





This guidance document provides information to property owners who want to plant around their existing stormwater management pond.

## A Montgomery County Owner's Guide To Adding Plantings Around Your Stormwater Pond



This guide answers the following questions as well as provides examples and additional resources:

- Why?** Why should I add plantings?
- Where?** Where am I allowed to plant?
- What?** What should I plant?
- How?** How should I plant?
- Planted pond example



Working together for a cleaner, greener, economically vibrant community

Stormwater Facility Maintenance Program  
www.montgomerycountymd.gov/stormwater

### Plant lists

### What?

Many native plants adapt well to pond conditions. Listed below are just some of the plant species you might consider for stormwater ponds in Montgomery County.

#### Selecting plants

Where possible, choose native plants that have adapted to the local climate, rainfall, and soil conditions. For plant selection, visit:

Native Plants for Healthy Habitats and Conservation Landscaping: Chesapeake Bay Watershed  
<http://www.cbr.gov/pubs/npl/ndp/ndp.html>

The National Park Service's "More Plants for Wetland Habitat"  
<http://www.nps.gov/landscapes/landscapes/landscapes.htm>

#### Plants for wet ponds:

##### Trees

American Sycamore (Red maple)  
Pine (American loblolly)  
Sweet gum

##### Shrubs

Catawba (American holly)  
Dogwood

##### Grasses and flowers

Common reed  
Cottonwood  
Cyperus  
Spartina  
Sagittaria  
Sagittaria

#### Plants for dry ponds:

##### Trees

American Sycamore (Red maple)  
Pine (American loblolly)  
Sweet gum

##### Shrubs

Catawba (American holly)  
Dogwood

##### Grasses and flowers

Common reed  
Cottonwood  
Cyperus  
Spartina  
Sagittaria  
Sagittaria

#### Plants for dry ponds below (or nearby) temporary flooding:

##### Trees

American Sycamore (Red maple)  
Pine (American loblolly)  
Sweet gum

##### Shrubs

Catawba (American holly)  
Dogwood  
Sagittaria (American holly)  
Sagittaria (American holly)

##### Grasses and flowers

Common reed  
Cottonwood  
Cyperus  
Spartina  
Sagittaria  
Sagittaria

#### Plants for pond slopes (mostly dry conditions)

##### Trees

American Sycamore (Red maple)  
Pine (American loblolly)  
Sweet gum

### What should I plant?

### What?

#### Select native plants to encourage aquatic habitats

Aquatic plants that are native to the pond area can encourage aquatic habitats and provide cover for fish, amphibians, pollinators, birds, and mammals. Vegetative buffers around stormwater management facilities provide a natural barrier between the pond and the surrounding landscape. The pond, and vegetative buffer, can provide a habitat for a variety of wildlife. Buffers can also act as the pond's natural sediment trap.



A vegetative buffer can help to reduce erosion, filter sediment, and provide habitat for wildlife.

#### Design plantings to enhance habitat

A well-planned wet pond or constructed wetland, including a healthy, living ecosystem, is important to the overall health of the pond. A healthy pond with a diverse population of fish and other aquatic species, such as birds, bats, and amphibians, maintains water quality and stable levels of oxygen. A healthy pond is surrounded by a diverse plant cover. A healthy pond also has a variety of plant species and tree cover that provide habitat for a variety of wildlife, and help to reduce erosion.

#### Planting techniques

Native plants are well-suited to the pond area and are resistant to drought, disease, and other stresses. They are also easy to maintain and can provide a natural barrier between the pond and the surrounding landscape.



A vegetative buffer can help to reduce erosion, filter sediment, and provide habitat for wildlife.



#### Planting techniques

A healthy pond with a diverse population of fish and other aquatic species, such as birds, bats, and amphibians, maintains water quality and stable levels of oxygen. A healthy pond is surrounded by a diverse plant cover. A healthy pond also has a variety of plant species and tree cover that provide habitat for a variety of wildlife, and help to reduce erosion.

### Where can I plant in and around ponds?

### Where?

#### Planting Dos and Don'ts

##### Don't Plant Trees or Shrubs in These Places

**Around the control structure, inlet, and outlet**  
Do not plant trees or shrubs near the control structure or within 10 feet of the toe (bank) of the embankment or within 25 feet of the toe on other structures.

##### Don't plant

Do not plant trees or shrubs on the pond side of the embankment. The pond side embankment is required to be covered or near water's edge. This structure is designed for erosion control, not for planting.

##### Do Plant Native Non-Woody Plants Here

**Pond side slopes (outside of the dam embankment)**  
Plant trees and shrubs on the pond side of the embankment. Plantings should be spaced at least 10 feet apart. If planting below the flooding elevation, don't use trees, as it will affect water quality.

Refer to the drawing of a planted dry pond on page 17 for visual information on pond side slopes. Plantings should be spaced at least 10 feet apart.



As shown in red are off-limits for trees and shrubs. They may be planted on dam embankment, which must be mowed twice a year.





## LDC Code-based Amendments

Current Code Section	Current Code	Proposed Amendment	Benefit of Amendment
10.03.01	“A reduction in a dimensional standard, other than a setback...”	Allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree	Removes the need for a Variance. Homeowners are more likely to pursue this less expensive and less time-consuming process. It will also promote environmentally friendly designs.
1.07.00 (B)	“Protected tree means any existing, healthy tree having a five (5) inch DBH, or greater and not identified on the most recent Florida Exotic Pest Plant Council Invasive Plant list (Category I or II) and any tree that was planted or preserved in compliance with an approved development order or to mitigate removal of a protected tree.”	Include any newly planted trees as part of the LDC’s minimum landscape requirements.	Reinforces section 4.05.03(E)(3)
4.05.10	“All wet detention ponds shall incorporate a combination of aquatic and non-aquatic native plants...”	Require a minimum of one (1) 2.5” DBH water-tolerant tree per 50 linear feet of pond frontage. Creating clusters of trees is permissible so long as the minimum requirements are met. A 5 FT barrier at 3” deep, created by mulch or other natural material, must be placed around each tree and/or cluster	Softens the landscape, allows for better absorption of stormwater, filter runoff, additional wildlife habitats,
4.05.14 (D) (4)	An applicant shall be permitted to pay a fee to the City Tree Replacement Fund for up to fifty (50) percent of the cumulative DBH of protected trees removed, less the credits accumulated	Maintain the \$500 Tree Removal Fee for the first 3 trees, but increase “Each Additional Tree” fee from \$100 to \$150	Revised fee is more in line with what it would currently cost the City to replace removed trees

	<p>from preservation of trees on the site. The fee will be set by resolution of the City Commission and will be based on the average cost for the City to replace the tree with the same species, excluding invasive species, the fiscal year in which the permit is issued.</p>		
Table 4.02.01(J)	<p>Maximum impervious surface ratio for residential lots is currently 60%.</p>	<p>Reduce Impervious Surface Ratio to 45% for all residential development. Applies to zoning districts R-1, R-2, RLM, R-3, and MU-1 and MU-8 where exclusively residential is developed.</p>	<p>Encourages greater tree preservation, increases open space, minimizes impervious surfaces.</p>
No current code section	<p>N/A</p>	<p>Require permits for all concrete slabs and all pavers exceeding 50 square feet.</p>	<p>Provides a method for ensuring LDC compliant impervious surface ratios, oversight of lot coverage</p>
4.05.05(A)&(B)	<p><b>Single-family and Two-family Residential Development</b> Single-family and two-family development shall include, at a minimum, one (1) shade tree for every 2,500 square feet of lot area or fraction thereof.</p> <p><b>Multi-family Residential Development</b> 1. There shall be not less than one (1) shade tree for each 1,500 square feet, or fraction thereof, of development site.</p>	<p><b>Single-family and Two-family Residential Development</b> Increase the minimum landscape requirement to 2 native trees per 2500 sq. ft.</p> <p><b>Multi-family Residential Development</b> Increase the minimum landscape requirement to 2 native trees per 1500 sq. ft.</p>	<p>Greater diversification of native species, doubles the total number of trees required per lot.</p>



No current code section	N/A	Existing healthy trees onsite that are 2.5 inches DBH or greater and at least 8 ft. tall that are relocated and that would otherwise be removed from the site because of development may be utilized as credit towards the assessed mitigation, if relocated onsite.	Preserving well established trees and existing mature canopy onsite.
No current code section	N/A	At the property owner's expense, they must analyze the condition of each tree, 3 years after the tree was preserved, relocated, or planted. Assessment may be provided in the form of an arborist evaluation or onsite inspection performed by the City. This analysis must be submitted to the city for inspection and approval within 30 days of being made. Should any tree die or be in a state of decline within 3 years of being preserved, planted, or relocated, the property owner must be required to replace the tree within 60 days of that determination. The three-year monitoring and approval period must begin anew whenever a tree is replaced. If that replacement tree is found not to be viable at the end of the second monitoring period, the property owner can pay the appropriate amount into the tree fund in lieu of planting a third replacement tree. If the property owner fails to replace the tree or to pay the appropriate amount into the tree fund within 60 days, the property owner will be in violation of this chapter. The City has the authority during the required 3-	An enforcement mechanism to ensure mitigation and landscape trees are compliant with the code. Upon approval this section would become a sub-section of 4.05.03(E)(3).

		<p>year maintenance period to conduct on-site maintenance inspections subsequent to final inspection and notice of completion, and to require correction of all deficiencies and violations.</p> <p>Note: To create a stamp with this language on all landscape plan approvals at time of permitting.</p>	
4.05.03(E)(3)	<p>Replacement trees shall be maintained and warranted to survive for a period of one (1) year from installation. Trees which do not survive one (1) year must be replaced with new trees of the same size. Replacement trees shall comply with the same maintenance and replacement warranty as the original replacement tree(s) and the warranty period will restart at the date of planting.</p>	<p>Expand the minimum tree health guarantee timeframe from 1 to 3 years.</p>	<p>Encourages healthy tree maintenance, allows for longer tree establishment period</p>
No current code section	N/A	<p>Incorporate specific language relating to tree trust fund.</p>	<p>Provide clarification of fund usage within the LDC.</p>



# TREE PLANTING RECORD 2018-2021

(LAST UPDATE 07/12/2021)

DATE	PLANTED	City (C) Residence (R)	SPECIES	LOCATION/ADDRESS	VENDOR	P - Purchased D - Donated	DESCRIPTION	ESTIMATED SOFT CANOPY GROWTH @ MATURITY	COMMENTS	TOTAL
5/1/2018	3	C	Live Oak	Atlantic Avenue - Central Park				60-100	Surrounding tennis court	TOTAL 7
11/16/2018	4	C	Live Oak	Ash Street - Across City Hall				60-100	ROW on North Side	
1/18/2019	11	C	Cedar	Elm + S. 3rd Street			FL Arbor Day	40-60		
1/18/2019	14	C	Wax Myrtle	Elm + S. 3rd Street			FL Arbor Day	35		
4/26/2019	2	C	Oak	Peck Center			National Arbor Day	60-100		
4/26/2019	1	C	Orange Tree	Peck Center			National Arbor Day	20-40		
8/2/2019	1	C	Live Oak	Peck Center			50th Class Reunion	60-100	N.W. Corner	
12/9/2019	6	C	Live Oak	Atlantic Avenue - Central Park				60-100	Between Tennis Courts + Heritage Oak	
12/17/2019	1	C	Palm	Central Park				?	Tranplant	TOTAL 37
2/18/2019	1	C	Live Oak	Central Park			Keep Nassau Beautiful	60-100	N.W. of Gazebo	
1/17/2020	4	C	Cabbage Palm	MLK Park	Liberty Landscape	P	FL Arbor Day	10-15 ft		
1/17/2020	1	C	Ginkgo	MLK Park			FL Arbor Day	50-60		
1/17/2020	2	C	CrabApple	MLK Park			FL Arbor Day	?		
1/17/2020	2	C	Loquat	MLK Park	Gore's Nursery	P	FL Arbor Day	30-40		
1/17/2020	3	C	Orange Tree	MLK Park			FL Arbor Day	20-40		
1/17/2020	3	C	Pear Tree	MLK Park	Gore's Nursery	P	FL Arbor Day	30-40		
1/17/2020	6	C	Pecan	MLK Park			FL Arbor Day	50-70		
1/17/2020	3	C	Bottle Brush	MLK Park	Gore's Nursery	P	FL Arbor Day	10-15 ft	not on original list	
1/17/2020	2	C	Oakleaf Holly	MLK Park	Gore's Nursery	P	FL Arbor Day	?	not on original list	
1/17/2020	6	C	Cedar	MLK Park	Southern Tree	P	FL Arbor Day	?		
2/5/2020	2	C	Japanese Blueberry	Centre Street				35-50	Replaced 1 holly + 1 redbud	
2/21/2020	2	C	Poplar	Emma Love School	Gore's Nursery	P	Special Event	40-60		
2/21/2020	6	C	Redbud	Emma Love School	Gore's Nursery	P	Special Event	?		
2/21/2020	2	C	Bracken Magnolia	Emma Love School	Gore's Nursery	P	Special Event	15-20		
2/21/2020	10	C	Live Oak	Emma Love School	Gore's Nursery	P	Special Event	60-100		
2/21/2020	5	C	Pine	N. 14th Street - Boat Ramp				?		
4/24/2020	1	C	Bottle Brush	S. 2nd Street - Across City Hall			Junior Women's Club	10-15 ft	ROW south of S. 2nd Street	
4/30/2020	2	C	Live Oak	Egans Park			Keep Nassau Beautiful	60-100		
4/30/2020	2	C	Magnolia	City Hall Park			Keep Nassau Beautiful	40		
5/15/2020	2	C	Loquat	Res. Lot - Dunes of Amelia				30-40	Seedlings	
8/4/2020	2	C	Weeping Bottlebrush	Res. Lot - Citrona Drive				15-20	To replace tree removed in ROW	
8/7/2020	2	C	Pine	Northpark ROW				?	To replace tree removed near Azalea	
9/4/2020	6	C	Bald Cypress	N. 15th Street	Gore's Nursery	P		25-35	Stormwater Pond	
9/4/2020	5	C	Loquat	N. 15th Street	Gore's Nursery	P		30-40	Stormwater Pond	
9/4/2020	3	C	Oak	N. 15th Street	Gore's Nursery	P		60-100	Stormwater Pond	
9/4/2020	2	C	Magnolia	N. 15th Street	Gore's Nursery	P		40	Stormwater Pond	
9/28/2020	4	C	Crape Myrtle	Peck Center	Dreamscapes	P		6-15 ft	Front of gym + Stormwater pond	
9/28/2020	3	C	Laurel Oak	Peck Center	Dreamscapes	P		40-60	Front of gym + Stormwater pond	
9/28/2020	1	C	Laurel Oak	Atlantic Rec. Center	Dreamscapes	P		40-60	Btwn Building + Pirate Playground	
10/5/2020	8	C	Wax Myrtle	333 N. Fletcher Ave				20-25	Invasive program replacement	
10/22/2020	7	C	Dahoon Holly	S. 10th Street - Peck Field	Dreamscapes	P		8-12 ft	Along S. 10th Street	
10/26/2020	1	C	Live Oak	Southside Elementary			Keep Nassau Beautiful	60-100		
11/18/2020	4	C	Red Cedar	S. 11th Street - Peck Field				15-20	Along S. 11th Street	
11/18/2020	6	C	Red Maple	S. 11th Street - Peck Field				25-35	Along S. 11th Street	
12/9/2020	3	C	Japanese Blueberry	Peck Center - West Side				35-50	Btwn Building + Parking Area	
12/9/2020	1	C	Loquat	Near 19 N. 5th Street - ROW	Gore's Nursery	P	Replacement	30-40		
12/9/2020	8	C	Live Oak	Ocean View Villas + Dolphin St	Gore's Nursery	P		60-100	ROW - (diff then 2 on original report)	
12/9/2020	6	C	Wax Myrtle	Ocean View Villas + Dolphin St	Gore's Nursery	P		20-25	ROW - (diff then 10 on original report)	
12/9/2020	5	C	Live Oak	N. 13th Terrace - South end	Liberty Landscape	P		60-100	ROW	
12/9/2020	4	C	Wax Myrtle	N. 13th Terrace - South end	Liberty Landscape	P		20-25	ROW	
12/15/2020	1	C	Magnolia	502 Date Street - ROW	Liberty Landscape	D		40		
12/15/2020	2	C	Magnolia	House Authority - Hickory St	Liberty Landscape	D		40		
12/15/2020	1	C	Crape Myrtle	N. 15th St - Stormwater Pond	Liberty Landscape	D		6-15 ft	House Authority	



12/15/2020	2	C	Laurel Oak	N. 15th St - Stormwater Pond	Liberty Landscape	D		40-60	House Authority	
12/15/2020	1	C	Magnolia	N. 15th St - Stormwater Pond	Liberty Landscape	D		40	House Authority	
12/15/2020	1	C	Blanchard Magnolia	N. 15th St - Stormwater Pond	Liberty Landscape	D		40	House Authority	
12/15/2020	1	C	Schumard Oak	N. 15th St - Stormwater Pond	Liberty Landscape	D		40-50	House Authority	
12/15/2020	1	C	Live Oak	N. 15th St - Stormwater Pond	Liberty Landscape	D		60-100	House Authority	
12/15/2020	1	C	Live Oak	1202/1208 Beech Street - ROW			Replacement	60-100	Across from Central Park	
12/16/2020	3	C	Crepe Myrtle	1416 Atlantic Ave - ROW	Gore's Nursery	P	Replacement	6-15 ft	for removal of 1 Pine	
12/16/2020	1	C	Slash Pine	1416 Atlantic Ave - ROW			Replacement	35-50	Seedling	
12/16/2020	1	C	Crepe Myrtle	Alachua Parking Lot	Gore's Nursery	P	Replacement	6-15 ft	Across from Putt-Putt	
12/16/2020	3	R	Bald Cypress	1696 Blue Heron Lane	Gore's Nursery	P	Repl. of damaged trees	25-35	Damaged by herbicide by City	
12/16/2020	2	R	Weeping Willow	1696 Blue Heron Lane	Gore's Nursery	P	Repl. of damaged trees	45-70	Damaged by herbicide by City	
12/18/2020	2	R	Weeping Willow	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	45-70	Damaged by herbicide by City	
12/18/2020	1	R	Bald Cypress	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	25-35	Damaged by herbicide by City	
12/18/2020	1	R	Magnolia	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	40	Damaged by herbicide by City	
12/18/2020	1	R	Roebelenii Palm	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	PALM	Damaged by herbicide by City	
12/18/2020	2	R	Roebelenii Palm	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	PALM	Damaged by herbicide by City	
12/18/2020	1	R	Sago	1696 Blue Heron Lane	Liberty Landscape	P	Repl. of damaged trees	PALM	Damaged by herbicide by City	
12/18/2020	1		Pond Cypress		Liberty Landscape	P		10-15 ft		
12/18/2020	1	R	Citrus Tree	1622 Highland Dunes Way	Liberty Landscape	P		?	Request thru Facebook (Barrington)	
12/18/2020	3	R	Pine	2504 Robert Oliver Avenue				?	Seedlings	
12/21/2020	3	R	Orange Tree	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	20-40		
12/21/2020	1	R	Grapefruit Tree	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	?		
12/21/2020	1	R	Lemon Tree	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	?		
12/21/2020	3	R	Pear Tree	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	20		
12/21/2020	3	R	Loquat	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	30-40		
12/21/2020	1	R	Pecan Tree	Hickory Street - Housing Authority	Reflections of Nature	P	Arbor Day	50-70		TOTAL 193
1/15/2021	2	R	Bottlebrush	Hickory Street - Housing Authority	Reflections of Nature	P	FL Arbor Day	10-15 ft		
1/15/2021	1	R	Wax Myrtle	Hickory Street - Housing Authority	Reflections of Nature	P	FL Arbor Day	6-16 ft		
1/15/2021	10	R	Shade Trees	Hickory Street - Housing Authority	FL Forest Service	P	FL Arbor Day	???		
1/15/2021	2	R	Oak	Hickory Street - Housing Authority	Liberty Landscape	P	FL Arbor Day	60-100	Large	
1/15/2021	2	R	Magnolia	Hickory Street - Housing Authority	Liberty Landscape	P	FL Arbor Day	40		
4/17/2021	100	R	Crepe Myrtle	Various Locations	Gore's Nursery	P	Free Tree Give Away	6-15 ft	Recycling Event - Residents only	
4/17/2021	50	R	Red Maple	Various Locations	Gore's Nursery	P	Free Tree Give Away	40	Recycling Event - Residents only	
4/17/2021	50	R	River Birch	Various Locations	Gore's Nursery	P	Free Tree Give Away	40-60	Recycling Event - Residents only	
4/17/2021	50	R	Loquat	Various Locations	Gore's Nursery	P	Free Tree Give Away	30-40	Recycling Event - Residents only	
4/22/2021	3	C	Live Oak	Lake Park Drive	-	P	Planner Drive By	60-100	Amelia Park	
4/22/2021	4	C	Live Oak	Northpark Drve	-	P	Planner Drive By	60-100	Amelia Park	
4/22/2021	19	C	Live Oak	Park Avenue	-	P	Planner Drive By	60-100	Amelia Park	
4/22/2021	2	C	Live Oak	Park Lane	-	P	Planner Drive By	60-100	Amelia Park	
4/22/2021	4	C	Live Oak	School Street	-	P	Planner Drive By	60-100	Amelia Park	
4/22/2021	3	C	Live Oak	Central Park	-	D	Dedication		Volunteers Grove - ATC Grant	
4/22/2021	1	C	Magnolia Grandiflora	Central Park	-	D	Dedication		Volunteers Grove - ATC Grant	
4/22/2021	1	C	Dahoon Holly	Central Park	-	D	Dedication		Volunteers Grove - ATC Grant	
4/30/2021	2	C	Live Oak	N. 3rd Street	Liberty Landscape	P	Arbor Day	60-100		
4/30/2021	2	C	Weeping Yaupon	N. 3rd Street	Liberty Landscape	P	Arbor Day	6-12 ft		
5/7/2021	3	C	Live Oak	Lime Street + S. 8th Street	Gore's Nursery	P	City Property	60-100		
5/7/2021	6	C	Wax Myrtle	N. 3rd Street	Gore's Nursery	P		6-16 ft	Installed by Dreamscapes by Trey	
5/14/2021	1	R	Red Maple	Alachua Street	Gore's Nursery	P		40	Stacy Smith (signed up at event)	
5/17/2021	3	C	Red Maple	Greenway	Gore's Nursery	P	City Property	40	Planted next to Greenway	
5/26/2021	1	C	Crape Myrtle	Centre Street	Dreamscapes	P	City Property	6-15 ft		
5/26/2021	7	C	Arapaho Crape Myrtle	S. 7th Street	Dreamscapes	P	City Property	6-15 ft		
5/26/2021	1	C	Arapaho Crape Myrtle	Pineland Bank	Dreamscapes	P	Commercial Property	6-15 ft	ROW	TOTAL 330

TOTALS planted per YEAR		
7		2018
37		2019
193		2020



330	2021
567	

TOTALS planted per FISCAL Year	
33	2018-2019
102	2019-2020
429	2020-2021
564	

TOTALS planted since 1/1/2019	
560	(for visual tree graphic)



# PLANNING & CONSERVATION FEE SCHEDULE

Revised 10/01/20

**FEES:** Permit fees vary depending on the type of permit and the associated scope of work.

**IMPORTANT NOTES:** The Application Fee or Permit fee may not be the only fee you face for certain work. Exterior projects within the City's Historic Districts require receipt of a Certificate of Approval prior to permitting. A "Planning/HDC" application will need to be submitted prior to submitting a permit application.

**KEY CONTACTS:** The Planning & Conservation Department will guide your application through appropriate reviews with other departments. For instances of new construction and the installation of irrigation systems, please contact the City's Utilities Department at 904-310-3420 to discuss fees associated with connection to the City's water and sewer system. A

Application / Permit Type	Fee
<b>Board of Adjustment</b>	
Administrative Appeal	\$500.00
Variance - Residential	\$1,000.00
Variance - Non-Residential/Multi-Family/2 or more Residential units/Mixed Use	\$2,500.00
<b>Historic District Council</b>	
Certificate of Approval: Staff	\$25.00
Certificate of Approval Board – Residential (1 Single Family Home)	\$250.00
Certificate of Approval Board - Commercial Multi-Family/2 or more Residential units/Mixed Use	\$400.00
Demolition of Primary Structure - Non-Contributing	\$1,500.00
Demolition of Primary Structure - Contributing	\$7,500.00
Variance - Residential	\$850.00
Variance - Non-Residential Multi-Family/2 or more Residential units/Mixed Use	\$2,500.00
After-the-fact approval for Board C.O.A.	\$1,500.00
After-the-fact approval for Staff C.O.A.	\$100.00
Newsrack Fee (New Location)	\$15.00
Newsrack Fee (Annual Renewal)	\$15.00
HDC Amendment Fees (offset of staff time and advertising)	½ cost of original COA fee
<b>Planning Advisory Board</b>	
Large Scale Future Land Use Map Amendment	\$5,000.00
Small Scale Future Land Use Map Amendment	\$2,500.00
Comprehensive Plan Text Amendment	\$1,700.00
Change of Zoning Designation: Large Scale	\$5,000.00
Change of Zoning Designation: Small Scale	\$2,500.00
Land Development Code Text Amendment	\$1,500.00
Water/ Sewer Agreement	\$300.00



Voluntary Annexation	\$2,000.00
Development of Regional Impact: Amend Development Order	\$1,500.00
Re-Plat / Preliminary Plat (less than 20 units)	\$3,000.00
Re-Plat / Preliminary Plat (20+ units)	\$5,000.00
Re-Plat / Final Plat	\$1,500.00
Vacate/ Open Public right-of-way	\$3,500.00
New Telecommunications Structure	\$2,000.00
Collocation or Modification of Existing Structure	\$1,000.00
Small Cell outside ROW (per application)	\$500.00

Application Fee for Each Revision to PAB Applications (offset of additional display ad fees)      ½ cost of original application fee

**Technical Review Committee**

TRC Engineering Review (consultant hourly rate)	\$125.00
TRC Staff Review Application Fee:	No fee for Pre-application submittals
Initial Submittal + 2 resubmittals	\$400.00 + 2% of project Construction cost (maximum \$5,500.00)
3rd and subsequent resubmittals	\$400 each
Change of Use Determination Letter	\$50.00

**Site Infrastructure Permit**

First \$1,000 of job cost	\$160.00
Plus, for each additional \$1,000 of job cost	\$14.00
Tree Protection and Site Inspection Fee	See cost for tree removal inspections

**Tree Removal Permit Fees**

Base Fee, up to 3 trees	\$500.00
Each Additional Tree	\$100.00

**Tree Inspection Fees**

Residential – Single lot	\$200.00
Subdivision – Mixed Use, Non-Residential	\$1,000.00
In Lieu Fee (Tree Replacement)	\$400.00

**Zoning Review Permit**

Non-structural fence	\$50.00
Exempted accessory structures (< 12' ridge ht, ≤ 150 sf, non-aluminum)	\$100.00
	All others require Gen Bldg Permit + fees
Exempted Residential Deck (≤ 12" above grade and ≤ 150 s.f.)	\$100.00
	All others require Gen Bldg Permit + fees
After-the-Fact Zoning Permit	\$200.00

**Administrative**

Plan Review (as connected to issuance of building permits)	\$250.00
Expedited Plan Review (as connected to issuance of bldg permits (5 business days)	\$300.00
DEP Letter plus 1 Revision	\$200.00
DEP Letter – 2nd and later Revisions	\$35.00

Zoning sign off for alcoholic beverage license	\$50.00
Zoning Certification Letter	\$100.00
Due Diligence Letter	\$250.00
Minor Subdivision/ Lot Line Adjustment	\$600.00
Context Sensitive Review Determination	\$400.00
NSF Check Fee (up to)	\$40.00
Public School Concurrency Review Fee	\$250.00

### **Plan Copies**

Hard Copy of Comprehensive Plan	\$50.00
Land Development Code	\$50.00
CRA Design Guidelines	\$50.00
Design Guidelines for Downtown or Old Town	\$50.00
Oversize Building plans (delivery to copy center + cost of copies)	\$25.00 + cost of copies

### **Maps**

Map: 8 1/2 x 11	\$2.00
Map: 11 x 17	\$5.00
Map: 17 x 22 (black and white only)	\$10.00
Map: 24 x 36 (black and white only)	\$20.00
Map: 34 x 42 (black and white only)	\$40.00
Additional Map copies	1/2 Price
SHAPE Files	\$35.00

### **Miscellaneous Fees**

Administrative Waiver	\$400.00
Traffic Concurrency Determination	*Replace with code requirement to obtain a traffic study prepared by applicant and reviewed by appropriate agencies including Nassau County and FDOT. 1/2 of original application fee
Amendment to Development Order	
Parking in Lieu Fee (surface space) (to be paid at time of building permit issuance)	\$2,000.00
Parking in Lieu Fee (structured space) (to be paid at time of building permit issuance)	\$9,000.00

### **Temporary Use**

As provided in LDC Section 5.02.00	
Seasonal Sales	\$100.00
Movable Module Storage Units (PODs) (15 day permit)	\$25.00
Construction Trailer / Model Home / Sales Office	\$100.00
Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	\$100.00 + \$35.00 + \$25.00

### **Signs**

Based on Valuation of Sign:	
\$0-\$100.00	\$60.00
\$101.00-\$500.00	\$70.00
\$501.00-\$1,000.00	\$80.00
Addition per each \$1,000.00	\$7.00
Pickup of Illegal Signs	\$25.00



**New home construction will require the following permit and/or fees:**

- Address assignment (\$10) – *through the Fire Department at 904-277-7331 prior to permitting*
- general building permit
- roofing permit
- trade permits
- driveway permit
- Zoning review fee (flat fee of \$250)
- School impact fee (\$5,430.60 – assessed for Nassau County per new residential unit)
- Mobility Fee (dependent on the usage of the property)
- \*Municipal impact fees RES (\$3.952)                      \*Municipal impact fees COM (\$1.068)

○ (conditioned sq. ft., see details below)

<i>Fire Protection</i>	<b>\$0.360</b>	<i>Fire Protection</i>	<b>\$0.360</b>
<i>Police Protection</i>	<b>\$0.264</b>	<i>Police Protection</i>	<b>\$0.264</b>
<i>Park &amp; Recreation</i>	<b>\$2.885</b>	<i>Park &amp; Recreation</i>	<b>\$0.00</b>
<i>Public Facilities</i>	<b><u>\$0.443</u></b>	<i>Public Facilities</i>	<b><u>\$0.443</u></b>
<b>TOTAL:</b>	<b><u>\$3.952</u></b>	<b>TOTAL:</b>	<b><u>\$1.068</u></b>

**\*\*Utilities Impact Fees**

(See Utilities Dept. 904-277-7331 for final calculations – fees are assessed independent of Building Dept. permitting.)

- Water / per Equivalent Residential Unit (ERU)	<b>\$959</b>
- Sewer / per Equivalent Residential Unit (ERU)	<b>\$2,321</b>

**YEAR-TO-DATE BUDGET REPORT**  
EXPENSES

EXPENSES

FOR 2021 08								
ACCOUNTS FOR: 125 TREE TRUST SPECIAL REV FUND								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
<b>125 TREE TRUST SPECIAL REV FUND</b>								
125 51200	17,503.00	SALARIES 0.00	17,503.00	4,638.14	0.00	12,864.86	26.5%	
125 52100	1,339.00	FICA 0.00	1,339.00	324.64	0.00	1,014.36	24.2%	
125 52200	3,770.00	RETIREMENT 0.00	3,770.00	999.09	0.00	2,770.91	26.5%	
125 52300	4,579.00	HEALTH INSUR 0.00	4,579.00	993.09	0.00	3,585.91	21.7%	
125 52301	95.00	LIFE INSUR 0.00	95.00	24.35	0.00	70.65	25.6%	
125 52400	256.00	WORKERS' COMP 0.00	256.00	168.00	0.00	88.00	65.6%	
125 53100	53,500.00	PROFESSIONAL SERVICES 0.00	53,500.00	350.00	0.00	53,150.00	.7%	
125 54630	0.00	R/M VEHICLES-LABOR 0.00	0.00	0.00	0.00	0.00	.0%	
125 54640	0.00	R/M VEHICLES-PARTS 0.00	0.00	0.00	0.00	0.00	.0%	
125 54970	12,650.00	PROGRAM COSTS 37,999.00	50,649.00	30,221.54	18,750.00	1,677.46	96.7%	
125 55200	11,500.00	OPERATING SUPPLIES 0.00	11,500.00	6,957.89	0.00	4,542.11	60.5%	
125 55230	0.00	GAS/OIL 0.00	0.00	0.00	0.00	0.00	.0%	
125 56400	0.00	EQUIPMENT 0.00	0.00	0.00	0.00	0.00	.0%	
125 59990	237,736.00	RESERVE -37,999.00	199,737.00	0.00	0.00	199,737.00	.0%	
<b>TOTAL TREE TRUST SPECIAL REV FUND</b>								
	342,928.00	0.00	342,928.00	44,676.74	18,750.00	279,501.26	18.5%	
<b>TOTAL TREE TRUST SPECIAL REV FUND</b>								
	342,928.00	0.00	342,928.00	44,676.74	18,750.00	279,501.26	18.5%	
<b>TOTAL EXPENSES</b>								
	342,928.00	0.00	342,928.00	44,676.74	18,750.00	279,501.26		



**YEAR-TO-DATE BUDGET REPORT**  
EXPENSES

REVENUE

FOR 2021 08							
ACCOUNTS FOR:	125 TREE TRUST SPECIAL REV FUND						
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>125 TREE TRUST SPECIAL REV FUND</b>							
125 32219		TREE TRUST FUND RESERVE					
	-75,000.00	0.00	-75,000.00	-132,140.00	0.00	57,140.00	176.2%
125 36110		INTEREST					
	0.00	0.00	0.00	-1,630.54	0.00	1,630.54	100.0%
125 36990		OTHER REVENUE					
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
125 38910		CASH BALANCE FORWARD					
	-267,928.00	0.00	-267,928.00	0.00	0.00	-267,928.00	.0%
<b>TOTAL TREE TRUST SPECIAL REV FUND</b>							
	-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	39.0%
<b>TOTAL TREE TRUST SPECIAL REV FUND</b>							
	-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	39.0%
<b>TOTAL REVENUES</b>							
	-342,928.00	0.00	-342,928.00	-133,770.54	0.00	-209,157.46	

**125 TREE TRUST FUND**

	ACTUAL 2019	ACTUAL 2020	BUDGET 2020	BUDGET 2021	PROJECTION 2021	BUDGET 2022	INCREASE / DECREASE
<b>OPERATING REVENUE</b>							
125 32219 TREE TRUST FUND RESERVE	59,458	124,110	52,380	75,000	129,940	130,000	73.3%
125 36110 INTEREST	294	1,800	-	-	1,411	1,400	0.0%
TOTAL	59,751	125,910	52,380	75,000	131,351	131,400	75.2%
<b>TRANSFERS IN</b>							
125 38101 FROM GENERAL FUND	-	-	-	-	-	-	0.0%
TOTAL	-	-	-	-	-	-	0.0%
<b>CASH BALANCE FORWARD</b>							
125 38910 CASH BALANCE FORWARD	108,617	168,223	124,007	267,928	280,036	283,696	5.9%
TOTAL	108,617	168,223	124,007	267,928	280,036	283,696	5.9%
<b>TOTAL REVENUE AND CASH BALANCES</b>	<b>168,369</b>	<b>294,133</b>	<b>176,387</b>	<b>342,928</b>	<b>411,387</b>	<b>415,096</b>	<b>21.0%</b>
<b>OPERATING EXPENSES</b>							
125 51200 SALARIES	-	-	-	17,503	17,503	15,675	-10.4%
125 52100 FICA	-	-	-	1,339	1,339	1,288	-3.8%
125 52200 RETIREMENT	-	-	-	3,770	3,770	3,541	-6.1%
125 52300 HEALTH INSUR	-	-	-	4,579	4,579	6,321	38.0%
125 52301 LIFE INSUR	-	-	-	95	95	96	1.1%
125 52400 WORKERS' COMP	-	-	-	256	256	290	13.3%
125 53100 PROFESSIONAL SERVICES	-	5,995	10,000	53,500	38,000	53,500	0.0%
125 54970 PROGRAM COSTS	-	3,740	6,900	12,650	50,649	132,200	945.1%
125 55200 OPERATING SUPPLIES	146	4,362	3,900	11,500	11,500	63,750	454.3%
TOTAL	146	14,097	20,800	105,192	127,691	276,661	163.0%
<b>CAPITAL OUTLAY</b>							
125 56400 EQUIPMENT	-	-	-	-	-	15,000	0.0%
TOTAL	-	-	-	-	-	15,000	0.0%
125 59990 RESERVE	168,223	280,036	155,587	237,736	283,696	123,435	-48.1%
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>168,369</b>	<b>294,133</b>	<b>176,387</b>	<b>342,928</b>	<b>411,387</b>	<b>415,096</b>	<b>21.0%</b>

} - 27,211



**APPROVED**



**MINUTES AMENDED  
PLANNING ADVISORY BOARD  
REGULAR MEETING  
SEPTEMBER 8, 2021**

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

Genece Minsheu (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

**MEMBERS ABSENT:**  
None

**OTHERS PRESENT:**  
Kelly Gibson, Planning & Conservation Director  
Jacob Platt, Senior Planner  
Tammi Bach, City Attorney  
Daphne Forehand, Planner  
Taylor Hartmann, Recording Secretary  
Sylvie McCann, Recording Secretary

3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the August 11, 2021 Workshop.

Member Stevenson asked to add an annotation that an additional review will be held on August 25<sup>th</sup>, 2021.

**ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.**

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

4.2 Approval of Minutes for the August 11, 2021 Regular Meeting.

Member Stevenson noted that in item 4.4, 3 lines from the end of the section, Stevens should be Stevenson.

**ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.**

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

## 5. BOARD BUSINESS

### 5.1 Presentation of LDC Text Amendments for enhanced tree protection as recommended by the City Tree Committee

Daphne Forehand, Planner and Taylor Hartmann, Planning Technician, presented the LDC Text Amendments proposed by the City Tree Committee during the August 3<sup>rd</sup>, 2021 City Commission Regular Meeting.

Member Robas suggested increasing plantings on Atlantic Avenue. She also discussed the mortality rate. She noted that this was a well-rounded presentation.

Member Stevenson provided observation about planting trees under power lines. He also commented on a job well done.

Member Gingher asked about yearly tree health assessments.

Chair Minshew congratulated Staff for a great presentation.

Mr. Platt spoke about the Atlantic Avenue corridor. Member Robas brought up Sadler Road and the possibility of planting within the median.

Mr. Platt presented a PowerPoint slideshow outlining the proposed tree protection text amendments and provided the Board with a more detailed explanation of what each code entailed and its goal.

John Hillman, 1001 White Street, stated that he felt that an administrative process would provide greater flexibility for staff and opportunities to save trees.

Member Robas and Member Bennett expressed concerns over the administrative process creating change in the character of neighborhoods.

Members heard all 11 proposed tree protection text amendments and agreed that staff should move forward with developing analyses for each which would then be presented and discussed during PAB meetings through November of this year.

### 5.2 Discussion on upcoming LDC Text Amendments and next steps.

Mr. Platt provided the Board with 5 extensive proposed LDC text amendments including: Amending the Local Development Order process to be consistent with the 2019 Florida State Statute, establishing supplemental standards for auto sales of alternative vehicles in the 8<sup>th</sup> street mixed-use district, increase wetland buffer requirement from 25' to 50', create standards for food trucks, and revise the net density definition "Floodplain" to special flood hazard area (SFHA).

Members agreed to have staff move forward with developing a formal analysis of each proposed text amendment to be presented and discussed during PAB meetings through November of this year.

Mr. Platt provided the Board with 10 minor proposed LDC text amendments which include striking outdated language, clarifying definitions and methods of measuring fence height, as well as allowing cemeteries in recreational zoning districts.

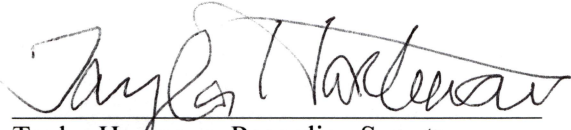
## 6. STAFF REPORT

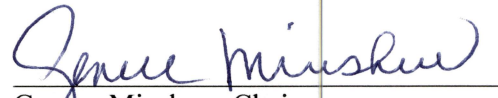
## 7. PUBLIC COMMENT

No parties wished to speak.



8. ADJOURNMENT 7:06

  
Taylor Harbmann, Recording Secretary

  
Genece Minshew, Chair

# APPROVED



**MINUTES AMENDED  
PLANNING ADVISORY BOARD  
WORKSHOP  
SEPTEMBER 22, 2021**

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

**2. ROLL CALL / DETERMINATION OF QUORUM**

**MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	Brandy Carvalho

**MEMBERS ABSENT:**

John Boylan

**OTHERS PRESENT:**

Kelly Gibson, Planning & Conservation Director  
Jacob Platt, Senior Planner  
Tammi Bach, City Attorney  
Taylor Hartmann, Recording Secretary

**3. PLEDGE OF ALLEGIANCE**

Chair Minshew introduced and seated Brandy Carvalho as the newest member of the PAB.

**4. BOARD BUSINESS**

Chair Minshew indicated that Member Stevenson previously emailed Staff regarding concerns over a recent City Commission decision to approve an annexation but deny the requested FLUM assignment of Mixed-Use. She stated that she spoke with Vice-Mayor Kreger and Mayor Lednovich, and said that both of their positions are that they're sending a message to the developers of the property adjacent to Amelia Island Parkway and do not support any more residential development within the city.

Member Stevenson stated that he felt there was a fiduciary responsibility for City staff and the PAB to provide future applicants with a full understanding of what the City Commission's current position is regarding residential and mixed-used FLUM changes.

Members discussed what this message means moving forward and whether this shift should be incorporated into the Comprehensive Plan and Vision 2045.

Chair Minshew stated that she would draft a letter for Ms. Bach to send to all PAB members to edit as they see fit and send to the City Commission.

**4.1 DISCUSSION ONLY: Upcoming Land Development Code text amendments**

Mr. Platt presented a PowerPoint slideshow that identified 10 minor Land Development Code (LDC) text amendments to be discussed by the Board.



Minor amendment and recommendation: Clarify Fence Height Measurement (LDC Reference 5.01.10 fences should be measured from 2” above the natural topography to the top of the fence panel, picket, or wall with posts not to exceed 6” top of panel, picket, or wall).

Member Stevenson inquired how the recommendation would address citizens who want a straight-line fence versus one that follows the natural topography.

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Add Fencing Requirement for Dumpster Enclosures LDC Section 5.01.07 (Add vinyl as an allowable fence screening material).

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Allow Cemeteries in Recreational Zoning (Add “P” in Table 2.03.02).

Member Robas inquired about the potential for special events to take place in Bosque Bello should cemeteries be allowed in recreational zoning.

Mr. Platt confirmed that this amendment will not allow for special events or other recreational activities in Bosque Bello.

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Make Visibility Triangle calculation consistent with FDOT Standards (Still under review).

**Mr. Platt will provide the Board with clear visual examples and bring this amendment back for discussion at a later date.**

Minor amendment and recommendation: Establish Front Yard Setback for Accessory Structures (Add statement to require consistency with front yard setbacks).

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Modify Change of Use Process and Outcomes (Starting with internal policy and procedure changes with no LDC changes requested at this time).

**Mr. Platt stated that this amendment is a work in progress and will potentially be brought back for discussion at a later date.**

Minor amendment and recommendation: Strike outdated reference to parking in CRA (Section 8.01.02(D)(4) add reference back to 7.01.04 footnote 2 or replicate language for consistency AND Modify footnote to reference 8.01.02 (E) (9) for non-residential uses East of Front Street).

Staff provided further clarification that this amendment will create a loop to both references in order to ensure citizens are aware of both LDC sections.

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Implement 30ft Buffer for Port development consistent with Port Sub-element (Add reference in 4.05.12 for Buffer Requirements number as E and modify the following letters).

Member Robas pointed out that Table 4.05.12(B) should also be modified to provide buffer requirement clarification.

Mr. Platt stated that because this is a highly specific situation, all requirements can be included in the new paragraph E.

**Members agreed to move forward with the recommended amendment.**

Minor amendment and recommendation: Remove Old Town side yard corridor conflicting language (HDC) (Information forthcoming pending HDC consideration. Staff will provide an update at the workshop).

Ms. Gibson stated that the Historic District Council is working to clarify current inconsistencies and more information will be provided to the Board at a future meeting.

Minor amendment and recommendation: Refine Chapter 1 definitions (as needed) (Revisions are dependent upon “Major LDC Revisions” as needed for clarification).

Members can provide feedback on definitions to staff, on a continual basis, until final consideration in December 2021.

Mr. Platt then presented 2 major LDC text amendments and Staff Recommendations for Board discussion.

Major Amendment 1: Establish Supplemental Standards for Auto Sales of Alternative Vehicles in 8th Street Mixed Use District.

Staff recommendation: Make Auto Sales (New and Used) Permissible (P) in Table 2.03.02 Table of Land Uses to follow C-2 zoning as intended prior to enactment of MU-8 zoning restrictions. This change serves to recognize the historic development pattern and auto oriented nature of this corridor as described in 8th Street Small Area Plan.

Mr. Platt provided the Board with a brief history of how 8<sup>th</sup> Street has always been autocentric.

Members agreed that the designation of “Automobiles and Other Motorized Vehicles” would be more appropriate and inclusive while still acknowledging the historical significance of automobiles.

**Members agreed to move forward with the recommended amendment.**

Major Amendment 2: Change Net Density Definition “Floodplain” to Special Flood Hazard Area (SFHA). \* Comp Plan and LDC Amendment.

Staff recommendation: Strike “floodplain” and replace with Special Flood Hazard Area (SFHA) believed to be original intent, but consistent standard terminology.

Mr. Platt provided the Board with a brief review of the current definition of Net Density and indicated that the term “floodplain” is too broad to accurately calculate dwelling units per acre in an SFHA.

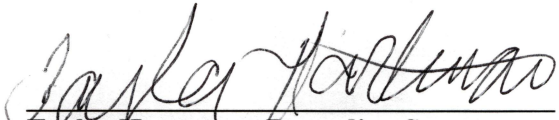
**Members agreed to move forward with the recommended amendment.**

**5. PUBLIC COMMENT**

No parties wished to speak.



6. ADJOURNMENT 6:38

  
Taylor Hartmann, Recording Secretary

  
Genece Minshew, Chair

**APPROVED  
APPROVED**



**AGENDA  
PLANNING ADVISORY BOARD  
REGULAR MEETING  
OCTOBER 13, 2021**

**1. CALL TO ORDER 5:00 P.M.**

**ROLL CALL / DETERMINATION OF QUORUM**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
John Boylan	Brandy Carvalho

**MEMBERS ABSENT:**

Barbara Gingher

**OTHERS PRESENT:**

Kelly Gibson, Planning & Conservation Director  
Jacob Platt, Senior Planner  
Tammi Bach, City Attorney  
Sylvie McCann, Recording Secretary

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MEETING MINUTES**

3.1 Approval of Minutes for the Special Workshop of August 25, 2021.

**ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Boylan to approve the minutes as presented.**

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

3.2 Approval of Minutes for the Regular Meeting of September 8, 2021.

Next to last page, 5.2 3<sup>rd</sup> to the bottom duplicated, remove one out.

**ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as amended.**

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

3.3 Approval of Minutes for the Special Workshop of September 22, 2021.

1<sup>st</sup> page Board business, sent to "Staff" not all members.

**ACTION TAKEN: A motion was made by Member Gingher, seconded by Member Robas to approve the minutes as amended.**

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

Chair Minshew stated that no letter was forwarded to the Commission regarding the request for direction addressing the recent appeal. City Attorney Bach clarified the position of the City Commission regarding that request. She mentioned that Staff has now modified its approach with potential applicants. Member Bennett commented that Staff should avoid mentioning how the City Commission would respond to applications.

Ms. Robas commented about Staff dealing with applications that hold conflicts between FLUM and Zoning. She also spoke of the issues with Multi-Use properties on 8<sup>th</sup> Street.

#### 4. OLD BUSINESS

No Old Business.

#### 5. NEW BUSINESS

##### 5.1 PAB 2021-0008 - FLORIDA PUBLIC UTILITIES COMPANY,

Request for voluntary annexation, Future Land Use Map (FLUM) Amendment, and zoning map assignment for parcels: 00-00-31-1800-0186-0010; 00-00-31-1800-0308-0011, and 00-00-31-1800-0183-0000

Mr. Platt presented the case referring to all three subject properties and recommended approval. He spoke of the Florida Public Utilities original franchise agreement. He explained that this agreement required that an office be located within the City limit, that since that office closed a few years ago, and in order to continue to have a presence within the City, the annexation of these properties would meet the agreement's requirement.

Nathalie Jackson, 1251 S. 6<sup>th</sup> Street, asked if her property would be affected with this annexation. Chair Minshew answered that this would not affect

Felica Foster, Lot 1, 1300 S. 10<sup>th</sup> Street and Beverly F. Lot 14, asked if anything would change regarding the subject property. Mr. Platt explained that all that would change will be the boundary including these properties within the city boundaries.

Member Stevenson asked Staff to confirm that this would be executing this section of the agreement.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson, to recommend approval of PAB case number 2021-0008 to the City Commission requesting that a voluntary annexation, assignment of the Public & Institutional (PI) Future Land Use Map category and Public & Institutional (PI-1) zoning map assignment as described be approved and that PAB case 2021-0008, as presented, is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

#### 6. BOARD BUSINESS

##### 6.1 Vision 2045 Progress Update

Ms. Gibson explained that the document provided by WGI to the City 3 weeks ago was deemed insufficient to meet the City's needs, did not reflect the direction that Staff felt the documents should be headed towards, and would not be creating a document that would help move the City forward over the next 24 years. She then stated that after meeting with WGI and the City Manager, a decision was made to go back to the drawing board so it can be reframed and reformatted into a more concise and clearer document. She added that additional meetings with WGI would take place before this document would



be reformatted. She mentioned that she hopes to receive some documents to be able to put on the agenda to be discussed at the next Special Meeting of October 27, 2021.

6.2 Discuss Land Development Code Text Amendments (continued from prior workshop)

Mr. Platt said that text amendment changes will be presented at the next meeting of October 27, 2021 at 3:00 p.m.

Members discussed the recent demolition of the structure at 302 Centre Street and what new construction is planned.

Chair Minshew asked for an overview of any upcoming activities for the next 3 months as far as cases and discussions. Mr. Platt noted that Staff will continue to work on LDC corrections. As for application, Mr. Platt said he doesn't have many in the work except one possible application for LDC Text Amendment regarding rentals of accessory dwellings within Old Town area.

Ms. Bach spoke of some legislative bills to be presented, preemption Bill 280, and the request of a business impact statement for all ordinances.

Chair Minshew asked about the status of the two comprehensive plan amendments sent to Tallahassee.

Member Stevenson mentioned that there is chatter about expansion of the CRA. Ms. Bach said that the CRA Board is set to meet next Tuesday October 19, 2021 at 5:00 p.m. She also gave an update regarding Brett's Waterway Restaurant including the appeal, the analysis of the structure, and results of that analysis and plan on presented this analysis at the next Board of Adjustment meeting of October 20, 2021.

Member Robas asked about the slated additional tentative meetings in November and December. Mr. Platt noted he would look at the calendar and provide some alternate dates to lock down.

7. **STAFF REPORT**

8. **PUBLIC COMMENT**

9. **ADJOURNMENT 5:53 P.M.**

  
\_\_\_\_\_  
Sylvie McCann, Recording Secretary

  
\_\_\_\_\_  
Genece Minshew, Chair

# APPROVED



**MINUTES  
PLANNING ADVISORY BOARD  
REGULAR MEETING  
NOVEMBER 10, 2021**

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

**MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan
Brandy Carvalho	

**MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Kelly Gibson, Planning & Conservation Director  
Jacob Platt, Senior Planner  
Tammi Bach, City Attorney  
Taylor Hartmann, Recording Secretary

- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the Regular Meeting of October 13, 2021.

**ACTION TAKEN: A motion was made by Member Stevenson seconded by Member Robas to approve the minutes as presented.**

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

- 5. BOARD BUSINESS**

5.1 LDC Amendments - Review and Discussion of Draft Amendments (No Final Decision Making)

Mr. Platt recapped the series of proposed LDC text amendments discussed by the Board over the last 4 regular meetings and workshops.

Members all received a document providing the current code language, striking through what would be deleted, and highlighting the proposed changes.

Member Robas pointed out 5.01.10(G) and that typically facilities such as the Port require that razor wire on fences face outward and this should be clarified to ensure consistent changes.

Members discussed the number of accessory structures and accessory dwelling units that are permissible in residential zoning districts as well as the history of the maximum building footprint

allowable.

Ms. Bach provided the Board with a brief background of why there are proposed language amendments to Chapters 1 & 11 with regards to the Board of Adjustment and also stated that the new language will specify that a supermajority vote is required for the granting of a variance.

A 5-minute recess was taken at 6:12 PM.

The meeting resumed at 6:18 PM.

Mr. Platt presented the City Tree Committee's list of proposed LDC text amendments to enhance tree preservation and protection.

Members agreed to wait until the adoption of a full LDC revision to discuss changes to 4.02.01(J).

Ms. Gibson stated that the proposed addition of the new section 4.05.16 would address and re-establish the City's Tree Fund. The former language as established in 2001, was never readopted within the 2006 code update.

Members agreed to amending section 4.05.03(E) Landscape Maintenance Requirements, which would increase the minimum tree health guarantee from 1 year to 3 years.

Section 11.05.03 proposed the following language: *"The City shall require an assessment provided by a certified arborist at the end of the warranty period before remitting funds or releasing the obligation documents."*

Chair Minshew inquired about implementation and enforcement methods for extending the tree health guarantee.

Members discussed the current tree mitigation requirements and the extent to which palm trees would be permissible in lieu of shade trees.

Section 4.05.04 – For Single-family and Two-family Residential Development, the proposed language suggested was as follows: *"Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Section 4.05.04 – For Multi-family Residential Development, the proposed language was as follows: *"There shall be not less than two (2) shade native trees for each 1,500 square feet, or fraction thereof, of development site. Relocation of existing healthy trees on the project site measuring at least 2.5" DBH and at least 8 feet tall may be relocated on the site and utilized as a credit to satisfy minimum landscape requirements."*

Members all agreed to the increase in minimum native shade tree plantings.

Section 4.05.10 – The proposed language was proposed in a new added section C. *"At a minimum, one water-tolerant native tree per 50 linear feet of pond frontage is required. Trees may be grouped to create clusters to meet minimum requirements. A five (5) foot natural mulch barrier is required around each tree or cluster of trees."*

Members all agreed that the mulch barrier should be replaced with a "natural barrier".

Section 10.03.00 – The proposed recommendation is to add a section C in order to allow for deviation from standard setback requirements, when such a deviation would preserve a protected tree. This would remove the need for a variance making homeowners more likely to pursue this less expensive and less time-consuming process. It would also promote environmentally friendly designs.



Mr. Platt provided the Board with proposed language to define Mobile Food Vending “Food Truck” Park, permissible zoning districts, and supplemental standards.

Chair Minshew proposed that a food truck park should specify “2 or more” instead of the proposed “3 or more” food trucks.

Mr. Platt reviewed a document that was provided to the Board regarding permissible encroachments within the LDC and proposed changes.

Member Robas suggested that the permissible encroachment be changed to 10 FT from the rear property line versus the current 5 FT.

Members agreed that no encroachments should be within 10 FT of the rear property line.

5.2 Vision 2045 Update and Board Discussion

Ms. Gibson provided Board members with the latest overview of WGI’s progress to date.

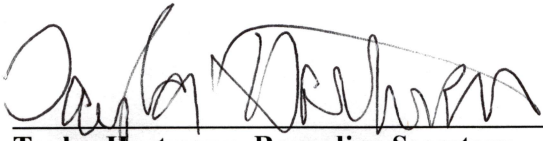
Board members agreed that they will provide feedback on this draft to staff by November 19, 2021

**6. STAFF REPORT**

**7. PUBLIC COMMENT**

No parties wished to speak.

**8. ADJOURNMENT 7:56**

  
Taylor Hartmann, Recording Secretary

  
Genece Minshew, Chair



**MINUTES  
PLANNING ADVISORY BOARD  
REGULAR MEETING  
DECEMBER 8, 2021**

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

**2. ROLL CALL / DETERMINATION OF QUORUM**

**MEMBERS PRESENT:**

Genece Minshew (Chair)	Mark Bennett
Victoria Robas	Peter Stevenson
Barbara Gingher	John Boylan

**MEMBERS ABSENT:**

Brandy Carvalho

**OTHERS PRESENT:**

Kelly Gibson, Planning & Conservation Director  
Jacob Platt, Senior Planner  
Tammi Bach, City Attorney  
Taylor Hartmann, Recording Secretary  
Andrew Crozier, WGI (Virtual)

**3. PLEDGE OF ALLEGIANCE**

**Chair Minshew reviewed a few housekeeping guidelines and congratulated Member Robas and Member Gingher on their reappointments to the PAB.**

**4. APPROVAL OF MEETING MINUTES**

4.1 Approval of Minutes for the PAB Regular Meeting of November 10, 2021.

**ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Robas to approve the minutes as presented.**

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

**5. OLD BUSINESS**

**5.1 Vision 2045 Plan Presentation by WGI with Board and Public Discussion**

*(All draft documents will be uploaded to the Vision 2045 website by December 8, 2021.)*

**Official kick-off of the 4-week public comment period from December 8, 2021 - January 5, 2022**

Ms. Gibson provided the Board a brief overview of the history of the Vision 2045 Plan and introduced WGI Consultant, Andrew Crozier.

Mr. Crozier presented a PowerPoint slideshow of the Vision 2045 Plan format and content. This included a timeline of what activities have taken place since the start of this process in May 2021, a mission statement of the Vision, main themes, implementation methods, and appendices for additional supporting documentation.

Ms. Gibson stated that PDF and text forms of this presentation, as well as a comment box, are available on the City website.

Chair Minshew opened the public comment forum.

Eric Schmidt, virtual, spoke of the opportunity to meet with the consultants and felt that it was a very productive way to provide input.

With no other parties wishing to speak, Chair Minshew closed the public comment forum.

Commissioner Kreger, stated that he had anticipated seeing more individuals and inquired whether there would be an additional opportunity for public outreach.

Members commended staff and WGI on the incredible amount of time and effort that has been put into the Vision Plan.

Julie Ferriera, 501 Date Street, inquired about seeing more of the document and possibly pushing back the public comment and/or workshop until after the holiday.

Betsey Huben, inquired about possibly distributing copies of the document to locations such as the Chamber of Commerce and public library.

Richard Timm, Phone, 2126 Shell Cove Circle, offered the suggestion of providing a brief video that summarizes the document.

Members all agreed that more face-to-face time with the public is necessary.

## 6. NEW BUSINESS

- 6.1 PAB 2021-0009 - Final Plat: Crane Island - Phase 2E, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.

Member Robas inquired about the total number of platted lots on Crane Island.

Mr. Platt confirmed that the Crane Island subdivision will only have 113 platted parcels versus the original proposed 169 platted parcels.

Julie Ferriera, 501 Date St., inquired about whether the property owners are considering the large mature tree canopy and its protection during construction.

Mr. Platt explained that staff works with the contractors and homeowners regularly to ensure maximum tree preservation.

Ted Griffin, 2427 High Rigger Rd., inquired whether there will always be public access. Mr. Platt confirmed that yes, there will always be a 5-acre public park available to all.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0009 to the City Commission; AND that PAB case 2021-0009 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

- 6.2 PAB 2021-0010 - Final Plat: Crane Island - Phase 2C, Scott Borowski, Clary & Associates, Agent for The Range at Crane Island, LLC.



**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0010 to the City Commission; AND that PAB case 2021-0010 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

**6.3 CITY OF FERNANDINA BEACH, AGENT FOR IP HOLDINGS GROUP, LLC, NASSAU TRUST LLC, AND MACEDONIA AME CHURCH.**

Expansion of Local Downtown Historic District Boundary to include:

BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4".

*Willing property owners have requested to be included in the City's locally adopted downtown historic district boundary. LDC Section 8.03.02 (M) requires that the Planning Advisory Board make recommendations for the consideration of the Historic District Expansion before proceeding to the City Commission for final decision making through an ordinance. After following all applicable review and notice criteria provided in LDC Section 8.03.02, the Historic District Council (reference HDC 2021-0033) completed its review and issued a recommendation of approval at its regular meeting on October 21, 2021. Staff continues to support the district's expansion.*

Sal Cumella, City of Fernandina Beach Preservation Planner, provided the Board with a slideshow presentation of all properties requesting the historic district designation. This included the criteria they each meet in order to qualify as a contributing historic structure.

Public comment was opened

Mike Kegler, 325 St., provided a brief explanation of the corner stone that was recently unearthed at the Macedonia church .

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of the Expansion of Local Downtown Historic District Boundary to include: BLOCK 2, LOTS 29-33 & BLOCK 46, LOTS 5 & PT OF LOT 6 IN OR 1892/1458 BEING PARCELS "1","3" & "5" & BLOCK 49 PT OF LOTS 4 & 5 IN OR 1892/1458 BEING PARCELS "2" & "4" to the City Commission; AND that this recommendation as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

**6.4 LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB CASES 2021-12, 2021-13, 2021- 14, 2021-15, 2021-16)**

*The following Land Development Code Text Amendments have been reviewed and discussed over the past several months in noticed public meetings by the Planning Advisory Board. The hearing to be conducted on this agenda is for final recommendations by the PAB before moving the items to the City Commission for decision making through several ordinances. The City Commission will consider items at two public hearings anticipated for January 18, 2022 and February 15, 2022. Draft and final minutes of all prior public meetings conducted in these cases may be obtained by contacting the Department of Planning and Conservation.*

*Prior meeting dates include: 9/8/21, 9/22/21, 10/13/21, 10/27/21, and 11/10/21.*

**6.4.1 CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-12): MINOR AMENDMENTS TO ADDRESS ERRORS, OMISSIONS AND CORRECTIONS INCLUDING SECTION 1.03.05 CONSTRUCTION OR DEMOLITION OF STRUCTURES ON COMBINED LOTS TO ADDRESS PROCEDURAL REQUIREMENTS FOR SEEKING A VARIANCE; AND AMENDING SECTION 1.07.00 DEFINITION OF VARIANCE; AND SECTION 2.03.02 ADDING CEMETERIES AS PERMISSIBLE WITHIN REC ZONING DISTRICT, ADDING HEALTH CLUBS AND GYMS AS PERMISSIBLE IN C-1 ZONING DISTRICT, ADDING MUSIC,**

DANCING, PHOTOGRAPHY, OR ART STUDIOS AS PERMISSIBLE IN C-1 ZONING DISTRICT; AND SECTION 4.05.12 TO INCLUDE REFERENCE FOR PORT BUFFER REQUIREMENTS CONSISTENT WITH THE COMPREHENSIVE PLAN; AND SECTION 5.01.03 CLARIFYING ACCESSORY STRUCTURE SETBACKS TO INCLUDE FRONT YARD SETBACK MEASUREMENT; AND SECTION 5.01.05 TO CLARIFY THE MEASUREMENT OF FENCES AND WALLS; AND SECTION 5.01.06 ALLOWING FOR VINYL DUMPSTER ENCLOSURES AND ADDING AN EXEMPTION FOR INDUSTRIAL USES ON I-2 ZONED PROPERTIES; AND SECTION 6.02.04 CLARIFYING SUPPLEMENTAL STANDARDS FOR MOTORIZED VEHICLE SALES WITHIN THE MU-8 ZONING DISTRICT; AND SECTION 8.01.02(D) TO REFERENCE PREVIOUSLY CORRECTED PARKING STANDARDS WITHIN THE COMMUNITY REDEVELOPMENT AREA (CRA); and SECTION 7.01.04(a) FOOTNOTE 2 TO REFERENCE TO CRA PARKING STANDARDS; AND AMENDING SECTION 11.02.01 TO PROVIDE ADDITIONAL NOTICE REQUIREMENTS FOR CERTAIN APPLICATIONS; AND AMENDING 11.02.03 EXPANDING MAILED NOTICE REQUIREMENTS TO 500 FEET; AND AMENDING 11.07.01 CLARIFYING APPEALS OF ADMINISTRATIVE DECISIONS

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0012 to the City Commission; AND that PAB case 2021-0012 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

642 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-13):** CITY COMMISSION DIRECTED TREE ORDINANCE UPDATES INCLUDING AMENDING SECTION 4.05.03 LANDSCAPE REQUIREMENTS, SECTION 4.05.04 MINIMUM REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT, SECTION 4.05.10 STANDARDS FOR RETENTION AND DETENTION PONDS, ADDING SECTION 10.03.01 (c) ADMINISTRATIVE WAIVERS FOR TREE PROTECTION, 11.05.03 INSTALLATION AND MAINTENANCE GUARANTEES FOR LANDSCAPING

Mr. Platt provided a review of the history of the proposed changes.

Member Robas inquired about the potential expansion of a wetland buffer. Mr. Platt confirmed that staff is currently working on updating and expanding the wetland layer in GIS and will use that data to conduct a thorough analysis of this proposed amendment, to be presented at a later date.

Members discussed an email that was submitted by the Amelia Tree Conservancy recommending using the classification of “native shade tree”. Concerns were raised about locations such as Fletcher Avenue and the ability for native shade trees to thrive in high salt environments.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0013 to the City Commission; AND that PAB case 2021-0013 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

643 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-14):** FLORIDA STATUTE DIRECTED MOBILE FOOD DISPENSING “FOOD TRUCKS” ADDING DEFINITIONS IN LDC SECTION 1.00.07, ADDING MOBILE FOOD TRUCK PARK AS A

USE SUBJECT TO SUPPLEMENTAL STANDARDS IN LDC SECTION 2.03.02 AND PROVIDING SUPPLEMENTAL STANDARDS IN LDC SECTION 6.02.15.

Members reviewed discussions, held over previous PAB regular meetings and workshops and agreed on the proposed amendments.

**ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Stevenson to recommend approval of PAB case 2021-0014 to the City Commission; AND that PAB case 2021-0014 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

644 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-15): ENCROACHMENTS TO ADD DEFINITIONS IN LDC SECTION 1.07.00 FOR DECKS, BALCONIES, AND PORCHES AND AMENDING SECTION 4.02.03 (a) ADDING A PORCH ENCROACHMENT ALLOWANCE AND CLARIFYING DECK SETBACKS**

Mr. Platt reviewed discussions held over previous PAB regular meetings and workshops and the Board agreed on the proposed amendments.

**ACTION TAKEN: A motion was made by Member Robas, seconded by Member Stevenson to recommend approval of PAB case 2021-0015 to the City Commission; AND that PAB case 2021-0015 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

645 **CITY OF FERNANDINA BEACH, LAND DEVELOPMENT CODE TEXT AMENDMENTS (PAB 2021-16): OLD TOWN DESIGN STANDARDS IN SECTIONS 8.01.01.02 (c)(3) AND (J) TO CLARIFY SPECIFIC ALLOWANCES FOR THE DEVELOPMENT OF CONNECTING ELEMENTS BETWEEN SIDE YARD AND FRONTAGE CORRIDORS**

Mr. Platt provided the Board with a brief overview of the history of Old Town's platted lots of record and why the visibility corridors are such a key design element.

**ACTION TAKEN: A motion was made by Member Bennett, seconded by Member Robas to recommend approval of PAB case 2021-0016 to the City Commission; AND that PAB case 2021-0016 as presented is sufficiently compliant with the Comprehensive Plan and Land Development Code and applicable Florida Statutes to be approved at this time.**

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

## 7. BOARD BUSINESS

7.1 Elect Vice-Chair

**ACTION TAKEN: A motion was made by Member Stevenson, seconded by Member Gingher to elect Member Robas as Vice-Chair.**

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

Chair Minshew stated that she felt this has been a highly productive year and thanked everyone for their dedication and energy.

## 8. STAFF REPORT



**9. PUBLIC COMMENT**

**No parties wished to speak.**

**10. ADJOURNMENT 7:22**

---

Taylor Hartmann, Recording Secretary

---

Genece Minschew, Chair