

**FOR OFFICE USE ONLY**

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

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

Review Date: SRDT \_\_\_\_\_ P &amp; Z \_\_\_\_\_ CC \_\_\_\_\_

## PUD Rezoning Application

**A. PROJECT**

1. Project Name: Palmetto Avenue/Center Street PUD
2. Address of Subject Property: 203 North Palmetto Avenue
3. Parcel ID Number(s): 017356-000-00
4. Existing Use of Property: Residential - 2 single family units
5. Future Land Use Map Designation: Neighborhood
6. Existing Zoning Designation: GCN - Gateway Corridor Neighborhood
7. Proposed Zoning Designation: PUD - Planned Unit Development
8. Acreage: 0.185

**B. APPLICANT**

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Janis Fleet Title: President  
Company (if applicable): Fleet & Associates Architects/Planners, Inc.  
Mailing address: 11557 Hidden Harbor Way  
City: Jacksonville State: Florida ZIP: 32223  
Telephone: 904 666-7038 FAX: ( ) e-mail: jfleet@fleetarchitectsplanners.net
3. If the applicant is agent for the property owner\*  
Name of Owner (titleholder): Hollis Investments Inc.  
Mailing address: 3164 County Road 218  
City: Middleburg State: Florida ZIP: 32068  
Telephone: 904 666-7038 FAX: ( ) e-mail: fmstewartelectric@gmail.com

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

**C. ADDITIONAL INFORMATION**

1. Is there any additional contact for sale of, or options to purchase, the subject property?

☐ Yes ☒ No If yes, list names of all parties involved:

If yes, is the contract/option contingent or absolute?

☐ Contingent

☐ Absolute

#### D. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Clay County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Clay County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Site Plan
8. Written Description
9. Binding Letter
10. Fee.

a. \$2,000 plus \$20 per acre

b. All applications are subject 10% administrative fee and must pay the cost of postage, signs, advertisements and the fee for any outside consultants.

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

**All 10 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

Date

Date

State of

Florida

County of

Duval

The foregoing application is acknowledged before me this 6th day of June, 2020 by Tanis

Fleet

, who is/are personally known to me, or who has/have produced

as identification.

NOTARY SEAL



SUSAN Z. COHEN  
Commission # GG 362277  
Expires August 5, 2023  
Bonded Thru Budget Notary Services

Signature of Notary Public, State of

S. Z. Cohen  
Florida

## **STATEMENT OF PROPOSED CHANGE**

The parcel for the Palmetto Avenue at Center Street PUD has a Future Land Use Map (FLUM) designation of Neighborhood. This FLUM designation allows for up to 12 dwelling units on the property. The existing zoning designation on the property is GCN, Gateway Corridor Neighborhood. The GCN zoning district requires a minimum lot size of 5,000 s.f. The property is 8,059 s.f., less than the required 10,000 s.f. required by the GCN zoning district to be able to split the lot and have 2 dwelling units on the property.

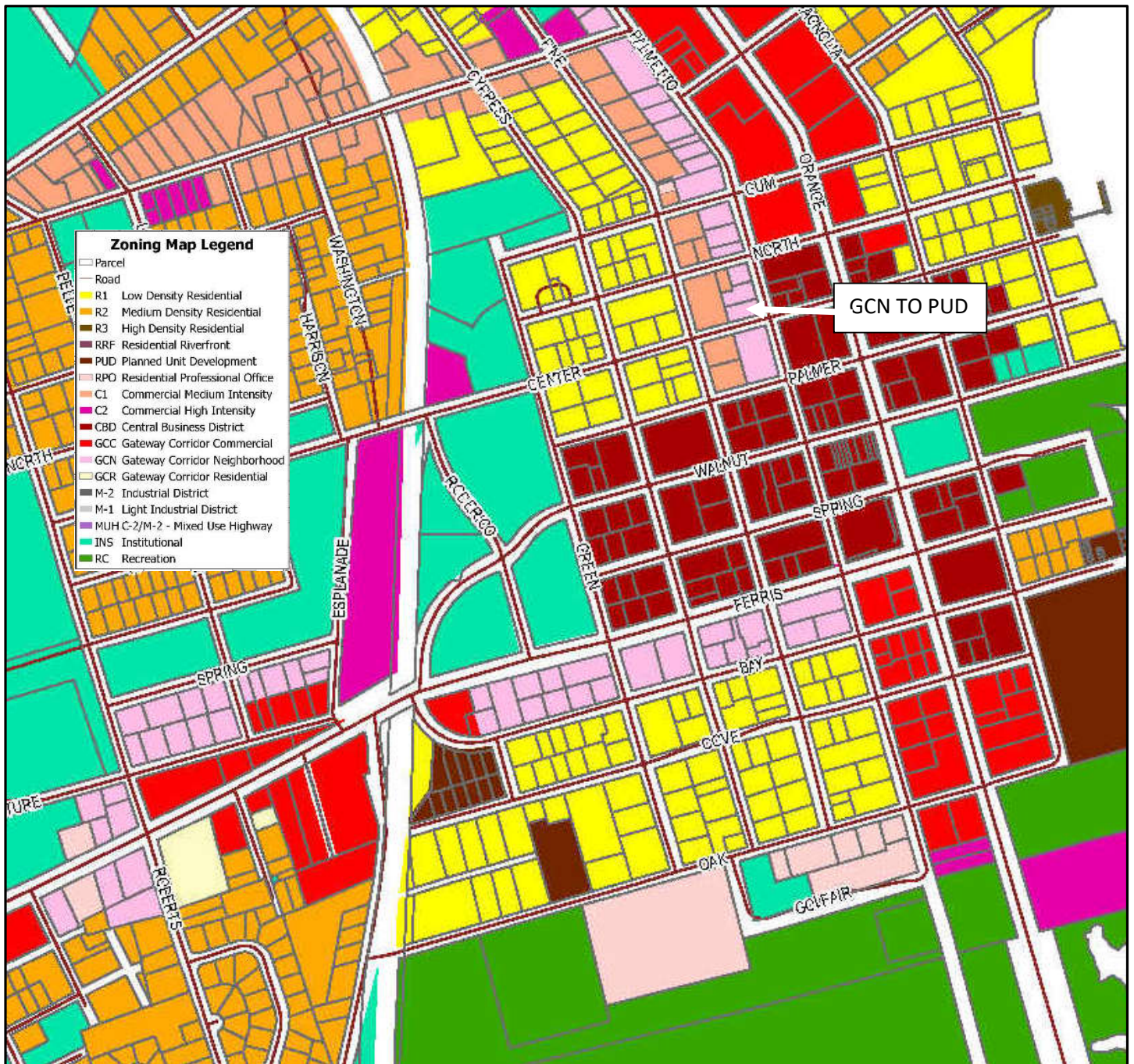
The property currently has 2 single family dwelling units on the parcel. One dwelling unit fronts Palmetto Avenue. It is 1,463 s.f. and was built in 1946. The second dwelling unit fronts Center Street. It is 918 s.f. and was built in 1953. The two structures had individual utility accounts and were both grandfathered in when the City updated its zoning regulations. Both structures could have remained if utilities were kept turned on for both or the properties. In 2019, the properties were vacant and in disrepair. The utilities were turned off. Six months after the utilities were turned off, the second structure lost its grandfather status and could not be used for a single family dwelling unit. The current owner purchased the property in 2020 and started renovating both structures. In 2022, he was told by the City that without a PUD rezoning on the property, the second structure on the parcel could not be as a single family dwelling unit as it was constructed for in 1953.

The project will allow the parcel to be upgraded and allow the property to be used for 2 single family dwelling units, as it has since the 1950's. The parcel will be maintained under common ownership with rental 2 affordable single family dwelling units.

The proposed PUD allows a creative approach to the development of land that would not be allowed in the GCN zoning category. It will accomplish a more desirable environment than would be possible through the strict application of minimum requirements of the GCN zoning category. The PUD provides for 2 single family dwelling units on the site to be maintained on the site which could not be allowed with the strict compliance with the GCN zoning. It will enhance the appearance of the neighborhood by renovating 2 older single family dwelling units in the core of the city. The 2 single family dwellings on the site will be compatible with the residential character of the surrounding neighborhood and will improve the property values in this area of Green Cove Springs.



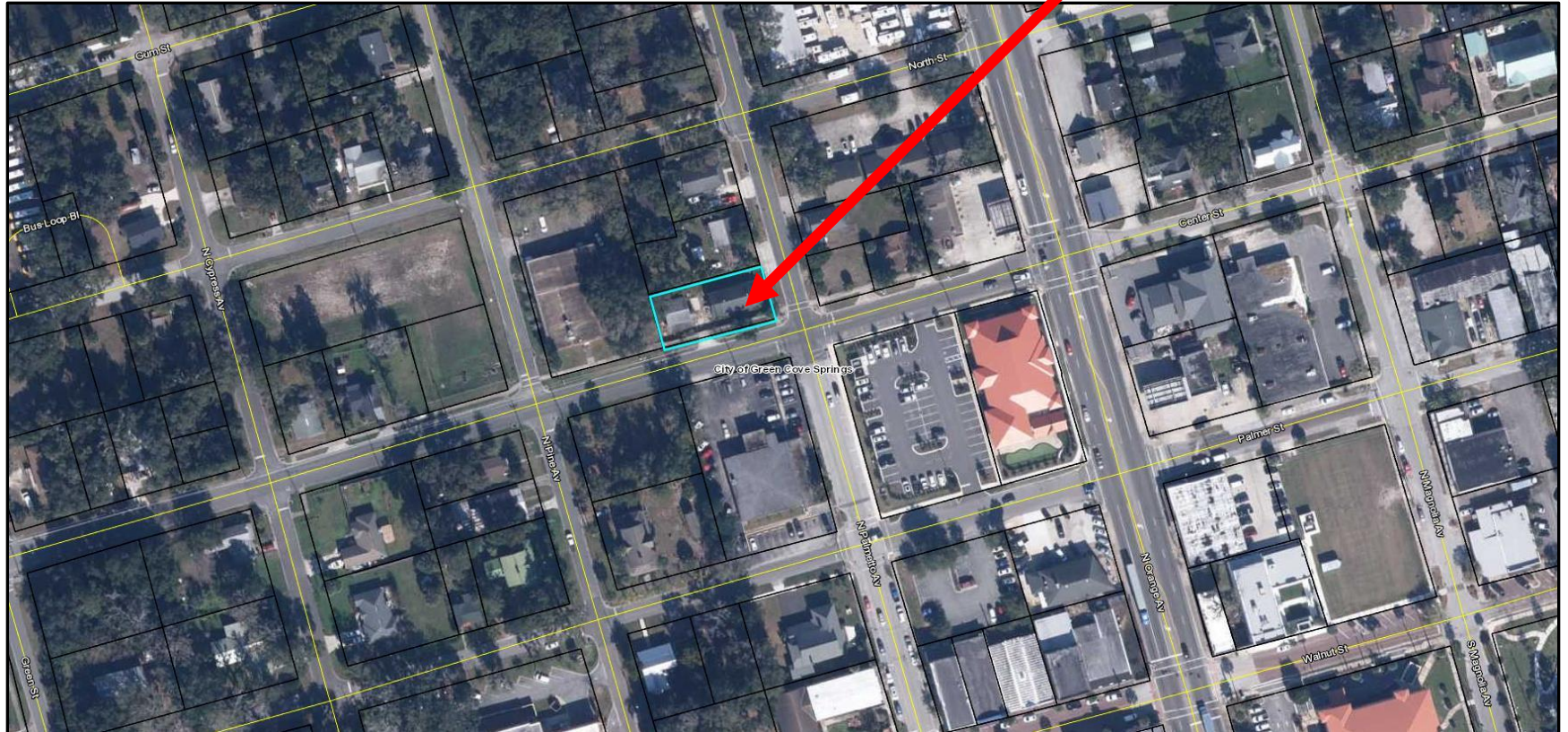
# ZONING





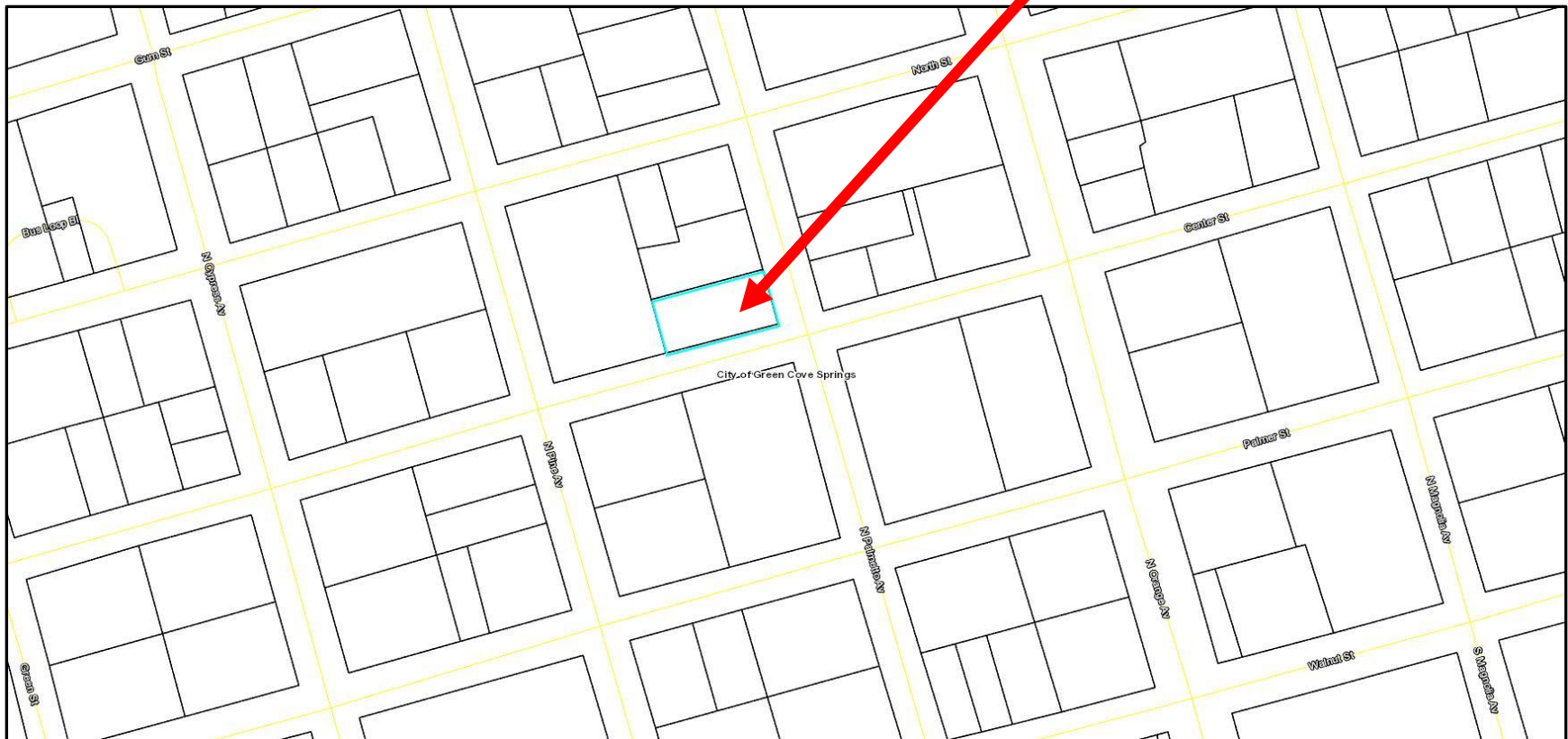
# AERIAL

**Subject  
Property**



# PLAT MAP

**Subject**  
**Property**



# LEGAL DESCRIPTION

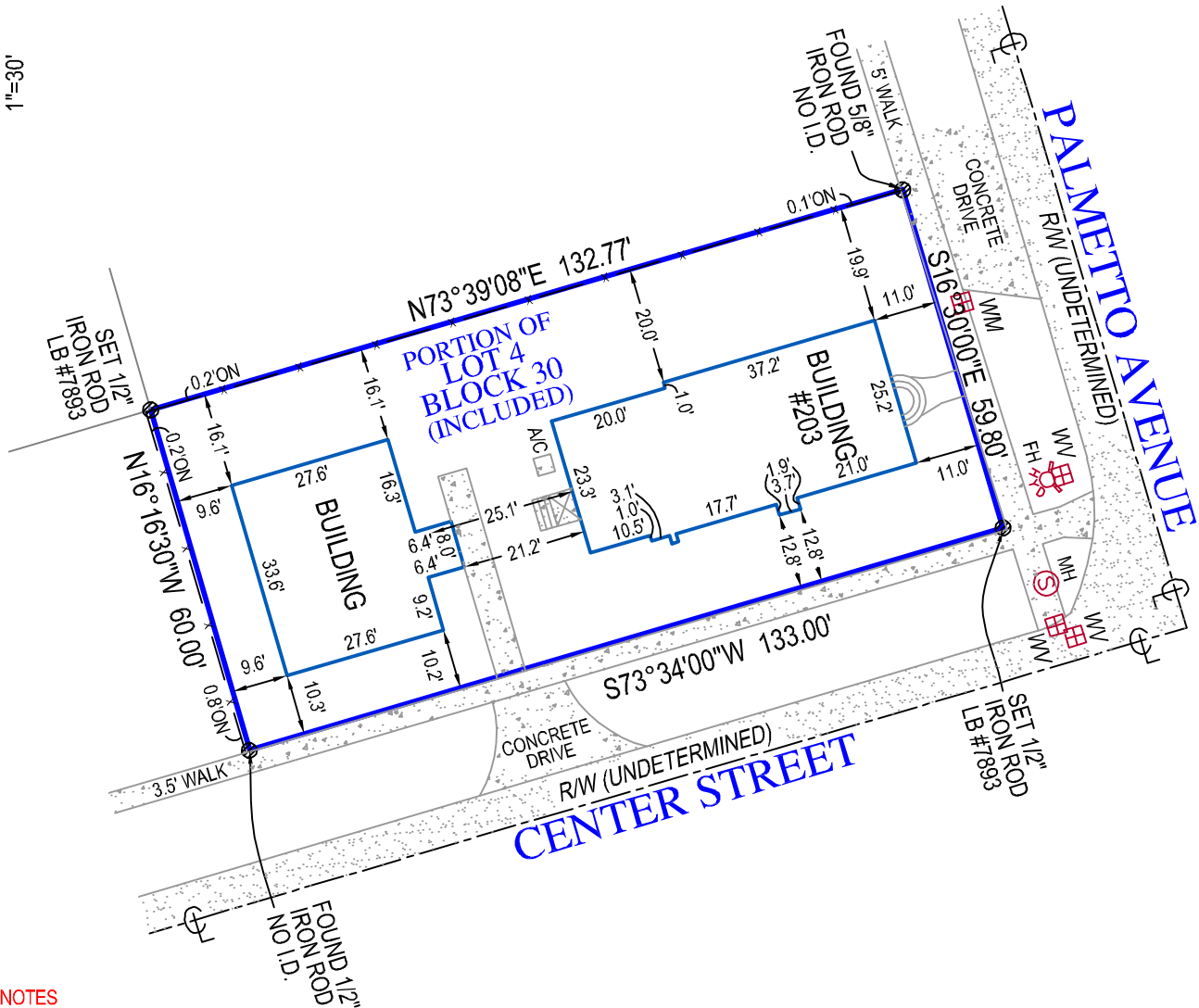
A PORTION OF LOT 4, BLOCK 30, GREEN COVE SPRINGS, AS SHOWN ON MAP RECORDED IN PLAT BOOK 2, PAGE 1, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGIN AT THE SOUTHEAST CORNER OF SAID LOT 3 (ALSO BEING THE NORTHWESTERLY CORNER OF THE INTERSECTION OF PALMETTO AVENUE AND CENTER STREET); THENCE ON THE SOUTHERLY LINE OF SAID LOT 4 (ALSO BEING THE NORTHERLY RIGHT OF WAY LINE OF CENTER STREET), RUN SOUTH 73°34' WEST, 133 FEET; THENCE NORTH 16°16'30" WEST, 60 FEET ALONG AN EXISTING FENCE; THENCE NORTH 73°39'08" EAST, 132.77 FEET ALONG AN EXISTING FENCE TO THE WESTERLY RIGHT OF WAY LINE OF PALMETTO AVENUE; THENCE ON LAST SAID LINE, SOUTH 16°30' EAST, 59.8 FEET TO THE POINT OF BEGINNING



# BOUNDARY SURVEY

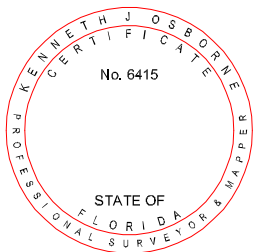


SCALE  
1"=30'



**SURVEY NOTES**  
CONCRETE DRIVE CROSSING INTO R/W  
ON SOUTHERLY SIDE OF LOT.

THERE ARE FENCES NEAR THE BOUNDARY  
OF THE PROPERTY.



## SURVEYORS CERTIFICATE

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY  
IS A TRUE AND CORRECT REPRESENTATION OF A  
SURVEY PREPARED UNDER MY DIRECTION.  
NOT VALID WITHOUT AN AUTHENTICATED ELECTRONIC  
SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL,  
OR A RAISED EMBOSSED SEAL AND SIGNATURE.

**KENNETH  
OSBORNE**

(SIGNED)

KENNETH J OSBORNE  
PROFESSIONAL SURVEYOR AND MAPPER #6415



Digitally signed by KENNETH  
OSBORNE  
Date: 2019.12.03 13:08:35  
-05'00'

6250 N. MILITARY TRAIL, SUITE 102  
WEST PALM BEACH, FL 33407  
PHONE (561) 640-4800  
STATEWIDE PHONE (800) 226-4807  
STATEWIDE FACSIMILE (800) 741-0576  
WEBSITE: <http://targetsurveying.net>

PAGE 2 OF 2 PAGES  
(NOT COMPLETE WITHOUT PAGE 1)



PREPARED BY & RETURN TO:

Name: Alexandria Lein, an employee of  
Florida Home Settlement Services, LLC.  
Address: 701 West Broad Street  
Suite 101  
Bethlehem, PA 18018  
File No. FL-19-0336

Parcel No.: 380626-017356-000-00

\$135500<sup>00</sup>

14137200

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

This **WARRANTY DEED**, made the 6th day of **December, 2019**, by **TEBEN LEE PYLES** joined by his wife, **SHEILA MARIE PYLES**, hereinafter called the Grantors, to **HOLLIS INVESTMENTS INC**, having its principal place of business at **203 Palmetto Drive North, Green Cove Springs, FL 32043**, hereinafter called the Grantee:

WITNESSETH: That the Grantors, for and in consideration of the sum of \$10.00 and other valuable consideration, receipt whereof is hereby acknowledged, do hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee all that certain land situate in County of Clay, State of Florida, viz:

A portion of Lot 4, Block 30, GREEN COVE SPRINGS, as shown on map recorded in Plat Book 2, Page 1, of the Public Records of Clay County, Florida, being more particularly described as follows:

BEGIN at the Southeast corner of said Lot 3 (also being the Northwesterly corner of the intersection of Palmetto Avenue and Center Street); thence on the Southerly line of said Lot 4 (also being the Northerly right of way line of Center Street), run South 73°34' West, 133 feet; thence North 16°16'30" West, 60 feet along an existing fence; thence North 73°39'08" East, 132.77 feet along an existing fence to the Westerly right of way line of Palmetto Avenue; thence on last said line, South 16°30' East, 59.8 feet to the POINT OF BEGINNING.

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

SUBJECT TO TAXES FOR THE YEAR 2019 AND SUBSEQUENT YEARS, RESTRICTIONS, RESERVATIONS, COVENANTS AND EASEMENTS OF RECORD, IF ANY.

TO HAVE AND TO HOLD the same in fee simple forever.

And the Grantors hereby covenant with the Grantee that the Grantors are lawfully seized of said land in fee simple, that the Grantors have good right and lawful authority to sell and convey said land and that the Grantors hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever. Grantors further warrant that said land is free of all encumbrances, except as noted herein and except taxes accruing subsequent to December 31, 2018.

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

THIS SECTION LEFT INTENTIONALLY BLANK

Signed, sealed and delivered in the presence of:

Carla E. Jones  
Witness #1 Signature

Printed Name: Carla E Jones

[Signature]  
Witness #2 Signature

Printed Name: Richard Burns

Carla E Jones  
Witness #1 Signature

Printed Name: Carla E Jones

[Signature]  
Witness #2 Signature

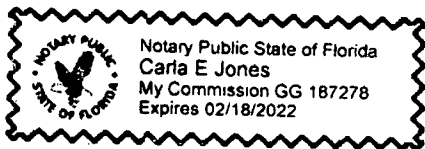
Printed Name: Richard Burns

[Signature] L.S.  
Name: Teben Lee Pyles  
Address:

Sheila Marie Pyles L.S.  
Name: Sheila Marie Pyles  
Address:

STATE OF FLORIDA  
COUNTY OF CLAY

The foregoing instrument was acknowledged before me this 6th day of December, 2019, by Teben Lee Pyles and Sheila Marie Pyles, who are personally known to me or who have produced Drivers License as identification.



Carla E Jones  
Signature of Notary  
Printed Name: Carla E Jones  
My commission expires: 2/18/2022



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Profit Corporation  
HOLLIS INVESTMENTS, INC.

### Filing Information

<b>Document Number</b>	P15000069662
<b>FEI/EIN Number</b>	47-4676484
<b>Date Filed</b>	08/14/2015
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

3164 COUNTY ROAD 218  
MIDDLEBURG, FL 32068

### Mailing Address

3164 COUNTY ROAD 218  
MIDDLEBURG, FL 32068

### Registered Agent Name & Address

Mirarchi, Jacqueline D.  
3164 County Rd 218  
Middleburg, FL 32068

Name Changed: 03/19/2021

Address Changed: 04/08/2019

### Officer/Director Detail

#### **Name & Address**

Title D

MIRARCHI, FRANK X., Jr.  
3164 COUNTY ROAD 218  
MIDDLEBURG, FL 32068

Title D

MIRARCHI, JACQUELINE D.  
3164 COUNTY ROAD 218  
MIDDLEBURG, FL 32068



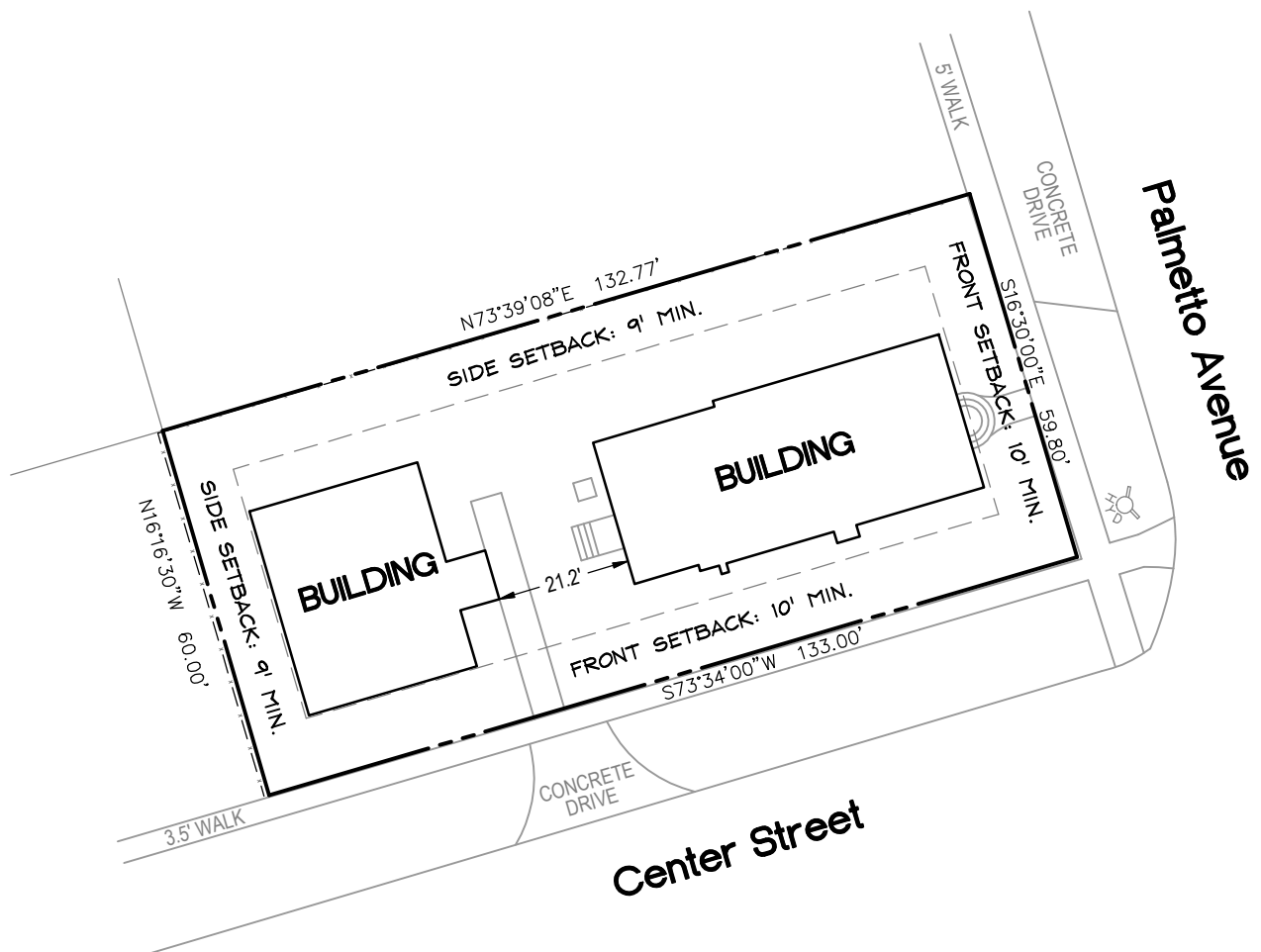
**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2020	04/30/2020
2021	03/19/2021
2022	04/20/2022

**Document Images**

<a href="#">04/20/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/08/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/28/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/14/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/27/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/14/2015 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations



# CONCEPTUAL SITE PLAN



6/6/2022

PALMETTO AVENUE/CENTER STREET PUD  
Green Cove Springs, Florida



**FLEET & ASSOCIATES**  
ARCHITECTS/PLANNERS, INC.  
11557 Hidden Harbor Way Jacksonville FL 32223  
(904) 666-7038 AA C001226

## **PUD Written Description**

### **PALMETTO AVENUE/CENTER STREET PUD**

#### **I. PROJECT DESCRIPTION**

Palmetto Avenue/Center Street PUD is a 0.185 acre development located at the northwest corner of the intersection of Palmetto Avenue and Center Street. The parcel has 59.8 ft. fronting Palmetto Avenue and 133 ft. fronting on Center Street. It has 2 single family dwellings units on the parcel, one built in 1946 and the second one built in 1953.

The parcel is zoned GCN and has a Future Land Use Map (FLUM) designation of Neighborhood. The Neighborhood FLUM allows up to 12 dwelling units per acre and each dwelling unit must have a minimum lot size of 3,630 s.f. The minimum lot size for the GCN zoning district is 5,000 s.f. This PUD will allow a lot size of 4,029 s.f. for each dwelling unit. Without the PUD rezoning, only one single family dwelling unit could remain on the property.

The PUD will allow for the 2 existing single family dwelling units on the property to remain. The existing access points, one on Palmetto Avenue and one on Center Street, will remain and will not be altered. The parcel will be maintained under common ownership with two rental dwelling units.

The project will allow for the existing structures to remain as they were constructed almost 70 years ago. It will provide affordable housing to residents of Green Cove Springs and will increase the property values in the area.

#### **II. USES AND RESTRICTIONS**

##### **A. Permitted Uses**

1. Single-family detached dwellings, without an attached garage
2. Temporary buildings used for construction purposes, for a period not exceeding the duration of the building permit.

##### **B. Uses by Special Exception**

1. Home Occupations

##### **C. Restrictions on Uses**

1. None



### **III. DESIGN GUIDELINES**

#### **A. Lot Requirements**

1. Minimum lot area – 8,000 square feet
2. Minimum lot width – 55 feet
3. Maximum lot coverage of buildings – 25%
4. Minimum front yard - 10 feet
5. Minimum side yard - 9 feet
6. Minimum rear yard -9 feet
7. Maximum height of structures – 35 feet

#### **B. Ingress, Egress and Circulation**

1. Parking Requirements – 1 space per dwelling unit, one shall be in the in the driveway.
2. Vehicular Access – Existing on Palmetto Avenue and Center Street
3. Pedestrian Access – Existing sidewalk on Palmetto Avenue and Center Street

#### **C. Signs**

1. No signs will be located on the property.

#### **D. Landscaping, Tree Mitigation, and Buffers**

1. Landscaping per Section 113-244 of the Land Development Regulations.
2. Tree Mitigation – Exempt per 113-276
3. Buffers – None Required

#### **E. Recreation and Open Space**

1. The lot will be sodded.

**F. Utilities**

1. Water will be provided by the City of Green Cove Springs
2. Sanitary sewer will be provided by the City of Green Cove Springs
3. Electric will be provided by the City of Green Cove Springs

**G. Wetlands**

1. There are no wetlands on the property.

**H. Site Lighting**

1. Lighting will be located on the buildings and shall be shaded or screened and positioned in such a manner as to minimize offensiveness to any neighboring property.

Date: 6/3/2022

City of Green Cove Springs  
Development Services Department  
Green Cove Springs, Florida 32202

Re: Center Street PUD

Ladies and Gentlemen:

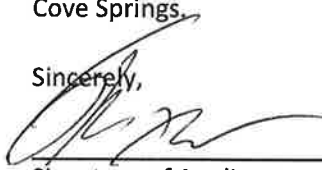
You are hereby advised that the undersigned, owner of the above referenced property, being more particularly described in the PUD document attached hereto and by reference made a part hereof, hereby agrees to bind its successor(s) in title to development in accordance with:

(a) the site plan and the written description of the proposed development plan submitted with the rezoning application and

(b) any conditions set forth by the City Council of the City of Green Cove Springs in the rezoning ordinance. Owner also agrees to proceed with the development of the subject property in accordance with items

(a) and (b) above and will complete such development in accordance with the site plan approved by that ordinance. Provisions shall be made by written agreement for continuing operation and maintenance of all common areas and facilities that are not to be provided, operated or maintained by the City of Green Cove Springs.

Sincerely,

  
\_\_\_\_\_  
Signature of Applicant

Francis Xmirarchi Owner  
\_\_\_\_\_  
Typed or printed name and title of applicant  
6-6-22

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

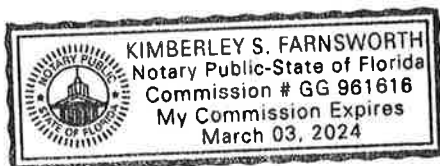
State of Florida County of Clay

The foregoing application is acknowledged before me this 6 day of June 2022 by  
Frank Xmirarchi, who is/are personally known to me, or who has/have produced  
\_\_\_\_\_  
as identification.

NOTARY SEAL




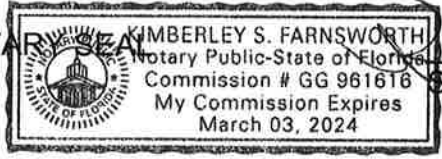
Signature of Notary Public, State of Florida







## PROPERTY OWNER AFFIDAVIT

Owner Name: <b>Hollis Investments Inc.</b>	
Address: <b>203 North Palmetto Avenue, Green Cove Springs, FL 32043</b>	Phone: <b>904-207-1306</b>
Agent Name: <b>Janis K. Fleet</b>	
Address: <b>11557 Hidden Harbor Way, Jacksonville, FL 32223</b>	Phone: <b>904-666-7038</b>
Parcel No.: <b>017356-000-00</b>	
Requested Action: <b>Rezoning</b>	
<p><b>I hereby certify that:</b></p> <p>I am the property owner of record. I authorize the above listed agent to act on my behalf for the purposes of this application.</p> <p>Property owner signature: <u></u></p> <p>Printed name: <u><b>Francis X Mirarchi</b></u></p> <p>Date: <u><b>6-6-22</b></u></p> <p>The foregoing affidavit is acknowledged before me this <u><b>6</b></u> day of <u><b>June</b></u>, 20<u><b>22</b></u>, by <u><b>Francis Mirarchi</b></u>, who is/are personally known to me, or who has/have produced _____ as identification.</p> <p>NOTARY SEAL:  Signature of Notary Public, State of <u><b>FL</b></u></p>	