AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
FEBRUARY 25, 2021
9:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Amended Minutes for the January 14, 2021 Regular Meeting.

5. OLD BUSINESS

5.1 SPR 2021-0003: Nick Gillette, Gillette & Associates, Inc - South 18th Street extension for access to a platted lot of record.

5.2 SPR 2017-08 Sea Cottages of Amelia, 2528 Sadler Road - Philip Griffin to discuss Minor Amendments related to parking lot design per LDC 11.06.02.

6. DISCUSSION ITEMS

6.1 Pre-Application Discussion: Mike Stauffer AIA, 809 Beech Street parcel - Relocation of historic structure from 14 S. 10th Street to South 9th Street for an adaptive commercial reuse. The parcel is split zoned C-3/MU-8.

6.2 Pre-Application Discussion: Wayne Chism, 1920, 1924, 1944, & 1952 1st Avenue - Two minor subdivisions to create four fee simple townhome lots. Property is zoned R-3, High Density Residential.

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

8. COMMITTEE BUSINESS

9. ADJOURNMENT

NEXT REGULAR TRC MEETING IS SCHEDULED FOR MARCH 11TH

Persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY 711, or through the Florida Relay Services at 1-800-955-8771 (TTY number for all City offices) at least 24 hours in advance to request such accommodations.

DRAFT

MINUTES - AMENDED
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JANUARY 14, 2021

1. CALL TO ORDER 9:00

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Planning
Sal Cumella, Historic Preservation
Rex Lester, Streets/ADA
Jason Higginbotham, Fire
Don Kukla, Building
Michelle Forstrom, Code Enforcement
Andre Desilet, Stormwater/Utilities

OTHERS PRESENT:

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes for the Regular Meeting on December 10, 2020.

4.2 Approval of Minutes for the Regular Meeting on December 17, 2020.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Desilet, to approve the Regular Meeting Minutes for December 10, 2020 and December 17, 2020 as presented.

Motion passed by unanimous voice vote.

5. DISCUSSION ITEMS

5.1 Pre-Application: 302 Centre Street - John Cotner to discuss demolition of the existing structure and construction of a 6100 square foot restaurant space.

Mr. Platt introduced the project and invited Mr. Cotner to speak about it.

Mr. Cotner gave a brief history of the structure and also stated his clients vision. He presented the project to be a 2-story restaurant with approximately 150 seats with indoor/outdoor dining. He mentioned that plant boxes and the like would be added to increase greenery surrounding the structure. Mr. Platt confirmed that these are allowable per the LDC.

Mr. Desilet spoke about a possible utilities credit depending on the seating count. He also confirmed that current water/sewer locations would remain where they are.

Mr. Lester questioned how the public would be protected during demolition and whether or not the

sidewalks would need to be closed for any length of time. Mr. Cotner stated that they would likely need to be closed for 1-2 days.

Mr. Platt stated that considerations might have to be made because this property is in the 500-year floodplain.

Mr. Cumella noted that care would need to be taken with the original granite curbs.

Ms. Forstrom pointed out that an exterior door on 3rd Street was previously used to wash kitchen mats on the sidewalk however, in the future this wastewater would need to be self-contained.

The Board agreed that the project should come back for further discussion after receiving approval from the HDC.

** At this time Item 6.2 was discussed **

5.2 Pre-Application: Lime Street & Vintage Way - Asa Gillette to discuss the construction of a 14,800 square foot medical office building.

Mr. Asa Gillette introduced the proposed project and stated that he will also submit a revised arborist report that factors in additional trees not previously considered.

Mr. Lester questioned the lack of sidewalk connectivity in the parking lot.

Mr. Higginbotham clarified the space requirements necessary to maneuver emergency vehicles within the parking lot.

Mr. Lester indicated that there are no crosswalks currently striped so this would need to be done. He also stated that the 4-inch stripe width for standard parking space lines would need to be factored into the parking lot size.

Mr. Al Tilly, Engineer for Concept Companies was recognized by phone and spoke of the project and told the committee he would provide an arborist report. Mr. Gillette noted that Dollar General has its own sanitary sewer system which manhole is located on Lime.

Mr. Lester asked about access easement. Mr. Higginbotham asked about the access for emergency vehicles.

Committee members also spoke of buffer requirements, signage and impervious materials. Mr. Platt mentioned that the parcel in question has been split in two separate parcels but have yet to be recorded under the Property's Appraiser website.

Members spoke of the striping of the parking lot and number of potential renters for this facility.

Mr. Platt summarized that a full blown resubmit would be necessary.

6. NEW BUSINESS

6.1 SPR 2020-0012: Asa Gillette, Gillette & Associates - 309 N. 10th Street - Extension of 10th Street for a residential single-family lot.

Mr. Platt mentioned that he was not aware of any comments from other members.

Mr. Desilet will perform a site visit to look into the significantly raised manhole.

Mr. Platt mentioned that this item will be on next agenda for official sign off.

Mr. Gillette moved on speaking of 2 other projects not on the agenda.

6.2 SPR 2020-0013: Nick Gillette, Gillette & Associates - 233 S. 14th Street- Construction of a pervious parking lot and dry pond system to serve an 11-unit group residential project.

**** This New Business item was discussed immediately after Discussion of Item 5.1 ****

Mr. Platt introduced the project and reviewed the MU-1 zoning classification and definition of group residential living per the LDC. He also discussed the density requirements and stated that only 8 dwelling units per acre are permissible.

Mr. Desilet inquired about drainage from the northeast moving across the property.

Mr. Kukla noted that all units would require proper fire barriers and compliance with ADA regulations.

Mr. Platt expressed appreciation for the style and goals of this project as well as a willingness to further research ways to reconcile the proposed 11-units and the permissible 8-units.

Mr. Lester discussed the layout of the parking lot and accessibility of the handicapped parking spot.

Committee members spoke of use, short term rental and its need for different permitting requirements. The consensus from members was that this is a needed product that they are looking forward to reviewing again as it evolves.

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

Asa Gillette with Gillette & Associates to discuss the Expansion and renovation of Baptist Medical Nassau- Labor & Delivery at 1250 S. 18th St.

Mr. Gillette asked if this should be presented to TRC.

Mr. Desilet inquired about the drainage flow and Mr. Gillette confirmed that it does not go to a pond. Mr. Gillette mentioned that the adjacent ditch is not being maintained.

Committee members agreed that the project can move on to permitting.

Asa Gillette, Gillette & Associates to discuss River Green at Date Street & 14th Street

Mr. Gillette will submit an official TRC Application and the committee members can review and submit their comments.

Kapil Bava, Holiday Inn Express, Gateway Blvd.

Kapil Bava, here today looking for alternative drainage options due to a previously unknown underground structure.

Members inquired about moving a parking space and how it would affect protected trees. A number of options were present and option 3 was selected for the additional parking space.

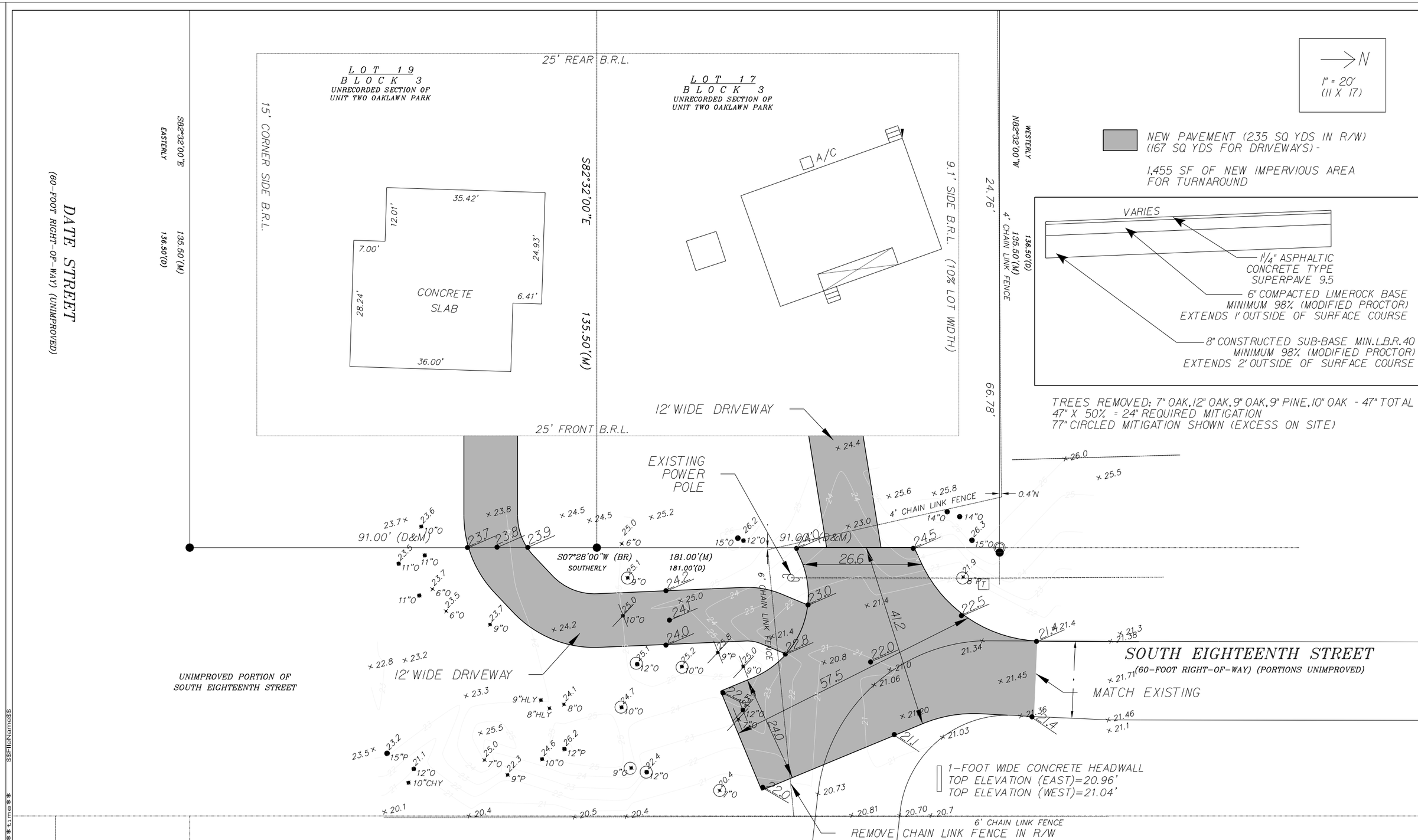
8. COMMITTEE BUSINESS

There was no Committee Business to discuss.

9. ADJOURNMENT 10:44

_____

Jacob Platt



No	By	Date	Revision
L			
K			
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I			
H			
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F			
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D			
C			
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Scale:
Project Mgr: NG
Designed by: NG
Drawn by: AD
QA/QC: AG

Gillette & Associates, Inc.
20 South 4th Street
Fernandina Beach, FL 32034

Certificate of Authorization No. 9332

DO NOT SCALE THIS DRAWING – DIMENSIONS AND NOTES TAKE PREFERENCE. DRAWING IS REDUCED IF LESS THAN 22" x 34"

G & A
GILLETTE & ASSOCIATES, INC
20 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034
PHONE: (904) 261-8819
FAX: (904) 261-9905

SOUTH 18TH STREET

SIMMONS 9, LLC

SITE PLAN

Registered Professional

SHEET NO.
SP-1
X of X
Issue Date
JAN 2021
Project No.
21-10.02

$$FileName$$
$$time$$
$$date$$

To: Mr. Dale Martin
City Manager
Fernandina Beach

From: Philip Griffin
Sea Cottages of Amelia
2528 Sadler Road, Fernandina Beach Fl 32034

February 12, 2021

Reference: Request for minor site plan amendment

Dear Mr. Martin,

We are requesting a minor site plan amendment for the parking lot as shown on the attached Exhibit 'A'.

The requested changes are:

1. Move the ADA parking space up by 2 spaces as shown – The reason for this is to minimize the length and grade of ramp required for wheelchair access as required under the Americans with Disabilities Act. This also enables the user to enjoy a smoother and shorter route in either direction, to the lobby or the ADA unit 19.

2. Install 2 planter boxes as shown on Exhibit 'A' – The parking lot was built as a stabilized grass lot with the storm water system underneath. A conventional tree bay would compromise the system and have organic infiltration. The revised method is in the guidelines of 4.05.07(D)4 of the LDC (see below)

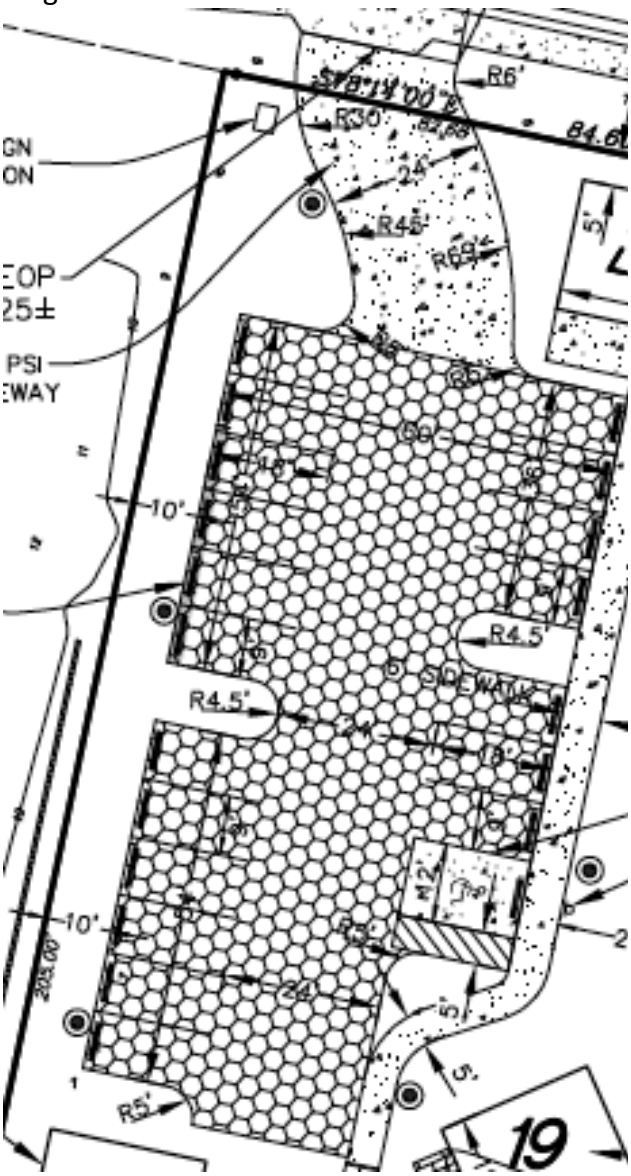
   4. If stabilized grass parking is utilized, the parking spaces shall be delineated with parking stops and the required landscape islands with trees and stubs installed

Thank you in advance for your consideration.

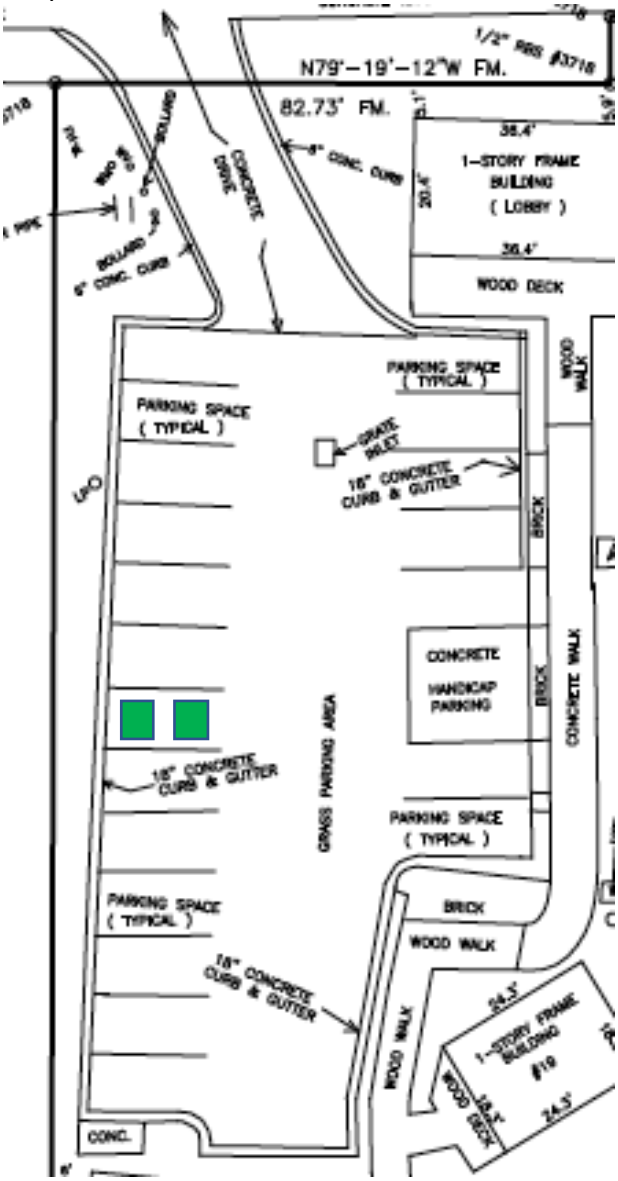
Regards,
Phil Griffin
Philip Griffin

EXHIBIT ‘A

Original

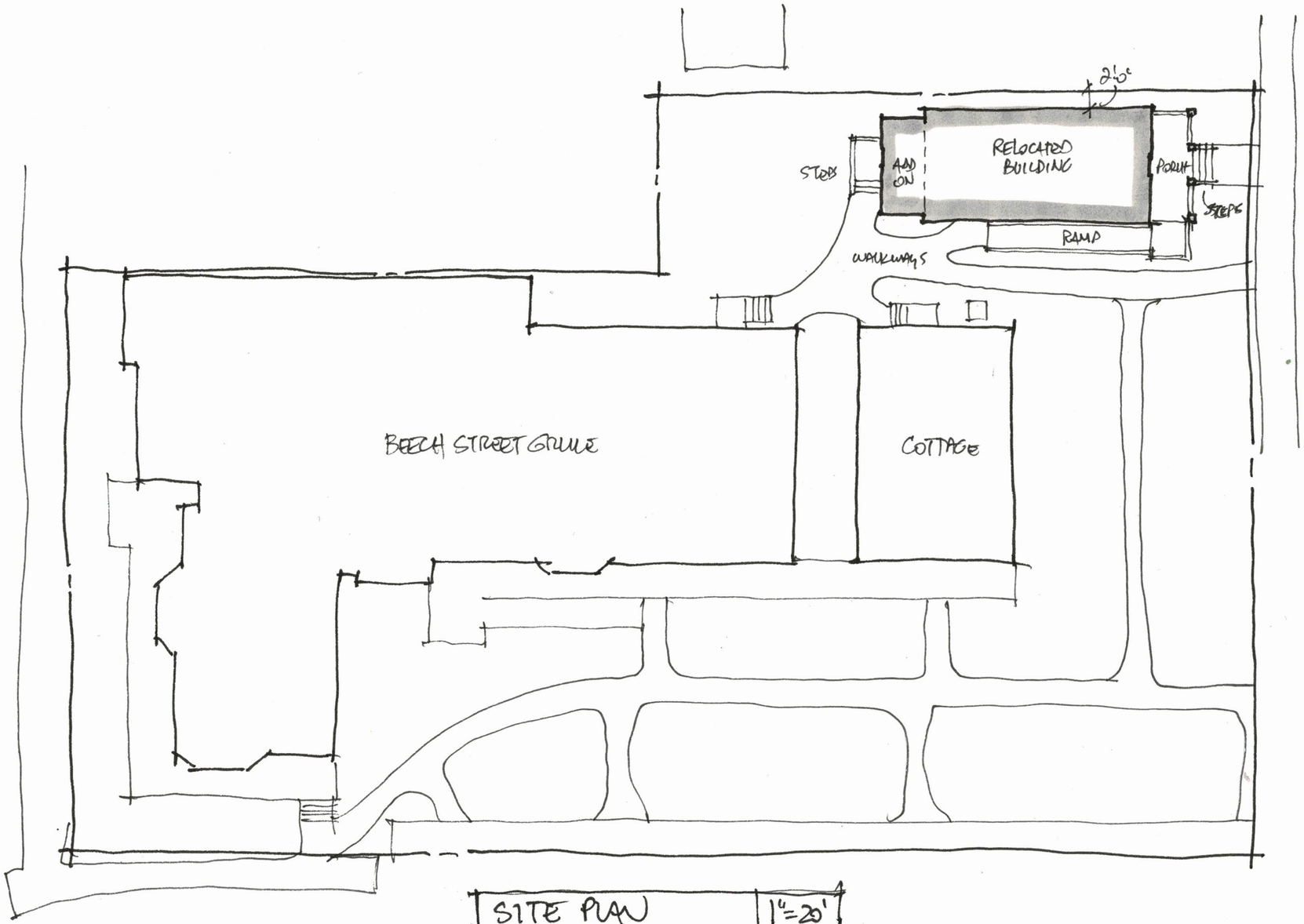


Proposed



Notes:
2 Planter boxes in between space 6 & 7.
Planter boxes are 5 ft x 5 ft x 36 in tall
Bottlebrush tree inside each box

(SEE GREEN BOXES ABOVE)



SITE PLAN | 1"=20'

9TH STREET PROJECT

1/13/2021

PROP. LINE

WALKWAY

PROP LINE

LANDING 5'x4'

RAMP 4' WIDE

COUNTER

3'x6'8 DOOR

TABLE

OVEN

RACKS

HAND SINK

19'6" ±

2'

OFFICE 7'x7'

LOBBY 12'x18'

6' SERVICE WINDOW

SERVICE 10'x11'-6"

COUNTER

3'x6'8 DOOR

FRZ.

3'x6'8 DOOR

DN

TABLE

KITCHEN 14'x18'

HAND SINK

EQUIP

MIX

WALKWAY

FRONT PORCH 6'6"x19'

HC BATH 6'x9'6"

GRAB BARS

STORAGE 7'x7'

3'x6'8 DOOR

NEW FRONT STEPS (WOOD)

6'0" PER CODE

WC

S

3 COMPARTMENT SINK

FRIG

NEW STEPS

2'

PIERS & COLUMNS

NEW WINDOWS (TYP.)

PROP LINE

7'-0" PORCH

30'-0"

7'-6" ADDITION

9TH STREET

NORTH

FLOOR PLAN

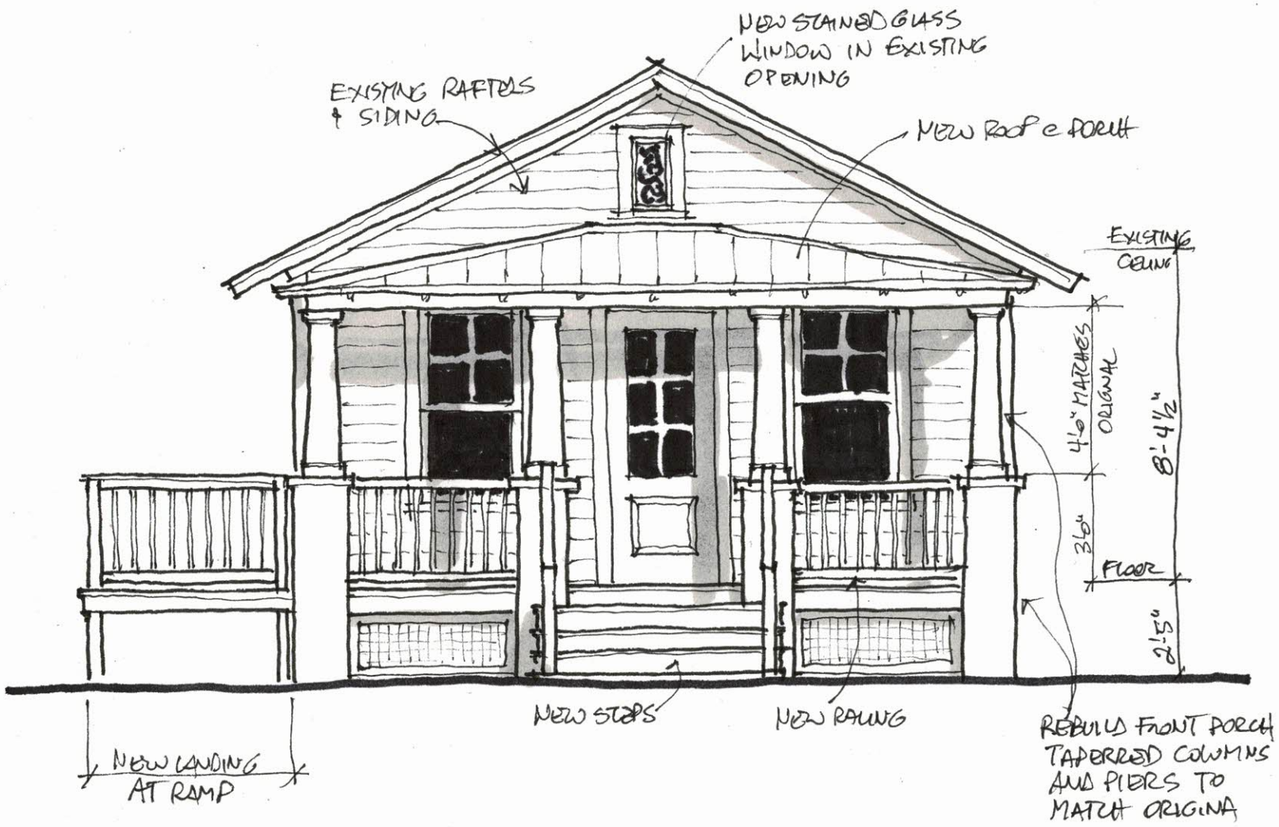
1/4"=1'-0"

9TH STREET PROPERTY

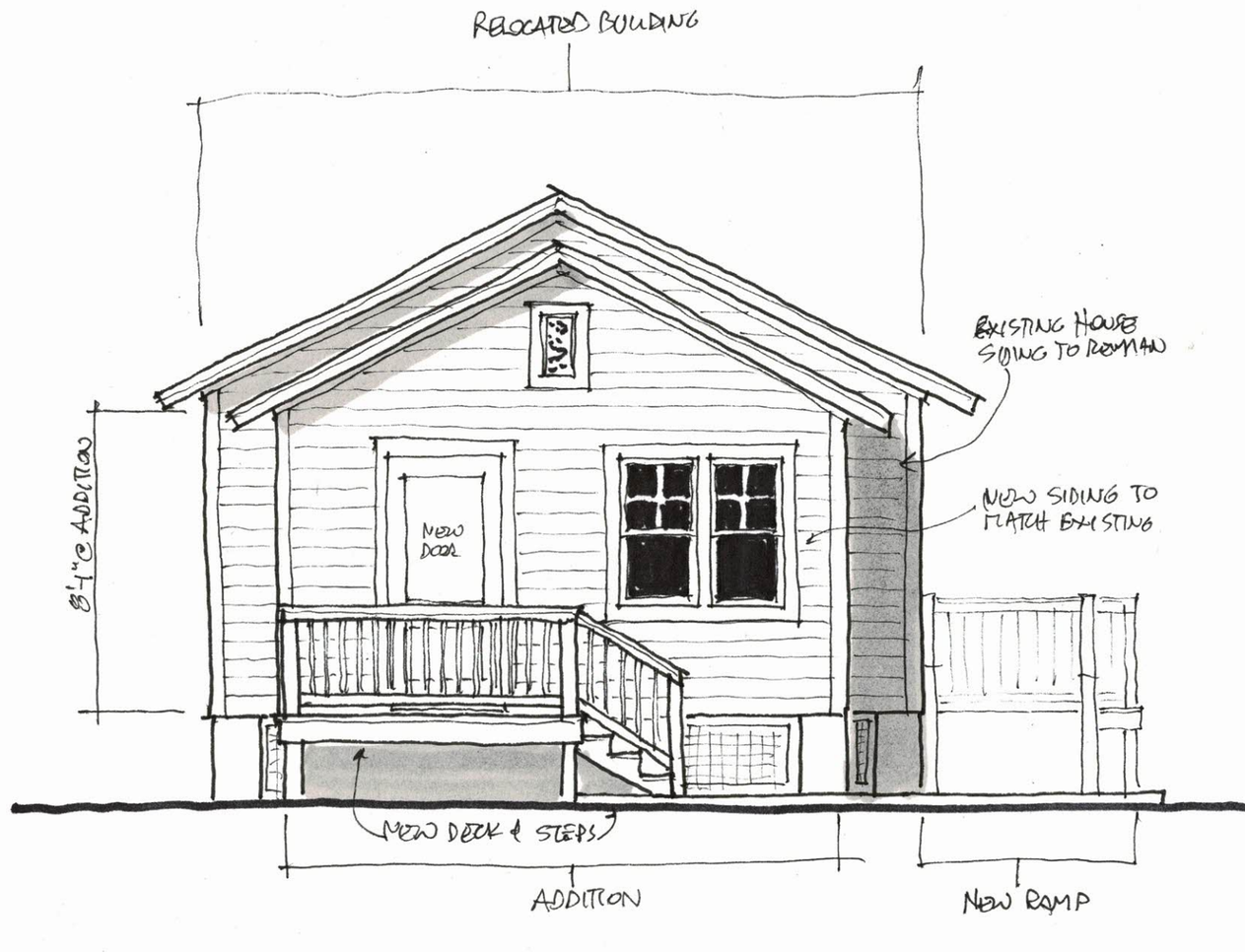
1/13/2021

EAST ELEVATION	1/4" = 1'-0"

9TH STREET PROPERTY
1/13/2021

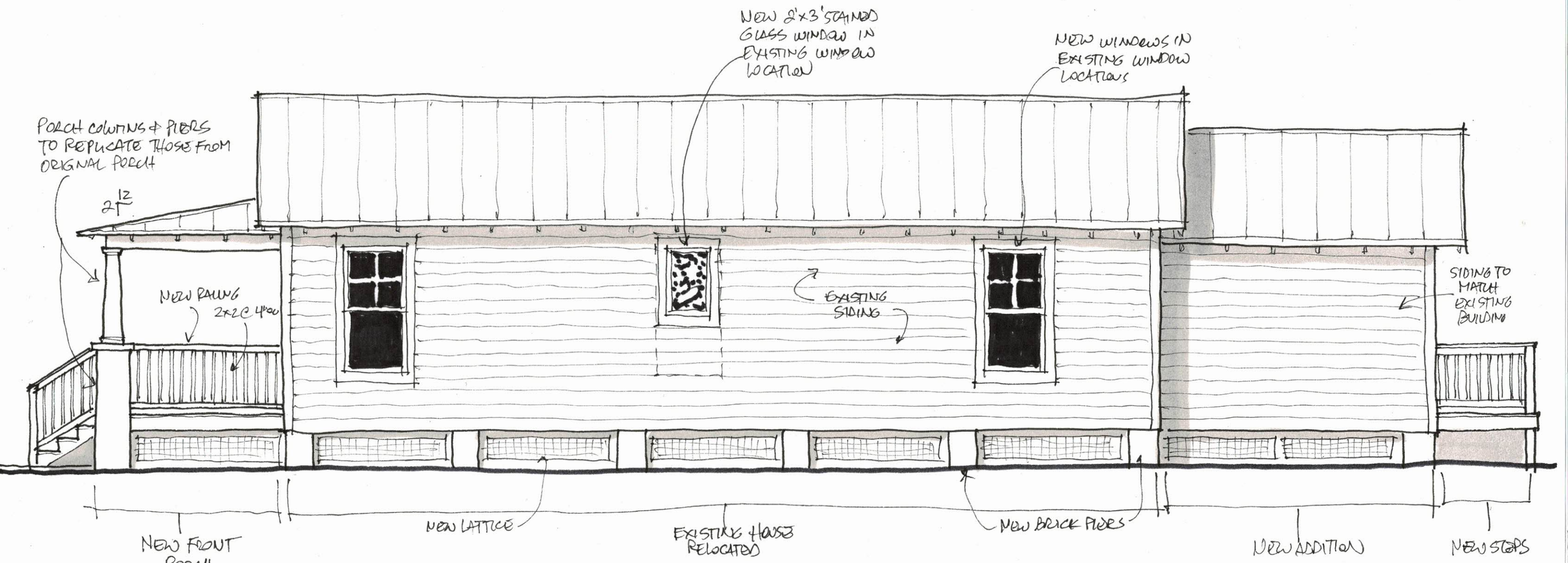


PROPOSED EAST ELEVATION | ¼"=1'-0"



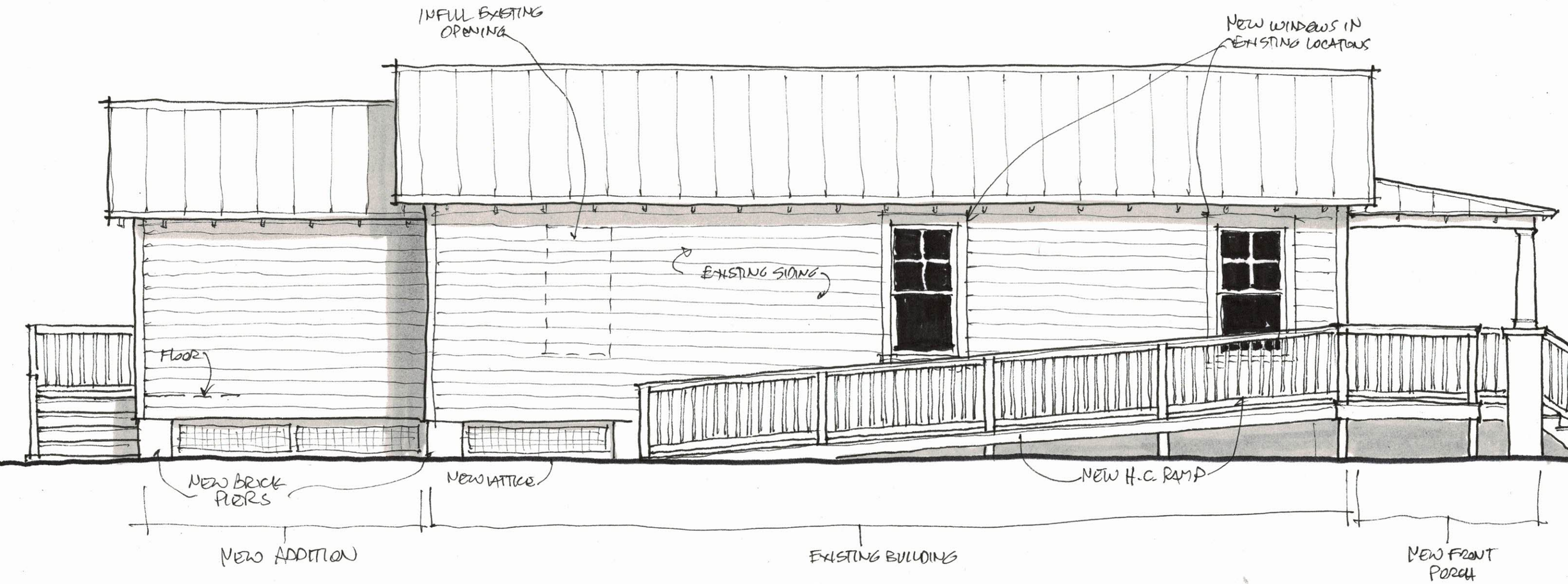
PROPOSED WEST ELEVATION | ¼"=1'-0"

S. 9TH STREET RELOCATION
1/18/2021



NORTH SIDE ELEVATION - PROPOSED | 1/4" = 1'0"

& 9TH STREET SOUTH RELOCATION 1/18/2021

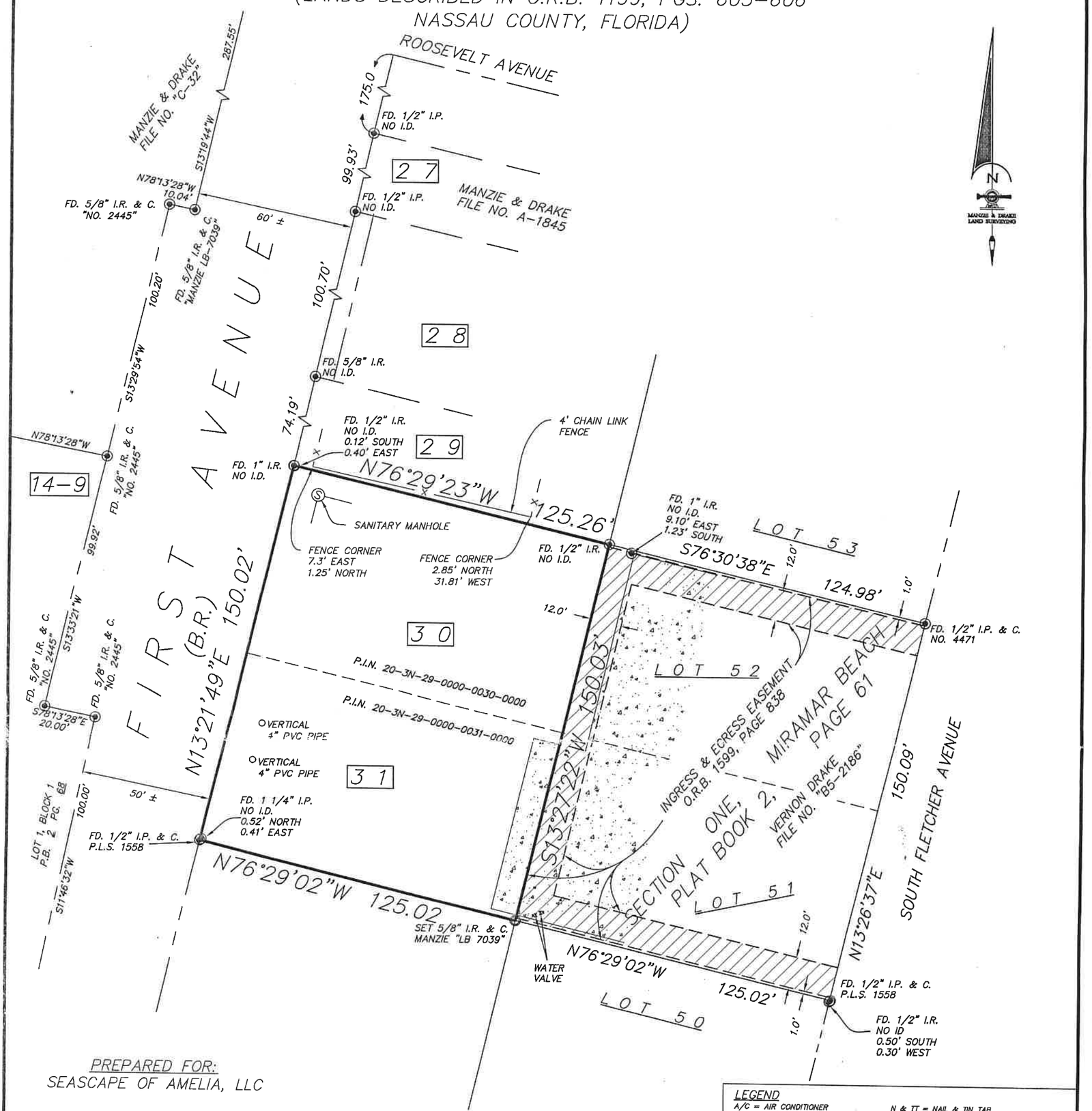


SOUTH SIDE ELEV PROPOSED | 1/4"= 1'-0"

9TH STREET SOUTH RELOCATION | 1/18/2021

MAP OF BOUNDARY SURVEY

(LANDS DESCRIBED IN O.R.B. 1199, PGS. 605–606
NASSAU COUNTY, FLORIDA)



PREPARED FOR:
SEASCAPE OF AMELIA, LLC

SURVEY NOTES:

1) The "Legal Description" hereon is in accord with the description provided by the client.
2) Underground improvements were not located or shown.
3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
4) Bearings shown hereon are assumed. The bearing reference line is indicated as thus (BR).
5) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
6) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 120172 0007 D, Dated 9-30-88
7) Unless otherwise noted measured angles and distances are the same as Plat or Deed angles and distances.
8) Fence ownership, if aplicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.

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REVISIONS:

1. REVISED ON 12/15/2015 TO SHOW RECORDED EASEMENT ON ADJOINING LOTS 51 & 52, "SECTION ONE, MIRAMAR BEACH" (WKD)

LEGEND

A/C = AIR CONDITIONER
AKA = ALSO KNOWN AS
B.R.L. = BUILDING RESTRICTION LINE
TV = CABLE TELEVISION PEDESTAL
CALC. = CALCULATED
C.B.S. = CONCRETE BLOCK STRUCTURE
CB = CHORD BEARING
CD = CHORD DISTANCE
℄ = CENTERLINE
Δ = CENTRAL ANGLE
CH = CHORD
-x-x- = CHAIN LINK FENCE
C.M. = CONCRETE MONUMENT
CONC. = CONCRETE
CONC = CONCRETE FLATWORK
CMP = CORRUGATED METAL PIPE
D.E. = DRAINAGE EASEMENT
D/F = DRAIN FIELD
—E—E— = AERIAL UTILITY WIRES
EASE. = EASEMENT
E = ELECTRICITY METER
ELEV. = ELEVATION
F.F. = FINISHED FLOOR
FH = FIRE HYDRANT
FD. = FOUND
G = GAS METER
I.P. = IRON PIPE
I.R. = IRON ROD
I.R. & C. = IRON ROD W/ PLASTIC CAP
L = LENGTH
LP = LIGHT POLE
MEAS. = MEASURED
N & TT = NAIL & TIN TAB
N & W = NAIL & WASHER
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
N.T.S. = NOT TO SCALE
B.R. = BEARING REFERENCE
O.R.B. = OFFICIAL RECORD BOOK
P.B. = PLAT BOOK
P.C. = POINT OF CURVATURE
P.C.C. = POINT OF COMPOUND CURVATURE
P.C.P. = PERMANENT CONTROL POINT
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
P.R.C. = POINT OF REVERSE CURVATURE
P.R.M. = PERMANENT REFERENCE MONUMENT
P.I. = POINT OF INTERSECTION
R = RADIUS
RCP = REINFORCED CONCRETE PIPE
R/W = RIGHT-OF-WAY
P.I.N. = PARCEL IDENTIFICATION NUMBER
S/T = SEPTIC TANK
S = SEWER CLEANOUT
S = SEWER MANHOLE
D = STORM MANHOLE
T = TELEPHONE PEDESTAL
U.E. = UTILITY EASEMENT
W = WATER METER
-o-o- = WOOD FENCE
WOOD FLATWORK
WOOD POWER POLE
W = WELL
O = 5/8" IRON ROD & CAP (LB 7039) SET
30 = PROPERTY APP. PARCEL NO.

THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MICHAEL A. MANZIE, P.L.S. 4069 12/17/15

MANZIE & DRAKE LAND SURVEYING
117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 FAX (904) 491-5777
Certificate of Authorization Number "LB 7039"

"OUR *SIGHTS* ARE ON THE FUTURE,
SET YOUR *SITES* ON US."

SCALE: 1"=40' JOB NO: 16450 DATE: 7-06-05 CADD: K.G.
F.B. NO: X203 PAGE NO: 1 FIELD CREW: M.H. FILE NO: A-1933