



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
AUGUST 26, 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 Minutes for the July 22, 2021 TRC Meeting.
- 5. DISCUSSION ITEMS**
 - 5.1 Pre-Application Discussion - Asa Gillette, Gillette & Associates, Inc., 1915 Citrona Drive - To discuss making improvements to the existing gravel parking lot and adding a new driveway access. This property is zoned R-2 w/ PUD.
- 6. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.**
- 7. COMMITTEE BUSINESS**
- 8. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR SEPTEMBER 9, 2021

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.



**MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JULY 22, 2021**

1. CALL TO ORDER 9:00

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Planning

Jason Higginbotham, Fire

Don Kukla, Building

Michelle Forstrom, Code Enforcement (9:05)

OTHERS PRESENT:

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 July 8th, 2021, Meeting Minutes

ACTION TAKEN: A motion was made by Mr. Kukla, seconded by Mr. Higginbotham to approve the minutes as presented.

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

5. DISCUSSION ITEMS

5.1 Pre-Application Discussion - John Sellentin, 815 Calhoun St. - To discuss a 9th St. access point. The property is zoned R-2.

The applicant was not present to speak about their application. Mr. Platt will contact them to clarify proposed plan.

5.2 Pre-Application Discussion - Matt & Catherine Moeller - To discuss a food truck park at 611 S. 9th Street. The property is zoned MU-8.

Mr. Platt introduced the case and invited the applicant to speak.

Matt Moeller, applicant, spoke about their proposed plan to establish a food truck park at this location. He explained that no utilities currently exist on the property, but that they would be necessary in order to address the need for commissary water, restroom facilities, and electricity.

Mr. Kukla stated that RV type power poles and the required protection features would be a permissible option for supplying electricity. He also recommended working with an architect or engineer to further develop the current plans for this property.

Mr. Platt stated that restroom facilities are not a current requirement in the Land Development Code.

DRAFT

Ms. Forstrom confirmed that a Local Business Tax Receipt would be required for the food truck park business, as a comprehensive entity. They would not be required for each individual food truck. She also stated that any dumpster must be enclosed, landscaped, and accessible to the waste disposal company.

Members agreed that the proposed layout is great and very customer friendly.

Mr. Higginbotham stated that there must be a minimum of 10 ft between each food truck and 5 ft between any generators being used.

Mr. Forstrom stated that if restrooms would be located onsite, impact fees would need to be assessed. Mr. Platt mentioned he would provide the applicants with Mr. Andre Desilet's contact information at the Stormwater Department.

Mr. Platt confirmed that there is a maximum impervious surface ratio of 60%.

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

Misty Burns, owner of Baby Cakes Bakery, requested information on using an adjacent vacant lot to expand the outdoor seating area. Mr. Kukla stated that ADA access to the seating and restroom facilities would need to be factored into any expansion. Mr. Platt confirmed that there would likely be utility impact fees as well.

Roger Morenc, owner of Marlin & Barrel Distillery, requested information on a potential expansion of the fermenting room and operations area of the distillery and noted no proposed plans to expand the customer service area. Mr. Kukla referred to previous conversations he had with Mr. Morenc regarding any expansion. He suggested a consultation with an architect or engineer to properly develop the expansion plans. Mr. Platt stated that with a permit and Certificate of Occupancy already having been issued, the City would need to follow-up with additional departments.

7. COMMITTEE BUSINESS

8. ADJOURNMENT: 10:30

Jacob Platt

Print

**Technical Review Committee (TRC): Pre-Application Meeting Request -
Submission #7918**

Date Submitted: 8/18/2021

Technical Review Committee (TRC) Pre-Application Meeting Request

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. TRC pre-application meetings are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The TRC pre-application meeting is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use shall be subject to the pre-application conferences as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

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



Local Development Orders for a Change of Use – see LDC Section 11.00.05



Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

All applications and related documents for a Pre-Application Meeting must be submitted by 12:00 p.m. five (5) business days before the scheduled meeting. Required documents are as follow:



A complete application.



Site plans or scaled drawings; and



Any other files that illustrate the proposed project.

PROPERTY INFORMATION

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

Site Address*

1915 Citrona Drive

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

29-3N-28-0000-0003-0010 and 00-00-31-102P-000D-0000

Lot

Block

Subdivision

Zoning District*

R-2 w/PUD

Future Land Use Designation*

Medium Density Residential

Overlay District

None

Size of Property (acres)*

3.77

Present Property Use*

YMCA

Wetlands*

No

Flood Zone*

X, 0.2 % chance flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*

Asa

Last Name*

Gillette

Company (if applicable)

Gillette & Associates, Inc.

Telephone Number*

904-261-8819

E-mail Address*

asa@gilletteassociates.com

PROJECT INFORMATION

Project Name

YMCA Parking Lot Improvements

Project Type*

Commercial

Project Description*

Improvements to existing gravel parking lot and new driveway access

Describe your project in detail

Proposed Access Road*

Citrona Drive

Rd Maintenance Jurisdiction *

County Maintained

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*

8/18/2021

Upload Supporting Documentation*

YMCA_7_29.pdf

Upload 2

GIS Report2.pdf

Upload 3

GIS Report 1.pdf

Upload 4

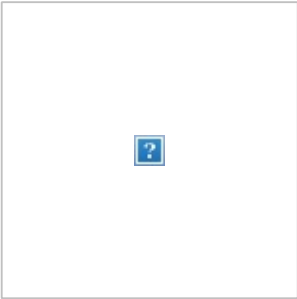
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No file selecte

Upload 5

Choose File

No file selecte

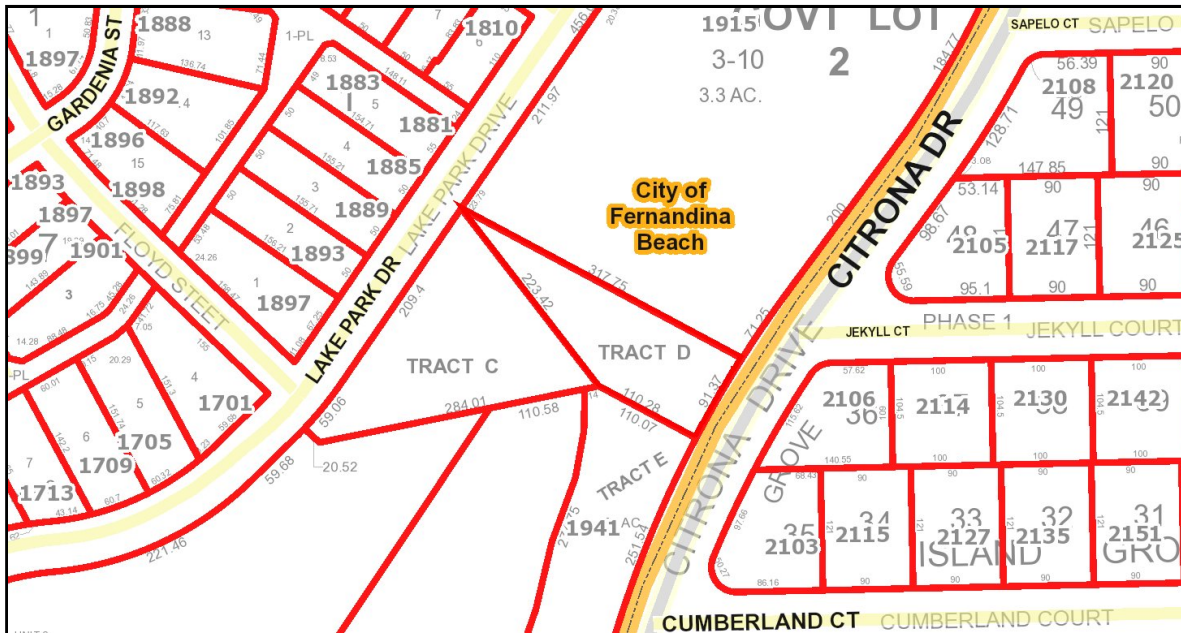


DEPARTMENT OF PLANNING & CONSERVATION

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



A. Michael Hickox
Nassau County Property Appraiser

**Parcel Report****Parcel ID****Owner Information****Results**

00-00-31-102P-000D-0000

THE YOUNG MEN'S CHRISTIAN

ASSOCIATION OF FLORIDA'S
FIRST
COAST INC

Mailing Address

40 EAST ADAMS ST SUITE 210
JACKSONVILLE, FL 32202

Site Address**Previous Site Address (If Changed by 911)**

Deed Acre 0.00

Approximate Acres (GIS Calculated) 0.45

Property Use Code 001000

Municipality City of Fernandina Beach

Census Tract

MLS Zone 4 - Island

Subdivision AMELIA PARK

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PROPERTY NOTES:

- PARCEL 1 PID#: 00-00-31-102P-0000-0000
- PARCEL 2 PID#: 29-3N-28-0000-0003-0100
- TOTAL PROPERTY ACREAGE: 3.77 AC (164,307 SF)
- LOCATION: FERNANDINA BEACH, FL
- FLOOD ZONE: X
- ZONING: PUD
- FUTURE LAND USE: MEDIUM DENSITY RESIDENTIAL
- PROPOSED USE: RECREATION FACILITY
- MAXIMUM BUILDING HEIGHT: 35'

DEVELOPMENT REQUIREMENTS:

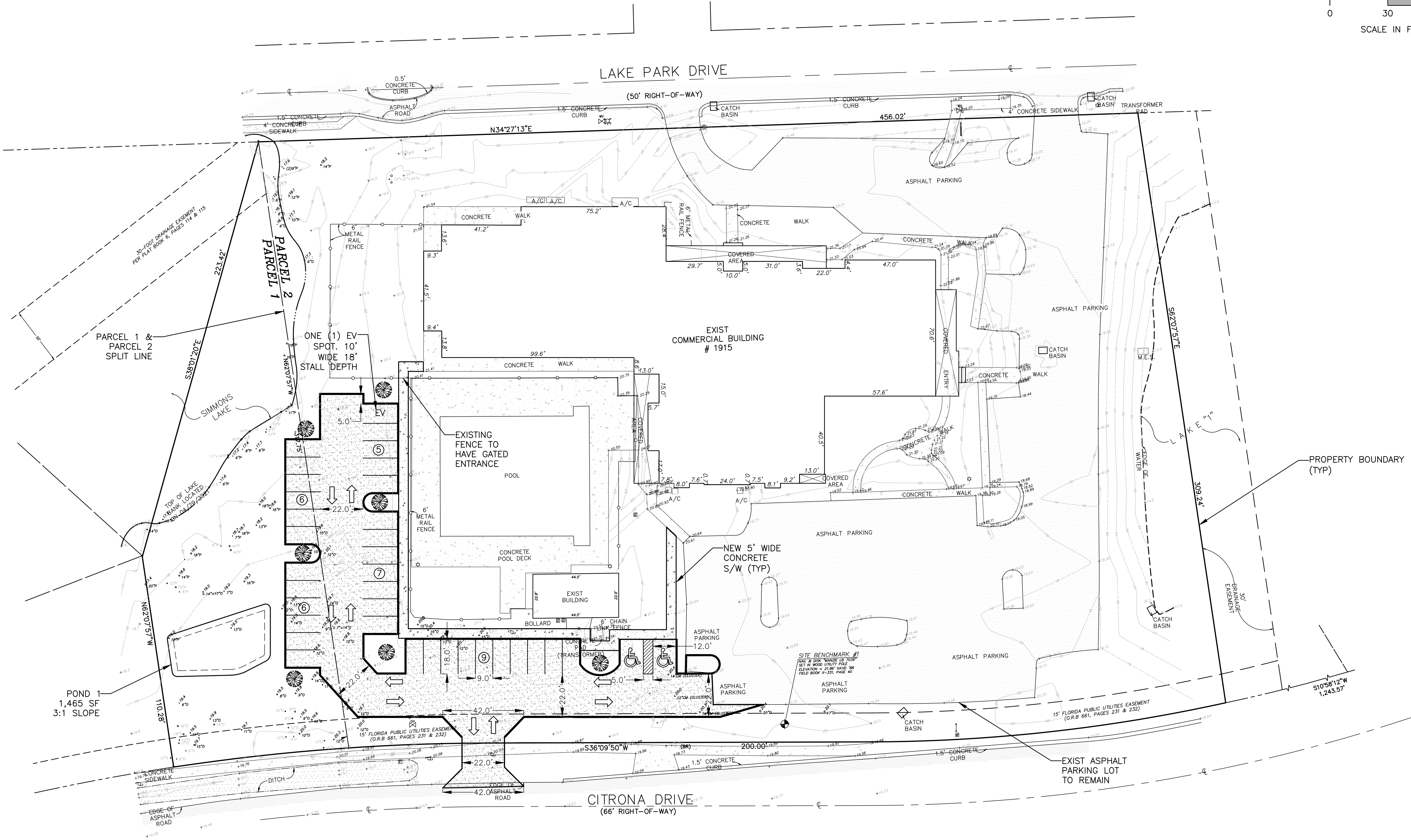
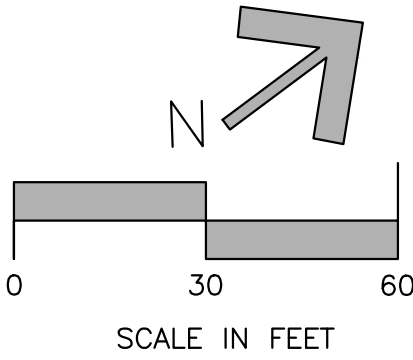
- MAXIMUM IMPERVIOUS AREA: 70%
- PARCEL 1 EXISTING IMPERVIOUS AREA: 29.9%
- PARCEL 2 EXISTING IMPERVIOUS AREA: 60.5%
- PARCEL 1 PROPOSED IMPERVIOUS AREA: 40.7%
- PARCEL 2 PROPOSED IMPERVIOUS AREA: 65.9%

UTILITIES:

- WATER: CITY OF FERNANDINA BEACH
- SEWER: CITY OF FERNANDINA BEACH
- POWER: F.P.U.

NEAREST FIRE HYDRANT IS LOCATED 10 FEET WEST OF PROPERTY AT INTERSECTION OF LAKE PARK DRIVE AND MCARTHUR STREET

NOT FOR CONSTRUCTION



DRAINAGE NOTES:

- PARCEL 1 IMPERVIOUS AREA TO BE SENT TO NEW DRY POND, "POND 1"
- PARCEL 2 IMPERVIOUS AREA, UP TO 70%, TO BE SENT TO LAKE "1"

PARCEL 1 DRAINAGE CALCULATIONS:

DRAINAGE AREA: 19,476 SF
TOTAL IMPERVIOUS AREA: 7,922 SF

TOTAL LOT RUNOFF:
(19,476 SF)*(0.5")*(1/12 FT/IN) = 812 C.F.

TOTAL IMPERVIOUS AREA RUNOFF:
(7,922 SF)*(1.0")*(1/12 FT/IN) = 660 C.F.

TREATMENT VOLUME REQUIRED: 812 C.F.
TREATMENT VOLUME PROVIDED: 1,245 C.F.

POND 1:

3:1 SLOPE
1,465 SF
1,245 CF

LEGEND

ASPHALT CONCRETE

K			
J			
I			
H			
G			
F			
E			
D			
C			
B			
A	AB	07/29/21	OWNER REVIEW
No.	By	Date	Revision

Scale: 1:30
Project Mgr: AG
Designed by: AG
Drawn by: AB
QA/QC: NG

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

MCARTHUR YMCA
1915 CITRONA DRIVE
FERNANDINA BEACH, FLORIDA

SITE REDEVELOPMENT

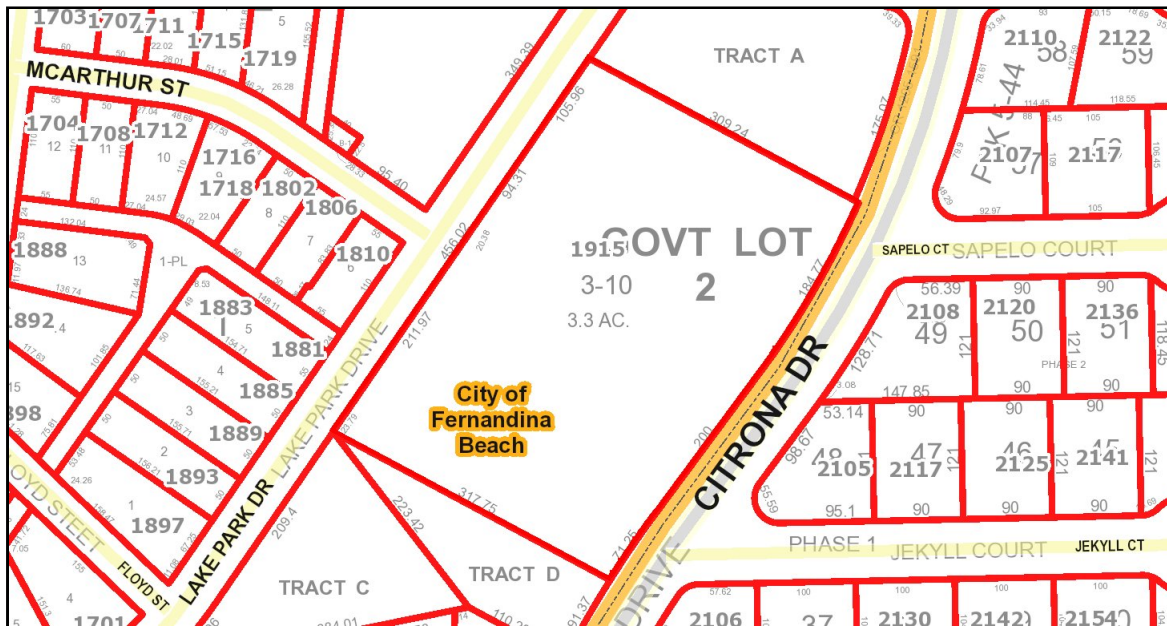
GEOMETRY PLAN

REGISTERED DESIGN PROFESSIONAL
ASA R. GILLETTE, P.E. FLORIDA P.E. NO. 56177

ISSUE DATE: N/A
Sheet GE-1
Page x of x
Project No. #-#-



A. Michael Hickox
Nassau County Property Appraiser

**Parcel Report****Parcel ID****Owner Information****Results**

29-3N-28-0000-0003-0100

THE YOUNG MEN'S CHRISTIAN

ASSOCIATION OF FLORIDA'S
FIRST COAST**Mailing Address**40 EAST ADAMS ST SUITE 210
JACKSONVILLE, FL 32202**Site Address**1915 CITRONA DR
FERNANDINA BEACH
32034**Previous Site Address (If
Changed by 911)**

1915 CITRONA DR

Deed Acre

3.30

**Approximate Acres (GIS
Calculated)**

3.32

Property Use Code

007700

Municipality

City of Fernandina Beach

Census Tract**MLS Zone**

4 - Island

Subdivision

Not in a Subdivision

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