

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

THURSDAY, JUNE 16, 2022, 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

Amending Chapter 62 Zoning and Land Development Regulations  
Ordinance No. 2022-02 - Open Public Hearing  
An Ordinance Amending Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code; creating Section 62-281 and amending Section 62-289 to implement revised permitted uses and permitted uses by exception in the Commercial District; and providing for an effective date.  
***Town Attorney Waugh***

Call for Public Comment  
Close Public Hearing on Ordinance No. 2022-02

### **REGULAR MEETING - Town Council Action**

Town Council adoption of First Reading Ordinance No. 2022-02 Amending Zoning and Land Development Regulations and Set Public Hearing & Final Reading for Thursday, August 4, 2022 at 7:00 p.m.

**MAYOR**        **To call on members of the audience wishing to address the Council on matters not on the Agenda.**

**REGULAR MEETING**

**ITEM-2**        Additions/Deletions to Agenda

**ITEM-3**        Resolution No. 2022-09 - Calling for General Election  
A Resolution of the Town Council of the Town of Hilliard, Florida, a Municipal Corporation calling for a General Election to be held on November 8, 2022; Mayor for a four-year term; Two members of the Town Council for four-year terms each; and providing for an effective date.  
***Town Attorney Waugh***

Town Council to adopt Resolution No. 2022-09, calling for a General Election to be held on November 8, 2022, for the position of Mayor and two Council Members to serve four-year terms each.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-4**        Town Council to Set additional Workshops for the review of the Planning & Zoning Board's Proposed Amendments to Chapter 62 Zoning and Land Development Regulations.

**ITEM-5**        Town Council to Set a Workshop to discuss establishing a Process to Close, Abandon, or Vacate; Streets, Alleys, Easements, or Right of Ways, within the Town of Hilliard.  
***Ritchie Rowe - Public Works Director***

**ITEM-6**        Town Council approval of the Minutes from the June 2, 2022, Regular Meeting and the June 7, 2022 Joint Workshop.  
***Lisa Purvis, MMC - Town Clerk***

**ITEM-7**        Town Council approval of Mittauer & Associates, Inc., Payable through May 27, 2022, Project Name: CDBG 20 NR Water Main Replacement in the amount of \$1,915.00.  
**DEO CDBG GRANT FUNDED PROJECT AND CAPITAL FUNDED PROJECT MATCH LUMP SUM CONTRACT \$105,700.00**

**ITEM-8**        Town Council approval of Nassau County Public Library System Donation for Fiscal Year 2022-2023, to the Friends of the Hilliard Branch Library in the amount of \$8,000.00.  
**BUDGETED DONATION FROM GENERAL FUND TO CULTURE AND RECREATION**

**ADDED ITEMS**

**ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

## **ADMINISTRATIVE STAFF**

## **TOWN ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

## **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be access 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.

**2022 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 17, 2022    |
| 2. Memorial Day                  | Monday, May 30, 2022        |
| 3. Independence Day Monday       | Monday, July 4, 2022        |
| 4. Labor Day                     | Monday, September 5, 2022   |
| 5. Veterans Day                  | Friday, November 11, 2022   |
| 6. Thanksgiving Day              | Thursday, November 24, 2022 |
| 7. Friday after Thanksgiving Day | Friday, November 25, 2022   |
| 8. Christmas Eve                 | Friday, December 23, 2022   |
| 9. Christmas Day                 | Monday, December 26, 2022   |
| 10. New Year's Eve               | Friday, December 30, 2022   |
| 11. New Year's Day               | Monday, January 2, 2023     |

**ORDINANCE NO. 2022-02**

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; CREATING SECTION 62-281 AND AMENDING SECTION 62-289 TO IMPLEMENT REVISED PERMITTED USES AND PERMITTED USES BY EXCEPTION IN THE COMMERCIAL DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS** the Town of Hilliard currently permits day nurseries including kindergartens and childcare centers, as a permitted principal use in the Agricultural District A-1 and as a permissible use by exception in all residential districts, subject to the restrictions of Town Code Section 62-358(5 4);

**WHEREAS** the Town of Hilliard does not currently permit day nurseries including kindergartens and childcare centers, as either a permitted principal use or a permissible use by exception in the General Commercial District C-1 under the Town Code;

**WHEREAS** the Town of Hilliard Planning and Zoning Commission has recommended and advised the Town Council that such Day Cares / Child Care Centers should be permitted in General Commercial District C-1 and approved an ordinance that would permit this;

**WHEREAS** unless the Town of Hilliard approves this specific Planning and Zoning Commission recommendation, it is likely that no Day Cares / Child Care Centers inside the Town of Hilliard General Commercial District C-1 will be legal and operating in the coming weeks;

**WHEREAS** the Town of Hilliard Town Council believes that the lack of any legal Day Cares / Child Care Centers in General Commercial District C-1 is an emergency and will ~~wor~~ be a hardship on the people of the Town;

**WHEREAS** the Town of Hilliard Town Council desires adopting the specific recommendation from Planning and Zoning relating to permitting Day Cares / Child Care Centers in General Commercial District C-1 zoning as soon as practicable, specifically by creating a new Town Code Section, 62-281, and by amending Town Code Section 62-289, as described herein;

**WHEREAS** the Town Council has assessed the needs of the Town and has determined this Ordinance and the amendments contained herein to be in the best interest of the health, safety, and welfare of the citizens of Hilliard; and

**WHEREAS** for the purposes of this Ordinance, underlined type shall constitute additions to the original text and strikethrough shall constitute deletions to the original text.

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

**Section 1. Sec. 62-281. – Zoning districts exclusive.**

The use provisions in the various zoning districts are exclusive and any use not included under permitted or permissible uses shall be prohibited. The following chart includes the permitted uses and the permitted uses by exception for each district.

**USES BY ZONING DISTRICT**

| <u>USE</u>   | <u>COM</u> |
|--|------------|
|  | <u>C-1</u> |
| <u>Agricultural, horticultural and forestry uses</u> |            |
| <u>Air conditioning and heating contractor</u>       | <u>E</u>   |
| <u>Airports</u>                                      |            |
| <u>Animal hospital veterinary clinic</u>             |            |
| <u>Animal Boarding place Facility</u>                |            |
| <u>Animals and Fowl</u>                              |            |
| <u>Antique shop</u>                                  | <u>P</u>   |
| <u>Archery Ranges</u>                                |            |
| <u>Arena</u>   | <u>P</u>   |
| <u>Athletic complex</u>                              | <u>P</u>   |
| <u>Auditorium</u>                                    | <u>P</u>   |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>Bank and financial institutions</u>  | <u>P</u>   |
| <u>Billiard parlor</u>  | <u>P</u>   |
| <u>Boat building and repairs</u>  | <u>E</u>   |
| <u>Bowling Alley</u>  | <u>P</u>   |
| <u>Building trades contractor with storage yard for materials and equipment on premises</u> | <u>E</u>   |
| <u>Bulk storage yards, not including bulk storage of flammable liquids and acids.</u>       |            |
| <u>Cemeteries, crematories, mausoleums</u>  |            |
| <u>Churches</u>   | <u>P</u>   |
| <u>Chickens</u>   | <u>P</u>   |
| <u>Commercial Parking Lots and Parking Garages</u>  | <u>P</u>   |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>Commercial recreation facilities</u>                             | <u>P</u>   |
| <u>Community residential homes</u>                                  |            |
| <u>Community Center</u>   | <u>P</u>   |
| <u>Convenience stores</u>   | <u>P</u>   |
| <u>Day Care/Child Care Centers.</u>                                 | <u>P</u>   |
| <u>Delicatessen, bake shop</u>                                      | <u>P</u>   |
| <u>Dude ranch, riding academy, or boarding stable</u>               |            |
| <u>Dwelling in building with business</u>                           | <u>E</u>   |
| <u>Dwelling unit for occupancy by security guards or caretakers</u> |            |
| <u>Employment offices</u>   | <u>P</u>   |
| <u>Family day care homes</u>  |            |



| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>Game preserves, wildlife management areas, fish hatcheries</u>                           |            |
| <u>Gasoline sales</u>   | <u>P</u>   |
| <u>General store</u>  | <u>P</u>   |
| <u>Golf Driving Ranges, Par Three Miniature Golf Courses</u>                                | <u>P</u>   |
| <u>Governmental uses</u>  |            |
| <u>Home Occupation</u>  | <u>P</u>   |
| <u>Hospitals</u>  | <u>P</u>   |
| <u>Horses</u>   |            |
| <u>Hotels and motels</u>  | <u>P</u>   |
| <u>Light manufacturing, processing including food processing, packaging, or fabricating</u> |            |
| <u>Manufacturing as involved in production of</u>   | <u>P</u>   |

| <u>USE</u>   | <u>COM</u> |
|--|------------|
|  | <u>C-1</u> |
| <u>eyeglasses, hearing aids, prosthetic appliances, and similar products</u> |            |
| <u>Medical and dental clinic/office</u>                                      | <u>P</u>   |
| <u>Multiple-family dwellings</u>   |            |
| <u>Mobile or manufactured home</u>   |            |
| <u>Mobile home parks</u>   |            |
| <u>Mobile home subdivisions</u>  |            |
| <u>Motorbus or Other Transportation Terminals</u>                            | <u>P</u>   |
| <u>Museum, and art gallery</u>   | <u>P</u>   |
| <u>Outdoor fruit, vegetable, poultry, or fish markets</u>                    | <u>E</u>   |
| <u>Outdoor storage yards and lots, but not wrecking</u>                      |            |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>yards or junkyards</u>   |            |
| <u>Private Clubs</u>  |            |
| <u>Private Schools</u>  |            |
| <u>Professional and business office</u>   | <u>P</u>   |
| <u>Public parks</u>   |            |
| <u>Public swimming pools</u>  | <u>P</u>   |
| <u>Railroad yards</u>   |            |
| <u>Recreational vehicle parks</u>   | <u>E</u>   |
| <u>Restaurants without drive-in through facilities.</u>   | <u>P</u>   |
| <u>Restaurants with or without drive-through facilities.</u>  | <u>P</u>   |
| <u>Restaurants with alcohol sales</u>   | <u>E</u>   |
| <u>Retail sales of wearing apparel, toys, sundries and notions, books and stationery, leather goods and luggage, jewelry.</u> | <u>P</u>   |

| <u>USE</u>   | <u>COM</u> |
|--|------------|
|  | <u>C-1</u> |
| <u>art supplies, cameras or photographic supplies, sporting goods, hobby shops and musical instruments, florist or gift shop without outside sales or storage</u>  |            |
| <u>Retail facilities for the sale of alcoholic beverages with alcoholic content not more than 14 percent beer and wine for consumption off premises</u>  | <u>P</u>   |
| <u>Retail facilities with outside sales and display outlets for sale of new and used automobiles, motorcycles, trucks and tractors, mobile homes, boats, automotive vehicle parts and accessories (but not junkyards or automobile wrecking yards), heavy machinery and equipment,</u> | <u>E</u>   |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>dairy supplies,</u><br><u>monuments.</u>   |            |
| <u>Retail outlets for</u><br><u>sale of goods and</u><br><u>services</u>  | <u>P</u>   |
| <u>Retail sale of</u><br><u>secondhand</u><br><u>merchandise in a</u><br><u>completely</u><br><u>enclosed building</u>                      | <u>P</u>   |
| <u>Research</u><br><u>laboratories</u>  | <u>P</u>   |
| <u>Rifle and gun</u><br><u>shooting range,</u><br><u>and archery</u><br><u>range,</u>   |            |
| <u>Roosters, ducks,</u><br><u>geese, turkeys,</u><br><u>peafowl,</u><br><u>pheasants, quail</u><br><u>or any</u><br><u>nondomestic fowl</u> |            |
| <u>Sanitariums,</u><br><u>nursing homes,</u><br><u>and assisted</u><br><u>living facilities.</u>  | <u>P</u>   |
| <u>Schools; colleges</u><br><u>and universities</u>   |            |
| <u>Self-service</u><br><u>laundries or dry</u><br><u>cleaners</u>   | <u>P</u>   |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>Sheet Metal Fabrication</u>                                    | <u>E</u>   |
| <u>Shooting galleries housed in completely enclosed buildings</u> | <u>P</u>   |
| <u>Single-family dwellings</u>                                    |            |
| <u>Service establishments conducted in an enclosed building</u>   | <u>P</u>   |
| <u>Service establishments with outside sales and storage.</u>     | <u>E</u>   |
| <u>Skating Rinks</u>  | <u>P</u>   |
| <u>Swine and non-domestic animals</u>                             |            |
| <u>Temporary revival establishments</u>                           |            |
| <u>Travel agencies</u>  | <u>P</u>   |
| <u>Union Hall</u>   | <u>P</u>   |
| <u>Veterinary Clinic</u>  | <u>P</u>   |

| <u>USE</u>  | <u>COM</u> |
|---|------------|
|   | <u>C-1</u> |
| <u>Vocational, trade, and business schools</u>  | <u>P</u>   |
| <u>Wholesale sales without manufacturing or storage conducted in an enclosed building</u>     | <u>P</u>   |
| <u>Wholesaling, warehousing, storage, or distribution establishments with outside storage</u> | <u>E</u>   |
| <u>Wholesale, warehouse, or storage use, but not bulk storage of flammable liquids</u>        | <u>E</u>   |
| <u>Yard Sales</u>   | <u>P</u>   |

**Section 2.** Sec. 62-289. – General commercial district C-1.

(a) *Intent.* ~~This section applies to the C-1 district.~~ This district is intended to apply to those areas where general commercial establishments are appropriate and are to be located so as to serve the entire community and its environs. It is not intended to provide for warehousing, production or similar facilities. It is designed to promote the orderly growth and development of the area and to permit adequate service by the street and highway system and the available community services and facilities.

~~(b) Permitted principal uses and structures.~~

~~(1) — Retail outlets for sale of new and used automobiles, motorcycles, trucks and tractors, mobile homes, boats, automotive vehicle parts and accessories (but not junkyards or automobile wrecking yards), heavy machinery and equipment, dairy supplies, monuments. Retail outlets for sale of food and drugs, wearing apparel, toys, sundries and notions, books and stationery, leather goods and luggage, art supplies, cameras or photographic supplies (including camera repair), sporting goods, hobby shops, pet shops, veterinarian, musical instruments, television and radio (including repairs), florist or gift shop, delicatessen, bake shop (but not wholesale bakery), drugs, home furnishings and appliances (including repairs incidental to sales), office equipment, hardware, and similar uses.~~

~~(2) — Service establishments such as automobile filling stations; truck stops; repair and service garages; motor vehicle body shops; rental of automotive vehicles, trailers, and trucks; auto laundries; drive-in restaurants; auction houses or pawnshops; laundries or dry cleaning establishments; veterinarian or animal boarding kennels in soundproof buildings; pest control; plant nurseries or landscape contractors; carpenter or cabinet shops; home equipment rental; ice delivery stations; job printing or newspaper establishments; blueprint; funeral home; upholstery shop; boat sales; dry storage of pleasure craft; private clubs, radio or television broadcasting transmitter and antenna facilities; barbershops or beauty shops; shoe repair shop; restaurant; interior decorator; photographic studio; dance or music studio; reducing salon or gymnasium; self-service laundry; or dry cleaner; tailor or dressmaker; drycleaning and laundry package plants in completely enclosed buildings using nonflammable liquids such as perchlorethylene and with no odor, fumes, or steam detectable to normal senses from off the premises and similar activities.~~

~~(3) — Medical and dental offices and clinics.~~

~~(4) — Churches (except temporary revival establishments).~~

~~(5) — Hotels and motels.~~

~~(6) — Hospitals, sanitariums, rest homes, nursing homes, convalescent homes, and homes for orphans and the aged.~~

~~(7) — Art gallery, museum, community center, little theatre, and libraries.~~

~~(8) — Research laboratories not involving odors, noise, smoke, or other obnoxious effects detectable to normal senses from outside the building nor involving electrical interference to any television or radio receivers off the premises, nor involving any manufacturing activities.~~

~~(9) — Professional and business office, union halls.~~

~~(10) — Bank and financial institutions, travel agencies, employment offices, and similar establishments.~~

~~(11) — Commercial recreation facilities such as carnivals or circuses, open air or indoor motion picture theatres, billiard parlor, swimming pool, bowling alley, golf driving or archery ranges, par three miniature golf courses, indoor shooting~~



galleries housed in completely enclosed buildings, skating rinks, pony rides, and similar uses.

~~(12) Miscellaneous uses such as outdoor fruit, vegetable, poultry, or fish markets.~~

~~(13) Athletic complex, arena, auditorium, convention center.~~

~~(14) Wholesaling from sample stock only, providing no manufacturing or storage for distribution is permitted on the premises.~~

~~(15) Manufacturing as involved in production of eyeglasses, hearing aids, prosthetic appliances, and similar products.~~

~~(16) Vocational, trade, and business schools.~~

~~(17) Indoor and outdoor skating rink.~~

~~(18) Miscellaneous uses such as express or parcel delivery office, telephone exchange, commercial parking lots and parking garages, motorbus or other transportation terminals.~~

~~(19) Sale of secondhand merchandise in a completely enclosed building.~~

~~(c) *Permissible uses by exception.* The following uses may be permitted by exception after site plan review:~~

~~(1) Wholesale, warehouse, or storage use, but not bulk storage of flammable liquids.~~

~~(2) Building trades contractor with storage yard for materials and equipment on premises.~~

~~(3) Boat building and repairs.~~

~~(4) Air conditioning and heating contractor or sheet metal fabrication.~~

~~(5) Recreational vehicle parks.~~

~~(6) One dwelling unit located in the same building as the main business for occupancy by the business owner and family.~~

~~(db) *Minimum lot requirements.* Seventy-five feet of accepted town street or roadway frontage and minimum 7,500 square feet of lot area.~~

~~(ec) *Maximum lot coverage.* Maximum lot coverage for building and accessory structures shall not exceed 35 percent of lot area.~~

~~(fd) *Minimum yard requirements.*~~

~~(1) Front: Ten feet, except where the lot width is less than 100 feet and buildings on adjacent lots have provided a lesser front yard, the front yard shall be the average of buildings on adjacent lots, or where the lot is adjacent to residentially zoned property, the front yard shall meet requirements for such adjacent property.~~

~~(2) Side: None, if an existing building on an adjacent lot is built on the property line, or if the adjacent lot is vacant. Except where no space is left between~~

buildings on adjacent lots, a space of at least six feet shall be left between such buildings.

(3) Rear: Ten feet.

(ge) *Maximum height of structures.* Thirty-five feet in height above established grade or as permitted by exception.

(hf) *Site plan required.* A site plan shall be submitted by the applicant according to section 62-40

**Section 3.** Any Ordinance or parts of Ordinances in conflict herewith are hereby repealed and rescinded.

**Section 4.** If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section, or portion of section or subsection or part of the Ordinance.

**Section 5.** This Ordinance shall become effective immediately upon passage and adoption

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by the Town Council for the Town of Hilliard, Florida.

\_\_\_\_\_  
John P. Beasley, Council President

Attest:

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

Approved:

\_\_\_\_\_  
Floyd L. Vanzant, Mayor

|   |                |
|---|----------------|
| Planning & Zoning Board Publication:          | March 23, 2022 |
| Planning & Zoning Board Public Hearing:       | April 12, 2022 |
| Town Council Publication:                     | June 8, 2022   |
| Town Council First Public Hearing & Reading:  | June 16, 2022  |
| Town Council Publication:                     | June 29, 2022  |
| Town Council Second Public Hearing & Reading: | August 4, 2022 |
| Town Council Final Reading:                   | August 4, 2022 |

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION CALLING FOR A GENERAL ELECTION TO BE HELD ON NOVEMBER 8, 2022; MAYOR FOR A FOUR-YEAR TERM; TWO MEMBERS OF THE TOWN COUNCIL FOR FOUR YEAR TERMS EACH; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

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

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

**Section 1.** Pursuant to the requirements of law, the Town Council hereby calls general election for the purpose of electing the members of the Town Council, which election shall be held on Tuesday, November 8, 2022. The Town Clerk is authorized and directed to publish the Notice of Election as required by Section 18-2 of the Elections Code, and to conduct the election and certify the results thereof as prescribed by said Code.

**Section 2.** The candidates for the four-year Mayor term shall qualify in one group and the candidate receiving the highest number of votes shall be elected. Candidates for the four-year Town Council terms shall qualify in a separate group and the two candidates receiving the highest number of votes shall be elected.

**Section 3.** The election beginning date for qualifying is Thursday, July 14, 2022, and the ending date for qualifying is Friday, August 12, 2022. Qualifying for office will be located at the Hilliard Town Hall, 15859 West County Road 108, Hilliard, Florida 32046.

**Section 4.** The persons who are elected at the general election and qualify as members of the Town Council shall take office at the first regular meeting of the Town Council held in January 2023.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the Hilliard Town Council, Hilliard, Florida.

TOWN OF HILLIARD

\_\_\_\_\_  
John P. Beasley  
Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Floyd L. Vanzant  
Mayor

| LDR AMENDMENT PROCESS SECTION 62-281 C-1 DISTRICT PERMITTED USES DAYCARES & CHILDCARE CENTERS |          |              |  |              |                 |  |
|---|----------|--------------|--|--------------|-----------------|--|
| ACTION DATE   | BOARD    | MEETING TYPE | ACTION PLAN                                | ACTION FOR   | DATE FOR ACTION | DAYS OR TIME                               |
| 6/2   | TC       | RM           | APPROVAL OF DATES                          | AMEND LDR'S  |                 | DAY 1                                      |
| 6/3   | TC       |              | SEND 1ST PH TO NCR                         | ADVERTISE    | 6/16            |  |
| 6/8   | TC       |              | NCR RUN 1ST PH                             | ADVERTISE    | 6/16            | 8 DAYS                                     |
| 6/16  | TC       | PH RM        | HOLD 1ST PH & 1ST READ                     | ORDINANCE    | 6/16            |  |
| 6/23  | TC       |              | SEND 2ND PH TO NCR                         | ADVERTISE    | 8/4             |  |
| 6/29  | TC       |              | NCR RUN 2ND PH                             | ADVERTISE    | 8/4             | 36 DAYS                                    |
| 8/4   | TC       | PH RM        | HOLD 2ND PH & 2ND READ                     | ORDINANCE    | 8/4             | DAY 63                                     |
| LDR AMENDMENT PROCESS REVIEW DATES  |          |              |  |              |                 |  |
| ACTION DATE   | BOARD    | MEETING TYPE | ACTION PLAN                                | ACTION FOR   | DATE FOR ACTION | DAYS OR TIME                               |
| 6/2   | TC       | RM           | SET JOINT WS DATES                         | AMEND LDR'S  |                 |  |
| 6/13  | P&Z TC   | JWS          | REVIEW ARTICLES I, II, III & IV            | AMEND LDR'S  | TBD             | 6PM  |
| TBD   | P&Z TC   | JWS          | REVIEW ARTICLES VI & VII                   | AMEND LDR'S  | TBD             | TBD  |
| TBD   | P&Z TC   | JWS          | REVIEW ARTICLES V, XIII, XIV, XV, XVI &    | AMEND LDR'S  | TBD             | TBD  |
| TBD   | P&Z TC   | JWS          | REVIEW ARTICLES XI & XII                   | AMEND LDR'S  | TBD             | TBD  |
| NO. OF PAGES  | PAGE NO. | ARTICLE      | ARTICLE TITLE                              | NO. OF PAGES | ARTICLE         | ARTICLE TITLES GROUPED                     |
| 4   | 1        | I            | General                                    | 4            | I               | General                                    |
| 11  | 5        | II           | Administration and enforcement             | 11           | II              | Administration and enforcement             |
| 2   | 16       | III          | Zoning Districts Established; Zoning Atlas | 2            | III             | Zoning Districts Established; Zoning Atlas |
| 11  | 17       | IV           | District Regulations                       | 11           | IV              | District Regulations                       |
| 2   | 29       | V            | Planned Unit Developments                  | 10           | VI              | Supplementary Regulations                  |
| 10  | 32       | VI           | Supplementary Regulations                  | 3            | VII             | Signs                                      |
| 3   | 42       | VII          | Signs                                      | 2            | V               | Planned Unit Developments                  |
| 19  | 45       | VIII         | Flood Damage Prevention                    | 2            | XIII            | Subdivision                                |
| 5   | 64       | IX           | Airport Zoning                             | 2            | XIV             | Platting                                   |
| 6   | 69       | X            | Proportionate Fair Share                   | 1            | XV              | Design Standards                           |
| 11  | 75       | XI           | Landscaping                                | 3            | XVI             | Required Improvements                      |
| 6   | 86       | XII          | Trees                                      | 6            | X               | Proportionate Fair Share                   |
| 2   | 91       | XIII         | Subdivision                                | 11           | XI              | Landscaping                                |
| 2   | 93       | XIV          | Platting                                   | 6            | XII             | Trees                                      |
| 1   | 95       | XV           | Design Standards                           | 49           | VIII            | Flood Damage Prevention                    |
| 3   | 96       | XVI          | Required Improvements                      | 5            | IX              | Airport Zoning                             |



# Town of Hilliard

## Application to Close, Abandon, or Vacate Street, Alley, Easement, or Right of Way

**FOR OFFICE USE ONLY**

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

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

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

### A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: \_\_\_\_\_
2. Legal Description: \_\_\_\_\_
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): \_\_\_\_\_
4. Acreage of closure, abandonment, or vacation: \_\_\_\_\_

### B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent

2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

3. If the applicant is agent for the property owner\*:

Name of Owner (title holder): \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

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

**C. STATEMENT OF PROPOSED CLOSING, ABANDONING, OR VACATON SOUGHT**

1. Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

2. How was the street / alley / easement / right-of-way established? \_\_\_\_\_

Subdivision Plat Book No: \_\_\_\_\_ Page No. \_\_\_\_\_

Plat Name: \_\_\_\_\_

Official Records Book No: \_\_\_\_\_ Page No. \_\_\_\_\_

Other: \_\_\_\_\_

3. Do you propose to close, abandon, or vacate the entirety of a street, easement, alley, or right-of-way, or only a portion? If a portion, please attach a survey of the portion that you desire the Town to close, abandon, or vacate.:

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

4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you must provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities.

5. What is the Purpose of the Easement?

- \_\_\_\_\_ Drainage
- \_\_\_\_\_ Utility
- \_\_\_\_\_ All Utilities
- \_\_\_\_\_ Others – please specify \_\_\_\_\_

6. What are the dimensions of the Easement? \_\_\_\_\_

7. Is there an existing encroachment? \_\_\_\_\_

- \_\_\_\_\_ Building
- \_\_\_\_\_ Pool
- \_\_\_\_\_ Other

8. Is there a building or mobile home encroachment is involved? If so, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.

\_\_\_\_\_

9. Is a swimming pool encroachment is involved? If so, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.

\_\_\_\_\_

**D. ATTACHMENTS (One hard copy or one copy in PDF format)**

1. Legal description

2. Survey

3. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.

4. List of abutting property owners (with addresses).

5. Copy of executed Adjacent Property Owner

6. Acknowledgement Letter(s) from each abutting property owner.

7. Location Map clearly identifying the location of the proposed closure.

**E. FEES**

1. Right of Way (streets or alley) - \$2,000 per right of way and Easement - \$1,000

a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.

b. The applicant is responsible to pay the cost of the advertisement and signs.

c. All applications must pay the cost of any outside consultants' fees.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary 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 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.**

**The Town reserves the right to retain a utility easement where the alley or roadway is located and grant the Town all necessary rights in such utility easement as it may require.**

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

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Typed or printed name and title of applicant

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

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

by \_\_\_\_\_, who is/are personally known to me, or who has/have produced

\_\_\_\_\_ as identification.

NOTARY SEAL

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

Town of Hilliard ♦ 15859 West CR 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555



## Abutting Property Owner Acknowledgement Template

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ (Abutting Owner)

Address: \_\_\_\_\_

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE  
(R/W being Closed)

Dear Mr/Ms \_\_\_\_\_ (Abutting Owner) \_\_\_\_\_:

The Town of Hilliard is processing a request to close a right-of-way commonly known as \_\_\_\_\_ abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for \_\_\_\_\_.

If the closure is approved, a portion of the closed right-of-way adjacent to your property may become your private property. This may result in an increase in your property taxes as to be determined by the Property Appraiser's Office after the closure is complete. The area I'm seeking to close is delineated on a map attached for your reference. If you agree/approve the closure request, please sign the acknowledgement and approval of the closure request below and return to me at \_\_\_\_\_.

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the \_\_\_\_\_ at \_\_\_\_\_ and ask for \_\_\_\_\_.

Your prompt response is greatly appreciated.

Sincerely,

I ACKNOWLEDGE RECEIPT OF THE ABOVE LETTER AND AGREE TO THE REQUEST FOR CLOSURE OF THE RIGHT OF WAY DESCRIBED HEREIN:

(Sign): \_\_\_\_\_

(Print Name): \_\_\_\_\_

# HILLIARD TOWN COUNCIL MEETING

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

**TOWN COUNCIL MEMBERS**

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

**ADMINISTRATIVE STAFF**

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**THURSDAY, JUNE 02, 2022, 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 Floyd Vanzant  
Council President John Beasley  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop

**MAYOR**      **To call on members of the audience wishing to address the Council on matters not on the Agenda.**

No public wish to address the Council.

**REGULAR MEETING**

ITEM-1      Additions/Deletions to Agenda

Item-16 Motion to add to look at our new proposed LDR's Section 62-281, about adding Daycares or Childcare Centers into our current code in the C-1

Commercial District.

Motion made by Councilman Wollitz, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-2 Town Council update and discussion regarding CDBG Water Main & Lift Station Generator Project issues.

**Jared Wollitz - Town Councilman**

Motion to approve D.B. Civil Construction, LLC's request to work on Saturday June 4<sup>th</sup>, and Sunday June 5<sup>th</sup>, and for the Town to be reimbursed for Town employee work hours and citizens clothes that were destroyed due to high levels of chlorine.

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-3 Town Council approval of the Final Plat Application #20211202 for the Pine Street Estates Subdivision.

Town Council acceptance of Surety Bond for Utility Construction based on approved engineering plans.

Property Owner - Ralph Bennett

Parcel ID No. 08-3N-24-2380-0064-0040

Parcel ID No. 08-3N-24-2380-0064-0030

Parcel ID No. 08-3N-24-2380-0064-0020

**Janis K. Fleet, AICP - Land Use Administrator**

Motion made by Council Pro Tem Sims, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

- ITEM-4 Town Council approval of the Process for Approving the Infrastructure Improvements for the Town of Hilliard.

**Janis K. Fleet, AICP - Land Use Administrator**

Land Use Administrator Fleet presents a PowerPoint to the Council.

- ITEM-5 Town Council to set a Joint Workshop to review and discuss the proposed amendments to the Zoning and Land Development Regulations.

**Janis K. Fleet, AICP - Land Use Administrator**

Motion made to set workshop for Monday, June 13, 2022, at 6:00p.m. to discuss Article I-IV.

Motion made by Council President Beasley, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-6 Town Council approval of Capital Budgeted Walker Street Drainage and Paving Project and to request a Capital Budget Amendment to increase from \$30,000 to \$45,000, due to increased cost of materials.

**Richie Rowe – Public Works Director**

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-7 Town Council approval for Hilliard Airpark FAA Runway Lighting Rehabilitation Project Change Order No. 1. Increase of \$11,650.00 in contractor price and increase contract time by 14 days due to unforeseen conflict of existing drainage piping and swales with the proposed new signage layout.

**Lisa Purvis, MMC – Town Clerk**

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-8 Town Council approval for Capital Budgeted Pool Re-plaster Project Change Order No. 1. Increase of \$3,122.00, in contractor price to install 8 new light niches; install torque lock staples to repair crack in pool and to request a Capital Budget Amendment to increase from \$90,000 to \$91,551.

**Gabe Whittenburg – Parks & Recreation Director**

Motion made by Council President Beasley, Seconded by Councilman Wollitz. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-9 Town Council approval of the Minutes from the May 9, 2022, Joint Workshop and the May 19, 2022, Regular Meeting.

**Lisa Purvis, MMC - Town Clerk**

Motion made by Councilman Pickett, Seconded by Councilman Wollitz. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-10 Town Council approval of AECOM, Payable through May 6, 2022, Final Bill Project Name: New Box Hangar & Hangar Repair at the Hilliard Airpark in the amount of \$2,947.00

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$58,940.00**

Motion made by Councilman Pickett, Seconded by Councilwoman Bishop. Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-11 Town Council approval of AECOM, Payable through May 6, 2022, Final Bill Project Name: Security Improvements at the Hilliard Airpark in the amount of \$2,568.50

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$51,370.00**

Motion made by Council Pro Tem Sims, Seconded by Councilman Pickett.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-12 Town Council approval of Chad Brock Enterprises, Inc., Payable through May 18, 2022, Project Name: Turf Runway Maintenance and Improvements at the Hilliard Airpark in the amount of \$4,100.00  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT  
\$90,800.00**

Motion made by Councilwoman Bishop, Seconded by Councilman Wollitz.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-13 Town Council approval of Dixon Tree and Lawn Service, Payable for pay request No. 3 through May 13, 2022, Project Name: Mowing of Town Right of Ways in the amount of \$8,750.00  
**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$70,000.00**

Motion made by Councilman Wollitz, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-14 Town Council approval of Superior Design Pools and Spas, Inc., Payable through May 16, 2022, Project Name: Swimming Pool Marcite in the amount of \$8,843.00  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$90,000.00**

Motion made by Councilman Pickett, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

ITEM-15 Town Council approval of Superior Design Pools and Spas, Inc., Payable through May 16, 2022, Final Bill Project Name: Swimming Pool Marcite in the amount of \$3,122.00  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$91,551.00**

Motion made by Council Pro Tem Sims, Seconded by Council President Beasley.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

**ADDED ITEMS**

ITEM-16 Town Council approval to add to Section 62-281, Daycares and Childcare Centers as a permitted use in the C-1 Commercial District.

Town Attorney to write the advertisement title to amend Chapter 62, Article III,

Section 62-281, for the Clerk to publish in the June 8<sup>th</sup>, edition of the Nassau County Record for First Public Hearing & Reading to be held on June 16, 2022.

The Town Attorney will write the amending Ordinance No. 2022-02, to amend this section of the Town's current code to allow the Planning & Zoning Board's recommendations to add Daycares and Childcare Centers as a permitted use in the C-1 Commercial District.

The Clerk will advertise in the July 29<sup>th</sup>, edition of the Nassau County Record for the Second Public Hearing & Final Reading to be held on August 4, 2022.

No motion is required since the Planning & Zoning Board has already had their Public Hearing and approved this as part of their overall recommendations per Town Attorney Waugh.

## ADDITIONAL COMMENTS

### PUBLIC

No public comment.

### MAYOR & TOWN COUNCIL

**Mayor Vanzant** reads the upcoming meeting dates:

#### **June Meetings:**

Tuesday, 06-07-2022 @6PM Workshop (AT FAIR GROUNDS)

Monday, 06-13-2022 @6PM Workshop (LDR'S)

Thursday, 06-16-2022 @7PM Regular Meeting

#### **July Meetings:**

Thursday, 07-07-2022 @7PM Regular Meeting

Thursday, 07-21-2022 @7PM Regular Meeting

**Councilwoman Bishop** would like for the Town to advertise for the Election like the Town of Callahan, in both papers.

**Council President Beasley** reminds everyone of the Workshop for the Fourth of July Fireworks on Tuesday, June 7, 2022, at 6:00 p.m. at the Fairgrounds. He also states Ms. Mayo from the May 19, 2022, meeting stated that she had been paying sewer for the past 12 years and after checking she has only been a water only customer. Council President Beasley thanks the office staff for putting together the Jr. Beta Pizza Party, which he and the Clerk held at Hilliard Elementary School.

### ADMINISTRATIVE STAFF

#### PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Ritchie Rowe

#### ABSENT

Parks & Recreation Director, Gabe Whittenburg

**Public Works Director, Ritchie Rowe** states someone approached him requesting information about closing an alleyway since this person owns both sides. This person is wanting to run an electric line for an irrigation well through the alleyway. Director Rowe

asked if we could add setting a Workshop at the next meeting June 16, 2022, to further discuss.

**Town Clerk Lisa Purvis** responds to Councilwoman Bishop’s request to advertise for the Election like the Town of Callahan does in both papers by stating the Election advertisement will follow the Resolution calling for General Election that is to be presented on the June 16, 2022, Town Council Agenda. She also states the Town of Hilliard Charter qualifying dates for the General Election are different than the Town of Callahan’s, therefore, there are different advertising dates.

**TOWN ATTORNEY**

**Town Attorney Christian Waugh** states he appreciates Town Clerk Purvis and Land Use Administrator Fleet for all their hard work setting up a development process.

**ADJOURNMENT**

Motion to adjourn at 9:07 p.m.

Motion made by Council President Beasley, Seconded by Council Pro Tem Sims.  
Voting Yea: Council President Beasley, Council Pro Tem Sims, Councilman Pickett, Councilman Wollitz, Councilwoman Bishop

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

\_\_\_\_\_  
John P. Beasley  
Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Floyd L. Vanzant  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

**TOWN COUNCIL MEMBERS**

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

**ADMINISTRATIVE STAFF**

Lisa Purvis, Town Clerk  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

**TOWN ATTORNEY**

Christian Waugh

**MINUTES**

**TUESDAY, JUNE 07, 2022, 6:00 PM**

**CALL TO ORDER**  
**PRAYER & PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**PRESENT**

**TOWN OF HILLIARD**

Council President John Beasley

**TOWN OF CALLAHAN**

Town Manager Mike Williams  
Town Clerk Shawna Gugliuzza  
Zoning Board Member Paul Schwend  
Zoning Board Member Randy Knagge  
Zoning Department David Mellecker

**NEFL FAIR ASSOCIATION**

Charlie Gressman  
Peggy Johnston

**ABSENT**

Mayor Floyd Vanzant  
Council Pro Tem Kenny Sims  
Councilman Lee Pickett  
Councilman Jared Wollitz  
Councilwoman Callie Kay Bishop

**ABSENT**

Council President Ken Bass  
Mayor Matthew Davis  
Councilwoman Ashton Bishop-Vargas  
Councilwoman Janet Shaw  
Councilwoman Jacquelyn Fleming

**OTHERS PRESENT**

Lt. Chauncey O. Mason, NCSO  
Larry Downry, CVFD  
James Kyne, Kynex Inc

**WORKSHOP**

ITEM-1 Hilliard Town Council to discuss with the Callahan Town Council, the Northeast Florida Fair Association, Kynex Representative, Fire Department, and the Sheriff's Department the Saturday July 2, 2022, fireworks display. Workshop to be held at the Northeast Florida FAIRGROUNDS located at 543350 US Highway 1, Callahan, Florida 32011.  
**John P. Beasley - Hilliard Town Council President**

Discussion is had between the Town of Hilliard, Town of Callahan, Northeastern Florida Fair Association, Nassau County Sheriff's Office, Callahan Volunteer Fire



Department, and Kynex Inc. The following items regarding the 2022 Fireworks Display are discussed:

- Firework Payment – Both Town have paid. Need to check to see if we have insurance form from Kynex also if we sent the signed contract back.
- Firework area - Display will start at 9:15 p.m.
- Fire Protection - Councilman Wollitz to contact HVFD to work with CVFD.
- Traffic Control – Lt. Mason needs to be contacted to make sure he is okay on his end.
- Midway – Food Trucks will let fairgrounds and Town of Callahan Clerk, Shawna, know when they will need to be in the gate.
- Restrooms – The Town of Hilliard ordered the port-o-lets, four ADAs, and Handwash and sanitize station. The Town of Hilliard needs to find out if the payment has been sent.
- Food Trucks – Town of Callahan Clerk, Shawna, is still in contact with food trucks.
- Music – Chuck Pederson will provide sound and the Town of Callahan will provide the trailer.
- Trash – Each Town will have two employees there on Tuesday July 5<sup>th</sup> for a couple of hours.
- Parking Gates – Parking gates will open at 6:00 p.m.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 7:00 p.m.

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

\_\_\_\_\_  
 John P. Beasley  
 Council President

ATTEST:

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

APPROVED:

\_\_\_\_\_  
 Floyd L. Vanzant  
 Mayor

MITTAUER &  
 ASSOCIATES, INC.  
 580-1 WELLS ROAD  
 ORANGE PARK, FL 32073  
 904-278-0030



Invoice 22221

ITEM-7

**BILL TO**

Town of Hilliard  
 P.O. Box 249  
 Hilliard, FL 32046  
 Attn: Lisa Purvis

|                    |                                 |                        |
|--------------------|---------------------------------|------------------------|
| DATE<br>05/31/2022 | PLEASE PAY<br><b>\$1,915.00</b> | DUE DATE<br>06/20/2022 |
|--------------------|---------------------------------|------------------------|

**M&A PROJECT NO.**

9610-52-1

**DESCRIPTION** **AMOUNT**

CDBG 20 NR WATER MAIN REPLACEMENT  
 CDBG CONTRACT NO. 20DB-OO-04-55-02-N08  
 TOWN OF HILLIARD, FLORIDA

Engineering services concerning the CDBG 20 NR Water Main Replacement project for the Town of Hilliard including progress toward construction administration and resident project representative services during the period January 29, 2022 through May 27, 2022.

LUMP SUM CONTRACT AMOUNT: \$105,700.00

- Item A. Preliminary Engineering, \$3,100 (100% complete)
- Item B. Basic Engineering, \$39,300 (100% complete)
- Item C. Construction Administration, \$10,000 (95% complete)
- Item D. Resident Project Representative Services, \$28,300 (95% complete)
- Item D. Additional Engineering Services, \$25,000 (92% complete)  
 (Topographic Surveying, \$20,000 | Permit Applications, \$3,000 | Record Drawings, \$2,000)

AMOUNT PREVIOUSLY INVOICED: \$99,870.00

**Amount Earned This Period** 1,915.00

Thank you for your business.

**TOTAL DUE** **\$1,915.00**

THANK YOU.



Dawn S. Bostwick, Library Director  
Janet W. Loveless, Assistant Director

## Nassau County Public Library System

25 N. 4<sup>th</sup> Street  
Fernandina Beach, FL 32034  
Phone: 904-530-6500 Opt. 1, Fax: 277-7366

<http://www.nassaureads.com>

**To: Hilliard Town Council**

**From: Dawn S. Bostwick, Library Director**

**Date: 2 June 2022**

**Re: Request for Contribution for Hilliard Branch Library**

Town Council,

In fiscal year 2022 the Town of Hilliard generously contributed \$8,000 to the Hilliard Branch Library. The funds are greatly appreciated, and allow the library to provide books and periodicals to the residents of Hilliard the County would not otherwise be able to provide. The County only receives a small operating grant from the State each year.

The Hilliard Branch Library successfully issued 125 library cards and 11,000 visits.

I am respectfully requesting a donation for the Hilliard Branch Library again, for fiscal year 2023. A contribution of \$8,000 is requested, however, any contribution the Town is able to provide would be greatly appreciated.

My understanding is funds received by the Town are considered a contribution and will be in addition to funds appropriated by the county.

Thank you for your consideration. If you have questions, please do not hesitate to call me at the number above.

### Callahan

450077 SR 200  
Callahan, FL 32011

### Hilliard

15821 CR 108  
Hilliard, FL 32046

### Yulee

76346 Wm Burgess Blvd  
Yulee, FL 32097

### Bryceville

7280 Motes Rd  
Bryceville, FL 32009