

# 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

Harold "Skip" Frey, Chair  
Wendy Prather, 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

Mary Norberg

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## AGENDA

**TUESDAY, SEPTEMBER 12, 2023, 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

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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Planning and Zoning Board recommendation to Town Council, allow Vacation of Right of Way for Block 159 to move to Final Application. Application No. 20230731 Block 159 Alley, Property Owner – Sylvester Helhoski Parcel ID No. 08-3N-24-2380-0159-0010.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-3** Planning and Zoning Board Approval of Site Plan Application No. 20230828. Property Owner – Roasted Rooster Coffee Company Parcel ID No. 16-3N-24-2380-0010-0034  
***Lee Anne Wollitz - Land Use Administrator***

**ITEM-4**

Minutes

**ADDITIONAL COMMENTS**

**PUBLIC**

**BOARD MEMBERS**

**LAND USE ADMINISTRATOR**

**PLANNING AND ZONING ATTORNEY**

**ADJOURNMENT**

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

**TOWN COUNCIL MEETINGS**

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

**PLANNING & ZONING BOARD MEETINGS**

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

**MINUTES & TRANSCRIPTS**

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

**TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access 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.

## **2023 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 16, 2023    |
| 2. Memorial Day                  | Monday, May 29, 2023        |
| 3. Independence Day Monday       | Tuesday, July 4, 2023       |
| 4. Labor Day                     | Monday, September 4, 2023   |
| 5. Veterans Day                  | Friday, November 10, 2023   |
| 6. Thanksgiving Day              | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023   |
| 8. Christmas Eve                 | Monday, December 25, 2023   |
| 9. Christmas Day                 | Tuesday, December 26, 2023  |
| 10. New Year's Eve               | Monday, January 1, 2023     |
| 11. New Year's Day               | Tuesday, January 2, 2024    |



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Meeting Meeting Date: Sept. 12, 2023

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

SUBJECT: Planning and Zoning Board recommendation to Town Council, allow Vacation of Right of Way for Block 159 to move to Final Application. Application No. 20230731  
Block 159 Alley, Property Owner – Sylvester Helhoski  
Parcel ID No. 08-3N-24-2380-0159-0010.

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#### **BACKGROUND:**

In July 2023, the owner of the Dwelling unit located at 27455 W 2<sup>nd</sup> Ave., filed a Pre-application for Vacation of Right of Way for the Town Alley located within block 159.

The Alley is 25 feet wide and 300 feet long.

The applicant's dwelling unit as well as an accessory structure are encroaching into the Alley.

The fence of the applicant extends through the alley and on to private property.

The applicant has a desire to correct the encroachment of the structures with the Town's vacation of the alley and then relocate the fence to the correct its encroachment.

The applicant owns property of both sides of the Alley. With parcel IDs 08-3N-24-2380-0159-0010 and 08-3N-24-2380-0159-0230.

All property owners on the block were notified by the applicant via the required letter. There is a list in the agenda packet.

Research that included the Land Use Administrator and Code Enforcement resulted in finding several encroachments and nonconformities. There is a list and photos in the agenda packet.

Research by the Public Works Department found no public utilities within the alley.

On September 12, 2023, at 6pm, a joint workshop was held to discuss the pre-application and its information, all property owners for the block were invited via letter mailed from Town Hall.

#### **FINANCIAL IMPACT:**

None. All cost will be paid by the Applicant.

#### **RECOMMENDATION:**

The Planning and Zoning Board recommend to Town Council to allow Vacation of Right of Way for the vacation of Block 159 alley to move to Final Application.



# Town of Hilliard

## Pre-Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

**FOR OFFICE USE ONLY**

File # 20230731

Application Fee: \$200

Filing Date: 7/31/23 Acceptance Date: \_\_\_\_\_

### A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: \_\_\_\_\_
2. Legal Description: Block 159 of Hilliard township mid Alley
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0159-0010  
08-3N-24-2380-0159-0230
4. Acreage of closure, abandonment, or vacation: 25 x 125

### B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent

2. Name of Applicant(s) or Contact Person(s): Sylvester V Melhoski Sr Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: 27455 W 2nd Ave

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 945-0040 FAX: ( ) e-mail: ANNE.1369@AOL.COM

3. If the applicant is agent for the property owner\*:

Name of Owner (title holder): \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: ( ) FAX: ( ) e-mail: \_\_\_\_\_

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

C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT

1. Reason for Request: own both sides of alley  
and would like to fence all

2. How was the street / alley / easement / right-of-way established? \_\_\_\_\_

Subdivision Plat Book No: \_\_\_\_\_ Page No. \_\_\_\_\_

Plat Name: \_\_\_\_\_

Official Records Book No: \_\_\_\_\_ Page No. \_\_\_\_\_

Other: \_\_\_\_\_

3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:

close portion that touches my property

4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. not that we are aware of

5. What is the Purpose of the Easement?

Drainage

Utility

All Utilities

Others – please specify unknown by applicant

6. What are the dimensions of the Easement? 25 x 300

7. Is there an existing encroachment? yes, garage + fence

Building

Pool

Other

8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.

yes, garage

9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.

no

D. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Legal description
- 2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
- 3. List of abutting property owners (with addresses).
- 4. Acknowledgement Letter(s) from each abutting property owner.
- 5. Location Map clearly identifying the location of the proposed closure. ([nassauflpa.com](http://nassauflpa.com))

E. FEES

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

**All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

**The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.**

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

Sylvester V. Helhoski SR  
Signature of Applicant

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

Sylvester V. Helhoski SR  
Typed or printed name and title of applicant

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

7/31/23  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 31<sup>st</sup> day of July, 2023.

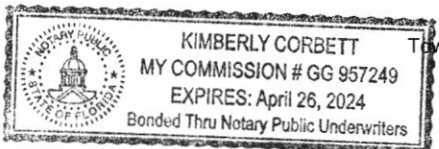
by Sylvester Helhoski, who is/are personally known to me, or who has/have produced

Drivers License as identification.

NOTARY SEAL

Kimberly Corbett  
Signature of Notary Public, State of Florida

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023  
Name: CCRC Woodlands LTD  
Address: 5287 New Kings Road  
Jax FL 32209  
RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE  
Block 159 Alleyway

Dear Mr/Ms CCRC Woodlands

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester V Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely, Sylvester Helhoski Sr.

self addressed stamped envelope included

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign): [Signature]

(Print Name): John T. Cassioy, Sr.



Abutting Property Owner Acknowledgement Template

DATE:

6-13-2023

Name:

Jimmy & Christina Fratlick III

Address:

27434 W 2nd Avenue.

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms

Jimmy & Christina Fratlick III

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester V Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely,

Sylvester Helhoski Sr.self addressed stamped envelope enclosed.

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign):

Christina Fratlick III

(Print Name):

Christina & Jimmy Fratlick

Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023

Name: Jessie C Rhoden

Address: 27417 W. 2<sup>nd</sup> Ave  
Hilliard FL 32046

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms Jessie Rhoden

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at

Sylvester Helhoski Sr. 27455 W 2<sup>nd</sup> Ave - Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely, Sylvester Helhoski Sr.

self addressed stamped envelope enclosed

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign): Mrs. Jessie C. Rhoden

(Print Name): Mrs. Jessie C. Rhoden

June 15, 23

Dear Mr Holhostki

In response to your request I received in the mail today . . .

In a few days I will be seeing my personal attorney. This request will be mentioned at our meeting.

I will respond after considering the attorney's advice and my decisions

Thank you  
Sarah Perry -

copy

July 7, 2023

ITEM-2

To; Sylvester Helhoski

From Sarah Perry

Date. July 7, 2023

cc Leeann Wallitz - Town of Hillside,

~~Copy Sent to  
City Hall~~

Be let known and understood

I will not consent to MR Helhoski's request of 6-13-23 to close a right-of-way commonly known as Block 159 abutting my property (He wants it for fencing his property)

This request is denied and I hope no other communication concerning this issue will be necessary

Thank you.

Sarah Perry

July 7, 2023

P.S. I will not agree to close of this section Block 159 for any reason

sent 1<sup>st</sup> request  
no reply received

6/13

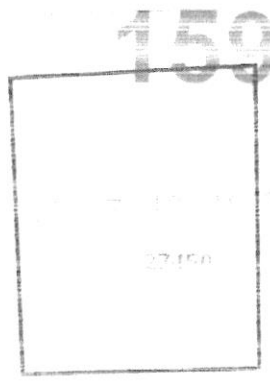
sent 2<sup>nd</sup> request 7/31/23

Goodwin



158

MISSOURI ST



OHIO ST

1 Results

- GIS Report
- Address Details
- Find Adjoining Parcels
- TRIM Notice
- Elevations Certificate

Parcel ID:

08-3N-24-2380-0159-0160  
(../NassauDetails/ParcelSearchResults.html?PIN=08-3N-24-2380-0159-0160)

Calculated Acreage:

0.29

Deed Acreage:

0

Property Use

STORES, 1

Ownership Information

Name

GOODWIN KATHERINE R &

Mailing Address

GOODWIN HAROLD A (W&H)  
87626 ROSES BLUFF ROAD



YU'KEE 32097

Block 159 Owners list 08/2023

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 32046

Physical address- 27417 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0130

Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

**TOWN OF HILLIARD**  
*A Florida Municipality*

August 18, 2023

RE: Pre-Application to Close, Abandon, or Vacate  
Street, Alley, Easement, or Right of Way  
Within Block 159 – 25' x 300' Alley

Dear Property Owner:

A pre-application has been filed to vacate the Town owned Alley within Block 159 of the Town of Hilliard. Block 159, is located between the following streets:

West First Avenue, Ohio Street, West Second Avenue, and Missouri Street.

All property owners owning lots within for Block 159 will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers  
15859 West County Road 108  
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, September 12, 2023, at 6:00 p.m.  
Planning & Zoning Board Meeting - Tuesday, September 12, 2023, at 7:00 p.m.  
Town Council Meeting – Thursday, September 21, 2023, at 7:00 p.m.

If the Town approves moving forward with the process to vacate the alley within Block 159, you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz  
Land Use Administrator

**P.O. Box 249**

**Hilliard, Florida 32046**

**(904) 845-3555**



Block 159- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

1. Mobile Home in R-2 District
2. Mobile Home encroachment onto Alley
3. Garage encroachment onto Alley
4. Fence encroachment onto Alley
5. Does not meet side yard setbacks.
6. Does not meet back yard setbacks.

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

1. 75-foot-wide lot in R-2 district
2. Does not meet front yard setback.
3. Does not meet side yard setback.
4. Does not meet Back yard setback.
5. Exceeds 30% coverage
6. Fence encroachment onto alley.

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 30246

Physical address- 27417 W. Second Ave. Hilliard FL 32046

1. Does not meet corner lot side setback.

Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

1. 50 foot wide, Vacant, no issues

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

1. 75-foot-wide lot, Vacant, Approved Variance for Dwelling Unit

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

1. Does not meet Side Setback, Zoned C-N

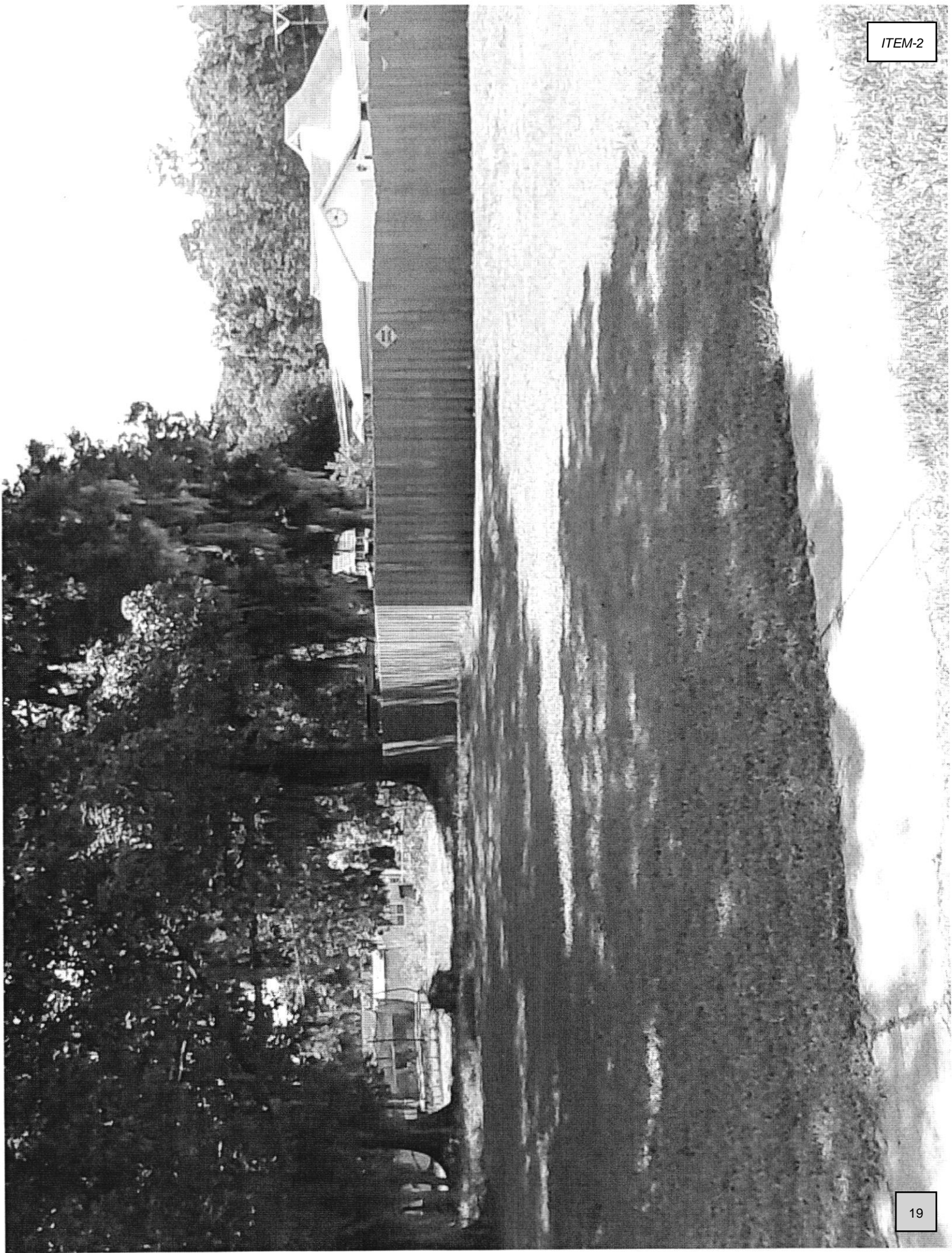
Parcel ID # 08-3N-24-2380-0159-0130

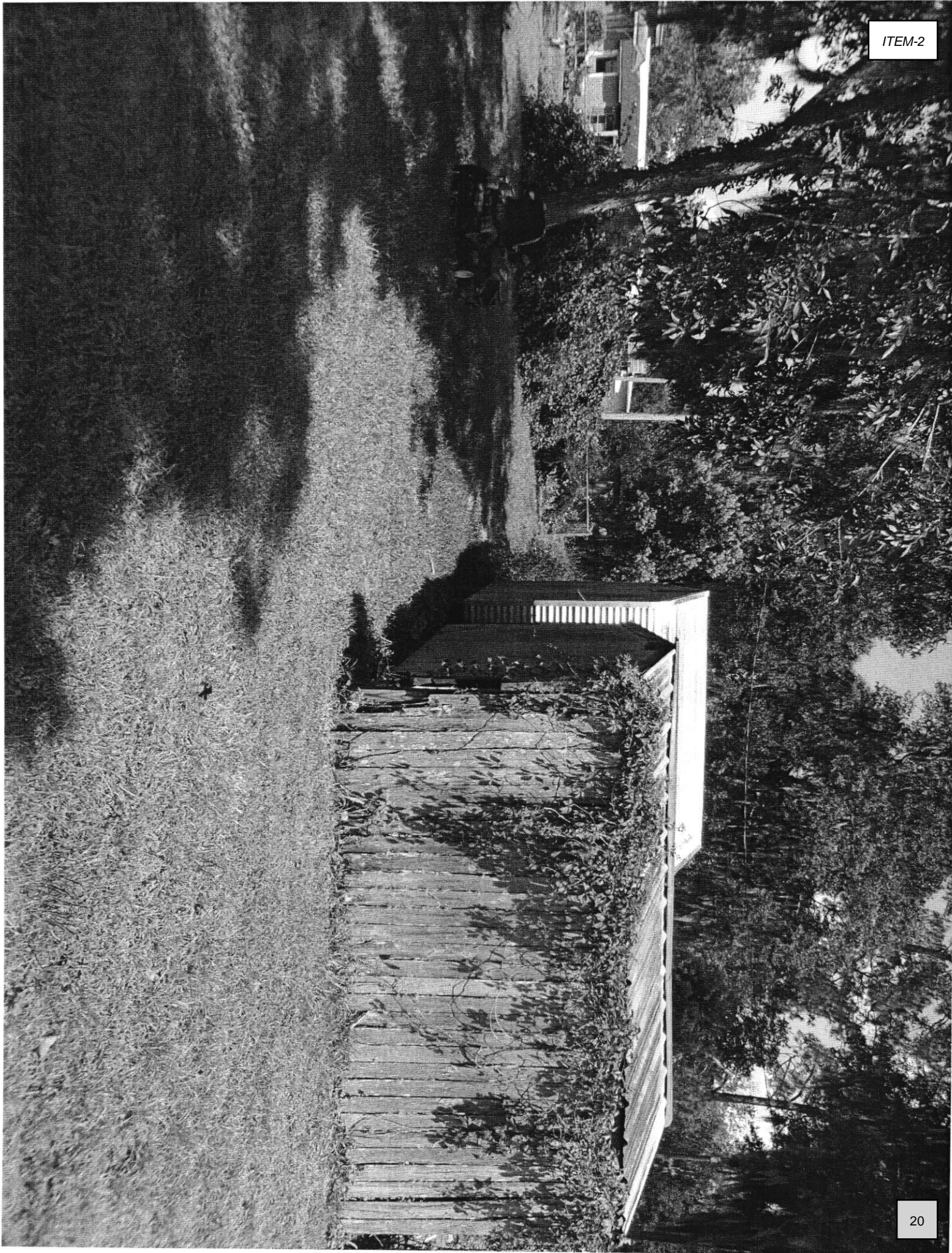
Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

1. Does not meet back setback
2. 75-foot-wide lot in R-2 District
3. Mobile home in R-2 District
4. Shed encroachment into Alley.





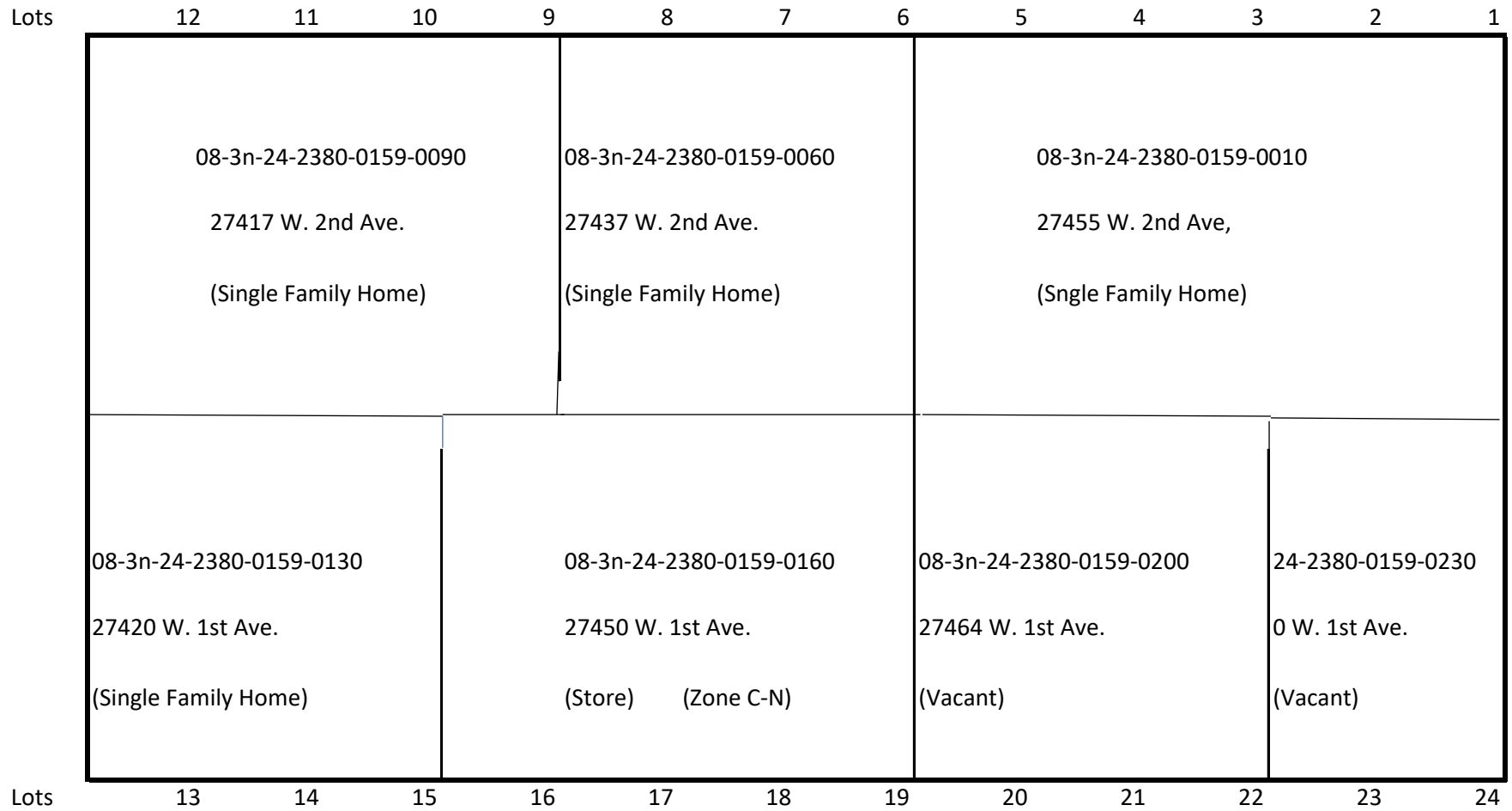
Block 159- existing parcel lines

Lots	12	11	10	9	8	7	6	5	4	3	2	1
	08-3n-24-2380-0159-0090 27417 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0060 27437 W. 2nd Ave. (Single Family Home)			08-3n-24-2380-0159-0010 27455 W. 2nd Ave, (Sngle Family Home)					

Town Alley

Lots	13	14	15	16	17	18	19	20	21	22	23	24
	08-3n-24-2380-0159-0130 27420 W. 1st Ave. (Single Family Home)			08-3n-24-2380-0159-0160 27450 W. 1st Ave. (Store)			08-3n-24-2380-0159-0200 27464 W. 1st Ave. (Vacant)				24-2380-0159-0230 0 W. 1st Ave. (vacant)	

Lot 159- Proposed Lot Lines







# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: Sept. 12, 2023

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

SUBJECT: Planning and Zoning Board Approval of Site Plan Application No. 20230828.  
 Property Owner – Roasted Rooster Coffee Company  
 Parcel ID No. 16-3N-24-2380-0010-0034

**BACKGROUND:**

Roasted Rooster has a desire to remodel a vacant commercial property within the Town. They have a desire to update the existing property by making changes to the inside of the building that would allow for a coffee shop.

This project involves two parcels that are contiguous. This is not new development within the building but is considered new development for the parking lot parcel.

Due to the change from vacant land to parking, Land Use Administrator, Lee Anne Wollitz asked for a site plan application to be filled.

Parcel ID 08-3N-24-2380-0010-0033, the location of the building, will hold the ADA parking spot and is where the business will take place. There is not room on this parcel for the required parking. Parcel ID 08-3N-24-2380-0010-0034, the location of the US 1 entrance, will hold the new parking lot as well as the dumpster.

The property is Zoned C-1, which would allow for this change.

The property has a FLUM designation of Commercial.

A Change of Use Application was submitted to Town Hall as part of a Local Business License Application. As part of that process, the Land Use Administrator, the Building Official and the Fire Marshall all are needed to evaluate and give report. At that time, it was discovered that parking needs are 9 spots total, one of them would need to meet ADA requirements.

The owner has complied with all requests of the Land Use Administrator.

St. Johns River Water Management District has exempted this project from needing a permit.

The Applicant plans to maintain a fence on two sides of the property.

The Applicant has submitted a parking agreement between the two parcels for the business use.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Planning and Zoning Board approval of application No. 20230828 with the following condition.

1. FDOT final approval of US1 entrance and its proposed changes.





Town of Hilliard
Site Plan Application

ITEM-3

FOR OFFICE USE ONLY

File # 20230828
Application Fee: \$200 pl. \$1000 Dep.
Filing Date: 8/28/23 Acceptance Date:

A. PROJECT

- 1. Project Name: Roasted rooster coffee company parking area
2. Address of Subject Property: 551690 US highway 1
3. Parcel ID Number(s): 08-3N-24-2380-0010-0034/08-3N-24-2380-0010-0033
4. Existing Use of Property: vacant lot/Existing commercial building
5. Future Land Use Map Designation:
6. Zoning Designation: Commercial
7. Acreage: .15

B. APPLICANT

- 1. Applicant's Status [X] Owner (title holder) [ ] Agent
2. Name of Applicant(s) or Contact Person(s): Heather Herz Title: Owner
Company (if applicable): Roasted rooster coffee company, LLC
Mailing address: 43380 Manas Creek Rd
City: Callahan State: FL ZIP: 32011
Telephone: (904) 521-8609 FAX: ( ) e-mail: roastedroostercoffeecompany@gmail.com
3. If the applicant is agent for the property owner\*:
Name of Owner (title holder):
Company (if applicable):
Mailing address:
City: State: ZIP:
Telephone: ( ) FAX: ( ) e-mail:

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

6. Fee.

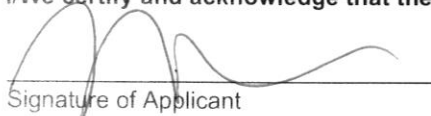
a. Based on size of site:

- i. For sites <10,000 s.f. - \$200
- ii. For sites >10,000 s.f.- \$1,000 + \$20 per acre

No application shall be accepted for processing until the required application fee is paid in full and a \$1,000 refundable deposit is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 6 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

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

Heather Merz owner  
\_\_\_\_\_  
Typed or printed name and title of applicant

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

6/30/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of Florida County of NASSAU

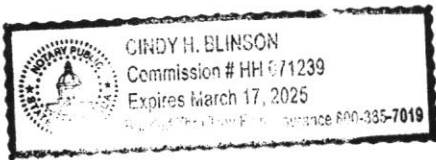
The foregoing application is acknowledged before me this 28 day of August, 2023 by \_\_\_\_\_

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

NOTARY SEAL

  
\_\_\_\_\_

Signature of Notary Public, State of Florida





Roasted Rooster Coffee Company, LLC

C/O Heather Merz

904-521-8609

June 30, 2023

Attention: Town Of Hilliard-C/O Lee Ann Wollitz

RE: 551690 US highway 1

To whom it may concern:

Roasted Rooster Coffee Company, LLC owns two adjoining parcels; (**08-3N-24-2380-0010-0033 and 08-3N-24-2380-0010-0034**). For as long as Roasted Rooster Coffee Company is doing business at location 551690 US Highway 1 in Hilliard, FL, Parcel ID: **08-3N-24-2380-0010-0034** will be the designated parking lot for the business.

Please feel free to contact me should you have any questions regarding this matter.

Heather Merz, Owner



# St. Johns River Water Management District

ITEM-3

Michael A. Register, P.E., Executive Director

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • www.sjrwmd.com

July 10, 2023

Heather Merz  
Roasted Rooster Coffee Company  
551690 US Highway 1  
Hilliard, FL 32046-8281  
Send email: roastedroostercoffeecompany@gmail.com

Re: Milling for empty lot - Roasted Rooster  
Permit Determination No.: 205279-1  
**(Please reference the PDEX number on all correspondence.)**

Dear Ms. Merz:

On July 6, 2023, the St. Johns River Water Management District (District) received your letter and plans, requesting a permit determination. The project involves the addition of 3,972 sf of asphalt millings on grass surface to serve as a stabilized parking area for the proposed project.

Based on the information provided, this project does not exceed any permitting thresholds pursuant to Chapter 62-330.020(2), Florida Administrative Code (F.A.C.). Therefore, a District permit is not required. Please be aware that this determination only applies to the District and does not relieve you from the permitting requirements of other agencies.

Thank you for your cooperation with the permitting and compliance process. If you have any questions, please contact the District at (904) 448-7913 or by email at [efrye@sjrwmd.com](mailto:efrye@sjrwmd.com).

Sincerely,

Everett Frye  
Supervising Professional Engineer  
Division of Regulatory Services

CC: Regulatory File

**GOVERNING BOARD**

Rob Bradley, CHAIR  
FLEMING ISLAND

Maryam H. Ghyabi-White, VICE CHAIR  
ORMOND BEACH

J. Chris Peterson, SECRETARY  
WINTER PARK

Ron Howse, TREASURER  
COCOA

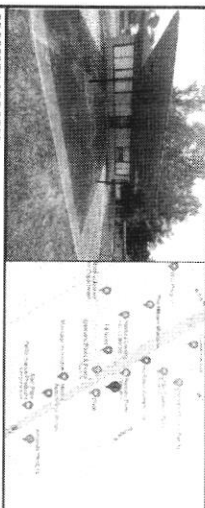
Ryan Atwood  
MOUNT DORA

Doug Bourmique  
VERO BEACH

Douglas Burnett  
ST AUGUSTINE

Cole Oliver  
MERRITT ISLAND

Janet Price  
FERNANDINA BEACH



**PROPERTY ADDRESS:**  
551690 US HIGHWAY 1, HILLIARD, FLORIDA 32046

**SURVEY NUMBER:** 2306-0728

**DATE SIGNED:** 06/19/23

**FIELD WORK DATE:** 6/17/2023

**REVISION DATE(S):**  
(REV1: 6/22/2023) (REV1: 6/19/2023)

**POINTS OF INTEREST:**  
NONE VISIBLE

**SURVEYORS CERTIFICATE**

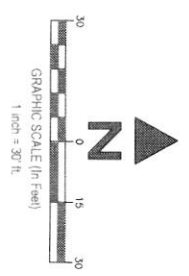
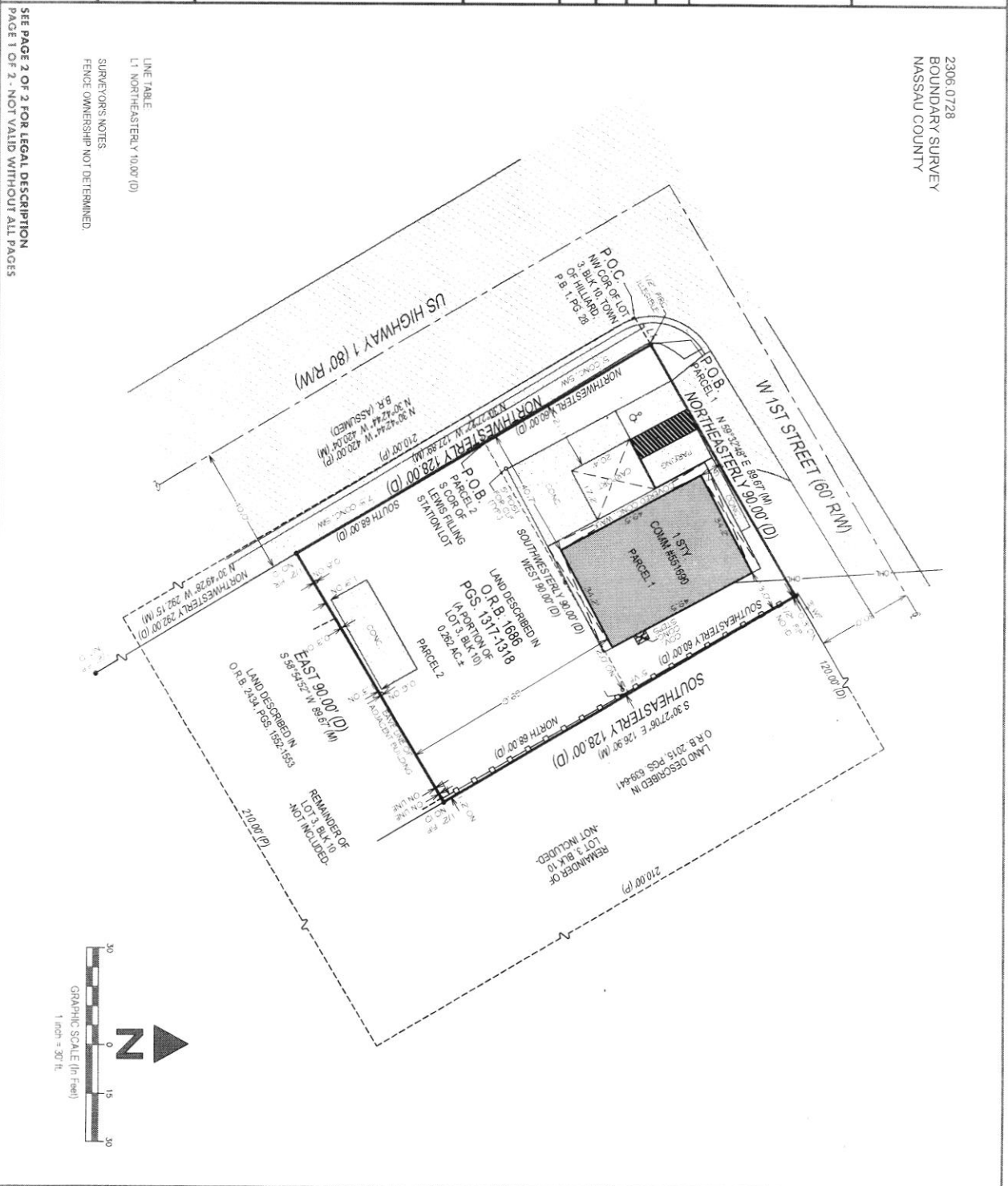
I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter SJ-15 050 through SJ-15 053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.

**RAYMOND J. SCHAEFER**  
State of Florida Professional Surveyor and Mapper  
License Number 6132  
Estate Land Surveyors, LLC (L&M 631)

**EXACTA**  
Estate Land Surveyors, LLC  
11 World Way, Hilliard, FL 32046  
P: 850.735.1916 | F: 850.744.2882

**Florida Land Title Association**  
**FLTA**  
AFFILIATE MEMBERS

2306-0728  
BOUNDARY SURVEY  
MASSAU COUNTY





A. Michael Hickox, CFA  
Cert. Res. RD1941

NASSAU COUNTY  
PROPERTY APPRAISER

ITEM-3

**PROPERTY INFORMATION**

**Parcel Number 08-3N-24-2380-0010-0034**

Owner Name ROASTED ROOSTER COFFEE COMPANY

Mailing Address 551690 US HWY 1

HILLIARD, FL 32046

Location Address 0 US HWY 1

HILLIARD 32046

Tax District 003 - HILLIARD

Millage 15.8365

Homestead No

Property Usage V C W/XFOB 001001

Deed Acres 0

Short Legal BLK 10 PT OF LOT 3 IN OR 2650/25 BEING PARCEL "2" TOWN OF HILLIARD PBK 1/28

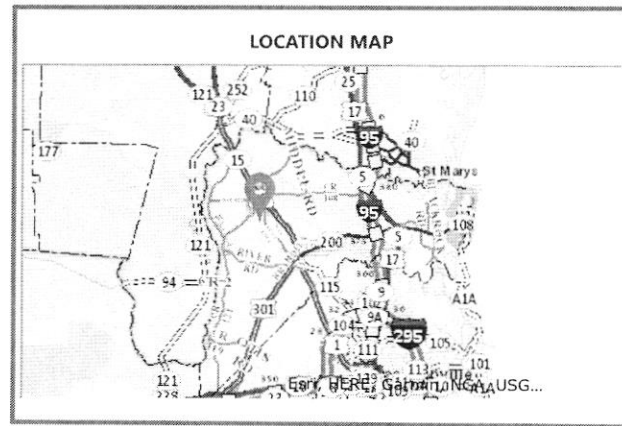
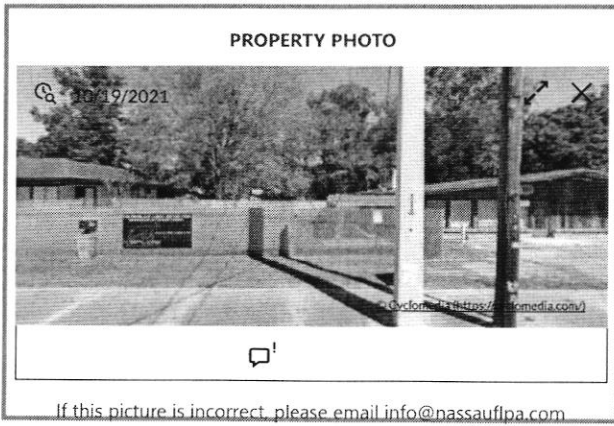
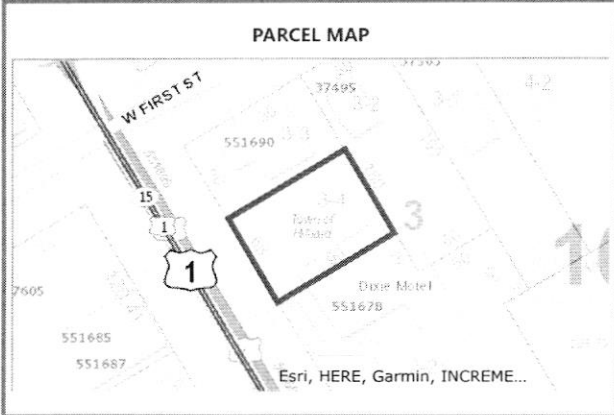
**2023 Preliminary Values**

Land Value	\$24,480
(+) Improved Value	\$7,949
<b>(=) Market Value</b>	<b>\$32,429</b>
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$15,230
<b>(=) Assessed Value</b>	<b>\$17,199</b>
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$32,429
(-) Non-School HX & Other Exempt Value	\$0
<b>(=) County Taxable Value</b>	<b>\$17,199</b>

Note: \*10% Cap does not apply to School Taxable Value

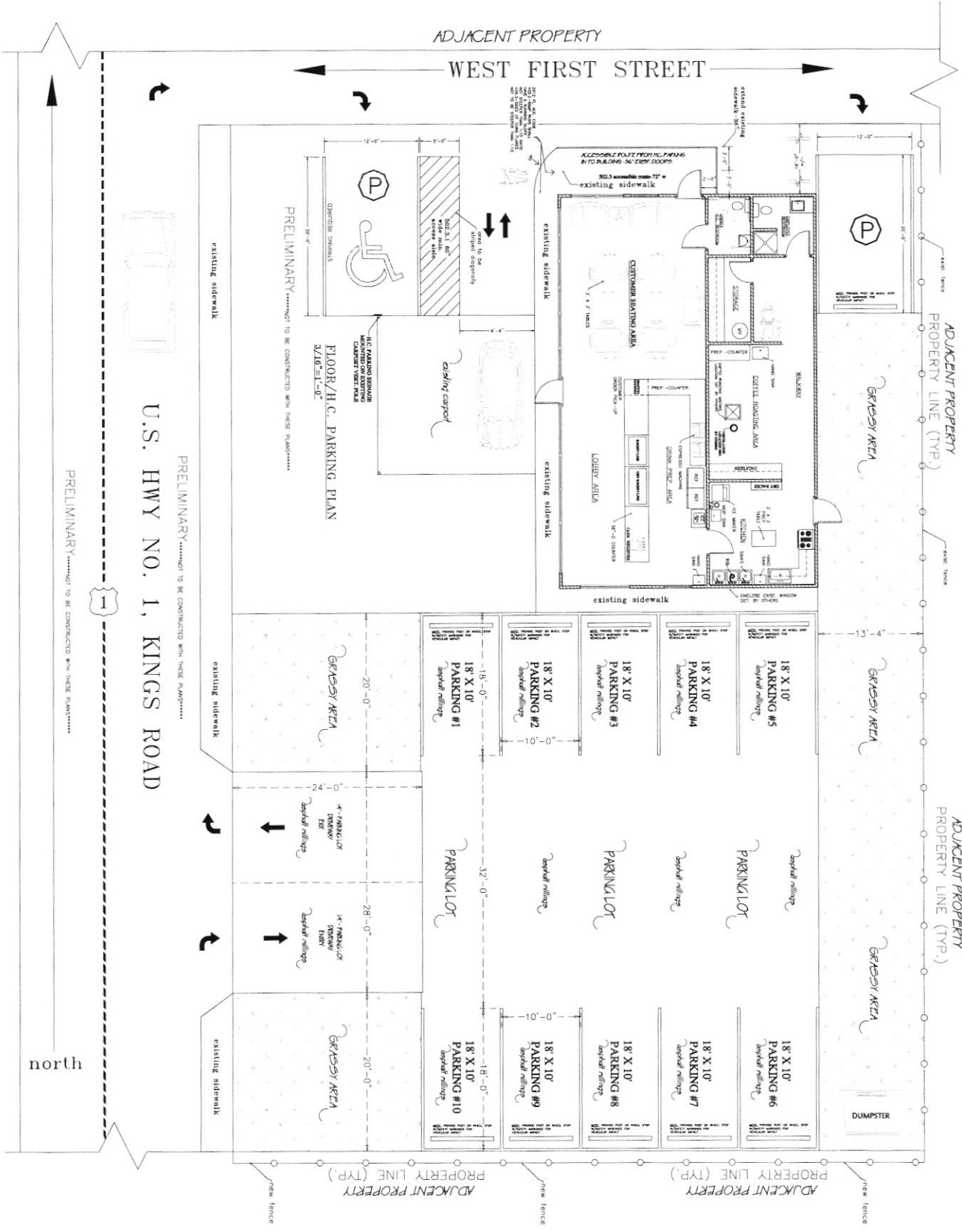
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- Envelope icon
- Calculator icon
- Document icon
- Dollar sign icon
- FAQ
- Briefcase icon
- APP

- Property Search
- Map This Parcel
- GIS Report
- Property Record Card
- Print Friendly Page



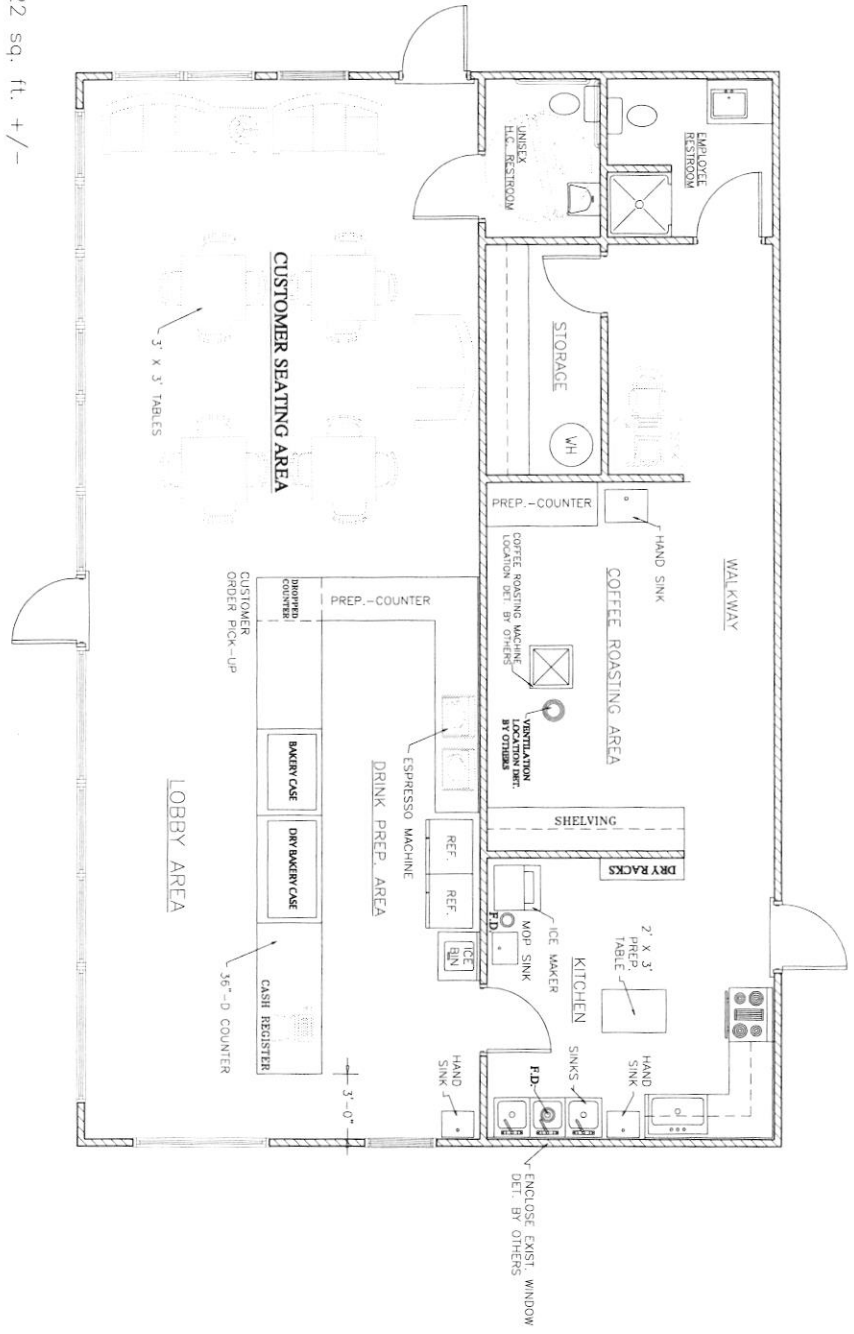
**BUILDING INFORMATION**

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built	Building Sketch
V C W/XFOB										



1622 sq. ft. +/-

FLOOR PLAN  
1/4" = 1'-0"



PRELIMINARY DRAWING. NOT FOR CONSTRUCTION. ALL DIMENSIONS SHOWN ARE APPROXIMATE.



**Prepared By and Return To:**  
Golden Dog Title & Trust  
1845 Town Center Blvd, Suite 200  
Fleming Island, FL 32003

Order No.: RF123-0294  
Property Appraiser's Parcel I.D. (folio) No.:  
08-3N-24-2380-0010-0033

**STATUTORY WARRANTY DEED  
(§ 689.02, F.S.)**

THIS INDENTURE, made this 22nd day of June, 2023 between **GERALD J. GUYNN AND DAPHNE M. GUYNN, HUSBAND AND WIFE**, whose post office address is **PO Box 1344, Hilliard, FL 32046** ("Grantor") and **ROASTED ROOSTER COFFEE COMPANY, LLC, A FLORIDA LIMITED LIABILITY COMPANY**, whose post office address is **551690 US Highway 1, Hilliard, FL 32046** ("Grantee").

WITNESSETH, That said Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00), and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **NASSAU** County, Florida, to wit:

Parcel 1

All that certain portion of Lot Three (3), Block Ten (10), of the Town of Hilliard, according to plat thereof recorded in Plat Book 1, page 28, of the public records of Nassau County, Florida, and described by metes and bounds as follows:

Commence at the Northwestern corner of said Lot Three (3), and running in a Northeasterly direction along the Northwestern boundary of said Lot Three (3), a distance of ten (10) feet to the point of beginning of the parcel of land hereby conveyed.

From said point of beginning thence continue along the Northwestern boundary of said Lot Three (3) in a Northeasterly direction a distance of ninety (90) feet; thence running in a Southeasterly direction and parallel to the Southwesterly boundary of said Lot Three (3), a distance of sixty (60) feet; thence running in a Southwesterly direction and parallel to the Northwestern boundary of said Lot Three (3), a distance of ninety (90) feet to the Northeasterly boundary of State Highway No. 16, also sometimes known as Kings Road or Dixie Highway, which said boundary has been recently established by the State Road Department of Florida; thence run in a Northwesternly direction along the Northeasterly boundary of the right of way of said State Highway No. 15, a distance of sixty (60) feet to the point of beginning; said parcel of land above described is intended to lie contiguous to the right of way of said State Highway No 15 and to be the Northwesternly corner of said Lot Three (3), Block Ten (10), of the Town of Hilliard, Florida.

and

Parcel 2

All that certain portion of Lot Three (3), Block Ten (10), of the Town of Hilliard, according to plat thereof recorded in Plat Book 1, page 28, of the public records of Nassau County, Florida, and described as follows:

Beginning at the south corner of the Lewis Filling Station Lot (also known as Parcel 1) and running south along Dixie Highway (also known as State Highway No. 15) a distance of 68 feet; thence east a distance of 90 feet; thence north a distance of 68 feet; thence west a distance of 90 feet to the Point of Beginning.

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

Grantor hereby certifies that the above described property is not his/her/their constitutional homestead as made and provided by the laws of the State of Florida, and is not now and never has been contiguous to Grantor's homestead.

"Grantor" and "Grantee" are used for singular or plural, as context requires.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

Signed, sealed and delivered in presence of:

[Signature]  
Witness Signature

Daphne M. Guynn  
Daphne M. Guynn

Kay Bryant  
Printed Name of First Witness

Beverly Hand  
Witness Signature

Beverly Hand  
Printed Name of Second Witness

STATE OF Florida

COUNTY OF NASSAU

The foregoing instrument was executed and acknowledged before me by means of  physical presence or  online notarization, this 21 day of June, 2023 by Daphne M. Guynn, who  is personally known to me or  has produced Florida Identification (type of identification) as identification. KT

Kylee Thompson  
Notary Public

(SEAL)

Printed Name: Kylee Thompson

Commission # GG 962574

My Commission Expires: 2/26/24



Signed, sealed and delivered in presence of:

[Signature]  
Witness Signature

[Signature]  
Gerald J. Gynn

Kory Bryant  
Printed Name of First Witness

[Signature]  
Witness Signature

Beverly Hand  
Printed Name of Second Witness

STATE OF Florida

COUNTY OF Nassau

The foregoing instrument was executed and acknowledged before me by means of  physical presence or  online notarization, this 21 day of June, 2023 by Gerald J. Gynn, who  is personally known to me or  has produced Florida ID (type of identification) as identification.

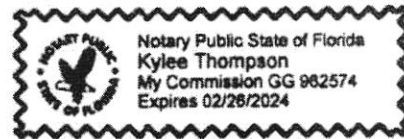
[Signature]  
Notary Public

(SEAL)

Printed Name: Kylee Thompson

Commission # GG 962574

My Commission Expires: 2/26/24



# 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**

Harold "Skip" Frey, Chair  
Wendy Prather, 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**

Mary Norberg

**MINUTES**

**TUESDAY, AUGUST 08, 2023, 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 Harold "Skip" Frey  
Vice Chair Wendy Prather  
Planning and Zoning Board Member Charles A. Reed  
Planning and Zoning Board Member Josetta Lawson

**ABSENT**  
Planning and Zoning Board Member Kevin Webb

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

No public wish to address the Board.

**REGULAR MEETING**

## ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning and Zoning Board Approval of Site Plan Application No. 20230720.1.  
 Property Owner – Carol Franklin  
 Parcel ID No. 16-3N-24-2320-0008-0030  
**Lee Anne Wollitz - Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads agenda item report.

**Wendy Prather, Vice Chair**, is excited to see the property updated. Also, asks about the planned entrance.

**Skip Frey, Chairman**, asks if zoning changes are needed. Also, ask about RV storage in the parking lot.

**Carrol Franklin, Developer**, answers concerns.

**Lee Anne Wollitz, Land Use Administrator**, answers that this is an allowable use in this district.

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

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

ITEM-3 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20230726. Property Owner – Todd Jones  
 Parcel ID No. 17-3N-24-0000-0001-0000  
**Lee Anne Wollitz - Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads agenda item report. Also, expresses need to be mindful of creek and neighbors.

**Todd Jones, Developer**, speaks on the size of the project.

**Wendy Prather, Vice Chair**, ask for clarity concerning Timber Deposit.

A motion is made to include the requirement from the Agenda Item Report. That a Tree Cutting Deposit of \$500 be help by the Town until the completion of work. Followed by an inspection of roadways by the Public works Department and the completion of any needed repairs.

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

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

ITEM-4 Planning and Zoning Board Approval of Minutes, Public Hearing and Regular Meeting 2023.07.11.

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

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No Public wish to address the Board.

### **BOARD MEMBERS**

No Board Members have additional comments.

### **LAND USE ADMINISTRATOR**

Land Use Administrator states a Joint Workshop is scheduled for Monday, August 14, 2023.

### **PLANNING AND ZONING ATTORNEY**

Planning and Zoning Attorney was not in attendance.

## **ADJOURNMENT**

Motion to adjourn at 7:18pm.

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

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

Approved this 12<sup>th</sup> day of September 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Skip Frey, Chair  
Hilliard Planning & Zoning Board