



AGENDA  
HISTORIC DISTRICT COUNCIL  
FEBRUARY 15, 2018  
5:00 PM  
CITY HALL COMMISSION CHAMBERS  
204 ASH STREET  
FERNANDINA BEACH, FL 32034

**1. CALL TO ORDER**

**2. ROLL CALL/DETERMINATION OF A QUORUM**

**3. APPROVAL OF MINUTES**

**3.1. APPROVAL OF MINUTES - REGULAR MEETING OF NOVEMBER 16, 2018**

**Documents:**

[2017 11-16 HDC RM Draft.pdf](#)

**4. OLD BUSINESS**

**4.1. CMR ISLAND PROPERTIES LLC, 22 S. 8TH STREET (CORNER OF S. 9TH + ASH STREET) (HDC 2018-02)**

\*\*\*POSTPONED TO THE MARCH 15, 2018 MEETING\*\*\*

CONCEPTUAL approval for the construction of 10 single-family attached townhomes. *(Quasi-Judicial)*

**4.2. RICHARD + SUSAN BROWN C/O JOSE MIRANDA, 115 S. 9TH STREET (HDC 2017-31)**

AMENDMENT to existing COA to replace 3 windows; retain original shingles in front gable. *(Quasi-Judicial)*

*\*\*Staff Report to be uploaded to website on Monday, February 12, 2018\*\**

**4.3. STEVE SKIDMORE, 327 N. 4TH STREET (HDC 2016-32)**

AFTER THE FACT amendments to existing COA. *(Quasi-Judicial)*

*\*\*Staff Report to be uploaded to website on Monday, February 12, 2018\*\**

**5. NEW BUSINESS**

**5.1. ANDERSON, HOWARD & BAKER LLC + GIBSON + CAROLINE KILLHOUR C/O MEGAN CHISM, LOT 6 BLOCK GARDEN STREET (OLD TOWN) (HDC 2018-04)**

Certificate of Approval (COA) to construct a 1,647SF 2-story primary structure with a 280SF 1-story accessory structure. *(Quasi-Judicial)*

*\*\*Staff Report to be uploaded to website on Monday, February 12, 2018\*\**

**5.2. LANCE + LISA PERNA C/O JOHN DODD, LOT 6 BLOCK 22 WHITE STREET (OLD TOWN) (HDC 2018-05)**

Certificate of Approval (COA) for the construction of a 861SF 2-story primary structure. *(Quasi-Judicial)*

*\*\*Staff Report to be uploaded to website on Monday, February 12, 2018\*\**

**5.3. ROBERT D. + LISA ANN SALA C/O JOHN DODD, LOTS 2, 3, 9 + 10 BLOCK 23 WHITE STREET (OLD TOWN) (HDC 2018-06)**

Certificate of Approval (COA) to construct a 2,305SF 2-story primary structure with detached 499SF accessory dwelling. *(Quasi-Judicial)*

*\*\*Staff Report to be uploaded to website on Monday, February 12, 2018\*\**

**6. STAFF-APPROVED CERTIFICATES OF APPROVAL**

**6.1. AMELIA SCHOOLHOUSE PROJECT LLC C/O JOSE MIRANDA, 9 S. 10TH STREET (HDC SA 2018-03)**

Install new aluminum windows to south elevation and replace entry doors.

**6.2. WIL MURPHY / COLOR IT GREEN C/O FASTSIGNS, 301 CENTRE STREET (HDC SA 2018-04)**

Install projecting sign on existing hardware.

**6.3. ENRIQUE ESCALANTE /HOYT HOUSE, 804 ATLANTIC AVENUE (HDC SA 2018-05)**

Replace one window pane at stairwell window and repaint exterior with following colors:

- . Exterior - Bunglehouse Blue SW0048
- . Front Door - Stain, Chestnut SW3525
- . Side Door/Window Sash - Rockwood Red SW2802
- . Fascia/Columns - Classical White SW2829
- . Back Porch/Stairs/Ramp - Westchester Gray SW 2849
- . Porch - Westchester Gray SW2849
- . Fencing/Rails - Classical White SW2829
- . Porch Ceilings - Vast Sky SW6506

**6.4. WILLIAM + RITA MARCERON, 401 S. 6TH STREET (HDC SA 2018-06)**

Removal of concrete driveway and installation of pavers to match existing.

**6.5. PEGGY + CHARLIE LEHOSIT, 1016 SAN FERNANDO STREET (HDC SA 2018-07)**

Construct wood stockade fence, 4FT tall for the first 5FT from front of property line and 6FT tall for remainder, Natural color.

**6.6. SALVADOR HOUSE LLC / ASA GILLETTE, 20 S. 4TH STREET (HDC SA 2018-08)**

Install reroof with 30 year architectural Owens Corning shingles, Estate Gray.

**7. PUBLIC COMMENT - ITEMS NOT ON THE AGENDA**

**8. BOARD BUSINESS**

**9. STAFF REPORT**

**9.1. DISCUSSION - DEMOLITION BY NEGLECT: 112 S. 9TH STREET**

Discussion of demolition by neglect case located at 112 S. 9th Street. Owner has been cited by Code Enforcement Dept. for failure to maintain a structure, which is a contributing accessory structure to the FB Downtown Historic District.

**Documents:**

[Notice of Violation 112 S. 9th St.pdf](#)

**10. ADJOURNMENT**

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**THE NEXT HDC REGULAR MEETING IS SCHEDULED FOR MARCH 15, 2018**

*Quasi-Judicial* – Denotes that the item must be conducted as a Quasi-Judicial hearing in accordance with City Commission established procedure and Florida Statutes.

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 Community Development Department (904) 310-3135. If any person decides to appeal any decision made by the Historic District Council with respect to any matter considered at such meeting he/she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made.

1. **Call to Order** – The meeting was called to order at 5:01 pm.

2. **Roll Call/Determination of Quorum**

**Council Members Present**

Vice Chair William Tilson  
Angela Conway

James Pozzetta  
Michael Spino

**Council Members Absent**

Robert Erickson  
Michael Harrison, Chair

**Others Present**

Tammi Bach, City Attorney  
Salvatore J. Cumella, City Preservation Planner  
Sylvie McCann, Recording Secretary

Vice Chair Tilson moved Member Pozzetta as a voting member and Member Spino as an alternate voting member, and approval was taken by voice vote, being all ayes, approved. A motion was made to seat Vice Chair Tilson as acting chair in Chair Harrison’s absence and approval was taken by voice vote, being all ayes, approved.

Vice Chair Tilson asked for members to disclose any ex-parte communications and there were none. Recording Secretary administered the oath to parties that were about to present testimony.

3. **Approval of Minutes** – According to the agenda support documents, the Minutes for the October 5, 2017 Regular Meeting were presented for approval. **A motion was made by Member Spino, seconded by Member Conway, to approve the Minutes. Vote upon passage of the motion was taken by voice vote being all ayes, carried.**

4. **Old Business**

4.1 **MIKE MYERS + CHRISTINE WALSH-MYERS C/O JOSE MIRANDA, 28 S. 10<sup>TH</sup> STREET (HDC 2017-30)**

FINAL approval for addition to rear and side to include kitchen, sunroom garage and master suite; including installation of wood/metal fence. (*Quasi-Judicial*)

Mr. Cumella presented the case as outlined in the staff report and upon this analysis concluded that the requested action was consistent with the Land Development Code, the Secretary of Interior Standards, and the Historic District Downtown Guidelines and recommended approval of case of HDC 2017-30.

City Attorney Bach briefly explained the quasi-judicial procedures.

Mr. Jose Miranda, Miranda Architects, 309 ½ Centre St. Suite 206, spoke as the representative for this property. He stated there were very few changes, just the addition of the outdoor shower and matching fencing and restoring wood siding on the existing house.

Member Spino asked about the removal of the vinyl siding and asked what it looked like underneath. Mr. Miranda stated that in the test areas, the wood is in good shape, just the finish was gone. It is a wood lap siding with 4.25 inch exposure. Vice Chair asked if there was damaged wood, what the options would be, and Mr. Miranda replied that he would come back to ask the Board for guidance.

Member Pozzetta asked about the giant oak tree in the yard, and Mr. Miranda confirmed that the tree will be preserved.

Vice Chair Tilson requested a recap of some of the drawing details since he was absent from the last meeting. The drawings were displayed and Mr. Miranda explained the details.

Public Hearing was then opened and closed.

**A motion was made by Member Spino, seconded by Member Pozzetta, to approve HDC 2017-30 without conditions; and that the HDC make the following the findings of fact and conclusions of law part of the record that case HDC 2017-30 is substantially compliant with the Land Development Code, the Historic Downtown District Guidelines, and the Secretary of Interior Standards to warrant approval at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

#### 4.2 JOHN + LORI LECKER C/O DOUGLAS KOHLMAN 303 S. 8<sup>TH</sup> STREET (HDC 2017-36)

CONCEPTUAL review to rehabilitate a contributing residential structure to accommodate an adaptive use as a retail/commercial; including enclosing front porch with glass and modification of south elevation. (*Quasi-Judicial*)

Mr. Cumella presented the case as outlined in the staff report and explained the conceptual approval process which is provided as a courtesy to the applicant. He explained changes from the first presentation which included moving the ADA ramp from the front to an ADA lift in the back, changing the openings of the doors to match the existing French doors, and changes to the ADA parking to the rear of the building. Staff found that the requested action was consistent with the Land Development Code, the Secretary of Interior Standards, and the Historic District Downtown Guidelines and recommended approval of HDC 2017-36 with conditions that the final approval reflect the changes listed in the staff report.

Mr. Douglas Kohlman, 324 Elm Street, spoke on behalf of the property. He restated that the ADA ramp was deleted entirely and opted for a lift which worked well with the parking, and commented on the parking on Cedar and his hopes to have a few spaces in front to alleviate issues with traffic coming from 8<sup>th</sup> Street turning onto Cedar.

Member Pozzetta asked about the stairwell in the back. Mr. Kohlman explained that the front of the house is narrow and for flow of people and ADA compliance, they want to remove the old interior staircase and create a newly constructed one with the same details in the back with no changes to be made to the second floor and focus on cleaning up the corner of the house to make it more consistent with the history of the building. He also mentioned that there are no plans or documents for this house. Member Pozzetta asked whether the square window that was being removed would be reused in the building. Mr. Kohlman said he took the colored glass detail from the front and replicated it in the design in the back.

Member Spino asked about the options of the glass wall porch and door treatment. Mr. Cumella described the alternative options, and said they can approve both options. Mr. Kohlman said they had come to the conclusion that they did not need to alter the façade and they would prefer to keep it as is, with the windows staying and building a low wall the same height as the porch railing. The glassed-in porch would have access to air conditioning. Member Spino asked about parking and said how narrow the road was when people parked on both sides. Mr. Kohlman explained that was why they had eliminated the street parking.

Vice Chair Tilson followed up about the parking situation and the options presented. Mr. Kohlman stated that they would prefer to have the three spaces in front to have a presence for the business. He then asked about the entrance and relocating that gazebo and expressed that he liked that change, but that there were some discrepancies between the photos of the house and the drawings related to the shutters. Mr. Kohlman stated that he would like to remove the vinyl shutters. Member Pozzetta asked about the stairway becoming non-functional with the glassed-in porch, and Mr. Kohlman stated that they planned on leaving it as is for now but may come back later with plans to create an access point.

Vice Chair Tilson opened the public hearing.

Jean Leland, 118 S. 6<sup>th</sup> Street, spoke regarding the lack of parking for employees and its impact on the neighborhood parking situation.

John Cotner, 1627 Atlantic Avenue, commented as a designer about the transition area of the porch was historically important and closing it off with air conditioned space might not be the best fit to maintain the historic accuracy.

Vice Chair Tilson closed the public hearing and opened for Board discussion.

Member Conway mentioned that Member Erickson had previously expressed concern about the glassed-in area. Member Pozzetta said he would be more in favor of the glassed-in porch if it was accessible by the staircase. Mr. Kohlman stated that there was an option for a frameless glass door, but it would introduce metal elements and look very modern. Member Spino stated that in reviewing the HDC guidelines, enclosing porches is one of the things that owners are not encouraged to do and seem to be inconsistent with the guidelines. Mr. Cumella explained that maintaining porch openness was important and he thinks the proposal does achieve that with the large sheets of glass and limited framing.

The members then discussed parking and noted that there is no City requirement to provide parking, and the plan should not be approved or not approved on a requirement that does not exist. Mr. John Lecker, owner of the property, commented that the project was low-impact to traffic as a high-end furniture business.

**A motion was made by Member Pozzetta, seconded by Member Conway, to approve HDC 2017-36 with the following conditions: that the alternate proposed east elevations provided for maintaining the existing openings be reflected, that the parking version of the plans without parallel parking be reflected, and that the applicant review the glass enclosure to permit some access from the side stairway to the porch and review the detailing of the glass and railing; and that the HDC make the following the findings of fact and conclusions of law part of the record that case HDC 2017-36 is substantially compliant with the Land Development Code, the Historic Downtown District Guidelines, and the Secretary of Interior Standards to warrant approval at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

## 5. New Business

### 5.1. ERIC + DEB FANELLI C/O COTNER ASSOCIATES INC., 20 S. 5<sup>TH</sup> STREET (HDC 2017-37)

Installation of an Arcadia louvered roof system over existing rear deck. (*Quasi-Judicial*)

Mr. Cumella presented the case as outlined in the staff report. He stated that staff does not consider this building as a contributing structure as its construction falls outside of the period of significance for the historic district. He showed a video that explained how the roof system would work. Upon this analysis, staff concluded that the requested action was consistent with the Land Development Code, the Secretary of Interior Standards, and the Downtown Historic District Guidelines and recommended approval of case HDC 2017-37.

Mr. John Cotner, 1627 Atlantic Avenue, architect, explained the louver system's value, which allows for exterior space that can be semi-conditioned and still keep the egress points open to the sky.

Mr. Eric Fanelli, 96206 Marsh Lakes Drive, proprietor, explained that the purpose of this roof was to add flexibility of use for the existing space.

Member Pozzetta asked why the attachment to the roof was going in front of a window, and Mr. Cotner explained how the roof was going to attach to the main building at the roof line and connect to the existing gutters and allow for rainwater to go down the columns to the ground. Mr. Fanelli stated that it was unobtrusive and that you wouldn't know from the front of the building whether it was opened or closed.

Public Hearing was then opened.

Mr. Louis Goldman, 23 S. 6<sup>th</sup> Street, lives just behind the property, asked where the rainwater will drain, as he was concern about flooding the neighbors out. Mr. Fanelli explained that there were two additional downspouts and adding planter boxes for the rainwater to irrigate new plants. Mr. Cotner explained that the ground slopes west, so additional rainwater would drain to the street. Mr. Goldman commented that the elevation do not show mechanical equipment by the kitchen and stated that HDC guidelines stated that mechanical equipment must be set back and not seen from the street, and the current structure doesn't conform to the guidelines. Ms. Bach addressed the issue and explained that under the City's Code, you are not allowed to give a permit for a non-conforming structure; the HDC has already addressed this when this property received a certificate of appropriateness when it became a restaurant. She stated that this case does not fall under the same section of the LDC and it wasn't a requirement to show that on the drawings at the time of the hearing; and it couldn't be used against this request. Mr. Goldman stated that he considers the HDC guardians of the historic downtown and he is worried about the

integrity of the area. Mr. Cumella stated that revisiting nonconforming structures was not in the HDC's purview. Mr. Fanelli added that he had not previously heard from Mr. Goldman regarding this issue, and he welcomes his neighbors to visit him to speak with him regarding any issues.

Ms. Tammy Kosack 322 N. 3<sup>rd</sup> Street, expressed that she is neutral in this case, and suggested that the color be changed.

Vice Chair Tilson closed the public hearing and opened to Board discussion. He asked whether there were additional finishes possible for the system, and Mr. Cotner explained that the white color was chosen for reflectivity and to match the existing trim.

**A motion was made by Member Conway, seconded by Member Spino, to approve HDC 2017-37 without conditions; and that the HDC make the following the findings of fact and conclusions of law part of the record that HDC 2017-37 as presented is substantially compliant with the Land Development Code, the Downtown Historic District Guidelines, and the Secretary of Interior Standards to warrant approval at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

## **5.2 CMR ISLAND PROPERTIES, LLC, 316 N. 3<sup>RD</sup> STREET (HDC 2017-38)**

Construction of a 1,554SF primary structure with attached garage. (*Quasi-Judicial*)

Mr. Cumella presented the case as outlined in the staff report, and upon this analysis concluded that the requested action was consistent with the Land Development Code, the Secretary of Interior Standards, and the Downtown Historic District Guidelines and recommended approval of case HDC 2017-38 with the following conditions: increase the foundation elevation to be consistent with nearby structures, and add detailing to the long garage wall. Mr. Cumella also raised a concern about the scale of the 40-foot long structure.

Mr. Mike McKloskey, 26 Belted Kingfisher, representing CMR Island Properties, stated that the future owner would not have a problem with adding a window along the garage wall and showed several photos of homes in the historic district with large attached garages.

Member Pozzetta addressed the level of detailing in the other buildings in the area and the lack of beam detail and accent elements in this case, and that it has a massive feel. There are opportunities to add detailing and trim to make it more consistent with the nearby homes. Additionally, the railings are plain and seem high.

Mr. McKloskey addressed the concerns and explained that he must balance the historic details with the client's budget.

Ms. Dawn Cutajar, 5007 Karen Street, homeowner, commented that the parcel across the street from her home is an eyesore, and she is willing to make some changes but she must stay within her budget. Member Pozzetta made some suggestions that were cost-effective.

Vice Chair Tilson opened the public hearing.

Mr. Chip Sasser, Architect, representing CMR Island Properties, 308 Tarpon Avenue, stated that Ms. Cutajar was to be commended for moving to the port area and trying to improve it. He stated that the garage location and size was for safety of the future occupant.

Ms. Tammy Kosack, 322 N. 3<sup>rd</sup> Street, voiced her welcome to Ms. Cutajar as a neighbor, but wondering if this house was setting a precedent for future houses to have less detailing in keeping with the historic district if approved as is. She also voiced concern about drainage issues with the vacant lots that are higher than her lot and the amount of impervious surface this addition has. She wanted to know if the garage could be built around the 20-inch live oak on the property.

Vice Chair Tilson closed the public hearing and opened to Board discussion.

Member Pozzetta addressed the elevation footage discrepancy on the drawings.



Member Spino said that he had several issues with the proposal, from the elevation, to the proportion of the house and the detailing. He stated the garages facing the front looked very suburban and agreed with Ms. Kosack's comments about precedent-setting. He also expressed concerns of flooding and drainage issues and suggested a continuance.

The Board agreed that the continuance was a good idea to give the applicant time to address their concerns.

**A motion was made by Member Spino, seconded by Member Conway, to postpone HDC 2017-38 to the December 2017 HDC Regular Meeting. Vote upon passage of the motion was taken by ayes and nays, being all ayes, carried.**

**6. Staff-Approved Certificates of Approval**

There were no questions or concerns about the staff approved Certificates of Appropriateness.

**6.1. KERRY L. NEWMAN C/O MIRANDA ARCHITECTS, 511 CEDAR STREET (HDC 2017-12) \*AMENDMENT\***

\*AMENDMENT\* Paint exterior with SW0063 Blue Sky; windows trim and fence SW7757 High Reflective White; exterior door SW6415 Hearts of Palm.

**6.2. VERONICA M. WALLACE, 1011 WHITE STREET (HDC SA 2017-78) \*AMENDMENT\***

\*AMENDMENT\* Replace gutters to match existing.

**6.3. MONTIETH H. STEWART C/O MARCIA FOTOPOULOS, 102 S. 10<sup>TH</sup> STREET (HDC SA 2017-79) \*AMENDMENT\***

\*AMENDMENT\* Repair front porch decking, in-kind; change paint colors to Black and SW7006 Extra White for trim, and SW7526 Maison Blanche for body.

**6.4. GREG + ANDREA POWER, 913 WHITE STREET (HDC SA 2017-81)**

Enclose 2<sup>nd</sup> story deck and shower with material to match the existing trim, Hardi plank siding, metal roof and paint.

**6.5. C. DENNIS HARBIN, 115 N. 5<sup>TH</sup> STREET (HDC SA 2017-83)**

For the following items: Reroof with galvalume standing-seam metal roof; Replace garage door; Remove porch railing; Replace porch columns and decking; Replace concrete driveway with Tremron Old Town pavers in Oak Gray

**6.6. ROB PSULKOWSKI, 710 BEECH STREET (HDC SA 2017-84)**

For the following items: Replace porch decking, columns, and brackets; Replace gable crown molding and gable decorations; Replace top caps on concrete steps; Reroof with Galvalume metal roof; Install cedar shutters; Repaint exterior with HGSW2086 Peach Maison (body) and trim HGSW2127 Cashmere Glow.

**6.7. TRINITY UNITED METHODIST CHURCH, 101 S. 8<sup>TH</sup> STREET (HDC SA 2017-85)**

Replace front porch framing, decking, railings, and steps; in-kind.

**6.8. FERN + DINA'S GALLERY & GIFTS C/O SEREY ANDREE + EVA MARIE BURNS, 26 S. 5<sup>TH</sup> STREET (HDC SA 2017-86)**

Paint exterior columns SW6751 Refresh or SW9043 Aquastone. (Request for projecting signage denied due to maximum signage of 2 signs)

**6.9. FIRST PRESBYTERIAN CHURCH, 9 N. 6<sup>TH</sup> STREET (HDC SA 2017-87)**

Reroof with GAF Timberline HD asphalt shingles – white.

**6.10. DOROTHEA STILLWELL, 31 S. 5<sup>TH</sup> STREET (HDC SA 2017-88)**

Removal + salvage of brick veneer at west elevation to allow for evaluation of underlying structure.

**6.11. NANCY E. ROSSITER, 214 S. 7<sup>TH</sup> STREET (HDC SA 2017-90)**

Replace rotten wood floors on 1<sup>st</sup> floor porch and 2<sup>nd</sup> floor deck on north end of structure. Replace rotten trims with treated pine, same color as existing.



6.12. **HAL LONDON C/O LEPIERRE ROOFING, 19 S. 6<sup>TH</sup> STREET (HDC SA 2017-91)**

Reroof with Tamko 30 year architectural shingles, same color as existing.

6.13. **NEW ENGLAND FLAG BANNER/ J. STRATTON MOORE C/O PARKR CONTRACTING INC., 115 S. 2<sup>ND</sup> STREET (HDC SA 2017-92)**

Install Hardie siding over plywood covering vapor barrier on south side of structure to match existing color. Siding must be of smooth finish.

**7. Public Comment - Items Not on the Agenda –**

There were no requests from the audience to be heard.

**8. Board Business**

There was no Board business presented at this time.

**9. Staff Report**

Mr. Cumella stated that he would send an email for attendance since the December meeting was so close the Christmas and he wanted to make sure there was a quorum.

Vice Chair Tilson suggested public workshops to educate the public on the role of the HDC. Mr. Cumella stated that at a recently held workshop, no one attended.

**10. Adjournment -** There being no further business to come before the Historic District Council, the meeting was adjourned 7.04 pm.

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Sylvie McCann, Clerk

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Michael Harrison, Chair



**CODE ENFORCEMENT & APPEALS BOARD**  
**NOTICE OF VIATION/NOTICE OF HEARING**

November 7, 2017

Case Number: 17-00128

Cert. #:7013 0600 0000 5302 6535

IN THE MATTER OF:

Cecilia M. Davis-Taylor  
112 S. 9<sup>th</sup> Street  
Fernandina Beach, FL 32034

PREMISES: 112 South 9<sup>th</sup> Street, Fernandina Beach, FL 32034

The brief legal description of the real property upon which this violation occurred is: **BLOCK 49 LOTS 1 2 & 7 IN OR 1335/1202 CITY OF FDNA BEACH, FERNANDINA BEACH, FL 32034.**

The Code Enforcement office of the City of Fernandina Beach has previously notified you of alleged violation(s) of the City of Fernandina Beach Code of Ordinances and contends that the following violation(s) exist: **42-116 (b) Cleaning of lots; Maintenance of Structures;** (These can be found on the City's website: [www.fbfl.us/code](http://www.fbfl.us/code)). This letter specifically addresses the two (2) wooden sheds in the back of the property that fronts South 10<sup>th</sup> Street.

Therefore, you are hereby directed to remedy and discontinue the problems by: repairing or removing the rotten wooden sheds in the rear of property that are in bad repair and that are unsecure by December 7th, 2017 thirty (30) days from the date of this notice, all necessary permits that are required to bring these two (2) sheds into compliance must be pulled and finalized before case can be complied. If this office is not notified of compliance by you, this department will refer this matter to the Code Enforcement & Appeals Board for legal action at the date and time listed below.

DATE: January 4, 2018  
TIME: 5:30 p.m.  
LOCATION: City Commission Chambers, 204 Ash Street  
Fernandina Beach, Florida 32034

YOU HAVE THE RIGHT to appear before the Board at that time to answer and defend the allegations that you have violated the above cited provision(s) of the Code of Ordinances.

If the Board finds that you are in violation, they will consider all appropriate actions required to bring the property into compliance, which may include, but is not limited the recovery of fees, and fines which may be imposed for the duration of the non-compliance (NOT TO EXCEED \$250.00 per day, per violation).

Please be advised that the Rules of the Code Enforcement & Appeals Board and the Code of Ordinances of the City of Fernandina Beach govern the procedures of the Board.

PLEASE GOVERN YOUR SELF ACCORDINGLY.

If you have any questions, please feel free to contact me (please see my attached business card for contact information).



George Wells  
Code Compliance Officer

Hearing impaired or non-English speaking individuals may request a language or sign interpreter at least (10) ten working days prior to this hearing. Please contact the City Clerk's office at (904) 310-3115.