**AGENDA**
**TECHNICAL REVIEW COMMITTEE**
**REGULAR MEETING**
**JULY 26, 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 March 22, 2018 Meeting Minutes.

3.2 Review and Approval of May 10, 2018 Meeting Minutes.

3.3 Review and Approval of May 24, 2018 Meeting Minutes.

**4. DISCUSSION ITEMS**

4.1 Pre-Application Discussion: Gillette & Associates will be present to discuss an 8 unit condo at the southwest corner of South 8th and Fir Street. This property is zoned MU-8, 8th Street Mixed Use.

4.2 Pre-Application Discussion: Representatives for potential buyers of 2194 Sadler Road will discuss the possibility of a hotel on the site. This property is currently in the County, adjacent to City limits.

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

**6. COMMITTEE BUSINESS**

**7. ADJOURNMENT**

**NEXT REGULAR TRC MEETING IS SCHEDULED FOR AUGUST 9, 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 Platt called the meeting to order at 9:02 a.m.

2. **ROLL CALL**
   **Members Present:**

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| Jacob Platt | Juan Brown |
| Kelly Gibson | Sal Cumella |
| Jason Higginbotham | Andre Desilet |
| Michelle Forstrom | |

   **Members Absent:**

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| Don Kukla | Rex Lester |

3. **APPROVAL OF MINUTES**
   **Review and approval of December 14, 2017 meeting minutes.**

   ***A motion was made by Member Forstrom, seconded by Member Cumella, to approve the December 14, 2017 minutes.***
   ***Vote upon passage of the motion was taken by ayes and nays, and being all ayes, carried.***

4. **DISCUSSION ITEMS**

   **4.1 815 Elm Street – Change of Use to a proposed us of Seafood Retail (Mr. Demps)**
   Mr. Demps provided an overview of the most recent prior use of the location as a ministry/religious facility. He then provided information and details specific to the location and the new Seafood Retail use. Member Cumella asked what is new construction and if restrooms exist. Mr. Demps said the change would only be minor repairs and the new sinks as required for the use as well as new toilet fixture, but the restroom exists in the current location as described. Chair Platt indicated that Mr. Perez, City Building Official, was unable to attend in place of Member Kukla. He would work to get a meeting scheduled with Mr. Perez to discuss necessary building requirements that need to be included on the permit application submittal. Mr. Demps also provided information specific to the parking requirements as well as security of the property. Member Desilet offered that this meeting will determine whether this can go directly to permitting or if full site plan review is necessary. He summarized the requirements such as parking, ADA spaces with widths, landscaping, and stormwater. Mr. Demps indicated that there would be additional ADA railings installed to meet current requirements. Mr. Desilet offered that an architect or engineer is able to lay out the site work that is needed to comply with permit requirements as well as interior improvements such as current electrical, HVAC, or plumbing under current code. Mr. Desilet directed Mr. Demps to speak with the building department. Mr. Demps stated that his brother, owner, is working with a licensed contractor at this time. Chair Platt asked if the property had an existing and current survey available. He offered to ask the Clerk's office for a records request to see if one was on file, but indicated that a current survey is required in order to properly access the changes. Mr. Desilet provided information about why the survey would be needed to adequately review any site changes as a "Change of Use." Mr. Demps summarized what he was hearing with respect to having a design professional review of the interior and exterior improvements and schedule a meeting with the building department. Chair Platt added information specific to parking requirements and indicated that he would work with Mr. Demps and the property owner to review any LDC requirements that would apply to the proposed use. Member Forstrom asked for clarification as to whether seating would be included in the interior design of the retail. Mr. Demps stated that no chairs and tables are included as part of the proposed use, it is prepackaged sales only. Member Higginbotham offered that the interior plan as provided is sufficient for purposes of discussing improvements in the interior, but that TRC is here to review exterior site

improvements which are where this group focuses their review. Member Forstrom inquired about where trash would be located. Mr. Demps indicated that he plans to have a dumpster on site. Member Forstrom offered that the LDC requires a dumpster to be enclosed and landscaped. Member Desilet added consideration of any signage that would be on site permanently. Mr. Demps stated that he would like to have several types of flags on site. There was discussion about how flags may be handled. Member Forstrom offered that consideration of any future signs would be beneficial to saving money.

**4.2 212 S. 8th Street – Change of Use to a proposed use of Recording Studio (Mr. Lemmond)**
The applicant requested to be moved to the next TRC Meeting on April 12, 2018.

**4.3 First Avenue Right of Way Improvement – North of Rachel Avenue (Gillette & Associates)**
Chair Platt introduced Mr. McCrosky with Gillett & Associates. Chair Platt provided an overview of the lots adjoining this ROW and indicated that a variance had recently been granted to restore the underlying lots of record as originally configured under a prior plat approval. Two homes will front First Avenue and the property owner is responsible for improvements necessary to gain access to the lot. Mr. McCrosky stated that the intent of this meeting is to gain an understanding of the direction from TRC for improvements necessary to get access to the lots. Member Desilet stated that his understanding from prior practice is that the City has allowed for low impact roadway material and reduced widths to support retention of the dune system and natural topography. Member Higginbotham offered that it was important that any sub base installed be able to support the weight of emergency and fire vehicles as well as the turning radius. Member Desilet also offered that the improvements would need to account for drainage impacts. Chair Platt offered that he has walked the site and it is a significant secondary dune which is located in the middle of where roadway access is needed. He added that it is included within the Coastal Upland Protection Zone (CUPZ) and minimal grade and fill impacts need to be contemplated, and then asked about survey work for the topography. Mr. McCrosky stated that the owner is willing to consider easement access to reduce impacts and is still working to obtain the tree survey. Member Desilet indicated that the retention of trees will support stabilization of any surface that is constructed. Chair Platt stated that consideration and biological surveys need to be conducted to account for potential gopher tortoise due to the habitat within this area. Member Higginbotham stated that at the very least 15 feet in width is necessary to get emergency service to the properties. Chair Platt also stated that there will be other properties adjoining these two that are likely to be requesting access improvements. He reiterated minimal habitat to reduce impacts to the secondary dune, being mindful of trees, and the habitat which supports gopher tortoises that minimal impact to support access is preferred under the LDC. Mr. McCrosky indicated that if they can make it work to support emergency vehicles with at t-turn around that it would be very helpful. Mr. Desilet reminded that drainage impacts need to be accounted for in any design considered. Chair Platt gave an overview of his site visit and what he witnessed with respect to the topography and impacts/concerns for the secondary dune. Chair Platt stated that this plan will be provided to Member Lester (absent 3/22/18) for his review and comment.

There was brief discussion regarding properties within the general vicinity that TRC can expect to review a similar discussion pertaining to access needs.

**5. NEW BUSINESS**
There was no new business.

**6. OLD BUSINESS**
There was no old business.

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

**CHANGE OF USE- 120 N. 2nd Street (from fitness class to salon)**

Geri O'Halloran presents to discuss a change of use at 120 N. 2nd Street which previously was occupied by Community Yoga (Private Fitness Instruction). She is seeking to utilize the space for a hair salon. Ms. O'Halloran indicated her understanding of current tenants located within the structure. Improvements needed include addition of a single sink; otherwise everything else is plugged in. Member Forstrom asked about where trash would be located. Ms. O'Halloran stated that it would total two salon chairs, hair only and no other services. She confirmed no nails or massage or any other services. Member Forstrom provided information about signage and thinking about the variety of potential signage. Ms. O'Halloran stated that she had already received a quote for utility impact fees. Member Forstrom offered that there may be the potential of need for a drinking fountain, but that information from the Building Official would need to be obtained. Member Higginbotham stated the need to speak directly with the Building Official to understand all requirements from the Florida Building Code. Planning Manager Gibson provided information specific to the parking requirements of properties and offered that as a CRA property, a fee in lieu can be paid to a CRA fund that will go towards parking improvements within the general vicinity. Chair Platt advised Ms. O'Halloran set up a meeting with the Building Official before moving forward to obtain an LBTR.

**8. COMMITTEE BUSINESS**

8.1 SPR 2018-01 Stormwater Building: Sign-off
Chair Platt offered coordination for sign off of signatures for SPR 2018-01 and 2017-10.

8.2 SPR 2017-10 Hickory Ridge: Sign-off

8.3 SPR 2017-11 Islands Club: Sign-off
Chair Platt stated that due to City Commission action on March 20, 2018, the committee would be holding off on sign-off for this item.

8.4 SPR 2018-02 Riddell Autoplex at 2374 Shannon Drive – Plan Distribution

**9. ADJOURNMENT**
Member Desilet made a motion to adjourn.
The meeting was adjourned at 9:55 a.m.

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**Approved by Jacob Platt**

1. **CALL TO ORDER**
   Member Platt called the meeting to order at 9:03 a.m.

2. **ROLL CALL**
   **Members Present:**

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

3. **REVIEW AND APPROVAL OF FEBRUARY 08, 2018 MEETING MINUTES.**

***A motion was made by Member Forstrom, Seconded by Member Mandrick to approve the February 08, 2018 meeting minutes.***
***Motion carried by unanimous voice vote.***

4. **DISCUSSION ITEMS**

**4.1 629 S. 8TH STREET – BREWERY**

The applicant joined the group and provided an overview of his last appearance before the TRC. He indicated that the major issues discussed were storm water and parking. Relating to storm water, the applicant stated that he spoke with Mr. Desilet and the St. Johns Water Management District. He then provided information and details specific to parking. He offered that they will be reducing total impervious area, but have not decided if parking will be blocks. Gravel/crushed stone overlay will be used for the lot—which he described as a low impact parking lot. Mr. Desilet stated that he will provide code reference for St. Johns and that there is a lot that can be given credit for. The applicant went on to explain that they will be reducing the curb cut situation on 8th, leaving dimension for two way, but will mostly function as one way. If no parking is available, signage will direct customers to the south lot. Mr. Lester advised the applicant that signage needs to be on plans. Chair Platt indicated that he would like to see the curb cuts reduced as much as possible. Mr. Lester stated that he wants to avoid things being confusing for the motorist. The applicant went on to describe the unimproved parking area—the intent is to preserve and save the trees and only use the lot when needed—access to lot actually goes through some existing spaces and inquired if these spare spaces can be included in the total count. Chair Platt confirmed that these spaces can be counted. The applicant then described the upstairs space as employee lounge and office space. He indicated plans for a commercial kitchen for guest chefs and restaurateurs. Mr. Mandrick advised that a commercial kitchen with food served will require a license and will affect the seat count. Mr. Lester then inquired on delivery trucks as they relate to loading zones. Mr. Mandrick reminded the group that this is for conceptual approval. The applicant stated that they have been trying to figure out parking as that was the biggest issue at the time and could potentially affect the entire design. Mr. Kukla inquired on bus loading and unloading, to which the applicant described an area designated with lines. Chair Platt offered that there are 2 ADA spaces, with 84 spaces total. The Committee went on to discuss the need for ADA on the standalone parking lot. Mr. Desilet offered that keeping ADA on site makes more sense. Mr. Lester then raised the issue of the 7th Street sidewalk—he wants the sidewalk to continue. The applicant explained that they were trying to save the tree, which is why they stopped the sidewalk, and asked if they could bring the sidewalk closer to the asphalt. Mr. Lester indicated that he wants the sidewalk away from the road. The applicant stated that the sidewalk will have to go on private property. Mr. Kukla then raised the issue of large events—advising that outdoor seating needs to account for restroom facility. Mr. Mandrick discussed the previous uses for impact fee calculation and credits, advising that the highest usage needs to be determined, and the applicant can pay the difference. Mr. Lester requested a lighting plan. Parking was discussed further. Mr. Lester offered that ADA requirements are different here than anywhere else and advised that spaces must be van accessible, 5ft inside lines, and a $100 fine sign must be posted. Chair Platt advised the applicant to make a formal application and return to the TRC for site plan review.

**4.2 AMELIA PALMS – BAILEY ROA**

Chair Platt introduced the item. The applicant joined the group and described the proposed project as a 38 unit subdivision of mixed use, with some townhomes. The sewer is private, with a 15 ft easement around the water main,

and 2 ponds for drainage. Chair Platt indicated that this must come back for full subdivision re-plat. Mr. Mandrick inquired about the common space and indicated that he would like the shape of the pond to be modified. Mr. Desilet stated that a driveway access permit must be obtained through Nassau County, and other than the drainage swell, he sees nothing unordinary regarding storm water. Chair Platt advised the applicant will need a preliminary and final subdivision plat, as well as a hearing before the PAB.

### 4.3 WESTROCK – TRAILER YARD EXPANSION

Chair Platt introduced the item. The applicant joined the group and provided information and details specific to the proposed project, which he described as a larger gravel area to be used for storing trailers. Mr. Lester pointed out an error regarding the City ROW on the Property Appraiser. The applicant stated that he is aware of the issue, and assured Mr. Lester that no improvements are being made on the ROW. Mr. Desilet expressed that he is happy to see construction of a pond for storm water treatment. The group discussed the choice of gravel and the maintenance it will require. The applicant stated that they are on the final steps with DEP approval and Mr. Desilet asked that that information be provided with the final submittal. Upon inquiry from Mr. Kukla, the applicant clarified that a different engineer is working on the guard shack, but he believes it will likely include power and a restroom. Mr. Mandrick indicated that he sees no issues from a water and sewer standpoint. The issue of parking is discussed, and the applicant offered that there will be no increase of traffic, as only empty trailers are being stored. Chair Platt advised the applicant to return to the TRC for site plan review and pre application meeting. Mr. Desilet asked to be copied on all approvals.

### 4.4 NORTH POINTE – UNDEVELOPED LOTS

Chair Platt introduced the item. Teresa Prince, representative for the applicant, joined the group and provided information and details specific to the proposed project which requests a replat of 10 undeveloped lots to be used as open space common area. She indicated that under the HOA declaration, the lots have already been converted to common area—but the applicant wishes to replat to complete the circle, adding that the community was very vocal that they do not want the area to be developed. Mr. Lester inquired on an area shown as private property on the Property Appraiser. Ms. Prince indicated that this is a separate issue that needs to be resolved and will be addressing it later. Mr. Lester raised the issue of landscaping, advising that the community needs to have a landscaping contractor remove material and not rely on tax payers. Ms. Prince indicated that she thought the issue was resolved but will speak to her client. Chair Platt advised the applicant to follow procedures as a final plat and he will follow up with Planning Manager, Kelly Gibson on whether a return to the TRC will be necessary.

### 4.5 34 N. 14TH STREET – CHANGE OF USE, RETAIL TO OFFICE

Stephanie Carter, the applicant, joined the group and described the proposed project which she described as an online school for nursing. Ms. Forstrom offered that the space was most recently a retail jewelry store. Mr. Mandrick stated that he sees no issues with water/sewer. Mr. Desilet stated that if there is no site improvement plans required, than he has no issues concerning storm water. The applicant will only occupy one side of the space, and Ms. Forstrom stated that the proposed sign on the inside of the window will not require a permit. Mr. Lester advised the applicant to look closer at the existing ADA parking for compliance—adding that it will need signs and restriping. Mr. Kukla stated that there are no changes being made to disproportionate value, so he has no issues. Chair Platt stated that other than the need for an ADA sign, and a $100 fine sign—there are no other issues to be addressed, and directed Ms. Carter to contact Ms. Angie Lester for a Business Tax Receipt.

### 4.6 214 S. 3RD STREET – FLOWER SHOP

Margarete Davis, the applicant, joined the group and described the proposed project which she described as an accessory structure to her existing 1,000sf home to be used for storage of a flower cooler and other supplies for her flower business. Chair Platt indicated that there is no problem with an accessory structure, but it will require an Occupation License. Ms. Davis clarified that she will not be working in the accessory structure as it is not a shop—it is only intended for storage, and is not open to the public. Mr. Desilet indicated that as long as it does not affect drainage on neighboring properties, he sees no issue concerning storm water. Mr. Mandrick stated that there are no issues from a water/sewer standpoint. Chair Platt cautioned that if in the future the business grows, there could be an issue, but right now is ok. He advised the applicant to contact Angie Lester for an Occupational License and apply for a General Building Permit.

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

**Club 14 Fitness**
Doug Lane joined the group to discuss the proposed project. He described an available space to the right of his existing fitness center. Mr. Lane intends to use this space to offer fitness classes. The space was previously used as retail. Mr. Lane indicated that there are no plans for a locker room or showers. Mr. Kukla advised the applicant hire a design professional to inspect the area to see what will fit and to verify restroom facilities as well as safety of egress and ADA access. Mr. Lane indicated the space would be used by 8-11 people. Mr. Mandrick stated that he needs number from a registered engineer in the state of Florida. Mr. Desilet explained that a change of use will occur, and the facility needs to be able to support the capacity. The applicant indicated that there will be retail in the space, and inquired on how that would be defined to which Mr. Kukla reiterated the need for a design professional. Ms. Forstrom advised the applicant to look at signage and incorporate all signs onto one permit, adding that if the sign is inside a window, no permit is needed. Chair Platt instructed Mr. Lane to move forward to the Building Department and Business Licenses.

**Holy Trinity Schoolhouse**
John Cotner, representative for Holy Trinity School, joined the group for response to comment. He stated that he did not receive all comments in time, so he is asking for sign off at the May 24th meeting. Mr. Cotner indicated that Gillett did not place the crossing at the right place on the plans. Mr. Lester expressed concern with the line of sight issues—coming from the west, he does not think visibility is clear due to the heavy landscaping, and advised FDOT standards be followed. Traffic safety concerns were discussed, as well as the safety issue concerning the proximity to the lake. Mr. Cotner stated that everything must be field verified and requested an onsite meeting. Upon inquiry from Mr. Lester, Mr. Cotner explained that the residents vehemently opposed a sidewalk on School Street, so they internalized some of the sidewalk and addressed safety concerns by adding bollard lights, adding that he believes connectivity was achieved. Mr. Mandrick raised concerns that sidewalk connectivity is not obvious to pedestrians. Mr. Cotner asked that if the City determined the sidewalk needs to be modified—to please declare so. Landscaping, vegetation, and sewer height were addressed. Mr. Mandrick offered that the project should follow the original PUD. Chair Platt stated that he will redistribute the new plans electronically to the group.

**6. 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**

**7. SPR 2018-03 1015 ATLANTIC AVENUE CONDOMINIUM – 1ST DISTRIBUTION**

**8. COMMITTEE BUSINESS**
There was no committee business**.**

**9. ADJOURNMENT**
The meeting was adjourned at 11:20 a.m.

**10. NEXT REGULAR TRC MEETING IS SCHEDULED FOR MAY 24, 2018**

**Approved by Jacob Platt**

1. **CALL TO ORDER**
   Member Platt called the meeting to order at 9:03 a.m.

2. **ROLL CALL**
   **Members Present:**

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| Jacob Platt | Michelle Forstrom (arrived at 9:26 a.m.) |
| Jason Higginbotham | Andre Desilet |
| Don Kukla | John Mandrick |
| Rex Lester | Juan Brown |

3. **APPROVAL OF MINUTES**
   There were no minutes presented for approval.

4. **DISCUSSION ITEMS**

   **4.1 BIG OAK TOWNHOMES**
   Chair Platt introduced the item, and informed those present that this will be treated as a pre application meeting. The applicant provided information and details specific to the proposed project.
   Mr. Desilet offered information regarding stormwater requirements and stated that the applicant will be given credit for existing impervious area and will need to provide minimum treatment volume for new impervious area per district requirements.
   Mr. Mandrick inquired on egress and dumpster location and enclosure. Mr. Lester advised that it must be moved out of the right of way and onto private property. The group briefly discussed the logistics of roll off containers with on street parking. The applicant stated that he will work on the issue and come up with a practical solution.
   The discussion shifted to the large oak tree on site. The applicant indicated that they wish to do what's best for the tree, and will follow an arborist's recommendation to remove all asphalt surrounding the tree. He stated that more information regarding the method of removal will be included in the construction plans.
   Other topics discussed included curb cuts and streetscaping. The applicant made it clear that they do not wish to move power underground and assured the City that they will choose appropriate trees that will not interfere with power lines.
   Chair Platt advised the applicant to return to the TRC for a full site plan review, adding that since the product changed since conceptual, it must also be heard by the HDC.

   **4.2 809 S. 8TH STREET – REDBONES DOG BAKERY EXPANSION**
   Chair Platt introduced the item which he described as an existing retail business which has expanded into the space next door. Previous use of the expansion space was retail. Will be considered a change of use. The applicant joined the group and described the business as a dog bakery with a small bar. Mr. Mandrick stated that he needs total seat count. Mr. Higginbotham directed the applicant to obtain an LBTR—which the group agreed should have been done previously, which would have triggered TRC review. Mr. Lester inquired on ADA parking. The applicant described 2 ADA parking spots shared by the entire complex. Mr. Mandrick suggested combining utility meters if desired which might lower cost. Mr. Kukla discussed the advantage of working with a design professional, indicating that obstacles associated with firewall separation and other issues would likely have been avoided. Mr. Lester reiterated the need for ADA compliancy, advising that 1 ADA space is needed for every 25 regular parking spaces— the applicant stated that they will discuss the issue with the complex owner. Chair Platt advised the applicant that the LBTR will need to be revised to show the wine bar, and directed them to the Building Official since everything is considered after the fact.

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

**5.1 PROPERTY ON 528 S. 8TH STREET, Mr. Kavanough**

Chair Platt introduced the project which he described as an after the fact expansion into vacant space. The owner of the building joined the group and described the proposed project and location. Using a diagram, he illustrated the space occupied by the tenant, and the space into which she expanded. He explained that the business is growing and the tenant wishes to convert the existing kitchen into a commercial kitchen.

Ms. Forstrom indicated that permits were pulled in 2011 to install a mop sink and plumbing to a new grease trap. Mr. Mandrick speculated that previous use might have been a take-out restaurant. Discussion ensued on take out vs. restaurant as it relates to code and seat count. Mr. Kukla drew attention to the several issues with the project as it relates to building code. He indicated that the kitchen, separations, and restroom facilities must be corrected and emphasized the importance of working with a design professional.

Mr. Lester inquired on ADA parking.

The owner of the property agreed to temporarily close the kitchen and work with a design professional to resolve issues before returning to the TRC.

**DOG AND DONUTS – BILL & HEATHER VERALDI, DOUG & MELISSA GIDEON**

The applicants joined the group and described the proposed project and provided information and details specific to the desired location. The most recent prior use was bakery/restaurant. Mr. Mandrick inquired on the size of the grease interceptor. Mr. Kukla drew attention to the open permits on the building, and emphasized the importance of hiring a design professional. He indicated that the building is in the Historic District and has structural brick problems in addition to several other issues that need to be addressed. Mr. Mandrick offered that there is a record of 58 seats for credit. Restroom facilities need to be checked for compliance, as well as the foundation. Mr. Platt reiterated that the intended use is fine, and is zoned C3, so requires no parking. The group discussed trash receptacles, as well as an outdoor walk in freezer which would require approval by the HDC. Ms. Forstrom discussed signage and the associated applications.

**MUSIC RETAIL SHOP, WALMART SHOPPING CENTER**

The applicant joined the group and described the proposed project as a music retail shop with recording studio in the back, and stated that he is already working with a design professional.

Mr. Kukla advised the applicant to check on power, egress, sound continuation, and ADA compliant restroom facilities.

Chair Platt stated that retail and studio use is fine, and advised the applicant to move forward to permitting. No need to return to the TRC.

**1886 S. 14TH STREET, SUITE 5, DON SMITH**

The applicant joined the group and gave an overview of the most recent prior use of the location as an occupational therapy/doctor office. He intends to lease Suite 5 to open a child care facility/daycare for infants and toddlers with an outdoor playground environment located on the side of the property. Mr. Kukla inquired on how the children will get access to the playground from the suite, and advised the applicant to work with a design professional. Mr. Mandrick requested calculation estimation on daily use for water and sewer. Mr. Desilet indicated that the playground area needs to be maintained, no new impervious area is to be added, and any trees taken down needs to be considered. Mr. Lester inquired on ADA parking—the applicant stated that there are 2 existing spaces in front of the potential business and two more additional spaces. He will confirm the accuracy of ADA spaces with a design professional. Mr. Lester requested that the professional contact him.

Mr. Higginbotham stated that a monitored fire alarm system is needed, though fire suppression is not, adding that the City follows Fire Prevention Code 6th Edition and an annual inspection with fire will be required.

Chair Platt requested that the location of the playground be included on the plans and stated that there is no need to return to the TRC and advised the applicant to move forward to permitting.

## 6. OLD BUSINESS

### 6.1 SPR 2017-13 HOLY TRINITY SCHOOL

Chair Platt introduced the item and confirmed that he previously sent out the most recent revision to the site plan for committee review. The applicant stated that the changes were a result of Mr. Lester's comments on the crosswalk. Mr. Lester observed the following: that the stop sign is not laid out with the cross walk and it needs to be indicated, ADA symbol is not required and can be removed, and he would prefer the bulkhead be built out of fiberglass sheet in lieu of wood. The group discussed water mains and meters, and suggested a 2inch tap to avoid having to replace it later. Mr. Mandrick inquired on County approval for the drive way permit on Citrona. The applicant made note of committee corrections and suggestions.
Chair Platt advised the applicant to make the necessary corrections to the site plan and redistribute for committee review before returning to the TRC for sign off.

## 7. COMMITTEE BUSINESS

There was no committee business**.**

## 8. ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

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**Approved by Jacob Platt**