



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING (VIRTUAL)
AUGUST 12, 2020
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

The Regular Planning Advisory Board Meeting will be held as a VIRTUAL MEETING with board members and City staff participating through video conferencing. This virtual meeting will be broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes from the June 10, 2020 Regular Meeting

3.2 Approval of Minutes from the July 8, 2020 Regular Meeting

4. NEW BUSINESS

4.1 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFY THE REFERENCE DOCUMENT SPECIFIC TO AIRPORT DESIGN STANDARDS AS CONTAINED IN SECTION 4.03.02 AIRPORT ARCHITECTURE AND BUILDING DESIGN STANDARDS FOR DEVELOPMENT ON THE AIRPORT.

4.2 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFY STANDARDS FOR STORMWATER MANAGEMENT DESIGN BY STRIKING DESIGN BASIS IN SECTION 7.03.03(E) AND ADDING A REFERENCE TO SECTION 3.05.03, AND AMENDING SECTIONS 3.05.02 AND 3.05.03 TO INCLUDE STORMWATER DESIGN REQUIREMENTS.

4.3 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO ADD DEFINITION IN SECTION 1.07.00 FOR AUTOMOBILE RACETRACK, MODIFYING SECTION 2.03.02 AND 2.03.03 TO INCLUDE TERM AUTOMOBILE RACETRACK WITH A LISTING AS "PROHIBITED."

4.4 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO ADD DEFINITION FOR AGGRIEVED OR ADVERSELY AFFECTED PARTY AND TO MODIFY SECTION 8.03.09 APPEALS.

4.5 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFYING SECTION 8.01.01 (D) TO INCLUDE HDC REVIEW OF PROPOSED REUSE OF STRUCTURES AND TO ADD SUBSECTION 8.01.01(D)(12) REVIEW OF EXTERIOR MOUNTED MODERN DEVICES, TO ADD SECTION 8.01.01(G) PROVIDING STANDARDS FOR PLACEMENT OF EXTERIOR REVIEW OF MODERN DEVICES AND AMENDING SECTION 8.03.03(B) CERTIFICATE OF APPROVAL MATRIX TO INCLUDE REVIEW OF EXTERIOR MOUNTED MODERN DEVICES SUCH AS SATELLITE DISHES, HVAC UNITS, COMPRESSORS, TELEVISIONS, TELEVISION ANTENNAS, PLUMBING AND TRASH COLLECTION FACILITIES WITH DELEGATION TO EITHER STAFF OR BOARD APPROVAL.

4.6 **LAND DEVELOPMENT CODE TEXT AMENDMENTS:** *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO SECTION 7.01.01 STANDARDS FOR DRIVEWAYS OR ACCESS POINTS FROM A PUBLIC STREET TO ADDRESS CIRCULAR DRIVEWAYS, USE OF ARCHITECTURAL AND PERVIOUS PAVERS, AND DIRECTING USE OF APPROPRIATE MATERIALS FOR CONNECTIONS IN OLD TOWN.

5. BOARD BUSINESS

5.1 Review of Consultant Selection process for RFQ #2020-02: *This item has been placed on the agenda for consideration in the event that there is not board consensus at the Special meeting on Tuesday, August 11, 2020.*

5.2 Final Discussion about the City's Future Land Use Map and Zoning Map Conflicts: *The intent of this discussion is to determine whether the board may consider any further actions pertaining to Commission direction or if this item is fully completed.*

6. STAFF REPORT

6.1 August 2020 Boards Tracker

7. PUBLIC COMMENT

8. ADJOURNMENT

THE NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 9, 2020.

*This will be conducted as a virtual meeting with restricted physical access. Written comments emailed to the **Kelly Gibson** (KGibson@fbfl.city) must be sent no later than 3 PM on August 11, 2020, and will be read aloud during the meeting. These comments shall have a maximum time allowance of 3 minutes or 400 words. Public comment may also be provided virtually through use of the Zoom Meeting link below, the phone number provided below, or in person at City Hall with strict restrictions to protect health and safety.

Individuals wishing to provide live comments during the meeting must dial-in or connect via the Zoom Meeting link or phone number below no later than 4:50 PM on August 12, 2020, and will be called upon by their individual registered Zoom Meeting ID Account or by the last-4 digits of their respective phone number. When called upon, please provide your name and home address prior to issuance of public comment. Please limit comment to 3 minutes.

Please click the link below to join the webinar:

<https://zoom.us/j/97103975881?pwd=akZjU09WNTNOL1BHN2RIYTNGcnJIUT09>

Passcode: **AUG-PAB**

Or iPhone one-tap :

US: +16465588656,,97103975881#,,,,,0#,,8261108# or +13017158592,,97103975881#,,,,,0#,,8261108#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782
or +1 346 248 7799

Webinar ID: 971 0397 5881

Passcode: 8261108

International numbers available: <https://zoom.us/j/ab3inr1Ho4>

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3480.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING (VIRTUAL)
WEDNESDAY, JUNE 10, 2020
5:00 PM**

The Regular Planning Advisory Board Meeting was held as a VIRTUAL MEETING with board members and City staff participating through video conferencing. This virtual meeting was broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM

Call to order at 5:00

MEMBERS PRESENT VIRTUALLY

Richard Clark (Chair)

Mark Bennett

Jenny Schaffer (Alt 1)

Genece Minshew (Vice-Chair) (joined in at 5:18)

Peter Stevenson

Victoria Robas (Alt 2)

MEMBERS ABSENT:

OTHERS PRESENT PHYSICALLY

Tammi Bach, Board Attorney

Dale Martin, City Manager

Pauline Testagrove, Comptroller

Kelly Gibson, Planning Director

Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Ms. Gibson explained the procedure of virtual meetings with restricted physical presence.

Member Robas asked about the amendment to the LDC regarding board appointment and voting for PAB members.

Ms. Gibson noted that with two members absent at this meeting, both alternates will be seated as voting members. She also mentioned that the LDC amendment in question needs to be presented to the City Commission for 2nd reading.

3. APPROVAL OF MEETING MINUTES

3.1 REVIEW AND APPROVAL OF MEETING FROM VIRTUAL HEARING ON THURSDAY, MAY 21, 2020.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented. Approval by raised hand was given unanimously, motion carried.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 REVIEW OF PROPOSED FY 20-21 CAPITAL IMPROVEMENTS PLAN (CIP): CITY STAFF WILL BE AVAILABLE TO ADDRESS ANY QUESTION OF THE BOARD RELATED TO THEIR REVIEW OF THE FY 20-21 FIVE-YEAR CIP TO THE BOARD. (PRESENTATION ONLY – NO ACTION REQUIRED).

Member Robas asked about the vehicles proposed to be purchased.

Member Schaffer asked about the downtown boardwalk and waterfront improvement. Mr. Martin commented on budgeted items related to the waterfront projects and stated that forum outreach events should tentatively be announced for July 11 or July 18 to get public input.

Member Stevenson also commented on the waterfront improvement specifically the marina sea wall project for 2025.

Member Minshew joined in at 5:18.

Member Robas asked about capping the budget and inquired about revenue generation. She also asked if there were thoughts of possibly moving some projects to the following fiscal year. Mr. Martin commented that property value is still going up and spoke of future incoming tax revenue for this year.

Member Bennett asked about City facilities being used by County residents and if the City has reached out to the County regarding revenue sharing. He also inquired about TDC revenue sharing considering the additional hotels being built. Mr. Martin commented that the County is participating and contributing and that the TDC contributes to the County, not to the City directly.

Member Robas inquired about drainage issues at the junction of Sadler Road and S. 14th Street. Mr. Martin commented that S. 14th Street is a County Road.

Member Minshew asked about the consequences of County possibly not contributing to City expenses and also inquired about any known resale value analysis on City vehicle. She also spoke about the City owning a water truck in the past and the possibility to acquire one in the future.

Member Stevenson commented about tree gators and manual daily tree watering.

Member Robas asked about the Fleet Purchases handout document she received and its many acronyms.

Chair Clark commented that Tree Conservation Land is not mentioned in the CIP and that there should be a yearly allocation for it within the CIP. He also talked about beach walkovers and suggested building ramps instead of steps. He then spoke about funding for the future and how to address priorities A and B listed in the CIP. He also commented that there should be additional Marina improvement discussions and long term commitments and that recommendations should be made to the City Commission after these take place.

Member Minshew agreed that Tree Conservation Land items should be added to the CIP.

Member Schaffer commented on the Tree Conservation Land, beach ramps and the CIP formatting for clearer defined line items.

Member Stevenson commented that trees would not be defined as a capital item since it cannot be depreciated. Mr. Martin expanded on the different items that fit the CIP.

Public Comments were opened.

Mike Meadows, 2601 Via Del Rey, asked if the City was receiving bed tax. City Attorney answered in the negative and added that bed tax revenue is collected by the County. She added that according to Florida Law, the City cannot collect bed tax.

ACTION TAKEN: A motion was made by Member Robas, seconded by Vice-Chair Minshew, to pass all said comments in a letter form to the City Commission along with a recommendation for items pointed out including comments about Tree Conservation Land. Approval by raised hand being as follow:

Member Minshew	Aye
Member Bennett	Aye
Member Stevenson	Nay
Member Schaffer	Aye
Chair Clark	Aye

Motion Carried.

6. BOARD BUSINESS

6.2 UPDATE ON COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE (LDC) OVERALL REVISION – AT THE REQUEST OF CHAIR CLARK

Chair Clark commented on the next item and expanded on the importance of these documents and the processes to help craft the scope of services. Ms. Minshew clarified that a Steering Committee may be created which would present a recommendation to the City Manager and City Commission.

Member Bennett asked about the rewrite of the Comprehensive Plan and if the focus should only be on items that need attention.

Chair Clark spoke on the process of updating both the Comprehensive Plan and the Land Development Code and the advantage of updating both simultaneously.

Member Robas asked for Ms. Gibson's insight regarding legislative requirements regarding said items.

Ms. Gibson provided explanation about the request for revisions of both documents and the impact of Florida Legislative requirements. She also spoke about the EAR revisions. Ms. Gibson updated members that a Request For Qualifications has been posted June 5th and is now advertised on the City website. She mentioned that applicants would be making presentations to the PAB which presentations would tentatively be presented during the August 12, 2020 PAB Regular Meeting.

Chair Clark asked when this meeting's recommendation would take place. Ms. Gibson stated that the Leadership Committee would be formed after the August 12, 2020 meeting. The Review Committee has not been appointed yet and would probably include current and previous board members.

Member Stevenson agreed that more discussions and brainstorming needs to happen about this item. Member Minshew asked about the budget for this project. Ms. Gibson stated that the budget was set at \$250K for 2 years. Ms. Minshew also agreed that more board discussions should take place before sending a recommendation to the City Commission.

Chair Clark asked that a recent communication from Benjamin Morrison, member of the Historic District Council, be sent to all PAB board members. Member Bennett asked about the PAB being able to recommend amendments to the HDC guidelines and if this item can be added to the next agenda. Ms. Gibson noted that this would involve some research regarding Florida Legislation and to pursue this change in priority should come from the City Commission on this priority item.

Commissioner Lednovich, 1586 Canopy Drive, was recognized and commented about this raised HDC issue which was originally discussed during the May 27 HDC meeting, for a case relating to the Boat House project on S. 2nd

Street. Chair Clark agreed that a discussion should be added to the next PAB meeting regarding this concern.

Member Stevenson thanked Mr. Roland for his services over the years.

Ms. Gibson noted that there is only one applicant to fill the vacancy and said that a recommendation to the City Commission could be made if all board members are comfortable.

Member Minshew asked about the 2nd reading regarding the amendment to board appointments. City Attorney explained that ordinance approval would be effective immediately.

A motion was made by Member Stevenson, seconded by Member Minshew to defer the current PAB Applicant for the current board vacancy. Member Stevenson rescinded his motion.

A Motion was made by Member Bennett to forward the current PAB application to the City Commission for consideration. Approval by raised hand was taken as follow:

Member Bennett	Aye
Member Stevenson	Aye
Vice-Chair Minshew	Nay
Member Schaffer	Aye
Chair Clark	Aye

Motion carried.

7. STAFF REPORT

7.1 BOARDS-TRACKER – MONTHLY UPDATE

7.2 EAR REQUIRED COMPREHENSIVE PLAN AMENDMENTS – UPDATE (JULY MEETINGS)

Ms. Gibson gave an update regarding the EAR.

Member Robas asked for a calendar of events regarding upcoming meetings in July 2020. Ms. Gibson stated that July 8 and July 22 are slated for PAB related meetings.

Ms. Bach spoke of the upcoming end of virtual meetings according to the Governor's Executive Order coming to an end June 30th, 2020. She also explained future meeting format requiring quorum and the suggested physical attendance. Board members discussed other possibilities and other location to hold the meetings.

Chair Clark commented on the Board Tracker.

8. PUBLIC COMMENTS

Board Members expressed concerns with required physical presence for any future board meetings.

Chair Clark announced his resignation effective immediately and expressed thanks to all members for their commitment.

9. ADJOURNMENT AT 7:14 PM

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: August 04, 2020

Submitted By: Sylvie McCann, Administrative Coordinator



**MINUTES
PLANNING ADVISORY
BOARD
REGULAR MEETING
JULY 8, 2020**

The Regular Board of Adjustment Meeting was held as a VIRTUAL MEETING with board members and City staff participating through video conferencing. This virtual meeting was broadcasted live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM

Call to Order at 5:00 pm

MEMBERS PRESENT:

*Genece Minshew- physically present
Victoria Robas – physically present
Peter Stevenson – virtually present
Mark Bennett – virtually present
Jenny Schaffer – virtually present*

MEMBERS ABSENT: *None*

OTHERS PRESENT

*Tammi Bach, Board Attorney – Physical Presence
Kelly Gibson, Director – Physical Presence
Jacob Platt, City Planner – Physical Presence
Shelley Pinkston, Recording Secretary – Physical Presence*

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 June 10, 2020 Meeting Minutes

Member Robas mentioned that her votes were not recorded after action taken on both votes. Member Robas wants to be listed as voting yes on the first item, and for the second motion made by Member Bennett, Member Robas voted yes as well.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the meeting minutes as amended.

Vote upon passage of the motion was taken by ayes and nays, and being all ayes, carried.

4. OLD BUSINESS

5. NEW BUSINESS

5.1 PAB 2020-0006: NICK GILLETTE, SIMMONS 9, LLC, 400 S. 8TH STREET

Application for Final Plat – Replat a Portion of City Block 134 – S. 8th Street - Cottage of Amelia.

Mr. Platt presented evidence into the record and submitted the staff report as evidence. He noted that Mr. Jay Mock, representative of Simmons 9, LLC was present. This is for 20 lot subdivision. This final plat received final sign-off by the Technical Review Board committed of June 24, 2020. He stated that the proposal is consistent with LDC and recommended approval of the final plat and re-plat.

Member Stevenson questioned the housing units per acre as parcel is only 1.03 acres. Mr. Platt explained net density and confirmed that the parcel is just over an acre, and that it can support 25 units if need be.

Member Robas questioned garages access through the interior right of way. Mr. Platt confirmed shared driveway on Date Street.

Member Robas spoke of a letter asking for relief on landscape plan. Jacob explained that a letter was received asking for hardship relief and the location where the relief is requested. He provided insight about fronting S. 8th street, shade trees, and parking.

Chair Minshew asked if the southern area of plat would hold greenspace. Mr. Platt answered in the affirmative and referred to the landscape page on subdivision plat. Chair Minshew asked about space for plantings on corner of 9th Street and Dade Street. Mr. Platt said that the corner of 9th Street and Date Street is not part of the subject parcel.

Member Schaffer asked about HOA to which Mr. Platt provided clarification on zoning and permissible home occupancy, and that the development will consist of only residential townhomes.

Member Stevenson asked about required parking. Mr. Platt explained the requirements.

Jay Mock, Applicant, spoke and mentioned that he relied on Mr. Platt analysis. He also mentioned that these units would be fee simple.

Public Hearing was opened

Mrs. Eloise Harris from 418 S. 9th Street mentioned she has been a resident since 1963. She asked if this would remain residential because of current zoning. She also asked about access to which Mr. Mock explained driveway entryways.

Mrs. McGee was recognized but had no comments aside from that she lives across the street from the development.

Tiffany Harris, 1116 gum Street, was recognized virtually, asked about clarification regarding square footage. Mr. Platt stated that there is no required square footage but that units are 18 feet wide. Mr. Platt believes they are 18' x 56', which is approx. 1000 square feet. Ms. Gibson added some information. Ms. Harris asked for projected price of units and spoke about affordable housing and traffic increase. Mr. Platt stated that this was not part of the application process.

Member Bennett commented that traffic and density was considered during the approval process of this M-8 re-zoning. Ms. Gibson explained further by addressing density, curb and driveway cuts.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Bennett to approve PAB 2020-0006 as presented.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

5.2 Presentation of Evaluation and Appraisal Report (EAR) Amendments for Legislative Compliance

Ms. Gibson gave a brief introduction about the upcoming presentation from the Northeast Regional Council about updating the City's Comprehensive Plan. Ms. Gibson noted that following the presentation she would be looking to the Board for guidance. She added that there will be a special meeting on July 22, 2020.

Sean Lahav and Margo Moehring from the Regional Council, gave the presentation virtually.

Chair Minshew specified that there was no action to be taken during this meeting and welcomed any questions from Board members.

Member Robas asked about water supply and Chair Minshew asked how businesses are reflected into this. She also stated that she was concerned about population and wanted to make sure these statistics were ones the Board agreed on for planning purposes.

Member Stevenson said he looked at the UF report and asked about transient population and how it was factored into the amount of water to be used.

Chair Minshew asked about the process if the decision was made today.

Member Schaffer asked if this included second home population or maximum potential. Chair Minshew talked about long term and short-term rentals.

Member Bennett spoke and asked if Atlantic Avenue and S. Fletcher Avenue were included.

Member Robas stated she needed clarification on what the goal was and how the Board can come to a recommendation so to make sure that once she votes on the July 22nd that there is a review process.

Chair Minshew asked Ms. Gibson to explain the process. Ms. Gibson concurred.

Public Hearing was opened.

Margaret Kirkland, who attended virtually, commented that updating the comprehensive plan is a great opportunity and made some suggestions.

Public Hearing was closed.

Chair Minshew asked for Board comments. Member Bennett said they needed more time to review.

Member Stevenson made a recommendation to go forward with this document.

Chair Minshew said enforcement language can be added in next years' project and suggested going with this as is in two weeks. Member Bennett spoke about the City compiling data. All Board members agreed to these suggestions.

Chair Minshew thanked Margo Moehring from The Regional Council.

6. BOARD BUSINESS

Member Stevenson thanked Chair Minshew for a summarized memo to City Manager addressing updates. He also brought up outdoor televisions within the Historic District. Ms. Gibson presented a document sent to the City Manager regarding LDC sections to be reconciled and suggested that this Board could use the same type of documents as a tool in order to rank priorities.

Member Stevenson asked if this is part of the signage section. Ms. Gibson answered that it is in part. Member Bennett noted that this is a subject matter that holds some urgency and asked what can be done to expedite this issue.

Chair Minshew said that LDC amendments have city wide impacts.

Ms. Bach explained that there are currently no upcoming projects which would have these display in the Historic District. Members discussed issuance of city-wide ordinance and the retroactive impact.

Chair Minshew asked if board members would like to establish a deadline to address this issue.

Member Stevenson said that because of Covid19 the trend is moving toward businesses expanding with outdoors displays and we that there is a need to address this ahead of time.

Chair Minshew said she will write a letter to the Historic District Council Chair, Mr. Spino regarding to this issue.

Members then spoke about a water truck for tree watering. Chair Minshew asked Ms. Gibson to see if this can be considered in next year's Tree Trust Fund Budget.

Member Robas asked about ethics training. Ms. Bach explained that Sunshine Laws and Ethics training are available online at the Florida Commission of Ethics and will forward the link to members.

6.1 Election of Chair and Vice Chair

Chair Minshew provided an update of all member's terms. All members agreed to the terms.

Motion was made by Member Stevenson to elect Member Minshew as Chairperson and Member Bennett as Vice-Chair. Member Bennett suggested that member Schaffer has enough experience to take on the role of Vice-Chair until the end of the year. Member Stevenson amended his motion to elect Member Schaffer as Vice-Chair, seconded by Member Bennett. Motion was voted by voice vote, being all ayes, carried.

6.2 Board of member Application

Chair Minshew mentioned that there are three (3) candidates for the one vacant seat and welcomed some insight as far as the process from Member Bennett. Member Bennett said that he was hesitant in recommending an applicant he is not familiar with and proposed that all applicant could be recommended to the City Commission. Ms. Bach clarified that applicant Barbara Gingher had already been recommended to the City Commission and a second recommendation can be given by the Board.

John Boylan was recognized virtually.

Ms. Gibson commented that it is unusual to have 3 applicants and noted that all the applicants were invited to be present at this meeting and have received all documents relating to this agenda.

Member Robas expressed that an interview is preferable to make an educated decision.

DRAFT

John Boylan, recognized virtually, spoke about his reasons why he applied for the vacancy, mentioning that he is a retired engineer from Proctor & Gamble now employed at Westrock. He explained his involvement with a subcommittee on changes to the LDC back in 2017.

ACTION TAKEN: A motion was made by Member Schaffer to recommend candidate John Boylan for the board vacancy to the City Commission, seconded by Member Stevenson.

Vote upon passage of the motion was taken by voice vote, and being all ayes, carried.

7. STAFF REPORT

Chair Minshew asked if members wanted to cover staff reports and upcoming board meetings. She confirmed that there is now a Tree Management Plan which combined with the additional GIS support will allow better tracking of tree canopies. She thanks City Arborist Dave Holley for his efforts.

Member Robas asked about possible copies of the County Vulnerability Assessment Phase 2.

8. PUBLIC COMMENT

9. ADJOURNMENT AT 7:45

Sylvie McCann, Recording Secretary

Genece Minshew, Chair

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

LAND DEVELOPMENT CODE TEXT AMENDMENTS: *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFY THE REFERENCE DOCUMENT SPECIFIC TO AIRPORT DESIGN STANDARDS AS CONTAINED IN SECTION 4.03.02 AIRPORT ARCHITECTURE AND BUILDING DESIGN STANDARDS FOR DEVELOPMENT ON THE AIRPORT.

Existing Language: No Change

Proposed Revision: Amendments to the supplemental document only. No text-based amendments requested.

Rationale:

From: [Nathan Coyle](#)
To: [Kelly N. Gibson](#)
Subject: Minor Revisions - Airport Architectural Standards
Date: Wednesday, August 5, 2020 2:52:08 PM
Attachments: [image041920.png](#)
[image478661.png](#)
[image061350.png](#)
[Draft FHB Airport Architecture and Building Standards - Minor Revisions.docx](#)

Hi Kelly,

Following the complete re-write of the airport's architectural standards, we decided to revisit the standards to propose a few additional minor revisions once we had an opportunity to apply the standards to applications that the airport received over the past year. I discussed these revisions with the Airport Advisory Commission and received a unanimous recommendation to make the changes proposed, which are driven by the reasons below (in order of track changes within the document):

1. The first change simply corrects language to reference the most current Airport Master Plan as adopted by the City in lieu of the 2015 Master Plan, which will be updated from time to time in the future.
2. Within the setbacks section, we proposed removal of the statement which reads "Such hangars shall have a minimum 25 foot side building setback on all unattached sides from the ground lease boundary line." This is original language that existed prior to the last revision, and many of the airport's ground leases abut a feature which would prohibit this setback from reasonably being applied on all unattached sides (such as a stormwater pond). Section 3 within the same Setbacks section already covers the 25' setback from adjacent ground lease boundaries and an appropriate lease boundary can be established during the design process.
3. During the last re-write, the airport agreed to discuss the T-hangar exclusivity provision at the airport again in the future with the Airport Advisory Commission. Following that discussion, the group agreed upon this language which would allow the airport to competitively advertise parcel(s) in the future for T-Hangar development at the sole discretion of the City/Airport. This provides continued control over the T-Hangar market at the airport while allowing for this type of development if desired by the airport. The airport currently has 69 individuals on its hangar waiting list.
4. Under Aprons/Pavement, additional language in paragraph 5 was recommended to avoid use of pavements which have a higher tendency to ravel or produce debris, such as pervious pavements, on the airport side of a facility. This would not apply to the landside of an airport facility (such as the airport terminal parking lot).
5. Within the hangar door section, the airport received strong feedback from interested developers and door manufacturers after establishment of the door-size restrictions from the last revision of standards. This section resulted, for some hangar doors, purchase of non-standard or custom/larger doors which increased the cost for an interested hangar developer. This was not the intent of the airport and it became clear that this attempt at setting blanket restrictions would be problematic which has led to the recommended language within the attached document.
6. Parking spaces were further refined to meet parking needs related to hangar developments on the airport.

Nathan Coyle, CM, ACE
Airport Director
City of Fernandina Beach
700 Airport Road
Fernandina Beach, FL 32034

(904) 310-3436 | ncoyle@fbfl.org

www.fbfl.us



If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

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Architecture and Building
Design Standards for Development on the Airport
(Included within Land Development Code by Reference)

For purposes of this document the City shall be the City of Fernandina Beach and the airport shall be Fernandina Beach Municipal Airport.

These architecture and building design standards shall be applied to airport construction or improvement on or within Fernandina Beach Municipal Airport property boundary as shown on ~~Figure 2-18 of the Airport Master Plan dated September 2015~~the most Airport Master Plan adopted by the City of Fernandina Beach and concurred upon by the Federal Aviation Administration. These design standards have been incorporated by reference into the Airport Overlay section of the City of Fernandina Beach Land Development Code. The City of Fernandina Beach Land Development Code applies to all tenant and lessee construction on the Airport. These design standards are used by the City's Technical Review Committee (TRC) as its basis for beginning the approval process for any construction on the Airport. All construction must meet current adopted Florida Building Codes, City Building Ordinances, and National Fire Prevention Association (NFPA) requirements. In cases of conflict with other City codes or regulations, the more stringent provisions shall apply.

Approvals and Submittals Required:

1. No building nor any improvement shall be erected, placed, or altered on any building site at the Airport until the plans for such building or improvement, including site plan, landscape plan, building plans and specifications have been approved by the City.
2. Approval or disapproval of such plans shall be with respect to conformity with these restrictions and other applicable ordinances and requirements of the City and with respect to harmony of external design and land use as it effects property within and adjacent to the Airport.
3. Building plans shall be in conformance with all Federal, State, County and City laws and ordinances, and shall conform to the most recent FAA approved Airport Layout Plan.
4. An FAA Form 7460, *Notice of Proposed Construction*, shall be submitted to FAA for review and shall be approved by the FAA prior to start of construction.
5. No construction, including site improvements, shall be undertaken without first receiving all applicable City Land Development Orders.
6. Submittal requirements for review include a site plan, landscaping plan, and building plan and shall also include the following components listed below and/or any other submittals referenced within these design standards:
 - a. Drainage plan indicating predevelopment flow and contours/elevations of proposed development parcel as well as adjacent parcel(s).
 - b. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.
 - c. For hangar development, a proposed thickness and weight bearing of the hangar floor shall be indicated on the site plan, and shall be of sufficient thickness/weight bearing for the largest aircraft that could use the hangar.
 - d. All antennas, satellite dishes, and similar equipment shall be indicated on the site plan to include proposed location and height.
 - e. Proposed signage shall be indicated on the site plan and shall specify sign placement, height, and design.

- f. All plan submittals shall include sufficient detailed information on all utility designs and design loads.
- g. The location of any proposed outside storage areas shall be indicated on a site plan with proposed screening materials.
- h. Plan submittals shall include proposed exterior lighting location and light intensity.
- i. A vehicle parking plan shall be identified on the site plan in compliance with requirements outlined further within these design standards.

Variances:

The City, through the Board of Adjustments, shall consider and may grant a variance to these covenants, conditions and restrictions. Request for variance must include a full explanation as to why these codes or requirements cannot be fully met.

Occupancy:

No occupancy of any building shall be permitted before the building is completed and a certificate of occupancy is issued.

Setbacks:

1. The City will determine setback distances for construction based on FAA advisory circulars and/or regulations, the most recent FAA approved Airport Layout Plan and other City regulations that may be enacted from time to time.
2. No part or portion of any building shall be erected, constructed, or extended into any setback area.
3. No building construction equipment or materials shall be staged, placed, or operated in a manner that impedes the movement of aircraft along taxilanes or taxiways or encroaches into a safety or object free areas without the prior permission of the City.
4. The minimum building setback shall be 25 feet from any adjacent ground lease boundary ~~y.y-~~
4. Minimum building separation requirements shall be complied with as set forth by the current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*, irrespective of ground lease boundary line location.
5. Adjoining hangars sharing a common center wall shall be built by the same lessee. ~~Such hangars shall have a minimum 25 foot side building setback on all unattached sides from the ground lease boundary line.~~
- 5.

Drainage:

1. A drainage plan shall be submitted indicating pre-development stormwater flow, contours/elevations of the proposed development site, and elevations of adjacent property or parcels.
2. Drainage shall not negatively impact adjacent properties or leaseholds and shall flow into the airport's natural or developed drainage.
3. The elevation of the lot shall not be changed so as to materially affect the drainage pattern of the surrounding lots.
4. Drainage from roofs shall not create erosion or affect adjacent properties or leaseholds. Perimeter roof drainage with gutter and downspouts shall be required.
5. Roof drainage and a soil erosion control plan shall be indicated on plan submittal.

Hangars/Buildings:

1. Aircraft hangars constructed under these standards shall only be for use or uses authorized under a ground lease from the City. Stand-alone non-hangar buildings within the area of the airport designated as aeronautical use on the most recent FAA approved Airport Layout Plan shall only be used for an aeronautical use approved under a ground lease from the City.
2. Outbuildings may be permitted as an ancillary to the primary building. An outbuilding must be attached or in near proximity to the primary building. Such outbuildings must be directly related to the operation of the primary building and limited to office(s), storage area, or related work area.

3. For multiple nested hangars with no direct road access, such as T-Hangars, the location of the hangar door designates the front of the building. For stand-alone hangars constructed on a named access road, the front of building shall be the side facing the nearest access road upon which the address is affixed
4. The minimum bulk hangar size allowed shall be 1,600 square feet, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations, and may be private or City construction.
5. T-hangars shall only be constructed by the City, unless awarded to an individual or corporation under a competitive selection process conducted by the City.
6. All hangars must have a concrete finished and sealed floor. The proposed thickness and weight bearing of the floor must be indicated on the site plan and be sufficient for the largest aircraft that could use the hangar.
7. Any hangar constructed, unless an individual hangar or separated hangar units within a structural building and built for non-commercial use only and not exceeding 2,000 square feet per unit or individual hangar, requires an oil/water separator to discharge water and oil by-products, as appropriate, into either a sanitary sewer or into a holding tank.
8. Hangars/buildings shall meet all appropriate fire codes for the proposed use of the building.
9. No residential occupancy is permitted within any building constructed on airport property.
10. Maximum building height is 45 feet or an elevation lower than imaginary surfaces outlined in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*, at the development site location, whichever is lower.
11. Roof materials shall be non-reflective, not create glare, and be of a type, style and color approved by the City.
12. Open sided structures may be authorized if approved by the City Manager or designee based upon type, style, structural integrity, and proposed location.
13. No alterations or additions to the exterior or interior of a building shall be accomplished without first obtaining all required City permits.
14. All antennas, satellite dishes, and similar equipment, shall be indicated on the site plan and shall include the proposed installation location and height.

Signage:

1. All signs must adhere to the requirements specified in the City's Sign Code. All hangar sign plans and sign proposals shall be submitted to the City for review and approval prior to construction or installation.
2. Additional address signage may be required to be displayed if required by City emergency service providers.
3. Signs, lettering, designs, or other graphics shall not be placed, painted or otherwise located on roofs.

Aprons/Pavement:

1. Taxilanes within hangar areas provided by the City are generally designed to accommodate an aircraft with a wing span no greater than 49 feet. Facilities designed for larger wingspan aircraft shall provide direct access to taxiways, unless otherwise approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations.
2. Entrance pavement is required from the hangar door to the taxilane or taxiway, shall be at least 20 feet wide.
3. All required apron/ramp areas shall be constructed to remain outside the taxilane or taxiway object free area except for the entrance pavement required in 2 above.
4. Apron space between the hangar and the adjacent taxilane or taxiway shall be sufficient to support the

proposed use and potential future use of the hangar. The design of the apron is subject to review and approval by the City.

5. All airside leasehold pavements must be of sufficient quality and weight bearing capacity for the largest aircraft that could be hangared on the leasehold and shall be designed for a minimum 20 year life using any applicable current FAA standards. Due to potential for creation of foreign object debris, pervious pavements shall not be permitted for use on the airside of airport property.
6. Landside pavements shall be designed per the City's Local Development Orders.
7. Any permitted airside vehicle access routes are to be a minimum of 12 feet wide.

Utilities:

1. Extension of Utilities to the proposed facilities shall be the financial responsibility of the Lessee.
2. All plan submittals shall include sufficient detailed information on all utility designs and design loads.
3. Work shall not commence until approval has been received by the City and all permits have been received.
4. Plan submittals shall indicate above ground utilities such as, but not limited to, condensers and transformers.
5. Sewer, gas, water, electric, and communication utilities shall be located underground.
6. The Lessee shall be responsible to restore all areas disturbed during the utility installation including pavement and grass areas.
7. All electrical wiring shall be in conduit and placed underground from the electrical power source to the hangar/building.
8. Septic tanks are not authorized for use on the airport.

Hangar Doors:

1. Types (Bi-fold, Hydraulic single swing, Track Mounted/rolling, accordion).
2. Hangar door clear opening shall be:
 2. ~~Horizontal~~—equal to or greater than 80% of the width of the side of the hangar where the door is located (I.E. building width of 100 feet, hangar door clear opening shall be a minimum of 80 feet), or equal to or greater than 80% the total width of individual T-Hangar or shared wall hangar units. All hangar doors must have a minimum 12-foot clear door height and the height of door shall be proportionate to the width and height of the hangar contingent upon approval by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations.
 3. ~~Vertical~~—For a hangar door width of:
 3. ~~Less than 40 feet, minimum door height shall be 14 feet~~
 3. ~~40 feet up to 50 feet, minimum door height shall be 16 feet~~
 3. ~~50 feet up to 60 feet, minimum door height shall be 20 feet~~
 3. ~~60 feet up to 70 feet, minimum door height shall be 24 feet~~
 3. ~~70 feet up to 80 feet, minimum door height shall be 26 feet~~
 3. ~~greater than 80 feet, minimum door height shall be 26 feet~~
3. All hangar doors shall be installed in such a manner as to not obstruct the movement of any aircraft on an adjacent taxiway or taxilane or of another airport tenant outside the leased premises.

Hangar/Building Characteristics:

1. At least one bathroom facility is required for any stand-alone commercial use hangar or building. The bathroom facility must be constructed to be American Disabilities Act (ADA) compliant as required by local building code.
2. For non-commercial use hangars, bathroom facilities are required when:
 - There is no public use restroom within 400 feet of the proposed hangar development as measured by linear feet distance from the closest exterior wall of the proposed hangar

- development to the closest exterior or interior wall of any existing public restroom, or
- The proposed development consists of, or will result in, more than 24 t-hangars in a specific location without access to a public use restroom, or
 - The proposed development will be a single hangar larger than 12,000 SF, or
 - The proposed development will be a divided hangar with more than 25,000 SF of total space.
3. Hangar/building materials shall be a metal building or concrete block or related material. Wood buildings are prohibited. The roof may be aluminum if coated with a non-glare substance.
 4. Hangar/buildings that produce glare or other effects that are hazardous to aircraft operation shall not be permitted.
 5. Hangar/building colors shall be neutral tones.
 6. The location of outside storage areas and the materials required for screening shall be included on the site plan submitted by lessee. All materials used for screening shall be opaque and the same as or similar to the main or primary building, or by installation of berms and landscaping acceptable to the City.
 7. Hangars shall have a fire suppression system, if required, as prescribed in the current current-State of Florida-adopted version of the National Fire Protection Agency (NFPA) 409, *Standard on Aircraft Hangars*.
 8. All mechanical equipment shall be housed within the building when possible or screened as defined in 6 above. When roof mounted equipment is required, it must be concealed by parapet walls sufficient to screen the equipment but no more than 42". Such parapet does not count against building height restriction as long as there is no violation of imaginary surfaces described in Federal Regulation Title 14 Part 77, *Safe, Efficient Use and Preservation of Navigable Airspace*. Plumbing vents are the only non-screened roof penetrations allowed.
 9. Any exterior equipment shall be enclosed or screened so as to be an integral part of the architectural design and not in public view.
 10. Any hangar or building abutting a part of the Airport Operation Area (AOA) is also considered part of the security fence system. Such hangar or building shall provide the only entrance to the airside operations area unless approved by the City Manager or designee subject to grant assurances provided to the FAA and FAA regulations. In addition lessee shall provide a chain link fence without gates separating the airside and the landside with not less than 6 feet chain link with 3 strand barbed wire on top between buildings to the property line to establish a security perimeter. If landscape screening is provided, it shall be located on the landside and no closer than 6 feet from the fence and maintained in a manner to preclude overgrowth onto the security fence.
 11. The outside storage of hazardous materials or hazardous waste shall be prohibited as identified in the Airport Rules and Regulations.
 12. Adequate lighting sufficient for safety and security is required and shall be installed on the building for both airside and landside areas and in general shall be uniform in style as determined by the City. Light fixtures that face a taxilane or taxiway shall not exceed 0.5 foot-candles at the edge of the taxilane or taxiway. Plan submittal shall include exterior lighting information including location. All lighting shall conform to the current City ordinance and the City's specifications and standards for off-street parking areas.

Landscaping:

1. Landscaping within the Airport Operation Area for non-building and non-pavement areas shall have as a minimum natural ground covering and is limited to grass or very low lying vegetation for unpaved areas. No trees or shrubbery shall be permitted within the Airport Operation Area (within the airport security or perimeter fence.)
2. All gross land area of a development site that is not paved or building shall be landscaped and can include grass or ground cover. The landscaped areas outside the AOA (outside the airport perimeter fence) shall be located on the site in such a manner as to maximize preservation of existing trees with priority given to specimen trees. Such landscaping should not be on the airfield side of any hangar or building construction that is not accessible by the public.
3. Landscaping shall not block sight distance or pose a traffic hazard.
4. All grass, trees, and shrubbery must be kept in good appearance at all times. If the Lessee fails to maintain these areas the City reserves the right to maintain or remove them at an additional cost to the Lessee.

Automobile Parking:

1. All parking shall be identified in the site plan.
1. Parking shall not be established or designated along the front of a building if the front of the building is on the airside of the airport.
2. Vehicle parking spaces shall be sized and marked in accordance with requirements outlined within the current Fernandina Beach Land Development Code.
3. Commercial use of a hangar must comply with the quantity, sizing, and marking of ADA parking spaces outlined within the current Fernandina Beach Land Development Code.
4. Parking Spaces Required By Facility Type:

Box Hangar (Aircraft Storage Only)	
1 Space per 1,500 <u>2,000</u> square feet of hangar floor space (5 <u>3</u> minimum) rounded up to the next space	
Sample: 8,000 sq/ft hangar would require 4 parking spaces	
Box Hangar W/Office or Maintenance Space	
1 Space per 1,500 <u>2,000</u> sq/ft of hangar floor space (5-3 minimum)	and
1 Space per 320 <u>00</u> sq/ft of office space (5 minimum)	and
1 space per 750-1,000 sq/ft of maintenance/shop space (5 minimum)	and
Sample: 8,000 sq/ft hangar (4) and 2,000 sq/ft of office (7) would need 11 spaces	
T-Hangar or Shared Wall Box Hangars w/individual unit size not exceeding 40'x40'	
1 space for 50% of units rounded up to the next space	
GA Terminal/FBO Building	
1 Space per 300 sq/ft of office space (5 <u>3</u> minimum)	
Airport Administrative Building	
1 Space per 300 sq/ft of office space (5 <u>3</u> minimum)	
MES Building	
1 Space per vehicle bay	and
1 space per 750 sq/ft of maintenance/shop space (3 <u>5</u> minimum)	and
Example: a MES building with four bays (4) and 810 sq/ft of shop space would need 9 spaces	

5. All parking areas shall have car stops or curbs placed at least five feet from the closest sidewalk, hangar or building.
6. All parking areas shall be setback at least 10 feet from the lessee's lease lines.

Compliance with Building Codes

The building codes and restrictions for buildings and structures at the Airport shall run with the land and be binding to all parties and all persons on Airport property.

All buildings constructed, erected, or placed upon any lot within the borders of the Airport shall conform to all government zoning and use requirements.

All Building and structures shall comply with all current federal, state and local requirements.

Refuse

Where necessary, dumpster enclosures shall be constructed at the rear of a structure/site and should be enclosed with an opaque wall constructed of a material that is the same as, or similar to, the primary building structure and have gates made of metal.

1. **Call to Order:** Chairperson Austin called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord, Dave Austin, David Broughton, Tom Piscitello, Ward Gill, Prudence Hostetter, Don Edlin, and Nathan Coyle (Staff Assistant)
Members Absent: Len Kreger (City Commission Liaison) and One Vacancy

Others Present: Robert Kozakoff, Brian Echard, Tammi Bach, and Dana Whicker
3. **Pledge of Allegiance**
4. **Public Comment Regarding Items Not On The Agenda:** No public comment was received.
5. **Old Business:** No old business was discussed.
6. **New Business:**

6.1 Runway 4/22 Project Update

Airport Manager Coyle provided an update on the project to rehabilitate Runway 4/22 at the Fernandina Beach Municipal Airport. Mr. Coyle stated that the design work and bidding process had been completed. Four bid submittals were received and the low bidder cost was within projected budget.

Mr. Coyle also presented an outline of potential project timelines contingent upon application and receipt of a grant from the FAA. Mr. Coyle reminded the group that it would be likely that the project would be 100% funded by the FAA.

Member Edlin inquired as to what would happen with matching FDOT funds that would no longer be needed for the project and Mr. Coyle stated that FDOT had \$100,000 programmed as a match and that \$80,000 would likely be repurposed to re-stripe Runway 9/27 and \$20,000 returned to FDOT in exchange for \$75,000 in State Fiscal Year 2023 to provide additional funding support of a potential public/airport fire station. Member Edlin expressed the need to prioritize hangar development scheduled for the next fiscal year.

Member Gill expressed that there is a need to install an approach lighting system to Runway 4 to enhance safety for use of the runway during reduced visibility. Mr. Coyle stated that this project would need to be programmed as a separate project and requires justification to show use of the GPS procedure for Runway 4.

Mr. Coyle stated that he would update the group on the project following receipt of an FAA grant, and continue to provide updates during upcoming AAC meetings.

6.2 2020 Architectural Standards Discussion

Mr. Coyle presented the group with a series of minor draft revisions to the airport architectural standards for discussion. Mr. Coyle stated that the completely revised version of standards have worked well but a few minor items were noted for attention. Each revision was presented and discussed.

Member Austin asked for more detail about the T-Hangar exclusivity section where the proposed language stated that T-hangars would only be constructed by the City or awarded under a competitive selection process. Mr. Coyle stated that this language was an attempt at using a process where the City could release an RFP to received competitive interest for development, and have a method to still control quantity of T-hangar development on the airport.

Member Piscitello asked about the hangar setback requirements from the standards and how they related to the conceptual T-Hangar design that had been presented to the AAC. Mr. Coyle stated that the conceptual T-Hangar design leveraged extension of existing buildings which would eliminate the need for clear space between T-Hangar structures. Mr. Coyle also stated that the center T-Hangar structure would be designed with a breezeway, as was recommended by AAC members previously, to allow access to electrical equipment and convenient pedestrian traffic to the restrooms from the northern taxilane.

7. Airport Manager and Staff Reports:

Mr. Coyle provided his monthly report to the AAC.

8. Commission Member Reports and Comments:

Member Gill asked for an update on the fire station project, and Mr. Coyle stated that a 30% design had been completed and that a proposed work order for a full design of the Fire Station would be presented to the City Commission at the next City Commission meeting.

Member Broughton asked if there were any updates from the flight school agency that previously provided a presentation to the group. Mr. Coyle stated that he contacted the representative from the flight school agency (Agile Defense) roughly two weeks prior to the meeting and learned that the agency has shifted its interest and conversations to the airport in Punta Gorda Florida.

9. Next Meeting Date: June 11, 2020

10. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 6:53 p.m.



Secretary



David Austin, Chairperson

1. **Call to Order:** Chairperson Austin called the meeting to order at 6:00 pm.
2. **Members Present:** Chuck Colcord, Dave Austin, Tom Piscitello, Ward Gill, Prudence Hostetter, Don Edlin, Nathan Coyle (Staff Assistant), and Len Kreger (City Commission Liaison)
Members Absent: David Broughton, and One Vacancy

Others Present: Robert Kozakoff, Brian Echard, Dana Whicker, and Brad Wente (Passero Associates)

3. **Pledge of Allegiance**

4. **4.1 February 13, 2020 AAC Meeting – Approval of Minutes:** The February 13, 2020 AAC meeting minutes were presented for consideration of the AAC.

4.2 May 14, 2020 AAC Meeting – Approval of Minutes: The May 14, 2020 AAC meeting minutes were presented for consideration of the AAC.

A motion was made by Member Hostetter, seconded by Member Colcord, to approve the February 13, 2020 and May 14, 2020 AAC Regular Meeting Minutes. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

5. **Public Comment Regarding Items Not On The Agenda:** No public comment was received.

6. **Old Business:**

- 6.1 **Monthly Financial Update**

Airport Manager Coyle presented the monthly financial update and provided a detailed update on FAA and FDOT grant revenue received to date, and grant revenue still anticipated within the current fiscal year. There was no other discussion on the monthly financial update.

- 6.2 **Runway 4/22 Project Update and Schedule**

Airport Manager Coyle provided an update to the group stating that a grant offer had been received from the FAA for 100% funding of the Runway 4/22 rehabilitation project and that the receipt of this grant offer would allow the airport to press forward with commencement of the project within the month of August which would provide for a December project completion estimate.

Member Edlin asked for clarification related to the design standard being utilized for rehabilitation of Runway 4/22 as the presentation slideshow stated that the project would fund rehabilitation based on the existing design aircraft of the airport, the Gulfstream IV. Mr. Wente, the project engineer, stated that the design would be related to the length, width, and strength of the runway. Mr. Wente stated that the load bearing capacity of the runway would be no less than the current capacity published for Runway 4/22.

Mr. Coyle stated that the City Commission would review the grant offer from the FAA, a work order for construction admin services from Passero, and a recommendation to award the project to low bidder at the June 16, 2020 City Commission meeting. He stated that a specific timeline for construction would be released when available.

6.3 Airport Architectural Standards Minor Revisions

Airport Manager Coyle presented a clean draft of the airport's architectural standards with proposed minor revisions, and reviewed each revision with the group.

Member Piscitello asked if there were any changes from what was presented during the May AAC meeting, and Mr. Coyle stated that no additional changes were made to the intent of the document, however the language was put into final form for review of the group.

A motion was made by Member Edlin, seconded by Member Colcord, to recommend approval of the revised Fernandina Beach Municipal Airport Architectural Standards as presented in the June 11, 2020 AAC meeting packet. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7. New Business:

7.1 Discuss FDOT Grant Funding for Runway 13/31

Airport Manager Coyle provided an update regarding a response from FDOT on willingness to participate in funding for rehabilitation of Runway 13/31. Mr. Coyle stated that the airport previously swapped funding support from Runway 13/31 to Runway 9/27 when that runway received a white-top pavement application with funding support from FDOT. Mr. Coyle stated that Runway 13/31, in accordance with the pavement management plan, requires rehabilitation and FDOT has tentatively indicated support to provide funding support but the City must recognize that funding for rehabilitation of Runway 9/27 will no longer be available from FDOT. Brad Wentz from Passero Associates provided background regarding the performance of pavement on Runway 9/27 and stated that this runway should last no less than ten years.

Mr. Piscitello asked if FDOT would provide funding support to white-top Runway 13/31 in lieu of utilizing an asphalt application. Mr. Coyle stated that he would inquire with FDOT and provide a response to the group for consideration.

Member Edlin asked if Runway 9/27 would need to be rehabilitated as a white-top runway in the future at a higher cost or could the runway be rehabilitated to asphalt. Mr. Coyle stated that the white-top application is simply a thin concrete layer over existing asphalt. Mr. Wentz confirmed that the runway could be rehabilitated to asphalt in the future if desired by the City.

Member Hostetter asked about the notes in the packet indicating that the airport has tentatively placed Runway 13/31 on the FDOT 5-year requested program for projects. Mr. Coyle stated that he placed this project on the 5-year CIP as a proposed project during the annual programming meeting with FDOT to ensure that it could be programmed if supported by the City.

Member Colcord stated that he supports to transition to funding for Runway 13/31. Member Austin agreed with Mr. Colcord.

A motion was made by Member Edlin, seconded by Member Hostetter, to recommend that the City Commission approve swapping FDOT funding to support Runway 13/31 as discussed in the meeting. A vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 Airport Draft Budget Preparation

Airport Manager Coyle presented the proposed budget for the upcoming fiscal year to the AAC. Mr. Coyle reviewed highlights pertaining to revenue, O&M expense, and capital projects planned for the upcoming fiscal year. Following the presentation there were no recommendations for changes/alterations to the budget as presented.

7.3 Review Request from Property Owners to Acquire Cessna Lane Parcel (North of Airport Road)

Mr. Coyle asked if this agenda item could be pushed to a future meeting to allow additional data collection based on information obtained by the airport just prior to the meeting. The group agreed with the request.

8. Airport Manager and Staff Reports:

Mr. Coyle provided his monthly report to the AAC.

9. Commission Member Reports and Comments:

Mr. Austin stated appreciation for use of the virtual meeting and effort of the City to put together and conduct a virtual meeting.

Commissioner Kreger identified that future meetings may require the presence of a quorum in City Hall, and Mr. Coyle stated that he would communicate meeting requirements with the group prior to the July meeting. Commissioner Kreger also identified additional funding that may be available to the City for funds expended in support of the City's response to COVID-19.

10. Next Meeting Date: July 9, 2020

11. Adjournment: There being no further business to come before the Airport Advisory Commission, the meeting was adjourned at 7:08 p.m.



Secretary



David Austin, Chairperson

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

LAND DEVELOPMENT CODE TEXT AMENDMENTS: *CITY OF FERNANDINA BEACH, FLORIDA* REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFY STANDARDS FOR STORMWATER MANAGEMENT DESIGN BY STRIKING DESIGN BASIS IN SECTION 7.03.03(E) AND ADDING A REFERENCE TO SECTION 3.05.03, AND AMENDING SECTIONS 3.05.02 AND 3.05.03 TO INCLUDE STORMWATER DESIGN REQUIREMENTS.

Rationale: Consolidating stormwater design requirements from Section 7.03.03 (E) into Section 3.05.03 for all subdivisions, multifamily, commercial, industrial, and institutional projects.

LDC Section Reference: 3.05.03 and 7.03.03

Proposed Revisions: 3.05.02 Applicability and Exemptions

- A. All proposed development, except as specifically described in this section, shall comply with the standards and criteria set forth in Section 3.05.00.
- B. No drainage system, whether natural or manmade, shall be altered, designed, constructed, abandoned, restricted, or removed without prior written approval of the City and all appropriate State and federal agencies.
- C. The following activities may alter or disrupt existing stormwater runoff patterns, and unless specifically exempted under Section 3.05.02(D) below, shall be authorized only through issuance of a ~~stormwater-managementsite~~ work permit prior to initiation of development:
 - 1. Clearing and/or drainage of land prior to construction of a project;
 - 2. Altering the shoreline or bank or any surface water body; or
 - 3. Altering any ditches, dikes, terraces, berms, swales, or other water management facilities.
- D. The following development activities are exempt from the requirements of this section:
 - 1. Single-family dwellings and associated accessory structures, provided they are within a subdivision having a valid stormwater management permit and properly operating stormwater management systems designed and sealed by an engineer;
 - 2. Additions, accessory structures, and single family homes under 625 square feet; and
 - 3. Emergencies requiring immediate action to prevent material harm or danger to persons, when obtaining a permit is impractical and would cause undue hardship in protection of property from fire, violent storms, hurricanes, or other hazards. A report of the emergency shall be made to the City Manager as soon as practicable

3.05.03 Standards for Stormwater Management

- A. All development shall comply with the specifications, standards of design, and detailed technical requirements provided in the manuals adopted by reference in Chapter 1.
- B. No subdivision shall be platted, nor shall construction commence for any single-family, multi-family, commercial, industrial, or institutional project, until the drainage design for such project has been approved by the City, and proof of permit from the SJRWMD, the USACOE, if applicable, ~~and the Amelia Island Mosquito Control District~~, has been provided to the City.
- C. The drainage design plans for the project shall be prepared, signed, and sealed by a Florida registered professional engineer.
- D. All drainage facilities and easements shall be documented to ensure the City that capacity and right-of-way are adequate from the source, through the development, to the receiving body of water, without adversely affecting upstream or downstream properties. Any improvements or increase in capacity of those facilities required to keep the project in compliance with all applicable regulations shall be made at the expense of the applicant.
- E. ~~All subdivisions and multi-family, commercial, industrial, and institutional projects shall provide for retention of stormwater within the boundaries of the project.~~
- E. Design basis
 - 1. All subdivisions and multi-family, commercial, industrial, and institutional projects shall provide for retention or detention of stormwater within the boundaries of the project.
 - a. For projects within areas designated for zero discharge, storage shall accommodate a ten (10) year, twenty-four (24) hour storm event.
 - b. For all other areas, retention shall accommodate the greater of the first one-half (½) inch of stormwater within the boundaries of the project, or the first one (1) inch of storm flow from all roofs, sidewalks, paved surfaces, and parking areas (at 100 percent runoff), whether paved or not.
 - c. The project shall also provide detention for all stormwater flows.
 - d. Detention shall prevent peak flows after development from exceeding the peak flow prior to development.
 - e. Retention or detention areas for multi-family, commercial, industrial, and institutional projects shall not be located in public road rights-of-way or within single-family zoning districts.
 - 2. All floor slab elevations shall be constructed in accordance with City of Fernandina Beach Floodplain ordinance requirements
 - a. Unless the drainage master plan dictates higher levels, in areas where the floodplain has been established under the requirements of the FEMA or the National Flood Insurance Program, the level shall comply with such requirements.
 - b. In all other areas, floor slab levels shall be constructed to the elevations specified in the engineer of record's approved drainage plan.

- c. If no drainage plan exists, or if the plan predates this chapter, the floor level shall be at least eighteen (18) inches above the roadway unless otherwise approved by the City.
- 3. Where a development includes a retention basin in the drainage system, the basin shall be located in such a manner as to minimize damage when the design storm is exceeded.
 - a. A minimum of twenty (20) feet of drainage right-of-way shall be set aside to allow for ingress and egress, and a continuous maintenance berm shall be provided around the perimeter of the retention basin.
- F. Rainfall and runoff criteria
 - 1. The system or project shall be designed for design floods resulting from rainstorms of the following expected frequencies or greater:
 - a. Ten (10) year, twenty-four (24) hour intervals for all drainage except floodways, street inlets, and cross drains.
 - b. Floodway and receiving body of water flood conditions as shown for 100 years' duration storm in the FEMA flood insurance study, latest edition.
 - c. Five (5) year, twenty (20) minute intervals for street inlets and cross drains.
 - 2. Ultimate land usage shall be assumed for selection of proper runoff coefficients within the basins involved. Weighted runoff coefficients shall be applied where different coefficients apply within the areas comprising the basin.
- G. Drainage map for all subdivisions and multi-family, commercial, industrial, and institutional projects:
 - 1. The project engineer shall include in the construction plans a master drainage map showing all existing and proposed features. Where projects are located within an Area of Special Flood Hazard, the engineer shall prepare plans as consistent with the requirements of the City's Floodplain Management Ordinance. The map shall be prepared on a scale not to exceed one (1) inch equals 200 feet. As a minimum, it shall include:
 - a. The limits of the drainage basin or sub-basin
 - b. Topography of the project
 - c. Topography between the project and the receiving body of water, or the receiving City-, County- or State-owned drainage facility
 - d. Topography of adjacent property as necessary to establish flow patterns
 - e. Existing points of entry of water from adjacent property
 - f. Points of discharge of water from the project
 - g. Limits of fill required to construct facilities
 - h. Finished floor slab elevations and minimum elevation of the bottom of floor framing for each structure to accommodate the 100-year flood elevation
 - i. Location of National Flood Insurance Program rate map flood zones; and
 - j. Soil profiles, using the USDA soil classification method, to be performed on sufficient areas throughout the project to provide adequate information on the overall suitability of the proposed drainage plan.

2. With respect sections 3.05.03(F)(1)(a),(c) and (d), if a project fronts on an approved public or private road and the applicant can demonstrate to the satisfaction of the City that no drainage will be discharged from the project onto any adjacent property, these items may be waived. No waiver of any kind will relieve the applicant of responsibility or liability from damage caused by increased runoff from his project.
- H. All single-family home projects that are not part of a subdivision with a designed stormwater system shall provide for retention or detention of stormwater within the boundaries of the project.
 1. Projects that are located outside of a subdivision, but in an area with an available engineered stormwater system shall ensure that stormwater is properly routed to the stormwater structures.
 2. Design options for single-family home new construction and additions over 625 square feet:
 - a. Provide engineered solution as completed by an engineer, and/or
 - b. Utilize low impact development (LID) techniques such as rainwater harvesting, roof downspout disconnection, rain gardens, green roofs, trenches and chambers, bioretention, vegetated filter strips, permeable pavement, enhanced grass swales, dry swales, and perforated pipe systems.
- I. Drainage during construction
 1. All off-site drainage entering the property prior to the commencement of construction shall be maintained through the construction period.
 2. Approved silt barriers in compliance with Section 3.01.05 shall be placed to prevent silt, erosion, or other pollutants from leaving the site. If off-site siltation occurs, it shall be halted immediately, or all work shall cease until the silting is stopped.
- J. Maintenance of drainage facilities after construction
 1. All private drainage facilities within an approved subdivision, multi-family, commercial, industrial, or institutional project shall be continuously and properly maintained by a required homeowners' association, the developer, or another entity approved by the City in an enforceable development order and designated in the construction permit application.
 2. Drainage facilities for private single-family residential properties shall be continuously and property maintained by the property owner. Such maintenance shall continue for the life of the property as developed under this section even upon transfer of ownership.
- K. Where feasible, stormwater management systems shall be designed to provide landscape irrigation for the development.

7.03.03 Standards for Stormwater Management

- A. All development shall comply with the specifications, standards of design, and detailed technical requirements provided in the manuals adopted by reference in Chapter 1.

B. No subdivision shall be platted, nor shall construction commence for any single-family, multi-family, commercial, industrial, or institutional project, until the drainage design for such project has been approved by the City, and proof of permit from the SJRWMD, the USACOE, if applicable, and the Amelia Island Mosquito Control District, has been provided to the City.

C. The drainage design plans for the project shall be prepared, signed, and sealed by a Florida registered professional engineer.

D. All drainage facilities and easements shall be documented to ensure the City that capacity and right-of-way are adequate from the source, through the development, to the receiving body of water, without adversely affecting upstream or downstream properties. Any improvements or increase in capacity of those facilities required to keep the project in compliance with all applicable regulations shall be made at the expense of the applicant.

E. Stormwater Management systems shall be designed in accordance with LDC Section 3.05.03. Design basis

~~1. All subdivisions and multi-family, commercial, industrial, and institutional projects shall provide for retention of stormwater within the boundaries of the project.~~

~~a. For projects within areas designated for zero discharge, storage shall accommodate a ten (10) year, twenty-four (24) hour storm event.~~

~~b. For all other areas, retention shall accommodate the greater of the first onehalf (1/2) inch of stormwater within the boundaries of the project, or the first one (1) inch of storm flow from all roofs, sidewalks, paved surfaces, and parking areas (at 100 percent runoff), whether paved or not.~~

~~c. The project shall also provide detention for all stormwater flows.~~

~~d. Detention shall prevent peak flows after development from exceeding the peak flow prior to development.~~

~~e. Retention or detention areas for multi-family, commercial, industrial, and institutional projects shall not be located in public road rights-of-way or within single-family zoning districts.~~

~~2. All floor slab elevations shall be constructed at least one (1) foot higher than the 100-year flood level.~~

~~a. Unless the drainage master plan dictates higher levels, in areas where the floodplain has been established under the requirements of the FEMA or the National Flood Insurance Program, the level shall comply with such requirements.~~

~~b. In all other areas, floor slab levels shall be constructed to the elevations specified in the engineer of record's approved drainage plan.~~

~~c. If no drainage plan exists, or if the plan predates this chapter, the floor level shall be at least eighteen (18) inches above the roadway unless otherwise approved by the City.~~

3. Where a development includes a retention basin in the drainage system, the basin shall be located in such a manner as to minimize damage when the design storm is exceeded.

a. A minimum of twenty (20) feet of drainage right of way shall be set aside to allow for ingress and egress, and a continuous maintenance berm shall be provided around the perimeter of the retention basin.

F. Rainfall and runoff criteria

1. The system or project shall be designed for design floods resulting from rainstorms of the following expected frequencies or greater:

a. Ten (10) year, twenty-four (24) hour intervals for all drainage except floodways, street inlets, and cross drains.

b. Floodway and receiving body of water flood conditions as shown for 100 years' duration storm in the FEMA flood insurance study, latest edition.

c. Five (5) year, twenty (20) minute intervals for street inlets and cross drains.

2. Ultimate land usage shall be assumed for selection of proper runoff coefficients within the basins involved. Weighted runoff coefficients shall be applied where different coefficients apply within the areas comprising the basin.

G. Drainage map

1. The project engineer shall include in the construction plans a master drainage map showing all existing and proposed features. The map shall be prepared on a scale not to exceed one (1) inch equals 200 feet. As a minimum, it shall include:

a. The limits of the drainage basin or sub-basin;

b. Topography of the project;

c. Topography between the project and the receiving body of water, or the receiving City, County or State-owned drainage facility;

b. Topography of adjacent property;

c. Existing points of entry of water from adjacent property;

d. Points of discharge of water from the project;

e. Limits of fill required to construct facilities and to prevent minimum flooding of future dwelling units, except that no filling for construction will be permitted in the 100-year floodplain;

f. Finished floor slab elevations and minimum elevation of the bottom of floor framing for each structure to accommodate the 100-year flood elevation;

g. Location of National Flood Insurance Program rate map flood zones; and

h. Soil profiles, using the USDA soil classification method, to be performed on sufficient areas throughout the project to provide adequate information on the overall suitability of the proposed drainage plan.

2. With respect to Sections 7.03.03(G)(1)(a),(c), and (d), if a project fronts on an approved public or private road and the applicant can demonstrate to the satisfaction of the City that no drainage will be discharged from the project onto any adjacent property, these items may be waived. No waiver of any kind will relieve the applicant of responsibility or liability from damage caused by increased runoff from his project.

H. Drainage during construction

1. All off-site drainage entering the property prior to the commencement of construction shall be maintained through the construction period.

~~2. Approved silt barriers shall be placed to prevent silt, erosion, or other pollutants from leaving the site. If off-site siltation occurs, it shall be halted immediately, or all work shall cease until the silting is stopped.~~

~~I. Maintenance of drainage facilities after construction~~

~~All private drainage facilities shall be continuously and properly maintained by a required homeowners' association, the developer, or another entity approved by the City in an enforceable development order and designated in the construction permit application.~~

~~J. Use of stormwater for irrigation~~

~~Where feasible, stormwater management systems shall be designed to provide landscape irrigation for the development.~~

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

LAND DEVELOPMENT CODE TEXT AMENDMENTS: TO ADD DEFINITION IN SECTION 1.07.00 FOR AUTOMOBILE RACETRACK, MODIFYING SECTION 2.03.02 AND 2.03.03 TO INCLUDE USE AS AN AUTOMOBILE RACETRACK WITH A LISTING OF “PROHIBITED.”

Existing Language: None- New language added as follows.

Proposed Revision: 1.07.00 Definition Automobile Racetrack: A facility consisting of a paved roadway used primarily for the sport of automobile racing. A racetrack may include seating, concession areas, suites, and parking facilities, but does not include accessory offices, residences, or retail facilities. This definition shall also include any facility used for driving automobiles under simulated racing or driving conditions (test tracks, “shakedown” tracks, or other similar facilities), but which does not include seating, concession areas, or retail facilities for the general public or for exclusively private use.

Adding:

Automobile Racetrack as a use to tables 2.03.02 (principal land uses) and 2.03.03 (accessory land uses) with a listing of “prohibited” or blank in all zoning districts.

Rationale: Directed by City Commission in August 2019 to eliminate possible future consideration of this type of use within the City of Fernandina Beach.

[illegible]

[illegible]

ZONING DISTRICTS																					
_ – Prohibited (Empty) P – Permissible S – Permissible Subject to Supplemental Standards	R-E	R1-G	R-1	RLM	R-2	R-3	OT-1	OT-2	MU-1	MU-8	C-1	C-2	C-3	I-1	I-2	I-A	I-W	W-1	PI-1	CON	REC
Docks and Other Waterfront Structures	P	P	P	P	P	P	P	P	P					P	P	P	P	P	P	P	P
Dumpsters						P			P	P	P	P	P	P	P	P	P	P	P		P
Fences	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Outside Storage – Agricultural Equipment and Materials	P													P	P		P				
Outside Storage – Equipment, Machinery, and Materials												P		P Note 1	P Note 1	P	P	P			
Satellite Dish Antenna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Storage Buildings, Sheds, Utility Buildings, and Greenhouses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Swimming Pool	P	P	P	P	P	P	P	P	P	P	P	P	P						P		P

PAB 2020
LDC Text Amendments – Minor Revisions
August 12, 2020

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

APPLICATION FOR LAND DEVELOPMENT CODE TEXT AMENDMENTS

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	City of Fernandina Beach
AGENT:	Self
REQUESTED ACTION:	Land Development Code Text Amendments: • 1.07.00 Definitions • 8.03.09 Historic District Appeals
STAFF RECOMMENDATION:	This Commission directed amendment seeks to modify who can appeal a decision of the Historic District Council. Approval of this change will impact historic preservation of properties in several ways. Applicants will have a 30-day wait period imposed for staff issued COAs and board approved COAs before work can begin. This would severely hinder property owners working to complete routine maintenance. As drafted, anyone can make an appeal for effectively any reason at all. This places preservation of historic structures within the City at greater risk for completion of work without first obtaining a COA. Staff recommends denial of the requested amendment.

*** All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website, the City Clerk's Office and at the Community Development Department Office. ***

SUMMARY OF REQUEST:

LDC Section 1.07.00

Aggrieved or adversely affected party/person means any person or local government that will suffer an adverse effect to an interest protected or furthered by the City's Comprehensive Plan and Land Development Code, including interests related to health and safety, police and fire protection service systems, densities or intensities of development, transportation facilities, health care facilities, equipment or services, and environmental or natural resources. The alleged adverse interest may be shared in common with other members of the community at large but must exceed in degree the general interest in community good shared by all persons. The term includes the owner, developer, or applicant for a development order.

LDC Section AMENDMENT TO SECTION 8.03.09 APPEALS

Appeals

A. **An applicant A person** aggrieved by any decision of the HDC may appeal to the City Commission, with the exception of variances, which may **only** be appealed to a court of record as outlined in Section 10.02.04(D).

B. The petition shall be presented to the City Commission within thirty (30) days after the decision of the HDC; otherwise the decision of the HDC will be final.

C. The request for an appeal shall be submitted in writing to the City Clerk, and the request shall state the basis for the appeal in clear and precise terms. The record on appeal shall consist of the record of the proceedings below (which shall be the minutes of the meeting, unless the person requesting the appeal provides a verbatim transcript at their cost) including the staff report and all other evidence presented by the City and the applicant. If either the City or the applicant desires to present new evidence, the matter may be referred back to the HDC for their review.

When the record is complete, the City Clerk shall send a copy of the record and a notice of the hearing date to both parties. The parties shall receive a minimum of ten (10) days' notice of hearing.

D. An applicant may appeal a decision of the City Manager to the HDC. The applicant shall submit the appeal in writing and shall state the reasons for the appeal.

Rationale: This is a reactionary request based on recent board actions without regard to the performance of existing HDC policies which have proven successful since 2006 in avoiding undue burden to property owners while balancing the City's interest to obtain compliance with established historic preservation standards. This rule change, if adopted, is likely to result in increased neighbor disputes waged in a public setting.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

LDC Section References: LAND DEVELOPMENT CODE TEXT AMENDMENTS: CITY OF FERNANDINA BEACH, FLORIDA REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO MODIFYING SECTION 8.01.01 (D) TO INCLUDE REVIEW HDC REVIEW OF PROPOSED REUSE OF STRUCTURES AND TO ADD SUBSECTION 8.01.01 (D) (12) REVIEW OF EXTERIOR MOUNTED MODERN DEVICES, TO ADD SECTION 8.01.01 (G) PROVIDING REVIEW STANDARDS FOR PLACEMENT OF EXTERIOR MOUNTED MODERN DEVICES AND AMENDING SECTION 8.03.03 (B) CERTIFICATE OF APPROVAL MATRIX TO INCLUDE REVIEW OF EXTERIOR MOUNTED MODERN DEVICES SUCH AS SATELLITE DISHES, HVAC UNITS, COMPRESSORS, TELEVISIONS, TELEVISION ANTENNAS, SOLAR PANELS, PLUMBING AND TRASH COLLECTION FACILITIES WITH DELEGATION TO EITHER STAFF OR BOARD REVIEW AND APPROVAL.

Rationale: The City Commission directed PAB consideration of LDC amendments at its regular meeting June 2, 2020. The Historic District Council has indicated that regulation specifically for TV screens is something which needs to be quickly addressed in LDC revisions. Staff proposes the changes to address concerns raised by providing authority for HDC review of these improvements at the time of new construction and where they are requested through a change of use or new ownership that this be addressed at the staff level. To meaningfully regulate exterior mounted modern devices (i.e. TVs), the Building Official has requested amendments to Chapter 1 of the Florida Building Code which will require City issued permits for exterior mounted televisions. This change appears in ordinance at 1st reading on August 18, 2020 and will apply city-wide.

Language:

8.01.00 Standards for Development in the Historic Districts and Community Redevelopment Area

8.01.01 Historic District Overlays

8.01.01.01 Standards for Development in the Historic District Overlays

- A. The review of proposed development within the Historic District Overlays shall be based upon the latest edition of *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* from the U.S. Secretary of Interior.
- B. The review of proposed development within the Historic District Overlay shall also be based upon compliance with the Downtown Historic District Guidelines, dated December 1999, as amended from time to time. The review of proposed development within Old Town shall be based upon compliance with the Old Town Preservation and Development Guidelines, dated June 1999, as amended from time to time.
- C. In addition to standards applicable to the underlying zoning district, new construction within the Historic District Overlay shall be compatible with the existing character of the landmark or the district. Compatible design means

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Proposed LDC Text Amendments

architectural design and construction that will fit harmoniously into the district or the landmark site. New construction shall be compatible in scale, materials, and quality of construction with adjacent buildings and structures that have been designated.

- D. The following features shall be considered by the Historic District Council in the evaluation of proposed new construction, as such features comply with the guidelines referenced in Section 8.01.01.01(A) and (B) above:
1. Scale, including height and width;
 2. Setbacks;
 3. Orientation and site coverage;
 4. Alignment, rhythm, and spacing of buildings;
 5. Form and detail, considering the link between old and new buildings;
 6. Maintaining materials within the district or on the landmark site;
 7. Maintaining quality within the district or on the landmark site;
 8. Facade proportions and window patterns;
 9. Entrances and porch projections;
 10. Roof forms; and
 11. Horizontal, vertical, or non-directional emphasis; and
 12. Electrical or mechanical systems, garbage collection facilities, and exterior mounted modern devices as provided herein.
- E. Fences proposed within designated historic districts shall be compatible with the historic style and character of the district, shall not be vinyl, and shall require a certificate of appropriateness, as set forth in Chapter 11.
- F. For properties within the boundaries of the Historic District, CRA, and Old Town: All rooftop mechanical equipment shall be screened from view to adjacent properties and rights-of-way by utilizing parapets or other screening elements that are integrated into the overall architecture of the structure and constructed using materials and methods that are consistent with those used on the building.
- G. Exterior mounted modern devices such as satellite dishes, televisions, monitors, projection screens or television antennas shall be designed and installed to be directed and visibly shielded away from all public rights-of-way and any residentially zoned or used adjoining properties.

Table 8.03.03 (B). Certificate of Approval Matrix

ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	

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	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
2. All other additions		X		X
AUTOMATED TELLER MACHINES (ATMs)		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		X
DECK, PATIOS, PERGOLAS				
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade		X	X	
DRIVEWAYS + SIDEWALKS	X		X	
<u>DUMPSTER SCREENING FOR GARBAGE COLLECTION</u>	<u>X</u>		<u>X</u>	
GARAGES (ATTACHED OR DETACHED)		X		X
EXTENSION OF CERTIFICATE OF	X		X	

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	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
APPROVAL				
EXTERIOR MOUNTED MODERN DEVICES SUCH AS SATELLITE DISHES, TELEVISIONS, MONITORS, PROJECTION SCREENS, OR TELEVISION ANTENNAS		X		X
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum/asbestos siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS, POOL ENCLOSURES, IN-GROUND HOT TUBS		X		X
PORCHES				
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X	X	
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X		X
RELOCATION		X		X

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	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF				
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)				
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS (including temporary storm shutters/awnings)	X		X	
SKYLIGHTS		X	X	
SOLAR COLLECTORS		X		X
STORM WINDOWS AND DOORS	X		X	
VARIANCES		X		X
WIND GENERATORS		X		X
WINDOWS				
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X

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	CONTRIBUTING		NON-CONTRIBUTING	
ACTION	STAFF	HDC	STAFF	HDC
4. Change in openings on a secondary façade	X		X	
	STAFF		BOARD	
NEW CONSTRUCTION			X	
LANDSCAPING (NEW CONSTRUCTION ONLY)	X			
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			

From: mikespino@bellsouth.net
To: mark.bennett@wellsfargo.com
Cc: [Kelly N. Gibson](#); [Jacob Platt](#)
Subject: RE: Televisions in the Historic District
Date: Thursday, June 11, 2020 1:05:04 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Mark,

While the Board took no formal action since it was not an agenda item, I believe there was broad consensus to get the LDC changed ASAP. The lack of any provisions regarding screens in the HDC/CRA and Old Town was a surprise to everyone. So we strongly support adding the TV/screen provisions to the LDC for HDC oversight.

Thanks for asking.

ms

From: mark.bennett@wellsfargo.com <mark.bennett@wellsfargo.com>
Sent: Thursday, June 11, 2020 11:17 AM
To: mikespino@bellsouth.net
Subject: FW: Televisions in the Historic District

Mike: At the PAB meeting last night we were told about the email below from Benjamin Morrison. Is the entire Historic Board supportive of this action?.....M

Mark Bennett, MAI, CCIM
Wells Fargo RETECHS
904-491-4912

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message. Thank you for your cooperation.

From: Kelly N. Gibson <kgibson@fbfl.org>
Sent: Wednesday, June 10, 2020 6:24 PM
To: PAB 19-20 <PAB19-20@CITYOFFERNANDINABEACH.onmicrosoft.com>
Subject: FW: Televisions in the Historic District

PAB members,
Here is the original thread from Mr. Morrison.

Kelly N. Gibson, AICP
Planning and Conservation Director
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
Main: (904) 310-3480 | Direct: (904) 310-3481 | kgibson@fbfl.org
www.fbfl.us



If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

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From: benjamin@cotnerassociates.com <benjamin@cotnerassociates.com>

Sent: Monday, June 8, 2020 9:41 AM

To: PAB 3 <PAB3@fbfl.org>; jenny@summerhouserealty.com; racndm@me.com; 4br404@gmail.com; gminshew@gmail.com; pbsteve40@gmail.com; Kelly N. Gibson <kgibson@fbfl.org>

Subject: Televisions in the Historic District

Hello Members,

At our last HDC Meeting we had an applicant who indicated to us their intent to install new television sets on the exterior of their commercial establishment in the Historic District that would be highly visible from the public right-of-way. In discussion, we realized that there is no language in the Historic District Guidelines or the LDC that would limit someone's ability to do so, or to give the HDC authority to approve/deny such a request.

I see this is as potentially significant problem that could drastically change the character of our Historic District if not addressed as quickly as possible. I am asking you to help me expedite the process and get through the typical red tape required to make such changes, and try and recommend new language to the City Commission as quickly as possible.

I suggest that we consider changes to section 8.01.01 as follows (in red) to address this issue (and a few other things I think would be advantageous to have some control over that currently aren't addressed):

D. The following features shall be considered by the Historic District Council in the evaluation of proposed new construction, as such features comply with the guidelines referenced in Section 8.01.01.01(A) and (B) above:

- 1. Scale, including height and width;**
- 2. Setbacks;**
- 3. Orientation and site coverage;**
- 4. Alignment, rhythm, and spacing of buildings;**
- 5. Form and detail, considering the link between old and new buildings;**
- 6. Maintaining materials within the district or on the landmark site;**
- 7. Maintaining quality within the district or on the landmark site;**
- 8. Facade proportions and window patterns;**
- 9. Entrances and porch projections;**
- 10. Roof forms; and**
- 11. Horizontal, vertical, or non-directional emphasis.**
- 12. Placement and screening of satellite dishes, HVAC (Heating, Ventilating and Air Conditioning) units and compressors, televisions, television antennas, solar panels, and trash collection facilities**

Thank you so much for taking this into consideration.

Benjamin C. Morrison
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PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: July 27, 2020

Submitted By: Sylvie McCann, Administrative Coordinator

LDC Section Reference: 7.01.01 Driveway

Rationale: Codifying the use of architectural pavers within City right of way and clarifying the use of alternative materials in Old Town.

Existing Language with Revisions:

7.00.00 GENERALLY

This chapter sets forth the requirements regarding the provision of public facilities and requirements to ensure that public facilities are available when needed to provide service to development.

7.01.00 TRANSPORTATION AND PARKING FACILITIES

7.01.01 Access and Driveway Design Requirements

The following standards shall apply to all driveways or access points from a lot or parcel onto a public street:

- A. The maximum number of access points for a lot is set forth in Table 7.01.01(A).
- B. Platted lots of record on the effective date of this LDC which have fewer frontages than required in Table 7.01.01(A) shall be allowed one (1) access point.
- C. No point of access shall be allowed within 100 feet of the intersection of the centerlines of any public street, except for single-family dwellings located on local streets intersecting with a local street, where the minimum separation shall be fifty (50) feet.
- D. Access ways or driveways for corner lots shall be located on the street with the lower functional classification.
- E. Driveways shall comply with the following standards:
 - a. Residential driveways shall be a minimum of ~~twelve (12)~~ ten (10) feet in width and a maximum of twenty (20) feet in width. Circular driveways may be permissible not to exceed 10 feet in total width for each section.
 - b. Non-residential driveways shall be twenty-five (25) feet in width; when two (2) or more uses share a driveway, the width may be increased to thirty-five (35) feet. When a landscaped median is provided, the total width shall not exceed fifty (50) feet.
 - c. The minimum inside turning radius shall be fifteen (15) feet. No part of the turning radius shall extend over the property line.
 - F. Concrete shall ~~must~~ be 3,500 PSI with fiber and six (6) inches in depth in all rights-of-way or architectural pavers furnished and installed according to the American Society for Testing and Materials (ASTM) standards and as approved by the City's Streets Facilities Department. Driveway connections located within Old Town will be designed to conform to the standard of the adjoining right-of-way with use of alternative materials.
- G. The alley and driveway easements are to the property line of structures served and are not required inside the property line.
 - a. For residential subdivisions on any local roadway, a secondary access may be provided through an easement for emergency vehicles.
 - b. For residential subdivisions on a cul-de-sac;
 - c. The maximum number of lots shall be limited to twenty (20); and

- d. The maximum length of the cul-de-sac shall be limited to 800 feet.
- H. No curbs shall be cut or altered, and no points of access or openings for vehicles onto a public street shall be established, without a permit issued by the City.
- I. All driveways shall be designed and constructed to comply with all drainage standards of the City and shall be improved with a permanent paving material.
- J. Approval from FDOT or the County is required for any accessway or driveway onto a road under their jurisdiction. Driveway connections are required to meet the standards and requirements for compliance under guidance of FDOT or the County.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Kelly N. Gibson, AICP

Date: August 05, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Future Land Use Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Kelly N. Gibson, AICP

Date: August 05, 2020

Submitted By: Kelly Gibson, AICP, Planning Director

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Kelly N. Gibson, AICP

Date: August 05, 2020

Submitted By: Kelly Gibson, AICP, Planning Director



Planning Activity Report for
August 2020

HISTORIC DISTRICT COUNCIL (HDC)						
The HDC Board meets every 3rd Thursday of each month						
LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
214 S. 7th Street	HDC 2020-0019	8/20/2020	COA for renovation of an accessory structure	Pending Review		
Lot 14 + 10 Block 9 Someruelus St	HDC 2020-0020	8/20/2020	COA to construct a new 2 story residence with a 2 story accessory structure	Pending Review		
511 Ash Street	HDC 2020-0021	8/20/2020	COA to construct a 2 story residential dwelling + one accessory dwelling	Pending Review		
214 S. 7th Street	HDCV 2020-0006	8/20/2020	Variance from LDC Section 5.01.03(H)(I) + 5.01.04 to construct roof covering over deck and 8Ft privacy fence in rear yard	Pending Review		
511 Ash Street	HDC 2020-0022	8/20/2020	COA to demo structure	Pending Review		
107 Estrada Street	HDC 2020-0023	9/17/2020	COA for the demolition of a non-contributing structure	Pending Review		
910 Someruelus Street	HDC 2020-0024	9/17/2020	COA for the demolition of a non-contributing structure	Pending Review		
112 S. 7th Street	HDC 2020-0026	9/17/2020	COA to remove old foundation and install new brick pier type foundation	Pending Review		
HDC OLD BUSINESS						
LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
228 N. 4th Street/505 Broome St	HDCV2020-0002	8/20/2020	Variance from LDC 5.01.10 Fences & Walls - to increase front yard fence height to 6FT	Denial	Denied, does not meet all 6 criteria for finding of a hardship. Continued from 5/27/2020 to July 16, 2020	WITHDRAWN as of August 5, 2020.
211 Beech Street	HDC 2020-0017	8/20/2020	Amendment to previously approved COA HDC 2017-03 for Side and Rear Elevations: Redesign and relocate exit corridor to rear of rooftop to accommodate elevator	pending review		
1001 White Street	HDC 2020-0018	8/20/2020	Amendment to previous approved COA HDC 2020-0001 to revise and minimize improvements	pending review		
821 Garden	HDC 2020-0025	9/17/2020	Amendment to previously approved COA HDC 2019-31 for alteration to porches and gable vent and addition of foundation vents	pending review		



Planning Activity Report for August 2020

BOARD OF ADJUSTMENT (BOA)						
The Board meets on the 3rd Wednesday of each month						
LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
Lewis Gardner / Rogers Towers - 218 N. 6th Street	BOA 2020-0009	8/19/2020	Variance from LDC 4.02.03(E) to reduce side yard setback for the construction of a Single-Family Residence	Denial	Continuance to August 19, 2020	
Beach - 861 Park View Place E	BOA 2020-0010	8/19/2020	Variance from LDC 4.02.03(E) to reduce rear yard setback in order to build a sunroom	Pending Review		
Matthew Miller - 416 Fir Street	BOA 2020-0005	9/16/2020	Variance from LDC 5.01.03 to construct accessory structure for boat storage	Pending Review		
Jutta Goodbread - 837 Tarpon Avenue	BOA 2020-0004	9/16/2020	Variance from LDC 1.03.05(A) to separate lots 13 & 14 from each and from front parcel of lots 5 & 6	Pending Review		
PLANNING ADVISORY BOARD (PAB)						
The Board meets on the 2nd Wednesday of each month						
LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
		8/12/2020	LDC Text Amendments- Various	Approval		
		8/11/2020	Special Meeting for RFQ2020-02	Ranked List Needed		
TECHNICAL REVIEW COMMITTEE (TRC)						
The Committee meets on the 2nd and 4th Thursday of each month.						
LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
400 S. 8th Street	SPR 2020-0002	TBD	Site Review - Construction of 20 lot subdivision via 10 fee simple duplex -	pending meeting	pending meeting	
1015/1017/1019/1021 S. 8th Street	SPR 2020-0003	TBD	Site Review - Construction of 4 townhomes	pending meeting	pending meeting	
ADMINISTRATIVE REVIEW APPLICATIONS						
LOCATION	CASE NUMBER	APPLICATION DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	REVIEW FINDING	NEXT STEPS
3635 First Avenue	ADMIN2020-0002	1/10/2020	Minor Subdivision	Pending	Pending Compliance with School Concurrency	
115 S. 6th Street	ADMIN2020-0007	4/3/2020	Lot Line Adjustment	Pending Variance		Posted 7/21
115 S. 6th Street	ADMIN2020-0008	4/3/2020	Context Sensitive Review	Pending Variance	Pending	
722 Division Street	ADMIN2020-0013	5/27/2020	Lot Line Adjustment	Pending review	pending	
218 N. 6th Street	ADMIN2020-0015	6/4/2020	Context Sensitive Review	pending review	pending	
511 Ash Street	ADMIN2020-0019	7/28/2020	Lot Line Adjustment	pending review	pending	
WATER SEWER ANNEXATION AGREEMENT						
LOCATION	CASE NUMBER	APPLICATION DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	REVIEW FINDING	NEXT STEPS
836 Robin Hood Drive	ADMIN2020-0016	6/18/2020	Water/Sewer Annexation Agreement	City Commission Approval	Approved 7/21/20	
2233 Sadler Road	ADMIN2020-0017	6/30/2020	Water/Sewer Annexation Agreement	City Commission Approval	Moved back to PAB for city annexation	
753 Magnolia Lane	ADMIN2020-0018	7/9/2020	Water/Sewer Annexation Agreement	City Commission Approval	Approved 8/4/2020	