

HILLIARD PLANNING AND ZONING BOARD MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

BOARD MEMBERS

Dallis Hunter, Chair
Harold "Skip" Frey Vice Chair
Josetta Lawson
Charlie Reed
Wendy Prather

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

AGENDA

TUESDAY, FEBRUARY 08, 2022, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

CHAIR

To call on members of the audience wishing to address the Council on matters not on the Agenda.

REGULAR MEETING

ITEM-1

Additions/Deletions to Agenda

ITEM-2

Planning and Zoning Board approval of the Minutes from the January 11, 2022 Regular Meeting.

ITEM-3

Planning and Zoning Board Approval of Site Clearing/Site Work Application
#20220119
Property Owner – Craig R & Nicole R. Seabrooks
Parcel ID No. 17-3N-24-2020-0051-0020
Janis K. Fleet, AICP, - Land Use Administrator

ITEM-4

Planning and Zoning Board Approval of Site Clearing/Site Work Application
#20220120
Property Owner – B.Y. Franklin Properties

Parcel ID No. 08-3N-24-2380-0170-0080
Janis K. Fleet, AICP, - Land Use Administrator

ITEM-5

Planning and Zoning Board Review of Land Development Regulations.
Janis K. Fleet, AICP, Land Use Administrator

ADDITIONAL COMMENTS

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

TOWN ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 17, 2022
2. Memorial Day	Monday, May 30, 2022
3. Independence Day Monday	Monday, July 4, 2022
4. Labor Day	Monday, September 5, 2022
5. Veterans Day	Friday, November 11, 2022
6. Thanksgiving Day	Thursday, November 24, 2022
7. Friday after Thanksgiving Day	Friday, November 25, 2022
8. Christmas Eve	Friday, December 23, 2022
9. Christmas Day	Monday, December 26, 2022
10. New Year's Eve	Friday, December 30, 2022
11. New Year's Day	Monday, January 2, 2023

HILLIARD PLANNING AND ZONING BOARD MEETING

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15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

BOARD MEMBERS

Wendy Prather, Chair
Charles Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, JANUARY 11, 2022, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

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WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
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"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Wendy Prather
Vice Chair Charles A. Reed
Planning & Zoning Board Member Harold "Skip" Frey
Planning & Zoning Board Member Dallis Hunter

ABSENT

Planning & Zoning Board Member Josetta Lawson

CHAIR

To call on members of the audience wishing to address the Council on matters not on the Agenda.

No public wish to address the Board.

REGULAR MEETING

ITEM-1

Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-2 Planning and Zoning Board approval of the Minutes from the December 14, 2021, Workshop and Public Hearing & Regular Meeting.

Motion made by Planning & Zoning Board Member Frey, Seconded by Vice Chair Reed.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Frey, Planning & Zoning Board Member Hunter

ITEM-3 Planning and Zoning Board to appoint the Planning and Zoning Board Chair and Vice Chair for the 2022 Calendar Year.

Janis K. Fleet, AICP – Land Use Administrator

Motion is made to appoint the Planning and Zoning Board Chair Position to Wendy Prather and the Vice Chair Position to Harold “Skip” Frey.

Motion made by Vice Chair Reed

Following no Second, Vice Chair Reed withdraws his motion.

Chair Prather gives Chair to Vice Chair Reed.

Motion is made to appoint the Planning and Zoning Board Chair position to Dallis Hunter and the Vice Chair position to Harold “Skip” Frey.

Motion made by Planning & Zoning Board Member Prather, Seconded by Planning & Zoning Board Member Frey.

Voting Yea: Planning & Zoning Board Member Prather, Chair Reed, Planning & Zoning Board Member Frey, Planning & Zoning Board Member Hunter

ITEM-4 Planning and Zoning Board Review of Land Development Regulations Article VII - Signs

Janis K. Fleet, AICP - Land Use Administrator

Land Use Administrator Janis Fleet discusses with the Planning & Zoning Board multiple articles within the Town Code. Discussion begins with Article VII – Signs. The Planning & Zoning Board make suggestions to improve this section. Article X – Proportionate Fair Share Program is reviewed and discussed. Moving subdivision code and adding landscaping to the Land Development Regulations Code is also discussed and reviewed; the Town only has Chapter 30 Section 30-4 Mutilation of Shade Tree in the current Code.

Land Use Administrator Janis Fleet states she should have the discussed changes ready in February for the Planning and Zoning Board to approve, so it can be sent to the Town Council for their review prior to adoption.

ADDITIONAL COMMENTS

PUBLIC

No public comments.

BOARD MEMBERS

No comment from Board Members.

LAND USE ADMINISTRATOR

Land Use Administrator Fleet states there will be a Joint Workshop with the Town Council on January 18, 2022, at 6:00 p.m. regarding development on individual lots within the Town.

TOWN ATTORNEY

Not requested at meeting.

ADJOURNMENT

Motion to adjourn at 8:10 p.m.

Motion made by Vice Chair Reed, Seconded by Planning & Zoning Board Member Hunter.

Voting Yea: Chair Prather, Vice Chair Reed, Planning & Zoning Board Member Frey, Planning & Zoning Board Member Hunter

Approved this 8th day of February in the year 2022 by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Dallis Hunter, Chair
Hilliard Planning & Zoning Board



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: February 8, 2022

FROM: **Janis Fleet, AICP - Land Use Administrator**

SUBJECT: Planning and Zoning Board Approval of Site Clearing/Site Work Application
 #20220119
 Property Owner – Craig R & Nicole R. Seabrooks
 Parcel ID No. 17-3N-24-2020-0051-0020

BACKGROUND: Mr. Chad Reed on behalf of Craig R & Nicole R Seabrooks has submitted a Site Clearing/Site Work application to clear 4.8 acres parcel located off Pine Street, across from Southern Glenn Way. The Parcel ID No. 17-3N-24-2020-0051-0020. The property is currently vacant.

The property owner was cited by Code Enforcement for clearing the property without a permit.

According to Section 62-357 of the Town Code,

“No excavation or filling for purposes other than the construction of a driveway, walk, swimming pool, a permitted wall or building or part thereof, or accessory thereto, or to remove topsoil from one part of the lands of an owner to another part of the same premises, when such removal is necessary as an accessory use or is for the purpose of farming or improving such property, shall be made unless permission is granted by the planning and zoning board and any necessary state permits are secured, if applicable.”

Mr. Reed would like to clear the site and fill the site to create 1 building pad for single family dwelling unit on the property. No separate site clearing permit is required when the site clearing is part of a building permit for a dwelling unit. There are potential wetlands on the property

FINANCIAL IMPACT: None, the applicant is required to pay all application, advertising, and review fees.

RECOMMENDATION: Staff recommends the Planning and Zoning Board approve the Site Clearing/Site Work Application # 20220119, which includes the request to fill the property, with the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval.
2. A pre and post topo survey must be performed on the property to determine the existing grade and finished grade.
3. The property shall be seeded, and hay placed on the lots to prevent erosion.
4. No dirt can impede onto surrounding landowners.
5. The fill cannot exceed 6 inches from existing grade.
6. The applicant shall provide for any water and sewer improvements require and/or drainage improvements required to construct the single family dwelling unit. Any improvements required shall be paid by the applicant/property owner.
7. The applicant shall have the wetlands delineated on the property to assure no wetlands will be impacted by the development and/or clearing and filling of the site. If wetlands have been impacted, the applicant shall for contact the St. Johns Water Management District for any applicable permitting/approvals.

**FOR OFFICE USE ONLY**

ITEM-3

File # 20220119
Application Fee: 180.00
Filing Date: 1.19.22 Acceptance Date: _____

Town of Hilliard

Site Clearing/Site Work Application

A. PROJECT

1. Project Name: Seabrooks Res.
2. Address of Subject Property: TBD Pine St. Hilliard, FL
3. Parcel ID Number(s): 17-31-24-2020-0051-0020
4. Existing Use of Property: Vacant
5. Zoning Designation: Residential
6. Description of Work: Mulching, Remove a few trees, house pad
7. Acreage of Parcel: 4.8 Ac

B. Owner

1. Name of Owner(s) or Contact Person(s): Chad Reed Title: Builder
Craig Seabrooks Title: owner
- Company (if applicable): The Reed Group
- Mailing address: P.O. Box 147
- City: Gallahue State: FL ZIP: 32011
- Telephone: (904) 535-5057 FAX: () e-mail: reedgroupmcr@yahoo.com

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

D. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - c. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

5. Fee.

- a. \$100 plus \$20 per acre:

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Michael C. Reed
 Signature of Applicant
Michael C. Reed - Builder
 Typed or printed name and title of applicant

 Signature of Co-applicant

 Typed or printed name of co-applicant

Jan. 19, 2022
 Date

 Date

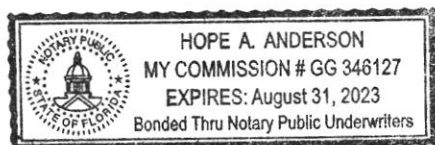
State of Florida County of Nassau

The foregoing application is acknowledged before me this 19 day of JAN, 2022, by Michael

C. Reed, who is/are personally known to me, or who has/have produced Personally known
 as identification.

NOTARY SEAL

Hope A. Anderson
 Signature of Notary Public, State of Florida



POINT OF COMMENCEMENT -
SOUTHEAST CORNER OF SECTION 17

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 • CELL (904) 370-0318
LICENSE BUSINESS NO. 18 R369

MAP OF BOUNDARY SURV

- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Utilities shown hereon are not distributed by this office for easement, right-of-way, ownership or other instruments or purposes.
- 4) Based thereon, it is NOT advised as to the boundary right of way by this office.
- 5) Forces represented, if applicable, have not been determined by this office. Forces are shown out of scale in order to represent relative force only. They are not intended to be measurements unless otherwise specified.
- 6) Unless it bears the signature and the official record of a Professional Licensed Surveyor and Engineer, this map/report is for informational purposes only and has no legal effect.
- 7) The property shown herein shall within four years after the date of recording be subject to a survey under ASSURANCE DEEDS-12-17-2010.
- 8) Unless otherwise noted, delineated angles and distances are the same as that of Deed copies and distances.
- 9) This map was prepared from the original plat of the subdivision to achieve the following accuracies for the following survey:
Survey No. 12-17-2010
Scale 1"=40'±
Accuracy ± 0.01 feet in 10000 feet
NSP Rule 6A-17.00(3) (b) (3) b.

SCALE: 1" = 60'

GLASS LAND SURVEYING, LLC
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 • CELL (904) 370-0318
LICENSE BUSINESS NO. 18 R369

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

File Number: 21-330

General Warranty Deed

Made this March 24, 2021 A.D. By **Royal S. Weaver and Gull C. Weaver, husband and wife**, whose post office address is: **105 Royal Court, Saint Marys, Georgia 31558**, hereinafter called the grantor, to **Craig R. Seabrooks and Nicole R. Seabrooks, husband and wife**, whose post office address is: **8266 Abbeyfield Drive, Jacksonville, Florida 32277**, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

All of that certain Lot, Piece or Parcel of land situate, lying and being in the County of Nassau, State of Florida being more particularly described as follows:

Parcel "A"

A portion of Lots 51 Cornwall Farm Land Company's Plat of North Florida Fruit and Truck Farms, Section 17, Township 3 North, Range 24 East, Nassau County, Florida and being more particularly described as follows:

Commence at the Southeast corner of said Section 17 and run North 01 degrees 53 minutes 50 seconds West along the Easterly line of said Section 17 and also being the centerline of Henry Smith Road (having a 80.0 foot right of way) a distance of 668.55 feet; thence South 89 degrees 38 minutes 50 seconds West a distance of 40.0 feet to the Westerly right of way of Henry Smith Road; thence North 01 degrees 53 minutes 50 seconds West along said Westerly right of way line a distance of 334.0 feet to Point "A" in this legal; thence South 89 degrees 38 minutes 50 seconds West a distance of 242.03 feet; thence South 01 degrees 53 minutes 50 seconds East a distance of 4.0 feet to the Point of Beginning. Thence South 89 degrees 38 minutes 50 seconds West a distance of 450.55 feet; thence South 01 degrees 50 minutes 36 seconds East a distance of 180.0 feet; thence North 89 degrees 38 minutes 50 seconds East a distance of 450.72 feet; thence North 01 degrees 53 minutes 50 seconds West a distance of 180.0 feet to the Point of Beginning, according to Plat recorded in Plat Book "0", Page 31 of said County records.

Together with a 30 foot easement for ingress and egress lying to the right of the following described lines. Begin at Point "A" in the above described legal description and run South 89 degrees 38 minutes 50 seconds West a distance of 242.03 feet; thence South 01 degrees 53 minutes 50 seconds East a distance of 4.0 feet to its Point of Terminus.

Parcel "B"

A portion of Lots 52 Cornwall Farm Land Company's Plat of North Florida Fruit and Truck Farms, Section 17, Township 3 North, Range 24 East Nassau County, Florida, and being more particularly described as follows:

Commence at the Southeast corner of said Section 17 and run North 01 degrees 53 minutes 50 seconds West along the Easterly line of said Section 17 and also being the centerline of Henry Smith Road (having a 80 foot right of way) a distance of 668.55 feet; thence South 89 degrees 38 minutes 50 seconds West a distance of 40.0 feet to the Westerly right of way of Henry Smith Road; thence North 01 degrees 53 minutes 50 seconds West a distance of 334.0 feet to Point "A" and the Point of Beginning. thence South 89 degrees 38 minutes 50 seconds West a distance of 242.03 feet; thence South 01 degrees 53 minutes 50 seconds East a distance of 4.0 feet; thence South 89 degrees 38 minutes 50 seconds West a distance of 450.55 feet; thence North 01 degrees 50 minutes 36 seconds West a distance of 186.0 feet; thence North 89 degrees 38 minutes 50 seconds East a distance of 692.40 feet to the Westerly right of way line of Henry Smith Road; thence South 01 degrees 53 minutes 50 seconds East a distance of 182.0 feet to the Point of Beginning, according to Plat recorded in Plat Book "0", Page 31 of said County records.

Subject to a 30 foot easement for ingress and egress lying to the right of the following described lines. Begin at Point "A" in the above described legal description and run South 89 degrees 38 minutes 50 seconds West a distance of 242.03 feet; thence South 01 degrees 53 minutes 50 seconds East a distance of 4.0 feet to its Point of Terminus.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

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

File Number: 21-330

Parcel ID Number: 17-3N-24-2020-0051-0020



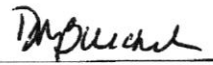
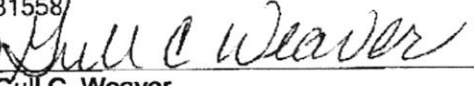
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2020.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.


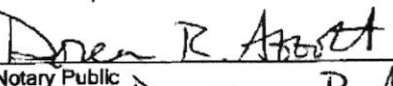
Signed, sealed and delivered in our presence:

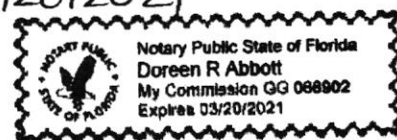
 Witness Printed Name: <u>Michael E. Buechel</u>	 Royal S. Weaver Address: 105 Royal Court, Saint Marys, Georgia 31558
 Witness Printed Name: <u>Donna Buechel</u>	 Gull C. Weaver Address:

State of Florida

County of Duval

The foregoing instrument was acknowledged before me by means of [x] physical presence or [] online notarization, this 19th day of March, 2021, by Royal S. Weaver and Gull C. Weaver, husband and wife, who is/are personally known to me or who has produced a driver's license as identification.



Notary Public
Print Name: Doreen R. Abbott
My Commission Expires: 3/20/2021



**OWNER'S AUTHORIZATION FOR AGENT
PLANNING DEPARTMENT**

TOWN OF HILLIARD, FLORIDA

**EACH AND EVERY OWNER SHOWN ON THE PROOF OF
OWNERSHIP MUST SIGN AN AUTHORIZATION FORM**

Agent Authorization Form

I/We Craig R. Seabrooks
(Print Name of Property Owner)
hereby authorize Chad Reed
(Print Name of Agent)
to represent me/us in processing an application for Site work
(Type of Application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner(s) attest that the application is made in good faith and that any information contained in the application is accurate and complete.

Craig R. Seabrooks
(Signature of Owner)

(Signature of Owner)

Craig R. Seabrooks
(Print Name of Owner)

(Print Name of Owner)

State of Florida

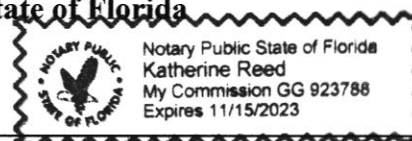
} ss

Nassau County

Sworn to and subscribed before me on this 3rd day of February, 2022,
by Craig R. Seabrooks
(Name of Person Making Statement)

Katherine Reed
Signature of Notary Public

State of Florida



Print, type or stamp commissioned name
of Notary Public

My Commission Expires: 11-15-23

Individual making statement is ☒ personally known or _____ produced identification.

Type of identification produced: _____



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: February 8, 2022

FROM: ***Janis Fleet, AICP - Land Use Administrator***

SUBJECT: Planning and Zoning Board Approval of Site Clearing/Site Work Application
#20220120
Property Owner – B.Y. Franklin Properties
Parcel ID No. 08-3N-24-2380-0170-0080

BACKGROUND: Mr. Bobby Franklin on behalf of BY Franklin Properties has submitted a Site Clearing/Site Work application to clear 0.63 acres of land located at 27291 First Avenue. The Parcel ID No. 08-3N-24-2380-0170-0080. A mobile home was previously on the property. An application to demolish the mobile home was issued on January 12, 2022.

The property owner was cited by Code Enforcement for clearing the property without a permit.

According to Section 62-357 of the Town Code,

“No excavation or filling for purposes other than the construction of a driveway, walk, swimming pool, a permitted wall or building or part thereof, or accessory thereto, or to remove topsoil from one part of the lands of an owner to another part of the same premises, when such removal is necessary as an accessory use or is for the purpose of farming or improving such property, shall be made unless permission is granted by the planning and zoning board and any necessary state permits are secured, if applicable.”

Mr. Franklin would like to clear the site and fill the site to create 2 building pads for single family dwelling units. No separate site clearing permit is required when the site clearing is part of a building permit for a dwelling unit.

FINANCIAL IMPACT: None, the applicant is required to pay all application, advertising, and review fees.

RECOMMENDATION: Staff recommends the Planning and Zoning Board approve the Site Clearing/Site Work Application # 20220120, which includes the request to fill the property, with the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval.
2. A pre and post topo survey must be performed on the property to determine the existing grade and finished grade.
3. The property shall be seeded, and hay placed on the lots to prevent erosion.
4. No dirt can impede onto surrounding landowners.
5. The fill cannot exceed 6 inches from existing grade.
6. The applicant shall provide for any water and sewer extensions and/or drainage improvements required to construct the single family dwelling units. Any improvements required shall be paid by the applicant/property owner.



FOR OFFICE USE ONLY

File # 20220120Application Fee: 100.00Filing Date: 1-20-22 Acceptance Date: _____

Town of Hilliard Site Clearing/Site Work Application

A. PROJECT

1. Project Name: BY FRANKLIN PROP.
2. Address of Subject Property: 27291 W. FIRST AVE.
3. Parcel ID Number(s): 08-34-24-2380-0170-0080
4. Existing Use of Property: TRAILER on 9 LOTS
5. Zoning Designation: R 2
6. Description of Work: Remove Road & Reseal Yards APPROX. 9
7. Acreage of Parcel: 28,125 sq ft APPROX. 64 ACRES

B. Owner BY FRANKLIN PROPERTIES

1. Name of Owner(s) or Contact Person(s): Bobby FRANKLIN Title: _____
Company (if applicable): _____
Mailing address: Box 878
City: HILLIARD State: FL ZIP: 32046
Telephone: () 813-3510 FAX: () _____ e-mail: _____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

D. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - c. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

5. Fee.

- a. \$100 plus \$20 per acre:

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

[Signature]
Signature of Applicant

Signature of Co-applicant

Bobby Franklin
Typed or printed name and title of applicant

Typed or printed name of co-applicant

1-20-2022
Date

Date

State of Florida

County of Nassau

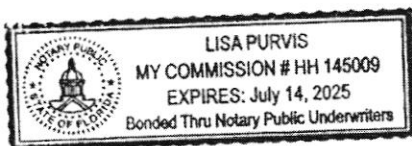
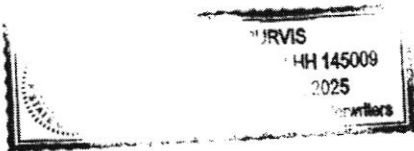
The foregoing application is acknowledged before me this 20th day of January, 2022, by Bobby

Franklin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL

[Signature]

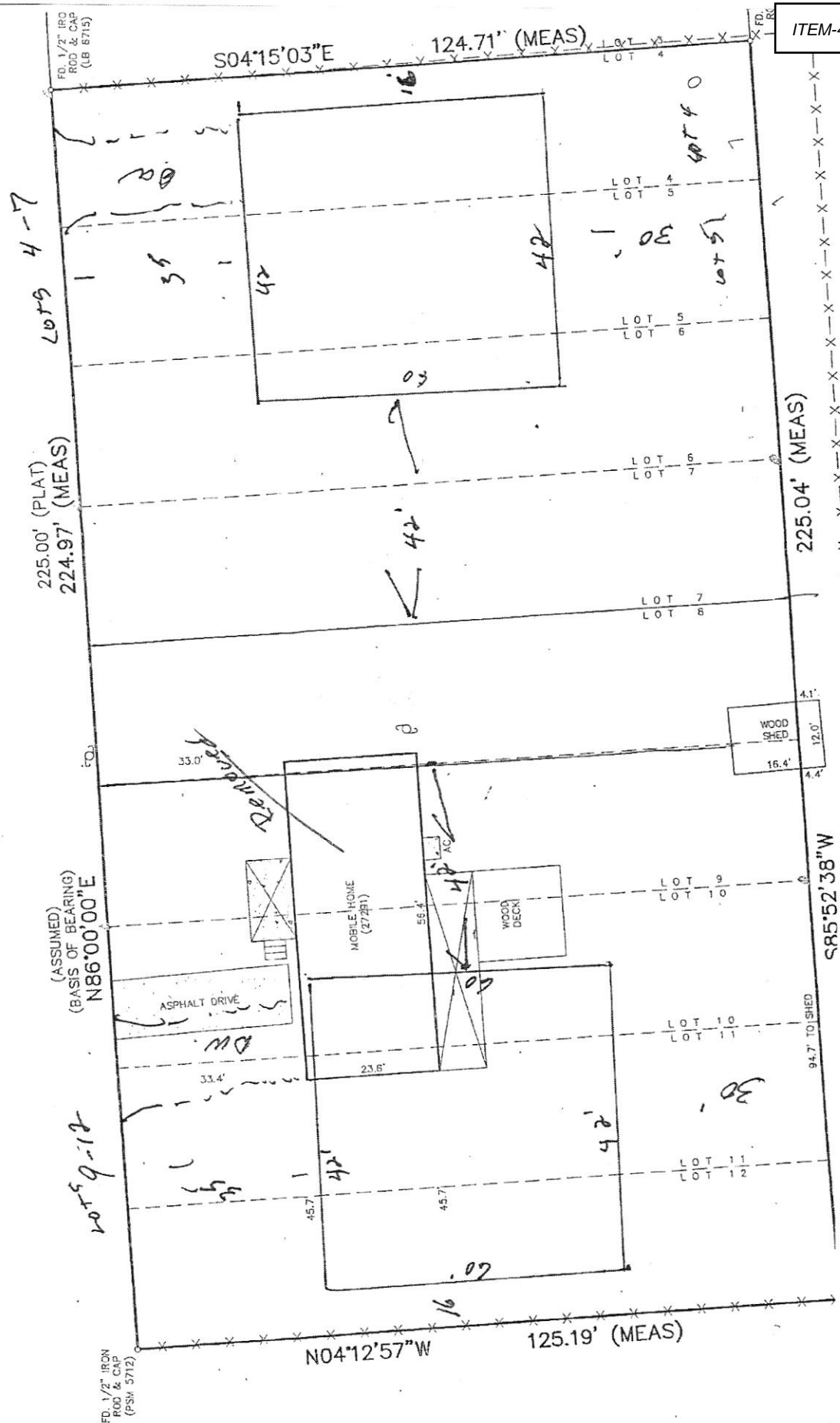
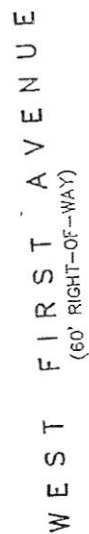
Signature of Notary Public, State of Florida





5950 NAD

Block 170, plat of the West Portion of the Town of Hilliard, according to the map recorded in plat Book 1, Page(s) 23, of the Public Records of Nassau County,



ITEM-4

IOWA S 1
(60' RIGHT-OF

PREPARED BY & RETURN TO:

Name: Karen, an employee of
Osceola Land Title, Inc.
Address: 577 South 6th Street
Macclenny, Florida 32063
File No. 17522-21

Parcel No.: 08-3N-24-2380-0170-0080

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

This **WARRANTY DEED**, made the 5th day of October, 2021, by **CHRISTOPHER THOMPSON**, a married man, hereinafter called the Grantor, to **B.Y. FRANKLIN PROPERTIES, INC.**, having its principal place of business at **PO Box 878, Hilliard, FL 32046**, hereinafter called the Grantee:

WITNESSETH: That the Grantor, for and in consideration of the sum of \$55,000.00 and other valuable consideration, receipt whereof is hereby acknowledged, does hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee all that certain land situate in County of Nassau, State of Florida, viz:

Lot 4 through 12, Block 170, Plat of the West Portion of the Town of Hilliard, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 23, of the Public Records of Nassau County, Florida.

Together with a 1975 CLAS Doublewide Mobile Home with Vin#'s 2007A and 2007B.

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

THE ABOVE-DESCRIBED PROPERTY IS NOT THE CONSTITUTIONAL HOMESTEAD OF THE GRANTOR, NOR IS IT CONTIGUOUS TO SUCH.

SUBJECT TO TAXES FOR THE YEAR 2021 AND SUBSEQUENT YEARS, RESTRICTIONS, RESERVATIONS, COVENANTS AND EASEMENTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD the same in fee simple forever.

And the Grantor hereby covenants with the Grantee that the Grantor is lawfully seized of said land in fee simple, that the Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever. Grantor further warrants that said land is free of all encumbrances, except as noted herein and except taxes accruing subsequent to December 31, 2021.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents, the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness Signature
Printed Name: Karen M. Jarvis

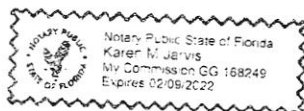
Name: Christopher Thompson
Address: 27291 First Ave, Hilliard, FL 32046

L.S.

Witness Signature
Printed Name: Kimberlin McKelvey

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 5th day of October, 2021, by Christopher Thompson, who is personally known to me or who has produced Florida as identification.



Signature of Notary
Printed Name:
My commission expires:



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation

B. Y. FRANKLIN PROPERTIES, INC.

Filing Information

Document Number P03000145365
FEI/EIN Number 20-0479752
Date Filed 11/26/2003
Effective Date 12/01/2003
State FL
Status ACTIVE

Principal Address

541876 US Hgw 1
SUITE 114
HILLIARD, FL 32046

Changed: 04/15/2020

Mailing Address

551856 US HWY 1
SUITE 114
P.O. Box 878
HILLIARD, FL 32046-8829

Changed: 01/28/2021

Registered Agent Name & Address

FRANKLIN, BOBBY Y SR
545937 US HWY 1
P.O. Box 868
HILLIARD, FL 32046

Name Changed: 01/28/2019

Address Changed: 02/12/2015

Officer/Director Detail

Name & Address

Title CEOP

FRANKLIN, BOBBY Y SR



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: February 8, 2022

FROM: ***Janis K. Fleet, AICP, Land Use Administrator***

SUBJECT: Planning and Zoning Board Review of Land Development Regulations

BACKGROUND: The Planning and Zoning Board has been reviewing the Land Development Regulations since September 15, 2020. In March the Planning and Zoning Board began reviewing individual Articles of Section 62. By January 2022, the Planning and Zoning Board had reviewed all Articles of Chapter 62. At the meeting, a copy of the draft Land Development Regulations will be given to the Board members.

FINANCIAL IMPACT: None

RECOMMENDATION: Direct Staff on next steps for adoption of the revised Land Development Regulations