



## HISTORIC PRESERVATION BOARD

June 4, 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

Minutes from the May 7, 2026 Historic Preservation Board Meeting

### Public Comment

### Old Business

1. Election of Historic Preservation Board Officers for 2026-2027  
Election of Officers to serve for the next year based on the slate established at the May Historic Preservation Board meeting.
2. Cemetery Work Update  
This item will be an update of cemetery preservation and restoration activities.
3. Update on Historic Marker Progress  
Progress updates on the historic marker projects.
  - A. St. Mary's Episcopal Church - in production
  - B. Middleburg Colored School - awaiting Council review
  - C. Middleburg Museum/Civic Center - awaiting Council review
  - D. Fort 11 - marker text development

### 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, June 4 5:30 PM

TO: Historic Preservation  
Board

DATE: 5/28/2026

FROM: Beth Carson,  
Director, Planning and  
Zoning

SUBJECT:

AGENDA ITEM TYPE:

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ATTACHMENTS:

Description	Type	Upload Date	File Name
Historic Preservation Board Meeting Minutes from May 7, 2026	Backup Material	5/28/2026	Historic_Preservation_Board_Meeting_Minutes_May_7__2026dsada.pdf



## HISTORIC PRESERVATION BOARD MEETING MINUTES

May 7, 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:** Shawn Atwell, Vice-Chairman  
Steven Griffith  
Melissa Clearman  
Barbara Bujak  
Gerard Casale  
Rita Petersen

**Absent:** Billy Gould, Chairman  
Kathy Kass  
Rachael Hite

**Staff Present:** Beth Carson, Director of Planning and Zoning

Due to Chairman Billy Gould's absence, Vice-Chairman Shawn Atwell will conduct the meeting.

Vice-Chairman Shawn Atwell called the meeting to order at 5:31 pm.

### **Approval of Minutes**

#### Minutes from the April 2, 2026 Historic Preservation Board Meeting

*Minutes Discussion can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 0:13 and ending at 7:01. Below is a summary of the discussion and vote for this agenda item.*

Gerard Casale mentioned the misspelling of his name, addressed the Board to discuss the format of the minutes, and suggested that there be a full record of what was discussed.

There were questions and discussions to clarify the format for the minutes and consistency of the format for the BoCC and all BoCC-supported boards/committees, where the minutes and transcripts could be found ([claycountygov.com](http://claycountygov.com)); how to obtain copies of the minutes before each meeting, the change in the secretary duties for HPB, and clarification for emails sent to staff for nominations.

Following all discussion, Steven Griffith made a motion for approval of April 2, 2026, HPB Meeting minutes, seconded by Rita Petersen, which carried 6-0.

### **Public Comment**

Vice-Chairman Shawn Atwell opened the floor for public comment at 5:37 pm.

Hearing no comments, Vice-Chairman Shawn Atwell closed public comment at 5:37 pm.

## **Old Business**

### 1. Discussion of Slate of Officer Candidates

This item will be to discuss the nominations and to finalize the slate of Officer candidates for selection in June.

*Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 7:13 and ending at 16:20. Below is a summary of the discussion and vote for this agenda item.*

Beth Carson, Director of Planning and Zoning, addressed the Board to share details on the nominations received for the slate of officer candidates and to note those selected and those who do not wish to serve due to upcoming term limits or time constraints. See Attachment A.

The Board discussed the status of the formed Sub-Committee, the process/procedure for interviewing candidates, eligibility to serve, acting in the Sunshine, agreement of the nominees, and clarification of the slate of officers for nomination.

Gerard Casale made a motion for approval of the nominees, seconded by Barbara Bujak, which carried 6-0.

A brief discussion was held regarding when the final vote would take place - June 4, 2026.

### 2. Cemetery Work Update

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

*Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 16:21 and ending at 18:18. Below is a summary of the discussion.*

Steven Griffith and Beth Carson, Director of Planning and Zoning, addressed the Board to provide details and information for the update on the cemetery preservation and restoration activities. See Attachment B.

#### **Areas of Discussion and Cemeteries Highlighted:**

- Visit by FPAN Monthly until all Cemeteries are surveyed
- Souter Cemetery
- McKendre Cemetery
- Donations by FPAN

There were questions and discussions regarding the timeline for the FPAN survey to be completed.

### 3. Discussion of Community Recognition Categories

This item will be to discuss categories for recognition of historic preservation activities by citizens.

*Item Three (3) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 18:19 and ending at 25:28. Below is a summary of the discussion and vote for this agenda item.*

Beth Carson, Director of Planning and Zoning, addressed the Board to discuss categories for recognition. See Attachment C.

The Board and staff discussed the categories, individuals to recognize, and the category they would fall under, the process/procedure for the recognition, the design of the certificate, the creation of the agenda item, and the publication of the recognition.

Barbara Bujak made a motion to approve the creation of a Certificate of Recognition to be awarded to people who demonstrate extreme helpfulness to the Board, seconded by Rita Petersen, which carried 6-0.

### **New Business**

1. Desecration versus identification versus restoration of our cemeteries; duties of the Historical Preservation society? Barbara Bujak

This is a member submitted topic for discussion.

*NB - Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 25:34 and ending at 37:10. Below is a summary of the discussion.*

Barbara Bujak addressed the Board to provide an overview and details of why the topics listed above were added to the agenda for discussion. The historical idea stemmed from her research into different groups, their heritage, burial customs, and the way burials took place. Trying to ensure the Board stays in line with the customs and heritage when identifying and restoring cemeteries. Ms. Bujak also touched on the duties of the HPB.

The Board had comments and discussions regarding applications for Historic designation, incentives for individuals to designate property or submit an application, who would file the application, requirements for designating historic buildings in a historic district, i.e., Green Cove Springs, clarification of the Historical Society vs. the Historic Preservation Board, information provided for the age of structures in Clay County, and the Old Jail being added to the National Registry.

### **Public Comment**

Vice-Chairman Shawn Atwell opened the floor for public comment at 6:07 pm.

Hearing no comments, Vice-Chairman Shawn Atwell closed public comment at 6:07 pm.

### **Staff Comments**

*Staff Comments can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/HPB/May 7, 2026), beginning at 37:16 and ending at 38:57. Below is a summary of the discussion.*

Beth Carson, Director of Planning and Zoning, addressed the Board to invite everyone to attend the upcoming BoCC meeting, May 12, 2026, for the recognition of the Clay County History Month and National Preservation Month.



**Attachment**  
**“A”**  
**Nominations**



Agenda Item  
HISTORIC PRESERVATION BOARD

Clay County Administration Building  
Thursday, May 7 5:30 PM

TO: Historic Preservation Board

DATE: 4/29/2026

FROM: Beth Carson, Director,  
Planning and Zoning

SUBJECT: This item will be to discuss the nominations and to finalize the slate of Officer candidates for selection in June.

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

The received nominations are as follows:

Chair	Vice-Chair	Nominator	How Nominated
Shawn Atwell	Steven Griffith	Rita Peterson	4/13/26 email
Melissa Cleaman	Kathy Kass	Steve Griffith	4/22/26 email
Jerry Casale	no nomination	Melissa Clearman	4/22/26 email

**ATTACHMENTS:**

Description	Type	Upload Date	File Name
Sec. 12-7, Land Development Code (portion of)	Backup Material	3/26/2024	Article_X11_AdministrationADA.pdf

**Attachment**  
**“B”**  
**Cemetery Update**

# 7 May 2026 - Board Meeting

Wednesday, April 22, 2026

9:18 AM

- Cemetery Update
  - Souter Cemetery
    - Keep Clay Beautiful conducted a clean up on April 20 that included Souter. Volunteers were able to clean up vegetation.
    - Completed some stone cleaning.
    - Submitted application to the VA for a military stone for James Keene.
  - McKendre Cemetery
    - Some volunteers came on April 12 to do some vegetation clean up.
    - Did some stone repairs - more to do in May.
  - FPAN donated restoration supplies for cemetery work.
- Recognitions
  - Nominations
    - Megan Coppage
      - Megan has done a lot of work in the historic preservation area including work at McKendre, Souter and Pleasant Point cemeteries.
      - She not only has provided her labor in restoration of these cemeteries but has done fund raising, research and encouraged engagement through numerous social media posts.

**Attachment**  
**“C”**  
**Areas of Recognition**

Areas for Recognition:

Researching – Writing – Educating about Clay County History

Identifying – Recognizing – Evaluating Historical Sites in Clay County

Preserving – Restoring – Stewarding Historical Sites in Clay County



Agenda Item  
HISTORIC PRESERVATION BOARD

Clay County Administration Building  
Thursday, June 4 5:30 PM

TO: Historic Preservation Board

DATE: 5/26/2023

FROM: Beth Carson, Director,  
Planning and Zoning

**SUBJECT:**

Election of Officers to serve for the next year based on the slate established at the May Historic Preservation Board meeting.

AGENDA ITEM TYPE:

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**BACKGROUND INFORMATION:**

Officer Slate for 2026-27 Consideration  
Chair - Shawn Atwell  
Vice-Chair - Steven Smith



Agenda Item  
HISTORIC PRESERVATION BOARD

Clay County Administration Building  
Thursday, June 4 5:30 PM

TO: Historic Preservation Board

DATE: 5/28/2026

FROM: Beth Carson, Director,  
Planning and Zoning

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

AGENDA ITEM TYPE:

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Agenda Item  
HISTORIC PRESERVATION BOARD

Clay County Administration Building  
Thursday, June 4 5:30 PM

TO: Historic Preservation  
Board

DATE: 5/28/2026

FROM: Beth Carson,  
Director, Planning and  
Zoning

SUBJECT:  
Progress updates on the historic marker projects.

- A. St. Mary's Episcopal Church - in production
- B. Middleburg Colored School - awaiting Council review
- C. Middleburg Museum/Civic Center - awaiting Council review
- D. Fort 11 - marker text development

AGENDA ITEM TYPE:

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