

# 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

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

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## AGENDA

**TUESDAY, JUNE 03, 2025, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## REGULAR MEETING

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

**ITEM-2** Planning & Zoning Board approval of the Minor Modification Application 20250414.1 for the Greenbrier PUD, Ordinance No. 2021-09.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-3** Planning & Zoning Board recommendation of approval to the Town Council for the Minor Subdivision Application 20250521.1 for Hooked on Leaning LLC.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-4** Planning & Zoning Board acknowledge the resignation of Charles Reed, from the Planning & Zoning Board effective July 1, 2025.  
***Lee Anne Wollitz- Land Use Administrator***

**ITEM-5** Planning & Zoning Board Approval of Minutes from the 05.06.2025 Public Hearing and Regular Meeting.

## ADDITIONAL COMMENTS

## **PUBLIC**

## **BOARD MEMBERS**

## **LAND USE ADMINISTRATOR**

## **PLANNING AND ZONING ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the 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](http://www.townofhilliard.com).

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

## **ADA NOTICE**

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

## **APPEALS**

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

## **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee

takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

### **EXPARTE COMMUNICATIONS**

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

### **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

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TO: Planning & Zoning Board Regular Meeting Meeting Date: June 3, 2025

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

SUBJECT: Planning & Zoning Board approval of the Minor Modification Application 20250414.1 for the Greenbrier PUD, Ordinance No. 2021-09.

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#### **BACKGROUND:**

Ordinance No. 2021-09, establishing the Greenbrier PUD, was adopted on January 6, 2022. A Site Plan was submitted on September 9, 2022, and approved on October 1, 2024. On April 17, 2025, Ordinance No. 2025-05 was passed, outlining Greenbrier's share of offsite utility costs.

#### Requested Minor PUD Modifications:

1. To allow the project to utilize phasing for civil construction and platting.
2. Having the PUD language reflect the extensions allowed under Section 252.363 F.S.
3. To increase the maximum lot coverage of the residential lots from 35% to 60% of the total area.

#### LUA NOTES:

1. The approved site plans already have the residential section laid out in phases. The written description of the PUD does not allow for the platting in phases, this has led to the minor mod application. The project is NOT asking for extending timelines or deadlines. LUA sees no issue with this request.
2. These extensions have already been accepted as they are allowed according to F.S. and we were made aware of the application of this extension in November of 2023. LUA sees the benefit of having the official dates within the PUD documents.
3. This expansion of lot coverage percentage is the decision of the Board. However, 60% is consistent with Holland Walk (60%) and Whisper Ridge (60%).

#### **FINANCIAL IMPACT:**

None, all financial obligations to be paid by applicant.

#### **RECOMMENDATION:**

Planning & Zoning Board approval of the Minor Modification Application 20250414.1 for the Greenbrier PUD, Ordinance No. 2021-09.





File # \_\_\_\_\_

ITEM-2

Filing Date: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

## PUD Rezoning Modification Application

### A. PROJECT

1. Project Name: Greenbrier Planned Unit Development
2. Address of Subject Property: 550901 US Highway 1, Hilliard, FL 32046
3. Parcel ID Number(s): 22-3N-24-2320-0025-0000
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: Mixed Use and Conservation
6. Existing Zoning Designation: PUD
7. Proposed Zoning Designation: PUD
8. Acreage: 161.25 acres
9. PUD Ordinance # 2021-09

### B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Agent  
Company (if applicable): Rogers Towers, P.A.  
Mailing address: 1301 Riverplace Blvd. Suite 1500  
City: Jacksonville State: FL ZIP: 32207  
Telephone: (904) 473-1388 FAX: (904) 396-0663 e-mail: cgaver@rtlaw.com
3. If the applicant is agent for the property owner\*  
Name of Owner (titleholder): Greenbrier Nassau LLC  
Mailing address: 665 Simonds Rd  
City: Williamstown State: MA ZIP: 01267  
Telephone: (413) 458-4547 FAX: ( ) e-mail: mmanners@inlandinc.com

\* 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:**

Michelle Kelley Manners

Signature of Applicant

Michelle Manners

Typed or printed name and title of applicant

04/10/2025

Date

Courtney P. Gaver

Signature of Co-applicant

Courtney P. Gaver

Typed or printed name of co-applicant

4-11-2025

Date

State of Florida County of St. Johns

The foregoing application is acknowledged before me this 10th day of April, 2025 by Michelle Kelley Manners

Courtney P. Gaver <sup>MB</sup>  
XXXXXXXXXXXX, who is/are personally known to me, or who has/have produced Florida State Drivers License as identification.

NOTARY SEAL

Micheala Keisha Grant



Signature of Notary Public, State of Virginia

Newport News Virginia      Electronic Notary Public  
Notarized remotely online using communication technology via Proof.

**Greenbrier Planned Unit Development  
Ordinance No. 2021-09  
Statement of Proposed Minor Deviation to PUD**

This application is for a minor modification to the Greenbrier Planned Unit Development (“PUD”) text dated August 9, 2021 and Revised December 7, 2021, approved by the Town Council in Ordinance No. 2021-09. The Applicant proposes a minor modification to allow (i) the project to be developed (including platting) in one or more phases; (ii) to update the PUD text to reflect the extensions provided to the PUD commencement and completion dates under Section 252.363, Florida Statutes; and (iii) to increase the maximum lot coverage of the residential lots from 35% to 60% of the total lot area. The proposed changes in the revised PUD text are in accordance with the minor deviation criteria of Section 62-313(d) of the Town’s Land Development Code.

**Greenbrier Planned Unit Development  
PUD Written Description  
Minor Modification – April 10, 2025**

Section III.A. of the Planned Unit Development text dated August 9, 2021 and Revised December 7, 2021 as adopted by Ordinance No. 2021-09, shall be revised as follows:

The Maximum Lot Coverage for Single-Family Development Standards shall be increased from 35% to 60% per lot. The phasing language shall be stricken in its entirety and revised as follows: The development will be constructed in two (2) or more phases to allow both residential and non-residential portions of the project to be initiated when needed and feasible so long as completed on or before January 6, 2041, which date is the PUD expiration date. Pursuant to the PUD, construction “commencement” meant securing approved construction drawings of all or of a portion of the site, which has already taken place. For purposes of this PUD, “completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. For purposes of clarification, the phasing of the residential lots may be platted (whether preliminary or final) in one (1) or more phases at the Applicant’s discretion.

PREPARED BY AND RETURN TO:  
Robert A. Heekin, Esq.  
1 Sleiman Parkway, Suite 280  
Jacksonville, Florida 32216

Parcel Nos. 22-3N-24-2320-0025-0000, 22-3N-24-  
2320-0041-0000, 15-3N-24-2320-0021-0000, 15-3N-  
24-2320-0020-0000 and 15-3N-24-2320-0019-0000

### WARRANTY DEED

THIS WARRANTY DEED is made as of the 8<sup>th</sup> day of March, 2022, by HILLIARD EQUITY RESOURCES, LLC, a Florida limited liability company (the "Grantor"), whose address is 8691 Commonwealth Avenue, Jacksonville, Florida 32220, to and in favor of GREENBRIER NASSAU, LLC, a Delaware limited liability company (the "Grantee"), whose address is 665 Simonds Road, Williamstown, Massachusetts 01267.

### WITNESSETH:

That the Grantor, for the sum of Ten Dollars and other valuable consideration paid by the Grantee, the receipt of which is acknowledged, has granted, bargained and sold to the Grantee, its successors and assigns forever, that real property located in the Hilliard, Nassau County, Florida, which is described in the attached Exhibit A, subject to all easements, covenants and restrictions of record (provided this mention shall not reimpose same), and real estate taxes accruing after December 31, 2021.

And the Grantor does hereby fully warrant the title to said real property, and will defend same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has executed this Warranty Deed as of the day and year first above written.

Signed, sealed and delivered  
in the presence of:

HILLIARD EQUITY RESOURCES, LLC,  
a Florida limited liability company

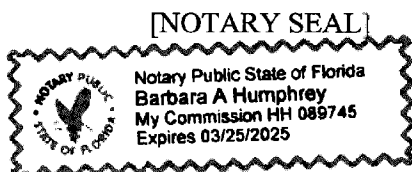
Robert A. Heekin  
Printed Name Robert A. Heekin

By [Signature]  
Wyllie B. Hodges, its Manager

Barbara A. Humphrey  
Printed Name Barbara A. Humphrey

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of March, 2022, by Wyllie B. Hodges, as Manager of Hilliard Equity Resources, LLC, a Florida limited liability company, on behalf of the company, who was physically present and who is personally known to me.



Barbara A. Humphrey  
Notary Public Barbara A. Humphrey  
Commission number HH 089745  
My commission expires: 3/25/25

## EXHIBIT A

A part of Section 15 and 22, Township 3 North, Range 24 East, also being a part of Lots 19 through 33 and Lot 41 and 42, of the plat of Joseph R. Dunns Fruit and Truck Farms, Deed Book B-10, page 48, of the public records of Nassau County, Florida, being more particularly described as follows:

For a point of reference, commence at the Northwest corner of those lands, as described in Official Records Book 1499, page 1567, of said public records said point lying on the Easterly right of way line of Henry Smith Road (an 80.00 foot right of way as now established); thence North  $87^{\circ}39'23''$  East, along the Northerly line of said lands and along the Northerly line of said Lot 21, a distance of 290.39 feet to the Point of Beginning; thence continue along said Northerly line of Lot 21, North  $87^{\circ}39'23''$  East, a distance of 85.71 feet to a point on the Northeasterly right of way line of a 33.00 foot wide AT&T easement, as recorded in Deed Book 161, page 141, of the public records of said county; thence South  $46^{\circ}44'38''$  East along said Northeasterly line, a distance of 204.23 feet to an angle point in said easement line; thence South  $51^{\circ}40'39''$  East continuing along said Northeasterly line, a distance of 443.23 feet; thence North  $87^{\circ}37'19''$  East leaving said Northeasterly line, a distance of 448.48 feet; thence South  $01^{\circ}08'07''$  East, a distance of 240.90 feet; to the Northwest corner of said Lot 19; thence North  $89^{\circ}23'00''$  East, along the North line thereof, a distance of 707.97 feet to its intersection with the Southwesterly right of way line of U.S. Highway No. 1, State Road No. 5 (a 150.00 foot right of way as now established); thence South  $52^{\circ}21'44''$  East, along said Southwesterly right of way line, a distance of 1003.50 feet; thence South  $00^{\circ}48'01''$  East, leaving said Southwesterly right of way line and along the Easterly line of a portion of Lot 20 and the Easterly line of said Lots 25 through 33, a distance of 3027.16 feet; thence South  $89^{\circ}07'00''$  West along the Southerly line of said Lot 33, a distance of 1346.53 feet; thence North  $01^{\circ}36'17''$  West along the Westerly line of said Lots 33, 32, 31, 30, 29, 28 and 27, a distance of 2310.07 feet to the point on the Southerly line of Lot 42; thence South  $89^{\circ}06'58''$  West along said Southerly line of Lot 42, a distance of 1236.89 feet; thence North  $01^{\circ}35'16''$  West, along the West line of said Section 22, a distance of 660.02 feet to a point at the Northwest corner of said Section 22; thence South  $89^{\circ}37'27''$  West along the Southerly line of Section 15, a distance of 194.14 feet to the Southwest corner of said Section 15; thence North  $02^{\circ}09'17''$  West along the West line of said Section 15, a distance of 331.25 feet to a point on the Easterly right of way line of Henry Smith Road (an 80 foot right of way as now established); thence in a Northeasterly direction along and around an arc of a curve (concave Westerly and having a radius of 561.62 feet) a distance of 213.52 feet, (said arc being subtended by a chord bearing and distance of North  $08^{\circ}14'29''$  East, 212.23 feet) to a point of tangency; thence North  $02^{\circ}01'26''$  West continuing along said Easterly right of way line, a distance of 510.06 feet to a point at the Southwest corner of said lands recorded in Official Records Book 1499, page 1567, said point being the cusp of a curve, thence in a Southeasterly direction along and around an arc of a curve (concave Northeasterly and having a radius of 25.00 feet) a distance of 39.24 feet (said arc being subtended by a chord bearing and distance of South  $47^{\circ}22'06''$  East, 35.34 feet) to a point of tangency; thence North  $87^{\circ}47'15''$  East along said Southerly line, a distance of 265.90 feet to the Southeast corner thereof; thence North  $02^{\circ}08'54''$  West along the East line of said lands, a distance of 300.84 feet to the Point of Beginning.

**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 Greenbrier Nassau, LLC

(Print Name of Property Owner)

hereby authorize Courtney P. Gaver

(Print Name of Agent)

to represent me/us in processing an application for a PUD Modification

(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.

Michelle Kelley Manners

(Signature of Owner)

Michelle Manners

(Print Name of Owner)

(Signature of Owner)

(Print Name of Owner)

Virginia  
State of ~~Florida~~ Virginia } ss  
Newport News  
~~Nassau County~~

**Sworn to and subscribed before me on this** 10th **day of** April, **20** 25,  
**by** Michelle Kelley Manners

(Name of Person Making Statement)

Micheala Keisha Grant

**Signature of Notary Public**  
**State of** ~~Florida~~ Virginia

Micheala Keisha Grant

**Print, type or stamp commissioned name  
of Notary Public**

**My Commission Expires:** 08/31/2027



**Individual making statement is**        **personally known or** ✓ **produced identification.**

**Type of identification produced:** Florida State Drivers License

## ORDINANCE NO. 2021-09

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, REZONING THE PROPERTY LOCATED ON THE WEST SIDE OF U.S. 301 (U.S. HIGHWAY 1/STATE ROAD NO. 5) TO THE SOUTH OF THE INTERSECTION WITH HENRY SMITH ROAD, AND WEST OF OLD DIXIE HIGHWAY/KINGS ROAD, DESCRIBED IN ATTACHMENT “A”, LEGAL DESCRIPTION FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT, DESCRIBED IN ATTACHMENT “B”, AND ATTACHMENT “C” SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the property described below is currently designated as A-1, Agricultural, and

**WHEREAS**, the owner has requested to rezone the property described below to PUD, Planned Unit Development;

**WHEREAS**, the Town Council has completed a review of the PUD request and finds it in compliance with the Comprehensive Plan and does not adversely impact the health, safety and welfare of the Town’s residents.

**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.** Legal Description. The property described in Attachment “A”, Legal Description is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development:

Parcel Nos.: #15-3N-24-2320-0019-0000  
                   #15-3N-24-2320-0020-0000  
                   #15-3N-24-2320-0021-0000  
                   #22-3N-24-2320-0025-0000  
                   #22-3N-24-2320-0041-0000

**SECTION 3.** PUD Plan. This ordinance and Attachments “B” and “C” are the land use plan for the PUD created by this ordinance. Development of and uses within the PUD shall conform to the limitations and conditions set forth in this ordinance and land use plan. If this ordinance and the attachments conflict, this ordinance controls.


**SECTION 4.** 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.



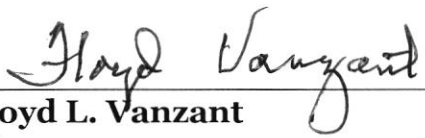
Adopted this 6<sup>th</sup> day of January, 2022, by the  
Hilliard Town Council, Hilliard, Florida.

  
\_\_\_\_\_  
John P. Beasley  
Council President

ATTEST:

  
\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

  
\_\_\_\_\_  
Floyd L. Vanzant  
Mayor

P&Z Publication: September 22, 2021  
P&Z Public Hearing: October 12, 2021  
TC 1<sup>st</sup> Publication: October 27, 2021  
TC 1<sup>st</sup> Public Hearing: November 4, 2021  
TC 2<sup>nd</sup> Publication: December 1, 2021  
TC 2<sup>nd</sup> Public Hearing: January 6, 2022

**ATTACHMENT "A"**  
**LEGAL DESCRIPTION**

## LEGAL DESCRIPTION

A PART OF SECTION 15 AND 22, TOWNSHIP 3 NORTH, RANGE 24 EAST, ALSO BEING A PART OF LOTS 19 THROUGH 33 AND LOT 41 AND 42, OF THE PLAT OF JOSEPH R. DUNNS FRUIT AND TRUCK FARMS, DEED BOOK B-10, PAGE 48, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE NORTHWEST CORNER OF THOSE LANDS, AS DESCRIBED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, OF SAID PUBLIC RECORDS SAID POINT LYING ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE NORTH  $87^{\circ}39'23''$  EAST, ALONG THE NORTHERLY LINE OF SAID LANDS AND ALONG THE NORTHERLY LINE OF SAID LOT 21, A DISTANCE OF 290.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTHERLY LINE OF LOT 21, NORTH  $87^{\circ}39'23''$  EAST, A DISTANCE OF 85.71 FEET TO A POINT ON THE NORTHEASTERLY RIGHT OF WAY LINE OF A 33.00 FOOT WIDE AT&T EASEMENT, AS RECORDED IN DEED BOOK 161, PAGE 141, OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH  $46^{\circ}44'38''$  EAST ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 204.23 FEET TO AN ANGLE POINT IN SAID EASEMENT LINE; THENCE SOUTH  $51^{\circ}40'39''$  EAST CONTINUING ALONG SAID NORTHEASTERLY LINE, A DISTANCE OF 443.23 FEET; THENCE NORTH  $87^{\circ}37'19''$  EAST LEAVING SAID NORTHEASTERLY LINE, A DISTANCE OF 448.48 FEET; THENCE SOUTH  $01^{\circ}08'07''$  EAST, A DISTANCE OF 240.90 FEET; TO THE NORTHWEST CORNER OF SAID LOT 19; THENCE NORTH  $89^{\circ}23'00''$  EAST, ALONG THE NORTH LINE THEREOF, A DISTANCE OF 707.97 FEET TO ITS INTERSECTION WITH THE SOUTHWESTERLY RIGHT OF WAY LINE OF U.S. HIGHWAY No. 1, STATE ROAD No. 5 (A 150.00 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE SOUTH  $52^{\circ}21'44''$  EAST, ALONG SAID SOUTHWESTERLY RIGHT OF WAY LINE, A DISTANCE OF 1003.50 FEET; THENCE SOUTH  $00^{\circ}48'01''$  EAST, LEAVING SAID SOUTHWESTERLY RIGHT OF WAY LINE AND ALONG THE EASTERLY LINE OF A PORTION OF LOT 20 AND THE EASTERLY LINE OF SAID LOTS 25 THROUGH 33, A DISTANCE OF 3027.16 FEET; THENCE SOUTH  $89^{\circ}07'00''$  WEST ALONG THE SOUTHERLY LINE OF SAID LOT 33, A DISTANCE OF 1346.53 FEET; THENCE NORTH  $01^{\circ}36'17''$  WEST ALONG THE WESTERLY LINE OF SAID LOTS 33, 32, 31, 30, 29, 28 AND 27, A DISTANCE OF 2310.07 FEET TO THE POINT ON THE SOUTHERLY LINE OF LOT 42; THENCE SOUTH  $89^{\circ}06'58''$  WEST ALONG SAID SOUTHERLY LINE OF LOT 42, A DISTANCE OF 1236.89 FEET; THENCE NORTH  $01^{\circ}35'16''$  WEST, ALONG THE WEST LINE OF SAID SECTION 22, A DISTANCE OF 660.02 FEET TO A POINT AT THE NORTHEAST CORNER OF SAID SECTION 21; THENCE SOUTH  $89^{\circ}37'27''$  WEST ALONG THE SOUTHERLY LINE OF SECTION 15, A DISTANCE OF 194.14 FEET TO THE SOUTHWEST CORNER OF SAID SECTION 15; THENCE NORTH  $02^{\circ}09'17''$  WEST ALONG THE WEST LINE OF SAID SECTION 15, A DISTANCE OF 331.25 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY LINE OF HENRY SMITH ROAD (AN 80 FOOT RIGHT OF WAY AS NOW ESTABLISHED); THENCE IN A NORTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE WESTERLY AND HAVING A RADIUS OF 561.62 FEET) A DISTANCE OF 213.52 FEET, (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH  $08^{\circ}14'29''$  EAST, 212.23 FEET) TO A POINT OF TANGENCY;

THENCE NORTH  $02^{\circ}01'26''$  WEST CONTINUING ALONG SAID EASTERLY RIGHT OF WAY LINE, A DISTANCE OF 510.06 FEET TO A POINT AT THE SOUTHWEST CORNER OF SAID LANDS RECORDED IN OFFICIAL RECORDS BOOK 1499, PAGE 1567, SAID POINT BEING THE CUSP OF A CURVE, THENCE IN A SOUTHEASTERLY DIRECTION ALONG AND AROUND AN ARC OF A CURVE (CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 25.00 FEET) A DISTANCE OF 39.24 FEET (SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH  $47^{\circ}22'06''$  EAST, 35.34 FEET) TO A POINT OF TANGENCY; THENCE NORTH  $87^{\circ}47'15''$  EAST ALONG SAID SOUTHERLY LINE, A DISTANCE OF 265.90 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE NORTH  $02^{\circ}08'54''$  WEST ALONG THE EAST LINE OF SAID LANDS, A DISTANCE OF 300.84 FEET TO THE POINT OF BEGINNING.

**ATTACHMENT “B”**  
**WRITTEN DESCRIPTION**

**Greenbrier Planned Unit Development  
PUD Written Description  
August 9, 2021  
Revised December 7, 2021**

**I. PROJECT DESCRIPTION**

This application is for the Greenbrier Planned Unit Development (“PUD”) and is submitted by National Land Partners II, LLC, a Delaware limited liability company (“Applicant”), the contract purchaser of the property as described herein. The Greenbrier PUD proposes to rezone approximately 161.25 acres located at the Town’s southwest boundary, from A-1 to PUD to develop a maximum of 350 single-family residential units with related amenities and a maximum of 70,000 square feet of commercial uses. All references herein to the Applicant shall include the Applicant’s successors and assigns.

The property, as more particularly described in **Exhibit “A”** attached hereto (the “Property”), is located west of U.S. 301/U.S. Highway 1/State Road No. 5 (hereinafter, “U.S. 1”) to the south of the intersection with Henry Smith Road, and west of Old Dixie Highway/Kings Road. The Property has Real Estate Identification Nos. 15-3N-24-2320-0019-0000; 15-3N-24-2320-0020-0000; 15-3N-24-2320-0021-0000; 22-3N-24-2320-0025-0000; and 22-3N-24-2320-0041-0000.

The Property has a Future Land Use map designation (“FLUM”) of Mixed Use and Conservation. The Mixed Use portion of the site includes approximately 126.7 acres (126.04 uplands plus 0.66 acres of wetland impacts) and the Conservation portion of the site is approximately 34.55 acres. The Mixed Use FLUM designation seeks to promote a combination of residential and commercial development, and allows for up to 12 dwelling units per acre and a maximum intensity of 50 percent of lot/parcel coverage for commercial uses. The Property meets the requirements of the Mixed Use District FLUM designation by promoting a diversity of land uses including residential, commercial and office. As designed the project includes approximately 50.71 +/- acres of residential lots (40% of the Mixed Use area), 25.19 acres of non-residential uses (20% of the Mixed Use area), with the remaining portion of the Mixed Use lands being a combination of open space and shared infrastructure.

The purpose of this application is to reinstate and amend the maximum development approvals which the Town approved in 2004 under the Greenbrier Planned Unit Development (PUD Conditions dated September 14, 2004) in Ordinance No. 2004-15 (the “Original PUD”). The PUD text revises and expands upon the Original PUD to incorporate site-specific regulations to address development and topographic conditions and transitioning land uses.

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 would allow for densities and intensities within the parameters of the Mixed Use FLUM district

within the 126.04 developable acres, for a maximum of 350 single-family residential units and a maximum of 70,000 square feet of commercial uses. The Applicant has taken steps to preserve a majority of the wetlands on-site.

The project will provide public benefits including (i) providing family and active adult housing for Town residents, (ii) provision of 70,000 square feet of commercial space, (iii) extending the water distribution and sanitary sewer systems which will improve fire flows and safety in adjoining neighborhoods, (iv) preservation of 34.55 acres of wetlands, (v) creation of jobs for Town residents with commercial development, (vi) provision of housing where people who work at businesses located within the Property can live, (vii) provision of multi-purpose parks, open to the public, and (viii) property taxes and other revenues generated which shall pay for public services for new residents.

Through this PUD application, the Applicant is requesting for vacation, abandonment and closing of a variable, platted right-of-way, which road bisects the Property and has never been open since the May 14, 1909 recordation of the Plat of Joseph R. Dunns Fruit and Truck Farms Plat, recorded in Deed Book B-10, Page 48 of the Nassau County Public Records. The right-of-way to be vacated by the Town through this PUD is depicted on the Conceptual Site Plan as the Variable Platted Right of Way to be Abandoned.

## II. USES AND RESTRICTIONS

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses will include the following:

Within the Residential area and Tract "1" as depicted on the Conceptual Site Plan, all Residential Uses as defined within the Zoning and Land Development Regulations (hereafter, "LDR" or the "Code"), allowing for residential dwellings and related recreational amenities and facilities. 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 five (5) model homes within the residential portion of 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.

Within the "Commercial" tract as depicted on the Conceptual Site Plan, non-residential uses may include those uses permitted as a principal use and by use by exception within the Main Street Commercial (MSC)<sup>1</sup> and Commercial General (C-1) designation of the LDR, as follows:

- Bank and financial institutions;

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<sup>1</sup> As of the date of this PUD Written Description, the Town is in the process of revising its LDR to replace its Neighborhood Commercial (C-N) designation with the MSC rezoning. In the event the Town fails to enact such change, the Applicant shall have the right to include neighborhood-type commercial uses as detailed in this text.

- Bowling Alley;
- Churches;
- Commercial recreation facilities;
- Community Center;
- Convenience stores;
- Day nurseries and kindergartens;
- Delicatessen, bake shop;
- Employment offices;
- Family day care homes;
- Gasoline sales;
- General store;
- Governmental uses;
- Hospitals;
- Hotels and motels;
- Medical and dental clinic/office;
- Museum, and art gallery;
- Outdoor fruit, vegetable, poultry or fish markets;
- Parcel delivery office;
- Printing, publishing or similar establishment;
- Professional and business office;
- Recreational vehicle parks;
- Restaurants with or without drive-through facilities;
- Restaurant with alcohol sales;
- Retail sales;
- Retail facilities for the sale of beer and wine for consumption off premises;
- Research laboratories;
- Sanitariums, nursing homes, assisted living facilities, convalescent homes, and homes for orphans and the aged;
- Schools, colleges and universities;
- Self-service laundries or dry-cleaners;
- Service establishments in an enclosed building;
- Skating rinks;
- Veterinary Clinic; and
- Vocational, trade and business schools.

**B. Uses by Special Exception:** Restaurants, sidewalk cafés, bars, liquor stores, grocery stores, pharmacies, specialty food stores and other commercial establishments within the project shall be permitted to sell alcoholic beverages for on-premises and off-premises consumption, as applicable; provided, however, the vendor of alcoholic beverages must meet the criteria set forth in Chapter 6, Article I of the Town Code.

**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 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:

##### Commercial Development Standards:

- a. Setbacks: Setbacks shall be measured per the LDR and shall be as follows:
  - 1) Front Yard: 10 feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
  - 2) Rear Yard: 5 feet
  - 3) Side Yard: 10 feet
  - 4) All structures shall have a minimum separation of 20 feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.
- b. Building height: Buildings shall not exceed 35 feet in height.
- c. Maximum impervious surface ratio: 75 percent.
- d. Maximum lot coverage by buildings: 50 percent of the overall commercial Parcels (not to include parking or drainage facilities)

##### Single-Family Development Standards:

The Property will contain a maximum of 350 single-family dwelling units, subject to the final engineering.

- |                         |  |
|-------------------------|--|
| a. Minimum Lot Area     | 5,500 square feet  |
| b. Minimum Lot Width    | 50 feet at front building line<br>35 feet frontage on cul-de-sac |
| c. Maximum Lot Coverage | All buildings including accessory buildings                      |

- Shall not cover more than 35% of the total lot area.
- d. Minimum Front Yard 20 feet\*
  - e. Minimum Side Yard 5 feet, Corner Lots, 10 feet\*
  - f. Minimum Rear Yard 10 feet
- \*For double-frontage or through lots, the front yard shall be deemed as that part of the lot with the front of the house facing forward. For the purposes of corner lots the portion of the yard with the face of the house shall be deemed the front yard, with the second yard being deemed a side yard.
- g. Maximum Height 35 feet from established grade

The development will be constructed in one (1), 15-year phase; provided construction of the non-residential portions of the project may be initiated when needed and feasible so long as completed within the timeframe set forth herein. Construction shall commence within five (5) years of PUD Ordinance approval. For purposes of this PUD, "commencement" shall mean securing approved construction drawings of all or of a portion of the site. "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.

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 through a garage for each single-family unit with a driveway paved to the roadway. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs. Individual commercial parcels may share parking with other facilities pursuant to shared parking agreements, provided the uses sharing the parking areas do not result in a lack of required parking.
- 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) entrances, both off of U.S. 1 as depicted on the Conceptual Site Plan. The internal streets shall be

designed and constructed with a minimum 50' right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems and maintenance thereof shall be dedicated or granted to the Town of Hilliard in accordance with the Town's standards for acceptance and dedication. The Applicant will coordinate with the Florida Department of Transportation ("FDOT") for roadway improvements to U.S. 1 as provided in subsection (c) below. The Applicant will also provide pedestrian interconnectivity with neighboring commercial areas to the north, where feasible. In addition, the Applicant has reserved an easement for utilities along Henry Smith Road which could provide future ingress and egress into the Property. In the event the Applicant provides said access to the project, the Applicant would coordinate with the Town of Hilliard and Nassau County for roadway improvements to Henry Smith Road based on the project traffic generated by the PUD at project buildout.

- c) **Traffic Improvements:** The PUD is proposing ingress and egress drives from U.S. 1 for safety and efficient traffic flow purposes in the locations depicted on the Conceptual Site Plan. The locations of the access drives from U.S. 1 will be determined by FDOT. The Applicant will provide the Town with an FDOT driveway permit for the final access drives during the construction planning process for any development within the Property. As part of the driveway permit application with FDOT, the Applicant shall be required to conduct a traffic study by a professional traffic engineer (the "Traffic Study"), which shall be submitted and subject to the review and approval of the Town and FDOT. The Traffic Study shall be comprehensive and shall evaluate the impact of the PUD through buildout and evaluate individual thresholds or phases of development in the PUD. The applicant shall be responsible for roadway improvements to U.S. 1 as identified in the Traffic Study and as required by FDOT based upon the Traffic Study. Additionally, this condition shall not preclude the applicant from seeking mobility or impact fee credits for improvements which meet applicable LDR provisions for credits. It is anticipated that FDOT will require the Applicant to undertake an Intersection Control Analysis (ICE) as part of the Traffic Study which shall determine whether a signal is warranted at the main site drive access at U.S. 1, as depicted as Entrance 1 on the Conceptual Site Plan. If warranted, the Applicant will be responsible for the cost of design, materials and installation of signalization at the intersection on a proportionate share basis, based on the project traffic generated by the PUD at project buildout.

- d) **Pedestrian Access & Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of six (6) 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 the entrance roadways depicted as Entrance 1 and Entrance 2 on the Conceptual Site Plan to provide pedestrian interconnectivity between the commercial and residential areas of the project. 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. Sidewalks abutting residential lots will be installed by builders as they construct homes. 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 along all streets as approved by the Town of Hilliard's Engineering Department. Electrical services and maintenance of the streetlights shall be the responsibility of the Town once the Town accepts dedication of the streets.

**C. Signs and Entry:** Greenbrier will have an entry feature and related community identification signage at the main entrances along U.S. 301. 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 will be designed to establish a high-quality environment that provides for visibility, safety and low maintenance. The landscape will be designed to enhance the site and to coordinate with the proposed architecture. The design of the landscaping shall provide a pleasant appearance from the adjacent roadways, and special emphasis will be placed on screening service areas and parking fields from internal roadways. Landscaping will be consistent with typical plantings found in Nassau County.

A landscaped entrance will be constructed at all entrances to the development. The landscaped entrancing will be designed to be aesthetically compatible with each other so as to result in a uniform aesthetically pleasing appearance. Compatibility of design shall be achieved by the repetition of certain plant varieties and other landscape materials.

*Commercial Requirements:* Within the Commercial Tract of Greenbrier (as depicted on the Conceptual Site Plan), the parking areas will be landscaped at a minimum of five (5) percent of vehicle use area, utilizing parking islands and greenspace interspersed throughout the parking fields. Terminal islands will be a minimum of 12 feet in width and internal islands being a

minimum of eight (8) feet wide and containing at least one (1) tree. Spacing of internal islands may be a maximum of 130 feet or 14 spaces. Continuous landscaping will be provided along the perimeter of the Commercial Tract to provide screening of parking and service areas. Trees will be a mixture of canopy and non-canopy trees intermingled throughout the Commercial Tract, with a minimum of 70 percent of proposed trees being canopy trees. A minimum of 30 percent non-canopy trees will be utilized where appropriate to accommodate views and lighting.

*Residential Requirements:* Within the residential areas, trees will be provided on each single-family lot by the builder(s) as they construct the homes. Trees will be planted within the front yard of each single-family unit, outside the right-of-way and any utility easements, at a minimum 2-inch caliper and spaced appropriately to avoid any conflicts with the homesite and utilities.

In order to emphasize water conservation, plantings will be selected from the St. Johns River Water Management District's Florida Waterwise plant database as appropriate to the local climate. Landscaping shall be in conformance with all LDR provisions.

**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 approximately 39% of open space which is comprised of preserved onsite wetlands, the upland buffer, pond area, and recreation areas. The Applicant intends to dedicate all recreation areas to the homeowners' association for active and passive recreation uses. Active recreation uses may include, at the developer's and/or homeowners' association's sole discretion, a playground, dog park, open sports field area, walking trails, community garden, and similar uses.

#### **F. Utilities:**

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Henry Smith Road and U.S. 301 rights-of-way. These mains will be looped throughout the subdivision to reinforce the Town system. Waste water shall consist of an internal master pump station complete with a standby emergency generator. There will be a sanitary force main installed that will convey wastewater directly to the Town treatment facility located at 37261 Rugby Drive. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The aforesaid infrastructure improvements will also greatly enhance the Town's ability to serve areas located within the southside of the Town boundaries.
- 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:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

**G. Wetlands/Environmental:** The Property contains approximately 35.21 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, of which approximately 34.55 acres will be retained to preserve and enhance the natural attributes of the Property. An estimated 0.66 acres of wetlands will be impacted to provide connection between the eastern and western portion of the site. Such required impacts will be in accordance with the St. Johns River Water Management District ("SJRWMD") and FDEP requirements. Appropriate buffers will be provided as required by the LDR and SJRWMD requirements.

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 a property owners' association.

**I. Homeowners' Association Restrictions:** The Applicant shall establish a not-for-profit homeowners' association for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all residential property owners. The homeowners' association shall own and be responsible to manage and maintain 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 of Hilliard, 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.

3. A natural landscaped buffer a minimum of ten (10)-foot-wide shall be located along Henry Smith Road at the perimeter of the Property, as depicted as 10' Landscape Buffer & Non-Access Easement on the Conceptual Site Plan. No fencing will be allowed within the buffer.

4. The 30' Access Easement depicted on the Conceptual Site Plan on the west side of the Property boundary is a private driveway known as Pudgys Place, which provides the adjacent property owner with access to and from Henry Smith Road. The 30' Access Easement/Pudgys Place shall not be interconnected with the adjacent recreation area and will not provide any ingress and egress into the Property from Henry Smith Road.

**ATTACHMENT “C”  
SITE DEVELOPMENT PLAN**





September 6, 2023  
Revised November 22, 2023

**VIA ELECTRONIC AND U.S. MAIL**

Mr. Christian Waugh, Esq.  
Town of Hilliard Attorney  
c/o Waugh Grant PLLC  
201 E. Pine Street, Suite 315  
Orlando, Florida 32801  
[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)

**Re: Revised Notification of Declaration of State of Emergency Written Development Order Extension for Greenbrier Planned Unit Development**

Dear Mr. Waugh:

On behalf of Greenbrier Nassau, LLC (“Owner”), I am writing to extend the expiration date of the Greenbrier Planned Unit Development (Ord. No. 2021-0) (the “PUD”), and all related project approvals pursuant to Section 252.363, Florida Statutes. As you are aware, this statute provides that a declaration of a state of emergency by the Governor tolls specified permits and authorizations, including local development orders,<sup>1</sup> for the duration of the emergency declared plus an additional 24 months not to exceed 48 months in total in the event of multiple natural emergencies.<sup>2</sup> Notification of the intent to exercise the extension must be made by the applicant/developer to the issuing agency within 90 days after the termination of the emergency order. This letter provides notice for a 48-month extension constituted by the emergencies associated with Hurricanes Ian, Nicole, and Idalia as enumerated below.

To summarize, on September 24, 2022, by virtue of Executive Order No. 22-219, Governor DeSantis extended the state of emergency issued on September 23, 2022, for eventual Hurricane Ian to the entire state. The Governor most recently extended the emergency by virtue of Executive Order 23-214, which state of emergency is set to expire on January 5, 2024, unless further extended. In addition, on November 7, 2022, by virtue of Executive Order No. 22-253, Governor DeSantis declared a state of emergency for Northeast Florida due to the threat of Tropical Storm Nicole. The Governor recently extended the emergency by virtue of Executive Order 23-211, which state of emergency is set to expire on December 22, 2023, unless further extended. Finally, on August 26, 2023, by virtue of Executive Order No. 23-171, Governor DeSantis declared a state of emergency for several counties in Florida due to the threat of eventual Hurricane Idalia. The Governor extended the emergency to include Nassau County on August 28, 2023. The state of emergency was reaffirmed on October 24, 2023 and is set to expire on December 23, 2023, unless further extended.

<sup>1</sup> Section 163.3164(15), Florida Statutes, defines the term “development order” as any order granting, denying or granting with conditions an application for development permit. In turn, Section 163.3164(16), Florida Statutes, defines the term “development permit” to mean any *building permit, zoning permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of local government having the effect of permitting the development of land*. Thus, the PUD is classified as development orders that qualifies for extension under the statute.

<sup>2</sup> Per Section 252.363(10(a)), the tolling and extension of permits is retroactively applied to September 28, 2022.

Based upon the provisions of Section 252.363, Florida Statutes, and the terms of the PUD, the total extension provided under the Executive Orders is 48 months. Accordingly, the Owner hereby notifies the Town of Hilliard of its intent to exercise the tolling and extensions as follows:

- The PUD commencement date shall be extended from January 6, 2027<sup>3</sup> to January 6, 2031.
- The PUD project completion date shall be extended from January 6, 2037 to January 6, 2041.

I would appreciate provision of your acknowledgement and concurrence with this notification at your earliest convenience. As always, your attention in this matter is appreciated. Please do not hesitate to contact me should you have any questions.

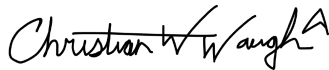
Sincerely,

**ROGERS TOWERS, P.A**



Courtney P. Gaver

Acknowledged this 22nd day of November, 2023.



Christian Waugh, City Attorney

cc: Lee Anne Wollitz (via e-mail)  
Michelle Manners, Esq.

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<sup>3</sup> Per Ordinance No. 2021-09, construction shall commence within five (5) years of the PUD Ordinance approval, which was January 6, 2022.





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Planning & Zoning Board Regular Meeting Meeting Date: June 3, 2025

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

SUBJECT: Planning & Zoning Board recommendation of approval to the Town Council for the Minor Subdivision Application 20250521.1 for Hooked on Leaning LLC.

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#### **BACKGROUND:**

In May 2024, Hooked on Learning LLC purchased this parcel with the idea of utilizing the parcel for the future location of the daycare as well as possible location of a new home for the owner of the daycare center.

In October 2024, a special exception was granted by the Board allowing for the daycare at this location.

In October 2024, a site plan was approved by the Planning & Zoning Board allowing for daycare construction to begin on site.

With plans to open this location for business in July 2025, the owner is ready to move forward with the remainder of their plans, which will require a split of the property.

The mother parcel has several remaining buildings, and the new small parcel only contains what will be utilized for the business as it was approved with the site plan 10.2024.

The Parcel is in an R-2 zoning district.

R-2 requires: 90 feet wide and a minimum of 10,000 square feet.

Set back requirements include Side yards 12.5 feet, front yard 30 feet, rear yard 30 feet.

This lot split will leave two conforming R-2 lots.

#### **FINANCIAL IMPACT:**

None, all financial obligations to be paid by applicant.

#### **RECOMMENDATION:**

It is my recommendation that the Planning and Zoning board recommend to the Town Council the approval of the lot split as proposed.

With the following conditions:

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





## FOR OFFICE USE ONLY

File #

20250521.01

Application Fee:

\$100 -

Filing Date:

5/21/25

Acceptance Date:

Paid by check gc

# Town of Hilliard Lot Split/Reconfiguration Application

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

**A. PROJECT**

1. Project Name: HOL-Pine Street
2. Address of Subject Property: 36798 Pine Street Hilliard, FL 32046
3. Parcel ID Number(s): 17-3N-24-0000-0006-0000
4. Existing Use of Property: Single Family
5. Zoning Designation: R-2
6. Future Land Use Map Designation: \_\_\_\_\_
7. Acreage of Parcel: 3.0

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Hooked on Learning/Jacqueline Sims Title: Owner  
Company (if applicable): Hooked on Learning, LLC  
Mailing address: 37191 South Oak St.  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 728-5119 FAX: ( ) E-mail: hookedonlearningllc@gmail.com

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

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

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

Signature  
5. Fee: \$100

NOTARY SEAL  
Typed or printed

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

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

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

Signature of Applicant

Signature of Co-applicant

Jacquelin Sims

Typed or printed name and title of applicant

Typed or printed name of co-applicant

5-24-2025

Date

Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 21<sup>st</sup> day of May, 2025, by Jacquelin

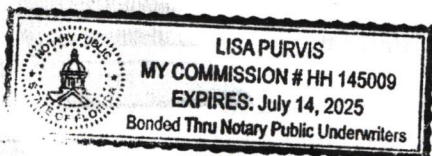
Sims, who is/are personally known to me, or who has/have produced FL D.L.

as identification.

NOTARY SEAL

*[Signature]*

Signature of Notary Public, State of Florida



**LEGAL DESCRIPTION OF RECORD**

Beginning at the Northeast corner of Section 17 and South 1<sup>st</sup> degree 54 minutes East along East line of Section 17 and West line of Government and 60 foot right of way of State Road No. 108 S/R 1023.5 feet; thence go West for 30 feet to Point of Beginning; thence go North 1<sup>st</sup> degree 54 minutes East along East side of State Road No. 108 S/R 1023.5 feet; thence go North 1<sup>st</sup> degree 54' East along West side of State Road No. 108 S/R 28 feet to Point of Beginning on West side of said State road; thence go South 1<sup>st</sup> degree 54' East along NE 1/4 of the NE 1/4 of Section 17 for 404 feet; thence go North 1<sup>st</sup> degree 54' West along South line of NE 1/4 of the NE 1/4 of Section 17 for 281 feet; thence go East along South side of land described in Deed Book 34, Page 138 for 494 feet to the Point of Beginning.

**PREPARED FOR:**  
HOOKED ON LEARNING, LLC

SURVEY NOTES:

- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground Improvements were not located or shown.
- 3) Lands shown herein were not destroyed by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N 00°00'00" E for the North line of the parcel described in Official Records Book 2572, Page 1507, recorded in Nassau County Public records.
- 5) Parcel ownership, if applicable, has not been determined by this office. Parties are drawn to their own knowledge of the property lines. Parties are not deemed to be encroachments unless easements is apparent.
- 6) "Unites" it bears the signature and the original colored seal of a Florida Licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown herein lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 1308200155E, Dated 08/02/2007.
- 8) Unless otherwise noted Measured angles and distances are the same as Plot or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracy: 1 foot in 22,665 feet. Surveyed accuracy: 1 foot in 10,000 feet.
- 10) All Elevation shown herein are based on the North American Vertical Datum of 1988 (NAVD 88).

ADDRESS: 36798 PINE STREET. HILLIARD, FL. 32046

[illegible]

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY:  ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

ITEM-3

**GLASS LAND SURVEYING, LLC**  
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046  
(904) 675-9241 • CELL (904) 370-0318

36

GLS-24-178



Prepared by:  
 Josh Bernard  
 Titletown of America, LLC  
 480 Busch Drive  
 Jacksonville, Florida 32218

Record & Return to:  
 GRANTEE

File Number: TT24-0117  
 Parcel ID Number: 17-3N-24-0000-0006-0000

480 Busch Dr  
 Jacksonville

## General Warranty Deed

Made this May 10, 2024 A.D. By **Philip M. Myers and Philip Myers, both conveying non homestead real property**, whose address is: 11252 NW 78th Ave, Chiefland, FL 32626, hereinafter called the grantor, to **Hooked on Learning, LLC, a Florida Limited Liability Company**, whose post office address is: 551435 US Hwy 1, Hilliard, Florida 32046, hereinafter called the grantee:

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

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

All that certain piece or parcel of land situate, lying and being in the NE 1/4 OF NE 1/2 of Section 17, Township 3 North, Range 24 East, Nassau County, Florida, and further described by metes and bounds as follows:

Beginning at the Northeast corner of Section 17 and go South 1 degree 54 minutes East along East line of Section 17 and enter of pavement and 60 foot right of way of State Road No. 108 for 1053.5 feet; thence go West for 30 feet to Point of Beginning on West side of said State road; thence go South 1 degree 54' East along West side of State Road No. 108 for 281 feet; thence go West along South line of NE 1/4 of the NE 1/4 of Section 17 for 494 feet; thence go North 1 degree 54' West for 281 feet; thence go East along South side of land described in Deed Book 34, Page 138 for 494 feet to the Point of Beginning.

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

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

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2023.

HOOKED ON LEARNING DEED - PINE STREET



WWW.NCPAFL.COM

KEVIN J. LILLY

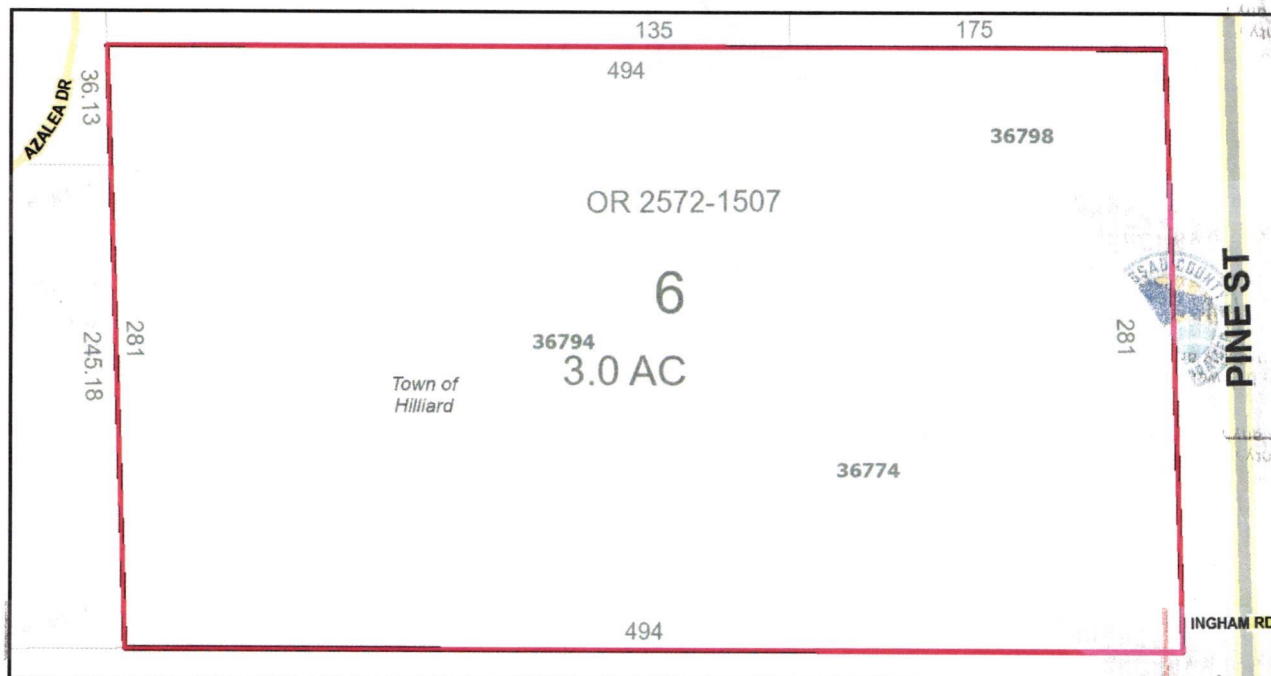
ASA, C.F.A.

Consistent. Fair. Efficient

904-491-7300



ITEM-3



**Parcel Report**

**Parcel ID**

**Owner Information**

**Results**

17-3N-24-0000-0006-0000

HOOKED ON LEARNING LLC

551435 US HWY 1

**Mailing Address**

HILLIARD, FL 32046

**Site Address**

36798 PINE ST  
HILLIARD  
32046  
36774 PINE ST  
HILLIARD  
32046  
36794 PINE ST  
HILLIARD  
32046

**Previous Site Address (If Changed by 911)**

Null

**Deed Acre**

3.00

**Approximate Acres (GIS Calculated)**

3.19

**Property Use Code**

000100

**Municipality**

Town of Hilliard

**Census Tract**

**MLS Zone**

9 - Mainland

**Subdivision**

Not in a Subdivision

The Nassau County interactive map displays GIS data that is subject to continual updating, change and the data accuracy representations adjustments over time. The information contained within this document is not intended to be used for the preparation of construction documents and under no circumstance shall this product or representations from this product be used for final design purposes.

Nassau County makes no warranties or guarantees, either expressed or implied as to the completeness, accuracy, or correctness of the data portrayed in this product nor accepts any liability, arising from any incorrect, incomplete or misleading information contained therein. All information, data and databases are provided "as is" with no warranty, expressed or implied, including but not limited to, fitness for a particular purpose. ITEM-3

By accessing this website and/or data contained within the databases, you hereby release Nassau County, its employees, agents, contractors, and suppliers from any and all responsibility and liability associated with its use. In no event shall Nassau County or its officers or employees be liable for any damages arising in any way out of the use of the website, or use of the information contained in the databases.



## HOOK ON LEARNING LEGAL

NOTES

**NOW OR FORMERLY**

**SURVEY NOTES:**

- ADDRESS: 36798 PINE STREET. HILLIARD. FL 32046

GLASS LAND SURVEYING, LLC

*ITEM-3*

**GLASS LAND SURVEYING, LLC**  
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046  
(904) 675-9241 • CELL (904) 370-0318  
LICENSE BUSINESS- NO. LB 8359

BY:  ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

REVISED ON 04-30-2025 TO SHOW PARCEL SURVEY FOR HOOK ON LEARNING ONLY  
REVISED 11/15/2024 TO SHOW UPDATED PROPOSED BUILDING, PARKING AND DRIVE LOCATION  
REVISED 09/13/2024 TO SHOW PROPOSED BUILDING, PARKING AND DRIVE LOCATION



ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE NE 1/4 OF THE NE 1/4 OF SECTION 17, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

**COMMENCE** AT THE NORTHEAST CORNER OF SECTION 17; THENCE S 01°54'00" E ALONG THE EAST LINE OF SAID SECTION 17 AND ALSO BEING THE CENTERLINE OF STATE ROAD NO. 108 (AKA COUNTY ROAD NO. 108, HAVING A 60 FOOT RIGHT OF WAY), A DISTANCE OF 1053.50 FEET; THENCE N 90°00'00" W, A DISTANCE OF 30.00 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 108; THENCE S 01°58'55" E ALONG THE AFORESAID WEST RIGHT OF WAY LINE AS NOW ESTABLISHED, A DISTANCE OF 102.87 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUE S 01°58'55" E ALONG THE AFORESAID WEST RIGHT OF WAY LINE, A DISTANCE OF 175.00 FEET TO A POINT; THENCE S 89°37'58" W, A DISTANCE OF 175.00 FEET TO A POINT; THENCE N 01°58'55" W, A DISTANCE OF 175.00 FEET TO A POINT; THENCE N 89°37'58" E, A DISTANCE OF 175.00 FEET TO THE **POINT OF BEGINNING**, CONTAINING 0.70 ACRES MORE OR LESS.

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## MAP OF BOUNDARY SURVEY

## REMAINING PARCEL

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE NE 1/4 OF THE NE 1/4 OF SECTION 17, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

COMMENCE AT THE NORTHEAST CORNER OF SECTION 17, THENCE S 01°54'00" E ALONG THE EAST LINE OF SAID SECTION 17 AND ALSO BEING THE CENTERLINE OF STATE ROAD NO. 108 (AKA COUNTY ROAD NO. 108, HAVING A 60 FOOT RIGHT OF WAY), A DISTANCE OF 1053.50 FEET, THENCE N 90°00'00" W, A DISTANCE OF 30.00 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 108 AT THE POINT OF BEGINNING, THENCE S 01°58'55" E ALONG THE AFORESAID WEST RIGHT OF WAY LINE AS NOW ESTABLISHED, A DISTANCE OF 102.87 FEET TO A POINT, THENCE S 89°37'58" W, A DISTANCE OF 175.00 FEET TO A POINT, THENCE S 01°58'55" E, A DISTANCE OF 175.00 FEET TO A POINT, THENCE S 89°37'58" W, A DISTANCE OF 319.12 FEET TO A POINT, THENCE N 01°57'00" W, A DISTANCE OF 281.03 FEET TO A POINT, THENCE N 90°00'00" E (BEARING BASIS FOR THIS DEED), A DISTANCE OF 494.07 FEET TO THE POINT OF BEGINNING, CONTAINING 2.47 ACRES MORE OR LESS.

PREPARED FOR:  
HOOKED ON LEARNING, LLC

## SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N 90°00'00" E for the North line of the parcel described in Official Records Book 2572, Page 1507, recorded in Nassau County Florida public records.
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0145E, Dated 08/02/2017.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracy for the following surveyed. Surveyed Accuracy: 1 foot in 22,655 feet Commercial / High risk linear accuracy: 1 foot in 10,000 feet  
SOP Rule 5J-17.05(3) (8) (15) b.ii
- 10) All Elevation shown hereon are based on the North American Vertical Datum of 1988 (NAVD 88)

ADDRESS: 3679B PINE STREET, HILLIARD, FL 32046

## LEGEND

CONC. = CONCRETE  
ELEV. = ELEVATION  
A/C = AIR CONDITIONER  
A.K.A. = ALSO KNOWN AS  
B.R.L. = BUILDING RESTRICTION LINE  
C.T.V. = CABLE TELEVISION PEDESTAL  
C.A. = CENTRAL ANGLE  
C. = CENTERLINE  
C.B. = CHORD BEARING  
C.D. = CHORD DISTANCE  
F. = FINISHED FLOOR  
F.H. = FIRE HYDRANT  
G.M. = GAS METER  
L. = ARC LENGTH  
L.F. = LIGHT POLE

MEAS. = MEASURED  
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM  
O.R.B. = OFFICIAL RECORD BOOK  
P.I.N. = PARCEL IDENTIFICATION NUMBER  
P.E. = POINT OF BEGINNING  
P.O.C. = POINT OF COMMENCEMENT  
R. = RADIUS  
R.C.P. = REINFORCED CONCRETE PIPE  
R/O.W. = RIGHT-OF-WAY  
S.C. = SEWER CLEANOUT  
S.M. = SEWER MANHOLE

SM = STORM MANHOLE  
T.P. = TELEPHONE PEDESTAL  
W.F. = WOOD FENCE  
W.P.P. = WOOD POWER POLE  
W.M. = WATER METER  
W. = WELL  
X 74.00 = DENOTES ELEVATION POINT  
X 80.00 = DENOTES GRADE

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

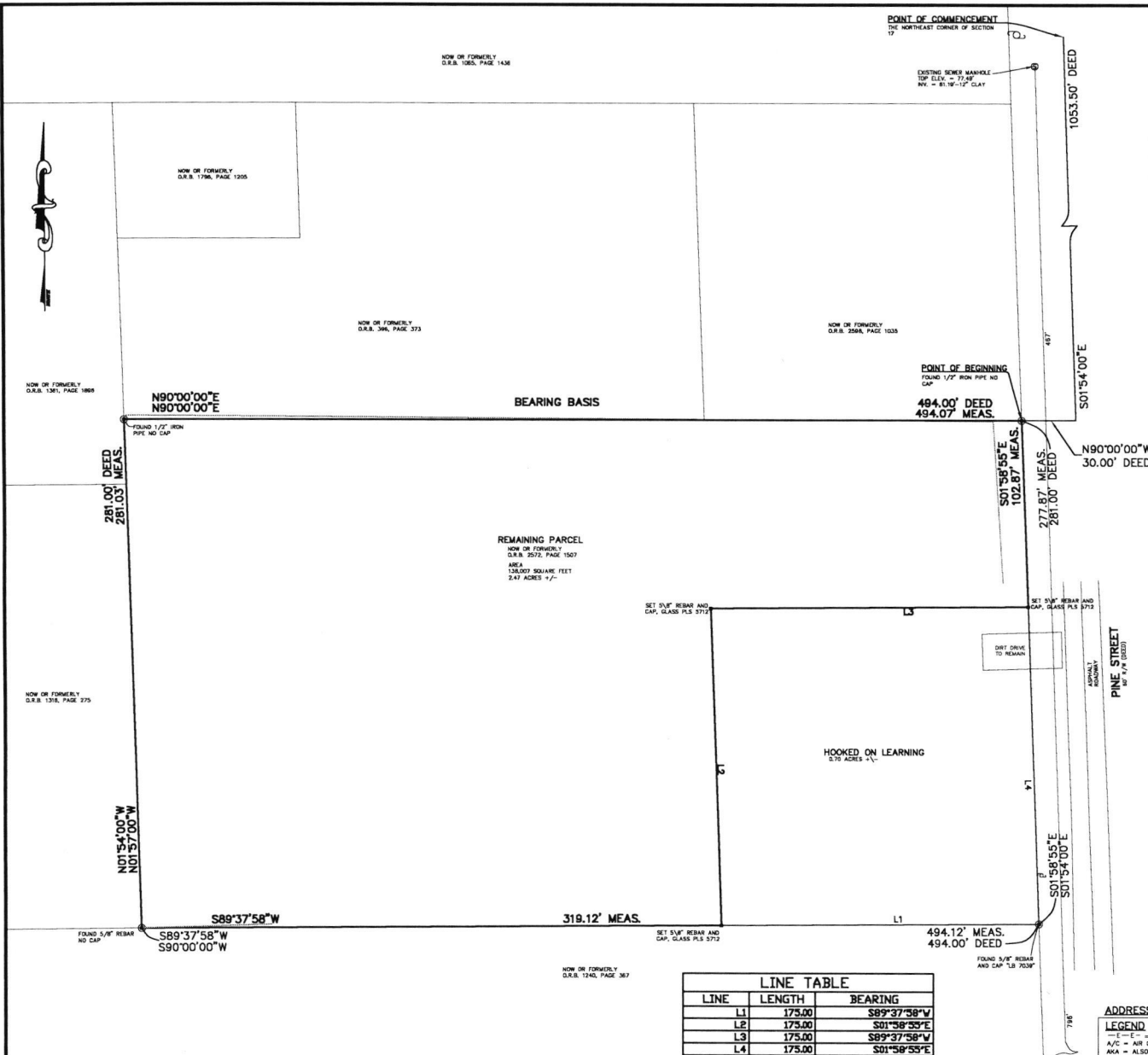
BY:

ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE NO. 5712

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC  
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046  
(904) 675-9241 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB 8359

SCALE: 1"=40'  
DATE: 08/26/24  
DWN BY: WAG  
CKD BY: AFG  
JOB NO: 24-178  
F.B. NO: WAGS  
PAGE NO.



LINE TABLE		
LINE	LENGTH	BEARING
L1	175.00	S89°37'58\"W
L2	175.00	S01°58'55\"E
L3	175.00	S89°37'58\"W
L4	175.00	S01°58'55\"E

REVISED ON 05-24-2025 TO SHOW REMAINING PARCEL SURVEY FOR HOOK ON LEARNING  
REVISED ON 04-30-2025 TO SHOW PARCEL SURVEY FOR HOOK ON LEARNING ONLY  
REVISED 11/15/2024 TO SHOW UPDATED PROPOSED BUILDING, PARKING AND DRIVE LOCATION WITH A PARTIAL TOPOGRAPHIC AND TREE LOCATION IN THE NEW BUILDING AREA.  
REVISED 09/13/2024 TO SHOW PROPOSED BUILDING, PARKING AND DRIVE LOCATION WITH A PARTIAL TOPOGRAPHIC AND TREE LOCATION IN THE NEW BUILDING AREA.

ALL THAT CERTAIN PIECE OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE NE 1/4 OF THE NE 1/4 OF SECTION 17, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

**COMMENCE** AT THE NORTHEAST CORNER OF SECTION 17; THENCE S 01°54'00" E ALONG THE EAST LINE OF SAID SECTION 17 AND ALSO BEING THE CENTERLINE OF STATE ROAD NO. 108 (AKA COUNTY ROAD NO. 108, HAVING A 60 FOOT RIGHT OF WAY), A DISTANCE OF 1053.50 FEET; THENCE N 90°00'00" W, A DISTANCE OF 30.00 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 108 AT THE **POINT OF BEGINNING**; THENCE S 01°58'55" E ALONG THE AFORESAID WEST RIGHT OF WAY LINE AS NOW ESTABLISHED, A DISTANCE OF 102.87 FEET TO A POINT; THENCE S 89°37'58" W, A DISTANCE OF 175.00 FEET TO A POINT; THENCE S 01°58'55" E, A DISTANCE OF 175.00 FEET TO A POINT; THENCE S 89°37'58" W, A DISTANCE OF 319.12 FEET TO A POINT; THENCE N 01°57'00" W, A DISTANCE OF 281.03 FEET TO A POINT; THENCE N 90°00'00" E (**BEARING BASIS FOR THIS DEED**), A DISTANCE OF 494.07 FEET TO THE **POINT OF BEGINNING**, CONTAINING 2.47 ACRES MORE OR LESS.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Planning & Zoning Board Regular Meeting Meeting Date: June 3, 2025

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

SUBJECT: Planning & Zoning Board acknowledge the resignation of Charles Reed, from the Planning & Zoning Board effective July 1, 2025.

---

#### **BACKGROUND:**

On May 8, 2025, we received the resignation letter of Charles Reed, from the Planning & Zoning Board.

He has served on the Board since November 2009.

It is his plan to serve until the conclusion of the Planning & Zoning Board meeting on July 1, 2025, in order to allow the Council ample time to find a qualified replacement for the seat.

Town Council accepted the resignation at their meeting on May 15<sup>th</sup> and began to advertise for applicants.

They will review and possibly interview for the seat at the June 12<sup>th</sup> Workshop at 6pm.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Planning & Zoning Board acknowledge the resignation of Charles Reed, from the Planning & Zoning Board effective July 1, 2025.





I have decided to request the resignation of my seat on the Zoning board . I would like July 1,2025 to be my last day to allow time to search for a qualified replacement. I have enjoyed the time i served and am ready for a new challenge.

Regards

Charles A Reed

Originally Received by Lee Anne Wollitz on 5.8.2025, and resubmitted with final edit on 5.16.2025

# 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

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

## MINUTES

**TUESDAY, MAY 06, 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

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

## PUBLIC HEARINGS

Public Hearing Open at 7:02PM.

**Lee Anne Wollitz, Land Use Administrator-** reads agenda Item Report.

**Wendy Prather, Chair of the Board calls for Public Comment**

No Public wish to comment.

Motion to close Public Hearing at 7:04PM.

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

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

- ITEM-1 Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-04, to Amend Chapter 62, Land Development Regulations, Article VII Signs.

**Lee Anne Wollitz – Land Use Administrator**

**Wendy Prather, Chair**, asks a question concerning 62-418, and ensuring that no flashing lights can be added to signs.

**Kevin Webb, Board Member-** asks a question concerning nonconforming signs and how that is determined.

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

Voting Yea: Chair Prather, Vice Chair Frey, Planning and Zoning Board Member Reed, Planning and Zoning Board Member Lawson, 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 approval of Minutes for Regular Meeting held on 04.01.2025.

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

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

## ADDITIONAL COMMENTS

### PUBLIC

No Public Comments.

## BOARD MEMBERS

**Josetta Lawson, Board Member-** asks a question regarding unkept lawns and who to contact with concerns.

**Skip Frey, Board Member-** asks a question regarding new businesses and when they need to come before the board for site plan approval verses administrative approvals.

## LAND USE ADMINISTRATOR

**Lee Anne Wollitz, Land Use Administrator,** reminds the Board about the Joint Workshop on 05.08.2025 at 6pm.

## PLANNING AND ZONING ATTORNEY

No Comments from P&Z Legal.

## ADJOURNMENT

Notion to Adjournment 7:20PM.

Motion made by Vice Chair Frey, Seconded by Planning and Zoning Board Member Webb.  
Voting Yea: Chair Prather, Vice Chair Frey, Planning and Zoning Board Member Reed,  
Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

Approved this 3<sup>rd</sup> day of June 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

---

Wendy Prather, Chair  
Hilliard Planning & Zoning Board