



HISTORIC PRESERVATION BOARD

January 8, 2026

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 November 6, 2025 Historic Preservation Board Meeting

Public Comment

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
2. Cemetery Work Update
This item will be an update on cemetery preservation and restoration activities.

New Business

1. Attendance Policy Discussion
This item will be a discussion of member attendance in relation to policy Sec. 12-7 (7) which states "Failure of a member to attend three consecutive meetings may result in the member forfeiting his office and the Historic Preservation Board can recommend to the Board of County Commissioners (BCC) that the member be removed." Member absence may affect the Historic Preservation Board's ability to achieve a quorum.

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, January 8 5:30 PM

TO: Historic Preservation
Board

DATE: 11/25/2025

FROM: Beth Carson,
Director, Planning and
Zoning

SUBJECT:

AGENDA ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Minutes_from_November_6,_2025_Historic_Preservation_Board_Meeting	Backup Material	12/15/2025	Historic_Preservation_Board_Meeting_Minutes_and_Attachments



HISTORIC PRESERVATION BOARD MEETING MINUTES

November 6, 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
Melissa Clearman
Barbara Bujak

Absent:

Rachel Hite
Gerard Casale
Terry Knight
Randy Harris

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 October 2, 2025 Historic Preservation Board Meeting

Chairman Billy Gould noted the misspelling of Ms. Hite's name in a section of the minutes.

Kathy Kass made a motion to approve the October 2, 2025, Historic Preservation Board Meeting minutes with the correction of Ms. Hite's name, seconded by Vice-Chairman Shawn Atwell, which carried unanimously.

Public Comment

Chairman Billy Gould opened the floor for public comment at 5:32 pm.

Hearing no comments, Chairman Billy Gould closed public comment at 5:32 pm.

Old Business

1. Cemetery Work Update

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

Item One (1) can be seen at www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November 6, 2025. beginning at 2:00 and ending at 17:16. Below is a summary of the discussion.

Kathy Kass and Steven Griffith addressed the Board to provide details and information update on the cemetery work. See Attachment A.

Areas Highlighted:

- Camp Blanding Site
- McKendre Hammock/McKinley Cemetery
- Graner Lige
- Taylors Landing - Old Hard Road
- FPAN Cemetery Resource - Conference: February 26-27, 2026
- Pleasant Point

There were questions and discussions regarding procedures followed for a burial, available records, presentations allowed at the FPAN conference, acknowledging individuals at the HPB meeting, Magnolia Springs Cemetery maintenance responsibility, and costs/funding and procedures for clear cutting at Pleasant Point and ownership of the cemetery, permission for restoration, placement of county sign, and revealing of the sign on November 20, 2025.

New Business

New Business can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November%206,%202025). beginning at 17:24 and ending at 24:35. Below is a summary of the discussion.

Barbara Bujack requested clarification on the procedure for suggesting ideas to be brought before the Board.

There were comments regarding the process for requesting items to be presented to the HPB and added to the agenda, Indian Territory/Settlements, Bartram Trail, and tourism, i.e., canoeing and camping, land owners' permission for placement of signs, jurisdiction of the HPB, master site file list, procedure for having property placed on the list and the advantage of structures being on the list.

Public Comment

Chairman Billy Gould opened the floor for public comment at 5:55 pm.

Hearing no comments, Chairman Billy Gould closed public comment at 5:55 pm.

Staff Comments

Staff Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November%206,%202025). beginning at 24:52 and ending at 38:24. Below is a summary of the discussion.

Beth Carson, Director of Planning and Zoning, mentioned the Landscape Code/Ordinance in place in Clay County.

Director Carson addressed the Board to provide details and information on the HPB Budget (\$10,040.00) and the status of various markers, as well as costs. See Attachment B.

Markers Discussed:

- Branan Filed OLF - In Production - \$3,070.00
- St. Mary's Episcopal Church - Awaiting Review - \$3,070.00
- Middleburg Colored School - In Progress - \$3,510.00 (Community Contributions)
- Middleburg Museum - In Progress - \$3,070.00
- Fort 11 - HPB Drafting

There were clarifications, questions, and discussions regarding the council that approves the markers, state vs county, ownership of the property for Middleburg Museum, costs of county signs, and additional language for applications, verification of the information for the markers (supporting documents), and timeframe for funding for future markers.

Director Carson spoke about the request to do more work other than historic markers and provided a map for reference during the discussion. The map provides details for properties in the county that are over 50 years old.

Suggestions for Additional Projects:

- Master File Update
- Heritage Trails
- Educational Outreach Events

Questions and discussions were had regarding the Moonlight on Magnolia Event, historic tours, Historic Museum, expanding volunteers for events, Tour of Old Hickory Grove and Veterans Day event, outreach opportunities and bringing awareness to the community.

Director Carson noted that there is no meeting in December and the next meeting would be January 8, 2025, the deadline date for submitting information to be added to the agenda was sent to the Board.

Board Member's Comments

Board Members Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November 6, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/November%206,%202025). beginning at 38:25 and ending at 42:03. Below is a summary of the discussion.

Kathy Kass mentioned that the marker for Nelson Point had been approved per Ms. Cheatwood with the Orange Park Historical Society. There was clarification on the location of Nelson Point, also known as Bradley Park, in the Town of Orange Park.

Director Carson also provided the costs for county signs:

- Single Side - \$245.00/\$285.00 w/Installation
- Double Sided - \$325.00/\$365.00 w/Installation
- Turn Around Time - Approximately 2 weeks - Depends on workload

There was also a request for a draft of the county sign application and the status of applications submitted to the state.

Adjournment

Hearing no further business, Chairman Billy Gould adjourned the meeting at 6:12 pm.

Attest:

Committee Chairman

Recording Deputy Clerk

Attachment

“A”

Cemetery Update

6 Nov 2025 - Board Meeting

Thursday, November 6, 2025
8:30 AM

- Cemetery Update
 - Camp Blanding site visit
 - Due to the government shutdown, we have been unable to schedule this site visit
 - Follow up just before Thanksgiving week
 - They have not been able to find the "unknown" cemetery located southwest of Lee and the other Conway cemetery
 - McKendre Hammock/McKinley Cemetery
 - Discovered that cemetery had been abandoned and is overgrown
 - Received permission from current owner to do restoration
 - Boy Scout from troop 482 is going to do restoration as his Eagle project, beginning approx.
 - Researching burials and history of this cemetery
 - Garner Lige
 - Elizabeth Peeples is assisting to help locate current owner of property so that a site visit may be conducted and can be added to the FMSF
 - Taylors Landing (off Old Hard Road)
 - Still unable to find anyone with information about this property and whether there are burials there.
 - FPAN Cemetery Resource Protection Conference
 - Feb 26-27, 2026, Monticello, FL, The Historic Monticello Opera House
 - <https://www.fpan.us/projects/cemetery-resource-protection-training-crpt-conference-2026/>
 - The Cemetery Resource Protection Training Conference is a two-day event focused preserving Florida's historic cemeteries—particularly those from African American and other marginalized communities. Attendees will gain practical skills and knowledge through workshops, networking, and expert-led sessions.

Why Attend?

Learn how to protect and restore cemeteries in your community
Connect with state and local leaders, experts, and preservation partners
Access grant information and other resources for cemetery projects
Participate in a growing movement to preserve and honor Florida's cultural

Whether you are just starting or already involved in cemetery work, this conference offers valuable insights and tools you can use right away.

- Nelson Point (per Cindy Cheatwood)
 - Marker has been approved, will receive in approx 7 mos.
- Middleburg Museum County Sign
 - Need final application so that request for sign can be submitted

Attachment
“B”
HPB Budget Info

FD1000-CC1151: Historic Preservation Board

STATEMENT OF FUNCTION:

The Historic Preservation Board concentrates on Clay County's historical elements such as the British and Spanish periods, the Seminole War, the Civil War, the Resort Era, military bases, Black Creek and the St. Johns River, timber and railroads. It consists of volunteer members who are appointed by the Board of County Commissioners.

It is the goal of the Historic Preservation Board to preserve historical material illustrating the history of Clay County, to preserve the narratives of the County's early pioneers, and to collect material of every description pertaining to the County's Indian tribes, wars, soldiers, schools and churches.

EXPENDITURES:

FD1000 - CC1151 Historic Preservation Board				
CATEGORY	FY2023 Actuals	FY2024 Actuals	FY2025 Budget	FY2026 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	\$ -	\$ 150	\$ 10,040	\$ 10,040
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 150	\$ 10,040	\$ 10,040

Marker	Status	Cost
Branan Field OLF	Production	\$3,070
St. Mary's Episcopal Church	Awaiting Council Review	\$3,070
Middleburg Colored School*	In progress	\$3,510
Middleburg Museum	In progress	\$3,070
Fort11	HPB drafting	

*community contributions



Agenda Item
HISTORIC PRESERVATION BOARD

Clay County Administration Building
Thursday, January 8 5:30 PM

TO: Historic Preservation Board

DATE: 11/25/2025

FROM: Beth Carson, Director,
Planning and Zoning

SUBJECT:

Historic Preservation Board Members will provide progress updates on the historic marker projects.

A. Fort 11 - Gerard Casale

AGENDA ITEM TYPE:



Agenda Item
HISTORIC PRESERVATION BOARD

Clay County Administration Building
Thursday, January 8 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:



Agenda Item
HISTORIC PRESERVATION BOARD

Clay County Administration Building
Thursday, January 8 5:30 PM

TO: Historic Preservation Board

DATE: 12/23/2025

FROM: Beth Carson, Director,
Planning and Zoning

SUBJECT: This item will be a discussion of member attendance in relation to policy Sec. 12-7 (7) which states "Failure of a member to attend three consecutive meetings may result in the member forfeiting his office and the Historic Preservation Board can recommend to the Board of County Commissioners (BCC) that the member be removed." Member absence may affect the Historic Preservation Board's ability to achieve a quorum.

AGENDA ITEM TYPE:
