

# 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  
Richie Rowe, Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, AUGUST 03, 2023, 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

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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Town Council to discuss and address concerns brought before them regarding voluntary annexation by the First Assembly of God Church located at 550920 US HWY 1.  
***Christian Waugh – Town Attorney***

**ITEM-3** Town Council approval of the Minor Subdivision Application No. 20230623.1 Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner - Jarrod and Leanna Pickett  
***Lee Anne Wollitz – Land Use Administrator***

- ITEM-4** Town Council approval of Septic Tank Exception Application No. 20230623  
Parcel ID No. 04-3N-24-0000-0004-0160, Property Owner - Jarrod and Leanna Pickett  
***Richie Rowe – Public Works Director***
- ITEM-5** Town Council approval of the Minor Subdivision Application No. 20230622.1  
Parcel ID No. 16-3N-24-0000-0023-0010, 16-3N-24-0000-0022-0000, 16-3N-24-0000-0023-0030, 16-3N-24-0000-0023-0040, Property Owner - Michael Franklin  
***Lee Anne Wollitz – Land Use Administrator***
- ITEM-6** Town Council to adopt Resolution No. 2023-15, Authorizing the Termination Agreement of a Florida Department of Transportation Public Transportation Grant Agreement.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-7** Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2023.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-8** Town Council to decide if Town Workshops will be video recorded or not.  
***John P. Beasley – Mayor***
- ITEM-9** Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss the Greenbrier PUD.  
***Lee Anne Wollitz - Land Use Administrator***
- ITEM-10** Town Council approval for Councilman Dallis Hunter to attend the Florida League of Cities Annual Conference August 10-12, 2023, in Orlando.  
***Dallis Hunter – Town Councilman***
- ITEM-11** Town Council to accept the resignation of Hannah Martinez from the position of Administrative Assistant, effective July 21, 2023.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-12** Town Council approval of the Minutes from the July 20, 2023, Public Hearing & Regular Meeting.  
***Lisa Purvis, MMC – Town Clerk***
- ITEM-13** Town Council approval of Lampe, Roy & Associates, Inc., Payable through July 14, 2023, Project Name: Acquire Land on the North Side at the Hilliard Airpark in the amount of \$2,200.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT**  
**\$464,000.00**

#### **ADDED ITEMS**

#### **ADDITIONAL COMMENTS**

#### **PUBLIC**

## **MAYOR & TOWN COUNCIL**

## **ADMINISTRATIVE STAFF**

## **TOWN ATTORNEY**

## **ADJOURNMENT**

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

## **TOWN COUNCIL MEETINGS**

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

## **PLANNING & ZONING BOARD MEETINGS**

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

## **MINUTES & TRANSCRIPTS**

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

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

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).  
Live & recorded videos can be 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 Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for

emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

### **EXPARTE COMMUNICATIONS**

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

### **2023 HOLIDAYS**

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

1. Martin Luther King, Jr. Day	Monday, January 16, 2023
2. Memorial Day	Monday, May 29, 2023
3. Independence Day Monday	Tuesday, July 4, 2023
4. Labor Day	Monday, September 4, 2023
5. Veterans Day	Friday, November 10, 2023
6. Thanksgiving Day	Thursday, November 23, 2023
7. Friday after Thanksgiving Day	Friday, November 24, 2023
8. Christmas Eve	Monday, December 25, 2023
9. Christmas Day	Tuesday, December 26, 2023
10. New Year's Eve	Monday, January 1, 2024
11. New Year's Day	Tuesday, January 2, 2024





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: August 3, 2023

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

SUBJECT: Town Council to discuss and address concerns brought before them regarding voluntary annexation by the First Assembly of God Church located at 550920 US HWY 1.

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#### **BACKGROUND:**

The property located at 37074 Cosmo Trail, parcel number 15-3N-24-2320-0017-0010, was recently purchased by a developer that wishes to voluntarily annex into the Town and develop their property.

For the property to be considered for voluntary annexation the property must be contiguous with the Town Limits. Therefore, they have reached out to the property owned by the First Assembly of God Church which is adjacent to theirs to ask if they would be interested in annexation so that their property could then be contiguous with the Town Limits.

Pastor Arlie John's of the First Assembly of God Church has written a letter of questions that he wishes to have addressed and has asked if there are any things that the Town knows of that they could inform him of to aid in the decision process.

#### **FINANCIAL IMPACT:**

All costs would be paid by the property owners.

#### **RECOMMENDATION:**

Town Council thru the Town Attorney provide feedback and answers regarding voluntary annexation by the First Assembly of God Church located at 550920 US HWY 1.

Hilliard Town Council

7-20-23

Re: Annexation to the Town of Hilliard

Dear Council Members,

Hilliard First Assembly has been approached by Lofty Asset Management, asking us to consider annexing our Church Property into the Town of Hilliard. I made a call to Lisa Purvis last week to ask a few questions about the possibilities of us annexing our Church Property into the Town.

1. Regarding Water and Sewer Connections: If we were annexed in to the Town of Hilliard, would we be required to connect to the water and sewer, even though we already have our own well and septic tank?
  - If water and Sewer Connection are required by code, could we get a special exception that would allow us not to make those connections?
2. Regarding RV Sites: During our conversation Lisa Purvis informed me that she was aware that we have several RV Sites with water and sewer hook-ups that the county allowed us to keep for Guest Speakers, Evangelist, and RV Maps Workers that maybe passing through the area and needed to overnight.
  - Lisa informed me that the town code does not allow RV sites and Hook-ups in the Town of Hilliard and that we would have to remove them.
  - If these sites are not allowed by code, could we get a special exception.
  - Please be advised that these sites were originally used by the RV workers who helped us build our church. We have no intentions of developing an RV Campground, however we would like to keep these sites for short term guest that are passing through.
3. With all this in mind, are there any other Code's or concerns that we should be aware of while considering the possibilities of Annexing our Church Property into the Town of Hilliard?

Respectfully submitted!

Pastor Arlie Johns

Hilliard First Assembly of God





### PROPERTY INFORMATION

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

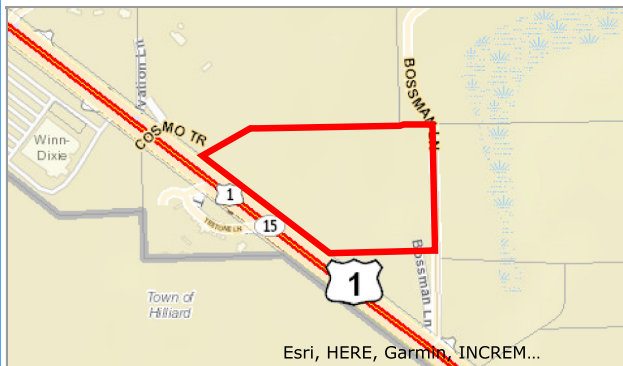
Owner Name HILLIARD FIRST ASSEMBLY OF GOD INCORPORATED  
Mailing Address PO BOX 670  
HILLIARD, FL 32046-0670  
Location Address 550920 US HWY 1  
HILLIARD 32046  
Tax District 004 - UNINCORPORATED COUNTY  
Milage 15.0452  
Homestead Yes  
Property Usage CHURCHES 7100  
Deed Acres 0  
Short Legal PT OF LOT 17 E OF HWY & ALL LOT 18 E OF HWY S-1 IN OR  
817/1642

### 2022 Certified Values

Land Value \$112,000  
(+) Improved Value \$2,597,439  
**(=) Market Value \$2,709,439**  
(-) Agricultural Classification \$0  
(-) SOH or Non-Hx\* Capped Savings \$953,928  
**(=) Assessed Value \$1,755,962**  
(-) Homestead \$0  
(-) Additional Exemptions \$0  
(=) School Taxable Value \$0  
(-) Non-School HX & Other Exempt Value \$0  
**(=) County Taxable Value \$0**

Note - \*10% Cap does not apply to School Taxable Value

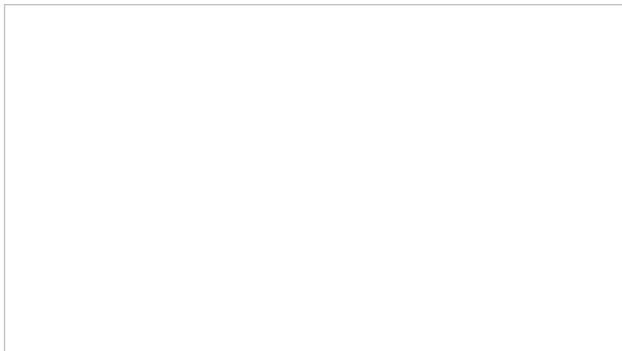
### PARCEL MAP



### 2021 AERIAL MAP

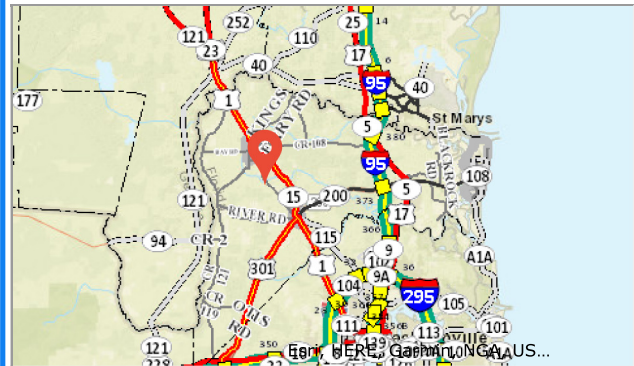


### PROPERTY PHOTO



If this picture is incorrect, please email [info@nassauflpa.com](mailto:info@nassauflpa.com)

### LOCATION MAP



### BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
CHURCH	23475	22467	0	8	AVERAGE	STONE	AIR DUCTED	FORCED AIR	2012
GARAGE	1120	1120	0	0	AVERAGE		N/A	N/A	2013



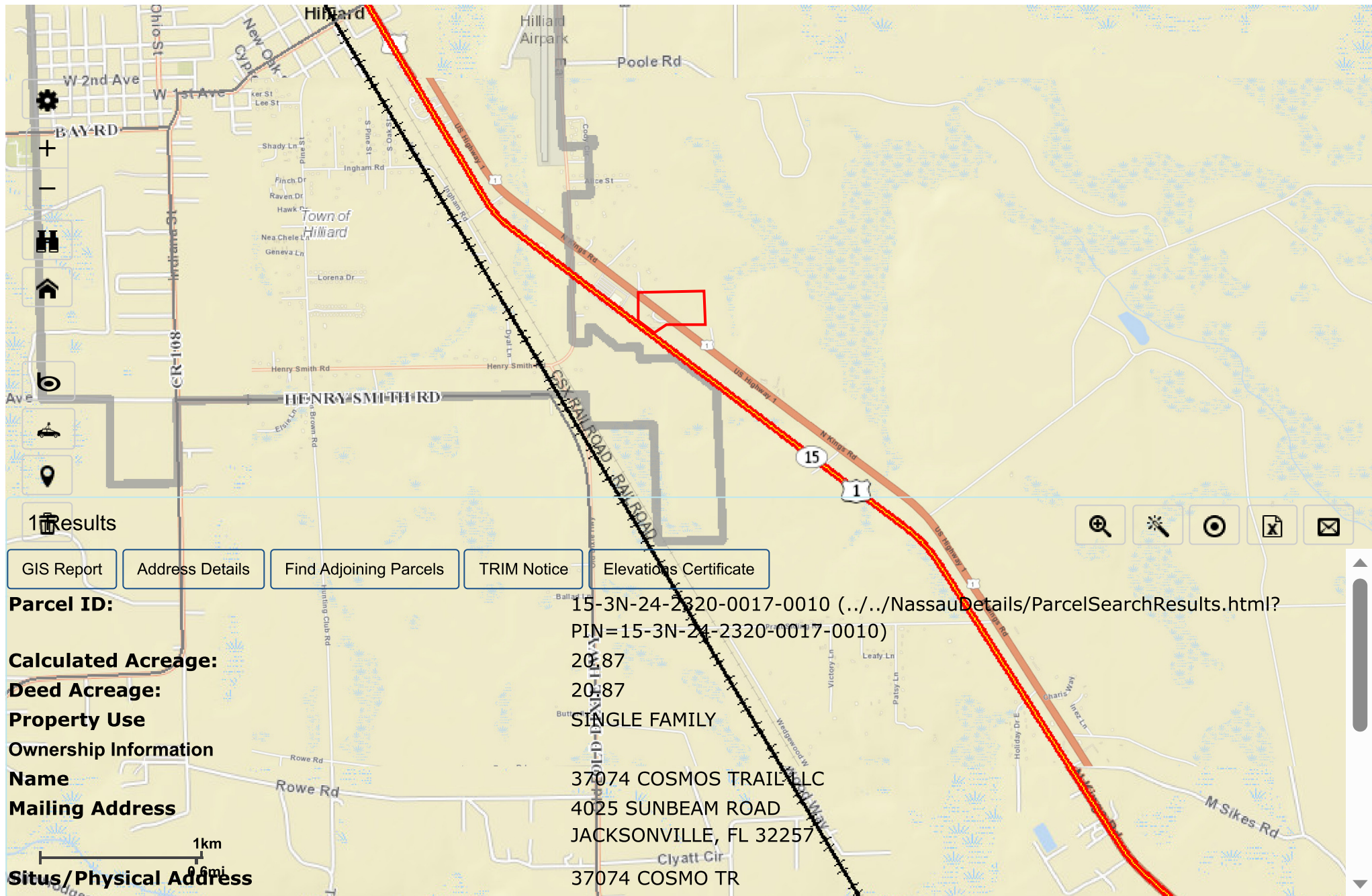
### MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
VF 6 SBPL	0 X 0	42	2012
VF 6 SBPL	0 X 0	1	2012
SHEDS/PORT	10 X 10	100	2012
CONC BUMPE	0 X 0	38	2012
ST LGHT OV	0 X 0	3	2012

ITEM-2

#### SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
1997-12-24	<a href="#">817 / 1642</a>	\$80,000	WD	Q	N	ROWE MONROE E & MADELINE K	HILLIARD FIRST ASSEMBLY OF GOD INC
1997-12-24	<a href="#">817 / 1639</a>	\$100	WD	U	N	CREWS J A	ROWE MONROE & MADELINE
1997-06-04	<a href="#">795 / 1126</a>	\$40,000	WD	Q	N	CREWS J A	ROWE MONROE & MADELINE
1996-01-18	<a href="#">749 / 103</a>	\$70,000	WD	Q	N	VLACHOS CHRISTOS &	CREWS J A & E J







### PROPERTY INFORMATION

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

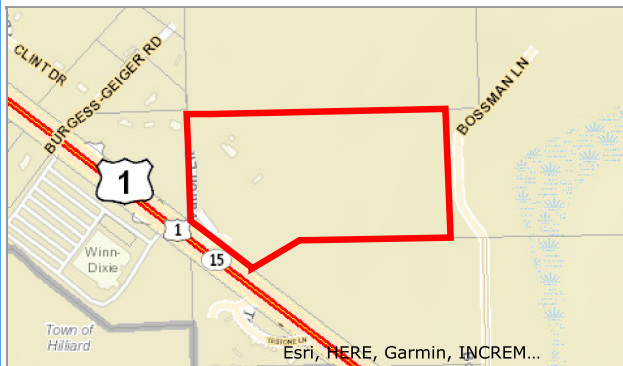
Owner Name 37074 COSMOS TRAIL LLC  
Mailing Address 4025 SUNBEAM ROAD  
JACKSONVILLE, FL 32257  
Location Address 37074 COSMO TR  
HILLIARD 32046  
Tax District 004 - UNINCORPORATED COUNTY  
Milage 15.0452  
Homestead No  
Property Usage SINGLE FAMILY 0100  
Deed Acres 0  
Short Legal PT LOT 17 & ALL LOTS 15 & 16 IN OR 2637/1885 (EX S-1 OF LOTS 15 & 16)

### 2022 Certified Values

Land Value \$146,090  
(+) Improved Value \$269,426  
**(=) Market Value \$415,516**  
(-) Agricultural Classification \$0  
(-) SOH or Non-Hx\* Capped Savings \$0  
**(=) Assessed Value \$415,516**  
(-) Homestead \$0  
(-) Additional Exemptions \$0  
(=) School Taxable Value \$415,510  
(-) Non-School HX & Other Exempt Value \$0  
**(=) County Taxable Value \$415,516**

Note - \*10% Cap does not apply to School Taxable Value

### PARCEL MAP



### 2021 AERIAL MAP

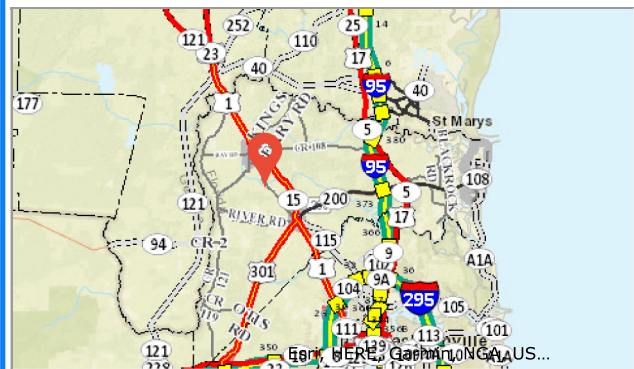


### PROPERTY PHOTO



If this picture is incorrect, please email info@nassaufipa.com

### LOCATION MAP



### BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
SINGLE FAM	3330	2798	3	2	CB STUCCO		AIR DUCTED	FORCED AIR	1954
ACCESORY U	624	624	0	0	AVERAGE		N/A	N/A	1970



### MISCELLANEOUS INFORMATION



Description	Dimensions L X W	Units	Year Built
USP	16 X 16	256	1988
USP	8 X 8	64	1988
BOAT DCK W	0 X 0	218	1988
SHEDS/PORT	12 X 12	144	1996
WD DECK A	0 X 0	114	1990

ITEM-2

#### SALES INFORMATION

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2021-06-16	<a href="#">2473 / 1362</a>	\$310,300	SW	U	Y	RMAC TRUST	PICKETT JULIE W & SYLVESTER H JR
2020-03-19	<a href="#">2352 / 396</a>	\$101,300	CT	U	Y	CLERK OF COURT	RMAC TRUST
1993-05-18	<a href="#">681 / 12</a>	\$230,000	WD	Q	Y	BETTS DOROTHY REDDY	AMMONS MIKA & PAMELA
1983-12-01	<a href="#">405 / 601</a>	\$95,000	WD	Q	Y		



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting

Meeting Date: August 3, 2023

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

SUBJECT: Town Council approval of the Minor Subdivision Application No. 20230623.1.  
Parcel ID No. 04-3N-24-0000-0004-0160.  
Property Owner - Jarrod and Leanna Pickett

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#### **BACKGROUND:**

Pickett currently owns 5.6 acres on Soli Deo Gloria Way, an approved private road within the Town limits of Hilliard. The Parcel is zoned A-1. It has a FLUM designation of Agricultural. The parcel is 570 feet wide. A-1 required 150 feet wide, and 1 acre for building. The Pickett family has a desire to split the lot into two and add a dwelling unit to the new lot. A development investigation has been completed on the property and the new lot will be over 1,000 feet from the closest water or wastewater connection points. That infrastructure system is still under a one-year warranty period. The closest manhole to this parcel is less than half the depth needed to achieve gravity flow. Due to distance, depth and warranty needs of the closest infrastructure there is not a viable access point for the new dwelling unit into Town Utilities. The Pickett's have also submitted a Septic Tank Exception for the proposed new lot.

The Planning and Zoning Board heard this application on July 11, 2023, and with a unanimous vote brings the Recommendation.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Based in the surveys and legal description submitted with the application, the Planning and Zoning Board recommends the Town Council the lot reconfiguration with the compliance with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.

② - Requires P: 2 Rec. & TC approval

ITEM-3



FOR OFFICE USE ONLY

File # 20230623.1

Application Fee: \$100.00 OK 784

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

Town of Hilliard  
Lot Split/Reconfiguration  
Application

(Applicable for creating no more than 2 lots from 1 lot)

A. PROJECT

- 1. Project Name: Jarrod Pickett / Leanna Pickett
- 2. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
- 3. Parcel ID Number(s): 04-3N-24-0000-0004-0160
- 4. Existing Use of Property: residential
- 5. Zoning Designation: \_\_\_\_\_
- 6. Future Land Use Map Designation: \_\_\_\_\_
- 7. Acreage of Parcel: 5.60

B. Owner

- 1. Name of Owner(s) or Contact Person(s): Jarrod Pickett / Leanna Pickett Title: property owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 37646 Soli Deo Gloria Way  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 591-1387 FAX: ( ) \_\_\_\_\_ E-mail: jarrod-pickett@yahoo.com

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

C. ATTACHMENTS (One copy plus one copy in PDF format)

- 1. Legal description with tax parcel number.
- 2. Survey of Existing Property, including all structures and driveways
- 3. Survey of Proposed Lot Split
- 4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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:**

Leanna P. Pickett  
Signature of Applicant

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

Leanna Pickett  
Typed or printed name and title of applicant

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

6-23-23  
Date

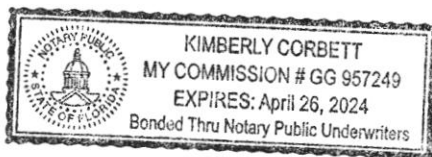
\_\_\_\_\_  
Date

State of Florida County of Nassau

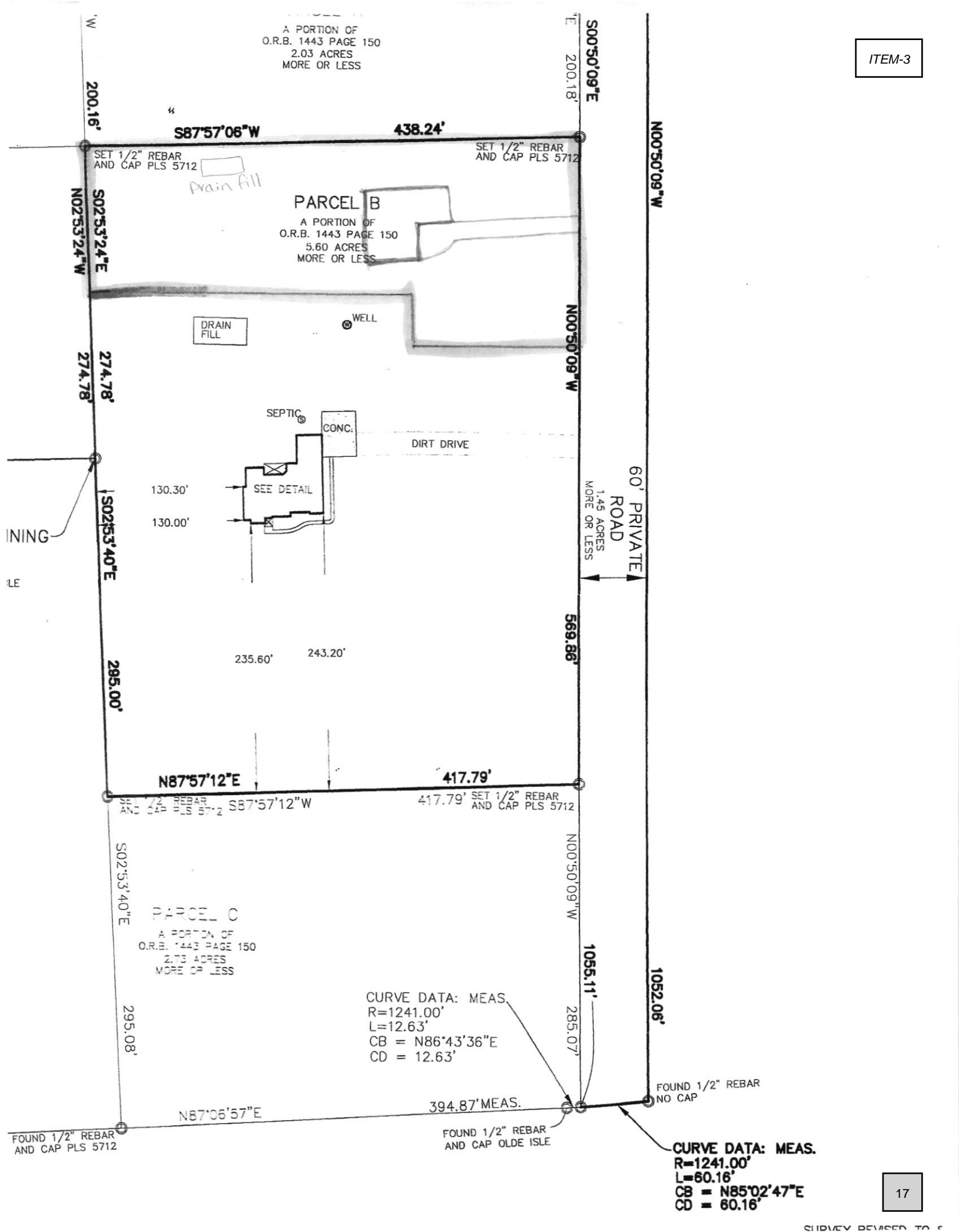
The foregoing application is acknowledged before me this 23rd day of June, 2023, by Leanna P.

Pickett, who is/are personally known to me, or who has/have produced Drivers License  
as identification.

NOTARY SEAL



Kimberly Corbett  
Signature of Notary Public, State of Florida



## 2021 AERIAL MAP



**June 21, 2023**

**Parcel Number 04-3N-24-0000-0004-0160**

**To Whom This May Concern,**

**I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.**

**Thanks,**

A handwritten signature in black ink, appearing to read 'JP' or 'Jarrod Pickett', written in a cursive style.

**Jarrod Pickett**

Prepared By: Sam Bernard  
 Bernard & Schemer, P.A.  
 480 Busch Drive  
 Jacksonville, Florida 32218  
 Our File Number: 19-1829

## CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrold Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

### WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.


(See Attached Legal)


TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:


The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.


**In Witness whereof**, the Grantor has signed and sealed this deed the date above written.


Signed, sealed and delivered in the presence of:

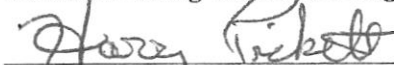
  
 Witness

  
 Witness Name Printed


  
 Witness

  
 Witness Name Printed

  
 Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Julie G. Pickett

  
 Harry Pickett

State of: Florida  
 County of: Duval



Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable  
Living Trust dated August 29, 2005

ITEM-3

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

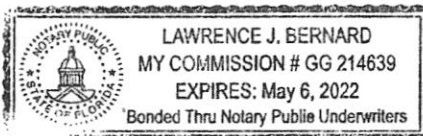
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: \_\_\_\_\_



## PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.

① office staff & Public works - no meeting dates



# Town of Hilliard Development Investigation Application

<b>FOR OFFICE USE ONLY</b>	
File #	<u>20230622</u>
Application Fee	<del>220.00</del> <u>220.00</u>
Filing Date:	<u>6/22/23</u> By: <u>ADCL # 782</u>
Acceptance Date:	_____ By: _____

ITEM-3

**A. PROJECT**

1. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
2. Parcel ID Number(s): 04-3N-24-0000-0004-0160
3. Acreage of Project: 5.60

**B. APPLICANT**

1. Name of Applicant(s) or Contact Person(s): Jarrod Pickett Title: land owner

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

Mailing address: 37646 Soli Deo Gloria Way

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 591-1387 FAX: ( ) e-mail: jarrod\_pickett@yahoo.com

**C. ATTACHMENTS, if available** (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
5. Statement of proposed development

**D. APPLICATION FEE**

1. \$100 plus \$20 per acre

**FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)**

Zoning A-1 Reviewed By: [Signature]

Water Service Available \_\_\_\_\_ Location of Service \_\_\_\_\_

Improvements Required for Water Service \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Sewer Service Available \_\_\_\_\_ Location of Service \_\_\_\_\_

Improvements Required for Sewer Service \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Access onto Public Right of Way or Approved Private Road \_\_\_\_\_ Paved Road \_\_\_\_\_ Unpaved Road \_\_\_\_\_

Improvements Required for Access \_\_\_\_\_ Reviewed By: \_\_\_\_\_

**S87°57'06"W**

438.24'

SET 1/2" REBAR  
AND CAP PLS 5712

SET 1/2" REBAR  
AND CAP PLS 5712

PARCEL B

A PORTION OF  
O.R.B. 1443 PAGE 150  
5.60 ACRES  
MORE OR LESS

DRAIN  
FILL

WELL

SEPTIC

CONC.

## DIRT DRIVE

130.30'

130.00'

SEE DETAIL

235.60'

243.20'

N87°57'12"E

417.79'

SET 1/2" REBAR  
AND CAP PLS 5712

S87°57'12"W

417.79' SET 1/2" REBAR  
AND CAP PLS 5712

PARCEL C

A PORTION OF  
O.R.B. 1443 PAGE 150  
2.73 ACRES  
MORE OR LESS

CURVE DATA: MEAS.

R=1241.00'

$$L=12.63'$$

CB = N86°43'36"E

$$CD = 12.63'$$

N87°06'57"E

394.87' MEAS.

FOUND 1/2" REBAR  
AND CAP OLDE ISLE

**-CURVE DATA: MEAS.**

R=1241.00'

$$L=60.16'$$

CB = N85°02'47"E

CD = 60



**June 21, 2023**

**Parcel Number 04-3N-24-0000-0004-0160**

**To Whom This May Concern,**

**I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.**

**Thanks,**

A handwritten signature in black ink, appearing to read 'JP' followed by a stylized flourish.

**Jarrod Pickett**

Prepared By: Sam Bernard  
 Bernard & Schemer, P.A.  
 480 Busch Drive  
 Jacksonville, Florida 32218  
 Our File Number: 19-1829

## CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrold Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

### WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

(See Attached Legal)

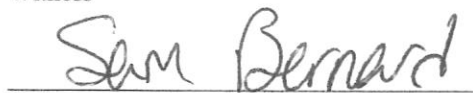
TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

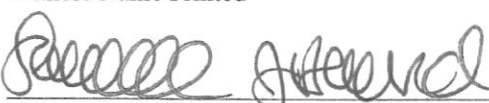
The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.


**In Witness whereof**, the Grantor has signed and sealed this deed the date above written.

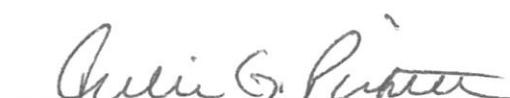
Signed, sealed and delivered in the presence of:


  
 Witness

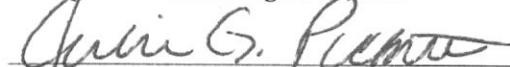
  
 Witness Name Printed


  
 Witness

  
 Witness Name Printed

  
 Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Julie G. Pickett

  
 Harry Pickett

State of: Florida  
 County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable  
Living Trust dated August 29, 2005

ITEM-3

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

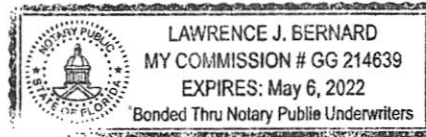
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: \_\_\_\_\_





## PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.

① office staff & Public works - no meeting dates



ITEM-3

FOR OFFICE USE ONLY

File # 20230622  
Application Fee ~~\$220.00~~ \$220.00  
Filing Date: 6/22/23 By: ADCL # 782  
Acceptance Date: MB By: 6/22/23

# Town of Hilliard Development Investigation Application

**A. PROJECT**

1. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046
2. Parcel ID Number(s): 04-3N-24-0000-0004-0160
3. Acreage of Project: 5.60

**B. APPLICANT**

1. Name of Applicant(s) or Contact Person(s): Jarrod Pickett Title: land owner

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

Mailing address: 37646 Soli Deo Gloria Way

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 591-1387 FAX: ( ) e-mail: jarrod-pickett@yahoo.com

**C. ATTACHMENTS, if available** (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (\*Required)
5. Statement of proposed development

**D. APPLICATION FEE**

1. \$100 plus \$20 per acre

**FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)**

Zoning A-1 Reviewed By: MB

Water Service Available no Location of Service N/A

Improvements Required for Water Service private supply needed Reviewed By: Cory

Sewer Service Available no Location of Service N/A

Improvements Required for Sewer Service private septic system needed Reviewed By: Cory

Access onto Public Right of Way or Approved Private Road x Paved Road        Unpaved Road x

Improvements Required for Access Drive way & Culvert needed if new home added. Reviewed By: MB



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 3, 2023

FROM: ***Richie Rowe- Public Works Director***

SUBJECT: Town Council approval of Septic Tank Exception Application No. 20230623.  
Parcel ID No. 04-3N-24-0000-0004-0160.  
Property Owner - Jarrod and Leanna Pickett

---

#### **BACKGROUND:**

Pickett currently owns 5.6 acres on Soli Deo Gloria Way, an approved private road within the Town limits of Hilliard. The Pickett family has a desire to split the lot into two and add a dwelling unit to the new lot. A development investigation has been completed on the property and the new lot will be over 1,000 feet from the closest water or wastewater connection points. That infrastructure system is still under a one-year warranty period. The closest manhole to this parcel is less than half the depth needed to achieve gravity flow. Due to distance, depth and warranty needs of the closest infrastructure there is not a viable access point for the new dwelling unit into Town Utilities. The Pickett's have also submitted a Lot Split Application for the proposed new lot.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Based on the findings of the Development Investigation Application, The Public Works Department recommends approval of the Septic Tank Exception for Jarrod and Leanna Pickett for the proposed new lot located on Soli Deo Gloria Way.

③ - Require Council Approve



## Town of Hilliard Septic Tank Exception Application

ITEM-4

### FOR OFFICE USE ONLY

File #

20230623

Application Fee:

250.00 OK 784

Filing Date:

by:

Acceptance Date:

by:

### A. PROJECT

1. Project Name: Jarrod Pickett / Leanna Pickett

2. Address of Subject Property: 37646 Soli Deo Gloria Way, Hilliard, FL 32046

3. Parcel ID Number(s): 04-3N-24-0000-0004-0160 (will receive new ID# once lot splits)

4. Existing Use of Property: residential

5. Future Land Use Map Designation: \_\_\_\_\_

6. Zoning Designation: \_\_\_\_\_

7. Acreage: 5.60 (will be less once lot splits)

### B. APPLICANT/CONTRACTOR\*

1. Applicant's Status

☒ Owner (title holder)

☐ Agent

2. Name of Applicant(s) or Contact Person(s): Jarrod Pickett / Leanna Pickett Title: property owner

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

Mailing address: 37646 Soli Deo Gloria Way

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 591-1387 FAX: ( ) e-mail: jarrod-pickett@yahoo.com

3. Contractor:

Name of Contractor: self

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

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

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

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

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

**C. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - c. Statement of Proposed Uses.
  - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - f. Area and dimensions of site.
  - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
  - j. Required buffers.
  - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

**D. FEE**

1. \$250.00

*No application shall be accepted for processing until the required application fee is paid in full. 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 3 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:**

Leanna P. Pickett  
Signature of Applicant

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

Leanna Pickett  
Typed or printed name and title of applicant

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

6-23-23  
Date

\_\_\_\_\_  
Date

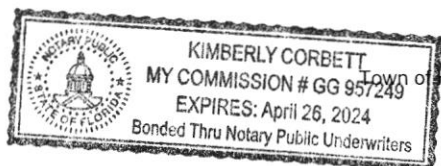
State of Florida County of Nassau

The foregoing application is acknowledged before me this 23<sup>rd</sup> day of June, 2023, by Leanna P. Pickett, who is/are personally known to me, or who has/have produced Drivers License as identification.

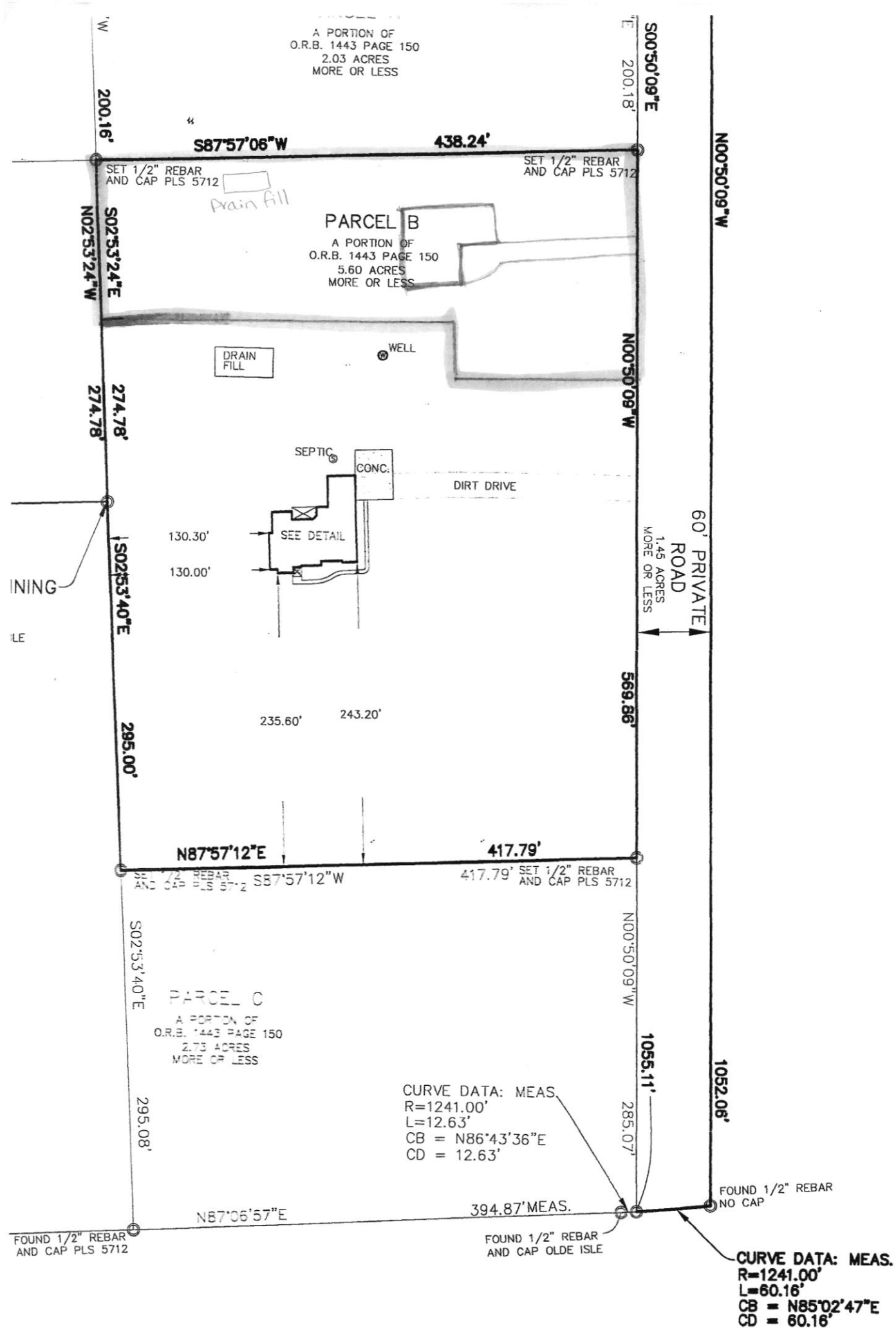
NOTARY SEAL

Kimberly Corbett

Signature of Notary Public, State of Florida



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



## 2021 AERIAL MAP



**June 21, 2023**

**Parcel Number 04-3N-24-0000-0004-0160**

**To Whom This May Concern,**

**I would like to split 1-2 acres from the north side of my residential property. My plan is to sell our current house along with 3.6-4.6 acres and build a new single-family house on the 1-2 acres that I am asking to split off.**

**Thanks,**

A handwritten signature in black ink, appearing to read 'JP' or 'Jarrod Pickett', written in a cursive style.

**Jarrod Pickett**



Prepared By: Sam Bernard  
 Bernard & Schemer, P.A.  
 480 Busch Drive  
 Jacksonville, Florida 32218  
 Our File Number: 19-1829

## CORRECTIVE TRUSTEE'S DEED

THIS INDENTURE, made on November 12, 2019, by and between **Julie G. Pickett and Harry Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, herein after referred to as Grantor, and **Jarrold Pickett and Leanna P. Pickett, his wife**, whose post office address is **37045 W. 1st Street, Hilliard, Florida 32046**.

(Wherever used the terms "Grantor" and "Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporation, wherever the context so admits or requires.)

### WITNESSETH

Grantor, in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey to Grantees, their successors and assigns, all Grantor's interest in and to the following described real property lying and being situated in Nassau County, Florida to wit:

Title to the lands described herein has not been examined by an attorney and no warranty or other representation is made and no opinion (either expressed or implied) is given, as to the marketability or condition of the title to the subject property, the quantity of lands included therein, the location of the boundaries thereof, of the existence of liens, unpaid taxes or encumbrances.

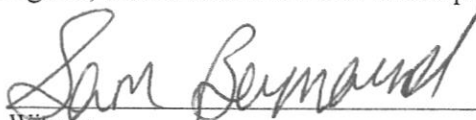
(See Attached Legal)

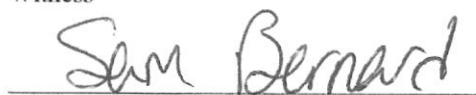
TOGETHER WITH all appurtenances, privileges, rights, interest, dower, reversions, remainders and easements thereunto appertaining:

The purpose of this Deed is to correct that certain Deed recorded in OR Book 2314, Page 1523 of the Nassau County Public Records.


**In Witness whereof**, the Grantor has signed and sealed this deed the date above written.


Signed, sealed and delivered in the presence of:


  
 Witness

  
 Witness Name Printed

  
 Witness

  
 Witness Name Printed

  
 Julie G. Pickett as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Harry Pickett as Trustee of the Julie G. Pickett Revocable Living Trust dated August 29, 2005

  
 Julie G. Pickett

  
 Harry Pickett

State of: Florida  
 County of: Duval

Witness Name Printed

Lawrence J. Bernard

Witness

Lawrence J. Bernard

Witness Name Printed

Harry Pickett as Trustee of the Julie G. Pickett Revocable  
Living Trust dated August 29, 2005

ITEM-4

Julie G. Pickett

Julie G. Pickett

Harry Pickett

Harry Pickett

State of: Florida

County of: Duval

The foregoing instrument was acknowledged before me 12 day of November, 2019 by **Harry Pickett and Julie Pickett, husband and wife, individually and as Trustees of the Julie G. Pickett Revocable Living Trust dated August 29, 2005**, who is/are personally known to me or who did produce personally known as identification.

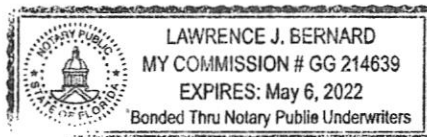
Lawrence J. Bernard

NOTARY PUBLIC

Lawrence J. Bernard

Printed Name of Notary

My Commission Expires: \_\_\_\_\_



## PARCEL B

A PORTION OF THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA, AND BEING A PORTION OF LAND PER DEED (PARENT TRACT), OFFICIAL RECORD BOOK 1443, PAGE 150, RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY AND STATE; BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF PROPERTY AS DESCRIBED IN DEED, OFFICIAL RECORD BOOK 127, PAGE 37 AS RECORDED IN THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA, BEING A FOUND 1/2 INCH IRON PIPE, NO CAP; THENCE N 87°57'12" E ALONG THE SOUTH LINE OF PROPERTY AFOREMENTIONED, A DISTANCE OF 550.00 FEET TO A FOUND 1/2 INCH IRON PIPE, NO CAP AT THE POINT OF BEGINNING; THENCE S 02°53'40" E, A DISTANCE OF 295.00 FEET; THENCE N 87°57'12" E, A DISTANCE OF 477.80 FEET; THENCE N 00°50'09" W, A DISTANCE OF 569.86 FEET; THENCE S 87°57'06" W, A DISTANCE OF 498.25 FEET; THENCE S 02°53'24" E, A DISTANCE OF 274.78 FEET TO THE POINT OF BEGINNING, CONTAINING 6.38 ACRES MORE OR LESS.

SAID PARCEL RESERVING THE EASTERLY 60 FOOT, FOR A PRIVATE ROAD EASEMENT.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting

Meeting Date: August 3, 2023

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

SUBJECT: Town Council approval of the Minor Subdivision Application No. 20230622.1.  
 Parcel ID No. 16-3N-24-0000-0023-0010, 16-3N-24-0000-0022-0000, 16-3N-24-0000-0023-0030, 16-3N-24-0000-0023-0040.  
 Property Owner - Michael Franklin

---

#### **BACKGROUND:**

Franklin has a desire to reconfigure 4 lots into 3 lots of a more usable shape and size. The parcels are zoned M-1 with FLUM designation of Industrial. M-1 requires a minimum of 10,000 Sq Ft per lot and 50 feet of street frontage. Total, Franklin has 348 feet of frontage on US 1 and approx. (175,000 sq ft) 4.11 acres. Franklin approached the Land Use Administrator concerning the project in early 2023. He was advised of the need to reach out to FDOT concerning driveway access to the parcels in question as they would need US 1 access. Franklin supplied several options to FDOT and they stated that only one driveway option would be acceptable. Franklin then put together a conceptional lot reconfiguration and presented it to the Town in a Lot Reconfiguration/ Lot Split application.

The Planning and Zoning Board heard this application on July 11, 2023, and with a unanimous vote brings the Recommendation.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Based in the surveys and legal description submitted with the application, the Planning and Zoning Board recommend to the Town Council the lot reconfiguration with the compliance with the following conditions:

1. The applicant shall record the lot reconfiguration with the Clerk of the Court and provide the Town evidence of the recordation.
2. Prior to developing each parcel, the applicant/developer would be responsible for any infrastructure required to serve the parcel. All infrastructure improvements are required to meet Town standards. A Site plan application for each parcel will be required prior to development.
3. Prior to recording the lot reconfiguration with the county, a survey showing each parcel meeting the zoning requirements of the M-1 district and having access to the proposed retention pond must be approved by Town staff and the Land Use Administrator.



## FOR OFFICE USE ONLY

File #

20230622.1

Application Fee:

\$1000.015890

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

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

# Town of Hilliard Lot Split/Reconfiguration Application

(Applicable for creating no more than 2 lots from 1 lot)

**A. PROJECT**

1. Project Name: Michael Franklin
2. Address of Subject Property: U.S. 1 AND Henry Smith RD.
3. Parcel ID Number(s): 16-3N-24-0000-0023-0010, 0023-0030, 0023-0040-0022-0000
4. Existing Use of Property: VACANT
5. Zoning Designation: INDUSTRIAL
6. Future Land Use Map Designation: SAME
7. Acreage of Parcel: 3.43+-

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Michael Franklin Title: owner  
Company (if applicable): Michael Franklin Contracting, Inc.  
Mailing address: P.O. Box 1107  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 813-3154 FAX: ( ) E-mail: mfcinc@windstream.net

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

**C. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Legal description with tax parcel number.
2. Survey of Existing Property, including all structures and driveways
3. Survey of Proposed Lot Split
4. Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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 of Applicant

Signature of Co-applicant

Michael Franklin

Typed or printed name and title of applicant

Typed or printed name of co-applicant

6/22/23

Date

Date

State of

Florida

County of

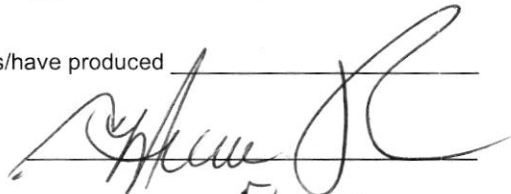
Nassau

The foregoing application is acknowledged before me this 22 day of June, 2023 by

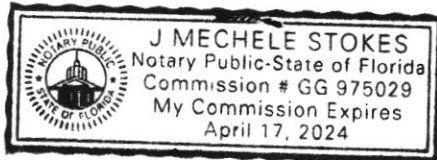
Michael Franklin

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

NOTARY SEAL

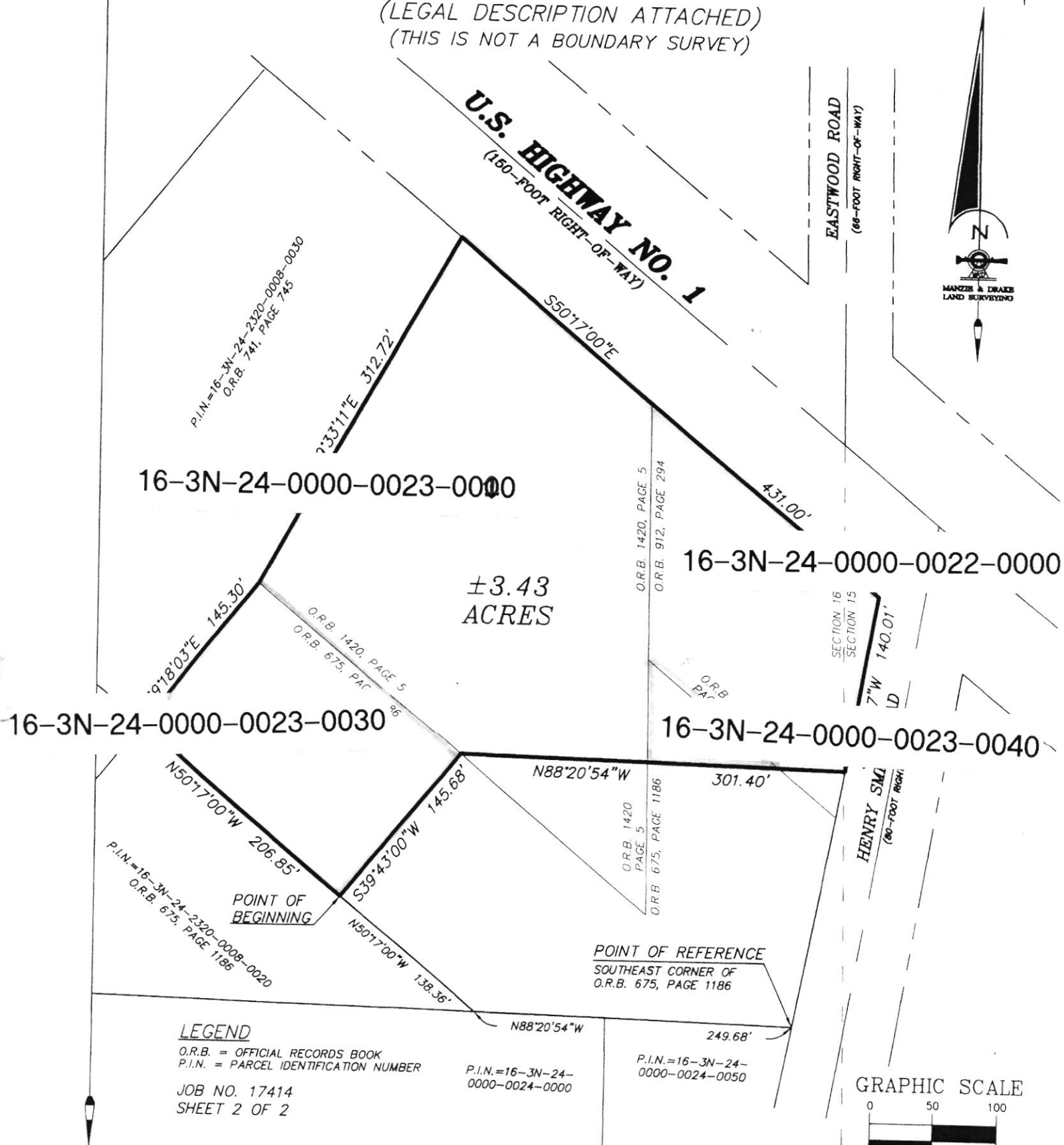


Signature of Notary Public, State of Florida



## SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)  
(THIS IS NOT A BOUNDARY SURVEY)





N 1/2 OF NE 1/4  
OF  
SE 1/4



1 Results

GIS Report

Address Details

Find Adjoining Parcels

TRIM Notice

Elevations Certificate

Parcel ID:

16-3N-24-0000-0023-0010

(../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0010)

Calculated Acreage:

1.86

Deed Acreage:

0

Property Use

TIMBERLAND

Ownership Information

Name

MICHAEL FRANKLIN CONTRACTING

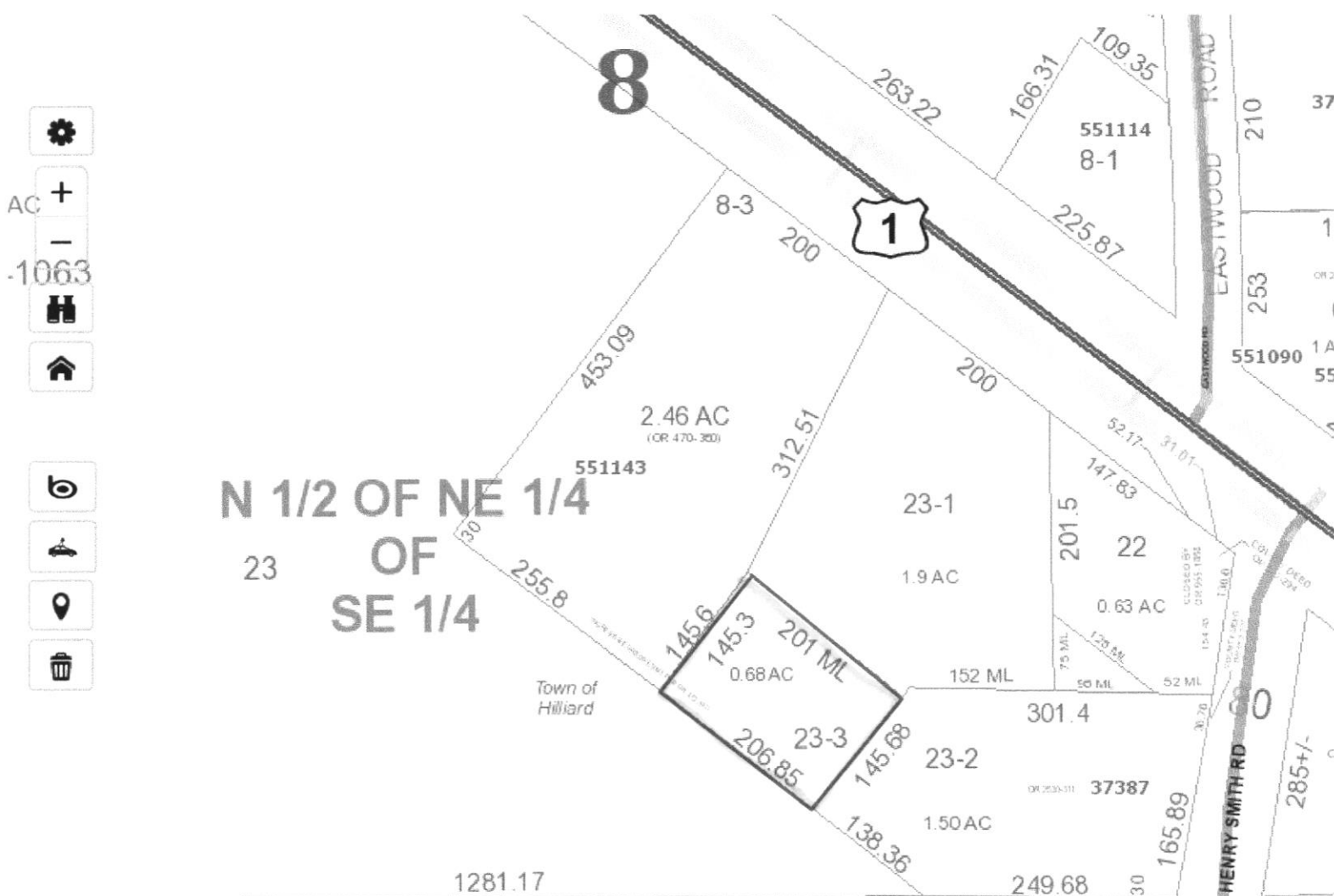
Mailing Address

PO BOX 1107

HILLIARD, FL 320461107







## 1 Results

## GIS Report

### Address Details

Find Adjoining Parcels

## TRIM Notice

## Elevations Certificate

Parcel ID:

14 AC 16-3N-24-0000-0023-0030

(../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0030)

**Calculated Acreage:**

0.64

**Deed Acreage:**

0.68

### Property Use

VACANT

## Ownership Information

Name

**MICHAEL FRANKLIN CONTRACTING**

**Mailing Address**

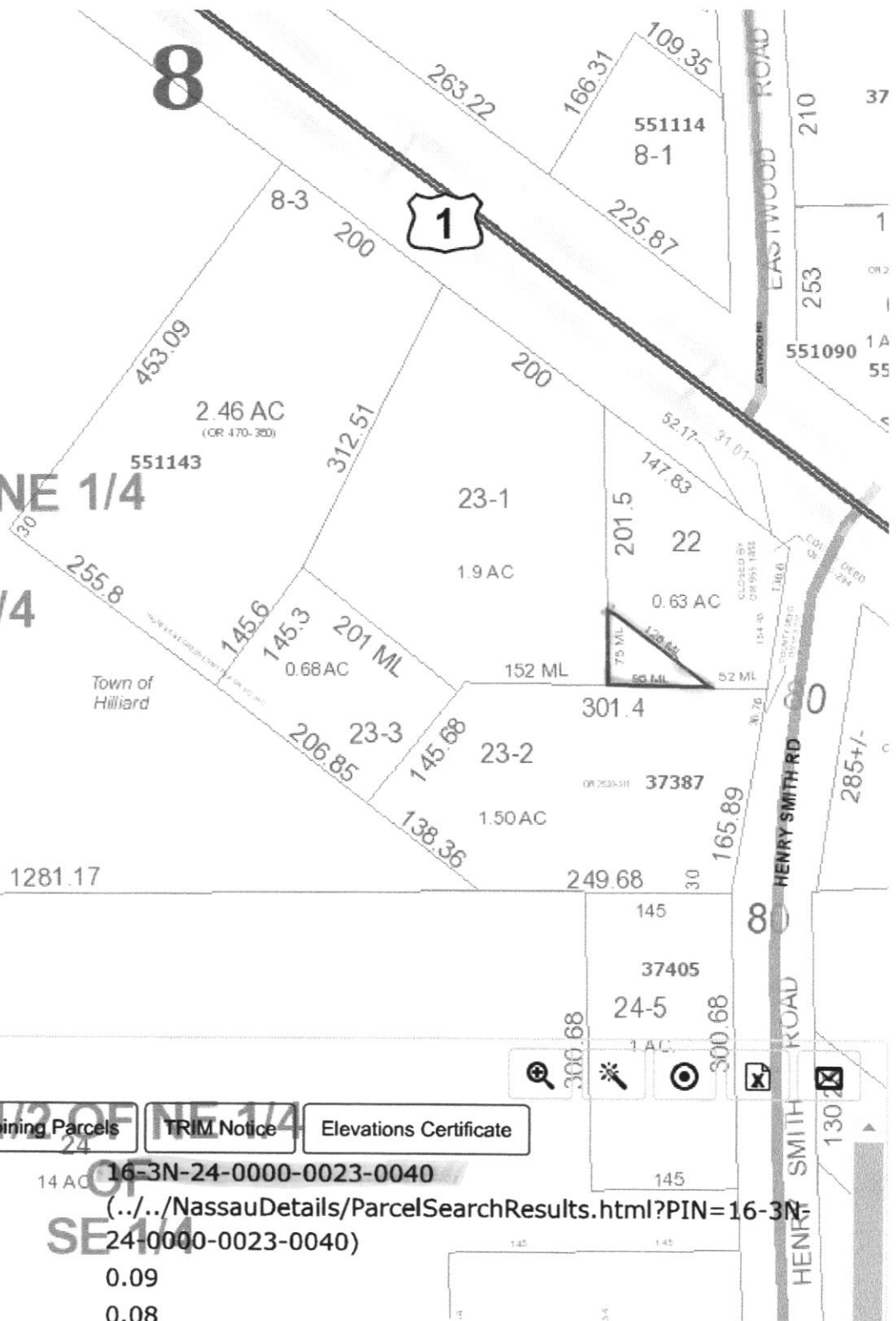
PO BOX 1107

HILLIARD, FL 32046





N 1/2 OF NE 1/4  
OF  
SE 1/4



1 Results

GIS Report

Address Details

Find Adjoining Parcels

TRIM Notice

Elevations Certificate

Parcel ID:

16-3N-24-0000-0023-0040

(../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0023-0040)

Calculated Acreage:

0.09

Deed Acreage:

0.08

Property Use

TIMBERLAND

Ownership Information

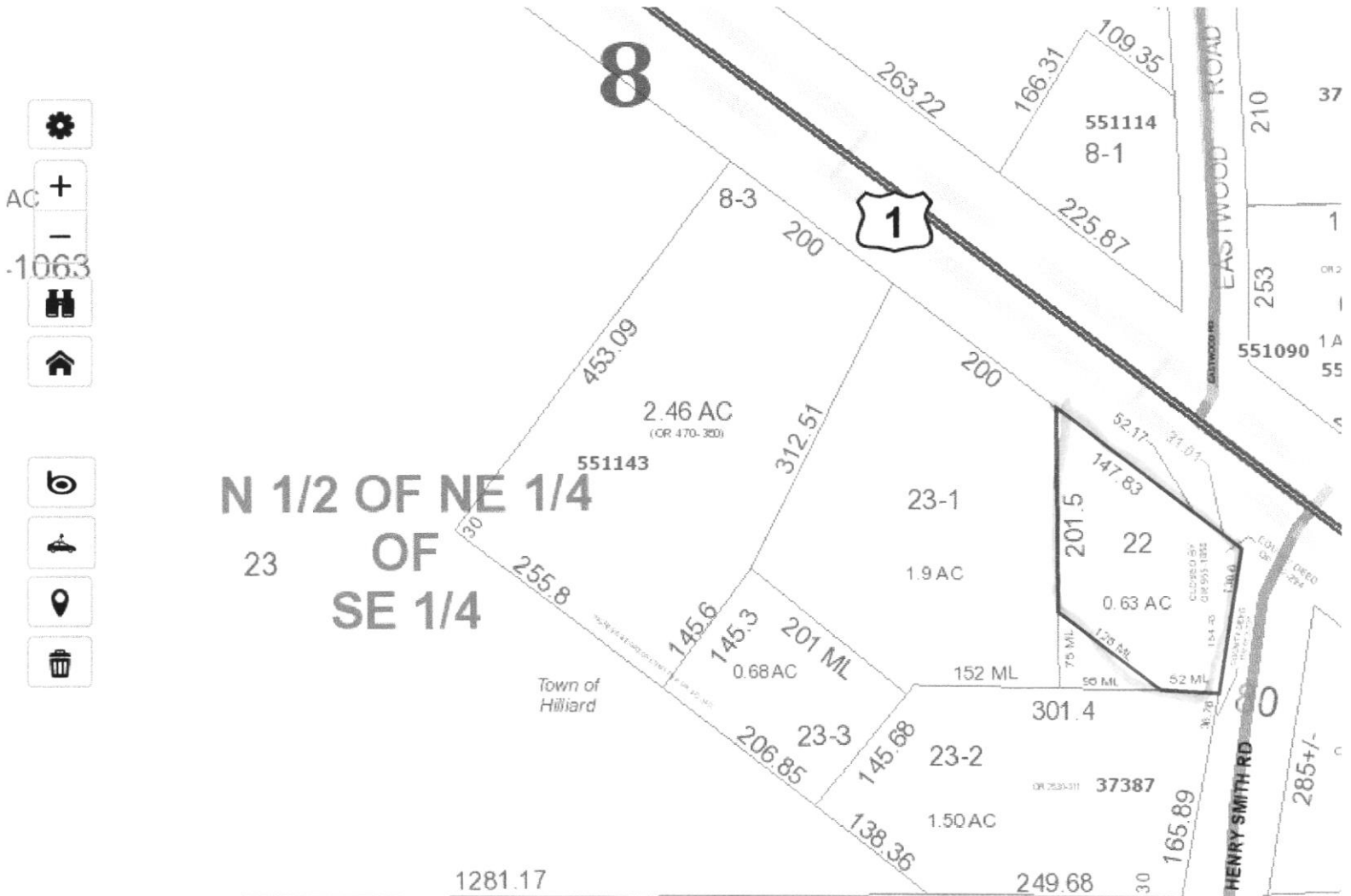
Name

MICHAEL FRANKLIN CONTRACTING

Mailing Address

PO BOX 1107  
HILLIARD, FL 32046





1 Results

GIS Report

Address Details

Find Adjoining Parcels

TRIM Notice

Elevations Certificate

Parcel ID:

16-3N-24-0000-0022-0000

(../NassauDetails/ParcelSearchResults.html?PIN=16-3N-24-0000-0022-0000)

Calculated Acreage:

0.74

Deed Acreage:

0.63

Property Use

TIMBERLAND

Ownership Information

Name

MICHAEL FRANKLIN CONTRACTING

Mailing Address

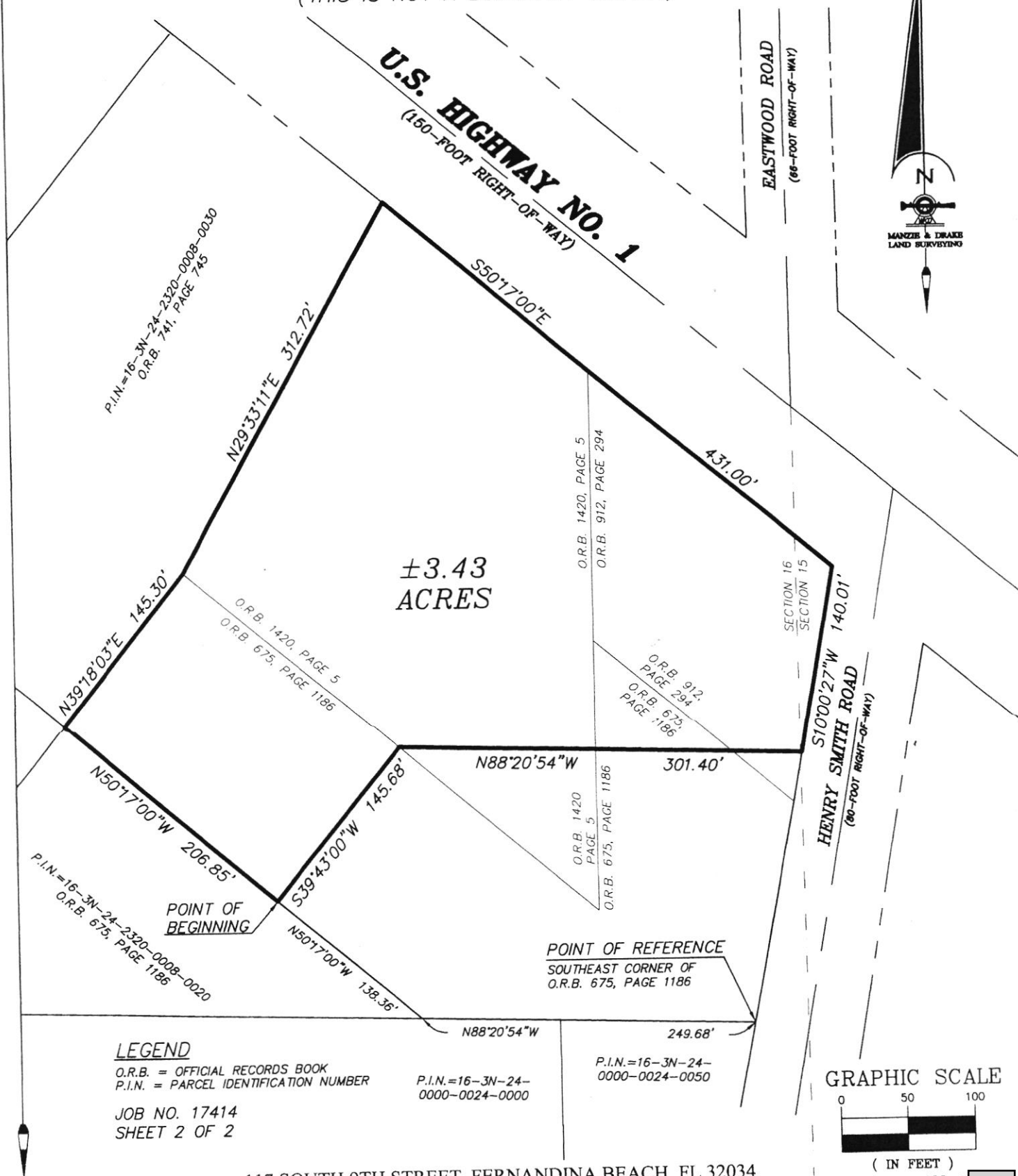
PO BOX 1107

HILLIARD, FL 320461107



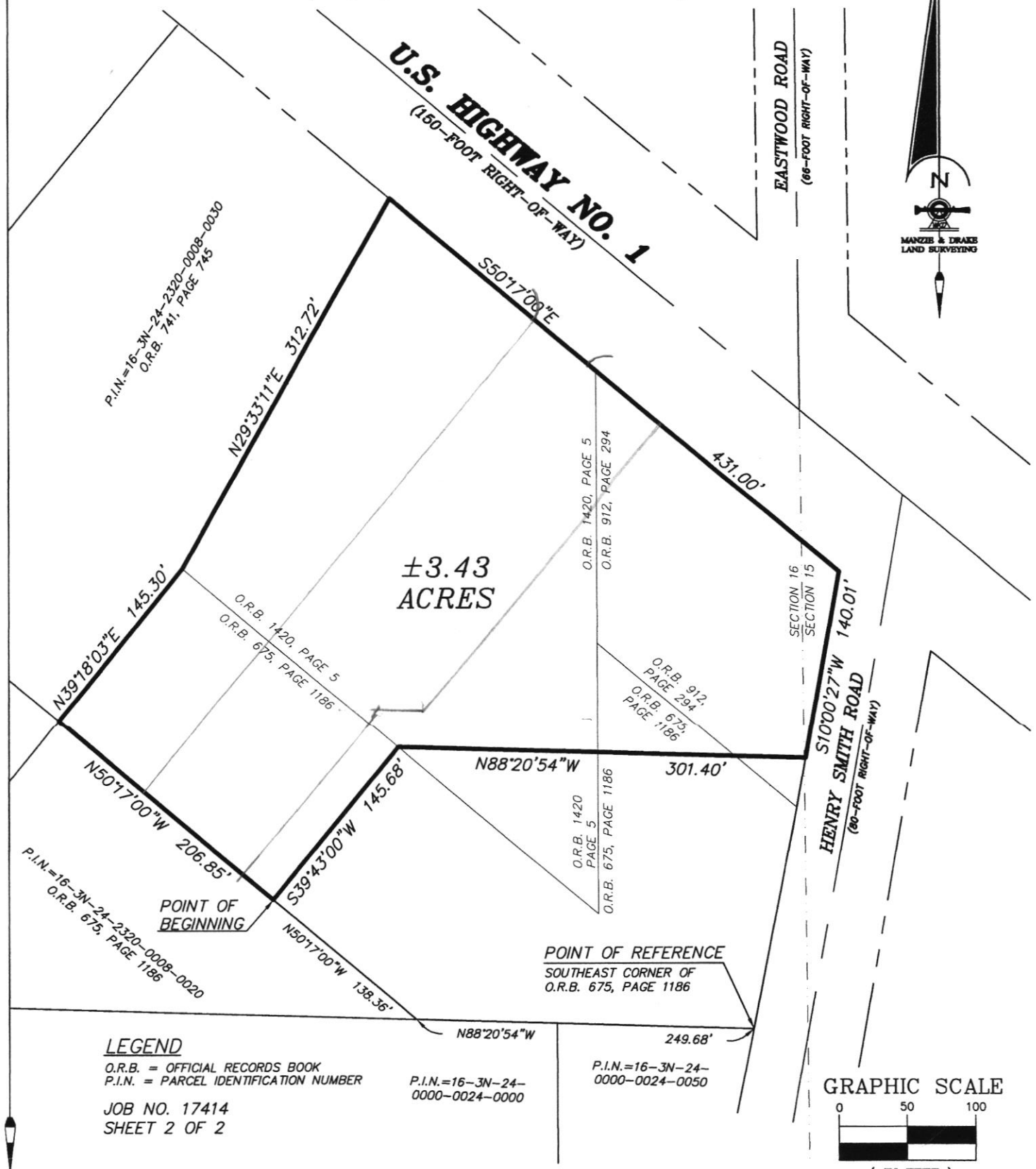
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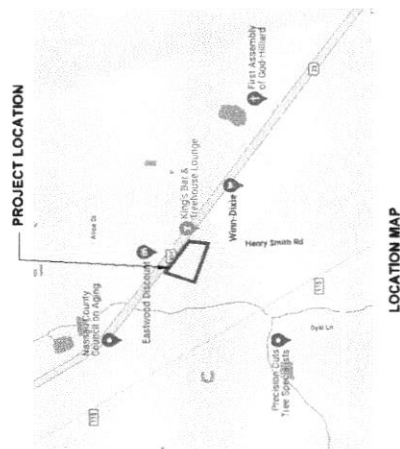
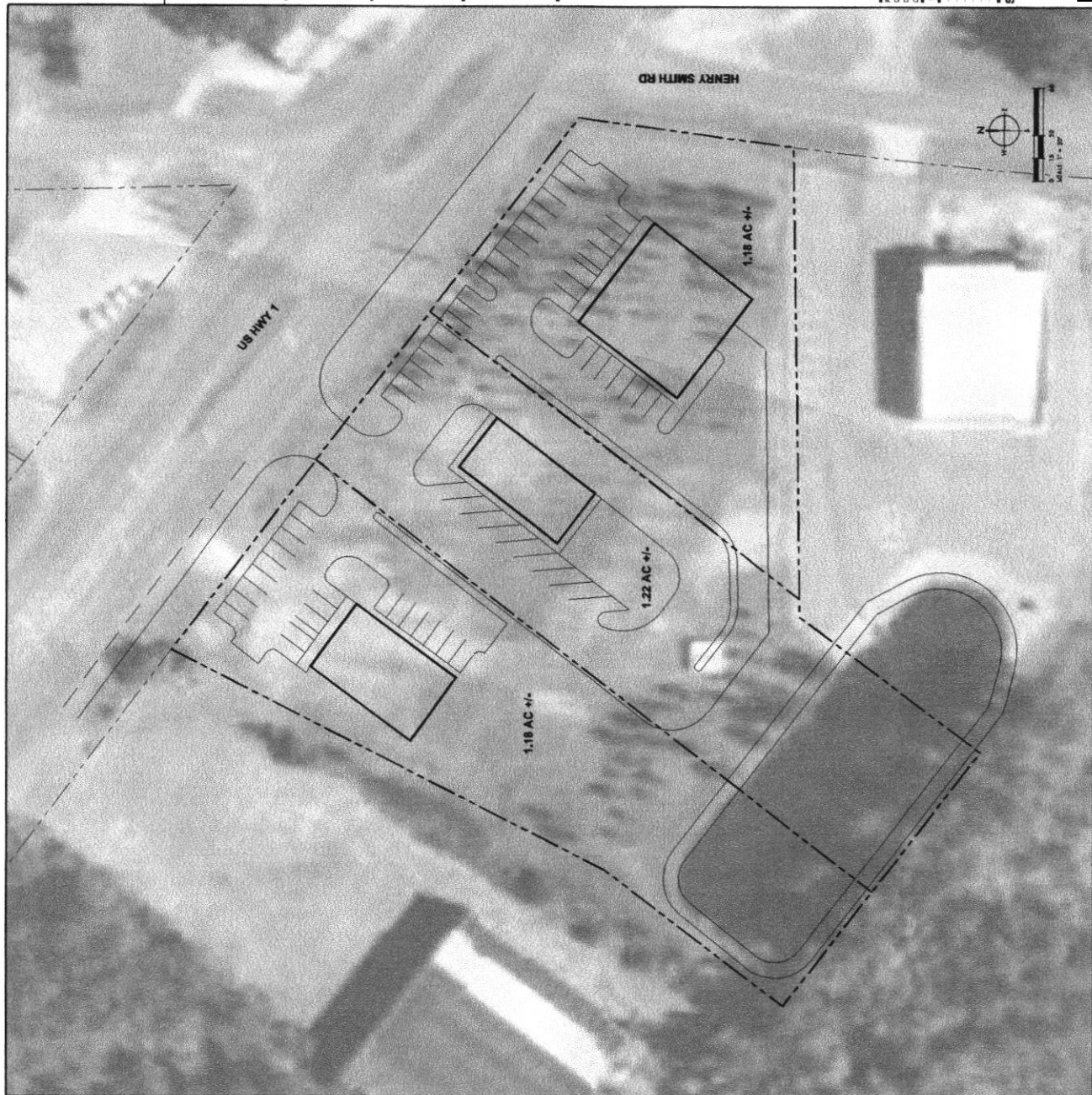
(LEGAL DESCRIPTION ATTACHED)  
(THIS IS NOT A BOUNDARY SURVEY)



## SKETCH OF LEGAL DESCRIPTION

(LEGAL DESCRIPTION ATTACHED)  
(THIS IS NOT A BOUNDARY SURVEY)









## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 3, 2023

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

SUBJECT: Town Council to adopt Resolution No. 2023-15, Authorizing the Termination Agreement of a Florida Department of Transportation Public Transportation Grant Agreement.

---

#### **BACKGROUND:**

FDOT PTGA was a 10% or \$36,000.00 matching grant that was executed in February 11, 2020 for: Hilliard Airpark Install Perimeter Security Fencing for Acquired Land South of the Airpark.

The 90% FAA portion of this project did not move forward due to the land acquisition and environmental work at the north end of the runway not being completed.

The FAA has closed out this project and therefore the FDOT is requesting that this termination agreement be executed and the FDOT funds will go back to the Aviation Box in a future year.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to adopt Resolution No. 2023-15, Authorizing the Termination Agreement of a Florida Department of Transportation Public Transportation Grant Agreement.

## RESOLUTION NO. 2023-15

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION AUTHORIZING OF TERMINATION AGREEMENT OF A FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT AND AUTHORIZING AND DIRECTING THE HILLIARD TOWN COUNCIL TO EXECUTE SUCH AGREEMENT.**

**WHEREAS**, the Town of Hilliard, and the State of Florida Department of Transportation (FDOT) has determined that the performance of the Public Transportation Agreement entered between the parties on February 11, 2020, is not in their best interests. The described project at the Hilliard Airpark, to wit:

**HILLIARD AIRPARK INSTALL PERIMETER SECURITY FENCING FOR ACQUIRED LAND SOUTH OF THE AIRPARK.**

**FDOT F.P. NUMBER 443811-1-94-01**

**WHEREAS**, both parties now wish to terminate the Public Transportation Grant Agreement (PTGA).

**NOW THEREFORE**, be it resolved, as follows:

1. The Town of Hilliard confirms its desire to terminate the Public Transportation Grant Agreement with the State of Florida Department of Transportation; and
2. The Council President Kenneth A. Sims, Town Clerk Lisa Purvis, and Mayor John P. Beasley, are hereby authorized to execute this Resolution on behalf of the Town of Hilliard; and
3. The Council President, Town Clerk and Mayor, of the Town of Hilliard, Kenneth A. Sims, Lisa Purvis and John P. Beasley, are herein specifically authorized to sign such Termination of the Public Transportation Grant Agreement, with the State of Florida Department of Transportation.

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

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



ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TERMINATION OF THE PUBLIC TRANSPORTATION  
 GRANT AGREEMENT**

Form 725-000-05  
 STRATEGIC  
 DEVELOPMENT  
 OGC 04/22

Financial Project Number(s): (item-segment-phase-sequence) 443811-1	Fund(s):	DDR,DPTO	FLAIR Category:	088719
	Work Activity Code/Function:	215	Object Code:	740100
	Federal Number/Federal Award	N/A	Org. Code:	55022020228
	Identification Number (FAIN) – Transit only:		Vendor Number:	VF596018372005
Contract Number: G1191	DUNS Number:		Amendment	N/A
CFDA Number: N/A	Agency SAM/UEI Number:		Number:	
CFDA Title: N/A				
CSFA Number: N/A				
CSFA Title: N/A				

THIS TERMINATION OF THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Termination Agreement") is made and entered into on \_\_\_\_\_, by and between the State of Florida, Department of Transportation ("Department"), and Town of Hilliard, ("Agency"), collectively referred to as the "Parties."

WITNESSETH

WHEREAS, the parties have determined that the performance of the PUBLIC TRANSPORTATION GRANT AGREEMENT entered into between the parties on 2/11/2020 is not in their best interests.

WHEREAS, the parties agree to terminate the referenced PUBLIC TRANSPORTATION GRANT AGREEMENT; and

WHEREAS, there are no outstanding invoices related to this PUBLIC TRANSPORTATION GRANT AGREEMENT.

NOW, THEREFORE, in consideration of the premises it is agreed that the above described agreement is terminated and each party relieves the other of any obligations.

IN WITNESS WHEREOF, the Parties have executed this Termination Agreement on the day and year written above.

AGENCY,  
 TOWN OF HILLIARD:

\_\_\_\_\_  
 KENNETH A. SIMS  
 COUNCIL PRESIDENT

ATTEST:

\_\_\_\_\_  
 LISA PURVIS, MMC  
 TOWN CLERK

APPROVED:

\_\_\_\_\_  
 JOHN P. BEASLEY  
 MAYOR

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

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

Name: James M. Knight, P.E.

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
 Legal Review:

\_\_\_\_\_



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 3, 2023

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

SUBJECT: Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2023.

---

#### **BACKGROUND:**

See TRIM Notes.

#### **FINANCIAL IMPACT:**

To be determined.

#### **RECOMMENDATION:**

Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date of September 7, 2023, time of 7:00 p.m. and meeting place in Council Chambers of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 4, 2023.



OFFICE OF THE  
NASSAU COUNTY PROPERTY APPRAISER



**Honorable A. Michael Hickox**

96135 Nassau Place, Suite 4, Yulee, FL 32097

Phone: 904-491-7300 Fax: 904-491-3629

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

June 29, 2023

Town of Hilliard  
Town Council  
Attn: Lisa Purvis  
P.O. Box 249  
Hilliard, FL 32046-0249

RE: 2023 Preliminary Tax Roll

Dear Board Members:

Enclosed is the Certification of Taxable Value (DR-420) for the year 2023 for Nassau County. The Proposed Tax Notices will be mailed on August 17, 2023.

Sincerely,

A. Michael Hickox, CFA  
Nassau County Property Appraiser

AMH/dbc  
Encl:



# CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)[Print Form](#)

ITEM-7

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2023	County : NASSAU
Principal Authority : TOWN OF HILLIARD	Taxing Authority : TOWN OF HILLIARD

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value of real property for operating purposes	\$	144,330,567	(1)
2.	Current year taxable value of personal property for operating purposes	\$	11,068,313	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,918,238	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	157,317,118	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	4,965,718	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	152,351,400	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	130,990,332	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Number 0	(9)
SIGN HERE	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		6/29/2023 3:55 PM	

**SECTION II : COMPLETED BY TAXING AUTHORITY**

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	0.0000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	0	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	0	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	152,351,400	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.0000	per \$1000	(16)
17.	Current year proposed operating millage rate	0.0000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	0	(18)

Continued on page 2



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting

Meeting Date: August 3, 2023

FROM: ***John P. Beasley – Mayor***

SUBJECT: Town Council to decide if Town Workshops will be video recorded or not.

---

#### **BACKGROUND:**

This was added by emergency to the July 6, 2023, agenda and during discussion this item was to be added to the next agenda to set a workshop to discuss if the Town Council wishes to video record all workshops verses just the ones that have members on TEAMS.

When on the July 20, 2023, motion was made to place this item on the next agenda of August 3, 2023, for a decision.

#### **FINANCIAL IMPACT:**

The cost to have IT present to do the video recording and to run live on You Tube.

#### **RECOMMENDATION:**

Town Council to decide if Town Workshops will be video recorded or not.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 3, 2023

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

SUBJECT: Town Council to set a date for a Joint Workshop with the Planning & Zoning Board to discuss the Greenbrier PUD.

---

#### **BACKGROUND:**

Workshop will include discussion concerning a potential modification to the Greenbrier PUD.

Although this is an application that the Planning and Zoning Board is authorized to approve Land Use Administrator, Lee Anne Wollitz, would like the Council to give input prior to placing the item on the Planning and Zoning Agenda.

Suggested date and time- August 17, 2023, 6pm.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to set a date for a Joint Workshop with the Planning & Zoning Board.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 3, 2023

FROM: ***Dallis Hunter – Town Councilman***

SUBJECT: Town Council approval for Councilman Dallis Hunter to attend the Florida League of Cites Annual Conference August 10-12, 2023, in Orlando.

---

#### **BACKGROUND:**

See attached.

#### **FINANCIAL IMPACT:**

Conference, hotel and travel cost \$1,756.

#### **RECOMMENDATION:**

Town Council approval for Councilman, Dallis Hunter to attend the FLOC Annual Conference August 10-12, 2023, in Orlando.





# 2023 FLC ANNUAL CONFERENCE

AUGUST 10-12, 2023 • SIGNIA BY HILTON ORLANDO BONNET CREEK

**Hotel Registration  
Deadline: July 18, 2023**

**Conference Registration  
Deadline: July 28, 2023**

## REGISTRATION INFORMATION

Paid registration is required to receive housing information, so sign up early! **See page 6 for details.**

## General Information

The Florida League of Cities (FLC) 2023 Annual Conference will be held August 10-12, 2023, at the Signia by Hilton Orlando Bonnet Creek.

The conference is an opportunity for municipal officials and senior staff to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future and discover the latest products and services for municipal governments.

This year's conference will include breakout sessions, committee meetings, keynote presentations, awards and more. Don't miss this opportunity to learn, network and share.

### Location/Dates

Signia by Hilton Orlando Bonnet Creek  
Thursday, August 10 - Saturday, August 12, 2023

### Registration Hours

Wednesday, August 9:	12:00 p.m. - 4:30 p.m.
Thursday, August 10:	7:00 a.m. - 7:00 p.m.
Friday, August 11:	7:30 a.m. - 5:00 p.m.
Saturday, August 12:	7:30 a.m. - 4:00 p.m.

## REGISTRATION FEES

**City/County/Government** (\$575), **Corporate** (\$675) and **Guest** (\$175): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and Installation and the Inaugural Celebration on Saturday night.

**NOTE: Registrants** are defined as any elected government official or any employee of governments, organizations or corporations.

**Guests** are defined as spouses, partners or other nonprofessional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

**Teen Guest 13-18 years** (\$20) and **Child Guest 3-12 years** (\$15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. **Teen and child guest registration does not include Saturday's Past Presidents' Luncheon and Installation nor the Inaugural Celebration.**

## REGISTRATION PROCEDURES

### Online Registration – Credit Cards Only

Visit [flcities.com/annualconference](https://flcities.com/annualconference) to access online registration and pay with your Visa, Mastercard or American Express. You will receive your conference confirmation immediately via email. Conference confirmations include your registration information, totals and housing instructions. Please check your confirmation carefully to verify that all information is correct and inform the League immediately of any errors.

### Mail Registration – Checks Only

To pay via check, fill out the registration form on page 7, attach your check for the appropriate fee and mail it to the League office by **Friday, July 28, 2023**. Name badges and other information can be picked up at the conference registration desk.



# General Information

## DEADLINES

**Registration** – Conference registrations must be received no later than **Friday, July 28, 2023**. If you are unable to meet this deadline, please register on-site. **NOTE: Registration fees will increase to \$605 for government and \$705 for corporate registrants for all registrations done on-site**, so we encourage you to register in advance.

**Hotel Reservations** – The cutoff date for reservations at Signia is **July 18, 2023**. Reservations must be made via an FLC-provided security code only; no one will receive housing information until **after** their **paid** registration is received. Please see page 6 for more details.

### Cancellation Policy

Conference registration cancellation requests must be sent in writing via email to [mhowe@flcities.com](mailto:mhowe@flcities.com). All cancellations received in the FLC office by 5:00 p.m. **Friday, July 28, 2023**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after July 28 or for early departure from the conference.**

Hotel reservations must be cancelled no later than **72 hours** prior to the scheduled arrival date to avoid a penalty of one night's room and tax.

## Special Needs

If you are physically challenged and require special services, or if you have special dietary needs (i.e. allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

## Certification Credit

This conference qualifies for 10 points in our **Certified Elected Municipal Official** program. Visit our [website](#) or contact [Christen Barton](#) for more details.

## Live Feeds via Social Media

The League will be posting real-time updates and photos via Twitter, Facebook, Instagram and YouTube during the conference. Follow @FLCCities on all major platforms. Connect with the conversation or pose questions by using the hashtag **#FLCCities2023** in all your conference-related posts.

## Thursday is City Shirt Day!

We encourage all of you to show your city spirit by wearing your city shirt on **Thursday, August 10**.

## Contact Information

For additional information, please contact Melanie Howe at [mhowe@flcities.com](mailto:mhowe@flcities.com) or 850.222.9684.





## Tentative Schedule

Following is a tentative schedule of conference events. Be sure to check our website for updates!

### WEDNESDAY, AUGUST 9, 2023

12:00 p.m. - 4:30 p.m.

**Registration Desk Open**

1:00 p.m. - 2:00 p.m.

**Florida League of Mayors Nominating Committee Meeting**

2:30 p.m. - 4:30 p.m.

**Florida League of Mayors Forum**

*Additional registration required through the Florida League of Mayors; contact [Rachel Embleton](#) for more details.*

4:45 p.m. - 5:45 p.m.

**Florida League of Mayors Business Meeting**

*For more information, contact [Rachel Embleton](#).*

6:00 p.m. - 7:00 p.m.

**Florida League of Mayors Reception**

*Additional registration required through the Florida League of Mayors; contact [Rachel Embleton](#) for more details.*

### THURSDAY, AUGUST 10, 2023

7:00 a.m. - 7:00 p.m.

**Registration Desk Open**

8:00 a.m. - 10:00 a.m.

**Florida League of Mayors Board of Directors Meeting**

8:00 a.m. - 12:00 p.m.

**Continuing Education in Ethics: Have You Completed Your Hours?**

Florida's municipal elected officers are required to take four hours of specific continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four-hour session includes two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of

public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this class is a good refresher.

*NOTE: Registration is limited to the first 175 people and will be on a first-come, first-served basis.*

10:00 a.m. - 7:30 p.m.

**Exhibit Hall Open**

1:00 p.m. - 2:00 p.m.

**Legislative Policy Committee Meetings**

- ▶ Finance, Taxation and Personnel
- ▶ Land Use and Economic Development
- ▶ Municipal Administration
- ▶ Transportation and Intergovernmental Relations
- ▶ Utilities, Natural Resources and Public Works

1:00 p.m. - 3:00 p.m.

**"Cities 101" Workshop**

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, the services they provide and governing challenges will be discussed. This course is a prequel to the popular Institute for Elected Municipal Officials (IEMO) but is not a substitute for the three-day IEMO class.

3:15 p.m. - 4:30 p.m.

**Workshops**

4:45 p.m. - 5:45 p.m.

**Resolutions Committee Meeting** *(if needed)*

5:15 p.m. - 6:00 p.m.

**Speed Networking**

Whether you've just arrived or spent the day in pre-conference workshops and committees: this event will be an energetic ending to the day! Come join your colleagues to meet new friends in a fast-paced, fun environment just before the President's Reception. League staff will also be available to



# Tentative Schedule

answer your conference questions. Please wear your badge and come ready to smile, meet, greet and kick off the League's biggest gathering of the year!

6:00 p.m. - 7:30 p.m.

**President's Welcome Reception in the Exhibit Hall**

## FRIDAY, AUGUST 11, 2023

7:00 a.m. - 8:30 a.m.

**Florida Black Caucus of Local Elected Officials Breakfast**

*Additional registration required through the [Florida Black Caucus of Local Elected Officials](#); contact [Caressa Andrews-Moye](#) for more details.*

7:30 a.m. - 9:00 a.m.

**Continental Breakfast in the Exhibit Hall**

7:30 a.m. - 1:15 p.m.

**Exhibit Hall Open**

7:30 a.m. - 5:00 p.m.

**Registration Desk Open**

8:15 a.m. - 9:15 a.m.

**Federal Action Strike Team Meeting**

9:15 a.m. - 10:30 a.m.

**Workshops**

10:45 a.m. - 12:15 p.m.

**Opening General Session**

*Featuring the presentation of the E. Harris Drew Award and a keynote presentation by **John Avlon** and **Margaret Hoover**.*

**John Avlon** is a senior political analyst and anchor at CNN. He is an award-winning columnist and the author of *Independent Nation*, *Wingnuts*, *Washington's Farewell*, and *Lincoln and the Fight for Peace*. **Margaret Hoover** is the host of PBS'



**JOHN AVLON**



**MARGARET HOOVER**

"Firing Line with Margaret Hoover," a public affairs, multi-platform program that engages in long-form interviews and a rigorous exchange of ideas with the guiding principle that civil discourse is a civic responsibility. A CNN contributor, she has served in the White House under President George W. Bush, in the Department of Homeland Security, on Capitol Hill and on two presidential campaigns. John and Margaret live in New York City with their two children.

They will discuss topics that include John's latest book, *Lincoln and*

*the Fight for Peace*, Margaret's work as host of "Firing Line" and **Disagreeing Agreeably: Tackling Today's Issues While Finding Common Ground**.

At a time when Americans feel more divided than ever before about politics, they will offer a much-needed example of how we can disagree agreeably.

12:15 p.m. - 1:15 p.m.

**Sidewalk Café in Exhibit Hall (Cash Sales)**

1:30 p.m. - 2:30 p.m.

**Workshops**

2:45 p.m. - 4:00 p.m.

**Workshops**



## Tentative Schedule

4:15 p.m. - 5:30 p.m.

### Workshops

6:00 p.m. - 7:00 p.m.

### Membership Networking Event

### Evening Open

## SATURDAY, AUGUST 12, 2023

7:30 a.m. - 8:30 a.m.

### Various Local/Regional League Breakfast Meetings

Contact your local League for more information.

*Note that an RSVP is required by August 1 in order to guarantee a seat at a breakfast.*

7:30 a.m. - 4:00 p.m.

### Registration Desk Open

8:30 a.m. - 4:00 p.m.

### Youth Council Program

See page 8 for details and registration information.

9:00 a.m. - 10:00 a.m.

### Annual Business Meeting

10:15 a.m. - 12:15 p.m.

### Second General Session

Featuring recognition of the Years of Service awards and an address by **National League of Cities President Victoria Woodards**.

Mayor **Victoria Woodards** of Tacoma, WA, serves as the President of the National League of Cities (NLC). She was elected Mayor in 2018.

Woodards has called the "City of Destiny" her home for almost her entire life. She is a proud graduate of Tacoma's Lincoln High School and has served as a soldier in the United States Army. Before becoming Mayor, she served for seven years as an at-large member of the City Council. During that



**VICTORIA WOODARDS**

time, she launched the city's Equity and Empowerment initiative, which led to the establishment of its Office of Equity and Human Rights. She also brought partner organizations together for then-President Barack Obama's My Brother's Keeper initiative and spearheaded the city's

Project PEACE initiative, which bridged community members with the Tacoma Police Department.

As Mayor, she continues to be a champion of these important issues while expanding her involvement in regional and national conversations on affordable housing, transportation, strengthening youth and families, public safety, growing local business and the creation of family wage jobs. She has also worked to more fully engage the city's youth in community decisions that impact them every day by expanding Student Government Day and establishing the city's first Youth Commission.

12:30 p.m. - 2:15 p.m.

### Past Presidents' Luncheon and Installation of New President

2:30 p.m. - 4:30 p.m.

### Workshop

6:15 p.m. - 11:00 p.m.

### Inaugural Celebration

Pack your best cocktail attire and join us for a night **On Broadway!** During dinner, you'll be treated to a sampling of hits from some of the Great White Way's biggest shows, including "Hamilton," "The Lion King" and "Wicked." After the show, enjoy drinks and dancing late into the night.





## Conference Housing Information

The **Signia by Hilton Orlando Bonnet Creek** will serve as the conference hotel. It is located at 14100 Bonnet Creek Resort Lane in Orlando. The hotel's phone is 407.597.3600. (**NOTE:** Reservations may be made via an FLC-provided code only. Please **do not** call the hotel to make reservations until you receive this code.) FLC has secured the reduced rate of **\$17.50** per day for self-parking and **\$36.00** per day for valet parking.

Visit the hotel's [website](#) for complete details about the facility.

### ROOM RESERVATIONS – IMPORTANT – PLEASE READ

In order to protect our room blocks for conference registrants, it is our policy that no one will receive housing information **until we have received your PAID registration**. Once your registration is paid, you will be sent housing information via email.

Please note that the reservation cutoff date at Signia is **July 18, 2023**, and the rate is **\$199/night**. It is important that you register for the conference early so you have plenty of time to make your reservations. **Availability is on a first-come, first-served basis.**

Remember that we are unable to guarantee reservations for anyone or the exact date on which the hotel block will sell out, **so please register early.**







# 2023 FLC ANNUAL CONFERENCE

## 2023 FLC Annual Conference Registration Form

AUGUST 10-12, 2023 • SIGNIA BY HILTON ORLANDO BONNET CREEK

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | 850.222.9684 | Fax 850.222.3806 | [mhowe@flcities.com](mailto:mhowe@flcities.com)

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757, or visit the League website, [flcities.com/annualconference](http://flcities.com/annualconference), to access online registration. **NOTE: Credit card payments may be made online only.**

### DELEGATE INFORMATION

Name: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
First M.I. Last

First Name or Nickname: \_\_\_\_\_  
As You Wish to Appear on Badge

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
City, County, Government or Company

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (for confirmations): \_\_\_\_\_  
Please provide the address of the person who should receive the confirmation.

First-Time Attendee? ☐ Yes ☐ No

### GUEST INFORMATION (PLEASE COMPLETE ONLY IF REGISTERING A GUEST FOR THE CONFERENCE.)

Guest's Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ First Name: \_\_\_\_\_  
As You Wish to Appear on Badge

#### REGISTRATION FEES

	NO.	FEE	TOTAL FEE
City/County/Government	____@	\$575.00*	\$ _____
Corporate	____@	\$675.00*	\$ _____
Guest	____@	\$175.00	\$ _____
Guest (13-18 years)	____@	\$20.00	\$ _____
Guest (3-12 years)	____@	\$15.00	\$ _____

#### OPTIONAL ACTIVITIES

	NO.	FEE	TOTAL FEE
<b>Saturday, August 12</b>			
Extra Luncheon Ticket	____@	\$50.00	\$ _____
Extra Inaugural Celebration Ticket	____@	\$60.00	\$ _____
<b>Total</b>			<b>\$ _____</b>

\*NOTE: Registration fees will increase to \$605 for government and \$705 for corporate for all registrations done on-site.

#### SPECIAL NEEDS

If you require special services or have special dietary needs, please attach a written description to your registration form.

#### REGISTRATION

Registration form must be accompanied by payment made payable to **Florida League of Cities**. Mail this form to: Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

Registration forms must be postmarked by **July 28, 2023**.

**Remember:** You will not receive housing information until we have received your **PAID** registration.

#### CANCELLATION POLICY

All cancellations received in writing via email to [mhowe@flcities.com](mailto:mhowe@flcities.com) and received by 5:00 p.m. **July 28, 2023**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after July 29 or for early departure from the conference.**





## 2023 FLC ANNUAL CONFERENCE

## 2023 Florida League of Cities Youth Council Program

SATURDAY, AUGUST 12, 2023 • 8:30 A.M. - 4:00 P.M.

We are pleased to invite youth councils from throughout the state to participate in the annual conference. Attendees will learn about issues facing municipalities across the country and have the opportunity to network with other Florida youth councils. Youth council coordinators will have a separate training session.

The registration fee for this program is **\$75** per person and includes lunch.

**NOTE:** Students **must** be members of an established municipal youth council in order to participate in this program.

**Please complete one form per youth council. The form may be duplicated if you are registering more than six people.**

Youth Council Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

Name: \_\_\_\_\_ ☐ Student ☐ Chaperone

**Registration Fee: \$75.00 per person if received by Friday, July 28, 2023.** This is the final deadline to register.

**Total Amount Enclosed: \$ \_\_\_\_\_**

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

**NOTE:** If you wish to pay with a Visa, Mastercard or American Express, please complete this form and email it to [erussell@flcities.com](mailto:erussell@flcities.com). You will be contacted directly for your card information.

Youth council registration cancellation must be sent via email to [erussell@flcities.com](mailto:erussell@flcities.com). All cancellations received in the FLC office by 5:00 p.m. **Friday, July 28, 2023**, will receive refunds. Refunds will be issued after the conference.

**For more information, please contact Eryn Russell at 850.222.9684.**





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: August 3, 2023

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

SUBJECT: Town Council to accept the resignation of Hannah Martinez from the position of Administrative Assistant, effective July 21, 2023.

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#### **BACKGROUND:**

Hannah Martinez came into work on the morning of Friday, July 21, 2023, and provided her resignation by email and left.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the resignation of Hannah Martinez, effective July 21, 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

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, JULY 20, 2023, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER  
EVEN WHEN WE DISAGREE.

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

### PRESENT

Mayor John Beasley  
Council President Kenny Sims  
Councilman Jared Wollitz  
Councilman Dallis Hunter

### ABSENT

Council Pro Tem Lee Pickett  
Councilman Joe Michaels

## PUBLIC HEARING

ITEM-1 Ordinance No. 2023-07 - Amending Chapter 62 Zoning and Land Development Regulations - Moving Division 7 to Chapter 14 Building and Building Regulations

Open Public Hearing

An Ordinance Amending Chapter 62 Zoning and Land Development Regulations: Moving Division 7, Building Permits and Inspections to Chapter 14 Building and

Building Regulations; and Providing for Severability; Repealer; and Providing for an Effective Date.

**Mayor Beasley**

Open Public Comments  
No public comment.

Close Public Hearing on Ordinance No. 2023-07, at 7:02 p.m.

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

**TOWN COUNCIL ACTION – ORDINANCE NO. 2023-07**

Town Council adopting of Ordinance No. 2023-07, on First Reading and set Public Hearing & Final Reading on September 7, 2023.

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

ITEM-2

Ordinance No. 2023-08 - Amending Chapter 62 Zoning and Land Development Regulations - Adding Chapter 46 Subdivision

Open Public Hearing

An Ordinance Amending Chapter 62 Zoning and Land Development Regulations: Adding Chapter 46 Subdivision; and Providing for Severability; Repealer; and Providing for an Effective Date.

**Mayor Beasley**

Open Public Comments  
No public comments.

Close Public Hearing on Ordinance No. 2023-08, at 7:03 p.m.

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

**TOWN COUNCIL ACTION – ORDINANCE NO. 2023-08**

Town Council adopting of Ordinance No. 2023-08, on First Reading and set Public Hearing & Final Reading on September 7, 2023.

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

MAYOR

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

**Arlie Johns, 37027 Michigan Street, Hilliard,** addresses the Town Council regarding the First Assembly of God Church property with a letter of questions regarding annexation into the Town. The Council ask to have this item placed on

the next agenda for the Town Attorney to review and be prepared to provide feedback regarding the questions that Paster Johns has asked.

**Timothy Fisk, 27146 West First Avenue, Hilliard,** addresses the Town Council with two public records requests regarding dates and times of private meetings held by Council President Sims. Then wishes Council Pro Tem Pickett the very Happiest of Birthdays!

## REGULAR MEETING

### ITEM-3 Additions/Deletions to Agenda

No additions to or deletions from the agenda.

### ITEM-4 Town Council to consider Ordinance No. 2023-10, Vacating a portion of West Sixth Street ROW for the Dayspring Commons Planned Unit Development. Adoption on First Reading and Set Public Hearing & Final Reading for August 17, 2023.

***Lisa Purvis, MMC – Town Clerk***

**Courtney Garver, Rogers Towers** is present by TEAMS to represent her client Mr. Doug Adkins. Mrs. Garver explains that Mr. Adkins changed the ownership of the Dayspring Commons property into another LLC and that she will be preparing all the necessary documents to be submitted prior to Public Hearing. The final application for vacating the ROW will also be paid prior to the Public Hearing.

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

### ITEM-5 Town Council to consider Ordinance No. 2023-09, Amending the Town's Business Tax Rate Schedule in accordance with FS 205.0535(4), by increasing the rate of each classification by no greater than five percent. Adopting on First Reading and Set Public Hearing & Final Reading for August 17, 2023.

***Lisa Purvis, MMC – Town Clerk***

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

### ITEM-6 Town Council consideration to adopt Resolution No. 2023-14, amending Water & Sewer Charges & Fees by adding a deposits fee for subdivisions & landlords and addition subdivisions water tap-in fees.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-7 Town Council to accept the Town Clerk's recommendation that Administrative Assistant Hannah Martinez's successful completion of her 90 Day Action Plan that began on April 12, 2023, because of Town Council action taken at the April 6, 2023, meeting.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-8 Town Council to accept the resignation of Tiffany Bowden from the position of Deputy Town Clerk, effective July 11, 2023.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-9 Town Council to set a Workshop for Thursday, August 3, 2023, at 6:00 p.m. to discuss the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing for the 2023-2024, fiscal year.

***Lisa Purvis, MMC – Town Clerk***

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

- ITEM-10 Town Council to discuss video recording of Workshops.

***John P. Beasley – Mayor***

Motion to table this item to the next agenda so that a decision can be made.

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

- ITEM-11 Town Council to set a Workshop to discuss the Wastewater and Drinking Water Asset Management Plans.

***Richie Rowe – Public Works Director***

Motion to set a workshop for Thursday, August 17, 2023, at 6:00 p.m.

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

- ITEM-12 Town Council approval of the Minutes from the July 6, 2023, Regular Meeting.

***Lisa Purvis, MMC - Town Clerk***



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

## ADDITIONAL COMMENTS

### PUBLIC

**Timothy Fisk, 27146 West First Avenue, Hilliard,** addresses the Town Council and advises that he really likes the new golf cart signs and asks who policies illegal golf carts.

### MAYOR & TOWN COUNCIL

**Councilman Hunter,** states that he has been in contact with Nassau County Emergency Management and has started the process for potential additional grant funds for the Hurricane Shelter.

### ADMINISTRATIVE STAFF

#### PRESENT

Public Works Director, Richie Rowe  
Assistant Public Works Director, Cory Hobbs

#### ABSENT

Parks & Recreation Director, Gabe Whittenburg – (Coaching Flag Football game)

**Town Clerk, Lisa Purvis,** states that she also has been in contact with Nassau County Emergency Management regarding additional grant funding for the Hurricane Shelter.

### TOWN ATTORNEY

No comment.

## ADJOURNMENT

Motion made to adjourn at 7:40 p.m.

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

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

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Kenneth A. Sims, Sr.  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

**LAMPE, ROY & ASSOCIATES, INC.**

APPRAISERS - CONSULTANTS

1912 Hamilton Street, Suite 204  
Jacksonville, Florida 32210  
(904) 388-7020  
FAX (904) 388-9298

July 14, 2022

Lisa Purvis, MMC  
Town Clerk  
The Town of Hilliard  
15859 County Road 108  
Hilliard, FL 32046  
[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)

**Our File No. 5142**

Appraisal Review of the Appraisal by Moody Williams Appraisal Group,  
LLC on the Residential Property Lying on 34.03 Acres of Land at 371232  
Eastwood Road in Hilliard, Nassau County, Florida

AMOUNT DUE: \$2,200

JRL

*Payment is appreciated upon receipt. Balances which remain unpaid for  
thirty days will accrue late fees at the rate of 1.5% per month.*