

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

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Harold "Skip" Frey, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Christian Waugh

AGENDA

TUESDAY, DECEMBER 03, 2024, 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

PUBLIC HEARINGS

ITEM-1

Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-13, to change to the Future Land Use Map "FLUM" Designation of Parcel ID No. 05-3N-24-0000-0028-000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc.

Lee Anne Wollitz – Land Use Administrator

CHAIR- Call for Disclosure of Ex Parte Communication
Call for Open of Public Hearing

Lee Anne Wollitz – Land Use Administrator, reads agenda item report and staff report on Ordinance 2024-13.

CHAIR- Call for Applicant Comment
Call for Public Comment
Call for Motion to Close Public Hearing on Ordinance 2024-13.

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny recommendation to the Town Council

ITEM-2

Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-14, to Rezone Parcel ID No. 05-3N-24-0000-0028-0000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc. **Lee Anne Wollitz – Land Use Administrator**

CHAIR- Call for Disclosure of Ex Parte Communication
Call for Open of Public Hearing

Lee Anne Wollitz – Land Use Administrator, reads agenda item report and staff report on Ordinance 2024-14.

CHAIR- Call for Applicant Comment
Call for Public Comment
Call for Motion to Close Public Hearing on Ordinance 2024-14.

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny recommendation to the Town Council

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4

Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2024-01 for Regular Meetings and Public Hearings. **Lee Anne Wollitz – Land Use Administrator**

ITEM-5

Planning and Zoning Board Approval of 2025 Planning and Zoning Board Calendar of meetings. **Lee Anne Wollitz – Land Use Administrator**

ITEM-6

Planning and Zoning Approval of the Minutes from 11.05.2024 Regular Meeting.

ADDITIONAL COMMENTS

CHAIR Call on members of the audience wishing to address the Board.

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

PLANNING AND ZONING 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 first 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.comsearch - 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.

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 15, 2024 |
| 2. Memorial Day | Monday, May 27, 2024 |
| 3. Independence Day Monday | Thursday, July 4, 2024 |
| 4. Labor Day | Monday, September 2, 2024 |
| 5. Veterans Day | Monday, November 11, 2024 |
| 6. Thanksgiving Day | Thursday, November 28, 2024 |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024 |
| 8. Christmas Eve | Tuesday, December 24, 2024 |
| 9. Christmas Day | Wednesday, December 25, 2024 |
| 10. New Year's Eve | Tuesday, December 31, 2024 |
| 11. New Year's Day | Wednesday, January 1, 2025 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Public Hearing Meeting Date: December 03, 2024

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-13, to change to the Future Land Use Map “FLUM” Designation of Parcel ID No. 05-3N-24-0000-0028-000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc.

BACKGROUND:

Documents included for Review:

- 1.2 Staff Report
- 1.3 Ordinance 2024-13
- 1.4 Advertisement for Ordinance 2024-13.
- 1.5 Application for FLUM change.

Mrs. Shalene B. Estes has submitted application to amend the Future Land Use Map for the property with the Parcel ID No. 05-3N-24-0000-0028-0000. This Property is 6.5 acres that lies at the east side of US Hwy 1 and south of Crepe Myrtle Lane. The property has a Future Land Use Map “FLUM” designation of Agricultural. The Owner is proposing to change the FLUM designation of the property to High Density Residential. An application for PUD Rezone has also been submitted for this property. Applicant has provided the required documentation and complied with the requests of staff, council and board members as addressed through workshops, email communications, and phone calls. In compliance with the Interlocal agreement, Payment of the Nassau County School Board Concurrency Deficiency will be made to the School Board prior to final approval of the Ordinance by the Town Council.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommendation to the Planning and Zoning Board to recommend to the Town Council approval of Ordinance 2024-13. With the Condition that NCSB Deficiency be paid prior to final approval.



STAFF REPORT FOR ORDINANCE 2024-13.

1. Applicant Information:
 Shalene B. Estes,
 Forestar (USA) Real Estate
 Group Inc.
 14785 Old St Augustine Road
 Suite 300
 Jacksonville, Florida 32258

2. Property Information:
 Parcel ID # Address: 05-3N-24-0000-0028-0000, 552138 US HWY 1 Hilliard
 Current Future Land Use Map Designation: Agricultural (AGR)
 Current Zoning: A-1
 Proposed Future Land Use Map Designation: High Density Residential (HDR)
 Acres: approximately 6.5 acres

3. Description: The property is zoned A-1 and currently is used for single family dwelling unit. The table below summarizes the Future Land Use Map Designation, zoning and existing use for the adjacent parcels.

	Current FLUM	Current Zoning	Existing Use
North	Agricultural (AGR)	A-1	Pastureland with Ag Based Business
South	Agricultural (AGR)	C-1	Single Family Residential
East	Agricultural (AGR)	A-1	Vacant, Timberland
West	High Density Residential (HDR)	R-3	Town Homes Multi-Family Residential

Parcel Map

05-3N-24-0000-0028-0000

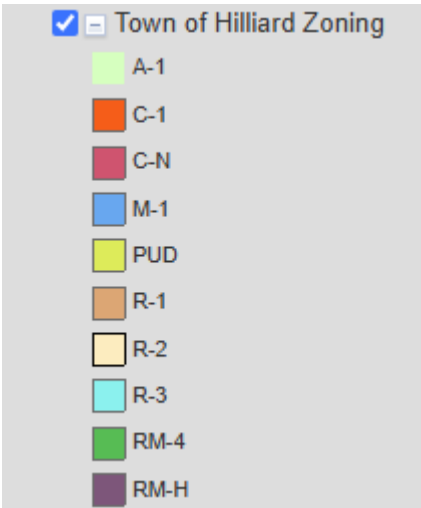


Future Land Use Map



- Town of Hilliard Future Land Use
- MIXED USE
- AGRICULTURAL
- CONSERVATION
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- INSTITUTIONAL
- COMMERCIAL
- MAIN STREET
- INDUSTRIAL
- RECREATION

Existing Zoning



Consistent with Comprehensive Plan Policies – The proposed Future Land Use Map amendment is consistent with the Goals, Objectives, and Policies of the Hilliard Comprehensive Plan. The proposed zoning is consistent with the Future Land Use Map and is compatible with the surrounding development.

Availability of Services – Water and sewer service have capacity to serve this development. US Hwy 1 provides access to the property.

Land Suitability – The soils for the property are suitable for development. There are no wetlands located on the site. The property is not in the 100-year flood zone.

ORDINANCE NO. 2024-13

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF CREPE MYRTLE LANE, AND MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A" LEGAL DESCRIPTION, HILLIARD, FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of that parcel of land, consisting of 6.5 acres, more or less; located on the east side of US 1 and south of Crepe Myrtle Lane, Hilliard, Florida, Parcel No. 05-3N-24-0000-0028-0000, being particularly described in Attachment "A", has applied for an amendment to the Future Land Use Map of the Hilliard Comprehensive Plan to High Density Residential; and

WHEREAS, the subject property currently has a Future Land Use Map designation in the Hilliard Comprehensive Plan of Agricultural; and

WHEREAS, the Town of Hilliard Planning & Zoning Board held a duly noticed public hearing on December 3, 2024, regarding the Comprehensive Plan Future Land Use Map amendment of the subject property; and

WHEREAS, the Town of Hilliard Planning and Zoning Board, has reviewed the proposed Comprehensive Plan Future Land Use Map amendment and found it to be consistent with the Town's Comprehensive Plan, and recommended approval to the Town Council of the Future Land Use Map amendment changing the designation of the subject property to High Density Residential, at their December 3, 2024, regular meeting; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:

SECTION 1. FUTUTE LAND USE MAP AMENDMENT. The subject property, consisting of approximately 6.5 acres, more or less; located on the east side of US Hwy 1 and south of Crepe Myrtle Lane, Hilliard, Florida Parcel No. 05-3N-24-0000-0028-0000, being particularly described in Attachment "A", is hereby amended is hereby amended from Agricultural to High Density Residential.

SECTION 2. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections,

subsections, sentences, clauses, and phrases under application shall not be affected thereby.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final adoption.

ADOPTED this _____ day of _____, _____, by the Hilliard Town Council.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	November 13, 2024
Planning & Zoning Boards Signs Posted:	November 19, 2024
Planning & Zoning Board Public Hearing:	December 3, 2024
Town Council First Publication:	December 4, 2024
Town Council First Public Hearings:	December 19, 2024
Planning & Zoning Boards Report:	December 19, 2024
Town Council First Reading:	December 19, 2024
Town Council Second Publication:	December 31, 2024
Town Council Second Public Hearings:	January 16, 2025
Town Council Second & Final Reading:	January 16, 2025

ATTACHMENT A
LEGAL DESCRIPTIONS

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

DATE: November 07, 2024
 TO: Nassau County Record
 FROM: Elise Earnest, Town of Hilliard
 RE: Legal Advertisement

Please publish the following advertisement in your legal section of your November 13, 2024, edition. Please forward it to me for proof prior to publishing it in the newspaper. Please send proof of publication and invoice to the Town of Hilliard.

**NOTICE OF PROPOSED AMENDMENT TO THE
 HILLIARD COMPREHENSIVE PLAN AND FUTURE LAND USE MAP**

PUBLIC HEARING

The Town of Hilliard Planning and Zoning Board will hold a Public Hearing on Tuesday, December 3, 2024, in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida to hear input on the following Ordinance:

ORDINANCE NO. 2024-13

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF CREPE MYRTLE LANE, AND MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A" LEGAL DESCRIPTION, HILLIARD, FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

All interested parties may appear at the meeting and be heard with respect to proposed Ordinance No. 2024-13. A recommendation/report regarding the proposed Ordinance shall then be provided to the Hilliard Town Council at their December 19, 2024, regular meeting. A copy of the Ordinance which is proposed for adoption is available for inspection and copying in the office of the Town Clerk during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at www.townofhilliard.com.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given: If a person decides to appeal any decision made by the Planning & Zoning Board or the Town 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.

Persons with a disability requiring accommodations in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two (72) hours in advance to request such accommodations.

**Lisa Purvis, MMC, Town Clerk
 Lee Anne Wollitz, Hilliard Land Use Administrator**

Oxford Pines Comprehensive Plan Amendment Application Package



FOR OFFICE USE ONLY

ITEM-1

P Z File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Review Date: P & Z _____ TC _____

Small Scale Future Land Use Map Amendment Application

A. PROJECT

1. Project Name: Oxford Pines
2. Address of Subject Property: 552138 US HWY 1, Hilliard, FL 32046
3. Parcel ID Number(s): 05-3N-24-0000-0028-0000
4. Existing Use of Property: Single Family Residential
5. Future Land Use Map Designation : Agricultural
6. Existing Zoning Designation: Agricultural, A-1
7. Proposed Future Land Use Map Designation: High Density Residential
8. Acreage (must be 10 acres or less): 6.5

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): Shalene B. Estes Title: Entitlements Manager
 Company (if applicable): Forestar (USA) Real Estate Group Inc.
 Mailing address: 14785 Old St. Augustine Road, Suite 300
 City: Jacksonville State: Florida ZIP: 32258
 Telephone: (904) 899-5948 FAX: () e-mail: ShaleneEstes@forestar.com
3. If the applicant is agent for the property owner*
 Name of Owner (title holder): Billy Trouille Jr. or Terry Trouille
 Mailing address: 28098 Shutter Trail
 City: Hilliard State: Florida ZIP: 32046
 Telephone: () FAX: () e-mail: _____

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

C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
2. A map showing the zoning designations on surrounding properties
3. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
4. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
5. Legal description with tax parcel number.
6. Boundary survey
7. Warranty Deed or the other proof of ownership
8. Fee.
 - a. \$1,000
 - b. All applicants must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

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 8 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

SHARON B. ESTES, ENTITLEMENTS MGR
Typed or printed name and title of applicant

Typed or printed name of co-applicant

AUG 14, 2024
Date

Date

State of Florida County of Duval

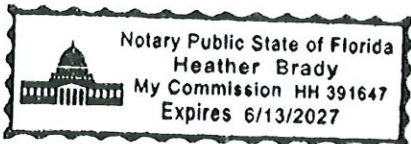
The foregoing application is acknowledged before me this 14th day of August, 2024, by Sarah

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

NOTARY SEAL

[Signature]

Signature of Notary Public, State of Florida



Required Attachments:

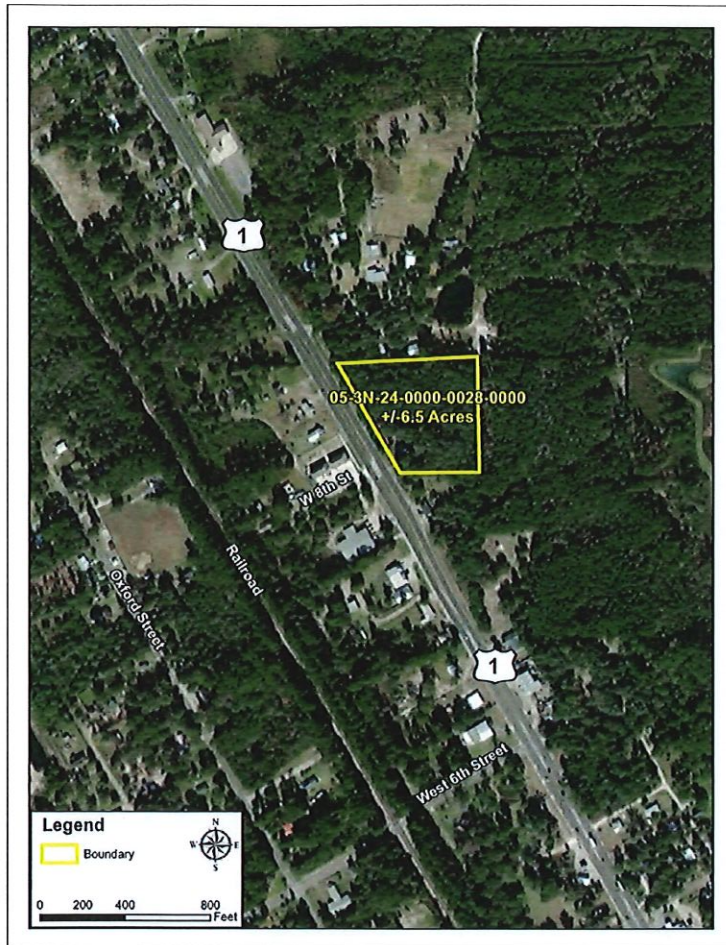
1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties.
2. A map showing the designations on surrounding properties.
3. A current aerial map.
4. Plat of the property.
5. Legal description with tax parcel number.
6. Boundary survey.
7. Warranty Deed or the other proof of ownership.
8. Fee - \$1,000

- 1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties.**

OXFORD PINES

Statement of Proposed Change and Comprehensive Plan Analysis (CPA)

Forestar (USA) Real Estate Group Inc. requests a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 6.5 acres of land from Agricultural to High-Density Residential to accommodate a maximum of seventy-eight residential dwelling units. A companion Planned Unit Development (PUD) rezoning request is being submitted concurrently with this CPA and will provide compatibility standards to ensure the community's success.



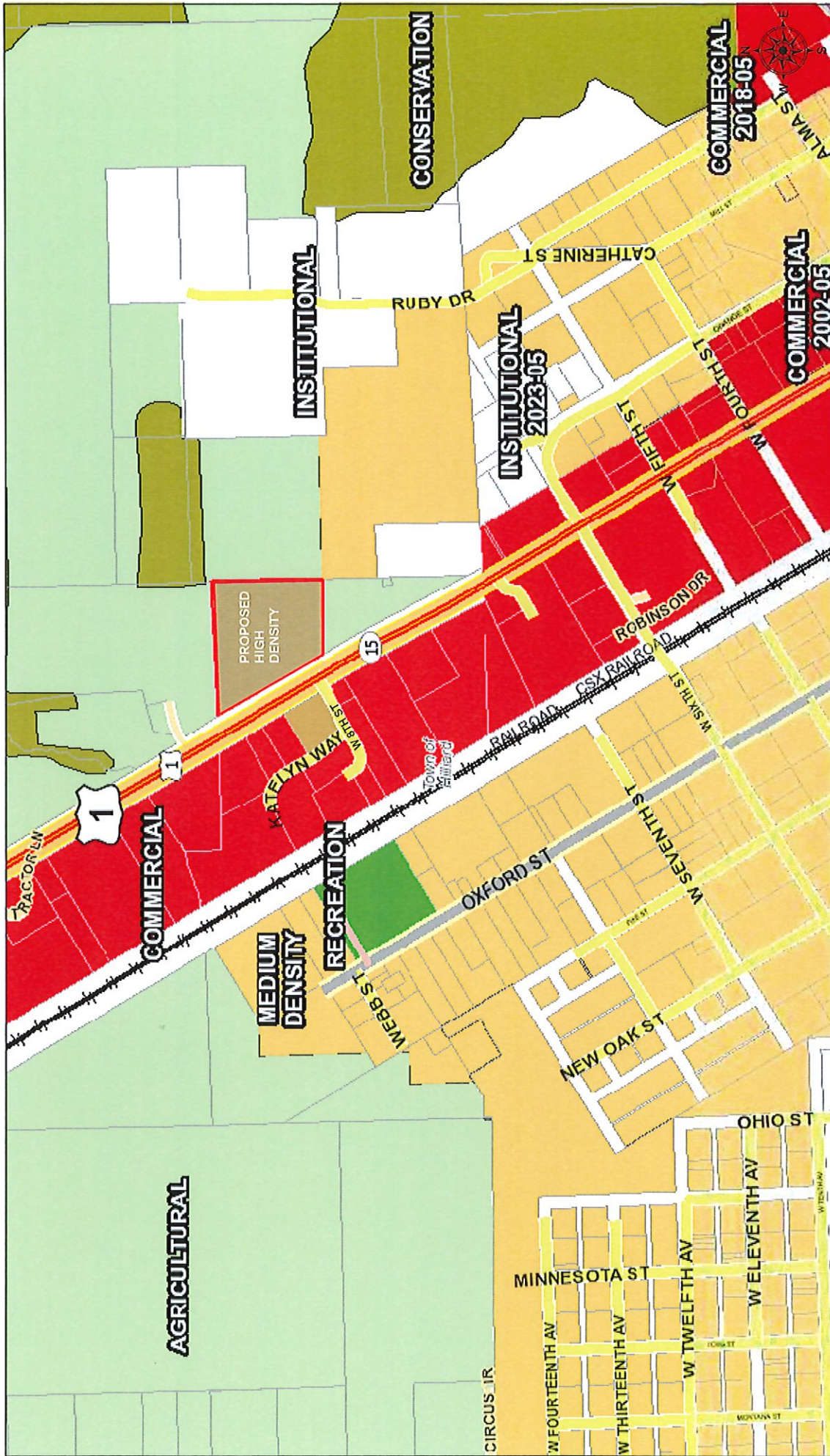
This request is a companion application to a PUD rezoning. The property, RE# 05-3N-24-0000-0028-0000 is located at the northeast edge of US Hwy 1.

The Town of Hilliard's 2040 Comprehensive Plan's Future Land Use Element outlines the goals, objectives, and policies for the Town's future growth. Goal C.1. requires the Town to assure the adequate supply of housing to all current and future citizens of the Town. The proposed amendment supports this goal. The subsequent Policy C.1.1.2. provides direction to the Town to maintain its regulations in a way to encourage the development of a variety of housing choices through innovative land development techniques including planned unit developments. The

companion PUD rezoning application supports this policy by providing an undersupplied yet allowable housing type within Town. This development will help improve the Town's northeast housing opportunities for the workforce.

The property will meet Public Facilities Element Policies D.1.2.1., D.1.2.2., D.3.1, D.1.5.3, and D.2.1.3. and Capital Improvement Element Goals H.3 and H.4 of the Comprehensive Plan by meeting the level of service standard and connecting to the Town's existing water, and sewer systems while providing onsite drainage.

Oxford Pines Proposed Land Use



August 19, 2024

Town of Hilliard Future Land Use

	MIXED USE		COMMERCIAL
	AGRICULTURAL		MAIN STREET
	CONSERVATION		INDUSTRIAL
	LOW DENSITY RESIDENTIAL		RECREATION
	MEDIUM DENSITY RESIDENTIAL		
	HIGH DENSITY RESIDENTIAL		
	INSTITUTIONAL		

WARNING: THIS IS NOT A SURVEY. This map is prepared for informational purposes only and is not intended to be used for any legal or other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be consulted for their respective purposes. The County and mapping company assume no legal responsibility for the information contained on this map.

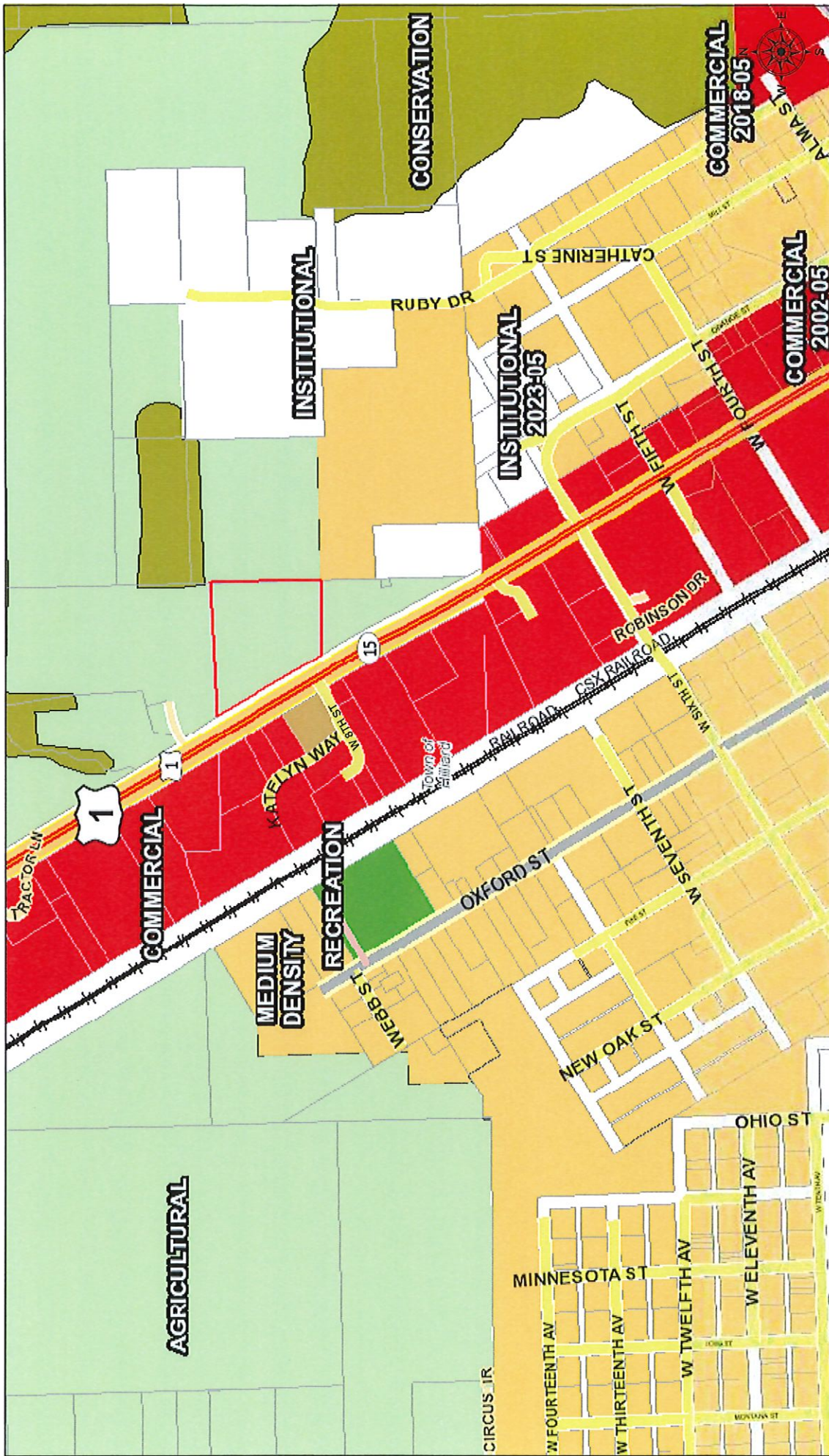
19,028
0 0.04 0.08 0.1 0.2 km
0 0.04 0.08 0.1 0.2 mi

ITEM-1

22

2. A map showing the designations on surrounding properties.

Oxford Pines Existing Land Use



August 19, 2024

Town of Hilliard Future Land Use

- MIXED USE
- AGRICULTURAL
- CONSERVATION
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- INSTITUTIONAL
- COMMERCIAL
- MAIN STREET
- INDUSTRIAL
- RECREATION

WARNING: THIS IS NOT A SURVEY. This map is prepared for informational purposes only and is not intended to be used for legal purposes. It is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be checked for accuracy. The Town of Hilliard, Ohio, and its employees and contractors assume no legal responsibility for the information contained on this map.



ITEM-1

3. A current aerial map.



05-3N-24-0000-0028-0000
+/-6.5 Acres

W 8th St

Railroad

Oxford Street



West 6th Street

Legend

 Boundary



0 200 400 800 Feet

4. Plat of the property.

Not Applicable.

5. Legal description with tax parcel number.

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

6. Boundary survey.

7. Warranty Deed or the other proof of ownership.

REC'D JAN 3 1 1972
WARRANTY DEED

OFFICIAL RECORDS
BOOK 119 643
DRAW'S FORM R. E. 4
Manufactured and for sale by The H. A. W. B. Drew Company
Jacksonville, Florida

This Indenture, Made this 13th day of December, A. D. 1971,
Between

ROBERT W. EMERSON, JR.,
of the County of _____ and State of Florida,
part v of the first part, and FRANCES MCKAY EMERSON,
whose mailing address is Route One, Box 20, Hilliard,
of the County of Nassau and State of Florida 32046,

5.00 P
-55 P
-30 P

Witnesseth, that the said part v of the first part, for and
in consideration of the sum of (\$1.00) ONE DOLLAR & no-100 Dollars, and other good
and valuable considerations to in hand paid, the receipt whereof is hereby acknowl-
edged, has granted, bargained, sold and conveyed, and by these presents does grant, bar-
gain, sell, convey and confirm unto the said part v of the second part and her heirs
and assigns forever, all that certain parcel of land lying and being in the County of Nassau
and State of Florida, more particularly described as follows:

THIS INSTRUMENT WAS PREPARED BY:
MERCURY N. KAYOUKIS, ATTORNEY AT LAW
25 S. 4th ST., P. O. BOX 462
FERRANDINE BEACH, FLORIDA 32044

All those certain lots, pieces or parcels of land situate, lying
and being in the Southeast Quarter of the Southeast Quarter of
Section Five (5), Township 3 North, Range 24 East, Nassau County,
Florida, and being the same parcels of land as described in Deed
Book 199, Page 356 (Parcels A & B) and Deed Book 149, Page 444,
of the Public Records of said Nassau County, and being further
known and described by metes and bounds as follows:
Beginning at the reputed Southeast corner of Section Five and go
North 1° 34' 30" West along the East line of Section Five for
80' more or less, to the Easterly right of way of U.S. Highway
No. 1, thence continue along the East line of Section Five for
562.3' to the Point of Beginning; thence continue North 1° 34'
30" West along the East line of Section Five for 549.1'; thence
go South 87° 17' 30" West for 680.16' to the Easterly right of
way of U.S. Highway No. 1 (has 150' right of way); thence go
South 32° 18' East, along easterly right of way of U.S. Highway
No. 1, for 632.5'; thence go North 87° 17' 30" East for 356.9'
to the Point of Beginning. This parcel of land contains 6.53
acres, more or less. 79.5 feet of this land has been taken to
widen U.S. Highway No. 1.

This deed is made for the purpose of transferring the Grantor's
interest in the above-described property as agreed upon in the
Stipulation filed in a divorce case between the parties.

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
11/31/72
00.30
FLORIDA DOCUMENTARY SURTAX
JAN 3 1972
11/31/72
00.55
P.C.

Together with all the tenements, hereditaments and appurtenances, with every privilege, right,
title, interest and estate, dower and right of dower, reversion, remainder and easement thereto
belonging or in anywise appertaining: **To Have and to Hold** the same in fee simple forever.

And the said part v of the first part does covenant with the said part v of the
second part that lawfully seized of the said premises, that they are free from
all encumbrances and that he has good right and law-
ful authority to sell the same; and the said part v of the first part does hereby fully warrant
the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said part v of the first part has hereunto set his
hand and seal the day and year above written.

Signed, sealed and delivered in our presence:

Catherine M. Holt
Catherine M. Holt

Robert W. Emerson, Jr.
ROBERT W. EMERSON, JR.

State of FLORIDA
County of DUVAL

I Hereby Certify, That on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared

ROBERT W. EMERSON, JR.,

to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same.

Witness my hand and official seal in the County and State last aforesaid this 13th day of December, A. D. 1971.

3030

FILED & RECORDED
NOTICE

1971 JAN 31 PM 3:33

F.L.D. BY A.V.
CLERK CIRCUIT COURT
DUVAL COUNTY, FLA.

Catherine M. Pratt
Notary Public,
My commission expires 4-28-74



DREW'S FORM R. E. 4

Warranty Deed

To

Date

Abstract of Description

State of Florida,
County of _____

On this _____ day of _____ A. D. 19____ at _____ o'clock _____ m., this instrument was filed for record, and being duly acknowledged and proven, I have recorded the same on pages _____ of Book _____ in the public records of said County.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Judicial Circuit of said State, in and for said County.

Clerk.
D. C.

THE H. A. W. B. FINE COMPANY, INCORPORATED, FLORIDA

Notary Public
Catherine M. Pratt
4-28-74

Filing # 149626547 E-Filed 05/16/2022 10:47:28 AM

IN THE CIRCUIT COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN
AND FOR NASSAU COUNTY, FLORIDA

IN RE: THE ESTATE OF

Case: 22-CP-0018-AXYX
Division: A

Frances F. Latham,

Deceased.

_____ /

ORDER DETERMINING HOMESTEAD STATUS OF REAL PROPERTY
(Testate)

On the petition of Billy Trouille, Jr., Petitioner, for an Order Determining Homestead Status of Real Property, and all interested persons have been served proper notice of the petition or having waived the entry of this order; the court finds as follows:

1. The decedent, Frances F. Latham, who died on June 30, 2021, was domiciled in NASSAU County, Florida.

2. At the time of decedent's death, the decedent owned and resided on the following described contiguous parcel of real property (the "Property"):

Address: 552138 US Highway 1, Hilliard, Florida 32046
Parcel Number: 05-3N-24-0000-0028-0000
Legal description: Exhibit "A"

3. At the time of her death, the decedent's homestead was established on the Property and met all requirements for homestead under the Constitution of the State of Florida.

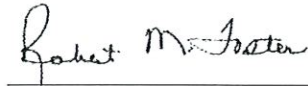
ADJUDGED that the above described property constituted the homestead of the decedent within the meaning of Section 4 of Article X of the Constitution of the State of Florida;

ADJUDGED FURTHER that upon decedent's death, title to the Property descended to and the constitutional exemption from claims of decedent's creditors inured to the deceased's children;

ADJUDGED FURTHER that Petitioner is authorized to surrender possession of the Property to Billy Trouille, Jr. and Terry

Trouille, and shall have no further responsibility with respect to the Property.

ORDERED on May 16, 2022.



Circuit Judge

Copies:

Pamela J. Soule', Esquire
Eportal

Florida Agency for Healthcare Administration
Eportal



John M. Drew
 TAX COLLECTOR
 Nassau County

ITEM-1

[Search](#) > [Account Summary](#) > Bill Details

Real Estate Account #05-3N-24-0000-0028-0000

Owner:
 TROUILLE BILLY JR
 TROUILLE TERRY

Situs:
 552138 US HWY 1
 HILLIARD 32046

[Parcel details](#)
[GIS Map](#)
[Property Appraiser](#)



[Get bills by email](#)

2023 Annual Bill

NASSAU COUNTY TAX COLLECTOR

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

BILL	AMOUNT DUE
2023 Annual Bill	\$0.00
PAID	
Print (PDF)	

If paid by: Jan 31, 2024	Please pay: \$0.00
------------------------------------	------------------------------

Combined taxes and assessments: \$2,525.38

PAYMENTS MUST BE MADE IN US FUNDS.

Ad Valorem Taxes

MILLAGE 16.7521	TAX \$2,525.38
--------------------	-------------------

Non-Ad Valorem Assessments

AMOUNT
 No Non-Ad Valorem Assessments.

Parcel Details

Owner:	TROUILLE BILLY JR TROUILLE TERRY
Owner Address:	28098 SHUTTER TR HILLIARD, FL 32046

Situs:	552138 US HWY 1 HILLIARD 32046	
Account	05-3N-24-0000-0028-0000	
Alternate Key	21452	
Millage code	003 - Town of Hilliard	
Millage rate	16.7521	
Assessed value:		\$150,750
School assessed value:		\$150,750

2023 TAX AMOUNTS

Ad valorem:		\$2,525.38
Non-ad valorem:		\$0.00
Total Discountable:		\$2,525.38
Total tax:		\$2,525.38

LEGAL DESCRIPTION

IN OR 86 PG 586 IN OR 119 PG 643

LOCATION

Geo number:	24-3N-05-0000-0028-0000	
Range:	24	
Township:	3N	
Section:	5	
Neighborhood:	6001.00	
Block:	028	
Lot:	0000	
Use code:	0100	

Nassau County Tax Collector
86130 License Road, Fernandina Beach, FL 32034

WARNING: TAX CERTIFICATE PURCHASES NOT AVAILABLE ON THIS WEBSITE!

Paying property taxes on this website simply pays the tax bill. It is NOT a purchase of a tax certificate nor the property!

8. Fee - \$1,000.00

ITEM-1

Forestar Group Inc.
2221 E. Lamar Blvd, Suite 790
Arlington, TX 76006

TOWN OF HILLIARD
PO BOX 249
HILLARD FL 32046

TOWN OF HILLIARD 110666				Check Number Date	0054178 08/15/24
Invoice	Date	Pay Remark	Gross	Deduction	Net
CKR 080924 40000	080924		3,630.00		3,630.00
CKR 081324 40000	081324		300.00		300.00
			-----		-----
			3,930.00		3,930.00
Fees:					
Comprehensive Plan Amendment Application - \$1,000					
Rezoning Application - \$2,500 + \$130 (\$20/acre)					
Concurrency Application (School Impact) - \$300					



817-769-1860 2221 E. Lamar Blvd., Suite 790, Arlington, TX 76009

2221 E. Lamar Blvd, Suite 790
Arlington, TX 76006

Check Number 54178

Date 08/15/24

Void after 4 months from date of issue
110666

56-382
412

Pay *THREE THOUSAND NINE HUNDRED THIRTY AND 00/100* *****

Amount
\$*****3,930.00

To the
Order Of: TOWN OF HILLIARD
PO BOX 249
HILLARD FL 32046

Wells Fargo Bank, N.A.

James D Allen

⑈00054178⑈ ⑆041203824⑆ 9665451895⑈



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Public Hearing Meeting Date: December 03, 2024

FROM: **Lee Anne Wollitz – Land Use Administrator**

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-14, to Rezone Parcel ID No. 05-3N-24-0000-0028-0000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc.

BACKGROUND:

- Documents included for Review:
- 2.2 Staff Report
- 2.3 Ordinance 2024-14
- 2.4 Advertisement for Ordinance 2024-14.
- 2.5 Application for PUD.
- 2.6 Topography map of property.

Mrs. Shalene Estes has submitted an application to Rezone the property with the Parcel ID No. 05-3N-24-0000-0028-0000.

This Property is 6.5 acres that lies at the east side of US Hwy 1 south of Crepe Myrtle Lane. The property has a zoning designation of Agricultural. The Owner is proposing to change the zoning designation of the property to PUD, Planned Unit Development.

An application for Small Scale FLUM Change has also been submitted for the property. Applicant has provided the required documentation and complied with the requests of staff, council and board members as addressed through workshops, email communications, and phone calls.

In compliance with the Interlocal agreement, Payment of the Nassau County School Board Concurrency Deficiency will be made to the School Board prior to final approval of the Ordinance by the Town Council.

Parcel ID 05-3N-24-0000-0028-0000, 6.5 acres currently owned by Billy Trouille Jr or Terry Trouille, an owners authorization has been submitted with the application.

Forestar (USA) Real Estate Group Inc. plans to develop the property with up to 78 town homes utilized as single-family dwelling units.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommendation to the Planning and Zoning Board to recommend to the Town Council approval of Ordinance 2024-14.



STAFF REPORT FOR ORDINANCE 2024-14

1. Applicant Information:
 Shalene B. Estes,
 Forestar (USA) Real Estate
 Group Inc.
 14785 Old St Augustine Road
 Suite 300
 Jacksonville, Florida 32258

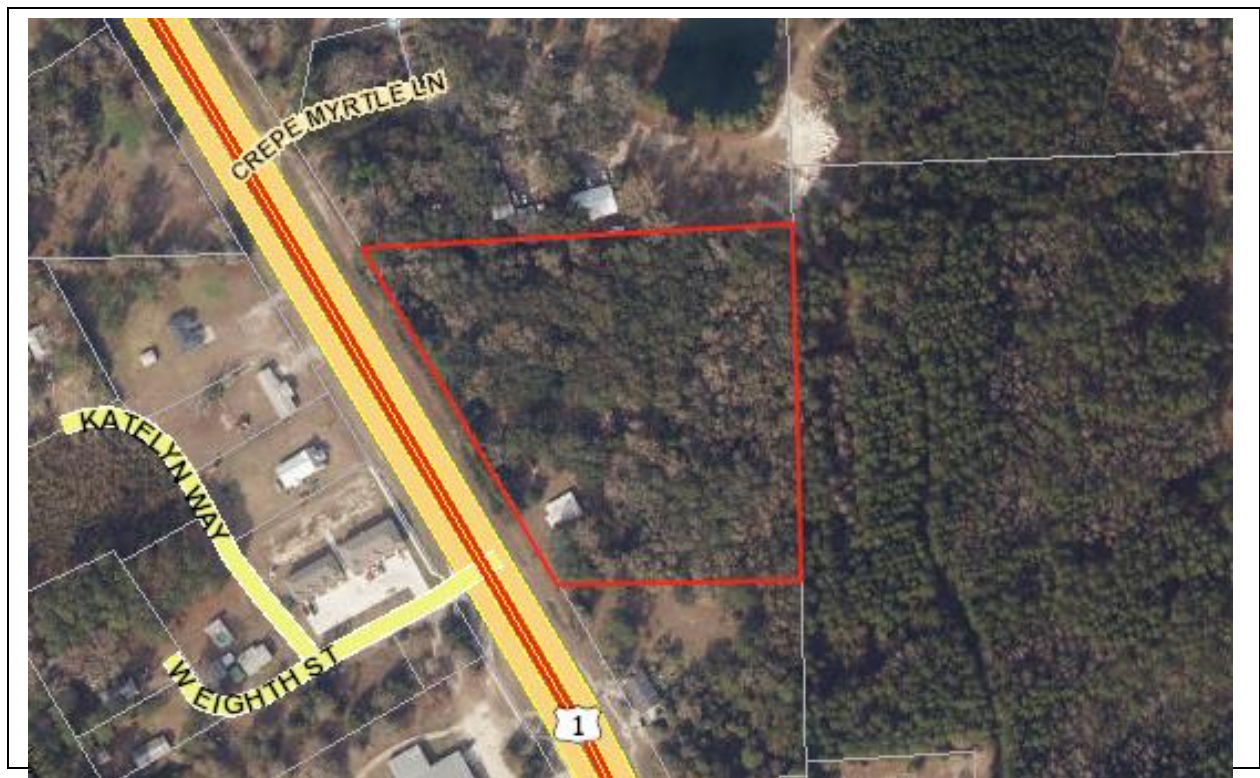
2. Property Information:
 Parcel ID # Address: 05-3N-24-0000-0028-0000, 552138 US HWY 1 Hilliard
 Current Future Land Use Map Designation: Agricultural (AGR)
 Proposed Future Land Use Map Designation: High Density Residential (HDR)
 Current Zoning: A-1
 Proposed Zoning: PUD
 Acres: approximately 6.5 acres

3. Description: The property is zoned A-1 and currently is used for single family dwelling unit. The table below summarizes the Future Land Use Map Designation, zoning and existing use for the adjacent parcels.

	Current FLUM	Current Zoning	Existing Use
North	Agricultural (AGR)	A-1	Pastureland with Ag Based Business
South	Agricultural (AGR)	C-1	Single Family Residential
East	Agricultural (AGR)	A-1	Vacant, Timberland
West	High Density Residential (HDR)	R-3	Town Homes Multi-Family Residential

Parcel Map

05-3N-24-0000-0028-0000

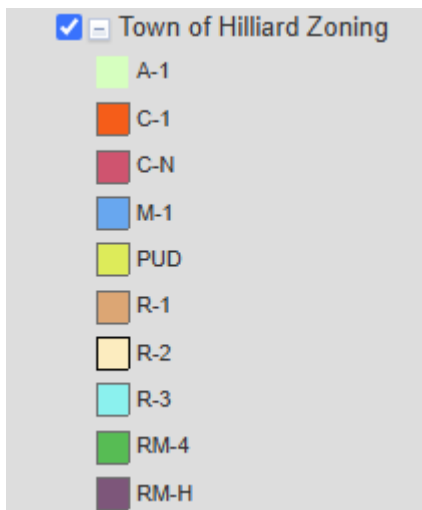


Future Land Use Map



- Town of Hilliard Future Land Use
- MIXED USE
- AGRICULTURAL
- CONSERVATION
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- INSTITUTIONAL
- COMMERCIAL
- MAIN STREET
- INDUSTRIAL
- RECREATION

Existing Zoning



Consistent with Comprehensive Plan Policies – The proposed Future Land Use Map amendment is consistent with the Goals, Objectives, and Policies of the Hilliard Comprehensive Plan. The proposed zoning is consistent with the Future Land Use Map and is compatible with the surrounding development.

Availability of Services – Water and sewer service have capacity to serve this development. US Hwy 1 provides access to the property.

Land Suitability – The soils for the property are suitable for development. There are no wetlands located on the site. The property is not in the 100-year flood zone.

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF US HWY 1 SOUTH OF CREPE MYRTLE LANE, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the property owner for the property consisting of approximately 6.5 acres, more or less, which is located on the east side of US Hwy 1, south of Crepe Myrtle Lane and more particularly described in Attachment "A" Legal Description, Hilliard, FL, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000, requested zoning change for the subject from A-1 Agricultural to PUD, Planned Unit Development ; and

WHEREAS, the owner has requested to rezone the property described Attachment "A" Legal description to PUD, Planned Unit Development to create the Oxford Pines PUD; and

WHEREAS, the Town of Hilliard Planning & Zoning Board held a duly noticed public hearing on December 3, 2024, regarding the rezoning of the subject property to PUD, Planned Unit Development; and

WHEREAS, the Town of Hilliard Planning and Zoning Board, has reviewed the proposed rezoning of the subject property to PUD, Planned Unit Development and found it to be consistent with the Town's Comprehensive Plan and the Town's Code, and recommended approval to the Town Council of the rezoning of the subject property from A-1, Agricultural to PUD, Planned Unit Development, at their December 3, 2024, regular meeting; and

WHEREAS, the Town Council has completed a review of the request and finds it in compliance with the Town's Comprehensive Plan and the Town's Code and does not adversely impact on the health, safety, and welfare of the Town's residents; and

WHEREAS, a companion Comprehensive Plan Future Land Use Map amendment to High Density Residential has been applied for the subject property and has been approved by the Town Council; and

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. LEGAL DESCRIPTION. The property with Nassau County Parcel ID No. 05-3N-24-0000-0028-0000, more particularly described in described in Attachment "A", Legal Description, is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development to create the Oxford Pines PUD:

SECTION 3. PUD PLAN. This ordinance includes Attachment "B", Written Description and "C", Site Plan, for the Oxford Pines PUD created by this ordinance. Development of and uses within the PUD shall conform to the limitations and conditions set forth in this ordinance and in the attached written description and site plan.

SECTION 4. Recording. The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Circuit Court for recordation and to the Nassau County Property Appraiser to update any records as may be deemed necessary.

SECTION 4. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. EFFECTIVE DATE. This ordinance shall take effect immediately upon its final adoption.

ADOPTED this ____ day of _____, _____, by the Hilliard Town Council, Hilliard, Florida.

Kennth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

- | | |
|---|-------------------|
| Planning & Zoning Board Publication: | November 13, 2024 |
| Planning & Zoning Boards Signs Posted: | November 19, 2024 |
| Planning & Zoning Board Public Hearing: | December 3, 2024 |
| Town Council First Publication: | December 4, 2024 |
| Town Council First Public Hearings: | December 19, 2024 |
| Planning & Zoning Boards Report: | December 19, 2024 |
| Town Council First Reading: | December 19, 2024 |
| Town Council Second Publication: | December 31, 2024 |
| Town Council Second Public Hearings: | January 16, 2025 |
| Town Council Second & Final Reading: | January 16, 2025 |

ATTACHMENT "A"
LEGAL DESCRIPTION

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

ATTACHMENT "B"
WRITTEN DESCRIPTION

OXFORD PINES PUD PUD Written Description

- I. PROJECT DESCRIPTION.** The Applicant proposes to rezone approximately 6.5 acres of property from Agricultural, General (A-1) to a Planned Unit Development (PUD). A conceptual site plan of the development is attached as Attachment “7” (the “Site Plan”). The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, like a single-family home. This is the highest form of ownership, and it's the least restrictive type of ownership for a property.

The subject property (“Property”) is currently owned by Terry Trouille & Billy Trouille, Jr., and is more particularly described in the legal description attached as Attachment “4”. The Property located on the east side of US Hwy 1, and east of its intersection with Eight Street as shown on the Attachment “2” (Aerial). The Property is designated Agricultural on the Future Land Use Map in the Town’s Comprehensive Plan and currently has four single-family residential homes on the property.

Current Land Use Designation: AGR

Current Zoning District: A-1

Requested Zoning District: PUD

Real Estate Numbers: 05-3N-24-0000-0028-0000

The properties to the north and east are zoned Agricultural, General; property to the west is zoned Residential, R-3 with a High-Density Land Use and Commercial, C-1, and the property to the south is zoned Commercial, C-1.

A combination of fencing, buffering, or landscaping, and architectural controls are provided to create this integrated community and blend the proposed development into the surrounding area.

II. USES AND RESTRICTIONS

A. Permitted Uses:

- Any permitted uses within R-3 Multi-family District.
- Fee-Simple town homes with 3 or more attached units.
- Foster care homes.
- Community residential homes of six or fewer residents meeting the performance standards and development criteria.
- Family day care homes meeting the performance standards and development criteria.
- Essential services, including water, sewer, gas, telephone, radio, television, and electric meeting the performance standards and development criteria.
- Neighborhood parks, pocket parks, playgrounds or recreational structures which serve or support a neighborhood or several adjacent neighborhoods, meeting the performance standards and development criteria.

- Amenity/recreation center(s), which may include a pool, cabana/clubhouse, benches, sport courts, health/exercise facility, community center, leasing/management offices and similar uses.
- Mail center.
- School Bus Stop with covered bench in coordination with Nassau County School District.
- Home occupations meeting the performance standards and development criteria set forth in Sec. 62-354.
- Excavations, lakes, and ponds, dug as part of the development's stormwater retention system, with a Site Clearing Site Work Application approved by the Planning and Zoning Board and are subject to the regulations of the Zoning Code. Such excavations, lakes and ponds may be developed prior to submittal of construction plans for the subdivision improvements (i.e. final engineering plans).
- Model homes, residential sales centers, and temporary construction trailers during site development and prior to buildout. Associated parking for sales activities is permitted adjacent to model units.

B. **Uses by Special Exception:** None

C. **Accessory Structures:** Accessory uses and "accessory uses and structures in a residential district" are allowed in accordance with Section 62.1, Town of Hilliard Zoning Code.

D. **Restrictions on Uses:** Any uses outlined within the Oxford Pines PUD will be allowed.

III. DESIGN GUIDELINES

A. **Lot Requirements:** Required setbacks shall be measured to the face of the structural wall of the home or building. Nonstructural exterior surfaces or veneers will not be considered encroachments.

1. Minimum lot requirement (Width and Area): sixteen (16) feet wide and fourteen hundred (1,400) square feet in area
2. Maximum lot coverage by buildings and structures at ground level: Maximum lot coverage by buildings and accessory structures at ground level: 70%
3. Minimum yard requirements: The minimum yard requirements for all uses and structures (as measured from the wall of the structure) are as follows:
 - a. Front – 20 feet to the garage face and 15 feet to other portions of the building façade.
 - b. Side – 0 (Interior)/10 (End) Feet
 - c. Rear – 10 Feet to the lot line or the top of bank of a pond, where the lot line extends into the pond. HVAC units may be placed in the required rear yard.
 - d. Maximum height of structure: Thirty-five (35) feet.

B. **Ingress, Egress and Circulation:**

1. Parking Requirements: A minimum of two (2) parking spaces will be provided for each unit.
2. Vehicular Access: Vehicular access to the Property shall be provided via one access point from US Highway 1 and will be platted as private roads. The final location of the access point

is subject to the review and approval of the Florida Department of Transportation during the driveway permit review. Internal access within the Property shall be provided to each home and the common areas via the streets as shown on the Site Plan which shall meet the standards required by the Zoning and Land Development Regulations.

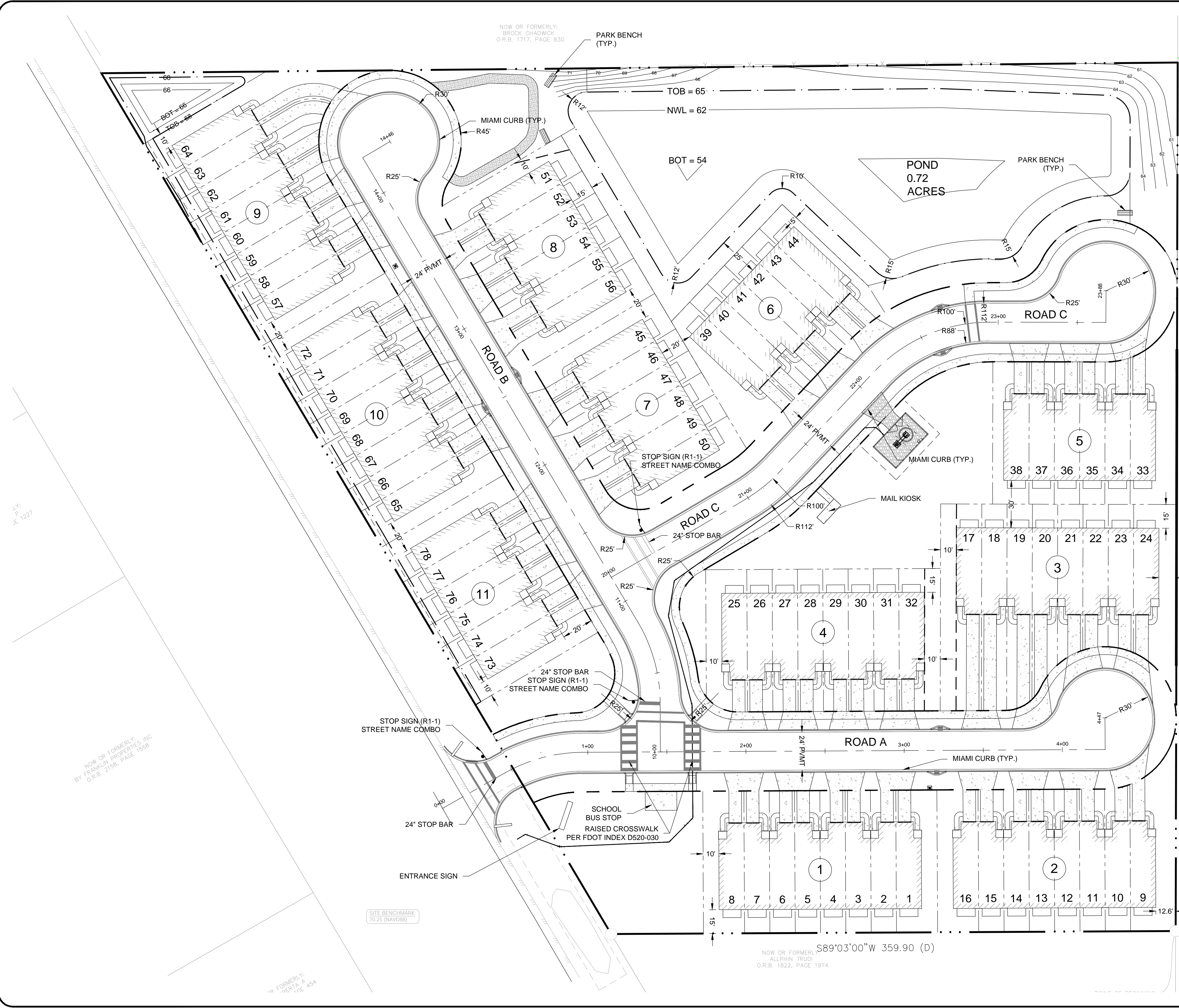
3. **Pedestrian Access:** Pedestrian access shall be provided by sidewalks installed in accordance with the Zoning and Land Development Regulations. The location of all sidewalks is conceptual and final sidewalk plans are subject to the review and approval of the Planning and Development Department.
- C. **Signs:** The proposed development may include up to two (2) permanent, single-faced identity signs at the entrance of US Highway 1, or one (1) permanent double-faced sign in the median of the entry road to the development. Exact sign locations will be shown on construction plans. Each sign shall not exceed twenty-four (24) square feet in area or twelve (12) feet in height. Real estate and construction signs shall be allowed on each lot.
- D. **Landscaping:** Landscape will be provided per the Land Development Regulations.
- E. **Recreation and Open Space:** The project site includes 1.68 acres of open space, which may consist of, in part, stormwater pond area, mail kiosk, bus stop, walking paths, and benches. .
- F. **Utilities:**
1. **Potable Water/Sanitary Sewer:** The proposed potable water system for the project will connect to the existing 6-inch water line owned by the Town of Hilliard which is located on the east side of US Highway 1. A second option will be to connect to the existing 6-inch water line on the west side of US Highway 1. The proposed wastewater system for the Project will require an onsite private lift station serving the Property shall include a standby emergency generator, and a dedicated sanitary forcemain to a connection point at the 8-inch gravity sewer line at Manhole #186, which is approximately 50 linear feet (south) of the project access point. The proposed utility installation and maintenance will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the "W/WW Specifications") as well as Chapter 58 of the Town's Code of Ordinances. A utility easement will be recorded as part of the plat for the Town's use in the maintenance of the water and wastewater systems.
 2. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power and Light.
- G. **Wetlands:** The Property will be developed in accordance with the permit requirements of the St. Johns River Water Management District, Army Corps of Engineers, and all applicable local, state, and federal requirements.
- H. **Stormwater retention:** Stormwater treatment facilities will be designed and installed in accordance with the rules of the St. Johns River Water Management District. The Townhome Owners Association will maintain ownership and maintenance of the site-specific drainage and retention ponds that is deemed Common Area within the Covenants, Conditions & Restrictions.
- I. **Schedule:** Construction is anticipated to occur in one phase, with horizontal construction expected to be completed within two (2) years of commencement of construction. Lot development will occur based on market conditions. Upon approval of the construction plans for the infrastructure improvements within the property, the developer may seek and obtain building permits for the

construction of residential model homes prior to the recordation of the plat(s) for the property.

- J. **Continued operation and maintenance:** Long-term, common areas will be maintained by a Townhome Owners Association and funded by assessments imposed upon the residential lots through a declaration of covenants and restrictions. The Townhome Owners Association will be established prior to completion of any phase of development, certificate of occupancy, and prior to any modification requested of the Planned Unit Development. Evidence of the establishment of the legal entity shall be submitted along with the initial permit requests to the Building Inspection Division.

ATTACHMENT "C"
SITE DEVELOPMENT PLAN

S:\2406\000\000\CSD\Plans\Design\GSP\2406-GSP.dwg, November 5, 2024 1:52 PM, Adkinson Engineering, P.A.



OXFORD PINES TOWNHOMES SITE DATA

SITE AREA	6.52	AC
WETLAND AREA	0	AC
UPLAND AREA	6.52	AC
PERCENTAGE OF UPLANDS	100.0%	
WETLAND IMPACTS	N/A	AC
WETLAND CONSERVATION	N/A	AC
PASSIVE OPEN SPACE	1.00	AC
ACTIVE OPEN SPACE	0.68	AC
OPEN SPACE REQUIREMENT - 20%	1.30	AC
TOTAL OPEN SPACE PROVIDED	1.68	AC

DEVELOPMENT STANDARDS

MIN. LOT AREA	1440 SF MIN.
MIN. LOT WIDTH	16 FT
MAX. LOT COVERAGE BY BLDG	70%
MAX BLDG HEIGHT	35 FT
MINIMUM LOT SETBACKS	
SIDE YARD	5 FT (EXTERIOR LOTS)
REAR YARD	15 FT
FRONT YARD	20 FT
TOTAL UNITS	78
8 UNIT BLDG	6
6 UNIT BLDG	5

NOW OR FORMERLY:
BELL JOHN S
O.R.B. 4655, PAGE 841

LEGEND

PROPERTY BOUNDARY	---
ROAD CENTERLINE	---
RIGHT-OF-WAY	---
LOT LINE	---
BUILDING SETBACK	---
POND TOP-OF-BANK	---
UTILITY EASEMENT	---
STORM EASEMENT	---

ADKINSON ENGINEERING
6550 ST. AUGUSTINE ROAD, SUITE 203
JACKSONVILLE, FLORIDA 32217
PHONE (904) 881-4206
LICENSE NUMBER 28982

OXFORD PINES TOWNHOMES
FORESTAR

GENERAL SITE PLAN

JOB NO. JOB 2406
DATE September 26, 2024
SCALE AS SHOWN
SHEET

C-100

DATE: November 7, 2024
TO: Nassau County Record
FROM: Elise Earnest, Town of Hilliard
RE: Legal Advertisement

Please publish the following advertisement in your legal section of your November 13, 2024, edition. Please forward it to me for proof prior to publishing it in the newspaper. Please send proof of publication and invoice to the Town of Hilliard.

NOTICE OF PROPOSED REZONING

PUBLIC HEARING

The Town of Hilliard Planning and Zoning Board will hold a Public Hearing on Tuesday, December 3, 2024, in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida to hear input on the following Ordinance:

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF US HWY 1 SOUTH OF CREPE MYRTLE LANE, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

The rezoning will allow for; a Multiple-Family development of 78 dwelling units.

All interested parties may appear at the meeting and be heard with respect to the proposed Ordinance No. 2024-14. A recommendation/report regarding the proposed Ordinance shall then be provided to the Hilliard Town Council at their December 19, 2024, regular meeting. A copy of the Ordinance which is proposed for adoption is available for inspection and copying in the office of the Town Clerk during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at www.townofhilliard.com.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given: If a person decides to appeal any decision made by the Planning & Zoning Board or the Town 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.

Persons with a disability requiring accommodations in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two (72) hours in advance to request such accommodations.

Lisa Purvis, MMC, Town Clerk
Lee Anne Wollitz, Hilliard Land Use Administrator

Oxford Pines PUD Rezoning Application Package



ITEM-2

File # _____

Filing Date: _____

Acceptance Date: _____

Review Date: P & Z _____ TC _____

PUD Rezoning Application

A. PROJECT

1. Project Name: Oxford Pines
2. Address of Subject Property: 552138 US HWY 1, Hilliard, FL 32046
3. Parcel ID Number(s): 05-3N-24-0000-0028-0000
4. Existing Use of Property: Single Family Residential
5. Future Land Use Map Designation: Agricultural
6. Existing Zoning Designation: Agricultural, A-1
7. Proposed Zoning Designation: PUD
8. Acreage: 6.5

B. APPLICANT

1. Applicant's Status Owner (title holder) Agent
2. Name of Applicant(s) or Contact Person(s): Shalene B. Estes Title: Entitlements Manager
 Company (if applicable): Forestar (USA) Real Estate Group Inc.
 Mailing address: 14785 Old St. Augustine Road, Suite 300
 City: Jacksonville State: Florida ZIP: 32258
 Telephone: (904) 899-5948 FAX: () e-mail: ShaleneEstes@forestar.com
3. If the applicant is agent for the property owner*
 Name of Owner (titleholder): Billy Trouille Jr. or Terry Trouille
 Mailing address: 28098 Shutter Trail
 City: Hilliard State: Florida ZIP: 32046
 Telephone: () FAX: () e-mail: _____

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

C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Site Plan
8. Written Description
9. Binding Letter
10. Fee.

a. \$2,500 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 for of postage, signs, advertisement, outside consultants shall be paid in full prior to any action of any kind on the application by the Planning and Zoning Board.

All 10 attachments are required for a complete application. One original and a PDF Version of the complete application with all attachments need to be submitted. A completeness review of the application will be conducted within ten (10) 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 of Applicant

SHAENE D. ESTES, ENTITLEMENTS MGR

Typed or printed name and title of applicant

AUG 14, 2024

Date

State of Florida

County of Duval

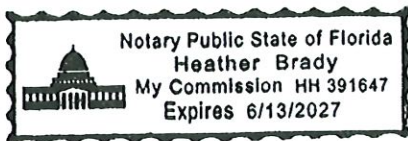
Signature of Co-applicant

Typed or printed name of co-applicant

Date

The foregoing application is acknowledged before me this 14th day of August, 2024, by Sarah Wicker, who is/are personally known to me, or who has/have produced as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

PUD Written Description

NAME OF PUD

I. PROJECT DESCRIPTION

DESCRIBE PROJECT

Number of acres, location of site, existing use, surrounding uses, types of businesses, proposed uses

II. USES AND RESTRICTIONS

- A. Permitted Uses
- B. Uses by Special Exception
- C. Accessory Structures
- D. Restrictions on Uses

III. DESIGN GUIDELINES

- A. **Lot Requirements**
 - a. Minimum lot area
 - b. Minimum lot width
 - c. Maximum lot coverage
 - d. Minimum front yard
 - e. Minimum side yard
 - f. Minimum rear yard
 - g. Maximum height of structures

- B. **Ingress, Egress and Circulation**
 - a. Parking Requirements
 - b. Vehicular Access
 - c. Pedestrian Access

- C. **Signs**

- D. **Landscaping**

- E. **Recreation and Open Space**

- F. **Utilities**
 - a. Water will be provided by
 - b. Sanitary sewer will be provided by
 - c. Electric will be provided by

- G. **Wetlands**

Required Attachments:

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties.
2. A current aerial map.
3. Plat of the property.
4. Legal description with tax parcel number.
5. Boundary survey.
6. Warranty Deed or the other proof of ownership.
7. Site Plan.
8. Written Description.
9. Binding Letter.
10. Fee - \$2,500 plus \$20 per acre.

- 1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties.**

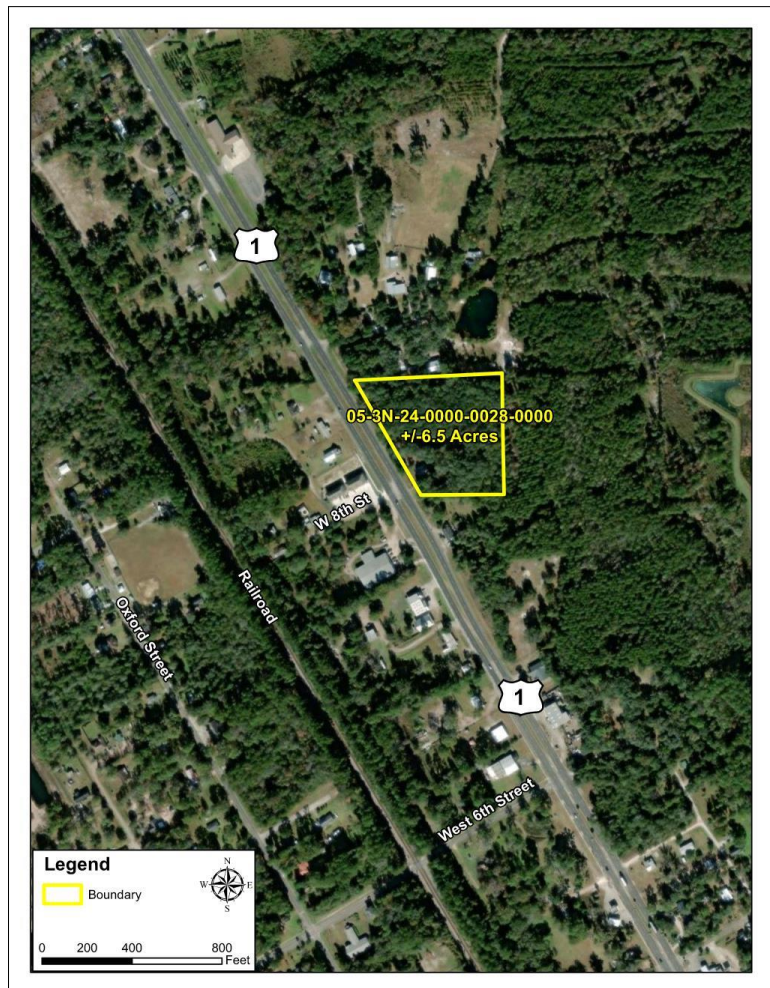
OXFORD PINES

Statement of Proposed Change and Rezoning

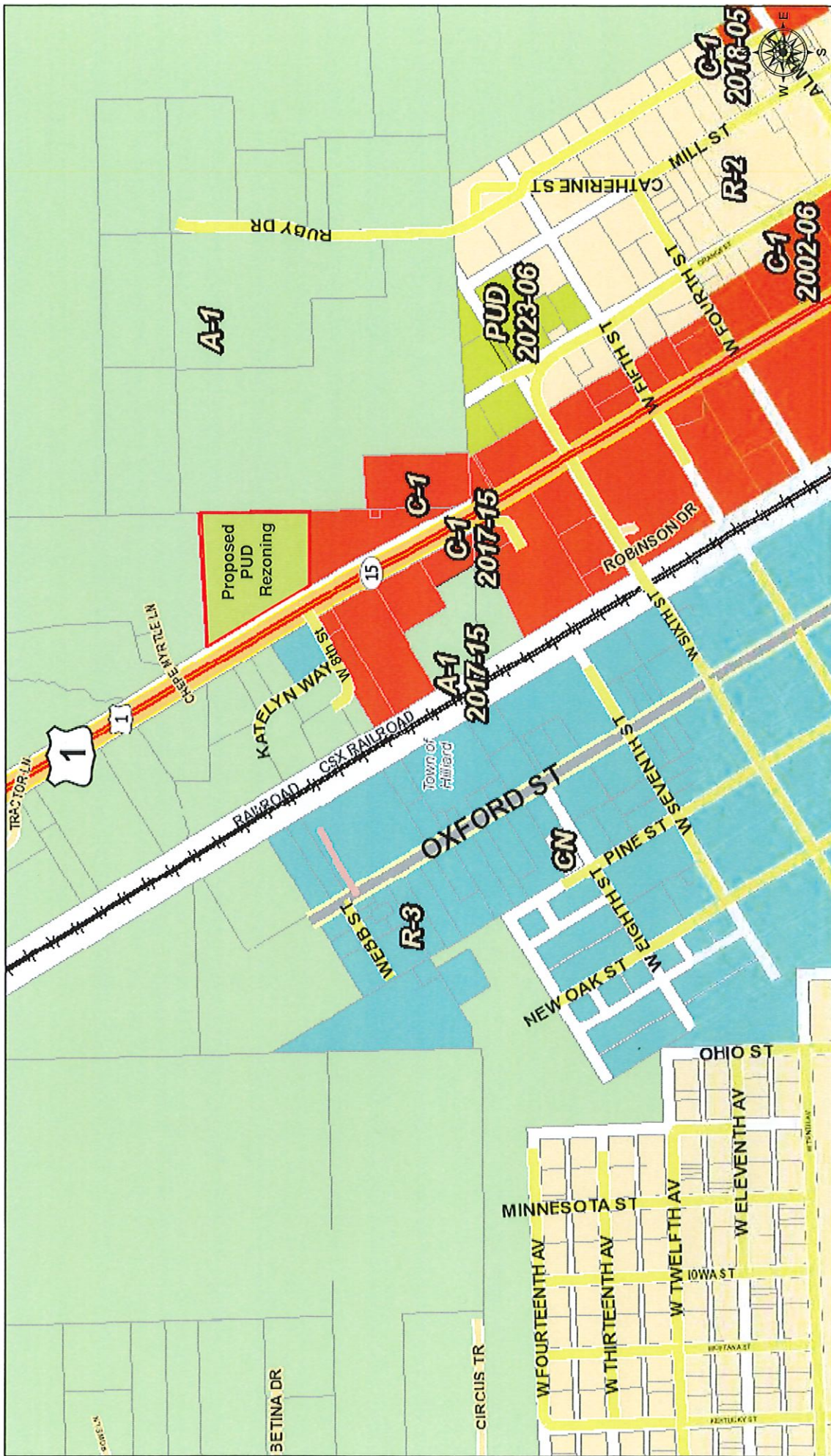
Forestar (USA) Real Estate Group Inc. proposes a rezoning of approximately 6.5 acres of land from Agricultural to Planned Unit Development (“PUD”) to accommodate a maximum of seventy-eight residential dwelling units. A companion Comprehensive Plan Amendment (CPA) request has been submitted concurrently with this rezoning and will provide compatibility standards to ensure the community’s success.

The attached application is a PUD rezoning request. The property, RE# 05-3N-24-0000-0028-0000 is located at the northeast edge of the Town along US Hwy 1.

The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, similar to a single-family home. As outlined in Sec. 62.312 the application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. A Planned Unit Development (PUD) zoning allows for a flexible, creative, and efficient approach to land use. PUDs are special zoning districts that can be used to deviate from zoning standards and create unique development patterns.



Oxford Pines Proposed PUD Rezoning Map



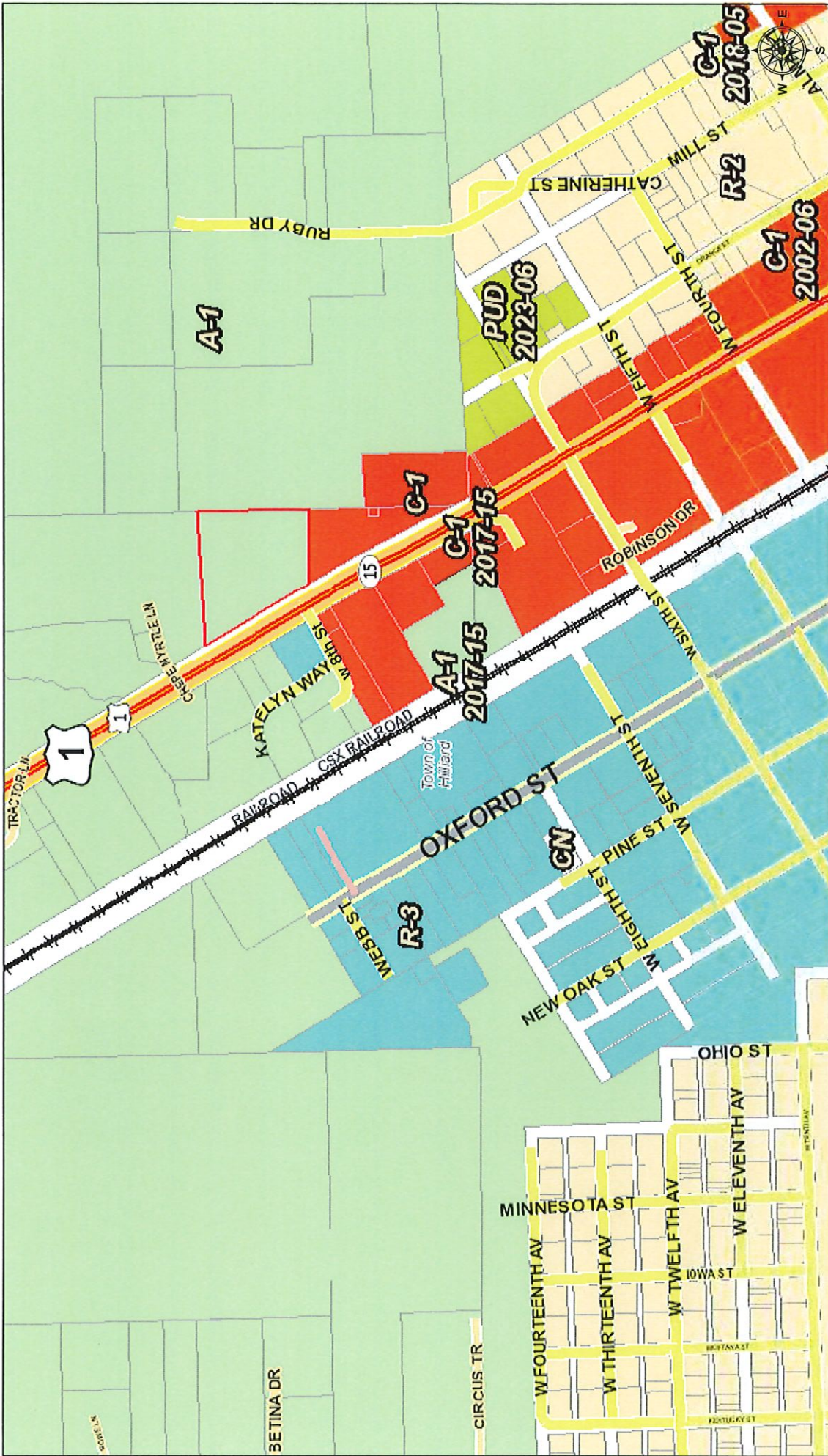
August 19, 2024

Town of Hilliard Zoning

A-1	C-1	C-N	R-1	RM-4
C-1	M-1	R-2	RM-H	R-3
PUD				

WARNING: THIS IS NOT A SURVEY. This map is prepared for informational purposes only and is not intended to be used for legal purposes. It is not a substitute for a survey and should not be relied upon for legal purposes. The County and mapping company assume no legal responsibility for the information contained on this map. Users of this map are hereby notified that the aforementioned public primary information sources should be checked for accuracy and reliability.

Oxford Pines Existing Zoning Map



August 19, 2024

Town of Hilliard Zoning

	A-1		C-1		RM-4
	C-N		M-1		R-1
	PUD		R-2		RM-H
			R-3		R-3

Scale: 0 to 0.10 miles / 0 to 0.2 kilometers

WARNING: THIS IS NOT A SURVEY. This map is prepared for the inventory of real property found within this jurisdiction. Users of this map are hereby notified that the aforementioned public information sources shall be responsible for the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

ITEM-2

2. A current aerial map.



05-3N-24-0000-0028-0000
+/-6.5 Acres

W 8th St


Railroad


Oxford Street



West 6th Street

Legend

 Boundary



0 200 400 800 Feet

3. Plat of the property.

Not Applicable.

4. Legal description with tax parcel number.

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

5. Boundary survey.

6. Warranty Deed or the other proof of ownership.

REC'D JAN 3 1 1972
WARRANTY DEED

OFFICIAL RECORDS
DREW'S FORM R. E. 4

BOOK 119-643
Manufactured and for sale by The H. A. W. B. Drew Company
Jacksonville, Florida

This Indenture, Made this 13th day of December, A. D. 1971,
Between

ROBERT W. EMERSON, JR.,
of the County of _____ and State of Florida,
part v of the first part, and FRANCES McKAY EMERSON,
whose mailing address is Route One, Box 20, Hilliard,
of the County of Nassau and State of Florida 32046,

5-00 P
-55 P
-30 P

part v of the second part, **Witnesseth**, that the said part v of the first part, for and in consideration of the sum of (\$1.00) ONE DOLLAR & no-100 Dollars, and other good and valuable considerations to in hand paid, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm unto the said part v of the second part and her heirs and assigns forever, all that certain parcel of land lying and being in the County of Nassau and State of Florida, more particularly described as follows:

THIS INSTRUMENT WAS PREPARED BY:
MERCURY H. KAYOUKIS, ATTORNEY AT LAW
24 S. 4th ST. - P. O. BOX 462
FERNANDINA BEACH, FLORIDA 32034

All those certain lots, nieces or parcels of land situate, lying and being in the Southeast Quarter of the Southeast Quarter of Section Five (5), Township 3 North, Range 24 East, Nassau County, Florida, and being the same parcels of land as described in Deed Book 199, Page 356 (Parcels A & B) and Deed Book 149, Page 444, of the Public Records of said Nassau County, and being further known and described by metes and bounds as follows:
Beginning at the reputed Southeast corner of Section Five and go North 1° 34' 30" West along the East line of Section Five for 80' more or less, to the Easterly right of way of U.S. Highway No. 1, thence continue along the East line of Section Five for 662.3' to the Point of Beginning; thence continue North 1° 34' 30" West along the East line of Section Five for 549.1'; thence go South 87° 17' 30" West for 680.16' to the Easterly right of way of U.S. Highway No. 1 (has 150' right of way); thence go South 32° 18' East, along easterly right of way of U.S. Highway No. 1, for 632.5'; thence go North 87° 17' 30" East for 356.9' to the Point of Beginning. This parcel of land contains 6.53 acres, more or less. 79.5 feet of this land has been taken to widen U.S. Highway No. 1.

This deed is made for the purpose of transferring the Grantor's interest in the above-described property as agreed upon in the Stipulation filed in a divorce case between the parties.

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
00.30
PC
JAN 11 1972
FLORIDA DOCUMENTARY SURTAX
00.55
PC
JAN 11 1972

Together with all the tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, dower and right of dower, reversion, remainder and easement thereto belonging or in anywise appertaining: **To Have and to Hold** the same in fee simple forever.

And the said part v of the first part do es covenant with the said part v of the second part that lawfully seized of the said premises, that they are free from all encumbrances and that he has good right and lawful authority to sell the same; and the said part v of the first part does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said part v of the first part has hereunto set his hand and seal the day and year above written.

Signed, sealed and delivered in our presence:

Catherine M. Holt
Robert W. Emerson, Jr.
ROBERT W. EMERSON, JR.

State of FLORIDA
County of DUVAL.

I Hereby Certify, That on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared

ROBERT W. EMERSON, JR.,

to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same.

Witness my hand and official seal in the County and State last aforesaid this 13th day of December, A. D. 19 71.

3630

FILED & RECORDED

1971 JAN 31 PM 3:33

C.L.R. OF THE CLERK DISTRICT COURT HESSELE COUNTY, FLA.

Catherine M. Pratt
Notary Public,
My commission expires 4-22-74



DREW'S FORM R. E. 4

Warranty Deed

To

Date

Abstract of Description

State of Florida,
County of _____

On this _____ day of _____ A. D. 19 _____ at _____ o'clock _____ m., this instrument was filed for record, and being duly acknowledged, and proven, I have recorded the same on pages _____ of Book _____ in the public records of said County.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court of the Judicial Circuit of said State, in and for said County.

Clerk.

D. C.

The 11 & 12 lines contain Jacksonville, Florida

Notary Public
Catherine M. Pratt
Commission Expires 4-22-74

Filing # 149626547 E-Filed 05/16/2022 10:47:28 AM

IN THE CIRCUIT COURT OF THE
FOURTH JUDICIAL CIRCUIT, IN
AND FOR NASSAU COUNTY, FLORIDA

IN RE: THE ESTATE OF

Case: 22-CP-0018-AXYX
Division: A

Frances F. Latham,

Deceased.

_____ /

ORDER DETERMINING HOMESTEAD STATUS OF REAL PROPERTY
(Testate)

On the petition of Billy Trouille, Jr., Petitioner, for an Order Determining Homestead Status of Real Property, and all interested persons have been served proper notice of the petition or having waived the entry of this order; the court finds as follows:

1. The decedent, Frances F. Latham, who died on June 30, 2021, was domiciled in NASSAU County, Florida.

2. At the time of decedent's death, the decedent owned and resided on the following described contiguous parcel of real property (the "Property"):

Address: 552138 US Highway 1, Hilliard, Florida 32046
Parcel Number: 05-3N-24-0000-0028-0000
Legal description: Exhibit "A"

3. At the time of her death, the decedent's homestead was established on the Property and met all requirements for homestead under the Constitution of the State of Florida.

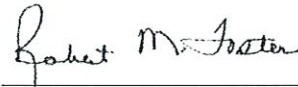
ADJUDGED that the above described property constituted the homestead of the decedent within the meaning of Section 4 of Article X of the Constitution of the State of Florida;

ADJUDGED FURTHER that upon decedent's death, title to the Property descended to and the constitutional exemption from claims of decedent's creditors inured to the deceased's children;

ADJUDGED FURTHER that Petitioner is authorized to surrender possession of the Property to Billy Trouille, Jr. and Terry

Trouille, and shall have no further responsibility with respect to the Property.

ORDERED on May 16, 2022.



Circuit Judge

Copies:

Pamela J. Soule', Esquire
Eportal

Florida Agency for Healthcare Administration
Eportal



John M. Drew
 TAX COLLECTOR
 Nassau County

ITEM-2

[Search](#) > [Account Summary](#) > Bill Details

Real Estate Account #05-3N-24-0000-0028-0000

Owner:
 TROUILLE BILLY JR
 TROUILLE TERRY

Situs:
 552138 US HWY 1
 HILLIARD 32046

[Parcel details](#)
[GIS Map](#)
[Property Appraiser](#)



[Get bills by email](#)

2023 Annual Bill

NASSAU COUNTY TAX COLLECTOR

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

BILL	AMOUNT DUE
2023 Annual Bill	\$0.00

PAID

[Print \(PDF\)](#)

If paid by:
 Jan 31, 2024

Please pay:
 \$0.00

Combined taxes and assessments: \$2,525.38

PAYMENTS MUST BE MADE IN US FUNDS.

Ad Valorem Taxes

MILLAGE	TAX
16.7521	\$2,525.38

Non-Ad Valorem Assessments

AMOUNT
 No Non-Ad Valorem Assessments.

Parcel Details

Owner: TROUILLE BILLY JR
 TROUILLE TERRY

Owner Address: 28098 SHUTTER TR
 HILLIARD, FL 32046

Situs:	552138 US HWY 1 HILLIARD 32046
Account	05-3N-24-0000-0028-0000
Alternate Key	21452
Millage code	003 - Town of Hilliard
Millage rate	16.7521
Assessed value:	\$150,750
School assessed value:	\$150,750

2023 TAX AMOUNTS

Ad valorem:	\$2,525.38
Non-ad valorem:	\$0.00
Total Discountable:	\$2,525.38
Total tax:	\$2,525.38

LEGAL DESCRIPTION

IN OR 86 PG 586 IN OR 119 PG 643

LOCATION

Geo number:	24-3N-05-0000-0028-0000
Range:	24
Township:	3N
Section:	5
Neighborhood:	6001.00
Block:	028
Lot:	0000
Use code:	0100

Nassau County Tax Collector
86130 License Road, Fernandina Beach, FL 32034

WARNING: TAX CERTIFICATE PURCHASES NOT AVAILABLE ON THIS WEBSITE!

Paying property taxes on this website simply pays the tax bill. It is NOT a purchase of a tax certificate nor the property!

7. Site Plan.

8. Written Description.

PUD Written Description
OXFORD PINES PUD

- I. PROJECT DESCRIPTION.** The Applicant proposes to rezone approximately 6.5 acres of property from Agricultural, General (A-1) to a Planned Unit Development (PUD). A conceptual site plan of the development is attached as Attachment “7” (the “Site Plan”). The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, like a single-family home. This is the highest form of ownership, and it's the least restrictive type of ownership for a property.

The subject property (“Property”) is currently owned by Terry Trouille & Billy Trouille, Jr., and is more particularly described in the legal description attached as Attachment “4”. The Property located on the east side of US Hwy 1, and east of its intersection with Eight Street as shown on the Attachment “2” (Aerial). The Property is designated Agricultural on the Future Land Use Map in the Town’s Comprehensive Plan and currently has four single-family residential homes on the property.

Current Land Use Designation: AGR

Current Zoning District: A-1

Requested Zoning District: PUD

Real Estate Numbers: 05-3N-24-0000-0028-0000

The properties to the north and east are zoned Agricultural, General; property to the west is zoned Residential, R-3 with a High-Density Land Use and Commercial, C-1, and the property to the south is zoned Commercial, C-1.

A combination of fencing, buffering, or landscaping, and architectural controls are provided to create this integrated community and blend the proposed development into the surrounding area.

II. USES AND RESTRICTIONS

A. Permitted Uses:

- Any permitted uses within R-3 Multi-family District.
- Fee-Simple town homes with 3 or more attached units.
- Foster care homes.
- Community residential homes of six or fewer residents meeting the performance standards and development criteria.
- Family day care homes meeting the performance standards and development criteria.
- Essential services, including water, sewer, gas, telephone, radio, television, and electric meeting the performance standards and development criteria.
- Neighborhood parks, pocket parks, playgrounds or recreational structures which serve or support a neighborhood or several adjacent neighborhoods, meeting the performance standards and development criteria.
- Amenity/recreation center(s), which may include a pool, cabana/clubhouse, benches, sport courts, health/exercise facility, community center, leasing/management offices and similar uses.

- Mail center.
- School Bus Stop with covered bench in coordination with Nassau County School District.
- Home occupations meeting the performance standards and development criteria set forth in Sec. 62-354.
- Excavations, lakes, and ponds, dug as part of the development's stormwater retention system, with a Site Clearing Site Work Application approved by the Planning and Zoning Board and are subject to the regulations of the Zoning Code. Such excavations, lakes and ponds may be developed prior to submittal of construction plans for the subdivision improvements (i.e. final engineering plans).
- Model homes, residential sales centers, and temporary construction trailers during site development and prior to buildout. Associated parking for sales activities is permitted adjacent to model units.

B. **Uses by Special Exception:** None

C. **Accessory Structures:** Accessory uses and "accessory uses and structures in a residential district" are allowed in accordance with Section 62.1, Town of Hilliard Zoning Code.

D. **Restrictions on Uses:** N/A

III. DESIGN GUIDELINES

A. **Lot Requirements:** Required setbacks shall be measured to the face of the structural wall of the home or building. Nonstructural exterior surfaces or veneers will not be considered encroachments.

1. Minimum lot requirement (Width and Area): sixteen (16) feet wide and fourteen hundred (1,400) square feet in area
2. Maximum lot coverage by buildings and structures at ground level: Seventy Percent (70%)
3. Minimum yard requirements: The minimum yard requirements for all uses and structures (as measured from the wall of the structure) are as follows:
 - a. Front – 20 feet to the garage face and 15 feet to other portions of the building façade.
 - b. Side – 0 (Interior)/10 (End) Feet
 - c. Rear – 10 Feet to the lot line or the top of bank of a pond, where the lot line extends into the pond. HVAC units may be placed in the required rear yard.
 - d. Maximum height of structure: Thirty-five (35) feet.

B. **Ingress, Egress and Circulation:**

1. Parking Requirements: A minimum of two (2) parking spaces will be provided for each unit.
2. Vehicular Access: Vehicular access to the Property shall be provided via one access point from US Highway 1. The final location of the access point is subject to the review and approval of the Florida Department of Transportation during the driveway permit review. Internal access within the Property shall be provided to each home and the common areas via the streets as shown on the Site Plan which shall meet the standards required by the Zoning and Land Development Regulations.

3. **Pedestrian Access:** Pedestrian access shall be provided by sidewalks installed in accordance with the Zoning and Land Development Regulations. The location of all sidewalks is conceptual and final sidewalk plans are subject to the review and approval of the Planning and Development Department.
- C. **Signs:** The proposed development may include up to two (2) permanent, single-faced identity signs at the entrance of US Highway 1, or one (1) permanent double-faced sign in the median of the entry road to the development. Exact sign locations will be shown on construction plans. Each sign shall not exceed twenty-four (24) square feet in area or twelve (12) feet in height. Real estate and construction signs shall be allowed on each lot.
- D. **Landscaping:** Landscape will be provided per the Land Development Regulations.
- E. **Recreation and Open Space:** At least 20 percent of the total site will be open space, which may consist of, in part, stormwater pond area, mail kiosk, bus stop and parks as shown in Sec. 62-316.
- F. **Utilities:**
 1. **Potable Water/Sanitary Sewer:** The proposed potable water system for the Project will connect to the existing 6-inch water line owned by the Town of Hilliard which is located on the east side of US Highway 1. As second option will be to connect to the existing 6-inch waster line on the west side of US Highway 1. The proposed wastewater system for the Project will require an onsite private lift station and a dedicated sanitary forcemain to a connection point at the 8-inch gravity sewer line at Manhole #186, which is approximately 50 linear feet (south) of the project access point. The proposed utility installation will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the "W/WW Specifications").
 2. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power and Light.
- G. **Wetlands:** The Property will be developed in accordance with the permit requirements of the St. Johns River Water Management District, Army Corps of Engineers, and all applicable local, state, and federal requirements.
- H. **Stormwater retention:** Stormwater treatment facilities will be designed and installed in accordance with the rules of the St. Johns River Water Management District.
- I. **Schedule:** Construction is anticipated to occur in one phase, with horizontal construction expected to be completed within two (2) years of commencement of construction. Lot development will occur based on market conditions. Upon approval of the construction plans for the infrastructure improvements within the property, the developer may seek and obtain building permits for the construction of residential model homes prior to the recordation of the plat(s) for the property.
- J. **Continued operation and maintenance:** Long-term, common areas will be maintained by a property owners association and funded by assessments imposed upon the residential lots through a declaration of covenants and restrictions. The property owner's association will be established prior to completion of any phase of development, certificate of occupancy, and prior to any modification requested of the Planned Unit Development. Evidence of the establishment of the legal entity shall be submitted along with the initial permit requests to the Building Inspection Division.

9. Binding Letter.

Binding Letter

ITEM-2

Town of Hilliard
15859 C.R. 108
Hilliard, Florida 32046

Re: Oxford Pines PUD Application
Parcel ID No.: 05-3N-24-0000-0028-0000

Ladies and Gentlemen:

You are hereby advised that the undersigned, Billy Trouille Jr and Terry Trouille owners of the property, being more particularly described in the Planned Unit Development (PUD) rezoning document attached hereto and by reference made a part hereof, hereby agrees to bind its successors in title to the development in accordance with (a) the site plan and the written description of the proposed development plan submitted with the PUD application and (b) any conditions set forth by the Town Council of the Town of Hilliard in the PUD rezoning ordinance. Owner, and its successors in title, also agree to proceed with the development of the subject property in accordance with items (a) and (b) above and will complete such development in accordance with the site plan approved by that ordinance. Provisions shall be made by written agreement for continuing operation and maintenance of all common areas and facilities that are not to be provided, operated, or maintained by the Town of Hilliard.

Sincerely,

By: Billy Trouille Jr

By: Terry Trouille

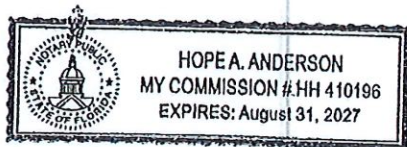
Name: Billy Trouille JR

Name: Terry Trouille

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to and subscribed before me on this 19 day of August, 2024,
by Billy Trouille Jr.

(Name of Person Making Statement)



Hope A. Anderson

Signature of Notary Public

State of Florida

Hope A Anderson

Print, type or stamp commissioned name of Notary Public

My Commission Expires: August 31, 2027

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

Type of identification produced: _____

10. Fee - \$2,500 plus \$20/acre.

ITEM-2

Forestar Group Inc.
2221 E. Lamar Blvd, Suite 790
Arlington, TX 76006

TOWN OF HILLIARD
PO BOX 249
HILLARD FL 32046

TOWN OF HILLIARD 110666				Check Number 0054178	
				Date 08/15/24	
Invoice	Date	Pay Remark	Gross	Deduction	Net
CKR 080924 40000	080924		3,630.00		3,630.00
CKR 081324 40000	081324		300.00		300.00
			-----		-----
			3,930.00		3,930.00
Fees:					
Comprehensive Plan Amendment Application - \$1,000					
Rezoning Application - \$2,500 + \$130 (\$20/acre)					
Concurrency Application (School Impact) - \$300					



817-769-1850 2221 E. Lamar Blvd., Suite 790, Arlington, TX 76006

2221 E. Lamar Blvd, Suite 790
Arlington, TX 76006

Check Number 54178

Date 08/15/24

Void after 4 months from date of issue
110666

56-382
412

Pay *THREE THOUSAND NINE HUNDRED THIRTY AND 00/100* *****

Amount

\$*****3,930.00

To the
Order Of: TOWN OF HILLIARD
PO BOX 249
HILLARD FL 32046

Wells Fargo Bank, N.A.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: December 3, 2024

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2024-01 for Regular Meetings and Public Hearings.

BACKGROUND:

Documents included for Review:
4.2 Rules for Procedure
4.3 Resolution 2024-01.

Town code 62.92 states that it is the responsibility of the Planning and Zoning Board to determine Rules of Procedure for their meetings. Previously the Town Attorney provided for the Planning and Zoning Board a sample of Procedures. The Board reviewed the procedures and found no need to make changes. It was decided at the November 2024 meeting to move forward with adoption of the Rules and Procedures Resolution at the December meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2024-01 for Regular Meetings and Public Hearings.

Sec. 62-92. Rules of procedure.

The planning and zoning board shall adopt rules of procedure for the governance of its proceedings and the conduct of its business and may adopt such other rules relating to its internal administration as may be necessary. Such rules shall include the following:

- (1) *Officers and voting.* Annually at the January meeting, the planning and zoning board shall select a new chairperson and a new vice-chairperson from among its members, with all such officers serving a term of one year. All members of the planning and zoning board shall vote in all matters before the planning and zoning board, except where absent or must abstain as required by Section 112.2143, F.S. Votes shall be recorded by a roll call vote.
- (2) *Minutes, public records.* The land use administrator, or a person designated by the land use administrator, shall serve as the planning and zoning board secretary, keep minutes of all its meetings and record its actions and decisions; state if a member is absent; and make a timely report of all planning and zoning board actions to the town council are considered public records and shall be kept on file in the town hall, as required by State Statutes.
- (3) *Meetings.* Meetings shall be held at the call of the chairperson and at such other times as a majority of the planning and zoning board may determine; provided, however, that the planning and zoning board shall hold at least one regular meeting every month, on a day to be determined by the planning and zoning board. All meetings shall be open to the public and shall be held in governmentally-owned or -leased premises.
- (4) *Quorum.* A majority of the planning and zoning board shall constitute a quorum for the purpose of meetings and transacting business.
- (5) *Removal of members.* The planning and zoning board may recommend removal of any member who has three or more consecutive unexcused absences.

**TOWN OF HILLIARD PLANNING & ZONING BOARD
RULES RESOLUTION NO. 2024-01.**

WHEREAS, under the provisions of the Town of Hilliard Town Code §62-92, the Planning & Zoning Board must determine its own rules of procedure; and

WHEREAS, the Planning & Zoning Board has never passed its own rules of procedure; and

WHEREAS, the Planning & Zoning Board wishes to adopt its rules of procedure to improve the operation of its meetings, the ability of the public to be recognized, and to follow the Town Code;

WHEREAS, Chapter 62 of the Town of Hilliard Code shall be incorporated in the Planning & Zoning Board rules of procedure;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING & ZONING BOARD FOR THE TOWN OF HILLIARD, FLORIDA:

See attached Exhibit A to Planning and Zoning Board Resolution No. 2024-01.

ADOPTED this 3rd day of December 2024 by the Planning and Zoning Board for the Town of Hilliard, Florida.

TOWN OF HILLIARD, FL

By:

Wendy Prather
Board Chairperson

Attest:

Charlie Reed
Board Vice-Chairperson

**TOWN OF HILLIARD PLANNING & ZONING BOARD
RULES AND PROCECURES EXHIBITA TO REOLUSTION No. 2024-01.**

SECTION 1. Scope and Applicability. These procedures shall apply to all meetings held by the Hilliard Planning and Zoning Board (hereinafter referred to as “the Board”) which holds quasi-judicial hearings. Special exceptions, zoning variances, and appeals all require a quasi-judicial hearing. The Town Attorney shall determine if any other matters are quasi-judicial in nature and shall direct the Board to designate specially such matters on the agenda. These rules and procedures adopt all rules cited in Sec. 62-92 of the Hilliard Town Code.

SECTION 2. Proceedings. The Board Chair or other presiding officer (hereafter, the “Presiding Officer”) shall conduct the proceedings and maintain order. The Town Attorney or legal advisor shall represent the Board, rule on all evidentiary and procedural issues and objections, and advise the Board as to the applicable law and necessary factual findings. Meetings shall be conducted informally, but with decorum. Formal rules of procedure shall not apply except as set forth herein; however, fundamental due process shall be accorded.

SECTION 3. Unauthorized Communications. In all quasi-judicial hearings, all rulings must be based only upon the evidence presented at the hearing. In accordance with Section 286.0115(1), Florida Statutes, ex parte communications with the Board in quasi-judicial matters is permissible and the adherence to the following procedures shall remove the presumption of prejudice arising from ex parte communications with the Board.

1. The substance of any ex parte communication with the Board which relates to a quasi-judicial action pending before the Board is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.

2. A Board member may read a written communication from any person. However, a written communication that relates to a quasi-judicial action pending before the Board shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.

3. Board members may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.

4. Disclosure made pursuant to subparagraphs 1, 2, and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication.

SECTION 4. Witnesses and Supporting Materials. At least eight Town business days before a quasi-judicial hearing:

1. Staff shall prepare a report, recommendation and supporting materials, a copy of which shall be available to the applicant, appellant and to the public at the Town Clerk's Office. Included in the supporting materials will be copies of all exhibits and documents upon which staff's recommendation is based.

2. The Applicant and Appellant, if applicable, shall submit a detailed outline in the argument in support of their application, copies of all exhibits which will be presented at hearing and the names and addresses of all witness who will be called to testify in support of the application (including resumes for any witness the party intends to qualify as an expert).

3. The eight Town business day deadline is necessary to ensure the Board is given sufficient opportunity to review the written submissions prior to the hearing and shall be strictly observed. Should the eighth Town business day deadline be missed by either staff or the Applicant, the item may be continued at the discretion of the Board to the next available agenda.

SECTION 5. Party Intervenors. The Town Attorney may allow a person to intervene in a quasi-judicial hearing as a Party Intervenor if they meet the following requirements:

1. The person must have an interest in the application, which is different than the public at large.

2. At least three days prior to the hearing, the person shall submit a written request to intervene including: a detailed outline of their interest in the application and argument in favor or against it, copies of all exhibits which will be presented at the hearings and the names and addresses of all witnesses who will be called to testify on their behalf (including resumes for any witness the person intends to qualify as an expert).

SECTION 6. Conduct of Meeting and Quasi-Judicial Hearings.

1. The Presiding Officer shall call the proceeding to order and announce that the meeting has begun. The Presiding Officer will call on a member from the Board to say the prayer with the pledge to follow. The Land Use Administrator will call the roll.

2. The Town Attorney, legal advisor or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

3. The Presiding Officer will read each item on the agenda by title. The Land Use Administrator will read aloud any staff reports and or explain the item.

4. The Land Use Administrator shall, pursuant to Florida Statute 90.605, swear in under oath all witnesses who are to testify to an item before the item is heard. The witness must declare he or she will testify truthfully, by making an affirmation in substantially the following form: "Do you swear or affirm that the evidence you are about to give will be the truth, the whole truth, and nothing but the truth?" The witness's answer shall be noted in the record.

5. Following a Motion on an item and a Second or if none the Presiding Officer will ask each Board member individually if they have any discussion on the item. If any member from the public has requested to speak on any item, the Presiding Officer will call for them to speak at this time.

6. If there is a quasi-judicial hearing, the order of proof shall be as follows:

A. The Land Use Administrator shall briefly describe the Applicant's request, introduce and review all relevant exhibits and evidence, report staff's recommendation, and present any testimony in support of staff's recommendation. Staff shall have a maximum of 30 minutes to make their full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

B. The Appellant, if applicable, (or his/her representative or counsel) shall present evidence and testimony in support of the application. Appellant shall have a maximum of 30 minutes to make its full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

C. Any Party Intervenor (or his/her representative or counsel) shall present evidence and testimony in support of or opposed to the application. A Party Intervenor shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

C. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

E. Any other persons present who wish to submit relevant information to the Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions the Board). Members of the public will be permitted to present their non-expert opinions, but the Board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.

F. The Appellant will be permitted to make final comments, if any (maximum of five minutes).

G. The Applicant will be permitted to make final comments, if any (maximum of five minutes).

H. The Party Intervenor will be permitted to make final comments, if any (maximum of five minutes).

I. The Town's staff will make final comments, if any (maximum of five minutes).

J. At the discretion of the Presiding Officer, the Applicant may be permitted to respond to the final Party Intervenor and staff comments and recommendations (maximum of three minutes).

7. Once discussions or order of proof is completed, the Town Attorney or legal advisor will advise the Board as to the applicable law and the factual findings that must be made to approve or deny the application or agenda item.

8. The Board will conduct open deliberation of the application or agenda item. The Presiding Officer shall have the discretion to reopen the proceeding for additional testimony or argument by the parties when an outcome substantially different than either the granting or denial of the application is being considered. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

9. Following the last item on the agenda the Presiding Officer will ask if anyone from the public would like to speak and if so they will need to state their full name and address for the record.

10. The Presiding Officer will then follow the end of agenda by calling each member if they would like to make a final statement.

11. After final statements, the Presiding Officer will state the meeting or hearing is adjourned and the time.

SECTION 7. Conduct of Telephonic Hearing.

1. If the Board needs to conduct a telephonic hearing, the Board shall adopt the procedures laid out in Section 6 of these Rules and Procedures with a few additions.

2. Once the meeting begins, each Board member will identify themselves and be called by their Board title and last name: Board Chair, Board-Vice Chair, Board Member, Board Member, Board Member, and Land Use Administrator.

2. Before speaking, each person will identify themselves by title and last name in order to identify who is speaking and to keep from speaking over one another. This will allow each member to speak and be heard and for the public to speak.

3. Each time a motion or second is made on any item the Board members must identify themselves prior to making the motion or second.

4. For voting, the Presiding Officer will ask each Board member for their vote on the item.

SECTION 8. Examination by Board and Town Attorney or Legal Advisor. Board members and the Town Attorney or Legal Advisor may ask questions of persons presenting testimony or evidence at any time during the proceedings until commencement of deliberation.

SECTION 9. Cross-Examination of Witnesses. After each witness testifies, the Town staff representative, the Applicant's representative, Appellant's representative, and/or the Party Intervenor's representative shall be permitted to question the witness, but such cross-examination shall be limited to matters about which the witness testified and shall be limited to five minutes per side. Members of the public will not be permitted to cross-examine witnesses. Cross-examination shall be permitted only as would be permitted in a Florida court of law.

SECTION 10. Rules of Evidence.

1. All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a court of law in Florida. Irrelevant, immaterial, harassing, defamatory or unduly repetitive evidence shall be excluded.

2. Hearsay evidence may be used for the purposes of supplementing or explaining other evidence, but it shall not be sufficient by itself to support a finding unless it would be admissible over objection in a civil action.

3. Documentary evidence may be presented in the form of a copy or the original. Upon request, parties shall be given an opportunity to compare the copy with the original.

SECTION 11. Statements of Counsel. Statements of counsel, or any non-attorney representative, shall only be considered as argument and not testimony unless counsel or the representative is sworn in and the testimony is based on actual personal knowledge of the matters which are the subject of the statements.

SECTION 12. Continuances and Deferrals. The Board shall consider requests for continuances made by Town staff, the Applicant, the Appellant or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Board, any testimony or documentary evidence or information presented at the hearing justifies allowing additional research or review in order to properly determine the issue presented, then the Board may continue the matter to a time certain to allow for such research or review.

SECTION 13. Transcription of Hearing.

1. The Land Use Administrator shall preserve the official transcript of a quasi-judicial hearing through tape recording and/or video recording.

2. The Applicant, Appellant or Party Intervenor may arrange, at its own expense, for a court reporter to transcribe the hearing.

3. The Applicant, Appellant or Party Intervenor may request that all or a part of the transcript of a hearing be transcribed into verbatim, written form. In such case, the Applicant, Appellant or Party Intervenor requesting the transcript shall be responsible for the cost of production of the transcription and the transcription shall become the official transcript.

SECTION 14. Maintenance of Evidence and Other Documents. The Land Use Administrator shall file all evidence and documents presented at the hearing with town hall.

SECTION 15. False Testimony. Any willful false swearing on the part of any witness or person giving evidence before the Board as to any material fact in the proceedings shall be deemed to be perjury and shall be punished in the manner prescribed by law for such offense.

SECTION 16. Failure of Applicant to Appear. If the Applicant, the Appellant or Party Intervenor or their representative fails to appear at the time fixed for the hearing, and such absence is not excused by the Board, the Board may proceed to hear the evidence and render a decision thereon in absentia.

SECTION 17. Subpoena Power. The Applicant, the Appellant or Party Intervenor or Town's staff shall be entitled to compel the attendance of witnesses to a quasi-judicial hearing through the use of subpoenas. All such subpoenas shall be issued by the Town Clerk at the request of the Applicant, Appellant or Town's staff.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: December 03, 2024
FROM: **Lee Anne Wollitz – Land Use Administrator**
SUBJECT: Planning and Zoning Board Approval of 2025 Planning and Zoning Board Calendar of meetings.

BACKGROUND:

It is the responsibility of the Planning and Zoning Board to set meeting dates and times for its meetings.
Please refer to Town Code 62-92(3).

62-92 (3): *Meetings.* Meetings shall be held at the call of the chairperson and at such other times as a majority of the planning and zoning board may determine; provided, however, that the planning and zoning board shall hold at least one regular meeting every month, on a day to be determined by the planning and zoning board. All meetings shall be open to the public and shall be held in governmentally-owned or -leased premises.

The Land Use Administrator has prepared a 2025 Calendar showing meeting dates on the first Tuesday of each month. Also included are application deadline dates for applications based on review time and the need for advertisement or no advertisement needed for each meeting date.

FINANCIAL IMPACT: None.

RECOMMENDATION:

Planning and Zoning Board to Approve proposed 2025 Planning and Zoning Board Calendar of Meetings.

2025 CALENDAR
PLANNING & ZONING BOARD
DEADLINES FOR ITEMS TO BE HEARD ON AGENDA

Advertisement Required Applications Due	No Advertisement Required Applications Due	Planning & Zoning Board Meeting Dates
November 26, 2024	December 17, 2024	January 7, 2025
December 24, 2024	January 14, 2025	February 4, 2025
January 21, 2025	February 11, 2025	March 4, 2025
February 18, 2025	March 11, 2025	April 1, 2025
March 25, 2025	April 15, 2025	May 6, 2025
April 22, 2025	May 13, 2025	June 3, 2025
May 0, 2025	June 10, 2025	July 1, 2025
June 24, 2025	July 15, 2025	August 5, 2025
July 22, 2025	August 12, 2025	September 2, 2025
August 26, 2025	September 16, 2025	October 7, 2025
September 23, 2025	October 14, 2025	November 4, 2025
October 21, 2025	November 11, 2025	December 2, 2025
November 25, 2025	December 16, 2025	January 6, 2026

Planning & Zoning Board Applications:

Annexation of Land Application
Appeal the P & Z Board Decision to the Town Council
Appeal Land Use Administrator Decision to the P & Z Board
Comprehensive Plan Amendment 50+ Acres
Comprehensive Plan Text Amendment
Concurrency Application
Rezoning (Conventional)
Rezoning Planned Unit Development (PUD)
Site Clearing / Site Work Application
Site Plan Application
Small Scale Future Land Use Map Amendment
Special Exception
Subdivision of Land Application
Variances

Application Requirements:

Advertisement Required
Advertisement Required
Advertisement Required
Advertisement Required
Advertisement Required
No Advertisement Required
Advertisement Required
Advertisement Required
No Advertisement Required
No Advertisement Required
Advertisement Required
Advertisement Required
No Advertisement Required
Advertisement Required

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

Wendy Prather, Chair
Charles A. Reed, Vice Chair
Harold "Skip" Frey, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Christian Waugh

MINUTES

TUESDAY, NOVEMBER 05, 2024, 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

PRESENT

Chair Wendy Prather
Vice Chair Charles A. Reed
Planning and Zoning Board Member Harold "Skip" Frey
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning and Zoning Board to discuss and decide on Rules for Procedure for Regular and Public Meetings.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, reads staff report and recommendation.

After Board Review there are no changes requested.

Joseetta Lawson, Board Member, suggest we move forward with adoption at next meeting and makes motion.

Motion made by Planning and Zoning Board Member Lawson, Seconded by Vice Chair Reed.

Voting Yea: Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Webb

ITEM-3

The Planning and Zoning Board to make a recommendation to the Town Council concerning two Planning Board members to be appointed in December with a start to responsibilities in January.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, reads staff report and recommendation.

Charles Reed, Vice Chairman, is interested in serving for 3 more years.

Skip Frey, Board Member, is also interested in serving for 3 more years.

Board makes the recommendation to Town Council for reappointment on both Charles Reed and Skip Frey.

Motion made by Planning and Zoning Board Member Lawson, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ITEM-4

Skip Frey and Lee Anne Wollitz will provide an update on the training session they attended on Friday, October 25th.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, reads staff report and gives overview of takeaways form the training.

Skip Frey, Board Member, likewise gives feedback on the training day.

Lee Anne Wollitz – Land Use Administrator, provides clarity and answers questions concerning ex parte communication that was provided by Florida Planners Association at the training.

This update is for Discussion and no Motion was required.

ITEM-5

Planning and Zoning Board Approval of Minutes from 11.05.2024 Regular Meeting.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.
 Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ADDITIONAL COMMENTS

PUBLIC

No Public Wish to Comment.

BOARD MEMBERS

Joseetta Lawson, Board Member, asks for requirements to convert shed into dwelling unit.

Charlei Reed, Vice Chairman, asked about the ability to place a tiny home within the town limits.

Kevin Webb, Board Member, also have questions about Tiny Homes.

Lee Anne Wollitz – Land Use Administrator, answers the questions with zoning and Florida Building Code information.

LAND USE ADMINISTRATOR

Lee Anne Wollitz – Land Use Administrator, invites Board to workshop on 11.14.2024 at 6pm to here the updates on the Tompkins Preserve project and gives update on the approval tract for Oxford Pines.

PLANNING AND ZONING ATTORNEY

No comments from Legal.

ADJOURNMENT

Motion to Adjourn at 7:30.

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

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

Approved this 3rd day of December 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Wendy Prather, Chair
 Hilliard Planning & Zoning Board