



AGENDA
CODE ENFORCEMENT & APPEALS BOARD HEARING
FEBRUARY 5, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. **CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
 - 3.1 The minutes from the December 4, 2025 hearing are presented for approval.
4. **OLD BUSINESS**
 - 4.1 ***SCRIVENER'S ERROR CORRECTION — DONNA J. MITCHELL LIVING TRUST, 608 N. 14TH ST., CASE 2025-0571 - Synopsis: Correct the address for the November 6, 2025, Findings of Fact. Recommending Board approval of administrative corrections as shown in the agenda packet.***
5. **NEW BUSINESS**
 - 5.1 **NORSAN CONSULTING & MGMT C/O NORSAN BROADCASTING, 707 DADE ST., CASE 2025-0531.** Violation(s) of the City of Fernandina Beach Code of Ordinances exist: Section 42-117 Exterior Structure (Maintenance). *Requesting Board determination of the case.*
 - 5.2 **MARTHA F M SANDALL, 226 S. 7TH ST., CASE 2025-0633.** Violation(s) of the City of Fernandina Beach Code of Ordinances exist: Section 42-117 Exterior Structure (Maintenance). *Requesting Board determination of the case.*
6. **BOARD BUSINESS**
 - 6.1 Election of Chair and Vice Chair
 - 6.2 Board Procedures Update
7. **ADJOURNMENT**

“Quasi-Judicial” signifies that the proceeding must adhere to Quasi-Judicial hearing protocols as outlined by the City Commission’s procedures and Florida Statutes.

All members of the public are encouraged to attend and express their views. Individuals who do not speak English fluently may request language or sign interpreters at least ten (10) working days before the meeting. Persons with disabilities needing accommodation to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 for the hearing or speech impaired.

For inquiries regarding this matter, please reach out to the Code Enforcement Department at (904) 310-3440. Should any individual wish to challenge a decision made by the Code Enforcement & Appeals Board concerning any matter discussed during the meeting, they must ensure that a precise record of the proceedings is generated. This record should encompass the testimonies and evidence crucial for the appeal process.