



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
JULY 8, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of Minutes for the Regular Meeting of April 8, 2026
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. BOARD BUSINESS**
 - 6.1 2050 Visioning Plan Survey and Discussion
- 7. STAFF REPORT**
 - 7.1 Legislative Updates
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

NEXT PAB REGULAR MEETING IS SCHEDULED FOR AUGUST 12, 2026.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

ITEM TYPE: Zoning Map Amendment < 10 Acres

SYNOPSIS:

Margaret Pearson, Planning and
Conservation Manager

Date: April
21, 2026

Submitted By: Sylvie McCann,
Administrative Coordinator



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
APRIL 8, 2026
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER: 5:00PM

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Daphne Forehand (Vice-Chair)	Mark Bennett
Nick Gillette	

MEMBERS ABSENT:

Barbara Gingher	Peter Stevenson
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OTHERS PRESENT:

Margaret Pearson, Planning Manager	Mia Sadler, City Planner
Glenn Akramoff, City Deputy Manager	Teresa Prince, City Attorney
Mackennah Tarmey, Recording Secretary	

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

4.1 Approval of Minutes from the Regular Meeting of February 11, 2026.

Member Robas provided a few corrections.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Gillette, to approve the Minutes from February 11, 2026, with the noted amendments.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5. OLD BUSINESS

6. NEW BUSINESS

Ms. Prince explained the procedures for quasi-judicial hearings and legislative hearings and briefly spoke of the 3 items presented at this meeting.

Ms. Tarmey administered the oath to parties who wished to give testimony.

DRAFT

Member Gillette stated that he is recusing himself from voting on all items due to a personal conflict and provided the required 8B Memorandum of Voting Conflict form.

Board Members disclosed ex parte communications having all had discussion with Staff only.

6.1 (Legislative) - PAB 2025-0023 - ASA GILLETTE, AGENT FOR BUTTERFLY PROJEKT, LLC, 2959, 2975, 2991 BUTTERFLY TRAIL 2831 CHEM CELL ROAD

Request for Voluntary Annexation for the properties located at 2959 Butterfly Trail, parcel ID's 00-00-30-044B-0068-0010, 00-00-30-044B-0068-0020, 00-00-30-044B-0068-30, and 00-00-30-044B-0068-0040 (recently re-addressed) totaling 4.22 deeded acres of land.

Ms. Pearson presented the Staff Report Analysis and recommended approval. She provided the Board with a revised staff report that includes new environmental considerations and stated that the property is zoned residential general one, but the future use of the property is recreational. She noted that the request and Staff's recommendation is more restrictive and that the annexation into the City would eliminate the need for septic tanks and improve water quality and quantity. She recommended approval of Low Density Residential FLUM and Low Density Residential (R-1) Zoning District for all properties.

Ms. Prince requested that the agenda packet and all updated documents that were presented be added to the records into evidence. All Board Members all approved this request by voice vote.

Alex Bolton, Gillette and Associates, agent for the owner, presented his request, agreed with Staff's report and the assignment of low density FLUM and zoning.

Public Hearing was opened.

Kevin Allen, 3009 Riverside Drive, neighbor to this property, voiced three concerns, being: density, wetland and flood zone, and lastly impact on older growth trees. In keeping with the preservation of trees, he wishes that it not be overlooked. Ms. Pearson spoke of strict rules in building within the floodplain, and affirmed that there are requirements for tree survey, tree mitigation plan, and buffers.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Robas, seconded by Vice-Chair Forehand, to recommend approval of PAB case 2025-0023, to the City Commission requesting that a Voluntary Annexation for all properties be approved and that PAB case 2025-0023, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

6.2 (Legislative) - PAB 2025-0024 - ASA GILLETTE, AGENT FOR BUTTERFLY PROJEKT, LLC, 2959, 2975, 2991 BUTTERFLY TRAIL 2831 CHEM CELL ROAD

Request for Re-Assignment of the Nassau County Future Land Use Map Category from High Density Residential, to City of Fernandina Beach Low Density Residential for the properties located at 2959 Butterfly Trail, parcel ID's 00-00-30-044B-0068-0010, 00-00-30-044B-0068-0020, 00-00-30-044B-0068-30, and 00-00-30-044B-0068-0040 (recently re-addressed) totaling 4.22 deeded acres of land.

ACTION TAKEN: A motion was made by Member Robas, seconded by Vice-Chair Forehand, to recommend approval of PAB case 2025-0024, to the City Commission requesting that assignment of the Low Density Residential Future Land Use category for all properties, 00-00-30-044B-0068-0010, 00-00-30-044B-0068-0020, 00-00-30-044B-0068-0030, and 00-00-30-044B-0068-0040, located on Butterfly Trail as depicted on Exhibit A, be approved and that PAB case 2025-0024, as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

- 6.3 **(Quasi-Judicial) - PAB 2025-0025 - ASA GILLETTE, AGENT FOR BUTTERFLY PROJEKT, LLC, 2959, 2975, 2991 BUTTERFLY TRAIL AND 2831 CHEM CELL ROAD**
Request for Re-Assignment of the Nassau County Zoning District category from Residential General 1 to City of Fernandina Beach Low Density Residential (R-1) for the properties located at 2959 Butterfly Trail, parcel ID's 00-00-30-044B-0068-0010, 00-00-30-044B-0068-0020, 00-00-30-044B-0068-30, and 00-00-30-044B-0068-0040 (recently re-addressed), totaling 4.22 deeded acres of land.

ACTION TAKEN: A motion was made by Member Robas, seconded by Vice-Chair Forehand, to recommend approval of PAB case 2025-0025, to the City Commission requesting that assignment of the Low Density Residential (R-1) Zoning District for all properties, 00-00-30-044B-0068-0010, 00-00-30-044B-0068-0020, 00-00-30-044B-0068-0030, and 00-00-30-044B-0068-0040, located on Butterfly Trail as depicted on Exhibit A, be approved and that PAB case 2025-0025, as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. BOARD BUSINESS

7.1 2026 Waterfront Area Redevelopment Plan Supplement

Ms. Pearson presented the Staff Report Analysis, stating that in order to address deficiencies in the 2005 CRA Plan (Adopted with Resolution 2025-91) regarding how projects are to be funded, a Supplement to the CRA Waterfront Plan is proposed. She emphasized that this Supplement does not modify the objectives and strategies outlined in the original CRA Waterfront Plan. She projected the CRA map area and listed the changes, 1. *Under Objective 1. City Marina Facilities*, by adding the wording of "Brett's Café", 2. *Under Objective 5. Public Access to the Water – Strategy 5.5*, the removal and addition of language regarding public land and privately-owned Amelia Riverfront properties, and lastly, 3. The elimination of the outdated chart under *Changes to the Candidate Projects – Opinion of Costs* page, and the replacement with an updated version of the chart showing current projects along with a footnote. Staff then recommended approval of the 2026 Waterfront Area Redevelopment Plan Supplement.

Chair Doster asked if the newly replaced chart will work as a flexible document. Ms. Pearson answered in the affirmative and this this would be updated on regular basis. She called upon Ms. Prince to explain the legal aspect of this document.

Ms. Prince described the financial reasons why the City found it necessary to update these codes and noted that changes in the law to make this more specific was at the center of said reasons.

Member Robas asked about the recurrence of future updates.

Ms. Prince also confirmed, per a question from Member Bennett, that the funding would only be applied to properties located within the CRA.

Glenn Akromoff, Deputy City Manager, explained how the property values have increased causing the budget to widen and will be inclusive of private money. He stated that the Harbor Master Plan kick off is next week and he used this example to illuminate this board business discussion.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Vice-Chair Forehand, to recommend approval of the 2026 Waterfront Area Redevelopment Plan Supplement to the City Commission; AND as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

DRAFT

8. STAFF REPORT

8.1 Report of Building Permits issued for the Month of March 2026

Ms. Pearson presented Excel sheets providing a tally of Demolition permits and new construction of residential and commercial building permits, for the year 2025 and 2026 year-to-date.

Member Gillette elaborated and offered his analysis of the numbers and noted that the City is actually doing very well in its growth.

9. PUBLIC COMMENT

No member of the public provided public comments.

Ms. Pearson encouraged Board members to attend the Visioning Sessions.

10. ADJOURNMENT - 5:45PM

Mackennah Tarmey, Recording Secretary

Richard Doster, Chair

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Zoning Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Margaret Pearson, Planning and
Conservation Manager



Sylvie McCann, Administrative

Date: June 24,
2026

Submitted By: Coordinator

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Zoning Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Margaret Pearson, Planning and
Conservation Manager



Sylvie McCann, Administrative

Date: June 24,
2026

Submitted By: Coordinator
