

# HILLIARD PLANNING AND ZONING BOARD MEETING

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

## BOARD MEMBERS

Harold "Skip" Frey, Chair  
Dustin Winnon, Vice Chair  
Kevin Webb, Board Member  
Michael Hallman, Board Member  
Dalton Hood, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Devin Gobin

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## AGENDA

THURSDAY, FEBRUARY 26, 2026, 7:00 PM

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## REGULAR MEETING

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

**ITEM-2** Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0199-0170, Bryan Barfield, Palmetto Construction LLC. Application # 20260120.2  
**Lee Anne Wollitz – Land Use Administrator**

**ITEM-3** Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0199-0130, Bryan Barfield, Palmetto Construction LLC. Application # 20260120.3  
**Lee Anne Wollitz – Land Use Administrator**

**ITEM-4** Planning & Zoning Board approval of the Minutes from the 1.22.2026 Regular Meeting.

## **ADDITIONAL COMMENTS**

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

## **BOARD MEMBERS**

## **LAND USE ADMINISTRATOR**

## **PLANNING AND ZONING ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

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

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

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

## **2026 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 19, 2026     |
| 2. Memorial Day                  | Monday, May 25, 2026         |
| 3. Independence Day              | Friday, July 3, 2026         |
| 4. Labor Day                     | Monday, September 7, 2026    |
| 5. Veterans Day                  | Wednesday, November 11, 2026 |
| 6. Thanksgiving Day              | Thursday, November 26, 2026  |
| 7. Friday after Thanksgiving Day | Friday, November 27, 2026    |
| 8. Christmas Eve                 | Thursday, December 24, 2026  |
| 9. Christmas Day                 | Friday, December 25, 2026    |
| 10. New Year’s Eve               | Thursday, December 31, 2026  |
| 11. New Year’s Day               | Friday, January 1, 2027      |



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: February 26, 2026

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

SUBJECT: Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0199-0170, Bryan Barfield, Palmetto Construction LLC. Application # 20260120.2

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**BACKGROUND:** Documents included for review:

- 2.1 Agenda Item Report
- 2.2 Application 20260120.2
- 2.3 Warranty Deed
- 2.4 Development Investigation Reply
- 2.5 Septic Tank Approval Letter

The applicant wishes to construct a dwelling unit on a buildable lot within the Town. The applicant has gone through the development investigation process as well as the septic tank exception approval process. The Applicant has expressed a desire to begin clearing and preparing the property prior to the issue of building permits for the property. Due to the requirements of Town Code 62- 353 the applicant is seeking Planning & Zoning Board approval to begin this work.

#### **Sec. 62-353. Excavation and/or filling.**

No excavation or filling can occur on a lot unless an active permit has been issued for the property. No runoff or fill can impede on adjoining properties. Permission for excavation for site clearing must be granted by the planning and zoning board and any necessary state permits are secured, except for the following:

- (1) Four loads of fill per year on homesteaded properties.

**FINANCIAL IMPACT:**

All expenses will be paid by the applicant.

**RECOMMENDATION:**

Planning & Zoning Board Approval of Site Clearing Site Work Application for parcel ID #

08-3N-24-2380-0199-0170, Bryan Barfield, Palmetto Construction LLC. Application #  
20260120.2



TOWN OF HILLIARD
SITE CLEARING/SITE WORK EXCEPETION
APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only
File #: 2026 0120.2
Application Fee: \$ 200.00
Payment Processed By: J9.

Site Clearing / Site Work Application

A. PROJECT

- 1. Project Name: Palmetto Spec #1
2. Address of Subject Property: 10th Ave
3. Parcel Number(s): 08-3N-24-2380-0199-0170
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation:
6. Zoning Designation: Residential - Single family
7. Acreage: .29

B. Owner

- 1. Name of Applicant(s) or Contact Person(s): Bryan Banfield Title: President
Mailing address: 2749 Hornsby Blvd #121-319
City: Jacksonville State: FL ZIP: 32221
Telephone: (904) 237 3066 E-mail: palmettoconstruction@outlook.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. Site Plan including but not limited to:
i. Name, location, owner, and designer of the proposed development.
ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
iii. Statement of Proposed Work
2. Legal description with tax parcel number
3. Warranty Deed or other proof of ownership
4. Permit or Letter of Exception from the St. Johns River Water Management District
5. Fee
i. \$200.00

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

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.



TOWN OF HILLIARD  
SITE CLEARING/SITE WORK EXCPETION  
APPLICATION

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

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

Signature of Applicant

*R. Bryan Barfield*

Typed or printed name and title of applicant

1/20/26

Date

Signature of Co-applicant

Typed or printed name of co-applicant

Date

State of Florida

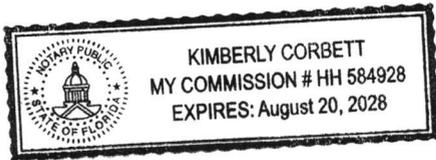
County of Nassau

The foregoing application is acknowledged before me this 20<sup>th</sup> day of Jan, 2026, by R. Bryan Barfield, who is/are personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL

*Kimberly Corbett*

Signature of Notary Public, State of Florida



# Parcel 08-3N-24-2380-0199-0170

TRIM · PRC · Print Summary

[Return to Search](#)

[View Tax Bill](#) · [Map this Parcel](#) · [GIS Report](#) · [File for Homestead](#) · [Tax Estimator](#)

## Owners

DAYSPRING PROPERTY SERVICES LLC  
PO BOX 1080  
HILLIARD, FL 32046

## Parcel Summary

|                      |  |
|----------------------|--|
| <b>Situs Address</b> | W TENTH AV                             |
| <b>Use Code</b>      | 5500: TIMBERLAND 80-89                 |
| <b>Tax District</b>  | 3: Hilliard                            |
| <b>Acreage</b>       | .2900                                  |
| <b>Section</b>       | 8                                      |
| <b>Township</b>      | 3N                                     |
| <b>Range</b>         | 24                                     |
| <b>Subdivision</b>   | HILLIARD TERRACE                       |
| <b>Exemptions</b>    | None                                   |
| <b>Lineage</b>       | Split from:<br>08-3N-24-2380-0199-0160 |

## Short Legal

BLK 199 LOTS 17 THRU 20  
TOWN OF HILLIARD WEST S/D OF  
SEC 8-3N-24E PBK 1/17



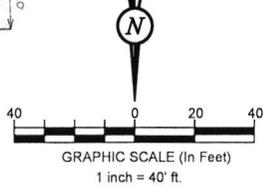
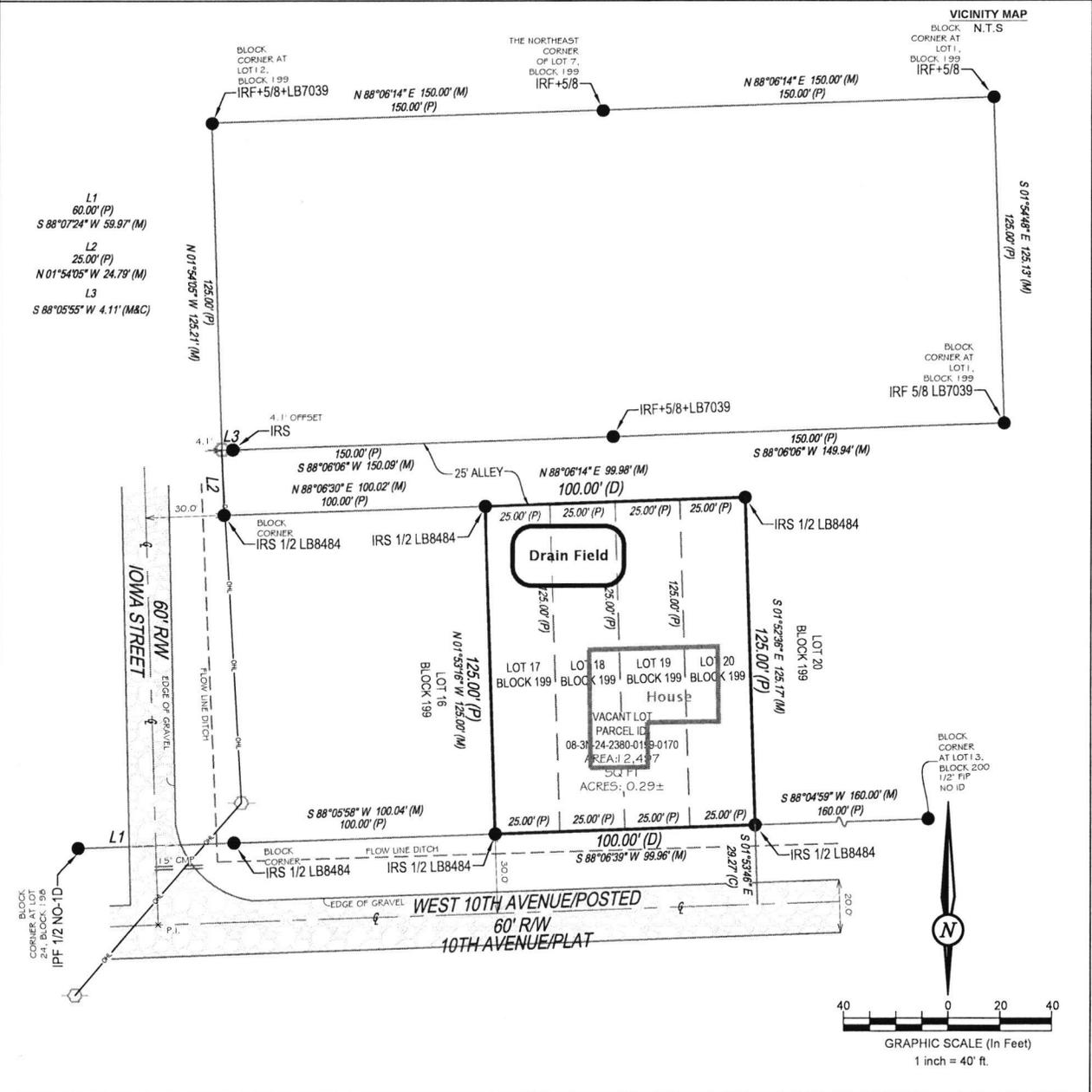


# MAP SHOWING BOUNDARY SURVEY OF:

LEGAL DESCRIPTION (O.R.B. 2654, PAGE 896):  
 LOTS 17, 18, 19 AND 20, BLOCK 199, PLAT OF THE WEST PORTION OF THE TOWN OF HILLIARD, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 17, PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA

ITEM-2

PROPERTY ADDRESS: 0 WEST 10TH AVENUE, HILLIARD, FL 32046



| ABBREVIATIONS |                                  |
|---------------|----------------------------------|
| Δ             | DELTA ANGLE                      |
| AC            | AIR CONDITIONER                  |
| BLDG          | BUILDING                         |
| C             | CALCULATED                       |
| CB            | CATCH BASIN                      |
| CH            | CHORD DISTANCE                   |
| CHB           | CHORD BEARING                    |
| CI            | CAP LIGATURE                     |
| CL            | CENTRELINE                       |
| CLP           | CHAIN LINK FENCE                 |
| CM            | CONCRETE MONUMENT                |
| CO            | CLEAN OUT                        |
| CONC          | CONCRETE                         |
| D             | DEED                             |
| DB            | DEED BOOK                        |
| DE            | DRAINAGE EASEMENT                |
| EDP           | EDGE OF PAVEMENT                 |
| EDW           | EDGE OF WATER                    |
| EMT           | EASEMENT                         |
| EUB           | ELECTRIC UTILITY BOX             |
| FIP           | FOUND IRON PIPE                  |
| FR            | FOUND IRON ROD                   |
| ICV           | IRRIGATION CONTROL VALVE         |
| ID            | IDENTIFICATION                   |
| L             | LAND LENGTH                      |
| LS            | LICENSED SURVEY BUSINESS         |
| LP            | LIGHT POLE                       |
| LS            | LICENSED SURVEYOR                |
| M             | MEASURED                         |
| MB            | MAP BOOK                         |
| MF            | METAL FENCE                      |
| OPH           | OVERHEAD WIRELINE                |
| ORB           | OFFICIAL RECORDED BOOK           |
| ORV           | OFFICIAL RECORD VOLUME           |
| P             | PLAT                             |
| PC            | POINT OF CURVATURE               |
| PG            | PAGE                             |
| PI            | POINT OF INTERSECTION            |
| PLS           | PROFESSIONAL LICENSED SURVEYOR   |
| POB           | POINT OF BEGINNING               |
| POC           | POINT OF COMMENCEMENT            |
| POI           | POINT OF INTEREST                |
| PP            | POWER POLE                       |
| PFL           | POWER POLE WITH LIGHTS           |
| PS            | PROFESSIONAL SURVEYOR            |
| PSM           | PROFESSIONAL SURVEYOR & MAPPER   |
| PT            | POINT OF TANGENCY                |
| PUD           | PUBLIC UTILITY DRAINAGE EASEMENT |
| RAW           | RIGHT OF WAY                     |
| RAD           | RADIUS                           |
| RBL           | REFERENCE BEARING LINE           |
| RSL           | REGISTERED LICENSED SURVEYOR     |
| RSK           | SET IRON ROD & CAP (LB-0444)     |
| RSK           | SET IRON ROD & CAP (LB-0444)     |
| TOS           | TOP OF BANK                      |
| UK            | UTILITY RISER                    |
| VP            | VINE FENCE                       |
| WF            | WOOD FENCE                       |
| WPF           | WIND FENCE                       |

| SYMBOL LEGEND |                                |
|---------------|--------------------------------|
| ●             | Cleanout                       |
| ○             | Wood Power Pole                |
| ○             | Irrigation Control Valve (ICV) |
| ○             | Sanitary Sewer Manhole         |
| ○             | JEA Manhole                    |
| ○             | Stormwater Manhole             |
| ○             | Handicap Sign                  |
| ○             | Sign (Single Post)             |
| ○             | Air Conditioner                |
| ○             | Utility Riser                  |
| ○             | Electric Utility Box           |
| ○             | Pool Equipment on Pad          |
| ○             | Pool Filter/Machinery on Pad   |
| ○             | Well                           |
| ○             | Fire Hydrant (FH)              |
| ○             | Light Pole (LP)                |
| ○             | Centerline (CL)                |
| ○             | Guy Anchor                     |
| ○             | Water Meter                    |

**GENERAL SURVEYOR NOTES:**

- LEGAL DESCRIPTION HAS BEEN FURNISHED OR CONFIRMED BY THE CLIENT OR HISHER AGENTS.
- THE SURVEYOR HEREON IS NOT RESPONSIBLE FOR EASEMENTS OF RECORD OTHER THAN THOSE SHOWN ON A PLAT IF APPLICABLE, OR IN A TITLE COMMITMENT PROVIDED AT THE TIME OF ORDER. ANY CONDITION THAT MIGHT REPRESENT AN UNRECORDED EASEMENT IS SHOWN HEREON AND MARKED AS A POINT OF INTEREST (POI). ABOVE-GROUND UTILITIES ARE TO BE IDENTIFIED BY THE SURVEYOR'S OFFICE AND WILL BE FURNISHED ON REQUEST (ORAT) TO THE CLIENT OR HISHER AGENTS HEREON FOR 60 DAYS FROM DATE OF SIGNATURE. HARD COPIES WILL BE FURNISHED TO SAID CLIENT OR HISHER AGENTS FOR AN ARCHIVAL FEE AFTER 60 DAYS.
- MEASUREMENTS SHOWN HEREON ARE IN US STANDARD FEET AND DECIMALS THEREOF.
- STATED PURPOSE OF THIS SURVEY: MORTGAGE, PURCHASE, SALE, ESTATE PLANNING, MAINTENANCE AND ANCILLARY STRUCTURE MEASUREMENTS ARE TO THE EXTERIOR OF THOSE BUILDINGS DESIGN PROFESSIONALS SHOULD MAKE THEIR OWN MEASUREMENTS FOR ATTACHMENTS TO BUILDINGS SHOWN.
- THIS SURVEY DOES NOT SHOW ANY UNDERGROUND IMPROVEMENTS, FOUNDATIONS, OR UTILITIES, ETC. NO UNDERGROUND INVESTIGATION OF ANY FEATURE INCLUDING SEPTIC TANK HAS BEEN PERFORMED.
- UNDERGROUND SEPTIC OR WELL FEATURE SHOWN IF ANY HAS BEEN UNCOVERED BY THE SELLER OR HIS AGENTS.
- ALL ABOVE-GROUND EVIDENCES OF UTILITY EASEMENTS LIE WITHIN THEIR RESPECTIVE EASEMENTS UNLESS NOTED.
- THIS SURVEY IS NOT INTENDED TO REFLECT OR DETERMINE OWNERSHIP.
- CONSTRUCT IMPROVEMENTS TO NON-HUMAN MADE DESCRIBED ONLY WOOD LATHES AND WIRE FLAGS ARE NOT PROPERTY CORNERS.
- THIS SURVEY IS COPYRIGHTED AND IS NOT INTENDED FOR NON-INDICATED FOR MULTIPLE USES BY MULTIPLE PARTIES. OTHER THAN A LENDER WHO ASSUMES A MORTGAGE NOTE FOR THE CLIENT OR HISHER AGENTS. USE IS RESTRICTED TO SAID CLIENT OR HISHER AGENTS HEREON FOR THE PURPOSES LISTED IN NOTE #1 ABOVE. IT IS ILLEGAL TO COPY OR ALTER THIS SURVEY DRAWING WITHOUT PERMISSION.
- STREETS SHOWN HEREON ARE CENTERED IN UNPROVIDED UNLESS OTHERWISE NOTED.
- WATER SHAPELINES SHOWN IF ANY, ON THIS DRAWING ARE CURRENT FOR DATE SHOWN ONLY. THIS IS NOT A NEAR-HIGH WATER SURVEY AS PER CHAPTER 177.39 F.A.C. OR ANY OTHER RELEVANT LOCAL, STATE, OR FEDERAL.
- STATE PLANE COORDINATES SHOWN IF ANY, ARE BASED ON THE NORTH AMERICAN DATUM (NAD) OF 1983 (FLORIDA EAST ZONE (48) ZONE 18) (EPOCH 2011.3008).
- ELEVATIONS IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM (NAVD) 1988. ALL DIMENSIONS HEREON REFLECT THE DESIGN AT CALL AND THE CORRESPONDING FIELD MEASURED VALUE. CALCULATED VALUES ARE SHOWN IF REFERENCE POINTS ARE SET.
- ELECTRONIC PDF FILES ARE VALID WITH CHAPTER 5-117.00(3) F.A.C. AND FG 485.055 CONFORMING ELECTRONIC PDF SEAL ATTACHED AS PER RULES LISTED. THE ELECTRONIC SIGNATURE FILE NAME/NUMBER IS PRESENT ON THE INVOICE PRESENTED TO THE CLIENT OR HISHER AGENTS. HARD SEALED COPIES OF THE DRAWING ARE STORED AT THE SURVEYOR'S OFFICE AND WILL BE FURNISHED ON REQUEST (ORAT) TO THE CLIENT OR HISHER AGENTS HEREON FOR 60 DAYS FROM DATE OF SIGNATURE. HARD COPIES WILL BE FURNISHED TO SAID CLIENT OR HISHER AGENTS FOR AN ARCHIVAL FEE AFTER 60 DAYS.
- SYMBOLS HEREON MAY VARY IN SCALE FROM THE LEGEND AND ABBREVIATIONS/SYMBOLS LIST HEREON FOR CLARITY.
- PURSUANT TO F.S. 558.05(6), NO INDIVIDUAL EMPLOYEE OR AGENT MAY BE HELD PERSONALLY LIABLE FOR NEGLIGENCE.
- THIS DRAWING REFLECTS INFORMATION GATHERED, ANALYZED, PREPARED AND PRESERVED BY RIVER CITY SURVEYING, LLC. THIRD PARTY REFERENCES, BUSINESS CARDS, ETC. ATTACHED DO NOT AFFECT OR CREATE LIABILITY IN ANY FORM.
- FENCE OWNERSHIP IS NOT DETERMINED.
- BEARINGS SHOWN HEREON ARE REFERENCED TO THE BEARING OF THE TALLAHASSEE BASELINE (FLORIDA P.L.S.S.) BASIS OF BEARING IN THE SURVEY NOTES (E.G. "BASIS OF BEARING IS THE TALLAHASSEE BASELINE AS PLSS). PLSS ASSUMED N 89°00'00" E, COORDINATES OF THE PRIME MERIDIAN MARKER AT CASCADES PARK, LATITUDE: 30°29'04" N, LONGITUDE: 84°11'57" W. THESE COORDINATES ARE USEFUL FOR GIS APPLICATIONS. GPS DEVICES OR MAPPING SOFTWARE WHEN LOCATING THE PRIME MERIDIAN MARKER WITHIN CASCADES PARK, CONTROL ALONG MERIDIAN NORTHING, EASTING ZONE 18, 981250 FT. NORTH 2700000.000 N, 2035147.48 6999999.000 E 321755 18999999974 2035147 48 13999999988

**CERTIFIED TO:**  
 PALMETTO CONSTRUCTION - BRYAN BARFIELD

FIELD WORK DATE: 01/05/2026  
 REVISION DATE(S):  
 SURVEY NUMBER: 727-NE

**RIVER CITY**  
 SURVEYING & MAPPING, LLC

rivercitysurveyors.com

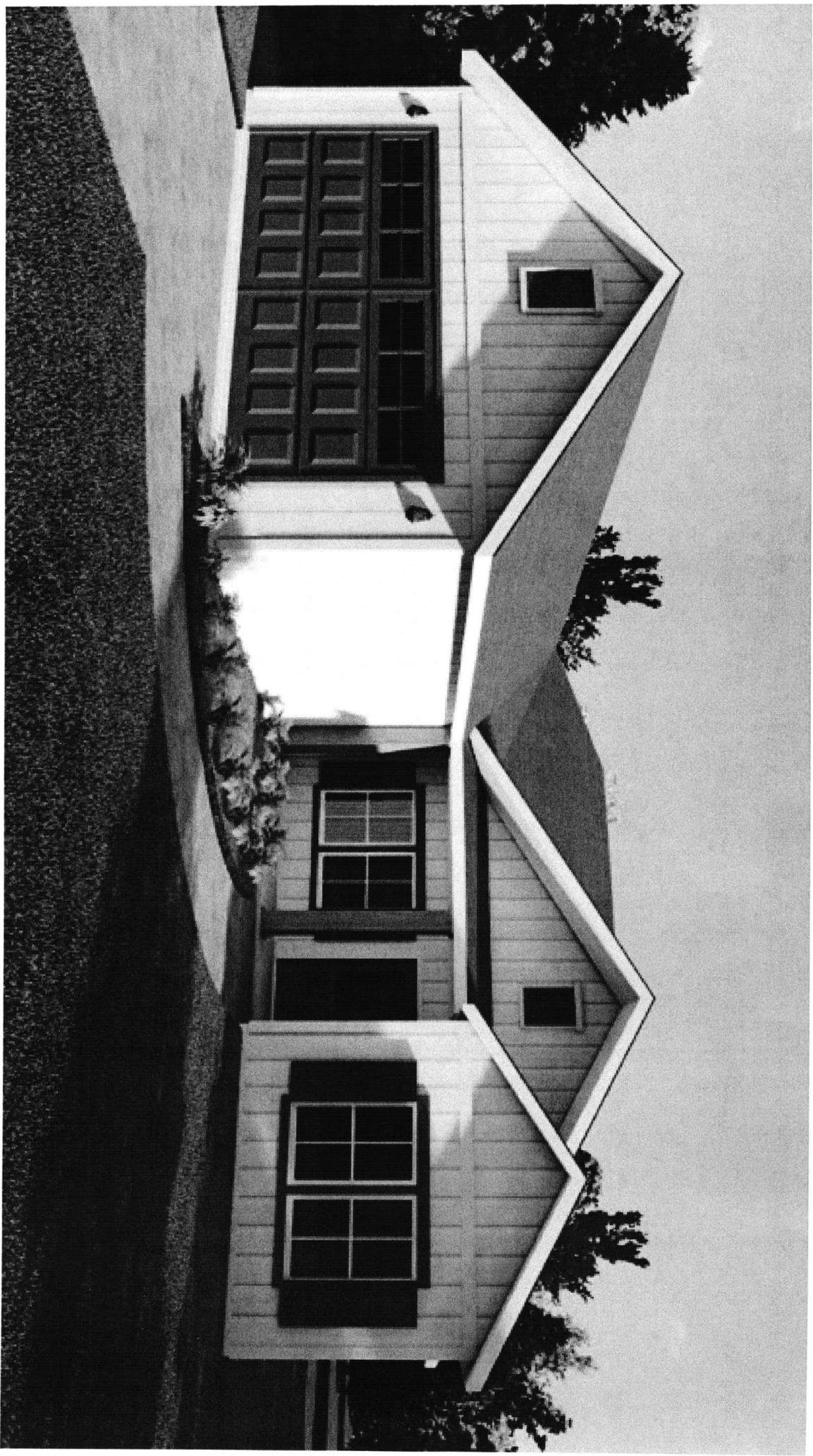
Florida Business License (L2) No. 8464  
 7220 Financial Way Jacksonville, Florida 32256 | 904.675.9300

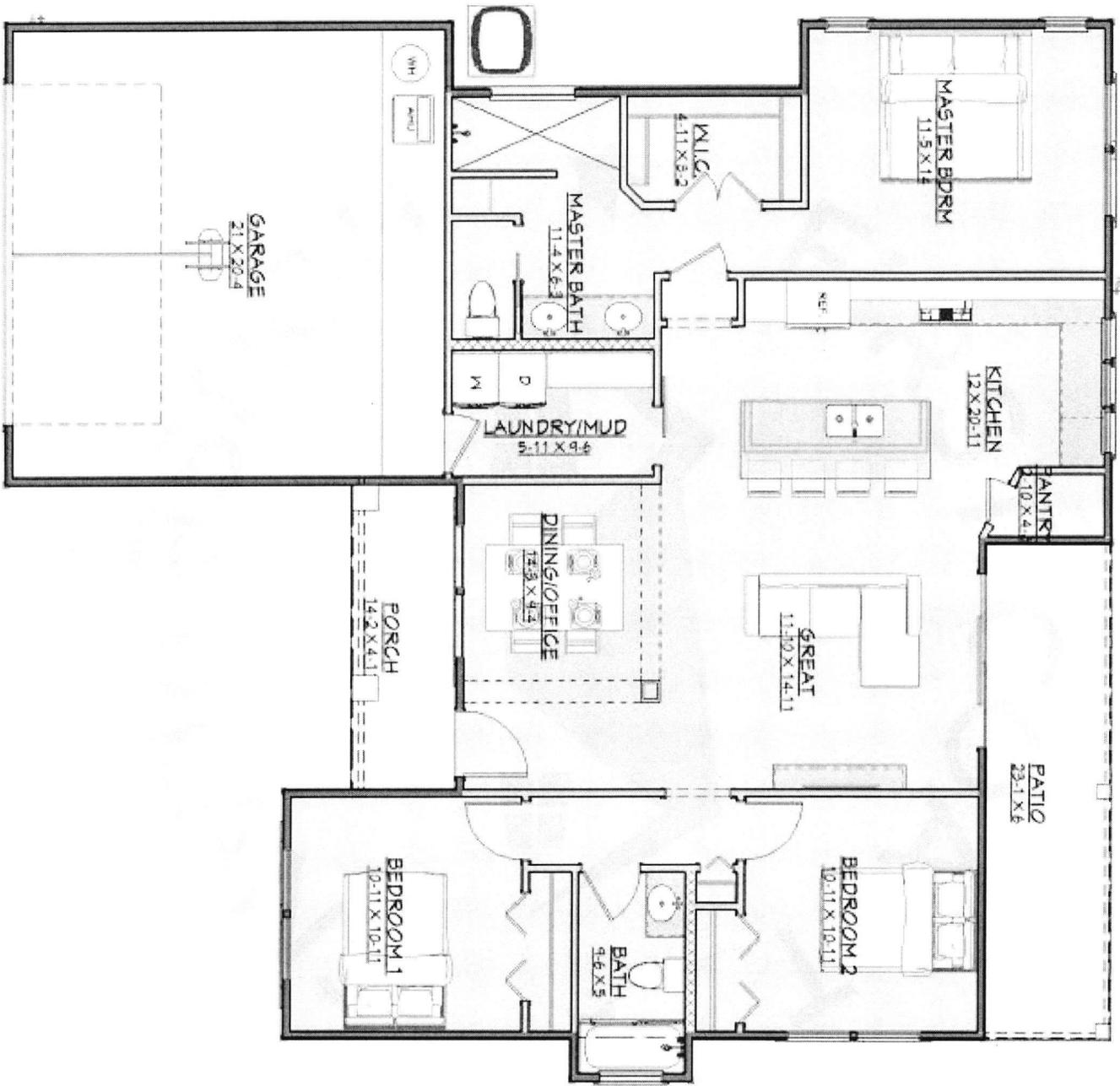
**SURVEYOR'S CERTIFICATION**

THIS SKETCH OF SURVEY OR PLAN DEPICTED HEREON CONFORMS TO THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF SURVEYORS AND MAPPERS IN ACCORDANCE WITH CHAPTER 5J-17.050-17.053, PURSUANT TO CHAPTER 472, FLORIDA STATUTES AND WAS DONE UNDER MY DIRECT SUPERVISION, AND WAS ELECTRONICALLY CERTIFIED BY THE PROFESSIONAL LAND SURVEYOR AND MAPPER LISTED HEREON, AS TIMESTAMPED ON BORDER.

**Pablo Alvarez, PSM**  
 2026.01.05 16:12:22 0500

**SHEET 1 OF 1**





Prepared by and return to:

**Ronald J. Conte, Esq.**  
**The Law Office of Ronald J. Conte, P.L.**  
**9 South 3rd Street, Unit A**  
**Fernandina Beach, FL 32034**  
**(904) 432-7602**  
**File Number: 26-0002**  
**Will Call No.:**

[Space Above This Line For Recording Data]

## Warranty Deed

**This Warranty Deed made this 21st day of January, 2026 between Dayspring Property Services, LLC, a Florida limited liability company whose post office address is P.O. Box 1080, Hilliard, FL 32046, grantor, and Palmetto Construction, LLC, a Florida limited liability company whose post office address is 7749 Normandy Blvd., #121-319, Jacksonville, FL 32221, grantee:**

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

**Witnesseth**, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situated, lying and being in **Nassau County, Florida** to-wit:

**Lots 17, 18, 19 and 20, Block 199, Plat of the West Portion of the Town of Hilliard, according to the map or plat thereof as recorded in Plat Book 1, Page 17, Public Records of Nassau County, Florida.**

**Parcel Number: 08-3N-24-2380-0199-0170**

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

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

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **12/31/2025**.

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

Signed, sealed and delivered in our presence:

*Ronald J. Conte*

Witness

Printed Name: Ronald J. Conte

P.O. Address: 9 S. 3<sup>rd</sup> St. Unit A  
FERNANDINA BEACH, FL 32034

Dayspring Property Services, LLC, a Florida  
limited liability company

By: *[Signature]*

Douglas Preston Adkins, Authorized  
Member

*Rachel Mack*

Witness

Printed Name: Rachel Mack

P.O. Address: 9 S. 3<sup>rd</sup> St. Unit A  
Fernandina Beach, FL 32034

State of Florida  
County of Nassau

The foregoing instrument was acknowledged before me by means of  physical presence or  online  
notarization, this 21st day of January, 2026 by Douglas Preston Adkins, Authorized Member of  
Dayspring Property Services, LLC who  is personally known or  has produced a driver's license as  
identification.

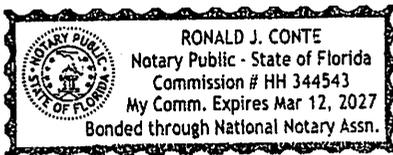
[Seal]

*Ronald J. Conte*

Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_





**FOR OFFICE USE ONLY**

File # 2026 0120

Application Fee \$150.00

Filing Date: 1/20/26 By: D.J.

Acceptance Date: 1 By: \_\_\_\_\_

# Town of Hilliard Development Investigation Application

**A. PROJECT**

- Address of Subject Property: 10<sup>th</sup> Avenue
- Parcel ID Number(s): 08-3N-24-2380-D199-0170
- Acreage of Project: .29

**B. APPLICANT**

- Name of Applicant(s) or Contact Person(s): Bryan Barfield Title: President
- Company (if applicable): Palmetto Construction, LLC.
- Mailing address: 7749 Normandy Blvd #121-319
- City: Jacksonville State: FL ZIP: 32226
- Telephone: 904 237-3066 FAX: ( ) e-mail: palmettoconstruction@outlook.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~~ \$150.00

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

Zoning R-2 Reviewed By: [Signature]

Water Service Available yes Location of Service Iowa Street

Improvements Required for Water Service 100' of 2" water main extension & short tap Reviewed By: CH

Sewer Service Available no Location of Service \_\_\_\_\_

Improvements Required for Sewer Service Septic tank Exception Application Reviewed By: CH

Access onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road X Unpaved Road \_\_\_\_\_

Improvements Required for Access Culvert Permit Reviewed By: CH

Temporary Culvert needed during construction? Y X N \_\_\_\_\_ Location? TBD

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

*With termination of line a blow off; Valve will be required. CH*

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

February 6, 2026

To: Nassau County Health Department

Re: Town of Hilliard  
Septic Tank Exception

On Thursday, February 5, 2026, the Hilliard Town Council made a motion to grant a septic tank exception for Palmetto Construction LLC, Bryan Barfield, Parcel ID No. 08-3N-24-2380-0199-0170, which is located on 10<sup>th</sup> Ave, with the following condition.

1. Public works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staked out location of drain field before soil testing. If location is moved due to test results a second location approval is needed prior to installation of drain field.

This parcel is located in the Hilliard Town Limits and does not have sewer lines accessible to this property.

If any further information is required, please feel free to contact our office at the number listed below.

Thank You,

TOWN OF HILLIARD



Lisa Purvis, MMC  
Town Clerk



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: February 26, 2026

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

SUBJECT: Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0199-0130, Bryan Barfield, Palmetto Construction LLC. Application # 20260120.3

---

**BACKGROUND:** Documents included for review:

- 3.1 Agenda Item Report
- 3.2 Application 20260120.3
- 3.3 Warranty Deed
- 3.4 Development Investigation Reply
- 3.5 Septic Tank Approval Letter

The applicant wishes to construct a dwelling unit on a buildable lot within the Town. The applicant has gone through the development investigation process as well as the septic tank exception approval process. The Applicant has expressed a desire to begin clearing and preparing the property prior to the issue of building permits for the property. Due to the requirements of Town Code 62- 353 the applicant is seeking Planning & Zoning Board approval to begin this work.

**Sec. 62-353. Excavation and/or filling.**

No excavation or filling can occur on a lot unless an active permit has been issued for the property. No runoff or fill can impede on adjoining properties. Permission for excavation for site clearing must be granted by the planning and zoning board and any necessary state permits are secured, except for the following:

- (1) Four loads of fill per year on homesteaded properties.

**FINANCIAL IMPACT:**

All expenses will be paid by the applicant.

**RECOMMENDATION:**

Planning & Zoning Board Approval of Site Clearing Site Work Application for parcel ID # 08-3N-24-2380-0199-0130, Bryan Barfield, Palmetto Construction LLC. Application # 20260120.3



TOWN OF HILLIARD  
SITE CLEARING/SITE WORK EXCEPTION  
APPLICATION  
15859 W CR 108 Hilliard, FL 32046  
Phone: 904-845-3555 | cs@townofhilliard.com

**For Staff Only**  
File #: 2026 0120.3  
Application Fee: \$ 200  
Payment Processed By: J.G.

### Site Clearing / Site Work Application

**A. PROJECT**

- 1. Project Name: Pelmetto Spec #2
- 2. Address of Subject Property: Minnesota St (10th Ave)
- 3. Parcel Number(s): 08-32-24-2380-0199-0130
- 4. Existing Use of Property: vacant
- 5. Future Land Use Map Designation:
- 6. Zoning Designation: Residential - Single family
- 7. Acreage: .29

**B. Owner**

- 1. Name of Applicant(s) or Contact Person(s): Bryan Beaufell Title: President
- Mailing address: 7749 Hummocky Blvd #121-319
- City: Jacksonville State: FL ZIP: 32221
- Telephone: (904) 237 3666 E-mail: pelmettoconstruction@outlook.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. Site Plan including but not limited to:
  - i. Name, location, owner, and designer of the proposed development.
  - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - iii. Statement of Proposed Work
- 2. Legal description with tax parcel number
- 3. Warranty Deed or other proof of ownership
- 4. Permit or Letter of Exception from the St. Johns River Water Management District
- 5. Fee
  - i. \$200.00

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

**All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.**



TOWN OF HILLIARD  
SITE CLEARING/SITE WORK EXCPETION  
APPLICATION

15859 W CR 108 Hilliard, FL 32046

Phone: 904-845-3555 | [cs@townofhilliard.com](mailto:cs@townofhilliard.com)

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

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of Applicant

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

*R. Bryan Barfield*  
\_\_\_\_\_  
Typed or printed name and title of applicant

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

*1/20/26*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

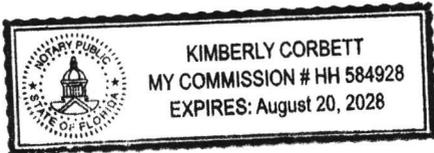
State of *Florida*

County of *Nassau*

The foregoing application is acknowledged before me this *20<sup>th</sup>* day of *Jan.*, 20 *26*, by *R. Bryan Barfield*, who is/are personally known to me, or who has/have produced *FL DL.* as identification.

NOTARY SEAL

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of Notary Public, State of *FL*



# Parcel 08-3N-24-2380-0199-0130

TRIM · PRC · Print Summary

[Return to Search](#) · |

[View Tax Bill](#) · [Map this Parcel](#) · [GIS Report](#) · [File for Homestead](#) · [Tax Estimator](#)

## Owners

DAYSPRING PROPERTY SERVICES LLC  
PO BOX 1080  
HILLIARD, FL 32046

## Parcel Summary

|                      |  |
|----------------------|--|
| <b>Situs Address</b> | MINNESOTA ST   |
| <b>Use Code</b>      | 5500: TIMBERLAND 80-89   |
| <b>Tax District</b>  | 3: Hilliard  |
| <b>Acreage</b>       | .2900  |
| <b>Section</b>       | 8  |
| <b>Township</b>      | 3N   |
| <b>Range</b>         | 24   |
| <b>Subdivision</b>   | HILLIARD TERRACE   |
| <b>Exemptions</b>    | None   |
| <b>Lineage</b>       | Combined from:<br>08-3N-24-2380-0199-0130<br>08-3N-24-2380-0199-0140 |

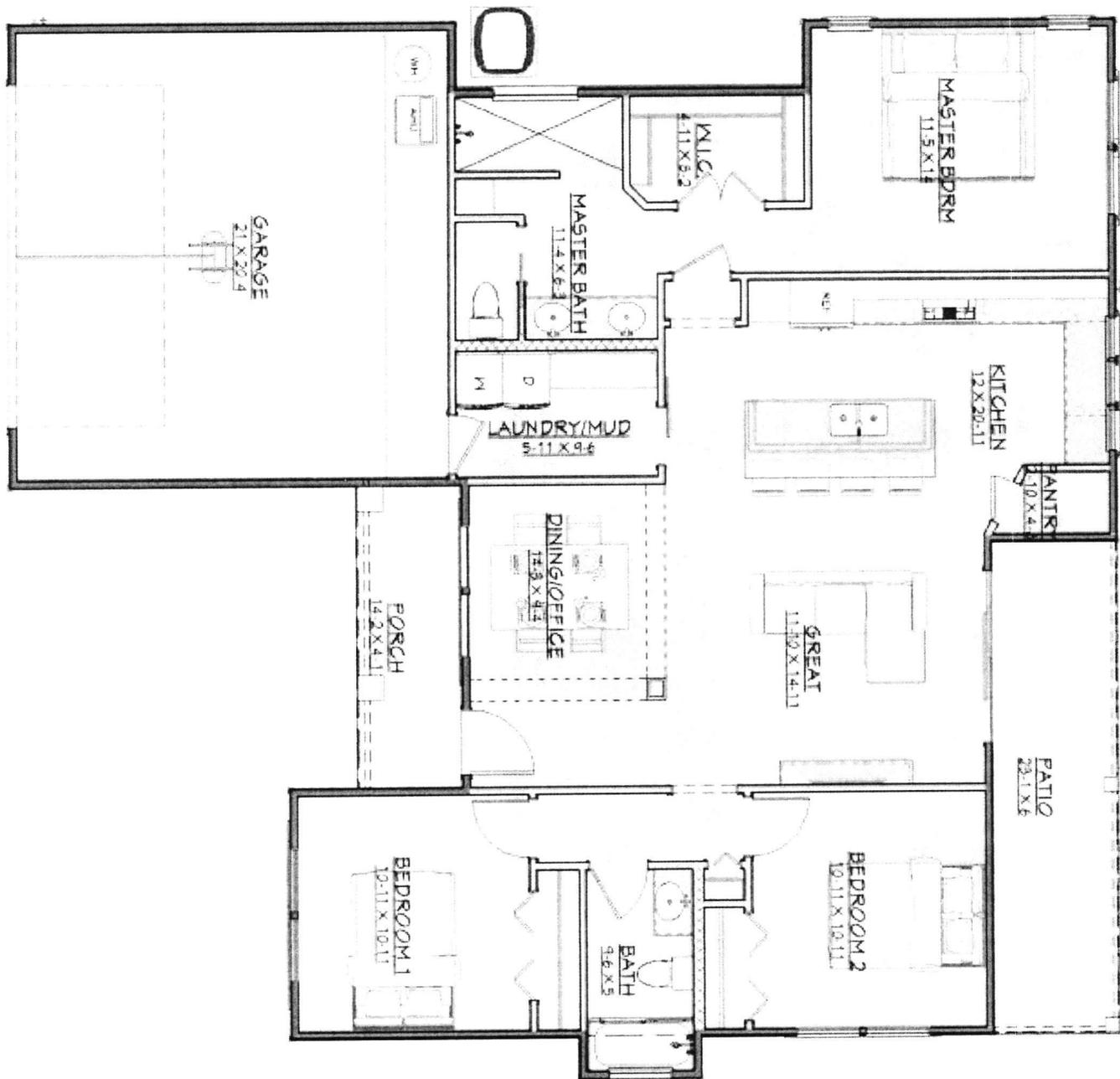
## Short Legal

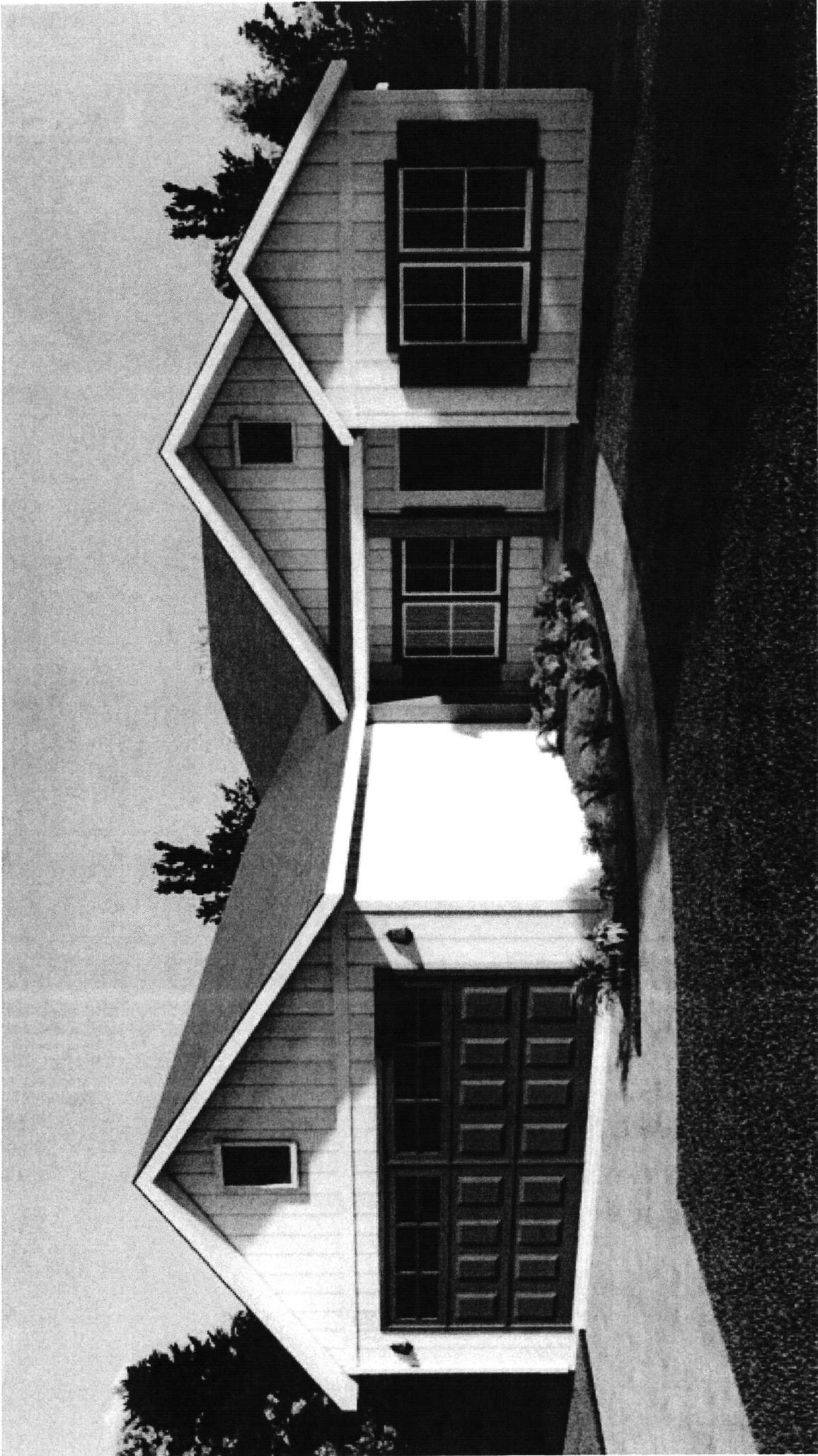
BLK 199 LOTS 13 THRU 16  
TOWN OF HILLIARD WEST S/D OF  
SEC 8-3N-24E PBK 1/17...











Prepared by and return to:

Ronald J. Conte, Esq.  
 The Law Office of Ronald J. Conte, P.L.  
 9 South 3rd Street, Unit A  
 Fernandina Beach, FL 32034  
 (904) 432-7602  
 File Number: 26-0003  
 Will Call No.:

[Space Above This Line For Recording Data]

## Warranty Deed

**This Warranty Deed made this 21st day of January, 2026 between Dayspring Property Services, LLC, a Florida limited liability company whose post office address is P.O. Box 1080, Hilliard, FL 32046, grantor, and Palmetto Construction, LLC, a Florida limited liability company whose post office address is 7749 Normandy Blvd., #121-319, Jacksonville, FL 32221, grantee:**

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

**Witnesseth**, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situated, lying and being in Nassau County, Florida to-wit:

**Lots 13, 14, 15 and 16, Block 199, West Portion of the Town of Hilliard, according to the map or plat thereof, as recorded in Plat Book 1, Page 17, of the Public Records of Nassau County, Florida.**

**Parcel Number: 08-3N-24-2380-0199-0130**

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

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

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to 12/31/2025.

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

Signed, sealed and delivered in our presence:

Ronald J. Conte

Witness

Printed Name: Ronald J. Conte  
P.O. Address: 9 S 3rd St Unit A  
FERNANDINA BEACH FL 32034

Dayspring Property Services, LLC, a Florida limited liability company

By:

[Signature]  
Douglas Preston Adkins, Authorized Representative

Rachel Mack

Witness

Printed Name: Rachel Mack  
P.O. Address: 9 S 3rd St Unit A  
Fernandina Beach, FL 32034

State of Florida  
County of Nassau

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 21st day of January, 2026 by Douglas Preston Adkins, Authorized Representative of Dayspring Property Services, LLC who  is personally known or  has produced a driver's license as identification.

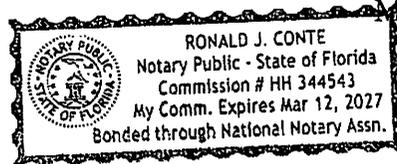
[Seal]

Ronald J. Conte

Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_





FOR OFFICE USE ONLY

File # 20260120.1  
 Application Fee \$150.00  
 Filing Date: 1/20/2026 By: J.J.  
 Acceptance Date: \_\_\_\_\_ By: \_\_\_\_\_

# Town of Hilliard Development Investigation Application

**A. PROJECT**

1. Address of Subject Property: Minnesota St. (10th Ave)  
 2. Parcel ID Number(s): 08-3N-24-2340-0199-0130  
 3. Acreage of Project: .29

**B. APPLICANT**

1. Name of Applicant(s) or Contact Person(s): Bryan Barfield Title: President  
 Company (if applicable): Palmetto Construction, LLC  
 Mailing address: 7749 Normandy Blvd #121-319  
 City: Jacksonville State: FL ZIP: 32221  
 Telephone: 904, 237-3066 FAX: ( ) e-mail: palmettoconstruction@outlook.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 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 \$150.00

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

Zoning R-2 Reviewed By: JW  
 Water Service Available yes Location of Service Jawa Street  
 Improvements Required for Water Service 70' water main Extension & long tap Reviewed By: CH  
 Sewer Service Available no Location of Service -  
 Improvements Required for Sewer Service Septic Tank Exception Application Reviewed By: CH  
 Access onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road X Unpaved Road \_\_\_\_\_  
 Improvements Required for Access Culvert Permit Reviewed By: CH  
 Temporary Culvert needed during construction? Y X N \_\_\_\_\_ Location? TBD

*If this extension results in a terminating line a bluff and a valve will be required. CH*

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

February 20, 2026

To: Nassau County Health Department

Re: Town of Hilliard  
Septic Tank Exception

On Thursday, February 19, 2026, the Hilliard Town Council made a motion to grant a septic tank exception for Palmetto Construction LLC, Bryan Barfield, Parcel ID No. 08-3N-24-2380-0199-0130, which is located on 10<sup>th</sup> Ave, with the following condition.

1. Public works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staked out location of drain field before soil testing. If location is moved due to test results a second location approval is needed prior to installation of drain field.

This parcel is located in the Hilliard Town Limits and does not have sewer lines accessible to this property.

If any further information is required, please feel free to contact our office at the number listed below.

Thank You,

TOWN OF HILLIARD



Lisa Purvis, MMC  
Town Clerk

# HILLIARD PLANNING AND ZONING BOARD MEETING

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

## BOARD MEMBERS

Harold "Skip" Frey, Chair  
Dustin Winnon, Vice Chair  
Kevin Webb, Board Member  
Michael Hallman, Board Member  
Dalton Hood, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Devin Gobin

## MINUTES

THURSDAY, JANUARY 22, 2026, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

Chair Harold "Skip" Frey  
Vice Chair Dustin Winnon  
Planning and Zoning Board Member Kevin Webb  
Planning and Zoning Board Member Michael Hallman  
Planning and Zoning Board Member Dalton Hood

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions/Deletions to Agenda.

ITEM-2 Planning and Zoning Board review and approval of Site Plan Application NO. 20250516.2 Holland Walk PUD as established via Ordinance 2025-16. Applicant Ben Buchanan, Intact Construction.

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

***Lee Anne Wollitz- Land Use Administrator-*** Reads Agenda Item Report, staff comments with relation to meeting the requirements of 62-40 and Ordinance

2025-16 as well as staff recommendation.

**Ben Buchanan of Intact-** Asks Land Use Administrator for information about the Pre Plat Review and its pending approval, and ask for clarity on starting model homes with pre plat approval in accordance to Ordinance 2025-16.

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

Voting via Role Call.

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

ITEM-3

Planning and Zoning Board review and approval of Site Plan Application NO. 20250821.1 Project "BLK 140" Applicant: Ross Kohler, Old Nassau Homes LLC.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz – Land Use Administrator-** Reads Agenda Item Report, staff comments with relation to meeting the requirements of 62-40, and make staff recommendation.

**Dustin Winnon- Vice Chair -** Asks for confirm that we are not rezoning, changing density, there is no ask from setbacks, we are only approving for water and wastewater extensions.

**Lee Anne Wollitz – Land Use Administrator-** confirms for the Board that they are only approving the plans for extending water and wastewater to serve the homes.

**Kevin Webb, Board Member-** Asks for size estimate for the homes.

**Ross Kohler, Old Nassau Homes-** States that the homes will be Double Wides.

**Kevin Webb, Board Member-** Asks if the homes are planned for Rental or Sale.

**Ross Kohler, Old Nassau Homes –** States that the project goal is to have the homes at a \$230,000 price range.

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

Voting Via Role Call.

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

ITEM-4

Planning and Zoning Board Selection of Chair and Vice Chair for 2026.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz – Land Use Administrator-** Reads Agenda Item Report.

**Dustin Winnon- Vice Chair-** asks Skip if he is willing to serve in 2026 as Chair for the Board.

**Skip Frey, Chair-** Confirms that he will serve.

Motion made by Vice Chair Winnon, Seconded by Planning and Zoning Board Member Hood.

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

**Kevin Webb, Board Member** makes a motion for Dustin Winnon to serve as Vice Chair.

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

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

ITEM-5 Planning and Zoning Board approval of the Minutes from 12.02.2025 Public Hearing and Regular Meeting.

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

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

## ADDITIONAL COMMENTS

### PUBLIC

No Public Wish to Comment.

### BOARD MEMBERS

**Dustin Winnon- Vice Chair-** Happy for the start of 2026 and a “Thank you” to Alicia Head for her service to the Town.

### LAND USE ADMINISTRATOR

**Lee Anne Wollitz – Land Use Administrator** – Gives the Board two items for their Planning & Zoning binder, Board member information for 2026 and a copy of Ordinance 2025-13.

### PLANNING AND ZONING ATTORNEY

No Comments

## ADJOURNMENT

Motion to Adjourn at 7:25pm.

Motion made by Vice Chair Winnon, Seconded by Planning and Zoning Board Member Webb.  
Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb,  
Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood

Approved this 26<sup>th</sup> day of February 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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