

# 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  
Cory Hobbs, Interim Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, DECEMBER 19, 2024, 7:00 PM**

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### 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

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2024-13 – Amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 6.5 acres, more or less; located on the east side of US Highway 1 and south of Crepe Myrtle Lane and more particularly described in Attachment "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural to High Density Residential; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-13

## TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2024-13, and to set a Public Hearing & Final Reading for January 16, 2025.

**ITEM-2** Ordinance No. 2024-14 – Rezoning the property consisting of approximately 6.5 acres, more or less, located on the east side of US Highway 1 south of Crepe Myrtle Lane, more particularly described in Attachment “A”, Legal Description; specifically described in Attachment “B” Written Description; and Attachment “C” Site Plan; Hilliard Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting and effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-14

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-14, and to set a Public Hearing & Final Reading for January 16, 2025.

**REGULAR MEETING**

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

**ITEM-4** Town Council Approval of the Hilliard Volunteer Fire Department 2024 Run Reimbursements.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-5** Town Council to set the Annual Joint Workshop with the Nassau County School Board.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-6** Town Council approval of the updated Lead Wastewater Specialist, Jody Wildes, position description.

***Cory Hobbs – Interim Public Works Director***

**ITEM-7** Town Council approval of the Town Clerk’s recommendation to fill the Town Hall Administrative Assistant vacant position.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-8** Town Council to consider extending Planning & Zoning Board Members Harold “Skip” Frey and Charles A. Reed’s terms by 30 days until Thursday, January 30, 2025.

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

**ITEM-9** Town Council to discuss and approve a process for interviewing and appointing candidates for the Planning & Zoning Board as the terms end each year.

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

**ITEM-10** Town Council approval of the Minutes for the December 5, 2024, Regular Meeting.

***Lisa Purvis, MMC – Town Clerk***

**ITEM-11** Town Council approval of First Coast Mulch, Payable through December 11, 2024, Project Name: Buck Park Playground Mulch in the amount of \$14,073.20.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000**

**ITEM-12** Town Council approval of Island Hopper Home Repair LLC, Payable through December 11, 2024, Project Name: Gym Maintenance in the amount of \$23,750.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$40,000**

**ITEM-13** Town Council approval of Miller Electric Company, Payable through November 30, 2024, Project Name: Equipment – Generator & Electric in the amount of \$17,847.02.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200**

**ITEM-14** Town Council approval of Nassau County Council on Aging Donation for Fiscal Year 2024-2025, to assist Seniors in Hilliard with their Water and Sewer Bills in the amount of \$10,000.00.  
**BUDGETED DONATION FROM WATER AND SEWER PENALTY FEES COLLECTED**

**ITEM-15** Town Council approval of Strength Depot, Payable through December 3, 2024, Project Name: Fitness Center Equipment in the amount of \$5,999.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000**

**ITEM-16** Town Council approval of the Hold Harmless Agreement allowing CCR Woodlands to cross Town Property (Mikkelson Estate) for timber removal.  
***Christian Waugh – Town Attorney***

**ITEM-17** Town Council approval for Town Attorney to file lawsuit against Anchor Communications, LLC for damages incurred on the US 1 Sewer Line from fiber optic boring.  
***Christian Waugh – Town Attorney***

**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 first 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 Statutes, 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



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing & Regular Meeting Meeting Date: December 19, 2024

FROM: **Mayor Beasley**

SUBJECT: Town Council to consider Ordinance No. 2024-13, an Ordinance amending the Hilliard Comprehensive Plan, Future Land Use Map Designation of that certain property consisting of approximately 6.5 acres, more or less; located on the east side of US Highway 1 and south of Crepe Myrtle Lane and more particularly described in Attachment "A" Legal Description, Hilliard, Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural to High Density Residential; providing for severability; and providing for an effective date. Setting the Second Public Hearing & Final Reading for January 16, 2025.

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**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Town Council to set a Second Public Hearing & Final Reading for January 16, 2025.



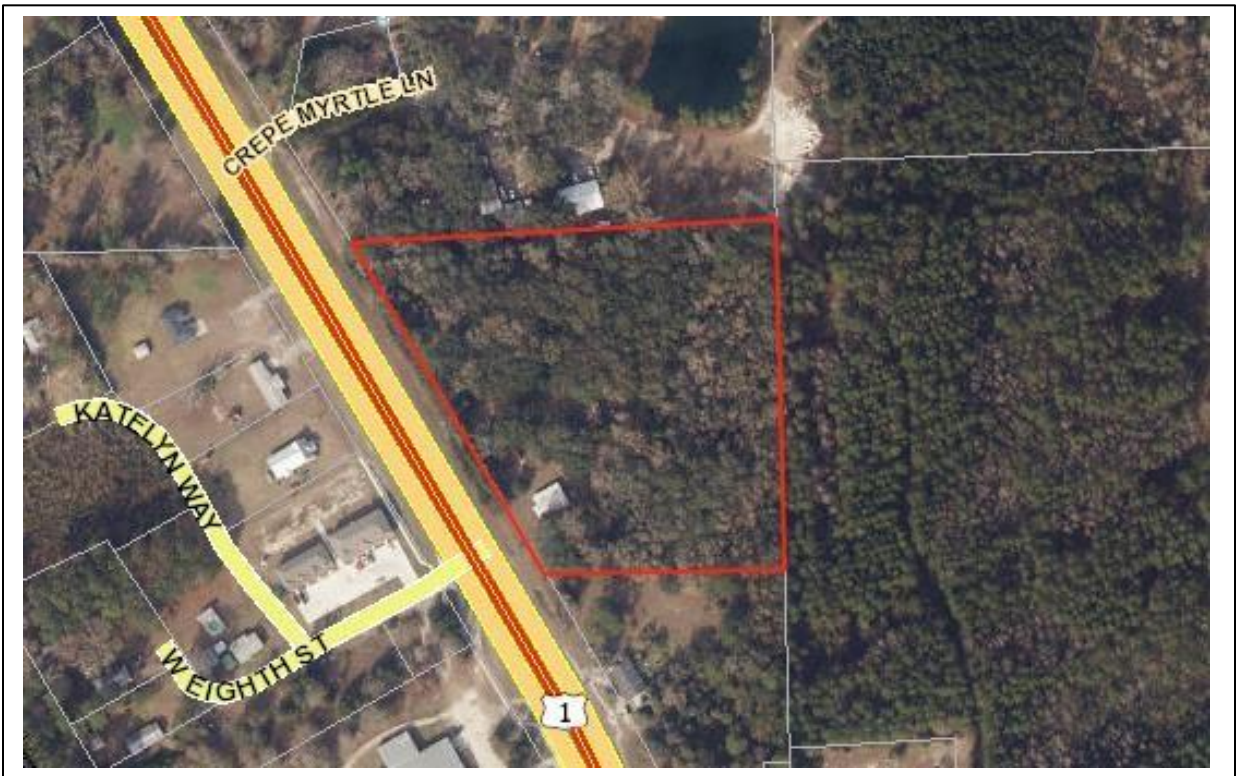
## STAFF REPORT FOR ORDINANCE 2024-13.

1. Applicant Information:  
 Shalene B. Estes,  
 Forestar (USA) Real Estate  
 Group Inc.  
 14785 Old St Augustine Road  
 Suite 300  
 Jacksonville, Florida 32258
  
2. Property Information:  
 Parcel ID # Address: 05-3N-24-0000-0028-0000, 552138 US HWY 1 Hilliard  
 Current Future Land Use Map Designation: Agricultural (AGR)  
 Current Zoning: A-1  
 Proposed Future Land Use Map Designation: High Density Residential (HDR)  
 Acres: approximately 6.5 acres
  
3. Description: The property is zoned A-1 and currently is used for single family dwelling unit. The table below summarizes the Future Land Use Map Designation, zoning and existing use for the adjacent parcels.

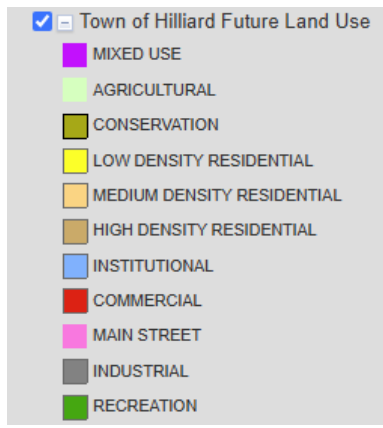
	Current FLUM	Current Zoning	Existing Use
North	Agricultural (AGR)	A-1	Pastureland with Ag Based Business
South	Agricultural (AGR)	C-1	Single Family Residential
East	Agricultural (AGR)	A-1	Vacant, Timberland
West	High Density Residential (HDR)	R-3	Town Homes Multi-Family Residential

Parcel Map

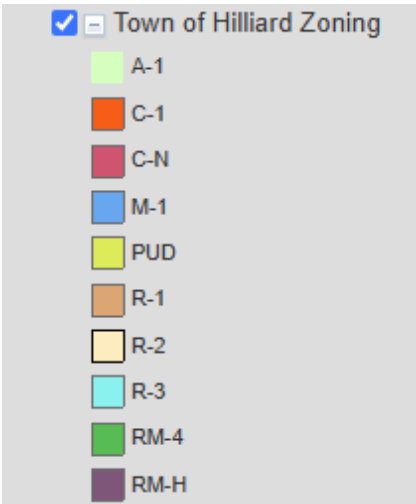
05-3N-24-0000-0028-0000



### Future Land Use Map



Existing Zoning



**Consistent with Comprehensive Plan Policies** – The proposed Future Land Use Map amendment is consistent with the Goals, Objectives, and Policies of the Hilliard Comprehensive Plan. The proposed zoning is consistent with the Future Land Use Map and is compatible with the surrounding development.

**Availability of Services** – Water and sewer service have capacity to serve this development. US Hwy 1 provides access to the property.

**Land Suitability** – The soils for the property are suitable for development. There are no wetlands located on the site. The property is not in the 100-year flood zone.

**Land Use Administrator Statement:** I can confirm the proposed rezoning uses are consistent with the comprehensive plan as the rezoning provided a wide variety of housing types and price points to meet the community's diverse and evolving needs, while maintaining areas for other uses and preventing overdevelopment.

**The Planning and Zoning Board had a Public Hearing on Ordinance 2024-13 on December 3, 2024, and the following recommendation is a result of the Public Hearing findings.**

**Planning and Zoning Board Recommendation:** The Planning and Zoning Board recommends to the Town Council approval of Ordinance 2024-13. with the condition that NCSB Deficiency be paid prior to final approval. The Planning and Zoning Board found the proposed rezoning to be consistent with the comprehensive plan, in compliance with all procedural requirements, and that the proposal serves the public interest.



**ORDINANCE NO. 2024-13**

**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 APPROXIMATELY 6.5 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF CREPE MYRTLE LANE, AND MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A" LEGAL DESCRIPTION, HILLIARD, FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owner of that parcel of land, consisting of 6.5 acres, more or less; located on the east side of US 1 and south of Crepe Myrtle Lane, Hilliard, FL, Parcel No. 05-3N-24-0000-0028-0000, being particularly described in Attachment "A", has applied for an amendment to the Future Land Use Map of the Hilliard Comprehensive Plan to High Density Residential; and

**WHEREAS**, the subject property currently has a Future Land Use Map designation in the Hilliard Comprehensive Plan of Agricultural; and

**WHEREAS**, the Town of Hilliard Planning & Zoning Board held a duly noticed Public Hearing on December 3, 2024, regarding the Comprehensive Plan Future Land Use Map amendment of the subject property; and

**WHEREAS**, the Town of Hilliard Planning & Zoning Board, has reviewed the proposed Comprehensive Plan Future Land Use Map amendment and found it to be consistent with the Town's Comprehensive Plan, and recommended approval to the Town Council of the Future Land Use Map amendment changing the designation of the subject property to High Density Residential, at their December 3, 2024, Regular Meeting; and

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

**SECTION 1. FUTUTE LAND USE MAP AMENDMENT.** The subject property, consisting of approximately 6.5 acres, more or less; located on the east side of US Hwy 1 and south of Crepe Myrtle Lane, Hilliard, FL Parcel No. 05-3N-24-0000-0028-0000, being particularly described in Attachment "A", is hereby amended is hereby amended from Agricultural to High Density Residential.

**SECTION 2. REPEALER.** Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**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

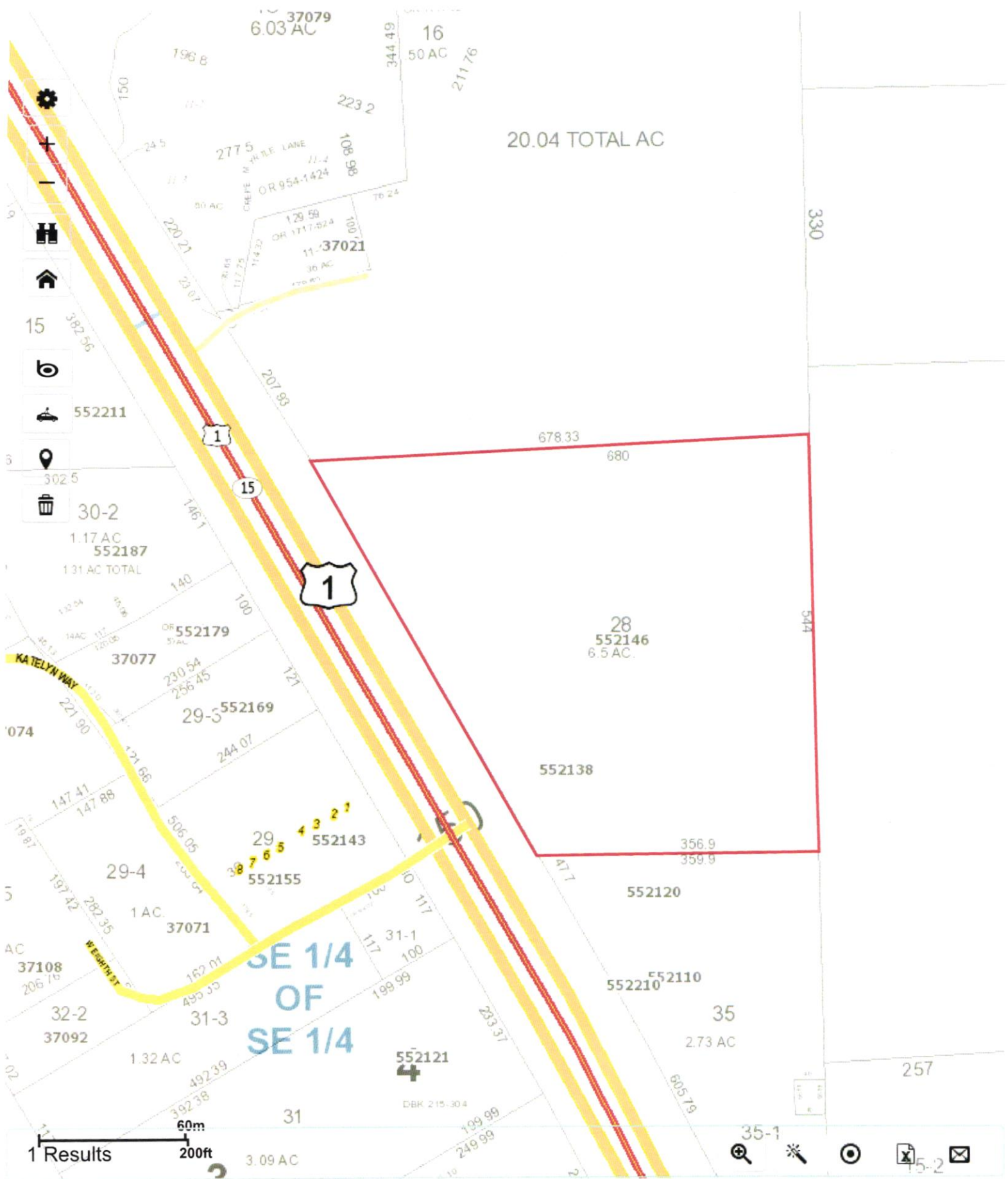
Planning & Zoning Board Publication:	November 13, 2024
Planning & Zoning Boards Signs Posted:	November 19, 2024
Planning & Zoning Board Public Hearing:	December 3, 2024
Town Council First Publication:	December 4, 2024
Town Council First Public Hearings:	December 19, 2024
Planning & Zoning Boards Report:	December 19, 2024
Town Council First Reading:	December 19, 2024
Town Council Second Publication:	December 31, 2024
Town Council Second Public Hearings:	January 16, 2025
Town Council Second & Final Reading:	January 16, 2025

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

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.



**To:** Nassau County Record  
**From:** Elise Earnest, Town of Hilliard  
**Date:** November 27, 2024  
**Re:** Display Advertisement

- Please place the following advertisement in your December 4, 2024, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publications as soon as possible.

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**NOTICE OF PUBLIC HEARING  
 AMENDMENT TO THE  
 HILLIARD COMPREHENSIVE PLAN AND FUTURE  
 LAND USE MAP  
 ORDINANCE NO. 2024-13**

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 APPROXIMATELY 6.5 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF CREPE MYRTLE LANE, AND MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A" LEGAL DESCRIPTION, HILLIARD, FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL TO HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The Hilliard Town Council will hold a First Public Hearing on:

**Thursday, December 19, 2024, at 7:00 p.m.**

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida to hear input regarding Ordinance No. 2024-13. All interested parties may appear at the meeting and be heard with respect to proposed Ordinance No. 2024-13. A copy of the Ordinance which is proposed for adoption is available for inspection and copying in the office of the Town Clerk during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at [www.townofhilliard.com](http://www.townofhilliard.com).

**PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given:** If a person decides to appeal any decision made by the Planning & Zoning Board or the Town 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.

Persons with a disability requiring accommodations in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two (72) hours in advance to request such accommodations.

**Lisa Purvis, MMC, Town Clerk**  
**Lee Anne Wollitz, Hilliard Land Use Administrator**

**[INSERT MAP]**

# Oxford Pines Comprehensive Plan Amendment Application Package



FOR OFFICE USE ONLY

ITEM-1

P Z File # \_\_\_\_\_

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

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

Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

# Small Scale Future Land Use Map Amendment Application

## A. PROJECT

1. Project Name: Oxford Pines
2. Address of Subject Property: 552138 US HWY 1, Hilliard, FL 32046
3. Parcel ID Number(s): 05-3N-24-0000-0028-0000
4. Existing Use of Property: Single Family Residential
5. Future Land Use Map Designation : Agricultural
6. Existing Zoning Designation: Agricultural, A-1
7. Proposed Future Land Use Map Designation: High Density Residential
8. Acreage ( must be 10 acres or less): 6.5

## B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): Shalene B. Estes Title: Entitlements Manager  
 Company (if applicable): Forestar (USA) Real Estate Group Inc.  
 Mailing address: 14785 Old St. Augustine Road, Suite 300  
 City: Jacksonville State: Florida ZIP: 32258  
 Telephone: (904) 899-5948 FAX: ( ) e-mail: ShaleneEstes@forestar.com
3. If the applicant is agent for the property owner\*  
 Name of Owner (title holder): Billy Trouille Jr. or Terry Trouille  
 Mailing address: 28098 Shutter Trail  
 City: Hilliard State: Florida ZIP: 32046  
 Telephone: ( ) FAX: ( ) e-mail: \_\_\_\_\_

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



C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
2. A map showing the zoning designations on surrounding properties
3. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
4. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
5. Legal description with tax parcel number.
6. Boundary survey
7. Warranty Deed or the other proof of ownership
8. Fee.
  - a. \$1,000
  - b. All applicants must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 8 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

[Signature]  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

SHARON B. ESTES, ENTITLEMENTS MGR  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

AUG 14, 2024  
Date

\_\_\_\_\_  
Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 14<sup>th</sup> day of August, 2024, by Sarah

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

NOTARY SEAL

[Signature]  
\_\_\_\_\_  
Signature of Notary Public, State of Florida



**Required Attachments:**

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties.
2. A map showing the designations on surrounding properties.
3. A current aerial map.
4. Plat of the property.
5. Legal description with tax parcel number.
6. Boundary survey.
7. Warranty Deed or the other proof of ownership.
8. Fee - \$1,000

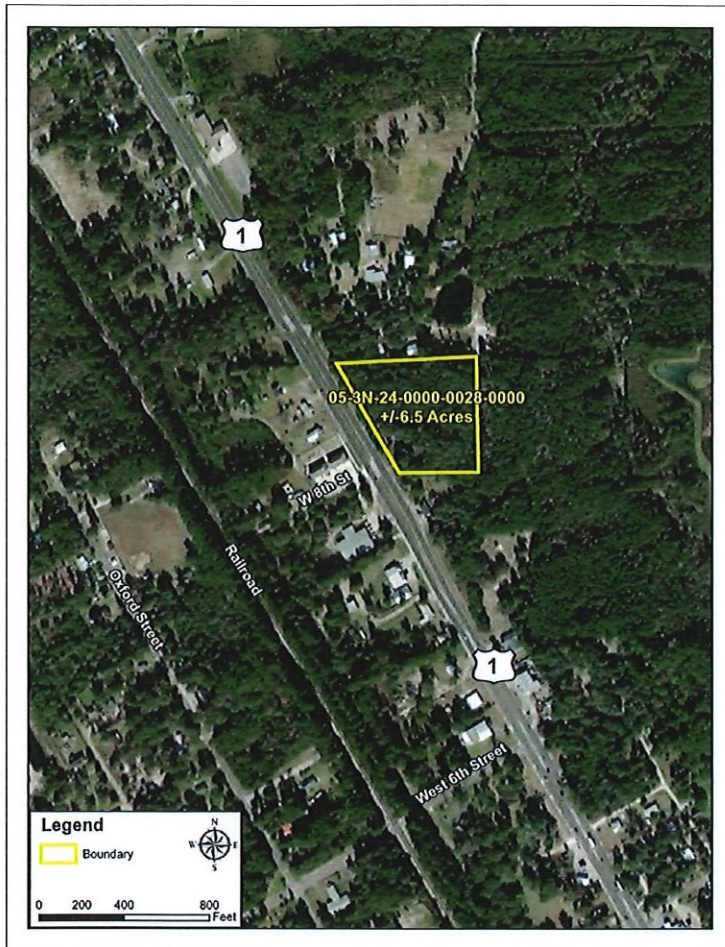
- 1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties.**



## OXFORD PINES

### Statement of Proposed Change and Comprehensive Plan Analysis (CPA)

Forestar (USA) Real Estate Group Inc. requests a Small-Scale Comprehensive Plan Amendment to change the Future Land Use Map designation of approximately 6.5 acres of land from Agricultural to High-Density Residential to accommodate a maximum of seventy-eight residential dwelling units. A companion Planned Unit Development (PUD) rezoning request is being submitted concurrently with this CPA and will provide compatibility standards to ensure the community's success.



This request is a companion application to a PUD rezoning. The property, RE# 05-3N-24-0000-0028-0000 is located at the northeast edge of US Hwy 1.

The Town of Hilliard's 2040 Comprehensive Plan's Future Land Use Element outlines the goals, objectives, and policies for the Town's future growth. Goal C.1. requires the Town to assure the adequate supply of housing to all current and future citizens of the Town. The proposed amendment supports this goal. The subsequent Policy C.1.1.2. provides direction to the Town to maintain its regulations in a way to encourage the development of a variety of housing choices through innovative land development techniques including planned unit developments. The

companion PUD rezoning application supports this policy by providing an undersupplied yet allowable housing type within Town. This development will help improve the Town's northeast housing opportunities for the workforce.

The property will meet Public Facilities Element Policies D.1.2.1., D.1.2.2., D.3.1, D.1.5.3, and D.2.1.3. and Capital Improvement Element Goals H.3 and H.4 of the Comprehensive Plan by meeting the level of service standard and connecting to the Town's exiting water, and sewer systems while providing onsite drainage.

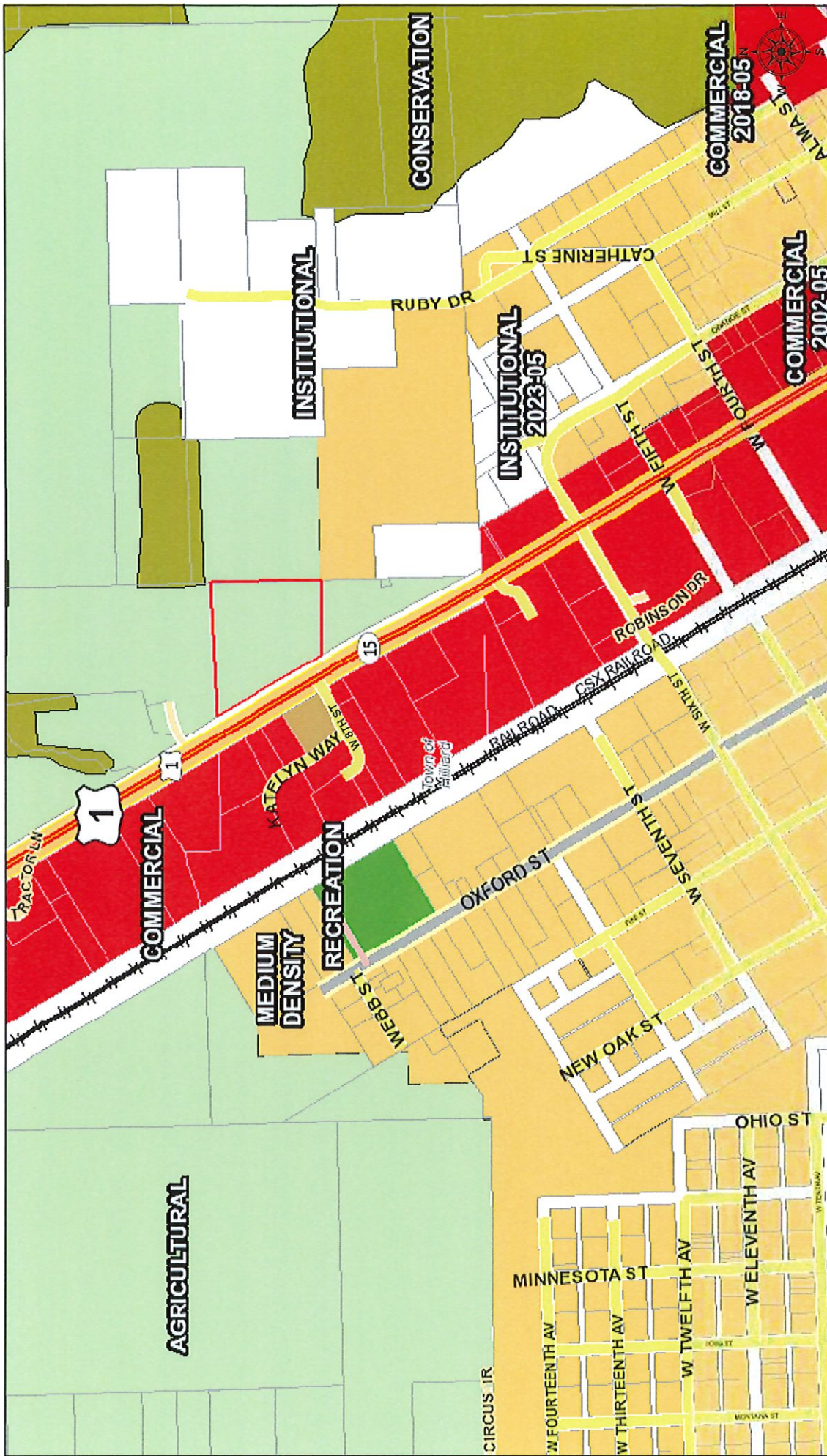




2. A map showing the designations on surrounding properties.



# Oxford Pines Existing Land Use

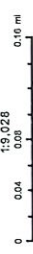


August 19, 2024

Town of Hilliard Future Land Use

- MIXED USE
- AGRICULTURAL
- CONSERVATION
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- INSTITUTIONAL
- COMMERCIAL
- MAIN STREET
- INDUSTRIAL
- RECREATION

- COMMERCIAL
- MAIN STREET
- INDUSTRIAL
- RECREATION

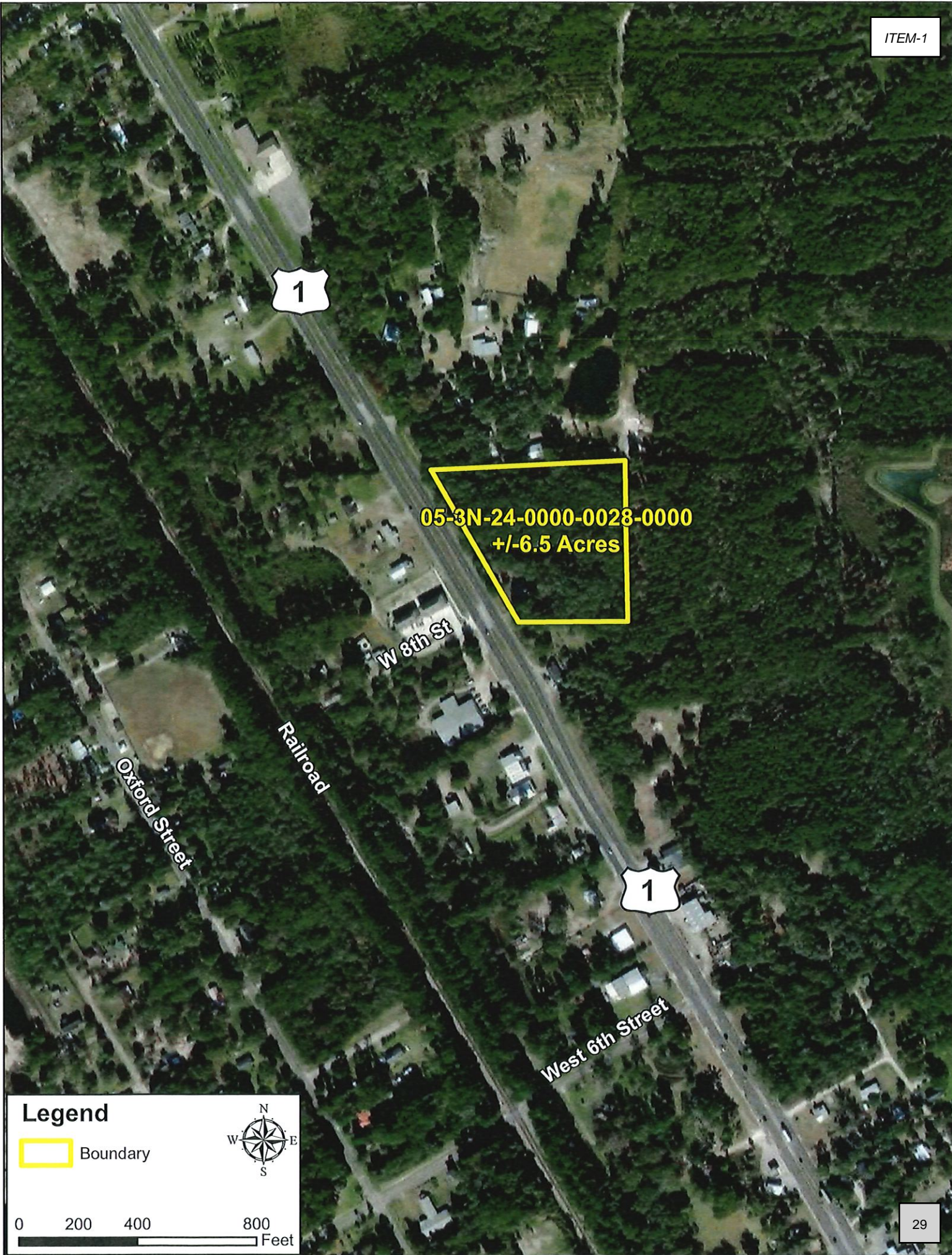


WARNING: THIS IS NOT A SURVEY. This map is prepared for informational purposes only and is not intended to be used for legal purposes. It is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be checked for accuracy. The County and mapping company assume no legal responsibility for the information contained on this map.

ITEM-1

**3. A current aerial map.**





05-3N-24-0000-0028-0000  
+/-6.5 Acres

W 8th St

West 6th Street

Railroad

Oxford Street



**Legend**

 Boundary



0 200 400 800 Feet



**4. Plat of the property.**

**Not Applicable.**

**5. Legal description with tax parcel number.**

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

**6. Boundary survey.**



**7. Warranty Deed or the other proof of ownership.**



REC'D JAN 3 1 1972  
WARRANTY DEED

OFFICIAL RECORDS  
BOOK 119 643  
DRAW'S FORM R. E. 4  
Manufactured and for sale by The H. A. W. B. Drew Company  
Jacksonville, Florida

This Indenture, Made this 13<sup>th</sup> day of December, A. D. 1971,  
Between

ROBERT W. EMERSON, JR.,  
of the County of \_\_\_\_\_ and State of Florida,  
part v of the first part, and FRANCES McKAY EMERSON,  
whose mailing address is Route One, Box 20, Hilliard,  
of the County of Nassau and State of Florida 32046,

5.00 P  
-55 P  
-30 P

Witnesseth, that the said part v of the first part, for and  
in consideration of the sum of (\$1.00) ONE DOLLAR & no-100 Dollars, and other good  
and valuable considerations to in hand paid, the receipt whereof is hereby acknowl-  
edged, has granted, bargained, sold and conveyed, and by these presents does grant, bar-  
gain, sell, convey and confirm unto the said part v of the second part and her heirs  
and assigns forever, all that certain parcel of land lying and being in the County of Nassau  
and State of Florida, more particularly described as follows:

THIS INSTRUMENT WAS PREPARED BY:  
MERCURY N. KAVOUKIS, ATTORNEY AT LAW  
25 S. 4th ST., P. O. BOX 462  
FERRANDINE BEACH, FLORIDA 32044

All those certain lots, pieces or parcels of land situate, lying  
and being in the Southeast Quarter of the Southeast Quarter of  
Section Five (5), Township 3 North, Range 24 East, Nassau County,  
Florida, and being the same parcels of land as described in Deed  
Book 199, Page 356 (Parcels A & B) and Deed Book 149, Page 444,  
of the Public Records of said Nassau County, and being further  
known and described by metes and bounds as follows:  
Beginning at the reputed Southeast corner of Section Five and go  
North 1° 34' 30" West along the East line of Section Five for  
80' more or less, to the Easterly right of way of U.S. Highway  
No. 1, thence continue along the East line of Section Five for  
562.3' to the Point of Beginning; thence continue North 1° 34'  
30" West along the East line of Section Five for 549.1'; thence  
go South 87° 17' 30" West for 680.16' to the Easterly right of  
way of U.S. Highway No. 1 (has 150' right of way); thence go  
South 32° 18' East, along easterly right of way of U.S. Highway  
No. 1, for 632.5'; thence go North 87° 17' 30" East for 356.9'  
to the Point of Beginning. This parcel of land contains 6.53  
acres, more or less. 79.5 feet of this land has been taken to  
widen U.S. Highway No. 1.

This deed is made for the purpose of transferring the Grantor's  
interest in the above-described property as agreed upon in the  
Stipulation filed in a divorce case between the parties.

STATE OF FLORIDA  
DOCUMENTARY STAMP TAX  
DEPT. OF REVENUE  
11/31/72  
00.30  
FLORIDA DOCUMENTARY SURTAX  
JAN 3 1972  
11/31/72  
00.55  
P.C.

Together with all the tenements, hereditaments and appurtenances, with every privilege, right,  
title, interest and estate, dower and right of dower, reversion, remainder and easement thereto  
belonging or in anywise appertaining: **To Have and to Hold** the same in fee simple forever.

And the said part v of the first part does covenant with the said part v of the  
second part that lawfully seized of the said premises, that they are free from  
all encumbrances and that he has good right and law-  
ful authority to sell the same; and the said part v of the first part does hereby fully warrant  
the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said part v of the first part has hereunto set his  
hand and seal the day and year above written.

Signed, sealed and delivered in our presence:

*Catherine M. Holt*  
Catherine M. Holt

*Robert W. Emerson, Jr.*  
ROBERT W. EMERSON, JR.

State of FLORIDA  
County of DUVAL

I Hereby Certify, That on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared

ROBERT W. EMERSON, JR.,

to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same.

Witness my hand and official seal in the County and State last aforesaid this 13th day of December, A. D. 1971.

3030

FILED & RECORDED  
NOTICE

1971 JAN 31 PM 3:33

CLERK OF COURT  
DUVAL COUNTY, FLA.

Catherine M. Pratt  
Notary Public,  
My commission expires 4-28-74



DREW'S FORM R. E. 4

# Warranty Deed

To

Date

Abstract of Description

State of Florida,  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ A. D. 19\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ m., this instrument was filed for record, and being duly acknowledged and proven, I have recorded the same on pages \_\_\_\_\_ of Book \_\_\_\_\_ in the public records of said County.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Judicial Circuit of said State, in and for said County.

\_\_\_\_\_  
Clerk.  
D. C.

THE H. A. W. B. FINE COMPANY, Jacksonville, Florida

Notary Public  
Catherine M. Pratt



Filing # 149626547 E-Filed 05/16/2022 10:47:28 AM

IN THE CIRCUIT COURT OF THE  
FOURTH JUDICIAL CIRCUIT, IN  
AND FOR NASSAU COUNTY, FLORIDA

IN RE: THE ESTATE OF

Case: 22-CP-0018-AXYX  
Division: A

Frances F. Latham,

Deceased.

\_\_\_\_\_ /

**ORDER DETERMINING HOMESTEAD STATUS OF REAL PROPERTY**  
(Testate)

On the petition of Billy Trouille, Jr., Petitioner, for an Order Determining Homestead Status of Real Property, and all interested persons have been served proper notice of the petition or having waived the entry of this order; the court finds as follows:

1. The decedent, Frances F. Latham, who died on June 30, 2021, was domiciled in NASSAU County, Florida.

2. At the time of decedent's death, the decedent owned and resided on the following described contiguous parcel of real property (the "Property"):

Address: 552138 US Highway 1, Hilliard, Florida 32046  
Parcel Number: 05-3N-24-0000-0028-0000  
Legal description: Exhibit "A"

3. At the time of her death, the decedent's homestead was established on the Property and met all requirements for homestead under the Constitution of the State of Florida.

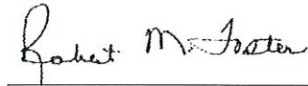
ADJUDGED that the above described property constituted the homestead of the decedent within the meaning of Section 4 of Article X of the Constitution of the State of Florida;

ADJUDGED FURTHER that upon decedent's death, title to the Property descended to and the constitutional exemption from claims of decedent's creditors inured to the deceased's children;

ADJUDGED FURTHER that Petitioner is authorized to surrender possession of the Property to Billy Trouille, Jr. and Terry

Trouille, and shall have no further responsibility with respect to the Property.

ORDERED on May 16, 2022.



\_\_\_\_\_  
Circuit Judge

Copies:

Pamela J. Soule', Esquire  
Eportal

Florida Agency for Healthcare Administration  
Eportal



**John M. Drew**  
 TAX COLLECTOR  
 Nassau County

ITEM-1

[Search](#) > [Account Summary](#) > Bill Details

**Real Estate Account #05-3N-24-0000-0028-0000**

**Owner:**  
 TROUILLE BILLY JR  
 TROUILLE TERRY

**Situs:**  
 552138 US HWY 1  
 HILLIARD 32046

[Parcel details](#)  
[GIS Map](#)  
[Property Appraiser](#)



[Get bills by email](#)

**2023 Annual Bill**

NASSAU COUNTY TAX COLLECTOR

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

BILL	AMOUNT DUE
2023 Annual Bill	\$0.00
<b>PAID</b>	
<a href="#">Print (PDF)</a>	

<b>If paid by:</b> Jan 31, 2024	<b>Please pay:</b> \$0.00
------------------------------------	------------------------------

Combined taxes and assessments: \$2,525.38

PAYMENTS MUST BE MADE IN US FUNDS.

**Ad Valorem Taxes**

MILLAGE 16.7521	TAX \$2,525.38
--------------------	-------------------

**Non-Ad Valorem Assessments**

**AMOUNT**  
 No Non-Ad Valorem Assessments.

**Parcel Details**

<b>Owner:</b>	TROUILLE BILLY JR TROUILLE TERRY
<b>Owner Address:</b>	28098 SHUTTER TR HILLIARD, FL 32046

<b>Situs:</b>	552138 US HWY 1 HILLIARD 32046	
<b>Account</b>	05-3N-24-0000-0028-0000	
<b>Alternate Key</b>	21452	
<b>Millage code</b>	003 - Town of Hilliard	
<b>Millage rate</b>	16.7521	
<b>Assessed value:</b>		\$150,750
<b>School assessed value:</b>		\$150,750

2023 TAX AMOUNTS

<b>Ad valorem:</b>		\$2,525.38
<b>Non-ad valorem:</b>		\$0.00
<b>Total Discountable:</b>		\$2,525.38
<b>Total tax:</b>		\$2,525.38

LEGAL DESCRIPTION

IN OR 86 PG 586 IN OR 119 PG 643

LOCATION

<b>Geo number:</b>	24-3N-05-0000-0028-0000	
<b>Range:</b>	24	
<b>Township:</b>	3N	
<b>Section:</b>	5	
<b>Neighborhood:</b>	6001.00	
<b>Block:</b>	028	
<b>Lot:</b>	0000	
<b>Use code:</b>	0100	

Nassau County Tax Collector  
86130 License Road, Fernandina Beach, FL 32034

WARNING: TAX CERTIFICATE PURCHASES NOT AVAILABLE ON THIS WEBSITE!

**Paying property taxes on this website simply pays the tax bill. It is NOT a purchase of a tax certificate nor the property!**

**8. Fee - \$1,000.00**

ITEM-1

Forestar Group Inc.  
2221 E. Lamar Blvd, Suite 790  
Arlington, TX 76006

TOWN OF HILLIARD  
PO BOX 249  
HILLARD FL 32046

TOWN OF HILLIARD 110666				Check Number Date	0054178 08/15/24
Invoice	Date	Pay Remark	Gross	Deduction	Net
CKR 080924 40000	080924		3,630.00		3,630.00
CKR 081324 40000	081324		300.00		300.00
			-----		-----
			3,930.00		3,930.00
Fees:					
Comprehensive Plan Amendment Application - \$1,000					
Rezoning Application - \$2,500 + \$130 (\$20/acre)					
Concurrency Application (School Impact) - \$300					



817-769-1860 2221 E. Lamar Blvd., Suite 790, Arlington, TX 76009

2221 E. Lamar Blvd, Suite 790  
Arlington, TX 76006

Check Number 54178

Date 08/15/24

Void after 4 months from date of issue  
110666

56-382  
412

Pay **THREE THOUSAND NINE HUNDRED THIRTY AND 00/100** \*\*\*\*\*

Amount  
\$\*\*\*\*\*3,930.00

To the  
Order Of: TOWN OF HILLIARD  
PO BOX 249  
HILLARD FL 32046

Wells Fargo Bank, N.A.

⑈00054178⑈ ⑆041203824⑆ 9665451895⑈





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Public Hearing & Regular Meeting Meeting Date: December 19, 2024

FROM: **Mayor Beasley**

SUBJECT: Town Council to consider Ordinance No. 2024-14, an Ordinance rezoning the property consisting of approximately 6.5 acres, more or less, located on the east side of US Highway 1 south of Crepe Myrtle Lane, more particularly described in Attachment "A", Legal Description; specifically described in Attachment "B" Written Description; and Attachment "C" Site Plan; Hilliard Florida, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting and effective date. Setting the Second Public Hearing & Final Reading for January 16, 2025.

---

**BACKGROUND:**

See attached.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Town Council to set a Second Public Hearing & Final Reading for January 16, 2025.



**STAFF REPORT FOR ORDINANCE 2024-14**

1. Applicant Information:

Shalene B. Estes,  
Forestar (USA) Real Estate  
Group Inc.  
14785 Old St Augustine Road  
Suite 300  
Jacksonville, Florida 32258

2. Property Information:

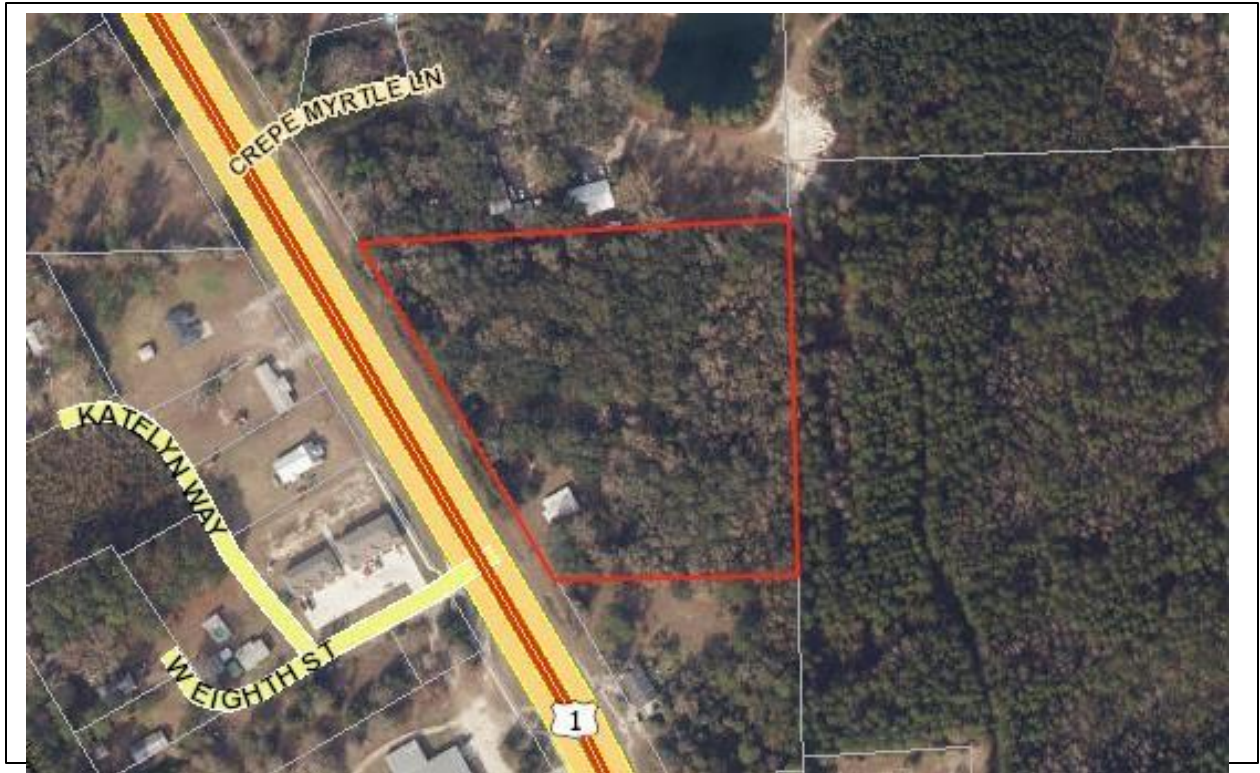
Parcel ID # Address: 05-3N-24-0000-0028-0000, 552138 US HWY 1 Hilliard  
Current Future Land Use Map Designation: Agricultural (AGR)  
Proposed Future Land Use Map Designation: High Density Residential (HDR)  
Current Zoning: A-1  
Proposed Zoning: PUD  
Acres: approximately 6.5 acres

3. Description: The property is zoned A-1 and currently is used for single family dwelling unit. The table below summarizes the Future Land Use Map Designation, zoning and existing use for the adjacent parcels.

	Current FLUM	Current Zoning	Existing Use
North	Agricultural (AGR)	A-1	Pastureland with Ag Based Business
South	Agricultural (AGR)	C-1	Single Family Residential
East	Agricultural (AGR)	A-1	Vacant, Timberland
West	High Density Residential (HDR)	R-3	Town Homes Multi-Family Residential

Parcel Map

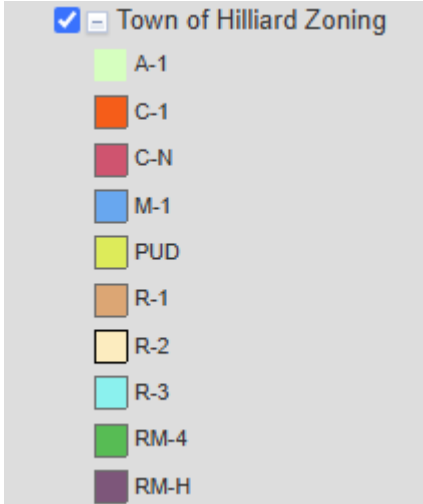
05-3N-24-0000-0028-0000



### Future Land Use Map



### Existing Zoning



**Consistent with Comprehensive Plan Policies** – The proposed Future Land Use Map amendment is consistent with the Goals, Objectives, and Policies of the Hilliard Comprehensive Plan. The proposed zoning is consistent with the Future Land Use Map and is compatible with the surrounding development.

**Availability of Services** – Water and sewer service have capacity to serve this development. US Hwy 1 provides access to the property.

**Land Suitability** – The soils for the property are suitable for development. There are no wetlands located on the site. The property is not in the 100-year flood zone.

**Land Use Administrator Statement:** I can confirm the proposed rezoning uses are consistent with the comprehensive plan as the rezoning provided a wide variety of housing types and price points to meet the community's diverse and evolving needs, while maintaining areas for other uses and preventing overdevelopment.

**The Planning and Zoning Board had a Public Hearing on Ordinance 2024-14 on December 3, 2024, and the following recommendation is a result of the Public Hearing findings.**

**Planning and Zoning Board Recommendation:** The Planning and Zoning Board recommends to the Town Council approval of Ordinance 2024-14. with the condition that NCSB Deficiency be paid prior to final approval. The Planning and Zoning Board found the proposed rezoning to be consistent with the comprehensive plan, in compliance with all procedural requirements, and that the proposal serves the public interest.



**ORDINANCE NO. 2024-14**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF US HWY 1 SOUTH OF CREPE MYRTLE LANE, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the property owner for the property consisting of approximately 6.5 acres, more or less, which is located on the east side of US Hwy 1, south of Crepe Myrtle Lane and more particularly described in Attachment "A" Legal Description, Hilliard, FL, Nassau County Parcel ID No. 05-3N-24-0000-0028-0000, requested zoning change for the subject from A-1 Agricultural to PUD, Planned Unit Development ; and

**WHEREAS**, the owner has requested to rezone the property described Attachment "A" Legal description to PUD, Planned Unit Development to create the Oxford Pines PUD; and

**WHEREAS**, the Town of Hilliard Planning & Zoning Board held a duly noticed Public Hearing on December 3, 2024, regarding the rezoning of the subject property to PUD, Planned Unit Development; and

**WHEREAS**, the Town of Hilliard Planning & Zoning Board, has reviewed the proposed rezoning of the subject property to PUD, Planned Unit Development and found it to be consistent with the Town's Comprehensive Plan and the Town's Code, and recommended approval to the Town Council of the rezoning of the subject property from A-1, Agricultural to PUD, Planned Unit Development, at their December 3, 2024, Regular Meeting; and

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

**WHEREAS**, a companion Comprehensive Plan Future Land Use Map amendment to High Density Residential has been applied for the subject property and has been approved by the Town Council; and

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

**SECTION 1. RECITALS.** The foregoing findings are true and correct and are hereby adopted and made a part hereof.

**SECTION 2. LEGAL DESCRIPTION.** The property with Nassau County Parcel ID No. 05-3N-24-0000-0028-0000, more particularly described in Attachment "A", Legal Description, is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development to create the Oxford Pines PUD:

**SECTION 3. PUD PLAN.** This Ordinance includes Attachment "B", Written Description and "C", Site Plan, for the Oxford Pines PUD created by this Ordinance. Development of and uses within the PUD shall conform to the limitations and conditions set forth in this Ordinance and in the attached Written Description and Site Plan.

**SECTION 4. Recording.** The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Circuit Court for recordation and to the Nassau County Property Appraiser to update any records as may be deemed necessary.

**SECTION 4. REPEALER.** 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 take effect immediately upon its final adoption.

**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 Board Publication:    | November 13, 2024 |
| Planning & Zoning Boards Signs Posted:  | November 19, 2024 |
| Planning & Zoning Board Public Hearing: | December 3, 2024  |
| Town Council First Publication:         | December 4, 2024  |
| Town Council First Public Hearings:     | December 19, 2024 |
| Planning & Zoning Boards Report:        | December 19, 2024 |
| Town Council First Reading:             | December 19, 2024 |
| Town Council Second Publication:        | December 31, 2024 |
| Town Council Second Public Hearings:    | January 16, 2025  |
| Town Council Second & Final Reading:    | January 16, 2025  |



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

LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

**ATTACHMENT "B"**  
**WRITTEN DESCRIPTION**

**OXFORD PINES PUD  
PUD Written Description**

**I. PROJECT DESCRIPTION.** The Applicant proposes to rezone approximately 6.5 acres of property from Agricultural, General (A-1) to a Planned Unit Development (PUD). A conceptual site plan of the development is attached as Attachment “7” (the “Site Plan”). The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, like a single-family home. This is the highest form of ownership, and it's the least restrictive type of ownership for a property.

The subject property (“Property”) is currently owned by Terry Trouille & Billy Trouille, Jr., and is more particularly described in the legal description attached as Attachment “4”. The Property located on the east side of US Hwy 1, and east of its intersection with Eight Street as shown on the Attachment “2” (Aerial). The Property is designated Agricultural on the Future Land Use Map in the Town’s Comprehensive Plan and currently has four single-family residential homes on the property.

Current Land Use Designation: AGR  
Current Zoning District: A-1  
Requested Zoning District: PUD  
Real Estate Numbers: 05-3N-24-0000-0028-0000

The properties to the north and east are zoned Agricultural, General; property to the west is zoned Residential, R-3 with a High-Density Land Use and Commercial, C-1, and the property to the south is zoned Commercial, C-1.

A combination of fencing, buffering, or landscaping, and architectural controls are provided to create this integrated community and blend the proposed development into the surrounding area.

**II. USES AND RESTRICTIONS**

**A. Permitted Uses:**

- Any permitted uses within R-3 Multi-family District.
- Fee-Simple town homes with 3 or more attached units.
- Foster care homes.
- Community residential homes of six or fewer residents meeting the performance standards and development criteria.
- Family day care homes meeting the performance standards and development criteria.
- Essential services, including water, sewer, gas, telephone, radio, television, and electric meeting the performance standards and development criteria.
- Neighborhood parks, pocket parks, playgrounds or recreational structures which serve or support a neighborhood or several adjacent neighborhoods, meeting the performance standards and development criteria.

- Amenity/recreation center(s), which may include a pool, cabana/clubhouse, benches, sport courts, health/exercise facility, community center, leasing/management offices and similar uses.
  - Mail center.
  - School Bus Stop with covered bench in coordination with Nassau County School District.
  - Home occupations meeting the performance standards and development criteria set forth in Sec. 62-354.
  - Excavations, lakes, and ponds, dug as part of the development's stormwater retention system, with a Site Clearing Site Work Application approved by the Planning and Zoning Board and are subject to the regulations of the Zoning Code. Such excavations, lakes and ponds may be developed prior to submittal of construction plans for the subdivision improvements (i.e. final engineering plans).
  - Model homes, residential sales centers, and temporary construction trailers during site development and prior to buildout. Associated parking for sales activities is permitted adjacent to model units.
- B. **Uses by Special Exception:** None
- C. **Accessory Structures:** Accessory uses and "accessory uses and structures in a residential district" are allowed in accordance with Section 62.1, Town of Hilliard Zoning Code.
- D. **Restrictions on Uses:** Any uses outlined within the Oxford Pines PUD will be allowed.

### III. DESIGN GUIDELINES

- A. **Lot Requirements:** Required setbacks shall be measured to the face of the structural wall of the home or building. Nonstructural exterior surfaces or veneers will not be considered encroachments.
1. Minimum lot requirement (Width and Area): sixteen (16) feet wide and fourteen hundred (1,400) square feet in area
  2. Maximum lot coverage by buildings and structures at ground level: Maximum lot coverage by buildings and accessory structures at ground level: 70%
  3. Minimum yard requirements: The minimum yard requirements for all uses and structures (as measured from the wall of the structure) are as follows:
    - a. Front – 20 feet to the garage face and 15 feet to other portions of the building façade.
    - b. Side – 0 (Interior)/10 (End) Feet
    - c. Rear – 10 Feet to the lot line or the top of bank of a pond, where the lot line extends into the pond. HVAC units may be placed in the required rear yard.
    - d. Maximum height of structure: Thirty-five (35) feet.
- B. **Ingress, Egress and Circulation:**
1. Parking Requirements: A minimum of two (2) parking spaces will be provided for each unit.
  2. Vehicular Access: Vehicular access to the Property shall be provided via one access point from US Highway 1 and will be platted as private roads. The final location of the access point



is subject to the review and approval of the Florida Department of Transportation during the driveway permit review. Internal access within the Property shall be provided to each home and the common areas via the streets as shown on the Site Plan which shall meet the standards required by the Zoning and Land Development Regulations.

3. **Pedestrian Access:** Pedestrian access shall be provided by sidewalks installed in accordance with the Zoning and Land Development Regulations. The location of all sidewalks is conceptual and final sidewalk plans are subject to the review and approval of the Planning and Development Department.
- C. **Signs:** The proposed development may include up to two (2) permanent, single-faced identity signs at the entrance of US Highway 1, or one (1) permanent double-faced sign in the median of the entry road to the development. Exact sign locations will be shown on construction plans. Each sign shall not exceed twenty-four (24) square feet in area or twelve (12) feet in height. Real estate and construction signs shall be allowed on each lot.
- D. **Landscaping:** Landscape will be provided per the Land Development Regulations.
- E. **Recreation and Open Space:** The project site includes 1.68 acres of open space, which may consist of, in part, stormwater pond area, mail kiosk, bus stop, walking paths, and benches. .
- F. **Utilities:**
1. **Potable Water/Sanitary Sewer:** The proposed potable water system for the project will connect to the existing 6-inch water line owned by the Town of Hilliard which is located on the east side of US Highway 1. A second option will be to connect to the existing 6-inch water line on the west side of US Highway 1. The proposed wastewater system for the Project will require an onsite private lift station serving the Property shall include a standby emergency generator, and a dedicated sanitary forcemain to a connection point at the 8-inch gravity sewer line at Manhole #186, which is approximately 50 linear feet (south) of the project access point. The proposed utility installation and maintenance will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the "W/WW Specifications") as well as Chapter 58 of the Town's Code of Ordinances. A utility easement will be recorded as part of the plat for the Town's use in the maintenance of the water and wastewater systems.
  2. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power and Light.
- G. **Wetlands:** The Property will be developed in accordance with the permit requirements of the St. Johns River Water Management District, Army Corps of Engineers, and all applicable local, state, and federal requirements.
- H. **Stormwater retention:** Stormwater treatment facilities will be designed and installed in accordance with the rules of the St. Johns River Water Management District. The Townhome Owners Association will maintain ownership and maintenance of the site-specific drainage and retention ponds that is deemed Common Area within the Covenants, Conditions & Restrictions.
- I. **Schedule:** Construction is anticipated to occur in one phase, with horizontal construction expected to be completed within two (2) years of commencement of construction. Lot development will occur based on market conditions. Upon approval of the construction plans for the infrastructure improvements within the property, the developer may seek and obtain building permits for the

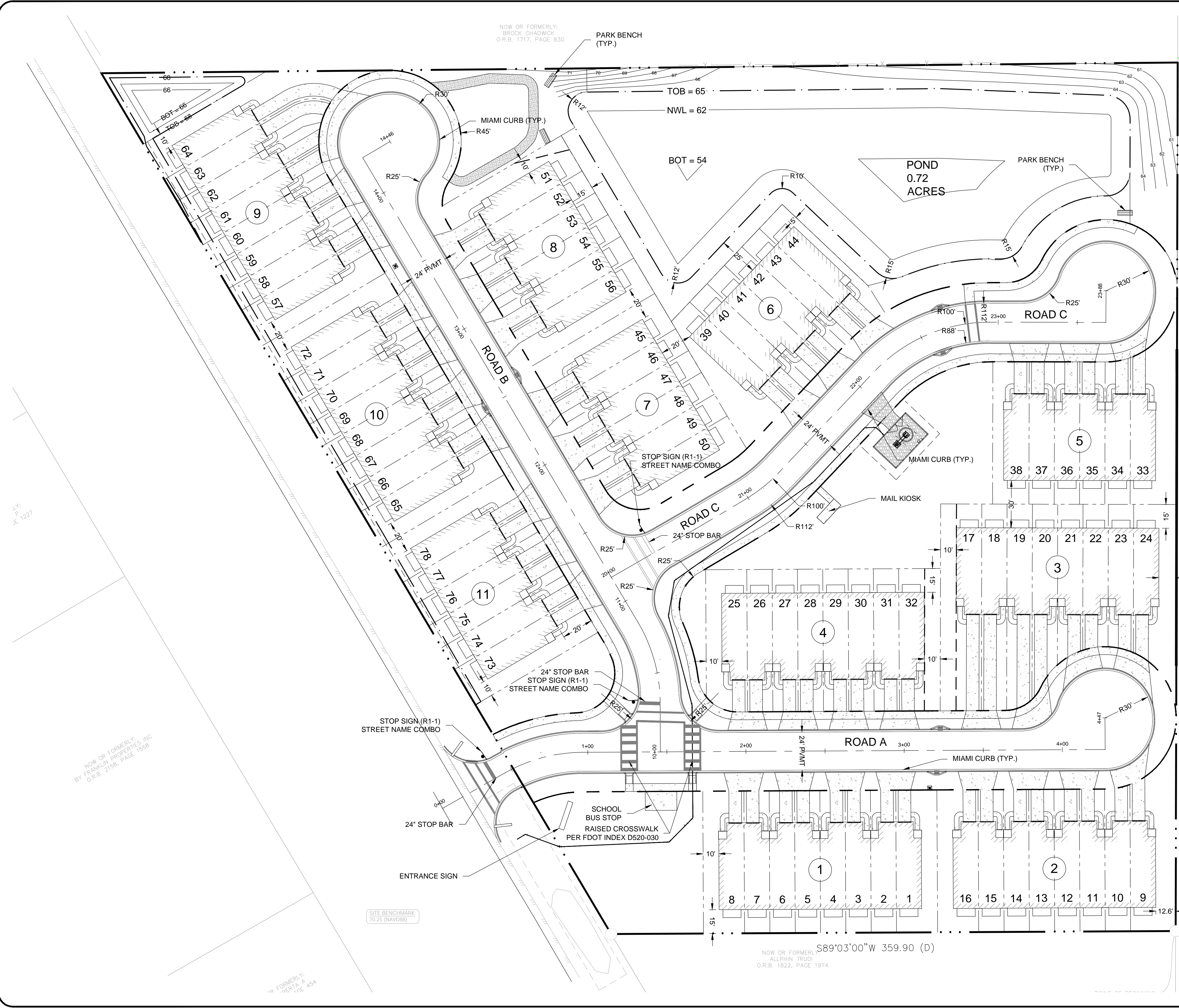
construction of residential model homes prior to the recordation of the plat(s) for the property.

- J. **Continued operation and maintenance:** Long-term, common areas will be maintained by a Townhome Owners Association and funded by assessments imposed upon the residential lots through a declaration of covenants and restrictions. The Townhome Owners Association will be established prior to completion of any phase of development, certificate of occupancy, and prior to any modification requested of the Planned Unit Development. Evidence of the establishment of the legal entity shall be submitted along with the initial permit requests to the Building Inspection Division.

**ATTACHMENT "C"**  
**SITE DEVELOPMENT PLAN**



S:\2406\000\000\CSD\Plans\Design\GSP\2406-GSP.dwg, November 5, 2024 1:52 PM, Adkinson Engineering, P.A.



**OXFORD PINES TOWNHOMES SITE DATA**

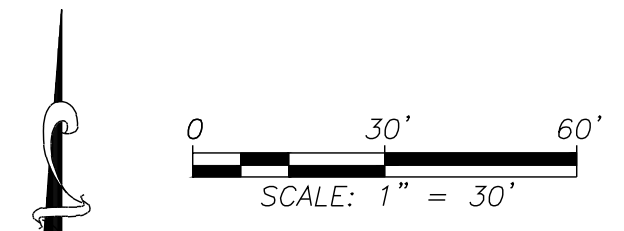
SITE AREA	6.52	AC
WETLAND AREA	0	AC
UPLAND AREA	6.52	AC
PERCENTAGE OF UPLANDS	100.0%	
WETLAND IMPACTS	N/A	AC
WETLAND CONSERVATION	N/A	AC
PASSIVE OPEN SPACE	1.00	AC
ACTIVE OPEN SPACE	0.68	AC
OPEN SPACE REQUIREMENT - 20%	1.30	AC
TOTAL OPEN SPACE PROVIDED	1.68	AC

**DEVELOPMENT STANDARDS**

MIN. LOT AREA	1440 SF MIN.
MIN. LOT WIDTH	16 FT
MAX. LOT COVERAGE BY BLDG	70%
MAX BLDG HEIGHT	35 FT
<b>MINIMUM LOT SETBACKS</b>	
SIDE YARD	5 FT (EXTERIOR LOTS)
REAR YARD	15 FT
FRONT YARD	20 FT
TOTAL UNITS	78
8 UNIT BLDG	6
6 UNIT BLDG	5

**LEGEND**

PROPERTY BOUNDARY	---
ROAD CENTERLINE	---
RIGHT-OF-WAY	---
LOT LINE	---
BUILDING SETBACK	---
POND TOP-OF-BANK	---
UTILITY EASEMENT	---
STORM EASEMENT	---



**ADKINSON ENGINEERING**  
 6550 ST. AUGUSTINE ROAD, SUITE 203  
 JACKSONVILLE, FLORIDA 32217  
 PHONE (904) 881-4206  
 LICENSE NUMBER 28982

**OXFORD PINES TOWNHOMES**  
**FORESTAR**

**GENERAL SITE PLAN**

JOB NO. JOB 2406  
 DATE September 26, 2024  
 SCALE AS SHOWN  
 SHEET C-100



To: Nassau County Record  
From: Elise Earnest, Town of Hilliard  
Date: November 27, 2024  
Re: Display Advertisement

- Please place the following advertisement in your December 4, 2024, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publications, as soon as possible.

**NOTICE OF PUBLIC HEARING  
 PLANNED UNIT DEVELOPMENT - REZONING  
 ORDINANCE NO. 2024-14**

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 6.5 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF US HWY 1 SOUTH OF CREPE MYRTLE LANE, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 05-3N-24-0000-0028-0000; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

The Hilliard Town Council will hold a First Public Hearing on:

**Thursday, December 19, 2024, at 7:00 p.m.**

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida to hear input regarding Ordinance No. 2024-14. All interested parties may appear at the meeting and be heard with respect to the proposed Ordinance No. 2024-14. A copy of the Ordinance which is proposed for adoption is available for inspection and copying in the office of the Town Clerk during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at [www.townofhilliard.com](http://www.townofhilliard.com).

**PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given:** If a person decides to appeal any decision made by the Planning & Zoning Board or the Town 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.



Persons with a disability requiring accommodations in order to participate in this proceeding should contact the Town Clerk at (904) 845-3555 at least seventy-two (72) hours in advance to request such accommodations.

**Lisa Purvis, MMC, Town Clerk**  
**Lee Anne Wollitz, Hilliard Land Use Administrator**

[INSERT MAP]



# Oxford Pines PUD Rezoning Application Package



ITEM-2

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

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

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

Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

# PUD Rezoning Application

## A. PROJECT

1. Project Name: Oxford Pines
2. Address of Subject Property: 552138 US HWY 1, Hilliard, FL 32046
3. Parcel ID Number(s): 05-3N-24-0000-0028-0000
4. Existing Use of Property: Single Family Residential
5. Future Land Use Map Designation: Agricultural
6. Existing Zoning Designation: Agricultural, A-1
7. Proposed Zoning Designation: PUD
8. Acreage: 6.5

## B. APPLICANT

1. Applicant's Status       Owner (title holder)       Agent
2. Name of Applicant(s) or Contact Person(s): Shalene B. Estes      Title: Entitlements Manager  
Company (if applicable): Forestar (USA) Real Estate Group Inc.  
Mailing address: 14785 Old St. Augustine Road, Suite 300  
City: Jacksonville      State: Florida      ZIP: 32258  
Telephone: (904) 899-5948      FAX: ( )      e-mail: ShaleneEstes@forestar.com
3. If the applicant is agent for the property owner\*  
Name of Owner (titleholder): Billy Trouille Jr. or Terry Trouille  
Mailing address: 28098 Shutter Trail  
City: Hilliard      State: Florida      ZIP: 32046  
Telephone: ( )      FAX: ( )      e-mail: \_\_\_\_\_

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

C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Site Plan
8. Written Description
9. Binding Letter
10. Fee.

a. \$2,500 plus \$20 per acre

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice for postage, signs, advertisement, outside consultants shall be paid in full prior to any action of any kind on the application by the Planning and Zoning Board.

**All 10 attachments are required for a complete application. One original and a PDF Version of the complete application with all attachments need to be submitted. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

SHAENE D. ESTES, ENTITLEMENTS MGR

Typed or printed name and title of applicant

AUG 14, 2024

Date

State of Florida

County of Duval

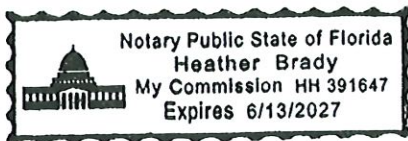
Signature of Co-applicant

Typed or printed name of co-applicant

Date

The foregoing application is acknowledged before me this 14th day of August, 2024, by Sarah Wicker, who is/are personally known to me, or who has/have produced as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida



# PUD Written Description

NAME OF PUD

## I. PROJECT DESCRIPTION

### DESCRIBE PROJECT

Number of acres, location of site, existing use, surrounding uses, types of businesses, proposed uses

## II. USES AND RESTRICTIONS

- A. Permitted Uses
- B. Uses by Special Exception
- C. Accessory Structures
- D. Restrictions on Uses

## III. DESIGN GUIDELINES

- A. **Lot Requirements**
  - a. Minimum lot area
  - b. Minimum lot width
  - c. Maximum lot coverage
  - d. Minimum front yard
  - e. Minimum side yard
  - f. Minimum rear yard
  - g. Maximum height of structures
- B. **Ingress, Egress and Circulation**
  - a. Parking Requirements
  - b. Vehicular Access
  - c. Pedestrian Access
- C. **Signs**
- D. **Landscaping**
- E. **Recreation and Open Space**
- F. **Utilities**
  - a. Water will be provided by
  - b. Sanitary sewer will be provided by
  - c. Electric will be provided by
- G. **Wetlands**

**Required Attachments:**

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties.
2. A current aerial map.
3. Plat of the property.
4. Legal description with tax parcel number.
5. Boundary survey.
6. Warranty Deed or the other proof of ownership.
7. Site Plan.
8. Written Description.
9. Binding Letter.
10. Fee - \$2,500 plus \$20 per acre.

- 1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties.**

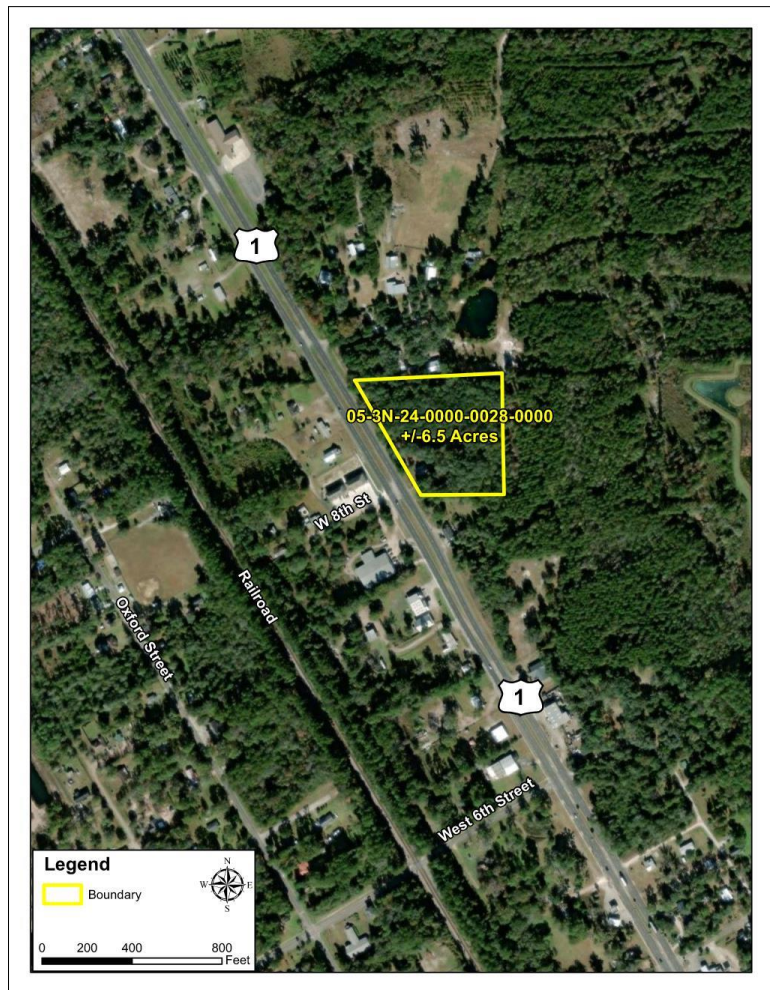
## OXFORD PINES

### Statement of Proposed Change and Rezoning

Forestar (USA) Real Estate Group Inc. proposes a rezoning of approximately 6.5 acres of land from Agricultural to Planned Unit Development (“PUD”) to accommodate a maximum of seventy-eight residential dwelling units. A companion Comprehensive Plan Amendment (CPA) request has been submitted concurrently with this rezoning and will provide compatibility standards to ensure the community’s success.

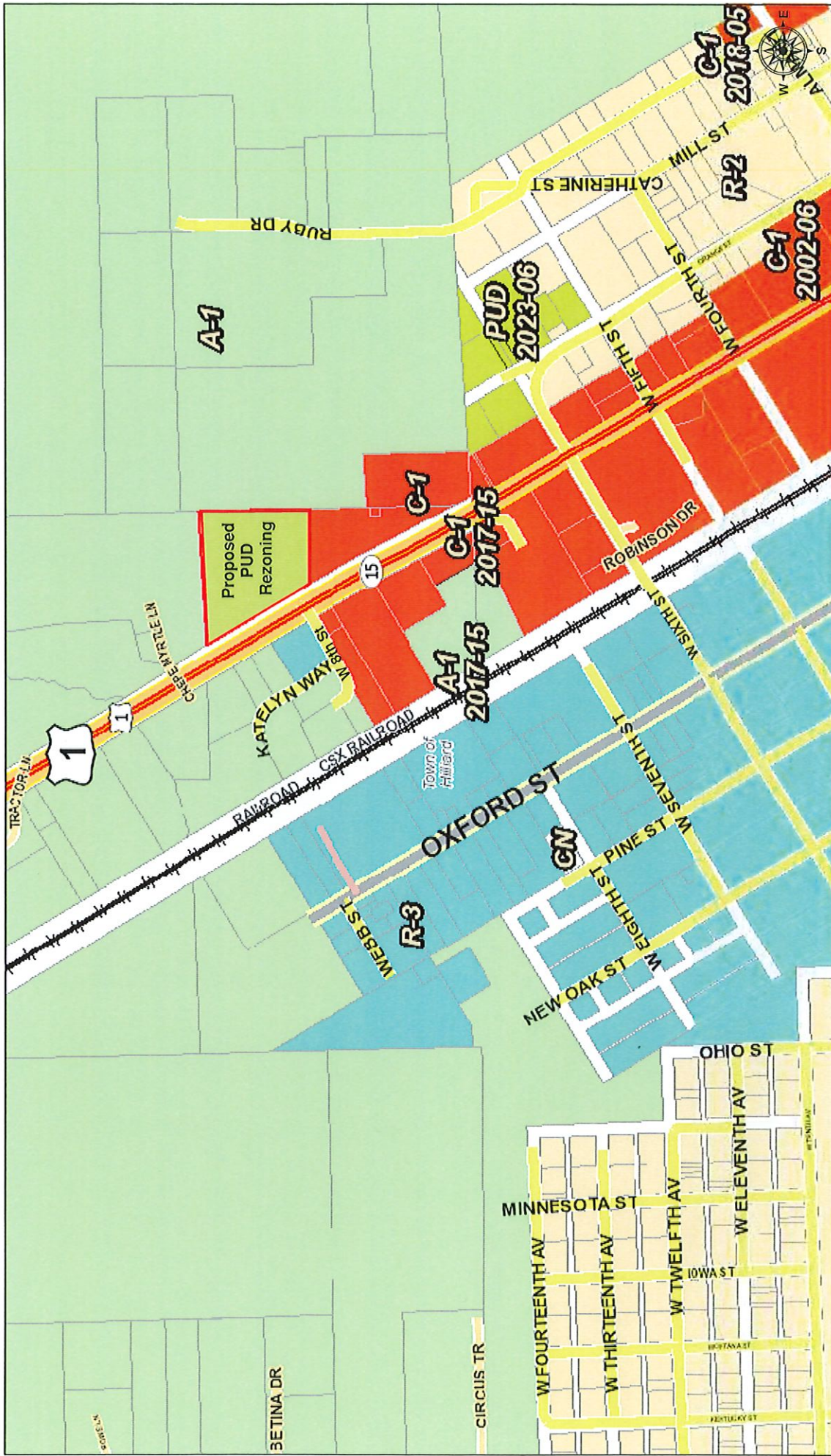
The attached application is a PUD rezoning request. The property, RE# 05-3N-24-0000-0028-0000 is located at the northeast edge of the Town along US Hwy 1.

The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, similar to a single-family home. As outlined in Sec. 62.312 the application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. A Planned Unit Development (PUD) zoning allows for a flexible, creative, and efficient approach to land use. PUDs are special zoning districts that can be used to deviate from zoning standards and create unique development patterns.





# Oxford Pines Proposed PUD Rezoning Map



August 19, 2024

**Town of Hilliard Zoning**

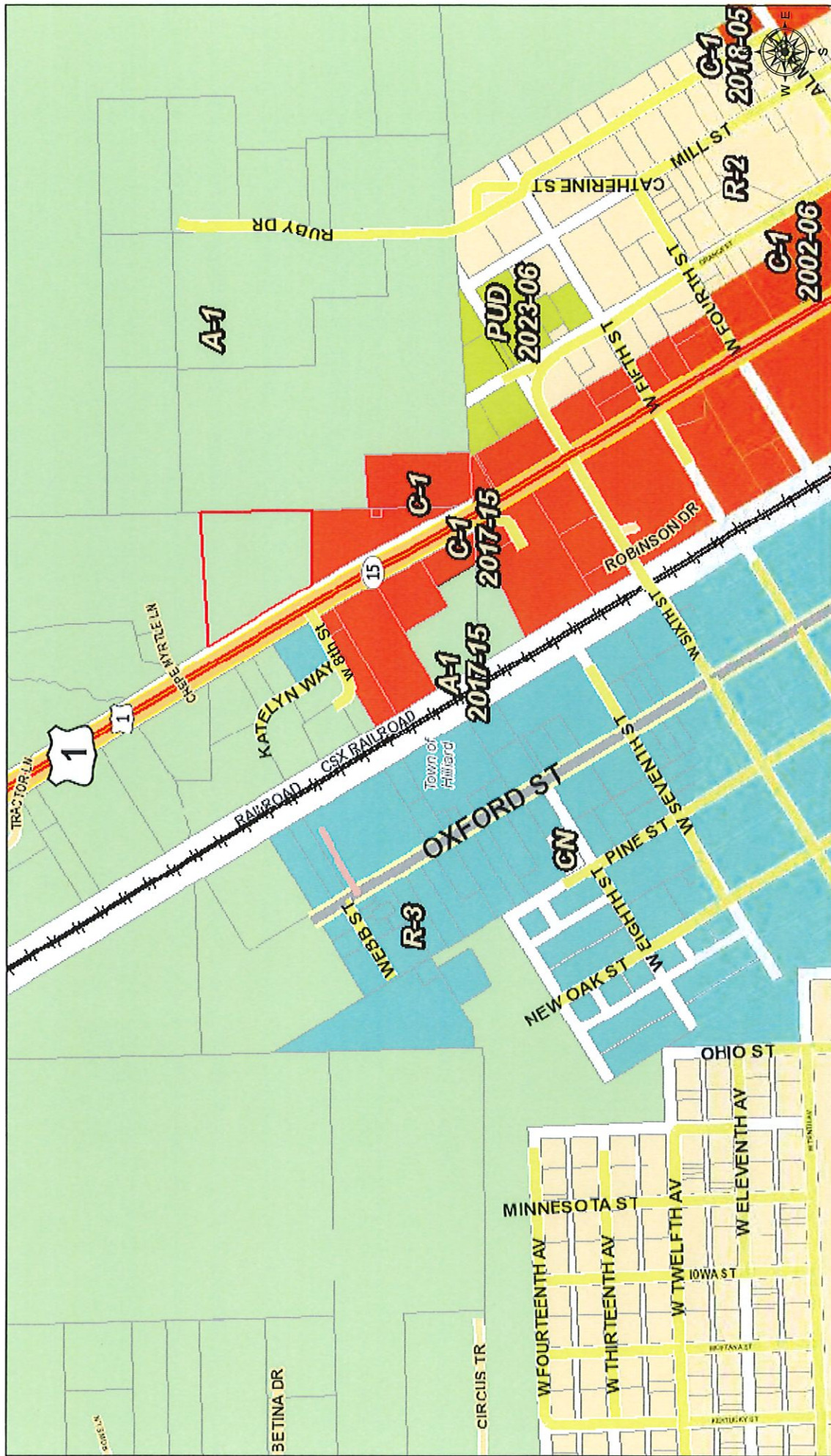
A-1	C-1	R-1	R-2	R-3	C-N	M-1	PUD	RM-4	RM-H
-----	-----	-----	-----	-----	-----	-----	-----	------	------

WARNING: THIS IS NOT A SURVEY. This map is prepared for informational purposes only and is not intended to be used for any legal or financial transaction. It is not a substitute for a professional survey. Users of this map are hereby notified that the information shown on this map is based on public records and data. The County and mapping company assume no legal responsibility for the information contained on this map.

Scale: 0 0.04 0.08 0.12 0.16 miles / 0 0.06 0.12 0.18 kilometers



# Oxford Pines Existing Zoning Map



August 19, 2024

**Town of Hilliard Zoning**

A-1	C-1	R-1	R-2	R-3	C-N	M-1	PUD	RM-4	RM-H
-----	-----	-----	-----	-----	-----	-----	-----	------	------

WARNING: THIS IS NOT A SURVEY. This map is prepared for the inventory of real property found within this jurisdiction. Users of this map are hereby notified that the aforementioned public information sources shall be responsible for the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

1:9,028  
0 0.04 0.08 0.16 0.2 km  
0 0.02 0.04 0.08 0.16 0.2 mi



**2. A current aerial map.**





05-3N-24-0000-0028-0000  
+/-6.5 Acres

W 8th St


Railroad


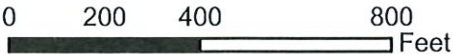
Oxford Street



West 6th Street

**Legend**

 Boundary

0 200 400 800 Feet



**3. Plat of the property.**

**Not Applicable.**

**4. Legal description with tax parcel number.**



LEGAL DESCRIPTION 05-3N-24-0000-0028-0000 (PER TITLE COMMITMENT)

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION FIVE (5), TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING THE SAME PARCELS OF LAND AS DESCRIBED IN DEED BOOK 199, PAGE 356 (PARCEL A & B) AND DEED BOOK 149, PAGE 444, OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, AND BEING FURTHER KNOWN AND DESCRIBED BY METERS AND BOUNDS AS FOLLOWS:

BEGINNING AT THE REPUTED SOUTHEAST CORNER OF SECTION FIVE AND GO NORTH 1°34' 30" WEST ALONG THE EAST LINE OF SECTION FIVE FOR 80' MORE OR LESS, TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1, THENCE CONTINUE ALONG THE EAST LINE OF SECTION FIVE FOR 662.3' TO THE POINT OF BEGINNING: THENCE CONTINUE NORTH 1° 34' 00" GO SOUTH 87° 17' 30" WEST FOR 680.16' TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY NO. 1 (HAS 150' RIGHT OF WAY); THENCE GO NO. 1, FOR 632.5': THENCE GO NORTH 87° 17' 30" EAST FOR 356.9' TO THE POINT OF BEGINNING. THIS PARCEL OF LAND CONTAINS 6.53 ACRES, MORE OR LESS. 79.5 FEET OF THIS LAND HAS BEEN TAKEN TO WIDEN U.S. HIGHWAY NO. 1.

**5. Boundary survey.**



**6. Warranty Deed or the other proof of ownership.**



REC'D JAN 3 1 1972  
WARRANTY DEED

OFFICIAL RECORDS  
DREW'S FORM R. E. 4

BOOK 119-643  
Manufactured and for sale by The H. A. W. B. Drew Company  
Jacksonville, Florida

This Indenture, Made this 13<sup>th</sup> day of December, A. D. 1971,  
Between

ROBERT W. EMERSON, JR.,  
of the County of \_\_\_\_\_ and State of Florida,  
part v of the first part, and FRANCES MCKAY EMERSON,  
whose mailing address is Route One, Box 20, Hilliard,  
of the County of Nassau and State of Florida 32046,

THIS INSTRUMENT WAS PREPARED BY:  
MERCURY R. KAYOUKIS, ATTORNEY AT LAW  
24 S. 4th ST. - P. O. BOX 462  
FERNANDINA BEACH, FLORIDA 32034

part v of the second part, **Witnesseth**, that the said part v of the first part, for and in consideration of the sum of (\$1.00) ONE DOLLAR & no-100 Dollars, and other good and valuable considerations to in hand paid, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm unto the said part v of the second part and her heirs and assigns forever, all that certain parcel of land lying and being in the County of Nassau and State of Florida, more particularly described as follows:

All those certain lots, nieces or parcels of land situate, lying and being in the Southeast Quarter of the Southeast Quarter of Section Five (5), Township 3 North, Range 24 East, Nassau County, Florida, and being the same parcels of land as described in Deed Book 199, Page 356 (Parcels A & B) and Deed Book 149, Page 444, of the Public Records of said Nassau County, and being further known and described by metes and bounds as follows:  
Beginning at the reputed Southeast corner of Section Five and go North 1° 34' 30" West along the East line of Section Five for 80' more or less, to the Easterly right of way of U.S. Highway No. 1, thence continue along the East line of Section Five for 662.3' to the Point of Beginning; thence continue North 1° 34' 30" West along the East line of Section Five for 549.1'; thence go South 87° 17' 30" West for 680.16' to the Easterly right of way of U.S. Highway No. 1 (has 150' right of way); thence go South 32° 18' East, along easterly right of way of U.S. Highway No. 1, for 632.5'; thence go North 87° 17' 30" East for 356.9' to the Point of Beginning. This parcel of land contains 6.53 acres, more or less. 79.5 feet of this land has been taken to widen U.S. Highway No. 1.

This deed is made for the purpose of transferring the Grantor's interest in the above-described property as agreed upon in the Stipulation filed in a divorce case between the parties.

STATE OF FLORIDA  
DOCUMENTARY STAMP TAX  
DEPT. OF REVENUE  
00.30  
PC  
FLORIDA DOCUMENTARY SURTAX  
00.55  
PC  
JAN 1 1972  
113472

Together with all the tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, dower and right of dower, reversion, remainder and easement thereto belonging or in anywise appertaining: **To Have and to Hold** the same in fee simple forever.

And the said part v of the first part do es covenant with the said part v of the second part that lawfully seized of the said premises, that they are free from all encumbrances and that he has good right and lawful authority to sell the same; and the said part v of the first part does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said part v of the first part has hereunto set his hand and seal the day and year above written.

Signed, sealed and delivered in our presence:

*Catherine M. Holt*  
*Robert W. Emerson, Jr.*  
ROBERT W. EMERSON, JR.  
\_\_\_\_\_



State of FLORIDA  
County of DUVAL.

I Hereby Certify, That on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared

ROBERT W. EMERSON, JR.,

to me known to be the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same.

Witness my hand and official seal in the County and State last aforesaid this 13th day of December, A. D. 19 71.

3630

FILED FOR RECORD  
NOTICE

19 71 JAN 31 PM 3:33

C. O. OF THE  
CLERK OF THE COURT  
DUVAL COUNTY, FLA.

Catherine M. Pratt  
Notary Public,  
My commission expires 4-22-74



DREW'S FORM R. E. 4

# Warranty Deed

To

Date

Abstract of Description

State of Florida,  
County of }  
}

On this day of A. D. 19 at o'clock m., this instrument was filed for record, and being duly acknowledged, and proven, I have recorded the same on pages of Book in the public records of said County.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court of the Judicial Circuit of said State, in and for said County.

Clerk.

D. C.

The 11 & 12 H. Line Computer Jacksonville, Florida

Notary Public  
Catherine M. Pratt  
4-22-74

Filing # 149626547 E-Filed 05/16/2022 10:47:28 AM

IN THE CIRCUIT COURT OF THE  
FOURTH JUDICIAL CIRCUIT, IN  
AND FOR NASSAU COUNTY, FLORIDA

IN RE: THE ESTATE OF

Case: 22-CP-0018-AXYX  
Division: A

Frances F. Latham,

Deceased.

\_\_\_\_\_ /

**ORDER DETERMINING HOMESTEAD STATUS OF REAL PROPERTY**  
(Testate)

On the petition of Billy Trouille, Jr., Petitioner, for an Order Determining Homestead Status of Real Property, and all interested persons have been served proper notice of the petition or having waived the entry of this order; the court finds as follows:

1. The decedent, Frances F. Latham, who died on June 30, 2021, was domiciled in NASSAU County, Florida.

2. At the time of decedent's death, the decedent owned and resided on the following described contiguous parcel of real property (the "Property"):

Address: 552138 US Highway 1, Hilliard, Florida 32046  
Parcel Number: 05-3N-24-0000-0028-0000  
Legal description: Exhibit "A"

3. At the time of her death, the decedent's homestead was established on the Property and met all requirements for homestead under the Constitution of the State of Florida.

ADJUDGED that the above described property constituted the homestead of the decedent within the meaning of Section 4 of Article X of the Constitution of the State of Florida;

ADJUDGED FURTHER that upon decedent's death, title to the Property descended to and the constitutional exemption from claims of decedent's creditors inured to the deceased's children;

ADJUDGED FURTHER that Petitioner is authorized to surrender possession of the Property to Billy Trouille, Jr. and Terry

Trouille, and shall have no further responsibility with respect to the Property.

ORDERED on May 16, 2022.



---

Circuit Judge

Copies:

Pamela J. Soule', Esquire  
Eportal

Florida Agency for Healthcare Administration  
Eportal



**John M. Drew**  
 TAX COLLECTOR  
 Nassau County

ITEM-2

[Search](#) > [Account Summary](#) > Bill Details

**Real Estate Account #05-3N-24-0000-0028-0000**

**Owner:**  
 TROUILLE BILLY JR  
 TROUILLE TERRY

**Situs:**  
 552138 US HWY 1  
 HILLIARD 32046

[Parcel details](#)  
[GIS Map](#)  
[Property Appraiser](#)



[Get bills by email](#)

**2023 Annual Bill**

NASSAU COUNTY TAX COLLECTOR

Notice of Ad Valorem Taxes and Non-ad Valorem Assessments

BILL	AMOUNT DUE
2023 Annual Bill	\$0.00

**PAID**

[Print \(PDF\)](#)

**If paid by:**  
 Jan 31, 2024

**Please pay:**  
 \$0.00

Combined taxes and assessments: \$2,525.38

PAYMENTS MUST BE MADE IN US FUNDS.

**Ad Valorem Taxes**

MILLAGE	TAX
16.7521	\$2,525.38

**Non-Ad Valorem Assessments**

**AMOUNT**  
 No Non-Ad Valorem Assessments.

**Parcel Details**

**Owner:** TROUILLE BILLY JR  
 TROUILLE TERRY

**Owner Address:** 28098 SHUTTER TR  
 HILLIARD, FL 32046

Situs:	552138 US HWY 1 HILLIARD 32046
Account	05-3N-24-0000-0028-0000
Alternate Key	21452
Millage code	003 - Town of Hilliard
Millage rate	16.7521
Assessed value:	\$150,750
School assessed value:	\$150,750

2023 TAX AMOUNTS

Ad valorem:	\$2,525.38
Non-ad valorem:	\$0.00
Total Discountable:	\$2,525.38
Total tax:	\$2,525.38

LEGAL DESCRIPTION

IN OR 86 PG 586 IN OR 119 PG 643

LOCATION

Geo number:	24-3N-05-0000-0028-0000
Range:	24
Township:	3N
Section:	5
Neighborhood:	6001.00
Block:	028
Lot:	0000
Use code:	0100

Nassau County Tax Collector  
86130 License Road, Fernandina Beach, FL 32034

WARNING: TAX CERTIFICATE PURCHASES NOT AVAILABLE ON THIS WEBSITE!  
**Paying property taxes on this website simply pays the tax bill. It is NOT a purchase of a tax certificate nor the property!**



**7. Site Plan.**







**8. Written Description.**

**PUD Written Description**  
**OXFORD PINES PUD**

- I. PROJECT DESCRIPTION.** The Applicant proposes to rezone approximately 6.5 acres of property from Agricultural, General (A-1) to a Planned Unit Development (PUD). A conceptual site plan of the development is attached as Attachment “7” (the “Site Plan”). The proposed PUD rezoning allows the development of a residential community of up to seventy-eight fee simple townhomes. A fee simple townhome is a property where the owner has full and irrevocable ownership of the lot and the townhome, like a single-family home. This is the highest form of ownership, and it's the least restrictive type of ownership for a property.

The subject property (“Property”) is currently owned by Terry Trouille & Billy Trouille, Jr., and is more particularly described in the legal description attached as Attachment “4”. The Property located on the east side of US Hwy 1, and east of its intersection with Eight Street as shown on the Attachment “2” (Aerial). The Property is designated Agricultural on the Future Land Use Map in the Town’s Comprehensive Plan and currently has four single-family residential homes on the property.

Current Land Use Designation: AGR

Current Zoning District: A-1

Requested Zoning District: PUD

Real Estate Numbers: 05-3N-24-0000-0028-0000

The properties to the north and east are zoned Agricultural, General; property to the west is zoned Residential, R-3 with a High-Density Land Use and Commercial, C-1, and the property to the south is zoned Commercial, C-1.

A combination of fencing, buffering, or landscaping, and architectural controls are provided to create this integrated community and blend the proposed development into the surrounding area.

**II. USES AND RESTRICTIONS**

**A. Permitted Uses:**

- Any permitted uses within R-3 Multi-family District.
- Fee-Simple town homes with 3 or more attached units.
- Foster care homes.
- Community residential homes of six or fewer residents meeting the performance standards and development criteria.
- Family day care homes meeting the performance standards and development criteria.
- Essential services, including water, sewer, gas, telephone, radio, television, and electric meeting the performance standards and development criteria.
- Neighborhood parks, pocket parks, playgrounds or recreational structures which serve or support a neighborhood or several adjacent neighborhoods, meeting the performance standards and development criteria.
- Amenity/recreation center(s), which may include a pool, cabana/clubhouse, benches, sport courts, health/exercise facility, community center, leasing/management offices and similar uses.

- Mail center.
- School Bus Stop with covered bench in coordination with Nassau County School District.
- Home occupations meeting the performance standards and development criteria set forth in Sec. 62-354.
- Excavations, lakes, and ponds, dug as part of the development's stormwater retention system, with a Site Clearing Site Work Application approved by the Planning and Zoning Board and are subject to the regulations of the Zoning Code. Such excavations, lakes and ponds may be developed prior to submittal of construction plans for the subdivision improvements (i.e. final engineering plans).
- Model homes, residential sales centers, and temporary construction trailers during site development and prior to buildout. Associated parking for sales activities is permitted adjacent to model units.

B. **Uses by Special Exception:** None

C. **Accessory Structures:** Accessory uses and "accessory uses and structures in a residential district" are allowed in accordance with Section 62.1, Town of Hilliard Zoning Code.

D. **Restrictions on Uses:** N/A

### III. DESIGN GUIDELINES

A. **Lot Requirements:** Required setbacks shall be measured to the face of the structural wall of the home or building. Nonstructural exterior surfaces or veneers will not be considered encroachments.

1. Minimum lot requirement (Width and Area): sixteen (16) feet wide and fourteen hundred (1,400) square feet in area
2. Maximum lot coverage by buildings and structures at ground level: Seventy Percent (70%)
3. Minimum yard requirements: The minimum yard requirements for all uses and structures (as measured from the wall of the structure) are as follows:
  - a. Front – 20 feet to the garage face and 15 feet to other portions of the building façade.
  - b. Side – 0 (Interior)/10 (End) Feet
  - c. Rear – 10 Feet to the lot line or the top of bank of a pond, where the lot line extends into the pond. HVAC units may be placed in the required rear yard.
  - d. Maximum height of structure: Thirty-five (35) feet.

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

1. Parking Requirements: A minimum of two (2) parking spaces will be provided for each unit.
2. Vehicular Access: Vehicular access to the Property shall be provided via one access point from US Highway 1. The final location of the access point is subject to the review and approval of the Florida Department of Transportation during the driveway permit review. Internal access within the Property shall be provided to each home and the common areas via the streets as shown on the Site Plan which shall meet the standards required by the Zoning and Land Development Regulations.



3. **Pedestrian Access:** Pedestrian access shall be provided by sidewalks installed in accordance with the Zoning and Land Development Regulations. The location of all sidewalks is conceptual and final sidewalk plans are subject to the review and approval of the Planning and Development Department.
- C. **Signs:** The proposed development may include up to two (2) permanent, single-faced identity signs at the entrance of US Highway 1, or one (1) permanent double-faced sign in the median of the entry road to the development. Exact sign locations will be shown on construction plans. Each sign shall not exceed twenty-four (24) square feet in area or twelve (12) feet in height. Real estate and construction signs shall be allowed on each lot.
  - D. **Landscaping:** Landscape will be provided per the Land Development Regulations.
  - E. **Recreation and Open Space:** At least 20 percent of the total site will be open space, which may consist of, in part, stormwater pond area, mail kiosk, bus stop and parks as shown in Sec. 62-316.
  - F. **Utilities:**
    1. **Potable Water/Sanitary Sewer:** The proposed potable water system for the Project will connect to the existing 6-inch water line owned by the Town of Hilliard which is located on the east side of US Highway 1. As second option will be to connect to the existing 6-inch waster line on the west side of US Highway 1. 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 8-inch gravity sewer line at Manhole #186, which is approximately 50 linear feet (south) of the project access point. The proposed utility installation will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the "W/WW Specifications").
    2. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power and Light.
  - G. **Wetlands:** The Property will be developed in accordance with the permit requirements of the St. Johns River Water Management District, Army Corps of Engineers, and all applicable local, state, and federal requirements.
  - H. **Stormwater retention:** Stormwater treatment facilities will be designed and installed in accordance with the rules of the St. Johns River Water Management District.
  - I. **Schedule:** Construction is anticipated to occur in one phase, with horizontal construction expected to be completed within two (2) years of commencement of construction. Lot development will occur based on market conditions. Upon approval of the construction plans for the infrastructure improvements within the property, the developer may seek and obtain building permits for the construction of residential model homes prior to the recordation of the plat(s) for the property.
  - J. **Continued operation and maintenance:** Long-term, common areas will be maintained by a property owners association and funded by assessments imposed upon the residential lots through a declaration of covenants and restrictions. The property owner's association will be established prior to completion of any phase of development, certificate of occupancy, and prior to any modification requested of the Planned Unit Development. Evidence of the establishment of the legal entity shall be submitted along with the initial permit requests to the Building Inspection Division.

**9. Binding Letter.**

Binding Letter

ITEM-2

Town of Hilliard  
15859 C.R. 108  
Hilliard, Florida 32046

Re: Oxford Pines PUD Application  
Parcel ID No.: 05-3N-24-0000-0028-0000

Ladies and Gentlemen:

You are hereby advised that the undersigned, Billy Trouille Jr and Terry Trouille owners of the property, being more particularly described in the Planned Unit Development (PUD) rezoning document attached hereto and by reference made a part hereof, hereby agrees to bind its successors in title to the development in accordance with (a) the site plan and the written description of the proposed development plan submitted with the PUD application and (b) any conditions set forth by the Town Council of the Town of Hilliard in the PUD rezoning ordinance. Owner, and its successors in title, also agree to proceed with the development of the subject property in accordance with items (a) and (b) above and will complete such development in accordance with the site plan approved by that ordinance. Provisions shall be made by written agreement for continuing operation and maintenance of all common areas and facilities that are not to be provided, operated, or maintained by the Town of Hilliard.

Sincerely,

By: Billy Trouille Jr

By: Terry Trouille

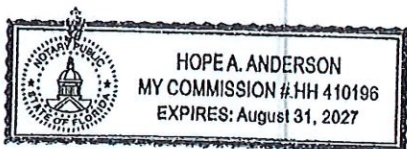
Name: Billy Trouille JR

Name: Terry Trouille

STATE OF FLORIDA  
COUNTY OF Nassau

Sworn to and subscribed before me on this 19 day of August, 2024,  
by Billy Trouille Jr.

(Name of Person Making Statement)



Hope A. Anderson

Signature of Notary Public  
State of Florida

Hope A Anderson

Print, type or stamp commissioned name  
of Notary Public

My Commission Expires: August 31, 2027

Individual making statement is ✓ personally known or \_\_\_\_\_ produced identification.

Type of identification produced: \_\_\_\_\_

**10. Fee - \$2,500 plus \$20/acre.**



ITEM-2

Forestar Group Inc.  
2221 E. Lamar Blvd, Suite 790  
Arlington, TX 76006

TOWN OF HILLIARD  
PO BOX 249  
HILLARD FL 32046

TOWN OF HILLIARD 110666			Check Number Date		0054178 08/15/24
Invoice	Date	Pay Remark	Gross	Deduction	Net
CKR 080924 40000	080924		3,630.00		3,630.00
CKR 081324 40000	081324		300.00		300.00
			-----		-----
			3,930.00		3,930.00
Fees:					
Comprehensive Plan Amendment Application - \$1,000					
Rezoning Application - \$2,500 + \$130 (\$20/acre)					
Concurrency Application (School Impact) - \$300					



817-769-1850 2221 E. Lamar Blvd., Suite 790, Arlington, TX 76009

2221 E. Lamar Blvd, Suite 790  
Arlington, TX 76006

Check Number 54178

Date 08/15/24

Void after 4 months from date of issue  
110666

56-382  
412

Pay **THREE THOUSAND NINE HUNDRED THIRTY AND 00/100** \*\*\*\*\*

Amount  
\$\*\*\*\*\*3,930.00

To the  
Order Of: TOWN OF HILLIARD  
PO BOX 249  
HILLARD FL 32046

Wells Fargo Bank, N.A.



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

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

SUBJECT: Town Council Approval of the Hilliard Volunteer Fire Department 2024 Run Reimbursements.

**BACKGROUND:**

This request is to distribute the run reimbursement to members based on department policy and earned points for the 12 months starting November 2023 and ending November 2024.

**FINANCIAL IMPACT:**

Total Budgeted- \$4,250.00

Total Requested- \$4,249.74

**RECOMMENDATION:**

The following amounts are requested based on activities attended for the following members:

Keven Crews -	\$62.04	Tesh Francis -	\$232.65
Barbara Johnson -	\$558.36	Jerry Johnson -	\$558.36
Owen Merworth -	\$279.18	Steve Potthast -	\$1,163.25
Mike Sadler -	\$480.81	Tucker Wollitz -	\$853.05
Sarah Wendell -	\$62.04		

## HILLIARD FIRE DEPARTMENT

## 2024 PERSONNEL ACTIVITY REIMBURSEMENT REPORT

FROM: 11/10/2023

TO: 11/18/2024

MEMBER	INCIDENT RESPONSE	TRAINING ATTENDANCE	TOTAL POINTS	PERCENTAGE OF STATION TOTAL
KEVIN CREWS	0	4	4	1.5
TESH FRANCIS	1	14	15	5.4
BARBARA JOHNSON	14	22	36	13.1
JERRY JOHNSON	14	22	36	13.1
OWEN MERWORTH	13	5	18	6.6
STEVE POTTHAST	44	31	75	27.4
MIKE SADLER	22	9	31	11.3
TUCKER WOLLITZ	25	30	55	20.1
SARAH WENDELL	0	4	4	1.5
STATION				
TOTAL POINTS	133	141	274	100

Prepared on 11/29/2024 by Steve Potthast



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council to set the Annual Joint Workshop with the Nassau County School Board.

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#### **BACKGROUND:**

Previously discussed dates:

January 14, 2025, at 6:00 p.m.

OR

January 21, 2025, at 6:00 p.m.

The Nassau County School Board has requested the meeting to be January 21, 2025, at 6:00 p.m.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to set the Annual Joint Workshop with the Nassau County School Board.





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

FROM: **Cory Hobbs – Interim Public Works Director**

SUBJECT: Town Council approval of the updated Lead Wastewater Specialist, Jody Wildes, position description.

---

**BACKGROUND:**

This item was previously discussed at the December 12, 2024, Workshop.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Town Council approval of the updated Lead Wastewater Specialist, Jody Wildes, position description.



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Lead Wastewater Specialist

**Department:** Public Works  
**Pay Grade:** 5  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The purpose of this classification is to maintain all aspects of the Wastewater Treatment Plant process. This position is under the general supervision and direction of the Public Works Director and participates in wastewater and water treatment discussion and decision making. This position is delegated to the Wastewater Department but works closely with all departments.

#### ESSENTIAL JOB FUNCTIONS:

- Water Plant Backup Operator
- Assist with Water Plant Operator for repairs and maintenance.
- Ensures that Water and Wastewater Treatment Facilities are operated in accordance with federal, state and local guidelines.
- Ensures proper compliance with Saint John’s River Water Management District.
- Responsible for collecting Water and Wastewater samples in accordance with Florida Department of Environmental Protection guidelines.
- Oversee daily operation at the Water and Wastewater Treatment Plants, including but not limited to process control testing.
- Handle after hours auto dialer alarms at the water and wastewater plants.
- Handle and coordinate after hours call for various emergencies.
- Perform daily documentation of equipment usage, chemical usage, and flow volume within the wastewater plant.
- Maintain accurate records of all duties performed.
- Perform routine maintenance on pumps and other mechanical gear.
- Coordinate program to maintain water and wastewater distribution and collection systems.
- Report any problems, immediately, that require outside assistance within the plant.
- Coordinates with Federal, State and local entities on Emergency Response Plans.
- Order chemicals and laboratory supplies for plant operation.
- Perform lab analysis to aid in the treatment process.

- Perform lab analysis to evaluate the accuracy of in-house testing as compared to what is being sent to the independent labs.
- Report lab analysis and flows to Department of Environmental Protection, weekly, monthly, semiannual, and yearly.
- Assist in trips to Jacksonville labs for monthly & biweekly sampling.
- Maintain the overall appearance of the Wastewater plant.
- Maintain supplies on hand for parts, bulk chemicals, pumps, etc., through vendors for wastewater and water treatment plants.
- Work with contracting maintenance and installing projects through safety guidelines.
- Liaison with Florida Rural Water Association.
- Maintain weekly generator evaluation documentation for the entire Town.
- Operate and maintain the wastewater plant belt press for solids removal.
- Ensures that disposal of wastewater residuals conforms to Federal Environmental Protection Guidelines while maintaining and scheduling sludge hauler as needed.
- Operate backhoe around plant.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Performs other related duties as assigned.
- Perform weekly inspections of generators.

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Class C Florida Wastewater License
- Class C Florida Water License
- Two (2) years' experience in utility work;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License
- Class C Florida Wastewater License
- Class C Florida Water License

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of basic wastewater collection, treatment and disposal methods and procedures, equipment and materials used in wastewater treatment.
- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water; and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary for the performance of essential functions.

- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.
- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.
- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

**PHYSICAL DEMANDS:**

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Some tasks may require the ability to do work at heights above 20 feet.

**WORK ENVIRONMENT:**

Work is performed in an outdoor environment in all weather conditions on Town streets, right-of-way, in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test.

*The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

*The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council approval of the Town Clerk’s recommendation to fill the Town Hall Administrative Assistant vacant position.

---

**BACKGROUND:**

The position process will be sent, once I have reached out to make an offer of employment.

**FINANCIAL IMPACT:**

TBD

**RECOMMENDATION:**

Town Council approval of the Town Clerk’s recommendation to fill the Town Hall Administrative Assistant vacant position.



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Administrative Assistant

**Department:** Town Clerk  
**Pay Grade:** 3  
**FLSA Status:** Non-Exempt

#### JOB SUMMARY

The purpose of this classification is to provide customer service to the citizens of the Town of Hilliard under the general supervision and direction of the Town Clerk. The Administrative Assistant is entrusted with numerous and diverse duties. In addition to the required duties performed, the Administrative Assistant provides assistance and support to the Town Clerk participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

#### ESSENTIAL JOB FUNCTIONS:

##### **Customer Service:**

- Provide customer service.
- Address citizen complaints.
- First/Second to answer phone calls and greet customers in a timely and accurate manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

##### **Administrative:**

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Research and furnish data to public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.

- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

**Utility System:**

- Maintain AMI System for utility billing. Daily checking for red flags on account and assist with any issues that need to be resolved.
- Prepare billing errors list, indicating errors and oversee those corrections are made prior to processing billing register. Make notes on zero consumption if property is vacant.
- Compute utility billing and process billing register, review and sign off on prior to mailing customer bills.
- Print and Prepare utility bills then prepare for mailing through the stuffer machine and send to post office monthly in an accurate and timely manner.
- Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to utilities.
- Once billing is completed submit Pre-notes for bank draft to Southeastern Bank and send confirmation email.
- Two business days prior to billing due date send bank draft file to Southeastern Bank containing monthly drafted to be debited on billing due date for each customer's account. Once file is submitted send confirmation email with the total dollar amount of to be drafted and confirmation number.
- Complete customer deposit refund process and print refund checks to be signed and mailed out to final customers, once monthly billing is complete.
- Make sure the Water Quality Report is mailed to all customers annually.
- Prepare and maintain a record of all account numbers and serial numbers for each meter installed or changed out.
- Keep up to date records and knowledge of all utility fees.
- Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed and deposit is refunded if applicable.

**Business Taxes:**

- Obtain and maintain up to date knowledge of changing laws and requirements as they pertain to business taxes.
- Prepare and maintain a check list with dates to send out renewals, assess late charges and penalties.
- Prepare and maintain renewal of Business Tax Receipts annually including sending of renewal notices at least 60 days prior to September 30th.
- Prepare and maintain all fire inspections for the Fire Marshall with checklist for Fire Marshal to note additional business items that may require additional business tax to be paid.

- Prepare and maintain files for all businesses with current certifications.
- Scan business information into Content Manager in Incode software.
- Review reports quarterly for revenue accounts and for business tax receipts and fire inspections for accuracy.

**Miscellaneous Duties:**

- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Submit to Land Use Administrator vacant meters information monthly on all discontinuation of utility services so LUA can maintain an up-to-date listing of all non-conforming buildings and residents within the Town of Hilliard.
- Assist in coordination of special events/projects.
- Maintain daily journal of all tasks worked on that day for use by self and others in department.
- Ability to take on additional municipal duties as required.

**Other Duties and Responsibilities:**

- Provide backup to other staff members as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Building Department as needed.
- Provide backup to the Utility Department as needed.
- Provide backup to Accounts Receivable as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Perform computer operation activities for other departments.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent.
- Associate's degree in business preferred.
- Two (2) years' experience in the public sector or related field.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid State of Florida Driver's License.
- Certified – Florida Association Business Tax Officials (FABTO)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate

decimals and percentages; may include ability to perform mathematical operations with fractions.

- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

**PHYSICAL DEMANDS:**

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**

Work is performed in a normal office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

**CONDITIONS OF EMPLOYMENT:**

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigations and/or medical examination or inquiry, including a drug screen test.

*The Town of Hilliard has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

*The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*





# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

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

SUBJECT: Town Council to consider extending Planning & Zoning Board Members Harold “Skip” Frey and Charles A. Reed’s terms by 30 days until Thursday, January 30, 2025.

---

**BACKGROUND:**

Two Board Members, Skip Frey and Charlie Reed have terms that are ending in December 2024. As a result, two Board Members will need to be appointed to serve starting January 2025.

At the Joint Workshop held on December 12, 2024, there was no clear direction to move forward with new appointments in January 2025.

There is a need to have a full Planning & Zoning Board for the workload starting January 2025.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Town Council to consider extending Planning & Zoning Board Members Harold “Skip” Frey and Charles A. Reed’s terms by 30 days until Thursday, January 30, 2025.

## PLANNING & ZONING BOARD MEMBERS

Lee Anne Wollitz  
 Land Use Administrator  
 (904) 507-8766  
 lwollitz@townofhilliard.com

**Kevin Webb, Board Member**

Post Office Box 1577  
 Hilliard, Florida 32046  
 (904) 349-5569 kwebb@townofhilliard.com

**January 2024 – December 2026**

Re Appointed 12/2023 – 3yr term

**Wendy Prather, Board Chair**

27061 Country Drive  
 Hilliard, Florida 32046  
 (904) 403-5267 wprather@townofhilliard.com

**January 2024 - December 2026**

Re Appointed 12/2023 – 3yr term

**Skip Frey, Board Member**

37132 W Fourth Street  
 Hilliard, Florida 32046  
 (904) 652-9065 hfrey@townofhilliard.com

**January 2022 – December 2024**

Re Appointed 12/2021 – 3yr term

**Charles A. Reed, Vice Chair**

Post Office Box 757  
 Hilliard, FL 32046  
 (904) 614-8557 creed@townofhilliard.com

**January 2022 – December 2024**

Re Appointed 12/2021 – 3yr term

**Josetta Lawson, Board Member**

27302 Montana Street  
 Hilliard, Florida 32046  
 (904) 497-2848 jlawson@townofhilliard.com

**January 2023 – December 2025**

Re Appointed 12/2022 – 3yr term

**Planning & Zoning Board Members Terms Expire:**

**December 2024**

Skip Frey, Board Member since 2/2017  
 Charles A. Reed, Board Member 11/2009

**December 2025**

Josetta Lawson, Board Member 9/2004

**December 2026**

Kevin Webb, Board Member since 12/2022  
 Wendy Prather, Board Member since 1/2009

Each Board Member shall be re-appointed no later than December of the year prior to starting a new or additional 3-year term.

If a Board Member leaves their appointment prior to the expiration of their term, then the new appointment will be for the remainder of that term, at which time additional appointment can be made.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

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

SUBJECT: Town Council to discuss and approve a process for interviewing and appointing candidates for the Planning & Zoning Board as the terms end each year.

---

#### **BACKGROUND:**

Two Board Members, Skip Frey and Charlie Reed have terms that are ending as of December 2024. As a result, other members of the community have requested to be considered when terms expire. Therefore, with two Board Members terms expiring December 2024, the Town Council has found it necessary to develop a process for considering new citizens for appointment to serve on the Board starting in January 2025.

At the Joint Workshop held on December 12, 2024, there was no clear direction to move forward with new appointments in January 2025.

There have been five resumes submitted as of December 12, 2024.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to discuss and approve a process for interviewing and appointing candidates for the Planning & Zoning Board as the terms end each year.

---

**Sec. 62-91. Established; membership.**

- (a) There is established a planning and zoning board consisting of five members, each of whom shall reside in and be qualified voters of the town and shall hold no office of profit under the town government. Members shall be appointed by the town council.
- (b) Members of the planning and zoning board shall serve three-year terms so staggered that the terms expire in accordance with the provisions of the Charter. Any vacancy in the membership shall be filled for the unexpired term within 60 days, in the same manner as the initial appointment. A member of the planning and zoning board may be removed from office by the affirmative vote of 80 percent of the entire town council.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

# 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  
Cory Hobbs, Interim Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, DECEMBER 05, 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 (TEAMS)  
Council President Kenny Sims  
Councilman Jared Wollitz  
Councilman Dallis Hunter  
Councilman Joe Michaels

### ABSENT

Council Pro Tem Lee Pickett

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or from the agenda.

ITEM-2 Town Council approval of Resolution No. 2024-21, relating to the State Revolving Fund Loan Program; making findings; authorizing the loan application, authorizing the loan agreement; establishing pledged revenues; designating



authorized representatives; providing assurances, conflicts, severability, and effective date.

**Mayor Beasley**

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

Authorizing the signing of the Engineering Services Agreement for the Planning Phase of the Sewer System Rehabilitation Project in the amount of \$120,000.

**Lisa Purvis, MMC – Town Clerk**

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

ITEM-3 Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Gym Maintenance in the amount of \$36,750.00.

**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-4 Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Buck Park Playground Mulch in the amount of \$14,073.20.

**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-5 Town Council approval of the Capital Budget Expenditure for the Parks & Recreation Fitness Center Equipment in the amount of \$5,999.00.

**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-6 Town Council approval of Position Process for David Pender's transition from Introductory/Probationary status to Regular Full-Time.

**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-7 Town Council approval of Position Process for Hanna Knoll's transition from Temporary status to Regular Part-Time.

**Gabe Whittenburg – Parks & Recreation Director**

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

ITEM-8 Town Council approval of Position Process for Laila Spatcher's transition from  
Temporary status to Regular Part-Time.

***Gabe Whittenburg – Parks & Recreation Director***

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

ITEM-9 Town Council approval of the FY 2024 Revenues and Expenditures Report for  
the period ending September 30, 2024.

***Lisa Purvis, MMC – Town Clerk***

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

ITEM-10 Town Council approval of the Minutes for the November 14, 2024, Workshop,  
and the November 21, 2024, Regular Meeting.

***Lisa Purvis, MMC – Town Clerk***

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

ITEM-11 Town Council approval of Mittauer & Associates, Inc., Payable through October  
25, 2024, Project Name: 8" Parallel Water Main Extension to FAA Facility in the  
amount of \$28,892.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$199,680**

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

ITEM-12 Town Council approval of Suez Annual Payment No. 4 of 5, Payable through  
October 1, 2024, Project Name: Advanced Metering Infrastructure (AMI), in the  
amount of \$109,553.00.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$547,765.00**

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

## **ADDITIONAL COMMENTS**

**PUBLIC**

**Timothy Fisk, 27146 West First Avenue, Hilliard**, states that during a previous meeting, he requested the transcript of a conversation of what was stated discreetly between two individuals at that meeting. He notes that he has not yet received a response to his request. Mr. Fisk urges the Town Council to convene a special meeting to address the Town Clerk's conduct. He alleges that she lied to other Town employees during a meeting, made false statements to police officers responding to a 911 call, and falsely accused him while failing to properly manage public records. He also claims that she accused him of attempting to steal Town documents while emphasizing that he was alone in a room at the time. Additionally, Mr. Fisk states that she emailed him a false and/or tampered police report with the intent of luring him to Town Hall property to have him arrested. He asserts that he verified that the police department report was false and that there was no 911 call in which she asked him to leave. He argues that proper handling of the records would have prevented any possibility of theft.

Mr. Fisk once again requests a special meeting to be held, with sufficient time allotted for placing advertisements in the paper to ensure the meeting is well-publicized.

## **MAYOR & TOWN COUNCIL**

**Councilman Wollitz**, expresses his gratitude to Mrs. Dawn West of the *Westside Journal* and congratulates her and the paper on a well-deserved retirement.

**Councilman Hunter**, remarks that the Town will greatly miss the *Westside Journal* and extends his thanks. He also commends Alicia Head, the Event Coordinator, and all Town employees for the successful Christmas Market and Annual Christmas Tree Lighting event.

**Council President Sims**, shares he hates to see the departure of the *Westside Journal* and acknowledges its positive impact on the community. He also praises the Christmas Market and Tree Lighting event, thanking everyone who contributed and participated.

**Mayor Beasley**, states that he will miss Mrs. Dawn West and the *Westside Journal*. He describes the Christmas Market and Annual Christmas Tree Lighting event as spectacular and extends his thanks to everyone involved for ensuring its smooth execution.

## **ADMINISTRATIVE STAFF**

### PRESENT:

Town Clerk, Lisa Purvis

Parks & Recreation Director, Gabe Whittenburg (had to leave after his items)

### ABSENT:

Interim Public Works Director, Cory Hobbs

**Town Clerk Lisa Purvis**, shares that she will miss Mrs. Dawn West, the *Westside Journal*, and their annual New Year's Edition.

She informs the Town Council that resumes for the two available Planning & Zoning Board seats have been provided and that these will be discussed during the Monthly Workshop on December 12, 2024. Additionally, an item regarding a potential new development will be included on that agenda.

Mrs. Purvis requests that the Town Council provide her with dates for a meeting with the Nassau County School Board. The Council state that Tuesday, January 14, 2025, is their first choice but if that does not work with their schedule then their second choice would be Tuesday, January 21, 2025, both dates at 6:00 p.m.

She also announces that details about the annual Town Christmas party for staff will be shared soon.

Nassau County Manager Taco Pope has extended an invitation to the Town Council members to attend their Christmas Tree Lighting.

**TOWN ATTORNEY**

Town Attorney Waugh, states that he has provided the requested legal opinion letter for the Town's FDEP CWSRF Application and is currently working on revisions to the sign ordinance.

He further mentions assisting the Planning & Zoning Board in adopting rules and procedures for public hearings. He advises that the Town Council may need to adopt similar measures in the future, as he anticipates that evidentiary hearings will likely become unavoidable.

**ADJOURNMENT**

Motion to adjourn at 7:26 p.m.

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

Voting Yea: Council President Sims, 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

**First Coast Mulch**

155 Bartram Market Dr. Suite 135 Box 240  
 Saint Johns, FL 32259  
 +1 9042545366  
 AR@Firstcoastmulch.com

**Invoice**

ITEM-11

**BILL TO**

City Of Hilliard  
 37516 Oxford Street  
 Hilliard, FL 32046

**SHIP TO**

27531 W. Third Ave.  
 Hilliard, FL 32046

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2661	12/11/2024	\$14,073.20	01/10/2025	Net 30	

DATE	PRODUCT / SERVICE	DESCRIPTION	AMOUNT
	<b>Customer deposit</b>	Installation of Certified Playground mulch as directed and indicated on the approved map with a total installed amount of 302 yards at a rate of \$45.10 per yard. As per St. Johns County Board of County Commissioners - Bid #22-66R  D.H. Buchanan Square Park "Buck Park" 27531 W. Third Ave. Hilliard, FL 32046  Gabe Whittenburg - 904.845.2733 Gwhittenburg@townofhilliard.com	13,620.20
	<b>Services</b>	Fuel surcharge for long distance travel and work at a rate of \$1.50 per yard installed.	453.00

Thank you for your business. We look forward to working with you in the future!

BALANCE DUE

**\$14,073.20**

ACH Instructions  
 Beneficiary: FCM Industries Opco, LLC  
 Bank: Mercantile Bank  
 ABA Routing No: 072413829  
 Account Number: 4100664981



**Elise Earnest**

---

**From:** Gabe Whittenburg  
**Sent:** Wednesday, December 11, 2024 12:02 PM  
**To:** Payables  
**Subject:** FW: Invoice statement gymnasium

Gabe Whittenburg  
Director, Parks & Recreation  
Town of Hilliard  
37516 Oxford St.  
Hilliard, FL 32046  
Office: 904.845.2733



---

**From:** Shawn Hudson <islandhopperhomerepair@gmail.com>  
**Sent:** Wednesday, December 11, 2024 7:35 AM  
**To:** Gabe Whittenburg <gwhittenburg@townofhilliard.com>  
**Subject:** Invoice statement gymnasium

You don't often get email from [islandhopperhomerepair@gmail.com](mailto:islandhopperhomerepair@gmail.com). [Learn why this is important](#)

INVOICE STATEMENT  
ISLAND HOPPER HOME REPAIR LLC

CITY OF HILLIARD  
TOWN GYMNASIUM

DEC. 11TH 2024

Startup money for the materials on Gymnasium

\$23,750.00  
payable to Island Hopper Home Repair LLC

Leaves a balance of two draws one for \$5000.00 two weeks into the said work  
And a final payment of \$8000.00

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**MILLER ELECTRIC COMPANY**  
*Powering the Possibilities*

PO Box 1799 (32201)  
6805 Southpoint Parkway  
Jacksonville, FL 32216  
TOLL FREE: 800.554.4761  
FAX: 904.389.8653  
www.mecojax.com

November 30, 2024

TOWN OF HILLIARD (36386)  
P.O. BOX 249  
HILLIARD, FL 32046

ATTN: ACCOUNTS PAYABLE

RE: TOWN OF HILLIARD  
15859 WEST COUNTY RD 108  
GENERATOR RENOVATION  
CONTRACT/PO NO.: 20240920-01ch  
MECO JOB NO. RFT74051

**INVOICE**

INVOICE NO. 740511

CONTRACT AMOUNT	\$ 35,694.03
CHANGE ORDER #1 AMOUNT	\$ -
REVISED CONTRACT AMOUNT	<u>\$ 35,694.03</u>

BILLING TO DATE	50%	\$ 17,847.02
PREVIOUS BILLINGS		<u>\$ -</u>

TOTAL DUE, THIS INVOICE \$ 17,847.02

CC: ACCTG

EMAIL: [earnest@townofhilliard.com](mailto:earnest@townofhilliard.com)

REMIT PAYMENT TO:  
MILLER ELECTRIC COMPANY  
P.O. BOX 1799  
JACKSONVILLE, FL 32201-1799

December 10, 2024

Town of Hilliard  
Honorable Mayor and Town Council Members  
ATTN: Ms. Lisa Purvis  
Highway 108 & Pine Street  
Hilliard, Florida 32046

Dear Ms. Purvis;

The purpose of this letter is to officially request the budgeted amount of \$10,000.00 for the Nassau County Council on Aging to assist the seniors in Hilliard with their water and sewage bills who live within the Town of Hilliard city limits that meet the income requirement.

Thank you for your continuous support in providing this valuable assistance to many low income seniors in our community. The lives of the seniors are positively impacted by your generosity.

Feel free to contact me if you have any questions or concerns.

Sincerely,



Janice Ancrum  
President and CEO  
Nassau County Council on Aging

**INVOICE**

**Strength Depot**  
4266 ELDRIDGE LOOP  
ORANGE PARK, FL 32073-3022

accounting@strengthdepot.com  
+1 (904) 747-0789  
https://www.strengthdepot.com

# Strength Depot

FITNESS EQUIPMENT SUPERSTORE

**Bill to**  
Gabe Whittenburg

**Ship to**  
Gabe Whittenburg

**Invoice details**

Invoice no.: GW-HILLIARD-1  
Invoice date: 12/03/2024  
Due date: 12/03/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.	12/03/2024	<b>Fitness Equipment</b>		1	\$5,999.00	\$5,999.00

**Total** **\$5,999.00**

**Ways to pay**

**Overdue** 12/03/2024

[View and pay](#)





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council approval of the Hold Harmless Agreement allowing CCR Woodlands to cross Town Property (Mikkelson Estate) for timber removal.

---

#### **BACKGROUND:**

On December 13, 2024, Matt Simpson, Senior Consulting Forester with Natural Resource Planning Services, Inc. reached out to the Town in reference to Mr. John Cassidy's property on Magnolia Rd. requesting to cross the Town's property for timber removal.

Town Attorney Waugh advised that he will provide an agreement that will protect the Town if unforeseen damages occur that Mr. Simpson has agreed to have signed.

#### **FINANCIAL IMPACT:**

N/A

#### **RECOMMENDATION:**

Town Council approval of the Hold Harmless Agreement allowing CCR Woodlands to cross Town Property (Mikkelson Estate) for timber removal.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: December 19, 2024

FROM: ***Christian Waugh – Town Attorney***

SUBJECT: Town Council approval for Town Attorney to file lawsuit against Anchor Communications, LLC for damages incurred on the US 1 Sewer Line from fiber optic boring.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

TDB

#### **RECOMMENDATION:**

Town Council approval for Town Attorney to file lawsuit against Anchor Communications, LLC for damages incurred on the US 1 Sewer Line from fiber optic boring.

**Lisa Purvis**

---

**From:** Christian Waugh  
**Sent:** Monday, December 9, 2024 2:54 PM  
**To:** Lisa Purvis  
**Subject:** FW: NEW CLAIM: Anchor Communications LLC v. Town of Hilliard (003832)

Lisa,

I need to add this dispute to the next agenda to get Council guidance.

CWW

--

Christian W. Waugh  
*Town Attorney*  
 Town of Hilliard, Florida  
 Waugh PLLC  
 201 E. Pine Street, Suite 315  
 Orlando, FL 32801  
 321-800-6008: Phone  
 844-206-0245: Fax  
[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)

**Board Certified Real Estate Attorney**

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---

**From:** Delisa Duncan <dduncan@ADB-US.com>  
**Date:** Monday, December 9, 2024 at 12:51 PM  
**To:** Christian Waugh <waughlaw@townofhilliard.com>  
**Cc:** Claims <claims@adbcompanies.com>  
**Subject:** NEW CLAIM: Anchor Communications LLC v. Town of Hilliard (003832)

You don't often get email from dduncan@adb-us.com. [Learn why this is important](#)

Greetings,

Here email address for Hilliard

[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)  
[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)  
[chobbs@townofhilliard.com](mailto:chobbs@townofhilliard.com)  
[waughlaw@townofhilliard.com](mailto:waughlaw@townofhilliard.com)

**Delisa Duncan** | Risk and Claims Manager  
**ADB Companies**

**Lisa Purvis**

---

**From:** Christian Waugh <cwaugh@waugh.legal>  
**Sent:** Monday, December 9, 2024 1:44 PM  
**To:** Gil Gonzales  
**Cc:** dduncan@adb-us.com; Claudia Reed; Lisa Purvis  
**Subject:** Re: Claim 22665484 Town of Hilliard

Thanks for your email.

The insured already conceded liability and is obviously responsible.

Our lawsuit will be filed shortly.

Would you like a copy?

CWW

--

Christian W. Waugh  
*Board Certified Real Estate Attorney*  
Waugh PLLC  
201 E. Pine Street, Suite 315  
Orlando, FL 32801  
321-800-6008: Phone  
844-206-0245: Fax  
[cwaugh@waugh.legal](mailto:cwaugh@waugh.legal)

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---

**From:** Gil Gonzales <Gil.Gonzales@selective.com>  
**Date:** Monday, December 9, 2024 at 1:01 PM  
**To:** Christian Waugh <cwaugh@waugh.legal>  
**Cc:** "dduncan@adb-us.com" <dduncan@adb-us.com>, Claudia Reed <creed@anchor-llc.net>  
**Subject:** Claim 22665484 Town of Hilliard

Mr. Waugh,

I have been presented with a claim and your letter regarding the above client and my insured Anchor Communications, LLC. I have reviewed your submission and demand for payment. I have also discussed the matter with my insured and it appears that they did work in this area at some point in time. However, they are not responsible for causing this damage as your letter suggests. From what I understand, they never struck your client's terra cotta line with their equipment. The depth at which they were digging was not deep enough to cause

this damage. Further, it would appear that the age of your client’s property is rather old and most likely col due to its significant age, wear and tear. As I have seen no clear evidence confirming my insured caused this damage, I cannot accept liability for this claim. Should you have any proof the insured caused the damages, please present same for further review and consideration. Thank you in advance for your time.

Gil Gonzales, Liability Specialist AIC – Domiciled in GA  
Selective Insurance Company of America  
P. O. Box 7264  
London, KY 40742  
Phone: 770-485-7866  
Fax: 877-233-0917



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ITEM-17

# Damage Invoice



November 13, 2024

Town of Hilliard PUBLIC WORKS  
 P.O. BOX 249  
 HILLIARD, FL 32046

Windstream Claim Number: 4700043640236

Make check payable to:

Windstream

Remit payment to:

Claims Management Resources (CMR)  
 P.O. Box 60770  
 Oklahoma City, OK 73146

RECEIVED  
 NOV 19 2024  
 TOWN OF HILLIARD

Please remit payment immediately. Please write the claim number on your check. If you prefer to submit a payment online, please visit [CMRclaims.com](http://CMRclaims.com) and click the PayNSeconds button.

Description	Amount
This invoice details the cost of labor, transportation, and materials necessary to repair the damage located at:  552093 US HWY 1 Hilliard, FL 32046  The damage was discovered on or about: 10/24/2024	
Labor	\$ 123.00
Transportation	\$ 45.00
Construction Costs	\$ 7,848.67
Loss Of Use	\$ 697.53
Administrative Costs	\$ 1,542.92
<b>Total Invoice Amount</b>	<b>\$ 10,257.12</b>



Claims Management Resources

November 13, 2024



Town of Hilliard PUBLIC WORKS  
PO BOX 249  
HILLIARD FL 32046-0249

Damage Date: October 24, 2024

Damage Location: 552093 US HWY 1, Hilliard, FL 32046

CMR Claim #: 2057270

Windstream Claim #: 4700043640236

Damage Type: UNDERGROUND

Amount: \$10,257.12

To Whom It May Concern:

Claims Management Resources (CMR) is the damage claim recovery firm contracted with Windstream. You are identified as the party causing property damage to Windstream property. The total costs associated with the repair of these damages are \$10,257.12.

Please forward this letter to your insurance carrier within thirty (30) days of receipt of this letter; CMR will work directly with them to satisfy these damages. Should the cost of damage exceed your policy limits, CMR may contact you for the remaining balance.

In the event you are uninsured, please remit payment immediately. Make checks payable to Windstream for the amount noted above. Mail payments to: CMR, P.O. Box 60770, Oklahoma City, OK 73146. Please write the claim number on your check. If you prefer to submit a payment online, please visit [CMRclaims.com](http://CMRclaims.com) and click the PayNSeconds button.

Please contact CMR to discuss the claim, provide additional information, or submit payment.

Thank you,

Recovery Department  
Claims Management Resources  
800.321.4158



Claims Management Resources

Windstream calculates the Loss of Use value of their facilities by taking the cost of what one of their competitors would have to pay them to rent the same cable in order to provide the same telephone or data service. The FL State Tariff is the rate approved by the State of FL for an independent Phone Company to rent Windstream cables to serve a local communication customer.

Windstream's Approach to the Loss of Use Charge is very conservative for the following reasons.

1. Windstream has charged 1/30th of the actual rental value. Telephone cables are available for a 30 day minimum rental only. Windstream has reduced this calculation to cover the day/days required to repair the damage.
2. Windstream has not charged for the the lost revenue that could result from their customers being unable to use their phones or data services.
3. Windstream has not charged for the pro-rata or Service Guarantee refunds they could give to customers who requested them for the time they were out of service.
4. Windstream's calculation is based on the unlimited local calling (flat rate) telephone service for a communication customer.
5. Windstream has not charged for any harm done to their reputation or for customers they lost or will lose due to the outage.

## Calculations for Loss of Use for Windstream Claim 4700043640236

COPPER Pairs Damaged 200 X Daily Rate per Pair \$3.4877 = \$697.53

**Lisa Purvis**

---

**From:** Joel Hall  
**Sent:** Monday, August 26, 2024 3:18 PM  
**To:** Donald Prochko  
**Cc:** George Aistrop; William Jackson; VanLandingham, Scot S; Cory Hobbs; Lisa Purvis  
**Subject:** RE: Reimbursement for Repair Costs Related to US 1 Sewer Line Damaged by Fiber Optic Boring Subcontractor - Hilliard, FL

Donald,

This shouldn't be coming as a surprise to you...the numbers are in line (even slightly lower) with what we have been communicating since back in May.

Joel G Hall, P.E.

Public Works Department  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.727.8155 Mobile

[www.townofhilliard.com](http://www.townofhilliard.com)




---

**From:** Donald Prochko <donald.prochko@adb-us.com>  
**Sent:** Monday, August 26, 2024 3:06 PM  
**To:** Joel Hall <jhall@townofhilliard.com>  
**Cc:** George Aistrop <George.Aistrop@adb-us.com>; William Jackson <wjackson@ADB-US.com>; VanLandingham, Scot S <Scot.VanLandingham@windstream.com>; Cory Hobbs <chobbs@townofhilliard.com>; Lisa Purvis <lpurvis@townofhilliard.com>  
**Subject:** RE: Reimbursement for Repair Costs Related to US 1 Sewer Line Damaged by Fiber Optic Boring Subcontractor - Hilliard, FL

Good Lord.  
 Well, I guess it is what it is.  
 I will pass it along on my side and see how it all shakes out.  
 I know questions will be asked.  
 We Hit one in the city of Raliegh and it was less than half that.



**From:** Joel Hall <jhall@townofhilliard.com>

**Sent:** Monday, August 26, 2024 3:00 PM

**To:** Donald Prochko <donaald.prochko@adb-us.com>

**Cc:** George Aistrop <George.Aistrop@adb-us.com>; William Jackson <wjackson@ADB-US.com>; VanLandingham, Scot S <Scot.VanLandingham@windstream.com>; Cory Hobbs <chobbs@townofhilliard.com>; Lisa Purvis <lpurvis@townofhilliard.com>

**Subject:** Reimbursement for Repair Costs Related to US 1 Sewer Line Damaged by Fiber Optic Boring Subcontractor - Hilliard, FL

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Donald,

The town of Hilliard formally requests reimbursement of the following costs related to repairs of damages to the town's 8" gravity sewer main and a 6" lateral on US 1 caused by boring of Windstream fiber optic cables by a subcontractor under contract with ADB.

- \$18,500.00 - Site Savvy Inc (6 Inch Sewer Service Lateral Repair /1 joint each of 6" x 14" and 8" x 14' of SDR 26 PVC Pipe, 2 Fernco's, Trench Box 6' x 16', Misc. fitting to connect sewer service, 1 load of A-3 dirt, Dewater Pump and Well point System, Dentist Test, Pipe Plug and Grassing)
- \$275.00 - Brian Rauls (portalet and wash station rental for impacted customer)
- \$2,183.07 – Badger Daylighting (vacuum truck service to assist in removing sand & debris from sewer lines and manholes downstream of sewer line damaged by fiber optic boring subcontractor)

Copies of all invoices are attached. The total amount of reimbursement requested is **\$20,958.07 payable to "Town of Hilliard"**. All related repairs/work have been completed and invoices have been paid by the Town of Hilliard.

Please note I am no longer the Public Works Director (but am working as a contractor). I have copied the interim Director (Cory Hobbs) and Town Clerk (Lisa Purvis). Please keep them in the loop on any future correspondence on this matter.

Please advise when payment can be expected as we are in the process of closing out the fiscal year (Sept 30).

Joel G Hall, P.E.

Public Works Department  
Town of Hilliard  
PO Box 249



15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

<https://protect.checkpoint.com/v2/www.townofhilliard.com.YzJ1OmFkYmNvbXBhbmllc3BvYzpjOm86NDRlZjgxmTRhYjZhMDZkZjI1MzJjN2E4YThmYjAwMjk6NjozYTViOjA2NjUzOTNmNmNkYjE3ZTEzMjM3MjE2YzQ4ZmNkOGNIMjgwYjBiYzM0MDI1MjRhNTEwY2NjMTY4ZDEzZDRhY2Q6dDpUOk4>



**From:** Joel Hall  
**Sent:** Thursday, May 30, 2024 10:37 AM  
**To:** Donald Prochko <[donald.prochko@adb-us.com](mailto:donald.prochko@adb-us.com)>  
**Cc:** George Aistrop <[George.Aistrop@adb-us.com](mailto:George.Aistrop@adb-us.com)>; William Jackson <[wjackson@ADB-US.com](mailto:wjackson@ADB-US.com)>; VanLandingham, Scot S <[Scot.VanLandingham@windstream.com](mailto:Scot.VanLandingham@windstream.com)>  
**Subject:** RE: Estimate 1027 from Site Savvy Inc

Donald,

The repair to the damaged sewer line has been completed. The final invoice from the Contractor (Site Savvy) matches the original quoted price of \$18,500 and has been approved/submitted for payment by the Town of Hilliard. We are still waiting on the invoice for the temporary portable toilet service that was required for the affected business customer. I expect that will be around \$300.00-\$400. We have also obtained a quote of \$2,477.51 for having a Vac truck here for a day to jet and vacuum sand/mud from the downstream sewer lines and manholes. So, the grand total for this reimbursement claim is looking to be around \$21,400 (round number) depending on the actual cost of the temporary portable toilet service.

Just wanted to keep you in the loop. I will let you know when we get the final invoice amount for the portable toilet. We are planning to try to schedule the VAC truck in the next week or so.

Joel G Hall, P.E.  
Director Public Works Department  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

<https://protect.checkpoint.com/v2/www.townofhilliard.com.YzJ1OmFkYmNvbXBhbmllc3BvYzpjOm86NDRlZjgxmTRhYjZhMDZkZjI1MzJjN2E4YThmYjAwMjk6NjpkMDJkOmIxODA2NWY1YmM0OTVkc0WIyNmM2YWNIjMjZjNjhhMmMwYmU3MzEzOTRiNjkyZGY1ZTBiMzIxZWZkZmM5Yjc6dDpUOk4>



**From:** Donald Prochko <[donald.prochko@adb-us.com](mailto:donald.prochko@adb-us.com)>  
**Sent:** Thursday, May 16, 2024 12:47 PM  
**To:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Cc:** George Aistrop <[George.Aistrop@adb-us.com](mailto:George.Aistrop@adb-us.com)>; William Jackson <[wjackson@ADB-US.com](mailto:wjackson@ADB-US.com)>; VanLandingham, Scot S <[Scot.VanLandingham@windstream.com](mailto:Scot.VanLandingham@windstream.com)>  
**Subject:** RE: Estimate 1027 from Site Savvy Inc

10/4 Joel  
 Just keep us in the loop.  
 If you need our assistance, please let me know  
 Thanks

**Donald Prochko | ADB Companies**  
**M | 570.710.1064**  
[www.adbcompanies.com](http://www.adbcompanies.com)

**From:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Sent:** Thursday, May 16, 2024 11:38 AM  
**To:** Donald Prochko <[donald.prochko@adb-us.com](mailto:donald.prochko@adb-us.com)>  
**Cc:** George Aistrop <[George.Aistrop@adb-us.com](mailto:George.Aistrop@adb-us.com)>; VanLandingham, Scot S <[Scot.VanLandingham@windstream.com](mailto:Scot.VanLandingham@windstream.com)>  
**Subject:** Re: Estimate 1027 from Site Savvy Inc

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I think we must wait until our contractor can excavate and expose everything to see exactly what we are dealing with. Then we will know the full scope of the repair and whether there are additional costs. Hopefully, we will know that later today.

Once the work is complete, and we have an actual invoice it seems to me that, since the contractor is working for the Town, we would need to pay the invoice and then get reimbursed for the cost of the repair and related incidental costs (i.e., temporary portable toilet for the affected business). I need to mention that we will likely incur some additional costs beyond our capabilities for jetting the downstream gravity sewer pipes and manholes and removing excessive sand/dirt that was introduced into the system because of the breach. This accumulated debris causes partial blockages in the pipes and manholes and ultimately ends up in the receiving lift station wet well which causes operational problems and pump and motor wear. We can probably do the bulk of the jetting of the lines with our equipment and crew; however, we do not have a vacuum truck and that would be an additional expense. So, I am envisioning that the town would submit a claim/invoice to you which includes reimbursement of the cost of the repairs plus associated incidental expenses.

I will keep you in the loop on the ongoing investigation and repair work today and tomorrow with our contractor.

Joel G Hall, P.E.  
Director Public Works Department  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

<https://protect.checkpoint.com/v2/www.townofhilliard.com.YzJ1OmFkYmNvbXBhbmlc3BvYzpjOm86YzNhOGRkNjA0OGQyYjExMjdiMjU2YTc2NDM1MmRiMzg6NjZmY0OmFhNWQwZmFhZmUzOTE0YjcyZDI2ZWJmNGJjZDhiMzFIZDYzODZhNjU5MTE3MzRkNGM2NzdkOWRjNjNINTg5NjI6dDpU>



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**From:** Donald Prochko <[donald.prochko@adb-us.com](mailto:donald.prochko@adb-us.com)>  
**Sent:** Wednesday, May 15, 2024 6:25:29 PM  
**To:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Cc:** George Aistrop <[George.Aistrop@adb-us.com](mailto:George.Aistrop@adb-us.com)>; VanLandingham, Scot S <[Scot.VanLandingham@windstream.com](mailto:Scot.VanLandingham@windstream.com)>  
**Subject:** RE: Estimate 1027 from Site Savvy Inc

10/4 sir.  
Let's get it fixed.  
How do we move forward with paying for the repairs

**Donald Prochko | ADB Companies**  
**M** | 570.710.1064  
[www.adbcompanies.com](http://www.adbcompanies.com)

---

**From:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Sent:** Wednesday, May 15, 2024 12:10 PM  
**To:** Donald Prochko <[donald.prochko@adb-us.com](mailto:donald.prochko@adb-us.com)>  
**Subject:** Fwd: Estimate 1027 from Site Savvy Inc



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We got quotes from 3 local contractors to do the repair work on our damaged sewer line. This is the low bid (others were \$22,500 and \$34,839). Emergency locates have been called in and he will be starting tomorrow and hopefully substantially finish by Friday evening.

This number could go up once we are able to see the extent of the damage more clearly. We will be there to observe and take pictures.

Joel

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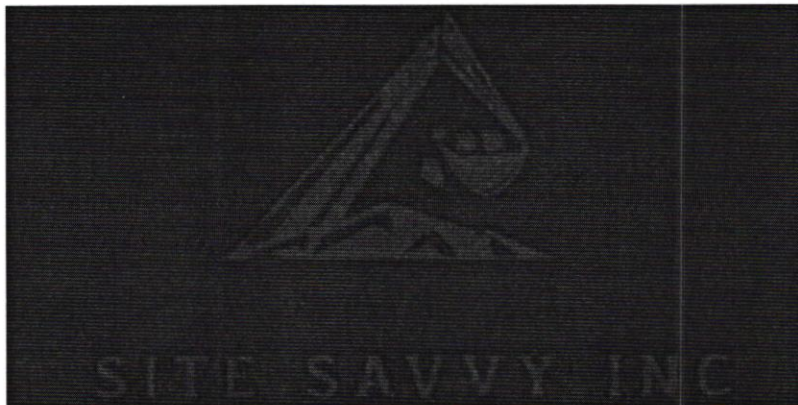
**From:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Sent:** Wednesday, May 15, 2024 5:50:22 AM  
**To:** Cory Hobbs <[chobbs@townofhilliard.com](mailto:chobbs@townofhilliard.com)>  
**Subject:** Fwd: Estimate 1027 from Site Savvy Inc

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**From:** Site Savvy Inc <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>  
**Sent:** Tuesday, May 14, 2024 11:41:35 PM  
**To:** Joel Hall <[jhall@townofhilliard.com](mailto:jhall@townofhilliard.com)>  
**Subject:** Estimate 1027 from Site Savvy Inc

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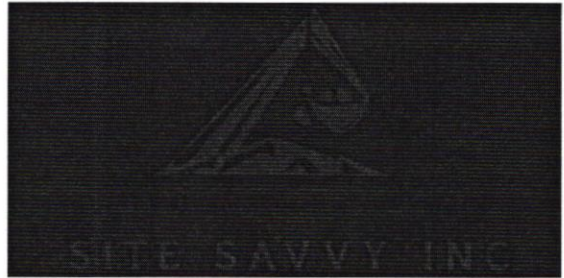
PRO===== 1027 DETAILS



Site Savvy Inc

**Site Savvy Inc**

36287 Acorn Pl  
Hilliard, FL 32046 US  
(904) 652-5362  
contact@sitesavvyinc.com



**INVOICE**

**BILL TO**  
Town of Hilliard  
15859 West County Road 108  
Hilliard, Florida 32046  
United States

**INVOICE** 1046  
**DATE** 05/23/2024  
**TERMS** Due on receipt  
**DUE DATE** 05/23/2024

DATE	ACTIVITY	QTY	DUE	RATE	AMOUNT
	6 Inch Sewer Service Lateral Repair 1 joint each of 6" x 14" and 8" x 14' of SDR 26 PVC Pipe, 2 Fernco's, Trench Box 6' x 16', Misc. fitting to connect sewer service, 1 load of A-3 dirt, Dewater Pump and Well point System, Dentist Test, Pipe Plug and Grassing	1	100.00 % of 18,500.00	18,500.0 0	18,500.00

Thank you for your business! Please make Checks payable to Site Savvy Inc

SUBTOTAL	18,500.00
TAX	0.00
TOTAL	18,500.00
PAYMENT	18,500.00
<b>BALANCE DUE</b>	<b>\$0.00</b>
	<b>PAID</b>





ITEM-17

Invoice Number	27
Invoice Date	06-19-2024
Payment Terms	30 Net
<b>Amount Due</b>	<b>\$ 2,183.07</b>

**BILL TO**  
**TOWN OF HILLARD**  
 15859 WEST CR 108  
 Hilliard, FL 32046

**REMIT TO**  
**Badger Daylighting Corp**  
 PO Box 95000  
 LB# 1627  
 Philadelphia, PA 19195-0001  
**Bank Routing #:** 026013673  
 Account #: 03248177952

<b>Customer Number</b> 11371832	<b>PO/Work Order</b>	<b>AFE/Job</b>	<b>Badger Sales Area</b> 40123
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Service Date	Ticket #	Unit #	Item Description	Qty	Unit of Measure	Unit Price	Amount
06-07-2024	TKT-060724-1219455	56932	Consumable Materials	1	Each	44.00	44.00
06-07-2024	TKT-060724-1219455	56932	Badger Combo Vac With Operator	7	Hour	265.00	1,855.00
06-07-2024	TKT-060724-1219455	56932	Fluctuating Fuel Recovery	1	Each	165.07	165.07
06-07-2024	TKT-060724-1219455	56932	Supply Water	1	Each	119.00	119.00
<b>Total Due(USD)</b>							<b>2,183.07</b>

For your convenience, Badger accepts payment in multiple forms including check, ACH, EFT, and certain credit cards. To the extent permitted by applicable law, payments made by credit card are subject to a surcharge equal to 3% of the transaction amount (or the highest percentage permitted by applicable law, if less than 3%). Please see attached tickets for additional detail. Please direct all invoicing inquiries to [accountsreceivable@badgerinc.com](mailto:accountsreceivable@badgerinc.com) or (877) 322-3437 and remittances to [remittance@badgerinc.com](mailto:remittance@badgerinc.com)



# Invoice

ITEM-17

Brian Rauls

*Bill To*

Town of Hilliard

*Invoice #*

0330

*Invoice Date*

07/26/2024

*Description*

*Amount*

Portalet

150.00

Wash Station

125.00

*Total*

\$275.00