

# 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

# HILLIARD PLANNING AND ZONING BOARD MEETING

## BOARD MEMBERS

Harold "Skip" Frey, Chair  
Wendy Prather, Vice Chair  
Charles A. Reed, Board Member  
Josetta Lawson, Board Member  
Kevin Webb, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Mary Norberg

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## AGENDA

**TUESDAY, SEPTEMBER 12, 2023, 6:00 PM**

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### CALL TO ORDER

### PRAYER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### WORKSHOP

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

**ITEM-2** Town Council and Planning and Zoning Board to discuss and review Pre-Application for the Vacation of Right of Way for Block 159 Alley.  
Application No. 20230731 Block 159 Alley, Property Owner – Sylvester Helhoski  
Parcel ID No. 08-3N-24-2380-0159-0010.  
***Lee Anne Wollitz – Land Use Administrator***

### ADDITIONAL COMMENTS

### ADJOURNMENT

### 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.

### 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.

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# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Joint Workshop, Town Council and Planning and Zoning Board Meeting Date: Sept. 12, 2023

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

SUBJECT: Town Council and Planning and Zoning Board to discuss and review Pre-Application for the Vacation of Right of Way for Block 159 Alley. Application No. 20230731 Block 159 Alley, Property Owner – Sylvester Helhoski Parcel ID No. 08-3N-24-2380-0159-0010.

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**BACKGROUND:**

In July 2023, the owner of the Dwelling unit located at 27455 W 2<sup>nd</sup> Ave., filed a Pre-application for Vacation of Right of Way for the Town Alley located within block 159.

The Alley is 25 feet wide and 300 feet long.

The applicant’s dwelling unit as well as an accessory structure are encroaching into the Alley. The fence of the applicant extends through the alley and on to private property.

The applicant has a desire to correct the encroachment of the structures with the Town’s vacation of the alley and then relocate the fence to the correct its encroachment.

The applicant owns property of both sides of the Alley. With parcel IDs 08-3N-24-2380-0159-0010 and 08-3N-24-2380-0159-0230.

All property owners on the block were notified by the applicant via the required letter. There is a list of property owners in the agenda packet.

Research that included the Land Use Administrator and Code Enforcement resulted in finding several encroachments and nonconformities. There is a list and photos in the agenda packet.

Research by the Public Works Department found no public utilities within the alley. Public Utility lines serving this block run: sewer lines run on W. 1<sup>st</sup> Ave and W. 2<sup>nd</sup> Ave., water lines run on W. 1<sup>st</sup> Ave, W. 2<sup>nd</sup> Ave. and Missouri Street.

All property owners for the block were invited via letter mailed from Town Hall to attend this workshop as well as the Planning and Zoning meeting on September 12<sup>th</sup> and the Town Council Meeting on September 21<sup>st</sup> where this item will be discussed.

**FINANCIAL IMPACT:**

None. All cost will be paid by the Applicant.

**RECOMMENDATION:**

The Town Council and the Planning and Zoning Board discuss and hear public feedback on the Pre-application for Vacation of Right of Way for the vacation of Block 159 alley.



# Town of Hilliard

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

**FOR OFFICE USE ONLY**

File # 20230731

Application Fee: \$200

Filing Date: 7/31/23 Acceptance Date: \_\_\_\_\_

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

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: \_\_\_\_\_
2. Legal Description: Block 159 of Hilliard township mid Alley
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-30-24-2380-0159-0010  
08-30-24-2380-0159-0230
4. Acreage of closure, abandonment, or vacation: 25 x 125

### B. APPLICANT

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

2. Name of Applicant(s) or Contact Person(s): Sylvester V Melhoski Sr Title: \_\_\_\_\_

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

Mailing address: 27455 W 2nd Ave

City: Hilliard State: FL ZIP: 32046

Telephone: (904) 945-0040 FAX: ( ) e-mail: ANNE.1369@AOL.COM

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

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

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

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

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

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

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

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

1. Reason for Request: own both sides of alley  
and would like to fence all

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

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

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

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

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

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

close portion that touches my property

4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. not that we are aware of

5. What is the Purpose of the Easement?

Drainage

Utility

All Utilities

Others – please specify unknown by applicant

6. What are the dimensions of the Easement? 25 x 300

7. Is there an existing encroachment? yes, garage + fence

Building

Pool

Other

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

yes, garage

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

no

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

- 1. Legal description
- 2. List of property owners by name and address who own property abutting the street, alley, easement, or right-of-way, or portion thereof, to be abandoned, closed, or vacated.
- 3. List of abutting property owners (with addresses).
- 4. Acknowledgement Letter(s) from each abutting property owner.
- 5. Location Map clearly identifying the location of the proposed closure. ([nassauflpa.com](http://nassauflpa.com))

E. FEES

- a. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
- b. The Cost of postage and outside consultants are in addition to the application fee.
- c. The applicant is responsible for paying a **\$1,000.00 deposit** at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity plus 10%. The invoice shall be paid in full prior to any action of any kind on the development application.

**All attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

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

Sylvester V. Helhoski SR  
Signature of Applicant

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

Sylvester V. Helhoski SR  
Typed or printed name and title of applicant

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

7/31/23  
Date

\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 31<sup>st</sup> day of July, 2023.

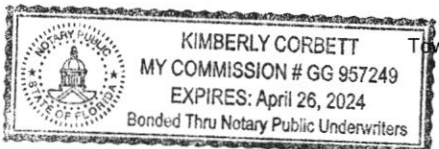
by Sylvester Helhoski, who is/are personally known to me, or who has/have produced

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



Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023  
Name: CCRC Woodlands LTD  
Address: 5287 New Kings Road  
Jax FL 32209  
RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE  
Block 159 Alleyway

Dear Mr/Ms CCRC Woodlands

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

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

Sylvester V Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely, Sylvester Helhoski Sr.

self addressed stamped envelope included

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

(Sign): [Signature]

(Print Name): JOHN T. GASSIOP, JR.

Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023

Name: Jimmy + Christina Fratlick III

Address: 27434 W 2nd Avenue.

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms Jimmy + Christina Fratlick III

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

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

Sylvester V Helhoski Sr. 27455 W 2nd Ave Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely, Sylvester Helhoski Sr.

self addressed stamped envelope enclosed.

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

(Sign): Christina Fratlick III

(Print Name): Christina + Jimmy Fratlick



Abutting Property Owner Acknowledgement Template

DATE: 6-13-2023

Name: Jessie C Rhoden

Address: 27417 W. 2<sup>nd</sup> Ave  
Hilliard FL 32046

RE: NOTICE TO ABUTTING OWNER OF REQUEST TO CLOSE

Block 159 Alleyway

Dear Mr/Ms Jessie Rhoden

The Town of Hilliard is processing a request to close a right-of-way commonly known as Block 159 abutting your property. I am seeking your written approval of this closure request so I may provide confirmation to the Town. I intend to use the closed property for fencing my property

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

Sylvester Helhoski Sr. 27455 W 2<sup>nd</sup> Ave - Hilliard FL 32046

If you wish to speak with someone from the Town of Hilliard concerning this closure request, you may call the 8453555 at M-F 9-5 and ask for Lee Anne Wulitz.

Your prompt response is greatly appreciated.

Sincerely, Sylvester Helhoski Sr.

self addressed stamped envelope enclosed

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

(Sign): Mrs. Jessie C. Rhoden

(Print Name): Mrs. Jessie C. Rhoden

June 15, 23

Dear Mr Holhostki

In response to your request I received in the mail today . . .

In a few days I will be seeing my personal attorney. This request will be mentioned at our meeting.

I will respond after considering the attorney's advice and my decisions

Thank you  
Sarah Perry -

copy

July 7, 2023

Item ITEM-2

To; Sylvester Helhoski

From Sarah Perry

Date. July 7, 2023

cc Leeann Wallitz - Town of Willard,

~~Copy Sent to  
City Hall~~

Be let known and understood

I will not consent to MR Helhoski's request of 6-13-23 to close a right-of-way commonly known as Block 159 abutting my property (He wants it for fencing his property)

This request is denied and I hope no other communication concerning this issue will be necessary

Thank you.

Sarah Perry

July 7, 2023

P.S. I will not agree to close of this section Block 159 for any reason

sent 1<sup>st</sup> request  
no reply received

6/1

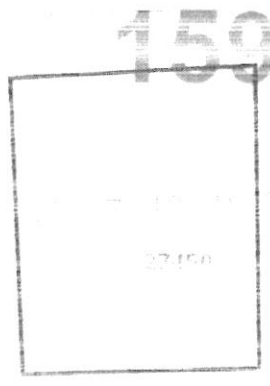
sent 2<sup>nd</sup> request 7/31/23

Goodwin



MISSOURI ST

OHIO ST



1 Results

- GIS Report
- Address Details
- Find Adjoining Parcels
- TRIM Notice
- Elevations Certificate

Parcel ID:

08-3N-24-2380-0159-0160  
(../NassauDetails/ParcelSearchResults.html?PIN=08-3N-24-2380-0159-0160)

Calculated Acreage:

0.29

Deed Acreage:

0

Property Use

STORES, 1

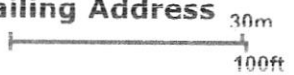
Ownership Information

Name

GOODWIN KATHERINE R &

Mailing Address

GOODWIN HAROLD A (W&H)  
87626 ROSES BLUFF ROAD



YU'KEE 32097

Block 159 Owners list 08/2023

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 32046

Physical address- 27417 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0130

Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

**TOWN OF HILLIARD**  
*A Florida Municipality*

August 18, 2023

RE: Pre-Application to Close, Abandon, or Vacate  
Street, Alley, Easement, or Right of Way  
Within Block 159 – 25’ x 300’ Alley

Dear Property Owner:

A pre-application has been filed to vacate the Town owned Alley within Block 159 of the Town of Hilliard. Block 159, is located between the following streets:

West First Avenue, Ohio Street, West Second Avenue, and Missouri Street.

All property owners owning lots within for Block 159 will receive this notification.

The Town Council and Planning & Zoning Board will be hosting a series of meetings to discuss the pre-application.

All meetings will be held at the Hilliard Town Hall located at:

Town of Hilliard – Town Council Chambers  
15859 West County Road 108  
Hilliard, Florida 32046

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, September 12, 2023, at 6:00 p.m.  
Planning & Zoning Board Meeting - Tuesday, September 12, 2023, at 7:00 p.m.  
Town Council Meeting – Thursday, September 21, 2023, at 7:00 p.m.

If the Town approves moving forward with the process to vacate the alley within Block 159, you will be notified by letter of the additional meetings, dates and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz  
Land Use Administrator

Block 159- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0159-0010

Name: Sylvester Helhoski Sr.

Mailing address 27455 W. Second Ave. Hilliard FL 32046

Physical address 27455 W. Second Ave. Hilliard FL 32046

1. Mobile Home in R-2 District
2. Mobile Home encroachment onto Alley
3. Garage encroachment onto Alley
4. Fence encroachment onto Alley
5. Does not meet side yard setbacks.
6. Does not meet back yard setbacks.

Parcel ID # 08-3N-24-2380-0159-0060

Name: Jimmy and Christina Fralick

Mailing address- 27434 W. Second Ave. Hilliard FL 32046

Physical address- 27437 W. Second Ave. Hilliard FL 32046

1. 75-foot-wide lot in R-2 district
2. Does not meet front yard setback.
3. Does not meet side yard setback.
4. Does not meet Back yard setback.
5. Exceeds 30% coverage
6. Fence encroachment onto alley.

Parcel ID # 08-3N-24-2380-0159-0090

Name: Jessie Rhoden

Mailing address- 27417 W. Second Ave Hilliard FL 30246

Physical address- 27417 W. Second Ave. Hilliard FL 32046

1. Does not meet corner lot side setback.



Parcel ID # 08-3N-24-2380-0159-0230

Name: Sylvester Helhoski Sr.

Mailing address- PO Box 1026 Hilliard FL 30246

Physical address- 0 W. First Ave. Hilliard FL 32046

1. 50 foot wide, Vacant, no issues

Parcel ID # 08-3N-24-2380-0159-0200

Name: CCRC Woodlands LTD

Mailing address- 5287 New Kings Road Jacksonville FL 32209

Physical address- 27464 W. First Ave. Hilliard FL 32046

1. 75-foot-wide lot, Vacant, Approved Variance for Dwelling Unit

Parcel ID # 08-3N-24-2380-0159-0160

Name: Katherine Goodin

Mailing address- 87626 Roses Bluff Road Yulee FL 32097

Physical address- 27450 W. First Ave. Hilliard FL 32046

1. Does not meet Side Setback, Zoned C-N

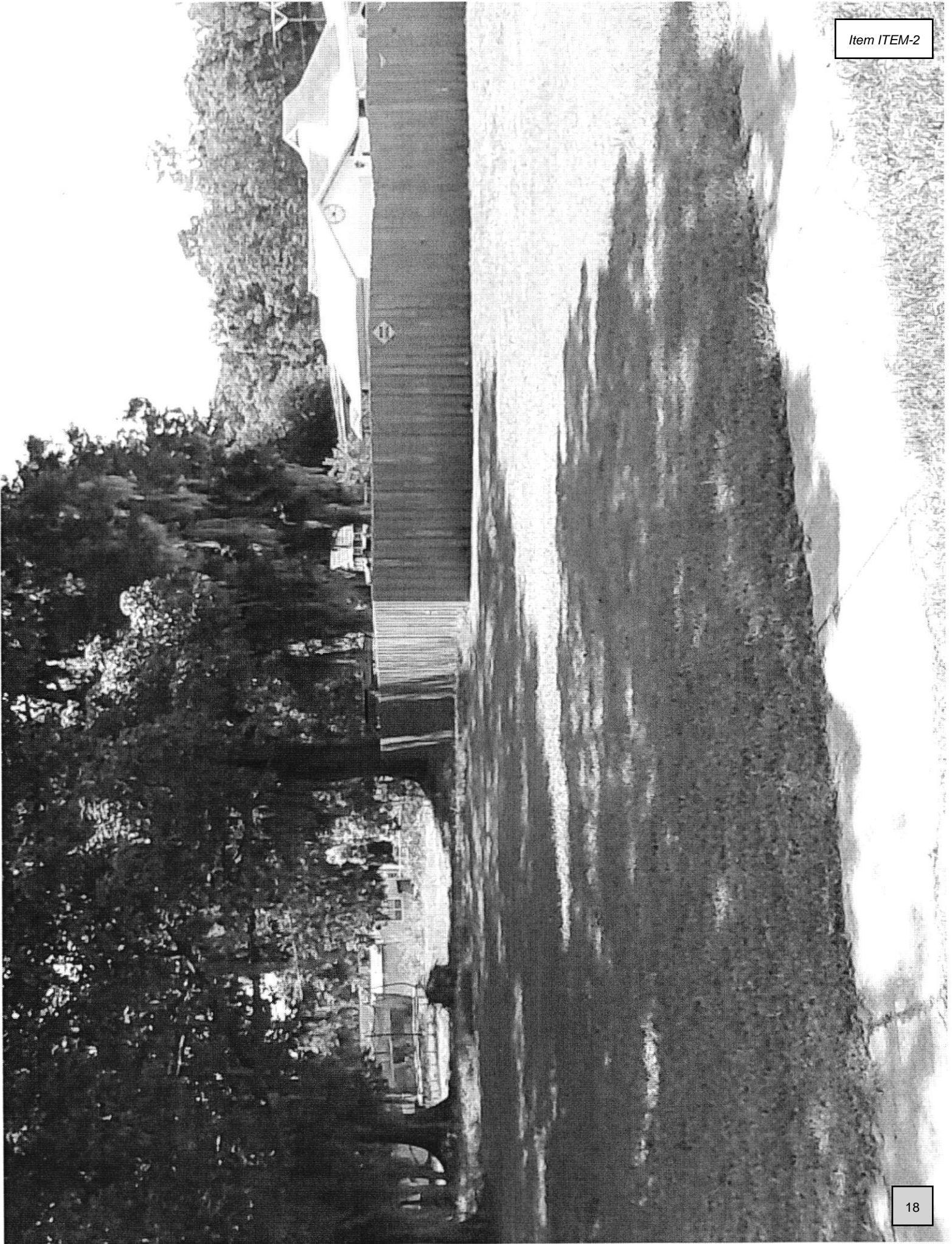
Parcel ID # 08-3N-24-2380-0159-0130

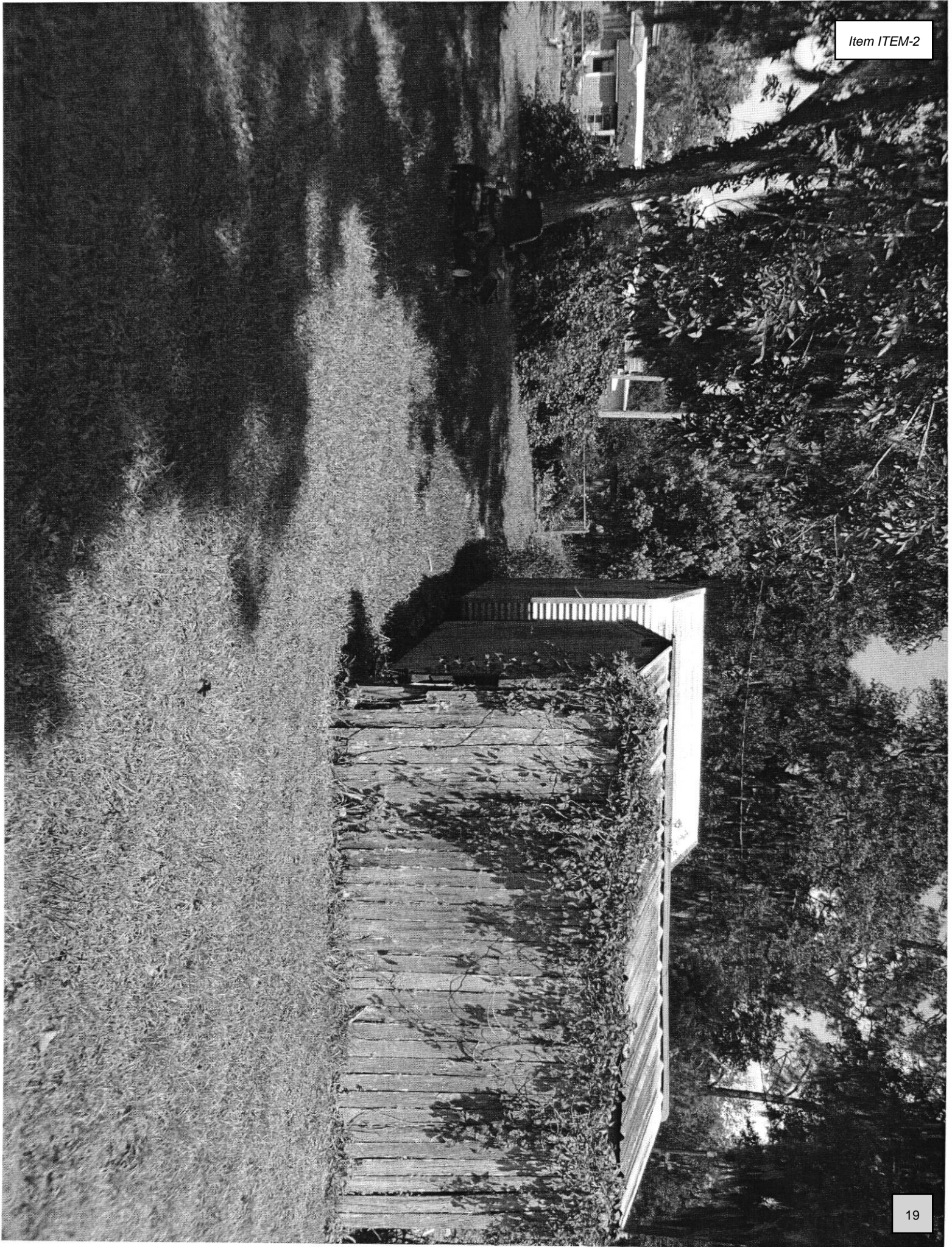
Name: Sarah Perry

Mailing address- 27406 Missouri Street Hilliard FL 32046

Physical address- 27420 W. First Ave. Hilliard FL 32046

1. Does not meet back setback
2. 75-foot-wide lot in R-2 District
3. Mobile home in R-2 District
4. Shed encroachment into Alley.







Lot 159- Proposed Lot Lines

