



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JUNE 22, 2023
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 from the TRC Regular Meeting of April 27, 2023.
- 5. NEW BUSINESS**
 - 5.1 TRC 2023-0033 - Downtown Parking
Site Plan Review for Downtown Parking, Parking Lot E and Extension plans, N. 7th Street, and proposed S. 2nd Street Parking
- 6. OLD BUSINESS**
- 7. COMMITTEE BUSINESS**
- 8. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR JULY 27, 2023

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
APRIL 27, 2023**

1. CALL TO ORDER 10:15

2. ROLL CALL

MEMBERS PRESENT:

Daphne Forehand, Planning
Sal Cumella, Historic Preservation
David Neville, Arborist

Victoria Guadagnino, Stormwater/Utilities/Streets
Jason Higginbotham, Fire

OTHERS PRESENT:

Taylor Hartmann, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

There were no minutes presented for approval.

5. NEW BUSINESS

- 5.1 TRC 2023-0031 - First Avenue Amelia II, 1920, 1924, 1944, 1952 FIRST AVENUE
Site Plan Review for Amelia II Townhomes Project

Mr. McCranie, the applicant, was not present to respond to comments.

Each member of TRC read their department's comments into the record.

The next step is for the applicant to address any changes suggested into the
comments

6. COMMITTEE BUSINESS

7. ADJOURNMENT

Taylor Hartmann, Recording Secretary

Salvatore Cumella, Chair

Technical Review Committee: Application - Submission #11670

Date Submitted: 6/1/2023

Technical Review Committee: Application

USE THIS FORM TO To apply for review of site plans, preliminary subdivision plats, final subdivision plats, minor subdivisions, and amendments to previously issued local development orders, change of use, and nonresidential building expansions.

Fees

- ☐ Initial submittal + two submittals of full site plans. \$400 + 2% of the project construction cost (whichever is greater) for up to a maximum of \$5,500.
- ☐ 3rd and subsequent resubmittals. 1/2 of original application fees
- ☐ Engineering Review (Consultant Hourly Rate)

2023 Meeting Calendar

Application Deadline (4:30pm)	Dec 01 2022	Jan 05 2023	Feb 02 2023	Mar 02 2023	Apr 06 2023	May 04 2023	June 01 2023	July 06 2023	Aug 03 2023	Sept 07 2023	Oct 05 2023	Nov 02 2023	Dec 07 2023	Jan 04 2024
Meeting Date	Dec 22 2022	Jan 26 2023	Feb 23 2023	Mar 23 2023	Apr 27 2023	May 25 2023	June 22 2023	July 27 2023	Aug 24 2023	Sep 28 2023	Oct 26 2023	Nov 30 2023	Dec 28 2023	Jan 25 2024

In observance of Thanksgiving on November 24, the TRC Regular Meeting is moved up to November 17.

IMPORTANT NOTES

This application will be routed to the various departments for review of the applicable codes and design standards.

****Please note that, unless otherwise indicated, the TRC meetings are scheduled as the following:**

TRC Applications are reviewed at 10:00 AM on the 4th Thursdays of each month in City Hall Chambers (204 Ash Street).**

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

- ☐ Requirements for All Site Plans – see LDC section 11.01.04
- ☐ Requirements for Subdivision Plats – see LDC section 11.01.05
- ☐ Determination for Completeness & sufficiency – see LDC section 11.03.01
- ☐ Review and Compliance Report by the Technical Review Committee – see LDC Section 11.03.02
- ☐ Construction and Improvements – see LDC section 11.05.00
- ☐ Amendments to Local Development Orders – see LDC section 11.06.00

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

- ☐ See Development Plan Submittal Checklist
- ☐ All applications are subject to a determination of completeness as required by Land Development Code section 11.03.01.
- ☐ A determination of completeness is a determination that all required documents and plans have been submitted, and whether all fees have been paid.
- ☐ A determination of completeness is not a determination of compliance with substantive standards and criteria.

Key Contacts

TRC will guide your application from start to finish, engaging other City departments as needed.



PROJECT INFORMATION

Submission Type*

Initial Submittal ▼

NOTICE

3rd and all subsequent submissions will be charged a fee of 1/2 the original application fees.

Case Number*

TRC 2022-****

PROPERTY INFORMATION

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

Site Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)

Multiple ROW Locations

Lot

Block

Subdivision

Zoning District

C-3

Future Land Use Designation*

Central Business District

Overlay District*

Downtown Historic District

Size of Property (acres)*

Unknown

Present Property Use*

Parking & ROW

Wetlands*

No

Flood Zone*

AE

Coastal Construction Control Line (CCCL)*

No

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Charles

Last Name*

George

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Telephone Number*

904 310-3101

Email Address*

cgeorge@fbfl.org

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

Last Name

Company (if applicable)

Mailing Address

City

State

Zip

Telephone Number

Email Address

PROJECT INFORMATION

Project Type*

Site Plan Review

Project Name

Downtown Parking Improvements

Proposed Access Road*

Multiple

Rd Maintenance Jurisdiction*

City Maintained

Project Estimated Cost*

50,000

Description of Request*

Expansion of parking lot E on Ash Street, on-street parking on N. 7th Street, and creating on-street parking on S. 2nd Street

Site Plan Review Checklist

- ☐ The names, address, telephone number, and email address of the person preparing the plan.
- ☐ The date of preparation and date(s) of any modifications, a north arrow, and a written and graphic scale.
- ☐ The legal description of the property, consistent with the required survey.
- ☐ A vicinity map showing the location of the property.
- ☐ The location of streams, bodies of water, natural features, roads, rights-of-way, street intersections, and paved areas within the boundaries of the property.
- ☐ The location of streams, bodies of water, dunes and dune systems, and other natural features within 250 feet of the boundaries of the property.
- ☐ The location of the mean high-water line, if such line is within the boundaries of the property.
- ☐ A topographic survey, soils report, grading plan, and an erosion control plan.
- ☐ A general floodplain map indicating areas subject to inundation and high groundwater levels up to a 100-year flood classification.
- ☐ A statement indicating the distances to schools and public safety facilities intended to serve the proposed development.
- ☐ The name, plat book, and page number of any recorded subdivision comprising all or part of the site.
- ☐ The location and use of any existing and proposed principal or accessory buildings and structures, showing proposed setbacks, building heights, and other dimensional requirements of the zoning district.
- ☐ Elevations of all proposed structures.
- ☐ The access points, driveway design, on-site parking, including required parking lot landscaping, internal circulation, sidewalks, and bicycle facilities.
- ☐ The location of existing and proposed utilities, utility services, and easements.
- ☐ A tree survey showing protected trees, proposed replacement trees, if required, and landscaping and buffering. (See Section 4.05.00.)
- ☐ A soil erosion and sediment control plan compliant with Section 3.01.04.
- ☐ For a PUD site plan, a detailed, written list and explanation of how the proposed PUD differs from any provision of this LDC applicable to the underlying zoning district.
- ☐ For site plans and PUD site plans where development is proposed in phases, the plans shall include phase lines and the following supporting information:
 - ☐ o Timeline for the development; and
 - ☐ o Benchmarks for monitoring the progress of construction of each phase regarding land clearing, soil stabilization and erosion control, installation of infrastructure, and installation of landscaping.
- ☐ A summary block containing:
 - ☐ o Land use category from the Future Land Use Map in the comprehensive plan;
 - ☐ o Zoning district;
 - ☐ o Total acreage;
 - ☐ o Total square footage for non-residential uses;
 - ☐ o Total density and number of units, proposed and permissible for residential uses;
 - ☐ o Impervious surface ratio calculation, proposed and permissible;
 - ☐ o Floor area ratio calculation, proposed and permissible;
 - ☐ o Total number of parking spaces, required and provided; and
 - ☐ o Number of trees required to be protected, number of trees remaining on the site, and number of trees to be planted.

- ☐ Additional plans, documents, or reports that are necessary to support the application shall be submitted. Such plans, documents, or reports may include, but are not limited to:
 - ☐ o Subdivision Plats (subdivision plats shall contain the information set forth in Section 11.01.05.)
 - ☐ o Concurrency analysis (concurrency analysis reports shall contain the information set forth in Section 7.04.00.)
 - ☐ o Traffic analysis reports (requirements for traffic analysis reports are set forth in Section 11.01.06.)
 - ☐ o Parking studies (requirements for parking studies are set forth in Section 7.01.04.)
 - ☐ o Stormwater management plans (requirements for stormwater management plans are set forth in Section 7.03.00.)
 - ☐ o Environmental Impact Study (requirements for environmental impact studies are set forth by regional, State, and federal agencies with jurisdiction and in Chapter 3 of the LDC.)
 - ☐ o Tree Protection Plan (Section 4.05.09.)
 - ☐ o Landscape Plan (Section 4.05.00.)
 - ☐ o Lighting Plan (Section 3.05.00.), Section 7.01.04.B)
 - ☐ o Signage Plan (Section 5.03.00.)
 - ☐ o Proof of Ownership – provide a legal description, Property Identification Number (PIN) and a copy of the warranty deed.
- ☐ Concurrency analysis reports shall contain the information set forth in Section 7.04.00. Requirements for traffic analysis reports are set forth in Section 11.01.06. Requirements for parking studies
- ☐ • Any development application for development proposed within the Airport Overlay Zone established for the Fernandina Beach Municipal Airport shall provide confirmation of notification to the FAA as r

School Concurrency

New residential development is required to demonstrate compliance with school concurrency as regulated in the City of Fernandina Beach through the City of Fernandina Beach's Comprehensive Plan Intergovernmental Coordination Element and the Interlocal Agreement Amendment for Public School Facility Planning adopted by the City on May 21, 2019. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the City unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

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*

Charles

Applicant Last Name*

George

Today's Date*

5/30/2023

Upload Supporting Documentation*

N.pdf

Upload 2

Parking Lot E and Extension plans.pdf

Upload 3

Proposed South 2nd Street Parking spaces.pdf

Upload 4

No file chosen

Upload 6

No file chosen

Upload 5

No file chosen

Upload 7

No file chosen



DEPARTMENT OF PLANNING & CONSERVATION

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

19 TOTAL ADDITIONAL PARKING SPACES

NEW 10 VEHICULAR PARKING SPACES WITH WHEEL STOPS (asphalt millings)

RELOCATED PALM TREE REMOVED FROM PICNIC AREA

RELOCATE HISTORIC HORSE TROUGH & STEPS

EXISTING ADA PARKING SPACE TO REMAIN

9 ANGULAR (60°) ASPHALT PAVED VEHICULAR PARKING SPACES WITH WHEEL STOPS

40'x10.5' Rain Garden 3:1 ratio for side slope

REMOVE 3 EXISTING PALM TREES FOR RE-PLANTING AS DIRECTED BY CITY ARBORIST

REMOVE EXISTING DUMPSTER & FENCE ENCLOSURE

New stormwater manhole structure

Existing 6" line

Install a pop-up structure

Install 40' of 12" HDPE pipe

46 existing vehicle parking spaces
1 existing ADA vehicle parking spaces

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

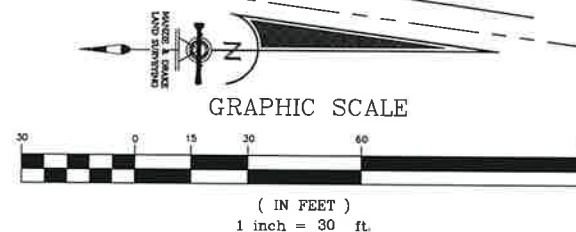
ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA), NASSAU COUNTY, FLORIDA, AS SHOWN ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 1-6, BLOCK 271, CITY OF FERNANDINA BEACH, LYING EASTERLY OF A LINE 25 FEET EASTERLY OF AND PARALLEL WITH THE CENTERLINE OF THE EASTERLY SET OF TRACKS OF THE C.S.X. RAILROAD.

LOTS 7-8, BLOCK 271, CITY OF FERNANDINA BEACH, LYING EASTERLY OF A LINE 25 FEET EASTERLY OF AND PARALLEL WITH THE CENTERLINE OF THE EASTERLY SET OF TRACKS OF THE C.S.X. RAILROAD AND WESTERLY OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 708, PAGE 523, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

LOTS 28-34, BLOCK 271, CITY OF FERNANDINA BEACH.

PREPARED FOR:
THE CITY OF FERNANDINA BEACH



THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-11, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.021, FLORIDA STATUTES.

MICHAEL A. MANZIE, P.L.S. 4069

PROPOSED PARKING-ADDITIONS PUBLIC PARKING LOT "E"

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5100 FAX (904) 491-5111
Certificate of Authorization Number "LB 7039"
"OUR SIGHTS ARE ON THE FUTURE,
SET YOUR SITES ON US."

SCALE: 1"=30' JOB NO.: 17280 DATE: 2/6/12 CADD: MKD Updated: 3/12/23
F.B. NO.: X-258 PAGE NO.: 4 FIELD CREW: JR FILE NO.: B-729

LEGEND
CL = CENTERLINE
E.C.P. = CONCRETE FLATWORK
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
O.R.B. = OFFICIAL RECORDS BOOK
T.D. = TELEPHONE PEDISTAL
T.P. = WOOD POWER POLE

TREE LEGEND
PT = PALM TREE
OK = OAK TREE
CH = CHERRY TREE

TREE DISCLAIMER:
SPECIES OF TREES HAVE BEEN IDENTIFIED TO THE BEST OF OUR KNOWLEDGE AND BELIEF; HOWEVER, MANZIE & DRAKE LAND SURVEYING WILL ASSUME NO LIABILITY, EXPRESSED OR IMPLIED, FOR THE CORRECTNESS OF SAID SPECIES IDENTIFICATION.

TREES HAVE BEEN LOCATED AS ACCURATELY AS POSSIBLE UNDER CURRENT CONDITIONS AND HAVE A POSITIONAL TOLERANCE OF APPROXIMATELY 2 TO 3 FEET. CRITICAL TREES SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.

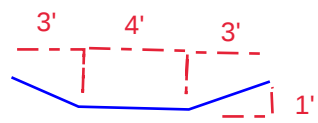
LINE TABLE					
LINE	LENGTH	BEARING			
L2	8.20	S62°20'23"E			
L3	1.57	S62°04'12"E			

CURVE TABLE					
CURVE	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	13°10'54"	437.36'	100.63'	S02°12'30"E	100.41'

SURVEY NOTES:

- 1) REPRODUCTIONS OF THIS SURVEY ARE NOT VALID UNLESS SEALED WITH AN EMBOSSED SURVEYOR'S SEAL.
 - 2) THERE MAY BE UNDERGROUND IMPROVEMENTS WHICH WE ARE NOT AWARE OF. EVERY ATTEMPT POSSIBLE HAS BEEN MADE TO MAKE THIS SURVEY AS ACCURATE AS POSSIBLE BASED ON ABOVE GROUND INDICATORS AS EVIDENCE OF UNDERGROUND UTILITIES AND LOCAL TESTIMONY. NO SUBSURFACE INVESTIGATION WAS PERFORMED.
 - 3) LANDS SHOWN HEREON WERE NOT ABSTRACTED BY THIS OFFICE FOR EASEMENTS, RIGHTS-OF-WAY, OWNERSHIP OR OTHER INSTRUMENTS OF RECORD.
 - 4) BEARINGS SHOWN HEREON ARE RELATIVE TO FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM 1983 / 1990.
 - 5) ELEVATIONS SHOWN HEREON ARE BASED ON THE NATIONAL GEODETIC VERTICAL DATUM OF 1929. THE SOURCE BENCHMARK IS U.S.G.S. (872-0030 TIDAL 36) (ELEV. 13.51). SITE BENCHMARKS ARE AS SHOWN.
 - 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) THIS FIRMS "CERTIFICATE OF AUTHORIZATION" NUMBER IS "LB 7039".
- COPYRIGHT © 2012 BY MANZIE AND DRAKE LAND SURVEYING

Swale/Rain Garden Details



Proposed Parking Spaces

- 9 asphalt spaces
- 3434 sqft of impervious area proposed
- 286 cf of retention required
- 300 cf of retention provided



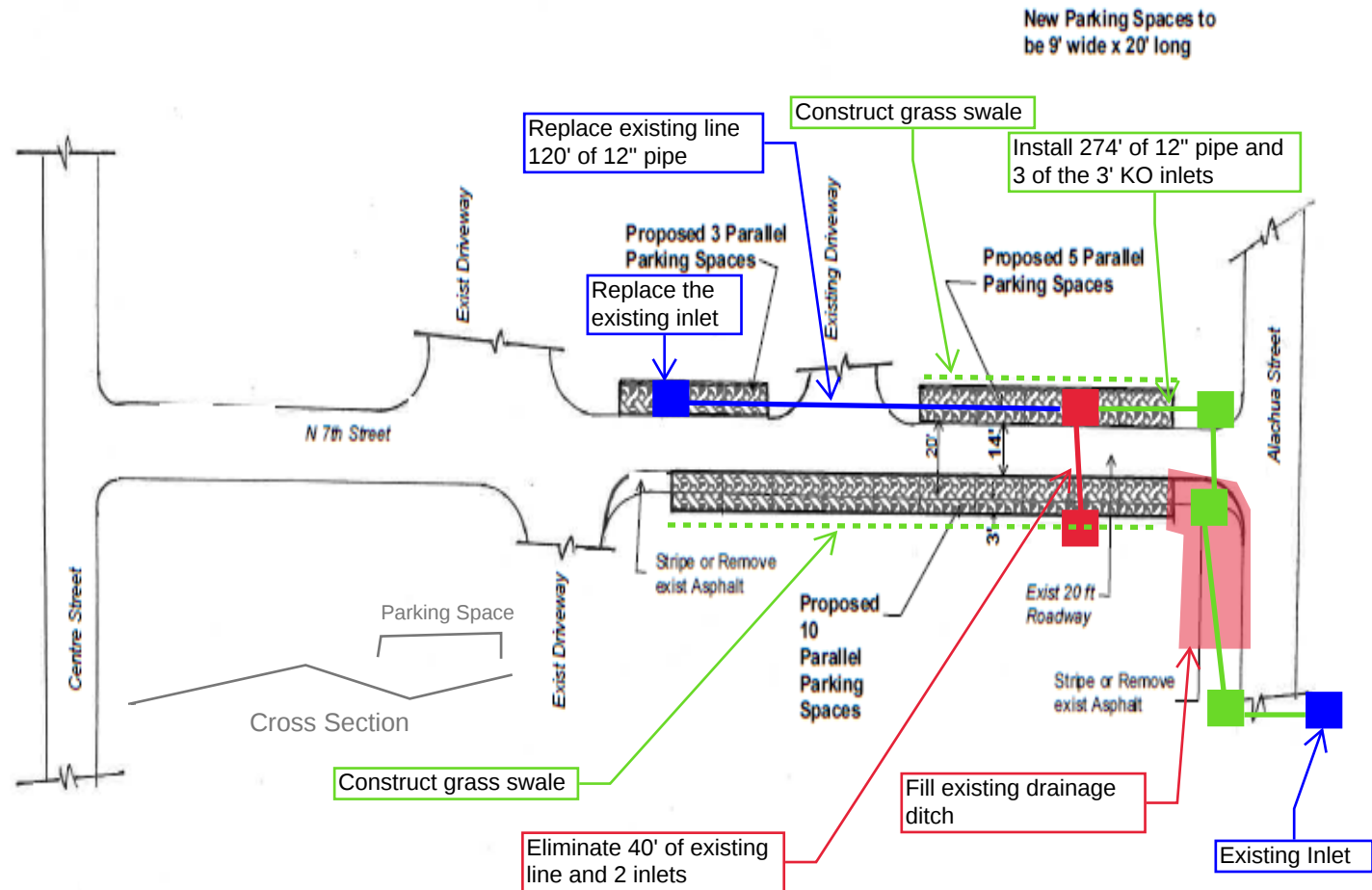
**PROPOSED NEW 10 SPACE PUBLIC PARKING AREA
SOUTH 2ND STREET & BEECH STREET**

North 7th

Drawing (CG)

Notes

-Improvements will be located within the existing 7th St R/W
-N 7th St from Alachua St and Centre St will be converted to one-way (South) and existing pavement converted to on-street parking



N 7TH STREET CONCEPTUAL NEW PARKING SPACES (18)



Charles George, Interim City Manager
204 Ash Street
Fernandina Beach, FL 32034

Sent Via Email to Project Team

Applicant Name: Charles George, City of Fernandina Beach
Project Description: Downtown Parking
Location:
TRC Case Number: TRC 2023-0033

Mr. George,

The City of Fernandina Beach received your request for site plan review on May 31, 2023. All submitted documents provided were routed to the Technical Review Committee (TRC). The comments provided as part of this site plan review are valid for six months from the date of issuance.

Please resubmit response documents to address each comment in a narrative form and through an amended site plan. The next available TRC meeting is Thursday, June 22, 2023, at 10 am. This project is currently scheduled to appear on the agenda. All reviewers will be present to discuss any questions you have concerning the comments provided herein.

If you have any questions, please contact us at TRCinfo@fbfl.city or 904-310-3480.

Sincerely,

Salvatore J. Cumella
Senior Planner | TRC Coordinator



TRC Reviewers: After reviewing proposed plans...

- If you have comments that need to be addressed in a resubmittal, please check the first box and enter comments in the bulletized list, **or**
- If you have no comments or the applicant has satisfactorily addressed all of your previous comments, please check the second box. This is your “sign off” for issuance of the Local Development Order (LDO) once all departments have signed off.
- Add name of reviewer and today’s date

1ST ROUND REVIEW COMMENTS:

PLANNING

☒ The Planning & Conservation Department has reviewed the submittal and noted the following comments:

NORTH 7TH STREET ROW

- FDOT standards apply (most recent edition of Florida Greenbook)
- Wetland delineation survey to verify potential wetlands – if wetlands are present, a 25’ buffer zone is required. *LDC 3.03.03 (B)(1)*

2ND STREET ROW

- City Roadway Standards apply, deviations from these standards must be approved by the City Commission (*LDC 7.01.02(B)2*),
- Wetland delineation survey to verify potential wetlands – if wetlands are present, a 25’ buffer zone is required. *LDC 3.03.03 (B)(1)*
- *LDC Section 4.05.07 (C)(1)* Perimeter Parking Landscape Required - 10ft

PARKING LOT E

- HDC approval required/any variances to be heard by HDC. *LDC 8.03.03(A)*
- Relocation of historic assets (Centre St horse trough and carriage steps) should be bundled with HDC approvals (board approval)
- If the dumpster and enclosure are being removed, are there additional parking spaces being added? Please account for additional parking
- 3 total ADA spaces to meet the minimum requirements per *2010 ADA Standards for Accessible Design (Table 208.2 Parking Spaces)*
- Add sidewalk to connect to adjoining development crossing through the parking area with crosswalk
- Provide on-street parking as consistent with adjoining areas
- Provide dimensions on parking and access, material types and legend
- All materials must be pervious. *CRA Design Guidelines (CRADG) 5.2 and 4.1*



- Access is too close to intersection on Ash Street
- *LDC Section 4.05.07 (C)(1) Perimeter Parking Landscape Required - 10ft*
- Provide landscape plan consistent with *CRADG 4.1*
- *Comprehensive Plan- 6.05* Open spaces shall be protected within urbanized areas for their aesthetic, health, environmental, and economic benefits.
- *CRADG 3.7 – City Hall Pocket Park* should be retained as public green space.
- Addition of millings could affect CRS – Open Space Preservation (*National Flood Insurance Program Community Rating System – Coordinator's Manual FIA 15/2017*)
- Recommendation: Include bike racks

OR

☐ All previous comments have been addressed and the Department of Planning & Conservation approves issuance of a local development order.

Name of Reviewer: Taylor Hartmann

Today's Date: Wednesday, June 14, 2023

BUILDING

- ☐ The Building Department has reviewed the submittal and noted the following comments:
- No Comments Received as of 6/15/2023

OR

☐ All previous comments have been addressed and the Building Department approves issuance of a local development order.

Name of Reviewer: First Last

Today's Date: Select Date

UTILITIES, STORMWATER, & STREETS

- ☐ The Public Works Department has reviewed the submittal and noted the following comments:
- Enter comments here

OR

☒ All previous comments have been addressed and the Public Works Department approves issuance of a local development order.

Name of Reviewer: Victoria Guadagnino

Today's Date: 06/13/2023



CODE ENFORCEMENT

☐ The Code Enforcement Department has reviewed the submittal and noted the following comments:

- No Comments Received as of 6/15/2023

OR

☐ All previous comments have been addressed and the Code Enforcement Department approves issuance of a local development order.

Name of Reviewer: First Last

Today's Date: Select Date

FIRE

☐ The Fire Department has reviewed the submittal and noted the following comments:

- Enter comments here

OR

☒ All previous comments have been addressed and the Fire Department approves issuance of a local development order.

Name of Reviewer: Jason Higginbotham

Today's Date: Monday, June 12, 2023