

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

TOWN ATTORNEY

Mary Norberg

AGENDA

TUESDAY, MAY 10, 2022, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

CHAIR

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

REGULAR MEETING

ITEM-1

Additions/Deletions to Agenda

ITEM-2

Planning & Zoning Board approval to grant Variance No. 20220309-01 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

ITEM-3

Planning & Zoning Board approval to grant Variance No. 20220309-02 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0178-0180, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

ITEM-4

Planning & Zoning Board approval of Site Clearing/Site Work Application
#20220415
Property Owner – Scott E. Jones
Parcel ID No. 08-3N-24-2380-0125-0160
Janis Fleet, AICP - Land Use Administrator

ITEM-5

Planning and Zoning Board approval of the Minutes from the April 12, 2022,
Public Hearing and Regular Meeting.

ADDITIONAL COMMENTS

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2022 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: May 10, 2022

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

SUBJECT: Planning & Zoning Board approval to grant Variance No. 20220309-01 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.

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-24-2380-0159-0200, and is described as Block 159, Lots 20 through 22, located on West First Avenue between Missouri Street and Ohio 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 two lots remaining on the block. Mr. Goodin has approached the owners of the 2 lots to purchase them. He has not been successful.

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 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. Even though this Variance application is to reduce the minimum lot size and minimum lot width, the 2 lots East of the property are not buildable.

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-24-2380-0159-0200 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 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 be able to develop the property with a smaller lot size than allowed by Code. Other property owners have the same situation in the R-2 zoning district, that is why the change is being recommended in the updated LDRs.

- (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 cost of purchasing adjoining properties in not a reason to approve the variance.



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-24-2380-0159-0200
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



Typed or printed name and title of applicant

Typed or printed name of co-applicant



Date

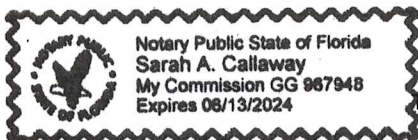
Date

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

Page 3 of 3

Revised 2/9/2022

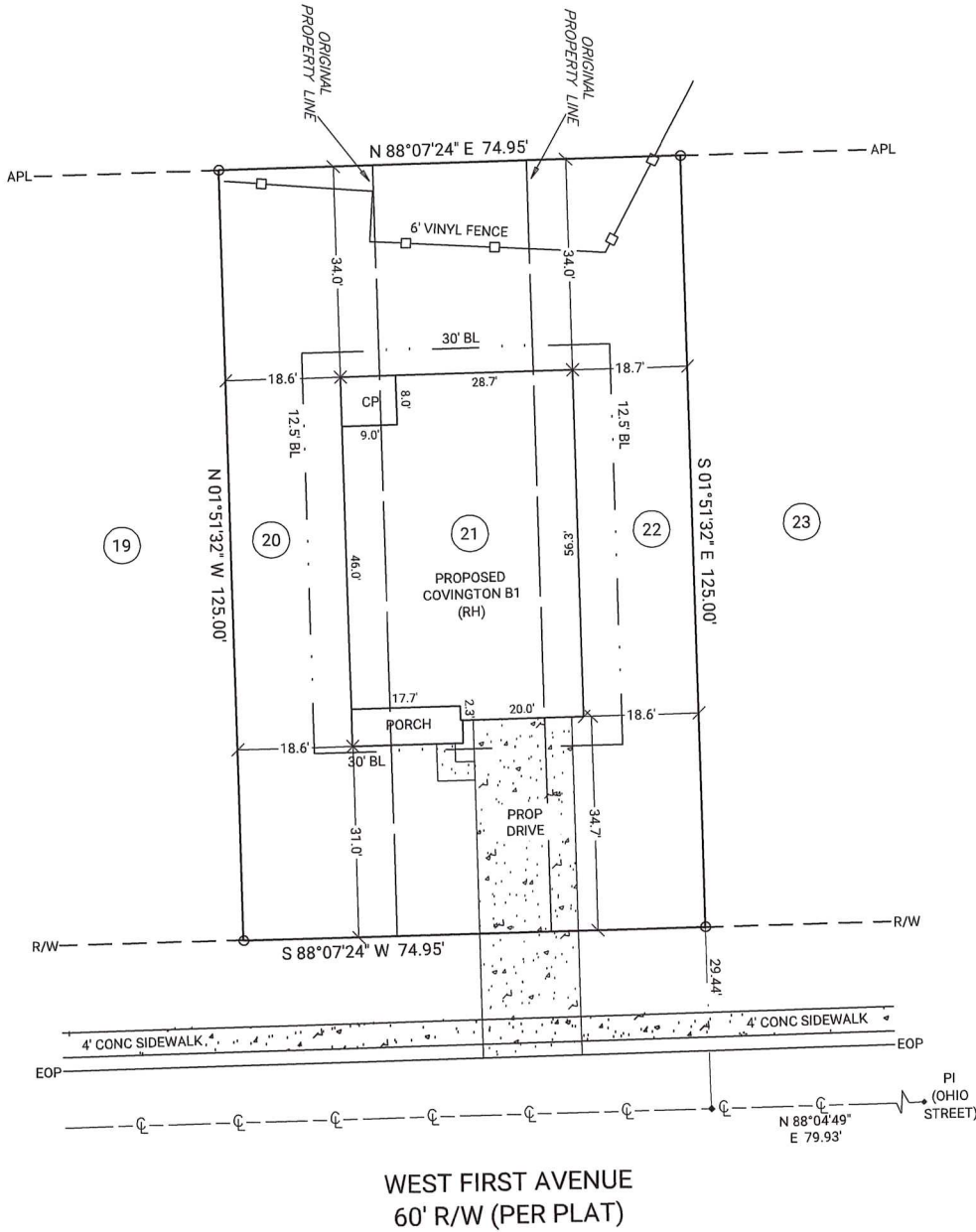
ADDRESS: WEST FIRST AVENUE

BEING LOTS 20-22, BLOCK 159 ACCORDING TO THE PLAT OF PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD, RECORDED IN PLAT BOOK 1, PAGE 17 OF THE PUBLIC RECORD OF NASSAU COUNTY, FLORIDA.
AREA: 9,369 S.F. ~ 0.215 ACRES

REVISION CHART	
01/06/2022	HOUSE PLAN

20' 10' 0' 20'
GRAPHIC SCALE: 1" = 20'

ITEM-2



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
CL 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: 20-22 BLOCK 159
Town of Hilliard, Nassau County, Florida

PLOT PLAN FOR:



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

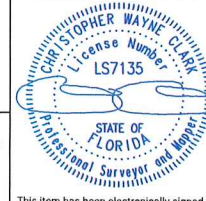
20220100782 FC: N/A



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

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

No field work has been performed. This does not constitute a boundary survey. 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. Municipality sidewalks, driveway approaches, and other improvements inside the municipality's right of way are provided for demonstration purposes only. Consult the development plans for actual construction. 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 CONSTRUCTION LAYOUT 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 SJ-17 FAC.

Property Ownership AffidavitDate: Tuesday, February 2, 2021

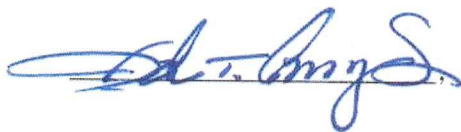
Town of Hilliard
 15859 C.R. 108
 Hilliard, FL 32046

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

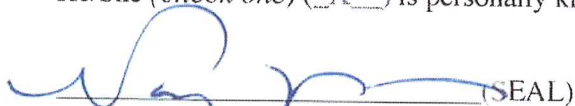
Gentlemen:

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.



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

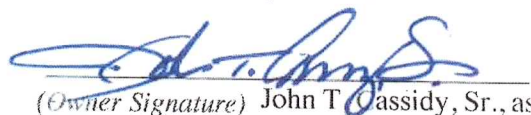
Name of Agent:

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. 24 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, Florida, being part of Section 8, T. 24 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 25th 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, Florida, being part of Section 8, T. 24 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 25th day of April, 1911.

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



AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: May 10, 2022

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

SUBJECT: Planning & Zoning Board approval to grant Variance No. 20220309-02 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0178-0180, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

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The property on the West of the subject property is a single 25' x 125' lot. East of the subject property, there are two 25' x 125' lots. Mr. Goodin has approached the owners of the adjoining lots to purchase them. He has not been successful.

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

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 - (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 Medium Density Residential (MDR), allowing 2 to 6 units per acre, or a minimum lot size 7,250 s.f. Most of the 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. Even though this Variance application is to reduce the minimum lot size and minimum lot width, the parcels on either side of the property are not buildable.

The Planning and Zoning Board held a Public Hearing on the application on April 12, 2022. Comments from the public expressed concerns that allowing the variance would result in unbuildable lots on the block. After listening to comments from the applicant and the public, the Board voted to defer action on the application until the May 10, 2022, Planning and Zoning Board meeting to allow time for the applicant to contact owners of property on the block to see if he could purchase additional property to meet code.

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-24-2380-0178-0180 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 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 be able to develop the property with a smaller lot size than allowed by Code. Other property owners have the same situation in the R-2 zoning district, that is why the change is being recommended in the updated LDRs.

- (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 cost of purchasing adjoining properties in not a reason to approve the variance.



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-24-2380-0178-0180
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:

Ch Goodin
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

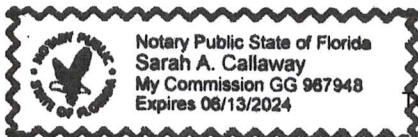
State of Florida County of DUVAL

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]

Signature of Notary Public, State of Florida



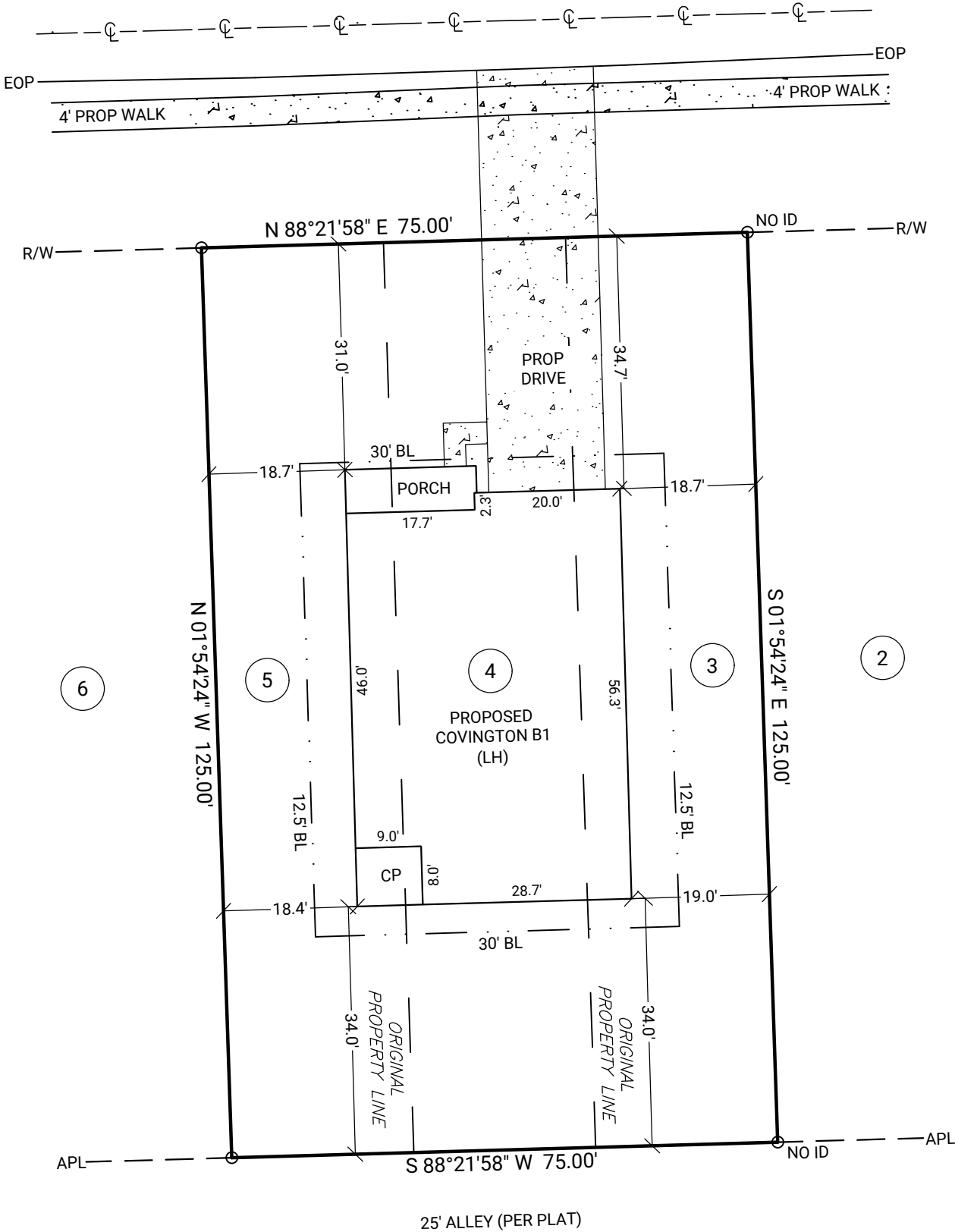
Down of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

ADDRESS: NEW FRONT STREET

BEING LOTS 3-5, BLOCK 178 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: 9,375 S.F. ~ 0.215 ACRES



NEW FRONT STREET
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
CL 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: 3-5 BLOCK 178

Town of Hilliard, Nassau County, Florida



CARTER + CLARK
SURVEYORS ■ PLANNERS ■ ENGINEERS

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

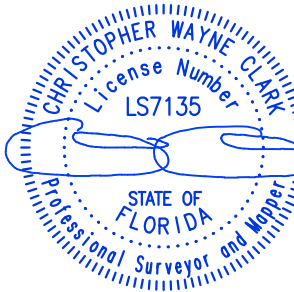


PLOT PLAN FOR:
CENTURY
Complete

FIELD WORK DATE: N/A
PLAT DATE: 12/16/2021

20211205914 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

This item has been electronically signed and sealed by Christopher Clark, PSM on 12/16/2021 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 AffidavitDate: Tuesday, February 2, 2021

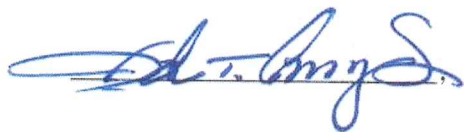
Town of Hilliard
 15859 C.R. 108
 Hilliard, FL 32046

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

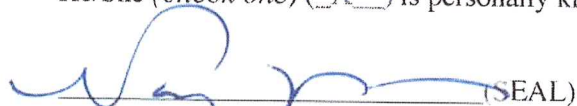
Gentlemen:

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

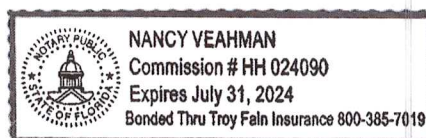
The foregoing instrument was acknowledged before me this 2nd day of February, 2020, by John T. Cassidy, Sr.
 He/She (*check one*) (X) is personally known to me, or () has produced a valid driver's license as identification.



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

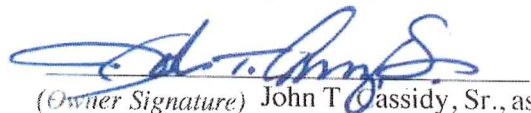
Name of Agent:

Tocoi Engineering

Address of Agent:

714 N Orange Ave.

Green Cove Springs, FL 32043

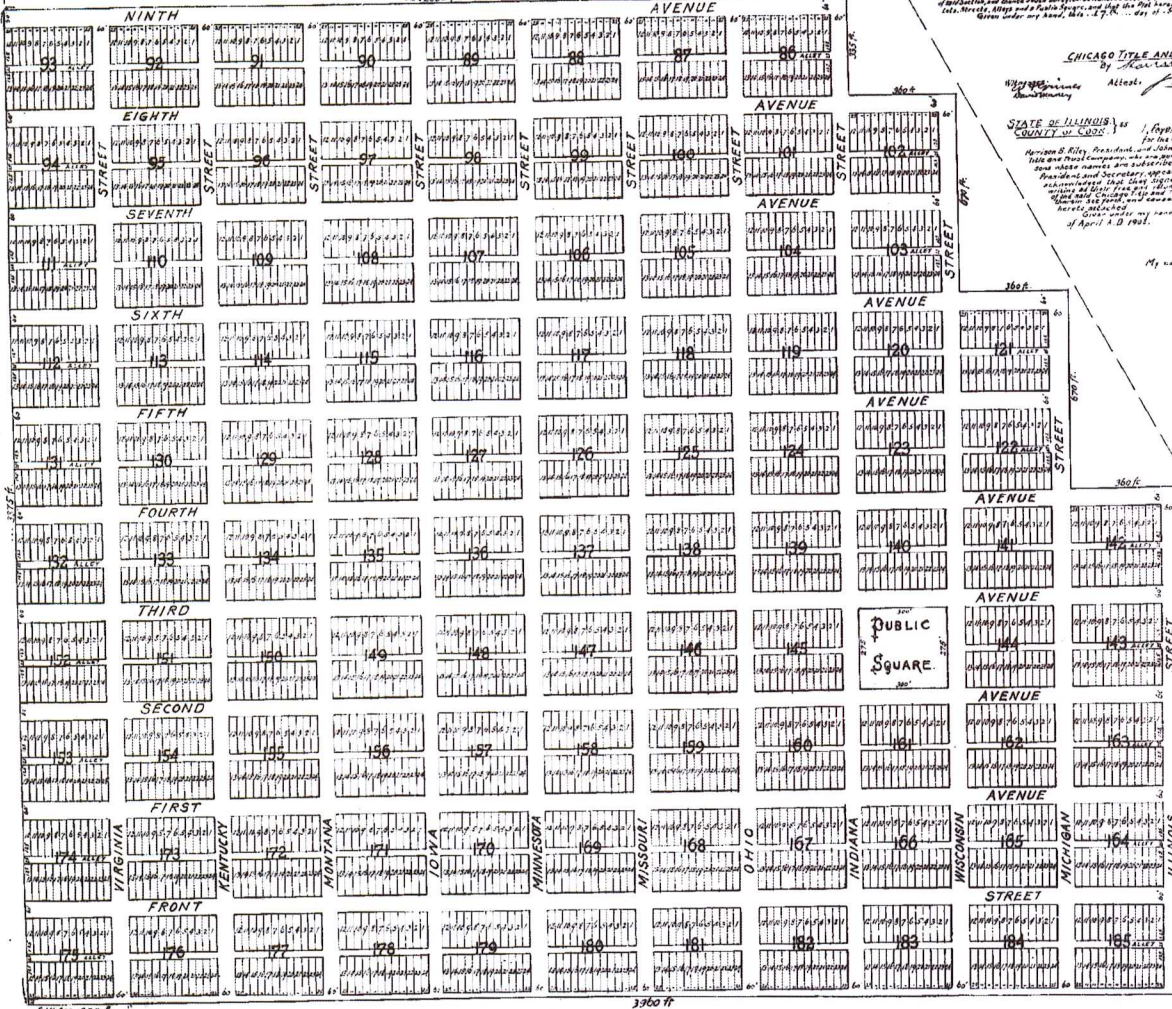


(Owner Signature) John T. Cassidy, Sr., as Managing Member of CCRC Woodlands, LTD., as to an undivided 2/3 interest and John T. Cassidy, Sr., as Executor of The Carol T. Cassidy Trust, as to an undivided 1/3 interest

(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, 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 25th day of April, 1901.

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, 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 25th day of April, 1901.

Wm. B. B. B.
 Notary Public in and for the County of Cook, Illinois.
 My commission expires June 15th 1911.

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

Recorded April 25th 1901
 Book B. 9, Page 222
Edwin R. Williams
 Clerk, C. O. R.

FEB 24 1995

FOR RECORDER

8K0724 PG0971

OFFICIAL RECORDS

ITEM-3

PREPARED BY AND RETURN TO:
Frank J. Tong, Esq.
3218 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



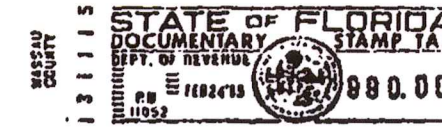
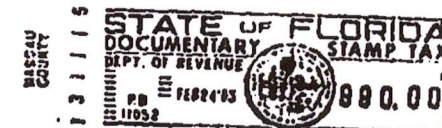
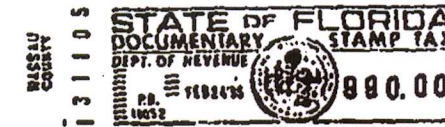
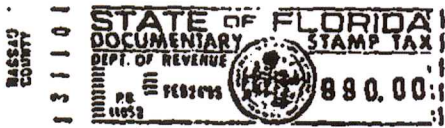
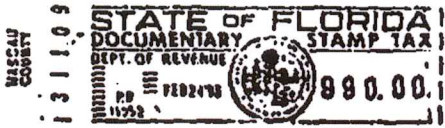
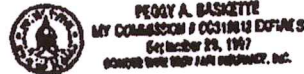
BK 0724 PG 0972
OFFICIAL RECORDS

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, (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:





BK0724PG0973
OFFICIAL RECORDS

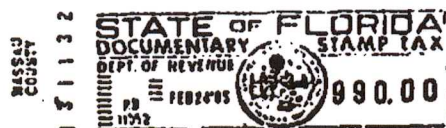
ITEM-3



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.



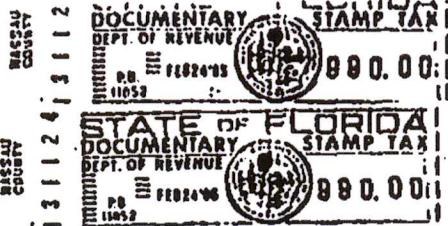
BK 0724 PG 0974

OFFICIAL RECORDS



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05-3N-24-2020-0018-0000	05-2N-24-2240-0309-0010	05-2N-24-2240-0332-0010	05-2N-24-2240-0360-0010
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05-2N-24-2240-0344-0220	05-2N-24-2240-0314-0180	05-2N-24-2240-0341-0240	05-2N-24-2240-0369-0010
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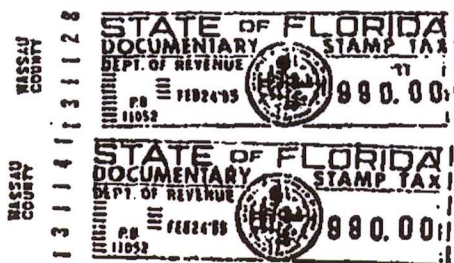
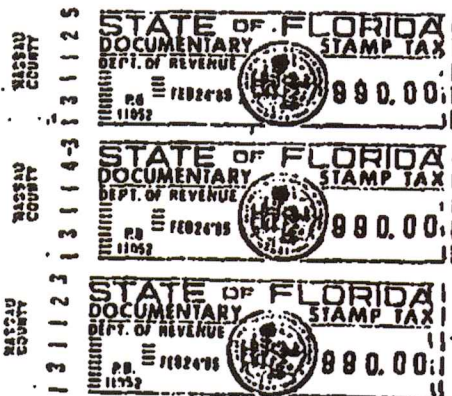




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OFFICIAL RECORDS

ITEM-3

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: May 10, 2022

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

SUBJECT: Planning & Zoning Board approval of Site Clearing/Site Work Application
#20220415
Property Owner – Scott E. Jones
Parcel ID No. 08-3N-24-2380-0125-0160

BACKGROUND:

Mr. Scott Jones has submitted a Site Clearing/Site Work application to clear Lots 16-18, Block 125. The parcel is 0.22 acres and is located on northside of West Fourth Avenue between Missouri Street and Ohio Street. The Parcel ID No. 08-3N-24-2380-0125-0130. The property is currently vacant.

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

According to Section 62-357 of the Town Code,
“No excavation or filling for purposes other than the construction of a driveway, walk, swimming pool, a permitted wall or building or part thereof, or accessory thereto, or to remove topsoil from one part of the lands of an owner to another part of the same premises, when such removal is necessary as an accessory use or is for the purpose of farming or improving such property, shall be made unless permission is granted by the planning and zoning board and any necessary state permits are secured, if applicable.”

Ms. Jones would like to clear the site and fill the site to create 1 building pad for single family dwelling unit on the property. No separate site clearing permit is required when the site clearing is part of a building permit for a dwelling unit.

FINANCIAL IMPACT:

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

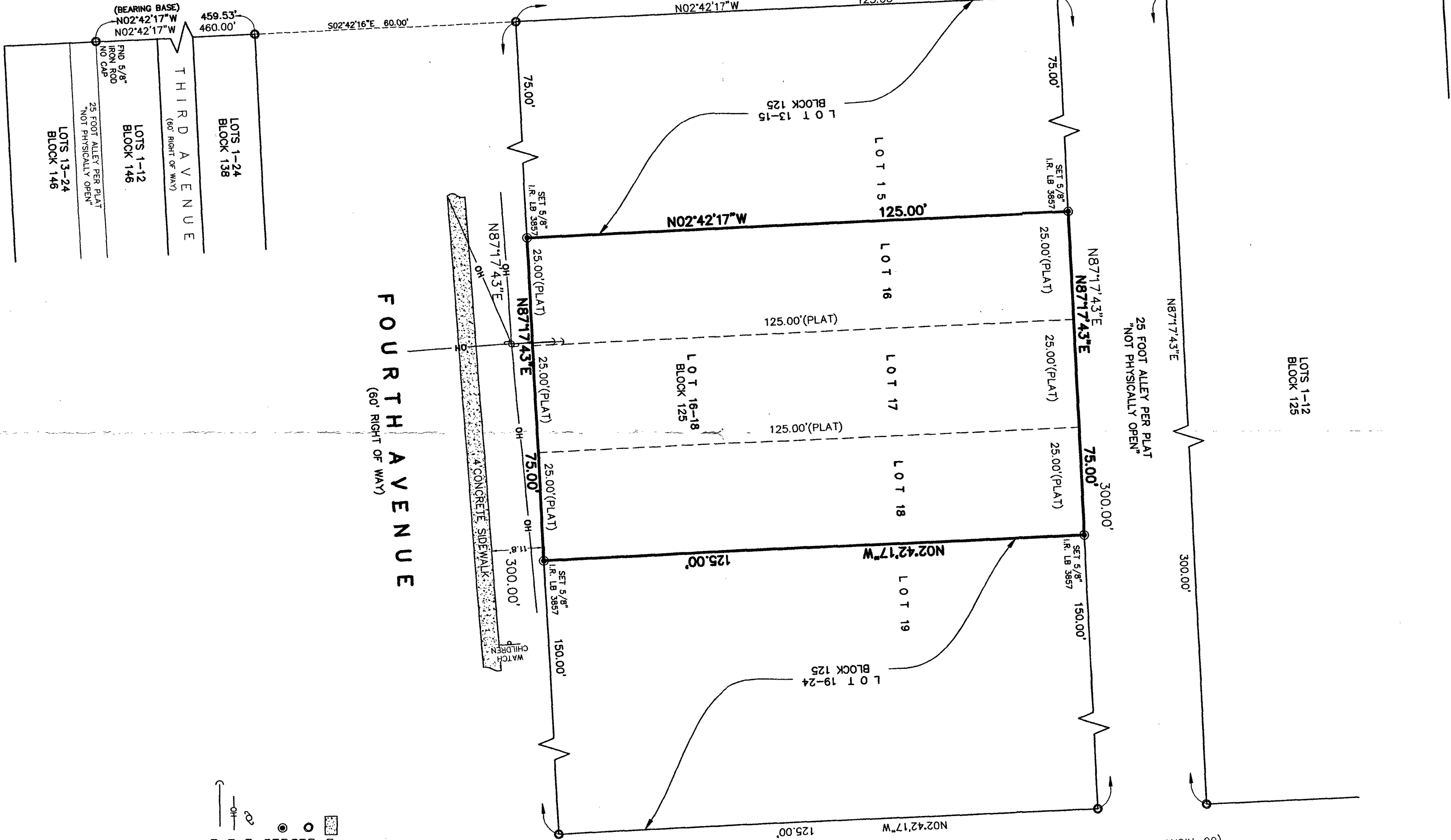
RECOMMENDATION:

Staff recommends the Planning and Zoning Board approve the Site Clearing/Site Work Application # 20220415, which includes the request to fill the property, with the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval. This application is deemed expired if fill and clearing activities are not completed in the 90 day period. The applicant will need to reapply.
2. The property shall be seeded, and hay placed on the lots to prevent erosion.
3. No dirt can impede onto surrounding landowners.
4. The fill cannot exceed 6 inches from existing grade.
5. The applicant shall provide for any water and sewer improvements required and/or drainage improvements required to construct the single-family dwelling unit. Any improvements required shall be paid by the applicant/property owner.

AS RECORDED IN PLAT BOOK 1 PAGE 23 OF THE PUBLIC RECORDS OF NASSAU COUNTY,
CERTIFIED TO: S.E. JONES CONSTRUCTION, LLC A FLORIDA LIMITED LIABILITY COMPANY.

(60' RIGHT OF WAY)



DENOTES CONCRETE
 DENOTES PND 5/8" I.R.
 DENOTES 1/2" I.R.
 UNLESS OTHERWISE NOTED
 DENOTES SET 5/8" I.R.
 LA 3887
 DENOTES OTHERWISE NOTED
 DENOTES 12" WOOD POWER POLE
 DENOTES OVERHEAD POWER LINES
 DENOTES GUY ANCHOR
 NOTE:
 BEARING BASE IS BASED ON FOUND MONUMENTATION
 LOCATED ON THE EASTERLY RIGHT OF WAY LINE OF
 MISSOURI AVE
 NOTE:
 SURVEY BASED OFF OF PUBLIC RECORD AND FIELD
 MONUMENTATION AND OCCUPATION, PLAY/DEED OF
 RECORD IS AMBIGUOUS IN NATURE AND MAY NOT HAVE BEARINGS,
 DISTANCES OR ANGULAR RELATIONSHIPS. ALL BEARINGS
 SHOWN HEREON ARE ASSUMED

ALL AMERICAN SURVEYORS OF FLORIDA, INC.

LAND SURVEYORS - 3751 SAN JOSE PLACE, SUITE 15 - JACKSONVILLE, FLORIDA, 32257 - 904/279-0088 - LICENSED LAND BUSINESS NO. 3857

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THERE MAY BE ADDITIONAL EASEMENTS AND/OR RESTRICTIONS THAT ARE NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

THE LAND SHOWN HEREON IS IN THE SPECIAL FLOOD HAZARD ZONE "X" AS SHOWN ON FLOOD INSURANCE RATE MAP 0135-F FOR NASSAU COUNTY, FLORIDA, DATED 12/17/2010.

UNDERGROUND ENCROACHMENTS NOT LOCATED

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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1	2	3	4	5	6	7	8	9	10																																																																																										



ITEM-4

FOR OFFICE USE ONLY

File # 2022-04-15Application Fee: 100.00Filing Date: 4/15/22 Acceptance Date: _____

Town of Hilliard

Site Clearing/Site Work Application

A. PROJECT

1. Project Name: FOURTH & OHIO
2. Address of Subject Property: FOURTH AVE, LOTS 16/17/18
3. Parcel ID Number(s): 08-3N-24-2380-0125-0160
4. Existing Use of Property: VACANT
5. Zoning Designation: RS4
6. Description of Work: REMOVE TREES, ADD DIRT
7. Acreage of Parcel: 9,375 sq ft

B. Owner

1. Name of Owner(s) or Contact Person(s): SCOTT E JONES Title: OWNER
Company (if applicable): SE Jones Construction
Mailing address: 44613 PINEBREEZE BLVD
City: CAITHAN State: FL ZIP: 32011
Telephone: (904) 627-0219 FAX: () e-mail: SEJonesConst@gmail.com

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

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

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



5. Fee.

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

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

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

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

Scott E Jones
Signature of Applicant

Signature of Co-applicant

Scott E Jones
Typed or printed name and title of applicant

Typed or printed name of co-applicant

4/15/22
Date

Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 15th day of April, 2022, by Scott

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

NOTARY SEAL



GARY GREGORY HOWARD
Commission # GG 941065
Expires December 26, 2023
Bonded Thru Budget Notary Services

Gary Gregory Howard
Signature of Notary Public, State of Florida

Prepared by:
Joshua Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218

File Number: 21-1314

General Warranty Deed

Made this May 14, 2021 A.D. By **Betty Scussell Martinez, Frances Scussell Conner, Virginia Scussell Davis, Frank Dominic Scussell, Jr. Carl Eugene Scussel, Jr. and Michael Timothy Scussel**, all conveying non homestead real property, whose address is: P.O. Box 445, Callahan, Florida 32011, hereinafter called the grantor, to **S.E. Jones Construction, LLC, a Florida limited liability company**, whose post office address is: 44613 Pinebreeze Blvd., Callahan, Florida 32011, hereinafter called the grantee:

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

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

Lot (s) 1 through 24, Block 125, Town of Hilliard, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 23, of the Public Records of Nassau County, Florida.

Parcel ID Number: **08-3N-24-2380-0125-0010**

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

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

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

Prepared by:
Joshua Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218

File Number: 21-1314

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

Signed, sealed and delivered in our presence:

Samantha Hartenstine
Witness Printed Name Samantha Hartenstine

Betty Scussell Martinez (Seal)
Betty Scussell Martinez

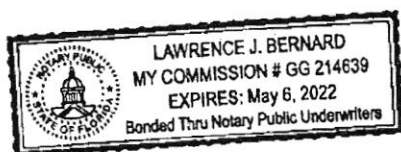
Lawrence J. Bernard
Witness Printed Name Lawrence J. Bernard

Frances Scussell Conner (Seal)
Frances Scussell Conner

Virginia Scussell Davis (Seal)
Virginia Scussell Davis

State of Florida
County of Duval

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 17th day of May, 2021, by **Betty Scussell Martinez, Frances Scussell Conner and Virginia Scussell Davis**, who is/are personally known to me or who has produced FL D.L. as identification.



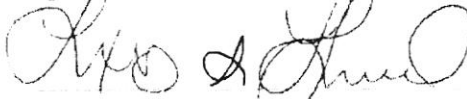
Lawrence J. Bernard
Notary Public
Print Name: Lawrence J. Bernard
My Commission Expires: _____

Prepared by:
Joshua Bernard
Bernard & Scherer, P.A.
480 Busch Drive
Jacksonville, Florida 32218


File Number: 21-1314

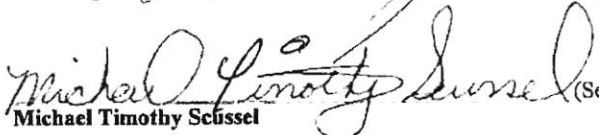
In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:


Witness Printed Name Lewis S. Ledford

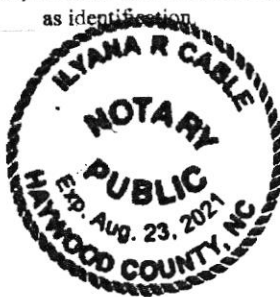

Carl Eugene Scussel, Jr. (Seal)

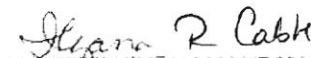

Witness Printed Name Becky Cabran


Michael Timothy Scussel (Seal)

State of NC
County of Haywood

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 13 day of May, 2021, by Carl Eugene Scussel, Jr. and Michael Timothy Scussel, who is/are personally known to me or who has produced NC DL as identification.




Notary Public
Print Name: Elyana R. Cable
My Commission Expires: August 23, 2021

Prepared by:
Joshua Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218

File Number: 21-1314

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

Signed, sealed and delivered in our presence:

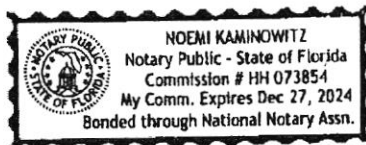
Amanda Setroin
Witness Printed Name Amanda Setroin

Frank Dominic Scussell, Jr. (Seal)
Frank Dominic Scussell, Jr.

Donna Robinson
Witness Printed Name Donna Robinson

State of Florida
County of Nassau

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 13 day of May, 2021, by Frank Dominic Scussell, Jr. who is/are personally known to me or who has produced Florida driver license as identification.

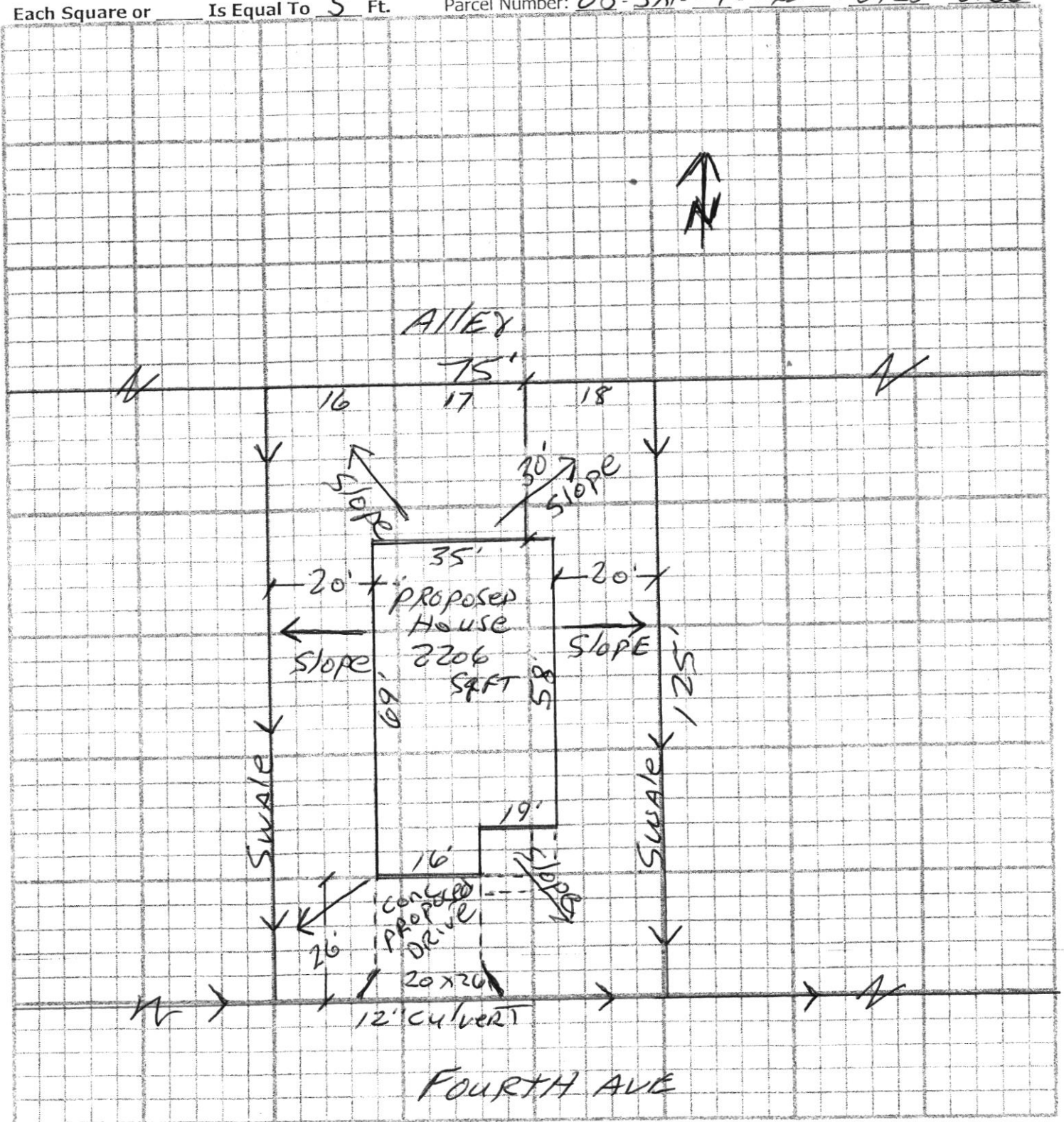


Noemi Kaminowitz
Notary Public
Print Name: Noemi Kaminowitz
My Commission Expires: Dec. 27 2024

SITE PLAN

Each Square or Is Equal To 5 Ft.

Parcel Number: 08-3A-24-2380-0125-0160

Property Owner: Scott JonesAddress: Lots 16-18

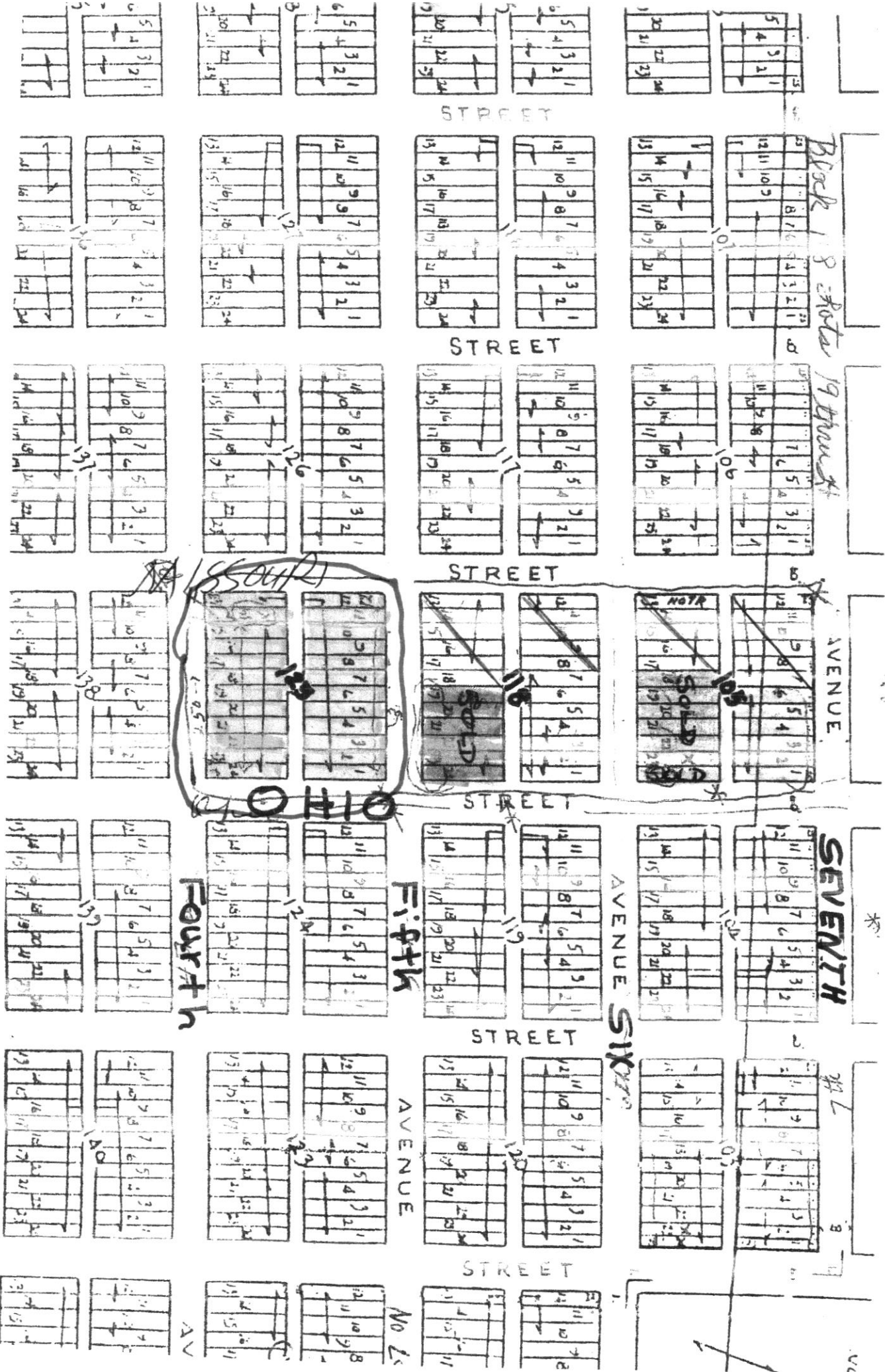
Name of Preparer (if different than above): _____

Zoning: RS4

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent) Scott JonesDATE: 3/11/22

Hubert + Belbia Reed
Own adjoining property



APRIL 15, 2022

TOWN OF HILLIARD

STATEMENT OF PROPOSED WORK:

1. CUT TREES, FOR POWER EASEMENT.
2. ADD DIRT FOR HOUSE PAD.
3. ADD DIRT FOR LEVELING LOT.

PARCEL # : 08-3N-24-2380-0125-0160

THANK YOU
DAN E. JONES

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

TOWN ATTORNEY

Mary Norberg

MINUTES

TUESDAY, APRIL 12, 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

Chair Dallis Hunter
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

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board approval to grant Variance No. 20220309-01 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

Applicant: Christopher Goodin/Coastland Land Group, LLC
Property Owner: CCRC Woodlands

Open Public Hearing
Call for Public Comment

Michael Franklin, 151012 County Road 108, Hilliard, states that he is in opposition of the Variance.

Ronald Bell, 45219 Mickler St., Callahan, Florida, states what about residents not notified and granting this variance will devalue his property. He also states that his two lots are for sale.

Chris Goodin, 220 Hopkins St, Unit 1, Neptune Beach, states that he understands variance rules but because the Town has blocks divided into 25x125 lots it has affected him from being able to develop and buy lots in the Town. He also states that he did send letters regarding buying adjacent lots but he received no response.

Ann Hlehoski, 27455 West Second Avenue, Hilliard, states that she has not been contacted regarding selling lots but Cassidy does have their contact information because they have tried to buy lots from him.

Close Public Hearing on Variance No. 20220309-01 at 7:19 p.m.

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

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

REGULAR MEETING - Planning & Zoning Board Action

Land Use Administrator, Janis Fleet, reads her Agenda Item Report and gives her recommendation.

Chris Goodin advises that he would be happy to defer action to talk to the adjacent property owners.

Following discussion by the Planning & Zoning Board, motion is made to defer decision to allow property owners time to get together to discuss and bring back at the May 10, 2022, Regular Meeting.

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

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

ITEM-2

Planning and Zoning Board approval to grant Variance No. 20220309-02 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0178-0180, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

Janis Fleet, AICP - Land Use Administrator

Applicant: Christopher Goodin/Coastland Land Group, LLC
 Property Owner: CCRC Woodlands

Open Public Hearing
 Call for Public Comment

Michael Franklin, 151012 County Road 108, Hilliard, states that he is in opposition of the Variance.

Kenny Sims, 3799 Joy Lane, Hilliard, states that all lots within the Town are worth something.

Chris Goodin, 220 Hopkins St, Unit 1, Neptune Beach, states he did not mean to offend anyone.

Close Public Hearing on Variance No. 20220309-02 at 7:33 p.m.

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

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

REGULAR MEETING - Planning & Zoning Board Action

Land Use Administrator, Janis Fleet, reads her Agenda Item Report and gives her recommendation.

Vice Chair Frey asks Chris Goodin if he has looked into other options.

Chris Goodin explains the process he has been through and that the Land Use Density is in compliance for three lots, but the zoning is not.

Board Member Prather asks what the adjacent property owners' intent was.

Ronald Bell answers and states he is willing to sell if Goodin wants to develop, if not, he would be willing to buy Goodin's lots.

Following discussion by the Planning & Zoning Board, motion is made to defer decision to allow property owners time to get together to discuss and bring back at the May 10, 2022, Regular Meeting.

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

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

ITEM-3 Planning and Zoning Board Public Hearing on Ordinance No. 2022-02.
An Ordinance Repealing and Replacing Chapter 62 Zoning and Land
Development Regulations of the Hilliard Town Code; and Providing for an
Effective Date.

Janis Fleet, AICP - Land Use Administrator

Land Use Administrator Janis Fleet explains the review process that the
Planning & Zoning Board did to make the recommended updates to the Land
Development Regulations code.

Open Public Hearing
Call for Public Comment

Michael Franklin, 151012 County Road 108, Hilliard, states that he is in
opposition of 75' lot widths in the R-2 Zoning District. He also asks for a copy of
strike through and underlined section of the Land Development Regulation that
has been under review.

Land Use Administrator Janis Fleet states that it will be available on the
Town's website by the end of the week.

Close Public Hearing on Ordinance 2022-02, at 7:59 p.m.

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

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

REGULAR MEETING - Planning & Zoning Board Action

Planning and Zoning Board to recommend to the Town Council Ordinance No.
2022-02 and to set Joint Workshops to review and discuss updates.

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

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

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

No public wish to address the Board.

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-5 Planning and Zoning Board approval of the Minutes from the March 8, 2022, Public Hearing and Regular Meeting.

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

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

ITEM-6 Planning and Zoning Board approval of Site Clearing/Site Work Application #20220323

Property Owner - Donna S. Jones

Parcel ID No. 08-3N-24-2380-0125-0130

Janis Fleet, AICP - Land Use Administrator

Land Use Administrator, Janis Fleet, reads her Agenda Item Report and gives her recommendation with the conditions for the approval.

Following Planning & Zoning Board Discussion, motion is made to approve the Site Clearing/Site Work Application #20220323 with all conditions except having a pre-topographic survey due to dirt already having been added.

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

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

ADDITIONAL COMMENTS

PUBLIC

Michael Franklin, 151012 County Road 108, Hilliard, states the applications for Mr. Goodin do not follow the Town Code and therefor does not qualify for a Variance and requests that the Board reads Section 62-183 of the Town Code that states the requirements to grant a Variance.

BOARD MEMBERS

Planning & Zoning Board Member Charles Reed states that by granting the Variance, the Board would be taking away other property owners negotiation rights.

LAND USE ADMINISTRATOR

Land Use Administrator Janis Fleet thanks the Board for the help in amending the Land Development Regulations. She states the Town Council passed a Resolution at their last meeting that states she will now be processing Plats and charging a deposit for consultant reviews.

TOWN ATTORNEY

Town Attorney Mary Norberg thanks everyone for allowing her to serve as Legal Council for the Planning & Zoning Board.

ADJOURNMENT

Motion to adjourn at 8:21 p.m.

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

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

Approved this 10th day of May 2022, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Dallis Hunter, Chair
Hilliard Planning & Zoning Board