

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
Dustin Winnon, Vice Chair
Kevin Webb, Board Member
Michael Hallman, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

AGENDA

THURSDAY, AUGUST 27, 2026, 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**

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 17-3N-24-2020-0027-0000, Cory Carter, Application # 20260806.
Lee Anne Wollitz – Land Use Administrator

ITEM-3 Planning & Zoning Board approval of Minutes from July 23, 2026, Regular Meeting.

ADDITIONAL COMMENTS

PUBLIC

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

BOARD MEMBERS

LAND USE ADMINISTRATOR

PLANNING AND ZONING ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the fourth 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.

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 accessed 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.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 19, 2026
2. Memorial Day	Monday, May 25, 2026
3. Independence Day	Friday, July 3, 2026
4. Labor Day	Monday, September 7, 2026
5. Veterans Day	Wednesday, November 11, 2026
6. Thanksgiving Day	Thursday, November 26, 2026
7. Friday after Thanksgiving Day	Friday, November 28, 2026
8. Christmas Eve	Thursday, December 24, 2026
9. Christmas Day	Friday, December 25, 2026
10. New Year's Eve	Thursday, December 31, 2026
11. New Year's Day	Friday, January 1, 2027



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: August 27, 2026

6FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 17-3N-24-2020-0027-0000, Cory Carter, Application # 20260806.

BACKGROUND:

Documents included for review:

- 2.1 Agenda Item Report
- 2.2 Town Code 62-357 – Ponds and Borrow Pits
- 2.3 Application 20260806
- 2.4 Pond Specifications - Engineering
- 2.5 Site Plan
- 2.6 Warranty Deed with legal description
- 2.7 Permit or Exception from SJRWMD (pending)

The applicant wishes to excavate a pond on a parcel within the Town. The parcel has a zoning classification of A-1 and has agricultural use.

Due to the requirements of Town Code 62- 357 the applicant is seeking Planning & Zoning Board approval to begin this work.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Planning & Zoning Board Conditional approval of Site Clearing Site Work Application for Parcel ID # 17-3N-24-2020-0027-0000, Cory Carter, Application # 20260806.

Condition: Final Permit or Exception be provided to Land Use Administrator prior to beginning work on excavation of pond.

Sec. 62-357. Ponds and borrow pits.

- (a) *Applicability.* Any new pond or borrow pit or the expansion or change to an existing pond or borrow pit shall be subject to these standards. Size of the pond or borrow pit refers to the land area at the top of bank at the largest point during the excavation.
- (b) *Exemptions.* The following activities are exempt from the requirements of this section:
- (1) Maintenance dredging or repair of canals, lakes, rivers, and stormwater management facilities, provided permit requirements from other local, state, and federal agencies are met;
 - (2) Work included in a duly approved residential subdivision or nonresidential construction project;
 - (3) Swimming pool construction;
 - (4) Sites where contamination investigation and remediation are being conducted under the direction of the Department of environmental protection or the United States Environmental Protection Agency, provided that there will be no permanent change in the final grade of the land surface upon completion of the project. Such activities include, but are not necessarily limited to, contaminated soil removal;
 - (5) Minor excavations normally and customarily associated with owner-occupied, single-family residences, where no material leaves the property and the excavation is performed without heavy equipment.
- (c) *Standards for ponds.*
- (1) The owner/applicant shall submit a scaled site plan or sketch to the town illustrating the parcel boundaries, easements, buildings, septic systems, wetlands, and the proposed pond. The planning and zoning board shall review the pond application to assure the pond meets the.
 - (2) The planning and zoning board shall review application to assure the pond meets the following standards:
 - a. Twenty-five-foot setbacks shall be observed from parcel boundaries, septic systems, and wetlands;
 - b. Four feet horizontal to one foot vertical (4:1) slopes shall be observed to a depth of two feet below mean low water line;
 - c. Maximum depth shall be 12 feet below the seasonal high groundwater table elevation; and
 - d. Lot upon which the proposed pond will be located shall be a minimum of one acre in size (uplands).
 - (3) The aggregation requirements of the pond or borrow pit shall apply to the excavation of any pond.
 - (4) *Application requirements for ponds.* An application for a pond shall contain the following documentation:
 - a. Any access/haul roads that abut a public or private paved road shall provide for edge of pavement stabilization with, a minimum depth of six inches, which stabilization may consist of compacted crushed crete, limerock, slag rock, or asphalt millings, to protect pavement edge; and
 - (5) *Hours of operation.* Ponds excavation from 7:00 a.m. to 6:00 p.m., Monday through Saturday.
- (d) *Standards for borrow pits.*
- (1) The owner/applicant shall submit a site plan signed and sealed by a professional engineer registered in the State of Florida to the town illustrating the standards required by the land development regulations.

- (2) The owner/applicant shall obtain permits or an exemption from the SJRWMD for the construction of borrow pits and shall provide the town with the SJRWMD permits necessary to operate the borrow pit or a copy of the exemption letter.
 - (3) Where the SJRWMD determines that no permit is required for the construction and operation of the borrow pit, the borrow pit shall be no closer than 100 feet setback from any property boundary.
 - (4) Borrow pits shall not be closer than 75 feet to any part of a septic tank system.
 - (5) Any two or more excavations, located upon lands under common ownership, within 660 feet of each other shall be aggregated and regulated as if a single excavation.
 - (6) Application requirements for borrow pits. An application for a borrow pit shall contain the following documentation:
 - a. Erosion and sediment control;
 - b. Plans for any dewatering activities;
 - c. Access to the project to the appropriate town personnel for the purpose of inspection during normal working hours and at reasonable times when work is in progress;
 - d. *Fence detail.* If side slopes are less than four feet horizontal to one foot vertical (4:1) down to two feet below mean low water level;
 - e. *Location and setbacks to.* Property lines, structures, septic tanks, wetlands, right-of-way, easements, and existing bodies of water;
 - f. Documentation of the seasonal high groundwater level (soil bore to determine lithology) if excavation will be deeper than 12 feet below the seasonal high groundwater table elevation;
 - g. Any access/haul roads that abut a public or private paved road shall provide for edge of pavement stabilization with, a minimum depth of six inches, which stabilization may consist of compacted crushed crete, limerock, slag rock, or asphalt millings, to protect pavement edge; and
 - h. Access points abutting a public or private road shall be at least 12 feet wide.
 - (7) *Hours of operation.* Borrow pits may operate from 7:00 a.m. to 6:00 p.m., Monday through Saturday.
 - (8) The planning and zoning board shall approve the operation of a borrow pit. The operation of the borrow pit shall expire on the expiration date of the environmental resource permit (ERP) issued by the SJRWMD. If the operator obtains an extension of the ERP by the SJRWMD, the operator shall provide the town a copy of the ERP extension approval from the SJRWMD. An extension shall be automatically be approved based on the extension of SJRWMD permit.
- (e) *Bonding requirements for platted subdivisions.* For the duration of the authorized work, a maintenance bond, equal to \$0.10 per cubic yard of material removed, shall be required by the public works director for any pond or borrow pit where the excavation is accessed from a public road or street.
- (f) *Administration and enforcement.*
- (1) Code enforcement shall investigate alleged violations in accordance with town regulations. Code enforcement shall have the authority to temporarily stop work pending adjudication.
 - (2) *Revocation.* Authorization shall be revocable at any stage of the work contemplated herein upon the following grounds:
 - a. Approval was granted upon gross misrepresentation by the applicant;
 - b. The work violates any ordinance of the town;

-
- c. The work is not being performed in accordance with the provisions of this section; or
 - d. The work is not being performed in accordance with the terms of any permit or development order.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)



TOWN OF HILLIARD
SITE CLEARING/SITE WORK EXCEPETION
APPLICATION

15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only

ITEM-2

File #: 2024.08.06
Application Fee: \$ 200.00
Payment Processed By:
C.C. J.A.

Site Clearing / Site Work Application

A. PROJECT

1. Project Name: PROPOSED CATTLE POND
2. Address of Subject Property: 15750 CR 108
3. Parcel Number(s): 17-3N-24-2020-0027-0000
4. Existing Use of Property: COW / CALF W/ RESIDENCE
5. Future Land Use Map Designation: AGR FLUM 9/17/24
6. Zoning Designation: AGR
7. Acreage: 10 Ac.

B. Owner

1. Name of Applicant(s) or Contact Person(s): Carey T Carter Jr Title: OWNER
Mailing address: 15750 CR 108
City: HILLIARD State: FL ZIP: 32046
Telephone: (904) 361-8315 E-mail: toddcarterjr@comcast.net

* 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. Site Plan including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Work
2. Legal description with tax parcel number
3. Warranty Deed or other proof of ownership
4. Permit or Letter of Exception from the St. Johns River Water Management District
5. Fee
 - i. \$200.00

No application shall be accepted for processing until the required application fee is paid in full.

All 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 applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.



TOWN OF HILLIARD
SITE CLEARING/SITE WORK EXCPEITION
APPLICATION

15859 W CR 108 Hilliard, FL 32046

Phone: 904-845-3555 | cs@townofhilliard.com

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

Signature of Applicant

Carey T. Carter Jr.

Typed or printed name and title of applicant

7/27/26

Date

State of Fla

Signature of Co-applicant

Dawn M. Carter

Typed or printed name of co-applicant

7/27/26

Date

County of Nassau

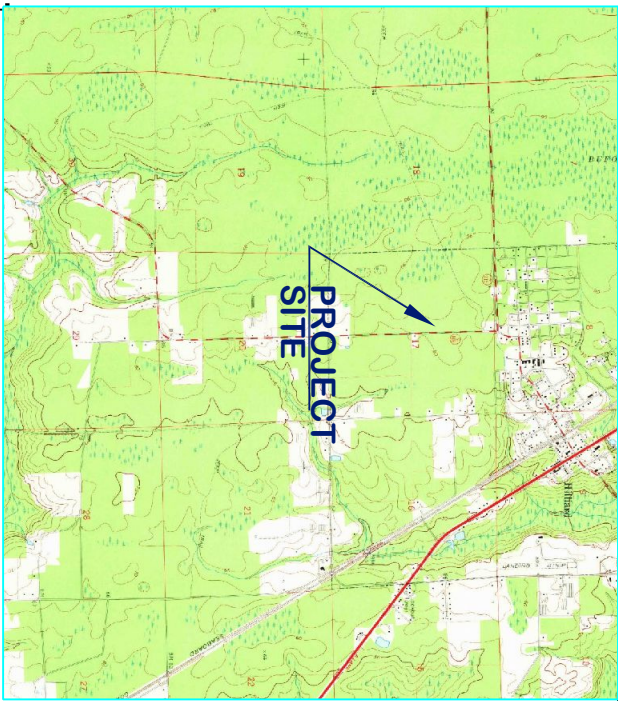
The foregoing application is acknowledged before me this 27 day of July, 20 24, by Carey
Carter, who is/are personally known to me, or who has/have produced DL
as identification.

NOTARY SEAL



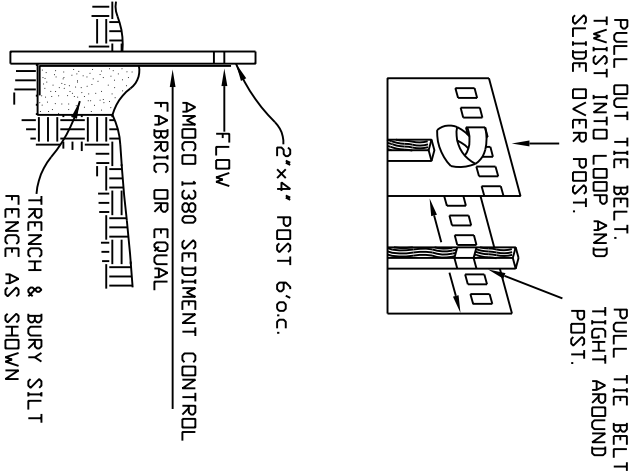
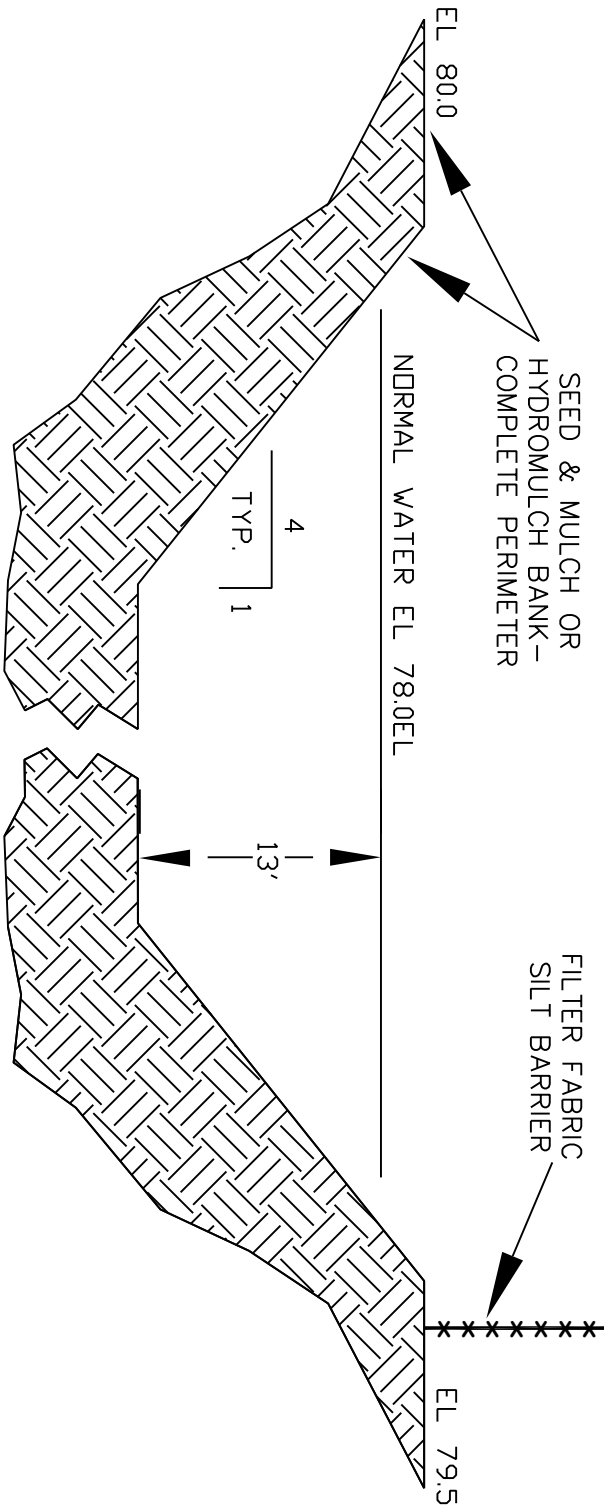
Cathy L. Seldomridge

Signature of Notary Public, State of FLA



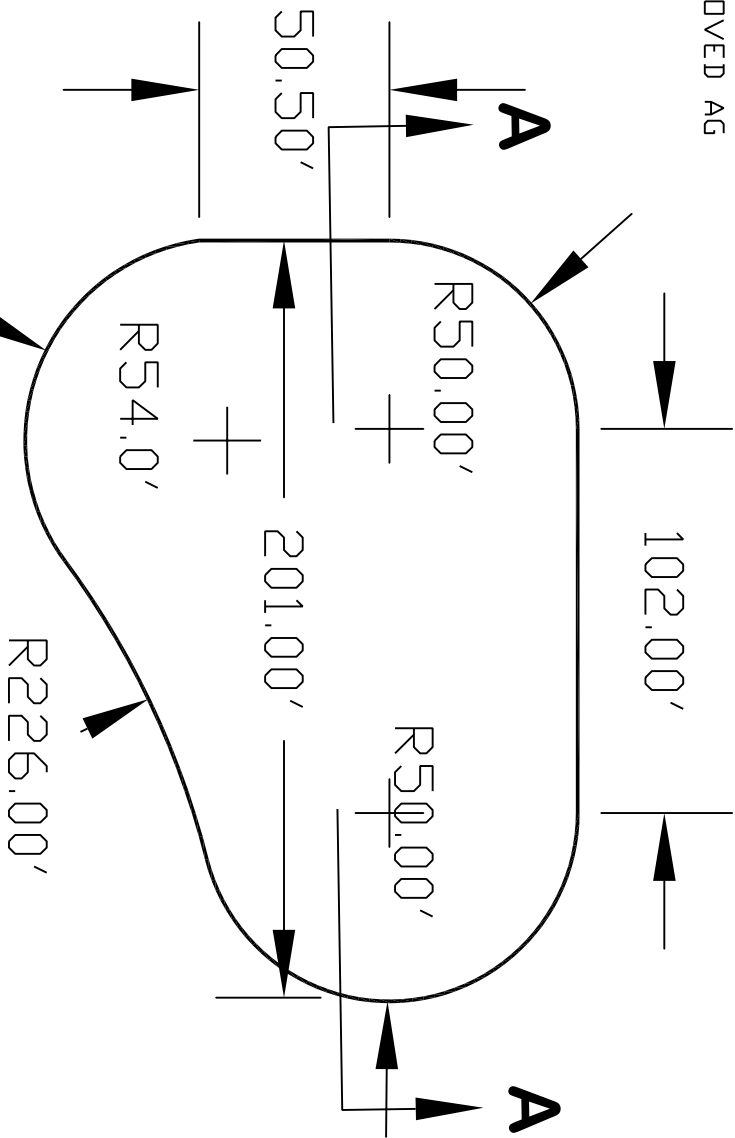
VICINITY MAP

17-3N-24-2020-0027-0000
CARTER CAREY T JR & DAWN M
15750 C.R. 108
HILLIARD, FL 32046
10 AC. (DEED)
IMPROVED AG



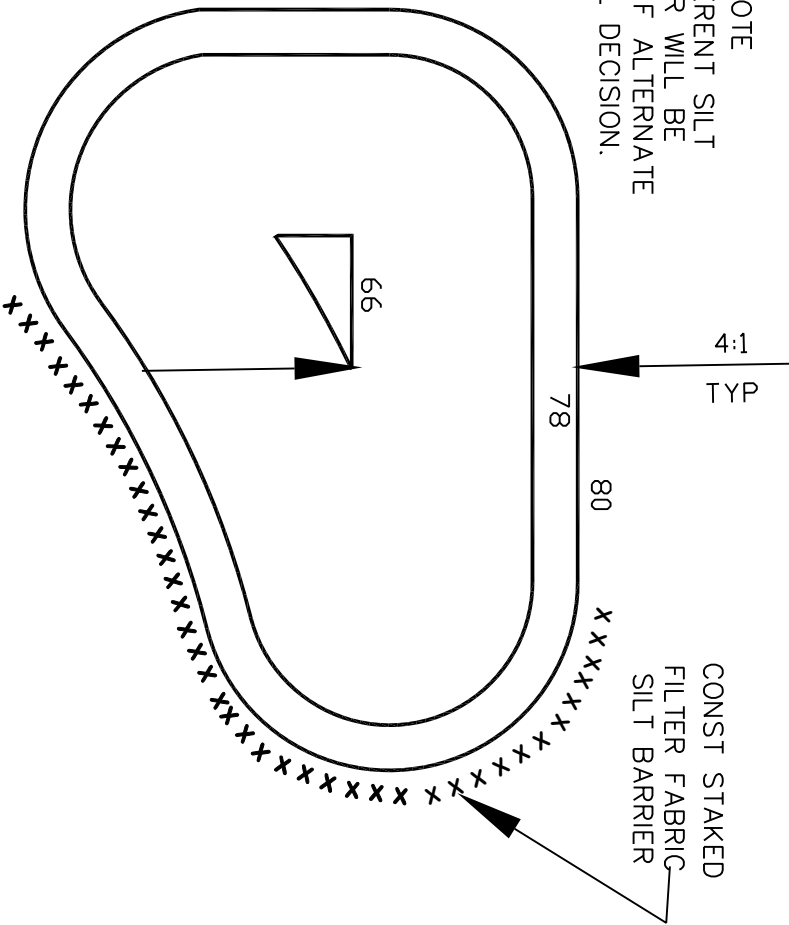
SECTION A-A

SILT FENCE INSTALLATION
NOT TO SCALE



GEOMETRY PLAN

0.52
Acres



GRADING PLAN

NOTE
A DIFFERENT SILT
BARRIER WILL BE
PROVIDED IF ALTERNATE
IS FINAL DECISION.

CONST STAKED
FILT FBRIC
SILT BARRIR

H.W. COFFIELD, P.E.
2743 ANNISTON ROAD, JACKSONVILLE, FL 32246
HWCPRD@GMAIL.COM (904) 571-7106

PROPOSED CATTLE POND
15750 CR 108 HILLIARD

M. T. F. & ASSOCIATES
12109 OLD PLANK ROAD, JACKSONVILLE FL 32220
MTFASDOC@AOL.COM (904) 728-1956

REVISIONS	
1	

DESIGN	
DRAWN	
REVIEW	
DATE	

PROJ. NO.
2026-024

C-1

8-14-26



SITE
AERIAL

M. T. F. & ASSOCIATES

12109 OLD PLANK ROAD, JACKSONVILLE FL 32220
MTFASDOC@AOL.COM (904) 728-1956

PROPOSED CATTLE POND

15750 CR 108 HILLIARD

H.W. COFFIELD, P.E.

2743 ANHISTON ROAD, JACKSONVILLE, FL 32246
HVCPRD@GMAIL.COM (904) 571-7106

REVISIONS	
1.	

DESIGN	
DRAWN	
REVIEW	
DATE	

PROJ. NO.

2026-024

C-2

8-14-26

Prepared by and return to:

Eric Eppley
Pro-Tech & Trust LLC
1541 South 14th Street
Fernandina Beach, FL 32034
(904) 718-8534
File No 2021-73

Parcel Identification No 17-3N-24-2020-0027-0000

(Space Above This Line For Recording Data)

WARRANTY DEED

(STATUTORY FORM – SECTION 689.02, F.S.)

This indenture made the 1st day of February, 2021 between Kellam Paolillo, an unmarried man, whose post office address is 1702 Blue Heron Lane, Fernandina Beach, FL 32034, of the County of Nassau, State of Florida, Grantor, to Carey T. Carter, Jr and Dawn M. Carter, husband and wife, as tenants by the entirety, whose post office address is 53264 Clear Lake Drive, Callahan, FL 32011, of the County of Nassau, State of Florida, Grantees:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantees, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantees, and Grantees' heirs and assigns forever, the following described land, situate, lying and being in Nassau, Florida, to-wit:

The South One-half (South 1/2) of the North One-half (North 1/2) of the Southeast One-quarter (South East 1/4) of the Northwest one-quarter (North West 1/4) of Section Seventeen (17), otherwise known as Lot Twenty seven (27) being a portion of the Cornwall Survey, according to plat recorded in Plat Book "0", Page 31, of the public records of Nassau County, Florida. Less and Except from the foregoing that certain part in Deed Book 175, page 424, of the said public records of Nassau County Florida, Township 3 North, Range 24 East.

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

Subject to taxes for 2020 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

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

And Grantor hereby covenants with the Grantees that the Grantor is lawfully seized of said land in fee simple, that Grantor has good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

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:

WITNESS

PRINT NAME: Tammy O'Sullivan

Kellam Paolillo
Kellam Paolillo

WITNESS

PRINT NAME: Eric Eppley

STATE OF FLORIDA
COUNTY OF NASSAU

The foregoing instrument was acknowledged before me by means of (x) physical presence or () online notarization this 1st day of February, 2021, by Kellam Paolillo.

[Signature]
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally Known:

OR Produced Identification: [initials]

Type of Identification

Produced: FL DL



ERIO EPPLEY
Commission # GG 837566
Expires December 5, 2023
Bonded thru Budget Notary Services

HILLIARD PLANNING AND ZONING BOARD MEETING

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Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

MINUTES

THURSDAY, JULY 23, 2026, 7:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Harold "Skip" Frey
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Michael Hallman

ABSENT

Vice Chair Dustin Winnon
Planning and Zoning Board Member Dalton Hood

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning & Zoning Board Approval of Minutes from June 25, 2026 Public Hearing and Regular Meeting.

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

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

ADDITIONAL COMMENTS

PUBLIC

No Public wish to address the Board.

BOARD MEMBERS

Dustin Winnon - Vice Chair, provided a written reminder of the Back to School Event hosted by Nassau Health and First Assembly Church on August 1, 2026. He also encourages the public to attend.

LAND USE ADMINISTRATOR

Lee Anne Wollitz - Land Use Administrator, provided information concerning the upcoming Friends and Family night prior to the opening of McDonald's in Hilliard.

PLANNING AND ZONING ATTORNEY

Planning & Zoning Attorney has nothing to add.

ADJOURNMENT

Motion to adjourn was made at 7:04pm

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

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

Approved this 27th day of August 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Harold "Skip" Frey, Chair
Hilliard Planning & Zoning Board