



**AGENDA
TECHNICAL REVIEW COMMITTEE
REGULAR MEETING
FEBRUARY 12, 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 the Minutes for the Regular Meeting of January 22, 2026.
- 5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)**
 - 5.1 LASSERRE BUILDING - MIRANDA ARCHITECTS, 15 S. 4TH STREET**
Demolition of existing 1-story building. Construction of new 3-story mixed use retail/business building. (C-3)
 - 5.2 815 FIR STREET PROJECT - AMELIA COASTAL REALTY, AGENT FOR PHIL & JANET GRIFFIN, 815 FIR STREET, 605 & 607 S. 9TH STREET**
Demolish 3 aging residential buildings and construct a new mixed-use building on the site. (MU-8)
 - 5.3 AMELIA FELLOWSHIP - GULFSTREAM DESIGN GROUP, LLC, 1900 AMELIA TRACE COURT**
Expansion of the existing campus to include construction of one (1) new 5,500 soft assisted living facility, two (2) new 2,300 soft memory care buildings, six (6) new living cottages, modified stormwater management facilities, access/utility easement vacation, and necessary ancillary infrastructure. (C-1)
 - 5.4 RIVERSIDE WATERFRONT PROJECT - RON FLICK, AGENT FOR OSTEEN CO LLP / RICHARD S. & PAMELA O. SIMMONS, PT LOTS 1 & 2 N. FRONT STREET**
Construction of a 28,000 soft commercial water-dependent development project to include specialty shops, retail shops, and restaurants. (IW)
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
 - 7.1 TRC-2026-0001_BUILT TO LAST CONSTRUCTION INC., 529 S. 9TH STREET**
Site Review for the demolition of a 1-story commercial structure, construction of a 2-story Mixed Use structure w/office space & storage (1st Fl) and Residence (2nd Fl), and construction of a 1-story office building.
- 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 FEBRUARY 26, 2026.

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
JANUARY 22, 2026
10:00AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

1. CALL TO ORDER 10:00 AM

2. ROLL CALL

Jacob Platt, Project Coordinator
Jimmy Parr, 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

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 January 8, 2026.

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Guadagnino, to approve the Minutes for the Regular Meeting of January 8, 2026, as presented.

Member Platt gave a few updates regarding the phishing emails that have been circulating and directed to the public. He warned that these are scammers that pose as the City and that Boards would never send out bills or any reminders for any applications.

5. FIRST STEP REVIEW (PRE-APPLICATION ITEMS)

5.1 CHAMPEAU/MORRIS CONDOMINIUM PROJECT - 109 S. 8TH STREET, CHARLES A. & BETTY JO MORRIS

Site Plan Review for the construction of a 4-unit condominium buildings plus a small commercial space.
(C-3)

Chris Champeau, 306 Ash Street, collaborated with Mr. Charles Morris, who owns 109 S. 8th Street, to conceptualize these plans. He provided the committee with architectural drawings of his intended project.

Chair Platt stated a C-3 zoning and that both properties are within the boundaries of the Historic District.

Member Neville, arborist, asked about the commercial element. The applicant said that the commercial space would be located on the 2nd floor due to parking requirements. Member Neville asked about parking and then explained the shade tree requirements. Because they are proposing mixed use, he shared with the applicant the requirements of shade tree and buffer planting requirements. The applicant spoke of setbacks and buffer requirements. Member Neville identified

the buffer type B and the stipulations attached with it and pointed out that the other property as 306 Ash Street will also require a buffer type B.

Member Sadler referred back to 109 8th Street project and requested information about the residential units, its density calculations at 5 units, that the project will need to go through the HDC Board Review, and that the applicant must apply within the 45 days deadline. She asked how many units are being planned. The applicant identified the property as having 4 units.

Member Sadler then acknowledged that she is willing to meet with the applicant beforehand to make sure that all HDC related documents are received with the application and also recommended a HDC Conceptual Review first followed by a Final Approval Review. Furthermore, landscaping requirements, maximum height requirements and other elements were discussed.

Member Guadagnino stated that there is no city water service for the 109 S. 8th Street property. Utilities will need information regarding those services going in and other requirements, such as a backflow preventer, which will need to be included in the plans. The applicant asked Member Guadagnino if there were any stormwater mitigation plans being implemented at that property. Member Guadagnino responded that this would depend on the capacity and further explained that the Utility Department would need official documentation from DOT and that there is storm water mitigation and retention system in place. Lastly, she asked the applicant about the meter size and established that it will need to be large enough for fire suppression.

Chair Platt corroborated with Member Sadler about the minimum parking requirements for the C-3 triplex and duplex standards. He explained that Supplemental Standards in Chapter 6 of the LDC outline that there should be 2 parking spaces per unit for any area over 1200 sqft. There was additional conversation between the applicant and Chair Platt, to which he suggested reviewing these requirements when finalizing these plans.

Member Forstrom said that trash and recycling should be stored in the back if residents are going to have to wheel them to the front of the building for trash pickup days. In regard to the 309 Ash Street project, the applicant indicated that totes would be put on the side street. Member Forstrom stated she's not necessarily worried about the trash itself, but more so about the area needed to accommodate 10 totes since there are existing problems downtown with similar spacing issues.

Member Sabattini asked what the commercial use for the first floor would be. The applicant said an art gallery or a real estate office of sort. The applicant also said that there is a 2ft side they are not developing that could be used.

Committee members discussed the use of trash totes and potential solutions to reduce the need for trash trucks to access the site, as well as the number of totes proposed. Member Forstrom expressed concern regarding Waste Management procedures, noting that the trash totes could create a traffic hazard. She then told the applicant she would conduct additional research about this issue and would follow up with them.

Member Higginbotham had no comments. However, the applicant pointed out they will have a fire suppression system and will be using insulated concrete forms as an element of their building materials.

Chair Platt asked questions about the floor plans and driveway cuts. There was discussion among the members and the applicant regarding easements and driveway cuts.

Next Step would be to address comments and apply for a Formal TRC Review and apply for a COA from the Historic District Council (HDC)

5.2 CHAMPEAU/MORRIS CONDOMINIUM PROJECT - 306 ASH STREET, CHRISTOPHER C. CHAMPEAU

Site Plan Review for the construction of a 4-unit condominium buildings plus a small commercial space.
(C-3)

Because the intended project is similar in nature to the 109 S. 8th Street project, this proposal had similar elements and comments.

Member Neville said this project requires 50% mitigation.

Member Sadler stated that the proposed four units are permissible. She explained that the lot contains both residential and commercial uses, and because a portion of the property lies within the Historic District, the entire project is subject to Historic District review. She advised the applicant that the lots will need to be combined through the Nassau County Property Appraiser. She also noted that the 12-foot easement on the south end will require a Right-of-Way permit for a driveway cut onto Ash Street. She further described the applicable impervious surface ratio and height requirements.

Member Guadagnino reiterated that currently there are no additional stormwater services to the property, but that stormwater management will be addressed in this area within the next month.

Member Forstrom said her comments were the same as the previous case.

No further comments were made by the board.

Next Step would be to address comments and apply for a Formal TRC Review and apply for a COA from the Historic District Council (HDC)

5.3 SOUTH 3RD STREET DEVELOPMENT - ALAN BORGMAN, 309 S. 3RD STREET

Construction of a duplex and 1 single-family residence. (MU-1)

Asa Gillette, 31 S. 4th Street, presented a continuation project located on S. 3rd Street and Date Street. This project entails expanding the alleyway and constructing three (3) more units. He then stated that the purpose of this proposal was to avoid infringing on existing permits and plans that are currently active at the property.

Member Neville said that the submitted survey shows heavy tree removals. He mentioned a change to the LDC regarding palm trees and stated that palm trees now only count as 2 inches in mitigation plans. He suggested the applicant hire a certified arborist to do tree inspections and assess the health of the trees.

Member Sadler explained that plans meet the maximum impervious surface cover allowed and recommended the re-establishment of the lot lines of record by meeting with the Nassau County Property Appraisers Office. Additionally, she stated that there is no side yard setbacks required for this project because the alley way is included in the plans.

Member Guadagnino asked to follow the same regulations that apply for the other portion of the existing project. She recommended that contractors would need to meet the cities' road cut overlay requirements.

Chair Platt said the elevations look good.

Member Forstrom talked about trash totes and the applicant indicated they will be stored in the garage.

Member Sabattini raised the topic of biking trails and noted that Mr. Spino, advocate for the biking community, is actively working on a proposed trail that would run through the area. She suggested the applicant consider the front sidewalk in future plans to accommodate the potential trail.

Member Neville stated that he would look into the street tree requirements for this particular project.

No other comments were made by the board.

Ms. Pearson indicated she would share the email received regarding the biking trail.

Next Step would be to address comments and apply for a Formal TRC Review.

5.4 BEACH ACCESS 9 RENOVATION - CITY OF FERNANDINA, BEACH ACCESS 9 (S FLETCHER/JASMINE ST)

Reconstruction of Beach Access 9 dune walkover.

DRAFT

Asa Gillette, agent for the City, presented the project and explained that the proposal is to slightly realign the pathway to coordinate with recent DOT changes to the crosswalk and signage. The design follows DEP dune guidelines, maintaining a 36-inch separation between the dunes and the stairs. The proposal includes an increased number of stairs while keeping the boardwalk terminus at its current location and maintaining the existing footpath alignment.

Member Sadler stated that she would complete the DEP letter request today and requested that the applicant coordinate with FWC to ensure awareness of gopher tortoises and any required mitigation

Member Guadagnino noted the presence of a manhole near the beach access in the sand parking lot and stated it should not impact the project. He also advised that sewer and water lines run north and south through the area and asked that care be taken during construction.

The applicant said he intends to keep the project 10ft off the property line for safety. He also explained that re-grading is proposed in the area and that no parking layout is being designed, as parking does not currently exist at that location. Lastly, he noted that the intent of the project is to better control pedestrian traffic.

Next Step would be to apply for building permits once the City DEP approval letter is received.

6. OLD BUSINESS

7. SIGN OFF

7.1 TRC 2024-0004 - GILLETTE & ASSOCIATES, AGENT FOR DARIUS PROPERTY LTD., 1520 S. 14TH STREET

ACTION TAKEN: A motion was made by Member Forstrom, seconded by Member Guadagnino, to sign off and approve TRC 2024-0004, as presented.

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

9. COMMITTEE BUSINESS

10. ADJOURNMENT: 10:40

Mackennah Tarmey, Recording Secretary

Jacob Platt, Chair

From: noreply@civicplus.com
To: [TRC Info](#)
Subject: Online Form Submittal: Technical Review Committee (TRC): First Step Review Request
Date: Monday, January 12, 2026 2:22:57 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.

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:	<i>Field not completed.</i>
The LDC is available for review at	www.fbfl.us/LDC
Application Requirements	A complete application., Site plans or scaled drawings; , A signed an notarized Agent Authorization form (if applicable).
PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	15 South 4th Street
City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	00-00-31-1800-0013-0270, 00-00-31-1800-0013-0261
Lot	27, part of 26
Block	13
Subdivision	<i>Field not completed.</i>
Zoning District	C-3
Future Land Use Designation	Central Business District
Overlay District	Downtown Historic District
Size of Property (acres)	.08
Present Property Use	retail
Wetlands	No
Flood Zone	X, area of minimal flood hazard
Coastal Construction Control Line (CCCL)	No

CONTACT INFORMATION

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

First Name	Jose
Last Name	Miranda
Company (if applicable)	MIRANDA ARCHITECTS
Telephone Number	9047533099
E-mail Address	jmiranda@mirandaarchitects.com

PROJECT INFORMATION

Project Name	Lasserre Building
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	Demolition of existing 1-story building. Construction of new 3-story mixed use retail/business building.
Proposed Access Road	Centre Street, South 4th Street
Rd Maintenance Jurisdiction	City Maintained
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant First Name	Jose
Applicant Last Name	Miranda
Today's Date	1/12/2026
Upload Supporting Documentation	15 S 4th Street Survey.pdf
Upload 2	Agent Authorization Ctr and 4th llc.pdf
Upload 3	Lasserre 15 S 4th St Prelim Design 6 Jan 26.pdf

Upload 4

Field not completed.

Upload 5

Field not completed.

DEPARTMENT OF PLANNING & CONSERVATION

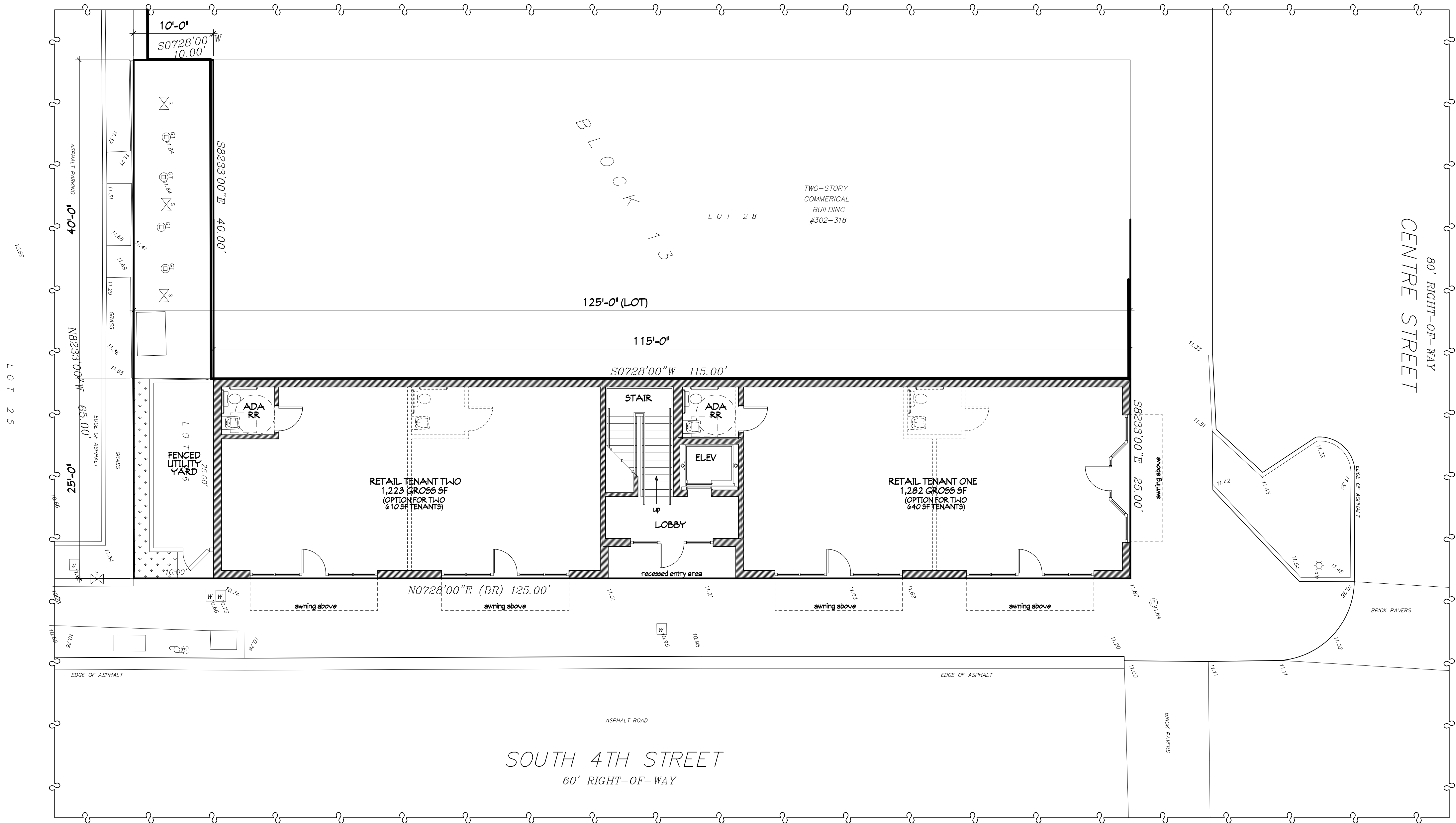
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 |

www.fbfl.us/planning

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

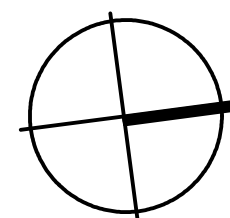
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PROJECT SUMMARY	
SITE AREA:	3,525 SQ. FT.
ZONING:	C-3, CENTRAL BUSINESS DISTRICT DOWNTOWN HISTORIC DISTRICT OVERLAY
ON-SITE PARKING:	NOT REQUIRED
BUILDING SQUARE FOOTAGE:	
1ST FLOOR CONDITIONED	= 2,811 SF
2ND FLOOR CONDITIONED	= 2,875 SF
3RD FLOOR CONDITIONED	= 1,012 SF
TOTAL CONDITIONED AREA	= 6,698 SF
TOTAL UNCONDITIONED AREA	= 64 SF
OCCUPANCY TYPE:	MIXED USE 1ST FLOOR MERCANTILE (M) 2ND FLOOR BUSINESS (B) 3RD FLOOR STORAGE (S)
CONSTRUCTION TYPE:	TYPE V-B, UNSPRINKLED CMU EXTERIOR WALLS WOOD FRAMED FLOOR/ROOF/CEILING



SITE PLAN / FIRST FLOOR PLAN DESIGN CONCEPT

1/8"=1'-0"



SITE PLAN/FLOOR PLANS	
REVISIONS	DATE

DESIGN FOR THE

LASSERRE BUILDING

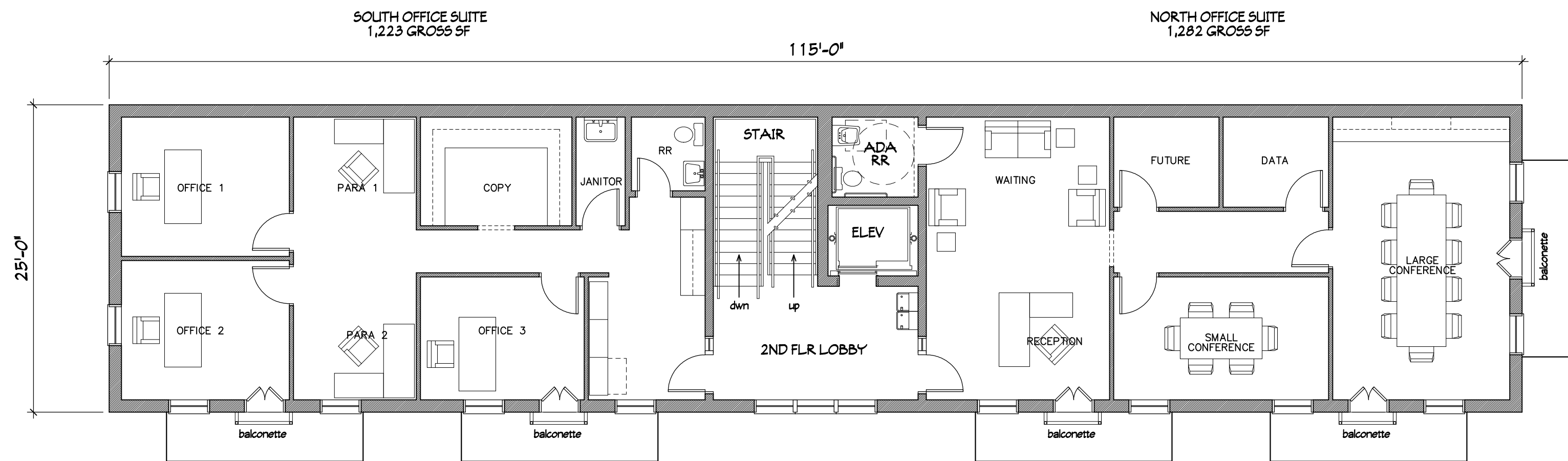
15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034



**MIRANDA
ARCHITECTS**
308 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. AH0887

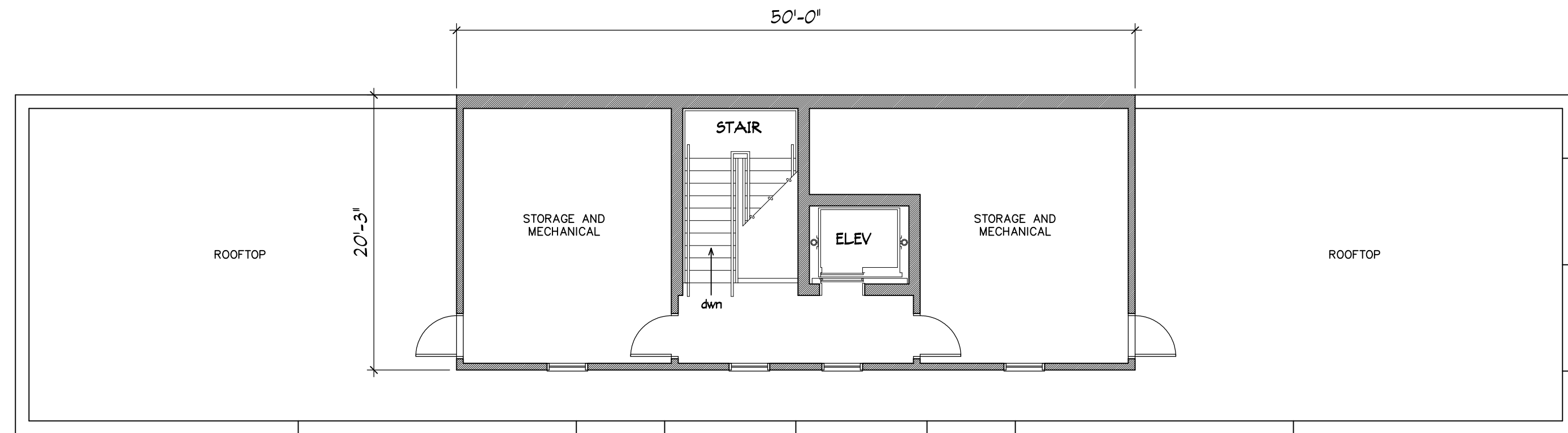
LASSERRE CENTRE & 4TH DESIGN CONCEPT
PROJECT # L250909
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 01-06-26

This drawing and the design ideas
contained herein are the sole property
of Lasserre Centre & 4th Design
Concept. No part of this drawing
may be reproduced or copied in
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of Lasserre Centre & 4th Design
Concept.



SECOND FLOOR PLAN DESIGN CONCEPT

1/8"=1'-0"



THIRD FLOOR / ROOF PLAN DESIGN CONCEPT

1/8"=1'-0"

2ND AND 3RD FLOOR PLANS	
REVISIONS	DATE

DESIGN FOR THE
LESSERRE BUILDING
15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034



**MIRANDA
ARCHITECTS**
309 1/2 CENTRE STREET, SUITE 208
FERNANDINA BEACH, FL 32034
TEL: 904.261.4586
FL REG. NO. 471887

LASSERRE CENTRE & 4TH DESIGN CONCEPT
PROJECT # L250909
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 01-06-26



SOUTH ELEVATION

1/8"=1'-0"



EAST ELEVATION / SOUTH FOURTH STREET

1/8"=1'-0"



NORTH ELEVATION / CENTRE STREET CONTEXT

1/8"=1'-0"

This drawing is the property of the architect and is not to be reproduced or copied in whole or in part without the written consent of the architect. Any other project and is to be returned on request.

LASSERRE CENTRE & 4TH DESIGN CONCEPT
PROJECT # L250909
DRAWN BY -- JLM
CHKD BY -- JLM
DATE -- 01-26-26

MIRANDA ARCHITECTS
309 1/2 CENTRE STREET, SUITE 206
FERNANDINA BEACH, FL 32034
904.261.4586 TEL
FL REG. NO. J000007

DESIGN FOR THE
LASSERRE BUILDING
15 SOUTH 4TH STREET
FERNANDINA BEACH, FL 32034

EXTERIOR ELEVATIONS	REVISIONS	DATE



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE Centre & Fourth LLC

(print name of property owner(s))

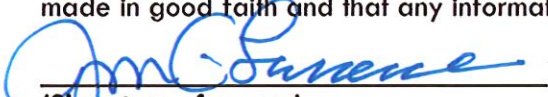
hereby authorize: Jose Miranda c/o Miranda Architects

(print name of agent)

to represent me/us in processing an application for: TRC

(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 of owner)
Sole Manager

Jon C. Lasserre

(Print name of owner)

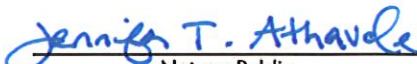
(Signature of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 7th day
of January, 2026, by Jon C. Lasserre.

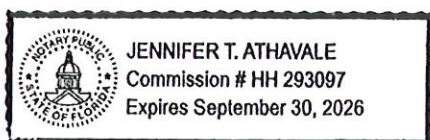

Notary Public

Jennifer T. Athavale

Printed Name

09/30/2026
My Commission Expires

Personally Known X OR Produced Identification _____ ID Produced: _____



815 Fir Street Project Notes

Goal – Create a stand-alone mixed-use building w/ 4 units on Lot 8, Block 147

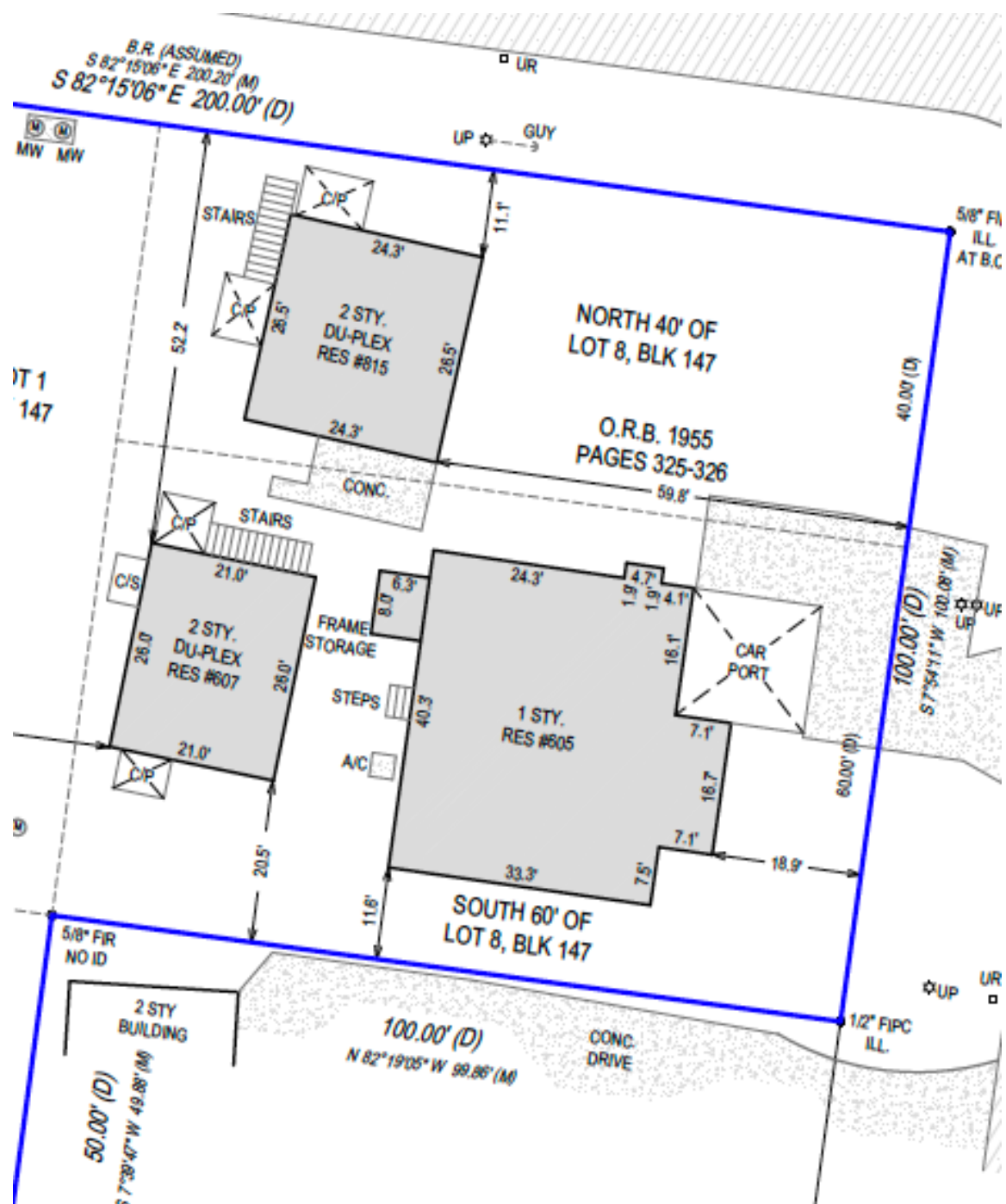
Bldg - 40 x 80 ground floor (3,200 SF). 1,600 SF upstairs

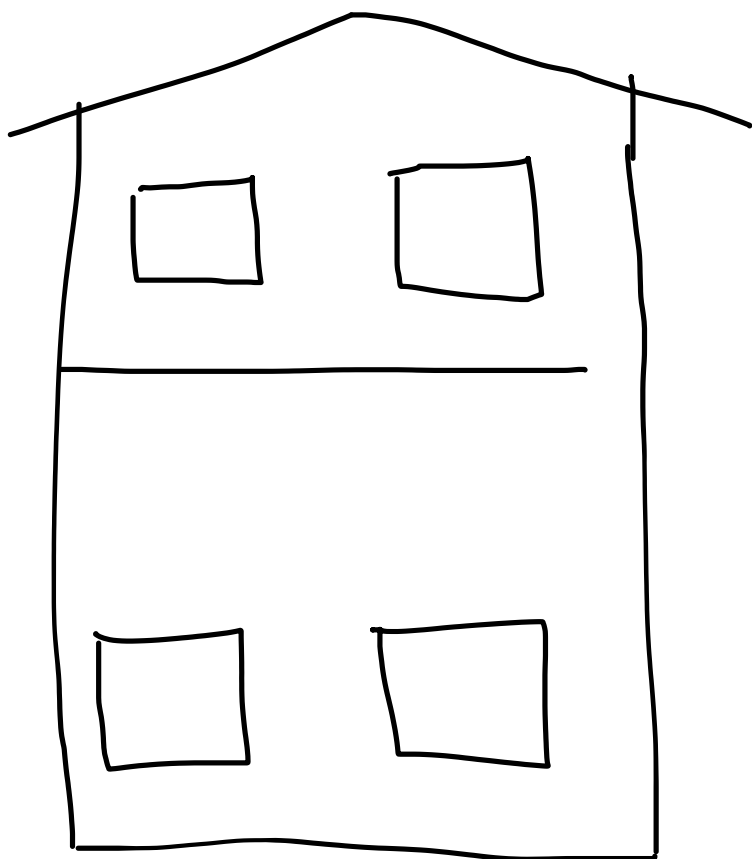
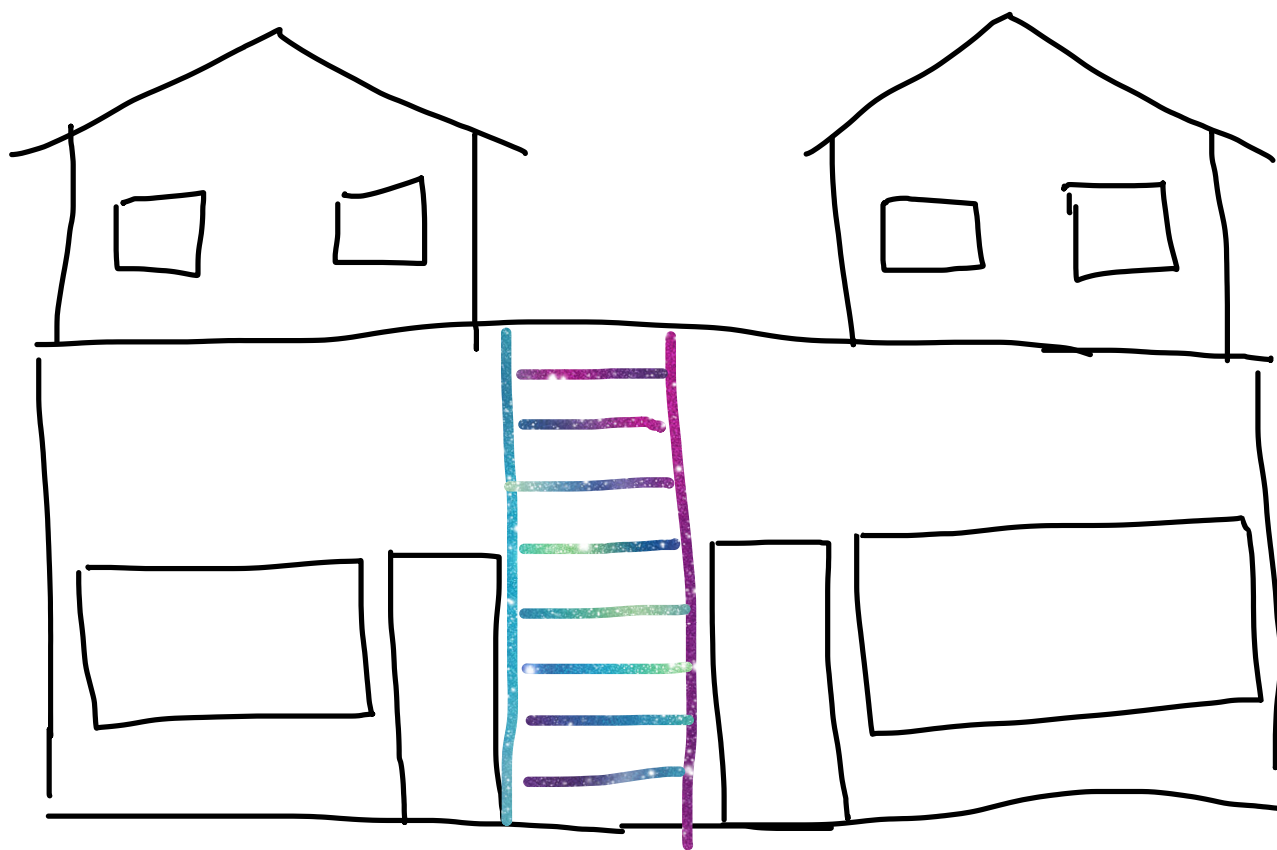
2 commercial spaces. Unit A – 1,800 SF office, Unit B 1,400 SF retail

2 apartments – Unit C – 800 SF, Unit D – 800 SF (1 BR, 1 Bath)

City of FB LDC

LDC	Item	Notes	Ref
FLUM	8 th St mixed use		Table 2.00.02(C)
Zoning	MU-8		2.01.10
Residential	8 units per acre 5,445 Sf per unit	Use 608 S 8 th density to obtain 2 units	Table 4.01.01
Min lot width	25		
Max impervious	60%		
Max FAR	200		Table 4.02.01(J)
Lot setback	0 ft		4.03.03
Design Standards			4.03.03
Signage			5.03.09
Landscaping		Use Hickory Trees @ 608 S 8 th	4.05.04-.06
Parking		Use parking agreement with 608 S 8 th St as needed to meet code	4.05.07
Mechanical screening			4.05.09
Legal Description	N 40 ft of Lot 8 S 60 ft of Lot 8	Develop as a unified lot of record	
Address - current	815 Fir, 605 S 9 th and 607 S 9 th		
Address - New	815/817/819/821 Fir St.	Assumes 2 units down & 2 apartment upstairs	
Lot Size	10,000 SF	100 x 100	
Min Ground floor height	12 feet		
Impact Fees		Existing Has 6 units totaling 2,586 SF	





Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Technical Review Committee (TRC): First Step Review Request

[Sign in to Save Progress](#)

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

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2026 TRC MEETINGS + DEADLINES

Nov 20 2025	Dec 04 2025	Dec 18 2025	Jan 02 2026	Jan 22 2026	Feb 05 2026	Feb 19 2026	Mar 05 2026	Mar 19 2026	Apr 02 2026	Apr 23 2026	May 07 2026	May 21 2026	June 04 2026
Dec 11 2025	Dec 18 2025	Jan 08 2026	Jan 22 2026	Feb 12 2026	Feb 26 2026	Mar 12 2026	Mar 26 2026	Apr 09 2026	Apr 23 2026	May 14 2026	May 28 2026	June 11 2026	June 25 2026
May 18 2026	July 02 2026	July 23 2026	Aug 06 2026	Aug 20 2026	Sept 03 2026	Sept 17 2026	Oct 01 2026	Oct 22 2026	Nov 05 2026	Nov 19 2026	Dec 03 2026	Dec 28 2026	Jan 07 2026
July 09 2026	July 23 2026	Aug 13 2026	Aug 27 2026	Sept 10 2026	Sept 24 2026	Oct 08 2025	Oct 22 2026	Nov 12 2025	Nov 19 2026	Dec 10 2025	Dec 17 2026	Jan 14 2027	Jan 28 2027

In observance of the Thanksgiving and Christmas Holidays scheduled office closures, the November 26, 2026 and December 24, 2026 Regular TRC meetings have been re-scheduled November 19 and December 17, 2026 respectively.

****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:

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

The LDC is available for review at

www.fbfl.us/LDC

Application Requirements

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

- ✓ A complete application.
- ✓ Site plans or scaled drawings;

- ✓ Any other files that illustrate the proposed project; and
- ✓ A signed 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*

815 Fir Street, 605 and 607 S 9th Street

City*

Fernandina Beach

State*

FL

Zip*

32034

Parcel ID #(s)*

00-00-31-1800-0147-0082 and 00-00-31-1800-0147-0081

Lot

8

Block

147

Subdivision

City of FB

Zoning District*

MU-8

Future Land Use Designation*

8th Street Mixed U

Overlay District

None

Size of Property (acres)*

.229

Present Property Use*

Residential multifamily

Wetlands*

No

Flood Zone*

X, area of r

Coastal Construction Control Line (CCCL)*

No

CONTACT INFORMATION

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

First Name*

Philip

Last Name*

Griffin

Company (if applicable)

Amelia Coastal Realty

Telephone Number*

904-556-9140

E-mail Address*

phil@acrfl.com

PROJECT INFORMATION

Project Name

815 Fir Project

Project Type*

Commercial

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

In-person (at City Hall Chamber:

Project Description*

Demolish 3 aging residential buildings containing 6 rental units with a new mixed use building on the site. The plan is to have 2 commercial units downstairs with 2 apartments upstairs. We also intend to have a parking agreement with 608 S 8th Street if need be to offer additional parking. That site was approved for 2 buildings in 2005, but only one building was constructed and we want to save the big trees on that site.

Select Language 

 Translate

Describe your project in detail

Proposed Access Road*

9th Street

Rd Maintenance Jurisdiction *

City Maintained 

Certification*

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

Applicant First Name*

Philip

Applicant Last Name*

Griffin

Today's Date*

01/19/2026

Upload Supporting Documentation*

Choose File



Exacta Bounda...y 010226.pdf

Upload 2

Choose File



Upload 3

Choose File n.

Upload 4

Choose File n.

Upload 5

Choose File n.



DEPARTMENT OF

PLANNING & CONSERVATION

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

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phil@acrfl.com

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submission.

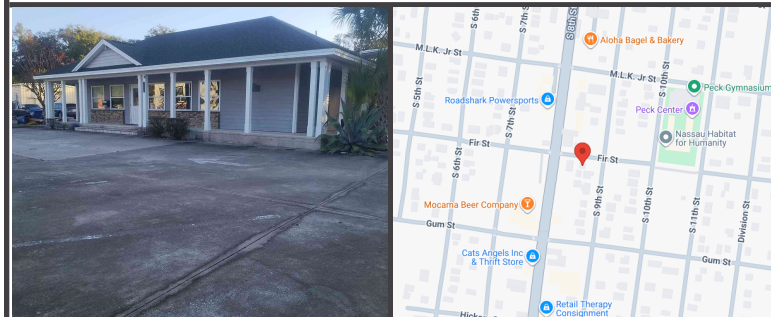
Submit

Submit and Print

* indicates a required field

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<---- Docaccess Script --->



SURVEY NUMBER: 2512.2326

BUYER: PHILIP GRIFFIN AND JANET GRIFFIN

LENDER: _____

TITLE COMPANY: _____

COMMITMENT DATE: NOT REVIEWED CLIENT FILE NO:

LEGAL DESCRIPTION:
THE SOUTH 60 FEET OF LOT 8, BLOCK 147 OF FERNANDINA,
ACCORDING TO THE OFFICIAL PLAT OF SAID CITY AS LITHOGRAPHED
AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND
ENLARGED REVISED AND REISSUED BY THE FLORIDA TOWN
IMPROVEMENT COMPANY IN 1887 AND 1901, NASSAU COUNTY,
FLORIDA. PARCEL IDENTIFICATION NUMBER: 00-00-31-1800-0147-0082

THE NORTH 40 FEET OF LOT 8, BLOCK 147 OF FERNANDINA BEACH,
ACCORDING TO THE OFFICIAL PLAT OF SAID CITY AS LITHOGRAPHED
AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND
ENLARGED REVISED AND REISSUED BY THE FLORIDA TOWN
IMPROVEMENT COMPANY IN 1887 AND 1901, NASSAU COUNTY,
FLORIDA. PARCEL IDENTIFICATION NUMBER: 00-00-31-1800-0147-0081

AND

ALL THAT CERTAIN PIECE, PARCEL OR LOT OF LAND, SITUATE, LYING AND BEING IN THE CITY OF FERNANDINA, NASSAU COUNTY, FLORIDA, AND KNOWN AND DESCRIBED ON THE OFFICIAL PLAT OF SAID CITY (AS LITHOGRAPHED AND ISSUED BY THE FLORIDA RAILROAD COMPANY IN 1857 AND ENLARGED, REVISED AND REISSUED BY THE FLORIDA TOWN IMPROVEMENT COMPANY IN 1887 AND 1901) AS LOT 1 AND THE NORTH 1/2 OF LOT 2, BLOCK 147. PARCEL I.D. #000031-18000147-0010

JOB SPECIFIC SURVEYOR NOTES
REVISED 01/02/2026 TO CORRECT PARKING LOT.

THE ASSUMED BEARING REFERENCE OF SOUTH 82 DEGREES 15 MINUTES 06 SECONDS EAST IS BASED ON THE SOUTHERLY RIGHT OF WAY LINE OF FR STREET, LOCATED WITHIN FERNANDINA ACCORDING TO THE PLAT THEREOF, AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

POINTS OF INTEREST
NONE VISIBLE

SURVEYORS SEAL **SURVEYORS CERTIFICATE**

SURVEYORS CERTIFICATE

I hereby certify that this Survey of the lands described hereon was made by me or under my direct supervision and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-17.050 through 5J-17.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.

DATE SIGNED: 12/30/25 FIELD WORK DATE: 12/23/2025

REVISION DATE(S): (REV.2 1/2/2026) (REV.1 12/30/2025)


EXACTA
 Exacta Land Surveyors, LLC
 Exacta Land Surveyors, LLC
 131 West Broadway Street, Suite 1001, Oviedo, FL 32765
 o: 866.735.1916 | f: 866.744.2882
 131 West Broadway Street, Suite 1001, Oviedo, FL 32765

2512.2326
BOUNDARY SURVEY
NASSAU COUNTY



SURVEYOR'S NOTES:
FENCES EXIST; OWNERSHIP NOT DETERMINED.
MW - MONITORING WELL

GENERAL SURVEYORS NOTES:

1. The Legal Description used to perform this survey was supplied by owner. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless the Title Commitment Number and Date is referenced on this survey, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
2. Unless otherwise noted, any utility information shown hereon is based on above-ground visible evidence, record drawings, or information provided by others. The surveyor does not certify the existence, absence, depth, size, material, condition, or completeness of underground utilities or service lines that may be shown. No subsurface investigation was carried out as part of this survey.
3. If an onsite sanitary sewer disposal system is shown on this survey, its location is based on information provided by others and/or visible surface indicators observed at the time of field survey. The surveyor did not attempt to uncover, excavate, probe, or otherwise determine the location, size, condition, or extent of the system. Actual field conditions may vary. Verification or correction of this type of system requires a Florida Certified Sanitary Sewer Contractor per FDCH (Chapter 64E-6 FAC).
4. This survey is for the exclusive use and reliance of the certified parties. Any other use or reliance without the written consent of the signing Professional Surveyor and Mapper is strictly prohibited. Any other use or reliance without the written consent of the signing Professional Surveyor and Mapper is strictly prohibited.
5. Flood zone information, if shown, is based on published FEMA Flood Insurance Rate Maps (FIRMs) and is provided for reference only. It may not reflect recent revisions, Letters of Map Amendment (LOMAs), Letters of Map Revision (LOMRs), or site-specific evaluations.
6. Survey monuments labeled "SIRCO" indicate a Set Back Rebar, a minimum ½ inch in diameter and 18 inches in length, with a yellow plastic cap and a 10' GCPA survey monument set at that location.
7. This survey has been electronically signed and sealed in accordance with F.S. 54-1.47.062(3) and F.S. 472.025. The electronic signature is unique to the signing Professional Surveyor and Mapper, verifiable, and invalidates if the document is altered. If this document does not display a valid electronic signature, it is not an official copy. The corresponding electronic signature authentication record is prominently displayed on the invoice sent under separate cover for said verification.
8. The symbols reflected in the legend on this survey may have been enlarged or reduced for clarity. The symbols have been printed on the survey and are electronically signed and sealed and may not represent the actual shape or size of the feature.
9. Points of interest (POIs) are select above-ground features identified because of their proximity to boundary lines, building setback lines, or known record easements. POIs are intended to identify all matters of interest located on the property. Additional improvements may exist that are not visible, accessible or known to the surveyor at the time of the survey.
10. The information shown on this survey was compiled and prepared exclusively by Exacta Land Surveyors, LLC. Exacta is solely responsible for the professional content of this survey. Any third-party names, logos, or references appearing on this survey are provided only for identification purposes and do not constitute an endorsement or any other form of approval.
11. Pursuant to F.S. 558.0035, individual employees and agents of Exacta Land Surveyors, LLC shall not be held personally liable for negligence. Responsibility for this survey rests solely with the surveying firm.
12. Building dimensions shown on this survey are approximate and are not intended to be used for design, permitting, or construction, unless specifically contracted and stated otherwise on this survey.
13. Unless otherwise noted, the horizontal datum used for this survey is NAD83(2011), Epoch 2010.00. Coordinates and bearings are referenced to the Florida State Plane Coordinate System, in the applicable Zone. Positions were established using survey-grade GNSS observations processed through the Florida Permanent Reference Network (FPRN) CORS/VRS network and tied to the National Spatial Reference System (NSRS) and expressed in U.S. Survey Feet.
14. Unless otherwise noted, the vertical datum used for this survey is based on the North American Vertical Datum of 1988 (NAVD88), derived from observations processed through the Florida Permanent Reference Network (FPRN) CORS network, adjusted using GEOID18, and expressed in U.S. Survey Feet.

SURVEYORS LEGEND:

LINETYPES		ABBREVIATIONS		MB - Map Book	
	Boundary Line	(C) - Calculated	(M) - Maintenance Easement	ME5 - Mitered End Section	
	Center Line	(D) - Deed	(F) - Field	MF - Metal Fence	
	Chain Link or Wire Fence	(M) - Measured	(MH) - Manhole	MH - Manhole	
	Easement	(P) - Plat	(NR) - Non-Radial	MHWL - Mean High Water Line	
	Edge of Water	(S) - Survey	NTS - Not To Scale	NR - Non-Radial	
	Iron Fence	A/C - Air Conditioning	NAVDD88 - North American Vertical Datum 1988	OG - On Ground	
	Overhead Lines	AE - Access Easement	NGVD29 - National Geodetic Vertical Datum 1929	ORB - Official Records Book	
	Structure	ASBL - Accessory Setback Line	ORV - Official Record Volume	O/A - Overall	
	Survey Tie Line	B/W - Bay/Box Window	O/S - Offset	OFF - Outside Subject Property	
	Vinyl Fence	BLDG - Building	OH - Overhang	OH - Overhead Utility Lines	
	Wall or Party Wall	BLK - Block	OHL - Ordinary High Water Line	OM - Inside Subject Property	
	Wood Fence	BM - Benchmark	P/E - Pool Equipment	PB - Plat Book	
SURFACE TYPES		BR - Bearing Reference	PC - Point of Curvature	PCC - Point of Compound Curvature	
	Asphalt	BRL - Building Restriction Line	PCP - Permanent Control Point	PI - Point of Intersection	
	Brick or Tile	BSMT - Basement	PLS - Professional Land Surveyor	PLT - Planter	
	Concrete	C - Curve	POB - Point of Beginning	POC - Point of Commencement	
	Covered Area	C/L - Center Line	PRC - Point of Reverse Curvature	PRM - Permanent Reference Monument	
	Water	C/P - Covered Porch	P5M - Professional Surveyor & Mapper	PT - Point of Tangency	
	Wood	C/S - Concrete Slab	PLS - Public Utility Easement	R - Radius or Radial	
SYMBOLS		CATV - Cable TV Rider	R - Radius or Radial	R/W - Right of Way	
	Benchmark	CB - Concrete Block	RE5 - Residential	REE - Range	
	Center Line	CH - Chord Bearing	ROE - Roof Overhang Easement	RP - Radius Point	
	Central Angle or Delta	CHIM - Chimney	S/W - Sidewalk	SBL - Setback Line	
	Common Ownership	CLF - Chain Link Fence	SCL - Survey Closure Line	SCR - Screen	
	Control Point	CME - Clean Maintenance Easement	SEC - Section	SEP - Septic Tank	
	Catch Basin	CO - Clean Out	SEW - Sewer	SIRC - Set Iron Rod & Cap	
	Elevation	CONC - Concrete	SMWE - Storm Water Management Easement	SN&D - Set Nail and Disc	
	Fire Hydrant	COR - Corner	STY - Story	SV - Sewer Valve	
	Find or Set Monument	CS/W - Concrete Sidewalk	SW - Sidewalk	SWE - Sidewalk Easement	
	Guywire or Anchor	CUE - Control Utility Easement	SBL - Setback Line	TBM - Temporary Bench Mark	
	Manhole	CVG - Concrete Valley Gutter	SCL - Survey Closure Line	TEL - Telephone Facilities	
	Tree	D/W - Driveway	SCR - Screen	TOB - Top of Bank	
	Utility or Light Pole	DE - Drainage Easement	SEP - Section	TUE - Technological Utility Easement	
	Well	DF - Drain Field	SEP - Septic Tank	TWP - Township	
		DH - Drill Hole	SEW - Sewer	TX - Transformer	
		DUE - Drainage & Utility Easement	SIRC - Set Iron Rod & Cap	TY - Typical	
		ELEV - Elevation	SMWE - Storm Water Management Easement	UE - Utility Easement	
		EM - Electric Meter	SN&D - Set Nail and Disc	UG - Underground	
		ENCL - Enclosure	STY - Story	UP - Utility Pole	
		ENT - Entrance	SV - Sewer Valve	UR - Utility Rider	
		EOP - Edge of Pavement	SWE - Sidewalk Easement	VF - Vinyl Fence	
		EOG - Edge of Water	TBM - Temporary Bench Mark	W/C - Witness Corner	
		ESMT - Easement	TEL - Telephone Facilities	W/F - Water Filter	
		EUB - Electric Utility Box	TOB - Top of Bank	WM - Water Meter/Valve Box	
		F/DH - Found Drill Hole	TUE - Technological Utility Easement	WV - Water Valve	
		FCM - Found Concrete Monument	TWP - Township		
		FF - Finished Floor	TX - Transformer		
		FIP - Found Iron Pipe	TY - Typical		
		FIPC - Found Iron Pipe & Cap	UE - Utility Easement		
		FIR - Found Iron Rod	UG - Underground		
		FIRC - Found Iron Rod & Cap	UP - Utility Pole		
		FN - Found Nail	UR - Utility Rider		
		FN&D - Found Nail & Disc	VF - Vinyl Fence		
		FRSPK - Found Rail Road Spike	W/C - Witness Corner		
		GAR - Garage	W/F - Water Filter		

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN CITY OF FERNANDINA BEACH, COMMUNITY NUMBER 120172, PANEL NUMBER 0237 DATED 8/2/2017.

PAGE 1 OF 1

From: noreply@civicplus.com
To: [TRC Info](#)
Subject: Online Form Submittal: Technical Review Committee (TRC): First Step Review Request
Date: Tuesday, January 20, 2026 1:06:38 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.

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	1900 Amelia Trace Ct
City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	20-3N-29-0000-0014-0150
Lot	<i>Field not completed.</i>
Block	<i>Field not completed.</i>
Subdivision	<i>Field not completed.</i>
Zoning District	C-1
Future Land Use Designation	General Commercial
Overlay District	None
Size of Property (acres)	7.06
Present Property Use	Retirement Home
Wetlands	Yes
Flood Zone	X, area of minimal flood hazard
Coastal Construction Control Line (CCCL)	No

CONTACT INFORMATION

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

First Name Teresa

Last Name Benton

Company (if applicable) Gulfstream Design Group, LLC

Telephone Number 904-794-4231

E-mail Address sbaez@gulfstreamdesign.com

PROJECT INFORMATION

Project Name Amelia Fellowship

Project Type Commercial

Please choose your preferred method of conducting your First Step Review In-person (at City Hall Chambers, 204 Ash St.)

Project Description Expansion of the existing campus to include:
(1) a new 5,500 sq. ft Assisted Living Facility;
(2) a new 2,300 sq. ft. Memory Care building;
(3) 6 new independent living cottages;
(4) modified stormwater management facilities;
(5) vacate existing 30' Access/Utilities Easement to Parcel ID: 20-3N-29-0000-0014-0250; and
(6) any necessary ancillary infrastructure improvements for the new development.

Proposed Access Road Amelia Trace Ct

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 Teresa

Applicant Last Name Benton

1/2/2026

Today's Date

Upload Supporting Documentation	(25-149)_CONCEPT SITE PLAN.pdf
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Upload 2	(25-149)_Project Maps.pdf
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Upload 3	<i>Field not completed.</i>
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Upload 4	<i>Field not completed.</i>
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Upload 5	<i>Field not completed.</i>
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DEPARTMENT OF PLANNING & CONSERVATION
204 Ash Street | Fernandina Beach, Florida 32034 | 904 310-3480 |
www.fbfl.us/planning

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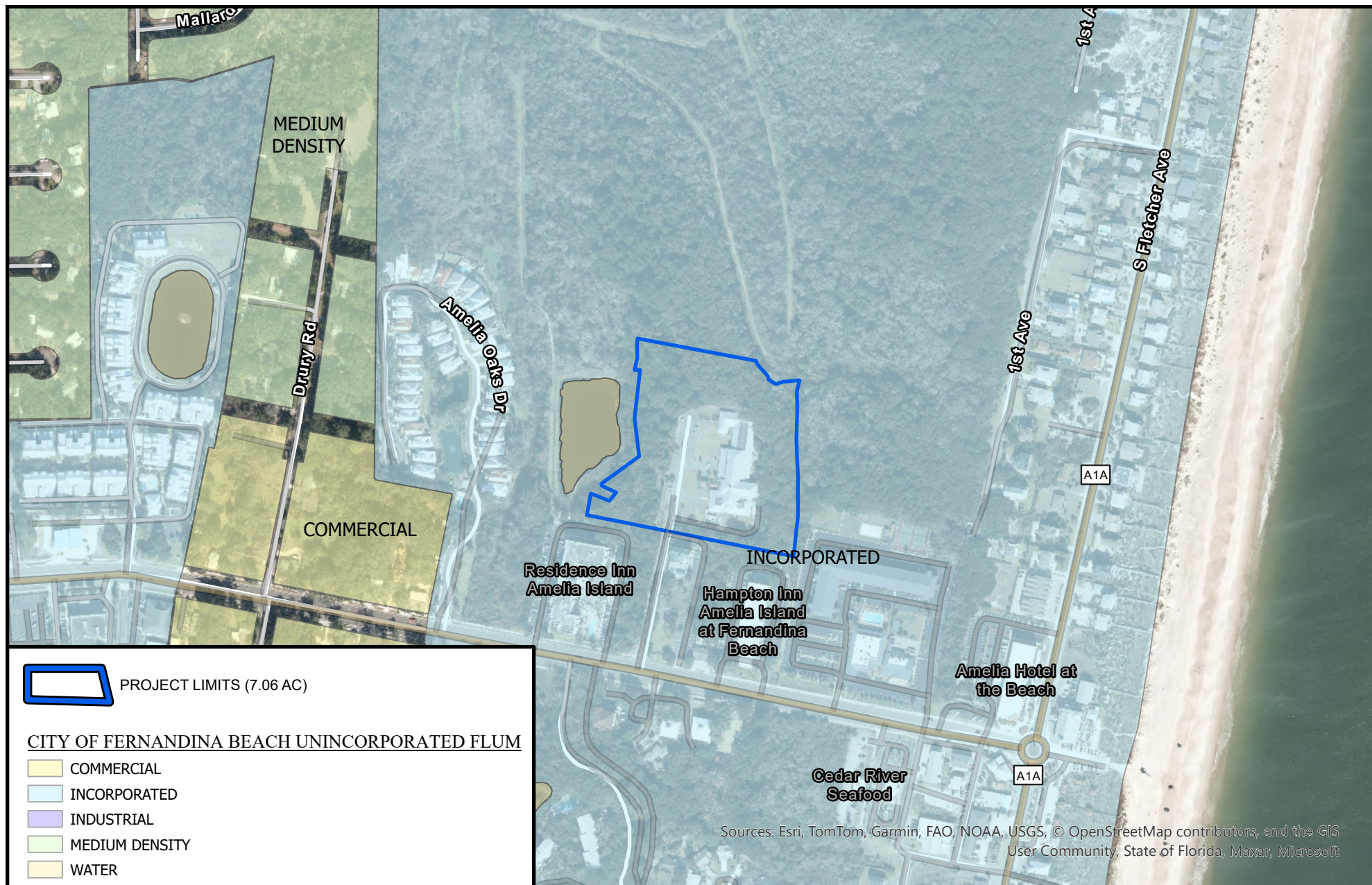


Image Source: ESRI 2023
 Date: 10-03-2025
 Project Number: 25-149



US Feet
 0 245 490

EXISTING FUTURE LAND USE MAP AMELIA FELLOWSHIP CITY OF FERNANDINA BEACH, FLORIDA

GULFSTREAM
 DESIGN GROUP, LLC

Gulfstream Design Group, LLC
 2225 A1A S, Suite A2
 St. Augustine, FL 32080
 904.794.4231

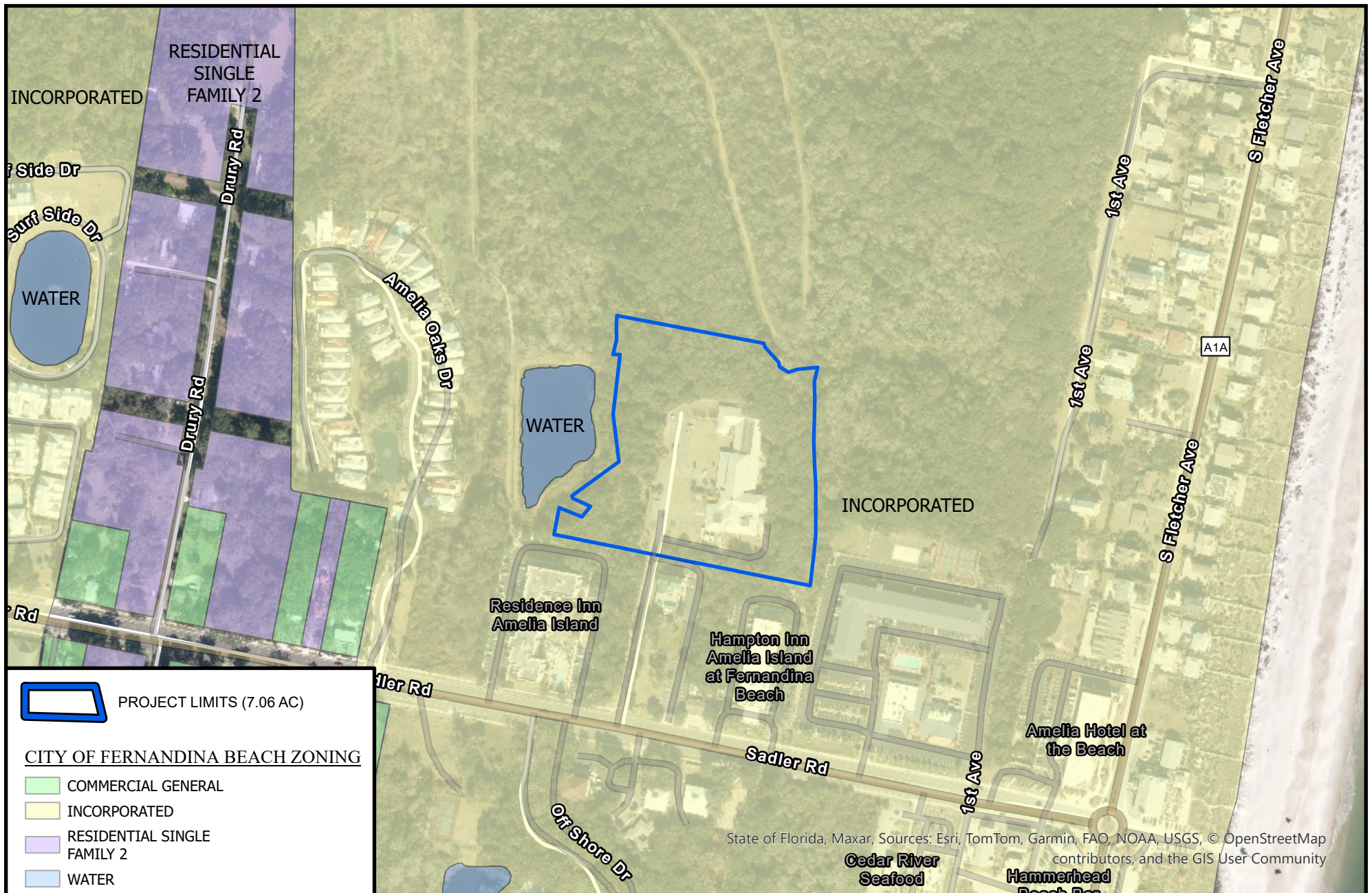
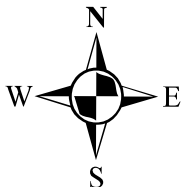


Image Source: ESRI 2023
Date: 10-03-2025
Project Number: 25-149



US Feet
0 195 390

EXISTING ZONING MAP AMELIA FELLOWSHIP CITY OF FERNANDINA BEACH, FLORIDA



Gulfstream Design Group, LLC
2225 A1A S, Suite A2
St. Augustine, FL 32080
904.794.4231

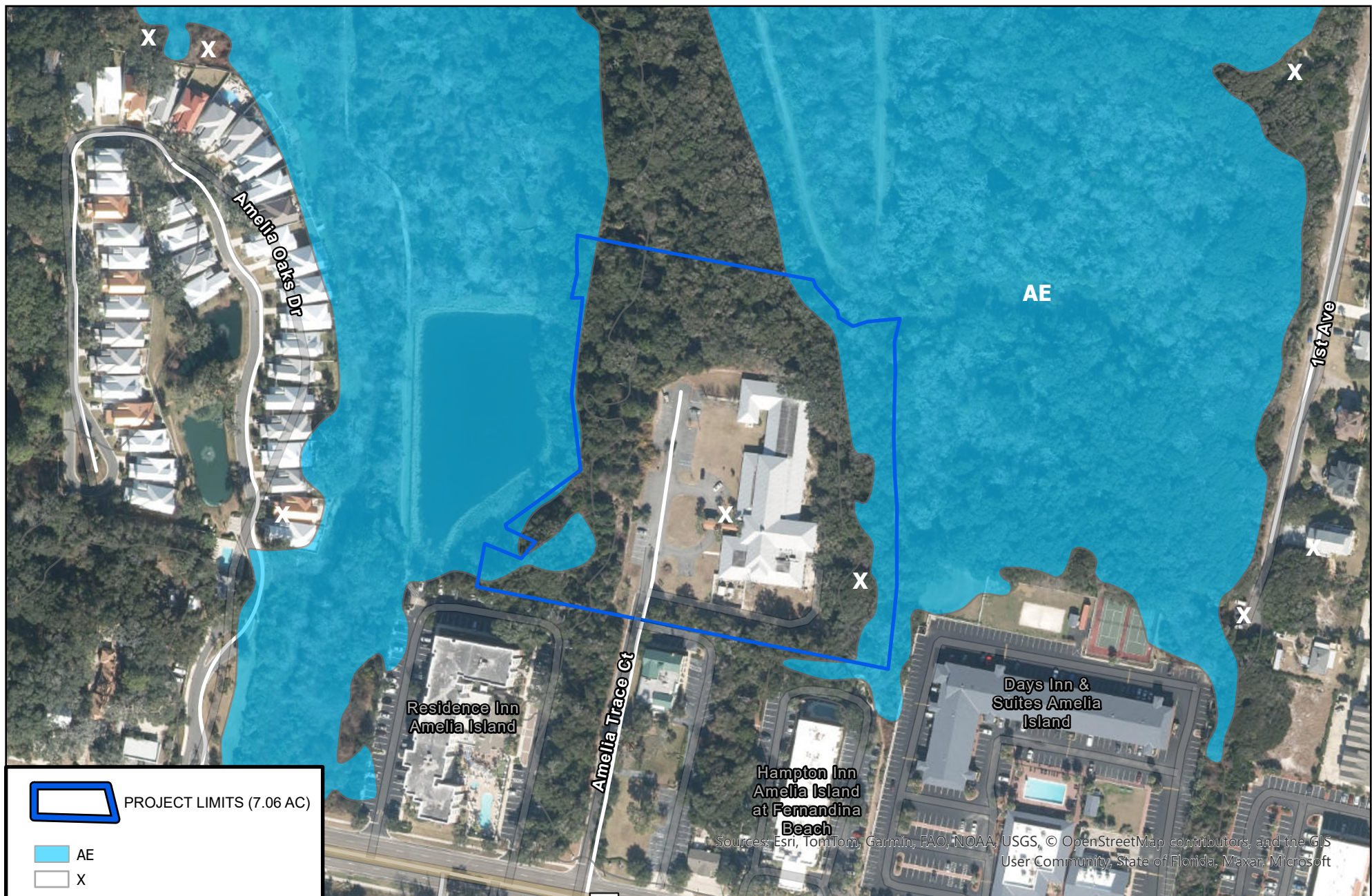
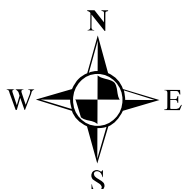


Image Source: ESRI 2023
 Date: 10-03-2025
 Project Number: 25-149
 FIRM PANEL: 12089C0239G
 Effective: 8/2/2017
 Datum: NAVD 88

US Feet
 0 110 220



FLOOD MAP AMELIA FELLOWSHIP CITY OF FERNANDINA BEACH, FLORIDA

GULFSTREAM
 DESIGN GROUP, LLC

Gulfstream Design Group, LLC
 2225 A1A S, Suite A2
 St. Augustine, FL 32080
 904.794.4231

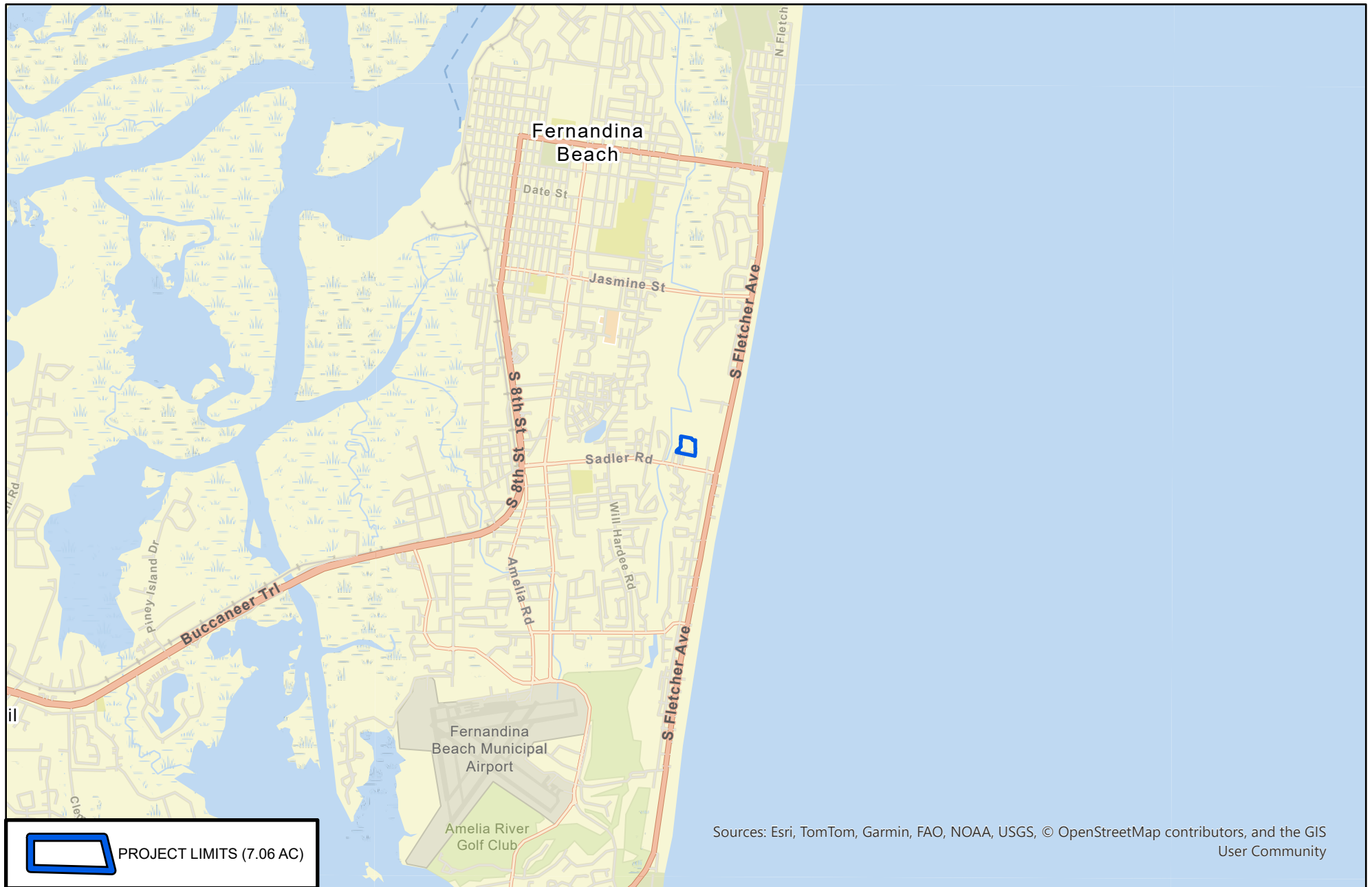
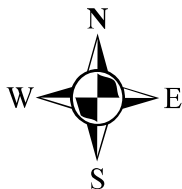


Image Source: ESRI 2023
Date: 10-03-2025
Project Number: 25-149



US Feet
0 2,625 5,250

LOCATION MAP AMELIA FELLOWSHIP CITY OF FERNANDINA BEACH, FLORIDA

**GULFSTREAM**
DESIGN GROUP, LLC
Gulfstream Design Group, LLC
2225 A1A S, Suite A2
St. Augustine, FL 32080
904.794.4231

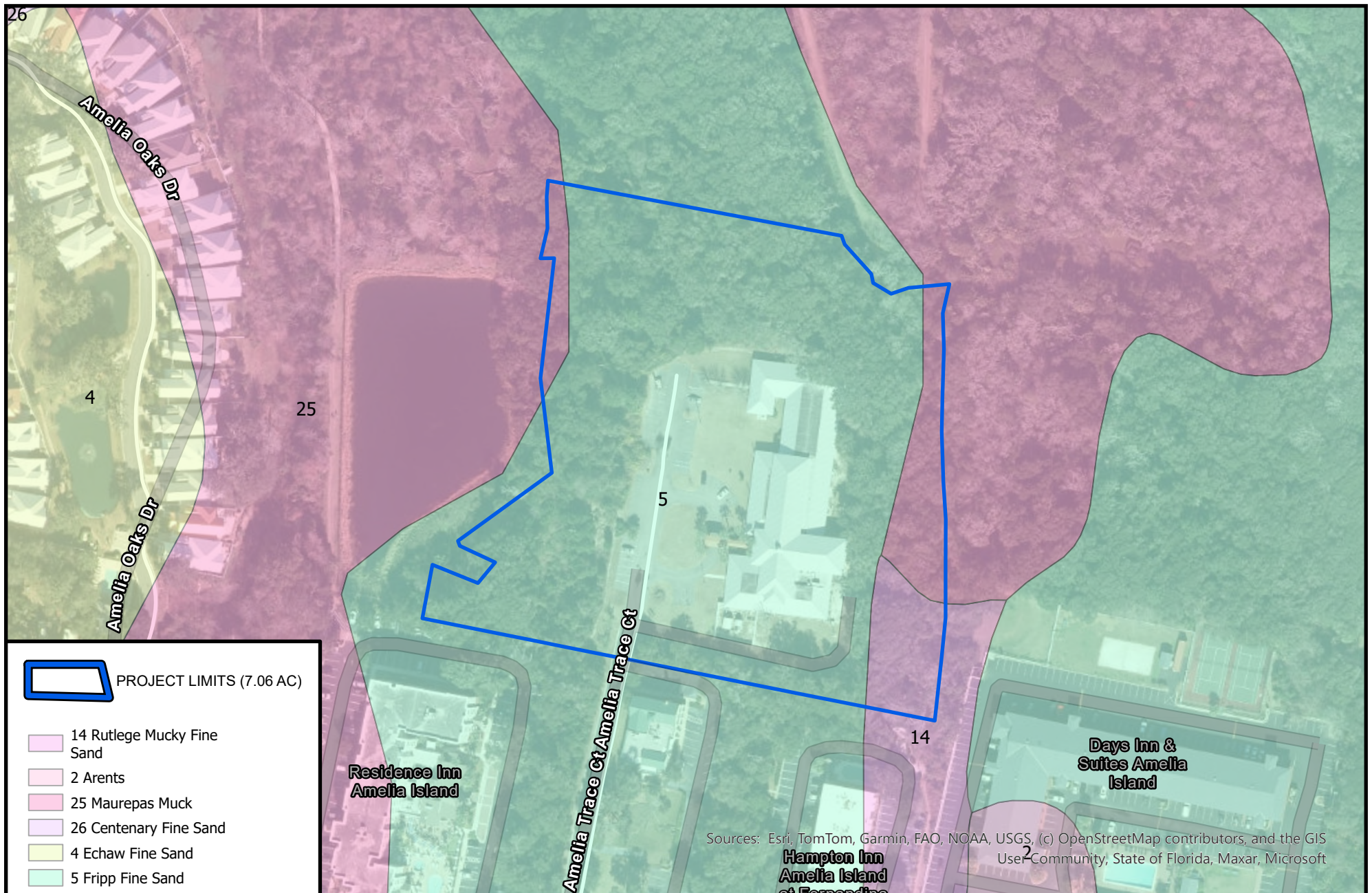


Image Source: ESRI 2023
 Date: 10-03-2025
 Project Number: 25-149



SOILS MAP

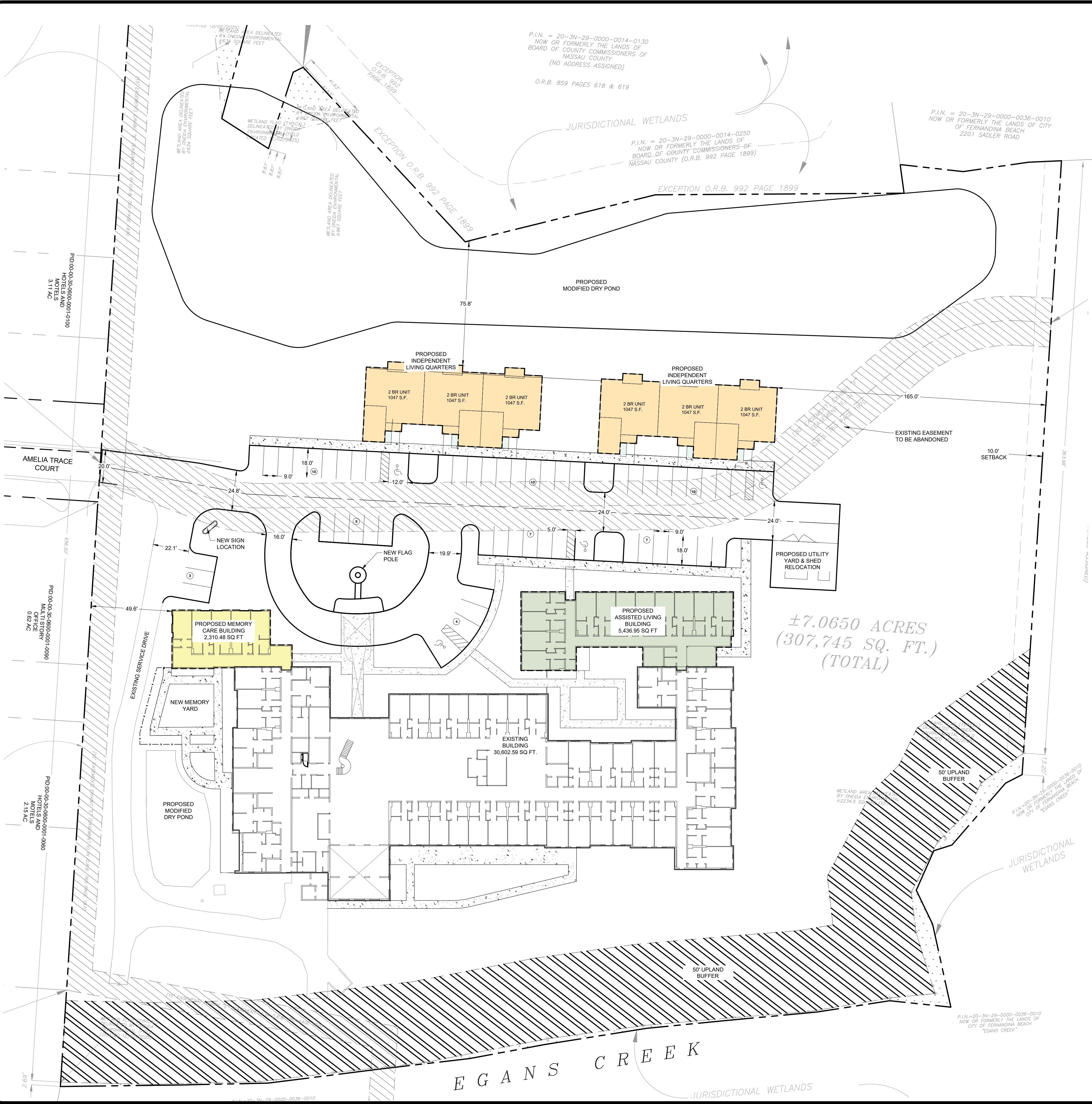
AMELIA FELLOWSHIP

CITY OF FERNANDINA BEACH, FLORIDA

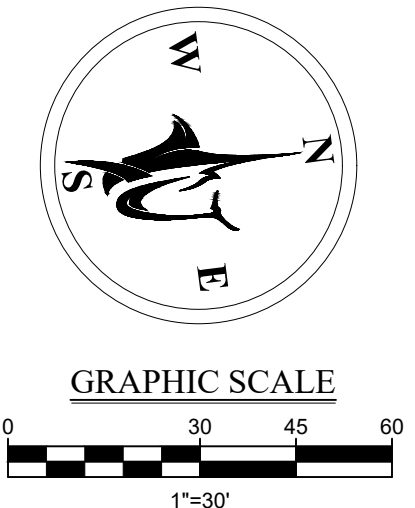


Gulfstream Design Group, LLC
 2225 A1A S, Suite A2
 St. Augustine, FL 32080
 904.794.4231

N:\1001_Gulfstream_Brookside_Elva\15-1-000-25-1403_Concept_Site_Plan.dwg, 1/20/2025, 12:54:44 PM, J.L. B.



CONCEPT SITE DATA TABLE		
GROSS PROPERTY AREA:	307,745 SF	7.06 AC
EXISTING BUILDINGS	30,602 SF	0.70 AC
PROPOSED BUILDINGS	14,029 SF	0.32 AC
PROPOSED/ EXISTING PAVEMENT & SIDEWALKS TO REMAIN	49,022 SF	1.13 AC
TOTAL IMPERVIOUS	93,653 SF	2.15 AC
PROPERTY ID NO:	20-3N-29-0000-0014-0150	
ZONING:	C-1	
FLUM:	GENERAL COMMERCIAL	
FLOOD ZONE:	X	
FEMA FIRM PANEL NUMBER	12089C 0239G	
	MAXIMUM:	PROPOSED
IMPERVIOUS SURFACE AREA RATIO:	60.00%	30.43%
FLOOR AREA RATIO:	150.00%	14.50%
BUILDING HEIGHT:	45'	
	MINIMUM	PROPOSED:
FRONT BUILDING SETBACK	NONE	50'
SIDE BUILDING SETBACK	NONE	75.8'
REAR BUILDING SETBACK	10'	165'



EXISTING		PROPOSED	
	PROPERTY LINE		CURB & GUTTER
	R/W LINE		CENTER LINE
	WETLAND LINES		BUILDING OUTLINE
	FLOOD PLAIN LINE		CHAINLINK FENCE
	BUILDING		LOT LINE
	JURISDICTIONAL WETLAND LINE		SETBACK DIMENSION
	SURFACE WATER		STANDARD PARKING COUNT
	CONCRETE SIDEWALK		50' UPLAND BUFFER
	EASEMENT		CONCRETE SIDEWALK

- GENERAL CONCEPT NOTES:**
- PURPOSE OF CONCEPTUAL PLAN:**
THIS CONCEPTUAL PLAN HAS BEEN PREPARED SOLELY TO ESTIMATE THE POTENTIAL DEVELOPMENT PROGRAM AND MAXIMUM YIELD OF THE PROPERTY. THE FINAL DEVELOPMENT PROGRAM MAY VARY SIGNIFICANTLY AS DESIGN CALCULATIONS, CONSTRUCTION PLANS, CLIENT BUDGETS, AND REGULATORY AGENCY REVIEWS ARE COMPLETED.
 - SURVEY BASIS AND EXISTING INFORMATION:**
THIS CONCEPTUAL PLAN IS PREPARED WITH A SURVEY FROM MANZIE & DRAKE LAND SURVEYING. EXISTING SITE CONDITIONS REFLECTED HEREIN ARE DERIVED FROM THE SURVEY INFORMATION TO THE BEST OF GULFSTREAM DESIGN GROUP, LLC'S KNOWLEDGE AT THE TIME OF PREPARATION. GULFSTREAM DESIGN GROUP, LLC, ACCEPTS NO LIABILITY FOR THE ACCURACY OR COMPLETENESS OF THE SURVEY DATA OR OTHER EXISTING CONDITIONS SHOWN.
 - GEOTECHNICAL AND ENVIRONMENTAL SITE CONDITIONS:**
THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT A GEOTECHNICAL ENGINEERING ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE SUITABILITY OF THE PROJECT SITE. THIS CONCEPTUAL PLAN HAS BEEN DEVELOPED WITHOUT AN ENVIRONMENTAL ANALYSIS TO PROVIDE INFORMATION AND RECOMMENDATIONS REGARDING THE POTENTIAL IMPACTS ON THE PROJECT SITE.
 - COMPLIANCE WITH REGULATORY REQUIREMENTS:**
ALL FINAL ENGINEERING PLANS AND IMPROVEMENTS MUST COMPLY WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAND DEVELOPMENT CODES, DESIGN STANDARDS, AND REGULATIONS. THE PROPOSED IMPROVEMENTS SHOWN HEREIN, INCLUDING BUT NOT LIMITED TO LOT LINES, BUILDING FOOTPRINTS, PARKING FACILITIES, UTILITY LAYOUTS, LANDSCAPING, AND STORMWATER MANAGEMENT SYSTEMS, ARE CONCEPTUAL AND SUBJECT TO CHANGE BASED ON REGULATORY AGENCY REVIEWS AND APPROVALS.
 - COORDINATION WITH REGULATORY AGENCIES:**
NO COORDINATION WITH REGULATORY AGENCIES HAS BEEN UNDERTAKEN IN PREPARING THIS PLAN. PUBLIC HEARINGS OR ADDITIONAL APPROVALS MAY BE REQUIRED TO AUTHORIZE THE CONSTRUCTION OF IMPROVEMENTS SHOWN ON THIS PLAN. LOCATIONS OF FINAL FOUNDATIONS AND MAJOR SUPPORT STRUCTURES WILL REQUIRE COORDINATION WITH FDEP UNDER THE COASTAL CONSTRUCTION LINE PROGRAM.
 - PLANNING AND ZONING CONSIDERATIONS:**
THE CONCEPTUAL PLAN IS SUBJECT TO MODIFICATIONS DURING THE FINAL DESIGN PHASE BASED ON LAND USE DESIGNATIONS, ZONING REGULATIONS, DENSITY ALLOWANCES, COMPATIBILITY WITH ADJACENT SITES, AND OTHER PLANNING AND ZONING REQUIREMENTS, INCLUDING SETBACKS AND BUFFERS.
 - PUBLIC HEARINGS AND APPROVALS:**
PUBLIC HEARINGS AND/OR LOCAL REVIEW BOARD PRESENTATIONS MAY BE NECESSARY TO OBTAIN PROJECT APPROVALS. THE APPLICANT ASSUMES ALL RISKS ASSOCIATED WITH SEEKING THESE APPROVALS, AS PUBLIC HEARINGS DO NOT GUARANTEE APPROVAL.
 - OFFSITE IMPROVEMENTS:**
OFFSITE IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EXTENSIONS (POTABLE WATER, SANITARY SEWER, REUSE WATER, FRANCHISE UTILITIES), TURN LANES, AND ROADWAY ENHANCEMENTS, HAVE NOT BEEN COMPREHENSIVELY ADDRESSED IN THIS CONCEPTUAL PLAN.
 - UTILITY AND PUBLIC SERVICE AVAILABILITY:**
THE AVAILABILITY OF UTILITIES AND OTHER PUBLIC SERVICES HAS NOT BEEN VERIFIED. CONFIRMATION THAT THIS PLAN DOES NOT CONFLICT WITH LOCAL, OR STATE CAPITAL IMPROVEMENT PROJECTS WILL BE REQUIRED AS PART OF THE DESIGN PROCESS.
 - OWNERSHIP TRANSFER COMPLIANCE:**
PRIOR TO THE TRANSFER OF PROPERTY OWNERSHIP, INCLUDING REAL PROPERTY OR CHANGES IN OWNERSHIP OF APPROVED OR CONSTRUCTED BUILDINGS, OWNERSHIP DOCUMENTS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT TO ENSURE COMPLIANCE WITH BUILDING CODE REQUIREMENTS.
 - ACCESSIBILITY COMPLIANCE:**
ALL PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES, INCLUDING ACCESSIBLE ROUTES AND PARKING, MUST COMPLY WITH THE FLORIDA AMERICANS WITH DISABILITIES ACCESSIBILITY IMPLEMENTATION ACT, ADA STANDARDS FOR ACCESSIBLE DESIGN, THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION, AND THE FAIR HOUSING ACT, AS APPLICABLE.
 - DISCLAIMER:**
THIS CONCEPTUAL PLAN IS A PRELIMINARY DOCUMENT DEVELOPED BASED ON THE LIMITED INFORMATION AVAILABLE AT THE TIME OF PREPARATION. GULFSTREAM DESIGN GROUP, LLC, DISCLAIMS ANY RESPONSIBILITY FOR INACCURACIES, OMISSIONS, OR UNFORESEEN CONFLICTS THAT MAY ARISE AS ADDITIONAL INFORMATION IS OBTAINED OR AS THE PROJECT DESIGN AND REVIEW PROCESSES EVOLVE. USE OF THIS PLAN IS ENTIRELY AT THE USER'S OWN RISK.
 - THESE DRAWINGS ARE PROTECTED BY THE COPYRIGHT LAWS OF THE UNITED STATES. THESE DRAWINGS OR ANY PART THEREOF MAY NOT BE USED FOR ANY PURPOSES OR REPRODUCED IN ANY FORM OR BY ANY MEANS WITHOUT THE WRITTEN CONSENT OF GULFSTREAM DESIGN GROUP, LLC.**

- CITY OF FERNANDINA BEACH GENERAL NOTES**
- EACH SIDE YARD SETBACK SHALL BE INCREASED BY ONE-HALF (1/2) FOOT FOR EACH ONE (1) FOOT, OR FRACTION THEREOF, OF BUILDING HEIGHTS ABOVE TWENTY-FIVE (25) FEET.
 - MECHANICAL EQUIPMENT SCREENINGS SHALL BE CONSISTENT WITH LDC SEC. 4.05.09
 - FREESTANDING SIGN LANDSCAPING SHALL BE CONSISTENT WITH LDC SEC. 4.05.08
 - MAXIMUM HEIGHTS OF FENCES AND WALLS SHALL BE EIGHT (8) FEET BASED ON LDC TABLE 5.01.10(A).
 - PERMISSIBLE PERMANENT ON SITE SIGNS SHALL BE CONSISTENT WITH LDC SEC. 5.03.09.
 - OFF STREET PARKING 0.25 SPACES PER 1 BED PLUS 1 SPACE FOR EACH 2 EMPLOYEES ON THE LARGEST SHIFT.
 - INTERIOR PARKING LOT LANDSCAPING MIN. 10% GROSS AREA DEVOTED TO VEHICULAR USE.
 - MINIMUM 20% LANDSCAPE

PARKING CALCULATIONS - COFB				
USE	UNITS	REQUIRED PARKING PER UNIT	REQUIRED PARKING SPACES	PROVIDED PARKING SPACES
ASSISTED LIVING/ NURSING HOME	EXISTING BEDS	60	0.25 PER UNIT	15
	PROPOSED BEDS	17	0.25 PER UNIT	4
EMPLOYEES ON LARGEST SHIFT	20 EMPLOYEES	1 UNIT PER 2 EMPLOYEES	10	14
	INDEPENDENT LIVING	6	2 PER UNIT	12
TOTAL PARKING SPACES		4%	41	56
ADA PARKING SPACES*			2	4

*INCLUDED IN TOTAL PARKING COUNT

YIELD ANALYSIS PLAN
FOR
AMELIA FELLOWSHIP
CONCEPT SITE PLAN
NASSAU COUNTY, FLORIDA



FOR PERMIT REVIEW



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

© GULFSTREAM DESIGN GROUP, LLC 2025

PROJECT NO:	25-149
ISSUE DATE:	12-23-2025
DRAFTED BY:	JGD
DESIGNED BY:	ARCH
CHECKED BY:	MHL

NOT VALID WITHOUT SEAL



KEVIN J. LILLY, A.S.A., C.F.A.
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-31-1760-0001-0020

<https://search.ncpafl.com/parcel/31%2000%20000176000010020>

N FRONT ST

Owners

OSTEEN COMPANY LLP
SIMMONS RICHARD S ET AL
SIMMONS PAMELA O
759 NORTH EDGEWOOD AVE
JACKSONVILLE, FL 32254

Short Legal

PT OF LOTS 1 & 2
IN OR 1197/266
FNDA BCH WATER LOTS SUB UNR

Parcel Summary

Situs Address	N FRONT ST
Use Code	4000: VACANT INDUSTRIAL
Tax District	2: Fernandina
Acreage	0.360
Section	21
Township	3N
Range	28E
Subdivision	FDNA BCH WTR LTS UNR
Exemptions	None

Values

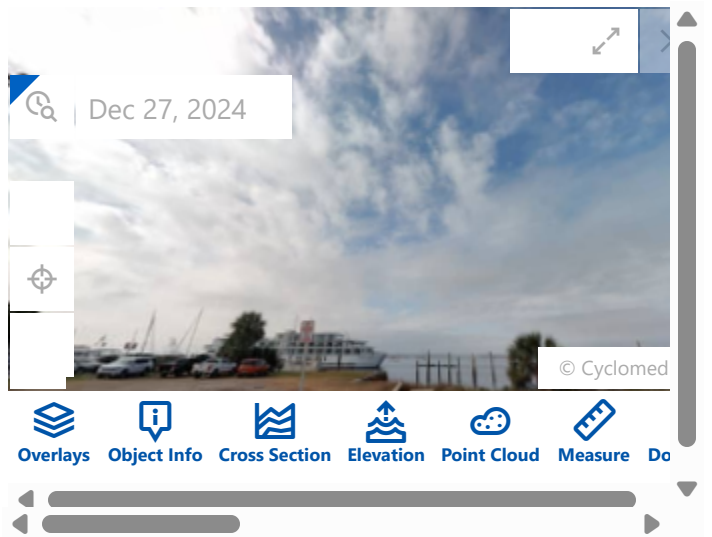
	2024 Certified Values	2025 Certified Values
Land Value *	\$1,132,509	\$1,245,759
(+) Improved Value	\$0	\$0
(=) Market Value	\$1,132,509	\$1,245,759
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$613,761	\$675,136
(=) School Assessed Value	\$1,132,509	\$1,245,759
County Assessed Value	\$518,748	\$570,623
(-) School Exemptions	\$0	\$0
(-) Non-school Exemptions	\$0	\$0
(=) School Taxable Value ***	\$1,132,509	\$1,245,759
(=) County Taxable Value	\$518,748	\$570,623

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2003-12-22	1197/0266	\$100	WD	Q	V	O'STEEN HOWARD & GRACE T ET AL	O'STEEN COMPANY LLP
2003-03-12	1120/1251	\$100	WD	Q	V	O'STEEN HAROLD S & HOWARD K &	O'STEEN HAROLD ETAL
1985-04-01	0417/0147	\$200,000	WD	U	V		

Buildings

No Buildings



Warranty Deed

(CORPORATE)

BOOK 417 PAGE 147

APR 3 - 1984

THIS INDENTURE, Made this
ISLAND SEAFOOD COMPANY,

27th day of March, A. D. 1984 BETWEEN

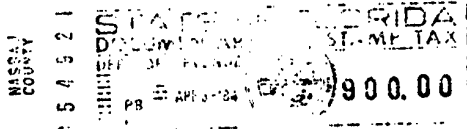
a corporation organized and existing under the laws of the State of Florida,
of the County of Nassau, State of Florida, party of the first part, and
HAROLD S. O'STEEN, HOWARD K. O'STEEN and RICHARD S. SIMMONS, whose address for
purposes hereof is 759 N. Edgewood Avenue, Jacksonville, FL 32205

of the County of Duval, State of Florida, parties of the second part,
WITNESSETH: that the said party of the first part, for and in consideration of the sum of
TEN AND NO/100 (\$10.00) Dollars,
to it in hand paid by the said parties of the second part, the receipt whereof is hereby
acknowledged, has granted, bargained and sold to the said parties of the second
part, their heirs and assigns forever, the following described land, situate, lying and
being in the County of Nassau, State of Florida, to wit:

SEE EXHIBIT "A" ATTACHED HERETO

TOGETHER WITH all riparian rights appurtenant thereto (subject to the reserved
rights and easements of party of the first part).

SUBJECT TO the right or interest of the public, if any, to use any part of said
lands seaward of the most extreme high water line; taxes, assessments and govern-
mental impositions levied, assessed or imposed subsequent to December 31, 1983; and
the rights, if any, of others in portions of said lands lying below the normal
high water mark of the Amelia River.



And the said party of the first part does hereby fully warrant the title to said land, and will defend the
same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said party of the first part has caused this instrument to be executed in its
name by its President and caused its Corporate Seal attested by its Secretary to be hereto affixed
the day and year first above written.

(CORPORATE SEAL)

ISLAND SEAFOOD COMPANY

ATTEST

By:

Christine H. Bryan

By:

William E. Bryan Jr.

Its Secretary

Its President

Signed and Sealed in Our Presence:

STATE OF FLORIDA
COUNTY OF DUVAL

Before me personally appeared WILLIAM E. BRYAN JR. and CHRISTINE H. BRYAN

respectively the President and Secretary of ISLAND SEAFOOD COMPANY,
a corporation under the laws of the State of Florida, to me well known to be the individuals and officers
described in and who executed the foregoing instrument and severally acknowledged the execution thereof to
be their own free act and deed as such officers thereunto duly authorized; and that the official seal of said
corporation is duly affixed thereto, and the said conveyance is the act and deed of said corporation.

WITNESS my hand and official seal this 27th day of March, 1984,
at Jacksonville, County and State aforesaid

Notary Public in and for the County and State Aforesaid.
My Commission expires:

Notary Public, State of Florida at Large
My commission expires Sept. 28, 1984

THIS INSTRUMENT WAS PREPARED BY:
WILLIAM E. SCHEU of
WUMER, MURCHISON, ASHBY, TAYLOR & CORRIGAN
P. O. BOX 479
1600 ATLANTIC BANK BUILDING
JACKSONVILLE, FLORIDA 32202

EXHIBIT "A"

Attached to and a part of that certain WARRANTY DEED, dated *MARCH 27* 1984, wherein ISLAND SEAFOOD COMPANY, a Florida corporation, is Grantor, and HAROLD S. O'STEEN, HOWARD K. O'STEEN and RICHARD S. SIMMONS are Grantees.

That certain piece, parcel or tract of land situate, lying and being in the City of Fernandina Beach, County of Nassau and State of Florida, known and described as:

8403517

A PORTION OF WATER LOTS 1 and 2, FERNANDINA BEACH, FLORIDA, as shown on the official plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901). Said portion being more particularly described as follows:

For a Point of Beginning, commence at the Northeasterly corner of said Water Lot 1 located on the Westerly right-of-way line of North Front Street (having a 60.00 feet right-of-way) and run South Seven (7) degrees, Twenty-nine (29) minutes, Twenty-five (25) seconds West, along said right-of-way; a distance of One Hundred (100.00) feet to a point; run thence North Eighty-two (82) degrees, Thirty (30) minutes, Thirty-five (35) seconds West, a distance of One Hundred Twenty-three (123.00) feet to a point; run thence North Seven (7) degrees, Twenty-nine (29) minutes, Twenty-five (25) seconds East, a distance of Thirty-seven (37.00) feet to a point; run thence North Eighty-two (82) degrees, Thirty (30) minutes, Thirty-five (35) seconds West, a distance of Sixty-nine (69.00) feet to a point; run thence North Seven (7) degrees, Twenty-nine (29) minutes, Twenty-five (25) seconds East, a distance of Sixty-three (63.00) feet to a point on the Northerly line of Water Lot 1, aforementioned identified herein as Reference Point "A". Return to the aforementioned Point of Beginning and run North Seven (7) degrees, Twenty-nine (29) minutes, Twenty-five (25) seconds East along said Westerly right-of-way line of North Front Street, a distance of One Hundred (100) feet to a point in the Easterly line of said Water Lot 2; run thence North Seventy (70) degrees, Thirty-six (36) minutes, Thirty-five (35) seconds West, a distance of One Hundred Sixty Eight and Thirty Hundredths (168.30) feet, more or less, to a point in the combined pierhead and bulkhead line; run thence Southwesterly along the meanderings thereof, a distance of One Hundred Thirty-seven (137) feet, more or less, to aforesaid Reference Point "A" and to close.

Party of the First Part (herein "Grantor") reserves for itself and its successors and assigns an easement over and upon the walkways and docks located on the water side of said lands for the purpose of docking, loading, unloading and maintaining fishing boats and other watercraft. The easements over said walkways shall be nonexclusive, but the easement over and upon the right to use said docks for mooring boats and other watercraft shall be exclusively Grantor's. Grantees shall not intentionally interfere with Grantor's aforesaid use of said docks. Grantor also reserves such riparian rights as are necessary for the use and maintenance of said docks and walkways. In connection with its use of the docks, Grantor may alter or reconfigure the docks, add docks and connect them to the walkway, provided such alterations, reconfigurations and/or additions do not unreasonably interfere with Grantees' use of the aforesaid lands and the walkway.

Grantor agrees to maintain in good condition the present docks and walkways and any alterations, reconfigurations or additions thereto created by Grantor. Parties of the Second Part (herein "Grantees") may add additional walkways to the existing walkway at their expense, but Grantees shall maintain in good condition any such additional walkways. Any additions constructed by Grantees shall not interfere with Grantor's use of the walkway and docks. Grantees shall maintain all driveways and loading ramps in good condition and shall not alter or relocate them without the consent of Grantor.

4

1 1001 100 10 0001 10 0001 10 0001 10 0001 10 0001 10 0001 10 0001 10 0001 10 0001

THIS DOCUMENT WAS PREPARED WITHOUT BENEFIT
OF TITLE SEARCH OR SURVEY.

INSTR # 200345895
OR BK 01197 PGS 0266-0269
RECORDED 12/22/2003 03:53:27 PM
J. M. OXLEY JR
CLERK OF CIRCUIT COURT
NASSAU COUNTY, FLORIDA
RECORDING FEES 19.50

PREPARED BY AND RETURN TO:
Krista L. Waldron, Esquire (DFD)
Fisher, Tousey, Leas & Ball, P.A.
One Independent Drive, Suite 2600
Jacksonville, Florida 32202

WARRANTY DEED

THIS INDENTURE, made this 4 day of DECEMBER, 2003, between **HOWARD K. O'STEEN and GRACE T. O'STEEN, husband and wife, and HAROLD S. O'STEEN and RUBY G. O'STEEN, husband and wife, all individually and as partners of THE O'STEEN COMPANY, LLP, a Florida limited liability partnership,** the address for which is 759 North Edgewood Avenue, Jacksonville, Florida 32254, parties of the first part, and **THE O'STEEN COMPANY, LLP, a Florida limited liability partnership,** the address for which is 759 North Edgewood Avenue, Jacksonville, Florida 32254, party of the second part.

WITNESSETH:

That the said parties of the first part, for the purpose of making the record title conform to the historical beneficial ownership of the property, have granted, bargained, and conveyed to said party of the second part, its successors and assigns forever, their undivided two-thirds (2/3) interest in and to the following described lands, situate, lying and being in Nassau County, Florida, to wit:

A PORTION OF WATER LOTS 1 and 2, FERNANDINA BEACH, FLORIDA, as shown on the official plat of said City (as lithographed and issued by the Florida Railroad Company in 1857 and enlarged, revised and reissued by the Florida Town Improvement Company in 1887 and 1901). Said portion being more particularly described as follows:

For a Point of Beginning, commence at the Northeasterly corner of said Water Lot 1 located on the Westerly right-of-way line of North Front Street (having a 60.00 foot right-of-way) and run South 07°29'25" West, along said right-of-way, a distance of 100.00 feet to a point; run thence North 82°30'35" West, a distance of 123.00 feet to a point; run thence North 07°29'25" East, a distance of 37.00 feet to a point; run thence North 82°30'35" West, a distance of 69.00 feet to a point; run thence North 07°29'25" East, a distance of 63.00 feet to a point on the Northerly line of Water Lot 1, aforementioned identified herein as Reference Point "A." Return to the aforementioned Point of Beginning and run North 07°29'25" East along said Westerly right-of-way line of North Front Street, a distance of 100.00 feet to a point in the easterly line of said Water Lot 2; run thence North 70°36'35" West, a distance of 168.30 feet, more or less, to a point in the combined pierhead and bulkhead line; run

REC 19.50
DOC EX 19.50

SA
X

thence Southwesterly along the meanderings thereof, a distance of 137.00 feet, more or less, to aforesaid Reference Point "A" and to close.

Real Estate Assessment No. 00-00-31-1760-0001-0020

Subject to easements, covenants, mortgages and all other encumbrances and restrictions of record and taxes assessed subsequent to December 31, 2002; provided, however, this reference will not serve to reimpose any such easements, covenants or restrictions.

And the said parties of the first part do hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals as the said parties of the first part as of the day and year first above written.

Signed and Sealed in Our Presence:

Sign Name: Krista L. Waldron
Print Name: **KRISTA L. WALDRON**

Howard K. O'Steen
**HOWARD K. O'STEEN, individually and
as a partner of THE O'STEEN COMPANY,
LLP, a Florida limited liability partnership**

Sign Name: Julie Snyder
Print Name: **JULIE SNYDER**

Sign Name: Krista L. Waldron
Print Name: **KRISTA L. WALDRON**

Grace T. O'Steen
**GRACE T. O'STEEN, individually and as
a partner of THE O'STEEN COMPANY,
LLP, a Florida limited liability partnership**

Sign Name: Julie Snyder
Print Name: **JULIE SNYDER**

Sign Name: Krista L. Waldron
Print Name: **KRISTA L. WALDRON**

Harold S. O'Steen
**HAROLD S. O'STEEN, individually and
as a partner of THE O'STEEN COMPANY,
LLP, a Florida limited liability partnership**

Sign Name: Julie Snyder
Print Name: **JULIE SNYDER**

Sign Name: Krista L. Waldron
Print Name: KRISTA L. WALDRON

Ruby G. O'Steen
RUBY G. O'STEEN, individually and as a
partner of THE O'STEEN COMPANY,
LLP, a Florida limited liability partnership

Sign Name: Julie Snyder
Print Name: JULIE SNYDER

STATE OF FLORIDA
COUNTY OF Duval

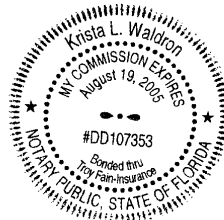
The foregoing instrument was acknowledged before me this 4th day of Dec.,
2003, by **HOWARD K. O'STEEN, individually and as a partner of THE O'STEEN
COMPANY, LLP, a Florida limited liability partnership**, on behalf of himself and the
partnership, [NOTARY MUST CHECK ONE BOX] ☒ who is personally known to me or [] who has
produced _____ [State] driver's license No. _____ as identification.



Krista L. Waldron
Name: KRISTA L. WALDRON
NOTARY PUBLIC, State of Florida
Commission Number: _____

STATE OF FLORIDA
COUNTY OF Duval

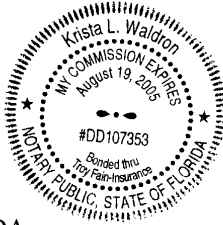
The foregoing instrument was acknowledged before me this 4th day of Dec.,
2003, by **GRACE T. O'STEEN, individually and as a partner of THE O'STEEN COMPANY,
LLP, a Florida limited liability partnership**, on behalf of herself and the partnership, [NOTARY
MUST CHECK ONE BOX] ☒ who is personally known to me or [] who has produced _____
[State] driver's license No. _____ as identification.



Krista L. Waldron
Name: KRISTA L. WALDRON
NOTARY PUBLIC, State of Florida
Commission Number: _____

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 4th day of Dec., 2003, by **HAROLD S. O'STEEN, individually and as a partner of THE O'STEEN COMPANY, LLP, a Florida limited liability partnership**, on behalf of himself and the partnership, [NOTARY MUST CHECK ONE BOX] ☒ who is personally known to me or [] who has produced _____ [State] driver's license No. _____ as identification.



Krista L. Waldron

Name: **KRISTA L. WALDRON**

NOTARY PUBLIC, State of Florida

Commission Number: _____

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 4th day of Dec., 2003, by **RUBY G. O'STEEN, individually and as a partner of THE O'STEEN COMPANY, LLP, a Florida limited liability partnership**, on behalf of herself and the partnership, [NOTARY MUST CHECK ONE BOX] ☒ who is personally known to me or [] who has produced _____ [State] driver's license No. _____ as identification.



Krista L. Waldron

Name: **KRISTA L. WALDRON**

NOTARY PUBLIC, State of Florida

Commission Number: _____

From: noreply@civicplus.com
To: [TRC Info](#)
Subject: Online Form Submittal: Technical Review Committee (TRC): First Step Review Request
Date: Tuesday, January 20, 2026 3:32:52 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.

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	0 Front Street
City	Fernandina Beach
State	FL
Zip	32034
Parcel ID #(s)	00-00-1760-0001-0020
Lot	<i>Field not completed.</i>
Block	<i>Field not completed.</i>
Subdivision	CofFB Waterlots
Zoning District	IW
Future Land Use Designation	Industrial Waterfront
Overlay District	Waterfront Community Redevelopment Area (CRA)
Size of Property (acres)	0.88
Present Property Use	Parking
Wetlands	Yes
Flood Zone	VE
Coastal Construction Control Line (CCCL)	No

CONTACT INFORMATION

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

First Name	Ron
Last Name	Flick
Company (if applicable)	OSTEEN Company LLP
Telephone Number	904 753-9056
E-mail Address	ronflick@cgdevinc.com

PROJECT INFORMATION

Project Name	Riverside
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	Water dependent commercial development with Marina, Specialty Shops, Retail Shops, Restaurants, Approximately 28000 SF total FAR of .75.
Proposed Access Road	Front Street
Rd Maintenance Jurisdiction	City Maintained
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant First Name	Ron
Applicant Last Name	Flick
Today's Date	1/20/2026
Upload Supporting Documentation	26_0105 - Amelia River Waterfront Study (002).pdf
Upload 2	Owner Authorization for Agent Representation.pdf

Upload 3 [ori_1767812701782.pdf](#)

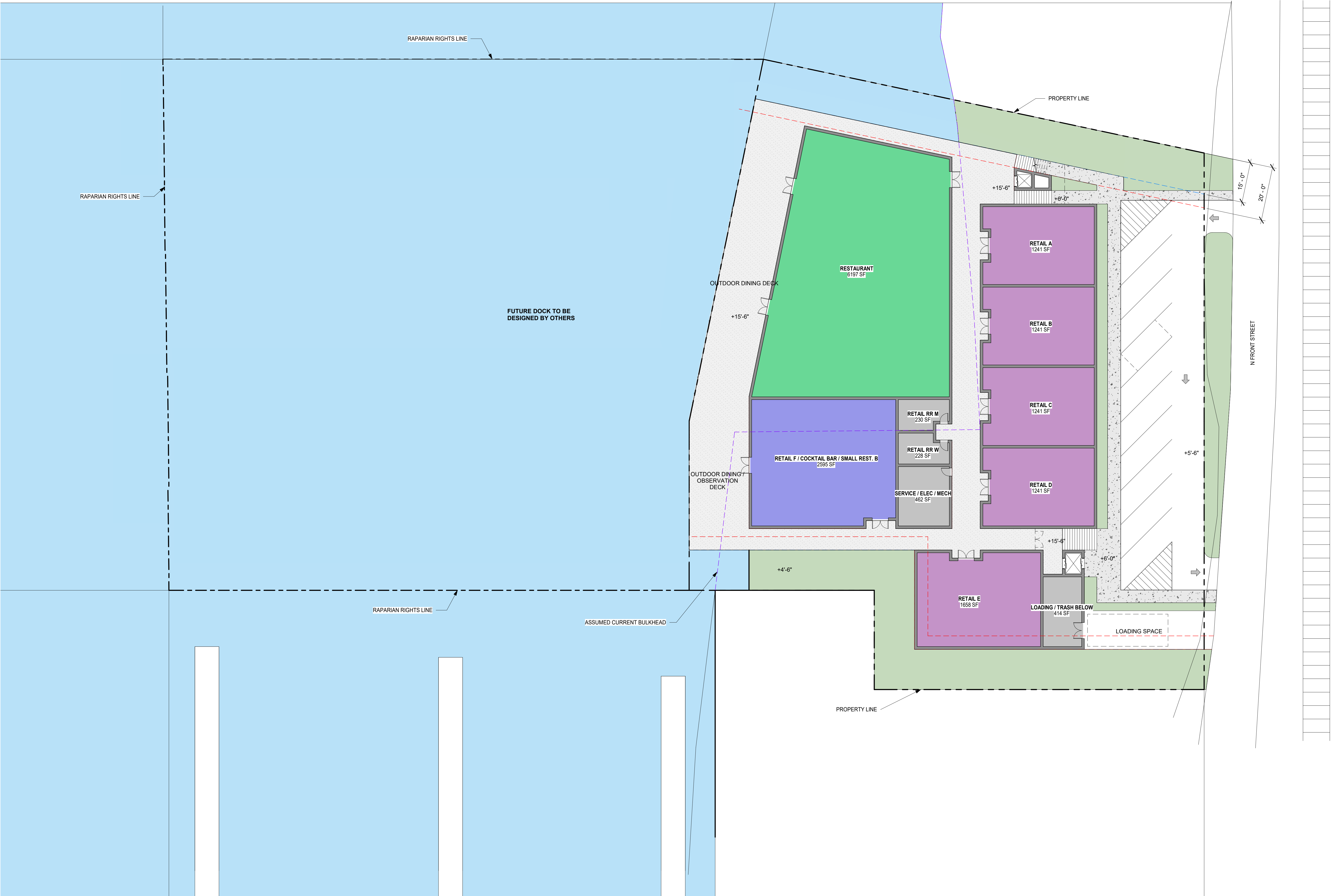
Upload 4 [ori_1767973991872.pdf](#)

Upload 5 [ori_1767974310435.pdf](#)

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.](#)

PROJECT INFORMATION
SITE AREA: 37,815 SF
FAR PER CRA: 75
ALLOWABLE BUILDING AREA PER FAR: 28,360 SF
MAX BLDG HEIGHT PER CRA: 37'
FIRST FLOOR BUILDING AREA (INCL. DECKS): 24,500 SF

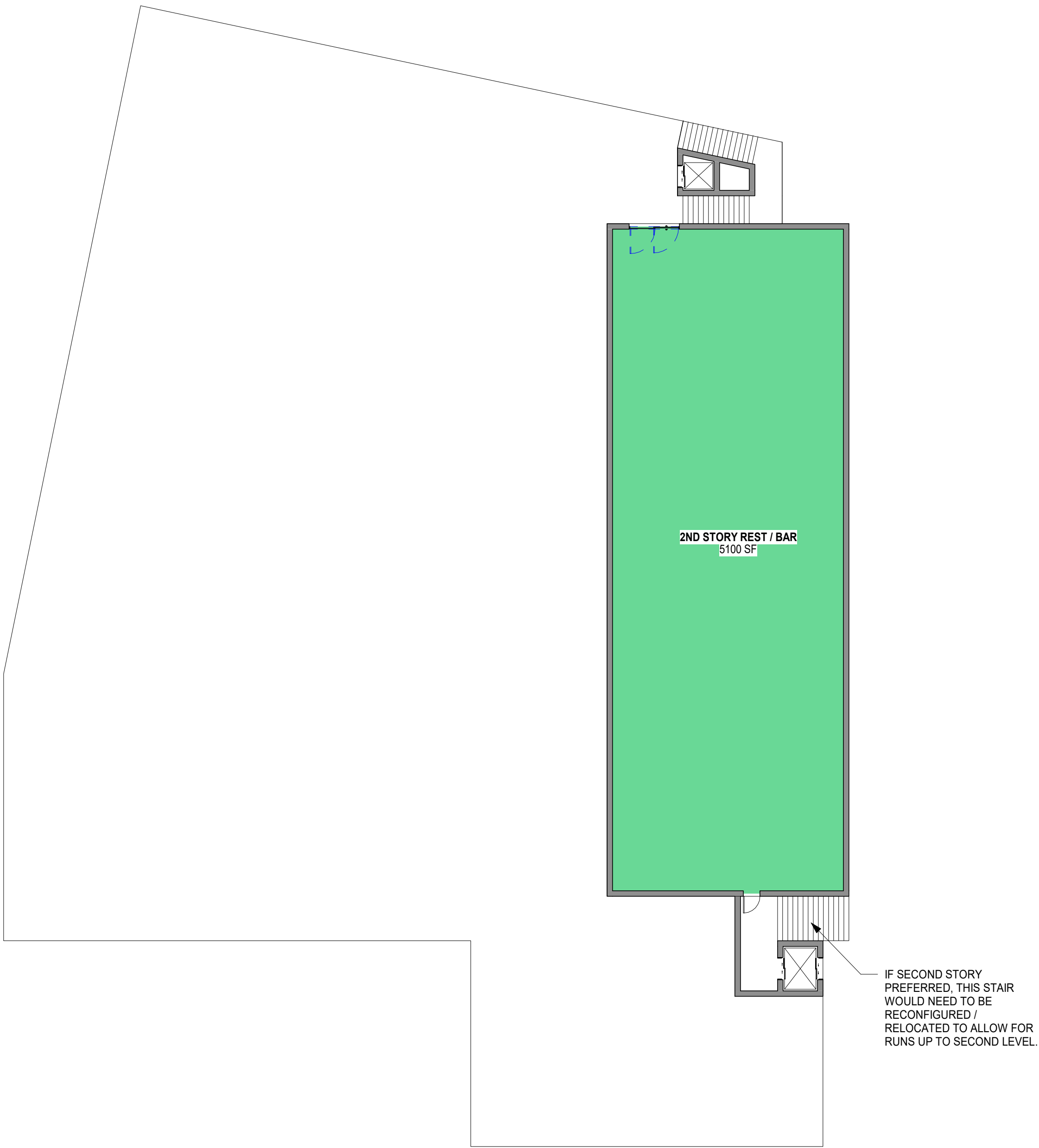


AMELIA RIVER
WATERFRONT

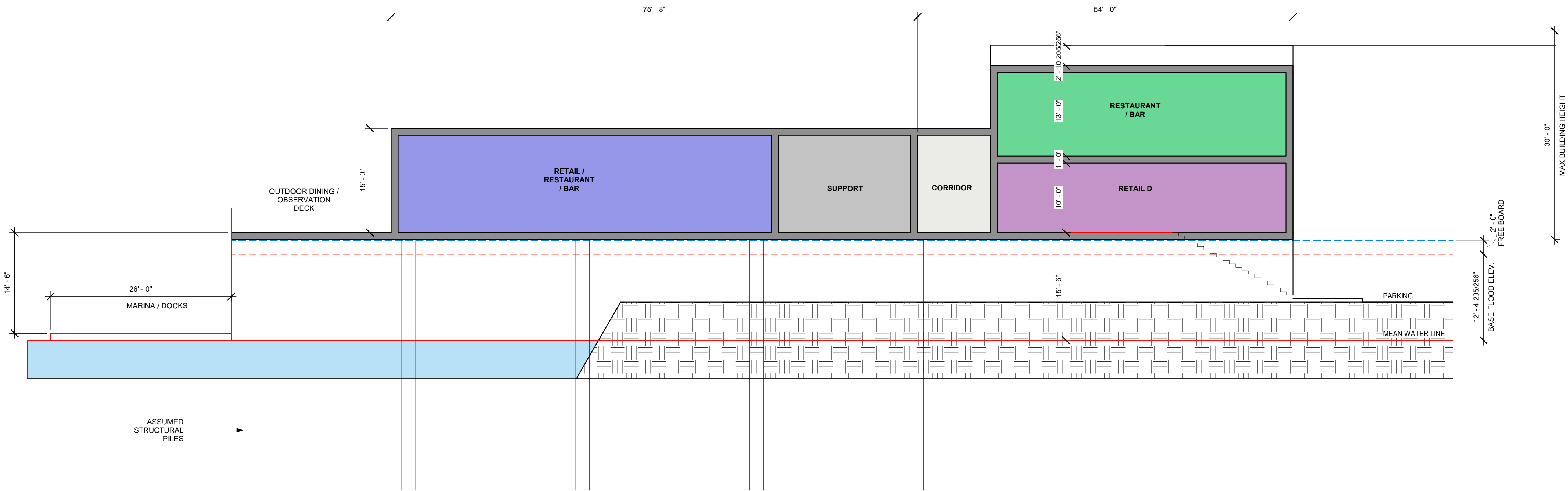
N. FRONT STREET,
FERNANDINA BEACH, FL

01/05/26

LEVEL 2 - OPTION



① LEVEL 2 OPTION PLAN
1/16" = 1'-0"



② LEVEL 2 OPTION SECTION
1/8" = 1'-0"



OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I /WE OSTEEN COMPANY LLP (Richard S Simmons and Pamela O Simmons)
(print name of property owner(s))

hereby authorize: Ron V. Flick
(print name of agent)

to represent me/us in processing an application for: any and all property development entitlements and permitting
(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 of owner)

Richard S Simmons
(Print name of owner)

(Signature of owner)

Pamela O Simmons
(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day
of _____, 20_____, by _____.

Notary Public

Printed Name

My Commission Expires

Personally Known _____ OR Produced Identification _____ ID Produced: _____

MICHAEL STAUFFER, ARCHITECT

Memo

Date: January 21, 2026

Project: **Built to Last Offices**
529 S 9th Street
Fernandina Beach, Florida

Subject: **Memo to TRC**

This project proposes a phased build.

Phase 1 includes the construction of a 35' x 40' mixed use building with the 1st Floor composed of a 600 SF office with a 735 SF storage area plus a stair up. The 2nd Floor is a plus or minus 1200 SF residential unit with two bedrooms and two baths.

This Phase also includes the demolition of the existing one-story commercial structure on site.

Phase 2 includes a 22' x 34' one story office building.

The following is a summary of Land Development Code requirements for this project:

Zoning = MU-8

Setbacks 0' all sides; 10' between buildings Complies

Max Impervious Required 60%

Lot area = 50' x 100' = 5000 SF X 60% = 3000 SF allowed Impervious

Phase 1

Building	1400 SF
Drive	48
Walks/AC	374
<u>HC Parking</u>	<u>340</u>
Sub-Total	2,162 SF < 3000 SF

Phase 2

Building 2	748
<u>Walks/AC</u>	<u>59</u>
Sub-Total	807 SF

TOTAL 2,969 SF < 3,000 SF

MICHAEL STAUFFER, ARCHITECT

Building height Allowable = 45' Actual Approximately = $\pm$ 37' to ridge

Minimum Lot Width Required 25' Actual 50'

Parking Phase 1:

Required for Office 1 space for 300 SF

Building 1 = 600 SF / 300 per = 2 spaces Provided 3 plus HC Space

2nd Floor Resident requires two spaces Provided 2

Phase 2:

Building 2 = 748 SF / 300 SF = 2 spaces required Provided 3

Total Parking both phases 8 spaces plus one HC space

All parking is proposed to be in the right of way per section LDC 7.01.04 to be reviewed.

Trees:

We understand we are required to plant two shade trees or substitute for three palms per shade tree. These will be included in the final plan.

Solid Waste

This is still being worked on with Waste management but we acknowledge the requirements for trash collection and the screening of either a dumpster or trash cans.

Water/Sewer:

Water and sewer shall be provided by the City of Fernandina Beach.
An official request for service shall be made.

MICHAEL STAUFFER, ARCHITECT

Attachment: Site Plan

From: noreply@civicplus.com
To: [TRC Info](#)
Subject: Online Form Submittal: Technical Review Committee: Formal Review Request
Date: Thursday, January 22, 2026 1:38:33 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.

Technical Review Committee: Formal Review Request

Technical Review Committee: Formal Review

USE THIS FORM TO To apply for review of site plans, preliminary subdivision plats, final subdivision plats, minor subdivisions, and amendments to previously issued local development orders, change of use, and nonresidential building expansions.

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

IMPORTANT NOTES

This application will be routed to the various departments for review of the applicable codes and design standards.

****Please note that, unless otherwise indicated, TRC meetings are scheduled as follows:**

The 2nd and 4th Thursday of each month at 10:00 AM in the City Hall Chambers located at 204 Ash Street.

Agenda order includes First Step Reviews followed by Formal Reviews.**

Please see the Land Development Code (LDC) for detailed information:	<i>Field not completed.</i>
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The LDC is available for review at	www.fbfl.us/LDC
------------------------------------	--

Application Requirements	<i>Field not completed.</i>
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Key Contacts

TRC will guide your application from start to finish, engaging other City departments as needed.

PROJECT INFORMATION

Submission Type	Initial Submittal
-----------------	-------------------

NOTICE

3rd and all subsequent resubmittals will be charged a fee of 1/2 the original application fees.

DATE OF YOUR FIRST STEP REVIEW (if you have not attended a First Step Review, return to the application page and choose the TRC First Step Review application)	12/11/2025
--	------------

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
-------------------------	--

Site Address	529 S 9th
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City	Fernandina Beach
------	------------------

State	FL
-------	----

Zip	32034
-----	-------

Parcel ID #(s)	00-00-31-1800-0142-0052
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Lot	<i>Field not completed.</i>
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Block	<i>Field not completed.</i>
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Subdivision	<i>Field not completed.</i>
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Zoning District	MU-8
-----------------	------

Future Land Use Designation	Mixed Use
--------------------------------	-----------

Overlay District	None
------------------	------

Size of Property (acres)	.11
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Present Property Use	Commercial
----------------------	------------

Wetlands	No
Flood Zone	X, area of minimal flood hazard
Coastal Construction Control Line (CCCL)	No
OWNER OF RECORD <i>As recorded with the Nassau County Property Appraiser</i>	
First Name	Dylan
Last Name	Psulkowski
Company (if applicable)	Built To Last Construction
Mailing Address	710 Beech st
City	Fernandina Beach
State	FL
Zip	32034
Telephone Number	2678970817
Email Address	Dylan@builtolast.pro
OWNER'S AGENT If other than owner. If an agent will be representing the owner, an <u>Owner's Authorization For Agent Representation form</u> must be included.	
First Name	<i>Field not completed.</i>
Last Name	<i>Field not completed.</i>
Company (if applicable)	<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>

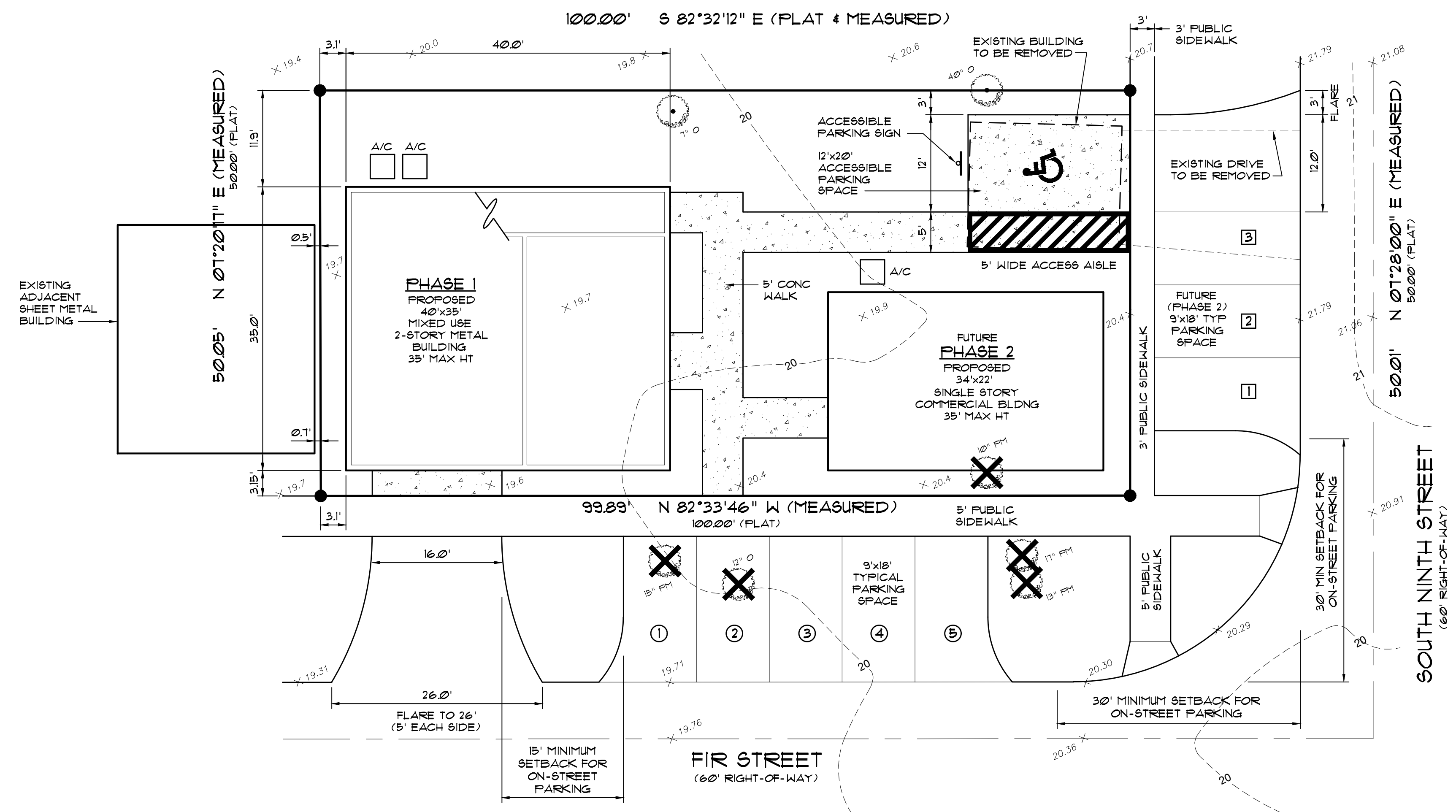
Email Address	Field not completed.
PROJECT INFORMATION	
Project Type	Site Plan Review
Project Name	Field not completed.
Proposed Access Road	Fir St
Rd Maintenance Jurisdiction	Unimproved ROW
Project Estimated Cost	75,000
Description of Request	See attached memo.
Site Plan Review Checklist	The names, address, telephone number, and email address of the person preparing the plan., The date of preparation and date(s) of any modifications, a north arrow, and a written and graphic scale., The legal description of the property, consistent with the required survey., A vicinity map showing the location of the property., The location of streams, bodies of water, natural features, roads, rights-of-way, street intersections, and paved areas within the boundaries of the property., The location and use of any existing and proposed principal or accessory buildings and structures, showing proposed setbacks, building heights, and other dimensional requirements of the zoning distr, The access points, driveway design, on-site parking, including required parking lot landscaping, internal circulation, sidewalks, and bicycle facilities, A tree survey showing protected trees, proposed replacement trees, if required, and landscaping and buffering. (See Section 4.05.00.), For a PUD site plan, a detailed, written list and explanation of how the proposed PUD differs from any provision of this LDC applicable to the underlying zoning district., o Zoning district;, o Total acreage;, o Impervious surface ratio calculation, proposed and permissible;, o Total number of parking spaces, required and provided; and, o Number of trees required to be protected, number of trees remaining on the site, and number of trees to be planted.
School Concurrency	<i>New residential development is required to demonstrate compliance with school concurrency as regulated in the City of Fernandina Beach through the City of Fernandina Beach's Comprehensive Plan Intergovernmental Coordination Element and the Interlocal Agreement Amendment for Public School Facility Planning adopted by the City on May 21, 2019. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the City unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency</i>

Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

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	Dylan
Applicant Last Name	Psulkowski
Today's Date	1/22/2026
Upload Supporting Documentation	BTL - Concept Site Plan (24x36) 1-21-26.pdf
Upload 2	TRC Memo_Built to Last Building_9th Street_012026.pdf
Upload 3	<i>Field not completed.</i>
Upload 4	<i>Field not completed.</i>
Upload 5	<i>Field not completed.</i>
Upload 6	<i>Field not completed.</i>
Upload 7	<i>Field not completed.</i>

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

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



1 CONCEPTUAL SITE PLAN

SCALE: 1" = 10'-0"

THESE DRAWINGS AND THE CONCEPTS
THEY REPRESENT ARE THE PROPERTY OF
MICHAEL STAUFFER, ARCHITECT AND
MICHAEL STAUFFER, ARCHITECT, LLC.
THEY MAY NOT BE COPIED OR
REPRODUCED WITHOUT THE EXPRESSED,
WRITTEN PERMISSION OF THE ARCHITECT.

© COPYRIGHT 2026

Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 25-697

Warranty Deed

This Indenture, made, December 22, 2025 A.D.
Between BON- LEE LLC, a Florida Limited Liability Company
whose post office address is: 1702 22nd Avenue North, Lake Worth
Beach, Florida 33460, a company existing under the laws of the
State of Florida, Grantor and
BUILT TO LAST CONSTRUCTION, INC, a Florida Corporation
whose post office address is: 710 Beech Street, Fernandina Beach,
FL 32034, Grantee,

Witnesseth, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Nassau, State of Florida, to wit:

THE SOUTH 1/2 OF LOT 5, BLOCK 142, CITY OF FERNANDINA BEACH, NASSAU
COUNTY, FLORIDA. KNOWN AS PARCEL NUMBER 00-00-31-1800-0142-0052

Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

Parcel Identification Number: Property 1:
00-00-31-1800-0142-0052

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 25-697

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

**BON- LEE LLC, a Florida Limited
Liability Company**

Signed and Sealed in Our Presence:

By:

Karen W. Jones
Karen W. Jones
Its: Manager

Witness #1

Print Name: Zachary Olerich
Address: 625 North B Street
Lake Worth Beach, FL

Witness #2

Print Name: Holly A. Olerich
Address: 625 N B St
Lake Worth Beach, FL 33460

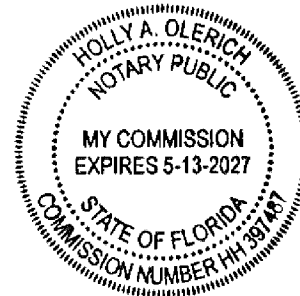
State of Florida

County of Palm Beach

The foregoing instrument was acknowledged before me by means of [X] physical presence or [] online notarization, this 17th day of December, 2025, by Karen W. Jones, the Manager of BON- LEE LLC, a Florida Limited Liability Company, a company existing under the laws of the State of Florida, on behalf of the company. He/She have produced personally known as identification.

Holly A. Olerich (Seal)
Notary Public

Notary Printed Name: Holly A. Olerich
My Commission Expires:





Dylan Psulkowski
710 Beech St
Fernandina Beach, FL 32034

Sent Via Email to Project Team
Dyaln@builtolast.pro

Applicant Name: Dylan Psulkowski
Project Description: Built to Last Mixed-Use Site
Location: 529 S 9th Street
PIN(s): 00-00-31-1800-0142-0052
TRC Case Number: **TRC 2026-0001**

Mr. Psulkowski,

The City of Fernandina Beach received your request for site plan review on January 22nd, 2025. All submitted documents provided were routed to the Technical Review Committee (TRC). The comments provided as part of this site plan review are valid for six months from the date of issuance.

Please resubmit response documents to address each comment in a narrative form and through an amended site plan within 30 days of the date of this letter. The next available TRC meeting is Thursday, February 12 at 10 am to discuss the comments provided herein. For this project to be considered for approval at a TRC meeting, you will need to resubmit materials that address the comments by February 19th to receive approval or another round of comments on March 12th.

All reviewers will be present to discuss any questions you have concerning the comments provided herein.

If you have any questions, please contact us at TRCinfo@fbfl.city or 904-310-3480.

Sincerely,
TRC Committee



TRC Reviewers: After reviewing proposed plans...

- If you have comments that need to be addressed in a resubmittal, please check the first box and enter comments in the bulletized list, **or**
- If you have no comments or the applicant has satisfactorily addressed all of your previous comments, please check the second box. This is your “sign off” for issuance of the Local Development Order (LDO) once all departments have signed off.
- Add name of reviewer and today’s date

1ST ROUND REVIEW COMMENTS:**PLANNING & CONSERVATION**

☒ The Planning Department has reviewed the submittal and noted the following comments:

Upon review of the plans, a site visit, and consideration of intended use, parallel parking is the best option for this streetscape. Please revise plans to contain parallel parking spaces. 25-foot-long spaces are the standard and given the site plan, that area should be able to accommodate 3 spaces. One space is provided by the ADA space, totaling 4 spaces for the site. The remaining required 6 spaces can be achieved through a one-time fee in lieu of \$2,000 per space paid at the time of permitting.

An architectural rendering of the building will be required for final approval to ensure compliance with section 4.03.03 8th Street Small Area Design Standards.

Can two palms on south/east side be saved? Min native shade tree planting/retention is 1 per 1,500 sq ft. Please demonstrate that mitigation is met for trees being removed, possibly by retention or replanting. Dn 2/5/26

OR

☐ All previous comments have been addressed and the Department of Planning & Conservation approves issuance of a local development order.

Name of Reviewer: Planning Staff

Today’s Date: Thursday, February 5, 2026

BUILDING

☐ The Building Department has reviewed the submittal and noted the following comments:

No comments currently.

OR

☐ All previous comments have been addressed and the Building Department approves issuance of a local development order.

Name of Reviewer: Planning Staff

Today’s Date: Thursday, February 5, 2026

UTILITIES & STORMWATER



☒ The Public Works Department has reviewed the submittal and noted the following comments.

- There is a 6" sewer service line connected to the existing building on the Northeast corner of the property. Please verify the size is sufficient.
- An engineered stormwater system is required for the property.
- Backflow preventors are required on water lines.
- The property only has a 3/4" meter for water.
- Please clarify how many services you will need and what size.

OR

☐ All previous comments have been addressed and the Public Works Department approves issuance of a local development order.

Name of Reviewer:

Today's Date: Thursday, February 2, 2025

PUBLIC WORK/OPERATIONS/STREETS

☒ The Public Works Department has reviewed the submittal and noted the following comments.

The sidewalk on the South 9th Street side needs to be sixty inches wide per 7.01.03 D.

How will trash and recycling be addressed for both phases?

Parallel spots are appropriate for this local street.

OR

☐ All previous comments have been addressed and the Public Works Department approves issuance of a local development order.

Name of Reviewer: Cathy Sabattini

Today's Date: Wednesday, January 28, 2026

CODE ENFORCEMENT

☒ The Code Enforcement Department has reviewed the submittal and noted the following comments:

Looking forward to seeing solid waste removal & storage plan.



OR

☐ All previous comments have been addressed and the Code Enforcement Department approves issuance of a local development order.

Name of Reviewer: Michelle Forstrom

Today's Date: Thursday, February 5, 2026

FIRE

☐ The Fire Department has reviewed the submittal and noted the following comments:

- No concerns or comments regarding fire department access or water supply.

OR

☒ All previous comments have been addressed and the Fire Department approves issuance of a local development order.

Name of Reviewer: Jason Higginbotham

Today's Date: Wednesday, February 4, 2026



**OWNER'S AUTHORIZATION
FOR AGENT REPRESENTATION**

I/WE Built to Last Construction Inc
(print name of property owner(s))

hereby authorize: Dylan Psulkowski
(print name of agent)

to represent me/us in processing an application for: TRC Review
(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]
(Signature of owner)

Dylan Psulkowski
(Print name of owner)

Dylan Psulkowski
(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 5 day
of FEBRUARY, 2026, by DYLAN PSULKOWSKI

[Signature]
Notary Public

KATHRYN BYNUM
Printed Name

12/1/28
My Commission Expires

Personally Known X OR Produced Identification _____ ID Produced: _____





OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

I/WE Built to Last Construction Inc
(print name of property owner(s))

hereby authorize: Michael Stauffer
(print name of agent)

to represent me/us in processing an application for: TRC Review
(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)

Dylan Psulkowski
(Print name of owner)

(Print name of owner)

STATE OF FLORIDA

COUNTY OF NASSAU

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 5 day
of February, 20 26, by DYLAN PSULKOWSKI

[Signature]
Notary Public

KATHRYN BYNUM
Printed Name

12/9/28
My Commission Expires

Personally Known ☒ OR Produced Identification ☐ ID Produced: ☐

