



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
DECEMBER 11, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 Approval of Minutes for the Regular Meeting of November 13, 2025.
 - 4.2 Approval of Minutes for the Regular Meeting of November 20, 2025.
- 5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)**
 - 5.1 **EASON DEVELOPMENT & CMR ISLAND PROPERTIES, LLC, AGENT - 22 S 8TH STREET LOTS 3-6**
Change of Use Review for potential development on South 8th St. (C-3)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.**
- 9. COMMITTEE BUSINESS**
- 10. ADJOURNMENT**

NEXT REGULAR TRC MEETING IS SCHEDULED FOR DECEMBER 18, 2025.

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



**MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
NOVEMBER 13, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 10:02

2. ROLL CALL

Mia Sadler, Planning & Conservation
Jason Higginbotham, Fire
Cathy Sabattini, Public Works Operation

Jimmy Parr, Building
Victoria Guadagnino, Stormwater/Utilities
David Neville, Arborist/Urban Forester

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of the Minutes from the Regular Meeting of October 23, 2025.

ACTION TAKEN: A motion was made by Member Sabattini, seconded by Member Guadagnino, to approve the Minutes for the Regular Meeting of October 23, 2025, as presented.

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

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 COASTAL LEGACY HOMES, LLC, LOTS 4 & 5 S. 3RD STREET, LOTS 23-26 S. 4TH STREET, 314 ELM STREET

Site Plan Review of roadway and drainage improvement requirements for the construction of 5 single-family homes.

Asa Gillette, from Gillette & Associates, introduced the project.

Member Neville asked that a survey be provided, spoke of under brushing, and for 3 street trees to be planted within the right of way, 1 for every 50 feet.

Member Guadagnino, spoke of an already existing structure and the requirement of marking, capping and inspection during the tear down. She spoke of issues about access to a fire hydrant since the closest fire hydrant is on Elm Street. She also spoke about how new sewer taps will be needed and the need for a survey showing all that is within in the right of way. She spoke of work needing to be completed for the watermain in general. and concluded with the fact that since these are single family and there is no mastered drainage plan, each lot can have its own drainage plan.

Member Higginbotham addressed the required proximity of an hydrant.

Member Sabattini commented on a T-turn for utility vehicles.

Chair Sadler spoke of setbacks and zoning requirements from a R-2 zoning district. Ms. Pearson noted that applicant can go to the Property Appraiser office to address new parcel numbers relating to underlying lots of record.

A summary of these comments and next step will be sent to the applicant.

5.2 TRC 2025-0008 - BUTTERFLY PROJEKT LLC, 2959 BUTTERFLY TRAIL

David Brown

Site Plan Review for the construction of a single-family residential subdivision.

Ms. Pearson spoke of the process and the need for this property to be annexed within the City boundaries. Mr. Gillette confirmed that this is a 4.4-acre track project to eventually be annexed into the City and then divided into 7 residential lots to be zoned R-1. He then added that the infrastructure is planned according to County requirements which will include cul-de-sac or preferably a T-turnaround. He also noted that they will upgrade to Chem Cell Road and Simmons Road from Amelia Island Parkway to the property. He further explained that the water and sewer services would be provided by the City of Fernandina Beach with a new watermain, lift station, and hydrants.

Ms. Pearson noted that any corrections made according to the committee's comments may be re-submitted to the Planning Department for an informal review and that a formal TRC review can be applied for once the property is annexed into the City.

Member Sabattini commented about street lighting.

Member Guadagnino spoke of the need for more information about drainage. Mr. Gillette noted that each property would have its own drainage system and that a dry pond would be created and that any created ponds would need to be accessible to the City and County for maintenance.

Member Neville commented on the number of large trees on the property and emphasized preservation as best as possible. He also noted that street trees are required along with pond tree planting which can be grouped.

Member Higginbotham asked about the curbing. Ms. Gillette noted that they will be changed to City standard curb. He commented that a T-turnaround is preferable to a round center island for maneuvering emergency vehicles. Mr. Gillette will suggest this to the architect.

Chair Sadler reiterated the need for the application for annexation, which can be processed concurrently with a TRC formal review application.

Mr. Gillette noted that they will apply for a replat. Ms. Pearson clarified that plat are processed through an administrative review through TRC.

Chair Sadler said that a summary of the comments will be sent to the applicant.

6. OLD BUSINESS

7. NEW BUSINESS

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

Dan Taylor, owner of 531 S. 8th Street, located in a MU-8 zoning district, explained that he would like to add 5 parking spaces to their project, being an ice cream parlor on first floor and living area on the 2nd level.

Member Guadagnino spoke of that if impervious area being higher than 625 sqft a stormwater drainage system is required. She also addressed the need for a Water and Sewer Connection application to determine any increase in capacity fees.

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Chair Sadler spoke of parking requirements and Parking in Lieu fee. Ms. Pearson spoke of the need for additional waste bin in lieu of a dumpster.

Member Neville commented that 10% landscaping would be required.

9. COMMITTEE BUSINESS

10. ADJOURNMENT 10:47

Sylvie McCann, Recording Secretary

Mia Sadler, Chair



**MINUTES
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
NOVEMBER 20, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 10:05 AM

2. ROLL CALL

Jacob Platt, Project Coordinator
Cindy Mattes, Building
Jason Higginbotham, Fire
Cathy Sabattini, Public Works Operation

Mia Sadler, Planning & Conservation
Michelle Forstrom, Code Enforcement
Victoria Guadagnino, Stormwater/Utilities
David Neville, Arborist/Urban Forester

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

6. OLD BUSINESS

7. NEW BUSINESS

7.1 TRC 2025-0009 - ISLAND PARK PROPERTIES LLC, 1505 S. 15TH STREET

Teresa Benton, Gulfstream Design Group LLC

Site Plan Review of the Island Park Properties project, to include construction of three (3) commercial buildings (2 medical offices and 1 retail). (C-1)

Teresa Benton, 2225 A1A South, St. Augustine, Gulfstream representative for the owner, spoke about the landscaping requirement and asked about the possibility of mitigation since, as it stands, the current requirements would reduce the amount of parking spaces and the size of the development. Member Neville explained the Fee in Lieu process and cost and also addressed the requirement for shade trees which are not covered under the Fee in Lieu.

Ms. Benton spoke of an existing variance to which the Committee asked for documentation of said variance. Ms. Pearson confirmed that this variance had expired. Ms. Benton addressed the comments regarding mechanical equipment, parking requirements for side or rear location, and asked if there was a variance process for parking requirement. Chair Platt confirmed that there was a variance process and explained the required criteria to grant a variance. Ms. Benton commented that they would provide confirmation from the County regarding parking on Nectarine.

Ms. Benton addressed the comments about the dumpsters. Member Sabattini noted that the location of the secondary dumpster should preferably be on S. 15th Street. Member Forstrom suggested that they mirror what was applied in the first application. Ms. Benton acknowledged the need for a County Right-of-Way permit. She addressed the fire line requirements and size of meter, and verification of cross-section. Member Guadagnino spoke of the need for the City to

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redo the manhole on Nectarine and would like to see a second manhole clean out.

Member Higginbotham spoke of address assignments.

Member Neville asked about the parking area near Building 2 and confirmed that this parking area, shared or not, would be under only one ownership.

Member Sadler reiterated that planners are available to meet regarding the variance process for parking and placement of the building.

Member Neville commented about the buffer requirements.

Chair Platt suggested waiting for the Traffic Study until information about the variance is clarified.

- 8. DEVELOPMENT INQUIRIES FROM APPLICANTS NOT ON THE AGENDA - DISCUSSION ONLY, NO ACTION TO BE TAKEN.**
- 9. COMMITTEE BUSINESS**
- 10. ADJOURNMENT 10:34 AM**

Sylvie McCann, Recording Secretary

Jacob Platt, Chair



Outlook

Online Form Submittal: Technical Review Committee (TRC): First Step Review Request

From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 11/14/2025 11:14 AM

To TRC Info <trcinfo@fbfl.city>

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.

Technical Review Committee (TRC): First Step Review Request

Technical Review Committee (TRC) First Step Review

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

Fees

None

IMPORTANT NOTES

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

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

Please see the Land Development Code (LDC) for detailed information:	Pre-Application Conference – see LDC section 11.01.02
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	Site plans or scaled drawings; , Any other files that illustrate the proposed project; and
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	22 S eighth street
City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	00-00-31-1800-0045-0030
Lot	3/4/5/6
Block	<i>Field not completed.</i>
Subdivision	<i>Field not completed.</i>
Zoning District	C-3
Future Land Use Designation	8th Street Mixed Use
Overlay District	<i>Field not completed.</i>
Size of Property (acres)	0.9
Present Property Use	Mercantile
Wetlands	No
Flood Zone	X, area of minimal flood hazard
Coastal Construction Control Line (CCCL)	No
CONTACT INFORMATION	
<i>Applicant or interested party who will be present at the meeting.</i>	
First Name	Quinn

Last Name	Howington
Company (if applicable)	Eason Development
Telephone Number	904 321 6915
E-mail Address	Quinn@EasonDevelopment.com

PROJECT INFORMATION

Project Name	Change of use
Project Type	Commercial
Please choose your preferred method of conducting your First Step Review	In-person (at City Hall Chambers, 204 Ash St.)
Project Description	The purpose of this project is to renovate the middle unit into a 'Vanilla Shell' to allow for future mercantile space use. The unit is currently not leased and would be considered a 'Grey Shell'. The current proposed scope of work is attached.
Proposed Access Road	A1A
Rd Maintenance Jurisdiction	FDOT Maintained
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant First Name	Quinn
Applicant Last Name	Howington
Today's Date	11/14/2025
Upload Supporting Documentation	Eason Dev Scope of Work Commercial Build Out.pdf
Upload 2	<i>Field not completed.</i>
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>
Upload 5	<i>Field not completed.</i>

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

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