

HILLIARD PLANNING AND ZONING BOARD MEETING

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

BOARD MEMBERS

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

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

AGENDA

TUESDAY, JULY 11, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARINGS

ITEM-1

Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14
Janis K. Fleet, AICP – Town Planning Consultant

ITEM-2

Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.
Janis K. Fleet, AICP – Town Planning Consultant

CHAIR

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

REGULAR MEETING

ITEM-3

Additions/Deletions to Agenda

ITEM-4 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230622.1.
Parcel ID No. 16-3N-24-0000-0023-0010, 16-3N-24-0000-0022-0000, 16-3N-24-0000-0023-0030, 16-3N-24-0000-0023-0040.
Property Owner - Michael Franklin
Lee Anne Wollitz- Land Use Administrator

ITEM-5 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230623.1.
Parcel ID No. 04-3N-24-0000-0004-0160.
Property Owner - Jarrod and Leanna Pickett
Lee Anne Wollitz- Land Use Administrator

ITEM-6 Planning and Zoning approval of the Minutes from the June 13, 2023, Regular Meeting.

ADDITIONAL COMMENTS

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

PLANNING AND ZONING ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2023 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: July 11, 2023

FROM: *Janis K. Fleet, AICP – Town Planning Consultant*

SUBJECT: Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends the Planning and Zoning Board to recommend to the Town Council the adoption of Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14.

BACKGROUND:

Florida Statutes Chapter 468.604 (1) requires building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building official must perform these responsibilities without interference from any person.

Hilliard Town Code Chapter 62, Division 7 of the contains the requirements contains the procedures and reviews for building permits and inspections. Chapter 62-33 states that “The land use administrator shall administer and enforce the provisions of this chapter”. Having the Land Use Administrator responsible for building permits and inspections is in violation of State Statutes. Division 7 needs to be removed from Chapter 62 to be in compliance with Florida Statutes Chapter 468.604 (1) and added to Chapter 14 of the Town Code.

Chapter 163, Florida Statutes requires local governments to update their Land Development Regulations for compliance with their Comprehensive Plan. The Town adopted their current Comprehensive Plan in April 2022. Prior to adoption of the updated Comprehensive Plan, the Planning and Zoning Board started reviewing the Town’s Land Development Regulations, Chapter 62, and made recommendations for revisions. After numerous workshops, at their meeting of April 12, 2022, the Planning and Zoning Board recommended revisions to Chapter 62 to the Town Council. The revision included moving Division 7 to Chapter 14. In May 2022, the Town Council and the Planning and Zoning began holding joint workshops to review the Planning and Zoning Board’s recommendations to update the Land Development Regulations. Since May 2022, the Council and the Planning and Zoning Board have held 9 joint workshops on the Land Development Regulations. After the Joint Workshops the Town Council recommended proceeding with the adoption of the revisions to Chapter 62 and moving Division 7 to Chapter 14. Division 7 needs to be moved to Chapter 14, prior to the update of Chapter 62 being adopted.

ORDINANCE NO. 2023-07

AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; MOVING DIVISION 7, BUILDING PERMITS AND INSPECTIONS TO CHAPTER 14 BUILDING AND BUILDING REGULATIONS; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 468.604 (1), Florida Statutes requires building official to administrate, supervise, direct, enforce, or perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of their governmental jurisdiction, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building official shall faithfully perform these responsibilities without interference from any person; and

WHEREAS, the land use administrator shall administer and enforce the provisions of Chapter 62 of the Hilliard Town Code; and

WHEREAS Chapter 62 – Division 7. - Building Permits and Inspections of the Hilliard Town Code contains the procedures and reviews for building permits and inspections; and

WHEREAS Chapter 62 – Division 7. - Building Permits and Inspections of the Hilliard Town Code needs to be removed from Chapter 62 of the Hilliard Town Code to be in compliance with Florida Statutes Chapter 468.604 (1); and

WHEREAS, Chapter 62, Division 7, Building Permits and Inspections of the Hilliard Town Code will be added to Chapter 14 - Buildings and Building Regulations of the Hilliard Town Code; and

WHEREAS, the Town of Hilliard has the authority to amend its Town's Code; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Planning and Zoning Board on the 11th day of July, 2023; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Town Council for the First Reading on the 20th day of July, 2023; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Town Council for the Second and Final Reading on the 7th day of September, 2023; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA that the following Sections of the Hilliard Town Code, Chapter

14, Building and Building Regulations and Chapter 62, Zoning and Land Development Regulations, shall be amended as follows:

SECTION 1. Chapter 14, Building and Building Regulations shall be amended as described in Attachment “A”.

SECTION 2. Chapter 62, Zoning and Land Development Regulations shall be amended as described in Attachment “B”.

SECTION 3. It is the intention of the Town Council that the provisions of this Ordinance shall be and made part of the Code of Ordinances of Town of Hilliard, Florida, and that the Sections and paragraphs of this Ordinance may be renumbered or re-lettered in order to accomplish such intentions.

SECTION 4. The Town Council hereby authorizes the Town Attorney or his designee to make any and all revisions necessary to codify this Ordinance, including repagination or reenumeration of Articles or Sections. Changes necessary to correct scriveners’ errors or cross-reference inaccuracies are hereby authorized to be made by the Town Attorney or his designee.

SECTION 5. Repealer. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 6. Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 7. Effective date. This ordinance shall become effective upon passage.

ADOPTED this _____ day of _____, 2023, by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley

Planning & Zoning Board Publication:	June 14, 2023
Planning & Zoning Board Public Hearing:	July 11, 2023
Town Council First Publication:	June 14, 2023
Town Council First Public Hearing:	July 20, 2023
Town Council Second Publication:	August 2, 2023
Town Council Second Public Hearing:	September 7, 2023

ATTACHMENT "A"

ARTICLE III. - BUILDING PERMITS AND INSPECTIONS

Sec. 14-71. - Building permit application.

- (a) All applicants for a building permit shall submit with their applications the following:
- (1) Duplicate prints or drawings at an adequate scale of the building or structures to be built upon the lot, showing plumbing and electrical layout.
 - (2) A survey with monuments and stakes as required by a licensed surveyor, in duplicate, and drawn at an adequate scale, showing the actual dimensions and shape of the lot to be built upon. Original survey will be furnished as proof that proposed and existing buildings are within equal dimensions. The location of the building on the property, the location of waste collection areas, the layout of the trees, land and structure elevations, drainageways, off-street parking or loading spaces and other constructions are as required under the provisions of this chapter showing access and maneuvering space.
 - (3) Permits, as applicable, from county and state agencies such as the Nassau County Health Department, state department of environmental protection and the St. Johns River Water Management District.
- (b) The following provisions apply to application for building, electrical, mechanical and plumbing permits:
- (1) The applicant for a building permit shall be made by the owner or lessees, or agent of either, or the architect, engineer or builder employed in connection with the proposed work.
 - (2) The electrical contractor or person responsible for performing electrical work shall make application for the electrical permit, certifying that installation will be made in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.
 - (3) The plumbing contractor or person responsible for performing plumbing installation shall make application for a permit, certifying that installation will be in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed. The mechanical contractor or person responsible for performing mechanical installation shall make application for a permit, certifying that installation will be in accordance with the prints or drawings specified under subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.

Sec. 14-72. - Compliance with technical codes.

All permits referenced in section 14-71 shall be issued and work shall be performed in compliance with requirements set forth in chapter 14, article II of this Code and the latest editions the Florida Building Code.

Sec. 14-73. - Issuance.

It shall be the duty of the building official, upon receiving applications for permits provided for in this division, to examine such applications within a reasonable time after filing, not to exceed 30 days. If, after examination, he finds no objections to such applications, and it appears that the proposed work will be in compliance with the Florida Building Code and any other applicable rules and regulations and the proposed construction will be safe, he shall approve such application. Thereafter, permits shall be issued, and one copy of the plans returned to the applicant marked as approved and attested by his signature. If his examination reveals otherwise, he shall reject such application, noting his findings in a report to be attached to the application and disapproved plans and deliver a copy of such report to the applicant.

Sec. 14-74. - Inspections.

- (a) It shall be the duty of the building department to inspect and determine that buildings are located on lots in accordance with the plan submitted with the application.
- (b) Electrical, mechanical and plumbing installations shall require two inspections. The first inspection will be considered as the "rough in" inspection, and shall be made on plumbing and sewer lines, electrical wiring and outlets, AC duct and control circuits, while exposed for visual inspection, including all work that will be concealed in floors, walls, and ceilings.
- (c) The second inspection will be considered the final inspection and will be made when plumbing fixtures have been installed, electrical work completed and ready for service connection by the utility company and mechanical equipment installation completed.
- (d) When the building official has made the final inspection on electrical installation, and it appears that such installation has been made in accordance with rules and regulations of this chapter, he shall forthwith notify the electric utility company that installation is ready for service connection.
- (e) Every effort will be made to develop a schedule as to the time the administrative officer will be available in the various sections of the town, in order to avoid delays in construction.
- (f) The building inspector shall record the time and date of each and every inspection on his department's copy of each permit issued.

Sec. 14-75. - Permit fees.

- (a) No permits as provided in this division shall be issued until the appropriate permit fee shall have been paid to Town. The fee charged by the town for building, electrical, mechanical and plumbing permits shall be consistent with fees established by the town.

Sec. 14-76. - Posting of permits.

A copy of all permits shall be kept on the premises open to public inspection during the prosecuting of the work and until the completion of such work, and final inspection made.

Sec. 14-77. - Building, electrical, mechanical and plumbing permit expiration.

- (a) If the work described in any permit has not begun within six months from the date of issuance thereof, such permit shall expire. It shall be cancelled by the building official and written notice thereof shall be given to the persons affected.
- (b) If the work described in any building permit has not been substantially completed within one year of the date of issuance thereof, with up to two extensions which can be permitted if work has progressed, such permit shall expire and be canceled by the building official and written notice shall be given to the persons affected.

Sec. 14-78. - Permit revocation.

The building official may revoke any permit issued pursuant to this division in case there has been false statement or misrepresentation as to a material fact in the application or plans on which the permit was based.

Sec. 14-79. - Certificate of occupancy.

No person shall use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof until a certificate of occupancy shall have been issued by the land use administrator to ensure that the building or land conforms to all the requirements of the Land Development Regulations.

Sec. 14-80. - Manufactured homes older than five years.

- (a) Any manufactured home older than five years from the current calendar year shall be subject to inspection by the building official prior to being brought into the town for setup.
- (b) Any manufactured home older than five years from the current calendar year, currently set up within the town, shall be subject to an inspection by the building official prior to being relocated within said town.
- (c) The inspection fee required shall be \$200.00 and shall be paid in advance to the town prior to permitting for setup.
- (d) Any items noted on pre-inspection that do not meet the minimum HUD standard shall be brought into compliance prior to the manufactured home being either brought into the town or moved within the town. This will also apply to all exterior conditions and the conditions of the roofing materials.
- (e) All manufactured homes shall have vertical or horizontal skirting and meet the wind load for the Florida Building Code and shall match with the manufactured homes color and material being skirted.
- (f) The inspection fee shall be distributed as follows: \$100.00 to the town for administrative costs and \$100.00 to the building official for the inspection. If the manufactured home is located within 30 miles from town, the mileage assessment for the building official shall be in accordance with state statutes in addition to the inspection fee, payable to the town.
- (g) The penalty for an individual bringing a manufactured home into the town that is in violation of the section shall be subject to a fine as stated in section 1-7.

Attachment "B"

DIVISION 7. BUILDING PERMITS AND INSPECTIONS***Sec. 62-211. Building permit application.***

- (a) All applicants for a building permit, in addition to the other requirements in this chapter, shall submit with their applications the following:
- (1) Duplicate prints or drawings at an adequate scale of the building or structures to be built upon the lot, showing plumbing and electrical layout.
 - (2) A survey with monuments and stakes as required by a licensed surveyor, in duplicate, and drawn at an adequate scale, showing the actual dimensions and shape of the lot to be built upon. Original survey will be furnished as proof that proposed and existing buildings are within equal dimensions. The location of the building on the property, the location of waste collection areas, the layout of the trees, land and structure elevations, drainageways, off-street parking or loading spaces and other constructions are as required under the provisions of this chapter showing access and maneuvering space.
 - (3) Permits, as applicable, from state agencies such as the state department of environmental protection and the St. Johns River Water Management District.
- (b) The following provisions apply to application for building, electrical, mechanical and plumbing permits:
- (1) The applicant for a building permit shall be made by the owner or lessees, or agent of either, or the architect, engineer or builder employed in connection with the proposed work.
 - (2) The electrical contractor or person responsible for performing electrical work shall make application for the electrical permit, certifying that installation will be made in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.
 - (3) The plumbing contractor or person responsible for performing plumbing installation shall make application for a permit, certifying that installation will be in accordance with prints or drawings specified in subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed. The mechanical contractor or person responsible for performing mechanical installation shall make application for a permit, certifying that installation will be in accordance with the prints or drawings specified under subsection (a)(1) of this section and shall also furnish such other information as may be required in order to determine the permit fee to be assessed.

(Code 1997, § 62-211; Ord. No. 87-119, § 3-22-1(a), (b), 12-29-1987; Ord. No. 92-139)

Sec. 62-212. Compliance with technical codes.

All permits referenced in section 62-211 shall be issued and work shall be performed in compliance with requirements set forth in chapter 14, article II of this Code.

(Code 1997, § 62-212; Ord. No. 87-119, § 3-22-1(c), 12-29-1987; Ord. No. 92-139)

Sec. 62-213. Issuance.

It shall be the duty of the building official, upon receiving applications for permits provided for in this division, to examine such applications within a reasonable time after filing, not to exceed 30 days. If, after examination, he finds no objections to such applications, and it appears that the proposed work will be in compliance with any and all rules and regulations made by this chapter and the proposed construction will be safe, he shall approve such application. Thereafter, permits shall be issued and one copy of the plans returned to the applicant marked as approved and attested by his signature. If his examination reveals otherwise, he shall reject such application, noting his findings in a report to be attached to the application and disapproved plans and deliver a copy of such report to the applicant. Nothing in this section shall be construed to prevent the administrative officer, upon examining such application, from issuing a permit for the construction of part of a building or structure before the entire plan and a detailed statement of such building or structure have been submitted or approved, if adequate plans and detailed statements have been presented for examination and have been found to comply with the act relating thereto.

(Code 1997, § 62-213; Ord. No. 87-119, § 3-22-2(a), 12-29-1987; Ord. No. 92-139)

Sec. 62-214. Inspections.

- (a) ~~It shall be the duty of the building department to inspect and determine that buildings are located on lots in accordance with the plan submitted with the application.~~
- (b) ~~Electrical, mechanical and plumbing installations shall require two inspections. The first inspection will be considered as the "rough in" inspection, and shall be made on plumbing and sewer lines, electrical wiring and outlets, AC duct and control circuits, while exposed for visual inspection, including all work that will be concealed in floors, walls, and ceilings.~~
- (c) ~~The second inspection will be considered the final inspection and will be made when plumbing fixtures have been installed, electrical work completed and ready for service connection by the utility company and mechanical equipment installation completed.~~
- (d) ~~When the building official has made the final inspection on electrical installation, and it appears that such installation has been made in accordance with rules and regulations of this chapter, he shall forthwith notify the electric utility company that installation is ready for service connection.~~
- (e) ~~Every effort will be made to develop a schedule as to the time the administrative officer will be available in the various sections of the town, in order to avoid delays in construction.~~
- (f) ~~The building inspector shall record the time and date of each and every inspection on his department's copy of each permit issued.~~

(Code 1997, § 62-214; Ord. No. 87-119, § 3-22-2(b), 12-29-1987; Ord. No. 92-139)

Sec. 62-215. Permit fees.

- (a) ~~No permits as provided in this division shall be issued until the appropriate permit fee shall have been paid to the deputy town clerk. The fee charged by the town for building, electrical, mechanical and plumbing permits shall be consistent with fees recommended in the various codes or separately established by the town.~~
- (b) ~~If after completion it is determined by the person issuing such permit that the cost or description of the work is more than was shown on the permit, then the permit shall be corrected accordingly and any additional fees paid thereon. All fees received by the town clerk under this section shall be put into the general fund of the town.~~

(Code 1997, § 62-215; Ord. No. 87-119, § 3-22-3, 12-29-1987)

Sec. 62-216. Posting of permits.

A copy of all permits shall be kept on the premises open to public inspection during the prosecuting of the work and until the completion of such work, and final inspection made.

(Code 1997, § 62-216; Ord. No. 87-119, § 3-22-4, 12-29-1987)

Sec. 62-217. Building, electrical, mechanical and plumbing permit expiration.

(a) If the work described in any permit has not begun within six months from the date of issuance thereof, such permit shall expire. It shall be cancelled by the building official and written notice thereof shall be given to the persons affected.

(b) If the work described in any building permit has not been substantially completed within one year of the date of issuance thereof, with up to two extensions which can be permitted if work has progressed, such permit shall expire and be canceled by the building official and written notice shall be given to the persons affected.

(Code 1997, § 62-217; Ord. No. 87-119, § 3-22-5, 12-29-1987)

Sec. 62-218. Permit revocation.

The building official may revoke any permit issued pursuant to this division in case there has been false statement or misrepresentation as to a material fact in the application or plans on which the permit was based.

(Code 1997, § 62-218; Ord. No. 87-119, § 3-22-4, 12-29-1987)

Sec. 62-219. Certificate of occupancy.

No person shall use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof until a certificate of occupancy shall have been issued by the land use administrator to ensure that the building or land conforms to all the requirements of this chapter.

(Code 1997, § 62-219; Ord. No. 87-119, § 3-22-6, 12-29-1987)
Sec. 62-220. Manufactured homes older than five years.

- (a) ~~Any manufactured home older than five years from the current calendar year shall be subject to inspection by the building official prior to being brought into the town for setup.~~
- (b) ~~Any manufactured home older than five years from the current calendar year, currently set up within the town, shall be subject to an inspection by the building official prior to being relocated within said town.~~
- (c) ~~The inspection fee required in section 62-215(a) shall be \$200.00 and shall be paid in advance to the town prior to permitting for setup.~~
- (d) ~~Any items noted on preinspection that do not meet the minimum HUD standard shall be brought into compliance prior to the manufactured home being either brought into the town or moved within the town. This will also apply to all exterior conditions and the conditions of the roofing materials.~~
- (e) ~~All manufactured homes shall have vertical or horizontal skirting and meet the wind load for the Florida Building Code and shall match with the manufactured homes color and material being skirted.~~
- (f) ~~The inspection fee shall be distributed as follows: \$100.00 to the town for administrative costs and \$100.00 to the building official for the inspection. If the manufactured home is located within 30 miles from town, the mileage assessment for the building official shall be in accordance with state statutes in addition to the inspection fee, payable to the town.~~
- (g) ~~The penalty for an individual bringing a manufactured home into the town that is in violation of the section shall be subject to a fine as stated in section 1-7.~~

(Code 1997, § 62-220; Ord. No. 2004-19, § 3, 1-6-2005)

Secs. 62-221—62-250. Reserved.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: July 11, 2023

FROM: **Janis K. Fleet, AICP – Town Planning Consultant**

SUBJECT: Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.

BACKGROUND:

Chapter 163.3202(2)(a), Florida Statutes requires that local land development regulations contain “specific and detailed provisions that regulate the subdivision of land”. Currently the Town’s subdivision regulations are in Chapter 46 and not Chapter 62, the Land Development Regulations. In a Municode review of the Town’s Code, it was recommended by Municode to move the subdivision regulations from Chapter 46 to Chapter 62.

Chapter 163, Florida Statutes requires local governments to update their Land Development Regulations for compliance with their Comprehensive Plan. The Town adopted their current Comprehensive Plan in April 2022. Prior to adoption of the updated Comprehensive Plan, the Planning and Zoning Board started reviewing the Town’s Land Development Regulations, Chapter 62, and made recommendations for revisions. After numerous workshops, at their meeting of April 12, 2022, the Planning and Zoning Board recommended revisions to Chapter 62 to the Town Council. In addition to revisions to Chapter 62, revisions to Chapter 46 were also recommended and it was recommended Chapter 46 be moved to Chapter 62. In May 2022, the Town Council and the Planning and Zoning began holding joint workshops to review the Planning and Zoning Board’s recommendations to update the Land Development Regulations. After the Joint Workshops the Town Council recommended proceeding with the adoption of the revisions to Chapter 62 and moving Chapter 46 to Chapter 62. Chapter 46 needs to be moved to Chapter 62, prior to the update of Chapter 62 being adopted.

The following Articles will be added to Chapter 62 from Chapter 46:

- Article XIII. Subdivisions
- Article XIV. Platting
- Article XV. Design Standards
- Article XVI. Required Improvements

FINANCIAL IMPACT: None

RECOMMENDATION: Staff recommends the Planning and Zoning Board to recommend to the Town Council the adoption of Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.

ORDINANCE NO. 2023-08

AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; BY ADDING CHAPTER 46 SUBDIVISION; AND PROVIDING FOR SEVERABILITY; REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard adopted amendment to the Town of Hilliard's Comprehensive Plan in 2021; and

WHEREAS, Chapter 163.3202, Florida Statutes requires to amend Land Development Regulations that are consistent with and implement the adopted Comprehensive Plan; and

WHEREAS, Chapter 163.3202 (2), Florida Statutes requires Land Development Regulations contain requirements for the subdivision of land; and

WHEREAS, the Town Council has found it desirable and necessary to update the Land Development Regulations to comply with the Florida Statutes; and

WHEREAS, Chapter 46 – Subdivision of the Hilliard Town Code will be added to Land Development Regulations, Chapter 62 of the Hilliard Town Code; and

WHEREAS, the Town of Hilliard has the authority to amend its Land Development Regulations; and

WHEREAS, the Town's Planning and Zoning Board have exhaustively studied the changes set forth at numerous public meetings over the past year; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Planning and Zoning Board on the 11th day of July, 2023; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Town Council for the First Reading on the 20th day of July, 2023; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Town Council for the Second and Final Reading on the 7th day of September, 2023; and

WHEREAS, the amendments set forth herein are found to be consistent with the Town of Hilliard's Comprehensive Plan; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA that the following Section of the Hilliard Town Code, Chapter 62, Zoning and Land Development Regulations, shall be amended as follows:

SECTION 1. Chapter 62, Zoning and Land Development Regulations shall be amended by adding the Sections as described in Attachment "A".

SECTION 2. It is the intention of the Town Council that the provisions of this Ordinance shall be and made part of the Code of Ordinances of Town of Hilliard, Florida, and that the Sections and paragraphs of this Ordinance may be renumbered or re-lettered in order to accomplish such intentions.

SECTION 3. The Town Council hereby authorizes the Town Attorney or his designee to make any and all revisions necessary to codify this Ordinance, including repagination or reenumeration of Articles or Sections. Changes necessary to correct scriveners' errors or cross-reference inaccuracies are hereby authorized to be made by the Town Attorney or his designee.

SECTION 4. Repealer. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 6. Effective date. This ordinance shall become effective upon passage.

ADOPTED this _____ day of _____, 2023, by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	June 14, 2023
Planning & Zoning Board Public Hearing:	July 11, 2023
Town Council First Publication:	June 14, 2023
Town Council First Public Hearing:	July 20, 2023
Town Council Second Publication:	August 2, 2023
Town Council Second Public Hearing:	September 7, 2023

ATTACHMENT "A"

ARTICLE XIII. SUBDIVISIONS

Sec. 62-576. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Block means a tier or group of lots existing within well-defined and fixed boundaries within a subdivision, usually being an area surrounded by streets or other physical barriers and having an assigned number, letter or other name by which it may be identified.

Building includes the term "structure" and shall be construed as if followed by the phrase "or part thereof."

Developer means the owners of record executing the dedication required by F.S. § 177.081 and applying for approval of a plat of a subdivision pursuant to F.S. § 177.01 et seq.

Developer's engineer means a professional engineer registered in the state and engaged by the developer to prepare engineering plans and to supervise construction.

Land includes the term "water," "marsh" or "swamp."

Lot includes the term "plot" or "parcel." A lot is also identified as a single unit in a subdivision.

Plat means a map on which the developer's plan for subdivision is presented and which he submits for approval and intends, in final form, to record.

Subdivision means one of the following:

- (1) The division of any parcel of land, of any size whatsoever, into two or more lots of any size.
- (2) The establishment or dedication of a road, street or alley through a tract of land, regardless of area.
- (3) The resubdivision of land heretofore or hereafter divided or platted into lots.

The following shall not be included within this definition nor be subject to this chapter:

- (1) The sale or exchange of lots to or between adjoining property owners, where the sale or exchange does not create additional lots.
- (2) The public acquisition by purchase, acceptance of deed of dedication or exercise of the right of eminent domain of strips of land for the widening or opening of streets or roads.

Surveyor means a land surveyor registered in the state and engaged by the developer to survey and plat the land for subdivision.

Town-approved road or street means a road or street paved in accordance with the specifications prescribed in this chapter, involved in any division of land into a recorded or unrecorded subdivision plat.

Sec. 62-577. Intent and purposes.

It is determined and declared:

- (1) The public health, safety, order, convenience, prosperity, morals and welfare require the harmonious, orderly and progressive development of land throughout the town. It is intended that this chapter be liberally construed to accomplish those purposes.
- (2) These subdivision regulations are adopted for the following purposes:
 - a. To establish uniform and adequate standards for the design of subdivision plats and for minimum necessary improvements.
 - b. To provide regular and orderly procedures for the uniform and expeditious processing of subdivision plats by the proper agencies and officials.
 - c. To ensure coordination of subdivision plats with public improvements of the county and the town.
 - d. To ensure subdivision, design which will encourage the development of a sound and economically stable community and the creation of a healthful living environment.
 - e. To prevent traffic hazards and to provide safe and convenient traffic circulation, both vehicular and pedestrian.
 - f. To discourage premature, uneconomical and scattered development
 - g. To assure cooperation and greater convenience for developers.

Sec. 62-578. Jurisdiction; compliance.

The regulations set out in this chapter apply to all land within the town. No land shall be subdivided or laid out into lots, unless by plat in accordance with this chapter, nor shall any building be constructed in a subdivision unless the subdivision conforms to this chapter.

Sec. 62-579. When plat not recorded.

The clerk of the circuit court will not record any instrument showing a subdivision of land that does not bear the approval of the town attorney, the town clerk and the mayor.

Sec. 62-580. Town not to approve expenditure of money.

The town will not permit any money to be expended for improvements in any area that has been subdivided or upon any street that has been platted after the effective date of the ordinance from which this chapter is derived unless the subdivision or street has been approved in accordance with this chapter.

Sec. 62-581. Right-of-way vacations.

Definitions. The following words, terms, and phrases, when used in Section 62-581, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

1. Vacate. Vacate shall mean the relinquishment of the Town's right, title, or interest in a public right-of-way.

2. Public right-of-way. A public right-of-way in the Town of Hilliard shall mean public road, street, lane, thoroughfare or travel way that has been platted or dedicated for public purposes such as roads, utilities, or stormwater.

(b) Review Procedures

1. Application. An application to vacate a public right-of-way may be submitted by the Town Council, Land Use Administrator, or by a property owner abutting or surrounding the public right-of-way.
 - a. Applicant must submit an application with a statement outlining the reason for the request, and a sketch of description and legal description of the area to be vacated, including the tax parcel identification number, if applicable. The burden will be on the applicant to show that the request complies with all of the following:
 - i. That the request is in conjunction with a new development, redevelopment, or new use of
 - ii. That the request is in the "public interest" (defined as something that benefits the public as a whole, not just a singular property owner - such as increasing size of property);
 - iii. That the request will not adversely affect surrounding property owners; and
 - iv. That the request conforms with utility company regulations by providing a letter from each utility company stating they approve or disapprove the vacate.
2. Board review. Applications to vacate a public right-of-way shall be reviewed by the Planning and Zoning Board and the Town Council according to the criteria provided in this section, with notice of the board hearings provided in accordance with law and this article. The Planning and Zoning Board's review shall be a recommendation to the Town Council. Prior to the public hearing before the Planning and Zoning Board, the application shall be reviewed by the Land Use Administrator in accordance with the development plan review process as stated in Section 62-581.
3. Fees. The application shall be accompanied by a fee, which amount shall be determined by a fee schedule passed by a resolution of the Town Council. Any fees incurred by the Town in order to process the application, including advertising, mailing, and legal fees, shall also be charged to the applicant and be payable prior to any vacating of the right-of way being recorded or final.

(c) Review criteria. Rights-of-way may only be vacated by the Town Council upon its finding that the criteria in both 1. and 2. as provided below have been met:

1. Public Interest. The public right-of-way no longer serves a public purpose and the vacation of the public right-of-way is in the public interest, which shall be based on a consideration of the following:
 - a. Whether the public benefits from the use of the subject right-of-way as part of the city street system;
 - b. Whether the proposed action is consistent with the Comprehensive Plan;
 - c. Whether the proposed vacation is consistent with the minimum block size requirements and other applicable street connectivity standards;

- d. Whether the proposed action would deny access to private property;
 - e. The effect of the proposed action upon public safety;
 - f. The effect of the proposed action upon the safety of pedestrians and vehicular traffic;
 - g. The effect of the proposed action upon the provision of municipal services including, but not limited to, emergency service and waste removal;
 - h. The necessity to relocate utilities both public and private; and the effect of the proposed action on the design and character of the area.
2. Streets. If the public right-of-way is a street, the city shall not vacate the right of-way except if the following additional criteria are met:
- a. The loss of the street will not foreclose reasonably foreseeable future bicycle/pedestrian use;
 - b. There is no reasonably foreseeable need for any type of transportation corridor for the area.

(d) Notice requirements

1. Specific Notice Requirements for Vacations. Public hearing notices to vacate a public right-of-way or portion thereof shall be published in a manner consistent with Florida and Town law regarding ordinances.
2. Neighbors. If the parcel to be vacated includes an alley, all property owners serviced by the alley and all property owners serviced by a connecting alley shall be noticed.
3. Petitioner's Responsibility. The Town, Town Council, and all officers, employees, and agents thereof shall not assume any responsibility or liability for any matters and things to be done or completed by the petitioner pursuant to the provisions hereof. It is recognized that this procedure may affect substantial interests in real property and other proprietary rights, and the petitioner shall assume full and complete responsibility for compliance with the requirements of law, and these procedures in connection with or arising out of any vacation proceedings instituted by the petitioner, including the payment of all fees required by this Section."

ARTICLE XIV. PLATTING

Sec. 62-581. General procedure for plat approval.

The preliminary and final plat shall be submitted to the town in the format required by the town for recommendation Planning and Zoning to the council for approval. No plat shall be recorded and no lots shall be sold from the plat unless and until the final plat is approved as provided in this chapter.

Sec. 62-582. Preliminary plat.

The developer shall submit the proposed plat accompanied by the following information in a form specified by the Town that will show the following:

The preliminary plat shall contain the following information:

- (1) The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines together with the identification system for all lots and blocks, the square foot area of each lot, and the net usable acreage (less jurisdictional areas). The lot number within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas for public use or private use.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per F.S. § 177.091.
- (9) The location of all survey monuments, permanent points and azimuth marks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner and owners of the subdivision.
- (11) Certification of a currently registered surveyor of the state as to the correct representation of the plat per F.S. § 177.061.
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required.
- (14) All flood hazard zones as established by the FEMA flood insurance rate maps.
- (15) The location of permanent benchmarks which shall be provided at convenient points with elevations indicated.

Sec. 62-583. Final plat.

The final plat shall show the following in a required by the Town and in compliance with Chapter 177, F.S.:

- (1) The boundary lines of the area platted with distance and bearings and the legal description of the property. The property appraiser's parcel identification number is not acceptable as legal description.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks and so forth.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines, together with the identification system of all lots and blocks, and the square foot area of each lot. The lot numbers within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions, both linear and angular, for locating the boundaries of the subdivision, lots, streets, easements and any other areas for public or private use. Linear dimensions shall be given to the nearest 1/100 of a foot. Closure shall be shown on the plat.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners.

- (9) The location of all survey monuments and benchmarks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner of the subdivision.
- (11) The certificate of the surveyor as to the correct representation of the plat and as to F.S. ch. 177, pt. I (F.S. § 177.011 et seq.).
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner to the plat and restrictions, including dedication to public use of all streets and parks, the dedication of or granting of required easements and a statement that all streets are paved and drained or will be paved and drained before any lots are sold.

Sec. 62-584. Signatures; certifications and acknowledgments.

The final plat must contain space and forms for the appropriate certifications and acknowledgments and shall be signed by the following:

- (1) A notary public or other officer authorized by law to take acknowledgments as to the certification of the acknowledgment by the owner or owners.
- (2) A surveyor for the town as for compliance with Chapter 177, F.S.
- (3) The town attorney as to legal sufficiency and compliance.
- (4) By the public works director certifying the water supply and sewage system's acceptability
- (5) By the county health officer if the lots will be served by septic tanks for the plat subject to review of each lot for septic tanks by the county environmental health officer according to the Florida Administrative Code.
- (6) By the chairman of the planning and zoning board as to approval by the planning and zoning board.
- (7) By the county tax collector as to the approval that the taxes are current.
- (8) The town clerk as to approval by the council.
- (9) The mayor as to approval for the town.
- (10) The clerk of the circuit court for the county as to the plat having been filed for record. The plat book and page designation shall be obtained from the clerk at the time it is presented to the clerk for recording.

ARTICLE XV. DESIGN STANDARDS

Sec. 62-585. Relation to adjoining street system.

The arrangement of streets in a subdivision shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projection where adjoining land is not subdivided insofar as this may be deemed necessary by the council for public requirements. The street arrangement shall be such as not to cause hardships to owners of adjoining property when they plat their own land and seek to provide convenient access to it. Offset streets shall be avoided and the angle of intersection between streets shall not vary by more than ten degrees from a right angle. Streets obviously in alignment with existing streets shall bear the names of the existing streets.

Sec. 62-586. Street widths.

- (a) As a minimum requirement for streets, sidewalks and public utilities, the plat shall dedicate a minimum width of 50 feet. Dead-end streets and/or culs-de-sac, streets that terminate within a subdivision other than

at boundary line, shall have a minimum width of 50 feet and shall terminate in a turnaround with a minimum radius of 50 feet.

- (b) The council may, after proper study, require a street width in excess of 50 feet, if traffic engineering surveys indicate that present or anticipated future traffic densities justify a street of greater width.
- (c) Where streets parallel and adjoin section and half-section lines adjoining unsubdivided property, a half-street, 50 feet in width, shall be dedicated and, whenever subdivision property adjoins a half-street on a section or half-section line, the remainder of a 100-foot right-of-way shall be dedicated. Water systems shall be placed within 43½ feet of the section and half-section lines.
- (d) The council may, after proper study and due consideration, reduce the right-of-way on certain half-section lines to a width of 80 feet.
- (e) Alleys are not recommended in a residential district.

Sec. 62-587. Blocks.

- (a) Where a tract of land is of such size and location as to prevent a lot arrangement related to a normal street design, there may be established courts, dead-end streets or culs-de-sac, provided that a proper access shall be given to all lots from a dedicated street or court.
- (b) No block shall be longer than 600 feet. Where blocks are made longer than 600 feet in length, a crosswalk, ten feet in width, shall be required near the center of the block.

Sec. 62-588. Lots.

- (a) Lots shall comply with the zoning district that the subdivision is located within.
- (b) A corner lot shall have widths sufficient to permit the establishment of front building lines on both the front and side of the lot adjoining the streets.
- (c) The arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of the surrounding development.
- (d) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines, except where a variation to this rule will provide a better street and lot layout.

ARTICLE XVI. REQUIRED IMPROVEMENTS

Sec. 62-589. Preparation of plans and specifications for improvements.

Receipt of the signed copy of the approved preliminary plat is authorization for the developer to proceed with the preparation of plans and specifications for the minimum improvements required by this article and with preparation of the final plat. Prior to the construction of any required improvements, the developer shall furnish the town engineer all plans, information and data necessary to determine the character of the improvements. These plans shall be examined and will be approved if in accordance with this article. Following this approval, construction can be started or the amount of the bond guaranteeing the improvements determined. No final or official plat of a subdivision shall be approved unless either:

- (1) The improvements listed in this article have been installed prior to the approval; or
- (2) The developer files with the town a surety bond to secure the construction of the improvements listed in this article in a satisfactory manner and within a period specified by the council, this period not to exceed 12 months. The bond shall be in an amount at least equal to the cost of constructing the improvements as estimated by the developer's engineer and approved by the town engineer and in a form approved by the town attorney.

Sec. 62-590. Inspection.

- (a) The town may have an inspector on the project when deemed necessary during the construction period, and the inspector shall be authorized to enforce the construction of the work in accordance with the approved plans and specifications. The developer shall pay the cost of the inspector. If any changes are required in the approved plans or specifications during the period of construction, the changes must first be approved, in writing, by the town or its authorized representative so that subdivision files can be complete.
- (b) The developer shall have available, when necessary, a qualified engineer for the purpose of setting all line and grade stakes when required by the contractor or inspector.
- (c) The engineer shall furnish the town engineer with a written construction schedule at intervals of at least once each month. The schedule shall show the construction work to be accomplished during the period covered by the schedule.

Sec. 62-591. Acceptance for maintenance by town.

- (a) Prior to acceptance by the town, the developer shall furnish a certificate prepared by the developer's engineer to the effect that all improvements have been completed in accordance with the approved plans and specifications. Where the developer elects to post a bond ensuring that the work will be completed in a stated period of time, the certificate required by this section will be required at the time of completion of construction.
- (b) Upon completion of the work covered by the plans and a unilateral agreement, the owner shall notify the town engineer in writing. Upon receipt of notification, the town will make an inspection of the construction work. If all work is found to be satisfactorily completed, then the town, after a period of 90 days from the time of inspection, will make a final inspection. If the work is found satisfactory and if all deficiencies are repaired or corrected, then the town will accept the improvements for maintenance. A performance bond in the amount of 100 percent of the estimated cost of street improvements will be required in all subdivisions.

Sec. 62-592. Street improvements.

- (a) All streets and public ways shall be cleared and graded to their full width of right-of-way, including side slopes, and to the appropriate grade and shall be surfaced in accordance with the applicable standard specifications of the state department of transportation and the manual of uniform minimum standards. They shall meet the following minimum specifications:
 - (1) Pavement shall be 22 feet in width.
 - (2) Shoulders shall be six feet in width.
 - (3) Front and back slopes shall not be less than 3:1.
 - (4) All shoulders and slopes shall be seeded, mulched and fertilized.
 - (5) Paving specifications and application shall be according to the current edition of the state department of transportation specifications for road and bridge construction.
 - (6) Street cross drains will have headwalls and endwalls.
- (b) If required to prevent erosion or excessive washing of the shoulders, protective measures shall be taken as required by the town or its representative.
- (c) Curbs and gutters shall be constructed along both sides of all streets and in accordance with the standards of the state department of transportation. A modified curb, constructed in accordance with county specifications, may be used on streets with gradients of two percent or less. Where required, turnouts will comply with town specifications and be constructed before the building is completed and before the lot or building is sold.

- (d) The following pavement bases shall be constructed of the following type having a minimum thickness of six inches:
- (1) Sand-bituminous road mix.
 - (2) Florida limerock base.
 - (3) Limerock stabilized base (300 pounds per square yard).
 - (4) Shell cement mix.
 - (5) Soil cement mix.
- (e) All pavement bases shall have a surface wearing course of one of the following types, as outlined in the state department of transportation specifications:
- (1) Double surface treatment.
 - (2) Asphaltic concrete surface course, 1.5 inch minimum thickness.
 - (3) Hot sand asphalt surface course, one-inch minimum thickness.
 - (4) Concrete roads are not acceptable.
- (f) Subgrades, paving bases and surface wearing course shall be constructed in accordance with the specifications of the state department of transportation.
- (g) The owner or developer shall retain a reputable recognition commercial laboratory which shall certify to the town that all materials entering into the completed work are in accordance with these specifications. Where the pavement base is to be sand-bituminous road mix or soil cement mix, the laboratory shall furnish a report covering the blending of soil materials with bituminous materials or cement prior to base construction. A report of the laboratory shall be submitted covering the completed pavement.
- (h) Concrete sidewalks shall be required on one side of the streets in all new residential subdivisions in excess of 5 lots, unless, in the opinion of the council after proper study, pedestrian traffic or surrounding development will not justify the installation of sidewalks. Construction of sidewalks across individual residential lots, as shown on the approved engineering plans, may be deferred until the house on the individual lot is installed. However, the sidewalk across an individual lot shall be constructed prior to the issuing of a certificate of occupancy for the house on the lot when the engineering plans show a sidewalk is required for that lot. This requirement shall be stated in the Declaration of Covenants and Restrictions of the subdivision, or by other instrument of record which runs with title to the lot or lots. Nothing in the ordinance shall be construed to create an obligation on the part of the Town to construct any sidewalk.
- (i) All street markers will be constructed, painted and erected in accordance with town specifications. Street markers will be installed by the developer at the locations shown on the drawings.
- (j) Radii at intersections shall be a minimum of 25 feet.
- (k) A developer shall place appropriate road signs, within the area described by the plat to be recorded. The signs shall be constructed by the town and paid for by the developer.
- (l) All design shall meet requirements of the Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways prepared by the state department of transportation.

Sec. 62-593. Drainage requirements.

- (a) All drainage pipe shall have adequate capacity to carry the runoff resulting from a rainfall intensity which may be exceeded on the average of at least once every year. All drainage facilities shall be designed for a positive outfall to existing storm sewer system, lakes, canals, rivers, streams or previously constructed town, county or state road ditches. If the added runoff from the developed area overtaxes the existing road or

outfall ditches, the developer shall include in the plans sufficient work to enlarge the present facilities to care for the added drainage imposed on the system.

- (b) Where storm sewers are provided, the maximum overland flow shall be 400 feet. Minimum grade for curb and gutter shall be three-tenths of one percent; provided that one-half percent grade shall be held insofar as practical.
- (c) Drainage pipe shall be corrugated plastic or metal pipe, plain or reinforced concrete pipe or plain or extra strength vitrified clay pipe, except that corrugated metal pipe shall not be installed under a paved road unless it is asphalt coated. Minimum pipe size shall be 15 inches in diameter.
- (d) All plans shall show, in addition to contours, the outlines and sizes in acres of drainage areas at the various points of concentration.
- (e) Catch basins, drop inlets, curb inlets and manholes shall be of a class A concrete or brick construction and in accordance with state department of transportation standards. All grates shall be cast iron or steel with minimum size of two square feet net open area.
- (f) Where land is subject to periodic flooding by the overflow from creeks, rivers or streams, a floodplain must be established and no building will be permitted within the area of the floodplain, unless the entire area is filled to two feet above the floodplain.
- (g) Permits shall be obtained from St. Johns River Water Management District prior to final approval.

Sec. 62-594. Water lines.

- (a) Where an approved public water supply is reasonably accessible or procurable, each lot within the subdivision shall be provided with a connection to the water supply. The water service for each lot will be installed at the time of the application for a building permit. All mains, to the under paving, shall be constructed prior to the paving installation. Fire hydrants will be installed in all subdivisions where a public water supply is available.
- (b) Where no approved public water supply is available, the installation of a private water supply system will be required at the time of the application for a building permit. The private water supply system shall be constructed in such a manner that an adequate supply of potable water will be available to each lot. All applicable state rules and regulations shall govern the installation of the system.
- (c) The developer shall pay all costs required to process the permit.

Sec. 62-595. Sanitary sewers.

- (a) Where an adequate sanitary sewer is reasonably accessible, each lot in the subdivision shall be provided with a connection to the sanitary sewer. All connections and the subdivision sewer system shall comply with all applicable state rules.
- (b) Where sewers are not accessible and where septic tanks are not permissible, the owner or developer shall install and operate a sewage collection and treatment system of a capacity sufficient to serve the entire subdivision and all contemplated additions. The system shall be constructed in accordance with the regulations and requirements of and approval of the county health officer and the state department of environmental protection.
- (c) The developer shall pay all costs required to process the permit.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: July 11, 2023

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

SUBJECT: Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230622.1.
Parcel ID No. 16-3N-24-0000-0023-0010, 16-3N-24-0000-0022-0000, 16-3N-24-0000-0023-0030, 16-3N-24-0000-0023-0040.
Property Owner - Michael Franklin

BACKGROUND:

Franklin has a desire to reconfigure 4 lots into 3 lots of a more usable shape and size. The parcels are zoned M-1 with FLUM designation of Industrial. M-1 required a minimum of 10,000 Sq Ft per lot and 50 feet of street frontage. Total, Franklin has 348 feet of frontage on US 1 and approx. (175,000 sq ft) 4.11 acres. Franklin approached the Land Use Administrator concerning the project in early 2023. He was advised of the need to reach out to FDOT concerning driveway access to the parcels in question as they would need US 1 access. Franklin supplied several options to FDOT and they stated that only one driveway option would be acceptable to them. Franklin then but together a conceptional lot reconfiguration and presented it to the Town in a Lot Reconfiguration application.

FINANCIAL IMPACT:

None

RECOMMENDATION:

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

1. The applicant shall record the lot reconfiguration with the Clerk of the Court and provide the Town evidence of the recordation.
2. Prior to developing each parcel, the applicant/developer would be responsible for any infrastructure required to serve the parcel. All infrastructure improvements are required to meet Town standards. A Site plan application for each parcel will be required prior to development.
3. Prior to recording the lot reconfiguration with the county, a survey showing each parcel meeting the zoning requirements of the M-1 district and having access to the proposed retention pond must be approved by Town staff and the Land Use Administrator.



FOR OFFICE USE ONLY

File # 20230622.1

Application Fee: \$10000.015890

Filing Date: _____ Acceptance Date: _____

Town of Hilliard Lot Split/Reconfiguration Application

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

A. PROJECT

- Project Name: Michael Franklin
- Address of Subject Property: U.S. 1 AND Henry Smith RD.
- Parcel ID Number(s): 16-3N-24-0000-0023-0010, 0023-0030, 0023-0040-0022-0000
- Existing Use of Property: VACANT
- Zoning Designation: INDUSTRIAL
- Future Land Use Map Designation: SAME
- Acreage of Parcel: 3.43+-

B. Owner

- Name of Owner(s) or Contact Person(s): Michael Franklin Title: owner
 Company (if applicable): Michael Franklin Contracting, Inc.
 Mailing address: P.O. Box 1107
 City: HILLIARD State: FL ZIP: 32046
 Telephone: (904) 813-3154 FAX: () E-mail: mfcinc@windstream.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)

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

5. Fee - \$100

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

A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

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

[Signature]
Signature of Applicant

Signature of Co-applicant

Michael Franklin
Typed or printed name and title of applicant

Typed or printed name of co-applicant

6/22/23
Date

Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 22 day of June, 2023 by _____

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

NOTARY SEAL

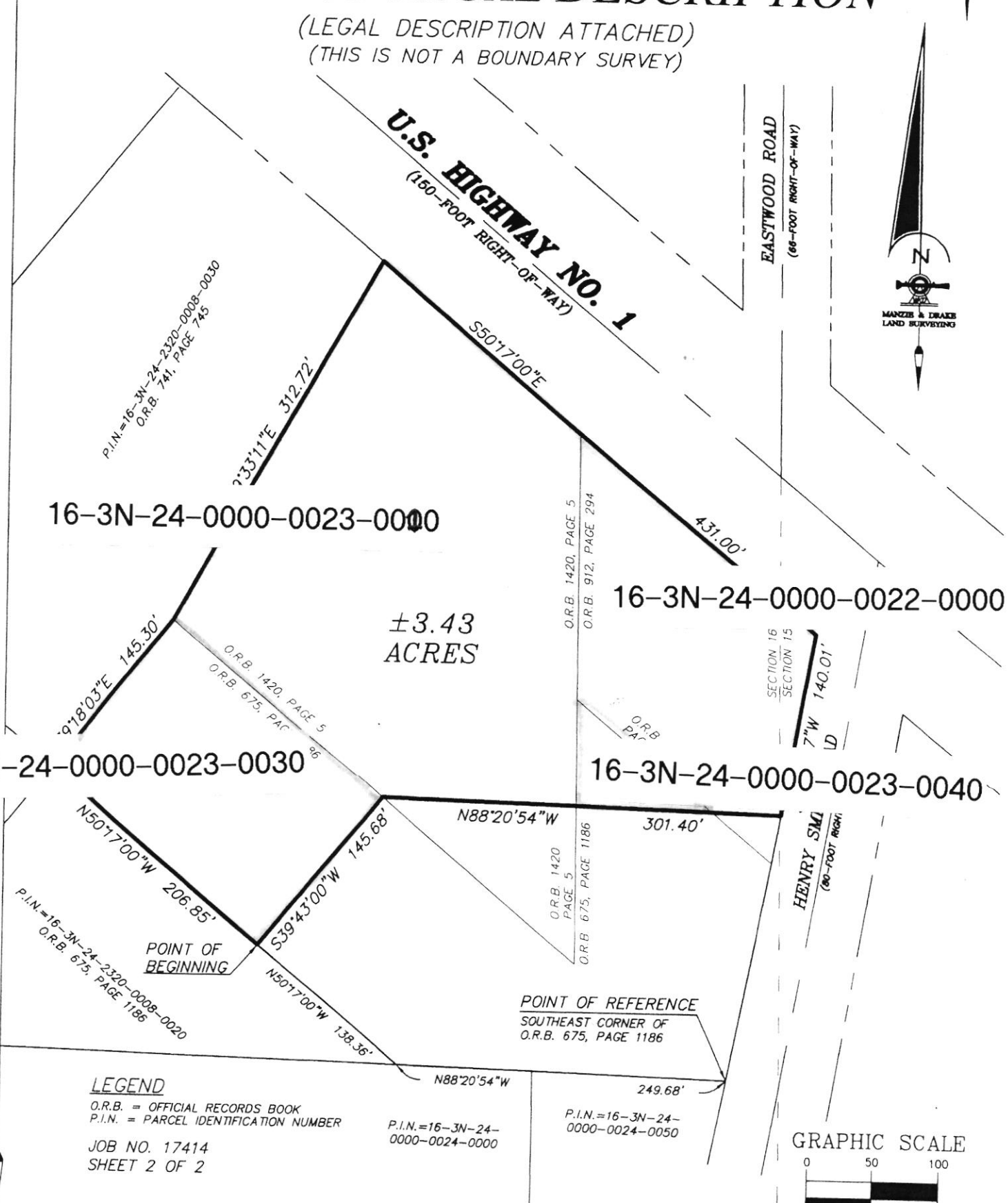
[Signature]

Signature of Notary Public, State of Florida



SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)
(THIS IS NOT A BOUNDARY SURVEY)



16-3N-24-0000-0023-0000

16-3N-24-0000-0022-0000

16-3N-24-0000-0023-0030

16-3N-24-0000-0023-0040

±3.43
ACRES

LEGEND

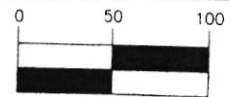
O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER

JOB NO. 17414
SHEET 2 OF 2

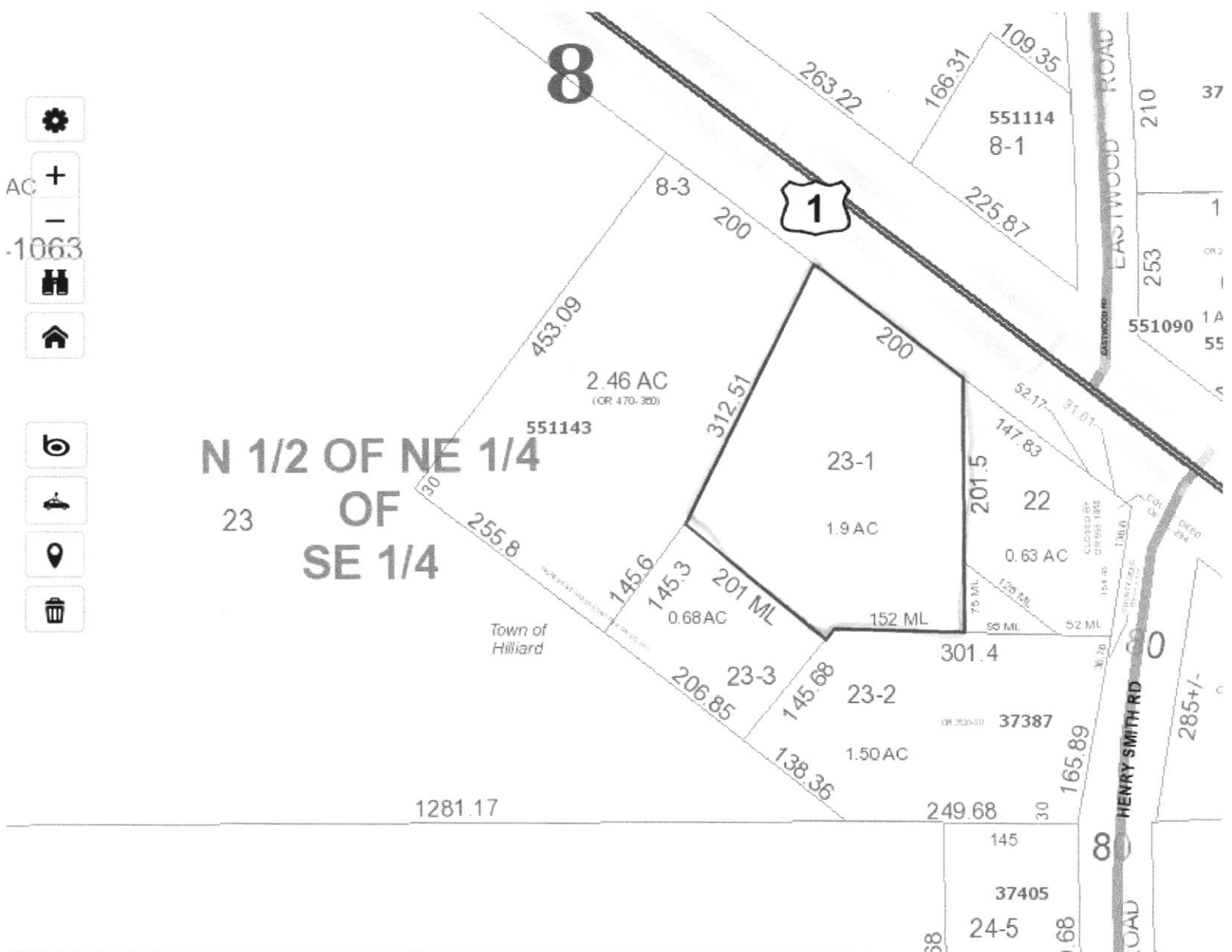
P.I.N.=16-3N-24-0000-0024-0000

P.I.N.=16-3N-24-0000-0024-0050

GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft.



1 Results

-
-
-
-
-

Parcel ID:

14 AC 16-3N-24-0000-0023-0010
 (.../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0010)

Calculated Acreage:

1.86

Deed Acreage:

0

Property Use

TIMBERLAND

Ownership Information

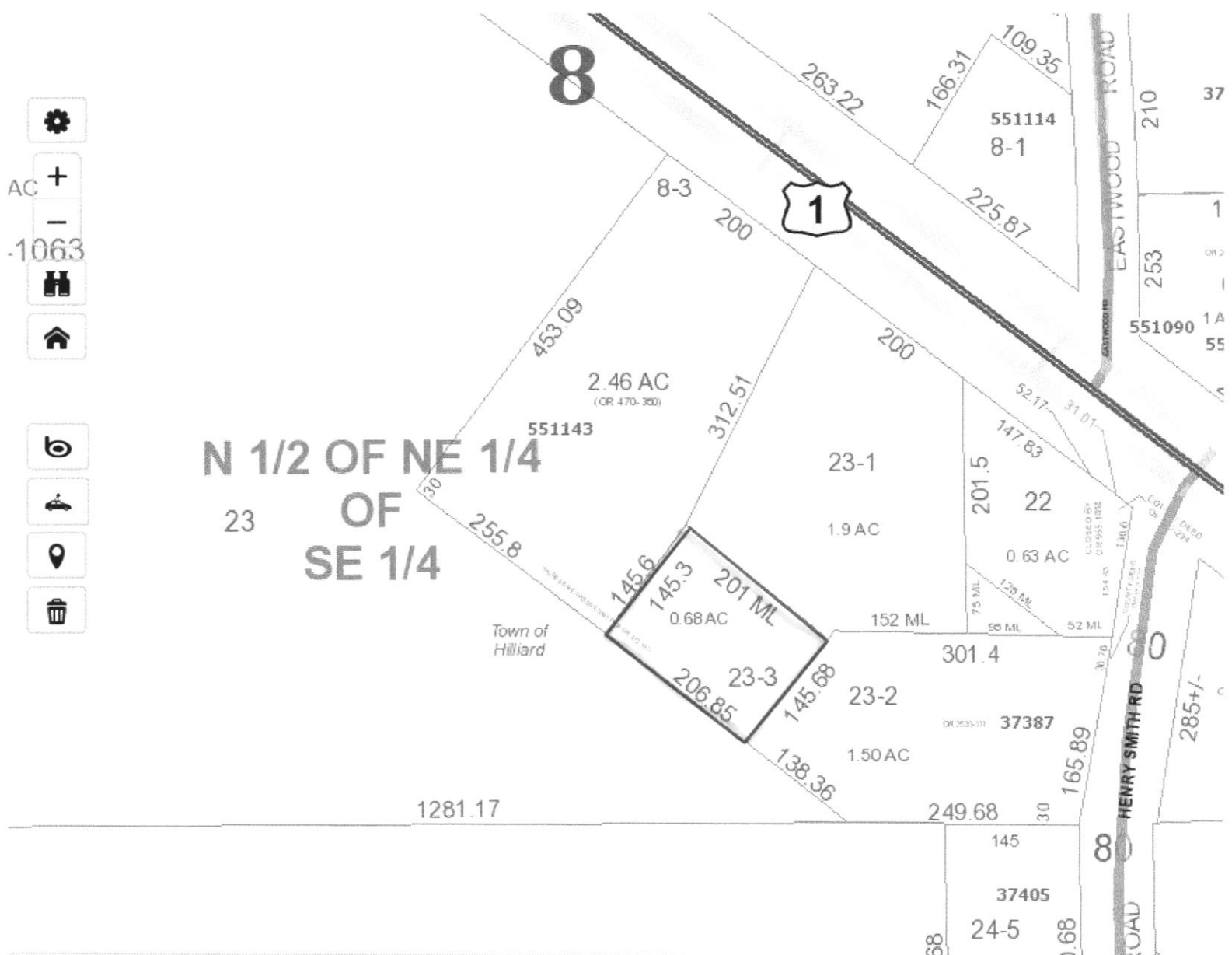
Name

MICHAEL FRANKLIN CONTRACTING

Mailing Address

PO BOX 1107
 HILLIARD, FL 320461107





N 1/2 OF NE 1/4
OF
SE 1/4

1 Results

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

Parcel ID:

14 AC 16-3N-24-0000-0023-0030
 (..././NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0030)

Calculated Acreage:

0.64

Deed Acreage:

0.68

Property Use

VACANT

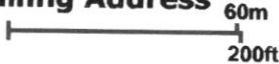
Ownership Information

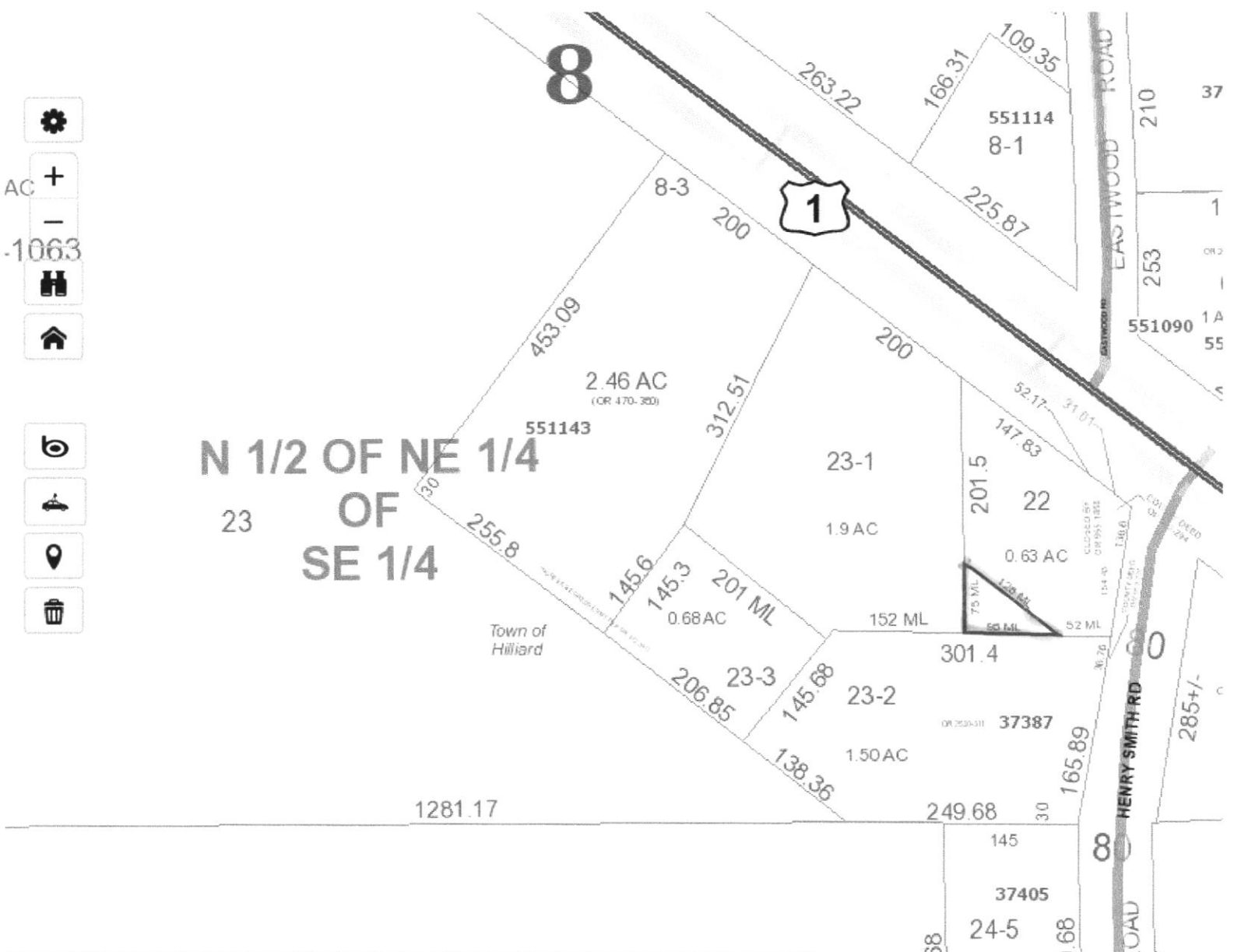
Name

MICHAEL FRANKLIN CONTRACTING

Mailing Address

PO BOX 1107
 HILLIARD, FL 32046





1 Results

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

Parcel ID:

14 AC 16-3N-24-0000-0023-0040
 (.../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0040)

Calculated Acreage:

0.09

Deed Acreage:

0.08

Property Use

TIMBERLAND

Ownership Information

Name

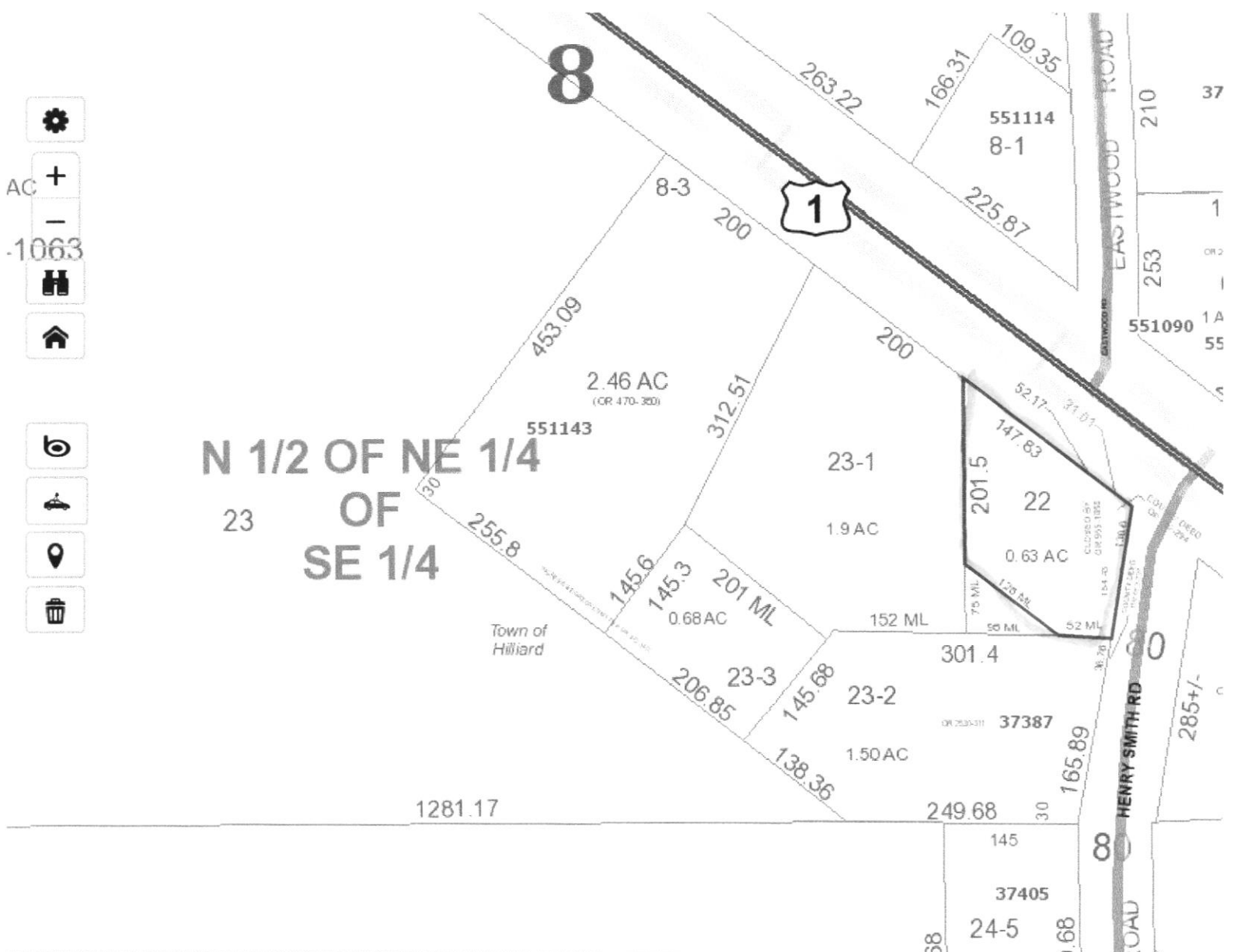
MICHAEL FRANKLIN CONTRACTING

Mailing Address

PO BOX 1107
 HILLIARD, FL 32046



-
-
-
-
-
-
-
-



1 Results

- [GIS Report](#)
- [Address Details](#)
- [Find Adjoining Parcels](#)
- [TRIM Notice](#)
- [Elevations Certificate](#)

Parcel ID: 16-3N-24-0000-0022-0000
 (.../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0022-0000)

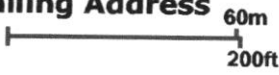
Calculated Acreage: 0.74

Deed Acreage: 0.63

Property Use: TIMBERLAND

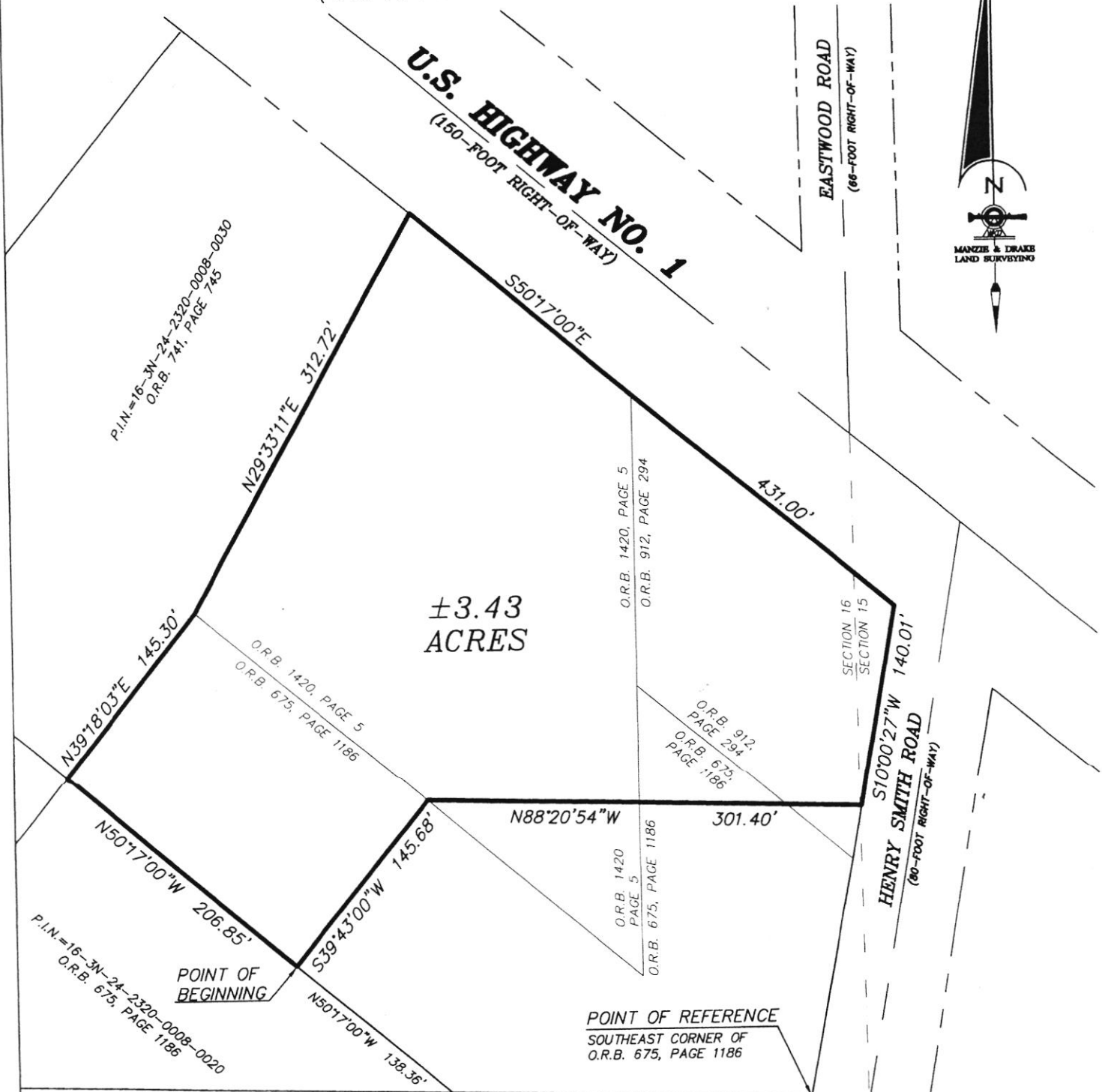
Ownership Information Name: MICHAEL FRANKLIN CONTRACTING

Mailing Address: PO BOX 1107
 HILLIARD, FL 320461107



SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)
(THIS IS NOT A BOUNDARY SURVEY)



LEGEND

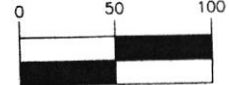
O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER

JOB NO. 17414
SHEET 2 OF 2

P.I.N.=16-3N-24-0000-0024-0000

P.I.N.=16-3N-24-0000-0024-0050

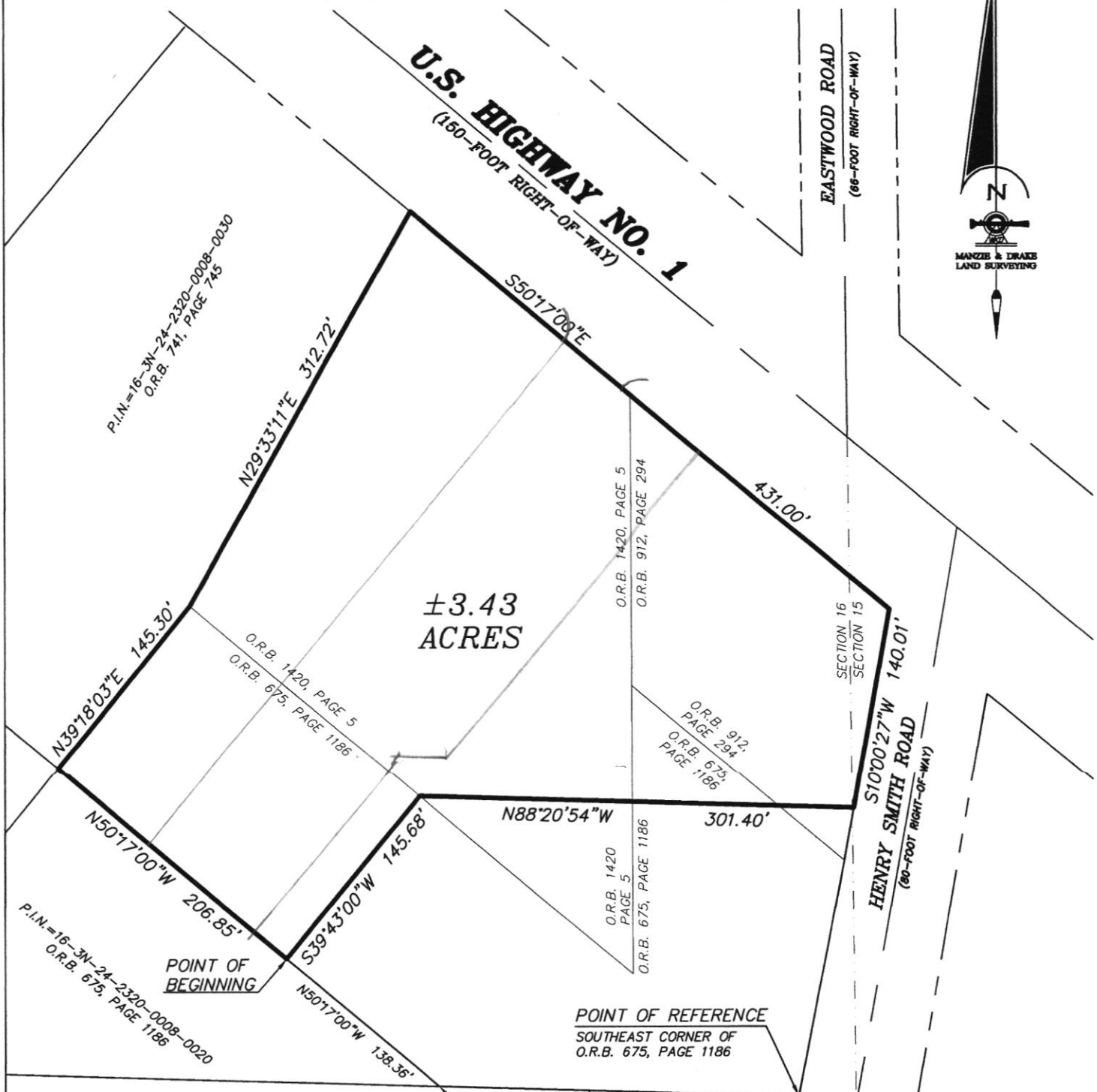
GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft

SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)
(THIS IS NOT A BOUNDARY SURVEY)



LEGEND

O.R.B. = OFFICIAL RECORDS BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER

JOB NO. 17414
SHEET 2 OF 2

P.I.N.=16-3N-24-0000-0024-0000

P.I.N.=16-3N-24-0000-0024-0050

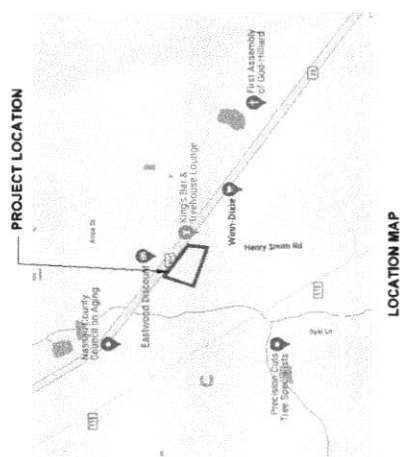
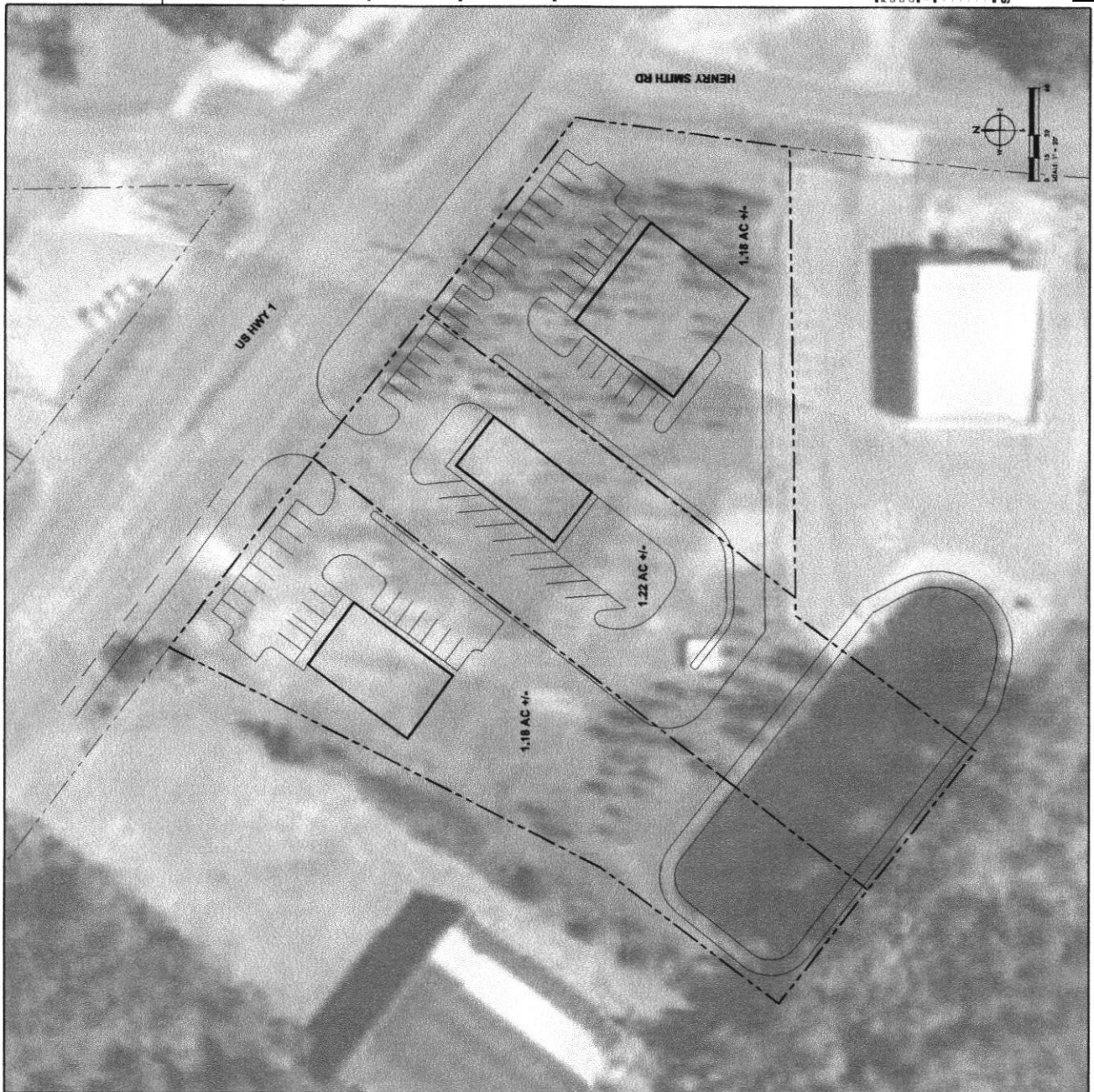
GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft.



NO.	DATE	DESCRIPTION



THIS DRAWING SHALL NOT BE REPRODUCED BY ANY MEANS OR USED FOR ANY PURPOSES WITHOUT WRITTEN PERMISSION.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: July 11, 2023

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

SUBJECT: Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230623.1.
Parcel ID No. 04-3N-24-0000-0004-0160.
Property Owner - Jarrod and Leanna Pickett

BACKGROUND:

Pickett currently owns 5.6 acres on Soli Deo Gloria Way, an approved private road within the Town limits of Hilliard. The Parcel is zoned A-1. It has a FLUM designation of Agricultural. The parcel is 570 feet wide. A-1 required 150 feet wide, and 1 acre for building. The Pickett family has a desire to split the lot into two and add a dwelling unit to the new lot. A development investigation has been completed on the property and the new lot will be over 1,000 feet from the closest water or wastewater connection points. That infrastructure system is still under private ownership. Due to distance and ownership of infrastructure there is not a viable access point for the new dwelling unit into Town Utilities. The Pickett’s have also submitted a Septic Tank Exception for the proposed new lot.

FINANCIAL IMPACT:

None

RECOMMENDATION:

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

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

② - Requires P: 2 Rec. & TC approval

ITEM-5



FOR OFFICE USE ONLY

File # 20230623.1

Application Fee: \$100.00 OK-784

Filing Date: _____ Acceptance Date: _____

Town of Hilliard

Lot Split/Reconfiguration

Application

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

A. PROJECT

1. Project Name: Jarrod Pickett / Leanna Pickett
2. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
3. Parcel ID Number(s): 04-3N-24-0000-0004-0160
4. Existing Use of Property: residential
5. Zoning Designation: _____
6. Future Land Use Map Designation: _____
7. Acreage of Parcel: 5.60

B. Owner

1. Name of Owner(s) or Contact Person(s): Jarrod Pickett / Leanna Pickett Title: Property owner
- Company (if applicable): _____
- Mailing address: 37646 Soli Deo Gloria Way
- City: Hilliard State: FL ZIP: 32046
- Telephone: (904) 591-1387 FAX: () E-mail: jarrod_pickett@yahoo.com

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

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

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

5. Fee - \$100

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

A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

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

Leanna P. Pickett
Signature of Applicant

Signature of Co-applicant

Leanna Pickett
Typed or printed name and title of applicant

Typed or printed name of co-applicant

6-23-23
Date

Date

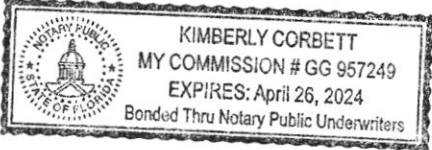
State of Florida County of Nassau

The foregoing application is acknowledged before me this 23rd day of June, 2023, by Leanna P.

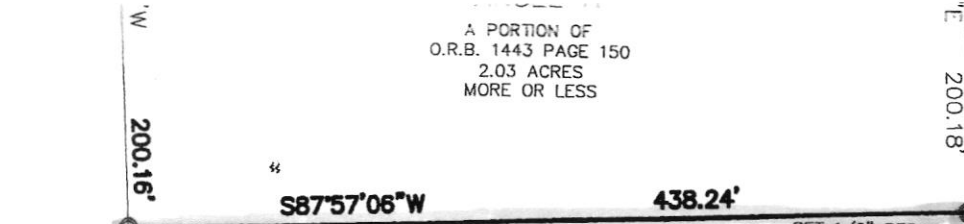
Pickett, who is/are personally known to me, or who has/have produced Drivers License
as identification.

NOTARY SEAL

Kimberly Corbett
Signature of Notary Public, State of Florida



A PORTION OF
O.R.B. 1443 PAGE 150
2.03 ACRES
MORE OR LESS



PARCEL B
A PORTION OF
O.R.B. 1443 PAGE 150
5.60 ACRES
MORE OR LESS

RAIN FILL

DRAIN FILL

WELL

SEPTIC

CONC.

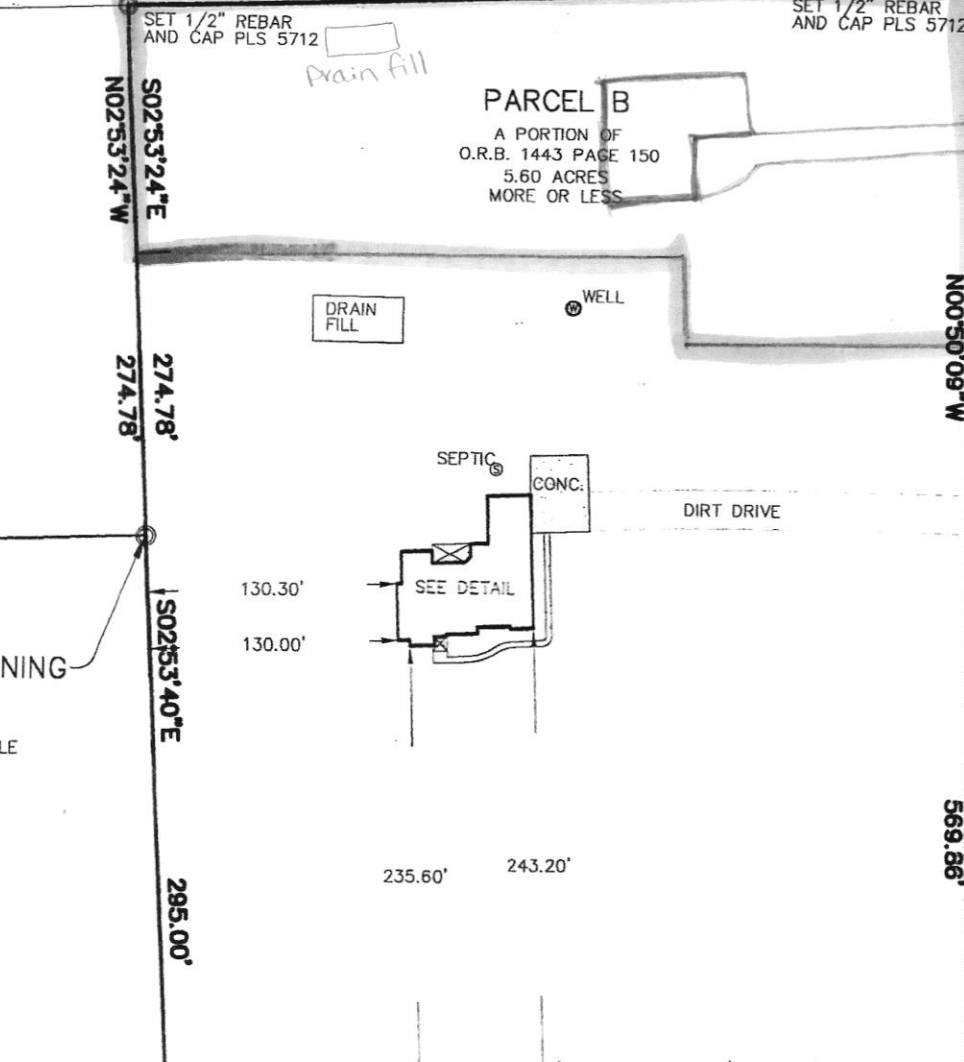
DIRT DRIVE

SEE DETAIL

130.30'
130.00'

235.60' 243.20'

60' PRIVATE ROAD
1.45 ACRES
MORE OR LESS



N87°57'12"E

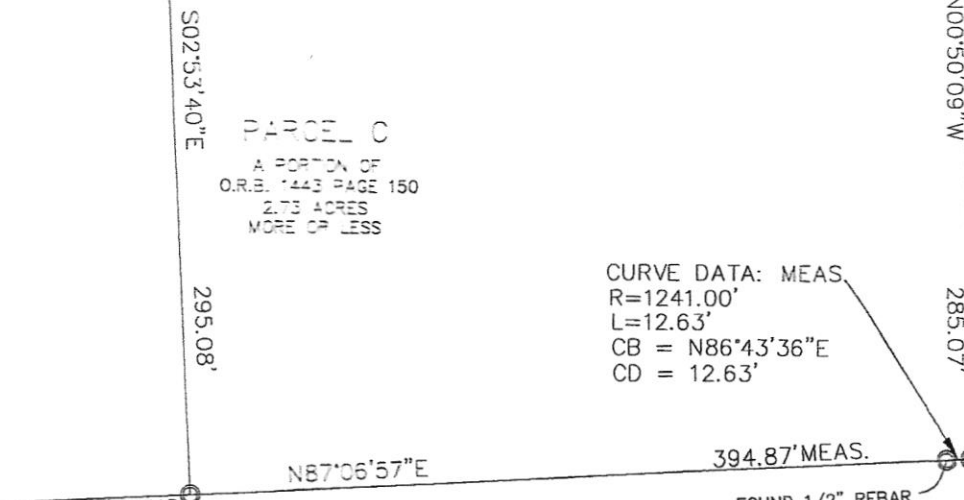
417.79'

SET 1/2" REBAR AND CAP PLS 5712 S87°57'12"W

417.79' SET 1/2" REBAR AND CAP PLS 5712

PARCEL C
A PORTION OF
O.R.B. 1443 PAGE 150
2.73 ACRES
MORE OR LESS

CURVE DATA: MEAS.
R=1241.00'
L=12.63'
CB = N86°43'36"E
CD = 12.63'



N87°06'57"E

394.87' MEAS.

FOUND 1/2" REBAR AND CAP PLS 5712

FOUND 1/2" REBAR AND CAP OLDE ISLE

FOUND 1/2" REBAR NO CAP

CURVE DATA: MEAS.
R=1241.00'
L=60.16'
CB = N85°02'47"E
CD = 60.16'

2021 AERIAL MAP



June 21, 2023

Parcel Number 04-3N-24-0000-0004-0160

To Whom This May Concern,

I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.

Thanks,

A handwritten signature in black ink, appearing to read 'JP' followed by a stylized flourish.

Jarrod Pickett

Prepared By: Sam Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218
Our File Number: 19-1829

CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrod Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

(See Attached Legal)

TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.

In Witness whereof, the Grantor has signed and sealed this deed the date above written.

Signed, sealed and delivered in the presence of:

Sam Bernard
Witness

Sam Bernard
Witness Name Printed

Lawrence S. Bernard
Witness

Lawrence S. Bernard
Witness Name Printed

Julie G. Pickett
Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Harry Pickett
Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Julie G. Pickett
Julie G. Pickett

Harry Pickett
Harry Pickett

State of: Florida
County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

ITEM-5

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

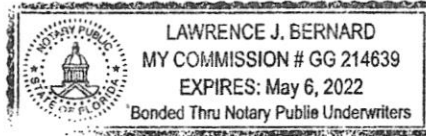
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: _____



PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.

① office staff & Public works - no meeting dates



Town of Hilliard Development Investigation Application

ITEM-5

FOR OFFICE USE ONLY

File # 20230622

Application Fee ~~500.00~~ \$220.00

Filing Date: 6/22/23 By: ADCL # 782

Acceptance Date: _____ By: _____

A. PROJECT

1. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
2. Parcel ID Number(s): 04-3N-24-0000-0004-0160
3. Acreage of Project: 5.60

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Jarrod Pickett Title: land owner
- Company (if applicable): _____
- Mailing address: 37646 Soli Deo Gloria Way
- City: Hilliard State: FL ZIP: 32046
- Telephone: (904) 591-1387 FAX: () e-mail: jarrod_pickett@yahoo.com

C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

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

D. APPLICATION FEE

1. \$100 plus \$20 per acre

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

Zoning A-1 Reviewed By: [Signature]

Water Service Available _____ Location of Service _____

Improvements Required for Water Service _____ Reviewed By: _____

Sewer Service Available _____ Location of Service _____

Improvements Required for Sewer Service _____ Reviewed By: _____

Access onto Public Right of Way or Approved Private Road _____ Paved Road _____ Unpaved Road _____

Improvements Required for Access _____ Reviewed By: _____

ITEM-5

line showing
Proposed
lot split

A PORTION OF
O.R.B. 1443 PAGE 150
2.03 ACRES
MORE OR LESS

S87°57'06"W

438.24'

200.16'

S00°50'09"E
200.18'

SET 1/2" REBAR
AND CAP PLS 5712

SET 1/2" REBAR
AND CAP PLS 5712

PARCEL B

A PORTION OF
O.R.B. 1443 PAGE 150
5.60 ACRES
MORE OR LESS

S02°53'24"E
N02°53'24"W

DRAIN
FILL

WELL

SEPTIC

CONC.

DIRT DRIVE

130.30'

130.00'

SEE DETAIL

235.60'

243.20'

60' PRIVATE
ROAD
1.45 ACRES
MORE OR LESS

N00°50'09"W

569.86'

274.78'

S02°53'40"E

295.00'

N87°57'12"E

417.79'

SET 1/2" REBAR
AND CAP PLS 5712

S87°57'12"W

417.79' SET 1/2" REBAR
AND CAP PLS 5712

PARCEL C

A PORTION OF
O.R.B. 1443 PAGE 150
2.73 ACRES
MORE OR LESS

S02°53'40"E

295.08'

CURVE DATA: MEAS.
R=1241.00'
L=12.63'
CB = N86°43'36"E
CD = 12.63'

N00°50'09"W

1055.11'

285.07'

1052.06'

N87°06'57"E

394.87' MEAS.

FOUND 1/2" REBAR
NO CAP

FOUND 1/2" REBAR
AND CAP PLS 5712

FOUND 1/2" REBAR
AND CAP OLDE ISLE

CURVE DATA: MEAS.
R=1241.00'
L=60.16'
CB = N85°02'47"E
CD = 60.16'

51

2021 AERIAL MAP



June 21, 2023

Parcel Number 04-3N-24-0000-0004-0160

To Whom This May Concern,

I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.

Thanks,

A handwritten signature in black ink, appearing to read 'JP' followed by a stylized flourish.

Jarrod Pickett

Prepared By: Sam Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218
Our File Number: 19-1829

CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrod Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

(See Attached Legal)

TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.

In Witness whereof, the Grantor has signed and sealed this deed the date above written.

Signed, sealed and delivered in the presence of:

Sam Bernard
Witness

Sam Bernard
Witness Name Printed

Lawrence S. Bernard
Witness

Lawrence S. Bernard
Witness Name Printed

Julie G. Pickett
Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Harry Pickett
Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Julie G. Pickett
Julie G. Pickett

Harry Pickett
Harry Pickett

State of: Florida
County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

ITEM-5

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

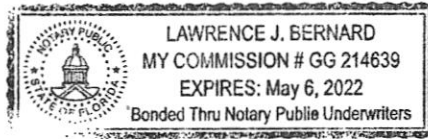
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: _____



PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.

① office staff & Public works - no meeting dates



ITEM-5

FOR OFFICE USE ONLY

File # 20230622

Application Fee ~~200.00~~ 220.00

Filing Date: 6/22/23 By: ADCL # 782

Acceptance Date: MW By: 6/22/23

Town of Hilliard Development Investigation Application

- A. PROJECT**
- Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
 - Parcel ID Number(s): 04-3N-24-0000-0004-0160
 - Acreage of Project: 5.60

- B. APPLICANT**
- Name of Applicant(s) or Contact Person(s): Jarrod Pickett Title: land owner
- Company (if applicable): _____

Mailing address: 37646 Soli Deo Gloria Way

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 591-1389 FAX: () e-mail: jarrod_pickett@yahoo.com

- C. ATTACHMENTS, if available** (One copy, no larger than 8 1/2 x 11)
- Site Plan of proposed development
 - Survey of proposed development
 - Design of the proposed of development
 - Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
 - Statement of proposed development

- D. APPLICATION FEE**
- \$100 plus \$20 per acre

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

Zoning A-1 Reviewed By: MW

Water Service Available no Location of Service N/A

Improvements Required for Water Service private supply needed Reviewed By: Cory

Sewer Service Available no Location of Service N/A

Improvements Required for Sewer Service private septic system needed Reviewed By: Cory

Access onto Public Right of Way or Approved Private Road x Paved Road _____ Unpaved Road x

Improvements Required for Access Drive way & Culvert needed if new home added. Reviewed By: MW

③ - Require Council Approve

ITEM-5



Town of Hilliard Septic Tank Exception Application

FOR OFFICE USE ONLY

File # 20230623

Application Fee: 250.00 OK 784

Filing Date: _____ by: _____

Acceptance Date: _____ by: _____

A. PROJECT

- Project Name: Jarrod Pickett / Leanna Pickett
- Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
- Parcel ID Number(s): 04-3N-24-0000-0004-0160 (will receive new ID# once lot splits)
- Existing Use of Property: residential
- Future Land Use Map Designation: _____
- Zoning Designation: _____
- Acreage: 5.60 (will be less once lot splits)

B. APPLICANT/CONTRACTOR*

- Applicant's Status: Owner (title holder) Agent
- Name of Applicant(s) or Contact Person(s): Jarrod Pickett / Leanna Pickett Title: property owner
 Company (if applicable): _____
 Mailing address: 37646 Soli Deo Gloria Way
 City: Hilliard State: FL ZIP: 32046
 Telephone: (904) 591-1387 FAX: () e-mail: jarrod_pickett@yahoo.com

3. Contractor:

Name of Contractor: self

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: () _____ FAX: () _____ e-mail: _____

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

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

1. Site Plan 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 Uses.
 - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - f. Area and dimensions of site.
 - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
 - j. Required buffers.
 - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

D. FEE

1. \$250.00

No application shall be accepted for processing until the required application fee is paid in full. 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 3 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:

Leanna P. Pickett
Signature of Applicant

Signature of Co-applicant

Leanna Pickett
Typed or printed name and title of applicant

Typed or printed name of co-applicant

6-23-23
Date

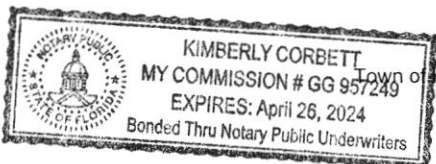
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 23rd day of June, 2023, by Leanna P. Pickett, who is/are personally known to me, or who has/have produced Drivers License as identification.

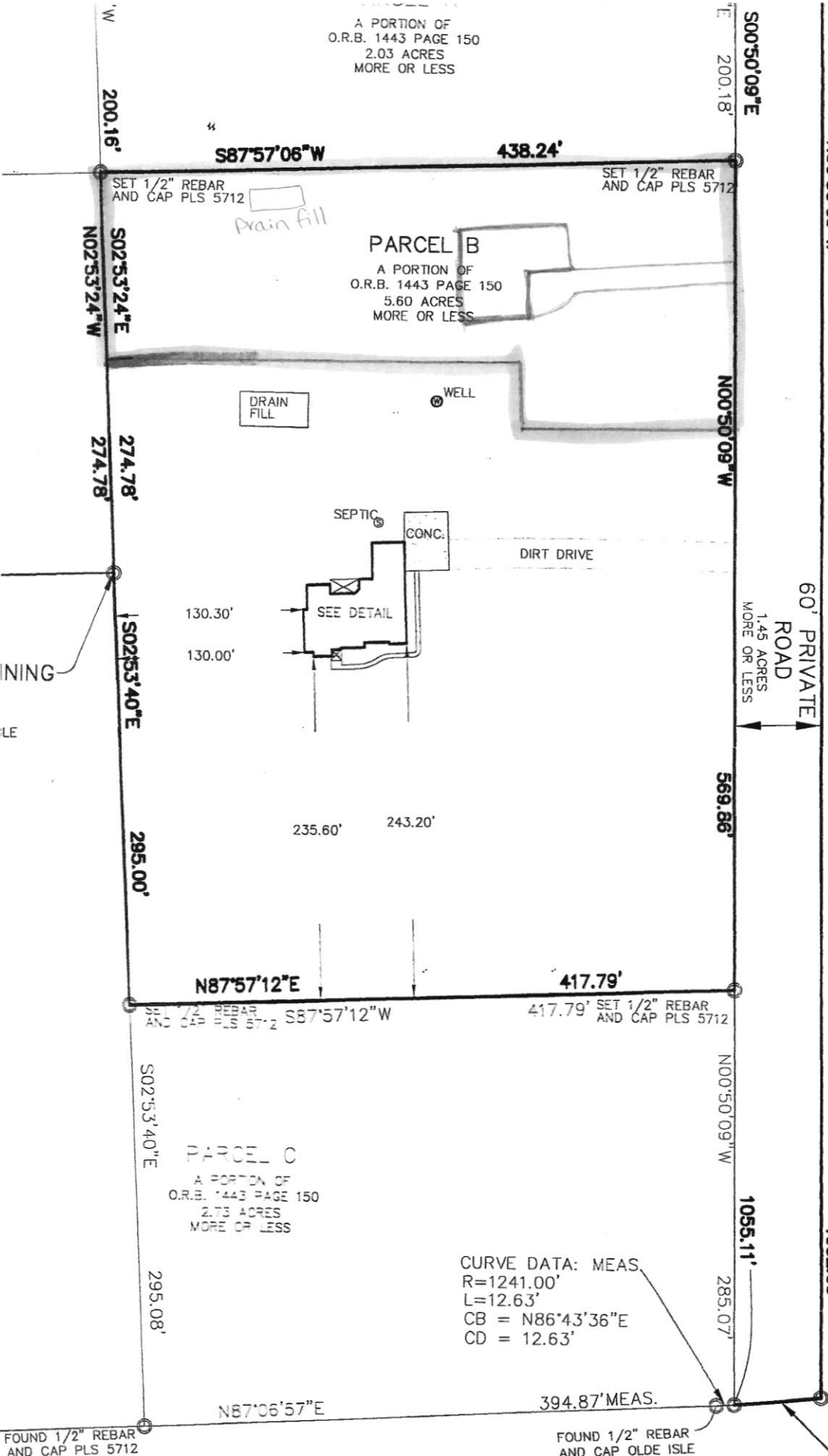
NOTARY SEAL

Kimberly Corbett
Signature of Notary Public, State of Florida



Signature of Notary Public, State of Florida
Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

A PORTION OF
O.R.B. 1443 PAGE 150
2.03 ACRES
MORE OR LESS



Drain fill

DRAIN FILL



CURVE DATA: MEAS.
 R=1241.00'
 L=12.63'
 CB = N86°43'36"E
 CD = 12.63'

CURVE DATA: MEAS.
 R=1241.00'
 L=60.16'
 CB = N85°02'47"E
 CD = 60.16'

2021 AERIAL MAP



June 21, 2023

Parcel Number 04-3N-24-0000-0004-0160

To Whom This May Concern,

I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.

Thanks,

A handwritten signature in black ink, appearing to read 'JP' or 'Jarrod Pickett', written in a cursive style.

Jarrod Pickett

Prepared By: Sam Bernard
Bernard & Schemer, P.A.
480 Busch Drive
Jacksonville, Florida 32218
Our File Number: 19-1829

CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrod Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

(See Attached Legal)

TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.

In Witness whereof, the Grantor has signed and sealed this deed the date above written.

Signed, sealed and delivered in the presence of:

Sam Bernard
Witness

Sam Bernard
Witness Name Printed

Lawrence S. Bernard
Witness

Lawrence S. Bernard
Witness Name Printed

Julie G. Pickett
Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Harry Pickett
Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

Julie G. Pickett
Julie G. Pickett

Harry Pickett
Harry Pickett

State of: Florida
County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

ITEM-5

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

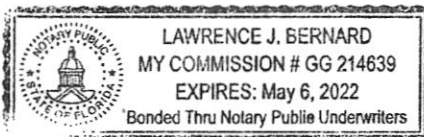
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: _____



PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

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SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.

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

Herold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Charles A. Reed, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, JUNE 13, 2023, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE
ROLL CALL

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

Chair Harold "Skip" Frey
Vice Chair Wendy Prather
Planning and Zoning Board Member Charles A. Reed
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb

CHAIR

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

No public wish to address the Board.

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-2 Planning and Zoning Board Approval of Site Plan Application No. 20230119
Oxford Pointe Multifamily Housing. Property Owner - Wayne Bishop
Parcel ID No. 08-3N-2380-0063-0010.
Lee Anne Wollitz- Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, reads staff report and states recommendation for approval of Site Plan with the following conditions:

1. SJRWMD Permit be secured and provided to the Town prior to any work at the site.
2. The Developer provide progress updates to the Public Works Department and the Land Use Administrator at each step of the project and allow for onsite inspections.
3. The applicant shall pay for any needed testing as well as fees of the Town's consultants related to the review and acceptance of the infrastructure. This includes any inspections and meetings before and during construction.
4. The applicant shall comply with comments generated by the Town's staff and Town's consultants.
5. A pre-construction meeting with the Town's staff shall be held prior to site clearing and construction of infrastructure.
6. All consultant invoices paid prior to issue of Building Permits.

Motion made to include all 6 conditions in the approval of Site Plan Application No. 20230119.

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

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

ITEM-3 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20230516 Bayfront Grove. Property Owner – Tracey Conner
Parcel ID No. 08-3N-24-2380-0182-0010
Lee Anne Wollitz- Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, reads staff report.

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

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

ITEM-4 Planning and Zoning Board Recommendation for the Minor Subdivision Application No. 05022023. Property Owner – Wayne and Lauri Higginbotham, Pneuman Homes.
Parcel ID No. 08-3N-24-2380-0075-0020.

Lee Anne Wollitz- Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, reads staff report and states conditions requested with approval.

Kaylee Higginbotham, Developer answers questions and states no desire to pave if it is not required.

Motion is made to recommend lot split to the Town Council with the following 3 conditions.

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.
3. Prior to developing each parcel, the applicant/developer would be responsible for any infrastructure required to serve the parcel. All infrastructure improvements are required to meet Town standards.

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

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

ITEM-5 Planning and Zoning Board acceptance to withdraw applications by Christopher Goodin for Variance application numbers 20220927.10, 20220927.11, 20220927.12, and 20220927.13.

Lee Anne Wollitz- Land Use Administrator

Lee Anne Wollitz, Land Use Administrator, reads staff report.

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

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

ITEM-6 Planning and Zoning Board approval of the Minutes from the May 9, 2023, Regular Meeting.

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

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

Reed, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ADDITIONAL COMMENTS

PUBLIC

No Public wish to address the Board.

BOARD MEMBERS

No Board Members have additional comments.

LAND USE ADMINISTRATOR

Land Use Administrator gives updates on current and ongoing projects to the Board.

PLANNING AND ZONING ATTORNEY

No additional comments from the Planning and Zoning Attorney.

ADJOURNMENT

Motion to adjourn at 7:30pm.

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

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

Approved this 11th day of July 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Skip Frey, Chair
Hilliard Planning & Zoning Board