



**AGENDA
HISTORIC DISTRICT COUNCIL
REGULAR MEETING
JANUARY 15, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of Minutes for the December 18, 2025 Regular Meeting.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. BOARD BUSINESS**
 - 6.1 City Manager's Office Update on Downtown and Waterfront
 - 6.2 Time Capsule Discussion
 - 6.3 Elections of Chair and Vice-Chair
- 7. STAFF REPORT**
 - 7.1 Old Town Preservation and Design Guidelines- Outreach Update
 - 7.2 Staff Approvals in December
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

NEXT HDC REGULAR MEETING IS SCHEDULED FOR FEBRUARY 19, 2026.

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
DECEMBER 18, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:00

ROLL CALL / DETERMINATION OF QUORUM

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

MEMBERS ABSENT: Tammi Kosack

OTHERS PRESENT: Mia Sadler, Planner
Teresa Prince, City Attorney
Mackennah Tarmey, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the Regular Meeting of November 20, 2025.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Byrnes to approve the Minutes for the Regular Meeting of November 20, 2025, with an amendment to item 5.1 to say “window planter options”.

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

4. OLD BUSINESS

There was no old business to be heard.

5. NEW BUSINESS

There was no new business to be heard.

6. BOARD BUSINESS

6.1 Revised Window Survey

Ms. Sadler introduced Member Kosak’s suggestions to the updated window survey. Since she was not present at this meeting. Ms. Sadler provided the Board with comments and a motion to approve the revised

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window survey.

Vice-Chair Pozzetta recommended a few changes, mostly in spelling and the nomenclature of Andersen windows. He suggested that Ms. Sadler amend the survey to prioritize the list of Andersen Series windows based on the quality, with highest quality at the top.

ACTION TAKEN: A motion was made by Vice-Chair Pozzetta, seconded by Member Psulkowski to approve the HDC Window Survey with an improved window list, to make it the standard and required process for window projects in the Historic District as permitted in the Land Development Code, Section 8.02.02 (9), as further amended by recommendations on quality listings.

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

6.2 Old Town Preservation Guidelines Update

Ms. Sadler provided a brief overview of the history behind the adoption of the Old Town Preservation and Development Guidelines and explained the process through which the current updates were developed. She noted that the updates do not include many substantive changes of text but instead focus primarily on updated visualization graphics and improvements to the document layout. Ms. Sadler also presented the timeline approved by upper planning management for the readoption process, along with details regarding the outreach event scheduled for January 5, 2026. She noted that Old Town residents' feedback garnered during the outreach will be presented back to the Board at the January 15, 2026 meeting for analysis and comments. The following meeting of February 19, 2026 meeting would provide the Board with any suggested changes to the Guidelines to be presented to the City Commission for 1st and 2nd readings tentatively in April/May 2026.

Chair Filkoff asked Ms. Sadler the reason why the City Commission had not acted on the last proposed changes. Ms. Sadler explained that Old Town citizens had voiced concerns with the last of outreach and citizen input.

Ms. Sadler then explained how the outreach will be structured and advertised and extended the invitation to any Board members wanting to attend. Lastly, she confirmed that upon a suggestion from Member Kosack, who is absent from the meeting, a side-by-side comparison of the 2013 and 2021 OldTown Guidelines versions will also be provided at the next meeting.

6.3 Downtown Design Guidelines Update

Ms. Sadler confirmed that edits were sent to Marquis Latimer & Halback for them to assess and a Scope of Work will be provided along with a quote so a purchase order can be submitted. She noted that after these edits are approval by the Board, a representative is able to be present with the final document to the City Commission.

Vice-Chair Pozzetta provided feedback received from local architects regarding suggested elevations pictures and will send this information to Staff to include in future edits.

7. STAFF REPORT

7.1 Approved Staff Certificates of Approval - November 2025

Member Byrnes suggested that any material to be replace in-kind should be identified as such in the permit scope of work description. Vice-Chair concurred with a question about a permit for replacement of windows.

Vice-Chair Pozzetta inquired about updates regarding the Waterfront Park, the "Peg Leg Pete" statue, and the Standard Marine building. Ms. Sadler provide updates that regarding the Standard Marine Building are

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waiting for bid applications to return to the owner; as for the Waterfront Park, the Shrimping Monument which would need some restoration will be moved to the Waterfront Park, and lastly the City will bring back the tabled case regarding “Peg Leg Pete” to the HDC in January 2026. Vice-Chair Pozzetta voiced concern about the City having specific criteria for publicly installed artwork and emphasized that the next application should include in-dept information about engineering of the original statue base or the new statue.

Ms. Sadler confirmed that Mr. Akramoff would be preparing some applications for Brett’s and the section of the seawall and will be making presentations to that effect.

Chair Filkoff asked about the time-capsule in front the the depot, the current location of the original “Peg Leg Pete” statue, and the status of the fundraising of restoration of the statue. Ms. Sadler noted that the fundraising will end on February 1st, 2026 and that any funds would revert to the Museum if the goal is not attained.

Ms. Prince spoke of the Public Artwork ordinance and what is left to be done to put this ordinance in place. She also confirmed that the application for the restoration/replacement of the statue could be returned to the Board for review in February 2026. Ms. Prince also announced that Ms. Katie Newton will be replacing the recently departed Lisa Finkelstein as the new Downtown Coordinator.

8. PUBLIC COMMENT

There were no parties of the public present to request to speak.

9. ADJOURNMENT 5:48

Mackennah Tarmey, Recording Secretary

Arlene Filkoff, Chair

Outreach Event Summary

Outreach to Old Town was conducted on January 5th, 2026 from 4-6pm in the Fernandina Plaza Historic State Park. This outreach event was an effort to incorporate the desires of the residents of Old Town into the 2026 update process which includes combining, refining, and clarifying the 2013 update with the 2021 revisions to the Old Town Preservation and Development Guidelines. Feedback was also solicited through a survey which received no engagement. Planning staff prepared engagement activities, discussion points, and print outs of the documents to spur discussion with the residents. About 25-30 residents, staff, and HDC members were present and engaged in the discussion. A follow-up email was sent to those who signed in and there has already been increased communication between the residents and the Planning Department.

Takeaways:

- Residents feel that HDC review and member comments do not always align with what is written in the guidelines
- Residents are unclear about the relationship between the LDC, building code, and guidelines
- Residents voiced their concerns about conflicting interpretations of the current guidelines set in place and are not confident that new ones would be effective in solving this problem
- Residents voiced the desire for reinvestment into the infrastructure (roads, stormwater, lighting) in the neighborhood
- Residents questioned whether the area should remain on the National Register of Historic Places
- Residents appreciated staff coming out to the neighborhood and listening to their concerns

Suggested incorporation to the guidelines update:

- Pool light regulations
- Clarify materials (smooth lap siding, windows)
- Visibility corridors
- Peonia and media peonia delineations
- Add section in guidelines about the role of the HDC
- Add section regarding importance of historic district and design guidelines
- Low tolerance or low-medium tolerance option for the preservation of the grid
- Rental signage/real estate signage regulations

Suggested action items by City staff:

- Improve road grading practices
- Mitigate light trespass from street pole lights
- Apply for grants that would support the integrity of the historic site
- Offer education opportunities to residents about guidelines and importance of historic designation

Mailer



The flyer features a teal header with a white box containing the title "OLD TOWN FERNANDINA PRESERVATION AND DEVELOPMENT GUIDELINES (2021 revision)" and four circular images. Below this is a large purple rounded rectangle with the text "COMMUNITY ENGAGEMENT SESSION". The main body is yellow with a purple banner for the date and time, and a blue box for a survey link. A QR code is on the right, and contact information is at the bottom.

COMMUNITY ENGAGEMENT SESSION

Residents are welcome to join staff at the
Fernandina Plaza Historic State Park - 201 Estrada Street

January 5th @ 4-6 pm

The Planning and Conservation Department is looking for community input on the 2021 revisions to the Old Town Preservation and Development Guidelines.

If you are unable to attend, please use this survey to provide feedback:



Contact Mia Sadler with any questions or to provide direct feedback: msadler@fbfl.city or (904) 310-3488

This document is a side-by-side review of the current contents of the 2013 version and the 2021 update to the Old Town Preservation and Development Guidelines. It includes a proposed order of content and preferences of Planning Staff for making sure all relevant information is included in the final document that can be recommended for approval by the HDC and CC. **This document is a work in progress.**

Proposed Order of Content:

1. Cover
2. Credits
3. TOC
4. Introduction
 - a. Goals
 - b. Evolution of documents
 - c. Design review process
 - i. COA matrix
 - d. Historical Overview (most info from 2013, p. 9-19)
 - i. Plat information/Law of the Indies
 - ii. Maps, Sanborn Maps
5. Sections
 - a. Sense of Place (Sustainability, trees, visibility corridor, land use, zoning, density/scale/massing)
 - b. Building Rehabilitation for Existing Structures
 - c. Design Guidelines for New Construction
 - d. Setting and Landscape (parking, roads, streetscape, Bosque Bello Cemetery, grid maintenance)
6. Appendix
 - a. Appendix A: Technical Definition
 - b. Appendix B: Glossary of Preservation Terms
 - c. Appendix C: Bibliography
 - d. Appendix D: Incentives and Assistance for Rehabilitation
 - e. Appendix E: Resources

Page	2013 OTPDG	2021 Revisions	Staff Preference
Cover			Keep 2021 cover
Credits	Credits NPS, Dept. of Interior	Credits, COFB and UF	Update to include all parties involved
TOC		Formatting is clearer	Update with final TOC for 2026 document
2	Preface, summarizes partnerships and evolution of the document	Introduction, summarizes goals and design review process	Combination, mostly aligning with 2021 format
3	Old Town Plat Mapp 1811	COA process	Include both in 2026
4	Importance of Spanish Plat and reason for NR status	Summary of “Law of the Indies” and NR status	Keep 2021, switch final paragraph with the intent from 2013 doc.
5	Sustainability and HP	Old Town Plan cont.	Keep both, reformat 2013 page
6	Sustainability and HP	Section 1: Existing Trees and Landscape	Keep 2013 p. 6, reformat Keep 2021 p 6
7	Guideline goals, remove, included on page 2 of 2021	Section 2: Use, add some information for p. 11 of 2013 (re: importance of place)	Remove p from 2013
8	Chapter page break	Section 3: Visibility Coordinors	Keep 2021 p., change color for each (frontage, side yard, mid-lot)
9	Law of the Indies, condense text into historical overview	Visibility corridor diagrams	Retain both pages
10	Remove page	Visibility corridor diagrams	Retain 2021 page
11	The Importance of Place, condense text into historical overview	Blank page	Retain 2013 pages
12	Blocks and Lots, condense text into historical overview	Section 4: Density, Scale, and Massing	Get advice from HDC and OT residents p. 12 of 2021
13	Blocks and Streets, condense text into historical overview	Density/massing/scale graphics	Retain both pages
14	Peonia and Media Peonia, condense text into historical overview	Density/massing/scale graphics	Retain both pages
15	Peonia, Media Peonia graphics	Density/massing/scale graphics	2021 versions are better
16	Building construction in OT, condense text into historical overview	Section 5: Side yard and Mid-Lot visibility corridors	Get advice from HDC and OT residents p. 16 of 2021
17	1903 Sanborn Map, keep, move to historical overview	Side yard setback visuals, keep	Retain both pages
18	1926 Sanborn Map, keep, move to historical overview	Side yard setback visuals, keep	Retain both pages
19	Modern FLUM, update and keep in historical overview	Side yard setback visuals, keep	Retain both pages

20	Chapter 2, page break	Side yard setback visuals, keep	Retain 2021 page
21	21. Land Use	Side yard setback pictures and diagram, keep	Bring over some details from p. 2013 to 2021 "Section 2: Use"
22	Update and keep zoning map	Section 6: Architectural style	Retain both pages
23	Existing conditions	Architectural style examples	Update existing conditions, keep architectural styles
24	Vehicle pathways	Section 7: Foundations	Retain both pages
25	Aerial view of pathways	Example foundation pictures	Retain 2021 page, combine image on 2013 p 25 with 2013 p 24
26	Existing conditions, trees and fences	Section 8: Exterior materials and architectural details	Retain 2021 page, combine info on trees/fences w page 36 of 2021
27	Existing conditions, scale	Example exterior materials and architectural details	Retain 2021 page, combine info from 2013 p27 into 2021 p 12
28	Existing conditions, scale cont.	Section 9: Roofs and Chimneys	Retain 2021 page, combine info from 2013 p28 into 2021 p 12
29	Chapter 3 page break	Example pictures of roofs and chimneys	Retain 2021 page
30	Corresponds with page 40 of 2021	Section 10: Windows, Doors, and Shitters	Retain 2021 page
31	Corresponds with page 41 of 2021	Example pictures of windows, doors, and shutters	Retain 2021 page
32	Corresponds with page 42 of 2021	Section 11: Porches, Verandas, and Connecting Elements	Retain 2021 page
33	Corresponds with page 43 of 2021	Example pictures of porches, verandas, and connecting elements	Retain 2021 page
34	Corresponds with page 44 of 2021	Section 12: Driveways and Parking	Retain 2021 page
35	Corresponds with page 45 of 2021	Example pictures of driveways and parking	Retain 2021 page
36	Corresponds with page 46 of 2021	Section 13: Fences and Garden Walls	Retain 2021 page
37	Corresponds with page 47 of 2021	Example pictures of fences and garden walls	Retain 2021 page
38	Corresponds with page 48 of 2021	Section 14: Commercial Buildings	Retain 2021 page
39	Corresponds with page 49 of 2021	Section 15: Design Guidelines for Existing Buildings	Retain 2021 page
40	Corresponds with page 50 of 2021	Copied p. 30 from 2013	Reformat to match 2021 style
41	Corresponds with page 51 of 2021	Copied p. 31 from 2013	Reformat to match 2021 style
42	Corresponds with page 52 of 2021	Copied p. 32 from 2013	Reformat to match 2021 style
43	Corresponds with page 53 of 2021	Copied p. 33 from 2013	Reformat to match 2021 style
44	Corresponds with page 54 of 2021	Copied p. 34 from 2013	Reformat to match 2021 style
45	Corresponds with page 55 of 2021	Copied p. 35 from 2013	Reformat to match 2021 style
46	Corresponds with page 56 of 2021	Copied p. 36 from 2013	Reformat to match 2021 style
47	Corresponds with page 57 of 2021	Copied p. 37 from 2013	Reformat to match 2021 style
48	Corresponds with page 58 of 2021	Copied p. 38 from 2013	Reformat to match 2021 style

49	Corresponds with page 59 of 2021	Copied p. 39 from 2013	Reformat to match 2021 style
50	Design Guidelines for new construction	Copied p. 40 from 2013	Reformat to match 2021 style
51	Importance of building setting and placement	Copied p. 41 from 2013	Reformat to match 2021 style, insert 2013 info into page 16 of 2021
52	General approach for new residential construction & building elements	Copied p. 42 from 2013	Reformat to match 2021 style, insert 2013 general approach info into page 22 of 2021. Add new section for building elements (outbuildings) use 2013 info
53	Residential building design	Copied p. 43 from 2013	Reformat to match 2021 style, create page for residential building design
54	Residential building design cont.	Copied p. 44 from 2013	Reformat to match 2021 style, new page to cont. 53
55	Residential building design cont.	Copied p. 45 from 2013	Reformat to match 2021 style, new page to count 53
56	Roof forms and surfaces	Copied p. 46 from 2013	Reformat to match 2021 style, insert roof info into page 28 of 2021
57	Materials and Foundations	Copied p. 47 from 2013	Reformat to match 2021 style, insert materials into page 26 of 2021, and insert info re foundations p 24 of 2021
58	Windows and Shutters	Copied p. 48 from 2013	Reformat to match 2021 style, insert info into 30 2021
59	Connecting Elements	Copied p. 49 from 2013	Reformat to match 2021 style, insert info into p 32 of 2021
60	Connecting Elements cont.	Glossary	Keep 2021, same content as 2013. Insert pictures into p 32 of 2021
61	Lot visibility corridor and frontage corridors	Glossary	Edit for relevancy, leave out
62	Side yard corridor, mid lot corridors	Glossary	Edit for relevancy, leave out
63	Extension into the visibility corridor	Glossary	Edit for relevancy, make sure to include 4.9!
64	Lot Density	Resources	Evaluate for relevancy , include in page 12 of 2021
65	General approach to new commercial construction	Blank page	Retain 2021 page, add info to p 65 of 2021
66	Chapter 5: Setting and Landscape page break	Back Cover	Retain 2021 page, redesign p 66 of 2013 to match 2021
67	Fences, Walls, Hedges	N/A	Include 2013 info into p 36 of 2021

Winter 2026

Planning and Conservation

68	Parking	N/A	Include 2013 info into p 34 of 2021
69	Protected + Heritage Tree and Public Streetscape	N/A	Include 2013 info into p 6 of 2021. Reference the Section 4.05.14
70	Bosque Bello Cemetery	N/A	Reformat to 2021 style
71	Maintained and Repairing the Grid	N/A	DISCUSS W HDC, PRESENT @ OT OUTREACH
72	Aerial photo of OT grid	N/A	“ ”
73	Low Tolerance (grid scenario)	N/A	“ ”
74	High Tolerance (grid scenario)	N/A	“ ”
75	Medium Low Tolerance (grid scenario)	N/A	“ ”
76	Medium High Tolerance (grid scenario)	N/A	“ ”
77	Tech. Definitions	N/A	Edit for relevancy
78	Tech. Definitions	N/A	Edit for relevancy
79	Tech. Definitions	N/A	Edit for relevancy
80	Common Preservation Terms	N/A	Edit for relevancy
81	Common Preservation Terms	N/A	Edit for relevancy
82	Common Preservation Terms	N/A	Edit for relevancy
83	Common Preservation Terms	N/A	Edit for relevancy
84	Common Preservation Terms	N/A	Edit for relevancy
85	Common Preservation Terms	N/A	Edit for relevancy
86	Bibliography	N/A	Seek advice on how to site sources
87	Federal rehabilitation tax credits	N/A	Check for relevancy
88	Local property tax exemptions	N/A	Keep 2013, reformat
89	Resources	N/A	Evaluate and edit resources from 2013

File Path for the 2026 Text Draft: G:\Planning and Conservation\+HDC\GUIDELINES + POLICIES\2021 Old Town Design Guidelines

PAGE	Title	CONTENT
	Cover	Use 2021 cover, update year to 2026. Change date on the bottom to day of implementation
	Credits	Add another paragraph. Keep what is there for project team, add Margaret, Mia, Mack, Glenn etc and something like: "internally combined 2013 and 2021 following outreach to Old Town residents and other city officials"
1	Table of Contents	Update when finalized.
2	Preface	Find text in the 2026 Text Draft
3	Old Town Plat Map	photo in 2013 version
4	Introduction	Find text in the 2026 Text Draft
5	COA process	photo in 2021 version
6	Historical Significance Intro:	Find text in the 2026 Text Draft
7	Law of the Indies	Find text in the 2026 Text Draft
8	Importance of Place	Find text in the 2026 Text Draft
9	Blocks and Lots, Streets	Find text in the 2026 Text Draft, image in 2013
10	Peonia and Media Peonia	Find text in the 2026 Text Draft
11	Peonia and Media Peonia Graphics	Image in 2021
12	Building Constrution	Find text in the 2026 Text Draft
13	1903 Sanborn Map	image 2013 doc
14	1926 Sanborn Map	image 2013 doc
15	Modern FLUM	Update
16	Old Town Plan and Graphics	2021 Page
17	Sustainability and Preservation	2013 Page reformatted
18	Sustainability and Preservation	2013 Page reformatted
19	Existing Trees and Landscape	Find text in the 2026 Text Draft, retain photos
20	Visibility Corridors	Keep 2021, change colors for each setback
21	VC Graphics	Change color
22	VC Graphics	Change color
23	Land Use	Find text in the 2026 Text Draft
24	Zoning Map	Update for 2026

25	Privacy, Community, and Vehicle Pathways	Keep 2013 photos from p 23/24/25, Find text in the 2026 Text Draft
26	Trees, Fences, and Walls	Find text in the 2026 Text Draft
27	Density, Scale, and Massing	Find text in the 2026 Text Draft, include pictures from 2013 p 27
28	DSM placeholder if needed	cont. above if needed
29	Massing and Setting Graphics	graphics from 2021 p 13
30	Massing and Setting Graphics	graphics from 2021 p 14
31	Massing and Setting Graphics	graphics from 2021 p 15
32	General Approach to Building Rehabilitation	Find text in the 2026 Text Draft
33	The Secretary of the Interior's Standards of Rehabilitation	Find text in the 2026 Text Draft
34	General Approach to Building Rehabilitation Continued	Find text in the 2026 Text Draft
35	Contributing Versus Non-Contributing Buildings	Find text in the 2026 Text Draft, include photos from 2013 p 34
36	Design Guidelines for Contributing Buildings, Awning and Brick/Masonry	Find text in the 2026 Text Draft, include photos from 2013 p 35
37	Design Guidelines for Contributing Buildings, Chimneys/Entrances & Doors	Find text in the 2026 Text Draft, include photos from 2013 p 36
38	Design Guidelines for Contributing Buildings, Doors cont./Foundations/Lighting	Find text in the 2026 Text Draft, include photos from 2013 p 37
39	Design Guidelines for Contributing Buildings, Paint	Find text in the 2026 Text Draft, include photos from 2013 p 38
40	Design Guidelines for Contributing Buildings, Porches	Find text in the 2026 Text Draft, include photos from 2013 p 39
41	Design Guidelines for Contributing Buildings, Porch Stairs and Railings	Find text in the 2026 Text Draft, include photos from 2013 p 39+40
42	Design Guidelines for Contributing Buildings, Roofs	Find text in the 2026 Text Draft, include photos from 2013 p 40+41
43	Design Guidelines for Contributing Buildings, Siding	Find text in the 2026 Text Draft, include photos from 2013 p 41+42
43	Design Guidelines for Contributing Buildings, Windows	Find text in the 2026 Text Draft, include photos from 2013 p 43
44	Design Guidelines for Contributing Buildings, Wood	Find text in the 2026 Text Draft, include photos from 2013 p 44
45	Design Guidelines for Contributing Buildings, Site Features	Find text in the 2026 Text Draft, include photos from 2013 p 45
46	Relocating Buildings	Find text in the 2026 Text Draft
47	Demolition	Find text in the 2026 Text Draft
48	Accessibility	Find text in the 2026 Text Draft

INCOMPLETE LIST OF PAGES FOR 2026



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

Permit

Permit NO. **BLDC-2025-0219**

Permit Type: **General Building - Commercial**

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

Permit Status: **Issued**

Issue Date: **11/24/2025**

Expiration: 05/26/2026

Location Address

Parcel Number

510 S 10TH ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0144-0010

Contacts

City of Fernandina Beach (904)310-3314	Owner jglisson@fbfl.org	Randy Maxwell 204 Ash St., Fernandina beach, FL 32034 (904)753-1006	Applicant rmaxwell@fbfl.org
Randy Maxwell 204 Ash St., Fernandina beach, FL 32034 (904)753-1006	Applicant rmaxwell@fbfl.org	Randy Maxwell 204 Ash St., Fernandina beach, FL 32034 (904)753-1006	Applicant rmaxwell@fbfl.org

Description: Replacing overhang supports in kind

Valuation: \$300.00

Total Sq Feet: 500.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Commercial(non refundable)	\$50.00
Building Dept Permit Fee	\$45.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Grade, Excavate, Fill	\$94.00
Planning/Zoning Review (large scale)	\$250.00
Total:	\$468.00

Payments	Amt Paid
Total Fees	\$468.00
Check # 238750	\$443.00
Check # 238819	\$25.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
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. **BLDC-2025-0231**

Permit Type: **General Building - Commercial**

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

Permit Status: **Issued**

Issue Date: **12/31/2025**

Expiration: **06/29/2026**

Location Address

Parcel Number

213 CENTRE ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0010-0290

Contacts

Thomas Putnam (904)261-6227	Owner	Sturges & Sturges Construction, Inc. PO Box 15505, Fernandina Beach, FL 32034 (904)261-6227	Applicant sturgesandsturges@gmail.com
Sturges & Sturges Construction, Inc. PO Box 15505, Fernandina Beach, FL 32034 (904)261-6227	Contractor		

Description: Demo block wall at back of property Repair and paint 3 front window frames

Valuation: \$8,000.00

Total Sq Feet: 0.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Commercial(non refundable)	\$50.00
Building Dept Permit Fee	\$60.00
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.00
DCA Surcharge	\$2.00
Planning/Zoning Review (Small scale)	\$100.00
Total:	\$239.00

Payments	Amt Paid
Total Fees	\$239.00
Check # yvjQZHVzZlbr	\$239.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
ASBESTOS ABATEMENT AFFIDAVIT	
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.

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

Permit

Permit NO. **BLDR-2025-1611**

Permit Type: **General Building - Residential**

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

Permit Status: **Issued**

Issue Date: **12/04/2025**

Expiration: 06/17/2026

Location Address

Parcel Number

220 N 3RD ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0016-0040

Contacts

Owner
Watkins Ramon + Burgess Kari
220 N 3rd ST, Fernandina Beach, FL 32034
(904)753-1977 kbwatkins220@gmail.com

Applicant
Renee Ralston
55 Industrial loop, Orange Park, FL 32073
renee.ralston@alphafoundations.com

Contractor
Matthew Shanley
66 Industrial Park RD, Monticello, FL 32344
(407)564-1800

Description: Foundation Repair-installation of floor supports to stabilize the existing foundation system

Valuation: \$17,998.00

Total Sq Feet: 400.00

Inspection Requests:

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

Fees	Amount
Administrative Fee -Residential (non refundable)	\$35.00
Building Dept Permit Fee	\$134.98
COA - Staff Residential Fee	\$25.00
DBPR Surcharge	\$2.02
DCA Surcharge	\$2.00
Planning/Zoning Review (Small scale)	\$100.00
Total:	\$299.00

Payments	Amt Paid
Total Fees	\$299.00
Check # OzrjNHYNqJtu	\$299.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
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.

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CERTIFICATE OF APPROVAL (COA) HDCSA2025-0018 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 10/21/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 11/20/2025
Status: Approved	Square Feet: 0.00	Completed: 12/04/2025
Valuation: \$0.00	Assigned To: Sylvie McCann	Approval Expire Date: 12/04/2026

Description: Certificate of Approval (COA) to paint the exterior structure with:
Sherwin Williams HGSW1315 - Geyser Mist

Parcel: 00-00-31-1800-0014-0240 Main	Address: 15 N 4Th St Fernandina Beach, FL 32034 Main	Zone: C-3(Central Business District)
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Applicant	Owner
Paula Warren	Paula Warren
15 N 4th ST	15 N 4th ST
Fernandina Beach, FL 32034	Fernandina Beach, FL 32034
Home: 904-310-0243	Home: 904-310-0243

Note	Created By	Date and Time Created
1. emailed instruction to pay online	Sylvie McCann	10/23/2025
2. remailed payment reminder	Sylvie McCann	10/30/2025

Invoice No.	Fee	Fee Amount	Amount Paid
INV-00042022	COA - Staff Residential Fee	\$25.00	\$25.00
Total for Invoice INV-00042022		\$25.00	\$25.00
Grand Total for Plan		\$25.00	\$25.00



CERTIFICATE OF APPROVAL (COA) HDCSA2025-0023 FOR CITY OF FERNANDINA BEACH

Plan Type: HDC - Staff Review	Project:	App Date: 12/02/2025
Work Class: HDC Staff Review	District: Default	Exp Date: 01/02/2026
Status: Approved	Square Feet: 0.00	Completed: 12/09/2025
Valuation: \$0.00	Assigned To: Mia Sadler	Approval Expire Date: 12/09/2026

Description: Certificate of Approval (COA) to replace and/or repaint the following street monuments around downtown:
 Replacement:
 8th St and Beech St (TBD) / N 6th and Date St / N 4th and Broome St / S 7th and Date St / S 7th and Elm St / N 6th and Calhoun St / N 6th and Dade St (REPLACED ALREADY) / N 5th and Alachua St
 Repainted:
 SW corner of Beech and S 7th / NE corner of Beech and S 7th / S 6th and Beech / S 6th and Cedar / S 6th and Date / S 5th and Cedar / N 4th and Calhoun / N 3rd and Escambia / 9th and Atlantic

Other monuments listed in the inventory will be repainted and replaced in kind as needed based.

Parcel: 00-00-31-1800-0270-0010 Main	Address: 204 Ash St Fernandina Beach, FL 32034	Zone: C-3(Central Business District)
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Owner City of Fernandina Beach CITY OF FERNANDINA 204 Ash ST Fernandina Beach, FL 32034 Business: 9042777331	Applicant City of Fernandina
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City of Fernandina Beach
204 Ash Street, Fernandina Beach, Florida
32034

Permit

Permit NO. **MECC-2025-0162**
Permit Type: **Mechanical - Commercial**
Work Classification: **HVAC Changeout**
Permit Status: **Issued**

Issue Date: **12/11/2025**

Expiration: 06/09/2026

Location Address

Parcel Number

12 N FRONT ST, FERNANDINA BEACH, FL 32034

00-00-31-1800-0001-0050

Contacts

TSP Partners LLC 12 N Front ST, Fernandina Beach, FL 32034	Owner	Salty Pelican, The P.O Box 15123, Fernandina Beach, FL 32034 (904)277-3811	Applicant al@thesaltypelicanamelia.com
Timothy Fredrickson 6970-11 Business Park Blvd N, Jacksonville, FL 32256 (904)887-9444	Applicant office@airmastersjax.com	Timothy Fredrickson 6970-11 Business Park Blvd N, Jacksonville, FL 32256 (904)887-9444	Contractor office@airmastersjax.com

Description: Remove & replace the failing Condition Make-Up Fan Assembly for the Hood.

Valuation: **\$14,900.00**
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
Mechanical Changeout(No Electrical Work)	\$50.00
Total:	\$79.00

Payments	Amt Paid
Total Fees	\$79.00
Check # qpeL6mSRmV0	\$79.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
Historic District Final	
MECHANICAL FINAL	

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

Permit

Permit NO. **ROFR-2025-0784**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **12/04/2025**

Expiration: 06/16/2026

Location Address

Parcel Number

28 N 4TH ST house, FERNANDINA BEACH, FL 32034

00-00-31-1800-0023-0060

Contacts

Owner David Jacoby 28 N 4th, Fernandina Beach, FL 32034 (404)435-9218 the_jacobys@me.com	Applicant William Riggan 3978 1st AVE, Fernandina, FL 32034 (904)310-5574 kemp.riggan1@gmail.com
Contractor Amelia Island Roofing, Inc 3978 FIRST AVE, FERNANDINA BEACH, FL 32034 (904)310-5574 kemp.riggan1@gmail.com	

Description: remove and replace shingles

Valuation: \$0.00
Total Sq Feet: 0.00

Inspection Requests:

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

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

Payments	Amt Paid
Total Fees	\$154.00
Check # CoQuPQq2pcf5	\$154.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
Historic District Final	
ROOF FINAL	

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

Permit

Permit NO. **ROFR-2025-0784**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **12/04/2025**

Expiration: 06/16/2026



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

Permit

Permit NO. **ROFR-2025-0786**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **12/15/2025**

Expiration: 06/16/2026

Location Address

Parcel Number

28 N 4TH ST guest house, FERNANDINA BEACH, FL 32034

00-00-31-1800-0023-0060

Contacts

Owner David Jacoby 28 N 4th, Fernandina Beach, FL 32034 (404)435-9218 the_jacobys@me.com	Applicant William Riggan 3978 1st AVE, Fernandina, FL 32034 (904)310-5574 kemp.riggan1@gmail.com
Contractor Amelia Island Roofing, Inc 3978 FIRST AVE, FERNANDINA BEACH, FL 32034 (904)310-5574 kemp.riggan1@gmail.com	

Description: remove and replace shingles - same as existing *guest house

Valuation: \$0.00
Total Sq Feet: 0.00

Inspection Requests:

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

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

Payments	Amt Paid
Total Fees	\$154.00
Check # xY1xtnGlxyA	\$154.00
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
NOTICE OF COMMENCEMENT	
VIRTUAL NAIL OFF/SHEATHING	
VIRTUAL FLASHING/DRY-IN	
VIRTUAL ROOF IN PROGRESS	
Historic District Final	
ROOF FINAL	

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

Permit

Permit NO. **ROFR-2025-0786**

Permit Type: **Roof - Residential**

Work Classification: **Reroof**

Permit Status: **Issued**

Issue Date: **12/15/2025**

Expiration: 06/16/2026