

**City of Monticello**  
**Local Planning Agency Meeting**

**November 3, 2022 7:00 P.M.**

**LOCATION OF MEETING:**

City Hall  
245 S. Mulberry Street  
Monticello, FL 32344

**AGENDA**

1. Call to Order - Chairman
2. Approval of Minutes of September 1, 2022
3. Review of Requested Comprehensive Plan and Zoning Designations  
For Proposed Annexation (Four Parcels - Coopers Pond Road)
4. Other Business
5. Public Comment
6. Adjournment

Minutes of the Local Planning Agency meetings may be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

Persons who wish to appeal any decision made by the Local Planning Agency with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose 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 based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

The Local Planning Agency of the City of Monticello, Florida met in regular session at Monticello City Hall on September 1, 2022 at 7:00 PM.

Acting Chair Merry Ann Frisby called the meeting to order. The following members were present:

Rick Anderson  
Tami Lester  
Bob Canter  
Merry Ann Frisby

Others staff present:  
Emily Anderson, City Clerk/Treasurer  
Bruce Leinback, City Attorney

**APPROVAL OF MINUTES OF 8/11/2022** On motion of Tami Lester, seconded by Bob Canter, the minutes of the 8/11/2022 meeting were approved, by unanimous vote.

**BUILDING PERMIT REVIEWS IN R-1 ZONING DISTRICT UNDER SEC. 54-191(d)**

**\*1500 Sweetbay Court / Holly Road**

The Board discussed a proposed RV port/shed to be located on a separate, vacant lot behind 1500 Sweetbay Court. The Board discussed the City prohibition of placing an accessory structure on a parcel before construction of the main building. The applicant noted that the parcels are to be combined into one. It was noted by the Board that the HOA has approved the proposal. After discussion, on motion of Tami Lester, seconded by Bob Canter, the Board voted unanimously to approve the RV Port/Shed permit with the condition that the two lots be combined into one parcel.

With no additional business, and no public comment, the meeting was adjourned.

Respectfully submitted,

Emily Anderson  
City Clerk/Treasurer

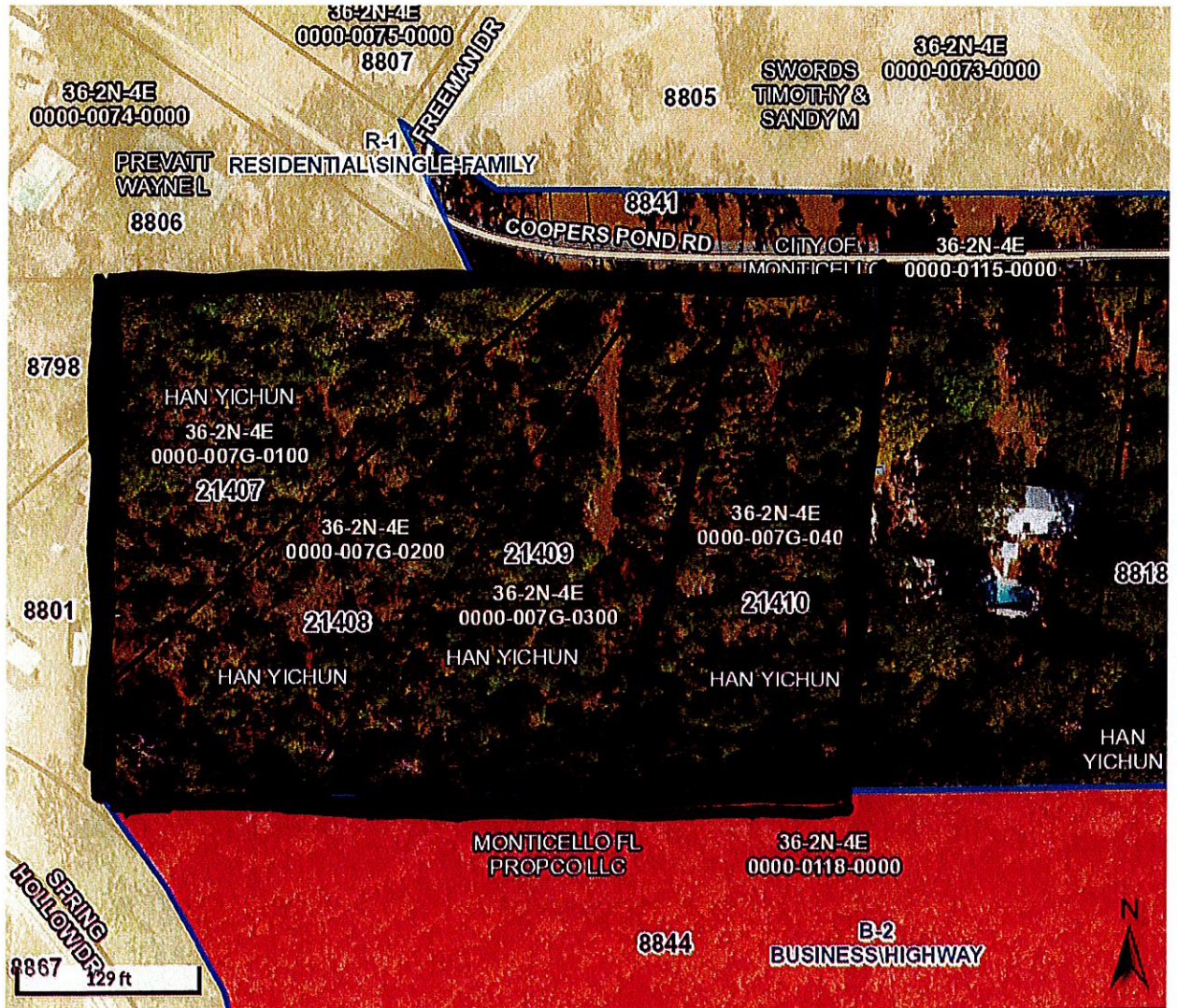
Memorandum

To: City of Monticello Local Planning Agency

Re: Voluntary Petition for Annexation  
Four Lots on Coopers Pond Drive

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Han Yichun, Petitioner, has filed a Voluntary Petition for Annexation for four parcels located on Coopers Pond Road shown on the map below:



The parcels are outside the city, but are contiguous to the city limits.

The Petitioner filed four separate annexation requests (one for each parcel) and is seeking land use designations for Residential, Single Family. Under the city's comprehensive plan, this would be **Residential, Low-Density**, and on the zoning map, the designation would be **R-1, Residential, Single-Family**. The current county land use designation is Mixed Use – Business/Residential.

Current Land Use Designations for the Surrounding Properties are as follows:

North: (City) R-1, Residential, Single-Family

South: (City) B-2, Business Highway

East: (County) – Mixed Use/Business-Residential

West: (City) R-1, Residential, Single-Family

Annexing into the City Limits is required for these parcels to be served with city water and sewer.

TO: CITY OF MONTICELLO, FL

RE: COOPERS POND ANNEXATION REQUEST

Please be advised that my request to have the newly divided Lots 1, 2, 3, and 4 of Coopers Pond annex into the City Limits of Monticello, FL is for the sole purpose of developing and having constructed Single Family Dwellings for residential purposes only.

Lots are identified within the Property Appraiser's office records of Jefferson County, FL as:

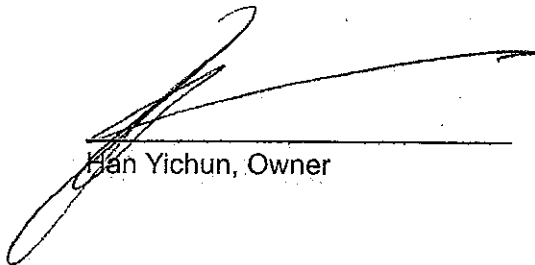
Lot 1 - 36-2N-4E-0000-007G-0100 (Property ID # 21407)

Lot 2 - 36-2N-43-0000-007G-0200 (Property ID # 21408)

Lot 3 - 36-2N-43-0000-007G-0300 (Property ID # 21409)

Lot 4 - 36-2N-43-0000-007G-0400 (Property ID # 21410)

Signed this 21<sup>st</sup> day of October, 2022.



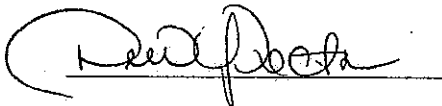
Han Yichun, Owner

**NOTARY ACKNOWLEDGEMENT**

STATE OF FLORIDA

COUNTY OF Leon

The foregoing instrument was signed and acknowledged before me this 21<sup>st</sup> day of October, 2022 by Han Yichun.



Notary Public's Signature

Devonie Proctor

Notary Printed Name

Personally known to me \_\_\_\_\_ or

Type of Identification produced ✓ FL Drivers License

Identification Number H500-960-53-044-0



Placement of Notary Seal

BEFORE THE CITY COUNCIL  
OF THE CITY OF MONTICELLO, FL

**PETITION FOR VOLUNTARY ANNEXATION**

COMES NOW HAN YICHUN, as owner of 1.00 acres, more or less, identified as Parcel I.D. 36-2N-4E-0000-0076-0100, located at XXX Coopers Pond Rd,  
PROP ID # 21407  
Monticello, Jefferson County, Florida, and petitions the City Council of the City of Monticello, Florida, for annexation of said parcel into the city limits of the City of Monticello, Florida, pursuant to Florida Statute 171.044, and says:

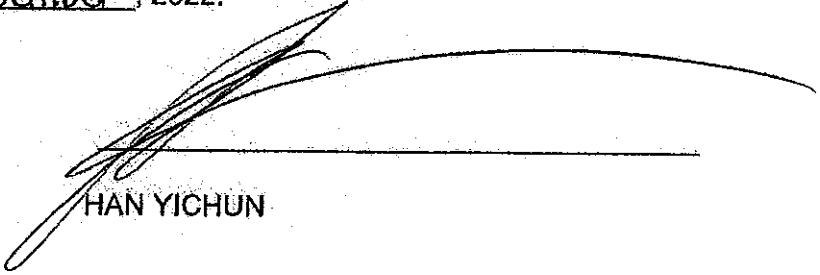
1. Petitioner is the sole fee simple owner of property located in Jefferson County, Florida, and more particularly described in O.R. Book 826, Page 730, Public Records of Jefferson County, Florida. See Exhibit "A" attached. The current land use designation by Jefferson County is "Mixed Use-Suburban/Residential".
2. Said property is contiguous to the existing boundary of the City of Monticello.
3. The purpose of annexation is to obtain the inclusion of all municipal benefits, including police and fire protection, public utilities and to permit further orderly development of the property in the future. Petitioner is aware that if annexation is granted, the real property will become subject to the ordinances, zoning and taxing authority of the City of Monticello.
4. Petitioner requests that the City of Monticello, at its expense, initiate the necessary steps to amend the City of Monticello Comprehensive Plan and provide for a designation on the Comprehensive Plan's Future Land Use Map, which will permit development pursuant to the City's "residential" zoning designation. Pending completion of the Comprehensive Plan Amendment process, Petitioner agrees to comply with all City Land Development Regulations and other standards applicable to the development of lands in

BEFORE THE CITY COUNCIL  
OF THE CITY OF MONTICELLO, FL

the City's "residential" zoning category and requests that the City review all of  
Petitioner's submittals as if the property were in said zoning district.

WHEREFORE, Petitioner requests that the City Council approve an Ordinance of Annexation,  
after publication and notice of this Petition and the proposed Ordinance.

DATED this 16<sup>th</sup> day of September, 2022.



HAN YICHUN

STATE OF Florida

COUNTY OF Leon

I hereby certify that on this day, before me, an officer duly authorized to administer oaths  
and take acknowledgements, personally appeared HAN YICHUN, known to me to be the person  
described in and who executed the foregoing instrument, who acknowledged before me that he  
executed the same. Said person is personally known to me or provided the following  
identification: FL Driver's License.

Witness my hand and official seal in the County and State last aforesaid, this 16<sup>th</sup>  
day of September, 2022.



Notary Public

My Commission Expires: March 16, 2025



BEFORE THE CITY COUNCIL  
OF THE CITY OF MONTICELLO, FL

**PETITION FOR VOLUNTARY ANNEXATION**

COMES NOW HAN YICHUN, as owner of 1.05 acres, more or less, identified as Parcel I.D. 36-2N-4E-0000-0076-0200, located at XXX Coopers Pond Rd.,  
Prop Id # 21408  
Monticello, Jefferson County, Florida, and petitions the City Council of the City of Monticello, Florida, for annexation of said parcel into the city limits of the City of Monticello, Florida, pursuant to Florida Statute 171.044, and says:

1. Petitioner is the sole fee simple owner of property located in Jefferson County, Florida, and more particularly described in O.R. Book 826, Page 732, Public Records of Jefferson County, Florida. See Exhibit "A" attached. The current land use designation by Jefferson County is "Mixed Use-Suburban/Residential".
2. Said property is contiguous to the existing boundary of the City of Monticello.
3. The purpose of annexation is to obtain the inclusion of all municipal benefits, including police and fire protection, public utilities and to permit further orderly development of the property in the future. Petitioner is aware that if annexation is granted, the real property will become subject to the ordinances, zoning and taxing authority of the City of Monticello.
4. Petitioner requests that the City of Monticello, at its expense, initiate the necessary steps to amend the City of Monticello Comprehensive Plan and provide for a designation on the Comprehensive Plan's Future Land Use Map, which will permit development pursuant to the City's "residential" zoning designation. Pending completion of the Comprehensive Plan Amendment process, Petitioner agrees to comply with all City Land Development Regulations and other standards applicable to the development of lands in



BEFORE THE CITY COUNCIL  
OF THE CITY OF MONTICELLO, FL

PETITION FOR VOLUNTARY ANNEXATION

COMES NOW HAN YICHUN, as owner of 1.10 acres, more or less, identified as Parcel I.D. 36-24-4E-0000-, located at XXX Coopers Pond Rd  
0076-0300 Id # 21409  
Monticello, Jefferson County, Florida, and petitions the City Council of the City of Monticello, Florida, for annexation of said parcel into the city limits of the City of Monticello, Florida, pursuant to Florida Statute 171.044, and says:

1. Petitioner is the sole fee simple owner of property located in Jefferson County, Florida, and more particularly described in O.R. Book 826, Page 726, Public Records of Jefferson County, Florida. See Exhibit "A" attached. The current land use designation by Jefferson County is "Mixed Use-Suburban/Residential".
2. Said property is contiguous to the existing boundary of the City of Monticello.
3. The purpose of annexation is to obtain the inclusion of all municipal benefits, including police and fire protection, public utilities and to permit further orderly development of the property in the future. Petitioner is aware that if annexation is granted, the real property will become subject to the ordinances, zoning and taxing authority of the City of Monticello.
4. Petitioner requests that the City of Monticello, at its expense, initiate the necessary steps to amend the City of Monticello Comprehensive Plan and provide for a designation on the Comprehensive Plan's Future Land Use Map, which will permit development pursuant to the City's "residential" zoning designation. Pending completion of the Comprehensive Plan Amendment process, Petitioner agrees to comply with all City Land Development Regulations and other standards applicable to the development of lands in

BEFORE THE CITY COUNCIL  
OF THE CITY OF MONTICELLO, FL

**PETITION FOR VOLUNTARY ANNEXATION**

COMES NOW HAN YICHUN, as owner of 0.94 acres, more or less, identified as Parcel I.D. 36-2N-4E-0600-0074-0400 located at XXX Coopers Pond Rd,  
Prop ID #21410  
Monticello, Jefferson County, Florida, and petitions the City Council of the City of Monticello, Florida, for annexation of said parcel into the city limits of the City of Monticello, Florida, pursuant to Florida Statute 171.044, and says:

1. Petitioner is the sole fee simple owner of property located in Jefferson County, Florida, and more particularly described in O.R. Book 826, Page 728, Public Records of Jefferson County, Florida. See Exhibit "A" attached. The current land use designation by Jefferson County is "Mixed Use-Suburban/Residential".
2. Said property is contiguous to the existing boundary of the City of Monticello.
3. The purpose of annexation is to obtain the inclusion of all municipal benefits, including police and fire protection, public utilities and to permit further orderly development of the property in the future. Petitioner is aware that if annexation is granted, the real property will become subject to the ordinances, zoning and taxing authority of the City of Monticello.
4. Petitioner requests that the City of Monticello, at its expense, initiate the necessary steps to amend the City of Monticello Comprehensive Plan and provide for a designation on the Comprehensive Plan's Future Land Use Map, which will permit development pursuant to the City's "residential" zoning designation. Pending completion of the Comprehensive Plan Amendment process, Petitioner agrees to comply with all City Land Development Regulations and other standards applicable to the development of lands in

**SKETCH & DESCRIPTION**  
 FOR  
**1.00 ACRES±**  
 LYING IN SECTION 36,  
 TOWNSHIP 2 NORTH, RANGE 4 EAST  
 JEFFERSON COUNTY, FLORIDA



60 0 60  
 SCALE IN FEET: 1"=60'

PARCEL ID NO.:  
 36-2N-4E-0000-0074-0000  
 (ORB 274, PG. 271)

COOPERS POND ROAD  
 (60' RIGHT OF WAY - PAVED)

PARCEL ID NO.:  
 36-2N-4E-0000-005A-0000  
 (ORB 415, PG. 465)

Parcel #  
**36-2N-4E-0000-007G-0100**

LOT 1  
 (1.00 ACRE±)

LD# 21407

PARCEL ID NO.:  
 36-2N-4E-0000-006A-0000  
 (ORB 121, PG. 514)

POINT OF  
 BEGINNING

LOT 2

SPRING HOLLOW DRIVE  
 (60' RIGHT OF WAY - PAVED)

NORTH HALF OF THE NORTH  
 HALF OF THE SOUTHEAST  
 QUARTER OF THE SOUTHEAST  
 QUARTER OF SAID SECTION 36

**ABBREVIATIONS**

- A.P.O. = A PORTION OF
- (D) = DEED MEASUREMENT
- DB = DEED BOOK
- ID. = IDENTIFICATION
- L = ARC LENGTH
- N/F = OWNER NOW OR FORMERLY
- No. = NUMBER
- ORB = OFFICIAL RECORD BOOK
- PG. = PAGE
- P.B. = PLAT BOOK
- P.C. = POINT OF CURVATURE
- P.I. = POINT OF INTERSECTION
- R = RADIUS
- R/W = RIGHT OF WAY

PARCEL ID NO.:  
 36-2N-4E-0000-0118-0000  
 (ORB 792, PG. 693)

POINT OF  
 COMMENCEMENT  
 SOUTHEAST CORNER OF SECTION 36,  
 TOWNSHIP 2 NORTH, RANGE 4 EAST,  
 JEFFERSON COUNTY, FLORIDA

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	60.62	N89° 37' 18"E

SCALE:	1"=60'	PROJECT NO.:	22028
FIELD BOOK:	N/A	SURVEY DATE:	N/A
CADD NO.:	22028-SD-1	ISSUE DATE:	06/08/22
DRAWN BY:	SKO	REVISION 1:	
CHECKED BY:	JND	REVISION 2:	

**ODOM SURVEYING & MAPPING, LLC**  
 LICENSED BUSINESS NO. 7391  
 181 FOX RUN CIRCLE  
 CRAWFORDVILLE, FL. 32327  
 PHONE: (950) 928-7068  
 EMAIL: ODOM6412@COMCAST.NET  
 WEBPAGE: ODOMSURVEYING.COM

SHEET 1 OF 2

**SURVEYOR'S NOTES**

1. THIS IS NOT A BOUNDARY SURVEY
2. ALL DISTANCES ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMAL PARTS THEREOF UNLESS OTHERWISE SHOWN.
3. ONLY THOSE IMPROVEMENTS SHOWN HEREON IN SURVEY HAVE BEEN LOCATED.
4. SEE SHEET 2 OF 2 FOR LEGAL DESCRIPTION.

**SURVEYOR'S CERTIFICATE:**

I HEREBY CERTIFY THAT THIS SKETCH MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF SURVEYORS AND MAPPERS IN CHAPTER 54-17.051 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

Steven K. Odom  
 Professional Surveyor and Mapper  
 Certificate No. 6412

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



# SKETCH & DESCRIPTION

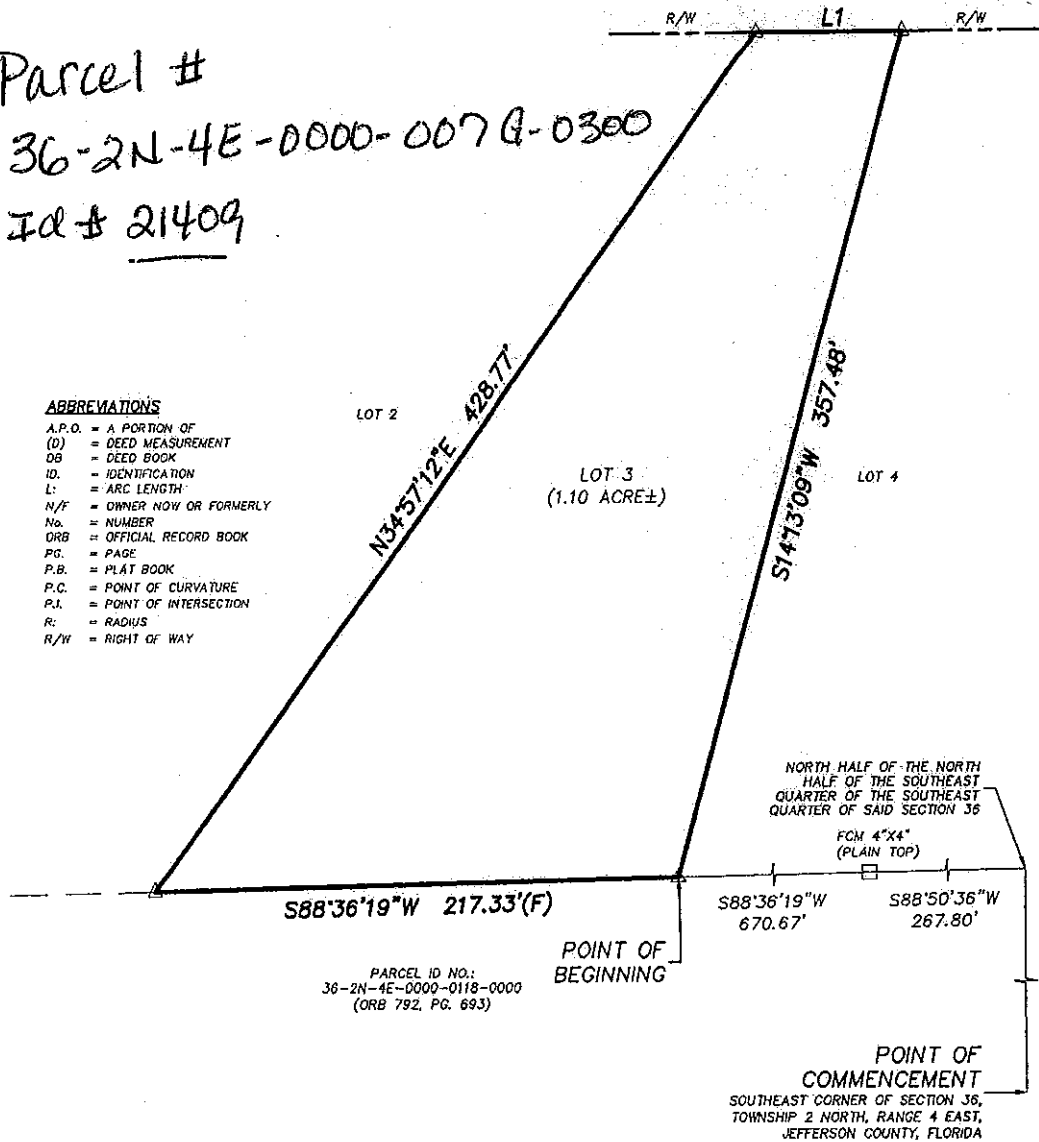
FOR  
**1.10 ACRES±**  
 LYING IN SECTION 36,  
 TOWNSHIP 2 NORTH, RANGE 4 EAST  
 JEFFERSON COUNTY, FLORIDA



60 0 60  
 SCALE IN FEET: 1"=60'

Parcel #  
 36-2N-4E-0000-0074-0300  
 Id # 21409

COOPERS POND ROAD  
 (60' RIGHT OF WAY - PAVED)



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PARCEL ID NO.:  
 36-2N-4E-0000-0118-0000  
 (ORB 792, PG. 693)

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	59.43	N89° 37' 18"E

SCALE:	1"=60'	PROJECT NO.:	22028
FIELD BOOK:	N/A	SURVEY DATE:	N/A
CADD NO.:	22028-SD-3	ISSUE DATE:	06/09/22
DRAWN BY:	SKO	REVISION 1:	
CHECKED BY:	JND	REVISION 2:	

**ODOM SURVEYING & MAPPING, LLC**  
 LICENSED BUSINESS NO. 7391  
 181 FOX RUN CIRCLE  
 CRAWFORDVILLE, FL, 32327  
 PHONE: (950) 926-7069  
 EMAIL: ODOM6412@ODOMCAST.NET  
 WEBPAGE: ODOMSURVEYING.COM

SHEET 1 OF 2

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4. SEE SHEET 2 OF 2 FOR LEGAL DESCRIPTION.

**SURVEYOR'S CERTIFICATE:**

I HEREBY CERTIFY THAT THIS SKETCH MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF SURVEYORS AND MAPPERS IN CHAPTER 5J-17.051 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

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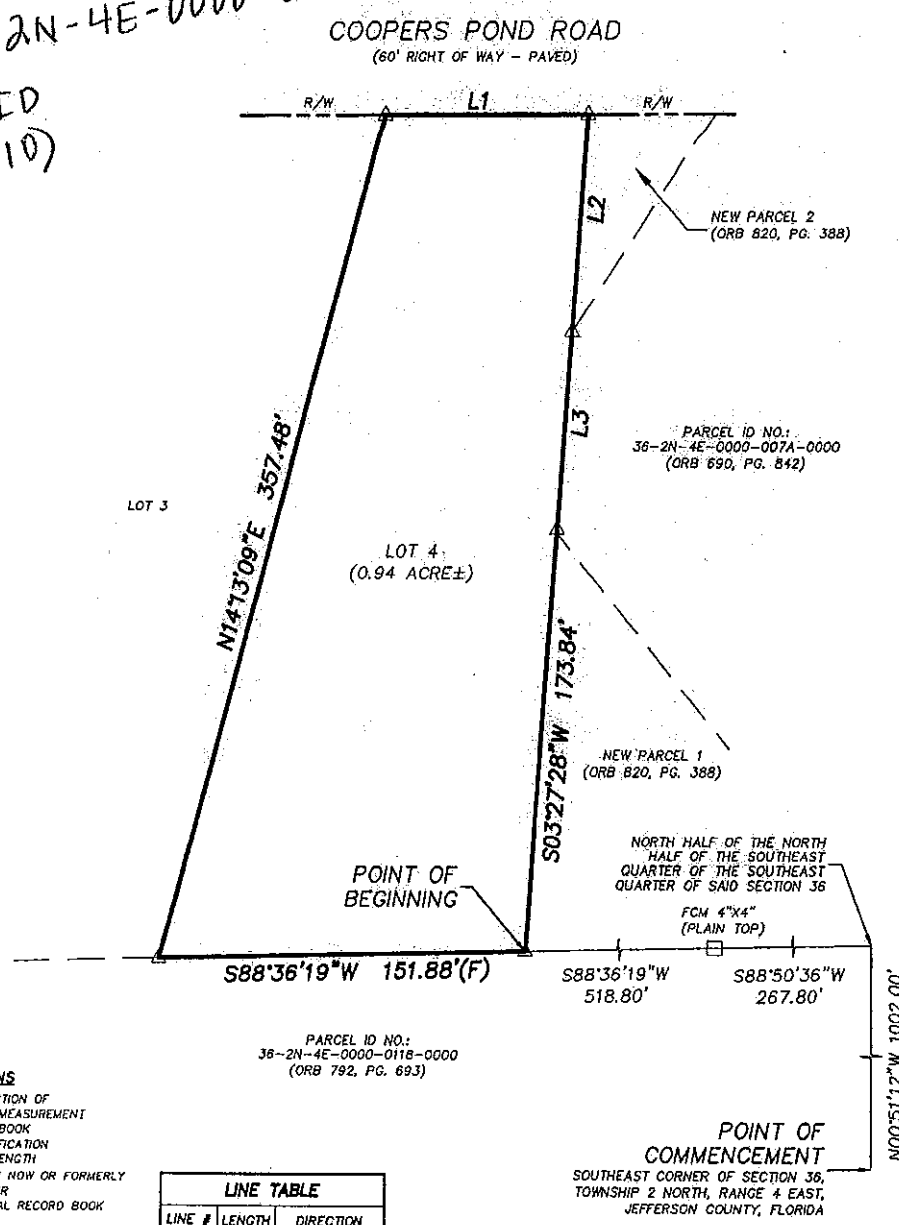
**SKETCH & DESCRIPTION**

FOR  
**0.94 ACRES±**  
 LYING IN SECTION 36,  
 TOWNSHIP 2 NORTH, RANGE 4 EAST  
 JEFFERSON COUNTY, FLORIDA



60 0 60  
 SCALE IN FEET: 1"=60'

Parcel #  
 36-2N-4E-0000-007A-0400  
 Prop ID  
 (21410)



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- P.I. = POINT OF INTERSECTION
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- R/W = RIGHT OF WAY

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	84.48	N89° 37' 18"E
L2	89.96	S3° 22' 13"W
L3	80.20	S3° 20' 56"W

SCALE:	1"=60'	PROJECT NO.:	22028
FIELD BOOK:	N/A	SURVEY DATE:	N/A
CADD NO.:	22028-SD-4	ISSUE DATE:	06/08/22
DRAWN BY:	SKO	REVISION 1:	
CHECKED BY:	JND	REVISION 2:	

**ODOM SURVEYING & MAPPING, LLC**  
 LICENSED BUSINESS NO. 7391  
 181 FOX RUN CIRCLE  
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 PHONE: (850) 926-7068  
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