AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
MAY 10, 2018
9:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1 Review and Approval of February 08, 2018 Meeting Minutes

4. DISCUSSION ITEMS

4.1 629 S. 8th Street - Brewery

4.2 Amelia Palms -Bailey Road

4.3 WestRock - Trailer yard expansion

4.4 North Pointe - Undeveloped Lots

4.5 34 N. 14th Street - Change of Use, Retail to Office

4.6 214 S. 3rd Street - Flower Shop

5. OLD BUSINESS

5.1 SPR 2017-08 Sea Cottages - Sign Off

5.2 SPR 2017-09 Amelia Bluff - Sign Off

5.3 SPR 2017-11 Island Club - Sign Off

5.4 SPR 2018-02 Riddell Autoplex - Sign Off

6. NEW BUSINESS

6.1 SPR 2018-03 1015 Atlantic Avenue Condominium - 1st Distribution

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

8. COMMITTEE BUSINESS

9. ADJOURNMENT

NEXT REGULAR TRC MEETING IS SCHEDULED FOR MAY 24, 2018

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1. **CALL TO ORDER**
   Member Platt called the meeting to order at 9:02 a.m.

2. **ROLL CALL**
   Members Present:

Michelle Forstrom	Don Kukla
Rex Lester	John Mandrick
Jake Platt	Sal Cumella
Andre Desilet	Jason Higginbotham

3. **MINUTES**
   Approval of Minutes from December 14, 2017
   Motion to Approve: 1st – Member Forstrom, 2nd – Member Lester
   Motion carried by unanimous voice vote.

In Kelly Gibson's absence Jake Platt acted as chair.

Correction on the agenda: Next meeting reflects 02/08/18 should be 02/22/18

4. **OLD BUSINESS**

SEA COTTAGES OF AMELIA AT 2528 SADLER ROAD
****Delay moved to later in the agenda****

5. **NEW BUSINESS**

5.1 SCHOOLHOUSE STORAGE AND HOUSEKEEPER INN AT 9 S. 10TH STREET
Change of Use – Jose Miranda joined the group and described the proposed project. He pointed out that he appeared before the TRC previously to discuss the restoration and conversion of the School House into a 17 room boutique hotel. He appears before the TRC today to discuss the subject properties accessory structure referred to as the "Housekeeping building". The applicants originally planned to use the structure as storage, but now plan to convert half of the building to housekeeping storage with washer and dryer, and the other half to an onsite care takers quarters. Acknowledging that the separation of spaces would require a change of use, Mr. Miranda explained that it was recommended he repeat the TRC process to determine if there were any additional concerns.
Member Mandrick inquired on the current use of the structure. Mr. Miranda explained that it has always been a beauty salon, consisting of 6 service chairs, and 1 meter with no plans to split the meter.
Member Mandrick granted a credit for the 6 existing chairs in addition to the washer and dryer but advised that washer and dryer numbers must be taken into account and provided to Utility Billing to determine impact fees. He added that a backflow must be installed.
Member Lester inquired on parking. Mr. Miranda, reminding the committee that parking had already been addressed in the previous meeting, explained that there is currently 1 ADA on main site, 19 spaces total, which is 2 more than required, and emphasized that street parking on 10th Street is permitted.
Raising the issue of the construction fence on the side walk, Member Lester asked if there was a right of way use permit issued by the state. Recalling the many issues the project had previously faced surrounding

the right of way, Mr. Miranda stated that the contractor has been in contact with DOT, and emphasized that the state owned pavers will be left untouched.
Mr. Miranda went on to describe new paving which leads from the back courtyard to the front of the building, and connects one parking lot to the next, adding that a parking agreement has been submitted.
Member Lester asked if the trash container had been removed from the right of way. Mr. Miranda confirmed that it had been moved and is now on site and enclosed.
Mr. Miranda voiced his intentions to gather additional information for Member Mandrick for impact fee calculation. Member Lester requested the contractor contact him regarding ADA parking and Mr. Miranda indicated the contractor is on notice. Member Platt advised the applicants to move forward to permitting.

5.2 GREAT CLIPS HAIR STUDIO AT ISLANDWALK SHOPPING CENTER
Change of Use -- Norman Hanania, Art Grimaldi, and James Lamovrenx joined the group and described the proposed project. The unit, which faces 14th street, was previously used as METRO PCS. A change of use is requested to accommodate a family oriented cut/style hair salon.
The applicants previously communicated with Member Mandrick regarding impact fees. Member Mandrick acknowledged that he sees no potential issues regarding water and sewer and explained that impact fees for Metro PCS were a fixed credit based on square feet and that a fee is only collected in the event of an increase.
The applicants were advised to apply for a Local Business Tax Receipt prior to signage application and Member Forstrom highlighted the cost effectiveness of including all signs on one application.
Member Kukla pointed out that roof top clearance from the exhaust and proper ventilation is required and referred the applicants to the 2017 Building Code 6th addition.
The applicants contractor inquired on lighting requirements at egress to which Member Kukla clarified that general lighting is required. Member Platt confirmed that the contractor is registered with the City.

LA SUTENA GROCERY EXPANSION TO DINING AT 528 S. 8TH STREET
Change of Use
Did not show

BREWERY AT 629 S. 8TH STREET
Pre-application Meeting
Mike McCloskey, Joel Reitzer, Derek Imes, Ed Lane, and Franklin Frost joined the group to discuss the proposed project. The current use of the structure is defined as small office spaces. The adjacent lot has been purchased by the applicants for additional offsite parking. The proposed project, described as a Production Brewery/Brewery Manufacture Center with small tasting area, will be mixed use, 4500 sf dedicated to assembly. A commercial kitchen will be used; beer and 1% wine will be served. No liquor.
Member Mandrick requested a total chair count, inside and out, to calculate impact fees and stated that the average gallons per day (beer manufactured), waste product produced, and anticipated discharge will be needed for water sewer purposes. The applicants asked if the historical data from their current brewery located in Athens, GA would be accepted. Member Mandrick answered in the affirmative and explained that data must be signed, sealed and stamped and added that assuming all seats are accounted for, the proposal to invite restaurateurs in on weekends for catering and lite bites will be permitted.
The discussion shifted to parking. The applicants described the current site plan as having 15 regular spots and 2 ADA and explained that overflow parking will be directed to the south adjacent lot and use of the 8th street crosswalk will be utilized.
Member Platt asked how the customer service area will be defined for special events. The applicants described a distinguished zone for the tasting room/service area defined as A2 occupancy. A glass partition will separate the factory and brewery area and a clear path will lead outside to an unenclosed beer garden surrounded with fencing and landscape. Member Platt informed the applicants that parking code is calculated at one space per 50 sq ft for customer service area, one space per two employees for

manufacturing/warehouse area, and one space per company vehicle operating on the premises and advised the applicants refer to the table in chapter 7 of the LDC to be sure that the parking code is delineated appropriately.

Member Desilet reminded the Applicants that site modifications must demonstrate compliance with water management guidelines. He suggested resurfacing the parking lot as its current condition is grandfathered in and regrading and repaving would require updating to the current code requirements; Member Platt added that 75% of a new lot would have to be pervious material.

Member Mandrick emphasized the need to establish current uses for impact credits and referred the applicants to the demand tables found in Municode.

The applicants engineer inquired about gravel as a solution for parking as it relates to storm water. Member Desilet explained that an infiltration gallery or similar underground water system is allowed, but advised the applicants that a life span of 5 to 10 years should be taken into consideration and added that a slug test, double ring horizontal and vertical and soil testing would be required.

Raising the subject of driveway cuts, Member Platt explained the cities effort to have the overall number reduced. Member Lester agreed that the smaller cut should be removed, or as an alternative—all cuts should be labeled as 'in' or 'out'. Member Mandrick made the suggestion to add a drop off area for busses and vans dropping off for large events. The applicants pointed out that there is not enough space to create double lanes, so it would be necessary to keep both curb cuts and label 'in/out'. Member Platt recommended angling the parking spaces to clearly identify the in vs out, but added that he would prefer to see one cut removed.

Member Lester raised concerns over the foot traffic crossing the intersection at Gum Street. The group acknowledged the traffic light, and the applicants stated they would simply take advantage of the existing cross walk.

The applicants went on to describe the inclusion of two converted Airstream trailers as 'exterior serving stations' which would be located in the back Beer Garden; one to be used as a food truck, the second to serve beer. Member Lester pointed out that to the West and North of the project property is residential, and advised that the trucks must be kept out of the Right of Way. He then advised the applicants on ADA guidelines: handicapped parking must be as close to the entrance as possible with12 ft inside blue line to blue line. Additionally, an 'ADA accessible' and a '$100 fine' sign must be posted. He added that ADA symbol is not required.

Member Platt informed the applicants that if the North lot is purchased, it would be considered onsite parking and would meet requirements. The South lot would be considered offsite. The group raised concerns regarding pedestrian safety upon street crossing and visibility. The applicants inquired on the property on 7th, which is not zoned commercial, as a potential parking lot. Member Platt noted that this would still be considered offsite, and that the R2 zoning district does not allow for stand-alone parking lots. He suggested applying to the BOA for possible rezoning—but added that he believes keeping parking to the North and South would be the better option.

Member Kukla then discussed plumbing matters as they relate to the project and informed the applicants that overhead power must go underground per City ordinance. He suggested meeting with the Building Official as a preliminary. The group then determined the demolition of the unpermitted residential space upstairs would be considered a full change of use. Member Higginbotham cited the 6th edition code for reviewing of plans.

Recognizing the historic qualities of the building, Member Cumella recommended the applicant check with the state for a tax credit.

Upon inquiry from the applicant, Member Platt stated that offsite signage is not permitted, citing chapter 5 of the LDC.

At Member Forstrom's request, the applicants went on to describe the use of the converted Airstreams in further detail: the first airstream is to be a permanent structure, owned by the applicants, used to serve beer—Member Forstrom advised it must be anchored. The second will be used as a food truck by local restaurants—Member Forstrom informed the applicants that guest restaurants must be licensed and food sales must be limited to patrons of the brewery.

Concerning the challenge of parking, the applicants asked if a member of the committee could visit the property to help assess the onsite and offsite lots. Member Lester stated he would be willing to help.

Member Kukla then raised the possibility of events and music and suggested the applicants become familiar with the ordinances.
Member Platt encouraged the applicants to further define customer service space in site plan and return to the TRC.

GRAND OAKS TOWNHOMES AT 22 S. 8TH STREET
Pre-application meeting
Joel Reitzer and Mike McCloskey joined the group and described their proposed project. Mr. Reitzer informed the group that they previously appeared before the TRC on Dec 14 where they presented preliminary plans for townhomes. They have since appeared before the Historic District Council, and explained that they have taken note of comments and recommendations made by the community. He stated that they returned to the TRC today with a new layout which he described as 2 buildings: one with four townhomes (fourplex) and the second with two townhomes (duplex). Each lot is a minimum of 25x50. The previous configuration had garages with multiple curb cuts along the street—the new plan reflects on street parking in lieu of garages. On the subject of parking, he described approximately 18-20ft between the property line and pavement and estimates 8ft wide spaces which would allow for 12 spaces in total. The site will include the large oak tree within the common area, which will be accessible to all lots, with the exclusion of the corner lot. All units will include front porches with covered roofs-- 21 inches off grade, as well as upper porches which will be described in more detail later in the presentation.
Mr. Reitzer then asked the group if the on street parking would require special permitting or if it is included in the building permit. Mr. Platt explained that on street parking must go through site plan approval and the property must be re platted. He added that an associated driveway permit must be pulled, and described a 5ft minimum sidewalk width.
Regarding the shade and decorative tree requirement, the applicant submits that there is sufficient room between the parking spaces and the sidewalk for decorative trees and considers the tree canopy of the existing grand oak as adequate shade requirement for 6 units of townhouses. Member Platt advised bringing the issue of the placement of trees before the Historic District Council.
Member Lester and Member Mandrick voiced their concerns with rooting and discouraged the proposed location for the trees. Member Desilet cautioned that the power lines must also be taken into consideration. The group then discussed the Crate Murdle as a suitable option for their easy maintenance and small root structure. The proposal to plant trees in the right of way would be approved, with the requirement of a root barrier.
Voicing concerns with the vacant space between the property line and retail building, Mr. Reitzer expressed the need for fencing to prevent the area from being used as a cut through or for mischievous activity.
Upon mention of removing asphalt from around the grand oak tree—Member Lester advised the applicants to consult an arborist for proper method. Mr. Reitzer stated they have been in contact with locally known arborist, Early McCall.
Mr. Reitzer asked for clarification regarding windows in walls being 5ft back from property line; Member Kukla referred him to the 2017 6th addition building codes for review and recommended a meeting with the Building Official.
Member Mandrick requested he be made aware of any plans to add a sprinkler system. Mr. Reitzer reminded Member Mandrick that sprinklers were discussed at the previous meeting, and stated that the new plans are no longer 3 stories. He described the new plans as being only 2 stories, with a total height of 30 feet.
Mr. Reitzer went on to address the 5ft easement on the utilities as discussed at the previous meeting. He asked if 3 meters could be placed in front. Mr. Mandrick stated that this would be acceptable.
Potential dumpster locations were then discussed. Member Forstrom explained the City's desire to remove old dumpsters from the right of way. The applicant thanked the group and stated they would work on a solution. Considering the special circumstances, Member Lester states he is willing to grant a right of way use permit to keep the dumpster in its current location, with the condition that it be enclosed, landscaped, and included on the site plan.

Member Desilet then advised the applicant that drainage must be taken into account and stated that credit will be given for existing asphalt adding that water may need to be rerouted; a permit from the water management district will be required.
Member Platt clarified that the Historic District Council would be the projects next step, and advised the applicants to again return to the TRC for a preliminary plat discussion.

AMELIA ADVENTURES AT 1002 S. 8TH STREET
Pre-application
Thomas Oliver joined the group to discuss the proposed project. He pointed out a correction to the agenda: business name should read “Amelia Adventures”.
Mr. Oliver of Amelia Adventures described his intention to lease the building on 8th street to accommodate his business which he described as a ‘Nature Tour Company’. He aims to use the space as a meeting and parking location for his guests as well as storage for a 15 seat passenger van and boat/trailers. He went on to describe his business advertising as being predominately online, and explained the benefits of erecting a sign visible from 8th street to draw in drive-by business.
Member Forstrom asked if the company did rentals in addition to tours. Mr. Oliver emphasized that they focused on providing experience, and that rentals were only a minor portion of their business.
Member Lester then recommended eliminating the driveway cut on Jasmine. Member Desilet agreed, adding that it would provide space for additional parking. On the topic of parking, Mr. Oliver explained that there are currently an estimated 24 spots. Member Cumella suggested eliminating the curb cut on 8th, rather than Jasmine, which would provide connectivity. Mr. Oliver expressed concerns associated with a left hand turn when exiting the property and considered it to be a hazard. He proposed adding a ‘right turn only’ sign to direct patrons around the block and to the traffic light.
Mr. Oliver then went on to explain the exterior improvements planned. He proposed initially repairing the current glass paned garage doors, and in time, painting a mural on a new install, similar to that of a neighboring business.
Member Kukla advised the applicant to consult with his contractor and/or design professional to determine if a Change of Use is needed, and added that a replacement for the existing glass paned garage doors may be required sooner rather than later to bring the building up to code. Additionally, ADA parking and accessibility must be addressed, the dumpster must be enclosed, and the several cars currently parked on the lot must be attended to.
Mr. Oliver contemplated if a dumpster on property would be necessary considering the businesses minimal waste produced, and opted for trash/recycling bins stored out of view. He then described the proposed changes to the interior to create access to the bathroom from the inside, as well as a great room, and inquired on occupancy load— Member Kukla again advised the applicant to consult with his design professional to determine the business’ max potential occupancy.
Member Kukla then asked if the applicant had any plans for fencing—Mr. Oliver described his intention to use the foundation of the existing fencing and replacing it with a façade made of wood and corrugated metal.
Member Mandrick advised the applicant that an RPZ backflow preventer is needed. Member Lester asked what the final decision was regarding the driveway cut on Jasmine. Mr. Oliver reiterated his desire to keep the driveway, and add a sign that reads “Turn Right”.
Acknowledging the derelict appearance of the property, Mr. Oliver described his intent to remove trash and weeds. Member Lester suggested removing asphalt—Member Platt agreed, adding that code for the 8th Street corridor requires a minimum of 6’ landscape buffer behind the sidewalk. In addition to breaking up the asphalt, Member Platt recommended removing the bollards and adding additional landscaping which would soften the appearance of the big asphalt parking lot and reduce the driveway cut, in turn making the area less hazardous.
Member Kukla clarified the fact that this project is considered a Change of Use. Member Platt explained that the next step is the Building Department for issuance of the proper permits triggered by the Change of Use. Landscaping improvements and ADA Parking must be included in the plans.

Member Forstrom inquired on plans for snack bar or food sales. Mr. Oliver explained future plans for vending machine type food and drink such as Gatorade and power bars. Mr. Mandrick stated that a small fee will be collected for the sale of prepackaged food and drink—but no seat count is required. Member Forstrom advised that the sale or offering of alcohol will require an alcohol license.

SEA COTTAGES OF AMELIA AT 2528 SADLER ROAD
(Old Business)

Chris Faure and Phil Griffin joined the group for review and discussion of second submittal.
Member Platt stated that Kelly Gibson had previously sent out comments from the second review and had suggested that the applicants return to the TRC for discussion of those comments as to avoid a third submittal.
Member Mandrick drew attention to the lack of piping for fire system, bringing water supply into question. Mr. Griffin intends to incorporate layout into plans. Recognizing that the fire hydrant currently sits on the applicants property, Member Mandrick explained the mechanics necessary to connect the property owners side, to the city owned side. Member Higginbotham then discussed the advantages of installing an FTC (Fire Trap Component) on the backside of the backflow preventer. Member Mandrick informed the applicants the fire hydrant must be colored red to signify a non-city owned fire hydrant and added that an annual check on the fire hydrant by an independent fire sprinkler company will be required.
Member Desilet expressed that the redesign is satisfactory in regards to Stormwater and clarified that certification by St. Johns is not required.
The applicant went on to describe the proposed project as eco-friendly. Considering the desire for limited waste production, the applicant prefers to use individual trash/recycling containers in lieu of commercial dumpsters, and will be stored in an accessory structure and carried to/from the curb by maid service. The lobby will accommodate a laundry area for guests, as well as an ADA accessible bathroom. Staff laundry and linen storage will be in the back. The landscape will be designed to preserve natural resources and all trees on the property will be preserved with the exception of 3.
Member Mandrick pointed out that the previous use of the structure was residential and requested the applicants engineer provide the average daily usage of water/sewer for determination of a possible credit.
Member Kukla advised the applicant review the current codes to verify ADA compliance.
Member Mandrick pointed out that Sadler is a county road and advised that any permits concerning the right of way must be obtained through Nassau County.
Member Platt then raised the issue of a nearby residents concern regarding the boardwalk behind the property. Mr. Griffin suggested Member Platt share his contact information with the concerned party so that he may reach out to him to work out a compromise.

STORMWATER UTILITY OFFICE BUILDING AT 1007 S. 5TH STREET
Pre-application Meeting
Member Desilet informed the group that the application is currently in the City Manager's office and he will readdress at next scheduled meeting.

6. DISCUSSION ITEMS

N. 15TH STREET STORMWATER IMPROVEMENTS
Item requested by Stormwater Manager, Andre Desilet
Member Mandrick, Member Lester and Member Desilet briefly discussed the storm water improvements and Member Desilet stated the item would be further addressed at next meeting.

DISCUSS PROCEDURE FOR DEVELOPMENT REVIEW OF AIRPORT LEASEHOLDS

Member Platt informed the board that the subject property is next to the Peterson building which was permitted last year. Upon review of the meeting minutes, he discovered that the subject property owner was asked to submit a complete TRC application, but the same was not asked of Mr. Peterson the year previous. Mr. Platt proposed refunding the applicant the TRC application fee and directing them straight to permitting.

DISTRIBUTE AMENDED COMPLIANCE LETTER FOR REVIEW
Tabled

PLAN SIGN-OFF OF AMELIA PARK BLOCKS 2 + 3
The committee recommends applicant pay Utility Billing to do work for water piping.

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

COMMITTEE BUSINESS

ADJOURNMENT 12:15pm

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Approved by Jacob Platt

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