



**AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
FEBRUARY 12, 2025
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 Meeting Minutes for the Regular Meeting of December 11, 2024.
 - 3.2 Approval of Minutes for the City Commission and Planning Advisory Board Joint Special Meeting of January 8, 2025.
- 4. STAFF REPORT**
 - 4.1 2024 Administrative Reviews Report
 - 4.2 Presentation of 2024 Annual Report for Planning & Conservation (*to be provided at meeting*)
 - 4.3 Presentation of 2025 Planning Projects and Regulatory Requirements (*to be provided at meeting*)
 - 4.4 Reminder: City Commission Visioning Workshop on Thursday, February 27, 2025 from 1-5pm at City Golf Course Clubhouse
- 5. BOARD BUSINESS**
 - 5.1 Follow-up discussion from the January 8, 2025, City Commission and Planning Advisory Board Joint Meeting.
 - 5.2 Election of Chair and Vice Chair
- 6. PUBLIC COMMENT**
- 7. ADJOURNMENT**

THE NEXT PAB REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 12, 2025 AT 5PM.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any

action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 11, 2024
5:00 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 (5:01)	Barbara Gingher
Daphne Forehand	

MEMBERS ABSENT:

Nick Gillette	Richard Doster
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OTHERS PRESENT:

Tammi Bach, City Attorney
Margaret Pearson, Senior Planner
Morgan Ohlendorf, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Review and approval of Minutes for the Regular Meeting of November 13, 2024.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson, seconded by Member Forehand, to approve the Minutes as presented.

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

4. OLD BUSINESS

There was no old business to discuss at this time.

5. NEW BUSINESS

5.1 **PAB 2024-0011 - FINAL PLAT REQUEST FOR SEA LA VIE FOR 8 TOWNHOMES AND 1 SINGLE FAMILY HOME LOCATED AT 1110 S. 13TH STREET**
Applicant Gillette & Associates Inc, agent for Cole Builders.

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Margaret Pearson, Senior Planner, presented the Staff Report Analysis and recommended approval.

Vice-Chair Stevenson asked for additional information regarding the trees on the property. Mrs. Pearson answered with information about the trees being removed and mitigated.

Asa Gillette, Gillette & Associates, 31 S. 4th Street, provided additional information about the tree mitigation requirements.

Vice-Chair Stevenson asked about the T-turnaround on the proposed plan and if it was to be used for parking or solely for emergency services access. Mr. Gillette answered that it is solely for emergency services.

Vice-Chair Stevenson inquired about proposed water retention areas on the property. Mr. Gillette answered that since this property has a relatively low water table, additional water retention was not necessary.

Public Comment was opened.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, expressed concern with flooding issues due to impervious surfaces and new developments.

Vice-Chair Stevenson asked Mr. Gillette if the topography caused water to flow in a particular direction. Mr. Gillette answered that this land is relatively flat and has a significant stormwater management system to address flooding concerns.

Vice-Chair Stevenson then asked for clarification about the term “green field developed.” Mrs. Pearson answered that this is a term used to describe a vacant and previously undeveloped lot.

Taina Christner, 406 Beech Street, asked if these units would be eligible for short-term rentals due to being in the R-3 zoning district. Tammi Bach, City Attorney, answered in the affirmative. Mrs. Christner then asked if there would be any limits on uses for this property due to a previously approved rezoning ordinance back in 2005 that stated that this property was rezoned to allow low-income housing for seniors. Member Bennett asked Mrs. Bach if there was a possibility of adding conditions at this stage in the process. Mrs. Bach stated that she would want to research these questions further and would bring back comments at the next meeting.

Kim Wolford, 1315 Broome Street, thanked the Board and City Attorney for their service to the community and shared her thoughts about development within the City and the creation of better building practices for the future.

Public Comment was closed.

ACTION TAKEN: A motion was made by Vice-Chair Stevenson, seconded by Member Bennett, to recommend approval of PAB case 2024-0011 to the City Commission requesting that a Final Plat for the Sea La Vie Amelia Subdivision be approved; AND that PAB case 2024-0011 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

The Board discussed the possibility of being made aware of issues with past rezoning and similar changes ahead of time for future cases.

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

Jim Crotti, 1736 S. 15th Street, asked the Board if their approval of this case would disregard any previously issued conditions on the property or if those conditions would still be upheld. The answer would depend on the City Attorney’s research of the matter, which result would be communicated to the Board before approval of this recommendation by the City Commission.

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6. BOARD BUSINESS

Vice-Chair Stevenson shared the Board Members term expiration dates. He then shared a list of resources from Commissioner Tuten about Florida-friendly landscaping and confirmed with Mrs. Pearson that this would be discussed later. He then urged fellow Board Members to watch a Live Local webinar which information was shared with the Board. The Board discussed Live Local further and agreed that they should make this a topic of discussion at a later meeting.

Vice-Chair Stevenson stated that the Planning Advisory Board should attend the upcoming Board of Adjustment meeting scheduled for December 18th, 2024. He also shared thoughts about the last City Commission meeting of December 3, 2024.

7. STAFF REPORT

Mrs. Pearson announced that the Joint Workshop with the PAB and City Commission has been scheduled for January 8th, 2025, at 6:00 PM. Board Members shared some topic ideas to be discussed at that meeting and Mrs. Pearson asked the Board Members to email her any additional topic of interest.

Member Bennett asked City Attorney and Staff to bring attention to the City Commission that clapping and commenting from the audience should not be permitted during the City Commission meeting.

Mrs. Pearson asked for Board members to email topics to be added to the list of discussion items to Staff.

8. PUBLIC COMMENT

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, recommended that sustainability and land conservation be added to the list of topics during the Joint Workshop.

Jim Crotti, 1736 S. 15th Street, asked the Board why some counties opt out of Live Local and if Nassau County has agreed to opt out. Mrs. Bach answered the Nassau County has opted out of certain parts of Live Local, but that there are only very few specific tax exemptions.

9. ADJOURNMENT 6:07PM

Morgan Ohlendorf, Recording Secretary

Victoria Robas, Chair



MINUTES
FERNANDINA BEACH CITY COMMISSION PLANNING ADVISORY BOARD
JOINT SPECIAL MEETING
JANUARY 8, 2025
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. **CALL TO ORDER:** Mayor James Antun called the meeting to order at 6:00 PM.
2. **ROLL CALL:** City Clerk Caroline Best called the City Commission roll and the Planning Advisory Board roll which was as follows: City Commission: Mayor James Antun, Vice Mayor Darron Ayscue, Commissioner Genece Minshew, Commissioner Tim Poynter, Commissioner Joyce Tuten. Planning Advisory Board (PAB): Chair Victoria Robas, Vice Chair Pete Stevenson, Member Richard Doster, Member Nick Gillette, Member Daphne Forehand, Member Mark Bennett. **ASBSENT:** Planning Advisory Board Members Barb Gingher and Member Mark Durham

Present on behalf of the City: City Clerk Caroline Best, City Manager Sarah Campbell, Deputy City Manager Jeremiah Glisson, Planning and Conservation Director Kelly Gibson, Planning and Conservation Senior Planner Margaret Pearson, and Mr. Harrison W. Poole, Esquire.
3. **PLEDGE OF ALLEGIANCE** - led by City Manager Campbell.
4. **DISCUSSION/DIRECTION:** PAB Chair Robas introduced the Joint Special Meeting and Mr. Harrison Poole as City Attorney Pro Tem. She then spoke of the importance of the special opportunity given to this body helps safeguard the history of Fernandina Beach. Vice Mayor Ayscue expressed disappointment with the PAB's ability to accomplish City Commission driven direction.
 - 4.1 **DISCUSSION/DIRECTION** - *The Planning Advisory Board (PAB) would like discussion and direction from the City Commission on their (PAB) desired areas of focus and priority for the items listed below. (Anticipated completion is 6-24 months depending on complexity of priorities identified).*
 - 4.1.1 **LAND DEVELOPMENT CODE SECTION 1.03.04 AND 1.03.05** - *Direction on separation and PAB Case 2024-0004/Ordinance 2024-21: Definitions Application.*
 - 4.1.2 **LAND DEVELOPMENT CODE TEXT AMENDMENTS** - *Direction on Returned PAB Case 2024-0010/Ordinance 2024-19: Planned Unit Developments (PUDs). The Planning Advisory Board identified request to determine consensus for a minimum acreage requirement and PAB Case 2024-0006/Ordinance 2024-20: Florida Friendly Landscape (Planning Advisory Board identified a request for specific direction on any additional items to be incorporated in revisions. Staff identified a request for minor amendments that should be incorporated to clarify the minimum mitigation for palm trees. Palm trees shall only count as 2.5" Diameter at Breast Height (DBH) regardless of their documented DBH).*
 - 4.1.3 **PARKING STANDARDS AMENDMENTS** - *The Planning Advisory Board has considered the following amendments: 1. Medical Offices (ready for action); 2. Barber Shops/ Beauty Salons (ready for action); 3. 8th Street Mixed Use 4. Beach Commercial Nodes; 4. Shared Parking Agreement Updates.*

- 4.1.4 **LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS** - *Staff identified and other non-prioritized changes: 1. Process for Reasonable Accommodations (legal identified concern); 2. Mini Storage Supplemental Standards (Consideration of additional standards such as mixed-use requirements, facade requirements and maximum number of stories); 3. Sea Turtle Model Lighting Ordinance (Prior 2016-2017 Effort) 4. Recovery Home - Defined and Zoning Allowances; 5. Addressing Requirements in LDC Section 4.04.04(L); 6. Outdoor Lighting Ordinance (Neighborly).*

Commissioner Minshew stated the Commission the PAB is an advisory board that advises the City Commission, as such the Commission seeks their advice/recommendations. Her five-year vision includes residential neighborhoods remaining intact, the Historic Districts more tightly controlled to maintain its integrity, challenging staff and the PAB to determine the different components of the community and how to preserve their uniqueness, no increased density, preserving the tree canopy, and increasing the impervious surface. Regarding commercial property: find incentives to encourage use of existing commercial properties. She also spoke of maintaining the historic Downtown integrity by finding ways to make it easier for historic structure owners to maintain them. Lastly, she suggested making the Land Development Code (LDC) easier to read and understand and to protect what we have by looking at how we can improve density, zoning, and lot size.

Commissioner Poynter agreed that incentivizing is a good approach because restoring historic structures is expensive, many owners can't afford to maintain them. Helping owners with the maintenance of derelict properties would help keep the community vibrant. He noted that the use of a simpler LDC language would help all in understanding what is required and how to provide those modifications. He emphasized that Commissioners are not planners, staff needs to provide recommendations that benefit the community now and into the future. Lastly, he suggested Nassau County could be approached regarding incentives in tax breaks for repairing neglected structures.

Commissioner Tuten spoke of her interests in the following: sustainability now and in the future, protection of economy/ jobs/environment, tree protection/canopy growth, property rights, enabling the City arborist regarding tree removal infractions, making permitting process easier, creating dune protection ordinances. She applauded the hiring of the Downtown Manager, encouraged plantings of native plants, enhanced "dark skies" language, and summarized her vision by asking how our code can be amended to protect our future.

PAB Member Gillette asked whether parking standard amendments and neighborhood character are examples of items that the City Commission is interested in the PAB pursuing. Commissioner Minshew stated she wants the PAB to come to the City Commission with a complete recommendation with all implications to make it easier for the Commission to make a decision.

PAB Member Stevenson noted the waterfront has been discussed for twenty-one years and emphasized the need to address the urgency of protecting the historic Downtown against saltwater intrusion and worries about unintended consequences. How does the PAB help protect the City now and into the future? PAB did its job on Tringali, their recommendations were not followed, and that the LDC could use some clean up.

PAB Member Stevenson inquired if any City Commissioner had opinions about City Attorney Bach's comments at the previous night's City Commission meeting regarding a development moratorium. The City Commission consensus was a lack of interest at this time.

PAB Member Stevenson asked for opinions on downtown paid parking in certain zones and seeking Nassau County input regarding their efforts into this issue. Mayor Antun shared interest in discussing paid parking so that income can be generated by tourists and help pay for infrastructure.

PAB Member Doster noted incentivizing is one way to get the City to look like we want. He suggested that the PAB and staff advocate further for home rule to protect and enhance the City's beauty, which in turn affects its residents positively.

PAB Member Forehand noted that the PAB has presented a number of recommendations to the City Commission

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which were sent back to the PAB, she would like clarification on whether these topics should be further pursued, specifically: LDC Section 1.03.04, LDC Section 1.03.05, Planned Unit Development (PUD) standards. Commissioners asked that the language be clarified and that images be added for easier understanding. Commissioner Minshew discouraged wordsmithing on the part of the Commission; she noted that it is the role the PAB to finalize language to be presented.

Vice Mayor Ayscue suggested bringing that legislation back to the City Commission as it could be revisited. Commissioner Minshew suggested adding an intent clause to any PUD changes. Commissioner Poynter suggested that input from professionals and developers could help in shaping any proposed changes, especially with the impact of the Live Local Act.

PAB Member Stevenson summarized that proposed changes should include the “why would this be good for the City” factor. Commissioners concurred.

Commissioner Tuten suggested modifying our signage ordinance since people are now using GPS.

5. PUBLIC COMMENT

Lauree Hemke, 751 Barrington Drive, supports the inclusion of an intent clause in support of guidance and changes. She inquired about long-term implications and transportation plans for future growth/needs, along with parking and stormwater needs.

Margaret Kirkland, 1377 Plantation Point Drive, emphasized that the relationship between the City Commission, the PAB, and staff communication is critical in moving forward. She shared her five-year vision: better understanding of what sustainability means for the City, the nature of our topography, adjustment to City ordinances to allow for rational forward movement and determine what should or can’t be developed. Ms. Kirkland distributed a handout summarizing her comments which she noted were already emailed to all participants of this meeting.

Pat Smedley, 1744 S. 15th Street, voiced concern regarding proposed development on 14th and 15th Street, and encouraged changes that would make the LDC easier to read. She also inquired about the City having a strategic plan and if so, why hasn’t it been mentioned during this meeting.

PAB Member Stevenson announced a Meal Preparation Event taking place at the Atlantic Recreation Center. The event goal is to prepare 40,000+ meals. Interested volunteers are welcome the morning of Saturday February 1, 2025, at 9:00 AM.

PAB Member Forehand asked for status on the codification of the LDC into Municode. Planning & Conservation Director Kelly Gibson noted that the project is still budgeted and that a recent merger of Municode has affected their productivity.

6. ADJOURNMENT: There being no further discussion, the Joint Special Meeting adjourned at 7:27 PM.

City Clerk/Recording Secretary Caroline Best

PAB Chair Victoria Robas

ADMINISTRATIVE REVIEWS REPORT - 2024								
Case #	Application	Address	Owner/Agent	Application Date	Applic Fee Paid	Notes	Status	LETTER ISSUED
ADMIN2024-0004	Context Sensitive Review	221 s. 5th Street	Weckback/Akins	3/25/2024	Yes	Contest Sensitive Review	A	5/3/2024
ADMIN2024-0005	Minor Subdivision	Lot 5 Blk 149 S. 7th Street	Freeman/Gillette	3/28/2024	Yes	Divide parcel in 2 lots	A	5/17/2024
ADMIN2024-0011	Minor Subdivision	929 S. 9th Street	Levering/Parker	7/16/2024	Yes	Convert 4 lots into 3	A	8/7/2024
ADMIN2024-0012	Minor Subdivision	921 S. 9th Street	Levering/Parker	7/16/2024	Yes	Convert 4 lots into 3	A	8/7/2024
ADMIN2024-0013	Minor Subdivision	2044 Highland Drive	Nissen	7/11/2024	No	Divide parcel in 2 lots	Withdrawn	Withdrawn
ADMIN2024-0017	Lot Line Adjustment	212 S. 14th Street	Page/Tilton	8/23/2024	Yes	Modified parcel boundaries from shared ownership	A	9/24/2024
ADMIN2024-0018	Adminstrative Waiver	311 Elm Street	Martin	09/20/24	Yes	Administrative waiver for trees Preservation - Appealed and modified w/conditions	BOA Modified	FOF 11/20/24
ADMIN2024-0019	Minor Subdivision	Lot 30 Amelia Road	Oaks of Amelia/Smith	9/26/2024	Yes	Convert 1 lot into 2	Pending School Concurrency	TBD
ADMIN2024-0023	Minor Subdivision	825 + 829 s. 9th Street	John Turner	10/28/2024	Yes	LLA	A	12/3/2024

Key Themes from City Commission to PAB after workshop

Community Character

The distinct identity of a place. It is the collective impression a neighborhood or town makes on residents and visitors.

Projects:

1.03.04/1.03.05 - clarity
PUD
Commercial redevelopment
Parking Standards
Dark Skies
Dune Protection
Design Incentives
impervious surface ratios
Density - no increase or reduce
Landscaping
Tree Protection

Natural Resources Protection/Preservation

The careful management and upkeep of natural resources like water, soil, forests, ocean and wildlife to ensure their availability for current and future generations.

Projects:

1.03.04/1.03.05 - clarity
PUD
Dark Skies
Dune Protection
Tree Protection
Density - no increase or reduce
Commercial redevelopment
Parking Standards
Landscaping

Sustainability

A development model that can meet the needs of the present without compromising the ability of future generations to meet their own.

Projects:

1.03.04/1.03.05 - clarity
Commercial Redevelopment
Parking Standards
PUD
Density - no increase or reduce
impervious surface ratios
Design Incentives
Landscaping
Dark Skies