

Approved
10/14/13
[Signature]

Planning Commission Meeting

Monday, August 12, 2013

6:00 p.m.

Mr. Howard - Call the meeting to order

Mr. Horne - Invocation

Pledge of Allegiance

West Nassau Historical Society - Proposal of construction of the Musselwhite Commissary.

FRDAP - Park Grant Application

Mr. Wallace Pittman - Application to have establishment re-zoned to mixed use.

Meeting adjourned

Jan Johannes representing the West Nassau Historical Society read from a sheet that was handed out, a site plan, and a sketch of a building. The building will be constructed by LD Building and qualified members of the Historical Society. The site location and building design has been approved by the WNHS Board of Directors. The site will best replicate the Musselwhite Commissary and celebrate the early turpentine and timber industries. Musselwhite is north of Callahan (Musselwhite Road) and it is the last remaining commissary in Nassau County. Their intention is to start construction as soon as the Board and Town Council have approved the project.

Mr Johannes states that Ms. Nan Musselwhite, the senate of the first Musselwhite who built that commissary in 1926, approached the Historical Society with the intent of donating the original commissary and its contents. It is 20 X 30 feet and in rough shape. The Society evaluated the building and the feasibility to move the building to the Depot's grounds in Callahan. Estimates were sought from building movers and utilities. A meeting was arranged with Ms. Musselwhite to transport selected artifacts to the building's interior. After close examination of the building, it was determined that it was not structurally sound enough to make the 5 mile move to Callahan. The WNHS collected eighty-two (82) artifacts, which are currently being stored at the Depot. The Historical Society will display these artifacts in the new building as a memorial to Cecil Musselwhite and all of the citizens of Nassau County that were part of the turpentine industry from the 19th and 20th Centuries. A hundred years ago, turpentine was a big industry in Nassau County and is why the Historical Society would like to memorialize what the last big industry in Nassau County from about the 1850's - 1940's.

Mr. Johannes continues with LD Building, constructing three walls and the roof. WNHS will build the remaining wall with steel. The Musselwhite Commissary has a standard pitch roof front to rear. Originally, it was built with a higher wood style front, which would be above the roof line. The area where the Commissary currently sits, used to be called Bonnie Swamp. This name may, also, appear on the facade.

Mr. Howard states that he thinks this will be a great thing and that the zoning board should do anything they can to enhance and restore the history of the city and county.

This will be a museum, along with the artifacts, that will memorialize the turpentine and timber industries.

Carrie agrees with Mr. Howard that this would be a nice addition to our town, however, with any new structures, the town has a site plan review process. The Town will need an actual set of architectural drawings of the site proposed. Then it will go before the Planning Commission and have a formal recommendation or not.

Mr. Johannes and Carrie discuss this and that the cost will be added to the project. Carrie explained that WNHS is going to be constructing a site where there will be site development and construction on the property. The subject of the structure to be prefabricated comes up. It was explained that due to it being prefabricated, she will also need a site plan. Mr. Johannes questioned if these were the standard requirements for any building? Several zoning members answered at once - yes; any building. It was explained, that when he officially presents this to the

Planning Board or the Council, everything down to the landscaping needs to be in place so that they can see what the final project is going to look like.

Carrie states, a set of sealed drawings for the proposal site and then, once it's approved then you go to the Council. A set of drawings is required for what the WNHS is proposing.

More discussion continues about what exactly is needed as Mr. Johannes is under the impression that the pictures he has presented, meet the set plan's requirements. Carrie offers to let him look at other sets of plans that have been submitted by others whom have built within the town limits. A complete drawing of the building as it is going to be built will be required; a complete floor plan of the building, the materials, stud placements, and light fixtures. We will need plans that show everything involved in the construction of the site.

It is determined that it will actually be a prefabricated shed that WNHS is going to reface. A set of engineered plans will still need to be submitted. It was suggested that the company doing the work give him a spec sheet and the plans; including the dimensions at no cost.

Mr. Johannes states that he will have to go back to Historical Society Board with this information and he will call with their decision. Discussion continues about the date of the next zoning meeting in comparison with the next Historical Society Board meeting. Mr. Johannes states that he will call Carrie after the next meeting on September 12th.

Carrie Harrison ask if there are any more questions from the council. Mr. Hoffecker, Mr. Horne and Mr. Bass all answered, no.

David Fox with Fred Fox Enterprise, a grant writing administration company, addresses the council. "The Town is looking to apply for two (2) FRDAP or Florida Recreation Development Assistant Program Grants. The town can apply for up to \$200,000, with no match for each application. This funding source did not fund any grants for about 2 - 3 years, and then last year, funded around 12 grants from \$50,000 each; so there are funds coming available. We will not know if these projects are funded until July 2014. Applications are actually due by September 30, 2013. Then it goes through a review process; then the House and the Senate. I want to talk to you individually about each phase. There are two phases that we are looking at; both of these we are addressing for Ewing Park. I will start with Phase III, present it to you, and then answer any questions you have and, hopefully, get a recommendation from you to the Council. In Phase III and these estimated costs, you have two pages here; one is Phase III and the other is Phase IV."

"PHASE III: What we are looking at is a \$200,000 budget. This includes administration and engineering: These are estimated costs. After the Town's funded, we bid the work out and, if the bids come in higher or lower for each category or each item, you can adjust your budget at that time: These are just estimates. You will see a column that states points to be competitive. You want to get thirty points. These points are set by the state. Renovation of the existing playground equipment is estimated at \$10,000 (6 points); Support upgrade of security lighting and bury electrical lines, \$30,000 (5 points); renovate the existing basketball court for \$2,500 (4 points); new construction, new playground equipment is \$85,000 (5 points); support fencing (more like safety fencing) \$12,500 (4 points); a soccer field, \$15,000 (4 points); additional picnic facility (a picnic facility could be a pavilion), 1 to 2 tables, based on the funds available, \$30,000 (3

points); tricycle trail around the playground for \$15,000, (4 points). That is total points of 30 being competitive, and the grant of \$200,000.”

The discussion begins with Mr. Howard stating concern that the existing walking trail needs to be repaired. “The tricycle trail includes the walking trail. It has been labeled, that as the terminology determines the points given. The walking trail will be widened so there would be room for the adults to walk while the kids would be riding their tricycles around. The upgrade of the security lighting was discussed in relation to the nature trail. The location of the soccer field will be between the where the pavilions are now and the basketball court. It won’t be a full size field; it will be more like a kiddie field. When it was originally submitted, a couple of years ago, it was called just an open play area, but again terminology, you get the points for the soccer field versus an open play area. For the basketball court, probably what we will do is replace the poles. That’s about all you’re going to get for \$2500.

We will need a recommendation for each phase; one recommendation for Phase III and one recommendation for Phase IV. The grant contract is for three years, unless you get an extension. But, it is going to be a year before you even know if you are funded.

Mr. Howard asked for a recommendation for Phase III. Recommendation was made and it was seconded. All in favor; everyone said “Aye.” It is recommended to the Town Council to move forward with this application for Phase III of the Ewing Park upgrade.

PHASE IV: \$200,000 of grant funds, no local match, it’s through the Department of Environmental Protection, a FRDAP application. What is being addressed: The renovation of the existing playground equipment for \$2,000 (5 points); renovation of the existing tennis courts for \$5,000 (5 points); support and resurface of the existing parking lot for \$7,500 (5 points); new construction or new items for playground equipment for \$90,500 (5 points); support parking and fencing for \$30,000 (4 points); picnic pavilion for \$45,000 (3 points); bicycle trail for \$20,000 (4 points); equaling \$200,000. Again, that includes administration, grant writing and engineering in the cost.

The legislators have already done their budget for this year which ended in June. That’s why these grants are here for September. We will know, sometime, probably before June of 2014, whether this has been funded or not. “

The discussion begins about the resurfacing of the parking lot and the fact that there is not enough parking. The bicycle trail is, again, a terminology issue. The park is not large enough for a bicycle trail. The Town will probably extend the nature trail beyond the woods, so they can ride a bit further once the lighting is put in. Discussion continues about the funding, and if the phases are in conjunction or if this year they put in for Phase III and next year they put in for Phase IV? Phase III and Phase IV will be done at the same time, depending on how they look at it and how it falls out. They could fund Phase IV and not Phase III or vice versa. If the Town is approved for two (2), you can have up to three (3) open. The Town could apply for a third one the following year.

Mr. Howard asked for a recommendation on the Town of Callahan Ewing Park Phase IV application. A recommendation was made and it then seconded. All in favor, everyone said, "Aye." "We make a recommendation to the Council that the Town move forward with the application for Phase III and IV, for the Town of Callahan Park Improvement Grant."

Next item is concerning Mr. Wallace Pittman and his establishment, where the Better Buys is located. Carrie reminds the board that they can not make a vote on it as Mr. Branham is not present. On the backside of that building there is an apartment. This property is commercial. Mr. Pittman has applied to have this re-zoned to a mixed use so that he can continue to rent the back portion of his building as residential. There is currently someone residing there and he is wanting to have it re-zoned to mixed use so that he can have residential and commercial together. Next Monday is our council meeting. We will meet at 6 O'clock and will go ahead and finish you up next Monday Night. The discussion continues about the fact that there are two (2) separate addresses and only one (1) meter and how many bathrooms are in place. Per our permit with St. Johns (St. Johns River Water Management District) and the DEP (Department of Environmental Protection), we don't allow establishments to be multi metered. A commercial establishment and a residential establishment can not be metered together.

Discussion is tabled until Monday, August 19, 2013 at 6 O'clock.

Mr. Howard makes a motion to close the meeting. Motion is seconded, all those in favor, every one said, "Aye."