



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 9, 2020
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 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 October 14, 2020 Regular Meeting
- 4. BOARD BUSINESS**
 - 4.1 Outstanding FLUM/Zoning Conflicts List
 - 4.2 Comp Plan and LDC Rewrite Update and Next Steps
 - 4.3 City Attorney Presentation: Sunshine Law & Ethics Training
- 5. STAFF REPORT**
- 6. PUBLIC COMMENT**
- 7. ADJOURNMENT**

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

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) 310-3135.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Date: October 28, 2020

Submitted By: Taylor Hartmann, Planning Technician



MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING - VIRTUAL
OCTOBER 14, 2020

1. CALL TO ORDER

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	(Physical)	Mark Bennett	(Physical)
Jenny Schaffer (Vice-Chair)	(Virtual)	Peter Stevenson	(Physical)
Victoria Robas	(Physical)	John Boylan	(Physical)
Barbara Gingher	(Virtual)		

MEMBERS ABSENT:

OTHERS PRESENT:

Jacob Platt, City Planner (Physical Presence)
Kelly Gibson, Planning Director (Physical Presence)
Sylvie McCann, Recording Secretary (Physical Presence)
Taylor Hartmann, Recording Secretary (Physical Presence)

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

- 3.1 Approval of Minutes for the Regular Meeting of September 9, 2020.
- 3.2 Approval of Minutes for the Regular Meeting of July 22, 2020.
- 3.3 Approval of Minutes for the Special Meeting of September 23, 2020.

ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Stevenson, to approve the minutes as presented with the following corrections made by Member Stevenson; on July 22, Pg. 2 'where' changed to 'were' and change 'Regular Meeting' to 'Special Meeting'; Sept 9 change 'Peterson' to 'Stevenson' in multiple locations, and 'Ms. Whittaker should contact...'.

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 2020-0011 - EMILY VAUGHN & WILLIAM BARNETT, 3001 S. 14TH STREET**
Voluntary Annexation, Future Land Use Map Amendment, and Zoning Change.

Mr. Platt presented the case as a single-family residence on approximately 1/2 acre. Applicants wanted to annex after reading information in the local newspaper and due to neighbors also joining. Staff recommends approval.

No comments by board members were made.

Public hearing was opened and closed with no comments being made.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2020-0011 to the City Commission as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time. Approved unanimously with raised hand, by means of physical and virtual presence.

Motion carried.

5.2 PAB 2020-0012 - TERESA PRINCE, TOMASSETTI & PRINCE, AGENT FOR PAPPY'S LLP / TOADFISH OF AMELIA LLC, 1440 & 1420 SOUTH 14TH STREET, 1410 / 1412 / 1416 NECTARINE STREET, 1415 & 1505 SOUTH 15TH STREET
Voluntary Annexation, Land Use Map Amendment and Zoning Map Amendment.

Mr. Platt introduced the case as four parcels with a C-2 zoning designation. Staff recommends approval.

Member Schaffer questioned whether the roadway outside Pappy's would be the city's responsibility. Mr. Platt confirmed that it is private property.

Member Stevenson questioned whether items including a large antenna on the property and various piles of materials for sale would require intervention from the city and/or any type of response from code enforcement. Mr. Platt explained that these specific instances would be grandfathered into the existing outside storage and sales provisions code.

Public hearing was opened.

Teresa Prince of Tomassetti and Prince, 406 Ash Street, spoke as agent for the applicants. She gave a brief history of the property's historical zoning classifications and stated that it is currently commercial intensive.

A Zoom question was presented by Member Schaffer: What would happen to the people who are currently renting homes on the property requesting annexation? Ms. Tomassetti and members discussed that current leases will be respected and if they are ever removed in the future then the property would return to commercial zoning.

Member Stevenson asked about the effect of storms and how potential damage to the current mobile homes would affect their current non-conforming use status.

Elizabeth Anne Cuban of 4615 Philips Manor Place, spoke about mobile homes being an answer to affordable housing and the city taking action by adjusting the zoning to support it.

Mr. Platt spoke to the reasoning behind following the Future Land Use Map and due to the zoning of surrounding areas, they feel that the current commercial zone classification is most appropriate. Ms. Prince spoke again and concurred with Mr. Platt's assessment.

Member Stevenson asked about residents having to connect to city water/sewer and the costs associated with it.

Public hearing was closed.

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2020-0012 to the City Commission as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time. Approved unanimously with raised hand, by means of physical and virtual presence.

Motion carried.

6. BOARD BUSINESS

- 6.1 Discuss Next Steps with Comprehensive Plan and Land Development Code Revisions Process:
1. Consensus on tasks completed by staff vs. consultant, 2. Consensus on basic scope of work

Ms. Gibson presented a continuation of the September 23rd special meeting conversation. Takeaways from the previous meeting include stakeholder involvement, the amount of effort put in by individual board members, and understanding the key issues resulting in the EAR meetings during April and May of 2020. She also spoke about clearly defining the roles and involvement of members. Ms. Gibson proposed the formation of an advisory group, under the city manager and in coordination with the planning and conservation Department, that would be comprised of five to seven members from various parts of the community including business, conservation, residential, and design professionals.

Members discussed the spreadsheet that has been created to assess different issues brought up during the EAR discussions. It was decided that this information would be published by next week.

Public hearing was opened.

Margaret Kirkland, 1377 Plantation Point Drive, spoke to the enforceability of the LDC. She also talked about affordable housing and transportation. She discussed being environmentally stable and that it is entwined with being Socially and economically sustainable.

Vice Mayor Kreger spoke about the PAB being a driving force behind planning and that implementation of the Comp Plan is key. He also discussed ways in which the Comp Plan can be enforced but that it is also contradictory in some circumstances.

Public hearing was closed.

- 6.2 Finalize Mapping Conflicts - Direction for Memo to City Commission

Members discussed ways to resolve the commercial versus residential zoning conflicts. They want to start by reaching out to the property owners. Ms. Gibson recommended bringing this approach to the next City Commission meeting.

- 6.3 Review October Boards Tracker

- Ms. Gibson commented that this information was there for the board members awareness.
- Ms. Robas asked about the HDC's actions regarding outdoor TV's.
- Member Stevenson asked about schoolboard involvement on the PAB.
- Member Bennett asked about current guidelines, pertaining to the COVID-19 Pandemic, regarding public
- events including the 2021 Shrimp Fest. City Attorney Bach addressed those concerns.
- Member Robas provided an update on the beach access subcommittee.

- Vice Mayor Kreger commented on affordable housing and defining it.

2. PUBLIC COMMENT

3. ADJOURNMENT: 6:52

Taylor Hartmann, Recording Secretary

Genece Minshew, Chair

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



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SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner 11/2/2020

Kelly Gibson, AICP, Planning Director 11/2/2020

Date: October 28, 2020

Submitted By: Taylor Hartmann, Planning Technician



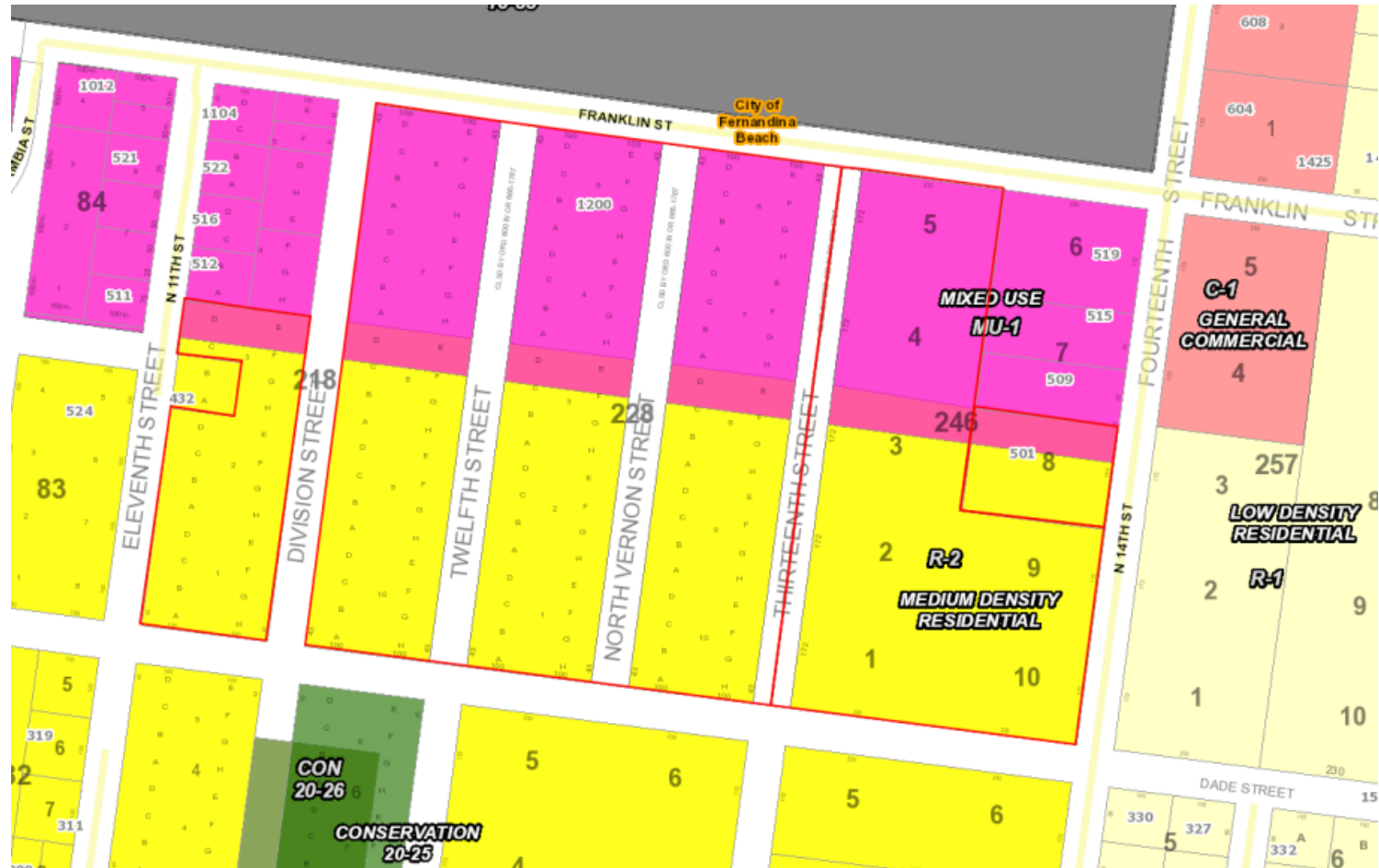
PAB Meeting Discussion Items

November 9, 2020

5:00 PM

Boundary Error

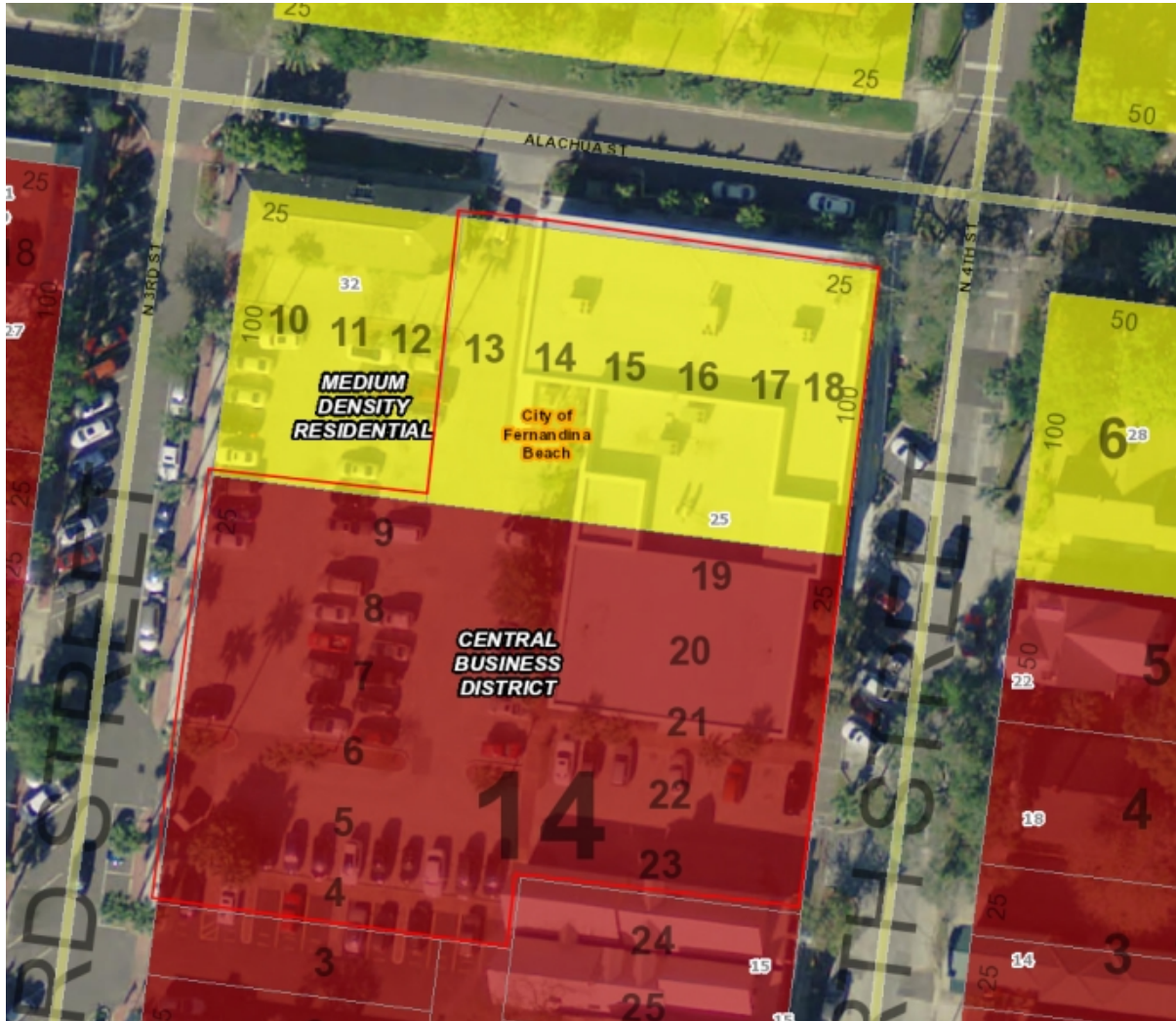
Parcel # 00-00-31-1800-0218-0010, 00-00-31-1800-0246-0010, 501 N. 14th Street, 1200 Franklin Street



Discrepancy with the alignment to the underlying lots of record.

Boundary Error

Fernandina Beach Branch Library

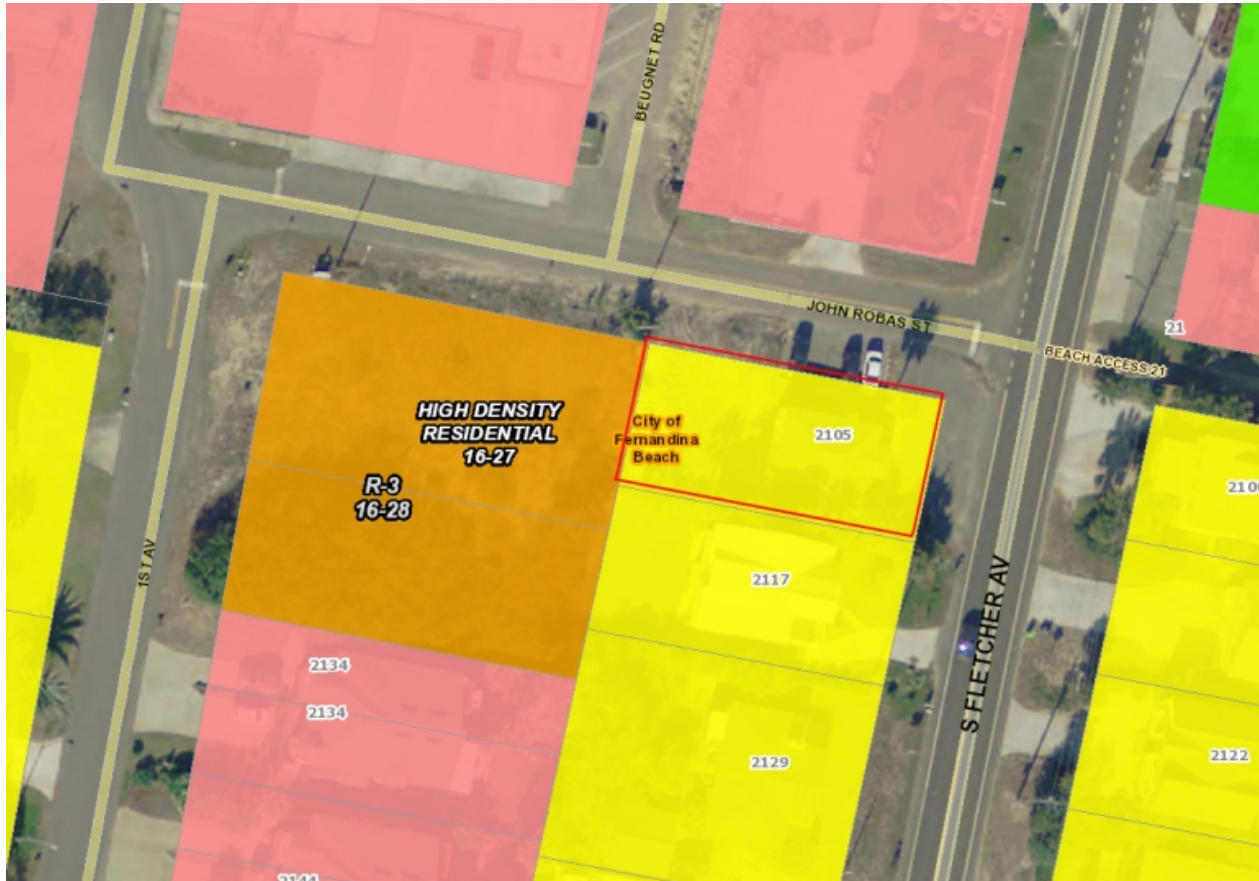


25 North 4th St.

Underlying lots of
record fronting
Alachua Street

R-2 Zoning
MDR FLUM

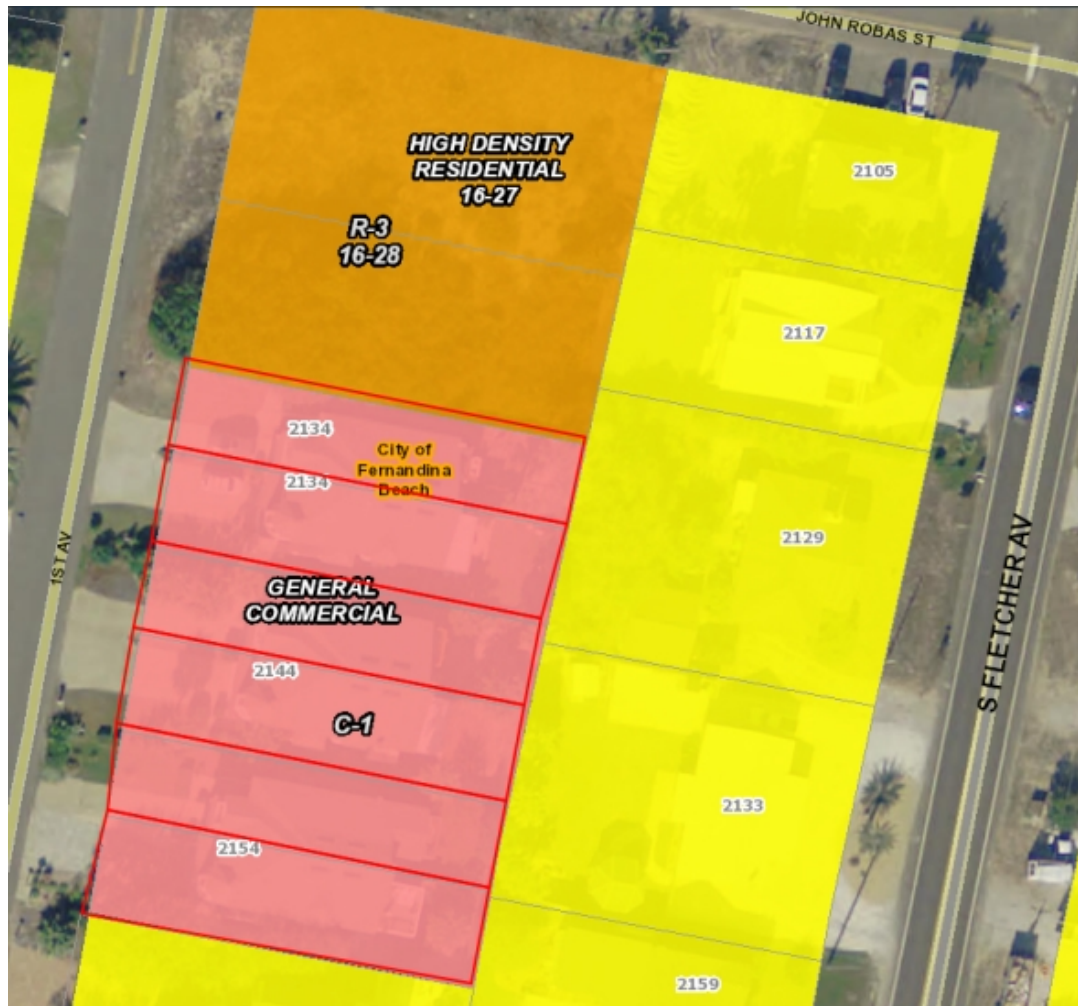
2105 S. Fletcher Avenue



Existing Office
Building

R-2 Zoning
MDR FLUM

Error



2134 A&B 1st Avenue
2144 A&B 1st Avenue
2154 A&B 1st Avenue

C-1 Zoning
General Commercial
FLM

Error



3172 S. Fletcher Avenue – Beachside Motel
R-3 Zoning
HDR FLUM

Error



3199 S. Fletcher Ave.
The Surf

R-3 Zoning
HDR FLUM

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COMMUNITY VISION

as articulated through Goals 1 + 5

THE GOAL OF THE CITY IS TO EFFECTIVELY MANAGE GROWTH AND DEVELOPMENT BY DESIGNATING AREAS FOR ANTICIPATED FUTURE DEVELOPMENT WHICH SATISFIES MARKET DEMAND IN A COST-EFFICIENT AND ENVIRONMENTALLY ACCEPTABLE MANNER AND TO ENCOURAGE DEVELOPMENT THAT MEETS THE NEEDS OF THE PRESENT WITHOUT COMPROMISING THE ABILITY OF FUTURE GENERATIONS TO MEET THEIR OWN NEEDS.

THE CITY SHALL ENCOURAGE AND ACCOMMODATE LAND USES WHICH MAINTAIN THE CITY AS A VIABLE COMMUNITY, ENHANCE THE CITY'S ECONOMIC BASE, AND OFFER DIVERSE OPPORTUNITIES FOR A WIDE VARIETY OF LIVING, WORKING, SHOPPING, AND LEISURE ACTIVITIES, WHILE MINIMIZING ANY THREATS TO HEALTH, SAFETY AND WELFARE POSED BY HAZARDS, NUISANCES, INCOMPATIBLE LAND USES AND WITHOUT ADVERSE IMPACT ON ITS NATURAL ENVIRONMENT AND CULTURAL RESOURCES.

THE CITY SHALL CONSERVE, PROTECT, AND PLAN FOR THE NATURAL AND COASTAL RESOURCES OF THE AREA, TO ENSURE THAT RESOURCES ARE PROTECTED AND AVAILABLE FOR FUTURE GENERATIONS.

PAB Recommended Approach

PHASE I: Create Public Participation Program

PHASE II: Review, Assess, Frame, Outline

PHASE III: Draft Amendments – Comp Plan/ LDC

PHASE IV: Obtain Consensus

PHASE V: Final Regulations

Proposed Deliverables:

1. Project Website
2. Communication Strategy
3. Public Involvement Program
4. Data & Analysis
5. Quality Assurance/ Quality Control Method
6. Draft Comp Plan and LDC
7. Transmittal of Comp Plan to State Review Agencies
8. Final Presentation of amended documents

December 2019 and February 2020 EAR Final Meetings CC direction for next steps:

- 1. Legislative Requirements**
- 2. Review and Revise Comp Plan and LDC documents**

RFQ 2020-02 Process (May) → Consultant Support

PAB Recommended Approach

**MAJOR TAKEAWAY FROM EAR MEETINGS IS
TO FOCUS ON
IMPLEMENTATION & ENFORCEMENT!**

COMP PLAN REVISION:

- NOT a full re-write
- Maintain current policy direction
- Updates to Multi-modal transportation element
- Remove outdated references and timeframes
- Streamline or strengthen policies, where appropriate

LAND DEVELOPMENT CODE:

- Translate policy into Code
- Hybrid form-based and traditional zoning code

Next Steps

Award RFQ 2020-02 and Begin Contract Negotiation with selected vendor

Finalize the Scope of Work and Deliverables List

Create and Deliver Project Plan

Project Kick-off: Introducing the project to the community

Establish Committees: Determine Roles, Goals, and Meeting Schedule

2021 Anticipated Efforts

PRIMARY FOCUS: Comprehensive Plan Revisions and New Land Development Code



NEW: Land Development Code Goals/ Direction

GOALS:

Hybrid form-based code

User-Friendly for citizen
and design professional

Consolidated sections
for to simplify

Process improvements
to gain efficiency, reduce
review timeframes, and
avoid unnecessary costs

Review/Revise/ Add
Definitions

Single Ordinance for
adoption of NEW CODE

Part 1:
Comp Plan
Implementation

Part 2:
Outstanding
“known”
Revisions

DRAFT SCOPE OUTLINE
11/9/2020 PAB Meeting

Tasks for Consultant:

- A. Overall project management for both staff and consultant team (Comp Plan Revisions and New LDC)
- B. Overall communication strategy for internal and external reviews
- C. Overall public involvement plan including digital and in-person engagement and use of website for citizen input and contact with staff or consultant
- D. Lead and Draft Vision 2045 document
- E. Prepare supporting Data and analysis for topic specific changes
- F. Submittals to state agencies and review coordination through 2nd reading of ordinances

*Request for Fixed Based Price and Timeline for Completion

DRAFT SCOPE OUTLINE
11/9/2020 PAB Meeting

Comprehensive Plan → LDC Revisions “IMPLEMENTATION”

Requesting that consultant achieve the overall goal for creating a user-friendly document (streamlined, consolidated sections, hybrid code, reduced review timeframes) and specific topic areas to include:

1. Map Adaptation Action Areas and provide policy updates for design standards (link to floodplain ordinance/ FBC updates)
2. Address policies to further neighborhood planning areas and address infill/redevelopment potential which may be inconsistent with historic development patterns
3. Review Outdoor Lighting Enforcement and consider Dark Skies Ordinance (Potentially place in Chapter 1 FBC instead of LDC)
4. Commercial Infill and Redevelopment along Job Opportunity Areas and Destination Activity Nodes
 - a. Consider revisions for Vacant Commercial in Chapter 6
 - b. Architectural design requirements for large scale commercial development
5. Public Archaeology – requirements withing specific areas as previously identified
6. Conservation Subdivisions/ Cluster Development to protect sensitive land areas
7. Amend PUD Standards and Requirements to qualify for PUD applications
8. Consider densities increases within certain zoning districts, incentives, or new land use category to support affordable housing needs
9. Wetlands classification and increased buffer requirements
10. Transportation analysis to implement multi-modal policies such as requirements for context sensitive complete streets and local trip generation impacts
11. Amend Local Development Order process consistent with 2019 FS changes
12. Permanent signage revisions consistent with Supreme Court Decision (Gilbert case)
13. Examine changes to require mixed use structures in MU-8
14. Determine process changes for review of “Change of Use” and consistency in application with the Florida Building Code
15. Revise Parking space requirements, design standards and flexibility requirements
16. Add/ revise definitions, as appropriate

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