



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
FEBRUARY 10, 2021
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 for the January 13, 2021 Regular Meeting
- 4. NEW BUSINESS**
 - 4.1 Presentation by the Amelia Island Tree Conservancy: *The Amelia Island Tree Conservancy formed a working group to review and draft updates to the City's Comprehensive Plan. The presentation will include an overview on their approach in revising the Comprehensive Plan. The draft document will include all of the Comprehensive Plan Elements except the Public School Facilities, Port Facilities and Intergovernmental Coordination Elements.*
- 5. BOARD BUSINESS**
 - 5.1 Review February Boards Tracker
- 6. STAFF REPORT**
 - 6.1 Update on WGI negotiations:
 - 6.2 Port Subcommittee Update:
 - 6.3 Future Land Use Map and Zoning Changes: *The outstanding items that were discussed at the January Regular PAB meeting will be brought before the board for consideration and formal recommendation at the March regular meeting.*
- 7. PUBLIC COMMENT**
- 8. ADJOURNMENT**

NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 10, 2021.

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: Vacation of Right-of-Way

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: February 03, 2021

Submitted By: Taylor Hartmann, Planning Technician



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
JANUARY 13, 2021**

1. CALL TO ORDER 5:03

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Kelly Gibson, Planning & Conservation Director
Jacob Platt, Senior Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of August 12, 2020.

Member Stevenson indicated 2 typos: one under item 4.1 and one under item 4.2.

ACTION TAKEN: A motion was made by Member Robas seconded by Member Gingher to approve the minutes with the noted amendments.

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

3.2 Approval of Minutes for the Regular Meeting of November 9, 2020.

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

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

4. OLD BUSINESS

There were no Old Business items to discuss.

5. NEW BUSINESS

- 5.1 Discussion of Remaining Future Land Use Map (FLUM) & Zoning Map Conflicts for Nonconforming Use or Boundary Inconsistencies: *This is for discussion only. No formal action will be taken at this meeting. Property Owners are invited to attend in person or virtually to discuss their properties with the Board.*

Mr. Platt reviewed the cases involving zoning map conflicts and stated that informal letters were sent to the owners however, none had responded as of this meeting.

501 N. 14th and 1200 Franklin St. – Resolved per Section 1.05.03 (B) in the LDC.

Fernandina Beach Library – Mr. Platt stated that there is no urgent need to correct this discrepancy. Board members briefly discussed this lot and concurred with the staff assessment.

2105 S. Fletcher Ave. - Mr. Platt gave a history of the zoning changes for this property. Member Robas expressed concern for the C-1 zoning district extending further south. Mr. Simmons, 1822 Holland Drive, owner, was present to speak about his experiences with city zoning policies as they relate to his property. Ms. Bach inquired about past ordinances pertaining to the land. Members all agreed that keeping the zoning as C-1 would be most appropriate.

2134 A&B, 2144 A&B, 2154 A&B 1st Ave. – Mr. Platt stated that currently these townhomes are non-conforming and non-compliant with regards to density requirements. Members discussed the benefits versus the negatives of R-2 and R-3 zoning.

3172 S. Fletcher Ave. – Mr. Platt stated that currently this is a nonconforming commercial use in a residential zoning district. Mr. Simmons, 1822 Holland Drive, owner, was present to speak about the history of this property. He also expressed concern about not being able to make competitive improvements to the hotel due to the nonconforming status. Mr. Platt clarified that improvements are allowed as long as the building height and footprint do not expand beyond current measurements. Members discussed the property's history of changing from C-1 to R-3 in 1999.

Member Gingher left at 6:15

A 5-minute break was taken at 6:29

The meeting was resumed at 6:32

- 5.2 Review and Discuss the Conservation and Coastal Management Element of the City's 2045 Comprehensive Plan: *This is a discussion item only with the purpose to consider topic areas for future workshops and board consensus.*

Mrs. Gibson reviewed the Board's decision to individually review one element of the City's Comp Plan. She also stated that the Amelia Island Tree Conservancy drafted Comp Plan revisions for consideration.

Member Stevenson spoke about the plan needing a more modern approach, such as exchanging lengthy paragraphs for charts and tables when possible.

Member Boylan agreed with streamlining the plan via modernization of its presentation.

Member Bennett spoke about addressing issues that have come up in the past in the future document and relying on staff for guidance on this.

Ms. Bach discussed involving the Port and having a representative, Miriam Hill, join the Port Sub-committee.

Member Robas, Member Stevenson, and Member Bennett will be part of the Port Sub-committee as well.

Ms. Bach stated that the next step with WGI would be to create a contract. She also talked about having contacted 3 of the 4 references provided by WGI and how they were all positive conversations.

Margaret Kirkland, 1377 Plantation Point Drive, spoke about the document drafted by the Amelia Island Tree Conservancy and that its current length is too long.

6. BOARD BUSINESS

6.1 REAPPOINTMENTS:

Genece Minshew
Peter Stevenson

ACTION TAKEN: A motion was made by Member Robas and seconded by Member Boylan to recommend Chair Minshew and Member Stevenson to the City Commission for consideration of reappointment.

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

6.2 Review January Boards Tracker

Member Robas gave an update on the Beach Access Committee's activities and goals.

7. STAFF REPORT

8. PUBLIC COMMENT

No comments from the public were made.

9. ADJOURNMENT 7:04

Taylor Hartmann, Recording Secretary

Genece Minshew, Chair

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: February 03, 2021

Submitted By: Taylor Hartmann, Planning Technician

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Preliminary Subdivision Plat

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: February 03, 2021

Submitted By: Taylor Hartmann, Planning Technician



Planning Activity Report for October 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
424 N. 3rd St.	HDC 2021-0001	2/18/2021	Certificate of Approval (COA) to construct a 423 sq. ft. addition and open porch on existing structure	Pending Review	Pending meeting	
415 Center St.	HDC 2021-0002	2/18/2021	Certificate of Approval (COA) to install a wood ADA ramp, 2 restrooms, and install a new door on north side	Pending Review	Pending meeting	
14 S. 10th St.	HDC 2021-0003	2/18/2021	Certificate of Approval (COA) to relocate existing structure and make exterior improvements	Pending Review	Pending meeting	
910 Someruelus Street	HDC 2020-0024	3/18/2021	COA for the demolition of a non-contributing structure	Approval	Pending meeting	

HDC OLD BUSINESS

LOCATION	CASE NUMBER	MEETING DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	BOARD FINDING	NEXT STEPS
231 N. Front	HDC 2020-0038	2/18/2021	COA to demolish a primary structure	pending review	Continued to to 12/17/2020 to 2/18/21	
809 San Fernando St.	HDC 2020-0046	3/18/2021	COA to construct a 2-story single-family residence	Pending Review	CONTINUED to January 21, 2021 to 3/18/2021	
229 S. 8th Street	HDC 2020-0036	3/18/2021	COA to replace 19 windows	Denial	Continued from 10/12/20 to 12/12/2020 to 2/18/21	
101 N. 2nd St.	HDC 2020-0051	3/18/2021	Amendment to a previously approved COA to expand scope to include demolition of concrete block warehouse addition	pending review	pending meeting	



Planning Activity Report for October 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
Dan McCranie - 3474 1st Ave	BOA 2021-0001	2/17/2021	Variance from LDC Section 7.01.01.E (a) - Driveway Width & 4.02.05 - Resort Rental Parking location	Pending Review	pending meeting	

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

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
Lime St./Vintage Way	TRC 2021-0001	1/28/2021	Site Plan Review to construct a 14,800 SF medical office on the East side of a master planned 2.64 commercial outparcel.	Distribution		
S. 14th Street - Gillette & Associates	SPR 2021-0002	1/28/2021	Construction of 5 single family Residences	Distribution		
Block 19, First Avenue + Jefferson Ave	SPR 2020-0009	1/28/2021	ROW extension to a private drive for a proposed home site	Sign Off		
309 N. 10th St.	SPR 2020-0012	1/28/2021	Site Plan Review to extend 10th St. for a residential single family lot	Sign Off		

ADMINISTRATIVE REVIEW APPLICATIONS

LOCATION	CASE NUMBER	APPLICATION DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	REVIEW FINDING	NEXT STEPS
Lot 105 Off Shore Drive	ADMIN2021-0002	2/1/2021	Lot Line Adjustment/Minor Subdivision: 00-00-31-1651-0107-0000	Pending Review	Pending Review	

WATER SEWER ANNEXATION AGREEMENT

LOCATION	CASE NUMBER	APPLICATION DATE	SUMMARY OF REQUEST	STAFF RECOMMENDATION OR ACTION	REVIEW FINDING	NEXT STEPS
96042 SEA WINDS DR.	ADMIN 2021-0001	1/28/2021	W/S ANNEXATION	Pending Review		

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