

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

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## AGENDA

**TUESDAY, MARCH 04, 2025, 7:00 PM**

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### 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 & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-02, to Rezone Parcel ID No. 16-3N-24-0000-0021-0030.  
Applicant Courtney Gaver, Rogers Towers.

***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 2025-02.

**CHAIR-** Call for Applicant Comment  
Call for Public Comment  
Call for Motion to Close Public Hearing on Ordinance 2025-02.

## **PLANNING & ZONING BOARD ACTION**

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

## **REGULAR MEETING**

**ITEM-2** Additions/Deletions to Agenda

**ITEM-3** Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20250211. Parcel ID No. 08-3N-24-2380-0075-0020. Property Owner - Sherry Downs.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-4** Planning & Zoning Board Approval of the minutes from 02.04.2025 Regular Meeting.  
***Lee Anne Wollitz – Land Use Administrator***

## **ADDITIONAL COMMENTS**

**PUBLIC- CHAIR, call on members of the audience wishing to address the Board on matters not on the agenda.**

## **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](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **2025 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning & Zoning Public Hearing Regular Meeting Meeting Date: March 04, 2025

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

SUBJECT: Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-02, to Rezone Parcel ID No. 16-3N-24-0000-0021-0030. Applicant Courtney Gaver, Rogers Towers.

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**BACKGROUND:** Documents included for Review:

- 1.1 Staff Report
- 1.2 Ordinance 2025-02
- 1.3 Quasi-Judicial Hearing Procedures.
- 1.4 Advertisement for Ordinance 2025-02
- 1.5 Application for PUD.01.13.2025 (revision 2.24.2025)
- 1.6 Concurrency Application
- 1.7 NCSB notice of Reservation
- 1.8 Owners Authorization

Mrs. Gaver, has applied to Rezone the property with the Parcel ID No. 16-3N-24-0000-0021-0030. This Property is approximately 10 acres. The Property lies at the east side of Pine Street North of Henry Smith Road. 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.

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.

Parcel ID 16-3N-24-0000-0021-0020, the 10 acres parcel is currently owned by Intact Construction Management and an owners Authorization notification has been provided.

Intact Construction Management Group plans to develop this property with up to 28 single-family dwelling units and attached Single-family dwelling units (townhomes and or duplexes).

**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 2025-02. With the condition that language updates, be made to the written description of the PUD, specifically with regards to meeting fire flow expectations according to the Town of Hilliard Water & Wastewater Utility Specifications and Documentations Requirements Manual.





## STAFF REPORT FOR ORDINANCE 2025-02

1. Applicant Information:

Courtney Gaver,  
Rogers Towers, P.A.  
1301 Riverplace Blvd.  
Suite 1500  
Jacksonville, Florida 32207

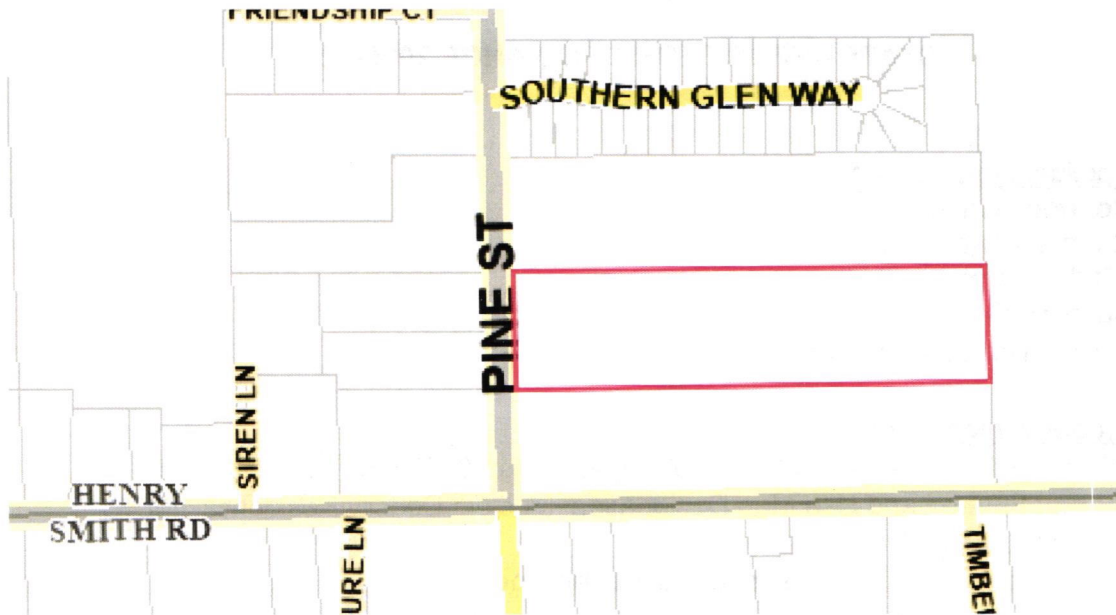
2. Property Information:

Parcel ID # 16-3N-24-0000-0021-0030, Address: 36107 Pine Street Hilliard  
Current Future Land Use Map Designation: Medium Density Residential (MDR)  
Current Zoning: A-1  
Proposed Zoning: PUD Planned Unit Development.  
Acres: Approximately 10 acres.

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

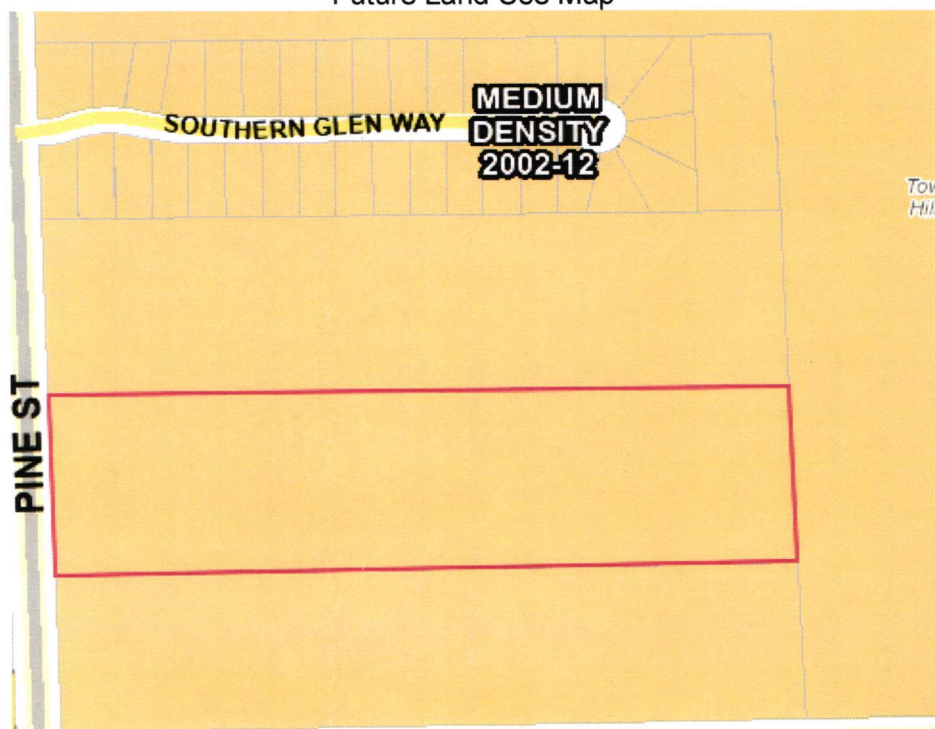
	Current FLUM	Current Zoning	Existing Use
North	Medium Density Residential (MDR)	A-1	Single Family
South	Medium Density Residential (MDR)	A-1	Single Family
East	Medium Density Residential (MDR)	A-1	Vacant, Timberland
West	Low Density Residential (LDR)	A-1	Single Family

Parcel Map  
16-3N-24-0000-0021-0030

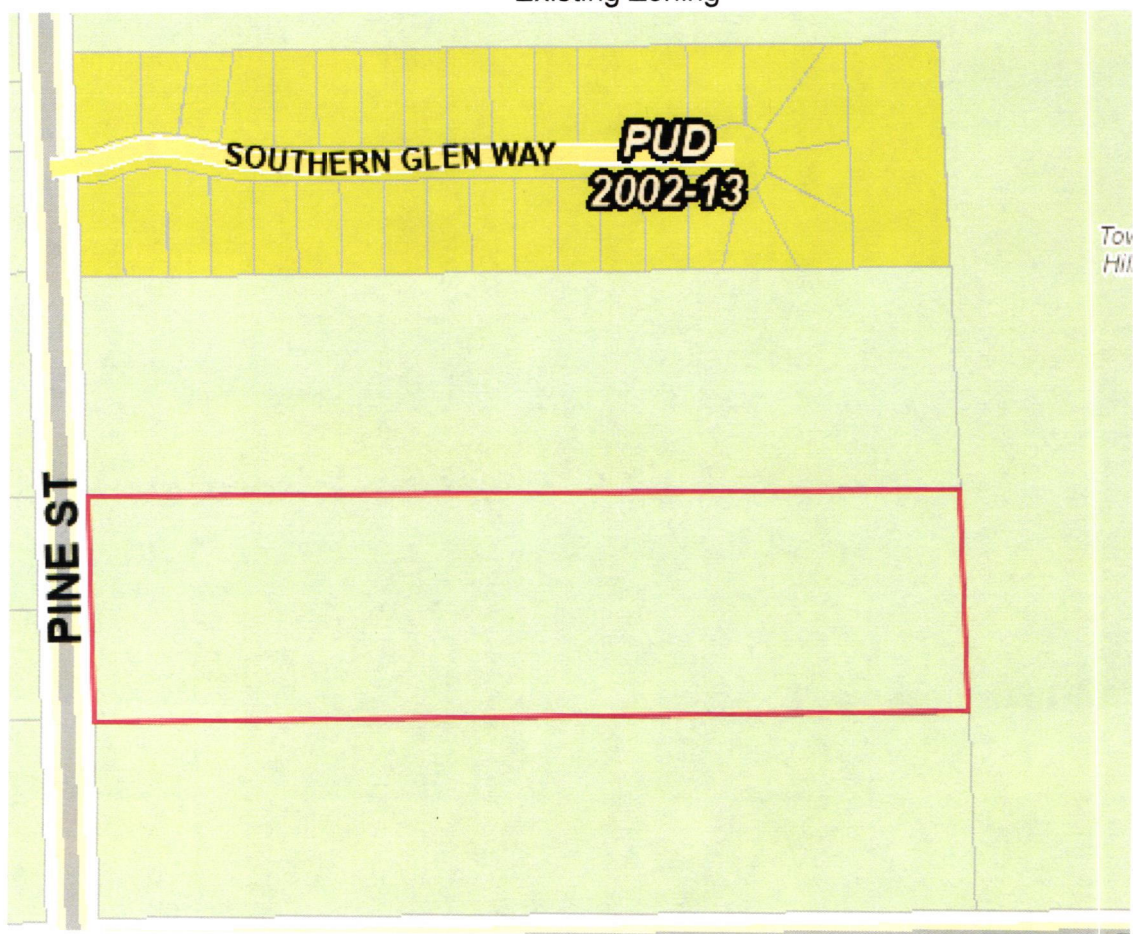




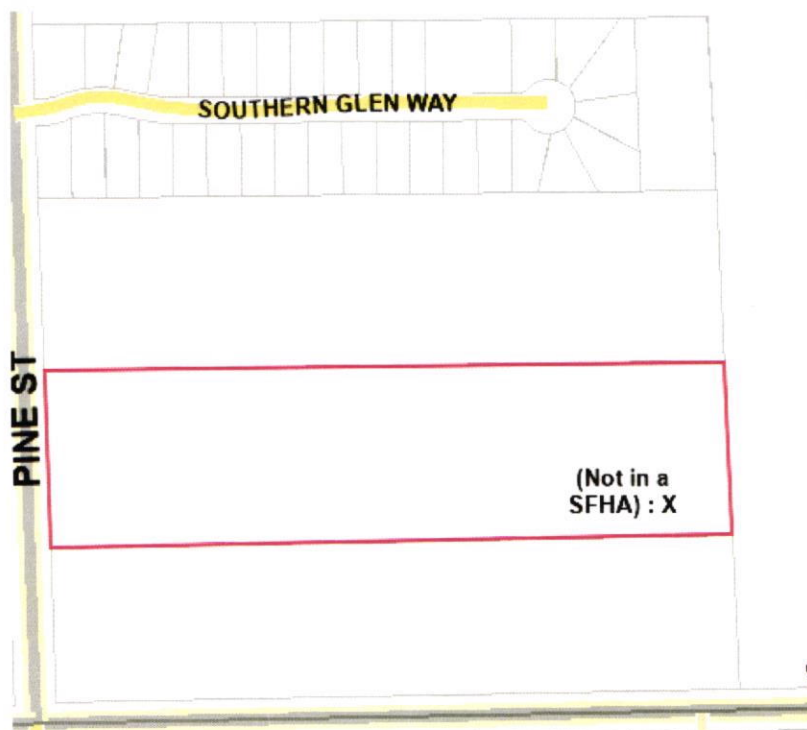
Future Land Use Map



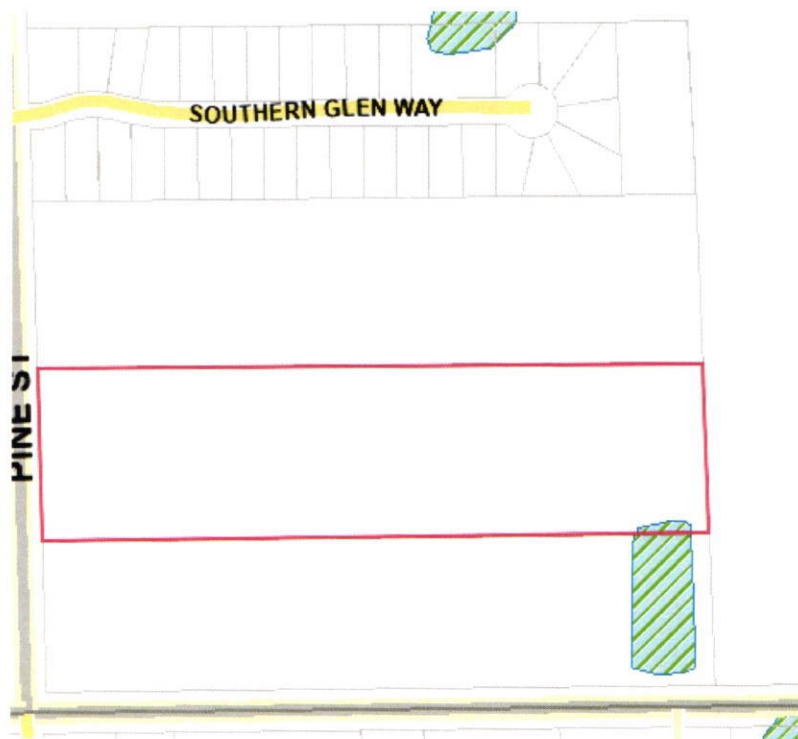
Existing Zoning



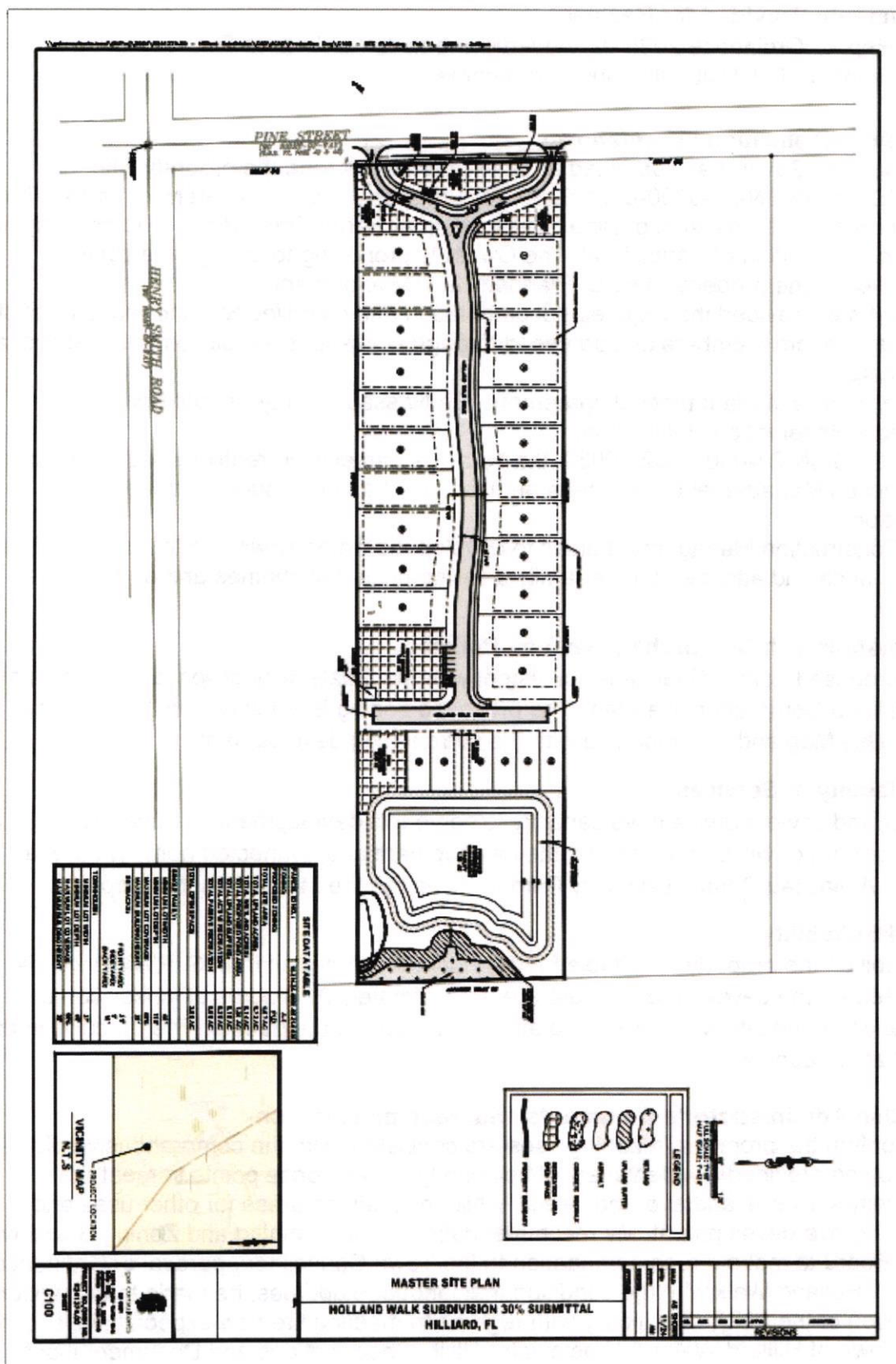
## Flood Zone- "X"



## Potential Wetlands



## Conceptual Site Plan





**Documents Provided for Review-**

Staff Report, Ordinance 2025-02, Advertisements for Ordinance Public Hearings, Application for PUD with all required Attachments.

**Additional Application information-**

Mrs. Courtney Gaver, has submitted an application to Rezone the property with the Parcel ID No. 16-3N-24-0000-0021-0030. This Property is approximately 10 acres. The Property lies at the east side of Pine Street, North of Henry Smith Road. 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.

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, the Nassau County School Board has provided a Reservation Notification.

Parcel ID 16-3N-24-0000-0021-0030, the 10 acres parcel is currently owned by Intact Construction Management, an owners authorization has been submitted with the application.

Intact Construction Management plans to develop the property with up to 28 single-family dwelling units and attached Single-family dwelling units (townhomes and or duplexes).

**Consistent with Comprehensive Plan Policies-**

The proposed Zoning Change 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. A force main with a fixed generator will be provided by the development and connected north of Lorena Drive. A Nassau County Driveway Permit will be required to access the property.

**Land Suitability-**

The soil on the property is suitable for development. A permit from SJRWMD will be required for the development. There are approximately 0.14 acres of jurisdictional wetlands on the site which will be retained with appropriate buffers. The parcel is in the flood zone, Zone X.

**Land Use Administrator's Comments and Recommendation-**

I can confirm the proposed rezoning uses are consistent with the comprehensive plan as the rezoning provided a wide variety of housing types and price points to meet the community's diverse and evolving needs, while maintaining areas for other uses and preventing overdevelopment. My recommendation to the Planning and Zoning Board was for the Board to make a recommendation to the Town Council for approval of Ordinance 2025-02, Holland Walk with the condition that language updates, be made to the written description of the PUD, specifically with regards to meeting fire flow expectations according to the Town of Hilliard Water & Wastewater Utility Specifications and Documentations Requirements Manual.

**ORDINANCE NO. 2025-02**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, 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. 16-3N-24-0000-0021-0030; 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 9.87 acres, more or less, which is located on the east side of Pine Street north of Henry Smith Road and more particularly described in Attachment "A" Legal Description, Hilliard, FL, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030, 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 in Attachment "A" Legal Description to PUD, Planned Unit Development to create the Holland Walk PUD; and

**WHEREAS**, the Town of Hilliard Planning & Zoning Board held a duly noticed Public Hearing on March 4, 2025, regarding the rezoning of the subject property to PUD, Planned Unit Development; and

**WHEREAS**, the Town of Hilliard Planning & 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 March 4, 2025, 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

**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. 16-3N-24-0000-0021-0030, more particularly described in Attachment "A", Legal Description, is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development to create the Holland Walk PUD:

**SECTION 3. PUD PLAN.** This Ordinance includes Attachment "B", Written Description and "C", Site Plan, for the Holland Walk 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:	February 12, 2025
Planning & Zoning Boards Signs Posted:	February 17, 2025
Planning & Zoning Board Public Hearing:	March 4, 2025
Town Council First Publication:	March 5, 2025
Town Council First Public Hearings:	March 20, 2025
Planning & Zoning Boards Report:	March 20, 2025
Town Council First Reading:	March 20, 2025
Town Council Second Publication:	, 2025
Town Council Second Public Hearings:	, 2025
Town Council Second & Final Reading:	, 2025



**ATTACHMENT “A”**  
**LEGAL DESCRIPTION**

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4  
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND  
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**ATTACHMENT “B”**  
**WRITTEN DESCRIPTION**

**Holland Walk Planned Unit Development  
PUD Written Description  
February 24, 2025**

**I. PROJECT DESCRIPTION**

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 28 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential FLUM designation set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

**II. USES AND RESTRICTIONS**

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 28 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units and attached single-family dwelling (townhomes and/or duplexes). In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

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

**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

**D. Restriction on Uses:** As provided, the development will only include the uses described in Section II.A.-C. above.

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

##### Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

##### Attached Single-Family Homes (Townhome/Duplex):

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

### Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, “commencement” shall mean securing approved construction drawings. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

### B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided between a garage and driveway paved to the roadway for each residential unit. For purposes of clarification, it is intended that the attached single-family dwelling units (townhomes and duplexes) will have a single car garage. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being

intended that the southernmost point of connection will be the entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

**C. Signs and Entry:** Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

**D. Landscaping:** Landscaping for the Project shall be provided in accordance with Article XI and Article XII Trees, LDR.

**E. Recreation and Open Space:** The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement

of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

#### **F. Utilities:**

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

**G. Wetlands/Environmental:** The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

**H. Stormwater:** Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

**I. Homeowners' Association Restrictions:** The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall



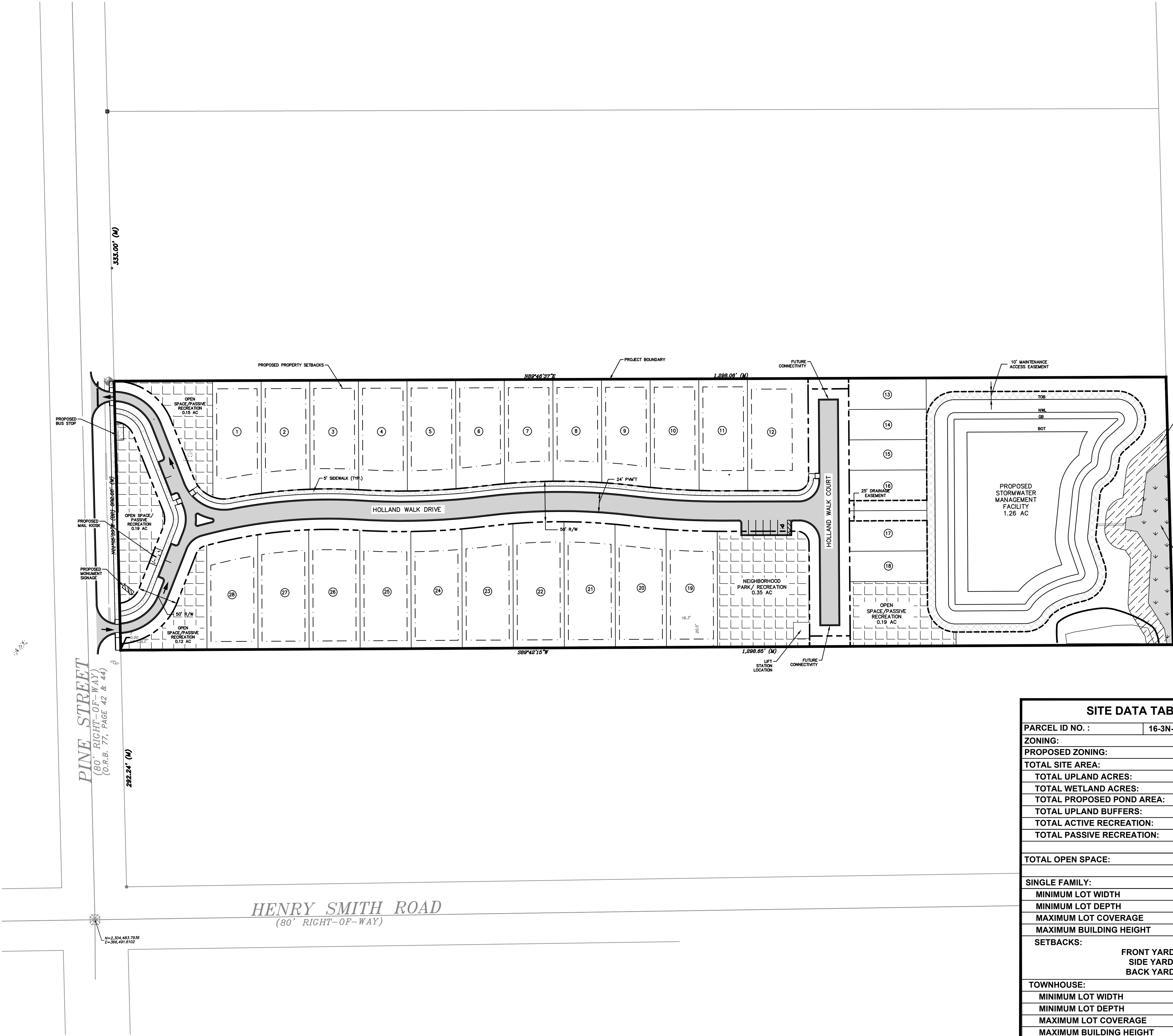
be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

#### **IV. ADDITIONAL CONDITIONS**

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.

**ATTACHMENT "C"**  
**SITE DEVELOPMENT PLAN**



LEGEND

WETLAND

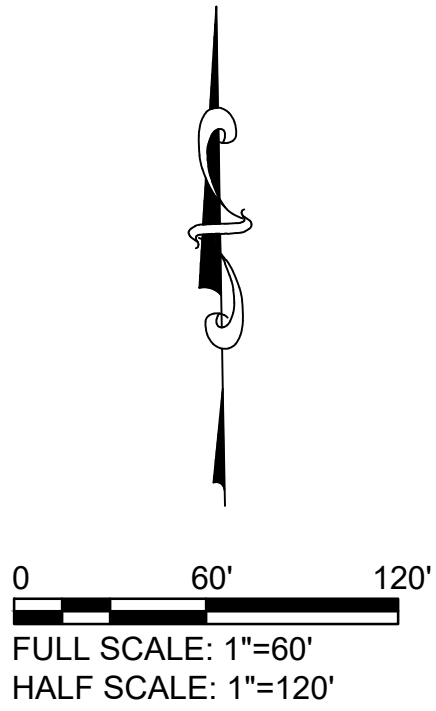
UPLAND BUFFER

ASPHALT

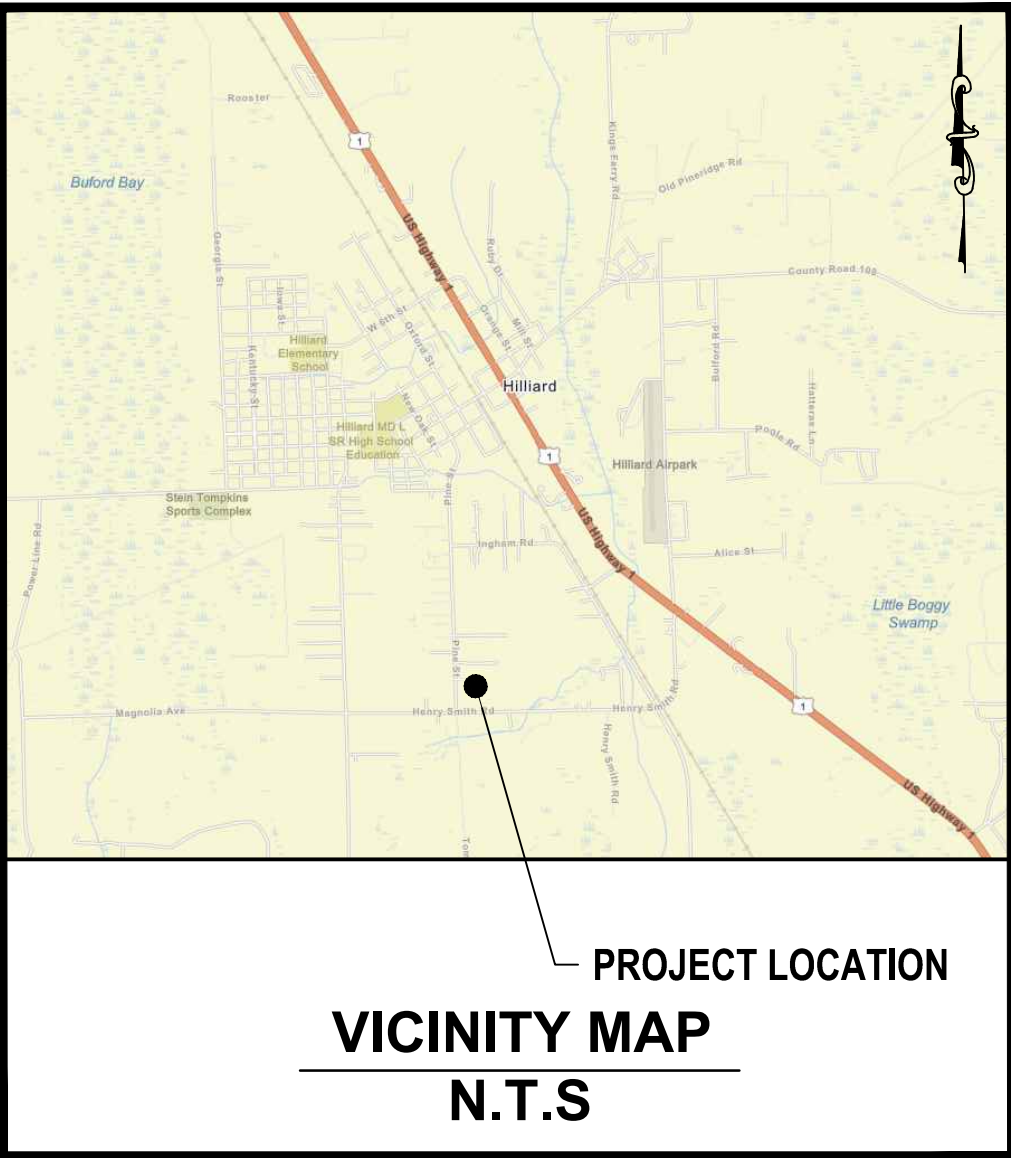
CONCRETE SIDEWALK

RECREATION AREA  
OPEN SPACE

PROPERTY BOUNDARY



SITE DATA TABLE	
PARCEL ID NO. :	16-3N-24-0000-0021-0030
ZONING:	A-1
PROPOSED ZONING:	PUD
TOTAL SITE AREA:	9.87 AC
TOTAL UPLAND ACRES:	9.73 AC
TOTAL WETLAND ACRES:	0.14 AC
TOTAL PROPOSED POND AREA:	1.26 AC
TOTAL UPLAND BUFFERS:	0.18 AC
TOTAL ACTIVE RECREATION:	0.35 AC
TOTAL PASSIVE RECREATION:	0.65 AC
TOTAL OPEN SPACE:	2.58 AC
SINGLE FAMILY:	
MINIMUM LOT WIDTH	60'
MINIMUM LOT DEPTH	110'
MAXIMUM LOT COVERAGE	60%
MAXIMUM BUILDING HEIGHT	35'
SETBACKS:	
FRONT YARD:	25'
SIDE YARD:	5'
BACK YARD:	10'
TOWNHOUSE:	
MINIMUM LOT WIDTH	37'
MINIMUM LOT DEPTH	95'
MAXIMUM LOT COVERAGE	50%
MAXIMUM BUILDING HEIGHT	35'



MASTER SITE PLAN

HOLLAND WALK SUBDIVISION 30% SUBMITTAL

HILLIARD, FL

SEAL

gai consultants

EB 9951

12574 Flogler Center Blvd.

Suite 202

Jacksonville, FL 32207

PHONE: 904-363-1110

PROJECT NO./DASH NO.

R241374.00

SHEET

C100

REVISIONS		DESCRIPTION
NO.	DATE	
	DWN	
	CHKD	
	APPD	

SCALE: AS SHOWN

DATE: 11/24

DRAWN: AM

CHECKED:

APPROVED:

**QUASI-JUDICIAL HEARING PROCEDURES**  
**PLANNING & ZONING BOARD**

Copies of these procedures are available at the entry to the Chambers next to the public comment cards. Florida Statutes and the Courts of Florida require that the following item be heard as a Quasi-Judicial Hearing:

**Item 1- ORDINANCE NO. 2025-02**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, 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. 16-3N-24-0000-0021-0030; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE**

Applicants have the burden of demonstrating through competent substantial evidence that his or her application is consistent with the following requirements:

**As for Item 1**, Article V of the Land Development Regulations, Comprehensive Plan 2040, and the Amended Interlocal Agreement for Public School Facility Planning adopted 2008.

Those opposed must also demonstrate through competent substantial evidence that the application does not meet these requirements. General objections, without specific evidence, does not constitute substantial competent evidence.

The only material or relevant evidence is that which addresses the previously listed requirements.

The hearing procedures are as follows:

1. The Presiding Officer will read the item on the agenda by title and declare the public hearing open.
2. The Town Attorney or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

3. 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.
4. 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. The applicant may waive their presentation and rely on staff comments. If the applicant waives their presentation, they will have the right to rebut any testimony against their application.
5. 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.
6. The applicant will be permitted to make final comments, if any and will have a maximum of 15 minutes to do so.
7. The Land Use Administrator will make final comments, if any.
8. The Presiding Officer will ask for a motion to close the Public Hearing from the Planning & Zoning Board.
9. The Board will conduct open deliberation of the application or agenda item.
10. Open deliberations shall include a motion by the Board. A motion by the Board to approve the item should be consistent with the following: **"I move that the board find that the proposed rezoning is consistent with the comprehensive plan, complies with all procedural requirements, and serves the public interest, and based on these findings, approve the rezoning application."** A motion by the Board to deny approval the application should include one or more of the following: "The application is not consistent with the Comprehensive Plan," "The application does not meet the procedural requirements," or "The application is not in public interest."
11. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

12. The meeting is being recorded; therefore, there can be no applause, outbursts, talking, or comments from the audience as it could distort the recordation.
13. The Town Attorney represents the Board and provides counsel, including advice as to the hearing's procedures and relevancy of the evidence.
14. The strict rules of evidence applicable to a court proceedings will not be utilized; however, **the Board, with assistance from the Town Attorney, may exclude evidence that is not relevant to the code criteria as set forth in the application or is repetitive in nature.**
15. In accordance with Florida Statute 286.0105: If any person decides to appeal any decision made of this Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose **he or she may need to ensure that a verbatim record of the proceedings is made,** which record includes the testimony and evidence upon which the appeal is to be based.

DATE: February 7, 2025  
TO: Nassau County Record  
FROM: Elise Earnest, Town of Hilliard  
RE: Legal Advertisement

Please publish the following advertisement in your legal section of your February 12, 2025, 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 & Zoning Board will hold a Public Hearing on Tuesday, March 4, 2025, at 7:00 p.m., 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. 2025-02**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, 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. 16-3N-24-0000-0021-0030; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.**

The rezoning will allow for; Single Family Dwelling Units, Duplex Units and Townhomes, up to 31 units' total.

All interested parties may appear at the meeting and be heard with respect to proposed Ordinance No. 2025-02. A recommendation/report regarding the proposed Ordinance shall then be provided to the Hilliard Town Council at their March 20, 2025, 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 from 9:00 a.m. to 5:00 p.m., Monday through Friday or at [www.townofhilliard.com](http://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, Hilliard Town Clerk  
Lee Anne Wollitz, Hilliard Land Use Administrator





File # 20250113.5  
 Filing Date: 01/13/2025 LM CK# 13140  
 Acceptance Date: \_\_\_\_\_ \$2700.00  
 Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

## PUD Rezoning Application

### A. PROJECT

1. Project Name: Holland Walk PUD
2. Address of Subject Property: 36107 Pine St., Hilliard, FL 32046
3. Parcel ID Number(s): 16-3N-24-0000-0021-0030
4. Existing Use of Property: single family
5. Future Land Use Map Designation: Medium Density Residential
6. Existing Zoning Designation: A-1
7. Proposed Zoning Designation: PUD
8. Acreage: 9.87

### B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Applicant  
 Company (if applicable): Rogers Towers, P.A.  
 Mailing address: 1301 Riverplace Blvd., Suite 1500  
 City: Jacksonville State: FL ZIP: 32207  
 Telephone: (904) 473-1388 FAX: ( ) e-mail: cpgaver@rtlaw.com
3. If the applicant is agent for the property owner\*  
 Name of Owner (titleholder): Intact Construction Management Group LLC  
 Mailing address: P.O. Box 365  
 City: Hilliard State: FL ZIP: 32046  
 Telephone: (904) 483-6128 FAX: ( ) e-mail: ben@intactcmg.com

\* 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 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

Courtney P. Gaver  
Typed or printed name and title of applicant

1-10-2025

Date

  
Signature of Owner

BEN BUCHANAN  
Typed or printed name of Owner

12/30/24  
Date

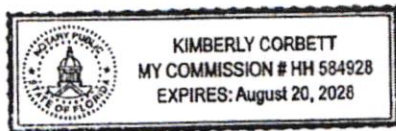
State of Florida County of Nassau

The foregoing application is acknowledged before me this 30th day of December, 2024 by Ben Buchanan who is personally known to me.

NOTARY SEAL



Signature of Notary Public, State of Florida



Town of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

## 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

**Holland Walk Planned Unit Development  
Statement of Proposed Change**

This application is a planned unit development rezoning application for 9.87 acres located at the northeast quadrant of Pine Street and Henry Smith Road (the "Property"), having Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030, to rezone the Property from A-1 to Planned Unit Development ("PUD"). The PUD proposes a residential development with a maximum of 31 lots/units including single-family residences and duplexes. The proposed development is in accordance with the Property's Medium Density Residential future land use designation.



## 2023 AERIAL MAP



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4  
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND  
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**



**MAP OF BOUNDARY & TOPOGRAPHIC SURVEY**  
**O.R.B. 2739, PAGE 1220.**  
 THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE  
 SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH,  
 RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

PREPARED BY  
 CONSTRUCTION MANAGEMENT GROUP, LLC

**SECTIONAL DESCRIPTION**  
 SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST  
 SCALE 1"=100'

NORTHWEST ONE-QUARTER (1/4)	SOUTHWEST ONE-QUARTER (1/4)
NORTHEAST ONE-QUARTER (1/4)	SOUTHEAST ONE-QUARTER (1/4)

**LEGEND**

- 1. PROPERTY LINE
- 2. ADJACENT PROPERTY
- 3. ADJACENT ROAD
- 4. ADJACENT RAILROAD
- 5. ADJACENT WATERWAY
- 6. ADJACENT AIRPORT
- 7. ADJACENT PARK
- 8. ADJACENT SCHOOL
- 9. ADJACENT CHURCH
- 10. ADJACENT OTHER

P.L.M. = 16-34-24-0000-0001-0000  
 (O.R.B. 1976, PAGE 1201)

SOUTHERN GLEN  
 (PLAT BOOK 6, PAGE 393)

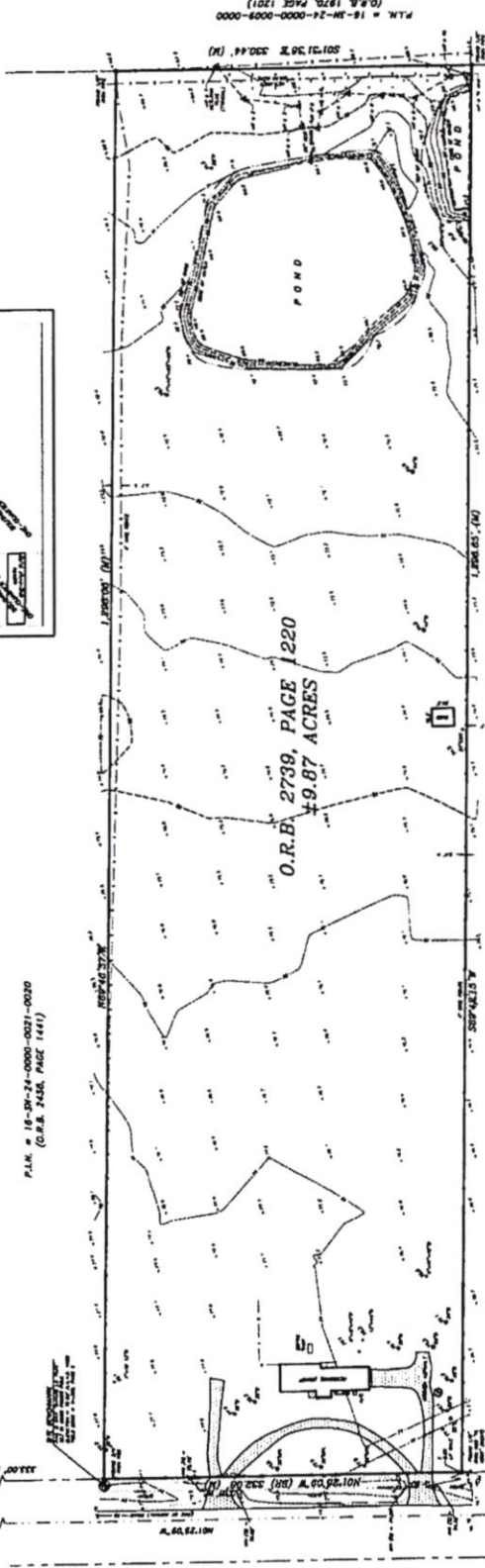
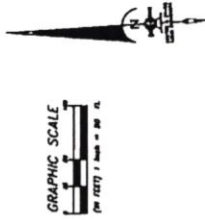
P.L.M. = 16-34-24-0000-0021-0020  
 (O.R.B. 2400, PAGE 1441)

O.R.B. 2739, PAGE 1220  
 49.87 ACRES

P.L.M. = 16-34-24-0000-0021-0000  
 O.R.B. 1981, PAGE 549

**HENRY SMITH ROAD**  
 (60' RIGHT-OF-WAY)

**PINE STREET**  
 (60' RIGHT-OF-WAY)  
 (O.R.B. 77, PAGE 48 & 49)



- NOTES:**
1. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
  2. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
  3. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
  4. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
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  10. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.

**LEGEND**

- 1. PROPERTY LINE
- 2. ADJACENT PROPERTY
- 3. ADJACENT ROAD
- 4. ADJACENT RAILROAD
- 5. ADJACENT WATERWAY
- 6. ADJACENT AIRPORT
- 7. ADJACENT PARK
- 8. ADJACENT SCHOOL
- 9. ADJACENT CHURCH
- 10. ADJACENT OTHER

**MANZOS & DRAKE LAND SURVEYING**  
 117 South Main Street, Cape Coral, FL 33904  
 (813) 491-0700  
 FAX (813) 491-0700  
 E-MAIL: MANZOS@AOL.COM  
 WWW.MANZOSLANDSURVEYING.COM

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

File Number: 24-617

## Warranty Deed

**This Indenture**, made, September 20, 2024 A.D.  
**Between Jax Freedom Home Buyers LLC, a Florida Limited Liability Company** whose post office address is: 5210 Belfort Road, Suite 210, Jacksonville, FL 32256, a company existing under the laws of the State of Florida, Grantor and  
**Intact Construction Management Group, LLC, a Florida Limited Liability Company** whose post office address is: PO Box 365, Hilliard, FL 32046, Grantee,

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

THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

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

Parcel Identification Number: 16-3N-24-0000-0021-0030

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

Florida Corporate Deed/Letter



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

File Number: 24-617

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

Jax Freedom Home Buyers LLC, a  
Florida Limited Liability Company

Signed and Sealed in Our Presence:

Kelly F. Morris  
Witness #1  
Print Name: Kelly F. Morris  
Address: 3391 S Fletcher Avenue  
Fernandina Beach, FL 32034

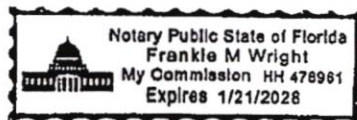
Frankie M Wright  
Witness #2  
Print Name: Frankie M Wright  
Address: 3391 S Fletcher Ave  
Fernandina Beach FL 32034

By: OBADIAH G. DORSEY  
Its. Member

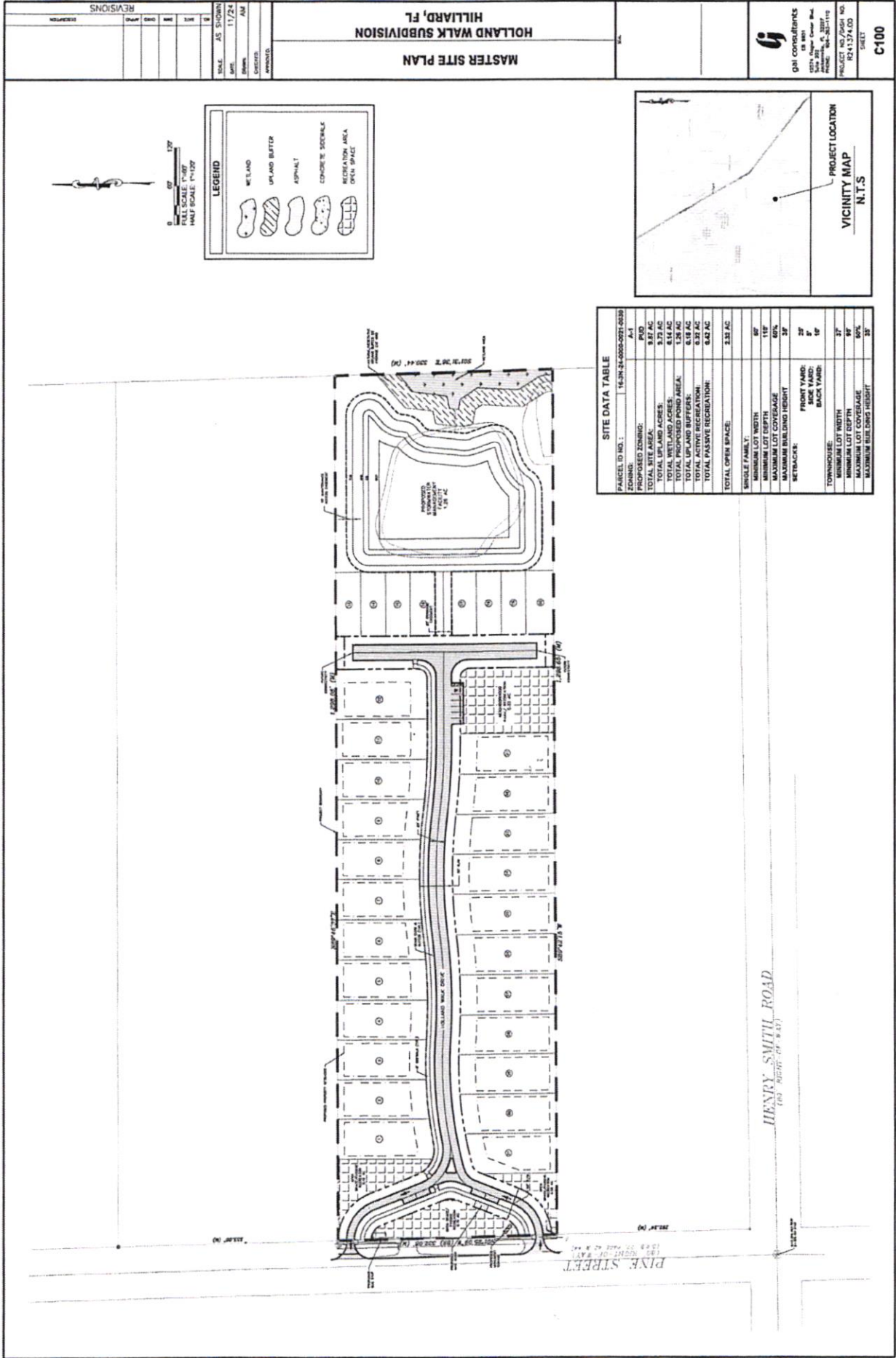
State of Florida

County of NASSAU

The foregoing instrument was acknowledged before me by means of ☒ physical presence or  
☐ online notarization, this 20th day of September, 2024, by OBADIAH G. DORSEY, the Member of  
Jax Freedom Home Buyers LLC, a Florida Limited Liability Company, a company existing under the laws  
of the State of Florida, on behalf of the company. ☒ He/She have produced a driver's license as  
identification.



Frankie M Wright (Seal)  
Notary Public  
Notary Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



**Holland Walk Planned Unit Development  
PUD Written Description  
January 13, 2025**

**I. PROJECT DESCRIPTION**

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 31 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential and Commercial FLUM designations set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

**II. USES AND RESTRICTIONS**

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 31 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units, duplex units, and townhomes. In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

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



**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

**D. Restriction on Uses:** As provided, the development will only include the uses described in Section II.A.-C. above.

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

##### Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

##### Duplex:

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

### Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, "commencement" shall mean securing approved construction drawings. "Completion" shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

### B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided through a garage for each residential unit with a driveway paved to the roadway. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being intended that the southernmost point of connection will be the



entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

**C. Signs and Entry:** Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

**D. Landscaping:** Landscaping for the Project shall be provided in accordance with Article XI, LDR.

**E. Recreation and Open Space:** The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which

is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

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- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

**G. Wetlands/Environmental:** The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

**H. Stormwater:** Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

**I. Homeowners' Association Restrictions:** The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain



the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

#### **IV. ADDITIONAL CONDITIONS**

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.



Binding Letter

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

Re: Holland Walk PUD Application  
Parcel ID No.: 16-3N-24-0000-0021-0030

Ladies and Gentlemen:

You are hereby advised that the undersigned, owner of the property, being more particularly described in the Planned Unit Development 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.

This the 30<sup>th</sup> day of December, 2024.

INTACT CONSTRUCTION MANAGEMENT  
GROUP LLC

By: BWB

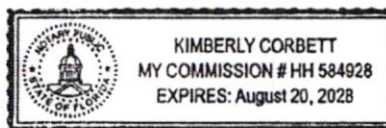
Name: BEN BUCHANAN

Its: PRESIDENT

STATE OF FLORIDA  
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30<sup>th</sup> day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. H/She (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)  
Notary Public, State and county of the aforesaid  
Name: Kimberly Corbett  
My Commission Expires: 08/20/2028  
My Commission Number is: HH584928



Binding letter - Holland Walk PUD(6122747.1) - 12/18/2024 11:56:58 AM

Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard  
15859 C.R. 108  
Hilliard, Florida 32046Re: Agent Authorization  
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT  
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENT

STATE OF FLORIDA

COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30<sup>th</sup> day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928



ATTORNEYS AT LAW

Courtney P. Gaver

904.346.5388

CGaver@rtlaw.com

1301 Riverplace Blvd., Suite 1500  
Jacksonville, Florida 32207

904.398.3911 Main

904.396.0663 Fax

www.rtlaw.com

January 13, 2025

**VIA OVERNIGHT MAIL & E-MAIL**

Town of Hilliard

Attn: Lee Anne Wollitz, Land Use Administrator

15859 County Road 108

Hilliard, Florida 32046

[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)

**RE: Holland Walk PUD / Applications for Concurrency and Planned Unit Development Rezoning**

Dear Ms. Wollitz:

As you are aware, our client, Intact Construction Management Group, LLC ("Applicant"), is the owner of 9.87 acres of real property located at 36107 Pine Street, Hilliard, Florida, having Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030 (the "PUD Parcel"). The Applicant would like to rezone the PUD Parcel from A-1 to Planned Unit Development for a project to be called Holland Walk. The project will include a maximum of 31 residential lots which are anticipated to be a mix of single-family and duplexes, subject to final site plan and engineering.

The following application packages are enclosed on behalf of the Applicant:

1. PUD Rezoning Application for the Holland Walk PUD, with the required PUD written description, conceptual site plan and other supplemental documents;
2. Concurrency Application; and
3. Owner's Authorizations for the foregoing applications.

Please note that the Applicant will be hand delivering a check for the application fees (\$2,700 for the PUD rezoning and \$300 for the concurrency application). As always, we look forward to working with you on these applications.

Sincerely,

ROGERS TOWERS, P.A.

A handwritten signature in black ink, appearing to read "CGaver", written over a horizontal line.

Courtney P. Gaver

Enclosures

cc: Town Clerk Lisa Purvis (via e-mail)



CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**Intact Construction MGMT GP, LLC**P.O. Box 365  
Hilliard, FL 32046  
9043103727VyStar CU  
63-7927/2630

13146

1/13/25

PAY TO THE  
ORDER OF

TOWN OF HILLIARD

\$ 2,700<sup>00</sup>

TWO THOUSAND SEVEN HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK REZONE / P.U.D APPLICATION

⑈013146⑈ ⑆263079276⑆ 7903131093⑈

**Holland Walk Planned Unit Development  
PUD Written Description  
February 24, 2025**

**I. PROJECT DESCRIPTION**

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 28 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential FLUM designation set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

**II. USES AND RESTRICTIONS**

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 28 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units and attached single-family dwelling (townhomes and/or duplexes). In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

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



**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

**D. Restriction on Uses:** As provided, the development will only include the uses described in Section II.A.-C. above.

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

##### Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

##### Attached Single-Family Homes (Townhome/Duplex):

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

### Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, “commencement” shall mean securing approved construction drawings. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

### B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided between a garage and driveway paved to the roadway for each residential unit. For purposes of clarification, it is intended that the attached single-family dwelling units (townhomes and duplexes) will have a single car garage. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being

intended that the southernmost point of connection will be the entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

**C. Signs and Entry:** Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

**D. Landscaping:** Landscaping for the Project shall be provided in accordance with Article XI and Article XII Trees, LDR.

**E. Recreation and Open Space:** The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement

of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

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- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
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**G. Wetlands/Environmental:** The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

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be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

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2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.



KY CK# 13147

## 55

## C. PROJECT DESCRIPTION

Residential - Dwelling Units 31

## D. ATTACHMENTS

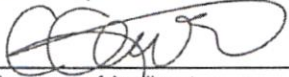
1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey
4. Site Plan
5. Agent Authorization, if applicant is not owner.
6. Town of Hilliard- School Impact Analysis Form

## E. FEE.

1. \$300.

All 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 of Applicant

Courtney P. Gaver  
 Typed or printed name and title of applicant

1-10-2025  
 Date

  
 Signature of Owner

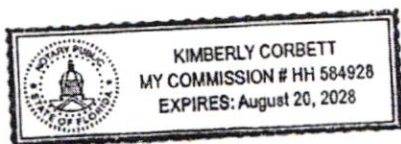
BEN BUCHANAN  
 Typed or printed name of Owner

12/30/24  
 Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 30<sup>th</sup> day of December, 2024 by Ben Buchanan who is personally known to me.

NOTARY SEAL



  
 Signature of Notary Public, State of Florida

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

File Number: 24-617

## Warranty Deed

**This Indenture**, made, September 20, 2024 A.D.  
**Between Jax Freedom Home Buyers LLC**, a Florida Limited Liability Company whose post office address is: 5210 Belfort Road, Suite 210, Jacksonville, FL 32256, a company existing under the laws of the State of Florida, Grantor and  
**Intect Construction Management Group, LLC**, a Florida Limited Liability Company whose post office address is: PO Box 365, Hilliard, FL 32046, Grantee,

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

THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

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

Parcel Identification Number: 16-3N-24-0000-0021-0030

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

Florida Corporate Deed/Letter

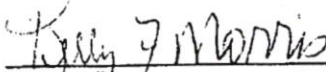
Prepared by:  
Andrea F. Lennon, P.A.,  
3391 South Fletcher Avenue  
Fernandina Beach, Florida 32034

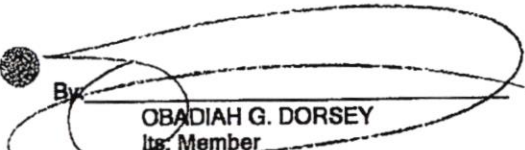
File Number: 24-617

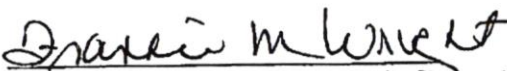
In Witness Whereof, the said Grantor has caused this instrument to be executed in its name  
by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Jax Freedom Home Buyers LLC, a  
Florida Limited Liability Company

Signed and Sealed in Our Presence:

  
Witness #1  
Print Name: Kelly F. Morris  
Address: 3391 S. Fletcher Avenue  
Fernandina Beach, FL 32034

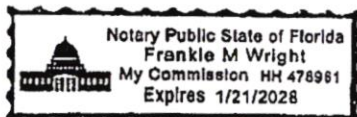
By:   
OBADIAH G. DORSEY  
Its. Member

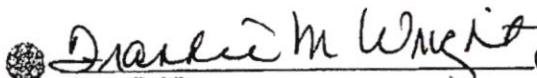
  
Witness #2  
Print Name: Frankie M. Wright  
Address: 3391 S. Fletcher Ave  
Fda Bch Fl 32034

State of Florida

County of NASSAU

The foregoing instrument was acknowledged before me by means of ☒ physical presence or  
☐ online notarization, this 20th day of September, 2024, by OBADIAH G. DORSEY, the Member of  
Jax Freedom Home Buyers LLC, a Florida Limited Liability Company, a company existing under the laws  
of the State of Florida, on behalf of the company. ☒ He/She have produced a driver's license as  
identification.



 (Seal)  
Notary Public  
Notary Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4  
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND  
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**



# MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

O.R.B. 2739, PAGE 1220:

THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST  
SCALE 1"=1000'

P.L.N. = 16-SH-24-0000-0009-0000  
(O.R.B. 1870, PAGE 1201)

SOUTHWEST GLEN  
(PLAT BOOK 6, PAGE 388)

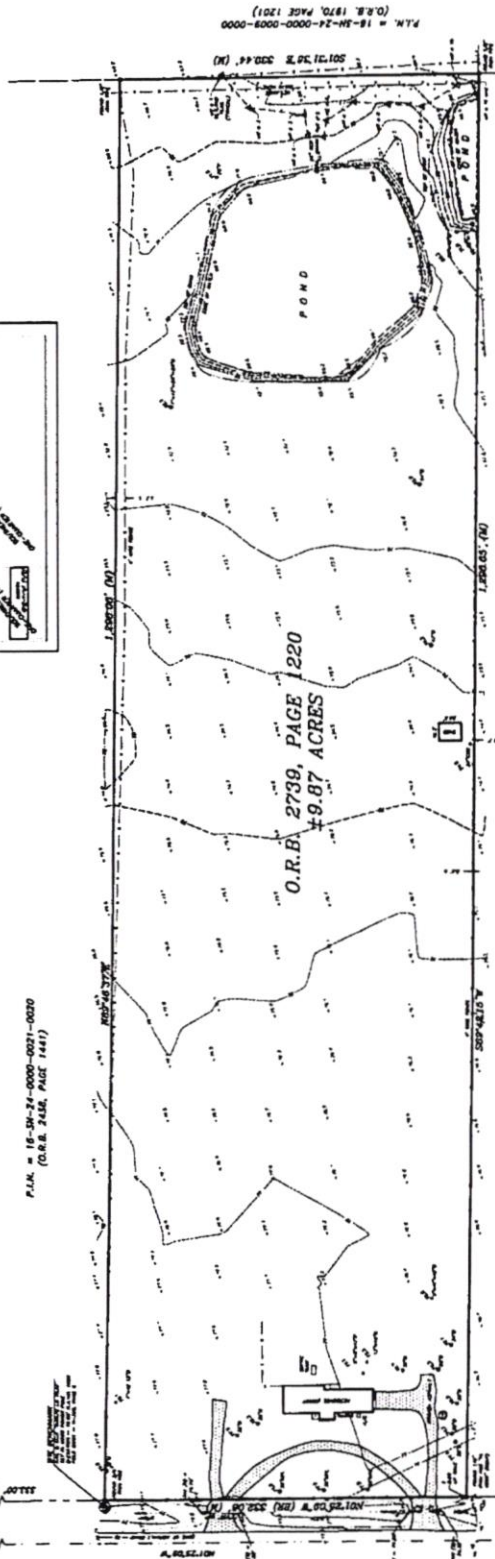
P.L.N. = 16-SH-24-0000-0021-0020  
(O.R.B. 2458, PAGE 1441)

O.R.B. 2739, PAGE 1220  
±9.87 ACRES

P.L.N. = 16-SH-24-0000-0021-0000  
(O.R.B. 1807, PAGE 449)

HENRY SMITH ROAD  
(66' RIGHT-OF-WAY)

PINE STREET  
(66' RIGHT-OF-WAY)

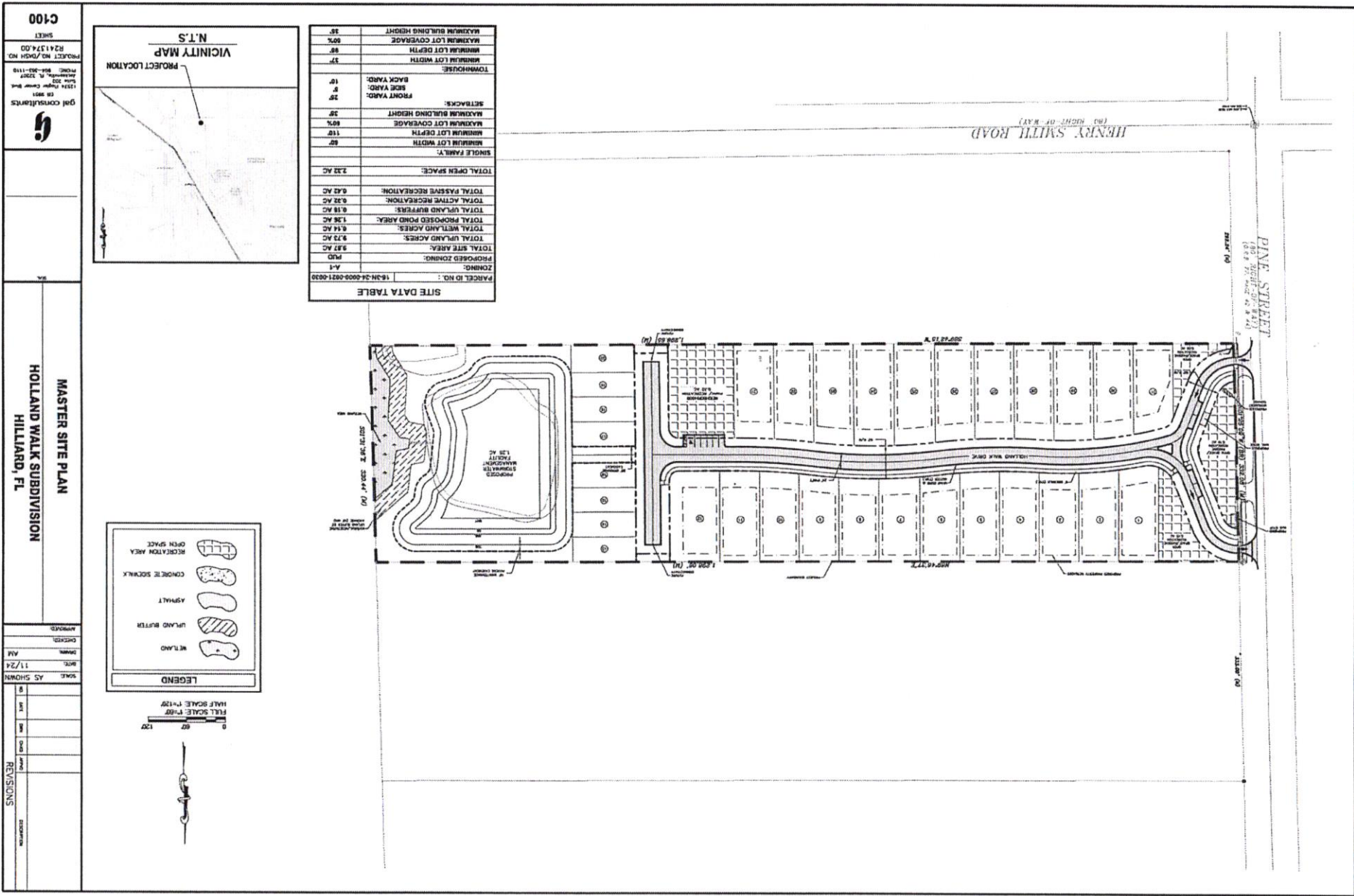


- LEGEND**
- 1. BOUNDARY LINE
  - 2. RIGHT-OF-WAY LINE
  - 3. EASEMENT LINE
  - 4. ADJACENT LAND
  - 5. WATER
  - 6. ROAD
  - 7. FENCE
  - 8. UTILITY
  - 9. TREES
  - 10. ROCKS
  - 11. BUILDING
  - 12. OTHER
- NOTES**
1. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  2. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  3. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  4. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  5. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  6. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  7. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  8. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  9. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  10. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  11. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.
  12. The survey was made by the undersigned and the accuracy of the same is guaranteed by the undersigned.

**MANZIE & DAKE LAND SURVEYING**  
117 South Main Street, Suite 100, Jacksonville, FL 32202  
(904) 441-1100  
www.manzieanddake.com  
Certified Professional Land Surveyors  
FLORIDA LICENSE NO. 11711  
SCALE: 1"=1000' (AS SHOWN)  
DATE: 01/01/2010  
BY: [Signature]  
CHECKED BY: [Signature]  
MANZIE & DAKE, P.L.L.C.

ITEM-1

\\server\server\work\Bills\2024\24-0000000000 - Hilliard Subdivision\CD\CD\CD\CD\CD\CD - SPT Final.dwg Jan 10, 2025 - 4:44pm



Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard  
15859 C.R. 108  
Hilliard, Florida 32046Re: Agent Authorization  
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

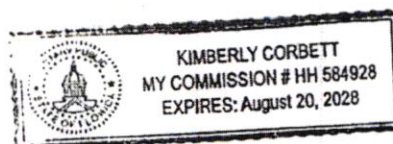
You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT  
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENTSTATE OF FLORIDA  
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30<sup>th</sup> day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928





## TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

### INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the Hilliard Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the Town unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.


### Application Process for School Concurrency:

1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. Town Staff transmit SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until the Town of Hilliard issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, the Town of Hilliard will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

### KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at [lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com) or 904-845-3555

Owner of Record	As recorded with the Nassau County Property Appraiser	Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Owner(s) Name – Intact Construction Management Group LLC		Applicant or Agent Name – Jon. C. Lasserre & Courtney P. Gaver	
Company (if applicable)		Company (if applicable) – Rogers Towers, P.A.	
Street Address – P.O. Box 365		Mailing Address – 1301 Riverplace Blvd., Suite 1500	
City, State, Zip – Hilliard, FL 32046		City, State, Zip – Jacksonville, FL 32207	
Telephone Number 904-483-6128		Telephone Number – (904) 432-0070 (Jon) (904) 473-1388 (Courtney)	
Email Address <a href="mailto:ben@intactcmg.com">ben@intactcmg.com</a>		Email Address – <a href="mailto:jlasserre@rtlaw.com">jlasserre@rtlaw.com</a> <a href="mailto:cogaver@rtlaw.com">cogaver@rtlaw.com</a>	

<b>Project Information</b>			
PIN: <u>16</u> - <u>3N</u> - <u>24</u> - <u>0000</u> - <u>0021</u> - <u>0030</u>			
Project Address	36107 Pine St., Hilliard, FL 32046		
Access Road	Name: <u>Pine Street</u> <input checked="" type="checkbox"/> City/County-Maintained <input type="checkbox"/> Private Road		
Size of Property	9.87 acres	Present Property Use	Single family
Zoning District	A-1	Future Land Use Map	Medium Density Residential
Wetlands	0.14 acres	Flood Zone	Water & Sewer Town of Hilliard
Project Description (use separate sheet if necessary): The applicant intends to build a maximum of 31 residential lots/units with related amenities. It is anticipated that there will be 23 single-family residential units and 8 duplex units.			
Number of Dwelling Units Proposed (Total): 31			
Number of Dwelling Units Proposed (By Type):			
Single-Family Detached:	23		
Single-Family Attached:	8 (duplex)		
Multi-Family:	NONE		
List any applications under review or approved which may assist in the review of this application: PUD Application and Concurrency Application with Town of Hilliard			
<p>I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT</p> <p>I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.</p>			
Courtney P. Gaver			1-10-2025
PRINT		SIGNATURE	DATE



CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING



Intact Construction MGMT GP, LLC  
P.O. Box 365  
Hilliard, FL 32046  
9043103727

VyStar CU  
63-7927/2630

13147

1/13/25

PAY TO THE  
ORDER OF

TOWN OF HILLIARD

\$ 300<sup>00</sup>

THREE HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK CONCURRENCY

⑈013147⑈ ⑆263079276⑆ 7903131093⑈



## TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

### INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the Hilliard Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the Town unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

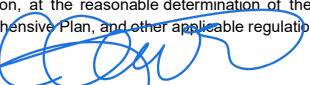
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6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

### KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at [lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com) or 904-845-3555

Owner of Record	As recorded with the Nassau County Property Appraiser	Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Owner(s) Name – Intact Construction Management Group LLC		Applicant or Agent Name – Courtney P. Gaver, & Jon C. Lasserre, Esq.	
Company (if applicable)		Company (if applicable) – Rogers Towers, P.A.	
Street Address – P.O. Box 365		Mailing Address – 1301 Riverplace Blvd., Suite 1500	
City, State, Zip – Hilliard, FL 32046		City, State, Zip – Jacksonville, FL 32207	
Telephone Number 904-483-6128		Telephone Number – (904) 473-1388 904-432-9979 (Jon)	
Email Address ben@intactcmg.com		Email Address – <a href="mailto:cgaver@rtlaw.com">cgaver@rtlaw.com</a> <a href="mailto:jlasserre@rtlaw.com">jlasserre@rtlaw.com</a>	

<b>Project Information</b>				
PIN: <u>16</u> - <u>3N</u> - <u>24</u> - <u>0000</u> - <u>0021</u> - <u>0030</u>				
Project Address	36107 Pine St., Hilliard, FL 32046			
Access Road	Name: <u>Pine Street</u> <input checked="" type="checkbox"/> City/County-Maintained <input type="checkbox"/> Private Road			
Size of Property	9.87 acres	Present Property Use	Single family	
Zoning District	A-1	Future Land Use Map	Medium Density Residential	
Wetlands	0.14 acres	Flood Zone	<input checked="" type="checkbox"/>	Water & Sewer Town of Hilliard
<b>Project Description (use separate sheet if necessary):</b> The applicant intends to build a maximum of 28 residential lots/units with related amenities. It is anticipated there will be 22 single-family residential units and 6 attached/townhome units.				
Number of Dwelling Units Proposed (Total): 28				
Number of Dwelling Units Proposed (By Type):				
Single-Family Detached:	22			
Single-Family Attached:	6			
Multi-Family:				
<b>List any applications under review or approved which may assist in the review of this application:</b> PUD & Concurrency Applications with Town of Hilliard.				
I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.				
Courtney P. Gaver				2-11-225
PRINT		SIGNATURE		DATE



# ***The Nassau County School District***

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

Kathy K. Burns, Ed.D.  
Superintendent of Schools

(904) 491-9900  
Fax (904) 277-9042  
info@nassau.k12.fl.us

February 12, 2025

Lisa Purvis, MMC, Town Clerk  
Town of Hilliard  
PO Box 249  
Hilliard, FL 32046

SUBJECT: RESERVATION NOTIFICATION

Dear Ms. Purvis:

Pursuant to Section 9 of the Amended Interlocal Agreement for Public School Facility Planning, any developer submitting a development permit application with a residential component that is not exempt under Section 9.13 of the same agreement, is subject to school concurrency and must prepare and submit a School Impact Analysis to the local government, as applicable, for review by the School Board. The local government shall initiate the review by determining that the application is sufficient for processing. Upon determination of application sufficiency, the local government shall transmit the School Impact Analysis to the School Board representative for review.

Subsequent to the School Board review and notification to applicant, such concurrency reservation remains valid for a period of two years or until such time as the permitting documents remain valid. During this two year period, the applicant may obtain construction plan approval or a building permit, as applicable, for horizontal or vertical construction. Expiration, extension or modification of a residential development shall require a new review for adequate school capacity to be performed by the School Board.

In accordance with Section 9.9 of the Amended Interlocal Agreement for Public School Facility Planning, Reservation is hereby granted to:

Project Name: Holland Walk

PIN: 16-3N-24-0000-0021-0030

Number of Dwelling Units: 28 SF

***Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.***

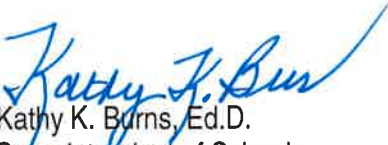
The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

Effective date of permitting documents: 02/12/2025

Expiration date of permitting documents: 02/12/2027

Reservation approval tracking number: 2025SCR0005

Sincerely,



Kathy K. Burns, Ed.D.  
Superintendent of Schools

cc: Ben Buchanan/ ben@intactcmg.com

***Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.***

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.



Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard  
15859 C.R. 108  
Hilliard, Florida 32046Re: Agent Authorization  
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

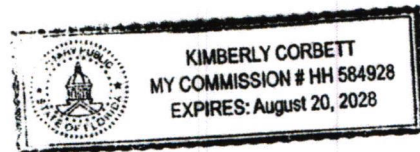
You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT  
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENTSTATE OF FLORIDA  
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30<sup>th</sup> day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Planning and Zoning Regular Meeting Meeting Date: March 04, 2025

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

SUBJECT: Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20250211.  
Parcel ID No. 08-3N-24-2380-0075-0020  
Property Owner - Sherry Downs.

---

#### **BACKGROUND:**

Ms. Downs purchased this property in August 2024. Starting November 2024, Ms. Downs pulled renovation permits (plumbing, electrical, roof, doors, windows) to renovate the single-family home on the parcel. The dwelling unit has a water meter but is not connected to the town sewer system. In February 2025, an application to split the lot was submitted. The proposed lot split will separate the existing Dwelling unit from the existing driveway/culvert. A Development investigation was last completed on the proposed vacant parcel in summer of 2023. An updated development investigation will be required prior to any development on the new parcel.

The property in question is in an R-3 zoning district with the following requirements:  
62-285 (b)(1) minimum lot width: 70 feet,  
(b)(2) Minimum lot area: 7,000 sq ft,  
(d)yard requirements (1) Front:25 feet (2) Side:12.5 feet (3) Rear:30 feet

The proposed lot meets the R-3 requirements.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

It is my recommendation that the Planning and Zoning board recommend to the Town Council the approval of the lot split as proposed.

With the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town with evidence of the recordation.
2. The applicant shall obtain a real estate parcel number for the newly created parcel from the Property Appraiser and provide the real estate parcel number to the Town.
3. A new driveway/culvert permit be pulled and a new driveway be constructed to serve the dwelling unit on the parcel.



# Town of Hilliard Lot Split/Reconfiguration Application

(Applicable for creating no more than 2 lots from 1 lot)

## FOR OFFICE USE ONLY

File # 20250211

Application Fee: \$100. ck #8355

Filing Date: 02/11/25 Acceptance Date: \_\_\_\_\_

LM

ITEM-3

### A. PROJECT

1. Project Name: W. 5th Street
2. Address of Subject Property: 37382 W FIFTH ST
3. Parcel ID Number(s): 08-3N-24-2380-0075-0020
4. Existing Use of Property: R3 Medium density
5. Zoning Designation: R3 Medium density
6. Future Land Use Map Designation: \_\_\_\_\_
7. Acreage of Parcel: 1.01 Acre

### B. Owner

1. Name of Owner(s) or Contact Person(s): Sherry Downs Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 54819 Honeysuckle Ln  
City: Callahan State: Florida ZIP: 32011  
Telephone: (904) 444-0288 FAX: ( ) E-mail: SherryDowns84@icloud.com

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

### C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Legal description with tax parcel number.
2. Survey of Existing Property, including all structures and driveways
3. Survey of Proposed Lot Split
4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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:

Sherry Downs  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Sherry Downs  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

10-21-2024  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

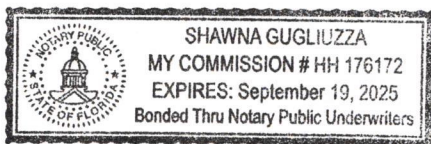
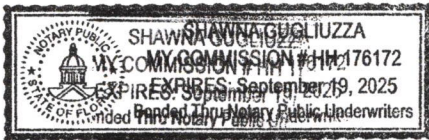
The foregoing application is acknowledged before me this 21st day of October, 2024 by Sherry

Downs, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

Shawna Gugliuzza

Signature of Notary Public, State of Florida







**KEVIN J. LILLY**  
ASA, CFA  
 Nassau County Property Appraiser  
*Consistent, Fair, Efficient*

## Parcel 08-3N-24-2380-0075-0020

### Owners

DOWNS SHERRY  
 54189 HONEYSUCKLE LN  
 CALLAHAN, FL 32011

### Parcel Summary

Situs Address	37382 W FIFTH ST
Use Code	0100: SINGLE FAMILY
Tax District	3: Hilliard
Acreage	.0000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE

### Short Legal

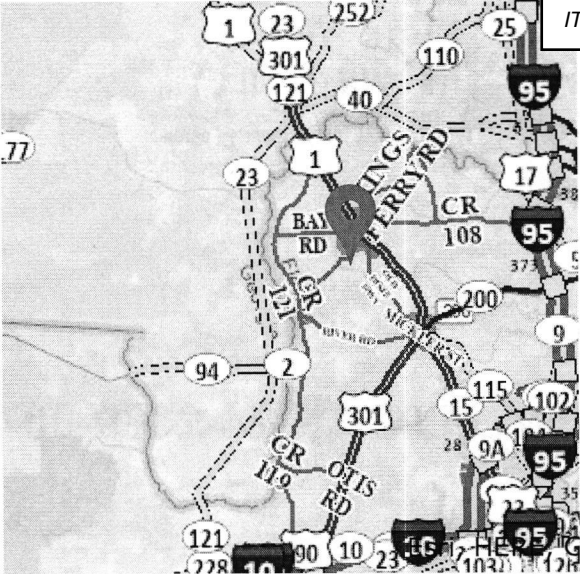
BLOCK 75 LOT 2  
 TOWN OF HILLIARD

### Certified Values

STANDARD	2024
Land Value	\$63,000
(+) Improved Value	\$101,008
(=) Market Value	\$164,008
(-) Agricultural Classification	\$0
(=) Assessed Value	\$156,291
(=) County Taxable Value	\$156,291







Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership
WD 2741/415	2024-08-28	U	Improved	\$100	Grantor: HIGGINBOTHAM WAYNE & LAURI Grantee: DOWNS SHERRY
SW 2256/1367	2019-02-21	U	Improved	\$52,500	Grantor: FIRST COAST INC Grantee: HIGGINBOTHAM WAYNE & LAURI
TX 2016/0971	2015-12-02	U	Improved	\$40,000	Grantor: TAX COLLECTOR Grantee: FIRST COAST INC

Buildings

Building # 1, Section # 1, 96886, RESIDENTIAL

Heated Sq Ft	Year Built	Value
1068	1977	\$96,379

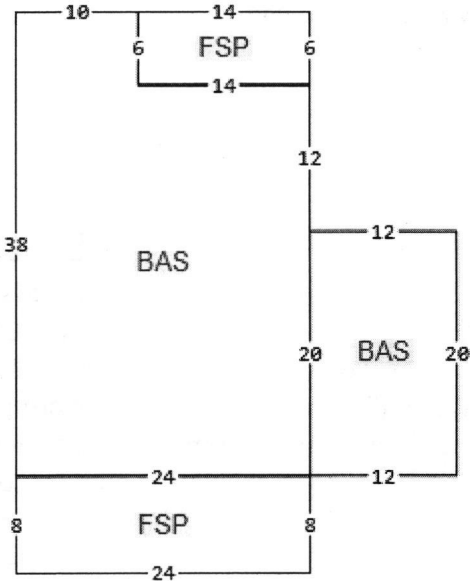
Structural Elements

Type	Description	Code	Details
EW	Exterior Wall	05	AVERAGE
RS	Roof Structure	03	GABLE/HIP
RC	Roof Cover	03	COMP SHNGL
IW	Interior Wall	04	PLYWOOD
IW	Interior Wall	05	DRYWALL
IF	Interior Flooring	09	PINE WOOD
AC	Air Conditioning	03	CENTRAL

Type	Description	Code	Details
HT	Heating Type	04	AIR DUCTED
BDR	Bedrooms	2.00	
BTH	Bathrooms	1.00	
FR	Frame	02	WOOD FRAME
STR	Stories	1.	1.
BUD8	BUD8 Adjustment	03	DIST HI

Subareas

Type	Gross Area	Percent of Base	Adjusted Area
BAS	828	100%	828
BAS	240	100%	240
FSP	84	40%	34
FSP	192	40%	77



Extra Features

Code	Description	Length	Width	Units	Unit Price	AYB	% Good Condition	Final Value
0825	BRICK	9	9	81.00	\$12.50	2002	94%	\$952
0811	CONCRETE B			791.00	\$5.20	2002	80%	\$3,291

Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
000100	RES	R-3	210.00	210.00	210.00	\$300.00/FF	0.00	1.00	\$63,000

Personal Property

None

TRIM Notices

2024  
2023  
2022

Property Record Cards

2024  
2023

ITEM-3

## Disclaimer

The Nassau County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected.

## Contact Info

96135 Nassau Place, Suite #4  
Yulee, FL 32097  
Phone: (904) 491-7300  
Email: [info@ncpafl.com](mailto:info@ncpafl.com)  
Website: <https://www.ncpafl.com/>

## About us

The Nassau County Property Appraiser's Office is charged by the Florida Constitution and Florida Statutes to identify, locate, and fairly value all property, real and personal, in Nassau County. In performing our duties, it is the commitment of this office to execute our responsibilities in a fair and equitable manner. Our goal is to always provide accurate information and courteous, professional service to all who request or need assistance. We have continued to improve efficiency by cutting waste, cross training staff, and embracing technology.

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# MAP OF BOUNDARY SURV ITEM-3

## LEGAL DESCRIPTION

LOT 2, BLOCK 75, TOWN OF HILLIARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



## SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 70°00'00" W for the Northerly right of way of West Fifth Street. (Assumed).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12088000135F, Dated 12-17-2010.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed:  
Surveyed Accuracy: 1 foot in 19782 feet  
Commercial / High Risk Linear Accuracy: 1 foot in 10000 feet  
SOP Rule 5J-17.05(3) (B) (15) b.ii
- 10) All interior lot angles are 90° per plat.

ADDRESS: 37382 WEST FIFTH STREET, HILLIARD, FLORIDA, 320496

## LEGEND

—E—E— = AERIAL UTILITY WIRES	CONC. = CONCRETE	MEAS. = MEASURED	⊕ = STORM MANHOLE
A/C = AIR CONDITIONER	CONC. FLATWORK	N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM	⊕ = TELEPHONE PEDESTAL
AKA = ALSO KNOWN AS	CMP = CORRUGATED METAL PIPE	O.R.S. = OFFICIAL RECORD BOOK	—O— = WOOD FENCE
B.R.L. = BUILDING RESTRICTION LINE	E = ELECTRICITY METER	P.I.N. = PARCEL IDENTIFICATION NUMBER	—O— = WOOD POWER POLE
TV = CABLE TELEVISION PEDESTAL	ELEV. = ELEVATION	P.O.B. = POINT OF BEGINNING	⊕ = WATER METER
Δ = CENTRAL ANGLE	F.F. = FINISHED FLOOR	P.O.C. = POINT OF COMMENCEMENT	⊕ = WELL
—+—+— = CHAIN LINK FENCE	R = RADIUS	RCP = REINFORCED CONCRETE PIPE	
CB = CHORD BEARING	RCP = REINFORCED CONCRETE PIPE	R/V = RIGHT-OF-WAY	
CD = CHORD DISTANCE	R/V = RIGHT-OF-WAY	S = SEWER CLEANOUT	
	L = ARC LENGTH	S = SEWER MANHOLE	
	⊕ = ARC POINT		
	⊕ = LIGHT POLE		

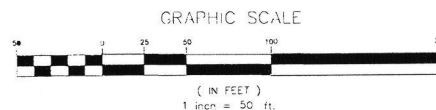
THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY:   
ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE NO. 5712

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC  
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
(904) 261-0128 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 6359

REVISED 02/13/2025 TO SHOW ORIGINAL PARCEL  
REVISED 12/02/2024 TO SHOW HOUSE LOCATION



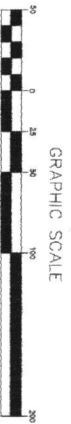
SCALE: 1" = 50'  
DATE: 10-25-24  
DRN BY: WAG  
CHK BY: AEG  
JOB NO. 22-80





### SURVEYOR'S LEGAL DESCRIPTION

**LESS AND EXCEPT** THE EASTERLY 70.00 FEET OF THE SOUTHERLY 105.00 FEET OF LOT 2, BLOCK 75, TOWN OF HILLARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



**CLASS LAND SURVEYING, LLC**  
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
(904) 261-0128 • CELL (904) 370-0318  
LICENSE BUSINESS NO. 18 6710

[illegible]

SCALE 1" = 50'  
DATE: 10-24-20

CLASS LAND SURVEYING, LLC  
COURT, FERNANDINA BEACH, FLORIDA 32034  
1-0128 - CELL (904) 370-0318  
BUSINESS NO. 18  
JOB NO. 67-5  
F.B. NO. WAG  
PAGE NO. 1

PARCEL NUMBER: 08-3N-24-2380-0075-0020

WHEN RECORDED RETURN TO:

Sherry Downs  
54189 HONEYSUCKLE LN  
Callahan, Florida, 32011

WARRANTY DEED

THE GRANTOR(S),

Wayne Higginbotham and Lauri Higginbotham, a married couple, of 45209 OAK TRAIL,  
CALLAHAN, FL County, Florida 32011-7629

for and in consideration of: \$ 10.00 grants, bargains, sells, conveys and warranties to the GRANTEE(S):  
-Sherry Downs, 54189 HONEYSUCKLE LN, Callahan, Nassau County, Florida, 32011,  
the following described real estate, situated in Hilliard, in the County of Nassau, State of Florida:

Legal Description:

Property has the Nassau County Tax PARCEL ID # of: 08-3N-24- 2380-0075-0020, and a Postal Address of 37382 5th St.  
W., Hilliard, Florida 32046, with a Short Legal of: BLOCK 75 LOT 2 IN OR 2016/971 TOWN OF HILLIARD, in the Official  
Records book of the Clerk of Court, Nassau County Florida.

Subject to existing Taxes, assessments, liens, encumbrances, covenants, conditions, restrictions, rights of way and  
casements of record the grantor hereby covenants with the Grantee(s) that Grantor is lawfully seized in fee simple of the  
above granted premises and has good right to sell and convey the same; and that Grantor, his heirs, executors and  
administrators shall warrant and defend the title unto the Grantee, his heirs and assigns against all lawful claims  
whatsoever.

Tax Parcel Number: 08-3N-24-2380-0075-0020

Grantor Signatures: [Signature]

DATED: 8/28/2024

Wayne Higginbotham

45209 OAK TRAIL

CALLAHAN, Florida

32011

Grantor Signatures: [Signature]

DATED: 8/28/2024

Lauri Higginbotham

45209 OAK TRAIL

CALLAHAN, Florida

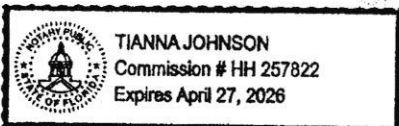
32011

STATE OF FLORIDA, COUNTY OF NASSAU, ss:

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐

online notarization, this 28 day of August, 2024 by Wayne Higginbotham, \_\_\_\_\_ and  
Lauri Higginbotham, \_\_\_\_\_ who are personally known to me or who have produced  
FLDL as identification.

(SEAL)



Sign Name: [Signature]

Notary Public

Print Name: Tianna Johnson

Witness Signatures Witness: [Signature]

Address: 542277 us Hwy 1

Callahan, FL 32011

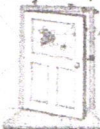

JOS HUN COOPER

Witness: [Signature]

Address: 542277 us Hwy 1

Callahan, FL 32011

Chelle Mellecker

	<b>Access America, LLC</b> Larry Hogan MGR 54215 Jamie Dr Callahan, FL 32011 904-444-8287	8355 68-7497/2560
Pay to the order of	2/11 2025 Town of Hilliard One hundred dollars & NO/100	\$ 100.00
	Navy Federal Credit Union	Dollars
For	Lot Split 5th Street 	As for me and my house we will serve the Lord.
© Promise Checks • 1-800-977-8647 • 120 My House		

TOWN OF HILLIARD  
904-845-3555

EC#: 00184002 2/11/2025 9:26 AM  
 PER: KM TERM: 001  
 EF#: 8355  
 AID BY:

TRAN: 104.0000 ZONING REVENUE  
 LOT SPLIT-DOWNS, SHERRY  
 ZONING REVENUE 100.00CR

TENDERED: 100.00 CHECK  
 APPLIED: 100.00-

CHANGE: 0.00

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

## MINUTES

**TUESDAY, FEBRUARY 04, 2025, 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  
Planning and Zoning Board Member Charles A. Reed  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

## ABSENT

Vice Chair Harold "Skip" Frey

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning and Zoning Board approval of the Minutes from January 7, 2025, Public Hearing and Regular Meeting.

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

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

## **ADDITIONAL COMMENTS**

**PUBLIC, CHAIR -To call on members of the audience wishing to address the Board on matters not on the Agenda.**

No Public Wish to Make Comment.

## **BOARD MEMBERS**

**Josetta Lawson-** Thank you for the gift at the 1.7.2025 meeting. Her and her husband will attend the Town Council Meeting on 2.6.2025.

**Wendy Prather-** Offers an apology for the miscommunication at the last meeting regarding the NCSB information that was shared.

## **LAND USE ADMINISTRATOR**

**Lee Anne Wollitz-** Shares information regarding the Town council meeting on 2.6.2025.

## **PLANNING AND ZONING ATTORNEY**

No comments from the legal team.

## **ADJOURNMENT**

Motion to adjourn at 7:05pm.

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

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

Approved this 4<sup>th</sup> day of March 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Wendy Prather, Chair  
Hilliard Planning & Zoning Board