



HISTORIC PRESERVATION BOARD

November 6, 2025

5:30 PM

Administration Building,
4th Floor, BCC Meeting Room, 477 Houston Street,
Green Cove Springs, FL 32043

Call to Order

Approval of Minutes

Minutes from the October 2, 2025 Historic Preservation Board Meeting

Public Comment

Old Business

1. Cemetery Work Update

This item will be an update on cemetery preservation and restoration activities.

New Business

Public Comment

Staff Comments

Board Member's Comments

Adjournment

In accordance with the Americans with Disabilities Act, any person needing accommodations to participate in this matter should contact Clay County Risk Management by mail at P.O. Box 1366, Green Cove Springs, Florida 32043, or by telephone at (904) 679-8596, no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Deaf and hard-of-hearing persons can access the telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).



Agenda Item
HISTORIC PRESERVATION BOARD

Clay County Administration Building
Thursday, November 6 5:30 PM

TO: Historic Preservation
Board

DATE: 8/27/2025

FROM: Beth Carson,
Director, Planning and
Zoning

SUBJECT:

AGENDA ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Minutes from October 2, 2025_Historic_Preservation_Board Meeting	Backup Material	10/28/2025	Historic_Preservation_Board_Meeting_Minutes_and_Attachments_October_2__2025.ADA_aw.pdf



HISTORIC PRESERVATION BOARD MEETING MINUTES

October 2, 2025

5:30 PM

Administration Building,
4th Floor, BCC Meeting Room,
477 Houston Street,
Green Cove Springs, FL 32043

Call to Order

Present:

Billy Gould, Chairman Shawn
Atwell, Vice-Chairman
Steven Griffith
Kathy Kass
Gerard Casale @ 5:48PM
Melissa Clearman Rachel Hite
Barbara Bujak @5:50 PM

Absent:

Randy Harris
Terry Knight

Staff Present:

Courtney Grimm, County Attorney
Beth Carson, Director of Planning
and Zoning

Chairman Billy Gould called the meeting to order at 5:30 pm.

Approval of Minutes

Minutes from the September 4, 2025 Historic Preservation Board Meeting

Steven Griffith made a motion for approval of the September 4, 2025, HPB Meeting minutes, seconded by Kathy Kass, which carried unanimously.

Public Comment

Chairman Billy Gould opened the floor for public comment at 5:31 ;pm.

Hearing no comments, Chairman Billy Gould closed public comment at 5:31 pm.

Chairman Billy Gould welcomed the newest Board Member, Rachel Kite. Ms. Kite expressed her gratitude for being a part of the HPB.

Old Business

1. Update on Historic Marker Progress
Historic Preservation Board Members will provide progress updates on the historic

marker projects.

A. Fort 11 - Gerard Casale

B. Middleburg Museum/Civic Center - Gerard Casale

Item One (1) can be seen at www.claycountygov.com/government/clay-county-tv-and-videoarchive/ Historic Preservation Board/October 2, 2025, beginning at 27:44 and ending at 38:30. Below is a summary of the discussion.

Middleburg Museum/Civic Center:

Gerard Casale addressed the Board to provide details and information regarding the Middleburg Museum and Civic Center. Research efforts were successful.

There were questions and discussions regarding documentation submitted, text/language, and the timeline for state review of the marker, as well as notification of the review date.

Fort 11:

Gerard Casale addressed the Board to provide details and information on the update regarding Fort 11. Waiting for more information on the exact location of the Fort, possibly near the intersection of Jasmine and Shady Lane, Keystone Heights, Florida.

There were questions and discussions regarding the placement of signage, text for markers, submission of collected information, bibliography submission, consideration of county vs state marker, timeline for moving forward with a state marker, the application process, and signage for Pleasant Point.

2. County Historic Signage Discussion

Discussion of draft county signage and application process for historic sites.

Item Two (2) can be seen at www.claycountygov.com/government/clay-county-tv-and-videoarchive/ Historic Preservation Board/October 2, 2025, beginning at 2:44 and ending at 7:15. Below is a summary of the discussion.

Beth Carson, Director of Planning and Zoning, provided a handout to the Board to review and discuss the proposed application process for County Historic signage. See Attachment A.

There were questions, clarifications, and discussions regarding the resource for an application, such as historical, archaeological, cemetery, battlefield, etc., language, the application submitted for each resource, the distinction between state and county application language, the responsibility for installation/placement of signs, placing a directional sign, and adding information regarding costs.

Public Comment

There were no public comments.

Staff Comments

Staff Comments can be seen at www.claycountygov.com/government/clay-county-tv-and-videoarchive/ Historic Preservation Board/October 2, 2025, beginning at 7:27 and ending at 9:29. Below is a summary of the discussion.

Beth Carson, Director of Planning and Zoning, noted that she has information for converting to county emails for board members following the meeting. Ms. Carson also provided a handout/flyer regarding the upcoming event, "Tales of the Clink," to be held on October 10, 2025, by the Clay County Clerk and Comptroller Office at the Historical Courthouse Triangle. See Attachment B.

Board Member's Comments

Board Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-videoarchive/Historic Preservation Board/October 2, 2025](http://www.claycountygov.com/government/clay-county-tv-and-videoarchive/Historic%20Preservation%20Board/October%202,%202025), beginning at 9:49 and ending at 27:42. Below is a summary of the discussion.

Kathy Kass addressed the Board to request clarification on the duties, goals, and objectives of the Board regarding cemetery preservation and other areas of focus, as well as the scope of work to be performed.

There were questions and discussions regarding the plan/goals/objectives for this fiscal year, budget/funding, inventorying cemeteries and other areas of historical sites/resources, buildings, archeology sites, adding discussion items on the agenda, procedure, and the purpose of the Board, funding and costs, and managing historical buildings.

Ms. Kass also addressed the Board to provide details and information regarding the update on cemetery work and visits. See Attachment C.

Areas of Discussion and Cemeteries Highlighted:

- Lunch and Learns Attended and Upcoming - Floridatrust.org
- Discussion with F-Pan
- CRPT - Cemetery Resource Protection Training
- Upcoming Conference held by F-Pan
- Information on GIS
- Cemeteries: Removed from List:
 - Middleburg Catholic
 - Rosemary Hill
 - Lake Geneva
 - Wolf Branch
 - Green Cove Catholic
- Other Cemeteries for discussion:
 - Springbank
 - Maryland Avenue Grave
 - Camp Blanding Cemeteries - Two

There were questions, clarifications, and discussions regarding Middleburg Catholic Cemetery and background information for those buried at that cemetery, as well as Camfore Farms Cemetery.

Beth Carson, Director of Planning and Zoning, welcomed and introduced the new board member, Barbara Bujak.

More Board comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-videoarchive/Historic Preservation Board/October 2, 2025](http://www.claycountygov.com/government/clay-county-tv-and-videoarchive/Historic%20Preservation%20Board/October%202,%202025), beginning at 38:31 and ending at 55:54. Below is a summary of the discussion.

Chairman Billy Gould welcomed Ms. Bujak to the Board. Ms. Bujak expressed her gratitude for

being part of the Board and spoke about her time as a resident in Clay County, which began in 1989.

Steve Griffith expressed his gratitude to Ms. Kass for her efforts regarding cemetery preservation and spoke about the History of the Historic Preservation Board, including its past duties and responsibilities. Mr. Griffith also mentioned local writer and author Rick Kilby, who will be speaking in Green Cove Springs on October 3, 2025.

Vice-Chairman Shawn Atwell requested an update regarding the fiscal year's budget. Ms. Carson noted she would provide the information at the next meeting.

Rachel Hite requested clarification on the goals and objectives for the HPB.

There were comments and discussions regarding previously being referred to as The Historic Commission, establishing the goals and objectives, focusing on more than markers, providing maps for historic properties, information for the full description of roles and activities with the Board and master site file, sunshine law and issuance of county emails, clarification of communicating and using the email, non-board members volunteering, past communication and clarification of the procedure/process of the Board.

Ruth Paine, President of the Middleburg Museum, addressed the Board to reiterate agreeing to the placement of a county sign while waiting for the issuance of the State marker.

There were questions and discussions regarding the application process, state marker vs county marker, state not issuing a marker due to placement of a county marker, and recognition on the state and federal levels.

Chairman Billy Gould provided an update regarding Fort Francisco da Pupo; a marker is in place.

Adjournment

Hearing no further business, Chairman Billy Gould adjourned the meeting at 6:27 pm.

Attest:

Committee Chairman

Recording Deputy Clerk

Attachment “A” County Signage

Clay County Historical Signage Application



Part 1: Resource Information

Name and Location

What is the Historic Name of the Resource? _____

Address _____

City _____

Zip Code _____

Details

What type of resource will you be marking? (e.g., archaeological, historic, cemetery, battlefield) _____

If other, please explain: _____

Is the resource listed in the National Register of Historic Places? _____

Is the resource listed in the State of Florida Master Site File? _____

Description and Significance

Please describe the significance of the resource

Part 2: Sign Information

Sign Details & Location (Signs may not be located within County right of way)

Will this be a new or replacement sign? _____

Will this be a single or double-sided sign? _____

Will the sign be located at the resource? _____

If not, please explain: _____

What are the geographic coordinates of the proposed sign location? _____

Please use decimal fractions. (Example: 30.438659 or -84.284451).

What days and times will the sign be accessible to the public? _____

Historic Sign Text

The sign text may not exceed 1,235 characters per side. This character limit includes punctuation and spaces.

Please provide your proposed Historic Sign Text: _____

Side Two (double-sided signs only)

Part 3: Contact Information

What organization(s) and or individual(s) are sponsoring the sign?

Resource Owner

If the resource is owned by an organization, provide the name and information of a contact person in that organization.

What is the name of the resource owner or organization contact?

First name _____

Last name _____

Organization name (if owned by an organization) _____

What is the address of the resource owner?

Address _____

City _____

State _____

Zip Code _____

Phone number of owner _____

Email address of owner _____

Will the resource owner also be responsible for installation and maintenance of the sign? _____

Is the resource owner also the person that prepared this application? _____

Sign Caretaker

Please provide the contact information for the person responsible for installing and maintaining the sign if different from the resource owner. If this will be an organization, provide the name and information of a contact person in that organization.

What is the name of the of the sign caretaker?

First name _____

Last name _____

Organization name (If an organization will be the sign caretaker) _____

What is the address of the sign caretaker?

Address _____

City _____

State _____

Zip Code _____

Phone number of caretaker _____

Email address of caretaker _____

Person That Prepared the Application

Please provide the contact information for the person that prepared the content of this application (if different from resource owner).

What is the name of the of the person that prepared the application?

First name _____

Last name _____

What is the address of the of the person that prepared the application?

Address _____

City _____

State _____

Zip Code _____

Phone number of preparer _____

Email address of preparer _____

Signature

Date

Attachment
“B”
Tales from the Clink Info

**\$1 YOUTH
\$3 ADULT
CASH ONLY**

Fifth Annual

**GO STRAIGHT
TO JAIL...
WE DARE YOU!**

ONE NIGHT ONLY!

5PM - 8PM



RIPPED FROM THE HEADLINES



**FRIDAY
OCTOBER 10, 2025**

THE CLERK OF COURT'S ARCHIVES CENTER & CLAY COUNTY DISTRICT SCHOOLS PRESENT

TALES FROM THE CLINK



Now in this event's 5th year, *Tales from the Clink* actors will present more chills and thrills than ever. Join us!

The Clay County Clerk of Court's Historical Archives Division staff dug deep into their files to find true crime stories from a bygone era that entertain and make everyone ask, "What was life really like here 100 years ago?"

Amazing Ridgeview High School Drama students bring those stories to life for one night only, so don't miss out!

Free parking in open lots and along streets near Historic Triangle site (area of 915 Walnut St., 21 Gratio Place.)



**GET ME
OUTTA HERE!**

SCAVENGER HUNT



**ORDER IN
THE COURT!**

MURDER TRIAL

Attended by Hundreds

The Trial of the Sweetheart Slayer attracts a standing room only crowd, so show up early to get your seat upstairs!

5:45pm & 6:45pm

1890 Courthouse 2nd Floor

Life or Death Decision

What will the jury decide? Will the punishment fit the horrible crime?



AT THE COUNTY'S HISTORIC TRIANGLE AT 21 GRATIO PLACE IN GREEN COVE SPRINGS,
MEET "CHARACTERS" IN THE JAIL, COURTHOUSE, **MUSEUM**, RAILROAD DEPOT, AND MORE!

Treats, Eats, Drinks

Parched? We've got some affordable drinks and treats for your family.
Hang around a while!

*Slightly spooky family fun!
Extra activities for kids
provided by County Parks &
Rec Dept and Library teams!*

Event recommended for adults
and children 8+ (parent's discretion).
(904) 371-0027 for more info.

Talk About DRAMA!

Students take center stage in
the courtroom, in the
Old Jail cells, in the
courtyard....everywhere!



Attachment

“C”

Cemetery Update

2 Oct 2025 - Board Meeting

Thursday, October 2, 2025
8:24 AM

- Florida Trust for Historic Preservation
 - Oct 30 - Lunch & Learn <https://floridatrust.org/lunch-learns/>
 - Preserving Historic Cemeteries
- Cemetery Update
 - Removed from list as they no longer exist or could not find any supporting information regarding them. Physically inspected the site to make a determination.
 - Middleburg Catholic Church Cemetery
 - Glisson Cemetery (Keystone) - duplicate of Gadara
 - Summerlin Cemetery (Middleburg)
 - Green Cove Catholic Cemetery
 - Wolf Branch Cemetery
 - Rosemary Hill Cemetery
 - Lake Geneva Cemetery
 - Hall Cemetery (Orange Park)
 - Stilling investigating:
 - Bardin
 - ◻ Believed to be near McKendre
 - Bellamy Road Cemetery
 - ◻ Mt Zion Church cemetery (Keystone)
 - Brown's Old Field Cemetery
 - Garner Lige Cemetery
 - ◻ On private property at Dan Moody and Springbank Roads
 - Geiger Hammock Cemetery
 - Glisson Cemetery
 - Hatcherville Cemetery
 - Old Conway (Camp Blanding)
 - Station Pond Cemetery
 - Taylors Landing
 - ◻ Found 1906 deed that confirms location on east side of Black Creek but don't know if anyone was ever buried there. Having difficulty accessing the
 - Cemetery (Camp Blanding - south of Blue Pond and SW of Lee)
 - Highridge Estates
 - Maryland Ave Grave
 - ◻ On private property, heavily wooded
 - Camp Blanding visit
 - Waiting for contact at Camp Blanding to schedule
 - They are also investigating the 2 cemeteries on the property that are not registered with the state. They have been provided the GPS coordinates.
- Preservation Board Goals, Objectives and Mission
 - Historical Commission objective (1993):

The County shall inventory local historic cemeteries and enact measures to preserve the integrity of these sites.

 - Prepare a comprehensive list of historic cemeteries, both public and private.
 - Examine the feasibility of an ordinance which would provide protection of historic

cemeteries.

- Designate all historic cemeteries on future land use map.

○ Current:

The Clay County Historic Preservation Board (CCHPB) is an advisory board to the BCC pertaining to Clay County history and whose task is to preserve historical material illustrating the history of Clay County, preserving the narratives of early pioneers and to collect material of every description pertaining to the County's Native American tribes, soldiers, schools and churches.

Pasted from <<https://claycounty.novusagenda.com/agendapublic/Boards.aspx?BoardID=6>>

To preserve and protect the integrity of Clay County's significant historic and resources through identification, evaluation, recognition, and education.

Pasted from <<https://www.claycountygov.com/government/boards-and-committees/historic-preservation-board>>



Agenda Item
HISTORIC PRESERVATION BOARD

Clay County Administration Building
Thursday, November 6 5:30 PM

TO: Historic Preservation Board

DATE: 10/24/2025

FROM: Beth Carson, Director,
Planning and Zoning

SUBJECT: This item will be an update on cemetery preservation and restoration activities.

AGENDA ITEM TYPE:
