



**AGENDA**  
**PLANNING ADVISORY BOARD**  
**REGULAR MEETING**  
**NOVEMBER 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 Minutes from the Regular Meeting of October 8, 2025.
4. **BOARD BUSINESS**
  - 4.1 **PRESENTATION — FLORIDA PUBLIC UTILITIES COMPANY — COMMUNITY UPDATE**  
*FPUC representatives will provide a community update presentation.*
5. **OLD BUSINESS**
6. **NEW BUSINESS**
  - 6.1 ***(Quasi-Judicial)* - PAB 2025-0010 - JON LASSERRE, AGENT FOR AMELIA HOLDING LLC + PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC, 0 AMELIA ISLAND PARKWAY**  
Request for Voluntary Annexation of Properties Located at 0 Amelia Island Parkway, Parcels 00-00-30-044B-0040-0000 + 00-00-30-044B-0041-0000 totaling Approximately 11.81 deeded Acres of Land.
  - 6.2 ***(Legislative)* - PAB 2025-0012 - JON LASSERRE, AGENT FOR AMELIA HOLDING LLC + PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC, 0 AMELIA ISLAND PARKWAY**  
Request for Re-Assignment of the Nassau County Future Land Use Map Category from Medium Density Residential, to City of Fernandina Beach General Commercial (GC) for the property totaling approximately 11.81 deeded acres of land.
  - 6.3 ***(Quasi-Judicial)* - PAB 2025-0013 - JON LASSERRE, AGENT FOR AMELIA HOLDING LLC + PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC, 0 AMELIA ISLAND PARKWAY**  
Request for Re-Assignment of the Nassau County Zoning District from Residential Mixed to City of Fernandina Beach General Commercial (C-2) for the property totaling approximately 11.81 deeded acres of land.
  - 6.4 ***(Legislative)* - PAB 2025-0014 - CITY OF FERNANDINA BEACH**  
The City of Fernandina Beach Requests a Land Development Code (LDC) Text Amendment to LDC Section 1.03.05 Construction or Demolition of Structures on Combined Lots, to clarify the relevant

zoning district that applies.

7. **STAFF REPORT**
8. **PUBLIC COMMENT**
9. **ADJOURNMENT**

---

**NEXT PAB REGULAR MEETING IS SCHEDULED FOR DECEMBER 10, 2025.**

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.





**AGENDA  
PLANNING ADVISORY BOARD  
REGULAR MEETING  
OCTOBER 8, 2025  
5:00 PM  
CITY HALL COMMISSION CHAMBERS  
204 ASH STREET  
FERNANDINA BEACH, FL 32034**

**1. CALL TO ORDER 5:00PM**

**ROLL CALL/ DETERMINATION OF QUORUM**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

Margaret Pearson, Senior Planner  
Mia Sadler, Planner  
Teresa Prince, City Attorney  
Sylvie McCann, Recording Secretary

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MEETING MINUTES**

3.1 Approval of Minutes for the Regular Meeting of August 13, 2025.

Member Stevenson provided various grammatical amendments and clarification changes.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to approve the Minutes for the Regular Meeting of August 13, 2025, with the noted amendment.**

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

**4. OLDBUSINESS**

**5. NEW BUSINESS**

**6. BOARD BUSINESS**

6.1 Guest Speaker - Updates on recent and ongoing utility improvements within the City limits.

## DRAFT

Ms. Pearson stated that the guest speaker from FPU was not available to be present at this meeting and that this item will be moved to the November 12, 2025 regular meeting.

Mr. Akramoff, Project Manager, gave an update regarding utility improvements from FPU and reiterated that a representative from FPU would be available at the next PAB meeting and also stated that a representative would be present October 21, 2025, to speak at the City Commission regular meeting. He provided updates on the N. 2<sup>nd</sup> Street curbing and sidewalks and noted that the irrigation and landscaping portion of the project should also be presented in front of the City Commission at the October 21st meeting. Upon approval, that project should be substantially completed. He then commented that the Elm Street Ball fields project will be presented to the Parks and Recreation Advisory Committee next week and upon recommendation will then move to the City Commission for approval. He noted that the waterfront project should be completed by January 2026 and then spoke of hiring consultants to work on a couple of Master Plans, firstly the Park and Open Space Master Plan and secondly the Harbor Master Plan. The PAB should be able to review the Harbor Master Plan first. He mentioned that the Airport and Stormwater Master Plans will be reviewed internally. Lastly, he announced that interviews were performed today for the position of Permit Technician and that the Job Posting for Planner II should be posted possibly this week.

Member Stevenson asked about cleaning up Alachua Street in order to limit water intrusion on the Front Street roadway. Mr. Akramoff explained that aside from the tides' effect, there is a broken drainage system that is being worked on that should help alleviate the roadway flooding issue.

Member Gillette asked what the scope of work would be for the consultants for the Park and Open Space Master Plan. Mr. Akramoff commented that the Parks & Recreation Department Staff would lead that effort and explained the challenges of the aging structures. He stated that the P&C Director along with himself would lead the effort of establishing the Plan with the consultants supporting that effort. Member Gillette suggested that the plan should be created before hiring the consultants.

Member Stevenson asked if the City's Strategic Plan is being pushed further towards involving the community. Mr. Akramoff agreed.

Chair Doster spoke of the need for inter-departmental collaboration with overlapping projects.

Member Robas suggested that any questions from Board Members relating directly to the Comprehensive Plan and Land Development Code should be directed to Staff to be passed on to the FPU representative. Board Members brought up the specific issue of underground vs. above ground utilities installations.

Member Stevenson asked about FPU's process on how they model out their projected electrical demands.

Ms. Prince provided insight and noted that Utility Companies are required to provide a 10-year Storm Protection Plan (SPP) and that she will be looking to acquire that document and pass it on to Board Members. She then reiterated the suggestion to Board Members to provide their questions to Staff in preparation of the November 2025 PAB meeting.

## 6.2 Discussion Items

### 1. Legislative Updates by City Attorney Teresa Prince

Ms. Prince spoke about the current review process for Voluntary Annexation applications being presented to the PAB as one application and suggested to the Board that the new review process should be that Voluntary Annexation applications should be reviewed in three separate approvals, with the Voluntary Annexation (*quasi-Judicial*), the Future Land Use Map amendment (*legislative*), and the Zoning Map amendment (*quasi-judicial*). She provided some insight about quasi-judicial procedures including the ex-parte disclosures.

Ms. Prince then spoke of legislative updates starting with SB180 and then the Live Local Act. She

explained SB180 which allows property owners to be able to rebuild in cases of emergency events and natural disasters, and the impact of that bill on local government amendments. She recommended that the Board could proceed with adoptions as long as changes are not “more burdensome” to property owners. and that the actions can then be held and paused until the next January/February 2026 Legislative Hearing sessions which could provide modifications and amendments to the bill.

Vice-Chair Robas noted that there is a webinar organized by the 1000 Friends of Florida to follow up on SB180 and that it is scheduled for October 21, 2025 with tickets available online.

Ms. Prince noted that Staff is working on some LDC text amendments which will be presented to the Board for consideration before the end of the year.

Ms. Prince then proceeded to speak about SB1730 Live Local Act and its impact mainly on the reversal of excluding PUDs, the impact in Historic Districts, attorney fees on moratorium violations, and addition of religious properties; but also noted that in our area, there wouldn't be a big impact.

Member Stevenson inquired if the amendment regarding the decrease in density that was passed previously. Ms. Prince noted that this amendment was approved before SB1730 was enacted.

2. 2045 Vision Plan Updates and Preparation for the Comprehensive Plan Evaluation and Appraisal Review (EAR) by CityStaff.

Ms. Pearson spoke of the Vision Plan and amendment to the Comprehensive Plan and consequently the preparation of the EAR letter. This has to be presented September 21st, 2026, with the final adoption August 21st, 2027. Staff will be working on creating presentations to elaborate on the scope of the document.

3. Discussion and consensus on incorporating the PAB Sadler Road Overlay Vision into the 2045 Vision Plan Updates.

Ms. Pearson gave an update on conversations with Chair Doster regarding the Sadler Road overlay and the interpretation of 1.03.04.

4. Discussion and consensus on incorporating the following into the 2045 Vision Plan Updates: the community vision of preservation of open spaces, visual corridors, the character of the neighborhood as it relates to LDC 1.03.04 regarding the Demolition of Structures on Substandard Lots, and LDC 1.03.05 concerning the Construction or Demolition of Structures on Combined Lots.

Ms. Pearson explained that the old Vision Plan 2025, which was never adopted, would still be used as a key resource and foundation for the new Vision 2045. Ms. Pearson suggested that these 2 discussion items could be integrated into Vision 2045 for adoption. Then this could be used to make change to the Comprehensive Plan and Land Conservation Code.

Member Gillette asked for a draft copy of the EAR to build on. Mr. Akramoff explained the intent and importance of Vision 2045 and its impact on the Comprehensive Plan. Member Gillette commented that the first few years' goals are usually attained easily but the goals beyond these early years can change easily depending on who is in charge.

Member Robas commented that the Vision 2045 plan is “our” plan, that it does not need to be approved by the State, and can really be a visionary document to amend the Comprehensive Plan which amendments must go to the State for approval.

Member Gingher appreciated the fact that both documents should mirror themselves.

Ms. Pearson noted that there will be a Comprehensive Plan list of Wants and Needs.

Board members spoke of the span of years within vision plans and Member Robas opined that this is where the importance of the EAR lays and the importance of outreach to diverse demographics and communities to get a broad spectrum of input to build that vision.

5. Re-assess the establishment of priorities for LDC items.

Member Stevenson brought up the Municode integration and asked for an update on the timeline of the integration of our LDC and Comprehensive Plan. Mr. Akramoff offered insight and should have this information by the next PAB meeting. Member Stevenson also asked about the older list of priorities created by the Board. Mr. Akramoff confirmed that this list will be refreshed and relayed back to Board members.

Mia Sadler, Planner, spoke of the priority updates and the update to the organizational chart.

Chair Doster confirmed with Staff that the work performed for the Sadler Road overlay will be included within the Vision Plan.

- 7. **STAFF REPORT**
- 8. **PUBLIC COMMENT**
- 9. **ADJOURNMENT 6:38 PM**

---

Sylvie McCann, Recording Secretary

---

Richard Doster, Chair

**PLANNING ADVISORY BOARD AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT: Presentation - Florida Public Utilities Company

---

ITEM TYPE: Zoning Map Amendment < 10 Acres

---

REQUESTED ACTION: Presentation

---

SYNOPSIS: Florida Public Utilities Company representatives will be in attendance to provide a community update presentation.

---

CITY ATTORNEY COMMENTS: N/A

---

Margaret Pearson, Senior Planner

---

Date:  
November 04,  
2025

Sylvie McCann,

Submitted By: Administrative Coordinator

---

PLANNING ADVISORY BOARD AGENDA ITEM  
City of Fernandina Beach



SUBJECT:

---

ITEM TYPE: Zoning Map Amendment >10 Acres

---

REQUESTED ACTION:

---

SYNOPSIS:

---

CITY ATTORNEY COMMENTS:

---

Kelly Gibson, Planning and  
Conservation Director

Katie Newton, Paralegal

---

Date:  
September 19,  
2025

---

Submitted By: Sylvie McCann,  
Administrative Coordinator



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**APPLICATION FOR VOLUNTARY ANNEXATION, LAND USE AND ZONING  
 0 AMELIA ISLAND PARKWAY & BAILEY ROAD**

**APPLICATION & SURROUNDING AREA INFORMATION:**

<b>OWNER/APPLICANT:</b>	Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc.				
<b>AGENT:</b>	Jon Lasserre				
<b>REQUESTED ACTION:</b>	Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial (GC) and Zoning District of General Commercial (C-2) for properties fronting C-2 for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 for Parcels B which is located behind Parcel A.				
<b>LOCATION:</b>	00-00-30-044B-0040-0000-Intersection of Amelia Island Parkway & Bailey Road (Parcel A)  00-00-30-044B-0041-0000-Existing Detention Pond (Parcel B) located behind Parcel A.				
<b>CURRENT ZONING:</b>	Nassau County Commercial Intensive				
<b>CURRENT LAND USE:</b>	Nassau County Commercial				
<b>EXISTING USES ON SITE:</b>	Vacant and Common Lands (Stormwater Detention Pond)				
<b>PROPERTY SIZE</b>	Approximately 18.11 Acres of Land				
<b>ADJACENT PROPERTIES:</b>	<b><u>Direction</u></b>	<b><u>Existing Use(s)</u></b>	<b><u>Year Built</u></b>	<b><u>Zoning</u></b>	<b><u>FLUM</u></b>
<b>WITHIN CITY LIMITS</b>	North	Single-family	Varies	R-1	Low Density Residential
<b>NASSAU COUNTY</b>	South	Vacant	N/A	Commercial Intensive	Commercial
<b>WITHIN CITY LIMITS</b>	East	Vacant/ Lakeside-Senior Living	N/A	C-2	General Commercial
<b>NASSAU COUNTY</b>	West	Single-family/ Vacant	Varies	Residential General 1	Medium Density Residential

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

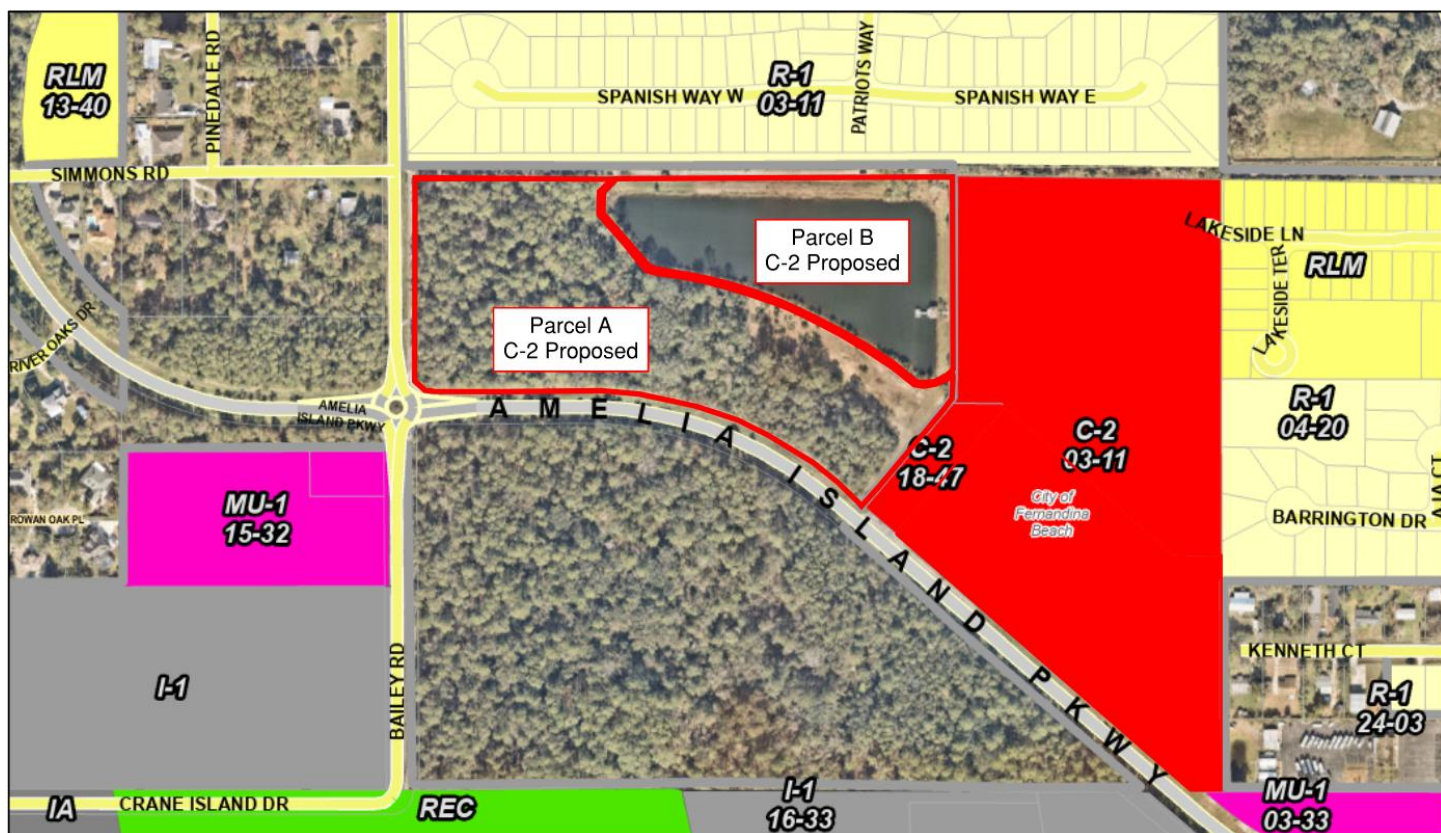
**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The applicant, Jon Lasserre, agent for owners Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc., requests voluntary annexation for two parcels of land located at the North East corner of Amelia Island Parkway & Bailey Road and assignment of City Future Land Use Map Category of General



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

Commercial (GC) and Zoning District of C-2 General Commercial for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A. Both parcels are vacant. However, Parcel B has a detention pond that services the surrounding developed and undeveloped commercial parcels. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. This would be an extension of the existing C-2 General Commercial zoning district that is adjacent to the Eastern boundary of the subject properties which is fronting Amelia Island Parkway. In addition to commercial uses allowed in C-2 General Commercial zoning districts, the recent state statutes known as "Live Local" that allows for affordable residential housing units in nonresidential zoning districts would apply.



**CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:**

This is a voluntary annexation of properties as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the municipal boundary. The area is a logical extension of urban development, and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve these properties and meet or exceed all levels of service required by Comprehensive Plan policies referenced herein.



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

<b>Applicable Policy Reference</b>	<b>Determination of Consistency</b>
CP 1.02.02	√
CP 1.02.03	√
CP 1.02.04	√
CP 1.02.10	√
CP 1.07.09	√
CP 4.01.01	√
CP 4.01.02	√
LDC 2.01.12	√

**CONCLUSION AND STAFF RECOMMENDATIONS:**

The requested action is consistent with the City’s Comprehensive Plan and the Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the **General Commercial FLUM** category, and **C-2 Zoning District** for property fronting Amelia Island Parkway & Bailey Road and **C-2 Zoning District** for Parcels B which is located behind Parcel A. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing to be heard at the next available City Commission meeting.

**MOTION TO CONSIDER: There are (3) three motion to consider**

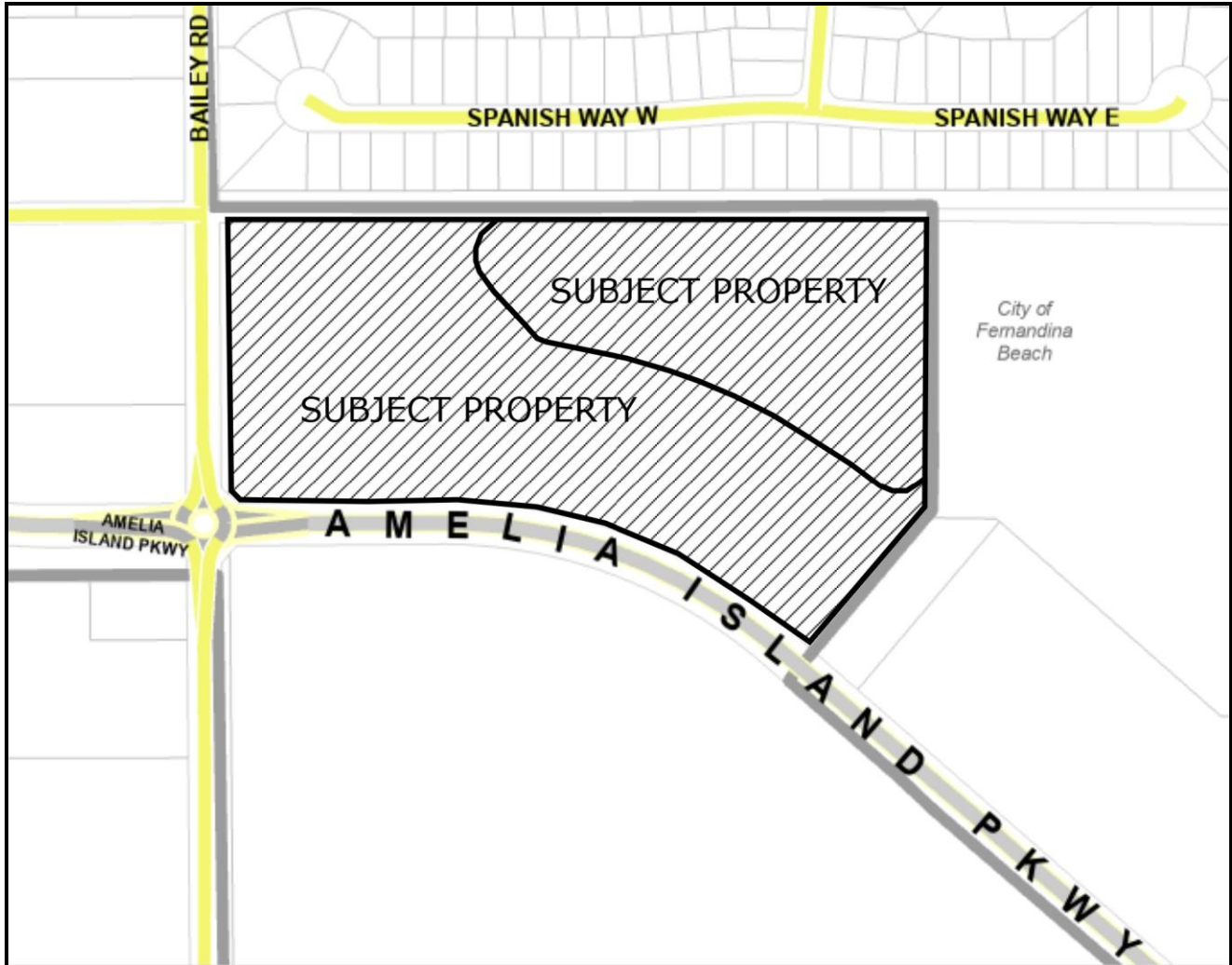
1. I move to recommend **(approval or denial)** of **PAB case number 2025-0010** to the City Commission requesting that a Voluntary Annexation for Parcels A and B be **(approved or denied)** and that **PAB case 2025-0010**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
2. I move to recommend **(approval or denial)** of **PAB case number 2025-0012** to the City Commission requesting that assignment of the General Commercial land use category for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and Parcel B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0012**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
3. I move to recommend **(approval or denial)** of **PAB case number 2025-0013** to the City Commission requesting assignment of a C-2 General Commercial Zoning District for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0013**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Respectfully submitted,  
 Planning and Conservation Department



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**EXHIBIT A**  
**LOCATION MAP**





**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**FLOODZONE**



**SOILS**





**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Planning Info](#)  
**Subject:** Online Form Submittal: Planning Advisory Board (PAB)  
**Date:** Tuesday, September 2, 2025 9:44:48 AM

---

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

## Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application  
*USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).*

---

Fees	Zoning Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Land Use Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Voluntary Annexation (\$2,000)
------	---

---

### IMPORTANT NOTES

---

#### Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

---

Please see the Land Development Code (LDC) for detailed information:	Zoning Map Changes – See LDC Section 11.01.07.
--	--

---

The LDC is available for review at	<a href="http://www.fbfl.us/LDC">www.fbfl.us/LDC</a>
------------------------------------	--

---

Application Requirements	A complete application filed at least forty-two (42) days before the date of the Planning Advisory Board's public hearing;; Proof of Ownership (copy of deed or tax statement);, A current survey of the property (no older than two years);, A detailed letter of intent stating the following:., o The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan., o A justification for the proposed amendment(s) or action(s).
--------------------------	---

---

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

---

What was the date of your pre-application	8/14/2025
---	-----------

meeting?

---

**PROPERTY  
INFORMATION**

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

---

Site Address

U/A Amelia Island Parkway

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Parcel ID #(s)

00-00-30-044B-0040-0000 & 00-00-30-044B-0041-0000

---

Lot

Pt of 39, 40, 41, 48, & 49

---

Block

N/A

---

Subdivision

Ocean Breeze Farms

---

Zoning District

C-2

---

Future Land Use  
Designation

General Commercial

---

Do you authorize the  
installation of a  
temporary City notice  
sign on your property?

YES

---

**REVIEW TYPE**

Zoning Map Amendment > 10 acres , Comp Plan Amendment ,  
Voluntary Annexation

---

**OWNER OF RECORD**

*As recorded with the Nassau County Property Appraiser*

---

First Name

Jon

---

Last Name

Lasserre

---

Company (if  
applicable)

Rogers Towers, P.A.

---

Mailing Address

960185 Gateway Blvd., Suite 203

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Telephone Number	9047531840
------------------	------------

---

Email Address	jonlasserre@icloud.com
---------------	------------------------

---

**OWNER'S AGENT**

*If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included*

---

First Name	<i>Field not completed.</i>
------------	-----------------------------

---

Last Name	<i>Field not completed.</i>
-----------	-----------------------------

---

Mailing Address	<i>Field not completed.</i>
-----------------	-----------------------------

---

City	<i>Field not completed.</i>
------	-----------------------------

---

State	<i>Field not completed.</i>
-------	-----------------------------

---

Zip	<i>Field not completed.</i>
-----	-----------------------------

---

Telephone Number	<i>Field not completed.</i>
------------------	-----------------------------

---

E-mail Address	<i>Field not completed.</i>
----------------	-----------------------------

---

**PROJECT INFORMATION**

---

Previous Planning/Zoning Approvals	N/A
------------------------------------	-----

---

Summary of Request (more detailed information to be provided in required letter of intent)	Request voluntary annexation into City of Fernandina Beach and rezoning to C-2, General Commercial Zoning and FLUM amendment reflecting General Commercial designation; Note: current zoning is Nassau County Commercial-Intensive (CI) with Commercial FLUM designation.
--	---

---

Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
---------------	---

---

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

---

Applicant First Name	Jon
Applicant Last Name	Lasserre
Today's Date	9/2/2025
Upload Supporting Documentation	<a href="#">Letter_re_Annexation_Application(6594133.1).pdf</a>
Upload 2	<a href="#">Vesting Deeds - Amelia Holdings and PCNPOA.pdf</a>
Upload 3	<a href="#">Survey or Sketch - Amelia Holdings and PCNPOA.pdf</a>
Upload 4	<a href="#">Legal Description - Amelia Holdings, LLC.pdf</a>

---

DEPARTMENT OF PLANNING & CONSERVATION  
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | [www.fbfl.us/planning](http://www.fbfl.us/planning)

---

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

*Amelia Holdings, LLC*

960185 Gateway Blvd., Suite 203  
Fernandina Beach, Florida 32034  
(904) 261-5618

September 2, 2025

City of Fernandina Beach Planning Dept.  
Attn: Ms. Margaret Pearson, Senior Planner  
204 Ash Street  
Fernandina Beach, Florida 32034

*(Via electronic submittal only through online portal at www.fbfl.us)*

**RE: APPLICATIONS FOR ANNEXATION, REZONING, AND FLUM MAP AMENDMENT (ALL TOGETHER, THE “APPLICATIONS”); AMELIA HOLDINGS, LLC, A FLORIDA LIMITED LIABILITY COMPANY AND PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION (TOGETHER, THE “APPLICANTS”); APPROX 18.3 ACRES +/-, U/A AMELIA ISLAND PARKWAY, FERNANDINA BEACH, FLORIDA, HAVING PARCEL IDENTIFICATION NUMBERS 00-00-30-044B-0040-0000 AND 00-00-30-044B-0041-0000 (TOGETHER, THE “PROPERTIES”)**

Ms. Pearson:

On behalf of the Applicants, please see the uploaded Applications with supporting documentation relating to the above referenced Properties.

The Applications are consistent with the following policies of the Comprehensive Plan:

1. Policy 1.02.04
2. Policy 1.07.09
3. Policy 1.08.01
4. Policy 1.08.02

Further, the Applications are justified because (i) the Properties are contiguous to the municipal boundaries of the City of Fernandina Beach; (ii) the expansion represent an orderly and reasonable addition to the City; (iii) they subject the Properties to the city’s jurisdiction and land development codes; and (iv) allow for the extension of utilities to the site.

Please forward an invoice for the application fees and we will submit the payment upon receipt.

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

**AMELIA HOLDINGS, LLC**, a Florida  
limited liability company

DocuSigned by:

*Jon Lasserre*

0CA2C0B6F51A476...  
Name: Jon C. Lasserre, Esq.

Its: Sole Manager



**OWNER'S AUTHORIZATION  
FOR AGENT REPRESENTATION**

Parkway Commons North Property Owners Association, Inc. and  
Amelia Holdings, LLC, a Florida limited liability company

I /WE \_\_\_\_\_  
(print name of property owner(s))

hereby authorize: Jon C. Lasserre  
(print name of agent)

to represent me/us in processing an application for: Annexation, Rezoning, and Land Use Amendment  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature]  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

Jon C. Lasserre  
(Print name of owner)  
Its: Sole Manager

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  onlinenotarization, this 15<sup>th</sup> day of October, 20 25, by Jon C. Lasserre, as Sole Manager of Amelia Holdings, LLC, on behalf of the company.

Jennifer T. Athavale  
Notary Public

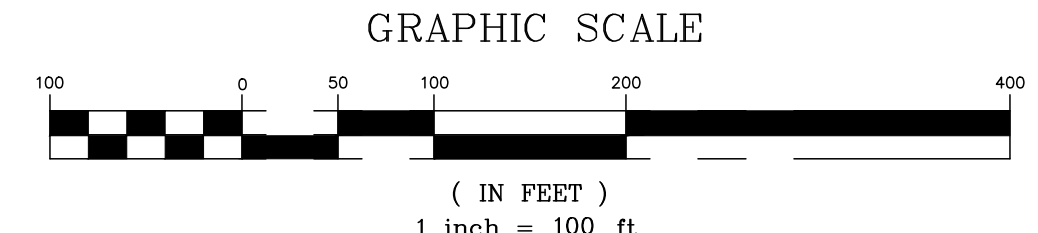
Jennifer T. Athavale  
Printed Name

9/30/2026  
My Commission Expires

Personally Known  OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_



# MAP OF BOUNDARY SURVEY

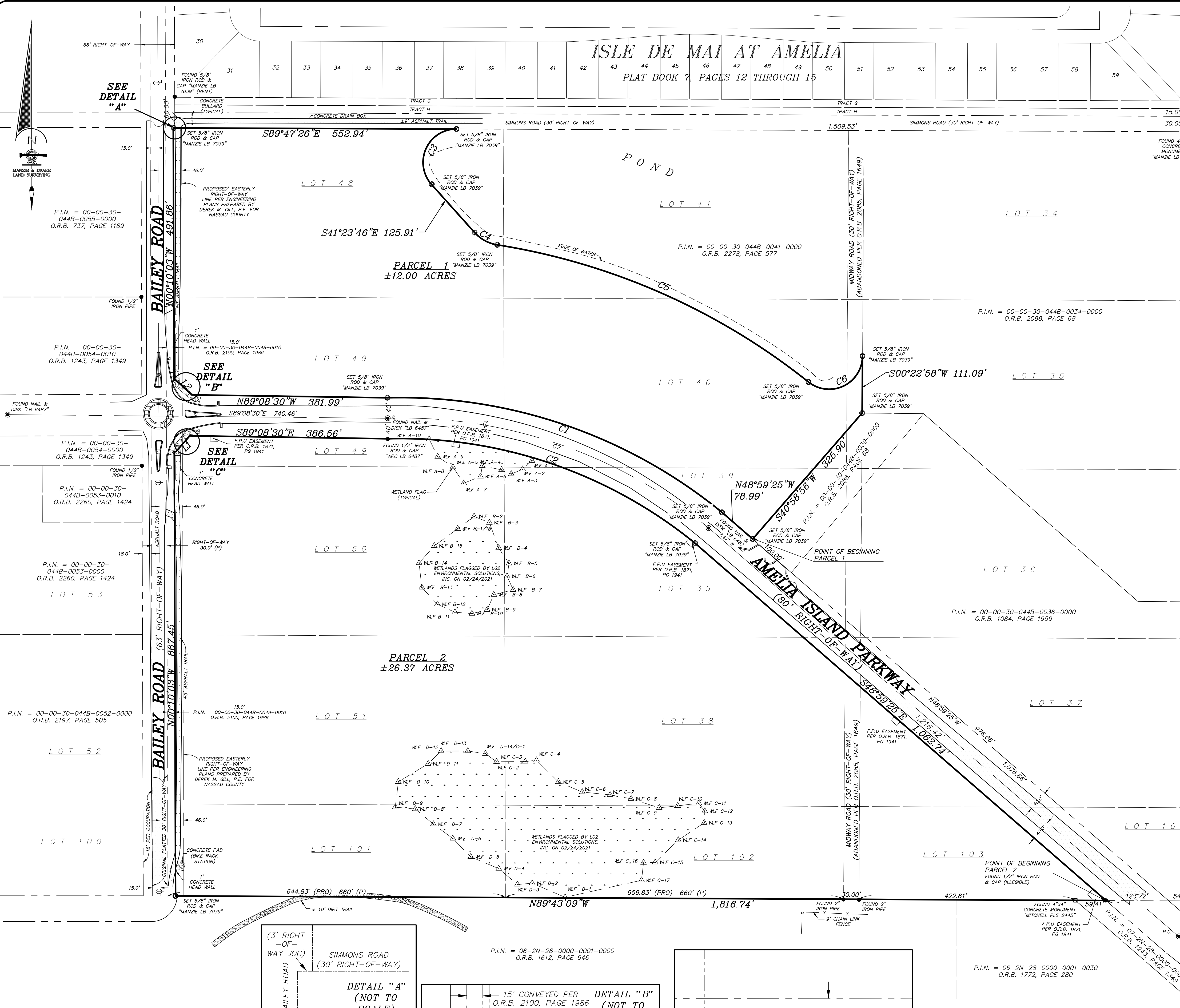


PARCEL 1:  
A PORTION OF LOTS 39, 40, 41, 48 & 49, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30 FOOT RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 410.20 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE NORTH 48°59'25" WEST, ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY, A DISTANCE OF 1,076.66 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE NORTH 48°49'25" WEST, A DISTANCE OF 78.99 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 990.00 FEET (2) THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 40°49'51"; AN ARC DISTANCE OF 705.51 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 71°05'02" WEST, A DISTANCE OF 690.67 FEET; (3) THENCE NORTH 89°08'30" WEST, A DISTANCE OF 381.99 FEET; THENCE NORTH 47°27'51" WEST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE OF 43.25 FEET; THENCE SOUTH 89°49'57" WEST A DISTANCE OF 3.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF SAID BAILEY ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID BAILEY ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, A DISTANCE OF 491.86 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMONS ROAD (A 30 FOOT RIGHT-OF-WAY); THENCE SOUTH 89°47'26" EAST, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID SIMONS ROAD, A DISTANCE OF 552.94 FEET TO INTERSECT THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2278, PAGE 577 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE ALONG THE PERIMETER OF LAST SAID LANDS THE FOLLOWING FIVE (5) COURSES: (1) THENCE SOUTHERLY, ALONG THE ARC OF LAST SAID CURVE THROUGH A CENTRAL ANGLE OF 131°59'50"; AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 24°36'12" WEST, A DISTANCE OF 118.76 FEET (2) THENCE SOUTH 41°23'46" EAST, A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET (3) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58"; AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 60°58'45" EAST, A DISTANCE OF 50.28 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; (4) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38"; AN ARC DISTANCE OF 670.70 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 65°46'56" EAST, A DISTANCE OF 663.29 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET (5) THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 129°05'30"; AN ARC DISTANCE OF 146.45 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 64°48'19" EAST, A DISTANCE OF 117.38 FEET TO A POINT ON THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE SOUTH 00°22'58" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 111.09 FEET; THENCE SOUTH 40°58'56" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 325.90 FEET TO THE POINT OF BEGINNING.

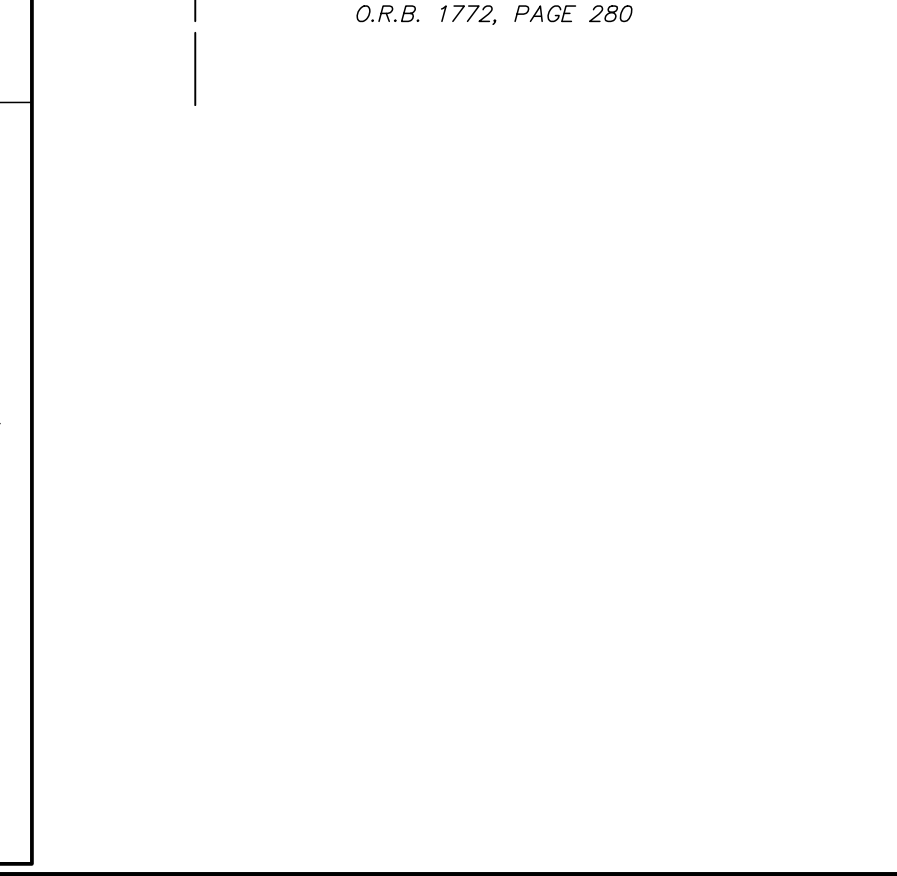
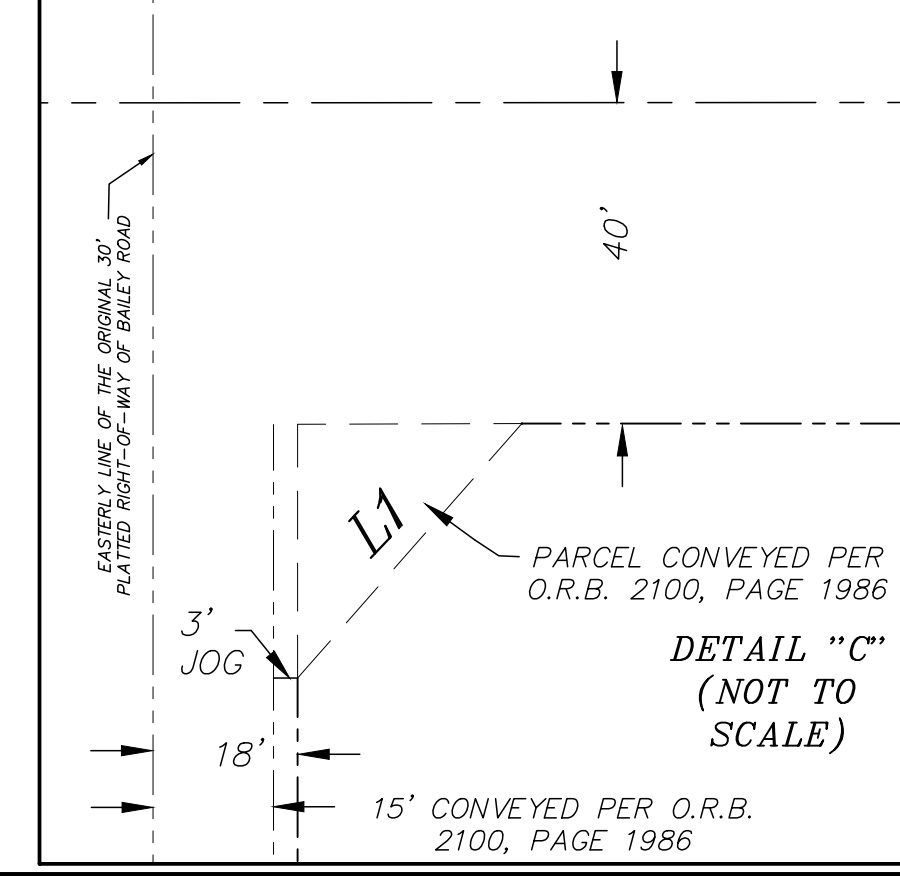
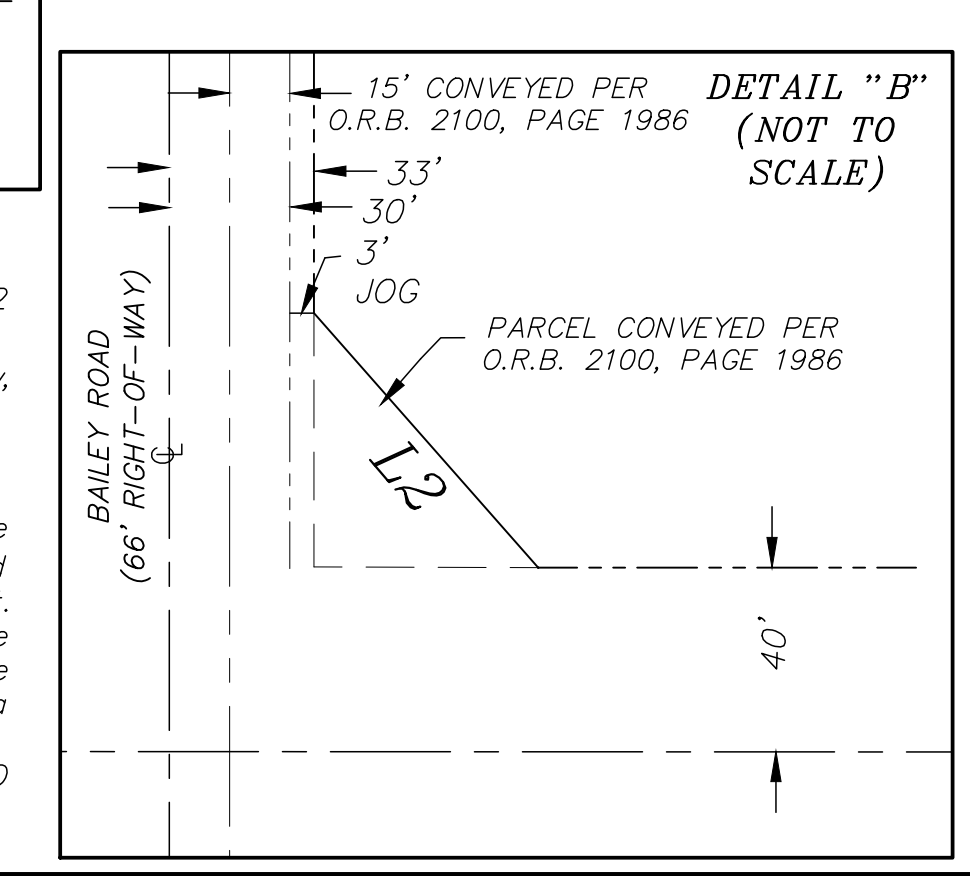
PARCEL 2:  
A PORTION OF LOTS 37, 38, 39, 49, 50, 51, 101, 102 AND 103, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30' RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 533.92 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY) AND THE POINT OF BEGINNING; THENCE CONTINUE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 1,816.74 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD, A DISTANCE OF 867.49 FEET; THENCE NORTH 89°49'57" EAST A DISTANCE OF 3.00 FEET; THENCE NORTH 41°23'22" EAST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE 41.40 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE RUNNING ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE SOUTH 89°08'30" EAST, A DISTANCE OF 386.56 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTH HAVING A RADIUS OF 910.00 FEET (2) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 40°47'15"; AN ARC DISTANCE OF 647.81 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 71°12'38" EAST, A DISTANCE OF 634.22 FEET (3) THENCE SOUTH 48°59'25" EAST, A DISTANCE OF 1,062.74 FEET TO THE POINT OF BEGINNING.



**SURVEY NOTES:**

- The "Legal Description" hereon was prepared by the Surveyor.
- Underground Improvements were not located or shown.
- Fidelity National Title Insurance Company commitment numbers: 9231944 & 9231892 (Dated March 24, 2021 @ 5:00pm) were referenced in preparation of this survey.
- 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 the State Plane Coordinate System for the East Zone of the State of Florida North American Datum of 1983 (NAD '83).
- The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089c 0377 G", Dated "08/02/2017". Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- Elevations shown hereon are based on North American Vertical Datum of 1988. (NAVD 1988)
- The reference benchmark is "U.S.G.S. Fernport" Elevation = 10.49' N.A.V.D. 1988



**REVISIONS:**

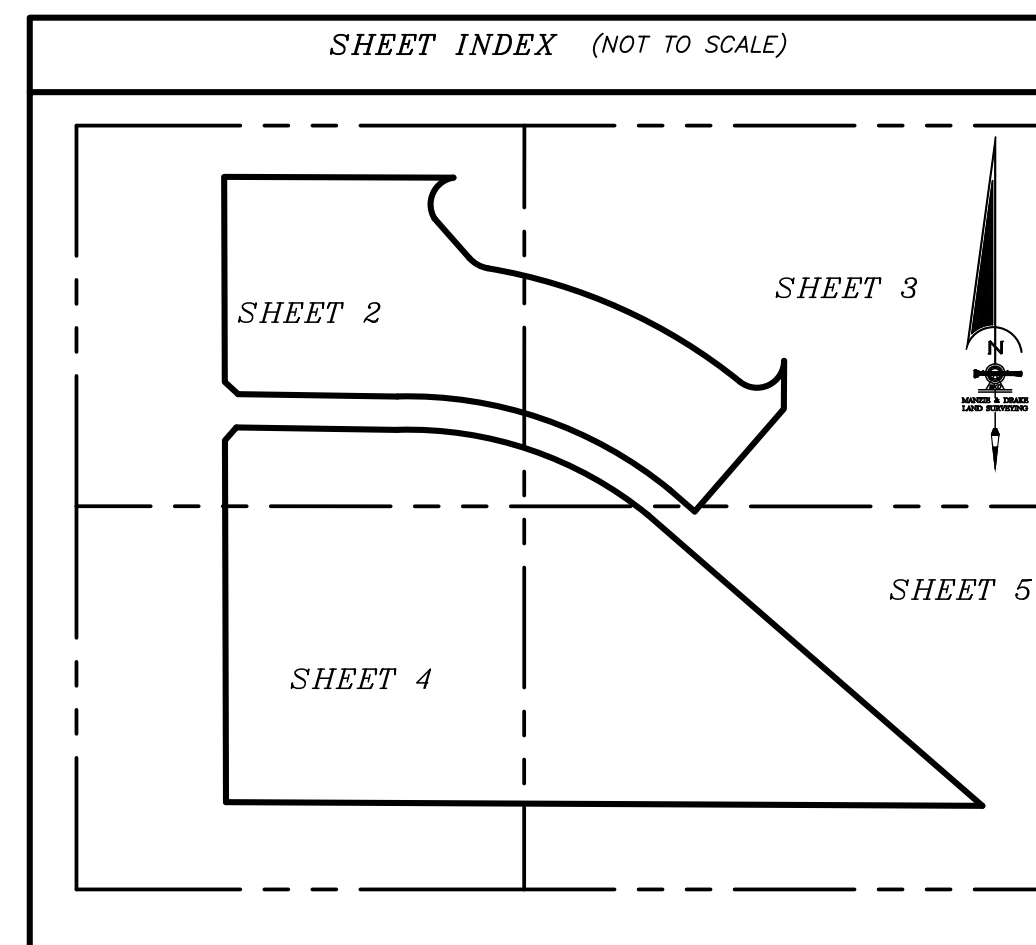
1) REVISED ON 05/07/2021 TO INCLUDE LEGAL DESCRIPTION PREPARED BY THE SURVEYOR, ADDITIONAL RIGHT-OF-WAY INFORMATION ON BAILEY ROAD & TITLE COMMITMENT INFORMATION. (LP)

LINE	BEARING	LENGTH
L1	N41°23'44"E	41.40'
L2	N47°27'51"W	43.25'

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	705.51'	990.00'	40°49'51"	N71°05'02"W	690.67'
C2	647.81'	910.00'	40°47'15"	S71°12'38"E	634.22'
C3	149.75'	65.00'	131°59'50"	S24°08'30"W	118.76'
C4	51.27'	75.00'	39°09'58"	S61°26'24"E	50.28'
C5	670.71'	1,300.00'	29°33'38"	S66°14'35"E	663.29'
C6	146.45'	65.00'	129°05'30"	N64°48'19"E	117.38'
C7	677.81'	940.00'	41°18'57"	N71°01'01"W	633.24'

**LEGEND**

	SIGN		C = CENTERLINE
	CONCRETE FLATWORK		(P) = PLAT
	GAS MARKER		(D) = DEED
	TRANSFORMER PAD		(R) = RECORD
	SEWER CLEANOUT		x-x-x = CHAIN LINK OR WIRE FENCE
	REINFORCED CONCRETE PIPE		INV = INVERT
	STORM MANHOLE		WM = WATER METER
	WATER VALVE		WP = WOOD POWER POLE
	SEWER VALVE		NAVD = NORTH AMERICAN VERTICAL DATUM
			P.I.N. = PARCEL IDENTIFICATION NUMBER
			O.R.B. = OFFICIAL RECORDS BOOK
			PRO = PROLATED



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.

**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, YOUR SIGHTS ARE ON US."

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

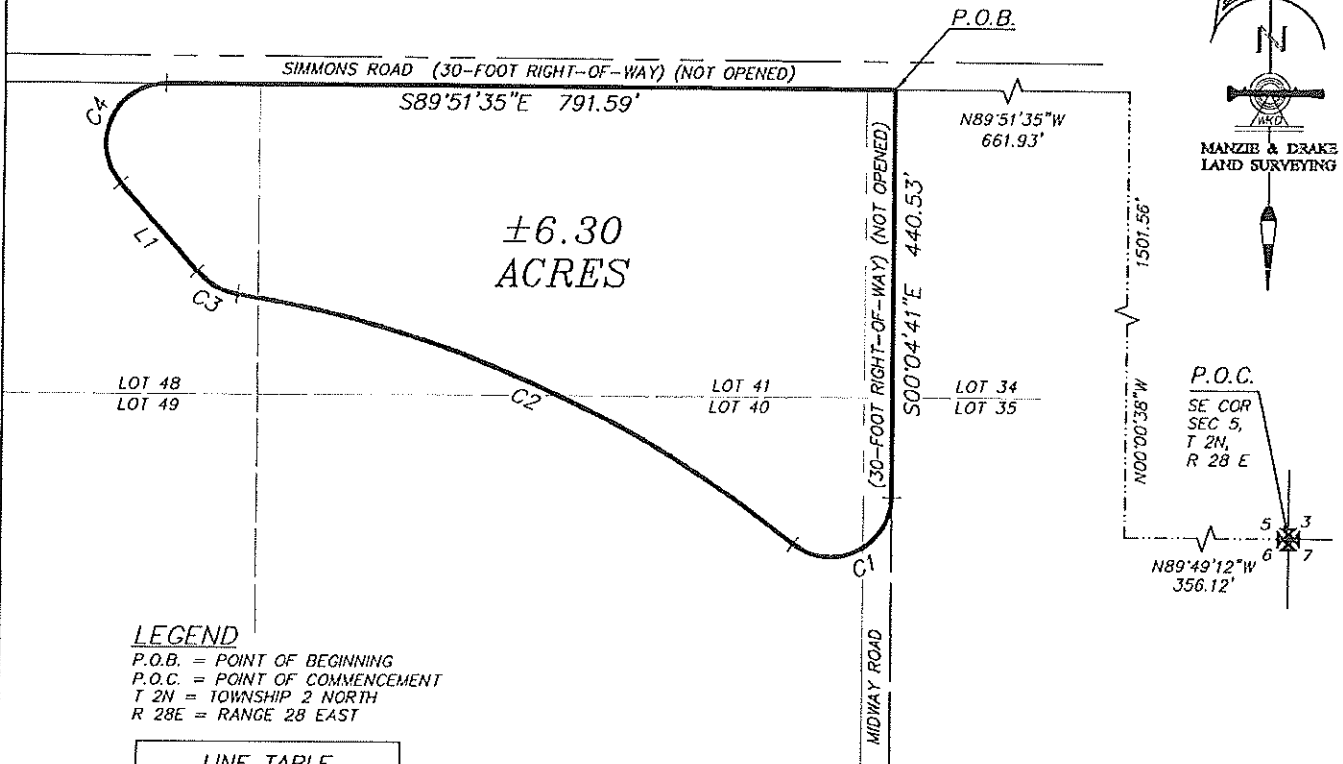
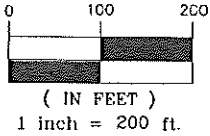
SCALE: 1"=100' JOB NO: 21173 DATE: DATE CADD: LP  
F.B. NO: X-352 PAGE NO: 2 FIELD CREW: JM FILE NO: C-1058-B

# MANZIE & DRAKE LAND SURVEYING

## SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)  
 (THIS IS NOT A BOUNDARY SURVEY)

GRAPHIC SCALE



**LEGEND**

P.O.B. = POINT OF BEGINNING  
 P.O.C. = POINT OF COMMENCEMENT  
 T 2N = TOWNSHIP 2 NORTH  
 R 28E = RANGE 28 EAST

LINE TABLE		
LINE	BEARING	LENGTH
L1	N41°51'25\"W	125.91'

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	145.91'	65.00'	128°36'55\"	S64°13'47\"W	117.15'
C2	670.71'	1300.00'	29°33'38\"	N66°14'35\"W	663.29'
C3	51.27'	75.00'	39°09'58\"	N61°26'24\"W	50.28'
C4	149.75'	65.00'	131°59'50\"	N24°08'30\"E	118.76'

JOB NO. 15979 (DRAINAGE & MAINTENANCE EASEMENT)

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034  
 OFFICE (904)491-5700 \* FAX (904)491-5777  
 WWW.MANZIEANDDRAKE.COM

# MANZIE & DRAKE LAND SURVEYING



LEGAL DESCRIPTION  
DRAINAGE & MAINTENANCE EASEMENT  
OCTOBER 16, 2018

A PORTION OF LOTS 40, 41 AND 48, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°49'12" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 356.12 FEET TO THE SOUTHEAST CORNER OF LOT 103, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°00'38" WEST, ALONG THE EASTERLY LINE OF LOTS 103, 37, 36, 35 AND 34 RESPECTIVELY, OF SAID "OCEAN BREEZE FARMS", A DISTANCE OF 1,501.56 FEET TO THE NORTHEAST CORNER OF SAID LOT 34; THENCE NORTH 89°51'35" WEST, ALONG THE NORTH LINE OF SAID LOT 34, A DISTANCE OF 661.93 FEET TO THE NORTHWEST CORNER OF SAID LOT 34 AND THE **POINT OF BEGINNING**; THENCE SOUTH 00°04'41" EAST, ALONG THE WESTERLY LINE OF SAID LOTS 34 AND 35 AND THE EASTERLY RIGHT-OF-WAY LINE OF MIDWAY ROAD (A 30 FOOT RIGHT-OF-WAY) AS SHOWN ON SAID PLAT OF "OCEAN BREEZE FARMS", A DISTANCE OF 440.53 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE SOUTHERLY AND WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 128°36'55", AN ARC DISTANCE OF 145.91 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 64°13'47" WEST A DISTANCE OF 117.15 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38", AN ARC DISTANCE OF 670.71 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 66°14'35" WEST A DISTANCE OF 663.29 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58", AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 61°26'24" WEST A DISTANCE OF 50.28 FEET; THENCE NORTH 41°51'25" WEST A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 65.00 FEET; THENCE NORTHERLY AND EASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 24°08'30", AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 24°08'30" EAST A DISTANCE OF 118.76 FEET TO INTERSECT THE NORTHERLY LINE OF SAID LOT 48, "OCEAN BREEZE FARMS"; THENCE SOUTH 89°51'35" EAST, ALONG THE NORTHERLY LINE OF SAID LOT 48 AND LOT 41 RESPECTIVELY, A DISTANCE OF 791.59 FEET TO THE POINT OF BEGINNING.

CONTAINING 6.30 ACRES, MORE OR LESS.

  
MICHAEL A. MANZIE, P.L.S.

FLORIDA REGISTRATION NO. 4069 10.17.18

JOB NO. 15979

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034

OFFICE (904) 491-5700 • FAX (904) 491-5777 • TOLL FREE (888) 832-7730

[www.manzieanddrake.com](http://www.manzieanddrake.com)

**PLANNING ADVISORY BOARD AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT:

---

ITEM TYPE: Future Land Use Map Amendment > 10 Acres

---

REQUESTED ACTION:

---

SYNOPSIS:

---

CITY ATTORNEY COMMENTS:

---

Margaret Pearson, Senior Planner

---

Date: October  
21, 2025

Submitted By: Sylvie McCann,  
Administrative Coordinator

---



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**APPLICATION FOR VOLUNTARY ANNEXATION, LAND USE AND ZONING  
 0 AMELIA ISLAND PARKWAY & BAILEY ROAD**

**APPLICATION & SURROUNDING AREA INFORMATION:**

<b>OWNER/APPLICANT:</b>	Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc.				
<b>AGENT:</b>	Jon Lasserre				
<b>REQUESTED ACTION:</b>	Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial (GC) and Zoning District of General Commercial (C-2) for properties fronting C-2 for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 for Parcels B which is located behind Parcel A.				
<b>LOCATION:</b>	00-00-30-044B-0040-0000-Intersection of Amelia Island Parkway & Bailey Road (Parcel A)  00-00-30-044B-0041-0000-Existing Detention Pond (Parcel B) located behind Parcel A.				
<b>CURRENT ZONING:</b>	Nassau County Commercial Intensive				
<b>CURRENT LAND USE:</b>	Nassau County Commercial				
<b>EXISTING USES ON SITE:</b>	Vacant and Common Lands (Stormwater Detention Pond)				
<b>PROPERTY SIZE</b>	Approximately 18.11 Acres of Land				
<b>ADJACENT PROPERTIES:</b>	<b><u>Direction</u></b>	<b><u>Existing Use(s)</u></b>	<b><u>Year Built</u></b>	<b><u>Zoning</u></b>	<b><u>FLUM</u></b>
<b>WITHIN CITY LIMITS</b>	North	Single-family	Varies	R-1	Low Density Residential
<b>NASSAU COUNTY</b>	South	Vacant	N/A	Commercial Intensive	Commercial
<b>WITHIN CITY LIMITS</b>	East	Vacant/ Lakeside-Senior Living	N/A	C-2	General Commercial
<b>NASSAU COUNTY</b>	West	Single-family/ Vacant	Varies	Residential General 1	Medium Density Residential

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

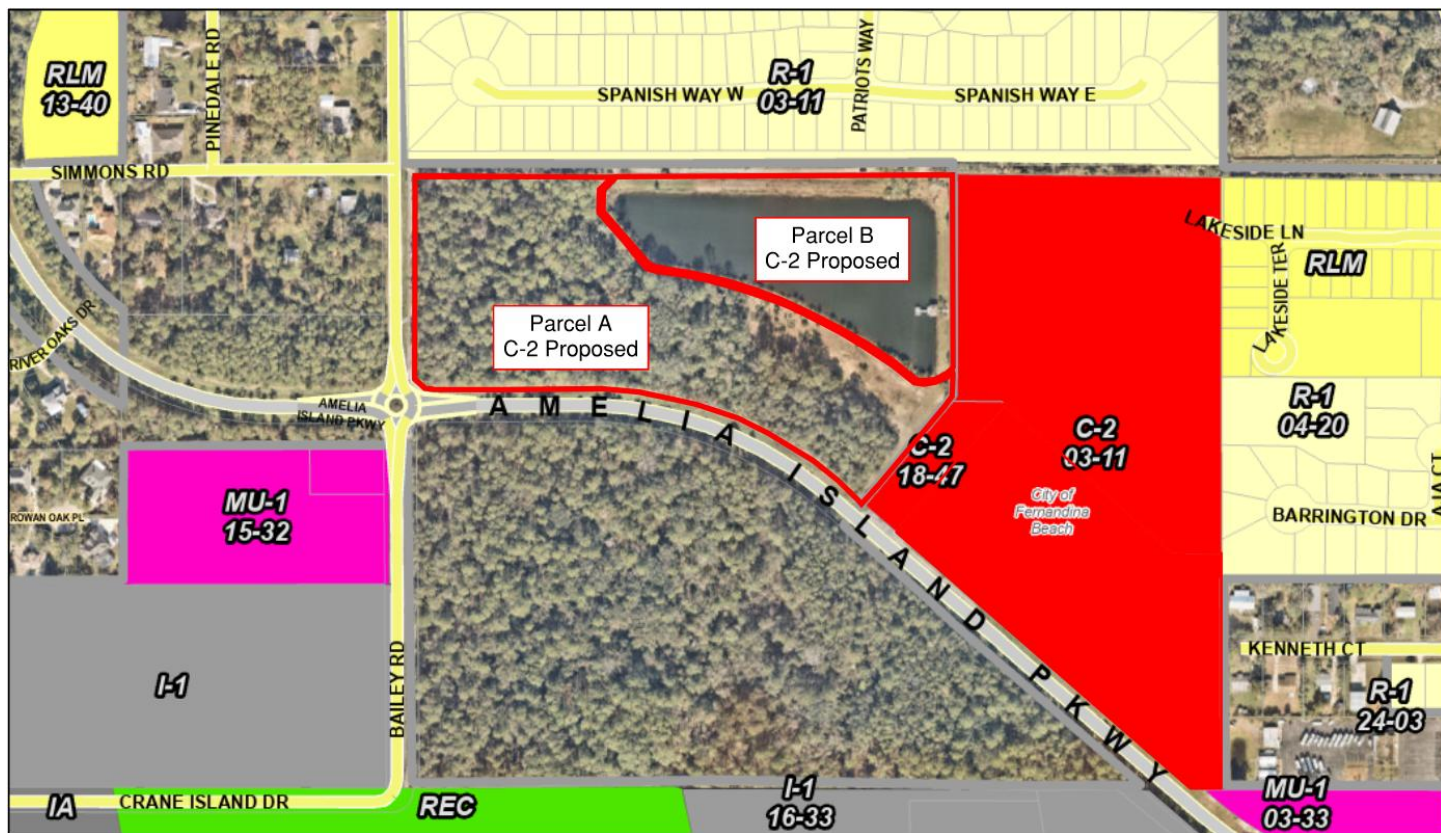
**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The applicant, Jon Lasserre, agent for owners Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc., requests voluntary annexation for two parcels of land located at the North East corner of Amelia Island Parkway & Bailey Road and assignment of City Future Land Use Map Category of General



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

Commercial (GC) and Zoning District of C-2 General Commercial for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A. Both parcels are vacant. However, Parcel B has a detention pond that services the surrounding developed and undeveloped commercial parcels. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. This would be an extension of the existing C-2 General Commercial zoning district that is adjacent to the Eastern boundary of the subject properties which is fronting Amelia Island Parkway. In addition to commercial uses allowed in C-2 General Commercial zoning districts, the recent state statutes known as "Live Local" that allows for affordable residential housing units in nonresidential zoning districts would apply.



**CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:**

This is a voluntary annexation of properties as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the municipal boundary. The area is a logical extension of urban development, and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve these properties and meet or exceed all levels of service required by Comprehensive Plan policies referenced herein.



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

<b>Applicable Policy Reference</b>	<b>Determination of Consistency</b>
CP 1.02.02	√
CP 1.02.03	√
CP 1.02.04	√
CP 1.02.10	√
CP 1.07.09	√
CP 4.01.01	√
CP 4.01.02	√
LDC 2.01.12	√

**CONCLUSION AND STAFF RECOMMENDATIONS:**

The requested action is consistent with the City’s Comprehensive Plan and the Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the **General Commercial FLUM** category, and **C-2 Zoning District** for property fronting Amelia Island Parkway & Bailey Road and **C-2 Zoning District** for Parcels B which is located behind Parcel A. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing to be heard at the next available City Commission meeting.

**MOTION TO CONSIDER: There are (3) three motion to consider**

1. I move to recommend **(approval or denial)** of **PAB case number 2025-0010** to the City Commission requesting that a Voluntary Annexation for Parcels A and B be **(approved or denied)** and that **PAB case 2025-0010**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
2. I move to recommend **(approval or denial)** of **PAB case number 2025-0012** to the City Commission requesting that assignment of the General Commercial land use category for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and Parcel B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0012**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
3. I move to recommend **(approval or denial)** of **PAB case number 2025-0013** to the City Commission requesting assignment of a C-2 General Commercial Zoning District for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0013**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Respectfully submitted,  
 Planning and Conservation Department



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**EXHIBIT A**  
**LOCATION MAP**





**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**FLOODZONE**



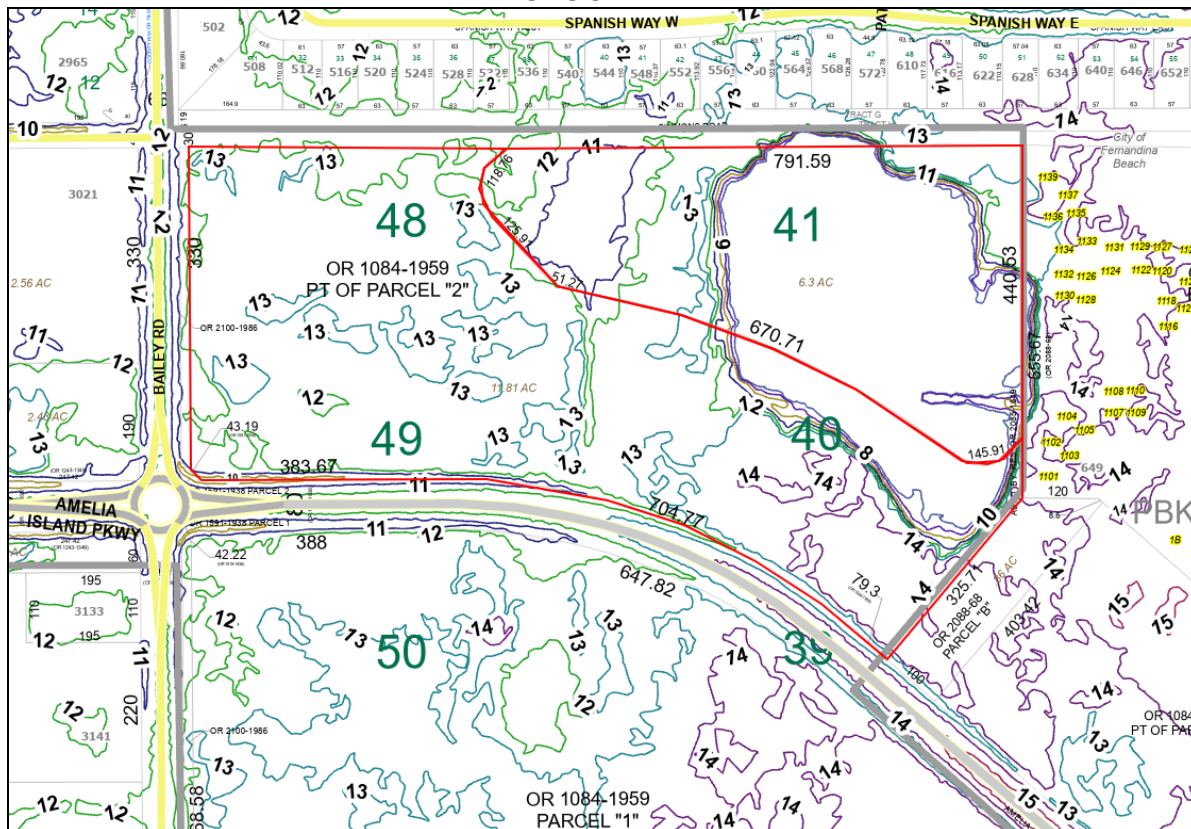
**SOILS**





**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**TOPOGRAPHY**



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Planning Info](#)  
**Subject:** Online Form Submittal: Planning Advisory Board (PAB)  
**Date:** Tuesday, September 2, 2025 9:44:48 AM

---

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

## Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application  
*USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).*

---

Fees	Zoning Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Land Use Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Voluntary Annexation (\$2,000)
------	---

---

### IMPORTANT NOTES

---

#### Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

---

Please see the Land Development Code (LDC) for detailed information:	Zoning Map Changes – See LDC Section 11.01.07.
--	--

---

The LDC is available for review at	<a href="http://www.fbfl.us/LDC">www.fbfl.us/LDC</a>
------------------------------------	--

---

Application Requirements	A complete application filed at least forty-two (42) days before the date of the Planning Advisory Board's public hearing;; Proof of Ownership (copy of deed or tax statement);, A current survey of the property (no older than two years);, A detailed letter of intent stating the following:., o The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan., o A justification for the proposed amendment(s) or action(s).
--------------------------	---

---

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

---

What was the date of your pre-application	8/14/2025
---	-----------

meeting?

---

**PROPERTY  
INFORMATION**

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

---

Site Address

U/A Amelia Island Parkway

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Parcel ID #(s)

00-00-30-044B-0040-0000 & 00-00-30-044B-0041-0000

---

Lot

Pt of 39, 40, 41, 48, & 49

---

Block

N/A

---

Subdivision

Ocean Breeze Farms

---

Zoning District

C-2

---

Future Land Use  
Designation

General Commercial

---

Do you authorize the  
installation of a  
temporary City notice  
sign on your property?

YES

---

**REVIEW TYPE**

Zoning Map Amendment > 10 acres , Comp Plan Amendment ,  
Voluntary Annexation

---

**OWNER OF RECORD**

*As recorded with the Nassau County Property Appraiser*

---

First Name

Jon

---

Last Name

Lasserre

---

Company (if  
applicable)

Rogers Towers, P.A.

---

Mailing Address

960185 Gateway Blvd., Suite 203

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Telephone Number	9047531840
------------------	------------

---

Email Address	jonlasserre@icloud.com
---------------	------------------------

---

**OWNER'S AGENT**

*If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included*

---

First Name	<i>Field not completed.</i>
------------	-----------------------------

---

Last Name	<i>Field not completed.</i>
-----------	-----------------------------

---

Mailing Address	<i>Field not completed.</i>
-----------------	-----------------------------

---

City	<i>Field not completed.</i>
------	-----------------------------

---

State	<i>Field not completed.</i>
-------	-----------------------------

---

Zip	<i>Field not completed.</i>
-----	-----------------------------

---

Telephone Number	<i>Field not completed.</i>
------------------	-----------------------------

---

E-mail Address	<i>Field not completed.</i>
----------------	-----------------------------

---

**PROJECT INFORMATION**

---

Previous Planning/Zoning Approvals	N/A
------------------------------------	-----

---

Summary of Request (more detailed information to be provided in required letter of intent)	Request voluntary annexation into City of Fernandina Beach and rezoning to C-2, General Commercial Zoning and FLUM amendment reflecting General Commercial designation; Note: current zoning is Nassau County Commercial-Intensive (CI) with Commercial FLUM designation.
--	---

---

Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
---------------	---

---

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

---

Applicant First Name	Jon
Applicant Last Name	Lasserre
Today's Date	9/2/2025
Upload Supporting Documentation	<a href="#">Letter_re_Annexation_Application(6594133.1).pdf</a>
Upload 2	<a href="#">Vesting Deeds - Amelia Holdings and PCNPOA.pdf</a>
Upload 3	<a href="#">Survey or Sketch - Amelia Holdings and PCNPOA.pdf</a>
Upload 4	<a href="#">Legal Description - Amelia Holdings, LLC.pdf</a>

---

DEPARTMENT OF PLANNING & CONSERVATION  
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | [www.fbfl.us/planning](http://www.fbfl.us/planning)

---

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

*Amelia Holdings, LLC*

960185 Gateway Blvd., Suite 203  
Fernandina Beach, Florida 32034  
(904) 261-5618

September 2, 2025

City of Fernandina Beach Planning Dept.  
Attn: Ms. Margaret Pearson, Senior Planner  
204 Ash Street  
Fernandina Beach, Florida 32034

*(Via electronic submittal only through online portal at www.fbfl.us)*

**RE: APPLICATIONS FOR ANNEXATION, REZONING, AND FLUM MAP AMENDMENT (ALL TOGETHER, THE “APPLICATIONS”); AMELIA HOLDINGS, LLC, A FLORIDA LIMITED LIABILITY COMPANY AND PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION (TOGETHER, THE “APPLICANTS”); APPROX 18.3 ACRES +/-, U/A AMELIA ISLAND PARKWAY, FERNANDINA BEACH, FLORIDA, HAVING PARCEL IDENTIFICATION NUMBERS 00-00-30-044B-0040-0000 AND 00-00-30-044B-0041-0000 (TOGETHER, THE “PROPERTIES”)**

Ms. Pearson:

On behalf of the Applicants, please see the uploaded Applications with supporting documentation relating to the above referenced Properties.

The Applications are consistent with the following policies of the Comprehensive Plan:

1. Policy 1.02.04
2. Policy 1.07.09
3. Policy 1.08.01
4. Policy 1.08.02

Further, the Applications are justified because (i) the Properties are contiguous to the municipal boundaries of the City of Fernandina Beach; (ii) the expansion represent an orderly and reasonable addition to the City; (iii) they subject the Properties to the city’s jurisdiction and land development codes; and (iv) allow for the extension of utilities to the site.

Please forward an invoice for the application fees and we will submit the payment upon receipt.

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

**AMELIA HOLDINGS, LLC**, a Florida  
limited liability company

DocuSigned by:

*Jon Lasserre*

0CA2C0B6F51A476...  
Name: Jon C. Lasserre, Esq.

Its: Sole Manager



### OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

Parkway Commons North Property Owners Association, Inc. and  
Amelia Holdings, LLC, a Florida limited liability company

I /WE \_\_\_\_\_  
(print name of property owner(s))

hereby authorize: Jon C. Lasserre  
(print name of agent)

to represent me/us in processing an application for: Annexation, Rezoning, and Land Use Amendment  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature]  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

Jon C. Lasserre  
(Print name of owner)  
Its: Sole Manager

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA  
COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  onlinenotarization, this 15<sup>th</sup> day  
of October, 20 25, by Jon C. Lasserre, as Sole Manager of Amelia Holdings, LLC, on behalf of the company.

Jennifer T. Athavale  
Notary Public

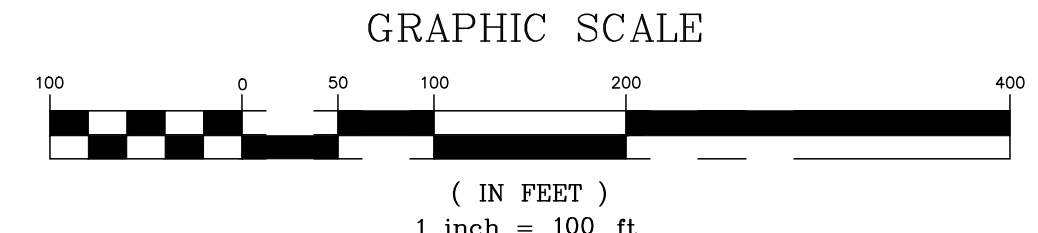
Jennifer T. Athavale  
Printed Name

9/30/2026  
My Commission Expires

Personally Known  OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_



# MAP OF BOUNDARY SURVEY

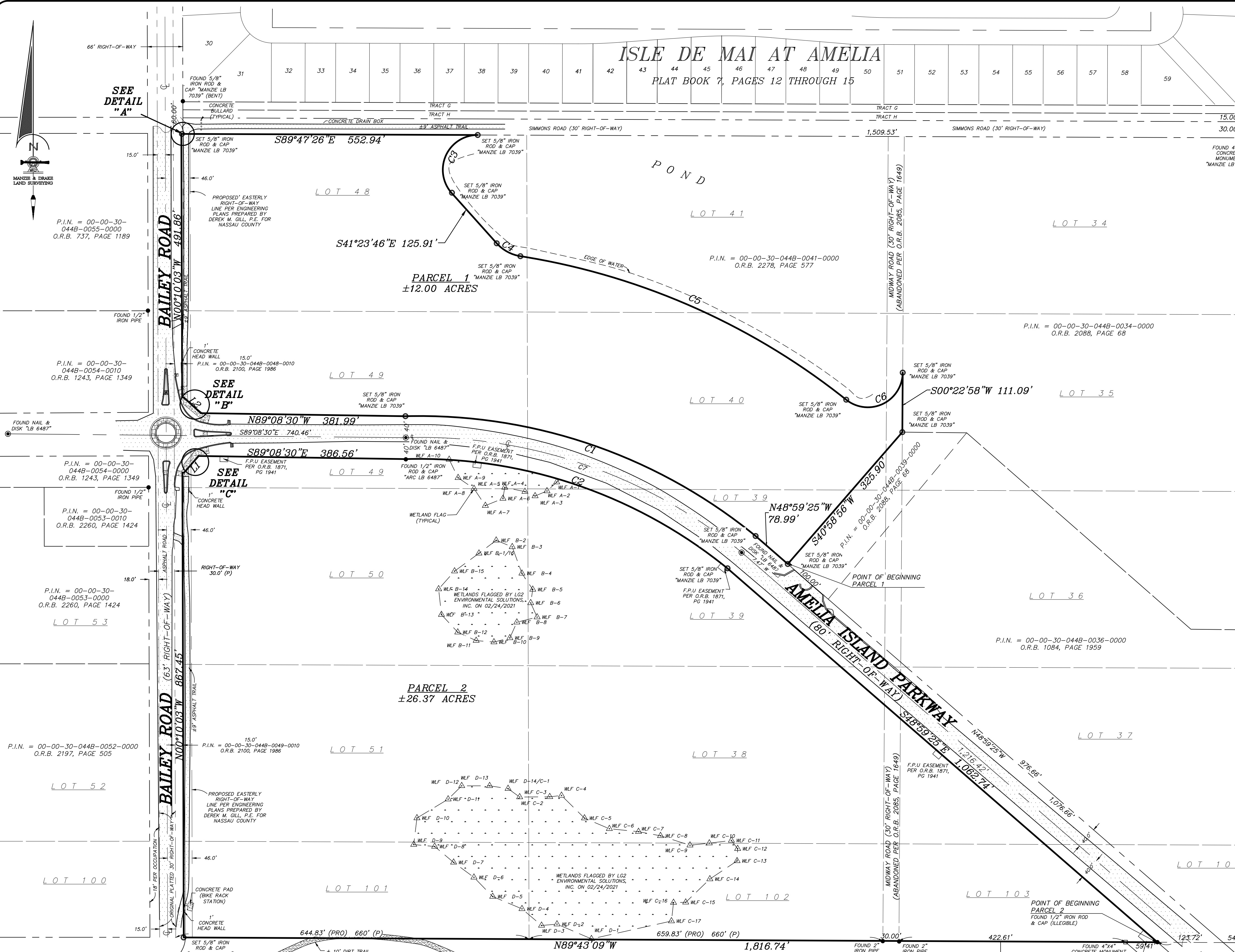


PARCEL 1: A PORTION OF LOTS 39, 40, 41, 48 & 49, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30 FOOT RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 410.20 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE NORTH 48°59'25" WEST, ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY, A DISTANCE OF 1,076.66 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE NORTH 48°49'25" WEST, A DISTANCE OF 78.99 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 990.00 FEET (2) THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 40°49'51"; AN ARC DISTANCE OF 705.51 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 71°05'02" WEST, A DISTANCE OF 690.67 FEET; (3) THENCE NORTH 89°08'30" WEST, A DISTANCE OF 381.99 FEET; THENCE NORTH 47°27'51" WEST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE OF 43.25 FEET; THENCE SOUTH 89°49'57" WEST A DISTANCE OF 3.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF SAID BARRINGTON ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID BARRINGTON ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, A DISTANCE OF 491.86 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMONS ROAD (A 30 FOOT RIGHT-OF-WAY); THENCE SOUTH 89°47'26" EAST, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID SIMONS ROAD, A DISTANCE OF 552.94 FEET TO INTERSECT THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2278, PAGE 577 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE ALONG THE PERIMETER OF LAST SAID LANDS THE FOLLOWING FIVE (5) COURSES: (1) THENCE SOUTHERLY, ALONG THE ARC OF LAST SAID CURVE THROUGH A CENTRAL ANGLE OF 131°59'50"; AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 24°36'12" WEST, A DISTANCE OF 118.76 FEET (2) THENCE SOUTH 41°23'46" EAST, A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET (3) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58"; AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 60°58'45" EAST, A DISTANCE OF 50.28 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; (4) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38"; AN ARC DISTANCE OF 670.70 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 65°46'56" EAST, A DISTANCE OF 663.29 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET (5) THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 129°05'30"; AN ARC DISTANCE OF 146.45 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 64°48'19" EAST, A DISTANCE OF 117.38 FEET TO A POINT ON THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE SOUTH 00°22'58" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 111.09 FEET; THENCE SOUTH 40°58'56" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 325.90 FEET TO THE POINT OF BEGINNING.

PARCEL 2: A PORTION OF LOTS 37, 38, 39, 49, 50, 51, 101, 102 AND 103, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30' RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 533.92 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY) AND THE POINT OF BEGINNING; THENCE CONTINUE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 1,816.74 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD, A DISTANCE OF 867.49 FEET; THENCE NORTH 89°49'57" EAST A DISTANCE OF 3.00 FEET; THENCE NORTH 41°23'22" EAST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE 41.40 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE RUNNING ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE SOUTH 89°08'30" EAST, A DISTANCE OF 386.56 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTH HAVING A RADIUS OF 910.00 FEET (2) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 40°47'15"; AN ARC DISTANCE OF 647.81 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 71°12'38" EAST, A DISTANCE OF 634.22 FEET (3) THENCE SOUTH 48°59'25" EAST, A DISTANCE OF 1,062.74 FEET TO THE POINT OF BEGINNING.



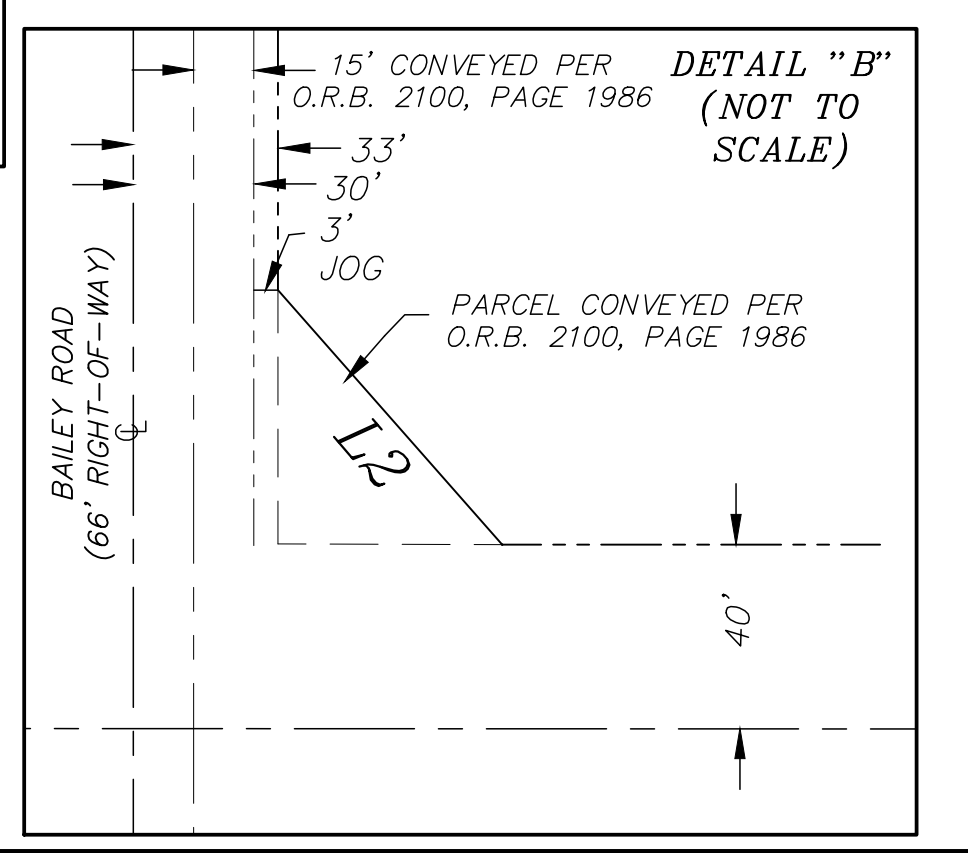
**LEGEND**

⊕	SIGN	⊕	CENTERLINE
▭	CONCRETE FLATWORK	(P)	PLAT
⊙	GAS MARKER	(D)	DEED
⊚	TRANSFORMER PAD	(R)	RECORD
⊗	SEWER CLEANOUT	x-x-x	CHAIN LINK OR WIRE FENCE
⊕	STORM MANHOLE	PCP	REINFORCED CONCRETE PIPE
⊕	WATER METER	INV	INVERT
⊕	WOOD POWER POLE	NAVD	NORTH AMERICAN VERTICAL DATUM
⊕	WATER VALVE	P.I.N.	PARCEL IDENTIFICATION NUMBER
⊕	SEWER VALVE	O.R.B.	OFFICIAL RECORDS BOOK
		PRO	PRORATED

**SHEET INDEX (NOT TO SCALE)**

**SURVEY NOTES:**

- The "Legal Description" hereon was prepared by the Surveyor.
- Underground Improvements were not located or shown.
- Fidelity National Title Insurance Company commitment numbers: 9231944 & 9231892 (Dated March 24, 2021 @ 5:00pm) were referenced in preparation of this survey.
- 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 the State Plane Coordinate System for the East Zone of the State of Florida North American Datum of 1983 (NAD '83).
- The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089c 0377 G", Dated "08/02/2017". Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- Elevations shown hereon are based on North American Vertical Datum of 1988. (NAVD 1988)
- The reference benchmark is "U.S.G.S. Fernport" Elevation = 10.49' N.A.V.D. 1988



**REVISIONS:**

1) REVISED ON 05/07/2021 TO INCLUDE LEGAL DESCRIPTION PREPARED BY THE SURVEYOR, ADDITIONAL RIGHT-OF-WAY INFORMATION ON BAILEY ROAD & TITLE COMMITMENT INFORMATION. (LP)

**LINE TABLE**

LINE	BEARING	LENGTH
L1	N41°23'44"E	41.40'
L2	N47°27'51"W	43.25'

**CURVE TABLE**

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	705.51'	990.00'	40°49'51"	N71°05'02"W	690.67'
C2	647.81'	910.00'	40°47'15"	S71°12'38"E	634.22'
C3	149.75'	65.00'	131°59'50"	S24°08'30"W	118.76'
C4	51.27'	75.00'	39°09'58"	S61°26'24"E	50.28'
C5	670.71'	1,300.00'	29°33'38"	S66°14'35"E	663.29'
C6	146.45'	65.00'	129°05'30"	N64°48'19"E	117.38'
C7	677.81'	940.00'	41°18'57"	N71°05'01"W	633.24'

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.

**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, YOUR SIGHTS ARE ON US."

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

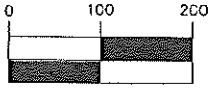
SCALE: 1"=100' JOB NO: 21173 DATE: DATE CADD: LP  
 F.B. NO: X-352 PAGE NO: 2 FIELD CREW: JM FILE NO: C-1058-B

# MANZIE & DRAKE LAND SURVEYING

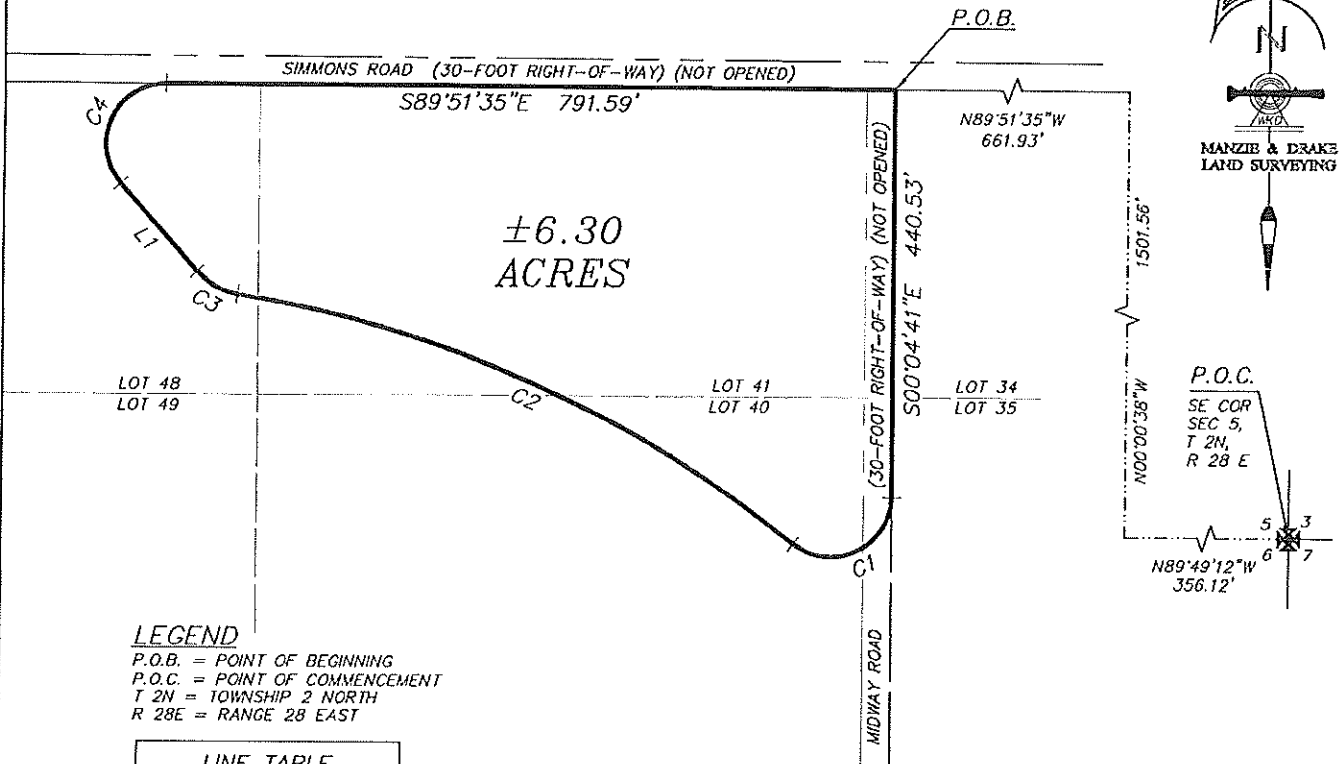
## SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)  
(THIS IS NOT A BOUNDARY SURVEY)

GRAPHIC SCALE



( IN FEET )  
1 inch = 200 ft.



**LEGEND**

P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
T 2N = TOWNSHIP 2 NORTH  
R 28E = RANGE 28 EAST

LINE TABLE		
LINE	BEARING	LENGTH
L1	N41°51'25"W	125.91'

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	145.91'	65.00'	128°36'55"	S64°13'47"W	117.15'
C2	670.71'	1300.00'	29°33'38"	N66°14'35"W	663.29'
C3	51.27'	75.00'	39°09'58"	N61°26'24"W	50.28'
C4	149.75'	65.00'	131°59'50"	N24°08'30"E	118.76'

JOB NO. 15979 (DRAINAGE & MAINTENANCE EASEMENT)

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034  
OFFICE (904)491-5700 \* FAX (904)491-5777  
WWW.MANZIEANDDRAKE.COM

# MANZIE & DRAKE LAND SURVEYING



## LEGAL DESCRIPTION DRAINAGE & MAINTENANCE EASEMENT

OCTOBER 16, 2018

A PORTION OF LOTS 40, 41 AND 48, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°49'12" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 356.12 FEET TO THE SOUTHEAST CORNER OF LOT 103, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°00'38" WEST, ALONG THE EASTERLY LINE OF LOTS 103, 37, 36, 35 AND 34 RESPECTIVELY, OF SAID "OCEAN BREEZE FARMS", A DISTANCE OF 1,501.56 FEET TO THE NORTHEAST CORNER OF SAID LOT 34; THENCE NORTH 89°51'35" WEST, ALONG THE NORTH LINE OF SAID LOT 34, A DISTANCE OF 661.93 FEET TO THE NORTHWEST CORNER OF SAID LOT 34 AND THE **POINT OF BEGINNING**; THENCE SOUTH 00°04'41" EAST, ALONG THE WESTERLY LINE OF SAID LOTS 34 AND 35 AND THE EASTERLY RIGHT-OF-WAY LINE OF MIDWAY ROAD (A 30 FOOT RIGHT-OF-WAY) AS SHOWN ON SAID PLAT OF "OCEAN BREEZE FARMS", A DISTANCE OF 440.53 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE SOUTHERLY AND WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 128°36'55", AN ARC DISTANCE OF 145.91 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 64°13'47" WEST A DISTANCE OF 117.15 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38", AN ARC DISTANCE OF 670.71 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 66°14'35" WEST A DISTANCE OF 663.29 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58", AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 61°26'24" WEST A DISTANCE OF 50.28 FEET; THENCE NORTH 41°51'25" WEST A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 65.00 FEET; THENCE NORTHERLY AND EASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 24°08'30", AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 24°08'30" EAST A DISTANCE OF 118.76 FEET TO INTERSECT THE NORTHERLY LINE OF SAID LOT 48, "OCEAN BREEZE FARMS"; THENCE SOUTH 89°51'35" EAST, ALONG THE NORTHERLY LINE OF SAID LOT 48 AND LOT 41 RESPECTIVELY, A DISTANCE OF 791.59 FEET TO THE POINT OF BEGINNING.

CONTAINING 6.30 ACRES, MORE OR LESS.

  
MICHAEL A. MANZIE, P.L.S.

FLORIDA REGISTRATION NO. 4069 10.17.18

JOB NO. 15979

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034

OFFICE (904) 491-5700 • FAX (904) 491-5777 • TOLL FREE (888) 832-7730

[www.manzieanddrake.com](http://www.manzieanddrake.com)



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Planning Info](#)  
**Subject:** Online Form Submittal: Planning Advisory Board (PAB)  
**Date:** Tuesday, September 2, 2025 9:44:48 AM

---

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

## Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application

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

---

Fees	Zoning Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Land Use Map Amendment (= 10 acres \$2,500 / > 10acres \$5,000), Voluntary Annexation (\$2,000)
------	---

---

### IMPORTANT NOTES

---

#### Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

---

Please see the Land Development Code (LDC) for detailed information:	Zoning Map Changes – See LDC Section 11.01.07.
--	--

---

The LDC is available for review at	<a href="http://www.fbfl.us/LDC">www.fbfl.us/LDC</a>
------------------------------------	--

---

Application Requirements	A complete application filed at least forty-two (42) days before the date of the Planning Advisory Board's public hearing;; Proof of Ownership (copy of deed or tax statement);, A current survey of the property (no older than two years);, A detailed letter of intent stating the following:., o The consistency of the proposed amendment(s) or action(s) with the City's Comprehensive Plan., o A justification for the proposed amendment(s) or action(s).
--------------------------	---

---

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

---

What was the date of your pre-application	8/14/2025
---	-----------

meeting?

---

**PROPERTY  
INFORMATION**

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

---

Site Address

U/A Amelia Island Parkway

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Parcel ID #(s)

00-00-30-044B-0040-0000 & 00-00-30-044B-0041-0000

---

Lot

Pt of 39, 40, 41, 48, & 49

---

Block

N/A

---

Subdivision

Ocean Breeze Farms

---

Zoning District

C-2

---

Future Land Use  
Designation

General Commercial

---

Do you authorize the  
installation of a  
temporary City notice  
sign on your property?

YES

---

**REVIEW TYPE**

Zoning Map Amendment > 10 acres , Comp Plan Amendment ,  
Voluntary Annexation

---

**OWNER OF RECORD**

*As recorded with the Nassau County Property Appraiser*

---

First Name

Jon

---

Last Name

Lasserre

---

Company (if  
applicable)

Rogers Towers, P.A.

---

Mailing Address

960185 Gateway Blvd., Suite 203

---

City

Fernandina Beach

---

State

Florida

---

Zip

32034

---

Telephone Number	9047531840
------------------	------------

---

Email Address	jonlasserre@icloud.com
---------------	------------------------

---

**OWNER'S AGENT**

*If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included*

---

First Name	<i>Field not completed.</i>
------------	-----------------------------

---

Last Name	<i>Field not completed.</i>
-----------	-----------------------------

---

Mailing Address	<i>Field not completed.</i>
-----------------	-----------------------------

---

City	<i>Field not completed.</i>
------	-----------------------------

---

State	<i>Field not completed.</i>
-------	-----------------------------

---

Zip	<i>Field not completed.</i>
-----	-----------------------------

---

Telephone Number	<i>Field not completed.</i>
------------------	-----------------------------

---

E-mail Address	<i>Field not completed.</i>
----------------	-----------------------------

---

**PROJECT INFORMATION**

---

Previous Planning/Zoning Approvals	N/A
------------------------------------	-----

---

Summary of Request (more detailed information to be provided in required letter of intent)	Request voluntary annexation into City of Fernandina Beach and rezoning to C-2, General Commercial Zoning and FLUM amendment reflecting General Commercial designation; Note: current zoning is Nassau County Commercial-Intensive (CI) with Commercial FLUM designation.
--	---

---

Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
---------------	---

---

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

---

Applicant First Name	Jon
Applicant Last Name	Lasserre
Today's Date	9/2/2025
Upload Supporting Documentation	<a href="#">Letter_re_Annexation_Application(6594133.1).pdf</a>
Upload 2	<a href="#">Vesting Deeds - Amelia Holdings and PCNPOA.pdf</a>
Upload 3	<a href="#">Survey or Sketch - Amelia Holdings and PCNPOA.pdf</a>
Upload 4	<a href="#">Legal Description - Amelia Holdings, LLC.pdf</a>

---

DEPARTMENT OF PLANNING & CONSERVATION  
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | [www.fbfl.us/planning](http://www.fbfl.us/planning)

---

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

*Amelia Holdings, LLC*

960185 Gateway Blvd., Suite 203  
Fernandina Beach, Florida 32034  
(904) 261-5618

September 2, 2025

City of Fernandina Beach Planning Dept.  
Attn: Ms. Margaret Pearson, Senior Planner  
204 Ash Street  
Fernandina Beach, Florida 32034

*(Via electronic submittal only through online portal at www.fbfl.us)*

**RE: APPLICATIONS FOR ANNEXATION, REZONING, AND FLUM MAP AMENDMENT (ALL TOGETHER, THE “APPLICATIONS”); AMELIA HOLDINGS, LLC, A FLORIDA LIMITED LIABILITY COMPANY AND PARKWAY COMMONS NORTH PROPERTY OWNERS ASSOCIATION, INC., A FLORIDA NOT-FOR-PROFIT CORPORATION (TOGETHER, THE “APPLICANTS”); APPROX 18.3 ACRES +/-, U/A AMELIA ISLAND PARKWAY, FERNANDINA BEACH, FLORIDA, HAVING PARCEL IDENTIFICATION NUMBERS 00-00-30-044B-0040-0000 AND 00-00-30-044B-0041-0000 (TOGETHER, THE “PROPERTIES”)**

Ms. Pearson:

On behalf of the Applicants, please see the uploaded Applications with supporting documentation relating to the above referenced Properties.

The Applications are consistent with the following policies of the Comprehensive Plan:

1. Policy 1.02.04
2. Policy 1.07.09
3. Policy 1.08.01
4. Policy 1.08.02

Further, the Applications are justified because (i) the Properties are contiguous to the municipal boundaries of the City of Fernandina Beach; (ii) the expansion represent an orderly and reasonable addition to the City; (iii) they subject the Properties to the city’s jurisdiction and land development codes; and (iv) allow for the extension of utilities to the site.

Please forward an invoice for the application fees and we will submit the payment upon receipt.

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

**AMELIA HOLDINGS, LLC**, a Florida  
limited liability company

DocuSigned by:

*Jon Lasserre*

0CA2C0B6F51A476...  
Name: Jon C. Lasserre, Esq.

Its: Sole Manager



# OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

Parkway Commons North Property Owners Association, Inc. and  
Amelia Holdings, LLC, a Florida limited liability company

I /WE \_\_\_\_\_  
(print name of property owner(s))

hereby authorize: Jon C. Lasserre  
(print name of agent)

to represent me/us in processing an application for: Annexation, Rezoning, and Land Use Amendment  
(type of application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Signature]  
(Signature of owner)

\_\_\_\_\_  
(Signature of owner)

Jon C. Lasserre  
(Print name of owner)  
Its: Sole Manager

\_\_\_\_\_  
(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  onlinenotarization, this 15<sup>th</sup> day of October, 20 25, by Jon C. Lasserre, as Sole Manager of Amelia Holdings, LLC, on behalf of the company.

Jennifer T. Athavale  
Notary Public

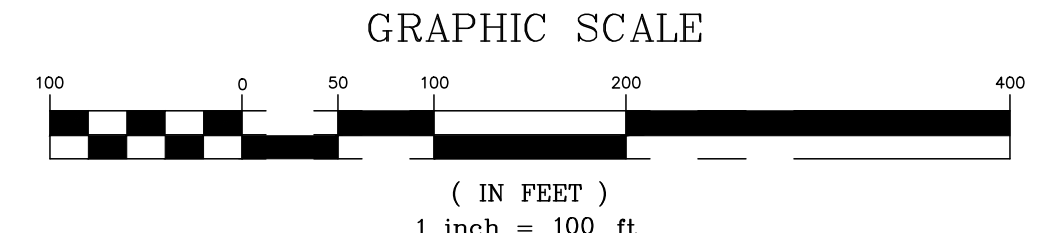
Jennifer T. Athavale  
Printed Name

9/30/2026  
My Commission Expires

Personally Known  OR Produced Identification \_\_\_\_\_ ID Produced: \_\_\_\_\_



# MAP OF BOUNDARY SURVEY

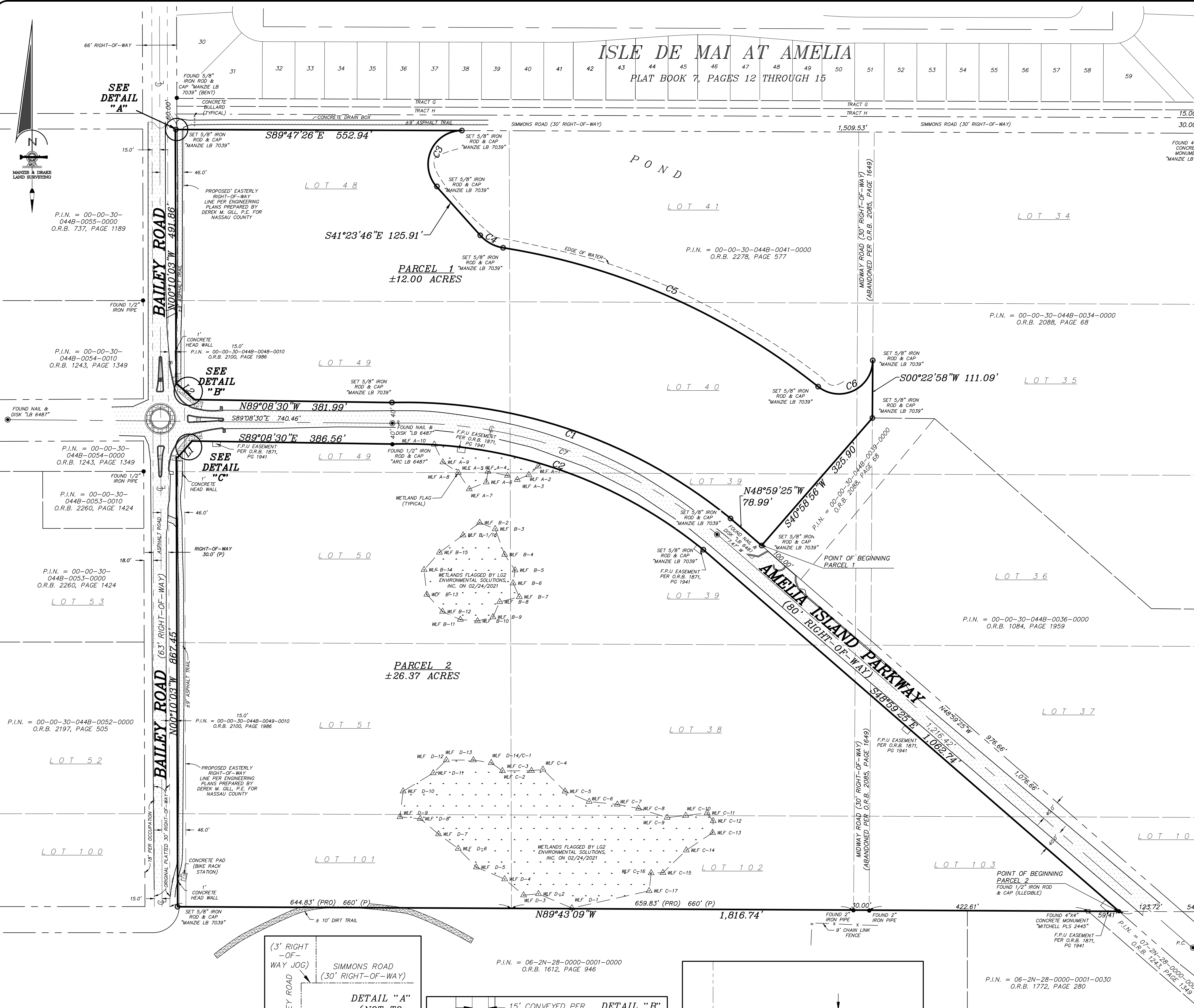


PARCEL 1:  
A PORTION OF LOTS 39, 40, 41, 48 & 49, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30 FOOT RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 410.20 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE NORTH 48°59'25" WEST, ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY, A DISTANCE OF 1,076.66 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE NORTH 48°49'25" WEST, A DISTANCE OF 78.99 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 990.00 FEET (2) THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 40°49'51"; AN ARC DISTANCE OF 705.51 FEET AND BEING SUBTENDED BY A CHORD BEARING OF NORTH 71°05'02" WEST, A DISTANCE OF 690.67 FEET; (3) THENCE NORTH 89°08'30" WEST, A DISTANCE OF 381.99 FEET; THENCE NORTH 47°27'51" WEST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE OF 43.25 FEET; THENCE SOUTH 89°49'57" WEST A DISTANCE OF 3.00 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF SAID BAILEY ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID BAILEY ROAD, AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, A DISTANCE OF 491.86 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF SIMMONS ROAD (A 30 FOOT RIGHT-OF-WAY); THENCE SOUTH 89°47'26" EAST, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID SIMMONS ROAD, A DISTANCE OF 552.94 FEET TO INTERSECT THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2278, PAGE 577 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE ALONG THE PERIMETER OF LAST SAID LANDS THE FOLLOWING FIVE (5) COURSES: (1) THENCE SOUTHERLY, ALONG THE ARC OF LAST SAID CURVE THROUGH A CENTRAL ANGLE OF 131°59'50"; AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 24°36'12" WEST, A DISTANCE OF 118.76 FEET (2) THENCE SOUTH 41°23'46" EAST, A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET (3) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58"; AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 60°58'45" EAST, A DISTANCE OF 50.28 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; (4) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38"; AN ARC DISTANCE OF 670.70 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 65°46'56" EAST, A DISTANCE OF 663.29 FEET TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET (5) THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 129°05'30"; AN ARC DISTANCE OF 146.45 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 64°48'19" EAST, A DISTANCE OF 117.38 FEET TO A POINT ON THE WESTERLY LINE OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE SOUTH 00°22'58" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 111.09 FEET; THENCE SOUTH 40°58'56" WEST, ALONG THE WESTERLY LINE OF SAID LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2088, PAGE 68, A DISTANCE OF 325.90 FEET TO THE POINT OF BEGINNING.

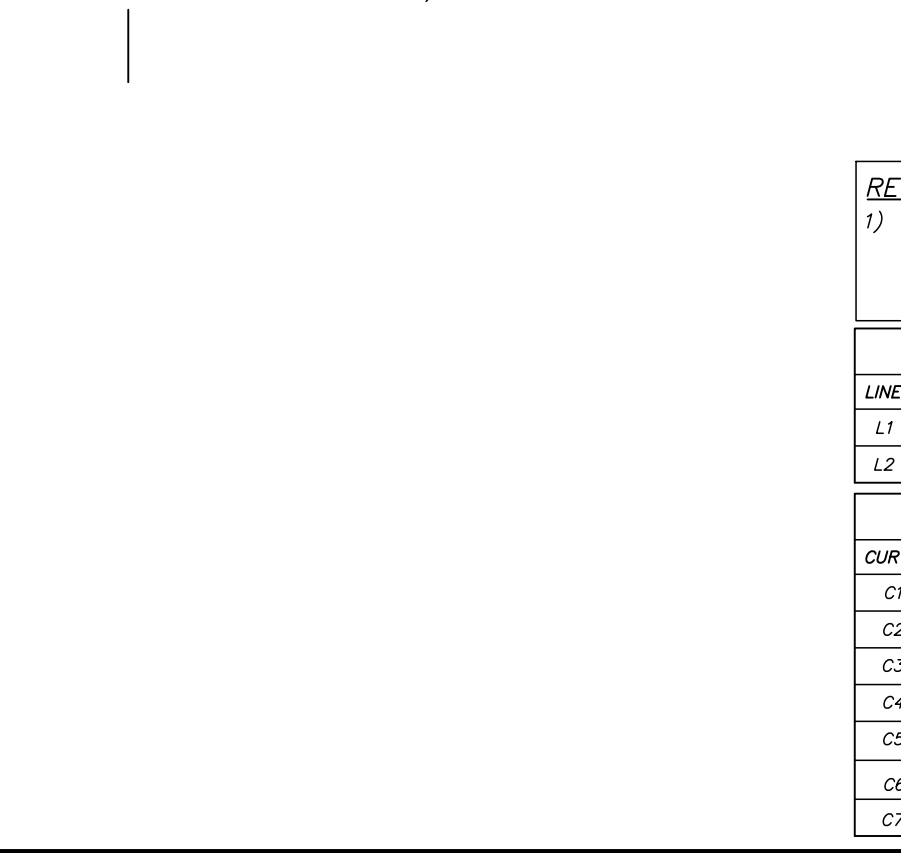
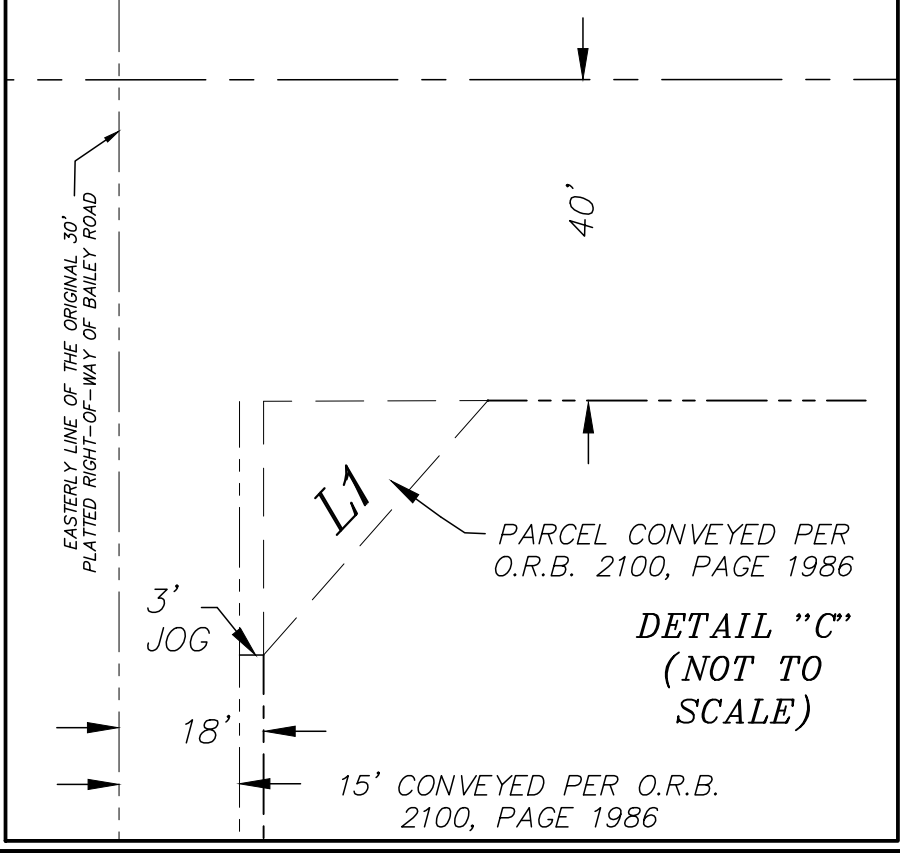
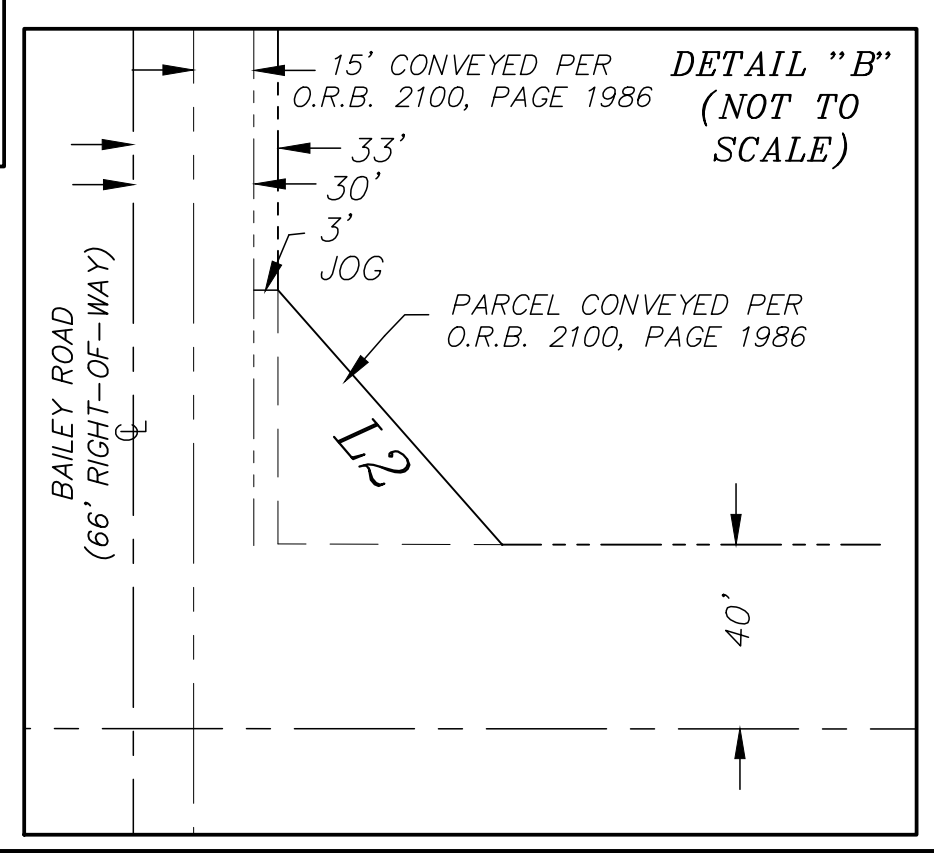
PARCEL 2:  
A PORTION OF LOTS 37, 38, 39, 49, 50, 51, 101, 102 AND 103, TOGETHER WITH A PORTION OF MIDWAY ROAD RIGHT-OF-WAY (A 30' RIGHT-OF-WAY), "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 533.92 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY) AND THE POINT OF BEGINNING; THENCE CONTINUE NORTH 89°43'09" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 1,816.74 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°10'03" WEST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE OF BAILEY ROAD, A DISTANCE OF 867.49 FEET; THENCE NORTH 89°49'57" EAST A DISTANCE OF 3.00 FEET; THENCE NORTH 41°23'22" EAST, ALONG A TRANSITIONAL RIGHT-OF-WAY LINE AS DESCRIBED IN OFFICIAL RECORDS BOOK 2100, PAGE 1986, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, A DISTANCE 41.40 FEET TO INTERSECT THE SOUTHERLY RIGHT-OF-WAY LINE OF AMELIA ISLAND PARKWAY (AN 80 FOOT RIGHT-OF-WAY); THENCE RUNNING ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF SAID AMELIA ISLAND PARKWAY THE FOLLOWING THREE (3) COURSES: (1) THENCE SOUTH 89°08'30" EAST, A DISTANCE OF 386.56 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTH HAVING A RADIUS OF 910.00 FEET (2) THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 40°47'15"; AN ARC DISTANCE OF 647.81 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 71°12'38" EAST, A DISTANCE OF 634.22 FEET (3) THENCE SOUTH 48°59'25" EAST, A DISTANCE OF 1,062.74 FEET TO THE POINT OF BEGINNING.



**SURVEY NOTES:**

- The "Legal Description" hereon was prepared by the Surveyor.
- Underground Improvements were not located or shown.
- Fidelity National Title Insurance Company commitment numbers: 9231944 & 9231892 (Dated March 24, 2021 @ 5:00pm) were referenced in preparation of this survey.
- 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 the State Plane Coordinate System for the East Zone of the State of Florida North American Datum of 1983 (NAD '83).
- The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel "12089c 0377 G", Dated "08/02/2017". Flood Zone information listed above and shown on this survey is provided as a courtesy and is approximate at best. All data should be verified by Nassau County Building Department for accuracy. We assume no liability for its accuracy. Flood Zone information is not covered by the certification hereon and is not required to be shown per Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.
- Elevations shown hereon are based on North American Vertical Datum of 1988. (NAVD 1988)
- The reference benchmark is "U.S.G.S. Fernport" Elevation = 10.49' N.A.V.D. 1988



**REVISIONS:**

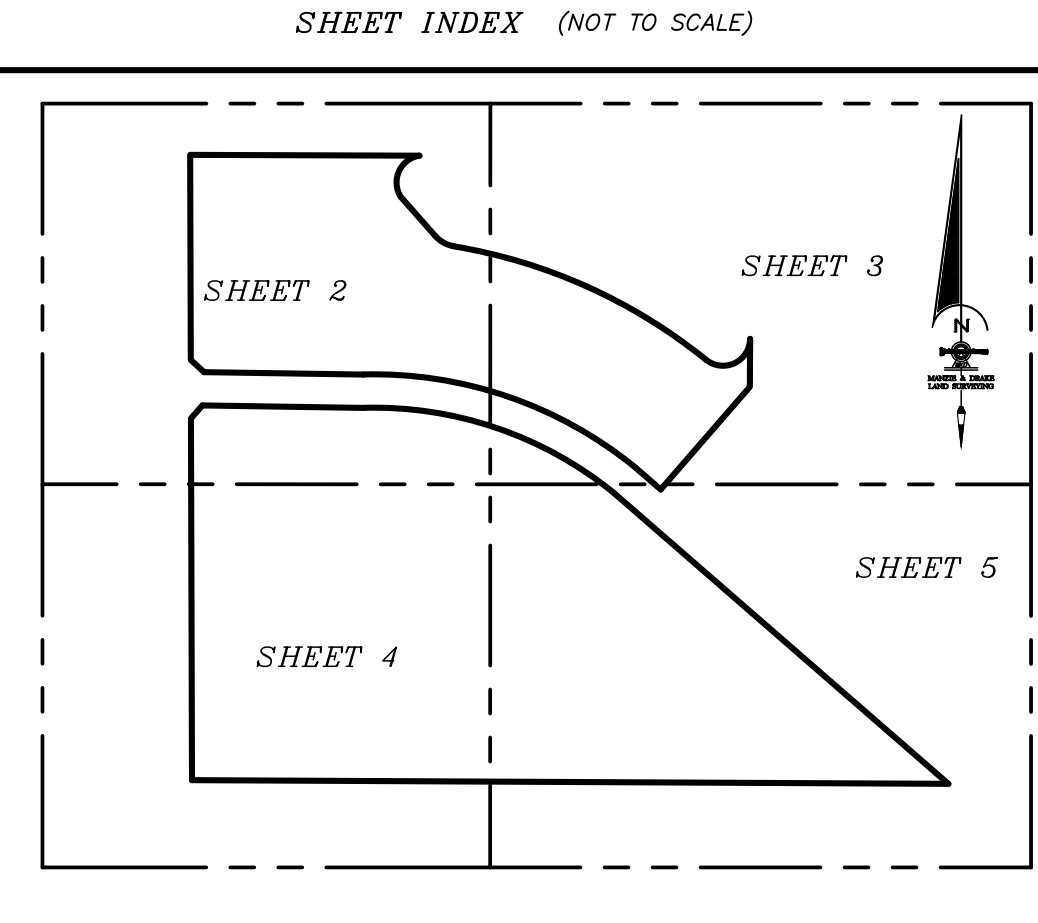
1) REVISED ON 05/07/2021 TO INCLUDE LEGAL DESCRIPTION PREPARED BY THE SURVEYOR, ADDITIONAL RIGHT-OF-WAY INFORMATION ON BAILEY ROAD & TITLE COMMITMENT INFORMATION. (LP)

LINE	BEARING	LENGTH
L1	N41°23'44"E	41.40'
L2	N47°27'51"W	43.25'

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	705.51'	990.00'	40°49'51"	N71°05'02"W	690.67'
C2	647.81'	910.00'	40°47'15"	S71°12'38"E	634.22'
C3	149.75'	65.00'	131°59'50"	S24°08'30"W	118.76'
C4	51.27'	75.00'	39°09'58"	S61°26'24"E	50.28'
C5	670.71'	1,300.00'	29°33'38"	S66°14'35"E	663.29'
C6	146.45'	65.00'	129°05'30"	N64°48'19"E	117.38'
C7	677.81'	940.00'	41°18'57"	N71°05'01"W	633.24'

**LEGEND**

	SIGN		CENTERLINE
	CONCRETE FLATWORK		PLAT
	GAS MARKER		DEED
	TRANSFORMER PAD		RECORD
	SEWER CLEANOUT		CHAIN LINK OR WIRE FENCE
	REINFORCED CONCRETE PIPE		INVERT
	STORM MANHOLE		NAVD = NORTH AMERICAN VERTICAL DATUM
	WATER METER		P.I.N. = PARCEL IDENTIFICATION NUMBER
	WOOD POWER POLE		O.R.B. = OFFICIAL RECORDS BOOK
	WATER VALVE		PRO = PROLATED
	SEWER VALVE		



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.

**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, YOUR SIGHTS ARE ON US."

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

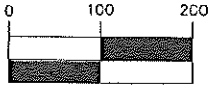
SCALE: 1"=100' JOB NO: 21173 DATE: DATE CADD: LP  
F.B. NO: X-352 PAGE NO: 2 FIELD CREW: JM FILE NO: C-1058-B

# MANZIE & DRAKE LAND SURVEYING

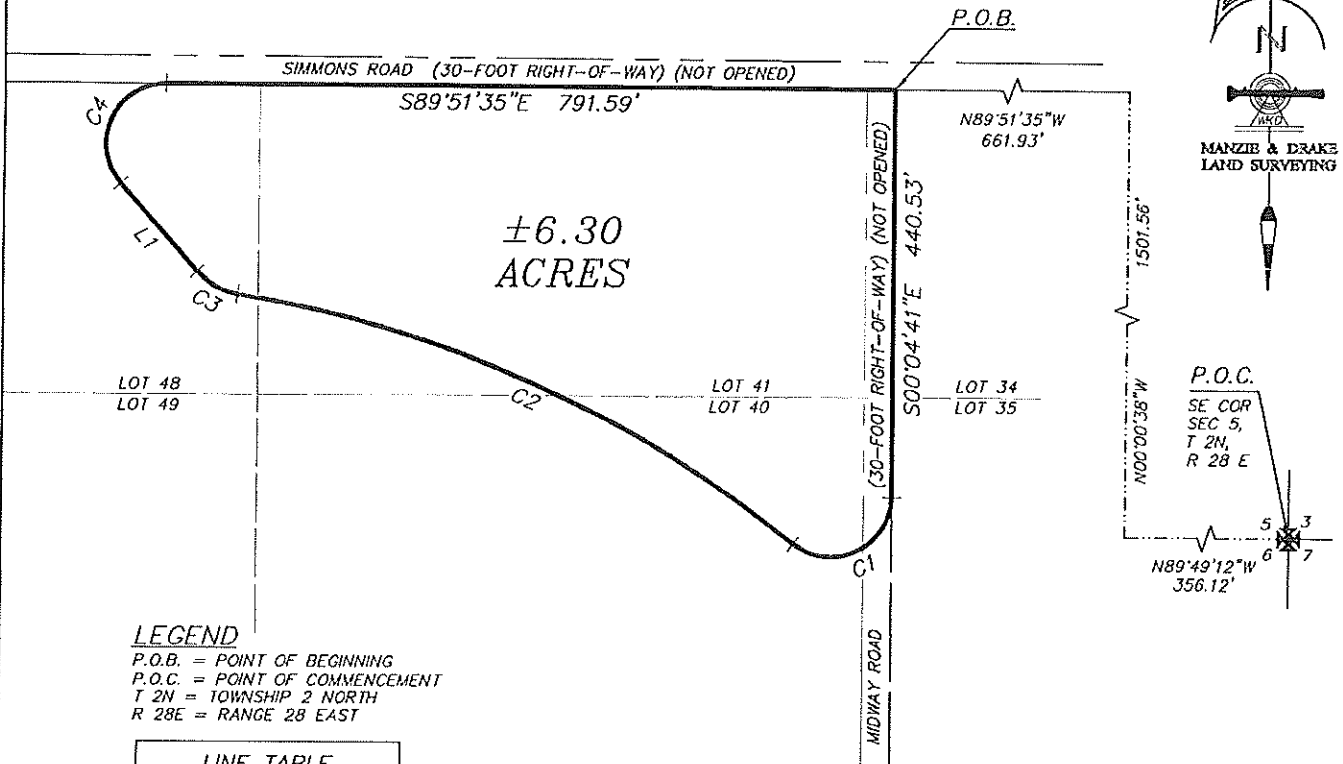
## SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)  
(THIS IS NOT A BOUNDARY SURVEY)

GRAPHIC SCALE



( IN FEET )  
1 inch = 200 ft.



### LEGEND

P.O.B. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
T 2N = TOWNSHIP 2 NORTH  
R 28E = RANGE 28 EAST

LINE TABLE		
LINE	BEARING	LENGTH
L1	N41°51'25"W	125.91'

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	145.91'	65.00'	128°36'55"	S64°13'47"W	117.15'
C2	670.71'	1300.00'	29°33'38"	N66°14'35"W	663.29'
C3	51.27'	75.00'	39°09'58"	N61°26'24"W	50.28'
C4	149.75'	65.00'	131°59'50"	N24°08'30"E	118.76'

JOB NO. 15979 (DRAINAGE & MAINTENANCE EASEMENT)

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034  
OFFICE (904)491-5700 \* FAX (904)491-5777  
WWW.MANZIEANDDRAKE.COM

# MANZIE & DRAKE LAND SURVEYING



## LEGAL DESCRIPTION DRAINAGE & MAINTENANCE EASEMENT

OCTOBER 16, 2018

A PORTION OF LOTS 40, 41 AND 48, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 2 NORTH, RANGE 28 EAST, NASSAU COUNTY, FLORIDA; THENCE NORTH 89°49'12" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 5, A DISTANCE OF 356.12 FEET TO THE SOUTHEAST CORNER OF LOT 103, "OCEAN BREEZE FARMS", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 19, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; THENCE NORTH 00°00'38" WEST, ALONG THE EASTERLY LINE OF LOTS 103, 37, 36, 35 AND 34 RESPECTIVELY, OF SAID "OCEAN BREEZE FARMS", A DISTANCE OF 1,501.56 FEET TO THE NORTHEAST CORNER OF SAID LOT 34; THENCE NORTH 89°51'35" WEST, ALONG THE NORTH LINE OF SAID LOT 34, A DISTANCE OF 661.93 FEET TO THE NORTHWEST CORNER OF SAID LOT 34 AND THE **POINT OF BEGINNING**; THENCE SOUTH 00°04'41" EAST, ALONG THE WESTERLY LINE OF SAID LOTS 34 AND 35 AND THE EASTERLY RIGHT-OF-WAY LINE OF MIDWAY ROAD (A 30 FOOT RIGHT-OF-WAY) AS SHOWN ON SAID PLAT OF "OCEAN BREEZE FARMS", A DISTANCE OF 440.53 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 65.00 FEET; THENCE SOUTHERLY AND WESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 128°36'55", AN ARC DISTANCE OF 145.91 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 64°13'47" WEST A DISTANCE OF 117.15 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 1,300.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 29°33'38", AN ARC DISTANCE OF 670.71 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 66°14'35" WEST A DISTANCE OF 663.29 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 75.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 39°09'58", AN ARC DISTANCE OF 51.27 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 61°26'24" WEST A DISTANCE OF 50.28 FEET; THENCE NORTH 41°51'25" WEST A DISTANCE OF 125.91 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 65.00 FEET; THENCE NORTHERLY AND EASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 24°08'30", AN ARC DISTANCE OF 149.75 FEET AND BEING SUBTENDED BY A CHORD BEARING NORTH 24°08'30" EAST A DISTANCE OF 118.76 FEET TO INTERSECT THE NORTHERLY LINE OF SAID LOT 48, "OCEAN BREEZE FARMS"; THENCE SOUTH 89°51'35" EAST, ALONG THE NORTHERLY LINE OF SAID LOT 48 AND LOT 41 RESPECTIVELY, A DISTANCE OF 791.59 FEET TO THE POINT OF BEGINNING.

CONTAINING 6.30 ACRES, MORE OR LESS.

  
MICHAEL A. MANZIE, P.L.S.

FLORIDA REGISTRATION NO. 4069 10.17.18

JOB NO. 15979

117 SOUTH 9TH STREET, FERNANDINA BEACH, FL 32034

OFFICE (904) 491-5700 • FAX (904) 491-5777 • TOLL FREE (888) 832-7730

[www.manzieanddrake.com](http://www.manzieanddrake.com)



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**APPLICATION FOR VOLUNTARY ANNEXATION, LAND USE AND ZONING  
 0 AMELIA ISLAND PARKWAY & BAILEY ROAD**

**APPLICATION & SURROUNDING AREA INFORMATION:**

<b>OWNER/APPLICANT:</b>	Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc.				
<b>AGENT:</b>	Jon Lasserre				
<b>REQUESTED ACTION:</b>	Voluntary Annexation, Assignment of a Future Land Use Map Category of General Commercial (GC) and Zoning District of General Commercial (C-2) for properties fronting C-2 for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 for Parcels B which is located behind Parcel A.				
<b>LOCATION:</b>	00-00-30-044B-0040-0000-Intersection of Amelia Island Parkway & Bailey Road (Parcel A)  00-00-30-044B-0041-0000-Existing Detention Pond (Parcel B) located behind Parcel A.				
<b>CURRENT ZONING:</b>	Nassau County Commercial Intensive				
<b>CURRENT LAND USE:</b>	Nassau County Commercial				
<b>EXISTING USES ON SITE:</b>	Vacant and Common Lands (Stormwater Detention Pond)				
<b>PROPERTY SIZE</b>	Approximately 18.11 Acres of Land				
<b>ADJACENT PROPERTIES:</b>	<u>Direction</u>	<u>Existing Use(s)</u>	<u>Year Built</u>	<u>Zoning</u>	<u>FLUM</u>
<b>WITHIN CITY LIMITS</b>	North	Single-family	Varies	R-1	Low Density Residential
<b>NASSAU COUNTY</b>	South	Vacant	N/A	Commercial Intensive	Commercial
<b>WITHIN CITY LIMITS</b>	East	Vacant/ Lakeside-Senior Living	N/A	C-2	General Commercial
<b>NASSAU COUNTY</b>	West	Single-family/ Vacant	Varies	Residential General 1	Medium Density Residential

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

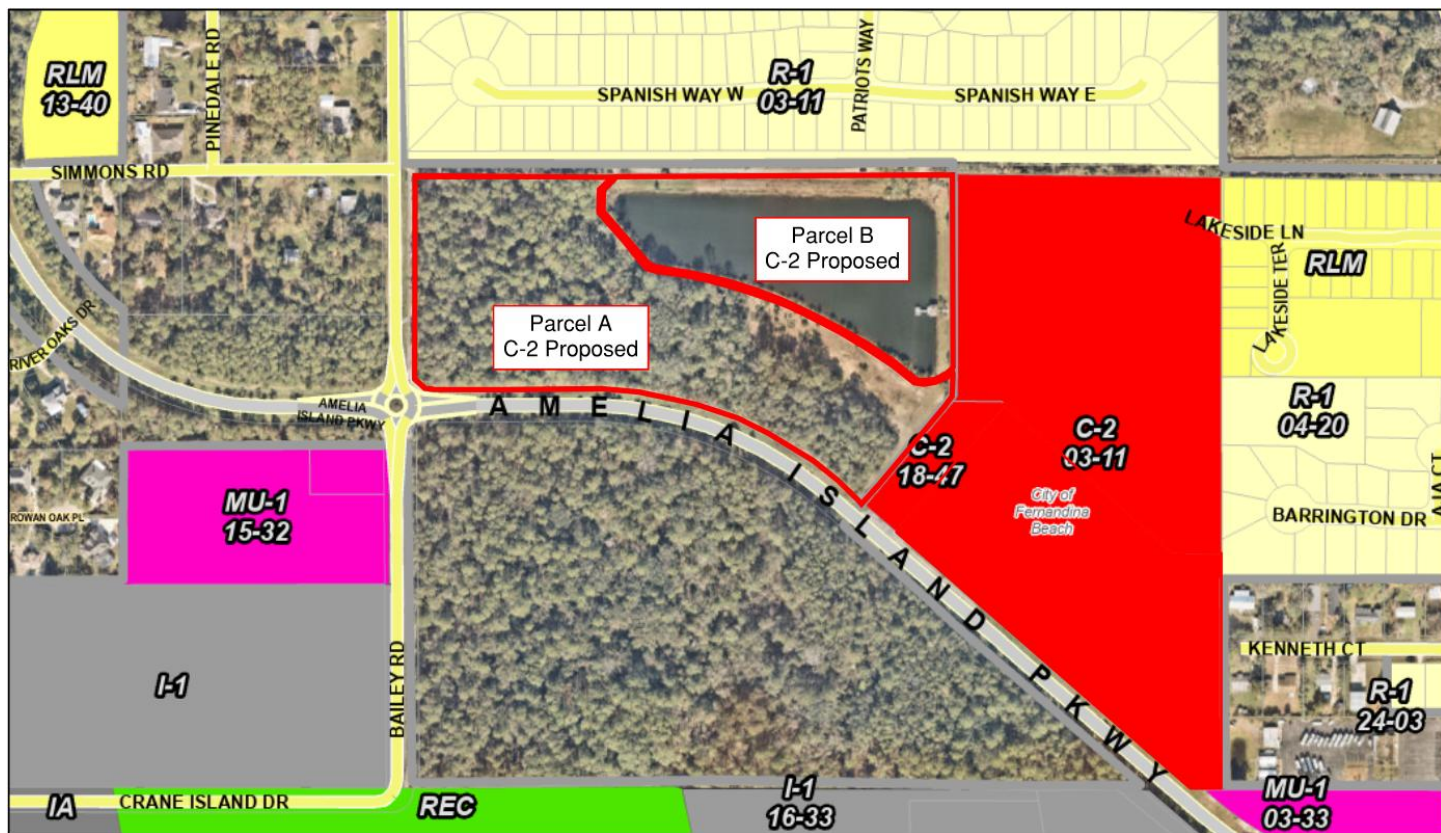
**SUMMARY OF REQUEST AND BACKGROUND INFORMATION:**

The applicant, Jon Lasserre, agent for owners Amelia Holdings LLC and Parkway Commons North Property Owners Association Inc., requests voluntary annexation for two parcels of land located at the North East corner of Amelia Island Parkway & Bailey Road and assignment of City Future Land Use Map Category of General



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

Commercial (GC) and Zoning District of C-2 General Commercial for Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A. Both parcels are vacant. However, Parcel B has a detention pond that services the surrounding developed and undeveloped commercial parcels. The requested FLUM and zoning categories are consistent with the properties' existing Nassau County land use and zoning assignments. This would be an extension of the existing C-2 General Commercial zoning district that is adjacent to the Eastern boundary of the subject properties which is fronting Amelia Island Parkway. In addition to commercial uses allowed in C-2 General Commercial zoning districts, the recent state statutes known as "Live Local" that allows for affordable residential housing units in nonresidential zoning districts would apply.



**CONSISTENCY WITH THE COMPREHENSIVE PLAN / LAND DEVELOPMENT CODE:**

This is a voluntary annexation of properties as compliant with all applicable Florida Statutes and the City's Municipal Code. The annexation area is compact, does not create an "enclave", and represents a logical extension of the municipal boundary. The area is a logical extension of urban development, and any development or redevelopment can achieve full compliance with the City's Land Development Code and Comprehensive Plan. The City can serve these properties and meet or exceed all levels of service required by Comprehensive Plan policies referenced herein.



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

<b>Applicable Policy Reference</b>	<b>Determination of Consistency</b>
CP 1.02.02	√
CP 1.02.03	√
CP 1.02.04	√
CP 1.02.10	√
CP 1.07.09	√
CP 4.01.01	√
CP 4.01.02	√
LDC 2.01.12	√

**CONCLUSION AND STAFF RECOMMENDATIONS:**

The requested action is consistent with the City’s Comprehensive Plan and the Land Development Code. Staff recommends approval of the voluntary annexation, assignment of the **General Commercial FLUM** category, and **C-2 Zoning District** for property fronting Amelia Island Parkway & Bailey Road and **C-2 Zoning District** for Parcels B which is located behind Parcel A. Following the recommendation of the Planning Advisory Board (PAB), the application will move forward to the City Commission in the form of three separate ordinances at a public hearing to be heard at the next available City Commission meeting.

**MOTION TO CONSIDER: There are (3) three motion to consider**

1. I move to recommend **(approval or denial)** of **PAB case number 2025-0010** to the City Commission requesting that a Voluntary Annexation for Parcels A and B be **(approved or denied)** and that **PAB case 2025-0010**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
2. I move to recommend **(approval or denial)** of **PAB case number 2025-0012** to the City Commission requesting that assignment of the General Commercial land use category for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and Parcel B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0012**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.
3. I move to recommend **(approval or denial)** of **PAB case number 2025-0013** to the City Commission requesting assignment of a C-2 General Commercial Zoning District for both properties, Parcel A fronting Amelia Island Parkway & Bailey Road and C-2 General Commercial for Parcels B which is located behind Parcel A, be **(approved or denied)** and that **PAB case 2025-0013**, as presented, **(is or is not)** sufficiently compliant with the Comprehensive Plan and Land Development Code to be approved at this time.

Respectfully submitted,  
 Planning and Conservation Department



**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**EXHIBIT A**  
**LOCATION MAP**





**STAFF REPORT**  
**PAB 2025-0010, 2025-0012, 2025-0013 (AX, LU, CZ)**  
**Planning Advisory Board Hearing**  
**November 12, 2025**

**FLOODZONE**



**SOILS**





**PLANNING ADVISORY BOARD AGENDA ITEM**  
*City of Fernandina Beach*



SUBJECT:

---

ITEM TYPE: LDC Text Amendment

---

REQUESTED ACTION:

---

SYNOPSIS:

---

CITY ATTORNEY COMMENTS:

---

Margaret Pearson, Senior Planner

---

Date: October  
21, 2025

---

Submitted By: Sylvie McCann,  
Administrative Coordinator

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Planning Info](#)  
**Subject:** Online Form Submittal: Planning Advisory Board (PAB)  
**Date:** Thursday, October 30, 2025 2:58:33 PM

---

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

## Planning Advisory Board (PAB)

Planning Advisory Board (PAB) Application  
*USE THIS FORM TO Request actions to affect changes to property (zoning changes, annexations, allowable uses, subdivisions).*

---

Fees	LDC Text Amendment (\$1,500)
------	------------------------------

---

### IMPORTANT NOTES

---

#### Pre-Application Meeting

To guide you through the process and ensure that your application is understood and properly processed, you'll need to meet with a City Planner prior to submitting your application. Completed applications are due 42 days prior to the Planning Advisory Board meeting date.

---

Please see the Land Development Code (LDC) for detailed information:	LDC Text Amendment – see LDC Section 11.01.08.
--	--

---

The LDC is available for review at	<a href="http://www.fbfl.us/LDC">www.fbfl.us/LDC</a>
------------------------------------	--

---

Application Requirements	<i>Field not completed.</i>
--------------------------	-----------------------------

---

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

---

What was the date of your pre-application meeting?	10/1/2025
--	-----------

---

PROPERTY INFORMATION	<a href="#">Property information can be found at the Nassau County Property Appraiser's Website → Map Search</a>
----------------------	--

---

Site Address	204 Ash Street
--------------	----------------

City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	0
Lot	0
Block	0
Subdivision	0
Zoning District	C-3
Future Land Use Designation	General Commercial
Do you authorize the installation of a temporary City notice sign on your property?	YES
REVIEW TYPE	LDC Text Amendment
OWNER OF RECORD <i>As recorded with the Nassau County Property Appraiser</i>	
First Name	Sarah
Last Name	Campbell
Company (if applicable)	City of Fernandina Beach
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
Email Address	planninginfo@fbfl.city

**OWNER'S AGENT**

*If other than owner. If an agent will be representing the owner, an Owner's*

*Authorization For Agent Representation form must be included*

---

First Name	Margaret
Last Name	Pearson
Mailing Address	204 Ash Street
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	9043103480
E-mail Address	planninginfo@fbfl.city

---

PROJECT INFORMATION

---

Previous Planning/Zoning Approvals	<i>Field not completed.</i>
------------------------------------	-----------------------------

---

Summary of Request (more detailed information to be provided in required letter of intent)	Requests Land Development Code (LDC) Text Amendment to LDC Section 1.03.05 Construction or Demolition of Structures on Combined Lots, to clarify the relevant zoning district that applies.
--	---

---

Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. , I acknowledge that I understand and have complied with all of the submittal requirements and procedures., I AGREE THAT A POSTING NOTICE WILL BE INSTALLED ON THE PROPERTY(IES) IN QUESTION AND THAT SAID SIGN WILL ONLY BE REMOVED BY STAFF AFTER THE MEETING OR BROUGHT BACK TO CITY HALL BY APPLICANT.
---------------	---

---

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

---

Applicant First Name	Margaret
Applicant Last Name	Pearson
Today's Date	10/1/2025

---

Upload Supporting  
Documentation

[City of FB logo NEW.pdf](#)

---

Upload 2

*Field not completed.*

---

Upload 3

*Field not completed.*

---

Upload 4

*Field not completed.*

---

DEPARTMENT OF PLANNING & CONSERVATION

204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 | [www.fbfl.us/planning](http://www.fbfl.us/planning)

---

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

### 1.03.04 Demolition of Structures on Substandard Lots

- A. Applicability. Except as may be provided hereinafter to the contrary, in connection with replats, subdivisions, specific regulations, and specifically described lots or parcels of land, all buildings or structures located in the R-1, R-2, RLM, and R-3 zoning districts shall be constructed or erected upon a building site containing at least one (1) platted lot. Such building site shall have a minimum street frontage of fifty (50) feet.
- A. Building site requirements. Wherever there may exist a single-family residence(s), duplex building(s), or any lawful accessory building(s) or structure(s) which was heretofore constructed on property containing one (1) or more substandard platted lots or portions thereof, such substandard lot or lots shall thereafter constitute only one (1) building site. No permit shall be issued for the construction of more than one (1) single-family residence. Such structures shall include, but not be limited to, swimming pools, tennis courts, walls, fences, or other at-grade or aboveground improvements.
- B. Removal of buildings. If a single-family residence or duplex building which exists on more than one (1) substandard lot is voluntarily demolished or removed, no permit shall be issued for the construction of more than one (1) building on the building site.

### 1.03.05 Construction or Demolition of Structures on Combined Lots

- A. In order to maintain open space, visual corridors, neighborhood character, property values and visual attractiveness of residential areas **located in the R-1, R-2, RLM, and R-3 zoning districts**, wherever there may exist a single-family detached residential unit or, a duplex structure or any auxiliary building or structure, including but not limited to, swimming pools, or any other improvement which was heretofore constructed on property containing one or more platted lots or portions thereof (excluding walls or fences), such lots thereafter constitute one building site and must be considered the "lot of record", and no permit will be issued for the construction of more than one residential dwelling unit on the site. All construction on the building site must comply with all existing zoning and density requirements.
- B. The demolition or removal of any residence or structure, whether voluntary or involuntary, does not have the effect of changing the establishment of the building site.
- C. A change from the foregoing provisions for the purpose of establishing building sites, or separation of building sites requires supermajority approval by the Board of Adjustment in accordance with the variance approval process contained in Section 10.02.00 in a quasi-judicial hearing at which all interested persons will be afforded an opportunity to be heard.

*Explanation: Adds zoning districts to Land Development Code Section 1.03.05 for clarification. There are no specific zoning districts mentioned in 1.03.05. Historically, the zoning districts referenced in 1.03.04 have served as the guiding principle for the application of 1.03.05. Therefore, the precise zoning districts identified in 1.03.04 have been incorporated into 1.03.05 ensuring complete clarity in understanding and administering, without interpretation of 1.03.05. No other changes have been made to 1.03.04 or 1.03.05.*