



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
JANUARY 8, 2026
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 from the Regular Meeting of December 18, 2025.
 - 4.2 Approval of Minutes from the Regular Meeting of December 11, 2025.
- 5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)**
 - 5.1 **2000 Sadler Rd - KIMLEY-HORN AND ASSOCIATED INC., SADLER RD FINANCIAL INSTITUTION**
Site Plan Review for a financial institution with drive-thru facilities. (C-2)
- 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

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
DECEMBER 18, 2025
10:00 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 10:02AM

2. ROLL CALL

Jacob Platt, Project Coordinator
Cathy Sabattini, Building
Jason Higginbotham, Fire
David Taylor, Public Works Operation

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

OTHERS PRESENT

Margaret Pearson, Planning Manager
Mackennah Tarmey

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

No First Step case reviews were presented.

6. OLD BUSINESS

No Old Business cases were presented.

7. NEW BUSINESS

**7.1 TRC 2025-0011 - GILLETTE & ASSOCIATE INC, AGENT FOR DARIUS PROPERTY LTD,
1520 S 14TH STREET & S 14TH STREET**

Site Plan Review for 17,800 Sqft medical office building. (C-2 & C-1)

This agenda item was moved to the next meeting in January.

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

Asa Gillette, Gillette & Associates, agent for the owner, presented four development scenarios for a proposed project located on S. 13th Street. The property is zoned MU-1, and the applicant intends to pursue the project under the Live Local Act provisions. Mr. Gillette is seeking feedback regarding NFPA requirements and parking considerations.

DRAFT

Member Sabattini raised questions about waste removal and adequate storage for trash totes. Mr. Gillette said that he will look into his options.

Member Forstrom inquired about which scenario the applicant was leaning toward. Mr. Gillette indicated that Option 4 is the preferred alternative.

Member Neville provided recommendations related to tree requirements outlined in the Land Development Code (LDC) and discussed the landscaping elements that will be required as part of the project.

Member Sadler reviewed the proposed density and permissible uses and noted that these are overridden by the Live Local Act. She stated that the applicant would be required to obtain a Live Local affidavit to address the affordability requirements of the project. Ms. Sadler also discussed considerations related to driveway cuts, sidewalks, and parking requirements.

Member Guadagnino commented on the existing utilities and their locations.

Additional comments were made regarding technical requirements outlined in the LDC that the applicant must comply with, including provisions for bicycle racks and post office access to mailboxes.

9. COMMITTEE BUSINESS

Ms. Pearson, Planning Manager, discussed the sunseting of the Airport Advisory Committee in June 2025 and requested input from the Committee regarding where plan reviews should be submitted moving forward. She noted that, under the proposed LDC Section 11.03.02 amendment, when an application involves property within the Airport Overlay, a representative from the airport should be present. Ms. Pearson recommended that a representative from the airport attend the Technical Review Committee meeting to present and explain the plans.

Chair Platt suggested that an engineer from airport staff may be sufficient for this purpose.

10. ADJOURNMENT: 10:23AM

Mackennah Tarmey, Recording Secretary

Jacob Platt, Chair



**MINUTES
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 10:04

2. ROLL CALL

Jacob Platt, Project Coordinator
Cindy Mattes, Building
Jason Higginbotham, Fire
David Taylor, Public Works Operation

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

OTHERS PRESENT

Margaret Pearson, Planning Manager
Mackennah Tarmey, Recording Secretary

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.1 Approval of Minutes for the Regular Meeting of November 13, 2025.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Guadagnino, to approve the Minutes for the Regular Meeting of November 13, 2025, as presented.

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

4.2 Approval of Minutes for the Regular Meeting of November 20, 2025.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Guadagnino, to approve the Minutes for the Regular Meeting of November 20, 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 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)

Quinn Howington, Eason Development, agent for the owner, introduced the renovation project which consists of a 5,000 sq ft vanilla shell to start with, and noted that the proposed usage and occupancy would be determined later.

Chair Platt spoke about the wide ranges of C-3 uses.

Member Taylor, asked about the potential locations of waste bins and noted that one of the existing bins would remain. Member Forstrom stated that an enclosure shielding the bins would be required.

Ms. Pearson stated that once the scope of the project is clarified, the applicant could come back for a formal review.

Member Guadagnino noted that regardless of the use there would be capacity fees assessed. She also spoke of water main and where there would be connections.

Member Sadler stated that the project is located within the Historic District and that any changes to the exterior will trigger an HDC review.

Chair Platt summarized that the next step would be to apply for a Demolition permit.

6. OLD BUSINESS

There were no Old Business cases to review.

7. NEW BUSINESS

There were no New Business cases to review.

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

There were two (2) Walk In inquiries.

Tara Townsend, ACR, agent for the owner Built to Last, spoke of an upcoming project at 529 S. 9th Street, which consists of a 50' x 100' lot that has an existing structure. The potential buyer would like to construct an additional 35' x 40' metal structure and emphasize that the usage would be commercial on the 1st floor and residential on 2nd floor.

Dylan Psulkowski, Built to Last, introduced a survey showing where the structure would be erected. He noted that the existing building would remain since this is an existing hair salon. He explained that the first story of the new building would be mainly office space and tool storage. Member Sadler spoke of the architectural roof line and of parking requirements. She also addressed sidewalk standard requirements and that it should be build fronting Fir Street. Mr. Psulkowski inquired about the orientation of the building and noted that the height would be 33 feet. Ms. Pearson addressed setbacks that may apply for building construction, specifically regarding the distance between the existing building, and mechanical equipment which should be at a minimum of 5 feet from any lot lines.

Member Neville spoke of required planting of shade trees.

Member Guadagnino noted that capacity would need to be assessed and asked for the owner to apply and fill out a Utility Connection application since a separate meter for the new building will be required. She added that they will need a backflow preventer, that a stormwater system will be required along with a drainage plan and report.

Member Forstrom addressed waste bins, possibly a roll-off which area would need to be enclosed and landscaped.

Member Mattes had no comments but encouraged the applicant to contact the Building Department with any questions.

DRAFT

Member Sadler noted that a Summary Report of these comments will be shared with the applicant.

The 2nd Walk In inquiry addressed the Committee:

David Cook, 500 S. Front Street, spoke of a project to install a storage building on his property for personal use and stated that this would require the removal of 2 trees.

Member Neville encouraged the owner to try to accommodate retainment of trees since any removal would have to be mitigated.

Member Sadler noted that since this is in the CRA it would have to be reviewed by the Historic District Council (HDC).

Member Guadagnino spoke of impervious areas and that a stormwater system would be required.

Building, Code Enforcement, and Street had no comments.

Chair Platt emphasized that the building would need to be elevated since it is in a flood area. He summarized that the Next step would be to proceed with HDC review and Building permit applications.

9. COMMITTEE BUSINESS

Member Sadler spoke of the usage of the Share Point Group application and that she is trying to eliminate users that are not contributing.

10. ADJOURNMENT 10:42

Sylvie McCann, Recording Secretary

Jacob Platt, Chair

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

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

Date Thu 12/18/2025 11:10 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

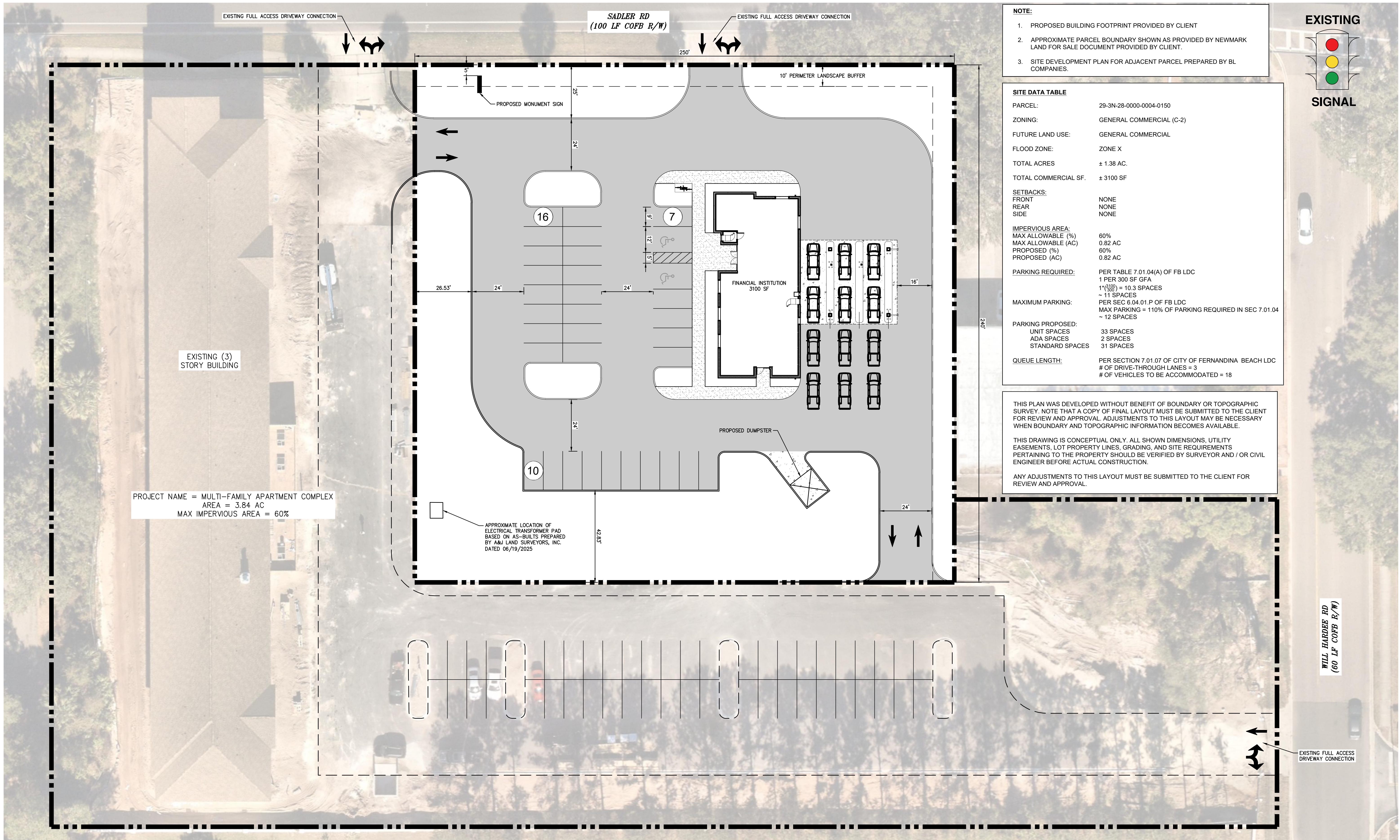
IMPORTANT NOTES

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 First Step items are 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	A complete application., Site plans or scaled drawings; , Any other files that illustrate the proposed project; and, A signed and notarized Agent Authorization form (if applicable).
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	2000 Sadler Rd
City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	29-3N-28-0000-0004-0150
Lot	<i>Field not completed.</i>
Block	<i>Field not completed.</i>
Subdivision	<i>Field not completed.</i>
Zoning District	C-2
Future Land Use Designation	General Commercial
Overlay District	None
Size of Property (acres)	1.38
Present Property Use	Hotels and Motels
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	Kaleb

Last Name	Heth
Company (if applicable)	Kimley-Horn and Associates, Inc.
Telephone Number	904-828-3900
E-mail Address	kaleb.heth@kimley-horn.com
PROJECT INFORMATION	
Project Name	Sadler Rd Financial Institution
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	Develop a 3100 SF financial institution with drive-thru facilities with associated parking, drainage, and utility services.
Proposed Access Road	Sadler Rd
Rd Maintenance Jurisdiction	City Maintained
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant First Name	Kaleb
Applicant Last Name	Heth
Today's Date	12/18/2025
Upload Supporting Documentation	2025-12.18 - CFCU Sadler - Concept A.3.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	



- NOTE:**
1. PROPOSED BUILDING FOOTPRINT PROVIDED BY CLIENT
 2. APPROXIMATE PARCEL BOUNDARY SHOWN AS PROVIDED BY NEWMARK LAND FOR SALE DOCUMENT PROVIDED BY CLIENT.
 3. SITE DEVELOPMENT PLAN FOR ADJACENT PARCEL PREPARED BY BL COMPANIES.

SITE DATA TABLE	
PARCEL:	29-3N-28-0000-0004-0150
ZONING:	GENERAL COMMERCIAL (C-2)
FUTURE LAND USE:	GENERAL COMMERCIAL
FLOOD ZONE:	ZONE X
TOTAL ACRES	± 1.38 AC.
TOTAL COMMERCIAL SF.	± 3100 SF
SETBACKS:	
FRONT	NONE
REAR	NONE
SIDE	NONE
IMPERVIOUS AREA:	
MAX ALLOWABLE (%)	60%
MAX ALLOWABLE (AC)	0.82 AC
PROPOSED (%)	60%
PROPOSED (AC)	0.82 AC
PARKING REQUIRED:	PER TABLE 7.01.04(A) OF FB LDC 1 PER 300 SF GFA 1*($\frac{3100}{300}$) = 10.3 SPACES ~ 11 SPACES
MAXIMUM PARKING:	PER SEC 6.04.01.P OF FB LDC MAX PARKING = 110% OF PARKING REQUIRED IN SEC 7.01.04 ~ 12 SPACES
PARKING PROPOSED:	
UNIT SPACES	33 SPACES
ADA SPACES	2 SPACES
STANDARD SPACES	31 SPACES
QUEUE LENGTH:	PER SECTION 7.01.07 OF CITY OF FERNANDINA BEACH LDC # OF DRIVE-THROUGH LANES = 3 # OF VEHICLES TO BE ACCOMMODATED = 18

THIS PLAN WAS DEVELOPED WITHOUT BENEFIT OF BOUNDARY OR TOPOGRAPHIC SURVEY. NOTE THAT A COPY OF FINAL LAYOUT MUST BE SUBMITTED TO THE CLIENT FOR REVIEW AND APPROVAL. ADJUSTMENTS TO THIS LAYOUT MAY BE NECESSARY WHEN BOUNDARY AND TOPOGRAPHIC INFORMATION BECOMES AVAILABLE.

THIS DRAWING IS CONCEPTUAL ONLY. ALL SHOWN DIMENSIONS, UTILITY EASEMENTS, LOT PROPERTY LINES, GRADING, AND SITE REQUIREMENTS PERTAINING TO THE PROPERTY SHOULD BE VERIFIED BY SURVEYOR AND / OR CIVIL ENGINEER BEFORE ACTUAL CONSTRUCTION.

ANY ADJUSTMENTS TO THIS LAYOUT MUST BE SUBMITTED TO THE CLIENT FOR REVIEW AND APPROVAL.

