AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JANUARY 10, 2019
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 December 13, 2018 Regular Meeting Minutes

4. DISCUSSION ITEMS

4.1 Pre-Application Discussion: John Cotner, Cotner & Associates - Plans for the remodel/expansion of the Youth Activity Center at the Episcopal Church at 801 Atlantic Avenue. This property is split zoned, C-3 and R-2, and partially located within the Downtown Historic District Boundary. The Youth Center is located on the northwest side of the property, outside of the Historic District.

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

6. COMMITTEE BUSINESS

6.1 Roadway Standards

6.2 3rd Distribution: SPR 2018-04 Amelia Palms

6.3 2nd Distribution: SPR 2018-11 8th Street Condos

7. ADJOURNMENT

NEXT REGULAR TRC MEETING IS SCHEDULED FOR JANUARY 24TH

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
DECEMBER 13, 2018

1. CALL TO ORDER – 9:03AM

2. ROLL CALL

MEMBERS PRESENT:

Donald Kukla, Building	Sal Cumella, Historic Preservation (came in for site
Kelly Gibson, Planning	John Mandrick, Utilities
Michelle Forstrom, Code Enforcement	Jason Higginbotham, Fire
Jacob Platt, Planning	
Andre Desilet, Stormwater	Rex A. Lester, Streets

3. APPROVAL OF MINUTES

3.1 September 13, 2018 Regular Meeting
3.2 September 27, 2018 Regular Meeting
3.3 November 8, 2018 Regular Meeting
Motion by Mandrick and 2nd by Desilet
All in favor and approved as presented

ACTION TAKEN: A motion was made by

Motion passed by unanimous voice vote.

4. DISCUSSION ITEMS

4.1 **Change of Use at 329 S. 8th Street (329 Place) converting from an adult day care to a religious facility "Love Walk Church" with ancillary functions such as daycare, office space, and future private school. Pastor Dan Sawyer will be present with contractor to discuss building and site changes. This property is zoned MU-8.** *(Skip for lack of attendance and will return to item if the applicant arrives.)*

4.2 **Change of Use at 1016 S. 14th Street: Guilherme Camargo is considering opening juice bar with smoothies, protein shakes, solids and sandwiches. H&R Block was the most recent tenant, this property is zoned C-2.** *(Skip for lack of attendance and will return to item if the applicant arrives.)Returned to item 4.2 following the 4.3 discussion. Mr. Carmago indicated that he would not have any seats in the establishment and that it was strictly take out only. Stormwater indicated no issues. Planning indicated no issues with respect to use. Building requested that the architect/engineer/design professional provide designed drawings for the site to the current building code. Mr. Mandrick discussed the need to contain greases (speaking to predominantly dish soap) and that a design professional could provide support on that calculation. A grease interceptor may be required. Mr. Mandrick offered to email the minimum requirements. Ms. Forstrom provided information on signage and encouraged the applicant to contemplate all available sign options when making application. Ms. Forstrom offered to reach out to the property owner to discuss screening for dumpsters on the property to ensure compliance with the LDC.*

4.3 **Pre-Application Discussion: John Cotner, Cotner & Associates - A proposed multi-tenant**

commercial building at the northwest corner of South 9th and Date Street. *Eco-Water systems expansion of site to the rear of __ S. 8th Street. John Cotner (architect) and Charles Murrow (Ecosoft owner) present to explain the nature of their project to create a flexible commercial space with leasable areas for tenants. The primary use is for Ecosoft expansion for supply storage, basically a stock room. Parking is anticipated to be gravel and 100% pervious material. It was clarified that ADA parking would be compliant with pervious material used. Stormwater needs to be quantified and accounted for. Mr. Desilet encouraged bio-retention and xeriscape improvements with swales to divert stormwater based on the calculations provided for post development. The committee discussed building requirements, 8th Street MU design standard requirements, sidewalk requirements, shared dumpster location, driveway and sidewalk should be at 6000 psi, with crosswalk striping, ADA parking requirements compliant with City standards. Mr. Lester voiced preference to make sure that dumpster access is obtained from private property and avoids deterioration of the sidewalk improvement. Mr. Platt returned to the parking discussion with respect to parking calculation, minimum landscape standards and parking lot landscape standards. Ms. Forstrom discussed that a 2nd LBTR would be necessary as Ecosoft expansion and potential sign allowances. Mr. Lester also indicated that there would be a need for detailed subbase. Mr. Mandrick requested that an engineered statement could be used if the retail use for utility impact fee calculations.*

4.4 **Change of Use at 1214 Beech Street: Bruce Palmer - Possibly converting retail space back to a restaurant. The property is zoned C-1.** *Mr. Palmer indicated that he was relying on information provided in order to return the property back to a former use of restaurant. Mr. Mandrick spoke to the impact of 36 seats which were previously paid for the restaurant and that he would honor. The committee discussed reducing some of the asphalt and possibly formalizing the traffic and parking flow for the site which will also support reduction of the existing stormwater concerns within the area. Mr. Mandrick and Mr. Palmer discussed interceptor needs and the existing interceptor that was installed. Mr. Mandrick stated that he would need a design standard to attest to the condition of improvements and determine what if any changes are needed. He indicated that a RPZ would be needed as he is aware that will need to be installed. Mr. Kukla and Mr. Platt indicated that based on the most recent use of retail, it will trigger a change of use under both the Florida Building Code and the Land Development Code. It was indicated that a design professional/ architect/ engineer should be consulted to determine what the nature of the end goal is with respect to the structure and that will then provide information specific to the exterior site needs. Mr. Higginbotham indicated that everything with respect to the fire suppression and associated mechanical systems will need to be recertified that it meets current code for the proposed use.*

4.5 **Pre-Application discussion: Phillip Feora, United Brothers Development Corporation - to discuss operating a concrete recycling plant at 3169 Bailey Road. This property is zoned I-1.** *Mr. Feora indicated that this would be about a 1-2 year temporary facility for crushed crete, at present this is a hauled material from Jacksonville and would reduce trips. It would provide contractors the opportunity to dump for free and the service would be crushing it to then resell within the area as needed. The group discussed the nature of the use. Mr. Mandrick spoke to the need to demonstrate a pollution prevention plan and various needs for making sure that all site needs are made. Mr. Platt indicated that the nature of the use would be permissible under the Asphalt/Concrete Plant use within the LDC and that there are supplemental standards which were previously shared with the potential operator prior to the TRC meeting. These standards speak to buffering, setbacks, and screening. Mr. Kukla indicated that the operator clear any requirements for dust control, aerial lighting, or tower needs and directed consultation with the FAA to ensure compliance. Mr. Kukla asked if any tanks would be placed on site. Mr. Feora responded that diesel tanks less than 500 gallons are anticipated to be on site. Mr. Feora confirmed that he would not be operating at night and that it would not be in operation during non-daylight hours. Mr. Desilet indicated that stormwater requirements and any other DEP requirements would be met as part of the site plan review. He also reminded that the operator that a driveway permit would be obtained through Nassau County as Bailey Road is a County maintained ROW. Mr. Platt also indicated that need to make sure that we have met all supplemental standards and consultation with the City's airport manager to ensure compliance with any airport protection needs. Mr. Mandrick asked about how bathroom facilities would be met. Mr. Feora responded that, as a temporary use, he indicated that 2-3 portlets would be used on site. Mr. Coyle, airport manager, requested to look at the final plan for any concerns.*

4.6 **Pre-Application Discussion: Gillette & Associates for Bent Wing Flight Services - Development of 5 hangers on City property at the Airport. The project is located to the north of the new FBO on I-A zoned property.** *This item was removed by the applicant from the agenda and not discussed.*

4.7 **Change of Use at 22 S. 8th Street: Mike McCluskey representing CMR Island Properties -A new grocery store/restaurant plans to open in the former BuyGo space, adding 40 seats for the restaurant.** *Mr. McCluskey indicated that a Mexican grocery store and restaurant is proposed for the location with no exterior improvements to the site. He indicated on the plans provided that gas appliances, grease interceptor would be involved in the internal improvements necessary to facilitate the use of this site. Where prior seating for coffee was located, they hope to place seating for a restaurant. Ms. Forstrom requested clarification of the breakdown of the uses. Mr. McCluskey felt that it would be roughly half and half. Mr. Kukla discussed separation needs, trash, and other building code requirements that would need to be indicated on a plan set for compliance review. Ms. Forstrom spoke to the current non-conforming dumpster location. Mr. Higginbotham indicated that there would be additional fire suppression and sprinkler needs. Mr. Kukla reiterated that the design professional should be able to indicate how these systems will work together to obtain compliance. Mr. Kukla spoke to a known concern based on prior review of the structure that power separation and concern was identified for how the electrical systems have been established in the structure. Mr. Kukla discussed ventilation needs for the restaurant use and compliance with screening for HDC where the mechanical will be placed up on the rooftop. Mr. Sasser asked about electrical and power access and if it was required to be within the unit or if it could be placed in the building at an alternate location. Mr. Kukla indicated that it would be fine to do that. Mr. Kukla indicated that the sizing of the door for ADA compliance would be needed. Mr. McClusky then elaborated a 2nd use of the site of having an additional restaurant/ brew pub on the property which will prompt the need for an additional grease interceptor and additional ventilation needs for the property in the back half of the structure. Mr. Sasser asked if an above ground tank for grease would be permissible and if there were other examples in the City. Mr. Mandrick provided an example of the Salty Pelican that utilizes above ground tanks due to the water table for their location. Mr. Lester indicated that any existing asphalt or concrete not being utilized that it be removed, replace the curb cut to current standard and use a highback curb. He felt that the two on 9th street was unnecessary. Additionally the current dumpster needs to be placed on private property and fully enclosed and screened according to LDC standards. A sidewalk added to along Beech from 9th Street to 8th Street and Mr. Lester requested the ADA layout for parking requirements. Mr. Lester felt this was necessary in order to make sure that the ADA needs have been addressed and fulfilled for each of the new businesses indicated. Mr. McClusky indicated that glass double doors would be added where current windows are located (EXTERNAL CHANGE!!!)Mr. Desilet provided further clarification that the new primary entry for a separate business prompts the City to address ADA compliance. The group discussed parking in greater detail and Mr. Platt reminded the owners to contemplate the long term when making improvements on the site. Mr. Lester requested removal of one of the curb cuts on to 8th Street to reduce turn movements that conflict with the nearby signalized intersection. Mr. Lester indicated the specifications for the sidewalk improvement at 3000psi except where it crosses a driveway that will need to be 6000psi and 5 inches wide. Next steps: Utility impact fees for the 40 seats, RPZ, location of grease interceptor, table sizes, booths, chairs, spacing, aisles, etc., proper screening for the dumpster, HDC approval for ventilation systems on the roof top and any other exterior improvements including dumpster enclosure. All improvements should be indicated on the plan sets as discussed and brought in for permitting.*

4.8 **Pre-Application Discussion: Phil Griffin will be present to discuss the possibility of operating a craft distillery at 400 S. 8th Street. This property is zoned MU-8** *Mr. Morenc indicated that he is looking for additional space to do more business in the City. He is currently in a due diligence phase to purchase the property and would like to uses it for a craft distillery. Mr. Desilet asked about reuse of the existing structure or tear down. A structural engineer indicated that with some structural work that the building would be salvageable. The applicant's preference is to retain the current structure as it has some great features and is a historic building from an age standpoint. Parking compliance will be based on the use proposed. Mr. Desilet indicated that any improvements for pervious surface will need to be accounted for and addressed. Mr. Mandrick discussed utility impacts and waste discharge. Mr.*

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Morenc discussed a conceptual layout for where things would be placed. He anticipates that about 1600 square feet of show room/ retail. This provides an opportunity for barrel storage. Mr. Platt discussed obtaining the landscape strip fronting 8th Street and reducing the curb cuts onto 8th Street. Ms. Forstrom provided information about the existing code violations with respect to building security and stability. She asked that the potential owner call and discuss the ins and outs of the code violations. Mr. Morenc discussed that the sale agreement included a vacant property front S. 9th Street. Mr. Lester indicated that the dumpster needs to be located on private property, fully enclosed, and landscaped. He also discussed removing the exit and entry onto S.8th Street and contemplating a midblock driveway. Mr. Kukla indicated that Type II construction and sprinklers inside the building. The board discussed needs associated if the use ever decided to expand into a bar/ lounge and what would be needed. Ms. Gibson pointed out mobility impact fees and an allowance for an independent traffic study for

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6.

LATE ADD ON @ 11:50am
Mr. Chris Souza is looking to occupy 817 S. 8th Street with a pet grooming supply. The most recent use was Amelia Awards. Mr. Desilet provided background about utility impact fees and offered to help make contact with John Mandrick who had already left the meeting at 11:41am. Mr. Kukla provided information about hair containment and potential floor drains in the structure. Mr. Kukla did ask that a plumber evaluate the drains and determine if any containment will be needed. The applicant will need to work with a design professional to determine what if any improvements will be needed.

7. COMMITTEE BUSINESS

7.1 **Discuss Municipal Code revisions with regard to underground electric utilities. ADD KELLY's Points and include.**

Mr. Lester discussed roadway design standards and gets it in place ASAP. Mr. Desilet indicated that he had found typical that can be modified for the City's use.

ADA compliance for Salt Life- Mr. Lester indicated that they are working to fix the issues.

Inspections for building and planning with respect to ADA, stormwater, parking, etc.

7.2 **Sign-off: SPR 2018-03 1015 Atlantic Avenue Condo**

7.3 **Sign-off: SPR 2018-05 Skyway Amelia** *Delayed due to additional research needs.*

7.4 **2nd Distribution of SPR 2018-10 Courtyard/Springhill**

7.5 **1st Distribution of SPR 2018-12 Holiday Inn Express**

ADJOURNMENT – 11:56am

Jacob Platt