



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
JUNE 12, 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 for the Regular Meeting of April 10, 2024.
 - 3.2 Approval of Minutes for the Workshop of April 24, 2024.
 - 3.3 Approval of Minutes for the Workshop of May 8, 2024.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.1 PAB 2024-0007 - FUTURE LAND USE MAP AMENDMENTS AND ZONING CHANGES**

Request to amend the Future Land Use Map and Zoning Map from Medium Density Residential (MDR) and R-2 Zoning District with PUD for Amelia Landings to Conservation (CON) Land Use and CON Zoning District for property located on Block 2 portions of Lots 14 and 15 at Sadler Road, totaling approximately 0.57 acres.
 - 5.2 PAB 2024-0008 - FUTURE LAND USE MAP AMENDMENTS AND ZONING CHANGES**

Request to amend the Future Land Use Map and Zoning Maps from Medium Density Residential (MDR)/Industrial (IND) and R-2/I-1 Zoning Districts to Conservation (CON) Land Use and CON Zoning District for property located in Block 288 Lots 2 and 3, totaling approximately 0.46 acres.
 - 5.3 PAB 2024-0005 - LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT**

Request to add amendments to LDC Section 4.04.02 (E) Standards for Subdivisions General Requirements to adjust vehicular access requirements.
 - 5.4 PAB 2024-0006 - LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT**

Request to add amendments to LDC Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida friendly landscaping practices in Sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow, and incorporating plain language in Section 4.05.04, and clarifying Section 4.05.13 in applicability to only Landscape Standards.
 - 5.5 PAB 2024-0004 - LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENT**

Request to add terms to LDC Section 1.07.00 Acronyms and Definitions to include Building Site,

Substandard Lot of Record, Parcel, Parcel Identification Number (PIN), and Plat.

6. BOARD BUSINESS

6.1 Continued Discussion of Planned Unit Development (PUD) Standards as requested by the Board

6.2 Prioritization of Action Items as requested by the Board

7. STAFF REPORT

8. PUBLIC COMMENT

9. ADJOURNMENT

THE NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, JULY 10, 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.

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 and
Conservation Deputy Director

Katie Newton, Paralegal

Date: May 01,
2024

Submitted By: Sylvie McCann, Administrative
Coordinator



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
APRIL 10, 2024
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Nick Gillette

OTHERS PRESENT:

Tammi Bach, City Attorney
Kelly Gibson, Planning & Conservation Deputy Director
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Member Gingher announced that a Celebration of Life for recently deceased PAB Board Member John Boylan would take place on April 20th, 2024, at the Council on Aging and encouraged attendees to wear Mr. Boylan's favorite fashion of flip-flops and shorts.

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes of the PAB Workshop Meeting of February 28, 2024.

Member Stevenson and Chair Robas clarified some topics of discussion and provided amendments to PAB 2024-0001.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher, 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 the Minutes of the PAB Regular Meeting of March 13, 2024.

Member Stevenson provided one amendment to PAB 2024-0001.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Doster, to approve the

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minutes with the noted amendment.

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

4. OLD BUSINESS

Chair Robas spoke of PAB case 2024-0001 which was continued during the March 13, 2024, to a date certain of April 10, 2024, Regular Meeting, and asked how to proceed with this case. Ms. Gibson noted that because the item did not appear on this agenda, no action can be initiated, and that if the case is brought back to the Board, it will need to be readvertised. Ms. Bach noted that no action from the Board is necessary regarding PAB case 2024-0001 since it has been postponed by the City Commission.

Chair Robas commented that it would not preclude the Board from still discussing the item, especially the issue of definitions. She confirmed that the sub-committee members will meet at 3:00 pm on April 24th and again at 3:00 pm at a 2nd sub-committee meeting on May 22nd, 2024.

At this time, Chair Robas moved for PAB 2024-0003 to be considered as the first item.

5. NEW BUSINESS

- 5.1 PAB 2024-0002 - COMP PLAN AND LDC TEXT AMENDMENTS - Specifically amending Comprehensive Plan Policy 1.07.10(D) and LDC Table 4.01.01 for the Central Business District (CBD)/ C-3 Zoning density from 34 dwelling units per acre to 18 dwelling units per acre.

Ms. Gibson presented the Staff Report Analysis and recommended approval.

Member Stevenson confirmed that this would necessitate amendments to the Comprehensive Plan. He voiced a concern regarding the lack of true analytics regarding the impact of this change on other zoning districts.

Members discussed a recommendation of lowering the number of units per acre further from 18 to 10. Ms. Bach cautioned the Board on recommending a number that has no basis and has not been researched and analyzed.

Public Hearing was opened.

Chip Ross, 210 N. 3rd Street, spoke of the facts behind the Central Business District (CBD) zoning being at 34 units per acre, the MU-8 zoning being at 18 units per acre, and the impact of the legislated Live Local Act. He also noted that the parking and stormwater requirements are what drive developments. He also confirmed with Ms. Bach that the Live Local Act will impact Commercial, Industrial and Mix-Use zoning districts.

Member Bennett commented that the original platted numbers originated from the Yulee Plat.

Taina Christner, 406 Beech Street, commented that this decision would affect all the MU zones not only MU-8.

Further discussion ensued by the Board regarding the impact of the Live Local Act on different zoning districts.

Margaret Kirkland, 1377 Plantation Point, reminded the Board that this is a barrier island, that any changes need to be planned carefully and that a lower density is most desirable.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by member Doster, to recommend approval of PAB case 2024-0002 to the City Commission requesting Comprehensive Plan and LDC Text Amendments to reduce the Central Business District (CBD)/C-3 net density to 18 dwelling units per acre.

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

- 5.2 PAB 2024-0003 - FINAL PLAT REQUEST FOR THE BREAKERS TOWNHOMES LOCATED AT 2194 SADLER ROAD.

Final subdivision plat review for 12 townhomes - The Breakers.

Ms. Gibson presented the Staff Report Analysis and spoke of the history behind the request for the Breakers townhome project, including the first project submitted from the developer for a RV resort community, and then recommended approval of PAB 2024-0003.

Ben Buchanan, owner, Intact Construction Group, 2194 Sadler Road, spoke mainly about the challenges of the access from Lot 12 at Sadler Road. Mr. Buchanan noted that Sadler Road is a County Road and that Nassau County requirements were followed. He answered questions from the Board regarding impervious ratio. He also assured the Board that the dry pond is currently set up to handle more than the proposed impervious coverage area.

Board members asked for a copy of the site plan that was presented. Ms. Gibson will provide that document with the Board.

Tara Thousand, 2351 Captain Kidd Drive, asked about the Sadler Road access and a possible conflict with an upcoming hotel project on Sadler Road. Ms. Gibson noted that this property is located outside the city boundaries and that this project would be presented through Nassau County.

Kim Wolford, 1315 Broome Street, inquired about the size of these lots, labelling them as “shotgun houses”, and stated that similar residential properties have been developed and have been on the market for a lengthy period.

Gail Banwell, 2260 Pirates Bay, voiced concern about the increased traffic accessing the Ryan Road and asked about the Pirates Bay community sign and if it would be affected.

Ben Buchanan, 2194 Sadler Road, spoke about the location of the sign which is in the public right of way. He proposed that a monument sign could be installed to hold the names of both communities and would welcome a conversation with interested parties. It was noted that Sadler Road is a county road and Ms. Bach noted that the sign is within the City’s right of way but that this is outside of the purview of the PAB.

Margaret Kirkland, 1377 Plantation Point Drive, spoke about the origin of the Pirates Bay community signage on Ryan Road. She asked that a special effort should be made by both the City and County to salvage the signage.

Mr. Buchanan shared the Nassau County contact being Deanna Williams and Ms. Bach shared the City contact being Jeremiah Glisson, Operation Director, to any interested parties that wished to reach out to discuss salvaging the location of the Pirates Bay community sign.

Mark Wigginton, 2226 Ryan Road, spoke about sizeable trees currently being flagged to be retained are being cut.

Ben Buchanan, 2194 Sadler Road, commented that the flags currently on the trees were originally set according to the previous RV Resort project site plans. He noted that each individual residential lot will have their own tree survey. He noted that one tree fell by itself recently. He also suggested that public record requests be submitted for any documents regarding tree removal and mitigation.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by member Bennett, to recommend approval of PAB case 2024-0003 to the City Commission requesting that, a Final Plat for property located at 2194 Sadler Road be approved and that PAB case 2024-0003, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time, with a recommendation that lot 12 would include the “hammerhead” turn around driveway access be added to the site plan.

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

At this point, PAB case 2024-0002 was presented for recommendation.

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6. BOARD BUSINESS

Member Stevenson will share a document regarding definitions with Staff.

7. STAFF REPORT

7.1 Staff Report

Ms. Gibson share updates about the Impact Fee Study, Small Area Population Update which will also include seasonal population data, Downtown Historic District/CRA Guidelines updates, LDC and Comprehensive Plan to be codified through Municode, updates on the Conservation webpage, signage update, new study to complete a downtown circulation, and parking study with areas from Front St/8th St (East-West) and Cedar St/Calhoun St (South-North). Previous studies are available on the webpage.

She then listed the following upcoming events: Bicentennial events, 22 trees planted at the Bosque Bello Cemetery along with maintenance tree pruning, National Arbor Day celebration in the morning of Friday, April 26, 2024.

At the end of the month, a resolution on April 16, 2024, to designated 10 new Heritage trees, preservation tours to churches, and Preservation Award ceremony. On May 18th, Wild Amelia Festival will be held at Main Beach. As for the PAB, there is a Planning 101 class sponsored by Clay County that is offered to the Board at a cost of \$75. She ended by stating that there were no formal cases for May 2024.

8. PUBLIC COMMENT

No parties from the public wished to speak.

9. ADJOURNMENT 7:34

Sylvie McCann, Recording Secretary

Victoria Robas, Chair

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 and
Conservation Deputy Director

Katie Newton, Paralegal

A handwritten signature in cursive script, reading "Sylvie McCann".

Date: May 14,
2024

Submitted By: Sylvie McCann, Administrative
Coordinator



**MINUTES
PLANNING ADVISORY BOARD
WORKSHOP
APRIL 24, 2024
3:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 3:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

Victoria Robas (Chair)
Mark Bennett
Richard Doster

Peter Stevenson (Vice-chair)
Nick Gillette

MEMBERS ABSENT:

Barbara Gingham

OTHERS PRESENT:

Tammi Bach, City Attorney
Kelly Gibson, Planning & Conservation Deputy Director

2. PLEDGE OF ALLEGIANCE

Chair Robas mentioned the addition of Daphne Forehand as a new member who will be joining the Board starting at the May 2024 meeting.

3. BOARD BUSINESS

3.1 Discuss Definitions

Chair Robas introduced the business at hand and referred to a list of 19 definitions to be reviewed, which was prepared by Vice-Chair Stevenson.

All Board Members agreed to review the proposed list of definitions and discussed 12 of the 19 items from the list and proposed changes to the following definitions: Item 2 – Building Site, Item 6 – Lot, Item 10 – Parcel, Item 11 – Plat, and added a definition for Parcel Identification Number (PIN).

Board Members agreed to continue their review of the remaining definitions, Item 13 to Item 19, at the next Workshop scheduled for May 8, 2024. Chair Robas asked Staff to schedule that Workshop at 3:00 p.m. and cancel the Regular Meeting scheduled at 5:00 p.m.

4. STAFF REPORT

4.1 Progress Update on Active Projects and Upcoming Events

Ms. Gibson provided a list of upcoming projects and events.

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- 5. PUBLIC COMMENT
- 6. ADJOURNMENT 5:01

Kelly Gibson, Recording Secretary

Victoria Robas, Chair

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 and
Conservation Deputy Director

Katie Newton, Paralegal

A handwritten signature in cursive script, reading "Sylvie McCann".

Date: May 14,
2024

Submitted By: Sylvie McCann, Administrative
Coordinator



**MINUTES
PLANNING ADVISORY BOARD
WORKSHOP
MAY 8, 2024
3:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 5:00 PM

ROLL CALL / DETERMINATION OF QUORUM

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Tammi Bach, City Attorney
Kelly Gibson, Planning & Conservation Deputy Director
Sylvie McCann, Recording Secretary

2. PLEDGE OF ALLEGIANCE

Chair Robas welcomed new Board Member Daphne Forehand.

3. OLD BUSINESS

3.1 Discuss Definition

Chair Robas re-introduced the list of 19 definitions provided by Member Stevenson.

Members started their analysis where they left off at the last Workshop of April 24, 2024, with Item 14 - Principal Residential Structure. All members agreed to remove the word residential, as already defined by the LDC.

Members discussed the remaining definitions from the list and had no suggested changes, and had a lengthy discussion about a new item 20 - Restoration of substandard lots of records, added by Member Bennett. Members considered his suggestion of adding the words "as long as it has not previously been combined within a larger lot" to that language.

It was confirmed that during the next Regular Meeting of June 12, 2024, Staff would provide the final edits to the list of definitions.

4. BOARD BUSINESS

Vice-Chair Stevenson provided a second list of possible future discussion items to review and asked Board Members to discuss the prioritization of these items. In turn, Board Members asked if Staff could prioritize that list and present it at the next Regular Meeting of June 12, 2024, at 5:00 p.m., and cancel the 3:00 p.m. Workshop scheduled for May 22, 2024.

Vice-Chair Stevenson emphasized that Transportation must also be addressed during future discussions.

5. STAFF REPORT

Staff reiterated the list of current projects and upcoming events.

6. PUBLIC COMMENT

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, approved of the efforts by the Board to clean up the LDC and Comprehensive Plan language. She also urged the Board to find ways to control the density. She also emphasized the importance of preserving the tree canopy, mosquito ditches maintenance, and property rights.

Lauree Hempke, 751 Barrington Drive, voiced appreciation for the Board's work on definitions. She also spoke of the impact of future annexations, stormwater, and transportation.

7. ADJOURNMENT 7:06

Sylvie McCann, Recording Secretary

Victoria Robas, Chair

Print

Planning Advisory Board (PAB) - Submission #14016

Date Submitted: 5/24/2024

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?*

5/24/2024

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*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

00-00-30-0600-0002-0151 and 00-00-30-0600-0002-0121

Lot*

Portions of 14 + 15

Block*

2

Subdivision*

0

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*

Charlie

Last Name*

George

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

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

Charlie

Last Name

George

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

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

Request amending the FLUM and Zoning Maps from Medium Density Residential (MDR) and R-2 Zoning District with PUD for Amelia Landings to Conservation (CON) Land use and CON zoning District for property located on Block 2 portions of Lots 14 and 15 at Sadler Road totaling approximately 0.57 Acres.

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*

Charlie

Applicant Last Name*

George

Today's Date*

5/24/2024

Upload Supporting Documentation*

06 12 24 Display Ad.docx

 City of FB logo
NEW Reflex

Upload 2

Choose File No...en

Upload 3

Choose File No...en

Upload 4

Choose File No...en

DEPARTMENT OF PLANNING & CONSERVATION

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



STAFF REPORT
PAB 2024-0007 and 2024-0008
Planning Advisory Board Hearing
June 12, 2024

APPLICATION FOR FUTURE LAND USE MAP + ZONING AMENDMENTS
CONSERVATION LANDS

*** All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website and at the Department of Planning and Conservation. ***

APPLICATION & SURROUNDING AREA INFORMATION:

PARCEL ID # AND PROPERTY OWNER:		City of Fernandina Beach
APPLICANT/AGENT:		City of Fernandina Beach
REQUESTED ACTION:		Future Land Use Map Amendment and Zoning Map Change to Conservation / CON
LOCATION AND DESCRIPTION OF SITE:		Sadler Road and Gum Street Properties
CURRENT LAND USE + ZONING:		Medium Density Residential/ R-2 with PUD (Sadler Road) Medium Density Residential/ R-2 and Industrial/ I-1 (Gum Street)
EXISTING USES ON SITE:		Vacant
PROPERTY SIZE:		0.57 Acres of Land (Sadler Road) 0.46 Acres of Land (Gum Street)
APPLICABLE COMPREHENSIVE PLAN POLICIES:	1.02.04 (FLUM amendments); 1.02.09 (smooth land use transition and buffering); 1.07.15 (conservation land use category); Objective 5.11 (Tree Preservation and Urban Forestry) specifically policy 5.11.09; 5.14.09 (LDC Standards for development of environmentally sensitive and conservation lands); 6.02.06 (level of service for parks); 6.02.07 (level of service for neighborhood parks) 10.06.01 (level of service for public schools) Reference: www.fbfl.us/Compplan	
APPLICABLE LAND DEVELOPMENT CODE SECTIONS:	2.00.03 (Establishment of district boundary); 2.01.20 (CON zoning district); 4.05.00 (Landscaping, Buffers, and Tree Protection); 11.01.07 (Zoning Map Amendments); and 11.03.03 (Procedures for Action of the Planning Advisory Board) Reference: www.fbfl.us/LDC	

STAFF RECOMMENDATION:

Staff finds the requested amendments to be sufficiently compliant with the Comprehensive Plan, Land Development Code, and established City Commission Goal to increase conservation land use and zoning acreage. Staff recommends approval of the request.



STAFF REPORT
PAB 2024-0007 and 2024-0008
Planning Advisory Board Hearing
June 12, 2024

FUTURE LAND USE MAP AMENDMENTS AND ZONING CHANGES

PAB CASE 2024-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDING THE FUTURE LAND USE MAP AND ZONING MAPS FROM MEDIUM DENSITY RESIDENTIAL (MDR)/ INDUSTRIAL (IND) AND R-2/ I-1 ZONING DISTRICTS TO CONSERVATION (CON) LAND USE AND CON ZONING DISTRICT FOR PROPERTIES LOCATED IN BLOCK 288 LOTS 2 AND 3 TOTALING APPROXIMATELY 0.46 ACRES.



Print

Planning Advisory Board (PAB) - Submission #14018

Date Submitted: 5/24/2024

Planning Advisory Board (PAB) Application

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

Fees

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



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LDC Text Amendment (\$1,500)



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Subdivision Plat – Final (\$1,500)



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



Voluntary Annexation (\$2,000)



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



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☐

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☐

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☐

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).

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

5/24/2024

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mm/dd/yyyy

hh:mm am/pm

PROPERTY INFORMATION

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Site Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0288-0020 and 00-00-31-1800-0288-0030

Lot*

2 and 3

Block*

Block 288

Subdivision*

0

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*

Charlie

Last Name*

George

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

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

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PROJECT INFORMATION

Previous Planning/Zoning Approvals

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

Request amending the FLUM and zoning maps from Medium Density Residential (MDR)/Industrial (IND) and R-2/I-1 Zoning Districts to Conservation (CON) land use and CON zoning district for properties located in Block 288 Lots 2 and 3 totaling approximately .046 acres.

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*

Charlie

Applicant Last Name*

George

Today's Date*

5/24/2024

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DEPARTMENT OF PLANNING & CONSERVATION

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



STAFF REPORT
PAB 2024-0007 and 2024-0008
Planning Advisory Board Hearing
June 12, 2024

APPLICATION FOR FUTURE LAND USE MAP + ZONING AMENDMENTS
CONSERVATION LANDS

*** All required application materials have been received. All fees have been paid. All required notices have been made. All copies of required materials are part of the official record and have been made available on the City's website and at the Department of Planning and Conservation. ***

APPLICATION & SURROUNDING AREA INFORMATION:

PARCEL ID # AND PROPERTY OWNER:	City of Fernandina Beach
APPLICANT/AGENT:	City of Fernandina Beach
REQUESTED ACTION:	Future Land Use Map Amendment and Zoning Map Change to Conservation / CON
LOCATION AND DESCRIPTION OF SITE:	Sadler Road and Gum Street Properties
CURRENT LAND USE + ZONING:	Medium Density Residential/ R-2 with PUD (Sadler Road) Medium Density Residential/ R-2 and Industrial/ I-1 (Gum Street)
EXISTING USES ON SITE:	Vacant
PROPERTY SIZE:	0.57 Acres of Land (Sadler Road) 0.46 Acres of Land (Gum Street)
APPLICABLE COMPREHENSIVE PLAN POLICIES:	1.02.04 (FLUM amendments); 1.02.09 (smooth land use transition and buffering); 1.07.15 (conservation land use category); Objective 5.11 (Tree Preservation and Urban Forestry) specifically policy 5.11.09; 5.14.09 (LDC Standards for development of environmentally sensitive and conservation lands); 6.02.06 (level of service for parks); 6.02.07 (level of service for neighborhood parks) 10.06.01 (level of service for public schools) Reference: www.fbfl.us/Compplan
APPLICABLE LAND DEVELOPMENT CODE SECTIONS:	2.00.03 (Establishment of district boundary); 2.01.20 (CON zoning district); 4.05.00 (Landscaping, Buffers, and Tree Protection); 11.01.07 (Zoning Map Amendments); and 11.03.03 (Procedures for Action of the Planning Advisory Board) Reference: www.fbfl.us/LDC

STAFF RECOMMENDATION:

Staff finds the requested amendments to be sufficiently compliant with the Comprehensive Plan, Land Development Code, and established City Commission Goal to increase conservation land use and zoning acreage. Staff recommends approval of the request.



STAFF REPORT
PAB 2024-0007 and 2024-0008
Planning Advisory Board Hearing
June 12, 2024

FUTURE LAND USE MAP AMENDMENTS AND ZONING CHANGES

PAB CASE 2024-0007: CITY OF FERNANDINA BEACH REQUESTS AMENDING THE FUTURE LAND USE MAP AND ZONING MAPS FROM MEDIUM DENSITY RESIDENTIAL (MDR) AND R-2 ZONING DISTRICT WITH PUD FOR AMELIA LANDINGS TO CONSERVATION (CON) LAND USE AND CON ZONING DISTRICT FOR PROPERTY LOCATED ON BLOCK 2 PORTIONS OF LOTS 14 AND 15 AT SADLER ROAD TOTALING APPROXIMATELY 0.57 ACRES.





STAFF REPORT
PAB 2024-0007 and 2024-0008
Planning Advisory Board Hearing
June 12, 2024

FUTURE LAND USE MAP AMENDMENTS AND ZONING CHANGES

PAB CASE 2024-0008: CITY OF FERNANDINA BEACH REQUESTS AMENDING THE FUTURE LAND USE MAP AND ZONING MAPS FROM MEDIUM DENSITY RESIDENTIAL (MDR)/ INDUSTRIAL (IND) AND R-2/ I-1 ZONING DISTRICTS TO CONSERVATION (CON) LAND USE AND CON ZONING DISTRICT FOR PROPERTIES LOCATED IN BLOCK 288 LOTS 2 AND 3 TOTALING APPROXIMATELY 0.46 ACRES.



4.04.02 General Requirements

- ~~E. A subdivision shall have at least two (2) vehicular access points to an improved right-of-way.~~
- E. *Required number of access points.* All subdivisions consisting of twenty-five (25) lots or more must provide at least two (2) points of access subject to the approval of the development review committee. One (1) access may be closed to public access if it is approved by the Technical Review Committee as being accessible to emergency services.

Explanation: This change is requested to make access point requirements for new subdivisions fully consistent with standards established by Nassau County (Reference Sec. 29-40). Staff have witnessed several variance requests from this section of code in the past. Further, the PAB recognized the need for amending this section of code in 2006 as evidenced by meeting minutes (provided as back up material).

Print

Planning Advisory Board (PAB) - Submission #14014

Date Submitted: 5/24/2024

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?*

5/24/2024

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*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-3

Future Land Use Designation*

Central Business District

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

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Charlie

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Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

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

Request adding amendments to LDC Section 4.04.02(E) Standards for Subdivisions General Requirements to adjust vehicular access requirements.

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.

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Gibson

Today's Date*

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DEPARTMENT OF PLANNING & CONSERVATION

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

I. Call to Order

Chair Bennett called the meeting to order at 5:36 pm.

II. Roll Call/Determination of Quorum

Board Members Present

Mark Bennett, Chair
Richard Bradford
Eric Bartelt (alternate)

David Beal
William A. Conger
Robert Howat (alternate) (was detained)

Board Members Absent

Paul Condit, Vice-Chair
Shaun Woleshin

Marilyn Williamson

Others Present

Debra Braga, City Attorney
Marshall McCrary, City Planner
Jessica Williams, Recording Secretary

A motion was made by Member Conger, seconded by Member Bradford, to seat Member Bartelt as a voting member. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

III. Approval of Minutes

According to the agenda support documents, the Special Meeting of February 5, 2007 and the Regular Meeting of February 14, 2007 were presented for approval. **A motion was made by Member Conger, seconded by Member Bradford, to approve the Minutes subject to any additions, deletions for the Special meeting of February 5, 2007. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

A motion was made by Member Bradford, seconded by Member Bartelt, to approve the Minutes of February 14, 2007 subject to any deletions, corrections, or additions. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

IV. New Business

Member Bartelt disclosed that he visited Amelia Landings and the Surf. Chair Bennett disclosed that he had been by those properties numerous times. He also disclosed receiving an email from Ms. Barbara Lenly. Member Conger disclosed that he was the Property Manager of Amelia Landings for several years when he worked for Amelia Island Management, but he retired in 2003. Member Bradford disclosed that he went by the Surf and the Amelia Island property and had also received the email in the packet. He also disclosed a conversation with a lady from Amelia Landings. Member Beal disclosed that he drove by both of the properties. City Attorney Braga briefly described the process for quasi-judicial hearings. She pointed out that it would take four affirmative votes to pass action. Recording Secretary Williams administered the oath to those parties that were about to present testimony.

Mr. McCrary introduced Airport Manager Richard Johnson and reminded the board that last month he had provided some restrictive development requirements for the Airport. He requested that if there were any comments on these requirements for the members to forward them to staff. Chair Bennett requested that an email be sent out to the members as a reminder. He thanked the Airport Manager for coming out.

Change of Zoning

Amelia Landings Property Owners Association, Inc., 2328 Sadler Road (CZ 2007-12), change of zoning for PUD: Planned Unit Development modification to the multi-family portion of the Amelia Landings PUD, specifically providing for resort rental operations. (*Quasi-Judicial*)

Mr. McCrary presented details of the request as contained in the agenda support documents. Member Bradford questioned if this would be a separate unit from the other condominiums that are now in existence or are the current residences also available for short-term rental. Mr. McCrary replied right now there is no allowance for short-term rental anywhere within Amelia Landings. He clarified that this was not adding any structures or expanding any buildings. He stated that it would be limited to the 60 condominium units that are currently there. Chair Bennett inquired about the history of how they got to the decision they did on resort rentals. Mr. McCrary commented that he could only imagine it was a very contentious topic and it was not easy to decide. He pointed out that there is clear evidence of that in that the City provided grandfathering language in that Ordinance to allow folks that had been doing it to continue. He explained that it has been refined further since then, because now it is only allowed in the R-3 district. Member Conger commented that he recalled that the PAB was split on this issue when it was before them. He expressed his support of the request before the PAB. Member Bartelt noted that the 2000 Ordinance eliminated any possibility for short-term resort rental on this property. Mr. McCrary replied correct unless property owners could meet the criteria for being granted the grandfathering status. He pointed out that there was a timeframe associated with utilizing the grandfathering clause. Member Bartelt inquired why the property owners want to make this change at this point. Mr. McCrary explained that he believed that it was desire for sometime. He commented that he didn't believe that it was commonly known amongst all the property owners until fairly recently. He stated that enforcement became more of an issue fairly recently and he thought that it was then that this was brought to light that these properties were not eligible for resort rental. Member Bradford expressed his opposition to Ordinance #2000-08 because he had the feeling that if a person bought property they had the right to rent it, especially if it was an investment property. A motion was made by Member Conger, seconded by Member Bradford, to open the public hearing. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

Mr. Jeffrey Tomassetti, 406 Ash Street, agent for the applicant, explained that there was this question of why did this condominium not get included with all the other condominiums for resort rentals and why did we just recently discover that they were not in the club. He pointed out that until recently the zoning map showed all the PUDs labeled on top of the zoning colors. He stated that because PUD was over the top it covered up the fact on the graphic that they were this anomaly (a condominium sitting on R-2). He explained that they didn't have any doubts about the right to rent, because they all assumed that they were in R-3. He pointed out that the maps were recently rewritten and now on the zoning maps there are not any PUD designations. He read from subsection 5 of Ordinance #2000-08 that included even isolated parcels developed for resort rental housing in the resort rental district when they

are located, oriented, and buffered to sufficiently protect nearby residential uses. He pointed out that Amelia Landings only has one way in and out to Sadler Road.

A motion was made by Member Conger, seconded by Member Bartelt, to seat Member Howat as a voting Member. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

Member Bartelt inquired about the status of the back gate for Amelia Landings. Mr. Tomassetti replied that it was blocked and explained that there had been several modifications to this PUD over the years. He stated that in one of the PUD modifications it was stated that would be blocked. It was noted that they were not allowed to take that gate away.

Member Howat inquired if there were other developments that this situation would apply to besides Amelia Landings. Mr. McCrary explained that he thought there were a number of individual projects on a smaller scale that have units that wouldn't currently be allowed by the zoning that they have. Member Howat questioned if this would set a precedent if the PAB voted in favor of this. Mr. McCrary replied that because this is a PUD he believed that this is a stand alone issue. Chair Bennett noted that there was a timeframe when people could apply to stay as resort rental no matter where they were. He questioned if no one in this development made the application. Mr. Tomassetti replied correct. Chair Bennett inquired how other PUDs or R-2 would be treated if they want to become resort rental. Mr. McCrary replied that they would wage the same argument and the merits would have to be based on that application. He pointed out that for R-2 property to be allowed resort rental their application would differ, because they wouldn't be seeking to modify a PUD but to rezone up to R-3. Member Beal inquired of the 60 units how many property owners were there. Mr. Tomassetti replied that he did not know and commented that there could be some that are multiply owned. Member Beal inquired of the 60 properties how many were in favor of this or against it. Mr. Tomassetti replied the Association elects its board of directors to run the association and make all sound business judgments regarding its desires. He stated that at least a majority of the board of directors was in favor of this. He pointed out that on the association documents that have existed since 1982 allow short-term rentals. He clarified that this was in the recorded covenants. He explained that these units are like junior units and for a long term tenant they would be looking at a transient low income tenant, but the owners were concerned about their property values. He stated that resort rentals in this case would be a superior ambiance for the community.

Mr. Art Shuster, 564 Little Piney Court, thanked the board for considering this matter. He explained that for many years they didn't realize it was an issue. He stated that he had not personally rented his unit short-term. He commented that they bought the property in 1995 with the understanding that it could be a short-term rental and the property owner association documents continue to reflect that. He explained that they have a vested interest in the units since property values have increased and a vested interest in the community. He requested the board to favorably consider this so that they can maintain their property values.

Ms. Sue Gerard, 2228 Sadler Road Unit 6B, President of the Property Owner's Association, explained that she bought in 2001 and had come to City Hall to look at the property zoning map. She pointed out that her documents say that she can rent short-term, long-term, or any length of term. She explained that Amelia Landings is a resort and even though she doesn't rent her unit she would like the right to be able to do so. She stated that they did a survey of the owners and everyone was in favor of having all their rights as condominium owners. She commented that she was shocked to find out that they were not an R-3 property. Member

Howat inquired if the association would prefer to have short-term or long-term. Ms. Gerard replied personally she knows the value of a short-term renter and explained that short-term renters come to the island to partake of what it has to offer. She commented that with long-term renters on the property she has to call the property managers, because they are putting 6 to 10 people in an apartment that is 1,000 square feet or doing other things that are not appropriate for Amelia Landings.

Ms. Nancy Doug-Rowe, 2328 Sadler Road Unit 8D, commented that when we say short-term rental it sounds like we are increasing the traffic. She explained that in all the years that they have been short-term rental they have not increased any traffic. She pointed out that people walk or ride their bikes. She commented that she spends four or five months a year here.

Ms. Rita Davis, 2122 Offshore Drive, explained that she owns a free standing home within the confines of Amelia Landing. She stated that she purchased her property in 1991 and pointed out that she has the same ramifications in her home ownership that they have in their condos. She explained that it is all dependant on the property values and in 1996 she purchased the land on either side of her house to keep it up to a beautiful finish. She expressed her concern about them not getting what was originally in their association by-laws, because it affects her property value also. She requested the board consider their plea.

Mr. Robert Moore explained that his wife and he own a condo that they purchased about six months ago. He commented that after several visits to Fernandina Beach they found a property that they felt would be a place for them to live, but at first could be a vacation home. He explained that they both work as teachers at a community college in Iowa and they expected based on what they were told by their realtor, the previous owners, and the covenants that they could rent their unit out until such time as they could move down here.

Ms. Rebecca Larson, 96049 Caribbean Court, explained that if she were to sell her property there is no one that could afford it without short-term rental rights. She pointed out that she didn't apply for the grandfathering, because she didn't think it applied to her. She stated that she thought that if you were going to rent as an individual there was an issue. She commented that she rents long-term and there are issues with her renters with the level of quality that they bring to the condominium units. She expressed her hope to be able to rent short-term again. She requested the board consider all the people that bought with the intent that they had short-term rental rights.

Mr. Thomas M. Martin, 2163 Ketch Court, questioned how many were official residents of the City of Fernandina Beach and how many were outside landlords. He referred to the rear gate and explained that the reason that gate was there was because everyone down First Avenue was using that as a shortcut to get out to Sadler. He stated that the gate was built due to the traffic problem. He pointed out that the covenants of Amelia Landings cover about 32 acres. He expressed his opinion the PUD modification would be a drastic and fundamental change in the zoning. He commented that resort rental is basically a hotel and this property sits in the middle of a prime residential area. He requested the board to consider the precedence and the impact it would have on the similar condo developments of Forest Ridge and Amelia Woods. He explained that he would like to see the property owners benefit from their investment, but not at what it was going to cost him and his neighbors. Member Howat requested clarification of the specific negatives of short-term versus the way it is now. Mr. Martin replied right now one of the main attractions is walking to the beach. He commented that there is no way to get the beach without going by his house and other houses. He expressed his opinion that it was going to destroy the nature of all these neighborhoods. Member Conger questioned if those were single-family subdivisions. Mr. Martin replied yes.

Member Conger pointed out that the back gate was a fire safety requirement, but it has been vandalized. He briefly commented about short-term rentals and noted that there is a dedicated boardwalk that comes right in front of the Fire Station. He explained that this is an enclave that is only attainable by Sadler Road and he didn't see where it has any affect on the other subdivisions. Mr. Martin clarified that the impact was in terms of precedence on the other condos and the impact of the number of people. He presented further comments against the request before the board. Member Bradford inquired what problems Mr. Martin had with short-term rentals that they had been doing. Mr. Martin replied that he was not aware of any short-term rentals that they have had. He stated that he never had a problem with the condo thing. There was some further discussion about Mr. Martin's concerns.

A motion was made by Member Bradford, seconded by Member Conger, to close the public hearing. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried. Chair Bennett questioned how this would impact other condominiums and were there other condominium projects that are zoned R-2. Mr. McCrary replied that there are examples. He commented that there are a number of duplexes, triplexes, and condominium units that are under R-2 zoning that wouldn't be allowed to be built today. He stated that he was not aware of any other entities that were pursuing resort rentals that are under R-2 zoning. He pointed out that the establishment of the previous right was not a basis necessarily for granting that as shown in the staff analysis. Member Bartelt questioned if any other PUD would not necessarily be in this same circumstance. Mr. McCrary replied correct and pointed out that they would have to be evaluated on the particular merits of that particular property. Member Bartelt noted that some had talked about property values and the goal was for these people to be able to rent their condominiums that they don't live in year round to offset the high taxes. He questioned if this could be a case of you need to be careful of what you wish for. He explained that he lives next to a short-term rental property and sometimes that property is rented long-term (a month or two months). He commented that by far the most trouble is the short-term renters. Member Howat questioned if because it was a PUD it was more conducive to short-term rentals. Member Bradford clarified that it was part of the PUD when it was established. Mr. McCrary explained that that the fact it was a PUD gives the City allowances to establish uses that wouldn't be allowed in R-2. City Attorney Braga stated that based on all the evidence heard including the written documentation and the sworn testimony there was substantial competent evidence. **A motion was made by Member Bradford, seconded by Member Conger, to send to the City Commission approval of CZ 2007-12.** Member Howat commented that he had mixed feelings on this. He explained that he thought this was precedent setting and was worried about that. Chair Bennett stated that the precedent as he understood it would be you would have to be a PUD. Mr. McCrary explained that someone could approach with a request for rezoning and a FLUM change and the evaluation would be based on the appropriateness of that Future Land Use designation and zoning. He pointed out that for this case this action is tied to the specifics of this particular development. He explained that he believed that because the PAB was considering this a unique entity (Amelia Landings PUD - the nine acre portion that was developed with multi-family) that this was not precedent setting, because there is no other instant exactly like this PUD. He stated that he though PUDs are stand alone zoning districts and expressed his opinion that there is no action that we take on any PUD that is applicable necessarily to any other PUD. There was some discussion about this point. City Attorney Braga agreed that this is a unique case. She pointed out that the PUD was originally done in 1982 and there was a lot of confusion in the record. She explained that she was not aware of anybody else that could come forward, but everyone would have to make their case individually and the determination would be based on the circumstances of that development. Member Conger provided some further comments in support of the request before the board. Member Beal

commented that he was a firm believer in private property rights and allowing people to rent their property. Chair Bennett referred to the Ordinance and noted that this PUD was developed that way. He commented that Amelia Landings was the first place that he stayed when he came down here to look for a house. **Vote upon passage of the motion was taken by ayes and nays and was as follows:**

Member Bradford:	Aye
Member Beal:	Aye
Member Bartelt:	Aye
Member Conger:	Aye
Member Howat:	Nay
Chair Bennett:	Aye

Motion carried.

The board took a brief recess at this time.

Final Plat

Surf Properties, LLC, 3199 South Fletcher Avenue (FPL 2007-05), final plat approval for the Surf Unit One.

Mr. McCrary presented details of the request as contained in the agenda support documents. He pointed out that Final Plat in the current code is required to come before the PAB, but that was not a previous step in the process for Final Plat. He explained that this is a legal document at this point establishing the right to now create and convey these lots to private property owners. Chair Bennett inquired if there were any changes made. Mr. McCrary replied none. Member Bradford inquired what the corrections that were noted by the independent surveyor. Mr. McCrary referred to the packet and commented that it should have the independent surveyor's checklist. He pointed out that they are reviewing for compliance with State law for the creation of legal documents. There was a review of the information contained in the agenda packet.

A motion was made by Member Bradford, seconded by Member Howat, to open the public hearing. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried. Recording Secretary Williams administered the oath to the party that was about to present testimony. Mr. Michael Antonopolous, 1405 Park Avenue, explained that there were a few minor changes to the plat as a result of Technical Review Committee (TRC) comments and this was in addition to the stuff the independent surveyor caught. He stated that there were some minor dimensional changes that were made as they worked through the design of the building. He pointed out that they were not allowed to modify the existing lots of record on Fletcher, but there were minor dimensional changes made.

There being no comments from the floor, a motion was made by Member Howat, seconded by Member Bartelt, to close the public hearing. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried. City Attorney Braga stated that based on all the evidence including the sworn testimony and the all the written materials in the packet there was substantial competent evidence. **A motion was made by Member Bradford, seconded by Member Conger, to send Final Plat 2007-05 to the City Commission for approval. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Land Development Code Amendment

General correction of errors, omissions and inconsistencies encountered since the adoption of the current Land Development Code on September 5, 2006; to include Chapter 1: General Provisions, Chapter 2: Zoning Districts and Uses, Chapter 4: Site Design Requirements, Chapter 5: Accessory and Temporary Uses and Structures, Chapter 6: Supplemental Standards and Special Situations, Chapter 9: Boards and Commissions, Chapter 10: Variations from Code Requirements and, Chapter 11: Administrative and Decision-Making Procedures.

Chair Bennett commented that it didn't look like this touched on all the items that the board was revisiting. Mr. McCrary replied correct and reminded the board that last month the board did not get through all the items. He referred to the packet for the proposed changes to Chapter 2, Chapter 4 that included fixes from the last meeting, Chapter 10, and Chapter 11. He explained that Chapter 7 was not in the packet, because the only change in Chapter 7 was talking about points of access for multi-family properties. He stated that staff would bring that back as a separate item as well as some of the more substantive comments that came up last month about landscaping overall. He referred to Chapter 2 and explained that it was adding the new zoning district (W-1) to accompany the new Waterfront Mixed Use (WMU) land use designation. He pointed out that W-1 was added to the tables throughout Chapter 2. Chair Bennett requested clarification about the blue shown on the chart. Mr. McCrary explained that the original draft only had yellow on it and were presented as the consensus items coming from the Waterfronts Committee as well as elements of the CRA plan and the Waterfronts Vision Plan. He pointed out that while reviewing this he found there were a number of uses that were not included that were actually consensus items so those were put in blue to reconcile the original draft from last month with this draft. He recapped the information in the tables. Chair Bennett noted that Marine recreation such as kayak or boat rental and Marine research and educational facilities were not permitted uses in I-W. He questioned why these wouldn't be in I-W. Mr. McCrary explained that the idea was to differentiate the allowances under WMU from those currently allowed under I-W, which is a limited industrial district. City Attorney Braga questioned commercial fishing facilities not being under I-W. Mr. Tomassetti noted that the City didn't want to expand the uses in I-W too much, because the City wants the waterfront to move to W-1. He clarified that the City wanted to have incentives for people to move to W-1.

Ms. Patricia Borns, 314 New Street, agreed with the purpose of I-W noting that times are changing and the City wants to encourage the redevelopment of the waterfront. She noted that I-W and W-1 need to be partitioned according to your goals. She commented that she saw a bit of awkwardness in these uses in W-1 now, because they are both I-W and residential. She explained that she didn't see any buffers in here now to negotiate these new uses and suggested taking some of the industrial uses out.

Chair Bennett referred to commercial fishing and questioned why the City would not allow it in the current zoning. He stated that then that would be making them a non-conforming use.

There was further discussion about the information shown in the table of land uses. **The consensus of the board was to include commercial fishing as a permitted use under I-W.** There was some discussion about the ability to have an automobile rental agency on the waterfront. **A motion was made by Member Conger, seconded by Member Bradford, to put a "P" on under W-1 for automobile rental agency.** After a brief discussion about this, **vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Member Bartelt referred to bulk storage yards in W-1 and inquired if that was Florida Petroleum. Mr. McCrary replied yes. Member Bartelt questioned why include that in W-1. Mr. McCrary replied that in the visioning of the waterfront they went through every use listed in the table and this was one that was deemed to be appropriate. Member Bartelt commented that looking long term the City might not want bulk storage if they chose to move somewhere else. There was some discussion about this point, **the consensus was to remove the “P” from bulk storage under W-1.**

Member Conger suggested that Marine Research and Educational Facilities be included as part of I-W, because they are internal to a building. After some discussion about this and the existing facilities along the waterfront, the board discussed the differences between I-W and W-1 districts. **The consensus of the board was to include Marina Recreation and Marine Research and Educational Facilities as permitted uses under I-W.**

Member Bartelt requested clarification of public recreation buildings. Mr. McCrary replied that it can be like the recreation center and it would be any kind of support facility associated with public recreation. The board continued the review of the table of land uses, and Member Bartelt questioned if there needed to be outdoor performing arts facilities such as an amphitheater. Mr. McCrary replied the City should be covered by outdoor recreation. After some discussion, **the consensus of the board was to remove “indoor only” from theaters, movie or performing arts.**

Chair Bennett referred to warehouse not including mini-storage and commented that if the City was looking to move development toward retail and the other uses that this would not be something the City would want there. Mr. McCrary explained that he thought that this was a desire to make sure that things that are in existence could be retained, but it could stay in I-W. **The consensus of the board was to remove the “P” under W-1 for warehouse, not including mini-storage.**

There was a brief discussion about dumpster noting that they are an accessory element that was governed by design standards. **A motion was made by Member Conger, seconded by Member Howat, to accept the recommended changes for Chapter 2 put forth by staff as amended the board to send forward to the City Commission. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

Mr. McCrary referred to page 4-4 of Chapter 4 and clarified that it was a table that needed to include the new W-1 zoning district. He pointed out that on page 4-5 paragraph I was stricken. He clarified that it was being taken out because it was in conflict with the definition of lot width and the standard practice of determining lot width. City Attorney Braga pointed out that lot width was defined in the definition section and read it into the record. Mr. McCrary explained that page 4-6 was including W-1 in the table. He referred to page 4-7 paragraph 3 and pointed out that this should illustrate what the board discussed about front entry steps and the encroachment allowed. He explained that the 42 inches still allows for that encroachment, but it was in keeping with the past code and the standard for the rear yard. There was a brief discussion about 4.02.03(A)(4) noting that this would allow the features to encroach all around a building. The board continued its review of the changes to Chapter 4 noting that Section 4.03.03 was the CRA Overlay that was being considered by the City Commission.

Mr. McCrary referred to page 4-23 and explained that staff removed language that conflicted with the landscape requirements and the tree protection requirements. He pointed out that the

exemptions for tree protection were covered in another Section. There was a brief discussion to further clarify this.

Member Beal referred to page 4-20 and noted that a subdivision was lots of three or more. He commented that he thought it was restrictive for a small subdivision of three to five lots to have this requirement of two accesses. He suggested that it should be some distance in, because a cul-de-sac that is only 100 feet long shouldn't necessarily have two points of entry. Mr. McCrary explained that the idea is to establish it as a standard and that standard is there today. He stated that for those circumstances where it is not feasible or it doesn't make sense, then have them seek a waiver from the requirement. There was some discussion about this point noting that there is the option of administrative waiver in the code. Chair Bennett noted that this topic would come back with the multi-family portion. Mr. McCrary inquired if the board wanted to drop the proposed amendment and come back to revisit it. After some deliberation about this, **the majority of the board agreed to leave the language "to an improved right-of-way" in 4.04.02(E) noting that this would be revisited.**

Mr. McCrary reminded the board that the last time they talked about the landscape plan being generated by a registered landscape architect. He pointed out that there was concern that single-family and duplex builders were obligated to do the same thing. He explained that language was added to 4.05.04(D). Chair Bennett questioned why a registered landscape architect has to sign off on architectural plans. Mr. McCrary replied the same reason the City expects professional credentials on any of the other requirements for construction in the City. Chair Bennett expressed his objection to having another level. Member Bradford explained that for a large development like Amelia Park they would have a certified landscape architect, but if it was a duplex or single-family then they wouldn't need them. Chair Bennett commented that it seemed to him that it was cost for an item that was not necessary to have a registered landscape architect. He questioned Mr. Tomassetti if this was an issue. Mr. Tomassetti replied that it is an issue for single-family. He commented that he didn't think this exempts single-family. Mr. McCrary pointed out that it was under paragraph D. Member Bartelt inquired where the cut off point was for when a landscape architect is needed. Member Beal replied that it was three family or above. Mr. McCrary pointed out that if they are doing a residential subdivision, a commercial development (large scale or small scale) they would be required to do a landscape plan with a landscape architect.

Ms. Patricia Borns commented that she loved the idea of landscape plans being submitted with everything that was done. Mr. McCrary clarified that the landscape plan is required and it is required to be done by a landscape architect. He explained that in paragraph (D) single-family and two-family must identify and show the placement on a site plan, but they don't have to meet the requirements of paragraph (A) of having a landscape architect generated landscape plan. There was further discussion about the requirements for landscaping. The board discussed changing the word "development" in paragraph D to "lot".

Ms. Borns questioned if the buffer requirements for W-1 between a residence and say Container Corporation are any less stringent than they would be in I-W and a residential area. Mr. McCrary replied they are, but all the buffering requirements are outlined in the CRA overlay in Section 4.03.03. The board continued their review of the changes to Chapter 4. **The consensus of the board was to move forward with the changes presented in Chapter 4 noting that the board would revisit 4.04.02(E).**

Member Beal pointed out on page 4-35 paragraph (2)(b) a semicolon that should be a period. Mr. McCrary noted this correction and explained that Chapter 10 outlines the requirements for variations from the code. He recapped these changes that included references to the CRA

Overlay variances being heard by the Historic District Council (HDC). There being no questions or comments, **the consensus of the board was to move forward with the changes presented in Chapter 10.**

Mr. McCrary referred to page 11-15 and pointed out that amendments to the Land Development Code (LDC) should not have been included in the notice requirements, because the City really can't post about LDC changes because there is not a piece of property to post. City Attorney Braga clarified that the City would treat it as a regular Ordinance and it would have the regular notice procedures for an Ordinance. Mr. McCrary referred to page 11-17 paragraph I and explained that staff was proposing to go to fifteen days versus ten days. Chair Bennett questioned if that was calendar days or business days. Mr. McCrary replied calendar day. He pointed out that on page 11-18 11.03.03 staff had struck "final" for subdivision plats. City Attorney Braga clarified that the board never had it before and the final plat is a legal document on which they base their ability to sell. She explained that the meat was in the preliminary plat that the board does see. She pointed out that preliminary plats would come to the board after it has gone through the Technical Review Committee. Mr. McCrary read from 11.03.03(C) that amendments to the LDC shall not require a quasi-judicial hearing. City Attorney Braga clarified that this was because they are a general application and not a specific application. Mr. McCrary explained that the last change was adding the CRA overlay as properties that require a Certificate of Appropriateness because of their review by the HDC. **The consensus of the board was to move forward with the changes presented in Chapter 11.**

V. Staff Report

Mr. McCrary reported that the contract was executed for the creation of the design guidelines with Mr. Tilson for the CRA area. Chair Bennett inquired about the status of the department as far as people noting that Mr. Salter left. City Attorney Braga explained that Mr. McCrary was made Interim Community Development Department Director. She stated that the City was looking at someone to become a Senior Planner. There was a brief discussion about this.

VI. Board Business

Chair Bennett commented that at one of the PAB meetings there was a proposal to change the FAR in C-1 from .5 to 1.0 and the board ended up changing that to 1.5. He noted that this caused problems with the State with adding that much building density to the C-1 area. Mr. McCrary clarified that it was proposed for all General Commercial (C-1 or C-2) and the Department of Community Affairs (DCA) had a problem that the City didn't provide any supporting data to show that the City could support that increase in commercial development. He stated that any increase the City has to demonstrate that the City has the ability to maintain the levels of service as adopted in the Comprehensive Plan if those properties all redevelop at that maximum. He explained that a study would have to be done. Chair Bennett questioned if this should be revisited to consider 1.0 which causes less problem. Mr. McCrary explained that a study has to be done to see what the City can support in terms of a FAR. There was some discussion about this noting that the notice of intent (the final piece of DCA's review) was published February 28th and the Waterfront Mixed Use was found out of compliance due to some language. It was noted that the City had a solution by mirroring the language from the Statute, which would sent back to the DCA. Mr. McCrary pointed out that the elements found in compliance would become effective March 21st.

VII. Adjournment

There being no further business to come before the Planning Advisory Board, the meeting was adjourned 9:05 p.m.

Mark Bennett, Chairman

Paul Condit, Vice Chair

Print

Planning Advisory Board (PAB) - Submission #14017

Date Submitted: 5/24/2024

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?*

5/24/2024

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*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-3

Future Land Use Designation*

Central Business District

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*

Kelly

Last Name*

Gibson

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

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

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

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

Request adding amendments to LDC Section 4.05.00 Landscaping, Buffers, and Tree Protection, specifically amending references, correcting invasive plant list, and incorporating updated Florida-Friendly landscaping practices in sections 4.05.01 Generally, 4.05.02 Applicability, 4.05.03 Landscape Materials Standards, renumbering sections which follow and incorporating plain language in section 4.05.04 and clarifying section 4.05.13 in applicability to only landscape standards.

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*

Kelly

Applicant Last Name*

Gibson

Today's Date*

5/24/2024

Upload Supporting Documentation*

06 12 24 Display Ad.docx

 City of FB logo
NEW Reflex

Upload 2

Choose File No...en

Upload 3

Choose File No...en

Upload 4

Choose File No...en

DEPARTMENT OF PLANNING & CONSERVATION

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

4.05.00 LANDSCAPING, BUFFERS, AND TREE PROTECTION

4.05.01 GENERALLY

- A. It is the intent of the City to provide standards and regulations which: protect and preserve native tree species and the natural landscape; foster and encourage maintenance of natural vegetation; minimize loss of trees to development; reduce disturbance of native soil, improve ground and surface water quality; and promote energy and water conservation through use of native and Florida-Friendly landscaping principles.
- B. The intent of Section 4.05.00 is to provide minimum standards for landscaping, buffers, and tree protection within the City. These standards are provided to meet the following specific purposes:
 1. Improving the appearance of the City;
 2. Providing shade for the ground surfaces and reducing heat island effects;
 3. Buffering and protection from wind and storm damage;
 4. Buffering adjacent potentially incompatible land uses;
 5. Screening vehicular movement from pedestrian and public view;
 6. Providing for the protection and preservation of trees and native vegetation;
 7. Ensuring the local stock of native trees and vegetation is replenished;
 8. Improving ground and surface water quality through reduced run-off and decreased use of fertilizers and pesticides; and
 9. ~~Encouraging~~ Requiring Florida-Friendly landscaping principles into landscape design.
 10. Removing invasive plants and trees within the City.

Explanation: Requires use of Florida-Friendly landscaping principles in required landscape designs, rather than encouragement. Adds a tenth number to the list of specific purposes which supports removal of invasive plants and trees to support native plant materials: 10. Removing invasive plants/trees within the city. The City continues to offer a Free native tree exchange program for those wishing to remove an invasive tree from their property. Additionally, the City continues to partner with the Invader Raiders in weekly invasive plant and tree removal from its managed areas including City Parks, conservation lands, and the Ron Sapp Egans Creek Greenway. Larger initiatives have been supported for invasive removal within the greenway as part of routine management and state-funded grants.

4.05.02 APPLICABILITY

- A. The types of development listed below **shall must** provide a landscaped buffer between uses, provide landscaping for parking lots, submit a tree survey prepared by a licensed Florida surveyor or a tree inventory prepared by a certified arborist with an application for site plan approval, obtain a tree permit prior to receipt of a building permit, and submit a landscape plan with any application for a development order for the situations listed below. The required landscape plan **shall must** demonstrate compliance with the standards of Section 4.05.00.
 - 1. All new construction;
 - 2. All development of regional impact;
 - 3. Any change of use which results in any increase in the required off-street parking, as determined by the standards in Section 7.01.04;
 - 4. All commercial redevelopment which results in an increased building footprint, reconfiguration of existing parking, parking lot expansions, or development of outparcels within an existing shopping center.
 - A. Clearing of any site, including root-rake clearing, **shall must** be subject to the requirements for tree protection, submittal of a tree survey or a tree inventory prepared by a certified arborist, and obtaining a tree removal permit.
 - B. An application for a building permit for a single-family or two-family dwelling proposed on an existing platted lot **shall must** include a tree survey or a tree inventory prepared by a certified arborist. The tree survey or a tree inventory prepared by a certified arborist **shall must** comply with the requirements of Section 4.05.04 regarding landscaping, but **shall must** not be required to provide a buffer or landscaping for a parking area.
- C. The following situations are exempt from the requirements of Section 4.05.00:
 - 1. Any interior construction, renovation, or remodeling which does not increase the footprint of the building.
 - 2. Licensed plant or tree nurseries or botanical gardens with respect to those plants and trees grown for sale to the general public in the ordinary course of the licensed business or for public purposes.
 - 3. The removal of underbrush and removal of trees which are less than four (4) inches Diameter at Breast Height (DBH).
 - 4. The removal of ~~prohibited~~ invasive trees identified on the most recent Florida ~~Exotic Pest Plant~~ **Invasive Species** Council Plant list, **as amended**.
 - 5. Heavy Industrial (I-2) zoning district is exempt from the requirements of Section 4.05.00, provided that the new construction, renovation, alteration or remodeling occurs more than 75 feet from an adjoining residentially zoned and/or used property. Within the exemption area, LDC Section 4.05.00 applies only within the project's extent occurring in the 75-foot area. The exemption exists with the intent that Heavy Industrial (I-2) zoned properties would seek to minimize an overall impact on the existing tree canopy.

Explanation: Delete C.4 exemption which states: The removal of prohibited invasive trees identified on the most recent Florida Exotic Pest Plant Council Invasive Plant list. Contradicts 4.05.03 A.2. – Changes serves to correct this and amend the name of the list to the updated terms. All other changes are to support plain language as directed by the City Commission to update shall to must.

4.05.03 LANDSCAPE MATERIALS STANDARDS

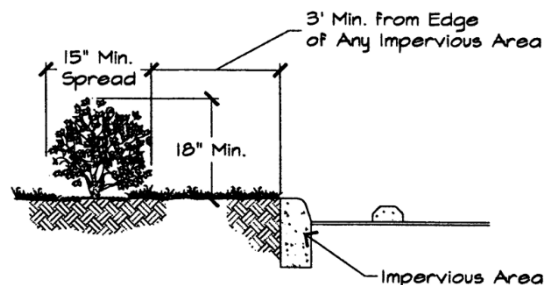
A. Plant materials

1. Trees, Shrubs, and groundcovers **shall must** be selected by using the Florida-friendly Plant Database.
2. Plants identified as “prohibited” or “noxious weeds” **invasive species, Class I or Class II in North Florida on the most recent Florida Invasive Species Council Plan List Florida Exotic Pest Plant Council Invasive Plant list or any plant listed as ‘Prohibited’, ‘Invasive’, ‘Invasive (No Uses)’, or ‘High Invasion Risk’, in North Florida from UF/IFAS Assessment of Non-Native Plants in Florida’s Natural Areas shall must** be removed as part of the site development process. **Plants identified as “invasive” may be retained on a development site but shall not count toward meeting landscaping and buffering requirements.**

B. Minimum specifications for plant materials

1. All plants used as part of any landscape plan **shall must** be healthy, well proportioned, disease-free, pest-free, and hardy for the North Florida Region. Plant materials **shall must** meet the standards for Florida No. 1 or better, as set out in *Grades and Standards for Nursery Plants*, Department of Agriculture, State of Florida.
2. Shrubs **shall must** be at least eighteen (18) inches in height and have a minimum spread of at least fifteen (15) inches at the time of installation. Shrubs **shall must** be installed at least thirty-six (36) inches apart, measured on center and may not be placed closer than three feet from the edge of any impervious area.

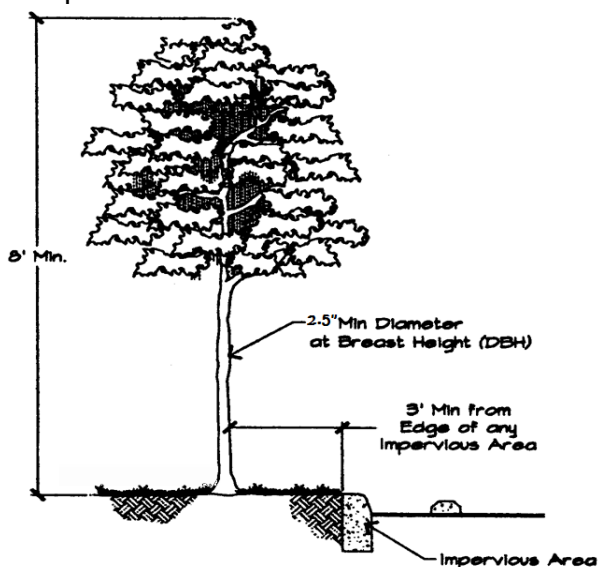
Example:



3. Hedges **shall must** be planted to create a continuous, unbroken, solid visual screen within one (1) year of planting allowing for full mature height and spread.
4. All landscaped areas **shall must** be sodded or covered with ground cover. Grassed areas **shall must** be consolidated and limited to those areas on the site which receive pedestrian traffic, provide for recreational use, provide cover for required drain fields or retention areas, or provide soil erosion control such as on slopes or in swales; and where grass is used as a design unifier or other similar practical use. Grassed areas **shall must** be planted with warm season grass species normally grown on permanent lawns in Nassau County. Special care should be taken when selecting turf grasses for shaded sites. A soil sample should be tested specifically for pH to determine which grass species is most suitable for the site. Grassed areas may be sodded, plugged, sprigged, or seeded to provide full coverage **shall must** be achieved within one (1) year after planting. Solid sod **shall must** be used in swales or areas subject to erosion. Grass sod **shall must** be clean and reasonably free of weeds and noxious pests or diseases. Grass seed **shall must** be delivered to the job site in bags with Florida Department of Agriculture tags attached indicating the quality control program.

5. Ground cover used in lieu of grass **shall must** be planted so as to present a finished appearance and reasonably complete coverage within three (3) months of installation.
6. Vines **shall must** be a minimum of thirty (30) inches in height at planting and may be used in conjunction with fences, screens, or walls.
7. Natural mulch **shall must** be designed and installed in all planting areas to a depth of three (3) inches. The type of mulch **shall must** be specified on the landscape plan. Use of artificial mulch **shall must** not be permissible within required planting areas. Cypress mulch is strongly discouraged. Mulches are typically wood bark chips, wood grindings, pine straw, nut shells, small gravel, and shredded landscape clippings. Mulch is not required in identified annual beds. Mulch rings should extend to at least three (3) feet around freestanding trees and shrubs. All mulch should be renewed periodically. Mulches should be kept six (6) inches away from any portion of a building or structure, or trunks of trees. Plastic sheeting and other impervious materials **shall must** not be used under mulched areas.
8. Retention of native and drought tolerant species is preferred. At least fifty (50) percent of the required plants installed in landscaped buffers, landscaped parking areas, and for replacement **shall must** be native species.
9. At least fifty (50) percent of the required trees installed in landscaped buffers, landscaped parking areas, and to meet tree planting requirements **shall must** be shade trees. Existing trees, other than invasive or prohibited species, which are five (5) inches DBH or larger, and shrubs may be counted toward meeting the requirements for landscaped buffers, landscaped parking areas, and tree retention.
10. Trees **shall must** be a minimum of two and a half (2.5) inches DBH and no less than eight (8) feet tall at the time of installation. Trees **shall must** not be planted closer than three (3) feet from the edge of any impervious area. Planted trees must be a species with an average mature spread of at least twenty (20) feet, or they must be grouped so as to create a crown spread of at least twenty (20) feet.

Example:



11. When palm trees are used to satisfy minimum landscape requirements, three (3) palm trees shall count as one (1) shade tree. Palm trees must be a minimum of 8 feet tall at time of installation.

12. Shade trees **shall must** not be installed under any overhead utility line, over any buried utilities, or within a utility easement.
 13. Where utilities conflict with proposed plantings, trees **shall must** be selected from a list provided by the City. Where underground utilities conflict with proposed plantings, tree placement **shall must** be a minimum of ten feet from the underground utility and a root barrier of two (2) feet deep **shall must** be installed.
- C. **Specific requirements for ~~drought tolerant~~ Florida Friendly ~~or and~~ ~~*Xeriscape~~ ~~Landscape~~ ~~m~~Materials**

1. All development for which landscaping is required by Section 4.05.00 shall comply with the ~~xeriscape~~ requirements set forth in Table 4.05.03(C). The selected design options listed below and the accompanying points necessary to meet the following ~~xeriscape~~ requirements shall be clearly tabulated on the landscape plan.
2. A minimum of fifty (50) points shall be accumulated by choosing from the following table of design options. As used in Table 4.05.03(C), "list" means the list of drought tolerant species set forth in the SJRWMD edition of the *Xeriscape Plant Guide*.

Table 4.05.03(C). Design Options for Xeriscape Landscaping

Design Feature	Standard	Points
Irrigation	Moisture sensing controller other than rain switch	5
	Landscape plan depicts low, moderate, and high water usage zones and grouping of plants into hydrozones	5
Grass	25% to 50% of the grass areas use drought tolerant species	5
	51% or more of the grass areas use drought tolerant species	10
	Less than 75% of the landscaped area contains sod	10
	Compacted mulched planting beds at least 3" deep are used in all planting areas except ground cover	10
Shrubs	25% to 50% of the required shrubs are drought tolerant species	5
	51% or more of the required shrubs are drought tolerant species	10
Trees	25% to 50% of the required trees are drought tolerant species	5
	51% or more of the required trees are drought tolerant species	10
	25% increase over the required number of shade trees in vehicular use areas, provided the planting area is large enough to ensure that the additional trees will thrive	5
	50% increase over the required number of shade trees in vehicular use areas, provided the planting area is large enough to ensure that the additional trees will thrive	10

Replacement Sub-section C.

C. *Standards.* Development requiring landscaping or perimeter buffers in accordance with this section must comply with the following xeriscape standards:

1. *Preserve and maintain native vegetation.* Existing and native vegetation must be maintained and preserved to the maximum extent practicable.

2. *Group plant material into water use zones based on water needs.* Plant material must be in water use zones according to the water needs of the genus and species, as follows:
3. *High-water use zones.* Where plant material associated with moist soils is located requires supplemental water in addition to natural rainfall. Plant material that falls in the high-water use zone shall be limited to 49 percent of the total landscaped area of the site.
4. *Moderate-water use zones.* Where plant material can survive on natural rainfall with supplemental water during seasonal dry periods.
5. *Low-water use zones.* Where plant material can survive on natural rainfall with no supplemental water.
6. *Ensure plant types are appropriate for soils.* Plant types appropriate for the soil(s) on the site must be used, and enhanced, if needed, to give the soil more moisture retention capabilities.
7. *Use of low water use plants.* Plants must be selected based on their adaptability to the site based on water use, desired effect, color, texture, and mature size. The landscape should be designed to give the desired aesthetic effect and plants should be grouped in accordance with their respective water needs. The use of native or Florida-Friendly species must be used, to the maximum extent practicable.

D. Incentive for one-hundred percent (100%) Florida-Friendly Landscaping. The amount of any required site or perimeter buffering landscaping may be reduced by five percent (5 %) of the required minimum area if the development area is completely (100%) landscaped using Florida-Friendly practices and plant material as certified by a registered landscape architect. Commercial sites utilizing the incentive are subject to an annual inspection to ensure the landscape is maintained. For subdivisions subject to these landscape requirements, a restrictive covenant must be included that requires individual lot owners to maintain Florida-Friendly landscaping on their lots and, if applicable, requires the homeowner's association to maintain Florida-Friendly landscaping in common areas.

Explanation: Proposed changes to LDC Section 4.05.03 (C.) serve to provide an update to current language for reference to the Florida Invasive Species Council Plan List since that organization has changed its name. The removal of table 4.05.03 C. with replacement of more current guidance from the Florida Friendly model ordinances specifically relying on terminology and guidance provided in Alachua County ordinance. The changes also eliminate duplication of terms as described in specific subsections for landscaping requirements such as installation and maintenance requirements.

The proposed changes also offer an incentive for buffer and landscaping minimum of 5% of the required when the project incorporates 100% Florida Friendly landscaping which can be maintained in that condition through annual inspection or through a restrictive covenant. Other changes incorporate plain language by modifying shall to must.

Re-numbering subsection D. Installation to E. Installation

E. Installation

1. All required landscaping installed pursuant to this section **shall must** be installed according to accepted horticultural practice.

2. Trees may not need to be staked if appropriate canopy to root ratio is achieved. However, trees **shall must** be guyed, braced, and/or staked at the time of planting to ensure establishment of the tree and erect growth, as specified by the landscape designer or architect and compliant with the ISA staking and guying guidelines. Nail staking or other methods that cause cosmetic or biological damage to the tree are prohibited. Trees **shall must** be re-staked within twenty-four (24) hours in the event of a failure in the staking or guying. Stakes **shall must** be removed not later than twelve (12) months after installation. All areas where trees are to be planted shall be excavated to the width and depth of the root ball with the upper twelve (12) inches excavated to at least three (3) times the width of the root ball prior to being backfilled with the required topsoil mix.
3. Shade trees **shall must** be provided with at least 250 square feet of planting area per tree.
4. Understory trees **shall must** be provided with at least 100 square feet of planting area.
5. Landscaped areas **shall must** be protected from vehicular encroachment by car stops, curbs, or other appropriate means.
6. Trees **shall must** be installed a minimum of three (3) feet from a paved area. A root barrier **shall must** be required prior to installation of replacement trees.
7. Landscaped areas **shall must** be provided with an irrigation system of sufficient capacity to maintain the landscaping in a healthy growing condition. All irrigation systems shall be designed, installed, and maintained in such a manner as not to be a nuisance to adjacent properties and uses and to the general public. Irrigation systems shall include moisture sensors.
8. Irrigation systems **shall must** be designed to “*Standards and Specifications for Turf and Landscape Irrigation Systems*”, Fifth Edition, 2005, Florida Irrigation Society, Inc and as subsequently amended.
9. Xeriscape areas must have a readily available water supply to provide temporary irrigation until plantings are established.
10. Natural areas and native vegetation left undisturbed by development may be excluded from the irrigation system.

F. Maintenance requirements

1. All plantings must be continually maintained in an attractive and healthy condition. Maintenance must include, but not be limited to, watering, tilling, fertilizing and spraying, mowing, weeding, removal of litter and dead plant material, and necessary pruning and trimming.
2. Required plants that become diseased or die must be replaced not later than three (3) months following the loss of the plant.
3. Replacement trees **shall must** be maintained and warranted to survive for a period of three (3) years from installation. Trees which do not survive three (3) year must be replaced with new trees of the same size. Replacement trees must comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.
4. All trees may be pruned to maintain shape and promote their shade-giving qualities and to remove diseased or dying portions in areas where falling limbs could be a hazard. The property owner is responsible for the maintenance of all required landscaping in a healthy, thriving condition. Trees **shall must** be pruned only as necessary to promote healthy growth or to avoid power lines. Trees **shall must** not be severely pruned or “hatracked,” “lionstailed,” or “topped” in order to permanently maintain growth at a reduced height. Pruning **shall must** comply with

- current International Society of Arboriculture (ISA) standards. No more than 20% of the crown **shall must** be removed within a one (1)-year period.
5. Fertilizers: It **shall must** be the goal of each landscape plan to select plant materials capable of thriving without regular fertilizer application, with exception of palms which need quarterly fertilizer to avoid nutrient deficiencies.
 6. Pesticides: It **shall must** be the goal of each landscape plan to establish an Integrated Pest Management approach and reduce or eliminate the need for pesticide application.

Explanation: *Proposed changes to LDC Section subsections 4.05.03 renumbered as E. and F. serve solely to use plain language direction of the City Commission. The most recent amendments to these sections were fully vetted and approved in 2021. There are no directive changes proposed.*

4.05.04 REQUIREMENTS FOR LANDSCAPE PLANS

- A. A landscaping plan **shall must** be provided to demonstrate compliance with the standards of this section and prepared in accordance with all applicable Florida Statutes. Landscaping plans **shall must** utilize the principles for creating a Florida Friendly landscape, utilize native drought tolerant plant materials to conserve water, avoid invasive exotic species, reduce need for fertilizers, and establish integrated pest management to reduce or eliminate pesticide use. The use of plant material, site design techniques, and planting design techniques which enhance wildlife habitat benefits is strongly encouraged. The publication “Planting a Refuge for Wildlife,” available from the Florida Fish and Wildlife Conservation Commission, may be used as a guide.
- B. The landscape plan **shall must** include the following elements:
 1. The name, address, and telephone number of the applicant, as well as the registered landscape architect or landscape designer.
 2. A plan showing the location, size, description, and specifications of landscaping, grade of plantings, mulch specifications, landscape area protection structures (e.g., curbs and planters), number of interior parking spaces, perimeter and interior landscape area plantings, existing trees and planting areas. The plan **shall must** illustrate the proposed irrigation hydrozones. The plan **shall must** also include property boundaries and dimensions, existing and proposed structures, pools, walks, patios, vehicular use areas, lot orientation, utility services, light poles, pad-mounted transformers, fire hydrants, existing and proposed elevations, and any other factors affecting the proposed use of the property (including the land use and zoning of adjacent properties).
 3. New landscape plans **shall must** account for plant watering needs and group plants into “hydrozones.” Hydrozones and their corresponding irrigation category **shall must** be identified on the landscape plan.

Explanation: *Proposed changes to LDC Section 4.05.04 serve solely to use plain language direction of the City Commission. The most recent amendments to these sections were fully vetted and approved in 2021. There are no directive changes proposed.*

4.05.13 HARDSHIP RELIEF

- A. Where a landowner is unduly burdened by the strict application of this the landscape sections covered in 4.05 ~~chapter~~, said landowner may apply in writing to the ~~community development department director~~ City Manager for hardship relief.

Explanation: Proposed changes to LDC Section 4.05.13 serve to eliminate the term “chapter” as this has the potential to be arguably applied as the entirety of Chapter 4 being eligible for administrative approval relief. It is Staff’s understanding that the intent of this section is to provide a minor degree of administrative latitude in allowing limited deviations to landscape requirements when a documented hardship occurs on an individual property. It was never the intention to allow administrative hardship relief requests against the entire chapter. This change is requested to better reflect the intent of only allowing that limited relief for landscape standards as approved by the City Manager.

The Florida Senate

2012 Florida Statutes

<u>Title XXVIII</u> NATURAL RESOURCES; CONSERVATION, RECLAMATION, AND USE	<u>Chapter 373</u> WATER RESOURCES <u>Entire Chapter</u>	SECTION 185 Local Florida-friendly landscaping ordinances.
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373.185 Local Florida-friendly landscaping ordinances. —

(1) As used in this section, the term:

- (a) “Local government” means any county or municipality of the state.
- (b) “Florida-friendly landscaping” means quality landscapes that conserve water, protect the environment, are adaptable to local conditions, and are drought tolerant. The principles of such landscaping include planting the right plant in the right place, efficient watering, appropriate fertilization, mulching, attraction of wildlife, responsible management of yard pests, recycling yard waste, reduction of stormwater runoff, and waterfront protection. Additional components include practices such as landscape planning and design, soil analysis, the appropriate use of solid waste compost, minimizing the use of irrigation, and proper maintenance.

(2) Each water management district shall design and implement an incentive program to encourage all local governments within its district to adopt new ordinances or amend existing ordinances to require Florida-friendly landscaping for development permitted after the effective date of the new ordinance or amendment. Each district shall assist the local governments within its jurisdiction by providing a model Florida-friendly landscaping ordinance and other technical assistance. Each district may develop its own model or use a model contained in the “Florida-Friendly Landscape Guidance Models for Ordinances, Covenants, and Restrictions” manual developed by the department. To qualify for a district’s incentive program, a local government ordinance or amendment must include, at a minimum:

- (a) Landscape design, installation, and maintenance standards that result in water conservation and water quality protection or restoration. Such standards must address the use of plant groupings, soil analysis including the promotion of the use of solid waste compost, efficient irrigation systems, and other water-conserving practices.
- (b) Identification of prohibited invasive exotic plant species consistent with s. [581.091](#).
- (c) Identification of controlled plant species, accompanied by the conditions under which such plants may be used.
- (d) A provision specifying the maximum percentage of irrigated turf and impervious surfaces allowed in a Florida-friendly landscaped area and addressing the practical selection and installation of turf.
- (e) Specific standards for land clearing and requirements for the preservation of existing native vegetation.
- (f) A monitoring program for ordinance implementation and compliance.

(3) Each water management district shall also work with the department, local governments, county extension agents or offices, nursery and landscape industry groups, and other interested stakeholders to promote, through educational programs, publications, and other district activities authorized under this chapter, the use of Florida-friendly landscaping practices, including the use of solid waste compost, in residential and commercial development. In conducting these activities, each district shall use the materials developed by the department, the Institute of Food and Agricultural Sciences at the University of Florida, and the Center for Landscape Conservation and Ecology Florida-Friendly Landscaping Program, including, but not limited to, the Florida Yards and Neighborhoods Program for homeowners, the Florida Yards and Neighborhoods Builder Developer Program for developers, and the Green Industries Best Management Practices Program for landscaping professionals. Each district may develop supplemental materials as appropriate to address the physical and natural characteristics of the district. The districts shall coordinate with the department and the Institute of Food and Agricultural Sciences at the University of Florida if revisions to the educational materials are needed.

(a) The Legislature finds that the use of Florida-friendly landscaping and other water use and pollution prevention measures to conserve or protect the state’s water resources serves a compelling public interest and that the

participation of homeowners' associations and local governments is essential to the state's efforts in water conservation and water quality protection and restoration.

(b) A deed restriction or covenant may not prohibit or be enforced so as to prohibit any property owner from implementing Florida-friendly landscaping on his or her land or create any requirement or limitation in conflict with any provision of part II of this chapter or a water shortage order, other order, consumptive use permit, or rule adopted or issued pursuant to part II of this chapter.

(c) A local government ordinance may not prohibit or be enforced so as to prohibit any property owner from implementing Florida-friendly landscaping on his or her land.

(4) This section does not limit the authority of the department or the water management districts to require Florida-friendly landscaping ordinances or practices as a condition of any permit issued under this chapter.

History.—s. 3, ch. 91-41; s. 3, ch. 91-68; s. 7, ch. 2001-252; s. 17, ch. 2009-243.

Disclaimer: The information on this system is unverified. The journals or printed bills of the respective chambers should be consulted for official purposes.

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Print

Planning Advisory Board (PAB) - Submission #14013

Date Submitted: 5/24/2024

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?*

5/24/2024

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*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Parcel ID #(s)*

0

Lot*

0

Block*

0

Subdivision*

0

Zoning District*

C-3

Future Land Use Designation*

Central Business District

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*

Charlie

Last Name*

George

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

Zip*

32034

Telephone Number*

9043103480

Email Address*

planninginfo@fbfl.city

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

Kelly

Last Name

Gibson

Mailing Address

204 Ash Street

City

Fernandina Beach

State

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

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

Request for adding terms to LDC Section 1.07.00 Acronyms and Definitions to include Building Site, Substandard Lot of Record, Parcel, Parcel Identification Number (PIN), and Plat.

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*

Kelly

Applicant Last Name*

Gibson

Today's Date*

5/24/2024

Upload Supporting Documentation*

06 12 24 Display Ad.docx

 City of FB logo
NEW Reflex

Upload 2

Choose File No...en

Upload 3

Choose File No...en

Upload 4

Choose File No...en

DEPARTMENT OF PLANNING & CONSERVATION

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

1.07.00 Acronyms and Definitions

Building site means land upon which an active permit exists.

Lot – sub definition to include:

Substandard Lot of Record means a **Lot of Record** that is less than the required minimum land area or width as established by the zoning district in which it is located.

Parcel means a distinct continuous portion or tract of land.

Parcel Identification Number (PIN) means a unique number assigned by the Nassau County Property Appraiser's Office to identify a parcel.

Plat means is the final design drawing showing the boundaries and locations of all lots, tracts rights-of-way, dedications, and easements, as applicable. The final plat is intended to provide a perpetual record of the subdivision.

Explanation: PAB directed LDC Text Amendments as requested by the board at workshops held April 24, 2024, and May 8, 2024. Staff informed that the requested amendments may be more suitable to consider at a time when the City Commission is prepared to discuss the broader direction associated with substandard lots. The board felt it necessary to have the items defined prior to that timing. Staff has bundled the request as part of several LDC Text Amendments to serve as the mid-year code changes.