Town of Orange Park
Planning and Zoning Board Meeting
Thursday, July 9, 2026
6:00 PM
Agenda

1. Call to Order / Verification of Quorum

2. Invocation and Pledge of Allegiance

3. Chair Comments

4. Approval of Minutes
   a. Approval of the PZB Minutes for the June 11, 2026 Regular Meeting
   b. Approval of the PZB Minutes for the June 24, 2026 Workshop Meeting

5. New Business
   a. Conditional Use (C-1-2026) for 1345 Park Avenue - Liquor Store in CG
   b. Variance Application (V-2-2026) for 2245 Holly Leaf Lane
   c. Design Review Board Application DRB-1-2026 for a Single-Family Dwelling located at 1805 Willow Breeze Court
   d. Design Review Board Application DRB-2-2026 for a Detached Garage located at 2236 Carnes Street

6. Old Business
   a. Update on Subcommittee Meeting for Standing Rules (Chair)
   b. Article III Subdivisions Draft Update (Staff)
   c. LDR Update on Recovery Homes (Staff)

7. Audience Comment

8. Board Member Comments

9. Information
   a. Update on the next PZB Workshop for the Proposed Town Center Plan and Design Guidelines.
   b. The next regular meeting of the Planning and Zoning Board is on Thursday, August 13, 2026 at 6:00 P.M.

10. Adjournment

Town of Orange Park
Planning & Zoning Board
Thursday, June 11, 2026
6:00 P.M.
Minutes DRAFT

The Town of Orange Park Planning and Zoning Board meeting was called to order in the Town Council Chambers on Thursday, June 11, 2026 at 6:00 p.m. by Chairman Alex Hawkins. The following Board members were present: Mr. Paul Bement, Ms. Deana Olejnik and Mr. George Niles. Mr. Marc Jernigan was absent. Others present were Economic and Community Development Director Stephen Smith, Planning and Permitting Coordinator Maddie White and Town Attorney Lawsikia Hodges.

The invocation was given by Mr. Hawkins, followed by the Pledge of Allegiance.

ELECTION OF CHAIR

The Board proceeded with its annual election of officers. The outgoing Chair noted that Board officer elections are typically held following Town Council elections and the seating of new council members. Mr. Hawkins reflected on his three years serving as Chair and expressed appreciation for the opportunity, stating that rotating leadership positions can be beneficial to the Board. He advised that he would not accept nomination for another term as Chair but would be willing to serve as Vice Chair if nominated, while noting that his own appointment to the Board was set to expire in August and future reappointment was uncertain. Mr. Hawkins reviewed the election procedures, noting that Board members could nominate themselves or others, nominees must consent to serve, and a second was not required for a nomination. He further explained that if multiple nominees were presented, voting would occur in succession until one nominee received a majority vote.

Mr. Hawkins opened nominations for the position of Chair and nominated Mr. Bement. Hearing no additional nominations, nominations were closed. Following discussion regarding the voting procedure, Mr. Hawkins moved to appoint Mr. Bement as Chair, and Mr. Niles seconded, which passed unanimously, 4-0.

ELECTION OF VICE CHAIR

Following the election of Chair, the Board proceeded with the election of Vice Chair. Ms. Olejnik nominated Mr. Hawkins for the position. No other nominations were offered.

Ms. Olejnik moved to appoint Mr. Hawkins as Vice Chair, and Mr. Niles seconded, which passed unanimously by a 4-0 vote, and Mr. Hawkins was elected Vice Chair.

CHAIR COMMENTS

After assuming the role of Chair, Mr. Bement thanked the Board for its confidence and stated if anyone would like to speak during any public comment period please fill out a comment card and hand the card to Ms. White.

APPROVAL OF THE PZB MINUTES FOR THE MAY 14, 2026 REGULAR MEETING

Ms. Olejnik moved to approve the minutes, and Mr. Hawkins seconded, which passed 4-0.

CONDITIONAL USE (C-1-2026) FOR 1345 PARK AVENUE-LIQUOR STORE IN CG

Mr. Bement opened consideration of Conditional Use Application C-1-2026, a request to allow a liquor store within the Commercial General (CG) zoning district at 1345 Park Avenue.

Before any testimony was taken, Attorney Hodges provided background regarding the application. She explained that the applicant had requested a continuance of the matter after discussions revealed that information presented during the previous hearing required correction. Because the public hearing on the application had been formally closed at the prior meeting, no additional testimony or evidence could be accepted without first reopening the hearing through proper public notice.Attorney Hodges explained that the recommendation was to defer the application and direct staff to re-advertise the public hearing. This would allow corrected information to be entered into the record and provide the public with a new opportunity to offer testimony and comments. She noted that the issue involved information related to the required alcohol survey and the identification of establishments within the applicable separation distance requirements. Following the explanation, Board members discussed the procedural requirements and confirmed their understanding that the matter needed to be deferred so the hearing could be properly reopened.

Ms. Olejnik moved to defer Conditional Use Application C-1-2026 to the July 9, 2026 Planning and Zoning Board meeting and direct staff to re-advertise the public hearing, and Mr. Hawkins seconded, which passed 4-0.

Following the vote, Attorney Hodges clarified for those in attendance that the matter would return at the Board's July 9 meeting and that the re-advertised hearing would provide residents and interested parties with an opportunity to submit additional comments and testimony.

A member of the public, Kathleen McGregor, asked for clarification regarding the specific information that required correction. Attorney Hodges explained that the issue involved the alcohol survey that had been submitted as part of the application materials. The survey is intended to identify alcohol-related establishments located within five hundred feet of the proposed liquor store. Attorney Hodges stated that information may have been missed and that the applicant needed an opportunity to correct the record as it could potentially affect the Board's review of the application. Attorney Hodges emphasized that the purpose of the deferral was to ensure that the Board and the public were working from a complete and accurate record before any decision was made.

VARIANCE APPLICATION(V-2-2026) FOR 2245 HOLLY LEAF LANE

Mr. Smith presented a request from the applicant to defer a variance application involving property located at 2245 Holly Leaf Lane. Mr. Smith advised the board that the applicant had requested a one-month continuance to allow additional time to continue discussions related to applicable code

requirements associated with the request. Based on that request, staff recommended that the board defer the item to the next available meeting date of July 9 . Staff further advised that, because the application had been properly advertised as a public hearing, the board should proceed by opening the public hearing to allow any members of the public present to provide comment and then continue the public hearing rather than closing it, so that the evidentiary record would remain open and could be supplemented at the continued hearing.

Mr. Bement opened the public hearing for Variance Application V-2-2026 for a property located at 2245 Holly Leaf Lane. At the opening of the hearing, the chair requested disclosure of any ex parte communications from board members; none were disclosed. The chair then invited staff to provide the staff report for the application.

Mr. Smith provided the staff report, explaining that the request is for a variance to reduce the required side yard setback from 10 feet to approximately 7 feet 8 inches to accommodate a proposed three-car garage addition to the existing residence. Staff noted that the existing structure is already nonconforming with respect to the side yard setback, with the current structure located at approximately 7.8 feet from the side property line. The proposed addition would extend the existing wall alignment, effectively matching the existing nonconforming setback rather than increasing the encroachment beyond what currently exists. Staff described the request as being related to maintaining consistency with the existing building footprint while accommodating the proposed expansion.

Attorney Hodges advised the Board that, because the applicant was not present and had requested a deferral, the board should avoid engaging in substantive deliberation on the merits of the application in order to avoid any potential due process concerns. Attorney Hodges explained that discussion should be limited to procedural matters and receipt of public comment, and that any substantive evaluation of the criteria for granting a variance should be reserved for the continued hearing when the applicant is present and able to participate. She further clarified that the appropriate procedural action would be to continue the public hearing rather than fully closing it, in order to preserve the record and allow additional testimony or evidence to be submitted at the continued date.

There were no members of the public present who provided comment on the application.

Following staff presentation and legal guidance, the board discussed the procedural options available, including deferral and continuation of the public hearing.

Mr. Hawkins moved to defer variance application V-2-2026 and continue the public hearing at the July 9, 2026 Planning and Zoning Board meeting, and Ms. Olejnik seconded, which passed 4-0.

REPORT ON PLANNED UNIT DEVELOPMENT (PUD) DRAFT AMENDMENT

Mr. Smith presented the report on the draft amendments to the Town's Planned Unit Development (PUD) zoning district regulations. He noted that the board had previously reviewed the draft at an earlier meeting and expressed general satisfaction with the structure and content of the document,

with direction for staff to return the item in a more formal, finalized ordinance format for consideration. He advised that the current version before the board reflects that direction and represents a near-final draft of the proposed PUD regulations. Mr. Smith explained that the purpose of the item at this stage was to confirm final revisions prior to forwarding the recommendation to the Town Council for consideration and potential adoption.

Mr. Smith identified one minor technical amendment recommended by staff within Attachment 1, Section 2.04.12.05.07(a), which governs the required public participation process for PUD applications. He explained that under the draft regulations, applicants are required to conduct a pre-application workshop and provide public notice to surrounding property owners located within 300 feet of the subject property. Required notice includes mailed notification to affected property owners, placement of a sign on the subject property, and publication of notice in a local newspaper (Clay Today), all intended to ensure early public awareness and participation in the development process. The draft language specified that these outreach requirements must be completed "at least one month prior to the workshop." Staff recommended revising this provision to state "at least 30 days prior to the workshop" in order to provide a clearer and more precise standard for compliance and to avoid potential ambiguity associated with varying month lengths.

Following the staff presentation, the board discussed the proposed revision. Members generally expressed agreement with the recommended change, noting that the use of a fixed 30-day requirement provides greater clarity for applicants and staff than the more variable "one month" standard, particularly in situations where application timelines are tightly scheduled.

Mr. Hawkins also inquired about the overall adoption process and how quickly the PUD amendments would proceed once recommended by the board. Staff explained that following board action, the recommendation would be transmitted to the Town Council for review. The Council would then determine whether to accept the draft and proceed with the formal ordinance adoption process, which typically includes first and second readings and required public hearings, or alternatively refer the item back to the board for additional modifications.

Mr. Smith further explained that timing would depend on the Council's meeting schedule and competing agenda priorities, noting that summer scheduling constraints and budget-related items may affect placement. Staff indicated that while the item could potentially be introduced to Council in the near term, a more likely timeline for final adoption would fall later in the summer or early fall. Board members expressed appreciation for the completion of the draft and acknowledged the length of time and effort involved in developing the updated PUD regulations. The board briefly discussed the importance of establishing clear procedural standards for development review, particularly as it relates to early public engagement and transparency during the PUD application process.

After discussion, the board was advised that the appropriate action was to forward a recommendation to the Town Council regarding adoption of the proposed PUD amendments, including the staff-recommended revision changing the notice requirement from "one month" to "30 days."

Ms. Olejnik moved to recommend to Town Council the draft changes to the PUD ordinance with the edit regarding 30 days, and Mr. Hawkins seconded, which passed 4-0.

UPDATE ON SUBCOMMITTEE MEETING FOR STANDING RULES

Mr. Hawkins provided an update on this item since he was the former Chair.

Mr. Hawkins noted that the group had originally anticipated meeting at the end of the month. However, that schedule has been impacted due to the upcoming Planning and Zoning Board workshop scheduled for June 24th, which has effectively shifted timing priorities. As a result, the Subcommittee's work is expected to resume following the workshop, Mr. Hawkins indicated July is the most likely timeframe for reconvening. He further noted that the Subcommittee is comprised of himself and Mr. Niles and stated that both members are prepared and willing to move forward with the Standing Rules review once the schedule allows. He expressed confidence that the group is ready to continue progressing the work and suggested that further updates would be provided at the next meeting once the Subcommittee has reconvened.
He concluded by noting that additional details and progress from the Subcommittee would be brought back to the Board at a future meeting, indicating that members would receive further information once formal discussions resume.

ARTICLE III SUBDIVISIONS DRAFT UPDATE

Mr. Smith provided an update on Article III Subdivisions and ongoing Land Development Regulations (LDR) amendments. He explained that staff continues to work on revisions to the Town's subdivision regulations, which remain in draft form and are progressing toward a more complete and formalized update. He noted that while the project has been underway for an extended period, staff anticipates making meaningful progress and bringing a refined draft back before the Board in the near future.

Mr. Smith also shared a brief update on recent development activity, advising that a newly platted subdivision, Willowbreeze Subdivision off Miller Street, was recently recorded. He further noted that subdivision signage has been installed, and the development consists of approximately 12 single-family residential lots. He described this as a positive indicator of new residential growth within the Town, noting that it is the first single-family subdivision development of this type in a number of years. Board members briefly discussed subdivision review processes and inquired about whether the Town utilizes a formal development review committee similar to other jurisdictions. Mr. Smith responded that while the Town does not maintain a formal standalone development review committee, coordination occurs internally through a site plan review process. He explained that this process involves review by multiple departments, including Public Works, Police, and Fire, along with informal internal coordination meetings with applicants prior to formal review by the Board.

LDR UPDATE ON RECOVERY HOMES

Mr. Smith provided an update on the LDR amendments related to recovery homes. He explained that this item remains under active review and is part of a broader regulatory update effort. He noted that due to the complexity of the subject matter and the regulatory requirements involved, staff continues to work through the necessary components and will bring a more complete draft back to the Board at a future meeting.

AUDIENCE COMMENTS

Slayden MacGregor, 154 Stiles Avenue, addressed the Board during public comment and began by expressing appreciation for the Board's service and acknowledging the difficulty of their role. He stated that he and other residents are strongly opposed to the proposed drive-through liquor store within their neighborhood and emphasized concern about its potential impact on community well-being. He then asked whether it was appropriate to question what factors would motivate Board members to vote in favor of such an application, expressing confusion about how the decision aligns with neighborhood interests. Staff and legal counsel reiterated that, within a quasi-judicial proceeding, public comment must remain focused on the facts of the case and not include arguments directed at influencing individual votes or deliberations. The speaker was advised that comments should remain general and not address how the Board should decide on the application. The speaker also sought clarification regarding the statement that the public hearing had been "closed," expressing uncertainty about whether that meant public input was no longer being accepted. Staff explained that in quasi-judicial proceedings, once a public hearing is closed, new evidence cannot be introduced unless the item is re-advertised; therefore, procedural rules govern when and how additional public input may be received. The Board and staff provided a broader explanation of the quasi-judicial process, noting that the Planning and Zoning Board acts in a role similar to a jury, reviewing evidence presented and applying adopted code and comprehensive plan standards, rather than making decisions based on personal opinion or preference. It was further explained that the Town Council establishes the governing regulations, and the Board applies those standards to the applications before them in a consistent and legally appropriate manner. Mr. MacGregor asked whether the Board's role includes protecting community welfare through land use decisions such as limiting subdivisions or managing traffic impacts. Staff responded that the Town's Comprehensive Plan and Land Development Code establish the regulatory framework, and the Board's responsibility is to apply those standards to individual applications and make recommendations to the Town Council as appropriate.

Richard Horton, 1313 Orange Circle South, expressed concern regarding public notification for the hearing, stating that signage for the application was initially limited, unclear, and not consistently updated following continuances. He indicated that the location of posted notices contributed to a lack of awareness among nearby residents and questioned whether proper notification procedures were followed at the outset of the process. In response, Board discussion and staff clarification explained that the procedural actions taken, including continuances and requests for additional information, were part of the quasi-judicial review process. It was noted that the applicant had been directed to provide additional information following prior hearings, and that procedural steps were taken to ensure the Board had sufficient information to make an

informed decision. Mr. Horton further questioned the length of the review process and whether repeated deferrals were appropriate. Staff and the Town Attorney clarified that continuances and deferrals are permitted within the quasi-judicial process but are generally limited to ensure fairness and procedural integrity. It was emphasized that the decision to continue the item was made to allow additional evidence to be entered into the record and ensure a complete basis for the Board's eventual decision. Mr. Horton also raised concerns regarding proximity of the proposed use to residential properties and questioned whether setback or distance requirements should be more restrictive. Attorney Hodges advised that the matter was not appropriate for further discussion at that time due to the quasi-judicial nature of the proceeding and that additional public input could be provided at the continued public hearing scheduled for July 9, 2026.

Joe DeMarco, 167 Stiles Avenue, stated that he would refrain from commenting directly on the liquor store application, but raised broader procedural concerns regarding zoning notifications, signage practices, and public awareness of development applications. He expressed concern that limited notification distances in certain areas may result in insufficient public awareness of land use actions. He also requested clarification regarding the Planned Unit Development (PUD) process and asked how draft amendments are made available to the public prior to final approval. He expressed concern about the proliferation of certain land uses, including cannabis-related retail, and asked how residents can engage in or influence zoning policy decisions. Additionally, Mr. DeMarco requested clarification regarding recovery homes and whether such uses could be established in residential neighborhoods. Staff explained that recovery homes are a regulated land use subject to state-required local regulations, and that the Town is currently working on implementing required land development standards in accordance with state law. Mr. DeMarco further expressed concerns about potential impacts on residential neighborhoods and stated that residents remain engaged and concerned about ongoing zoning changes and development trends.

BOARD MEMBER COMMENTS

Mr. Hawkins thanked Mr. Bement for taking on the task of being the Chair. Mr. Hawkins expressed appreciation as it was a privilege for him to have been the Chair. Ms. Olejnik thanked the community for attending the meeting to share opinions and suggestions.

INFORMATION

There is a Planning and Zoning Board Workshop scheduled for Wednesday, June 24, 2026 at 5:00 p.m.

Mr. Smith explained that the workshop will include a presentation of the Town Square Concept Plan prepared by Haskell Engineering on behalf of the Town Council. The project includes a study area generally extending from Kingsley Avenue to the railroad tracks, south toward Milwaukee Avenue, and continuing toward the riverfront area.

The next regular meeting of the Planning and Zoning Board is on Thursday, July 9, 2026, at 6:00 p.m.

ADJOURNMENT

Mr. Bement adjourned the meeting at 7:05 p.m.

Town of Orange Park
Planning & Zoning Board Workshop
Thursday, June 24, 2026
5:00 P.M.
Minutes DRAFT

The Town of Orange Park Planning and Zoning Board Workshop was called to order in the Town Council Chambers on Thursday, June 24, 2026 at 5:02 p.m. by Chairman Paul Bement. The following Board members were present: Ms. Dena Olejnik and Mr. Marc Jernigan. Mr. Alex Hawkins and Mr. George Niles were absent. Others present were Economic and Community Development Director Stephen Smith and Planning and Permitting Coordinator Maddie White.

While the workshop opened with only two board members present, Mr. Bement noted that the workshop was intended purely for discussion with no formal votes or decisions scheduled, allowing the proceedings to move forward. Shortly after the opening remarks, Mr. Jernigan arrived, officially establishing a quorum for the record.

DISCUSSION ON THE TOWN SQUARE FORM-BASED CODE AND DESIGN STANDARDS

Mr. Smith explained that the Town Square concept traces back to the Vision 2040 Strategic Vision Plan completed in 2020, which proposed a walkable, mixed-use district with potential uses like retail, restaurants with residential. The Haskell Company, the consulting firm, produced a conceptual Phase I plan in 2024 establishing the general look of the area, and the council subsequently asked them to return with a Phase II that translates that vision into actual zoning tools. Fred Jones, Haskell's Director of Planning and Design, and Mikhail Alert, the firm's senior planner, led the presentation. They framed the effort as having three components: a new form-based zoning code for a defined Town Square boundary, community design guidelines for the primary commercial corridors leading into town (Park Avenue, Kingsley Avenue, and portions of Wells Road and Smith Street), and Comprehensive Plan amendment language to keep the land development regulations consistent with the comp plan.

The presentation opened with a recap of the original visioning work, including a "walk shop" exercise where residents articulated frustrations such as not being able to safely cross the street for coffee, and a desire for a more complementary mix of uses, infill housing, and more vibrant retail. That fed into the original Town Square boundary, running roughly from the park area west to a creek near Kingsley and Milwaukee. Two illustrative development scenarios were produced for that boundary — a minimum build-out and a maximum build-out, the latter likely requiring a regional stormwater solution and additional parking. A central park was positioned as the organizing feature of the whole plan, serving as event space, stormwater retention area, trail corridor, and traffic-calming anchor along Clinton and Stowe, with on-street parking woven in. To the south, near existing residential areas, the plan envisions modest infill — townhomes or live-work units behind an alleyway — preserving neighborhood character while adding density. Near Plainfield and Smith on Kingsley, the team called out the current parking lot and nonprofit center site as a prime candidate for adaptive reuse, potentially anchored by a larger "catalyst" retail tenant. Existing-conditions analysis was presented at two scales. Town-wide, residential land dominates (roughly 1,400–1,500 acres) versus about 551 acres of commercial, concentrated along Park and Kingsley. Within the smaller Town Square boundary, that ratio inverts, with commercial becoming the primary use. The consultants noted one deliberate change from the original 2020 vision plan:

extending the design-guideline boundary across the street to capture additional commercial parcels for consistency, particularly to support improvements along Park Avenue. They also referenced the comprehensive plan's future land use map, which already references a "town center" concept identified during the original master-planning process, situated around the existing town hall.
A recurring visual contrast Mikhail returned to was the "typical" result of conventional zoning — buildings set back behind parking, addressing the parking lot rather than the sidewalk versus a form-based outcome where the building meets the sidewalk directly and parking is hidden in the rear. He used San Marco as a local reference point for the kind of pedestrian "feel" the code is meant to produce.

Diving into the code mechanics, Mr. Alert explained the code would be inserted into the town's land development regulations as a new Article 9, following the existing Article 8, with legal authority grounded in Florida Statutes Title 12, Chapter 166, Section 04. The code's structure includes general provisions, an administration section, a regulating plan (a new zoning map with five districts — low, medium, and high intensity, plus civic), use standards, district-specific building-form standards, a signage catalog (Section 6), a thoroughfare/street-design section, and definitions (Section 8). Uses themselves were reorganized: some existing uses were undefined or inconsistently defined under current zoning, so the team consolidated and redefined them into clearer categories such as commercial, residential, and lodging. One notable new concept is "active ground floor uses," which requires ground-floor space along certain streets to be occupied by uses with substantial glazing and street engagement — not necessarily retail, but not a dead office façade either. He described Section 5, as the "meat and potatoes" of the code, covers building placement, height, frontage type, façade requirements, and parking. Setbacks are shallower than current zoning to pull buildings toward the street, and parking is required at the rear of the lot by default, with screening required if site constraints force it to the front; driveway widths are also specified (roughly 9–12 feet for one-way, 18–24 feet for two-way). Height is measured in stories rather than feet, with a maximum floor-to-floor dimension — exceeding it counts as an additional story. By district, height ranges are two to three stories in the low-intensity district, two to four in medium intensity, and three to five in high intensity. The consultants anticipated height would draw the most public pushback and explained the rationale: with a geographically constrained boundary, going taller is often the only way for a developer's pro forma to work without resorting to large-footprint, less walkable buildings. Frontage types are also defined — shopfronts, galleries (covered walkways, several of which already exist locally but are too narrow at three to four feet versus an ideal eight feet), forecourts, stoops, and porches — each carrying minimum dimensional standards without dictating aesthetic style.

A major administrative change discussed at length is that applications meeting all code requirements would be approved administratively by the planning director rather than going through full public hearings, since the code is meant to already encode years of public input from the 2020–2026 process. Deviations of 10% or less from a standard would be "minor waivers" handled administratively; deviations between 10–30% would be "major waivers" requiring Planning and Zoning Board review, with an appeals path running from the board to council to circuit court. Waivers cannot be granted for use, only for dimensional standards, and variances under the broader zoning code are meant to be strictly tied to demonstrated hardship — a point one board member raised directly, asking whether the code could give the town more "teeth"

against applicants who routinely seek variances to avoid compliance; the consultants acknowledged this tension and suggested the Town could separately tighten its existing zoning ordinance to restrict variance eligibility further.

On design specifically, Mr. Alert was emphatic that the code does not regulate architectural style no required look like Georgian or neoclassical, the kind of prescriptive standard found in a true historic district such as Riverside Avenue. Instead, it sets minimum performance standards: a cap on blank wall length (no more than 20 feet of uninterrupted blank façade), required articulation between floors via a cornice or band, required street-facing orientation, and minimum glazing. He used a Chicago/Lincoln Park anecdote to illustrate how very different architectural styles can coexist successfully under a shared, modest set of form rules without dictating style. When asked directly whether any part of the draft felt "aspirational" rather than enforceable, Mr. Alert said he couldn't think of one — every code metric is quantifiable, unlike the design guidelines, which are intentionally non-regulatory. The distinction kept being drawn was: the code “shall,” the guidelines “encourage.” Board members asked which standards were most likely to generate waiver requests, and the consultants predicted parking would be the most common source, since developers and lenders are accustomed to front-facing parking; height waivers were considered unlikely given the relatively generous limits.

The design guidelines were described as a separate, non-regulatory companion document covering site design, architectural elements, signage placement, and parking/access management — encouraging rather than mandating certain practices that reinforce the comprehensive plan's goals, informed by a visual preference survey of residents. The guidelines' boundary follows Park and Kingsley but is "interrupted" (described as donut-shaped) where the mandatory form-based code zone takes over. Ms. Olejnik asked whether the design guidelines could be used to upgrade currently grandfathered residential-adjacent properties (citing homes along the river near Park Avenue); the consultants confirmed new purchasers/developers of such properties could be required to meet the guidelines going forward, even though existing owners can't be forced to retroactively comply. They acknowledged that voluntary guidelines are an ongoing internal debate for the firm, since compliance without regulatory teeth depends on incentives (a "carrot," such as expedited review) or indirectly enforcing them by tying every review back to the comprehensive plan itself (the "stick"). Where the form-based code and the older town-wide sign ordinance conflict, the new code legally supersedes it.

Signage policy generated significant discussion. Existing nonconforming signs remain grandfathered unless altered by more than 50%; a change of use does not require immediate removal of an unlawful sign. Board members raised whether a change in ownership should trigger compliance updates, similar to home-sale inspection requirements; the consultants said this had been considered internally and ultimately removed as too stringent, though they noted other communities have separately adopted sign amortization schedules (commonly five to seven years) under well-established case law, and the draft leaves that decision at the town's discretion rather than building it in. The board indicated interest in eventually adding such an amortization provision, and Haskell agreed to incorporate language about it before the next workshop.
Other compliance mechanics covered included a 50%-of-assessed-value (or square footage) threshold — down from the current ordinance's 60% — that triggers full code compliance for

renovations, applied cumulatively over a rolling seven-year window to prevent developers from phasing improvements to avoid ever crossing the threshold. A separate $1 million investment or 10,000-square-foot threshold was proposed not as a compliance trigger but simply to flag when a mandatory pre-application meeting with staff is advisable, so large-project applicants know upfront what documentation (the "building lot data," detailed on pages 18–19 of the draft) will be required before investing significant design time. Both Mr. Jones and Mr. Alert stressed that adoption of the new code does not strip existing properties of grandfathered status — everyone currently in place remains grandfathered until they hit a "conformity activator" trigger, summarized on page 14 of the draft.

The bonus height/density program (page 32) was explained as an optional incentive applying only in the highest-intensity district: a developer who makes qualifying public investments — for example, contributing toward public improvements at escalating percentages of total project construction cost, up to a cap — can earn additional stories of height, on a sliding scale (e.g., 3% investment for one additional story, scaling upward). The same mechanism could be used to incentivize public benefits like additional low-income senior housing units. Rather than regulating density directly through units-per-acre, the code controls density indirectly through building form and parking requirements — a developer wanting more residential units than their site's parking can support is effectively capped unless they build structured parking, at which point the bonus density program becomes a way to offset that cost. Ms. Olejnik, drawing on personal experience living in a five-story German apartment building with only nine total units (one per landing, front-facing with cross-ventilation, courtyard parking accessed through a gated tunnel), discussed how unit-per-floor limits, not height alone, determine whether a building feels residential rather than institutional. Mr. Alert tied this back to retail-footprint caps as well — in the high-intensity district, retail floor plates are capped at 50,000 square feet (detailed on page 45) specifically to prevent big-box-scale buildings even where height is technically permitted.

Mr. Bement asked what indicators would signal the code is "taking hold" after adoption. The consultants pointed to two precedents: Homewood, Alabama, where city investment in public right-of-way improvements prompted private businesses to follow suit, and Birmingham's Railroad Park, a former rail yard that was initially assumed to be a failure but became a major draw within a few years, catalyzing a new stadium, breweries, condos, and apartments nearby. They expect a similar dynamic locally, with Stowe Avenue and the large catalyst parking-lot parcel serving as the likely first movers. The most detailed comparison was Nashville, where Mr. Alert described personally knowing the former planning director and recounted that development activity "skyrocketed" after the city adopted a form-based code, despite initial developer resistance — once developers realized compliant projects could skip public hearings and go straight to administrative approval and construction, applications increased sharply while variance requests dropped. Mr. Alert attributed part of Nashville's success to applying the tool in a tightly focused area, contrasting it with Miami's more scattered, harder-to-administer approach.

Discussion also touched on the tension between staying a "small town" and allowing enough density and height to make development financially viable, with the consultants noting that current interest rates and construction costs mean two-story buildings often don't "pencil out" for developers, and that concentrating height allowances in this one walkable core (rather than

spreading it townwide, or relying solely on the existing highway-commercial high-density zone, which isn't walkable) lets the town grow without changing the character of its residential neighborhoods. They explained that the code addresses the visual impact of taller buildings through required upper-story step-backs, so buildings don't feel as massive from the sidewalk.
A late but substantive discussion covered Florida DOT's newer roadway "context classification" framework (a C1–C5 scale tying street design to adjacent land use, replacing the older functional classification system). The consultants explained that the Town Square's land-use and design changes would help justify reclassifying corridors like Park and Kingsley toward the more urban C4/C5 end of that scale, which could in turn support lower posted speed limits (the conversation specifically referenced State Road 17), dedicated pedestrian crossing beacons, restricted right-turn-on-red, and even legal golf cart crossings — none of which the town can currently justify to DOT given the road's present classification. They tied this to the idea of "permeability," contrasting the current corridor's design (optimized purely for through-traffic, discouraging pedestrian crossings) with a walkable model where increased density naturally narrows drivers' "cone of vision" and slows traffic behaviorally.

On stormwater, Mr. Bement asked whether the code's parking-lot permeability language would satisfy St. Johns River Water Management District requirements. Mr. Alert clarified that the code does not modify or impose new technical stormwater standards — it merely encourages, without mandating, permeable paving and green infrastructure such as green roofs, leaving underlying water management compliance unchanged. Mr. Alert reiterated that denser future development will likely require a shared regional stormwater facility, ideally integrated into the central park as an attractive amenity rather than a fenced retention basin.

The meeting closed on a positive note. Board members expressed enthusiasm, with Ms. Olejnik drawing on personal experience living abroad to underscore the appeal of walkability, and Mr. Bement comparing the vision to successful new urbanist communities like Seaside and Rosemary Beach in Walton County — while acknowledging the tradeoff those communities illustrate, namely that walkable, desirable places tend to become expensive over time. Mr. Jones, Mr. Alert and Mr. Bement agreed a second workshop will be scheduled to let the board absorb the material and submit written questions in the interim to Mr. Smith. Mr. Alert stated Haskell will highlight any changes made to the draft in response to board feedback, including incorporating language on sign amortization as one specific takeaway from the meeting. The next formal step after that second workshop would be a board recommendation to the Town Council after which staff would transmit the Comprehensive Plan Amendment to the State Department of Commerce for consistency review.

AUDIENCE COMMENT

There were no comments at this time.

ADJOURNMENT

Mr. Bement adjourned the workshop at 7:15 p.m.

STAFF REPORT
PLANNING AND ZONING BOARD
REVISED 7/9/2026

Application Number: C-1-2026
Owner: Brian K. Lynn
Applicant: Roland Aldib
Location: 1345 Park Avenue, between Stiles Avenue and Blake Avenue.
Zoning District: Commercial General (CG)
Future Land Use Category: Commercial Medium Intensity (CMI)

Staff Recommendation: DENY

The Economic and Community Development Department hereby forwards to the Planning and Zoning Board its comments and recommendation regarding Application for Conditional Use **C-1-2026**.

REQUEST

The application is a request to consider a conditional use for the retail sale of all alcoholic beverages for off-premise consumption in the Commercial General (CG) zoning district, pursuant to Section 2.04.00.02 (Table II.1) of the Land Development Regulations.

NOTICES

Notices of this public hearing were mailed to all property owners within 300 feet of the subject property, as indicated in the public records of the Clay County Property Appraiser. The properties were posted with signs at least 15 days in advance of the public hearing. Legal notices were advertised in the Clay Today in conformance with Florida Statute and Town of Orange Park Code of Ordinances.

CRITERIA FOR REVIEW

Pursuant to the provisions of Article II, Section 02.08.14.01 of the Zoning Code, the Planning and Zoning Board may grant a conditional use and may provide such conditions and safeguards as may be appropriate and in harmony with the purpose and intent of Article II (Zoning Code). In order to authorize a conditional use from the terms of the ordinance the applicant must show, and the board must find that the use is consistent with the following definition:

Conditional use. A use that would not be appropriate generally or without restriction throughout the zoning division or district, but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning division or district as conditional uses, if specific provision for such conditional use is made in the zoning ordinance.

(1) *Controlled as to number, area, location, or relation to the neighborhood;*

Location. The subject property is located at the northeast corner of Park Avenue (US 17/SR 15) and Stiles Avenue. Park Avenue is an Urban Principal Arterial with six to eight divided lanes. The existing one-story, 2,646-square-foot structure was previously used as a money-lending establishment. Two existing driveways provide access to the subject property; a right-in only from Park Avenue and one from Stiles Avenue.

Area. The liquor survey submitted with the application indicates there are no churches or schools or other another vendor of alcoholic beverages within five-hundred (500) feet of the property. However, upon subsequent review of the survey and additional information that was brought forth during a previous public hearing for the application, it was determined that the survey is in error and did not include another vendor of alcoholic beverages (beer and wine) that is within 500 feet of the subject property. Therefore, the application does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

Number. There is an existing retail liquor store in the area (1910 Park Avenue) that is within approximately one-half mile of the subject property. Additionally, the Sunshine Food Mart (located at 206 Park Avenue) was approved for the retail sale of all alcoholic beverages. However, it closed in last year or two. That leaves one remaining retail store on Park Avenue approved for the retail sale of all alcoholic beverages. Adding a second store along Park Avenue, which is predominately a commercial area, would not oversaturate the area with this type of use and is consistent with the intent of the Conditional Use criteria. However, there is another vendor of alcoholic beverages (wine & beer) that's within 500 feet of the subject property. Therefore, the proposed liquor store does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

Relation to the neighborhood. The subject property sits in close proximity to the neighborhood east of Park Avenue along Stiles Avenue and is the primary access point for both. Additionally, the driveway along Stiles Avenue doesn't meet the Town's Standard Construction Details for driveway design and construction. Additionally, there is another vendor of alcoholic beverages (wine & beer) that's within 500 feet of the subject property. Therefore, the proposed liquor store does

not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

The adjacent uses, zoning and land use categories are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use(s)
North	CMI	CG	Furniture store
South	CMI	CG	Car wash
East	CMI/LDR	CG/RG-2	Office/storage, single family residential
West	CMI	CG	Convenience store with gas pumps

The proposed development is consistent with the Commercial Medium Intensity (CMI) functional land use category of the 2045 Comprehensive Plan to the extent that the CMI category consists primarily of retail and service establishments, medical and dental offices and clinics, shopping center, auto service stations, churches, and community sales and services. However, there is another vendor of alcoholic beverages (wine & beer) that's within 500 feet of the subject property. Therefore, the proposed liquor store does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

(2) *Would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare;*

Convenience. The proposed liquor store appears to satisfy the convenience requirement since there is only one other liquor store (1910 Park Avenue) on Park Avenue. However, because there is another vendor of alcoholic beverages (wine & beer) within 500 feet of the subject property, the proposed liquor store does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

Appearance and Safety. The exterior appearance of the vacant building is generally kept up. However, there is an outstanding Code Compliance infraction (Case #20250626) for an abandoned sign. Additionally, the following activity was reported to the Police Department by the previous business:

5/2/24 - Fraud
6/10/24 - Grand Theft
2/28/25 - Trespassing

This does not appear to be a concern as it's associated with the previous use. However, there is another vendor of alcoholic beverages (wine & beer) that's within 500 feet of the subject property. Therefore, the proposed liquor store does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

ANALYSIS

In summary, the proposed liquor store appears to be consistent with the definition of a conditional use primarily due to location including being located in an established commercial corridor, convenience and number which provides an additional store choice on Park Avenue. However, there is another vendor of alcoholic beverages (wine & beer) that's within 500 feet of the subject property. Therefore, the proposed liquor store does not meet the distance requirements outlined in Part II, Chapter 6 *Alcoholic Beverages.*

SUPPLEMENTAL INFORMATION

1. Upon visual inspection of the subject property on February 24, 2026 the required Notice of Public Hearing sign was posted.
2. Attached to this report is a copy of the application, including the site plan.

STAFF RECOMMENDATION

Based on the forgoing, it is the recommendation of the Economic and Community Development Department that Application for Conditional Use C-1-20126 be **DENIED.**



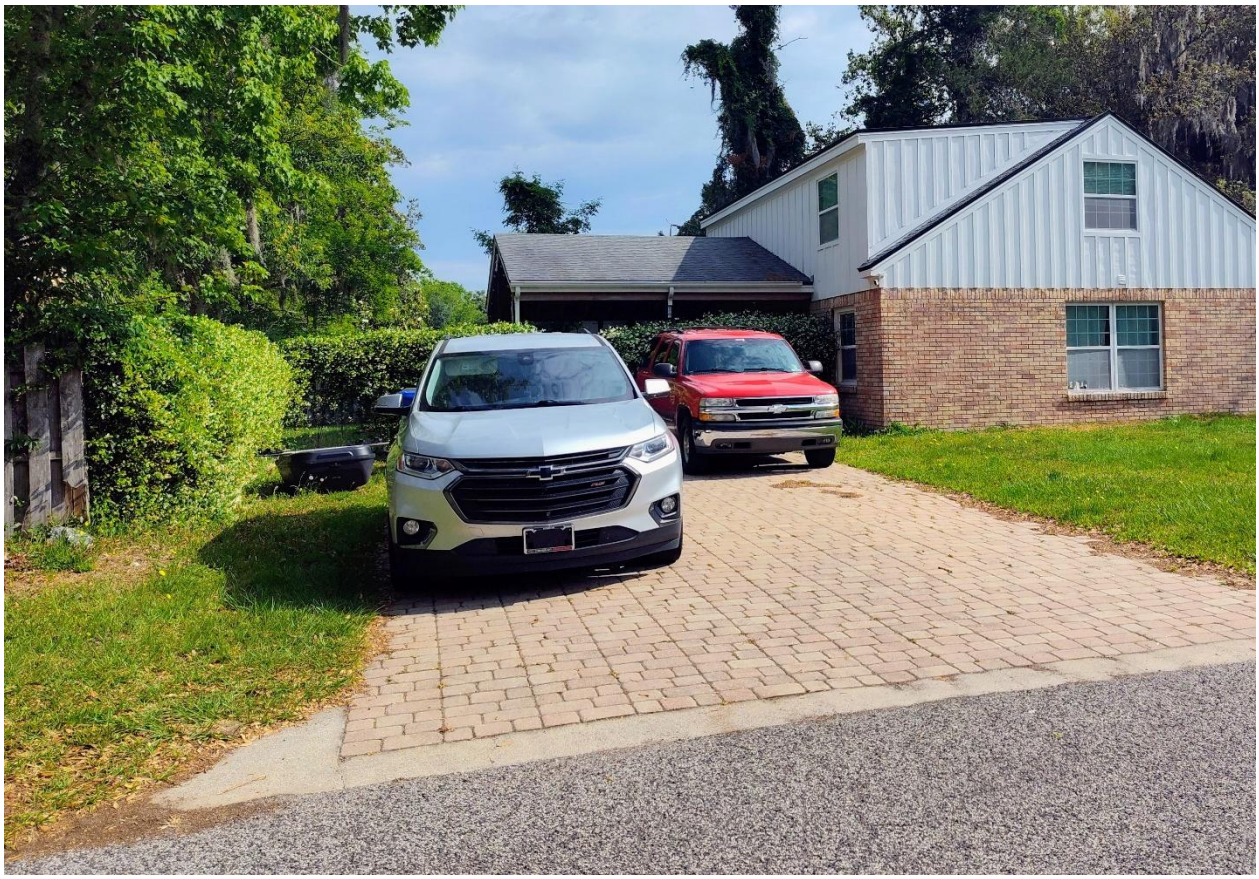
Posted Notice Sign



View of the area behind building on subject property.



View of the easternmost driveway on lot behind the subject property.



View of a single family dwelling adjacent to the east at 1346 Orange Circle South.

20250840

Pd. 2/19/26

FOR OFFICE USE ONLY	
Application No.	C-1-2026
Date Submitted:	1/17 20 24
Date Filed:	2/19 20 24
Set for Public Hearing on:	3/12 20 24

TOWN OF ORANGE PARK

APPLICATION FOR CONDITIONAL USE

A. PROJECT

1. Address of Subject Property: 1345 Park Avenue, Orange Park 32073
2. Between Streets: Park Ave And River RD
3. Parcel ID Number(s): 41-04-26-018654-000-00 and 41-04-26-018654-001-00
4. Existing Use of Property: closed
5. Zoning Designation: CG Future Land Use Designation: CMI
6. Land Area (Acres): Date lot was recorded:

B. OWNER/APPLICANT/AGENT INFORMATION

1. Name of Owner(s): Brian K. Lynn
   Address: 12276 San Jose blvd
   City: Jacksonville State: FL Zip: 32223
   Telephone: (904) 504-5205 Email: brian.lynn@lendingbear.com
2. Name of Authorized Agent(s): Roland Aldib
   Address: 8960 blaire Meadows Dr
   City: Jacksonville State: FL Zip: 32257
   Telephone: (904) 383-2093 Email: rolandaldib87@gmail.com

C. STATEMENT OF CONDITIONAL USE SOUGHT

1. Requested Conditional Use: Liquor store & craftbeer
2. Statement of facts for requested conditional use.

Section 02.08.14.01 of the Ordinance Code provides that the Planning and Zoning Board may grant a conditional use and may provide such conditions and safeguards as may be appropriate and in harmony with the purpose and intent of Article II (Zoning Code). Please provide any relevant information relating to the characteristics of the conditional use sought. You may attach a separate sheet if necessary.

Attached

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Survey or Site Plan.

E. FILING FEES

1. Application Fee: **$500.00 (Nonresidential)** **$250.00 (Residential)**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Signature of Owner

Signature of Authorized Agent

Brian K. Lynn, Managing Member, Lynn Investments II, LLC
Typed or printed name and title of applicant

Roland Aldib
Typed or printed name of authorized agent

12/15/25
Date

12.15.2025
Date

State of Florida County of Clay

The foregoing application is acknowledge before me this 15th day of Dec., 20 25

By Brian K. Lynn, who is/~~are~~ personally known to me or has/have produced _____ as identification.

NOTARY SEAL

KELLY JO MOSLEY
MY COMMISSION # HH 276329
EXPIRES: August 28, 2026

Kelly Jo Mosley
Signature of Notary Public, State of Florida

Applicant: Roland Aldib
Owner: Brian LLY
Property Address: 1345 Park Avenue, Orange Park, Florida 32073

The Applicant seeks approval of a Conditional Use to allow the operation of a package liquor store at the subject property. The proposed use consists of the retail sale of alcoholic beverages, including distilled spirits, wine, and craft beer, for off-premises consumption only. No on-site consumption, bar service, tasting room, or entertainment is proposed.

The requested Conditional Use is appropriate for the subject property due to its location within an established commercial corridor along Park Avenue and its compatibility with surrounding retail and service-oriented uses. The proposed use will operate entirely within an enclosed commercial space and will not create excessive traffic, parking demand, noise, or other adverse impacts.

The Applicant will comply with all applicable City of Orange Park ordinances, Clay County regulations, and Florida Department of Business and Professional Regulation (DBPR) requirements, including licensing, age verification, and operational standards. The business will be maintained in a safe, clean, and orderly condition and will operate during hours consistent with City regulations.

Based on these facts, the Applicant respectfully requests approval of the Conditional Use as it meets the intent and standards of the City's Land Development Code and will not be detrimental to the public health, safety, or welfare.

INSTR 09005725
OR BK 3031 Pages 1877 - 1878
RECORDED 02/06/09 10:22:55
JAMES B. JETT CLERK CIRCUIT COURT
CLAY COUNTY
DOC STMP-D: $1750.00
DEPUTY CLERK WESTA D#2

Prepared by, record and return to:

Liana Rothstein Hood
Adams, Rothstein & Siegel, P.A.
4417 Beach Boulevard, Suite 104
Jacksonville, Florida 32207

File Number: 08-0504
Parcel ID No: 410426-018654-000-00

Quit Claim Deed

Made this 15 day of December, 2008 A.D.by **BRIAN K. LYNN, a married man, and KATHRYN L. STRICKLAND, a married woman, FORMERLY KATHRYN H. LYNN, an unmarried woman, hereinafter called the Grantor, to LYNN INVESTMENTS II, LLC, a Florida Limited Liability Company, whose post office address is: 1345 Park Avenue, Orange Park, Florida 32073, hereinafter called the Grantee:**

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

Witnesseth, that the Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other valuable considerations, receipt whereof is hereby acknowledged, does hereby remise, release, and quit claim unto the Grantee forever, all the right, title, interest, claim and demand which the said Grantor has in and to, all that certain land situate in Clay County, Florida, viz:

A parcel of land situated in Orange Park, Clay County, Florida and being a portion of Lots 8 & 9, Block 7, Section 1, Orange Park, according to Plat Book 1, page 23, of the public records of Clay County, Florida; said parcel being more particularly described as follows:

Begin at the southwest corner of Mammoth Oaks Unit 1, according to map recorded in said records in Official Records Book 36, page 221; thence run on the north line of Stiles Avenue, South 88 degrees 19 minutes 15 seconds West, a distance of 123.11 feet to the Point of Beginning; Thence continue South 88 degrees 19 minutes 15 seconds West a distance of 115.24 feet to a point; Thence run North 46 degrees 23 minutes 22 seconds West a distance of 17.06 feet to a point; Thence run North 1 degrees 40 minutes 45 seconds West along the East right-of-way line of Park Avenue (S.R. No. 15) a distance of 87.87 feet to a point; Thence run North 88 degrees 19 minutes 15 seconds East a distance of 127.24 feet to a point; Thence run South 01 degrees 46 minutes 15 seconds East a distance of 100.00 feet to the Point of Beginning.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

THIS DEED WAS PREPARED WITHOUT BENEFIT OF TITLE OF A TITLE SEARCH, TITLE EXAM OR TITLE INSURANCE AND THE PREPARER MAKES NO REPRESENTATIONS, EXPRESSED OR IMPLIED, REGARDING THE STATUS OF TITLE.

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

To Have and to Hold, the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the said Grantee forever.

In Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Susan A. Clayton
Witness Printed Name SUSAN A. CLAYTON

Kimberly Tull
Witness Printed Name Kimberly Tull

BK
BRIAN K. LYNN (Seal)
Address 1828 REAR ADMIRAL LN
JACKSONVILLE, FL 32259

Witness Printed Name SUSAN A. CLAYTON

Witness Printed Name Kimberly Tull

(Seal)
KATHRYN L. STRICKLAND,
FORMERLY KATHRYN H. LYNN
Address: 1265 HARBOR VISTA CIRCLE
ST. AUGUSTINE, FL 32084

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____ day of December, 2008, by **BRIAN K. LYNN, a married man,** who is personally known to me or who has produced a Florida Driver's License as identification.

DOLORES A. SCOTT
Notary Public - State of Florida
My Commission Expires Jun 24, 2010
Commission # DD 530688
Bonded By National Notary Assn.

Notary Public
Print Name: DOLORES A. SCOTT
My Commission Expires: JUNE 24, 2010

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____ day of December, 2008, by **KATHRYN L. STRICKLAND, a married woman, FORMERLY KATHRYN H. LYNN, an unmarried woman,** who is personally known to me or who has produced a Florida Driver's License as identification.

DOLORES A. SCOTT
Notary Public - State of Florida
My Commission Expires Jun 24, 2010
Commission # DD 530688
Bonded By National Notary Assn.

Notary Public
Print Name: DOLORES A. SCOTT
My Commission Expires: JUNE 24, 2010

Lynn Investments, LLC
Attn: Brian Lynn
1345 Park Avenue
Orange Park, FL 32073
Phone: (904) 260-2224
Email: brian.lynn@lendingbear.com

Date: November 1, 2025

To:
Town of Orange Park
Economic & Community Development Department
2042 Park Avenue
Orange Park, FL 32073

Subject: Authorization Letter for Tenant to Apply for Building Permit

Dear Sir or Madam,

I, **Brian Lynn**, as the property owner and authorized representative of **Lynn Investments, LLC**, owner of the property located at **1345 Park Avenue, Orange Park, FL 32073**, hereby authorize my tenant, **Roland Aldib**, to act on my behalf to apply for and obtain all necessary **building and construction permits** from the Town of Orange Park.

This authorization includes, but is not limited to, permits related to:
- Remodeling and renovation of the existing store interior;
- Installation of a **walk-in cooler**;
- Construction of a **drive-thru window**;
- **Electrical, plumbing, tile, and lighting work** associated with the remodel.

Sincerely,

Brian Lynn
Owner / Lynn Investments, LLC
Signature: _____
Date: 10/29/25

Stephen Smith

From: Orange Park <wo@iworq.net>
Sent: Thursday, February 19, 2026 7:44 AM
To: ECD; Mark Crosier; Beth Anderson; Freda Hudson
Subject: A CC Payment was made for Permit # 20250840

ginated from outside of the organization. Do not click links or open attachments unless you recognize the sender an

A CC Payment was made for Permit # 20250840

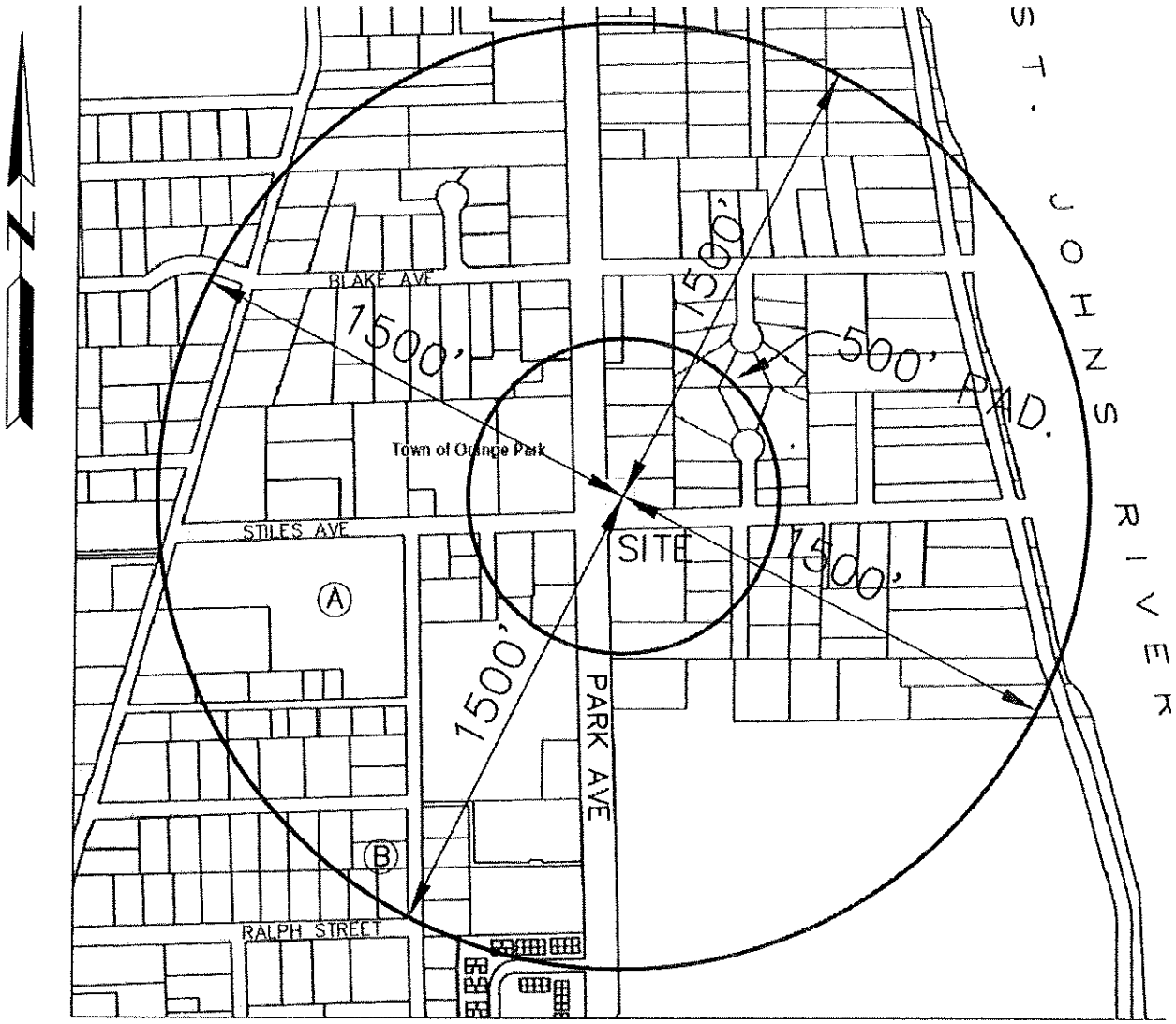
Click Here to open Permit # 20250840



Permit #: 20250840
Permit Type:
Address: 1345 PARK AVE
City: ORANGE PARK
State:
Zip: 32073
Owner: Lending Bear LYNN INVESTMENTS II LLC
Owner Address: 12276 SAN JOSE BLVD SUITE 534
Owner City: JACKSONVILLE
Owner State: FL
Owner Zip: 32223
Owner Phone: 904-264-2300
Owner Email:
Receipt #: 6428
Date: 02/19/2026
Paid By:
Description: 1569433
Payment Type: IBX CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Rezoning	Land Development	Enter Fee Amount	500.00	500.00	500.00



Distances are measured by following a straight line from the nearest point of the building or portion of the building used as part of the proposed location to the nearest point of the grounds used as part of the churc school facilities, or adult entertainment facility.

A. ORANGE PARK ELEMENTARY SCHOOL – 1401 PLAINFIELD AVE	730 FEET
B. HAILE ACADEMEY OF HIGHER LEARNING – 1624 SMITH ST	1275 FEET

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY, AND IS NOT VALID.

NOTES

1. *Bearings are assumed.*
2. *This is a MAP SHOWING SPECIFIC PURPOSE SURVEY*
3. *The specific purpose of this survey is to depict the location of any schools, churches or adult entertainment establishments within a 1,500 foot radius of the subject building.*
4. *Unless otherwise noted, any portion of the parcel that may be deemed as Wetlands by State or Governmental Agencies, has not been determined and any liability resulting therefrom is not the responsibility of the undersigned.*
5. *There may be Restrictions or Easements of Record evidenced by title examination that*

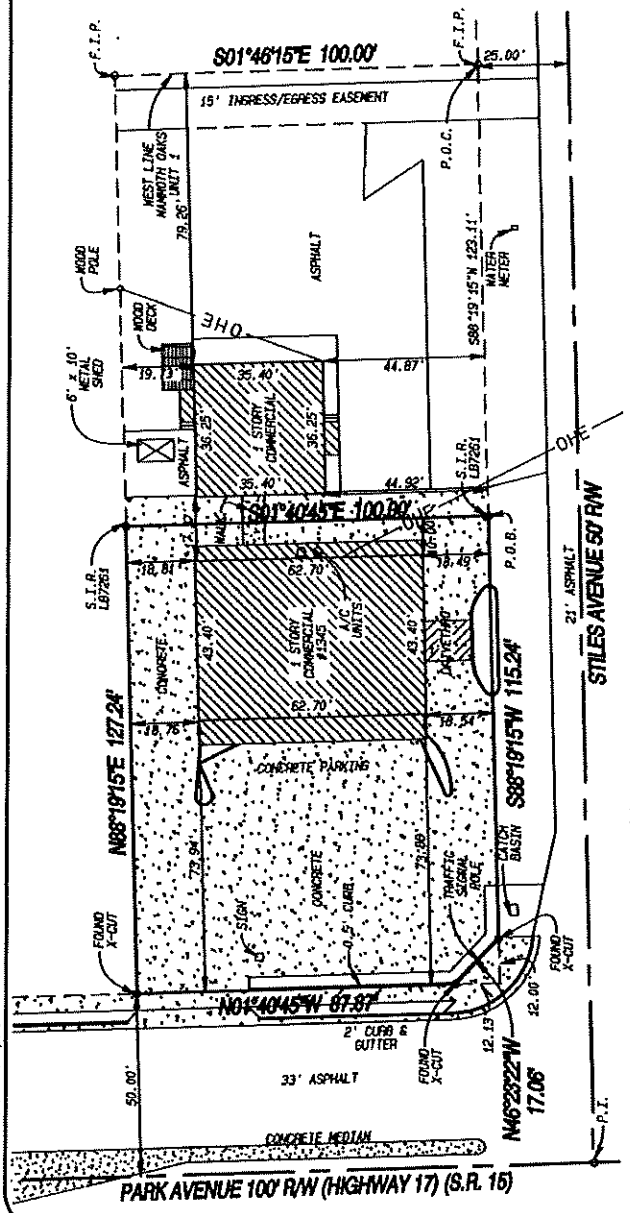
LEGEND

- ⊛ DENOTES CONCRETE MONUMENT
- x—x DENOTES FENCE
- ○ DENOTES FOUND "X-CUT" (NO I.D.)
- ● DENOTES IRON PIPE FOUND (AS NOTED)

DATE	1-2-
SCALE	1"=6
JOB No.	26-
F.B.	-
page	-
Comp. File	26-

MAP OF SURVEY
"BOUNDARY"

DESCRIPTION:
A PARCEL OF LAND SITUATED IN ORANGE PARK, CLAY COUNTY, FLORIDA AND BEING A PORTION OF LOTS 8 AND 9, BLOCK 7, SECTION 1, ORANGE PARK, ACCORDING TO PLAT BOOK 1, PAGE 23, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCE AT THE SOUTHWEST CORNER OF MAMMOUTH OAKS UNIT 1 ACCORDING TO MAP RECORDED IN SAID RECORDS IN OFFICIAL RECORDS BOOK 36, PAGE 221; THENCE RUN ON THE NORTH LINE OF STILES AVENUE, S88° 19' 16" W A DISTANCE OF 123.11 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S88°19'15"W A DISTANCE OF 115.24 FEET TO A POINT; THENCE RUN N46°23'22"W A DISTANCE OF 17.06 FEET TO A POINT; THENCE RUN N01°40'45"W ALONG THE EAST RIGHT-OF-WAY LINE OF PARK AVENUE (S.R. NO. 15) A DISTANCE OF 87.87 FEET TO A POINT; THENCE RUN N88°19'15"E A DISTANCE OF 127.24 FEET TO A POINT; THENCE RUN S01°46'15"E A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING.



N

SCALE: 1" = 40'

SURVEY NOTES:

BEARINGS ARE BASED ON THE EAST R/W LINE OF S.R. NO. 15 BEING N01°40'45"W.

UNDERGROUND UTILITIES, FOUNDATIONS OR OTHER STRUCTURES WERE NOT LOCATED BY THIS SURVEY.

ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FIRM MAP PANEL NO. 120066 0005 B, EFFECTIVE 3/18/80, THE PROPERTY DESCRIBED HEREON LIES IN ZONE "C".

CERTIFIED TO AND FOR THE EXCLUSIVE BENEFIT OF:

BRIAN K. AND KATHRYN H. LYNN

ADDRESS: 1345 PARK AVENUE

I HEREBY CERTIFY THAT THE MAP OF SURVEY SHOWN HEREON IS IN ACCORDANCE WITH THE TECHNICAL STANDARDS AS SET FORTH BY THE BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MICHAEL C. FLYNN NO. 3264
FLORIDA REGISTERED LAND SURVEYOR AND MAPPER. NOT VALID WITHOUT THE SIGNATURE & THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

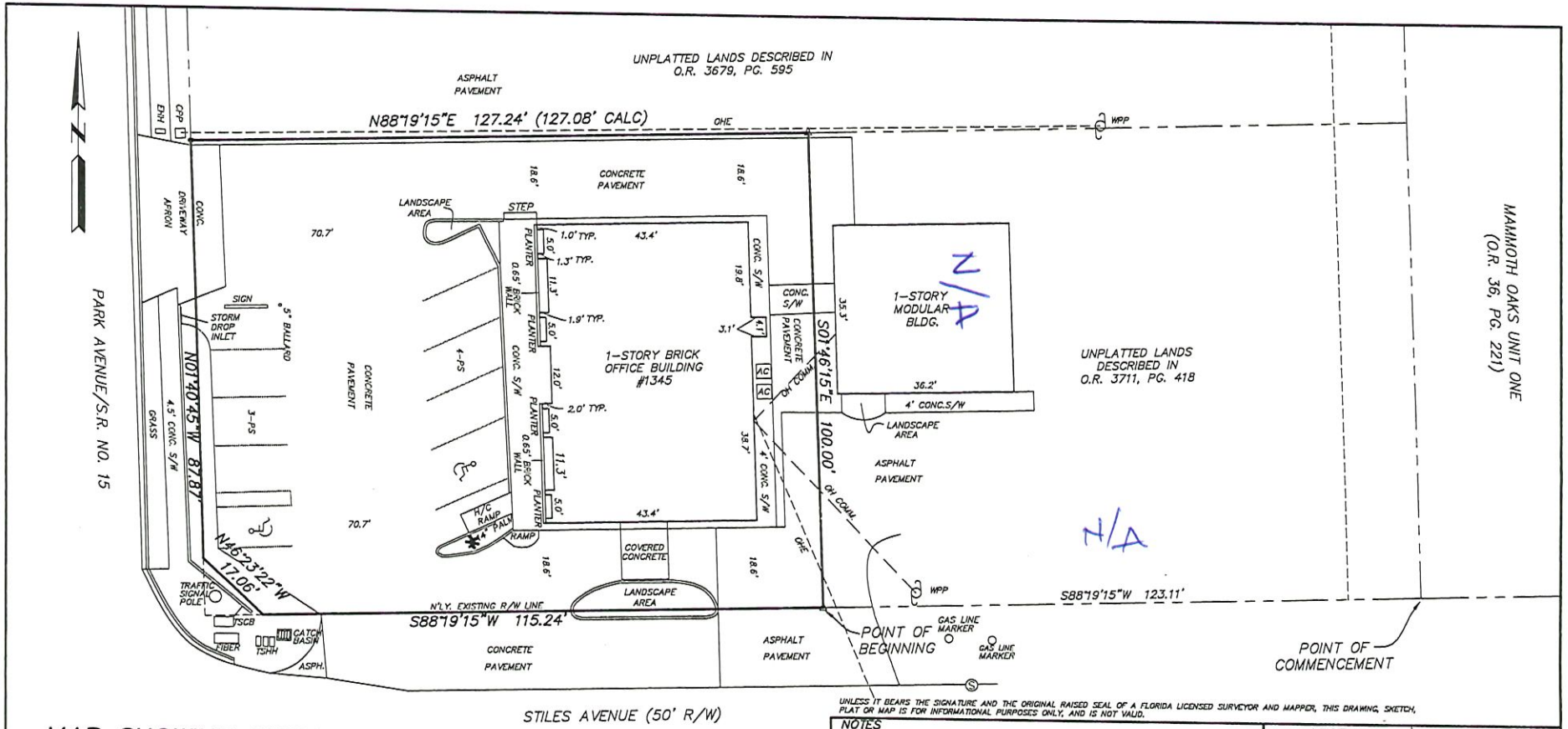
FCM	= FOUND CONCRETE MONUMENT	C.M.	= CONCRETE MONUMENT	D	= DELTA OR CENTRAL ANGLE	FEN	= FENCE
F.I.R.C.	= FOUND IRON ROD AND CAP	P.T.	= POINT OF TANGENCY	P.I.	= POINT OF INTERSECTION	CLR	= CLEAR
F.I.R.	= FOUND IRON ROD	P.C.	= POINT OF CURVATURE	A/C	= AIR CONDITIONING UNIT	FND	= FOUND
S.I.R.	= SET IRON ROD	U.E.	= UTILITY EASEMENT	R	= RADIUS	(P)	= PLAT
S.I.R.C.	= SET IRON ROD AND CAP	D.E.	= DRAINAGE EASEMENT	L	= ARC LENGTH	EL	= ELEVATION
F.N&D	= FOUND NAIL AND DISK	C & G	= CURB & GUTTER	NTS	= NOT TO SCALE	CONC.	= CONCRETE
(M)	= FIELD MEASUREMENT	R/W	= RIGHT OF WAY	(P)	= PROPOSED	ESMT	= EASEMENT
(C)	= CALCULATED MEASUREMENT	C/L	= CENTERLINE	(E)	= EXISTING	COR	= CORNER

FILE NAME: C:\Program Files\Trimble\Landers\3852B.pro

PREPARATION DATE
PLOT PLAN
BOUNDARY 9/3/2004
FORMBOARD
FOUNDATION
FINAL

FIRST COAST LAND SURVEYING, INC.
8096 BEAVER CREEK DRIVE, JACKSONVILLE, FL. 32210
PHONE (904) 779-2062 FAX (904) 779-7784
CERTIFICATE NO. LB 7261

PROJECT INFORMATION
ORDER NO. 3852 B
DRAWN BY: mcf
REVIEWED BY: MCF



UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY, AND IS NOT VALID.

MAP SHOWING SURVEY OF

A parcel of land situated in Orange Park, Clay County, Florida and being a portion of Lots 8 and 9, Block 7, Section 1, Orange Park, according to Plat Book 1, page 23, of the public records of Clay County, Florida; said parcel being more particularly described as follows:

Begin at the southwest corner of Mammoth Oaks Unit 1, according to map recorded in said records in Official Records Book 36, page 221; thence run on the north line of Stiles Avenue, South 88 degrees 19 minutes 15 seconds West, a distance of 123.11 feet to the Point of Beginning; Thence continue South 88 degrees 19 minutes 15 seconds West, a distance of 115.24 feet to a point; Thence run North 46 degrees 23 minutes 22 seconds West, a distance of 17.06 feet to a point; Thence run North 1 degrees 40 minutes 45 seconds West, along the East right-of-way line of Park Avenue (S.R. No. 15) a distance of 87.87 feet to a point; Thence run North 88 degrees 19 minutes 15 seconds East, a distance of 127.24 feet to a point; Thence run South 01 degrees 46 minutes 15 seconds East, a Distance of 100.00 feet to the Point of Beginning.

NOTES

1. Bearings are based on the DEED OF RECORD.
2. This is a BOUNDARY SURVEY.
3. Elevations shown thus (15.0) refer to North American Vertical Datum of 1988, (NAVD 88).
4. By Graphic plotting only, the property shown hereon lies within Zone: "X" as shown on the Federal Emergency Management Agency (F.E.M.A.), National Flood Insurance Program, Flood Insurance Rate Map (F.I.R.M.) Community-Panel Number 12019C 0087 E Map Revised date : 3-17-14
5. Unless otherwise noted, any portion of the parcel that may be deemed as Wetlands by State or Governmental Agencies, has not been determined and any liability resulting therefrom is not the responsibility of the undersigned.
6. There may be Restrictions or Easements of Record evidenced by title examination that have not been shown hereon.

ABBREVIATIONS THAT MAY BE USED IN THIS SURVEY

ABBREVIATION	DEFINITION
P.C.P.	Permanent Control Point
P.R.M.	Permanent Reference Monument
P.O.B.	Point of Beginning
P.C.	Point of Curvature
P.T.	Point of Tangency
P.R.C.	Point of Reverse Curvature
P.I.	Point of Intersection
R/W	Right of Way
O.R.V.	Official Records Volume
D.B.	Deed Book
Pg.	page
B.R.L.	Building Restriction Line
Esmt	Easement

ABBREVIATION	DEFINITION
L.B.	Licensed Business
R.L.S.	Registered Land Surveyor
J.E.A.	Jacksonville Electric Authority
EQUIP	Equipment
A/C	Air Conditioner
C.A.T.V.	Cable Television
OHL	Overhead Lines
(F.M.)	Field Measured
R=	Radius equals
L=	Arc Lenth equals
CH.=	Chord Bearing & Distance equals
Δ=	Delta or Central Angle equals
I.P.	Iron Pipe
Conc.	Concrete

LEGEND

- ⊙ DENOTES CONCRETE MONUMENT
- x—x DENOTES FENCE
- ○ DENOTES 1/2" IRON PIPE SET WITH CAP, LB 8295
- ● DENOTES IRON PIPE FOUND (NOTED)
- △ DENOTES SET NAIL/DISK (L.B. 8295)

DATE	2-5-26
SCALE	1"=20'
JOB No.	26-15095
F.B.	1490
page	33
Comp. File	26-15095.dwg
Drawn by	WJM/W.L.

MELROSE SURVEYING AND MAPPING, INC.
PROFESSIONAL LAND SURVEYORS
11437 CENTRAL PARKWAY, SUITE 107
JACKSONVILLE, FLORIDA 32224
L.B. No. 8295
Tel. (904) 721-1226

THIS IS TO CERTIFY THAT THIS SURVEY IS A TRUE REPRESENTATION OF AN ACTUAL FIELD SURVEY, MADE UNDER MY SUPERVISION AND IN ACCORDANCE WITH THE MINIMUM TECHNICAL STANDARDS, AS OUTLINED AND SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS AND MAPPERS, IN CHAPTER 5J-17, (formerly CHAPTER 61G17-6), FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY: _____
WILLIAM J. MELROSE, STATE OF FLORIDA, REGISTERED LAND SURVEYOR, CERTIFICATE No. 3843

Stephen Smith

From: Roland Al Dib <rolandaldib87@gmail.com>
Sent: Tuesday, June 30, 2026 8:52 AM
To: Stephen Smith
Subject: Re: Automatic reply: Question Regarding grocery Store Use and Alcohol Sales

ginated from outside of the organization. Do not click links or open attachments unless you recognize the sender an

Hi,

I am writing to formally request the withdrawal of my Conditional Use Application, **C-1-2026**, from further consideration.

After careful consideration, I have decided to withdraw the application at this time. I appreciate the time and effort that the Planning and Zoning Board, Town staff, and everyone involved have dedicated to reviewing my application throughout this process.

Please accept this email as my official request to withdraw Conditional Use Application C-1-2026. I would appreciate written confirmation once the withdrawal has been processed.

Thank you for your time, assistance, and consideration.

Roland Aldib.

STAFF REPORT - PLANNING AND ZONING BOARD

Agenda Item: 5b
Application Number: V-2-2026
Owner: Mark and Desiree Dillaberry
Applicant/Agent: Jeff Caudel
Location: 2245 Holly Leaf Lane
Zoning District: Residential Single Family-2 (RS-2)
Future Land Use Category: Low Density Residential (LDR)
Date: June 11, 2026

The Economic and Community Development Department hereby forwards to the Planning and Zoning Board its comments and recommendation regarding Application for Variance V-2-2026.

REQUEST

The applicant seeks a variance for relief from Section 2.04.02.06 (b) to reduce the side yard setback from ten (10) feet to seven (7) feet eight (8) inches (7'8") for a garage addition.

GENERAL INFORMATION

The applicant proposes a 3-car garage addition to the front of the existing house, which is located on approximately 0.452 acres. The proposed addition would align with the original existing exterior side wall of the house, which has a side yard setback of approximately 7.8 feet. The subject property is located in the Holly Grove Subdivision (Unit Two), which was platted in 1965. Most of the twenty-two (22) platted lots in the subdivision are approximately 100 feet wide, which meets the 100-foot minimum requirement for the RS-2 zoning district. Staff is unaware of the original side yard setback requirement for this platted subdivision. However, the subject property was constructed in 1965 and, like many of the other lots in this subdivision, does not meet the minimum setback requirement for one or both side yards. According to attached Table 1, over fifty (50) percent of the twenty-two (22) homes built do not meet one or more of the side yard setback requirements.

A variance shall be nontransferable and does not run with the property, unless

otherwise approved by the Planning and Zoning Board.

NOTICES

Notices of this public hearing were mailed to all property owners within 300 feet of the subject property, as indicated in the public records of the Clay County Property Appraiser. The properties were posted with signs at least 15 days in advance of the public hearing. Legal notices were advertised in Clay Today in conformance with Florida Statute and Town of Orange Park Code of Ordinances.

CRITERIA FOR REVIEW

Pursuant to the provisions of Section 02.08.14.02(a) of the Zoning Code, the Planning and Zoning Board may grant a variance from the terms of the zoning ordinance that will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary and undue hardship. In order to authorize any variance from the terms of the ordinance the applicant must show and the board must find:

(1) That special conditions and circumstances exist because of size, shape, topography or other physical conditions which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;

Special circumstances exist that over fifty (50) percent of the similarly platted twenty-two (22) single family homes were constructed with a side yard less than 10 feet for one or both side yards. Therefore, the special conditions and circumstances exist because of the size, shape, and physical conditions which are peculiar to the structure or building involved for this platted subdivision and generally are not applicable to other lands, structures or buildings in the same zoning district.

(2) That the special conditions and circumstances do not result from the actions of the applicant;

The current owner purchased the house in 2024. The special conditions and circumstances were established when the original structure was built in 1965.

(3) That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, buildings or structures in the same zoning district;

Based on the information in this report indicating that special conditions existed prior to the owner's purchase of the property, granting the variance will not confer

a special privilege on the applicant, nor will these unique circumstances set a precedent for future requests.

(4) That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant;

Based on available surveys, site plans and other permitting information noted in attached Table 1, more than half of the twenty-two (22) homes in the platted subdivision have a nonconforming side yard setback. Depriving the applicant of rights commonly enjoyed by these other properties with similar circumstances would create an undue hardship on the applicant.

(5) That the variance granted is the minimum variance that will make possible the reasonable use of land, building;

Yes. Given the existing structure's nonconforming side yard setback, granting the variance is the minimum necessary to allow reasonable use of the property.

(6) That the grant of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Yes. The grant of the variance will be in harmony with the general intent and purpose of the ordinance based on the facts that many other single family dwellings in this subdivision have similar nonconforming side yards. Therefore, granting the variance would not be injurious to the area involved or detrimental to the public welfare.

In passing upon a request for variance, the board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the board by variance permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this ordinance (see section 2.02.01.165).

The adjacent uses, zoning and land use categories are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use(s)
North	LDR	RS-2	Single-family
South	LDR	RS-2	Single-family

East	LDR	RS-2	Single-family
West	LDR	RS-2	Single-family

STAFF RECOMMENDATION

Based on the criteria for a variance, pursuant to Section 02.08.14.02(a) of the Zoning Code, staff recommends that Application V-2-2026 be **APPROVED and subject to the following:**

1. That the variance shall be transferable.

SUPPLEMENTAL INFORMATION

1. Upon visual inspection of the subject property on May 27, 2026 the required Notice of Public Hearing sign was posted.
2. A copy of the Holly Grove Unit Two Plat is attached to this report.
3. A survey of existing side yard setbacks for this subdivision is attached as Table 1.
4. Attached to this report is a copy of the application, including a survey of the existing property.



Variance sign.



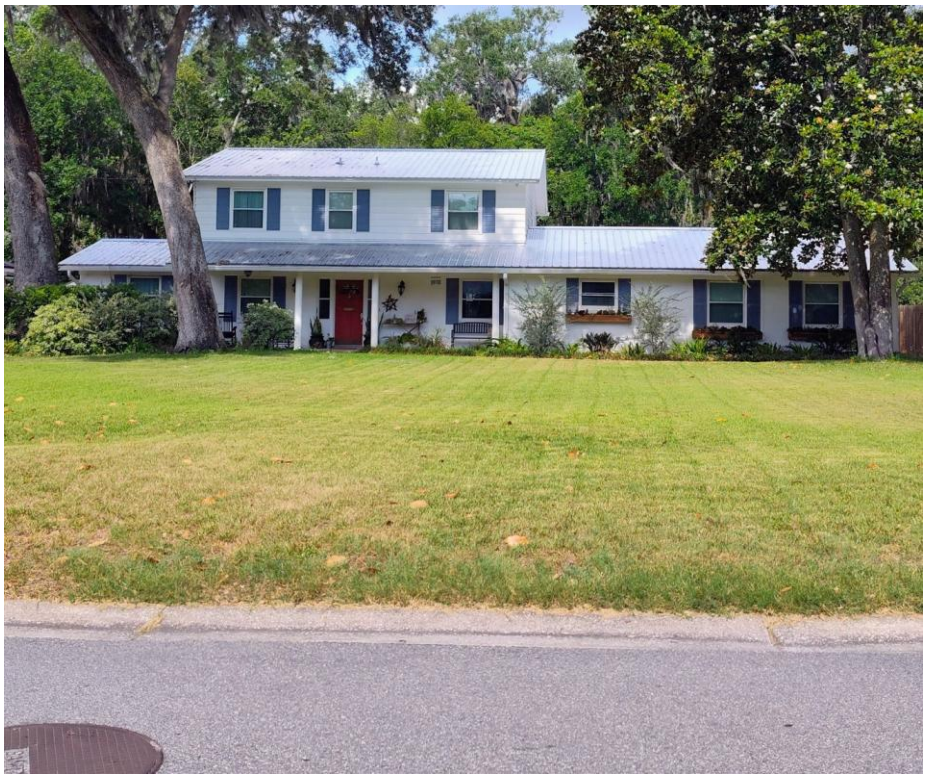
Front view of subject property (2245 Holly Leaf Ln)



2233 Holly Leaf Ln., adjacent house to the north.



2259 Holly Leaf Ln., adjacent house to the south.



2244 Holly Leaf Ln. (located across the street).

Table 1

Holly Grove Subdivision, Unit Two			Side Yard Setbacks		
Address		Lot No.	North	South	
2206	Holly Leaf Ln.	1	28'	9'	
2220	Holly Leaf Ln.	2	23'2"	8'7"	
2232	Holly Leaf Ln.	3	?	?	
2244	Holly Leaf Ln.	4	?	?	
2258	Holly Leaf Ln.	5	9'1"	7'3"	
2272	Holly Leaf Ln.	6	11'6"	8'2"	
2304	Holly Leaf Ln.	7	?	?	
2320	Holly Leaf Ln.	8	23'5"	9'4"	
2334	Holly Leaf Ln.	9	9'7"	8'1"	
2346	Holly Leaf Ln.	10	10'8"	9'2"	
2360	Holly Leaf Ln.	11	7'*	>10'	
2361	Holly Leaf Ln.	12	9'2"	>10'	
2347	Holly Leaf Ln.	13	11'2"	25'	
2335	Holly Leaf Ln.	14	>10'	9'	
2321	Holly Leaf Ln.	15	10'	>10'	
2305	Holly Leaf Ln.	16	7'6"	7'6"	
2273	Holly Leaf Ln.	17	Approx 18'	<10'	
2259	Holly Leaf Ln.	18	?	9'5"	
2245	Holly Leaf Ln.	19	7'8"	7'7"	*Subject Property*
2233	Holly Leaf Ln.	20	9'	15'8"	
2219	Holly Leaf Ln.	21	13'5"	13'5"	
2207	Holly Leaf Ln.	22	31'8"	10'9"	
*Variance granted to reduce side yard from 10' to 7' in 1990.					
Note: Subdivision Plat Recorded in 1965					

FOR OFFICE USE ONLY
Application No. V - 2. 2026
Date Submitted: 4/28 20 26
Date Filed: 5/15 20 26
Set for Public Hearing on: 6/11 20 26

TOWN OF ORANGE PARK

APPLICATION FOR ZONING VARIANCE

A. PROJECT

1. Address of Subject Property: 2245 Holly Leaf Lane
2. Between Streets: 300' south of Milwaukee Av And _____
3. Parcel ID Number(s): ~~019799-00-00~~ 019779-000-00
4. Existing Use of Property: Residential
5. Zoning Designation: RS-2 Future Land Use Designation: LDR
6. Land Area (Acres): 0.452 Date lot was recorded: 02/09/1965

B. OWNER/APPLICANT

1. Name of Owner(s): Mark J & Desiree Dillaberry
   Address: 2245 Holly Leaf Lane
   City: Orange Park State: FL Zip: 32073
   Telephone: (904) 505-0584 Email: mjdillaberry@gmail.com

2. Name of Applicant (if different from owner): Jeff Caudel
   Address: 151- 17 College Dr
   City: Orange Park State: FL Zip: 3265
   Telephone: (904) 272-5005 Email: LISA@LEGACYCLAY.COM

C. STATEMENT OF VARIANCE SOUGHT

1. Requested Variance: Reduce side setback from 10' to approximately 7.8'.
2. Section of Zoning Code from which the Variance is sought: Sec. 2.04.00 - Table #2
3. Reason Variance is requested: New addition to existing house w/ 7.8' setback (built in 1965)
4. Statement of facts for requested variance side yard

Section 02.08.14.02 Ordinance Code, provides that the Planning and Zoning Board may grant a variance from the terms of the zoning ordinance as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary and undue hardship. In order to authorize any variance from the terms of the ordinance the applicant must show and the board must find:

(Please provide answers to the following questions. You may attach a separate sheet if necessary. These facts will be used by the staff to make a recommendation to the Planning and Zoning Board.)

(i). That special conditions and circumstances exist because of size, shape, topography or other physical conditions which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;
The subdivision - Holly Grove Unit Two, was platted in 1965 and houses in the subdivision were built with less than 10' side setback.

(ii). That the special conditions and circumstances do not result from the actions of the applicant;
Holly Grove Unit Two was platted and recorded in 1965 and the house was built in 1965 prior to the current owner acquiring the property.

(iii). That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, buildings or structures in the same zoning district;
According to the Clay County Property Appraiser records, Holly Leaf Lane lots 2259, 2305 and 2334 have less than 10' setback due to house widths.

(iv). That literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant;
The existing house at 2245 Holly Leaf Lane and other houses on the street are currently located within the 10' setback.

(v). That the variance granted is the minimum variance that will make possible the reasonable use of land, building;
The variance proposed is the only way to keep the clean asrchitectural lines in lieu of offsetting the building and the roof between the existing house and proposed garage.

(vi). That the grant of the variance will be in harmony with the general intent and purpose of the ordinance and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
The variance will allow continuation of the existing side yard setback without changing the original and current use of the neighborhood.

(vii). In passing upon a request for variance, the board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the board by variance permit to be established or carried on in any use district an activity, business, or operation which is not otherwise allowed in such district by a specific provision of this ordinance (see section 2.02.02.124).2
The proposed attached garageis allowed by ordinance.

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

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Survey or Site Plan indicating setback, proposed construction and requested variance.

E. FILING FEES

1. Application Fee: **$500.00 (Nonresidential)** **$250.00 (Residential)**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Owner(s)

Signature: _____

Print name: Mark Dillaberry

Date: 4/13/26

Applicant or Agent (if different than owner)*

Signature: _____

Print name: _____

Date: _____

Owner(s)

Signature: Desiree W Dillaberry

Print name: Desiree Dillaberry

Date: 04/13/2026

*An agent authorization letter is required if the application is made by any person other than the property owner.

CFN # 2024021358, OR BK: 4819 PG: 328, Pages 1 / 2, Recorded 5/6/2024 10:14 AM, Doc: D
TARA S. GREEN Clerk of Court and Comptroller, Clay County, FL Rec: $18.50 Doc D: $3,150.00
Deputy Clerk MAYST

42

Prepared by, Record & Return to:
Geraldine C. Hartin
Hamilton & Hartin, P.A.
3168 U.S. Highway 17, Suite A
Fleming Island, Florida 32003

File Number: 24-C109
Consideration: $450,000.00

General Warranty Deed

Made this May 3, 2024 A.D. By **Dennis D. Frick and Suzan D. Frick, husband and wife,**
whose post office address is: 246 River Road, Orange Park, FL 32073
hereinafter called the grantor,

to **Mark J. Dillaberry and Desiree W. Dillaberry, husband and wife,** a/k/a Mark Jason Dillaberry and Desiree Walker Dillaberry
whose post office address is: 2245 Holly Leaf Lane, Orange Park, Florida 32073
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 **Clay** County, Florida, viz:

Lot Nineteen (19), HOLLY GROVE UNIT TWO, according to plat thereof recorded in Plat Book 7, Page 2, Public Records of Clay County, Florida.

SUBJECT TO covenants, conditions, restrictions and easements of record and taxes for the current year.

Parcel ID Number: **41-04-26-019779-000-00**

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.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Witness #1 Sign
Witness #1 Printed Name Geraldine C. Hartin
Address: 3168 US Hwy 17, Suite A
Fleming Island, FL 32003

Witness #2 Sign
Witness #2 Printed Name Christina Gordon
Address: 3168 Hwy 17, Suite A Fleming Island FL 32003

(Seal)
Dennis D. Frick
Address: 246 River Road
Orange Park, FL 32073

(Seal)
Suzan D. Frick
Address: 246 River Road
Orange Park, FL 32073

Prepared by, Record & Return to:
Geraldine C. Hartin
Hamilton & Hartin, P.A.
3168 U.S. Highway 17, Suite A
Fleming Island, Florida 32003

File Number: 24-C109
Consideration: $450,000.00

State of Florida

County of Clay

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this May 3, 2024, by Dennis D. Frick and Suzan D. Frick, husband and wife, who are personally known to me or who has produced FLDL as identification.

Notary Public
Print Name:
My Commission Expires:

GERALDINE C. HARTIN
Commission # HH 020598
Expires August 23, 2024
Bonded Thru Troy Fain Insurance 800-385-7019

Parcel Summary

Parcel ID	41-04-26-019779-000-00
Location Address	2245 HOLLY LEAF Ln Orange Park 32073
Brief Tax Description*	LOT 19 HOLLY GROVE UNIT 2 AS REC O R 4819 PG 328 (Note: *The Description above is not to be used on legal documents.)
Property Use Code	Single Family (0100)
Sec/Twp/Rng	41/4/26
Tax District	Tax Dist 004 - OP
Millage Rate	18.1484
Acreage	0.452
Homestead	YES, Granted 2025

Map



Owner Information

Dillaberry Mark J
2245 Holly Leaf Ln
Orange Park FL 32073

Dillaberry Desiree W
2245 Holly Leaf Ln
Orange Park FL 32073

Land Information

Land Use	Number of Units	Unit Type	Land Type	Frontage	Depth
SINGLE FAMILY (0100)	1.00	Residential Lot	Site	100	197

Buildings

Building	1
Building Type	Single Family / 0100
Gross Sq Ft	3,859
Finished Sq Ft	3,023
Stories	1.0 Stories
Heat	AIR DUCTED
Interior Walls	DRYWALL
Exterior Walls	COMMON BRK
Year Built	1965
Effective Year Built	1970
Frame	
Roof Type	GABLE/HIP
Roof Coverage	SHINGLE
Flooring Type	PARQUET with 50% CARPET
Heating Type	AIR DUCTED
Bedrooms	5
Full Bathrooms	3
Half Bathrooms	0

Yard Items

Description	Full Description	Year Built	Size	Quantity	Units
CONC DW 1/1300	CONCRETE DRIVEWAY 1 - 1300 SF	1965	0 x 0	1	1300 SF
CONC 1301+	CONCRETE DRIVEWAY 1301 SF +	1965	0 x 0	1	668 SF
FPL 1STY A	FIREPLACE 1 STORY - AVERAGE QUALITY	1965	0 x 0	1	1 UT
Pool-525 GN	POOL GUNITE 451-525 sf	1965	35 x 15	1	525 SF
STORAGE F	STORAGE - FAIR	1985	0 x 0	1	74 SF
WOOD P 4'	WOOD PRIVACY FENCE 4'	1985	0 x 0	1	75 SF
WOOD P 6'	WOOD PRIVACY FENCE 6'	1985	0 x 0	1	150 SF
WOOD P 8'	WOOD PRIVACY FENCE 8'	1985	0 x 0	1	50 SF

Sales

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Transfer Code	Multi-Parcel Sale	Vacant or Improved	Grantor	Grantee
5/3/2024	$450,000	Warranty Deed	4819	328	Qualified	01	No	Improved	Frick Dennis O	Dillaberry Mark J
11/1/1984	$110,000	Warranty Deed	829	607	Qualified		No	Improved		

For detailed information on applying the transfer codes, click HERE

Recent Sales In Area

Sale date range:

From: 03/25/ To: 03/25/

Search Sales by Neighborhood

Distance: 1500 Units: Feet Search Sales by Distance

Skip to main content

TRIM Notice

2025 TRIM Notice (PDF)

Clay County Property Appraiser's Office

Valuation

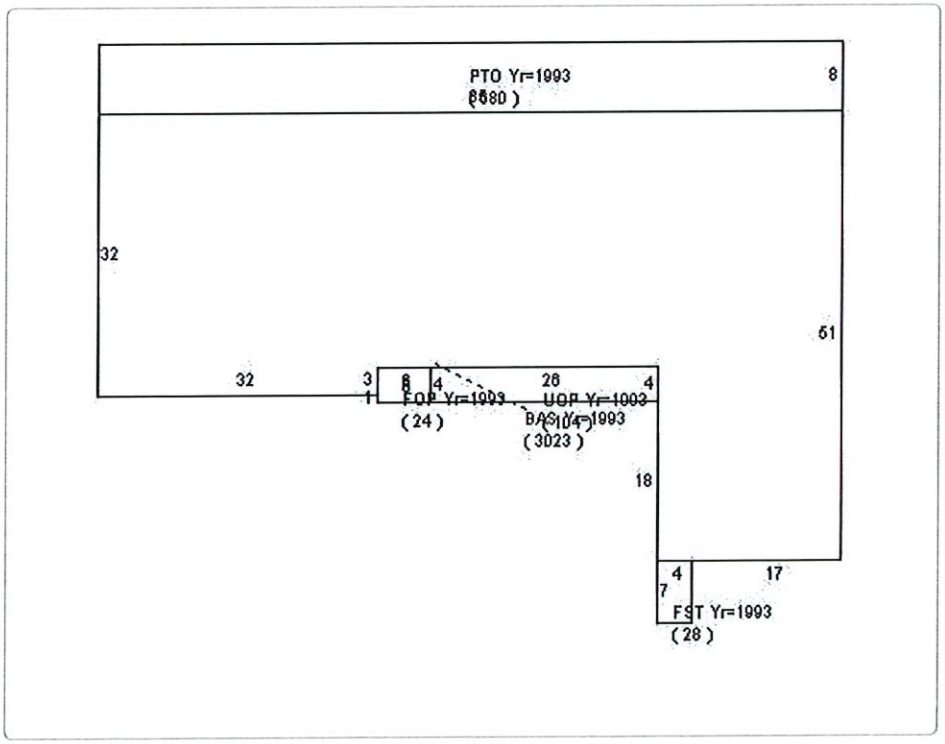
		2025 Certified	2024 Certified	2023 Certified	2022 Certified
+	Building Value	$332,482	$313,438	$292,439	$230,287
+	Extra Features Value	$10,274	$10,274	$10,274	$8,123
+	Land Value	$40,000	$40,000	$40,000	$40,000
	Land Agricultural Value	$0	$0	$0	$0
	Agricultural (Market) Value	$0	$0	$0	$0
=	Just Market Value	$382,756	$363,712	$342,713	$278,410
=	Total Assessed Value	$237,246	$159,158	$154,523	$150,023
-	Exempt Value	($50,722)	($50,000)	($50,000)	($50,000)
=	Total Taxable Value	$186,524	$109,158	$104,523	$100,023
	Maximum Save Our Homes Portability / AGL Differential	$145,510	$204,554	$188,190	$128,387

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Property Record Card

2025 Property Record Card (PDF)

Sketches



No data available for the following modules: Photos.

The Property Appraiser makes every effort to produce the most accurate information possible. However, the data herein is exclusively intended for the purpose of producing an annual assessment roll, and is subject to change. No warranties, either express or implied, are made regarding the accuracy, use, or interpretation of the data or maps. The Property Appraiser and employees of the CCPAO are not responsible for any unintended use of this information, nor for any errors or omissions.
| User Privacy Policy | GDPR Privacy Notice
Last Data Upload: 3/25/2026, 7:09:04 AM

Contact Us

Developed by SCHNEIDER GEOSPATIAL

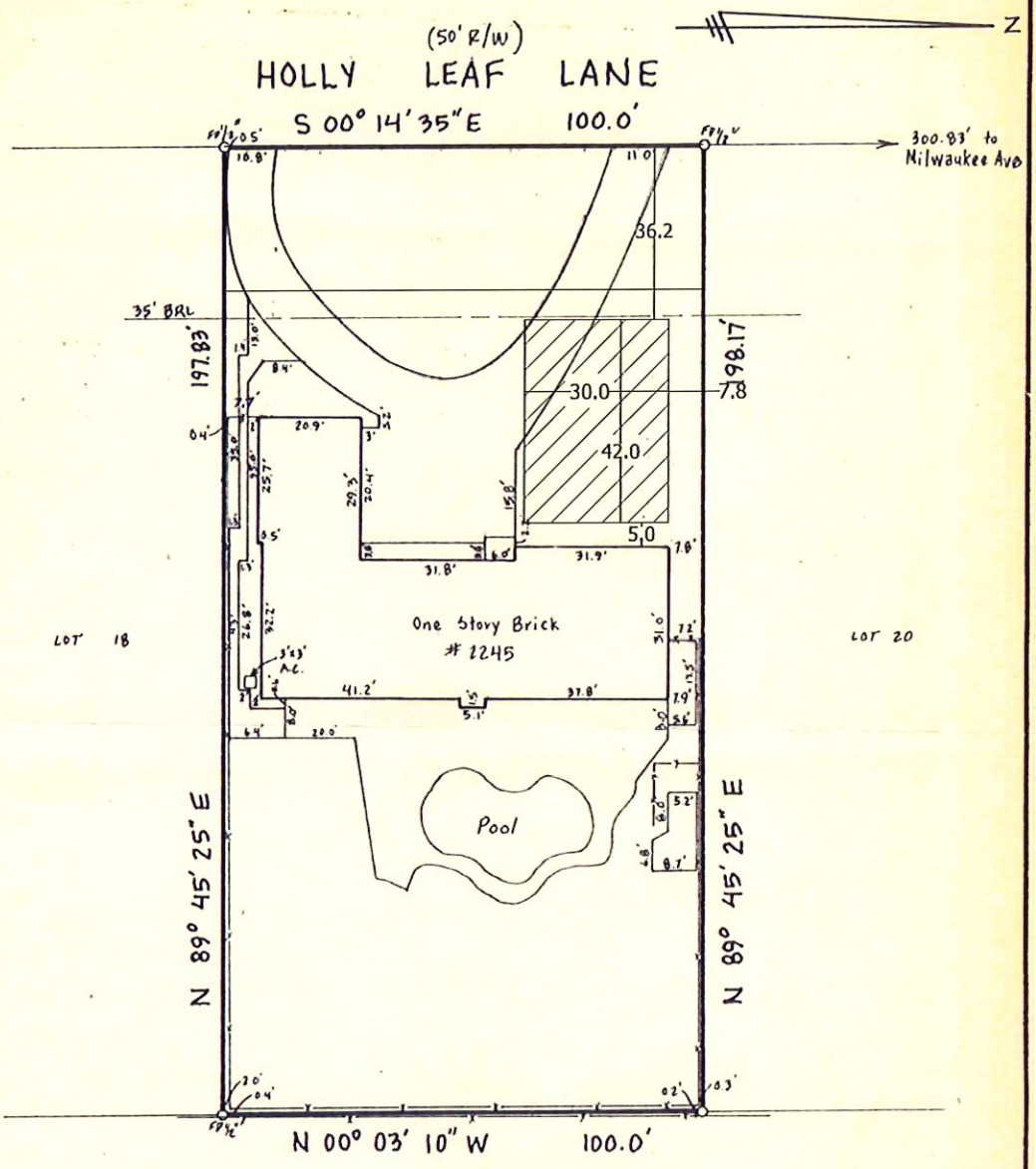
MAP SHOWING BOUNDARY SURVEY OF

LOT 19 BLOCK — AS SHOWN ON MAP OF

HOLLY GROVE UNIT TWO

AS RECORDED IN PLAT BOOK 7 PAGE 2 OF THE PUBLIC RECORDS OF CLAY CO., FLA.

FOR: Dennis Frick & COMMONWEALTH LAND TITLE INS. CO.



RECERTIFIED W.O. 12-2340, 4-29-1987

BEARINGS BASED ON PLAT AS SHOWN

I HEREBY CERTIFY THAT THE LOT SHOWN HEREON IS IN THE SPECIAL FLOOD HAZARD ZONE C AS SHOWN ON FLOOD INSURANCE RATE MAP 5 FOR THE CITY OF ORANGE PARK, CLAY CO, FLORIDA, DATED 3-18-80

ALL AMERICAN SURVEYORS, INC.

LAND SURVEYORS - 4220 1000 RD - JACKSONVILLE, FLORIDA, 32217 - 904/768-4155

LEGEND

- ⓒ CONC MON
- ● IRON COR (SET) (WITH CAP #LB 3857)
- -X- FENCE
- ○ IRON COR (FD.)
- ⊗ CROSS CUT

F.B. 423:35

I HEREBY CERTIFY THAT THE ABOVE LANDS WERE SURVEYED UNDER MY RESPONSIBLE SUPERVISION AND DIRECTION, THAT THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN AND THAT THE SURVEY SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF LAND SURVEYORS PURSUANT TO SECTION 472.027, FLORIDA, STATUTES

JAMES D. HARRISON, JR., P. L. S. No. 2647
LARRY G. EDDY, P. L. S. No. 4144

SCALE 1" = 30'

DATE 7-29-86

REGISTERED SURVEYOR, STATE OF FLORIDA

ALL AMERICAN SURVEYORS, INC.

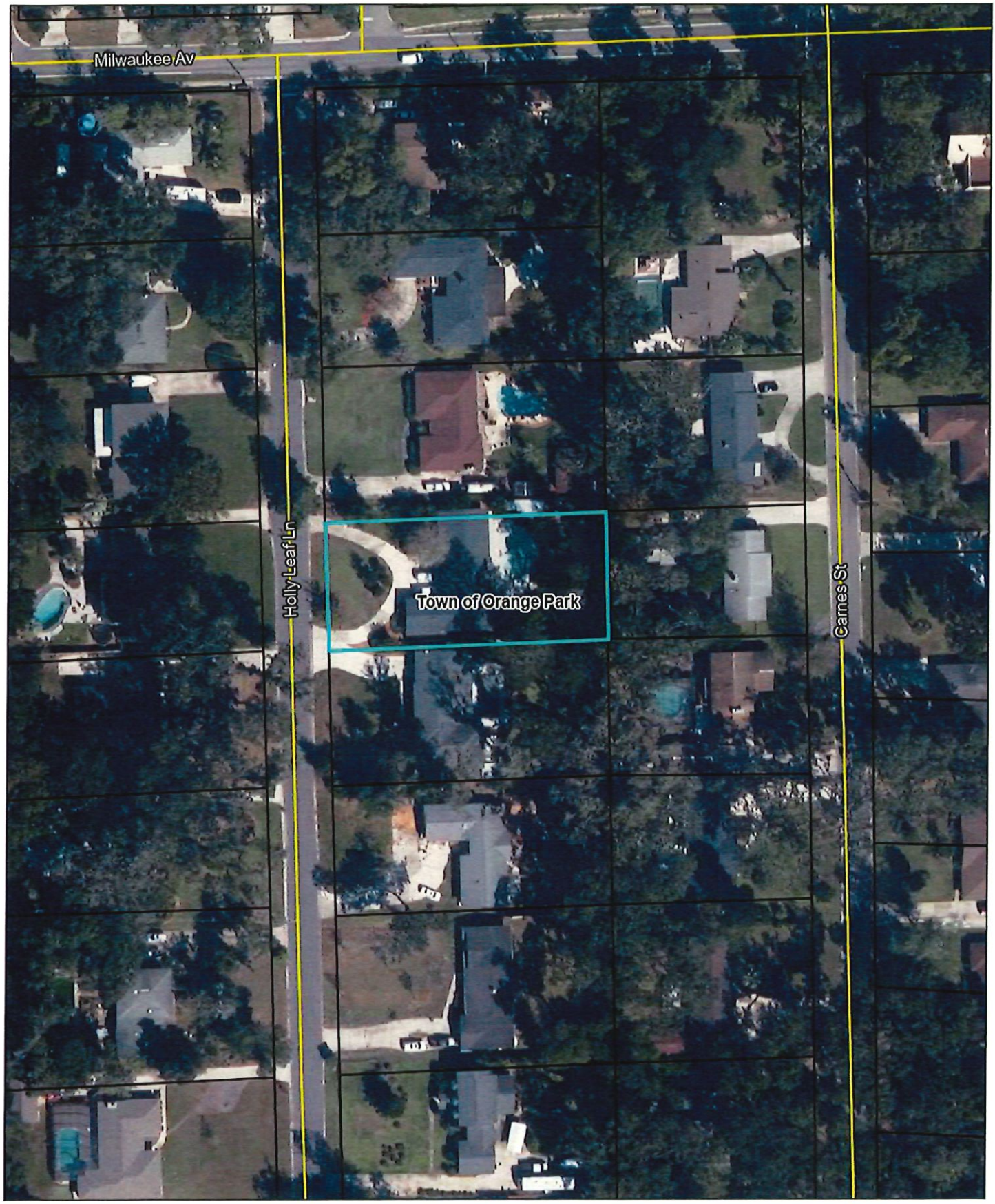
ORDER NO. 11-4370



Proposed garage addition for 2245 Holly Leaf Ln.



Clay County Property Appraiser's Office



Stephen Smith

From: Bob Caudel <bob@legacyclay.com>
Sent: Wednesday, July 1, 2026 6:32 AM
To: Stephen Smith
Cc: Lisa Knipp; Jeff Caudel
Subject: 2245 Holly Leaf Lane

ginated from outside of the organization. Do not click links or open attachments unless you recognize the sender an

The owner requests that action on the variance application be postponed until the August meeting.

Thanks,

Bob Caudel

Office: 904-272-5005
Cell: 904-465-4696

LEGACY IN ACTION

LEGACY DOCK & MARINE CONSTRUCTION · ACTION CONSTRUCTION · ACTION ROOFING · LEGACY HOMES

Florida State License:
Legacy in Action: FL Lic CGC1536828
Action Roofing: FL Lic CCC1330434 & CGC1518090
Action Construction: FL Lic CGC1527724
Legacy Dock & Marine: FL Lic CGC1528253

Entities are individually operated. A common email address is used for convenience only. This communication is written on behalf of the specific entity of the subject transaction. No other entity by reason of this email, or attachments thereof, shall be considered part of the communications.

STAFF REPORT – DESIGN REVIEW BOARD

Application No. DRB-1-2026
Owner: Minor Vestors II
Applicant: Owner
Location: 1805 Willow Breeze Court
Zoning District: RG-2
Future Land Use Category: MDR
Date: July 9, 2026

The Economic and Community Development Department hereby forwards to the Design Review Board its comments and recommendation regarding Design Review Board Application **DRB-1-2026**.

REQUEST

This is an application for design review of a proposed single-family dwelling.

GENERAL INFORMATION

The property is approximately 0.09 acres (3,920 SF) and located Willow Breeze Court between Miller Street and Mockingbird Lane. This is a vacant lot in the recently Platted Willow Breeze subdivision, which consists of 12 total lots. The lot is surrounded by other vacant lots within the subdivision. Other surrounding uses include duplexes, vacant residential lots and St. Simon Baptist Church (under construction).

CRITERIA FOR REVIEW

Pursuant to the provisions of Section 02.05.19 of the Zoning Code, the Supplementary architecture and aesthetic regulations shall apply to all newly sited single-family dwellings in residential districts.

2.05.19 Supplementary architectural and aesthetic regulations

a) **Definitions.** As used in this section, the following terms and words are defined as follows:

1) "Immediate neighborhood" means the five closest residential dwellings with property lines within three hundred fifty (350) feet of the property subject to review.

2) "Permanent foundation" means a load-bearing continuous stem wall underneath the entire permanent structure, slab on grade, piers installed pursuant to-C-1.0103, F.A.C., other foundation systems with exposed tie-downs or pilings, or other permanent foundation which complies with the criteria of the flood regulations in flood prone areas.

3) "Projection" means a bay window, offsetting portions of the single-family dwelling, garages, dormer windows, recessed doors, or porches and decks (covered or uncovered), so long as these projections meet the size requirements set forth in subsection (b)(1)(ii); provided, however that the covered porches must use a roofing material consistent with the roofing materials used on the primary structure and uncovered porches shall have a finished floor elevation within eight (8) inches of the finished floor elevation of the primary structure and shall be continuously screened upward from the ground to floor with the same materials as the foundation wall used on the primary structure.

b) **Applicability.** In addition to other provisions of the Land Development Regulations, the following supplementary architectural and aesthetic regulations shall apply to all new and newly sited single-family dwellings and garage and carport additions in residential districts and PUD districts which permit single-family development.

1) Unless exempt pursuant to subsection (b)(3) below, all new and newly sited single-family dwellings located in zoning districts which permit single-family residential development must be similar in exterior appearance to other existing single-family dwellings in the immediate neighborhood. A dwelling is deemed to be similar in exterior appearance if it meets all of the following requirements, to the extent applicable:

(i) **Minimum square footage requirements for primary structure**. The minimum square footage of the living area of the dwelling shall be eight hundred fifty (850) square feet.
Staff Comments: Proposed Enclosed SF = 2,045.

(ii) **Minimum dimensions of exterior facade**. The exterior facade of the dwelling's wall that faces the front yard shall contain projections as described herein. All

projections shall be at least two (2) feet and ten (10) inches wide. Front yard facades less than forty-eight (48) feet shall contain at least one (1) projection that is at least three (3) feet long. Front yard facades forty-eight (48) feet or longer shall contain a projection or projections totaling twenty (20) percent of the total length of the facade, with no one (1) projection being less than three (3) feet long.

(iii)

Staff Comments: Meets minimum requirements.

(iv) **Lot grading**. The lot grading and the finished floor elevation shall be compatible with the lot grading and finished floor elevations in the immediate neighborhood, or as otherwise required by the designated flood zone base flood elevation.

Staff Comments: The property is in Flood Zone X. Zone X is an area with a minimal flood hazard. The lot grading is consistent with the approved and built infrastructure improvements for the subdivision. The driveway depicts a slope towards the road of approximately 2".

(v) **Permanent foundations**. The dwelling shall have a permanent foundation and no dwelling shall be placed or occupied for residential use upon a site until the permanent foundation plan has been submitted to and approved by the chief of the building inspection division or the chief's designee. Acceptable permanent foundation types include: a load-bearing continuous stem wall underneath the entire permanent structure, slab on grade, piers installed pursuant to-C-1.0103, F.A.C., other foundation systems with exposed tie-downs, or pilings, where a dwelling is constructed in a flood prone area, including a floodway or velocity zone, or where soils or topographic conditions necessitate the use of pilings. All piers and exposed tie-downs must be screened on all sides by a non-load bearing facade stem wall, which, upon completion, is consistent with the height of the average of the foundations of the existing dwellings in the immediate neighborhood. The facade stem wall shall consist of a masonry wall with a poured footer extending from ground level to the base of the structure; provided, however, that dwellings located in designated flood zones are exempt from this screening requirement.

Staff Comments: The foundation is a slab on grade.

(vi) **Site orientation of the structure**. The dwelling shall be oriented on the lot so that its long axis is parallel with the street. A perpendicular or diagonal placement may be permitted if there is a building addition or substantial landscaping so that the narrow dimensions of the dwelling so as modified and racing the street is no less than fifty (50) percent of the dwelling's long dimension. If the dwelling is the first to be constructed in a platted subdivision, this subsection shall not apply.
Staff Comments: The dwelling is parallel with the street.

(vii) **Exterior steps**. Exterior steps, if any, must be permanently affixed to the foundation or facade stem wall.
Staff Comments: There are no steps.

(viii) **Electric meter box**. The electric meter box for each dwelling shall be permanently affixed to the dwelling.
Staff Comments: Shall be permanently affixed to the dwelling.

(ix) **Garage**. The dwelling shall have a minimum 9' × 19' attached garage, unless the residences in the immediate neighborhood do not have a garage. In cases where the proposed single-family home is larger in square footage than the dwellings in the immediate neighborhood, and is proposed to have at least the same number of projections along the front of the dwelling as the average number of projections on dwellings in the immediate neighborhood, an attached garage is not mandatory. For the purposes of this section, attached means architecturally integrated into the design of the dwelling and structurally connected or connected by a breezeway, roof or other similar attachment.
Staff Comments: A two-car garage is proposed.

2) Any proposed single-family dwelling which fails to meet all of the applicable criteria of (i) through (viii) above must comply with the requirements of subsections (d) and (e), unless exempt pursuant to subsection (b)(3).
Staff Comments: N/A.

3) A single-family dwelling proposed to be located in a subdivision which is subject to covenants and restrictions which regulate structural or exterior appearance and aesthetics and which apply

to all of the lots within the subdivision is deemed to be similar in appearance and is therefore exempt from the requirements of this section. In order to qualify for this exemption, the applicant shall furnish recorded copies of both the plat and the applicable covenants and restrictions at the zoning counter when the application for a building permit is filed. If the plat and the applicable covenants and restrictions for the subdivision are already on file with the zoning counter, the applicant shall certify that these documents are on file and shall describe the proposed location of the dwelling within the subdivision in a form acceptable to the Economic and Community Development Department Director.
Staff Comments: N/A.

STAFF RECOMMENDATION

Based on the design criteria noted in Section 2.05.19 of the Zoning Code, staff recommends Application **DRB-1-2026** be **APPROVED.**

SUPPLEMENTAL INFORMATION

1. Attached to this report is a copy of the building permit application, construction plans for the single-family dwelling, and an architectural rendering of the house.
2. Below are pictures of the subject property and nearby homes.



View of subject property.



View of St. Simon Baptist Church property across the street from the subject property.



View of single family dwelling south of subject property (1324 Miller Street).



View of single family attached dwellings across the street (1271 Miller Street).

TOWN of ORANGE PARK
Closer To What Matters

TOWN OF ORANGE PARK

FOR OFFICE USE ONLY	
Application No.	DRB - 1 - 2024
Date Submitted:	May 21 20 24
Date Filed:	June 6 20 24
Set for DRB Meeting on:	July 9 20 24

APPLICATION FOR DESIGN REVIEW BOARD

A. PROJECT

1. Address of Subject Property: 1805 willow Breeze Court ORANGE PARK FL. 32073
2. Between Streets: miller st And mockingbird
3. Parcel ID Number(s): 41042G-019889-001-01
4. Existing Use of Property: VACANT LAND
5. Zoning Designation: R-G-2 Future Land Use Designation: Residential (MDR)
6. Land Area (Acres): 0.09 Date lot was recorded: June 6, 2024

B. APPLICANT

1. Name of Owner(s): MINORVESTORS 2
   Address: 834 Floyd circle
   City: ORANGE PARK State: FL Zip: 32073
   Telephone: (904) 610 7625 E-mail: minorvestors2@yahoo.com
2. Name of Authorized Agent(s): Brent Parrish
   Address: 13245 Atlantic blvd
   City: JAX FL State: FL Zip: 32225
   Telephone: (904) 616-7116 E-mail: Brent@roofwiser.com

C. TYPE OF REVIEW SOUGHT

1. Type of Review (Per Section 2.08.06.01):
   - ☑ Single-family dwelling
   - ☐ Two-family dwellings

2. Applicability. In addition to other provisions of the Land Development Regulations, pursuant to Section 2.05.19 of the Ordinance Code, the following supplementary architectural and aesthetic regulations shall apply to all new and newly sited single-family dwellings and garage and carport additions in residential districts and PUD districts which permit single-family development.

3. Statement of facts for requested Design Review Board Request - **For Single- and two-family dwellings** Unless exempt pursuant to subsection (6) below, all new and newly sited single-family dwellings located in zoning districts which permit single-family residential development must be similar in exterior appearance to other existing single-family dwellings in the immediate neighborhood. A dwelling is

deemed to be similar in exterior appearance if it meets all the following requirements, to the extent applicable:

(Please provide answers to the following questions. You may attach a separate sheet if necessary.)

(i) **Minimum square footage requirements for primary structure.** The minimum square footage of the living area of the dwelling shall be eight hundred fifty (850) square feet.

Proposed Square Feet = 2,000

(ii) **Minimum dimensions of exterior facade.** The exterior facade of the dwelling's wall that faces the front yard shall contain projections as described herein. All projections shall be at least two (2) feet and ten (10) inches wide. Front yard facades less than forty-eight (48) feet shall contain at least one (1) projection that is at least three (3) feet long. Front yard facades forty-eight (48) feet or longer shall contain a projection or projections totaling twenty (20) percent of the total length of the facade, with no one (1) projection being less than three (3) feet long.

(iii) **Lot grading.** The lot grading and the finished floor elevation shall be compatible with the lot grading and finished floor elevations in the immediate neighborhood, or as otherwise required by the designated flood zone base flood elevation.

Compatible & Consistent w/ Approved engineered plans.

(iv) **Permanent foundations.** The dwelling shall have a permanent foundation and no dwelling shall be placed or occupied for residential use upon a site until the permanent foundation plan has been submitted to and approved by the chief of the building inspection division or the chief's designee. Acceptable permanent foundation types include: a load-bearing continuous stem wall underneath the entire permanent structure, slab on grade, piers installed pursuant to-C-1.0103, F.A.C., other foundation systems with exposed tie-downs, or pilings, where a dwelling is constructed in a flood prone area, including a floodway or velocity zone, or where soils or topographic conditions necessitate the use of pilings. All piers and exposed tie-downs must be screened on all sides by a non-load bearing facade stem wall, which, upon completion, is consistent with the height of the average of the foundations of the existing dwellings in the immediate neighborhood. The facade stem wall shall consist of a masonry wall with a poured footer extending from ground level to the base of the structure; provided, however, that dwellings located in designated flood zones are exempt from this screening requirement.

Type of Foundation: ✓ Slab on grade ____ Elevated with Stem walls ____ Other

(v) **Site orientation of the structure.** The dwelling shall be oriented on the lot so that its long axis is parallel with the street. A perpendicular or diagonal placement may be permitted if there is a building addition or substantial landscaping so that the narrow dimensions of the dwelling so as modified and racing the street is no less than fifty (50) percent of the dwelling's long dimension. If the dwelling is the first to be constructed in a platted subdivision, this subsection shall not apply.

The dwelling is parallel with the street: ✓ Yes ____ No

If no, provide description: N/A

(vi) **Exterior steps.** Exterior steps, if any, must be permanently affixed to the foundation or facade stem wall.

Permanent Exterior Steps: ____ Yes ____ No ✓ No Steps

(vii) **Electric meter box.** The electric meter box for each dwelling shall be permanently affixed to the dwelling.
The electric meter box permanently affixed: ✓ Yes _____ No

(viii) **Garage.** The dwelling shall have a minimum 9' x 19' attached garage, unless the residences in the immediate neighborhood do not have a garage. In cases where the proposed single-family home is larger in square footage than the dwellings in the immediate neighborhood, and is proposed to have at least the same number of projections along the front of the dwelling as the average number of projections on dwellings in the immediate neighborhood, an attached garage is not mandatory. For the purposes of this section, attached means architecturally integrated into the design of the dwelling and structurally connected or connected by a breezeway, roof or other similar attachment.

Includes a two-car garage

4. Any proposed single-family dwelling which fails to meet all of the applicable criteria of (i) through (viii) above must comply with the requirements of subsection (6), unless exempt pursuant to subsection (5) below.
The single-family dwelling meets all the applicable criteria ✓ Yes _____ No

5. **Exemption:** A single-family dwelling proposed to be located in a subdivision which is subject to covenants and restrictions which regulate structural or exterior appearance and aesthetics and which apply to all of the lots within the subdivision is deemed to be similar in appearance and is therefore exempt from the requirements of this section. In order to qualify for this exemption, the applicant shall furnish recorded copies of both the plat and the applicable covenants and restrictions at the zoning counter when the application for a building permit is filed. If the plat and the applicable covenants and restrictions for the subdivision are already on file with the zoning counter, the applicant shall certify that these documents are on file and shall describe the proposed location of the dwelling within the subdivision in a form acceptable to the Economic and Community Development Department Director.
Does this provision apply? _____ Yes ✓ No

6. **Approval procedures** (for applications that do not comply with the requirements of subsection (3) above. Submit application to review compatibility of exterior appearance with the immediate neighborhood, pursuant to Section 2.05.19 (d) of the Land Development Regulations.

D. ATTACHMENTS (One hard copy or one copy in PDF format emailed to ECD@townop.com)

1. Builidng permit application
2. Copy of Warranty Deed or other proof of ownership
3. Legal Description (may be either lot and block or metes and bounds)
4. Survey or Site Plan indicating setback, proposed construction.
5. Provide the following additional information:
   a) Recent actual photographs depicting all sides of the dwelling, or the identical model to be used. If actual photographs are not available, elevation drawings which depict the "as-built" nature of the home may be provided instead;
   b) Exterior dimensions;
   c) Type of roof material to be used;
   d) Pitch of roof and dimensions of roof overhang;
   e) Description of exterior finish;
   f) Foundation plan;
   g) Lot grading plan;
   h) Site plan showing the placement of the dwelling on the lot; and
   i) Details of projections, including material and dimensions.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Monroetres 2 LLC, Derrick Williams

Signature of Owner

Monroetres 2 LLC, Derrick Williams

Typed or printed name and title of applicant

6-16-2025

Date

Signature of Authorized Agent

Typed or printed name of authorized agent

Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 16 day of June, 20 25

By Derrick Williams Monroetres 2 who is/are personally known to me, or has/have produced

as identification.

NOTARY SEAL

Notary Public State of Florida
Brent Parrish
My Commission HH 337865
Expires 12/4/2026

Signature of Notary Public, State of Florida

TOWN OF ORANGE PARK

BUILDING PERMIT APPLICATION

Application must be typed or printed legibly in ink. Complete all relevant fields.

OFFICIAL USE ONLY

LDR APPROVAL _____ DATE ISSUED ____/____/____ PERMIT # _____

ZONING RG-2 FINAL APPROVAL _____

ZONING NOTES _____ FLOOD ZONE X

PROJECT IDENTIFICATION

PROJECT NAME Willow Breeze

PROJECT CONTACT DARRICK WILLIAMS

PROJECT CONTACT PHONE (904) 610 7625

PERMIT ASSOCIATIONS? NO ☐ YES ☐ IF YES, LIST PERMIT DATA:

☐ BASE PERMIT _____ ☐ SITE/TREE PERMIT _____

PROPERTY OWNERSHIP DETAILS

TYPE: INDIVIDUAL ☐ GOVERNMENT AGENCY ☐ BUSINESS ☐

NAME Minorwestors 2 LLC

MAILING ADDRESS 834 Floyd circle
Orange Park FL 32073

OWNER CONTACT PHONE (904) 610-7625

OWNER E-MAIL ADDRESS Minorwestors2@yahoo.com

BUILDING PERMIT ADDRESS (THIS IS THE PHYSICAL ADDRESS OF THE ACTUAL WORK LOCATION.)

JOBSITE ADDRESS 1805 willow Breez Court

PROPERTY ADDRESS 1805 willow Breeze Court

PARCEL # 41 0426-019889-001-01

LOT NO. Lot #1 BLOCK _____

SUBDIVISION Willow Breeze

LICENSED CONTRACTOR

COMPANY NAME Tier 1 Construction Inc

LICENSE NAME Brent Parrish

LICENSE NUMBER CGC1508752

ADDRESS 13245 Atlantic blvd 4-212

PHONE Jax FL 32225 904 614 7116

E-MAIL ADDRESS Brent@Roofwiser.com

FLORIDA DESIGN PROFESSIONAL

COMPANY NAME

LICENSE NAME

LICENSE NUMBER

ADDRESS

PHONE

E-MAIL ADDRESS

FEE SIMPLE TITLEHOLDER (IF OTHER THAN OWNER)

NAME

ADDRESS

BONDING COMPANY

NAME

ADDRESS

MORTAGE LENDER

NAME

ADDRESS

SETBACKS AND DIMENSIONS

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRIC WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNANCES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

OWNERS AFFIDAVIT- I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I will not occupy or use the referenced building, or any part thereof, until all inspections are finaled and prior to obtaining a certificate of occupancy or completion issued by the building official, as required by law.

WARNING TO OWNER – YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

CONTRACTOR AFFIRMATION (Qualifier Only)

Signed: _____ Date: 6/15/2025

Before me this _____ day of _____ 20____

In the County of Clay, State of Florida, has personally appeared

_____

Herein by himself/herself and affirms all statements and declarations herein are true and accurate.

_____

Notary Public at Large
State of Florida, County of Clay
Personally known ☐ or Produced Identification ☐

OWNER or AGENT

(If Agent, Power of Attorney or Agency Letter Required)

Signed: _____ Date: 6/15/2025

Before me this 15 day of June 2025

In the County of Clay, State of Florida, has personally appeared

Minor Westors 2 Darrick Williams

Herein by himself/herself and affirms all statements and declarations herein are true and accurate.

_____

Notary Public at Large
State of Florida, County of Clay
Personally known ☐ or Produced Identification ☐

Notary Public State of Florida
Brent Parrish
My Commission HH 337865
Expires 12/4/2026

Revised 9/8/2020

ACTUAL SETBACKS	DIMENSIONS	JOB COST	BRIEF DESCRIPTION OF WORK
FRONT 15A SIDES 5 / 3 REAR 10 LOT COVERAGE 34.99% ACRES 0.09	NO. STORIES 2 BUILDING HT 26'-2" ROOF AREA (For re-roof only) TOTAL FLOOR AREA (SF): ENCLOSED 3,459 UNENCLOSED 121	ESTIMATED CONSTRUCTION COSTS $ 150,000	New construction SFDU

TYPE OF IMPROVEMENT		PROPOSED USE		
		RESIDENTIAL	UNITS	NON-RESIDENTIAL
☐ Accessory Building ☐ Addition ☐ Alteration & Repairs ☐ Converting Use ☐ Demolition ☑ New Building ☐ Re-Roof	☐ Other: Specify ☐ Shell Building ☐ Swimming Pool: In ground ☐ Swimming Pool: Above ground ☐ Tenant Build-out ☐ Windows / Door Replacement	☐ Apartments ☐ Duplex ☐ Condominiums ☐ Garage ☐ Other: Specify ☑ Single Family ☐ Townhouse	____ ____ ____	☐ Business Condo ☐ Church, Other Religious ☐ Daycare ☐ Hospital, Institutional ☐ Hotel, Motel ☐ Industrial ☐ Office, Bank, Professional ☐ Other: Specify ☐ Restaurant ☐ School, Library, Educational ☐ Service Station, Repair Garage ☐ Stores, Mercantile ☐ Utilities

CERTIFICATE OF OCCUPANCY	Occupancy Classification:	Occupancy Load:	Live Load:	Florida Building Code Type of Construction:

WATER SUPPLY	SEWAGE DISPOSAL	PRINCIPLE TYPE OF FRAME	NEW RESIDENTIAL INFO.	
			Single Family	Multi-family
New Water : ☒ Yes ☐ No If yes, Indicate meter size ____ Inch Fire Sprinklers: ☐ Yes ☐ No	☒ New Sewer ☐ Existing Sewer	☐ Masonry (Load Bearing) ☐ Wood Frame ☐ Structural Steel ☐ Reinforced Concrete ☐ Other: Specify ____	No. of Bedrooms ____ Bathrooms: Full ____ Partial ____	One-bedroom units ____ Two-bedroom units ____ Three-plus bedroom units ____

OFFICIAL USE ONLY

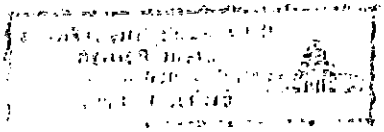
INFORMATION REQUIRED FOR PERMIT

1. ☐ Two sets of complete plans and one floor plan
2. ☐ Survey of property
3. ☐ Pollution Control Form (if applicable)
4. ☐ Contractor's License
5. ☐ Worker's Compensation/Liability Insurance
6. ☐ Notice of Commencement (if applicable)
7. ☐ Deed
8. ☐ PDF
9. ☐ Two site plans, showing dimensions & shape of the lot, location of buildings, layout of the trees, elevations and drainage ways and off-street parking or loading spaces as required under the provisions of Article II.

PERMIT FEES

Building	$ ____
Water Connection	$ ____
Sewer Connection	$ ____
Pollution Control	$ ____
Irrigation Meter	$ ____
Radon	$ ____
Tech Fee	$ ____
School Impact Fee	$ ____
CC Plans Review	$ ____
OPFD Plans Review	$ ____
TOTAL FEES	$ ____

ALL INSPECTIONS MUST BE CALLED FOR 24 HOURS IN ADVANCE TO (904) 264-2635 OR LOG ONTO:
https://portal.iworq.net/ORANGEPARK/permits/600



Revised 9/8/2020

Clay County Property Appraiser's Office

Parcel Summary

Parcel ID	41-04-26-019889-001-01
Location Address	1805 Willow Breeze Ct Orange Park 32073
Brief Tax Description*	LOT 1 WILLOW BREEZE AS REC PB 81 PG 54 (Note: *The Description above is not to be used on legal documents.)
Property Use Code	Vacant Residential (0000)
Sec/Twp/Rng	41/4/26
Tax District	Tax Dist 004 - OP
Millage Rate	18.1484
Acreage	0.09
Homestead	No

Map



Owner Information

Minor Vestors II
834 Floyd Cir
Orange Park FL 32073

Land Information

Land Use	Number of Units	Unit Type	Land Type	Frontage	Depth
VACANT RESIDENTIAL (0000)	1.00	Residential Lot	Site	0	0

Sales

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Transfer Code	Multi-Parcel Sale	Vacant or Improved	Grantor	Grantee
7/31/2018	$15,100	Warranty Deed	4109	1451	Qualified	01	No	Vacant	HUBSCH BERTICA O	MINOR VESTORS II LLC

For detailed information on applying the transfer codes, click HERE

Recent Sales in Area

Sale date range:

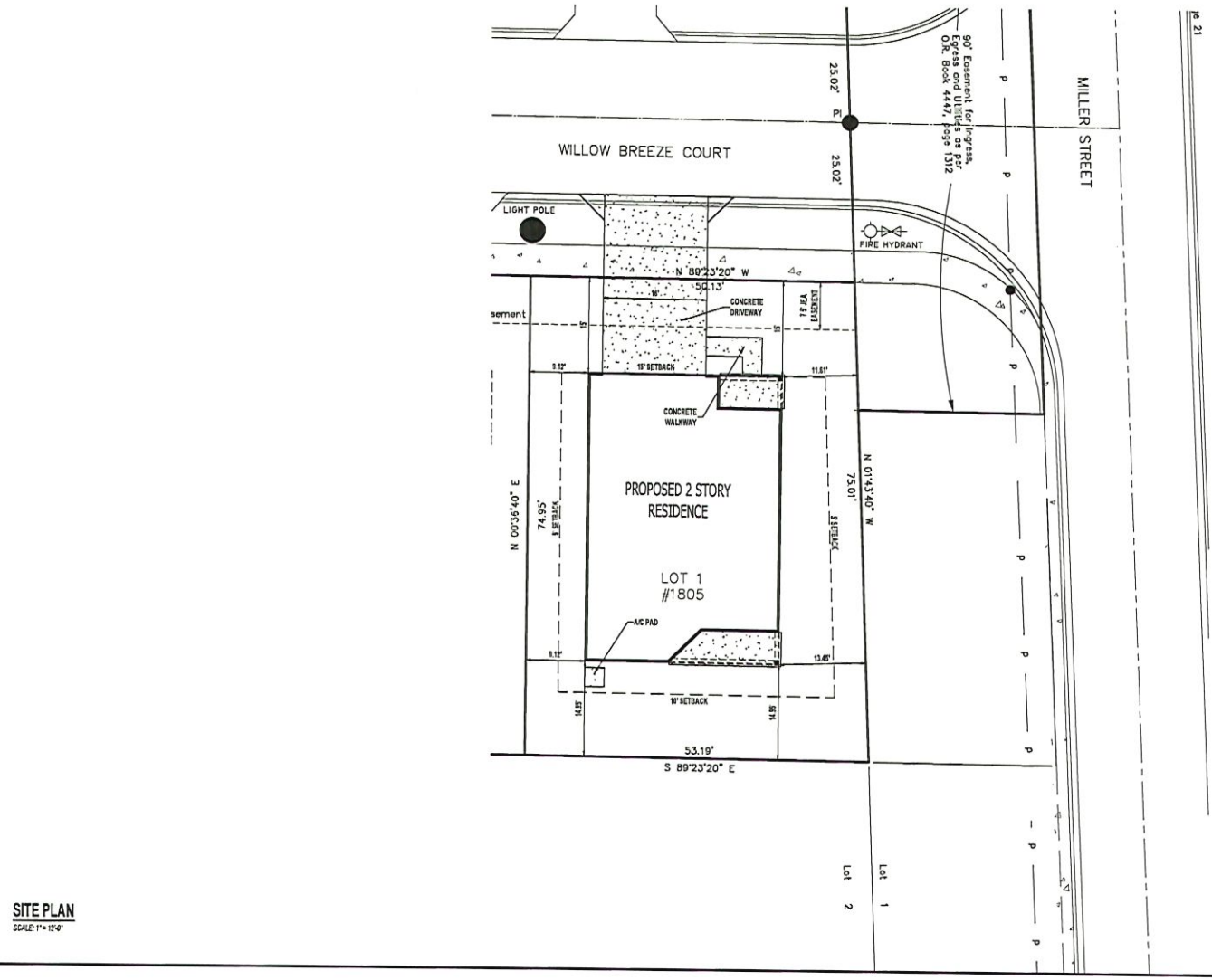
From: 06/24/2(To: 06/24/2(

Search Sales by Neighborhood

Distance: 1500 Units: Feet

Search Sales by Distance

No data available for the following modules: Buildings, Yard Items, TRIM Notice, Valuation, Property Record Card, Photos, Sketches.



SITE PLAN
SCALE: 1" = 12'-0"



VICINITY MAP
N.T.S.

PROPOSED SITE STATISTICS

	SQUARE FEET	ACRES	PERCENT OF SITE
PROPOSED SITE AREA	3,872	0.089	100.0%
BUILDING FOOTPRINT AREA	1,350	0.031	34.9%
CONCRETE AREA	283	0.006	7.3%
TOTAL IMPERVIOUS AREA	1,633	0.037	42.2%
TOTAL PERVIOUS AREA	2,239	0.052	57.8%

DATA SUMMARY
ZONING: RO-2
SETBACK REQUIREMENTS: FRONT = 15', SIDES = 5', REAR = 15'
PROPOSED STRUCTURE HEIGHT: 28'-10" FROM GRADE
FLOOD ZONE: X

NOTE:
A FOUNDATION SURVEY SHALL BE PERFORMED AND A COPY OF THE SURVEY SHALL BE ON THE SITE FOR THE BUILDING INSPECTORS USE PRIOR TO FRAMING INSPECTION.

DRAWING INDEX

SHEET NUMBER	SHEET NAME
A0.1	SITE PLAN
A1.1	FLOOR PLANS
A1.2	FOUNDATION AND ROOF PLANS
A1.3	ELECTRIC PLANS
A2.1	ELEVATIONS
A3.1	DETAIL SHEET

CODE INFORMATION

BUILDING CODE: 2023 FLORIDA BUILDING CODE RESIDENTIAL, 9TH ADDITION
2023 FLORIDA BUILDING CODE PLUMBING
2023 FLORIDA BUILDING CODE MECHANICAL
2020 NEC

CONSTRUCTION TYPE: 5B
OCCUPANCY CLASS: R-3

2 STORY RESIDENCE
1805 WILLOW BREEZE COURT | ORANGE PARK, FL 32073

SITE PLAN

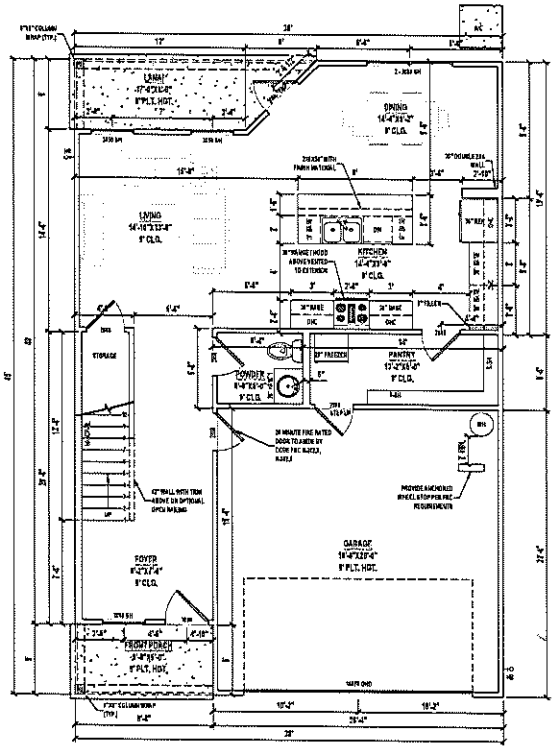
Shields CAD Services
243 Terrasa Drive | Jacksonville, FL 32225
Phone : (904) 241-1540

Prepared For:
MINORVESTORS2
1805 WILLOW BREEZE COURT
ORANGE PARK, FL 32073

No.	Revisions	Date	By
1			
2			
3			
4			
5			

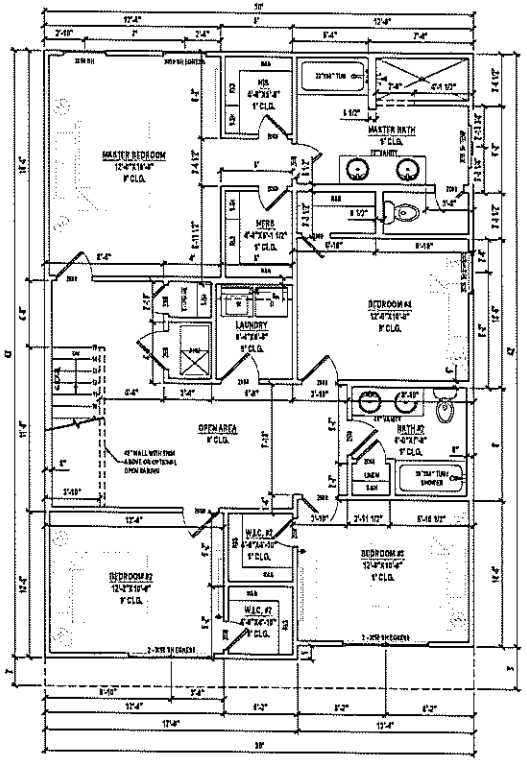
COPYRIGHT NOTICE: THESE PLANS ARE THE PROPERTY OF SHIELDS CAD SERVICES LLC AND ARE TO BE USED ONLY FOR THE ADDRESS LISTED IN THE TITLE BLOCK. ALL RIGHTS OF COPYRIGHT ARE RESERVED. NO COPYING OR DISCLOSURE OF ANY COPIED IMAGE OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF SHIELDS CAD SERVICES LLC IS A VIOLATION OF COPYRIGHT LAW.

Date 07-01-26
Scale AS SHOWN
Job 2045R
Sheet A0.1



1ST FLOOR PLAN

SCALE: 1/4" = 1'-0"



2ND FLOOR PLAN

SCALE: 1/4" = 1'-0"

BUILDING AREAS	
1ST FLOOR HEATED AREA	816 SF
2ND FLOOR HEATED AREA	1,339 SF
TOTAL HEATED AREA	2,845 SF
GARAGE	484 SF
FRONT PORCH	48 SF
LANAI	73 SF
TOTAL UNDER ROOF	2,969 SF

CONDITIONED SPACE = 15,380 CF

NOTES:

1. 5F SHOWER HAS GLASS ENCLOSURE, SAFETY GLAZING REQUIRED PER FBC R-308.4.A.
2. PROVIDE TEMPERED GLASS AS REQUIRED PER FBC R308.
3. TERMITE PROTECTION TO BE PROVIDED PER FBC R318.
4. CONTRACTOR MUST VERIFY ALL DIMENSIONS.
5. 1ST FLOOR WINDOW SILL HEIGHTS ARE 20" AFF AND 2ND FLOOR ARE 24" AFF UNLESS OTHERWISE NOTED.

2 STORY RESIDENCE
1805 YELLOW BREEZE COURT | ORANGE PARK, FL 32073

FLOOR PLANS

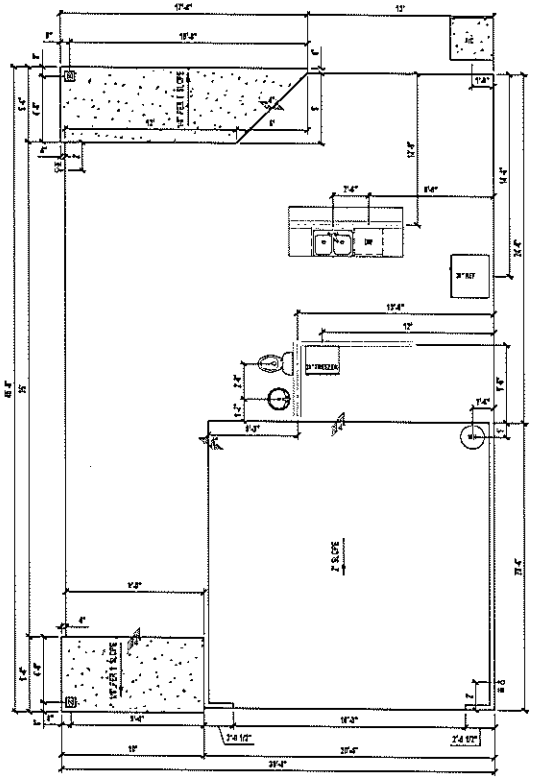
Shields CAD Services
243 Tarissa Drive | Jacksonville, FL 32225
Phone : (904) 241-1540

MINORVESTORS2
1805 YELLOW BREEZE COURT
ORANGE PARK, FL 32073

No.	Revisions	Date	By
1	Preliminary Plan		

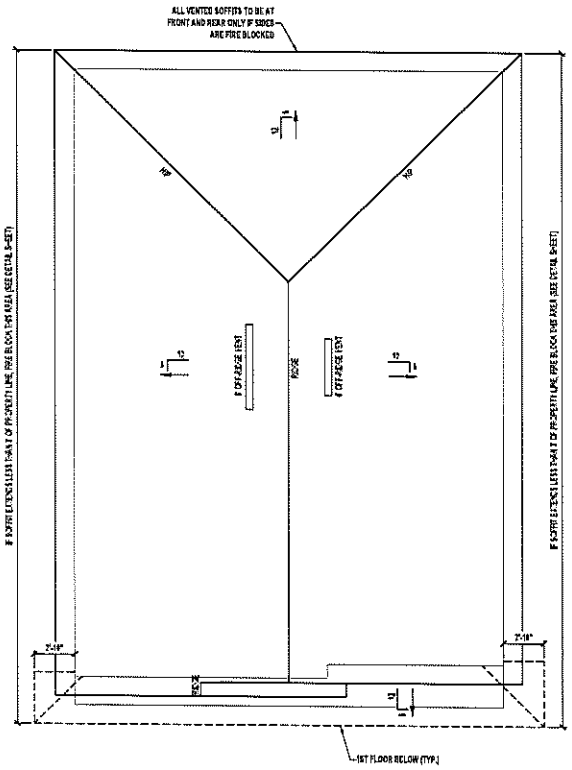
COPYRIGHT NOTICE: THESE PLANS ARE THE PROPERTY OF SHIELDS CAD SERVICES LLC AND ARE NOT TO BE USED OR REPRODUCED FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF SHIELDS CAD SERVICES LLC. THESE BLOCK PLANS SHOULD BE ACCESSED AND NOT USED FOR BIDDING OR CONSTRUCTION PURPOSES. ANY USE OF THESE PLANS WITHOUT A WRITTEN CONTRACT BETWEEN OWNER OF SHIELDS CAD SERVICES LLC IS A VIOLATION OF COPYRIGHT LAW.

Date 07-01-25
Scale AS SHOWN
Job 2045R
Sheet A1.1



FOUNDATION LAYOUT
SCALE: 1/4" = 1'-0"

SEE STRUCTURAL PLANS FOR NOTES AND DETAILS.
CONTRACTOR MUST VERIFY ALL DIMENSIONS.



ROOF PLAN
SCALE: 1/4" = 1'-0"

VENT CALCULATIONS

VENTED SOFFIT
VENTILATED ATTIC AREA: 1,278 SQ. FT.
1,278 / 300 = 2.83 SQ. FT.
4.26 SQ. FT. X 144 = 613 SQ. IN. TOTAL NET FREE VENT AREA
613 X 50% = 306.5 SQ. IN. NET FREE
SOFFIT REQUIREMENT = 4.55 SQ. IN. NET FREE PER LF
306.5 / 6.55 = 47 LF VENTED SOFFIT REQUIRED
OFF-RIDGE VENTS
VENTILATED ATTIC AREA: 1,278 SQ. FT.
1,278 / 300 = 2.83 SQ. FT.
4.26 SQ. FT. X 144 = 613 SQ. IN. TOTAL NET FREE VENT AREA
613 X 50% = 306.5 SQ. IN. NET FREE
(1) 4' AND (1) 6' OFF-RIDGE VENT REQUIRED
4' = 144 SQ. IN. EACH; 6' = 216 SQ. IN. EACH; 4' + 288 SQ. IN. EACH)

COPYRIGHT NOTICE: THESE PLANS ARE THE PROPERTY OF SHIELDS CAD SERVICES LLC AND ARE NOT TO BE USED ONLY FOR THE ADDRESS SPECIFIED ON THE TITLE BLOCK. PLANS MAY NOT BE ALTERED WITHOUT THE WRITTEN CONSENT OF SHIELDS CAD SERVICES LLC. REPRODUCTION OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF SHIELDS CAD SERVICES LLC IS A VIOLATION OF COPYRIGHT LAW.

No	Description	Date
A	Engineered Plans	4-24-26

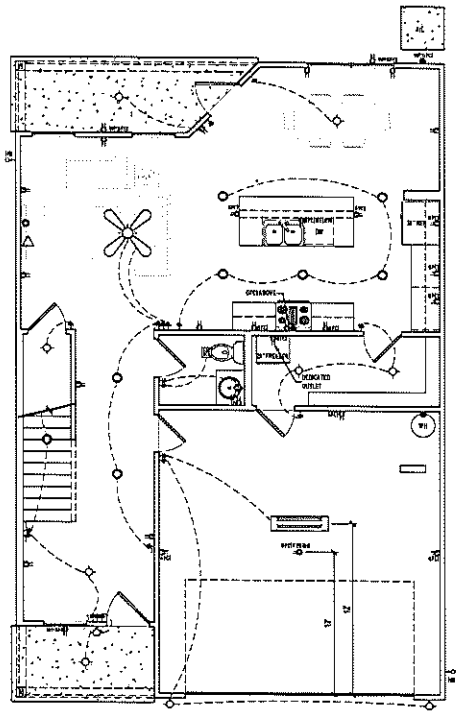
Date 07-01-26
Scale AS SHOWN
Job 2045R
Sheet A1.2

Shields CAD Services
243 Tarbell Drive | Jacksonville, FL 32225
Phone : (904) 241-1540
Felicia www.shieldscadservices.com | Email 1shieldsfelicia@gmail.com

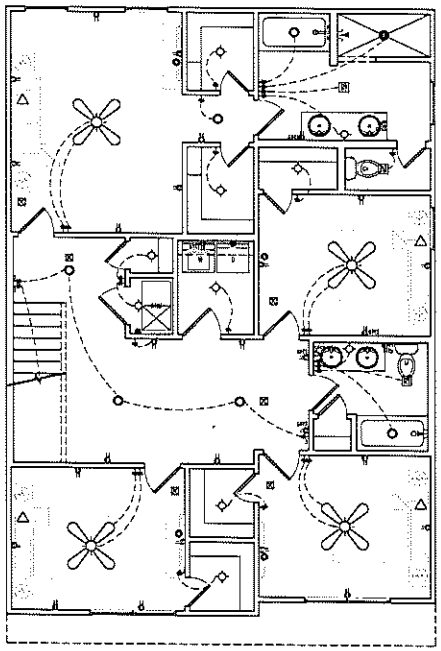
2 STORY RESIDENCE
1805 WILLOW BREEZE COURT | ORANGE PARK, FL 32073

FOUNDATION AND ROOF PLANS

MINORVESTORS2
1805 WILLOW BREEZE COURT
ORANGE PARK, FL 32073



1ST FLOOR ELECTRIC PLAN
SCALE: 1/4" = 1'-0"



2ND FLOOR ELECTRIC PLAN
SCALE: 1/4" = 1'-0"

LEGEND

GFI	(1) 110V OUTLETS
	(1) 220V DISCONNECT
GFI	(2) 110V WATERPROOF GFCI OUTLETS (INTERIOR)
GFI WEATHER PROOF	(1) 110V WATERPROOF GFCI OUTLETS (EXTERIOR)
	SINGLE POLE SWITCH
	THREE WAY SWITCH
	LIGHT FIXTURE / EXHAUST FAN
	WALL MOUNTED LIGHT FIXTURE
	CEILING MOUNTED LIGHT FIXTURE
	RECESSED LIGHT FIXTURE
	PENDANT LIGHTING
	PRE-WIRE AND BRACE FOR CEILING FAN
	SMOKE/CARBON MONOXIDE DETECTOR
	OPTIONAL FLOOD LIGHT
	1'X4' FLOURESCENT LIGHT
	CABLE OUTLET
	PHONE OUTLET

NOTES:
1. ELECTRICAL LAYOUT MUST MEET STATE AND LOCAL CODES. ELECTRICIAN TO VERIFY.
2. ALL FIXTURES TO BE CFL OR LED, PER ENERGY CONSERVATION (2023) R404.1 ALL PERMANENTLY INSTALLED LUMINAIRES, EXCLUDING THOSE IN KITCHEN APPLIANCES, SHALL HAVE AN EFFICACY OF AT LEAST 45 LUMENS-PER-WATT OR SHALL UTILIZE LAMPS WITH AN EFFICACY OF NOT LESS THAN 60 LUMENS-PER-WATT.
3. ALL OUTLETS THAT ARE NOT GFI TO BE AFCI PROTECTED.
4. ALL SERVICES SUPPLYING DWELLING UNITS ARE REQUIRED TO BE PROVIDED WITH SURGE PROTECTION DEVICE (TYPE 1 OR TYPE 2) PER NEC 2020 SECTION R230.67, 2.

Shields CAD Services
243 Teresa Drive | Jacksonville, FL 32225
Phone : (904) 241-1540

2 STORY RESIDENCE
1805 WILLOW BREEZE COURT | ORANGE PARK, FL 32073

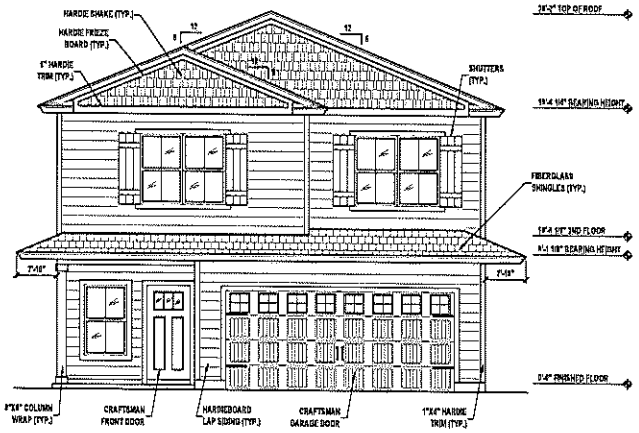
ELECTRIC PLANS

Prepared for:
MINORVESTORS2
1805 WILLOW BREEZE COURT
ORANGE PARK, FL 32073

COPYRIGHT NOTICE: THESE PLANS ARE THE PROPERTY OF SHIELDS CAD SERVICES LLC AND ARE NOT TO BE USED OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF SHIELDS CAD SERVICES LLC. ALL RIGHTS RESERVED UNDER COPYRIGHT LAWS.

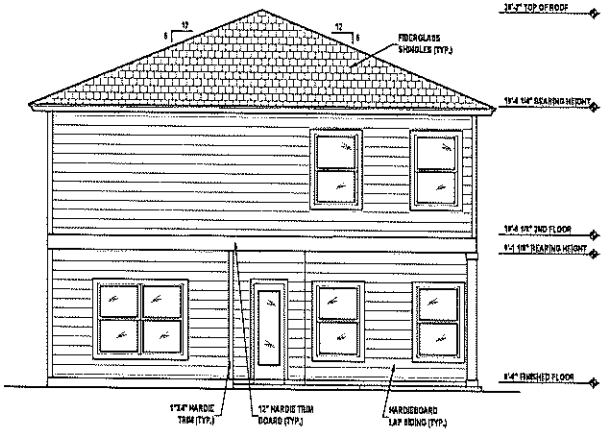
No.	Revisions	Date

Date 07-01-26
Scale AS SHOWN
Job 2045R
Sheet A1.3



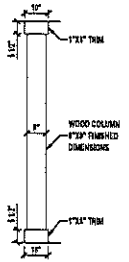
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



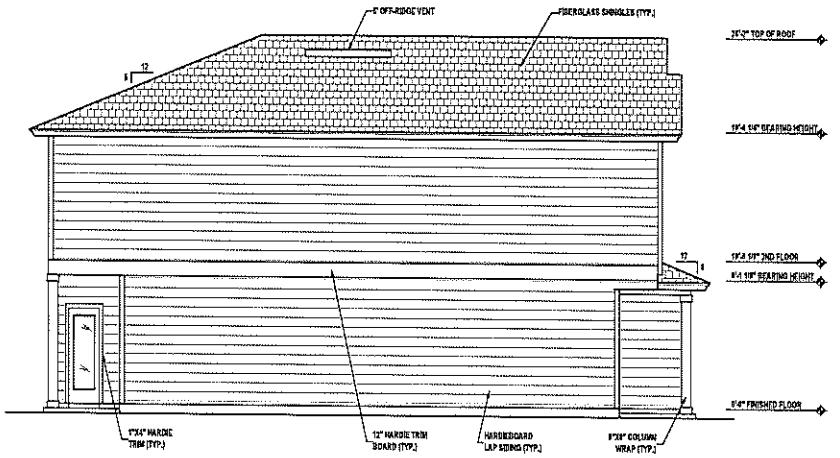
REAR ELEVATION

SCALE: 1/4" = 1'-0"



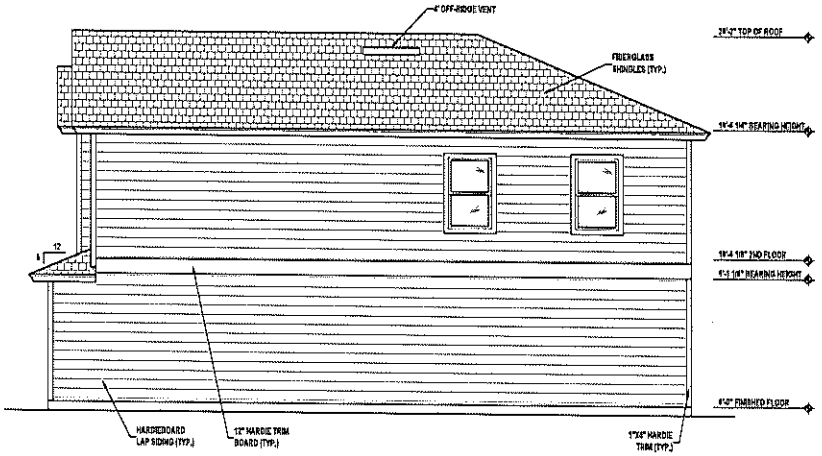
8"X8" WOOD COLUMN DETAIL

SCALE: 1/2" = 1'-0"



LEFT SIDE ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

2 STORY RESIDENCE
1805 WILLOW BREEZE COURT | ORANGE PARK, FL 32073

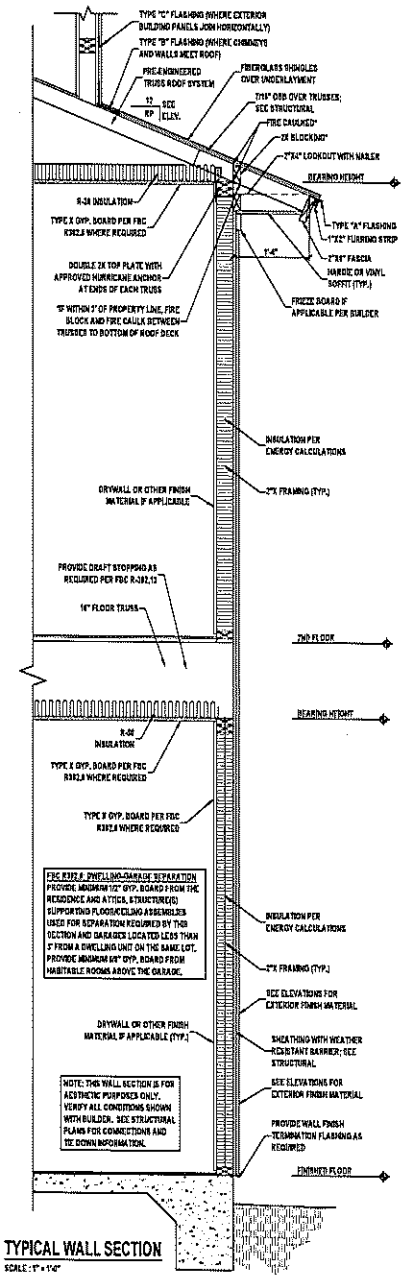
ELEVATIONS

Shields CAD Services
243 Tarasa Drive | Jacksonville, FL 32225
Phone : (904) 241-1540
Email: shieldscad@gmail.com

Prepared for:
MINORVESTORS2
1805 WILLOW BREEZE COURT
ORANGE PARK, FL 32073

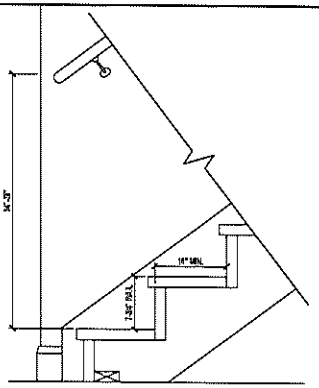
COPYRIGHT NOTICE PER PLANS ARE PT OF THE SERVICES PROVIDED BY SHIELDS CAD SERVICES AND ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF SHIELDS CAD SERVICES. ALL COPYRIGHTS RESERVED.

Date 07-01-20
Scale AS SHOWN
Job 2045R
Sheet A2.1



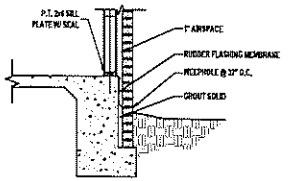
TYPICAL WALL SECTION

SCALE : 1" = 1'-0"



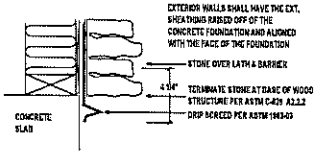
STAIR DETAIL

SCALE : 1 1/2" = 1'-0"



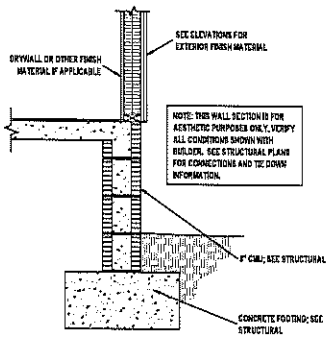
BRICK @ FOUNDATION DETAIL

SCALE: N.T.S.



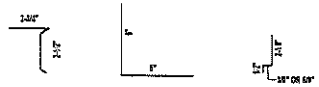
STONE APPLICATION DETAIL

SCALE: N.T.S.



TYPICAL WALL SECTION (STEM WALL OPTION)

SCALE : 1" = 1'-0"



A 26 GAUGE GALVANIZED 2-5/2" METAL DRIP EDGE
B 24 GAUGE GALVANIZED 5"X8" ANGLE FLASHING
C 22 GAUGE GALVANIZED "Z" FLASHING

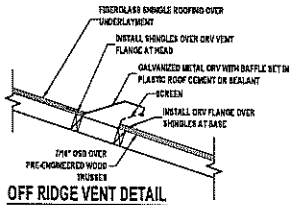
SHINGLES:
UL CLASS A FIRE RATING: ASTM D 3018, TYPE I
UL WIND RESISTANCE: UASTM D 3161, TYPE I (MODIFIED TO 110 MPH)

VALLEY FLASHING:
26 GA. GALVANIZED, 36" WIDE

FASTENING:
(4) 11 OR 12 GAUGE NAILS 1-1/4" LONG WITH 3/8" D HEAD

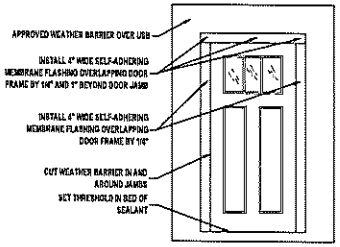
FLASHING DETAILS AND SHINGLE INFORMATION

SCALE : 3" = 1'-0"



OFF RIDGE VENT DETAIL

NOT TO SCALE



DOOR FLASHING INSTALLATION AND DETAIL

SCALE: N.T.S.

GENERAL NOTES:

1. PARKING BUMPER (IF REQUIRED) MUST BE INSTALLED BEFORE C.O.
2. 5/8" TYPE 'X' GYP. BOARD REQUIRED ON CEILING OF GARAGE WHERE HABITAL SPACE IS ABOVE PER FBC R302.6.
3. 1 HOUR PENETRATION RATED ASSEMBLIES TO COMPLY WITH FBC R302.6.
4. UNDER STAIR PROTECTION TO COMPLY WITH FBC R302.7 (IF ACCESSIBLE).

GUARDRAIL NOTE:

DEPENDING ON FIELD CONDITIONS, DIMENSIONS MAY VARY BUT MUST COMPLY WITH FLORIDA BUILDING CODES R312.1 FOR GUARDRAIL REQUIREMENTS AND OPENINGS.
"HEIGHT SHALL BE 36" MIN. WHEN PORCH, BALCONY OR RAISED FLOOR EXCEEDS 30" ABOVE FLOOR OR GRADE AND SHALL BE 34" ON OPEN SIDES OF STAIRS THAT EXCEED 30" OR MORE ABOVE FLOOR OR GRADE.
"OPENINGS SHALL HAVE INTERMEDIATE RAILS OR CLOSURES WHICH DO NOT ALLOW PASSAGE OF SPHERE 4" OR GREATER IN DIAMETER, REQUIRED GUARD RAILS ON THE SIDES OF STAIR TREADS SHALL NOT ALLOW SPHERE GREATER THAN 4-3/8" IN DIAMETER TO PASS THROUGH.

HANDRAIL NOTE:

DEPENDING ON FIELD CONDITIONS, DIMENSIONS MAY VARY BUT MUST COMPLY WITH FLORIDA BUILDING CODES R311.7.8 FOR HANDRAIL HEIGHT CONTINUITY AND SIZE.
"HEIGHT: MUST BE BETWEEN 34-38" MEASURED VERTICALLY FROM SLOPED PLANE.
"CONTINUITY: HANDRAIL MUST BE CONTINUOUS THROUGH FULL LENGTH OF FLIGHT FROM POINT DIRECTLY ABOVE HIGHEST RISER TO POINT DIRECTLY ABOVE LOWEST RISER. HANDRAIL ENDS SHOULD TERMINATE IN NEWEL POSTS OR SAFETY TERMINAL OR RETURN TO WALL. HANDRAILS SHALL BE ALLOWED TO BE INTERRUPTED BY NEWEL POSTS.
"SIZE: SHALL HAVE OUTSIDE DIAMETER BETWEEN 1-1/4" & 2" IF CIRCULAR. SHALL HAVE BETWEEN 4-6" PERIMETER IF NOT CIRCULAR.

STAIR NOTE:

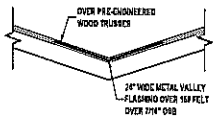
DEPENDING ON FIELD CONDITIONS, DIMENSIONS MAY VARY BUT MUST COMPLY WITH FLORIDA BUILDING CODES R311.7.5 FOR TREAD DEPTH, RISER HEIGHTS AND STAIR WIDTHS.
"RISERS: 7-3/4" MAXIMUM WITH NO MORE THAN 3/8" DIFFERENCE BETWEEN HIGHEST AND LOWEST RISER.
TREADS: 10" MINIMUM DEPTH WITH NO MORE THAN 3/8" DIFFERENCE BETWEEN LONGEST AND SHORTEST TREAD. THE SUM OF 2 TREADS AND 1 RISER TO BE NOT LESS THAN 24" AND NOT MORE THAN 25".
"WIDTH: 36" MINIMUM CLEAR WIDTH ABOVE HANDRAIL AND 31-1/2" BELOW HANDRAIL.

R703.4 FLASHING:

APPROVED CORROSION-RESISTANT FLASHING SHALL BE APPLIED SHINGLE-FASHION IN SUCH A MANOR TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH. APPROVED ANTI-CORROSION RESISTANT FLASHING SHALL BE INSTALLED AT ALL OF THE FOLLOWING LOCATIONS:
1. AT THE INTERSECTION OF CHIMNEYS OR OTHER MASONRY CONSTRUCTION WITH FRAME OR STUCCO WALLS, WITH PROJECTING LIPS ON BOTH SIDES UNDER STUCCO COPINGS.
2. UNDER AND AT THE ENDS OF MASONRY, WOOD OR METAL COPINGS AND SILLS.
3. CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM.
4. WHERE EXTERIOR PORCHES, DECKS OR STAIRS ATTACH TO A WALL OR FLOOR ASSEMBLY OF WOOD FRAMED CONSTRUCTION.
5. AT ALL WALL AND ROOD INTERSECTIONS.
6. AT BUILT IN GUTTERS.

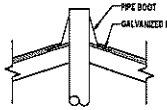
VALLEY SHINGLE INSTALLATION:
INSTALL SHINGLES USING WEAVE METHOD

1. EXTEND (1) FULL END SHINGLE MINIMUM 12" PAST CENTER LINE OF VALLEY. SEE MANUFACTURERS WRITTEN INSTRUCTIONS FOR ADDITIONAL INSTALL INFORMATION.
2. DO NOT NAIL MINIMUM 6" FROM VALLEY CENTER LINE.



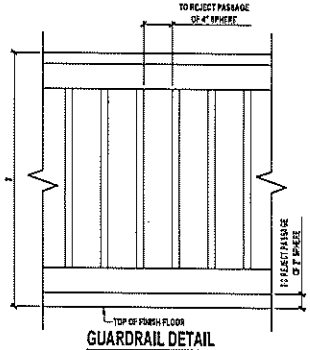
VALLEY FLASHING DETAIL

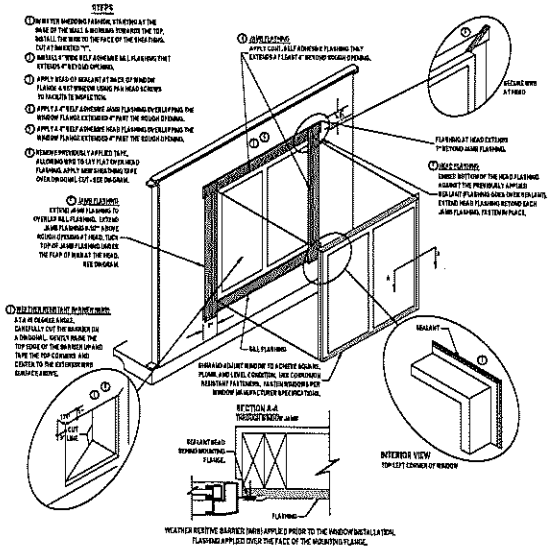
NOT TO SCALE



PLUMBING STACK FLASHING DETAIL

NOT TO SCALE





WINDOW INSTALLATION

SCALE: N.T.S.

COPYRIGHT NOTICE: THESE PLANS AND THE ARCHITECTURAL WORKS DEPICTED HEREIN ARE PROTECTED UNDER FEDERAL COPYRIGHT LAWS. THESE PLANS ARE NOT TO BE USED OR REPRODUCED IN ANY MANNER WITHOUT THE PRIOR WRITTEN CONSENT OF SHIELDS CAD SERVICES LLC. © SHIELDS CAD SERVICES LLC

Shields CAD Services
243 Teresa Drive | Jacksonville, FL 32225
Phone : (904) 241-1540
Fax : n/a | info@shieldscad.com | Email: Shields.cad@gmail.com
Designed and Drawn by: C. Shields

2 STORY RESIDENCE
1805 WILLOW BREEZE COURT | ORANGE PARK, FL 32073

DETAIL SHEET

MINORVESTORS2
1805 WILLOW BREEZE COURT
ORANGE PARK, FL 32073

No	Revisions	Init	Date
1		CJS	2/1

Date 07-01-26
Scale AS SHOWN
Job 2045R
Sheet A3.1

STAFF REPORT – DESIGN REVIEW BOARD

Application No. DRB-2-2026
Owner: Frank Waters
Applicant: Scott Drawdy
Location: 2236 Carnes Street
Zoning District: RS-2
Future Land Use Category: LDR
Date: July 9, 2026

The Economic and Community Development Department hereby forwards to the Design Review Board its comments and recommendation regarding Design Review Board Application **DRB-2-2026**.

REQUEST

This is an application for design review of a one-story accessory garage to a single-family dwelling.

GENERAL INFORMATION

The site is developed with a one-story ranch style single-family dwelling with an existing carport and located in a residential subdivision surrounded by adjacent residential uses. The proposed detached garage consists of approximately 899 square feet. As depicted on the attached site plan, the garage will be located in the rear yard behind the house.

CRITERIA FOR REVIEW

Pursuant to the provisions of Section 02.08.06.01(c)(c) of the Zoning Code, the Planning and Zoning Board is to serve as a Design Review Board for accessory structures to single- and two-family dwellings as provided in Sections 2.05.21 and 2.05.21.01.

(1) Garages shall be designed and constructed so that the roof and exterior walls of the garage are of similar architecture, materials, and colors as the exterior of the principal structure;

The front façade of the house consists of red brick and a gable with horizontal wood siding. The roof consists of charcoal, architectural shingles.

The architecture for the proposed three (3) door detached garage includes a faux brick siding. The two gables will have horizontal lap siding, painted white to match the main house. The roof will have a charcoal, architectural shingle to match the existing house. Various architectural renderings are included with the application.

Based on the information provided with the application, the proposed garage appears to be of similar architecture, materials, and colors as the exterior of the principal structure.

(2) Accessory buildings may not exceed fifty (50) percent of the gross floor area of the principal structure;

According to the Clay County Property Appraiser's Office, the gross floor area of the principal structure is 2,520 square feet. Based on the permit application and site plan submitted with the application, the gross floor area of the proposed detached garage is approximately 899 square feet, or approximately 35.7 percent of the gross floor area of the principal structure. Therefore, the proposed garage does not exceed the fifty (50) percent threshold.

STAFF RECOMMENDATION

Based on the design criteria noted in Section 2.05.21 and 2.05.21.01 of the Zoning Code, staff recommends Application **DRB-2-2026** be **APPROVED:**

SUPPLEMENTAL INFORMATION

1. Attached to this report is a copy of the building permit application, design concept plans for the garage, and a picture of the existing house.



View of house from Carnes Street.

TOWN of ORANGE PARK
Closer To What Matters

TOWN OF ORANGE PARK

FOR OFFICE USE ONLY	
Application No.	DRB - 2 - 2026
Date Submitted:	6/4 20 24
Date Filed:	6/15 20 2
Set for DRB Meeting on:	7/9 20 24

APPLICATION FOR DESIGN REVIEW BOARD

A. PROJECT

1. Address of Subject Property: 2236 CARNES ST.
2. Between Streets: MILWAUKEE And NELSON
3. Parcel ID Number(s): 41-04-26-019789-000-00
4. Existing Use of Property: RESIDENTIAL - SINGLE FAMILY
5. Zoning Designation: RS-2 Future Land Use Designation:
6. Land Area (Acres): 0.342

B. APPLICANT

1. Name of Owner(s): FRANK WATERS
   Address: 2236 CARNES ST.
   City: ORANGE PARK State: FL Zip: 32073
   Telephone: 904 483-6559 E-mail:

2. Name of Authorized Agent(s): SCOTT DAWDY
   Address: 1225 HICKORY COVE LN.
   City: ORANGE PARK State: FL Zip: 32073
   Telephone: 904 219-0265 E-mail: DAWDYCOMPANY@GMAIL.COM

C. TYPE OF REVIEW SOUGHT

1. Select the type of Accessory structure:
   - ☑ Detached Garage
   - ☐ Detached Carport (applies only if located between the principal dwelling and right-of-way)

2. Applicability. In addition to other provisions of the Land Development Regulations, pursuant to Section 2.08.06.01 of the Ordinance Code, the Planning and Zoning Board shall serve as a Design Review Board (DRB) for accessory structures to single-and two-family dwellings as provided in Sections 2.05.21 and 2.05.21.01. **Please provide answers to the following questions. You may attach a separate sheet if necessary.**

3. Criteria for Detached Garage:

   a) Garages shall be designed and constructed so that the roof and exterior walls of the garage are of similar architecture, materials, and colors as the exterior of the principal structure.

b) Accessory building may not exceed fifty (50) percent of the gross floor area of the principal structure.

i) What is the gross floor area of the principal structure? 2,520

ii) What is the enclosed area of the accessory structure? 899

c) What is the height of the accessory structure? 14'

4. Criteria for Detached Carport:

a) If the carport is located between the principal structure and the right-of-way it must be architecturally integrated into the overall design of the principal structure. Provide a description of the carport design and how it's architecturally integrated into the design of the principal structure.

D. ATTACHMENTS (One hard copy or one copy in PDF format emailed to ECD@townop.com)

1. Builidng permit application
2. Copy of Warranty Deed or other proof of ownership
3. Legal Description (may be either lot and block or metes and bounds)
4. Survey or Site Plan showing the placement of the building, indicating setback, proposed construction.
5. Provide the following additional information:
   a) Elevation drawings including dimensions that depict the "as-built" nature of the structure;
   b) Type of roof material to be used, pitch of roof and dimensions of roof overhang;
   c) Description of exterior finish;
   d) Details of projections, including material and dimensions.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Franklin D. Waters
Signature of Owner

Franklin D. Waters
Typed or printed name and title of applicant

5/29/26
Date

Signature of Authorized Agent

R. Scott Dawsy
Typed or printed name of authorized agent

5/29/26
Date

State of Florida County of Clay

The foregoing application is acknowledged before me this 29 day of May, 20 26

By ~~Adam Dearing~~ Roberta Hessler-Voigt, who is/are personally known to me, or has/have produced personally as identification.

NOTARY SEAL

Roberta Hessler-Voigt

ROBERTA HESSLER-VOIGT
MY COMMISSION # HH 749517
EXPIRES: April 15, 2030

Signature of Notary Public, State of FL

DS - 525.00
REC - 10.50
INDEX 2.00

1350
2 pgs
7 mail

THIS INSTRUMENT PREPARED BY:
William B. Ryan, Jr.
Ryan and Marks
3000-8 Hartley Road
Jacksonville, Florida 32257

RECORD AND RETURN TO:
Franklin D. Waters, Jr.
2236 Carnes Street
Orange Park, Florida 32073

RB PARCEL ID #: 41-04-26-019789-600-00
BUYER'S TIN: [redacted]

FOR RECORDER

Book: 1538
Page: 1550
Rec: 02/02/95
09:32 A.M.
File# 9503072
John Keene
Clerk Of Courts
Clay County, FL

78

WARRANTY DEED

THIS WARRANTY DEED made this **27th day of January, 1995** by **David Girard Springer, Michele Colleen Springer, Kerry Bridgett Springer, Kellie Maureen Springer, and Sean Patrick Springer,** hereinafter called Grantor, and whose address is **1332 Summerlin Drive, Clearwater, Florida 34624** to **Franklin D. Waters, Jr. and Samantha C. Waters, his wife,** hereinafter called Grantee and whose address is **2236 Carnes Street, Orange Park, Florida 32073.**

(Wherever 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 and NO/100 Dollars 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, lying and being in Clay County, **Florida,** viz:

Lot 3, of a subdivision of the Northerly 908.8 feet of Lot 99, Section 4, Town of Orange Park, according to plat thereof recorded in Plat Book 1, page 23, of the public records of Clay County, Florida, as shown on the map thereof dated August 18, 1958 and prepared by Louis H. McKee, registered land surveyor and recorded in the Official Records in Book 15, page 456 of the Official Records of Clay County, Florida.

The real property described in this instrument is not the constitutional homestead nor the primary physical residence of the Grantor.

Documentary Tax Pd. $ 525.00
Certificate # 596000553
John Keene, Clerk of Circuit Court
By Carol Prewitt DC

SUBJECT TO taxes accruing subsequent to December 31, 1994.

SUBJECT TO covenants, restrictions and easements of record, if any; however, this reference thereto shall not operate to reimpose same.

TOGETHER with all the tenements, hereditaments and appurtenances thereunto 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.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Form Software by Automated Real Estate Systems, Inc. 1-800-330-1295

Signed, sealed and delivered in our presence:

Witness Signature

Witness Printed Signature

Witness Signature

Witness Printed Signature

David Girard Springer, by Don Springer
David Girard Springer, by Don Springer, his attorney-in-fact

Michele Colleen Springer, by Don Springer
Michele Colleen Springer, by Don Springer, her attorney-in-fact

Kerry Bridgett Springer, by Don Springer
Kerry Bridgett Springer, by Don Springer, her attorney-in-fact

Kellie Maureen Springer, by Don Springer
Kellie Maureen Springer, by Don Springer, her attorney-in-fact

Sean Patrick Springer, by Don Springer
Sean Patrick Springer, by Don Springer, his attorney-in-fact

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 27th day of January, 1995 by Don Springer, as attorney-in-fact for David Girard Springer, Michele Colleen Springer, Kerry Bridgett Springer, Kellie Maureen Springer and Sean Patrick Springer who produced Florida Drivers License as identification and who did not take an oath.

Notary Public, State and County Aforesaid

Notary Signature

Notary Printed Signature

(Title or Rank)

(Serial No., if any)

WILLIAM BENEDICT RYAN, JR. NOTARY PUBLIC STATE OF FLORIDA My Comm. Expires March 14, 1999 No. CC 170931

Form Software by Automated Real Estate Systems, Inc. 1-800-330-1286

DRAWDY
& COMPANY LLC
P.O. Box 1986
Orange Park, Florida 32067-1986
904-276-7665 / 904-276-0924FAX
leedrawdycompany@bellsouth.net

Re:
Frank & Samantha Waters
2236 Carnes St.
Orange Park, FL 32073
Detached garage

To whom it may concern,

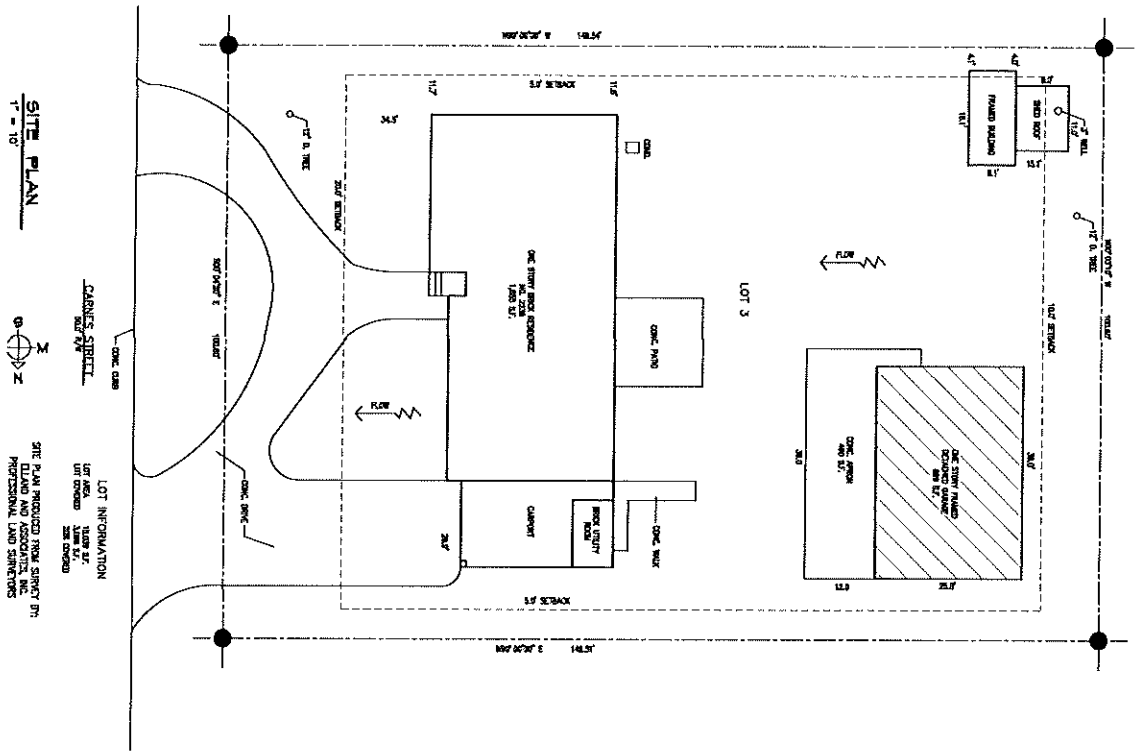
This letter is about the detached garage plans submitted to the Town of Orange Park.
The exterior of the garage is going to be finished in the same style as the main house.
The exterior walls will have red brick, to match main home as close as possible.
The two gables will have horizontal lap siding, painted white to match the main house.
The roof will have a charcoal, architectural shingle to match the existing house.
The man-door will be a 6-panel door.
The garage doors will be panel style.

Please call or email me with any questions or concerns.

Thank you,

Scott Drawdy
President, Drawdy & Co., LLC

Contractor is a Florida licensed General Contractor, Roofing Contractor and RRP Lead Contractor



SP-1	DRAWING NO.				
	DRAWN: BROWN				
	CHKD: JMJ				
	DATE: 08-13-25				
	JOB NO. J2602				
		0	08-13-25	FP	
		REV.	DATE	DESCRIPTION	

WATERS RESIDENCE

2236 CARNES STREET

SITE PLAN

TOWN OF ORANGE PARK, FLORIDA

JAMES JOHNSON
3648 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575


Google Maps

TOWN OF ORANGE PARK

BUILDING PERMIT APPLICATION

Application must be typed or printed legibly in ink. Complete all relevant fields.

OFFICIAL USE ONLY

LDR APPROVAL _____ DATE ISSUED ____/____/____ PERMIT # 20260408

ZONING RS-2 FINAL APPROVAL _____

ZONING NOTES _____ FLOOD ZONE X

PROJECT IDENTIFICATION	PROPERTY OWNERSHIP DETAILS
PROJECT NAME Waters Garage	TYPE: INDIVIDUAL ☑ GOVERNMENT AGENCY ☐ BUSINESS ☐
PROJECT CONTACT Adam Drawdy	NAME Frank & Samantha Waters
PROJECT CONTACT PHONE (904) 303-2130	MAILING ADDRESS 2236 Cornes St. Orange Park 32073
PERMIT ASSOCIATIONS? NO ☑ YES ☐ IF YES, LIST PERMIT DATA:	OWNER CONTACT PHONE (____) _____
☐ BASE PERMIT _____ ☐ SITE/TREE PERMIT _____	OWNER E-MAIL ADDRESS _____

BUILDING PERMIT ADDRESS (THIS IS THE PHYSICAL ADDRESS OF THE ACTUAL WORK LOCATION.)

JOBSITE ADDRESS 2236 Cornes St. Orangepark 32073 LOT NO. 3 BLOCK _____

PROPERTY ADDRESS _____ SUBDIVISION _____

PARCEL # 41-04-26-019769-000-00 Sec. 4

LICENSED CONTRACTOR	FLORIDA DESIGN PROFESSIONAL
COMPANY NAME Drawdy & Co.	COMPANY NAME
LICENSE NAME Randall Scott Drawdy	LICENSE NAME
LICENSE NUMBER CGC052014	LICENSE NUMBER
ADDRESS 1225 Hickory Lane Ln Orange Park 32073	ADDRESS
PHONE (904)-219-0265	PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS

FEE SIMPLE TITLEHOLDER (IF OTHER THAN OWNER)	BONDING COMPANY	MORTAGE LENDER
NAME	NAME	NAME
ADDRESS	ADDRESS	ADDRESS

SETBACKS AND DIMENSIONS

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRIC WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNANCES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

OWNERS AFFIDAVIT- I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I will not occupy or use the referenced building, or any part thereof, until all inspections are finaled and prior to obtaining a certificate of occupancy or completion issued by the building official, as required by law.

WARNING TO OWNER – YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

CONTRACTOR AFFIRMATION (Qualifier Only)

Signed: _____ Date: 5/14/26

Before me this 14th day of May 2026

In the County of Clay, State of Florida, has personally appeared

Roberta Hessler-Voigt

Herein by himself/herself and affirms all statements and declarations herein are true and accurate.

Notary Public at Large
State of Florida, County of Clay
Personally known ☒ or Produced Identification ☐

ROBERTA HESSLER-VOIGT
MY COMMISSION # HH 749517
EXPIRES: April 15, 2030

OWNER or AGENT

(If Agent, Power of Attorney or Agency Letter Required)

Signed: Franklin R. Waters Date: 5/14/26

Before me this 14 day of MAY 2026

In the County of Clay, State of Florida, has personally appeared

FRANKLIN WATERS

Herein by himself/herself and affirms all statements and declarations herein are true and accurate.

Notary Public at Large
State of Florida, County of Clay
Personally known ☑ or Produced Identification ☐

Notary Public State of Florida
Randall Scott Drawdy
My Commission HH 383914
Expires 4/21/2027

ACTUAL SETBACKS	DIMENSIONS	JOB COST	BRIEF DESCRIPTION OF WORK
FRONT 20 SIDES 5 / 5 REAR 10 LOT COVERAGE 24 % ACRES .34	NO. STORIES 1 BUILDING HT 14' ROOF AREA (For re-roof only) TOTAL FLOOR AREA (SF): ENCLOSED 899 UNENCLOSED	ESTIMATED CONSTRUCTION COSTS $ 62,000	De-tatch Garage 899 SF 36'x25'

TYPE OF IMPROVEMENT		PROPOSED USE		
		RESIDENTIAL	UNITS	NON-RESIDENTIAL
☐ Accessory Building	☐ Other:			☐ Business Condo
☐ Addition	Specify	☐ Apartments		☐ Church, Other Religious
☐ Alteration & Repairs	☐ Shell Building	☐ Duplex		☐ Daycare
☐ Converting Use	☐ Swimming Pool: In ground	☐ Condominiums		☐ Hospital, Institutional
☐ Demolition	☐ Swimming Pool: Above ground	☑ Garage		☐ Hotel, Motel
☑ New Building	☐ Tenant Build-out	☐ Other:		☐ Industrial
☐ Re-Roof	☐ Windows / Door Replacement	Specify		☐ Office, Bank, Professional
		☐ Single Family		☐ Other: Specify
		☐ Townhouse		☐ Restaurant
				☐ School, Library, Educational
				☐ Service Station, Repair Garage
				☐ Stores, Mercantile
				☐ Utilities

CERTIFICATE OF OCCUPANCY	Occupancy Classification:	Occupancy Load:	Live Load:	Florida Building Code Type of Construction:

WATER SUPPLY	SEWAGE DISPOSAL	PRINCIPLE TYPE OF FRAME	NEW RESIDENTIAL INFO	
			Single Family	Multi-family
New Water : ☐ Yes ☐ No	☐ New Sewer	☐ Masonry (Load Bearing)	No. of Bedrooms	One-bedroom units
If yes, indicate meter size _____inch	☐ Existing Sewer	☐ Wood Frame	Bathrooms: Full	Two-bedroom units
		☐ Structural Steel		Three-plus bedroom
Fire Sprinklers: ☐ Yes ☐ No		☐ Reinforced Concrete	Partial	units
		☐ Other: Specify		

OFFICIAL USE ONLY

INFORMATION REQUIRED FOR PERMIT

1. ☐ Two sets of complete plans and one floor plan
2. ☐ Survey of property
3. ☐ Pollution Control Form (if applicable)
4. ☐ Contractor's License
5. ☑ Worker's Compensation/Liability Insurance
6. ☐ Notice of Commencement (if applicable)
7. ☑ Deed
8. ☐ PDF
9. ☐ Two site plans, showing dimensions & shape of the lot, location of buildings, layout of the trees, elevations and drainage ways and off-street parking or loading spaces as required under the provisions of Article II.

PERMIT FEES

Building	$
Water Connection	$
Sewer Connection	$
Pollution Control	$
Irrigation Meter	$
Radon	$
Tech Fee	$
School Impact Fee	$
CC Plans Review	$
OPFD Plans Review	$
TOTAL FEES	$

ALL INSPECTIONS MUST BE CALLED FOR 24 HOURS IN ADVANCE TO (904) 264-2635 OR LOG ONTO:
https://portal.iworq.net/ORANGEPARK/permits/600

Town of Orange Park
Economic and Community Development Department
2042 Park Avenue, Orange Park, FL 32073
Phone: (904) 264-2635
www.townoforangepark.com

Permit Number: _____

NOTICE OF COMMENCEMENT

The undersigned hereby gives notice that improvement shall be made to certain real property, and in accordance with Chapter 713, F.S., the following information is provided in the Notice of Commencement.

1. Description of Property (legal description of the property and street address if available):
   2236 Cornes St. Orange Park 32073, Lot 3 Sec 4
2. General Description of Improvement: De-tatch Garage
3. Owner's Information:
   Owner's Name: Frank Waters Owner's Phone Number: (904)-483-6559
   Owner's Address: 2236 Cornes St. Orange Park 32073
   Interest in Property: Homeowner
   Name and Address of Fee Simple Titleholder (if other than Owner): _____
4. Contractor's Information:
   Contractor's Name: Scott Drawdy Contractor's Phone Number: (904)-219-0265
   Contractor's Address: 1225 Hickory Cove Ln. Orange Park 32073
5. Surety's Information:
   Surety's Name: _____ Surety's Phone Number: _____
   Surety's Address: _____
   Amount of Bond $: _____
6. Lender's Information:
   Lender's Name: _____ Lender's Phone Number: _____
   Lender's Address: _____
   Lender's Email: _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be serves as provided in Section 713.13 (1)(a)7., Florida Statutes:
   Name: _____ Phone Number: _____
8. In addition to himself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
9. Expiration date of Notice of Commencement (the expiration date is one (1) year from the date of recording unless a different date is specified) _____.

Signature of Owner

Franklin D. Waters
Print Name

Sworn to (or affirmed and subscribed be me this _____ day of _____, 20____, by _____
(Name of person making statement)

_____
Signature of Notary – State of Florida

Notary Seal:

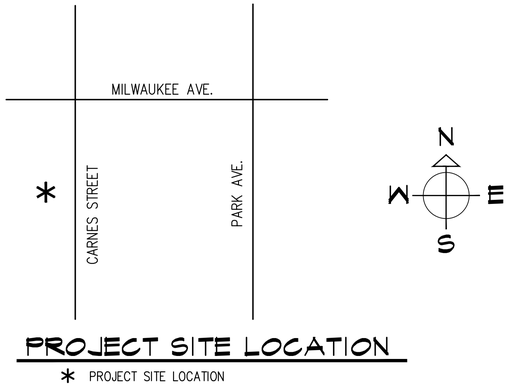
Personally known ____ or Produced Identification_____

NEW DETACHED GARAGE FOR :

WATERS RESIDENCE

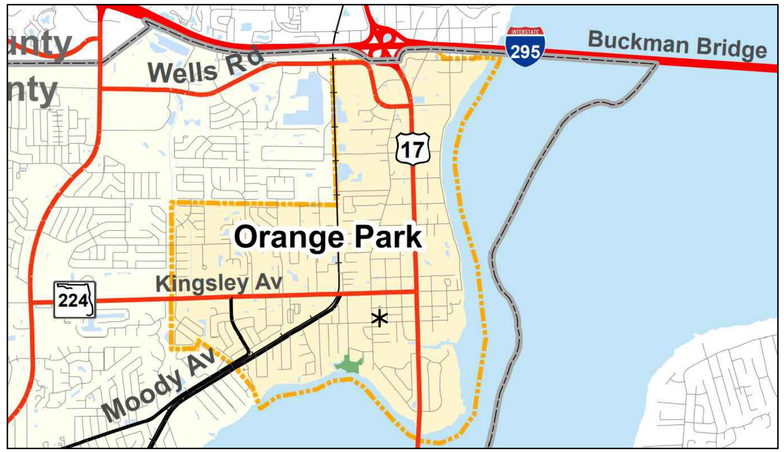
2236 CARNES STREET

TOWN OF ORANGE PARK, FLORIDA



PROJECT SITE LOCATION

* PROJECT SITE LOCATION



LOCATION KEY

* PROJECT SITE LOCATION

LIST OF DRAWINGS

DWG. NO.	TITLE
	ARCHITECTURAL
C-1	COVER SHEET
SP-1	SITE PLAN
A-1	FLOOR PLAN / TYPICAL WALL SECTION
A-2	EXTERIOR ELEVATIONS
A-3	FLASHING DETAILS
E-1	FIXTURE PLAN
	STRUCTURAL
S-1	FOUNDATION / ROOF FRAMING PLAN
S-2	SECTIONS
S-3	MISC. DETAILS / NOTES

PLAN SUMMARY

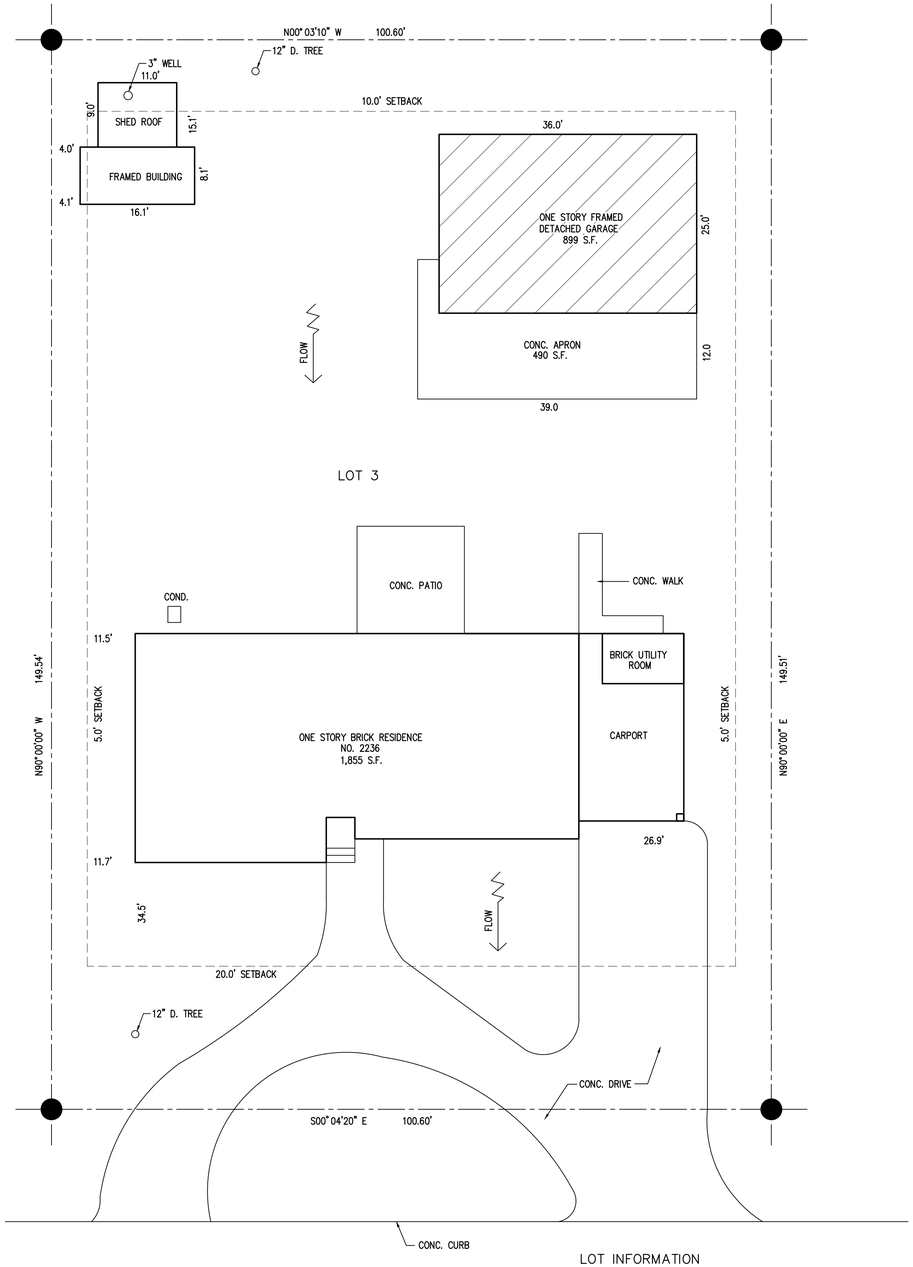
1. PLANS ARE NOT TO BE SCALED
2. CONTRACTOR TO VERIFY DIMENSIONS AND REPORT TO DESIGNER OR E.O.R.
3. CONTRACTOR TO ADHERE TO ALL APPLICABLE LOCAL BUILDING CODES
4. ALL DIMENSIONS ARE TO FACE OF STUD OR CMU UNO.

JAMES JOHNSON
3846 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575

WATERS RESIDENCE
2236 CARNES STREET
COVER SHEET
TOWN OF ORANGE PARK, FLORIDA

REV.	DATE	DESCRIPTION
0	05-13-26	IFP

JOB NO. J2602
DRAWN: JWJ
DATE: 05-13-26
SCALE: SHOWN
DRAWING NO.
C-1



CARNES STREET
50.0' R/W

SITE PLAN
1" = 10'

LOT INFORMATION

LOT AREA	15,039 S.F.
LOT COVERED	3,098 S.F.
	20% COVERED

SITE PLAN PRODUCED FROM SURVEY BY:
ELLAND AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS

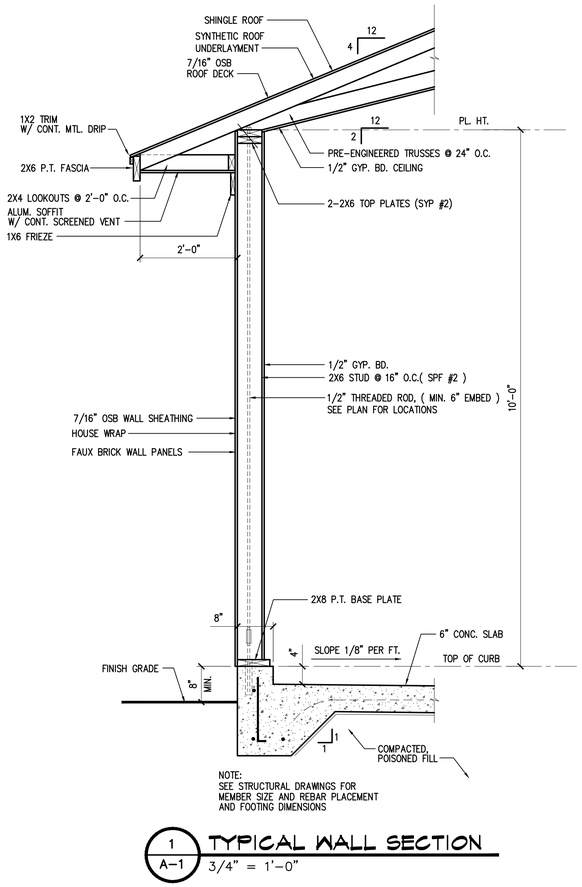
PROPERTY DESCRIPTION
LOT: 7
SUBDIVISION: TOWN OF ORANGE PARK
PLAT BOOK: 1
PAGES: 23
COUNTY: CLAY CO. STATE: FLORIDA

JAMES JOHNSON
3846 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575

WATERS RESIDENCE
2236 CARNES STREET
SITE PLAN
TOWN OF ORANGE PARK, FLORIDA

REV.	DATE	DESCRIPTION
0	05-13-26	IFP

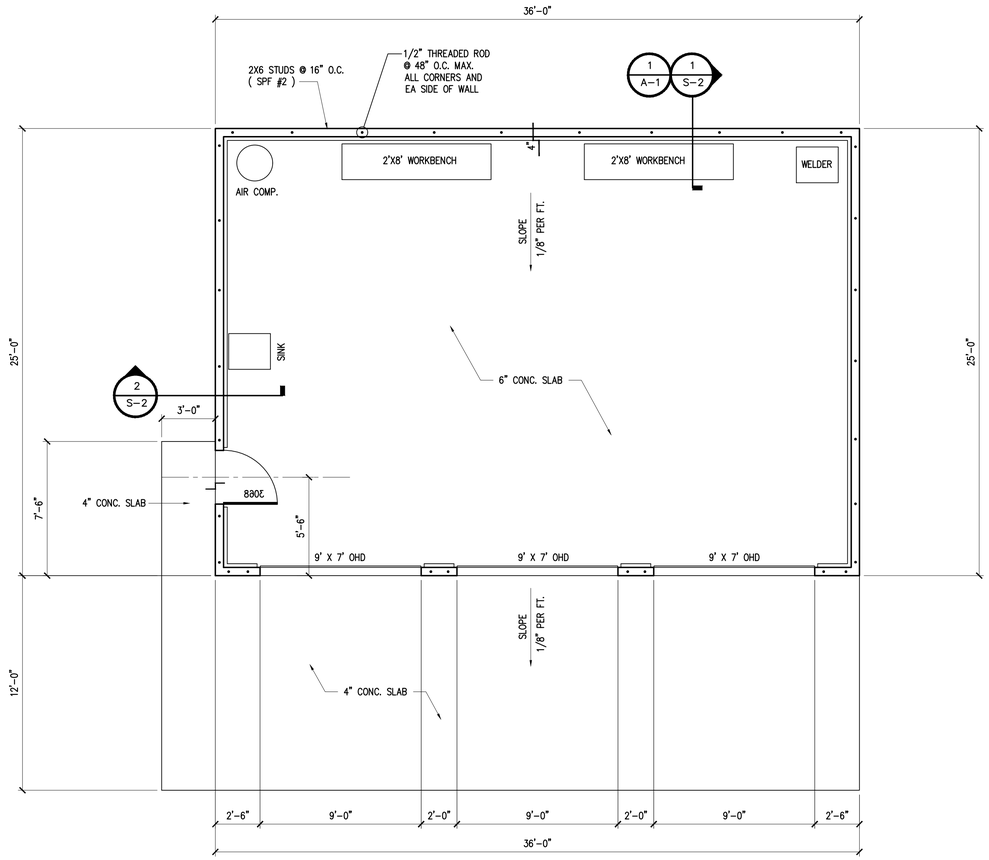
JOB NO. J2602
DRAWN: JWJ
DATE: 05-13-26
SCALE: SHOWN
DRAWING NO.
SP-1



NOTE:
SEE STRUCTURAL DRAWINGS FOR MEMBER SIZE AND REBAR PLACEMENT AND FOOTING DIMENSIONS

1 / A-1 TYPICAL WALL SECTION

3/4" = 1'-0"



FLOOR PLAN

1/4" = 1'-0" 900 S.F.

N
W E
S

WALL LEGEND

NEW 2X6 WOOD FRAMED WALL

JAMES JOHNSON
3846 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575

WATERS RESIDENCE

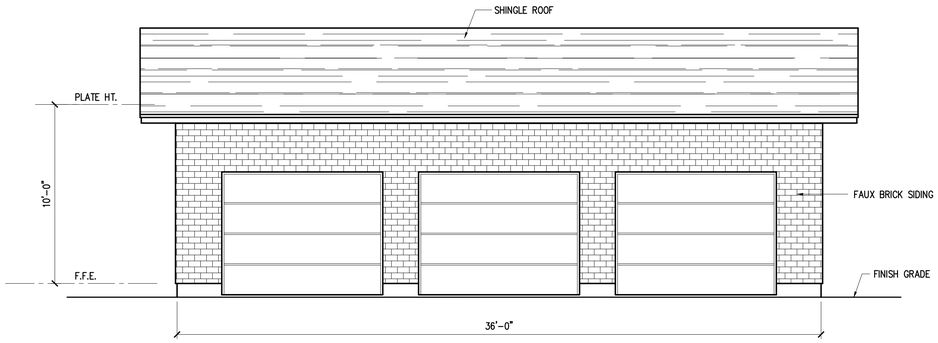
2236 CARNES STREET

FLOOR PLAN / TYPICAL WALL SECTION

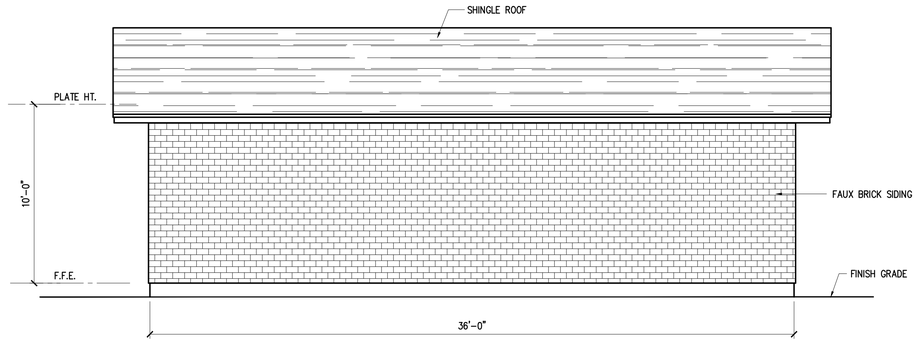
TOWN OF ORANGE PARK, FLORIDA

REV.	DATE	DESCRIPTION
0	05-13-26	IFP

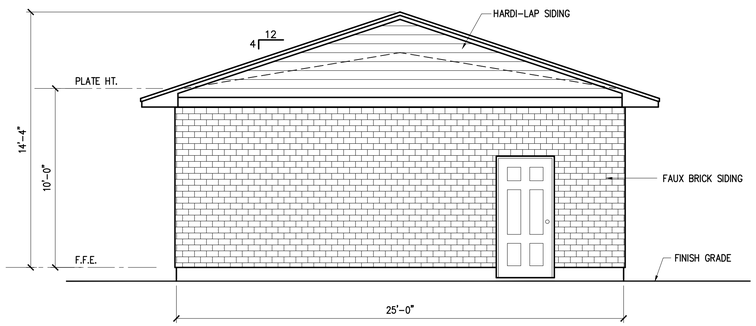
JOB NO. J2602
DRAWN: JWJ
DATE: 05-13-26
SCALE: SHOWN
DRAWING NO.
A-1



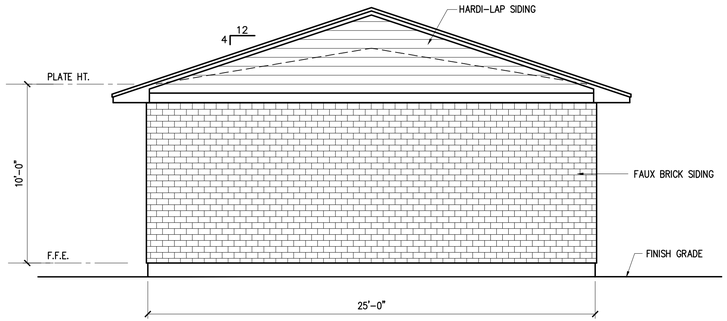
FRONT ELEVATION
1/4" = 1'-0"



REAR ELEVATION
1/4" = 1'-0"



LEFT SIDE ELEVATION
1/4" = 1'-0"



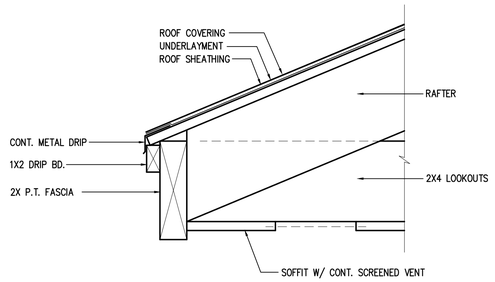
RIGHT SIDE ELEVATION
1/4" = 1'-0"

JAMES JOHNSON
3846 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575

WATERS RESIDENCE
2236 CARNES STREET
EXTERIOR ELEVATIONS
TOWN OF ORANGE PARK, FLORIDA

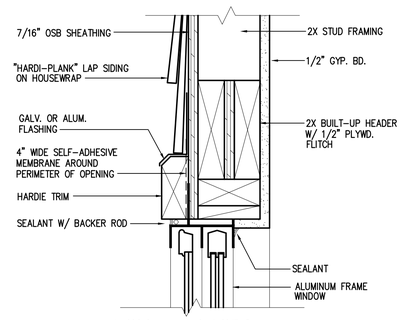
REV.	DATE	DESCRIPTION
0	05-13-26	IFP

JOB NO. J2602
DRAWN: JWJ
DATE: 05-13-26
SCALE: SHOWN
DRAWING NO.
A-2



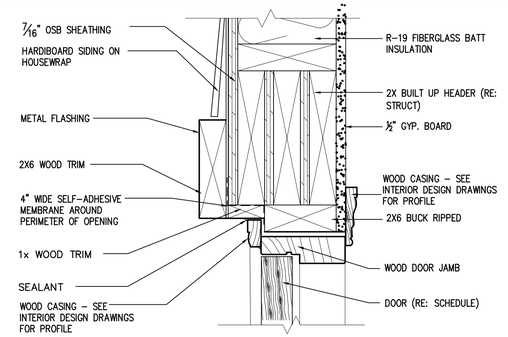
EAVE FLASHING DETAIL

3" = 1'–0" DRIP EDGE



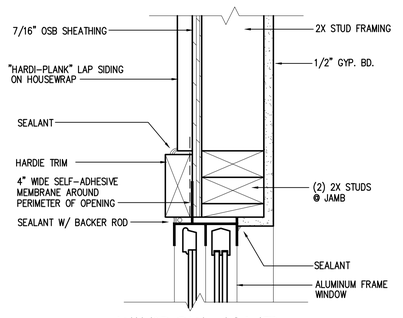
WINDOW HEAD

3" = 1'–0" HARDIE–LAP



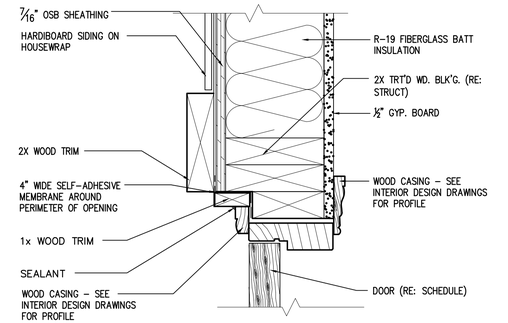
DOOR HEAD

3" = 1'–0" HARDIE–LAP



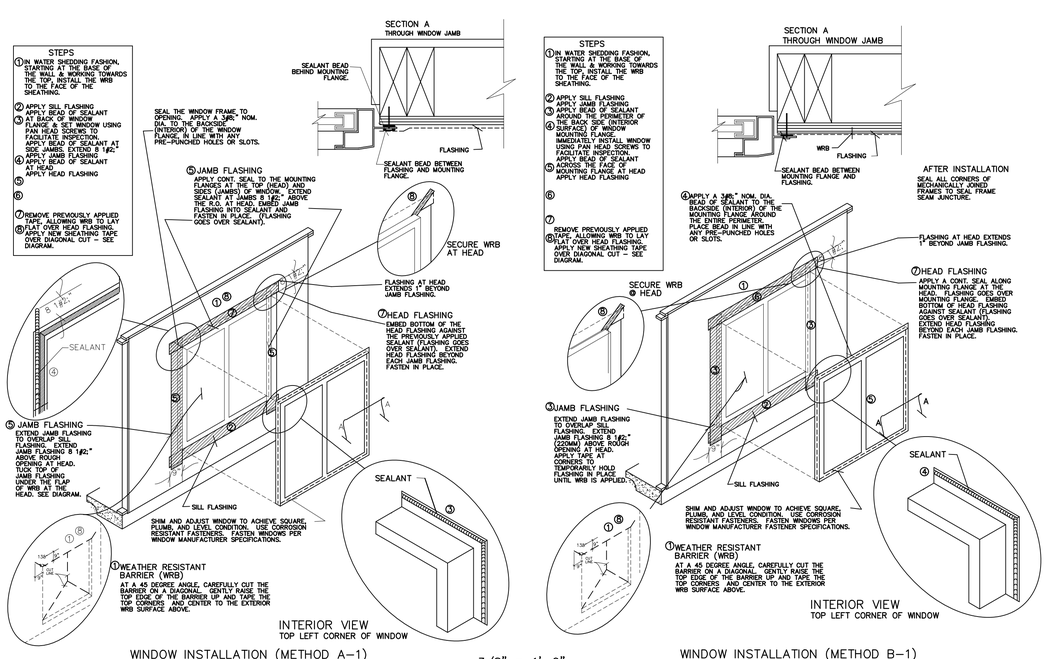
WINDOW JAMB

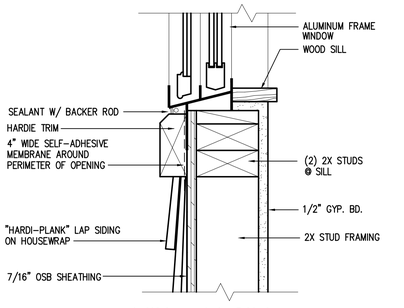
3" = 1'–0" HARDIE–LAP



DOOR JAMB

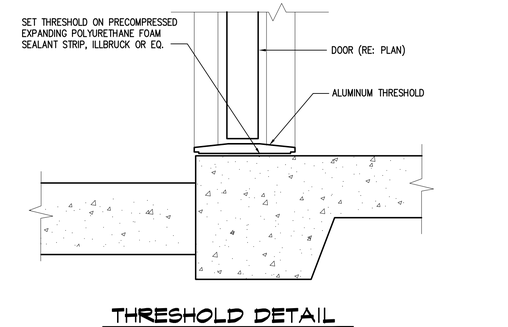
3" = 1'–0" HARDIE–LAP





WINDOW SILL

3" = 1'–0" HARDIE–LAP



THRESHOLD DETAIL

3" = 1'–0"

JAMES JOHNSON
3846 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904–318–2575

WATERS RESIDENCE
2236 CARNES STREET
FLASHING DETAILS
TOWN OF ORANGE PARK, FLORIDA

REV.	DATE	DESCRIPTION
0	05–13–26	IFP

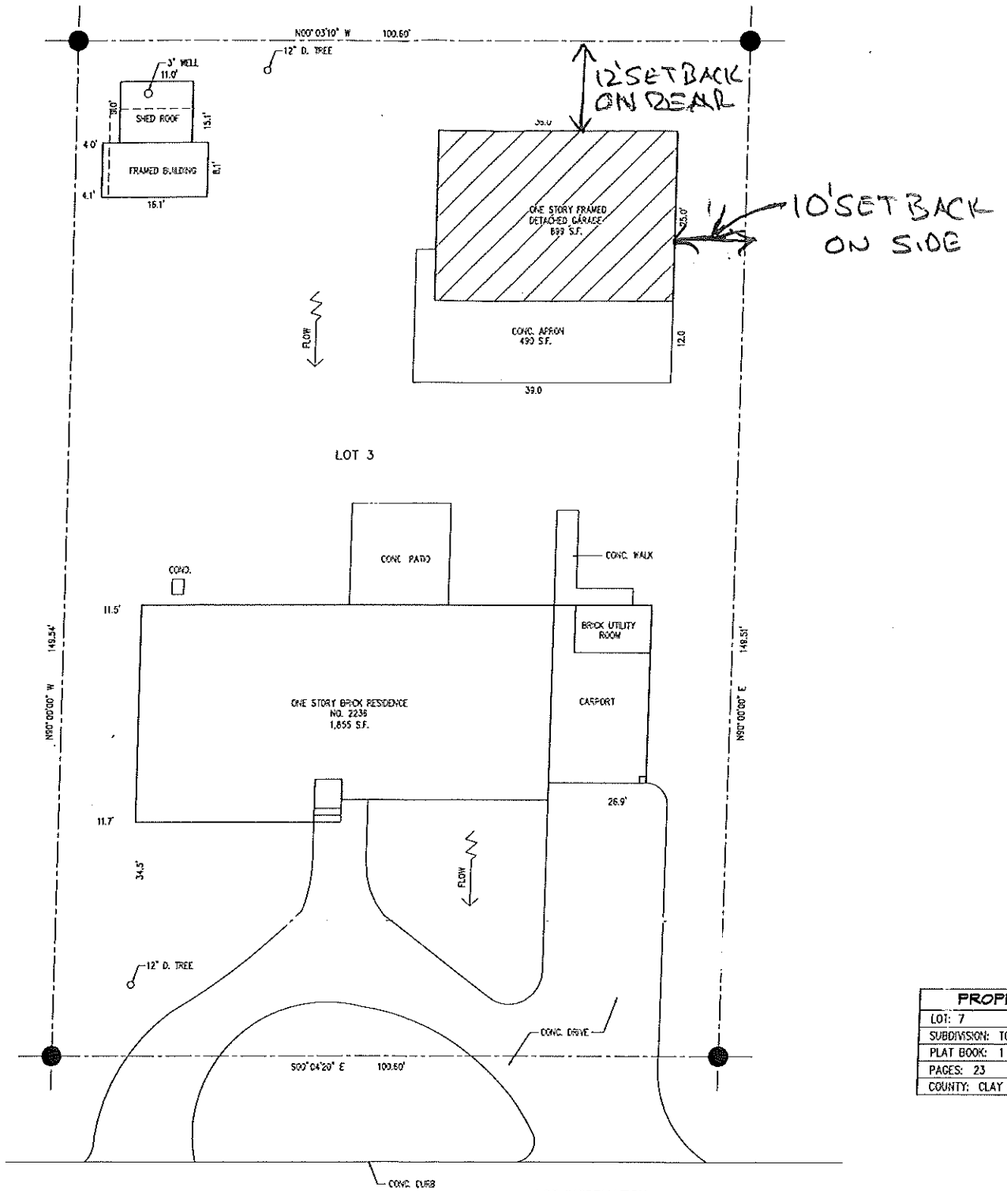
JOB NO. J2602
DRAWN: JWJ
DATE: 05–13–26
SCALE: SHOWN
DRAWING NO.
A–3

DRB-2-2026

Revised Site Plan

(2236 Carnes Street)

Dated 7-8-2026



PROPERTY DESCRIPTION
LOT: 7
SUBDIVISION: TOWN OF ORANGE PARK
PLAT BOOK: 1
PAGES: 23
COUNTY: CLAY CO. STATE: FLORIDA

LOT INFORMATION

LOT AREA	15,039 S.F.
LOT COVERED	3,098 S.F. 20% COVERED

SITE PLAN
1" = 10'

SITE PLAN PRODUCED FROM SURVEY BY:
ELLAND AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS

Revised 7/8/2026

JAMES JOHNSON
3646 HOLLINGSWORTH STREET
JACKSONVILLE, FLORIDA 32205
PHONE 904-318-2575

WATERS RESIDENCE
2236 CARNES STREET
SITE PLAN
TOWN OF ORANGE PARK, FLORIDA

REV.	DATE	DESCRIPTION
0	05-13-26	IFP

JOB NO. J2602
DRAWN: JWJ
DATE: 05-13-26
SCALE: SHOWN
DRAWING NO.
SP-1