



AGENDA
PLANNING ADVISORY BOARD
REGULAR MEETING
JANUARY 14, 2026
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 for the December 10, 2025 Regular Meeting.
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - 5.1 ***(Legislative)* - PAB 2025-0021 - CITY OF FERNANDINA BEACH**
The City of Fernandina Beach requests a Land Development Code (LDC) Text Amendment to LDC Section 11.03.02 - Review and Compliance Report by the Technical Review Committee, in order to remove all references of the Airport Advisory Commission, which no longer exists.
 - 5.2 ***(Legislative)* - PAB 2025-0022 - CITY OF FERNANDINA BEACH**
The City of Fernandina Beach requests a Land Development Code (LDC) Text Amendment to LDC Section 9.05.00 - Technical Review Committee, Subsection 9.05.02 Membership, to correlate City Department Names with their Respective Member Representative on the Technical Review Committee
6. **BOARD BUSINESS**
 - 6.1 Elections of Chair and Vice-Chair
7. **STAFF REPORT**
8. **PUBLIC COMMENT**
9. **ADJOURNMENT**

NEXT PAB REGULAR MEETING IS SCHEDULED FOR FEBRUARY 11, 2026.

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.



**MINUTES
PLANNING ADVISORY BOARD
REGULAR MEETING
DECEMBER 10, 2025
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

**1. CALL TO ORDER 5:00
ROLL CALL/ DETERMINATION OF QUORUM**

MEMBERS PRESENT:

Richard Doster (Chair)	Victoria Robas
Nick Gillette	Peter Stevenson
Barbara Gingher	Mark Bennett

MEMBERS ABSENT:

Daphne Forehand (Vice-Chair)

OTHERS PRESENT:

Margaret Pearson, Planning Manager
Mia Sadler, Planner
Teresa Prince, City Attorney
Mackennah Tarmey, Recording Secretary

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of Minutes for the Regular Meeting of November 12, 2025.

ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to approve the Minutes for the Regular Meeting of November 12, 2025, with the noted amendment.

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

4. OLDBUSINESS

There were no Old Business cases to be presented.

5. NEW BUSINESS

5.1 ***(Legislative)* PAB 2025-0016 - FUTURE LAND USE MAP AMENDMENT, LOT 8-9-10 BELVEDERE AVENUE** - The City of Fernandina Beach requests a change of the Future Land use Map category from Low Density Residential (LDR) to Conservation (CON) for the three parcels of land identified as 00-00-31-178A-0002-0080, 00-00-31-178A-0002-0090, and 00-00-31-178A-0002-0100 totaling 0.39 acres of land.

DRAFT

Ms. Pearson introduced the Staff Report analysis and recommended approval. Staff finds the request to be sufficiently compliant with the Comprehensive Plan, Land Development Code and City Commission goals to increase conservation land use and zoning acreage.

Board Discussion was opened.

Member Stevenson stated that he did not review the legal analysis in detail due to its length but assumed it was sufficient given that it was extensive and notarized. Several other members concurred.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gillette, to recommend approval of PAB 2025-0016 to the City Commission; AND that PAB case 2025-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

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

5.2 ***(Quasi-Judicial)* PAB 2025-0017 - ZONING MAP AMENDMENT, LOT 8-9-10 BELVEDERE AVENUE** - The City of Fernandina Beach requests a change to the Zoning Map category from Low Density Residential (R-1) to Conservation (CON) for the three parcels of land identified as 00-00-31-178A-0002-0080, 00-00-31-178A-0002-0090, and 00-00-31-178A-0002-0100 totaling 0.39 acres of land.

Ms. Pearson presented the Staff Report analysis and recommended approval.

Public Hearing was opened.

Joel McCarthy, 2120 Belvedere Road, owner of Lots 10 and 11, asked whether conservation designation is the same as wetlands. Ms. Pearson responded that the parcels may be wetlands and that Conservation zoning of the properties would render the land undevelopable.

Margaret Kirkland, 1377 Plantation Point Drive, speaking on behalf of Conserve Nassau, said she is appreciative of the person who donated this land to conservation.

Member Stevenson commented that it is great that land is being moved into conservation and that the City should think about creating a “roadmap” for people to facilitate the process of being able to move parts of their lands into conservation.

Kim Wolford, 1315 Broome Street, stated that she has been working with Ms. Kirkland and the Planning & Conservation Department on developing a general program along with signage aimed at improving public education and awareness regarding available conservation options. Member Stevenson suggested that Ms. Wolford contact City Clerk Best about making a special presentation during the City Commission meeting.

Public Hearing was closed.

ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gillette, to recommend approval of PAB 2025-0017 to the City Commission as per Staff recommendation; AND that PAB case 2025-0017 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.

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

5.3 ***(Legislative)* - PAB 2025-0018 - CITY OF FERNANDINA BEACH**
The City of Fernandina Beach requests a Land Development Code (LDC) Text Amendment to LDC Section 5.03.00 Signs, to permit limited signage on conservation lands for the recognition of donors, sponsors, or partners who have contributed to the acquisition, restoration, or stewardship of such

properties, while preserving the natural character and ecological integrity of these lands.

Ms. Pearson introduced the case and provided a brief presentation. She explained that Conservation-zoned properties are not specifically addressed in the Land Development Code under signage regulations; however, certain provisions of the Code do allow temporary signage on Conservation land. Ms. Pearson recommended approval of the case in order to align signage practices with the goals for Conservation-zoned properties.

Chair Doster asked whether property owners interested in selling or donating their land to the City should be contacted. Ms. Pearson responded that Ms. Kathy Russell in the Conservation Department would be the appropriate point of contact.

Member Robas asked about the size of the signage shown in the presentation, and Ms. Pearson provided the dimensions.

Member Robas also emphasized the importance of recognizing land donors but expressed concern about maintaining consistency in signage. She noted that inconsistent signage could create visual clutter and encouraged the establishment of a standard to minimize disruption to the landscape.

Member Stevenson stated that he supports recognition efforts and shared his view that some level of “advertising” is inherent in this type of signage.

Ms. Prince asked whether the proposal applied only to land donated to the City.

Ms. Pearson explained that signage requests may also come from land trusts or state entities that wish to recognize their involvement or donation. She stated that the intent is to allow signage while establishing provisions and guidelines to ensure quality and consistency. Ms. Pearson noted that while Conservation zoned lands currently allow temporary signage, the goal is not to encourage it, as temporary signage could be repeatedly installed and removed without maintaining design standards. She further explained that clearer guidelines would help address signage on both publicly and privately owned Conservation zoned properties.

Additional discussion followed regarding the proposed amendment, including clarification of the intent to allow recognition signage from land trusts and other donors while establishing clear design standards, permitting requirements, and limits on size, placement, and environmental sensitivity. Board members discussed consistency in signage appearance, sign permitting process, and the need for proportionality between sign size and land area, as well as concerns about viewshed impacts and long-term maintenance. Several members emphasized the importance of adopting uniform standards applicable to both public and private conservation lands, while others expressed a desire for clearer language before implementation.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB 2025-0018 to the City Commission for a Land Development Code (LDC) Text Amendment to LDC Section 5.03.00 Signs, with the noted amendment to LDC Section 5.05.02 (A)(1); that property of 5 acres or less shall not exceed a maximum signage size of 6 square feet, and that properties larger than 5 acres shall not exceed a maximum signage size of 16 square feet.

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

5.4 (Legislative) - PAB 2025-0020 - CITY OF FERNANDINA BEACH

The City of Fernandina Beach requests a Land Development Code (LDC) Text Amendment to LDC Section 11.08.04 Specific Penalties for Violation of Tree Permit Requirements, and Table 11.08.04 Fines for Unauthorized Tree Removal (2 or more), to clarify the calculations of fines and establish minimum fine associated with Multi-Family, Subdivisions, Mixed-Use, and Non-Residential violations.

Ms. Pearson introduced the case and provided a brief presentation on the proposed text amendment, noting that the amendment aligns with the City’s conservation goals and the character of the community.

DRAFT

Member Stevenson stated that the amendment would clarify the Land Development Code and reduce potential misinterpretation.

Ms. Prince concurred and referenced a City policy that had been applied in past tree removal enforcement cases, including proceedings before the Special Magistrate. She explained that the policy prioritized fines based on tree size, with larger trees carrying higher penalties to serve as a deterrent. She noted that during an appeal, questions arose addressing the authority to establish this policy and asked whether fines would be assessed by tree size, per tree, or based on the total number of trees removed. Ms. Pearson responded that the proposed amendment specifies that fines would be assessed based on the size of the tree removed.

Ms. Prince presented several hypothetical scenarios, and Member Gillette suggested that additional clarification may be needed regarding which property types would be subject to the fines, including legal considerations related to “lot of record.”

The Board discussed potential revisions to the language.

Public Comment was opened.

Margaret Kirkland, speaking on behalf of Conserve Nassau, stated that the penalties were established for a reason and expressed support for clearer fine assessment criteria. She added that many of the affected sites are likely to be heavily impervious and stated that higher fines for tree removal are appropriate given the environmental impacts.

ACTION TAKEN: A motion was made by Member Gillette, seconded by Member Stevenson, to recommend approval of PAB 2025-0020 to the City Commission for Land Development Code (LDC) Text Amendment to LDC Section 11.08.04 Specific Penalties for Violation of Tree Permit Requirements, and Table 11.08.04 Fines for Unauthorized Tree Removal (2 or more), to clarify the calculations of fines and establish minimum fine associated with Multi-Family, Subdivisions, Mixed-Use, and Non-Residential violations.

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

6. BOARD BUSINESS

Member Gillette provided an update on impact fees, noting that state law allows a 50% increase in fees, with potential for higher increases under extreme circumstances. He explained that for the County to collect fees from the City, an interlocal agreement is typically required. Some entities, such as the school board, have agreements in place, while others do not, resulting in situations where the City pays fees to the County but cannot charge back, effectively creating double taxation for residents.

Member Stevenson inquired about the next County meeting for final adoption, and there was discussion regarding its scheduling.

Member Gillette also addressed mobility fees, explaining that county projects are focused east of I-95 and highlighting how City funds are being used for County infrastructure projects, potentially creating inequities for the City. He proposed drafting a new interlocal agreement to ensure fairness and suggested that the board draft a letter to the County.

Kim Wolford, 1315 Broome Street, thanked Mr. Gillette and asked how residents could be involved; he recommended contacting the County commissioner representing the City. Further discussion ensued regarding fee allocation, fines, and County arguments.

Ms. Prince provided input, and Mr. Akramoff shared past experiences and county perspectives, including challenges with transportation in large developments. Member Gillette clarified how the fee charts were developed, emphasizing that the City bears much of the burden. Member Robas noted that the fees impact housing affordability.

DRAFT

The Board discussed next steps for drafting a letter to the County, emphasizing that it must be submitted to the City Commission for approval. Ms. Wolford noted that the City generates a significant portion of the County's tax revenue and expressed concern about the imbalance in fee allocation, which Member Gillette agreed with.

7. **STAFF REPORT**
8. **PUBLIC COMMENT**
9. **ADJOURNMENT 6:52**

Mackennah Tarmey, Recording Secretary

Richard Doster, Chair

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: December
19, 2025

Submitted By: Mackennah Tarmey, Planning
Technician

Print

Planning Advisory Board (PAB) - Submission #17796

Date Submitted: 12/19/2025

Planning Advisory Board (PAB) Application

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

Fees

Once application is submitted it will be reviewed for completeness. Once verified complete, an invoice will be emailed to the applicant.

Zoning Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)

Land Use Map Amendment (≤ 10 acres \$2,500 / > 10 acres \$5,000)

LDC Text Amendment (\$1,500)

Comp Plan Amendment (\$5,000)

Vacation of R.O.W. (\$3,500)

Small Cell Outside R.O.W. (per application) (\$500)

Voluntary Annexation (\$2,000)

Development of Regional Impact: Amend Development Order (\$1,500)



New Telecommunications Structure (\$2,500)



Revision to each PAB Application \$400

2026 Submission Deadlines + Meetings Calendar



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.



Preliminary Subdivision Plat – see LDC Section 11.01.05.



Final Subdivision Plat – LDC Section 11.01.05.



Zoning Map Changes – See LDC Section 11.01.07.

The LDC is available for review at

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);

If applying as an agent, Owner's Authorization for Agent Representation form needs to be signed/ notarized and included in application;

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?*

What was the date of your pre-application meeting?*

If you have yet to have a pre-application meeting, please choose a date and time to schedule your meeting now. Every Tuesdays are reserved for pre-application appointments.*

PROPERTY INFORMATION

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

Site Address*

City*

State*

Zip*

Parcel ID #(s)*

Lot*

Block*

Subdivision*

Zoning District*

Future Land Use Designation*

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

City posting sign must remain on the property until the meeting is held. The sign will then be picked up by City Staff or can be returned to City Hall by the applicant.

REVIEW TYPE*



Zoning Map Amendment ≤ 10 acres <input type="checkbox"/>	Subdivision Plat – Preliminary > 20 units <input type="checkbox"/>
Zoning Map Amendment > 10 acres <input checked="" type="checkbox"/>	Subdivision Plat – Final <input type="checkbox"/>
LDC Text Amendment <input type="checkbox"/>	Vacation of R.O.W. <input type="checkbox"/>
Comp Plan Amendment <input type="checkbox"/>	Voluntary Annexation <input type="checkbox"/>
Subdivision Plat – Preliminary ≤ 20 units	Revision to PAB Application

OWNER OF RECORD

As recorded with the Nassau County Property Appraiser

First Name*

Sarah

Last Name*

Campbell

Company (if applicable)

City of Fernandina Beach

Mailing Address*

204 Ash Street

City*

Fernandina Beach

State*

Florida

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

Florida

Zip

32034

Telephone Number

9043103480

E-mail Address

planninginfo@fbfl.city

PROJECT INFORMATION

Previous Planning/Zoning Approvals

Summary of Request (more detailed information to be provided in required letter of intent)*

Requests amendments to LDC Section 9.05.00 Technical Review Committee, subsection 9.05.02 Membership, to correlate city department names with their respective member representative on the Technical Review Committee.

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*

Upload Supporting Documentation*

LDC Amendment Letter.docx

12/19/2025

EDC Attachment EDC01.docx

 City of FB logo
NEW Reflex

Upload 2

Choose File No...en

Upload 3

Choose File No...en

Upload 4

Choose File No...en

DEPARTMENT OF PLANNING & CONSERVATION

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

11.03.02 Review and Compliance Report by the Technical Review Committee

- D. When an application is for property within the Airport Overlay ~~Zone~~, the application shall also be sent to the ~~Airport Advisory Commission~~ ~~Airport Manager or City Manager's designee~~, for review and recommendation.
- E. If the application fails to comply with the standards and criteria of this LDC, the compliance report shall specifically identify the manner in which the application is deficient, including a citation of applicable sections of this LDC.
- F. Where the application includes a request for an administrative waiver, as set forth in Section 10.03.00, the compliance report shall include documentation of the compliance of the requested waiver with standards applicable to the requested waiver and the action taken on the requested waiver.
- G. The TRC shall hold a public meeting for consideration of the preliminary compliance report and proposed revisions to the application provided by the applicant.
- H. The applicant may request extensions of up to thirty (30) days for correction of deficiencies identified in the preliminary compliance report. Such request shall be in writing. The application will be rescheduled for a TRC meeting at the end of the thirty (30) day extension.
- I. Within fifteen (15) days following receipt of a revised application, the TRC shall revise the compliance report, as needed, to evaluate additional information from the applicant for correction of deficiencies.
- J. For matters to be considered by the BOA, Planning Advisory Board, or City Commission, the compliance report shall contain proposed findings, proposed conclusions, and a recommendation for approval, approval with conditions, or denial. When the recommendation is for approval with conditions, proposed conditions shall be provided.
- K. For matters to be decided by the TRC, the compliance report shall contain proposed findings for consideration by the TRC when it renders a decision regarding the application.
- L. The compliance report, including a written report from the HDC or ~~Airport Advisory Commission~~ ~~Airport Manager or City Manager's designee~~, where required, and the application materials shall be forwarded to the City Commission for action as set forth in Section 11.03.04

Explanation: At present, the LDC mentions an Airport Advisory Commission that no longer exists. This text amendment aims to remove all references to the Airport Advisory Commission and add a reference to the Airport Manager or City Manager's designee. The Airport Advisory Committee was dissolved during the City Commission Meeting on June 3, 2025, through Resolution 2025-95.

DRAFT



NOTICE OF PUBLIC HEARING PLANNING ADVISORY BOARD CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Wednesday, January 14, 2026, at 5:00 p.m.** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following:

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0021: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 11.03.02 REVIEW AND COMPLIANCE REPORT BY THE TECHNICAL REVIEW COMMITTEE, IN ORDER TO REMOVE ALL REFERENCES TO THE AIRPORT ADVISORY COMMISSION, WHICH NO LONGER EXIST, AND ADD A REFERENCE TO THE AIRPORT MANAGER OR CITY MANAGER'S DESIGNEE.

LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

PAB CASE 2025-0022: CITY OF FERNANDINA BEACH REQUESTS AMENDMENTS TO LDC SECTION 9.05.00 TECHNICAL REVIEW COMMITTEE, SUBSECTION 9.05.02 MEMBERSHIP, TO CORRELATE CITY DEPARTMENT NAMES WITH THEIR RESPECTIVE MEMBERSHIP REPRESENTATIVES ON THE TECHNICAL REVIEW COMMITTEE (TRC).

Interested parties may appear at said hearing and be heard as to the advisability of any action which may be considered. Any person with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3100, TTY 711, (TTY number for all City offices) or through the Florida Relay Service at 711 at least 24 hours in advance to request such accommodation. The PAB serves as an advisory committee. Every application is submitted to the City Commission for final decision making. Copies of the applications may be inspected in the office of the Planning Department, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. To make an appointment with a planner, please call 904-310-3480.

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: December
19, 2025

Submitted By: Mackennah Tarmey, Planning
Technician

Online Form Submittal: Planning Advisory Board (PAB)

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

Date Fri 12/19/2025 1:12 PM

To Planning Info <planninginfo@fbfl.org>

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	Land Use Map Amendment (≤ 10 acres \$2,500 / > 10acres \$5,000)
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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.
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The LDC is available for review at	www.fbfl.us/LDC
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Application Requirements	<i>Field not completed.</i>
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Have you met with a planner for a pre-application meeting?	Yes
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What was the date of your pre-application meeting?	12/19/2025
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PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
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Site Address	204 Ash Street
City	Fernandina Beach
State	Florida
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	Florida
Zip	32034
Telephone Number	9043103487
Email Address	scampbell@fbfl.city
OWNER'S AGENT <i>If other than owner. If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included</i>	
First Name	Margaret
Last Name	Pearson

Mailing Address	204 Ash Street
City	Fernandina Beach
State	Florida
Zip	32034
Telephone Number	9043103487
E-mail Address	mpearson@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 amendments to LDC Section 9.05.00 Technical Review Committee, subsection 9.05.02 Membership, to correlate city department names with their respective member representative on the Technical Review Committee.
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	11/17/2025
Upload Supporting Documentation	LDC Amendment Letter.docx
Upload 2	<i>Field not completed.</i>
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>

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

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

9.05.00 TECHNICAL REVIEW COMMITTEE

9.05.01 Establishment

There is hereby created and established a Technical Review Committee (TRC) for the purpose of receiving, reviewing, and rendering decisions on applications subject to administrative review and decision as set forth in Chapter

9.05.02 Membership

Membership of the TRC shall include, at a minimum, a representative from the following City departments:

- A. Planning and Zoning
- B. Utility
- C. Building
- D. ~~Facilities Maintenance~~ Public Works/Operations
- E. Fire Department

Explanation: To correlate City department names with their respective membership representatives on the Technical Review Committee (TRC).



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LAND DEVELOPMENT CODE (LDC) TEXT AMENDMENTS

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