

# HILLIARD PLANNING AND ZONING BOARD MEETING

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

## BOARD MEMBERS

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Mary Norberg

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## AGENDA

**TUESDAY, AUGUST 08, 2023, 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

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

## REGULAR MEETING

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

**ITEM-2** Planning and Zoning Board Approval of Site Plan Application No. 20230720.1.  
Property Owner – Carol Franklin  
Parcel ID No. 16-3N-24-2320-0008-0030  
**Lee Anne Wollitz - Land Use Administrator**

**ITEM-3** Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20230726. Property Owner – Todd Jones  
Parcel ID No. 17-3N-24-0000-0001-0000  
**Lee Anne Wollitz - Land Use Administrator**

**ITEM-4** Planning and Zoning Board Approval of Minutes from the July 11, 2023, 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 second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

## **MINUTES & TRANSCRIPTS**

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

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

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access 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 Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **PUBLIC PARTICIPATION**

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

**EXPARTE COMMUNICATIONS**

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

**2023 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: August 8, 2023

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

SUBJECT: Planning and Zoning Board Approval of Site Plan Application No. 20230720.1.  
 Property Owner – Carol Franklin  
 Parcel ID No. 16-3N-24-2320-0008-0030

**BACKGROUND:**

Franklin has a desire to remodel a long vacant commercial property within the Town. He has a desire to update the existing property by making changes to the building that would allow for inside storage units.

This is not new development it is a change of use for an existing property.

Due to the extent of the change and the length of time that the property has been vacant, Land Use Administrator, Lee Anne Wollitz asked for a site plan application to be filled.

The property is Zoned M-1, which would allow for this change.

It has a FLUM designation of Industrial.

On site, there is adequate parking. (Comp. plan Policy A.1.9.2)

An existing stormwater drainage system is in place. (Comp. plan Policy A.1.9.2)

No additional impervious surface is planned at this time. (SJRWMD permit would only be needed if impervious surface is added, Comp. Plan Objective A.1.1.8)

Mr. Franklin plans to maintain a fence surrounding the property.

The developer is in the process of cleaning up and out the property in question but, has agreed to make no structural changes until engineered building plans can be drawn, reviewed, and approved through the proper processes.

The developer plans to have a reception area, an office and restrooms for staff and storage units.

A Development Investigation has been completed by our public works department and the developer has agreed to address any needed updates to the system pending the approval of the building construction plans.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Planning and Zoning Board approval of application No. 20230720.01.

2



# Town of Hilliard Site Plan Application

ITEM-2

**FOR OFFICE USE ONLY**

File # 20230720.1

Application Fee: 1,040 cash

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

- A. PROJECT**
1. Project Name: FRANKLIN TIRE INC  
FRANKLIN MINI STORAGE
2. Address of Subject Property: 551143 US HWY 1
3. Parcel ID Number(s): 16-3N-24-2320-0008-0030
4. Existing Use of Property: M-1 - COMMICAL
5. Future Land Use Map Designation: IND
6. Zoning Designation: M-1
7. Acreage: 2.46

- B. APPLICANT**
1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): CAROL FRANKLIN Title: PRES.
- Company (if applicable): FRANKLIN TIRE
- Mailing address: PO BOX 809
- City: HILLIARD State: FL ZIP: 32046
- Telephone: (904) 945-1707 FAX: ( ) e-mail: FRANKLIN CAROL@YAHOO.COM

3. If the applicant is agent for the property owner\*:
- Name of Owner (title holder): FRANKLIN TIRE INC
- Company (if applicable): \_\_\_\_\_
- Mailing address: PO BOX 809
- City: HILLIARD State: FL ZIP: 32046
- Telephone: (904) 945-1707 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. *Permit # 157738-1*

*TALKED TO MR VERN*

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]  
Signature of Applicant

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

CAROL FRANKLIN  
Typed or printed name and title of applicant

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

7-20-23  
Date

\_\_\_\_\_  
Date

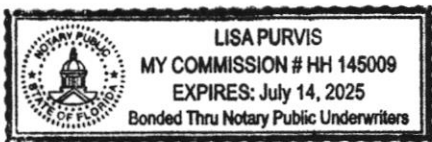
State of FL County of NASSAU

The foregoing application is acknowledged before me this 20<sup>th</sup> day of July, 2023 by Carrol

Franklin, who is/are personally known to me, or who has/have produced Florida D.L.  
as identification.

NOTARY SEAL

[Signature]



Signature of Notary Public, State of Florida

# MAP OF BOUNDARY AND TOPOGRAPHIC SURVEY

All that certain tract or parcel of land lying and being in Section 16, Township 1 North, Range 24 East, Nassau County, Florida being more particularly described as follows: For a point of reference commence at the point where the Westerly right of way line of Henry Smith Road (an 80 foot right of way as now established) intersects the Southwesterly right of way line of U.S. Highway No. 301. Run North 87°16'28" West, a distance of 372.71 feet to the most northerly right of way line of U.S. Highway No. 301. Run South 87°16'28" West, a distance of 433.09 feet to the most northerly corner of a concrete monument found at the most northerly corner of lands as described in Deed recorded in Official Record Book 238, page 56, Public Records of said County for the Point of Beginning.

From the Point of Beginning thus described run South 26°55'42" West along the Northwesterly line of lot mentioned lands, a distance of 312.51 feet to a concrete monument found at the most Westerly corner thereof; run thence South 37°12'44" West, a distance of 313.10 feet to a 1/2 inch iron pipe set to 4 inch pipe set; run thence North 37°12'44" East, a distance of 433.09 feet to a 1/2 inch iron pipe set East, on the Southwesterly right of way line of said U.S. Highway 301; run thence South 52°17'16" East along said Southwesterly right of way line, a distance of 200.0 feet to the Point of Beginning.

The land is subject to any portion of the following described easement that lies within:

A 33-foot wide easement for an underground transcontinental pipeline system owned by Southern Bell Telephone and Telegraph Company, located in Section 16, Township 1 North, Range 24 East, Nassau County, Florida, known as Henry Smith Road (a 60 foot right of way as now established) and Ingham Road (a 60 foot right of way as now established); said 33 foot wide easement lying 16.5 feet as measured at right angles each side of the following described centerline. The right of way of the easement commences at the Point of Beginning on the Southwesterly right of way line of U.S. Highway 301 (a 150 foot right of way as now established) and runs South 02°35'58" East along said Westerly right of way line, a distance of 596.0 feet to a point for the point of beginning of said centerline to be described hereafter.

From the Point of Beginning thus described run North 49°23'17" West, a distance of 211.88 feet to a point on the Southwesterly right of way line of U.S. Highway 301; run thence East along the centerline described herein; said centerline lying 351.23 feet Southwest of the Southwesterly right of way line of said U.S. Highway 301.

### SURVEY NOTES:

- The "Legal Description" hereon is in accord with the description provided by the client.
- Underground improvements were not located or shown.
- Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- Bearings based on S 52°47'16" E for the South Right-of-Way line of U.S. Highway 301, per deed recorded in Official Records Book 741, Page 745, Nassau County Public Records.
- Fence ownership, if applicable, has not been determined by this office. Fences are drawn as shown on this map for identification purposes only and are not deemed to be encroachments unless otherwise stated.
- "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."
- The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 120950015E, Dated 08/02/2007.
- Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- This survey has been conducted according to the standards of care to achieve the following accuracy for the following surveyed: Surveyed Accuracy: 1 foot in 16444 feet Commercial / High risk linear accuracy: 1 foot in 10,000 feet S.O.P. Rule 3A-17.00(3) (B) (13) Btl
- Elevation shown hereon are based on the North American Vertical Datum of 1988 (N.A.V.D. 88).

**LEGEND**

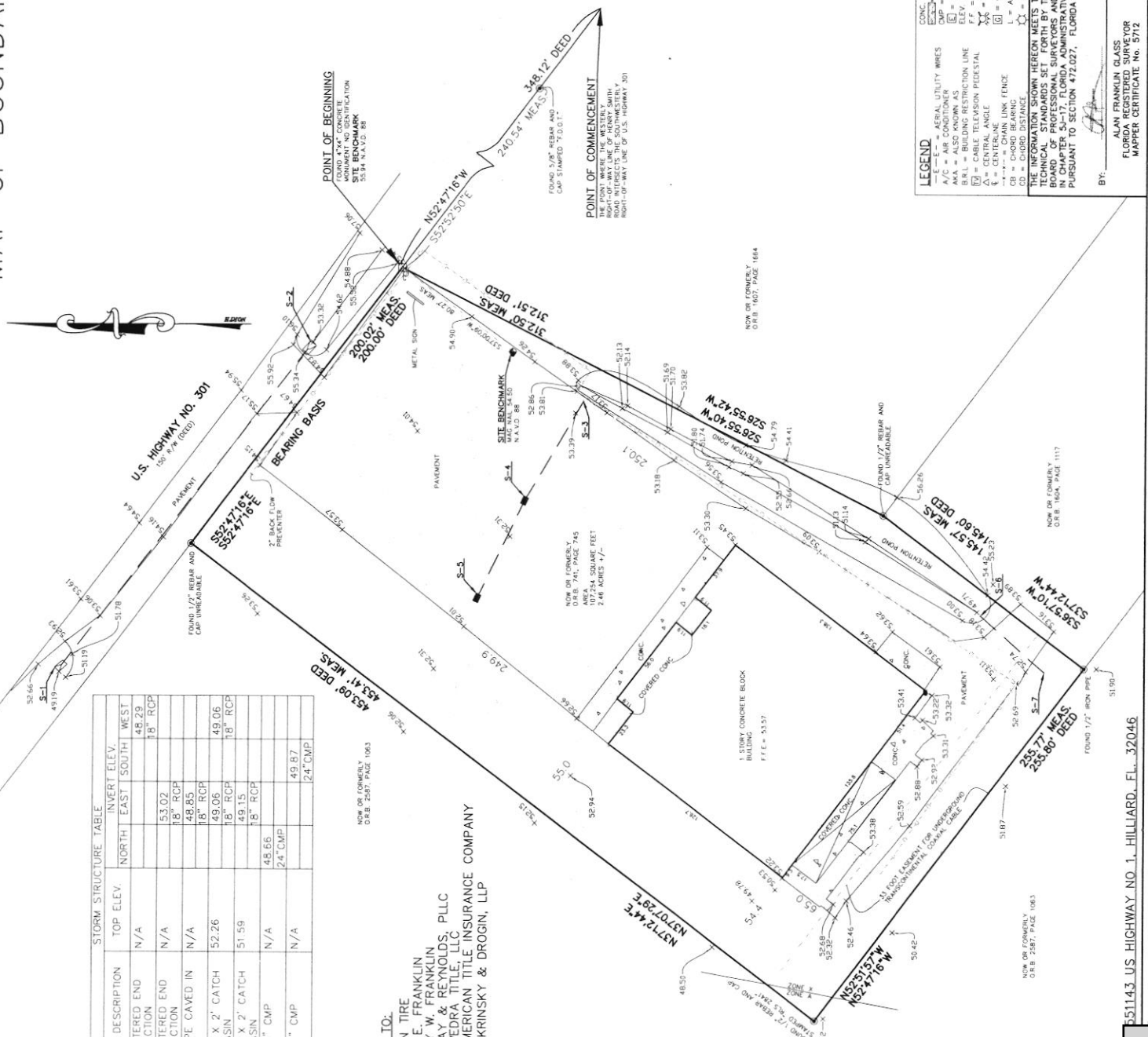
CONC = CONCRETE  
 CORR = CORRUGATED METAL PIPE  
 CWP = CORRUGATED METAL PIPE  
 ELEV = ELEVATION  
 B.L. = BUILDING RESTRICTION LINE  
 C = CENTRAL ANGLE  
 CB = CHORD BEARING  
 CD = CHORD DISTANCE  
 CH = CHAIN LINK FENCE  
 CHD = CHORD  
 CIRC = CIRCULAR  
 EL = ELECTRICITY  
 ELEV = ELEVATION  
 F.F. = FINISHED FLOOR  
 F.P. = FIRE PLUMBING  
 G.S. = GAS METER  
 L = ARC LENGTH  
 L.F. = LIGHT POLE  
 M = MEASURED  
 O.R.B. = OFFICIAL RECORD BOOK  
 P.I.N. = PARCEL IDENTIFICATION NUMBER  
 P.O.C. = POINT OF COMMENCEMENT  
 R = RADIUS  
 RCP = REINFORCED CONCRETE PIPE  
 R/W = RIGHT-OF-WAY  
 S = SEWER MANHOLE

FOR INFORMATION OF THE PUBLIC, THIS SURVEY MEETS THE TECHNICAL STANDARDS SET FORTH IN THE MINIMUM STANDARD PRACTICES OF THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 55-17, 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  
 3731 WEST 5TH STREET, HILLIARD, FLORIDA 32046  
 (904) 888-5316  
 LICENSE BUSINESS NO. LB 8359

ITEM-2



NAME	DESCRIPTION	TOP ELEV.	INVERT ELEV.	NORTH	EAST	SOUTH	WEST
S-1	MITERED END SECTION	N/A	48.79	18"	RCP		
S-2	MITERED END SECTION	N/A	53.02	18"	RCP		
S-3	PIPE CAVED IN	N/A	48.85	18"	RCP		
S-4	2' X 2' CATCH BASIN	52.26	49.06	18"	RCP		49.06
S-5	2' X 2' CATCH BASIN	51.59	49.15	18"	RCP		
S-6	24" CMP	N/A	48.66	24"	CMP		49.87
S-7	24" CMP	N/A					24"

CERTIFY TO:  
 FRANKLIN TIRE  
 CARROLL E. FRANKLIN  
 GREGORY W. FRANKLIN  
 HATHAWAY & REYNOLDS, PLLC  
 PONTIE VEDRA TITLE, LLC  
 FIRST AMERICAN TITLE INSURANCE COMPANY  
 TARTER KRINSKY & DROGIN, LLP





- 17940 SQ FT INSIDE STORAGE CLIMATE CONTROL
- 2 - 12X25 PARKING HANDICAP
- 2 12X25 REG PARKING FOR EMPLOYEES
- 20 12X30 PARKING
- 5 12X22 PARKING
- 5 12X25 PARKING
- 55 X 249 FT PROPOSED PARKING LATER
- 2 25 FT WIDE DRIVES

88)

L  
LE

OWNERS  
 FRANKLIN TIRE INC  
 FRANKLIN

Inst: 202345021065 Date: 07/13/2023 Time: 10:52AM  
Page 1 of 5 B: 2653 P: 984, Doc Type: D  
John A. Crawford, Clerk of Court, Nassau County,  
By: SF, Deputy Clerk  
Doc Stamp-Deed: 3332.00

Prepared By  
Brian J. Beller, Esq.  
Tarter Krinsky & Drogin LLP  
1350 Broadway  
New York, New York 10018

Record and Return To:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SPECIAL WARRANTY DEED

**Lincoln Trust Company, Trustee of the Rollover IRA Account 090000001252 F/K/A John C. Strougo Keough Retirement Plan under Trust Agreement dated September 18, 1995**

(hereinafter called "Grantor," whether one or more, masculine, feminine or neuter) for and in consideration of the sum of TEN and no/100 DOLLARS and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, paid by

**FRANKLIN TIRE, INC.**

(hereinafter called "Grantee," whether one or more, masculine, feminine or neuter), for which no lien is retained either express or implied, has Granted, Sold and Conveyed, and by these presents does hereby Grant, Sell and Convey, unto the said Grantee all that certain real property described as follows:

**Property located in Nassau County, Florida, being more fully described on Schedule A attached hereto and incorporated herein for all purposes,**

together with all improvements thereon, if any, and all rights, privileges, tenements, hereditaments, rights of way, easements, appendages and appurtenances, in anyway appertaining thereto, and all right, title and interest of Grantor in and to any streets, ways, alleys, strips or gores of land adjoining the above-described property or any part thereof (hereinafter the "Property").

This deed is executed and delivered subject to property taxes for the current year and subsequent years, the payment of which Grantee assumes, and those permitted exceptions listed on Schedule B attached hereto and made a part hereof for all purposes (hereinafter the "Permitted Exceptions").

Notwithstanding anything in this instrument to the contrary, the above-referenced Permitted Exceptions shall only affect the Property to the extent that such Permitted Exceptions are valid and effective as of the date of this instrument and the mere reference to such Permitted Exceptions in this instrument shall not be deemed to impose or reinstate such Permitted Exceptions if such Permitted Exceptions are not valid and effective as of the date of this instrument.

TO HAVE AND TO HOLD the above described Property, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee and Grantee's successors and assigns forever; and Grantor hereby warrants and forever defends all and singular the said Property, subject to the Permitted Exceptions, if any, to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming, or to claim the same, or any part thereof, by, through or under Grantor, but not otherwise.

Schedule A to Special Warranty Deed

The Land referred to herein below is situated in the County of Nassau, State of Florida, and is described as follows:

All that certain tract or parcel of land lying and being in Section 16, Township 3 North, Range 24 East, Nassau County, Florida being more particularly described as follows: For a point of reference commence at the point where the Westerly right-of-way line of Henry Smith Road (an 80 foot right-of-way as now established) intersects the Southwesterly right-of-way line of U. S. Highway 301 (a 150 foot right-of-way as now established) and run north 52° 47' 16" West along said Southwesterly right-of-way line, a distance of 348.12 feet to a concrete monument found at the most Northerly corner of lands as described in Deed recorded in Official Record Book 238, Page 56, Public Records of said County for the Point of Beginning.

From the Point of Beginning thus described run South 26° 55' 42" West along the Northwesterly line of last mentioned lands, a distance of 312.51 feet to a concrete monument found at the most Westerly corner thereof; run thence South 37° 12' 44" West, a distance of 145.60 feet to a 1/2 inch iron pipe set; run thence North 52° 47' 16" West, a distance of 255.80 feet to a 1/2 inch pipe set; run thence North 37° 12' 44" East, a distance of 453.09 feet to a 1/2 inch iron pipe set on the Southwesterly right-of-way line of said U. S. Highway 301; run thence South 52° 47' 16" East along said Southwesterly right-of-way line, a distance of 200.0 feet to the Point of Beginning.



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: August 8, 2023

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

SUBJECT: Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20230726. Property Owner – Todd Jones  
Parcel ID No. 17-3N-24-0000-0001-0000

**BACKGROUND:**

Jones owns 6.34 acres west of Pine Street and accessed through Black Pearl Lane. He has a desire to clear approx. 5 acres of the land.  
 The parcel is NOT located in a Flood Zone.  
 The parcel is currently vacant.  
 A Site Clearing/Site Work application was submitted due to the potential “Excavation and/or filling” as described in 62-357 that may need to be performed in the clearing and cleaning of the land.  
 Also, a “tree cutting deposit” as described in Ordinance 2011-09 has been requested do to the potential removal of trees via Town roadways. (As of publication this deposit has not been submitted).  
 The parcel is NOT located in a Flood Zone.  
 The parcel is currently vacant.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Planning and Zoning Board approval of application No. 20230726 Site Clearing/Site Work, Todd Jones, Property Owner.  
 With the condition that a Tree Cutting Deposit of \$500 be held by the Town until the completion of work. Followed by an inspection of Roadways by the Public Works Department and the completion of any needed repairs.



**FOR OFFICE USE ONLY**

File # 20230726

Application Fee: \$220.00 CK# 2007

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

# Town of Hilliard

## Site Clearing/Site Work Application

**A. PROJECT**

1. Project Name: Todd Jones
2. Address of Subject Property: Q Pine Street
3. Parcel ID Number(s): 17-3N-24-0000-0001-0000
4. Existing Use of Property: Land only
5. Zoning Designation: \_\_\_\_\_
6. Description of Work: Land clearing
7. Acreage of Parcel: 6.34 Clearing ≈ 5 acres

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Todd Jones Title: \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Mailing address: 450066 State Rd 200  
 City: Callahan FL State: \_\_\_\_\_ ZIP: 32011  
 Telephone: 904-841-7311 FAX: ( ) \_\_\_\_\_ e-mail: ToddJ@me.com

\* 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 Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

5. Fee.

a. \$100 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 shall be paid in full prior to any action of any kind on the development application.

All 5 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:

Todd Jones  
Signature of Applicant

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

Todd Jones  
Typed or printed name and title of applicant

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

7/17/23  
Date

\_\_\_\_\_  
Date

State of Arizona County of Maricopa

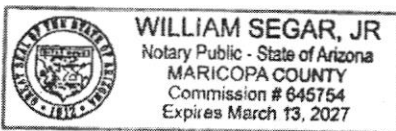
The foregoing application is acknowledged before me this 17 day of July, 2023 by Todd

Jones, who is/are personally known to me, or who has/have produced Driver's License as identification.

NOTARY SEAL

William Segar Jr

Signature of Notary Public, State of Arizona



**DEED OF GIFT**

THIS INDENTURE, made this <sup>1<sup>ST</sup></sup> day of AUGUST, 2016, between:

**TODD JONES, a married person**  
whose address is: 4112 Arezzo Pointe Lane, San Jose, CA 95148  
Grantor,

and **TERRY JONES, a single person,**  
whose address is: 531 South 6<sup>th</sup> Street, Fernandina Beach, FL 32034,  
Grantee.

**WITNESSETH:** That the Grantor, for and in consideration of the sum of LOVE AND AFFECTION, has granted, bargained and sold to the Grantee, his heirs and assigns forever, the following described lands, situate, lying and being in the County of Nassau, State of Florida, to wit:

All of those certain lots, pieces or parcels of land, situate, lying and being on Amelia Island, in the County of Nassau and State of Florida, and known and described as follows

SEE EXHIBIT A, ATTACHED HERETO AND MADE A PART HEREOF BY THIS REFERENCE

The land described herein is not the homestead of the Grantor or for anyone for whose support the Grantor is responsible.

PARCEL NUMBERS: 46-3N-28-0000-0007-0060 and 17-3N-24-0000-0001-0000

SUBJECT TO COVENANTS AND RESTRICTIONS of record, if any, AND to taxes accruing subsequent to December 31, 2015

The property conveyed herein is conveyed as a gift from the Grantor to the Grantee, who are father and son, upon property which is unencumbered by mortgage. Minimum State of Florida Documentary Stamp Tax is affixed.

And the Grantor hereby fully warrants the title to the land, and will defend the same against the lawful claims of all persons claiming by or through the Grantor.

IN WITNESS WHEREOF, the Grantor hereunto sets his hand and seal on the day and year first above written.

**SIGNED, SEALED and DELIVERED**  
in the presence of:

*[Signature]*  
Name: \_\_\_\_\_  
*[Signature]*  
Name: \_\_\_\_\_

*[Signature: Todd Jones]*  
TODD JONES

THIS INSTRUMENT PREPARED BY: MARSHALL E. WOOD, ESQUIRE, 303 CENTRE STREET, SUITE 100, FERNANDINA BEACH, FL 32034. Title to the lands described herein has not been examined by me and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quality of lands described therein, the location of the boundaries thereof, or the existence of liens, unpaid taxes, or encumbrances.

Rec. \$35.50  
D.S. .70  
36.20



ITEM-3

EXHIBIT "A"

A PORTION OF THE MARGARET O'NEIL GRANT, SECTION 46, TOWNSHIP 3 NORTH, RANGE 28 EAST, HASSAU COUNTY, FLORIDA.

Said portion being more particularly described as follows: Begin at a 1/2 inch iron pin with cap stamped PLS 1868 located for the Southeast corner of Lot 2, "Lansford Oaks", according to plat recorded in the public records of said county, to plat book 8, page 146; and run North 76 degrees, 27 minutes, 13 seconds East along the Southwesterly line of said subdivision, a distance of 163.86 feet to a set 1/2 inch iron pin with cap stamped PLS 1868 being designated as point "A" in this description; run thence South 18 degrees, 11 minutes, 18 seconds West, a distance of 847.89 feet to a found 1/2 inch iron pin with cap stamped 1868; run thence North 01 degree, 42 minutes, 48 seconds West a distance of 221.86 feet to a found 1/2 inch iron pin with cap stamped PLS 1862; and run North 01 degree, 42 minutes, 48 seconds West, a distance of 21.8 feet, more or less, to a point on the marshlands of Lansford Creek, said point being designated as point "B" in this description, return to the point of beginning and run North 76 degrees, 27 minutes, 13 seconds West along the Southwesterly line of "Lansford Oaks" aforementioned, a distance of 236.23 feet to a found accurate monument with cap stamped P. M. 1864; thence South 76 degrees, 27 minutes, 13 seconds West along said Southwesterly line, a distance of 29.9 feet, more or less, to the new standards of Lansford Creek aforementioned; run thence in a Southerly direction along said marshlands, a distance of 700.9 feet, more or less, to point "B" aforementioned for the closing point.

LESS AND EXCEPT:

THE EASTERLY 30.0' FEET OF THE FOREGOING DESCRIBED LANDS

AND

LESS AND EXCEPT:

A PORTION OF THE MARGARET O'NEIL GRANT, SECTION 46, TOWNSHIP 3 NORTH, RANGE 28 EAST, HASSAU COUNTY, FLORIDA.

Said portion being more particularly described as follows: For a point of reference hereinafter of a 1/2" iron pin with cap stamped PLS 1868 located for the Southeast corner of Lot 2, Lansford Oaks, according to Plat recorded in the Public Records of said County, in Plat Book 8, Page 146; and run North 76 degrees 27 minutes 13 seconds East along the Southwesterly line of said subdivision, a distance of 163.86 feet to a set 1/2" iron pin with cap stamped PLS 1868, being designated as Point "A" in this description; run thence South 18 degrees 11 minutes 18 seconds West, a distance of 777.81 feet to a set 1/2" iron pin with cap stamped PLS 1868 set for the POINT OF BEGINNING.

From the Point of Beginning then described thence South 18 degrees 11 minutes 18 seconds West, a distance of 276.27 feet to a set 1/2" iron pin with cap stamped PLS 1868; run thence South 04 degree 18 minutes 27 seconds West, a distance of 208.22 feet to a set 1/2" iron pin with cap stamped PLS 1868; thence South 04 degree 18 minutes 27 seconds West, a distance of 11.8 feet more or less to a point on the marshlands of Lansford Creek said point being designated as Point "D" in this description. Return to the Point of Beginning and run South 06 degree 26 minutes 23 seconds West, a distance of 404.84 feet to a set 1/2" iron pin with cap stamped PLS 1868; thence South 04 degree 26 minutes 23 seconds West, a distance of 13.0' feet more or less to the marshlands of Lansford Creek aforementioned; run thence in a Southerly direction along said marshlands, a distance of 232.27 feet more or less to Point "D" aforementioned for the closing point.

FURTHER EXCEPTING THEREFROM THAT PART HEREOF COVERTED IN OFFICIAL RECORDS BOOK 747, PAGE 601 OF THE PUBLIC RECORDS OF HASSAU COUNTY, FLORIDA.

Exhibit "A"  
Page 1 of 2 Pages

## EXHIBIT "A" (Continued)

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, more particularly described as follows:

COMMENCING at the Northeast corner of Section Seventeen (17), Township Three (3) North, Range Twenty-four (24) East, Run a course Westerly approximately Six Hundred Sixty (660) feet along the North boundary of said Section Seventeen (17) to the Northeast corner of the lands described in deed recorded in Official Records Book 67, page 499, dated July 21, 1966, public records of Nassau County, Florida; thence run a course Southerly approximately Six Hundred Sixty (660) feet on a line parallel to the East line of said Section Seventeen (17), said line being also contiguous to the East boundary line of the property described in deed recorded in Official Records Book 67, page 499, previously mentioned, to a point on the Northwest corner of the lands described in deed recorded in Deed Book 131, page 60 of the public records of Nassau County, Florida; thence run a course Easterly approximately Six Hundred Sixty (660) feet along the line parallel to the North boundary line of the said Section Seventeen (17) also contiguous to the North line of the property described in the deed recorded in Deed Book 131, page 60, Nassau County, Florida, to the East boundary line of said Section Seventeen (17); thence run a course Southerly Six Hundred Sixty (660) feet along the East boundary of said Section Seventeen (17) to the POINT OF BEGINNING; said grantor, however, reserves to herself, her personal representatives, her heirs, grantees and assigns a perpetual roadway easement for ingress and egress over and upon a rectangular portion of the above described lands Sixty-six (66) feet in width by Two Hundred Eighty-three (283) feet in depth described as follows:

COMMENCE at the Northeast corner of the lands described in deed recorded in Official Records Book 67, page 499 of the public records of Nassau County, Florida, run a course Southerly Two Hundred Eighty-three (283) feet along a line parallel to the East boundary of Section Seventeen (17), Township Three (3) North, Range Twenty-four (24) East, Nassau County, Florida, said line being contiguous to the East boundary line of property described in deed recorded in Official Records Book 67, page 499, public records of Nassau County, Florida; thence run a course Easterly Sixty-six (66) feet along a line parallel to the North boundary line of said Section Seventeen (17) to a point; thence run a course Southerly Two Hundred Eighty-three (283) feet along a line parallel to the East boundary line of said Section Seventeen (17); thence run a course Westerly Sixty-six (66) feet, more or less, to the POINT OF BEGINNING; provided, however, that grantor's said perpetual roadway easement shall automatically and forthwith stand terminated at such time hereafter as Nassau County, Florida, or other governmental agency shall have completed a public road and opened same for use by the general public which gives access for roadway purposes to other lands owned by grantor contiguous to and lying Easterly of a portion of the lands hereinabove described.

EXCEPTING THEREFROM THAT PART THEREOF PREVIOUSLY CONVEYED BY DEEDS RECORDED IN OFFICIAL RECORDS BOOK 772, PAGE 397 AND OFFICIAL RECORDS BOOK 772, PAGE 600 OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

Exhibit A  
Page 2 of 2 Pages

### ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Santa Clara

On 09/28/2016 before me, Silvia Gallegos, Notary Public,  
(insert name and title of the officer)

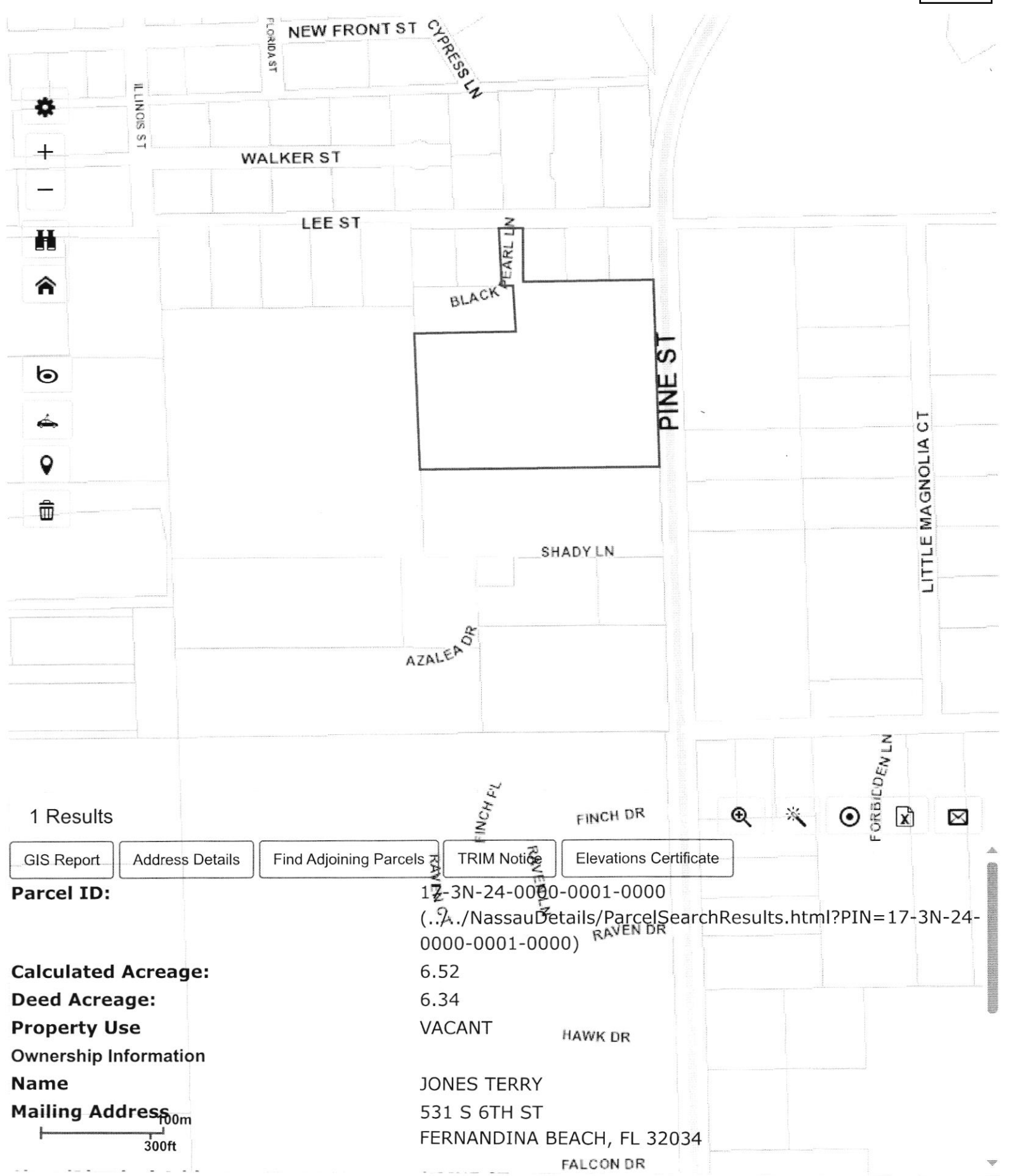
personally appeared Todd Jones  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Silvia Gallegos* (Seal)





1 Results

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

**Parcel ID:** 17-3N-24-0000-0001-0000  
 (.A./NassauDetails/ParcelSearchResults.html?PIN=17-3N-24-0000-0001-0000)

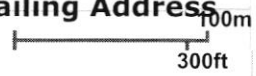
**Calculated Acreage:** 6.52

**Deed Acreage:** 6.34

**Property Use:** VACANT

**Ownership Information Name:** JONES TERRY

**Mailing Address:** 531 S 6TH ST  
 FERNANDINA BEACH, FL 32034





1 Results



<a href="#">GIS Report</a>	<a href="#">Address Details</a>	<a href="#">Find Adjoining Parcels</a>	<a href="#">TRIM Notice</a>	<a href="#">Elevations Certificate</a>
<b>Parcel ID:</b>	17-3N-24-0000-0001-0000 (.../NassauDetails/ParcelSearchResults.html?PIN=17-3N-24-0000-0001-0000)			
<b>Calculated Acreage:</b>	6.52			
<b>Deed Acreage:</b>	6.34			
<b>Property Use</b>	VACANT			
<b>Ownership Information</b>	JONES TERRY			
<b>Name</b>	531 S 6TH ST			
<b>Mailing Address</b>	FERNANDINA BEACH, FL 32034			

# HILLIARD PLANNING AND ZONING BOARD MEETING

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

## BOARD MEMBERS

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

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Mary Norberg

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## MINUTES

**TUESDAY, JULY 11, 2023, 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

## PRESENT

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

## PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14  
***Janis K. Fleet, AICP – Town Planning Consultant***

Disclosure of Ex Parte Communication  
None

Open Public Hearing for Item 1 at 7:05 p.m.

No Public Input was made.

Close Public Hearing 7:06 p.m.

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

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

**Land Use Administrator Lee Anne Wollitz** gives overview of need for Ordinance.

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

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

ITEM-2

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

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

Disclosure of Ex Parte Communication  
None

Open Public Hearing for Item 2 at 7:08 p.m.

No Public Input was made.

Close Public Hearing 7:09 p.m.

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

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

**Land Use Administrator Lee Anne Wollitz** gives overview of need for Ordinance.

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

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

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

## REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

No additions or Deletions to Agenda.

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

**Land Use Administrator Lee Anne Wollitz** gives staff report.

**Applicant Michael Franklin** gives clarity on placement of parcel lines and retention pond.

A motion is made to recommend the lot reconfiguration to Town Council with the following 3 conditions.

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

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

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

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



**Land Use Administrator Lee Anne Wollitz** gives staff report and answers questions concerning sewer line distance.

A motion is made to recommend the lot reconfiguration to Town Council with the following 2 conditions.

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

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

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

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

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

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

## ADDITIONAL COMMENTS

### PUBLIC

**Carlos Hall 371044 Oxford Street** agrees with adding Manufactured homes as an use by exception to the R-3 district.

### BOARD MEMBERS

**Planning and Zoning Board Member Lawson** is encouraged that we may be adding Manufactured homes within R-3 as an exception.

**Planning and Zoning Board Vice Chair Prather** Thanks Mr. Hall for his comments.

### LAND USE ADMINISTRATOR

**Land Use Administrator Lee Anne Wollitz** gives information concerning being out the office July 18-21.

### PLANNING AND ZONING ATTORNEY

No comment.

**ADJOURNMENT**

Motion to adjourn at 7:31 p.m.

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

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

Approved with changes this 8<sup>th</sup> day of August 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

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Skip Frey, Chair  
Hilliard Planning & Zoning Board