qL0R7_smuJfU7_xTpnf6e5i6I?usp=drive_link

South Chimney: https://drive.google.com/drive/folders/1IX4_Qjd2VIgSH679Jwrs1VVG9iIwqwtO?usp=drive_link

INSTR # 201632790, Book 2084, Page 1025 Doc Type D, Pages 2, Recorded 11/22/2016 at 10:29 AM, John A Crawford, Nassau County Clerk of Circuit Court, Deed Doc. D $1855.00 Rec. Fee $18.50

PREPARED BY & RETURN TO:

Name: Wood & Smith, P.A.
Address: 303 Centre Street
Suite 100
Fernandina Beach, FL 32034

File No. 16-104614
Sales Price: $265,000.00

Parcel No.: 00-00-31-1800-0038-0041

SPACE ABOVE THIS LINE FOR PROCESSING DATA | *SPACE ABOVE THIS LINE FOR RECORDING DATA*

This **WARRANTY DEED**, made the **21st** day of **November, 2016**, by **DONALD W. HUOVINEN, a** Single **person**, hereinafter called the Grantor, to **BILLY G. ROLAND** and **DEBORA K. MILLIGAN-ROLAND**, husband and wife, whose post office address is **302 South 7th Street, Fernandina Beach, FL 32034**, hereinafter called the Grantees:

WITNESSETH: That the Grantor, for and in consideration of the sum of $10.00 and other valuable consideration, receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantees 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:

The North One-half of Lot Numbered Four (4) in Block Numbered Thirty-eight (38).

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

THE ABOVE-DESCRIBED PROPERTY IS NOT THE CONSTITUTIONAL HOMESTEAD OF THE GRANTOR, AND NEITHER THE GRANTOR NOR ANY SPOUSE OF THE GRANTOR, NOR ANYONE FOR WHOSE SUPPORT THE GRANTOR IS/ARE RESPONSIBLE, RESIDES ON OR ADJACENT TO SAID LAND.

SUBJECT TO TAXES FOR THE YEAR 2016 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 Grantees 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, 2015.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents, as of the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness Signature
Printed Name: Andrea F Lennon

Donald W. Huovinen L.S.
Name: Donald W. Huovinen
Address: 809 Pine Forest Road, Wilmington, NC 28409

Witness Signature
Printed Name: Lenny Bloodwood

STATE OF Florida
COUNTY OF Nassau

The foregoing instrument was acknowledged before me this 18th day of November, 2016, by Donald W. Huovinen, who is personally known to me or who has produced Drivers license as identification.

Signature of Notary
Printed Name: Andrea F Lennon
My commission expires:

ANDREA F LENNON
Notary Public - State of Florida
Commission # FF 245315
My Comm. Expires Aug 31, 2019

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

Parcel 00-00-31-1800-0038-0041

https://search.ncpafl.com/parcel/31%200%20000180000380041

126 S 6TH ST

Owners

ROLAND BILLY G
MILLIGAN-ROLAND DEBORA K
302 S 7TH ST
FERNANDINA BEACH, FL 32034

Short Legal

BLOCK 38 LOT N1/2 OF 4
IN OR 2084/1025
CITY OF FDNA BEACH

Parcel Summary

Situs Address	126 S 6TH ST
Use Code	0100: SINGLE FAMILY
Tax District	2: Fernandina
Acreage	.0000
Section	23
Township	3N
Range	28
Subdivision	CTY OF FDNA BCH U/R
Exemptions	None

Certified Values

STANDARD	2024
Land Value	$200,000
(+) Improved Value	$206,870
(=) Market Value	$406,870
(-) Agricultural Classification	$0
(=) Assessed Value	$334,763
(=) County Taxable Value	$334,763

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2016-11-21	2084/1025	$265,000	WD	Q	I	HUOVINEN DONALD W	ROLAND BILLY G & DEBORA K MILLIGAN
1984-07-01	0428/0337	$18,000	WD	Q	I		

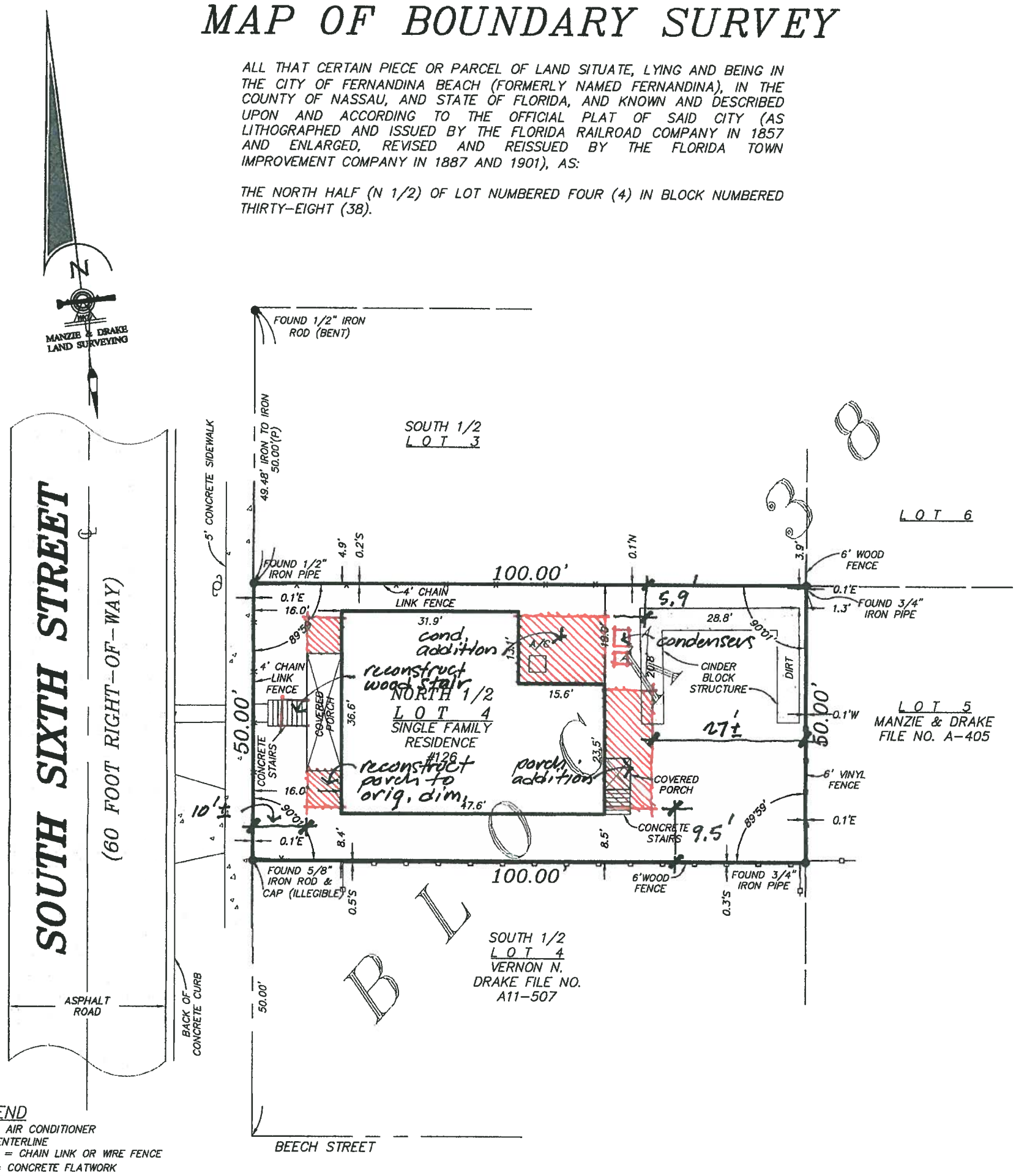
Buildings

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SNGL FAM RESIDENTIAL	1902	1497	3.00	1.00	CEDAR		AIR DUCTED	CENTRAL	1907

MAP OF BOUNDARY SURVEY

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), IN THE COUNTY OF NASSAU, AND 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), AS:

THE NORTH HALF (N 1/2) OF LOT NUMBERED FOUR (4) IN BLOCK NUMBERED THIRTY-EIGHT (38).



LEGEND

A/C = AIR CONDITIONER
℄ = CENTERLINE
—x—x— = CHAIN LINK OR WIRE FENCE
= CONCRETE FLATWORK
= COVERED AREA
—o—o— = WOOD OR VINYL FENCE
= WOOD POWER POLE
(P) = PLAT

SURVEY NOTES:

1) The "Legal Description" hereon is in accord with the description provided by the client.
2) Underground improvements were not located or shown.
3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
4) Internal angles shown hereon are based on recoverd monumentation.
5) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
6) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C 0237F. Dated 12/17/2010. Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
7) This survey is protected by copyright and is certified only to the entities listed and only for this particular transaction. Any use or reproduction of this survey without the express written permission of the surveyor is prohibited. Use of this survey in any subsequent transactions is expressly prohibited and is not authorized. The surveyor expressly disclaims any certification to any parties in future transactions. No entity other than those listed should rely upon this survey.

COPYRIGHT © 2016 BY MANZIE AND DRAKE LAND SURVEYING

PREPARED FOR:
GREG ROWLAND

PROPERTY ADDRESS:
126 SOUTH SIXTH STREET
FERNANDINA BEACH, FLORIDA 32034

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.

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

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"
"OUR *SIGHTS* ARE ON THE FUTURE.
SET YOUR *SITES* ON US."

SCALE: 1"=20' JOB NO: 19765 DATE: 10/18/16 CADD: BH
F.B. NO: X-306 PAGE NO: 4 FIELD CREW: SS FILE NO: A-4188

Florida Master Site File

HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00385
Recorder # 346
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) 126 South 6th 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
126	South	6th	Street	

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

MAPPING

USGS 7.5' Map Name
Publication Date >> FERNANDINA BEACH;2003
Township:
Range:
Section:
1/4 section:
>> 3N ;28E ;23;UNSP
Irregular Section Name:
Landgrant
UTM: Zone
Easting
Northing
Plat or Other Map (map's name, location)

DESCRIPTION

Style Frame Vernacular
Other Style
Exterior Plan Irregular
Other Exterior Plan
Number of Stories 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) >> Clapboard
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) >> Gable extension
Other Roof Secondary Structure(s)
Number of Chimneys 2
Chimney Material
Other Chimney Material(s)
Chimney Location(s) north slope, south slope

HISTORICAL STRUCTURE FORM

8NA00385

DESCRIPTION (continued)

Window Descriptions metal awning

Main Entrance Description (stylistic details)

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

Porch Roof Types(s) shed

Exterior Ornament

Interior Plan Other Interior Plan

Condition Fair

Structure Surroundings

Commercial: Residential: MOSTly this category

Institutional: Undeveloped:

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

Archaeological Remains (describe): none

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

Narrative Description (optional)

HISTORY

Construction year 1907

Architect (last name first): Builder (last name first):

Changes in Locations or Conditions

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

Structure Use History

Use Year Use Started Year Use Ended >> Private residence;1907;

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

Idividually 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

8NA00385

DOCUMENTATION (Photos, Plans, etc.)

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

Document type: _____ Maintaining Organization: _____

File or Accession #: _____ Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 7035 Phillips HWY Ste. 5-129 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 ******

SHPO's Evaluation of Resource

_____ Date _____

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 6/7/2007

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"

NA00385-200703

Supplementary Printout

> **USGS map name/year of publication or revision:**
FERNANDINA BEACH;2003

> **Township/Range/Section/Qtr:**
3N ;28E ;23;UNSP

> **Structural system(s):**
Wood frame

> **Foundation types:**
Piers

> **Foundation materials:**
Brick

> **Exterior fabrics:**
Clapboard

> **Roof types:**
Gable

> **Roof materials:**
Composition shingles

> **Roof secondary structures (dormers etc):**
Gable extension

> **Change status/year changed/date noted/nature:**

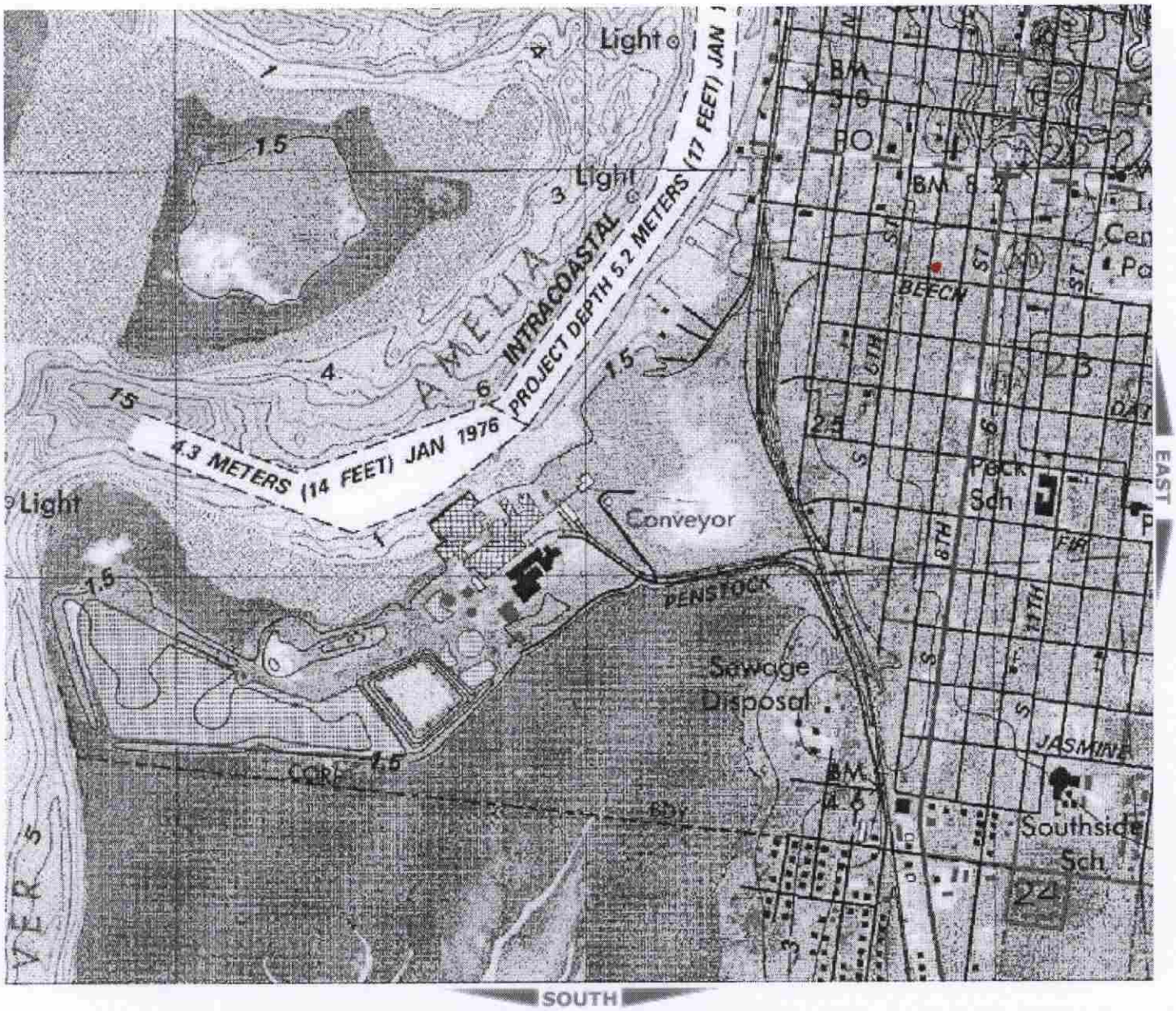
> **Original, intermediate, present uses/year started/year ended:**
Private residence;1907;

> **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian

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

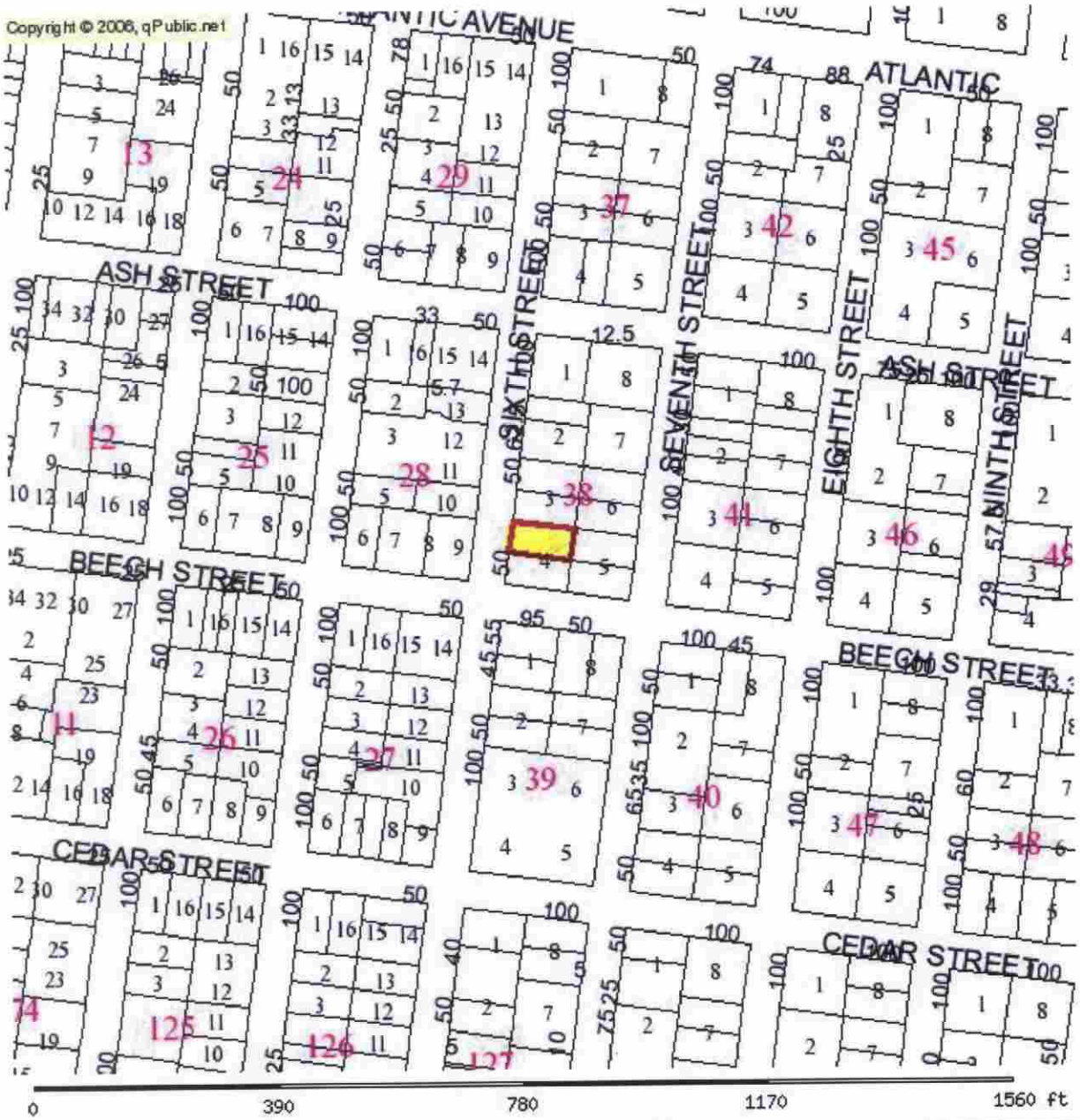
> **Repositories: Collection/Housed/Accession#/Describe**

> **[Other name(s)]:**


Light
Light
Light
AMELIA
INTRACOASTAL
PROJECT DEPTH 5.2 METERS (17 FEET) JAN
4.3 METERS (14 FEET) JAN 1976
1.5
3
4
6
BM
BO
BM 8
BEECH
ST
Peck
Sch
Conveyor
PENSTOCK
Sewage
Disposal
JASMINE
Southside
Sch
24
23
25
CORE
BM
4.6
VER 5
EAST
SOUTH

NA385

346



NA 385

RN 346

PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0038-0041
GIS CALCULATED ACREAGE	0.11
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	HUOVINEN DONALD W
Mailing Address	809 PINE FOREST ROAD WILMINGTON, NC 28409
Situs/Physical Address	126 SOUTH 6TH ST
2006 PROPOSED VALUES	
Land Value	75,000
Ag Land Value	0

P44 6VE

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents, as of the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness Signature
Printed Name: Andrea F Lennon

Donald W. Huovinen L.S.
Name: Donald W. Huovinen
Address: 809 Pine Forest Road, Wilmington, NC 28409

Witness Signature
Printed Name: Jenny Bloodwoo

STATE OF Florida
COUNTY OF Nassau

The foregoing instrument was acknowledged before me this 18th day of November, 2016, by Donald W. Huovinen, who is personally known to me or who has produced Drivers license as identification.

Signature of Notary
Printed Name: Andrea F Lennon
My commission expires:

ANDREA F LENNON
Notary Public - State of Florida
Commission # FF 245315
My Comm. Expires Aug 31, 2019

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2017-06
FEBRUARY 16, 2017

Owner/Applicant:	Cotner Associates, Inc. Architects, agent for Billy G. & Debora K. Roland				
Property Address:	126 S. 6th St.				
Requested action:	Certificate of Approval (COA) to rehabilitate structure including; an addition at northeast corner, expanding front porch to full width of house; new windows to match original in size; restore original siding; replace porch railings with original design; remove south chimney.				
Current zoning:	R-2				
FLUM land use category:	Medium Density Residential				
Existing uses on the site:	Residential				
Year Built:	1907 (Property Appraiser) 1903 (FL Master Site File)				
Contributing Status:	Contributing				
Adjacent Properties:	North	Residential	c. 1910	R-2	
	South	Residential	c. 1907	R-2	
	East	Residential	c. 1900	R-2	
	West	Residential	c. 1900	R-2	

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

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

Applicant is proposing to: rehabilitate the primary structure including; an addition at northeast corner, expanding front porch to full width of house; new windows to match original in size; restore original siding; replace porch railings with original design; remove south chimney.

APPLICABLE 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* ☐

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE

8.00.03 Relationship to Comprehensive Plan

The following standards implement Goal 11: Historic Preservation Element of the Fernandina Beach Comprehensive Plan to identify, preserve, and protect historic and cultural resources within the City.

8.01.01.01 Standards for Development in the Historic District Overlays

A. *The review of proposed development within the Historic District Overlays shall be based upon the latest edition of Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings from the U.S. Secretary of Interior.*

B. The review of proposed development within the Historic District Overlay shall also be based upon compliance with the Downtown Historic District Guidelines, dated December 1999, as amended from time to time. The review of proposed development within Old Town shall be based upon compliance with the Old Town Preservation and Development Guidelines, dated June 1999, as amended from time to time.

8.02.02 Historic District Council Roles and Responsibilities

The HDC shall have the duty and responsibility to:

C. Review and approve or deny applications for a certificate of Approval for construction, alteration, demolition, or removal of historic landmarks, historic sites, archaeological sites, properties in historic districts, or properties in the CRA Overlay.

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: WINDOWS

Windows are functional and aesthetic, helping to convey a building's particular style. Windows allow light into the interior of a building, provide ventilation, and allow a visual connection to the outside. Their spacing divides a building into distinct sections, or bays, which defines the elevation.

There are numerous types and sizes of windows in addition to a variety of designs of sills, lintels, decorative caps, and shutters. Preserving windows and their components helps uphold the architectural integrity of the district as a whole.

1. *Preserve historic windows.*
2. *Patch, paint, putty, and weather strip historic windows as needed in order to restore them to their original conditions.*
3. *If damage to a historic window is beyond repair, replace it entirely. However, when possible, replace only damaged components and retain as much historic material as possible. To test for condition, stick an ice pick into the sill or bottom rail of the frame; if it penetrates more than half an inch into the wood, the frame may require replacement.*
4. *If the majority of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.*
5. *To boost energy conservation, opt for the installation of storm windows over replacement of historic windows.*

6. *Window tinting should be limited and al- low the window to be largely transparent.*
7. *Select storm windows with a design that allows for full view of the historic windows or that match the pane configuration of the windows.*
8. *Retain historic shutters and blinds.*
9. *If new blinds or shutters are installed, use ones that are constructed of wood and sized and installed like historic working ones and are based on physical or photographic evidence. Operable shutters are preferred.*
10. *The installation of vinyl shutters is not appropriate. Vinyl is not a sustainable material and its plastic appearance is not similar to wood.*
11. *The installation of "bahama" style shutters is appropriate if the property owner can demonstrate the dwelling originally had such shutters through photographic or physical evidence.*
12. *Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the historic openings.*
13. *Do not install bars in windows visible from the street.*
14. *Do not use snap-in or flush muntins on historic buildings or new infill.*
15. *Re-use serviceable hardware and locks as long as they are reversible and do not result in damage to historic elements.*
16. *The installation of temporary storm shutters to protect windows is appropriate as long as they are reversible and do not damage the historic fabric of the property.*

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: CHIMNEYS

Chimneys are integral features on historic houses and are, on some houses, important stylistic elements. Chimney pots or caps are functional additions to the chimney tops, improving ventilation of coal fumes. As oil came to replace coal's use in heating, chimney pots became less prevalent. Many chimneys, as well, have become obsolete appendages, in terms of function of the dwelling. Yet aesthetically, they contribute to the historic character of the dwelling.

1. *Follow guidelines for masonry for chimney maintenance and preservation.*
2. *Follow masonry guidelines for repairing chimneys.*
3. *If original chimneys are missing or too severely damaged for repair, consider replacement using appropriate designs for the style and period of the building.*
4. *Retain extant chimney pots of terra cotta and brick. Replace in kind, do not substitute other non-historic materials such as sheet metal or concrete block.*

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: PORCHES

Like so many architectural elements, porches serve a function, as well as help convey building style. Porches are focal points since they have traditionally been a social gathering space. Residents use a porch as a sitting area, and visitors use a porch as a place of transition between the exterior and interior of the dwelling. Decorative elements, such as porch columns or spindles, help define architectural style. In the district, many homes retain either large front or side porches. Removing or altering a porch greatly alters a building's integrity and can affect the overall historic character of the district. Therefore, retaining porches is essential.

1. *Follow wood and masonry guidelines to retain, maintain, and repair wooden and masonry porches.*
2. *Porches on rear elevations are mainly functional and are less crucial to historic character. Their treatment can be more flexible and may include alteration, replacement, or removal.*
3. *When a porch is damaged or deteriorated beyond repair, replace it using a design that matches the original*

porch in design and materials, supporting the historic character of the district to the greatest extent possible.

4. *Because porches were originally designed to be open and semi-transparent, their enclosure is not recommended. If enclosure is desired, use glass or screens with minimal structural elements instead of solid materials.*
5. *The use of substitute materials for porch floors such as wood and plastic composites may be appropriate under some circumstances. If these treatments are used ensure they are not easily seen from the street, or paint them to blend with the house colors.*
6. *The addition of vinyl porch columns is not appropriate for porches readily visible from the street and are discouraged for rear elevations. The use of fiberglass columns may be appropriate for certain architectural styles such as Colonial Revival.*

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: PORCH STAIRS AND RAILINGS

If porch stairs or railings are in need of replacement, match new components to the original porch in terms of design and materials.

1. *All elements of a historic porch, including steps and railings are important to the architectural integrity of the building. Retain these components when possible.*
2. *Porch steps and railings are subject to regular use. Check them often and make repairs with materials that match the original.*
3. *If an individual porch step and rail requires replacement, use materials that match the originals.*
4. *The use of materials such as brick, concrete, or wrought iron steps for wooden front porches is not recommended.*
5. *Do not use pre-cast concrete steps on entrances that are in public view.*
6. *If desired, adding wooden or metal handrails may be appropriate if they are compatible with the style and design of the building.*
7. *In most cases, balusters or railings must be a minimum of finished dimensions of three inches by three inches. Simple painted wood railings with balusters between the top and bottom rail are generally appropriate.*

CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: SIDING

Original siding is highly demonstrative of architectural integrity. Modern siding treatments like vinyl or aluminum cannot replicate the natural appearance of real wood and are therefore discouraged. Retain and maintain original wood siding.

1. *Preserve historic siding and exterior materials.*
2. *Re-nail warped or loose wood shingles.*
3. *Follow wood or masonry guidelines when repairing damaged historic siding and exterior materials.*
4. *Repair stucco by removing loose material and patching with a new material that is similar in composition, colors, and texture.*
5. *Replace historic siding and shingles only as required and with materials that match the original as closely as possible.*
6. *If historic siding was removed or covered prior to the adoption of design guidelines or becomes damaged beyond reasonable repair, the use of synthetic replacement siding may be permitted.*

7. *If synthetic siding is used, choose siding that most closely matches the shape, size, profile, and texture of wood siding. Smooth cementitious siding products are preferable to vinyl or aluminum siding.*
8. *If feasible, remove synthetic siding and restore the historic siding material.*

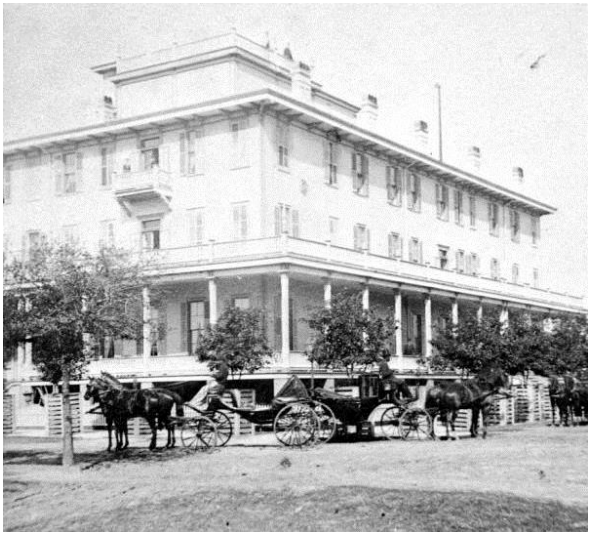
CITY OF FERNANDINA BEACH DOWNTOWN HISTORIC DISTRICT DESIGN GUIDELINES: NEW ADDITIONS

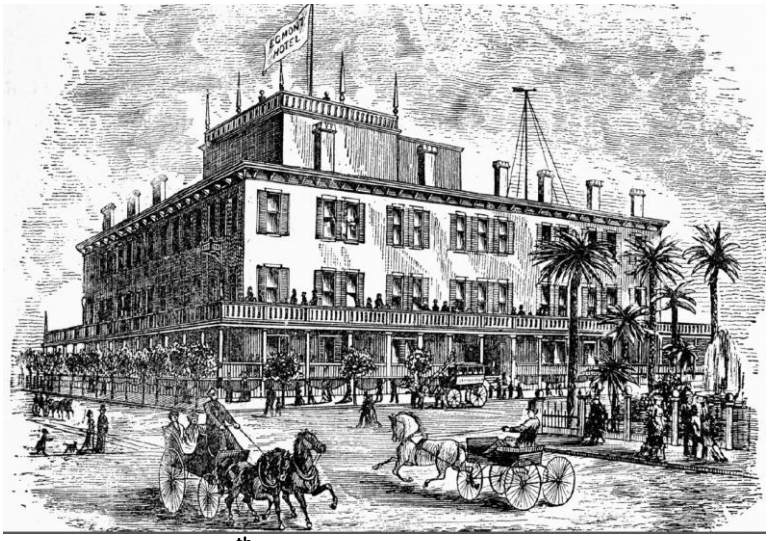
New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, or destroyed in the process of rehabilitation. The new design should complement the original historic building and still be distinguishable. Do not try to copy the original design.

1. *Before building an addition, attempt to accommodate needed functions within the existing building.*
2. *Limit the size of new additions so as not to overwhelm the historic building.*
3. *Respect the scale, massing, materials, and window spacing of the historic building.*
4. *Do not attempt to duplicate form, material, style, wall plane, roofline, cornice height; the new addition should not appear to be part of the historic building.*
5. *Use contemporary designs for new work or reference design motifs from the historic building.*
6. *Respect the existing historic character of surrounding buildings in the district and insure than the new addition will complement this historic character.*
7. *Place new additions on rear or side elevations where not visible from the street.*

ANALYSIS:

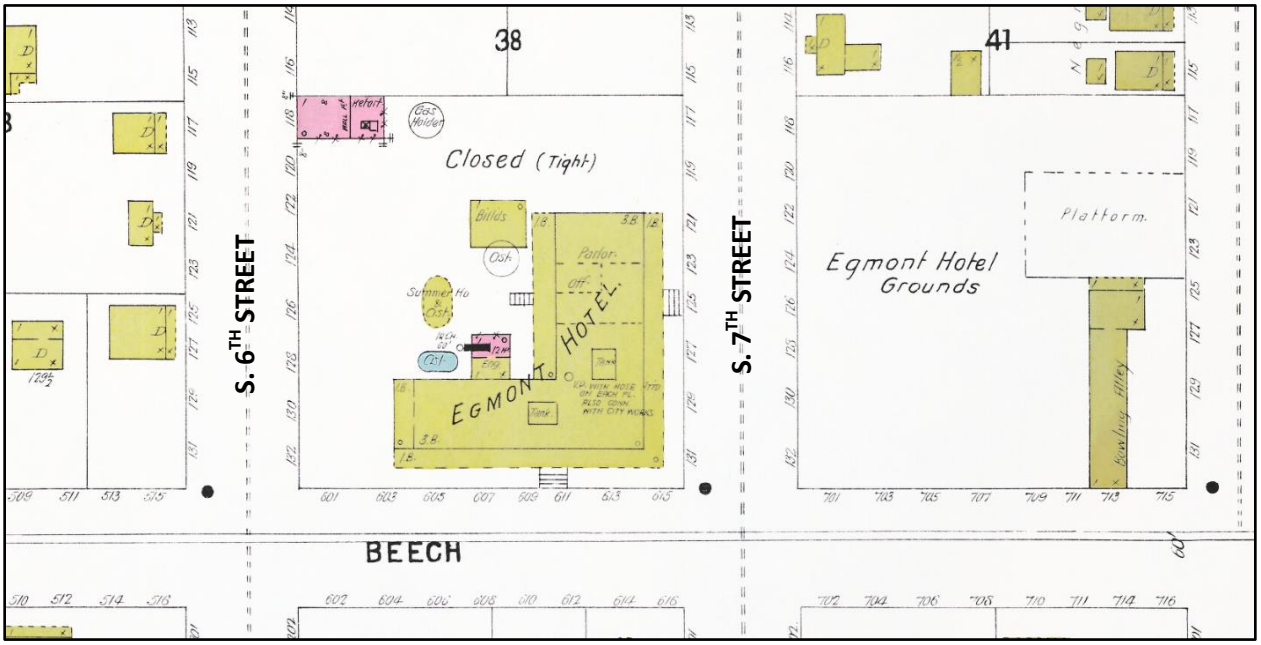
This contributing one-story frame vernacular residence was constructed in 1903 as part of the redevelopment of the site following the demolition of the Egmont Hotel that previously occupied the site. This home, along with two other ones identical to it, was constructed on N. 6th Street and four matching two-story frame vernacular homes were built behind them facing N. 7th Street. Salvaged materials from the Egmont Hotel were used to construct these homes.



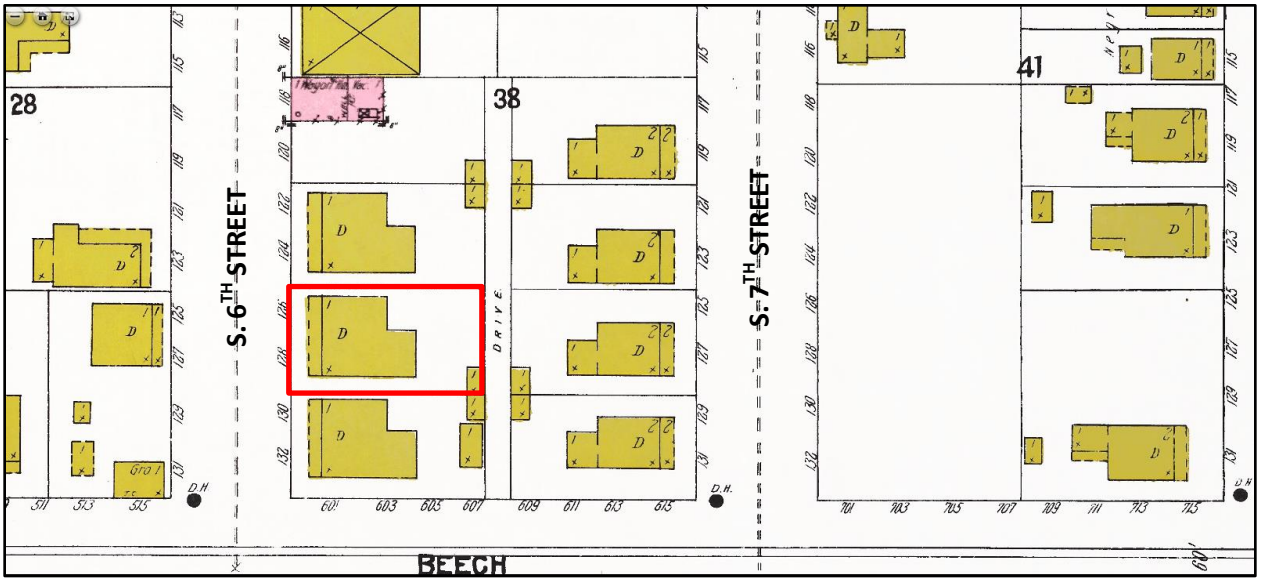


Egmont Hotel from the corner of S. 7th St & Beech St.

1897 Sanborn Fire Insurance Map



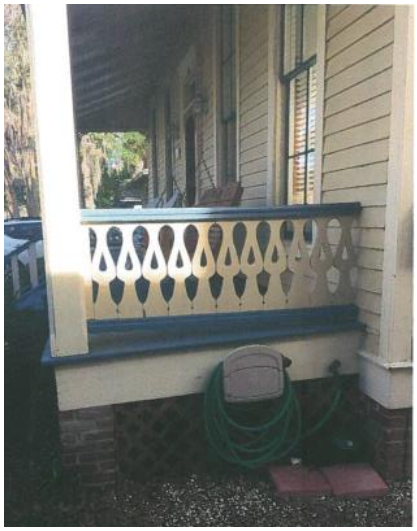
1903 Sanborn Fire Insurance Map



Over the years, these homes suffered from a number of insensitive alterations. The two structures that match this one at either side retain many of their original features and have been rehabilitated in recent years to remove the insensitive alterations.

The proposed rehabilitation of the subject property includes removing many of these alterations and returning the home to its original appearance. The proposed changes that will have the largest visual impact on the appearance of the structure from the street are installation of new windows and the expansion/restoration of the front porch. At some point, all of the homes original wood windows were removed and replaced with aluminum windows in a

smaller size. The applicant is proposing to install new Anderson 400 Series windows in a 4 over 4 configuration to match the original window dimensions. Additionally, the vent in the front gable will be changed to a window.



As evidenced in the 1903 Sanborn Map, the home originally had a front porch that ran the full length of the front elevation, similar to those of the two neighboring homes. At some point this porch was reduced in size and enclosed. The porch has since been reopened and retains some of its original detailing which matches its sister homes. The applicant is proposing to return the porch to its original size and detailing, including the restoration of the porch railings to match what is believed to be the design of the original (as seen on 122 S. 6th St.).

The proposed rehabilitation includes the addition of a master bath and closet at the northeast corner of the home. This addition will feature wood lap siding to match the existing siding. The rear gable will also be extended to accommodate habitable space in the attic and a rear porch will be added. These modifications are appropriate in that they are located at the rear of the home and subordinate to the historic portion of the structure.

Although the HDC does not review interior plans, it should be noted that the proposal includes removal of the south fireplace. This will have an effect on the exterior appearance of the home in that this change will require the removal of the southern chimney. As noted in the Downtown Historic District Guidelines: "*Chimneys are integral features on historic houses and are, on some houses, important stylistic elements… Many chimneys, as well, have become obsolete appendages, in terms of function of the dwelling. Yet aesthetically, they contribute to the historic character of the dwelling."* The symmetry of this home is integral to its aesthetic. This home, with a central hall plan, was designed to be perfectly symmetrical. The north and south halves of the home were designed to be mirror images of each other. The dual chimneys follow this pattern, and are identical. Chimneys are considered a character-defining feature of historic homes and staff recommends preservation of both chimneys.

Mechanical equipment for the HVAC system will be located at the rear of the property and will not be visible from the right of way. The roof will be 5-V crimp Galvalume metal roofing.

The body of the home will be painted Bejamin Moore *Iced Cube Silver 2121-50* with white trim.

AS-BUILT ELEVATIONS

Front Elevation

Right Elevation

RIGHT ELEVATION

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

Rear Elevation

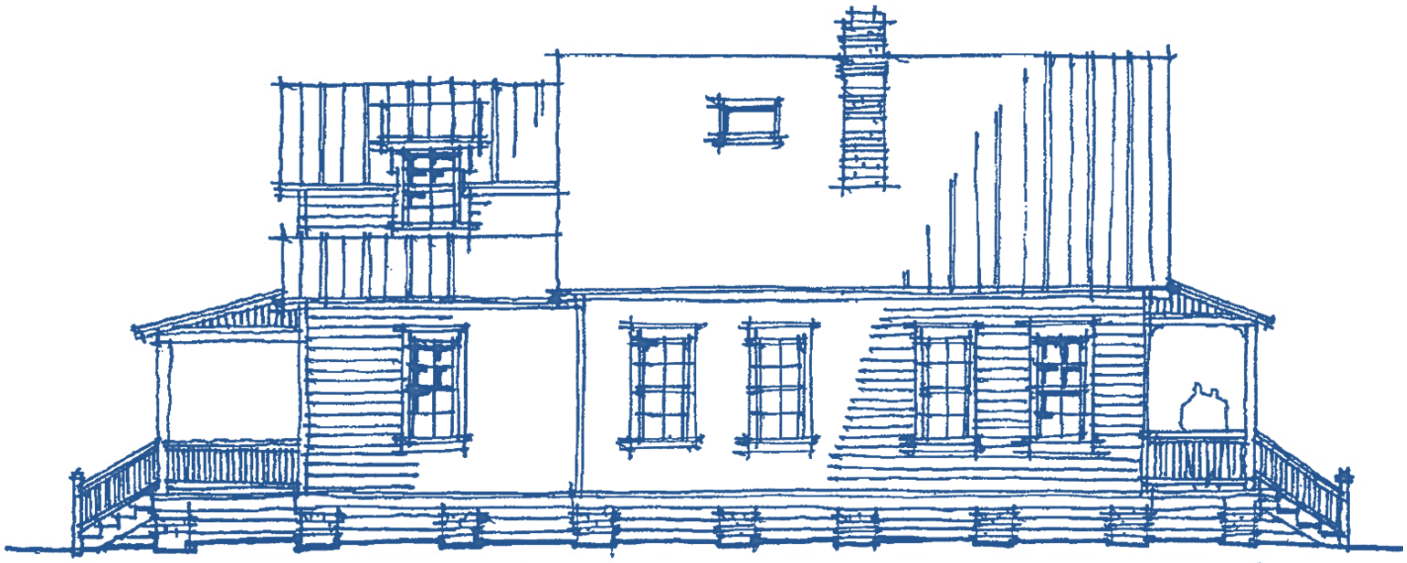
Left Elevation

PROPOSED ELEVATIONS

west elevation

south elevation

east elevation



north elevation

Staff concludes that the requested action is substantially consistent with the Land Development Code, the Secretary of the Interior's Standards, and the Downtown Historic District Guidelines.

Staff recommends **APPROVAL** of HDC 2017-06 with the following condition:

1. Both chimneys be retained.

MOTION TO CONSIDER:

I move to **approve or deny** HDC case number 2017-06 **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 2017-06, as presented, **is or is not** substantially compliant with the Land Development Code, the Downtown Historic District Guidelines, and the Secretary of the Interior's Standards to warrant approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **HDC 2017-06 Application & Elevations**

EXHIBIT 2 **Florida Master Site File 8NA00385**

Salvatore J. Cumella
Planner II

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0021
SEPTEMBER 18, 2025

Owner/Applicant:	City of Fernandina Beach, Lisa Finkelstein
Property Address:	102 Centre Steet
Parcel ID #	00-00-31-1800-0268-0010
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Amelia Island Welcome Center
Contributing Status:	Contributing
Florida Master Site File:	NA00078
Requested action:	Requesting a Certificate of Approval (COA) to install a free-standing drinking fountain at the Welcome Center.

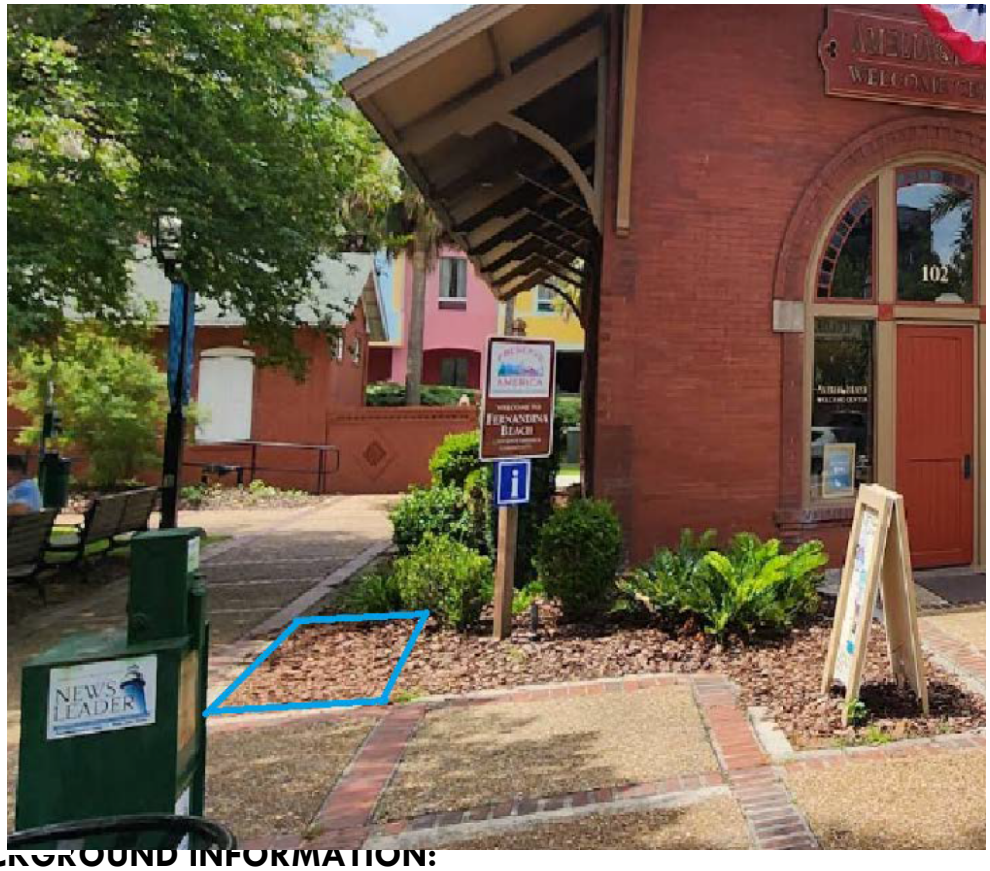
All required application materials have been received. All fees have been paid. All required notices have been made.

102 Centre Street

Project Summary from Application:

The three Rotary Clubs of Nassau County have come together to provide a water fountain at the Amelia Island Welcome Center. This freestanding fountain will serve the community while honoring the 100th anniversary of the Rotary Club of Fernandina Beach. The drinking fountain will provide needed hydration to the over 100,000 residents of Nassau County, over 1 million tourists, and hundreds of pet dogs that visit the quaint, renowned historic area of downtown Fernandina Beach. The drinking fountain will be ADA compliant, promote water bottle refill and provide for pet dogs. Hydration is critical, particularly on hot days and to children, elderly, and pets visiting these sites. The water bottle refill helps eliminate single use plastic bottles that are not environmentally friendly. The stand-alone fountain at the Welcome Center will enhance the community spirit provided at that site with its benches and brick pathways. The Rotary Clubs are planning to install a Global Industrial outdoor bottle filler with bi-level drinking fountain and pet station on a concrete pad, surrounded by bricks. The corrosion-resistant stainless steel fountain measures 47-3/4"W x 28-3/8"D x 60- 1/4"H. It will have a scratch-resistant and powder-coated finish in evergreen. It will be placed near the northeast corner of the train depot building with plumbing and installation managed by local contractor, CJ Bass Plumbing Inc. The City of Fernandina Beach, Amelia Island Welcome Center, Chamber of Commerce, and Rotary Clubs will hold a ribbon cutting and media event to celebrate the installation of the drinking fountain along with a commemoration of the Rotary Club of Fernandina Beach's 100th Anniversary in 2026. The location will have a permanent plaque with Rotary logo and commemoration.

Proposed Water Fountain & Location:



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Final** approval to place a ADA accessible water fountain at the Amelia Island Welcome Center celebrating the 100th anniversary of the Rotary Club in Fernandina Beach.

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE
CITY OF FERNANDINA BEACH DOWNTOWN DESIGN GUIDELINES

ANALYSIS:

PROPOSED MATERIALS		
	Type/Material/Brand	**Color**
Signage	12” x 15” Bronze Plaque	Dark Blue
Fountain	Outdoor bottle filler with bi-level drinking fountain and pet station	Evergreen

STAFF RECOMMENDATION:

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

Staff recommendation:

FINAL Approval of HDC 2025-0021

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0021 **with or without** conditions;

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

That HDC case HDC 2025-0021, as presented, **is or is not** substantially compliant with the Land Development Code, the Secretary of the Interior’s Standards, and the Historic District Design Guidelines to warrant FINAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0021 Combined Application Materials

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16814

Date Submitted: 8/6/2025

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

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

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

Fees

- [x] 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

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*

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, ob, ttors
- 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.

fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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.fbfl.us/LDC

Appeals

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

PROJECT TYPE* **APPROVAL TYPE***

PROJECT TYPE*

Addition

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?*

7/31/2025

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*

102 Centre Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0268-0010

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*

Lisa

Last Name*

Finkelstein

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip Code*

32034

Telephone Number*

904-310-3107

E-mail Address*

lfinkelstein@fbfl.city

OWNER'S AGENT

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

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

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

The three Rotary Clubs of Nassau County have come together to provide a water fountain at the Amelia Island Welcome Center. This freestanding fountain will serve the community while honoring the 100th anniversary of the Rotary Club of Fernandina Beach. The drinking fountain will provide needed hydration to the over 100,000 residents of Nassau County, over 1 million tourists, and hundreds of pet dogs that visit the quaint, renowned historic area of downtown Fernandina Beach. The drinking fountain will be ADA compliant, promote water bottle refill and provide for pet dogs. Hydration is critical, particularly on hot days and to children, elderly, and pets visiting these sites. The water bottle refill helps eliminate single use plastic bottles that are not environmentally friendly. The stand-alone fountain at the Welcome Center will enhance the

that are not environmentally friendly. The stand-alone fountain at the Welcome Center will enhance the community spirit provided at that site with its benches and brick pathways. The Rotary Clubs are planning to install a Global Industrial outdoor bottle filler with bi-level drinking fountain and pet station on a concrete pad, surrounded by bricks. The corrosion-resistant stainless steel fountain measures 47-3/4"W x 28-3/8"D x 60-1/4"H. It will have a scratch-resistant, powder-coated finish in evergreen. It will be placed near the northeast corner of the train depot building with plumbing and installation managed by local contractor, CJ Bass Plumbing Inc. The City of Fernandina Beach, Amelia Island Welcome Center, Chamber of Commerce, and Rotary Clubs will hold a ribbon cutting and media event to celebrate the installation of the drinking fountains and commemoration of Rotary Club of Fernandina Beach 100th Anniversary in 2026. The location will have a permanent plaque with Rotary logo and commemoration.

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

Design Vision Statement*

The stand-alone fountain at the Welcome Center will enhance the community spirit provided at that site with its benches and brick pathways.

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	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
Franklin Bronze	12" x 15" Bronze Plaque	Dark Blue (Name/Number)

OTHER

Manufacturer	Product Description	Color
Global Industrial	outdoor bottle filler with bi-level drinking fountain and pet station	Evergreen (Name/Number)

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

Upload 1	Upload 2	Upload 3	Upload 4
SpecSheet 761221GN.pdf	77606_Grants_20988__Image.jpg	77606_Grants_20988__Image.pdf	Location-Depot.png

Upload 5	Upload 6	Upload 7	Upload 8
Choose File No…en	Choose File No…en	Choose File No…en	Choose File No…en

Upload 9	Upload 10	Upload 11	Upload 12
Choose File No…en	Choose File No…en	Choose File No…en	Choose File 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 heating 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.

property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

Lisa

Applicant Last Name*

Finkelstein

Today's Date*

8/6/2025

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.

Model #: T9A761221GN

Global Industrial™Outdoor Bottle Filler w/Bi-Level Drinking Fountain & Pet Station, Green

Write a Review | Questions & Answers (0)

PRICE

$3,799.00

Easy online or call-in returns.

Read return policy

Shop All Outdoor Freestanding Bottle Filling Stations

Select Color

Product Description

✓ 2 drinking fountains, 1 bottle filling station, 1 pet fountain
✓ Vandal-resistant bubblers with hood guards
✓ Corrosion-resistant stainless steel

See More Details

User Documentation

Product Description

✓ 2 drinking fountains, 1 bottle filling station, 1 pet fountain
✓ Vandal-resistant bubblers with hood guards
✓ Corrosion-resistant stainless steel with powder coat finish

Provide fresh & easily-accessible hydration to people & pets at the push of a button with the green Global Industrial™ Outdoor Bottle Filler & Drinking Fountain. Equipped with two conventional drinking bubblers, a bottle filling station for an eco-friendly option, and a rear water station at pet-

height. This is an unfiltered & unrefrigerated unit, which requires less maintenance and no electrical wiring. Check local codes for installation, plumbing & drainage standards & restrictions. Limited 1-Year Warranty.

- Corrosion-resistant 316 stainless steel body
- Scratch-resistant green powder coat finish
- Simple & intuitive pushbutton activation
- Tamper-resistant screws keep all compartments secure
- Rated for 20-105 PSI inlet water pressure
- Pre-drilled ground mounting plate
- ADA-compliant

This **Global Industrial Exclusive Brands™** product was made with you in mind. There were teams of associates behind how we designed, manufactured, and tested, this item. We always ask, "Can it be made better?" That led us to produce smarter, more reliable products, with greater attention to detail and no corners cut. Why choose Global Industrial? Because this product was Made for you. MADE TO EXCEED.™

User manuals/guides (1)

Manual

CAD Drawing (3)

Specifications

Weights & Dimensions

Width	47-3/4 in
Depth	28-3/8 in
Height	60-1/4 in
Weight	143 lbs
Drain Size	1-1/2 in

Water Inlet Size	3/8 in

Product Details

Water Refilling Location	Upper
Refrigerated	No
Color	Green
Pet Stations	1
Water Refilling Stations	1
For Outdoor Use	Yes
Style	Outdoor Bi-Level Drinking Fountain w/ Bottle Filler & Pet Station
Number of Stations	4
Material	316 Stainless Steel
Standard Bubbler Stations	2
Manufacturers Part Number	761221GN
Filter	No
Installation Type	Floor
Vandal Resistant	Yes
Cooler/Fountain Activation	Push Button
Brand	Global Industrial

Compliance & Certifications

ADA Compliant	Yes

Customer Also Viewed

Option B: Dark Blue

38678 12x15 Single Line Bronze Color:???? Mounting:8" Post 4/23/25 x2

WELCOME CE
102
AMERICA
FERNANDINA
BEACH
NEWS
LEADER

globalindustrial.com

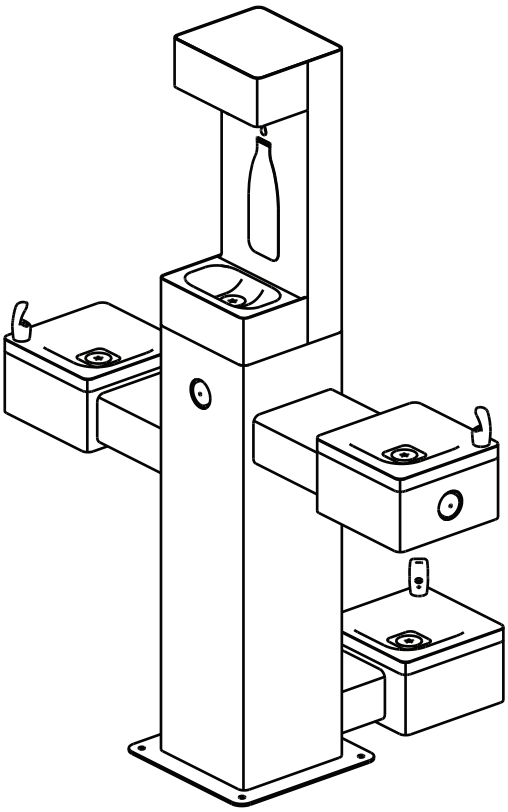
globalindustrial.ca

globalindustrial.mx

Distribucion Industrial Globales S DE RL DE CF

Instruction Manual	Manual de Instrucciones	Manuel d'instruction
Customer Service US: 1-800-645-2986	Servicio de atención al Cliente México: 01.800.681.6940	Service à la clientèle Canada: 888-645-2986

Outdoor Bi-Level Drinking Fountain w/ Bottle Filler & Pet Station



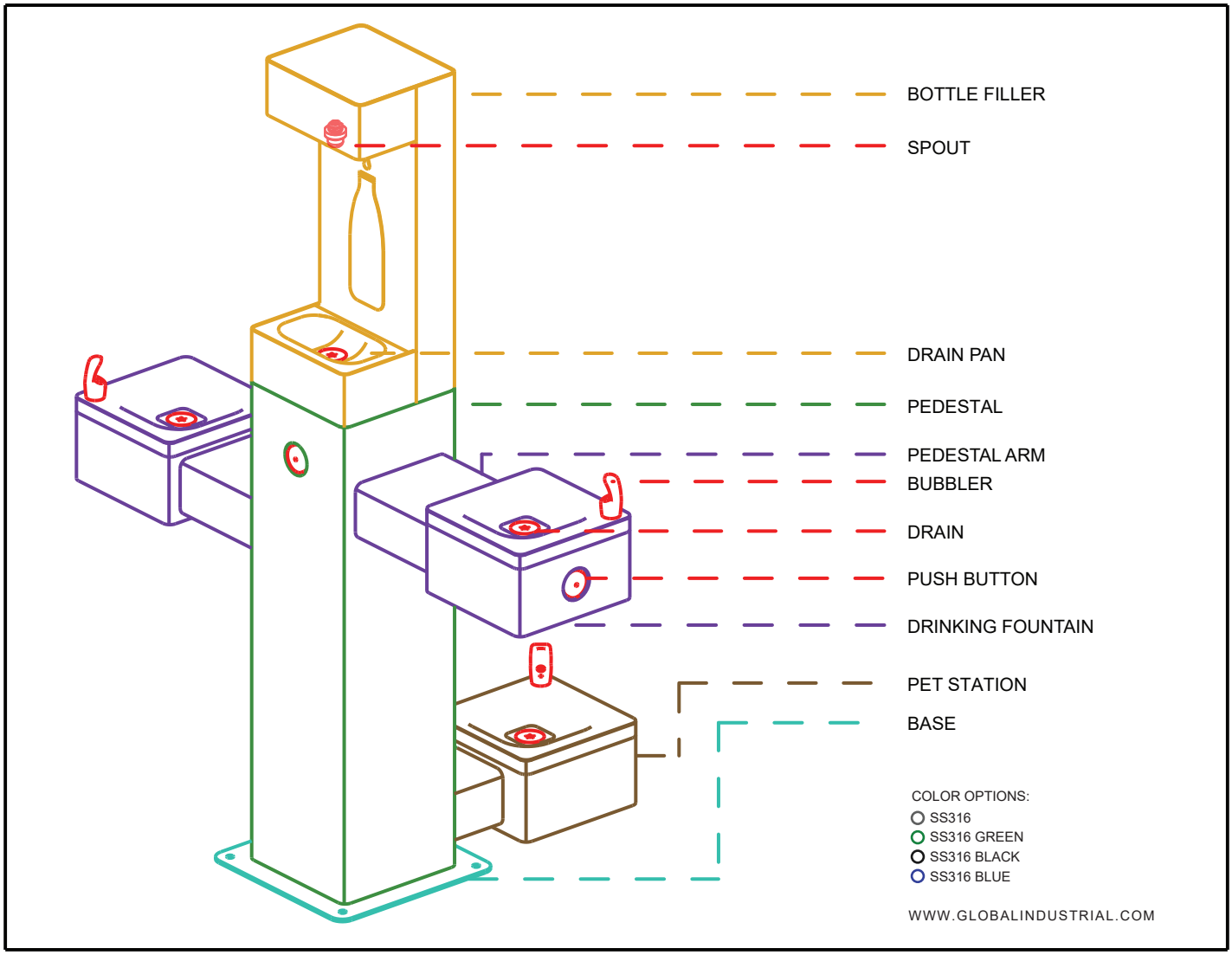
Models 761221, 761221BK, 761221BL & 761221GN

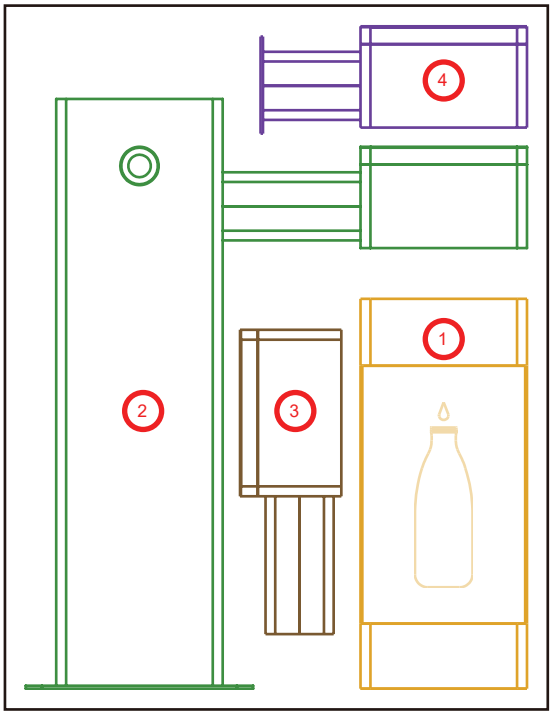
WARNING

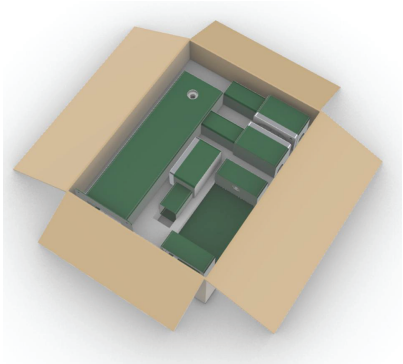
- All installation work must be performed by authorized service personnel.
- Two or more people are recommended to lift and install the unit.
- To avoid the risk of property damage and/or personal injury, ensure the mounting surface is adequate to support 450 lbs.
- Check local codes for plumbing requirements prior to installation.
- Refer to Rough-In Guide (page 4) prior to installation.
- Thoroughly flush all water supply lines of all foreign matter before connecting to the fixture.
- Check for any leaks before use.
- DO NOT attempt to repair or replace any part of this fountain unless it is specifically recommended in this manual. All other services should be referred to a qualified technician.
- For use with clean, clear potable drinking water only.
- Shut-off water supply during installation to reduce the risk of water damage.
- Freezing Caution: Before freezing temperatures occur, refer to the Draining and Winterization section of this manual (page 13) for proper preparation.
- Installation of a trap on the water drain line may be necessary; remove trap before winterization draining.
- Failure to follow safety warnings and/or installation instructions will void warranty.

Note: This unit is designed to be installed on the surface of an existing or new concrete slab. Included are the necessary vandal-resistant stainless steel bolts and washers needed to anchor this unit. Installer must provide a 1-1/2” PVC drain line (if applicable) and water supply line. All connections are made inside the item through the access doors, as shown in the drawings. It is recommended to install a shut-off valve (not included) on the water supply.

Outdoor Bi-Level Drinking Fountain w/ Bottle Filler & Pet Station







1	BOTTLE FILLER
2	OUTDOOR PEDESTAL
3	DRINKING FOUNTAIN
4	PET STATION
5	HARDWARE BAG

Outdoor Bi-Level Drinking Fountain w/ Bottle Filler & Pet Station

SPECIFICATIONS

Features:	316 Stainless, Laminar Flow, Heavy Duty, Vandal Resistant
Finish:	SS Finish, Black(BK), Blue(BL), Green(GN)
Power:	No Electrical Required
Bubbler	Vandal Resistant
Activation Type:	Push Button
Mounting Type:	Floor Mount/Free Standing
Product Dimensions:	47-3/4"L x 28-1/2"W x 60-1/4"H
Weight:	143 lbs.
Installation Location:	Outdoor
No. of Stations:	4

PART BREAKDOWN

Ref.	Qty.	Description		Ref.	Qty.	Description	
P1	3	Bubbler		P11	6	Drain Tubing (2) 16-3/4", (1) 19", (1) 3-3/4" (1) 14-1/4", 2-1/2"	
P2	4	Inlet Adapter		P12	1	Offset Drain Tubing	
P3	3	Union T-Connector		H1	1	Torx Key Wrench	
P4	1	Straight Flow Check Valve		H2	1	Torx Drill Bit	
P5	8	1/4" O.D. Water Inlet (1) 39-1/4", (2) 25-1/2", (3) 6-1/4", (1) 13", (1) 51-1/4"		H3	4	Anchor Kit	
P6	4	3/8" O.D. Water Inlet (1) 21-3/4", (1) 4", (2) 2"		H4	8	M6 x 10 Pan Head Screw	
P7	12	Pipe Insulation		H5	4	M10 Washer	
P8	1	Straight Drain Connector		H6	4	M10 Lock Washer	
P9	3	Elbow Drain Connector		H7	4	M10 Nut	
P10	3	T-Shape Drain Connector		H8	4	M6 Flat Head Screw	

REQUIRED TOOLS:

Safety Gloves

Adjustable Wrench

15-17mm Wrench

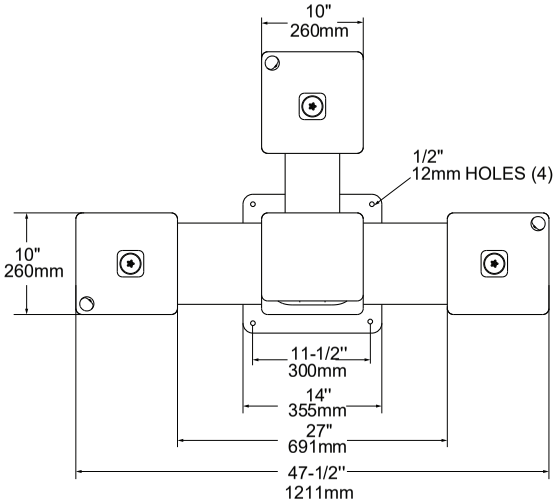
Hammer

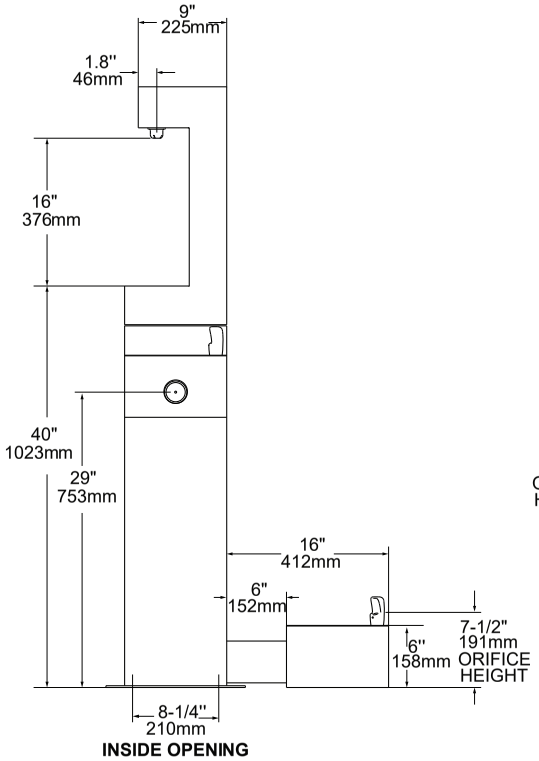
Safety Glasses

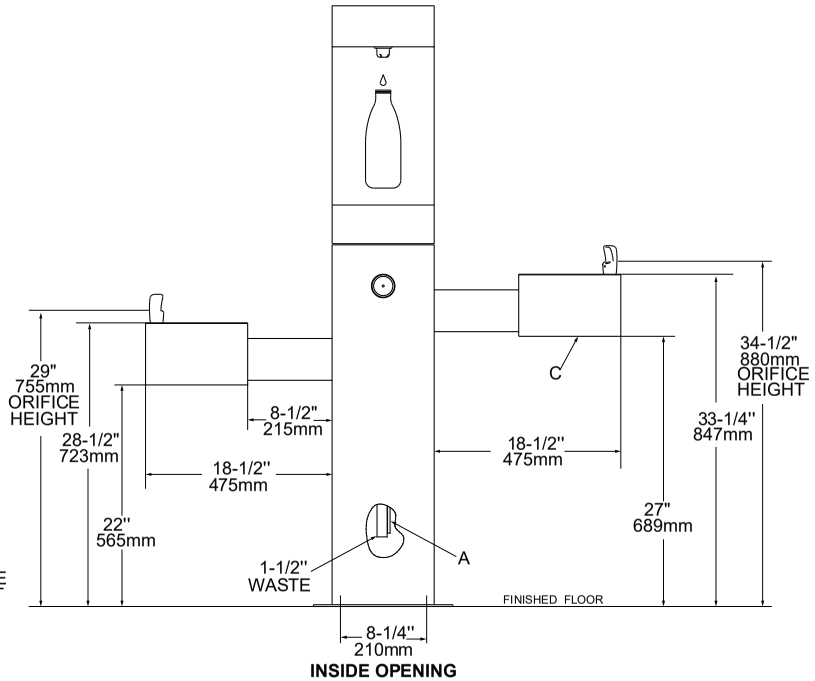
Small Flathead Screwdriver

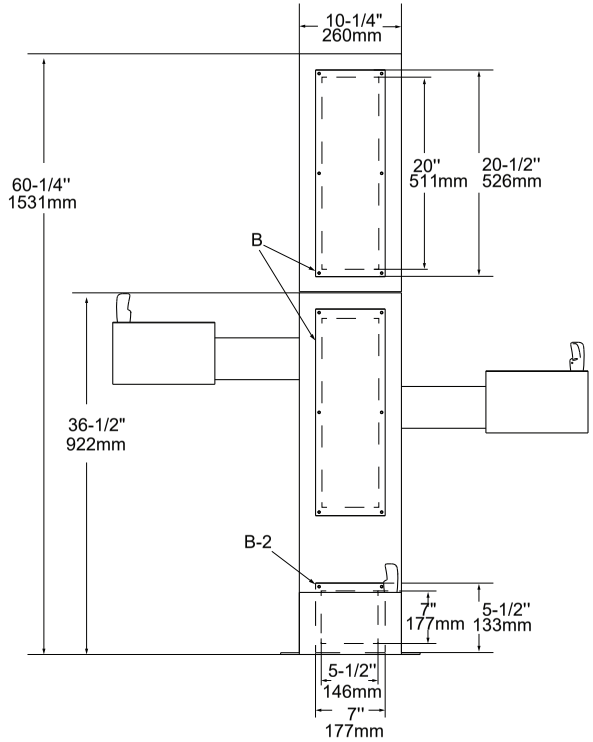
Phillips-Head Screwdriver

Rough-In Guide









LEGEND:

A = 3/8" O.D. UNPLATED COPPER TUBE CONNECT - SHUT-OFF VALVE BY OTHERS
B = ACESS PANEL (7" X 20")
C = REMOVABLE BOTTOM COVER

- See Page 13 for Draining and Winterization
- Actual product configuration may vary based on model ordered.

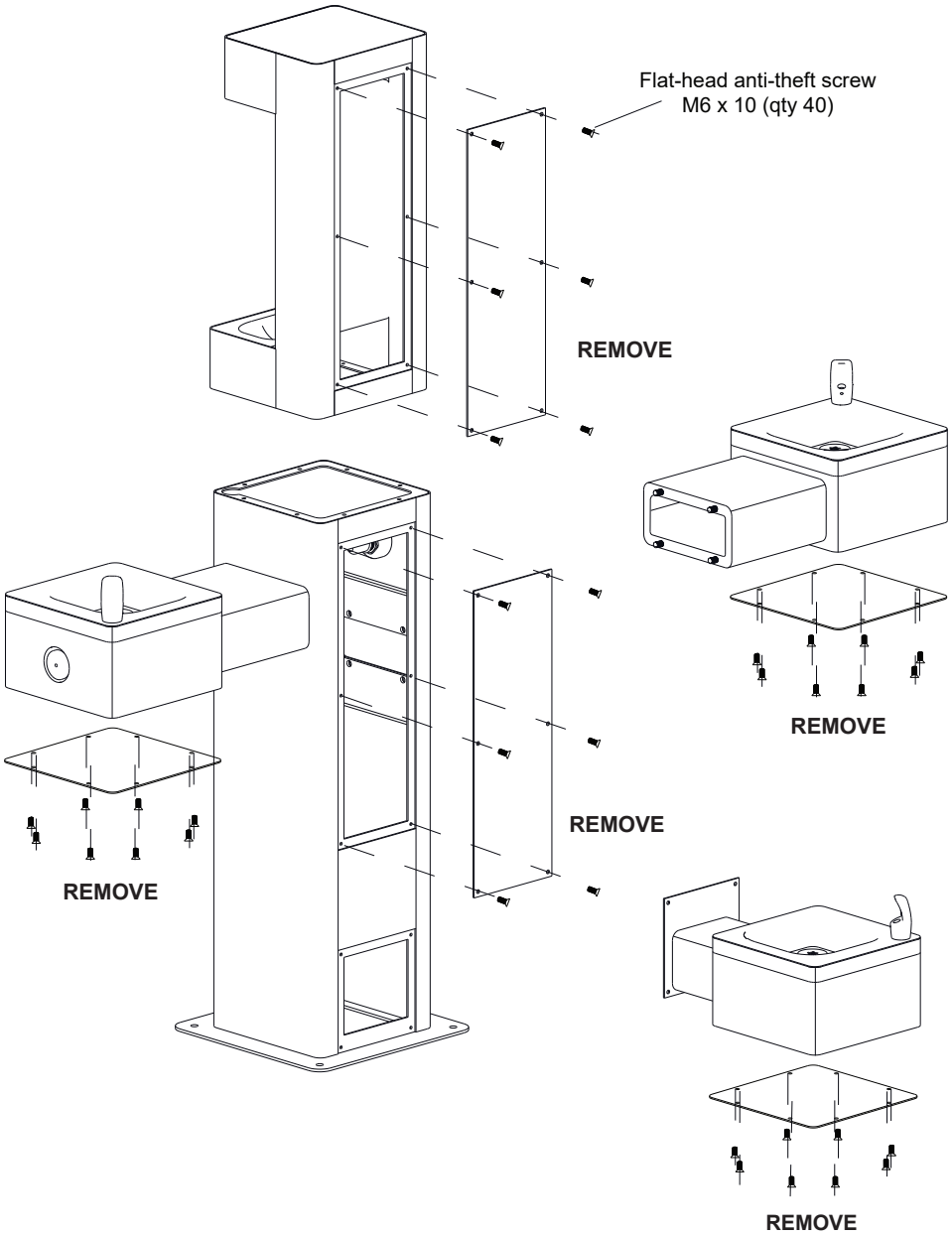
INSTALLATION

- It is recommended that 2 or more people install this unit.
- This fountain must be mounted on a solid, flat surface with adequate strength (concrete pad recommended) capable of supporting 450 lbs.
- Locate and install plumbing through ground as required. Refer to Rough-In Guide (page 4) for proper location and correct plumbing.
- Install a drainable shut-off valve (not included) if in a freezable environment.
- Installation of a trap on the water drain line may be necessary; check local plumbing codes.

WARNING: The fountain is rated for inlet water pressure of 20-105 PSI. A pressure reducing regulator should be used if the inlet water supply exceeds 105 PSI. Any damage caused by reason of connecting this product to supply line pressure higher than 105 PSI will void warranty.

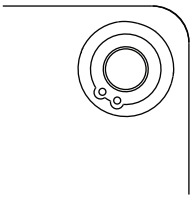
1. REMOVE ACCESS PANELS

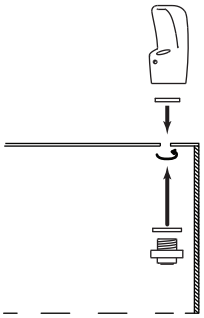
To gain access to the drain and water line connections, remove all access panels detailed below using the provided torx key wrench (H1) or torx drill bit (H2) to remove all (40) M6 x 10 flat-head anti-theft screws on back side of the bottle filler and pedestal, as well as the underside of the drinking fountain and pet station pans:



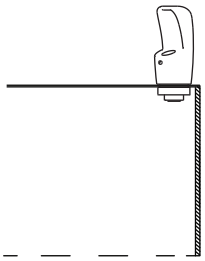
2. INSTALL BUBBLERS

2a. Unscrew and remove nut and washers from Bubblers (P1).





2b. Locate the hole on the drinking fountain pan surfaces. Align and sanwich with the two washers and tighten the nut to secure the bubbler.



2c. Bubblers are now properly installed.

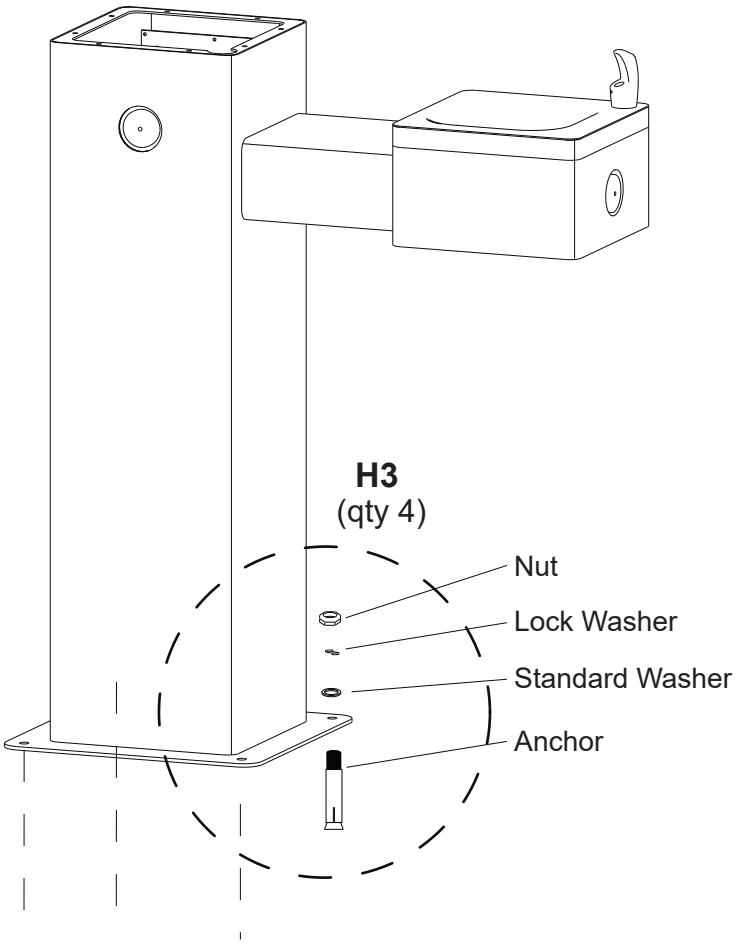
3. MOUNT PEDESTAL TO GROUND

- Locate and install plumbing through ground as required. Refer to Rough-In Guide (page 4) for proper location and correct plumbing.
- This unit is designed to be installed on the surface of an existing or new concrete slab, capable of supporting 450 lbs.

Position fountain base over plumbing and secure to ground using provided anchor kit (H3) mounting hardware (x4).

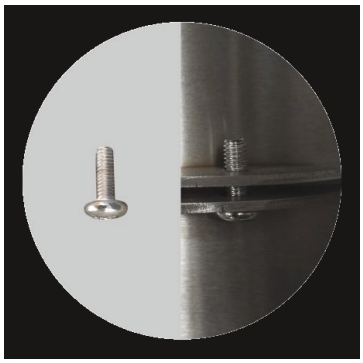
(H3) Anchor kit consists of:

- (4) M10 Nuts
- (4) M10 Lock Washers
- (4) M10 Standard Washers
- (4) M10 Anchors



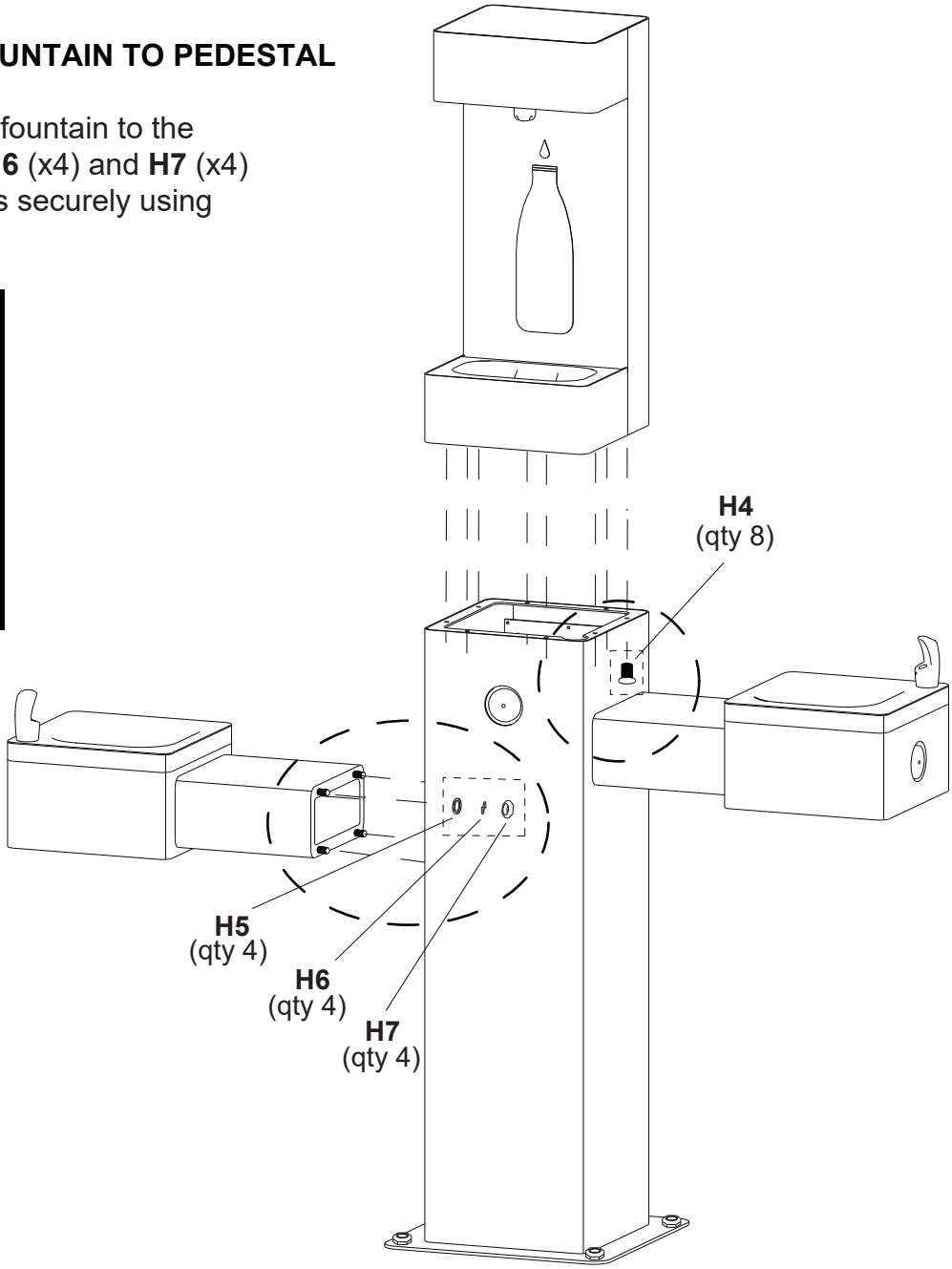
4. ATTACH BOTTLE FILLER TO PEDESTAL

Using a phillips-head screwdriver, assemble the bottle filler to the pedestal using H4 (x8) M6 x 10 pan head screws.



5. ATTACH DRINKING FOUNTAIN TO PEDESTAL

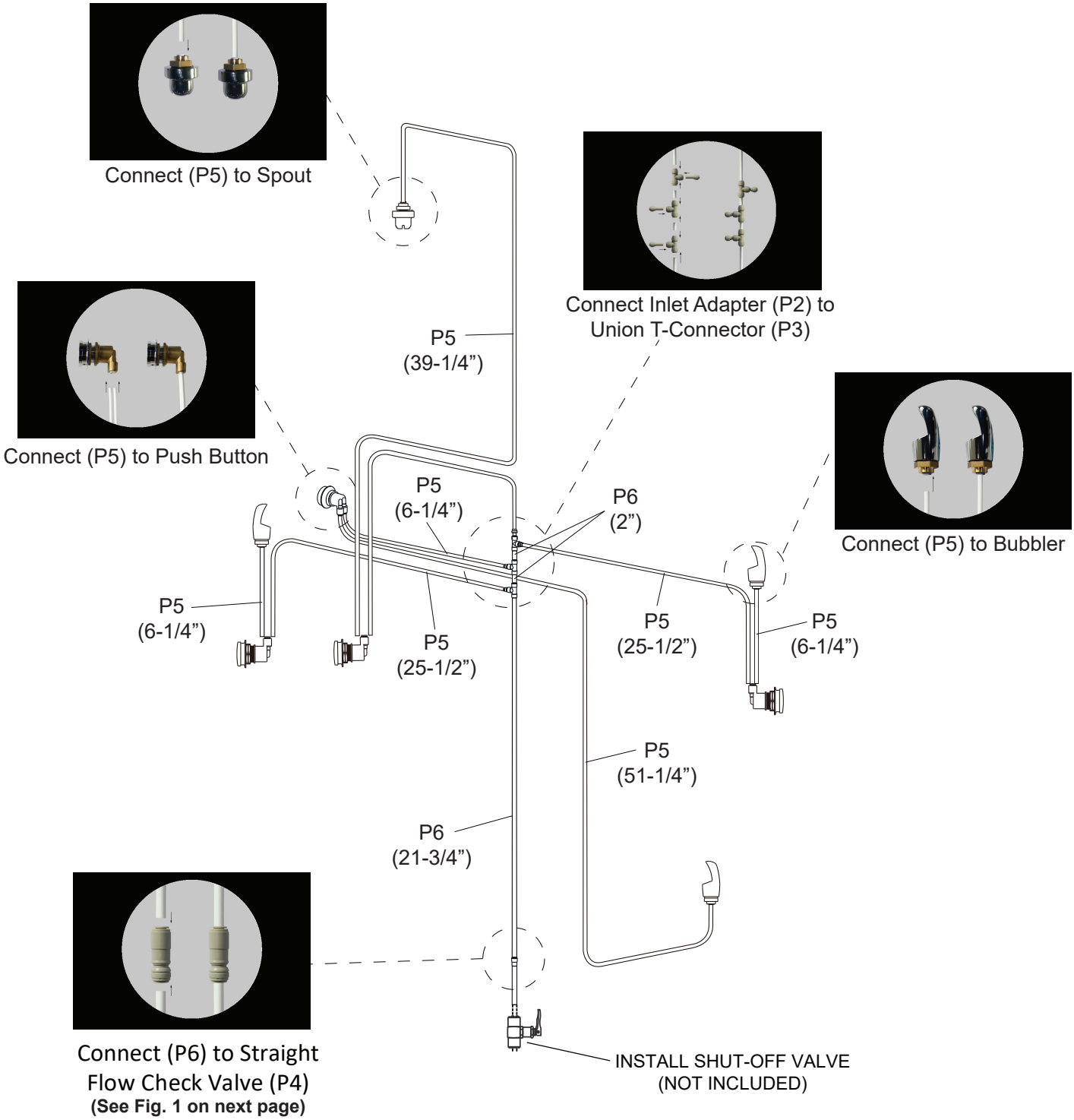
Assemble to the drinking fountain to the pedestal using **H5** (x4), **H6** (x4) and **H7** (x4) hardware. Tighten all nuts securely using an adjustable wrench.



6. CONNECT WATER INLET LINES

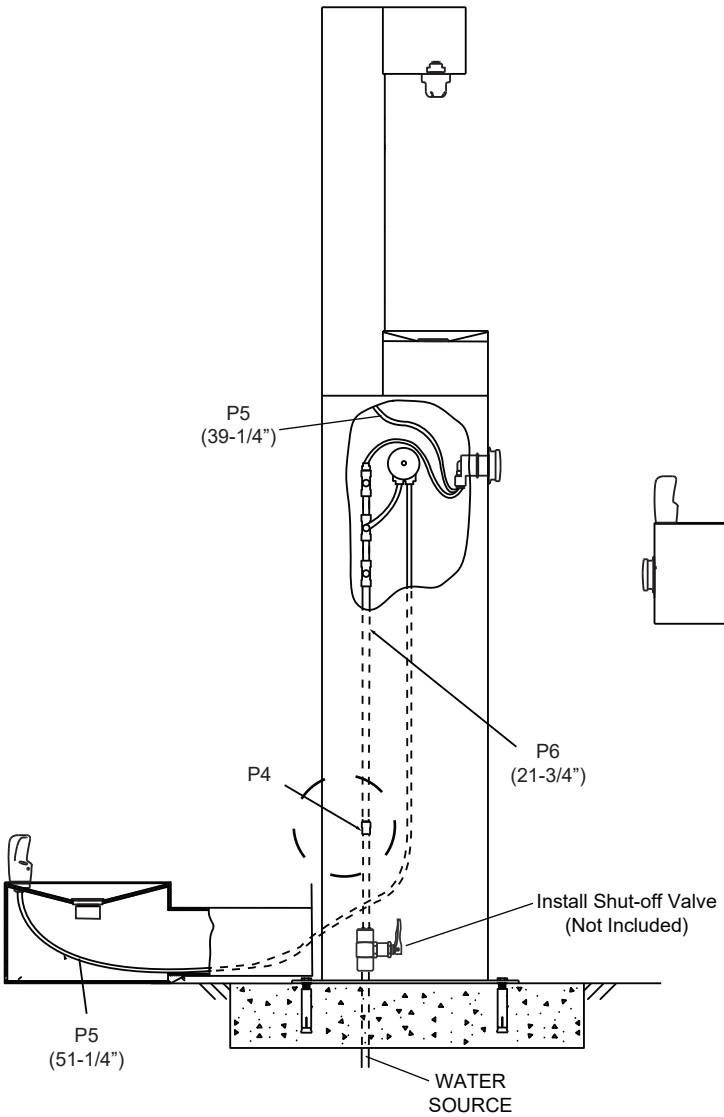
- Install a shut-off valve (not included) on the water supply.
- All water connections and drains must comply with local codes.

Though the rear access windows, connect water inlet lines as illustrated below:

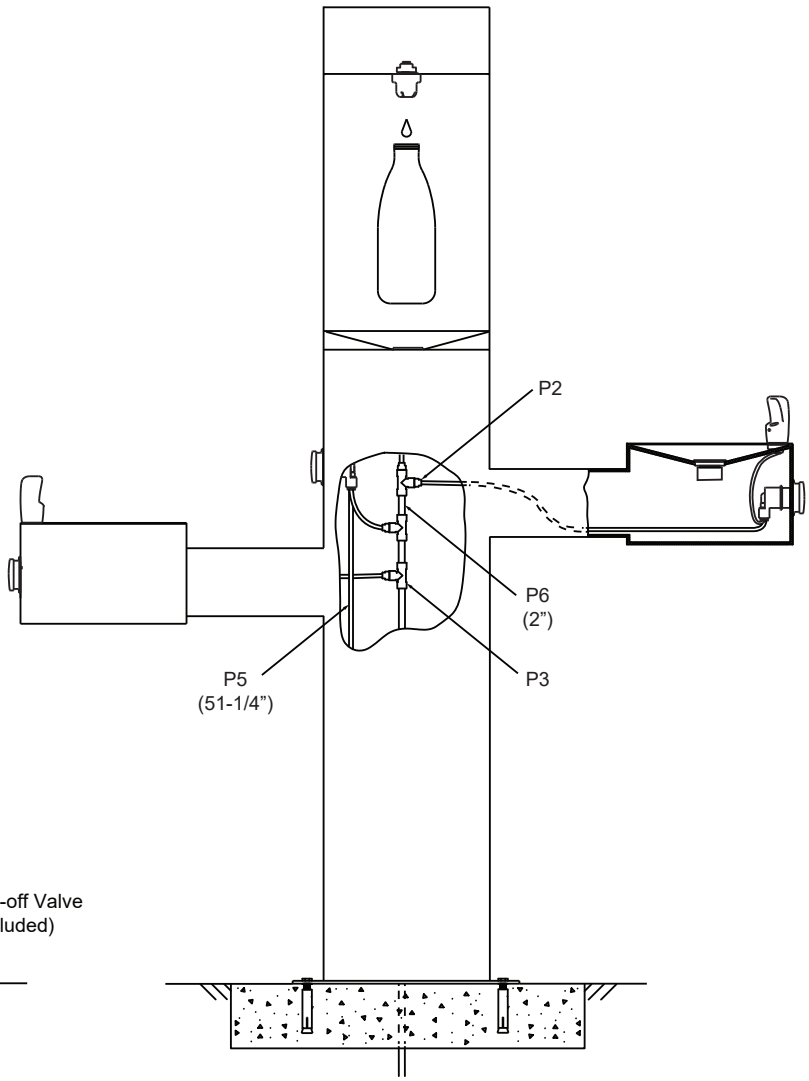


WATER INLET LINE CONNECTION BREAKDOWN:

SIDE VIEW



FRONT VIEW



P4: Straight Flow Check Valve:

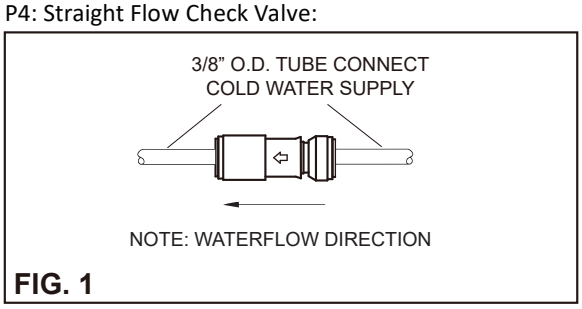


FIG. 1

All Water Inlet Connections:

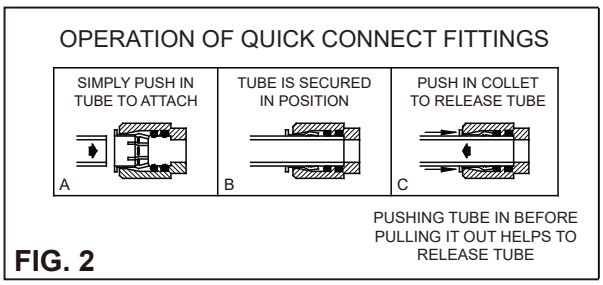


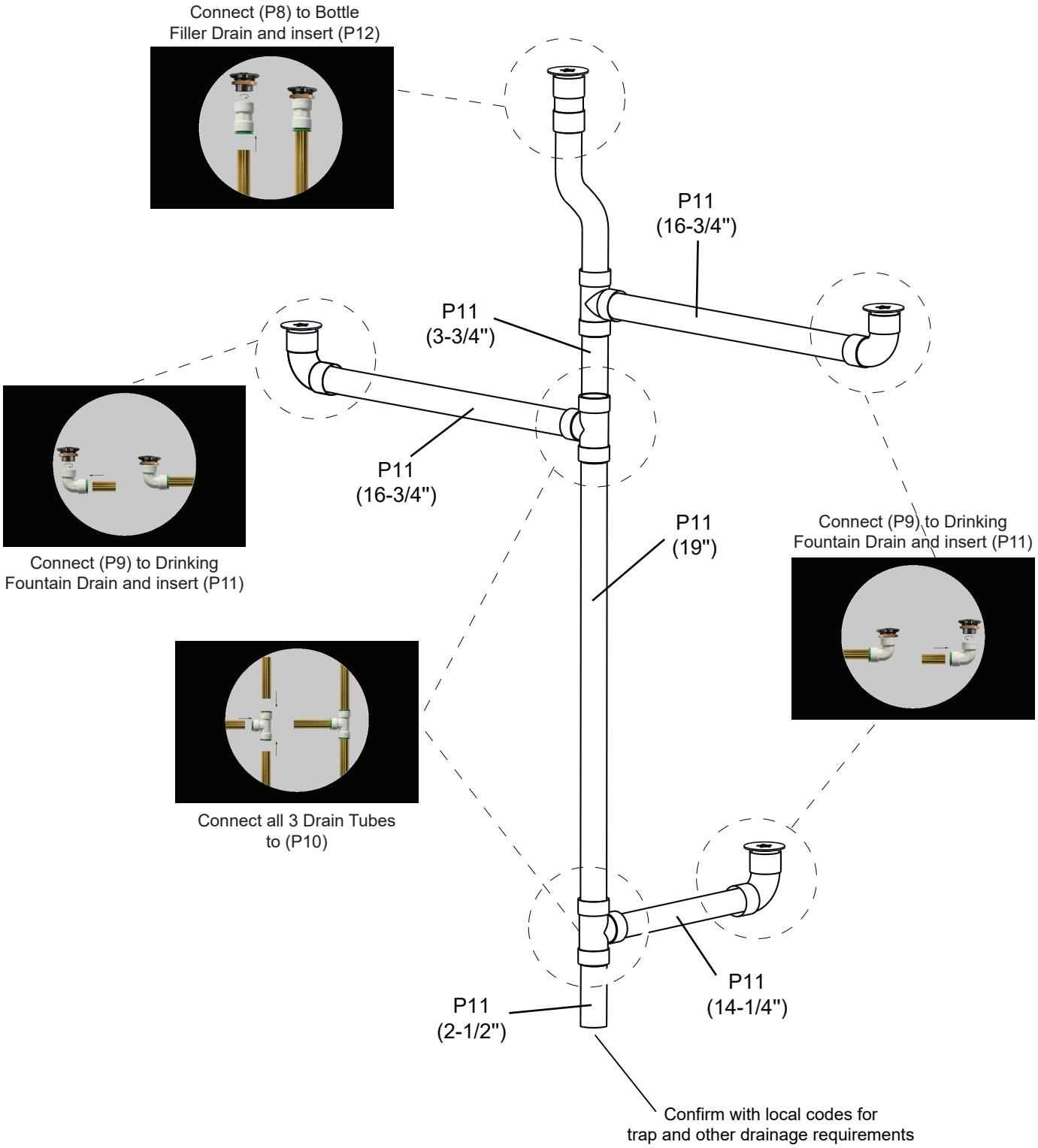
FIG. 2

- If drinking fountain is being installed in areas where cold temperatures may occur, wrap pipe insulation (P7) around all water inlet lines.
- Installation of a trap on the water drain line may be necessary; check local codes. Always remove trap before winterization draining.

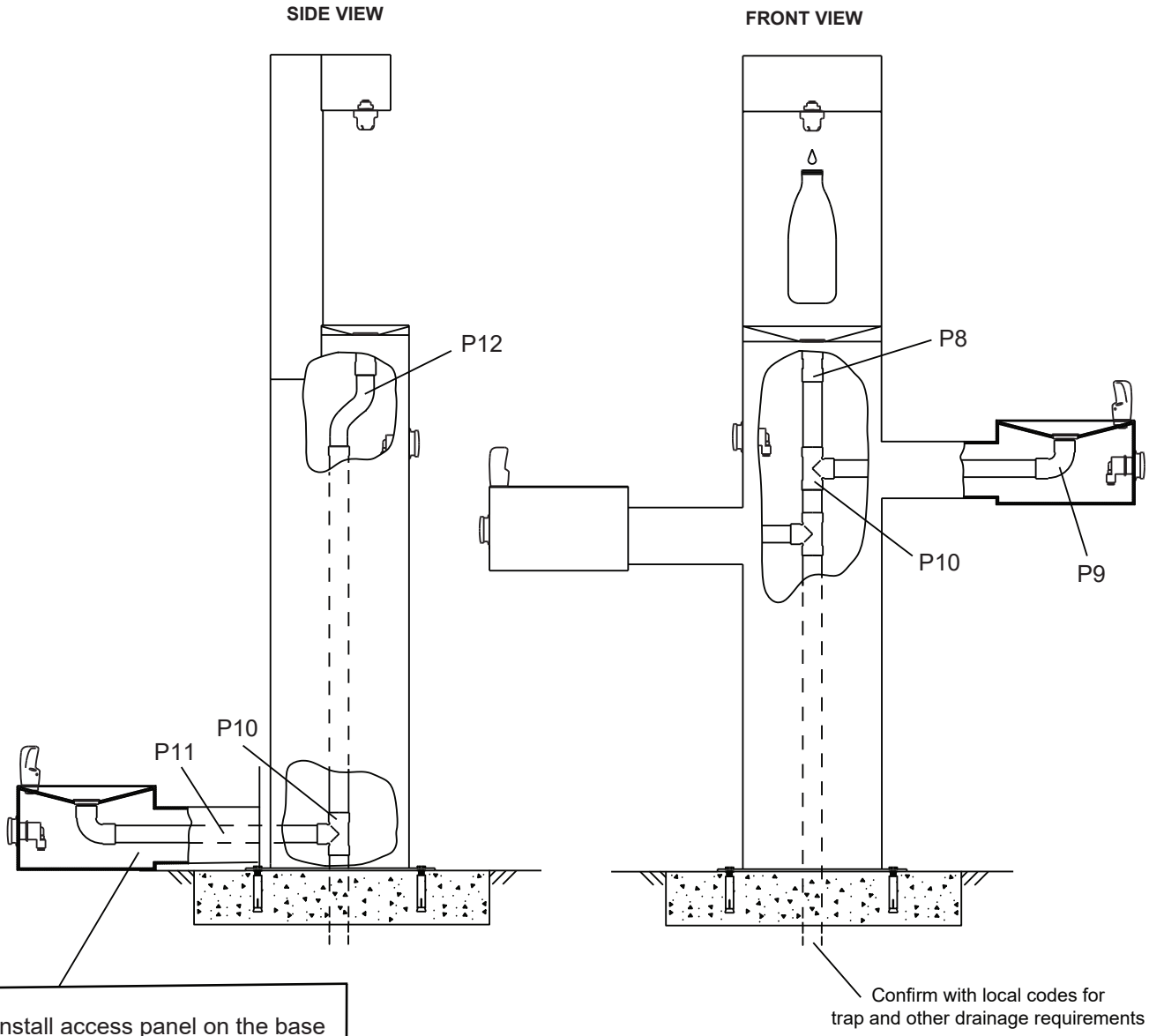
CAUTION: Before freezing temperatures occur, see Draining and Winterization section of this manual (page 13) for proper preparation.

7. CONNECT WATER DRAIN LINES

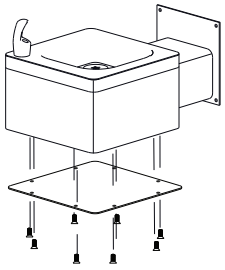
- **A**ll water connections and drains must comply with local codes.
- Through the rear access windows, connect water drain lines as illustrated below.
  NOTE: All drain lines attach with *quick connect* connections.
- Installation of a trap on the water drain line may be necessary; check local codes.



WATER DRAIN LINE CONNECTION BREAKDOWN:



Reinstall access panel on the base of the pet station pan BEFORE connecting (P11) Drain Tube to (P10) T-Shape Drain Connector; using (8) M6 x 10 flat-head anti-theft screws preciously removed.



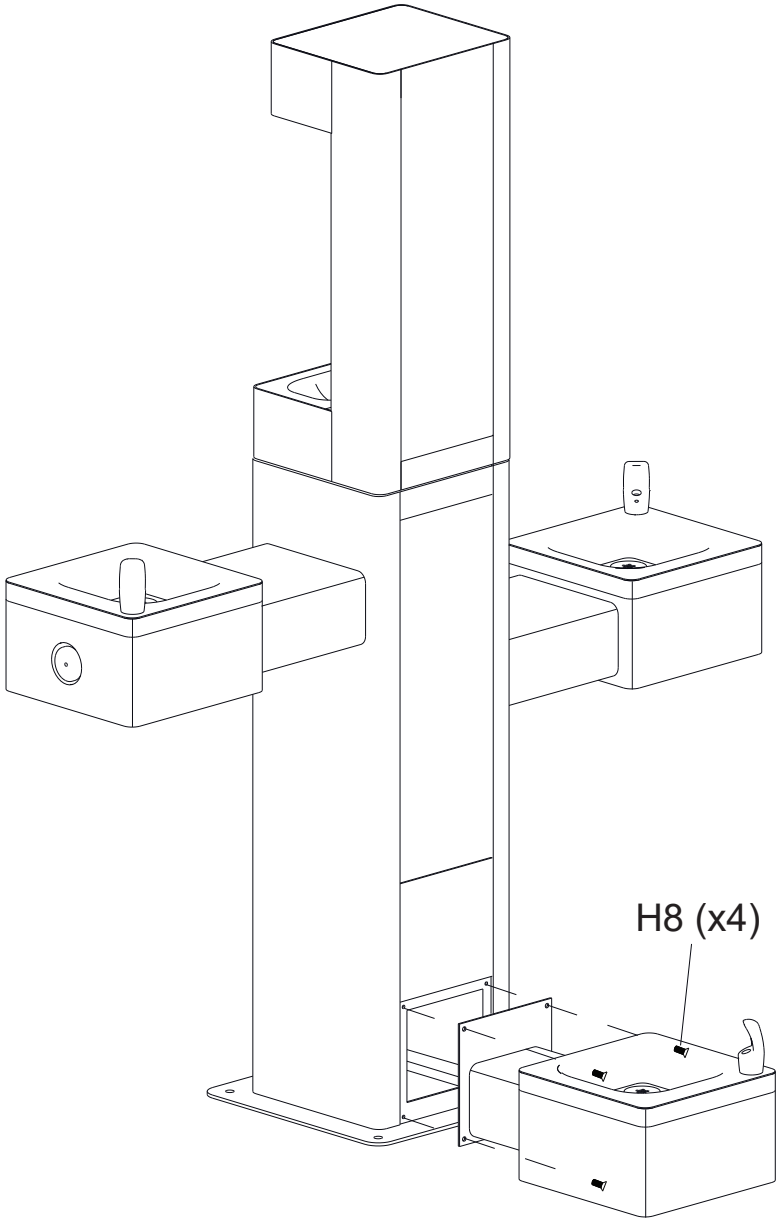
Note: Turn on water supply and check all connections for leaks and proper operation.

Reinstall the remaining (4) access panels using the (32) M6 x 10 flat-head anti-theft screws preciously removed from the fountain.

WARNING: Flush all water supply lines thoroughly before initial use.

8. ATTACH PET STATION TO PEDESTAL

Using provided torx key wrench (H1) or torx drill bit (H2), attach the pet station to the pedestal using H8 (x4) M6 flat head screws.



START-UP

Initial water flow may have sputter due to air in the water lines; this will be eliminated once air is purged from all water lines. Press and hold the push button until a steady water stream is achieved.

STREAM HEIGHT ADJUSTMENT

To adjust the water stream height, insert a small flathead screwdriver through the access hole in the center of the push button and turn the adjustment screw. Turn clockwise to raise the stream height and counterclockwise to lower the stream height. For best adjustment, the stream should be approximately 1-1/2" above the top of the bubbler, (see FIG.3).

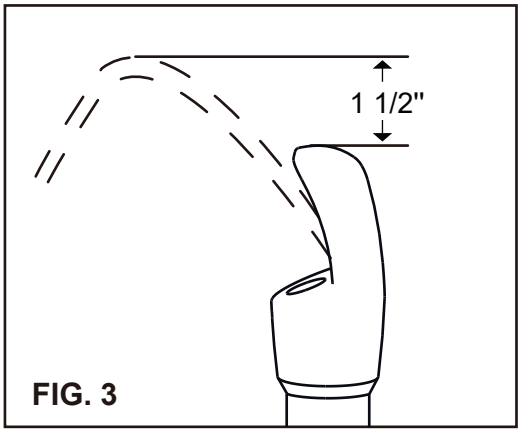


FIG. 3

CAUTION: The fountain is rated for inlet water pressure of 20-105 PSI. A pressure reducing regulator should be used if the inlet water supply exceeds 105 PSI. Any damage caused by reason of connecting this product to supply line pressures lower than 20 PSI or higher than 105 PSI will void warranty.

DRAINING AND WINTERIZATION

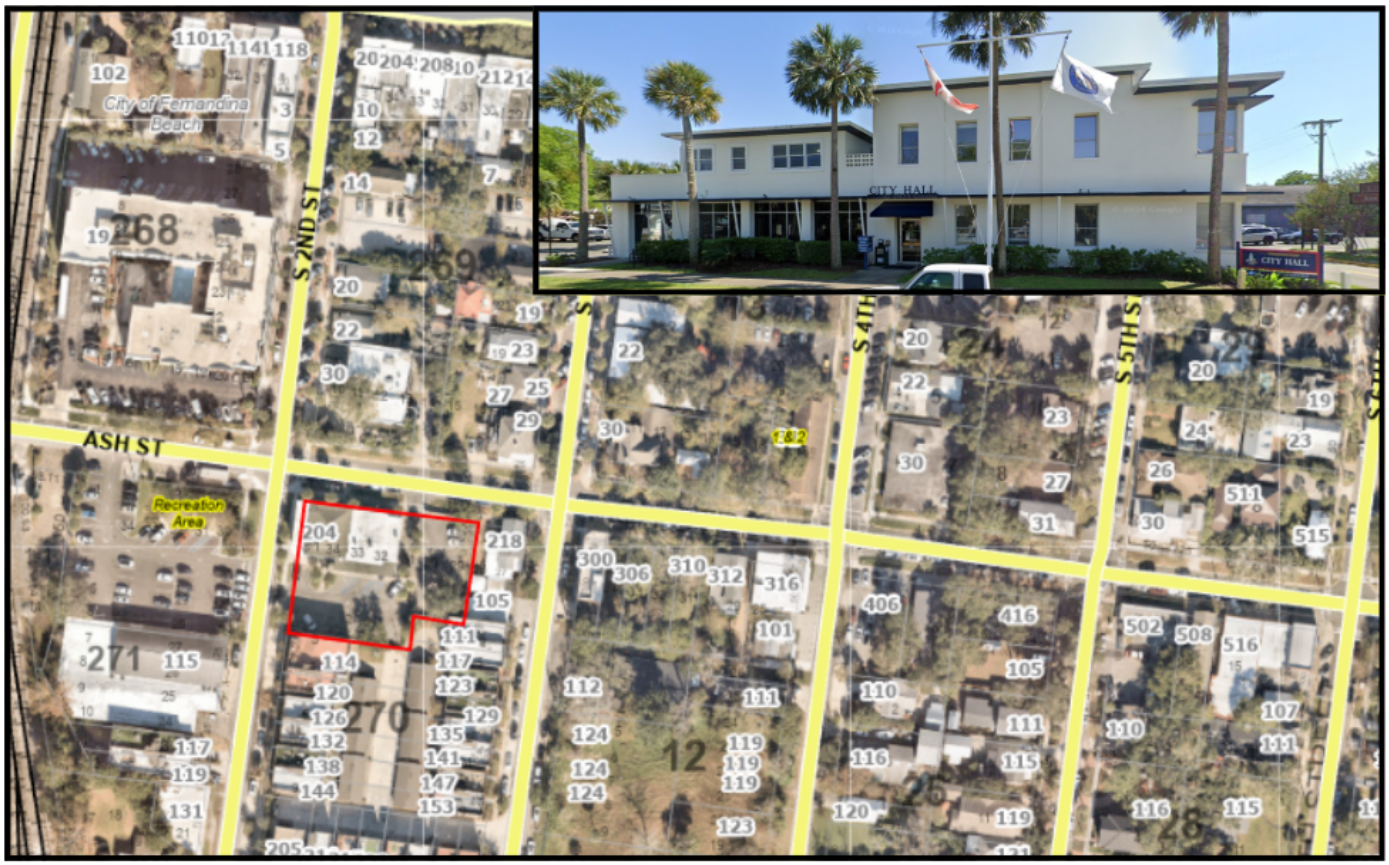
- Before freezing temperatures occur, turn off the water at the shut-off valve, disconnect the water supply line tubing and blow out lines. Press down on push button to release any air pressure that may remain in the lines.
- Remove trap before winterization draining.
- DO NOT allow water lines to freeze. Cracked or broken components due to freezing are not covered by warranty.

HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0020
SEPTEMEBER 18, 2025

Owner/Applicant:	City of Fernandina Beach, Cathy Sabattini
Property Address:	204 Ash Street
Parcel ID #	00-00-31-1800-0270-0010
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	City Hall
FL Master Site File #	NA01218
Year Built:	1930
Contributing Status:	Non-contributing
Requested action:	Certificate of Approval (COA) to replace existing City Hall sign.

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

204 Ash Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

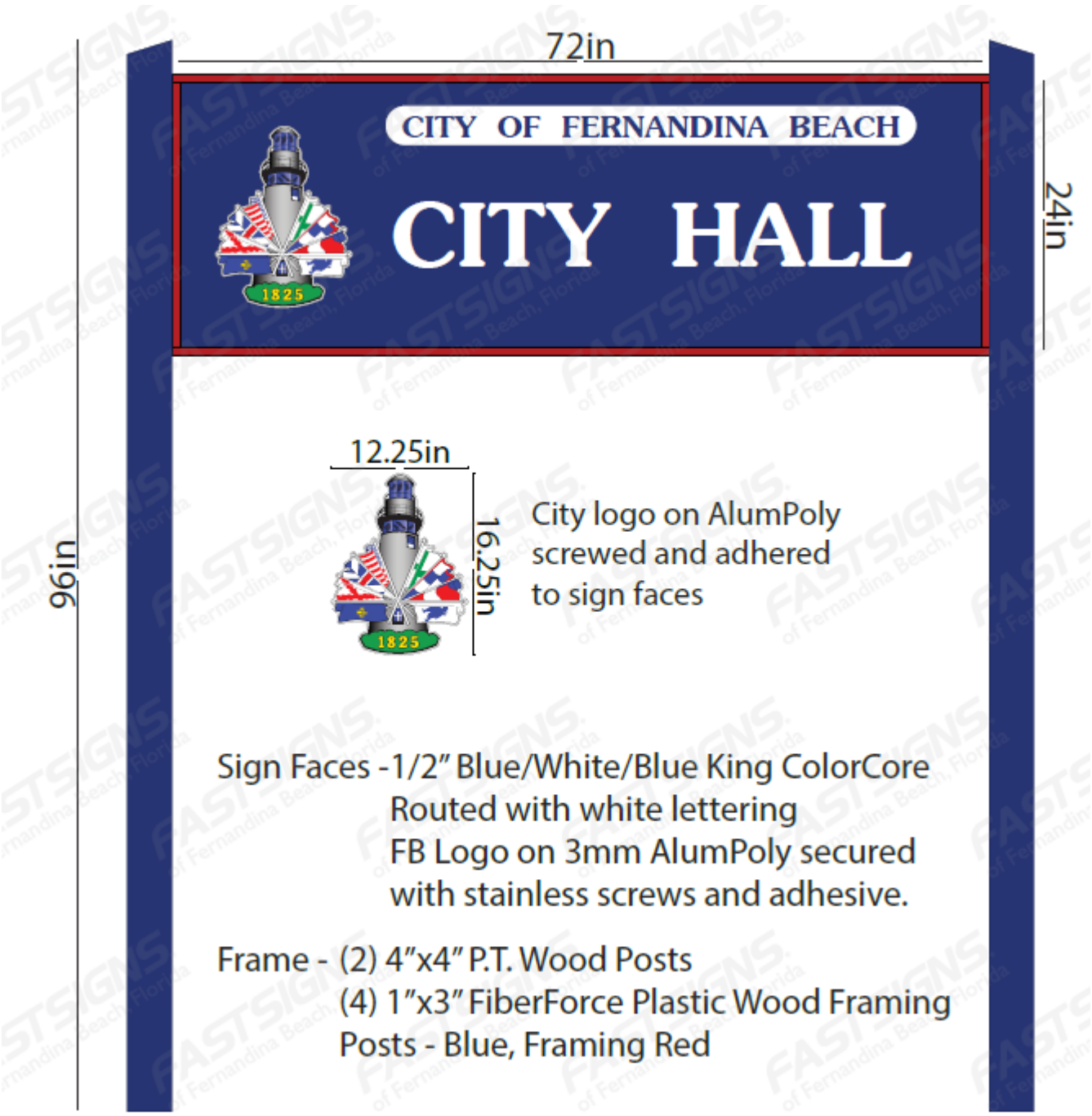
The applicant is seeking a Certificate of Approval (COA) to replace the existing City Hall sign with a new sign that is consistent with the other city facility signs including parks, Peck Center, utility building, and other public facilities.

After reviewing the Historic Downtown Design Guidelines, Public Works staff offered a second option of a flat metal sign that would be in compliance with the materials required for signs in the Historic District. However, this option would be less detailed because it wouldn't be carved like the polymer option.

The sign is non-conforming as freestanding /monument signs in the Historic District and only permitted for buildings with a minimum of 8 feet of front and side setbacks. The layout of City Hall makes this the optimal location for signage. The sign is proposed to be in the same location at the same height as the existing sign and does not encroach into the visibility triangle due to its height.

EXISTING SIGN:

PROPOSED SIGN (preferred option):



The other option is identical to this sign but uses metal for the sign face.

APPLICABLE GUIDELINES:

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

ANALYSIS:

PROPOSED MATERIALS (preferred sign)		
	Type/Material/Brand	**Color**
Sign Faces	King ColorCore (composite)	Blue and White
Posts	4” by 4” Pressure Treated Wood Posts	Blue
Decal	AlumPoly	Various, City Logo

The King ColorCore is a high-density polyethylene sheet with a matte finish on both sides. It is designed to withstand harsh outdoor conditions better than conventional sign materials. “The polymer sheet never needs painting or refinishing, works like wood and it is easy to fabricate using common woodworking tools and techniques.” (King ColorCore® | King Plastic Corporation)

PROPOSED MATERIALS (alternative option)		
	Type/Material/Brand	**Color**
Sign Faces	Metal	Blue and White
Posts	4” by 4” Pressure Treated Wood Posts	Blue
Decal	AlumPoly	Various, City Logo

Metal would be a more appropriate material for the historic district but would be less detailed visually than the polymer option.

Relevant Land Development Code Section:
Land Development Code Section 8.01.03.

A.8. Freestanding, ground or pole signs are permissible only for properties with a minimum front or side yard setback of eight (8) feet. Freestanding, ground and pole signs are limited to a maximum of twenty (20) square feet in sign face area and six (6) feet in height.

F. Signs shall use stone, brick, wood, or metal, or modern materials that have the appearance of these materials. No plastic or vinyl shall be utilized to create the signs, with the exception of plastic or vinyl used for lettering or graphics on permanent, non-changeable copy signs.

STAFF RECOMMENDATION:

Staff recommendation:

The Board to hear the presentation of the case by Public Works Director, Cathy Sabattini and consider signage replacement.

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0020 **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 2025-0020, as presented, **is or is not** substantially compliant with the Land Development Code, CRA Design Guidelines, and the Historic District Design Guidelines to warrant FINAL approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 HDC 2025-0020 Combined Application Materials

Print

Historic District Council (HDC) Certificate of Approval (COA) Application - Submission #16791

Date Submitted: 8/4/2025

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

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*

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, ob, ttors
- 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.

fabric, fascia/trim, shutters, fencing, sidewalk/driveway, landscaping, foundation, porch/deck, sheds, and proposed colors for ALL 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.fbfl.us/LDC

Appeals

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

PROJECT TYPE* **APPROVAL TYPE***

PROJECT TYPE*

Sign

APPROVAL TYPE*

Staff Approval

See Certificate of Approval Matrix for details

Previously Approved Case #

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

-- Select One --

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

mm/dd/yyyy

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*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Parcel ID #(s)*

00-00-31-1800-0270-0010

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*

City of Fernandina

Last Name*

Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip Code*

32034

Telephone Number*

9043103310

E-mail Address*

csabattini@fbfl.org

OWNER'S AGENT

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

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

No

First Name*

Last Name*

Company (if applicable)

Street Address

City

State

Zip

Telephone Number

E-mail Address

Project Description*

Replacement of the existing City Hall sign at the intersection Ash Street & 2nd Street. The replacement sign will be placed in the exact same location due to the location of utilities as well as the sidewalks at the intersection. Signage is consistent with signs placed at other City facilities.

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

Design Vision Statement*

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	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
FastSigns	Replacement Sign	Navy Blue/Red

(Name/Number)

OTHER

Manufacturer

Product Description

Color

(Name/Number)

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

Upload 1

24850 PROOF.pdf

Upload 2

EST-24850.pdf

Upload 3

Choose File No…en

Upload 4

Choose File No…en

Upload 5

Choose File No…en

Upload 6

Choose File No…en

Upload 7

Choose File No…en

Upload 8

Choose File No…en

Upload 9

Choose File No…en

Upload 10

Choose File No…en

Upload 11

Choose File No…en

Upload 12

Choose File 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 heating 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*	Applicant Last Name*
Cathy	Sabattini

Today's Date*

8/4/2025

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.

City logo on AlumPoly screwed and adhered to sign faces

Sign Faces -1/2" Blue/White/Blue King ColorCore
Routed with white lettering
FB Logo on 3mm AlumPoly secured with stainless screws and adhesive.

Frame - (2) 4"x4" P.T. Wood Posts
(4) 1"x3" FiberForce Plastic Wood Framing
Posts - Blue, Framing Red

Colors: __VINYL __PRINT __PAINT

PMS 000	PMS 000
PMS 000	PMS 000
PMS 000	PMS 000

PRODUCTION NOTES:

FASTSIGNS
More than fast. More than signs.™

ACCOUNT: **City of FB**
ACCOUNT CONTACT: **Cathy Sabattini**
FILE: **24850**

PRODUCTION INFO:
Substrate:
ColorCore
__Single Sided
_x_Double Sided

Media Application:
__CUT VINYL
__DIG. PRINT
__CONTOUR CUT
__SECOND SURFACE

Laminate:
__GLOSS
__MATTE
__DRY ERASE
__WHITE
__NONE

Optional Machining:
__LASER ENGRAVING
_x_ROUTING

ORIGINAL DRAWING DATE: **04/25/25**
ORIGINAL DRAWING BY: **JT**
REVISION #: **0** DATE: **00/00/00**

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

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

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

APPROVAL REQUIRED TO BEGIN PRODUCTION

☐ APPROVED AS SHOWN ☐ CHANGES NEEDED

PLEASE SIGN AND RETURN TO FASTSIGNS.
SIGNATURE INDICATES APPROVAL OF BOTH DESIGN AND PLACEMENT OF SIGN(S)

X_____ DATE _____

FASTSIGNS
Make Your Statement™

1410 E. Oak Street
Fernandina Beach, FL 32034
(904) 261-0340

fastsigns.com/576

ESTIMATE
EST-24850

Payment Terms: Net 30

Created Date: 4/24/2025

DESCRIPTION: SP_ 72" x 24" City Hall Double Sided Freestanding King Color Core Sign w/ Posts

Bill To: City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
US

Pickup At: FASTSIGNS
1410 E. Oak Street
Fernandina Beach, FL 32034
US

Requested By: Cathy Sabattini
Email: csabattini@fbfl.org
Work Phone: (904) 310-3316
Tax ID: 85-8012740105C-3

Salesperson: Sharon Palmer
Email: sharon.palmer@fastsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	72" x 24" City Hall / Double Sided Sign w/ Posts	1	$2,139.14	$2,139.14

Subtotal:	$2,139.14
Taxes:	$0.00
Grand Total:	$2,139.14

Estimate is valid for 30 days

There is a store minimum order of $50. Any estimate with a balance of less than the $50 store minimum order may be assessed a set up fee.

BEGINNING DECEMBER 12, 2024
A credit card convenience fee of 3.5% will be applied to ALL Credit Card transactions.

This fee does not apply to cash, check, EFT, or Zell Payments.

Credit Card information is not kept on file.

CERTIFICATE OF APPROVAL (COA) HDCSA2025-0014
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	08/11/2025
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	09/10/2025
Status:	Approved	**Square Feet:**	0.00	**Completed:**	08/19/2025
Valuation:	$0.00	**Assigned To:**	Salvatore Cumella	**Approval Expire Date:**	08/19/2026

Description: Certificate of Approval (COA) to replace one window with Andersen series

Parcel: 00-00-31-1800-0037-0041 Main	**Address:** 605 Ash St Fernandina Beach, FL 32034 Main	**Zone:** C-3(Central Business District)

Applicant
Suzanne B Rimbert
605 Ash Street
Fernandina Beach, FL 32034

Owner
Rimbert Family Rev Liv Trust
605 Ash ST
Fernandina Beach, FL 32034
Mobile: 904-874-5591

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00040488	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00040488	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF APPROVAL (COA) HDCSA2025-0015
FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Staff Review	**Project:**		**App Date:**	08/14/2025
Work Class:	HDC Staff Review	**District:**	Default	**Exp Date:**	09/15/2025
Status:	Approved	**Square Feet:**	0.00	**Completed:**	08/18/2025
Valuation:	$0.00	**Assigned To:**	Mia Sadler	**Approval Expire Date:**	08/18/2026

Description: Certificate of Approval (COA) to repaint Roof, exterior, and facia/trim

Parcel: 00-00-31-1800-0269-0210 Main	**Address:** 19 S 3Rd St Fernandina Beach, FL 32034 Main	**Zone:** C-3(Central Business District)

Owner
BARBILL-FLA LLC
471 MAIN ST
EAST AURORA, NY 14052

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00040665	COA - Staff Residential Fee	$25.00	$25.00
	Total for Invoice INV-00040665	$25.00	$25.00
	Grand Total for Plan	**$25.00**	**$25.00**

MUST BE POSTED IN A CONSPICUOUS PLACE

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

Permit

Permit NO. **ROFC-2025-0099**
Permit Type: **Roof - Commercial**
Work Classification: **Reroof**
Permit Status: **Complete**

Issue Date: 07/28/2025

Expiration: 02/11/2026

Location Address	Parcel Number
228 N 4TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0021-0020**

Contacts

Diocese of St. Augustine **Owner** 230 N 5 ST, Fernandina Beach, FL 32034	CG Roofing & Waterproofing, LLC **Applicant** 4320 Deerwood Lake Pwy DEERWOOD LAKE Ste 101-133, JACKSONVILL (904)609-7180 cgreen@cgroofing.net
CALEB GREEN **Contractor** 4320 DEERWOOD LAKE PKWY, JACKSONVILLE, FL 32216 (904)609-7180	

Description: New shingle roof on church academy

Valuation: **$0.00**
Total Sq Feet: **0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Commercial(non refundable)	$50.00
Base Roof Fee	$90.00
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Re-Inspection Fee- $50	$50.00
Total:	**$194.00**

Payments	Amt Paid
Total Fees	**$194.00**
Check # jfX6Y4Jk4Grg	$144.00
Check # Gjx0BCKp1pmS	$50.00
Amount Due:	**$0.00**

Available Inspections:

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

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

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

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

Permit

Permit NO. **ROFC-2025-0099**
Permit Type: **Roof - Commercial**
Work Classification: **Reroof**
Permit Status: **Complete**

Issue Date: 07/28/2025

Expiration: 02/11/2026

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

Permit

Permit NO. **ROFC-2025-0100**
Permit Type: **Roof - Commercial**
Work Classification: **Reroof**
Permit Status: **Complete**

Issue Date: 07/23/2025

Expiration: 01/28/2026

Location Address	Parcel Number
614 ASH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0038-0080**

Contacts

Addison on Amelia Island, The **Owner** 614 Ash Street ASH, FERNANDINA BEACH, FL 32034 (904)277-1604 info@addisononamelia.com	William Riggan **Applicant** 3978 1st AVE, Fernandina, FL 32034 (904)310-5574 kemp.riggan1@gmail.com
Amelia Island Roofing, Inc **Contractor** 3978 FIRST AVE, FERNANDINA BEACH, FL 32034 (904)310-5574 kemp.riggan1@gmail.com	

Description: remove 600 sf of Modified Bitumen rear flat roof area and replace with new Modified Bitumen

Valuation:	**$0.00**
Total Sq Feet:	**0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
Administrative Fee -Commercial(non refundable)	$50.00
Base Roof Fee	$90.00
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Total:	**$144.00**

Payments	Amt Paid
Total Fees	**$144.00**
Check # mXnOUXaRIrTw	$144.00
Amount Due:	**$0.00**

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
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-2025-0699**
Permit Type: **Roof - Residential**
Work Classification: **Reroof**
Permit Status: **Complete**

Issue Date: 08/22/2025

Expiration: 03/09/2026

Location Address	Parcel Number
322 S 6TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0127-0032**

Contacts

James Loper **Owner** (904)887-8266	Cindy Mattes **Applicant** 204 Ash Street, Fernandina Beach, FL 32034 cmattes@fbfl.city
William Riggan **Applicant** 3978 1st AVE, Fernandina, FL 32034 (904)310-5574 kemp.riggan1@gmail.com	Amelia Island Roofing, Inc **Contractor** 3978 FIRST AVE, FERNANDINA BEACH, FL 32034 (904)310-5574 kemp.riggan1@gmail.com

Description: remove and replace shingles to match

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 # nihduqxfAUo6	$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	
ROOF FINAL	

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

Permit

Permit NO. **SIGN-2025-0066**
Permit Type: **Signs**
Work Classification: **Permanent**
Permit Status: **Issued**

Issue Date: 08/06/2025

Expiration: 02/02/2026

Location Address	Parcel Number
217 CENTRE ST SUITE 4, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0010-0270**

Contacts

WHITAKER ROBERT F LIVING TRUST **Owner**
WHITAKER MELBA P TRUSTEE
222 LIGHTHOUSE CIR, FERNANDINA BEACH, FL 32034

Robyn Yonn **Applicant**
217 Centre St. Suite 4, Fernandina Beach, FL 32034
(904)624-7817 Robyn@buchananbuilders.com

Clayton Buchanan **Contractor**
217 CENTRE ST, FERNANDINA BEACH, FL 32034
(904)628-7817 v35cb@aol.com

Description: Hang Business sign from awning -Clayton Buchanan Builders, Inc.

Valuation: **$0.00**
Total Sq Feet: **0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Permanent Sign Fee (<$1000)	$60.00
Total:	**$64.00**

Payments	Amt Paid
Total Fees	**$64.00**
Check # t78LO3OZEeRe	$64.00
Amount Due:	**$0.00**

Available Inspections:

Inspection Type	
FINAL PLANNING/ZONING (VIRTUAL W/PICTURES)	
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. **SIGN-2025-0068**
Permit Type: **Signs**
Work Classification: **Permanent**
Permit Status: **Complete**

Issue Date: 07/28/2025

Expiration: 03/03/2026

Location Address	Parcel Number
11 N 4TH ST, FERNANDINA BEACH, FL 32034	**00-00-31-1800-0014-0260**

Contacts

AMELIA FAMILY EYECARE LLC **Owner** 1411 S 14TH ST G, FERNANDINA BEACH, FL 32034	Sharon Palmer **Applicant** 1410 E OAK ST, FERNANDINA BEACH, FL 32034 (904)261-0340 sharon.palmer@fastsigns.com
Kayla Alamo **Applicant** (904)530-0808 Kayla@mcghomes.com	Mathew Meskimen **Contractor** 1750 S 14TH ST, Fernandina Beach, FL 32034 (904)530-0808 matt@mcghomes.biz

Description: install projecting sign

Valuation: **$0.00**
Total Sq Feet: **0.00**

Inspection Requests:
Building 904-310-3135
Zoning 904-310-3480

Fees	Amount
DBPR Surcharge	$2.00
DCA Surcharge	$2.00
Permanent Sign Fee (>$1000)	$94.00
Total:	**$98.00**

Payments	Amt Paid
Total Fees	**$98.00**
Check # j6ahwzTx8ZSX	$98.00
Amount Due:	**$0.00**

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

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Gillette & Associates, Inc.

Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

September 5, 2025

Mr. Jeremiah Glisson
Deputy City Manager
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

RE: "Peg Leg Pete" Statue
Structural Assessment

Dear Mr. Glisson:

Per your request, we did a visual inspection of the above referenced statue (art work), located adjacent to the Train Depot at the corner of Front Street and Centre Street. The statue's structural integrity has been called into question due to age, lack of maintenance and public interaction.

The statue in question ("Peg Leg Pete") is approximately five feet tall and carved from a section of oak tree. The statue is about 45 years old and was hand-carved and is currently mounted on a concrete-type base. We did verify the statue is anchored to the base, but methodology of anchoring is not determinable at this time. The structure appears to have had minimal maintenance over its lifetime, with visible decay and soft areas noticed in several places. Based on the visible decay areas, it would be logical that further decay, at a minimum, exists below the surface of these areas.

Per previous news articles, the statue was carved by a local artist in the late 1970's, with no apparent regards to design in accordance with any local, State or national standards. It was most likely created as just a work of art, without being subject to external loads (i.e. human, wind, flood, etc.). Therefore, allowing human interaction such as children climbing on the statue, is beyond the intent of this work of art, especially at its current age and condition. Due to the current visible damage of the structure, and most-likely hidden damage, it is not recommended that pedestrian interface be allowed.

It is our professional opinion that the structure can remain visible to the public, but should be protected from public interaction. If the statue is going to remain on public display, we recommend a barrier (i.e. fence) be placed around the structure immediately, along with signage to prevent human interaction. If this is not possible, we suggest the statue be moved to a place out of possible physical interaction.

Thank you If you have any questions, please feel free to contact me at 904-261-8819.

Sincerely,

Asa Ray Gillette III

Digitally signed by Asa Ray Gillette III
DN: cn=Asa Ray Gillette III, email=asa@gilletteassociates.com
Date: 2025.09.05 14:39:10 -04'00'

Asa R. Gillette, P.E.
FL PE No. 56177
Principal/Engineer
Gillette and Associates, Inc.