

**City of Holly Hill, Florida
Board of Planning and Appeals
Agenda | June 1, 2026**

City Commission Chamber

**Regular Board of Planning and
Appeals Meeting**

6:00 PM

**City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117**

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



City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

PLANNING AND APPEALS BOARD

Members

Chairman
Mike Myer

Board Member
Dennis Smith

Board Member
John Danio

Board Member
Tony Cassata

Board Member
Kymberlee Nguyen

City Planner
Brian Walker

Building & Zoning
Leslie Montgomery

City Clerk
Valerie Manning

1. Call to Order

2. Roll Call

3. Invocation

4. Pledge of Allegiance

5. Minutes

- 1. Minutes - April 6, 2026 Board of Planning and Appeals meeting

(Requested by Leslie Montgomery, Board of Planning and Appeals and Valerie Manning, City Clerk)

6. Agenda Item(s)

- 1. Major Amendment - Fox Pointe
- 2. 988 3rd St Rezone

7. Ordinances

8. Old Business

9. Board/Staff Communications

10. Adjournment

Website Address – www.hollyhillfl.org (City Clerk)

Notice – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441.



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's office

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than 3 days prior to the proceedings.



Board of Planning and Appeals
Minutes • April 6, 2026

City Commission Chamber	Regular Board of Planning and Appeals Meeting	6:00 PM
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City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

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

1. Call to Order

The meeting was called to order at approximately 6:10 PM.

2. Roll Call

Brian Walker, City Planner/Assist., City Manager, informed the Board members that he had texted Mr. Myer but had not heard back from him just yet. There was no indication that Mr. Myer was not attending the meeting. At this time, Vice-Chairman Dennis Smith called the meeting to order.

Present:

Board Member Tony Cassata

Board Member John Danio

Board Member Dennis Smith

Absent:

Board Member Michael Myer - *arrived at approximately 6:27 PM.*

Board Member Kymberlee Nguyen

3. Invocation

The invocation was led by Vice-Chairman Dennis Smith.

4. Pledge of Allegiance

Mr. Danio led the Pledge of Allegiance to the Flag.

5. Minutes

1. Minutes - February 2, 2026 - Board of Planning and Appeals meeting

(Requested by Leslie Montgomery, Board of Planning and Appeals & Valerie Manning, City Clerk)

Motion to Approve.

Result: Passed [UNANIMOUS]

Mover: Board Member Tony Cassata

Second: Board Member John Danio

Ayes: Tony Cassata, John Danio, Dennis Smith

Nays: None

6. Agenda Item(s)

1. Waiver Request - 641 Carswell

(Requested by Joshua Steele, Senior Planner)

Joshua Steele, Senior Planner went through his staff report with the Board members. The applicant (Paul Culver) is requesting a waiver of the setback requirements in Section 98-68 of the Land Development Regulations, for the property shown in Exhibit A in the agenda packet. The applicant is demolishing the structure currently on the lot and replacing it with a new, commercial building. The current building is residential in nature and does not match the Future Land Use or Zoning District that it lies in. Section 98-68 (Exhibit B) requires a 35-foot setback with a 10-foot landscape buffer and Type A visual screen. The applicant is requesting a waiver to the rear (Eastern) property line to reduce the setback from 35 feet, down to 20 feet with a 10-foot landscape buffer. The east property line is required to meet the following regulations: Parcel lines abutting incompatible uses. CC-1 adjacent to R-3. Dependent upon screening choice, the setbacks are dictated by the chart at 98-68(a) shown in Exhibit B, in the agenda packet. The applicant is requesting a waiver based on Visual Screen "A". Mr. Steele mentioned, the Board of Planning and Appeals may, upon appeal by an applicant, unless otherwise provided for, waive or reduce the required landscape provisions of this article where such requirements would be unreasonable and excessive due to the size of the parcel in question or the fact that the landscaping requirement is not necessary due to the unique location or natural topographical or other physical character of the specific parcel in question, and provided such reduction would not be detrimental to the adjacent parcels." Also, pursuant to Section 98-69 (c) Setback, the Board of planning and appeals may, upon appeal by an applicant, waive or reduce the required setback where such setback would be unreasonable and excessive due to the size of the parcel in question or the fact that the required setback is not necessarily due to the unique location or natural topographical or other physical character of the specific parcel in question, and provided such reduction would not be detrimental to the adjacent parcels. The applicable buffer and visual screen provisions along all parcel lines in question shall not, however, be waived. It is staff's recommendation that should the Board of Planning and Appeals approve the proposed waiver for reduction in setback request from 35 feet down to 20 feet, staff recommends the following conditions and provisions be applicable:

- That the applicant maintains the visual screen and landscaped areas, by replacing vegetation that dies or is destroyed or damaged, whether by accident or by natural disaster.
- That this waiver be valid conditioned upon the site being developed as proposed. Significant changes to the site plan shall require that the waiver request go back to the Board of Planning and Appeals. The decision as to whether a site modification is significant or not shall be determined solely by the City.
- That no activities of a loud, industrial nature take place at the rear of the property that abuts residential parcels.

Tanner Banks of Parker Mynchenburg was present to answer questions and help explain the waiver request as presented by staff.

Vice-Chairman Smith opened public participation. No one spoke.

Motion to Approve.	
Result:	Passed [UNANIMOUS]
Mover:	Board Member John Danio
Second:	Board Member Tony Cassata
Ayes:	Tony Cassata, John Danio, Dennis Smith
Nays:	None

Mr. Walker informed the Board members that Mr. Myer had responded to his text regarding his whereabouts, apologized and stated that he was on his way to the meeting. Mr. Myer arrived at the meeting at approximately 6:27 PM.

7. Ordinances

1. Recovery Residence Ordinance

(Requested by Brian Walker, City Planner)

Mr. Walker went through his staff report with the Board members and gave some background history for this Ordinance. On June 25, 2025, Governor DeSantis approved Senate Bill 954, which has been codified into law as Florida Statute Chapter 397 governing Recovery Residences. Pursuant to Section 397.487, Florida Statutes, *"the governing body of each county or municipality shall adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction. The ordinance must include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence."* Mr. Walker stated, these facilities, commonly known as sober homes, offer structured, supportive living environments for individuals recovering from substance-use disorders. Typically operated as group living arrangements, recovery residences can present zoning and land use challenges related to occupancy limits, neighborhood compatibility, and use classifications. A certified recovery residence, aka a sober living home, is not a community group home nor is it an assisted living facility, which are governed by different Florida Statutes – FS 419 and 429 respectively. See the attachment titled, "Facility Differences" for additional information in the agenda packet. Mr. Walker stated this proposed Ordinance establishes procedures for the review and approval of certified recovery residences in compliance with Chapter 397, F.S. attached as EXHIBIT A in the agenda packet. A brief list of what the Ordinance accomplishes with regard to recovery residences is as follows:

1. Provides definitions.
2. Provides information on the application process.
3. Provides basic requirements for recovery residences, such as the permitted number of occupants, etc.
4. Provides a staff review and approval process.
5. Recovery residence requests that meet all requirements are approved at staff level. This includes requests for reasonable accommodation. The definition of what constitutes a "reasonable accommodation" is stated in the Ordinance. Such request will be approved at staff level if they are deemed to be "reasonable" as defined.
6. Only request that are denied by staff may be appealed to the City Commission.
7. The Ordinance states conditions upon which approval can be revoked.

Mr. Walker stated because the request for a recovery residence may involve a request for accommodation or reasonable relief from City rules, policies, practices or services, it has been included in Section 82-322 of the Land Development Regulations which addresses, *"Evaluations of Request for Accommodation Pursuant to the Fair Housing*

Act.” This section discusses and provides a process for requesting relief from City policies, practices or services, when such accommodations may be necessary to afford a handicapped person equal opportunity to use and enjoy a dwelling. In order to more easily incorporate the process for recovery residences seeking accommodation into the existing section dealing with the request for accommodation, Section 82-322 has been rewritten. The section currently in the code as Section 82-322 will be revoked and replaced in its entirety. It is staff's recommendation to adopt the Ordinance amending the Land Development Code, Chapter 82, replacing in its entirety Section 82-322; establishing a process for the review and approval of requests for accommodation from the City's Rules, Policies and Practices to allow a handicapped person or persons to have equal opportunity to use and enjoy a dwelling and for the approval of certified recover residences pursuant to Florida Statutes, Section 397.487.

Vice-Chairman Smith opened public participation. No one spoke.

Motion to Approve.	
Result:	Passed [UNANIMOUS]
Mover:	Board Member Michael Myer
Second:	Board Member John Danio
Ayes:	Tony Cassata, John Danio, Dennis Smith, Michael Myer
Nays:	None

2. Proposed Large-Scale Evaluation and Appraisal Report (EAR) - Based 2050 Comprehensive Plan Amendment

(Requested by Brian Walker, City Planner)

Mr. Walker went through his staff report and gave a background history on the proposed Large-Scale Evaluation and Appraisal Report (EAR) to the Board members. Mr. Walker stated Pursuant to Section 163.3191(1), Florida Statutes, at least once every seven (7) years, local governments are required to evaluate and appraise their land use comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements since the last update of the comprehensive plan and notify the state land planning agency as to its determination. On August 29, 2024, the City of Holly Hill notified the State Land Planning Agency, the Florida Department of Commerce (FDC), that the City intended to transmit the appropriate amendments in accordance with Sec. 163.3191(2), Florida Statutes. City staff completed a review of the City of Holly Hill’s Comprehensive Plan relative to changes in state law since the adoption of the last Evaluation and Appraisal Report comprehensive plan amendments. The proposed amendment was transmitted to the Florida Department of Commerce.

After review of the City’s proposed amendment, the Florida Department of Commerce sent a letter dated December 19, 2025 (EXHIBIT A) with regard to the proposed comprehensive plan amendment (Amendment No. 25-01ER). Mr. Walker stated the letter states that the proposed amendment was rendered null and void by the Florida Department of Commerce due to perceived conflicts between the application of Chapter 205-190, Section 28, Laws of Florida, (SB 180) and the proposed amendment. Basically, the letter stated that certain policies are either more restrictive or burdensome, or potentially more restrictive or burdensome, than the City’s current adopted plan. The letter cited the following policies:

FLU Element Policy 1.1.2

Transportation Element Transportation Circulation Maps 2025 and 2025 – Roadway Levels Service

Transportation Circulation Element Policies 1.1.6 and 1.9.7 and 1.11.1 and 1.11.5
Staff addressed each of the Department’s concerns and submitted the letter attached as EXHIBIT B, found in the agenda packet, to the Department of Commerce on January 22, 2026. All changes to the Comprehensive Plan are highlighted in the

Summary of Changes attached as EXHIBIT C, including those made in response to the letter dated December 19, 2025, from the Department of Commerce. An additional explanation regarding Policy 1.9.7 is attached as EXHIBIT D, in the agenda packet. Mr. Walker stated that because the original submittal of the proposed amendment was rendered null and void by the Department of Commerce, the few policies found to be in conflict cannot simply be revised, and the approval process resume. The process must start over, from the beginning. It is staff's recommendation that the Board recommends approval of this proposed Large-Scale Evaluation and Appraisal Report move forward to the City Commission as presented this evening for approval.

Vice-Chairman Smith opened public participation. No one spoke.

Motion to Approve.

Result: Passed [UNANIMOUS]

Mover: Board Member John Danio

Second: Board Member Tony Cassata

Ayes: Tony Cassata, John Danio, Dennis Smith, Michael Myer

Nays: None

8. Old Business

None

9. Board/Staff Communications

None.

10. Adjournment

The meeting adjourned at approximately 7:02 PM.

STAFF REPORT

City of Holly Hill
Community Development Department

BOPA / City Commission *Agenda Item*

DATE: June 1st 2026
SUBJECT: Major Amendment
APPLICANT: Cobb Cole
NUMBER: RZ – XXXX-XX
PLANNER: Joshua Steele

Introduction

Consider an Ordinance amending a PD Rezone for a Residential Planned Unit Development (RPUD) of approximately 9.716 acres located on the northeast corner of the intersection of 10th and Vine Streets and more specifically known as 1088 10th Street; (Cobb Cole, Applicant).

Background

In January of 2021, the City Commission voted to approve the annexation of 1088 10th Street into the City of Holly Hill. The zoning and land use were also changed from UMI (Urban Medium Intensity) (Volusia County) to MDR (Medium Density Residential) (Holly Hill) and R-5 (Urban Single-Family Residential) (Volusia County) to R-6 (Low Density Multifamily Residential District). It would then receive approval to be rezoned to a Residential Planned Unit Development. (Holly Hill).

The applicant is requesting the conversion of an indoor utility space to a dwelling unit and the addition of an accessory utility structure adjacent to the building.

Project Information

Size of Property: The property is 9.417 Acres +/-

Legal Description: Being that land described and recorded in Official Records Book 4245, Page 2512, Public Records of Volusia County, Florida

Lot 8, Block 4, MASON AND CARSWELLS HOLLY HILL, as per map recorded in Map Book 2, Page 90, of the Public Records of Volusia County, Florida.

Also, being described as:

Begin at the Southwesterly corner of Lot 8, Block 4, MASON AND CARSWELLS HOLLY HILL, as per map recorded in Map Book 2, Page 90, of the Public Records of Volusia

County, Florida, said Point of Beginning also being the intersection of the Northerly Right of Way of Tenth Street with the Easterly Right of Way of Vine Street; thence N 25°41'12"W, along the Westerly line of said Lot 8 and the Easterly Right of Way of Vine Street, a distance of 642.03 feet to the Northwesterly corner of said Lot 8; thence N64°16'47" E along the Northerly line of said Lot 8, also being the Southerly line of WILKERSON REPLAT, as recorded in Map Book 23, Page 112, of the Public Records of Volusia County, Florida, a distance of 654.08 feet to the Northeasterly corner of said Lot 8; thence S25°50'23" E along the Easterly line of said Lot 8, a distance of 643.25 feet to the Southeasterly corner of said Lot 8 and a point on the aforesaid Tenth Street Right of Way; thence S64°23'14" W along the Southerly line of said Lot 8 and the Northerly Right of Way of Tenth Street, a distance of 655.80 feet to the Point of Beginning.

LESS and EXCEPT the Southerly 125.00 feet of the Easterly 85.00 feet, thereof.

Containing 410,263.56 square feet (09.417± acres)

Parcel Identification Number: 4244-01-04-0080 per Property Appraiser. (Exhibit A)

General Location: The property is generally located on the northeast corner of the intersection of 10th and Vine Streets and is more specifically known as 1088 10th Street. (Exhibit B)

Frontage: The property has approximately 650 feet of frontage along 10th Street and 650 feet of frontage along Vine Street. Only about 250 feet of Vine Street along the property's frontage, is cut and open for traffic.

Access: Street and vehicular access will be provided via public and/or private rights-of-way (ROW).

Aerial Photography: (Exhibit A)

Existing Development: The property is currently developed as an apartment complex.

FLU and Zoning Designations: The current FLU designation is MDR (Medium Density Residential). Current Zoning is RPUD (Residential Planned Unit Development). The proposed amendment does not change the zoning district.

Floodplain Impacts: Based on the 2017 FIRM Panel 12127C0356J, there are no floodplains on the subject property.

Wetland Impacts: Based on aerial photos, survey, and County wetland map analysis, there are wetlands on the subject property.

Buffers: Upon development, landscaped buffers along property lines that will be required.

Wellfield Protection Zones: Parcel is not within a Wellfield Protection Zone.

Environmental: Most of the property is within the Gopher Tortoise Overlay.

Zoning and Land Uses

To see the zoning districts and future land uses that surround the subject parcel, see the attached sheet labeled "**Zoning and FLU Table.**"

REVIEW OF THE REZONE APPLICATION

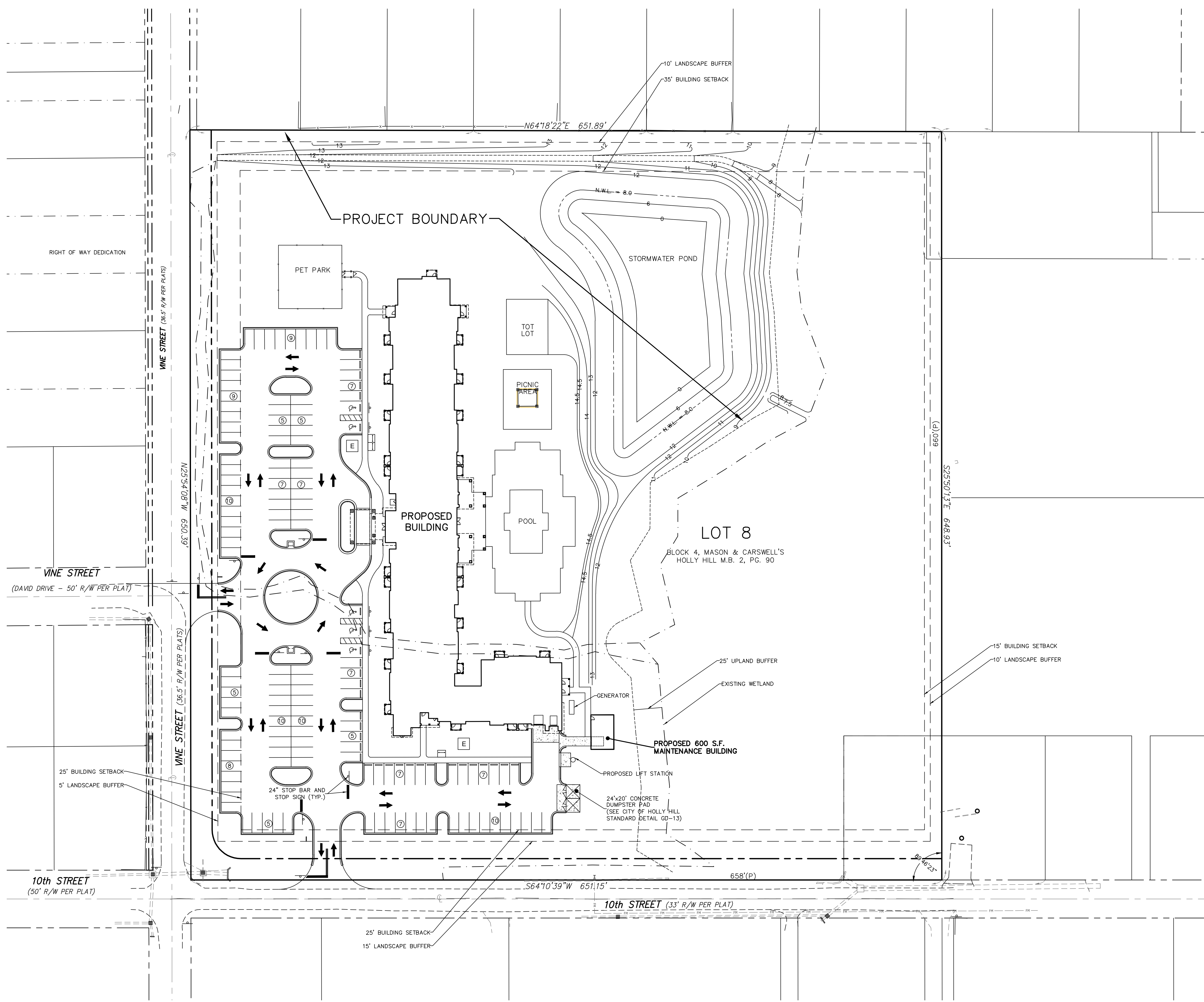
Sec. 82-372. - provides the criteria, which the Board of Planning and Appeals and City Commission shall utilize in reviewing a rezoning request.

Consistency with the Comprehensive Plan and Land Development Regulations

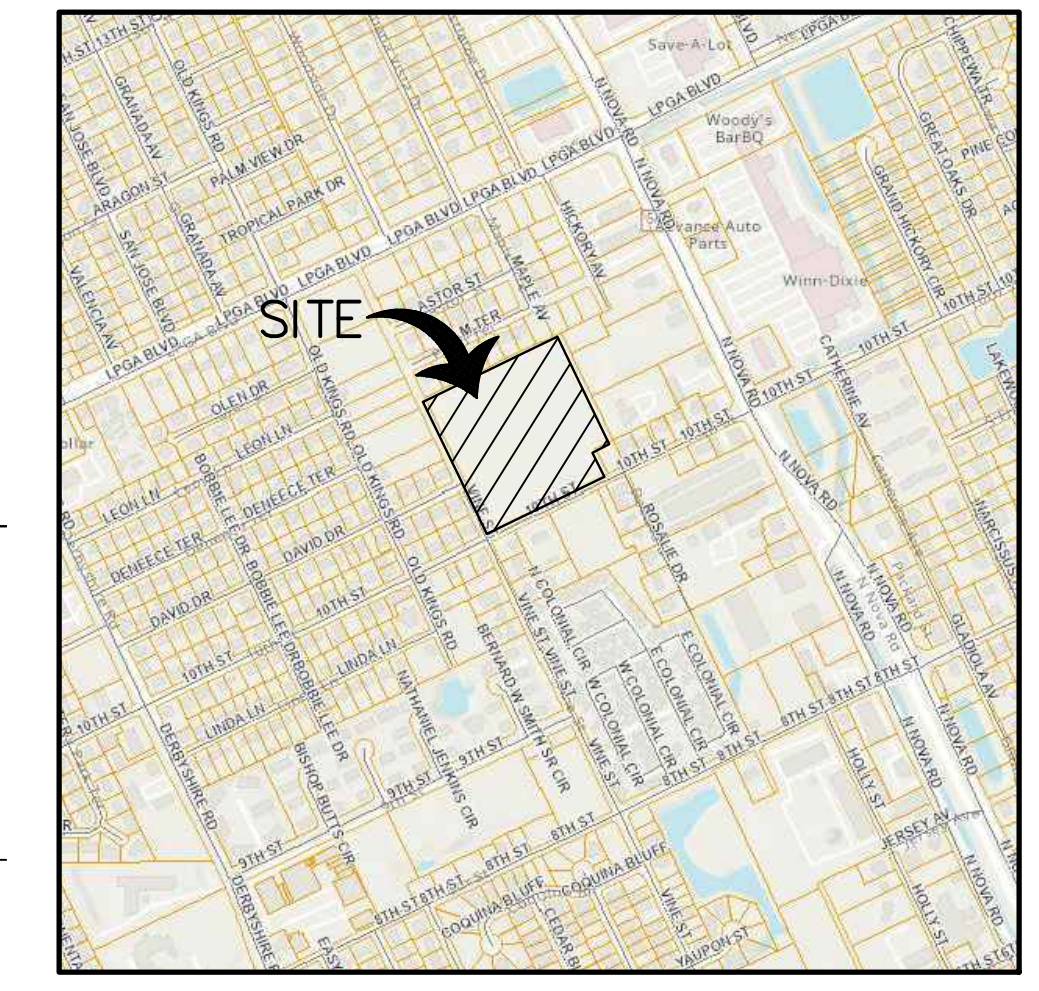
The rezoning request is consistent with the goals, objectives and policies of the City's Comprehensive Plan and Land Development Regulations.

Staff Recommendation

Adopt the proposed Ordinance amending the associated Development Agreement and Preliminary Plan for approximately 9.4 acres located on the northeast corner of the intersection of 10th and Vine Streets and more specifically known as 1088 10th Street.



VICINITY MAP



SITE DATA

PROPOSED USE: 3 STORY 71 UNIT APARTMENT BUILDING
 EXISTING LAND USE: MEDIUM DENSITY RESIDENTIAL (12DU/AC)
 EXISTING ZONING: RPUD
 TOTAL SITE AREA: 9.42 ACRES
 TOTAL PROJECT AREA: 6.27 ACRES

TOTAL UPLAND AREA = 9.7168 AC - 2.7339 AC - 0.2511 AC = 6.7318 AC

DESCRIPTION	S.F.	ACRES	%
TOTAL PROJECT AREA:	273,277	6.27	100
PROPOSED BUILDING:	27,342	0.63	10
PROPOSED ASPHALT AND CONCRETE:	80,905	1.86	30
TOTAL IMPERVIOUS AREA:	108,247	2.49	40
TOTAL PERVIOUS AREA:	165,030	3.79	60

ALLOWABLE NUMBER OF UNITS = 12DU/AC X 6.72 = 80.6DU
 PROPOSED UNITS = 71

MINIMUM FLOOR AREA REQUIRED = 600 S.F. (1BR)
 850 S.F. (2BR)
 1,000 S.F. (3BR)

MINIMUM GENERAL OPEN SPACE REQUIRED: 6.0 AC. (63%)
 MINIMUM COMMON OPEN SPACE REQUIRED: 2.0 AC. (21%)

NOTES:
 1. GENERAL OPEN SPACE IS COMPRISED OF ALL NON-IMPERVIOUS AREAS INCLUDING LANDSCAPE AREAS, STORMWATER PONDS, WETLAND AREAS, ETC.
 2. COMMON OPEN SPACE IS OPEN SPACE THAT CAN BE USED AND ENJOYED BY THE RESIDENTS AND INCLUDES AMENITIES SUCH AS POOL DECKS, PICNIC AREAS, TOT LOTS, PET PARKS AND ADJACENT LANDSCAPE AREAS AND PONDS.

BUILDING SETBACKS:
 NORTH = 35' (ABUTTING SINGLE FAMILY RESIDENTIAL)
 SOUTH = 25' (10th STREET)
 EAST = 15'
 WEST = 25' (VINE STREET)

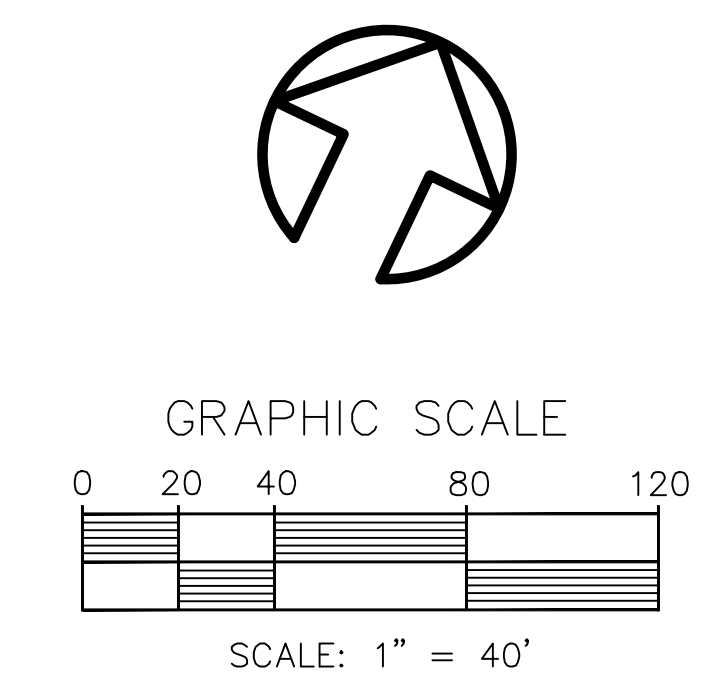
MAXIMUM BUILDING HEIGHT = 37'
 MAXIMUM BUILDING COVERAGE = 35%

LANDSCAPE BUFFERS:
 NORTH = 10' WITH TYPE A OR B VISUAL SCREEN
 SOUTH = 15'
 EAST = 10'
 WEST = 5'

PARKING REQUIRED: 71 DU X 2SP/ DU = 142 SPACES
 PARKING PROVIDED: 140 SPACES (INCLUDES 5 H/C SPACES)
 BICYCLE PARKING REQUIRED = 140SP X 0.10 = 14 SPACES
 BICYCLE PARKING PROVIDED = 15 SPACES

UNIT MIX BUILDING A

	A-1 1BED-1BATH	B-1 2BED-2BATH	C-1 3BED-3BATH	SUB-TOTAL
LEVEL 3	15	8	3	36
LEVEL 2	11	8	4	24
LEVEL 1	11	8	3	10
TOTAL	37	24	10	71



REVISION	
NO.	DATE
2	05-07-26
1	04-07-26

APPR. _____
 DATE _____
 NO. _____

NO. 2
 DATE 05-07-26
 REVISIONS: REVISED UNIT COUNT UNDER "PROPOSED USE"

NO. 1
 DATE 04-07-26
 REVISIONS: ADDED ONE UNIT AND MAINTENANCE BUILDING

MARK DOWST & ASSOCIATES, INC.
 ENGINEERS * PLANNERS * SURVEYORS
 LB 4335
 536 N. HALIFAX AVENUE, SUITE # 100 • DAYTONA BEACH, FLORIDA 32118 • (386) 258-7999

SCALE 1" = 40'
 DESIGNED MSD
 DRAWN RCM
 CHECKED MSD
 DATE 01-16-24

PRELIMINARY DEVELOPMENT PLAN
 FOX POINTE APARTMENTS
 HOLLY HILL, FLORIDA

PROJECT NO. 863
 1 of 1
 863-SITE-8-CON

Exhibit to Ordinance No. _____

**FIRST MAJOR AMENDMENT TO DEVELOPMENT AGREEMENT
FOR FOX POINT**

FIRST MAJOR AMENDMENT DEVELOPMENT AGREEMENT for the project known as Fox Point Multifamily Planned Unit Development (“PUD”) located along Vine Street and 10th Street in Holly Hill, Florida (hereinafter referred to as the “Subject Property”).

THIS FIRST MAJOR AMENDMENT TO THE DEVELOPMENT AGREEMENT for the PUD (hereinafter referred to as the “First Amendment”) is entered into and made as of the ___ day of _____, 2026, by and between the CITY OF HOLLY HILL, a Florida municipal corporation, with a mailing address of 1065 Ridgewood Ave. Holly Hill, FL 32117 (hereinafter referred to as the “City”), and HFH Fox Pointe LLC (hereinafter referred to as the “Owner” or “Owner/Developer”) with a mailing address of 3225 Aviation Ave, 6th Floor, Coconut Grove Fl 33133.

WHEREAS, the City and Owner, or Owner’s predecessors in interest, entered into the PUD recorded in Official Records Book 8524, Page 355, of the Public Records of Volusia County, Florida; and

WHEREAS, the Owner proposes to amend the PUD Agreement to clarify permitted multifamily development criteria within the PUD Property; and

WHEREAS, the City is willing to grant the Owners' request, subject to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the City and the Owners hereby agree to amend the PUD Agreement as follows:

1. Sections 5.A. and 5.D. of the PUD Agreement are amended in part to read as follows: [additions shown in UNDERLINE, deletions shown in STRIKETHROUGH]

- A. Permitted ~~principal~~ uses allowable on the Subject Property:
 - 1. Multifamily Dwellings
 - 2. Usual and customary associated uses as shown on the Preliminary Development Plan
- D. Proposed density (in number of dwelling units per acre): 10.5 units per net acre (~~7071~~ units)

A. EXHIBIT B TO THE DEVELOPMENT AGREEMENT IS REPLACED IN

ITS ENTIRETY WITH EXHIBIT B ATTACHED HERETO AND INCORPORATED HEREIN.

B. NO OTHER MODIFICATIONS. Except as otherwise expressly provided for herein, the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the Owner, the Developer and the City have executed this Agreement.

OWNER/DEVELOPER

By:

Signature of Witness # 1

Signature

Print or type name

Print or type name

As:

Signature of Witness #2

Print or type

Print or type name

ATTEST:

Signature

Print or Type Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me, **by means of** **physical presence** **or** **online notarization**, this ____ day of _____, ____ (year), by _____, who is personally known to me or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____
My Commission Expires: _____

CITY OF HOLLY HILL:

By: _____

Date: _____

ATTEST:

Date: _____

Mailing Address:
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida 32117

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me, **by means of physical presence or online notarization**, this ____ day of _____, _____ (year), by _____, who is personally known to me or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

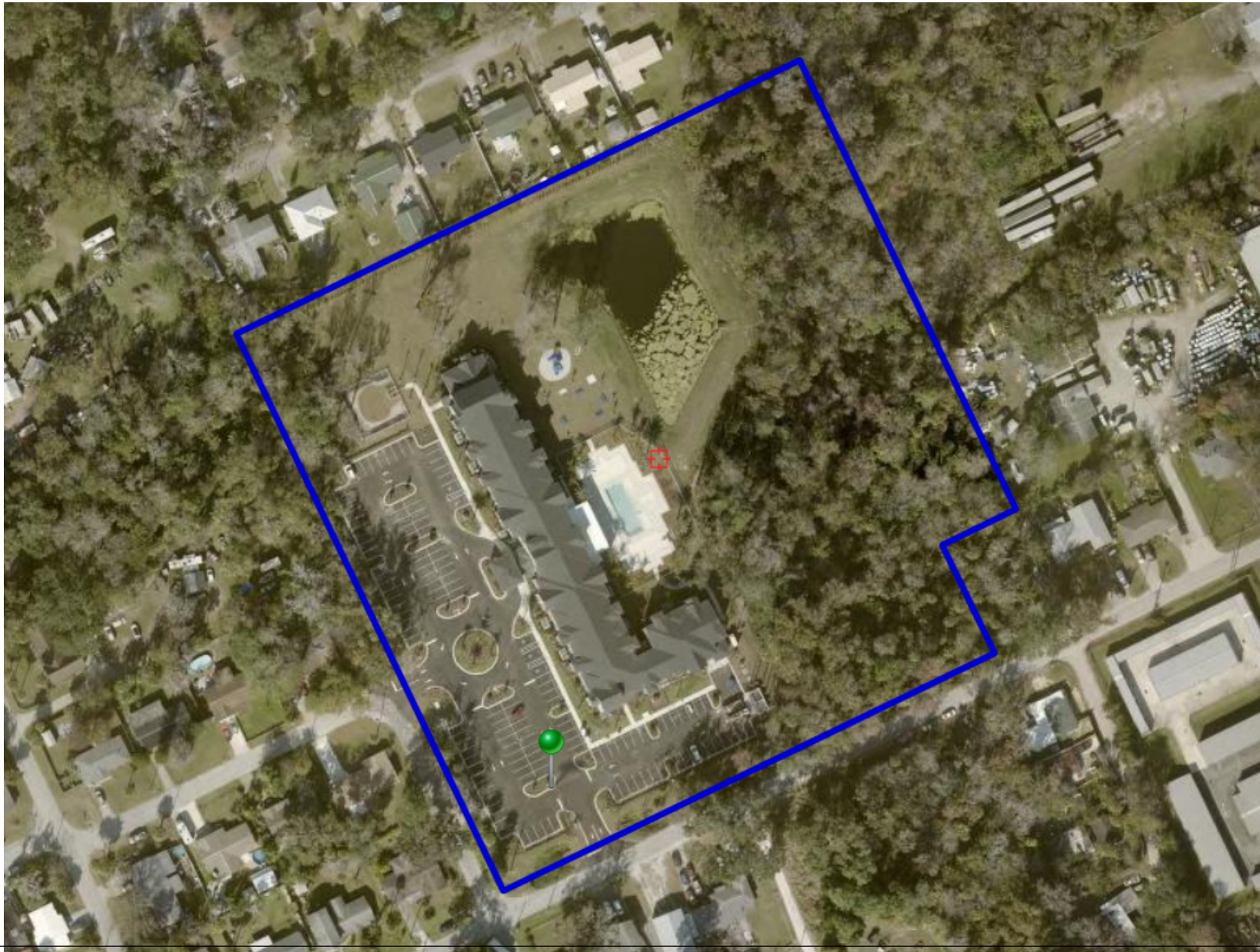
Commission No.: _____

My Commission Expires: _____

Approved as to form and legality for use and
reliance by the City of Holly Hill, Florida

Scott Simpson, City Attorney

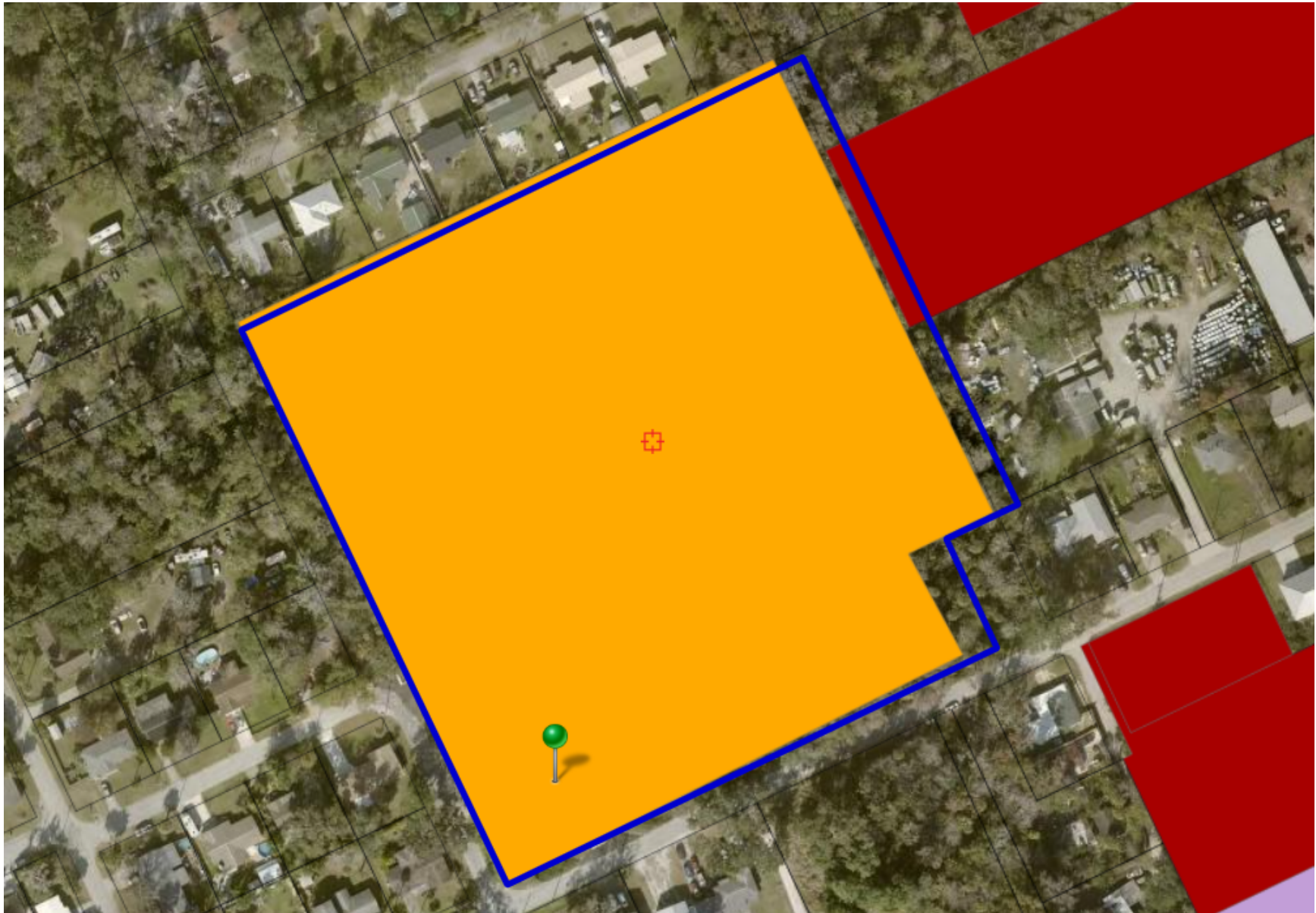
Aerial Photographs



Zoning Districts



Future Land Use





STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: May 04, 2026
FROM: Joshua Steele
SUBJECT: FIRST READING – 988 3rd St - an Ordinance of the City of Holly Hill, Florida Amending, the Land Development Regulations, by Amending the Official Zoning Map to Designate the Property Described in Exhibit "A" from B-1 (Professional Office/Medical Office District) to B-5 (General Commercial District); Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.
NUMBER: 2026-O-0250
APPLICANT: Joshua Steele
PLANNER:

TITLE

Consider a rezone from B-1 (Professional Office/Medical Office District) to B-5 (General Commercial District) for approximately 0.985 acres, located at 988 3rd Street (4244-01-20-0133); (Steven DeVane, Applicant) District 1 (Deborah Snow) (Joshua Steele, Senior Planner)

BACKGROUND

The Applicant is requesting a rezone from B-1 (Professional Office/Medical Office District) to B-5 (General Commercial District) for approximately 0.985 acres, located at 988 3rd Street (**Exhibit A**). The B-1 zoning district is a commercial zoning district that has a primary use of professional and medical uses with special emphasis on architectural design, site planning, landscaping, and size, location and lighting of signs. The B-5 zoning district is a commercial district allowing uses from the B-1 and B4 zoning district and local retail stores and services primarily for the use of residents of the community and which are less intensive than those uses permitted in the light industrial districts.

The future land use designation of the land is General Retail Commercial and the requested zoning district is compatible with the existing future land use.

The zoning and future land uses (FLU) surrounding the subject property are as follows:

North - A strip plaza with B-5 zoning and General Retail Commercial FLU

South – Multiple commercial/retail buildings with B-1 zoning and General Retail Commercial FLU

East - 4 single-family homes with R-2 zoning and Low-Density Single-Family FLU

West - A strip plaza with B-5 zoning and General Retail Commercial FLU

SITE ANALYSIS

Floodplain Impacts:

Based on FIRM Map 12127C0356J, (Exhibit B) effective on 9/29/2017, the subject property is flood prone and lies in FEMA FLOOD ZONE A.

Current Conditions:

The site currently has a residential structure.

Wetland Impacts:

Based on preliminary aerial photo and wetland map analysis, there do not appear to be any wetlands on the subject property.

Endangered and Threatened Wildlife:

Based on a preliminary analysis, there do not appear to be any endangered or threatened wildlife on the subject property.

Utilities:

Water and sewer utilities are provided by the City of Holly Hill and are available to the site.

Transportation / Traffic:

The subject site currently accesses onto 3rd Street.

Community Redevelopment Area:

The property is not located within the City's Community Redevelopment Area.

Buffers and Landscaping:

Buffers and landscaping will be required in accordance with Chapter 98 of the Land Development Regulations of Holly Hill.

Sidewalks:

There are no sidewalks in this section of 3rd Street.

Consistency with the Land Development Code

The requested B-5 (General Commercial District) zoning classification is compatible with the surrounding area and the property is enclosed on its northern and western sides by a B-5 parcel.

Consistency with the Comprehensive Plan

In accordance with FLU Policy 1.1.5 - In considering the rezoning of properties or the approval of site development plans, the City is both authorized and compelled to consider not only whether a particular proposal is consistent with the use and density aspects of the comprehensive plan, but also whether the proposal is consistent with the compatibility and other concerns of the plan. The rezone request has been evaluated for consistency with all applicable policies of the City's Comprehensive Plan.

Policy 1.1.2 - The Future Land Use Element Policy sets a maximum development intensity level of 1.95 FAR for sites with a general commercial future land use. Any future development will be developed within this intensity level.

Policy 1.1.3 - The proposed B-5 (General Commercial District) zoning district is consistent with the future land use map designation of wholesale commercial and industrial.

Staff finds the requested zoning classification to be consistent with the Comprehensive Plan.

STAFF RECOMMENDATION

Staff recommends approval of an Ordinance of the City of Holly Hill, Florida Amending the Official Zoning Map to Designate the Property Described in Attachment "A" (988 3rd Street) from B-1 (Professional Office/Medical Office District) to B-5 (General Commercial District).

ATTACHMENT "A"

LEGAL DESCRIPTION:

N 225 FT OF S 350 FT OF E 118 FT OF LOT 13 & S 125 FT OF E 43 FT OF
LOT 13 & S 350 FT OF W 32 FT OF LOT 14 BLK 20 MASON & CARSWELLS
HOLLY HILL MB 2 PG 90 MB 12 PGS 3-4 INC PER OR 4529 PG 0613 PER
OR 8757 PG 0584



STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

Ordinance No. XXXX-XX

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE OFFICIAL ZONING MAP TO DESIGNATE THE PROPERTY DESCRIBED IN ATTACHMENT “A” FROM B-1 (PROFESSIONAL OFFICE/MEDICAL OFFICE DISTRICT) TO B-5 (GENERAL COMMERCIAL DISTRICT); PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission, as authorized by 163.3202, Florida Statutes, has enacted and does enforce the Land Development Regulations, based on, related to, and as a means to implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that it is necessary to amend its Land Development Regulations as herein provided in order to more effectively implement its adopted comprehensive plan; and

WHEREAS, the City Commission has determined that the proposed amendment to the Land Development Regulations is consistent with its adopted comprehensive plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The Official Zoning Map of the City of Holly Hill is hereby

amended to designate the property described in Attachment “A” as B-5 (General Commercial District.)

SECTION 2. Development of the property described in Attachment “A” shall conform to the Land Development Regulations of Holly Hill.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 5. That this Ordinance shall become effective immediately upon its adoption.

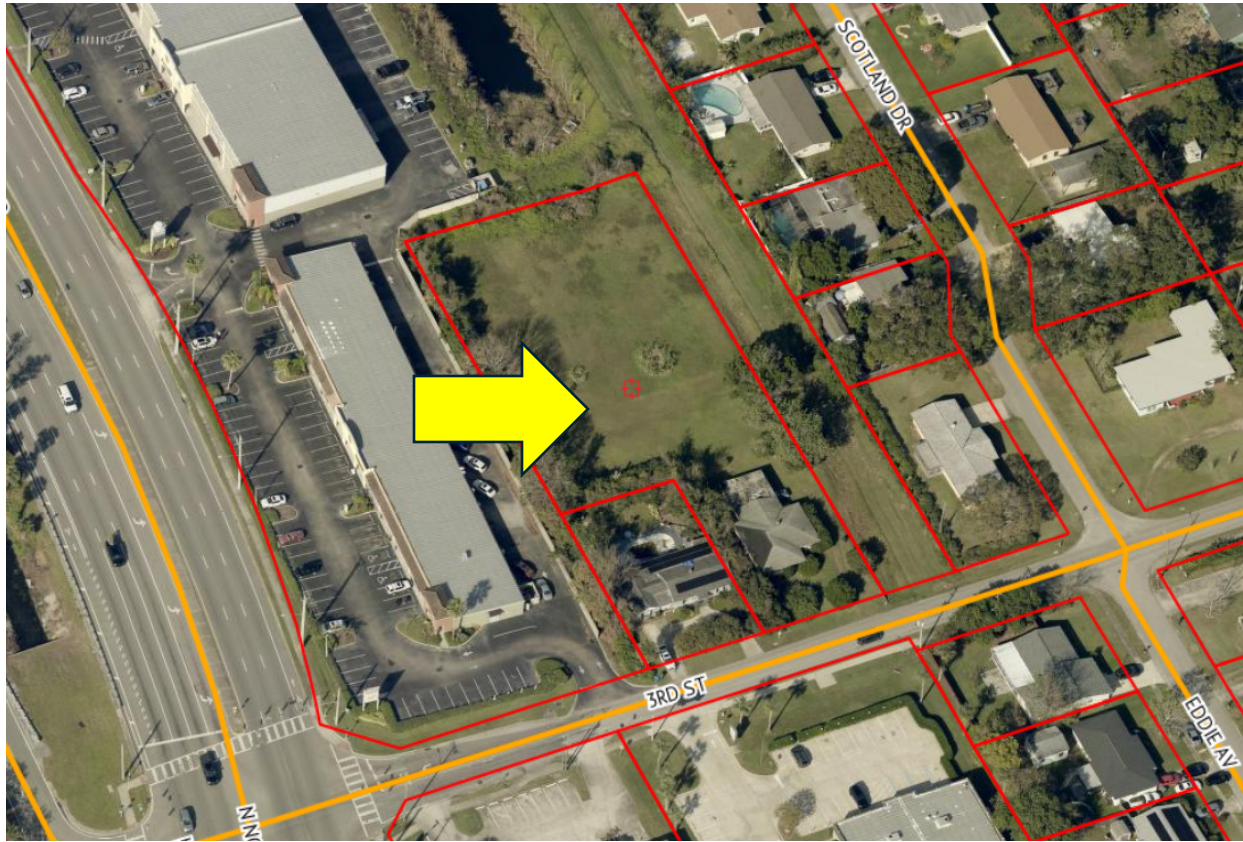
ATTACHMENT "A"

LEGAL DESCRIPTION:

N 225 FT OF S 350 FT OF E 118 FT OF LOT 13 & S 125 FT OF E 43 FT OF
LOT 13 & S 350 FT OF W 32 FT OF LOT 14 BLK 20 MASON & CARSWELLS
HOLLY HILL MB 2 PG 90 MB 12 PGS 3-4 INC PER OR 4529 PG 0613 PER
OR 8757 PG 0584

988 3rd Street Rezone

Parcel



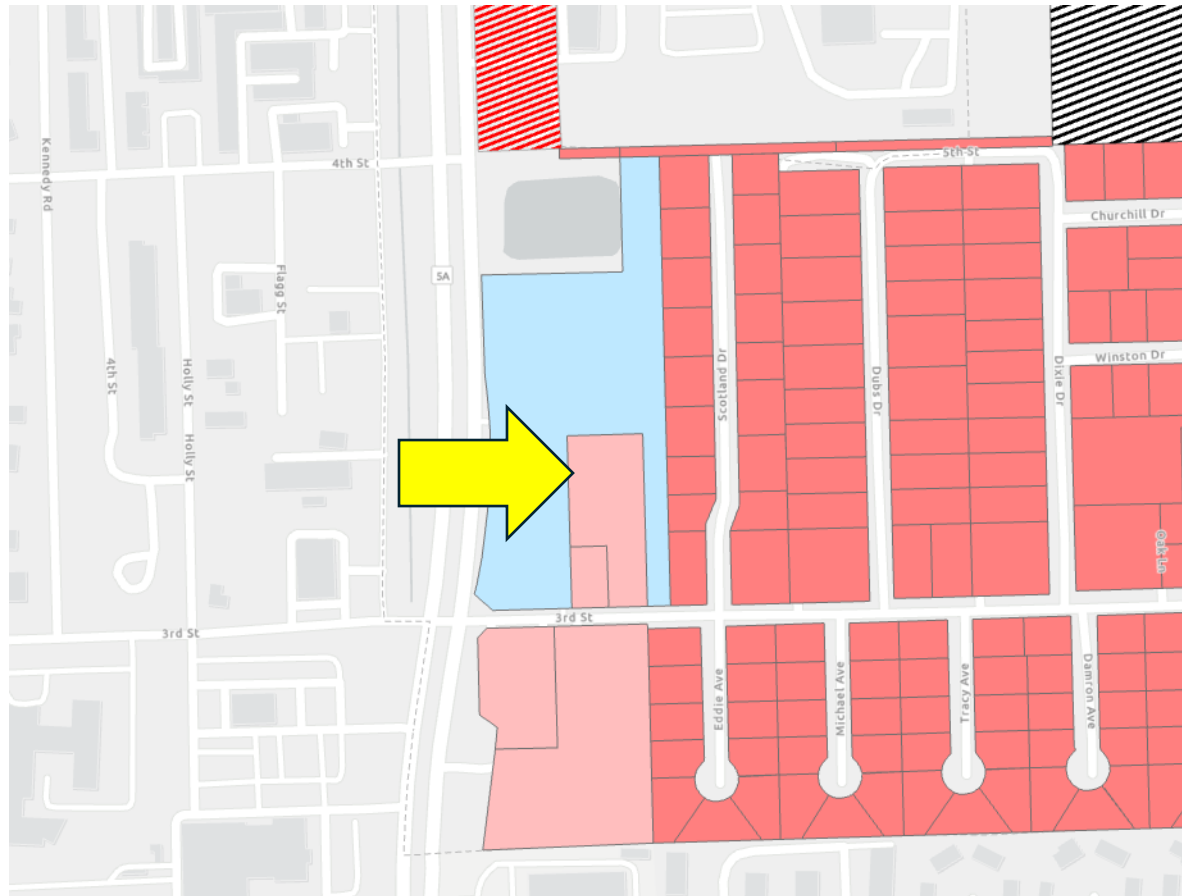
988 3rd Street Rezone

FLU Map



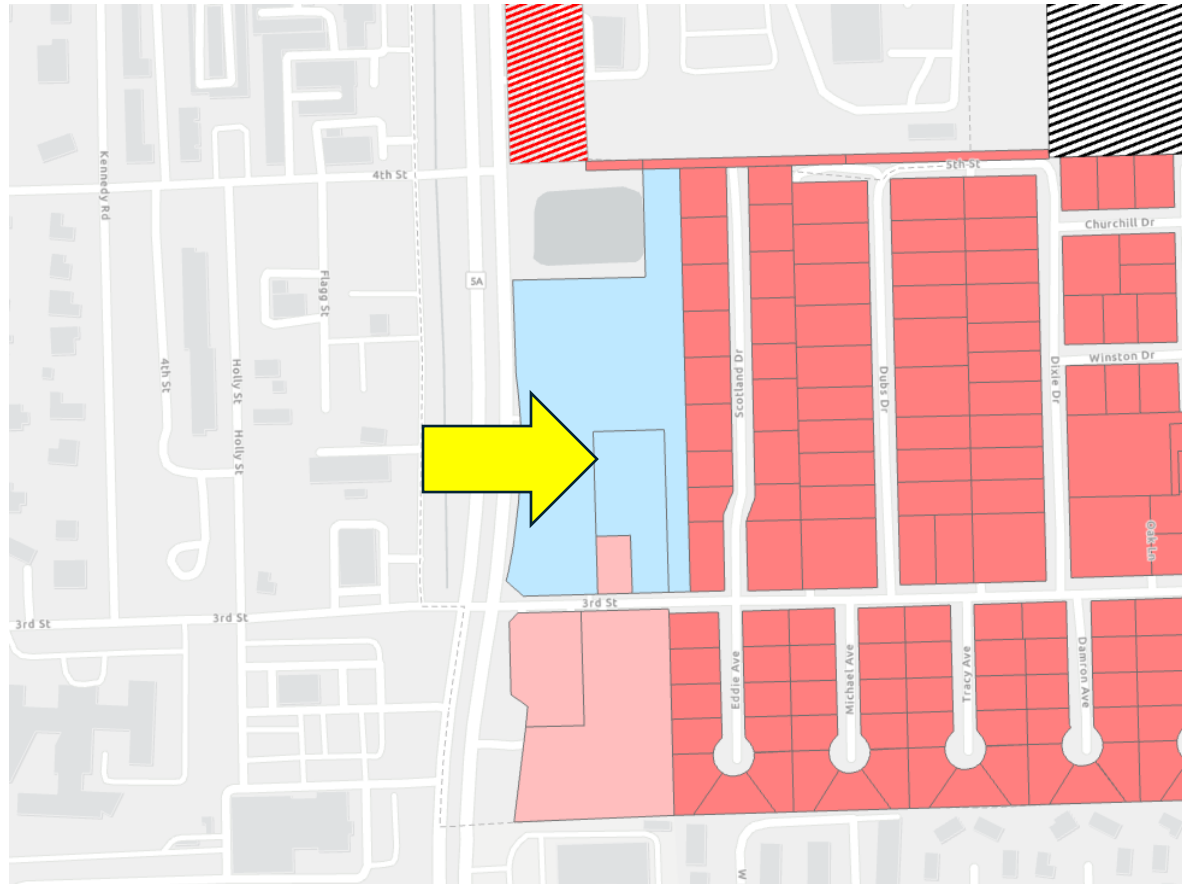
988 3rd Street Rezone

Current Zoning



988 3rd Street Rezone

Proposed Zoning



988 3rd Street Rezone

Flood Map Site is flood prone

Search Results—Products for **HOLLY HILL, CITY OF**

[Show ALL Products »](#)

The flood map for the selected area is number **12127C0356J**, effective on **9/29/2017**

DYNAMIC MAP



MAP IMAGE



Changes to this FIRM [?](#)

- Revisions (0)
- Amendments (20)
- Revalidations (2)

You can choose a new flood map or move the location pin by selecting a different location on the locator map below or by entering a [Go To NFHL Viewer »](#) new location in the search field above. It may take a minute or more during peak hours to generate a dynamic FIRMette.



DIVISION 4. B-1, PROFESSIONAL OFFICE/HOSPITAL-MEDICAL DISTRICT

Sec. 114-353. Permitted principal uses and structures.

Permitted principal uses and structures in the B-1 district are as follows:

- (1) Administrative offices.
- (2) Professional services offices.
- (3) Hospitals.
- (4) Laboratories: biological, optical, medical, dental, and X-ray, but not including research and development laboratories related to the manufacturing of drugs for distribution and sale, and not including blood banks.
- (5) Pharmacies, to include licensed medical marijuana treatment centers/dispensaries, shall not be located within one mile "as the crow flies" of another pharmacy. The distance shall be measured as the linear distance between the two closest property lines.
- (6) Adult congregate living facilities not exceeding 65 clients per acre (licensed capacity).
- (7) Rest and convalescence homes.
- (8) Banks and savings and loans.
- (9) Adult day care centers.

(Ord. No. 2352, § 2(5.5.13.C), 7-13-93; Ord. No. 2454, § 1, 3-11-97; Ord. No. 2495, § 1, 1-13-98; Ord. No. 3078, § 3, 6-11-24)

Sec. 114-354. Prohibited uses.

Prohibited uses in the B-1 district are as follows:

- (1) Blood banks.
- (2) Tattoo parlors.

(Ord. No. 2454, § 1, 3-11-97; Ord. No. 2460, § 1, 3-25-97)

Sec. 114-355. Permitted accessory uses and structures.

Permitted accessory uses and structures in the B-1 district are as follows:

- (1) Uses customarily associated with, dependent on and incidental to the permitted principal use.
- (2) Identification signs of not more than six square feet either attached to the facade of the building only or erected in a front or side yard abutting a street. If placed in a yard, the sign shall not be closer than three feet to the property line and no more than five feet in height. If lighting is provided, such light shall be indirect and nonflashing.

(Ord. No. 2352, § 2(5.5.13.D), 7-13-93; Ord. No. 2454, § 1, 3-11-97)

Sec. 114-356. Special exceptions.

Special exceptions in the B-1 district are as follows:

- (1) City-owned and quasipublic service and safety facilities. (Refer to section 114-669.)
- (2) Child day care centers. (Refer to section 114-667.)
- (3) Meeting places for civic, fraternal and service organizations. (Refer to section 114-663.)
- (4) Cemeteries. (Refer to section 114-664.)
- (5) Rest homes and retirement centers. (Refer to section 114-671.)
- (6) Residential retirement health care facilities. (Refer to section 114-672.)
- (7) Adult congregate living facilities. (Refer to section 114-665.)
- (8) Houses of worship. (Refer to section 114-666.)

(Ord. No. 2352, § 2(5.5.13.E), 7-13-93; Ord. No. 2454, § 1, 3-11-97; Ord. No. 2495, § 1, 1-13-98)

DIVISION 7. B-4, HIGHWAY BUSINESS DISTRICT

Sec. 114-443. Permitted principal uses and structures.

Permitted principal uses and structures in the B-4 district are as follows:

- (1) Any use permitted in the B-1 professional office/hospital-medical district.
- (2) Administrative offices.
- (3) Retail sales and services.
- (4) Personal services.
- (5) Restaurants, type A and B, except when such uses are located on a parcel abutting any R-1 through R-9 zoned property.
- (6) Bars and nightclubs, except when such uses are located on a parcel abutting any R-1 through R-9 zoned property.
- (7) Houses of worship.
- (8) Application of permanent makeup.
- (9) Adult day care centers.

(Ord. No. 2352, § 2(5.5.16.C), 7-13-93; Ord. No. 2398, § 1, 5-9-95; Ord. No. 2460, § 1, 3-25-97; Ord. No. 2495, § 1, 1-13-98)

Sec. 114-444. Prohibited uses.

Prohibited uses in the B-4 district are as follows:

- (1) Blood banks.

-
- (2) Tattoo parlors except that tattoo parlors shall be permitted on B-4 zoned property only within the redevelopment district overlay if approved by special exception.

(Ord. No. 2454, § 1, 3-11-97; Ord. No. 2460, § 1, 3-25-97; Ord. No. 2999, § 2, 3-13-18)

Sec. 114-445. Permitted accessory uses and structures.

Permitted accessory uses and structures in the B-4 district are as follows:

- (1) Uses customarily associated with, dependent on and incidental to the permitted principal use.
- (2) Outside display, storage or sale of goods and objects that are customarily associated with and incidental to a permitted principal use. (Refer to section 114-767.)

(Ord. No. 2352, § 2(5.5.16.D), 7-13-93; Ord. No. 2454, § 1, 3-11-97)

Sec. 114-446. Special exceptions.

Special exceptions in the B-4 district are as follows:

- (1) City-owned and quasipublic service and safety facilities. (Refer to section 114-669.)
- (2) Child day care centers. (Refer to section 114-667.)
- (3) Meeting places for civic, fraternal and service organizations. (Refer to section 114-663.)
- (4) Self-service automobile fuel stations and accessory self-service fuel pumps. (Refer to section 114-682.)
- (5) Motor vehicle rentals. (Refer to section 114-675.)
- (6) Type A and B service stations. (Refer to section 114-682.)
- (7) Flea markets and farmers' markets. (Refer to section 114-676.)
- (8) Restaurants, type A and B, when such uses are located on a parcel abutting any R-1 through R-9 zoned property. (Refer to section 114-690.)
- (9) Bars and nightclubs, when such uses are located on a parcel abutting any R-1 through R-9 zoned property. (Refer to section 114-691.)
- (10) New and used car lots. (Refer to section 114-683.)
- (11) Indoor shooting ranges. (Refer to section 114-697.)
- (12) Schools (public, private, parochial or technical) (Refer to section 114-698).
- (13) Amusement center. (Refer to section 114-701.)

(Ord. No. 2352, § 2(5.5.16.E), 7-13-93; Ord. No. 2361, § 1(V), 11-9-93; Ord. No. 2471, § 1, 6-24-97; Ord. No. 2454, § 1, 3-11-97; Ord. No. 2495, § 1, 1-13-98; Ord. No. 2561, § 1, 5-11-99; Ord. No. 2680, § 2, 1-27-04)

DIVISION 8. B-5, GENERAL COMMERCIAL DISTRICT

Sec. 114-473. Permitted principal uses and structures.

Permitted principal uses and structures in the B-5 district are as follows:

- (1) Any use permitted in the B-1 professional office/hospital-medical district.
- (2) Any use permitted in the B-4 highway business district.
- (3) Self-service storage facilities (miniware- houses). (Refer to section 114-686.)
- (4) Application of permanent makeup.
- (5) Adult day care centers.

(Ord. No. 2352, § 2(5.5.17.C), 7-13-93; Ord. No. 2460, § 1, 3-25-97; Ord. No. 2495, § 1, 1-13-98)

Sec. 114-474. Prohibited uses.

Prohibited uses in the B-5 district are as follows:

- (1) Blood banks.
- (2) Tattoo parlors.

(Ord. No. 2454, § 1, 3-11-97; Ord. No. 2460, § 1, 3-25-97)

Sec. 114-475. Permitted accessory uses and structures.

Permitted accessory uses and structures in the B-5 district are as follows:

- (1) Uses customarily associated with, dependent on and incidental to the permitted principal use.
- (2) Outside display, storage or sale of goods and objects that are customarily associated with and incidental to a permitted principal use. (Refer to section 114-767.)

(Ord. No. 2352, § 2(5.5.17.D), 7-13-93; Ord. No. 2454, § 1, 3-11-97)

Sec. 114-476. Special exceptions.

Special exceptions in the B-5 district are as follows:

- (1) City-owned and quasipublic service and safety facilities. (Refer to section 114-669.)
- (2) Child day care centers. (Refer to section 114-667.)
- (3) Meeting places for civic, fraternal and service organizations. (Refer to section 114-663.)
- (4) Self-service automobile fuel stations and accessory self-service fuel pumps. (Refer to section 114-682.)
- (5) Motor vehicle rentals. (Refer to section 114-675.)
- (6) Type A and B service stations. (Refer to section 114-682.)

-
- (7) Flea markets and farmers' markets. (Refer to section 114-676.)
 - (8) Restaurants, type A and B, when such uses are located on a parcel abutting any R-1 through R-9 zoned property. (Refer to section 114-690.)
 - (9) Bars and nightclubs, when such uses are located on a parcel abutting any R-1 through R-9 zoned property. (Refer to section 114-691.)
 - (10) New and used car lots. (Refer to section 114-683.)
 - (11) Amusement center. (Refer to section 114-701.)

(Ord. No. 2352, § 2(5.5.17.E), 7-13-93; Ord. No. 2361, § 1(VI), 11-9-93; Ord. No. 2454, § 1, 3-11-97; Ord. No. 2495, § 1, 1-13-98; Ord. No. 2680, § 2, 1-27-04)

**INVOICE (INV-00011939)
FOR CITY OF HOLLY HILL, FL**

BILLING CONTACT

Steven Devane
26 FOXFORDS CHASE
ORMOND BEACH, FL 32117



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00011939	04/02/2026	05/02/2026	Paid In Full	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
RZNE-2026-000250-	Rezoning - Non-PUD / Code text Amend	\$1,400.00
988 3Rd St Holly Hill, FL 32117	SUBTOTAL	\$1,400.00

REMITTANCE INFORMATION
City of Holly Hill 1065 Ridgewood Ave Holly Hill, FL 32117

TOTAL	\$1,400.00
--------------	-------------------



**RECEIPT (REC-009311-2026)
FOR CITY OF HOLLY HILL, FL**

BILLING CONTACT

Steven Devane
26 FOXFORDS CHASE
ORMOND BEACH, FL 32117



Payment Date: 04/05/2026

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
RZNE-2026-000250-	Rezoning - Non-PUD / Code text Amend	Fee Payment	Credit Card	\$1,400.00
988 3RD ST HOLLY HILL, FL 32117			SUB TOTAL	\$1,400.00
			TOTAL	\$1,400.00

RZNE-26-000250



HOLLY HILL

FLORIDA

1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

REZONE/ FUTURE LAND USE AMENDMENT

RECEIVED

Date Received: APR 1 2026 Application ID: 000250 Submitted By: S. Devane
23:54

PROJECT INFORMATION:

PROJECT NAME: 988 Third Street
 PARCEL ID #(S): 424401200133
 LOCATION: 988 Third Street
 EXISTING USE(S): 1210-MIXED-COM LAND W/SFR
 PROPOSED USE(S): General Retail Commercial
 TOTAL ACREAGE: 42,916 Sq/Ft
 WATER PROVIDER: Holly Hill SEWER PROVIDER: Holly Hill
 PRIVATE WELL No PRIVATE SEPTIC No
 CURRENT ZONING: 1200 - STORE/OFF/RES PROPOSED ZONING: B-5
General Retail
 CURRENT FUTURE LAND USE: Commercial PROPOSED FUTURE LAND USE: _____

APPLICANT INFORMATION:

Name: Steven DeVane E-Mail: sdevane@mac.com
 Address: 26 Foxfords Chase Ormond Beach FL 32174 Phone: (386) 299-9008
 Company: _____ Fax: _____
 Owner Agent for Owner Attorney for Owner

OWNER INFORMATION:

Name: Steven DeVane E-Mail: sdevane@mac.com
 Address: 26 Foxfords Chase Ormond Beach FL 32174 Phone: (386) 299-9008
 Fax: _____

CONSULTANT INFORMATION:

Name: _____ E-Mail: _____
 Address: _____ Phone: _____
 Company: _____ Fax: _____



HOLLY HILL

F L O R I D A

1065 Ridgewood Avenue, Holly Hill, FL 32117

Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

WHO SHOULD ALL COMMUNICATION BE DIRECTED TO?

_____ APPLICANT _____ OWNER _____ CONSULTANT

APPLICATION TYPE(S)/FEE(S)*

LAND USE AMENDMENT

- LARGE SCALE FUTURE LAND USE AMENDMENT (>10 ACRES) \$3,000.00
- SMALL SCALE FUTURE LAND USE AMENDMENT (≤10 ACRES) \$2,000.00

REZONE (NON-PD)

- STRAIGHT REZONE / LDR TEXT AMENDMENT \$1,400

REZONE (PD)

- PD REZONE \$2,000
- MAJOR AMENDMENT TO EXISTING PD \$1,250
- MINOR AMENDMENT TO EXISTING PD \$400 (This does not include changes in uses items such or density but means minor changes such as layout and landscaping that do not affect the overall intent or "spirit" of the PD.

***THERE MAY BE ADDITIONAL PASS-THROUGH FEES FOR REVIEWS DONE BY REVIEWERS OUTSIDE OF THIS AGENCY. ALL FEES ARE DUE AT THE TIME OF APPLICATION SUBMITTAL.**

ATTACHMENT CHECKLIST

REQUIRED SUBMITTALS

- COPY OF PRE-APPLICATION COMMENTS. IF YOU HAVE NOT HAD A PRE-APPLICATION MEETING TO DISCUSS THIS PROJECT PLEASE CONTACT THE CITY PLANNER TO ARRANGE AN APPOINTMENT AT 386-248-9424.
- ELECTRONIC COPY OF ALL ITEMS SUBMITTED
- APPLICATION AND FEE
- PROOF THAT TAXES ARE CURRENT
- PROPERTY APPRAISER'S PROPERTY INFORMATION PRINTOUT
- OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION MAY REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- OWNER'S AUTHORIZATION FORM, IF APPLICABLE (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- 2 CURRENT SIGNED AND SEALED BOUNDARY SURVEYS
- LEGAL DESCRIPTION IN MS WORD FORMAT (EMAIL THIS TO THE CITY PLANNER)
- SCHOOL CAPACITY REVIEW – *IF PROPOSING OVER 10 RESIDENTIAL UNITS (CONTACT SCHOOL BOARD PLANNING & BUSINESS SERVICES AT 386-734-7190 FOR APPLICATION)*



HOLLY HILL

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Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

- TRAFFIC IMPACT ANALYSIS FOR PROJECTS GENERATING OVER 1000 TRIPS PER DAY ACCORDING TO RATES PUBLISHED BY THE INSTITUTE OF TRANSPORTATION ENGINEERS "TRIP GENERATION MANUAL" (LATEST EDITION)
- DRAFT DEVELOPMENT ORDER IN MS WORD FORMAT (*PD REZONE ONLY – CONTACT THE CITY PLANNER*)
- PRELIMINARY DEVELOPMENT PLAN (*PD REZONE ONLY - SEE CODE SEC. 114-771*)
- REZONES ONLY:** ANSWER THE 8 QUESTIONS ATTACHED ON THE REZONING REQUIREMENTS SHEET
- COMPREHENSIVE PLAN AMENDMENTS ONLY:** Provide a **Facility Demand Comparison**. For example, for the existing Future Land Use designation, show the demands on the city’s infrastructure at the highest intensity, and for the proposed Future Land Use, show what the demands would be at the highest intensity. Show this information for the following facilities:
 - Potable Water
 - Sanitary Sewer
 - Stormwater
 - Transportation (Use current year ITE Trip Generation Rates—Provide PM Peak Hour and Avg Daily)
 - Solid Waste Collection
 - School (Residential Only)
- COMPREHENSIVE PLAN AMENDMENTS ONLY:** Provide a **Demonstration of Capacity:** Show that there is capacity and ability to meet increased demands on facilities. The city’s public works department can assist in providing information regarding potable water, sanitary sewer and solid waste.

Applicant’s Signature: 
 (Signature)

1/20/2026
 (Date)

Steven C. DelVane
 (Print)

Applications must be complete to initiate the review process. For questions please contact the City Planner at (386) 248-9424, fax (386) 248-9498 or email at walker@hollyhillfl.org



HOLLY HILL

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Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

CITY OF HOLLY HILL APPLICANT AUTHORIZATION FORM

(ORIGINAL ONLY)

An authorized applicant is:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, Steven DeVane, the owner of record for the following described property (Legal Description or Tax/Parcel ID Number) 424401200133 hereby affirm that _____ is hereby designated to act as my authorized agent for the filing of the attached application and make binding statements and commitments regarding the request for a:

- Arbor Permit Special Exception Variance Development Plan Special Event Permit Vacate
- Sign Rezone/Comp Plan Amendment Other _____

I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of City of Holly Hill, Florida and are not returnable.

1/20/2026
Date

[Signature]
Owner's Signature
Steven C. DeVane
Owner's Name

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, this 20th day of JAN, 2026, by STEVEN C. DEVANE, who is personally known to me or produced _____ as identification and did / did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA



LISA KAYE HERRING
Notary Public
State of Florida
Comm# HH289608
Expires 11/14/2026

[Signature]
Notary Signature
LISA KAYE HERRING
Printed Name

Commission No.: HH289608
My Commission Expires: 11/14/26



HOLLY HILL

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01/2023

REZONING REQUIREMENTS

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Chapter 114 and Section 82-372.

- 1. Is it consistent with all adopted elements of the comprehensive plan? YES NO Explain.

- 2. What is its impact upon the environment or natural resources? YES NO Explain.

No impact on environment or natural resources. Rezoning would complete FLU as adjacent property is already Commercial

- 3. What is its impact upon the economy of any affected area? YES NO Explain.
Any future business would contribute to the local economy

- 4. What is its impact upon any existing necessary governmental services such as schools, sewage disposal, solid waste or transportation systems? YES NO Explain.
None known at this time

- 5. Are there any changes in circumstances or conditions affecting the area? YES NO



HOLLY HILL

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01/2023

Explain.

6. Are there any mistakes in the original classification? YES NO Explain.

7. What is its effect upon the use or value of the affected area? YES NO Explain.

Rezoning will align property classification with surrounding property

8. What is its impact upon the public health, welfare, safety or morals? YES NO Explain.

None Know at this time

Steven C. DeVane

Print Applicant Name

Applicant Signature

Print Applicant Name

Applicant Signature

Date

Date



Volusia County Property Appraiser
 123 W. Indiana Ave., Rm. 102
 DeLand, FL. 32720
 Phone: (386) 736-5901 Web: vcpa.vcgov.org

Property Summary

Alternate Key: 3222172
Parcel ID: 424401200133
Township-Range-Section: 14 - 32 - 44
Subdivision-Block-Lot: 01 - 20 - 0133
Owner(s): DEVANE STEVEN - FS - Fee Simple - 100%
Mailing Address On File: 26 FOXFORDS CHASE
 ORMOND BEACH FL 32174 2427
Physical Address: 988 3RD ST, HOLLY HILL 32117
Building Count: 0
Neighborhood: 7218 - MISC COM N OF HWY 92 (ISB)
Subdivision Name: MASON & CARSWELLS HOLLY HILL
Property Use: 1000 - VACANT COMM
Tax District: 203-HOLLY HILL
2025 Final Millage Rate: 17.7803
Homestead Property: No
Agriculture Classification: No
Short Description: N 225 FT OF S 350 FT OF E 118 FT OF LOT 13 & S 125 FT OF E 4
 3 FT OF LOT 13 & S 350 FT OF W 32 FT OF LOT 14 BLK 20 MASON
 & CARSWELLS HOLLY HILL MB 2 PG 90 MB 12 PGS 3-4 INC PER OR 4

Property Values

Tax Year:	2026 Working	2025 Final	2024 Final
Valuation Method:	1-Market Oriented Cost	1-Market Oriented Cost	1-Market Oriented Cost
Improvement Value:	\$0	\$110,202	\$110,990
Land Value:	\$70,811	\$70,811	\$70,811
Just/Market Value:	\$70,811	\$181,013	\$181,801

Working Tax Roll Values by Taxing Authority

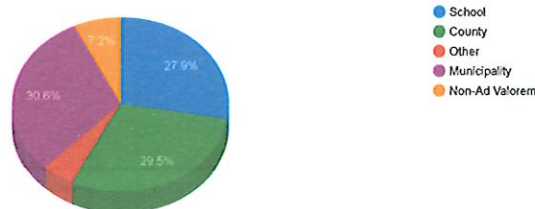
Values shown below are the 2026 WORKING TAX ROLL VALUES that are subject to change until certified. Millage Rates below that are used in the calculation of the Estimated Taxes are the 2025 FINAL MILLAGE RATES. The Just/Market listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

Tax Authority	Just/Market Value	Assessed Value	Ex/10CAP	Taxable Value	Millage Rate	Estimated Taxes
0017 CAPITAL IMPROVEMENT	\$70,811	\$70,811	\$0	\$70,811	1.5000	\$106.22
0012 DISCRETIONARY	\$70,811	\$70,811	\$0	\$70,811	0.7480	\$52.97
0011 REQ LOCAL EFFORT	\$70,811	\$70,811	\$0	\$70,811	3.0310	\$214.63
0050 GENERAL FUND	\$70,811	\$70,811	\$0	\$70,811	3.2007	\$226.64
0053 LAW ENFORCEMENT FUND	\$70,811	\$70,811	\$0	\$70,811	1.5994	\$113.26
0055 LIBRARY	\$70,811	\$70,811	\$0	\$70,811	0.3697	\$26.18
0520 MOSQUITO CONTROL	\$70,811	\$70,811	\$0	\$70,811	0.1573	\$11.14
0530 PONCE INLET PORT AUTHORITY	\$70,811	\$70,811	\$0	\$70,811	0.0660	\$4.67
0058 VOLUSIA ECHO	\$70,811	\$70,811	\$0	\$70,811	0.2000	\$14.16
0057 VOLUSIA FOREVER	\$70,811	\$70,811	\$0	\$70,811	0.2000	\$14.16
0065 FLORIDA INLAND NAVIGATION DISTRICT	\$70,811	\$70,811	\$0	\$70,811	0.0270	\$1.91
0100 HALIFAX HOSPITAL AUTHORITY	\$70,811	\$70,811	\$0	\$70,811	0.7019	\$49.70
0060 ST JOHN'S WATER MANAGEMENT DISTRICT	\$70,811	\$70,811	\$0	\$70,811	0.1793	\$12.70
0200 HOLLY HILL	\$70,811	\$70,811	\$0	\$70,811	5.8000	\$410.70
					17.7803	\$1,259.04

Non-Ad Valorem Assessments

Project	#Units	Rate	Amount	Estimated Ad Valorem Tax:	Estimated Non-Ad Valorem Tax:
0203-HOLLY HILL STORMWATER	1.00	\$96.00	\$96.00	\$1,259.04	\$96.00
				Estimated Taxes:	\$1,355.04
				Estimated Tax Amount without SOH/10CAP	\$1,355.04

Where your tax dollars are going:



Previous Years Certified Tax Roll Values

Year	Land Value	Impr Value	Just Value	Non-Sch Assd	County Exemptions	County Taxable	HX Savings
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2025	\$70,811	\$110,202	\$181,013	\$100,397	\$100,397	\$0	\$80,616
2024	\$70,811	\$110,990	\$181,801	\$97,568	\$97,568	\$0	\$84,233
2023	\$61,799	\$83,429	\$145,228	\$94,727	\$94,727	\$0	\$50,501
2022	\$56,649	\$70,747	\$127,396	\$91,968	\$91,968	\$0	\$35,428
2021	\$51,499	\$64,666	\$116,165	\$89,289	\$89,289	\$0	\$26,876
2020	\$51,499	\$66,308	\$117,807	\$88,056	\$88,056	\$0	\$29,751
2019	\$51,499	\$63,286	\$114,785	\$86,076	\$86,076	\$0	\$28,709
2018	\$51,499	\$61,509	\$113,008	\$84,471	\$84,471	\$0	\$28,537
2017	\$51,499	\$58,514	\$110,013	\$82,734	\$50,000	\$32,734	\$27,279

Land Data

#	Land Use	Ag	Type	Units	Acres	Sq Feet	FF	Depth	Rate	Just Value
1	1000-VACANT COMMERCIAL	N	S-SQUARE FEET			42,916			2.75	\$70,811
Total Land Value:										\$70,811

Miscellaneous Improvement(s)

#	Type	Year	Area	Units	L x W	Depreciated Value
Total Miscellaneous Value:						\$0

Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description and/or recorded and indexed with the Clerk of the Court.

Book/Page	Instrument No.	Sale Date	Deed Type	Qualified/Unqualified	Vacant/Improved	Sale Price
8757 / 0584	2025177669	02/08/2025	OR-ORDER	UNQUALIFIED	IMPROVED	\$100
4529 / 0613		03/15/2000	PR-vcpa pr	UNQUALIFIED	IMPROVED	\$1
4531 / 3359	2000045116	03/15/2000	PR-vcpa pr	UNQUALIFIED	IMPROVED	\$1

Property Description

NOTE: This property description may be a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Volusia County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property descriptions found on this site.

Legal Description	Millage Group	Township-Range-Section	Subdivision-Block-Lot	Date Created
N 225 FT OF S 350 FT OF E 118 FT OF LOT 13 & S 125 FT OF E 43 FT OF LOT 13 & S 350 FT OF W 32 FT OF LOT 14 BLK 20 MASON & CARSWELLS HOLLY HILL MB 2 PG 90 MB 12 PGS 3-4 INC PER OR 4529 PG 0613 PER OR 8757 PG 0584	203	14 - 32 - 44	01 - 20 - 0133	27-DEC-81

Permit Summary

NOTE: Permit data does not originate from the Volusia County Property Appraiser's office. For details or questions concerning a permit, please contact the building department of the tax district in which the property is located.

Date	Number	Description	Amount
09/24/2025	BLDC-2025-003645	DEMOLITION RESIDENTIAL STRUCTURE	\$10,100



WILL ROBERTS TAX COLLECTOR SERVING VOLUSIA COUNTY
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
2025 Paid Real Estate

PROPERTY ADDRESS: 988 3RD ST, HOLLY HILL, 32117
LEGAL DESCRIPTION: N 225 FT OF S 350 FT OF E 118 FT OF LOT 13 & S 125 FT OF E 4
3 FT OF LOT 13 & S 350 FT OF
See Additional Legal on Tax Roll

DEVANE STEVEN
26 FOXFORDS CHASE
ORMOND BEACH, FL 32174-2427

Table with 2 columns: Field Name and Value. Fields include PARCEL: 424401200133, ALTERNATE KEY: 3222172, MILLAGE CODE: 203, TAX YEAR: 2025.

Paid By DEVANE STEVEN C
11/18/2025 \$517.58

Receipt # 117-25-0001354

Pay Online

PAY IN U.S. DOLLARS DRAWN FROM A U.S. BANK.

Pay online at volusiatax.gov/online
WALK-IN CUSTOMERS PLEASE BRING ENTIRE NOTICE

TAXES BECOME DELINQUENT APRIL 1

Table with 6 columns for payment details: If Postmarked By, Date, and three empty columns for amounts.

AD VALOREM TAXES

Table with 6 columns: TAXING AUTHORITY, MILLAGE, ASSESSED VALUE, EXEMPTION, TAXABLE VALUE, TAX AMOUNT. Lists various taxing authorities and their respective values.

TOTAL MILLAGE RATE: 17.78030

TOTAL TAXES: \$443.15

NON-AD VALOREM ASSESSMENTS

Table with 4 columns: LEVYING AUTHORITY, TELEPHONE, RATE PER UNIT, AMOUNT. Lists Holly Hill Stormwater assessment.

TOTAL ASSESSMENTS: \$96.00

TOTAL COMBINED TAXES AND ASSESSMENTS: \$539.15

Make check payable & mail to:
Will Roberts - Tax Collector
123 W. Indiana Ave., Room 103
DeLand, FL 32720
(386) 736-5938 | taxcollector@volusiatax.gov
PAY IN U.S. DOLLARS DRAWN ON A U.S. BANK

Pay online at volusiatax.gov/online
2025 Paid Real Estate

Table with 2 columns: Field Name and Value. Fields include PARCEL: 424401200133, ALTERNATE KEY: 3222172, TAX YEAR: 2025.

PROPERTY ADDRESS:

988 3RD ST, HOLLY HILL, 32117

DEVANE STEVEN
26 FOXFORDS CHASE
ORMOND BEACH, FL 32174-2427

Please do not staple, tape, or paperclip your payment to this stub. TAXES BECOME DELINQUENT APRIL 1

Table with 6 columns for payment details: If Postmarked By, Date, and three empty columns for amounts.

PLEASE DO NOT WRITE ON THIS STUB

Receipt # 117-25-0001354

\$517.58

Paid 11/18/2025

