

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
Lee Anne Wollitz, Board Member

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

AGENDA

TUESDAY, DECEMBER 13, 2022, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARINGS

ITEM-1

Planning and Zoning Board approval to grant Variance No. 20220927-10 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0040, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication

Open Public Hearing

Call for Public Comment

Close Public Hearing on Variance No. 20220927-10

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-10.

ITEM-2

Planning and Zoning Board approval to grant Variance No. 20220927-11 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0010, for Christopher Goodin/Coastland Land Group, LLC,

applicant and CCRC Woodlands, property owner.
Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Variance No. 20220927-11

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-11.

ITEM-3

Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0160, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.
Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Variance No. 20220927-12

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-12.

ITEM-4

Planning and Zoning Board approval to grant Variance No. 20220927-13 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0130, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.
Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Variance No. 20220927-13

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-13.

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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

ITEM-6

Planning and Zoning Board to approve the Withdrawal of the Appeal No. 20220809, for Parcel ID No. 17-3N-24-2020-0040-0080, submitted by Ms. Tobi Welbourne, applicant for Brian Frederick, property owner.
Janis Fleet, AICP - Land Use Administrator

- ITEM-7** Planning and Zoning Board Recommendation for the Lot Split Application
#20220915
Property Owner - Taylor Built Homes, Inc.
Parcel ID No. 09-3N-24-0000-0018-0000
Janis Fleet, AICP - Land Use Administrator
- ITEM-8** Planning and Zoning Board Recommendation for the Lot Split Application
#20221129
Property Owner - Cynthia Hicks
Parcel ID No. 08-3N-24-2380-0020-0010
Janis Fleet, AICP - Land Use Administrator
- ITEM-9** Planning and Zoning Board approval of the Minutes from the November 8, 2022,
Public Hearing and Regular Meeting.

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.

Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Public Hearing & Meeting Date: December 13, 2022
Regular Meeting

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

SUBJECT: Planning and Zoning Board approval to grant Variance No. 20220927-10 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0040, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

BACKGROUND: Mr. Christopher Goodin of Coastland Group, LLC agent for CCRC Woodlands, LTD., has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet. The property Tax ID is 08-3N-24-2380-0165-0040, and is described as Block 165, Lots 4 through 6, located on County Road 108 between Wisconsin Street and Michigan Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

The property on the west of the subject property is developed. East of the subject property, there are three vacant lots owned by the same property as the subject property.

Attached is the analysis of the requested variance.

A Public Hearing on the variance was held on November 8, 2022. At the end of the public hearing, the applicant requested the application be deferred to the December 13, 2022, Planning and Zoning Board meeting. The Planning and Zoning Board voted to defer action to the December 13, 2022, Planning and Zoning Board meeting. On December 1, 2022, the applicant requested a deferral to the January meeting.

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

RECOMMENDATION

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs will allow the reduction in the lot. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0165-0040 does not meets the requirements of Section 62-183.



AGENDA ITEM REPORT

STAFF REPORT AND RECOMMENDATIONS FOR VARIANCE 20220927-10

1. Owner / Applicant Information:
Applicant – Christopher Goodin
Coastland Group
200 First Street
Neptune Beach, Florida 32266

Owner – CCRC Woodland, LTD.
4223 Lakeside Drive
Jacksonville, Florida 32210
2. Property Information
Parcel ID: #08-3N-24-2380-0165-0040
Location: County Road 108 between Wisconsin Street and Michigan Street
Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: R-2, Single Family district
Acres: approximately 0.21 acres (9,148 s.f.)
3. Description: Mr. Christopher Goodin, on behalf of CCRC Woodland, LTD., property owner has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,583 square feet. The property Tax ID is 08-3N-24-2380-0159-0200, and is described as Block 165, Lots 4 through 6, County Road 108 between Wisconsin Street and Michigan Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

Parcel Map
08-3N-24-2380-0165-0040



The property owner owns 6 lots in 2 parcels, each parcel with 3 lots, on the block and would like to build 1 dwelling unit on each parcel. A second variance has been applied for the second parcel. As individual parcels, without a variance, neither parcel could be developed. If the parcels were combined, one dwelling unit could be developed meeting the R-2 zoning requirements.

The requirements to grant a Variance is included in Section 62-183 of the Hilliard Town Code. Below is Section 62-183.

Section 62-183 of the Town Code - Requirements for grant of variance.

- (a) The planning and zoning board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that realization of the general restrictions ought to be granted. No variance shall be granted unless the applicant shall show and the planning and zoning board shall find that:
 - (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity;
 - (2) Because of this disadvantage, the owner is unable to make reasonable use of the affected property;
 - (3) This disadvantage does not exist because of conditions created by the owner or applicant;
 - (4) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and
 - (5) The grant of the variance will:
 - a. Not be contrary to the public interest;
 - b. Not adversely affect other property in the vicinity;
 - c. Be in harmony with the spirit, intent and purpose of this section; and
 - d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.
- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the planning and zoning board, by variance, permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this chapter. No nonconforming use of neighboring lands, structures or buildings in the same zoning district, and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the approval of a variance application.

The Future Land Use Map (FLUM) designation for the property is Medium Density Residential (MDR), allowing 2 to 6 units per acre, or a minimum lot size of 7,250 s.f. Most of the platted lots in the Town are 25' x 125' or 3,125 s.f. A minimum of three of these sized lots are required to comply with the MDR FLUM category. The R-2 zoning district requires a minimum of 4 lots to build a single family dwelling unit. The Variance allow the property owner to construct 1 dwelling unit on the 3 lots.

RECOMMENDATION:

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs may allow the reduction in the number of lots. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0165-0040 does not meets the requirements of Section 62-183. Specifically:

- (a) (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section,

There are many locations throughout the Town that property owners do not have enough land to meet the current R-2 zoning. The subject property could be developed for one single family development if it was combined with the parcel to the east. The Planning and Zoning Board identified this as problem and made recommendation to the Town Council to change the lot size requirement with the updated LDRs in the R-2 zoning district.

- (5) The grant of the variance will:

- d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.

The applicant would not be able to develop the property with a smaller lot size than allowed by Code unless it was combined with the parcel to the east.

- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant

The property owner could develop the property without the variance if the subject property was combined with the parcel on the east. The variance request is to allow the building 2 dwelling units on the block, instead of 1 if the parcels are combined on the block, a financial gain to the property owner.



FOR OFFICE USE ONLY

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Town of Hilliard Variance Application

A. PROJECT

1. Project Name: Single Lot 1
2. Address of Subject Property: None Assigned
3. Parcel ID Number(s) 08-3N-24-2380-0165-0040
4. Existing Use of Property: Vacant platted Lot - 3 lots 25' wide
5. Future Land Use Map Designation: Medium Density
6. Zoning Designation: R-2
7. Acreage: 0.22

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Christopher Goodin Title: President`
Company (if applicable): Coastland Group, LLC
Mailing address: 200 First Street
City: Neptune Beach State: FL ZIP: 32266
Telephone: (919-671-5825) FAX: () e-mail: cgoodin@coastlandgroup.com
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): CCRC Woodlands LTD
Company (if applicable): _____
Mailing address: 4223 Lakeside Drive
City: Jacksonville State: FL ZIP: 32210
Telephone: () FAX: () e-mail: _____

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

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: Reduce minimum lot width
2. Section of Town Code under which the variance is sought Section 62-284(c) (1)
3. Reason Variance is requested: To construct a home on 3 lots (75' wide)
4. Statement of Facts for Requested Variance (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

- a. **Extraordinary and Exceptional Conditions-** What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

Additional lots are not available, and lot is unable to be built on without a variance.

- b. **Not Result of Action by Applicant-** Why are the special circumstances not the result of the actions of the applicant?

Very old platted lots of record, and neighbors are either unwilling to sell or I have not been able to get in-touch with them.

- c. **No Special Privilege-** Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

No

- d. **Strict Application Deprives Use-** Would the strict interpretation of the Town Code to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

Yes, without the variance this lot is not buildable

- e. **Minimum Variance-** Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of the Town Code?

Yes, I only requesting to build on a 75' wide lot and no less.

- f. **Not Detrimental-** Is the granting of the variance detriment to the adjacent land, and the character of the zoning district in which the land is located?

Will meet all other zoning requirements.

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey of the property
4. Site plan of the property indicating setbacks, proposed construction and requested variance.

F. FEE.

Residential property - \$300
Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.

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. The invoice shall be paid in full prior to any action of any kind on the development application.

All 4 attachments are required for a complete application. 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

Signature of Co-applicant

Christopher Goodin, president
Typed or printed name and title of applicant

Typed or printed name of co-applicant

2/24/22
Date

Date

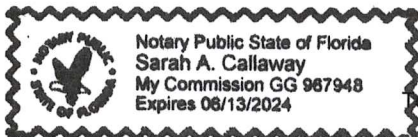
State of Florida County of DUVAL

The foregoing application is acknowledged before me this 24 day of February, 2022, by Christopher
Goodin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida



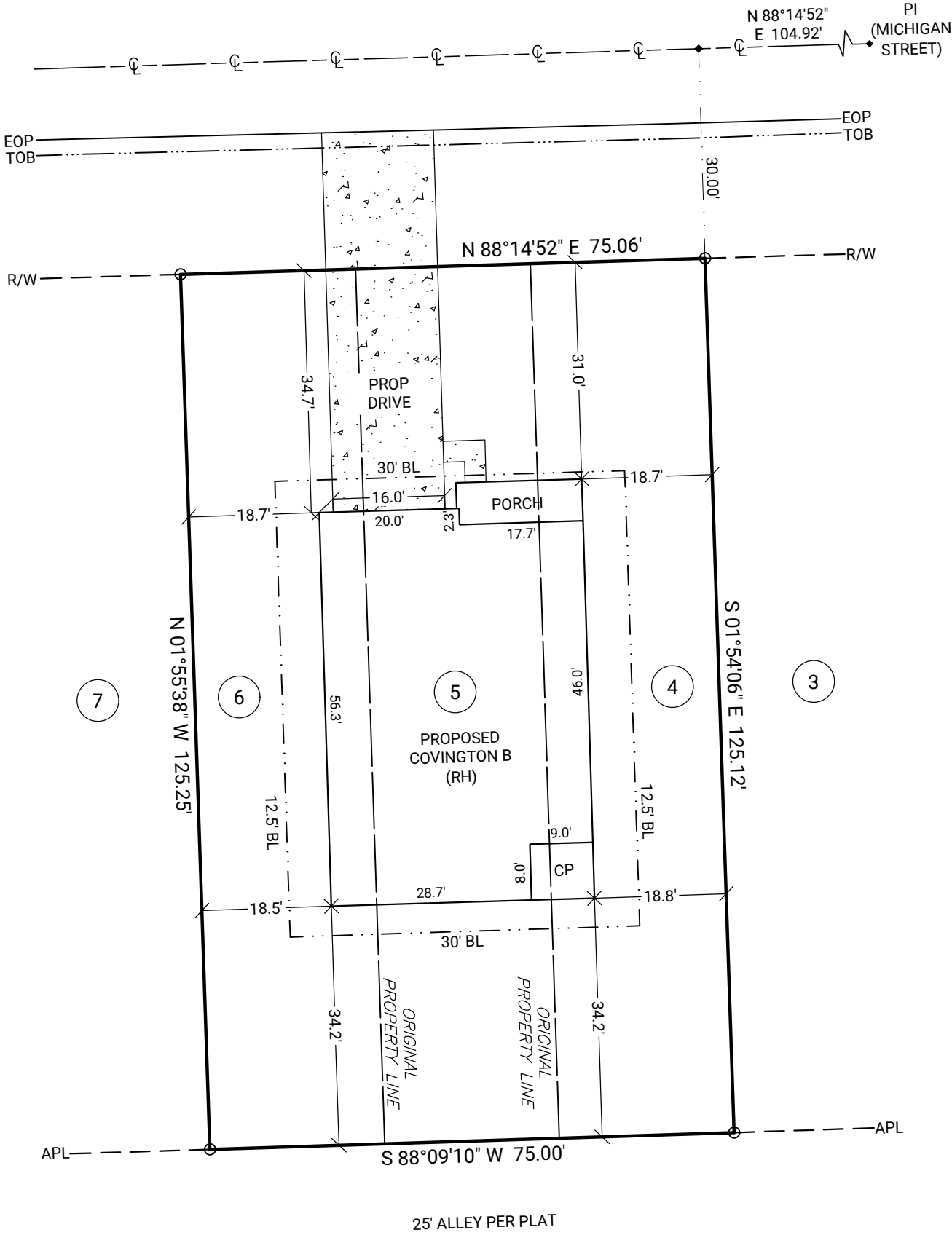
Down of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

ADDRESS: WEST FIRST AVENUE

BEING LOTS 4-6, BLOCK 165, ACCORDING TO THE PLAT OF PLAT OF THE WEST
PORTION OF THE TOWN OF HILLIARD BLOCK 178, RECORDED IN PLAT BOOK 1,
PAGE 17 OF THE PUBLIC RECORD OF NASSAU COUNTY, FLORIDA.
AREA: 9,392 S.F. ~ 0.215 ACRES



WEST FIRST AVENUE
60' R/W (PER PLAT)



GENERAL NOTES

- Bearings shown hereon are based on the plat provided to Carter and Clark.
- Elevations shown hereon are based on the construction plans provided to Carter and Clark. Vertical Datum: Relative to Benchmark.
- This property lies within flood zone "X" (UNSHADED) according to FEMA FIRM # 12089C0135F, effective on 12/17/2010.
- This plat has been calculated for closure and is found to be accurate within one foot in 10,000+ feet.

BUILDING SETBACKS:
(PER PLAT)
Front: 30'
Side: 12.5'
Rear: 30'

PT Point of Tangency
PI Point of Intersection
PC Point of Curvature
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

CLB Centerline of Bank
FH Fire Hydrant
WM Water Meter
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

LAN Lanai
TOB Top of Bank
CP Covered Patio
DE Drainage Easement
UE Utility Easement
PROP Proposed
FFE Finished Floor Elevation

TOF Top of Form
BL Building Line
R/W Right of Way
SF Square Feet
APL Approximate Property Line
ABOC Approximate Back of Curb
—C— Center Line

○ Rebar to be set
● Set Rebar (LB#8075)
○ Found Rebar ()
△ Found Mag Nail ()
⚡ Not To Scale
➔ Drainage Flow

SUB: HILLIARD SPOT LOTS
LOTS: 4-6 BLOCK 165

Town of Hilliard, Nassau County, Florida



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

237 Aucilla Road
Monticello, FL 32344
www.carterandclark.com
LICENSED BUSINESS # 8075

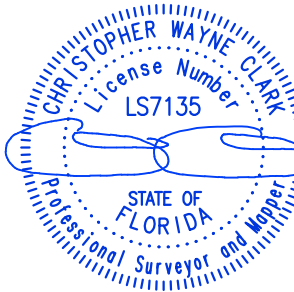


PLOT PLAN FOR:
CENTURY
Complete

FIELD WORK DATE: N/A
PLAT DATE: 01/06/2022

20220100795 FC: N/A

Carter & Clark Land Surveyors is unable to warrant the accuracy of boundary information, structures, easements, and buffers that are illustrated on the subdivision plat. This property may be subject to additional easements or restrictions of record. Adjoiners shown are per plat of record. The existence of utilities within utility easements have not been field verified by surveyor. Contact utility contractor for location prior to construction (if applicable). Dimensions from house to property lines should not be used to establish fences. This plat is for exclusive use by client. Use by third parties is at their own risk. The field data upon which this plat is based has a closure precision of one foot in 10,000+ feet and an angular error of 7 seconds per angle point and was adjusted using the compass rule. Equipment used: Leica Total Station- 12. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without the written consent of the signing party or parties.



**PROFESSIONAL
SURVEYOR & MAPPER IN
RESPONSIBLE CHARGE**

CHRISTOPHER WAYNE
CLARK, FLORIDA
CERTIFICATE NO. LS 7135

Christopher
W Clark

This item has been electronically signed and sealed by Christopher Clark, PSM on 01/06/2022 using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I HEREBY CERTIFY THAT THE BOUNDARY SURVEY DEPICTED HEREON WAS CONDUCTED BY PERSONS UNDER MY DIRECT SUPERVISION AND MEETS OR EXCEEDS THE STANDARDS OF PRACTICE ESTABLISHED BY THE STATE OF FLORIDA AS OUTLINED IN 5J-17 FAC.

Property Ownership Affidavit

Date: Tuesday, February 2, 2021

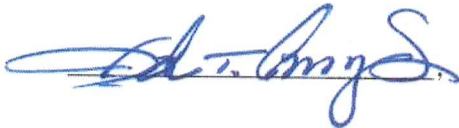
Town of Hilliard
15859 C.R. 108
Hilliard, FL 32046

Re: Zoning & Permitting of Multiple Parcels

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

Gentlemen:

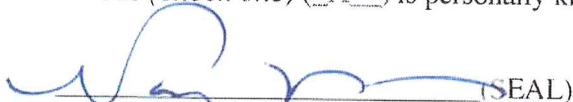
I, John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest, hereby certify that I am an Owner/Representative of the property described in the attached legal description, in connection with re-zoning and filing applications for all applicable agencies to include but not limited to Town of Hilliard, Nassau County, SJRWMD, and ACOE/DEP.



Print: John T. Cassidy, Sr.

STATE OF FLORIDA
COUNTY OF DUVAL

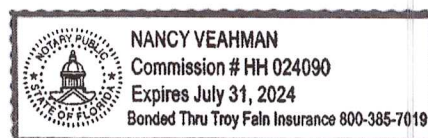
The foregoing instrument was acknowledged before me this 2nd day of February, 2020, by John T. Cassidy Sr.
He/She (*check one*) (X) is personally known to me, or () has produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



AGENT AUTHORIZATION

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

RE: Agent Authorization for the sites located below:

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

To Whom It May Concern:

You are hereby advised that the undersigned is the owner/representative of the referenced property described in Exhibit 1 attached hereto. Said owner hereby authorizes and empowers Coastland Group, LLC to act as agent to file application(s) for the above referenced site location/property address and in connection with such authorization to file such applications, papers, documents, request; and other matters necessary for such requested change.

BY: 

John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest
Signature of Owner

John T. Cassidy, Sr. _____
Print Name

904-924-9624 EXT. 118 _____
Telephone Number

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020,
by John T. Cassidy Sr He/She (check one) (☒) is personally known to me, or () has
produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



GENERAL AUTHORIZATION LETTER

TO WHOM IT MAY CONCERN:

I hereby certify that I have Read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Please print:

Name of Owner(s): CCRC WOODLANDS, LTD. and The Carol T. Cassidy Trust by: John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

Address of Owner(s):

4223 Lakeside Drive, Jacksonville, FL 32210

Telephone: 904-924-9624 EXT 118

Name of Agent:

Tocoi Engineering

Address of Agent:

714 N Orange Ave.

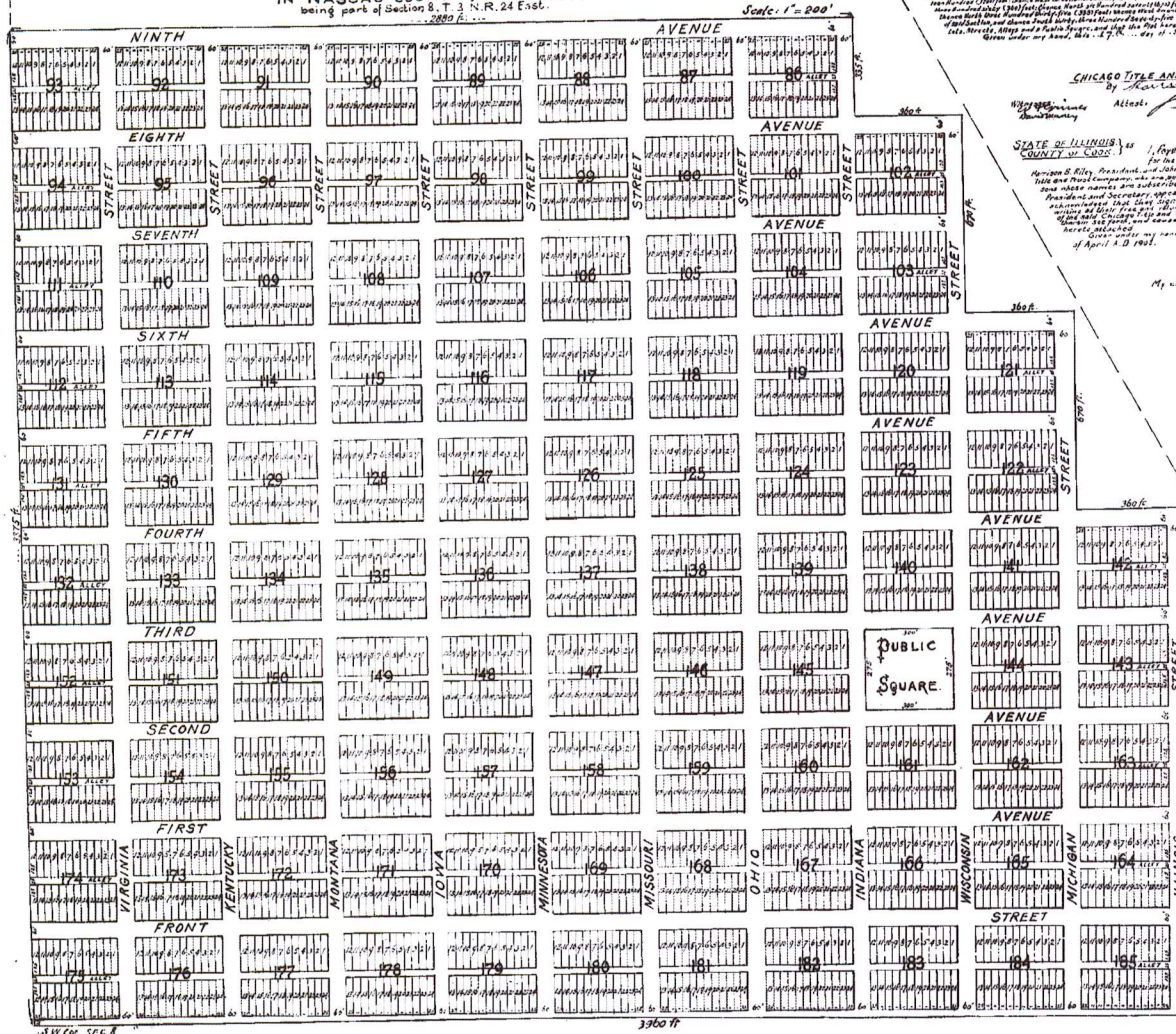
Green Cove Springs, FL 32043



(Owner Signature) John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

(Agent Signature)

PLAT OF THE WEST PORTION OF THE TOWN OF **HILLIARD** IN NASSAU COUNTY, FLORIDA, being part of Section 8, T. 21 N. R. 24 East.



STATE OF FLORIDA, ss. I, **Wm. B. Burt**, County Clerk of Nassau County, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 21st day of April, 1911.

CHICAGO TITLE AND TRUST COMPANY
 By **Wm. B. Burt**, County Clerk
 Attest: **Wm. B. Burt**, County Clerk

STATE OF ILLINOIS, ss. I, **Wm. B. Burt**, a Notary Public in and for the County of Cook, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 21st day of April, 1911.

Filed April 25th 1911
Edwin R. Williams
 Clerk, C. O. R.
 Recorded April 25th 1911
 Book 89, Page 222
Edwin R. Williams
 Clerk, C. O. R.

FEB 24 1995

FOR RECORDER

BK0724 PG0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3216 One Enterprise Center
Jacksonville, Florida 32201



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210

131108
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

BK0724PG0972
OFFICIAL RECORDS

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, (i) who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:
sign: Peggy A. Baskette
print: Peggy A. Baskette
State of Florida at Large (Seal)
My commission expires:

PEGGY A. BASKETTE
MY COMMISSION EXPIRES
SEPTEMBER 25, 1997
GOVERNOR JIM QUILTER, JR.

131107
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131110
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
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DOCUMENTARY STAMP TAX
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NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
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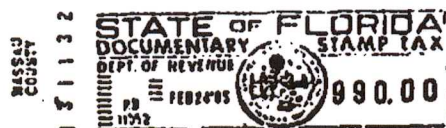
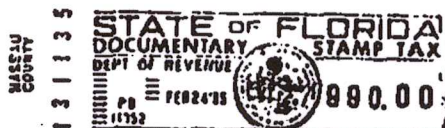
BK0724PG0973
OFFICIAL RECORDS



EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



MASSACHUSETTS COUNTY

131144

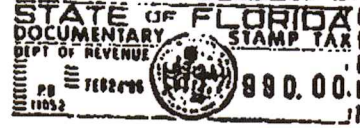


EXHIBIT "B"

MASSACHUSETTS COUNTY

131142



BK 0724 PG 0974
OFFICIAL RECORDS

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MASSACHUSETTS COUNTY

131126



WASCO COUNTY
1311243112

DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

BK0724PG0975
OFFICIAL RECORDS

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WASCO COUNTY
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WASCO COUNTY
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WASCO COUNTY
131123131125

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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\$990.00

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04

Parcel ID/Number: **08-3N-24-2380-0165-0040**

Short Legal (from Nassau County Property Appraiser): **BLOCK 165 LOTS 4 5 & 6 TOWN OF HILLIARD**

Legal Description: **BEING LOTS 4-6, BLOCK 165 ACCORDING TO THE PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD, RECORDED IN PLAT BOOK 1, PAGE 17 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

FEB 24 1995

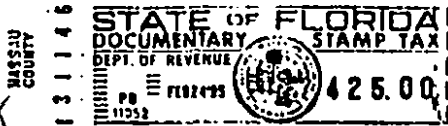
FOR RECORDER

ITEM-1

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3235 One Enterprise Center
Jacksonville, Florida 32202

BK 0724 PG 0971

OFFICIAL RECORDS



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

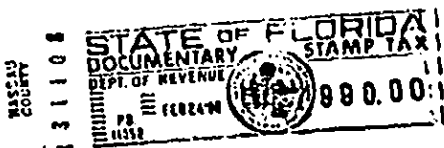
IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210



BK0724PG0972
OFFICIAL RECORDS

ITEM-1

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, () who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

sign: Peggy A. Baskette

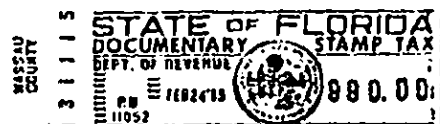
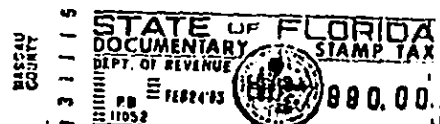
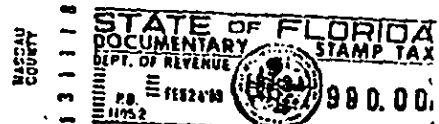
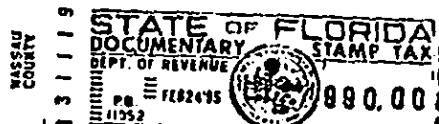
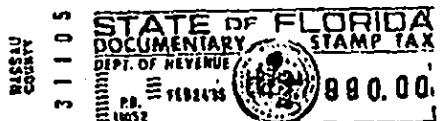
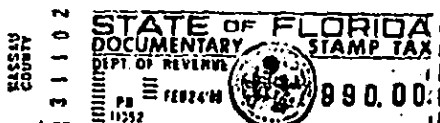
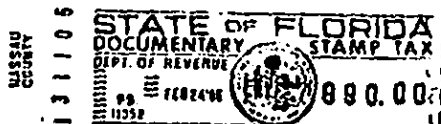
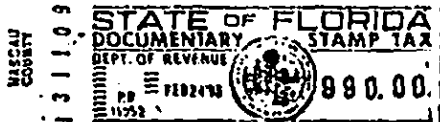
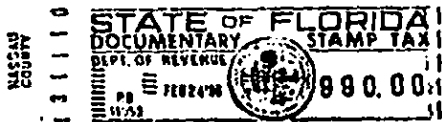
print: Peggy A. Baskette

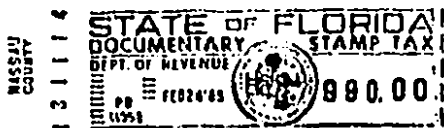
State of Florida at Large (Seal)

My commission expires:



PEGGY A. BASKETTE
MY COMMISSION EXPIRES
DECEMBER 29, 1997
NOTARY PUBLIC, STATE OF FLORIDA





BK0724PG0973
OFFICIAL RECORDS

ITEM-1

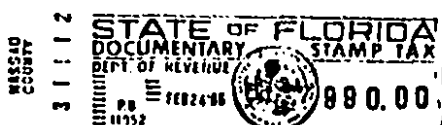
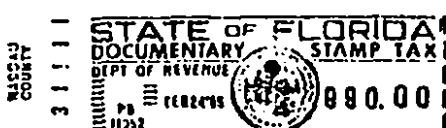
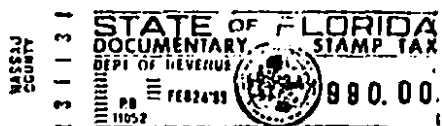
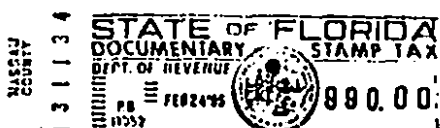
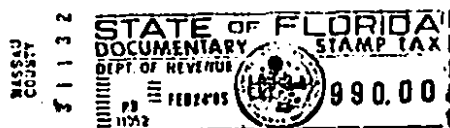
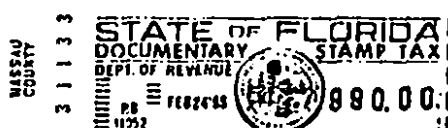
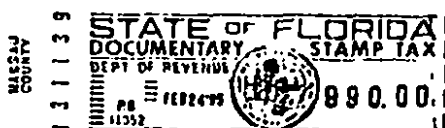


EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

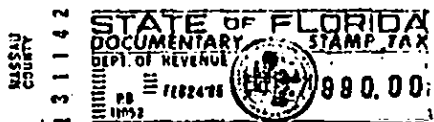
The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



BK0724PG0974

OFFICIAL RECORDS

EXHIBIT "B"



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 NASSAU COUNTY
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BK 0724 PG 0975
 OFFICIAL RECORDS

ITEM-1

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13112531125
 NASSAU COUNTY
 STATE OF FLORIDA
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 RECEIVED IN THE
 CLERK OF THE COURT'S
 OFFICE



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Public Hearing & Meeting Date: December 13, 2022
Regular Meeting

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

SUBJECT: Planning and Zoning Board approval to grant Variance No. 20220927-11 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0010, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

BACKGROUND: Mr. Christopher Goodin of Coastland Group, LLC agent for CCRC Woodlands, LTD., has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet. The property Tax ID is 08-3N-24-2380-0165-0010, and is described as Block 165, Lots 1 through 3, located on County Road 108 between Wisconsin Street and Michigan Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

The property on the west of the subject property is developed. The property is a corner lot. West of the subject property, there are three vacant lots owned by the same property as the subject property.

Attached is the analysis of the requested variance.

A Public Hearing on the variance was held on November 8, 2022. At the end of the public hearing, the applicant requested the application be deferred to the December 13, 2022, Planning and Zoning Board meeting. The Planning and Zoning Board voted to defer action to the December 13, 2022, Planning and Zoning Board meeting. On December 1, 2022, the applicant requested a deferral to the January meeting.

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

RECOMMENDATION

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs will allow the reduction in the lot. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from

10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0165-0010 does not meets the requirements of Section 62-183.



AGENDA ITEM REPORT

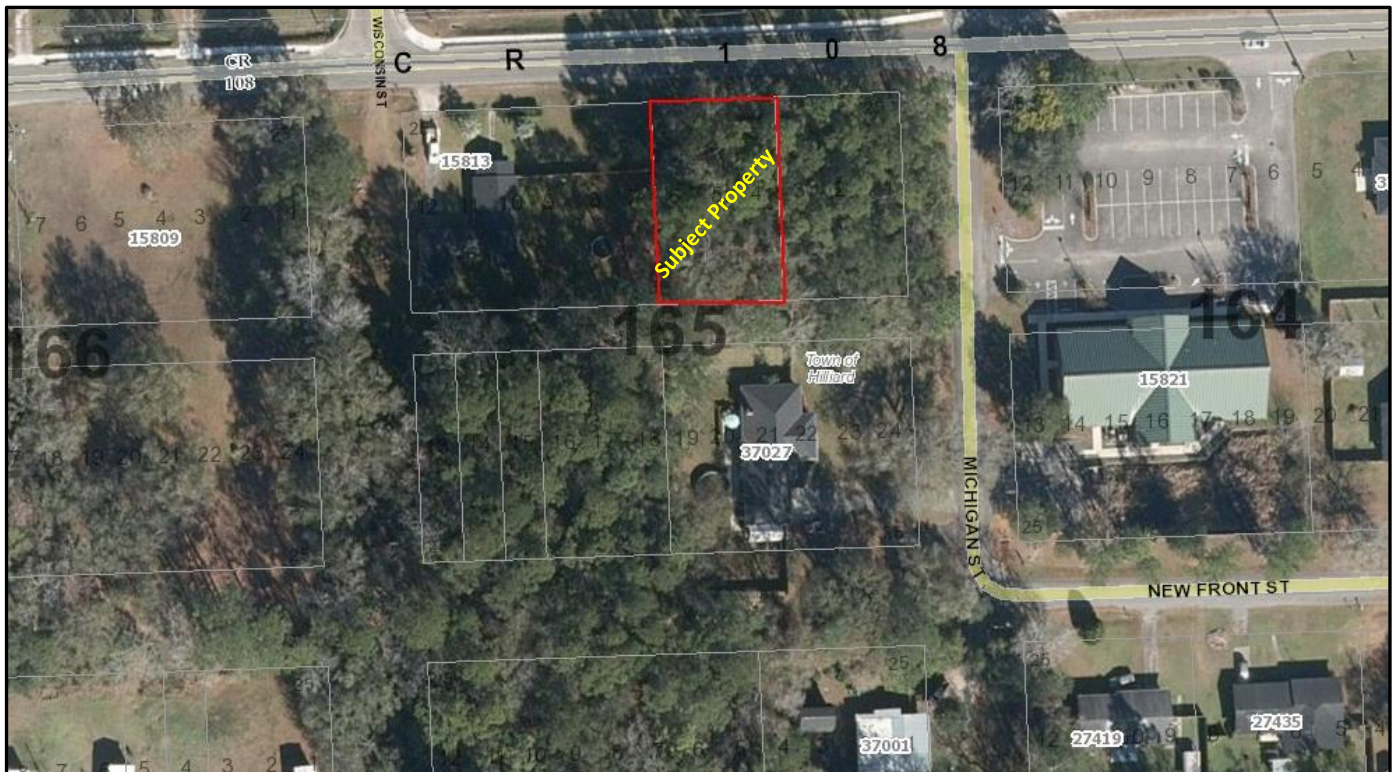
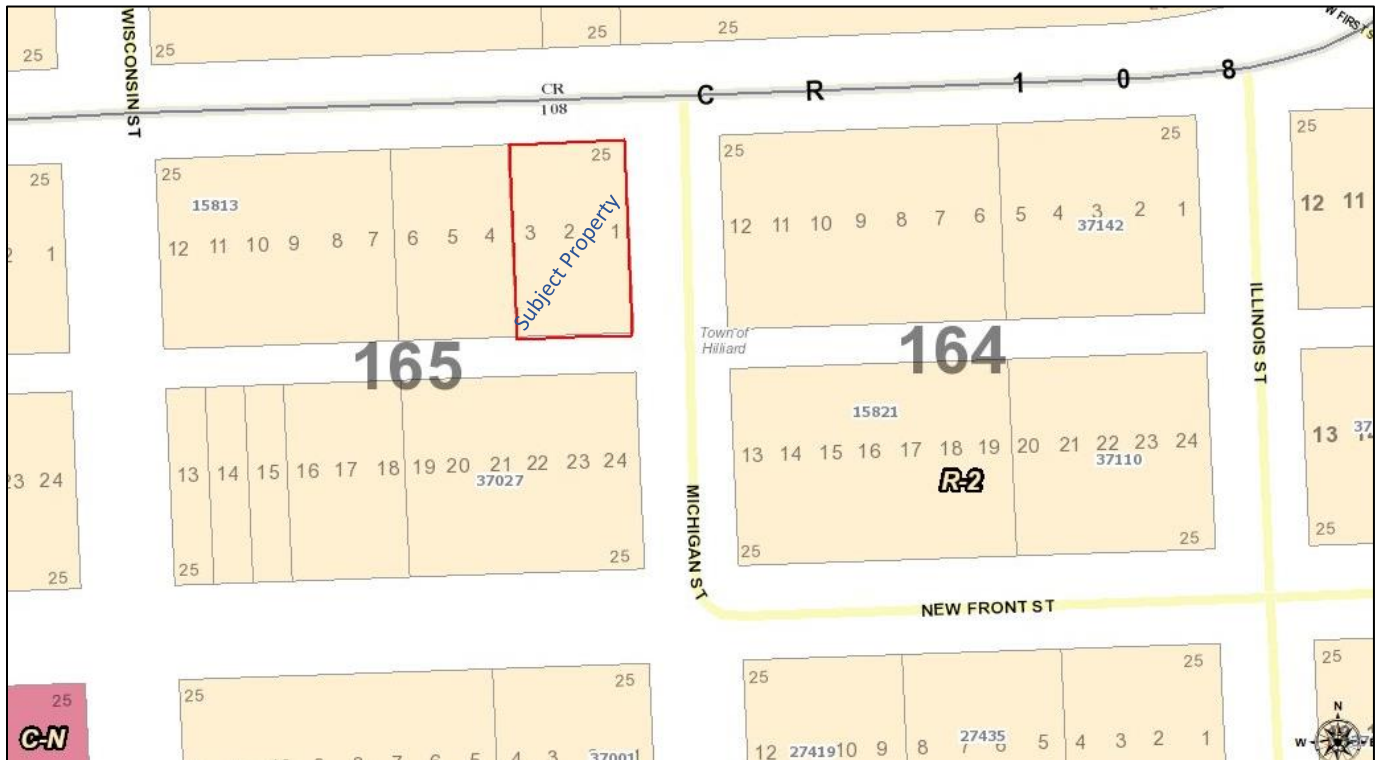
STAFF REPORT AND RECOMMENDATIONS FOR VARIANCE 20220927-11

1. Owner / Applicant Information:
Applicant – Christopher Goodin
Coastland Group
200 First Street
Neptune Beach, Florida 32266

Owner – CCRC Woodland, LTD.
4223 Lakeside Drive
Jacksonville, Florida 32210
2. Property Information
Parcel ID: #08-3N-24-2380-0165-0010
Location: County Road 108 between Wisconsin Street and Michigan Street
Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: R-2, Single Family district
Acres: approximately 0.21 acres (9,148 s.f.)
3. Description: Mr. Christopher Goodin, on behalf of CCRC Woodland, LTD., property owner has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,583 square feet. The property Tax ID is 08-3N-24-2380-0159-0200, and is described as Block 165, Lots 1 through 3, County Road 108 between Wisconsin Street and Michigan Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

Parcel Map

08-3N-24-2380-0165-0010



The property owner owns 6 lots in 2 parcels, each parcel with 3 lots, on the block. The applicant would like to build 1 dwelling unit on each parcel. A second variance has been applied for the second parcel. As individual parcels, without a variance, neither parcel could be developed. If the parcels were combined, one dwelling unit could be developed meeting the R-2 zoning requirements.

The requirements to grant a Variance is included in Section 62-183 of the Hilliard Town Code. Below is Section 62-183.

Section 62-183 of the Town Code - Requirements for grant of variance.

- (a) The planning and zoning board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that realization of the general restrictions ought to be granted. No variance shall be granted unless the applicant shall show and the planning and zoning board shall find that:
 - (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity;
 - (2) Because of this disadvantage, the owner is unable to make reasonable use of the affected property;
 - (3) This disadvantage does not exist because of conditions created by the owner or applicant;
 - (4) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and
 - (5) The grant of the variance will:
 - a. Not be contrary to the public interest;
 - b. Not adversely affect other property in the vicinity;
 - c. Be in harmony with the spirit, intent and purpose of this section; and
 - d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.
- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the planning and zoning board, by variance, permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this chapter. No nonconforming use of neighboring lands, structures or buildings in the same zoning district, and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the approval of a variance application.

The Future Land Use Map (FLUM) designation for the property is Medium Density Residential (MDR), allowing 2 to 6 units per acre, or a minimum lot size of 7,250 s.f. Most of the platted lots in the Town are 25' x 125' or 3,125 s.f. A minimum of three of these sized lots are required to comply with the MDR FLUM category. The R-2 zoning district requires a minimum of 4 lots to build a single family dwelling unit. The Variance allow the property owner to construct 1 dwelling unit on the 3 lots.

RECOMMENDATION:

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs may allow the reduction in the number of lot. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0165-0010 does not meet the requirements of Section 62-183. Specifically:

- (a) (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section,

There are many locations throughout the Town that property owners do not have enough land to meet the current R-2 zoning. The subject property could be developed for one single family development if it was combined with the parcel to the west. The Planning and Zoning Board identified this as problem and made recommendation to the Town Council to change the lot size requirement with the updated LDRs in the R-2 zoning district.

- (5) The grant of the variance will:

- d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.

The applicant would not be able to develop the property with a smaller lot size than allowed by Code, unless it was combined with the parcel to the west.

- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant

The property owner could develop the property without the variance if the subject property was combined with the parcel on the west. The variance request is to allow the building 2 dwelling units on the block, instead of 1 if the parcels are combined on the block, a financial gain to the property owner.

**FOR OFFICE USE ONLY**

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Town of Hilliard Variance Application

A. PROJECT

1. Project Name: Single Lot 1
2. Address of Subject Property: None Assigned
3. Parcel ID Number(s) 08-3N-24-2380-0165-0010
4. Existing Use of Property: Vacant platted Lot - 3 lots 25' wide
5. Future Land Use Map Designation: Medium Density
6. Zoning Designation: R-2
7. Acreage: 0.22

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Christopher Goodin Title: President`
Company (if applicable): Coastland Group, LLC
Mailing address: 200 First Street
City: Neptune Beach State: FL ZIP: 32266
Telephone: (919-671-5825) FAX: () e-mail: cgoodin@coastlandgroup.com
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): CCRC Woodlands LTD
Company (if applicable): _____
Mailing address: 4223 Lakeside Drive
City: Jacksonville State: FL ZIP: 32210
Telephone: () FAX: () e-mail: _____

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

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: Reduce minimum lot width
2. Section of Town Code under which the variance is sought Section 62-284(c) (1)
3. Reason Variance is requested: To construct a home on 3 lots (75' wide)
4. Statement of Facts for Requested Variance (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

- a. **Extraordinary and Exceptional Conditions-** What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

Additional lots are not available, and lot is unable to be built on without a variance.

- b. **Not Result of Action by Applicant-** Why are the special circumstances not the result of the actions of the applicant?

Very old platted lots of record, and neighbors are either unwilling to sell or I have not been able to get in-touch with them.

- c. **No Special Privilege-** Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

No

- d. **Strict Application Deprives Use-** Would the strict interpretation of the Town Code to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

Yes, without the variance this lot is not buildable

- e. **Minimum Variance-** Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of the Town Code?

Yes, I only requesting to build on a 75' wide lot and no less.

- f. **Not Detrimental-** Is the granting of the variance detriment to the adjacent land, and the character of the zoning district in which the land is located?

Will meet all other zoning requirements.

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey of the property
4. Site plan of the property indicating setbacks, proposed construction and requested variance.

F. FEE.

Residential property - \$300
Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.

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. The invoice shall be paid in full prior to any action of any kind on the development application.

All 4 attachments are required for a complete application. 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

Signature of Co-applicant

Christopher Goodin, president
Typed or printed name and title of applicant

Typed or printed name of co-applicant

2/24/22
Date

Date

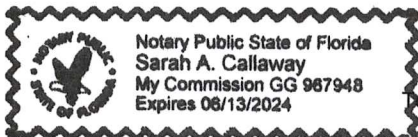
State of Florida County of DUVAL

The foregoing application is acknowledged before me this 24 day of February, 2022, by Christopher
Goodin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL



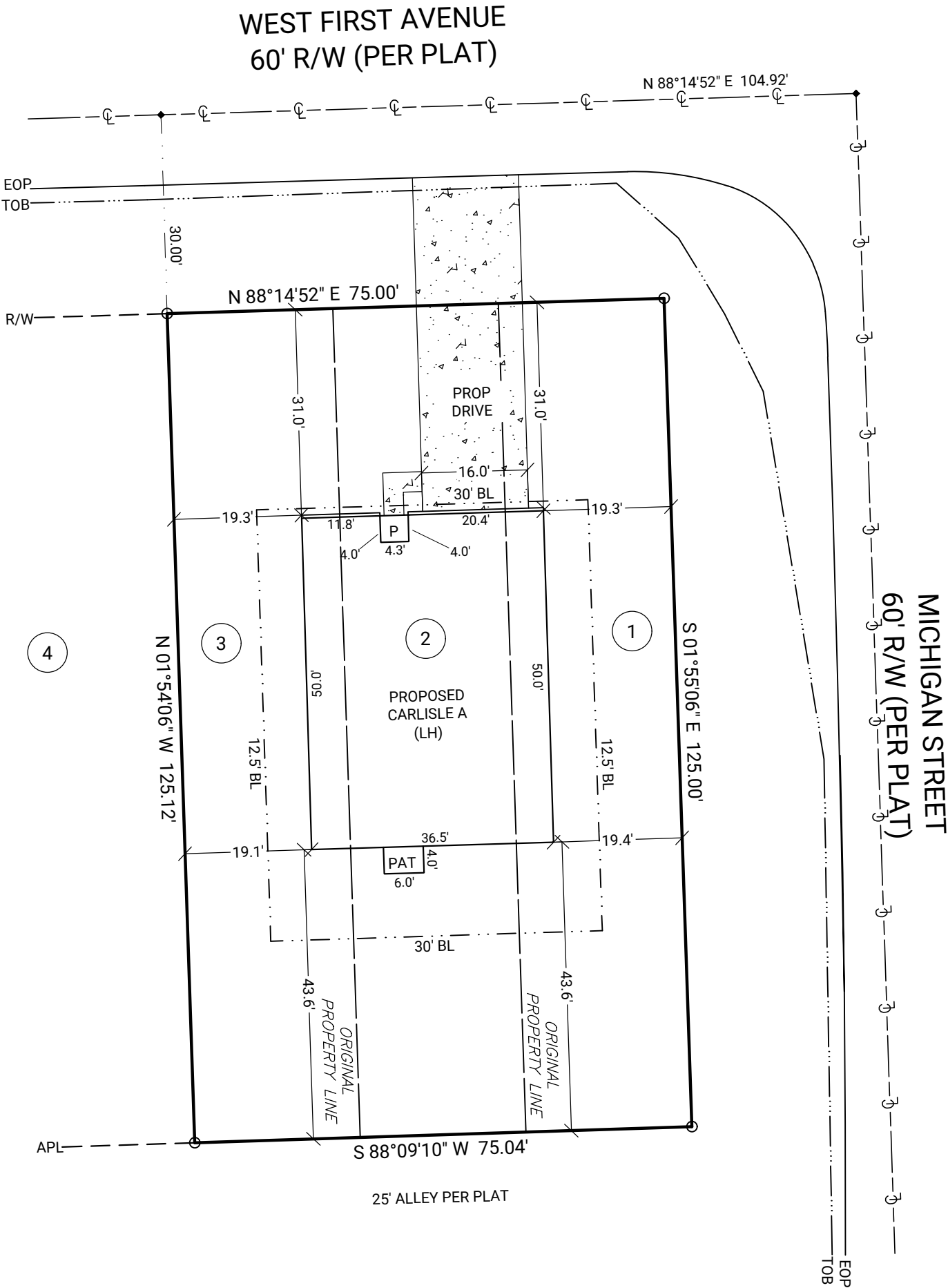
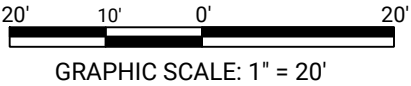
Signature of Notary Public, State of Florida



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

ADDRESS: WEST FIRST AVENUE

BEING LOTS 1-3, BLOCK 165, ACCORDING TO THE PLAT OF PLAT OF THE WEST
PORTION OF THE TOWN OF HILLIARD BLOCK 178, RECORDED IN PLAT BOOK 1,
PAGE 17 OF THE PUBLIC RECORD OF NASSAU COUNTY, FLORIDA.
AREA: 9,382 S.F. ~ 0.215 ACRES



GENERAL NOTES

- Bearings shown hereon are based on the plat provided to Carter and Clark.
- Elevations shown hereon are based on the construction plans provided to Carter and Clark. Vertical Datum: Relative to Benchmark.
- This property lies within flood zone "X" (UNSHADED) according to FEMA FIRM # 12089C0135F, effective on 12/17/2010.
- This plat has been calculated for closure and is found to be accurate within one foot in 10,000+ feet.

BUILDING SETBACKS:
(PER PLAT)
Front: 30'
Side: 12.5'
Rear: 30'

PT Point of Tangency
PI Point of Intersection
PC Point of Curvature
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

CLB Centerline of Bank
FH Fire Hydrant
WM Water Meter
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

LAN Lanai
TOB Top of Bank
CP Covered Patio
DE Drainage Easement
UE Utility Easement
PROP Proposed
FFE Finished Floor Elevation

TOF Top of Form
BL Building Line
R/W Right of Way
SF Square Feet
APL Approximate Property Line
ABOC Approximate Back of Curb
—C— Center Line

○ Rebar to be set
● Set Rebar (LB#8075)
○ Found Rebar ()
△ Found Mag Nail ()
⚡ Not To Scale
➔ Drainage Flow

SUB: HILLIARD SPOT LOTS
LOTS: 1-3 BLOCK 165

Town of Hilliard, Nassau County, Florida



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

237 Aucilla Road
Monticello, FL 32344
www.carterandclark.com
LICENSED BUSINESS # 8075

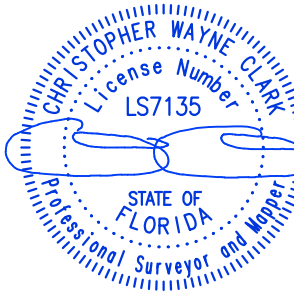


PLOT PLAN FOR:
CENTURY
Complete

FIELD WORK DATE: N/A
PLAT DATE: 01/06/2022

20220100793 FC: N/A

Carter & Clark Land Surveyors is unable to warrant the accuracy of boundary information, structures, easements, and buffers that are illustrated on the subdivision plat. This property may be subject to additional easements or restrictions of record. Adjoiners shown are per plat of record. The existence of utilities within utility easements have not been field verified by surveyor. Contact utility contractor for location prior to construction (if applicable). Dimensions from house to property lines should not be used to establish fences. This plat is for exclusive use by client. Use by third parties is at their own risk. The field data upon which this plat is based has a closure precision of one foot in 10,000+ feet and an angular error of 7 seconds per angle point and was adjusted using the compass rule. Equipment used: Leica Total Station- 12. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without the written consent of the signing party or parties.



**PROFESSIONAL
SURVEYOR & MAPPER IN
RESPONSIBLE CHARGE**

CHRISTOPHER WAYNE
CLARK, FLORIDA
CERTIFICATE NO. LS 7135

Christopher
W Clark

This item has been electronically signed and sealed by Christopher Clark, PSM on 01/06/2022 using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I HEREBY CERTIFY THAT THE BOUNDARY SURVEY DEPICTED HEREON WAS CONDUCTED BY PERSONS UNDER MY DIRECT SUPERVISION AND MEETS OR EXCEEDS THE STANDARDS OF PRACTICE ESTABLISHED BY THE STATE OF FLORIDA AS OUTLINED IN 5J-17 FAC.

Property Ownership Affidavit

Date: Tuesday, February 2, 2021

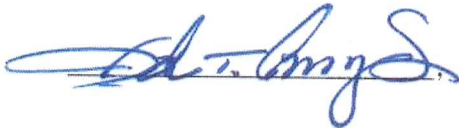
Town of Hilliard
15859 C.R. 108
Hilliard, FL 32046

Re: Zoning & Permitting of Multiple Parcels

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

Gentlemen:

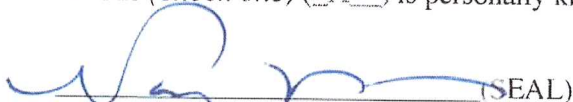
I, John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest, hereby certify that I am an Owner/Representative of the property described in the attached legal description, in connection with re-zoning and filing applications for all applicable agencies to include but not limited to Town of Hilliard, Nassau County, SJRWMD, and ACOE/DEP.



Print: John T. Cassidy, Sr.

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020, by John T. Cassidy, Sr.
He/She (*check one*) (X) is personally known to me, or () has produced a valid driver's license as identification.

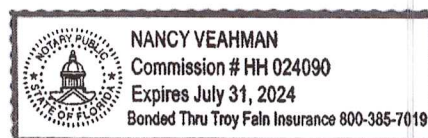


(SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



AGENT AUTHORIZATION

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

RE: Agent Authorization for the sites located below:

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

To Whom It May Concern:

You are hereby advised that the undersigned is the owner/representative of the referenced property described in Exhibit 1 attached hereto. Said owner hereby authorizes and empowers Coastland Group, LLC to act as agent to file application(s) for the above referenced site location/property address and in connection with such authorization to file such applications, papers, documents, request; and other matters necessary for such requested change.

BY: 

John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest
Signature of Owner

John T. Cassidy, Sr. _____
Print Name

904-924-9624 EXT. 118 _____
Telephone Number

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020,
by John T. Cassidy Sr He/She (check one) (☒) is personally known to me, or () has
produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



GENERAL AUTHORIZATION LETTER

TO WHOM IT MAY CONCERN:

I hereby certify that I have Read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Please print:

Name of Owner(s): CCRC WOODLANDS, LTD. and The Carol T. Cassidy Trust by: John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

Address of Owner(s):

4223 Lakeside Drive, Jacksonville, FL 32210

Telephone: 904-924-9624 EXT 118

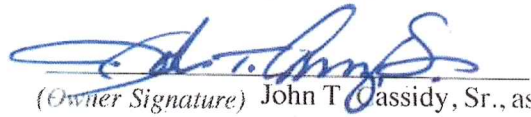
Name of Agent:

Tocoi Engineering

Address of Agent:

714 N Orange Ave.

Green Cove Springs, FL 32043



(Owner Signature) John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

(Agent Signature)

PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD IN NASSAU COUNTY, FLORIDA, being part of Section 8, T. 21 N. R. 24 East.

Scale: 1" = 200'



STATE OF FLORIDA: ss. I, *Wm. B. B. B.*, County Clerk of Nassau County, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, in Nassau County, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 21st day of April, 1911.

CHICAGO TITLE AND TRUST COMPANY
By *Wm. B. B. B.*, President
Attest: *Wm. B. B. B.*, Secretary

STATE OF ILLINOIS: ss. I, *Wm. B. B. B.*, a Notary Public in and for the County of Cook, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, in Nassau County, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 21st day of April, 1911.

Filed April 25th 1911
Edwin R. Williams
Clerk, C. O. R.
Recorded April 25th 1911
Book Bg. Pg. 222
Edwin R. Williams
Clerk, C. O. R.

FEB 24 1995

FOR RECORDER

BK0724 PG0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3216 One Enterprise Center
Jacksonville, Florida 32201



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210

131108
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

BK 0724 PG 0972
OFFICIAL RECORDS

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, (i) who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:
sign: Peggy A. Baskette
print: Peggy A. Baskette
State of Florida at Large (Seal)
My commission expires:

PEGGY A. BASKETTE
MY COMMISSION EXPIRES
SEPTEMBER 28, 1997
GOVERNOR WALKER
GOVERNOR WALKER

131107
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131110
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131109
NASSAU COUNTY
STATE OF FLORIDA
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DEPT. OF REVENUE
PB FEB24'95
11252
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NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
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STATE OF FLORIDA
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
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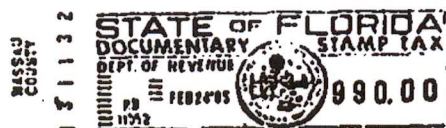
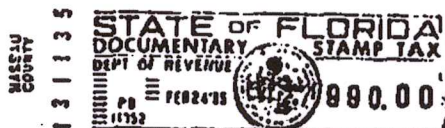
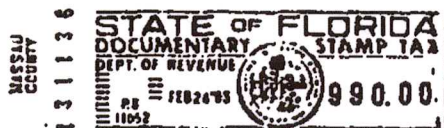
BK0724PG0973
OFFICIAL RECORDS



EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



MASSACHUSETTS COUNTY

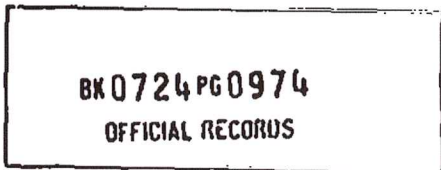
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EXHIBIT "B"

MASSACHUSETTS COUNTY

131142



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MASSACHUSETTS COUNTY

131126



WASCO COUNTY
1311243112

DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
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WASCO COUNTY
131123131125

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

WASCO COUNTY
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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Parcel ID/Number: **08-3N-24-2380-0165-0010**

Short Legal (from Nassau County Property Appraiser): **BLOCK 165 LOTS 1 2 & 3 TOWN OF HILLIARD**

Legal Description: **BEING LOTS 1-3, BLOCK 165, ACCORDING TO THE PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD, RECORDED IN PLAT BOOK 1, PAGE 17 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

FEB 24 1995

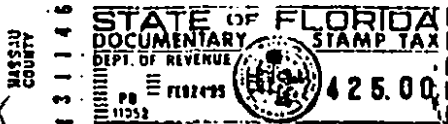
FOR RECORDER

ITEM-2

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3235 One Enterprise Center
Jacksonville, Florida 32202

BK 0724 PG 0971

OFFICIAL RECORDS



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

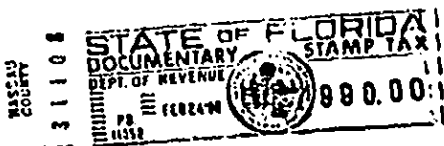
IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210



BK0724PG0972
OFFICIAL RECORDS

ITEM-2

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, () who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

sign: Peggy A. Baskette

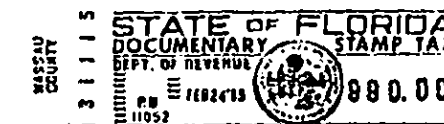
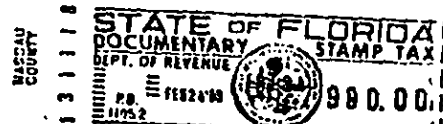
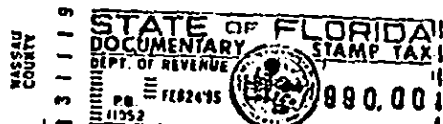
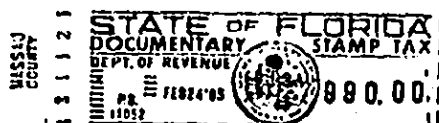
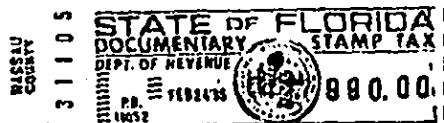
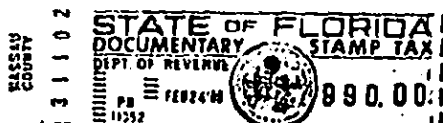
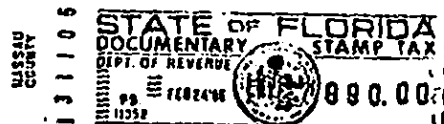
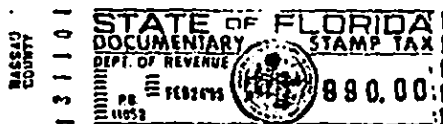
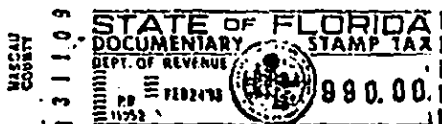
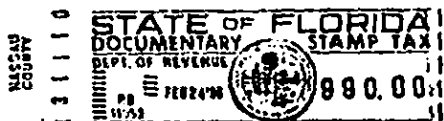
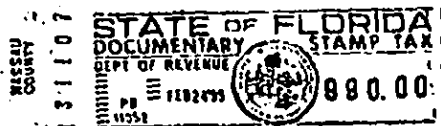
print: Peggy A. Baskette

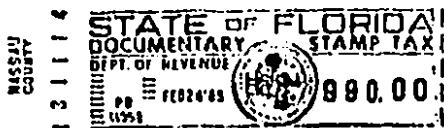
State of Florida at Large (Seal)

My commission expires:



PEGGY A. BASKETTE
MY COMMISSION EXPIRES
DECEMBER 29, 1997
NOTARY PUBLIC, STATE OF FLORIDA





BK0724PG0973
OFFICIAL RECORDS

ITEM-2

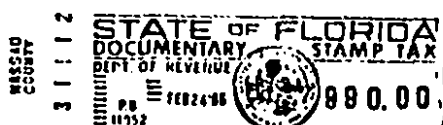
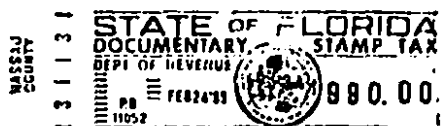
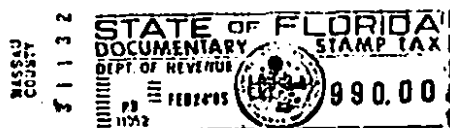
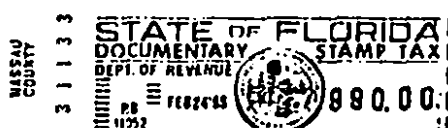


EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

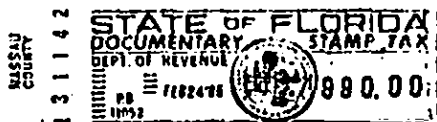
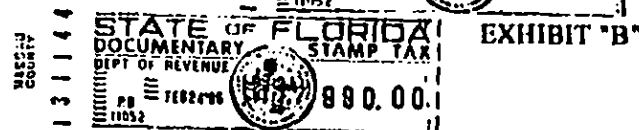
The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



BK0724PG0974

OFFICIAL RECORDS

EXHIBIT "B"



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NASSAU COUNTY
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB 24 '95 11052
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
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BK 0724 PG 0975
OFFICIAL RECORDS

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NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB 24 '95 11052
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STATE OF FLORIDA
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04



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Public Hearing & Meeting Date: December 13, 2022
Regular Meeting

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

SUBJECT: Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0160, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

BACKGROUND: Mr. Christopher Goodin of Coastland Group, LLC agent for CCRC Woodlands, LTD., has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet. The property Tax ID is 08-3N-24-2380-0148-0160, and is described as Block 148, Lots 16 through 18, located on West Second Avenue between Iowa Street and Minnesota Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

The property on the west of the subject property is developed. The property is a corner lot. West of the subject property, there are three vacant lots owned by the same property as the subject property.

Attached is the analysis of the requested variance.

A Public Hearing on the variance was held on November 8, 2022. At the end of the public hearing, the applicant requested the application be deferred to the December 13, 2022, Planning and Zoning Board meeting. The Planning and Zoning Board voted to defer action to the December 13, 2022, Planning and Zoning Board meeting. On December 1, 2022, the applicant requested a deferral to the January meeting.

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

RECOMMENDATION

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs will allow the reduction in the lot. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0148-0160 does not meets the requirements of Section 62-183.



AGENDA ITEM REPORT

STAFF REPORT AND RECOMMENDATIONS FOR VARIANCE 20220927-12

1. Owner / Applicant Information:
Applicant – Christopher Goodin
Coastland Group
200 First Street
Neptune Beach, Florida 32266

Owner – CCRC Woodland, LTD.
4223 Lakeside Drive
Jacksonville, Florida 32210
2. Property Information
Parcel ID: #08-3N-24-2380-0148-0160
Location: West Second Avenue between Iowa Street and Minnesota Street
Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: R-2, Single Family district
Acres: approximately 0.22 acres (9,583 s.f.)
3. Description: Mr. Christopher Goodin, on behalf of CCRC Woodland, LTD., property owner has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,583 square feet. The property Tax ID is 08-3N-24-2380-0148-0160, and is described as Block 148, Lots 16 through 18, on West Second Avenue between Iowa Street and Minnesota Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

Parcel Map
08-3N-24-2380-0148-0160



The property owner owns 6 lots in 2 parcels, each parcel with 3 lots, on the block and would like to build 1 dwelling unit on each parcel. A second variance has been applied for the second parcel. As individual parcels, without a variance, neither parcel could be developed. If the parcels were combined, one dwelling unit could be developed meeting the R-2 zoning requirements.

The requirements to grant a Variance is included in Section 62-183 of the Hilliard Town Code. Below is Section 62-183.

Section 62-183 of the Town Code - Requirements for grant of variance.

- (a) The planning and zoning board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that realization of the general restrictions ought to be granted. No variance shall be granted unless the applicant shall show and the planning and zoning board shall find that:
 - (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity;
 - (2) Because of this disadvantage, the owner is unable to make reasonable use of the affected property;
 - (3) This disadvantage does not exist because of conditions created by the owner or applicant;
 - (4) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and
 - (5) The grant of the variance will:
 - a. Not be contrary to the public interest;
 - b. Not adversely affect other property in the vicinity;
 - c. Be in harmony with the spirit, intent and purpose of this section; and
 - d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.
- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the planning and zoning board, by variance, permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this chapter. No nonconforming use of neighboring lands, structures or buildings in the same zoning district, and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the approval of a variance application.

The Future Land Use Map (FLUM) designation for the property is Medium Density Residential (MDR), allowing 2 to 6 units per acre, or a minimum lot size of 7,250 s.f. Most of the platted lots in the Town are 25' x 125' or 3,125 s.f. A minimum of three of these sized lots are required to comply with the MDR FLUM category. The R-2 zoning district requires a minimum of 4 lots to build a single family dwelling unit. The Variance allow the property owner to construct 1 dwelling unit on the 3 lots.

RECOMMENDATION:

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs may allow the reduction in the number of lots. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0148-0160 does not meets the requirements of Section 62-183. Specifically:

- (a) (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section,

There are many locations throughout the Town that property owners do not have enough land to meet the current R-2 zoning. The subject property could be developed for one single family development if it was combined with the parcel to the west. The Planning and Zoning Board identified this as problem and made recommendation to the Town Council to change the lot size requirement with the updated LDRs in the R-2 zoning district.

- (5) The grant of the variance will:

- d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.

The applicant would not be able to develop the property with a smaller lot size than allowed by Code unless it was combined with the parcel to the west.

- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant

The property owner could develop the property without the variance if the subject property was combined with the parcel on the west. The variance request is to allow the building 2 dwelling units on the block, instead of 1 if the parcels are combined on the block, a financial gain to the property owner.



FOR OFFICE USE ONLY

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Town of Hilliard Variance Application

A. PROJECT

1. Project Name: Single Lot 1
2. Address of Subject Property: None Assigned
3. Parcel ID Number(s) 08-3N-24-2380-0148-0160
4. Existing Use of Property: Vacant platted Lot - 3 lots 25' wide
5. Future Land Use Map Designation: Medium Density
6. Zoning Designation: R-2
7. Acreage: 0.22

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Christopher Goodin Title: President`
Company (if applicable): Coastland Group, LLC
Mailing address: 200 First Street
City: Neptune Beach State: FL ZIP: 32266
Telephone: (919-671-5825) FAX: () e-mail: cgoodin@coastlandgroup.com
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): CCRC Woodlands LTD
Company (if applicable): _____
Mailing address: 4223 Lakeside Drive
City: Jacksonville State: FL ZIP: 32210
Telephone: () FAX: () e-mail: _____

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

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: Reduce minimum lot width
2. Section of Town Code under which the variance is sought Section 62-284(c) (1)
3. Reason Variance is requested: To construct a home on 3 lots (75' wide)
4. Statement of Facts for Requested Variance (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

- a. **Extraordinary and Exceptional Conditions-** What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

Additional lots are not available, and lot is unable to be built on without a variance.

- b. **Not Result of Action by Applicant-** Why are the special circumstances not the result of the actions of the applicant?

Very old platted lots of record, and neighbors are either unwilling to sell or I have not been able to get in-touch with them.

- c. **No Special Privilege-** Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

No

- d. **Strict Application Deprives Use-** Would the strict interpretation of the Town Code to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

Yes, without the variance this lot is not buildable

- e. **Minimum Variance-** Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of the Town Code?

Yes, I only requesting to build on a 75' wide lot and no less.

- f. **Not Detrimental-** Is the granting of the variance detriment to the adjacent land, and the character of the zoning district in which the land is located?

Will meet all other zoning requirements.

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey of the property
4. Site plan of the property indicating setbacks, proposed construction and requested variance.

F. FEE.

Residential property - \$300
Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.

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. The invoice shall be paid in full prior to any action of any kind on the development application.

All 4 attachments are required for a complete application. 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

Signature of Co-applicant

Christopher Goodin, president
Typed or printed name and title of applicant

Typed or printed name of co-applicant

2/24/22
Date

Date

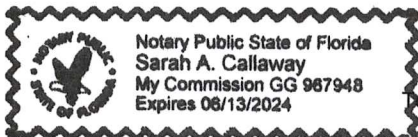
State of Florida County of DUVAL

The foregoing application is acknowledged before me this 24 day of February, 2022, by Christopher
Goodin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

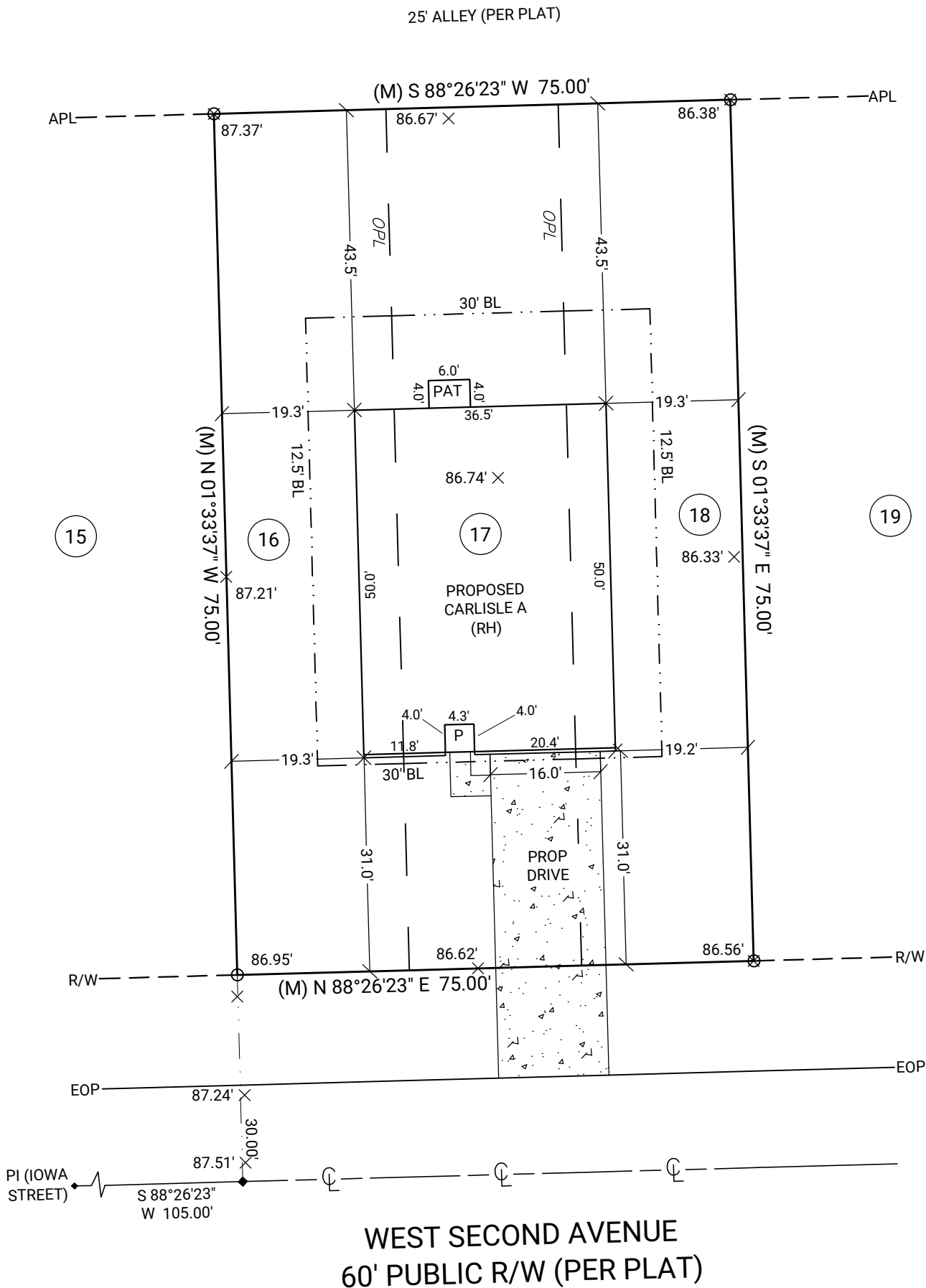
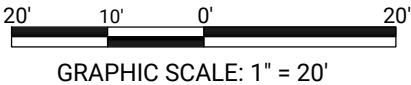


Town of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

ADDRESS: WEST SECOND AVENUE

BEING LOTS 16-18, BLOCK 148, ACCORDING TO THE PLAT OF TOWN OF HILLARD, RECORDED IN PLAT BOOK 1, PAGE 23 THE PUBLIC RECORD OF NASSAU COUNTY, FLORIDA.

AREA: 9,375.00 S.F. ~ 0.215 ACRES



GENERAL NOTES

1. Bearings shown hereon are based Florida State Plane West Zone (0902) derived from static GPS observations recorded on (01/16/2022).
2. Elevations shown hereon are based on NAVD 88 GEOID-12A derived from static GPS observations recorded on (01/16/2022).
3. This property lies within flood zone X according to FEMA FIRM #: 12089C0135F, effective on 12/17/2010. (NAVD 88)
4. This plat has been calculated for closure and is found to be accurate within one foot in 10,000+ feet.

PT Point of Tangency
PI Point of Intersection
PC Point of Curvature
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

TBM Temporary Benchmark
PP Power Pole
CR Community Riser
OPL Original Property Line
-X- Fence
TPED Telephone Pedestal
SS Stop Sign

LAN Lanai
ABOC Approximate Back of Curb
CP Covered Patio
DE Drainage Easement
UE Utility Easement
PROP Proposed
FFE Finished Floor Elevation

TOF Top of Form
BL Building Line
R/W Right of Way
SF Square Feet
APL Approximate Property Line
EOP Edge of Pavement
—C— Center Line

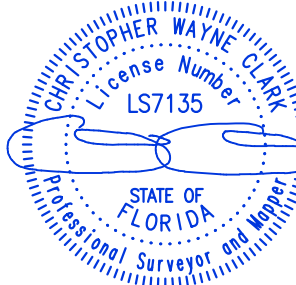
○ Rebar to be set
● Set 1/2" Rebar (LB#8075)
● Found Rebar
△ Found Mag Nail
~ Not To Scale
→ Drainage Flow

SUB: Town of Hillard
LOTS: 16-18 BLOCK: 148
Section 8, Township 3 North, Range 24
East
City of Cape Coral, Nassau County, Florida



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

237 Aucilla Road
Monticello, FL 32344
www.carterandclark.com
LICENSED BUSINESS # 8075



PROFESSIONAL
SURVEYOR & MAPPER IN
RESPONSIBLE CHARGE

CHRISTOPHER WAYNE
CLARK, FLORIDA
CERTIFICATE NO. LS 7135

Christopher
W Clark

This item has been electronically signed and sealed by Christopher Clark, PSM on 01/28/2022 using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I HEREBY CERTIFY THAT THE BOUNDARY SURVEY DEPICTED HEREON WAS CONDUCTED BY PERSONS UNDER MY DIRECT SUPERVISION AND MEETS OR EXCEEDS THE STANDARDS OF PRACTICE ESTABLISHED BY THE STATE OF FLORIDA AS OUTLINED IN 5J-17 FAC.

PLOT PLAN FOR:

CENTURY COMPLETE

FIELD WORK DATE: 01/16/2022
PLAT DATE: 01/28/2022

20220106440 CC JAX FC: S.D.

Carter & Clark Land Surveyors is unable to warrant the accuracy of structures, easements, and buffers that are illustrated on the subdivision plat. This property may be subject to additional easements or restrictions of record. Adjoiners shown are per plat of record. The existence of utilities within utility easements have not been field verified by surveyor. Contact utility contractor for location prior to construction (if applicable). Dimensions from house to property lines should not be used to establish fences. This plat is for exclusive use by client. Use by third parties is at their own risk. The field data upon which this plat is based has a closure precision of one foot in 10,000+ feet and an angular error of 7 seconds per angle point and was adjusted using the compass rule. Equipment used: Leica Total Station- 12. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without the written consent of the signing party or parties.

Property Ownership Affidavit

Date: Tuesday, February 2, 2021

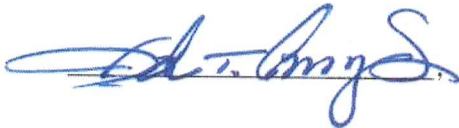
Town of Hilliard
15859 C.R. 108
Hilliard, FL 32046

Re: Zoning & Permitting of Multiple Parcels

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

Gentlemen:

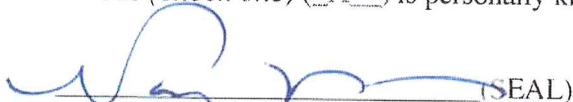
I, John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest, hereby certify that I am an Owner/Representative of the property described in the attached legal description, in connection with re-zoning and filing applications for all applicable agencies to include but not limited to Town of Hilliard, Nassau County, SJRWMD, and ACOE/DEP.



Print: John T. Cassidy, Sr.

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020, by John T. Cassidy, Sr.
He/She (*check one*) (X) is personally known to me, or () has produced a valid driver's license as identification.

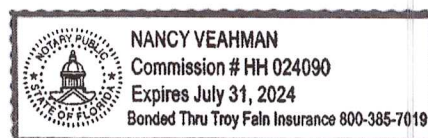


(SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



AGENT AUTHORIZATION

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

RE: Agent Authorization for the sites located below:

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

To Whom It May Concern:

You are hereby advised that the undersigned is the owner/representative of the referenced property described in Exhibit 1 attached hereto. Said owner hereby authorizes and empowers Coastland Group, LLC to act as agent to file application(s) for the above referenced site location/property address and in connection with such authorization to file such applications, papers, documents, request; and other matters necessary for such requested change.

BY: 

John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest
Signature of Owner

John T. Cassidy, Sr. _____
Print Name

904-924-9624 EXT. 118 _____
Telephone Number

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020,
by John T. Cassidy Sr He/She (check one) (☒) is personally known to me, or () has
produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



GENERAL AUTHORIZATION LETTER

TO WHOM IT MAY CONCERN:

I hereby certify that I have Read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Please print:

Name of Owner(s): CCRC WOODLANDS, LTD. and The Carol T. Cassidy Trust by: John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

Address of Owner(s):

4223 Lakeside Drive, Jacksonville, FL 32210

Telephone: 904-924-9624 EXT 118

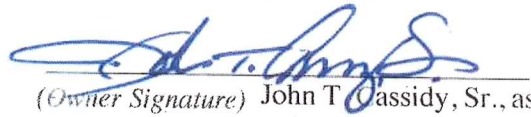
Name of Agent:

Tocoi Engineering

Address of Agent:

714 N Orange Ave.

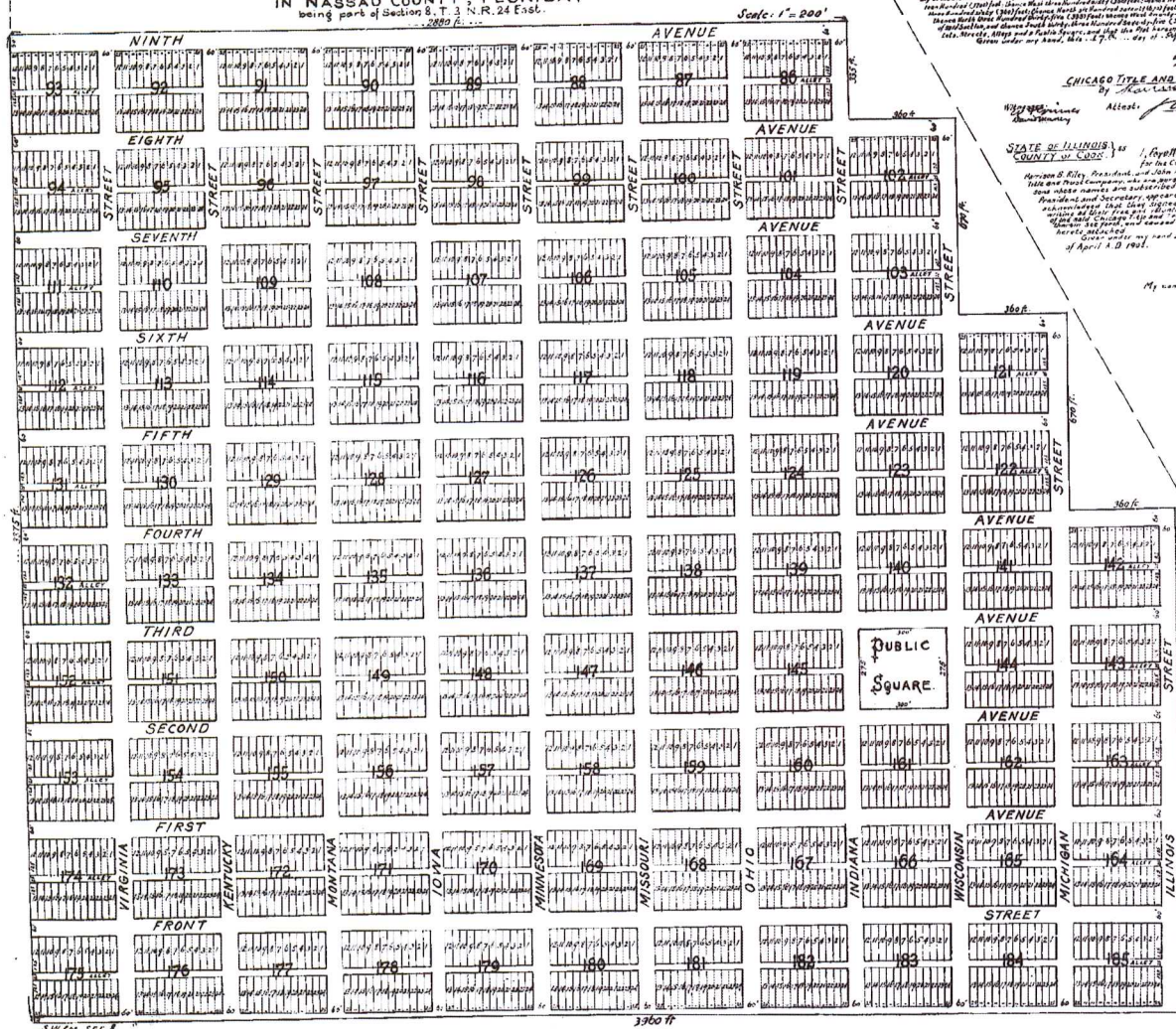
Green Cove Springs, FL 32043



(Owner Signature) John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

(Agent Signature)

PLAT OF THE WEST PORTION OF THE TOWN OF **HILLIARD** IN NASSAU COUNTY, FLORIDA, being part of Section 8, T. 21 N. R. 24 East.



STATE OF FLORIDA, ss. I, **Edwin R. Williams**, Clerk of the Board of Commissioners of Nassau County, Florida, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in the office of the Clerk of the Board of Commissioners of Nassau County, Florida, and that the same was duly recorded and filed in the office of the Clerk of the Board of Commissioners of Nassau County, Florida, on the 25th day of April, 1901.

CHICAGO TITLE AND TRUST COMPANY
 By **Edwin R. Williams**, Clerk
 Attest: **Edwin R. Williams**, Clerk

STATE OF ILLINOIS, ss. I, **Edwin R. Williams**, a Notary Public in and for the County of Cook, State of Illinois, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in the office of the Clerk of the Board of Commissioners of Nassau County, Florida, and that the same was duly recorded and filed in the office of the Clerk of the Board of Commissioners of Nassau County, Florida, on the 25th day of April, 1901.

Edwin R. Williams
 Notary Public in and for the County of Cook, State of Illinois.
 My commission expires June 15, 1911.

Filed April 25th 1901
 Edwin R. Williams
 Clerk, C.R.

Recorded April 25th 1901
 Book 89, Page 222
 Edwin R. Williams
 Clerk, C.R.

FEB 24 1995

FOR RECORDER

BK0724 PG0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3216 One Enterprise Center
Jacksonville, Florida 32201



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210

131108
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

BK 0724 PG 0972
OFFICIAL RECORDS

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, (i) who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:
sign: Peggy A. Baskette
print: Peggy A. Baskette
State of Florida at Large (Seal)
My commission expires:

PEGGY A. BASKETTE
MY COMMISSION EXPIRES
SEPTEMBER 28, 1997
GOVERNOR WALKER JAMES H. GORDON, JR., INC.

131107
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131110
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131109
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
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131101
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11252
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131106
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131102
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980.00

131120
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980.00

131115
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131115
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00



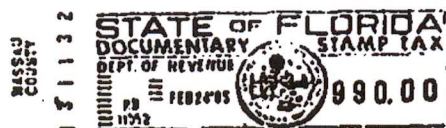
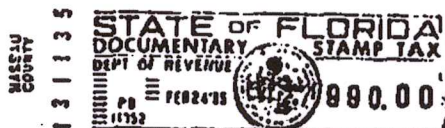
BK0724PG0973
OFFICIAL RECORDS



EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



MASSACHUSETTS COUNTY

131144

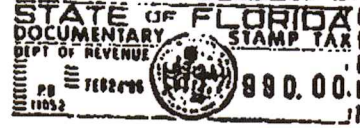


EXHIBIT "B"

MASSACHUSETTS COUNTY

131142



BK 0724 PG 0974
OFFICIAL RECORDS

01-3N-23-2020-0001-0000	05-2N-24-2240-0305-0180	05-2N-24-2240-0331-0010	05-2N-24-2240-0358-0010
05-3N-24-2020-0018-0000	05-2N-24-2240-0308-0010	05-2N-24-2240-0332-0010	05-2N-24-2240-0360-0010
08-3N-24-2020-0001-0000	05-2N-24-2240-0308-0210	05-2N-24-2240-0333-0010	05-2N-24-2240-0361-0010
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MASSACHUSETTS COUNTY

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WASCO COUNTY
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DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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WASCO COUNTY
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WASCO COUNTY
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WASCO COUNTY
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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FEB 24 1995

Parcel ID/Number: **08-3N-24-2380-0148-0160**

Short Legal (from Nassau County Property Appraiser): **BLOCK 148 LOTS 16 17 & 18 TOWN OF HILLIARD**

Legal Description: **BEING LOTS 16-18, BLOCK 148, ACCORDING TO THE PLAT OF THE TOWN OF HILLIARD, RECORDED IN PLAT BOOK 1, PAGE 23 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

FEB 24 1995

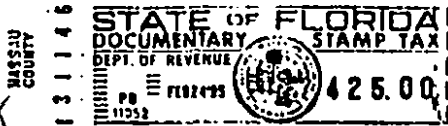
FOR RECORDER

ITEM-3

BK0724PG0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3235 One Enterprise Center
Jacksonville, Florida 32202



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

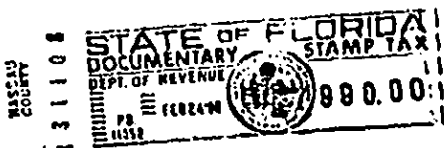
IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210



BK0724PG0972
OFFICIAL RECORDS

ITEM-3

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, () who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

sign: Peggy A. Baskette

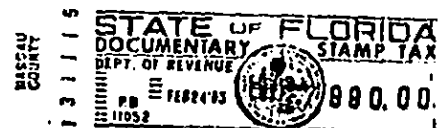
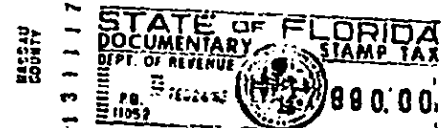
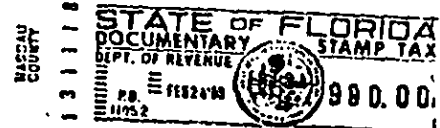
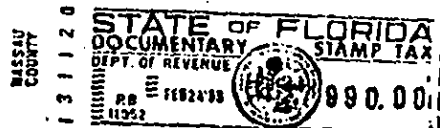
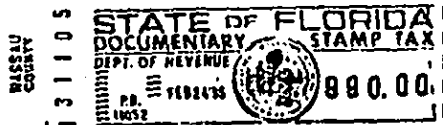
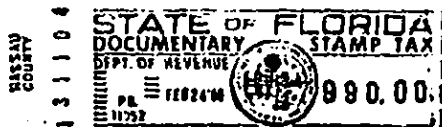
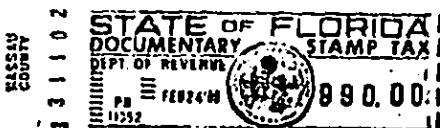
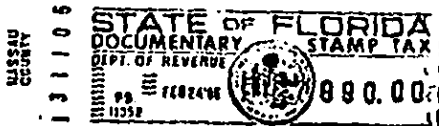
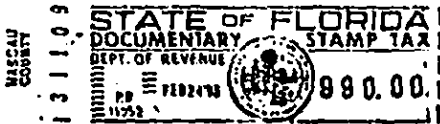
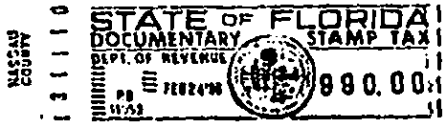
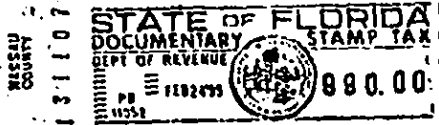
print: Peggy A. Baskette

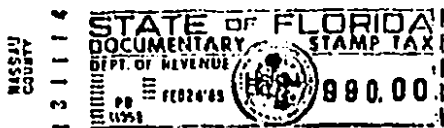
State of Florida at Large (Seal)

My commission expires:



PEGGY A. BASKETTE
MY COMMISSION EXPIRES
03/31/97
NOTARY PUBLIC, STATE OF FLORIDA





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OFFICIAL RECORDS

ITEM-3

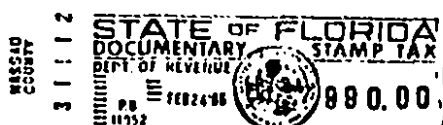
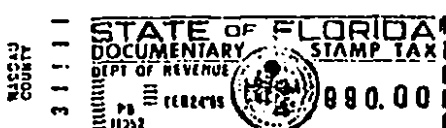
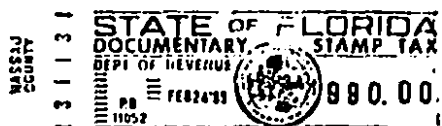
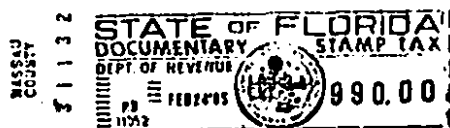
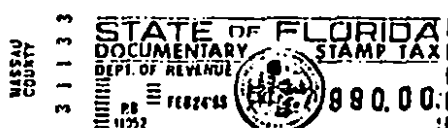


EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



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OFFICIAL RECORDS

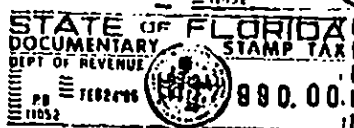
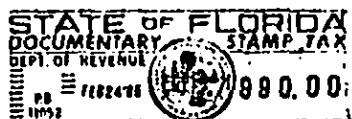
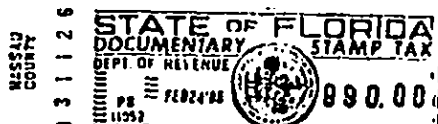
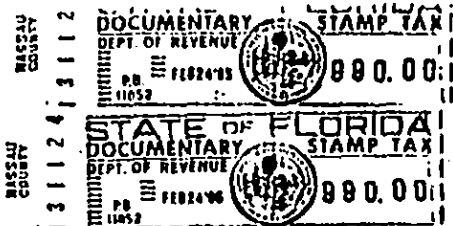


EXHIBIT "B"



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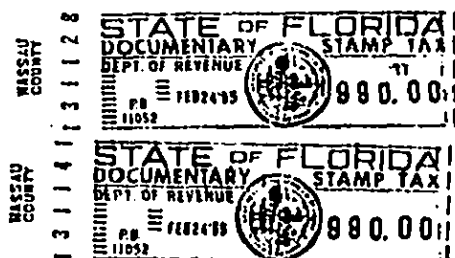
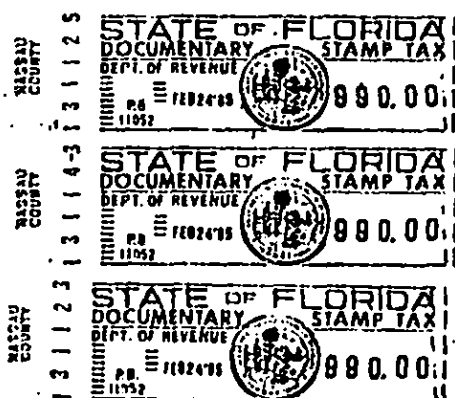




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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Public Hearing & Meeting Date: December 13, 2022
Regular Meeting

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

SUBJECT: Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0130, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

BACKGROUND: Mr. Christopher Goodin of Coastland Group, LLC agent for CCRC Woodlands, LTD., has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet. The property Tax ID is 08-3N-24-2380-0148-0130, and is described as Block 148, Lots 13 through 15, located on West Second Avenue between Iowa Street and Minnesota Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

The property on the west of the subject property is developed. The property is a corner lot. West of the subject property, there are three vacant lots owned by the same property as the subject property.

Attached is the analysis of the requested variance.

A Public Hearing on the variance was held on November 8, 2022. At the end of the public hearing, the applicant requested the application be deferred to the December 13, 2022, Planning and Zoning Board meeting. The Planning and Zoning Board voted to defer action to the December 13, 2022, Planning and Zoning Board meeting. On December 1, 2022, the applicant requested a deferral to the January meeting.

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

RECOMMENDATION

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs will allow the reduction in the lot. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0148-0130 does not meets the requirements of Section 62-183.



AGENDA ITEM REPORT

STAFF REPORT AND RECOMMENDATIONS FOR VARIANCE 20220927-13

1. Owner / Applicant Information:
Applicant – Christopher Goodin
Coastland Group
200 First Street
Neptune Beach, Florida 32266

Owner – CCRC Woodland, LTD.
4223 Lakeside Drive
Jacksonville, Florida 32210
2. Property Information
Parcel ID: #08-3N-24-2380-0148-0130
Location: West Second Avenue at Iowa Street
Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: R-2, Single Family district
Acres: approximately 0.22 acres (9,583 s.f.)
3. Description: Mr. Christopher Goodin, on behalf of CCRC Woodland, LTD., property owner has applied for a Variance to reduce the minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,583 square feet. The property Tax ID is 08-3N-24-2380-0148-0130, and is described as Block 148, Lots 13 through 15, on West Second Avenue between Iowa Street and Minnesota Street. The property is zoned R-2 Single Family, which requires a minimum lot width of 90 foot and a minimum lot area of 10,000 square feet to construct a single-family dwelling on the parcel lot.

Parcel Map

08-3N-24-2380-0148-0130



The property owner owns 6 lots in 2 parcels, each parcel with 3 lots, on the block and would like to build 1 dwelling unit on each parcel. A second variance has been applied for the second parcel. As individual parcels, without a variance, neither parcel could be developed. If the parcels were combined, one dwelling unit could be developed meeting the R-2 zoning requirements.

The requirements to grant a Variance is included in Section 62-183 of the Hilliard Town Code. Below is Section 62-183.

Section 62-183 of the Town Code - Requirements for grant of variance.

- (a) The planning and zoning board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that realization of the general restrictions ought to be granted. No variance shall be granted unless the applicant shall show and the planning and zoning board shall find that:
 - (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section, which disadvantage does not apply to other properties in the vicinity;
 - (2) Because of this disadvantage, the owner is unable to make reasonable use of the affected property;
 - (3) This disadvantage does not exist because of conditions created by the owner or applicant;
 - (4) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and
 - (5) The grant of the variance will:
 - a. Not be contrary to the public interest;
 - b. Not adversely affect other property in the vicinity;
 - c. Be in harmony with the spirit, intent and purpose of this section; and
 - d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.
- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the planning and zoning board, by variance, permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this chapter. No nonconforming use of neighboring lands, structures or buildings in the same zoning district, and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the approval of a variance application.

The Future Land Use Map (FLUM) designation for the property is Medium Density Residential (MDR), allowing 2 to 6 units per acre, or a minimum lot size of 7,250 s.f. Most of the platted lots in the Town are 25' x 125' or 3,125 s.f. A minimum of three of these sized lots are required to comply with the MDR FLUM category. The R-2 zoning district requires a minimum of 4 lots to build a single family dwelling unit. The Variance allow the property owner to construct 1 dwelling unit on the 3 lots.

RECOMMENDATION:

The reduction of the lot size is being proposed in the proposed Land Development Regulations (LDRS). The updated LDRs may allow the reduction in the number of lots. Staff feels that the Variance request to reduce minimum lot width from 90 feet to 75 feet and the minimum lot area from 10,000 square feet to 9,375 square feet for the property with the Parcel ID No. 08-3N-24-2380-0148-0160 does not meets the requirements of Section 62-183. Specifically:

- (a) (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of this section,

There are many locations throughout the Town that property owners do not have enough land to meet the current R-2 zoning. The subject property could be developed for one single family development if it was combined with the parcel to the west. The Planning and Zoning Board identified this as problem and made recommendation to the Town Council to change the lot size requirement with the updated LDRs in the R-2 zoning district.

- (5) The grant of the variance will:

- d. Not confer on the applicant any special privilege that is denied by this chapter to other lands, buildings or structures in the same zoning district.

The applicant would not be able to develop the property with a smaller lot size than allowed by Code unless it was combined with the parcel to the east.

- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant

The property owner could develop the property without the variance if the subject property was combined with the parcel on the east. The variance request is to allow the building 2 dwelling units on the block, instead of 1 if the parcels are combined on the block, a financial gain to the property owner.

**FOR OFFICE USE ONLY**

File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Town of Hilliard Variance Application

A. PROJECT

1. Project Name: Single Lot 1
2. Address of Subject Property: None Assigned
3. Parcel ID Number(s) 08-3N-24-2380-0148-0130
4. Existing Use of Property: Vacant platted Lot - 3 lots 25' wide
5. Future Land Use Map Designation: Medium Density
6. Zoning Designation: R-2
7. Acreage: 0.22

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Christopher Goodin Title: President
Company (if applicable): Coastland Group, LLC
Mailing address: 200 First Street
City: Neptune Beach State: FL ZIP: 32266
Telephone: (919-671-5825) FAX: () e-mail: cgoodin@coastlandgroup.com
3. If the applicant is agent for the property owner*:
Name of Owner (title holder): CCRC Woodlands LTD
Company (if applicable): _____
Mailing address: 4223 Lakeside Drive
City: Jacksonville State: FL ZIP: 32210
Telephone: () FAX: () e-mail: _____

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

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: Reduce minimum lot width
2. Section of Town Code under which the variance is sought Section 62-284(c) (1)
3. Reason Variance is requested: To construct a home on 3 lots (75' wide)
4. Statement of Facts for Requested Variance (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

- a. **Extraordinary and Exceptional Conditions-** What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

Additional lots are not available, and lot is unable to be built on without a variance.

- b. **Not Result of Action by Applicant-** Why are the special circumstances not the result of the actions of the applicant?

Very old platted lots of record, and neighbors are either unwilling to sell or I have not been able to get in-touch with them.

- c. **No Special Privilege-** Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

No

- d. **Strict Application Deprives Use-** Would the strict interpretation of the Town Code to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

Yes, without the variance this lot is not buildable

- e. **Minimum Variance-** Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of the Town Code?

Yes, I only requesting to build on a 75' wide lot and no less.

- f. **Not Detrimental-** Is the granting of the variance detriment to the adjacent land, and the character of the zoning district in which the land is located?

Will meet all other zoning requirements.

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey of the property
4. Site plan of the property indicating setbacks, proposed construction and requested variance.

F. FEE.

Residential property - \$300
Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.

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. The invoice shall be paid in full prior to any action of any kind on the development application.

All 4 attachments are required for a complete application. 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

Signature of Co-applicant

Christopher Goodin, president
Typed or printed name and title of applicant

Typed or printed name of co-applicant

2/24/22
Date

Date

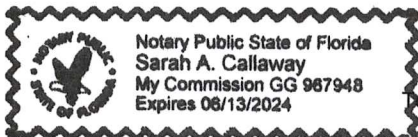
State of Florida County of DUVAL

The foregoing application is acknowledged before me this 24 day of February, 2022, by Christopher
Goodin, who is/are personally known to me, or who has/have produced _____
as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

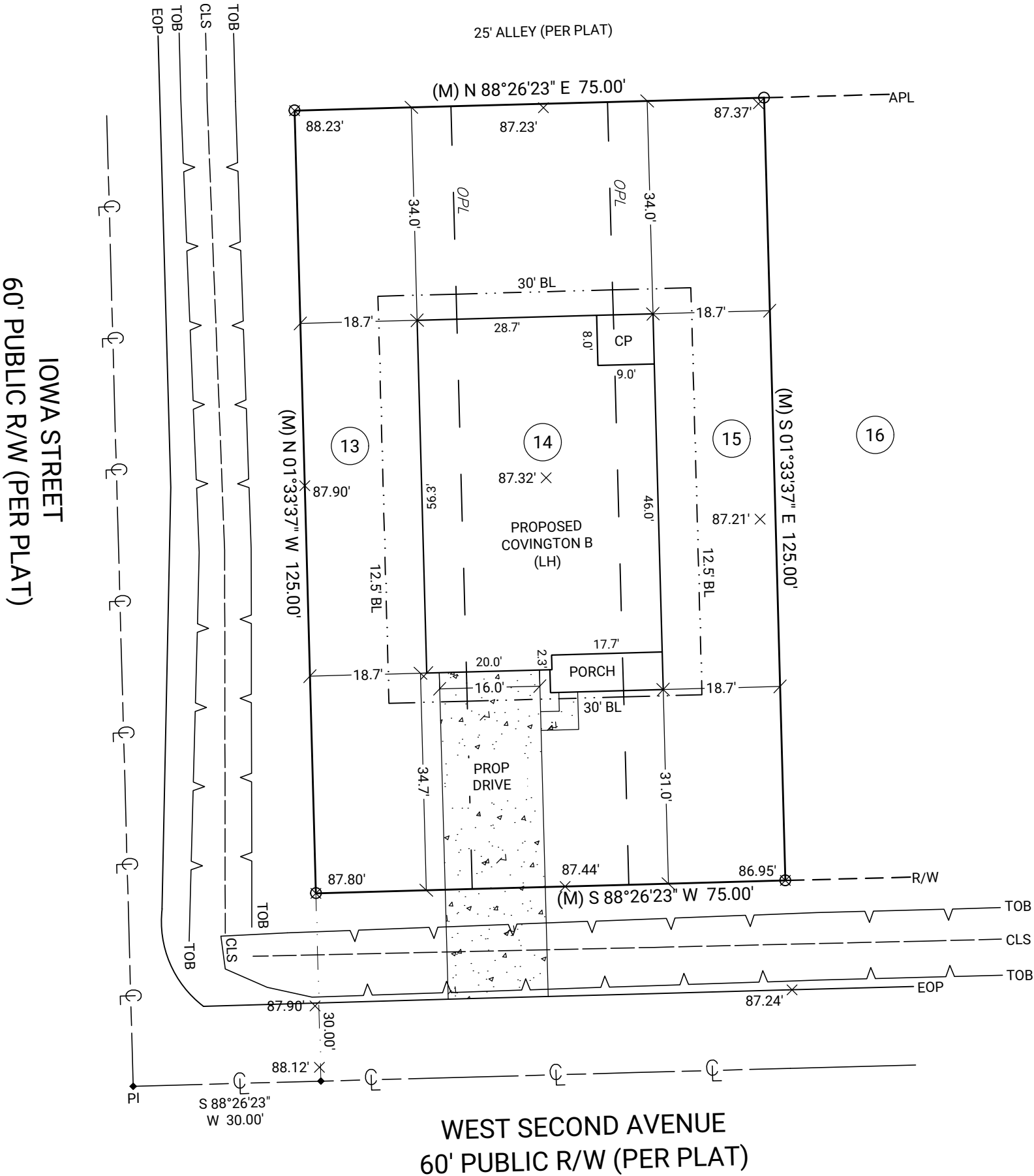
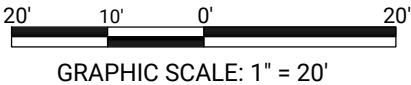


Down of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

ADDRESS: WEST SECOND AVENUE

BEING LOTS 13-15, BLOCK 148, ACCORDING TO THE PLAT OF TOWN OF HILLARD, RECORDED IN PLAT BOOK 1, PAGE 23 THE PUBLIC RECORD OF NASSAU COUNTY, FLORIDA.

AREA: 9,375.00 S.F. ~ 0.215 ACRES



GENERAL NOTES

1. Bearings shown hereon are based Florida State Plane West Zone (0902) derived from static GPS observations recorded on (01/16/2022).
2. Elevations shown hereon are based on NAVD 88 GEOID-12A derived from static GPS observations recorded on (01/16/2022).
3. This property lies within flood zone X according to FEMA FIRM #: 12089C0135F, effective on 12/17/2010. (NAVD 88)
4. This plat has been calculated for closure and is found to be accurate within one foot in 10,000+ feet.

PT Point of Tangency
PI Point of Intersection
PC Point of Curvature
A/C Air Conditioning
CONC Concrete
P Porch
PAT Patio

TBM Temporary Benchmark
PP Power Pole
CR Community Riser
OPL Original Property Line
-X- Fence
TPED Telephone Pedestal
SS Stop Sign

LAN Lanai
ABOC Approximate Back of Curb
CP Covered Patio
DE Drainage Easement
UE Utility Easement
PROP Proposed
FFE Finished Floor Elevation

TOF Top of Form
BL Building Line
R/W Right of Way
SF Square Feet
APL Approximate Property Line
EOP Edge of Pavement
-CL- Center Line

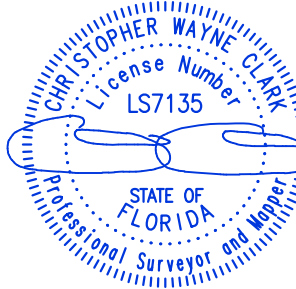
○ Rebar to be set
● Set 1/2" Rebar (LB#8075)
● Found Rebar
△ Found Mag Nail
⚡ Not To Scale
➔ Drainage Flow

SUB: Town of Hillard
LOTS: 13-15 BLOCK: 148
Section 8, Township 3 North, Range 24
East
City of Cape Coral, Nassau County, Florida



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

237 Aucilla Road
Monticello, FL 32344
www.carterandclark.com
LICENSED BUSINESS # 8075



PROFESSIONAL
SURVEYOR & MAPPER IN
RESPONSIBLE CHARGE

CHRISTOPHER WAYNE
CLARK, FLORIDA
CERTIFICATE NO. LS 7135

Christopher
W Clark

PLOT PLAN FOR:

CENTURY COMPLETE

FIELD WORK DATE: 01/16/2022
PLAT DATE: 01/28/2022

20220106438 CC JAX FC: S.D.

Carter & Clark Land Surveyors is unable to warrant the accuracy of structures, easements, and buffers that are illustrated on the subdivision plat. This property may be subject to additional easements or restrictions of record. Adjoiners shown are per plat of record. The existence of utilities within utility easements have not been field verified by surveyor. Contact utility contractor for location prior to construction (if applicable). Dimensions from house to property lines should not be used to establish fences. This plat is for exclusive use by client. Use by third parties is at their own risk. The field data upon which this plat is based has a closure precision of one foot in 10,000+ feet and an angular error of 7 seconds per angle point and was adjusted using the compass rule. Equipment used: Leica Total Station- 12. Additions or deletions to survey maps or reports by other than the signing party or parties is prohibited without the written consent of the signing party or parties.

This item has been electronically signed and sealed by Christopher Clark, PSM on 01/28/2022 using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I HEREBY CERTIFY THAT THE BOUNDARY SURVEY DEPICTED HEREON WAS CONDUCTED BY PERSONS UNDER MY DIRECT SUPERVISION AND MEETS OR EXCEEDS THE STANDARDS OF PRACTICE ESTABLISHED BY THE STATE OF FLORIDA AS OUTLINED IN 5J-17 FAC.

Property Ownership Affidavit

Date: Tuesday, February 2, 2021

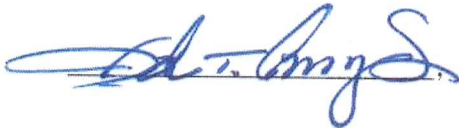
Town of Hilliard
15859 C.R. 108
Hilliard, FL 32046

Re: Zoning & Permitting of Multiple Parcels

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

Gentlemen:

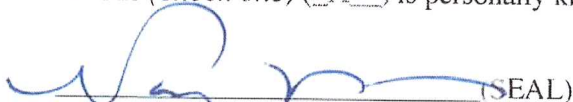
I, John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest, hereby certify that I am an Owner/Representative of the property described in the attached legal description, in connection with re-zoning and filing applications for all applicable agencies to include but not limited to Town of Hilliard, Nassau County, SJRWMD, and ACOE/DEP.



Print: John T. Cassidy, Sr.

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020, by John T. Cassidy Sr.
He/She (*check one*) (X) is personally known to me, or () has produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



AGENT AUTHORIZATION

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

RE: Agent Authorization for the sites located below:

RE #: 08-3N-24-2380-0178-0090; 08-3N-24-2380-0178-0180; 08-3N-24-2380-0178-0030; 08-3N-24-2380-0176-0070; 08-3N-24-2380-0159-0200; 08-3N-24-2380-0165-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0148-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0127-0010; 08-3N-24-2380-0136-0180; 08-3N-24-2380-0136-0030; 08-3N-24-2380-0139-0010; 08-3N-24-2380-0139-0200

To Whom It May Concern:

You are hereby advised that the undersigned is the owner/representative of the referenced property described in Exhibit 1 attached hereto. Said owner hereby authorizes and empowers Coastland Group, LLC to act as agent to file application(s) for the above referenced site location/property address and in connection with such authorization to file such applications, papers, documents, request; and other matters necessary for such requested change.

BY: 

John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest
Signature of Owner

John T. Cassidy, Sr. _____
Print Name

904-924-9624 EXT. 118 _____
Telephone Number

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 2nd day of February, 2020,
by John T. Cassidy Sr He/She (check one) (☒) is personally known to me, or () has
produced a valid driver's license as identification.

 (SEAL)

Notary Public, State of _____ and county aforesaid
Name: _____

My Commission Expires: _____

My Commission Number is: _____



GENERAL AUTHORIZATION LETTER

TO WHOM IT MAY CONCERN:

I hereby certify that I have Read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Please print:

Name of Owner(s): CCRC WOODLANDS, LTD. and The Carol T. Cassidy Trust by: John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

Address of Owner(s):

4223 Lakeside Drive, Jacksonville, FL 32210

Telephone: 904-924-9624 EXT 118


Name of Agent:

Tocoi Engineering

Address of Agent:

714 N Orange Ave.

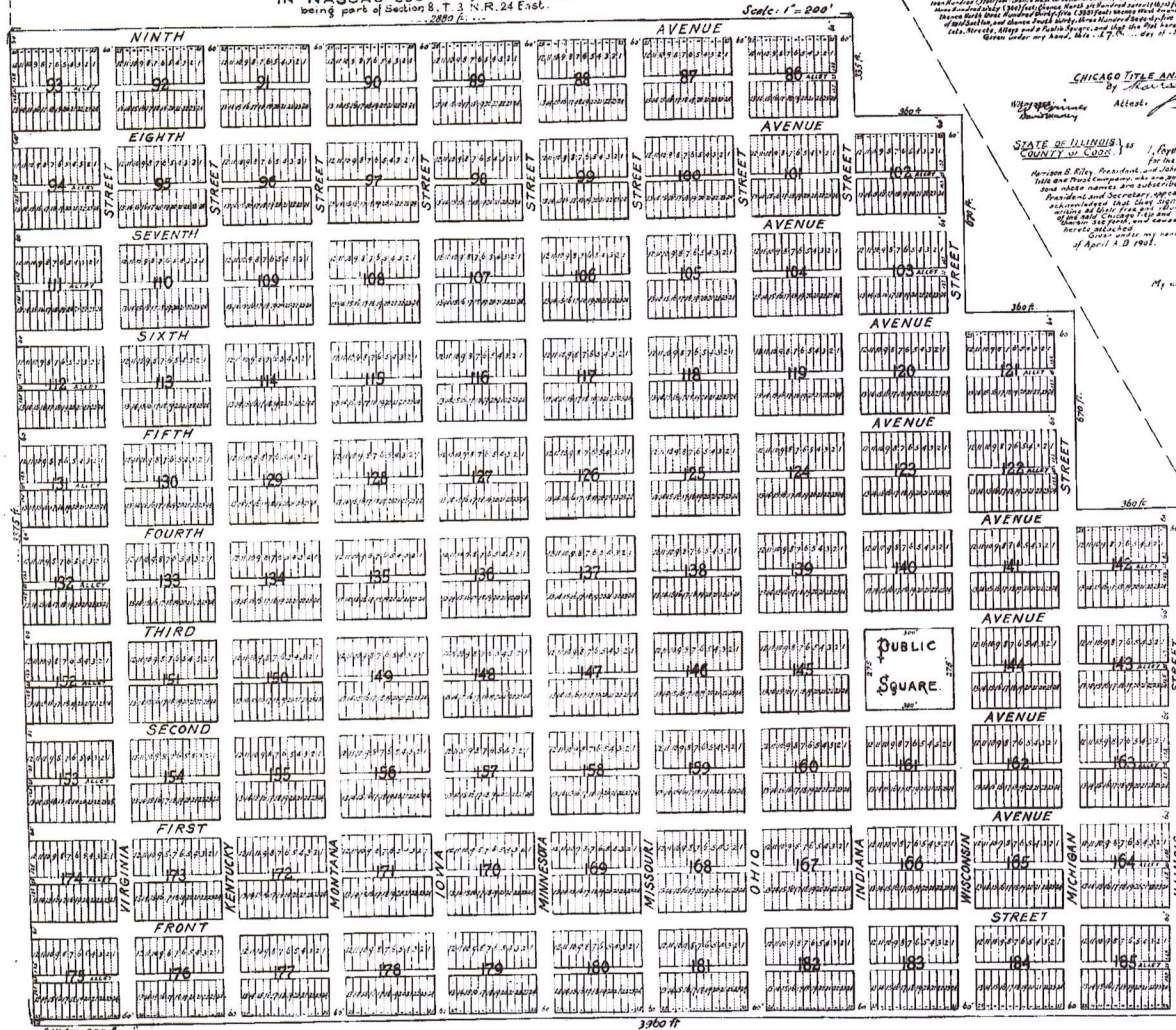
Green Cove Springs, FL 32043



(Owner Signature) John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

(Agent Signature)

PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD IN NASSAU COUNTY, FLORIDA, being part of Section 8, T. 21 N. R. 24 East.



STATE OF FLORIDA: ss. I, Wm. B. B. B., County Clerk of Nassau County, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, in Nassau County, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 23rd day of April, 1911.

CHICAGO TITLE AND TRUST COMPANY
By John H. B. B., President
Attest: John H. B. B., Secretary

STATE OF ILLINOIS: ss. I, John H. B. B., a Notary Public in and for the County of Cook, do hereby certify that the within and foregoing plat of the West Portion of the Town of Hilliard, in Nassau County, Florida, being part of Section 8, T. 21 N. R. 24 East, is a true and correct copy of the original plat on file in my office, and that the same was duly recorded and filed in my office on the 23rd day of April, 1911.

Filed April 25th 1911
Edwin R. Williams
Clerk, C. O. R.
Recorded April 25th 1911
Book B. 9, Page 222
Edwin R. Williams
Clerk, C. O. R.

FEB 24 1995

FOR RECORDER

BK0724 PG0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3216 One Enterprise Center
Jacksonville, Florida 32201



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210

131108
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

BK0724PG0972
OFFICIAL RECORDS

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, (i) who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

sign: Peggy A. Baskette

print: Peggy A. Baskette

State of Florida at Large (Seal)

My commission expires:



PEGGY A. BASKETTE
MY COMMISSION EXPIRES
SEPTEMBER 25, 1997
COMM. NO. 11052

131107
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131110
NASSAU COUNTY
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131109
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STATE OF FLORIDA
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DEPT. OF REVENUE
PB FEB24'95
11252
980.00

131101
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STATE OF FLORIDA
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PB FEB24'95
11252
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131120
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STATE OF FLORIDA
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PB FEB24'95
11252
980.00



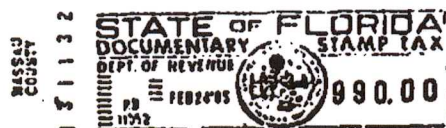
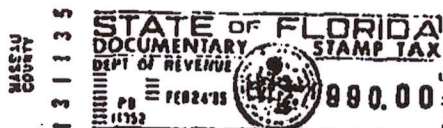
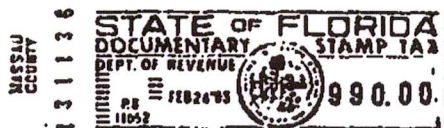
BK0724PG0973
OFFICIAL RECORDS



EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



MASSACHUSETTS COUNTY

131144

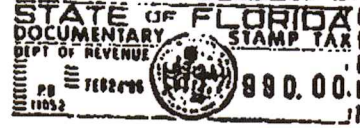


EXHIBIT "B"

MASSACHUSETTS COUNTY

131142



BK 0724 PG 0974
OFFICIAL RECORDS

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MASSACHUSETTS COUNTY

131126



WASCO COUNTY
1311243112

DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

BK0724PG0975
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WASCO COUNTY
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WASCO COUNTY
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WASCO COUNTY
131123131125

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
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STATE OF FLORIDA
DOCUMENTARY STAMP TAX
DEPT. OF REVENUE
P.B. FEB 24 '95 11052
\$990.00

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RECEIVED
FEB 24 1995

Parcel ID/Number: **08-3N-24-2380-0148-0130**

Short Legal (from Nassau County Property Appraiser): **BLOCK 148 LOTS 13 14 & 15 TOWN OF HILLIARD**

Legal Description: **BEING LOTS 13-15, BLOCK 148, ACCORDING TO THE PLAT OF THE TOWN OF HILLIARD, RECORDED IN PLAT BOOK 1, PAGE 23 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

FEB 24 1995

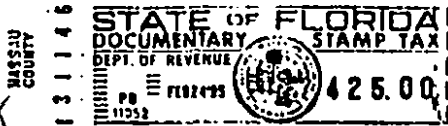
FOR RECORDER

ITEM-4

BK 0724 PG 0971

OFFICIAL RECORDS

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3235 One Enterprise Center
Jacksonville, Florida 32202



WARRANTY DEED

THIS WARRANTY DEED made as of the 16th day of December, 1994, by Carol T. Cassidy, whose address is 4646 Algonquin Avenue, Jacksonville, Florida 32210, hereinafter called the Grantor, to CCRC WOODLANDS, LTD., a Florida limited partnership, whose address is, 6870 Phillips Highway, Jacksonville, Florida 32216-6036, and whose taxpayer identification number is applied for, hereinafter called the Grantee.

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does hereby grant, bargain, sell and convey unto the Grantee, and Grantee's heirs, successors and assigns forever all that certain real property situate in Nassau County, Florida, described as follows:

See Exhibit "A" Attached

Parcel Identification Number: See Exhibit "B"

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

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

And the Grantor hereby covenants with Grantee that, except as set forth below, Grantor is lawfully seized of said property in fee simple; that Grantor has good right and lawful authority to sell and convey said property; that said property is free from all encumbrances; that Grantee shall have peaceable and quiet possession thereof; and that Grantor hereby fully warrants the title to said property and will defend the same against the lawful claims of all persons whomsoever.

This conveyance is subject to covenants, easements and restrictions of record and to ad valorem taxes levied or which may become a lien subsequent to December 31 of the calendar year next preceding the date hereof.

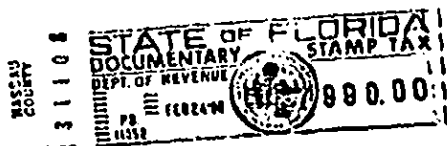
IN WITNESS WHEREOF, this deed has been executed as of the date first above written.

Signed, sealed and delivered
in the presence of:

Richard C. Cassidy, Sr.
Name: RICHARD C. CASSIDY, SR.

Mary Ann Fortner
Name: MARY ANN FORTNER

Carol T. Cassidy
Carol T. Cassidy
4646 Algonquin Avenue
Jacksonville, Florida 32210



BK0724PG0972
OFFICIAL RECORDS

ITEM-4

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 16th day of December, 1994 by Carol T. Cassidy, () who is personally known to me () or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

sign: Peggy A. Baskette

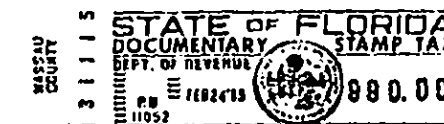
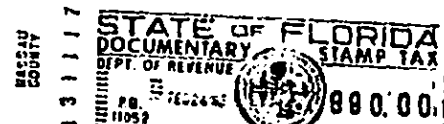
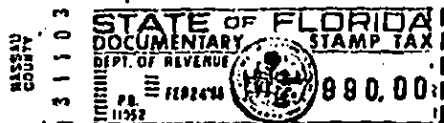
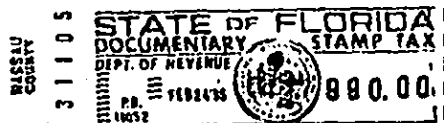
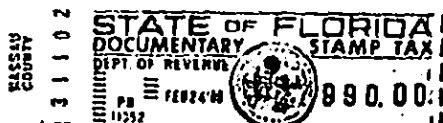
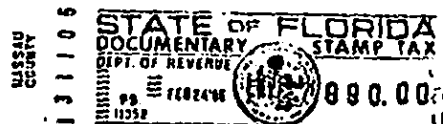
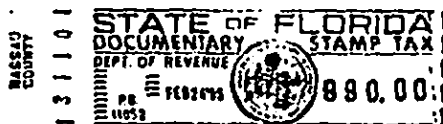
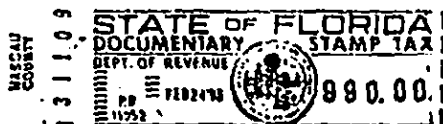
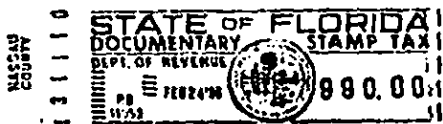
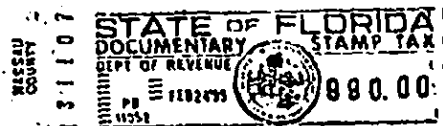
print: Peggy A. Baskette

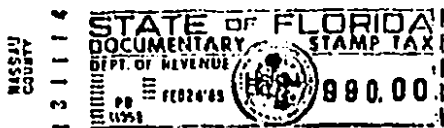
State of Florida at Large (Seal)

My commission expires:



PEGGY A. BASKETTE
MY COMMISSION EXPIRES
DECEMBER 29, 1997
NOTARY PUBLIC, STATE OF FLORIDA





BK0724PG0973
OFFICIAL RECORDS

ITEM-4

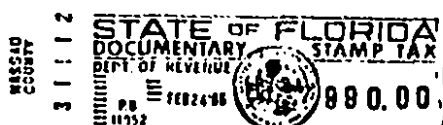
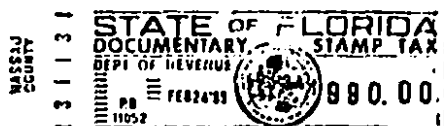
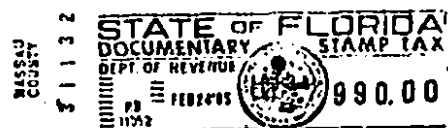
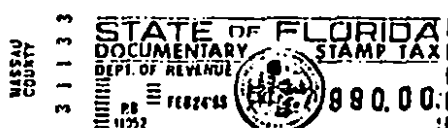
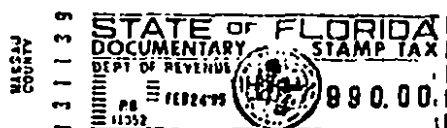


EXHIBIT "A"

All of the Grantor's undivided 2/3rds interest in and to all the real property in which Grantor owns an undivided 2/3rds interest located in Nassau County, Florida which includes the parcel identification numbers without limitation as listed in Exhibit "B" and consists of an undivided 2/3rds interest in approximately 12,625.62 acres LESS AND EXCEPT:

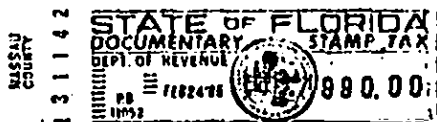
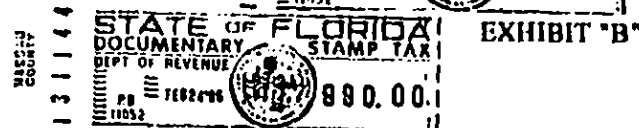
The West one-half (1/2) of Lots 63 and 64, CORNWALL SURVEY, located in Section 18, Township 3 North, Range 23 East, Nassau County, Florida.



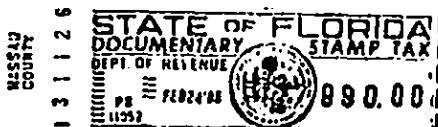
BK0724PG0974

OFFICIAL RECORDS

EXHIBIT "B"



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ITEM-4

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04
 RECEIVED BY
 COUNTY CLERK



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: December 13, 2022

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

SUBJECT: Planning and Zoning Board Approve the Withdrawal of the Appeal No. 20220809, for Parcel ID No. 17-3N-24-2020-0040-0080, submitted by Ms. Tobi Welton, applicant for Brian Frederick, property owner.

BACKGROUND: On August 9, 2022, Ms. Tobi Welton submitted a Site Clearing/Site Work application to construct a single-family dwelling unit on Siren Lane. The Land Use Administrator stated that a 60 ft. access to Henry Smith Road was required in order for the property to meet the requirements of Section 62-347 and 62-342 of the Town Code. On August 24th, Ms. Welton submitted an application to appeal the decision on the Land Use Administrator.

A Public Hearing on the appeal was held on November 8, 2022. At the end of the public hearing and after Board discussion, it was decided to defer a decision on the appeal to the December 13, 2022 Planning and Zoning Board meeting to allow the Town Attorney and Land Use Administrator time to investigate a resolution that would allow the construction of one single family dwelling unit on the property. The Planning and Zoning Board voted to defer action to the December 13, 2022, Planning and Zoning Board meeting.

The Town Attorney issued a legal opinion related to the existing easement on the property. Based on the legal opinion, the Land Use Administrator approved the application. Once the application was approved the applicant requested the appeal be withdrawn.

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

RECOMMENDATION: Approve the withdrawal of the application.



Town of Hilliard Site Clearing/Site Work Application (Individual Dwelling Unit)

FOR OFFICE USE ONLY

File #

20220809

Application Fee

\$4600 cash - 2/21

Filing Date:

8/9/22

By:

Acceptance Date:

8/9/22

By:

[Signature]

A. PROJECT

1. Address of Subject Property: 0 Siren Lane
2. Parcel ID Number(s): 17-3n-24-2020-0049-0080
3. Acreage of Project: 18 1/2 acres

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Tobi Walborn Title: Realtor
Company (if applicable): ERA Fernandina Bch Realty, Callahan
Mailing address: 542188 US Hwy 1
City: Callahan State: FL ZIP: 32011
Telephone: 904 571-7653 FAX: () e-mail: RealestatewithTobi@gmail

C. ATTACHMENTS, if available (One copy plus one copy no larger than 8 1/2 X 11 or in PDF format)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
5. Statement of proposed work

D. APPLICATION FEE

1. \$100 plus \$20 per acre + $360^{ac} = \$4600$

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning _____ Reviewed By: _____

Water Service Available yes Location of Service Henry Smith water meter at Henry Smith

Improvements Required for Water Service customer provide 2" x backflow Reviewed By: [Signature]

Sewer Service Available no Location of Service _____

Improvements Required for Sewer Service Exception Required Reviewed By: [Signature]

Access onto Public Right of Way or Approved Private Road None existing easement Paved Road _____ Unpaved Road _____

Improvements Required for Access None existing easement Reviewed By: [Signature]

access. Access will be from existing easement per Attorney legal opinion
If more than one house is considered then there will have to be
a 5.5 inch water line added with the taps at the property lines

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Page 1 of 1

Janis Fleet

From: Mary Norberg <mnorberg@waughgrant.com>
Sent: Thursday, December 8, 2022 12:28 PM
To: Janis Fleet
Cc: Janis Fleet; Christian Waugh
Subject: Re: Siren Lane
Attachments: 2022-12-08 Memo to Planning and Zoning Board re Siren Lane Appeal.pdf

Hi Janis,

After looking into the issues we spoke about yesterday on the phone, I'm not sure a PUD is really necessary. The main reason we discussed the need for it was to address the minimum lot width requirements for an A-1 district and to address further subdivision issues, but I don't believe these are an issue after reviewing the Code provisions for the reasons below.

First, I believe Section 62-347 and 62-342 should be read together as they are both incorporated in Chapter 62 Article VI Supplementary Regulations and that the Siren Lane easement satisfies the requirements of both.

Section 62-342 of the Town Code provides:

Every building hereafter erected or moved shall be located on a lot or parcel of land which provides frontage on a public street or an approved private street.

Section 62-347(a) provides:

Every building hereafter erected or moved shall be on a lot adjacent to a public street or private street approved by the town council, provided that such private right-of-way shall not be less than 60 feet in width and further provided that all structures shall be so located on lots as to provide safe and convenient access for surviving, fire protection and required off-street parking. ***Existing easements or right-of-way of record shall be excluded.***

In my opinion, the Siren Lane easement is excluded from the frontage and 60 foot access requirements as an existing easement. Based on this and the estoppel research, there is no need to address these issues with a PUD.

Next, there is no minimum lot width referenced in 62-342 and the frontage requirements do not seem to incorporate any minimum lot width. The provisions in 62-342 and 62-282 are distinct requirements. Therefore, I do not believe a PUD would be needed to address minimum lot width because it's not at issue under 62-342. Additionally, because the lot is 18 acres, I'm confused as to why it doesn't meet the 150 foot minimum width requirement in general.

I do want to say that while a PUD may be a viable and legal option, I just do not think it's necessary in this situation for the construction of a single family residence. I don't believe there's a risk of further improper subdivision because the owner is on notice of these issues at this time.

I attached a final version of the memo that I'm going to send out this afternoon in preparation for the December 13th meeting. I recognize this has been a complicated question and that there may be differing opinions, and I apologize for any delay, however this is the conclusion I've come to after reviewing everything.

Please let me know if you have any concerns or if there was any information I did not consider from our call yesterday.

Best regards,

Mary Norberg

Associate Attorney
Waugh Grant, PLLC
201 E. Pine Street, Suite 315
Orlando, FL 32801
321-800-6008: Phone
844-206-0245: Fax
mnorberg@waughgrant.com

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From: Janis Fleet <jfleet@fleetarchitectsplanners.net>
Date: Wednesday, December 7, 2022 at 9:28 AM
To: Mary Norberg <mnorberg@waughgrant.com>
Cc: Janis Fleet <jfleet@townofhilliard.com>, Christian Waugh <cwaugh@waughgrant.com>
Subject: Re: Siren Lane

11 AM will work.

You can call my cell - 904-476-3220, unless you want to schedule a virtual call.

Let me know.

Thanks
Janis

Janis K. Fleet, AICP

Fleet & Associates Architects/Planners, Inc.

904-666-7038 (office)

904-476-3220 (cell)

jfleet@fleetarchitectsplanners.net

On Wed, Dec 7, 2022 at 9:03 AM Mary Norberg <mnorberg@waughgrant.com> wrote:

Good morning Janis,

Will 11am work?

Thank you,

Mary Norberg

Associate Attorney

Waugh Grant, PLLC

201 E. Pine Street, Suite 315

Orlando, FL 32801

321-800-6008: Phone

844-206-0245: Fax

mnorberg@waughgrant.com

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From: Janis Fleet <jfleet@townofhilliard.com>

Date: Wednesday, December 7, 2022 at 7:50 AM

To: Christian Waugh <cwaugh@waughgrant.com>, Mary Norberg <mnorberg@waughgrant.com>

Cc: "AICP Janis K. Fleet (jfleet@fleetarchitectsplanners.net)" <jfleet@fleetarchitectsplanners.net>

Subject: RE: Siren Lane

Can we schedule a call today to discuss this project moving forward? I am preparing the agenda for next weeks P & Z meeting.

I have a meeting at 10, otherwise I am available for a call

Thanks-

Janis

Janis K. Fleet, AICP

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

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From: Christian Waugh <cwaugh@waughgrant.com>

Sent: Tuesday, December 6, 2022 2:28 PM

To: Janis Fleet <jfleet@townofhilliard.com>; Mary Norberg <mnorberg@waughgrant.com>

Subject: Re: Siren Lane

Janis,

We definitely agree that the applicant could have been saved some grief, but, we were not provided the information or brought into the process sufficiently to override the recommendations made early on. But we believe that in working together we are going to fix a problem created by the prior LUA in a manner that protects both the Town and the owner, while being legally correct. Thanks for keeping us in the loop.

CWW

--

Christian W. Waugh

Board Certified Real Estate Attorney

Waugh Grant PLLC

201 E. Pine Street, Suite 315

Orlando, FL 32801

321-800-6008: Phone

844-206-0245: Fax

cwaugh@waughgrant.com

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From: Janis Fleet <jfleet@townofhilliard.com>

Date: Monday, December 5, 2022 at 11:43 AM

To: Mary Norberg <mnorberg@waughgrant.com>, Christian Waugh <waughlaw@townofhilliard.com>

Subject: RE: Siren Lane

Mary-

I appreciate your response. I wish this information could have been provided to me when we met on June 21st, with the realtors of the property. Allowing the easement would have saved a lot of time for the applicant.

Below is the definition of a "variance" from Sec. 62-1. – Definitions of the Town . Please confirm that you feel a variance for lot frontage would be allowed. I remember we discussed this before and I thought you did not think that the Town's variance definition allows for the reduction of lot frontage.

Variance means a relaxation of the terms of this chapter where such variance will not be contrary to the public interest and where, owing to the particular physical surroundings, shape, or topographical condition of the property, and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. As used in this chapter, a variance is authorized only for height, area and size of structure, size of lot and yards and open spaces; establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. All variances must be approved by the planning and zoning board.

I am available to talk you would like to discuss this.

Thanks-

Janis

Janis K. Fleet, AICP

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

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From: Mary Norberg <mnorberg@waughgrant.com>

Sent: Thursday, December 1, 2022 3:46 PM

To: Janis Fleet <jfleet@townofhilliard.com>; Christian Waugh <waughlaw@townofhilliard.com>

Subject: Re: Siren Lane

Janis,

I apologize for missing your call yesterday. I've completed the research on the issues below and attached a memo I intend to issue to the Board before the next meeting for your review.

After looking into the case law on estoppel, I unfortunately do think the letter issued by Mr. Higginbotham has created an issue for the Town in terms of the access from Siren Lane being sufficient. I also reviewed the deeds in the official records for the property and it appears to me that the easement has always been there so it would qualify as an existing easement under 62-347. Although the lot may have been improperly subdivided, it was done so in reliance on the letter and Ms. Welborn has indicated they relied on the letter in purchasing the property as well.

However, I agree with you that the frontage requirements for the A-1 district under Section 62-342 are not covered by the letter and a variance should be required to remedy this issue.

I'll be out of the office tomorrow and Friday, but I'll be available Tuesday to discuss if needed.

Thank you,

Mary Norberg

Associate Attorney

Waugh Grant, PLLC

201 E. Pine Street, Suite 315

Orlando, FL 32801

321-800-6008: Phone

844-206-0245: Fax

mnorberg@waughgrant.com

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From: Janis Fleet <jfleet@townofhilliard.com>

Date: Wednesday, November 30, 2022 at 12:20 PM

To: Christian Waugh <waughlaw@townofhilliard.com>, Mary Norberg <mnorberg@waughgrant.com>

Subject: RE: Siren Lane

Any update?

In researching the easement, the 18 acre parcel was only connected to the easement after it was split in 2016.

Thanks-

Janis

Janis K. Fleet, AICP

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

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From: Janis Fleet
Sent: Monday, November 21, 2022 1:33 PM
To: Christian Waugh <vaughlaw@townofhilliard.com>; Mary Norberg <mnorberg@waughgrant.com>
Subject: RE: Siren Lane

Christian-

Based on our phone conversation, I will wait on this until I hear back from you with an answer to the estoppel question.

Happy Thanksgiving!

Thanks-

Janis

Janis K. Fleet, AICP

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

www.townofhilliard.com

From: Christian Waugh <vaughlaw@townofhilliard.com>
Sent: Monday, November 21, 2022 1:13 PM

To: Janis Fleet <jfleet@townofhilliard.com>; Mary Norberg <mnorberg@waughgrant.com>

Subject: Siren Lane

Good afternoon Janis,

Mary and I are trying to get the legal analysis complete on the Siren Lane issue. We just had a conference and here is what we think:

1. The issue with the Higginbotham letter is whether or not anyone had a right to reliance on it, and, if they did, whether the doctrine of collateral estoppel or equitable estoppel applies such that the Town cannot go back and insist on proper subdivision. This is usually a fact intensive analysis, but we will make certain assumptions and come to a conclusion.
2. Assuming we are not estopped from requiring subdivision compliance, our tentative conclusion is that 62-347 does not require 60' access.
3. According to the application and the staff report documentation you submitted, although 62-342 was clearly on your mind and the mind of the owner, 62-342 was not a reason for rejection and is therefore not at issue for the appeal. The appeal was made on August 24, but the additional 62-342 writing occurred a day later. In appeals, we have to take the record as it is. That said, if you made the right decision for the wrong reason, I suspect that the P&Z Board has the discretion to take that into account.
4. However, even if neither 347 nor 342 apply, if we are not estopped, I believe that the P&Z Board may consider the illegal subdivision for the same reason that they may be able to consider 342. It was an issue that the parties were aware of. Section 46-3 gives the Town the discretion to deny permits based on illegal subdivision. If this ends up being the right route, then the remedy would be to comply with the subdivision regulations before a permit is issued.
5. We would need to assess whether, in a subdivision application, if it comes to that, Siren Lane is good access to the parcel or not.

This is where we're tentatively at, but we're trying to lock it down.

CWW

--

Christian W. Waugh

Town Attorney

Town of Hilliard, Florida
Waugh Grant PLLC

201 E. Pine Street, Suite 315

Orlando, FL 32801

321-800-6008: Phone

844-206-0245: Fax

waughlaw@townofhilliard.com

Board Certified Real Estate Attorney

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Janis Fleet

From: Tobi Welborn, Realtor <realestatewithtobi@gmail.com>
Sent: Thursday, December 8, 2022 5:09 PM
To: Janis Fleet
Cc: Christian Waugh; Hannah Martinez; Mary Norberg
Subject: Re: Site Clearing/Site Work Application - Siren Lane

Received.

Per your request, I am withdrawing our request for the appeal due to you approved our site clearing application.

Please let me know if you need any additional information from me.

Thank you!

On Thu, Dec 8, 2022 at 5:03 PM Janis Fleet <jfleet@townofhilliard.com> wrote:

Tobi-

Attached is the approved Site Clearing/Site Work Application for the property on Siren Lane, using the existing easement as access, based on the legal research of the Town's attorney. I have also attached emails from her and her legal research. This approval will allow you to move forward with applying for a building permit for a single family dwelling unit.

Please reply that you received this email. Since there is no reason for the appeal of the LUA decision on this matter, please request a withdrawal of the appeal. The withdrawal will be placed on the December P & Z Board meeting.

If you have any questions, please let me know

Thanks-

Janis

Janis K. Fleet, AICP

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

www.townofhilliard.com

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: December 13, 2022

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

SUBJECT: Planning and Zoning Board Recommendation for the Minor Subdivision Application #20220915
 Property Owner - Taylor Built Homes, Inc.
 Parcel ID No. 09-3N-24-0000-0018-0000

BACKGROUND: Mr. Taylor, on behalf of Taylor Built Homes, Inc., has applied for a lot reconfiguration/lot split to create two lots from one lot. The development will only add 1 more lot, and therefore is not subject to all the State requirements for a subdivision. The Town needs to review the lot reconfiguration to assure the lots created meet the requirements of the Land Development Code.

The property is zoned R-2 Residential. The parcel is approximately 1.71 acres and is currently vacant. The request is to split the parcel into two lots, both parcels will have access on Oxford Street, a 60 ft. right of way, according to the survey submitted with the application. The R-2 zoning district requires a minimum lot width of 90 feet and a minimum lot size of 10,000 square feet.

The attached surveys of the proposed lot reconfiguration indicate that each of the lots will meet requirements of the minimum of zoning district that they will be in. Parcel 1 will be 11,325.6 s.f and have a 90 ft. of frontage on Oxford Street. Parcel 2 will be 62,726.4 s.f and have a 343 ft. of frontage on Oxford Street. The developer of the parcels would be responsible for extension of Oxford Street and any infrastructure required to serve the parcels.

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

RECOMMENDATION: Based in the surveys and legal description submitted with the application, staff recommends the Planning and Zoning Board recommend to the Town Council the lot reconfiguration with the compliance with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.

2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.
3. Prior to developing parcels, the applicant/developer would be responsible for the extension of Oxford Street and any infrastructure required to serve the parcels. All infrastructure improvements are required to meet Town standards.



Town of Hilliard Lot Split/Reconfiguration Application

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

FOR OFFICE USE ONLY

File # 20220915
 Application Fee: \$100.00 paid by check
 Filing Date: 9.15.22 Acceptance Date: _____

A. PROJECT

1. Project Name: OXFORD ST SPLIT
2. Address of Subject Property: 37002 OXFORD ST HILLIARD FL 32046
3. Parcel ID Number(s): 09-3N-24-0000-0018-0000
4. Existing Use of Property: VACANT LOT
5. Zoning Designation: R-2
6. Future Land Use Map Designation: MEDIUM DENSITY RESIDENTIAL
7. Acreage of Parcel: 1.71

B. Owner

1. Name of Owner(s) or Contact Person(s): TAYLOR BUILT HOMES INC. Title: OWNER
 Company (if applicable): TAYLOR BUILT HOMES INC.
 Mailing address: 46211 SAULS RD
 City: CALLAHAN State: FL ZIP: 32011
 Telephone: (904) 509-1060 FAX: () E-mail: MATT@TAYLORBUILTINC.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:

Matthew A. Taylor
Signature of Applicant

Signature of Co-applicant

MATTHEW A. TAYLOR OWNER
Typed or printed name and title of applicant

Typed or printed name of co-applicant

9-14-22
Date

Date

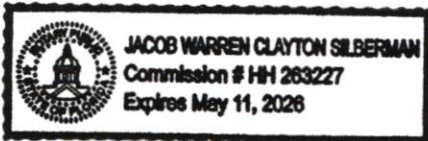
State of Florida County of Nassau

The foregoing application is acknowledged before me this 14th day of September, 2022 by Matthew A.

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

NOTARY SEAL

[Signature]
Signature of Notary Public, State of Florida





A. Michael Hickox
Nassau County Property Appraiser



Parcel Report	Results
Parcel ID	09-3N-24-0000-0018-0000
Owner Information	TAYLOR BUILT HOMES INC
	46211 SAULS ROAD
Mailing Address	
	CALLAHAN, FL 32011
Site Address	37002 OXFORD ST
	HILLIARD
	32046
Previous Site Address (If Changed by 911)	2369 OXFORD ST
Deed Acre	0.00
Approximate Acres (GIS Calculated)	1.71
Property Use Code	000000
Municipality	Town of Hilliard
Census Tract	
MLS Zone	9 - Mainland
Subdivision	Not in a Subdivision

Value & Sales Report	Results	
Land Value	\$77,520.00	Value of land

Building Value \$0.00
Misc. Value \$0.00
Just Value (Market Value) \$77,520.00
Assessed Value \$22,980.00
Taxable Value
Sales Information

Value of all improvement on the land
Any extra features to the land and/or building(s)
The Just, or Market Value, for tax purposes
Market Value minus assessment limits
Assessed Value minus any Exemptions

ITEM-7

Date	Price
20220615	\$37,000.00
20220128	\$25,000.00

Vacant?	Qual
Y	Q
Y	U

Land Use Report
Zoning R-2
Future Land Use Contact the Town of Hilliard
Community Development District No
Community Redevelopment Area No
Historic District No
Municipal Service Benefit Unit (MSBU) No
Mobility Fee Zone Zone 3

Note: (Must be verified with Municipality)
Note: (Must be verified with Municipality)

Note: (Must be verified with City of Fernandina Beach)
Note: (Must be verified with City of Fernandina Beach)

Topographical Report
Soil Map Unit Name BOULOGNE FINE
SAND, RUTLEGE MUCKY FINE
SAND, FREQUENTLY FLOODED
Drainage Basin St. Marys River
Drainage Basin Number Coming Soon
Vegetation
Approximate Elevation Coming Soon

Not a jurisdictional survey

Utility Report
Water Source Town of Hilliard
Waste Water Town of Hilliard
Electric Provider Okefenokee Rural Electric

Emergency Management Report
Fire District 40
USNG 17R MP 08 95
Storm Surge Zone Coming Soon
Hurricane Evacuation Zone Coming Soon
Special Flood Hazard Area X
DFIRM Panel 12089C
Building Wind Zone Coming Soon

Note: (Must be verified with Nassau County Fire & Rescue)
Note: (Must be verified with Nassau County Emergency Management)
Note: (Must be verified with Nassau County Emergency Management)
Note: (Must be verified with Nassau County Emergency Management)
Note: (Must be verified with Nassau County Building Dept.)
Note: (Must be verified with Nassau County Building Dept.)

School Board Report
Elementary School Zone Hilliard Elementary School

Note: (Must be verified with NCSB)

Prepared by and return to:

Ronald J. Conte, Esq.
The Law Office of Ronald J. Conte, P.L.
5850 T.G. Lee Blvd., #180
Orlando, FL 32822

File Number: 22-0282

(Space Above This Line For Recording Data)

Special Warranty Deed

This Special Warranty Deed made this **15th day of June, 2022**, between **Alan Glass, a married man**, whose post office address is **23884 Crescent Park Court, Fernandina Beach, FL 32034**, grantor, and **Taylor Built Homes, Inc., a Florida corporation**, whose post office address is **46211 Sauls Road, Callahan, FL 32011**, grantee:

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

Witnesseth, that said grantor, for and in consideration of the sum of **THIRTY SEVEN THOUSAND AND 00/100 DOLLARS (U.S. \$37,000.00)** 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 the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in the **Nassau County, Florida**, to-wit:

Part of Section 9, Township 3 North, Range 24 East, Nassau County, Florida, being more particularly described as follows:

Commence at the Intersection of the West line of Oxford Street (a 90.0 foot right of way) with the South line of First Street (a 60.0 foot right-of-way); thence South 31 degrees 03 minutes 16 seconds East, 534.0 feet, along the West line of said Oxford Street, to the Point of Beginning; thence continue South 31 degrees 03 minutes 16 seconds East, 433.0 feet, along the West line of said Oxford Street; thence South 58 degrees 63 minutes 07 seconds West, 250.0 feet, parallel to said First Street; thence North 31 degrees 03 minutes 16 seconds West, 83.68 feet, parallel to said Oxford Street, to the East Line of an old dirt grade; thence North 07 degrees 31 minutes 64 seconds East, 200.42 feet, along the East line of said road; thence North 31 degrees 03 minutes 16 seconds West, 192.79 feet, parallel to the West line of said Oxford Street; thence North 58 degrees 63 minutes 07 seconds East, 125.0 feet, parallel to said First Street, to the point of beginning, all as lies within the bounds of Deed Book 143, Page 189 and Official Records Book 8, page 221, of the public records of Nassau County, Florida.

Less and Except any portion of the lands in Official Records Book 1117, Page 1765 as re-recorded in Official Records Book 1160, Page 1010.

Parcel Identification Number: 09-3N-24-0000-0018-0000

Subject to taxes for 2022 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property.

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

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

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Mary Mathis
 Witness Name: Mary Mathis
MB JBL
M. Bruce Williams
 Witness Name: _____

Alan Glass
 Alan Glass

State of FLORIDA
 County of NASSAU

The foregoing instrument was acknowledged before me this 15 day of June, 2022, by **Alan Glass**, he () is personally known to me or () has produced Drivers License as identification.

(SEAL)

Mary Mathis
 Notary Public
 Printed Name: Mary Mathis
 My Commission Expires: April 22, 2024



MAP OF BOUNDARY SURVEY

POINT OF COMMENCEMENT
PARCEL 1 & 2
INTERSECTION OF THE WEST LINE OF
OXFORD STREET WITH THE SOUTH LINE
OF FIRST STREET. FOUND 1.27" IRON
PIPE, NO CAP

FIRST STREET
60' Right of Way

124.98' MEAS.
128.00' DEED

POINT OF BEGINNING
PARCEL 1
FOUND 1.27" IRON
PIPE, NO CAP

COMMENCE AT THE INTERSECTION OF THE WEST LINE OF OXFORD STREET (A 60 FOOT RIGHT OF WAY) WITH THE SOUTH LINE OF FIRST STREET (A 60 FOOT RIGHT OF WAY), BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE S 31°03'16" E, (BEARING BASIS FOR THIS DEED) ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 644.00 FEET (DEED AND MEASURED) TO A FOUND 1/2 INCH REBAR AND CAP, LB 3080 AT THE POINT OF BEGINNING; THENCE CONTINUE S 31°03'16" E ALONG THE AFORESAID WEST LINE, A DISTANCE OF 90.00 FEET (MEASURED) TO A POINT; THENCE S 58°49'16" W, A DISTANCE OF 124.98 FEET (MEASURED) TO A POINT ON THE WESTERLY LINE OF THE AFORESAID PARENT TRACT; THENCE N 31°02'27" W ALONG THE AFORESAID WEST LINE, A DISTANCE OF 90.00 FEET (MEASURED) TO A FOUND 1/2 INCH REBAR, NO CAP AT THE NORTHWEST CORNER OF THE AFORESAID PARENT TRACT; THENCE N 58°49'16" E ALONG THE NORTH LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 124.96 FEET (MEASURED) TO THE POINT OF BEGINNING, CONTAINING 0.26 ACRES MORE OR LESS

PARCEL 2

A PART OF SECTION 9, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, PARENT TRACT PER DEED, OFFICIAL RECORD BOOK 1957, PAGES 1826 AND 1827, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE, BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE WEST LINE OF OXFORD STREET (A 60 FOOT RIGHT OF WAY) WITH THE SOUTH LINE OF FIRST STREET (A 60 FOOT RIGHT OF WAY), BEING A FOUND 1/2 INCH IRON PIPE, NO CAP THENCE S 31°03'16" E, (BEARING BASIS FOR THIS DEED) ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 644.00 FEET (DEED AND MEASURED) TO A FOUND 1/2 INCH REBAR AND CAP, LB 3080 AT THE POINT OF BEGINNING; THENCE CONTINUE S 31°03'16" E ALONG THE WEST LINE OF OXFORD STREET AFORESAID, A DISTANCE OF 343.00 FEET (MEASURED) TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE SOUTHEAST CORNER OF THE AFORESAID PARENT TRACT; THENCE S 58°53'07" W ALONG THE SOUTH LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 250.00 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP; PLS 5712 AT THE SOUTHWEST CORNER OF THE AFORESAID PARENT TRACT; THENCE N 31°03'16" W ALONG THE WEST LINE OF THE AFORESAID PARENT TRACT, A DISTANCE OF 83.68 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP, PLS 5712 AT AN ANGLE BEND ON SAID WEST LINE; THENCE N 07°31'54" E ALONG THE AFORESAID WEST LINE, A DISTANCE OF 200.42 FEET (DEED AND MEASURED) TO A FOUND 5/8 INCH REBAR AND CAP, PLS 5712 AT AN ANGLE BEND ON SAID WEST LINE; THENCE N 31°02'27" W ALONG THE AFORESAID WEST LINE, A DISTANCE OF 102.65 FEET (MEASURED) TO A POINT ON THE SAID WEST LINE; THENCE N 58°49'16" E, A DISTANCE OF 124.98 FEET (MEASURED) TO THE POINT OF BEGINNING, CONTAINING 1.44 ACRES MORE OR LESS.

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 obstructed by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 31°03'16" E for the West right of way line of Oxford Street, (Deed).
- 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 mopper, 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 12089C0145F 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 21,762 feet
Surveyed accuracy: 1/4 inch in 1,000 feet
Surveyed accuracy: 1 foot in 10,000 feet
SOP Rule 5A-17(5)(3) (b) (15) b.11

WETLAND

LINE	LENGTH	BEARING
L1	18.21	S74°30'13"W
L2	42.10	S66°39'56"W
L3	63.94	S52°52'52"W
L4	43.01	S86°09'48"W
L5	20.26	S58°58'51"W

PREPARED FOR:
TAYLOR BUILT HOMES, INC.

REMOVED TO SHOW CORRECTED RIGHT OF WAY FOR OXFORD STREET 11-01-2022

LEGEND

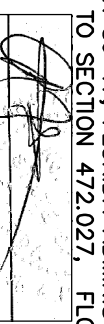
—E—E— = AERIAL UTILITY WIRES
A/C = AIR CONDITIONER
AKA = ALSO KNOWN AS
B.R.L. = BUILDING RESTRICTION LINE
[TV] = CABLE TELEVISION PEDESTAL
Δ = CENTRAL ANGLE
⊕ = CENTERLINE
—x—x— = CHAIN LINK FENCE
CB = CHORD BEARING
CD = CHORD DISTANCE

CONC. = CONCRETE
[CONC.] = CONCRETE FLATWORK
CMP = CORRUGATED METAL PIPE
[E] = ELECTRICITY METER
ELEV. = ELEVATION
F.F. = FINISHED FLOOR
[X] = FIRE HYDRANT
[G] = GAS METER
L = ARC LENGTH
CB = CHORD BEARING
CD = CHORD DISTANCE

MEAS. = MEASURED
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
O.R.B. = OFFICIAL RECORD BOOK
P.L.N. = PARCEL IDENTIFICATION NUMBER
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R = RADIUS
RCP = REINFORCED CONCRETE PIPE
R/W = RIGHT-OF-WAY

⊗ = STORM MANHOLE
[] = TELEPHONE PEDESTAL
[] = WOOD FENCE
[] = WOOD POWER POLE
[] = WATER METER
[] = WELL
D&M = DEED AND MEASURED

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 34171, 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
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 • CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 40'
DATE: 08-29-22
DGN BY: AFG
JOB NO. 21-318
F.B. NO. 571
PAGE NO. 58



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

Detail by Entity Name

Florida Profit Corporation
TAYLOR BUILT HOMES, INC.

Filing Information

Document Number P17000075242
FEI/EIN Number 28-2862823
Date Filed 09/15/2017
State FL
Status ACTIVE

Principal Address

46211 Sauls Rd
Callahan, FL 32011

Changed: 01/28/2019

Mailing Address

46211 Sauls Rd
Callahan, FL 32011

Changed: 01/28/2019

Registered Agent Name & Address

TAYLOR, MATTHEW
46211 Sauls Rd
Callahan, FL 32011

Address Changed: 01/28/2019

Officer/Director Detail

Name & Address

Title DPST

TAYLOR, MATTHEW
46211 Sauls Rd
Callahan, FL 32011

Title VP

Taylor, Hollie Page

46211 Sauls Rd
Callahan, FL 32011

ITEM-7

Annual Reports

Report Year	Filed Date
2020	01/27/2020
2021	01/26/2021
2022	02/16/2022

Document Images

<u>02/16/2022 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/26/2021 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/27/2020 -- ANNUAL REPORT</u>	View image in PDF format
<u>01/28/2019 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/23/2018 -- ANNUAL REPORT</u>	View image in PDF format
<u>09/15/2017 -- Domestic Profit</u>	View image in PDF format



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: December 13, 2022

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

SUBJECT: Planning and Zoning Board Recommendation for the Minor Subdivision Application #20221129
 Property Owner - Cynthia Hicks
 Parcel ID No. 08-3N-24-2380-0020-0010

BACKGROUND: Ms. Cynthia Hicks has applied for a lot reconfiguration/lot split to create two lots from one lot. The development will only add 1 more lot, and therefore is not subject to all the State requirements for a subdivision. The Town needs to review the lot reconfiguration to assure the lots created meet the requirements of the Land Development Code.

The property is zoned R-2 Residential. The parcel is approximately 1.02 acres and currently has 2 mobile homes on the property. The request is to split the parcel into two lots and for each mobile home to be on a separate parcel. Currently one mobile has an address on of 37050 West Fourth Street, with access on West Fourth Street, and the second mobile home has an address of 37482 Orange Street, with access on Orange Street. The R-2 zoning district requires a minimum lot width of 90 feet and a minimum lot size of 10,000 square feet.

The attached surveys of the proposed lot reconfiguration indicate that each of the lots will meet requirements of the minimum of zoning district that they will be in. Parcel 1 will be 21,178 s.f and have a 97.41 ft. of frontage on West Fourth Street. Parcel 2 will be 23,011 s.f and have a 210 ft. of frontage on Orange Street and 113.05 ft. on West Fourth Street.

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

RECOMMENDATION: Based in the surveys and legal description submitted with the application, staff recommends the Planning and Zoning Board recommend to the Town Council the lot reconfiguration with the compliance with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.



FOR OFFICE USE ONLY

ITEM-8

File # 20221129
Application Fee: \$100.00 paid cash
Filing Date: 11.29.2022 Acceptance Date: _____

Town of Hilliard Lot Split/Reconfiguration Application

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

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: 37050 Fourth St. W - 37482 Orange St
3. Parcel ID Number(s): 08-3N-24-2380-0020-0010
4. Existing Use of Property: Residential
5. Zoning Designation: R-2
6. Future Land Use Map Designation: _____
7. Acreage of Parcel: 1.02

B. Owner

1. Name of Owner(s) or Contact Person(s): Cynthia Hicks Title: owner
Company (if applicable): _____
Mailing address: 54758 Sheffield Rd
City: Callahan State: FL ZIP: 32011
Telephone: 904335-7888 FAX: () _____ E-mail: cynthicks2000@yahoo.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:

Cynthia Hicks

Signature of Applicant

Signature of Co-applicant

Cynthia Hicks

Typed or printed name and title of applicant

Typed or printed name of co-applicant

11/3/22

Date

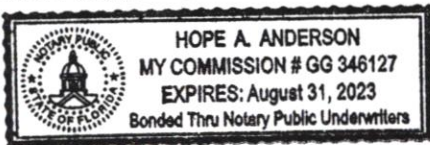
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 03 day of Nov -, 2022, by Cynthia

Hicks, who is/are personally known to me, or who has/have produced Diver License
as identification.

NOTARY SEAL



Hope A. Anderson

Signature of Notary Public, State of Florida

PROPERTY INFORMATION

Parcel Number 08-3N-24-2380-0020-0010

Owner Name HICKS CYNTHIA
Mailing Address 54758 SHEFFIELD RD
CALLAHAN, FL 32011
Location 37050 FOURTH ST W
Address HILLIARD 32046
Tax District HILLIARD
Milage 16.1525
Homestead No
Property Usage MOBILE HOM 000200
Deed Acres 0
Short Legal BLOCK 20 LOT 1 TOWN OF HILLIARD

2022 Preliminary Values

Land Value	\$63,000
(+) Improved Value	\$23,674
(=) Market Value	\$86,674
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$0
(=) Assessed Value	\$86,674
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$86,675
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$86,674

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

PARCEL MAP



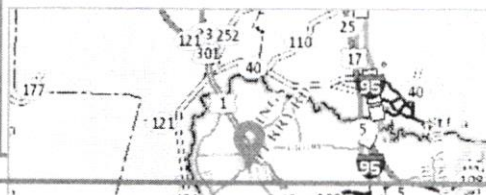
2021 AERIAL MAP



PROPERTY PHOTO

If this picture is incorrect, please email info@nassauflpa.com

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
M/H 93-	1736	1104	3	1.5	AVERAGE	185	301	104	1991
M/H 93-	672	672	2	1	MOD METAL	121	150	111	1974

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
USP LC	9 X 19	171	1980
USP LC	0 X 0	3	0
STRG-L-WD	10 X 12	120	2000
UOP LC	4 X 9	36	2000
STRG-L-WD	21 X 12	252	2000

SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2022-07-28	<u>2581 / 1674</u>	\$100	QC	U	Y	LEWIS ERIC & KIMBERLY CLEMONS	HICKS CYNTHIA
2021-12-14	<u>2522 / 480</u>	\$100	QC	U	Y	LEWIS RAYMOND EST	HICKS CYNTHIA
2020-01-28	<u>2336 / 1788</u>	\$47,000	WD	Q	Y	ROBINSON SHIRLEY T	LEWIS RAYMOND
1996-07-23	<u>756 / 112</u>	\$100	PR	U	Y	ROBINSON SHIRLEY T P/R OF MARY E ROBINSON EST	ROBINSON SHIRLEY T

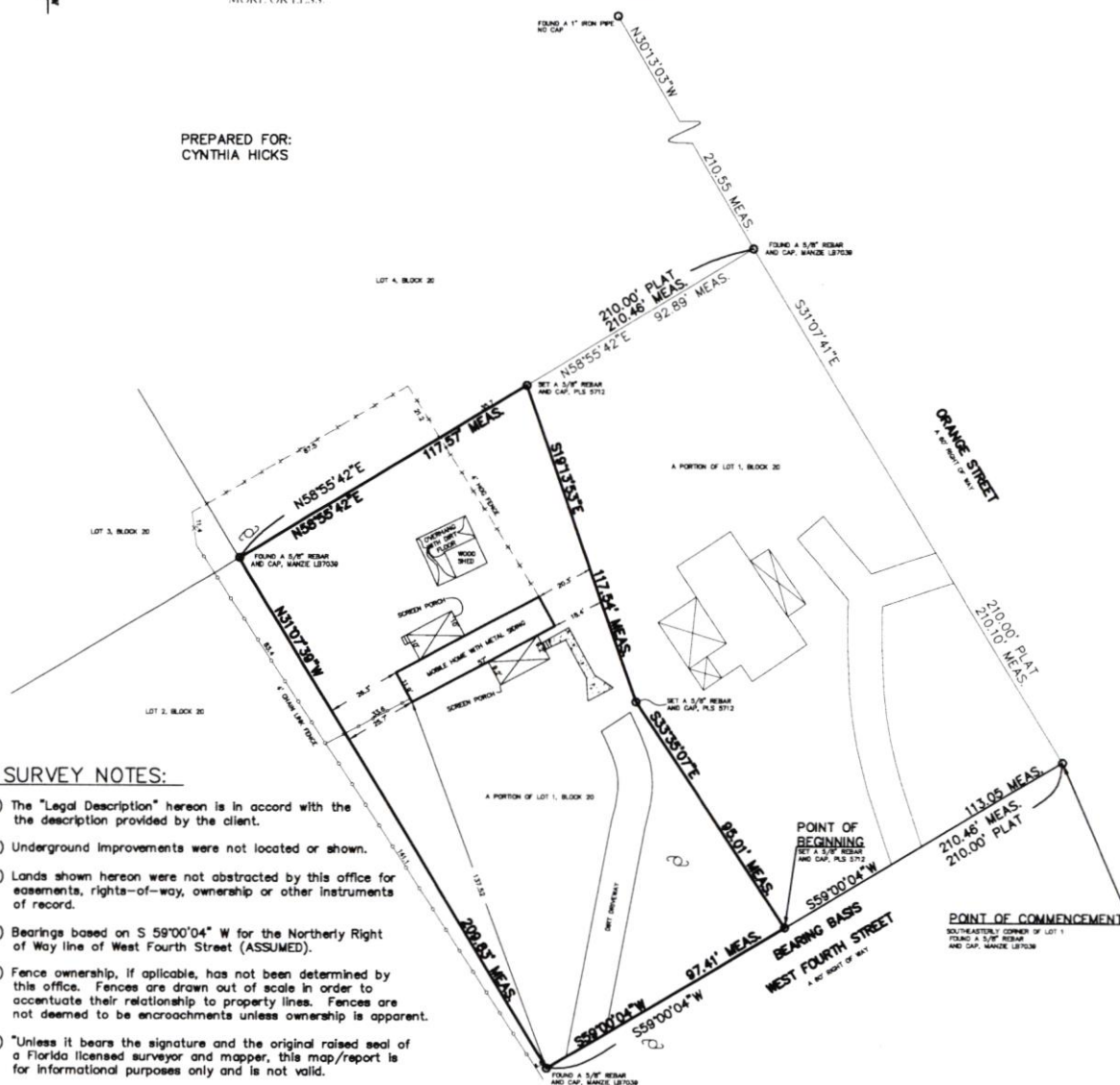
MAP OF BOUNDARY SURVEY

A PORTION OF LOT 1, BLOCK 20, TOWN OF HILLIARD PLAT, AS RECORDED IN PLAT BOOK 1, PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; BEING FURTHER DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCEMENT AT A FOUND 5/8" REBAR AND CAP, STAMPED "MANIZIL 1B7039", BEING THE SOUTHEASTERNLY CORNER OF SAID LOT 1 AND ALSO BEING A POINT ON THE NORTH RLY RIGHT OF WAY LINE OF WEST FOURTH STREET (HAVING A 601020 RIGHT OF WAY); THENCE RUN SOUTH 89°00'04" WEST (BEARING BASIS FOR THIS DEED) ALONG THE ALI OR SAID NORTH RLY RIGHT OF WAY LINE, A DISTANCE OF 113.05 FEET TO THE POINT OF BEGINNING, BEING A SIX INCH REBAR AND CAP, PL S 5712:

FROM THE **POINT OF BEGINNING**; THENCE, CONTINUE SOUTH 59°00'04" WEST ALONG THE AFORESAID NORTH RILEY RIGHT OF WAY LINE, A DISTANCE OF 97.41 FEET TO A FOUND 5/8 INCH REBAR AND CAP, STAMPED "MANJIZ 1.87039" AT THE SOUTHWESTERLY CORNER OF SAID LOT 1; THENCE, RUN NORTH 31°07'39" WEST, ALONG THE WESTERLY LINE OF SAID LOT 1, A DISTANCE OF 209.83 FEET, TO A FOUND 5/8 INCH REBAR AND CAP, STAMPED "MANJIZ 1.87039" AT THE NORTHWESTERLY CORNER OF SAID LOT 1; THENCE, RUN NORTH 58°55'42" EAST ALONG THE NORTHERLY LINE OF SAID LOT 1, A DISTANCE OF 117.57 FEET TO A 1/2" X 5/8" REBAR AND CAP, STAMPED "PLS 5712" ON THE AFORESAID NORTH RILEY LINE; THENCE, RUN SOUTH 19°13'53" EAST, A DISTANCE OF 117.54 FEET TO A POINT; THENCE, RUN SOUTH 33°50'57" EAST, A DISTANCE OF 95.01 FEET TO THE **POINT OF BEGINNING**, CONTAINING 21,178 SQUARE FEET, 0.49 ACRES, MORE OR LESS.

PREPARED FOR:
CYNTHIA HICKS



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 59°00'04" W for the Northerly Right of Way line of West Fourth 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 12089C0135F Dated 08/02/2017.
- 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 accuracy for the following surveyed. Surveyed Accuracy: 1 foot in 7827 feet. Commercial / High risk linear accuracy: 1 foot in 10,000 feet SOP Rule 5J-17.05(3) (B) (15) b.II

LEGEND

LEGEND

—E—E— = AERIAL UTILITY WIRES	CONC. = CONCRETE
A/C = AIR CONDITIONER	REINFC. = REINFORCED CONCRETE PLATWORK
AK = ALSO KNOWN AS	CMP = CORRUGATED METAL PIPE
B.R.L. = BUILDING RESTRICTION LINE	E = ELECTRICITY METER
TV = CABLE TELEVISION PEDISTAL	ELEV. = ELEVATION
Δ = CENTRAL ANGLE	F.F. = FINISHED FLOOR
○ = CENTERLINE	FI = FIRE HYDRANT
—•— = CHAIN LINK FENCE	G = GAS METER
CB = CHORD BEARING	L = ARC LENGTH
CD = CHORD DISTANCE	LP = LIGHT POLE

WEAS. = MEASURED
N.G.V.D. = NATIONAL GEODETIC VERTICAL
O.R.B. = OFFICIAL RECORD BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R = RADIUS
RCP = REINFORCED CONCRETE PIPE
R/W = RIGHT-OF-WAY
S = SEWER CLEANOUT
SM = SEWER MANHOLE

 = STORM MAN-HOLE
 = TELEPHONE PEDESTAL
 = WOOD FENCE
 = WOOD POWER POLE
 = WATER METER
 = WELL

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 8359

SCALE: 1" = 40'

DATE: 10/04/22

DRN BY: A.L.N.

CKD BY: A.F.G.

JOB NO: 22-218

F.B. NO: AN 3

PAGE NO. 53

MAP OF BOUNDARY SURVEY

A PORTION OF LOT 1, BLOCK 20, TOWN OF HILLIARD PLAT, AS RECORDED IN PLAT BOOK 1, PAGE 28 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA; BEING FURTHER DESCRIBED BY METES AND BOUND AS FOLLOWS:

BEGIN AT THE SOUTHEASTERLY CORNER OF SAID LOT 1, BEING A 5/8 INCH REBAR AND CAP, STAMPED "MANZIE LB 7039", SAID POINT ALSO BEING ON THE NORTHERLY RIGHT OF WAY LINE OF WEST FOURTH STREET (HAVING A 60 FOOT RIGHT OF WAY); THENCE RUN SOUTH 59°00'04" WEST (BEARING BASIS FOR THIS DEED) ALONG THE SAID NORTHERLY RIGHT OF WAY LINE, A DISTANCE OF 113.05 FEET TO A SET 5/8" REBAR AND CAP, STAMPED "PLS 5712" ON THE AFORESAID NORTHERLY RIGHT OF WAY LINE; THENCE RUN NORTH 33°35'07" WEST, A DISTANCE OF 95.01 FEET, TO A SET 5/8 INCH REBAR AND CAP, STAMPED "PLS 5712"; THENCE RUN NORTH 19°13'53" WEST, A DISTANCE OF 117.54 FEET TO A POINT ON THE NORTHERLY LINE OF SAID LOT 1, BEING SET 5/8 INCH REBAR AND CAP, STAMPED "PLS 5712"; THENCE RUN NORTH 58°55'42" EAST ALONG THE AFORESAID NORTHERLY LINE, A DISTANCE OF 92.89 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 1, BEING A FOUND 5/8 INCH REBAR AND CAP, STAMPED "MANZIE LB 7039", SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF ORANGE STREET (HAVING A 60 FOOT RIGHT OF WAY); THENCE RUN SOUTH 31°07'41" EAST ALONG THE AFORESAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 210.10 FEET TO THE POINT OF BEGINNING, CONTAINING 23.011 SQUARE FEET, 0.53 ACRES MORE OR LESS.

PREPARED FOR:
CYNTHIA HICKS

SURVEY NOTES:

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SOP Rule 5J-17.05(3) (B) (15) b.ii

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BY:

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FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

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⊞ = TELEPHONE PEDestal
⊞ = WOOD FENCE
⊞ = WOOD POWER POLE
⊞ = WATER METER
⊞ = WELL
⊞ = AIR CONDITIONING UNIT

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC
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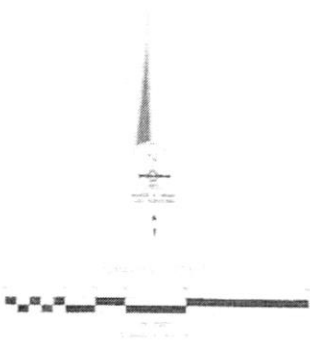
CKD BY: A.F.G.

JOB NO: 22-218

F.B. NO: AN 3

PAGE NO: 53

MAP OF BOUNDARY SURVEY
LOT 1 AND THE EAST 1/4 OF
LOT 2, BLOCK 20, TOWN OF
HILLIARD



U.S. HIGHWAY NO. 1

WEST FIFTH STREET

WEST FOURTH STREET

ORANGE STREET

LOT 1

MANAGER & ENGINEER
127 SOUTH MAIN STREET, HILLIARD, OHIO
1904
THIS MAP WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT COMES UP TO THE REQUIREMENTS OF THE ACT OF APRIL 22, 1904, CHAP. 119, SEC. 1104, ACTS OF THE 33RD CONGRESS.

Inst. Number: 20224502/118 Book: 2581 Page: 1574 Page 1 of 3 Date: 8/3/2022 Time: 11:00 AM
 John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 0.70

PREPARED BY AND RETURN TO:

Name: Justin G. Cerrato, Esq.
 Blue Ocean Title
 Address: 4309 Pablo Oaks Court 2nd Floor
 Jacksonville, FL 32224

File No: Clemons, Lewis, Hicks

This deed is prepared without benefit of title examination,
 title insurance and boundary survey

(Space Above This Line For Recording Data)

Quit Claim Deed

THIS QUIT-CLAIM DEED is made as of this 28th day of **July, 2022**, by **Eric Lewis, a single man**, whose post office address is 376866 Kings Ferry Rd., Hilliard, FL 32046, and **Kimberly Clemons, a married woman**, whose post office address is P.O. Box 747, Hilliard, FL 32046 (**collectively, "Grantor"**), given to second party, **Cynthia Hicks, a married woman**, whose post office address is 54758 Sheffield Rd., Callhan, FL 32011 (**"Grantee"**).

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

WITNESSETH:

For good and valuable consideration to Grantor, the receipt whereof is hereby acknowledged, Grantor does hereby quit-claim, grant, bargain, sell, alien, remise, release and convey unto Grantee, its successors and assigns all of Grantor's right, title and interest in and to that certain property interest (the "Property") in **Nassau County, Florida**, as more particularly described as follows:

See Exhibit "A" attached hereto and incorporated herein by reference

SUBJECT to taxes for 2021 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any, without intention of creation or reimposing same.

****SIGNATURE PAGE TO FOLLOW****

Test Number: 202245027118 Book: 2581 Page: 1575 Page 2 of 3 Date: 8/3/2022 Time: 11:00 AM
 John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 0.70

IN WITNESS WHEREOF, the Grantor has caused this Quit-Claim Deed to be executed and delivered the day and year first above written

Signed, sealed and delivered
 in the presence of

Jennifer L. Panke
 WITNESS

PRINT NAME *Jennifer L. Panke*

WITNESS

PRINT NAME *Justin B. Clemons*

Eric Lewis
 Eric Lewis

Kimberly Clemons
 Kimberly Clemons

STATE OF FLORIDA
 COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (☒) physical presence or () online notarization this *28th*
 day of July, 2022, by Eric Lewis and Kimberly Clemons

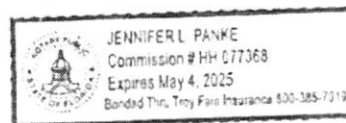
Jennifer L. Panke
 Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally Known: _____ OR Produced Identification: ☒

Type of Identification

Produced *a Drivers License*



Post Number: 202245027118 Book: 2581 Page: 15/6 Page 3 of 3 Date: 8/3/2022 Time: 11:00 AM
Doc A: Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 0.70

Exhibit "A"

Lot 1, Block 20 Town of Hilliard, according to the map or plat hereof, as recorded in Plat Book 1, Page(s) 28, of the Public Records of Nassau County, Florida.

Together with two mobile homes described as follows:

Year: 1991 Make: MERI VIN: HMI CP242539763191A TITLE: 49596621
RP: R0434239

Year: 1991 Make: MERI VIN: HMLC P24253976391B TITLE: 49586802
RP: R0434280

and

Year: 1969 Make: CNCR VIN: 0515 Title: 3447016 RP: None

RE # 08-3N-24-2380-0020-0010

IN WITNESS WHEREOF, the Grantor has caused this Quit-Claim Deed to be executed and delivered the day and year first above written.

Signed, sealed and delivered
in the presence of:

WITNESS

PRINT NAME: Jennifer

WITNESS

PRINT NAME: Justin B. Clemons

Eric Lewis

Kimberly Clemons

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (☒) physical presence or () online notarization this 28th day of July, 2022, by Eric Lewis and Kimberly Clemons.

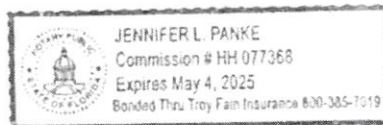
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally Known: _____ OR Produced Identification: ☒

Type of Identification

Produced: a Driver's License



HILLIARD PLANNING AND ZONING BOARD MEETING

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

BOARD MEMBERS

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

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, NOVEMBER 08, 2022, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Vice Chair Harold "Skip" Frey
Planning and Zoning Board Member Charles A. Reed
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Wendy Prather
Planning and Zoning Board Member Lee Anne Wollitz

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board Affirm or Deny Appeal #20220809, submitted by Ms. Tobi Welbourne, Applicant
Parcel ID: #17-3N-24-2020-0040-0080
Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication

Planning and Zoning Board Member Lee Anne Wollitz discloses that she called Tobi Welbourne to ask permission to drive down and view the property in question.

Open Public Hearing

Land Use Administrator Fleet Reads Staff Report.

Call for Public Comment

Tobi Welbourne states that she has been working with Land Use Administrator Janis Fleet and Town Clerk Lisa Purvis since May of 2022 trying to get approval for the buyer to build one residential home on the 20 acres located on Siren Lane. Welbourne further states the property was split according to a letter that was provided by the Town's Land Use Administrator at the time, Glenn Higginbotham, and the seller sold the property with the letter and the buyer having intentions of building a single-family residence on the property.

Richard Grant, 36174 Pine Street, Hilliard, states he is a neighbor of the property in question and has no problem with a house being built there.

Close Public Hearing on Appeal #20220809 at 7:09 p.m.

Motion made by Planning and Zoning Board Member Wollitz, 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, Planning and Zoning Board Member Wollitz

PLANNING & ZONING BOARD ACTION

Planning & Zoning Board to affirm or deny Appeal No. 20220809

Planning and Zoning Board have lengthy discussion regarding the property's easement and when the property became a lot of record.

Motion is made to defer Item-1 until the December 13, 2022, Planning and Zoning Board Meeting, so Planning and Zoning Board Attorney Norberg can do more research on the property

Motion made by Planning and Zoning Board Member Wollitz, 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, Planning and Zoning Board Member Wollitz

ITEM-2

Planning and Zoning Board approval to grant Variance No. 20220927-09 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0159-0200, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Land Use Administrator Janis Fleet reads Staff Report.

Call for Public Comment

Tim Williams, Land Acquisition Manager for North Florida Century Complete, states he is present to answer any questions and asks the Board to approve this variance.

Ann and Sylvester Hiehoski, 27455 West Second Avenue, Hilliard, states they were under the impression that Mr. Goodin was going to sell the three lots to them because they are not willing to sell their property. Further state Mr. Goodin has not responded to them, and they do not want someone in the middle of their property.

Chris Goodin, 220 Hopkins St, Unit 1, Neptune Beach, states that the property is currently under contract with Century Homes, therefore he cannot sell to Mr. and Mrs. Hiehoski.

Close Public Hearing on Variance No. 20220927-09 at 7:44 p.m.

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

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

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-09

Motion made to approve Variance No. 20220927-09

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

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

Voting Nay: Chair Frey, Planning and Zoning Board Member Wollitz

ITEM-3 Planning and Zoning Board approval to grant Variance No. 20220927-10 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0040, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Land Use Administrator Janis Fleet reads Staff Report

Call for Public Comment

Tim Williams, Land Acquisition Manager for North Florida Century Complete, states if the intent of the Board is to deny the Variance, he asks that the Variance be differed instead so the applicant can regroup.

Arlie Johns, 37027 Michigan Street, Hilliard, states that he is against the Variance.

Close Public Hearing on Variance No. 20220927-10 at 8:05 p.m.

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

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

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-10.

Motion made to defer Item-3 until the December 13, 2022, Planning and Zoning Board Meeting.

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

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

ITEM-4

Planning and Zoning Board approval to grant Variance No. 20220927-11 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0010, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Land Use Administrator Janis Fleet reads Staff Report.

Call for Public Comment

Tim Williams, Land Acquisition Manager for North Florida Century Complete, states if the intent of the Board is to deny the Variance, he asks that the Variance be differed instead so the applicant can regroup.

Close Public Hearing on Variance No. 20220927-11 at 8:17 p.m.

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

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

Motion made to defer Item-4 until the December 13, 2022, Planning and Zoning Board Meeting.

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, Planning and Zoning Board Member Wollitz

ITEM-5

Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0160, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Land Use Administrator Janis Fleet reads Staff Report

Call for Public Comment

Tim Williams, Land Acquisition Manager for North Florida Century Complete, states if the intent of the Board is to deny the Variance, he asks that the Variance be differed instead so the applicant can regroup.

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-12.

Chris Goodin, 220 Hopkins St, Unit 1, Neptune Beach, requests deferral if not approved.

Motion is made to defer Item-5 until the December 13, 2022, Planning and Zoning Board Meeting.

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, Planning and Zoning Board Member Wollitz

ITEM-6 Planning and Zoning Board approval to grant Variance No. 20220927-13 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0130, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Land Use Administrator Janis Fleet reads Staff Report

Call for Public Comment

Tim Williams, Land Acquisition Manager for North Florida Century Complete, states if the intent of the Board is to deny the Variance, he asks that the Variance be differed instead so the applicant can regroup.

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny Variance No. 20220927-13.

Motion is made to defer Item-6 until the December 13, 2022, Planning and Zoning Board Meeting.

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

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

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

Jared Wollitz, 37255 Ingham Road, Hilliard, states that according to Chapter 62-92 (3) of the Hilliard Town Code, the Board is allowed to add meetings, and the Board may want to consider holding a Special Meeting when needed to move items ahead.

REGULAR MEETING

ITEM-7 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-8 Planning and Zoning Board approval of the Minutes from the October 11, 2022, Regular Meeting.

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, Planning and Zoning Board Member Wollitz

ADDITIONAL COMMENTS

PUBLIC

Marcus Holley, 1767 Holley Oaks, Lane, Hilliard, states he respectfully disagrees with comments made by Land Use Administrator Fleet during the October 11, 2022, Planning and Zoning Board Meeting from timestamp 6:18 through 15:37.

Larry Mitchell, 3739 West Sixth Street, Hilliard, states he received a letter regarding the Variance. States cannot build or get variance on his property, and he does not want the Variance.

BOARD MEMBERS

No comment from the Board.

LAND USE ADMINISTRATOR

Land Use Administrator Janis Fleet states that the deferred Public Hearing can be continued at the next meeting without the Board voting to open the Public Hearing.

PLANNING AND ZONING ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 8:39 p.m.

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

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

Approved this 13th day of December 2022, by the Hilliard Planning & Zoning Board,
Hilliard, Florida.

Skip Frey, Chair
Hilliard Planning & Zoning Board