



## HISTORIC PRESERVATION BOARD

March 5, 2026

5:30 PM

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

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### Call to Order

### Approval of Minutes

Historic Preservation Board Meeting Minutes February 5, 2026.

### 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  
An update on the status of historic markers

### 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, March 5 5:30 PM

TO: Historic Preservation  
Board

DATE: 2/24/2026

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

SUBJECT:

AGENDA ITEM TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Historic Preservation Board Meeting Minutes February 5, 2026	Backup Material	3/5/2026	Historical_Preservation_Board_Meeting_Minutes_and_Attachment_February_5__2026.pdf



## HISTORIC PRESERVATION BOARD MEETING MINUTES

February 5, 2026

5:30 PM

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

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### **Call to Order**

**Present:** Billy Gould, Chairman  
Shawn Atwell, Vice-Chairman  
Steven Griffith  
Kathy Kass  
Melissa Clearman  
Barbara Bujak  
Gerard Casale  
Rita Petersen

**Absent:** Rachael Hite

**Staff Present:** 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 January 8, 2026 Historic Preservation Board Meeting

Kathy Kass noted the misspelling of Garner Lige.

Steve Griffith made a motion for approval of the January 8, 2026 HPB Meeting minutes with the correction, seconded by Kathy Kass, 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) - OB can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February 5, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February%205,%202026), beginning at 1:53 and ending at 6:43. 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 of Discussion and Cemeteries Highlighted:**

- Souter Cemetery - Orange Park
- Neighborhood Clean-Up February 21, 2026 for Meadowbrook Terrace
- McKendre Hammock Cemetery - Doctors Inlet
- Camp Blanding Cemeteries
  - Old Beulah
  - Conway
  - Lee
  - POW
  - Blue Pond
- FPAN CRPT Conference - February 26-27, 2026
- Historical Society Presentation
- Maintenance for Pleasant Point
- Visit from FPAN - Emily Murray, State Archeologist at Pleasant Point

### 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

*Item Two (2) - OB can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February 5, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February%205,%202026), beginning at 6:48 and ending at 15:21. Below is a summary of the discussion.*

### **Branan Field OLF:**

Chairman Billy Gould addressed the Board to provide details on the update regarding BF-OLF. The marker is in storage until the Oakleaf Library is completed and will be installed after construction.

There were questions and discussions regarding the library's completion date, the type of marker (State), and the storage of the sign/marker.

### **Fort 11:**

Gerard Casale addressed the Board to provide details and information on the update regarding Fort 11. The need for more details for the referenced printed book.

There were comments, questions and discussions regarding photo of coordinates for the sign, application for the Fort, text/language for the marker, and future discussions/updates for Fort 11.

### **New Business**

#### 1. Thompson-Chalker Docks Sign discussion

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

*Item One (1) - NB can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February 5, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February%205,%202026), beginning at 15:30 and ending at 24:07. Below is a summary of the discussion.*

Chairman Billy Gould addressed the Board to provide details and information regarding the Thompson-Chalker Docs Sign. There are no records for maintenance of the sign.

There were questions and discussions regarding the Middleburg Historical Society existence, responsibility of maintaining the sign, exact location, condition/age of the sign, ownership, surrounding properties - Mary Chalker House, process/procedure for moving forward to maintain or replace the sign and costs/funding.

Following all discussions, the Board agreed to do further research regarding ownership and language for a replacement sign.

### **Public Comment**

Chairman Billy Gould opened the floor for public comment at 5:54 pm.

Hearing no comments, Chairman Billy Gould closed public comment at 5:54 pm.

### **Staff Comments**

*Staff Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February 5, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February%205,%202026), beginning at 24:24 and ending at 32:47. Below is a summary of the discussion.*

Beth Carson, Director of Planning and Zoning, provided details and information for updates regarding the below topics:

- St. Mary's Episcopal Church Marker
- Middleburg Museum
- Middleburg Colored School
- Florida Women Historical Marker Initiative - Honoring a woman in each county - Maude Jackson
- Attendance/Resignations Submitted
- Update on the ceiling at the Historical Archives/Jail
- Link Provided to the Board - Various Files for Review

There were questions and discussions regarding the organization that submitted language for the Middleburg Colored School, other than CCHPB; the inclusion of historical buildings (City of Green Cove); unincorporated areas; Barthlow House; and the request for the placement of historical markers.

### **Board Member's Comments**

*Board Members can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February 5, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/February%205,%202026), beginning at 32:52 and ending at 44:23. Below is a summary of the discussion.*

Gerald Casale mentioned internal email issues and not receiving messages.

There were questions and discussions regarding solutions and the contact person.

Barbara Bujak commended staff for their work resolving email issues.

Steve Griffith mentioned recognizing those who have helped with projects at a future meeting.  
Ms.

Carson noted that she would inquire to ensure there was no conflict and follow up with the Board.

There were comments and discussions about past presentations to recognize individuals and the involvement/participation of citizens.

Rita Petersen spoke about being part of the Historical Preservation Board and looks forward to working with everyone.

Vice-Chairman Shawn Atwell asked whether anyone had experience with the National Register and discussed adding the Historical Jail to the register.

There were comments and discussions regarding the process/procedures, ownership of the jail, the age of the jail, possible pushback for restoration, and the procedure for hiring someone to maintain cemeteries – i.e., bids – grants.

### **Adjournment**

Hearing no further business, Chairman Billy Gould adjourned the meeting at 6:14 pm.

Attest:

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Committee Chairman

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Recording Deputy Clerk

**Attachment**  
**“A”**  
**Cemetery Update**

# 5 Feb 2026 - Board Meeting

Wednesday, February 4, 2026

3:48 PM

- Cemetery Update
  - Souter Cemetery (Orange Park)
    - Jason Clark (CC Community Services) is coordinating a neighborhood cleanup on Feb 21 for Meadowbrook Terrace in Orange Park. Will include debris removal at Souter.
    - Completed repair of cradle grave.
  - McKendre Hammock Cemetery (Doctors Inlet)
    - Clearing of cemetery (Eagle Project) has been completed.
    - Clay Today article on January 15.
    - Introduced Doug Wilford to his family cemetery for the first time.
    - Started some grave stone cleaning and repairs on Jan 25th.
    - Will return a couple of times in February to continue stone work.
    - No reference to how it became known as McKendre. It was the Wilford family cemetery as Henry Wilford owned 600+ acres there.
    - From 1885 (perhaps prior) to about 1916, Doctors Inlet was know as Willford.
  - Camp Blanding Cemeteries
    - Conducted site visits for 5 cemeteries on Camp Blanding:
      - Old Beulah
      - Conway
      - Lee
      - POW
      - Blue Pond
    - Unable to visit Oak Grove as they were shooting near there. Will plan for a future visit.
    - Unknown cemetery listed south of Blue Pond and west of Lee by GIS
      - Discovered what appeared to be a burial depression with no marker.
  - FPAN CRPT Conference - Feb 26-27
    - Steve Griffith and Kathy Kass as presenting
    - Will have updates at March board meeting



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Director of Planning and Zoning

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AGENDA ITEM TYPE:

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