



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
SEPTEMBER 23, 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 September 9, 2021 Regular Meeting
- 5. DISCUSSION ITEMS**
 - 5.1 Pre-application Discussion - Kelsie Kenney, 3381 S. Fletcher Ave. - To discuss including the sale of coffee to an existing retail location. This 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**

THE NEXT REGULAR TRC MEETING IS SCHEDULED FOR OCTOBER 14, 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
SEPTEMBER 9, 2021**

1. CALL TO ORDER 9:07

2. ROLL CALL

MEMBERS PRESENT:

Jacob Platt, Planning

Charlie George, City Engineer

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 August 26, 2021 Regular Meeting.

ACTION TAKEN: A motion was made by Ms. Forstrom, seconded by Mr. 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 - 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.

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

Peter King, agent for the applicant, provided an overview of the proposed plan which includes 22 freestanding hotel villas, centrally located parking, main office, and pool facility.

Mr. Desilet stated that because Fletcher Ave is a state road, stormwater drainage and any necessary permits will have to be coordinated with the Department of Transportation.

Mr. Platt confirmed minimum landscape and vegetative buffer requirements.

Ms. Forstrom inquired about the proposed method of trash collection. The applicant needs to consider having one large dumpster or individual bins for each unit, both of which will need to be screened from view and landscaped.

Mr. Platt reviewed the definitions of hotel/motel/lodging accommodations and whether a kitchenette is permissible in each unit.

Members discussed whether a cross-access easement would be necessary due the proposed site being 2 individual parcels.

Mr. Platt confirmed that trees planted as part of the landscape requirements can be clustered to provide for additional shade and easier maintenance.

The applicant will follow-up with pertinent City departments to address comments made today prior to moving forward with any formal site plan review.

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

No parties wished to speak.

7. COMMITTEE BUSINESS

There were no Committee Business items to discuss.

8. ADJOURNMENT 9:53

Jacob Platt