



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
SEPTEMBER 9, 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 August 26, 2021 Regular Meeting.
- 5. DISCUSSION ITEMS**
 - 5.1 Pre-Application Discussion - Joseph Loretta, Halff Associates, 59 & 87 S. Fletcher Ave. - To discuss the possibility of a 22-24 unit hotel with all units being freestanding villas. The property is zoned C-1.
- 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 23, 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
AUGUST 26, 2021**

1. CALL TO ORDER 9:00

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Planning

Michelle Forstrom, Code Enforcement

Jason Higginbotham, Fire

Sal Cumella, Historic Preservation

Andre Desilet, Stormwater/Utilities

David Neville, Urban Forrester

OTHERS PRESENT:

Taylor Hartmann, Recording Secretary

Charlie George, City Engineer

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes for the July 22, 2021 TRC Meeting.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Desilet 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 - 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.

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

Asa Gillette, Gillette & Associates, Inc., stated that John Cotner is designing a vertical addition to the existing YMCA property. The goal is to create designated parking areas that are more organized and cleaner looking.

Mr. Desilet pointed out existing drainage inlets that may be able to be utilized for this project. He will also calculate impact fees once he receives final numbers from Mr. Gillette.

Mr. Gillette stated that all parking surfaces will be asphalt but stay within the maximum permissible impervious surface ratio.

Mr. Higginbotham inquired about the possibility of adding a T-turnaround in the new parking lot to allow for easier access by emergency vehicles.

6. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION

ONLY, NO ACTION TO BE TAKEN.

A citizen was present to inquire about opening a massage therapy business in a former antiques shop.

Mr. Platt stated that this is a permissible use, and the location meets the necessary parking requirements.

Ms. Forstrom stated that the applicant will need to ensure there is proper access to an ADA compliant restroom. Applicant will schedule an appointment with the Building Official to clarify ADA access.

Matt Mountjoy, provided a proposed plan to open a 3-room hotel at 308 Centre Street.

Mr. Platt confirmed that this is a permissible use within the C-3 zoning district. There is a minimum parking requirement that the applicant must be able to meet.

Mr. Cumella stated that the applicant will need to receive Historic District approval prior to any exterior changes, including signage.

Members stated that vertical accessibility will have to be addressed and all ADA requirements will have to be met. They also stated that working with a design professional or meeting with the Building Official will provide the necessary clarity.

Brenda Cummings, current owner of Amelia Hair Therapy and is looking to relocate to 961687 Gateway Blvd., as well as expand services to include massage therapy.

Mr. Desilet will calculate any necessary impact fees based on the number of different stations located in the facility.

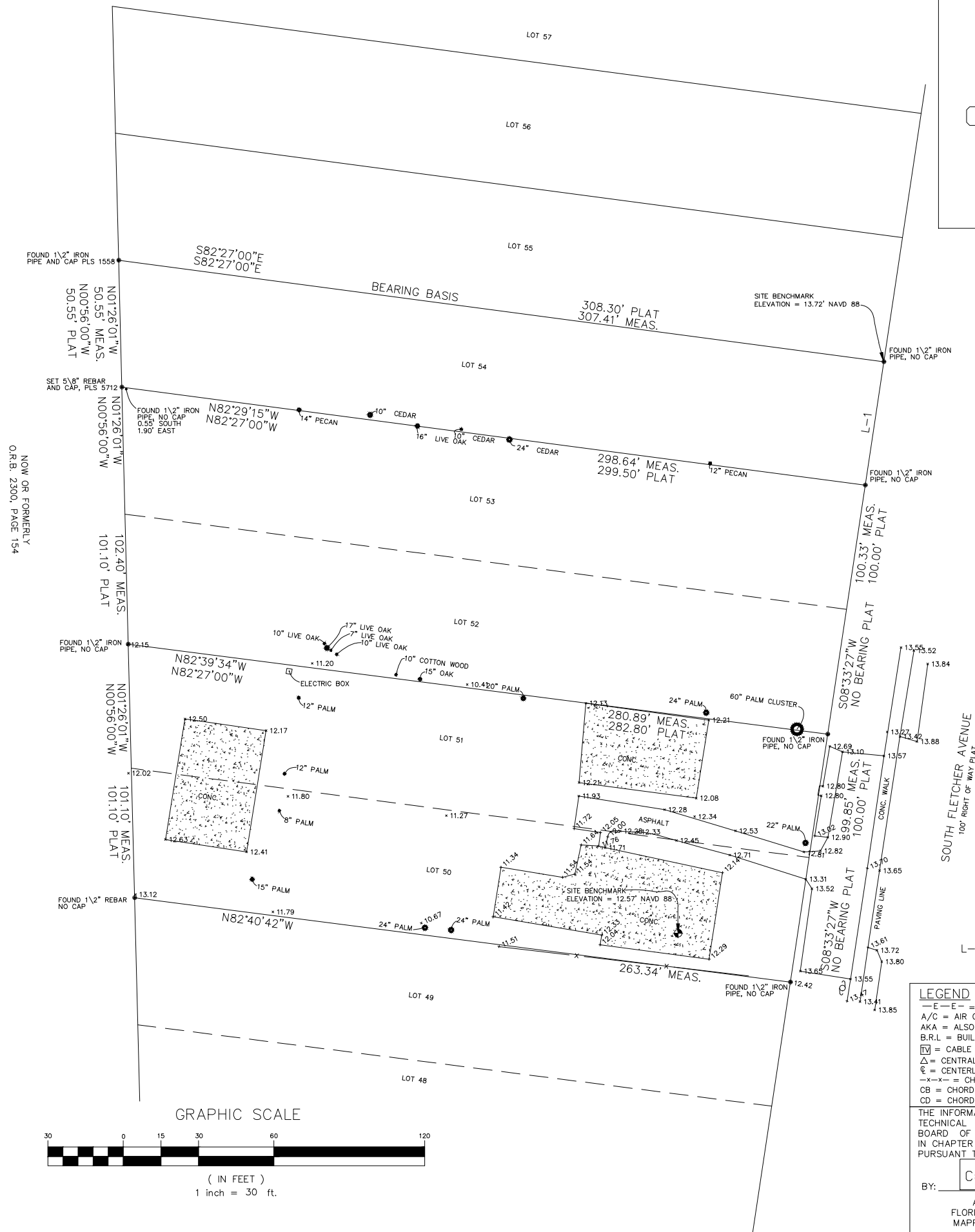
Members agreed that the applicant can move forward with applying for a Local Business Tax Receipt.

7. COMMITTEE BUSINESS

Members discussed creating a document outlining what materials applicants need to provide to committee members. Encourage applicants to submit basic floorplan drawings of what currently exists in a location and what the proposed project layout would look like.

8. ADJOURNMENT 10:07

C:\2021\GLS-21-177\survey\LOT50-51.PNG



SURVEY NOTES:

- 1) The "Legal Description" herein 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 based on S 82°27'00" E for the North line of Lot 54, (Plat).
- 5) Fence ownership, if applicable, 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.
- 6) "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.
- 7) The property shown hereon lies within flood zone " X " as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0241G, Dated 08-02-2017
- 8) Unless otherwise noted. Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed.
Surveyed Accuracy: 1 foot in 21782 feet
Commercial / High risk Linear Accuracy: 1 foot in 10000 feet
SOP Rule 5-J-17.05(3) (B) (15) b.ii
- 10) Elevation shown hereon are based on the North American Vertical Datum of 1988, (NAVD 1988)

LEGEND

—E—E— = AERIAL UTILITY WIRES
 A/C = AIR CONDITIONER
 AKA = ALSO KNOWN AS
 B.R.L = BUILDING RESTRICTION LINE
 TV = CABLE TELEVISION PEDESTAL
 Δ = CENTRAL ANGLE
 C = CENTERLINE
 —x—x— = CHAIN LINK FENCE
 CB = CHORD BEARING
 CD = CHORD DISTANCE

CONC. = CONCRETE
 = CONCRETE FLATWORK
 CMP = CORRUGATED METAL PIPE
 = ELECTRICITY METER
 ELEV. = ELEVATION
 F.F. = FINISHED FLOOR
 = FIRE HYDRANT
 = GAS METER
 L = ARC LENGTH
 = LIGHT POLE

MEAS. = MEASURED
N.G.V.D. = NATIONAL GEODETTIC VERTICAL DATUM
O.R.B. = OFFICIAL RECORD BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R = RADIUS
RCP = REINFORCED CONCRETE PIPE
R/W = RIGHT-OF-WAY
S = SEWER CLEANOUT
⊕ = SEWER MANHOLE

(D) = STORM MANHOLE
 (T) = TELEPHONE PEDESTAL
 □-□ = WOOD FENCE
 ○ = WOOD POWER POLE
 (W) = WATER METER
 (W) = WELL

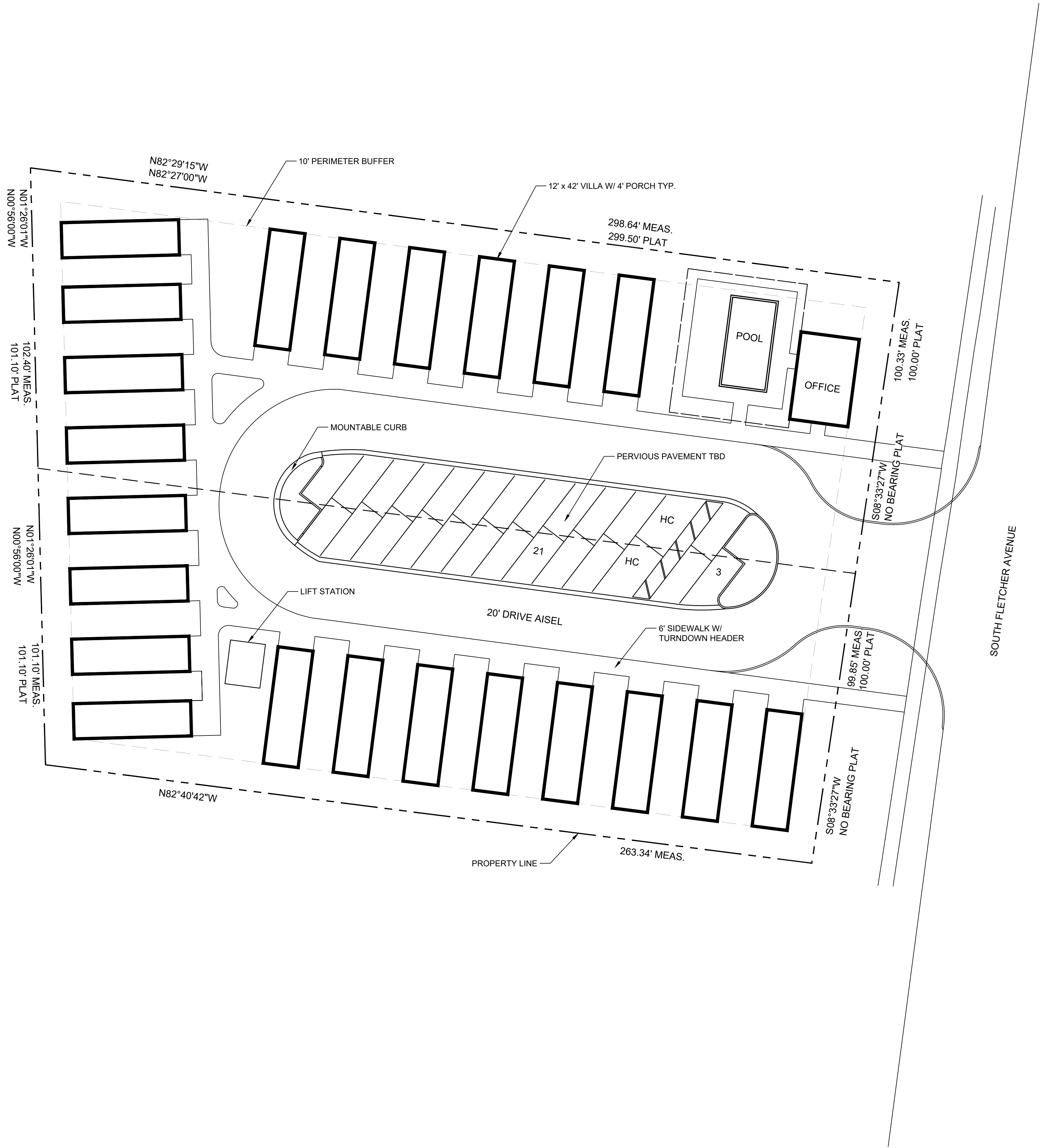
THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY:

ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

GLASS LAND SURVEYING, LLC
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 * CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 30'
DATE: 07-12-21
DRN BY: AFG
CKD BY: AFG
JOB NO: 21-177
F.B. NO: AGT10
PAGE NO. 76-78



SITE DATA

SITE AREA	56,369 SQ. FT.
BUILDING AREA	11,160 SQ. FT.
LOT COVERAGE	60%
IMPERVIOUS SURFACE	50%
NUMBER OF UNITS W/ POOL	22
NUMBER OF UNITS W/O POOL	24
TOTAL PAVEMENT COVERAGE	22,756 SQ. FT.
PERVIOUS PARKING	8,266 SQ. FT.
PARKING SPACES	24
HANDICAP PARKING SPACES	2
DRIVE AISLE	20 Feet
PERIMETER BUFFER	10 Feet
FRONT YARD SETBACK	10 Feet
SIDE YARD SETBACK	10 Feet
REAR SETBACK	10 Feet

Project Name

FLETCHER AVE. TINY HOME VILLAGE

Prepared For

FERNANDINA BEACH, FL



7807 BAYMEADOWS ROAD EAST, SUITE 200
JACKSONVILLE, FLORIDA USA 32256Phone
904.730.9360 www.Halff.com
FL CA 33380 FL LC 26000645

Revision No.	Date	Description

Seal

JOSEPH P. LORETTA, R.U.A.
License Number 0660155



Project No.:	46016.001
Issued:	SEPTEMBER 2021
Drawn By:	ASD
Checked By:	JPL
Scale:	1" = 20'

Sheet Title

CONCEPTUAL PLAN

Sheet Number

CSP-01

Print

**Technical Review Committee (TRC): Pre-Application Meeting Request -
Submission #7997**

Date Submitted: 9/1/2021

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*

59 and 87 S Fletcher Ave

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

00-00-31-1020-0052-0000 / 00-00-31-1020-0050-0000

Lot

Block

Subdivision

Zoning District*

C-1

Future Land Use Designation*

General Commercial

Overlay District

None

Size of Property (acres)*

1.29

Present Property Use*

59 S Fletcher is currently used (OPEN STORA 004900) and 87 S Fletcher is currently used as (VACANT COM 001000).

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

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

First Name*

Joseph

Last Name*

Loretta

Company (if applicable)

Half Associates

Telephone Number*

(904) 441-8365

E-mail Address*

jloretta@half.com

PROJECT INFORMATION

Project Name

Fletcher Ave Tiny Cabin Hotel

Project Type*

Commercial

Project Description*

The project consists of a 22 to 24 unit hotel with each unit being a free standing villa. Each unit is approximately 12' by 45' including a 4' porch. Developer is currently evaluating to include a pool amenity or 2 additional units.

Describe your project in detail

Proposed Access Road*

South Fletcher Ave

Rd Maintenance Jurisdiction *

FDOT 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*

Joseph

Applicant Last Name*

Loretta

Today's Date*

9/1/2021

Upload Supporting Documentation*

CSP-01.pdf

Upload 2

21-177-L50-51-Survey.pdf

Upload 3

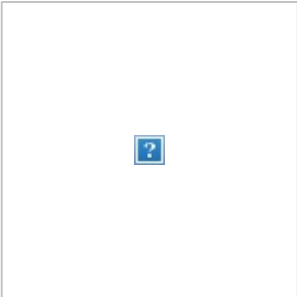
Choose File No file selected

Upload 4

Choose File No file selected

Upload 5

Choose File No file selected



DEPARTMENT OF PLANNING & CONSERVATION

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