



HISTORIC PRESERVATION BOARD

February 5, 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 January 8, 2026 Historic Preservation Board Meeting

Public Comment

Old Business

1. Cemetery Work Update
This item will be an update on cemetery preservation and restoration activities.
2. Update on Historic Marker Progress
Historic Preservation Board Members will provide progress updates on the historic marker projects.
 - A. Fort 11 - Gerard Casale / Billy Gould
 - B. Branan Field OLF - Billy Gould

New Business

1. Thompson-Chalker Docks Sign discussion
Discussion of the origin and condition of the Thompson-Chalker Docs Sign.

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, February 5 5:30 PM

TO: Historic Preservation
Board

DATE: 1/28/2026

FROM: Beth Carson, AICP,
Director of Planning and
Zoning

SUBJECT:

AGENDA ITEM TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Minutes from the January 8, 2026 Historic Preservation Board Meeting	Backup Material	1/30/2026	Historic_Preservation_Board_Meeting_Minutes_and_Attachments_January_8__2026.ADA_aw.pdf



HISTORIC PRESERVATION BOARD MEETING MINUTES

January 8, 2026

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
Gerard Casale

Absent: Terry Knight
Randy Harris
Rachael Hite

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 November 6, 2025 Historic Preservation Board Meeting

Kathy Kass made a motion for approval of the November 6, 2025, HPB Meeting minutes, seconded by Shawn Atwell, 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.

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

Item One (1) can be seen at www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January 8, 2026, beginning at 1:01 and ending at 18:01. Below is a summary of the discussion.

Fort 11:

Gerard Casale addressed the Board to provide details and information on the update regarding Fort 11 and the proposed language. See Attachment A.

There were comments, questions, and discussions regarding the accuracy of the language, history of the Fort, location/placement for the marker, GPS information, content/additional language, application status, inclusion of maps, the number of characters, one side vs two marker, as well as clarification on the status of the Middleburg Civic Center/Museum marker and application status.

2. Cemetery Work Update

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

Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January 8, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January%208,%202026), beginning at 18:02 and ending at 39:14. 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 B.

Areas of Discussion and Cemeteries Highlighted:

- Souter Cemetery - Orange Park
- Application Submitted for a Veterans Marker - James Cornelius West
- McKendre Hammock
- Volunteers for Restoration and Maintenance
- Garner Lesh
- Camp Blanding Cemeteries - Site Visits
- Florida Public Archeology Network - Cemetery Restoration/Preservation Conference
- Holly Hill Memorial Park Cemetery
- Bellamy Road aka Mount Zion Baptist Church Cemetery
- Clay County Historical Society Meeting - January 26, 2026
- Pleasant Point
- Grants Available for Maintenance
- Magnolia Springs Cemetery Maintenance

There were questions and discussions regarding cemetery maintenance and restoration, the HPB's duties and goals regarding cemeteries, the cemetery committee presentations and duties, request for project suggestions, and a status update on the Middleburg Colored School Marker.

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.

Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January 8, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January%208,%202026), beginning at 39:15 and ending at 46:09. Below is a summary of

the discussion.

Beth Carson, Director of Planning and Zoning, addressed the Board to provide an overview of the attendance policy as referenced above. See Attachment C.

There were questions and discussions regarding reaching out to members, the need to have a quorum, the procedure for submitting resignations, access to county email, and the timeframe for the Board to take any action to remove members.

Public Comment

Chairman Billy Gould opened the floor for public comment at 6:16 pm.

Hearing no comments, Chairman Billy Gould closed public comment at 6:16 pm

Staff Comments

Staff Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January 8, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January%208,%202026), beginning at 46:18 and ending at 47:38. Below is a summary of the discussion.

Beth Carson, Director of Planning and Zoning, provided details for the upcoming Historic Roundtable to be held on Monday, January 12, 2026, from 9:30 am to 12:30 pm at St. Mary's Episcopal Church.

There were clarifying comments and a discussion regarding the intent of the roundtable.

Board Member's Comments

Board Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January 8, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/January%208,%202026), beginning at 47:39 and ending at 56:08. Below is a summary of the discussion.

Shawn Atwell requested clarification on the HPB budget due to changes to the markers. There was a discussion regarding the county marker vs. the state marker.

Gerard Casale discussed initiating other projects and the protocols and guidelines for historic preservation of buildings and for designating areas for historic recognition. Mr. Casale also mentioned the maintenance and roof issues regarding the county historic museum and the historic courthouse roof.

Ms. Carson requested an email outlining the issues, which she would forward to facilities for review. There were discussions regarding temporary fixes vs. permanent solutions and the need for funding.

Adjournment

Hearing no further business, Chairman Billy Gould adjourned the meeting at 6:26 pm.

Attest:

Committee Chairman

Recording Deputy Clerk

Attachment
“A”
Fort 11: Language

Midway through the Second Seminole War that was to last from 1835 to 1842, Zachary Taylor assumed command of the Army of Florida. While working to drive the Indians and their allies ever farther south, Taylor also aimed to protect the American settlers 'behind the lines' from further attacks by setting up a chain of forts across north-central Florida. Each post was established within a twenty-mile square laid out with bridle paths in every direction, and staffed by a small contingent of troops provided with gardening supplies. One such outpost was Fort No. 11, named for the military square on which it was sited, in present-day Keystone Heights. It was established in March 1839 by Company H of the US 2nd Infantry, commanded by Lieutenant H. W. Wessells, while General Taylor was personally present. It was situated just east of spring-fed Keystone Lake (then known as Soldiers Pond), southwest of present-day Lake Geneva, and strategically placed to intercept Indian war parties passing through in the nearby Itoniah Scrub. Forts of this type had a rectangular palisade, typically reinforced by two blockhouses set in opposite corners. Inside there would be stables and storehouses, along with officers' quarters. The rest of the troops might camp outside the south palisade. Its small garrison periodically hosted mounted patrols of the 2nd Dragoons sent from Fort Heileman on Black Creek. An outbreak of disease among the regular troops in November 1839 caused General Taylor to temporarily replace them with a company of Florida Volunteers. But when the next Army commander, W.K. Armistead, shifted his priority to sending out larger units to pursue the Indians in the field, most of Taylor's "squares" had to be evacuated. The last post return for Fort No. 11 was dated June 1840. Eventually this war of attrition brought about the removal of most remaining Florida Indians and their Black allies. In 1842 William J. Worth, the last commander of the Army of Florida, declared the conflict over. He authorized nine white families and their ten Blacks to occupy the abandoned post as a base for settling homesteads and monitoring traffic through the Itoniah Scrub. Soon afterward Fort 11, like so many other wooden Seminole War outposts, faded from history and from memory.

Word Count ? X

Statistics:

Pages	1
Words	372
Characters (no spaces)	1,913
Characters (with spaces)	2,296
Paragraphs	1
Lines	27

☒ Include textboxes, footnotes and endnotes

Close

Attachment “B” Cemetery Update

8 Jan 2026 - Board Meeting

Thursday, January 8, 2026
12:30 PM

- Cemetery Update
 - Souter Cemetery
 - Placed wreaths on the 4 veteran graves
 - Placed 2 new memorial markers - Lovey Fountain Keene and infant daughter, Dorothy
 - Still waiting on update of veteran marker from VA for James C. West
 - McKendre Hammock Cemetery
 - Caleb Martens (BS Troop 482) started restoration of cemetery as his Eagle Project on Jan 1
 - Returned Jan 2 and 4. Returning Jan 10 to do more work.
 - Next steps: Raise, repair and clean the gravestones
 - Researched history of cemetery and those that are buried there
 - Garner Lige
 - Need to follow up with Mrs. Peeples to do a site visit and get it registered on the Florida Master Site
 - Camp Blanding cemeteries
 - Due to government shutdown in November, site visit has been delayed until after the new year. Following up with rep there.
 - There are 2 cemeteries supposedly on property that are not the FMSF
 - FPAN CRPT Conference - Feb 26-27, Monticello FL
 - Steve Griffith and myself are presenting at the conference regarding cemetery work in Clay County
 - Holly Hill Memorial Park Cemetery, Middleburg FL
 - Est 1976, will be able to add to FMSF this year
 - Bellamy Rd/Mt Zion Baptist Church Cemetery, Keystone Heights
 - Will plan a site visit in the next month or two so can add to the FMSF
 - Clay County Historical Society
 - Presenting on Jan 26 regarding history and stories of life in Clay County originating from cemetery

Attachment

“C”

Absence Information

Historic Preservation Board Attendance (2025)										
	Shawn Atwell	Terry Knight	Kathy Kass	Rachel Hite	Randy Harris	Billy Gould	Melissa Clearman	Gerard Casale	Steven Griffith	Barbara Bujak
25-Jan	Present	*	*	*	Absent	Present	Present	Present	*	*
25-Feb	Present	Present	*	*	Present	Present	Present	Present	*	*
25-Mar	Present	Absent	*	*	Present	Present	Present	Present	*	*
25-Apr	Present	Present	Present	*	Absent	Present	Present	Absent	*	*
25-May	Present	Present	Present	*	Absent	Present	Present	Present	*	*
25-Jun	Absent	Absent	Present	*	Absent	Present	Present	Absent	*	*
25-Aug	Present	Present	Present	*	Absent	Present	Absent	Present	Present	*
25-Sep	Absent	Absent	Present	*	Absent	Present	Present	Present	Present	*
25-Oct	Present	Absent	Present	Present	Absent	Present	Present	Present	Present	Present
25-Nov	Present	Absent	Present	Absent	Absent	Present	Present	Absent	Present	Present

*Not appointed yet



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TO: Historic Preservation Board

DATE: 1/28/2026

FROM: Beth Carson, AICP,
Director of 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, February 5 5:30 PM

TO: Historic Preservation Board

DATE: 11/25/2025

FROM: Beth Carson, AICP, Director
of Planning and Zoning

SUBJECT:

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

- A. Fort 11 - Gerard Casale / Billy Gould
- B. Branen Field OLF - Billy Gould

AGENDA ITEM TYPE:



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