



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
OCTOBER 26, 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 the Minutes from the Regular Meeting of August 24, 2023.
- 5. DISCUSSION ITEMS**
- 6. NEW BUSINESS**
 - 6.1 **TRC 2023-0038 - MARK AKINS, RICE ARCHITECTS, AGENT FOR MICHAEL PINHO + KATHLEEN MORIARTY, 1015 LADIES STREET**
Change of Use - Residential Single-Family to Bed & Breakfast Inn.
- 7. OLD BUSINESS**
- 8. COMMITTEE BUSINESS**
 - 8.1 ADA Compliance and City Projects: Discussion led by City Attorney Bach
- 9. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR NOVEMBER 30, 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
AUGUST 24, 2023
10:00 AM
CITY HALL COMMISSION CHAMBERS**

1. CALL TO ORDER 10:03 AM

2. ROLL CALL

MEMBERS PRESENT:

David Neville (Arborist/Urban Forester)
Jimmy Parr (Building)
Daphne Forehand (Planning)

Andre Desilet (Utilities/Stormwater/Street)
Victoria Guadagnino (Stormwater/Street/Utilities)
Sal Cumella, Chair (Historic Preservation)

MEMBERS ABSENT:

Jason Higginbotham (FIRE)

Michell Forstrom (Code Enforcement)

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes from the Regular Meeting of July 27, 2023.

ACTION TAKEN: A motion was made, by Member Guadagnino, seconded by Member Forehand, to approve the Minutes for the Regular Meeting of July 27, as presented.

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

4.2 Approval of Minutes from the Regular Meeting of June 22, 2023.

ACTION TAKEN: A motion was made, by Member Guadagnino, seconded by Member Forehand, to approve the Minutes for the Regular Meeting of June 22, 2023, as presented.

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

5. NEW BUSINESS

5.1 **TRC 2023-0036 - CARLOS ABACA, AGENT FOR RACHRIDGE LLC., 115 CENTRE STREET** Site Plan Review to construct stage platform in rear, install new wood ramp, and install new electrical.

Mr. Charlie Abaca, agent for Rachridge LLC, was present to address comments.

Member Forehand mentioned a reminder about any lighting to be shielded away from residential areas and for the applicant to provide the height of the stage structure. She also asked for additional details regarding the ADA access ramp. Member Neville noted that 4 trees should be planted or be in containers. Mr. Abaca noted that some of these comments have already been addressed within revised plans provided earlier in the week. Member Parr had no comments and there were no comments from Fire and Code Enforcement.

DRAFT

5.2 **TRC 2023-0037 - SADLER ROAD PARTNERS, LLC, 1852 SADLER ROAD**
Site Plan Review for proposed lodging development with future outparcels.

Mr. Chuck Welsh and an associate were present to address comments.

Member Neville mentioned that a revision is needed for the number of trees and the 10ft of landscaping buffer in the front. Member Forehand spoke of alternative paver materials and noted that any lighting should be shielded. She also commented on signage and waste disposal.

Member Guadagnino commented on meter sizes, backflows and fire protection.

Member Forstrom from Code Enforcement was absent but there were comments about the location of totes on Will Hardee. Comments from Fire included the need for the location of u/g fire line, backflow preventer, and FDC for the hotel's fire suppression system.

Next step is to submit a 2nd review with all revisions.

- 6. **OLD BUSINESS**
- 7. **COMMITTEE BUSINESS**
- 8. **ADJOURNMENT 10:17 AM**

Sylvie McCann, Recording Secretary

Salvatore Cumella, Chair

Online Form Submittal: Technical Review Committee: Application

noreply@civicplus.com <noreply@civicplus.com>

Mon 9/18/2023 6:35 PM

To:TRC Info <trcinfo@fbfl.city>

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Technical Review Committee: Application

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.
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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:	<i>Field not completed.</i>
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The LDC is available for review at	www.fbfl.us/LDC
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Application Requirements	<i>Field not completed.</i>
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Key Contacts

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

PROJECT INFORMATION

Submission Type	Initial Submittal
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NOTICE

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

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

Site Address	1015 Ladies Street
City	Fernandina Beach
State	Florida
Zip	32034
Parcel ID #(s)	000031158000190030
Lot	Lot 3 & 4
Block	19
Subdivision	Old Town
Zoning District	OT-2
Future Land Use Designation	High Density Residential
Overlay District	Old Town
Size of Property (acres)	.15
Present Property Use	residential
Wetlands	No
Flood Zone	X, area of minimal flood hazard
Coastal Construction Control Line (CCCL)	No

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name	Michael and Kathleen
Last Name	Pinho
Company (if applicable)	<i>Field not completed.</i>
Mailing Address	2125 Salt Myrtle Lane
City	Fleming Island
State	FL
Zip	32003

Telephone Number	9045358434
Email Address	mep@onemain.com
OWNER'S AGENT	
<i>If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included</i>	
First Name	Mark
Last Name	Hakin
Company (if applicable)	Rice Architech
Mailing Address	961687 Gateway Blvd STE 201H, Fernandina Beach, FL 32034
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	(904) 491-0072
Email Address	mhakins@ricearchitect.com
PROJECT INFORMATION	
Project Type	Change of Use
Project Name	1015 Ladies Street
Proposed Access Road	14th N and Ladies Street
Rd Maintenance Jurisdiction	Unimproved ROW
Project Estimated Cost	\$5000.00
Description of Request	Convert small residential home to 2 room Bed and Breakfast
Site Plan Review Checklist	<i>Field not completed.</i>
School Concurrency	
<i>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.</i>	
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	Michael
Applicant Last Name	Pinho
Today's Date	9/18/2023
Upload Supporting Documentation	PP01 - PINHO BNB ALTERATIONS _ LIFESAFETY - FL.pdf
Upload 2	<i>Field not completed.</i>
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>
Upload 5	<i>Field not completed.</i>
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>

DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach, FL 32034 | 904 310-3480 |
www.fbfl.us/planning

Email not displaying correctly? [View it in your browser.](#)

PRICING SET / NOT FOR CONSTRUCTION (08/23/2023)

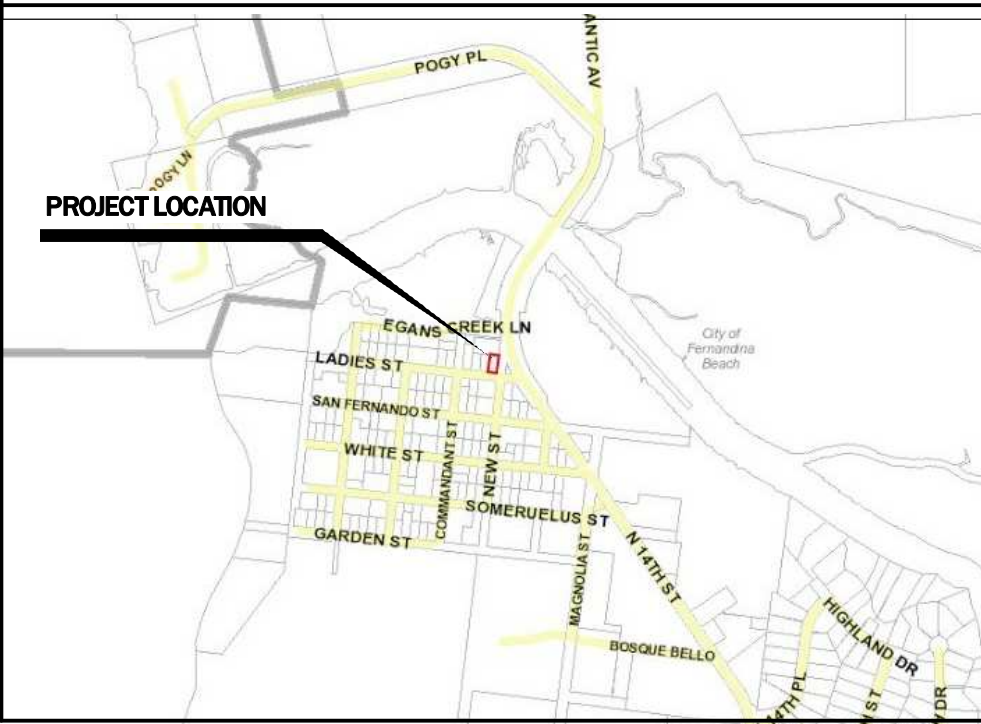
PINHO BNB CONVERSION

1015 LADIES ST FERNANDINA BEACH 32034

SCOPE OF WORK
DESCRIPTION OF WORK B&B CONVERSION
CODE & COMPLIANCE DATA
2020 FLORIDA BUILDING CODE - RESIDENTIAL, 7TH EDITION 2020 FLORIDA EXISTING BUILDING CODE, 7TH EDITION 2020 FLORIDA BUILDING CODE - MECHANICAL, 7TH EDITION 2020 FLORIDA BUILDING CODE - PLUMBING, 7TH EDITION ASCE 24-14 FLOOD RESISTANT DESIGN & CONSTRUCTION NATIONAL ELECTRIC CODE, 2017 EDITION 2020 FLORIDA BUILDING CODE, 7TH EDITION
OCCUPANCY GROUP: UNCHANGED
OCCUPANCY LOAD: UNCHANGED
FLOOD ZONE: X BFE: N/A
PROPOSED ELEV. OF 1st HABITABLE FLOOR: UNCHANGED
PROPOSED ELEV. OF GROUND SLAB: UNCHANGED
PROPOSED ELEV. OF ADJACENT GRADE: UNCHANGED
ZONING: OT-2 ADJACENT ZONING: OT-2
SETBACKS/ FRONT: 5'-0" SIDE: 5'-0" REAR: 5'-0"
PROPOSED STRUCTURE HEIGHT: UNCHANGED
NUMBER OF STORIES: UNCHANGED
SITE GROSS S.F.: 4,375 sf
BUILDING FOOTPRINT: 1882 sf
PERCENT OF LOT COVERAGE: 43%
CONSTRUCTION TYPE: TYPE V COMBUSTIBLE MATL
LEVEL OF ALTERATION: N/A
TOTAL UNDER ROOF:

WIND ZONE INFORMATION
WIND ZONE: 128 MPH EXPOSURE D
WIND BORNE DEBRIS ZONE: NO RISK CATEGORY: 2.0
ENCLOSURE: FULLY ENCLOSED ALL WINDOWS AND DOORS DESIGNED FOR 40 PSF MIN

DRAWING SHEET INDEX
A0.0 COVER SHEET
A0.1 GENERAL NOTES
A0.2 SITE PLAN & SITE NOTES
A1.0 FLOOR PLANS
A2.0 EXTERIOR ELEVATIONS

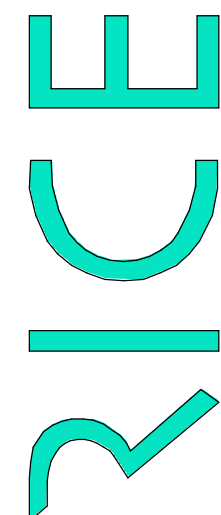
VICINITY MAP


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SECTION 1606 FL BLDG
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AR 17749

#	DATE	COMMENT



RICE
ARCHITECT

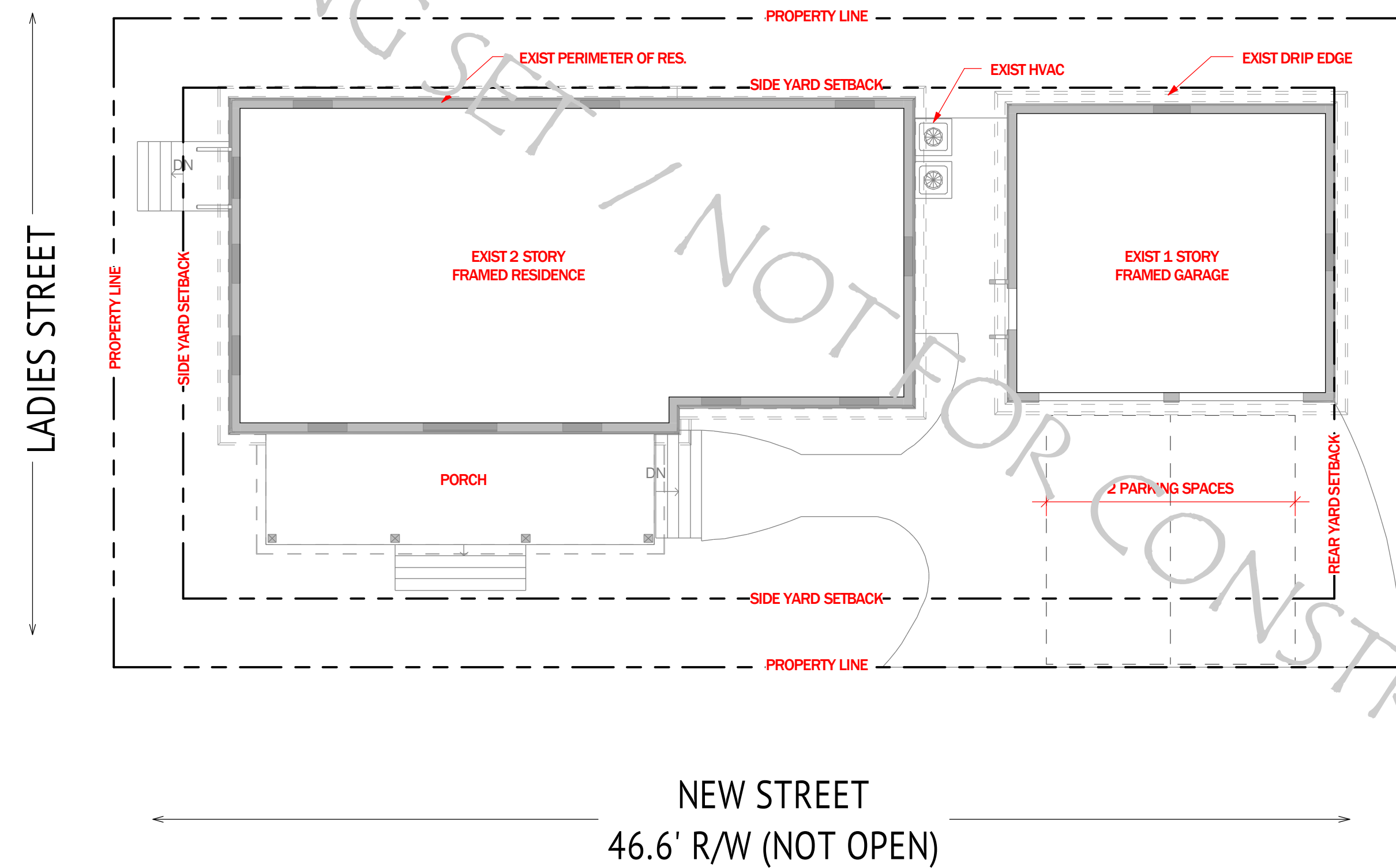
L.L.C. 961687 Gateway Blvd, Suite 201 Ft. Amelia Island, FL 32034 P:904-491-0072

PINHO BNB CONVERSION
1015 LADIES ST FERNANDINA
BEACH 32034

PROJECT: 23025.0
DATE: 08/23/2023
DRAWN BY: MHA/JAV

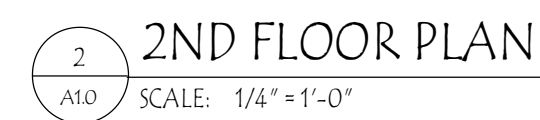
DESCRIPTION:
COVER SHEET

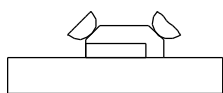
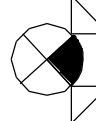
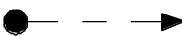
SHEET:
A0.0



A0.2

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



<u>LIFE SAFETY LEGEND</u>	
	EMERGENCY LIGHTING UNIT, 90 MIN. BATTERY BACK UP
	EXIT SIGN/EMERGENCY LIGHTING UNIT COMBO, 90 MIN. BATTERY BACK UP
	EXIT SIGN 90 MIN. BATTERY BACK UP
	EGRESS PATH
	FIRE ALARM PULL STATION
	SMOKE/CO2 DETECTOR
	RECESSED FIRE EXTINGUISHER
	FIRE ALARM AUDIO VISUAL

A1.0

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



3 NORTH ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



1 SOUTH ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



2 EAST ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



4 WEST ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"

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#	DATE	COMMENT

RICE ARCHITECT
L.L.C. 961687 Gateway Blvd, Suite 201 H, Amelia Island, FL 32034 P:904-491-0072

PINHO BNB CONVERSION
1015 LADIES STERNANDINA
BEACH 32034

PROJECT: 23025.0
DATE: 08/23/2025
DRAWN BY: MHA/JAV

DESCRIPTION:
EXTERIOR ELEVATIONS

SHEET:
A2.0

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



September 29, 2023

Mark Akins
Rice Architect
961687 Gateway Blvd STE 201 H
Fernandina Beach, FL 32034

Sent Via Email to Project Team

Applicant Name: **Mark Akins**
Project Description: **Change of Use – Single Family to Bed and Breakfast Inns**
Location: **1015 Ladies Street**
PIN(s): **00-00-31-1580-0019-0030**
TRC Case Number: **TRC 2023-0038**

Mr. Akins,

The City of Fernandina Beach received your request for site plan review on September 18, 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, October 26, 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,

Kelly N. Gibson, AICP
Director of Planning and Conservation

**1ST ROUND REVIEW COMMENTS:****PLANNING**

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

- Provide parking details. LDC 6.02.06(G) – One (1) space per bedroom provided off street and all required parking spaces shall be located to the side or rear of the principal structure. **SEE A0.2**
- LDC 6.02.06(B) – The owner of the bed and breakfast shall reside in the inn. **SEE SHEET A1.0**
- LDC 6.02.06(H) – One (1) sign permissible: sign area shall not exceed eight (8) sq. ft., sign shall have color design and materials consistent with the color design and materials of b&b, sign shall not be illuminated, sign shall only be a monument sign or a building mounted sign **THERE WILL BE NO SIGNAGE**
- Ok with trees. Dn 9/19/23

OR

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

Name of Reviewer: Daphne Forehand

Today's Date: Select Date Friday, September 29, 2023

BUILDING

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

- Enter comments here

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:

- Backflow preventor will be required. **NOTED ON PLANS SHEET A0.2**
- Once the plan is approved, please put in an application to pay the additional Capacity Fee.



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: Friday, September 29, 2023

CODE ENFORCEMENT

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

- Enter comments here

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:

- No comments or concerns from fire.

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: Friday, September 29, 2023

PINHO BNB CONVERSION

1015 LADIES ST FERNANDINA BEACH 32034

SCOPE OF WORK

DESCRIPTION OF WORK
B&B CONVERSION

CODE & COMPLIANCE DATA

2020 FLORIDA BUILDING CODE - RESIDENTIAL, 7TH EDITION
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2020 FLORIDA BUILDING CODE - MECHANICAL, 7TH EDITION
2020 FLORIDA BUILDING CODE - PLUMBING, 7TH EDITION
ASCE 24-14 FLOOD RESISTANT DESIGN & CONSTRUCTION
NATIONAL ELECTRIC CODE, 2017 EDITION
2020 FLORIDA BUILDING CODE, 7TH EDITION

OCCUPANCY GROUP: UNCHANGED

OCCUPANCY LOAD: UNCHANGED

FLOOD ZONE: X BFE: N/A

PROPOSED ELEV. OF 1st HABITABLE FLOOR: UNCHANGED

PROPOSED ELEV. OF GROUND SLAB: UNCHANGED

PROPOSED ELEV. OF ADJACENT GRADE: UNCHANGED

ZONING: OT-2 ADJACENT ZONING: OT-2

SETBACKS / FRONT: 5'-0" SIDE: 5'-0" REAR: 5'-0"

PROPOSED STRUCTURE HEIGHT: UNCHANGED

NUMBER OF STORIES: UNCHANGED

SITE GROSS S.F.: 4,375 sf

BUILDING FOOTPRINT: 1882 sf

PERCENT OF LOT COVERAGE: 43%

CONSTRUCTION TYPE: TYPE V COMBUSTIBLE MATL

LEVEL OF ALTERATION: N/A

TOTAL UNDER ROOF:

WIND ZONE INFORMATION

WIND ZONE: 128 MPH EXPOSURE D

WIND BORNE DEBRIS ZONE: NO RISK CATEGORY: 2.0

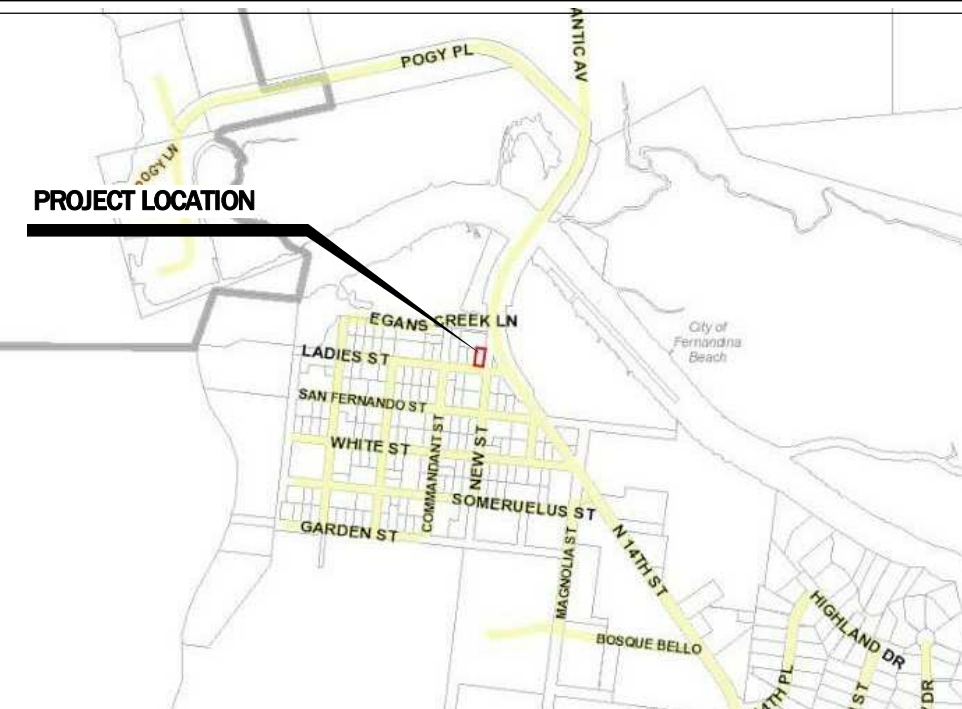
ENCLOSURE: FULLY ENCLOSED
ALL WINDOWS AND DOORS DESIGNED FOR 40 PSF MIN

DRAWING SHEET INDEX

A0.0	COVER SHEET
A0.1	GENERAL NOTES
A0.2	SITE PLAN & SITE NOTES
A1.0	FLOOR PLANS
A2.0	EXTERIOR ELEVATIONS

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY [LICENSEE, RA OR RL] ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

VICINITY MAP



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#	DATE	COMMENT

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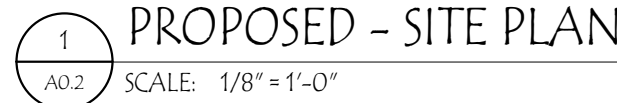
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1015 LADIES ST FERNANDINA BEACH 32034

PROJECT: 23025.0
DATE: 10/09/2023
DRAWN BY: MHA/JAV

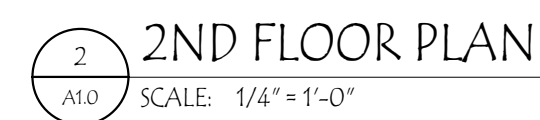
DESCRIPTION:
COVER SHEET

SHEET:
A0.0

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



EGRESS CAPACITY		
DOOR	Width	EGRESS CAPACITY
2	30"	150
3	36"	180
TOTAL:		330

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[illegible]

RICE
ARCHITECT

961687 Gateway Blvd., Suite 201 Ft. Meade, FL 32054 P. 904-491-0072
L.L.C.

PINHO BNB CONVERSION
1015 LADIES ST
STERNANDINA
BEACH 32034

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL

PROJECT:	23025.0
DATE:	10/09/2023
DRAWN BY:	MHA/JAV

DESCRIPTION:
FLOOR PLANS

SHEET:

A1.0



3 NORTH ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



1 SOUTH ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



2 EAST ELEVATION - PROPOSED
A2.0 SCALE: 3/16" = 1'-0"



4 WEST ELEVATION - PROPOSED
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1015 LADIES STERNANDINA
BEACH 32034

PROJECT: 23025.0
DATE: 10/09/2023
DRAWN BY: MHA/JAV

DESCRIPTION:
EXTERIOR ELEVATIONS

SHEET:

A2.0

PROJECT STATUS: CONSTRUCTION DOCUMENTS / NOT VALID WITHOUT SEAL



Mark Akins
Rice Architect
961687 Gateway Blvd STE 201 H
Fernandina Beach, FL 32034

Sent Via Email to Project Team

Applicant Name: **Mark Akins**
Project Description: **Change of Use – Single Family to Bed and Breakfast Inns**
Location: **1015 Ladies Street**
PIN(s): **00-00-31-1580-0019-0030**
TRC Case Number: **TRC 2023-0038**

Mr. Akins,

The City of Fernandina Beach received your request for site plan review on October 12, 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, October 26, 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,

Daphne Forehand
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

2ND ROUND REVIEW COMMENTS:

PLANNING

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

-

OR

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

Name of Reviewer: Planning Staff

Today’s Date: Thursday, October 19, 2023

BUILDING

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

- No comments received as of 10/19/2023.

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:

- No comments received as of 10/19/2023.

OR

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

Name of Reviewer: First Last

Today’s Date: Select Date

CODE ENFORCEMENT



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

- No comments received as of 10/19/2023.

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:

- No comments or concerns.

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: Thursday, October 12, 2023