



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
FEBRUARY 14, 2024
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of Minutes of the Regular Meeting of November 8, 2023.
 - 3.2 Approval of the Minutes for the Regular Meeting of December 13, 2023.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 PAB 2024-0001 - LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS TO ADDRESS REDEVELOPMENT OF SUBSTANDARD LOTS OF RECORD**

CITY OF FERNANDINA BEACH REQUESTS LAND DEVELOPMENT CODE TEXT AMENDMENTS TO ADD DEFINITIONS AND TO CLARIFY PROCESSES FOR DEMOLITION OF STRUCTURES ON COMBINED LOTS AND CONSTRUCTION OF STRUCTURES ON COMBINED LOTS BY ALLOWING FOR PROPERTY SEPARATION WHEN SUCH RESULTING LOT IS 50 FEET OR GREATER. REQUESTED LDC TEXT AMENDMENTS SPECIFICALLY ADD DEFINITIONS IN SECTION 1.07.00 (ACRONYMS AND DEFINITIONS), AMENDS LANGUAGE IN SECTION 1.03.04 DEMOLITION OF STRUCTURES ON SUBSTANDARD LOTS, AND AMENDS LANGUAGE SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS.
- 6. BOARD BUSINESS**
 - 6.1 Election of Chair and Vice Chair (Annually Required LDC Section 9.01.03)
- 7. STAFF REPORT**
 - 7.1 Projects Update
 - 7.2 Staffing Update
 - 7.3 2023 Administrative Reviews Report
 - 7.4 Annual Sunshine Law and Ethics Training - Friday, March 15, 2024 - 2 times available 8am-noon or 1:00pm - 5:00pm

Please attend one.

8. PUBLIC COMMENT

9. ADJOURNMENT

NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 13, 2024.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
NOVEMBER 8, 2023
5:00 PM
CITY HALL COMMISSION CHAMBERS**

1. CALL TO ORDER / ROLL CALL 5:00 PM

DETERMINATION OF QUORUM

MEMBERS PRESENT:

Victoria Robas (Chair)
Mark Bennett
Nick Gillette

Peter Stevenson (Vice-Chair)
Richard Doster

MEMBERS ABSENT:

Barbara Gingher

John Boylan

OTHERS PRESENT:

Daphne Forehand, City Planner
Tammi Bach, City Attorney
Taylor Hartmann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Special Meeting of September 27, 2023.

Vice-Chair Stevenson asked for two sentences to be clarified. Chair Robas also asked for clarification in one paragraph.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson seconded by Member Bennett to approve PAB Minutes from September 27, 2023, as amended.

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

3.2 Approval of Minutes for the Regular Meeting of October 11, 2023.

Vice-Chair Stevenson noted a correction under Section 5.1 about 1/3 of the way down, last sentence. Chair Robas also asked for a clarification under the same Section 5.1.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson seconded by Member Gillette to approve PAB Minutes from October 11, 2023, as amended.

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

4. OLD BUSINESS

5. NEW BUSINESS

- 5.1 **PAB 2023-0051 - FUTURE LAND USE AND ZONING MAP AMENDMENT - 1310 ELM STREET - RE-ASSIGNMENT OF FUTURE LAND USE MAP CATEGORY FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO RECREATION (REC) AND FROM A ZONING CATEGORY OF MEDIUM DENSITY RESIDENTIAL (R-2) TO RECREATION (REC) FOR CITY OWNED PROPERTY TOTALING APPROXIMATELY 0.92 ACRES OF LAND.**

Ms. Forehand presented the Staff Report analysis and recommended approval.

Member Gillette stated that he had previously contacted staff and researched the deeds for the subject property. He also wanted to confirm that there is a buffer.

Public Hearing was opened.

Reverend Thompson, 1311 Beech Street, spoke in favor of the request.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson, seconded by Member Gillette, to recommend approval of PAB case 2023-0051 to the City Commission as per the Staff recommendation; AND that PAB case 2023-0051 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken and being all Ayes, passed.

- 5.2 **PAB 2023-0052 - FUTURE LAND USE AND ZONING MAP AMENDMENT - BLOCK 169 LOTS 1, 2, 31, 32 INDIGO STREET - RE-ASSIGNMENT OF FUTURE LAND USE MAP CATEGORY FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO RECREATION (REC) AND FROM A ZONING CATEGORY OF MEDIUM DENSITY RESIDENTIAL (R-2) TO RECREATION (REC) FOR CITY OWNED PROPERTY TOTALING APPROXIMATELY 0.23 ACRES OF LAND.**

Ms. Forehand presented the Staff Report analysis and recommended approval.

Public hearing was opened.

Thomas Morris, 1204 Fir Street, spoke about the importance of providing facilities for the City's youth and also suggested that perhaps the subject property could be donated to a non-profit organization.

Ruby Baker, Pastor at New Jerusalem Holiness, 816 S. 10th Street, spoke in favor of the request.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson seconded by Member Doster to recommend approval of PAB case 2023-0052 to the City Commission as per the Staff recommendation; AND that PAB case 2023-0052 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

Vote upon passage of the motion was taken and being all Ayes, passed.

Member Gillette asked if the City Commission would consider donating the subject property to the Housing Authority.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Vice-Chair Stevenson, to recommend that the property located at Block 169, lots 1, 2, 31, 32 be donated to the Housing Authority, for their ownership, use, and maintenance, upon their willingness to accept this offer.

Vote upon passage of the motion was taken and being all Ayes, passed.

6. BOARD BUSINESS

Chair Robas asked City Attorney Bach for clarification on a topic that was discussed at the November 7, 2023, City Commission, regarding the State Statute 1.71.044 regarding Voluntary Annexation.

7. STAFF REPORT

- 7.1 Update following the October 25th, 2023, Joint Meeting of the City Commission and Planning Advisory Board on Land Development Code Sections 1.03.04 and 1.03.05.

Ms. Bach expanded on the process of how the City Commission' new directions will be implemented at the PAB's level.

8. PUBLIC COMMENT

Kim Wolford, 1315 Broome Street, presented a hypothetical scenario related to LDC Sections 1.03.04 and 1.03.05 and asked that City Attorney Bach answer questions. Ms. Bach conveyed information regarding the impact of these code sections on this scenario.

Taina Christner, 406 Beech Street, also touched on questions regarding Airbnb.

Margaret Kirkland, 1377 Plantation Point Drive, asked Staff about when and where would the next Vulnerability meeting be taking place. Staff will research and convey that information.

9. ADJOURNMENT 5:55

Taylor Hartmann, Recording Secretary

Victoria Robas, Chair



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 13, 2023
CITY HALL CHAMBERS**

1. CALL TO ORDER 5:02

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Victoria Robas (Chair)	Peter Stevenson (Vice-chair)
Barbara Gingher	John Boylan
Richard Doster	Nick Gillette
Mark Bennett	

MEMBERS ABSENT:

None

OTHERS PRESENT:

Tammi Bach, City Attorney
Daphne Forehand, City Planner
Taylor Hartmann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

- 3.1 Approval of Minutes from the City Commission + Planning Advisory Board Joint Workshop from October 25, 2023.

Chair Robas noted 4 corrections in item 4.

ACTION TAKEN: A motion was made by Member Gingher, seconded by member Stevenson, to approve the minutes with the noted amendments.

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

- 3.2 Approval of Minutes from the Regular Meeting of September 13, 2023.

Member Stevenson noted that under item 5.1 PAB 2023-0047, clarification is needed that Member Gillette recused himself from voting.

ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Gillette to approve the minutes with the noted amendments.

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

4. OLD BUSINESS

4.1 PAB 2023-0043 - ELIZABETH MOORE, AGENT FOR PLLUMI INVESTMENTS LLC, 766 KENNETH COURT

Request for annexation and re-assignment of the Nassau County future land use map category and zoning district from Medium Density Residential, Residential Mixed to City of Fernandina Beach Medium Density Residential (MDR) and Residential Low Medium (RLM) zoning district for property totaling approximately 0.92 acres of land.

Ms. Forehand presented the Staff Report analysis and recommended approval of the voluntary annexation with an assignment of the Low Density Residential (LDR) FLUM category, and R-1 Zoning District.

Elizabeth Moore, 1617 San Marco Blvd., agent for the applicant, explained the specifics of the principal properties and the neighboring parcels. She spoke of the neighboring parcels Land Use and Zoning maps from Nassau County and City of Fernandina Beach and provided some comparisons. She noted that the character of the street is slowly changing. She summarized by stating that this is a unique property in a unique situation and voiced concern about the replat process and its requirements regarding infrastructure, streetlights, and waste management.

Member Doster spoke about the impact this project would have on the imminent change of character of the neighborhood.

Members discussed the low-density zoning of R-1 impacting the existing neighborhood. Ms. Moore noted that the R-1 zoning would help the transition with existing adjacent commercial zoning. Member Gillette disagreed and commented that this may introduce a land use that is not compatible to the southern commercial zoning.

Public Hearing was opened.

Laurie Hemke, 751 Barrington Drive, spoke in favor of a low-density zoning designation.

Vanneza Stubbs, 744 Kenneth Court, spoke in support of Staff's recommendation, of stormwater issues, and of the potential loss of green space.

William Zielinsky, 786 Barrington Drive, spoke of the traffic currently affecting the area, and spoke against increasing the density of the neighborhood.

Jack Ember, 1003 Broome Street, spoke in favor of Staff's recommendation.

Margaret Kirkland, 1377 Plantation Point Drive, spoke on behalf of Conserve Nassau and in support of Staff's analysis and recommendations. She provided a presentation touching on density, impervious surface levels, loss of tree canopy, and wetlands.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Doster, to recommend DENIAL of PAB case 2023-0043 to the City Commission; AND that PAB case 2023-0043 as presented is NOT sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

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

ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson, to recommend approval of PAB case 2023-0043 to the City Commission regarding a voluntary annexation into the City of Fernandina Beach with a FLUM category of Low Density and R-1 Zoning District; AND that PAB case 2023-0043 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

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Member Gillette commented that this may not be the best place to introduce single family residential because of the southern zoning of commercial.

Vote upon passage of the motion was taken by ayes and nays, as follow:

Member Bennett	Aye
Member Gingher	Aye
Member Boylan	Aye
Member Doster	Aye
Member Gillette	Nay
Vice-Chair Stevenson	Aye
Chair Robas	Aye

Motion carried.

5. NEW BUSINESS

There were no New Business items to discuss.

6. BOARD BUSINESS

6.1 *Board discussion: Minimum acreage requirements to establish a PUD.

Members discussed the advantage of possibly making changes to the Comprehensive Plan regarding the minimum acreage required to create a PUD. Member Gillette suggested changing the minimum to 2 acres. Member Gillette and Member Stevenson provided examples of such development that held smaller acreage.

Member Doster suggested that a look at architectural designs could be added to the review of the PUD decision-making process. Ms. Forehand stated that there is a Florida Statute that prohibits Boards to regulate architectural designs, except in historic districts. She added that there are many other ways to balance the final approved result aside from regulating the architectural design.

Members suggested that Staff prepare a list of existing parcels of up to 2 acres in size in order for the Board to assess possible density of those parcels upon development.

Chair Robas noted that a PAB staff report from the October 11, 2023 meeting, and presented to the City Commission, had incorrect Comprehensive Plan references. She is inquiring whether the staff report template could have some sections modified and customized by Staff, depending on cases being presented.

Chip Ross, Commissioner, 210 N. 3rd Street, stated that when he reads application for annexation packets, referred by the PAB, his primary concern is the cumulative impact of additional annexations.

Members continued speaking about density and suggested that this may be the time to really look at concurrency and provide an analysis of the impact of a development, by departments, and include that information within the Staff Report. Staff welcomed the idea.

Margaret Kirkland, 1377 Plantation Point Drive, spoke on creating outreach to the residents of the island in order to open discussions and allow them the opportunity to voice their concerns and provide suggestions in regarding to capacity and development on the island.

Chair Robas suggested that there could be more discussions on the possible impact of the Live Local act on future new development applications. Ms. Forehand commented that this legislative act is fairly new and she could include analysis on potential impact it may have on any commercial or mixed use properties. She also noted that they are still in the learning process.

Chair Robas suggested that she would like to see annexation applications being presented in three separate cases, Annexation, FLUM, and Zoning, and that the board would vote in 3 separate recommendations. Lastly, she

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suggested that at the next meeting there could be a Live Local Act discussion item.

7. STAFF REPORT

Ms. Forehand noted that discussions regarding the review of text amendments recommended by the City Commission would take place at the next meeting.

8. PUBLIC COMMENT

No parties wished to speak.

9. ADJOURNMENT 7:15 PM

Taylor Hartmann, Recording Secretary

Victoria Robas, Chair

1.07.00 Definitions and Acronyms

Building site means a piece of land, either currently in use or allocated for development, intended to host main structures, accessory structures, and associated allowable uses.

Parcel means a tract of land described by meets and bounds or plat.

Platted Lot of Record means a lot that is part of a recorded subdivision.

Principal Residential Structure refers to the main dwelling unit on a residential or mixed-use parcel. It serves as the primary structure housing individuals or families and is distinguished from permissible accessory structures. Principal residential structures must be established before constructing any permissible accessory structures.

Substandard lot means any lot lawfully existing at the time of adoption of this code, but not in conformance with the current dimensional and/or area provisions.

1.03.03 Lots of Record

One dwelling unit may be constructed on a substandard, platted lot of record in a residential or mixed-use zoning district.

NO CHANGES- reference only, see also Comp Plan policy 1.05.04

1.03.04 Demolition of Structures on Substandard Lots

~~A. Applicability. Except as may be provided hereinafter to the contrary, in connection with replats, subdivisions, specific regulations, and specifically described lots or parcels of land, all buildings or structures located in the R-1, R-2, RLM, and R-3 zoning districts shall be constructed or erected upon a building site containing at least one (1) platted lot. Such building site shall have a minimum street frontage of fifty (50) feet.~~

~~B. Building site requirements. Wherever there may exist a single-family residence(s), duplex building(s), or any lawful accessory building(s) or structure(s) which was heretofore constructed on property containing one (1) or more substandard platted lots or portions thereof, such substandard lot or lots shall thereafter constitute only one (1) building site. No permit shall be issued for the construction of more than one (1) single-family residence. Such structures shall include, but not be limited to, swimming pools, tennis courts, walls, fences, or other at-grade or aboveground improvements.~~

~~C. Removal of buildings. If a single-family residence or duplex building which exists on more than one (1) substandard lot is voluntarily demolished or removed, no permit shall be issued for the construction of more than one (1) building on the building site.~~

1.03.05 Construction or Demolition of Structures on Combined Lots

~~A. In order to maintain open space, visual corridors, neighborhood character, property values and visual attractiveness of residential areas, wherever there may exist a single-family detached residential unit or, a duplex structure or any auxiliary building or structure, including but not limited to, swimming pools, or any other improvement which was heretofore constructed on~~

~~property containing one or more platted lots or portions thereof (excluding walls or fences), such lots thereafter constitute one building site and must be considered the “lot of record”, and no permit will be issued for the construction of more than one residential dwelling unit on the site. All construction on the building site must comply with all existing zoning and density requirements.~~

~~B. The demolition or removal of any residence or structure, whether voluntary or involuntary, does not have the effect of changing the establishment of the building site.~~

~~C. A change from the foregoing provisions for the purpose of establishing building sites, or separation of building sites requires supermajority approval by the Board of Adjustment in accordance with the variance approval process contained in Section 10.02.00 in a quasi-judicial hearing at which all interested persons will be afforded an opportunity to be heard.~~

1.03.04 Redevelopment of Residential Substandard Lots of Record

A. Applicability. These regulations aim to preserve open space, visual corridors, neighborhood character, property values, and the visual appeal of residential areas within the R-1, R-1G, R-2, RLM, and R-3 zoning districts. The following regulations do not apply to new subdivision plats, subdivision replats, minor subdivisions, lot line adjustments, or other specific regulations. Substandard platted lots of record and/or portions of platted lots totaling less than 50 feet in width are consolidated into a single building site under the following conditions:

1. A principal residential structure (such as a single family detached home, townhome, duplex, triplex, or multi-family structure) is constructed to extend across one or more platted lots and/or portions of platted lots totaling less than 50 feet in width as measured from the adjoining public or private right-of-way frontage.
 - a. Only the principal residential structure combines substandard lots of record into a single building site. Ancillary improvements on the same building site, such as detached accessory structures, detached accessory dwellings, open air decks, balconies, staircases, swimming pools, tennis courts, walls, fences, stormwater improvements, or other at-grade or aboveground improvements do not combine substandard lots into a single building site.
 - b. Non-residential structure(s) do not combine substandard lots into a single building site.
 - c. Pie-shaped lots are considered compliant if the average distance from up to five equally spaced horizontal lines, running parallel to the right-of-way frontage and extending across the property boundaries, is 50 feet or more.

B. Removal of buildings. If a principal residential structure existing on more than one substandard lot with a total width of less than 50 feet is voluntarily demolished or removed, no permit will be issued for the construction of more than one (1) dwelling unit on the building site. Nonconforming structures may be reconstructed in accordance with Section 10.01.00.

C. Separation of a building site. The demolition or removal of any principal residential structure, whether voluntary or involuntary, does not have the effect of changing the established building site without supermajority approval of a variance granted by the Board of Adjustment or Historic District Council as defined in Section 10.02.00.

1. Exceptions from the requirement to obtain a variance from resulting lot separation exist when:

- a. the resulting lot combines substandard platted lots which total 50 ft or greater building sites, or
- b. the resulting lot reverts to a 50 ft or greater platted lot of record, or
- c. the resulting lot fully conforms to current density and zoning regulations and contains a total lot width of 50 feet or greater.



STAFF REPORT
PAB CASE 2024-0001 (Substandard Lot Separation)
February 14, 2024

APPLICATION FOR LAND DEVELOPMENT CODE TEXT AMENDMENTS

BACKGROUND AND SUMMARY

On September 5, 2023, during the City Commission Regular meeting, guidance was provided for the Planning Advisory Board (PAB) and Planning Staff to consider Land Development Code Text Amendments to Sections 1.03.04 and 1.03.05. The objective was to clarify actions that combine originally platted lots of record as a single development site. Subsequently, the Planning Advisory Board engaged in discussions at their regular meetings on September 13, 2023, and October 11, 2023, and a special meeting on September 27, 2023. A joint public meeting on this topic involving the PAB and City Commission occurred on October 25, 2023. Further direction and clarification were provided to staff during a Commission workshop on November 21, 2023 and discussed as part of the City Attorney Comments on December 19, 2023. The proposed amendments are intended to clarify existing regulations while fostering a responsible and efficient development environment within the R-1, R-1G, R-2, RLM, and R-3 zoning districts. The new regulation changes regarding the redevelopment of residential substandard lots of record by consolidating sections and introducing a more detailed and modernized framework compared to the old language. Here are the key differences:

1. Terminology and Scope:

Old Language: Refers to "Demolition of Structures on Substandard Lots" 1.03.04 and "Construction or Demolition of Structures on Combined Lots" 1.03.05 and applies to R-1, R-2, RLM, and R-3 zoning districts.

New Language: Combines the two code sections 1.03.04 and 1.03.05, introduces "Redevelopment of Residential Substandard Lots of Record," and specifies that the regulations do not apply to new subdivision plats, replats, minor subdivisions, or other specific regulations. It continues to apply regulations to the R-1, R-2, RLM, and R-3 zoning districts while adding in the R-1G zoning district. Additionally, new terms have been established as requested by the PAB and City Commission. Where definitions were requested but presently provided in the LDC, they remained unchanged.

2. Treatment of Accessory Structures:

Old Language: Any ancillary improvements (except walls or fences) combine lots of record.

New Language: Clarifies that only the principal residential structure combines substandard lots into a single building site. Ancillary improvements, "Accessory Structures or Uses", do not consolidate lots.

3. Non-Residential Structures:

Old Language: Does not specifically address treatment of any non-residential structures.

New Language: Explicitly states that non-residential structures do not combine substandard lots into a single building site.



STAFF REPORT
PAB CASE 2024-0001 (Substandard Lot Separation)
February 14, 2024

4. Pie-Shaped Lots:

Old Language: Does not provide criteria for compliance for pie-shaped lots.

New Language: Specifies criteria for compliance of pie-shaped lots based on the average distance from equally spaced horizontal lines.

5. Removal of Buildings:

Old Language: Restricts the issuance of a permit for more than one dwelling unit if a single-family residence or duplex on multiple substandard lots is demolished.

New Language: Restricts the issuance of a permit for more than one dwelling unit if a principal residential structure on multiple substandard lots with a total width of less than 50 feet is demolished. Allows reconstruction of nonconforming structures in certain situations with reference provided to Chapter 10.

6. Separation of a Building Site:

Old Language: Requires supermajority approval by the Board of Adjustment for a change in the establishment of a building site.

New Language: Requires supermajority approval for the separation of a building site when the resulting lots is less than 50 feet in width. Introduces specific exceptions and clarifications to this requirement.

7. Exceptions to Obtaining a Variance:

New Language introduces exceptions from the requirement to obtain a variance when the resulting lot combines substandard platted lots with a 50 feet or greater building site; or the resulting lot reverts to a 50 feet or greater platted lot of record; or the resulting lot fully conforms to current density and zoning regulations containing a total lot width of 50 feet or greater.

CONCLUSION AND RECOMMENDATION:

The proposed regulation changes seek to strike a balance between responsible development and the preservation of open space, visual corridors, and neighborhood character. The staff believes that these changes will contribute significantly to the visual appeal of residential areas while ensuring strict adherence to zoning requirements. Overall, the changes, shaped by the City Commission through Commissioner Ayscue's suggestions, align with modern urban planning principles, expressly acknowledged community concern for separation of substandard lots under 50 feet and provides clarity while facilitating a streamlined development process.

In consideration of the proposed regulation changes, Planning Staff extends a recommendation for approval with the condition that a public notice process be incorporated when lot separation takes place. To uphold transparency and promote public engagement, Staff strongly advocates for the inclusion of a public notice process when the defined "Exceptions" to obtaining a variance are requested. A public notice process should be established to follow existing procedures for Context Sensitive Setback Reviews and Minor Subdivisions/Lot Line Adjustments.



STAFF REPORT
PAB CASE 2024-0001 (Substandard Lot Separation)
February 14, 2024

The community is accustomed to notice procedures associated with Board of Adjustment cases when lots are separated. Introducing an administrative procedure to consistently provide notice through the placement of a posted sign will ensure awareness of impending changes on a specific property. This approach affords an opportunity for meaningful engagement with Planning staff, enabling the community to be better informed about the pending changes and fostering a collaborative approach to the development process.

EXHIBIT 1: Current Process Flow Chart

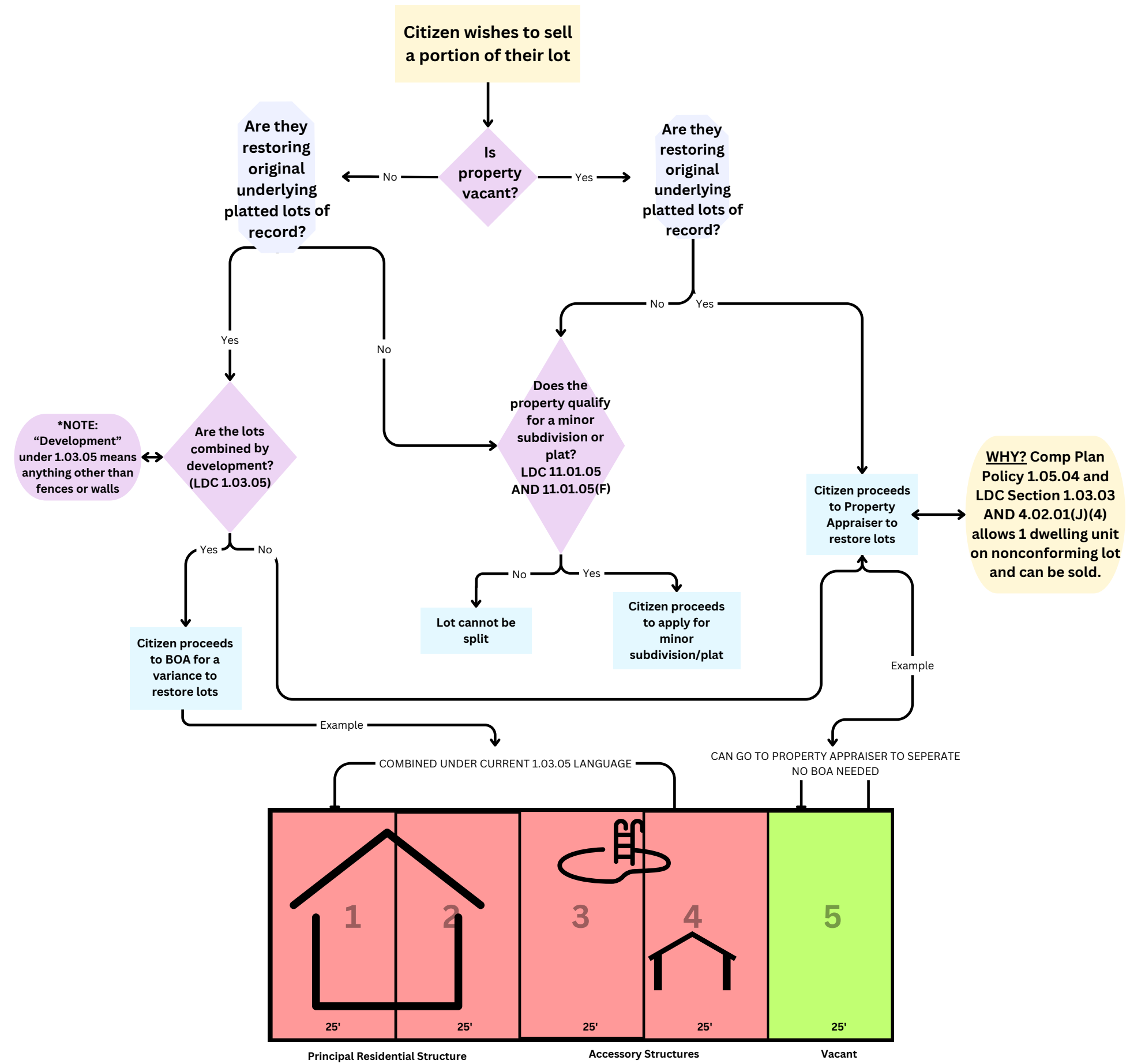
EXHIBIT 2: Commissioner Ayscue Plan Flow Chart

EXHIBIT 3: Example Properties (To be provided as part of staff presentation on 2/14/24)

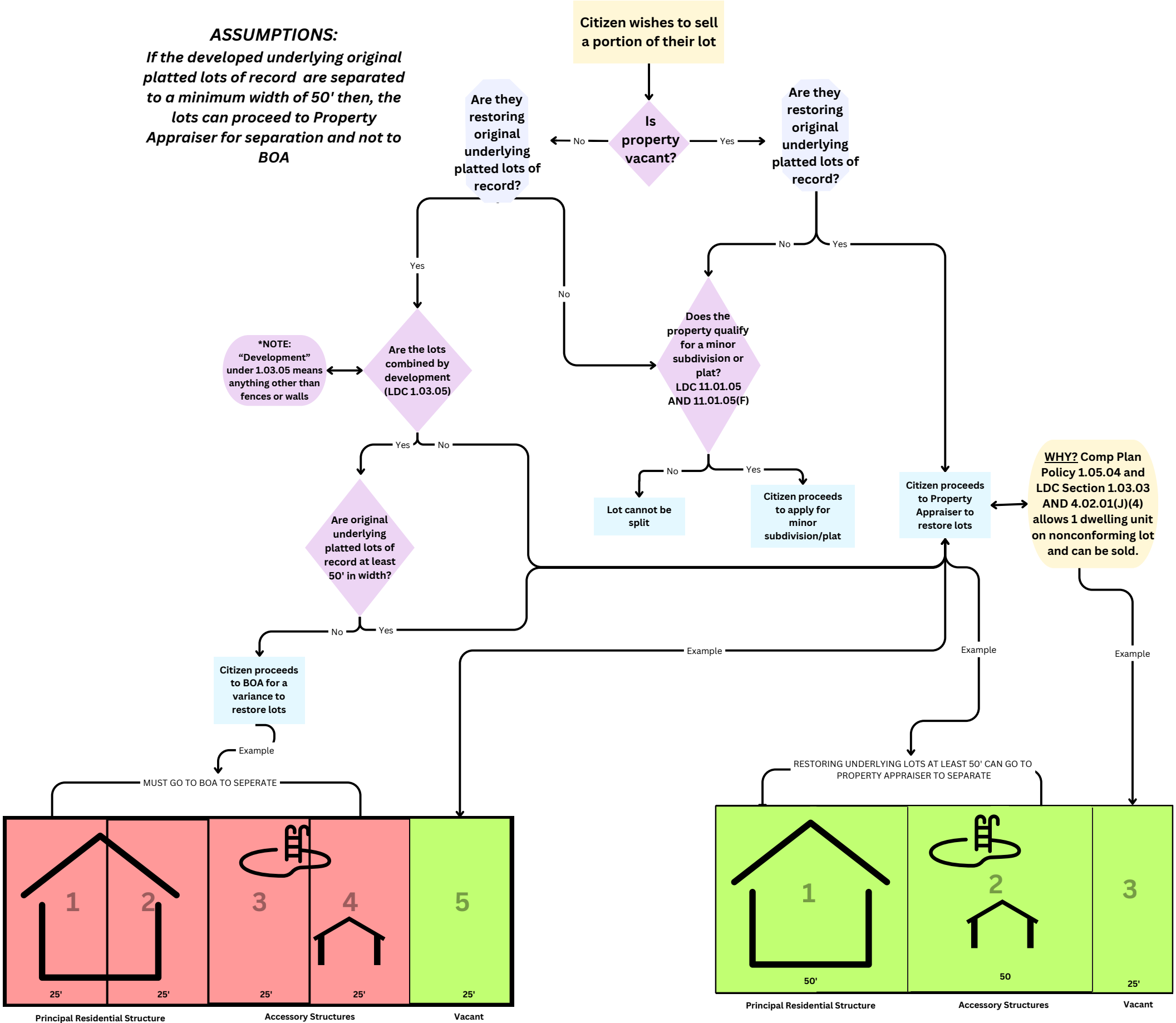
Respectfully submitted by,

Kelly N. Gibson, AICP

CURRENT PROCESS



PROPOSED LOT SEPERATION PROCESS
COMMISSIONER AYSCUE



Print

Planning Advisory Board (PAB) - Submission #13201

Date Submitted: 2/5/2024

Planning Advisory Board (PAB) Application

USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

☐

Zoning Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)

☐

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)

☒

LDC Text Amendment (\$1,500)

☐

Comp Plan Amendment (\$5,000)

☐

Subdivision Plat – Preliminary (≤ 20 units \$3,000 / > 20 units \$5,000)

☐

Subdivision Plat – Final (\$1,500)

☐

Vacation of R.O.W. (\$3,500)

☐

Small Cell Outside R.O.W. (per application) (\$500)

☐

Voluntary Annexation (\$2,000)

☐

Development of Regional Impact: Amend Development Order (\$1,500)

☐

New Telecommunications Structure (\$2,500)

☐

Revision to each PAB Application \$400

2024 Submission Deadlines + Meetings Calendar



IMPORTANT NOTES

Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 30 days prior to the Planning Advisory Board meeting date.

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



LDC Text Amendment – see LDC Section 11.01.08.



Preliminary Subdivision Plat – see LDC Section 11.01.05.



Final Subdivision Plat – LDC Section 11.01.05.



Zoning Map Changes – See LDC Section 11.01.07.

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

☐

A complete application filed at least forty-five (45) days before the date of the Planning Advisory Board's public hearing;

☐

Proof of Ownership (copy of deed or tax statement);

☐

A current survey of the property (no older than two years);

☐

If applying as an agent, Owner's Authorization for Agent Representation form needs to be signed/notarized and included in application;

☐

A detailed letter of intent stating the following:

☐

o The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan.

☐

o A justification for the proposed amendment(s) or action(s).

Have you met with a planner for a pre-application meeting?*

Yes ▼

What was the date of your pre-application meeting?*

12/5/2023

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

mm/dd/yyyy

hh:mm am/pm

PROPERTY INFORMATION

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

Site Address*

Not Applicable

City*

NA

State*

NA

Zip*

32034

Parcel ID #(s)*

NA

Lot*

NA

Block*

NA

Subdivision*

NA

Zoning District*

R-2

Future Land Use Designation*

Medium Density Residential

REVIEW TYPE*

☐

Zoning Map Amendment ≤ 10 acres

☐

Subdivision Plat – Preliminary > 20 units

☐

Zoning Map Amendment > 10 acres

☐

Subdivision Plat – Final

☒

LDC Text Amendment

☐

Vacation of R.O.W.

☐

Comp Plan Amendment

☐

Voluntary Annexation

☐

Subdivision Plat – Preliminary ≤ 20 units

☐

Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

City of Fernandina Beach

Last Name*

COFB

Company (if applicable)

Mailing Address*

204 ASH STREET

City*

FERNANDINA BEACH

State*

FL

Zip*

32034

Telephone Number*

904-310-3100

Email Address*

kgibson@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

Mailing Address

City

State

Zip

Telephone Number

E-mail Address

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

On September 5, 2023, during the City Commission Regular meeting, guidance was provided for the Planning Advisory Board (PAB) and Planning Staff to consider Land Development Code Text Amendments to Sections 1.03.04 and 1.03.05. The objective was to clarify actions that combine originally platted lots of record as a single development site. Subsequently, the Planning Advisory Board engaged in discussions at their regular meetings on September 13, 2023, and October 11, 2023, and a special meeting on September 27, 2023. A joint public meeting on this topic involving the PAB and City Commission occurred on October 25, 2023. Further direction and clarification were provided to staff during a Commission workshop on November 21, 2023 and discussed as part of the City Attorney Comments on December 19, 2023. See Staff Report

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.



I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.

I/We understand that the City Staff may install a Notice of Hearing sign on the property 14 days before the scheduled hearing and that the sign must only be removed after the hearing by City Staff, unless, the applicant or property owner brings the Notice of Hearing back to City Hall.

Applicant First Name*

City of Fernandina Beach

Applicant Last Name*

COFB

Today's Date*

12/20/2023

Upload Supporting Documentation*

2024-0001_Proposed LDC Text Amendments.docx

 City of FB logo
NEW Reflex

Upload 2

020124_Staff
Report.docx

Upload 3

No...en

Upload 4

No...en

DEPARTMENT OF PLANNING & CONSERVATION

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

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Zoning Map Amendment < 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Daphne Forehand, Planner I

Kelly Gibson, Planning Deputy Director

Katie Newton, Paralegal

A handwritten signature in black ink that reads "Kelly Gibson". The signature is written in a cursive, flowing style.

Date: February
06, 2024

Submitted By: Kelly Gibson, Planning
 Deputy Director
