



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JUNE 14, 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 April 12, 2018 Meeting Minutes

4. NEW BUSINESS

4.1 SPR 2018-04 Amelia Palms Preliminary Plat Distribution

5. OLD BUSINESS

5.1 SPR 2018-03 1015 Atlantic Avenue

Comment review as requested by the applicant.

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

7. COMMITTEE BUSINESS

7.1 SPR 2017-13 Holy Trinity School Sign Off

8. ADJOURNMENT

NEXT REGULAR TRC MEETING IS SCHEDULED FOR JUNE 28, 2018

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.

1. CALL TO ORDER

Member Gibson called the meeting to order at 9:03 a.m.

2. ROLL CALL**Members Present:**

Kelly Gibson

Michelle Forstrom

Rex Lester

Andre Desilet

Don Kukla

John Mandrick

3. MINUTES**Approval of February 22, 2018 Meeting Minutes**

Motion to Approve: 1st – Member Forstrom, 2nd – Member Kukla

Motion carried by unanimous voice vote.

4. DISCUSSION ITEMS**4.1 CHANGE OF USE – 905 S. 8th STREET, THERAPEUTIC SOLUTIONS**

Julie Maley, Applicant, joined the group and introduced the proposed project. She stated that the change of use request is made to accommodate her established business of 15+ years which offers Therapeutic Body Work. The business will employ 2 massage therapists (with plans to bring in a 3rd) and 1 person behind the front desk. Ms. Maley defines the usage as ‘office space’, as no medical clinicians will be employed.

Group discussion ensued. Member Kukla advised the applicant on the following topics: the need for GFCI on items such as hydraulic lift tables, the location of equipment to ensure proper clearance, ADA compliant restroom facilities, and the need for at least 1 hard plumbed drinking fountain. Member Lester described ADA compliant parking specs and requested an onsite visit to verify compliancy. Member Forstrom informed the group that a sign permit had already been inspected and approved. Member Gibson informed the applicant that professional office space will not be considered change of use, and stated that there is no need to return to the TRC.

4.2 RIGHT OF WAY IMPROVEMENTS – SUWANEE & ALTOONA AVENUE

Planning Manager Kelly Gibson introduced the item. Member Mandrick stated that he has been contacted several times throughout the years regarding the subject and noted that the City has had this issue for decades. He explained that they have avoided putting utilities in the area, as there are no roads to support heavy vehicles, and expressed his displeasure that permits are issued to build houses, without first improving the Right of Way.

Member Gibson stated that loss of tree canopy and other effects need to be considered in that area, adding that all of the properties are secondary to the dune system and that trying to retain that topography is the main goal.

The group discussion continued, factors considered included: the history of allowance for substandard improvements, emergency and utility vehicle access, the possibility of the City purchasing the land and converting to greenspace, the option of requiring the property owner to pay for the improvements, and the specifics of a stabilized subbase. The group estimated the total cost of improvement at \$7 million.

5. NEW BUSINESS

6. OLD BUSINESS

Member Mandrick stated that while he was signing off on plans, he noticed that there is a sidewalk on 14th Street on one side of the road, but south of Lime Street where the development is going, there is no sidewalk. The group discussed sidewalk improvements and safety concerns. Member Mandrick stated that it is county owned, and suggested requesting something in writing so that the City is not liable in the event of a pedestrian traffic accident. Ms. Gibson agreed to follow up with the County.

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

Clarence Demps joined the group to discuss his plans to open a new seafood market in the building located at 815 Elm Street. Mr. Demps informed the group that this is his second time to appear before the TRC. He described his plans to remove walls separating the current bathrooms, and converting the space into one restroom. The previous uses of the building were described as a residence, take out restaurant, and church counseling office. He emphasized that his Seafood business will require no cooking or food service—customers will pick up raw product and bring home.

Member Mandrick informed the applicant that credit will be given for prior use as a house, and no fees will be collected for water/sewer, but advised that an RPZ backflow preventer will need to be installed.

The group continued to discuss and gave the applicant the following notes: ADA parking specifics, the need to check with the health department regarding fish preparation, the possible need for a grease receptor, the cities preference for no garbage disposal, the need for a protector around the utility pole, specific fence requirements, and the need for a complete survey and site plan before returning to TRC.

Sadler Crossing

John Stokes, representative for Fairway Management joined the group to discuss a project proposed at Sadler Crossing. The request is to relocate 2 ADA parking spaces to create space for an open terrace/patio. Member Gibson requested a current survey depicting the addition of a patio and ATM, both of which previously shifted ADA parking. Member Kukla pointed out that FedEx and Jersey Mikes caused additional shifting, and Member Gibson reemphasized the need for a current survey to better understand the site as it exists today. Mr. Stokes stated that he would get an updated survey, and create a site plan accordingly.

The group then discussed the idea of building a wooden patio above the retention pond on the side of the building, which would alleviate the need to alter parking, while still achieving the desired patio, and allowing for the pond to serve its intended purpose.

8. COMMITTEE BUSINESS**8.1 SIGN OFF SPR 2017-05 – VINTAGE AT AMELIA, MINOR AMENDMENTS****9. ADJOURNMENT**

The meeting was adjourned at 10:50 am.

10. NEXT REGULAR TRC MEETING IS SCHEDULED FOR APRIL 26, 2018

DRAFT

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Approved by Jacob Platt