



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
APRIL 23, 2026
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 Approval of Minutes for the Regular Meeting of April 9, 2026.
- 5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)**
 - 5.1 **DONNA FERREIRA, LLC, 310 ASH STREET**
Site Plan Review for redevelopment of a C-3 property.
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.**
- 9. COMMITTEE BUSINESS**
- 10. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR MAY 7, 2026.

Persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY 711, or through the Florida Relay Services at 1-800-955-8771 (TTY number for all City offices) at least 24 hours in advance to request such accommodations.



**MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
APRIL 9, 2026
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER: 10AM

2. ROLL CALL

Jacob Platt, Project Coordinator
Jimmy Parr, Building
Jason Higginbotham, Fire
Cathy Sabattini, Public Works Operation

Mia Sadler, Planning & Conservation
David Neville, Arborist/Urban Forester
Victoria Guadagnino, Stormwater/Utilities
Marco Aguilera, Code Enforcement

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes for the Regular Meeting of March 26, 2026.

ACTION TAKEN: A motion was made by Member Guadagnino, seconded by Member Sabattini, to approve the Minutes for the Regular Meeting of March 26, 2026, with the suggested amendment.

Motion taken by voice vote, being all ayes, carried.

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 **NORMAN STEIN, 728 9TH STREET & 8TH STREET - MUSTANG LOT**
Site plan review for commercial building with 2 residential units.

Norman Stein, 728 S. 9th Street, first noted that the structure on the property will be demolished. He then inquired if zoning district MU-8 allows the building of a commercial building with a business at the 1st level and have 2 separate apartments on the 2nd floor.

Member Sadler explained that per LDC Section 1.03.04 and 1.03.05, if there is an existing duplex on the parcel, only a duplex could be allowed to be built back, unless a variance request is submitted. She also noted that Staff is limited as to the interpretation of that code.

Ms Pearson, Planning Manager, explained that LDC Section 1.03.04 pertains to all of the zoning districts since it doesn't list one in particular. Furthermore, she explained the stipulation of the current code requirement from this zoning district and reiterated that the applicant can submit a variance request to be reviewed by the Board of Adjustment to assess its surrounding area and determine if the property can be expanded.

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Mr. Stein addressed his second inquiry relating to the vacant lot on 515 S. 8th Street.

Member Sadler confirmed that this is a vacant lot zoned MU-8. She talked about compliance with LDC Section 4.03.03 which is the 8th Street Small Area Design Standards, which addresses pedestrian walkway and architectural articulation, and upon confirming density, stated that there is possibility to create 2 residential units.

Member Neville said that any tree removed has to be mitigated at 50% and that Camphor trees being invasive can be readily removed and do not count against the mitigation. He also confirmed the maximum yearly pruning of the tree being 20%.

Mr. Stein asked about the allowed building height in the MU-8 zoning district. Chair Platt confirmed the height at 35 feet and discussed the intended use on that project and its impact on parking and impervious ratio requirements

Mr. Stein asked about the lease on the billboard and if said lease would be transferable and grand-fathered in. Chair Platt noted he would have to look into this and will follow up with the applicant.

Member Sabbatini stated that S. 8th Street is a State road and any road cut would have to be submitted to DOT.

Member Guadagnino provided information about capacity fees stating that there are no water or sewer services available at the S. 9th property and that backflow preventors are required for all commercial use lines. She also explained the impervious ratio requirement and required engineered drainage system.

Member Sadler explained that the S. 8th Street parcel could hold up to 3 dwelling units, and that although 45 feet is the standard height in MU-8 zoning district, since the property backs to a R-2 zoned residential neighborhood, the maximum height must be 35 feet as per LDC Section 4.03.03.

Mr. Stein asked about impact fees. Member Platt noted that credit as usually given for existing structure and that any additional conditioned square footage is calculated and processed for additional fees.

Mr. Stein indicated that the building on 9th St. has less than 1% asbestos and lead paint. Member Parr said that he would still need to have a licensed abatement contractor, and an affidavit would still be required.

Fire Department had no comments.

Chair Platt stated that a summary of comments would be provided to the applicant.

5.2 AMELIA ISLAND LIFESTYLE MEDICINE, 1890 S 14TH STREET

Change of Use review from a former sleep clinic to an ambulatory Lifestyle and Medicine office.

Diana Twiggs, 304 N. 4th Street, for a project at 1890 S. 14th Street, explained that the use of the proposed project will remain as a medical clinic, this project will be low volume lifestyle and family medicine, boutique style, concierge practice, and that parking requirement will be met.

Member Sabattini confirmed that a dumpster is already on site.

Member Neville had no comments.

Member Guadagnino asked to confirm that backflow preventor is in good condition.

Member Sadler commented that this is a permissible use in the C-1 zoning district and that everything presented looks good from Planning side and that a sign-off on the Local Business Tax Receipt (LBTR) from the Planning Department will be finalized.

6. OLD BUSINESS

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6.1 TRC-2025-0008 - GILLETTE & ASSOCIATES INC., AGENT FOR BUTTERFLY PROJEKT LLC, 2959 BUTTERFLY TRAIL

Site plan review for new 7 single-family residence subdivision. County property with a request to be annexed with a Zoning District of R-1 and Land Use of LDR.

Alex Bolton, Gillette & Associates Inc, welcome comments from Members.

Member Neville inquired about missing an updated tree mitigation landscaping plan regarding required tree plantings along Simmons Road. Mr. Bolton explained the difficulty in planting in that right-of-way and discussed areas where they could be located.

Member Sadler noted indicated that the second round of comments were met and that as long as landscaping requirements are met, this is good to go.

Member Sabattini noted that this is a privately maintained road and addressed the streetlights being monitored by the HOA and that this is shown on the plans.

Chair Platt confirmed that at this point this is not going to be a gated community.

Member Higginbotom said that he has spoken with Asa Gillette and that an auto-turn analysis was provided so that fire truck radius turn around has been met.

Ms. Pearson made comments about feedback that if all comments are met, this could proceed to Sign Off.

7. NEW BUSINESS

8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.

Alex Bolton, Gillette & Associates Inc., presented a new project relating to a new aircraft hangar at the airport on a currently vacant parcel.

Member Neville inquired about tree removal and stated that removal and retainage of trees should be noted on the application.

Chair Platt confirmed that the applicant is working on a Leasehold document.

A second speaker addressed architectural standards and the process of acquiring the Leasehold document.

Member Guadagnino addressed force main water lines requirements.

Chair Platt noted that a full site plan review will need to be submitted.

Nate & Brondi Whitaker, 2136 Sadler Road, owners of Sue's Market, inquired about 1986 Citrona Drive, a C-2 zoned property being the old Step-by-Step pre-school building, and noted Retail use.

Member Sadler asked about exterior changes. Mr. Whittaker said that it would be primarily changes to the interior and explain some of the interior demolition of walls. Member Parr suggested hiring an architect or an engineer if they are taking out walls or at minimum a general contractor will be required.

Mr. Whittaker asked about impact fees. Chair Platt asked that more information be submitted so they can assess credits or new fees.

Ms. Pearson, Planner Manager, addressed parking requirement and gave insight into shared parking. It was noted

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that existing parking may satisfy the requirements.

Mr. Whitaker inquired about a nearby lift station. Member Guadagnino said she would do some research. He also asked about an existing fire alarm. Member Higginbotham noted that if they plan on using the existing system, they will have to make sure to continue the maintenance.

Lastly, Mr. Whitaker asked about signage requirements and if they could modify the existing sign and add a marquee feature.

Member Higginbotham asked about road access. Mr. Whitaker noted that there is a recorded ingress and egress easement.

Member Sabattini suggested coordination with Nassau County regarding new access points onto Citrona Drive.

Tara Thousand, ACR, agent for this project, asked about the future development of the adjacent lot and what other things to consider other than parking. Member Guadagnino spoke on capacity fees. Member Sadler spoke of verifying the allowable use and meeting all site design requirements per LDC Chapter 4.

Joseph Zimmerman, 87095 Kipling Drive, for a project at 230 S. 8th Street for a rebranding from A1A Cidery into Philly Boyz. This would exclude the Marlin & Barrel structure. He presented the scope of the project which would expand the outside area. He provided members with some designs.

Member Guadagnino commented on engineered capacity fees and the need for a grease trap. Mr. Zimmerman confirmed that there would be no heating on premises.

Member Sabattini asked about trash services and adequate screening for totes or dumpsters.

Member Sadler spoke of LDC Section 4.03.03 for design requirements to address the existing planters and bench modifications.

Mr. Whitaker spoke of building a $\frac{3}{4}$ wall to separate the cidery from the deli to avoid cross-contamination.

Member Aguilera address noise ordinance that restricts noise level after 10:00 p.m.

Norman Stein, 728 S. 9th Street, returned to the podium to inquire about the affidavit for Asbestos Abatement and its process with the State. He also inquired about the water and sewer lines access to the S. 9th Street property to which Member Guadagnino provided more insight through the GIS aerial.

Member Sadler provided additional information regarding the existing sign and stated that upon changing of ownership or business, the existing non-compliant sign would need to be removed and would not be transferable.

9. COMMITTEE BUSINESS

Ms. Pearson, Planning Manager, provided members with an update regarding the Butterfly Trail Projekt and its recent approval recommendation for annexation to the City Commission by the Planning Advisory Board (PAB). She explained the restriction of annexing any properties 100 days before an primary election. Considering that there is an primary election on August 18, 2026, the potential final approved effective date, including its appeal period, would be at the end of the year, and possibly January 2027. Members discussed the issuance of the LDO and possibility of issuance of site permits before the annexation is effective. Chair Platt suggested that some conditions could be added to the LDO.

10. ADJOURNMENT: 11:28PM

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Mackennah Tarmey, Recording Secretary

Jacob Platt, Chair

Project Description

Due to the condition of the 1859 home on the property, we are going to have to demolish the current structure, but keep as much of the garden space and historic pavers as possible and reuse the natural cedar from the structure as possible. We wish to build a rustic, historic looking pavilion that blends with the gardens and the current feel of the property. The front that faces Ash St would still look like a house that would have bathrooms and storage space, but the back would be an open air event space. I have gathered images of what we are envisioning and met with Wyatt Contracting and Silver Oak Construction. Once I know that the project is viable, I will have formal plans drawn up.

The space will primarily be used for hosting events such as children's parties, wedding photos in the garden, receptions, meetings for local groups and field trips for an outdoor learning experience.



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Project Plans: Multipurpose Structures for Outdoor Spaces

