



CITY OF HOLLY HILL, FLORIDA

BOARD OF PLANNING AND APPEALS

MINUTES • FEBRUARY 3, 2025

City Commission Chamber

BOPA Regular Meeting

6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Title	Status	Arrived
Mike Myer	Chairman	Present	
John Danio	Board Member	Present	
Dennis Smith	Board Member	Present	
Tony Cassata	Board Member	Present	
Loretta Arthur	Board Member	Present	

3. INVOCATION

Mr. Myer led the invocation.

4. PLEDGE OF ALLEGIANCE

Mr. Myer led the Pledge of Allegiance.

5. MINUTES

- Minutes - October 7, 2024 and January 6, 2025

(Requested by Leslie Montgomery, Board of Planning and Appeals)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Loretta Arthur, Board Member
SECONDER:	Dennis Smith, Board Member
AYES:	Myer, Danio, Smith, Cassata, Arthur

Enacted and approved this 3rd day of February, 2025, in Holly Hill



6. AGENDA ITEM(S)

7. ORDINANCES

- Cordova Avenue (1538) Variance

(Requested by Brian Walker, Board of Planning and Appeals)

Mr. Walker outlined the applicant’s request for a side yard setback variance from the requirements of Section 114-765 of the Land Development Regulations titled, “Schedule of Dimensional Requirements.” A variance from the required side yard setback of 8 feet to 5.8 feet for a parcel in the R-2 (Single-Family) zoning district in order to build an addition on the home.

The Chairman asked if the applicant would like to speak.

The applicant, Jeff Lowe, briefly discussed the request and why the variance is needed.

No one else spoke for or against the request.

Chairman Myer asked if there were any additional questions or comments from the Board. Seeing none, a motion was made.

Approve the request for a north side yard setback variance from the requirements of Section 114-765 of the Land Development Regulations titled, “Schedule of Dimensional Requirements.” A variance from the required side yard setback of 8 feet to 5.8 feet for a parcel in the R-2 (Single-Family) zoning district, located on the west side of Cordova Avenue, approximately 330 feet south of Flomich Street and more particularly known as 1538 Cordova Ave.

RESULT:	RECOMMEND APPROVAL TO CITY COMMISSION [UNANIMOUS]
MOVER:	Loretta Arthur, Board Member
SECONDER:	Tony Cassata, Board Member
AYES:	Myer, Danio, Smith, Cassata, Arthur

Enacted and approved this 3rd day of February, 2025, in Holly Hill



8. OLD BUSINESS

None

9. BOARD / STAFF COMMUNICATIONS

Voted to retain Mr. Myer as Chair and voted Dennis Smith as Vice Chair. Passed unanimously 5-0.

10. ADJOURNMENT

This meeting adjourned at approximately 6:24pm.