



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
FEBRUARY 24, 2022
10:00 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 January 13, 2022 Regular Meeting.
- 5. OLD BUSINESS**
 - 5.1 TRC 2022-0017 - Asa Gillette with Gillette & Associates, 700 Airport Rd. - Construction of a private airplane hangar.
- 6. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR MARCH 10, 2022

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
JANUARY 13, 2022**

1. CALL TO ORDER 10:00

2. ROLL CALL

MEMBERS PRESENT:

Kelly Gibson, Planning

Don Kukla, Building

Andre Desilet, Stormwater/Utilities

Sal Cumella, Historic Preservation

Daphne Forehand, Planning

Michelle Forstrom, Code Enforcement

Jason Higginbotham, Fire

OTHERS PRESENT:

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes for the December 9, 2021, Regular Meeting

ACTION TAKEN: A motion was made by Ms. Forstrom seconded by Mr. Kukla to approve the Minutes as presented.

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

5. DISCUSSION ITEMS

5.1 Pre-Application Discussion - Dan McCranie, 1920-1944 First Ave., to discuss a 4-lot residential project. This property is zoned R-3.

Ms. Gibson introduced the case and invited the applicant to speak.

Dan McCranie, applicant, stated that there is a 12 FT access and utilities easement through the Miramar Townhomes property, but also inquired about opening First Avenue up just enough to provide access to the 4 proposed homes.

Mr. Desilet requested for Mr. McCranie to provide a copy of his old property survey in order to review any identified utility lines and manhole locations.

Mr. Higginbotham will meet with the applicant individually to discuss emergency service access and the possibility of installing sprinkler systems in each dwelling.

Ms. Gibson confirmed that any deviation from the standard roadway design must be approved by the City Commission.

Mr. McCranie confirmed that the intent is to use these properties as short-term rentals.

Ms. Forstrom stated that short-term rental properties must be enrolled in the Roll-in/Roll-out waste management program.

6. NEW BUSINESS

6.1 SPR 2021-0014: Halff Associates, Inc., 59 S. Fletcher Avenue, Construction of 10 individual hotel villas, office building and pool amenity.

6.2 SPR 2021-0015: Halff Associates, Inc., 87 S. Fletcher Ave., Construction of 10 individual hotel villas and office building.

Ms. Gibson introduced the cases and invited the applicant to speak. Cases SPR 2021-0014 and SPR 2021-0015 were both discussed together.

Michael Coffey, agent for the applicant, inquired about the necessity of a landscape bond. Ms. Gibson will confirm whether a Bond will be required to ensure the health of the required landscaping.

Ms. Gibson reiterated that these are two independent hotel sites and need to stand individually.

Mr. Coffey stated that he disagrees with needing separate potable water, fire systems, and wastewater.

Ms. Gibson explained that the LDC has very restrictive lot combination guidelines and requirements which create the need to be very clear that each parcel can and will operate independently.

Ms. Gibson stated that she will complete her review of the outstanding addressed comments regarding landscaping within 2 weeks.

6.3 SPR 2021-0016: Nick Gillette with Gillette & Associates, S 13th Street - Construction of a group residential project with parking lot and dry retention.

Ms. Gibson introduced the case and invited the applicant to speak.

The applicant was not present to answer questions.

Members will review comment responses as soon as they are submitted by the applicant.

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

No parties were present to speak.

8. COMMITTEE BUSINESS

Members all agreed to eliminate walk-ons during TRC meetings in an effort to better track applications and information provided as well as create more consistency.

Members discussed using SharePoint versus BlueBeam Revu for commenting on Site Plan Reviews.

9. ADJOURNMENT 11:22