



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
MAY 8, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 Approval of Minutes for the Regular Meeting of March 27, 2025.
- 5. FIRST STEP REVIEWS (PRE-APPLICATION ITEMS)**
 - 5.1 **57 S. Fletcher Avenue - C-1**
Construction of a two (2) 3-story hotels, one hotel villa, and parking lots
Cody Smith/Halff
 - 5.2 **1505 S. 15th Street – C-1**
Construction of 3 commercial buildings: 2 medical office buildings and 1 retail building.
Matthew Lahti / Gulfstream Design Group
 - 5.3 **1880 S. 14th Street, Ste. 101 – C-1 w/PUD**
Change of use to a hair salon.
Ben Freeman
 - 5.4 **1200 Elm Street - REC**
MLK Elm Street Softball Field upgrades.
Asa Gillette / Gillette & Associates, Inc.
 - 5.5 **303 Calhoun Street – R-2**
Renovating existing St. Peter Claver Church building from residential use to assembly use.
Jose Miranda / Miranda Architects
 - 5.6 **2376 Shannon Road – I-1**
Expansion of existing building to provide additional warehouse storage.
Jeff Paul / Tacy Medical, Inc.
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY,**

NO ACTION TO BE TAKEN.

9. COMMITTEE BUSINESS

10. ADJOURNMENT

NEXT REGULAR TRC MEETING IS SCHEDULED FOR MAY 22, 2025.

Persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY 711, or through the Florida Relay Services at 1-800-955-8771 (TTY number for all City offices) at least 24 hours in advance to request such accommodations.



**MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
MARCH 27, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER 10:02 AM**
- 2. ROLL CALL**

MEMBERS PRESENT:

Kelly Gibson, Planning	Margaret Pearson, Planning
David Neville, Arborist	Victoria Guadagnino, Utilities/Stormwater/Streets
Walter Gray, Utilities/Wastewater	Todd Love, Utilities/Water
Jason Higginbotham, Fire	Michelle Forstrom, Code Enforcement

OTHERS PRESENT:

Morgan Ohlendorf, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**

4.1 Approval of Minutes from the Regular Meeting of December 19, 2024.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Guadagnino, to approve the Minutes for the Regular Meeting of December 19, 2024, as presented.

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

- 5. DISCUSSION ITEMS**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - 7.1 TRC 2025-0001 - GILLETTE & ASSOCIATES, AGENT FOR WORTHY INVESTMENTS LLC, 124 S. 3RD STREET, 119 S. 4TH STREET, 123 S. 4TH STREET, & 125 S. 4TH STREET**
Site plan review for the construction of four triplex units.

Chair Gibson provided background information about this case and invited the applicant to address the Committee's comments.

Asa Gillette, Gillette & Associates, addressed comments provided by the Board. Ms. Gibson clarified that after the last comment is addressed, this case will be ready for final sign off.

Taina Christner, 406 Beech Street, shared that this case is violating a current court order to adhere to LDC section 1.03.05

DRAFT

and that it should be heard by the Board of Adjustment, as the process requires. She added that if this process is not followed, further legal action would be pursued. She then spoke of the potential Sunshine Law violation regarding transparency of the TRC and pre-application meeting where both should be publicly noticed.

7.2 TRC 2025-0002 - GILLETTE & ASSOCIATES, AGENT FOR EDWARD BONER, 420 CITRONA DRIVE

Site plan review for the subdivision of one lot into 7 single-family lots.

Chair Gibson provided background information about this case and invited the applicant to address the Committee's comments.

Asa Gillette, Gillette & Associates, Inc. had no comments.

In order to continue the development process, Chair Gibson asked that the applicant apply for the preliminary plat to be presented at a future Planning Advisory Board meeting for review.

7.3 TRC 2025-0003 - GILLETTE & ASSOCIATES, AGENT FOR COASTAL LEGACY GROUP LLC, 321 S. 3RD STREET

Site plan review for the construction of four single-family townhomes.

Chair Gibson provided background information about this case and invited the applicant to address the Committee's comments.

Mr. Gillette addressed comments from the Board regarding landscaping and a mail kiosk. Chair Gibson reminded the applicant that if there are substantial plan changes from what was advertised, these changes would need to be reviewed at the next TRC meeting agenda. Mr. Gillette noted that these changes were not substantial.

Ms. Gibson explained that after these last comments are addressed, the sign off of a local development order can be issued and the applicant can proceed to permitting.

8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.

Chair Gibson invited the public to speak at this time.

Pat Smedley, 1744 S. 15th Street, spoke regarding TRC 2024-0004 and stated that she believed this case disrupts neighborhood character and would create issues regarding parking and traffic. She urged the City to coordinate with Nassau County to install a traffic light at Nectarine and 15th Street.

9. COMMITTEE BUSINESS

10. ADJOURNMENT 10:17 AM

Kelly Gibson, Chair

Technical Review Committee (TRC): First Step Meeting Request (formerly TRC Pre-Application) - Submission #15835

Date Submitted: 3/28/2025

Technical Review Committee (TRC) First Step Meeting Request (formerly TRC Pre-Application)

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step meetings are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step meeting is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

2025 FIRST STEP MEETINGS + DEADLINES - AIRPORT CONFERENCE ROOM

Application Deadline (4:30pm)	Dec 05 2024	Jan 02 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 01 2025	June 05 2025	July 03 2025	Aug 07 2025	Sept 04 2025	Oct 02 2025	Nov 06 2025	Dec 04 2025	Jan 01 2026
Meeting Date	Dec 12 2024	Jan 09 2025	Feb 13 2025	Mar 13 2025	Apr 10 2025	May 08 2025	June 12 2025	July 10 2025	Aug 14 2025	Sept 11 2025	Oct 09 2025	Nov 13 2025	Dec 11 2025	Jan 08 2026

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use will require a First Step meeting as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

****Please note that First Step meetings will be held at 10:00 AM on the second Thursday of each month (unless otherwise indicated) at the City of Fernandina Beach Municipal Airport 2nd floor conference room.****

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

☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05

☒ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at www.fbfl.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

☒ A complete application.

☒ Site plans or scaled drawings;

☐ Any other files that illustrate the proposed project; and

☐ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

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

Site Address*

57 S FLETCHER AVENUE

City*

FERNANDINA BEACH

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1020-0054-0000, 00-00-31-1020-0052-0000, 00-00-31-1020-0050-0000

Lot

Block

Subdivision

Zoning District*

C-1

Future Land Use Designation*

General Commercial

Overlay District

-- Select One --

Size of Property (acres)*

1.64

Present Property Use*

Vacant, Multi-family

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*	Last Name*
Cody	Smith
Company (if applicable)	
Halff Associates, Inc.	
Telephone Number*	E-mail Address*
9044569804	csmith@halff.com

PROJECT INFORMATION

Project Name

Fletcher Twin Hotels

Project Type*	Please choose your preferred method of conducting your First Step meeting*
Commercial	In-person (FB Municipal Airport 700 Airport Rd.)

Project Description*

The project site is a combination of three different parcels which include two 3-story hotels, one hotel villa and parking lots. Parking includes surface parking and ground level parking underneath building. Overhead walkway is proposed between the two main buildings. Drainage will be underground retention.

Describe your project in detail

Proposed Access Road*	Rd Maintenance Jurisdiction *
Fletcher Avenue	FDOT Maintained

Certification*

☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*	Applicant Last Name*
Cody	Smith

Today's Date*

3/28/2025

Upload Supporting Documentation*

FLETCHER TWIN HOTELS.pdf

Upload 2

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Upload 3

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Upload 4

Choose File No fi...sen

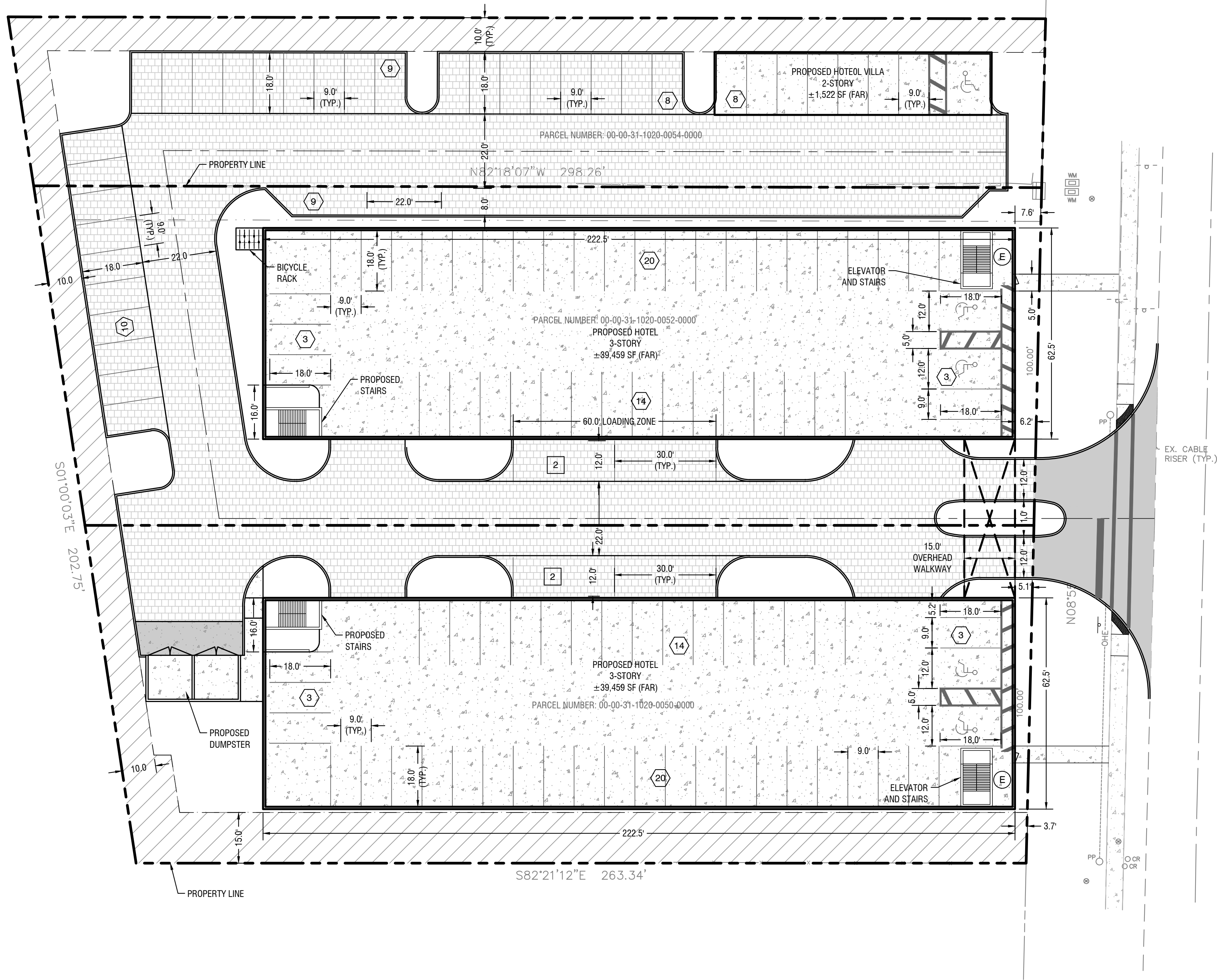
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DEPARTMENT OF PLANNING & CONSERVATION

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



LEGEND

	PROPERTY LINE		STANDARD PARKING SYMBOL
	LANDSCAPE BUFFER LINE		LOADING ZONE SYMBOL
	CENTERLINE		LANDSCAPE BUFFER
	PROPOSED ASPHALT PAVEMENT		
	PROPOSED CONCRETE PAVEMENT		
	PROPOSED PERVIOUS PAVERS		
	PROPOSED CONCETE SIDEWALK		

SITE PARKING DATA TABLE

PROPOSED USE	HOTEL / LODGING	
PARKING	REQUIRED	PROVIDED
TOTAL VEHICLE	121	124
STANDARD	116	119
ADA	5	5
LOADING ZONES	3	4
MOTORCYCLE	0	0
BICYCLE	5	5

NOTES:

- PARKING COUNT PER FERNANDINA BEACH LAND DEVELOPMENT CODE (LDC) TABLE 7.01.04(A), 1 PARKING SPACE PER ROOM X 118 ROOMS = 118 SPACES
- A CROSS-ACCESS AND SHARED PARKING AGREEMENT BETWEEN THE THREE PARCELS (NORTH, CENTRAL & SOUTH) SHALL BE RECORDED.
- OFF-STREET PARKING MAY NOT EXCEED 10% OF THE REQUIRED PARKING AMOUNT ON ANY SITE PER LDC SECTION 7.01.04(A)7.
- 1 LOADING SPACE FOR THE FIRST 10,000 S.F. OF GROSS FLOOR AREA (GFA), PLUS 1 LOADING SPACE FOR EACH ADDITIONAL 20,000 S.F., OR FRACTION THEREOF, PER LDC SECTION 7.01.06(A)2. CROSS EASEMENT SHALL ALLOW FOR BOTH LOADING ZONES TO BE UTILIZED BY BOTH PARTIES.
- MINIMUM 1 BICYCLE SPACE PER 25 REQUIRED VEHICLE PARKING SPACES PER LDC TABLE 7.01.03(E).

NORTH LOT DATA TABLE

57 S FLETCHER AVENUE FERNANDINA BEACH, FL 32034	
SITE AREA	± 15,049 S.F. (0.35 AC)
PARCEL ID	00-00-31-1020-0054-0000
ZONING	C-1
FLOOD ZONE	"X"
PROPOSED USE	HOTEL (1 ROOM)
BUILDING FLOOR AREA	±1,522 S.F. (0.03 AC)
IMPERVIOUS AREA	±1,591 S.F. (0.03 AC)

YARD REQUIREMENTS	MINIMUM	PROVIDED
MINIMUM FRONT	NONE	0<
MINIMUM SIDE	10'	10'<
MINIMUM REAR	10'	10'<
SIGN SETBACK	10' FROM RIGHT-OF-WAY	
BUILDING HEIGHT	35'	
SITE LANDSCAPE	20%	32%

LOT REQUIREMENTS	MAXIMUM	PROVIDED
FLOOR AREA RATIO	150%	10%
IMPERVIOUS (%)	60%	11%

CENTRAL LOT DATA TABLE

59 S FLETCHER AVENUE FERNANDINA BEACH, FL 32034	
SITE AREA	± 29,035 S.F. (0.67 AC)
PARCEL ID	00-00-31-1020-0052-0000
ZONING	C-1
FLOOD ZONE	"X"
PROPOSED USE	HOTEL (60 ROOMS)
BUILDING FLOOR AREA	±39,459 S.F. (0.91 AC)
IMPERVIOUS AREA	± 13,156 S.F. (0.30 AC)

YARD REQUIREMENTS	MINIMUM	PROVIDED
MINIMUM FRONT	NONE	0<
MINIMUM SIDE	10'	10'<
MINIMUM REAR	10'	10'<
SIGN SETBACK	10' FROM RIGHT-OF-WAY	
BUILDING HEIGHT	35'	
SITE LANDSCAPE	20%	*20%

LOT REQUIREMENTS	MAXIMUM	PROVIDED
FLOOR AREA RATIO	150%	136%
IMPERVIOUS (%)	60%	45%

NOTES:

- LANDSCAPE AREA INCLUDES 1,350 S.F. OF ROOFTOP LANDSCAPE AREA.

SOUTH LOT DATA TABLE

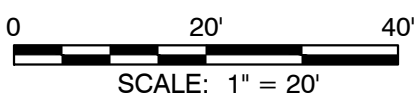
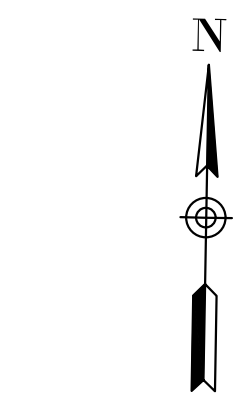
87 S FLETCHER AVENUE FERNANDINA BEACH, FL 32034	
SITE AREA	± 27,204 S.F. (0.62 AC)
PARCEL ID	00-00-31-1020-0050-0000
ZONING	C-1
FLOOD ZONE	"X"
PROPOSED USE	HOTEL (60 ROOMS)
BUILDING FLOOR AREA	±39,459 S.F. (0.91 AC)
IMPERVIOUS AREA	± 14,991 S.F. (0.34 AC)

YARD REQUIREMENTS	MINIMUM	PROVIDED
MINIMUM FRONT	NONE	0<
MINIMUM SIDE	10'	10'<
MINIMUM REAR	10'	10'<
SIGN SETBACK	10' FROM RIGHT-OF-WAY	
BUILDING HEIGHT	35'	
SITE LANDSCAPE	20%	28%

LOT REQUIREMENTS	MAXIMUM	PROVIDED
FLOOR AREA RATIO	150%	145%
IMPERVIOUS (%)	60%	55%

NOTES:

- MAXIMUM BUILDING HEIGHT AND MINIMUM YARD SETBACKS PER LDC TABLE 4.02.03(E).
- MAXIMUM IMPERVIOUS SURFACE AND MAXIMUM FLOOR AREA RATIO PER LDC TABLE 4.02.01(J).
- FOR IMPERVIOUS AREA CALCULATIONS, PERVIOUS PAVERS ARE CONSIDERED TO BE PERVIOUS FOR ZONING PURPOSES.
- FOR BUILDING FLOOR AREA CALCULATIONS, THE SUM OF THE ENCLOSED AREA FOR EACH FLOOR WAS USED.



PROJECT NAME
FLETCHER TWIN HOTELS

PREPARED FOR
ORGAM, LLC



9985 GATE PARKWAY N. SUITE 200
JACKSONVILLE, FLORIDA USA 32246
PHONE 904.730.9360 WWW.HALFF.COM
FL CA 33380 FL LC 26000645

DESCRIPTION

REVISIONS
NO. DATE

SEAL

PRELIMINARY - NOT
FOR CONSTRUCTION

PROJECT NO.: 57120.001
ISSUED: 3/24/2025
DRAWN BY: TKG
CHECKED BY: CBS
SCALE: 1" = 20'

CONCEPTUAL
SITE PLAN V7

CSP-7

Technical Review Committee (TRC): First Step Meeting Request (formerly TRC Pre-Application) - Submission #15920

Date Submitted: 4/8/2025

Technical Review Committee (TRC) First Step Meeting Request (formerly TRC Pre-Application)

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step meetings are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step meeting is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

2025 FIRST STEP MEETINGS + DEADLINES - AIRPORT CONFERENCE ROOM

Application Deadline (4:30pm)	Dec 05 2024	Jan 02 2025	Feb 06 2025	Mar 06 2025	Apr 03 2025	May 01 2025	June 05 2025	July 03 2025	Aug 07 2025	Sept 04 2025	Oct 02 2025	Nov 06 2025	Dec 04 2025	Jan 01 2026
Meeting Date	Dec 12 2024	Jan 09 2025	Feb 13 2025	Mar 13 2025	Apr 10 2025	May 08 2025	June 12 2025	July 10 2025	Aug 14 2025	Sept 11 2025	Oct 09 2025	Nov 13 2025	Dec 11 2025	Jan 08 2026

IMPORTANT NOTES

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****Please note that First Step meetings will be held at 10:00 AM on the second Thursday of each month (unless otherwise indicated) at the City of Fernandina Beach Municipal Airport 2nd floor conference room.****

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

☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05

☒ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at www.fbfl.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

☒ A complete application.

☒ Site plans or scaled drawings;

☒ Any other files that illustrate the proposed project; and

☐ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

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

Site Address*

1505 S 15th Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0267-0092, 00-00-31-1800-0267-0031, 00-00-31-1800-0267-0022, 00-00-31-1800-0267-0101, 00-00-31-1800-0267-0091, 00-00-31-1800-0267-0010, 00-00-31-1800-0267-0102, 00-00-31-1800-0267-0021

Lot

Block

Subdivision

Zoning District*

C-2

Future Land Use Designation*

General Commercial

Overlay District

-- Select One --

Size of Property (acres)*

3.87 (parcels combined)

Present Property Use*

Residential

Wetlands*

No

Flood Zone*

X, 0.2 % chance flood h

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*	Last Name*
Matthew	Lahti

Company (if applicable)

Gulfstream Design Group, LL

Telephone Number*	E-mail Address*
904-794-4231	lindsay@gulfstreamdesign.com

PROJECT INFORMATION

Project Name

1505 S 15th Street Offices

Project Type*	Please choose your preferred method of conducting your First Step meeting*
Commercial	In-person (FB Municipal Airport 700 Airport Rd.)

Project Description*

The proposed project is 3 commercial buildings comprised of 37,192 SF of medical office space and 9,513 SF of retail space, with associated parking and utilities.

Describe your project in detail

Proposed Access Road*	Rd Maintenance Jurisdiction *
Nectarine Street, South 14th Street, and South 15th Street	City Maintained

Certification*

☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*	Applicant Last Name*
Matthew	Lahti

Today's Date*

4/8/2025

Upload Supporting Documentation*

23-215 CONCEPT PLAN SET 2025.02.20.pdf

Upload 2

Choose File No fi...sen

Upload 3

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Upload 4

Choose File No fi...sen

Upload 5

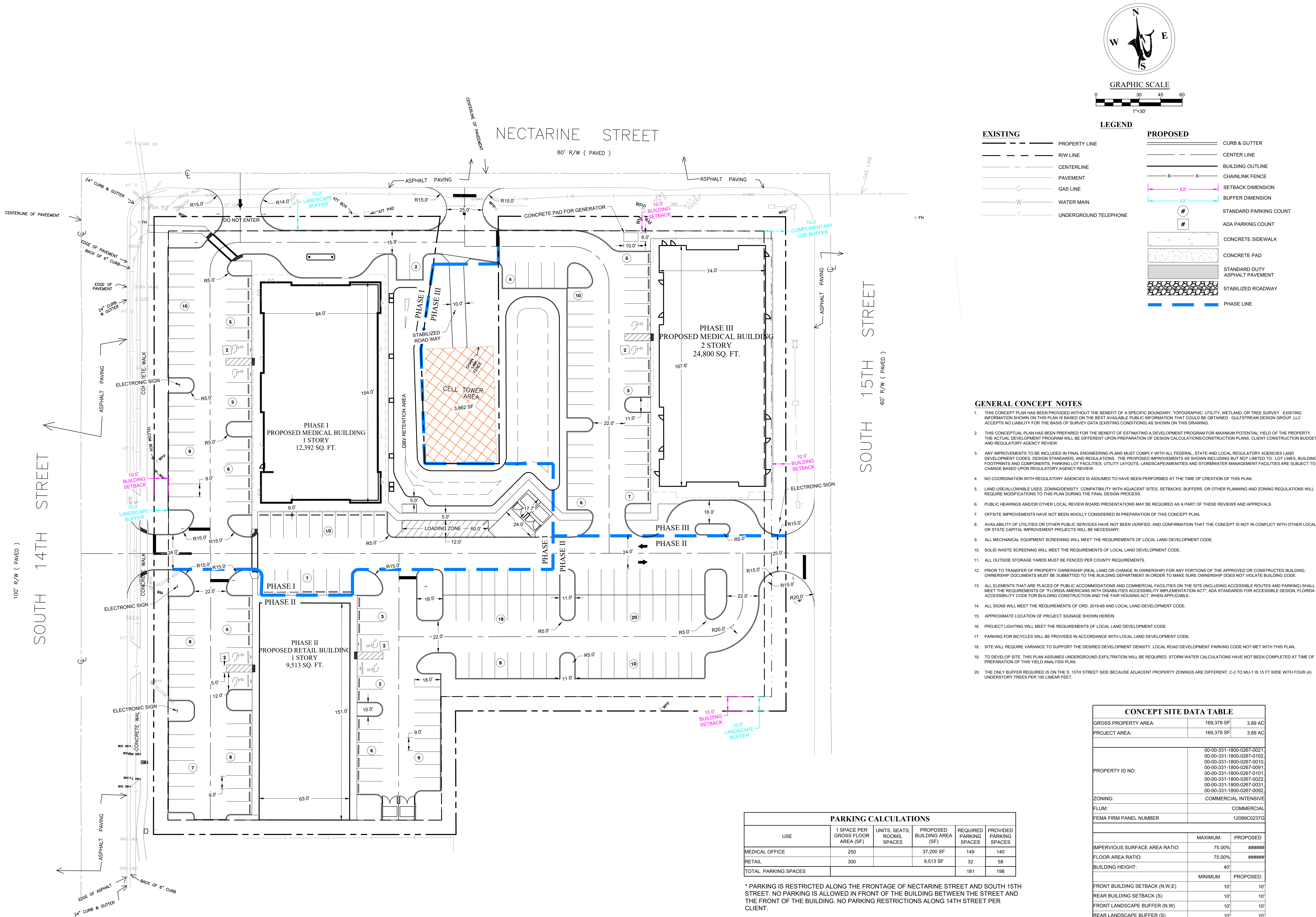
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DEPARTMENT OF PLANNING & CONSERVATION

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

N:\001 Gulfstream Project Files\23-215 1505 S 15th Street\04- Concept Plans\23-215 1505 S 15th Street.dwg, 2/19/2025 12:44:30 PM, 1:1, TDP



YIELD ANALYSIS PLAN
FOR
1505 S 15TH STREET
MASTER CONCEPTUAL PLAN
CITY OF FERNANDINA BEACH, FLORIDA



CONCEPTUAL DEVELOPMENT PLAN



2225 A1A S, SUITE A2
ST. AUGUSTINE, FLORIDA 32080
904.794.4231
matt@gulfstreamdesign.com

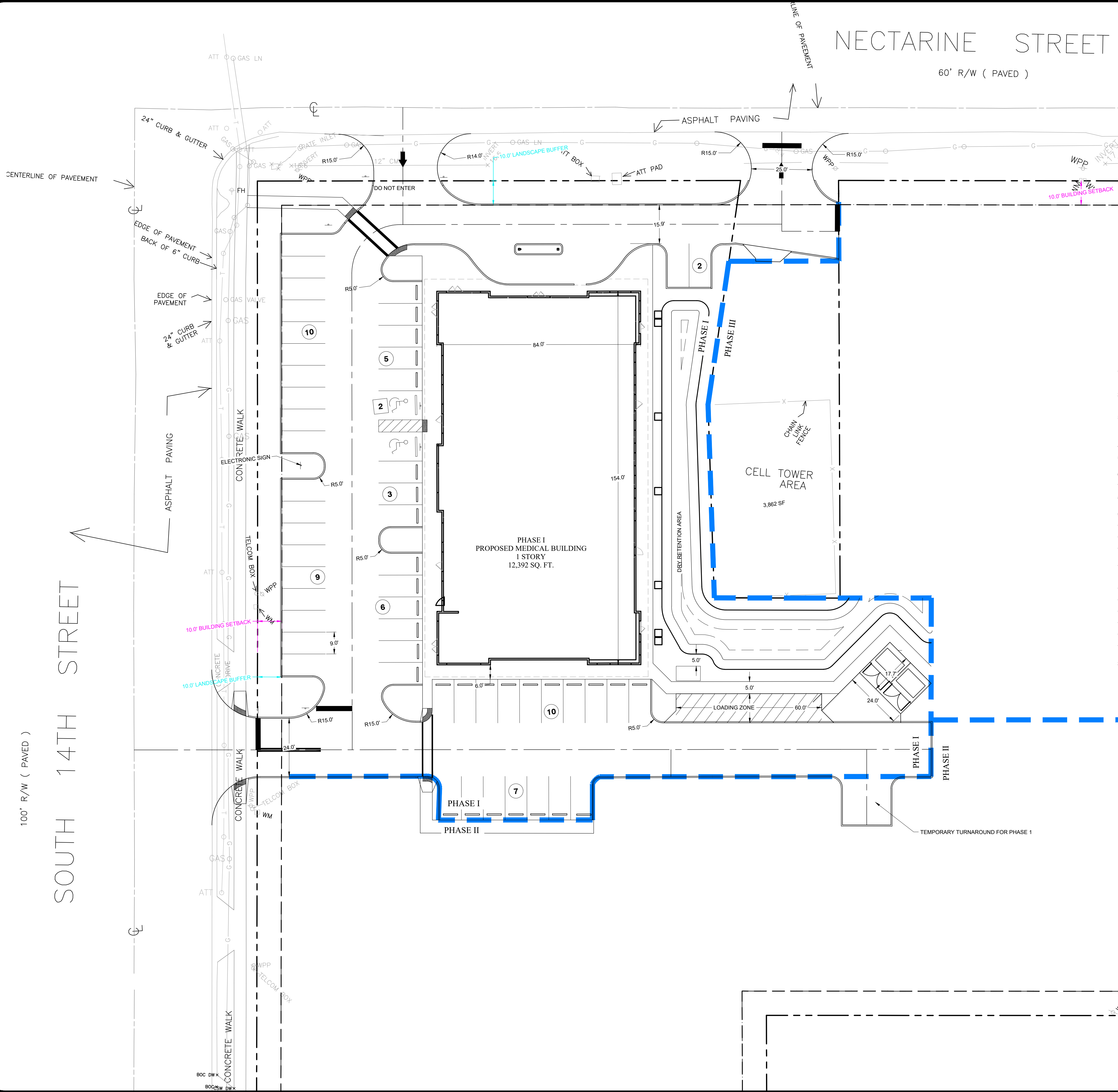
© GULFSTREAM DESIGN GROUP, LLC 2025

PROJECT NO: 23-215
ISSUE DATE: 02-19-2025
DRAFTED BY: TDP
DESIGNED BY: TVB
CHECKED BY: MHL
NOT VALID WITHOUT SEAL

N:\001 gulstream project files\23-215 1505 s 15th street\04- drawings\02- Concept Plans\23-215 Concept Plan Phase I.dwg, 2/20/2025 11:08:09 AM, 1:1, TDP

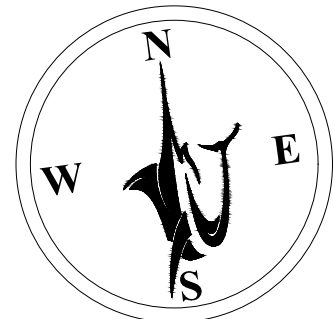
100' R/W (PAVED)

SOUTH 14TH STREET

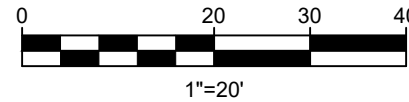


NECTARINE STREET

60' R/W (PAVED)



GRAPHIC SCALE



EXISTING

- PROPERTY LINE
- R/W LINE
- CENTERLINE
- PAVEMENT
- GAS LINE
- WATER MAIN
- UNDERGROUND TELEPHONE

LEGEND

PROPOSED

- CURB & GUTTER
- CENTER LINE
- BUILDING OUTLINE
- CHAINLINK FENCE
- SETBACK DIMENSION
- BUFFER DIMENSION
- STANDARD PARKING COUNT
- ADA PARKING COUNT
- CONCRETE SIDEWALK
- CONCRETE PAD
- STANDARD DUTY ASPHALT PAVEMENT
- STABILIZED ROADWAY
- PHASE LINE

GENERAL CONCEPT NOTES

- THIS CONCEPT PLAN HAS BEEN PROVIDED WITHOUT THE BENEFIT OF A SPECIFIC BOUNDARY, TOPOGRAPHIC, UTILITY, WETLAND, OR TREE SURVEY. EXISTING INFORMATION SHOWN ON THIS PLAN IS BASED ON THE BEST AVAILABLE PUBLIC INFORMATION THAT COULD BE OBTAINED. GULFSTREAM DESIGN GROUP, LLC ACCEPTS NO LIABILITY FOR THE BASIS OF SURVEY DATA (EXISTING CONDITIONS) AS SHOWN ON THIS DRAWING.
- THIS CONCEPTUAL PLAN HAS BEEN PREPARED FOR THE BENEFIT OF ESTIMATING A DEVELOPMENT PROGRAM FOR MAXIMUM POTENTIAL YIELD OF THE PROPERTY. THE ACTUAL DEVELOPMENT PROGRAM WILL BE DIFFERENT UPON PREPARATION OF DESIGN CALCULATIONS/CONSTRUCTION PLANS, CLIENT CONSTRUCTION BUDGET AND REGULATORY AGENCY REVIEW.
- ANY IMPROVEMENTS TO BE INCLUDED IN FINAL ENGINEERING PLANS MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATORY AGENCIES LAND DEVELOPMENT CODES, DESIGN STANDARDS, AND REGULATIONS. THE PROPOSED IMPROVEMENTS AS SHOWN INCLUDING BUT NOT LIMITED TO: LOT LINES, BUILDING FOOTPRINTS AND COMPONENTS, PARKING LOT FACILITIES, UTILITY LAYOUTS, LANDSCAPE/AMENITIES AND STORMWATER MANAGEMENT FACILITIES ARE SUBJECT TO CHANGE BASED UPON REGULATORY AGENCY REVIEW.
- NO COORDINATION WITH REGULATORY AGENCIES IS ASSUMED TO HAVE BEEN PERFORMED AT THE TIME OF CREATION OF THIS PLAN.
- LAND USE ALLOWABLE USES, ZONING DENSITY, COMPATIBILITY WITH ADJACENT SITES, SETBACKS, BUFFERS, OR OTHER PLANNING AND ZONING REGULATIONS WILL REQUIRE MODIFICATIONS TO THIS PLAN DURING THE FINAL DESIGN PROCESS.
- PUBLIC HEARINGS AND/OR OTHER LOCAL REVIEW BOARD PRESENTATIONS MAY BE REQUIRED AS A PART OF THESE REVIEWS AND APPROVALS.
- OFFSITE IMPROVEMENTS HAVE NOT BEEN WHOLLY CONSIDERED IN PREPARATION OF THIS CONCEPT PLAN.
- AVAILABILITY OF UTILITIES OR OTHER PUBLIC SERVICES HAVE NOT BEEN VERIFIED, AND CONFIRMATION THAT THE CONCEPT IS NOT IN CONFLICT WITH OTHER LOCAL OR STATE CAPITAL IMPROVEMENT PROJECTS WILL BE NECESSARY.
- ALL MECHANICAL EQUIPMENT SCREENING WILL MEET THE REQUIREMENTS OF LOCAL LAND DEVELOPMENT CODE.
- SOLID WASTE SCREENING WILL MEET THE REQUIREMENTS OF LOCAL LAND DEVELOPMENT CODE.
- ALL OUTSIDE STORAGE YARDS MUST BE FENCED PER COUNTY REQUIREMENTS.
- PRIOR TO TRANSFER OF PROPERTY OWNERSHIP (REAL LAND OR CHANGE IN OWNERSHIP) FOR ANY PORTIONS OF THE APPROVED OR CONSTRUCTED BUILDING, OWNERSHIP DOCUMENTS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT IN ORDER TO MAKE SURE OWNERSHIP DOES NOT VIOLATE BUILDING CODE.
- ALL ELEMENTS THAT ARE PLACES OF PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES ON THE SITE (INCLUDING ACCESSIBLE ROUTES AND PARKING) SHALL MEET THE REQUIREMENTS OF FLORIDA AMERICANS WITH DISABILITIES ACCESSIBILITY IMPLEMENTATION ACT, ADA STANDARDS FOR ACCESSIBLE DESIGN, FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION AND THE FAIR HOUSING ACT, WHEN APPLICABLE.
- ALL SIGNS WILL MEET THE REQUIREMENTS OF ORD. 2019-69 AND LOCAL LAND DEVELOPMENT CODE.
- APPROXIMATE LOCATION OF PROJECT SIGNAGE SHOWN HEREIN.
- PROJECT LIGHTING WILL MEET THE REQUIREMENTS OF LOCAL LAND DEVELOPMENT CODE.
- PARKING FOR BICYCLES WILL BE PROVIDED IN ACCORDANCE WITH LOCAL LAND DEVELOPMENT CODE.
- SITE WILL REQUIRE VARIANCE TO SUPPORT THE DESIRED DEVELOPMENT DENSITY. LOCAL ROAD DEVELOPMENT PARKING CODE NOT MET WITH THIS PLAN.
- TO DEVELOP SITE, THIS PLAN ASSUMES UNDERGROUND EXFILTRATION WILL BE REQUIRED. STORM WATER CALCULATIONS HAVE NOT BEEN COMPLETED AT TIME OF PREPARATION OF THIS YIELD ANALYSIS PLAN.
- THE ONLY BUFFER REQUIRED IS ON THE S. 15TH STREET SIDE BECAUSE ADJACENT PROPERTY ZONINGS ARE DIFFERENT, C-2 TO MU-1 IS 15 FT WIDE WITH FOUR (4) UNDERSTORY TREES PER 100 LINEAR FEET.

PARKING CALCULATIONS PHASE I

USE	1 SPACE PER GROSS FLOOR AREA (SF)	UNITS, SEATS, ROOMS, SPACES	PROPOSED BUILDING AREA (SF)	REQUIRED PARKING SPACES	PROVIDED PARKING SPACES
MEDICAL OFFICE	250		12,392 SF	50	54
TOTAL PARKING SPACES				50	54

* PARKING IS RESTRICTED ALONG THE FRONTAGE OF NECTARINE STREET AND SOUTH 15TH STREET. NO PARKING IS ALLOWED IN FRONT OF THE BUILDING BETWEEN THE STREET AND THE FRONT OF THE BUILDING. NO PARKING RESTRICTIONS ALONG 14TH STREET PER CLIENT.

YIELD ANALYSIS PLAN
FOR
1505 S 15TH STREET
CONCEPT PLAN PHASE I
CITY OF FERNANDINA BEACH, FLORIDA



CONCEPTUAL
DEVELOPMENT PLAN



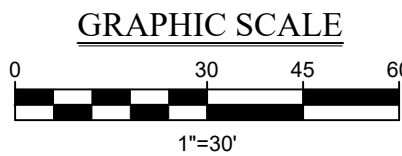
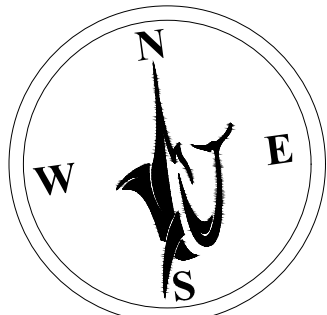
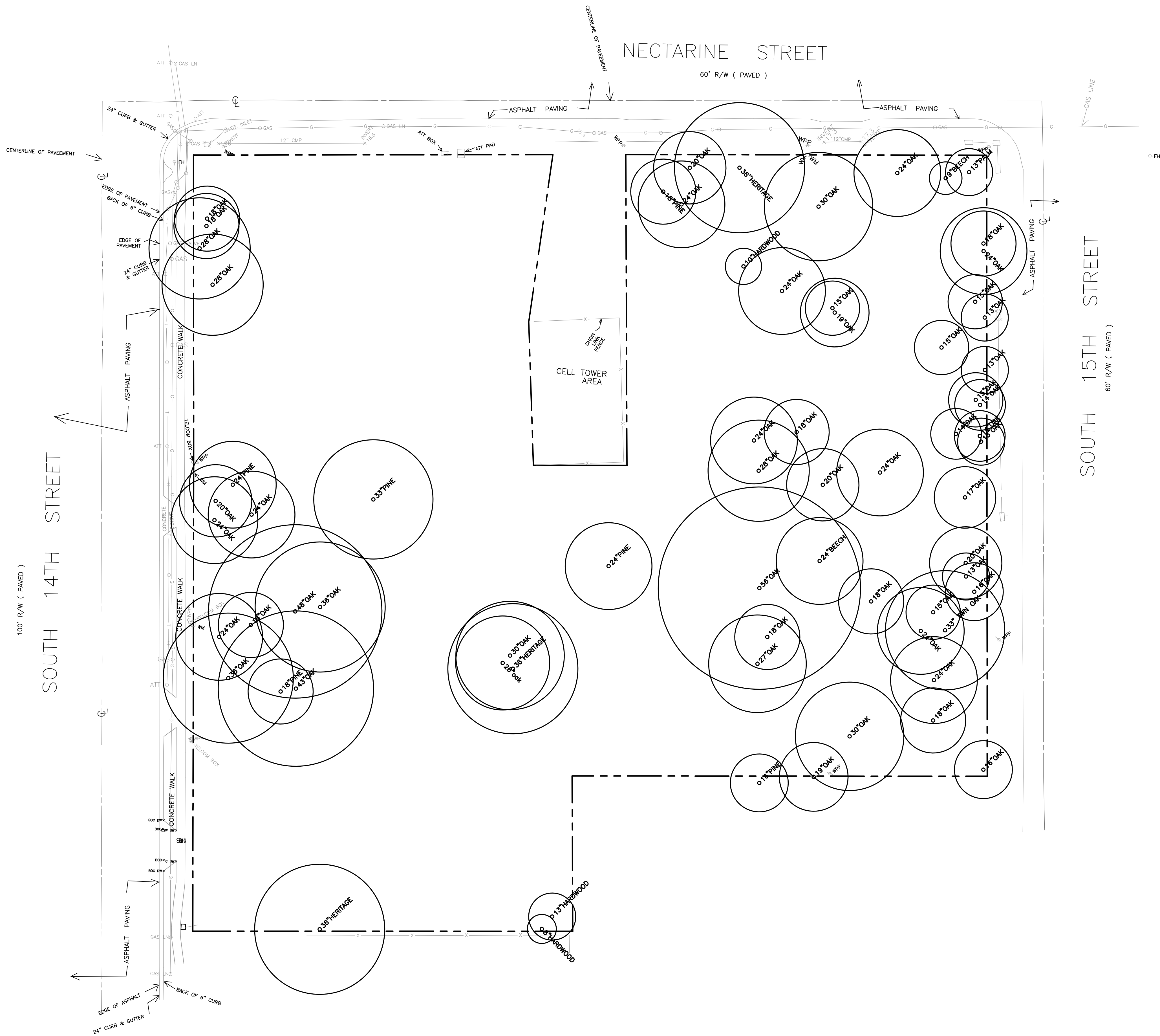
2225 A1A S, SUITE A2
ST. AUGUSTINE, FLORIDA 32080
904.794.4231
matt@gulstreamdesign.com

© GULFSTREAM DESIGN GROUP, LLC 2025

PROJECT NO: 23-215
ISSUE DATE: 02-19-2025
DRAFTED BY: TDP
DESIGNED BY: TVB
CHECKED BY: MHL

NOT VALID WITHOUT SEAL

N:\001 Gulfstream Project Files\23-215\G03-23-215 1505 S 15th Street\04- Drawings\02- Concept Plans\23-215 EXISTING TREE PLAN.dwg, 2/20/2025 12:43:58 PM, 1:1, TOP



**LEGEND
EXISTING**

- PROPERTY LINE
- - - RW LINE
- - - CENTERLINE
- - - PAVEMENT
- - - GAS LINE
- - - WATER MAIN
- - - UNDERGROUND TELEPHONE
- 20" OAK EXISTING TREE WITH DRIP LINE

**YIELD ANALYSIS PLAN
FOR
1505 S 15TH STREET
EXISTING TREE PLAN**
CITY OF FERNANDINA BEACH, FLORIDA



CONCEPTUAL
DEVELOPMENT PLAN



**GULFSTREAM
DESIGN GROUP, LLC**

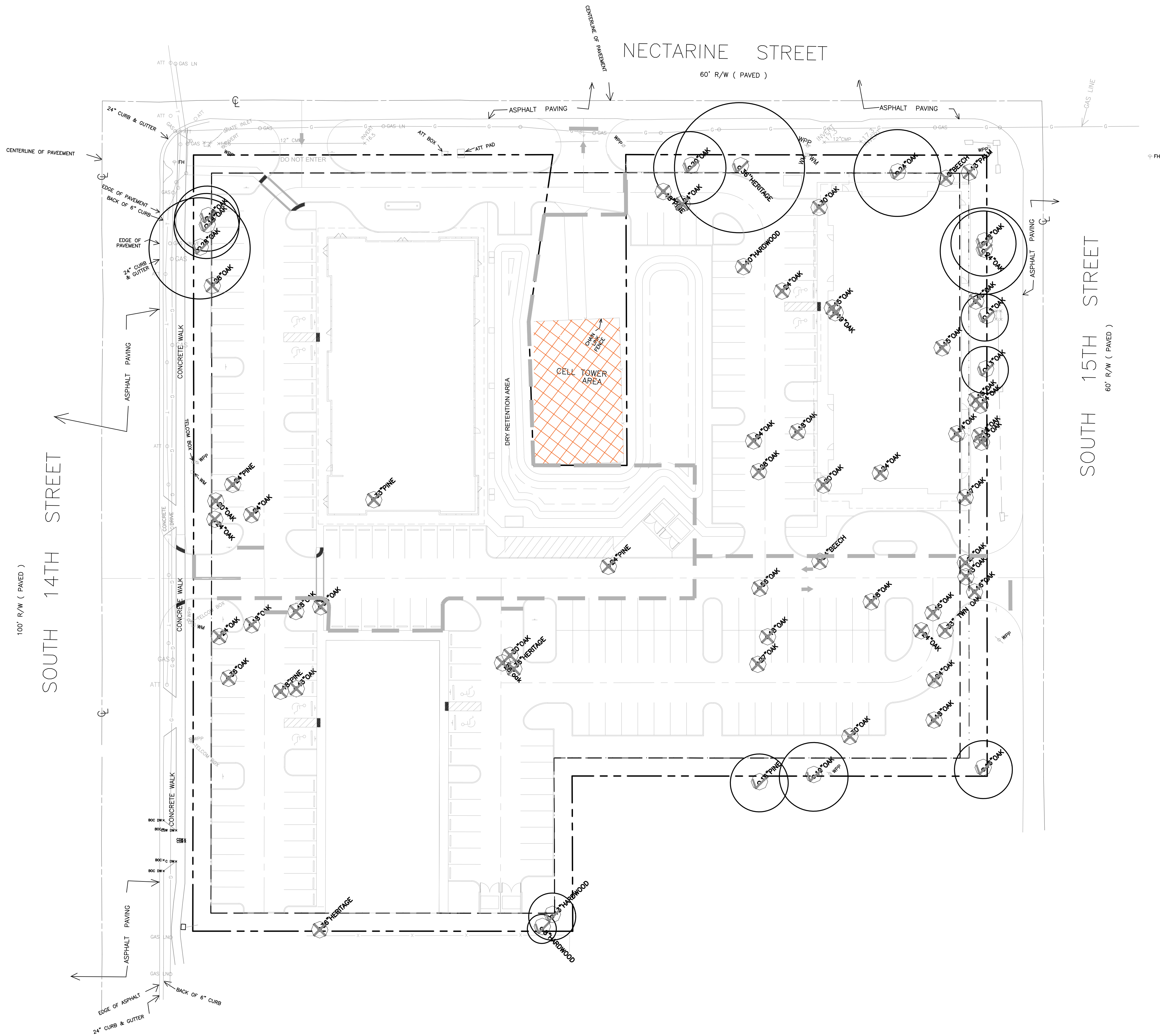
2225 A1A S, SUITE A2
ST. AUGUSTINE, FLORIDA 32080
904.794.4231
matt@gulfstreamdesign.com

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PROJECT NO: 23-215
ISSUE DATE: 02-19-2025
DRAFTED BY: TDP
DESIGNED BY: TVB
CHECKED BY: MHL

NOT VALID WITHOUT SEAL

N:\001 gulfstream project files\23-215 1505 s 15th street\04- drawings\02- Concept Plans\23-215 TREE REMOVAL PLAN.dwg, 2/20/2025 11:33:12 AM, 1:1, TDP



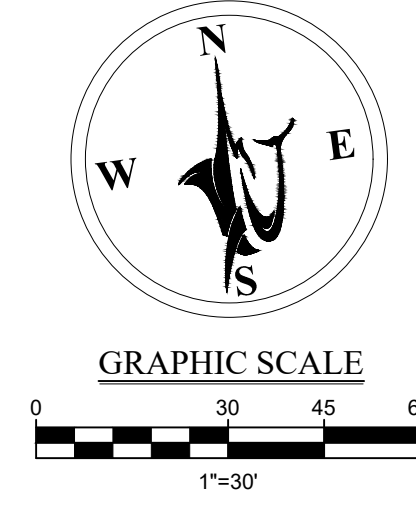
EXISTING

- PROPERTY LINE
- R/W LINE
- CENTERLINE
- PAVEMENT
- GAS LINE
- WATER MAIN
- UNDERGROUND TELEPHONE
- TREE DRIP LINE

LEGEND

PROPOSED

- EXISTING TREE TO BE REMOVED
- EXISTING TREES TO REMAIN



**YIELD ANALYSIS PLAN
FOR
1505 S 15TH STREET
TREE REMOVAL PLAN
CITY OF FERNANDINA BEACH, FLORIDA**



CONCEPTUAL
DEVELOPMENT PLAN

**GULFSTREAM
DESIGN GROUP, LLC**

2225 A1A S, SUITE A2
ST. AUGUSTINE, FLORIDA 32080
904.794.4231
matt@gulfstreamdesign.com

© GULFSTREAM DESIGN GROUP, LLC 2025

PROJECT NO:	23-215
ISSUE DATE:	02-19-2025
DRAFTED BY:	TDP
DESIGNED BY:	TVB
CHECKED BY:	MHL

NOT VALID WITHOUT SEAL

Technical Review Committee (TRC): First Step Review Request - Submission #15994

Date Submitted: 4/20/2025

Technical Review Committee (TRC) First Step Review

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step reviews are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step review is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use will require a First Step Review as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

*** ATTENTION ***

Starting July 1st, 2025, TRC will offer a more flexible schedule.

Please review these important changes:

- Both monthly meetings will take place at the City Hall Chambers
- Both monthly meetings will allow First Step & Formal TRC application reviews
- Meetings will remain the 2nd & 4th Thursdays of the month at 10:00 am.

Application Deadline (4:30pm)						May 01 2025	June 05 2025	June 18 2025	July 24 2025	Aug 21 2025	Sept 18 2025	Oct 23 2025	Nov 20 2025	Dec 18 2026
1 st Meeting of the month						May 08 2025	June 12 2025	July 10 2025	Aug 14 2025	Sept 11 2025	Oct 09 2025	Nov 13 2025	Dec 11 2025	Jan 08 2026
Application Deadline (4:30pm)					Apr 03 2025	May 01 2025	June 05 2025	July 03 2025	Aug 07 2025	Sept 04 2025	Oct 02 2025	Nov 06 2025	Dec 04 2025	Jan 01 2026
2 nd Meeting Of the month					Apr 24 2025	May 22 2025	June 26 2025	July 24 2025	Aug 28 2025	Sept 25 2025	Oct 23 2025	Nov 20 2025	Dec 18 2025	Jan 22 2026

The location for the TRC First Step meetings scheduled for May 8th and June 12 will remain at the Airport's 2nd Floor Conference Room

Please note that starting in July 2025, agendas will include First Step items to be reviewed at the beginning of each TRC meeting followed by Formal Review items.

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

- ☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05
- ☐ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at www.fbfl.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

- ☐ A complete application.
- ☐ Site plans or scaled drawings;
- ☐ Any other files that illustrate the proposed project; and
- ☐ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

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

Site Address*

1880 South 14th Suite#101

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-102U-S101-0000

Lot

Block

Subdivision

Zoning District*

GC/C-2 w/PUD

Future Land Use Designation*

Mixed Use

Overlay District

None

Size of Property (acres)*

0.43

Present Property Use*

Condo office

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*

Ben

Last Name*

Freeman

Company (if applicable)

Telephone Number*

9047531367

E-mail Address*

Ben.freeman25@yahoo.com

PROJECT INFORMATION

Project Name

Salon Eleven

Project Type*

Commercial

Please choose your preferred method of conducting your First Step Review*

In-person (at City Hall Chambers, 204 Ash St.)

Project Description*

Building out a hair salon.
Describe your project in detail

Proposed Access Road*

14Th street

Rd Maintenance Jurisdiction *

City Maintained

Certification*

- ☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.
- ☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Ben

Applicant Last Name*

Freeman

Today's Date*

4/20/2025

Upload Supporting Documentation*

IMG.jpeg

Upload 2

Choose File No fi...sen

Upload 3

Choose File No fi...sen

Upload 4

Choose File No fi...sen

Upload 5

Choose File No fi...sen



DEPARTMENT OF PLANNING & CONSERVATION

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

Technical Review Committee (TRC): First Step Review Request - Submission #16038

Date Submitted: 4/29/2025

Technical Review Committee (TRC) First Step Review

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step reviews are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step review is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use will require a First Step Review as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

2025 TRC MEETINGS + DEADLINES

*** ATTENTION ***

Starting **May 8, 2025**, TRC will offer a more flexible schedule.

Please review these important changes:

First Step and **Formal TRC** meetings will now take place at the City Hall Chambers

Both monthly meetings will now allow First Step & Formal TRC application reviews

Meetings will remain the 2nd & 4th Thursdays of the month at 10:00 am

Application Deadline (4:30pm)						May 01 2025	May 22 2025	June 18 2025	July 24 2025	Aug 21 2025	Sept 18 2025	Oct 23 2025	Nov 20 2025	Dec 18 2026
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2 nd Meeting Of the month						May 22 2025	June 26 2025	July 24 2025	Aug 28 2025	Sept 25 2025	Oct 23 2025	Nov 20 2025	Dec 18 2025	Jan 22 2026

****Please note that effective immediately, agendas will include First Step items to be reviewed as Discussion Items at the beginning of each TRC meeting followed by Formal Review items.****

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

☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05

☐ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at www.fbf.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

☐ A complete application.

☐ Site plans or scaled drawings;

☐ Any other files that illustrate the proposed project; and

☐ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

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

Site Address*

1200 Elm Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0231-03B0

Lot

Block

Subdivision

Zoning District*

REC

Future Land Use Designation*

Recreation

Overlay District

None

Size of Property (acres)*

4.81

Present Property Use*

Ballfield

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*

Asa

Last Name*

Gillette

Company (if applicable)

Gillette and Associates, Inc.

Telephone Number*

904-261-8819

E-mail Address*

asa@gilletteassociates.com

PROJECT INFORMATION

Project Name

MLK Elm Street Softball Field Updgrade

Project Type*

Commercial

Please choose your preferred method of conducting your First Step Review*

In-person (at City Hall Chambers, 204 Ash St.)

Project Description*

Softball field upgrades

Describe your project in detail

Proposed Access Road*

Elm Street

Rd Maintenance Jurisdiction *

City Maintained

Certification*

☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.

☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Asa

Applicant Last Name*

Gillette

Today's Date*

4/29/2025

Upload Supporting Documentation*

16020 2024-SHEET 1 DS.pdf

Upload 2

16020 2024-SHEET 2 DS.pdf

Upload 3

MLK Site_1st Step.pdf

Upload 4

Choose File No fi...sen

Upload 5

Choose File No fi...sen



DEPARTMENT OF PLANNING & CONSERVATION

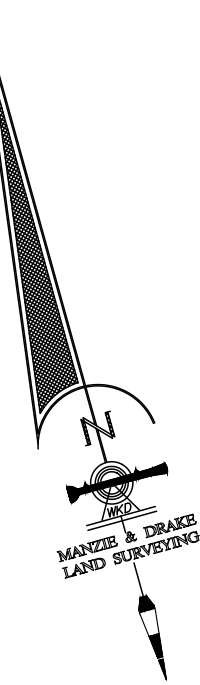
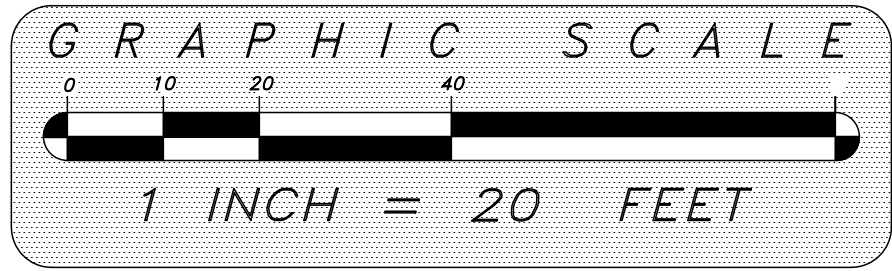
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

MAP OF BOUNDARY AND TOPOGRAPHIC SURVEY

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA BEACH (FORMERLY NAMED FERNANDINA) COUNTY OF NASSAU AND STATE OF FLORIDA AND BEING FURTHER DESCRIBED ACCORDING TO THE OFFICIAL MAP OR PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AS:

THE SOUTHERLY 56-FEET OF SUB-LOTS "B" & "C" OF LOT THREE (3), SUB-LOTS "A", "B", "C" & "D" OF LOT FOUR (4), SUB-LOTS "A", "B", "C" & "D" OF LOT FIVE (5), LOT SIX (6) LOT SEVEN (7) AND THE SOUTHERLY 56-FEET OF SUB LOTS "B" & "C" OF LOT EIGHT (8) IN BLOCK TWO HUNDRED THIRTY-ONE (231)

TOGETHER WITH LOTS SEVENTEEN (17) THROUGH THIRTY-THREE (33) IN BLOCK TWO HUNDRED FORTY-ONE (241).



ELM STREET
(60-FOOT RIGHT-OF-WAY)

FIR STREET
(60-FOOT RIGHT-OF-WAY)

VERNON STREET
(60-FOOT RIGHT-OF-WAY)

SOUTH TWELFTH STREET
(60-FOOT RIGHT-OF-WAY)

AREAS IN BLOCK 231 ARE SHOWN
PER SURVEY BY THIS FIRM DATED
11/15/2018 MANZIE & DRAKE LAND
SURVEYING FILE C-905 AND WAS NOT
UPDATED AS PART OF THIS SURVEY

AREAS IN BLOCK 231 ARE SHOWN
PER SURVEY BY THIS FIRM DATED
11/15/2018 MANZIE & DRAKE LAND
SURVEYING FILE C-905 AND WAS NOT
UPDATED AS PART OF THIS SURVEY

REFERENCE BENCHMARK
NORTH FLANGE OF FIRE HYDRANT
ELEVATION = 25.57' NAVD '88
FIELD BOOK X-328, PAGE 21

SITE BENCHMARK #1
NORTH FLANGE BOLT OF FIRE HYDRANT
ELEVATION= 25.24' (N.A.V.D. 1988)
FIELD BOOK X-386 PAGE 36

LEGEND

- +—+—+— CENTERLINE
- (P) = PLAT
- (M) = MEASURED
- ⊙ = BENCHMARK
- ▨ = COVERED AREA
- x—x—x— WOOD OR VINYL FENCE
- x-x-x-x CHAIN LINK OR WIRE FENCE
- OH— OVERHEAD UTILITY WIRES
- ⊙ WOOD POWER POLE
- WV WATER VALVE
- ⊙ LIGHT POLE
- ⊙ TELEPHONE PEDESTAL
- ⊙ WATER METER
- ⊙ CABLE TELEVISION PEDESTAL
- ⊙ CONCRETE FLATWORK
- NAVD NORTH AMERICAN VERTICAL DATUM
- F.F.E. FINISHED FLOOR ELEVATION
- ⊙ SEWER CLEANOUT
- ⊙ SEWER MANHOLE
- ⊙ ELECTRICITY METER
- ⊙ FIRE HYDRANT

SURVEY NOTES:

- Unless it bears the original signature and the original sealed seal of a Florida licensed Surveyor and Mapper or Validated Digital Signature by a Florida licensed Surveyor and Mapper, this map/report is for informational purposes only and is not valid.
- The "Legal Description" hereon is in accord with the description provided by the client.
- Underground Improvements were not located or shown.
- Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- Bearings shown hereon are based on N89°54'35"W for southerly right-of-way of Elm Street. The bearing reference line is indicated as thus (BR).
- The property shown hereon lies within flood zone "X" per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0237G, dated 08/02/2017.
- Site Benchmark is as shown hereon.
- Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)
- The Reference Benchmark is the north flange bolt of fire hydrant at the northeast quadrant of Fir Street and South Twelfth Street. (Elevation = 25.57' N.A.V.D. 1988)

THE INFORMATION SHOWN HEREON MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

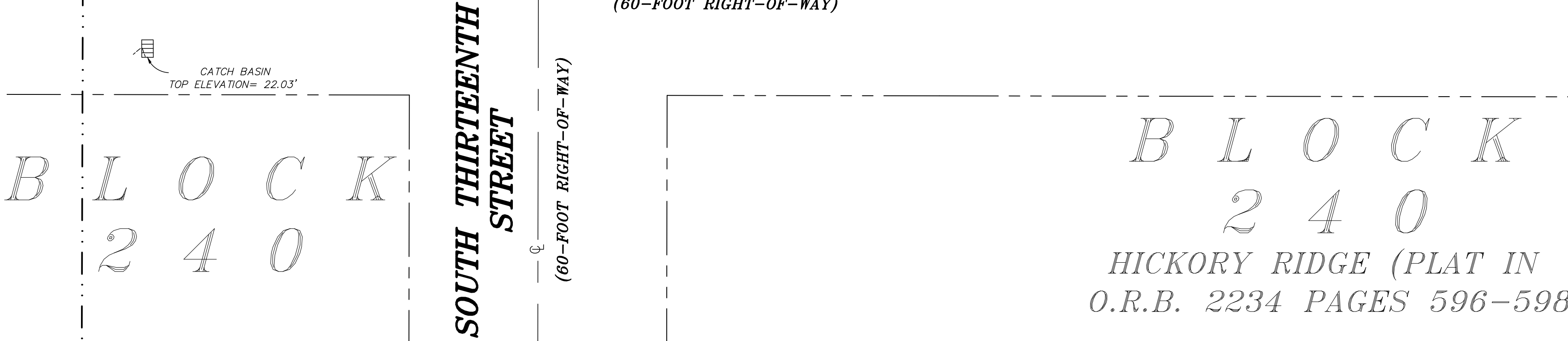
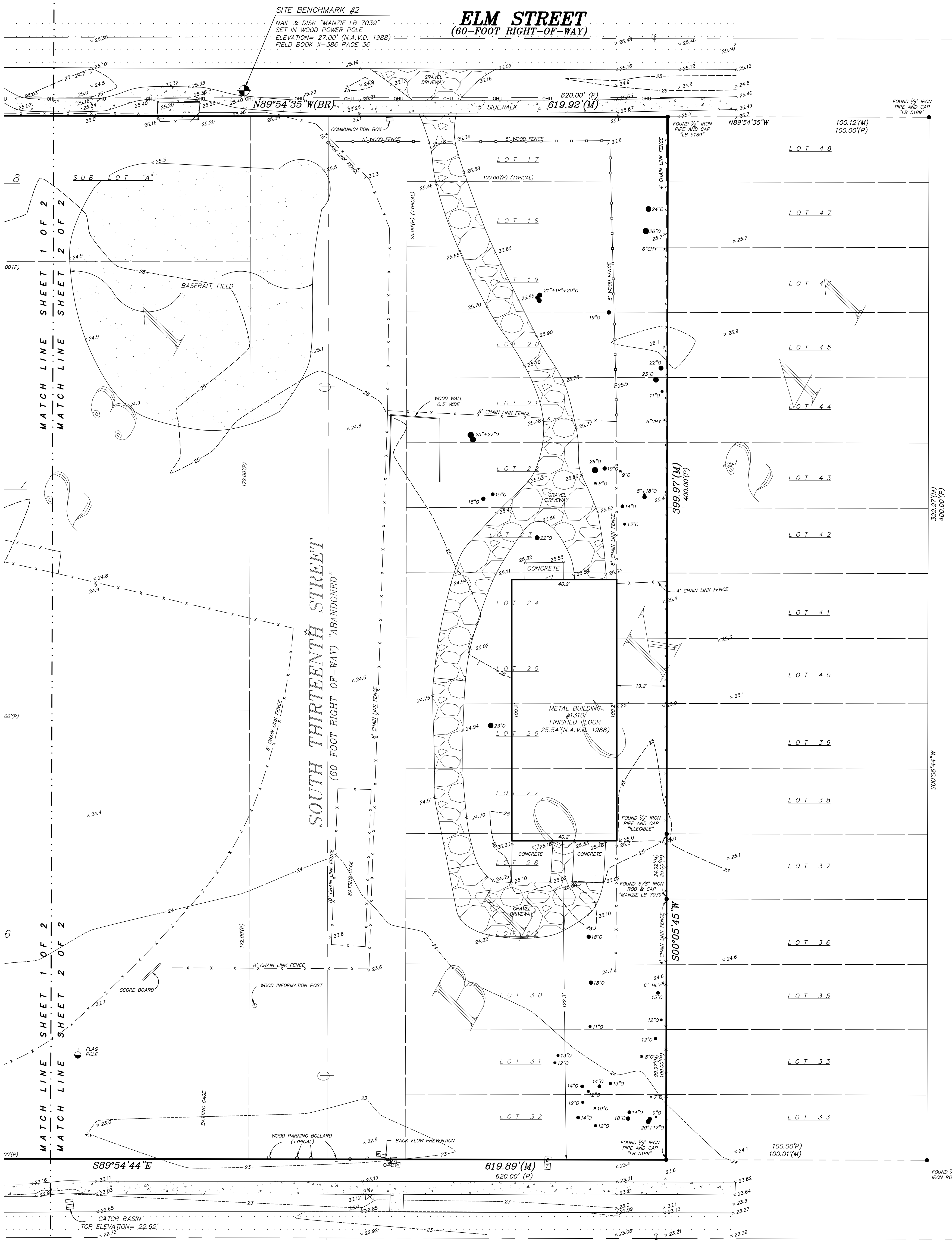
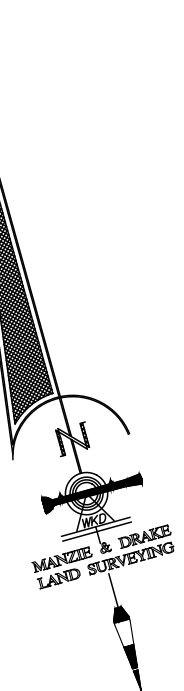
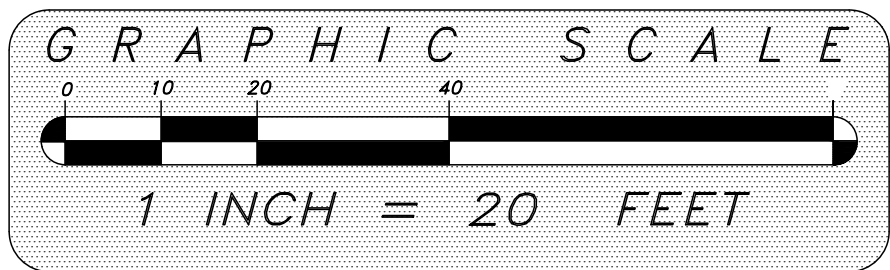
MICHAEL A. MANZIE, P.L.S. 4069

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR SIGHTS ARE ON THE FUTURE, SET YOUR SITES ON US."

SCALE: 1"=20' JOB NO: 16020 DATE: 8/15/2024 CADD: G.SPIKES
F.B. NO: X-386 PAGE NO: 34-37 CREW: S.SHORES FILE NO: C-1313



SURVEY NOTES:

1) Unless it bears the original signature and the original raised seal of a Florida licensed Surveyor and Mapper or Validated Digital Signature by a Florida licensed Surveyor and Mapper, this map/report is for informational purposes only and is not valid.

2) The "Legal Description" hereon is in accord with the description provided by the client.

3) Underground Improvements were not located or shown.

4) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.

5) Bearings shown hereon are based on N89°54'35"W for the southerly right-of-way of Elm Street. The bearing reference line is indicated as thus (BR).

6) The property shown hereon lies within flood zone "X" per the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) panel 12089C 0237G, dated 08/02/2017.

7) Site Benchmark is as shown hereon.

8) Elevations shown hereon refer to North American Vertical Datum of 1988. (N.A.V.D. '88)

9) The Reference Benchmark is the north flange bolt of fire hydrant at the northeast quadrant of Fir Street and South Twelfth Street. (Elevation = 25.52' N.A.V.D. 1988)

LEGEND

— = CENTERLINE

(P) = PLAT

(M) = MEASURED

• = BENCHMARK

▢ = COVERED AREA

—x—x— = WOOD OR VINYL FENCE

—x—x— = CHAIN LINK OR WIRE FENCE

—x—x— = OVERHEAD UTILITY WIRES

○ = WOOD POWER POLE

⊗ = WATER VALVE

⊗ = LIGHT POLE

⊗ = TELEPHONE PEDESTAL

⊗ = WATER METER

⊗ = CABLE TELEVISION PEDESTAL

⊗ = CONCRETE FLATWORK

NAVD = NORTH AMERICAN VERTICAL DATUM

F.F.E. = FINISHED FLOOR ELEVATION

—x—x— = SEWER CLEANOUT

⊗ = SEWER MANHOLE

⊗ = ELECTRICITY METER

⊗ = FIRE HYDRANT

O.R.B. = OFFICIAL RECORDS BOOK

TREE LEGEND

○ = DAK TREE

● = HOLLY TREE

CHY = CHERRY TREE

TREE DISCLAIMER:

NUMBER OF TREES SHOWN ON SURVEY: 62

ONLY TREES EXISTING ON LOTS 17-32 IN BLOCK 241 WERE LOCATED AS PART OF THIS SURVEY. OTHER TREES MAY EXIST ON PROPERTY.

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

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

MANZIE & DRAKE LAND SURVEYING

117 South Ninth Street, Fernandina Beach, FL 32034
(904) 491-5700 www.ManzieAndDrake.com
Certificate of Authorization Number "LB 7039"

"OUR SIGHTS ARE ON THE FUTURE, SET YOUR SITES ON US."

SCALE: 1"=20' JOB NO: 16020 DATE: 08/15/2024 CADD: G.SPIKES
F.B. NO: X-386 PAGE NO: 34-37 CREW: S.SHORES FILE NO: C-1313

REV	DATE	ITEM
A	04/29/25	TRC FIRST STEP REVIEW/DISCUSSION

GILLETTE & ASSOCIATES, INC.

CIVIL, ENVIRONMENTAL, MECHANICAL, & STRUCTURAL ENGINEERING

CERTIFICATE OF AUTHORIZATION NO. 9332

ASA R. GILLETTE, P.E. • FL PE NO. 56177

31 S. 4th STREET * FERNANDINA BEACH, FL 32034

PHONE: 904-261-8819 * www.gilletteassociates.com

CITY OF FERNANDINA BEACH

MLK & ELM STREET REC CENTER

SOFTBALL FIELD UPGRADE

ELM STREET

FERNANDINA BEACH, FL

ISSUE DATE: 04/29/25

COVER SHEET

North / Elev Key Sheet

W

E

S

N

CVR

Page X of X

ENGINEERING PLANS

FOR

MLK ELM STREET BALL FIELD RENOVATION

FERNANDINA BEACH, FLORIDA

FOR

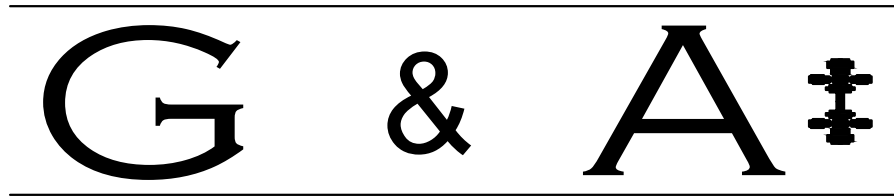
CITY OF FERNANDINA BEACH

GILLETTE & ASSOCIATES, INC.

CIVIL & ENVIRONMENTAL ENGINEERING
MECHANICAL & STRUCTURAL ENGINEERING
PERMITTING & CONSTRUCTION MANAGEMENT

31 SOUTH 4TH STREET AMELIA ISLAND, FLORIDA 32034
PHONE: 904/261-8819

PERMITTING AGENCIES
CITY OF FERNANDINA BEACH



REVIEW DATE: APRIL 29, 2025

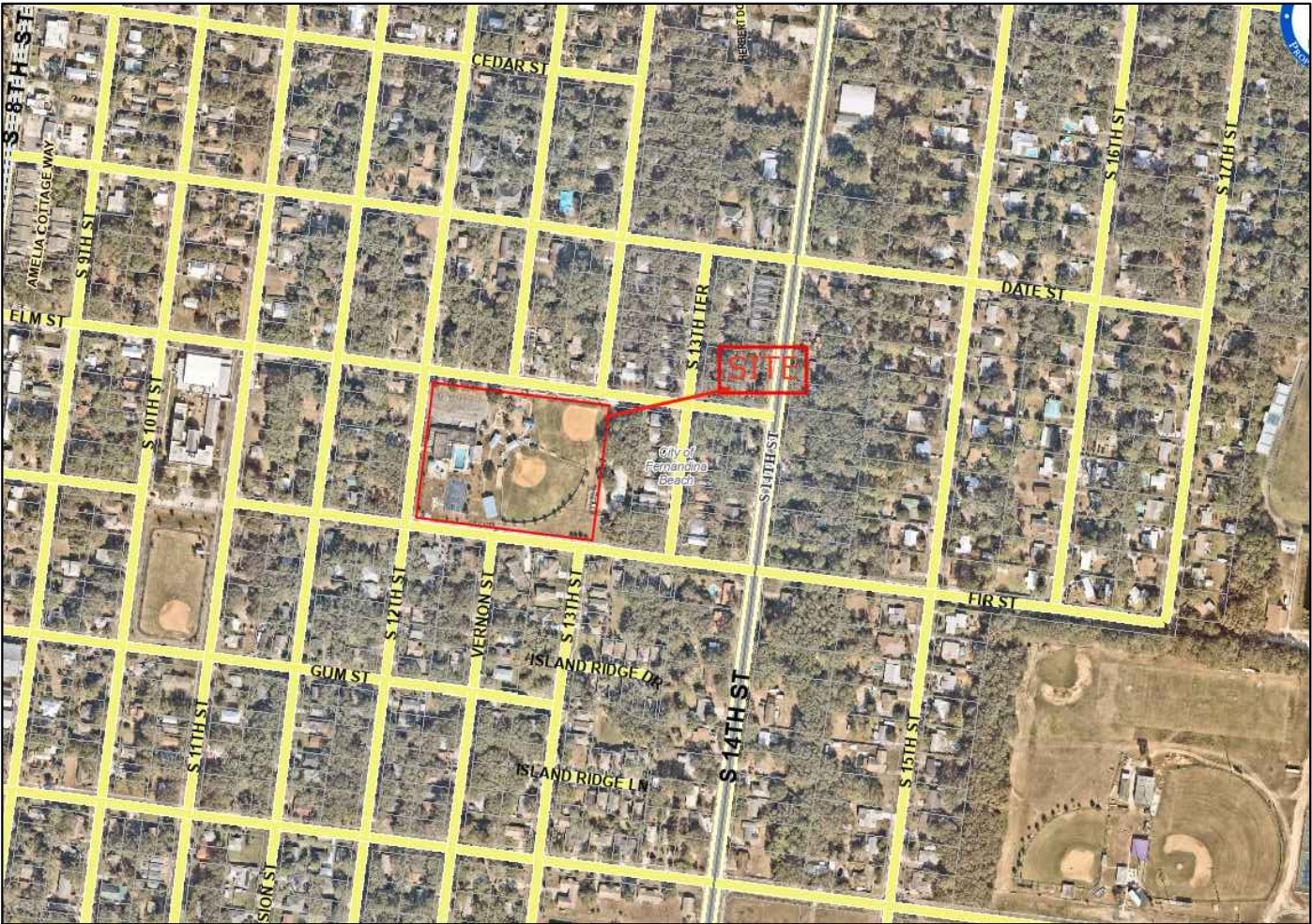
MLK ELM STREET BALL FIELD RENOVATION

FOR

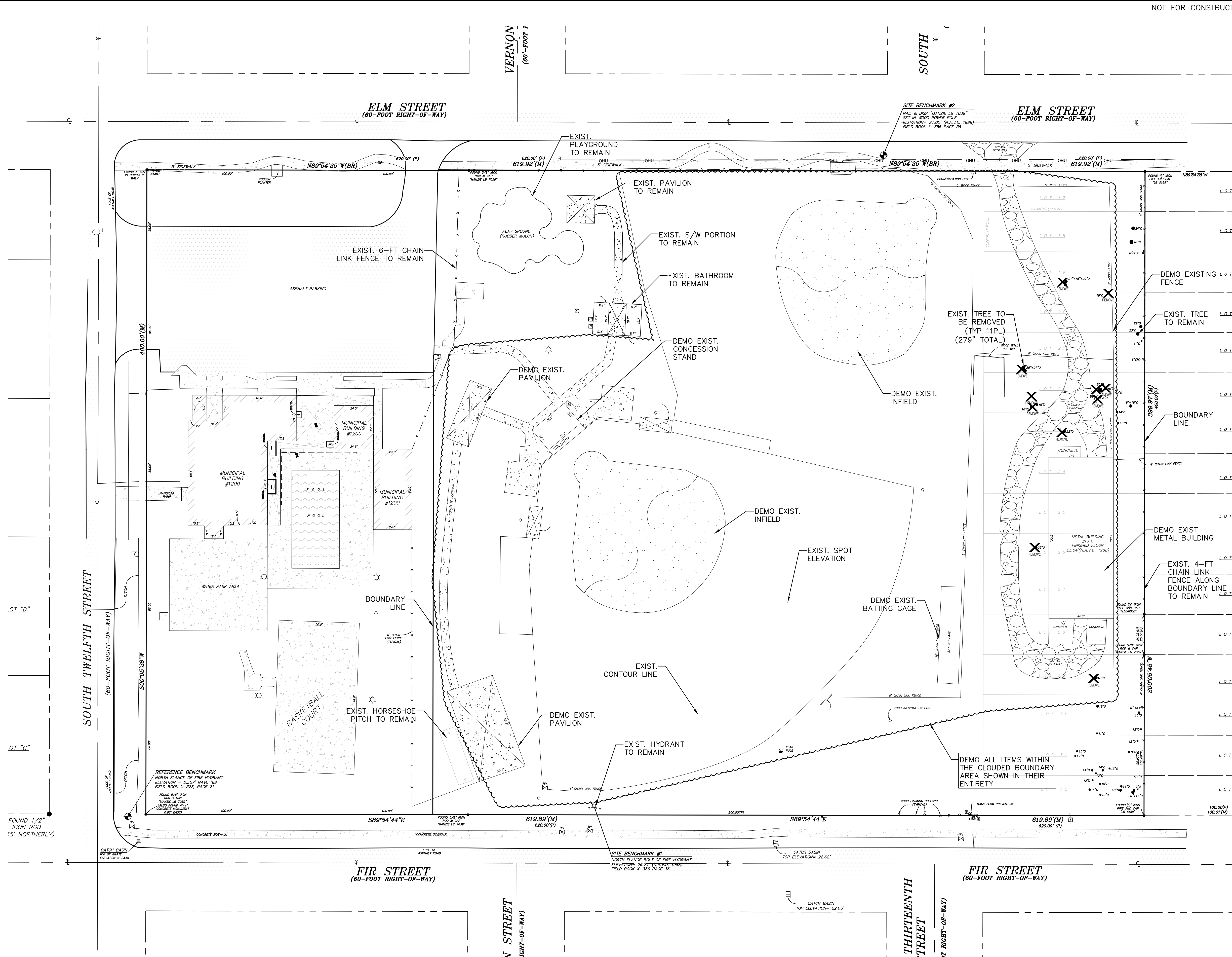
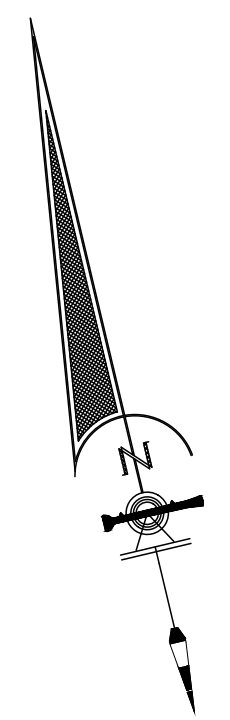
CITY OF FERNANDINA BEACH

RELEASED FOR CONSTRUCTION ____ BY ____

SITE LOCATION MAP



G & A Project
No.: XX-XX-XX



NOT FOR CONSTRUCTION

NOTE: SOME DETAILS IN THESE DRAWINGS ARE TO BE CONSIDERED TYPICAL AND MAY NOT BE CALLED OUT ON PLANS. CONTRACTOR SHALL BECOME FAMILIAR WITH AND FOLLOW ALL DETAILS DURING CONSTRUCTION IN ALL TYPICAL AREAS.

REGISTERED DESIGN PROFESSIONAL

ASA R. GILLETTE, P.E.
FLORIDA P.E. NO. 56177

REV	DATE	ITEM
A	04/29/25	TRC FIRST STEP REVIEW/DISCUSSION

GILLETTE & ASSOCIATES, INC.
CIVIL, ENVIRONMENTAL, MECHANICAL, & STRUCTURAL ENGINEERING
CERTIFICATE OF AUTHORIZATION NO. 9332
ASA R. GILLETTE, P.E. • FL PE NO. 56177

31 S. 4th STREET * FERNANDINA BEACH, FL 32034
PHONE: 904-261-8819 * www.gilletteassociates.com

CITY OF FERNANDINA BEACH
MLK & ELM STREET REC CENTER
SOFTBALL FIELD UPGRADE

ELM STREET
FERNANDINA BEACH, FL

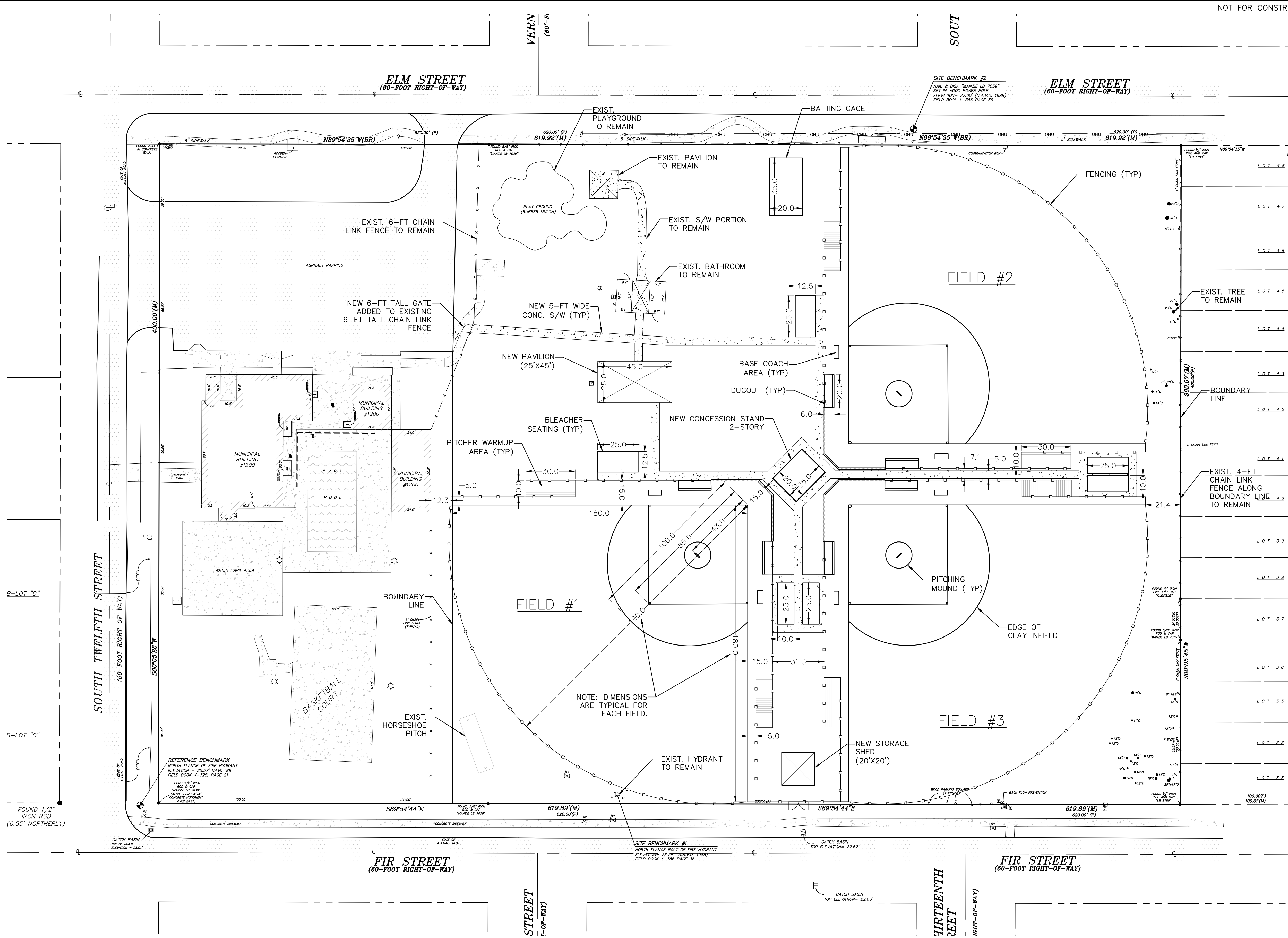
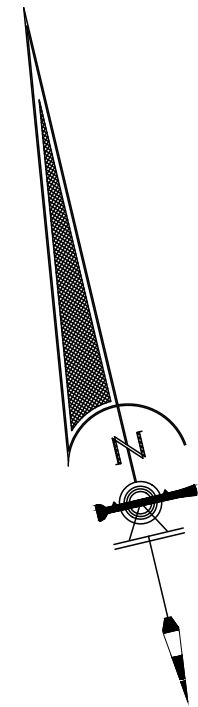
ISSUE DATE: 04/29/25

PREDEVELOPED PLAN

North / Elev Key / Sheet

PRE-1
Page X of X

PREDEVELOPED PLAN
SCALE: 1:30



OVERALL GEOMETRY PLAN
SCALE: 1:30

NOTE: SOME DETAILS IN THESE DRAWINGS ARE TO BE CONSIDERED TYPICAL, AND MAY NOT BE CALLED OUT ON PLANS. CONTRACTOR SHALL BECOME FAMILIAR WITH AND FOLLOW ALL DETAILS DURING CONSTRUCTION IN ALL TYPICAL AREAS.

REGISTERED DESIGN PROFESSIONAL

ASA R. GILLETTE, P.E.
FLORIDA P.E. NO. 56177

REV	DATE	ITEM	TRC FIRST STEP REVIEW/DISCUSSION
A	04/29/25		

GILLETTE & ASSOCIATES, INC.

CIVIL, ENVIRONMENTAL, MECHANICAL, & STRUCTURAL ENGINEERING

CERTIFICATE OF AUTHORIZATION NO. 9332

ASA R. GILLETTE, P.E. * FL PE NO. 56177

31 S. 4th STREET * FERNANDINA BEACH, FL 32034

PHONE: 904-261-8819 * www.gilletteassociates.com

CITY OF FERNANDINA BEACH

MLK & ELM STREET REC CENTER

SOFTBALL FIELD UPGRADE

ELM STREET

FERNANDINA BEACH, FL

ISSUE DATE: 04/29/25

OVERALL GEOMETRY PLAN

North / Elev Key Sheet

GE-1

Page X of X

Technical Review Committee (TRC): First Step Review Request - Submission #16053

Date Submitted: 4/30/2025

Technical Review Committee (TRC) First Step Review

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step reviews are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step review is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use will require a First Step Review as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

2025 TRC MEETINGS + DEADLINES

*** ATTENTION ***

Starting **May 8, 2025**, TRC will offer a more flexible schedule.

Please review these important changes:

First Step and **Formal TRC** meetings will now take place at the City Hall Chambers

Both monthly meetings will now allow First Step & Formal TRC application reviews

Meetings will remain the 2nd & 4th Thursdays of the month at 10:00 am

Application Deadline (4:30pm)						May 01 2025	May 22 2025	June 18 2025	July 24 2025	Aug 21 2025	Sept 18 2025	Oct 23 2025	Nov 20 2025	Dec 18 2026
1 st Meeting of the month						May 08 2025	June 12 2025	July 10 2025	Aug 14 2025	Sept 11 2025	Oct 09 2025	Nov 13 2025	Dec 11 2025	Jan 08 2026
Application Deadline (4:30pm)						May 01 2025	June 05 2025	July 03 2025	Aug 07 2025	Sept 04 2025	Oct 02 2025	Nov 06 2025	Dec 04 2025	Jan 01 2026
2 nd Meeting Of the month						May 22 2025	June 26 2025	July 24 2025	Aug 28 2025	Sept 25 2025	Oct 23 2025	Nov 20 2025	Dec 18 2025	Jan 22 2026

****Please note that effective immediately, agendas will include First Step items to be reviewed as Discussion Items at the beginning of each TRC meeting followed by Formal Review items.****

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

- ☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05
- ☐ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at

www.fbf.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

- ☐ A complete application.
- ☐ Site plans or scaled drawings;
- ☐ Any other files that illustrate the proposed project; and
- ☐ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

Property information can be found at the Nassau County Property Appraiser’s Website → Map Search

Site Address*

303 CALHOUN STREET

City*

FERNANDINA BEACH

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0017-0010

Lot

1, 31-34

Block

17

Subdivision

Fernandina Beach

Zoning District*

R-2

Future Land Use Designation*

Medium Density Residential

Overlay District

Downtown Historic District

Size of Property (acres)*

.28

Present Property Use*

VACANT

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*

JOSE

Last Name*

MIRANDA

Company (if applicable)

MIRANDA ARCHITECTS

Telephone Number*

9042614586

E-mail Address*

jmiranda@mirandaarchitects.com

PROJECT INFORMATION

Project Name

ST MICHAEL CATHOLIC CHURCH LIFE CENTER

Project Type*

Commercial

Please choose your preferred method of conducting your First Step Review*

In-person (at City Hall Chambers, 204 Ash St.)

Project Description*

Renovation of existing, historic St Peter Claver Church Building, converting from current residential use to assembly use.
Describe your project in detail

Proposed Access Road*

CALHOUN STREET

Rd Maintenance Jurisdiction *

City Maintained

Certification*

- ☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.
- ☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

JOSE

Applicant Last Name*

MIRANDA

Today's Date*

4/30/2025

Upload Supporting Documentation*

303 Calhoun Survey 2024 at Purchase.pdf

Upload 2

Existing Drawings SMCC
Life Center 15 May 24.pdf

Upload 3

SMCC Life Center
Preliminary Renovation
Drawings 30 Apr 25.pdf

Upload 4

SMCC Campus Building
and Parking Info 30 Apr
25.pdf

Upload 5

Choose File No fi...sen

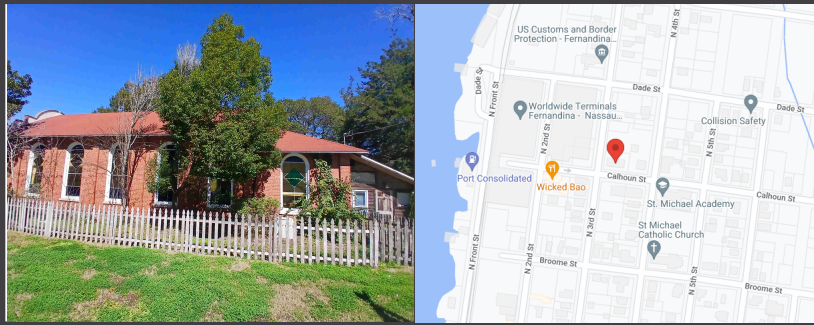


DEPARTMENT OF PLANNING & CONSERVATION

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



www.exactaland.com | office: 866.735.1916 | fax: 866.744.2882



PROPERTY ADDRESS:
303 CALHOUN STREET, FERNANDINA BEACH, FLORIDA 32034

SURVEY NUMBER: FL2402.1718

DATE SIGNED: 02/20/24 **FIELD WORK DATE:** 2/14/2024

REVISION DATE(S):
(REV.0 2/20/2024)

POINTS OF INTEREST
NONE VISIBLE

SURVEYORS CERTIFICATE

I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-15.050 through 5J-15.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.



RAYMOND J. SCHAEFER
State of Florida Professional Surveyor and Mapper
License Number 6132
Exacta Land Surveyors, LLC | LB# 8291



Exacta Land Surveyors, LLC
LB# 8291

o: 866.735.1916 | f: 866.744.2882

131 West Broadway Street, Suite 1001, Oviedo, FL 32765



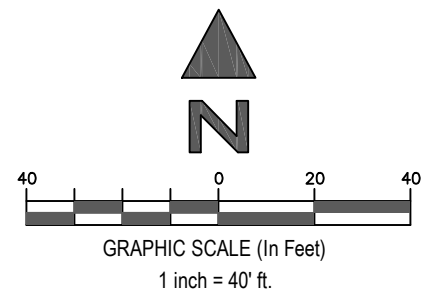
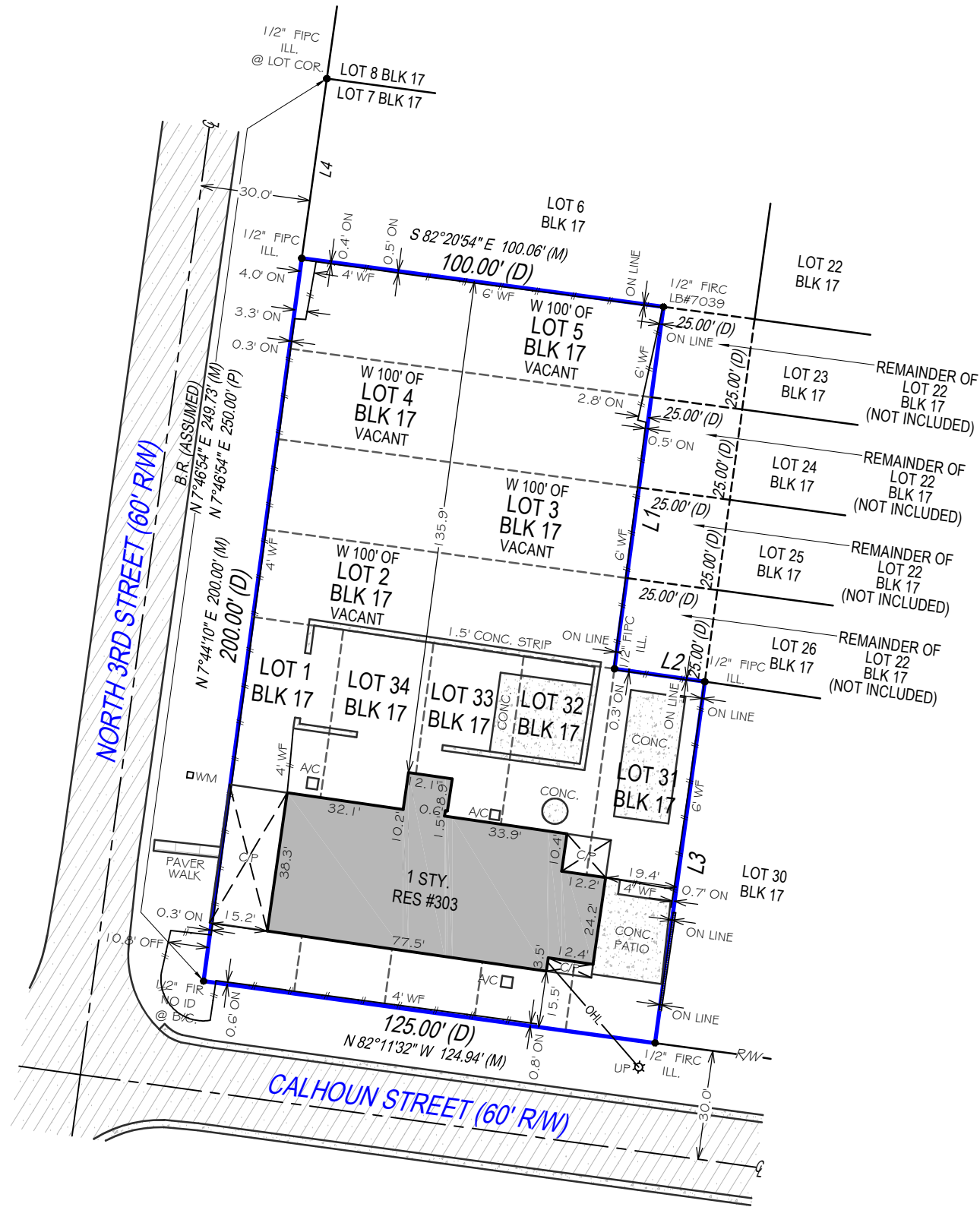
AFFILIATE MEMBERS

FL2402.1718
BOUNDARY SURVEY
NASSAU COUNTY

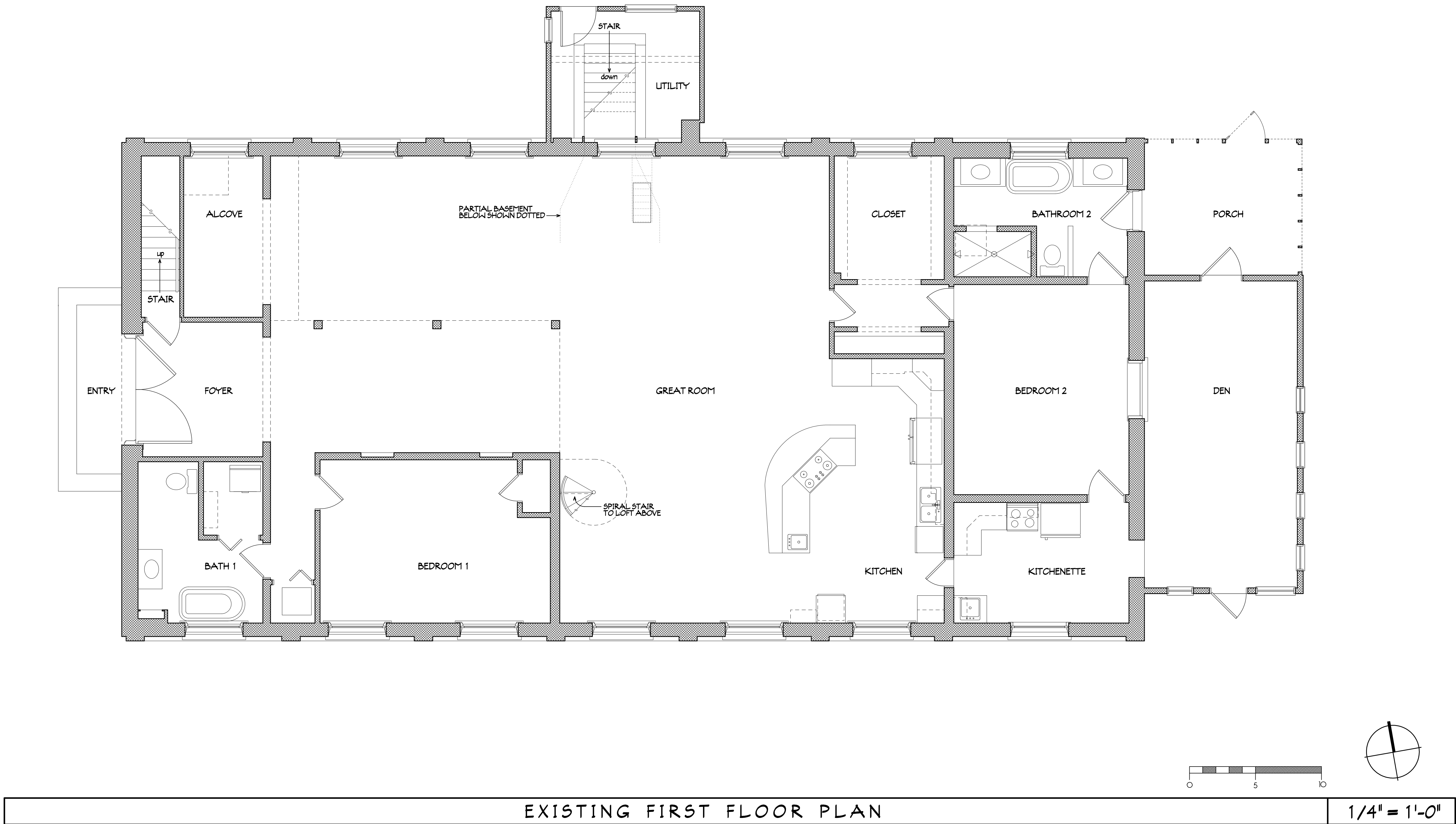
LINE TABLE:
L1 100.00' (D)
S 7°42'52" W 100.13' (M)
L2 25.00' (P)
S 81°50'11" E 25.00' (M)
L3 100.00' (P)
S 7°49'38" W 99.98' (M)
L4 50.00' (P)
N 7°57'54" E 49.73' (M)

SURVEYOR'S NOTES:
FENCE OWNERSHIP NOT DETERMINED.

SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION
PAGE 1 OF 2 - NOT VALID WITHOUT ALL PAGES



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EXISTING 1ST FLOOR PLAN	
REVISIONS	DATE

EXISTING CONDITIONS
**ST. MICHAEL LIFE CENTER
RENOVATION**
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

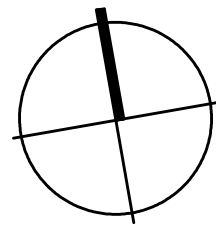
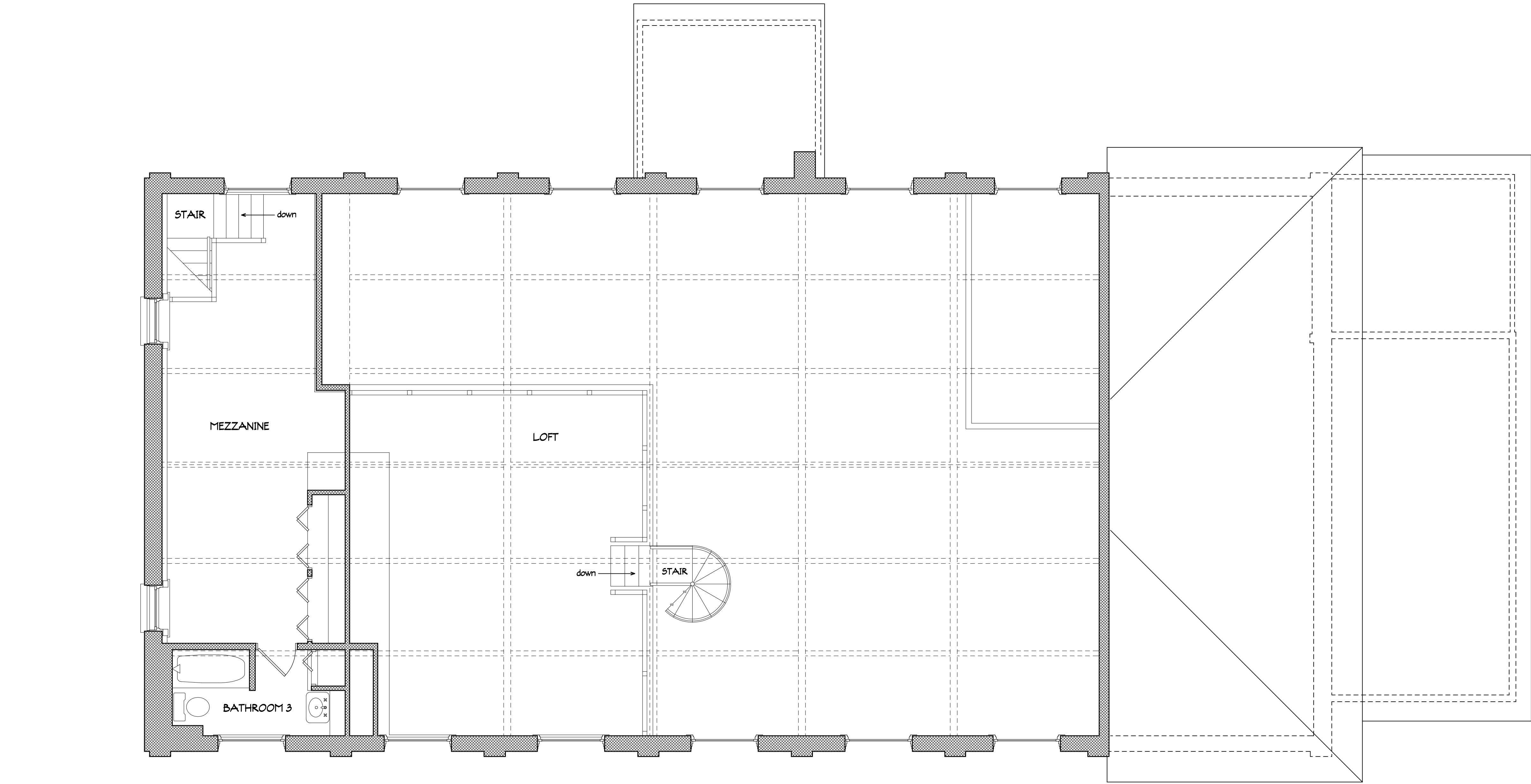


**MIRANDA
ARCHITECTS**
309 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4596 TEL
FL REG. NO. 44887

EX1 ST. MICHAEL YOUTH CENTER
JOB NO. -- 5240219
DRAWN BY -- LJM
CHKD BY -- JLM
DATE -- 05-15-24

EX1

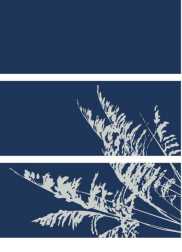
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EXISTING SECOND FLOOR PLAN

1/4" = 1'-0"

EX. ST. MICHAEL YOUTH CENTER
JOB NO. -- 5240219
DRAWN BY -- LSM
CHKD BY -- JLM
DATE -- 05-15-24



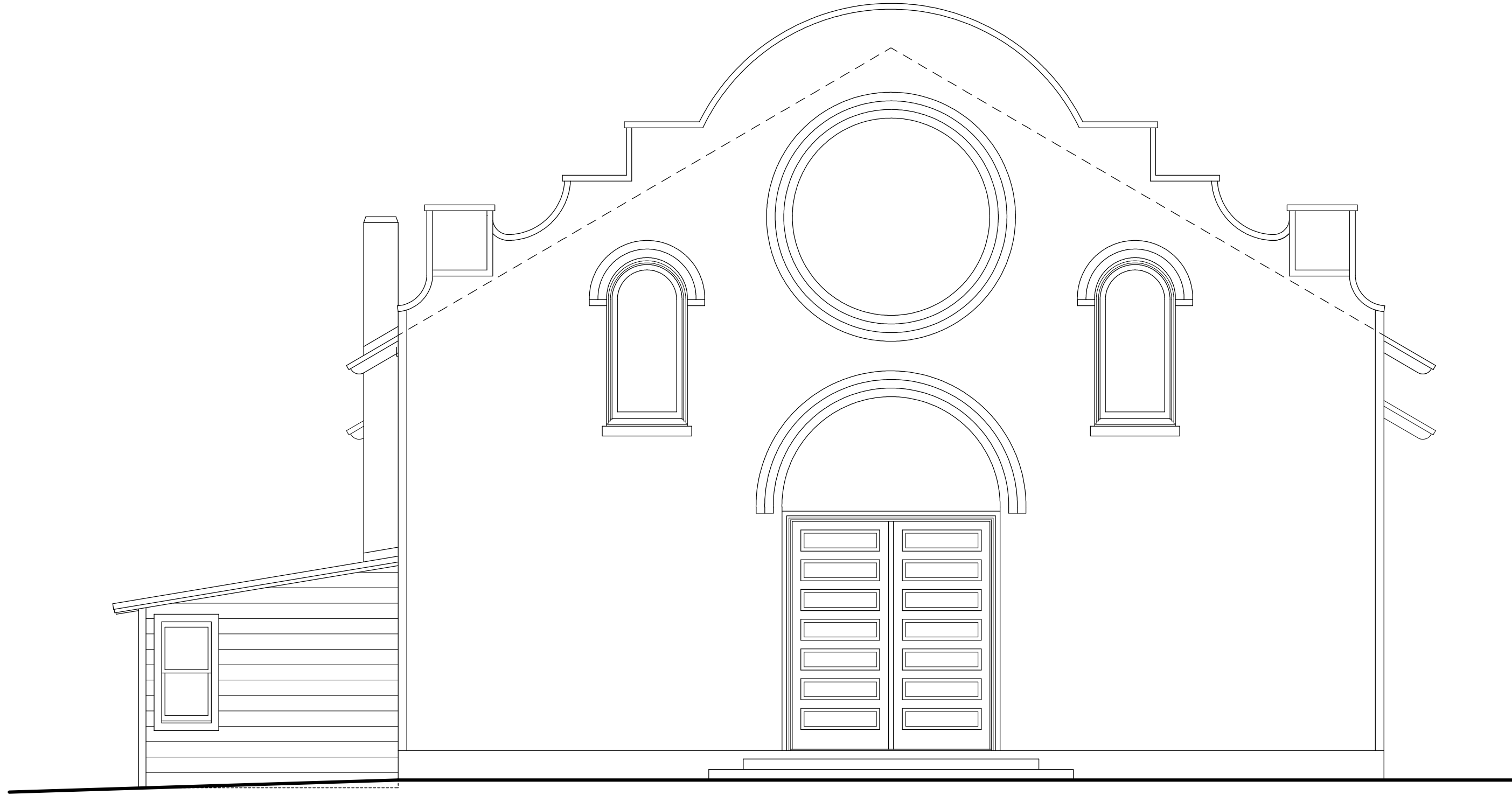
**MIRANDA
ARCHITECTS**
308 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
TEL: 904.261.4586
FL REG. NO. 444607

EXISTING CONDITIONS

**ST. MICHAEL LIFE CENTER
RENOVATION**
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

EXISTING 2ND FLOOR PLAN	REVISIONS	DATE

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returned on request.



EXISTING WEST ELEVATION -- NORTH 3RD STREET

1/4" = 1'-0"



EXISTING SOUTH ELEVATION -- CALHOUN STREET

1/4" = 1'-0"

EXT. ST. MICHAEL YOUTH CENTER	JOB NO. -- 5240219	DRAWN BY -- LSH	CHKD BY -- JLM	DATE -- 05-15-24



MIRANDA
ARCHITECTS

303 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. A91487

EXISTING CONDITIONS

ST. MICHAEL LIFE CENTER
RENOVATION

303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

EXISTING ELEVATIONS		REVISIONS	DATE

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EXISTING NORTH ELEVATION

1/4" = 1'-0"



EXISTING EAST ELEVATION

1/4" = 1'-0"

EXISTING ELEVATIONS	
REVISIONS	DATE

EXISTING CONDITIONS
**ST. MICHAEL LIFE CENTER
RENOVATION**
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034



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308 1/2 CENTRE STREET, SUITE 208
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FL REG. NO. A94887

EX1 ST. MICHAEL YOUTH CENTER	JOB NO. -- 5240219	DRAWN BY -- LJM	CHKD BY -- JLM	DATE -- 05-15-24



M I R A N D A
a r c h i t e c t s

ST. MICHAEL CATHOLIC CHURCH
CAMPUS BUILDINGS USES AND SQUARE FOOTAGE
FERNANDINA BEACH, FL 32304
April 30, 2025

ADDRESS	USE	BLDG SF	LOT AREA SF
201 N 4 TH ST	OFFICE	4,004	12,500
202 N 4 TH ST	SANCTUARY	13,193	16,000
225 N 4 TH ST	PARISH HALL	6,692	15,000
228 N 4 TH ST	SCHOOL	19,232	20,000
222 N 5 TH ST	PARKING	-	15,000
230 N 5 TH ST	DAYCARE	2,119	10,000
505 BROOME ST	MEETING	2,051	15,000
303 CALHOUN ST	LIFE CENTER	3,611	11,875
510 CALHOUN ST	CLASSROOM	1,200	10,000
N 3 RD ST	VACANT	-	5,000
N 3 RD ST	VACANT	-	5,000
TOTAL		52,102 SF	135,375 SF

Parish Hall/Meeting Hall/Life Center TOTAL = 12,354 SF

Per LDC 6.02.29 Maximum square footage for "Fellowship Hall" use is 20% of all church site areas. **Existing Fellowship Hall Uses 12,354 SF/135,375 SF total site area = 9.13%**



M I R A N D A
a r c h i t e c t s

ST. MICHAEL CATHOLIC CHURCH
REQUIRED PARKING SPACES PER 2016 SANCTUARY ADDITION
April 30, 2025

SMCC Sanctuary Building, 202 North 4th Street

Pre Construction Seating Capacity = 289 seats

Post Construction Seating Capacity = 537 seats

Net Added Seating = 248 seats

Per CFB LDC's 248 seats/4 per:

62 parking spaces

10% reduction of on street parking:

-6 parking spaces

20% reduction for saving specimen tree at new parking lot:

-12 parking spaces

TOTAL LDC PARKING SPACES REQUIRED:

44 spaces

TOTAL SMCC CAMPUS PARKING SPACES PROVIDED:

99 spaces



ST. MICHAEL CATHOLIC CHURCH CAMPUS
EXISTING PARKING SPACES
April 30, 2025

	<u>Parking Spaces</u>
A) <u>SMCC Sanctuary Building</u> , 202 North 4 th Street Five (5) ADA spaces in ROW	5
B) <u>SMCC Office Building</u> , 201 North 4 th Street Three (3) driveway spaces, One (1) ADA space	4
C) <u>SMCC Parish Hall Building</u> , 225 North 4 th Street One (1) ADA space	1
D) <u>SMA School</u> , 228 North 4 th Street Ten (10) spaces Calhoun ROW Ten (10) spaces N. 5 th Street ROW	20
E) <u>SMCC Liberty Billings Meeting House</u> , 505 Broome Street One (1) ADA space	1
F) <u>SMCC Parking Lot</u> , North 5 th Street	39
G) <u>SMA Pre-K Building</u> , 230 North 5 th Street Nine (9) spaces N. 5 th Street ROW Three (3) spaces Calhoun Street ROW	12
H) <u>SMA Classroom Building</u> , 510 Calhoun Street Six (6) spaces Calhoun Street ROW	6
I) <u>SMCC Life Center</u> , 303 Calhoun Street Two (2) driveway spaces Nine (9) unimproved spaces N. 3 rd Street ROW	11
TOTAL EXISTING PARKING SPACES:	99 spaces



ST. MICHAEL CATHOLIC CHURCH CAMPUS
BUILDING USE AND HOURS OF OPERATION
April 30, 2025

- A) **SMCC Sanctuary Building**, 202 North 4th Street
Mass schedule: Saturday 5:00 PM, Sundays 8:00 AM, 10:00 AM and 12:00 PM, Daily Mass M, W, Th, F at 8:30 AM, Tuesday at 6:00 PM, Special occasion use for baptisms, funerals, weddings throughout calendar year.
Peak Use Sundays 7:30 AM to 1:30 PM
- B) **SMCC Office Building**, 201 North 4th Street
Small group meetings after hours.
Peak Use Weekdays: 9:00 AM to 4:00 PM
- C) **SMCC Parish Hall Building**, 225 North 4th Street
Weekday use as lunch room for SMA School: 11:00 AM to 1:00 PM
Small Group meetings throughout week during evening hours.
Special event use throughout the calendar year (5-6 times/year) typically evenings.
Peak Use Special Events
- D) **SMA School**, 228 North 4th Street
School year weekday use (August-May) 7:00 AM to 3:30 PM, M-F
Occasional small group meetings weekday evenings.
Peak Use School Year Weekdays 7:00 AM to 3:30 PM
- E) **SMCC Liberty Billings House**, 505 Broome Street
Peak Use Weekdays: 9:00 AM to 4:00 PM
- F) **SMA Pre-K Building**, 230 North 5th Street
Peak Use Weekdays: 7:00 AM to 5:00 PM
- G) **SMA Classroom Building**, 510 Calhoun Street
Peak Use School Year Weekdays 7:00 AM to 3:30 PM
- H) **SMCC Life Center**, 303 Calhoun Street
Occasional small group meetings weekday evenings.
Peak Use School Year Weekdays 7:00 AM to 3:30 PM

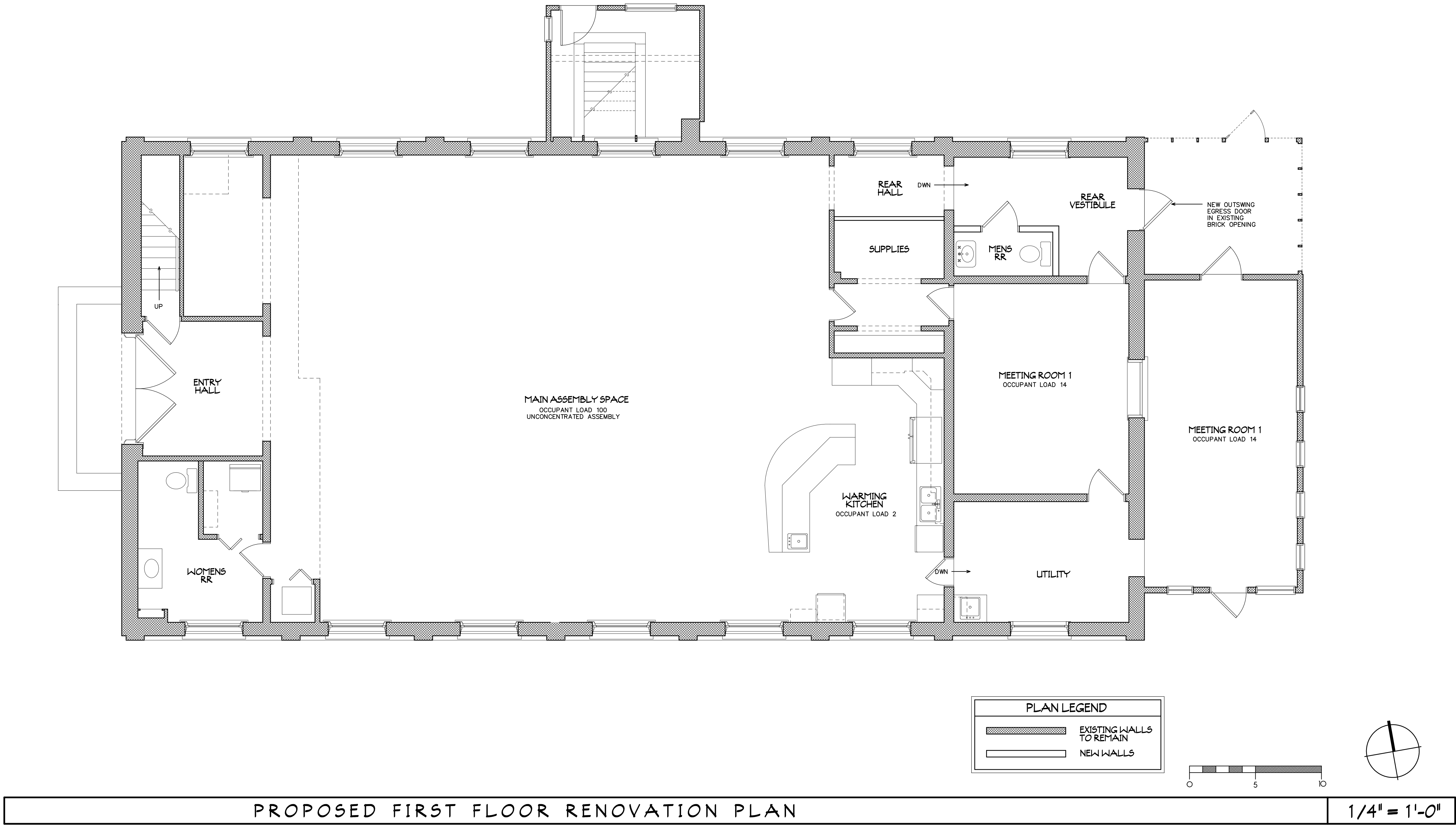


M I R A N D A
a r c h i t e c t s

ST. MICHAEL CATHOLIC CHURCH CAMPUS
PEAK USE PARKING REQUIREMENTS -- WEEKDAYS
April 30, 2025

	<u>Parking Requirement</u>
A) <u>SMCC Office Building</u> , 201 North 4 th Street 4,004 SF/300 SF =	13.4
B) <u>SMA School</u> , 228 North 4 th Street 19 classrooms X 2 spaces per =	38
C) <u>SMCC Liberty Billings Meeting House</u> , 505 Broome Street 2,051 SF/300 SF =	6.8
D) <u>SMA Pre-K Building</u> , 230 North 5 th Street 3 employees X 1.5 spaces per =	4.5
E) <u>SMA Classroom Building</u> , 510 Calhoun Street 1 classroom X 2 spaces per =	2
F) <u>SMCC Life Center</u> , 303 Calhoun Street 130 occupants/4 =	32.5
SUB- TOTAL LDC PARKING SPACES REQUIRED:	98 spaces
10% Reduction for On Street Parking	- 9 spaces
20% Reduction for Saving Specimen Tree at Parking Lot	- 18 spaces
TOTAL LDC PARKING SPACES REQUIRED:	71 spaces
PARKING SPACES PROVIDED:	99 spaces

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P1 ST. MICHAEL LIFE CENTER
JOB NO. -- 5240219
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-28-25

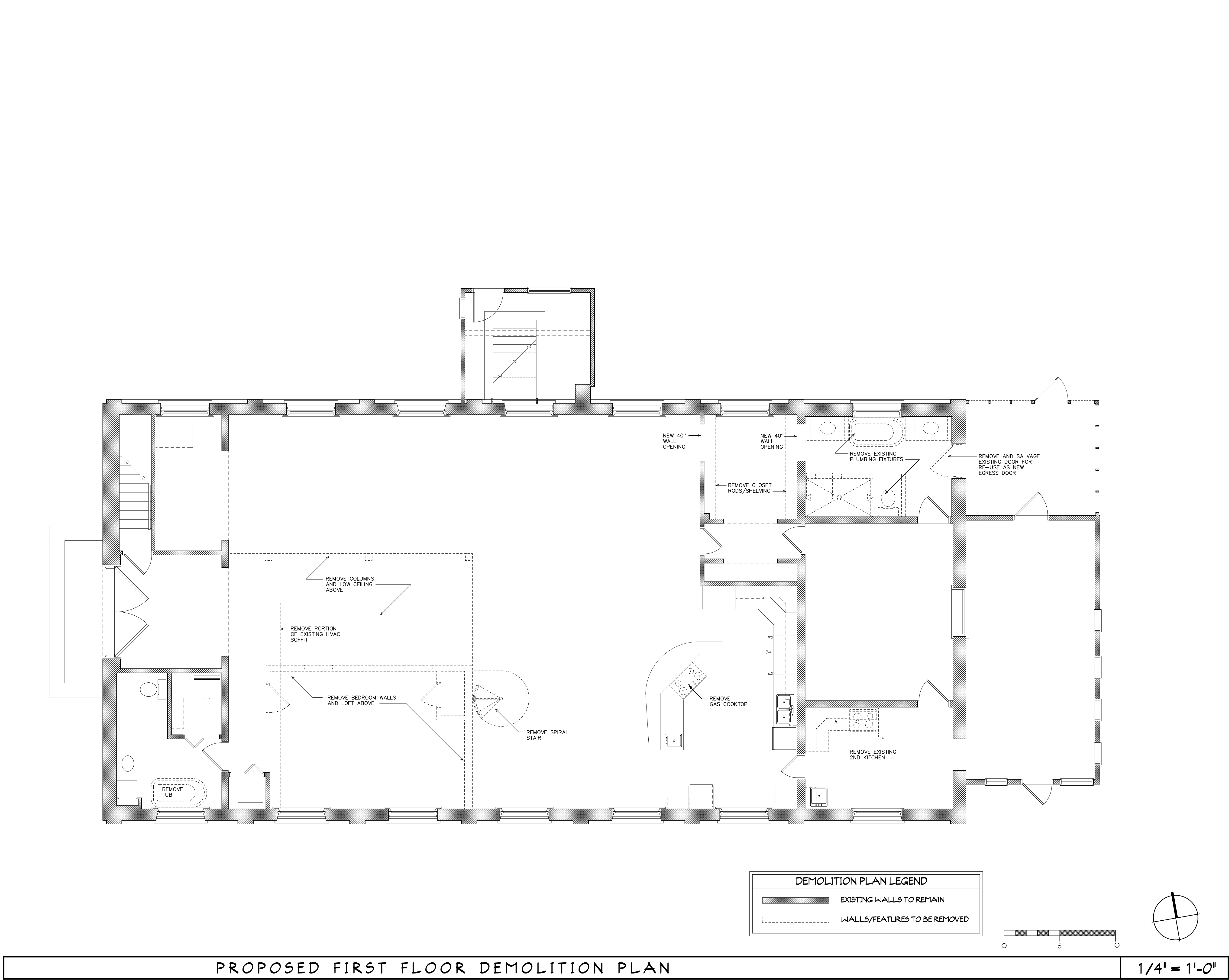


MIRANDA ARCHITECTS
303 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AP4887

ST. MICHAEL LIFE CENTER RENOVATION
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

1ST FLOOR RENOVATION PLAN	REVISIONS	DATE

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DATE -- 04-28-25

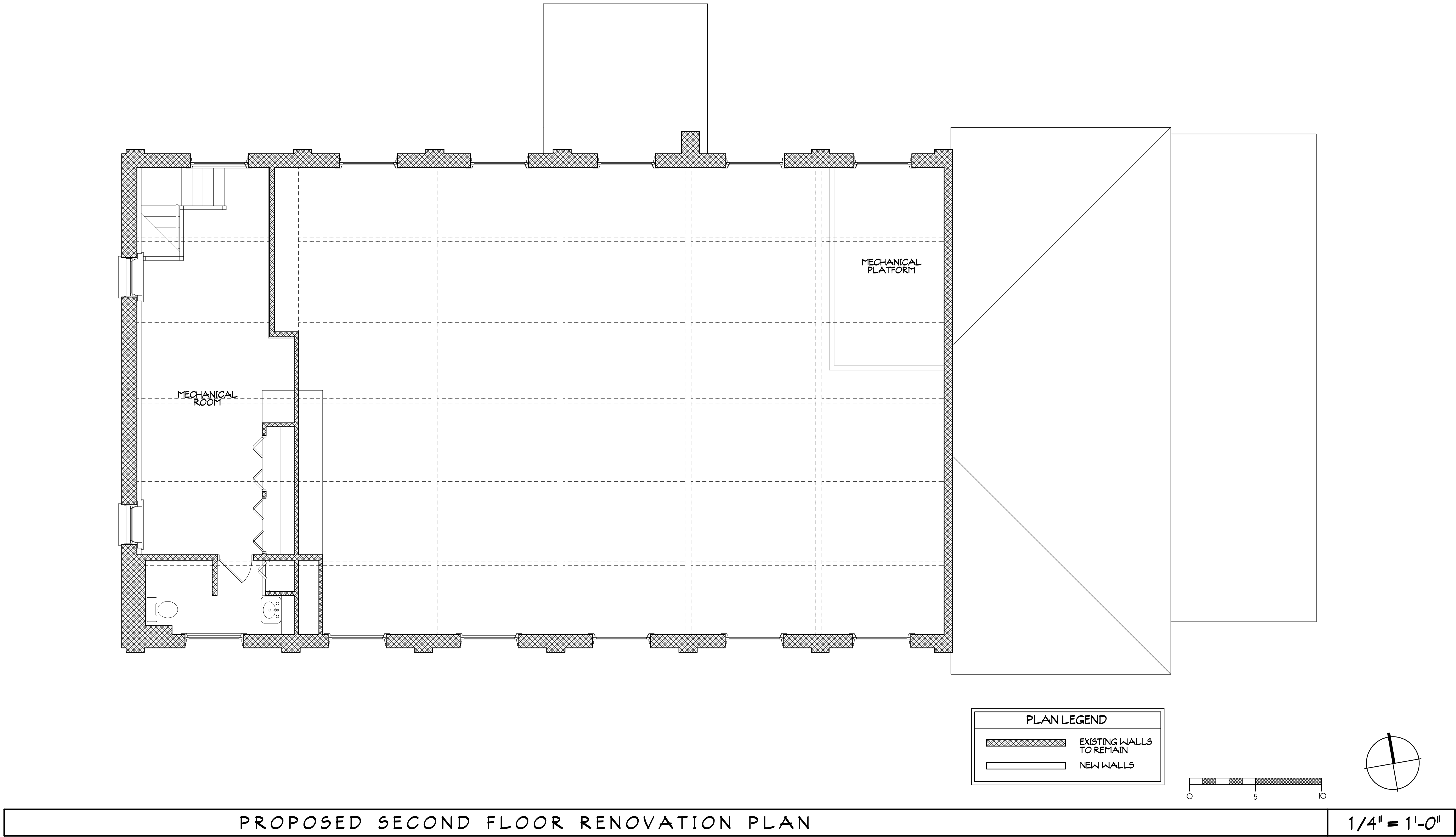


**MIRANDA
ARCHITECTS**
303 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AP4887

**ST. MICHAEL LIFE CENTER
RENOVATION**
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

1ST FLOOR DEMO PLAN	
REVISIONS	DATE

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PROPOSED SECOND FLOOR RENOVATION PLAN

P1, ST. MICHAEL LIFE CENTER
JOB NO. -- 5240219
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 04-28-25

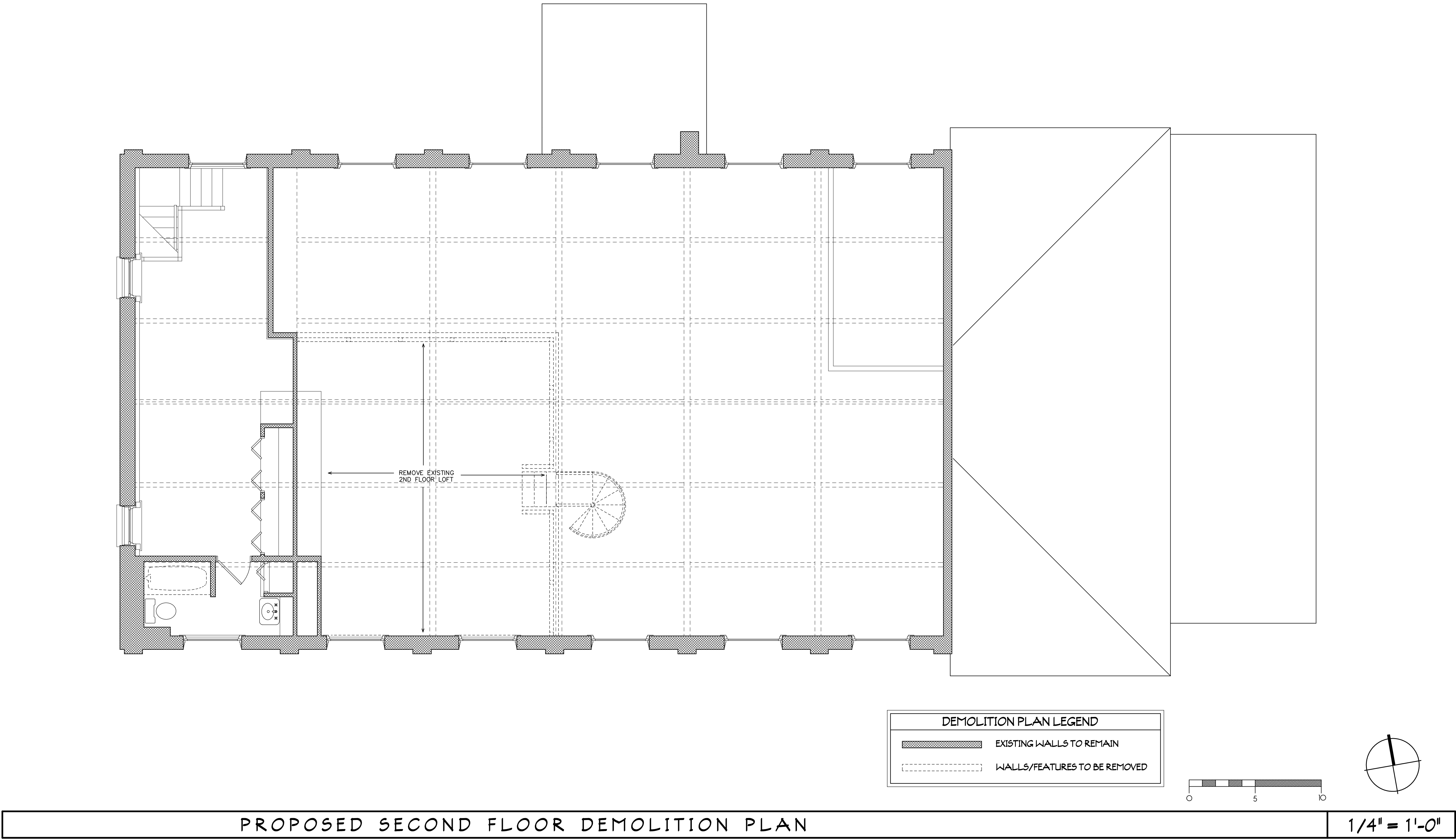


**MIRANDA
ARCHITECTS**
303 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. A04887

**ST. MICHAEL LIFE CENTER
RENOVATION**
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

2ND FLOOR RENOVATION PLAN	REVISIONS	DATE

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MIRANDA
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FL REG. NO. AP4887

ST. MICHAEL LIFE CENTER
RENOVATION
303 CALHOUN STREET
FERNANDINA BEACH, FL 32034

2ND FLOOR DEMO PLAN	
REVISIONS	DATE

Technical Review Committee (TRC): First Step Review Request - Submission #16056

Date Submitted: 5/1/2025

Technical Review Committee (TRC) First Step Review

USE THIS FORM TO Submit a project for input and guidance from the Technical Review Committee, the City group responsible for reviewing site plans and commercial projects. First Step reviews are a free service provided by the City of Fernandina Beach to help guide a project through the development review and permitting process. The First Step review is a meeting between an applicant and representatives of City departments responsible for reviewing applications for the purpose of exchanging information on the potential development of a site. This may include providing information on permissible uses of the site; required improvements; infrastructure requirements; any applicable design standards; any potential regional, state or federal standards; requirements for supporting plans, documents and studies; and any applicable design standards.

Fees

None

IMPORTANT NOTES

A change of use occurs when an existing use is replaced by a different use, as listed in table 2.03.02. A proposed change of use will require a First Step Review as set forth in 11.01.02. A change of use shall not require a local development order when all the conditions of 11.00.05 are met. The determination that a proposed use or development constitutes a change of use is an administrative decision subject to appeal. When a local development order is required due to a proposed change of use, all standards and procedures of the Comprehensive Plan and LDC shall apply to the proposed new use.

2025 TRC MEETINGS + DEADLINES

*** ATTENTION ***

Starting **May 8, 2025**, TRC will offer a more flexible schedule.

Please review these important changes:

First Step and **Formal TRC** meetings will now take place at the City Hall Chambers

Both monthly meetings will now allow First Step & Formal TRC application reviews

Meetings will remain the 2nd & 4th Thursdays of the month at 10:00 am

Application Deadline (4:30pm)						May 01 2025	May 22 2025	June 18 2025	July 24 2025	Aug 21 2025	Sept 18 2025	Oct 23 2025	Nov 20 2025	Dec 18 2026
1 st Meeting of the month						May 08 2025	June 12 2025	July 10 2025	Aug 14 2025	Sept 11 2025	Oct 09 2025	Nov 13 2025	Dec 11 2025	Jan 08 2026
Application Deadline (4:30pm)						May 01 2025	June 05 2025	July 03 2025	Aug 07 2025	Sept 04 2025	Oct 02 2025	Nov 06 2025	Dec 04 2025	Jan 01 2026
2 nd Meeting Of the month						May 22 2025	June 26 2025	July 24 2025	Aug 28 2025	Sept 25 2025	Oct 23 2025	Nov 20 2025	Dec 18 2025	Jan 22 2026

****Please note that effective immediately, agendas will include First Step items to be reviewed as Discussion Items at the beginning of each TRC meeting followed by Formal Review items.****

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

- ☐ Local Development Orders for a Change of Use – see LDC Section 11.00.05
- ☐ Pre-Application Conference – see LDC section 11.01.02

The LDC is available for review at

www.fbf.us/LDC

Application Requirements

The First Step application and all required documents must be submitted no later than seven (7) days before the schedule meeting. All required documents are as follow:

- ☐ A complete application.
- ☒ Site plans or scaled drawings;
- ☐ Any other files that illustrate the proposed project; and
- ☒ A signed an notarized Agent Authorization form (if applicable).

PROPERTY INFORMATION

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

Site Address*

2376 Shannon Road

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1015-0006-0020

Lot

Block

Subdivision

Zoning District*

I-2

Future Land Use Designation*

Industrial

Overlay District

-- Select One --

Size of Property (acres)*

.29

Present Property Use*

Incorporated

Wetlands*

No

Flood Zone*

X, area of minimal flood

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

Applicant or interested party who will be present at the meeting.

First Name*

Jeff

Last Name*

Paul

Company (if applicable)

Tacy Medical, Inc.

Telephone Number*

904-261-0151

E-mail Address*

jpaul@tacymedical.com

PROJECT INFORMATION

Project Name

Project Type*

Commercial

Please choose your preferred method of conducting your First Step Review*

In-person (at City Hall Chambers, 204 Ash St.)

Project Description*

Expansion of the 2376 Shannon Road building to provide additional warehouse storage. Will not impact employee count. Proper zoning district code is I1 (not listed in zoning district drop down menu on website).

Describe your project in detail

Proposed Access Road*

Shannon Road

Rd Maintenance Jurisdiction *

City Maintained

Certification*

- ☒ By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application.
- ☒ I acknowledge that I understand and have complied with all of the submittal requirements and procedures.

Applicant First Name*

Jeff

Applicant Last Name*

Paul

Today's Date*

5/1/2025

Upload Supporting Documentation*

2025-04-30.pdf

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Upload 3

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Upload 4

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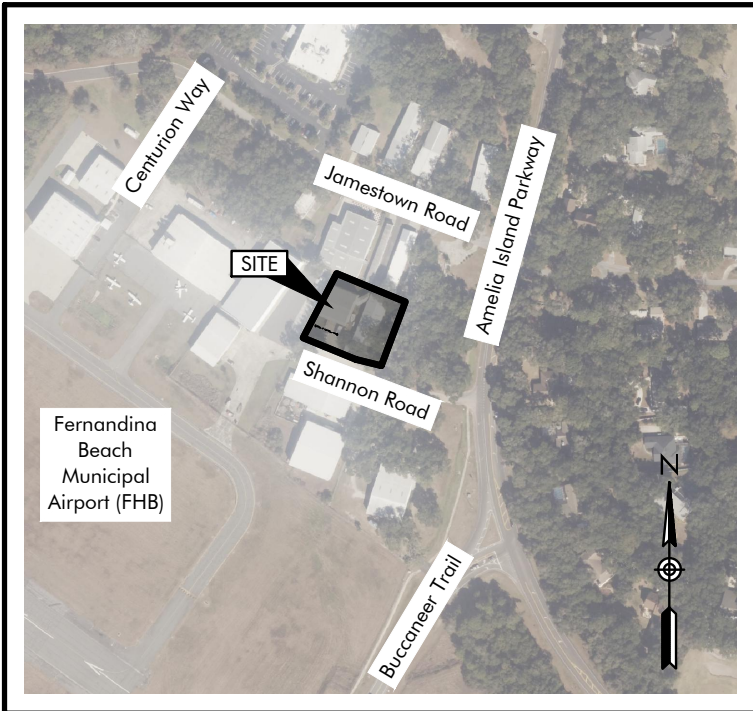
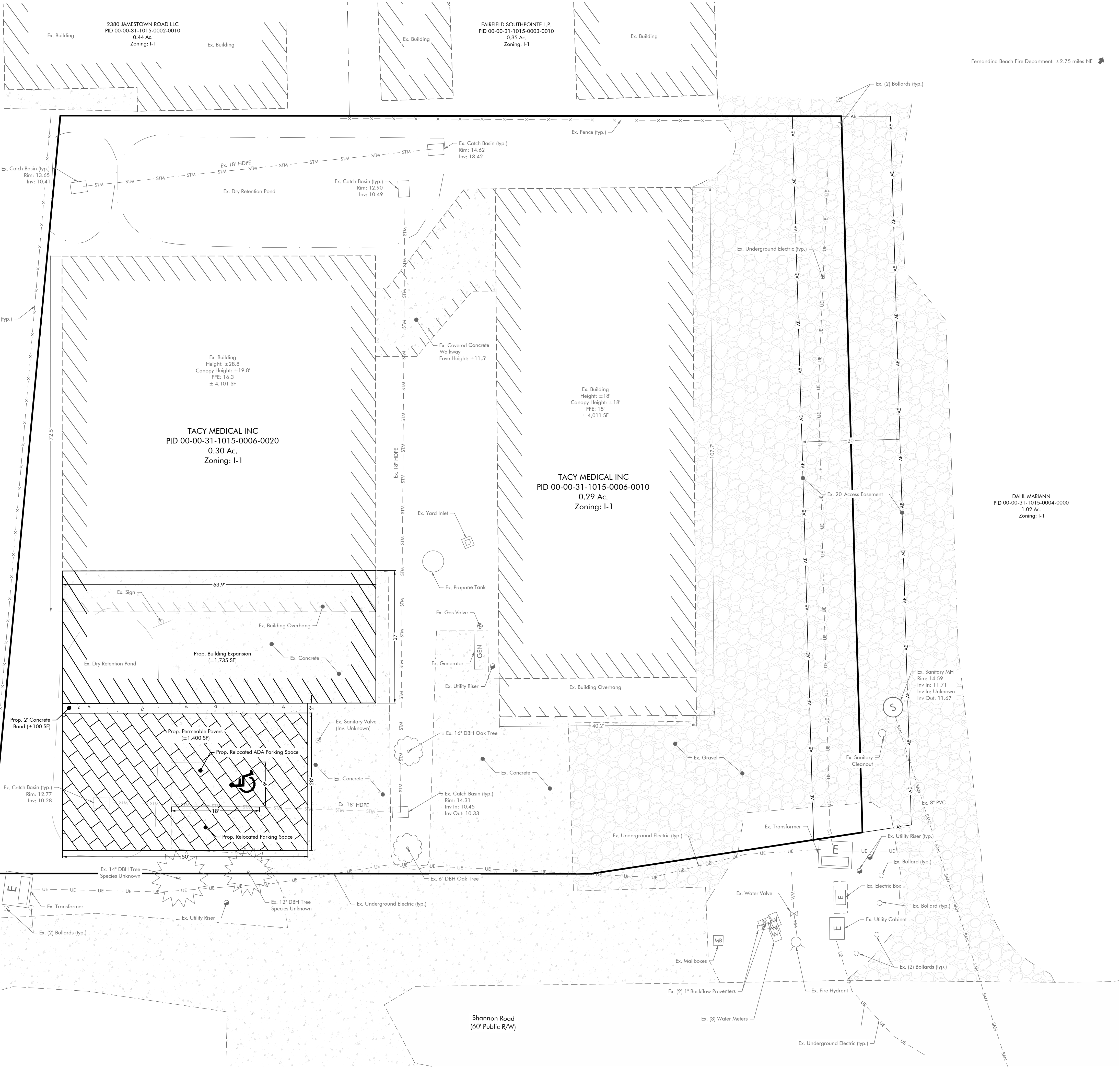
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DEPARTMENT OF PLANNING & CONSERVATION

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



Vicinity Map
Not to Scale

Site Data Table:

Project Address:	2386 Shannon RD, Fernandina Beach, FL
PIN:	2376 Shannon RD, Fernandina Beach, FL 00-00-31-1015-0006-0010
Site Acreage:	0.30 Ac. 0.29 Ac.
Total Acreage:	0.59 Ac.
Engineer:	Marcus Magers, PE 601 S. Cedar St, Suite 101, Charlotte, NC (740)-485-2681 mmagers@acro-ds.com
Property Owner:	Tacy Medical Inc 2386 Shannon Road, Fernandina Beach, FL
Current Zoning:	Light Industrial I-1 (2.01.14)
Zoning Overlays:	Airport Overlay Area
Existing Land Use:	Warehouse - Storage
Proposed Land Use:	Warehouse - Storage
Future Land Use:	Incorporated
Existing Building:	±4,101 SF
Proposed Expansion:	±1,735 SF
Light Industrial (I-1):	Fernandina Beach LDC, Section 4.02.01(J)
Minimum Lot Size:	N/A
Minimum Lot Width:	75 ft
Minimum Setbacks:	N/A
Building Height:	45 ft
Max. Impervious:	60%
Prop. Impervious:	0.29 Ac / 0.59 Ac * 100 = 49% (Excluding Pavers)
Prop. Impervious:	0.32 Ac / 0.59 Ac * 100 = 54% (Including Pavers)
Max. Floor Area Ratio:	50%
Prop. Floor Area Ratio:	0.23 Ac / 0.59 Ac * 100 = 39%
Open Space:	
Max. Ht Walls/Fences:	12 ft
Airport Overlay Area:	
Max Structure Height:	150 ft above airport elevation
Bufferyards (I-1):	Fernandina Beach LDC, Section 4.05.12(C)
No Bufferyards Required	
Base Site Requirements:	
Open Space:	
Tree Saves:	
Vehicle Parking:	1 Space/2 Employees + 1 Space per Company Vehicle On-Site (LDC 7.04.01(A))
Bicycle Parking:	Not Required
Traffic Impact Analysis:	Not Required

Utilities:

Sewer:	Public
Water:	Public

Fema Note:

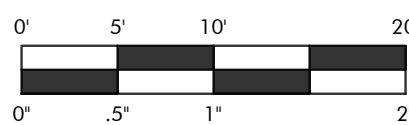
According to the Federal Emergency Management Agency's flood insurance rate map no. 12089C0377G dated August 2, 2017, the site is located in Zone X (areas determined to be outside of the 0.2% chance annual floodplain).

Soils Note:

A map provided by the USDA Natural Resources Conservation Services, dated April 28, 2025, identifies the soils on site as:

- Leon Fine Sand, 9, 0 to 2 percent slopes, HSG A/D
- Mandarin Fine Sand, 10, 0 to 2 percent slopes, HSG A

Scale: 1" = 10'



Tacy Medical - Building Expansion

2386 Shannon Road, Fernandina Beach, FL

