



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

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of the Minutes for the Regular Meeting of September 18, 2025.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 HDC 2025-0022 - MIRANDA ARCHITECTS, AGENT FOR CENTRE & FOURTH LLC, 15 S. 4TH STREET**
CONCEPTUAL Certificate of Approval (COA) for the construction of a new 3-story mixed-use commercial structure to include 1st floor retail, 2nd floor offices, and 3rd floor mechanical/storage. *(Quasi-Judicial)*
 - 5.2 HDC 2025-0023 - RICE ARCHITECT, AGENT FOR STACY H. + ROBERT I. MCKENZIE, 232 S. 7TH STREET**
FINAL Certificate of Approval (COA) to construct new 150 sqft screen-covered porch in the rear, install a 60 sqft accessory structure to match existing elements of the principal structure, and install fencing to match existing fence material and color to screen the waste bin. *(Quasi-Judicial)*
 - 5.3 HDC 2025-0024 - CITY OF FERNANDINA BEACH, 10 ASH STREET**
Certificate of Approval (COA) to demolish a non-contributing structure located in the CRA, Atlantic Sea Food. *(Quasi-Judicial)*
 - 5.4 HDC 2025-0025 - MICHAEL STAUFFER, ARCHITECT, AGENT FOR JEFFERY L. HASKETT TRUST, 122 S. 6TH STREET**
Certificate of Approval (COA) to demolish existing walkways and replace it with pea gravel with flagstone, remove existing patio and retain bricks, remove existing shed and replace it with a new larger shed, and install new fencing and gates *(Quasi Judicial)*
- 6. BOARD BUSINESS**
 - 6.1 Review Updates to Window Survey
 - 6.2 Edits to the 2024 City of Fernandina Beach Historic Downtown Design Guidelines

7. STAFF REPORT

7.1 Staff Certificates of Approval (COA) - September 2025

7.2 Staff Certificates of Approval (COA) - October 2025

7.3 Peck Center National Register Nomination

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT HDC REGULAR MEETING IS SCHEDULED FOR DECEMBER 18, 2025.

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



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

1. CALL TO ORDER 5:07

ROLL CALL / DETERMINATION OF QUORUM

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

MEMBERS ABSENT: Veronica Byrnes

OTHERS PRESENT: Mia Sadler, Planner (Virtual Attendance)
Margaret Pearson, Senior Planner
Teresa Prince, City Attorney
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Psulkowski, to approve the Minutes for the Regular Meeting of August 28, 2025, as presented.

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

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*).

Ms. Sadler spoke virtually, presented the case, and recommended approval with the condition that the applicant repairs and replaces windows based on results of the window survey.

Jose Miranda, Miranda Architects, 309 ½ Centre Street, spoke of the efforts to save this building along with the new scope for this project, and welcomed questions from Board Members. He also provided Board Members with a handout showing

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recent updates.

Member Kosack asked if the new roof would be a TPO system and if the work would further deteriorate the walls. Mr. Miranda answered in the affirmative as for the TPO system and spoke of the process to install some reinforcement at the exterior of the walls.

Member Pozzetta asked about the details provided on the Window Survey and asked how many windows are being repaired vs replaced. Member Kosack noted that Class 4 shown on the Window Survey means a total replacement and that the survey should list Classes with window elements. She suggested including a condition that the applicant lists the windows with Classes. She also noted that Austin's elevation notes are reversed and added that colors should also be listed.

Member Pozzetta asked when the project should be completed since this has become a time sensitive project. Mr. Miranda noted that the design should be completed in October 2025 and that the timeline to project completion is subject to pricing.

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

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Kosack, to approve HDC case 2022-0072 with the following conditions: that Staff be provided with detailed elevations and floor plans that specifically call out that windows from the Window Survey, items 21, 22, 23, and 24, can be replaced with the Marvin Ultimate and all other windows be repaired and refurbished; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2022-0072, 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.

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*)

At this point Member Psulkowski recused himself.

Ms. Sadler spoke virtually, presented the case, and recommended approval.

Rob Psulkowski, Built to Last Construction, agent for the owner, presented details of the project and what led to the replacement of the steps without proper written approval. Member Kosack asked how this replacement came about. Mr. Psulkowski explained that he received verbal Staff approval from the Planning Department and proceeded. He also explained the challenges where the existing steps vs the improvement from the project would create a violation of the Florida Building Code.

Member Pozzetta commented about the applicant not following up with a written request after the verbal communication.

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

ACTION TAKEN: A motion was made by Member Kosack, seconded by Vice-chair Pozzetta, to approve HDC case 2024-0004 without conditions; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2024-0004, 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.

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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.*

At this point Member Psulkowski returned as a voting member.

Ms. Sadler spoke virtually, presented the case, and recommended approval with the condition that final architectural plans match the photos that were provided in the application.

Ms. Teresa Prince, City Attorney, noted that this project will also have to be presented to the City Commission for the lease approval.

Erik Anderson, from Amelia Island Pirate Voyages, welcome comments from the Board.

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

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta seconded by Member Psulkowski, to approve HDC case 2025-0015 with the condition that detailed architectural plans be provided to staff to confirm and support the current presented detailed rendering; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0015, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the CRA Design Guidelines 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. 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)*

Ms. Sadler spoke virtually, presented the case, and recommended Denial of the case according the following 3 sources, the Secretary of the Interior's Standards, the Downtown Historic Design Guidelines, and a 2017 Staff Report from S. Cumella.

Billy Roland, 302 S. 7th Street, provided some history regarding the structure and spoke of past repairs. He commented that he is aware of the historic value of the house and noted that this is an Egmont house. Chair Filkoff asked what percentage of the house is from the original Egmont house. Mr. Roland answered that it is presumed that 100% of this house is part of the Egmond Hotel. He also noted that the roof was replaced back in 2017.

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

Board Discussion was opened.

Vice-Chair Pozzetta addressed past cases which scope reflected similar repairs to the chimneys and also suggested looking into the need to have special funds dedicated for cases like this.

Member Psulkowski commented on a previous evaluation of the work from a business standpoint and noted that there is no mortar left to keep the bricks in place.

Chair Filkoff noted that approving this case would set a precedent and Vice-Chair Pozzetta suggested continuing the case so more research could be done regarding repairs and possibilities of preservation.

Mr. Roland commented that according to previous consultation, the chimneys have become so unstable and need to come down because of safety issue.

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Chair Filkoff inquired about the scope of a previous case presented in 2017 and the condition of the chimneys at that time. Board Members discuss the possibility of continuing the case to give the applicant a chance to find more affordable quotes or other solutions. Mr. Roland agreed and suggested continuing the case to a date certain of November 20, 2025.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Psulkowski, to continue HDC case 2025-0019 to a date certain of November 20, 2025.

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

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

Ms. Sadler spoke virtually, presented the case, and recommended approval.

Lisa Finkelstein, Downtown District Manager, also speaking on behalf of all 3 Rotary Clubs that are looking to joint in for this project, and she explained that this was a district grant project with 50% matched by the Rotary District and the other 50% is contributed by the Clubs. This is 1 of 3 water fountain projects, with this one located at the Train Depot.

Member Kosack asked about the Rotary signage design standards, the location, and who would be responsible for maintenance. Ms. Finkelstein noted that this is a 12" x 15" sign, that this would be gifted to the City, and that the City would be responsible for maintenance.

Vice-Chair Pozzetta asked if the sign could be mounted on the fountain to avoid another sign pole.

Mark Gallagher, CJ Bass Plumbing, explained that there would be a 5" x 5" concrete pad with brick surrounding the pad to match the ones on Centre Street, this would also be a drain system.

Public Hearing was opened.

Jacqueline Stevenson, 83 Oka Grove Place, asked Board Members their thoughts about how this could take away from the businesses since businesses do provide water to pets and also sell water.

Member Kosack voiced that although she likes the concept, she dislikes the location and suggested the area where the bike rack is located. Ms. Finkelstein suggested moving the location south and choosing different colors from the fountain and the signage.

ACTION TAKEN: A motion was made by Member Kosack, seconded by Member Psulkowski, to approve HDC case 2025-0021 with the conditions that the location is adjusted to move further south along the railroad station and that the pad construction be ADA compliant and constructed of brick without the brush concrete and the rotary background color matched the green color of the fountain; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0021, 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 2025-0020 CITY OF FERNANDINA BEACH, 204 ASH STREET Certificate of Approval (COA) to replace the existing City Hall sign.

Ms. Sadler spoke virtually, presented the case, and recommended Final Approval.

Cathy Sabatini, Public Works Director, explained the process of removal and replacement of signs and the effort to keep

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consistent with City standards from facility to facility.

Vice-Chair Pozzetta asked if the sign will remain two-sided. Ms. Sabatini answered in the affirmative.

Board Members asked and discussed the type of material to be used.

Public Hearing was opened.

Julie Ferreira, 501 Date Street, asked about the condition of the current sign in appearance and color and why is the City moving to a plastic material.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Kosack, to approve HDC case 2025-0020 with the following conditions that the supporting 4'X4' posts at the tops rendered to match the existing sign and that the red sign border be widened to match the existing sign; AND that the HDC make the following findings of fact and conclusions of law part of the record: that the HDC case 2025-0020, as presented, is substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior's Standards, and the CRA Design Guidelines 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.

6. BOARD BUSINESS

7. STAFF REPORT

7.1 Staff Certificates of Approval - August 2025

Board Members had no comments regarding the COAs.

7.2 Update on Peg Leg Pete

Lisa Finkelstein, Downtown Manager, gave an update on the engineering for the original statue, as per a letter received from Gillette & Associates, and recommended that the area where it stands be gated, or that the statue be removed and safeguarded. She also confirmed that a letter was received from the AI Museum confirming that they would accept the statue. Lastly, she commented that they are waiting for the application process from the Art Ordinance to be finalized before evaluating the possibility of establishing a new statue. Chair Filkoff spoke of a potential list of locations that could hold public art. Lisa Finkelstein explained that art within the HDC would be reviewed by the HDC, while other City locations would be reviewed by PRAC, the Special Events Committee, and Nassau County Council Arts and Culture. Chair Filkoff suggested that temporary art (1 year or less) or not, all art in the HDC should be reviewed by the HDC. Ms. Finkelstein will keep the Board updated.

8. PUBLIC COMMENT

Jacqueline Stevenson, 83 Oak Grove Place, stated that she has done a lot of research, she spoke about the restoration of the original statue and that the City owes this to the citizens and should take responsibility for the lack of maintenance given to the original statue over the years. She also inquired about paid parking meters, if installed, would be reviewed by HDC. Chair Filkoff answered in the affirmative.

Marian Philips, 723 S. 6th Street, spoke of "Peg Leg Pete" and the history of the statue and how it was built. She suggested putting a small fence to direct children not to climb. She also suggested restoring "Peg Leg Pete", leaving it where it is currently located, installing the new statue next to it, and let the elementary students name the new statue. She also suggested encasing "Peg Leg Pete" if it cannot be restored. She then spoke about Atlantic Seafood, provided some personal history. Since this property is owned by the City, she suggested preserving part of that building façade for the

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fishermen and boaters. Lastly, she voiced strong disagreement with paid parking.

Peter Lore, 11 S. 7th Street, voiced support for the newer water fountain. He also spoke of Atlantic Seafood and the future of the old building. He emphasized the historic presence of that building and agreed with Ms. Phillips that this structure must be preserved. He also disagrees with paid parking and voiced concern about the impact to the original street design.

Julie Ferreira, 501 Date Street, spoke about Atlantic Seafood and emphasized saving part of the old building and asked the HDC to help and get involved in the possibility of saving part of that building. Lastly, she spoke of Bretts and questioned the reasons for demolishing the whole structure when part of the structure is on sound ground.

Public Comments was closed.

Vice-Chair Pozzetta updated Board Members about the Paid Parking meeting that took place earlier this September 18, 2025. He brought up main points and questions: what do the signs look like; they are similar to the street sign previously approved by the Board. He asked about combining signs to avoid additional signs within the HDC. He asked about bringing the signs lower like the map signs. He noted that there would be 4 signs per block on each side of the road, so a total 8 signs total per block. He questioned the maintenance aspect, which was brought up, and there is discussion about having this included within the contract. He mentioned that there would be no meters or kiosks. They are still discussing who has to pay and who doesn't have to pay, and timeframe exemptions. The next meeting will take place after October 7th City Commission. Ms. Prince added that there would be a workshop on October 7th, and that vendors are encouraged to bring sample of the signage to the next HDC meeting. Ms. Prince also touched on the enforcement.

Member Kosack asked Ms. Sadler about the painting of the brick on the Anchor Church, and the 3" x 3" placard sign stating the type of paint to be used. She also stated that there are 4 compressors on the plans that are not shielded. Ms. Sadler will ask Mr. Miranda about the paint and will also look at plans for the mechanical shielding.

9. ADJOURNMENT 8:05

Sylvie McCann, Recording Secretary

Arlene Filkoff, Chair

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

LAST NAME—FIRST NAME—MIDDLE NAME Psulkowski Dylan Robert		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Historic District Council	
MAILING ADDRESS 710 Beech St		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Fernandina Beach, FL 32034	COUNTY Nassau	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED 8/18/25 9/18/25		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

ELECTED OFFICERS:

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

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

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

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Dylan Bullhoush, hereby disclose that on September 18, 2025.

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

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

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

Financial Interest in HDC Case 2024-0004

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

9/17/25
Date Filed

[Signature]
Signature

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



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0022
NOVEMBER 20, 2025

Owner/Applicant:	Jose Miranda, Miranda Architects, agent for Centre & Fourth, LLC
Property Address:	15 South 4 th Street
Parcel ID #	00-00-31-1800-0013-0270
Current zoning:	C-3
FLUM land use category:	Central Business District
Existing uses on the site:	Retail & Parking
FL Master Site File #	N/A
Year Built:	1971
Contributing Status:	Non-Contributing
Requested action:	Conceptual Approval for a Certificate of Approval (COA) to construct 3-story mixed use commercial building with 1 st floor retail, 2 nd floor offices, 3 rd floor mechanical/storage. (Quasi-Judicial)

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

15 S 4th Street



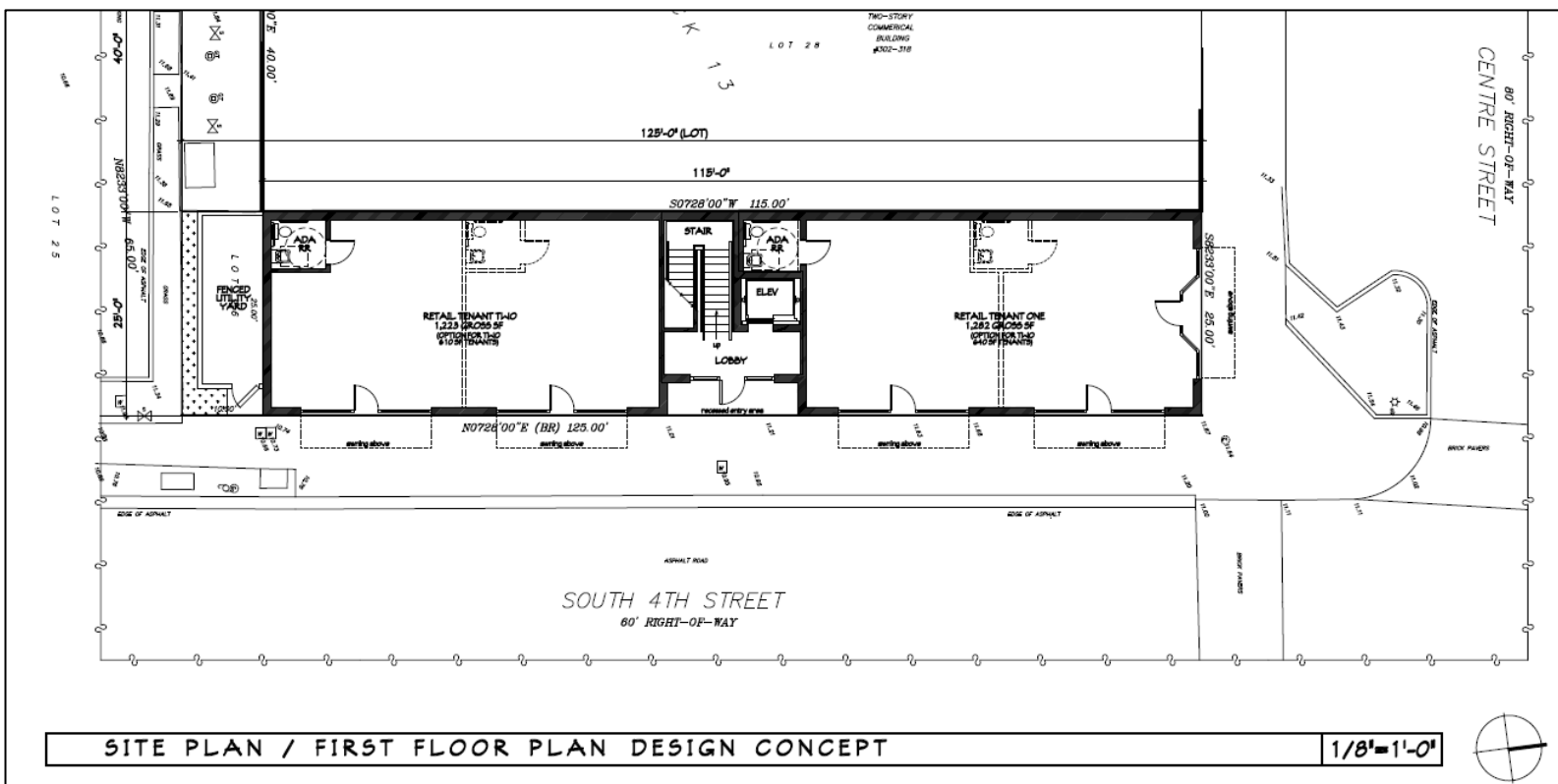
SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking Conceptual Approval for a Certificate of Approval (COA) to construct a 3-story mixed-use commercial building with 1st floor retail, 2nd floor offices, 3rd floor mechanical/storage on the corner of Centre Street and South 4th Street. Currently, the site is occupied by a temporary structure with some modifications including brick steps/wooden ramp and is being used for retail. The proposed commercial building is more compatible and complimentary to the existing buildings on the 3rd to 4th street block on Centre Street which is the primary consideration for new commercial construction and infill buildings in the district. As this is only for conceptual approval, some details were not included in the application but are still discussed in this staff report.

Design Vision Statement from Applicant:

Building scale, proportions, window/door openings and details are in scale to the historic streetscape context. First floor will have brick veneer, and the 2nd/3rd floors will have a stucco finish. Additional details include fabric storefront awnings and 2nd floor balconettes.

Proposed Site Plan:



South and East Elevations:



Street Context:



APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

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

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

ANALYSIS:

	Type/Material/Brand
Exterior Fabric	Brick veneer 1 st floor, stucco finish 2 nd floor
Doors	Thermatru Fiberglass doors
Windows	Andersen 400 Series double hung window 6 over 1, fixed display, transom
Roofing	TPO flat roof
Foundation	Not provided
Awnings	Cloth
Fencing	Cattle fencing for utility area
Title Block	Not provided

Site Plan –

- **Use** – Mixed use includes retail and offices which are a permissible use in the C-3 zoning district.
- **Lot Density** – C-3 permits 100% lot coverage.
- **Setbacks** – There are no setbacks for the C-3 zoning district.
- **Mechanical** – Per LDC 4.02.03(A)(7), “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan provides the location of mechanical equipment on the roof and shows it to be enclosed.
- **Parking** – Parking is not required in the C-3 zoning district.
- **Orientation** – The building is cohesive with the streetscape from both elevations, from South 4th Street and Centre Street.
- **Landscaping** – The landscaping and minimum tree planting requirements are not met per the details listed in this application. LDC 4.05.06 Minimum requirements for non-residential and mixed-use development (A) states the following:
“10% of the total gross land area must be landscaped. New construction and landscaped areas shall be located on the site in such manner as to maximize preservation of existing trees with priority given to specimen trees. Minimum landscaped area requirements may be achieved through the use of planters

and rooftop gardens. Planting areas which fulfill landscape design strategies located within public rights-of-way must count towards the minimum planting area, if installed and paid for by the developer or property owner.” And (B): “Nonresidential development must provide one (1) shade tree for each 1,500 square feet of gross site area, or fraction thereof.” In order to issue final approval, this requirement must be met.

Elevations –

- **Scale** – The building is appropriately scaled and in proportion with existing development along Centre Street. The proposed design is a good example of a “Two-Part” commercial block featuring two primary components—storefronts and upper façades. The first floor has a balanced amount of transparent display windows and the upper façade features windows and balconettes (Downtown Historic District Design Guidelines, p.26)
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). The official building height was not provided; however, the primary roof line is 31’ 2” tall. Based on the street context, it will be the tallest building on the block, but not by a significant amount. The 3rd floor is set in about 50 feet on north and south, and is behind parapets as to not be visible from the street. At time of permitting, building height will be verified to be under 45ft, which is the maximum height in the C-3 zoning district.
- **Materials** – The project features materials that emulate and complement the historic materials surrounding it. Brick and stucco are found throughout the district and are recommended materials per the design guidelines.
- **Foundation** – Foundation details were not provided at this time as part of this conceptual approval.
- **Roof form** – The roof form is similar to 316 Centre Street without replicating the exact shape. This adds interest to the roof lines along Centre Street without detracting from the other historic buildings. The title block is a nice detail that is seen throughout the district.
- **Windows** – The proposed windows are on the approved window list. Fixed display windows with transoms, transoms over the balconette doors, and 6 over 1’s on the second floor are appropriate for the use and setting on each floor.
- **Awnings** – The proposed awnings are a desired feature for new commercial buildings in the district and are appropriately placed only over the windows and entrances to the first floor.
- **Doors** –The doors are appropriate for facilitating the 1st floor use of retail, particularly, the recessed door facing Centre Street which is in keeping with the other commercial buildings.
- **Fences** – Fences for commercial buildings are not covered by the Design Guidelines. Typically, the Planning Departments has extrapolated the residential guidelines for commercial. The proposed fence has horizontal rails, which are prescribed to be located where not to be visible from the street (HDDG, p. 98). HDC should discuss the appropriate style fence for this development.

STAFF RECOMMENDATION:

Staff finds that the proposed uses and design are compliant with the City of Fernandina Beach Downtown Historic District Design Guidelines and the Land Development Code. Other than questions pertaining to the fence, some

unspecified colors/materials/landscaping, and other comments made by the HDC at this time, this project would be eligible for final approval at a future meeting. The proposed project is appropriate infill development that is in keeping with the character of Downtown without detracting from the existing historic structures.

Staff recommends:

CONCEPTUAL approval of HDC 2025-0022

MOTION TO CONSIDER:

I move to approve or deny HDC case number 2025-0022 with or without conditions;

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

That HDC case 2025-0022, 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

From: noreply@civicplus.com
To: [Planning Info](#)
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Wednesday, October 1, 2025 4:34:23 PM

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

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

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

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

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

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

Basis for Review

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

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

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

Application
Requirements

Field not completed.

Please see the Land
Development Code
(LDC) for detailed
information:

Field not completed.

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: Conceptual

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

Yes

What was the date of
your pre-application
meeting?

9/30/2025

PROPERTY
INFORMATION

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

Historic District

Downtown

Site Address

15 South 4th Street

City

Fernandina Beach

Florida

State

Zip Code 32034

Parcel ID #(s) 00-00-31-1800-0013-0270 and 00-00-31-1800-0013-0261

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

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name Centre & 4th

Last Name LLC

Mailing Address 960185 GATEWAY BLVD STE #203

City Fernandina Beach

State Florida

Zip Code 32034

Telephone Number 904-261-5618

E-mail Address jonlasserre@icloud.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

FL

State

Zip 32034

Telephone Number 9042614586

E-mail Address jmiranda@mirandaarchitects.com

Project Description Construction of new 3-story mixed use commercial building with 1st Floor Retail, 2nd Floor Offices, 3rd Floor Mechanical/Storage.

Design Vision Statement Building scale, proportions, window/door openings and details are in scale to the historic streetscape context. First Floor will have a brick veneer, and 2nd/3rd Floors a stucco finish. Additional details include fabric storefront awnings and 2nd floor balconettes.

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS

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

EXTERIOR FABRIC

Manufacturer *Field not completed.*

Product Description Brick Veneer 1st Floor, Stucco Finish 2nd Floor

Color *Field not completed.*

DOORS

Manufacturer *Field not completed.*

Product Description Thermatru Fiberglass doors

Color *Field not completed.*

WINDOWS

Manufacturer Andersen

Product Description 400 Series Double Hung Window

Color *Field not completed.*

ROOFING

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

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

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

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

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

Manufacturer	<i>Field not completed.</i>
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Product Description	cattle fencing at utility/trash yard
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Color	<i>Field not completed.</i>
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DRIVEWAYS/SIDEWALKS

Manufacturer	<i>Field not completed.</i>
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Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
SIGNAGE	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
OTHER	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	15 S 4TH ST - 00-00-31-1800-0013-0270 - Nassau County.pdf
Upload 2	S 4TH ST - 00-00-31-1800-0013-0261 - Nassau County.pdf
Upload 3	15 S 4th Street Survey.pdf
Upload 4	Centre and 4th Owners Authorization for Agent Representation.pdf
Upload 5	Lasserre Centre and 4th Design Concept 25 Sep 25.pdf
Upload 6	Lasserre Building Rendering.jpg
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and

have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

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

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

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

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

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

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

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

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

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

10. I/We understand that the City Staff will install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be

removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name	Jose
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Applicant Last Name	Miranda
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Today's Date	10/1/2025
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DEPARTMENT OF PLANNING & CONSERVATION

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

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

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

PARCEL I.

ALL OF THOSE CERTAIN PIECES OR PARCELS 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 MORE PARTICULARLY 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 ALL OF LOT NUMBERED TWENTY SEVEN IN BLOCK NUMBERED THIRTEEN (13), WHICH LOT MEASURES AND FRONTS 25 FEET ON CENTER STREET (COMMONLY CALLED ATLANTIC AVENUE), WHICH BOUNDS IT ON THE NORTH, FROM WHENCE IT EXTENDS, AT RIGHT ANGLES, SOUTHERLY, TO A DEPTH OR LENGTH OF 100 FEET AND IS BOUNDED ON THE EAST BY FOURTH STREET; ALSO THE NORTH FIFTEEN (15) FEET OF THE EAST TWENTY-FIVE (25) FEET OF LOT NUMBERED TWENTY-SIX (26) IN SAID BLOCK NUMBERED THIRTEEN (13), WHICH PORTION OF SAID LOT 26 ADJOINS SAID LOT 27 ON THE SOUTH, AND MEASURES AND FRONTS FIFTEEN FEET ON SAID FOURTH STREET, WHICH BOUNDS IT ON THE EAST, FROM WHENCE IT EXTENDS, AT RIGHT ANGLES, WESTERLY, TO A DEPTH OR LENGTH OF TWENTY-FIVE (25) FEET.

PARCEL II.

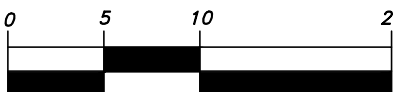
ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER DESCRIBED ACCORDING TO THE OFFICIAL MAP OR PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AND FURTHER DESCRIBED AS: THE EAST 25 FEET OF LOT 26 AND THE WEST 40 FEET OF THE EAST 65 FEET OF LOT 26, BLOCK 13, FERNANDINA BEACH, FLORIDA.
SUBJECT TO AN EASEMENT ENCOMPASSING PARCEL II PER OFFICIAL RECORDS BOOK 1899, PAGE 305 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

MAP OF BOUNDARY SURVEY

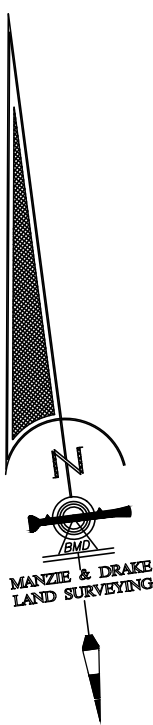
CENTRE STREET

CERTIFIED TO:
JON C LASSERRE
PROPERTY ADDRESS:
15 SOUTH 4TH STREET
FERNANDINA BEACH, FLORIDA 32034

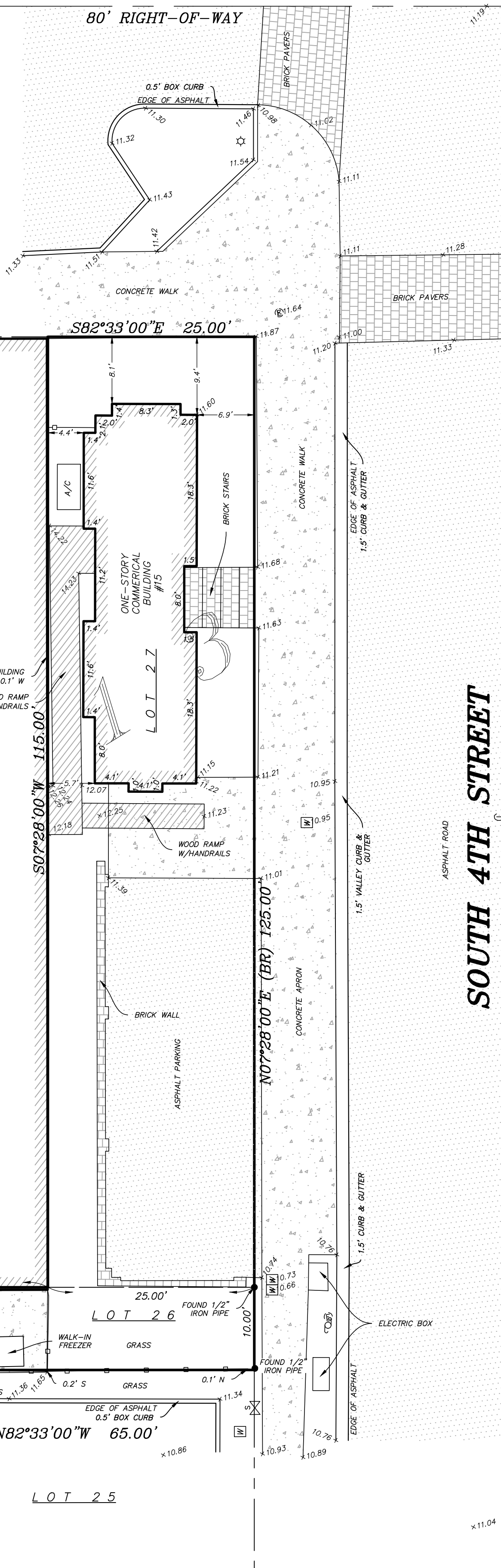
GRAPHIC SCALE



(IN FEET) 1 inch = 10 ft.



MANZIE & DRAKE
LAND SURVEYING



SITE BENCHMARK #1
SET NAIL & DISC
"MANZIE LB 7039"
FIELD BOOK X-339,
PAGE 55
ELEVATION=12.01'
(N.A. V.D.88)

LEGEND

- = CONCRETE FLATWORK
- = LIGHT POLE
- = SEWER VALVE
- = WOOD POWER POLE
- = ELECTRIC MANHOLE
- = GREASE TRAP
- = WATER METER
- = WOOD FENCE
- = WOOD FLATWORK
- = BENCHMARK

SURVEY NOTES:

- The "Legal Description" hereon is in accord with the description provided by the client
- Underground Improvements were not located or shown.
- Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- Bearings shown hereon are based on as assumed bearing of N07°28'00"E for the Westerly right-of-way of South 4th Street. The bearing reference line is indicated as thus (BR).
- The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089C 0237 G", Dated "08/02/2017". 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.
- Site Benchmark is as shown hereon.
- Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
- The Reference Benchmark is a nail & disk found in the northeast quadrant of Centre Street & North Fourth Street. (Elevation = 11.15' N.A.V.D. 1988)

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

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

MANZIE & DRAKE LAND SURVEYING

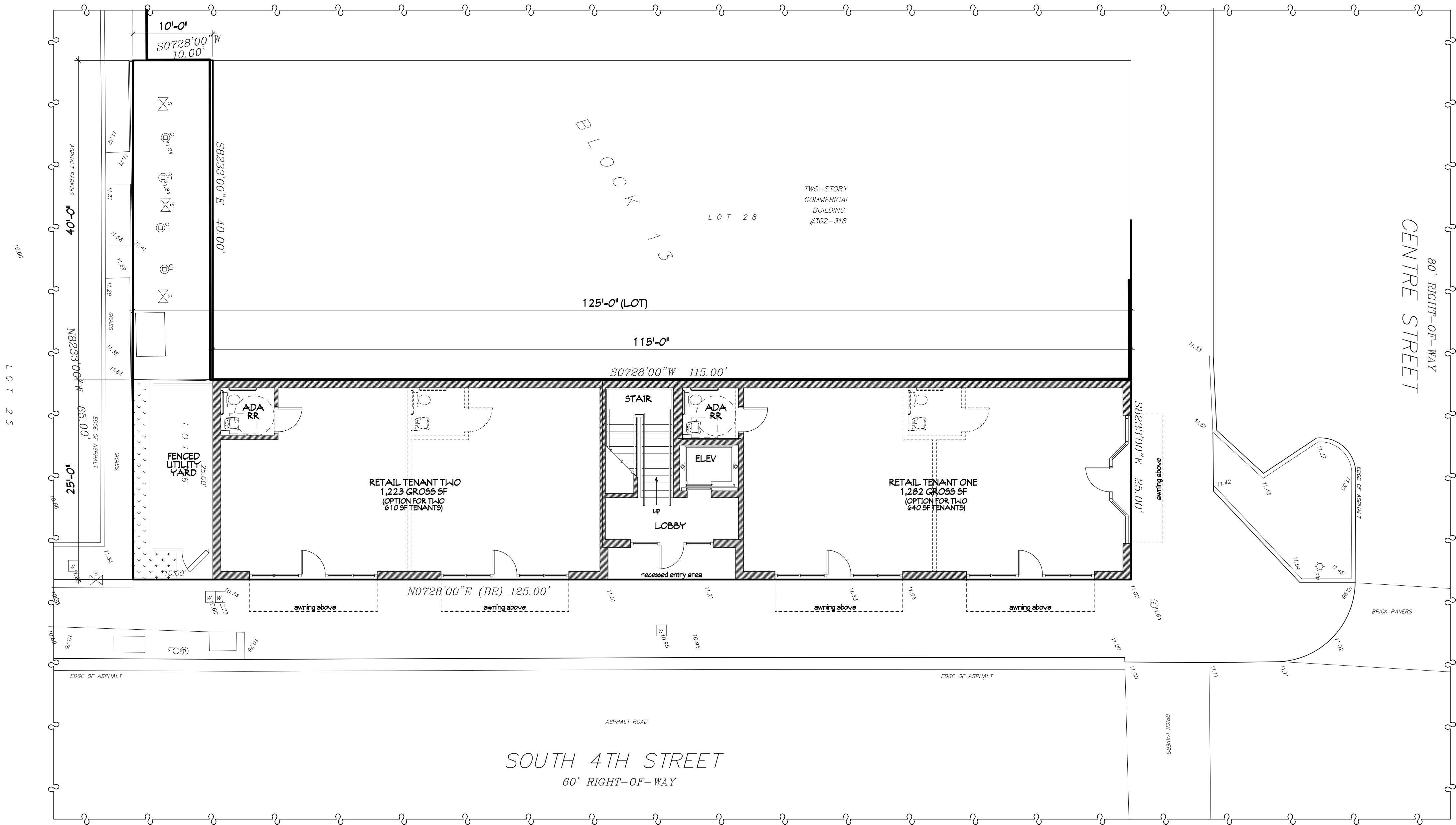
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

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

SCALE: 1"=10' JOB NO: 21439 DATE: 12/17/2021 CADD: B. DAVIS
F.B. NO: X-339 PAGE NO: 55 FIELD CREW: RS FILE NO: B-1660

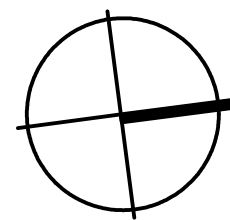
This drawing and the design ideas contained herein are the property of the firm. No part of this drawing may be reproduced or copied in whole or in part without the written consent of the firm. The firm assumes no responsibility for any errors or omissions in this drawing and is not to be held liable for any damages or losses resulting from the use of this drawing.

PROJECT SUMMARY	
SITE AREA:	3,525 SQ. FT.
ZONING:	C-3, CENTRAL BUSINESS DISTRICT DOWNTOWN HISTORIC DISTRICT OVERLAY
ON-SITE PARKING:	NOT REQUIRED
BUILDING SQUARE FOOTAGE:	
1ST FLOOR CONDITIONED	= 2,811 SF
2ND FLOOR CONDITIONED	= 2,875 SF
3RD FLOOR CONDITIONED	= 1,012 SF
TOTAL CONDITIONED AREA	= 6,698 SF
TOTAL UNCONDITIONED AREA	= 64 SF
OCCUPANCY TYPE:	MIXED USE
1ST FLOOR	MERCANTILE (M)
2ND FLOOR	BUSINESS (B)
3RD FLOOR	STORAGE (S)
CONSTRUCTION TYPE:	TYPE V-B, UNSPRINKLED CMU EXTERIOR WALLS WOOD FRAMED FLOOR/ROOF/CEILING



SITE PLAN / FIRST FLOOR PLAN DESIGN CONCEPT

1/8"=1'-0"



SITE PLAN/FLOOR PLANS	
REVISIONS	DATE

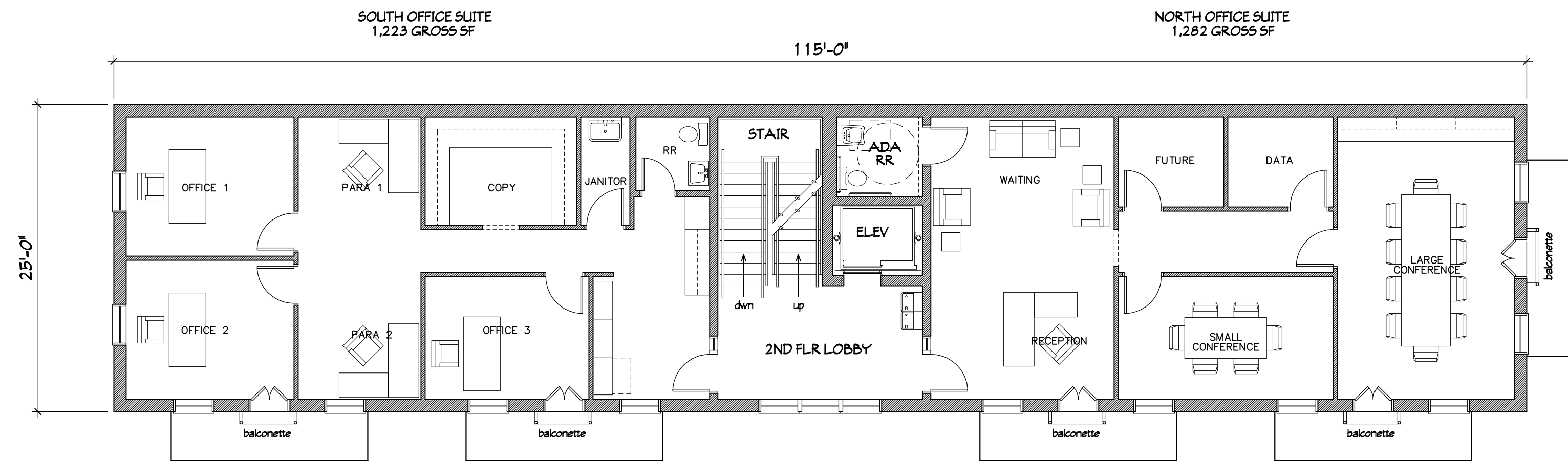
DESIGN FOR THE
LASSERRE BUILDING
15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034



MIRANDA
ARCHITECTS
309 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AR1887

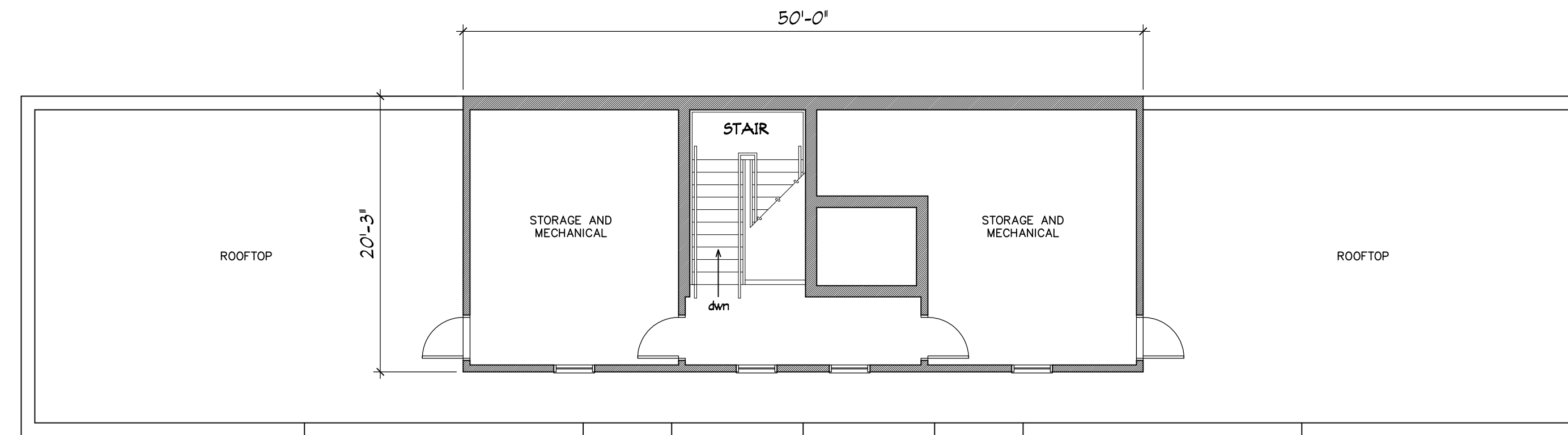
LASSERRE CENTRE & 4TH DESIGN CONCEPT
PROJECT # L2509094
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-25-25

This document contains the design ideas and concepts of the project. It is not to be reproduced or copied in whole or in part without the written consent of the architect.



SECOND FLOOR PLAN DESIGN CONCEPT

1/8"=1'-0"



THIRD FLOOR / ROOF PLAN DESIGN CONCEPT

1/8"=1'-0"

2ND AND 3RD FLOOR PLANS	
REVISIONS	DATE

DESIGN FOR THE
LASSERRE BUILDING
15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034



**MIRANDA
ARCHITECTS**
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. J040607

LASSERRE CENTRE 4TH DESIGN CONCEPT
PROJECT # L250909
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 09-25-25



SOUTH ELEVATION

1/8"=1'-0"

EAST ELEVATION / SOUTH FOURTH STREET

1/8"=1'-0"



NORTH ELEVATION / CENTRE STREET CONTEXT

1/8"=1'-0"

This drawing and the design ideas and concepts it represents are the property of Miranda Architects, P.A. and are not to be reproduced, copied, or used in part or in whole without the written consent of Miranda Architects, P.A.

LASSERRE CENTRE 4TH DESIGN CONCEPT
PROJECT # L250909
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 09-25-25

MIRANDA ARCHITECTS

308 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4588

MIRANDA ARCHITECTS

DESIGN FOR THE

LASSERRE BUILDING

15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034

EXTERIOR ELEVATIONS	REVISIONS	DATE





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

Parcel 00-00-31-1800-0013-0270

<https://search.ncpafl.com/parcel/31%200%20000180000130270>

15 S 4TH ST

Owners

CENTRE & FOURTH LLC
960185 GATEWAY BLVD STE #203
FERNANDINA BEACH, FL 32034

Short Legal

BLOCK 13 LOT 27 & N15'OF E25'
OF LOT 26 IN OR 2351/1513
CITY OF FDNA BEACH

Parcel Summary

Situs Address	15 S 4TH ST
Use Code	1100: STORES, 1 STORY
Tax District	2: Fernandina
Acreage	.0000
Section	12
Township	3N
Range	29
Subdivision	CTY OF FDNA BCH U/R
Exemptions	None

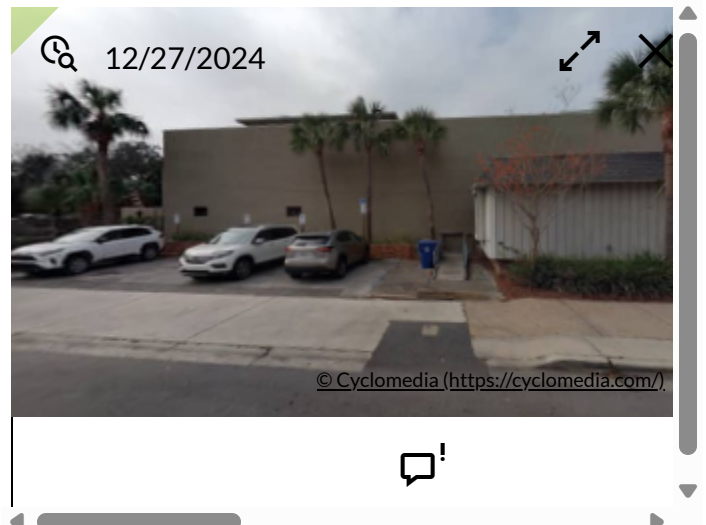
Certified Values

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2020-04-01	2351/1513	\$100	SW	U	I	LASSERRE JON C	CENTRE & FOURTH LLC
2020-03-11	2347/0446	\$100	TD	U	I	LASSERRE CURTISS H REVOCABLE LIVING TRUST	LASSERRE JON C
2015-09-01	2004/0377	\$100	WD	U	I	LASSERRE CURTIS H	CURTISS H LASSERRE REVOCABLE LIVING TRUST
1958-09-01	0266/0319	\$0	N/A	U	V		

Buildings

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
RETAIL/STOR COMMERCIAL BLDGS	570	521			BD/BTN AVG		AIR DUCTED	CENTRAL	1971





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

Parcel 00-00-31-1800-0013-0270

Owners

CENTRE & FOURTH LLC
960185 GATEWAY BLVD STE #203
FERNANDINA BEACH, FL 32034

Parcel Summary

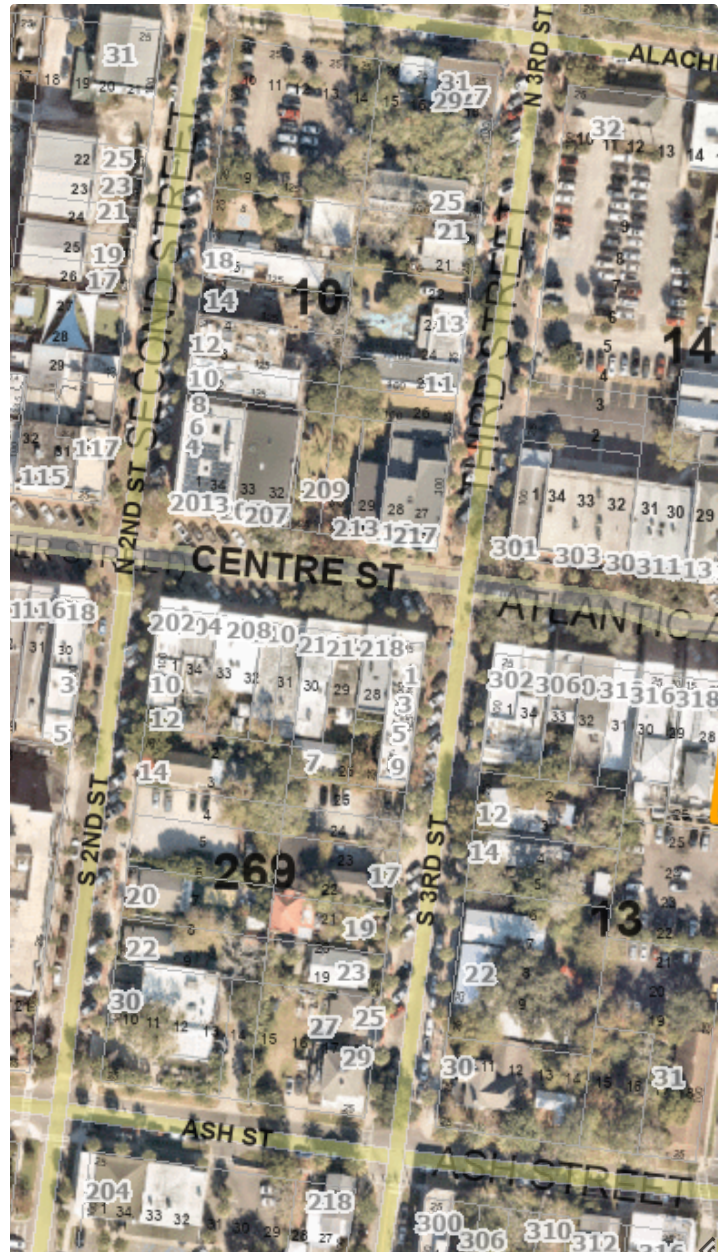
Situs Address	15 S 4TH ST
Use Code	1100: STORES, 1 STORY
Tax District	2: Fernandina
Acreage	.0000
Section	12
Township	3N
Range	29
Subdivision	CTY OF FDNA BCH U/R
Exemptions	None

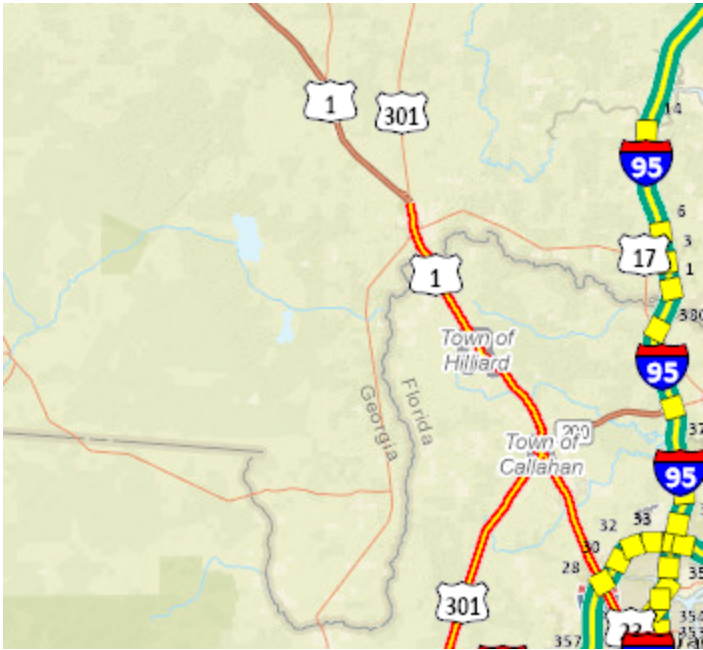
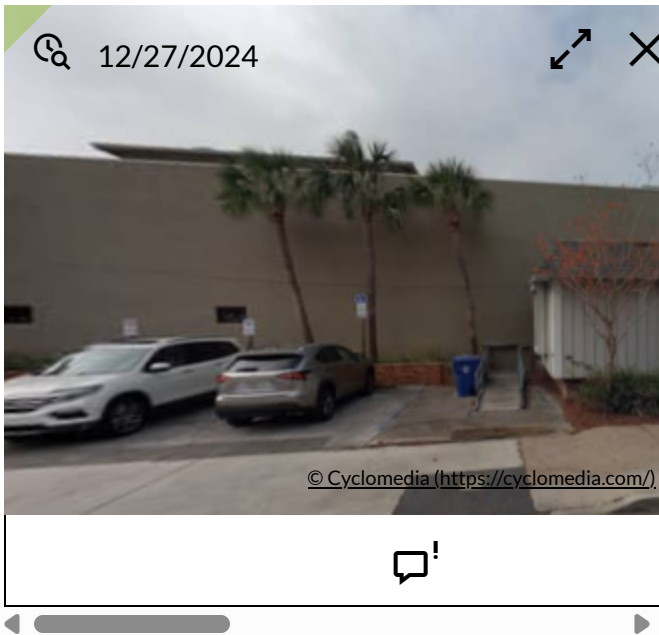
Short Legal

BLOCK 13 LOT 27 & N15'OF E25'
OF LOT 26 IN OR 2351/1513
CITY OF FDNA BEACH

Values

	2025 Preliminary Values	2024 Certified Values
Land Value *	\$359,375	\$287,500
(+) Improved Value	\$54,150	\$41,823
(=) Market Value	\$413,525	\$329,323
(-) Agricultural Classification	\$0	\$0
County Assessed Value	\$324,479	\$294,981
(=) School Taxable Value ***	\$413,525	\$329,323
(=) County Taxable Value	\$324,479	\$294,981





Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership
SW 2351/1513	2020-04-01	U	Improved	\$100	Grantor: LASSERRE JON C Grantee: CENTRE & FOURTH LLC
TD 2347/0446	2020-03-11	U	Improved	\$100	Grantor: LASSERRE CURTISS H REVOCABLE LIVING TRUST Grantee: LASSERRE JON C
WD 2004/0377	2015-09-01	U	Improved	\$100	Grantor: LASSERRE CURTIS H Grantee: CURTISS H LASSERRE REVOCABLE LIVING TRUST
N/A 0266/0319	1958-09-01	U	Vacant	\$0	

Buildings

Building # 1, Section # 1, 37898, COMMERCIAL BLDGS

Heated Sq Ft	Year Built	Value
521	1971	\$47,178

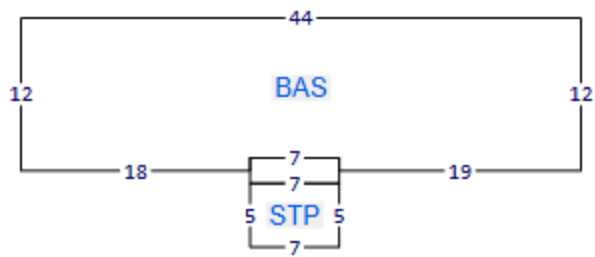
Structural Elements

Type	Description	Code	Details
EW	Exterior Wall	11	BD/BTN AVG
RS	Roof Structure	06	MANSARD
RC	Roof Cover	04	BUILT-UP
IW	Interior Wall	05	DRYWALL
IF	Interior Flooring	14	CARPET
CE	Ceiling	01	FIN.SUSPD
AC	Air Conditioning	03	CENTRAL
HT	Heating Type	04	AIR DUCTED
FIX	Fixtures	2.00	
FR	Frame	02	WOOD FRAME
SH	Story Height	10.00	
RMS	RMS	3.00	
STR	Stories	1.	1.

Sub Areas

Type	Gross Area	Percent of Base	Adjusted Area
BAS	521	100%	521
CAN	14	30%	4
STP	35	10%	4

Type	Description	Code	Details
BUD8	BUD8 Adjustment	02	DIST FB



Extra Features

Code	Description	Length	Width	Units	Unit Price	AYB	% Good Condition	Final Value
0402	CONC BUMPER			5.00	\$25.00	1971	26%	\$33
0802	ASPHALT B	19	49	931.00	\$2.40	1993	50%	\$1,117
1127	BRICK 8"	64	3	192.00	\$11.00	1971	54%	\$1,140
0810	CONCRETE A	12	19	228.00	\$6.50	1971	20%	\$296
0825	BRICK	8	7	56.00	\$12.50	1971	54%	\$378
0646	LWN SPRK H			5.00	\$2.00	2005	32%	\$3
0446	BOX FNC 6'			10.00	\$20.00	2015	60%	\$120
0446	BOX FNC 6'			24.00	\$20.00	2017	70%	\$336
1242	WD DECK A			173.00	\$10.00	2017	70%	\$1,211

Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
001100	STORE 1FLR	C-3	25.00	115.00	2,875.00	\$125.00/SF	0.00	1.00	\$359,375

Personal Property

Account	Secured/ Unsecured	Owner	Description
08290-000	Unsecured	JON C LASSERRE PA	B - BUSINESS
10978-500	Unsecured	LAVENDER LADIES LLC	B - BUSINESS

TRIM Notices

2025
2024

Property Record Cards

2025
2024
2023

Disclaimer

The Nassau County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected.



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

Parcel 00-00-31-1800-0013-0261

<https://search.ncpafl.com/parcel/31%200%20000180000130261>

S 4TH ST

Owners

CENTRE & FOURTH LLC
960185 GATEWAY BLVD STE #203
FERNANDINA BEACH, FL 32034

Short Legal

E25' OF LOT 26 & W40' OF E65'
OF LOT 26 EX N15 FT
IN OR 2351/1513...

Parcel Summary

Situs Address	S 4TH ST
Use Code	1000: VACANT COMMERCIAL
Tax District	2: Fernandina
Acreage	.0100
Section	12
Township	3N
Range	29
Subdivision	CTY OF FDNA BCH U/R
Exemptions	None

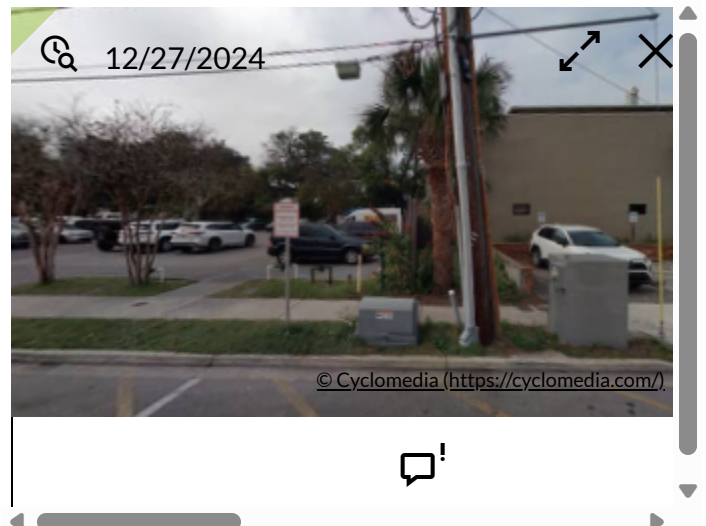
Certified Values

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2020-04-01	2351/1513	\$100	SW	U	I	LASSERRE JON C	CENTRE & FOURTH LLC
2020-03-11	2347/0446	\$100	TD	U	V	LASSERRE CURTISS H REVOCABLE LIVING TRUST	LASSERRE JON C
2015-09-01	2004/0377	\$100	WD	U	V	LASSERRE CURTISS H	CURTISS H LASSERRE REVOCABLE LIVING TRUST
1996-09-10	0770/1054	\$100	WD	Q	V	LASSERRE ELMER E & FRED A L & L LASSERRE P/R	LASSERRE CURTISS H

Buildings

No Buildings





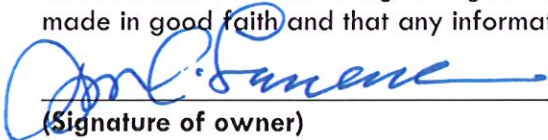
OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Centre & Fourth, LLC, a Florida limited liability company
(print name of property owner(s))

hereby authorize: Jose Miranda c/o Miranda Architects
(print name of agent)

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

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


(Signature of owner)

By: Jon C. Lasserre
Its: Manager

(Print name of owner)

(Signature of owner)

(Print name of owner)

STATE OF FLORIDA
COUNTY OF NASSAU

ss }
}

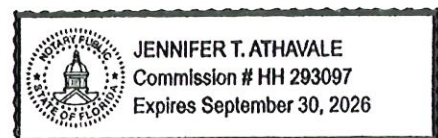
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 4th day
of November, 2025, by Jon C. Lasserre, sole manager of Centre & Fourth, LLC
on behalf of the company _____.


Notary Public

Jennifer T. Athavale
Printed Name

9/30/2026
My Commission Expires

Personally Known ☒ OR Produced Identification _____ ID Produced: _____





HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0005
NOVEMBER 20, 2025

Owner/Applicant:	Mark Akins, Rice Architect, LLC, Agent for Robert Irvin and Stacy Hunter Mckenzie
Property Address:	232 S 7 th Street
Parcel ID #	00-00-31-1800-0040-0042
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00465
Year Built:	1926
Contributing Status:	Contributing
Requested action:	Certificate of Approval (COA) to construct a 150 sqft porch addition on the rear of the primary structure, construct a 60 sqft shed, add onto existing privacy fence, and construct a waste bin enclosure. (Quasi-Judicial)

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

232 S 7th Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

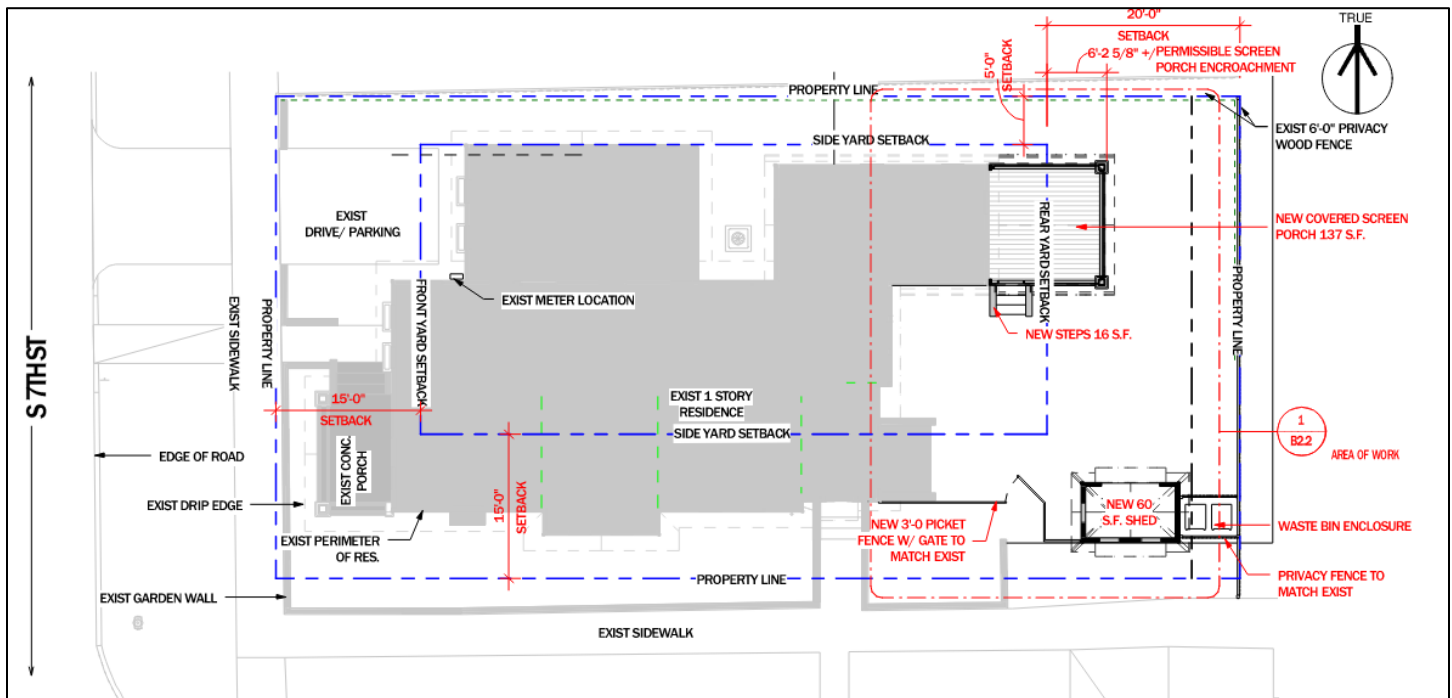
The applicant is requesting a Certificate of Approval (COA) to construct a 150 sqft screened-in porch, install a garden shed, add a waste bin enclosure, and a privacy fence.

Plans for this property were discussed in September and November 2024, and most recently on February 20, 2025 HDC meetings. The reoccurring meetings are due to changes of ownership and preferences of the property owners. In February 2025, final approval was issued to remove the existing garage, construct a 1-story garage, construct a 1-story addition to the north side of the primary structure, remove 3 existing windows for reuse, and install Tremron pavers to the rear of the garage and courtyard. The addition to the primary structure is complete and the construction of the garage has not begun. The applicant is now seeking final approval to construct a garden shed with a footprint of 60sqft, a screened porch addition of 150 sqft, a waste bin enclosure and a fence (6 ft privacy fence and 3 ft picket fence).

Design Goal by Applicant:

This architectural style is designed to seamlessly blend with the existing environment, creating a sense that it has always been a part of the landscape. It harmonizes with the surrounding design, ensuring a cohesive and timeless appeal.

Site Plan:



Proposed West Elevation (Rear):



Rendering, View from Cedar Street:



APPLICABLE GUIDELINES:

[CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN](#)

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

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

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

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
Findings: *Complies* ☒ *Does not Comply* ☐ *N/A* ☐

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

ANALYSIS:

The addition to the northwest portion of the property and the demolition of the garage, and the reconfiguration of the rear entry way has already been completed. Instead of the 352 sqft garage that gained approval in February 2025, the applicant intends to construct a garden shed with a footprint of 60sqft and construct a porch addition in the back of the primary structure to make better use of the open space in the yard.

	Type/Material/Brand	Color
Exterior Fabric	Scalloped lap siding, Match existing	White
Doors	Andersen 400 Series	White
Windows	Andersen 400 Series	White
Roofing	Match existing, metal	Red
Foundation	Match existing	Red brick piers
Fence	Wood picket, match existing	

Site Plan –

- **Housing Type** – Single-family detached homes and outbuildings/garages are a permissible housing type and use in the R-2 zoning district.
- **Lot Density** – Impervious cover calculations are shown in the scope of work and will not exceed the allowable 60% in the R-2 zoning district.
- **Setbacks** – Per LDC 4.02.03 (6) porches may encroach into the rear setback up to 10 feet. This plan contains an encroachment of approximately 6 ft into the rear setback.
- **Mechanical** – Per LDC 4.02.03(A)(7), “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan shows no change to mechanical equipment.
- **Fence** – A 6 ft fence is permissible in the rear yard of properties in the R-2 zoning district and within the historic district. The proposed fences match the existing and meet design standards.

Elevations –

- **Scale** – The scale of the proposed renovations to the backyard are appropriate for this property. The shed is an appropriate size and height for the backyard.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). Height of the shed structure is well under 25’, which is the maximum allowable.
- **Materials** – The proposed materials for the addition and the shed match the existing on the primary residence.
- **Foundation** – Brick pier foundation for the porch is consistent with the rest of the primary structure.
- **Windows** – The proposed windows are on the approved materials list.
- **Doors** – The proposed doors are a brand that are on the list of approved materials.

STAFF RECOMMENDATION:

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

Staff recommendation:

FINAL APPROVAL of HDC 2025-0023

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0023 **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 2025-0023, as presented, **is or is not** substantially compliant with the Comprehensive Plan, Land Development Code, the Secretary of the Interior’s Standards, and the Historic District Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

EXHIBIT 1 **Combined Application Materials**
EXHIBIT 2 **Florida Master Site File: NA00465**

From: noreply@civicplus.com
To: [Planning Info](#)
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Thursday, October 9, 2025 1:41:20 PM

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

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

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

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

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

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

Basis for Review

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

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

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

Application Requirements

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

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.fbfi.us/LDC

Appeals

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

PROJECT TYPE

Addition

APPROVAL TYPE

Board Approval: Final

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

No

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

232 S 7TH ST

City

FERNANDINA BEACH

State

FL

Zip Code

32034

Parcel ID #(s)

00-00-31-1800-0040-0042

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

YES

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name

STACY & ROBERT

MCKENZIE

Last Name

Mailing Address 232 S 7TH ST

City FERNANDINA BEACH

State FL

Zip Code 32034

Telephone Number 704-340-5999

E-mail Address robertmckenzie77@gmail.com

OWNER'S AGENT

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

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

First Name MARK

Last Name AKINS

Company (if applicable) RICE ARCHITECT

Street Address 961687 GATEWAY BLVD SUITE 201H

City Fernandina Beach

State FL

Zip 32034

Telephone Number 9044910072

E-mail Address MHAKINS@RICEARCHITECT.COM

Project Description A new screen-covered porch will be built at the rear of the yard, approximately 150 S.F. from the back of the main house. This porch will be located alongside a garden shed, which will be designed to match the existing elements of the home and will cover approximately 60 S.F., positioned near the site of the now-demolished garage.

Additionally, a waste bin enclosure will be placed next to the shed, providing access to the rear yard. A privacy fence will be

installed to obscure the view from the road, and it will be consistent in style and color with the existing privacy fence.

Design Vision Statement

This architectural style is designed to seamlessly blend with the existing environment, creating a sense that it has always been a part of the landscape. It harmonizes with the surrounding design, ensuring a cohesive and timeless appeal.

Requirements for Demolition Applications
Per LDC 8.03.03.01

MATERIALS

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

EXTERIOR FABRIC

Manufacturer N/A

Product Description *Field not completed.*

Color *Field not completed.*

DOORS

Manufacturer ANDERSEN

Product Description 400 SERIES

Color WHITE

WINDOWS

Manufacturer ANDERSEN

Product Description 400 SERIES

Color WHITE

ROOFING

Manufacturer METAL ROOF TO MATCH EXIST

Product Description match exist

Color RED

FASCIA/TRIM

Manufacturer	white to match exsit
Product Description	MATCH EXIST
Color	WHITE
FOUNDATION	
Manufacturer	<i>Field not completed.</i>
Product Description	RED BRICK PIERS
Color	<i>Field not completed.</i>
SHUTTERS	
Manufacturer	N/A
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
PORCH/DECK	
Manufacturer	WOOD 5/4 DECKING
Product Description	SEALED CLEAR SATIN
Color	<i>Field not completed.</i>
FENCING	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
DRIVEWAYS/SIDEWALKS	
Manufacturer	N/A
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
SIGNAGE	
Manufacturer	N/A
Product Description	<i>Field not completed.</i>

Color	<i>Field not completed.</i>
OTHER	
Manufacturer	N/A
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	PP12 - MCKENZIE RESIDENCE (HDC-APP) .pdf
Upload 2	AGENT AUTH .PDF
Upload 3	00-00-31-1800-0040-0042.pdf
Upload 4	232 S 7TH SURVEY.pdf
Upload 5	<i>Field not completed.</i>
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.	

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

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

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

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

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

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

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

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

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

Applicant First Name MARK

Applicant Last Name AKINS

Today's Date 10/9/2025

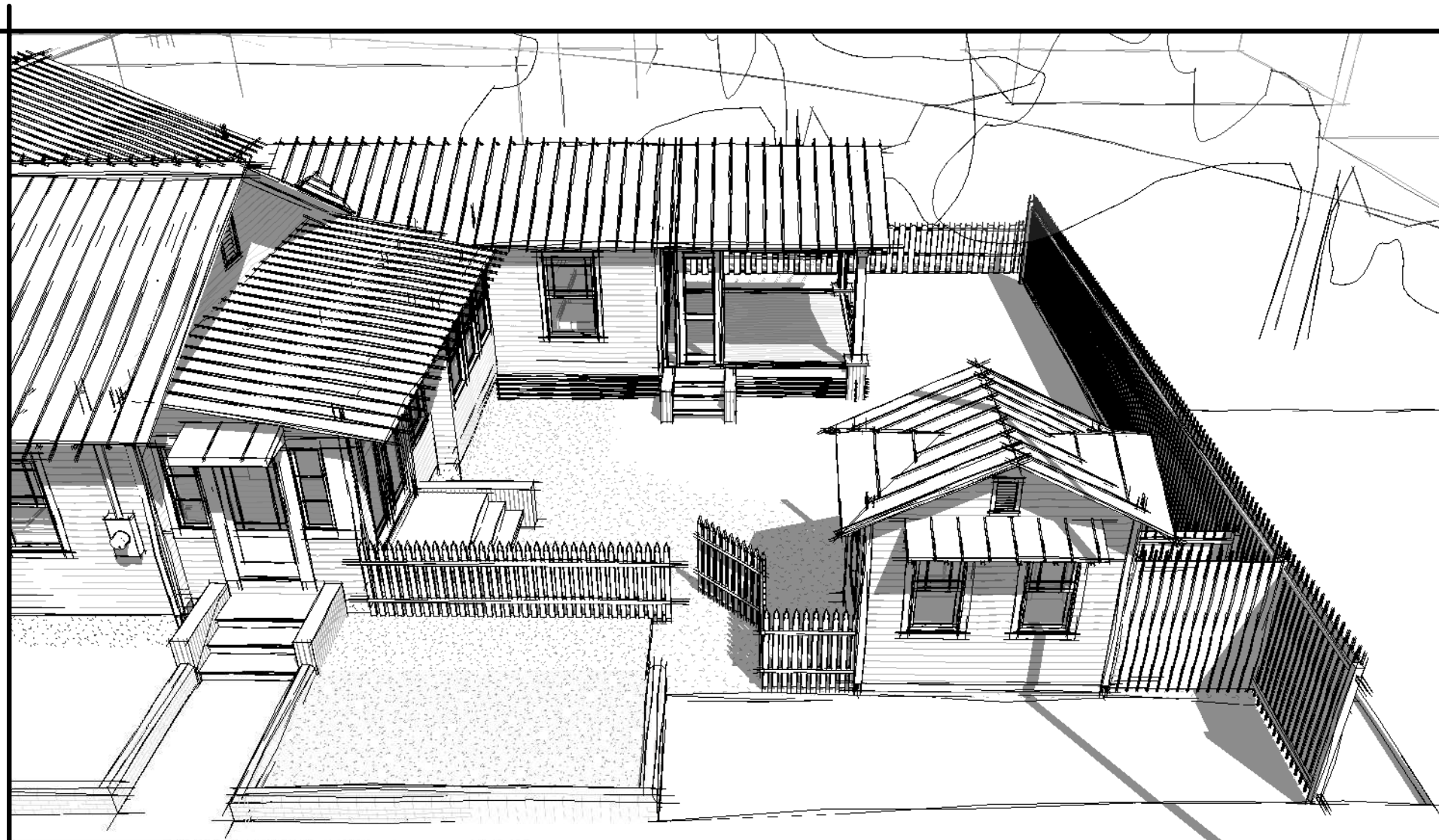
DEPARTMENT OF PLANNING & CONSERVATION

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.

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



MCKENZIE RES.

232 S 7TH ST, FERNANDINA BEACH, FL 32034

SCOPE OF WORK

1. NEW COVERED SCREEN PORCH 150 S.F.
2. NEW STORAGE SHED 63 S.F.

OCCUPANCY GROUP: UNCHANGED

OCCUPANCY LOAD: UNCHANGED

FLOOD ZONE: X BFE: N/A

ZONING: R-2 ADJACENT ZONING: R-2

SETBACKS / FRONT: 15'-0" SIDE: 5'-0" REAR: 20'-0"

CONSTRUCTION TYPE: TYPE V COMBUSTIBLE MATL

LEVEL OF ALTERATION: 2

PROPOSED ELEV. OF 1st HABITABLE FLOOR: UNCHANGED

PROPOSED ELEV. OF GROUND SLAB: UNCHANGED

PROPOSED ELEV. OF ADJACENT GRADE: UNCHANGED

PROPOSED STRUCTURE HEIGHT: UNCHANGED

NUMBER OF STORIES: UNCHANGED

EXIST FOOTPRINT: 2,014 S.F. PROPOSED:213 S.F.

TOTAL BUILDING FOOTPRINT: 2,227 sf

TOTAL UNDER ROOF: 2,227

TOTAL IMPERVIOUS SURFACE: 2,227 s.f.

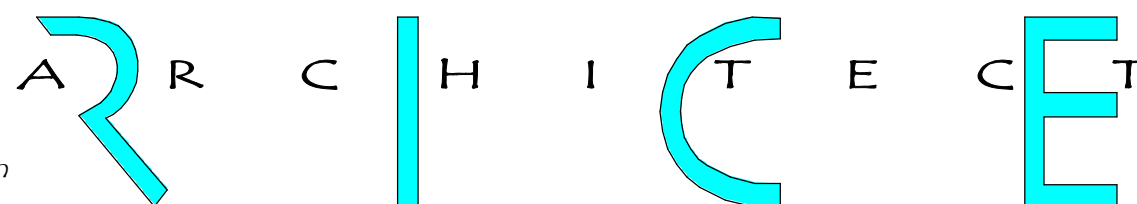
SITE GROSS S.F.: 5,000 sf

PERCENT OF LOT COVERAGE: 45%

MCKENZIE RES.

ISSUE DATE: 10/09/2025

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

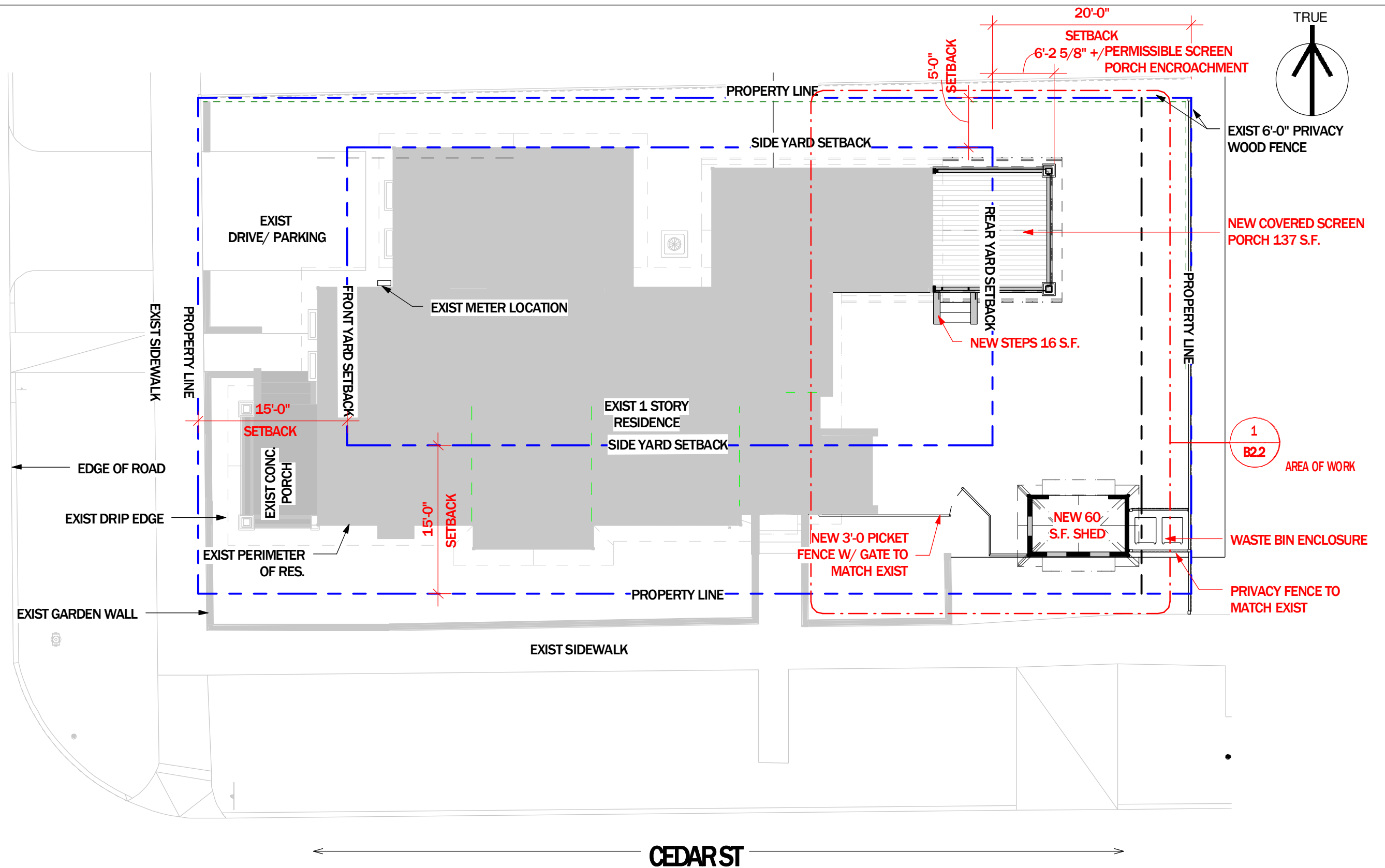


232 S 7TH ST, FERNANDINA BEACH, FL 32034

BO.O

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

S 7TH ST



PROPOSED - SITE PLAN

SCALE: 1" = 10'-0"

MCKENZIE RES.

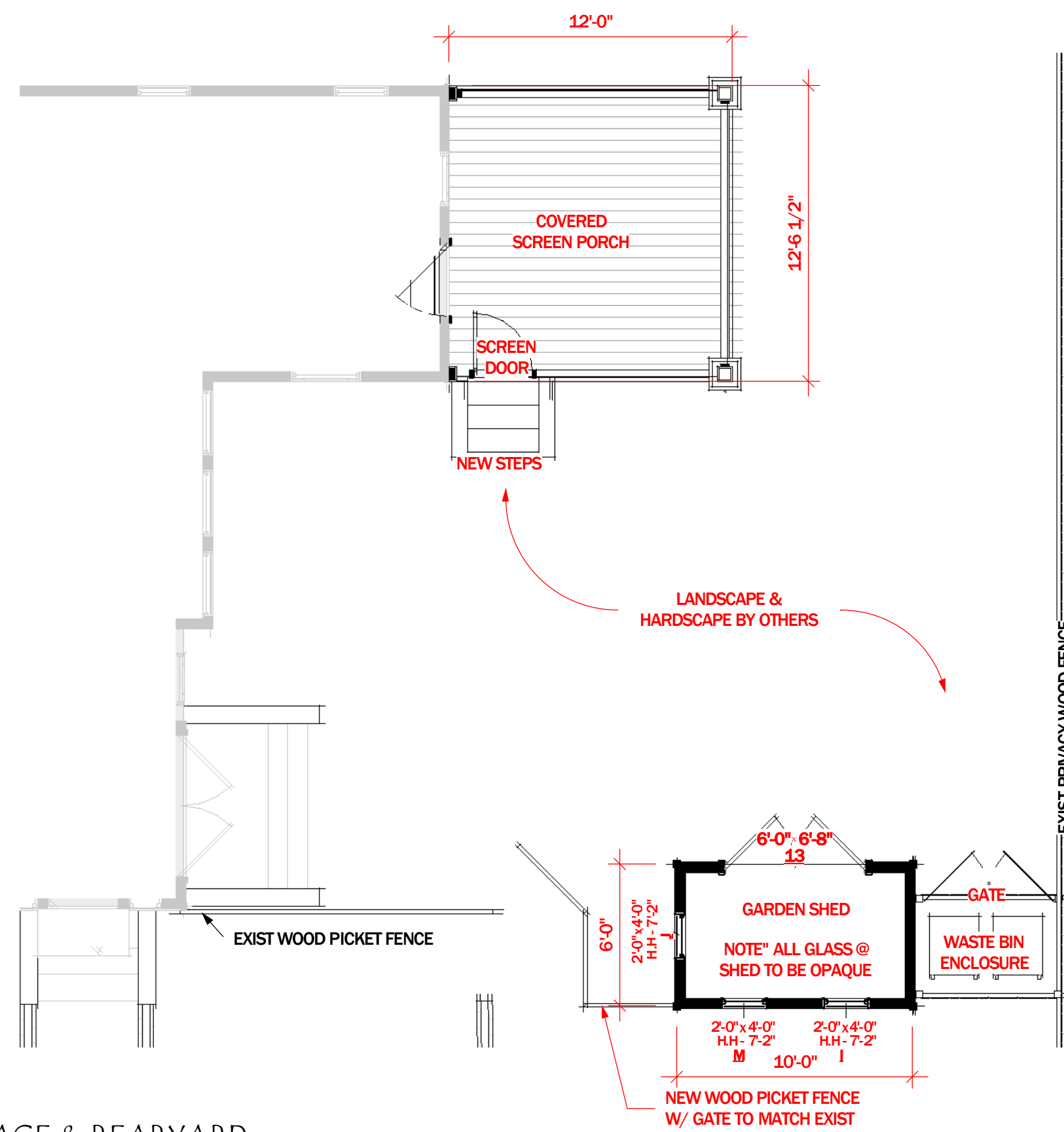
ISSUE DATE: 10/09/2025

EXISTING IMPERVIOUS AREA:	2,014 S.F.
PROPOSED IMPERVIOUS AREA:	213 S.F.
PROPOSED IMPERVIOUS AREA WITH IMPROVEMENTS, TOTAL:	2,227 S.F.

NOTE:
TEXT IN BLACK IS USED TO IDENTIFY EXISTING ITEMS
TEXT IN RED IS USED TO IDENTIFY NEW ITEMS

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B1.1



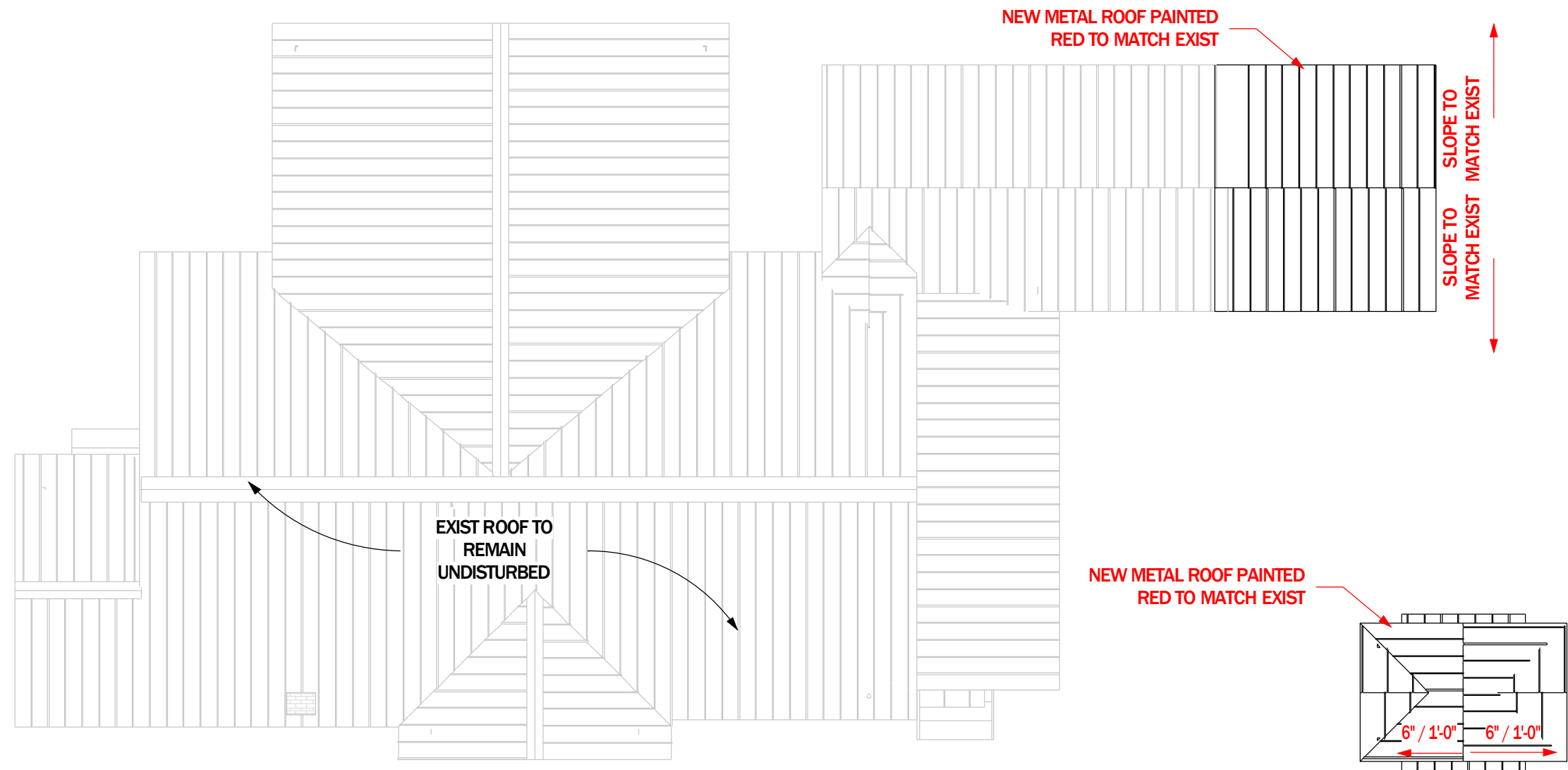
1 ENLARGED PLAN @ GARAGE & REARYARD
B2.2 SCALE: 3/16" = 1'-0"

MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B2.2

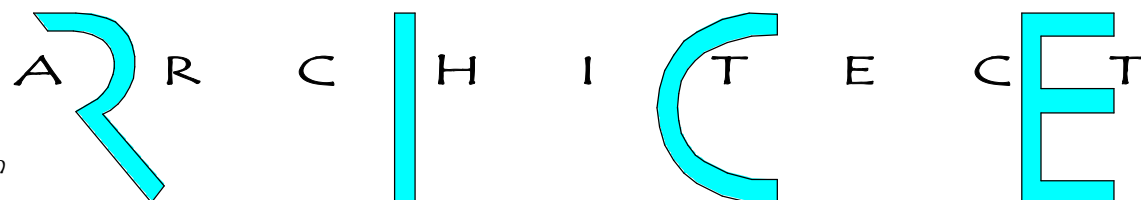


ROOF PLAN

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

MCKENZIE RES.

ISSUE DATE: 10/09/2025

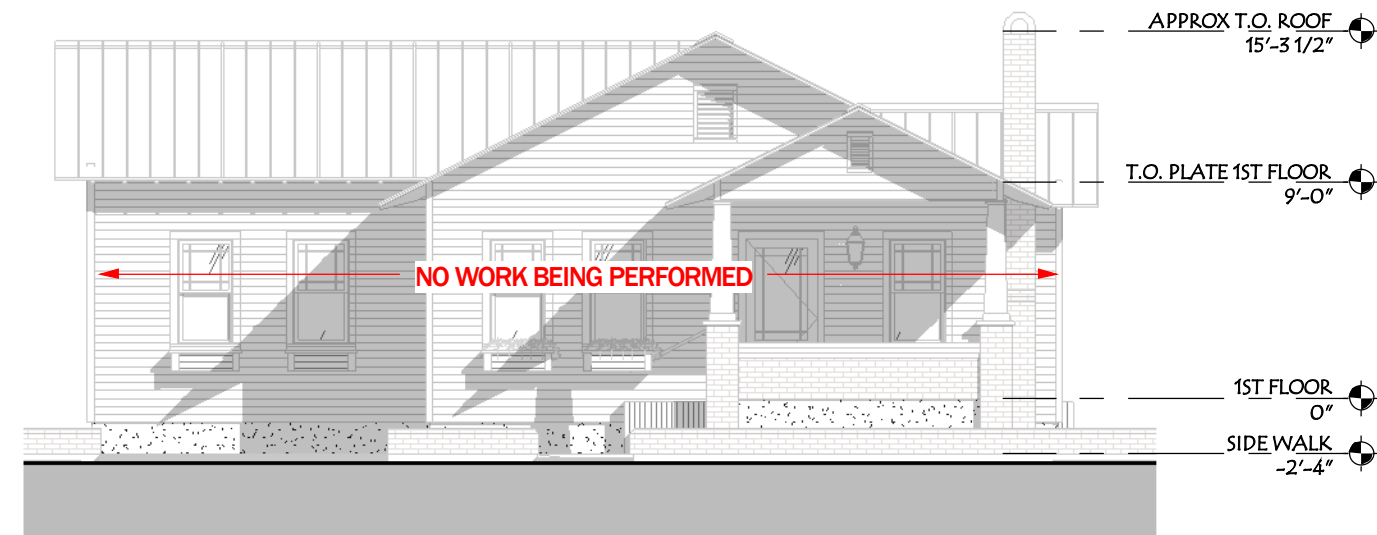


232 S 7TH ST, FERNANDINA BEACH, FL 32034

B2.3

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

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



PROPOSED - WEST S 7TH ST ELEVATION

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



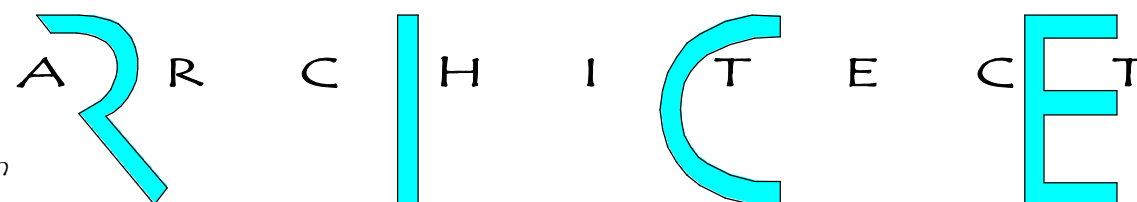
PROPOSED - WEST ELEVATION

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

MCKENZIE RES.

ISSUE DATE: 10/09/2025

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



232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.0

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PROPOSED - NORTH ELEVATION

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



PROPOSED - CEDAR ST ELEVATION

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

MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.1

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.4

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.5

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.6

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.9

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

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

ARCHITECT

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.10

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

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

ARCHITECT

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.11

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.12

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

ARCHITECT

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



MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

B3.13

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

A R C H I T E C T

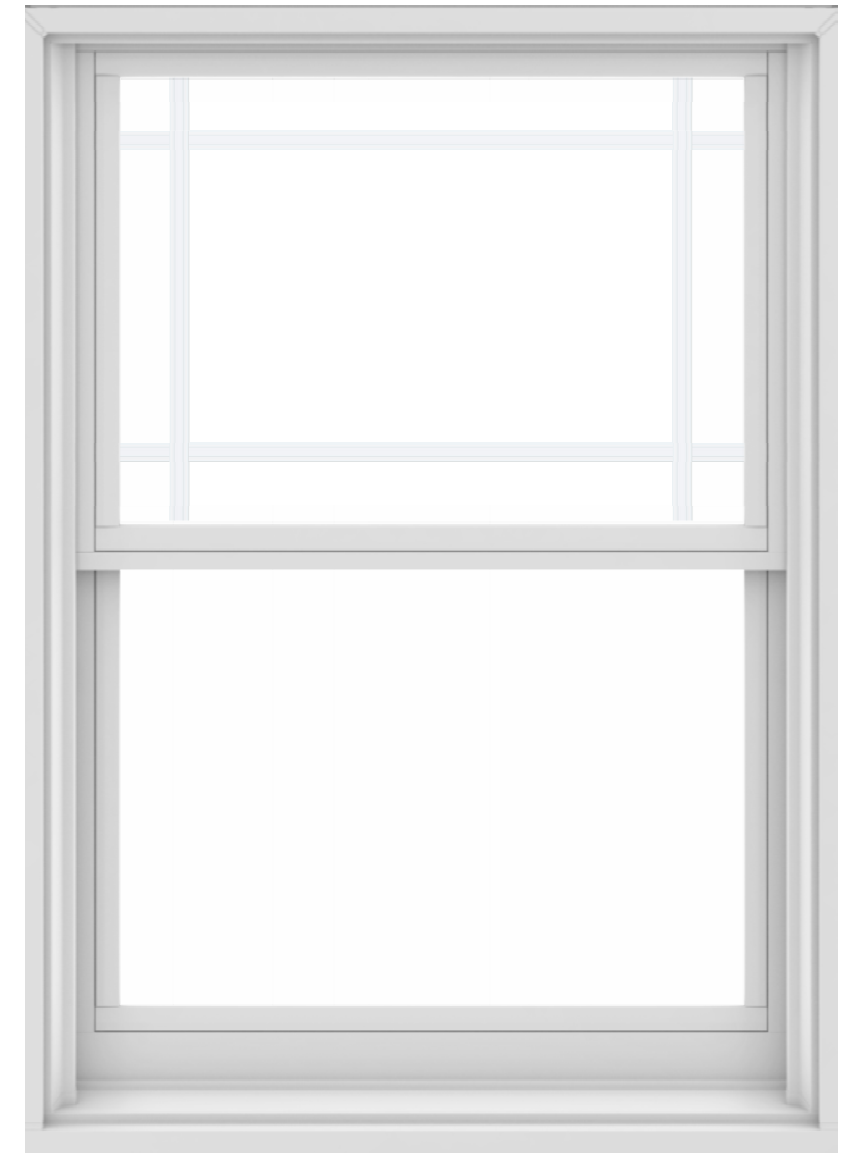
961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034



PROPOSED PICKET FENCE TO
MATCH STYLE & COLOR OF EXIST
PICKET FENCE



PROPOSED PRIVACY FENCE TO
MATCH STYLE & COLOR OF EXIST
PRIVACY FENCE



ANDERSON 400 SERIES

MCKENZIE RES.

ISSUE DATE: 10/09/2025

232 S 7TH ST, FERNANDINA BEACH, FL 32034

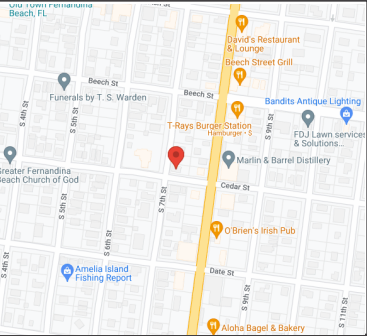
B3.14

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

A R C H I T E C T

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

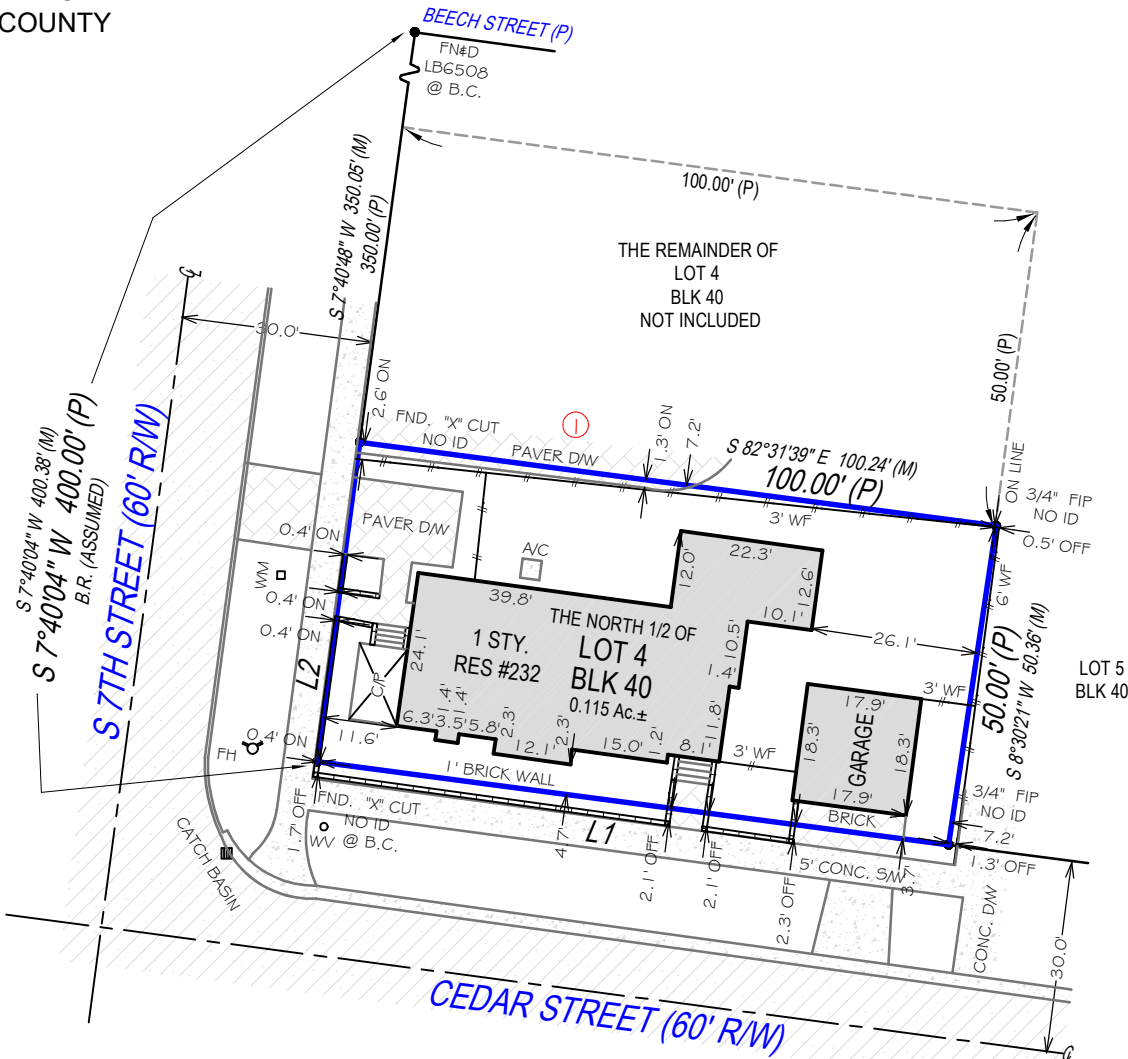
SUMMER HOUSE REALTY



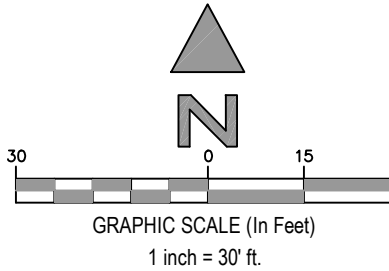
PROPERTY ADDRESS: 232 S 7TH STREET, FERNANDINA BEACH, FLORIDA 32034

SURVEY NUMBER: FL2405.6490

24056490
BOUNDARY SURVEY
NASSAU COUNTY



LINE TABLE:
L1 100.00' (P)
N 82°30'51" W 99.42' (M)
L2 50.00' (P)
N 7°34'56" E 50.33' (M)
SURVEYOR'S NOTES:
FENCE OWNERSHIP NOT DETERMINED.



SURVEYORS CERTIFICATION:

I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-15.050 through 5J-15.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.

POINTS OF INTEREST:

1. PAVER DRIVEWAY OVER PROPERTY LINE



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



**AFFILIATE
MEMBERS**

DATE SIGNED: 06/17/24
FIELD WORK DATE: 6/13/2024
REVISION DATE(S): (REV.0 6/17/2024)

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

PROPERTY ADDRESS: 232 S 7TH STREET, FERNANDINA BEACH, FLORIDA 32034

SURVEY NUMBER: FL2405.6490

JOB SPECIFIC SURVEYOR NOTES:

THE ASSUMED BEARING REFERENCE OF SOUTH 7 DEGREES 40 MINUTES 04 SECONDS WEST IS BASED ON THE EASTERLY RIGHT-OF-WAY LINE OF S 7TH STREET, LOCATED WITHIN FERNANDINA ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK , PAGE OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

LEGAL DESCRIPTION:

ALL OF THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA, COUNTY OF NASSAU, AND STATE OF FLORIDA, AND KNOWN AND DESCRIBED UPON THE PLATS OF THE SAID CITY OF FERNANDINA, 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 ALL OF THE SOUTH HALF OF LOT NUMBERED FOUR (4),BLOCK FORTY (40) ALL BEING IN THE CITY OF FERNANDINA, NASSAU COUNTY, STATE OF FLORIDA.

GENERAL SURVEYOR NOTES:

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

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

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

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

6. Dimensions are in feet and decimals thereof.

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

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

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

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

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

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

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

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

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

SURVEYOR'S LEGEND

<table><tr><th colspan="2">LINETYPES</th></tr><tr><td></td><td>Boundary Line</td></tr><tr><td></td><td>Center Line</td></tr><tr><td></td><td>Chain Link or Wire Fence</td></tr><tr><td></td><td>Easement</td></tr><tr><td></td><td>Edge of Water</td></tr><tr><td></td><td>Iron Fence</td></tr><tr><td></td><td>Overhead Lines</td></tr><tr><td></td><td>Structure</td></tr><tr><td></td><td>Survey Tie Line</td></tr><tr><td></td><td>Vinyl Fence</td></tr><tr><td></td><td>Wall or Party Wall</td></tr><tr><td></td><td>Wood Fence</td></tr><tr><th colspan="2">SURFACETYPES</th></tr><tr><td></td><td>Asphalt</td></tr><tr><td></td><td>Brick or Tile</td></tr><tr><td></td><td>Concrete</td></tr><tr><td></td><td>Covered Area</td></tr><tr><td></td><td>Water</td></tr><tr><td></td><td>Wood</td></tr><tr><th colspan="2">SYMBOLS</th></tr><tr><td></td><td>Benchmark</td></tr><tr><td></td><td>Center Line</td></tr><tr><td></td><td>Central Angle or Delta</td></tr><tr><td></td><td>Common Ownership</td></tr><tr><td></td><td>Control Point</td></tr><tr><td></td><td>Catch Basin</td></tr></table>	LINETYPES			Boundary Line		Center Line		Chain Link or Wire Fence		Easement		Edge of Water		Iron Fence		Overhead Lines		Structure		Survey Tie Line		Vinyl Fence		Wall or Party Wall		Wood Fence	SURFACETYPES			Asphalt		Brick or Tile		Concrete		Covered Area		Water		Wood	SYMBOLS			Benchmark		Center Line		Central Angle or Delta		Common Ownership		Control Point		Catch Basin	<table><tr><td></td><td>Elevation</td></tr><tr><td></td><td>Fire Hydrant</td></tr><tr><td></td><td>Find or Set Monument</td></tr><tr><td></td><td>Guywire or Anchor</td></tr><tr><td></td><td>Manhole</td></tr><tr><td></td><td>Tree</td></tr><tr><td></td><td>Utility or Light Pole</td></tr><tr><td></td><td>Well</td></tr></table> ABBREVIATIONS (C) - Calculated (D) - Deed (F) - Field (M) - Measured (P) - Plat (R) - Record (S) - Survey A/C - Air Conditioning AE - Access Easement ANE - Anchor Easement ASBL - Accessory Setback Line B/W - Bay/Box Window BC - Block Corner BFP - Backflow Preventer BLDG - Building BLK - Block BM - Benchmark BR - Bearing Reference BRL - Building Restriction Line BSMT - Basement C - Curve C/L - Center Line C/P - Covered Porch C/S - Concrete Slab CATV - Cable TV Riser CB - Concrete Block CH - Chord Bearing CHIM - Chimney CLF - Chain Link Fence CME - Canal Maintenance Easement CO - Clean Out CONC - Concrete COR - Corner CS/W - Concrete Sidewalk CUE - Control Utility Easement CVG - Concrete Valley Gutter D/W - Driveway DE - Drainage Easement DF - Drain Field DH - Drill Hole DUE - Drainage & Utility Easement ELEV - Elevation EM - Electric Meter ENCL - Enclosure ENT - Entrance EOP - Edge of Pavement EOW - Edge of Water ESMT - Easement EUB - Electric Utility Box F/DH - Found Drill Hole FCM - Found Concrete Monument FF - Finished Floor FIP - Found Iron Pipe FIPC - Found Iron Pipe & Cap FIR - Found Iron Rod FIRC - Found Iron Rod & Cap FN - Found Nail FN&D - Found Nail & Disc FRRS PK - Found Rail Road Spike GAR - Garage GM - Gas Meter ID - Identification IE/EE - Ingress/Egress Easement ILL - Illegible INST - Instrument INT - Intersection IRRE - Irrigation Easement L - Length LAE - Limited Access Easement LB# - License No. (Business) LBE - Limited Buffer Easement LE - Landscape Easement LME - Lake/Landscape Maintenance Easement LS# - License No. (Surveyor) MB - Map Book ME - Maintenance Easement MES - Mitered End Section MF - Metal Fence MH - Manhole MHWL - Mean High Water Line NR - Non-Radial NTS - Not to Scale NAVD88 - North American Vertical Datum 1988 NGVD29 - National Geodetic Vertical Datum 1929 OG - On Ground ORB - Official Records Book ORV - Official Record Volume O/A - Overall O/S - Offset OFF - Outside Subject Property OH - Overhang OHL - Overhead Utility Lines OHWL - Ordinary High Water Line ON - Inside Subject Property P/E - Pool Equipment PB - Plat Book PC - Point of Curvature PCC - Point of Compound Curvature PCP - Permanent Control Point PI - Point of Intersection PLS - Professional Land Surveyor PLT - Planter POB - Point of Beginning POC - Point of Commencement PRC - Point of Reverse Curvature PRM - Permanent Reference Monument PSM - Professional Surveyor & Mapper PT - Point of Tangency PUE - Public Utility Easement R - Radius or Radial R/W - Right of Way RES - Residential RGE - Range ROE - Roof Overhang Easement RP - Radius Point S/W - Sidewalk SBL - Setback Line SCL - Survey Closure Line SCR - Screen SEC - Section SEP - Septic Tank SEW - Sewer SIRC - Set Iron Rod & Cap Line SMWE - Storm Water Management Easement SN&D - Set Nail and Disc SQFT - Square Feet STL - Survey Tie Line STY - Story SV - Sewer Valve SWE - Sidewalk Easement TBM - Temporary Bench Mark TEL - Telephone Facilities TOB - Top of Bank TUE - Technological Utility Easement TWP - Township TX - Transformer TYP - Typical UE - Utility Easement UG - Underground UP - Utility Pole UR - Utility Riser VF - Vinyl Fence W/C - Witness Corner W/F - Water Filter WF - Wood Fence WM - Water Meter/Valve Box WV - Water valve		Elevation		Fire Hydrant		Find or Set Monument		Guywire or Anchor		Manhole		Tree		Utility or Light Pole		Well
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	Well																																																																						

CERTIFIED TO:

ROBERT & STACY MCKENZIE; WOOD & SMITH;

FLOOD ZONE INFORMATION:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN CITY OF FERNANDINA BEACH, COMMUNITY NUMBER 120172, PANEL NUMBER 0237 DATED 8/2/2017.

DATE SIGNED: 06/17/24

BUYER: ROBERT & STACY MCKENZIE

LENDER:

TITLE COMPANY: WOOD & SMITH

COMMITMENT DATE: NOT REVIEWED

CLIENT FILE NO:

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



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



BUILDING CHARACTERISTICS		
ELEMENT	CD	CONSTRUCTION
Exterior Wall	05	AVERAGE 100
Roof Structur	03	GABLE/HIP 100
Roof Cover	12	MODULAR MT 100
Interior Wall	03	PLASTER 80
Interior Wall	05	DRYWALL 20
Interior Floo	12	HARDWOOD 100
Air Condition	03	CENTRAL 100
Heating Type	04	AIR DUCTED 100
Bedrooms		3 100
Bathrooms		3 100
Frame	02	WOOD FRAME 100
Stories		1. 100
Units		0 100
BUD8 Adjustme	02	DIST FB 100
Occupancy	00	NONE 100
Quality	05	Quality Level 05
DOR CODE	0100	SINGLE FAMILY
MAP NUM		MKT AREA 01
NEIGHBORHOOD/LOC		1005.00
AREA TYPE	TOTAL GROSS AREA	PCT OF BASE
BAS	1,491	100
FOP	84	30
TOTALS	1,575	1,516

MARKET ADJUSTMENTS											
TYPE	MDL	EFF. AREA	TOT ADJ PTS	EFF. BASE RATE	REPL. COST NEW	AYB	EYB	ECON	FNCT	NORM	% COND
0900	01	1,516	133.9668	167.46	253,869	1920	2020	0	0	1.00	99.00
1 SNGL FAM - 0% - 2023 Heated Area: 1491 HX Base Yr											
AREA TYPE	TOTAL GROSS AREA	PCT OF BASE	TOT ADJ AREA	SUBAREA MARKET VALUE							
BAS	1,491	100	1,491	247,186							
FOP	84	30	25	4,145							
TOTALS	1,575		1,516	251,330							

232 S 7TH ST, FERNANDINA BEACH

BLD DATE		LGL DATE	
XF DATE		LAND DATE	
INC DATE		AG DATE	

N	OB/XF CODE	DESCRIPTION	BLD	CAP	L	W	UNITS	UT	Adj R	ADJ UNIT PRICE	ORIG COND	YEAR ON	YEAR ACTUAL	Q	% COND	OB/XF MKT VALUE	NOTES
1	0510	GARAGE WD -	0	0	18	18	324.00	SF	35.00	35.00	100	1960	1960	3	20	2,268	
5	0810	CONCRETE A	0	0	0	0	200.00	SF	6.50	6.50	100	1960	1960	3	20	260	
8	1127	BRICK 8"	0	0	0	0	432.00	SF	11.00	11.00	100	2024	2023		100	4,752	

LAND DESCRIPTION										TOTAL OB/XF										7,280	
L N	USE CODE	CLS	LAND USE DESCRIPTION	CAP	R D	LOC ZONE	FRONT	DEPTH	TOT LND UTS	UNIT TYPE	D T	DPHT FACT	% COND	TOT ADJ	UNIT PRICE	ADJ UNIT PRICE	LA VAL				
1	000100	C	SFR	0	0003	R-2	50.00	100.00	50.00	FF		1.00	1.00	1.00	4,000.00	4,000.00	2				

NASSAU COUNTY PROPERTY												PAGE 1 of 1		2
VALUATION SUMMARY														
VALUATION BY												STANDARD		
Tax Group: 2												Tax Dist:		
BUILDING MARKET VALUE												251,330		
TOTAL MARKET OB/XF VALUE												7,280		
TOTAL LAND VALUE - MARKET												200,000		
TOTAL MARKET VALUE												458,610		
SOH/AGL Deduction												0		
ASSESSED VALUE												458,610		
TOTAL EXEMPTION VALUE												0		
BASE TAXABLE VALUE												458,610		
TOTAL JUST VALUE												458,610		
NCON VALUE												64,931		
INCOME VALUE														
PREVIOUS YEAR MKT VALUE												386,865		

PERMIT NUM	DESCRIPTION	AMT	ISSUED
20230097	FULL REMDL	250,000	02/22/2023
20220112	REMODEL	0	10/11/2022
20122523	HEAT PUMP REPLACE	4,000	12/17/2012
20040879	RAMP HANDICAP	1,000	05/10/2004
9357	REPAIR/RRF	3,800	10/12/1995

SALES DATA							
OFF RECORD Number	DATE	TYPE INST	Q U	V I	RSN CD	SALE PRICE	
2719/1746	6/20/2024	WD	Q	I	01	1,100,000	
GRANTOR:WEBER KAREN L							
GRANTEE:MCKENZIE STACY HUNT							
2563/1345	5/17/2022	SW	Q	I	01	485,000	
GRANTOR:STILLWELL BILLIE DORO							
GRANTEE:WEBER KAREN L & AND							

BUILDING NOTES									

BUILDING DIMENSIONS									
BAS=[YR=1993] W1 N8 W12 N1 W11 N10 W12 S22 E12 S39 E12									
FOP=[YR=1993] S7 E12 N7 W12 \$ E12 N15 E2 N12 W2 N15 \$.									

From: Robert McKenzie robertmckenzie77@gmail.com

Date: Aug 5, 2024 at 2:57:36 PM

To: Robert McKenzie robertmckenzie77@gmail.com



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE STACY + ROBERT MCKENZIE
(print name of property owner(s))

hereby authorize: MARK AKINS, RICE ARCHITECT LLC
(print name of agent)

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

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

[Signature]
(Signature of owner)

[Signature]
(Signature of owner)

STACY MCKENZIE
(Print name of owner)

Robert McKenzie
(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

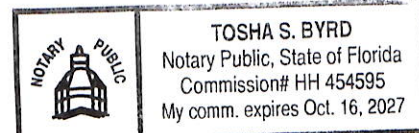
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 6th day
of AUGUST, 2024, by STACY & ROBERT MCKENZIE

[Signature]
Notary Public

TOSHA S. BYRD
Printed Name

10-16-27
My Commission Expires

Personally Known _____ OR Produced Identification ☒ ID Produced: FIDL



☐ Original
☒ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 4.0 1/07

Site #8 **NA00465**
 Field Date 2-14-2018
 Form Date 2-14-2018
 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) 232 S 7th Street Multiple Listing (DHR only) _____
 Survey Project Name Fernandina Beach Historic Resource Survey Update Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☐ private-individual ☐ private-nonspecific ☐ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Clear Location Values

Street Number 232 Direction S Street Name 7th Street Type Street Suffix Direction
 Address: 232 S 7th Street
 Cross Streets (nearest / between) At corner of Cedar and 7th
 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 # 00-00-31-1800-0040-0042 Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Clear History Values

Construction Year: 1926 ☒ approximately ☐ year listed or earlier ☐ year listed or later
 Original Use Private Residence (House/Cottage/Cabin) From (year): 1950 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 _____
 Additions: ☒ yes ☐ no ☐ unknown Date: _____ Nature Shed Extension & wheelchair ramp
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.) _____

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

DESCRIPTION

Clear Description Values

Style Bungalow Exterior Plan Rectangular Number of Stories 1
 Exterior Fabric(s) 1. Drop siding 2. 3.
 Roof Type(s) 1. Gable 2. 3.
 Roof Material(s) 1. Sheet metal:3V crimp 2. 3.
 Roof secondary strucs. (dormers etc.) 1. 2.
 Windows (types, materials, etc.) 9/1 DHS

Distinguishing Architectural Features (exterior or interior ornaments) 9/1 Craftsman DHS windows; 2 front facing gables; partial width front porch with brick piers and battered columns; exposed rafter tails

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

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

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

DESCRIPTION (continued)

[Clear Description Values](#)

Chimney: No. 2 Chimney Material(s): 1. Brick 2. Brick
 Structural System(s): 1. Balloon wood frame 2. 3.
 Foundation Type(s): 1. Continuous 2.
 Foundation Material(s): 1. Brick 2. Note: you may use the last box in each field to type in an answer that does not appear in the list provided
 Main Entrance (stylistic details) 9-light window in upper half of original door;

Porch Descriptions (types, locations, roof types, etc.) Partial-width; brick piers w/ battered wood posts; decorative brick knee walls

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

Narrative Description of Resource Exhibits Craftsman elements including pane configuration of windows and doors; porch posts and piers; cross rear gable and detached garage; county GIS notes 1950 construction but likely dates to 1920s

Archaeological Remains ☐Check if Archaeological Form Completed

RESEARCH METHODS (check all that apply)

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

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

OPINION OF RESOURCE SIGNIFICANCE

[Clear Significance Values](#)

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

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

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

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

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

DOCUMENTATION

[Clear Documentation Values](#)

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

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

RECORDER INFORMATION

Recorder Name Sheldon Owens

Affiliation Brockington and Assc. Inc.

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

Required Attachments

① USGS 7.5' MAP WITH STRUCTURE LOCATION PINPOINTED IN RED

② LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

③ PHOTO OF MAIN FACADE, ARCHIVAL B&W PRINT OR DIGITAL IMAGE FILE

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



HISTORIC DISTRICT COUNCIL STAFF REPORT

HDC 2025-0024

November 20, 2025

Owner/Applicant:	City of Fernandina Beach
Property Address:	10 Ash Street
Parcel ID #	00-00-31-1760-0025-003L
Current zoning:	I-W
FLUM land use category:	Industrial Waterfront
Existing uses on site:	Leasehold Interest, Atlantic Seafood
FL Master Site File #	N/A
Year Built:	1963
Contributing Status:	Noncontributing
Requested action:	FINAL Certificate of Approval (COA) to demolish a non-contributing structure. (<i>Quasi-Judicial</i>).

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

10 Ash Street



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is requesting **Final** Approval to demolish a circa 1963, 840sqft wood-framed waterfront structure, previously housing Atlantic Seafood, located at 10 Ash Street. The building is one of the last remaining vernacular structures on the Amelia River waterfront. It is owned by the City of Fernandina Beach but has been leased out to two different property owners since 2008. In September of 2025, the premature termination of the lease was mutually agreed upon by the City and the leaseholder. Following the relinquishment of the property, the City's Building Official inspected the property and declared the building unsafe. This declaration ordered that the building had to be vacated within 30 days and demolished within 60 days. Following this notice, the City hired Gillette & Associates, Inc. to conduct a Structural Damage Assessment in which the building was found to be in extremely poor condition. This Staff Report reviews applicable guidelines for demolition, the structural damage report, and the lease agreements.

APPLICABLE GUIDELINES:

CITY OF FERNANDINA BEACH COMPREHENSIVE PLAN

OBJECTIVE 11.08. Non-designated Resources: The City shall encourage protection and revitalization of non-designated historic structures and neighborhoods within Fernandina Beach

CITY OF FERNANDINA BEACH LAND DEVELOPMENT CODE

Land Development Code 8.03.03.01 Requirements for Demolition Applications

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

- 1. Whether the structure or site would meet national, state, or local criteria for designation;*
 - Although more than 50 years old, the structure would not meet national, state, or local criteria for historic designation. It does not exhibit any of the typical criteria for historic designations including association with a significant person/event, distinctive architectural characteristics, or ability to yield important historical information.*
- 2. Whether the structure or site is a contributing structure or site to a locally designated or National Register historic district;*
 - The structure is not contributing to the Fernandina Beach Downtown Historic District.*
- 3. Whether loss of the structure or site would deteriorate the quality or continuity of the historic district, or the surrounding neighborhood;*
 - The loss of the structure would deteriorate the connection between the downtown and the historic working waterfront. In lieu of plans that reenvision and revitalize the waterfront, this loss would usher a change in the sense of place currently at the waterfront.*
- 4. Whether the structure or site is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense;*
 - The structure does not exhibit such features.*
- 5. Whether the structure or site is one of the last remaining examples of its kind in the neighborhood, county or region, or is a distinctive example of an architectural or design style which contributes to the character of the district;*
 - The structure was built in 1963, which does not fall into the period of significance. The vernacular architecture is simplistic as exhibited elsewhere in the city, county, and region.*
- 6. Whether removal of the structure or site would destroy the historic relationship between structures or open space;*

-This structure represents a modern connection between the water and Downtown. As the building itself resides partially over the water and functions as a fish house it does exhibit a relationship between the historic structures of the downtown area and the river. However, this connection point does not exhibit a historic relationship and is modern relatively to the Fernandina Historic District period of significance.

7. Whether retention of the structure or site promotes the general welfare of the City by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage;

-If the structure was in better condition and could be repaired, there could have been an opportunity to study the local culture and heritage. However, in its current state, it cannot function in this way. The remaining interior and exterior of the structure was documented in the structural assessment and the “Atlantic Seafood” sign was salvaged.

8. Whether the applicant has made good faith efforts to pursue alternatives to demolition;

-The applicant has not been involved with the maintenance of the structure and there is little evidence of maintenance by the lease-holder. Now that the lease agreement has been terminated, the structure cannot be repaired per the structural assessment.

9. Whether the applicant will be denied a reasonable return on his or her investment;

-If the structure remains, the applicant will not be able to use this space in a way that is cohesive to the revitalization of the waterfront.

10. Whether there is economic hardship for the applicant as demonstrated by requirements in Section 8.03.06;

-The applicant has not demonstrated economic hardship based on the requirements of 8.03.06.

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

-The Code Enforcement and Appeals Board has not received any submissions regarding this property.

Land Development Code 8.03.08 Emergency Actions

B. Emergency Demolition Procedures

1. The Building Official shall immediately notify the Director of the Department of Planning & Conservation of cases where there are emergency conditions dangerous to life, health or property affecting a building or structure in a district or a building or structure that has been listed individually or deemed eligible for individual listing in the National Register, or a building over 45 years old. Notification to the Director of the Department of Planning & Conservation shall consist of a written report from a Building or Code Enforcement Inspector describing the dangerous conditions, and any other documentation that the Community Development Director shall require.

2. The Director of the Department of Planning & Conservation shall consult with Historic District Council staff and the Historic District Council Chair or HDC designee upon receipt of the statement or as soon as is practicably possible. The Director, staff, and the HDC Chair or HDC designee shall determine whether any additional information or documentation is needed. If so, the documentation or information shall be obtained by the Building Official. If not, or when requested information is received and approved by staff and the HDC Chair or designee, an emergency Certificate of Approval (COA) will be issued by staff and the HDC Chair without approval of the full HDC.

This section of the LDC explains that in an emergency scenario, approval from the HDC is not required. However, since the city had the opportunity to gain approval from the HDC, City management has decided to go through the typical HDC approval process.

CITY OF FERNANDINA BEACH HISTORIC DOWNTOWN DESIGN GUIDELINES

Demolition:

Application for a Certificate of Approval for any demolition of a primary building or structure (contributing or noncontributing) located within a locally designated historic district or the CRA shall be submitted by the property owner to the HDC. No building or structure in a locally designated historic district or the CRA shall be demolished without approval by the HDC, unless by a superseding order of a government agency or a court of competent jurisdiction.

- 1. Demolition should only occur after all other options have been considered and retention of the building is found not to be feasible due to structural or economic reasons.*
- 2. Demolition may occur to ensure the public safety and welfare.*

Demolition by Neglect, page 110 of the City of Fernandina Beach Historic Downtown Design Guidelines included in agenda packet. This case appears to be a demolition by neglect in which the structure was not maintained and was allowed to deteriorate over time.

CITY OF FERNANDINA BEACH COMMUNITY REDEVELOPMENT AREA DESIGN GUIDELINES

Demolitions are only mentioned in the definitions section of the CRA Design Guidelines: *Certificate of Appropriateness (COA) Certificate issued by the HDC to indicate its approval of an application to alter, demolish, move, or add on to a protected resource.*

ANALYSIS:

Lease Agreement:

The lease agreements for this property have been included in the agenda packet. Some sections have been highlighted by HDC staff liaison, Mia Sadler, due to their importance for this case. This is a City-owned parcel and structure which over the past 20 years has been leased out to two owners of Atlantic Seafood. The relevant resolutions are Resolution 2008-71 (the original lease agreement), Resolution 2022-142 (reassigning the lease agreement from Anne T. Coonrod to Atlantic Seafood, LLC.) and Resolution 2025-170 (terminating the lease agreement). Resolution 2008-71 states under item 9. Maintenance and Repairs that “Tenant shall at Tenant’s sole cost and expense keep and maintain the Demised Premises in good condition and repair.” Resolution 2022-142 stipulated that the new lease holder was mandated to rehabilitate or reconstruct the building 30 days after the effective date. There is no evidence of the leaseholder following through with this element of the lease agreement. Based on the information contained in the lease agreement resolutions, leaseholders of the structure and the City of Fernandina Beach are both responsible for the deterioration of the structure at 10 Ash Street. The tenants were responsible for maintaining the structure and the City failed to protect a non-contributing historic resource as mandated by the Comprehensive Plan Objective 11.08.

Structural Damage Assessment:

The Structural Damage Assessment by Gillette & Associates Inc. provides a thorough evaluation of the current condition of the structure as well as regulatory hurdles that would prevent the building to be repaired to its pre-damaged state. The report describes how the deterioration of the lateral-force resisting system (LFRS) and the vertical load-carrying capacity (VLCC) components have sustained substantial structural damage. The interior walls, floors, foundation, windows, electrical, plumbing, as well as the parking lot do not meet Florida Building Code or the local Land Development Code. Per the City's flood plain ordinance, if the amount of repairs to a structure exceeds 30%, the entire building must come into compliance of the flood plain requirements. This means the reconstruction of the building would need to have a first finished floor elevation to be have to be over 12 feet from the average natural grade. Please find the entire Structural Damage Assessment in the agenda packet. Based on the Structural Assessment, the Building Official's declaration of an unsafe structure, Land Development Code requirements for demolition applications, and flood plain regulations, the demolition by neglect of the structure at 10 Ash Street is warranted.

STAFF RECOMMENDATION:

Staff finds that the requested action, as presented, is consistent with the Comprehensive Plan, the Land Development Code, the Secretary of the Interior's Standards, Historic Downtown Design Guidelines, and Community Redevelopment Area Design Guidelines.

Staff recommendation:

FINAL approval of HDC2025-0024.

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0024 **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 2025-0024, 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, and Community Redevelopment Area Design Guidelines to warrant **FINAL** approval at this time.

LIST OF EXHIBITS:

- | | |
|------------------|--|
| EXHIBIT 1 | Application Materials |
| EXHIBIT 2 | Structural Damage Assessment, Gillette & Associates, Inc. |
| EXHIBIT 3 | Lease Agreement Resolutions (MS highlights) |
| EXHIBIT 4 | Page 110, Demolition By Neglect |
| EXHIBIT 5 | Florida Master Site File NA02235 |

From: noreply@civicplus.com
To: [Planning Info](#)
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Thursday, October 9, 2025 3:54:32 PM

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

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

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

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

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

Fees

Field not completed.

Basis for Review

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

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

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

Application
Requirements

Field not completed.

Please see the Land
Development Code
(LDC) for detailed
information:

Field not completed.

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

Demolition

APPROVAL TYPE

Board Approval: Final

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

Yes

What was the date of
your pre-application
meeting?

10/2/2025

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

10 Ash Street

City

Fernandina Beach

Florida

State

Zip Code 32034

Parcel ID #(s) 00-00-31-1760-0025-003L

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

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name City of Fernandina Beach

Last Name COFB

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

Project Description The small red waterfront building at 10 Ash Street, built circa 1963, has long housed Atlantic Seafood, a seafood market/bait & tackle shop, that served the downtown fishing and shrimping community. The parcel is city-owned and the business operated under a city lease. It is located within the CRA (Community Redevelopment Area).

In recent years the site has been part of waterfront improvement discussions. Conceptual plans for a replacement building were submitted to the city as floodwall and riverfront projects affecting the site continued. Most recently (September 2025) the city and Atlantic Seafood's tenant reached an agreement to end the lease

early, leaving the structure unoccupied.

Inspections by local engineer Asa Gillette with G&A Associates show that the building is no longer a sound structure. A recommendation for demolition based on this inspection has been made by the COFB Building Director.

See attached reports and photos for more details.

Requirements for Demolition Applications
Per LDC 8.03.03.01

1. Does the structure or site meet national, state, or local criteria for designation? *Field not completed.*

2. Is the structure or site a contributing structure or site to a locally designated or National Register historic district? *Field not completed.*

3. Would the loss of the structure or site deteriorate the quality or continuity of the historic district, or the surrounding neighborhood? *Field not completed.*

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? *Field not completed.*

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 *Field not completed.*

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?

Field not completed.

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?

Field not completed.

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

Field not completed.

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

Field not completed.

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

Field not completed.

11. Has the Code
Enforcement and
Appeals Board has
recommended

Field not completed.

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

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

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

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

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

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

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

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

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

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

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

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
---------------------	-----------------------------

Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	Atlantic Seafood_structural report_final_signed.pdf
Upload 2	CDD_001.pdf
Upload 3	2025-10-09 15.19.08_10 Ash St.JPG
Upload 4	2025-10-09 15.14.06(1)_10 Ash St.JPG
Upload 5	2025-10-09 15.13.43_10 Ash St.JPG
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>
Upload 8	<i>Field not completed.</i>
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.	
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.	
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my	

application to be deferred to the next posted deadline date.

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

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

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

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

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

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

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

Applicant First Name	Lisa
----------------------	------

Applicant Last Name	Finkelstein
---------------------	-------------

Today's Date	10/9/2025
--------------	-----------

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.



© 2DYD3RXXARAD69 Timemark Verified

3:19 PM | Oct 09, 2025
Thurs

10 Ash St, Fernandina Beach, FL 32034

Photo by
Timemark

“NOTICE” OF DANGEROUS BUILDING

Structure Location 10 Ash Street, Fernandina Beach,
Florida 32034
Legal Description 00-00-31-1760-0025-003L

IN ACCORDANCE WITH 1997 UNIFORM CODE FOR ABATEMENT OF DANGEROUS BUILDINGS CODE ADOPTED BY THE CITY OF FERNANDINA BEACH ORDINANCE 22-26, THIS BUILDING HAS BEEN DECLARED DANGEROUS BY THE BUILDING OFFICIAL UNDER SECTION 302 OF THE 1997 UNIFORM CODE FOR ABATEMENT OF DANGEROUS BUILDINGS. ITS USE OR OCCUPANCY IS PROHIBITED. THIS BUILDING IS HEREBY ORDERED TO BE VACATED WITHIN THIRTY (30) DAYS OF POSTING AND REPAIRED OR DEMOLISHED WITHIN SIXTY (60) DAYS.

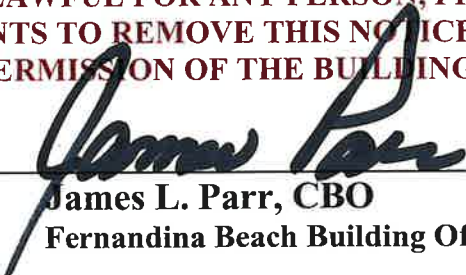
1997 Uniform Code for the Abatement of Dangerous Buildings:

Required: Obtain a Demolition permit and demo within 60 days.

**FAILURE TO COMPLY SHALL BE PUNISHABLE TO THE FULLEST
EXTENT ALLOWED BY LAW**

**IT SHALL BE UNLAWFUL FOR ANY PERSON, FIRM OR CORPORATION OR
THEIR AGENTS TO REMOVE THIS NOTICE WITHOUT WRITTEN
PERMISSION OF THE BUILDING OFFICIAL**

BY ORDER OF


James L. Parr, CBO

Fernandina Beach Building Official

DATE

10.9.25



© 3RCGCC19DCW49N Timemark Verified

3:13

PM

Oct 09, 2025

Thurs

10 Ash St, Fernandina Beach, FL 32034

Photo by

Timemark

Fernandina Beach Building Department
(904-310-3135)

“NOTICE” OF DANGEROUS BUILDING

Structure Location 10 Ash Street, Fernandina Beach,
Florida 32034

Legal Description 00-00-31-1760-0025-003L

IN ACCORDANCE WITH 1997 UNIFORM CODE FOR ABATEMENT OF DANGEROUS BUILDINGS CODE ADOPTED BY THE CITY OF FERNANDINA BEACH ORDINANCE **22-26**, THIS BUILDING HAS BEEN DECLARED DANGEROUS BY THE BUILDING OFFICIAL UNDER SECTION 302 OF THE 1997 UNIFORM CODE FOR ABATEMENT OF DANGEROUS BUILDINGS. ITS USE OR OCCUPANCY IS PROHIBITED. THIS BUILDING IS HEREBY ORDERED TO BE VACATED WITHIN THIRTY (30) DAYS OF POSTING AND REPAIRED OR DEMOLISHED WITHIN SIXTY (60) DAYS.

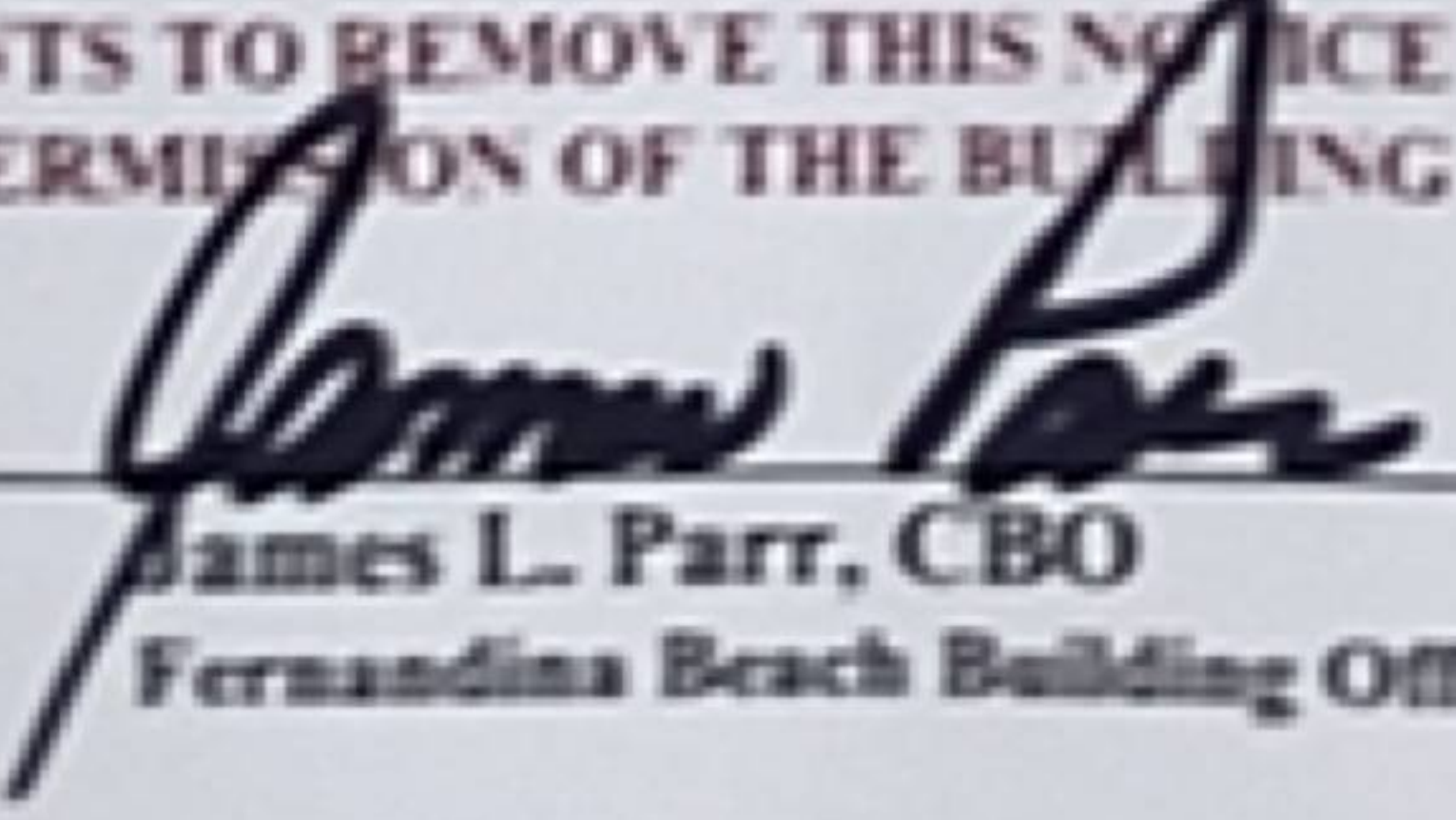
1997 Uniform Code for the Abatement of Dangerous Buildings:

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FAILURE TO COMPLY SHALL BE PUNISHABLE TO THE FULLEST
EXTENT ALLOWED BY LAW

IT SHALL BE UNLAWFUL FOR ANY PERSON, FIRM OR CORPORATION OR
THEIR AGENTS TO REMOVE THIS NOTICE WITHOUT WRITTEN
PERMISSION OF THE BUILDING OFFICIAL

BY ORDER OF


James L. Parr, CBO
Fernandina Beach Building Official

DATE

10-9-25

3:14

PM

Oct 09, 2025

Thurs

10 Ash St, Fernandina Beach, FL 32034

Photo by

Timemark



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

October 6, 2025

Mr. Jimmy Parr
Building Official
City of Fernandina Beach, Florida
204 Ash Street
Fernandina Beach, FL 32034

RE: Structural Damage Assessment
Atlantic Seafood
10 Ash Street
Fernandina Beach, Florida

Mr. Parr:

Attached is the structural damage assessment for the above referenced project per our site visit and discussion. The report should help to clarify the status of the structure as dictated by the Florida Building Code 8th Edition (2023).

Thank you for the opportunity to serve you. If you have any questions, please feel free to contact us at 904-261-8819.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Asa R. Gillette", written in a cursive style.

Asa R. Gillette, P.E.
Principal and Engineer
Gillette and Associates, Inc.

cc: J. Glisson (COFB)
file



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

Prepared for: City of Fernandina Beach, Florida
204 Ash Street
Fernandina Beach, Florida

Situation: Structural Damage Assessment

Jobsite: Former Atlantic Seafood (Lease Property)
10 Ash Street
Fernandina Beach, FL 32034

Date: October 6, 2025

Prepared by: Gillette & Associates, Inc.
31 South 4th Street
Fernandina Beach, FL 32034
Phone: 904-261-8819
Certificate of Authorization No. 9332

Asa Ray
Gillette
III

Digitally signed by Asa Ray Gillette
III
DN: cn=Asa Ray Gillette III, c=US,
email=asa@gilletteassociates.com
Date: 2025.10.07 15:58:32 -04'00'

Asa R. Gillette, P.E.
FL P.E. No. 56177

1.0 OVERVIEW & PROJECT DESCRIPTION

The structure in question is located at 10 Ash Street, Fernandina Beach, FL and per the Nassau County Property Appraiser website was constructed on or around 1963. The structure is approximately 840 square feet of semi-conditioned area, one story, and wood-framed construction with an off-grade floor system, residing partially over the water. The roof consists of conventionally framed wood with a metal roof system. The building is two rooms (main room and fish room) with two walk-in cooler systems on the south side of the building. Drawings for the structure were not available for review, but Attachment D shows a quick sketch of the building. The building was visually inspected on September 29, 2025, with entrance to the property and structure provided by the City of Fernandina Building Department.

The structure is located in the city limits of Fernandina Beach, the Waterfront Community Re-development Area (CRA) and the Historic District (HDC), with a zoning of Waterfront Industrial (I-W) with Industrial Waterfront land use. The site electric is provided by Florida Public Utilities with potable water and sanitary sewer provided by the City of Fernandina Beach. The site is located in an AE-10 flood zone (special flood hazard area) and under current rules would require a finish floor elevation of 12.4-feet. We do not have a survey of the property, but based on GIS contours, the finish floor appears to be at or around elevation 6.0-feet.

The building has suffered significant damage due to neglect, environmental and weather damage, which has affected much of the structure. The roof, walls and floor systems have been damaged to a point where listing, sloping and patched holes are present. There is no evidence that the building is listed on a historical registry. It should also be noted that the smell of rotten seafood is far beyond tolerable and is likely impregnated into the structure itself, and is probably not going away.

2.0 CODE INTERPRETATION AND VISUAL EVALUATION

2.1 Florida Building Code and General Structural

The current governing building code is the Florida Building Code, 8th Edition (2023). This building was constructed prior to the enactment of the FBC and assumed to be governed by general construction practices at the time of construction. Most of the volumes of the current FBC are applicable, but analysis begins with the volume *Existing Building*. For repairs, Chapter 4 is applicable, alterations, Chapters 6 through 9 are applicable and change of use, Chapter 10 is applicable. Chapter 5 is the prescriptive compliance method and is applicable to the alteration, repair, addition and change of occupancy of an existing building. This assessment utilizes the prescriptive method, along with Level III alteration as the basis of the required upgrades for the building. The definition of Substantial Structural Damage becomes the basis of determination.

The definition of the “Substantial Structural Damage” is given in Chapter 2, Section 202 of the *Existing Building* volume of the FBC. It is defined as a condition where:

- (1) The vertical elements of the lateral force-resisting system have suffered damage such that the lateral load-carrying capacity of any story in any horizontal direction has been reduced by more than 33 percent from its pre-damaged condition; or

(2) the capacity of any vertical load-carrying component, or any group of such components, that supports more than 30 percent of the total area of the structure's floor(s) and roof(s) has been reduced by more than 20 percent from its predamaged condition and the remaining capacity of such affected elements, with respect to all dead and live loads, is less than 75 percent of that required by the FBCB for new buildings of similar structure, purpose and location.

New repairs and new structural members and connections, used for repair or rehabilitation, shall comply with the detailing provisions of the Florida Building Code, 8th Edition (2023), *Building* (FBCB), *Existing Building* (FBCEB) for new buildings of similar structure, purpose and location.

2.2 Lateral-Force-Resisting System (LFRS)

The design of this building appears to be based on minimal construction practice and would be considered insufficient for current building code compliance. There does not appear to be any accepted building codes in use at the time of construction of this building. The exterior wall systems are comprised of wood studs with various types of wood-based exterior siding. We visually examined the existing wall system and found greater than 33% of the wall systems to be structurally deficient with settling, water damage and listing in various spaces due to rot and lack of maintenance. Water intrusion and fenestration were found throughout the structure.

Based on field inspections as summarized in the filed notes in Attachment A, and the definition of substantial structural damage, it appears that more than 33-percent of the structure's lateral load carrying capacity has been jeopardized. This is apparent due to weather damage to the east, north and west external wall and roof sheathing/decking water damage. The structure also does not visually appear to contain any means of uplift resistance. These LFRS items would be pertinent to the continuous exterior stud walls and roof system, as well as any interior walls that receive lateral loads. Review of the damaged areas, including the bottom wall sill plate, wall sheathing and roof sheathing, appear to have severe enough damage to substantially affect the building's lateral and uplift resistance. Therefore, we feel the LFRS has been significantly jeopardized in accordance with the definitions above or appears to be non-existent in some areas.

2.3 Vertical Load-Carrying Components (VLCC)

Vertical load-carrying components for this structure would be related primarily to the exterior and interior wall systems, as well as roof rafters and bracing. Per our observations, the exterior wall damage appears to be in below average construction along with damage to exterior wall sheathing and studs. Wall opening headers were not visible at the time of inspection but based on the amount of water intrusion and damage to the exterior wall, it is logical that the headers and support items have suffered damage as well. Since these damaged VLCCs appear to support more than 30-percent of the roof area, substantial damage is logical. The foundation system appears inadequate to support vertical loads imposed by current building code requirements.

2.4 Electrical, Mechanical and Plumbing

Existing electrical wiring and equipment undergoing repair shall be allowed to be repaired or replaced with like material. This applies to electrical receptacles, replacement of non-grounding-type receptacles and grounding of appliances. Based on the amount of damage present, most electrical systems will have to be replaced as repair may not be prudent. Therefore, FBCB compliance would be required.

Existing mechanical systems undergoing repair shall not make the building less conforming than it was before the repair was undertaken. Due to the age of the mechanical systems, especially moisture intrusion, the mechanical system serving the structure would need to be replaced.

Piping below the floor system should be replaced as well due to age of the structure and possible non-compliance of Code. Plumbing materials, supplies and fixtures shall not be used for replacement that are prohibited by the Florida Building Code, *Plumbing* (FBCP).

2.5 Building Exterior

Materials already in use in a building in conformance with requirements or approvals in effect at the time of their erection or installation shall be permitted to remain in use unless determined by the Code Official to render the building or structure unsafe or dangerous. Due to the large amount of damage to these materials, as well as repair, it is unlikely a significant amount of materials could be salvaged for reuse. Materials permitted by the applicable code for new construction shall be used (we interpret this as dictated by the FBC). Hazardous materials shall not be used where the code for new construction would not permit their use in buildings of similar occupancy, purpose and location.

Replacement glazing (windows) shall comply with the safety glazing requirements of the FBCB. Replacement windows would be applicable for the entire structure. These windows would be required to meet the wind pressures as determined by the FBCB and ASCE 7-14.

2.6 Building Interior

The interior walls appear to be of wood stud construction with repair, modification and damage that is most likely not salvageable. It should be anticipated that many of the interior items will require replacement due to the severity of the current damage.

2.7 Site

The current site is minimal with one non-compliant ADA parking space and about two to three additional parking spaces, which do not meet the requirements of the City's Land Development Code. It should be noted that the parking spaces are shared with the public boat ramp. Combined with its location at Ash and Front Streets, can cause impediment of traffic flow at times.

2.8 Existing Floor and Foundations

The existing floor system appears to be wood girder and joist system on a concrete pier system with an unknown foundation system. The existing floor system components have sustained water damage and would most likely not support current live and dead load combinations required by current code. The evaluation of the existing structure in its predamaged state would reveal noncompliance with FBCB.

3.0 CODE EVALUATION

Damage to the structure appears to be a lack of proper upkeep, maintenance and upgrades as required for the corrosive environment. If the work area exceeds 50% of the aggregate area of the building, a Level 3 alteration applies. Level 3 alterations are covered under Chapter 9, FBCB. The damage caused to the aggregate work area (floor and roof) far exceeds 50%.

Wind loads for repairs and rehabilitation shall be those required by the building code in effect at the time of original construction, unless the damage was caused by wind, in which case the wind loads shall be in accordance with the FBCB. Therefore, if the structure was repaired to its predamaged state, it still would not comply with the provisions of the FBCB for wind load.

The work required to the structure exceeds the definition of repair (Section 202, FBCB) because the work to be done exceeds the purpose of maintenance (the structure is beyond repair). Therefore, the definition of alteration would apply. This would require the structure to meet current live, dead and wind loads and the size of roof, floor and other structural members would need to be upsized.

Per the City's flood plain ordinance, if the amount of repairs required exceeds 30% of the value of the structure, the finish floor elevation would be required to meet current flood elevations. The existing finish floor elevation is at or about elevation 6.0-feet, and based on the AE-10 flood zone, the new building finish floor would be elevation 12.4-feet, which is not plausible for this structure.

4.0 RECOMMENDATIONS & CONCLUSIONS

Based on review of the structure and the damage caused, we believe that the overall building has sustained substantial structural damage as defined by the Florida Building Code, 8th Edition (2023), *Existing Building*. We do not feel the building can be restored to its pre-damaged condition and meet the current Florida Building Code requirements, along with additional structural reinforcement. Restoration of this structure is highly unlikely without replacement of a substantial majority of the building components. Compounded with this is flood requirements for an elevated finish floor based on current Flood Plain Ordinance. The amount of repair and modification will require the commercial structure to meet current flood ordinance, which is not feasible. Therefore, from a cost and feasibility standpoint, we would recommend that the structure be demolished, and a new structure be designed and constructed in accordance with current flood requirements, building codes and land development codes.

ATTACHMENT A

Field Notes from Site Visit

10 Ash Street
Fernandina Beach, Florida

HIGHLIGHTED FIELD OBSERVATIONS

- Single story structure: wood framed; average to below average construction.
- Conventionally framed wood roof
- Off-grade floor system over existing marsh/river system. Entrance into crawlspace is prohibitive due to entrance at water/marsh line.
- Western area appears to be an add-on,
- Roof decking consisting of 1x6 (or 1x8) tongue and groove wood planking (as opposed to sheathing) as viewed from below.
- Metal roof system
- North wall exterior covers deteriorated, and wall system has settled and is out of plumb, poor condition.
- South wall system with deterioration and water intrusion; fair condition.
- East wall with water and air intrusion and deterioration due to age and weather; fair condition.
- West wall system out of plumb with deterioration; poor condition.
- All exterior wall systems are deteriorating beyond repair
- Floor system is very unlevel with severe deterioration and multiple insufficient repair areas. Foundation stability would be questionable and would require replacement.
- About 40% of the ceilings inside the structure have suffered water damage.
- Exterior walls are comprised of multiple construction types and appear to have been constructed as necessary with little concern for continuity, use and adherence to acceptable construction techniques.
- No uplift connectors apparent from the roof down to the foundation

ATTACHMENT B

Nassau Property Appraiser Parcel Information

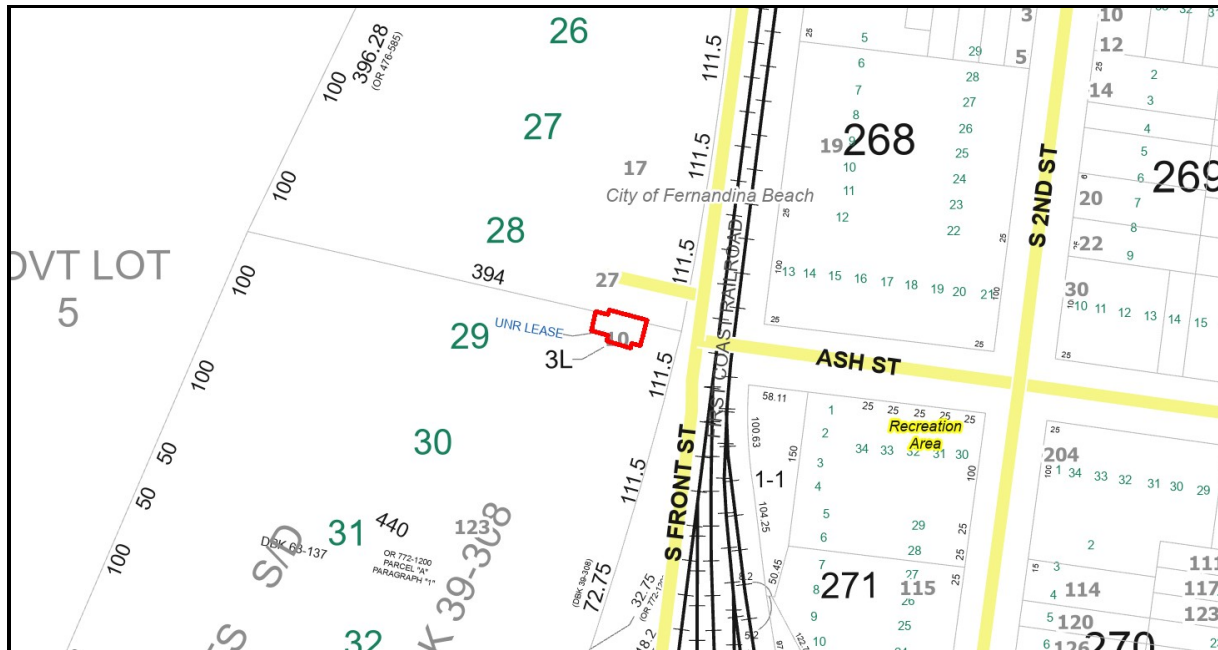
10 Ash Street
Fernandina Beach, Florida



WWW.NCPAFL.COM

KEVIN J. LILLY
ASA, CFA
Consistent. Fair. Efficient

904-491-7300

**Parcel Report****Parcel ID****Owner Information****Mailing Address****Site Address****Previous Site Address (If
Changed by 911)****Deed Acre****Approximate Acres (GIS
Calculated)****Property Use Code****Municipality****Census Tract****MLS Zone****Subdivision****Results**

00-00-31-1760-0025-003L

CITY OF FERNANDINA BEACH

C/O ATLANTIC SEAFOOD
204 ASH STREET

FERNANDINA BEACH, FL 32034

10 ASH ST
FERNANDINA BEACH
32034

Null

0.00

0.03

009000

City of Fernandina Beach

1 - Island

CITY OF FERNANDINA BEACH
WATERLOTS**Value & Sales Report****Land Value****Building Value****Misc. Value****Just Value (Market Value)****Assessed Value****Results**

\$0.00

\$59,958.00

\$2,088.00

\$108,106.00

\$108,106.00

Value of land

Value of all improvement on the land

Any extra features to the land and/or building(s)

The Just, or Market Value, for tax purposes

Market Value minus assessment limits

Taxable Value		Assessed Value minus any Exemptions	
Sales Information			
Date	Price	Vacant?	Qual
Land Use Report	Results		
Zoning	IW	Note: (Must be verified with Municipality)	
Future Land Use	INCORPORATED	Note: (Must be verified with Municipality)	
Community Development District	No		
Community Redevelopment Area	Yes - CRA	Note: (Must be verified with City of Fernandina Beach)	
Historic District	Historic District Boundary	Note: (Must be verified with City of Fernandina Beach)	
Municipal Service Benefit Unit (MSBU)	No		
Mobility Fee Zone	Zone 1		
Topographical Report	Results		
Soil Map Unit Name	TISONIA MUCKY PEAT, TIDAL, URBAN LAND		
Drainage Basin	St. Marys River		
Drainage Basin Number	Coming Soon		
Vegetation		Not a jurisdictional survey	
Approximate Elevation	Coming Soon		
Utility Report	Results		
Water Source	City of Fernandina Beach		
Waste Water	City of Fernandina Beach		
Electric Provider	Florida Public Utility		
Emergency Management Report	Results		
Fire District	100	Note: (Must be verified with Nassau County Fire & Rescue)	
USNG	17R MP 52 90	Note: (Must be verified with Nassau County Emergency Management)	
Storm Surge Zone	1	Note: (Must be verified with Nassau County Emergency Management)	
Hurricane Evacuation Zone	A	Note: (Must be verified with Nassau County Emergency Management)	
Special Flood Hazard Area	AE,VE	Note: (Must be verified with Nassau County Building Dept.)	
DFIRM Panel	12089C0237G	Note: (Must be verified with Nassau County Building Dept.)	
School Board Report	Results		
Elementary School Zone	Emma Love Hardee Elementary	Note: (Must be verified with NCSB)	
Middle School Zone	Fernandina Beach Middle School	Note: (Must be verified with NCSB)	
High School Zone	Fernandina Beach High School	Note: (Must be verified with NCSB)	
Elections Report	Results		
Municipality	City of Fernandina Beach		
Voting Precinct	101	Note: (Must be verified with SOE)	
Polling Location	Coming Soon	Note: (Must be verified with SOE)	
Congressional	4	Note: (Must be verified with SOE)	
State Senate	4	Note: (Must be verified with SOE)	

State House	11	Note: (Must be verified with SOE)
County Commissioner	1 - John F. Martin	Note: (Must be verified with SOE)
School Board	1 - Shannon Hogue	Note: (Must be verified with SOE)
Ocean, Highway & Port Authority	1 - Miriam Hill	Note: (Must be verified with SOE)
City of Fernandina Beach Commission	Joyce M. Tuten, Genece Minshew, Tim Poynter, James Antun, & Darron Ayscue	Note: (Must be verified with City of Fernandina Beach)
Hilliard Town Council	Does Not Apply	Note: (Must be verified with Town of Hilliard)
Callahan Town Council	Does Not Apply	Note: (Must be verified with Town of Callahan)
Mosquito Control	Amelia Island Mosquito Control District	Note: (Must be verified with SOE)

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

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ATTACHMENT C

Interior and Exterior Pictures
Taken on 09/29/25

10 Ash Street
Fernandina Beach, Florida

10 Ash Street
Fernandina Beach, Florida



North Exterior Wall



East Exterior Wall



West Exterior Wall



South Exterior Wall

10 Ash Street
Fernandina Beach, Florida



Main Room – Looking South



Main Room – Looking East



Main Room – Looking West



Main Room – Looking Southeast

10 Ash Street
Fernandina Beach, Florida



Fish Room – Looking Southwest



Fish Room – Looking Northwest



Fish Room – Looking East



Fish Room – Separation Btwn North Wall & Floor Slab

10 Ash Street
Fernandina Beach, Florida



Exterior Eave Southeast Corner



Exterior Southwest Column & Girder



Exterior North Wall, West Addition



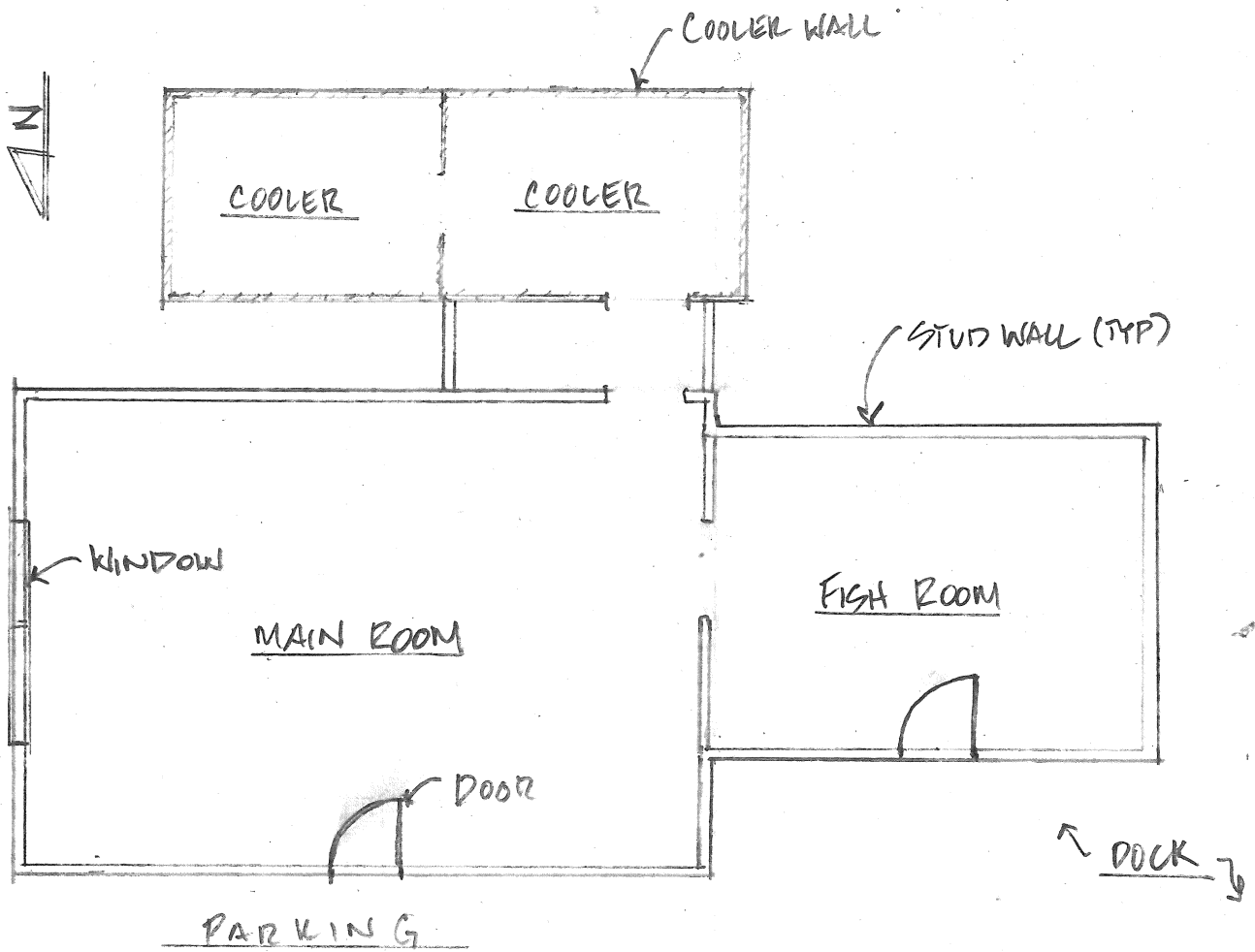
Exterior North Wall, East Bottom Area Exterior Covering

ATTACHMENT D

Rough Building Sketch

10 Ash Street
Fernandina Beach, Florida

10/6/25



OVERALL PLAN
(SCALE: $\frac{1}{8}" = 1'-0"$)

RESOLUTION 2025-170

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A MUTUAL TERMINATION AND RELEASE WITH ATLANTIC SEAFOOD, LLC.; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 6, 2008, the City of Fernandina Beach ("City") and Anne T. Coonrod d/b/a Atlantic Seafood Bait and Tackle, entered into a lease agreement for certain City-owned property located at 10 Ash Street, Fernandina Beach, Florida, 32034, for a period of twenty-years (Resolution 2008-71); and

WHEREAS, the City Commission, at their August 16, 2022, regular meeting, adopted Resolution 2022-142, approving an assignment of lease for Atlantic Seafood from Anne T. Coonrod, d/b/a Atlantic Seafood Bait and Tackle to Atlantic Seafood, LLC., whose managing member is Ernest O. Saltmarsh; and

WHEREAS, both the City and Atlantic Seafood, LLC. wish to terminate the Lease Assignment, including terms of the Lease and all rights and responsibilities under the Lease.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, THAT:

SECTION 1. The City Commission hereby approves the Mutual Termination and Release Agreement with Atlantic Seafood, LLC., attached hereto as Exhibit A.

SECTION 2. The City Clerk and City Manager are hereby authorized to execute Exhibit A, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of September, 2025.

CITY OF FERNANDINA BEACH



JAMES ANTUN
Mayor - Commissioner

ATTEST:



CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TERESA L. PRINCE, ESQ.
City Attorney

MUTUAL TERMINATION AND RELEASE – ATLANTIC SEAFOOD LEASE

This Termination of Lease made this __9th__ day of September, 2025, (the "Termination and Release Agreement") is between the City of Fernandina Beach, Florida, a municipal corporation, whose principal address is 204 Ash Street, Fernandina Beach, Florida, 32034 (hereinafter referred to as "City") and Atlantic Seafood, LLC, a Florida limited liability company, whose principal address is PO Box 52, Fernandina Beach, FL 32034, assignee of Anne T. Coonrod d/b/a Atlantic Seafood Bait and Tack (hereinafter referred to as "Atlantic Seafood"), its successors and assigns.

WHEREAS, on May 6, 2008, the City of Fernandina Beach ("City") and Anne T. Coonrod d/b/a Atlantic Seafood Bait and Tack, entered into a lease agreement for certain City-owned property located at 10 Ash Street, Fernandina Beach, Florida, 32034, for a period of 20 years; and

WHEREAS, with permission from the City, the Lease was assigned to Atlantic Seafood, LLC. ("Atlantic Seafood") on August 16, 2022 (the "Assignment of the Lease"), with all terms remaining the same on said Lease; and

WHEREAS, both the City and Atlantic Seafood (collectively, the "Parties") wish to terminate the Lease and the Assignment of the Lease (collectively "the Lease") early and release each other from any and all claims that they had, have or may have arising out of or in connection with the Lease.

NOW THEREFORE, in consideration of the undertakings of the Parties as set forth in this Termination and Release Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties agree as follows:

1. Termination of the Lease. The Parties mutually agree that the Lease shall be terminated effective August 1, 2025 (the "Termination Date"). Upon the Termination Date, the Lease shall have no further force or effect.

2. Full Satisfaction. The Parties acknowledge and agree that no additional consideration of any kind is due from either Party with respect to the Lease.

3. Mutual Release. The City and Atlantic Seafood do hereby irrevocably and unconditionally release, cancel, and forever discharge the other Party and its directors, officers, employees, subsidiaries, affiliates, agents, and representatives from any and all claims, complaints, causes of action, demands, damages, obligations, liabilities, losses, promises, agreements, controversies, penalties, expenses, and executions of any kind or nature whatsoever, whether known or unknown, actual or potential, whether arising in law or in equity, which each Party may have, may have had, or may in the future obtain, arising out of or relating to any acts, omissions, agreements, or events relating in any manner to

the Lease. Each Party represents and warrants that it has not filed any action or initiated any other proceeding with any court or government authority against or involving the other Party that may constitute a claim or provide the basis for any liability that is excluded from the release provide for in this Section 3.

4. Effect of Termination on Lease. Except as expressly provided in this Termination and Release Agreement, the Parties acknowledge and agree that their respective rights and obligations under Section 10 of the Lease shall survive the termination of the Lease pursuant to the terms and conditions as set forth therein.

5. Fees and Expenses. Each Party hereto shall bear its own fees and expenses (including attorneys' fees) incurred in connection with the Lease, this Termination and Release Agreement and the consummation of the transactions contemplated hereby.

6. Representations. Each Party hereby represents and warrants that it has not assigned or otherwise conveyed or delegated, in whole or in part, any claim or right that it has or may have under or related in any manner to the Lease to any third party or person. Each Party represents that the execution and delivery of this Termination and Release Agreement is the duly authorized and binding act of the Party, and that the party's signatory hereto is duly authorized to execute this Termination and Release Agreement on behalf of that Party.

7. No Admission of Liability. City and Atlantic Seafood expressly agree and acknowledge that their entering into this Termination and Release Agreement shall be construed in any manner as an admission of any liability, obligation, or wrongdoing on the part of either Party. Each Party expressly denies any and all liability or wrongdoing with respect to the Lease.

8. Cooperation between the Parties. Each Party shall fully cooperate with the other Party with respect to the performance of this Termination and Release Agreement. Each Party will provide or make available to the other Party any information and will execute, acknowledge and deliver such further documents that may reasonably be required in order to effectively perform this Termination and Release Agreement and to evidence the termination of the Lease and to release all obligations and liabilities of the Parties thereunder.

9. Governing Law and Venue. This Termination and Release Agreement will be governed by and interpreted in accordance with the laws of the State of Florida, without giving effect to the principles of conflicts of law of such state. The Parties hereby agree that any action arising out of this Agreement will be brought solely in any state court located in Nassau County, Florida and the appropriate federal Court for Nassau County, Florida. Both Parties hereby submit to the exclusive jurisdiction and venue of any such court. THE PARTIES FURTHER AGREE, TO THE EXTENT PERMITTED BY

APPLICABLE LAW, TO WAIVE ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING FROM THE TERMS OF THIS TERMINATION AND RELEASE AGREEMENT.

10. Attorneys' Fees and Costs in Enforcement of the Termination and Release Agreement. If either Party incurs any legal fees and/or costs and expenses in any proceeding to enforce the terms of this Termination and Release Agreement or any of its rights provided hereunder, the prevailing Party shall be entitled to recover its reasonable attorneys' fees and any court, arbitration, mediation, or other litigation expenses from the other Party.

11. Binding Agreement. This Termination and Release Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the Parties. There are no third-party beneficiaries to this Termination and Release Agreement. Each Party acknowledges and agrees that it fully understands the provisions set forth in this Termination and Release Agreement and their effect, and that each Party is voluntarily entering into this Termination and Release Agreement.

12. Severability. If any provision or portion of this Termination and Release Agreement shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions or portions shall remain in full force and effect.

13. Construction. The headings and captions appearing in this Termination and Release Agreement have been inserted for the purposes of convenience and ready reference, and do not purport to and shall not be deemed to define, limit or extend the scope or intent of the provisions to which they appertain. This Termination and Release Agreement shall not be construed more strongly against either Party regardless of which Party is more responsible for its preparation.

14. Counterparts. This Termination and Release Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument, without Termination and Release Agreement necessity of production of the others. An executed signature page delivered via facsimile transmission or electronic signature shall be deemed as effective as an original executed signature page.

15. Notices. All notices or other communications required under this Termination and Release Agreement shall be in writing and shall be deemed effective when received and made by either (i) hand delivery, (ii) registered mail, (iii) certified mail, return receipt requested, or (iv) overnight mail, addressed to the Party to be notified at the following address or to such other address as such Party shall specify by like notice hereunder:

For the City of Fernandina Beach:

City Manager
204 Ash Street
Fernandina Beach, FL 32034

For Atlantic Seafood LLC:

Ernest O. Saltmarsh
PO Box 52
Fernandina Beach, FL 32035

16. Waiver. No waiver of any term or right in this Termination and Release Agreement shall be effective unless in writing, signed by an authorized representative of the waiving Party. The failure of either Party to enforce any provision of this Termination and Release Agreement shall not be construed as a waiver or modification of such provision, or impairment of its right to enforce such provision or any other provision of this Termination and Release Agreement thereafter.

17. Entire Agreement; Modification. This Termination and Release Agreement is the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior agreement or communications between the Parties, whether written, oral, electronic or otherwise. No change, modification, amendment, or addition of or to this Termination and Release Agreement shall be valid unless in writing and signed by authorized representatives of the Parties. Each Party hereto has received independent legal advice regarding this Termination and Release Agreement and their respective rights and obligations set forth herein. The Parties acknowledge and agree that they are not relying upon any representations or statements made by the other Party or the other Party's employees, agents, representatives, or attorneys regarding this Termination and Release Agreement, except to the extent such representations are expressly set forth herein.

IN WITNESS WHEREOF, the Parties have signed this Termination and Release Agreement on the date first set forth below:

ATLANTIC SEAFOOD, LLC



By: _____
Ernest O. Saltmarsh, Manager
Date: 9/9/25

WITNESS:

By: Julie Rodriguez
Print: Julie Rodriguez
Date: 9/9/25

CITY OF FERNANDINA BEACH

ATTEST:

By: *Sarah Campbell*
Sarah Campbell, City Manager

Caroline Best
Caroline Best, City Clerk

APPROVED AS TO FORM & LEGALITY:

Teresa L. Prince
Teresa L. Prince, Esq., City Attorney

RESOLUTION 2022-142

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AN ASSIGNMENT OF LEASE FOR ATLANTIC SEAFOOD FROM ANNE T. COONROD D/B/A ATLANTIC SEAFOOD BAIT AND TACKLE TO ATLANTIC SEAFOOD, LLC.; AUTHORIZING EXECUTION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on May 6, 2008, the City Commission approved a lease agreement with Anne T. Coonrod d/b/a Atlantic Seafood for a term of twenty years (the "Lease") to expire in 2028; and

WHEREAS, Section 19 of the Lease permits Anne T. Coonrod, as the tenant, to assign the Lease with the prior written consent of the City as landlord;

WHEREAS, Anne T. Coonrod wishes to assign the Lease to Atlantic Seafood, LLC whose managing member is Ernest O. Saltmarsh; and

WHEREAS, Atlantic Seafood, LLC wishes to assume the current terms of the Lease including all rights and responsibilities under the Lease.

NOW, THEREFORE, BE IT RESOLVES, BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, THAT:

SECTION 1. The City Commission hereby approves the assignment of the Lease with Anne T. Coonrod (assignor) to Atlantic Seafood, LLC (assignee). The Assignment, Assumption and Consent Agreement are attached as Exhibit "A".

SECTION 2. The City Clerk and City Manager are hereby authorized to execute any documents necessary to formalize the assignment of the Lease upon review and approval by the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 16th day of August, 2022.

CITY OF FERNANDINA BEACH



MICHAEL A. LEDNOVICH
Commissioner-Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



CAROLINE BEST
City Clerk



TAMMI E. BACH
City Attorney

**ASSIGNMENT, ASSUMPTION,
AND CONSENT AGREEMENT**

This ASSIGNMENT, ASSUMPTION AND CONSENT AGREEMENT (this “Agreement”) made and entered into this 16th day of August, 2022 and effective as of the 1st day of October 2022 (the “Effective Date”) by and between Anne Coonrod, a Florida resident, Atlantic Seafood, LLC, a Florida limited liability company and the City of Fernandina Beach, Florida, a municipal corporation.

RECITALS:

- A. WHEREAS, City of Fernandina Beach, a Florida municipal corporation approved a 20-year lease agreement with Anne T. Coonrod d/b/a Atlantic Seafood on May 6, 2008, and the Resolution 2008-71 is attached hereto as Exhibit “A” (“Lease”);
- B. WHEREAS, Section 19 of the Lease provides that the tenant, Anne T. Coonrod is permitted to assign the Lease with the prior written approval of the City;
- C. WHEREAS, Anne T. Coonrod wishes to assign all of her rights and responsibilities under the Lease to Atlantic Seafood, LLC, and Atlantic Seafood, LLC whose current Manager is Ernest O. Saltmarsh wishes to assume all rights and responsibilities of the Lease; and
- D. WHEREAS, the City of Fernandina Beach approves such assignment and assumption of the Lease from Anne T. Coonrod to Atlantic Seafood, LLC.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and mutual covenants hereinafter set forth in this Agreement, the Parties hereto agree as follows:

1. **Assignment.** Anne T. Coonrod d/b/a Atlantic Seafood Bait and Tack (“Coonrod”) assigns to Atlantic Seafood, LLC all of Coonrod’s right, title and interest to the Lease as of the Effective Date.
2. **Acceptance and Assumption.** Atlantic Seafood, LLC hereby accepts the foregoing assignment by Coonrod of all its right, title and interest in and to the Lease as of the Effective Date. In addition, Atlantic Seafood, LLC accepts this Assignment subject to all terms, conditions and limitations imposed thereby, and Atlantic Seafood, LLC intends to fulfill the obligations of the Tenant under the Lease.
3. **No Defaults, Consent, Release and Acknowledgment.** The City of Fernandina Beach represents and warrants that Coonrod has paid all rents and ad valorem property taxes and is not currently in default under the Lease as to payments due; however, the building on the

leasehold is at the end of its useful life, is dilapidated and not insured for fire, windstorm or other hazards to property as required by the Lease. The City (i) waives the default of tenant as to insurance requirements of the building structure and (ii) waives the requirement for insurance coverage of the building structure for a period of 1-year from the Effective Date. The City further confirms and acknowledges tenant's right to construct a new building structure pursuant to Section 30 of the Lease Agreement. Atlantic Seafood, LLC must present the City with conceptual plans, including elevations, for the new building structure on or before 30 days after the Effective Date, and (iii) timely commence construction after receipt of all necessary City permitting. The City hereby consents to Coonrod's assignment of the Lease to Atlantic Seafood, LLC as modified by the foregoing terms.

4. **Indemnification by Coonrod.** Coonrod shall defend, indemnify, and hold harmless Atlantic Seafood, LLC and the City of Fernandina Beach, Atlantic Seafood, LLC's and the City of Fernandina Beach's affiliates, and each of their respective successors, assigns, officers, directors, shareholders, managers, members, partners, elected officials, employees, representatives and agents from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including all expenses of litigation, court costs, and attorney fees, for injury or death to any person, or damage to any property to the extent arising from the performance or non-performance, before the date of this Assignment, of Coonrod's obligations under the Lease. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City of Fernandina Beach may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

5. **Indemnification by Atlantic Seafood, LLC.** Atlantic Seafood, LLC shall defend, indemnify, and hold harmless Coonrod and the City of Fernandina Beach, Coonrod's and the City of Fernandina Beach's affiliates, and each of their respective successors, assigns, officers, directors, shareholders, managers, members, partners, employees, representatives and agents from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including all expenses of litigation, court costs, and attorney fees, for injury or death to any person, or damage to any property to the extent arising from the performance or non-performance, on or after the date of this Assignment, of Atlantic Seafood, LLC's obligations under the Lease. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City of Fernandina Beach may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

6. **Notices.** All notices to Atlantic Seafood, LLC shall be delivered to P.O. Box 52, Fernandina Beach, Florida 32035, Attention Ernest Saltmarsh with a copy to Amelia Law Group, PLLC, 960194 Gateway Blvd., Suite 101, Fernandina Beach, Florida 32034.

7. **Governing Law.** This Assignment shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida. The indemnification, defense and hold harmless rights and obligations arising under this Assignment shall survive indefinitely.

8. **Severability.** The provisions of this Assignment are severable, and if any one or more provisions may be determined judicially unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions, to the extent enforceable, shall nevertheless be binding upon and enforceable against the parties hereto to the extent they may reasonably be enforced apart from that which is invalidated.

9. **Counterparts.** This Assignment may be executed in counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this ASSIGNMENT, ASSUMPTION, AND CONSENT AGREEMENT to be executed by their authorized representatives as of the Effective Date first above written.

Assignor:

ANNE T. COONROD d/b/a
ATLANTIC SEAFOOD BAIT AND TACK

By: 

Name: Anne T. Coonrod

Title: Proprietor

Date: 7/28/22

Attest:

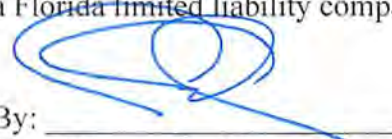
By: Caroline Best

Name: Caroline Best

Title: City Clerk

Assignee:

ATLANTIC SEAFOOD, LLC.
a Florida limited liability company,

By: 

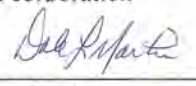
Name: Ernest O. Saltmarsh

Title: Manager

Date: 7/28/22

Lessor/Landlord:

CITY OF FERNANDINA BEACH
a Florida municipal corporation

By: 

8/16/22

Name: Dale L. Martin

Title: City Manager

Approved As To Form and Legality:

By: 

Name: Tammi E. Bach

Title: City Attorney

RESOLUTION 2008-71

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A LEASE WITH ANNE T. COONROD, D/B/A/ ATLANTIC SEAFOOD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the April 15, 2008 City Commission meeting the City Commission discussed the terms and conditions of the proposed Atlantic Seafood Lease with Anne T. Coonrod, the proprietor of Atlantic Seafood; and

WHEREAS, the City Commission hereby feels it is in the best interest of the City to approve the proposed lease as discussed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Lease with Anne T. Coonrod, d/b/a Atlantic Seafood, attached hereto as Exhibit "A".

SECTION 2. The City Manager is hereby authorized to execute the Lease.

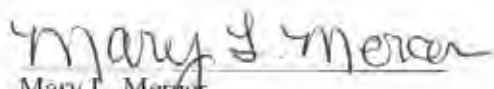
SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 6th day of May, 2008 with a quorum present and voting.

CITY OF FERNANDINA BEACH


Bill Leeper
Mayor-Commissioner

ATTEST:


Mary T. Mercer
City Clerk

APPROVED AS RO FORM:


Tammi E. Bach
City Attorney

LEASE

THIS LEASE OF LEASE made this 6th day of May 2008, between the City of Fernandina Beach, Florida, whose principal address is 204 Ash Street, Fernandina Beach, FL 32034, (hereinafter referred to as "Landlord") and ANNE T. COONROD, d/b/a Atlantic Seafood, whose principal address is Ten Ash Street, Fernandina Beach, FL 32034, (hereinafter referred to as "Tenant"), its successors and assigns.

1. **DEMISED PREMISES.** In consideration of the rents, covenants and Leases hereinafter reserved and contained on the part of the Tenant to be observed and performed, the Landlord demises and leases to the Tenant, and the Tenant rents from the Landlord those certain premises now erected and located at Ten Ash Street, Fernandina Beach, FL 32034, in City of Fernandina Beach, Nassau County, State of Florida, which premises consists of a floor area of approximately one thousand (1,000) square feet and outdoor space contiguous to the present building. The premises shall be referred to herein as the "Demised Premises". The land upon which the Demised Premises are located is referred to herein as the "Land". This Lease and the rights of the parties set forth herein shall create the relationship of "landlord" and "tenant" only between Landlord and Tenant. The exact legal description is set forth on Exhibit "A".

2. **TERM. Duration and Commencement.** The term of this Lease shall be for a period of twenty (20) years (2028), commencing on the date (herein referred to as the "Commencement Date") specified in Paragraph 7.

3. **BASE RENT.** For each year under the term of this Lease, Tenant agrees to pay Landlord as annual Base Rent for the Demised Premises, the sum of One Thousand Two Hundred Eighty-Seven (\$1,287.00) Dollars per month (subject to adjustment as hereinafter provided). Said Base Rent shall be paid in advance on the first day of each and every calendar month during said term, except that the first month's rent shall be paid upon the execution hereof. In the event the term of this Lease commences on a day other than the first day of a calendar month, then the rental for the first month of the lease term shall be prorated in the proportion that the number of days this Lease is in effect during such month bears to thirty (30) and such rental shall be paid on the Commencement Date, in addition to the first full month's rent paid upon the execution hereof. In addition to said Base Rent, Tenant agrees to pay the amount of the rental adjustments as and when hereinafter provided in this Lease. Said rental (including Base Rent, Additional Rent and all other sums payable to Landlord under this Lease) shall be paid to Landlord, without deduction or offset, in lawful money of the United States of America, which shall be legal tender at the time of payment, at the office of Landlord or to such other person or at such other place as Landlord may from time to time designate in writing.

The Base Rent payable hereunder may be increased twelve (12) months after the Commencement Date hereof, and every twelve (12) months thereafter during the term hereof, including any renewal or extension period, in an amount equal to the increase in the United States Department of Labor Consumer Price Index-South Urban from the previous year which will not be more than six percent (6%) over the Base Rent charged for the immediately preceding twelve (12) month period.

4. **ADDITIONAL RENT.** Tenant hereby agrees to pay any and all taxes assessed.

A. Definitions.

(1) The term "Taxes" shall mean real property taxes and personal property taxes, sales taxes, charges and assessments which are levied, assessed upon or imposed by any governmental authority or political subdivision thereof during any calendar year of the term hereof with respect to the Land and all buildings (including the Demised Premises) located thereon.

5. **USE OF DEMISED PREMISES.** Tenant's Business. The Demised Premises shall be used and occupied by Tenant for general retail purposes, including the sale of seafood, bait and tackle, food, and beer and wine.

6. **OPTION TO RENEW.** Tenant may elect to extend the term of this Lease, with approval by the Fernandina Beach City Commission, in its sole discretion, which shall not be unreasonably withheld, upon the same covenants and conditions as herein provided, with the exception that the Base Rent (as defined in paragraph 3) shall be adjusted for each extension period as otherwise provided herein. If Tenant shall elect to extend the term of this Lease, it shall do so by giving Landlord written notice at least one hundred eighty (180) days prior to the expiration of the primary term or of the then current extension.

7. **COMMENCEMENT OF TERM.** The term of this Lease shall commence upon the earlier of the following dates (herein referred to as the "Commencement Date"):

A. On the 16th day of May, 2008; or

B. The date thirty (30) days after the day Landlord shall notify Tenant that the Demised Premises are ready for occupancy; or

C. The date on which Tenant actually occupies the Demised Premises for business.

8. **UTILITIES.** Tenant shall be solely responsible for, and shall promptly pay, all charges for use or consumption for water, sewer, telephone, sanitation, heat, gas, electricity or any other utility services.

9. **MAINTENANCE AND REPAIRS.** Tenant Responsibility. Tenant shall at Tenant's sole cost and expense keep and maintain the Demised Premises in good condition and repair; except damage thereto from causes beyond the reasonable control of Tenant. All damage or injury to the Demised Premises caused by the act or negligence of Tenant, its employees, agents or visitors, shall be repaired by Tenant at Tenant's sole cost and expense. Tenant shall upon the expiration or sooner termination of the term hereof surrender the Demised premises to Landlord in the same condition as they existed on the Commencement Date, ordinary wear and tear and damage from causes beyond the reasonable control of Tenant excepted. Landlord shall have no obligation to alter, remodel, improve, decorate, or paint the Demised Premises or any part thereof, and the parties hereto affirm that Landlord has made no representations to Tenant



CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2008-M1
Atlantic Seafood Lease

DEPARTMENT: City Attorney

ATTACHMENTS: Ordinance X Resolution
 Support Documents Other

SUMMARY: At the April 15, 2008 City Commission meeting the Commission discussed the terms and conditions of the proposed Atlantic Seafood Lease with Ms. Anne Coonrod, and directed staff to finalize the lease based on the discussion.

Attached is the Atlantic Seafood Lease, signed by Ms. Coonrod, for final Commission approval.

RECOMMENDED ACTION: Approve Resolution 2008-M1

DEPARTMENT HEAD Submitted: Tammi Bach, City Attorney Date: 04/30/08

Requested Agenda

Date: 05/06/08

FINANCE DEPARTMENT

Budgeted Yes No N/A

Date:

CITY ATTORNEY

Approved for Form

TEB

Date:

4/30/08

CITY MANAGER

Approved Agenda Item For

CM

Date:

5/1/08

COMMISSION ACTION:

☒ Approved As Recommended Disapproved
 Approved With Modification Other
 Tabled To Time Certain

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

Approved at the City Commission
Meeting
Held on 5-6-08
Voted: 5-0 Initial: AT

respecting the condition of the Demised Premises, except as specifically herein set forth. Tenant accepts the Demised Property in its "as is" condition.

10. **INDEMNIFICATION.** Tenant agrees to assume liability for and indemnify, hold harmless, and defend the Landlord, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of Tenant, its officers, employees, agents, and representatives. Tenant's liability hereunder shall include all attorney's fees and costs incurred by the Landlord in the enforcement of this indemnification provision. This includes claims made by the employees of Tenant against the Landlord and Tenant hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Lease and shall not be limited by the amount of any insurance required to be obtained or maintained under this Lease. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the Landlord may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

11. **MECHANIC'S LIENS.** Tenant shall have no authority to subject the Demised Premises or the Land, or any part thereof or any interest of Landlord therein, to any mechanic's or other lien. Should any mechanic's or other liens be filed against the Demised Premises or the Land or any part thereof or any interest of Landlord therein, by reason of Tenant's acts or omissions or because of a claim against Tenant, Tenant shall cause the same to be canceled and discharged of record by bond or otherwise within ten (10) days after notice by Landlord.

12. **INSURANCE.**

A. Tenant Insurance/Property Damage. At all times during the term hereof, Tenant shall maintain in effect policies of property damage insurance covering: (i) all leasehold improvements (including any alterations, additions or improvements as may be made by Tenant pursuant to provisions of Paragraph 14 hereof) and in which Tenant may have an insurable interest; and (ii) trade fixtures, merchandise and other personal property from time to time in, on or upon the Demised Premises, in an amount not less than one hundred percent (100%) of their actual replacement cost from time to time during the term of this Lease, providing protection against any peril included within the classification "Fire and Extended Coverage" together with insurance against vandalism and malicious mischief. The proceeds of such insurance shall be used for the repair or replacement of the property so insured. Upon termination of this Lease following a casualty as set forth herein, the proceeds under subsection (i) shall be paid to Landlord and the proceeds under subsection (ii) shall be paid to Tenant.

B. Tenant Liability Insurance. Tenant shall, at all times during the term hereof and at its own cost and expense, procure and continue in force comprehensive general liability insurance for bodily injury and property damage, adequate to protect Landlord against liability for injury to or death of any person, arising in connection with the construction of improvements

on the Demised Premises or use, operation or condition of the Demised Premises. Such insurance at all times shall be in an amount of not less than a combined single limit of One Million and 00/100 Dollars (\$1,000,000.00), insuring against any and all liability of the insured with respect to the Demised Premises or arising out of the use or occupancy thereof.

C. Policy Form. All insurance required to be carried by Tenant hereunder shall be issued by responsible insurance companies, qualified to do business in the State of Florida. Each policy shall name Landlord as an additional insured, as their respective interests may appear, and copies of all policies or certificates evidencing the existence and amounts of such insurance shall be delivered to Landlord by Tenant at least ten (10) days prior to Tenant's occupancy of the Demised Premises. No such policy shall be cancelable or materially altered except after ten (10) days prior written notice to Landlord. Tenant shall furnish Landlord with renewals or "binders" of any such policy at least ten (10) days prior to the expiration thereof.

13. **DAMAGE AND RESTORATION.**

A. Tenant's Obligations. In the event the Demised Premises, or any portion thereof, should be damaged or destroyed, Tenant may, at its option reconstruct or restore the Demised Premises after any damage or destruction thereof.

B. Abatement of Rent. During the period commencing with the date of ~~any such~~ damage or destruction which Landlord elects hereunder to repair, reconstruct or restore, and ending with the completion of such repairs, reconstruction or restoration, the Base Rent and Additional Rent shall be proportionately abated in an amount equal to the proportion thereof which the number of square feet of gross floor area in the Demised Premises rendered untenable thereby bears to the total number of square feet of gross floor area in the Demised Premises immediately prior to such damage or destruction. The full amount of said Base Rent and all other charges shall again become payable immediately upon the completion of such work of repair, reconstruction or restoration.

14. **RENOVATION.** Tenant shall have the right to renovate or remodel the current building, subject to approval by Landlord, which shall not be unreasonably withheld.

15. **EMINENT DOMAIN.** If the whole of the Demised Premises shall be taken, or such part thereof, shall be taken as shall substantially interfere with Tenant's use and occupancy of the balance thereof, under power of eminent domain, or sold, transferred, or conveyed in lieu thereof, either Tenant or Landlord may terminate this Lease as of the date of such condemnation or as of the date possession is taken by the condemning authority, whichever date occurs later. No award for any partial or entire taking shall be apportioned, and Tenant hereby assigns to Landlord any award which may be made in such taking or condemnation, together with any and all rights of Tenant now or hereafter arising in or to the same or any part thereof; provided, however, that nothing contained herein shall be deemed to give Landlord any interest in or require Tenant to assign to Landlord any award made to Tenant for the taking of personal property and fixtures belonging to Tenant and removable by Tenant at the expiration of the term hereof, as provided hereunder or for the interruption of, or damage to Tenant's business or for relocation expenses recoverable against the condemning authority. No temporary taking of a

part of the Demised Premises, including parking facilities, shall give Tenant any right to terminate this Lease or to any abatement of rent hereunder.

16. **QUIET ENJOYMENT.** Landlord shall not take any action that restricts Tenant's quiet enjoyment of the property, except as provided hereunder. Landlord shall provide adequate access to the property during the term of the Lease including non-exclusive use of existing parking areas. Landlord shall have the right to improve the Demised Premises and surrounding areas, including but not limited to, the parking areas and waterfront property on the Amelia River. Tenant hereby acknowledges and understands that construction activity and/or disruption of Tenant's use and business enterprise on the Demised Premises is likely. No construction activity and/or disruption of Tenant's use and business enterprise on the Demised Premises, including parking facilities, shall give Tenant any right to terminate this Lease or to any abatement of rent hereunder, except as approved by the City Commission.

17. **DEFAULT BY TENANT/REMEDIES.**

A. Defaults. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by Tenant:

- (1) The vacating or abandonment of the Demised Premises by Tenant.
- (2) The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of ten (10) days after written notice thereof from Landlord to Tenant.
- (3) The making by Tenant of any general arrangement or assignment for the benefit of creditors; b) Tenant becomes a "debtor" as defined in 11 U.S.C. §101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days); c) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Demised Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or d) the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Demised Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days. Provided, however, in the event that any provision of this subparagraph is contrary to any applicable law, such provision shall be of no force or effect.

B. Remedies. In the event of any such material default or breach by Tenant, Landlord may at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such default or breach:

- (1) Terminate Tenant's right to possession of the Demised Premises by any lawful means, in which case this Lease shall terminate and Tenant shall immediately surrender possession of the Demised Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of

Tenant's default including, but not limited to, the cost of recovering possession of the Demised Premises; expenses of re-letting, including necessary renovation and alteration of the Demised Premises, reasonable attorney's fees, and any real estate commission actually paid; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid rent for the balance of the term after the time of such award exceeds the amount of such rental loss for the same period that Tenant proves could be reasonably avoided; that portion of any leasing commission paid by Landlord applicable to the unexpired term of this Lease.

(2) Maintain Tenant's right to possession in which case this Lease shall continue in effect whether or not Tenant shall have abandoned the Demised Premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the rent as it becomes due hereunder.

(3) Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of the state wherein the Demised Premises are located. Unpaid installments of rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due at the maximum rate then allowable by law.

18. **DEFAULT BY LANDLORD/REMEDIES/EXCULPATION.** Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event shall Landlord be deemed in default sooner than thirty (30) days after written notice by Tenant to Landlord, specifying wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than such thirty (30) days are required for performance, then Landlord shall not be in default if Landlord commences performance within such thirty (30) day period and, thereafter, diligently prosecutes the same to completion. Anything in this Lease to the contrary notwithstanding, Landlord shall be liable for any damages resulting from its default under the terms of this Lease.

19. **ASSIGNMENT AND SUBLETTING.** Tenant shall be permitted to assign this Lease or sublet its rights, duties, or obligations hereunder with the prior written consent of Landlord, which consent shall not be unreasonably withheld.

20. **END OF TERM**

A. At the expiration of this Lease, subject to renewals, Tenant shall surrender the Demised Premises in the same condition as it was in upon delivery of possession thereto under this Lease, reasonable wear and tear excepted, and shall deliver all keys and combinations to locks, safes and vaults to Landlord. Before surrendering the Demised Premises, Tenant shall remove all its personal property, trade fixtures, alterations, additions and decorations, and shall repair any damage caused thereby. Tenant's obligations to perform this provision shall survive the end of the term of this Lease. If Tenant fails to remove its property upon the expiration of this Lease, the said property, at Landlord's option, shall be deemed abandoned and shall become the property of Landlord.

B. If the Demised Premises are not surrendered at the end of the term, then Tenant shall indemnify Landlord against loss or liability resulting from delay by Tenant in so surrendering the Demised Premises, including, without limitation, any claims founded on such delay made by any succeeding occupant of the Demised Premises or any part thereof, and Tenant shall be liable to Landlord for any and all legal expenses, costs, and fees incurred by Landlord in obtaining the possession of the Demised Premises.

21. **HOLDING OVER.** Any holding over after the expiration of this term or upon termination, shall be construed to be a tenancy from month to month and shall otherwise be on the terms herein specified so far as applicable.

22. **NO WAIVER.** Failure of Landlord to insist upon the strict performance of any provision or to exercise any option or enforce any rules and regulations shall not be construed as a waiver for the future of any such provision, rule or option. The receipt by Landlord of rent with knowledge of the breach of any provision of this Lease shall not be deemed a waiver of such breach. No provision of this Lease shall be deemed to have been waived unless such waiver be in writing signed by Landlord. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent shall be deemed to be other than on account of the earliest rent then unpaid nor shall any endorsement or statement on any check or any letter accompanying any check or payment as rent be deemed an accord and satisfaction and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent or pursue any other remedy provided in this Lease.

23. **NOTICES.** Any notice, demand, request or other instrument which may be or required to be given under this Lease shall be delivered in person or sent by United States Certified or Registered Mail, postage prepaid, and shall be addressed to either party at the address as hereinabove given. Any notice shall be deemed delivered upon hand deliver or three (3) days after depositing such notice in postal receptacles, return receipt requested. Either party may designate such other address as shall be given by written notice.

24. **RECORDING.** Tenant shall record this Lease.

25. **PARTIAL INVALIDITY.** If any provision of this Lease or application thereof to any person or circumstance shall, to any extent, be invalid, the remainder of this Lease or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby and each provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

26. **PROVISIONS BINDING, ETC.** Except as otherwise expressly provided, all provisions herein shall be binding upon and shall inure to the benefit of the parties, their legal representatives, successors and assigns and any sale by Landlord of the Land or of the Demised Premises shall be subject to this Lease provided the same is not in default at the time of such sale. Each provision to be performed by Tenant shall be construed to be both a covenant and a condition, and if there shall be more than one lessee, they shall all be bound, jointly and severally, by these provisions.

27. **ENTIRE LEASE, ETC.** This Lease and the Exhibits, Riders and/or Addenda if any attached, set forth the entire Lease between the parties. Any prior conversations or writings are merged herein and extinguished. No subsequent amendment to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by the party sought to be charged. Submission of this Lease for examination does not constitute an option for the Demised Premises and becomes effective as a Lease only upon execution and delivery thereof by Landlord to Tenant. It is herewith agreed that this Lease contains no restrictive covenants in favor of Tenant. The captions and numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe the scope or intent of any paragraph, nor in any way affect this Lease.

28. **NO PARTNERSHIP.** Nothing contained in this Lease shall, or shall be deemed or construed so as to create the relationship of principal-agent, joint venturers, co-adventurers, partners or co-tenants between Landlord and Tenant; it being the express intention of the parties that they are and shall remain independent contractors one as to the other.

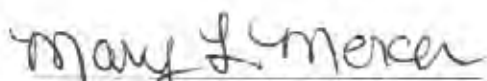
29. **RADON GAS DISCLOSURE.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

30. **EXTENSION OF CITY BOARDWALK.**

The Landlord has previously built and established a boardwalk system on its property adjacent to the Amelia River, but not currently extending across the Demised Premises. The Landlord is desirous of extending the boardwalk in order to establish a continuous pedestrian linkage on the waterfront. The Landlord and Tenant hereby agree that a continuous boardwalk is in the best interest of the public and the parties, and the parties will meet to determine the most feasible and cost effective method to construct the boardwalk across or around the Demised Premises. The Tenant the City Manager or his/her designee shall meet upon written notice to the Tenant, to determine the best method and location for the boardwalk extension. In the event that the Tenant and City Manager or his/her designee can not agree, the Tenant shall have the right to ask the City Commission to determine the best method and location for the boardwalk extension. The Landlord shall provide one hundred eighty (180) days written notice of commencement of the work to install the new boardwalk. If it is necessary to remove that portion of the existing Demised Premises required to accommodate the new boardwalk, it shall be at the City's sole cost and expense. In order to minimize interruption to Tenant's business, the Tenant shall be permitted to construct additional square footage to replace that portion of the Demised Premises to be removed prior to demolition. Any such construction of square footage on the Demised Premises shall be at Tenant's sole cost and expense. Tenant shall only be permitted to construct the same square footage of the Demised Premises to be removed to accommodate the new boardwalk. In the event that additional land, space or square footage is required by Tenant to accommodate the replacement of the Demised Premises and/or add additional services to the business, the parties shall renegotiate this Lease and the description of the Demised Premises as identified in Exhibit "A", attached hereto.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Lease as of the day and year first above written.

ATTEST:


Mary L. Mercer, City Clerk

"LANDLORD"
CITY OF FERNANDINA BEACH


Michael J. Czymbor, City Manager

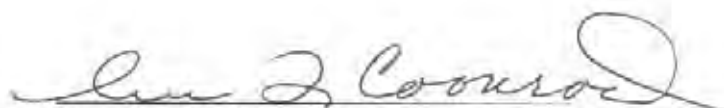
APPROVED AS TO FORM:

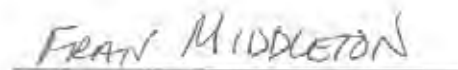

Tammie E. Bach, City Attorney

WITNESS:

"TENANT"


Witness Signature


By: Anne T. Coonrod
d/b/a Atlantic Seafood


Print Name of Witness

RESOLUTION 2008-71

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A LEASE WITH ANNE T. COONROD, D/B/A/ ATLANTIC SEAFOOD; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the April 15, 2008 City Commission meeting the City Commission discussed the terms and conditions of the proposed Atlantic Seafood Lease with Anne T. Coonrod, the proprietor of Atlantic Seafood; and

WHEREAS, the City Commission hereby feels it is in the best interest of the City to approve the proposed lease as discussed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

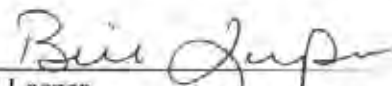
SECTION 1. The City Commission hereby approves the Lease with Anne T. Coonrod, d/b/a Atlantic Seafood, attached hereto as Exhibit "A".

SECTION 2. The City Manager is hereby authorized to execute the Lease.

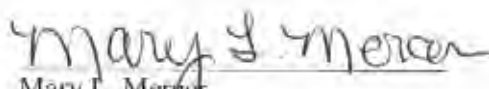
SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 6th day of May, 2008 with a quorum present and voting.

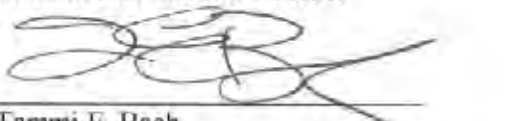
CITY OF FERNANDINA BEACH


Bill Leeper
Mayor-Commissioner

ATTEST:


Mary L. Mercer
City Clerk

APPROVED AS RO FORM:


Tammi E. Bach
City Attorney

LEASE

THIS LEASE OF LEASE made this 6th day of May 2008, between the City of Fernandina Beach, Florida, whose principal address is 204 Ash Street, Fernandina Beach, FL 32034, (hereinafter referred to as "Landlord") and ANNE T. COONROD, d/b/a Atlantic Seafood, whose principal address is Ten Ash Street, Fernandina Beach, FL 32034, (hereinafter referred to as "Tenant"), its successors and assigns.

1. **DEMISED PREMISES.** In consideration of the rents, covenants and Leases hereinafter reserved and contained on the part of the Tenant to be observed and performed, the Landlord demises and leases to the Tenant, and the Tenant rents from the Landlord those certain premises now erected and located at Ten Ash Street, Fernandina Beach, FL 32034, in City of Fernandina Beach, Nassau County, State of Florida, which premises consists of a floor area of approximately one thousand (1,000) square feet and outdoor space contiguous to the present building. The premises shall be referred to herein as the "Demised Premises". The land upon which the Demised Premises are located is referred to herein as the "Land". This Lease and the rights of the parties set forth herein shall create the relationship of "landlord" and "tenant" only between Landlord and Tenant. The exact legal description is set forth on Exhibit "A".

2. **TERM. Duration and Commencement.** The term of this Lease shall be for a period of twenty (20) years (2028), commencing on the date (herein referred to as the "Commencement Date") specified in Paragraph 7.

3. **BASE RENT.** For each year under the term of this Lease, Tenant agrees to pay Landlord as annual Base Rent for the Demised Premises, the sum of One Thousand Two Hundred Eighty-Seven (\$1,287.00) Dollars per month (subject to adjustment as hereinafter provided). Said Base Rent shall be paid in advance on the first day of each and every calendar month during said term, except that the first month's rent shall be paid upon the execution hereof. In the event the term of this Lease commences on a day other than the first day of a calendar month, then the rental for the first month of the lease term shall be prorated in the proportion that the number of days this Lease is in effect during such month bears to thirty (30) and such rental shall be paid on the Commencement Date, in addition to the first full month's rent paid upon the execution hereof. In addition to said Base Rent, Tenant agrees to pay the amount of the rental adjustments as and when hereinafter provided in this Lease. Said rental (including Base Rent, Additional Rent and all other sums payable to Landlord under this Lease) shall be paid to Landlord, without deduction or offset, in lawful money of the United States of America, which shall be legal tender at the time of payment, at the office of Landlord or to such other person or at such other place as Landlord may from time to time designate in writing.

The Base Rent payable hereunder may be increased twelve (12) months after the Commencement Date hereof, and every twelve (12) months thereafter during the term hereof, including any renewal or extension period, in an amount equal to the increase in the United States Department of Labor Consumer Price Index-South Urban from the previous year which will not be more than six percent (6%) over the Base Rent charged for the immediately preceding twelve (12) month period.

4. **ADDITIONAL RENT.** Tenant hereby agrees to pay any and all taxes assessed.

A. Definitions.

(1) The term "Taxes" shall mean real property taxes and personal property taxes, sales taxes, charges and assessments which are levied, assessed upon or imposed by any governmental authority or political subdivision thereof during any calendar year of the term hereof with respect to the Land and all buildings (including the Demised Premises) located thereon.

5. **USE OF DEMISED PREMISES.** Tenant's Business. The Demised Premises shall be used and occupied by Tenant for general retail purposes, including the sale of seafood, bait and tackle, food, and beer and wine.

6. **OPTION TO RENEW.** Tenant may elect to extend the term of this Lease, with approval by the Fernandina Beach City Commission, in its sole discretion, which shall not be unreasonably withheld, upon the same covenants and conditions as herein provided, with the exception that the Base Rent (as defined in paragraph 3) shall be adjusted for each extension period as otherwise provided herein. If Tenant shall elect to extend the term of this Lease, it shall do so by giving Landlord written notice at least one hundred eighty (180) days prior to the expiration of the primary term or of the then current extension.

7. **COMMENCEMENT OF TERM.** The term of this Lease shall commence upon the earlier of the following dates (herein referred to as the "Commencement Date"):

A. On the 16th day of May, 2008; or

B. The date thirty (30) days after the day Landlord shall notify Tenant that the Demised Premises are ready for occupancy; or

C. The date on which Tenant actually occupies the Demised Premises for business.

8. **UTILITIES.** Tenant shall be solely responsible for, and shall promptly pay, all charges for use or consumption for water, sewer, telephone, sanitation, heat, gas, electricity or any other utility services.

9. **MAINTENANCE AND REPAIRS.** Tenant Responsibility. Tenant shall at Tenant's sole cost and expense keep and maintain the Demised Premises in good condition and repair; except damage thereto from causes beyond the reasonable control of Tenant. All damage or injury to the Demised Premises caused by the act or negligence of Tenant, its employees, agents or visitors, shall be repaired by Tenant at Tenant's sole cost and expense. Tenant shall upon the expiration or sooner termination of the term hereof surrender the Demised premises to Landlord in the same condition as they existed on the Commencement Date, ordinary wear and tear and damage from causes beyond the reasonable control of Tenant excepted. Landlord shall have no obligation to alter, remodel, improve, decorate, or paint the Demised Premises or any part thereof, and the parties hereto affirm that Landlord has made no representations to Tenant



CITY COMMISSION AGENDA ITEM
CITY OF FERNANDINA BEACH

SUBJECT: Resolution 2008-M1
Atlantic Seafood Lease

DEPARTMENT: City Attorney

ATTACHMENTS: Ordinance X Resolution
 Support Documents Other

SUMMARY: At the April 15, 2008 City Commission meeting the Commission discussed the terms and conditions of the proposed Atlantic Seafood Lease with Ms. Anne Coonrod, and directed staff to finalize the lease based on the discussion.

Attached is the Atlantic Seafood Lease, signed by Ms. Coonrod, for final Commission approval.

RECOMMENDED ACTION: Approve Resolution 2008-M1

DEPARTMENT HEAD Submitted: Tammi Bach, City Attorney Date: 04/30/08

Requested Agenda

Date: 05/06/08

FINANCE DEPARTMENT

Budgeted Yes No N/A

Date:

CITY ATTORNEY

Approved for Form TEB

Date: 4/30/08

CITY MANAGER

Approved Agenda Item For CM

Date: 5/1/08

COMMISSION ACTION: ☒ Approved As Recommended Disapproved
 Approved With Modification Other
 Tabled To Time Certain

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

Approved at the City Commission
Meeting
Held on 5-6-08
Voted: 5-0 Initial: AT

respecting the condition of the Demised Premises, except as specifically herein set forth. Tenant accepts the Demised Property in its "as is" condition.

10. **INDEMNIFICATION.** Tenant agrees to assume liability for and indemnify, hold harmless, and defend the Landlord, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of Tenant, its officers, employees, agents, and representatives. Tenant's liability hereunder shall include all attorney's fees and costs incurred by the Landlord in the enforcement of this indemnification provision. This includes claims made by the employees of Tenant against the Landlord and Tenant hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Lease and shall not be limited by the amount of any insurance required to be obtained or maintained under this Lease. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the Landlord may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

11. **MECHANIC'S LIENS.** Tenant shall have no authority to subject the Demised Premises or the Land, or any part thereof or any interest of Landlord therein, to any mechanic's or other lien. Should any mechanic's or other liens be filed against the Demised Premises or the Land or any part thereof or any interest of Landlord therein, by reason of Tenant's acts or omissions or because of a claim against Tenant, Tenant shall cause the same to be canceled and discharged of record by bond or otherwise within ten (10) days after notice by Landlord.

12. **INSURANCE.**

A. Tenant Insurance/Property Damage. At all times during the term hereof, Tenant shall maintain in effect policies of property damage insurance covering: (i) all leasehold improvements (including any alterations, additions or improvements as may be made by Tenant pursuant to provisions of Paragraph 14 hereof) and in which Tenant may have an insurable interest; and (ii) trade fixtures, merchandise and other personal property from time to time in, on or upon the Demised Premises, in an amount not less than one hundred percent (100%) of their actual replacement cost from time to time during the term of this Lease, providing protection against any peril included within the classification "Fire and Extended Coverage" together with insurance against vandalism and malicious mischief. The proceeds of such insurance shall be used for the repair or replacement of the property so insured. Upon termination of this Lease following a casualty as set forth herein, the proceeds under subsection (i) shall be paid to Landlord and the proceeds under subsection (ii) shall be paid to Tenant.

B. Tenant Liability Insurance. Tenant shall, at all times during the term hereof and at its own cost and expense, procure and continue in force comprehensive general liability insurance for bodily injury and property damage, adequate to protect Landlord against liability for injury to or death of any person, arising in connection with the construction of improvements

on the Demised Premises or use, operation or condition of the Demised Premises. Such insurance at all times shall be in an amount of not less than a combined single limit of One Million and 00/100 Dollars (\$1,000,000.00), insuring against any and all liability of the insured with respect to the Demised Premises or arising out of the use or occupancy thereof.

C. Policy Form. All insurance required to be carried by Tenant hereunder shall be issued by responsible insurance companies, qualified to do business in the State of Florida. Each policy shall name Landlord as an additional insured, as their respective interests may appear, and copies of all policies or certificates evidencing the existence and amounts of such insurance shall be delivered to Landlord by Tenant at least ten (10) days prior to Tenant's occupancy of the Demised Premises. No such policy shall be cancelable or materially altered except after ten (10) days prior written notice to Landlord. Tenant shall furnish Landlord with renewals or "binders" of any such policy at least ten (10) days prior to the expiration thereof.

13. **DAMAGE AND RESTORATION.**

A. Tenant's Obligations. In the event the Demised Premises, or any portion thereof, should be damaged or destroyed, Tenant may, at its option reconstruct or restore the Demised Premises after any damage or destruction thereof.

B. Abatement of Rent. During the period commencing with the date of ~~any such~~ damage or destruction which Landlord elects hereunder to repair, reconstruct or restore, and ending with the completion of such repairs, reconstruction or restoration, the Base Rent and Additional Rent shall be proportionately abated in an amount equal to the proportion thereof which the number of square feet of gross floor area in the Demised Premises rendered untenable thereby bears to the total number of square feet of gross floor area in the Demised Premises immediately prior to such damage or destruction. The full amount of said Base Rent and all other charges shall again become payable immediately upon the completion of such work of repair, reconstruction or restoration.

14. **RENOVATION.** Tenant shall have the right to renovate or remodel the current building, subject to approval by Landlord, which shall not be unreasonably withheld.

15. **EMINENT DOMAIN.** If the whole of the Demised Premises shall be taken, or such part thereof, shall be taken as shall substantially interfere with Tenant's use and occupancy of the balance thereof, under power of eminent domain, or sold, transferred, or conveyed in lieu thereof, either Tenant or Landlord may terminate this Lease as of the date of such condemnation or as of the date possession is taken by the condemning authority, whichever date occurs later. No award for any partial or entire taking shall be apportioned, and Tenant hereby assigns to Landlord any award which may be made in such taking or condemnation, together with any and all rights of Tenant now or hereafter arising in or to the same or any part thereof; provided, however, that nothing contained herein shall be deemed to give Landlord any interest in or require Tenant to assign to Landlord any award made to Tenant for the taking of personal property and fixtures belonging to Tenant and removable by Tenant at the expiration of the term hereof, as provided hereunder or for the interruption of, or damage to Tenant's business or for relocation expenses recoverable against the condemning authority. No temporary taking of a

part of the Demised Premises, including parking facilities, shall give Tenant any right to terminate this Lease or to any abatement of rent hereunder.

16. **QUIET ENJOYMENT.** Landlord shall not take any action that restricts Tenant's quiet enjoyment of the property, except as provided hereunder. Landlord shall provide adequate access to the property during the term of the Lease including non-exclusive use of existing parking areas. Landlord shall have the right to improve the Demised Premises and surrounding areas, including but not limited to, the parking areas and waterfront property on the Amelia River. Tenant hereby acknowledges and understands that construction activity and/or disruption of Tenant's use and business enterprise on the Demised Premises is likely. No construction activity and/or disruption of Tenant's use and business enterprise on the Demised Premises, including parking facilities, shall give Tenant any right to terminate this Lease or to any abatement of rent hereunder, except as approved by the City Commission.

17. **DEFAULT BY TENANT/REMEDIES.**

A. Defaults. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by Tenant:

- (1) The vacating or abandonment of the Demised Premises by Tenant.
- (2) The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant hereunder, as and when due, where such failure shall continue for a period of ten (10) days after written notice thereof from Landlord to Tenant.
- (3) The making by Tenant of any general arrangement or assignment for the benefit of creditors; b) Tenant becomes a "debtor" as defined in 11 U.S.C. §101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within sixty (60) days); c) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Demised Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or d) the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Demised Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days. Provided, however, in the event that any provision of this subparagraph is contrary to any applicable law, such provision shall be of no force or effect.

B. Remedies. In the event of any such material default or breach by Tenant, Landlord may at any time thereafter, with or without notice or demand and without limiting Landlord in the exercise of any right or remedy which Landlord may have by reason of such default or breach:

- (1) Terminate Tenant's right to possession of the Demised Premises by any lawful means, in which case this Lease shall terminate and Tenant shall immediately surrender possession of the Demised Premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by Landlord by reason of

Tenant's default including, but not limited to, the cost of recovering possession of the Demised Premises; expenses of re-letting, including necessary renovation and alteration of the Demised Premises, reasonable attorney's fees, and any real estate commission actually paid; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid rent for the balance of the term after the time of such award exceeds the amount of such rental loss for the same period that Tenant proves could be reasonably avoided; that portion of any leasing commission paid by Landlord applicable to the unexpired term of this Lease.

(2) Maintain Tenant's right to possession in which case this Lease shall continue in effect whether or not Tenant shall have abandoned the Demised Premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the rent as it becomes due hereunder.

(3) Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of the state wherein the Demised Premises are located. Unpaid installments of rent and other unpaid monetary obligations of Tenant under the terms of this Lease shall bear interest from the date due at the maximum rate then allowable by law.

18. **DEFAULT BY LANDLORD/REMEDIES/EXCULPATION.** Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event shall Landlord be deemed in default sooner than thirty (30) days after written notice by Tenant to Landlord, specifying wherein Landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than such thirty (30) days are required for performance, then Landlord shall not be in default if Landlord commences performance within such thirty (30) day period and, thereafter, diligently prosecutes the same to completion. Anything in this Lease to the contrary notwithstanding, Landlord shall be liable for any damages resulting from its default under the terms of this Lease.

19. **ASSIGNMENT AND SUBLETTING.** Tenant shall be permitted to assign this Lease or sublet its rights, duties, or obligations hereunder with the prior written consent of Landlord, which consent shall not be unreasonably withheld.

20. **END OF TERM**

A. At the expiration of this Lease, subject to renewals, Tenant shall surrender the Demised Premises in the same condition as it was in upon delivery of possession thereto under this Lease, reasonable wear and tear excepted, and shall deliver all keys and combinations to locks, safes and vaults to Landlord. Before surrendering the Demised Premises, Tenant shall remove all its personal property, trade fixtures, alterations, additions and decorations, and shall repair any damage caused thereby. Tenant's obligations to perform this provision shall survive the end of the term of this Lease. If Tenant fails to remove its property upon the expiration of this Lease, the said property, at Landlord's option, shall be deemed abandoned and shall become the property of Landlord.

B. If the Demised Premises are not surrendered at the end of the term, then Tenant shall indemnify Landlord against loss or liability resulting from delay by Tenant in so surrendering the Demised Premises, including, without limitation, any claims founded on such delay made by any succeeding occupant of the Demised Premises or any part thereof, and Tenant shall be liable to Landlord for any and all legal expenses, costs, and fees incurred by Landlord in obtaining the possession of the Demised Premises.

21. **HOLDING OVER.** Any holding over after the expiration of this term or upon termination, shall be construed to be a tenancy from month to month and shall otherwise be on the terms herein specified so far as applicable.

22. **NO WAIVER.** Failure of Landlord to insist upon the strict performance of any provision or to exercise any option or enforce any rules and regulations shall not be construed as a waiver for the future of any such provision, rule or option. The receipt by Landlord of rent with knowledge of the breach of any provision of this Lease shall not be deemed a waiver of such breach. No provision of this Lease shall be deemed to have been waived unless such waiver be in writing signed by Landlord. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent shall be deemed to be other than on account of the earliest rent then unpaid nor shall any endorsement or statement on any check or any letter accompanying any check or payment as rent be deemed an accord and satisfaction and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent or pursue any other remedy provided in this Lease.

23. **NOTICES.** Any notice, demand, request or other instrument which may be or required to be given under this Lease shall be delivered in person or sent by United States Certified or Registered Mail, postage prepaid, and shall be addressed to either party at the address as hereinabove given. Any notice shall be deemed delivered upon hand deliver or three (3) days after depositing such notice in postal receptacles, return receipt requested. Either party may designate such other address as shall be given by written notice.

24. **RECORDING.** Tenant shall record this Lease.

25. **PARTIAL INVALIDITY.** If any provision of this Lease or application thereof to any person or circumstance shall, to any extent, be invalid, the remainder of this Lease or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby and each provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

26. **PROVISIONS BINDING, ETC.** Except as otherwise expressly provided, all provisions herein shall be binding upon and shall inure to the benefit of the parties, their legal representatives, successors and assigns and any sale by Landlord of the Land or of the Demised Premises shall be subject to this Lease provided the same is not in default at the time of such sale. Each provision to be performed by Tenant shall be construed to be both a covenant and a condition, and if there shall be more than one lessee, they shall all be bound, jointly and severally, by these provisions.

27. **ENTIRE LEASE, ETC.** This Lease and the Exhibits, Riders and/or Addenda if any attached, set forth the entire Lease between the parties. Any prior conversations or writings are merged herein and extinguished. No subsequent amendment to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by the party sought to be charged. Submission of this Lease for examination does not constitute an option for the Demised Premises and becomes effective as a Lease only upon execution and delivery thereof by Landlord to Tenant. It is herewith agreed that this Lease contains no restrictive covenants in favor of Tenant. The captions and numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe the scope or intent of any paragraph, nor in any way affect this Lease.

28. **NO PARTNERSHIP.** Nothing contained in this Lease shall, or shall be deemed or construed so as to create the relationship of principal-agent, joint venturers, co-adventurers, partners or co-tenants between Landlord and Tenant; it being the express intention of the parties that they are and shall remain independent contractors one as to the other.

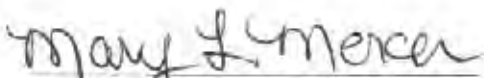
29. **RADON GAS DISCLOSURE.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

30. **EXTENSION OF CITY BOARDWALK.**

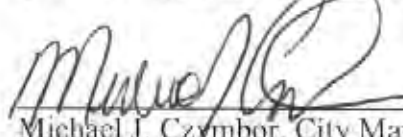
The Landlord has previously built and established a boardwalk system on its property adjacent to the Amelia River, but not currently extending across the Demised Premises. The Landlord is desirous of extending the boardwalk in order to establish a continuous pedestrian linkage on the waterfront. The Landlord and Tenant hereby agree that a continuous boardwalk is in the best interest of the public and the parties, and the parties will meet to determine the most feasible and cost effective method to construct the boardwalk across or around the Demised Premises. The Tenant the City Manager or his/her designee shall meet upon written notice to the Tenant, to determine the best method and location for the boardwalk extension. In the event that the Tenant and City Manager or his/her designee can not agree, the Tenant shall have the right to ask the City Commission to determine the best method and location for the boardwalk extension. The Landlord shall provide one hundred eighty (180) days written notice of commencement of the work to install the new boardwalk. If it is necessary to remove that portion of the existing Demised Premises required to accommodate the new boardwalk, it shall be at the City's sole cost and expense. In order to minimize interruption to Tenant's business, the Tenant shall be permitted to construct additional square footage to replace that portion of the Demised Premises to be removed prior to demolition. Any such construction of square footage on the Demised Premises shall be at Tenant's sole cost and expense. Tenant shall only be permitted to construct the same square footage of the Demised Premises to be removed to accommodate the new boardwalk. In the event that additional land, space or square footage is required by Tenant to accommodate the replacement of the Demised Premises and/or add additional services to the business, the parties shall renegotiate this Lease and the description of the Demised Premises as identified in Exhibit "A", attached hereto.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Lease as of the day and year first above written.

ATTEST:


Mary L. Mercer, City Clerk

"LANDLORD"
CITY OF FERNANDINA BEACH


Michael J. Czymbor, City Manager

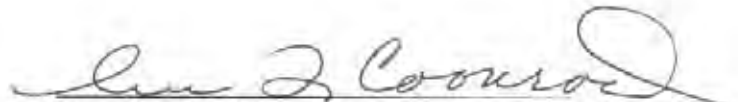
APPROVED AS TO FORM:

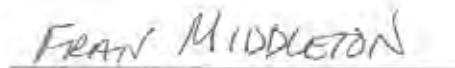

Tammi E. Bach, City Attorney

WITNESS:

"TENANT"


Witness Signature


By: Anne T. Coonrod
d/b/a Atlantic Seafood


Print Name of Witness

DEMOLITION BY NEGLIGENCE

The term demolition by neglect occurs when a building is allowed to decay through lack of maintenance, to the point of becoming a liability.

The following shall apply to maintenance and repair to structures in the locally designated historic districts, as well as any structure or property in the City that has been listed individually or deemed eligible for individual listing in the National Register:

(1) The owner, lessee, or other person in physical control of the structure shall comply with all applicable codes, laws and regulations governing the maintenance and safety of property including but not limited to City Codes, as applicable. It is the intent of this section to preserve from deliberate or inadvertent neglect of the exterior features of a building designated as a contributing structure to a historic district, and the interior portions therefore when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings shall be preserved against such decay and deterioration and shall be free from structural defects through prompt correction of any of the following defects:

- a. Facades which may fall and injure members of the public or property;
- b. Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports;

c. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split, or buckle due to defective material or deterioration;

d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors;

e. Defective or insufficient weather protection for exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering.;

f. Any fault or defect in the building which renders it not properly watertight or structurally unsafe; and

g. Any fault or defect in the building rendering such structure an unsafe structure as defined under the provisions of Chapter 22, City Code of Ordinances.

(2) Where the property is an archaeological site, the owner shall be required to maintain his property in such a manner so as not to adversely affect the archaeological integrity of the site.

(3) It shall be the joint responsibility of the Building Department, Planning Department, and Code Enforcement staff to enforce the provisions of this section, and the divisions may refer violations to the Code Enforcement and Appeals Board for enforcement proceedings pursuant to Chapter 2, City Code of Ordinances.

☒ Original
☐ Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 5.0 3/19

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

Clear Form Values

Site#8 **NA02235**
 Field Date **11/7/2025**
 Form Date **11/7/2025**
 Recorder # _____

Site Name(s) (address if none) **Atlantic Seafood Building** Multiple Listing (DHR only) _____
 Survey Project Name **Florida Master Site File Documentation** Survey # (DHR only) _____
 National Register Category (please check one) ☒ building ☐ structure ☐ district ☐ site ☐ object
 Ownership: ☐ private-profit ☐ private-nonprofit ☐ private-individual ☐ private-nonspecific ☒ city ☐ county ☐ state ☐ federal ☐ Native American ☐ foreign ☐ unknown

LOCATION & MAPPING

Clear Location Values

Address: Street Number **10** Direction **▼** Street Name **Ash** Street Type **Street** Suffix Direction **▼**
 Cross Streets (nearest / between) **Ash Street and South Front Street**
 USGS 7.5 Map Name _____ USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) **Fernandina Beach** In City Limits? ☒ yes ☐ no ☐ unknown County **Nassau** **▼**
 Township **2N** **▼** Range **29E** **▼** Section **6** ¼ section: ☐ NW ☐ SW ☐ SE ☐ NE Irregular-name: _____
 Tax Parcel # **00-00-31-1760-0025-003L** Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone ☐ 16 ☐ 17 Easting Northing
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Clear History Values

Construction Year: **1963** ☐ approximately ☒ year listed or earlier ☐ year listed or later
 Original Use **Dock/Pier/Wharf** **▼** From (year): _____ To (year): _____
 Current Use _____ From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: ☐ yes ☐ no ☐ unknown Date: _____ Original address _____
 Alterations: ☐ yes ☐ no ☐ unknown Date: _____ Nature _____
 Additions: ☐ yes ☐ no ☐ unknown Date: _____ Nature _____
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.)
 Timeline: **Atlantic Seafood at Fernandina Harbor Marina**
~~Mid-1980s: Anna T. Conrad owns and operates Atlantic Seafood at 10 Ash Street (oral history)~~
 Is the Resource Affected by a Local Preservation Ordinance? ☒ yes ☐ no ☐ unknown Describe **City of Fernandina Beach Histo**

DESCRIPTION

Clear Description Values

Style **Commercial** **▼** Exterior Plan **Irregular** **▼** Number of Stories **1** **▼**
 Exterior Fabric(s) 1. **Wood siding** **▼** 2. _____ **▼** 3. _____ **▼**
 Roof Type(s) 1. **Gable** **▼** 2. _____ **▼** 3. _____ **▼**
 Roof Material(s) 1. **Tin** **▼** 2. _____ **▼** 3. _____ **▼**
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____
 Windows (types, materials, etc.)
No front facing windows.
 Distinguishing Architectural Features (exterior or interior ornaments)
One unfinished and open porch, kitchen attached to side.
 Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.)
Shed.

DHR USE ONLY

OFFICIAL EVALUATION

DHR USE ONLY

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

DESCRIPTION (continued)

Clear Description Values

Chimney: No. 0 Chimney Material(s): 1. Wood frame 2. 3.
 Structural System(s): 1. Wood frame 2. 3.
 Foundation Type(s): 1. Piers 2.
 Foundation Material(s): 1. 2.

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

Main Entrance (stylistic details)

Front entrance features gabled overhang and single white modern aluminum door.

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

One unfinished open porch.

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

Narrative Description of Resource

Situated adjacent to the boat ramp, this painted wood frame structure features a gabled roof with no front windows. City of Fernandina Beach obtained a structural assessment of the facility, which identified significant structural deficiencies that pose

Archaeological Remains ☐ Check if Archaeological Form Completed

RESEARCH METHODS (select 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)

"Atlantic Seafood no more, ends city lease," Fernandina Observer, accessed 7 November 2025:
<https://www.fernandinaobserver.org/stories/atlantic-seafood-no-more-ends-city-lease,70694>

OPINION OF RESOURCE SIGNIFICANCE

Clear Significance Values

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

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

Explanation of Evaluation (required, whether significant or not; use separate sheet if needed)

Originally the site of the town of Fernandina, Old Town has the unique distinction of being the last Spanish city platted in the Western Hemisphere. Retaining the 1811 plat, as well as the historic homes in the area, is of special importance. However, t

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

1. 3. 5.
 2. 4. 6.

DOCUMENTATION

Clear Documentation Values

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

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

RECORDER INFORMATION

Recorder Name Laura K Warde, MA Affiliation Heritage Cultural Services, LLC
 Recorder Contact Information St Augustine, Florida 32084/904.669.5318/heritageculturalservices@ gmail.com
 (address / phone / fax / e-mail)

Required Attachments

① USGS 7.5' MAP WITH STRUCTURE LOCATION CLEARLY INDICATED

② LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)

③ PHOTO OF MAIN FACADE, DIGITAL IMAGE FILE

When submitting an image, it must be included in digital AND hard copy format (plain paper grayscale acceptable).

Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.



HISTORIC DISTRICT COUNCIL STAFF REPORT
HDC 2025-0025
NOVEMBER 20, 2025

Owner/Applicant:	Mike Stauffer, Michael Stauffer Architecture, Agent for Caroline & Jeffery Haskett
Property Address:	122 South 6 th Street
Parcel ID #	00-00-31-1800-0038-0032
Current zoning:	R-2
FLUM land use category:	Medium Density Residential
Existing uses on the site:	Single Family Residence
FL Master Site File #	NA00382
Year Built:	1910
Contributing Status:	Contributing
Requested action:	Seeking FINAL APPROVAL: 1) Remove existing patio and replace with suggested materials per plan 2) Remove existing shed and install new larger shed 3) Install pavers for trash can area including side fence panel 4) Install new fencing and gates:

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

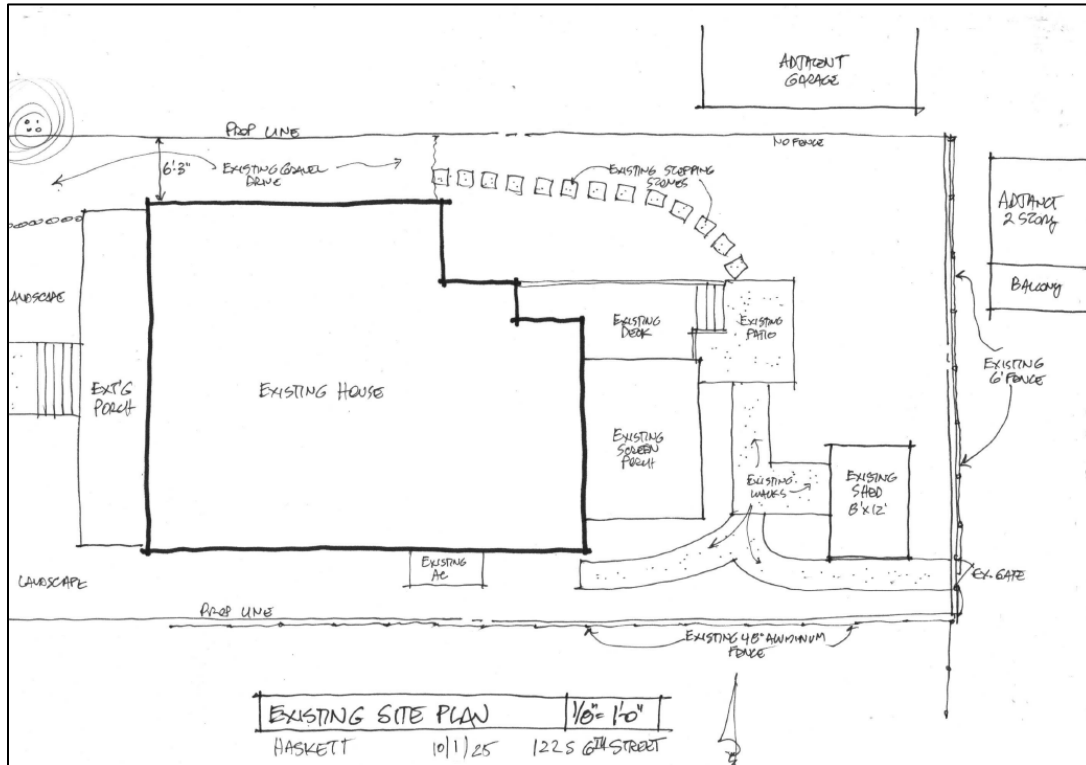
122 South 6th St



SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The applicant is seeking **Final** approval to demo existing walkways and replace per plan remove existing patio and replace with suggested materials, remove existing shed and install new larger shed, install pavers for trash can area including side fence panel, and install new fencing and gates: 6' fence on north side with gates to front, new fence panel beside trash can area, new 6' fence on south side (existing fence on east side to remain). The pavers for the circular patio will be reused from the existing bricks and all walkways will be pea gravel with flagstone.

Existing Site Plan:



Proposed Site Plan:

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:

	Type/Material/Brand	Color
Exterior Fabric of Shed	Scalloped Lap Siding, Match existing	Wood, unpainted
Fence	Wood	Green to match existing
Path	Gravel, flagstone, brick	Natural
Roofing	Metal	Galvalume

Site Plan –

- **Housing Type** – Single-family detached homes and outbuildings/garages are a permissible housing type and use in the R-2 zoning district.
- **Lot Density** – Impervious cover calculations are shown in the scope of work and will not exceed the allowable 60% in the R-2 zoning district.
- **Mechanical** – Per LDC 4.02.03(A)7, “*Mechanical equipment may be located within the side or rear yard setback, but not closer than five (5) feet to side or rear yard lot lines.*” The site plan shows no change to mechanical equipment.
- **Fence** – A 6ft fence is permissible in the rear yard for properties in the R-2 zoning district and within the historic district. The proposed fence matches the existing and meets design standards.

Elevations –

- **Scale** – The scale of the proposed renovations to the backyard are appropriate for this property. The shed is an appropriate size and height for the backyard.
- **Height** – Building height shall be measured from the approved finished grade to the highest point on the structure, per LDC 4.02.03(C). Height of the shed structure is well under 25’, which is the maximum allowable.
- **Materials** – The project features traditional materials, gravel and stone. Permeable surfaces such as these are recommended by the design guidelines (HDDG, p.99). Pressure treated wood and metal roof are permissible materials for outbuildings in the district. To complement the architecture and style of the principal structure and promote longevity, it is recommended that the shed is painted.
- **Foundation** – The shed included in this project will be constructed on a pressure treated skids.
- **Windows** – The proposed windows are 2’ by 3’ and a “New England” transom window.

STAFF RECOMMENDATION:

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

Staff recommendation:

FINAL Approval of HDC 2025-0025 with the condition that the applicant considers paint or finish for the shed.

MOTION TO CONSIDER:

I move to **approve or deny** case number HDC 2025-0025 **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 2025-0025, 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 2025-0025 Combined Application Materials
EXHIBIT 2	Florida Master Site File NA00382

From: noreply@civicplus.com
To: [Planning Info](#)
Subject: Online Form Submittal: Historic District Council (HDC) Certificate of Approval (COA) Application
Date: Thursday, October 9, 2025 3:52:23 PM

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

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

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

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

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

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

Basis for Review

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

IMPORTANT NOTES

Conceptual Approvals

Conceptual approvals are provided by the HDC as a courtesy to the applicant in an effort to allow comment from the Historic District Council and citizens during the conceptual design process. The HDC will provide the applicant with feedback and guidance relating to the proposal and take a vote to indicate whether the board feels the proposal is adequately appropriate to proceed. In all cases, the applicant must return to the HDC to seek final approval of their projects. There is no additional fee for this review above the Certificate of Approval fee.

Pre-Application Meeting

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

Application Requirements

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

Please see the Land Development Code (LDC) for detailed information:

Field not completed.

The LDC is Available for Review at

www.fbfl.us/LDC

Appeals

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

PROJECT TYPE

Addition

APPROVAL TYPE

Board Approval: Final

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

No

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	122 S 6th
City	Fernandina Beach
State	FL
Zip Code	32034
Parcel ID #(s)	00-00-31-1800-0038-0032
Do you authorize the installation of a temporary City notice sign on your property?	YES
OWNER OF RECORD <i>As recorded with the Nassau County Property Appraiser</i>	
First Name	Caroline
Last Name	Haskett
Mailing Address	122 S 6th Street
City	Fernandina Beach
State	FL
Zip Code	32034
Telephone Number	614-580-9466
E-mail Address	chaskett@me.com
OWNER'S AGENT <i>If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included</i>	
Is there an agent other than the owner representing this project?	Yes
First Name	Mike

Last Name	Stauffer
Company (if applicable)	Michael Stauffer Architecture
Street Address	122 S 6th Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	904-540-6059
E-mail Address	mike@mstaufferarchitect.com
Project Description	Demo existing walkways and replace per plan • Remove existing patio and replace per plan • Remove existing shed and install new larger shed • Install pavers for trash can area including side fence panel • Install new fencing and gates: - New 6' fence on north side with gates to front - New fence panel beside trash can area - New 6' fence on south side - Existing fence on east side to remain Pavers for the circular patio will be reused from the existing bricks. All walkways will be pea gravel with flagstone.
Design Vision Statement	N/A
Requirements for Demolition Applications <i>Per LDC 8.03.03.01</i>	
MATERIALS List all proposed materials and colors, as applicable. If you are not filling this out, you MUST provide a detailed list separately that includes all required information as described in the following fields. A separate form can be uploaded or emailed directly to Mia Sadler.	
EXTERIOR FABRIC	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>

DOORS

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
-------	-----------------------------

WINDOWS

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
---------------------	-----------------------------

Color	<i>Field not completed.</i>
-------	-----------------------------

ROOFING

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
---------------------	-----------------------------

Color	<i>Field not completed.</i>
-------	-----------------------------

FASCIA/TRIM

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
---------------------	-----------------------------

Color	<i>Field not completed.</i>
-------	-----------------------------

FOUNDATION

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
---------------------	-----------------------------

Color	<i>Field not completed.</i>
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SHUTTERS

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
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Color	<i>Field not completed.</i>
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PORCH/DECK

Manufacturer	<i>Field not completed.</i>
--------------	-----------------------------

Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
FENCING	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
DRIVEWAYS/SIDEWALKS	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
SIGNAGE	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
OTHER	
Manufacturer	<i>Field not completed.</i>
Product Description	<i>Field not completed.</i>
Color	<i>Field not completed.</i>
Please upload supplemental documentation and all product brochures, paint color samples, etc.	
Upload 1	1_Haskett_122 S 6th St_HDC Submission Memo.pdf
Upload 2	2_Haskett_122 S 6th St_Existing Site Plan.pdf
Upload 3	3_Haskett_122 S 6th St_Site Plan.pdf
Upload 4	4_Haskett_122 S 6th St_Photos.pdf
Upload 5	5_Haskett_122 S 6th St_Deed.pdf
Upload 6	6_Haskett_122 S 6th St_Survey.pdf

Upload 7	7_Haskett_112 S 6th_Shed Plans.pdf
Upload 8	8_Haskett_122 S 6th St_Fence.pdf
Upload 9	<i>Field not completed.</i>
Upload 10	<i>Field not completed.</i>
Upload 11	<i>Field not completed.</i>
Upload 12	<i>Field not completed.</i>
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:, I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.	
2. I/We authorize staff from the Department of Planning & Conservation to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.	
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.	
4. I/We understand that, for Board review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic District Council meeting.	
5. I/We understand that the Historic District Council meetings are conducted in a quasi-judicial hearing and as such, ex-parte communications are prohibited (Communication about your project with a Historic District Council member).	
6. I/We understand that the approval of this application by the Historic District Council or staff in no way constitutes approval of a Building Permit for construction from the City of Fernandina Beach Building Department.	
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HDC before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and/or additional fees/penalties.	

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

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

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

Applicant First Name	Anthony
----------------------	---------

Applicant Last Name	Psulkowski
---------------------	------------

Today's Date	10/9/2025
--------------	-----------

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.

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

MICHAEL STAUFFER
A r c h i t e c t

Memorandum

Date: October 9, 2025
To: HDC Fernandina Beach, Florida
From: Michael Stauffer Architect
RE: **Haskett Residence – 122 S 6th Street - Yard Renovation**

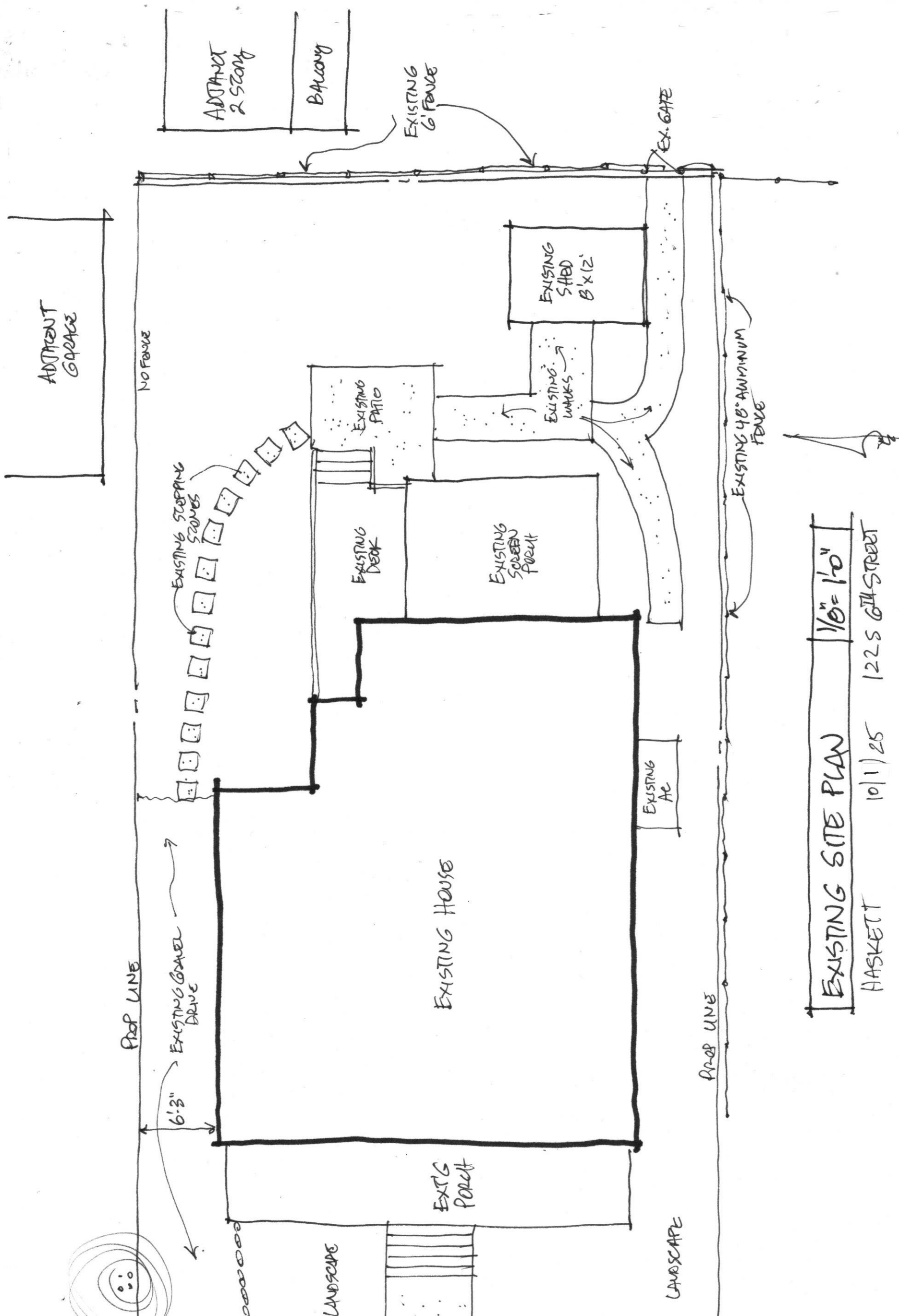
Project Scope: The scope of work for this project is the following:

- Demo existing walkways and replace per plan
- Remove existing patio and replace per plan
- Remove existing shed and install new larger shed
- Install pavers for trash can area including side fence panel
- Install new fencing and gates:
 - New 6' fence on north side with gates to front
 - New fence panel beside trash can area
 - New 6' fence on south side
 - Existing fence on east side to remain

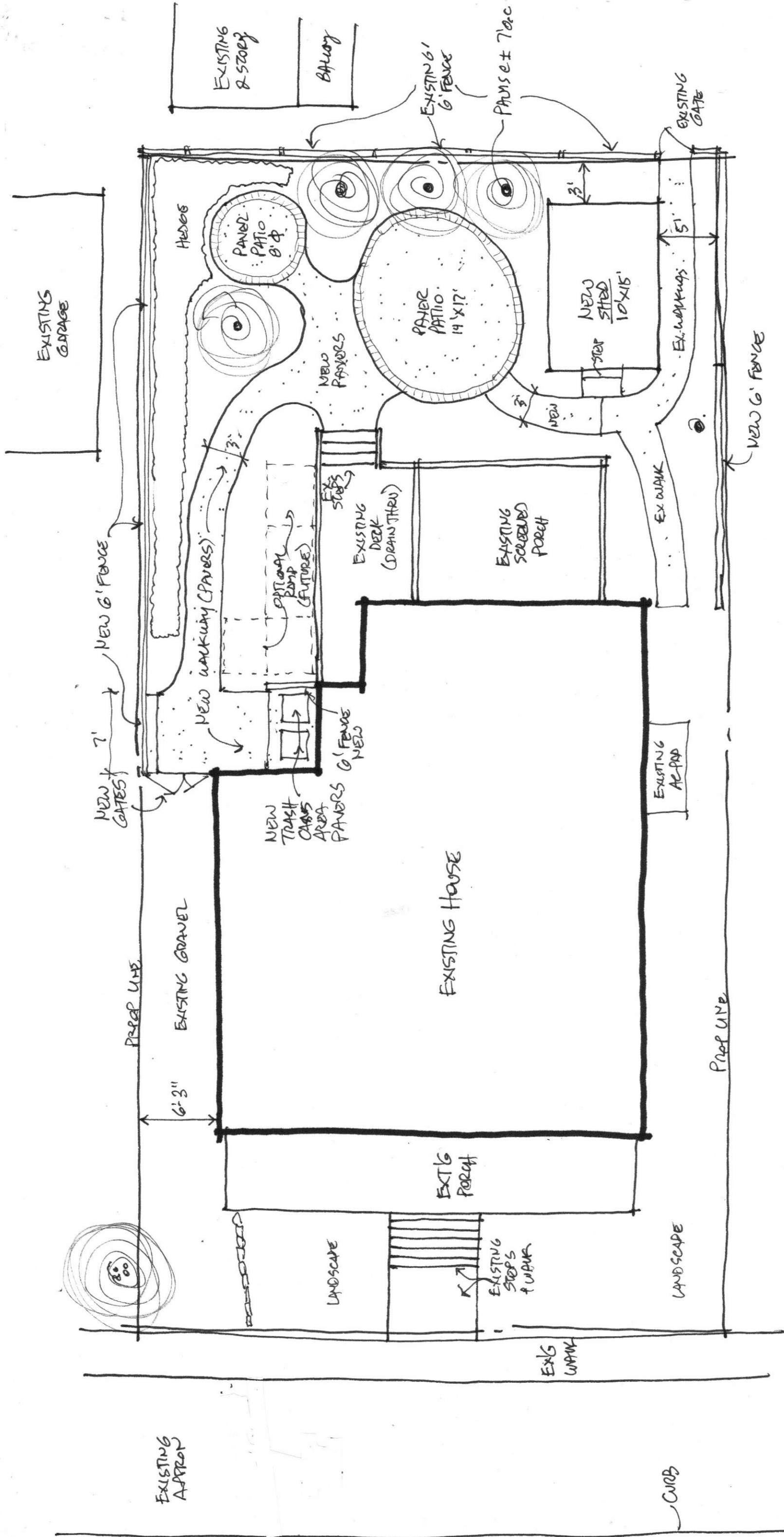
Coverage: the impervious coverage for the lot is as follows:

Lot = 50' x 100' = 5000 SF
Allowable 60% = 3000 SF

<u>Element</u>	<u>Existing</u>	<u>Revised</u>
House	1484	1484
Front Porch	215	215
<u>Screened porch</u>	<u>192</u>	<u>192</u>
Subtotal under roof	1891 SF	1891 SF
Shed	96 SF	150 SF
Walks and AC pads	305 SF	521 SF
Stepping stones	32 SF	0 SF
Patios	100 SF	260 SF
Total	2,424 SF	2,822 SF



EXISTING SITE PLAN 1/8" = 1'0"
 HASKETT 10/1/25 122 S 6TH STREET



SITE PLAN **1/8" = 1'-0"**
HASKETT **10/1/25** **122 S. 6TH STREET**

Haskett_122 S 6th Street_ Photos



Haskett_122 S 6th Street_ Photos



Haskett_122 S 6th Street_ Photos





Florida Shed Outlet
888-215-6457
info@floridashedoutlet.com

Customer Order - **May 23, 2025**

Ship To

Customer Name Caroline Haskett Order # 1747797408930641-4
Installation Address _____
City Fernandina Beach State FL ZIP Code 32034
Email chaskett@me.com Phone 6145809466 Mobile _____

Building Info

Style: Gable
Roof Material: Metal Roof
Base Pressure Treated Skids
Siding Painted T1-11

Size

10x14
6'3" (Standard)
Sidewall Height

Color

Roof Galvalume 
Trim Unpainted 
Siding Unpainted 

Design Link & Notes

Design Link <https://idearoom.floridashedoutlet.com/?lng=en-US#a8520027852dc3137f6ac5c3fa1c9022>

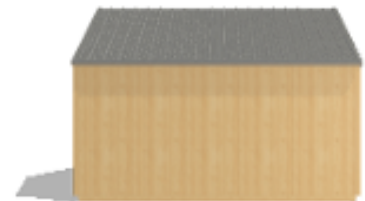
Images



Perspective

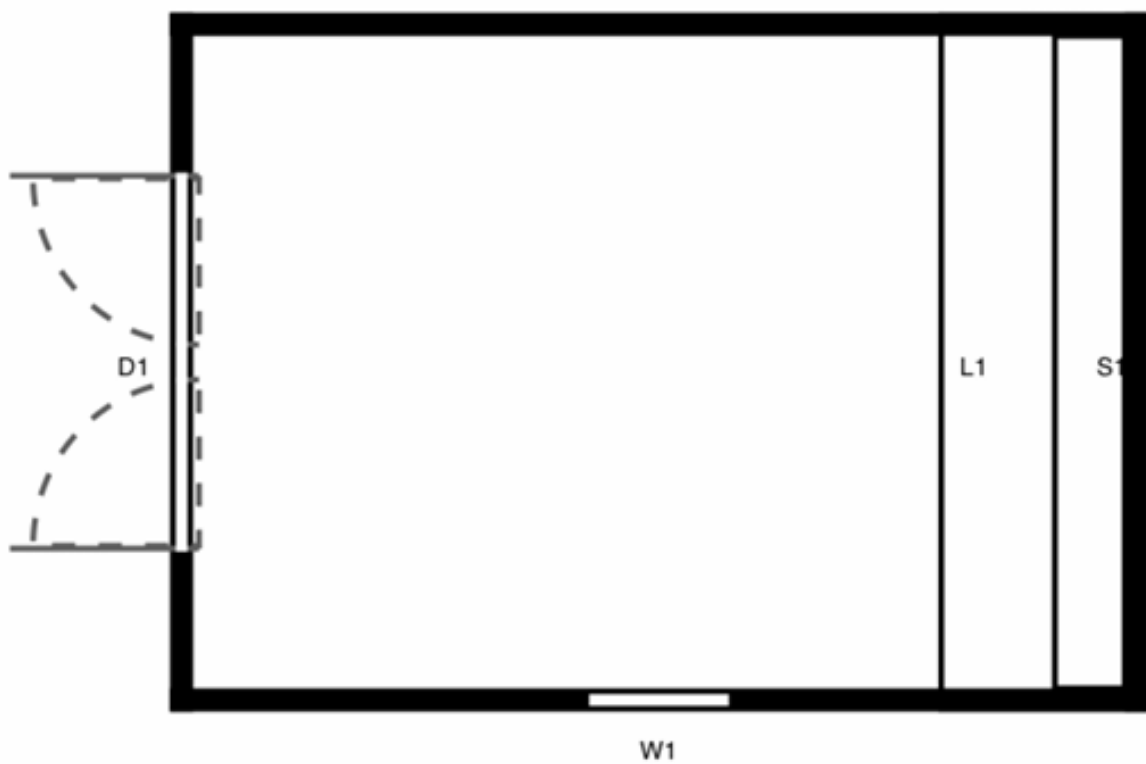


Front



Left

Images		
		
Right	Back	



SYMBOL LEGEND			
D1	Double New England w/ Transom	S1	10' Shelf Length (12" depth) (QTY)
W1	2' x 3' Window	L1	Loft: 3' Deep Back
	Closed Wall		

Description	Quantity	Amount
Style & Size		
Style: Gable	1	\$4,750
Siding: Painted T1-11	1	Included
Sidewall Height: 6'3" (Standard)	1	Included

Description	Quantity	Amount
Size: 10x14	1	Included
Roof Material: Metal Roof	1	\$475
Colors & Materials		
Wall Color: Unpainted		Included
Trim Color: Unpainted		Included
Fascia Trim Color: Unpainted		Included
Roof Color: Silver		Included
Doors & Windows		
2' x 3' Window	1	\$150
Color: White		Included
Double New England w/ Transom	1	\$540
Color: Unpainted		Included
On-Door Trim: Unpainted		Included
Flooring & Interior		
Loft: 3' Deep Back	1	\$308
Additional Fees		
Gable Vents	2	\$60
10' Shelf Length (12" depth) (QTY)	1	\$205



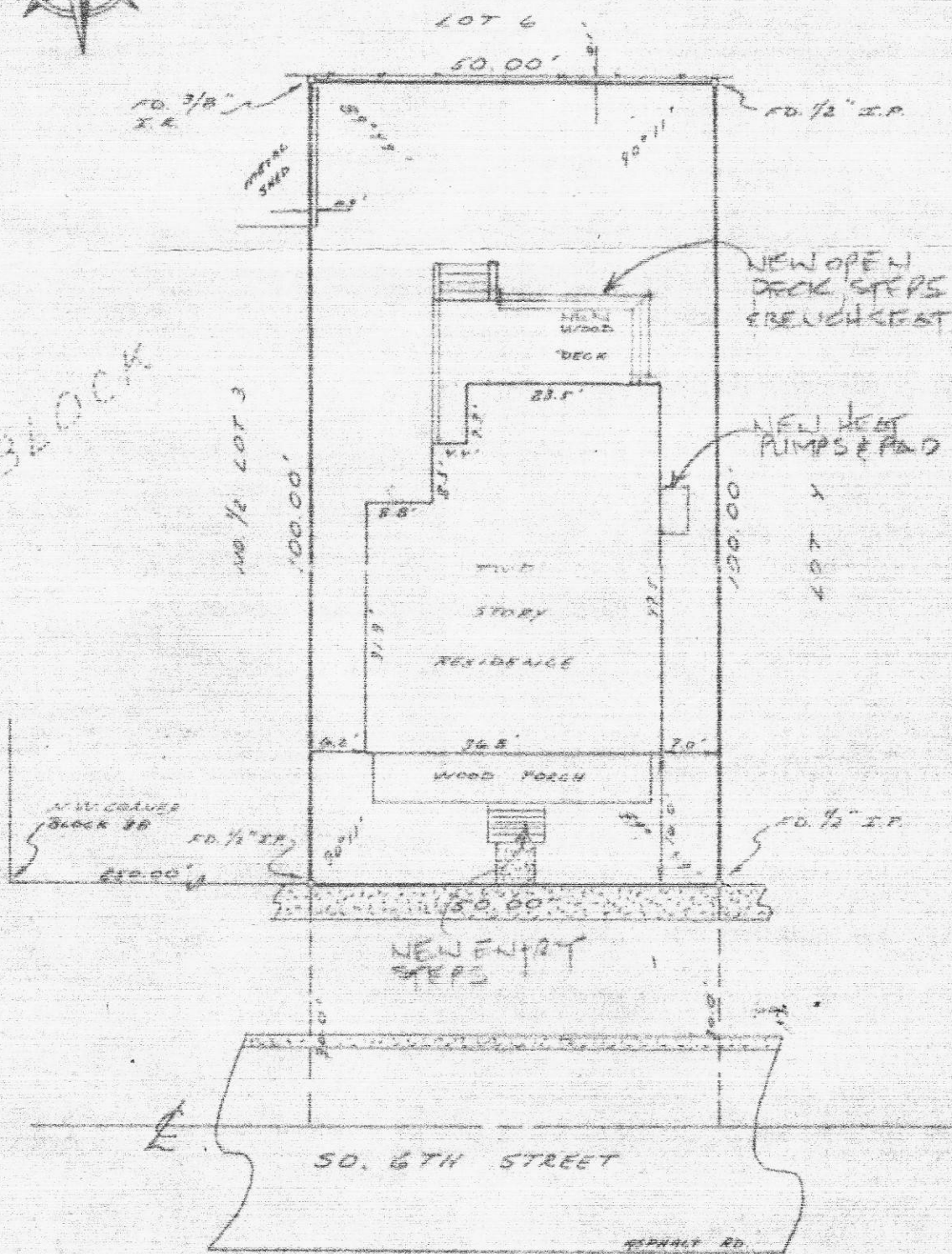
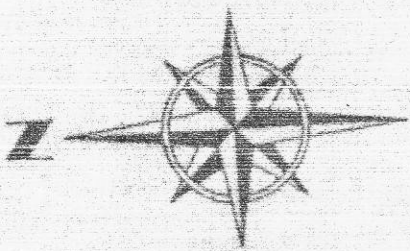


MAP SHOWING BOUNDARY SURVEY OF

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 the State of Florida and being further described according to the Official Map or Plat of said City (as Lithographed and issued by the Florida Railroad Company in 1857 and Enlarged, Revised and reissued by the Florida Town Improvement Company in 1887 and 1901) as:

The South One-half (S 1/2) of the Lot Three (3) in Block Thirty-eight (38),

Certified To:
Jeffery L. Haskett
Monticello Bank
Olde Towne Title Company
Fidelity National Title



FLORIAN

CALC - CALCULATED
 CONC - CONCRETE BLOCK STRUCTURE
 C - CENTERLINE
 CM - CONCRETE MOUNTING
 CONC - CONCRETE
 IS - INSULATED SLAB
 SW - SWATH (WID)
 S/S - SPECIAL SERVICE POINT
 S/S - S/S (S/S)
 S/S - S/S (S/S)

A.1. 2000年10月10日
 A.2. 2000年10月10日
 A.3. 2000年10月10日
 A.4. 2000年10月10日
 A.5. 2000年10月10日

[illegible][illegible]

SHAVE NOTES

- 13 The "Lean Description" letter is a record with the
14 following information: name and address of the

2

This instrument was prepared by
(without benefit of title examination)
Jefferson F. Riddell, Esq.
RIDDELL LAW GROUP
3400 S. Tamiami Trail, Sarasota, FL
941-366-1300

Parcel I.D. No. 00-00-31-1800-0038-0032

Consideration and Documentary Stamp Tax: Deed to Trustee. Exempt from Documentary Stamp Tax. Deed to Trustee. Rule 12B-4.013(28), Florida Administrative Code.

WARRANTY DEED TO TRUST

THIS INDENTURE, executed this 29th day of September, between **Jeffery L. Haskett**, a married man, whose address is 3948 Riverview Drive, Columbus, OH 43221, **Grantor**, and

Jeffery L. Haskett and Caroline Haskett, Trustees of the Jeffery L. Haskett Trust Agreement dated February 11, 2015, whose address is 3948 Riverview Drive, Columbus, OH 43221, **Grantee**.

WITNESSETH:

Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, Grantor grants, bargains, sells and remises to Grantee, the real property described as:

All that Certain Lot, Place or parcel of land Situate, lying and being in the City of Fernandina Beach (formerly named Fernandina), County of Nassau and the State of Florida and being further described according to the Official Map or Plat of said City (as Lithographed and issued by the Florida Railroad Company in 1887 and Enlarged, Revised and released by the Florida Town Improvement Company in 1887 and 1901) as:

The South One-half (S ½) of the Lot Three (3) in Block Thirty-eight (38).

Subject to restrictions, reservations, easements of record and taxes for the current and subsequent years.

The subject property is not the homestead of Grantor, nor contiguous thereto.

The Trustee(s) (Grantee herein) shall have full power and authority to protect, conserve, sell, lease, encumber or otherwise manage and dispose of the real property described in this deed, and the Trustee(s) (and any successor trustee or trustee of the trust) shall have all of the powers set forth herein and in Sections 689.073, 736.0815 and 736.0816, Florida Statutes as same may relate to the real property described in this deed.

And Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said Grantor has executed this deed the day and year first above written.

Witnesses:

Nicholas S Kelemen

Print Name: NICHOLAS KELEMEN

BTK

Print: BRENNAN T. KING

Jeffery L. Haskett

Jeffery L. Haskett

STATE OF OHIO)

COUNTY OF FRANKLIN)

The foregoing instrument was acknowledged before me this 29th day of September 2016, by Jeffery L. Haskett, who is personally known to me or who produced DRIVER'S LICENSE as identification.



BRENDAN THOMAS KING, Attorney at Law
NOTARY PUBLIC, STATE OF OHIO
My commission has no expiration date.
Section 147.03 R.C.

BTK
Notary Public



HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 NA00382
Recorder # 343
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) 122 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
122	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 1.5
Structural System(s) >> Wood frame
Other Structural System(s)
Foundation Type(s) >> Piers
Other Foundation Types
Foundation Material(s) >> Brick
Other Foundation Material(s)
Exterior Fabric(s) >> Drop siding
Other Exterior Fabric(s)
Roof Type(s) >> Gable
Other Roof Type(s)
Roof Material(s) >> Composition shingles
Other Roof Material(s)
Roof Secondary Structure(s) (dormers etc) >> Gable extension
Other Roof Secondary Structure(s)
Number of Chimneys 2
Chimney Material Brick
Other Chimney Material(s)
Chimney Location(s) south slope, north slope

HISTORICAL STRUCTURE FORM

8NA00382

DESCRIPTION (continued)

Window Descriptions 4/4, 6/6

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 Good

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 1910

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; 1910;

Other Structure Uses _____

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

RESEARCH METHODS

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

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? _____

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> Community planning & development

Other Historical Associations _____

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

HISTORICAL STRUCTURE FORM

8NA00382

DOCUMENTATION (Photos, Plans, etc.)

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

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, MylesRecorder Address / Phone 7035 Phillips HWY Ste. 5-129 Jacksonville, FL 904-448-4429Recorder Affiliation Bland & Associates, Inc Other Affiliation _____Is a Text-Only Supplement File Attached (Surveyor Only)? NO

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

Cultural Resource Type: SSElectronic Form Used: S110Form Type Code: NORMForm Quality Ranking: NEWForm Status Code: SCAT

SHPO's Evaluation of Resource

Date _____

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

FMSF Staffer: _____

Computer Entry Date: 6/7/2007Form Comments: _____

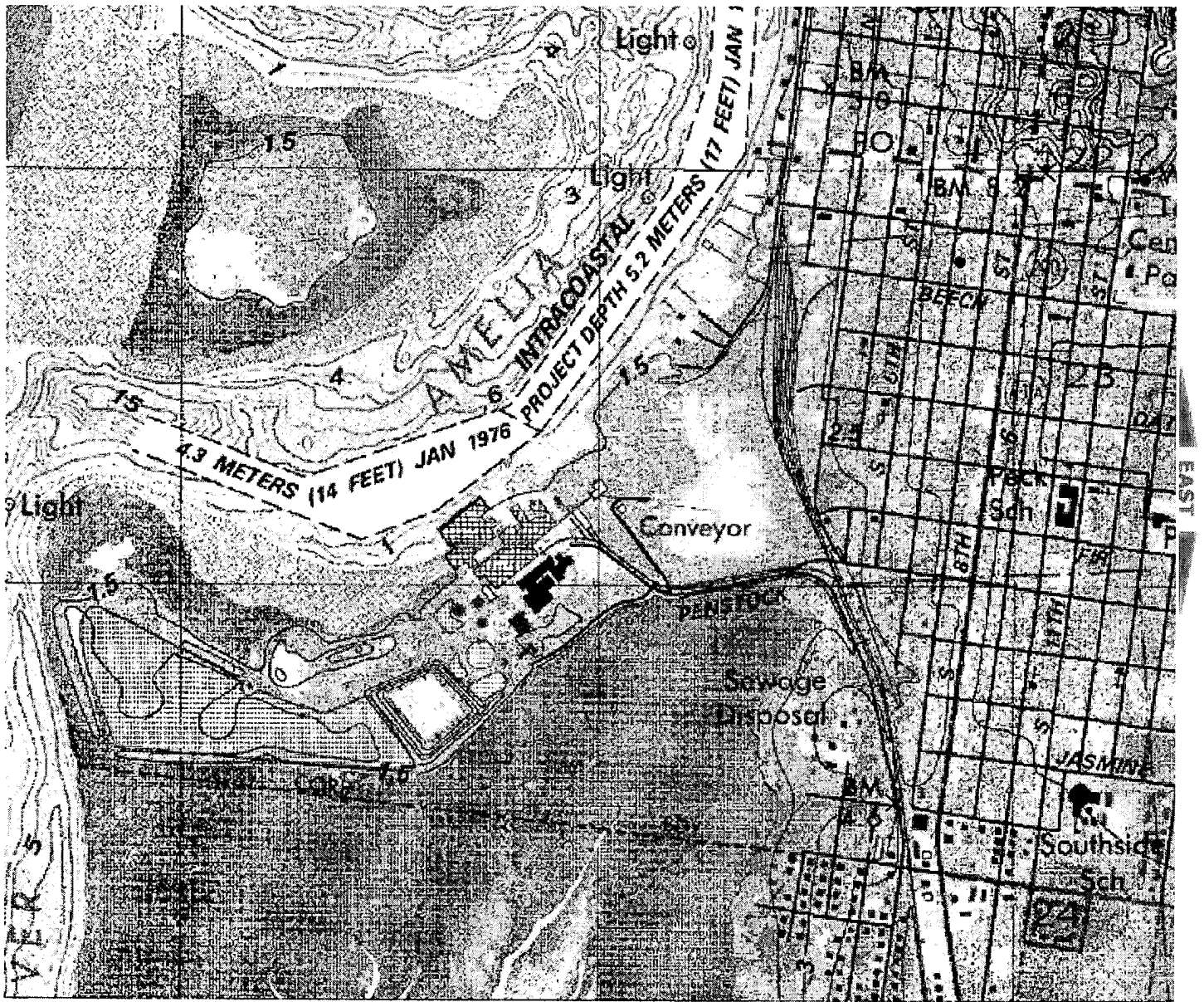
REQUIRED PAPER ATTACHMENTS

- (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"

NA00382-200703

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:**
Drop siding
- > **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;1910;
- > **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)]:**

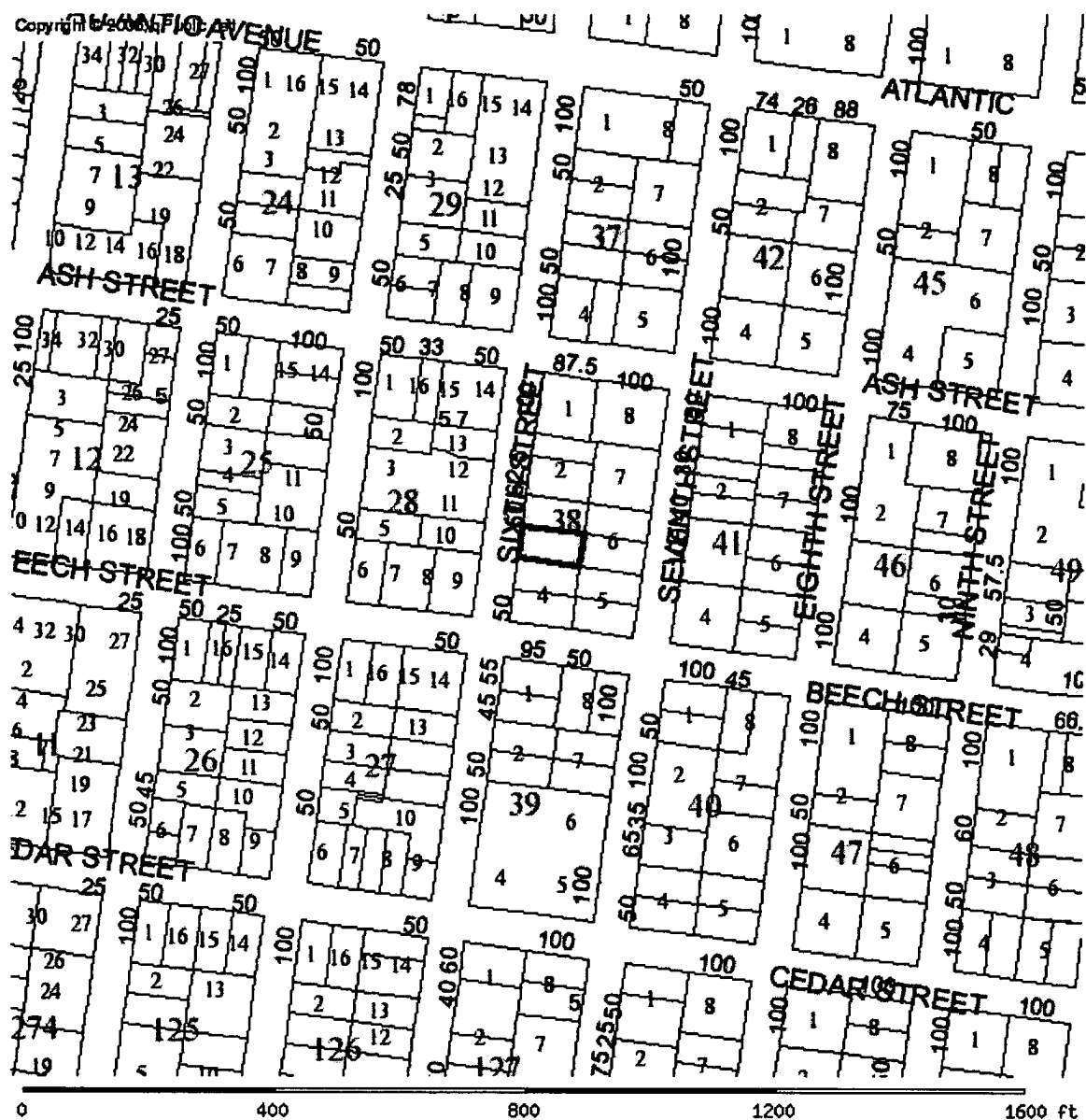


NA382

343

343

NA382



PARCEL INFORMATION TABLE	
Selected Parcel	00-00-31-1800-0038-0032
GIS CALCULATED ACREAGE	0.12
Property Use	SINGLE FAM
Land Use	SFR
OWNERSHIP INFORMATION	
Name	HASKETT JEFFERY L
Mailing Address	2126 ELLINGTON ROAD UPPER ARLINGTON, OH 43221
Situs/Physical Address	122 SOUTH 6TH ST
2006 PROPOSED VALUES	
Land Value	75,000
Ag Land Value	0



3

3

Historic District Council Windows List

As amended from time to time – **Approved**



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

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS

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

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

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY

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

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

Window Survey Submission Requirements

Purpose

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

Overview

Before windows can be replaced in a rehabilitation project, the existing condition of each window is **required to** be documented. This should be undertaken in the form of a **Window Survey completed by a design professional**. The **Window Survey purpose** is to identify the extent of deterioration in each window and to provide a decision base as to whether the windows **can** be repaired or **whether they must be** replaced.

Physical Evaluation

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

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

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

Survey

The survey form documents the existing condition of the windows and identifies which windows will be repaired, which windows are proposed to be replaced, and what the proposed new window treatments will be. The form shall provide an identification system that coordinates individual windows on the plans with its corresponding photographs. The Window Survey shall identify the existing material of the window and the type of window that it is. A key shall be provided for any abbreviations used in this identification. For example, WD DH could represent a wooden, double hung window and MTL CASE could represent a metal casement window. The configuration would be the number of lights in the sash. Possible examples could include, twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

The Window Survey shall record the configuration and number of lights in the sashes. Possible examples could include twelve over twelve (12/12), six over six (6/6, or one over one (1/1). There is also space for additional remarks when necessary.

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

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

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

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

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

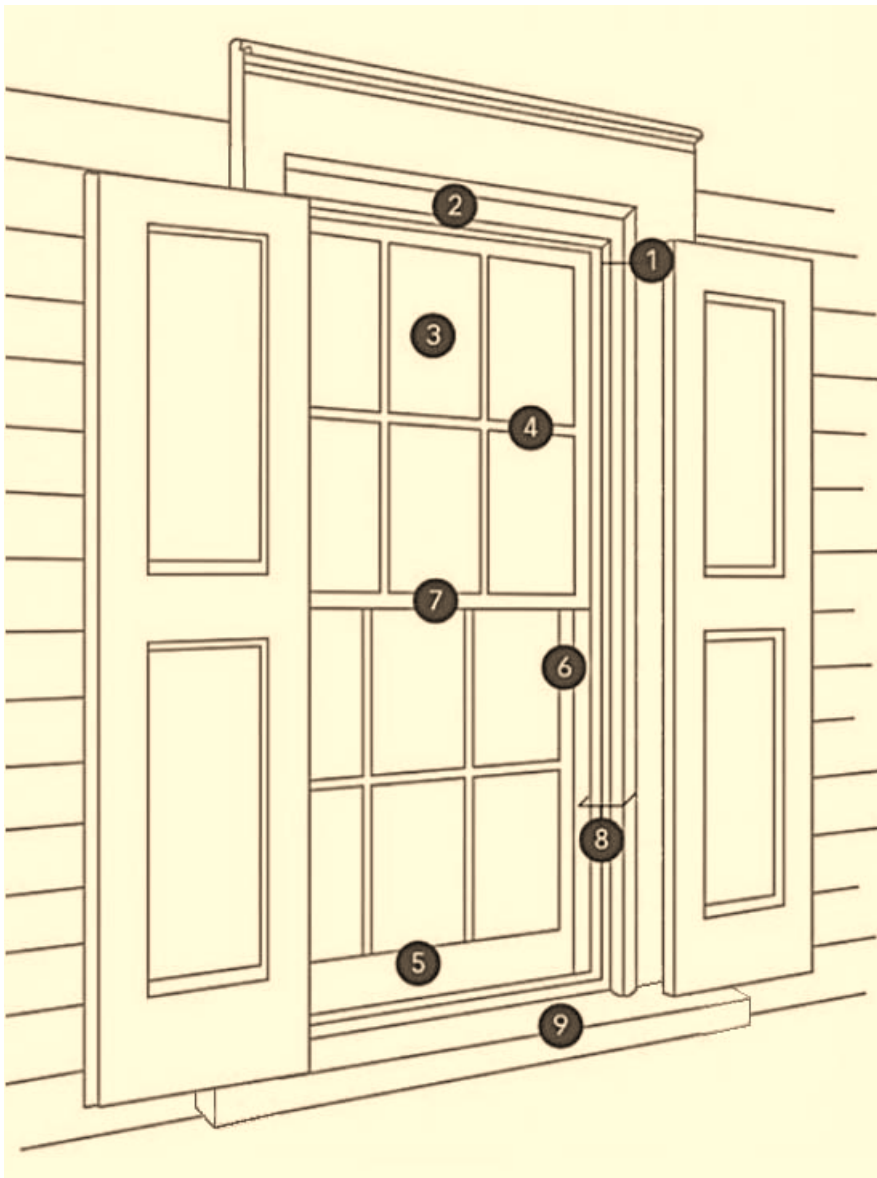
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

On the **Window Survey** form under "Existing Conditions," each sill, frame, and sash is rated as to whether it is Class I, II, III, or IV. After all the windows have been rated, they are totaled by class for each of the window elements: sill, frame, and sash are compared. Those windows in Class I, II, and III, should be repaired and those in Class IV should be repaired with exact duplicates.

Replacement

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

ANATOMY OF A WOOD WINDOW



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

Additional Window Resources

Reach out to Historic District Council Staff Liaison: Mia Sadler, City Planner (2025) with questions, clarification, or additional assistance in completing this required Window Survey. Email: msadler@fbfl.city

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

[illegible]

Historic District Council Windows List

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



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

APPROVED FOR USE ON HISTORIC STRUCTURE PROJECTS

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

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

APPROVED FOR USE ON NEW CONSTRUCTION PROJECTS ONLY

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

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

Window Survey Submission Requirements

Purpose

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

Overview

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

Physical Evaluation

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

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

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

Survey

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

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

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

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

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

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

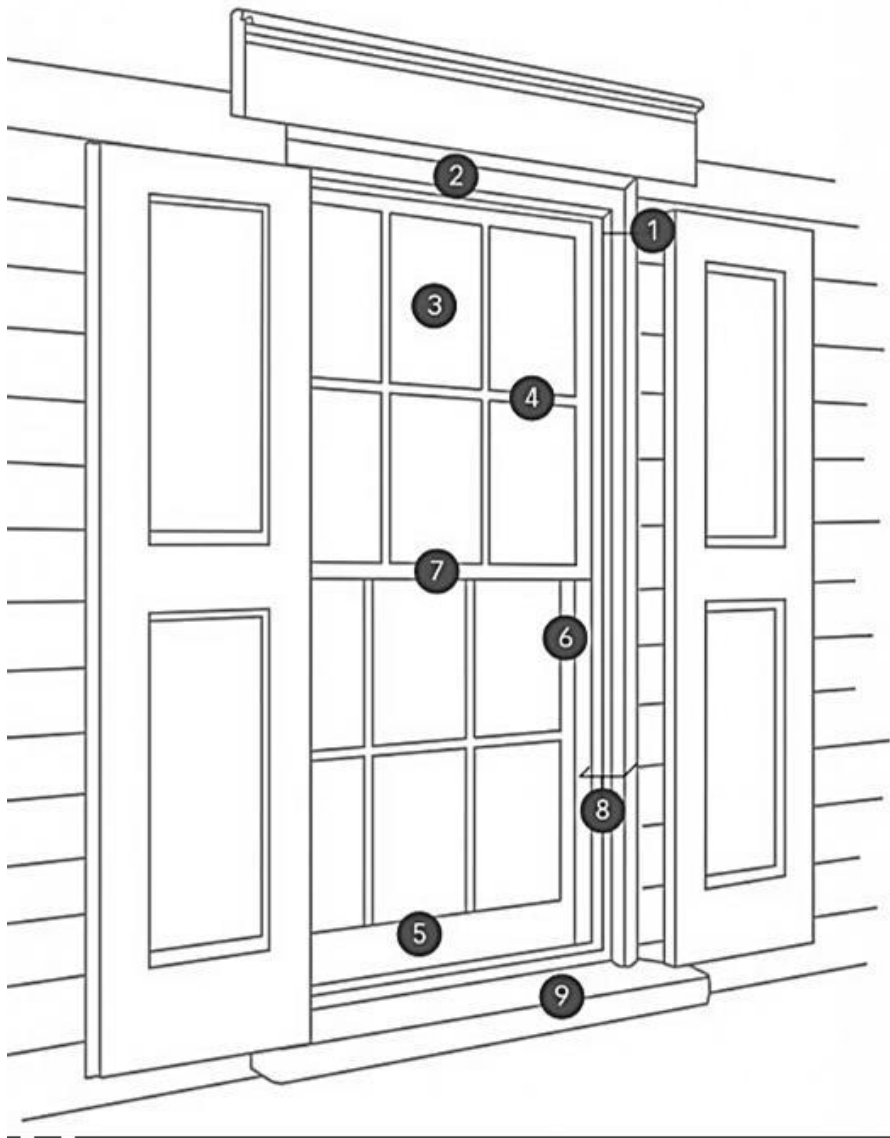
On the survey form under "Existing Conditions," each sill, frame and sash is rated as to whether it is **Class I, II, III, or IV**.

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

Replacement

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

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Additional Window Resources

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[illegible]

Page	Type
cover	graphic
total document	graphic
ii	Text
iii	text
iii	Page Order
iv	Text
iv	Graphics
v	Text
v	Text
v	Text
v	Graphics
vii	Text and graphics
viii	Text
viii	Graphics
ix	Text
ix	Graphics
x	Text
x	text
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xi	Graphics
xi	Text
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xiv	Text
xiv	Graphics
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59 text

67 Text

70 Text

Details

eliminate aerial map

eliminate shrimp graphic on page bottoms

Update the City Commission and Board member list

"Utilities and energy" is on page 24 not page 21

Order of the first pages

"Note that the document"

Flow chart is hard to read

White text is hard to read on blue (throughout)

Forms and Applications

In getting started with 4 steps, mention the importance of a design professional

The pyramid is unclear/superfluous

Consult a design professional; add more residential photos

Define terms listed

Poor quality photo

4th bullet point, "bases"

Labeled building drawings and enlarge

"Fernandina Beach District Guidelines"

last sentence 1st paragraph: has Certificate of Appropriateness been defined anywhere?

Under WHY HAVE DESIGN... 4th sentence does not make sense

Under WHY HAVE DESIGN... , 3rd paragraph: updated info?

resiliency box: blue sky flooding should be defined

Do and Don't photos seem out of place; no explanatory captions; don't relate to the page

bolded sentence second paragraph top left. Applicants to do not file for a CoA

Along with tourism, highlight the importance of preservation to inhabitants in the bottom 3 paragraphs

Blue call out box is too similar to the "think resiliency" call outs

"Fernandina Beach District Guidelines"

Title the box at the bottom

last sentence under "Basis" needs clarity in what to look for in the "document"

Basis in NPS

is this most recent to include new additions like church on 10th?

Reference full description in appendix

Right most, bad quality photo

Not all contributing structures pre-date 1927,

Add addresses to buildings listed here

"The demolition of these individually significant buildings would be a significant loss to the district and should be avoided"

Revise bullet point 2 "Lot coverage..."

Revise bullet point 5 "Roof form..."

Remove sentence from second "lot coverage" bullet point "Approximately 30% of a typical lot"
3rd bullet point
6th bullet point in "character defining features: residential areas"
Lable building style for 705 Ash Street

Layout residential and commercial side by side
image under 4.02.03 not useful. Too small, no descriptions
Two smaller pictures have footers and headers cut off
Paragraph 6 typo
Paragraph 6 typo

Remove sentence in last paragrph
Building footers and headers are cut off
Can we use our own art for architectural styles? -Jim Pozzetta
Building footers and headers are cut off
Can we use our own art for architectural styles? -Jim Pozzetta
Building footers and headers are cut off
Can we use our own art for architectural styles? -Jim Pozzetta
602 and 515 Centre have been updated
Note that 508 Ash has been demolished
Board does not agree with #5
Increase text size where able, especially under this not that
Readability issue with red text on red background
tragically, the cast iron column at 204 Centre is gone, replaced by a hideous wood column
Better photo to highlight the awning
Typo in #2 This is not a typo. Awkward sentence but singular verb tense is right. The verb "does" refers back to the installation. (The installation does...)
Does not apply to our district
Remove last sentence in #7
Non-histroic sign in first photo
Refrence LDC requirments for signs
Reference the required widnow survey and provide in appendix. Similar to what has been done on page 42.

Final sentence reference LDC 4.05.00 and amend sentence to reflect other required items
Remove the top and right photo, Mia will provide different photos for examples
reference LDC 4.05.07 Parking Lot Landscaping
change background (on all section pages) to something other than a map
white text is hard to read on yellow banners (throughout)
top 2 sections. Eliminate words and hyphens for story heights
top 2 sections do not agree in heights. 1-1.5 on left; 1-2.5 on right
Last paragraph left side references a photo to the right, not below

second to last sentence left bottom references 102 S 10th St (below) with no image

2nd sentence correct "foundembodied" typo; bottom paragraph add addresses for properties
poor quality photos, dark
'this... not that' clarity

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair

Add "1. Retain and maintain historic chimneys"

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair

door photos and drawings can have more notes; add Tombstone doors first image

Think Resiliency 11/13/2025 Door Dams are only used on commercial buildings in Hist. Dist

Revise "should be" to "are to" of 5.

Think Resiliency photo is industrial property, not residential.

Remove second sentence of 5.

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair

2. clarification on painting masonry

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair

123 S 7th description

Link to Florida Building Codes and 404 guidelines in item 8.

7. add point of using historic palings or flat sawn balusters

8. Hard NO on vinyl and/or aluminum siding

need ironclad description of new window process, survey, application

3. replacement should only be with prior HDC approval

10. bahama style also allowed for storm protection

14. raised muntins should to must

first top left window missing arrow at SILL HORN APRON note

This...not that" unclear

Revise item 7.

revise item 6

bottom left photo can't see detail, too distant and dark

Think Resiliency; is wall shown in photo for flooding??

Think Resiliency: second sentence typo

add ADU definition/discussion and cite LDC codes

Overview: revise second sentence

add to guidelines: preference for ADU/outbuilding unattached to main house, respect scale

Overview. Add material to list

improve image qualities

guidelines 1. clarification on "existing buildings"

infill photos confusing; use of BUILDING(S) singular and plural do not show which is new

"Guidelines" missing item 11 from old guidelines, referencing raised window muntins

line drawing top right is missing the clarifying text from old guidelines

This...not that very unclear without language

Title change to DECKS/BALCONIES

8. "...raised foundations, or the appearance of raised foundations."

line drawing middle bottom too small to read, unclear what it is demonstrating

This..not that and drawing above are repetitive; bottom image not explanatory

both images show commercial properties, this is residential section

Replace photos with residential examples, Mia will provide different photos for examples

both images are extremely dated

3. update based on newer acceptable styles of balustrades

yellow box typo, second bullet point, fifth word

yellow box typo, fifth bullet point, fifth word, third sentence "district historic district"

yellow box typo, last sentence, item 2 "maintain his property"

Revise "commission" to "council"

worksheet needs instructions!

item 4. at top; applicant provides plans, with a timeline for construction

Add definitions of "Shape" and "Scale"

Add planning department to resources

Proposed Edit

change to historic buildings/scenes from FB

change to historic building outline or similar. We are not just about shrimp

Update list to current members

edit page number

1. TOC 2. Overview 3. One page guide 4. Checklist 5. Steps

"Note that this document"

Make flow chart larger

Bold white text for readability

The application and checklist are not provided in the appendix. Include link only and remove small picture of COA matrix

Add "consult with a design professional" to the first sentence under this heading

Remove the pyramid

Add "consult a design professional" to the first sentence

Define: Shape, Mass, Scale, Color, Texture, Surface Features, Materials

Replace top image with better quality photo

"based"

Left= C. H. Hout, Right=Old School House

"Fernandina Beach Historic Downtown District Guidelines"

define in this section, or in previous Getting Started section

clean up misplaced "in any community with a healthy economy"

any studies newer than 2006?

define blue sky flooding

remove photos or better explain why they are in this section

change to "Prior to applying for a Certificate..."

"Historic preservation serves the community by maintaining a sense of place that is unique to Fernandina Beach. Investing in historic structures fosters community pride and cohesion. Preservation demonstrates care and consideration of local history, community, and social networks."

Choose a different color

"Fernandina Beach Historic Downtown District Guidelines"

"10 Criteria of the Secretary of Interior Standards for Rehabilitation"

"...referenced within the Guidelines in a red (or whatever final color chosen) box in the top right corner of the page." change "document" to "Guidelines"

Explain why there is a basis in the National Park Service

In the last sentence of the last paragraph on the left, "An inventory of these individually listed buildings **and a more detailed history of the historic district** is included in the appendix."

Replace the image

Remove this sentence, specify period of significance

C.W. Lewis House, 27 South 7th Street

Bailey House, 28 South 7th Street

Fairbanks House, 227 South 7th Street

Merrick-Simmons House, 102 South 10th Street

"The demolition of these individually significant buildings would be a significant loss to the district and is not allowed without extensive explanation and documentation."

"Lot coverage: See Land Development Code for specific zoning. Commercial zoning, C-3 allows for 100% lot coverage and 10% landscaping requirement."

"Roof form: Flat, built up roof deck with decorative parapet"

Remove sentence "Approximately 30% of a typical lot"

Add parenthesis around (some with historic hexagonal pavers)

Remove "(any information on roof slope?)"

Queen Anne Style

Layout residential and commercial side by side. Spread out the "Context Sensitive Setback" along the bottom of the page and remove image

eliminate image

Show entire building in pictures, replace photos

Replace "was" with "were"

Remove "and" before brick bulkheads

"Renovation and restoration efforts have been undertaken on buildings along Centre St and the adjoining residential neighborhoods

Show entire building in pictures, replace photos

JP might provide drawings

Show entire building in pictures, replace photos

JP might provide drawings

Show entire building in pictures, replace photos

JP might provide drawings

new photos, better quality (for all photos this page)

Add "Demolished" to caption

Remove #5

Increase text size

Use outline instead of shaded box

note the egregious offense of not saving the column, or that it is no longer there, or remove/replace photo

Change photo

Does --> do No change needed: "does" is correct.

Remove #12

"If paint has blistered and peeled own to the bare wood, remove all paint down to the bare wood"

Remove Amelia Hardware sign photo

In opening paragraph" Reference 8.01.03 of the Land Development Code for more requirements"

In opening paragraph" Reference the required window survey for the repair and/or replacement of historic windows, Provide survey in the appendix and link to website

Explicitly reference section 4.05.00 in the final sentence in the left column. " For more details on site design requirements and the City's Tre..."

Mia will provide different photos of utility screening

add ref to LDC code

imagery with more reference to historic structures

use higher contrast text color on yellow--black?

change to "Typically they are 1 to 1.5 stories in height." Poor image-improve

correct 3rd bullet under Characteristics to agree with first description

eliminate "below"; use better image

add image; ALSO: our numbered streets are not spelled out. So 10th not Tenth; 9th, not Ninth, etc. Check throughout

Add space between found embodied. Add addresses for Bailey House and Horsey House for people to reference

highlight or color code the additions in the drawings for visual clarity

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair in the overview paragraph

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair in the overview paragraph

Add "1. Retain and maintain historic chimneys"

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair in the overview paragraph

add descriptions or call outs for drawn doors, or remove drawings

move item to commercial section

Revise "should be" to "are to"

add residential photo with either raised piers like image above 322 N 3rd, or new photo with residential vents

Remove "The use of vinyl or plastic lattice panels is discouraged." or change to "...plastic lattice panels is prohibited."

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair in the overview paragraph

"...masonry or other surface, using proper coating, may be appropriate under extenuating circumstances and with prior HDC Board approval."

Reference to Appendix A or Secretary of Interior Standards for maintenance/repair in the overview paragraph

change from "Milled woodwork" to Flat Sawn Balusters"

Link to Florida Building Codes and 404 guidelines in item 8.

incorporate flat sawn palings or balustrades to sentence. Not just square pickets

revise sentence to eliminate vinyl and aluminum

add verbiage in Overview and more definitive description with survey image

...beyond repair, it may be replaced with proper HDC prior approval.

"...evidence, or if shutters are fully functional to aid in storm protection."

"...raised muntins must be used..."

add arrow

describe or arrow to the trim elements desired. Might be better to show a picture framed window on the left, sans sill

"Chain link fencing is not permitted within the district."

height depends on zoning, refer to LDC and zoning

replace photo

add to check with planning on process and permitting somewhere in box

change "The" to "They" involve...

"...complimentary to yet discernible from the dwelling's...)

"...style, colors, material, and placement."

consider adding St. Michaels Parish retrofit ramp and/or church coffin ramp

include all buildings on whole block? Both sides of streets? Explain and cite LDC code

clearly identify which bldg is infill (center building, second from left, etc.)

add item 11 from page 58 old guidelines

add text from page 59 old guidelines

reference old guidelines p 58 to explain what is being shown regarding setbacks and fenestration

add "or the appearance of raised foundations."

delete drawing

combine into larger This not that 1/3 page, enlarge the This, and use the Not That with the callouts

replace images

Mia will provide different photos of residential ramps

replace with more updated photos. Good examples available in Old Town

"...decks have architectural elements in the railing system that meet code and are compatible or complimentary with the style of the house."

add "s" to outbuilding

delete first "district"

change "his" to "the"

Clarifying responsible board

binary choice of 1 OR 5 for each item? Or 1 through 5? Who determines, who fills this out, where is

Scale- relative size of one object compared to another . Shape- physical outline of a building including its volume, massing, proportions and how different parts come together as a whole

Planning and Conservation Department, City of Fernandina Beach, 204 Ash Street, Fernandina Beach FL 32034,
(904) 310-3400, planninginfo@fbfl.city

Importance Level Status

High

Medium

Low

High

Medium

High

Medium

Medium

High

High

High

Low

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Board responsibility
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Board responsibility
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Board responsibility

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Medium
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High

Applies to entire document
Applies to entire document

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High



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

Permit

Permit NO. **BLDR-2025-1406**

Permit Type: **General Building - Residential**

Work Classification: **Siding Replacement or Repair**

Permit Status: **Complete**

Issue Date: **09/18/2025**

Expiration: **03/30/2026**

Location Address

Parcel Number

18 S 9TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0050-0030

Contacts

First Missionary Baptist Church
22 S. 9th Street, Fernandina Beach, FL 32034
(904)261-3617

Owner

bowl300tank@aol.com

James Companion
97292 Pirates Point Rd, Yulee, FL 32097
(904)753-1675

Applicant

J_construction@comcast.net

James Companion
97292 Pirates Point Rd, Yulee, FL 32097
(904)753-1675

Contractor

J_construction@comcast.net

Description: Repair and Replace damaged siding and repair damaged framing. To match existing.

Valuation: \$1,500.00

Total Sq Feet: 40.00

Inspection Requests:

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

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

Payments	Amt Paid
Total Fees	\$109.00
Check # dueT8aTcoei1	\$109.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
WALL NAIL OFF/SHEATHING	
FRAMING	
HOUSE WRAP/ZIP TAPE	
SOFFIT/SIDING - IN PROGRESS	
INSULATION/FOAM	
Historic District Final	
BUILDING FINAL	

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

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

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

THE APPROVED PLANS AND THIS PERMIT MUST BE POST IN THE DOCUMENT BOX OR AN OTHERWISE CONSPICUOUS PLACE FOR INSPECTION.
(See Chapter 1 Building Code)



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

Permit

Permit NO. **BLDR-2025-1406**
Permit Type: **General Building - Residential**
Work Classification: **Siding Replacement or Repair**
Permit Status: **Complete**

Issue Date: **09/18/2025**

Expiration: 03/30/2026



CERTIFICATE OF APPROVAL (COA) HDC2024-0011 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Board Review	Project:	App Date: 05/09/2024
Work Class: Residential	District: Default	Exp Date: 06/10/2024
Status: Approved	Square Feet: 0.00	Completed: 06/28/2024
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 06/30/2025

Description: Certificate of Approval (COA) to construct a 2-story single family residence with detached garage. 6/27/24 - Approved with the condition that the 19 inch oak located in the front of the property be retained and that supporting details regarding the front porch engineering, specific to a raised foundation with crawl space, be supplied to Staff for final approval.

09/22/25 - Amendment to previously approved Certificate of Approval (COA) for the following:

1. We are requesting to forgo the 4' PT fence and install a 6' PT fence in the back yard and extend along the East property line. The proposed PT fence will be horizontal, like a few of the other fences in Old Town. The fence post will be on the interior of our lot with the finished side facing neighbors. There would be 2 gates as noted on the drawings. I have attached a picture of one of the neighbors fence as a reference. I have also attached a drawing showing the location of the proposed fence location.
2. The location of the HVAC condenser was required to move roughly 15'. It was not possible to install the HVAC line-set at the designed location. I have attached a drawing showing the new location. We are requesting to remove the 4' fencing around the HVAC unit as the proposed 6' fence will screen the unit from neighbors. I have attached a drawing for reference.

Approved 9/24/25 MS

Parcel: 00-00-31-1580-0015-0080	Address: 1111 White St Main	Zone: OT-1(Old Town 1)
00-00-31-1580-0016-0080 Main	Fernandina Beach, FL 32034	

Applicant	Owner
Cotner Architects, LLC	Coastal Legacy Group
15 North 18th Street N 18th	8280 Princeton Square BLVD
Fernandina Beach, FL 32034	5
Business: 9042774593	Jacksonville, FL 32256
	Business: 9049821922

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001773-2025		Sylvie McCann	09/24/2025
HDC Decision	DEC-001683-2024		Sylvie McCann	07/03/2024

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00032068	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00032068		\$250.00	\$250.00
Grand Total for Plan		\$250.00	\$250.00



CERTIFICATE OF APPROVAL (COA) HDC2024-0030 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Board Review	Project:	App Date: 11/06/2024
Work Class: Residential	District: Default	Exp Date: 12/20/2024
Status: Approved	Square Feet: 0.00	Completed: 12/20/2024
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 12/22/2025

Description: FINAL Certificate of Approval (COA) to construct a two-car garage with an ADU on the second floor, a deck, and a driveway.
12/19/24 - Approved with the condition that the existing curb cut in the right-of-way is restored and planted.
09/18/25 - Amendment to previous issued COA for the following:
- Remove existing patio pavers
- Add Techo-Block Aqua Storm Permeable Pavers on driveway with an Eva Paver border
- Install Eva Paver (Smooth, Shale Grey) on walkways
The driveway permeable pavers will be infilled with gravel. The rest of the yard would remain sod.
Seen on the approved construction drawings is gravel, this plan is to place the pavers on top of the gravel as seen in the attachments.
Approved 9/24/25 MS

Parcel: 00-00-31-1800-0127-0042 Main	Address: 332 S 6Th St Main Fernandina Beach, FL 32034	Zone: R-2(Medium Density Residential)
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Applicant Michael Stauffer 1417 Sadler RD #195 Fernandina Beach, FL 32034 Mobile: 9045406059	Owner Lamont Thurston	Owner Thurston Lamont C Revocable Trust 332 S 6TH ST FERNANDINA BEACH, FL 32034 Business: 4195315531	Owner Heather Thurston 332 s 6th St. S 6TH Fernandina Beach, FL 32034 Mobile: 4199731198
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Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001710-2024		Sylvie McCann	12/20/2024
HDC Decision	DEC-001772-2025		Sylvie McCann	09/24/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00035944	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00035944		\$250.00	\$250.00
Grand Total for Plan		\$250.00	\$250.00



CERTIFICATE OF APPROVAL (COA) HDC2025-0013 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Board Review	Project:	App Date: 06/13/2025
Work Class: Residential	District: Default	Exp Date: 07/14/2025
Status: Approved	Square Feet: 0.00	Completed: 07/17/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 07/17/2026

Description: Certificate of Approval (COA) to remove portion of existing rear wall and install 3 new French doors, to construct new brick steps to rear, to construction addition, under roof, to kitchen area at the N.E. facade of residence
8/25/25 - amendment to change door from Andersen 400 to Rogue Valley French Series 4515(IG)
9/2/25

Parcel: 00-00-31-1800-0036-0040 Main	Address: 30 N 6Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
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Applicant Stephanie Lagos Business: 9044631278	Owner Drew + Elizabeth Rice 30 N 6th ST Fernandina Beach, FL 32034 Mobile: 4045340710
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Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001770-2025		Sylvie McCann	09/15/2025
HDC Decision	DEC-001753-2025		Sylvie McCann	07/22/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038646	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00038646		\$250.00	\$250.00
Grand Total for Plan		\$250.00	\$250.00



CERTIFICATE OF APPROVAL (COA) HDC2025-0014 FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Board Review	Project:		App Date:	06/27/2025
Work Class:	Residential	District:	Default	Exp Date:	07/28/2025
Status:	Approved	Square Feet:	0.00	Completed:	07/17/2025
Valuation:	\$0.00	Assigned To:	Mia Sadler	Approval Expire Date:	07/17/2026

Description: FINAL Certificate of Approval (COA) to construct a single-family residence with a detached accessory structure.
09/09/25 - Amendment for the following scope:
1. Change window lite pattern to 3 over 1
2. Change the siding on the sides of the front bay window to board and batten (it previously was a smooth panel)
3. Change all Hardie lap siding and trim to true wood. They would like to use 1x8 clear Arkansas Pine lap siding, and 2x trim to accommodate the siding thickness. This will give it a more similar look to the historic houses in the area.
STAFF APPROVED 9/15/25

Parcel:	00-00-31-1580-0007-0070	Main	Address:	908 Ladies St Fernandina Beach, FL 32034	Main	Zone:	OT-1(Old Town 1)
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Applicant Moser Design Group 17A Market Beaufort, SC 29906 Business: 8433795630	Owner Scott Michael + Lisa Donovan PO BOX 17 Fernandina Beach, FL 32035 Mobile: 8432717127	Agent Lauren Kelly Business: 8433795630
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Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001754-2025		Sylvie McCann	07/22/2025
HDC Decision	DEC-001771-2025		Sylvie McCann	09/15/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00038821	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00038821		\$250.00	\$250.00
Grand Total for Plan		\$250.00	\$250.00



CERTIFICATE OF APPROVAL (COA) HDC2025-0019 FOR CITY OF FERNANDINA BEACH

Plan Type:	HDC - Board Review	Project:		App Date:	08/04/2025
Work Class:	Residential	District:	Default	Exp Date:	09/03/2025
Status:	Approved	Square Feet:	0.00	Completed:	09/30/2025
Valuation:	\$0.00	Assigned To:	Mia Sadler	Approval Expire Date:	09/30/2026

Description: FINAL Certificate of Approval (COA) to demolish two chimneys above the roof line.
Case was continued to 11/20/25
9/30/25 Request for Staff COA per Applicant with the following new scope:
. Repair both chimneys in kind to match existing
. Repaint exterior to match existing color
. Reroof to match existing shingles
APPROVED STAFF COA 09/30/25 MS

Parcel:	00-00-31-1800-0038-0041 Main	Address:	126 S 6Th St Fernandina Beach, FL 32034	Main	Zone:	R-2(Medium Density Residential)
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Owner	Applicant
ROLAND BILLY G & MILLIGAN-ROLAND DEBORA K 302 S 7TH ST FERNANDINA BEACH, FL 32034	Billy G Roland 302 S 7th ST Fernandina Beach, FL 32034 Home: 904-261-0074 Mobile: 9045832631

Note	Created By	Date and Time Created
1. Applicant modified scope of work to proceed with repairs instead of removal - no additional fee - This will be a Staff Approval	Sylvie McCann	09/30/2025

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001779-2025		Sylvie McCann	09/30/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00040230	COA - Residential	\$250.00	\$250.00
		Total for Invoice INV-00040230	\$250.00
		Grand Total for Plan	\$250.00

From: [Mia Sadler](#)
To: [Sylvie McCann](#)
Subject: Fw: 126 S 6th Street COA
Date: Tuesday, September 30, 2025 2:30:29 PM
Attachments: [image859512.png](#)
[image720584.png](#)
[image552633.png](#)
[image121708.png](#)
[image890162.png](#)
[image148510.png](#)



Mia Sadler
Planner I
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3488 | msadler@fbfl.city
www.fbfl.us

If this email is related to the Board, Committee or Commission that you serve on, please **DO NOT REPLY TO ALL**.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Greg Roland <billygroland@gmail.com>
Sent: Monday, September 29, 2025 2:23 PM
To: Mia Sadler <msadler@fbfl.city>
Subject: Re: 126 S 6th Street COA

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

Hi Mia,

Our revised scope of work for 126 S 6th Street includes repairing both chimneys in kind/to match existing, repainting with the same paint color, and re roofing to match existing.

Thank you for your help.

Regards,
Greg

Greg Roland
904.583.2631

On Mon, Sep 29, 2025 at 1:21 PM Mia Sadler <msadler@fbfl.city> wrote:

Good afternoon, Greg,

Thank you for following up with me today. After discussing with our Administrative Coordinator, you don't need to fill out a new application or pay any more fees. Please respond to this email detailing your revised scope of work that includes repairing both chimneys in kind/to match existing, repainting with the same paint color, and reroofing to match existing --we can use that record to transition your case to a staff approval.

If you don't end up repairing or replacing the roof, the COA will be valid for a year in case that changes. We will keep your case on the HDC agenda so I can update the board with these next steps you are taking.

Thank you, please let me know if you have any questions.

Sincerely,
Mia



Mia Sadler
Planner I
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3488 | msadler@fbfl.city
www.fbfl.us

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CERTIFICATE OF APPROVAL (COA) HDCSA2025-0016 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 09/08/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 10/08/2025
Status: Approved	Square Feet: 0.00	Completed: 09/23/2025
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 09/23/2026
Description: Certificate of Approval (COA) to paint exterior structure with: Hazel HGSW6471 - Main Bohemian Lace HGSW4052 - Trim		

Parcel: 00-00-31-1800-0127-0032 Main	Address: 322 S 6Th St Fernandina Beach, FL 32034 Main	Zone: R-2(Medium Density Residential)
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Applicant	Owner
James Loper	James Loper
322 S 6th ST	322 S 6th ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00041542	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00041542		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0017 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 09/25/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 10/27/2025
Status: Approved	Square Feet: 0.00	Completed: 09/26/2025
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 09/28/2026

Description: Certificate of Approval (COA) to replace 2 trim boards on top around the third floor window and repaint to match existing. Replacement will be in kind with wood.

Parcel: 00-00-31-1800-0041-0052 Main	Address: 131 S 8Th St Main Fernandina Beach, FL 32034	Zone:
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Owner L. W & Beverly A French 1923 Highland DR Fernandina Beach, FL 32034 Home: 9042615868 Business: 9046247497	Applicant House of Collectibles 131 S 8TH ST FERNANDINA BEACH, FL 32034 Business: 9046247497
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Invoice No.	Fee	Fee Amount	Amount Paid
INV-00041749	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00041749		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



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

Permit

Permit NO. **ROFC-2025-0101**

Permit Type: **Roof - Commercial**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **09/16/2025**

Expiration: 03/16/2026

Location Address

Parcel Number

614 CENTRE ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0037-0080

Contacts

614 Centre Street LLC
302 Centre ST, Fernandina Beach, FL 32034

Owner

William Riggan
3978 1st AVE, Fernandina, FL 32034
(904)310-5574

Applicant

kemp.riggan1@gmail.com

Amelia Island Roofing, Inc
3978 FIRST AVE, FERNANDINA BEACH, FL 32034
(904)310-5574

Contractor

kemp.riggan1@gmail.com

Description: remove and replace roof

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
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Total:	\$169.00

Payments	Amt Paid
Total Fees	\$169.00
Check #	\$169.00
KjaUjaqZ2Mbd	
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	
HISTORIC DISTRICT FINAL (VIRTUAL W/PICTURES)	

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

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

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

THE APPROVED PLANS AND THIS PERMIT MUST BE POST IN THE DOCUMENT BOX OR AN OTHERWISE CONSPICUOUS PLACE FOR INSPECTION.
(See Chapter 1 Building Code)



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

Permit

Permit NO. **ROFC-2025-0101**

Permit Type: **Roof - Commercial**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **09/16/2025**

Expiration: 03/16/2026



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

Permit

Permit NO. **SIGN-2025-0076**

Permit Type: **Signs**

Work Classification: **Permanent**

Permit Status: **Complete**

Issue Date: **09/17/2025**

Expiration: 03/24/2026

Location Address

Parcel Number

217 CENTRE ST 4, FERNANDINA BEACH, FL 32034

00-00-31-1800-0010-0270

Contacts

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

Owner

Robyn Yonn
217 Centre St. Suite 4, Fernandina Beach, FL 32034
(904)624-7817

Applicant

Robyn@buchananbuilders.com

Clayton Buchanan
217 CENTRE ST, FERNANDINA BEACH, FL 32034
(904)628-7817

Contractor

v35cb@aol.com

Description: install wall sign -Clayton Buchanan Builders, Inc.

Valuation: **\$0.00**

Total Sq Feet: **0.00**

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Permanent Sign Fee (<\$1000)	\$70.00
Total:	\$99.00

Payments	Amt Paid
Total Fees	\$99.00
Check #	\$99.00
hAwkav2cvmttd	
Amount Due:	\$0.00

Available Inspections:

Inspection Type

HISTORIC DISTRICT FINAL
(VIRTUAL W/PICTURES)

FINAL PLANNING/ZONING
(VIRTUAL W/PICTURES)

BUILDING FINAL

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

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(See Chapter 1 Building Code)



CERTIFICATE OF APPROVAL (COA) HDC2024-0011 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Board Review	Project:	App Date: 05/09/2024
Work Class: Residential	District: Default	Exp Date: 06/10/2024
Status: Fees Due	Square Feet: 0.00	Completed: 06/28/2024
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 06/30/2025

Description: Certificate of Approval (COA) to construct a 2-story single family residence with detached garage.
6/27/24 - Approved with the condition that the 19 inch oak located in the front of the property be retained and that supporting details regarding the front porch engineering, specific to a raised foundation with crawl space, be supplied to Staff for final approval.
09/22/25 - Amendment to previously approved Certificate of Approval (COA) for the following:
1. To forgo the 4' PT fence and install a 6' PT fence in the back yard and extend along the East property line. The proposed PT fence will be horizontal, like a few of the other fences in Old Town. The fence post will be on the interior of our lot with the finished side facing neighbors. There would be 2 gates as noted on the drawings.
2. To remove the 4' fencing around the HVAC unit as the proposed 6' fence will screen the unit from neighbors.
Approved 9/24/25 MS
10/28/25 2nd Amendment for the following:
1. to install gutters and down spouts, white in color "K" style
2. to add shutters to the right and rear elevations
3. that the window above the garage door be omitted, to align with a discrepancy in the plans.
Approved by Staff 10/29/25

Parcel: 00-00-31-1580-0015-0080	Address: 1111 White St Main	Zone: OT-1(Old Town 1)
00-00-31-1580-0016-0080 Main	Fernandina Beach, FL 32034	

Applicant	Owner
Cotner Architects, LLC	Coastal Legacy Group
15 North 18th Street N 18th	8280 Princeton Square BLVD
Fernandina Beach, FL 32034	5
Business: 9042774593	Jacksonville, FL 32256
	Business: 9049821922

Note	Created By	Date and Time Created
1. 2nd Amendment rec'd 10/28/25	Sylvie McCann	10/28/2025
2. Email sent to A Pittman for payment reminder	Sylvie McCann	10/30/2025

Activity Type	Activity Number	Name	User	Created On
HDC Decision	DEC-001773-2025		Sylvie McCann	09/24/2025
HDC Decision	DEC-001683-2024		Sylvie McCann	07/03/2024
HDC Decision	DEC-001782-2025		Sylvie McCann	10/30/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00032068	COA - Residential	\$250.00	\$250.00
Total for Invoice INV-00032068		\$250.00	\$250.00
INV-00042113	COA - 2nd Amendment	\$125.00	\$125.00
Total for Invoice INV-00042113		\$125.00	\$125.00
Grand Total for Plan		\$375.00	\$375.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0019 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/22/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 11/21/2025
Status: Approved	Square Feet: 0.00	Completed: 10/27/2025
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 10/27/2026
Description: Certificate of Approval (COA) to reface existing exterior sign: installing new vinyl graphics over existing sign face. No structural changes or electrical work.		

Parcel: 00-00-31-1800-0268-0300 Main	Address: 3 S 2Nd St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Applicant	Owner
Planet Home Lending	DDK & Hearties LLC
3 South 2nd Street	118 Centre ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Mobile: 4692621493	

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00042031	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00042031		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



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

Permit

Permit NO. **SIGN-2025-0074**

Permit Type: **Signs**

Work Classification: **Permanent**

Permit Status: **Issued**

Issue Date: **10/02/2025**

Expiration: **03/31/2026**

Location Address

10 N 2ND ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0010-0020

Contacts

JCJ Trust PO Box 2266, Waycross , GA 31502 (912)283-1661 jjones@tjcg.com	Owner	Brandon Jones (850)368-5255 tirmusicvenue43@gmail.com	Owner
Carodina Builders 1009 Oceanview Ct, Fernandina Beach, FL 32034 (404)242-7484 natew@dpr.com	Applicant	Carodina Builders 1009 Oceanview Ct, Fernandina Beach, FL 32034 (404)242-7484 natew@dpr.com	Applicant
Carodina Builders LLC 1009 Oceanview CT, Fernandina Beach, FL 32034 (404)242-7484 natew@dpr.com	Contractor		

Description: Addition of a new sign at an existing commercial property - TIGRE ISLAND ROOM

Valuation: **\$0.00**

Total Sq Feet: **0.00**

Inspection Requests:

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

Fees	Amount
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Permanent Sign Fee (>\$1000)	\$94.00
Total:	\$123.00

Payments	Amt Paid
Total Fees	\$123.00
Check # gzEkCpzebMFz	\$123.00
Amount Due:	\$0.00

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

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

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

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

THE APPROVED PLANS AND THIS PERMIT MUST BE POST IN THE DOCUMENT BOX OR AN OTHERWISE CONSPICUOUS PLACE FOR INSPECTION.
(See Chapter 1 Building Code)



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

Permit

Permit NO. **SIGN-2025-0074**

Permit Type: **Signs**

Work Classification: **Permanent**

Permit Status: **Issued**

Issue Date: **10/02/2025**

Expiration: 03/31/2026



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

Permit

Permit NO. **ZON-000358-2025**

Permit Type: **Zoning Permit**

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

Permit Status: **Issued**

Issue Date: **10/09/2025**

Expiration: **04/07/2026**

Location Address

Parcel Number

502 ASH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0028-0010

Contacts

Owner
Martin McCall
502 ASH ST, FERNANDINA BEACH, FL 32034
accounting@kuhnflowers.com

Applicant
Martin McCall
502 ASH ST, FERNANDINA BEACH, FL 32034
accounting@kuhnflowers.com

Applicant
KUHN FLOWERS
(904)398-8601
greg.pate@kuhnflowers.com

Description: Wood Fence enclosure for dumpster

Valuation: **\$1,000.00**

Total Sq Feet: **0.00**

Inspection Requests:

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

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

Payments	Amt Paid
Total Fees	\$75.00
Check # 62EFekXlq2BY	\$75.00
Amount Due:	\$0.00

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

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

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

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(See Chapter 1 Building Code)



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

Permit

Permit NO. **ZON-000368-2025**

Permit Type: **Zoning Permit**

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

Permit Status: **Issued**

Issue Date: **10/22/2025**

Expiration: **04/20/2026**

Location Address

116 S 10TH ST, FERNANDINA BEACH, FL 32034

Parcel Number

00-00-31-1800-0054-0022

Contacts

LAURA CARTER
PO BOX 288, LEWES, DE 19958

Owner

Laurie Carter
116 South 10th Street, Fernandina Beach, FL 32034
(302)236-6952

Applicant

lauriecarter6952@gmail.com

Cliff Gaines
85653 berryessa way, Fernandina beach, FL 32034
(904)753-4530

Contractor

gainesfence@gmail.com

Description: The existing chain link fence is being removed and replaced with an 8' salt-treated shadowbox fence.

Valuation: **\$6,500.00**

Total Sq Feet: **225.00**

Inspection Requests:

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

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

Payments	Amt Paid
Total Fees	\$75.00
Check #	\$75.00
HphHkFiFWu8j	
Amount Due:	\$0.00

Available Inspections:

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

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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United States Department of the Interior
National Park Service**National Register of Historic Places Registration Form**

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of PropertyHistoric name: Colored School No. 1/Peck High SchoolOther names/site number: Peck Center/NA00132

Name of related multiple property listing:

N/A

(Enter "N/A" if property is not part of a multiple property listing)

2. LocationStreet & number: 516 South 10th StreetCity or town: Fernandina Beach State: FL County: NassauNot For Publication: ☐ Vicinity: ☐**3. State/Federal Agency Certification**

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this ___ nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property ___ meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___national ___statewide ___local

Applicable National Register Criteria:

___A ___B ___C ___D

Signature of certifying official/Title:

Date

State or Federal agency/bureau or Tribal Government

Peck High School
Name of Property

Nassau, Florida
County and State

In my opinion, the property ___ meets ___ does not meet the National Register criteria.

Signature of commenting official:

Date

Title :

State or Federal agency/bureau
or Tribal Government

4. National Park Service Certification

I hereby certify that this property is:

- ___ entered in the National Register
___ determined eligible for the National Register
___ determined not eligible for the National Register
___ removed from the National Register
___ other (explain:) _____

Signature of the Keeper

Date of Action

5. Classification

Ownership of Property

(Check as many boxes as apply.)

- Private: ☐
Public – Local ☒
Public – State ☐
Public – Federal ☐

Category of Property

(Check only **one** box.)

- Building(s) ☒
District ☐
Site ☐

Peck High School
Name of Property

Nassau, Florida
County and State

Structure

☐

Object

☐

Number of Resources within Property

(Do not include previously listed resources in the count)

Contributing

Noncontributing

4

buildings

sites

structures

objects

Total

Number of contributing resources previously listed in the National Register _____

6. Function or Use

Historic Functions

(Enter categories from instructions.)

EDUCATION/schools

SOCIAL/meeting hall

Current Functions

(Enter categories from instructions.)

GOVERNMENT/government offices

RECREATION AND CULTURE/auditorium

SOCIAL/civic

Peck High School
Name of Property

Nassau, Florida
County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

OTHER; Masonry Vernacular

Materials: (enter categories from instructions.)

Principal exterior materials of the property:

foundation: CONCRETE

walls: BRICK

roof: SYNTHETICS

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Please see continuation sheet.

Narrative Description

Please see continuation sheet.

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

☒

A. Property is associated with events that have made a significant contribution to the broad patterns of our history.

☒

B. Property is associated with the lives of persons significant in our past.

Peck High School
Name of Property

Nassau, Florida
County and State

☒

C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

☐

D. Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

☐

A. Owned by a religious institution or used for religious purposes

☐

B. Removed from its original location

☐

C. A birthplace or grave

☐

D. A cemetery

☐

E. A reconstructed building, object, or structure

☐

F. A commemorative property

☐

G. Less than 50 years old or achieving significance within the past 50 years

Areas of Significance

(Enter categories from instructions.)

EDUCATION

ETHNIC HERITAGE: BLACK

Period of Significance

1927-1969

Significant Dates

1927

1969

Significant Person

(Complete only if Criterion B is marked above.)

Peck High School
Name of Property
William H. Peck

Nassau, Florida
County and State

Cultural Affiliation

N/A

Architect/Builder

Benjamin, Roy A., Architect
Grahn Construction, Builder

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, justification for the period of significance, and any applicable criteria considerations.)

Please see continuation sheet.

Narrative Statement of Significance (Provide at least **one** paragraph for each area of significance.)

Please see continuation sheet.

Peck High School
Name of Property

Nassau, Florida
County and State

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Amelia Islander Magazine
Amelia Island Museum of History
City of Fernandina Beach Archives
City of Fernandina Beach 2007 Historic Resources Survey, Bland and Associates
Fernandina Beach New Leader
Fernandina Observer, www.fernandinaobserver.com
Findagrave.com
Florida Times Union
Fisk University Database, <http://rosenwald.fisk.edu/>
Jacksonville Historical Society
Peck Center Educational Display
Peck High School: Golden Years Remembered, Annette McCollough Myers, Fernandina Beach, Florida: Giro di Mondo Publishing, 2017.
Phase I Survey of Rosenwald Schools in Florida, Bland and Associates
Peck High School: A Rosenwald school adaptive use case study
And national register of historic places nomination
Sanborn Fire Insurance Maps
National Register Nomination, Central Academy, Palatka
The Rosenwald Schools of the American South, Mary S. Hoffschwelle, Tallahassee: University Press of Florida, 2006.
The Education of Blacks in the South, 1860-1935, James D. Anderson, Chapel Hill, NC: The University of North Carolina Press, 1988, pp. 153-154

Previous documentation on file (NPS):

☒ preliminary determination of individual listing (36 CFR 67) has been requested
☐ previously listed in the National Register
☐ previously determined eligible by the National Register
☐ designated a National Historic Landmark
☐ recorded by Historic American Buildings Survey # _____
☐ recorded by Historic American Engineering Record # _____
☐ recorded by Historic American Landscape Survey # _____

Primary location of additional data:

☒ State Historic Preservation Office
☐ Other State agency
☐ Federal agency

Peck High School
Name of Property

Nassau, Florida
County and State

☒ Local government

☐ University

☐ Other

Name of repository: _____

Historic Resources Survey Number (if assigned): NA00132

10. Geographical Data

Acreage of Property 4.0

Use either the UTM system or latitude/longitude coordinates

Latitude/Longitude Coordinates

Datum if other than WGS84: _____

(enter coordinates to 6 decimal places)

1. Latitude: **30.663254**

Longitude: **-81.457681**

Verbal Boundary Description (Describe the boundaries of the property.)

The property is a whole city block bounded by Elm Street to the north, South 10th Street to the west, South 11th Street to the east, and Gum Street to the north. The parking lot of the building divides the property and was constructed on Fir Street.

Short Legal Description: BLOCK 144 LOTS 1 TO 8 INC PT OR 566/931 CITY OF FDNA BEACH & BLOCK 145 LOTS 1 TO 8 INC PT OR 566/931 CITY OF FDNA BEACH

The boundary of the Peck High School Property is shown on the accompanying map titled "Peck High School".

Peck High School
Name of Property

Nassau, Florida
County and State

Boundary Justification (Explain why the boundaries were selected.)

The proposed boundary for the designation includes two parcels: one parcel (Block 144) includes the historic 1927 building and mid-century additions; the second parcel (Block 145) includes what is now an associated playing field, but historically had another Peck school structure on the site. Blocks 144 and 145 make up the four-acre site purchases in 1909 for construction of a larger African American school. The boundary represents the extent of the Peck High School site as originally designed in 1927.

11. Form Prepared By

name/title: Mia Sadler, Planner
organization: City of Fernandina Beach
street & number: 204 Ash
city or town: Fernandina Beach state: FL zip code: 32034
e-mail: msadler@fbfl.city
telephone: (904) 310-3488
date: August 8th, 2025

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A USGS map or equivalent (7.5 or 15 minute series) indicating the property's location.
- **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO, TPO, or FPO for any additional items.)

Peck High School

Name of Property

Nassau, Florida

County and State

Photographs

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels (minimum), 3000x2000 preferred, at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map. Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Photo Log

Name of Property: Peck High School (Peck Center)

City or Vicinity: Fernandina Beach

County: Nassau

State: FL

Photographer: Sal Cumella, Mark Krancer (aerials)

Date Photographed: October 17, 2022 and July 15th, 2025

Representative Exterior Photos

- 1 – Peck South Façade 1
- 2 – Peck South Façade Concrete Sign
- 3 – Main Entrance on South Façade
- 4 – Aerial photo facing North West
- 5 – Aerial photo facing West
- 6 – Aerial photo facing East
- 7 – Aerial photo of Additions
- 8 – Commemoration Plaque

Representative Interior Photos

- 1 – Peck Interior South Entryway
- 2 – Peck Interior South Entryway and Interior Hallway
- 3 – Peck Interior Stairwell 1
- 4 – Peck Interior Auditorium Door
- 5 – Peck Interior Stairwell 2
- 6 – Peck Interior Stairwell 3
- 7 – Peck Interior Stairwell 4
- 8 – Peck Interior Windows and Light Fixture
- 9 – Peck Interior Entryway
- 10 – Peck Interior Museum Exhibit
- 11 – Peck Interior Window Yearbook Pictures
- 12 – Peck Interior detail On Stairs
- 13 – Peck Interior Auditorium

Peck High School

Name of Property

Nassau, Florida

County and State

Paperwork Reduction Act Statement: This information is being collected for nominations to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 460 et seq.). We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for each response using this form is estimated to be between the Tier 1 and Tier 4 levels with the estimate of the time for each tier as follows:

Tier 1 – 60-100 hours

Tier 2 – 120 hours

Tier 3 – 230 hours

Tier 4 – 280 hours

The above estimates include time for reviewing instructions, gathering and maintaining data, and preparing and transmitting nominations. Send comments regarding these estimates or any other aspect of the requirement(s) to the Service Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive Fort Collins, CO 80525.

**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET**

Section number 7 Page 1 PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA

SUMMARY

Peck High School is located at 516 South 10th Street, Fernandina Beach, Nassau County, Florida. The 1927, two-story masonry vernacular school structure has an “E” shape, concrete foundation, brick exterior walls, and a flat roof with character-defining nine over nine windows dominating the façade. Mid-20th century additions to the structure include classrooms and a gymnasium.

SETTING

Peck High School faces south, and fronts the adjoining parcel containing a playing field. Fir Street runs east-west, and the portion between Blocks 144 and 145 where Peck and the playing field sit has historically been closed. Today this closed block of public right-of-way accommodates a parking lot. The school is two blocks east of South 8th Street/A1A, the main thoroughfare connecting Fernandina Beach to the mainland, and roughly six blocks southeast of the beginning of the Fernandina Beach Downtown Historic District. The land is flat. Block 144 contains the original 1927 school and mid-century additions. The playing field (Block 145) is primarily open with the addition of trees and a picnic pavilion. The school is surrounded primarily by residential structures and one church.

PHYSICAL DESCRIPTION

Exterior

The original portion of Peck High is a 1927, two-story masonry vernacular structure with an “E” shape footprint. The structure is slightly off-grade on a raised continuous concrete foundation, originally with a wood floor system. The building has brick exterior walls, and a flat roof. Character-defining nine over nine double-hung windows are prominent on three sides of the structure.

The south facade has a central entrance with an arched brick surround, concrete keystone, fanlight transom window, and double entry doors. The double doors have nine lights each in the upper half, echoing the nine-light pattern in the windows. The entrance is accessed by four concrete steps, flanked by two masonry cheek walls. Above the entryway is a single, double-hung nine over nine light window. At the top of the facade is a concrete panel with the school name – “PECK HIGH SCHOOL”.

Nine over nine double-hung windows dominate the façade. The windows are in pairs, with twelve pairs to the east (six pairs first floor and six pairs second floor) and twelve pairs (six pairs first floor and six pairs second floor) to the west of the entryway, with regular spaced intervals between the first set of six for the corresponding classrooms, a wider break in the masonry that includes a scupper and downspout, and then another set of six for the next set of corresponding classrooms. Vents pierce the brick above each set of second story window pairs. These brick vent openings align with similar crawlspace vents in the foundation wall around the perimeter of the building.

**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET**

Section number 7 Page 2

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA

The west elevation of the primary structure is solid brick masonry for about the first third of the elevation. The second third of the elevation features a central entryway with double-doors. The double doors originally had nine lights in the top half similar to the main entry doors, but the replacement doors today have six lights in the upper half of each door. A twelve-light transom is above the doors. Five concrete and brick-edged steps flanked by masonry cheek walls lead up to the doorway. One nine over nine light double-hung window is to the left of the door and two pairs of two 9/9 light double-hung windows are above the entryway doors and single window. The last third of the elevation features two pairs of 9/9 double-hung windows on the first floor and two pairs of 9/9 double-hung windows on the second floor. Originally the west elevation had a neon sign reading "Peck High School" at the top right corner, but the sign is no longer there.

The north elevation of the 1927 structure has been visually obscured from easy view by later additions. The gable roof of the auditorium peeks out above the later additions, and a brick chimney which vented the original boiler furnace is still extant.

The east elevation mirrors the west elevation. The exterior wall is solid brick masonry for about the first third of the elevation. The second third of the elevation features a central entryway with double-doors. The double doors originally had nine lights in the top half similar to the main entry doors, but the replacement doors today have six lights in the upper half of each door. A twelve-light transom is above the doors. Five concrete and brick-edged steps flanked by masonry cheek walls lead up to the doorway. One nine over nine light double-hung window is to the right of the door and two pairs of two 9/9 light double-hung windows are above the entryway doors and single window. The last third of the elevation features two pairs of 9/9 double-hung windows on the first floor and two pairs of 9/9 double-hung windows on the second floor.

Interior

Upon entering through the main doors on the south side, a room is immediately to the right (east) with doors facing the entry vestibule. The entry hall is bisected by a transverse main hallway running east to west. The two doorways to the auditorium are straight ahead (north) upon entering the building. The auditorium is a two-story, vaulted room and contains a stage at the north end, and double-hung windows on the east and west walls. Metal roof trusses, wood roof purlins and wood roof decking are visible in the vaulted ceiling.

The auditorium is flanked (east and west) by stairways to the second floor accessible from the main hallway. Hallways run to the east and west from the main entry hall, with classrooms to the north and south ~~left~~ on both the first and second floors. the second floor, adjacent to the stairways, doors lead to storage space. A south-facing balcony on the second story overlooks the main entry vestibule. Restrooms are located on the first and second floors in the west hallway. Originally the interior was primarily hardwood flooring and plaster interior walls. Bathrooms originally had ceramic tile floors and wooden stalls. Radiators provided heating to classrooms. Classroom entry doors are wood, 2-panel with 6-light transom windows and wire glass. Existing interior trim include wood baseboards, chair rail and a modest crown moulding.

**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET**

Section number 7 Page 3

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA

ALTERATIONS

Various alterations have occurred since the 1927 original construction date. Additions to the building were done in 1950 and 1956. Arguably these portions of the complex are now historic in their own right as they were completed and utilized during the period of time the site still served as an active school. The 1950 addition extended from the west elevation of the original structure. This two-story addition by architect Sanford Goin has a brick veneer, steel casement windows, and a flat roof. The addition provided classrooms for homemaking, shop/drafting, and industrial arts classrooms on the first floor and a science lab and business classroom on the second floor.

The 1956 addition by architects Goin and Moore added classrooms and a gym, locker rooms for boys and girls, bathrooms, coach's office, music classroom, assembly area, practice rooms and a trophy case. The gym is an approximately 14,558 SF steel-framed structure constructed with steel I-beams and bar joists, concrete block curtain walls with a brick veneer, a flat built-up gravel roof and is off-grade framed on concrete block piers. The interior of the gymnasium is intact with maple wood floors and risers, and largely retains the original floorplan. The gym is not structurally connected to either the east or west elevation additions. The addition attached to the east elevation of the original structure is a one-story concrete block and brick veneer building constructed on grade and approximately 3290 SF. Windows are steel casement with single-pane glazing and the roof has a slight gable. This section housed four classrooms and today houses a Head Start preschool program.

Two detached buildings housing a cafeteria and elementary classrooms at the south of the main building were also constructed after 1949 and an open-air walkway connected them to the 1927 building. The cafeteria building was a brick veneer/siding wood frame structure constructed on grade with a wood-framed gable roof with asbestos shingle. Interior walls were plaster, ceiling tiles were acoustical tile, and the floor was asphalt tile. The building was approximately 4669 SF. Presumably the second outbuilding was similar in construction. The 1927 building and the 1950's buildings are still extant and utilized, but the cafeteria building was demolished in 1990. The second outbuilding was demolished sometime prior to 1986.

From 1995 to 2000, the original portion of the building underwent significant interior and exterior restoration after having been largely vacant for many years. Architect Kenneth Smith drafted the rehabilitation plans. The project was financed by the City of Fernandina Beach and through Florida Division of Historical Resources Special Category Grants. Any remaining windows were replaced, and extensive rehabilitation occurred. ADA additions including a ramp on the south facade and an elevator inside the entry vestibule were added at this time. Initial plans showed plans to restore the historic neon signage, but that has not been completed.

**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET**

Section number 7 Page 4

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA

The City funded major renovations to the gym in 2001 and an interior renovation in the 1927 section of the building in 2008. The 2008 interior renovations reconfigured some of the classroom space at the end of the hallways on the second floor such that interior offices run along the east and west sides of the building. Period appropriate new 9/9 double-hung windows were installed in 2015-2016 to replace failing windows installed during the 1990's restoration. The playing field in front of the school was updated in 2014, and a picnic pavilion constructed.

Through the years the Florida Department of Historical Resources has awarded the City several grants for continued rehabilitation. The most recent grants funded the repointing and masonry repair to the original section of the building, as well as the installation of a permanent interpretive exhibit. Future projects include a new roof, restoration of the iconic demilune transom above the front doors, and restoration of the original wood floors in the entrance, hallway corridors, and auditorium.

**United States Department of the Interior
National Park Service**

**NATIONAL REGISTER OF HISTORIC PLACES
CONTINUATION SHEET**

Section number 8 Page 1

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
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SUMMARY

Peck High School is nominated to the National Register of Historic Places on the local level under Criterion A in the areas of Education, Ethnic Heritage (Black), Criterion B due to its direct relation to Dr. William H. Peck, and Social History and Criterion C as the building representative of the work of master architect Roy A. Benjamin. Peck High School is the second African-American school in Fernandina Beach, replacing an earlier, no longer extant school and served students from its opening in 1927 until the school was closed because of desegregation in 1969. The period of significance for the school is therefore 1927 to 1969. The school retains its original 1927 section as well as later additions added in the 1950s. Dr. Peck served as the assistant principle of the first African-American school and became the principal of Colored School No. 1, which would come to be named for him. He cultivated a culture of learning, community support, and accountability that became an integral part of the culture not only within the walls of the school, but in the City as a whole. The design and construction of these buildings was shaped by events and culture of the periods in which they were constructed and relate to the broader patterns of American history, architecture, and culture. The school building remains largely the same as it was at the end of its lifespan as Peck High in 1969 and retains its integrity and continues to embody its distinctive characteristics as a Rosenwald Fund affiliated school.

HISTORIC CONTEXT

Public Education in Florida: Antebellum Period (1851-1861) through Reconstruction

Fernandina, which officially became known as Fernandina Beach in 1952, played a significant role in the development of African-American education in the southern United States during the late 1800s and early 1900s. Prior to the Civil War (1861–1865), public education in Florida was minimal, particularly for Black residents. Early efforts in the 1830s to establish public or “common” schools were largely unsuccessful. According to an 1832 school census, only about 40% of school-aged children were enrolled in school, all of whom were white and primarily attended private institutions. Common schools typically served children from lower-income white families.

Following Nat Turner's 1831 rebellion in Virginia, Southern slaveholders grew increasingly concerned about the possibility of similar uprisings. In response, Florida passed laws in 1832 that severely restricted educational opportunities for African Americans, regardless of their status as enslaved or free. These laws, part of a broader set of regulations known as the “Slave Codes,” aimed to limit literacy and communication among Black individuals. They prohibited reading, writing, printing, and even possessing written materials, with penalties imposed on both African Americans and any white individuals who assisted them.

The Civil War marked a turning point for Florida. The state's economy, heavily reliant on enslaved labor for agricultural and domestic work, was deeply affected. Florida seceded from the Union in January 1861, becoming the third state to do so. Records from the Secession Convention that year cite the threat of Northern

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abolitionism as a key reason for leaving the Union. The war began shortly thereafter, and although Union forces regained control of Fernandina by spring 1862, the city experienced significant social and economic disruption.

President Abraham Lincoln's Emancipation Proclamation in 1863 declared freedom for enslaved individuals in rebellious states. The war ended in April 1865, and on May 20th, the U.S. flag was raised over Florida's Capitol in Tallahassee, signaling the start of the Reconstruction era (1865–1877). During this period, the nation underwent major constitutional changes: the Thirteenth Amendment abolished slavery, the Fourteenth guaranteed equal protection under the law, and the Fifteenth secured voting rights regardless of race or previous servitude. Despite these advancements, rebuilding the South was a long process. As late as 1866, reports indicated that Florida had very few schools, even for white children.

Public Education's "First Crusade": Black Leaders, The Freedmen's Bureau, & Northern Benevolence Societies

During the Reconstruction era, Florida's newly emancipated Black population encountered numerous obstacles. In addition to those who had lived in the state before the Civil War, many formerly enslaved individuals from other Southern states relocated to Florida, drawn by its mild climate and the promise of available land. By 1862, Amelia Island's population had reached approximately 1,400, with African Americans comprising the vast majority—around 1,200 residents. This rapid growth placed significant pressure on Florida's limited resources, including its already strained educational infrastructure.

Education became a central focus for freedmen during this period, as many sought the learning opportunities that had previously been denied to them. This pursuit of knowledge sparked what historians refer to as the South's initial movement to establish Black public schools. Recognizing the limitations of state and local governments in meeting educational needs, African Americans collaborated with the Freedmen's Bureau and various northern philanthropic organizations to build a more inclusive public education system in Florida.

The Freedmen's Bureau, officially known as the Bureau of Refugees, Freedmen, and Abandoned Lands, operated under the War Department and was tasked with supporting newly freed individuals. Its responsibilities included providing food, employment assistance, land access, and educational services. The Bureau also coordinated efforts with northern aid groups such as the American Missionary Association (AMA) and the National Freedmen's Relief Association (NFRA), which aimed to promote education, instill a Protestant work ethic, and encourage free labor principles among both Black and white Southerners. Among its many contributions, the Bureau's role in shaping Florida's public education system stands out as particularly impactful.

Many schools during the Civil War and Reconstruction were housed in existing community buildings, especially churches. In Fernandina, for example, a school was established in St. Peter's Episcopal Church in 1863. With support from the Freedmen's Bureau, the Freedmen's Relief Association funded two teaching positions in the city. That November, educators Chloe Merrick and Cornelia Smith traveled from Syracuse,

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New York, to begin their work in Fernandina, marking a significant step in expanding educational access for the local Black community.

Chole Merrick Reed: Abolitionist, Educator, & First Lady

Chloe Merrick Reed (1832–1897) played a pivotal role in advancing public education in Fernandina and across Florida. Originating from Syracuse, New York, the Merrick family was deeply involved in abolitionist efforts and helped establish the Wesleyan Church after unsuccessful attempts to persuade the Methodist Episcopal Church to denounce slavery. Chloe, along with her sister Emma and brother-in-law Ansel Eddy Kinne, were all committed educators. Following the Civil War, Kinne became the superintendent of Florida's Freedmen's Bureau, while Emma accepted a teaching role in Fernandina. Chloe arrived in December 1863, accompanied by Cornelia Smith, to lead the newly integrated public school in the city.

To foster strong community ties, Merrick and her colleagues regularly visited students' homes and organized weekly gatherings for mothers. Despite the widespread poverty among the children, Merrick and Smith observed a remarkable sense of determination and cooperation. These conditions deeply influenced Merrick's lifelong dedication to improving the lives of Florida's youth, regardless of race. One of her notable initiatives was the establishment of an orphanage in Fernandina, housed in the former residence of Confederate General Joseph Finnegan. Merrick raised funds to purchase the property at a tax sale and transformed it into a shelter for up to thirty children, along with several freed individuals who helped maintain the facility. The estate, a large home surrounded by eighteen acres, required extensive repairs and upkeep. Despite generous donations, the orphanage still depended on military rations for survival. Eventually, legal challenges over the sale of Confederate-owned properties led to General Finnegan reclaiming his estate. As a result, the orphanage was relocated in the summer of 1866 to Magnolia, near Jacksonville.

In 1869, Chloe Merrick married Harrison Reed, Florida's ninth governor (serving from 1868 to 1873). As First Lady, she continued her advocacy for education and social welfare, particularly for African Americans in the South. Her legacy was formally recognized in 2000 when she was honored as one of Florida's Great Floridians for her contributions to public education.

Separate but Equal: The Struggle to Overcome Racial Prejudice

The expansion of public education in the South following the Civil War was met with significant resistance. Despite the efforts of reformers and educators, hostility toward newly freed African Americans remained widespread. Northern teachers who traveled south to support educational initiatives quickly discovered that local communities were often unwelcoming. Many residents opposed the idea of educating Black citizens and expressed their disapproval by refusing housing to teachers and, in some cases, threatening them with violence.

This opposition extended beyond social attitudes and was codified into law. In 1866, Florida's legislature enacted measures designed to hinder African American education, including a monthly tax of one

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dollar per child for Black students and an annual fee of five dollars for teachers in Black schools. These financial burdens were intended to discourage participation and limit access to education.

Progress came in 1869 when Florida passed legislation establishing a standardized public education system for all youth between the ages of six and twenty-one. While this law marked a step forward, it contained provisions that allowed local school boards to segregate students under the guise of “grading and classifying,” effectively enabling racial separation. Moreover, the law failed to ensure equal distribution of resources. Data from 1880 highlights this disparity: there were 834 schools for white students compared to only 301 for Black students, and significant gaps existed in teacher-to-student ratios and funding levels. These inequities laid the groundwork for the “separate but equal” doctrine that would persist for generations.

By 1885, Florida’s Constitution was amended to explicitly prohibit integrated schooling, stating that “white and colored children shall not be taught in the same school, but impartial provision shall be made for both.” This legal endorsement of segregation deepened the divide in educational quality and access. The closing decades of the 19th century saw a series of Supreme Court decisions that legitimized various forms of segregation, culminating in the 1896 *Plessy v. Ferguson* ruling, which upheld the constitutionality of “separate but equal” accommodations. This decision entrenched segregation as a defining feature of life in the South for decades to come.

Fernandina’s Colored School No. 1

The school in Fernandina continued to thrive, experiencing growth in both student enrollment and faculty. In 1880, Henry Beard Delany (1858–1928), who would later become the first African-American Episcopal Bishop, joined a group of local advocates in petitioning for the establishment of a dedicated school for Black children in Fernandina. With support from this group and local Episcopal priest Orin Thackera, Colored School No. 1 was founded in 1884 on North 11th Street. Later renamed District School No. 2 in 1892, the original building was a two-story wooden structure with four classrooms. Two additional rooms were added in 1892, and the school employed six teachers.

The school celebrated its first graduating class in 1891, consisting of six students. Moses Payne, a graduate of Howard University, served as the inaugural principal, with fellow Howard alumnus William Henderson Peck as assistant principal. After Payne’s death in 1888 during a yellow fever outbreak, Peck assumed leadership and remained principal for an impressive forty-three years. In recognition of his dedication, the school was renamed Peck High School in 1916. Peck is honored as one of Florida’s Great Floridians and is buried in Fernandina’s Bosque Bello Cemetery.

Enrollment continued to rise, and by 1908, the curriculum extended through the 12th grade. To accommodate the growing student body, a four-acre site on South 10th Street was purchased in 1909 for the construction of a new Peck High School building.

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For the Well Being of Mankind: Julis Rosenwald, Booker T. Washington, and the Julius Rosenwald Foundation

While educators and reformers like Chloe Merrick Reed made significant strides in establishing Florida's public education system during Reconstruction, the state continued to lag behind other Southern states in providing quality education for African Americans well into the 20th century. In 1920, J.H. Brinson, then serving as Marion County's School Superintendent, was appointed as Florida's State Supervisor of Negro Education. His role involved encouraging county superintendents and local school boards to invest in improving schools for Black students.

Brinson advocated for securing financial support for school facilities and teacher salaries through philanthropic organizations and federal assistance. However, one of his most difficult challenges was shifting the mindset of local education officials. He observed not only a persistent lack of resources in Black schools but also inadequate training for African American teachers. To address this, he promoted the establishment of county training schools aimed at enhancing teacher preparation and improving educational outcomes.

Julius Rosenwald

Julius Rosenwald (1862–1932), the son of German Jewish immigrants, became a prominent entrepreneur and philanthropist. His upbringing emphasized the importance of community involvement and social responsibility, values that were further reinforced by his spiritual mentor, Rabbi Emil Hirsh. Initially, Rosenwald's charitable efforts focused on Jewish causes, but over time, his philanthropy expanded to include one of the most impactful initiatives supporting education for African American students in the South during the 20th century.

Rosenwald's business career began with the founding of Rosenwald & Weil, a wholesale clothing company, in 1884. His success caught the attention of Richard Sears, the founder of Sears, Roebuck & Company, which was rapidly becoming a global leader in mail-order retail. In 1895, Rosenwald joined the company as vice president and later became president in 1910 following Sears' retirement. This leadership role enabled Rosenwald to broaden the scope and reach of his philanthropic work.

Booker T. Washington and the Creation of The Rosenwald Fund

Julius Rosenwald's perspective on education and racial equity was profoundly influenced after receiving a copy of *Up from Slavery*, Booker T. Washington's autobiography. In the book, Washington recounts his journey from being born into slavery in Virginia in 1856 to becoming a prominent leader in African American education and civil rights. From a young age, Washington recognized the transformative power of education. After emancipation, he worked in a salt mine to support his family while pursuing his studies. He later enrolled at the Hampton Institute in Virginia, a vocational school established to educate formerly enslaved individuals. In 1881, Washington became the founding president of the Normal School for Colored Teachers, which would

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later be known as Tuskegee Institute. Under his leadership, Tuskegee became a model institution, emphasizing practical education as a pathway to social and economic progress for African Americans.

In 1911, Rosenwald hosted Washington in Chicago and later visited him at Tuskegee. During their four-day meeting, the two men discovered a shared commitment to fairness and equal opportunity. Rosenwald joined Tuskegee's board of trustees in 1912, and together they launched a partnership aimed at improving educational access for Black students in the rural South. Their initiative focused on enhancing existing school facilities and constructing new schools in underserved communities. The program emphasized the belief that well-designed learning environments could positively influence students' experiences and values.

Rosenwald initially donated \$55,000 to Tuskegee to support school construction in Alabama, with the first school opening in Loachapoka in 1913. More than 100 schools were built with this initial funding, designed by Tuskegee staff to include academic classrooms, industrial training spaces, kitchens, cloakrooms, and outdoor restrooms. During a visit in 1915, Rosenwald observed the pride communities took in their schools, noting the freshly painted homes surrounding the new buildings.

Following Washington's death in 1915, Rosenwald sought to continue their shared mission. In 1917, he established the Julius Rosenwald Fund with an initial endowment of \$20,000. By 1932, the fund had distributed over \$4 million to support nearly 5,000 rural school projects across 15 Southern states. The fund operated as a matching grant program, encouraging local school boards and communities to contribute to school construction.

Florida was slow to engage with the Rosenwald Fund, with its first application submitted in 1921. Fund representatives actively reached out to encourage participation, and by the 1928–1929 school year, 32 buildings were constructed in the state. Between 1921 and 1932, approximately 126 Rosenwald schools were built in Florida, with 15 counties still home to surviving structures—including Nassau County, where Peck High School played a central role.

Architecture of Rosenwald Schools

As the responsibility for the school-building initiative shifted from Tuskegee Institute to the Rosenwald Fund, new architectural standards and stricter guidelines for construction and materials were introduced. These updated plans included specific requirements for school placement, land size, and even approved interior color schemes—either buff or light gray walls paired with walnut wainscoting. In 1924, the Rosenwald Fund published these standards in a guide titled *Community School Plans*, which outlined the design and construction expectations for new schools.

Building on the original Tuskegee models, the updated designs featured flexible multipurpose rooms that could be adjusted with movable partitions or expanded into auditoriums in larger schools. This adaptability allowed the buildings to serve not only as educational facilities but also as vital social and cultural centers for their communities. School plans were categorized by the number of teachers rather than the number of rooms, emphasizing the instructional capacity. In addition to classrooms, the designs included cloakrooms, industrial

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training spaces, interior hallways, and community rooms. The most frequently used design in Florida was the two-teacher model, though plans ranged from three to fifteen teachers. The guide also included blueprints for outdoor restrooms and housing for teachers.

The Rosenwald Fund provided detailed architectural plans and partial financial support to encourage local investment in educational infrastructure. While white donors occasionally contributed land or money, it was often the Black community that raised the remaining funds, supplied materials, and provided labor. Communities across the South organized various fundraising efforts to support the construction of Rosenwald schools. Contributions came from men, women, and children alike. In many cases, farmers dedicated portions of their fields—later known as “Rosenwald Patches”—and donated the proceeds from crop sales to help fund the schools.

Building Peck High School

In 1927, Peck High School was constructed in Fernandina, Florida with an initial contribution of \$2,100 from the Rosenwald Fund. The total cost of the project reached \$59,040, with the majority of funding provided by the local school board and community fundraising efforts—typical of Rosenwald school projects, which relied on local investment alongside modest seed funding. The new facility, a two-story masonry vernacular building designed for twelve teachers, replaced the earlier six-room wooden schoolhouse located nearby on North 11th Street.

Serving students from first through twelfth grade, the school experienced steady growth in enrollment. Architecturally, the building featured hallmark elements of early 20th-century educational design, including tall ceilings, large double-hung nine-over-nine windows for ample natural light, and a prominent arched entrance with double doors and a Palladian transom window. The site reflected the ideals of progressive educators of the time, who emphasized spacious grounds for auxiliary buildings and recreation, as well as bright, well-ventilated classrooms. These educators believed that the design and appearance of school buildings conveyed the values of the communities they served.

In his 1928 report, D.E. Williams, Florida’s State Agent for Negro Schools, highlighted a trend toward constructing larger, centrally located schools. Although Peck High School was situated at the eastern edge of Nassau County in Fernandina, its location was appropriate given that Fernandina was the county seat and home to most of the population. The school stood out among Rosenwald-funded institutions for its substantial brick construction and distinctive “E”-shaped layout, characteristics that became more common in the later years of the Rosenwald program. Designed by architect Roy A. Benjamin and built by Grahm Construction, the school incorporated the expansive window banks typical of Rosenwald schools, reinforcing its role as both an educational and community landmark.

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Roy A. Benjamin

Similar to many of the larger masonry schools built during the later phase of the Rosenwald Fund, the new Peck High School was designed by a professional architect and approved by the Fund. Roy A. Benjamin (1887–1963) was selected for the project. A founding member of the Florida Association of Architects, Benjamin was the 31st person licensed to practice architecture in the state. He launched his career in Jacksonville in 1905 and played a key role in the city’s reconstruction following the devastating fire of 1901.

In Fernandina, Benjamin was responsible for designing several notable buildings, including the Nassau County Jail and Public School No. 1. His portfolio extended beyond public buildings to include residential and commercial architecture. Among his prominent works in Jacksonville are the Park Lane and San Juline apartment buildings, the Leon Cheek mansion in Riverside, the Elks Club Building, Otis Elevator Building, Fire Station #4, the Scottish Rite Masonic Temple, and the Elephant House at the Jacksonville Zoo. He also designed Central Academy in Palatka, which was added to the National Register of Historic Places in 1998.

Although Benjamin contributed to a wide range of architectural projects across Florida, he is best known for his work in theater design. Over his career, he created more than 200 theaters throughout the southern United States. Notable examples include the Florida Theatre, Arcade Theater, Riverside Theatre, and San Marco Theatre in Jacksonville; Edwards Theatre in Sarasota; and the Saenger Theatre in Biloxi, Mississippi.

Race Politics and Peck High School’s Later Additions and Improvements

As student enrollment at Peck High School grew, the need for expanded facilities led to additions completed in 1949, 1950, and 1956. These expansions were shaped by the broader political and economic context of the time. Following the school’s original construction, two major events—the Great Depression and World War II—had lasting impacts on American society, particularly in how public education was funded. During the 1930s and 1940s, investment in school infrastructure was severely limited due to wartime constraints, leaving many communities with inadequate educational facilities. Traditionally, public education had been funded locally, but the financial strain of these decades prompted districts to seek support from state and federal sources. In 1947, Florida assumed permanent responsibility for school funding and introduced the Minimum Foundation Program, which aimed to provide equitable educational opportunities across all counties. This legislation also empowered school boards to issue revenue bonds without requiring voter approval, enabling them to finance new construction and improvements.

In 1954, the U.S. Supreme Court’s decision in *Brown v. Board of Education* declared racial segregation in public schools unconstitutional, stating that “separate educational facilities are inherently unequal.” Despite this landmark ruling, progress in Florida was slow. The absence of enforcement deadlines allowed many districts to delay integration. While the decision promised equal facilities and pay for Black and white teachers, disparities persisted well into the late 20th century.

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Resistance to desegregation was widespread in the South. Many viewed the ruling as federal overreach and expected it to be overturned. In Florida, Governor Leroy Collins, elected in 1955, publicly affirmed the state's commitment to maintaining segregation. That same year, Florida passed the Pupil Assignment Law, which allowed local districts to assign students to schools based on vague criteria such as psychological and socio-economic factors—effectively preserving segregation without explicitly referencing race.

A key figure in Florida's resistance to integration was Thomas D. Bailey, the State Superintendent of Public Instruction. Appointed by conservative lawmakers known as the Pork Chop Gang, Bailey promoted a strategy called School Equalization. This approach aimed to avoid integration by improving facilities for Black students, under the premise that separate but equal schools would eliminate the need for desegregation. In many communities, the expansion of Black schools became a visible marker of opposition to integration.

In Nassau County, the school board utilized its authority to issue bonds for facility upgrades at Peck High School, reflecting the Equalization strategy. In 1949, the city acquired two blocks east of the school for an athletic field and park for Black residents—now the site of the Martin Luther King Jr. Recreation Center. In 1950, architect Sanford Goin designed a two-story addition on the west side of the original building, featuring a brick veneer, steel casement windows, and a flat roof. This expansion included classrooms for homemaking, shop/drafting, and industrial arts on the first floor, and science and business instruction on the second.

Additional facilities were added in 1950, including a cafeteria and elementary classrooms to the south of the main building. These were connected to the original 1927 structure by covered walkways, made possible by closing the road between the buildings. A playground was also extended south of the new elementary wing. These buildings were constructed with wood framing, brick veneer, and gable roofs, and featured asbestos siding and floor tiles—materials common at the time but now known to be hazardous.

In 1956, further additions were made, including a freestanding gymnasium and a one-story classroom wing on the east side of the original building. Both were designed by the architectural firm Goin & Moore. The gym provided locker rooms, restrooms, offices for coaches, an assembly space, and trophy displays. The new classroom wing included a music room, practice spaces, and additional instructional areas.

Desegregation and Closure

By the time the Civil Rights Act was enacted in 1964, only a small fraction—about 2%—of Black students were attending integrated schools. Title VI of the Act gave the federal government the authority to enforce civil rights in education by withholding funding from districts that failed to comply. While the legislation marked a major milestone in the pursuit of racial equality, the late 1960s continued to be a period of intense social and political tension surrounding school desegregation.

In 1968, the U.S. Supreme Court ruled in *Green v. County School Board of New Kent County* that “Freedom of Choice” plans were unconstitutional. These plans allowed students to choose which school to attend, but because neighborhoods were often racially segregated, the result was continued separation in

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schools. Despite growing national momentum toward integration, many Florida school districts were slow to respond. Nassau County began its “voluntary desegregation” efforts in 1967, three years after the Civil Rights Act was passed. Meanwhile, Manatee County drew national attention for maintaining its “Freedom of Choice” policy, which led to the *Harvest v. Board of Public Instruction* case. The Fifth Circuit Court of Appeals ruled the policy unconstitutional and ordered mandatory busing to achieve integration.

Although *Brown v. Board of Education* had declared school segregation illegal in 1954, Peck High School remained open until 1969. Its closure followed the release of a report titled *A Desegregation Plan for Nassau County Public Schools* by the Florida School Desegregation Consulting Center. The report aimed to unify the county’s school system without racial distinctions and rejected earlier plans from 1967 and 1968 that relied on “Freedom of Choice,” which failed to meet legal standards. The recommended solution was to build a new high school for all students in Fernandina and convert Fernandina High School into a junior high, leading to the closure of Peck High.

During the 1968 school year, some Peck students transferred to Fernandina Beach High School under the voluntary desegregation plan. However, several returned to Peck after experiencing hostility and discomfort. Full integration began in 1969, and Peck High School was officially closed.

For many in the community, Peck High School was more than just a place of learning—it was a cornerstone of identity and pride. Its closure marked a profound loss, and personal accounts from the time reflect the emotional and social challenges faced by students, staff, and the broader African American community in Fernandina Beach during the transition to integrated education.

“...they called us into the gymnasium and told us that we would be attending Fernandina Beach High School. Peck High School would no longer be a school. The experience we got – I mean we were just in awe – and were told we had to go, so that’s what we did.”

– Wanda McNeill Blue, Class of 1970

“It was a culture shock to say the least. I quickly learned that there were three types of white folks. This is in my orbit, in my life, back during this time. There were those who embraced you; there were those who were ambivalent, they wouldn’t do anything to hurt you, but they wouldn’t do anything to help you; and then there was another group that hated your guts. And you quickly learned who fell into what group.”

– Reverend Bernard Thompson, Class of 1971

“When you lose such an important part of the community, you lose more than just a building. When Peck High School was deteriorating, it felt like our neighborhood, our worth, was too.”

– Spencer Clayton

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Rehabilitation to Present Day

After Peck High School closed in 1969, part of the building remained in use as the site of Nassau County's first Head Start Program, which continues to operate today. Aside from a brief period in 1981 when the main building was used as a book depository by the Nassau County School Board, most of the structure sat vacant and fell into disrepair. By 1979, visible deterioration had set in, prompting concern from community members—many of them Peck alumni—who began advocating for its preservation.

That same year, the Nassau County Community Development Corporation (NCCDC) was established to lead efforts to restore the building. The group included former students and teachers, among them Charles Albert, a Peck graduate and the first African American mayor of Fernandina Beach. In 1984, the community rallied behind a proposal to convert the school into a community center and theater, though the plan was never realized. In 1989, ownership of the property was transferred from the school board to the City of Fernandina Beach. The city took steps to secure the site, including boarding windows, installing security lighting, fencing the property, and removing deteriorated structures like the covered walkways. The cafeteria was demolished in 1990, and a structural assessment conducted in 1991 by architects Thomas B. Kendrick and Regis L. Gallagher concluded that, aside from the original 1927 classroom building, the remaining structures were sound enough to warrant renovation.

Despite the challenges, the NCCDC continued to champion the building's preservation. Working alongside the Peck Alumni Association, city staff, and a local advisory group, they pursued funding and sought to have the site listed on the National Register of Historic Places. In 1993, the city invested \$63,000 to replace the roof. With support from state grants and matching city funds throughout the mid to late 1990s, the building was successfully rehabilitated and repurposed as the Peck Center. Architect Kenneth Smith developed the renovation plans, which were executed in two phases: the first focused on restoring the auditorium, restrooms, and exterior façade, while the second addressed the remaining interior spaces. The project earned recognition from the Florida Trust for Historic Preservation, receiving its Rehabilitation/Restoration Award at the organization's 20th anniversary conference in Tampa in 1998.

Today, the Peck Center serves as a vibrant civic hub, housing city offices, nonprofit organizations, a preschool, a children's library, a gymnasium, baseball fields, and a daycare center. It also hosts community events and meetings throughout the year. Since its initial restoration, the City of Fernandina Beach has continued to maintain and improve the facility, securing additional grants for ongoing rehabilitation. The gym was renovated in 2001 and again in 2008. More recently, failing windows from the 1990s renovation were replaced with historically appropriate nine-over-nine windows. Grants from the Florida Department of Historical Resources have supported masonry repairs and the installation of a permanent interpretive exhibit. Future plans include a new roof, restoration of the distinctive demilune transom above the main entrance, and refinishing of the original wood floors in the entryway, corridors, and auditorium.

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In 2010, the Peck Center was officially added to the Fernandina Beach Downtown Historic District, and a state historic marker was installed in 2016. Unlike many Rosenwald schools that were demolished after closure, Peck High School stands as a powerful example of adaptive reuse. Its transformation into the Peck Community Center honors its legacy and continues to serve as a symbol of African American educational history and community pride.

Why Peck high School is Significant: Understanding Its Place in History

Peck High School holds importance not only for its architectural features but also for the broader political and social context that shaped its history. Its legacy extends well beyond the construction of the 1927 building, continuing into the present day. Like many schools funded by the Rosenwald initiative, Peck High served as both an educational institution and a central gathering place for Fernandina's African American community. Reflections from alumni during the school's final years highlight a shared commitment to academic excellence and the strong sense of unity the school fostered.

The site's connection to the Julius Rosenwald Fund places it within a larger network of Southern schools built during the early 20th century. Understanding the common threads among these institutions is essential to appreciating their design and purpose. Of the more than 5,000 schools supported by the Rosenwald Fund between 1917 and 1932, only an estimated 10–12% remain today, according to the National Trust for Historic Preservation. In recent decades, increased research and public interest have sparked efforts to preserve and interpret these historically significant but often overlooked resources. As one preservation advocate noted, while the United States is rich in diverse histories, it has often fallen short in recognizing and protecting them.

The legacy of the school's namesake, Dr. Peck, lives on in the alumni association and community. He led by example to cultivate an atmosphere of respect that reverberated through Fernandina. Based on conversations with alumni, he was known to be a private man who kept his personal life separate from his work in education. Along with serving as the principal and advocate for the construction of the 1927 structure, he served on the Fernandina Western (Railroad) Company Board of Directors in 1895 further advancing the economic vitality of the community.

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NATIONAL REGISTER OF HISTORIC PLACES
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PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA

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PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
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The Education of Blacks in the South, 1860-1935, James D. Anderson, Chapel Hill, NC: The University of North Carolina Press, 1988, pp. 153-154

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Verbal Boundary Description

BLOCK 144 LOTS 1 TO 8 INC PT OR 566/931 CITY OF FDNA BEACH
Nassau County Property Appraiser Parcel ID 00-00-31-1800-0144-0010

BLOCK 145 LOTS 1 TO 8 INC PT OR 566/931 CITY OF FDNA BEACH
Nassau County Property Appraiser Parcel ID 00-00-31-1800-0145-0010

The boundary of the Peck High School property is shown as the blue line on the accompanying map entitled "Peck High School."

Boundary Description

The proposed boundary for the designation includes two parcels: one parcel (Block 144) includes the historic 1927 building and mid-century additions; the second parcel (Block 145) includes what is now an associated playing field, but historically had another Peck school structure on the site. Blocks 144 and 145 make up the four-acre site purchased in 1909 for construction of a larger African-American school.

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Section number Maps Page 1

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
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USGS Map – Please see attached in supporting materials.

Sketch Map- Schematic Design in supporting materials.

Aerial View – Please see attached in supporting materials.

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Section number Photos Page 1

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
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Representative Exterior Photos

- 1 – Peck South Façade 1
- 2 – Peck South Façade Concrete Sign
- 3 – Main Entrance on South Façade
- 4 – Aerial photo facing North West
- 5 – Aerial photo facing West
- 6 – Aerial photo facing East
- 7 – Aerial photo of Additions
- 8 – Commemoration Plaque

Representative Interior Photos

- 1 – Peck Interior South Entryway
- 2 – Peck Interior South Entryway and Interior Hallway
- 3 – Peck Interior Stairwell 1
- 4 – Peck Interior Auditorium Door
- 5 – Peck Interior Stairwell 2
- 6 – Peck Interior Stairwell 3
- 7 – Peck Interior Stairwell 4
- 8 – Peck Interior Windows and Light Fixture
- 9 – Peck Interior Entryway
- 10 – Peck Interior Museum Exhibit
- 11 – Peck Interior Window Yearbook Pictures
- 12 – Peck Interior detail On Stairs
- 13 – Peck Interior Auditorium

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Section number Letters Page 1

PECK HIGH SCHOOL, FERNANDINA BEACH, NASSAU
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Letters of Support

Mr. Charles Albert
Mrs. Ernie Albert
Amelia Island Museum of History
Amelia Island-Fernandina Restoration Foundation
Mrs. Annette McCollough Myers
Ms. Nichelle Wilson
Mrs. Peggy Bulger
Representative Cord Byrd
City of Fernandina Beach
Fernandina Beach Main Street
Petition for Support (including many Peck Alumni)
Congressman John Rutherford
Mrs. Eleanor Simmons
Mrs. Ruth Harris Terrell
Mrs. Suanne Thamm
Rev. Dr. Jeremiah Robinson Jr.

Staff Comments for August 2025 Draft of Peck High School

General Comments

- We will need the cover forms and continuation sheets submitted in original .doc word format.
- The cover form is also the incorrect cover form. Staff can assist with the preparation of this form.
- Section 7 will need some additional information, particularly a refocus on the description orientated more towards the complex; additional information needs to be provided on the additions to the site; and we need more information on alterations. Please see below for more details.
- Each contributing resource onsite will need its own focused description within Section 7. The sports field onsite should also be noted as either a contributing or non-contributing site to the nomination.
- With Section 8, there needs to be more focused statements on the claims for significance being made for listing for this building. In addition, we will need additional historical context on the school and the community around it in addition to more information on Dr. Peck himself. Please see below for more information.
- Section 8 needs source citations.
- This proposal should be listed under the statewide Black schools MPDF, which has a lot of the context pertinent to this proposal, including the Rosenwald program and the segregation and desegregation of schools in Florida. Staff suggests simply citing the relevant passages (i.e. “For more information on the history of the Rosenwald program, please see section E, p. [number] of the MPDF”) and removing that text from this nomination.
- We will need the photographs provided in this proposal to be in original jpg or tiff format. They need to be cited in the manuscript and also cited on a floorplan or site plan.
- As this school complex has undergone a number of expansions and changes over the years, we will need a coded floorplan or site plan showing us where and when exactly the school expanded from its original footprint. Please see comments below.

Section 7

- Although the E-shaped original core is the primary resource onsite, it is important to remember that you are listing a building complex of four buildings, not just the E-shaped building. So each of these contributing elements will need their own

dedicated subsection within the Physical Description subsection and each contributing resource will need to be specifically called out in the summary in more detail.

- It is important as well to provide a statement of integrity in the summary and to write out an integrity subsection in Section 7. Staff can assist with the writing of this provided we get all of the necessary information we need.
- We will need the photographs provided with the nomination to be cited within Section 7 and to be numbered in the order in which they appeared in the manuscript.
- The physical description should start with a general description of the school grounds itself, particularly a general description of the complex that gives us an idea as to what we are looking at here onsite beyond simply the E-shaped core and where the buildings lie in relation to each other.
- It would help when talking about the interior to preface everything with a brief rundown of the major character defining spaces and features of the interior.
- There should be a separation in the physical description of the interior between floors, with a description of the staircases linking to the two floors as well. Staff can assist with this provided we get the necessary information.
- It must be very clear when talking about “additions” that you are talking about expansion of the existing footprint of a building versus the construction of an entirely new building onsite.
- In the alterations subsection, we will need more details as to what exactly was done during the 1995-2000 restoration project, the 2001 gymnasium project, and the 2008 renovations.
- This section is going to need an integrity subsection, in which you are going to lay out the key character-defining features of the building complex that have been retained, once again reiterating some of the key changes that have taken place but demonstrating how despite these changes the building retains its integrity for listing, using the seven aspect of integrity as laid out by the NPS. Staff can assist you with the writing of this.
- We will need a more focused description of the sports field onsite. It is either going to be a contributing or non-contributing site.

Section 8

- This schoolhouse should be listed under the Florida’s Historic Black Public Schools MPDF. This means relevant aspects of the context, such as the larger story of the

Rosenwald program, racial segregation on a statewide level, and desegregation, can simply be cited in this nomination without a complete restatement.

- The Criterion C argument for the school should be shaped in part by the fact that it was a Rosenwald school. It is one of the largest Rosenwald schools built in Florida.
- There needs to be a clear and concise statement of significance in the summary explaining why this school itself is historically significant. In other words, it is significant to the history of Black education in Nassau County as the only Black public high school in the county.
- On what grounds exactly is social history being claimed for this school?
- There are no citations within Section 8 of the nomination. As a general rule, any information provided that is not general public knowledge must have a citation stating where the author got this information from. Staff strongly urges the use of Chicago Manual of Style.
- With the exception of Ethnic Heritage: Black, which can be paired with Education, every other claim of significance would need its own separate statement of significance clearly stating why it is significant plus relevant context backing up this claim. So, for this proposal, you will need statements of significance for Criterion A Ethnic Heritage: Black and Education, plus Social History; Criterion B Ethnic Heritage: Black and Education (for Dr. Peck); and Criterion C for Architecture.
- In order for a Criterion B argument to be made, you must establish in clear and concise terms how exactly Dr. Peck is significant to local history. The biography of Dr. Peck is just not developed enough. What role did he play in local education beyond simply being a principal?
 - Many of the principals of Black high schools like Peck HS were often acknowledged local leaders in Black education who often utilized their position to advocate for improvements in the quality of education for Black students. Was Dr. Peck doing something similar?
- Once the significance is established, you must then identify the other resources associated with this person's active life. The resource(s) most directly associated with the activities for which the person is significant would be the resources eligible for listing under Criterion B. As Peck was a principal and the activities for which he was significant were associated with what occurred in the school, you have a very clear path to direct association. This association should be clearly written, however.
- With the historic context, we will still need a bit of background on the establishment and development of the Black community of Fernandina, particularly the neighborhood where the school was located. It does not have to be an intensive

history, but it should provide us with enough information on the community that the school itself was set within.

- Also within the historic context, we need more context on the school itself. There is almost no history written of the school from the period of significance aside from the basic information on the school's construction and expansion.
 - Did the school continue to utilize the industrial school model after the construction of the new school building?
 - There needs to be more development within the context on how segregation in education affected Black people living in Nassau County in particular. Staff can assist with this, but one great resource as far as providing actual statistical data on money spent on Black schools vs. white schools would be the Superintendent of Public Instruction reports, which you can find online.
 - Was the Peck school shaped by the larger school consolidation movement that was taking place throughout Florida in the 1910s and 1920s?
 - Staff can help with this, but one great resource that should help with the crafting of the context through the 1930s and 1940s should be the statewide educational directories.
 - Did the auditorium serve a larger function besides school activities?
 - Is there any good secondary or primary source information on the school from the earlier period of significance?
 - Are there any historic school board records available from 1927 through 1968?
- The information on the architecture of the Rosenwald schools and the biography of Roy Benjamin needs to be separated from the historic context on the school itself. As there is an Architecture claim being made for this school, we would need a separate Architectural Context and Architectural Significance subsection to Section 8.
- In many Black communities, the teachers and students in the high schools were involved in local civil rights measures. Was there something similar going on in Fernandina?
- What was the background to the desegregation plan for Nassau County public schools? What prompted this? Was Nassau County under federal injunction?
- The information on the rehabilitation of the building on p. 11 should be stated within the alterations subsection of Section 7.

Maps, Figures, Floorplans

- Are the submitted floorplans up to date?

- As this building has undergone multiple additions over the years, what we will need for the floorplan and site plan is a coded plan (typically color coded) that differentiates the sections of the building that were built over time. For instance, the plan should clearly show us the original portion, the 1950 addition, the 1956 addition, etc.

Photographs

- As mentioned before, the photographs will need to be cited in the manuscript itself and numbered in the order in which they are referenced.
- The photo log needs to have the name of the photographer and date of photograph (month and year should suffice).
- As mentioned before, we would need to have photographs in original jpg or tiff format.
- Photos also need to be referenced on a floor plan or site plan.