

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

---

## AGENDA

THURSDAY, JUNE 20, 2024, 7:00 PM

---

### NOTICE TO PUBLIC

*Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.  
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.  
WE WILL AVOID PERSONAL ATTACKS.  
***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENTATIONS

**ITEM-1** Presentation "Starting Point Behavioral Healthcare" of new Callahan Facility.  
***Candece Tierney, C.O.O. – Starting Point Behavioral Healthcare***

## PROCLAMATIONS

**ITEM-2** A Proclamation of the Town of Hilliard designating July 4, 2024, as "Mr. Rodney Mills Day" in the Town of Hilliard  
***John P. Beasley – Mayor***

## REGULAR MEETING

**ITEM-3** Additions/Deletions to Agenda

**ITEM-4** Town Council approval of the Engineering Services Agreement for continuing engineering services from Mittauer & Associates, Inc.  
***Lisa Purvis, MMC – Town Clerk***

- ITEM-5** Town Council approval of the Engineering Services Agreement with Mittauer & Associates, Inc., for the Water & Wastewater Systems Impact Fee Analysis 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-6** Town Council to adopt Resolution No. 2024-13, calling for a General Election to be held on November 5, 2024, for the position of three Council Members to serve four-year terms each.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-7** Town Council to consider Ordinance No. 2024-04, an ordinance amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code; Amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard. Adopting on First Reading and setting Public Hearing for July 18, 2024.  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-8** Town Council to consider Ordinance No. 2024-06, on First Reading, an Ordinance, Annexing into the corporate limits three parcels real property containing approximately 37.19 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard’s Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps. Setting the First Public Hearing for July 18, 2024, and the Second Public Hearing for August 1, 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-9** Town Council to consider Ordinance No. 2024-07, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of 16.32 acres located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, Florida, Nassau County parcel no. 15-3N-24-2320-0017-0020 and parcel no. 15-3N-24-2320-0019-0010; Adding the designation of commercial. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-10** Town Council to consider Ordinance No. 2024-08, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning C-1, General Commercial District; for the 16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-11** Town Council to consider Ordinance No. 2024-09, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County parcel no. 15-3n-24-2320-0017-0010; Adding the designation of mixed-

use; allowing for commercial and high density residential. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-12**

Town Council to consider Ordinance No. 2024-10, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in attachment “a”, legal description; Specifically described in attachment “b” written description; and attachment “c” site plan. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-13**

Town Council to discuss an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard.

**Lee Anne Wollitz – Land Use Administrator**

**ITEM-14**

Town Council approval of the Public Work Director, Joel Hall’s resignation effective July 31, 2024.

**Joel Hall, P.E – Public Works Director**

**ITEM-15**

Town Council approval of the hiring of an employee for the open position of Temporary Clerical Assistant.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-16**

Town Council approval of the hiring of an employee for the open position of Administrative Assistant.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-17**

Town Council approval to cancel the July 4, 2024, Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-18**

Town Council approval of the Minutes for the June 3, 2024, Workshop, and the June 6, 2024, Public Hearing & Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

**ITEM-19**

Town Council approval of Kynex, Inc., Payable through May 22, 2024, Project Name: 2024 Fireworks Display in the amount of \$15,000.

**SPECIAL EVENTS PROJECT IN HILLIARD’S HALF LUMP SUM CONTRACT  
\$15,000**

**ITEM-20**

Town Council approval of Manzie & Drake Land Surveying, Payable through June 12, 2024, Project Name: North Oxford Street Park Phase II, FRDAP Project No. A24019 at the Hilliard Oxford Ball Park in the amount of \$4,500.

**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$200,000.00**

**ITEM-21**

Town Council approval of Waugh PLLC, Payable through June 6, 2024, Project Name: North Oxford Street Park Phase II, FRDAP Project No. A24019 at the

Hilliard Oxford Ball Park in the amount of \$250.  
**FDEP FRDAP 100% GRANT FUNDED PROJECT LUMP SUM GRANT**  
**\$200,000.00**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

**ADJOURNMENT**

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

**TOWN COUNCIL MEETINGS**

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

**PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

**MINUTES & TRANSCRIPTS**

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

**TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

**ADA NOTICE**

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

**APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is



given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

### **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

### **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

### **2024 HOLIDAYS**

#### **TOWN HALL OFFICES CLOSED**

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 15, 2024     |
| 2. Memorial Day                  | Monday, May 27, 2024         |
| 3. Independence Day Monday       | Thursday, July 4, 2024       |
| 4. Labor Day                     | Monday, September 2, 2024    |
| 5. Veterans Day                  | Monday, November 11, 2024    |
| 6. Thanksgiving Day              | Thursday, November 28, 2024  |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024    |
| 8. Christmas Eve                 | Tuesday, December 24, 2024   |
| 9. Christmas Day                 | Wednesday, December 25, 2024 |
| 10. New Year’s Eve               | Tuesday, December 31, 2024   |
| 11. New Year’s Day               | Wednesday, January 1, 2025   |



# STARTING POINT

Behavioral Healthcare

6 1 7 2 2 5 B R A N D I E S A V E  
C A L L A H A N , F L



# General Services

- Outpatient Therapy - Individual, Group, Family
- Care Coordination
- Case Management
- Child Welfare
- Problem Solving Courts
- Medical Services
- Substance Use Disorder program

# Outpatient Therapy

Individual therapy involves working one-on-one with a Starting Point therapist to address your concerns.

Group therapy involves one clinician working with several individuals at the same time to address a common treatment concern.

Family therapy is designed for couples and families hoping to improve communication and enhance relationships, among many other reasons.

All therapy sessions use evidence-based practices.

# Care Coordination

Our Care Coordination program is designed to link individuals with services in the community to reduce their need for higher levels of care and provide support and guidance through their recovery process. It is intended to be a short-term service striving to get the individual back on their own two feet by increasing self-sufficiency.



# Case Management

Our Case Management program is designed to help individuals living with a diagnosed mental illness achieve their highest level of functioning. Case management services may include helping individuals find shelter and food. In some instances a case manager may be able to help an individual apply for SSI or SSDI.

# Child Welfare

Our Family Services Treatment Team provides a dedicated therapist to children and families referred by the Child Welfare System. The therapist offers individual and family therapy both in the office and in the client's home. Our Treatment Team's goal is to ensure children's safety in their home, to keep families intact, and to provide mental health and substance use treatment to improve family function.

# Problem Solving Courts

These programs reduce incarceration and offers non-violent misdemeanor and felony offenders an opportunity to make changes to better their lives. By diverting them from the judicial system into treatment services, we believe we can address the mental health and/or substance use issue that caused the offense in an effort to instill permanent lifestyle change.



# Medical Services

We offer Medication Management under the provision of a licensed psychiatrist. Medication Management involves an initial psychiatric evaluation to determine the individual's need for psychotropic medication, the provision of a prescription, and the ongoing medical monitoring related to the individual's use of the psychotropic medication.

# Substance Use Disorder Program

Our substance treatment services are developed to help individuals in their recovery from substance use. Using Evidence based practices, the program includes groups, therapy, peers, and medication if needed to help an individual in their recovery.

# Specialized Adult Services

- Psychosocial Rehabilitation
- Jail Bridge
- Medication Assisted Recovery

# Psychosocial Rehabilitation

Located in our Hilliard and Fernandina Beach offices, the Psychosocial Rehabilitation program serves individuals living with a severe and persistent mental illness. The program's primary goal is developing the clients' coping and recovery skills so that they may successfully live with their illness. Program components include life and social skills training in a hands-on real-time environment.

# Jail Bridge

The purpose of this program is to provide access to support and treatment for specific substance use disorders to incarcerated individuals and increase jail treatment services. This program brings Medication Assisted Treatment, care coordination, and peer support services into jail to decrease the risk of relapse and overdose upon release.

# Medication Assisted Recovery

Our MAT program is a four-phased, highly structured, program providing a medically managed approach to recovering from dependence on opiates or alcohol. Each phase has specific treatment objectives and requirements in order to advance to the next. The individual, with help from our medical and treatment team, is responsible for their progress. Completion of this program requires a vested interest in recovery.

# Community Outreach and Education

- Prevention Programs
- Talkable Communities

# Prevention Programs

Botvin LifeSkills is an evidenced-based substance abuse and violence prevention program for children and teens. The program effectively reduces tobacco, alcohol, opioid, and illicit drug use.

Ripple Effects is an evidenced-based practice tool that delivers trauma-informed, personalized counseling. It develops social-emotional strengths, corrects behavioral problems, and addresses underlying risk factor.



# Talkable Communities

Talkable Communities provides free, evidence-based mental health trainings.

- It's Time to Talk about It! (ITTAI)
- Question. Persuade. Refer. (QPR)
- Mental Health First Aid (MHFA)
  - Youth
  - Teen
  - Adult

# Emergency Services

- Mobile Response Team
  - 904-580-0529
- 24/7 Crisis Hotline
  - 904-206-1756

# Mobile Response Team

The Mobile Response Team (MRT), in partnership with local law enforcement and county schools, provides on-demand crisis intervention services to stabilize Nassau County residents who are experiencing a behavioral health emergency. These emergencies can include suicidal thoughts or behaviors, homicidal thoughts or behaviors, extreme behavioral challenges, emergencies related to substance use, and psychotic episodes (like hallucinations, delusional content, paranoia, etc.)

# 24/7 Crisis Hotline

The Crisis Hotline is available to anyone experiencing a mental health or substance use crisis. Individuals calling the line are connected with a behavioral health counselor 24 hours a day, 7 days a week.

**A PROCLAMATION OF THE TOWN OF HILLIARD  
DESIGNATING JULY 4, 2024, AS  
“MR. RODNEY MILLS DAY”  
IN THE TOWN OF HILLIARD**

**WHEREAS**, Mr. Rodney Mills is a renowned American Record Producer who has been active in the Music Industry for over 60 years. He has earned over 50 Gold and Platinum records for engineering, Producing, and mastering, and

**WHEREAS**, a native of Douglas, Georgia, Mr. Mills, and his loving wife Mary, Have deep ties and love for Nassau County that began in the 1940's. A Local Property owner since the 1970's, and now full-time area resident, and

**WHEREAS**, due to his early intrigue for recording music, Mr. Mills began his prolific music career in 1962. Through the Decades, Mr. Mills Produced, engineered and Mastered a plethora of records for national acts ranging from Gospel, Country, R & B, Rap, Rock and Roll and everything in between.

**WHEREAS**, Mr. Mills Career is indisputably extraordinary. His work with Chart topping legendary artists includes, but is not limited to: .38 Special, Atlanta Rhythm Section, Billy Joe Royal, B. J. Thomas, Bonecrusher, Collective Soul, Classics IV, Drive By Truckers, Gregg Allman, James Brown, Joe South, Journey, Lynyrd Skynrd, Mylon LeFevre, The Outlaws, Pearl Jam, Rage against the Machine, R.E.M, Soulja Boy, Sugarland, The Doobie Brothers, The Kentucky Headhunters, The Meters, The Stamps Quartet, The Wallflowers, The Winstons, The Zac Brown Band, and

**WHEREAS**, as we Celebrate the Nassau County Bicentennial 4th of July Celebration, The Towns Hilliard and Callahan, It is truly an Honor to have Mr. Rodney Mills, and his family in attendance to commemorate this special occasion.

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me John P. Beasley as Mayor, of the Town of Hilliard, do hereby proclaim July 4, 2024, as

**MR. RODNEY MILLS DAY**

**IN WITNESS WHEREOF**, I hereunto set our hands to be affixed This 4th of July 2024

\_\_\_\_\_  
John P. Beasley, Mayor

\_\_\_\_\_  
Date



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the Engineering Services Agreement for continuing engineering services from Mittauer & Associates, Inc.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council approval of the Engineering Services Agreement for continuing engineering services from Mittauer & Associates, Inc.

## AGREEMENT FOR CONTINUING CONSULTING ENGINEERING SERVICES

This contract and Agreement is made and entered into between the TOWN OF HILLIARD, Nassau County, Florida, a municipal corporation created and existing under the laws of the State of Florida, as party of the first part, hereinafter referred to as the OWNER, and MITTAUER & ASSOCIATES, INC., of Orange Park, Florida, a corporation under the laws of the State of Florida, as party of the second part, hereinafter referred to as the ENGINEER, on the date appearing on the last page hereof.

### WITNESSETH THAT

Whereas the OWNER now owns, operates, and maintains a water supply, treatment, and distribution system, which system serves the municipality of Hilliard, Florida, and its environs, and

Whereas the OWNER now owns, operates, and maintains a wastewater collection, treatment, and disposal system, which system serves the municipality of Hilliard, Florida and its environs, and

Whereas the OWNER now owns, operates, and maintains a system of storm drainage and a system of paved and unpaved streets, which systems serve the municipality of Hilliard, Florida and its environs, and

Whereas the OWNER now owns, operates, and maintains Town parks and other public facilities, which serve the municipality of Hilliard, Florida and its environs, and

Whereas the OWNER desires to retain a Consulting Engineer for various phases of consulting engineering services for those municipal systems described above, and for such other public works and improvement projects as the parties hereto may determine by mutual agreement.

## NOW THEREFORE

In consideration of the mutuality of the covenants and agreements hereinafter contained, the parties hereto, for themselves and their respective successors, personal representatives, and assigns, do mutually covenant and agree with each other as follows:

The OWNER hereby employs MITTAUER & ASSOCIATES, INC. (the ENGINEER) as the Consulting Engineers for its water system, wastewater system, storm drainage system, street system, park system, and such other public works and improvements projects as the parties hereto may determine by mutual agreement.

### ARTICLE 1: STANDARD ENGINEERING SERVICES

The ENGINEER, after receiving specific written authorization to proceed on any project or work, agrees to provide the engineering services outlined below. Compensation for these services shall be based on an agreed upon lump sum fee, hourly rate, or fee curve amount as agreed upon in advance.

- A. Preliminary Engineering Services: The preliminary report services required in connection with an improvement project will include the preparation of a preliminary engineering study and report to indicate problems involved and alternate solutions available. Where applicable, the studies will include financial and fiscal investigations, schematic layouts and sketches, analyses for future development, and an opinion of probable construction cost for the project.
- B. Engineering Design Services: Upon authorization by the OWNER to the ENGINEER to proceed with the Engineering Design Services in connection with an improvements project, the ENGINEER will provide the following:
  - 1. Preparation of detailed construction drawings and specifications for the project. Unless otherwise required by the OWNER, the ENGINEER will furnish the OWNER with three (3) copies of the plans and specifications.



2. Advice to the OWNER in any adjustment to the opinion of probable construction cost for the project caused by changes in scope, design requirements, or construction costs and the furnishing of a revised opinion of probable cost based on the completed drawings and specifications.
3. Preparation of proposal forms and notice to bidders and assistance to the OWNER in the preparation of contract documents for review and approval by its attorneys.

C. Bidding or Negotiation Services:

1. Assistance to the OWNER in advertising the project for construction bids, based upon award to a single contractor, by preparing an advertisement for bids, selling bid documents to prospective bidders, and maintaining a record of prospective bidders to whom Bidding Documents have been issued.
2. Issue addenda as appropriate to clarify, correct or change the bidding documents and preparing a tabulation of bids.

D. Professional Services During Construction: Upon authorization by the OWNER, following the award of the construction contract for the proposed program of improvements, or undertaking the construction of these improvements by the OWNER's forces, the ENGINEER will perform the following professional services during construction:

1. Prepare construction contract documents.
2. Attend a pre-construction conference.
3. Review shop drawings and descriptive data submitted by the contractor as to general conformity to the plans and specifications.

4. Make periodic visits to the site to observe the progress of the various aspects of the Contractor's work. Such site visits will average not less than one visit per month.
5. Review and approval of contractor's Application for Payment.
6. Represent the OWNER in interpreting plans and specifications.
7. Recommend and prepare construction change orders, as appropriate.
8. Make a final inspection of the project.
9. Furnish three (3) sets of complete prints for each construction contract, showing changes made during the construction process based on information furnished by the construction contractor to the ENGINEER.
10. Upon specific request by the OWNER, the ENGINEER will provide a site visit to observe the condition of the mechanical equipment and structures associated with treatment plants or lift stations included in the construction program prior to the expiration of the contract guarantee period. Such site visits will be intended to determine whether or not deficiencies noted are the result of faulty workmanship or materials and are the proper responsibility of the contractor under the terms of the guarantee. Any site visit of treatment plants, lift stations, line work, including surface or subsurface observations of water and sewer lines, storm drain lines, or street paving, and other contract features not specifically included above, shall be compensated for on the basis of Special Engineering Services as defined in ARTICLE 2.

**ARTICLE 2: SPECIAL ENGINEERING SERVICES**

- A. The following services are hereby defined as Special Engineering Services which are not included in the basis for compensation as set forth in ARTICLE 1 of this contract:
1. Furnish property, photogrammetric profiles, cross-sections, horizontal and vertical surveys, topographic and utility surveys, hydrographic surveys, and bathometric surveys.
  2. Assistance with property acquisition such as property appraisals, legal surveys, easements, rights-of-way, title searches, zoning changes, attorney's fees, and recording fees.
  3. Soils, foundation, and materials engineering services, including borings, probings, or subsurface explorations, laboratory testing and inspection of samples of materials, and other special consultation.
  4. Assistance in the preparation of documents which may be required for approval by governmental authorities who have jurisdiction over design criteria applicable to the project, including construction permit applications from these agencies.
  5. Wetlands delineation, biological consultations, bio-assays, ecological impact evaluations, and related environmental services.
  6. Preparing drawings from field measurements of existing construction when required for planning additions or alterations thereto.
  7. Additional services due to significant changes in general scope of the project or its design, including but not limited to value engineering, changes in size, complexity, or character of construction.

8. Revising previously approved studies, reports, design documents, drawings, or specifications.
9. Preparing documents for alternate bids requested by the OWNER for work which is not executed.
10. Preparing detailed renderings, exhibits, or scale models for the project.
11. Furnishing additional copies of reports and additional prints of drawings and specifications.
12. Investigations involving detailed consideration of operation, maintenance, and overhead expenses; and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals and valuations; detailed quantity surveys of material and labor; and material audits or inventories required for certification of force account construction performed by the OWNER.
13. Preparing special change orders requested by the OWNER which materially change the scope of construction work contemplated or in progress.
14. Making a site visit to review features of a construction project not specifically included in ARTICLE 1.D.8. prior to expiration of contractor's guarantee period and reporting observed discrepancies under guarantee provided by the construction contract.
15. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) prolongation of the construction contract time, (3) acceleration of the work schedule involving services beyond normal working hours, and (4) contract default due to delinquency or insolvency.



16. Extensive assistance in the initial start-up and test operation of equipment or devices and the preparation of manuals of operation and maintenance.
  17. Additional services and costs necessitated by out of town travel required of the ENGINEER, other than visits to the project as required by ARTICLE 1.D. of this contract.
  18. Serving as expert witness for the OWNER in any litigation or other proceeding involving the project.
  19. Preparation of applications and supporting documents for government grants or advances on public works projects; and for other related services resulting from requirements of governmental agencies exercising administrative jurisdiction over the project as a result of fiscal participation, not otherwise provided for in this Contract.
- B. Special Engineering Services will be rendered by the ENGINEER after specific authorization has been given by the OWNER, in accordance with ARTICLE 5.A. of this contract.
- C. Special Engineering Services Compensation shall be paid for by the OWNER at an agreed upon lump sum fee, hourly rate or fee curve amount as agreed upon in advance.
- D. Project Funding Application Services:
1. There are times when the ENGINEER will perform preliminary planning and preliminary engineering, including the preparation of exhibits, narratives and opinions of probable project cost, for inclusion in funding applications. We will delay invoicing for these services until after program funding is available.

2. If the project is not funded by the agency, then the ENGINEER will absorb our in-house cost for these services. If the project is funded by the agency and the OWNER moves forward with the project, we will invoice for these services at a time and amount which falls within the guidelines established by the funding agency. If the project is funded by the agency and the OWNER elects not to move forward with the project, or if the OWNER elects to use an alternate consultant, we will invoice for our services on a reimbursement basis using our standard hourly rates.

### **ARTICLE 3: RESIDENT PROJECT REPRESENTATIVES**

The ENGINEER will, if requested by the OWNER, provide the services of a resident project representative to observe the construction work of the contractor on a daily basis as the work progresses. The furnishing of these services shall be the subject of a separate engineering authorization between the OWNER and the ENGINEER, which authorization shall provide specific details as to the duties and responsibilities of said resident project representatives and the basis for the compensation for their services.

### **ARTICLE 4: PAYMENT OF COMPENSATION EARNED**

Earned compensation for the various categories of authorized services may be invoiced by the ENGINEER monthly as work is in progress. Each invoice, so rendered, shall clearly identify the subject matter and basis on which the invoice was prepared. Work in progress on any phase or portion of the services rendered shall be estimated by the ENGINEER and may be invoiced on that basis, with adjustments made on the final project billing as, and if, required. Invoices shall be paid by the OWNER from the date of invoice. Payments which are not received in accordance herewith are subject to late fees and interest in accordance with the Florida Local Government Prompt Payment Act, F.S. 218 and may cause the Engineer to stop work on the OWNER's projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should they be required by law.

**ARTICLE 5: SPECIAL PROVISIONS**

- A. The performance of engineering services required to be rendered in accordance with this contract shall be commenced only upon receipt by the ENGINEER of authorization from the OWNER's designated representative, which authorization shall designate with reasonable certainty the project, improvement, or system upon which the ENGINEER shall render services and shall further generally describe such services requested of the ENGINEER, and unless and until such authorization is received by the ENGINEER, the said ENGINEER shall neither render services nor be compensated for same. Authorization by the OWNER's designated representative shall be binding upon the OWNER.
- B. The OWNER shall assist the ENGINEER throughout the duration of this contract by placing at their disposal all information that may be available and useful relative to the services to be performed by the ENGINEER, including budgets, audits, record drawings, maps, and such other information on the systems or proposed improvements as may be available.
- C. All documents, including original drawings, estimates, specifications, field notes, and data, including computer programs, are and remain the property of the ENGINEER as instruments of service.
- D. This Agreement shall not be assignable, in whole or in part, by either party to this Agreement without the full consent of the other party in writing.
- E. This instrument constitutes the entire Agreement between the OWNER and the ENGINEER. No statement or promise made in any Construction Agreement hereinafter entered into between the OWNER and any CONTRACTOR, nor any statement or provision of the general or special conditions of the specifications of any project, shall be binding upon the ENGINEER or enlarge, modify, or alter the provisions of this instrument. This Contract for Consulting Engineering Services may not be enlarged, modified, or construed except in writing signed by all the parties hereto. Further, the headings of the paragraphs of this



Agreement are inserted for convenience only and shall not be deemed to constitute a part of this Agreement.

- F. This Agreement may be terminated at any time by either party hereto. Written notice of intent to terminate shall be given by either party hereto to the other party at least sixty (60) days prior to the date of final termination. In the event of such termination, the ENGINEER shall be fully compensated under the provisions of this Agreement for all work performed and services rendered prior to the date of final termination.
- G. This Agreement shall be governed by the laws of the State of Florida.
- H. **PURSUANT TO FLORIDA STATUTES, SECTION 558.0035,  
AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE  
HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**
- I. If any provision of this Agreement or the application thereof to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law. Each covenant and agreement contained in this Agreement shall be construed to be a separate and independent covenant and agreement, and the breach of any such covenant or agreement by either party shall not discharge or relieve the other party from any obligation to perform each and every covenant and agreement of this Agreement.
- J. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original, but all such counterparts shall constitute one and the same instrument.



**ARTICLE 6: EXECUTION**

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly qualified representatives, this 20 day of February 2024.

TOWN OF HILLIARD, FLORIDA  
Acting by and through its Town Council

By: \_\_\_\_\_  
Mayor

WITNESSES  
As to Owner

Approved and Countersigned

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Town Clerk/Manager

WITNESSES  
As to Engineers

MITTAUER & ASSOCIATES, INC.

\_\_\_\_\_  
*Patricia Job*  
\_\_\_\_\_

By: \_\_\_\_\_  
*Joseph A. Mittauer*  
Joseph A. Mittauer, P.E., President



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council approval of the Engineering Services Agreement with Mittauer & Associates, Inc., for the Water & Wastewater Systems Impact Fee Analysis 2024.

---

#### **BACKGROUND:**

This agreement allows for the review of the existing water and wastewater impact fees, system assets, financial audits, future water and wastewater facility expansion requirements, potential expansion increments and associated costs, coordination with Town Council on development impact fee calculations, and the recommendation of updated impact fee values.

#### **FINANCIAL IMPACT:**

\$10,000

#### **RECOMMENDATION:**

Town Council approval of the Engineering Services Agreement with Mittauer & Associates, Inc., for the Water & Wastewater Systems Impact Fee Analysis 2024



**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS

ITEM-5

**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
WWW.MITTAUER.COM

June 11, 2024

The Honorable John Beasley, Mayor  
Town of Hilliard  
15859 West County Road 108  
Hilliard, FL 32046

RE: Engineering Services Agreement  
Water & Wastewater Systems Impact Fee Analysis 2024  
Town of Hilliard, Florida  
Mittauer & Associates Project No. 9610-59-1

Dear Mayor Beasley:

We are pleased to present the following proposal for Engineering Services to complete an analysis of the Town's existing water and wastewater impact fees. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the Town of Hilliard, Florida, the Client, for the fees stipulated hereafter.

## SCOPE OF SERVICES

### A. IMPACT FEE ANALYSIS

The Engineer shall review the following items:

- Review existing water and wastewater impact fees.
- Review of existing water and wastewater system assets.
- Review of Town's financial audits.
- Review of future water and wastewater facility expansion requirements based on planning documents and other completed reports.
- Review potential expansion increments and associated costs.
- Coordinate with Town's counsel on development of impact fee calculation methodology and current state/local policies related to impact fee calculations.
- Recommend updated impact fee values based on aforementioned reviews.

Town of Hilliard, Florida  
Engineering Services Agreement  
June 11, 2024  
Page 2

## **B. MEETINGS**

The Engineer shall attend one (1) workshop meeting with Town Council and one (1) public hearing with the Town Council.

## **C. DELIVERABLES**

The Engineer shall provide:

- Six (6) copies of DRAFT report for staff and Town Council comments, with presentation of materials to staff and Town Council during a workshop session; and
- Six (6) copies of FINAL report incorporating staff and Town Council comments, with presentation of findings to the Town Council at a regular meeting.

## **CONDITIONS AND EXCLUSIONS**

The Client shall provide the following materials:

- Audits (preceding two [2] fiscal years).
- Existing impact fee ordinances.
- Approved and planned development records.
- Utility system budgets (revenues and expenditures).
- Assistance with any additional materials that may be required to finalize the analysis/report.

The Engineer's Scope of Services does not include a rate analysis.

**PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

Town of Hilliard, Florida  
Engineering Services Agreement  
June 11, 2024  
Page 3

**SCHEDULE OF FEES**

For Items A, B, and C of the Scope of Services, the Engineer shall be paid a lump sum fee of \$10,,000.

Additional meetings beyond those specified herein shall be billed at the Engineer’s hourly rate schedule.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client’s projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should they be required by law.

**ACCEPTANCE**

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Sincerely,  
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.  
President

JAM/TPN/pj

Accepted by  
Town of Hilliard, Florida

By: \_\_\_\_\_  
The Honorable John Beasley, Mayor

Date: \_\_\_\_\_



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to adopt Resolution No. 2024-13, calling for a General Election to be held on November 5, 2024, for the position of three Council Members to serve four-year terms each.

---

#### **BACKGROUND:**

The Town Council General Election shall be held on Tuesday, November 5, 2024, for the purpose of electing three members to the Town Council.

The candidates for the four-year Council terms shall qualify in one group and the three candidates receiving the highest number of votes shall be elected.

Qualifying period begins on Thursday, July 11, 2024, at noon.

Qualifying period ends on Friday, August 9, 2024, at noon.

The deadline for candidates to submit their Candidates Petitions for verification is Thursday, August 1, 2024, at noon. The required number of valid petition signatures needed is ten (10).

The persons who are elected at the general election and qualify as members of the Town Council shall take office at the first regular meeting of the Town Council held in January 2025.

#### **FINANCIAL IMPACT:**

N/A

#### **RECOMMENDATION:**

Town Council to adopt Resolution No. 2024-13, calling for calling for a General Election to be held on November 5, 2024, for the position of three Council Members to serve four-year terms each.

**RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CALLING FOR A GENERAL ELECTION TO BE HELD ON NOVEMBER 5, 2024; THREE MEMBERS OF THE TOWN COUNCIL FOR FOUR YEAR TERMS EACH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 8.01, Article VIII Elections of the Town Code Charter of Hilliard requires the members of the Town Council to be elected at a general election held on the first Tuesday after the first Monday in November; and

**WHEREAS**, Section 18-2, Chapter 18 Elections of the Town Code requires the Town Council to call the election for the purposes for which it is to be held at least 90 days prior to the date set for such election; and

**WHEREAS**, Section 18-2, Chapter 18 Elections of the Town Code requires the Town Council to set and post notice of the qualifying beginning date and ending date for the election and the location for qualifying.

**THEREFORE, BE IT RESOLVED**, by the Council of the Town of Hilliard:

**Section 1.** Pursuant to the requirements of law, the Town Council hereby calls a general election for the purpose of electing the members of the Town Council, which election shall be held on Tuesday, November 5, 2024. The Town Clerk is authorized and directed to publish the Notice of Election as required by Section 18-2 of the Elections Code, and to conduct the election and certify the results thereof as prescribed by said Code.

**Section 2.** The candidates for the four-year Council terms shall qualify in one group and the three candidates receiving the highest number of votes shall be elected.

**Section 3.** The election beginning date for qualifying is Thursday, July 11, 2024, at noon and the ending date for qualifying is Friday, August 9, 2024, at noon. The deadline for candidates to submit their Candidate Petitions for verification is Thursday, August 1, 2024, at noon. Qualifying for office will be located at the Hilliard Town Hall, 15859 West County Road 108, Hilliard, Florida 32046.

**Section 4.** The persons who are elected at the general election and qualify as members of the Town Council shall take office at the first regular meeting of the Town Council held in January 2025.

**THIS RESOLUTION** adopted this \_\_\_\_ day of \_\_\_\_\_, 2024, by the Hilliard Town Council, Hilliard, Florida, and shall become effective this date.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: **Lee Anne Wollitz – Land Use Administrator**

SUBJECT: Town Council to consider Ordinance No. 2024-04, an ordinance amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code; Amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard. Adopting on First Reading and setting Public Hearing for July 18, 2024.

---

### BACKGROUND:

At a Town Council Workshop early in 2024, The Council suggested updates be made to the Town Code regarding Tree Harvesting and Cutting within the Town limits.

Additions and improvements include:

An increase to the deposit.

The application has been updated and will be on the website.

Improved contact information requested.

Assurance against damages to the Town’s right of ways and drainage system.

Time limits on cleanup and repair to Public Properties.

### FINANCIAL IMPACT:

None.

### RECOMMENDATION:

Town Council to adopt Ordinance 2024-04, on First Reading and to set a Public Hearing & Final Reading for July 18, 2024.

**ORDINANCE NO. 2024-04**

**AN ORDINANCE AMENDING CHAPTER 42, STREETS, SIDEWALKS AND OTHER PUBLIC PLACES OF THE HILLIARD TOWN CODE; AMENDING SECTION 42-2 TREE CUTTING DEPOSIT AMOUNT AND ADDING DRAINAGE SYSTEM; AMENDING SECTION 42-3 GOOD CAUSE; ADDITIONAL EXCEPTIONS; ADDING REGULATIONS REGARDING TREE HARVESTING AND CUTTING ON PRIVATE PROPERTY WITHIN THE TOWN OF HILLIARD; AND PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard has found it necessary to enact the following amendment to Chapter 42, Streets, Sidewalks and Other Public Places; and

**WHEREAS**, the Town of Hilliard desires to enact this ordinance to promote, protect, and improve the safety, comfort, good order, appearance, convenience, law enforcement, fire prevention, and general welfare; and

**WHEREAS**, the Town of Hilliard has a right and a duty to conserve, develop, utilize and protect natural resources within its jurisdiction; and

**WHEREAS**, the Town of Hilliard has broad statutory and constitutional powers to plan for and regulate the use of land; and

**WHEREAS**, the Town of Hilliard has a desire to protect and preserve access to well-maintained right of ways and established drainage systems; and

**NOW THEREFORE BE IT ORDAINED**, by the Town Council of the Town of Hilliard, Florida, as follows:

**Section 1. Section 42-2 Tree Cutting, is hereby amended as follows.**

Property owners may cut trees on their property, ~~except to the extent the trees sought to be cut are on the unimproved rights-of-way and alleyways of the Town of Hilliard.~~ Property Owners may give written permission to an agent to cut trees that they could otherwise cut under this division. The removal of trees through the Town's system of right of ways requires application made to the Town Clerk and a cash deposit is to be placed as assurance against any damage to the Town right of ways or drainage systems through this removal. Likewise, trees on the unimproved right of ways and alleyways of the Town of Hilliard may only be cut upon the application by the adjoining property owners, to the Town Clerk, for the own. Such applicants or their agents are required to post a cash deposit bond for \$500.00 \$1,000.00, substantially the following form: The applicant will take no more than 20 days after the last cut, to ensure that the ditches and culverts in or along the above referenced public property, including the removal route and unimproved right of ways and alleyways that are cut will be cleared of all debris and returned to at least as good of condition as they were before the issuance of this deposit.

**CASH BOND FOR TREE CUTTING ON HILLIARD UNIMPROVED RIGHTS-OF-WAY AND ALLEYWAYS**

~~Unimproved Rights-of-Way and Alleyways identified as follows:~~

~~THE STATE OF FLORIDA)~~

~~COUNTY OF \_\_\_\_\_)~~

~~I, \_\_\_\_\_, am held and firmly bound unto the Town of Hilliard for the use and benefit of the Town of Hilliard, in the amount of \$500.00, deposited as security herein. The condition of the above obligation is that I swear that I am the owner of the property adjoining the unimproved Rights-of-Way and Alleyways set forth above and/or have been designated to act as the agent of such owner or owners and that I have authority to execute this bond in all respects and further swear that I will promptly, and in no event take more than 20 days after last cut, to ensure that the ditches and culverts in or along the above referenced unimproved Rights-of-Way and Alleyways that are cut will be cleared of all debris and returned to at least as good a condition as they were before the issuance of this bond and that I will cause to be removed any trees that were in the same or contiguous area that lean on or towards an improved Right-of-Way and appear to be a hazard to people or property, at which time this obligation shall be null and void; otherwise it is to remain in full force and effect.~~

~~EXPAND~~

<p>_____ Signature</p>	<p>_____ Date</p>
<p>_____ Printed Name</p>	<p>_____ Position, if not signing in individual capacity</p>

~~Notary Block -- option to be included at the Clerk's discretion.~~

**Section 2. Section 42-3 Good Cause; additional exceptions, is hereby amended as follows.**

Upon good cause the Town Council may excuse a violation of this Ordinance. This ordinance does not apply to trees less than 2 inches in diameter at 3 feet which may be brush cut from time to time. The cutting of trees in the unimproved rights of way is, by itself, not considered to be the establishment of a road as set forth in Chapter 46 62 of the Town Code.

**Section 7. Effective date.**

This Ordinance shall become effective upon passage.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the Hilliard Town Council, Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

Town Council First Reading: June 20, 2024  
Town Council Public Hearing Publication: July 3, 2024  
Town Council Public Hearing: July 18, 2024  
Town Council Second & Final Reading: July 18, 2024



ITEM-7

**FOR OFFICE USE ONLY**

File # \_\_\_\_\_

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

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

# Town of Hilliard Tree Cutting and Harvesting Application

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s) \_\_\_\_\_
4. Existing Use of Property: \_\_\_\_\_
5. Future Land Use Map Designation: \_\_\_\_\_
6. Existing Zoning Designation: \_\_\_\_\_
7. Acreage: \_\_\_\_\_

**B. APPLICANT**

1. Applicant's Status             Owner (title holder)             Agent
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_
3. If the applicant is agent for the property owner\*:  
Name of Owner (title holder): \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

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



**C. ATTACHMENTS**

- 1. **Copy of Warranty Deed or other proof of ownership**
- 2. **Legal description**
- 3. **Survey (if available)**
- 4. **Statement of proposed work including proposed travel route for tree removal.**
- 5. **Agent Authorization, if applicant is not owner.**

**D. EXPECTATIONS**

- 1. The applicant will take no more than 20 days after last cut, to ensure that the ditches and culverts in or along the any above referenced public property, including the removal route and unimproved Rights-of-Ways and Alleyways that are cut will be cleared of all debris and returned to at least as good a condition as they were before the issuance of this deposit.

**E. DEPOSIT**

- 1. \$1,000.

**All attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.**

**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 \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public, State of \_\_\_\_\_



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2024-06, on First Reading, an Ordinance, Annexing into the corporate limits three parcels real property containing approximately 37.19 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps. Setting the First Public Hearing for July 18, 2024, and the Second Public Hearing for August 1, 2024.

---

#### **BACKGROUND:**

See attached Ordinance for the annexation request made by Lofty Investment Holdings.

#### **FINANCIAL IMPACT:**

No cost to Town. Lofty Investment Holdings to cover all costs associated with the annexation of the three parcels of property listed in Attachment A.

#### **RECOMMENDATION:**

Town Council to set the First Public Hearing for July 18, 2024, and the Second Public Hearing for August 1, 2024.

**ORDINANCE 2024-06**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, ANNEXING INTO THE CORPORATE LIMITS THREE PARCELS OF REAL PROPERTY CONTAINING APPROXIMATELY 37.19 ACRES; DESCRIBED WITH PARTICULARITY HEREIN; FINDING SAID ANNEXATION TO BE CONSISTENT WITH THE TOWN OF HILLIARD'S COMPREHENSIVE PLAN AND THE TOWN'S CODE; AMENDING SECTION 2.03 OF THE CHARTER OF THE TOWN OF HILLIARD TO INCLUDE SAID LAND; PROVIDING FOR AND AUTHORIZING THE UPDATING OF THE OFFICIAL TOWN MAPS; REPEALING CONFLICTING ORDINANCES; PROVIDING DIRECTION TO THE TOWN CLERK; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 171.044, Florida Statutes, provides a procedure for voluntary annexation; and

**WHEREAS**, the Town Council of the Town of Hilliard finds that the annexation is consistent with Section 171.045, Florida Statutes; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is contiguous to the boundaries of the Town limits; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is reasonably compact; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the petition bears the signatures of all owners of real property; and

**WHEREAS**, the Town Council of the Town of Hilliard has the authority to annex real property and expand the boundaries of the Town limits by virtue of Sections 3.01 and 4.01 of the Town Charter; and

**WHEREAS**, the owners of three parcels of real property, listed in Attachment A, and consisting of approximately 39.17 acres situated within unincorporated Nassau County; adjacent to the Town's southern boundary at US Hwy 1 and Cosmos Trail, and that the complete legal by metes and bounds in Attachment B, and a map depicting the boundary of said real property in Attachment C; and

**WHEREAS**, the Town Council of the Town of Hilliard has deemed it to be in the public interest of the Town that the parcels be annexed within the corporate limits of the Town of Hilliard; and

**WHEREAS**, the Town desires now to annex the total real property consisting of approximately 39.17 acres known as the three parcels described in Attachment B, herein into the corporate limits of the Town of Hilliard, Florida.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:**

**SECTION 1.** That the foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Ordinance.

**SECTION 2.** That the Town Council finds the annexation to be consistent with the Town's Comprehensive Plan and Town Code.

**SECTION 3.** That the Parcel or real property described herein be annexed to the Town of Hilliard, and that all conflicting ordinances or parts of ordinances, all conflicting Town Code sections or parts of sections, and all conflicting resolutions or parts of resolutions be repealed to the extent of such conflict.

**SECTION 4.** That the corporate boundaries of the Town of Hilliard, Florida, are hereby extended, enlarged, and redefined to include the real property depicted in Attachment B, and Attachment C, which is attached hereto and made a part hereof.

**SECTION 5.** That the current land use and zoning remain unchanged by this Ordinance, until such time as the Town of Hilliard adopts a comprehensive plan amendment that includes the annexed Parcel.

**SECTION 6.** That upon adoption of this ordinance, the Town Clerk make such amendments to the official boundary map of the Town of Hilliard to include the Parcel, and that such amendments become and be made a part of the Charter of the Town of Hilliard in accordance with Section 2.03 of the Charter.

**SECTION 7.** That this Ordinance shall be effective immediately upon adoption; at such time, the Parcel shall become a part of the Town of Hilliard, to be governed by the Town and subject to the Town's laws and regulations.

**SECTION 8.** It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Code of the Town of Hilliard, Florida.

**SECTION 9.** Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such judicial declaration shall not affect the validity of the ordinance as a whole, or any part of it, other than the part to be declared invalid.

**SECTION 10.** That this ordinance shall be published in the Nassau County Record for two (2) consecutive weeks, and that proof of publication of this ordinance be filed herein prior to the final reading of this ordinance.

**SECTION 11.** That upon the filing of the proof of publication and final adoption of this ordinance, a copy of the same shall be filed with the Clerk of Court for Nassau County, Florida, and a copy be forwarded to the Department of State, Tallahassee, Florida.

**IN WITNESS OF THE FOREGOING,** the parties have set their hands and seal the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed, sealed, and delivered in the presence of:

**TOWN OF HILLIARD, FL**

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

**APPROVED:**

\_\_\_\_\_  
John P. Beasley  
Mayor

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Christian W. Waugh  
Town Attorney

Zoning Boards Signs Posted:	June 7, 2024
Town Council First Reading:	June 20, 2024
Send Certified Mailed to County Commission:	June 21, 2024
Town Council 1 <sup>st</sup> Publication:	July 3, 2024
Town Council 2 <sup>nd</sup> Publication:	July 10, 2024
Town Council 1 <sup>st</sup> Public Hearing:	July 18, 2024
Town Council 2 <sup>nd</sup> Public Hearing:	August 1, 2024
Town Council Vote & Adoption:	August 1, 2024
File with Clerk of Court & County Manager:	August 5, 2024
Mailed to Department of State:	August 5, 2024



**ATTACHMENT A**  
**OWNERS INFORMATION**

**PROPERTY OWNERS:**

1. Parcel No. 15-3N-24-2320-0017-0010  
37074 Cosmos Trail, LLC  
c/o Lofty Investment Holdings  
Attn: Lisa A. Mankoski  
4025 Sunbeam Road  
Jacksonville, Florida 32257

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

2. Parcel No. 15-3N-24-2320-0017-0020  
Hilliard First Assembly of God, Inc.  
c/o Pastor Arlie Johns  
550920 US Highway 1  
Hilliard, Florida 32046  
(904) 845-2642 (cell)  
[hilliardag@hilliardag.com](mailto:hilliardag@hilliardag.com)  
Mailing Address:  
P.O. Box 670  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

3. Parcel No.15-3N-24-2320-0019-0010  
Richard & Cecelia A. Walker  
P.O. Box 6  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

**ATTACHMENT B**  
**LEGAL DESCRIPTIONS**

**ATTACHMENT C**  
**MAP**

**1. LEGAL DESCRIPTIONS:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**

TOGETHER WITH:

Parcel # 15-3N-24-2320-0017-0020

A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.

Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN at a found broken concrete monument for the Southeast corner of Lot 18 and run South 88°-41'-13" West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North 52°-50'-45" West along said right-of-way, a distance of 832.39' feet to a found 5/8" iron pin with cap stamped No. 2445; run thence North 60°-31'-06" East along found monumented and occupied line, a distance of 291.20' feet to a found 5/8" iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North 88°-23'-11" East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found 3/4" iron pipe at the Northeast corner of said Lot 17; run thence South 0°-58' East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the POINT OF BEGINNING.

TOGETHER WITH:



Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

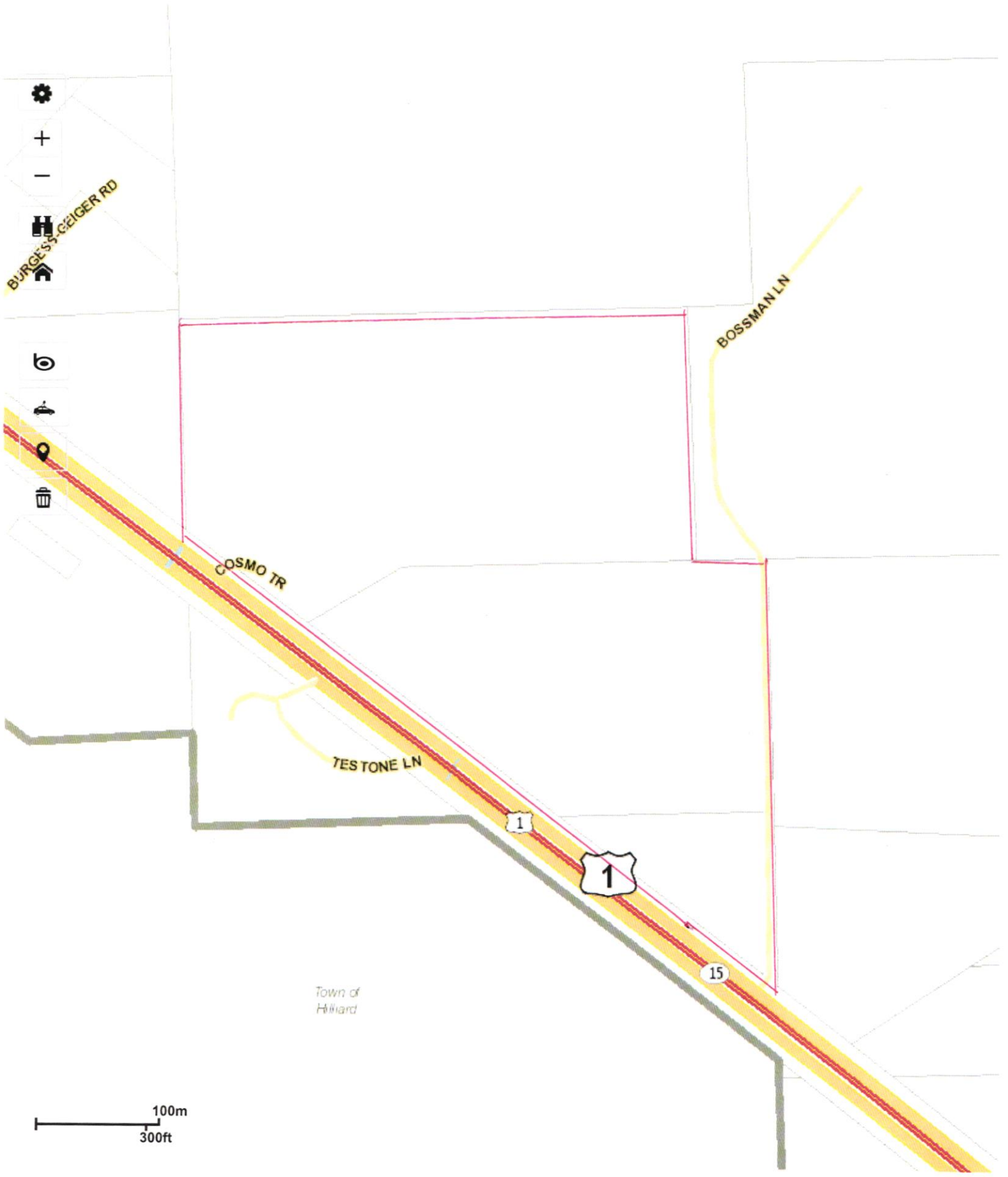
**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.





- Settings icon (gear)
- Zoom in icon (+)
- Zoom out icon (-)
- Home icon (house)
- Map style icon (sun)
- Location pin icon (pin)
- Layers icon (stack of papers)





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2024-07, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of 16.32 acres located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, Florida, Nassau County parcel no. 15-3N-24-2320-0017-0020 and parcel no. 15-3N-24-2320-0019-0010; Adding the designation of commercial. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

---

#### **BACKGROUND:**

See attached Ordinance.

#### **FINANCIAL IMPACT:**

No cost to Town. Lofty Investment Holdings to cover all costs associated with the annexation process.

#### **RECOMMENDATION:**

Town Council to set the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**ORDINANCE NO. 2024-07**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF 16.32 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY PARCEL NO. 15-3N-24-2320-0017-0020 AND PARCEL NO. 15-3N-24-2320-0019-0010; ADDING THE DESIGNATION OF COMMERCIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owners of that parcels of land, consisting of 16.32 acres, more or less; located on the south border of Hilliard on the east side of US HWY 1, Hilliard, Florida, Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010, being particularly described in Attachment A; have applied for an amendment to the Future Land Use Map, adding a designation of Commercial to the property following the adoption of Ordinance No. 2024-06, approving the annexation of said properties; and

**WHEREAS**, the property in question is currently not classified; and

**WHEREAS**, the Planning & Zoning Board recommended approval of the future land use designation change adding a designation of Commercial, at their July 9, 2024, regular meeting; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:**

**SECTION 1. PROPERTY INVOLVED.** The property for this Future Land Use Map amendment consists of 16.32 acres, more or less; located on the east side of US Hwy 1 and south of Cosmos Trail, Hilliard, FL, Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010, being particularly described in Attachment A, has applied for an amendment to the Future Land Use Map, adding a Commercial designation.

**SECTION 2. LAND USE AMENDMENT.** Upon review of the entire file, the future land use of said property is hereby classified Commercial, and the Future Land Use Map shall be amended to reflect this change in land use classification.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, and phrases under application shall not be affected thereby.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon final adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Hilliard Town Council.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**ATTACHMENT A**  
**LEGAL DESCRIPTIONS**

**NEIGHBORING PARCELS:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

*According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.*

Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN at a found broken concrete monument for the Southeast corner of Lot 18 and run South  $88^{\circ}-41'-13''$  West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$  West along said right-of-way, a distance of 832.39' feet to a found  $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-06''$  East along found monumented and occupied line, a distance of 291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-23'-11''$  East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the POINT OF BEGINNING.

TOGETHER WITH:

Parcel # 15-3N-24-2320-0019-0010

PARCEL 1: That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

PARCEL 2: Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

TO INCLUDE:

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

ALSO BEING DESCRIBED AS:

SURVEYORS DESCRIPTION:

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeasterly Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeasterly Right-of-Way line, a distance of 693.38 feet; thence departing said Northeasterly Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.







## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2024-08, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning C-1, General Commercial District; for the 16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

---

### **BACKGROUND:**

See attached Ordinance.

### **FINANCIAL IMPACT:**

No cost to Town. Lofty Investment Holdings to cover all costs associated with the annexation process.

### **RECOMMENDATION:**

Town Council to set the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**ORDINANCE NO. 2024-08**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, CHANGING THE ZONING DESIGNATION FROM NASSAU COUNTY ZONING OPEN RURAL TO TOWN ZONING C-1, GENERAL COMMERCIAL DISTRICT; FOR THE 16.32 ACRE PARCELS MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the requested zoning change requires a change from the Nassau County zoning designation of Open Rural to the Town Zoning designation of C-1, General Commercial District; and

**WHEREAS**, the existing Comprehensive Plan future land use designation is Commercial; and

**WHEREAS**, the requested zoning change is consistent with the Comprehensive Plan per Ordinance No. 2024-07, and the public interest; and

**WHEREAS**, the Planning and Zoning Board approved the zoning change request at their July 9, 2024, regular meeting; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:**

**SECTION 1. PROPERTY INVOLVED.** The properties in question for this zoning district change consists of 16.32 acres, more or less; and is located on the east side of U.S. Highway 1 and is south of Cosmos Trail, Hilliard, FL, known as Nassau County Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010.

**SECTION 2. ZONING CHANGE.** For the properties in question the zoning district change is from Nassau County Open Rural to Town of Hilliard C-1, General Commercial District.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect immediately upon its final adoption.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Hilliard Town Council, Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**NEIGHBORING PARCELS:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

*According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.*

Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN at a found broken concrete monument for the Southeast corner of Lot 18 and run South  $88^{\circ}-41'-13''$  West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$  West along said right-of-way, a distance of 832.39' feet to a found  $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-06''$  East along found monumented and occupied line, a distance of 291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-23'-11''$  East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the POINT OF BEGINNING.

TOGETHER WITH:

Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastly Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastly Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastly Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.









## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2024-09, on First Reading, an Ordinance, Amending the Hilliard Comprehensive Plan, Future Land Use map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County parcel no. 15-3n-24-2320-0017-0010; Adding the designation of mixed-use; allowing for commercial and high density residential. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

---

#### **BACKGROUND:**

See attached Ordinance.

#### **FINANCIAL IMPACT:**

No cost to Town. Lofty Investment Holdings to cover all costs associated with the annexation process.

#### **RECOMMENDATION:**

Town Council to set the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**ORDINANCE NO. 2024-09**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF 21.03 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AT COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY PARCEL NO. 15-3N-24-2320-0017-0010; ADDING THE DESIGNATION OF MIXED-USE; ALLOWING FOR COMMERCIAL AND HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owner of that parcel of land, consisting of 21.03 acres, more or less; located on the east side of US 1 at Cosmos Trail, Hilliard, Florida, Parcel No. 15-3N-24-2320-0017-0010, being particularly described in Attachment A, have applied for an amendment to the Future Land Use Map, adding a designation of Mixed-Use allowing or Commercial and High Density Residential Designation to the property following the adoption of Ordinance No. 2024-06, approving the annexation of said property; and

**WHEREAS**, the property in question is currently not classified; and

**WHEREAS**, the Planning & Zoning Board recommended approval of the future land use designation change adding a designation of Mixed-Use and allowing for Commercial and High Density Residential, at their July 9, 2024, regular meeting; and

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:**

**SECTION 1. PROPERTY INVOLVED.** The property in question for this Future Land Use Map amendment consists of 21.03 acres, more or less; located on the east side of US Hwy 1 at Cosmos Trail, Hilliard, FL, Parcel No. 15-3N-24-2320-0017-0010, being particularly described in Attachment A, has applied for an amendment to the Future Land Use Map, adding a Mixed-Use designation allowing for Commercial and to High Density Residential.

**SECTION 2. LAND USE AMENDMENT.** Upon review of the entire file, the future land use of said property is hereby classified Mixed-Use allowing for both Commercial and High Density Residential, and the Future Land Use Map shall be amended to reflect this change in land use classification.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, and phrases under application shall not be affected thereby.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon final adoption.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Hilliard Town Council.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**ATTACHMENT A**  
**LEGAL DESCRIPTIONS**

**LOFTY PUD:****LEGAL DESCRIPTION:**

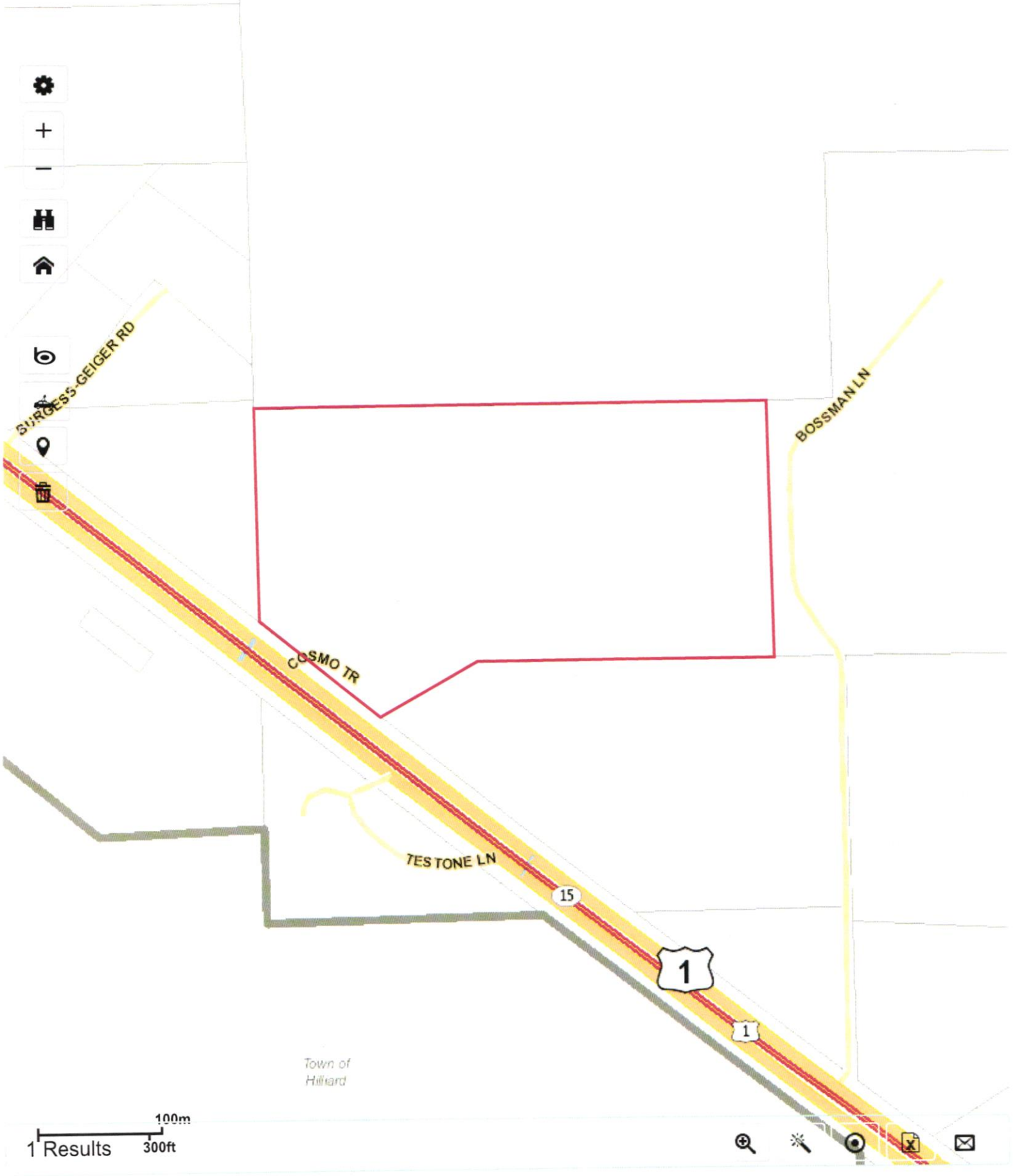
Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council to consider Ordinance No. 2024-10, on First Reading, an Ordinance, changing the zoning designation from Nassau County zoning Open Rural to Town zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in attachment “a”, legal description; Specifically described in attachment “b” written description; and attachment “c” site plan. Setting the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

---

#### **BACKGROUND:**

See attached Ordinance.

#### **FINANCIAL IMPACT:**

No cost to Town. Lofty Investment Holdings to cover all costs associated with the annexation process.

#### **RECOMMENDATION:**

Town Council to set the First Public Hearing for August 1, 2024, and the Second Public Hearing for September 5, 2024.

**ORDINANCE NO. 2024-10**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, CHANGING THE ZONING DESIGNATION FROM NASSAU COUNTY ZONING OPEN RURAL TO TOWN ZONING PUD, PLANNED UNIT DEVELOPMENT; FOR THE PROPERTY LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF EASTWOOD ROAD; DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the requested zoning change requires a change from the Nassau County zoning designation of Open Rural to the Town Zoning designation to PUD, Planned Unit Development; and

**WHEREAS**, the existing Comprehensive Plan future land use designation is Mixed-Use; and

**WHEREAS**, the requested zoning change is consistent with the Comprehensive Plan per Ordinance No. 2024-09, and the public interest; and

**WHEREAS**, the Town Council has completed a review of the request and finds it in compliance with the Comprehensive Plan and does not adversely impact the health, safety, and welfare of the Town's residents; and

**WHEREAS**, the Planning and Zoning Board approved the zoning change request at their July 9, 2024, regular meeting; and

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, AS FOLLOWS:**

**SECTION 1. PROPERTY INVOLVED.** The property described in Attachment "A", Legal Description: Parcel No. 15-3N-24-2320-0017-0010.

**SECTION 2. ZONING CHANGE.** For the properties in question the zoning district change is from Nassau County Open Rural to Town of Hilliard, to PUD, Planned Unit Development.

**SECTION 3. SEVERABILITY.** The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**SECTION 4. REPEALED.** Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall become effective upon passage.



**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Hilliard Town Council, Hilliard, Florida.

\_\_\_\_\_  
Kennth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

- Planning & Zoning Boards Signs Posted: June 7, 2024
- Planning & Zoning Board Publication: June 19, 2024
- Town Council First Reading: June 20, 2024
- Town Council First Publication: July 3, 2024
- Planning & Zoning Board Public Hearing: July 9, 2024
- Planning & Zoning Boards Report: August 1, 2024
- Town Council First Public Hearings: August 1, 2024
- Town Council Second Publication: August 14, 2024
- Town Council Second Public Hearings: September 5, 2024
- Town Council Second & Final Reading: September 5, 2024

**ATTACHMENT "A"**  
**LEGAL DESCRIPTION**

## ATTACHMENT “B”

### WRITTEN DESCRIPTION

#### Hilliard Cosmos Planned Unit Development PUD Written Description May 3, 2024

#### I. PROJECT DESCRIPTION

37074 Cosmos Trail, LLC (“Applicant”) proposes to rezone approximately 21.03 acres of property along U.S. Highway 1 (the “Property”) from Open Rural (Nassau County) to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 15-3N-24-2320-0017-0010. A legal description of the Property is attached as Exhibit “A”.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with a mix of multi-family residential and commercial uses (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as Exhibit “C” (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed High Density Residential and Commercial FLUM designations set forth in the Town of Hilliard Comprehensive Plan 2040.

The requested PUD rezoning application is a companion to applications to annex the Property into the Town of Hilliard (along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010), and to change the Future Land Use Map (“FLUM”) designation of the Property from Medium Density (Nassau County) to High Density Residential (18.94 acres) in the Town, for the portions of the Property designated as the “Residential Parcel” on the Conceptual Site Plan, and to Commercial (2.09 acres) for the portion of the Property designated as the “Commercial Outparcel #1” and “Commercial Outparcel #2”.<sup>1</sup>

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

#### II. USES AND RESTRICTIONS

As set forth in this written description, the proposed Project is a mixed-use development that includes both multi-family housing and commercial/retail uses. The Property abuts U.S. Highway 1,

---

<sup>1</sup> The neighboring parcels are approximately 16.31 acres and are subject to companion applications to change the zoning from Open Rural (Nassau County) to Commercial and to change the FLUM designation from Medium Density (Nassau County) to Commercial.

where higher intensity and density uses are appropriate. The proposed layout of the buildings and uses as shown on the Conceptual Site Plan demonstrate that the commercial uses will be buffered from the residential uses within the PUD and that the residential uses will likewise be buffered from other, less intense, uses to the north and east. The buffers include a combination of manmade elements (planted landscaping and a larger lake/stormwater pond) along with natural buffers.

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses will include the following:

Within the Residential Parcel as depicted on the Conceptual Site Plan, multiple-family units up to twelve units per acre (not to exceed a maximum of 227 residential units total) and related amenities and facilities shall be permitted. These may include apartments (fee simple, rental or condominium ownership); leasing/sales/management offices, models and similar uses; landscaping, janitorial, maintenance and similar uses; amenity/recreation centers which may include a pool, cabana/clubhouse, meeting rooms, health/exercise facility, sauna, and similar facilities; parks, open space, playgrounds, playfields, fire pit/gathering areas, observation and shade pavilions, pet parks, park structures, site furnishings, landscaping, vegetative screens or buffers, fencing, walkways, greenways, nature walks, trails, exercise courses, boardwalks, footbridges, gardens, noncommercial greenhouses and plant nurseries, tool houses, garden sheds, garden work centers, ponds, observation platforms, benches, picnic areas, shelters and informational kiosks, signage, habitat enhancement devices such as birdhouses, duck houses, and bat houses, and other similar uses and structures designed for and used for recreational/open spaces; mail center/kiosk; car wash (self) and dog wash area for residents; structure parking including, without limitation, parking garages, underbuilding parking, covered parking spaces, and parking lots/surface parking; maintenance office/areas, maintenance equipment storage building/areas, security offices, and similar uses; and stormwater management and flood control improvements, as permitted by the applicable regulatory agencies.

Within the Commercial Outparcels depicted on the Conceptual Site Plan, non-residential uses shall be permitted up to a maximum of 14,000 square feet and may include those uses permitted as a principal use and permitted by exception within the Main Street Commercial (MSC) and General Commercial District (C-1) designation of the LDR2, as follows:

- Animal hospital/veterinary clinic;
- Animal boarding place facility;
- Bank and financial institutions;
- Bowling alley;
- Churches;
- Commercial recreation facilities;
- Community center;
- Convenience stores;
- Day care/child care center;
- Delicatessen, bake shop;
- Employment offices;
- Family day care homes;
- Gasoline sales;

---

<sup>2</sup> As of the date of this PUD Written Description, the Town is in the process of revising its LDR to replace its Neighborhood Commercial (C-N) designation with the MSC rezoning. In the event the Town fails to enact such change, the Applicant shall have the right to include neighborhood-type commercial uses as detailed in this text.

- General store;
- Governmental uses;
- Hospitals;
- Hotels and motels;
- Medical and dental clinic/office;
- Museum, and art gallery;
- Nursing homes, assisted living facilities, convalescent homes, and similar facilities;
- Outdoor fruit, vegetable, poultry or fish markets;
- Parcel delivery office;
- Printing, publishing or similar establishment;
- Private schools;
- Professional and business office;
- Recreational vehicle parks;
- Restaurants with or without drive-through facilities;
- Restaurant with alcohol sales;
- Retail sales;
- Retail facilities for the sale of beer and wine for consumption off premises;
- Research laboratories;
- Schools, colleges and universities;
- Self-service laundries or dry-cleaners;
- Service establishments in an enclosed building;
- Skating rinks;
- Veterinary clinic; and
- Vocational, trade and business schools.

**B. Uses by Special Exception:** Within the “Commercial Parcels,” restaurants, sidewalk cafés, grocery stores, pharmacies, specialty food stores and other commercial establishments within the Project shall be permitted to sell alcoholic beverages for on-premises and off-premises consumption, as applicable and, subject to the vendor of alcoholic beverages meeting the criteria set forth in Chapter 6, Article I of the Code, any such sales occurring within 500 feet of any established church shall be deemed compliant with Chapter 6, Article II, of the Code.

**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Accessory uses such as customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

**D. Restriction on Uses:** As provided, the development will only include the uses described in Section II.A.-C. above.

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

a. Multiple-Family Development Standards: Multiple-family Uses: Minimum lot width, Maximum lot coverage by all buildings, Minimum yard requirements, and Maximum height of structures for multiple-family uses: For the purposes of these requirements, “lot” refers to the parent property within which the proposed buildings are located and “yard” refers to distance from the parent property boundary.

- (i) Minimum lot width: None.
- (ii) Minimum lot area: None.
- (iii) Maximum lot coverage by all buildings: Thirty-five percent (35%).
- (iv) Minimum yard requirements. The minimum yard requirements for all structures are:
  - Front: Twenty (20) feet.
  - Side: Twenty (20) feet.
  - Rear: Twenty (20) feet.
- (v) Maximum height of structure: Thirty-five (35) feet. Decorative rooftop structures including: screening, mechanical equipment, roof access, mansard roofs, spires, cupolas, parapets, antennas, chimneys and other appurtenances not intended for human occupancy are not included in the maximum height.
- (vi) Minimum required living areas for the multi-family units are:
  - Studio/One bedroom: 470 square feet.
  - Two bedroom: 950 square feet.

b. Commercial Development Standards:

- (i) Setbacks: Setbacks shall be measured per the LDR and shall be as follows:
  - Front: Ten (10) feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
  - Rear: Five (5) feet.
  - Side: Ten (10) feet.
- (ii) All structures shall have a minimum separation of twenty (20) feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.

- (iii) Maximum height of structure: Thirty-five (35) feet.
- (iv) Maximum impervious surface ratio: Seventy-five percent (75%).
- (v) Maximum lot coverage by buildings (not including parking or stormwater drainage facilities): Thirty-five percent (35%) of the acreage for the overall Commercial Parcels.

The development will be constructed in one (1), 15-year phase, provided construction of the non-residential portions of the Project may be initiated when needed and feasible so long as completed within the timeframe set forth herein. Construction shall commence within five (5) years of PUD Ordinance approval. For purposes of this PUD, “commencement” shall mean securing approved construction drawings of all or of a portion of the site. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

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

- a. **Parking Requirements:** Except as otherwise provided for herein, the PUD shall comply with applicable off-street parking and loading requirements of the LDR. For the Residential Parcel, two (2) spaces per dwelling unit (454 spaces) shall be provided via parking structures and/or surface parking, or a combination of the same. In addition, a minimum of 5% of the total spaces for the dwelling units (23 spaces) shall be provided for additional guest parking, and one (1) space per for each two hundred fifty (250) feet of gross floor area of clubhouse. Individual commercial parcels may share parking with other facilities pursuant to shared parking agreements, provided the uses sharing the parking areas do not result in a lack of required parking under the LDR.
- b. **Vehicular Access/Interconnectivity:** As shown on the Site Plan, access to the Property will be provided via an access point located along U.S. Highway 1. The locations of the access drives from U.S. 1 will be determined by FDOT. The Applicant will provide the Town with an FDOT driveway permit for the final access drives during the construction planning process for any development within the Property. Interior access drives will be privately owned and maintained by the owner, an owners’ association and/or a



management company. The internal access drive to the Residential Parcel may be gated at the developer's option. The location and design of all access points and interior access drives is conceptual, and the final location and design of all access points and interior access drives is subject to the review and approval of the Town.

- c. Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of the entrance roadways to provide pedestrian interconnectivity between the commercial and residential areas of the Project. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense along all streets as approved by the Town of Hilliard's Engineering Department.

**C. Signs and Entry:** The Project will have an entry feature and related community identification signage within the main entrances at U.S. Highway 1, as depicted on the Conceptual Site Plan. All Project signage will comply with applicable provisions of the Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers, and other visitors to other areas of the Property that are in operation.

**D. Landscaping:** Landscaping for the Project shall be provided in accordance with Article XI, LDR.

**E. Recreation and Open Space:** The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas.

**F. Utilities:**

- a. Potable Water/Sanitary Sewer:** The proposed potable water system for the Project will connect to the existing 8-inch water line owned by the Town which is located near the intersection of US Highway 1 and Eastwood Road. The proposed wastewater system for the Project will require an onsite private lift station and a dedicated sanitary forcemain to a connection point at the forcemain at Lift Station #3, which is

approximately 1,600 linear feet north of the intersection of US Highway 1 and Eastwood Road. The proposed utility installation will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the “W/WW Specifications”).

- b. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power & Light.
- c. **Fire Protection:** Fire protection for the Project shall be provided in accordance with the LDR and the W/WW Specifications. The Applicant acknowledges that it is responsible for meeting all applicable minimum fire flow requirements and is responsible for constructing the associated infrastructure improvements to meet such requirements.
- d. **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

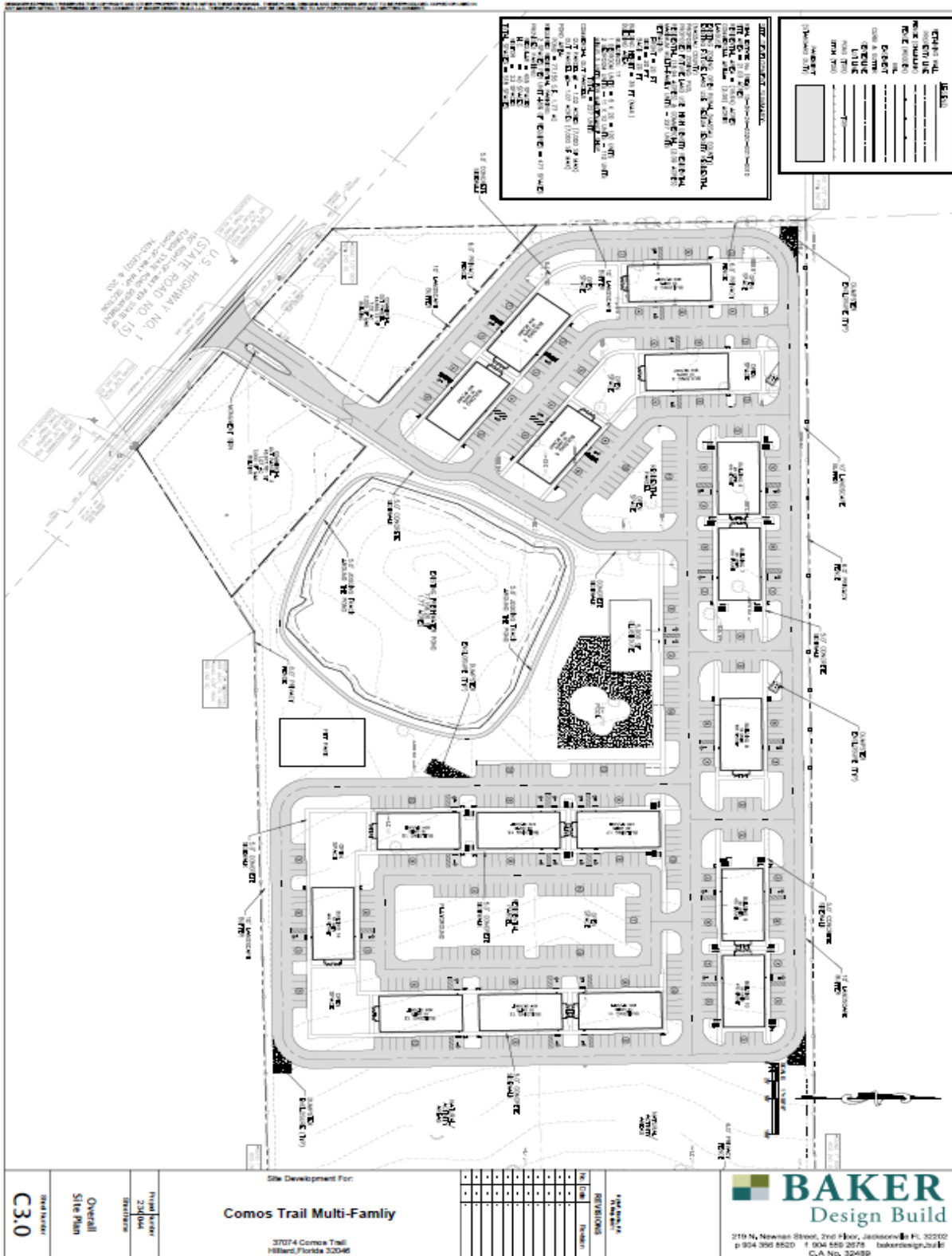
**G. Wetlands/Environmental:** The Property does not contain jurisdictional wetlands. The Property contains an approximately 1.77-acre freshwater pond centrally located on the site which will be utilized for onsite stormwater retention and permitted in accordance with St. Johns River Water Management District (“SJRWMD”) and FDEP requirements. There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission (“FWC”) requirements.

**H. Stormwater:** Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the owner, an owners’ association and/or a management company.

#### IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town of Hilliard, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

# ATTACHMENT "C" SITE DEVELOPMENT PLAN



**LOFTY PUD:****LEGAL DESCRIPTION:**

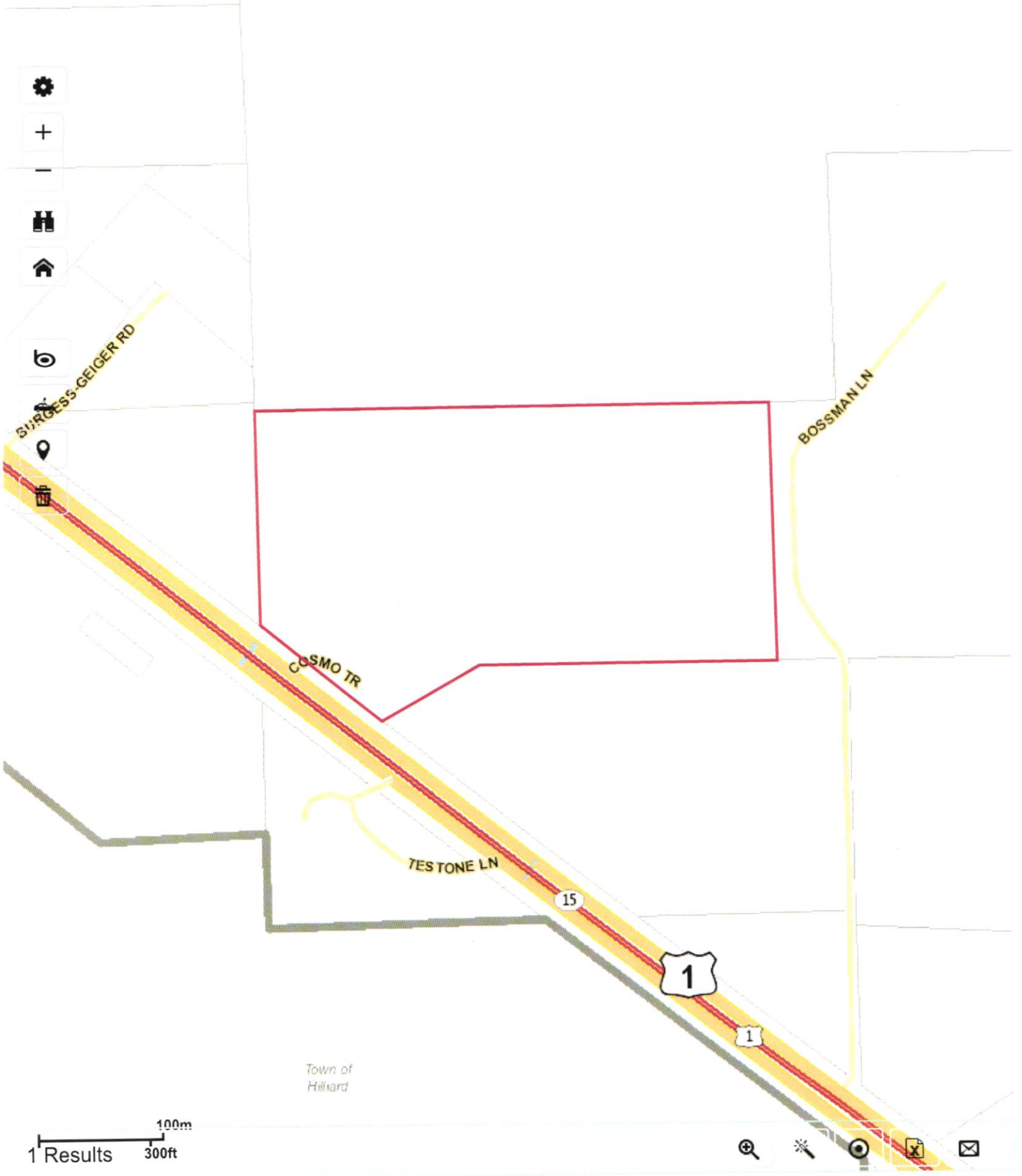
Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**



1 Results

100m  
300ft





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Town Council to discuss an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard.

---

#### **BACKGROUND:**

Last month during a discussion concerning pavement management and Mobily fees the topic was broached concerning the county’s policy of not taking ownership and maintenance responsibilities for roads within PUDs and Subdivisions.

After that meeting, I reached out to Nassau Planning for information about the setup of the “county pipeline” and their ordinance for future road ownership.

I have attached it for your review Town code 62- 591 which speaks of acceptance for maintenance by to the town of new roads. Therefore, if we wish to change our position of this matter we would need to amend this section of code.

We have a couple of projects that I would classify as in the “pipeline” that will have public streets upon completion they are as follows: Greenbrier, Whisper Ridge, and SEDA depending on the date of their application(s). While Lofty and Hilliard RV would also be in the “pipeline” their written descriptions state that they will retain ownership and maintenance of the internal roads.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to discuss an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard.

---

**Sec. 62-591. Acceptance for maintenance by town.**

- (a) Prior to acceptance by the town, the developer shall furnish a certificate prepared by the developer's engineer to the effect that all improvements have been completed in accordance with the approved plans and specifications. Where the developer elects to post a bond ensuring that the work will be completed in a stated period of time, the certificate required by this section will be required at the time of completion of construction.
- (b) Upon completion of the work covered by the plans and a unilateral agreement, the owner shall notify the town engineer in writing. Upon receipt of notification, the town will make an inspection of the construction work. If all work is found to be satisfactorily completed, then the town, after a period of 90 days from the time of inspection, will make a final inspection. If the work is found satisfactory and if all deficiencies are repaired or corrected, then the town will accept the improvements for maintenance. A performance bond in the amount of 100 percent of the estimated cost of street improvements will be required in all subdivisions.



ORDINANCE 2003 - 66

AN ORDINANCE AMENDING ORDINANCE 99-17, AS AMENDED, WHICH IS THE ROAD AND DRAINAGE STANDARDS; SPECIFICALLY AMENDING SECTION 5.3.3, ACCEPTANCE FOR MAINTENANCE BY NASSAU COUNTY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners has found it necessary to amend Ordinance 99-17, as amended.

NOW, THEREFORE, BE IT ORDAINED, this 22nd day of ~~October~~ <sup>December</sup>, 2003, by the Board of County Commissioners of Nassau County, Florida, that Ordinance 99-17, as amended, shall be further amended as follows:

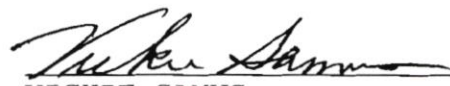
1. Section 5.3.3 - Dedication and Acceptance of Maintenance by Nassau County of Roads:

~~Upon satisfactory completion of the Sections 5.3.1 and 5.3.2 above, the developer may petition the Board of County Commissioners to accept the roadways for maintenance by the County. This request must be submitted 10 working days prior to the date of the next Board meeting. Pursuant to Florida Statutes, Section 177.081(3), roads within a subdivision shall be dedicated to the public. The Board of County Commissioners shall not accept roadways for maintenance. The responsibility for maintenance of the roadways and associated infrastructures for a subdivision shall be the responsibility of an established homeowners' association or the developer.~~

The homeowners' association or developer shall be required to sign the plat for the association to assume the maintenance of the roadways and associated infrastructure for the subdivision and to show a provision for same in the recorded covenants and restrictions for the subdivision.

2. Effective Date: This Ordinance shall become effective upon its being filed in the office of the Secretary of State.

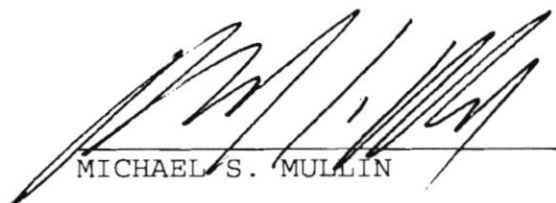
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
VICKIE SAMUS  
Its: Chairman

ATTEST:

  
J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney

  
MICHAEL S. MULLIN

h/anne/ords/road-subdivision-amd-sec533



Nassau County Engineering Services  
 96161 Nassau Place  
 Yulee, Florida 32097

José Deliz,  
 Director

## MEMORANDUM

To: Ansley Acree, Chairman, Board of County Commissioners

From: José R. Deliz, Director of Engineering Services

Date: June 13, 2005

Subject: Developments in Pipeline

As requested, below is a list of developments platted or in the process of platting prior to the BOCC resolution to no longer accept subdivision roads for maintenance.

Amelia Concourse	Jones Estates
Amelia National (private)	Jordan's Cove
Bells River Estates	Lanceford
Blackrock Hammock (private maintenance)	Lighthouse Point
Brady Pointe Preserve	McKendree Acres
Buckhead	Morning Dove Estates
Captain's Point	North Deerwood Estates
Cartesian Pointe	North Hampton
Creekside	Page Hill
Cypress Palm Gardens	Rocking Horse Farms
Green Meadows	The Hideaway
Heron Isles (private maintenance)	The Trails
Heron Pointe	Timber Ridge
Hickory Village	Waterway Oaks
Hunter's Green (private maintenance)	

YULEE  
 (904) 491-3609  
 FAX (904) 491-3611

TOLL FREE  
 1-800-264-2065  
 1 800-948-3364

HILLIARD  
 (904) 845-3610  
 (904) 491-3626  
 FAX (904) 845-1230

10-04-04 Policy regarding dedication of roads for plats: All alleys, easements, rights of way, and public areas shown on the plat are dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body. (This language affects anything **not** in the pipeline as of October 4, 2004.

**Denise Swan**

---

**From:** Brenda Linville  
**Sent:** Wednesday, November 14, 2007 3:13 PM  
**To:** Denise Swan  
**Subject:** Policy

**Attachments:** 20071114150245970.pdf



2007111415024597  
0.pdf (36 KB)

Denise,

This is not a resolution or ordinance, but a policy which was approved on October 4, 2004.  
If you need for me to send you the minutes I will.

Brenda

-----Original Message-----

**From:** admin@nassauclerk.com [mailto:admin@nassauclerk.com]  
**Sent:** Wednesday, November 14, 2007 3:03 PM  
**To:** Brenda Linville  
**Subject:**

This E-mail was sent from "RNP9686E0" (Aficio 2075).

Scan Date: 11.14.2007 15:02:45 (-0500)  
Queries to: admin@nassauclerk.com



Nassau County Engineering Services Department  
96161 Nassau Place  
Yulee, Florida 32097

José Deliz, P.E.  
Director

## MEMORANDUM

To : All Developers  
From : Tina Clark, OSIII  
Subject : Plat Language Requirements Pertaining to Maintenance

---

Please find attached a revision to Section 5.3.3 of the Road and Drainage Standards Ordinance # 99-17 as well as the Nassau County Board of County Commissioners Minutes from the October 4, 2004 Board Meeting pertaining to the responsibility for maintenance on all Plats submitted after October 4, 2004.

This language must be reflected on all Plats as well as the required signature of either the Homeowners Association or the Developer to assume the maintenance of the roadways and associated infrastructures of the subdivision.

If you have any questions, please contact our office.

Thank You.

YULEE  
(904) 491-3607

TOLL FREE  
1-800-264-2065

FAX  
(904) 491-3611



ORDINANCE 2003 - 66

AN ORDINANCE AMENDING ORDINANCE 99-17, AS AMENDED, WHICH IS THE ROAD AND DRAINAGE STANDARDS; SPECIFICALLY AMENDING SECTION 5.3.3, ACCEPTANCE FOR MAINTENANCE BY NASSAU COUNTY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners has found it necessary to amend Ordinance 99-17, as amended,

NOW, THEREFORE, BE IT ORDAINED, this 22nd day of ~~October~~ December, 2003, by the Board of County Commissioners of Nassau County, Florida, that Ordinance 99-17, as amended, shall be further amended as follows:


1. Section 5.3.3 - Dedication and Acceptance of Maintenance by Nassau County of Roads:

~~Upon satisfactory completion of the Sections 5.3.1 and 5.3.2 above, the developer may petition the Board of County Commissioners to accept the roadways for maintenance by the County. This request must be submitted 10 working days prior to the date of the next Board meeting. Pursuant to Florida Statutes, Section 177.081(3), roads within a subdivision shall be dedicated to the public. The Board of County Commissioners shall not accept roadways for maintenance. The responsibility for maintenance of the roadways and associated infrastructures for a subdivision shall be the responsibility of an established homeowners' association or the developer.~~

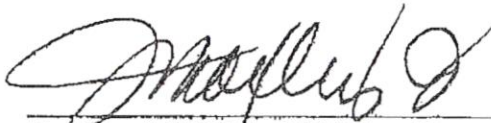
The homeowners' association or developer shall be required to sign the plat for the association to assume the maintenance of the roadways and associated infrastructure for the subdivision and to show a provision for same in the recorded covenants and restrictions for the subdivision.

2. Effective Date: This Ordinance shall become effective upon its being filed in the office of the Secretary of State.


BOARD OF COUNTY COMMISSIONERS  
 NASSAU COUNTY, FLORIDA

  
 VICKIE SAMUS  
 Its: Chairman

ATTEST:

  
 J. M. "CHIP" OXLEY, JR.  
 Its: Ex-Officio Clerk

Approved as to form by the  
 Nassau County Attorney

  
 MICHAEL S. MULLIN

h/anne/ords/road-subdivision-and-pec533



The group reviewed proposed language regarding dedication of roads for plats. It was moved by Commissioner Samus, seconded by Commissioner Acree and unanimously carried to adopt language for use on all future plats, "All alleys, easements, rights of way, and public areas shown on this plat are dedicated to the public for the uses and purposes thereon stated. However, nothing herein shall be construed as creating an obligation upon any governing body to perform any act of construction or maintenance within such dedicated areas except when the obligation is voluntarily assumed by the governing body." It was clarified that the new wording affects anything not in the pipeline as of this date.

It was moved by Commissioner Marshall, seconded by Commissioner Acree and unanimously carried to continue to October 13, 2004 discussion of the Developer's Agreement with Ron Anderson Chevrolet.

It was moved by Commissioner Samus and seconded by Commissioner Marshall to approve: (1) renewal of the contract with the Northeast Florida Regional Council for assistance in transportation planning technical assistance and the review of land development traffic assessment; and (2) the annual agreement with Dr. Farid Ullah for emergency medical director services for fiscal year 2004-05. The

10/04/04



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: **Joel Hall, P.E – Public Works Director**

SUBJECT: Town Council approval of the Public Work Director, Joel Hall's resignation effective July 31, 2024.

---

#### **BACKGROUND:**

Our current Public Works Director, Joel Hall was hired on November 16, 2023, Regular Meeting, with a start date of November 27, 2023. Mr. Hall's resignation was tendered on June 3, 2024, with an effective date of July 31, 2024. Mr. Hall may be willing to discuss continuing to assist the Town on a remote contractual basis through September 30, 2024.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council approval of the Public Work Director, Joel Hall's resignation effective July 31, 2024.

June 1, 2024

Dear Mayor and Council Members of the Town of Hilliard:

Subject: Resignation

When I was approached about my interest in the Public Works Director position for the Town of Hilliard, I was at a crossroads about my plans following the death of my wife in December 2022. At the time, the job seemed to be a perfect opportunity to satisfy practical financial needs and balance personal and professional considerations in support of the path of staying here in the Hilliard area. I am truly honored to have been selected for the position and have strived to live up to the expectations and confidence you have placed on me.

After six months in the position, I believe I have had a positive impact in several key areas:

- Developed positive rapport and respect with Public Works Department staff
- Implemented pro-active process for planning and executing work
- Improved professional interaction and communication between the Public Works Department and the Town Council and staff
- Completion/oversight of several key water and wastewater system permit requirements
- Improved financial monitoring/tracking of expenses and overall fiscal accountability
- Provided added value of engineering background on interactions with outside agencies, consultants, contractors, etc.

However, during this initial period of full immersion in the role, and after a great deal of soul-searching, I have come to the realization that the nature and demands of the Public Works Director job are no longer in alignment with my current priorities and personal goals which have changed somewhat since I started. Therefore, I am submitting my intention to resign the position of Public Works Director effective July 31, 2024. If the town desired, I would be willing to consider working on a limited part-time basis (including remotely), at least, through the end of September 2024 to help get through the fiscal year and be involved with developing the budget for next year.

This is not a decision I have come to lightly; and I regret the unsettling effects of such a short-lived tenure. But, after all that I have been through in the last few years, I have learned the importance of listening to my heart and not taking time (or anything in life) for granted. I hope that you can understand my situation.

I wish to thank each of you, and the entire staff of the Town of Hilliard for the opportunity to serve in this role and for the way that I have been welcomed and accepted.

Sincerely,



Joel G. Hall



## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the hiring of an employee for the open position of Temporary Clerical Assistant.

---

### **BACKGROUND:**

The Clerk will ask that this item be tabled until the July 18, 2024.

### **FINANCIAL IMPACT:**

TBD

### **RECOMMENDATION:**

Town Council to table the hiring of a part-time temporary employee to the July 18, 2024, agenda per the Town Clerk's request.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: ***Lisa Purvis, MMC – Town Clerk***

SUBJECT: Town Council approval of the hiring of an employee for the open position of Administrative Assistant.

---

#### **BACKGROUND:**

The Clerk will ask that this item be tabled until the July 18, 2024.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to table the hiring of a full-time regular employee to the July 18, 2024, agenda per the Town Clerk’s request.



## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: June 20, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval to cancel the July 4, 2024, Regular Meeting.

---

### **BACKGROUND:**

July 4, 2024, Regular Meeting falls on Independence Day, and as well as the joint celebration between the Town of Hilliard, Town of Callahan, and Nassau County's Firework Show.

### **FINANCIAL IMPACT:**

None.

### **RECOMMENDATION:**

Town Council approval to cancel the July 4, 2024, Regular Meeting.

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

---

## MINUTES

MONDAY, JUNE 03, 2024, 7:35 PM

---

### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

#### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels  
Town Clerk, Lisa Purvis  
Public Works Director, Joel Hall  
Parks & Recreation Director, Gabe Whittenburg  
Assistant Public Works Director, Cory Hobbs  
Land Use Administrator, Lee Anne Wollitz  
House Representative, Dean Black  
District Aide, Cam Brown  
District Aide, George Spicer  
Senator, Clay Yarborough  
Vice President of Mittauer & Associates, Inc., Tim Norman  
Project & Funding Specialist of Mittauer & Associates, Inc., John Petrohovich II

Mayor Beasley, thanks Senator Yarborough and Representative Black for attending.

### WORKSHOP

ITEM-1 Review and discussion of the critical rehabilitation needs of the Town of Hilliard's Sanitary Sewer Collection System.

***Lisa Purvis, MMC – Town Clerk***

**Tim Norman of Mittauer & Associates, Inc.**, underscores the enduring partnership between the Town of Hilliard and their firm before delving into the pressing issues plaguing the town's Sanitary Sewer Collection System. These issues include:



1. **Aging and Degradation:** The system is deteriorating over time, leading to inefficiencies and failures.
2. **Ingress of Ground and Storm Water:** Excessive amounts of non-sewage water entering the system, increasing processing costs and causing strain on the infrastructure.
3. **Higher Processing Costs:** The influx of non-sewage water and system inefficiencies result in elevated operational expenses for the town.
4. **Frequent Overflows:** The system experiences regular overflows, posing health risks and environmental concerns.
5. **Hazards to Public Health:** The deteriorating system presents dangers to the health and safety of the community.

To address these issues, various solutions are proposed, including point repairs, pipe replacements, cure-in-place/slip lining, manhole replacement, rehab and/or lining, lift station rehab, and extensions.

The financial strain on the Town's water and sewer fund is evident from the 2023 audit, which reveals continuous operational losses since 2015. These losses stem from the need for frequent and costly emergency sewer repairs due to the aging system. Despite numerous attempts to secure assistance, the Town has yet to receive aid for this critical issue.

Mr. Norman then suggests an initial comprehensive system review followed by a construction phase to address the problems. The estimated project cost, including a 20% contingency, amounts to \$10,973,600. This project is crucial for mitigating financial hardships and ensuring the health and well-being of the community.

**John Petrohovich II of Mittauer & Associates, Inc.**, explains the Clean Water State Revolving Fund (CWSRF) to all. He outlines the following:

**Basin Management Action Plan (BMAP):** Hilliard is not currently included in the BMAP.

**SRF (State Revolving Fund):** This fund offers financial assistance for water infrastructure projects. The planning phase would require an anticipated cost of \$278,459, with a 50% grant and 50% loan structure.

**Design Phase:** Anticipated cost is \$372,000, with a similar 50% grant and 50% loan structure.

**Construction Phase:** Anticipated cost is \$3,303,891, with a 70% grant and 30% loan structure. Within each phase, there are a total of 3 separate loans.

**Loan Details:** The loans are low-interest and span over 10-20 years.

This plan outlines the financial aspects and phases of the project, with different grant and loan structures for each phase.

Mr. Petrohovich then highlights the NW Side Sewer Collection System Extension project as another collaborative effort between the Town of Hilliard and their firm.



This project aims to extend the sewer collection system to the northwest side of Town, to address underserved areas or accommodate growth.

He then delves into the possible funding sources and partners for the Town:

- Florida Commerce Community Development Block Grant (CDBG) Neighborhood Revitalization (NR)
- Florida Commerce Rural Infrastructure Fund (RIF)
- Florida Commerce CDBG-MIT (Mitigation)
- FDEP State Revolving Fund (SRF)
- FDEP Water Quality Improvement Grants (WQI)
- USDA Rural Development (RD)
- American Rescue Plan Act (ARPA) Funds
- St. Johns River Water Management District REDI Cost-Share Program
- Legislative Appropriations

**Town Clerk Lisa Purvis**, states that she and Land Use Administrator Lee Anne Wollitz had a TEAMS meeting with Mike Chase, CWSRF Program Administrator with the Florida Department of Environmental Protection, during which he agreed if the Town's legislatures would be willing to write into the bill, language that the legislative appropriations would cover the loan component. This may be the only feasible approach to guaranteeing the funds needed to rehabilitate the Town's deteriorating sanitary sewer system.

**Senator Clay Yarborough**, expresses gratitude for the opportunity to attend the meeting and reiterates his and Representative Black's commitment to securing full funding for this project.

**Representative Dean Black**, comments on the ongoing developments in the Town, acknowledging the growing pains the community is experiencing as it becomes more prominent. He emphasizes the necessity of maintaining an aggressive approach towards addressing the various challenges that accompany this growth.

**Council President Sims**, highlights two main factors impacting the Town: the influx of new residents and inflation. He states the increased population is a key reason why the Town is no longer considered a Rural Economic Development Initiative (REDI) community.

**Councilman Wollitz**, provides insights on the financial measures the Town has taken, noting that although the Town has implemented rate increases over the years, these were primarily to cover the bonds held by the Town. As this was to focus on managing existing financial obligations. He also highlights the critical issue of the Hurricane Shelter being connected to damaged sewer lines. He points out that this situation underscores the urgent need for additional funding to address these infrastructure challenges.

**Town Clerk Lisa Purvis**, states that the millage rates have been raised to generate the necessary revenue, opting not to rely on the local option gas tax but instead to be bonded for streets improvements.

**Senator Clay Yarborough**, comments stating that for the next fiscal year Hilliard will be their priority.

**Town Clerk Lisa Purvis**, states that the Town still has over 50% of the American Recovery Plan Act (ARPA) funds available. Specifically, \$1 million from these funds will be allocated to the first two phases of the Town's sanitary sewer system rehabilitation needs.

**Representative Dean Black**, praises the Town's approach to presenting its plans, highlighting that the coherent, systematic, methodical, and well-thought-out presentation was particularly beneficial. He emphasizes that such a well-prepared presentation aids significantly when bringing proposals before subcommittee appropriations chairs.

**Public Works Director Joel Hall**, speaks on the critical need for sewer rehabilitation, and how it has affected those within the Town of Hilliard.

### ADDITIONAL COMMENTS

**Parks & Recreation Director Gabe Whittenburg**, explains the shelter plans and the Town's Gymnasium that was donated to the Town in 1987 from the Hilliard Middle Senior High School and that the shelter will be replacing it. The Town's Youth Basketball Program has over 400 kids that practice and play in the Town's Gym. The Town's Gym is the only original of the Nassau County High School Gymnasiums left and he would really like to be able to restore this historical building.

**Senator Clay Yarborough and Representative Dean Black**, discusses funding to restore the Town's Gym.

### ADJOURNMENT

Motion to adjourn at 8:30 p.m.

Motion made by Councilman Wollitz, Seconded by Council President Sims.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Hilliard Town Council, Hilliard, Florida.

---

Kenneth A. Sims, Sr.  
Council President

ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Post Office Box 249  
Hilliard, FL 32046

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
Kenny Sims, Council President  
Lee Pickett, Council Pro Tem  
Joe Michaels, Councilman  
Jared Wollitz, Councilman  
Dallis Hunter, Councilman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Joel Hall P.E., Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JUNE 06, 2024, 7:00 PM

### NOTICE TO PUBLIC

*Anyone wishing to address the Town Council regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Town Clerk. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.  
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.  
WE WILL AVOID PERSONAL ATTACKS.  
***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Council Pro Tem Lee Pickett  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels

## PUBLIC HEARING

ITEM-1 Ordinance No. 2024-02 – Amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code  
An Ordinance Amending Section 62-1 – Definitions; Amending Section 62-36 – Notice of Public Hearings; Amending Section 62-281 – Zoning District Regulations; Adding Section 62-386 – Wireless Telecommunication Facilities.  
***Mayor Beasley***

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-02

Following no public comments, motion to close the Public Hearing at 7:01 p.m.

Motion made by Council President Sims, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2024-02, on Second and Final Reading.

Motion made by Councilman Hunter, Seconded by Council Pro Tem Pickett.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-2 Ordinance No. 2024-03 – Adding a Section to the Code of Ordinances regarding trespass warnings on public property and other property generally open to the public.  
An Ordinance Adding a Section to the Code of Ordinances regarding trespass warnings on public property and other property generally open to the public.  
**Mayor Beasley**

Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-03

Following no public comments, motion to close the Public Hearing at 7:02 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**TOWN COUNCIL ACTION**

Town Council to adopt Ordinance No. 2024-03, on Second and Final Reading.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**REGULAR MEETING**

- ITEM-3 Additions/Deletions to Agenda

ITEM-15 Town Council to appoint Town Representative to the Nassau County Economic Development Board.

Motion made by Council President Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-4      Town Council approval of the grant application submission for the FY 2024 Airport Improvement Program for land acquisition at the Hilliard Airpark.  
**Lisa Purvis, MMC – Town Clerk**
- Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-5      Town Council approval of the waste removal contract service agreement between Meridian Waste and the Town of Hilliard.  
**Lisa Purvis, MMC – Town Clerk**
- Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-6      Town Council approval of the Kynex, Inc. contract with both the Town of Hilliard and the Town of Callahan splitting half the cost with Nassau County in celebration of their Westside Bicentennial Celebration to be held at the Northeast Florida Fairgrounds on July 4, 2024.  
**John P. Beasley – Mayor**
- Motion made by Councilman Hunter, Seconded by Councilman Wollitz.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-7      Town Council to set a Workshop at 6:00 p.m. on July 18, 2024, for a one-hour presentation or to allow a 10 to 15 minutes presentation on July 18, 2024, Agenda for Nassau County to discuss their growth framework and future planning.  
**Elizabeth Backe – Nassau County Planning Director**
- Land Use Administrator, Lee Anne Wollitz, explains the purpose of the Nassau County Growth Management presentation.
- Motion to set Workshop at 6:00 p.m. on July 18, 2024, and to add as an item to the July 18, 2024, Regular Meeting agenda.
- Motion made by Councilman Wollitz, Seconded by Council President Sims.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels
- ITEM-8      Town Council to consider the Hilliard Middle School High School’s request for a sports poster advertisement.  
**Lisa Purvis, MMC – Town Clerk**
- Town Council decides to take no action on this item.
- ITEM-9      Town Council approval of Town Clerk’s Office staff new position descriptions with new titles and responsibilities.  
**Lisa Purvis, MMC – Town Clerk**

Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-10 Town Council approval of the Minutes for the May 16, 2024, Public Hearing & Regular Meeting and Workshop, and the May 20, 2024, Workshop.  
**Lisa Purvis, MMC – Town Clerk**

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Pickett.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-11 Town Council approval of Kynex, Inc., Payable through May 22, 2024, Project Name: 2024 Fireworks Display in the amount of \$15,000.  
**SPECIAL EVENTS PROJECT IN HILLIARD'S HALF LUMP SUM CONTRACT \$15,000**

Motion made by Councilman Hunter, Seconded by Council President Sims.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-12 Town Council approval of Manzie & Drake Land Surveying, Payable through May 30, 2024, Project Name: Florida Department of Transportation Land North in the amount of \$6,750.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT \$464,000**

Motion made by Council Pro Tem Pickett, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-13 Town Council approval of Site Savvy Inc., Payable through May 14, 2024, Project Name: Sewer Rehabilitation in the amount of \$18,500.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$18,500**

Motion made by Councilman Hunter, Seconded by Council Pro Tem Pickett.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-14 Town Council approval of the Payable through May 22, 2024, Project Name: 2024 IT Town Hall Park Expansion in the amount of \$32.95.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$25,512**

Motion made by Council President Sims, Seconded by Councilman Hunter.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

#### **ADDED ITEMS**

- ITEM-15 Town Council to appoint Town Representative to the Nassau County Economic Development Board to represent the Town of Hilliard with meetings held every other month.

**Kenny Sims – Council President**

Motion to appoint Council President Sims to represent the Town of Hilliard.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels.  
Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

**ADDITIONAL COMMENTS****PUBLIC**

No public comments.

**MAYOR & TOWN COUNCIL**

**Mayor and Town Council**, thanks Senator Clay Yarborough and Representative Dean Black for attending the workshop held on Monday, June 3, 2024, and for the willingness to advocate for the Town.

**Councilman Hunter along with Council President Sims, and Council Pro Tem Pickett**, thank Alicia Head, Administrative Assistant and Event Coordinator, for all that she does for the Town following the recent Food Truck Friday event that featured live music and a corn hole tournament to raise funds for the Vietnam Memorial Wall that will be coming next year.

**Council President Sims**, also thanks Town Clerk Lisa Purvis and staff for all their help regarding grants. He continues, stating that regarding all the water and sewer issues within the Town, Public Works Director Joel Hall should not let that sit on his shoulders as the lines are old and we all are aware that they need rehabilitation.

**Mayor Beasley**, notes that today marks the 80th anniversary of D-Day. He announces that the Governor has signed a bill designating November as Veteran's Month, recognizing, and celebrating the contributions of veterans throughout the entire month. He reminds everyone of all the upcoming events and that the next Food Truck Friday will be held on Saturday, June 29, 2024, along with the Golf Cart Parade. Thanks, Hal Keene, for setting up the cornhole tournament at the last Food Truck Friday. Wishes everyone a Happy Father's Day before the next meeting.

**ADMINISTRATIVE STAFF****PRESENT**

Public Works Director, Joel Hall  
Town Clerk, Lisa Purvis

**ABSENT**

Gabe Whittenburg

**Public Works Director Joel Hall**, provides an update regarding upcoming and ongoing infrastructure repairs. The manhole located on US Hwy 1 and West Sixth Street is being repaired by Site Savy, Inc. and he is working to receive reimbursement for this repair that was caused by fiber optics running through the manhole. Hall announces that the manhole repair project to be completed by T B Landmark, Inc. at Pine Street and Shady Lane is scheduled to commence on June 19, 2024. Hall mentioned that he will oversee the



necessary road closure and detour arrangements during this period to minimize disruptions to traffic and ensure public safety.

**Councilman Michaels**, provides an update on behalf of Parks & Recreation Director Gabe Whittenburg, stating that there will be some equipment vinyl cushion repairs taking place at a good price by Mike's Upholstery in Callahan.

**Mayor Beasley**, states that he wants to start providing certificates for sports team winners and have them presented at a Town Council Meeting following each sport.

**TOWN ATTORNEY**

**Town Attorney Waugh**, states that the Town has closed on the purchase of the large parcel of property at the Hilliard Airpark.

**ADJOURNMENT**

Motion to adjourn at 7:30 p.m.

Motion made by Council President Sims, Seconded by Councilman Wollitz.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Hilliard Town Council, Hilliard, Florida.

\_\_\_\_\_  
Kenneth A. Sims, Sr.  
Council President

ATTEST:

\_\_\_\_\_  
Lisa Purvis  
Town Clerk

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

# INVOICE

**Kynex, Inc.**  
4160 Elizabeth Lane  
Middleburg, FL 32068

james@kynexplosives.com  
(352) 275-9135  
www.kynexplosives.com



## Town of Hilliard

**Bill to**  
Town of Hilliard

### Invoice details

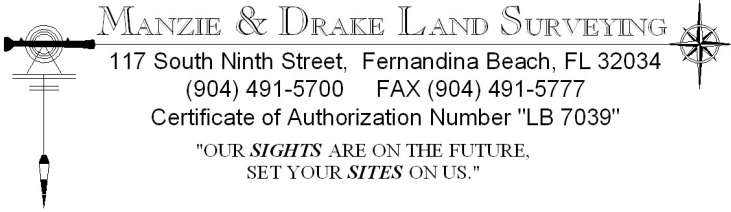
Invoice no.: 1166  
Terms: Net 60  
Invoice date: 05/22/2024  
Due date: 07/21/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Fireworks Display</b>	Balance	1	\$15,000.00	\$15,000.00

**Total** **\$15,000.00**

### Note to customer

Please make checks payable to Kynex, Inc.



DATE	INVOICE #
6/12/2024	22532

<b>BILL TO</b>
TOWN OF HILLIARD ATTN. LISA PURVIS P.O. BOX 249 HILLIARD, FL 32046

<b>SHIP TO</b>

PROJECT NO.	TERMS	CLIENT NAME
22022	Due on receipt	TOWN OF HILLIARD

DESCRIPTION	RATE	AMOUNT
BOUNDARY SURVEY... 371093 OXFORD STREET	4,500.00	4,500.00
<b>Total</b>		\$4,500.00

Please include our Invoice # and Project # on your check for accurate credit to your account. Thank you.

**WAUGH PLLC**

201 E. Pine Street, Suite 315  
 Orlando, Florida 32801  
 321-800-6008

**INVOICE**

ITEM-21

Date: 06/06/2024

Town of Hilliard, Florida  
 Lisa Purvis, MMC  
 Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046

**2024-01625**  
**371093 Oxford Street Property**

Date	Type	Description	Quantity	Rate	Total
05/23/2024	Expense	Title Search fee for 371093 Oxford St. property.	1.00	\$250.00	\$250.00
				<b>Subtotal</b>	<b>\$250.00</b>
				<b>Total</b>	<b>\$250.00</b>

*Please submit your payment check upon receipt payable to: Waugh PLLC*

*We accept credit card payments for your convenience, however all credit card payments are subject to a processing fee according to the Vendor, as follows:*

- *Regular card including debit and Specialty cards such as cash back and points cards - 2.95%*
- *American Express 3.5%*
- *A direct payment link is also available upon request.*