AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
SEPTEMBER 10, 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 from the Regular Meeting of August 13, 2026.

4.2 Approval of Minutes for the Regular Meeting of August 27, 2026.

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 **TARA THOUSAND - 17 S 8TH STREET**
Change of use from hair salon to sports bar and special events space. (C-3)

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 SEPTEMBER 24, 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.

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MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
AUGUST 13, 2026
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER: 10:00AM

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Project Coordinator (Chair)
Jimmy Parr, Building
Cathy Sabattini, Public Works Operation
David Neville, Arborist/Urban Forester
Margaret Pearson, Planning & Conservation
Victoria Guadagnino, Stormwater/Utilities
Jason Higginbotham, Fire
Marco Aguilera, Code Enforcement

OTHERS PRESENT:

Mackennah Tarmey, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes from the Regular Meeting of July 23, 2026.

ACTION TAKEN: A motion was made by Member Guadagnino, seconded by Member Sadler, to approve the Minutes for the Regular Meeting of July 23, 2026, as present.

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

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 ALISON LESKO, VIOLET BLU HAIR BOUTIQUE - 12 SOUTH 3RD STREET
First Step - Change of Use review for the addition of hair salon services to the existing structure. (C-3)

Alison Lesko, 12 S. 3rd Street, presented her case regarding her request for a change of use.

Member Sadler explained the change of use along with the additional use of a retail store. She confirmed that it was permissible in the C-3 zoning district but emphasized that any changes to the exterior or to signage require a review by Staff or the by the Historic District Council.

Member Guadagnino explained the capacity fees and requested that the applicants fill out a water and sewer connection form in order to meet their requirements.

Member Parr asked about the ventilation in the studio. He also noted that appropriate permits for plumbing and electrical are required.

5.2 JOHNATHAN MCDILL, AGENT FOR PHIL AND JANET GRIFFIN, 815 FIR STREET & 605 S 9TH STREET.
Site plan review for the redevelopment of 2 residential lots into a single commercial and residential building. (MU-8)

Johnathan McDill, agent for the owners, explained the redevelopment project.

Member Neville explained the Tree requirements.

Member Guadagnino inquired about the utility hook ups and shared comments with the applicants of what requirements would need to be included on the next set of plans.

Member Aguilera requested the applicant show where the dumpster and screening will be located and explained the screening requirements.

Chair Platt shared that the plans do not meet the parking requirements. The applicant asked about the Fee-in-Lieu. Member Sadler commented that it is an option and that the post-meeting summary would go into details regarding that option.

Member Taylor commented on the parking lot specifications and the pavers that are proposed for the project.

Chair Platt made comments about the visibility triangles, site design and reiterated parking requirements.

Member Neville spoke of the 50% tree mitigation requirements.

Phil Griffin, 608 S. 8th Street, owner, inquired with the Fire Department about the requirements for residential units.

Member Higginbotham said he will do a formal review once the formal plans are submitted.

5.3 MIRANDA ARCHITECTS, AGENT FOR GALAXIE 500 LLC, 22 S. 8TH STREET
Site Plan Review for the Agricola Grand Oak Plaza project for parking lot improvement and new entry canopy. (C-3)

Jose Miranda, 309 ½ Centre Street, agent for the owner, explained the project.

Member Sadler stated that the next step is to attend a Historic District Council meeting in order to address the improvements of the sidewalk on South 9th Street.

Member Neville had questions about the large oak tree and requested that the asphalt around the tree be removed by hand.

Member Guadagnino and Mr. Miranda engaged in conversation about the FOG (fats, oils and grease) ordinance and the grease trap requirements.

Mr. Miranda confirmed that after approval from the HDC the next step would be moving to permitting.

Chris Agricola, 147 N 18th Street, owner, made comments about the outdoor seating location, currently in front of First Love.

5.4 TODD BATES, 3199 S. FLETCHER AVENUE

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Site Plan Review for 13 home sites. (R-3)

Ricky Jackson, Legend Engineering, presented a 13 single family home project with associated utilities, replacing the current structures established as The Surf. He gave details about the proposal regarding retention pond, pavers, driveway being backloaded to First Avenue, the side width of the parcels being 50 ft wide, and the structures not exceeding 35 ft tall. He also addressed cans or dumpster locations. Mr. Aguilera will confirm which would be required.

Mr. Jackson spoke of water connection and possibly having a dedicated utility easement. Ms. Guadagnino will provide locations.

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

Chair Platt recommended that the committee look into testing a Technical Review Committee application process through the new CityView permitting system.

10. ADJOURNMENT: 11:09AM

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Mackennah Tarmey, Recording Secretary

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Jacob Platt, Chair.

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MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
AUGUST 27, 2026
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER 10:00 AM

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Project Coordinator (Chair)
Jimmy Parr, Building
Cathy Sabattini, Public Works Operation
David Neville, Arborist/Urban Forester
Mia Sadler, Planning & Conservation
Sydney Watkins, Stormwater/Utilities
Jason Higginbotham, Fire

OTHERS PRESENT:

Mackennah Tarmey, Recording Secretary
Margaret Pearson, Planning & Conservation

ABSENT:

Marco Aguilera, Code Enforcement

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

No minutes were presented for approval.

Chair Platt explained the various scamming activities that have plagued the City for months and clarified for the record that The City would never request a wire transfer or send development orders over email.

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 SPURGEON RICHARDSON, AGENT FOR SADLER FERNANDIINA LLC, 2195 SADLER ROAD

Site plan review for 22 townhomes (Live Local Act Project). This project is subject to Annexation in January 2027. (County Property RS-2)

Spurgeon Richardson, agent for Sadler Fernandina LLC, 608 Ocean Club Villas, spoke of his request to annex this property within the City and the different steps to be taken first with the county involving a re-zoning request to commercial. He spoke of his project being submitted as a Live Local project.

Member Sadler noted that she discussed this case with Staff yesterday. She explained that the applicant would not

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be able to go through a Formal TRC application until the annexation process into the City is completed through the Planning Advisory Board. Additional in-depth discussion will need to take place to determine the permissible uses of the property since there are many variations between zoning districts. She stated that townhomes are considered single family homes and are exempt from single family zoned districts. She also noted that the right of way on Sadler Road will need to be addressed with Nassau County. She also confirmed that School Impact Analysis will need to be submitted which is processed through the Nassau County School Board for approval. Lastly, she said that a mail kiosk would also need to be added.

Margaret Pearson, Planning Manager, made a few comments regarding the upcoming General Election mandating that for a hundred (100) days preceding said election no annexation application can be finalized, which makes the tentative date of this request's approval effective around January 2027. The application can be submitted and partly processed but will be idle until after the elections. She then addressed the Live Local Act requirements regarding lot lines and also spoke of dumpster accommodation instead of roll-outs, and access points. Lastly, she also confirmed that additional conversations need to take place before Formal TRC.

Member Neville noted that the size of the lot changes the requirements for tree mitigation. Member Neville walked the applicant through these ordinances and indicated where to find them.

Mackenzie Anderson, Halff Associates, consultant for the applicant, asked the committee questions regarding stormwater connections.

Member Watkins spoke of connection points for watermains located around this property and that it will require upsizing. She mentioned that lift stations can be individualized, that a master lift station is also an option, and that it will have to be privately owned. Lastly, she stated that the Stormwater department will need clarification of the plans on how the connection to the retention pond will be established.

Ms. Anderson asked about requirement at the Cape Sound Subdivision.

Member Higginbotham explained to Mr. Richardson the differences between the need for sprinklers in townhomes versus apartments. Fire Department access and water supply maps will help emphasize this element for the applicant and Member Higginbotham requested that the Planning Department share these with them.

Ms. Anderson asked about Drury Road and the requirement for a turnaround. Chair Platt spoke about the current makeshift turnaround not being sufficient. Member Sabattini asked that this information be shared since it will impact garbage trucks.

6. OLD BUSINESS

No Old Business.

7. NEW BUSINESS

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

No development inquiries.

9. COMMITTEE BUSINESS

10. ADJOURNMENT: 10:33PM

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Mackennah Tarmey, Recording Secretary

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Jacob Platt, Chair