

HILLIARD PLANNING AND ZONING BOARD MEETING

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

BOARD MEMBERS

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

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

AGENDA

THURSDAY, MARCH 26, 2026, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0148-0190, Kimberly Cordeiro, Application # 20260318.1
Lee Anne Wollitz – Land Use Administrator

ITEM-3 Planning & Zoning Board Approval of the Minutes for 2.26.2026 Regular meeting.

ADDITIONAL COMMENTS

PUBLIC

CHAIR

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

BOARD MEMBERS

LAND USE ADMINISTRATOR

PLANNING AND ZONING ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

ADA NOTICE

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

APPEALS

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

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for

emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

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

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

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

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

SUBJECT: Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0148-0190, Kimberly Cordeiro, Application # 20260318.1

BACKGROUND: Documents included for review:

- 2.1 Agenda Item Report
- 2.2 Application 20260318.1- Lot of Record Letter, Development Investigation, Proof of Ownership, Survey, and Scope of Work.

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

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

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

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

FINANCIAL IMPACT:

All expenses will be paid by the applicant.

RECOMMENDATION:

Planning & Zoning Board Approval of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0114-0190, Wendy Cordeiro. Application # 20260318.1.



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

For Staff Only
File #: 20260318.1
Application Fee: \$200.00
Payment Processed By: C. Mullin

Site Clearing / Site Work Application

A. PROJECT

- 1. Project Name: _____
- 2. Address of Subject Property: W 2nd Ave.
- 3. Parcel Number(s): 08-3N-24-2380-0148-0190
- 4. Existing Use of Property: VACANT
- 5. Future Land Use Map Designation: _____
- 6. Zoning Designation: _____
- 7. Acreage: _____

B. Owner

- 1. Name of Applicant(s) or Contact Person(s): Kimberly Cordeiro Title: _____
- Mailing address: 27549 Goodwin Rd.
- City: Hilliard State: FL ZIP: 32046
- Telephone: 904-775-2511 E-mail: Kimcordeiro88@icloud.com

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

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

- 1. Site Plan including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Work
- 2. Legal description with tax parcel number
- 3. Warranty Deed or other proof of ownership
- 4. Permit or Letter of Exception from the St. Johns River Water Management District
- 5. Fee
 - i. \$200.00

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

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



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

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

[Signature]
Signature of Applicant

Signature of Co-applicant

Kimberly Cordeiro
Typed or printed name and title of applicant

Typed or printed name of co-applicant

3/18/2026
Date

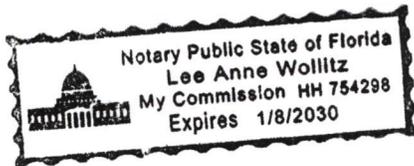
Date

State of Florida

County of Nassau

The foregoing application is acknowledged before me this 18 day of March, 20 26, by K. Cordeiro, who is/are personally known to me, or who has/have produced GA DL as identification.

NOTARY SEAL



[Signature]
Signature of Notary Public, State of FL

TOWN OF HILLIARD
A Florida Municipality

October 4, 2024

The following letter is concerning Parcel ID # 08-3N-24-2380-0148-0190.

62-67 of the Town of Hilliard Land Development states:

Sec. 62-67. Nonconforming lots of record.

- (a) Where a lot or parcel of land has an area or frontage which does not conform with the requirements of the district in which it is located but was a lot of record in single and separate ownership prior to December 29, 1987, such lot or parcel of land may be developed, provided the minimum yard requirements for the zoning districts in which it is located are met.
- (b) A conforming use or structure on a lot of record which was recorded on or before the December 29, 1987 may be expanded or altered, provided other requirements of this Code are met.
- (c) No lot or parcel shall be divided as to create a lot with an area or width below the requirements of this Code.
- (d) No lot or parcel or portion of a lot or parcel shall be altered in a manner which causes the lot to be less compliant with the Code.

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

After research into the Parcel mentioned above as well as the surrounding parcels, it is the determination of the Town that parcel 08-3N-24-2380-0148-0190 is a lot or record and therefore meets the requirements of a buildable lot.

Regards,

Lee Anne Wollitz
Land Use Administrator
Town of Hilliard
904.845.3555

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555



Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

File # 20250326.1

Application Fee \$100. cash

Filing Date: 03/26/2025 By: _____

Acceptance Date: _____ By: _____

K.H.

A. PROJECT

1. Address of Subject Property: 0 W Second Ave
2. Parcel ID Number(s): 083 N24238001480190
3. Acreage of Project: .014

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Pam Rowan Title: _____
 Company (if applicable): _____
 Mailing address: 6572 Arrowroot Dr
 City: Jacksonville State: FL ZIP: 32244
 Telephone: (904) 568-5975 FAX: () e-mail: pamrowan612@gmail

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

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

D. APPLICATION FEE

1. \$100 plus \$20 per acre

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

Zoning R-2 Reviewed By: [Signature]

Water Service Available yes Location of Service Long tap (South side 2nd Ave)

Improvements Required for Water Service _____ Reviewed By: CH

Sewer Service Available yes Location of Service W. 2nd Ave Sewer Main

Improvements Required for Sewer Service New Lateral needed / Town install Reviewed By: CH

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

Improvements Required for Access Culvert Permit Reviewed By: CH

Temporary Culvert needed during construction? Y X N _____ Location? _____



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

Parcel 08-3N-24-2380-0148-0190

<https://search.ncpaf.com/parcel/24%20N%20308238001480190>
SECOND AV

Owners

CORDEIRO KIMBERLY
 27549 GOODWIN RD
 HILLIARD, FL 32046

Short Legal

BLOCK 148 LOTS 19 & 20
 TOWN OF HILLIARD

Parcel Summary

Situs Address	SECOND AV
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	0.000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE
Exemptions	None

Values

	2024 Certified Values	2025 Certified Values
Land Value *	\$2,500	\$4,000
(+) Improved Value	\$0	\$0
(=) Market Value	\$2,500	\$4,000
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$0	\$1,250
(=) School Assessed Value	\$2,500	\$4,000
County Assessed Value	\$2,500	\$2,750
(-) School Exemptions	\$0	\$0
(-) Non-school Exemptions	\$0	\$0
(=) School Taxable Value ***	\$2,500	\$4,000
(=) County Taxable Value	\$2,500	\$2,750

Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2025-09-12	2818/1245	\$11,500	WD	Q	V	MONEYHAN ROBERT E	CORDEIRO KIMBERLY
2025-09-12	2818/1243	\$100	WD	U	V	FIRST COAST INC	MONEYHAN ROBERT E
2023-12-07	2685/134	\$100	QC	U	V	FIRST COAST INC	MONEYHAN ROBERT E
2022-10-04	2594/0862	\$2,100	TX	U	V	TAX COLLECTOR	FIRST COAST INC
2007-08-02	1516/0922	\$100	WD	U	V	N R L L EAST LLC	HAQUE MOHAMMED
2007-06-05	1503/0949	\$100	QC	U	V	MILLIREN JANICE	N R L L EAST LLC
2007-04-27	1495/0846	\$5,000	QC	Q	V	MILLIREN JANICE	N R L L EAST LLC
2007-03-09	1483/1840	\$9,900	WD	Q	V	N R L L EAST LLC	HAQUE MOHAMMED
2005-08-29	1345/1272	\$100	WD	U	V	DOERR MARILYN J & DONALD E MILLIREN	N R L L EAST LLC
2005-05-19	1318/0962	\$5,000	WD	Q	V	DOERR MARILYN J & DONALD E MILLIREN	N R L L EAST LLC
2004-11-02	1270/1425	\$100	WD	Q	V	MILLERIN EDWARD & JANICE L/E	MILLIREN DONALD ETAL
1976-12-15	0231/0450	\$100	QC	U	V	MOELLER MARIE MILLIREN & ROGER ET AL	MILLIREN EDWARD D & JANICE A

Buildings

No Buildings



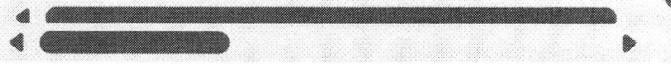
Dec 09, 2025

ITEM-2



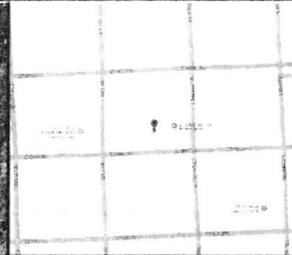
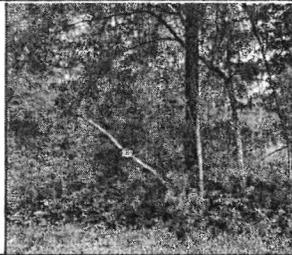
© Cyclomed

- Overlays
- Object Info
- Cross Section
- Elevation
- Point Cloud
- Measure
- De





www.exactalands.com | office: 866.735.1916 | fax: 866.744.2882

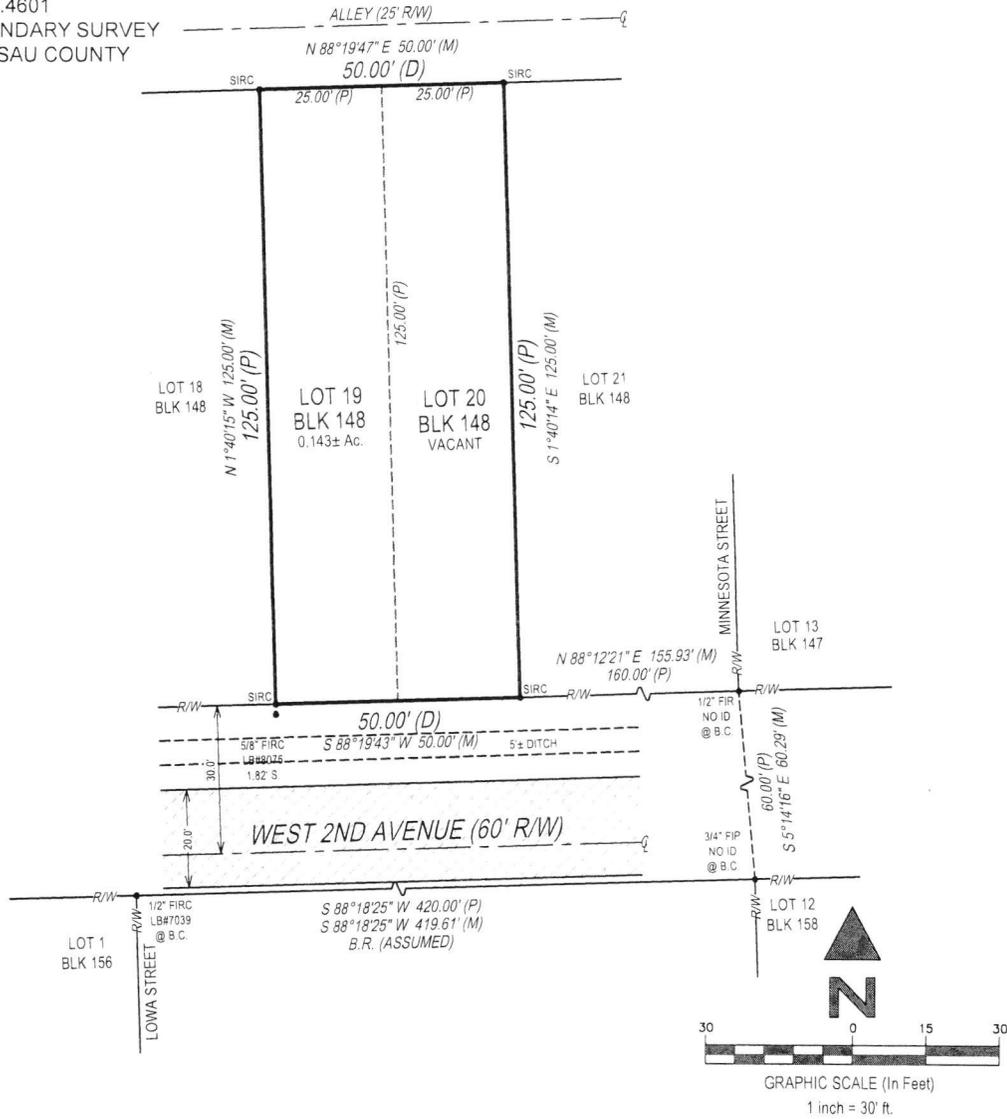


ITEM-2

PROPERTY ADDRESS: 0 SECOND AVENUE, HILLIARD, FLORIDA 32046

SURVEY NUMBER: 2508.4601

2508.4601
BOUNDARY SURVEY
NASSAU COUNTY



SURVEYORS CERTIFICATION:

I hereby certify that this Survey of the lands described hereon was made under my direct supervision, and to the best of my knowledge and belief is a true and accurate representation of said lands and meets the Standards of Practice set forth in Chapter 5J-17.050 through 5J-17.053, Florida Administrative Code, pursuant to section 472.027, Florida Statutes. This survey is not valid without the signature and original raised seal of a Florida licensed surveyor and mapper, except when the electronic signature and seal of a Florida licensed surveyor and mapper is affixed hereto.

POINTS OF INTEREST:
NONE VISIBLE



RAYMOND J. SCHAEFER
State of Florida Professional Surveyor and Mapper
License Number 6132
Exacta Land Surveyors, LLC | LB# 8291



Exacta Land Surveyors, LLC
LB# 8291
O: 866.735.1916 | F: 866.744.2882
131 West Broadway Street, Suite 1101, Orlando, FL 32705



Florida Land Title Association

AFFILIATE MEMBERS

DATE SIGNED: 08/29/25
FIELD WORK DATE: 8/28/2025
REVISION DATE(S): (REVO 8/29/2025)

SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION
PAGE 1 OF 2 - NOT VALID WITHOUT ALL PAGES

PROPERTY ADDRESS: 0 SECOND AVENUE, HILLIARD, FLORIDA 32046

SURVEY NUMBER: 2508.4601

JOB SPECIFIC SURVEYOR NOTES:

THE ASSUMED BEARING REFERENCE OF SOUTH 88 DEGREES 18 MINUTES 25 SECONDS WEST IS BASED ON THE SOUTHERLY RIGHT-OF-WAY LINE OF WEST 2ND AVENUE, LOCATED WITHIN TOWN OF HILLIARD ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK, PAGE OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

LEGAL DESCRIPTION:

LOTS 19 AND 20 OF BLOCK 148, TOWN OF HILLIARD, NASSAU COUNTY, FLORIDA.

GENERAL SURVEYOR NOTES:

- The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless the Title Commitment Number and Date is referenced on this survey, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
- The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.
- If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.
- This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
- Alterations to this survey map and report by other than the signing surveyor are prohibited.
- Dimensions are in feet and decimals thereof.
- Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at www.fema.gov and may not reflect the most recent information.
- Unless otherwise noted "SIRC" indicates a Set Iron Rebar with a Cap stamped LB#8291, a minimum half inch in diameter and eighteen inches long.
- If you are reading this survey in an electronic format, the information contained on this document is only valid if this document is electronically signed as specified in Chapter 5J17.062 (3) of the Florida Administrative Code and Florida Statute 472.025. The Electronic Signature File related to this document is prominently displayed on the invoice for this survey which is sent under separate cover. Manually signed and sealed logs of all survey signature files are kept in the office of the performing surveyor.
- The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of the field location and may not represent the actual shape or size of the feature.
- Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.
- Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
- The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
- Pursuant to F.S. 558.0035, an individual employee or agent may not be held individually liable for negligence.
- Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.

SURVEYOR'S LEGEND

<p>LINETYPES</p> <ul style="list-style-type: none"> Boundary Line Center Line Chain Link or Wire Fence Easement Edge of Water Iron Fence Overhead Lines Structure Survey Tie Line Vinyl Fence Wall or Party Wall Wood Fence <p>SURFACE TYPES</p> <ul style="list-style-type: none"> Asphalt Brick or Tile Concrete Covered Area Water Wood <p>SYMBOLS</p> <ul style="list-style-type: none"> Benchmark Center Line Central Angle or Delta Common Ownership Control Point Catch Basin 	<p>ABBREVIATIONS</p> <ul style="list-style-type: none"> (C) - Calculated (D) - Deed (F) - Field (M) - Measured (P) - Plat (R) - Record (S) - Survey A/C - Air Conditioning AE - Access Easement ANE - Anchor Easement ASBL - Accessory Setback Line B/W - Bay/Box Window BC - Block Corner BFP - Backflow Preventer BLDG - Building BLK - Block BM - Benchmark BR - Bearing Reference BRL - Building Restriction Line BSMT - Basement C - Curve C/L - Center Line 	<p>Elevation</p> <ul style="list-style-type: none"> Fire Hydrant Find or Set Monument Guywire or Anchor Manhole Tree Utility or Light Pole Well 	<p>C/P - Covered Porch C/S - Concrete Slab CATV - Cable TV Riser CB - Concrete Block CH - Chord Bearing CHIM - Chimney CLF - Chain Link Fence CME - Canal Maintenance Easement CO - Clean Out CONC - Concrete COR - Corner CS/W - Concrete Sidewalk CUE - Control Utility Easement CVG - Concrete Valley Gutter D/W - Driveway DE - Drainage Easement DF - Drain Field DH - Drill Hole DUE - Drainage & Utility Easement ELEV - Elevation EM - Electric Meter ENCL - Enclosure ENT - Entrance EOP - Edge of Pavement EOW - Edge of Water ESMT - Easement EUB - Electric Utility Box F/DH - Found Drill Hole FCM - Found Concrete Monument FF - Finished Floor FIP - Found Iron Pipe FIPC - Found Iron Pipe & Cap</p>	<p>FIR - Found Iron Rod FIRC - Found Iron Rod & Cap FN - Found Nail FN&D - Found Nail & Disc FRRSPPK - Found Rail Road Spike GAR - Garage GM - Gas Meter ID - Identification IE/EE - Ingress/Egress Easement ILL - Illegible INST - Instrument INT - Intersection IRRE - Irrigation Easement L - Length LAE - Limited Access Easement LBE - License No. (Business) LBE - Limited Buffer Easement LE - Landscape Easement LME - Lake/Landscape Maintenance Easement LS# - License No. (Surveyor) MB - Map Book ME - Maintenance Easement MES - Mitered End Section MF - Metal Fence MH - Manhole MHWL - Mean High Water Line NR - Non-Radial NTS - Not to Scale NAVD88 - North American Vertical Datum 1988 NGVD29 - National Geodetic Vertical Datum 1929 OG - On Ground</p>	<p>ORB - Official Records Book ORV - Official Record Volume O/A - Overall O/S - Offset OFF - Outside Subject Property OH - Overhang OHL - Overhead Utility Lines OHWL - Ordinary High Water Line ON - Inside Subject Property P/E - Pool Equipment PB - Plat Book PC - Point of Curvature PCC - Point of Compound Curvature PCP - Permanent Control Point PI - Point of Intersection PLS - Professional Land Surveyor PLT - Planter POB - Point of Beginning POC - Point of Commencement PRC - Point of Reverse Curvature PRM - Permanent Reference Monument PSM - Professional Surveyor & Mapper PT - Point of Tangency PUE - Public Utility Easement R - Radius or Radial R/W - Right of Way RES - Residential RGE - Range ROE - Roof Overhang Easement RP - Radius Point</p>	<p>S/W - Sidewalk SBL - Setback Line SCL - Survey Closure Line SCR - Screen SEC - Section SEP - Septic Tank SEW - Sewer SIRC - Set Iron Rod & Cap SMWE - Storm Water Management Easement SN&D - Set Nail and Disc SQFT - Square Feet STL - Survey Tie Line STY - Story SV - Sewer Valve SWE - Sidewalk Easement TBM - Temporary Bench Mark TEL - Telephone Facilities TOB - Top of Bank TUE - Technological Utility Easement TWP - Township TX - Transformer TYP - Typical UE - Utility Easement UG - Underground UP - Utility Pole UR - Utility Riser V/E - Vinyl Fence W/C - Witness Corner W/F - Water Filter WM - Water Meter/Valve Box WV - Water valve</p>
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CERTIFIED TO:
NO CERTS PROVIDED

FLOOD ZONE INFORMATION:
BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN TOWN OF HILLIARD, COMMUNITY NUMBER 120573, PANEL NUMBER 0145 DATED 12/17/2010.

DATE SIGNED: 08/29/25

BUYER: NO CERTS PROVIDED

LENDER:

TITLE COMPANY:

COMMITMENT DATE: NOT REVIEWED

CLIENT FILE NO:

SEE PAGE 1 OF 2 FOR MAP OF PROPERTY
PAGE 2 OF 2 - NOT VALID WITHOUT ALL PAGES



Exacta Land Surveyors, LLC
LBS# 8291
o: 866.735.1916 | f: 866.744.2882
131 West Broadway Street, Suite 1001, Oviedo, FL 32765

To whom it may concern,

At parcel number 08-3N-24-2380-0148-0190,
we will be removing trees and prepping the
property for new construction.

Kimberly Coedeiro



3/18/2026

HILLIARD PLANNING AND ZONING BOARD MEETING

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

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ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Avery Dyen

MINUTES

THURSDAY, FEBRUARY 26, 2026, 7:00 PM

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ROLL CALL

PRESENT

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

ABSENT

Planning and Zoning Board Member Michael Hallman

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

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

Lee Anne Wollitz – Land Use Administrator

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

Dustin Winnon- Vice Chair, asks for clarity on Lot Size and is answered by Lee Anne Wollitz.

Kevin Webb, Board Member, asks about time frames for completion and is answered by applicant.

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

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

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

Lee Anne Wollitz – Land Use Administrator

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

Skip Frey- Board Chair, asks about septic placement and is answered by Lee Anne Wollitz concerning the Nassau Health Process as well as the Town of Hilliard process of approval and oversight.

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

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

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

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

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

ADDITIONAL COMMENTS

PUBLIC

No Public wished to address the board.

BOARD MEMBERS

No comments from Board Members.

LAND USE ADMINISTRATOR

No comment from Land Use Administrator.

PLANNING AND ZONING ATTORNEY

Avery Dyen, former Board Attorney, Introduces Juan Quintero Bornas who will be acting as the Board attorney going forward.

ADJOURNMENT

Motion to Adjourn at 7:13pm

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

Approved this 26th day of March 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Harold "Skip" Frey, Chair

Hilliard Planning & Zoning Board