




## CERTIFICATE OF APPROPRIATENESS

### MINOR OR MAINTENANCE ONLY

<b>Date</b> 8/18/25	<b>COA</b> 25-16
<b>Address:</b> 523 N Marion Ave, Lake City	
<b>Parcel Number:</b> 12008-000	
<b>Owner:</b> A Through Z Group LLC	
<b>Address of Owner:</b> 523 N Marion Ave, Lake City	
<b>Description of Structure:</b> single story commercial building	
The described structure or portion of the structure has been reviewed for compliance with the requirements of the City Historic Preservation Land Development Regulations for the exterior construction as submitted by the applicant per Ordinance Number 2020-2176	
 _____ Scott Thomason, CBO Director of Growth Management	
<b>Code Edition:</b> 2020 (7 <sup>th</sup> ) Edition of the Florida Building Codes, 2020 (7 <sup>th</sup> ) Edition of the Florida Fire Prevention Code and the 2017 U.S. Secretary of the Interior's Standards for Rehabilitation	
<b>Description of Approved Construction:</b>	
Replace roof with a TPO roof, add a drive thru window to rear of the building.	
<b>Special Conditions:</b>	

The City of Lake City's Growth Management Department and the City Historic Preservation Committee

205 N Marion Avenue

Lake City, Florida 32055

(386) 719-5750



DEPARTMENT OF GROWTH MANAGEMENT  
205 North Marion Avenue  
Lake City, Florida 32055  
Telephone: (386) 752-2031  
[growthmanagement@lcfra.com](mailto:growthmanagement@lcfra.com)

COA\_\_-\_\_

## HISTORIC PRESERVATION AGENCY (HPA)

### Certificate of Appropriateness (COA) Application

#### USE THIS FORM TO

Apply for approval for projects located within historic districts. Projects may require either a Agency- level review or a Staff-level review.

Once application is submitted it will be reviewed for completeness. Once verified complete the applicant will be notified.

Type of Review	Reviewed By	Date
Certificate of Appropriateness (COA): Staff Review		
Certificate of Appropriateness (COA): HPA Review - Single Family Structure or its Accessory Structure		
Certificate of Appropriateness (COA): HPA Review - All Other Structures		
After-the-Fact Certificate of Appropriateness (COA): if work begun prior to issuance of a COA		

#### BASIS FOR REVIEW

All applications, whether Staff or HPA review, are reviewed for consistency with the City of Lake City Comprehensive Plan, Land Development Code, and applicable guidelines such as the Guidelines for the Historic Districts are based on the U.S. Secretary of the Interior's Standards for Rehabilitation.

#### PROJECT TYPE

☐ New Construction ☒ Addition ☐ Demolition ☐ Fence ☐ Paint  
☒ Repair ☐ Relocation ☒ Re-Roof/Roof-Over ☐ SignShed ☐ Garage

Classification of Work (see LDR 10.11.3)

☐ Routine Maintenance ☐ Minor Work ☐ Major Work

#### APPROVAL TYPE:

See [Certificate of Appropriateness Matrix](#)

☐ Staff Approval  
☒ Board Approval: ☐ Conceptual or ☐ Final

#### PROPERTY INFORMATION: Property information can be found at the Columbia County Property Appraiser's Website

Historic District: ☐ Lake Isabella Historical Residential District  
☒ Downtown Historical District

Site Address: 523 N. Marion Avenue

Parcel ID #(s) 0012008

#### OWNER OF RECORD

As recorded with the Columbia County Property Appraiser

#### APPLICANT OR AGENT

If other than owner. If an agent will be representing the owner, an Owner's Authorization for Agent Representation form must be included

Owner(s) Name <u>Erika Mayo</u>	Applicant Name <u>Erika Mayo</u>
Company (if applicable) <u>523 N. Marion Ave</u>	Company (if applicable)
Street Address <u>Lake City, FL</u>	Street Address
City State Zip <u>386-344-1422</u>	City State Zip
Telephone Number	Telephone Number
E-Mail Address	E-Mail Address

Historic Preservation Agency Meetings are held the 1<sup>st</sup> Tuesday of the month at 5:30PM in the City Council Chambers (205 N Marion Ave.)

Application Deadline (12:30PM)	Dec 01 2022	Jan 03 2023	Feb 01 2023	Mar 01 2023	Apr 01 2023	May 01 2023	Jun 01 2023	Jul 01 2023	Aug 01 2023	Sep 01 2023	Oct 01 2023	Nov 01 2023
Meeting Date	Jan 04 2023	Feb 07 2023	Mar 07 2023	Apr 04 2023	May 02 2023	Jun 06 2023	Jul 05 2023	Aug 01 2023	Sep 06 2023	Oct 03 2023	Nov 07 2023	Dec 05 2023

## IMPORTANT NOTES

### PRE-APPLICATION MEETING

To guide you through the process and to ensure that your application is properly processed, you'll need to meet with the Planner prior to submitting your application. This should be done prior to your anticipated submittal date to allow time for review.

Staff approval applications are accepted on a rolling basis and are generally completed within 10 business days. Please note that projects can only begin after receiving a Certificate of Appropriateness (COA) and a building permit (if required).

### CONCEPTUAL APPROVALS

Conceptual approvals are provided by the HPA as a courtesy to the applicant in an effort to allow comment from the Historic Preservation Agency during the conceptual design process. The HPA will provide the applicant with feedback and guidance relating to the proposal. In all cases, the applicant must return to the HPA to seek final approval of their projects.

### APPLICATION REQUIREMENTS

- ☐ A complete/ signed application. (If all requirements are not submitted it could delay your approval);
- ☐ Proof of Ownership (copy of deed or tax statement);
- ☐ A current survey of the property, for new construction and any change to existing footprint. (no older than two years);
- ☐ 1 digital set of elevations & plans (to scale);
- ☐ Photographs;
- ☐ Any additional backup materials, as necessary;
- ☐ If applying as an agent, *Owner's Authorization for Agent Representation* form must be signed/ notarized and submitted as part of the application;
- ☐ For window replacement, a *Window Survey* must be completed.

## PROJECT DESCRIPTION

DESCRIBE THE PROPOSED PROJECT AND MATERIALS.

Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

SEE Attached application  
Buildout / Remodel

List proposed materials:

Project Scope	Manufacturer	Product Description	Color (Name/Number)
Exterior Fabric			
Doors			
Windows			
Roofing			
Fascia/Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Signage			
Other			

**PLEASE SUBMIT ALL PRODUCT BROCHURES, PAINT COLOR SAMPLES, AND MATERIAL SAMPLES WITH YOUR APPLICATION.**

### DID YOU REMEMBER

Review the Historic District Application Checklist (Article 10 LDR) to ensure you are including all required materials. If all requirements are not submitted, it will delay your approval.

Review the applicable Guidelines (Article 10 LDR)

A pre-application meeting is required before a final application for HPA Review. (Please call 386-752-2031 to schedule an appointment)

Please see the City of Lake City Land Development Regulations for detailed information.

Historic Preservation Districts maps are located on the city web site ([www.lcfla.org](http://www.lcfla.org))

Historic Preservation Agency can be found in the LDR Article 10.

Variances can be found in the LDR Article 11

The Land Development Regulations can be located on the city web site ([www.lcfla.org](http://www.lcfla.org))

### APPEALS

Agency Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the HPA, as outlined in Article 11, Section 11.1.4

Administrative Decisions – Persons with standing, as listed in LDR Article 10, Section 10.11.6, may appeal a decision of the Administrator, as outlined in Article 10, Section 10.11.5.

### DEMOLITIONS (if applicable)

Please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, city, or neighborhood, and feasibility of reproducing such a building, structure, or object.

Discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value.

### RELOCATIONS (if applicable)

For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.

Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historical context.

#### MODIFICATION OF EXISTING ZONING REQUIREMENTS (If Applicable)

Any change shall be based on competent demonstration by the petitioner of Article 4 of the Land Development Code.

Modification of dimensional requirements. To facilitate new construction, redevelopment, rehabilitation, or relocation of buildings or structures in historic districts or individually listed on the local register, the Administrator or the appropriate board within the development review process may determine dimensional requirements such as front, side, and rear setbacks, building height, separation between buildings, floor area ratios, and maximum lot coverage for buildings and structures based on historic development patterns. Any change shall be based on competent demonstration by the petitioner of the following:

- a. *The proposed development will not affect the public safety, health, or welfare of abutting property owners or the district;*
- b. *The proposed change is consistent with historic development, design patterns or themes in the historic district. Such patterns may include reduced front, rear, and side yard setbacks, maximum lot coverage and large floor area ratios;*
- c. *The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and*
- d. *The proposed complies with utility, stormwater, access requirements, and other requirements related to site design in the Land Development Code.*

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice shall be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 calendar days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 calendar days of the date from which the notice was mailed, the request shall be referred to the Board of Adjustment, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

Modification of building code requirements. Structures and buildings listed individually on the local register or deemed contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

Please describe the requested zoning modification, addressing a through d above:

The requested modification will change the following zoning or building requirement in this manner:

(select only those that apply)	Required	Existing	Proposed
<input type="checkbox"/> Front, Side, or Rear building Setback Lines			
<input type="checkbox"/> Building Height			
<input type="checkbox"/> Building Separation			
<input type="checkbox"/> Floor Area Ratio (FAR)			
<input type="checkbox"/> Maximum Lot Coverage			

## CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Department of Growth Management to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Agency review cases, an agenda and staff report will be available on the City's website approximately one week before the Historic Preservation Agency meeting.
5. I/We understand that the Historic Preservation Agency meetings are conducted in a quasi-judicial hearing and as such, ex parte communications are prohibited (Communication about your project with a Historic Preservation Agency member).
6. I/We understand that the approval of this application by the Historic Preservation Agency or staff in no way constitutes approval of a Building Permit for construction from the City of Lake City Growth Management.
7. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the HPA before work commences on those changes. There will be no charge for a revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project.
8. I/We understand that any decision of the HPA may be appealed to the City Council. A person with standing, as described in LDR Article 10, Section 10.11.6, may file a petition to appeal and shall be presented within thirty (30) days after the decision of the HPA; otherwise the decision of the HPA will be final.
9. I/We understand that Certificates of Appropriateness are only valid for one (1) year from issuance.

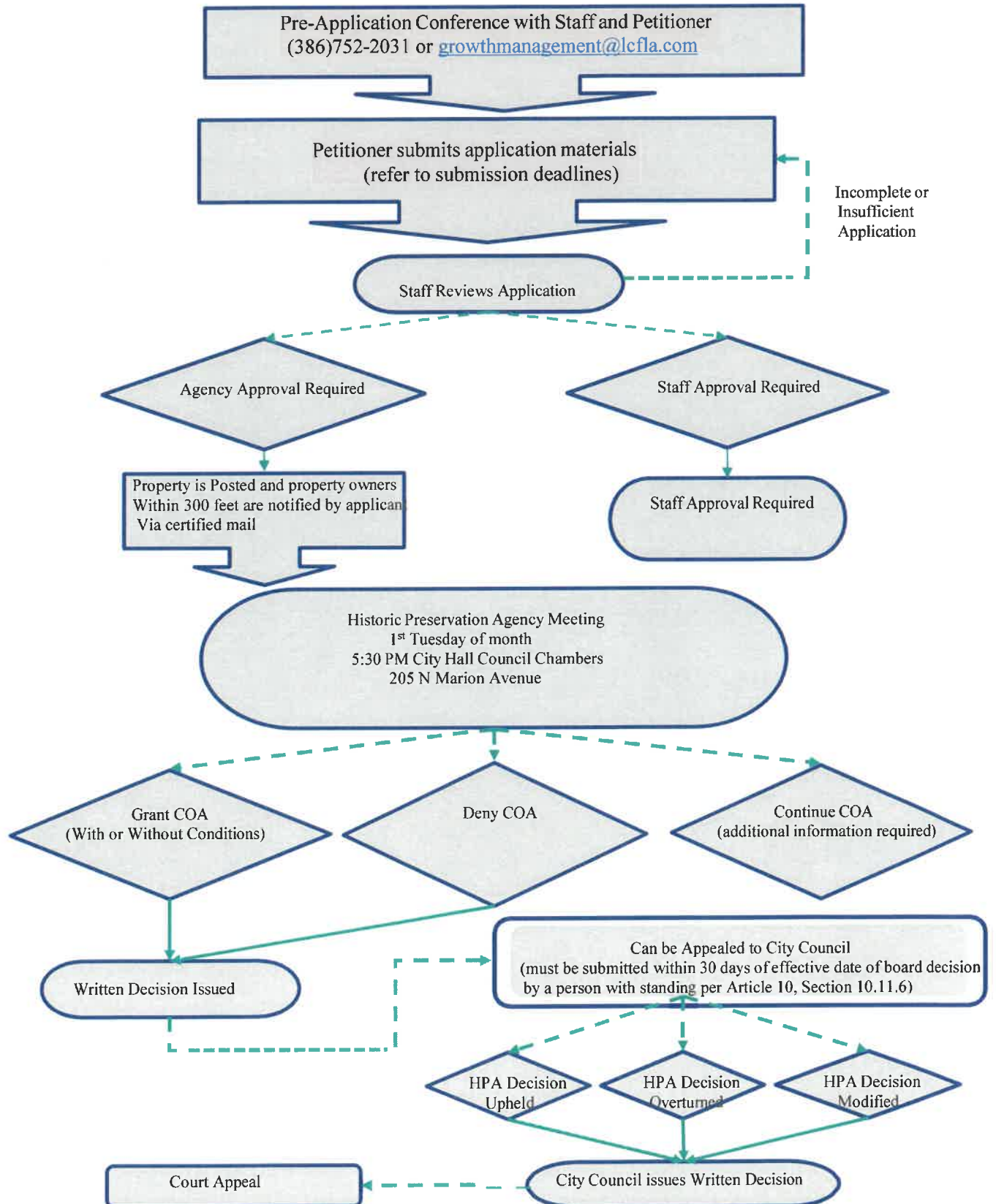
Erica Mayo  
Applicant (Signature)

8-15-25  
Date

Erica Mayo  
Applicant (Print)

<p>Please submit this application And all required supporting Materials via email to:</p> <p><a href="mailto:growthmanagement@lcfia.com">growthmanagement@lcfia.com</a></p> <p>Once the application is received and deemed complete, the applicant will be notified as to whether this will be a staff review or HPA review.</p>	TO BE COMPLETED BY CITY ADMINISTRATOR		Date Received	Received By:
	COA ____ - ____		<input type="checkbox"/> Staff Approval <input type="checkbox"/> Single Family Structure or its Accessory Structure <input type="checkbox"/> Multi-Family requiring HPA approval <input type="checkbox"/> After-The-Fact Certificate of Appropriateness	
	Zoning:			
	Contributing	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Pre-Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Application Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Request for Modification of Setbacks		<input type="checkbox"/> Yes <input type="checkbox"/> No	

# CERTIFICATE OF APPROPRIATENESS PROCESS FLOWCHART



# COLUMBIA COUNTY Property Appraiser

**Parcel 00-00-00-12008-000** <https://search.ccpafl.com/parcel/12008000000000>

**523 N MARION AVE**

## Owners

A THROUGH Z GROUP, LLC  
4846 NW LAKE JEFFERY RD  
LAKE CITY, FL 32055

**Use:** 1100: STORES/1 STORY

**Subdivision:** N DIV

## Legal Description

N DIV BLK 78: BEG SW COR, N 57.89 FT, E 204.58 FT, S 57.86 FT TO SE COR OF BLOCK 78, W 205.07 FT TO POB.

303-141, 761-344, DC 1181-1824, WD 1181-1825, ...





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
A THROUGH Z HOLDING GROUP, LLC

### Filing Information

**Document Number** L24000084315  
**FEI/EIN Number** 99-1493936  
**Date Filed** 02/16/2024  
**Effective Date** 02/14/2024  
**State** FL  
**Status** ACTIVE

### Principal Address

4846 NW LAKE JEFFERY ROAD  
LAKE CITY, FL 32055

### Mailing Address

4846 NW LAKE JEFFERY ROAD  
LAKE CITY, FL 32055

### Registered Agent Name & Address

MAYO, ERICA R  
4846 NW LAKE JEFFERY ROAD  
LAKE CITY, FL 32055

### Authorized Person(s) Detail

#### **Name & Address**

Title MGR

MAYO, ERICA  
4846 NW LAKE JEFFERY ROAD  
LAKE CITY, FL 32055

### Annual Reports

Report Year	Filed Date
2025	03/28/2025

### Document Images

<a href="#">03/28/2025 – ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/16/2024 – Florida Limited Liability</a>	<a href="#">View image in PDF format</a>





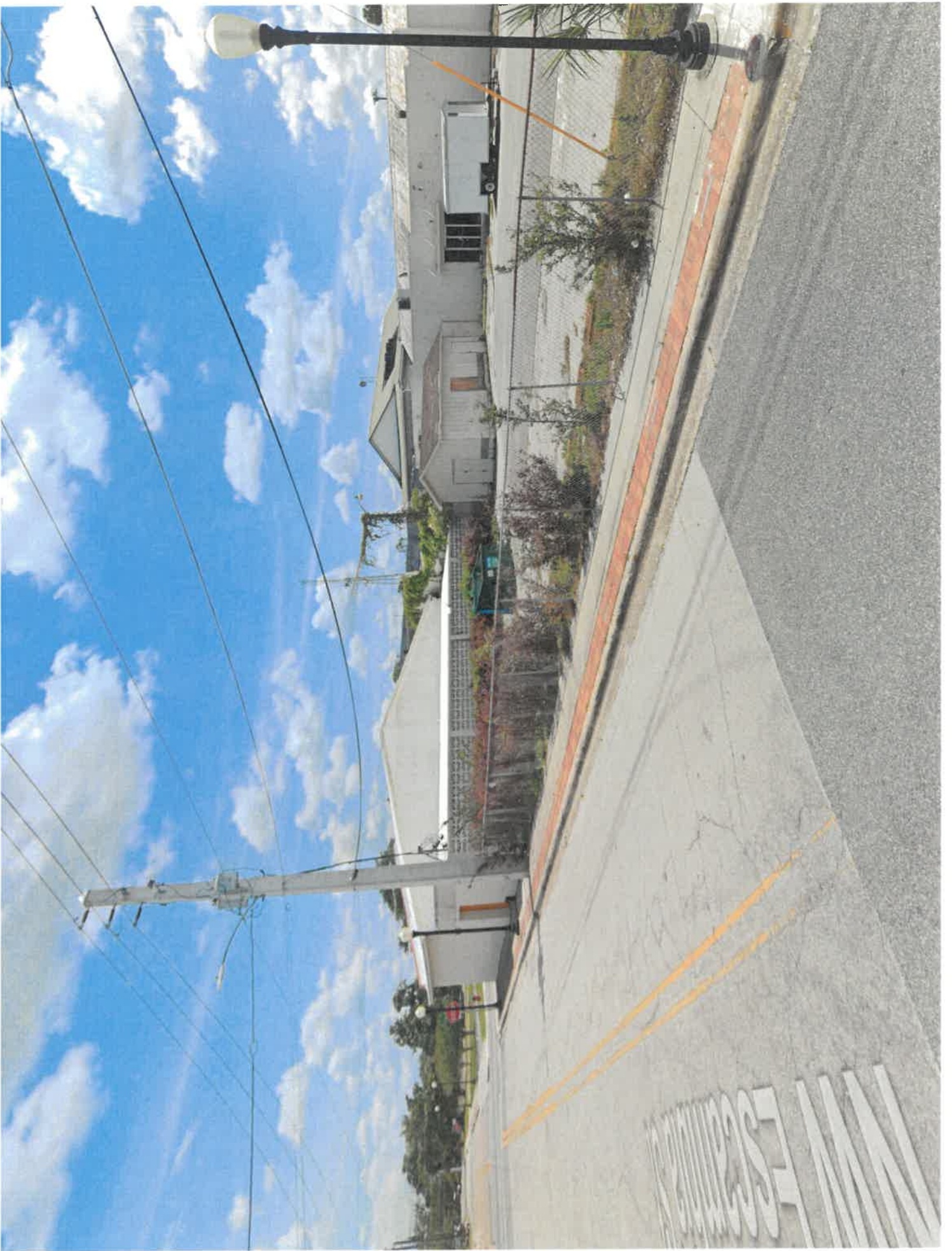


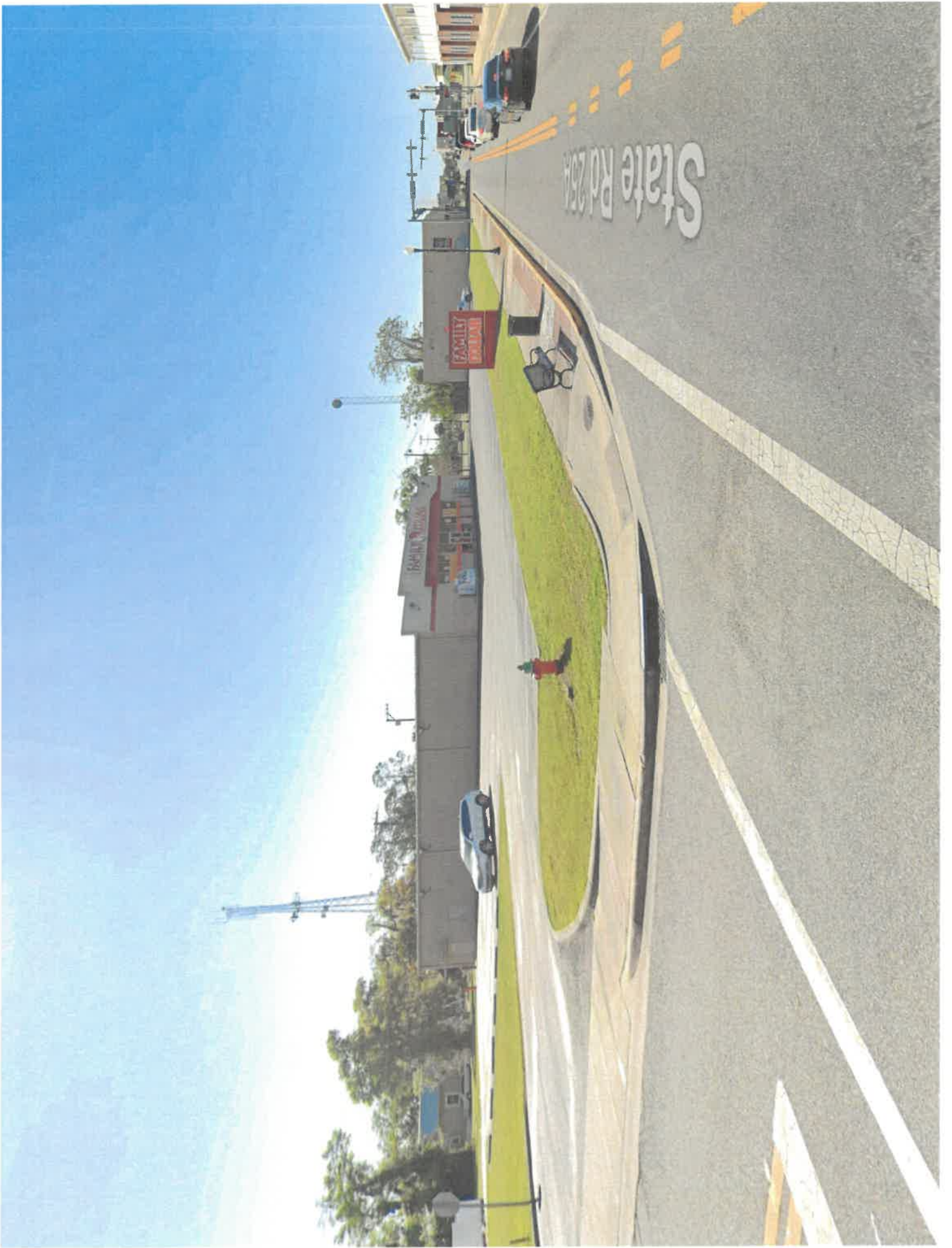










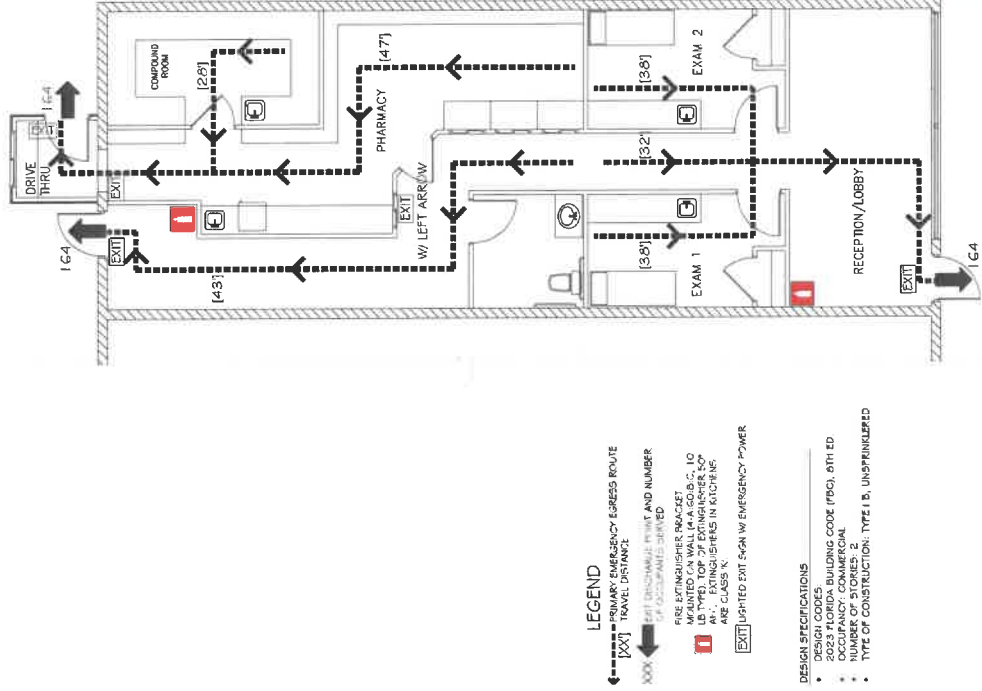


# MAYO PHARMACY AND WELLNESS CENTER



LOCATION MAP  
4/10/2020

PROJECT DESCRIPTION	NEW MEDICAL OFFICE AND PHARMACY IN AN EXISTING STRUCTURE		
CODICES IN EFFECT	FLORIDA BUILDING CODES 2023, 8TH ED.		
SUBJECT	REFERENCE	APPLICATION	PROVIDED
OCCUPANCY	ASSEMBLY GROUP B - FBC SECTION 304.1	BUSINESS GROUP B	BUSINESS GROUP B
CONSTRUCTION TYPE	TABLE 601 - REQUIRED	TYPE II B	TYPE II B
AUTOMATIC SPRINKLERS	TABLE 506.2 - REQUIRED	NOT REQUIRED	NOT PROVIDED
ALLOWABLE BUILDING AREA, MAX. (PER FLOOR)	TABLE 506.2 - TYPE II B	23,000 S.F.	1326 S.F.
CLASSIFICATION SEPARATION	TABLE 602 - N/A	N/A	N/A
HEIGHT, MAX.	TABLE 504.3 - TYPE II B	55 FEET	12 +/- FEET
EXITS, REQUIRED	TABLE 1006.2.1 - REQUIRED	3 REQUIRED	3 PROVIDED
EXIT TRAVEL, MAX.	TABLE 1006.2.1 - SPRINKLERS * O.L. <30' -100 FT.	OCCUPANCY B WITHOUT SPRINKLERS * O.L. <30' -100 FT.	MAX. 47 FT.
CORRIDOR DEAD END LIMIT	FBC SECTION 1020.4 - 20 FT. MAX	20 FT. MAX	NONE
EGRESS (OCCUPANT LOAD)	TABLE 1004 - BUSINESS AREA- 1326 S.F. / 150:9	150 GROSS 1326 S.F. / 150:9	9 TOTAL
PLUMBING FIXTURE REQUIREMENTS	TABLE 2902.1 - MALE - 1 PER 25: 1 REQUIRED FEMALE - 1 PER 25: 1 REQUIRED	1 PER 25: 1 REQUIRED 1 PER 25: 1 REQUIRED	1 PROVIDED 1 PROVIDED
PLUMBING FIXTURE REQUIREMENTS	TABLE 2902.1 - MALE - 1 PER 40: 1 REQUIRED FEMALE - 1 PER 40: 1 REQUIRED	1 PER 40: 1 REQUIRED 1 PER 40: 1 REQUIRED	1 PROVIDED 1 PROVIDED
DRINKING FOUNTAINS	TABLE 2902.1 - 1 PER 100: 1 REQUIRED	1 PER 100: 1 REQUIRED	DRINKING WATER PROVIDED
SERVICE SINK	TABLE 2902.1 - NOT REQUIRED	NOT REQUIRED	NOT PROVIDED



- LEGEND**
- PRIMARY EMERGENCY EGRESS ROUTE
  - EXIT TRAVEL DISTANCE
  - EXIT DISCHARGE POINT AND NUMBER
  - XXX OF OCCUPANTS DERIVED
  - FIRE EXTINGUISHER PROTECT
  - 1B TYPE TOP 27 EXTINGUISHER, 10 A-1, EXTINGUISHERS IN CLOTHES
  - ARE CLASS 'K'
  - EXIT LIGHTED EXIT SIGN IN EMERGENCY POWER
- DESIGN SPECIFICATIONS**
- 2023 FLORIDA BUILDING CODE (FBC), 8TH ED
  - OCCUPANCY: COMMERCIAL
  - NUMBER OF STORIES: 2
  - TYPE OF CONSTRUCTION: TYPE I B, UNFIRERATED

LIFE SAFETY PLAN  
AS-BUILT

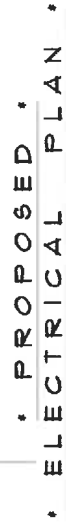
Mayo Pharmacy and Wellness Center  
Life Safety Plan  
AS-BUILT  
Date: 02/28/2023 11:11:11 AM

MAYO PHARMACY  
LIFE SAFETY PLAN  
523 N WILSON AVE, LMC CITY, FL

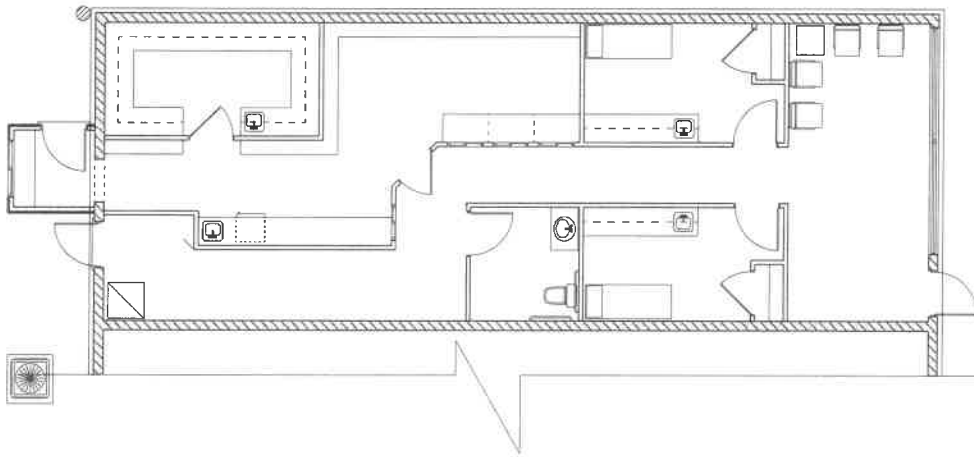


Digitally signed by Chadwick  
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ou=Florida,  
dnQualifier=A018  
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B475000127EE,  
cn=Carol  
Chadwick  
Date: 2025.08.01  
17:30:45-0400





E-1	WIRE ALL POWER, SIGNAL, DATA AND OTHER SYSTEMS IN SEPARATE CONDUITS OR TRAYS TO PREVENT INTERFERENCE WITH OPERATIONS.
E-2	CONDUITS TO BE USED FOR THE PURPOSE OF SEPARATE TELECOMMUNICATIONS SHALL BE IDENTIFIED BY MARKING.
E-3	ALL INSTALLATIONS SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE.
E-4	ALL WIRING DISTRIBUTION SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70B, WHICH SHALL BE AMENDED TO REFLECT THE LATEST EDITION.
E-5	TELEPHONE, TELEVISION AND OTHER LOW VOLTAGE DEVICES SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70B, WHICH SHALL BE AMENDED TO REFLECT THE LATEST EDITION.
E-6	ELECTRICAL CONTRACTORS SHALL BE RESPONSIBLE FOR THE DESIGN AND INSTALLATION OF ELECTRICAL SYSTEMS AND THE DESIGN AND RATING OF ELECTRICAL FEEDS AND CIRCUITS.
E-7	THE TYPE AND RATING OF ELECTRICAL EQUIPMENT TO BE USED FOR SERVICE CONNECTIONS OF OVERHEADS IS TO BE DETERMINED BY THE POWER COMPANY.
E-8	ALL INSTALLATIONS MUST BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70B, WHICH SHALL BE AMENDED TO REFLECT THE LATEST EDITION.



• PROPOSED •  
• LIFE SAFETY PLAN •



