



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
JULY 14, 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 the Minutes for the May 12, 2021 Regular Meeting.
 - 3.2 Approval of Minutes for the May 26, 2021 Special Meeting.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 **PAB 2021-0003 - GILLETTE & ASSOCIATES, INC., AGENT FOR ROBERT JONES, 2754 & 2766 BAILEY ROAD**
Request for voluntary annexation, Future Land Use Map (FLUM) Amendment and zoning map amendment for parcels:00-00-30-044b-0076-0010; 00-00-30-044B-0076-0020.
- 6. BOARD BUSINESS**
 - 6.1 Port Facilities Element Update
- 7. STAFF REPORT**
 - 7.1 Update on 2021 Legislative Changes
 - 7.2 Vision Plan 2045 Update
- 8. PUBLIC COMMENT**
- 9. ADJOURNMENT**

NEXT PAB REGULAR MEETING IS SCHEDULED FOR AUGUST 11, 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: 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: July 07, 2021

Submitted By: Sylvie McCann, Administrative Coordinator



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
MAY 12, 2021**

1. CALL TO ORDER 5:00

2. ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Genece Minshew (Chair)	Victoria Robas
Peter Stevenson	Barbara Gingham
John Boylan	

MEMBERS ABSENT:

Jenny Schaffer (V-Chair)
Mark Bennett

OTHERS PRESENT:

Jacob Platt, Senior Planner
Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

4.1 March 10, 2021 Draft Meeting Minutes

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.

5. OLD BUSINESS

There were no Old Business items to discuss.

6. NEW BUSINESS

6.1 PAB 2021-0002 Final Plat: Crane Island - Phase 2D, Scott Borowski, Clary & Associates agent for The Range at Crane Island, LLC

Mr. Platt introduced the case and gave a brief overview of the history of the project. Member Stevenson inquired about the plan for a marina and townhomes. Mr. Platt confirmed that both of those proposed plans were terminated.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0002 to the City Commission; AND that PAB case 2021-

0002 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

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

7. BOARD BUSINESS

7.1 Port Subcommittee Update: Goal 5P - Ocean Highway & Port Authority, Port of Fernandina Facilities Element

Chair Minshew provided the Board members with an overview of what the Port Subcommittee had accomplished. She stated that a state statute compliant Port Element document has been drafted.

Member Stevenson requested that the date of May 6, 2021 be put on the final draft as a reference point.

Members agreed on the final document and that it was ready for City Commission consideration.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to recommend the final draft of the Port Element to the City Commission for consideration.

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

7.2 Beach Access Committee Update

Member Robas provided the Board members with an overview of what the Beach Access Subcommittee has worked on since its creation in February 2021. On April 20, 2021, their final report was presented to the City Commission which prioritized beach access needs both immediately and for the future.

7.3 Vision 2045 - Next Steps

Chair Minshew stated that the City Commission gave approval for the PAB to move forward with WGI to create a 2045 Vision Statement. It was noted that May 26, 2021 was the official kickoff of this partnership. Chair Minshew also stressed the importance of engaging all demographics represented in the City.

Margaret Kirkland, 1377 Plantation Point Drive, spoke about her support of this process and that information gathered by the Amelia Tree Conservancy includes a large cross-section of the City's population.

8. STAFF REPORT

8.1 Board Tracker

9. PUBLIC COMMENT

No parties wished to speak.

10. ADJOURNMENT 5:53

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: July 07, 2021

Submitted By: Sylvie McCann, Administrative Coordinator

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT: Request for annexation of approximately 4.85 acres of land off of Bailey Road, assignment of the Future Land Use Category of Low Density Residential, and accompanying R-1 zoning district.

ITEM TYPE: Zoning Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: May 27, 2021

Submitted By: Taylor Hartmann, Planning Technician

Print

Planning Advisory Board (PAB) - Submission #7417

Date Submitted: 5/27/2021

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.



Zoning Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)



Land Use Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)



LDC Text Amendment (\$1,500)



Comp Plan Amendment (\$1,700)



Subdivision Plat " Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)



Subdivision Plat " Final (\$1,500)



Vacation of R.O.W. (\$3,500)



Small Cell Outside R.O.W. (per application) (\$500)



Voluntary Annexation (\$2,000)



Development of Regional Impact: Amend Development Order (\$1,500)



New Telecommunications Structure (\$2,000)



Revision to each PAB Application - 1/2 cost of original application fee (To offset additional display ad fee)

PAB_2021 Meeting Calendar



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, youâ€™ll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

Please see the Land Development Code (LDC) for detailed information:

☐

LDC Text Amendment “ see LDC Section 11.01.08.

☐

Preliminary Subdivision Plat “ see LDC Section 11.01.05.

☐

Final Subdivision Plat “ LDC Section 11.01.05.

☐

Zoning Map Changes “ See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

☐

A complete application filed at least forty-five (45) days before the date of the Planning Advisory Board’s public hearing;

☐

Proof of Ownership (copy of deed or tax statement);

☐

A current survey of the property (no older than two years);

☐

If applying as an agent, Owner’s Authorization for Agent Representation form needs to be signed/ notarized and included in application;

☐

A detailed letter of intent stating the following:

☐

o The consistency of the proposed amendment(s) or action(s) with the City’s Comprehensive Plan.

☐

o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes

What was the date of your pre-application meeting?*

4/1/2021

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

[Property information can be found at the Nassau County Property Appraiser's Website's Website's Map Search](#)

Site Address*

City*

State*

Zip*

Parcel ID #(s)*

Lot*

Block*

Subdivision*

Zoning District*

Future Land Use Designation*

REVIEW TYPE*



Zoning Map Amendment – 10 acres



Zoning Map Amendment > 10 acres



LDC Text Amendment



Comp Plan Amendment



Subdivision Plat – Preliminary – 20 units



Subdivision Plat – Preliminary > 20 units



Subdivision Plat – Final



Vacation of R.O.W.



Voluntary Annexation



Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Last Name*

Company (if applicable)

Mailing Address*

554 Pine Road

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904-415-2865

Email Address*

tricia@gilletteassociates.com

OWNER'S AGENT

If other than owner. If an agent will be representing the owner, an Owner’s Authorization For Agent Representation form must be included

First Name

Asa

Last Name

Gillette

Mailing Address

20 South 4th Street

City

Fernandina Beach

State

FL

Zip

32034

Telephone Number

904-261-8819

E-mail Address

asa@gilletteassociates.com

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

Annexation, Future Land Use Map (FLUM) Amendment and Rezoning application. Requesting annexation in order to be afforded sewer service for potential development of the subject property

Certification*



By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.



I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Asa

Applicant Last Name*

Gillette

Today's Date*

5/27/2021

Upload Supporting Documentation*

agent authorization.pdf

Upload 2

letter of intent.pdf

Upload 3

51884-Model.pdf

Upload 4

Choose File

No file selected



DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | www.fbfl.us/planning



Civil & Environmental Engineering • Mechanical & Structural Engineering • Construction Management

May 27, 2021

Mr. Jacob Platt, Senior Planner
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034

Re: Letter of Intent – 2754 and 2766 Bailey Road

Dear Mr. Platt

On behalf of the applicant, we are pleased to submit the following Annexation, Future Land Use Map (FLUM) Amendment and Rezoning application. The proposed property owner is requesting annexation in order to be afforded sewer service for potential development of the subject property, as mandated in the City of Fernandina Beach Code for properties that are contiguous to corporate limits. Based on our review, the subject property is contiguous to City property that is located on the eastern side of Bailey Road. The subject property is identified in the attached application and a legal description is also included describing the property seeking the requested actions.

The subject property currently carries a Nassau County FLUM designation of Medium Density Residential (MDR) and is zoned RS-2. The Applicant is requesting a City of Fernandina Beach FLUM designation of LDR and an R-1 zoning. It is the applicant's desire to construct single family residential homes and this zoning designation supports this end use, while also complying with the requested FLUM designation.

The property that is adjacent to the west of the subject property is currently zoned R-2 within the City of Fernandina Beach. We feel that an LDR FLUM designation and R-1 zoning provide a good transition from the Isle De Mai subdivision (located south of the subject site) to the R-1 zoning and Low Density Residential located south of the subject site.

This application complies with the City's Comprehensive Plan, Policy 1.02.01 for new development for property currently located outside of the City Limits, Policy 1.02.03 for availability of public facilities and services, Policy 1.02.04 for compatibility with surrounding properties and site suitability, and Policy 1.02.08 for protection of existing residential areas.

We feel this annexation is positive for the area and reduces density compared to County Zoning. It will also afford the City of the opportunity to possibly expand its corporate limits in the future because numerous, larger parcels likely will become contiguous over time.

Please feel free to contact me with any questions that you may have.

Sincerely,

Asa R. Gillette, P.E.
Principal/Engineer
Gillette and Associates, Inc.



**APPLICATION FOR VOLUNTARY ANNEXATION,
SMALL-SCALE FUTURE LAND USE AND ZONING MAP ASSIGNMENT**

APPLICATION & SURROUNDING AREA INFORMATION:

OWNER/APPLICANT:	Robert P Jones				
AGENT:	Asa Gillette, Gillette & Associates				
REQUESTED ACTION:	Voluntary Annexation, Assignment of a Future Land Use Map Category of Low Density Residential, and R-1 Zoning District				
LOCATION:	2754 & 2766 Bailey Road				
CURRENT ZONING:	Nassau County Residential Single-Family 2				
CURRENT LAND USE:	Medium Density				
EXISTING USES ON SITE:	Three Mobile Homes and two ancillary structures				
PROPERTY SIZE:	Approximately 4.85 acres				
ADJACENT PROPERTIES:	<u>Direction</u>	<u>Existing Use(s)</u>	<u>Year Built</u>	<u>Zoning</u>	<u>FLUM</u>
	North	Pine Meadow Subdivision - SFH	Around 1960	NC: RS-2	NC: Medium Density
	South	Willa Villa Subdivision - SFH	Mid to Late 1950s	NC: RS-2	NC: Medium Density
	East	Vacant Land & Isle De Mai Stormwater Pond	NA	R-1	Low Density Residential
	West	Dunes of Amelia Subdivision	2015	RLM	Medium Density Residential

*** 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 Planning and Conservation Department office. ***

SUMMARY OF REQUEST AND BACKGROUND INFORMATION:

The Applicant is requesting the voluntary annexation, assignment of City Future Land Use Map category of Low Density Residential, and corresponding zoning district of R-1 for parcels listed in the summary block herein. The applicant has the desire to construct single family residential homes consistent with the requested land use at a maximum density of 4 dwelling units per acre, and consistent with the applicable design standards for the R-1 zoning district. The subject site is bound by the city limits on both the east and west side. Access to this site and the surrounding unincorporated areas that are not included in this request will continue to have access to their



properties via County maintained right of way. Based on the City's Definition of Net Density and the size of the subject parcels, the site has a maximum development potential of twenty single family dwelling units.

CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:

This is a voluntary annexation of property as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the city boundary. The subject parcels can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve this property and meet or exceed all levels of service as required by its Comprehensive Plan.

<i>Applicable Policy Reference</i>	<i>Determination of Consistency</i>
CP 1.02.02	✓
CP 1.02.03	✓
CP 1.02.04	✓
CP 1.02.10	✓
CP 1.03.01	✓
CP 1.04.03	✓
CP 1.07.09	✓
CP 4.01.01	✓
CP 4.01.02	✓
LDC 11.01.07	✓

CONCLUSION AND STAFF RECOMMENDATIONS:

The requested action is consistent with the City's Comprehensive Plan and Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the Low Density Residential (LDR) Future Land Use Map (FLUM) category and Low Density Residential (R-1) zoning district. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing anticipated for August 3rd, 2021.

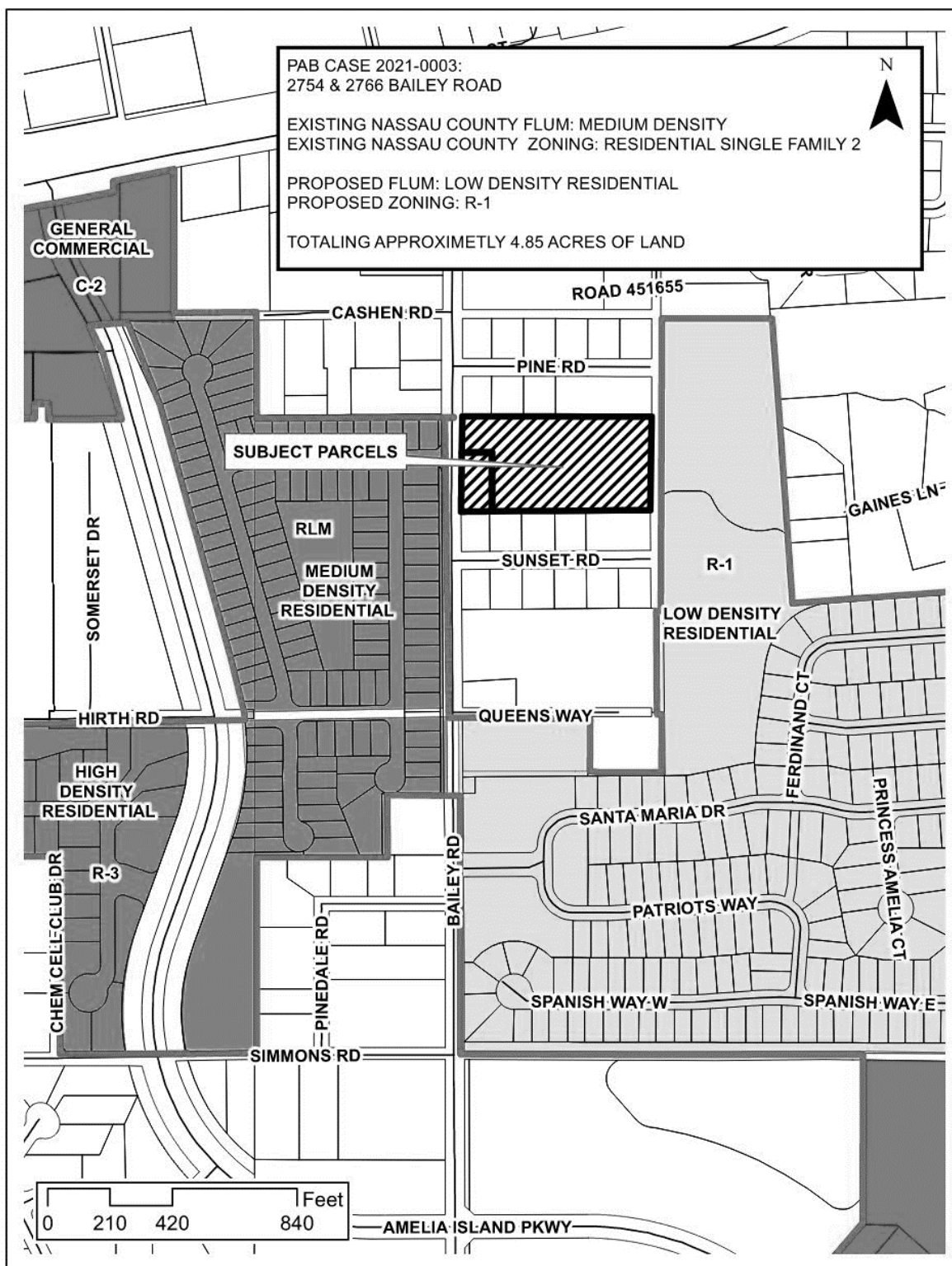
MOTION TO CONSIDER:

I move to recommend **(approval or denial)** of PAB case number 2021-0003 to the City Commission requesting that a voluntary annexation, assignment of the Low Density Residential (LDR) Future Land Use Map category and Low Density Residential (R-1) zoning districts as described be **(approved or denied)** and that PAB case 2021-0003, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.



STAFF REPORT
PAB 2021-009 (AX, LU, CZ)
Planning Advisory Board Hearing
July 14, 2021

Jacob M. Platt
Senior Planner



PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT: Goal Nine Status Report

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: July 07, 2021

Submitted By: Jacob Platt, Senior Planner

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: July 07, 2021

Submitted By: Jacob Platt, Senior Planner

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT: <https://www.fbfl.us/1032/Vision-2045>

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS: <https://www.fbfl.us/1032/Vision-2045>

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Submitted By: Jacob Platt, Senior Planner Date: July 07, 2021
