

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

Avery Dyen

AGENDA

TUESDAY, DECEMBER 02, 2025, 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 & Zoning Board recommendation to the Town Council concerning Ordinance 2025-16, Major Modification Application 20251009.01 to modify Ordinance 2025-02, Holland Walk PUD. Applicant Ben Buchanan, Intact Construction.

Lee Anne Wollitz- Land Use Administrator

CHAIR- Reads Quasi-Judicial Procedures

Call for Disclosure of Ex Parte Communication
Call for Open of Public Hearing

Lee Anne Wollitz – Land Use Administrator, reads agenda item report and staff report on Ordinance 2025-16.

CHAIR- Call for Public Comment

Call for Motion to Close Public Hearing on Ordinance 2025-16.

PLANNING & ZONING BOARD ACTION

Planning and Zoning Board to approve or deny recommendation to the Town Council.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Planning & Zoning Board to make a recommendation to the Town Council regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71. Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.
Lee Anne Wollitz – Land Use Administrator

ITEM-4 Planning and Zoning Board consider Site Plan Application NO. 20251008.02 Parcel #16-3N-24-2320-0012-0010. Applicant: John & Cindy Key, Key Plumbing.
Lee Anne Wollitz – Land Use Administrator

ITEM-5 Planning and Zoning Board Approval of Minutes from 11.04.2025 Public Hearing and Regular Meeting.

ADDITIONAL COMMENTS

PUBLIC- CHAIR, call on members of the audience wishing to address the Board.

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 first 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 accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

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

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Public Hearing Regular Meeting Meeting Date: December 2, 2025

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

SUBJECT: Planning & Zoning Board recommendation to the Town Council concerning Ordinance 2025-16, Major Modification Application 20251009.01 to modify Ordinance 2025-02, Holland Walk PUD. Applicant Ben Buchanan, Intact Construction.

BACKGROUND:

Documents included:

- 1.2 Ordinance 2025-16.
- 1.3 Major Modification Application
- 1.4 CPH Determination of Completeness Review No 2
- 1.5 Review Response Letter

A proposed development at 36107 Pine Street is here to present a proposal for a Major Modification to the Subdivision, Holland Walk and receive the Planning & Zoning Board Recommendation to the Town Council regarding Ordinance 2025-16.

The Developer is proposing changes to Ordinance 2025-02 written description with relation to fire flow requirements.

FINANCIAL IMPACT:

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

RECOMMENDATION:

Staff recommendation to the Planning and Zoning Board to recommend to the Town Council approval of Ordinance 2025-16.

QUASI-JUDICIAL HEARING PROCEDURES
PLANNING s ZONING BOARD

Copies of these procedures are available at the entry to the Chambers next to the public comment cards. Florida Statutes and the Courts of Florida require that the following item be heard as a Quasi-Judicial Hearing:

Item 1- ORDINANCE NO. 2025-16

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, MORE SPECIFICALLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; AND ATTACHMENT "C" SITE PLAN" HILLIARD, FLORIDA, NASSAU COUNTY, PARCEL ID NO. 16-3N-24-0000-0021-0030; FROM PUD, PLANNED UNIT DEVELOPMENT TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE. Applicants have the burden of demonstrating through competent substantial evidence that his or her application is consistent with the following requirements:

As for Item 1, Article V of the Land Development Regulations, Comprehensive Plan 2040, and the Amended Interlocal Agreement for Public School Facility Planning adopted 2008.

Those opposed must also demonstrate through competent substantial evidence that the application does not meet these requirements. General objections, without specific evidence, does not constitute substantial competent evidence.

The only material or relevant evidence is that which addresses the previously listed requirements.

The hearing procedures are as follows:

1. The Presiding Officer will read the item on the agenda by title and declare the public hearing open.
2. The Town Attorney or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

3. The Land Use Administrator shall briefly describe the applicant's request, introduce and review all relevant exhibits and evidence, report staff's recommendation, and present any testimony in support of staff's recommendation.
4. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board. The applicant may waive their presentation and rely on staff comments. If the applicant waives their presentation, they will have the right to rebut any testimony against their application.
5. Any other persons present who wish to submit relevant information to the Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions the Board). Members of the public will be permitted to present their non-expert opinions, but the Board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.
6. The applicant will be permitted to make final comments, if any and will have a maximum of 15 minutes to do so.
7. The Land Use Administrator will make final comments, if any.
8. The Presiding Officer will ask for a motion to close the Public Hearing from the Planning & Zoning Board.
9. The Board will conduct open deliberation of the application or agenda item.
10. Open deliberations shall include a motion by the Board. A motion by the Board to approve the item should be consistent with the following: **"I move that the board find that the proposed rezoning is consistent with the comprehensive plan, complies with all procedural requirements, and serves the public interest, and based on these findings, approve the rezoning application."** A motion by the Board to deny approval the application should include one or more of the following: "The application is not consistent with the Comprehensive Plan," "The application does not meet the procedural requirements," or "The application is not in public interest."
11. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

12. The meeting is being recorded; therefore, there can be no applause, outbursts, talking, or comments from the audience as it could distort the recordation.
13. The Town Attorney represents the Board and provides counsel, including advice as to the hearing's procedures and relevancy of the evidence.
14. The strict rules of evidence applicable to a court proceedings will not be utilized; however, **the Board, with assistance from the Town Attorney, may exclude evidence that is not relevant to the code criteria as set forth in the application or is repetitive in nature.**
15. In accordance with Florida Statute 286.0105: If any person decides to appeal any decision made of this Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose **he or she may need to ensure that a verbatim record of the proceedings is made,** which record includes the testimony and evidence upon which the appeal is to be based.

ORDINANCE NO. 2025-16

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, MORE SPECIFICALLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; AND ATTACHMENT "C" SITE PLAN" HILLIARD, FLORIDA, NASSAU COUNTY, PARCEL ID NO. 16-3N-24-0000-0021-0030; FROM PUD, PLANNED UNIT DEVELOPMENT TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the property owner for the property consisting of approximately 9.87 acres, more or less, which is located on the east side of Pine Street north of Henry Smith Road and more particularly described in Attachment "A" Legal Description, Hilliard, FL, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030, requested and was approved for zoning change for the subject property from A-1, Agricultural to PUD, Planned Unit Development; and

WHEREAS, the Town of Hilliard Planning & Zoning Board, reviewed the proposed rezoning of the subject property to PUD, Planned Unit Development and found it to be consistent with the Town's Comprehensive Plan and the Town's Code, and recommended approval to the Town Council of the rezoning of the subject property from A-1, Agricultural to PUD, Planned Unit Development, at their March 4, 2025, Regular Meeting; and

WHEREAS, since Ordinance 2025-02 passed, the property owner completed an investigation on Section 'F', "Utilities" and desires to materially amend the ordinance regarding the water and fire flow restrictions; and

WHEREAS, due to the material change in the proposal and pursuant to Chapter 62, Section 313 of the Town Code, the request needs to be approved by ordinance; and

WHEREAS, the Town Council has completed a review of the request and finds it in compliance with the Town's Comprehensive Plan and the Town's Code and does not adversely impact on the health, safety, and welfare of the Town's residents; and

NOW THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS. The foregoing findings are true and correct and are hereby adopted and made a part hereof.

SECTION 2. PUD PLAN. This Ordinance includes Attachment "B", Written Description and "C", Site Plan, for the Holland Walk PUD. Development of and uses within the PUD shall conform to the limitations and conditions set forth in this Ordinance and in the attached Written Description and Site Plan.

SECTION 3. RECORDING. The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Circuit Court for recordation and to the Nassau County Property Appraiser to update any records as may be deemed necessary.

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. EFFECTIVE DATE. This Ordinance shall become effective upon passage.

Adopted this ____ day of _____, 2025, by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	November 12, 2025
Planning & Zoning Boards Signs Posted:	November 12, 2025
Planning & Zoning Board Public Hearing:	December 2, 2025
Town Council First Publication:	December 3, 2025
Town Council First Public Hearings:	December 18, 2025
Planning & Zoning Boards Report:	December 18, 2025
Town Council First Reading:	December 18, 2025
Town Council Second Publication:	December 23, 2025
Town Council Second Public Hearings:	January 15, 2026
Town Council Second & Final Reading:	January 15, 2026

EXHIBIT "A"
LEGAL DESCRIPTION

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

ATTACHMENT “B”
WRITTEN DESCRIPTION

Holland Walk Planned Unit Development
PUD Written Description
April 4, 2025
Revised: November 26, 2025

I. PROJECT DESCRIPTION

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 28 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential FLUM designation set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 28 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units and attached single-family dwelling (townhomes and/or duplexes). In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to four (4) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

B. Uses by Special Exception: None.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

Attached Single-Family Homes (Townhome/Duplex):

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in five (5) years in one (1) or more phases. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, “commencement” shall mean securing approved construction drawings. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided between a garage and driveway paved to the roadway for each residential unit. For purposes of clarification, it is intended that the attached single-family dwelling units (townhomes and duplexes) will have a single car garage. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off

of Pine Street as depicted on the Conceptual Site Plan, it being intended that the southernmost point of connection will be the entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

C. Signs and Entry: Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project shall be provided in accordance with Article XI and Article XII Trees, LDR.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the

standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite lift station serving the Property shall include a standby emergency generator (diesel). Prior to the date that is ninety (90) days following buildout of the Project, the Applicant shall have the option to dedicate the lift station and standby emergency generator to the Town; provided, that if the lift station remains privately owned and not dedicated to the Town, maintenance thereof shall be maintained by the Applicant and/or a HOA. If the Applicant dedicates the lift station and standby emergency generator to the Town, the Applicant acknowledges it shall be required to enter into a memorandum of understanding or other acknowledgment with the Town to ensure the Town is not responsible for damages and losses within the Property resulting from periods when the emergency generator is offline due to routine maintenance or repair and there is a power outage event.
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** An existing hydrant flow and pressure deficiency at the south end of Pine Street may have been attributable to a faulty hydrant that has since been replaced by the Town. The replacement hydrant will be flow-tested, and the Developer shall coordinate with the Town's engineer to provide updated modeling following such testing to confirm whether the flow and pressure deficiency has been resolved. If the deficiency persists, the Developer shall be required, at its sole cost and expense, to design and construct water system improvements, subject to review and approval by Town Staff and the Town's engineer, that are necessary to provide adequate flow and capacity for the subdivision contemplated by this PUD. The improvement may include, without limitation, an upsized branch

line and/or expansion of the City water main from six inches (6") to ten inches (10"), or any other improvement acceptable to the Town's engineer. Regardless of the corrective measures ultimately approved, the newly installed fire hydrant serving the subdivision shall be flow-tested prior to issuance of any certificate of occupancy within the subdivision and again prior to the Town's acceptance of the water facilities. If the hydrant does not meet the required flow, the Developer shall correct the deficiency, at its sole cost and expense, prior to dedication and conveyance of the facilities to the Town.

- d) Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

H. Stormwater: Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

I. Homeowners' Association Restrictions: The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

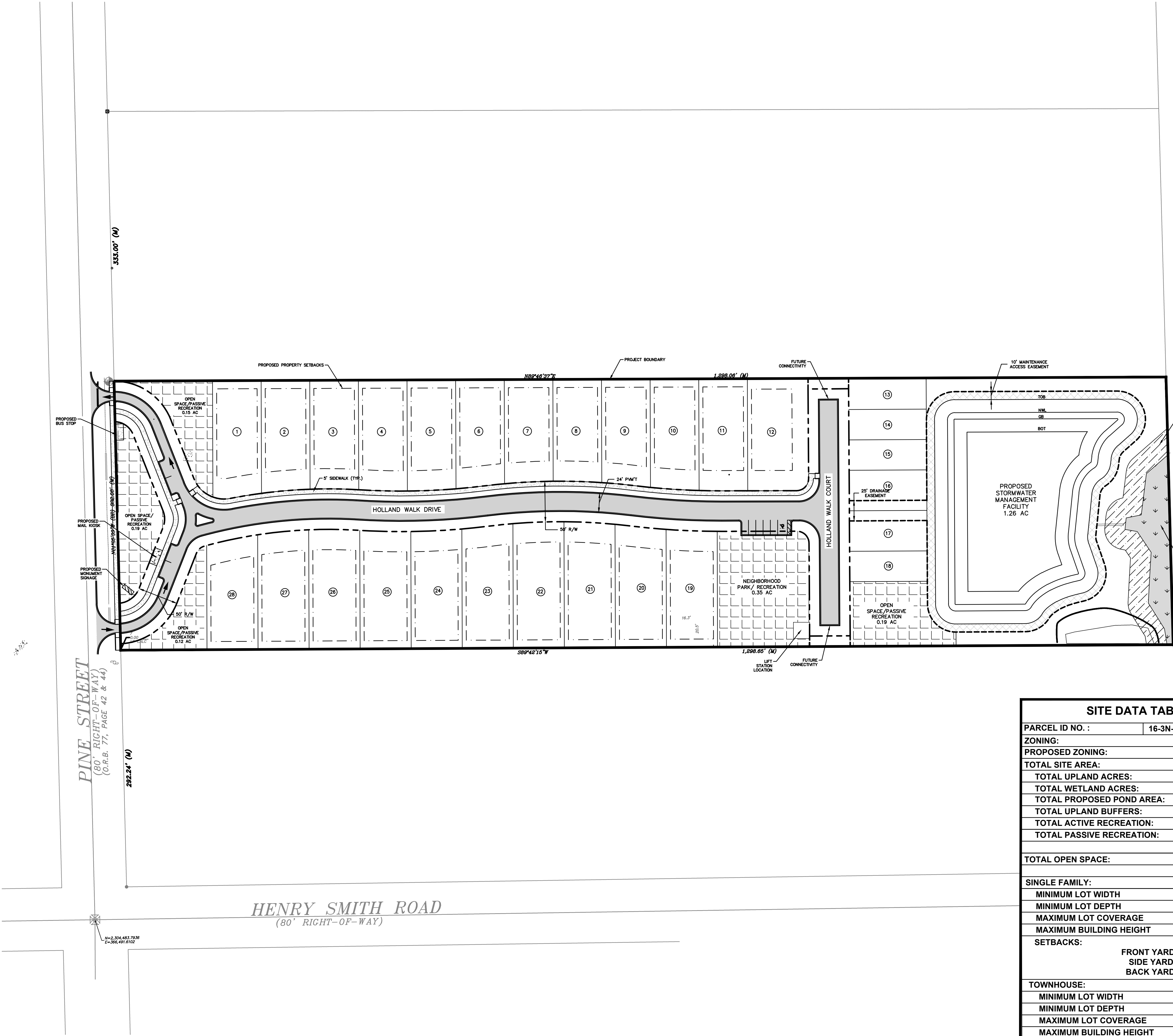
IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school

children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.

ATTACHMENT "C"
SITE DEVELOPMENT PLAN



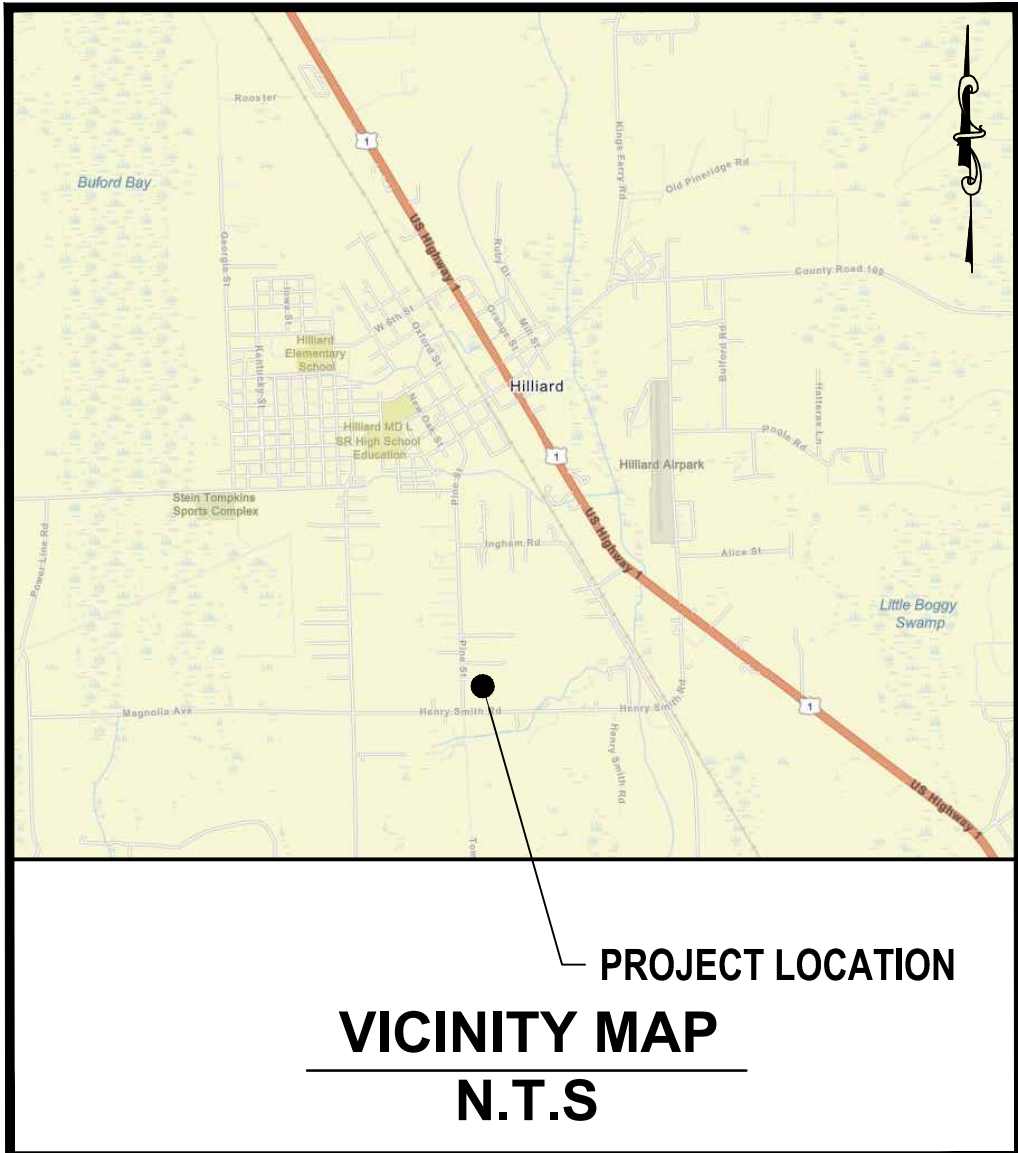
LEGEND

WETLAND

UPLAND BUFFER

ASPHALT

SITE DATA TABLE	
PARCEL ID NO. :	16-3N-24-0000-0021-0030
ZONING:	A-1
PROPOSED ZONING:	PUD
TOTAL SITE AREA:	9.87 AC
TOTAL UPLAND ACRES:	9.73 AC
TOTAL WETLAND ACRES:	0.14 AC
TOTAL PROPOSED POND AREA:	1.26 AC
TOTAL UPLAND BUFFERS:	0.18 AC
TOTAL ACTIVE RECREATION:	0.35 AC
TOTAL PASSIVE RECREATION:	0.65 AC
TOTAL OPEN SPACE:	2.58 AC
SINGLE FAMILY:	
MINIMUM LOT WIDTH	60'
MINIMUM LOT DEPTH	110'
MAXIMUM LOT COVERAGE	60%
MAXIMUM BUILDING HEIGHT	35'
SETBACKS:	
FRONT YARD:	25'
SIDE YARD:	5'
BACK YARD:	10'
TOWNHOUSE:	
MINIMUM LOT WIDTH	37'
MINIMUM LOT DEPTH	95'
MAXIMUM LOT COVERAGE	50%
MAXIMUM BUILDING HEIGHT	35'



REVISIONS

NO.	DATE	DWN	CHKD	APPRO	DESCRIPTION

SCALE: AS SHOWN

DATE: 11/24

DRAWN: AM

CHECKED:

APPROVED:

MASTER SITE PLAN

HOLLAND WALK SUBDIVISION 30% SUBMITTAL

HILLIARD, FL

SEAL

gai consultants

EB 9951

12574 Flogler Center Blvd.

Suite 202

Jacksonville, FL 32207

PHONE: 904-363-1110

PROJECT NO./DASH NO.

R241374.00

SHEET

C100



fee \$1250.00

ITEM-1

File # 20251009.01
Filing Date: 10/09/2025
Acceptance Date: _____
Review Date: P & Z _____ TC _____

PUD Rezoning Modification Application

A. PROJECT

1. Project Name: HOLLAND WALK P.U.D.
2. Address of Subject Property: 36107 PINE STREET
3. Parcel ID Number(s): 16-3N-24-0000-0021-0030
4. Existing Use of Property: PUD
5. Future Land Use Map Designation: _____
6. Existing Zoning Designation: PUD
7. Proposed Zoning Designation: PUD
8. Acreage: ~10
9. PUD Ordinance # 2025-02

B. APPLICANT

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): BEN BUCHANAN Title: PRES.
Company (if applicable): INTACT
Mailing address: P.O. Box 365
City: HILLIARD State: FL ZIP: 32046
Telephone: 904403-6128 FAX: 904212-2005 e-mail: ben@intacteng.com
3. If the applicant is agent for the property owner*
Name of Owner (titleholder): _____
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 (Provide any revised documents, identifying changes)

1. Statement of proposed change, including a site plan and/or written description showing the proposed change from approved the PUD zoning ordinance.
2. Warranty Deed or the other proof of ownership
3. Agent Authorization, if applicable.
4. Fee.
\$1,250 plus \$20 per acre

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

One original and a PDF Version of the complete application with any attachments need to be submitted. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

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

[Signature]

Signature of Applicant

BENJAMIN W. BUCHANAN

Typed or printed name and title of applicant

10/9/25

Date

Signature of Co-applicant

Typed or printed name of co-applicant

Date

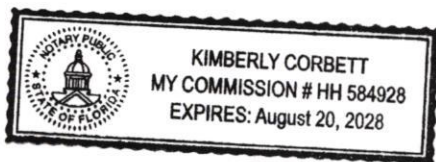
State of Florida County of Nassau

The foregoing application is acknowledged before me this 9th day of Oct, 2025 by Benjamin

Buchanan, who is/are personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL

[Signature]



Signature of Notary Public, State of Florida



MITTAUER
& ASSOCIATES, INC.
 CONSULTING ENGINEERS &
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September 23, 2025

VIA EMAIL

Ms. Lee Anne Wollitz, Land Use Administrator
 Town of Hilliard
 15859 West County Road 108
 Hilliard, FL 32046

RE: Determination of Completeness and Site Plan Review No. 2
 Holland Walk Development Investigation
 Town of Hilliard, Florida
 Project No. M961023.006
 Client No. 9610-23-32

Dear Ms. Wollitz:

We have reviewed the Submittal No. 2 / Comment Response Package for the Holland Walk project, which was transmitted to us electronically from the Developer on August 15, 2025. The Submittal No. 2 Package included the following items:

1. Comment Response Letter to Site Plan Review No. 1, prepared by GAI Consultants, and dated August 15, 2025.
2. Revised Drawings entitled "Holland Walk Subdivision" prepared by GAI Consultants on behalf of Intact Construction Management Group, LLC, the Owner. The Drawings consist of 42 sheets and were digitally signed and sealed by James J. Campbell, P.E. on August 15, 2025.
3. Holland Walk Landscape Plan Drawings prepared by GAI Consultants, consisting of 10 sheets, and electronically sealed by Daniel Allen Ashworth, Jr., PLA on August 15, 2025.
4. Mail Kiosk Detail sheet prepared by Higgins Drafting & Design LLC.
5. Monument sign sample sheet.
6. SJRWMD stormwater permit for the Holland Walk Subdivision, dated June 11, 2025.
7. Revised Holland Walk Subdivision Potable Water and Fire Demand Calculations, prepared by GAI Consultants, and digitally signed and sealed by James J. Campbell, P.E. on August 15, 2025.
8. Revised Holland Walk Sanitary Sewer Design Calculations, prepared by GAI Consultants, and digitally signed and sealed by James J. Campbell, P.E. on August 15, 2025.

We have reviewed the Drawings in accordance with the Town's Code of Ordinances, PUD Ordinance No. 2025-02, Chapter 62 - Zoning and Land Development Regulations (LDR), 2040 Comprehensive Plan, and other Town standards and requirements, as applicable. This is the second submittal we have received on this project. Our comments are as follows:

COMPLETENESS DETERMINATION:

Per the Site Plan Application, the following items should be submitted or added to the Drawings to allow for a complete Site/Development Plan Review

1. *Attachment No. 1, Item k: Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).* The Developer indicated the Okefenoke Rural Electric Membership Corporation will provide electrical plans at a later date for Town review/records. Town to advise the Developer if this is acceptable.
2. *Attachment No. 1, Item o: Structures and major features - fully dimensioned - including setbacks, distances between structures, floor area, width of driveways and lot coverage.* The Developer stated the individual lot details will comply with the Sheet C100 and PUD requirements. The Town shall be given the opportunity to review the individual lot details when they are available for confirmation of compliance and Town records prior to construction.
3. *Attachment No. 1, Item t: Lighting Plan.* The Developer indicated the Okefenoke Rural Electric Membership Corporation will provide lighting plans at a later date for Town review/records. Town to advise the Developer if this is acceptable.
4. *Attachment No. 1, Item u: Location, design, height, and orientation of signs.* Specific sign details were not provided other than a sample sheet and notes stating the sign will be designed in compliance by others. The Town should be given the opportunity to review the final sign design for confirmation of compliance and Town records prior to construction.

Per the Subdivision Application, the following items should be submitted or added to the Drawings to allow for a complete Preliminary Plat Review. The Site Plan Review No. 1 items 1 through 8 remain below, as the referenced Manzie preliminary plat drawings were not received by our office.

1. *Attachment No. 1, Item e: date of Plat Drawing, and space for revision dates:* Identify or provide the Drawing that is intended to be used for the formal platting process with proper title and spaces reserved for signatures, certifications, and acknowledgements per LDR Section XIV - Platting.
2. *Attachment No. 1, Item h: Legal description of property to be subdivided:* The designated Preliminary Plat Drawing should include the property legal description.

3. *Attachment No. 1, Item l: Zoning district boundaries on abutting properties:* The zoning district designation of the adjacent properties should be clearly identified/depicted per the Town Zoning Map.
4. *Attachment No. 1, Item o: land subject to the 100year flood as defined by FEMA official flood maps:* Clearly depict any lands indicated in floodplains and provide the FEMA flood map for the property.
5. *Attachment No. 1, Item q: Tree Survey:* Provide a comprehensive list of existing trees, protected trees, and trees to be removed. Provide Town approval/permit for tree removals per LDR Article XII – Trees.
6. *Attachment No. 2: Existing and/or proposed covenants and restrictions:* Confirmation of HOA establishment and covenants and restrictions shall be provided to the Town when available prior to construction and/or sale of any lots in accordance with the PUD Ordinance 2025-02.
7. *Attachment No. 6: Proof of payment of taxes:* Provide to Town.
8. *Attachment No. 8: Concurrency Application:* Provide to Town.

GENERAL COMMENTS

1. Previously stated Town coordination and payment items addressed as ‘Acknowledged’ by the Developer shall be confirmed prior to construction.
2. Previously stated regulatory agency coordination items addressed as ‘Acknowledged’ by the Developer shall be confirmed prior to construction.
3. Previously stated design/construction coordination items addressed as ‘Acknowledged’ by the Developer shall be confirmed prior to construction.
4. The Town shall be provided with final copies of all secured Nassau County access and utility permits, and FDEP water and wastewater construction permits, as applicable.

SHEET C000 - COVER SHEET

1. Recommend Sheet Index for Construction Set includes all project sheets, including Landscaping Plans, Lighting Plans, etc.
2. Recommend incorporating applicable regulatory agency contacts for Contractor’s use following Nassau County and FDEP coordination.

SHEET C001 - GENERAL NOTES

1. Fire Department Note No. 2 – Remove Note if Hydrant Well is no longer proposed.
2. A reference to Sunshine 811 shall be included for the Contractor. A typical recommended note is as follows: “Florida Law (F.S. 556) Underground Facility Damage Prevention and Safety Act mandates that excavators/contractors shall contact Sunshine 811 (fka: Sunshine State One-Call of Florida) by calling 800-432-4770 or 811 at least 2 full business days for normal tickets and 10 full business days for underground tickets prior to beginning any excavation or demolition to allow member operators an opportunity to identify and mark their underground facilities and appropriately respond to the Positive Response System.”

SHEET S1 – SURVEY

No Comments

SHEET C002 – PRE-DEVELOPMENT PLAN

No Additional Comments

SHEET C003 – POST-DEVELOPMENT PLAN

No Comments

SHEET C004 - DEMOLITION PLAN

1. Adjacent property owner coordination is stated as being the responsibility of the Contractor. Recommend additional coordination/notification with the property owners be completed by the design engineer prior to construction to avoid complications.

SHEET C005 – TYPICAL SECTIONS

1. The interior driveway pavement width has been revised to 11’ per travel lane or 22’ total. Town LDR Section 62-384 indicates an interior drive width of 24’ is required for two-way traffic. Approved PUD Master Plan also shows 24’ pavement.
2. Remove ‘COJ Standards’ reference.
3. It is recommended pressurized pipelines (water main and force main) be installed outside of pavement limits where possible future ease of future access and maintenance.

SHEET C100 – MASTER SITE PLAN

1. Confirm the material and/or provide details of the proposed property buffer fencing.
2. 24' pavement width is stated. Revise as applicable to match proposed sections following confirmation of minimum approved width.
3. The Town shall be provided with final lot improvement layouts for single family and townhouse lots to confirm compliance with the Site Data Table.

SHEET C101 – C103 – SITE PLAN SHEETS

1. 12' pavement width is stated for one-way travel roads. Revise as applicable to match section details.
2. Coordinate proposed bus stop location approval with Nassau County. Storm piping may be required below pavement of bus stop within drainage ditch/swale. All construction details need to be included in the final approved construction drawing set.
3. Developer notes the Town will be provided with monument sign details for review at a later date. Town to confirm if acceptable.
4. Provide callout of dimensions/typical dimensions for the parallel, standard, and ADA parking spaces.

SHEET C200 – OVERALL GRADING & DRAINAGE PLAN

No Comments.

SHEETS C201-C203 – GRADING & DRAINAGE PLAN SHEETS

1. Regarding retaining wall locations and references in the notes: At a minimum, the general location(s) that may require a retaining wall should be identified by the EOR based on internal site grading and related adjacent site grading. It is unreasonable and insufficient to leave the design determination and coordination up to the Contractor. This presents future problems and delays during construction.

SHEETS C204-C205 – GRADING & DRAINAGE PROFILES

No Comments

SHEET C300 – OVERALL UTILITY PLAN

1. Topographic survey data is typically incorporated in the design sheets for utility extensions to aid Construction in lieu of aerial overlays. Nassau County may require

this for work in Nassau County ROW and FDEP may require this for their review. Utility extension sheets, similar to the entrance of the development by Manzie, should show elevations, swale locations, tree locations, power pole locations, etc., to ensure the utilities are adequately designed and constructed.

SHEETS C301-308 – UTILITY PLAN SHEETS

1. An irrigation main is shown with a continuation line. The irrigation main routing and associated irrigation design information and details shall be provided to the Town for review and compliance. Irrigation metering methods shall be confirmed. Irrigation notes on the landscape plans are insufficient. Placing the responsibility of irrigation, utility, and other design and permitting efforts on the Contractor is unreasonable and insufficient.
2. If proposing to cut-in connections to the existing water main in lieu of tapping, coordination with the Town will be required to ensure the existing 6" water main can be isolated/shut down during construction.
3. Design standards allow for hydrants to provide a maximum 500-ft fire protection coverage radius along the proposed roadway lengths. Ensure proposed hydrant location(s) will provide fire protection coverage for all structures within the 500-ft radius between the proposed hydrant and existing hydrant along Pine St.
4. Offsite force main and water main routing shall be designed using surveyed information indicating offsets, elevations, existing utilities, etc. The Contractor needs to be provided with dimensions and data from the EOR for location of the proposed utilities, such as distance from edge of pavement and other offset dimensions with any restoration requirements. Typically, 3 – 6 ft from the edge of pavement is required to avoid restoration of pavement/roadway depending on the proposed utility size. The data on Sheet C308 is not a detailed topographic survey providing construction information and appears to be a desktop export. A standard note stating a 6-ft offset from edge of pavement may not work in all cases and may present issues during construction.
5. Lining of the downstream connection manhole will be required. Please provide note and requirement for the Contractor.
6. Confirmation of the existing force main connection pressure and/or Lorena Dr lift station pumps is typically coordinated by the EOR during design and not the Contractor. This information is useful for pump selection and the proposed pump station design report.
7. Existing force main and water main connection methods should be confirmed. Is a tap proposed or cut-in tee/fitting? If cutting in fittings for connection, connection sleeves/adapters will need to be accounted for, as applicable, and service will need to be disconnected while the work is being performed.

8. Existing water main to be replaced should be shown for reference. Proposed water main cannot align directly with existing water main unless pipe bursting installation is proposed. The offset proposed water main location will impact connection methods to existing water mains and available right-of-way spacing.
9. Directional drills profiles should call out any required fittings for the vertical alignment and upstream/downstream connections, as applicable.

SHEETS C400-C411 – CONSTRUCTION DETAILS

1. The lift station Design Notes, Wet Well dimensions, electrical requirements and other design data should be confirmed and tailored to correspond to the proposed 6-ft wet well and other proposed design components. Ensure stated data conforms with the design report and other specifications. For example, the ‘Design Notes’ table data and other tables on Sheet C405 do not conform to the proposed lift station design. The pump station plan and section view on Sheet C405 does not correspond to the layout on Sheet C406. Other discrepancies are also presented between the various views and details. Revise, as appropriate.
2. Generator-sizing calculations shall be provided for Town review and records. Generator sizing and selection is typically completed by the design engineer. Referenced Okefenoke Rural Electric Membership Corporation design documents were not provided.
3. Typical Sidewalk Section should be adjusted to 5’ to match plan sheets and roadway section.
4. References to a standby backup pump are presented with a corresponding detail. It does not appear that an aboveground backup pump is part of the design intent.
5. A water service with hose station shall be shown from the water main to the lift station site on all plan views and details. This corresponds to the detail on Sheet C407.

SHEET C500 – EROSION AND SEDIMENT CONTROL PLAN

No Comments

SHEETS C700-C702 – STORMWATER POLLUTION PREVENTION PLAN

No Comments

LANDSCAPE PLAN SHEETS

1. Revise to show irrigation plan design, as applicable.
2. Ensure proposed landscaping is proposed outside of the direct limits of underground utilities. Sheet LC102 appears to show proposed trees directly above proposed force main. This can cause issues as the trees mature.

SANITARY SEWER DESIGN CALCULATIONS

1. Assuming the provided operating conditions and elevations for the Lorena Dr Lift Station are correct, the 21.1 ft-TDH at point of connection to the existing 4" force main appears to be accurate. Recommend confirming the POC TDH with pressure readings in the existing force main, and/or confirming the model number and pump curve of the installed Lorena Dr lift station pumps, as applicable.
2. Based on the lift station calculations and selected pump, it appears the plotted design points are near 40 gpm (primary) and 90 gpm (secondary). Corrected final design points should be noted on Sheet C405

HYDRAULIC ANALYSIS REPORT

1. The peak, max, and fire flow demand scenarios do not appear to incorporate anticipated demands from the irrigation system. It is our understanding that the HOA will require lawn irrigation. Irrigation can greatly influence max and peak demand scenarios. Please revise the analysis to incorporate irrigation.
2. Based on the results, the proposed upsizing of the water main along Pine St. to a 10" diameter water main and incorporation of the proposed 8" diameter internal development water main will result in a minimum 500-gpm fire flow with minimum system pressure of 20 psi under max day demand conditions, without consideration of irrigation flows. Incorporation of irrigation flows may impact this determination.

The PUD Ordinance language provides two options required for fire protection in addition to an onsite hydrant from the Town distribution system. One of the two additional fire protection options needs to be incorporated unless Town approval is awarded for a variance from the PUD requirements.

Note that this Determination of Completeness, Site Plan Review, and Preliminary Plat Review does not include Building Permit/Code Inspection review or a Concurrency Review/Certificate and these should be addressed as needed, separate from this Review.

Should you have any questions, comments or concerns, please do not hesitate to contact us at any time.

Ms. Lee Anne Wollitz, Land Use Administrator
September 23, 2025
Page 9

Sincerely yours,
CPH Consulting, LLC,
formerly Mittauer & Associates, Inc.

Jarrold P
Petrohovich

Digitally signed by
Jarrod P Petrohovich
Date: 2025.09.23
11:30:45 -04'00'

Jarrold P. Petrohovich, P.E.
Project Manager

JPP/ab

cc: Town of Hilliard
GAI Consultants, Inc.
Intact Construction Management Group, LLC



Jacksonville Office
12574 Flagler Center Blvd
Suite 202
Jacksonville, Florida 32258

T 904.363.1111
F 904.363.1115

ITEM-1

October 31, 2025
GAI Project R241374.00

Town of Hilliard
Land Use Administrator
15859 West County Road 108
Hilliard, FL 32046

Holland Walk Subdivision
Project No. M961023.006
Client No. 9610-23-32
Response to Comments Dated 09/23/2025

To Whom It May Concern:

Below are the responses to the review comments dated from 09/23/2025 regarding the Holland Walk Subdivision (GAI Project No. R241374.00). For ease of review, we are providing your comments in italics followed by our responses in bold.

Mr. Jarrod P Petrohovich, P.E., CPH Consulting LLC Dated 09/23/2025

SHEET C000 – COVER SHEET

Comment 1: Recommend Sheet Index for Construction Set includes all project sheets, including Landscaping Plans, Lighting Plans, etc.

Response 1: Civil set includes both civil and landscaping plans. Plans by others will be provided by others.

Comment 2: Recommend incorporating applicable regulatory agency contacts for Contractor's use following Nassau County and FDEP coordination.

Response 2: Requested applicable regulatory agencies' information has been provided on Sheet C000.

SHEET C001 – GENERAL NOTES

Comment 1: Fire Department Note No. 2 – Remove Note if Hydrant Well is no longer proposed.

Response 1: Fire Department note No. 2 has been removed as requested.

Comment 2: A reference to Sunshine 811 shall be included for the Contractor. A typical recommended note is as follows: "Florida Law (F.S. 556) Underground Facility Damage Prevention and Safety Act mandates that excavators/contractors shall contact Sunshine 811 (fka: Sunshine State One-Call of Florida) by calling 800-432-4770 or 811 at least 2 full business days for normal tickets and 10 full business days for underground tickets prior to beginning any excavation or demolition to allow member operators an opportunity to identify and mark their underground facilities and appropriately respond to the Positive Response System."

Response 2: Requested note has been added to C001 under Sunshine 811.

SHEET S1 – SURVEY

No Comments

SHEET C002 – PRE-DEVELOPMENT PLAN

No Additional Comments

SHEET C003 – POST-DEVELOPMENT PLAN

No Comments

SHEET C004 – DEMOLITION PLAN

Comment 1: Adjacent property owner coordination is stated as being the responsibility of the Contractor. Recommend additional coordination/notification with the property owners be completed by the design engineer prior to construction to avoid complications.

Response 1: Property owner will coordinate with adjacent property owners.

SHEET C005 – TYPICAL SECTIONS

Comment 1: The interior driveway pavement width has been revised to 11' per travel lane or 22' total. Town LDR Section 62-384 indicates an interior drive width of 24' is required for two-way traffic. Approved PUD Master Plan also shows 24' pavement.

Response 1: Interior width revised to 24'.

Comment 2: Remove 'COJ Standards' reference.

Response 2: COJ Standards reference removed.

Comment 3: It is recommended pressurized pipelines (water main and force main) be installed outside of pavement limits where possible future ease of future access and maintenance.

Response 3: Pressure pipes have been shown to be outside 24' pavement and also curbing.

SHEET C100 – MASTER SITE PLAN

Comment 1: Confirm the material and/or provide details of the proposed property buffer fencing.

Response 1: Materials for the proposed property buffer fencing is Wood & Picket High Privacy Fence with 85% opacity and has been labeled as such on C100

Comment 2: 24' pavement width is stated. Revise as applicable to match proposed sections following confirmation of minimum approved width.

Response 2: Pavement width has been revised to be 24' and matches typical section.

Comment 3: The Town shall be provided with final lot improvement layouts for single family and townhouse lots to confirm compliance with the Site Data Table.

Response 3: Property owner will provide final lot improvement layouts when available.

SHEET C101 – C103 - SITE PLAN SHEETS

Comment 1: 12' pavement width is stated for one-way travel roads. Revise as applicable to match section details.

Response 1: One-travel roads have been revised to show the requested 12' pavement width.

Comment 2: Coordinate proposed bus stop location approval with Nassau County. Storm piping may be required below pavement of bus stop within drainage ditch/swale. All construction details need to be included in the final approved construction drawing set.

Response 2: Property owner is coordinating bus stop location with Nassau county and will provide correspondence of communication when available.

Comment 3: Developer notes the Town will be provided with monument sign details for review at a later date. Town to confirm if acceptable.

Response 3: Acknowledged.

Comment 4: *Provide callout of dimensions/typical dimensions for the parallel, standard, and ADA parking spaces.*

Response 4: **Dimensions have been provided in Sheets C101 to C103 for all the parking areas requested.**

SHEET C200 – OVERALL GRADING & DRAINAGE PLAN

No Comments

SHEET C201-C203 – GRADING & DRAINAGE PLAN SHEETS

Comment 1: *Regarding retaining wall locations and references in the notes: At a minimum, the general location(s) that may require a retaining wall should be identified by the EOR based on internal site grading and related adjacent site grading. It is unreasonable and insufficient to leave the design determination and coordination up to the Contractor. This presents future problems and delays during construction.*

Response 1: **No retaining walls will be used for the project and all notes regarding retaining walls have been removed.**

SHEET C204-C205 – GRADING & DRAINAGE PROFILES

No Comments

SHEET C300 – OVERALL UTILITY PLAN

Comment 1: *Topographic survey data is typically incorporated in the design sheets for utility extensions to aid Construction in lieu of aerial overlays. Nassau County may require this for work in Nassau County ROW and FDEP may require this for their review. Utility extension sheets, similar to the entrance of the development by Manzie, should show elevations, swale locations, tree locations, power pole locations, etc., to ensure the utilities are adequately designed and constructed.*

Response 1: **Requested topographic information has been included. Please see added data on C300 and C304.**

SHEET C301-308 – UTILITY PLAN SHEETS

Comment 1: *An irrigation main is shown with a continuation line. The irrigation main routing and associated irrigation design information and details shall be provided to the Town for review and compliance. Irrigation metering methods shall be confirmed. Irrigation notes on the landscape plans are insufficient. Placing the responsibility of irrigation, utility, and other design and permitting efforts on the Contractor is unreasonable and insufficient.*

Response 1: **Irrigation for the development will be through private irrigation well located between lot 7 and 8. See Sheet C302 for location**

Comment 2: *If proposing to cut-in connections to the existing water main in lieu of tapping, coordination with the Town will be required to ensure the existing 6" water main can be isolated/shut down during construction.*

Response 2: **Tapping will be used for the existing 6" water main.**

Comment 3: *Design standards allow for hydrants to provide a maximum 500-ft fire protection coverage radius along the proposed roadway lengths. Ensure proposed hydrant location(s) will provide fire protection coverage for all structures within the 500-ft radius between the proposed hydrant and existing hydrant along Pine St.*

Response 3: **Please see sheet C300 for 500 ft fire protection coverage from the fire hydrant located in the middle of the development.**

Comment 4: *Offsite force main and water main routing shall be designed using surveyed information indicating offsets, elevations, existing utilities, etc. The Contractor needs to be provided with dimensions and data from the EOR for location of the proposed utilities, such as*

distance from edge of pavement and other offset dimensions with any restoration requirements. Typically, 3 – 6 ft from the edge of pavement is required to avoid restoration of pavement/roadway depending on the proposed utility size. The data on Sheet C308 is not a detailed topographic survey providing construction information and appears to be a desktop export. A standard note stating a 6-ft offset from edge of pavement may not work in all cases and may present issues during construction.

Response 4: Offsite survey has been provided. Proposed off site water main and force main have been relocated to be 6 ft min from surveyed edge of asphalt. Note has also been revised with the movement of the mains.

Comment 5: Lining of the downstream connection manhole will be required. Please provide note and requirement for the Contractor.

Response 5: Please see updated Note 3 on of Sheet C304.

Comment 6: Confirmation of the existing force main connection pressure and/or Lorena Dr lift station pumps is typically coordinated by the EOR during design and not the Contractor. This information is useful for pump selection and the proposed pump station design report.

Response 6: Force main connection pressure was verified by the Town of Hilliard to be between 5 psi and 10 psi. 10 psi was used for sanitary calculation as a worst-case scenario for point of connection.

Comment 7: Existing force main and water main connection methods should be confirmed. Is a tap proposed or cut-in tee/fitting? If cutting in fittings for connection, connection sleeves/adapters will need to be accounted for, as applicable, and service will need to be disconnected while the work is being performed.

Response 7: POC method will be a wet tap so service will not be affected.

Comment 8: Existing water main to be replaced should be shown for reference. Proposed water main cannot align directly with existing water main unless pipe bursting installation is proposed. The offset proposed water main location will impact connection methods to existing water mains and available right-of-way spacing.

Response 8: Proposed water main has been offset and avoids survey conflicts.

Comment 9: Directional drills profiles should call out any required fittings for the vertical alignment and upstream/downstream connections, as applicable.

Response 9: Any required fittings have been called out. Downstream connection located in alignment 3 has been called out.

SHEET C400-C411 – CONSTRUCTION DETAILS

Comment 1: The lift station Design Notes, Wet Well dimensions, electrical requirements and other design data should be confirmed and tailored to correspond to the proposed 6-ft wet well and other proposed design components. Ensure stated data conforms with the design report and other specifications. For example, the 'Design Notes' table data and other tables on Sheet C405 do not conform to the proposed lift station design. The pump station plan and section view on Sheet C405 does not correspond to the layout on Sheet C406. Other discrepancies are also presented between the various views and details. Revise, as appropriate.

Response 1: Multiple items have been removed from Sheets C405 to C409 as requested.

Comment 2: Generator-sizing calculations shall be provided for Town review and records. Generator sizing and selection is typically completed by the design engineer. Referenced Okefenoke Rural Electric Membership Corporation design documents were not provided.

Response 2: Acknowledged.

Comment 3: Typical Sidewalk Section should be adjusted to 5' to match plan sheets and roadway section.

Response 3: Typical sidewalk section has been adjusted as requested.

Comment 4: References to a standby backup pump are presented with a corresponding detail. It does not appear that an aboveground backup pump is part of the design intent.

Response 4: Standby pack up pump presented has been removed.

Comment 5: A water service with hose station shall be shown from the water main to the lift station site on all plan views and details. This corresponds to the detail on Sheet C407.

Response 5: Hose station has been provided. Please see Sheet C302 and C303

SHEET C500 – EROSION AND SEDIMENT CONTROL PLAN

No Comments

SHEET C700-C702 – STORMWATER POLLUTION PREVENTION PLAN

No Comments

LANDSCAPE SHEETS

Comment 1: Revise to show irrigation plan design, as applicable.

Response 1: Irrigation plan will be provided by property owner.

Comment 2: Ensure proposed landscaping is proposed outside of the direct limits of underground utilities. Sheet LC102 appears to show proposed trees directly above proposed force main. This can cause issues as the trees mature.

Response 2: Sheet LC102 has been amended with revised tree locations.

SANITARY SEWER DESIGN CALCULATIONS

Comment 1: Assuming the provided operating conditions and elevations for the Lorena Dr Lift Station are correct, the 21.1 ft-TDH at point of connection to the existing 4" force main appears to be accurate. Recommend confirming the POC TDH with pressure readings in the existing force main, and/or confirming the model number and pump curve of the installed Lorena Dr lift station pumps, as applicable.

Response 1: POC TDH was provided by the Town of Hilliard. Pressure reading provided was between 5 and 10 psi.

Comment 2: Based on the lift station calculations and selected pump, it appears the plotted design points are near 40 gpm (primary) and 90 gpm (secondary). Corrected final design points should be noted on Sheet C405.

Response 2: Final design points shifted with Town of Hilliard pressure reading. Design points should now match calculations on graph.

HYDRAULIC ANALYSIS REPORT

Comment 1: The peak, max, and fire flow demand scenarios do not appear to incorporate anticipated demands from the irrigation system. It is our understanding that the HOA will require lawn irrigation. Irrigation can greatly influence max and peak demand scenarios. Please revise the analysis to incorporate irrigation.

Response 1: Irrigation for the development will be from a private irrigation well and not connected to the Town of Hilliard water supply.

Comment 2: Based on the results, the proposed upsizing of the water main along Pine St. to a 10" diameter water main and incorporation of the proposed 8" diameter internal development water main will result in a minimum 500-gpm fire flow with minimum system pressure of

20 psi under max day demand conditions, without consideration of irrigation flows. Incorporation of irrigation flows may impact this determination.

The PUD Ordinance language provides two options required for fire protection in addition to an onsite hydrant from the Town distribution system. One of the two additional fire protection options needs to be incorporated unless Town approval is awarded for a variance from the PUD requirements.

Response 2: Irrigation is now independent of the Town of Hilliard water system. Property owner to provide variance or updated PUD.

Intact Construction Management Group, LLC and GAI Consultants, Inc. thank you in advance for your review of this additional information. Should you have any questions or comments, please feel free to contact me at (904) 559-8130.

Sincerely,

GAI Consultants, Inc.

James J. Campbell, P.E.
Project Engineer

Cc: Jarrod P. Petrohovich, P.E.
CPH Consulting LLC

Intact Construction Management Group, LLC

Town of Hilliard

**Holland Walk Planned Unit Development
PUD Written Description
April 4, 2025
Revised: November 26, 2025**

I. PROJECT DESCRIPTION

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 28 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential FLUM designation set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 28 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units and attached single-family dwelling (townhomes and/or duplexes). In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to four (4) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

B. Uses by Special Exception: None.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

Attached Single-Family Homes (Townhome/Duplex):

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in five (5) years in one (1) or more phases. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, “commencement” shall mean securing approved construction drawings. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided between a garage and driveway paved to the roadway for each residential unit. For purposes of clarification, it is intended that the attached single-family dwelling units (townhomes and duplexes) will have a single car garage. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off

of Pine Street as depicted on the Conceptual Site Plan, it being intended that the southernmost point of connection will be the entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

C. Signs and Entry: Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project shall be provided in accordance with Article XI and Article XII Trees, LDR.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the

standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite lift station serving the Property shall include a standby emergency generator (diesel). Prior to the date that is ninety (90) days following buildout of the Project, the Applicant shall have the option to dedicate the lift station and standby emergency generator to the Town; provided, that if the lift station remains privately owned and not dedicated to the Town, maintenance thereof shall be maintained by the Applicant and/or a HOA. If the Applicant dedicates the lift station and standby emergency generator to the Town, the Applicant acknowledges it shall be required to enter into a memorandum of understanding or other acknowledgment with the Town to ensure the Town is not responsible for damages and losses within the Property resulting from periods when the emergency generator is offline due to routine maintenance or repair and there is a power outage event.
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** An existing hydrant flow and pressure deficiency at the south end of Pine Street may have been attributable to a faulty hydrant that has since been replaced by the Town. The replacement hydrant will be flow-tested, and the Developer shall coordinate with the Town's engineer to provide updated modeling following such testing to confirm whether the flow and pressure deficiency has been resolved. If the deficiency persists, the Developer shall be required, at its sole cost and expense, to design and construct water system improvements, subject to review and approval by Town Staff and the Town's engineer, that are necessary to provide adequate flow and capacity for the subdivision contemplated by this PUD. The improvement may include, without limitation, an upsized branch

line and/or expansion of the City water main from six inches (6") to ten inches (10"), or any other improvement acceptable to the Town's engineer. Regardless of the corrective measures ultimately approved, the newly installed fire hydrant serving the subdivision shall be flow-tested prior to issuance of any certificate of occupancy within the subdivision and again prior to the Town's acceptance of the water facilities. If the hydrant does not meet the required flow, the Developer shall correct the deficiency, at its sole cost and expense, prior to dedication and conveyance of the facilities to the Town.

- d) Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

H. Stormwater: Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

I. Homeowners' Association Restrictions: The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school

children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: December 2, 2025

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

SUBJECT: Planning & Zoning Board to make a recommendation to the Town Council regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71.
Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.

BACKGROUND:

In September 2025, the owner of the mentioned properties, filed a Pre-application for Vacation of Right of Way for the alleys and portions of the Right of Ways that wall in and around blocks 68, 69, and 71.

See attached Survey for the scope of the vacation request.

The request was reviewed by Land Use, Public Works and Town Clerk.

Staff has a few concerns with the request as presented.

1. The request is to vacate only half of W 9th Ave and half of Citrus Street; input is that the Right of Ways should not be vacated in half.
2. Staff suggest there is a need for the Town to maintain a 30 feet utility easement in New Oak Street, W 8th Ave. and W 9th Ave. for future service connections in that portion of the town.

The item was discussed at the Workshop on 11.13, with details concerning the need for a utility easement within the right of ways.

FINANCIAL IMPACT:

None. All cost will be paid by the Applicant.

RECOMMENDATION:

Planning & Zoning Board to make a recommendation to the Town Council regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71.

Project name - Dayspring Cottages, Property Owner – Dayspring Property Services, LLC.

**Town of Hilliard****Pre-Application to Close, Abandon, or Vacate
Street, Alley, Easement, or Right of Way****FOR OFFICE USE ONLY**

File #

Application Fee:

Filing Date:

Acceptance Date:

20250915.01
\$2000.00
09/15/25
paid by check # 63690 \$2000
Dep \$7 \$1000.00

Portions of West Ninth Street (aka 9th Street), Citrus Street, New
Oak Street (aka Oak Street), 8th Place, Magnolia Street, West Eight
Street (aka 8th Street), and certain unnamed streets and alleyway
parcels as depicted and further described on the attached survey

A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: See attached
2. Legal Description: See attached
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2400-0069-0010 08-3N-24-2400-0068-0100
08-3N-24-2400-0071-0010
4. Acreage of closure, abandonment, or vacation: See enclosed survey

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent

2. Name of Applicant(s) or Contact Person(s):
Courtney P. Gaver Title: Attorney

Company (if applicable): Rogers Towers, P.A.

Mailing address: 1301 Riverplace Blvd., Suite 1500

City: Jacksonville State: FL ZIP: 32207

Telephone: (904) 398-3911 FAX: () e-mail: cgaver@rtlaw.com

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): Dayspring Property Services, LLC, a Florida limited liability company

Company (if applicable): Dayspring Property Services LLC c/o Douglas D. Adkins

Mailing address: PO Box 1080

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 583-0134 FAX: () e-mail: doug@dayspring.health

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

C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT

1. Reason for Request: To vacate unopened and unutilized alleyways located among properties and lots wholly owned by Applicant to allow for future development of the property as one unified development.
2. How was the street / alley / easement / right-of-way established? See attached legal description.
- Subdivision Plat Book No: _____ Page No. _____
- Plat Name: _____
- Official Records Book No: _____ Page No. _____
- Other: _____
3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please describe the portion that you desire the Town to close, abandon, or vacate.:
Portions of the streets and alleyways. See attached legal description.
4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. We believe that utilities may be located within a portion of Citrus Street and would propose working with the Town to reserve necessary utilities easements among the portion of Citrus Street to be vacated
5. What is the Purpose of the Easement?
- ☐ Drainage
- ☐ Utility
- ☒ All Utilities
- ☐ Others – please specify _____
6. What are the dimensions of the Easement? See attached survey & legal description. Note, we are only proposing to vacate half (sw 25' of Citrus St. (Parcel 12)) & eastern half (30' of West Ninth St.) & not the entirety of those roadways.
7. Is there an existing encroachment? No
- ☐ Building
- ☐ Pool
- ☐ Other
8. Is there a building or mobile home encroachment involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.
- No
9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.
- No

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

1. Legal description
2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
3. List of abutting property owners (with addresses).
4. Acknowledgement Letter(s) from each abutting property owner.
5. Location Map clearly identifying the location of the proposed closure. (nassaufloa.com)

E. FEES

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.

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

Signature of Applicant

Courtney P. Gaver

Typed or printed name and title of applicant

9-11-2025

Date

State of Florida

County of

Signature of Co-applicant

Douglas D. Adkins, Manager of Dayspring Property Services, LLC

Typed or printed name of co-applicant

9-9-2025

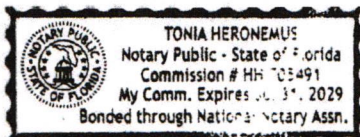
Date

The foregoing application is acknowledged before me this 9th day of Sept., 2025

by Douglas D. Adkins, Manager, who is/are personally known to me, or who has/have produced

as identification.

NOTARY SEAL



Signature of Notary Public, State of FL

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

Page 3 of 4

Revised 05/25/2023

ROGERS | TOWERS

ATTORNEYS AT LAW

Courtney P. Gaver

904.473.1388

CGAVER@RTLAW.COM

1301 Riverplace Blvd., Suite 1500

Jacksonville, Florida 32207

904.398.3911 Main

904.396.0663 Fax

www.rtlaw.com

September 12, 2025

VIA FEDERAL EXPRESS OVERNIGHT

Town of Hilliard

Attn: Lee Anne Wollitz, Land Use Administrator

15859 County Road 108

Hilliard, Florida 32046

RECEIVED
SEP 15 2025
TOWN OF HILLIARD

RE: Pre-Application to Close, Abandon, or Vacate Street, Alley, Easement or Right of Way

Dear Ms. Wollitz:

Our firm represents Dayspring Property Services, LLC ("Dayspring"), the owner of the above-referenced parcels being identified as Nassau County Parcel Nos. 08-3N-24-2400-0069-0010; 08-3N-24-2400-0068-0100; 08-3N-24-2400-0071-0010 (collectively, the "Property"). On behalf of Dayspring, please find enclosed a completed Pre-Application to Close, Abandon, or Vacate Street, Alley, Easement or Right of Way certain portions of West Ninth Street (aka 9th Street), Citrus Street, New Oak Street (aka Oak Street), 8th Place, Magnolia Street, West Eight Street (aka 8th street), and certain unnamed streets and alleyways, as shown on the enclosed survey and further described in the enclosed legal description.

The purpose of this pre-application is to allow Dayspring to pursue a rezoning in order to develop the Property, along with other adjacent parcels under its ownership, as an independent living community known as Dayspring Cottages, with supporting medical office and neighborhood commercial uses. This filing represents the initial step for Dayspring to advance its proposed project, which envisions privately owned and maintained internal roadways to serve the Dayspring Cottages proposed community. The portions of the roadways requested to be vacated are surrounded entirely by Dayspring's properties and consist only of dirt paths or are otherwise undeveloped.

Enclosed with the application is the survey depicting the portions of the roadways to be vacated, ownership information, and an application fee in the amount of \$200.00 payable to the Town of Hilliard.

Our team looks forward to working with you and your colleagues on these applications. If you have any questions, please do not hesitate to contact me.

Sincerely,



Courtney P. Gaver

CPG:sja
Enclosures

10003174_1

**OWNER'S AUTHORIZATION FOR AGENT
PLANNING DEPARTMENT**

TOWN OF HILLIARD, FLORIDA

**EACH AND EVERY OWNER SHOWN ON THE PROOF OF
OWNERSHIP MUST SIGN AN AUTHORIZATION FORM**

Agent Authorization Form

I/We Dayspring Property Services LLC

(Print Name of Property Owner)

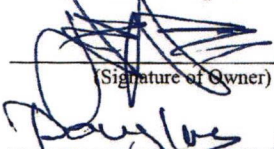
hereby authorize Rogers Towers, P.A. (Courtney P. Gaver)

(Print Name of Agent)

to represent me/us in processing an application for any and all applications (vacation of roadways, zoning,

(Type of Application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner(s) attest that the application is made in good faith and that any information contained in the application is accurate and complete.


(Signature of Owner)
Douglas Adkins
(Print Name of Owner)

(Signature of Owner)

(Print Name of Owner)

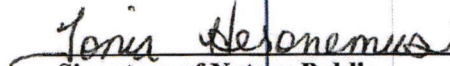
State of Florida

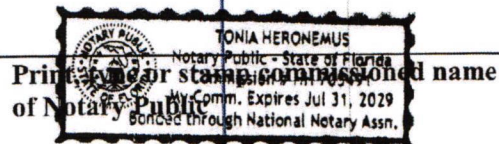
} ss

Nassau County

Sworn to and subscribed before me on this 8 day of Sept., 2025,
by Douglas D. Adkins, Manager

(Name of Person Making Statement)


Signature of Notary Public
State of Florida



My Commission Expires: _____

Individual making statement is ☒ personally known or _____ produced identification.

Type of identification produced: _____

SCHEDULE B

Adjacent Owners

1. Dayspring Property Services LLC
PO Box 1080
Hilliard, FL 32046
Parcel Identification No.: 08-3N-24-2400-0069-0010
Address: New Oak St
2. Dayspring Property Services LLC
PO Box 1080
Hilliard, FL 32046
Parcel Identification No.: 08-3N-24-2400-0068-0100
Address: W Eighth St
3. Dayspring Property Services LLC
PO Box 1080
Hilliard, FL 32046
Parcel Identification No.: 08-3N-24-2400-0071-0010
Address: New Oak St

PROPOSED ROAD CLOSURE LEGAL DESCRIPTIONS:

THE LOCATION OF THESE LEGAL DESCRIPTIONS WILL BE IN OR DIRECTLY ADJACENT TO "NORTH HILLIARD TERRACE" A RE-PLAT OF BLOCKS 68, 69, AND 71 OF RECORDED IN PLAT BOOK 0, PAGE 22

BLOCK 71

PARCEL 1:

ALL OF THE 10 FOOT WIDE RIGHT-OF-WAY BEING IN BETWEEN LOTS 2 THROUGH 5 AND LOTS 6 THROUGH 9, ALL IN BLOCK 71, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 2:

ALL OF THE 10 FOOT WIDE RIGHT-OF-WAY BEING IN BETWEEN LOTS 26 THROUGH 41 AND LOTS 10 THROUGH 25, ALL IN BLOCK 71, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 3:

ALL OF THE 50 FOOT WIDE UN-NAMED RIGHT-OF-WAY BEING IN BETWEEN LOT 1 AND LOTS 2 THROUGH 5, ALL IN BLOCK 71, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 4:

ALL OF THE 50 FOOT WIDE RIGHT-OF-WAY, BEING KNOWN AS MAGNOLIA STREET, IN BLOCK 71, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

8TH STREET BETWEEN BLOCK 71 AND BLOCK 69

PARCEL 5:

ALL OF THE 60 FOOT WIDE RIGHT-OF-WAY, BEING KNOWN AS 8TH STREET, IN BETWEEN BLOCK 71, AND BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

BLOCK 69
PARCEL 6:

ALL OF THE 10 FOOT WIDE RIGHT-OF-WAY BEING IN BETWEEN LOTS 2 THROUGH 5 AND LOTS 6 THROUGH 9, ALL IN BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 7:

ALL OF THE 10 FOOT WIDE RIGHT-OF-WAY BEING IN BETWEEN LOTS 26 THROUGH 41 AND LOTS 10 THROUGH 25, ALL IN BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 8:

ALL OF THE 50 FOOT WIDE RIGHT-OF-WAY, BEING KNOWN AS 8TH PLACE, IN BETWEEN LOT 1 AND LOTS 2 THROUGH 5, ALL IN BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

PARCEL 9:

ALL OF THE 50 FOOT WIDE RIGHT-OF-WAY, BEING KNOWN AS MAGNOLIA STREET, IN BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

NEW OAK STREET BETWEEN BLOCK 69 AND BLOCK 68

PARCEL 10:

ALL OF THE 60 FOOT WIDE RIGHT-OF-WAY, BEING KNOWN AS NEW OAK STREET (SHOWN AS OAK STREET ON SAID PLAT), IN BETWEEN BLOCK 68, AND BLOCK 69, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

BLOCK 68

PARCEL 11:

ALL OF THE 10 FOOT WIDE RIGHT-OF-WAY BEING IN BETWEEN LOTS 26 THROUGH 41 AND LOTS 10 THROUGH 25, ALL IN BLOCK 68, "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA.

THE SOUTH HALF OF WEST 9TH STREET AND WEST HALF OF CITRUS STREET

PARCEL 12:

A PORTION OF THE SOUTH HALF OF WEST NINTH STREET (ALSO KNOWN AS 9TH STREET, HAVING A 60 FOOT RIGHT-OF-WAY), AS SHOWN IN "MAP OF HILLIARD" A PLAT RECORDED IN PLAT BOOK 1, PAGE 28, NASSAU COUNTY FLORIDA PUBLIC RECORDS; AND THE WEST HALF OF CITRUS STREET (HAVING A 50 FOOT RIGHT-OF-WAY), AS SHOWN IN "NORTH HILLIARD TERRACE", A REPLAT RECORDED IN PLAT BOOK 0, PAGE 22, NASSAU COUNTY FLORIDA, PUBLIC RECORDS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

BEGIN AT THE MOST WESTERLY CORNER OF BLOCK 69, AS SHOWN IN BOTH PLATS, ALSO BEING THE NORTHWEST CORNER OF LOT 26, BLOCK 69 AS SHOWN IN "NORTH HILLIARD TERRACE" BEING A FOUND $\frac{1}{2}$ " REBAR NO CAP; THENCE NORTH $27^{\circ}18'52''$ EAST ALONG THE NORTHWEST LINE OF BLOCKS 69, AND 68 A DISTANCE OF 740.00 FEET TO THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST NINTH STREET, WITH THE WESTERLY RIGHT-OF-WAY LINE OF CITRUS STREET, BEING A FOUND $\frac{5}{8}$ " REBAR NO CAP; THENCE SOUTH $62^{\circ}30'40''$ EAST ALONG THE WESTERLY RIGHT-OF-WAY LINE OF CITRUS STREET A DISTANCE OF 420.00 FEET TO THE INTERSECTION OF THE WESTERLY RIGHT-OF-WAY LINE OF CITRUS STREET, WITH THE NORTHERLY RIGHT-OF-WAY LINE OF WEST EIGHTH STREET (ALSO KNOWN AS 8TH STREET, HAVING A 60 FOOT RIGHT-OF-WAY); THENCE NORTH $27^{\circ}18'52''$ EAST ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF WEST EIGHTH STREET A DISTANCE OF 25.00 FEET; TO THE INTERSECTION OF THE CENTER-LINE OF CITRUS STREET, WITH THE NORTHERLY RIGHT-OF-WAY LINE OF WEST EIGHTH STREET; THENCE NORTH $62^{\circ}30'40''$ WEST ALONG THE CENTER-LINE OF CITRUS STREET A DISTANCE OF 450.00 FEET TO THE INTERSECTION OF THE CENTER-LINE OF CITRUS STREET, WITH THE CENTER-LINE OF WEST NINTH STREET; THENCE SOUTH $27^{\circ}18'52''$ WEST ALONG THE CENTER-LINE OF WEST

NINTH STREET A DISTANCE OF 765.00 FEET TO A POINT; THENCE SOUTH $62^{\circ}30'40''$ EAST, 30.00 FEET TO THE **POINT OF BEGINNING**.

10

TOWN OF HILLIARD
A Florida Municipality

November 3, 2025

RE: Pre-Application to Close, Abandon, or Vacate
Street, Alley, Easement, or Right of Way

Dear Property Owner:

A pre-application has been filed to vacate a portion of the Town owned Right of Ways and Alleys. Please see attached map for locations.

All property owners owning lots within the blocks adjoining the request will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers
15859 West County Road 108
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Thursday, November 13, 2025, at 6:00 p.m.
Planning & Zoning Board Meeting - Tuesday, December 2, 2025, at 7:00 p.m.
Town Council Meeting – Thursday, December 18, 2025, at 7:00 p.m.

If the Town approves moving forward with the process to vacate the Alleys and Right of Ways you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz
Land Use Administrator

Lee Anne Wollitz

From: Cory Hobbs
Sent: Thursday, September 18, 2025 11:15 AM
To: Lee Anne Wollitz; Lisa Purvis
Subject: RE: Vacation of ROW Pre app
Attachments: Image_009.pdf

Lee Anne,

After reviewing I have no issue with vacating the right of ways if the entire right of way is vacated not just half. See the attached file that shows water and sewer in this area. The town does not have any utilities in the requested right of ways.

Thank You so much,

Cory Hobbs

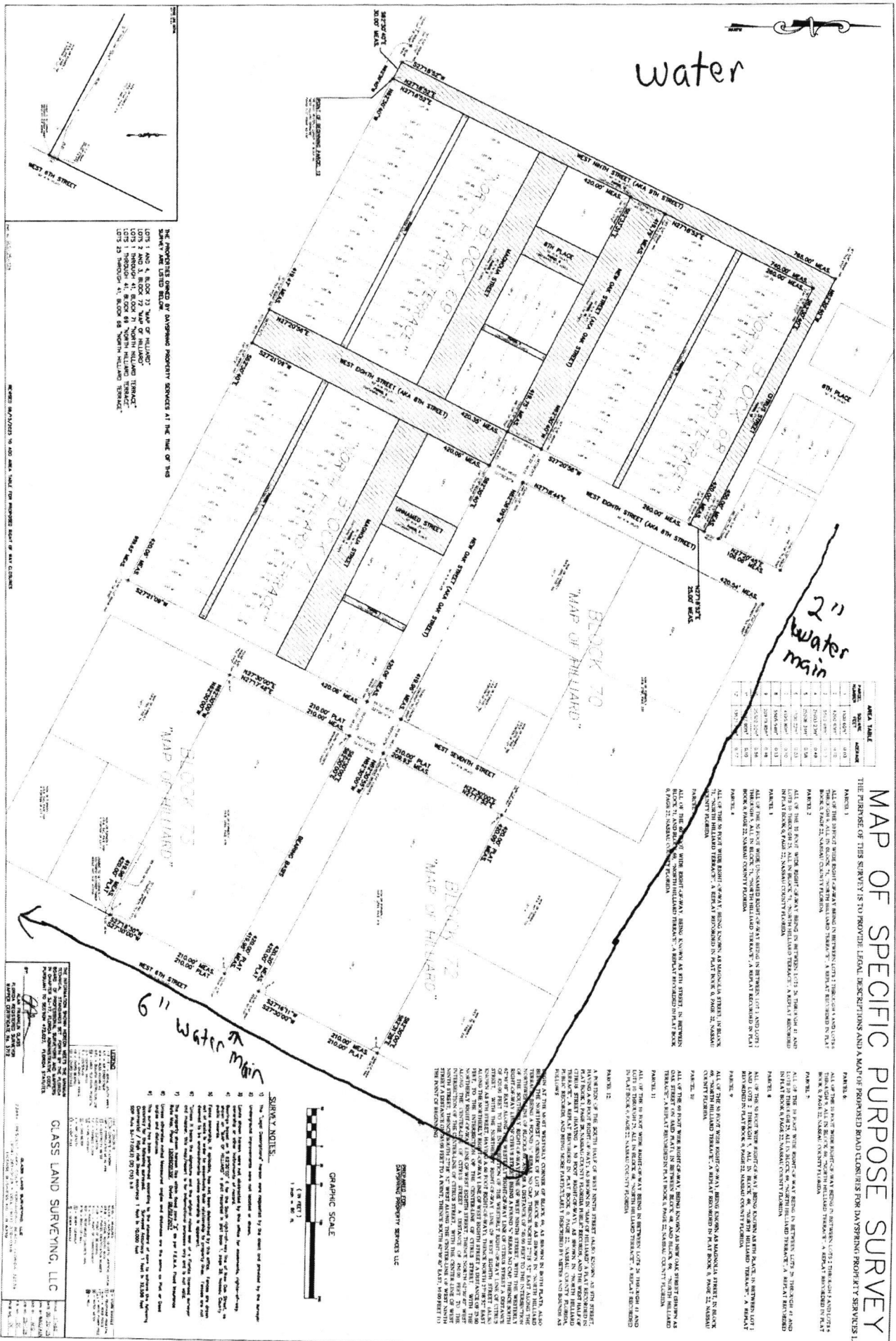
Public Works Director
 Public Works Department
 TOWN OF HILLIARD
 904-719-1012

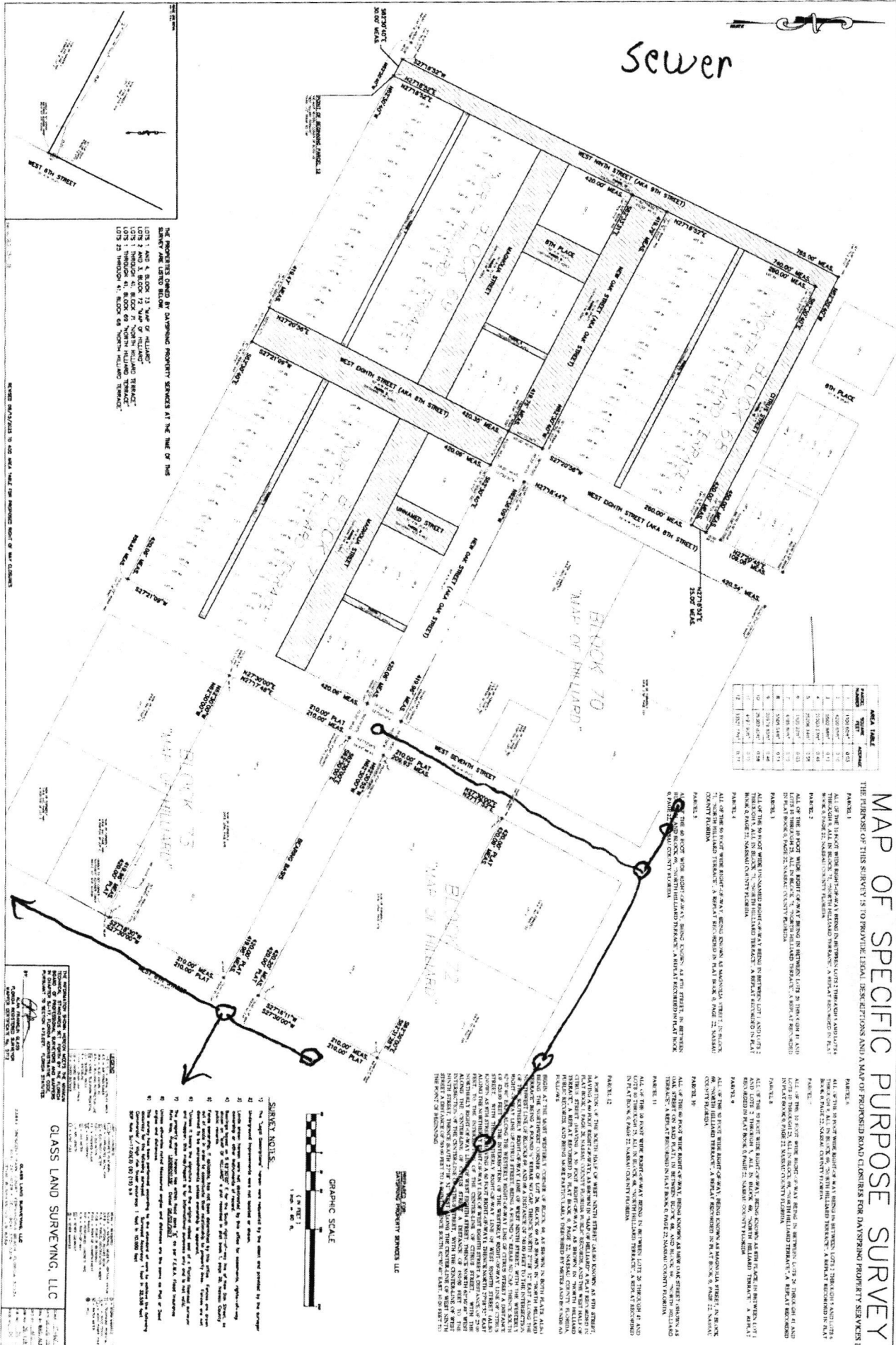
"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."

From: Lee Anne Wollitz <lwollitz@townofhilliard.com>
Sent: Wednesday, September 17, 2025 4:51 PM
To: Lisa Purvis <lpurvis@townofhilliard.com>; Cory Hobbs <chobbs@townofhilliard.com>
Subject: Vacation of ROW Pre app

Lisa and Cory.

We have received a vacation of Right of Way Pre app for a set of Streets and Alleyways North of 6th Street.





GLASS LAND SURVEYING, LLC

SURVEY NOTES:

1. The survey was conducted by the firm of Glass Land Surveying, LLC, a professional engineering firm, on the 1st day of March, 2024.
2. The survey was conducted in accordance with the provisions of the North Carolina Professional Engineering Act of 1992, as amended.
3. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
4. The survey was conducted in accordance with the provisions of the North Carolina Land Surveying Act of 1992, as amended.
5. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
6. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
7. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
8. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
9. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.
10. The survey was conducted in accordance with the provisions of the North Carolina Surveying Act of 1992, as amended.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: December 2, 2025

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

SUBJECT: Planning and Zoning Board consider Site Plan Application NO. 20251008.02
Parcel #16-3N-24-2320-0012-0010. Applicant: John & Cindy Key, Key Plumbing.

BACKGROUND: Documents included for review:

- 4.1 Town Code 62-40 Site Plan Review, with staff comments in blue.
- 4.2 Site Plan Application 20251008.02
- 4.3 Site Plan
- 4.4 Development Investigation (consultant Needed)
- 4.5 CPH Review of Plans Submitted
- 4.6 Shop Letter
- 4.7 Feasibility Study
- 4.8 SJRWND
- 4.9 Well Exception
- 4.10 Septic Exception

*Key Plumbing filed a Development Investigation on 8.16.24, Public Works

Recommendation was for a well and septic tank exception on site due to the distance from our closest service location.

*10.08.25 Key Plumbing filed a Development Investigation (consultant needed) and a Site Plan Application.

*11.21.25 Key Plumbing files application for Well and Septic Tank Exceptions those request will be heard by the Town Council on 12.4.

*Due to the size of the parcel the proximity of the roadway, building, septic drain field, and 60 feet driveway easement make the permitter landscaping requirements difficult to meet. Applicant has request to be except from landscape requirements and plans to provide proper buffering with fencing around the property perimeter.

FINANCIAL IMPACT:

All expenses will be paid by the applicant.

RECOMMENDATION:

Staff Recommends approval of Key Plumbing Site Plan pending the following items being presented to Staff: Nassau County Driveway Permit or Exception, Town Council Approval of well exception, Town Council approval of septic tank exception, staff approval of dumpster enclosure according to 62-567(8) or other refuse plan, and buffering/landscaping according to 62-565(or exemption).

Sec. 62-40. Site plan review.

Comments in Blue are specific to Site Plan Application 20251008.02. these are the comments of Land Use Administrator, Lee Anne Wollitz, to aid in review of the proposed project by the Planning and Zoning Board

- (a) Site plans, are required for special exceptions and for all multifamily, commercial, industrial, mobile home parks, mobile home subdivisions, and planned unit developments. A building permit for a project requiring a site plan shall not be issued until such site plan is approved.
This is a commercial project on a parcel of land that is zoned M-1. Site Plan Application 20251008.02 was submitted 10.2025. The Application and documents have been reviewed by Land Use Administrator, the Public Works Department, Building Official and Mittauer/CPH.
- (b) In reaching a decision as to whether or not the site plan as submitted should be approved or approved with changes, the planning and zoning board shall be guided in its decision and the exercise of its discretion to approve, to approve with conditions, or to deny by the following criteria. The planning and zoning board shall record its findings in regard to the following criteria, where applicable:
 - (1) Sufficiency of statements on ownership and control of the development and permanent maintenance of common open spaces.
A warranty deed was provided.
 - (2) Density and/or use of the proposed development with particular attention to its relationship to adjacent and nearby properties and the effect thereon and in accordance with the town's comprehensive plan.
The subject parcel is Zoned M-1, commercial with a FLUM designation of Industrial. Adjacent properties: (1) Zoning M-1- FLUM Industrial, (2) Zoning PUD - FLUM Mixed Use, (3) County Zoning Open Rural – FLUM Low Density. The proposed site plan application is consistent with the surrounding properties and will add a fence buffer on the sides adjoining Residential Properties.
 - (3) Ingress and egress to the site and proposed structures thereon, with particular reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe, or emergency.
A Nassau County Driveway Permit or Exception is pending for the project. The site has proper emergency access. This site will not be open to the public. The Town will not own, operate, and/or maintain the proposed onsite drainage, well and septic utilities.
 - (4) Location and relationship of off-street parking and loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, screening and landscaping.
The Site Plans comply with Town Code Requirements for parking 62-382 and lighting 62-384. The Town of Hilliard Fire Marshal will communicate as to which conditions would require a fire suppression system within the proposed future building and will review the engineered plans prior to issue of a building permit by the Town. The owner will provide staff with compliance with landscaping as required in 62-565 prior to Certificate of Occupancy.
 - (5) Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.
The Site Plans have complied with buffering requirements and will comply with landscaping 62-565.

-
- (6) A stormwater management and drainage plan for the property in accordance with all town, county and state requirements.
A SJRWMD letter has been provided to the town noting the requirements of the project.
- (7) Utilities, with reference to hook-in locations and availability and capacity for the uses projected.
The utility needs have been reviewed by the Town of Hilliard's Public Works Department and Mittauer/CPH. They have approved the proposed plans, including the tie in locations.
- (8) Recreation facilities and open spaces, with attention to the size, location, and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relationship to communitywide open spaces and recreation facilities.
No recreation facilities are required by town code.
- (9) General site arrangement, amenities and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of property values.
The subject property and this project are compatible and harmonious with properties in the general area
- (10) Such other standards as may be imposed by this chapter for the particular use or activity involved.
Applicant has complied with all requirements and request from the Town of Hilliard. Applicant will be asked to provide all pending documents prior to the start of construction as well as a preconstruction meeting with Town staff.

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

3



Town of Hilliard Site Plan Application

FOR OFFICE USE ONLY

ITEM-4

File # 20251008.02
Application Fee: \$1000.00 App fee
Filing Date: _____ Acceptance Date: _____

A. PROJECT

1. Project Name: Key Plumbing Shop
2. Address of Subject Property: 0 Henry Smith Rd Hilliard FL
3. Parcel ID Number(s): 16-3N-24-2320-0012-0010
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: _____
6. Zoning Designation: DD-1
7. Acreage: 0.97 acres

B. APPLICANT

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): John & Cynthia Key Title: Owners
Company (if applicable): Key Plumbing Contractors, LLC
Mailing address: 2488 1st Ave, A
City: Fernandina Beach State: FL ZIP: 32034
Telephone: 478 244 8891 FAX: () N/A e-mail: kcpplumbing@yahoo.com

3. If the applicant is agent for the property owner*:

Name of Owner (title holder): _____
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.

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

1. Site Plan and Survey including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - e. Statement of Proposed Uses.
 - f. 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.
 - g. Location of nearest fire hydrant, adjacent pedestrian sidewalks and bicycle paths.
 - h. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - i. Area and dimensions of site.
 - j. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - k. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - m. Location and dimensions of all existing and proposed parking areas, loading areas, curb cuts.
 - n. Number of proposed parking spaces
 - o. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
 - p. Required buffers.
 - q. Location of existing trees, identifying any trees to be removed.
 - r. Landscaping plan depicting type, size, and design of landscaped areas, buffers, and tree mitigation calculations.
 - s. Percent of pervious surface.
 - t. Lighting plan.
 - u. Location, design, height, and orientation of signs.
 - v. Location of dumpsters and detail of dumpster enclosure.
 - w. For development consisting of Multi-family residential;
 - i. Tabulation of gross acreage.
 - ii. Tabulation of density.
 - iii. Number of dwelling units proposed.
 - v. Floor area of dwelling units.
2. Stormwater management plan - including the following:
 - a. Existing contours at one (1) foot intervals.
 - b. Proposed finished floor elevation of each building site.
 - c. Existing and proposed stormwater management facilities with size and grades.
 - d. Proposed orderly disposal of surface water runoff.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Permit or Letter of Exemption from the St. Johns River Water Management District.

6. Fee.

a. Based on size of site:

- i. For sites <10,000 s.f. - \$200
- ii. For sites >10,000 s.f.- \$1,000 + \$20 per acre

No application shall be accepted for processing until the required application fee is paid in full and a \$1,000 refundable deposit is paid by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 6 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:

Signature of Applicant

John M. King
Typed or printed name and title of applicant

10/8/25

Date

Signature of Co-applicant

Cynthia C. King
Typed or printed name of co-applicant

10/8/25

Date

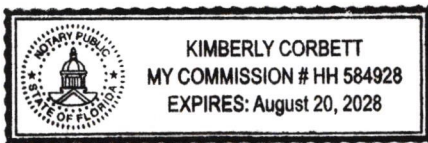
State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by _____

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

NOTARY SEAL

Signature of Notary Public, State of _____





10/03/2025

Town Of Hilliard
Building Department

RE: Key Plumbing Shop - 0 Henry Smith Road Hilliard, FL 32046

To Whom It May Concern:

John and Cynthia Key, owners of Key Plumbing Contractors, have purchased a small 0.97-acre parcel of property on Henry Smith Road to build their new plumbing shop. We are proposing to build a 30'x70' building to house all our plumbing materials and equipment for running our day-to-day plumbing operation. Per the survey, (attached), we will be installing a fence around the property, allowing easement access for the resident directly behind our property. Per Town of Hilliard Development Investigation, Town of Hilliard will allow well and septic application. Per St. Johns River Water Management District, we will not be required to permit this project, (letter attached). Per Egans Environmental, Septic System Feasibility Study, our parcel is in compliance with the Florida Administrative Code and the Florida Statutes regarding having a well and septic on the property, (letter attached). Our shop will not open to the public as we are an off-site service provider plumbing contractor who specializes in all phases of new and existing construction.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. and Cynthia C. Key", is written over a large, stylized, circular flourish or "X" mark.

John M. and Cynthia C. Key
Key Plumbing Contractors, LLC.



St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

ITEM-4

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • www.sjrwmd.com

February 21, 2025

John Matthew Key
Key Plumbing Contractors, LLC
Sent via email: kpcplumbing@yahoo.com

Re: Key Plumbing
PDEX: 230630-1
(Please reference the permit number on all correspondence.)

Dear Mr. Key:

On January 21, 2025 the St. Johns River Water Management District received your application, construction plans, and determination fee requesting exemption verification for the above referenced project. Based on this submittal, the proposed project involves construction of a 2,100 sq. ft. office building. No other work is to be performed on the property.

This project does not meet exemption criteria Pursuant to 62-330.051 Florida Administrative Code (F.A.C.), because exemptions are only required for work that exceeds the regulated activities thresholds of 62-330.020 F.A.C. As the proposed improvements to the property do not exceed those thresholds, an Environmental Resource Permit is not required for this project.

District staff made this determination in this letter based upon the information you submitted. If any information, contained within this letter is not correct or if there is a change in the project design, please submit a new exemption determination request. Please be advised that this determination only applies to the District and does not relieve you from the permitting requirements of other agencies.

Thank you for your cooperation. If you have any questions, please contact the District at (904) 448-7939 or by email at jreindl@sjrwmd.com.

Sincerely,

Jeffrey A. Reindl
Supervising Professional Engineer
Division of Regulatory Services

CC: Regulatory File

GOVERNING BOARD

Rob Bradley, CHAIR
FLEMING ISLAND

Maryam H. Ghyabi-White, VICE CHAIR
ORMOND BEACH

J. Chris Peterson, SECRETARY
WINTER PARK

Cole Oliver, TREASURER
MERRITT ISLAND

Ryan Atwood
MOUNT DORA

Doug Bournique
VERO BEACH

Douglas Burnett
ST AUGUSTINE

Ron Howse
COCOA

Janet Price
FERNANDINA BEACH

Egans Environmental
 95065 Willet Way,
 Fernandina Beach, FL 32034
 Tel (904) 652-3017 Fax (904)204-0165
 EgansEnviro@gmail.com



RE: Septic System Feasibility Study
 Henry Smith Rd
 Hillaird, FL 32046
 RE# 16-3N-2320-0012-0010

Egans Environmental conducted a site evaluation and feasibility study for an Onsite Sewage Treatment and Disposal System (Septic) at Real Estate ID# 16-3N-2320-0012-0010 along Henry Smith Road, Nassau County, Florida. The purpose of the study to determine if the subject site meets the regulations for a septic and well on the property as defined in Chapter 62-6, Florida Administrative Code (F.A.C.), Chapter 381 of the Florida Statutes (F.S.), and Chapter 489 F.S. In order to obtain a septic permit on a parcel that also has a potable onsite well, the following requirements must be met:

- Chapter 381.0065 (4) (a) - Consist of at least a half-acre of usable land. Net usable land is the total acreage minus any surface water or paved roadways.
- Chapter 381.0065 (4) (a) - Have at least 100 feet of street frontage or the mean of street frontage and the opposite property line parallel to the street.
- Chapter 381.0065 (4) (a) - Discharge no more than 1500 gallons per day (gpd) per acre.
- Meet all setbacks established in Chapter 62-6, F.A.C.

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. The parcel is greater than 0.5-acres so it meets the requirement of Chapter 381.0065 (4) (a).

Measuring off the Nassau County Property Appraiser website, the subject site has at least 380 feet of street frontage and 0 feet on the back property line that is parallel to the street. The mean of these two distances is at least 190 feet, greater than 100 feet. Based on the information gathered, this parcel meets the requirement of Chapter 381.0065 (4) (a).

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. 0.97-Acres has an allowable sewage flow of 1,455 gpd. A parcel of land with 1,455 gpd would accommodate a house with 21 bedrooms and up to 16,050 square feet or a commercial office building up to 9,700 Square feet provided it can still meet all required setbacks.

On August 29, 2024, a soil evaluation was conducted and documented on DEP Form 4015 which is provided in this report. Results of the soil evaluation indicated that the soil loading rate is fine sand and a seasonal high-water table is 6" below land surface (BLS) which would give a mound height of 36". There was an excavation of 18" BLS.

A 30' x 70' office building with two bathrooms is proposed for this project. It would have an estimated sewage flow of 315 gpd. That is calculated by applying 15 gpd per every 100 feet of floor space. A sewage flow of 315 gpd with a fine sand loading rate would require a drainfield to be 394 square feet in a trench configuration or 525 square feet in a bed configuration. A typical drainfield for a system sized for 394 square feet in a trench configuration would be a total footprint size of 34'x53' and a system sized for 525 square feet in a bed configuration would be 36'x42'. Length a width can be adjust to some degree to better fit the property. The property meets the requirements to install this building, and a septic system will fit and meet all setback. A site plan showing the layout of the system is provided in this report.

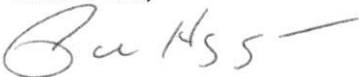
Please note, since the intended use of the property is for commercial purposes, the onsite well will have to be 100 feet away from the septic system. In additional, the well would have to be a limited use well registered with the department of health and require at least annual sampling.

If the final determination of the placement of the drainfield is changed, soil conditions may alter drainfield size. The Nassau County Health Department has the final determination of the seasonal high-water table and the mound that is required. I have been certified to conduct soil evaluations and inspect septic systems since 2005.

This parcel is in compliance with the Florida Administrative Code and the Florida Statues regarding having a well and septic on the property.

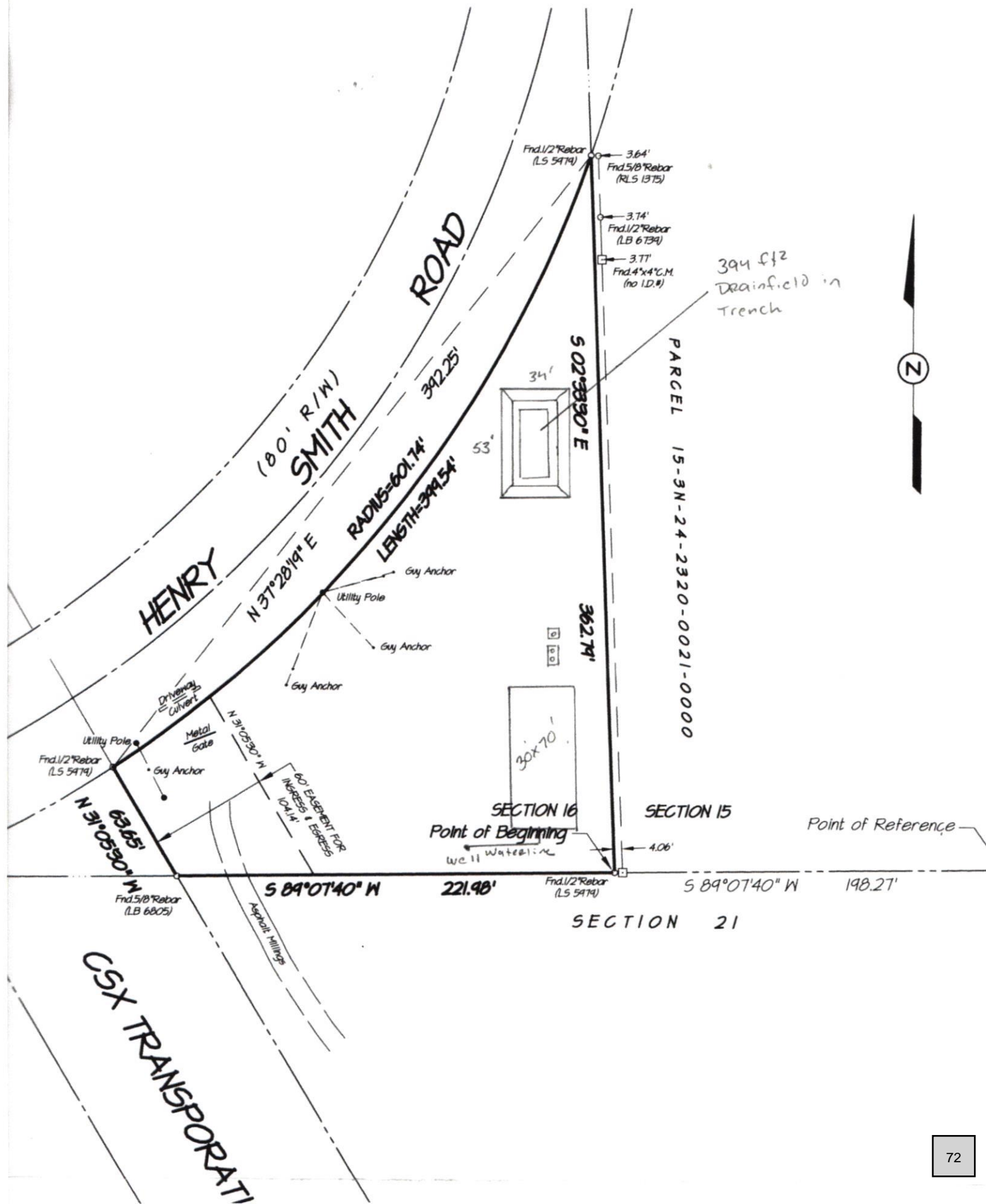
Please let me know if you have any questions.

Thank You,

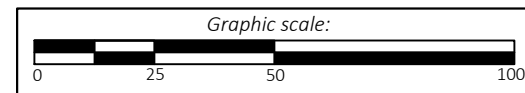
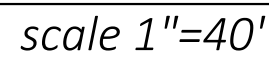


Patrick Higgins

Environmental Health Professional #23-1483



Paper Size: 11"x17"



This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, objects or boundary.

2 later



FOR OFFICE USE ONLY

ITEM-4

File # 20251008.01

Deposit: \$1000.00 Deposit

Filing Date: _____ By: _____

Acceptance Date: _____ By: _____

Town of Hilliard Development Investigation Application (Consultant Needed)

A. PROJECT

1. Project Name: Key Plumbing Shop
2. Address of Subject Property: 10 Henry Smith Rd Hilliard, FL
3. Parcel ID Number(s): 16-3N-24-2320-0012-0010
4. Description of Information needed: _____
5. Acreage of Project: 0.97 acres

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): John or Cindy Key Title: Owners
Company (if applicable): Key Plumbing Contractors LLC
Mailing address: 2488 1st Ave, A
City: Ferronville Beach State: FL ZIP: 32034
Telephone: 478-241-8891 FAX: () N/A e-mail: kpeplumbing@yahoo.com
Cindy

C. ATTACHMENTS, if available (unless provided within the previous 90 days)

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
5. Statement of proposed development

No application shall be accepted for processing until the required \$1,000 deposit is paid by the applicant for time spent by Town staff, Consultants, and/or required testing.

The Town shall work diligently to complete the development investigation, but due to workload of consultants and testing agencies, it might take up to 45 days to complete the development investigation request.

Deposit shall be maintained at \$1,000.00 until the completion of the project plus 60 days to allow for billing.

A Consultant review fee will be charged at cost plus 10%.

Lee Anne Wollitz

From: Jarrod Petrohovich <jarro.petrohovich@cphcorp.com>
Sent: Monday, November 10, 2025 5:30 PM
To: Lee Anne Wollitz
Cc: Tim Norman; Kellen Lindsey
Subject: RE: Site Plan Application- Key Plumbing 9610-23-1

Lee Anne,

We always tend to recommend putting the responsibility on the developer to extend water and sewer to serve them, and/or try to work out a Developer Agreement for construction of the extensions. However, we must default to established regulations and/or Town Ordinances. I do see that the cost to extend service may be unreasonable due to the size and use of the proposed development, and it meets the proposed septic considerations stated in the Town Code, Chapter 58, Section 58-4.

The County Department of Health will be the responsible entity to review and permit the proposed well and septic system.

We recommend the developer's site plan show all required setback lines for the well and septic system for the limits of their property and surrounding properties to demonstrate Florida Administrative Code requirements are maintained. They currently only provide a statement that these setbacks will be maintained.

Thanks,

Jarro P. Petrohovich, P.E.

PROJECT MANAGER

Jarrod.Petrohovich@cphcorp.com

O: 904.278.0030 D: 904.644.0646



BUILDING STRONGER COMMUNITIES TOGETHER



From: Lee Anne Wollitz <lwollitz@townofhilliard.com>

Sent: Tuesday, October 14, 2025 10:15 AM

To: Jarrod Petrohovich <jarro.petrohovich@cphcorp.com>; Tim Norman <tim.norman@cphcorp.com>; Kellen Lindsey <kellen.lindsey@cphcorp.com>

Subject: Site Plan Application- Key Plumbing 9610-23-1

CPH Team,

We have a site plan application for review but, this is a bit of an unusual one.

The property is over 1,000 feet from our Water and Wastewater systems.

Due to the small size for the project and the distance from our existing services, the Public Works Department has recommended a Septic Tank and Well.

I am attaching the Development Investigation report from 8.2024.

There are no Civil Plans because they are planning to be self-contained.

So, I guess...my ask for this project is for you to give feedback on the appropriateness of the septic and well.

The project will have to file an application for exception for both and have them approved by the Council and I am sure that they will want your feedback.

Please reach out if you have any questions.

Regards,

Lee Anne Wollitz

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

www.townofhilliard.com



"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint> filing cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a



10/03/2025

Town Of Hilliard
Building Department

RE: Key Plumbing Shop – 0 Henry Smith Road Hilliard, FL 32046

To Whom It May Concern:

John and Cynthia Key, owners of Key Plumbing Contractors, have purchased a small 0.97-acre parcel of property on Henry Smith Road to build their new plumbing shop. We are proposing to build a 30'x70' building to house all our plumbing materials and equipment for running our day-to-day plumbing operation. Per the survey, (attached), we will be installing a fence around the property, allowing easement access for the resident directly behind our property. Per Town of Hilliard Development Investigation, Town of Hilliard will allow well and septic application. Per St. Johns River Water Management District, we will not be required to permit this project, (letter attached). Per Egans Environmental, Septic System Feasibility Study, our parcel is in compliance with the Florida Administrative Code and the Florida Statutes regarding having a well and septic on the property, (letter attached). Our shop will not open to the public as we are an off-site service provider plumbing contractor who specializes in all phases of new and existing construction.

Sincerely,

John M. and Cynthia C. Key

John M. and Cynthia C. Key
Key Plumbing Contractors, LLC.

Egans Environmental
95065 Willet Way,
Fernandina Beach, FL 32034
Tel (904) 652-3017 Fax (904)204-0165
EgansEnviro@gmail.com



RE: Septic System Feasibility Study
Henry Smith Rd
Hillaird, FL 32046
RE# 16-3N-2320-0012-0010

Egans Environmental conducted a site evaluation and feasibility study for an Onsite Sewage Treatment and Disposal System (Septic) at Real Estate ID# 16-3N-2320-0012-0010 along Henry Smith Road, Nassau County, Florida. The purpose of the study to determine if the subject site meets the regulations for a septic and well on the property as defined in Chapter 62-6, Florida Administrative Code (F.A.C.), Chapter 381 of the Florida Statutes (F.S.), and Chapter 489 F.S. In order to obtain a septic permit on a parcel that also has a potable onsite well, the following requirements must be met:

- Chapter 381.0065 (4) (a) - Consist of at least a half-acre of usable land. Net usable land is the total acreage minus any surface water or paved roadways.
- Chapter 381.0065 (4) (a) - Have at least 100 feet of street frontage or the mean of street frontage and the opposite property line parallel to the street.
- Chapter 381.0065 (4) (a) - Discharge no more than 1500 gallons per day (gpd) per acre.
- Meet all setbacks established in Chapter 62-6, F.A.C.

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. The parcel is greater than 0.5-acres so it meets the requirement of Chapter 381.0065 (4) (a).

Measuring off the Nassau County Property Appraiser website, the subject site has at least 380 feet of street frontage and 0 feet on the back property line that is parallel to the street. The mean of these two distances is at least 190 feet, greater than 100 feet. Based on the information gathered, this parcel meets the requirement of Chapter 381.0065 (4) (a).

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. 0.97-Acres has an allowable sewage flow of 1,455 gpd. A parcel of land with 1,455 gpd would accommodate a house with 21 bedrooms and up to 16,050 square feet or a commercial office building up to 9,700 Square feet provided it can still meet all required setbacks.

On August 29, 2024, a soil evaluation was conducted and documented on DEP Form 4015 which is provided in this report. Results of the soil evaluation indicated that the soil loading rate is fine sand and a seasonal high-water table is 6" below land surface (BLS) which would give a mound height of 36". There was an excavation of 18" BLS.

A 30' x 70' office building with two bathrooms is proposed for this project. It would have an estimated sewage flow of 315 gpd. That is calculated by applying 15 gpd per every 100 feet of floor space. A sewage flow of 315 gpd with a fine sand loading rate would require a drainfield to be 394 square feet in a trench configuration or 525 square feet in a bed configuration. A typical drainfield for a system sized for 394 square feet in a trench configuration would be a total footprint size of 34'x53' and a system sized for 525 square feet in a bed configuration would be 36'x42'. Length a width can be adjust to some degree to better fit the property. The property meets the requirements to install this building, and a septic system will fit and meet all setback. A site plan showing the layout of the system is provided in this report.

Please note, since the intended use of the property is for commercial purposes, the onsite well will have to be 100 feet away from the septic system. In addition, the well would have to be a limited use well registered with the department of health and require at least annual sampling.

If the final determination of the placement of the drainfield is changed, soil conditions may alter drainfield size. The Nassau County Health Department has the final determination of the seasonal high-water table and the mound that is required. I have been certified to conduct soil evaluations and inspect septic systems since 2005.

This parcel is in compliance with the Florida Administrative Code and the Florida Statutes regarding having a well and septic on the property.

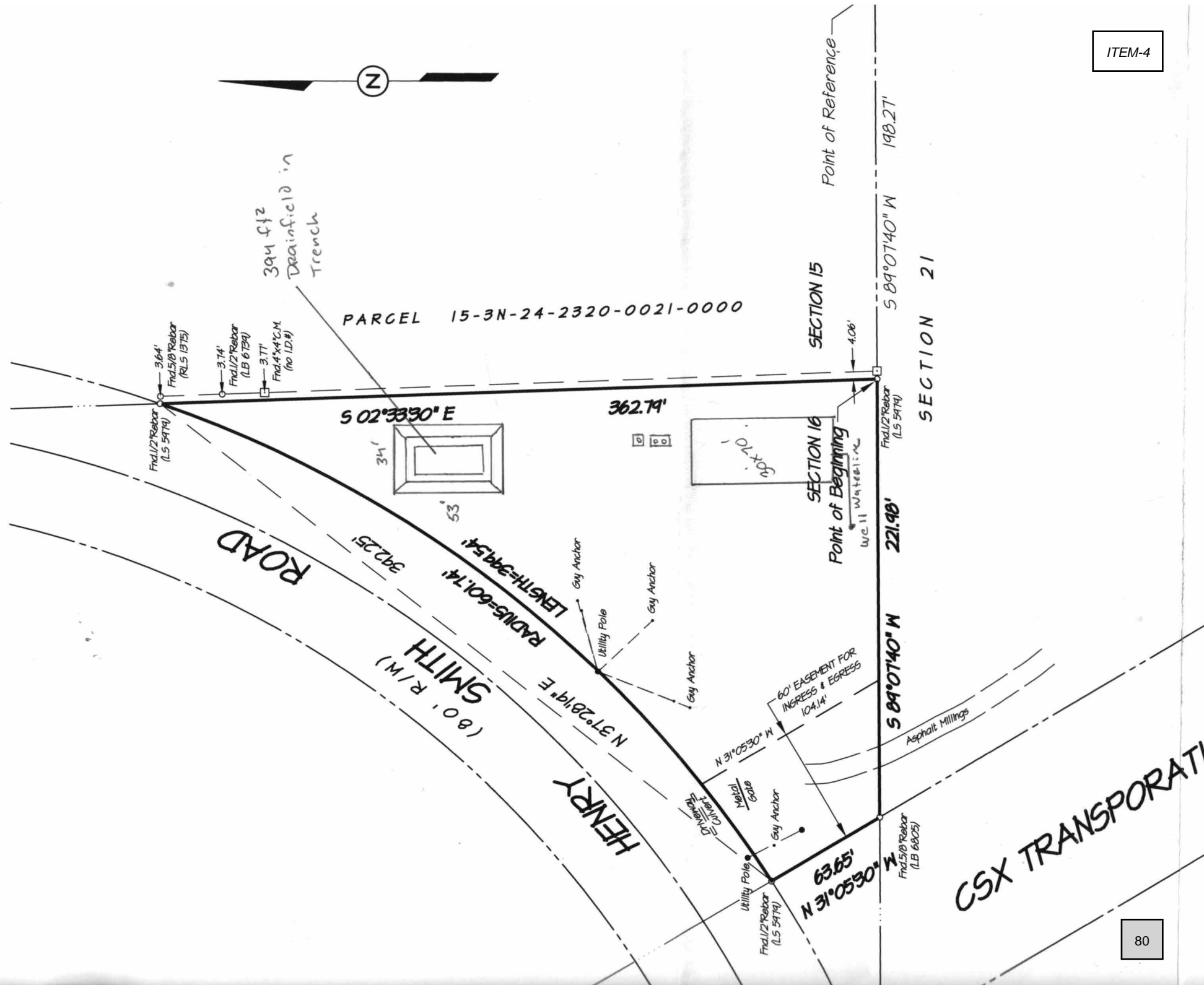
Please let me know if you have any questions.

Thank You,



Patrick Higgins

Environmental Health Professional #23-1483





STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
SITE EVALUATION AND SYSTEM SPECIFICATIONS

PERMIT NO. _____

APPLICANT: _____

AGENT: Egons Environmental - Patrick Higgins

LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY ID #: 16-3N-24-2320-0012-0010 [Section/Township/Parcel No. or Tax ID Number]

TO BE COMPLETED BY ENGINEER, HEALTH DEPARTMENT EMPLOYEE, OR OTHER QUALIFIED PERSON. ENGINEERS MUST PROVIDE REGISTRATION NUMBER AND SIGN AND SEAL EACH PAGE OF SUBMITTAL. COMPLETE ALL ITEMS.

PROPERTY SIZE CONFORMS TO SITE PLAN: [x] YES [] NO NET USABLE AREA AVAILABLE: 0.97 ACRES
TOTAL ESTIMATED SEWAGE FLOW: 315 GALLONS PER DAY [TABLE 1] / OTHER]
AUTHORIZED SEWAGE FLOW: 1,455 GALLONS PER DAY [1500 GPD/ACRE] OR 2500 GPD/ACRE]
UNOBSTRUCTED AREA AVAILABLE: _____ SQFT UNOBSTRUCTED AREA REQUIRED: 591 SQFT

BENCHMARK/REFERENCE POINT LOCATION: nail with survey disc

ELEVATION OF PROPOSED SYSTEM SITE IS [INCHES/FT] [ABOVE/BELOW] BENCHMARK/REFERENCE POINT

THE MINIMUM SETBACK WHICH CAN BE MAINTAINED FROM THE PROPOSED SYSTEM TO THE FOLLOWING FEATURES
SURFACE WATER: NA FT DITCHES/SWALES: NA FT NORMALLY WET? [] YES [x] NO
WELLS: PUBLIC: _____ FT LIMITED USE: NA FT PRIVATE: NA FT NON-POTABLE: NA FT
BUILDING FOUNDATIONS: _____ FT PROPERTY LINES: _____ FT POTABLE WATER LINES: _____ FT

SITE SUBJECT TO FREQUENT FLOODING: [] YES [x] NO 10 YEAR FLOODING? [] YES [x] NO
10 YEAR FLOOD ELEVATION FOR SITE: _____ FT MSL/NGVD SITE ELEVATION: _____ FT MSL/NGVD

SOIL PROFILE INFORMATION SITE 1

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 4/1, 6/1	Fine Sand	6 TO 12
10 YR 4/2	Fine Sand	12 TO 18
10 YR 6/3, 6/1	Fine Sand	18 TO 24
10 YR 6/2, 5/6	Fine Sand	24 TO 35
		TO
		TO
		TO
Water Refusal		35 TO
USDA SOIL SERIES: Mapped Boulogne		

SOIL PROFILE INFORMATION SITE 2

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 2/1, 4/1, 6/1	Fine Sand	6 TO 18
10 YR 4/1	Fine Sand	18 TO 38
		TO
		TO
		TO
		TO
Water Refusal		38 TO
USDA SOIL SERIES: Mapped Boulogne		

OBSERVED WATER TABLE: 9 INCHES [ABOVE / BELOW] EXISTING GRADE. TYPE: [PERCHED / APPARENT]
ESTIMATED WET SEASON WATER TABLE ELEVATION: 6 INCHES [ABOVE / BELOW] EXISTING GRADE
HIGH WATER TABLE VEGETATION: [x] YES [] NO WSWT INDICATOR: [x] YES [] NO DEPTH: 6 INCHES

SOIL TEXTURE/LOADING RATE FOR SYSTEM SIZING: Fine Sand 0.8 DEPTH OF EXCAVATION: 18 INCHES
DRAINFIELD CONFIGURATION: [x] TRENCH [] BED [] OTHER (SPECIFY)

REMARKS/ADDITIONAL CRITERIA: DF = 394 SF, Septic = 1050-gallons, Dosing = 450-gallons, Fill = 36"

SB1 = SB2 =

FNT STRP MTRX @ " BLS = ESHWT

SITE EVALUATED BY: Patrick Higgins #23-1483

DATE: 8/29/24

015, 06-21-2022 (Obsoletes previous editions which may not be used)

Incorporated: 62-6.004, FAC

ITEM-4



St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

ITEM-4

7775 Baymeadows Way • Suite 102 • Jacksonville, FL 32256 • 904-730-6270 • www.sjrwmd.com

February 21, 2025

John Matthew Key
Key Plumbing Contractors, LLC
Sent via email: kpcplumbing@yahoo.com

Re: Key Plumbing
PDEX: 230630-1
(Please reference the permit number on all correspondence.)

Dear Mr. Key:

On January 21, 2025 the St. Johns River Water Management District received your application, construction plans, and determination fee requesting exemption verification for the above referenced project. Based on this submittal, the proposed project involves construction of a 2,100 sq. ft. office building. No other work is to be performed on the property.

This project does not meet exemption criteria Pursuant to 62-330.051 Florida Administrative Code (F.A.C.), because exemptions are only required for work that exceeds the regulated activities thresholds of 62-330.020 F.A.C. As the proposed improvements to the property do not exceed those thresholds, an Environmental Resource Permit is not required for this project.

District staff made this determination in this letter based upon the information you submitted. If any information, contained within this letter is not correct or if there is a change in the project design, please submit a new exemption determination request. Please be advised that this determination only applies to the District and does not relieve you from the permitting requirements of other agencies.

Thank you for your cooperation. If you have any questions, please contact the District at (904) 448-7939 or by email at jreindl@sjrwmd.com.

Sincerely,

Jeffrey A. Reindl
Supervising Professional Engineer
Division of Regulatory Services

CC: Regulatory File

GOVERNING BOARD

Rob Bradley, CHAIR
FLEMING ISLAND

Ryan Atwood
MOUNT DORA

Maryam H. Ghyabi-White, VICE CHAIR
ORMOND BEACH

Doug Bournique
VERO BEACH

J. Chris Peterson, SECRETARY
WINTER PARK

Douglas Burnett
ST. AUGUSTINE

Ron Howse
COCOA

Cole Oliver, TREASURER
MERRITT ISLAND

Janet Price
FERNANDINA BEACH



Town of Hilliard Well Exception Application

ITEM-4

FOR OFFICE USE ONLY

File # 20251121.01

Application Fee: \$250

Filing Date: 11/21/25 by: tl

Acceptance Date: _____ by: _____

Paid by check

A. PROJECT

1. Project Name: Key Plumbing Shop
2. Address of Subject Property: 0 Henry Smith Road Hilliard, FL 32046
3. Parcel ID Number(s): 16-3N-24-2320-0012-0010
4. Existing Use of Property: Not currently in use
5. Future Land Use Map Designation: Light Commerical
6. Zoning Designation: Light Commerical
7. Acreage: 0.98 acres

B. APPLICANT/CONTRACTOR*

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): John & Cynthia Key Title: Owners
Company (if applicable): Key Plumbing Contractors, LLC
Mailing address: 2488 1st Avenue, A
City: Fernandina Beach State: Florida ZIP: 32034
Telephone: (478) 244-8891 FAX: () e-mail: kpcplumbing@yahoo.com

3. Contractor:

Name of Contractor: _____
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:

Signature of Applicant

John M Key, Jr.

Typed or printed name and title of applicant

11/20/2025

Date

State of

FLORIDA

County of

NASSAU

Signature of Co-applicant

Cynthia C. Key

Typed or printed name of co-applicant

11/20/2025

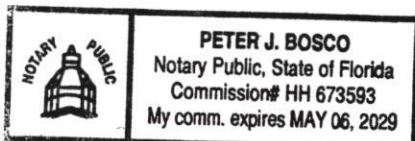
Date

The foregoing application is acknowledged before me this 20 day of NOV, 2025, by JOHN KEY, who is/are personally known to me, or who has/have produced FL/DL as identification.

NOTARY SEAL

Signature of Notary Public, State of

FLORIDA



Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



Parcel 16-3N-24-2320-0012-0010

Owners
KEY CYNTHIA CHARIE & JOHN MATTHEW
2488 1ST AVE A
FERNANDINA BEACH, FL 32034

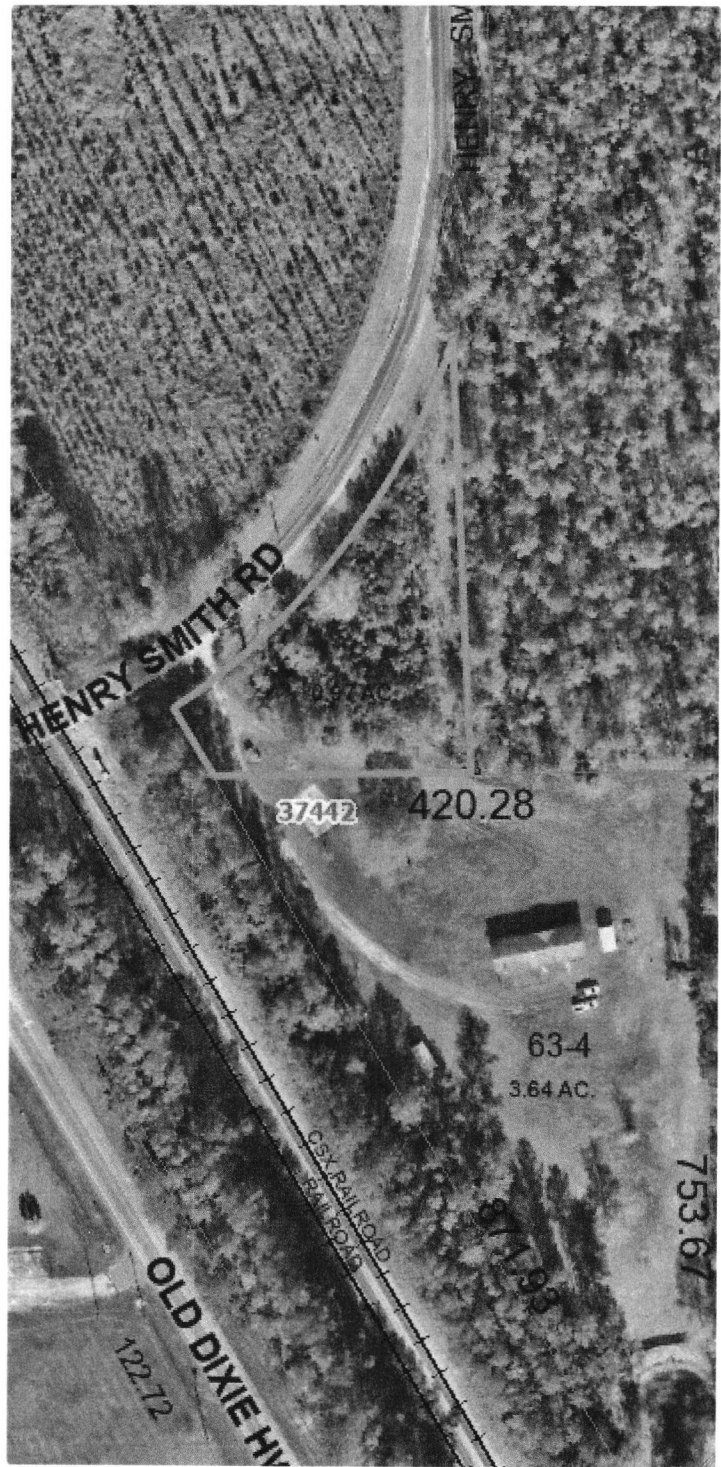
Parcel Summary

Situs Address	HENRY SMITH RD
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	.9700
Section	16
Township	3N
Range	24
Subdivision	
Exemptions	None

Short Legal
PT OF LOTS 11,12
IN OR 2752/208 & OR 2752/210
LYING EAST OF RR & SOUTH...

Values

	2025 Preliminary Values	2024 Certified Values
Land Value *	\$17,460	\$403
(+) Improved Value	\$0	\$0
(=) Market Value	\$17,460	\$29,100
(-) Agricultural Classification	\$0	\$403
(-) SOH or Non-Hx* Capped Savings **	\$0	\$0
(=) School Assessed Value	\$17,460	\$403
County Assessed Value	\$17,460	\$403
(-) School Exemptions	\$0	\$0
(-) Non-school Exemptions	\$0	\$0
(=) School Taxable Value ***	\$17,460	\$403
(=) County Taxable Value	\$17,460	\$403





10/03/2025

Town Of Hilliard
Building Department

RE: Key Plumbing Shop - 0 Henry Smith Road Hilliard, FL 32046

To Whom It May Concern:

John and Cynthia Key, owners of Key Plumbing Contractors, have purchased a small 0.97-acre parcel of property on Henry Smith Road to build their new plumbing shop. We are proposing to build a 30'x70' building to house all our plumbing materials and equipment for running our day-to-day plumbing operation. Per the survey, (attached), we will be installing a fence around the property, allowing easement access for the resident directly behind our property. Per Town of Hilliard Development Investigation, Town of Hilliard will allow well and septic application. Per St. Johns River Water Management District, we will not be required to permit this project, (letter attached). Per Egans Environmental, Septic System Feasibility Study, our parcel is in compliance with the Florida Administrative Code and the Florida Statutes regarding having a well and septic on the property, (letter attached). Our shop will not open to the public as we are an off-site service provider plumbing contractor who specializes in all phases of new and existing construction.

Sincerely,

John M. and Cynthia C. Key

John M. and Cynthia C. Key
Key Plumbing Contractors, LLC.

SITE PLAN

Henry Smith Rd

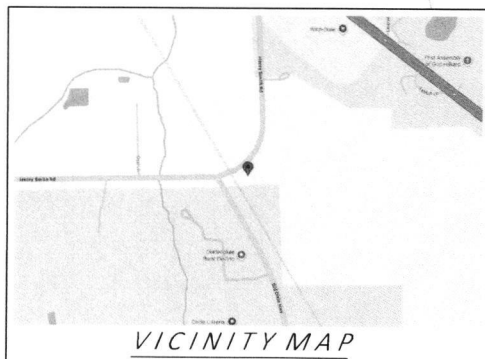
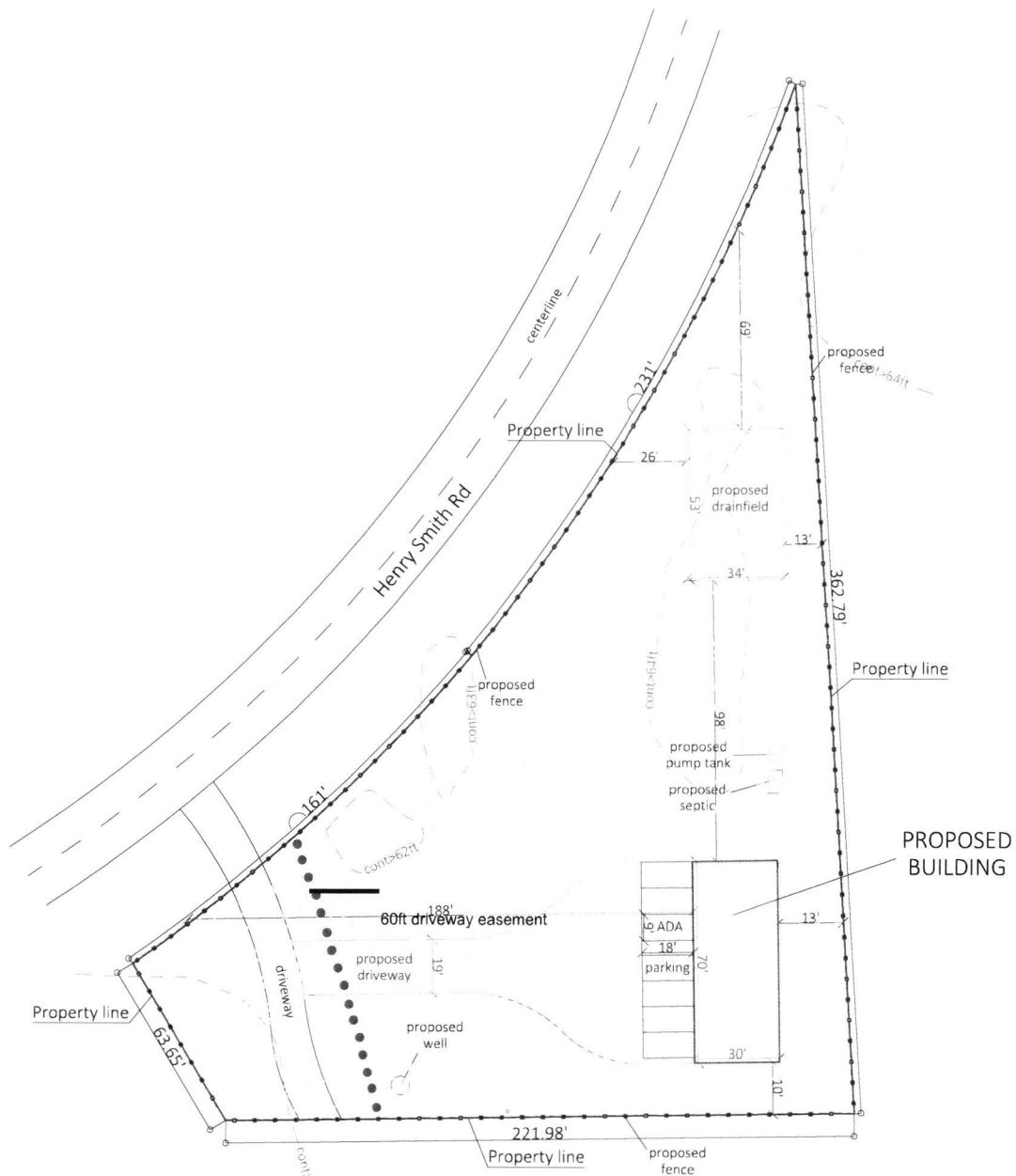
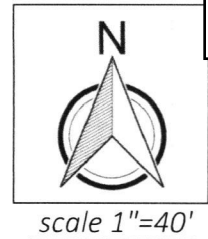
Hillrad, FL 32046

Parcel ID: 16-3N-24-2320-0012-0010

Lot area: 0.97 Acres

Paper Size: 11"x17"

ITEM-4



Disclaimer

This is not a Legal Survey, nor is it intended to be or replace one. These measurements are approximate and are for illustrative purposes only. This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, object or boundary.



Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

File # 20240814.1
 Application Fee \$100.00 ck # 6832
 Filing Date: 08/16/2024 By: KM.
 Acceptance Date: _____ By: _____

A. PROJECT

- Address of Subject Property: 0 Henry Smith Rd
- Parcel ID Number(s): 16-3N-24-2320-0012-0010
- Acreage of Project: 1 acre

B. APPLICANT

- Name of Applicant(s) or Contact Person(s): John & Cindy Key Title: _____
 Company (if applicable): Key Plumbing Contractors LLC
 Mailing address: 319 A Regent Wood Ln
 City: Claxton State: Ga ZIP: 30417
 Telephone: (478) 244-8891 FAX: () e-mail: kpeplumbing@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 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 M-1 Reviewed By: [Signature]
 Water Service Available NO Location of Service over 1,000' Feet away
 Improvements Required for Water Service Well exc. app. Reviewed By: CH
 Sewer Service Available NO Location of Service over 1,000 Feet away
 Improvements Required for Sewer Service septic exc. app. Reviewed By: CH
 Access onto Public Right of Way or Approved Private Road _____ Paved Road ✓ Unpaved Road _____
 Improvements Required for Access NC Driveway permit Reviewed By: CH
 Temporary Culvert needed during construction? Y _____ N ✓ Location? _____

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

Lee Anne Wollitz

From: Jarrod Petrohovich <jarrod.petrohovich@cphcorp.com>
Sent: Monday, November 10, 2025 5:30 PM
To: Lee Anne Wollitz
Cc: Tim Norman; Kellen Lindsey
Subject: RE: Site Plan Application- Key Plumbing 9610-23-1

Lee Anne,

We always tend to recommend putting the responsibility on the developer to extend water and sewer to serve them, and/or try to work out a Developer Agreement for construction of the extensions. However, we must default to established regulations and/or Town Ordinances. I do see that the cost to extend service may be unreasonable due to the size and use of the proposed development, and it meets the proposed septic considerations stated in the Town Code, Chapter 58, Section 58-4.

The County Department of Health will be the responsible entity to review and permit the proposed well and septic system.

We recommend the developer's site plan show all required setback lines for the well and septic system for the limits of their property and surrounding properties to demonstrate Florida Administrative Code requirements are maintained. They currently only provide a statement that these setbacks will be maintained.

Thanks,

Jarrod P. Petrohovich, P.E.

PROJECT MANAGER

Jarrod.Petrohovich@cphcorp.com

O: 904.278.0030 D: 904.644.0646



BUILDING STRONGER COMMUNITIES TOGETHER



From: Lee Anne Wollitz <lwollitz@townofhilliard.com>
Sent: Tuesday, October 14, 2025 10:15 AM
To: Jarrod Petrohovich <jarrod.petrohovich@cphcorp.com>; Tim Norman <tim.norman@cphcorp.com>; Kellen Lindsey <kellen.lindsey@cphcorp.com>
Subject: Site Plan Application- Key Plumbing 9610-23-1

CPH Team,

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I am attaching the Development Investigation report from 8.2024.

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The project will have to file an application for exception for both and have them approved by the Council and I am sure that they will want your feedback.

Please reach out if you have any questions.

Regards,

Lee Anne Wollitz

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

www.townofhilliard.com



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Egans Environmental
 95065 Willet Way,
 Fernandina Beach, FL 32034
 Tel (904) 652-3017 Fax (904)204-0165
 EgansEnviro@gmail.com



RE: Septic System Feasibility Study
 Henry Smith Rd
 Hillaird, FL 32046
 RE# 16-3N-2320-0012-0010

Egans Environmental conducted a site evaluation and feasibility study for an Onsite Sewage Treatment and Disposal System (Septic) at Real Estate ID# 16-3N-2320-0012-0010 along Henry Smith Road, Nassau County, Florida. The purpose of the study to determine if the subject site meets the regulations for a septic and well on the property as defined in Chapter 62-6 , Florida Administrative Code (F.A.C.), Chapter 381 of the Florida Statutes (F.S.), and Chapter 489 F.S. In order to obtain a septic permit on a parcel that also has a potable onsite well, the following requirements must be met:

- Chapter 381.0065 (4) (a) - Consist of at least a half-acre of usable land. Net usable land is the total acreage minus any surface water or paved roadways.
- Chapter 381.0065 (4) (a) - Have at least 100 feet of street frontage or the mean of street frontage and the opposite property line parallel to the street.
- Chapter 381.0065 (4) (a) - Discharge no more than 1500 gallons per day (gpd) per acre.
- Meet all setbacks established in Chapter 62-6, F.A.C.

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. The parcel is greater than 0.5-acres so it meets the requirement of Chapter 381.0065 (4) (a).

Measuring off the Nassau County Property Appraiser website, the subject site has at least 380 feet of street frontage and 0 feet on the back property line that is parallel to the street. The mean of these two distances is at least 190 feet, greater than 100 feet. Based on the information gathered, this parcel meets the requirement of Chapter 381.0065 (4) (a).

According to the Nassau County Property Appraiser website, the subject site consists of 0.97-Acres. 0.97-Acres has an allowable sewage flow of 1,455 gpd. A parcel of land with 1,455 gpd would accommodate a house with 21 bedrooms and up to 16,050 square feet or a commercial office building up to 9,700 Square feet provided it can still meet all required setbacks.

On August 29, 2024, a soil evaluation was conducted and documented on DEP Form 4015 which is provided in this report. Results of the soil evaluation indicated that the soil loading rate is fine sand and a seasonal high-water table is 6" below land surface (BLS) which would give a mound height of 36". There was an excavation of 18" BLS.

A 30' x 70' office building with two bathrooms is proposed for this project. It would have an estimated sewage flow of 315 gpd. That is calculated by applying 15 gpd per every 100 feet of floor space. A sewage flow of 315 gpd with a fine sand loading rate would require a drainfield to be 394 square feet in a trench configuration or 525 square feet in a bed configuration. A typical drainfield for a system sized for 394 square feet in a trench configuration would be a total footprint size of 34'x53' and a system sized for 525 square feet in a bed configuration would be 36'x42'. Length a width can be adjust to some degree to better fit the property. The property meets the requirements to install this building, and a septic system will fit and meet all setback. A site plan showing the layout of the system is provided in this report.

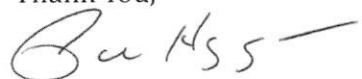
Please note, since the intended use of the property is for commercial purposes, the onsite well will have to be 100 feet away from the septic system. In additional, the well would have to be a limited use well registered with the department of health and require at least annual sampling.

If the final determination of the placement of the drainfield is changed, soil conditions may alter drainfield size. The Nassau County Health Department has the final determination of the seasonal high-water table and the mound that is required. I have been certified to conduct soil evaluations and inspect septic systems since 2005.

This parcel is in compliance with the Florida Administrative Code and the Florida Statues regarding having a well and septic on the property.

Please let me know if you have any questions.

Thank You,



Patrick Higgins

Environmental Health Professional #23-1483





STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM

PERMIT NO. _____

SITE EVALUATION AND SYSTEM SPECIFICATIONS

APPLICANT: _____ AGENT: Egans Environmental - Patrick Higgins
LOT: _____ BLOCK: _____ SUBDIVISION: _____
PROPERTY ID #: 16-3N-24-2320-0012-0010 [Section/Township/Parcel No. or Tax ID Number]

TO BE COMPLETED BY ENGINEER, HEALTH DEPARTMENT EMPLOYEE, OR OTHER QUALIFIED PERSON. ENGINEERS MUST PROVIDE REGISTRATION NUMBER AND SIGN AND SEAL EACH PAGE OF SUBMITTAL. COMPLETE ALL ITEMS.

PROPERTY SIZE CONFORMS TO SITE PLAN: ☒ YES ☐ NO NET USABLE AREA AVAILABLE: 0.97 ACRES
TOTAL ESTIMATED SEWAGE FLOW: 315 GALLONS PER DAY [TABLE 1 / OTHER]
AUTHORIZED SEWAGE FLOW: 1,455 GALLONS PER DAY [1500 GPD/ACRE OR 2500 GPD/ACRE]
UNOBSTRUCTED AREA AVAILABLE: _____ SQFT UNOBSTRUCTED AREA REQUIRED: 591 SQFT

BENCHMARK/REFERENCE POINT LOCATION: nail with survey disc

ELEVATION OF PROPOSED SYSTEM SITE IS _____ [INCHES/FT] [ABOVE/BELOW] BENCHMARK/REFERENCE POINT

THE MINIMUM SETBACK WHICH CAN BE MAINTAINED FROM THE PROPOSED SYSTEM TO THE FOLLOWING FEATURES
SURFACE WATER: NA FT DITCHES/SWALES: NA FT NORMALLY WET? ☐ YES ☒ NO
WELLS: PUBLIC: _____ FT LIMITED USE: NA FT PRIVATE: NA FT NON-POTABLE: NA FT
BUILDING FOUNDATIONS: _____ FT PROPERTY LINES: _____ FT POTABLE WATER LINES: _____ FT

SITE SUBJECT TO FREQUENT FLOODING: ☐ YES ☒ NO 10 YEAR FLOODING? ☐ YES ☒ NO
10 YEAR FLOOD ELEVATION FOR SITE: _____ FT MSL/NGVD SITE ELEVATION: _____ FT MSL/NGVD

SOIL PROFILE INFORMATION SITE 1

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 4/1, 6/1	Fine Sand	6 TO 12
10 YR 4/2	Fine Sand	12 TO 18
10 YR 6/3, 6/1	Fine Sand	18 TO 24
10 YR 6/2, 5/6	Fine Sand	24 TO 35
		TO
		TO
		TO
Water Refusal		35 TO
USDA SOIL SERIES: Mapped Boulogne		

SOIL PROFILE INFORMATION SITE 2

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 2/1, 4/1, 6/1	Fine Sand	6 TO 18
10 YR 4/1	Fine Sand	18 TO 38
		TO
		TO
		TO
		TO
Water Refusal		38 TO
USDA SOIL SERIES: Mapped Boulogne		

OBSERVED WATER TABLE: 9 INCHES [ABOVE / BELOW] EXISTING GRADE. TYPE: [PERCHED / APPARENT]
ESTIMATED WET SEASON WATER TABLE ELEVATION: 6 INCHES [ABOVE / BELOW] EXISTING GRADE
HIGH WATER TABLE VEGETATION: ☒ YES ☐ NO WSWT INDICATOR: ☒ YES ☐ NO DEPTH: 6 INCHES

SOIL TEXTURE/LOADING RATE FOR SYSTEM SIZING: Fine Sand 0.8 DEPTH OF EXCAVATION: 18 INCHES
DRAINFIELD CONFIGURATION: ☒ TRENCH ☐ BED ☐ OTHER (SPECIFY) _____
REMARKS/ADDITIONAL CRITERIA: DF = 394 SF, Septic = 1050-gallons, Dosing = 450-gallons, Fill = 36"

SB1 = SB2 =

FNT STRP MTRX @ "BLS = ESHWT

SITE EVALUATED BY: Patrick Higgins #23-1483 DATE: 8/29/24

DEP 4015, 06-21-2022 (Obsoletes previous editions which may not be used)

Incorporated: 62-6.004, FAC



Town of Hilliard Septic Tank Exception Application

ITEM-4

FOR OFFICE USE ONLY

File # 20251121.02

Application Fee: \$250

Filing Date: 11/21/25 by: HL

Acceptance Date: _____ by: _____

Paid by check

A. PROJECT

1. Project Name: Key Plumbing Shop
2. Address of Subject Property: 0 Henry Smith Road Hilliard, FL 32046
3. Parcel ID Number(s): 16-3N-24-2320-0012-0010
4. Existing Use of Property: Not currently in use
5. Future Land Use Map Designation: Light Commerical
6. Zoning Designation: Light Commerical
7. Acreage: 0.98 acres

B. APPLICANT/CONTRACTOR*

1. Applicant's Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): John & Cynthia Key Title: Owners
Company (if applicable): Key Plumbing Contractors, LLC
Mailing address: 2488 1st Avenue, A
City: Fernandina Beach State: FL ZIP: 32034
Telephone: (478) 244-8891 FAX: () e-mail: kpcplumbing@yahoo.com
3. Contractor:
Name of Contractor: _____
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:

Signature of Applicant

John M Key, Jr.

Typed or printed name and title of applicant

11/20/2025

Date

State of FLORIDA County of NASSAU

Signature of Co-applicant

Cynthia C. Key

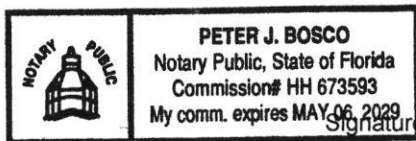
Typed or printed name of co-applicant

11/20/2025

Date

The foregoing application is acknowledged before me this 20 day of NOV, 2025 by JOHN
KEY, who is/are personally known to me, or who has/have produced FL / DL
as identification.

NOTARY SEAL



Signature of Notary Public, State of

FLORIDA

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



KEVIN J. LILLY ASA, CFA
 Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 16-3N-24-2320-0012-0010

Owners

KEY CYNTHIA CHARIE & JOHN MATTHEW
 2488 1ST AVE A
 FERNANDINA BEACH, FL 32034

Parcel Summary

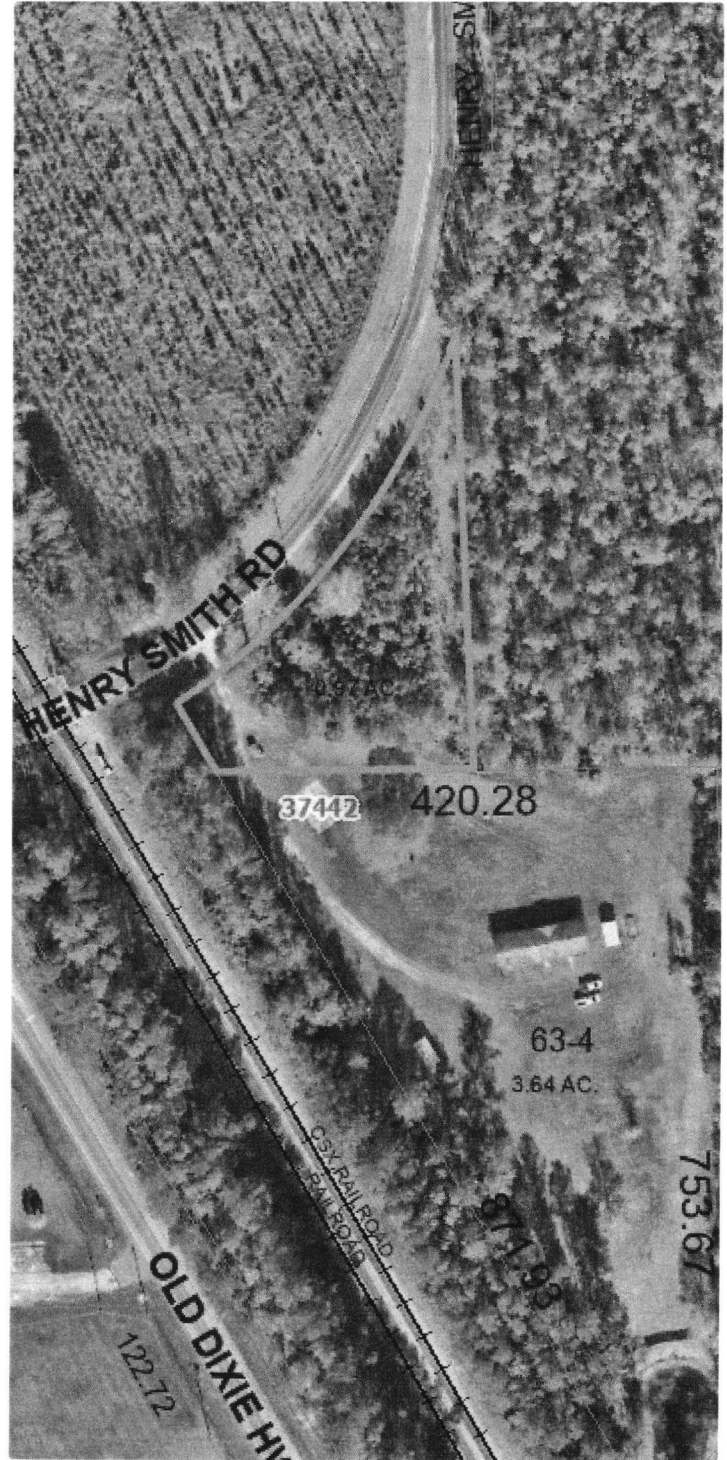
Situs Address	HENRY SMITH RD
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	.9700
Section	16
Township	3N
Range	24
Subdivision	
Exemptions	None

Short Legal

PT OF LOTS 11,12
 IN OR 2752/208 & OR 2752/210
 LYING EAST OF RR & SOUTH...

Values

	2025 Preliminary Values	2024 Certified Values
Land Value *	\$17,460	\$403
(+) Improved Value	\$0	\$0
(=) Market Value	\$17,460	\$29,100
(-) Agricultural Classification	\$0	\$403
(-) SOH or Non-Hx* Capped Savings **	\$0	\$0
(=) School Assessed Value	\$17,460	\$403
County Assessed Value	\$17,460	\$403
(-) School Exemptions	\$0	\$0
(-) Non-school Exemptions	\$0	\$0
(=) School Taxable Value ***	\$17,460	\$403
(=) County Taxable Value	\$17,460	\$403





10/03/2025

Town Of Hilliard
Building Department

RE: Key Plumbing Shop - 0 Henry Smith Road Hilliard, FL 32046

To Whom It May Concern:

John and Cynthia Key, owners of Key Plumbing Contractors, have purchased a small 0.97-acre parcel of property on Henry Smith Road to build their new plumbing shop. We are proposing to build a 30'x70' building to house all our plumbing materials and equipment for running our day-to-day plumbing operation. Per the survey, (attached), we will be installing a fence around the property, allowing easement access for the resident directly behind our property. Per Town of Hilliard Development Investigation, Town of Hilliard will allow well and septic application. Per St. Johns River Water Management District, we will not be required to permit this project, (letter attached). Per Egans Environmental, Septic System Feasibility Study, our parcel is in compliance with the Florida Administrative Code and the Florida Statutes regarding having a well and septic on the property, (letter attached). Our shop will not open to the public as we are an off-site service provider plumbing contractor who specializes in all phases of new and existing construction.

Sincerely,

John M. and Cynthia C. Key

John M. and Cynthia C. Key
Key Plumbing Contractors, LLC.

SITE PLAN

Henry Smith Rd

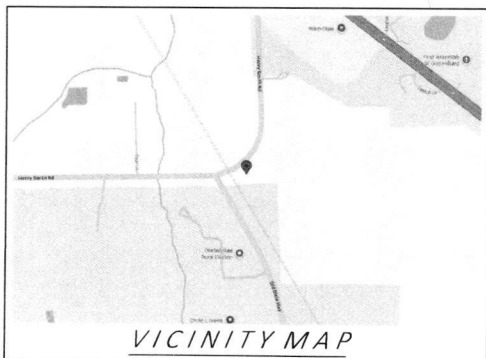
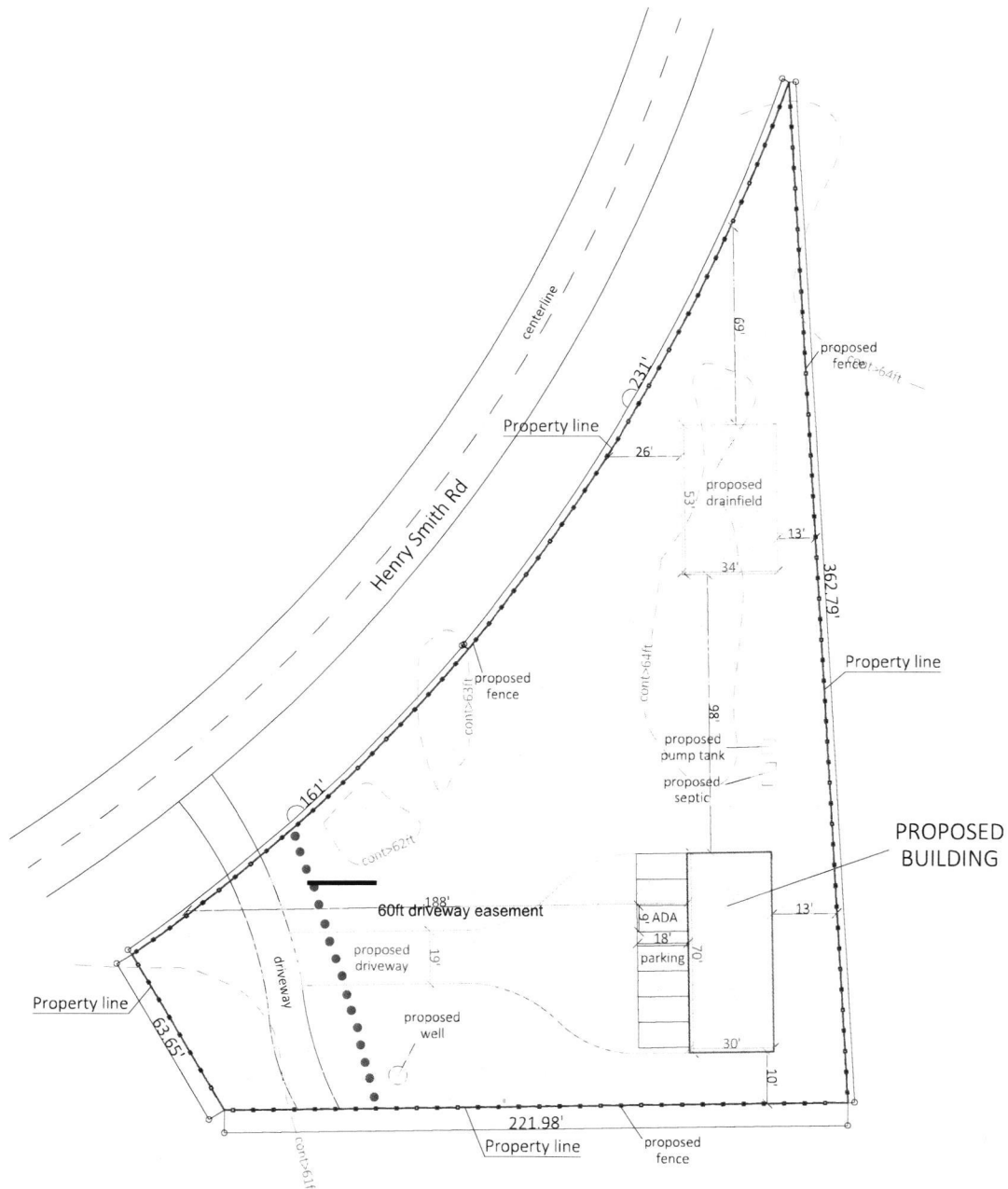
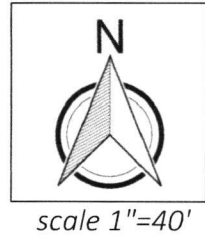
Hillrad, FL 32046

Parcel ID: 16-3N-24-2320-0012-0010

Lot area: 0.97 Acres

Paper Size: 11"x17"

ITEM-4



Disclaimer

This is not a Legal Survey, nor is it intended to be or replace one. These measurements are approximate and are for illustrative purposes only. This work product represents only generalized location of features, objects or boundaries and should not be relied upon as being legally authoritative for the precise location of any feature, object or boundary.



Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

File # 20240814.1
 Application Fee \$100.00 ck # 6832
 Filing Date: 08/16/2024 By: KM
 Acceptance Date: _____ By: _____

A. PROJECT

- Address of Subject Property: 0 Henry Smith Rd
- Parcel ID Number(s): 16-3N-24-2320-0012-0010
- Acreage of Project: 1 acre

B. APPLICANT

- Name of Applicant(s) or Contact Person(s): John & Cindy Key Title: _____
 Company (if applicable): Key Plumbing Contractors LLC
 Mailing address: 319 A Regent Wood Ln
 City: Claxton State: Ga ZIP: 30417
 Telephone: 478 244-8891 FAX: () e-mail: kcpplumbing@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 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 M-1 Reviewed By: [Signature]
 Water Service Available NO Location of Service over 1,000' Feet away
 Improvements Required for Water Service Well exc. app. Reviewed By: CH
 Sewer Service Available NO Location of Service over 1,000 Feet away
 Improvements Required for Sewer Service septic exc. app. Reviewed By: CH
 Access onto Public Right of Way or Approved Private Road _____ Paved Road ☒ Unpaved Road _____
 Improvements Required for Access NC Driveway permit Reviewed By: CH
 Temporary Culvert needed during construction? Y _____ N ☒ Location? _____

Lee Anne Wollitz

From: Jarrod Petrohovich <jarrod.petrohovich@cphcorp.com>
Sent: Monday, November 10, 2025 5:30 PM
To: Lee Anne Wollitz
Cc: Tim Norman; Kellen Lindsey
Subject: RE: Site Plan Application- Key Plumbing 9610-23-1

Lee Anne,

We always tend to recommend putting the responsibility on the developer to extend water and sewer to serve them, and/or try to work out a Developer Agreement for construction of the extensions. However, we must default to established regulations and/or Town Ordinances. I do see that the cost to extend service may be unreasonable due to the size and use of the proposed development, and it meets the proposed septic considerations stated in the Town Code, Chapter 58, Section 58-4.

The County Department of Health will be the responsible entity to review and permit the proposed well and septic system.

We recommend the developer's site plan show all required setback lines for the well and septic system for the limits of their property and surrounding properties to demonstrate Florida Administrative Code requirements are maintained. They currently only provide a statement that these setbacks will be maintained.

Thanks,

Jarrod P. Petrohovich, P.E.

PROJECT MANAGER

Jarrod.Petrohovich@cphcorp.com

O: 904.278.0030 D: 904.644.0646



BUILDING STRONGER COMMUNITIES TOGETHER



From: Lee Anne Wollitz <lwollitz@townofhilliard.com>

Sent: Tuesday, October 14, 2025 10:15 AM

To: Jarrod Petrohovich <jarrod.petrohovich@cphcorp.com>; Tim Norman <tim.norman@cphcorp.com>; Kellen Lindsey <kellen.lindsey@cphcorp.com>

Subject: Site Plan Application- Key Plumbing 9610-23-1

CPH Team,

We have a site plan application for review but, this is a bit of an unusual one. The property is over 1,000 feet from our Water and Wastewater systems. Due to the small size for the project and the distance from our existing services, the Public Works Department has recommended a Septic Tank and Well.

I am attaching the Development Investigation report from 8.2024.

There are no Civil Plans because they are planning to be self-contained.

So, I guess...my ask for this project is for you to give feedback on the appropriateness of the septic and well.

The project will have to file an application for exception for both and have them approved by the Council and I am sure that they will want your feedback.

Please reach out if you have any questions.

Regards,

Lee Anne Wollitz

Land Use Administrator

Town of Hilliard

PO Box 249

15859 West CR 108

Hilliard, FL 32046

904.845.3555 Phone

904.845.1221 Fax

www.townofhilliard.com



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Egans Environmental
 95065 Willet Way,
 Fernandina Beach, FL 32034
 Tel (904) 652-3017 Fax (904)204-0165
 EgansEnviro@gmail.com



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 Henry Smith Rd
 Hillaird, FL 32046
 RE# 16-3N-2320-0012-0010

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- Chapter 381.0065 (4) (a) - Consist of at least a half-acre of usable land. Net usable land is the total acreage minus any surface water or paved roadways.
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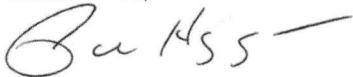
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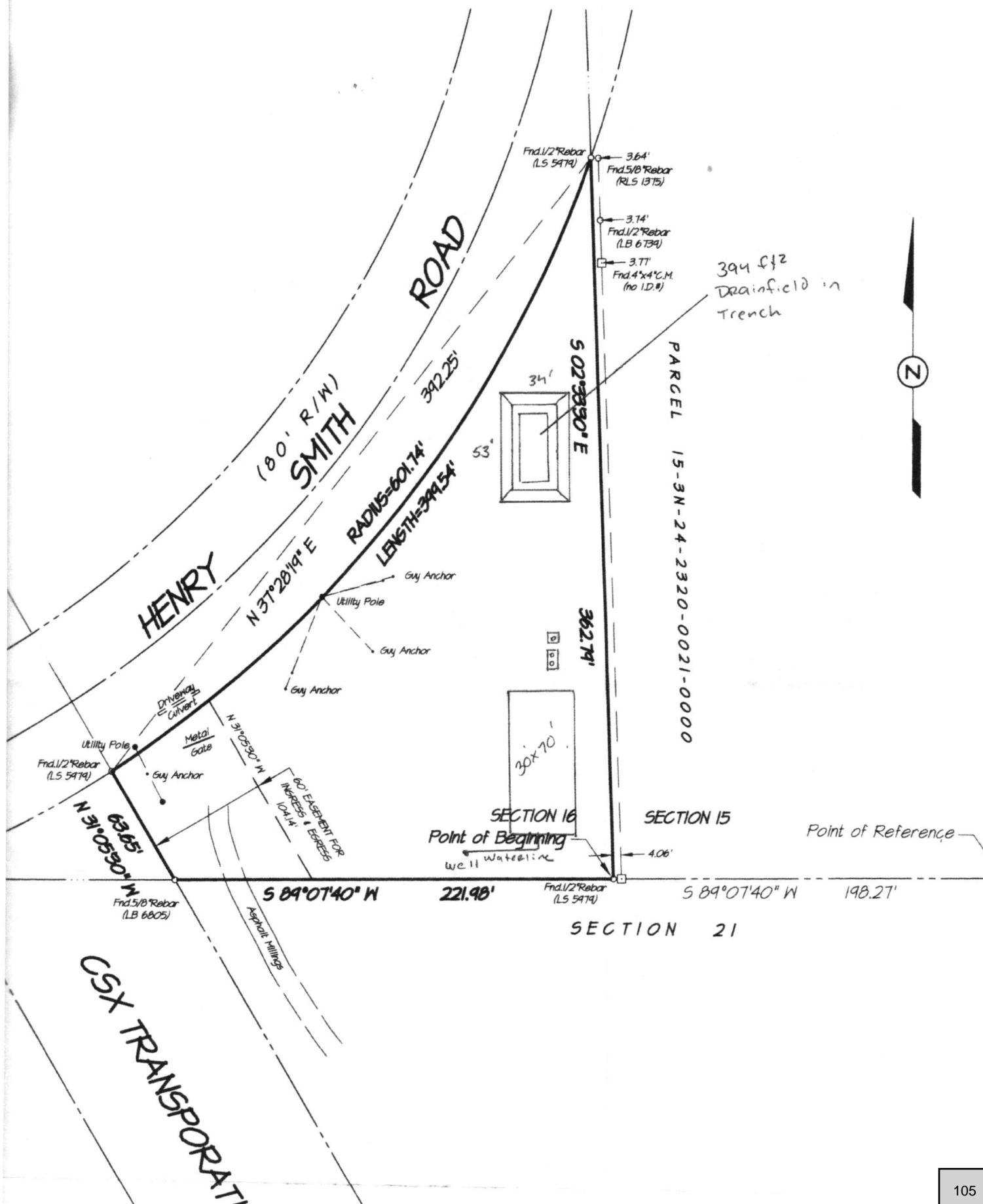
Please let me know if you have any questions.

Thank You,



Patrick Higgins

Environmental Health Professional #23-1483





STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM

PERMIT NO. _____

SITE EVALUATION AND SYSTEM SPECIFICATIONS

APPLICANT: _____ AGENT: Egans Environmental - Patrick Higgins
LOT: _____ BLOCK: _____ SUBDIVISION: _____
PROPERTY ID #: 16-3N-24-2320-0012-0010 [Section/Township/Parcel No. or Tax ID Number]

TO BE COMPLETED BY ENGINEER, HEALTH DEPARTMENT EMPLOYEE, OR OTHER QUALIFIED PERSON. ENGINEERS MUST PROVIDE REGISTRATION NUMBER AND SIGN AND SEAL EACH PAGE OF SUBMITTAL. COMPLETE ALL ITEMS.

PROPERTY SIZE CONFORMS TO SITE PLAN: ☒ YES ☐ NO NET USABLE AREA AVAILABLE: 0.97 ACRES
TOTAL ESTIMATED SEWAGE FLOW: 315 GALLONS PER DAY **TABLE 1** / OTHER]
AUTHORIZED SEWAGE FLOW: 1,455 GALLONS PER DAY **1500 GPD/ACRE** OR 2500 GPD/ACRE]
UNOBSTRUCTED AREA AVAILABLE: _____ SQFT UNOBSTRUCTED AREA REQUIRED: 591 SQFT

BENCHMARK/REFERENCE POINT LOCATION: nail with survey disc

ELEVATION OF PROPOSED SYSTEM SITE IS _____ **INCHES**/FT] [ABOVE/**BELOW**] BENCHMARK/REFERENCE POINT

THE MINIMUM SETBACK WHICH CAN BE MAINTAINED FROM THE PROPOSED SYSTEM TO THE FOLLOWING FEATURES
SURFACE WATER: NA FT DITCHES/SWALES: NA FT NORMALLY WET? ☐ YES ☒ NO
WELLS: PUBLIC: _____ FT LIMITED USE: NA FT PRIVATE: NA FT NON-POTABLE: NA FT
BUILDING FOUNDATIONS: _____ FT PROPERTY LINES: _____ FT POTABLE WATER LINES: _____ FT

SITE SUBJECT TO FREQUENT FLOODING: ☐ YES ☒ NO 10 YEAR FLOODING? ☐ YES ☒ NO
10 YEAR FLOOD ELEVATION FOR SITE: _____ FT MSL/NGVD SITE ELEVATION: _____ FT MSL/NGVD

SOIL PROFILE INFORMATION SITE 1

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 4/1, 6/1	Fine Sand	6 TO 12
10 YR 4/2	Fine Sand	12 TO 18
10 YR 6/3, 6/1	Fine Sand	18 TO 24
10 YR 6/2, 5/6	Fine Sand	24 TO 35
		TO
		TO
		TO
Water Refusal		35 TO
USDA SOIL SERIES: Mapped Boulogne		

SOIL PROFILE INFORMATION SITE 2

MUNSELL #/COLOR	TEXTURE	DEPTH
10 YR 2/1	Fine Sand	0 TO 6
10 YR 2/1, 4/1, 6/1	Fine Sand	6 TO 18
10 YR 4/1	Fine Sand	18 TO 38
		TO
		TO
		TO
		TO
Water Refusal		38 TO
USDA SOIL SERIES: Mapped Boulogne		

OBSERVED WATER TABLE: 9 INCHES [ABOVE / **BELOW**] EXISTING GRADE. TYPE: [PERCHED / **APPARENT**]
ESTIMATED WET SEASON WATER TABLE ELEVATION: 6 INCHES [ABOVE / **BELOW**] EXISTING GRADE
HIGH WATER TABLE VEGETATION: ☒ YES ☐ NO WSWT INDICATOR: ☒ YES ☐ NO DEPTH: 6 INCHES

SOIL TEXTURE/LOADING RATE FOR SYSTEM SIZING: Fine Sand 0.8 DEPTH OF EXCAVATION: 18 INCHES
DRAINFIELD CONFIGURATION: ☒ TRENCH ☐ BED ☐ OTHER (SPECIFY) _____
REMARKS/ADDITIONAL CRITERIA: DF = 394 SF, Septic = 1050-gallons, Dosing = 450-gallons, Fill = 36"

SB1 = SB2 =

FNT STRP MTRX @ " BLS = ESHWT

SITE EVALUATED BY: Patrick Higgins #23-1483 DATE: 8/29/24

DEP 4015, 06-21-2022 (Obsoletes previous editions which may not be used)

Incorporated: 62-6.004, FAC

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, Vice Chair
Dustin Winnon, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Avery Dyen

MINUTES

TUESDAY, NOVEMBER 04, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Vice Chair Harold "Skip" Frey
Planning and Zoning Board Member Dustin Winnon
Planning and Zoning Board Member Kevin Webb

Josetta Lawson Resigned from the Board Prior to the Meeting.

PUBLIC HEARINGS

ITEM-1 Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-13, to Amend Chapter 62, Land Development Regulations, Article VIII Subdivisions and Article XIV Platting.
Lee Anne Wollitz – Land Use Administrator

No Ex Parte Communication

Open of Public Hearing 7:02pm

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.

No Public Comment

Close Public Hearing 7:05pm

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

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

Board Action

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

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning & Zoning Board recommendation to the Town Council for approval of an Ordinance, for the Vacation of Right of Way for the alley within block 93. Application No. 20250925.01 VAC Alley Block 93, Property Owner – Andy Whitaker Parcel ID No. 08-3N-24-2380-0093-0130.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.

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

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

ITEM-4 Planning & Zoning Board recommendation to the Town Council for approval of an Ordinance, for the Vacation of Right of Way for a Block of W 8th Ave. Application No. 20250925.02 VAC Portion of W 8th Ave, Property Owner – Andy Whitaker Parcel ID No. 08-3N-24-2380-0093-0130.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.

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

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

ITEM-5 Planning & Zoning Board approval of Site Plan Application No. 20250808.1. Parcel ID # 08-3N-24-2380-0011-0012. Applicant- Kim Seyer, The Seyer Group.

Lee Anne Wollitz -Land use Administrator

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.

Public Comment Card- Jared Wollitz- 37255 Ingham Road.

Avery Dyen- Board Attorney- gives permission for Councilman Wollitz to speak on the item.

Jared Wollitz- 37255 Ingham Road. asks if we need a release of liability for the opening between to parking area of the Site Plan Application and the property to the south.

Skip Frey- Board Member proposes that we should close off the drive or narrow it.

Mark- Engineer for the Project- states that the opening was a request for the current owner of both properties.

Lee Anne Wollitz - Land Use Administrator- asks for administrative approval of the driveway updates to be added to the list of conditions along with the Nassau County Driveway and Utility Permits, FODT Driveway and Utility Permits, and the SJRWMD permit.

Motion Made with requested Conditions.

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

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

ITEM-6 Planning and Zoning Board Approval of 2026 Planning and Zoning Board Calendar of meetings.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.

Board Discuss pros and cons of Thursday vs Tuesday meetings.

Motion was made to go with the Thursday option and if we only have minutes on the agenda for the 1.6.2026 meeting that it would be canceled as we have a meeting scheduled for 1.22.2026.

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

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

ITEM-7 Planning and Zoning Board Selection of Chair and Vice Chair for the remainder of 2025.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator- Reads Staff Report. And explains the process for appointment, going over the requirements of Planning & Zoning Resolution 2025-01 in relation to January appointment of officers as well as the requirements if an officer leaves mid year.

Kevin Webb, Board Member- asks Skip Frey if he would like to be Chair.

Skip Frey, Board Member- replies yes and ask Dustin if we would like to be vice chair.

Dustin Winnon, Board Member- answers that he would be able to serve in the capacity of Vice Chair.

Lee Anne Wollitz, Land Use Administrator- notifies the board that two motions will be needed.

Motion for Skip Frey to be chair.

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

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

Motion for Dustin Winnon to be Vice Chair.

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

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

ITEM-8 Planning and Zoning Board approval of Minutes from 10.07.2025 Regular Meeting.

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

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

ADDITIONAL COMMENTS

PUBLIC

Jared Wollitz- Thanks for what the Board does. You have my support. New Board Members will be appointed as soon as possible.

Mark, Engineer for McDonald's Project- asks for a letter of approval for the project.

Lee Anne Wollitz, Land Use Administrator- confirms that she will send the letter before end of week.

BOARD MEMBERS

Dustin Winnon, Board Member - Thanks Mc Donald's, thank you Josetta Lawson and Wendy Prather for your years of service.

Kevin Webb, Board Member - Thank you Josetta Lawson and Wendy Prather for your years of service.

Skip Frey, Board Member - Thank you Josetta Lawson and Wendy Prather for your years of service.

LAND USE ADMINISTRATOR

Lee Anne Wollitz, Land Use Administrator- Reminds the Board of the Following: Joint Workshop 11.13 6pm, New Zoning Board Member Interviews 11.13 WS, and pre-construction meeting with O Reilly's will happen next week.

PLANNING AND ZONING ATTORNEY

Attorney has nothing to add.

ADJOURNMENT

Motion to Adjourn at 7:49pm.

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

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

Approved this 2nd day of December 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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