



CITY OF HOLLY HILL, FLORIDA

BOARD OF PLANNING AND APPEALS

MINUTES • AUGUST 4, 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

Mr. Myer called the meeting to order at 6:00pm.

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	
Kymerlee Nguyen	Board Member	Present	

3. INVOCATION

Mr. Myer led the invocation.

4. PLEDGE OF ALLEGIANCE

Mr. Myer led the Pledge of Allegiance.

5. MINUTES - NONE

6. AGENDA ITEM(S)

1. 537 Dorothy Avenue - Request for Special Accommodation to Utilize a Porch that Extends Approximately 8 Feet into the Front Yard Setback at 537 Dorothy Avenue

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

Joshua Steele, Sr. City Planner presented staff report.

Request for Accommodation - Request for accommodation to utilize a porch that extends approximately 8 feet into the front yard setback at 537 Dorothy Avenue.

BACKGROUND

In January of 2019, James Nolan, received a diagnosis of cancer that would require chemotherapy; he was 75 years old at the time. As a result of his age and cancer treatments, he has severe mobility issues and has been deemed handicapped by his medical doctor. Documentation is available upon request.

The home is not handicapped accessible, therefore, the Nolan's constructed a covered

front porch with a ramp for easier access to the domicile. This was done without a permit.

The property is zoned R-3 (Medium Density Single-Family Residential) which requires a front yard setback of 25 feet. The main house sits at an angle to the road and is ~24 ft from the property line at its closest point. This means that the house itself encroaches ~ 2 feet into the front yard setback. The porch and ramp sit ~ 17 ft from the front property line at its closest point, which means it encroaches the setback by ~ 8 feet. Because the porch extends into the required front yard setback, the applicants will need official approval from the City in order to keep it in its current location. For this reason, they are requesting accommodation in accordance with Sec. 82-322 of the Land Development Regulations, pursuant to the Fair Housing Act.

It may be helpful to know that the distance from the front property line to the edge of road is ~ 17 feet. Therefore, the porch is ~ 34 feet from the edge of the road and poses no issues in terms of visibility.

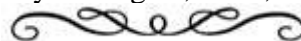
ACTION TO BE TAKEN BY THE BOARD/COMMISSION

- 1. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request and approve** the encroachment; or
- 2. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request and approve the encroachment with conditions**; or
- 3. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is a reasonable request but approve a different amount of encroachment.**
- 4. Find that the ~ 8-foot encroachment into the front yard setback for a handicapped ramp and porch at 537 Dorothy Avenue **is not a reasonable request and deny the encroachment.**

Helen Nolan, the applicant, spoke and simply stated that she just wants to be able to take care of her husband and allow him to enjoy his home.

RESULT:	RECOMMEND APPROVAL TO CITY COMMISSION [UNANIMOUS]
MOVER:	Dennis Smith, Board Member
SECONDER:	John Danio, Board Member
AYES:	Myer, Danio, Smith, Cassata, Nguyen

Enacted and approved this 4th day of August, 2025, in Holly Hill



- 7. **ORDINANCE(S) - NONE**
- 8. **OLD BUSINESS / NEW BUSINESS**

No new business.

9. BOARD / STAFF COMMENTS

No board comments or discussion.

10. ADJOURNMENT

Adjournment was 6:24pm.