

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, DECEMBER 07, 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

PUBLIC HEARING

ITEM-1

Ordinance No. 2023-14 - Repealing and Replacing Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code

An Ordinance Repealing and Replacing Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2023-14

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-14, on Second and Final Reading.

ITEM-2

Resolution No. 2023-22 - Adopting the Public Lands Inventory

For Property to which the Town Holds a Fee Simple Title that is Appropriate for use as Affordable Housing

Mayor Beasley

Open Public Hearing
Call for Public Comments
Close Public Hearing on Resolution No. 2023-22

TOWN COUNCIL ACTION

Town Council to adopt Resolution No 2023-22, on First and Final Reading.

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

ITEM-4 Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.
Lisa Purvis, MMC – Town Clerk

ITEM-5 Town Council Approval of the Capital Purchase for the Wastewater Treatment Plant of Two GLS Samplers with 2.5 – Gallon Polypropylene Bottle from Instrument Specialties for a total cost of \$8,864.00.
Jody Wildes – Lead Wastewater Operator

ITEM-6 Town Council Approval of the Capital Purchase of a Maverick HD 48” Kawasaki FX691 22HP Zero Turn Lawn Mower for a total cost of \$7,182.00.
Cory Hobbs – Assistant Public Works Director

ITEM-7 Town Council Approval of the Capital Purchase of a Wastewater Treatment Plant Operator Interface Upgrade from Fluidyne Corporation and the Installation by Energy Engineering Systems, LLC, for a total cost of \$8,267.00.
Jody Wildes – Lead Wastewater Operator

ITEM-8 Town Council Approval of the Capital Purchase of a U-View Ultra, 200’ System, complete with On-Screen Data Footage and Level Eye Self-Leveling Color Camera, included Tracker II Inline System with Receiver for Jet Rig, for a total cost of \$9,665.00.
Cory Hobbs – Assistant Public Works Director

ITEM-9 Town Council Approval of Position Process for Calen Burnette’s Transition from Introductory/Probationary Status to Regular Full-Time.
Lisa Purvis, MMC – Town Clerk

ITEM-10 Town Council Approval of Position Process for Loree Whiddon’s Transition from Temporary Part-Time Status to Regular Part-Time.
Gabe Whittenburg – Parks & Recreation Director

ITEM-11 Town Council Approval of the Public Works Director’s Recommendation to hire Phillip Bouchillon for the Position of Public Works Technician with a Starting Date of December 11, 2023, at \$16.23 per hour.
Joel Hall P.E. – Public Works Director

- ITEM-12** Town Council to Discuss Employee Position Description Changes and the Approvals Needed in Order to Make Changes.
John P. Beasley – Mayor
- ITEM-13** Town Council Approval of Workshop Minutes beginning July 11, 2023, through September 25, 2023.
Lisa Purvis, MMC - Town Clerk
- ITEM-14** Town Council Approval of the Minutes for the November 16, 2023, Public Hearing & Regular Meeting.
Lisa Purvis, MMC - Town Clerk
- ITEM-15** Town Council Approval of Moody Williams Appraisal Group, Payable through November 16, 2023, Project Name: Florida Department of Transportation Land North in the Amount of \$600.00.
FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$464,000.00
- ITEM-16** Town Council Approval of Moody Williams Appraisal Group, Payable through November 14, 2023, Project Name: Florida Department of Transportation Land North in the Amount of \$1,500.00.
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.

Live & recorded videos can be access at 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
11.New Year's Day

Monday, January 1, 2024
Tuesday, January 2, 2024



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Adopting Ordinance No. 2023-14, Repealing and Replacing Chapter 62 Zoning and Land Development Regulations of the Hilliard Town Code.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to Adopt Ordinance No. 2023-14, on Second and Final Reading.

ORDINANCE NO. 2023-14

AN ORDINANCE REPEALING AND REPLACING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard adopted amendment to the Town of Hilliard's Comprehensive Plan in 2021; and

WHEREAS, Chapter 163.3202, Florida Statutes requires to amend Land Development Regulations that are consistent with and implement the adopted Comprehensive Plan; and

WHEREAS, the Town Council has found it desirable and necessary to update the Land Development Regulations; and

WHEREAS, the Town of Hilliard has the authority to amend its Land Development Regulations; and

WHEREAS, the Town's Planning and Zoning Board and the Town Council have exhaustively studied the changes set forth at numerous public meetings over the past year; and

WHEREAS, a duly noticed public hearing on this Ordinance was held before the Planning and Zoning Board on the 10th day of October, 2023; and

WHEREAS, the amendments set forth herein are found to be consistent with the Town of Hilliard's Comprehensive Plan; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA that Chapter 62, Zoning and Land Development Regulations, shall be repealed and replaced by creating Part III – Land Development Regulations with the Hilliard Town Code:

SECTION 1. It is the intention of the Town Council that the provisions of this Ordinance shall be and made part of the Code of Ordinances of Town of Hilliard, Florida, and that the Sections and paragraphs of this Ordinance may be renumbered or re-lettered in order to accomplish such intentions.

SECTION 2. The Town Council hereby authorizes the Town Attorney or his designee to make any and all revisions necessary to codify this Ordinance, including repagination or renumeration of Articles or Sections. Changes necessary to correct scriveners' errors or cross-reference inaccuracies are hereby authorized to be made by the Town Attorney or his designee.

SECTION 3. Repealer. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. Severability. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 5. Effective date. This ordinance shall become effective upon passage.

ADOPTED this _____ day of _____, 2023, by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	September 20, 2023
Planning & Zoning Board Public Hearing:	October 10, 2023
Town Council First Publication:	September 20, 2023
Town Council First Public Hearing:	October 19, 2023
Town Council Second Publication:	November 1, 2023
Town Council Second Public Hearing:	December 7, 2023

Chapter 62 - ZONING AND LAND DEVELOPMENT REGULATIONS

ARTICLE I. - IN GENERAL

Sec. 62-1. - Definitions.

For the purpose of this chapter, certain words and terms used herein shall be interpreted to have meanings as defined below. The word "used" or "occupied" include the word "intended," "designed," or "arranged" to be used or occupied. The word "lot" includes the word "plot" or "parcel." The word "structure" includes the word "building" as well as other things constructed or erected on the ground, attached to something having location on the ground, or requiring construction or erection on the ground. The word "land" includes the word "marsh," "water," or "swamp." The word "map" shall mean the "Zoning Map of the Town of Hilliard, Florida."

Accessory use or structure means a use or structure of a nature customarily incidental and subordinate to the principal use or structure, and unless otherwise provided, on the same premises.

Accessory Dwelling Unit (ADU) means living quarters in a building separate from and in addition to the primary residential structure on a lot. The primary structure must be homesteaded. The ADU cannot be sold separately from the primary structure and the lot shall not be subdivided to separate the ADU from the principal structure. The floor area shall be no less than 375 square feet and no greater than 40 percent of the primary structure's gross floor area or 1000 square feet, whichever is less. Minimum lot size is 10,000 s.f. and the maximum lot coverage for all buildings may not exceed 30%. The ADU must meet the setbacks for accessory structures.

Alley means a public or private way which affords only a secondary means of access to property abutting thereon.

Alter or alteration means any change in size, shape, occupancy, character or use of a building or structure.

Auditorium means a room, hall, building, or part of a building used for public gatherings.

Buildable area means the portion of a lot remaining after required yards, parking, and landscaping areas have been provided. Buildings may be placed in any part of the buildable area, but limitations on percent of the lot which may be covered by buildings may require open space within the buildable area.

Building means a structure designed for shelter, storage, trade, manufacturing, religion, business, education and the like, having a roof and walls impervious to weather, and shall be subject to this Code.

Building enclosed means a building separated on all sides from adjacent open space, or from other buildings or other structures, by a permanent roof and by exterior walls or party walls which are pierced only by windows and normal entrance or exit doors.

Carport means an accessory structure or portion of a principal structure, consisting of a roof and supporting members such as columns or beams, unenclosed from the ground to the roof on at least two sides, and designed or used for the storage of motor driven vehicles owned and used by the occupants of the building to which it is accessory.

Centerline of street means the line surveyed and monumented by the town or the state department of transportation. If a centerline has not been surveyed and monumented, it shall be that line running midway between the outside curbs or ditches of the street.

Church means a building or structure, the sole design and use of which is for religious worship and the religious program of such church.

Community residential home means a dwelling unit as defined and required by F.S. § 419.001.

Lot Coverage of buildings means that percentage of lot area that is or may be covered or occupied by buildings.

Day Care/Child Care Centers facilities that provide care to six or more children and licensed by the State of Florida to provide those services.

Density means the number of residential dwelling units permitted per acre of land, excluding land for street rights-of-way and drainage ditches.

Developable land means all of a parcel of land except:

- (1) Lands lying within proposed public rights-of-way;
- (2) Marshlands, swamps, floodplains or other environmentally sensitive lands where local, state or federal regulations otherwise prohibit development; and
- (3) Bodies of water such as ponds, lakes and reservoirs, either natural or manmade.

Dwelling means any building, or part thereof, occupied in whole or in part as the residence or living quarters of one or more persons.

Dwelling, multiple-family, means a building containing three or more dwelling units.

Dwelling, single-family, means a building containing not more than one dwelling unit designed for residential use

Dwelling, two-family, means a building containing two dwelling units.

Dwelling unit means a room or rooms connected together, constituting a separate, independent housekeeping establishment in the same structure, and containing sleeping facilities and one kitchen.

Easement means a grant from a property owner for the use of land for a specific purpose by the general public, by a corporation, or by a certain person.

Erected means and includes built, constructed, reconstructed, moved upon, or any physical operation on the premises required for building. Excavations, fill, drainage, demolition of an existing structure, and the like shall be considered part of erection.

Floor area means, the sum of the gross horizontal areas of the several floors of a building measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings.

Garage, means an accessory structure designed or used for inside parking of private passenger vehicles by the occupants of the main building. A private garage attached to or a part of the main structure is to

be considered part of the main building. An unattached private garage is to be considered as an accessory building.

Height of a building means the vertical distance from the established grade at the center of the front of a building to the highest point of the roof or parapet.

Hospital means a building or group of buildings licensed as a hospital under the laws of the state of Florida.

Hotel, motel, means a building or a group of buildings in which sleeping accommodations rental to transients with daily or weekly charge.

Loading space, off-street, means an on-the-property space, conveniently located for pickups or deliveries. Such space shall measure not less than 12 feet by 25 feet excluding surfaced area necessary for access and maneuvering.

Lot means a parcel of land. Such lot shall have frontage on a public or private street.

Lot frontage means the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage.

Lot depth means the distance between the front and rear property lines.

Lot width means the distance between the side lot lines .

Lot of record means aA lot or parcel which has been so recorded on or before December 29, 1987.

Mobile home or manufactured home means a single-family dwelling unit that is constructed in its own permanent chassis according to the U.S. Department of Housing and Urban Development's Manufactured Home Construction and Safety Standards, with all the following characteristics: (a) designed for long term occupancy and containing sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities, with plumbing and electrical connections provided for attachment to outside systems; (b) designed for transportation after fabrication on streets or highways on its own wheels; and (c) arriving at the site where it is to be occupied as a dwelling complete, including major appliances and furniture, and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations, connection to utilities and the like. A travel trailer is not to be considered a mobile home.

Nuisance is an act or omission that infringes or threatens the health, morals, safety, comfort, convenience, general welfare or property values of or within the town.

Nursing home means a facility licensed under the laws of the state of Florida as nursing homes.

Professional or business Office, means an office for such operations as real estate agencies, advertising agencies, insurance agencies, travel agencies, title companies, management consultants, stockbrokers, architects, engineers, attorneys, accountants, doctors, lawyers, dentists, veterinarians, psychiatrists, psychologists, and etc.

Open space means a parcel of land or an area of water, or a combination of land and water, within a site which shall include common recreation areas, woodland areas, parks, playgrounds, golf courses, tennis courts, nature trails, lakes and swimming pools, camping facilities and other similar open space, exclusive of streets, roads and parking areas.

Pet, household, means any domestic animal normally owned or kept as a pet, including cats, dogs, rabbits, raccoons, parrots, and pigeons.

Private street or road. A private street or road shall have a minimum width of 60 feet approved by the Town Council.

Recreational vehicle means a vehicular portable structure built on a chassis with its own wheels, either self-propelled or towed by another vehicle, designed to be used as a temporary dwelling for travel, vacation, camping or recreational purposes, and including travel trailers, camping trailers, pickup campers, converted buses, motor homes, tent trailers, pop-up trailers, boats and boat trailers and similar devices.

Restaurant means an establishment where food is ordered from a menu, prepared, and served for pay primarily for on site or off site consumption.

Service station means an establishment for the dispensing at retail of gasoline and the service of automobile and sale of automobile accessories.

Use of land means the use of land, water surface, and land under water to the extent covered by zoning districts, and over which the town has jurisdiction.

Used car lot means a lot or group of contiguous lots used for the storage, display and sale of used automobiles and where no repair work is done except the necessary reconditioning of the cars to be displayed and sold on the premises.

Yard means a required open space other than a court unoccupied and unobstructed by any structures or portion of a structure from 30 inches above the general ground level of the graded lot upward; provided, however, that fences, walls, poles, posts, and other customary yard accessories, ornaments, and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, front, means a yard from the front lot line of a lot adjoining a public or private street to the structure.

Front yards shall be provided on all frontages of through lots. Corner lots must have a front yard of the required depth shall be provided on one frontage and a depth of 15 feet or one-half of the average adjacent front yard, whichever is greater. Corner lots have 2 side yards.

Yard, side, means a yard extending side property line to the structure . In the case of through lots,

Yard, rear, means a yard extending from the rear lot line to the structure of the lot between inner side yard lines

Sec. 62-2. - Scope and compliance.

The provisions of this chapter shall apply to all land, buildings, structures and to the uses within the jurisdiction of the town. No land, building or structure shall be moved, added to or enlarged, altered or maintained, except in conformity with the provisions of this chapter. All buildings or structures hereafter erected, reconstructed, altered, enlarged or moved in the town shall be in conformity with the provisions of this chapter.

Sec. 62-3. - Purpose and policy.

(a) The purpose of this chapter is to promote, protect, and improve in accordance with the comprehensive plan and with present and future needs, the public health, safety, comfort, good order, appearance, convenience, morals and general welfare of the town; to conserve the value of land, buildings and resources; and to protect the character and maintain the stability of residential, agriculture, business and industrial areas and promote the orderly development of such areas.

(b) The districts and regulations contained herein are designed to provide orderly growth; to decrease the traffic congestion on public streets and highways; to provide adequate light and air; to promote civic amenities of beauty and visual interest; and to regulate density of population and thus prevent the overcrowding of land in order to facilitate the provision for adequate community service and facilities such as water, sewerage, schools, and parks; and to help accomplish the goals and objectives of the comprehensive plan.

Sec. 62-4. - Interpretation.

In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the public health, safety, morals and general welfare of the town.

Sec. 62-5. - Conflict with other legal documents.

It is not intended by this chapter to interfere with or abrogate or annul any easements, covenants or other agreements between parties; provided, however, that where this chapter imposes a greater restriction upon the use of buildings or premises or upon the height of buildings, or requires larger open space than are imposed or required by other ordinances, rules, regulations, or by easements, covenants or agreements, the strictest provisions shall govern.

Sec. 62-6. - Remedies.

The violation of any of the codes, regulations, restrictions and limitations promulgated under the provisions of this chapter may be restricted by injunction, including a mandatory injunction, and otherwise abated in any manner provided by law, and such suit or action may be instituted and maintained by the town council, or by any person or other group or body affected by the violation of any such regulation, restriction or limitation.

Sec. 62-7. - Penalties.

Violations of this chapter are punishable as provided in section 1-7.

Sec. 62-8. - Liability.

The granting of approval of any structure or use shall not constitute representation, guarantee or warranty of any kind or nature by the town or the town planning and zoning board by any officer or employee thereof of the practicality or safety of any structure or use proposed and shall create no liability upon or cause action against such public body, officer, or employee for any damage that may result thereto.

ARTICLE II. - ADMINISTRATION AND ENFORCEMENT

DIVISION 1. - GENERALLY

Sec. 62-32. - Appointed officials and employees.

It shall be within the powers of the town council to contract a land use administrator and appoint such other town employees as the council may deem necessary in order to enforce and administer the provisions of this chapter and any order or resolution made under authority thereof.

Sec. 62-33. - Powers and duties of the land use administrator's office.

The land use administrator shall administer and enforce the provisions of this chapter. The duties of the land use administrator are to:

- (1) Provide for the processing of all applications for rezoning, comprehensive plan amendments, variances, and Special Exceptions.
- (2) Keep records of applications, complaints filed, and notices or orders issued related to this chapter.
- (3) Record changes in zoning district and Future Land Use Map boundaries.
- (4) Assist applicants in understanding the provisions of this chapter.
- (5) Suggest to the planning and zoning board and the town council modifications to the Land Development Regulations and the Comprehensive Plan.
- (6) Conduct the necessary inspections required to make rational zoning decisions and to properly advise the town council and the planning and zoning board on zoning matters.
- (7) Review all applications for building permits for compliance with the Comprehensive Plan and Land Development Regulations.

Sec. 62-34. - Schedule of fees.

- (a) Fees as set by resolution of the town council shall apply to action under this chapter. A receipt showing payment of the applicable fee shall accompany an application prior to consideration thereof.
- (b) If the applicant does not appear at the advertised public hearing and the planning and zoning board votes to postpone the public hearing as provided for in section 62-37, the applicant shall bear the additional costs of readvertising and renotifying adjacent property owners. Such costs shall be paid prior to the rescheduled hearing.

Sec. 62-35. - Limitation on exceptions and variances.

Special Exception means a use that would not be appropriate generally or without restriction throughout the zoning division or district, but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. Such uses may be permitted in such zoning division or district as special exceptions, if specific provision for such special exception is made in this chapter. Special Exceptions and variances shall be one year from the effective date of the final order granting same. The planning and zoning board may adopt the following conditions to any special exception or variance:

- (1) The special exception or variance shall be nontransferable and granted to the applicant only and restrict transfer of land to maintain the special exception or variance.

(2) Place a time period on the special exception or variance different from the one year. Failure to exercise the exception or variance by commencement of the use or action approved thereby within six months within the time period approved shall render the exception or variance invalid and all rights granted thereunder shall terminate.

(3) Whenever the planning and zoning board has denied an application for a special exception or variance, no further application shall be filed for the same exception or variance on any part or all of the same property for a period of one year from the date of such action.

(4) The time limits of subsections (2) and (3) of this section may be waived by the affirmative votes of a majority of the planning and zoning board when such action is deemed necessary to prevent injustice or to facilitate the proper development of the town.

Sec. 62-36. - Notice of public hearings.

(a) Notice of a time and place of any required public hearings with respect to the Comprehensive Plan amendment, rezoning of land, special exceptions, variances or appeals shall be given by the land use administrator's office at least 30 days in advance of any such hearings by the town council and at least 15 days in advance of such hearings by the planning and zoning board, via first class mail or hand delivery to all owners of real property within 300 feet of the boundaries of the land upon which Comprehensive Plan amendment, rezoning, special exception, variance or appeal is requested, together with identical notice to the owner of the land for which Comprehensive Plan amendment, rezoning, or other action is proposed as provided by F.S. § 166.041. The notification costs shall be paid by the petitioner. Failure of owners of lands adjoining the parcel upon which such rezoning or other action is proposed to receive notice of hearings shall in no way affect the validity of the action taken.

(b) Notice of any public hearing shall be published once in a newspaper of local general circulation with publication at least 15 days prior to the date of hearing by the planning and zoning board, and at least 15 days prior to the date of a hearing by the town council pursuant to F.S. § 166.041. The advertisement costs shall be paid by the petitioner.

(c) The land use administrator shall cause signs to be posted on any land upon which an application for rezoning is made not less than 15 days in advance of the public hearing by the planning and zoning board. Such signs shall be posted on the property by the Town. Such signs shall be in such form as required by the Town and shall be erected in full view of the public on each street side of such land. Where such land does not have frontage on a public street, such signs shall be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the land for which Comprehensive Plan amendment, rezoning, special exception, variance or other action is sought.

Sec. 62-37. - Postponement of public hearings.

Whenever a public hearing date has been scheduled in accordance with the provisions of this chapter by the planning and zoning board, or town council, it will take the majority vote of the appropriate planning and zoning board or town council to alter such a date.

Sec. 62-38. - Amendment of application prohibited.

An application for the rezoning of land, a zoning exception, or a zoning variance shall be allowed to be amended by the applicant at any time after until the final action has taken place.

Sec. 62-39. - Concurrent applications.

An application for the Comprehensive Plan amendment, rezoning of land special exception and/or variance on all or part of the same land may be made concurrently. In such cases, the application for a special exception and/or variance shall be held in abeyance by the planning and zoning board until action has been taken by the town council on the application for the Comprehensive Plan amendment or rezoning of such land.

Sec. 62-40. - Site plan review.

(a) Site plans, are required for special exceptions and for all multifamily, commercial, industrial, mobile home parks, mobile home subdivisions, and planned unit developments. A building permit for a project requiring a site plan shall not be issued until such site plan is approved.

(b) In reaching a decision as to whether or not the site plan as submitted should be approved or approved with changes, the planning and zoning board shall be guided in its decision and the exercise of its discretion to approve, to approve with conditions, or to deny by the following criteria. The planning and zoning board shall record its findings in regard to the following criteria, where applicable:

- (1) Sufficiency of statements on ownership and control of the development and permanent maintenance of common open spaces.
- (2) Density and/or use of the proposed development with particular attention to its relationship to adjacent and nearby properties and the effect thereon and in accordance with the town's comprehensive plan.
- (3) Ingress and egress to the site and proposed structures thereon, with particular reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe, or emergency.
- (4) Location and relationship of off-street parking and loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, screening and landscaping.
- (5) Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.
- (6) A stormwater management and drainage plan for the property in accordance with all town, county and state requirements.
- (7) Utilities, with reference to hook-in locations and availability and capacity for the uses projected.
- (8) Recreation facilities and open spaces, with attention to the size, location, and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relationship to communitywide open spaces and recreation facilities.

(9) General site arrangement, amenities and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of property values.

(10) Such other standards as may be imposed by this chapter for the particular use or activity involved.

Sec. 62-41. - Comprehensive Plan and Rezonings

An application for Comprehensive Plan amendment or rezoning shall be submitted to the Town on the application form provided by the Town and accompanied by the information requested on the application.

DIVISION 2. - NONCONFORMING LOTS, USES AND STRUCTURES

Sec. 62-61. - Intent.

(a) There exist lots, structures, uses of land or water and characteristics of use which were lawful prior to December 29, 1987, but which would be prohibited, regulated or restricted under the terms of the current code.

(b) It is the intent of to permit these nonconformities to continue until they are removed or otherwise discontinued. It is further the intent that nonconformities shall not be used as grounds for adding other structures or other uses prohibited. It is further the intent that lots, structures, uses of land or water and characteristics of use which were lawful prior to December 29, 1987, may be enlarged upon, or expanded as long as they meet all other requirements of the district established by this chapter.

Sec. 62-62. - Right of survivorship and conveyance.

Nonconformities in existence prior to December 29, 1987 may be permitted to continue, may be sold, conveyed, or transferred until it becomes a conforming use.

Sec. 62-64. - Nonconforming use of open land.

Where open land (i.e., land not enclosed by buildings) is being used for nonconforming use, such use shall not be enlarged on the same or adjoining property.

Sec. 62-65. - Nonconforming use of buildings.

The lawful use of a building existing prior to December 29, 1987, may be continued although such use does not conform to the provisions hereof. The removal of nonconforming use, either due to deterioration or voluntary removal, shall result in the nonconforming use being permanently removed and shall not be replaced except in full compliance with the provisions of the code.

Sec. 62-66. - Discontinuance of nonconforming uses.

(a) Whenever a nonconforming use of a building, or a portion thereof, has been changed to a conforming use, such nonconforming use shall not thereafter be reestablished and the future use shall be in conformity with the provisions of the code.

(b) Whenever a nonconforming use of a building has been changed to a conforming use, the new conforming use must meet all provisions of the code, including the off-street parking requirements.

(c) Whenever a nonconforming use is being changed to a conforming use, the continuation of an existing nonconforming use may be continued as temporary shelter during construction, providing a permit for construction has been issued and such permit authorizes a temporary use. The temporary shelter shall not be permitted more than 90 days after completion of construction.

(d) Whenever a nonconforming building or use exists, the nonconformity shall cease and no longer be lawful upon the first of the following circumstances to occur:

(1) The nonconforming building is vacant for 180 days;

(2) The nonconforming building ceases having water service or electric power for 180 days. After 90 days of no water service or electric power a notice from a town official, must be mailed by certified mail to the owner of record according to the county property appraiser to notify the nonconforming use will cease on 90 days.

Sec. 62-67. - Destruction of a nonconforming use building.

No building which has been damaged by any means to an extent of more than 60 percent of the replacement cost of the building immediately prior to damage shall be restored except in conformity with the regulations of this code, and all rights as a nonconforming use are terminated except as permitted in the code. If a building is damaged by less than 60 percent of the replacement cost, it may be repaired or reconstructed and used as before the time of change, provided that such repair or reconstruction is substantially completed within 12 months of the date of such damage.

Sec. 62-68. - Nonconforming lots of record.

(a) Where a lot or parcel of land has an area or frontage which does not conform with the requirements of the district in which it is located but was a lot of record in single and separate ownership prior to December 29, 1987, such lot or parcel of land may be developed, provided the minimum yard requirements for the zoning districts in which it is located are met.

(b) A conforming use or structure on a lot of record which was recorded on or before the December 29, 1987 may be expanded or altered, provided other requirements of this code are met.

(c) No lot or parcel shall be divided as to create a lot with an area or width below the requirements of this code

(d) No lot or parcel or portion of a lot or parcel shall be altered in a manner which causes the lot to be less compliant with the Code.

Sec. 62-69. - Nonconforming characteristics of use.

If characteristics of use such as off-street parking or loading or other matters pertaining to the use of land, structures, or premises are made nonconforming by this code, as amended, no change shall thereafter be made in such characteristics of use which increase nonconformity with the regulations set out in this code; provided, however, that changes may be made which do not increase, or which decrease, such nonconformities.

Sec. 62-70. - Repairs and maintenance.

On any nonconforming structure or portion of a structure and on any structure containing a nonconforming use, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement of 75 percent of the current market value of the structure, or of the nonconforming portion of the structure if a nonconforming portion of the structure is involved.

Sec. 62-71. - Nonconforming structures unsafe because of maintenance.

If a nonconforming structure or portion of a structure or any structure containing a nonconforming use becomes physically unsafe or unlawful due to lack of repairs or maintenance and is declared by Building official of the town to be an unsafe building, it shall not thereafter be restored, repaired or rebuilt except in conformance with the regulations of the code and the Florida Building Codes.

Sec. 62-72. - Use, change.

Whenever nonconforming use has been changed to a conforming use or to a use, it shall not thereafter be changed back to a nonconforming use.

Secs. 62-73—62-90. - Reserved.

DIVISION 3. - PLANNING AND ZONING BOARD

Sec. 62-91. - Established; membership.

(a) There is established a planning and zoning board consisting of five members, each of whom shall reside in and be qualified voters of the town and shall hold no office of profit under the town government. Members shall be appointed by the town council.

(b) Members of the planning and zoning board shall serve three-year terms so staggered that the terms expire in accordance with the provisions of the Charter. Any vacancy in the membership shall be filled for the unexpired term within 60 days, in the same manner as the initial appointment. A member of the planning and zoning board may be removed from office by the affirmative vote of 80 percent of the entire town council.

Sec. 62-92. - Rules of procedure.

The planning and zoning board shall adopt rules of procedure for the governance of its proceedings and the conduct of its business and may adopt such other rules relating to its internal administration as may be necessary. Such rules shall include the following:

(1) Officers and voting. Annually at the January meeting, the planning and zoning board shall select a new chairperson and a new vice-chairperson from among its members, with all such officers serving a term of one year. All members of the planning and zoning board shall vote in all matters before the planning and zoning board, except where absent or must abstain as required by Section 112.3143, F.S. Votes shall be recorded by a roll call vote.

(2) Minutes, public records. The land use administrator, or a person designated by the land use administrator, shall serve as the planning and zoning board secretary, keep minutes of all its meetings and record its actions and decisions; state if a member is absent; and make a timely report of all

planning and zoning board actions to the town council are public records and shall be kept on file in the town hall, as required by State Statutes.

(3) Meetings. Meetings shall be held at the call of the chairperson and at such other times as a majority of the planning and zoning board may determine; provided, however, that the planning and zoning board shall hold at least one regular meeting every month, on a day to be determined by the planning and zoning board. All meetings shall be open to the public and shall be held in governmentally-owned or -leased premises.

(4) Quorum. A majority of the planning and zoning board shall constitute a quorum for the purpose of meetings and transacting business.

(5) Removal of members. The planning and zoning board may recommend removal of any member who has three or more consecutive unexcused absences.

Sec. 62-93. - Powers and duties.

The functions, powers and duties of the planning and zoning board shall be, in general, to serve in an advisory capacity to the town council on all planning and zoning matters. In this capacity, the planning and zoning board shall have the following duties and responsibilities:

- (1) Review and recommend changes in the town's comprehensive plan.
- (2) Review and make recommendations on applications for rezonings, Comprehensive Plan amendments and amendments to the Land Development Regulations.
- (4) Review and approve requests for special exceptions and variances.
- (5) Review and approve site plans for all multifamily, mobile home parks, mobile home subdivisions, commercial and industrial development and redevelopment and planned unit developments, variances, and special exceptions.
- (6) Hear and decide appeals, on decisions made by the land use administrator.

Sec. 62-94. - Procedure for hearings for comprehensive plan amendments, rezonings, special exceptions, variances and appeals.

- (a) The planning and zoning board shall make rules for the conduct of hearings related to the granting of comprehensive plan amendments, special exceptions, variances and appeals.
- (b) The planning and zoning board shall keep minutes of its proceedings.

Sec. 62-95. - Appeals.

- (a) An appeal may be taken to the planning and zoning board by any person aggrieved by any decision of the land use administrator, provided such appeal is filed with the town clerk within 30 days of the date of the action which is the subject of such appeal.
- (b) In exercising its powers, the planning and zoning board may, upon appeal and in conformity with provisions of this chapter, reverse or affirm, wholly or partly, or may modify, decision appealed. An 80

percent vote of the zoning board (minimum of 4 votes) is required to override a decision of the land use administrator.

(c) A notice of appeal shall be filed on the forms established and provided by the Town and shall include all pertinent information required thereon.

(d) After receipt of such notice of appeal set a hearing for the next Planning and Zoning Board meeting allowing for time to provide the required public notice for public hearings specified in this Section on the Code.

(e) An appeal shall stay all administrative proceedings in furtherance of the action appealed until such time as a final determination has been made by the planning and zoning board on such appeal.

Sec. 62-96. - Review of decisions by town.

Decisions of the planning and zoning board in the granting of appeals, exceptions or variances shall be subject to review by the town council on appeal.

(1) An appeal may be taken by any person who appeared before the planning and zoning board and is adversely affected by the decision of the planning and zoning board provided such appeal is filed with the town clerk within 30 days of the date of the action which is the subject of such appeal.

(2) A notice of appeal shall be filed on the forms established and provided by the town clerk and shall include all pertinent information required thereon. All appeals are limited to matters raised by appellant before the planning and zoning board and procedural matters which have arisen since the planning and zoning board heard the matter.

(3) An appeal shall stay all administrative proceedings in furtherance of the action appealed until such time as a final determination has been made by the town council on such appeal.

(4) The town council shall after receipt of such notice of appeal set a public hearing for the next Town Council meeting allowing for time to provide the required public notice for public hearings specified in this Section on the Code.

(5) The town council shall find whether in its opinion error was made, and, within the terms of this section, affirm, reverse or modify the action appealed as it deems just and equitable. An 80 percent vote of the town council (minimum of four votes) is required to override a planning and zoning board decision.

(6) Appeals from the decision of the town council may be appealed to the circuit court within 30 days of the date of the action which is subject to appeal.

Secs. 62-97—62-120. - Reserved.

DIVISION 4. - AMENDMENTS

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Sec. 62-122. - Initiation of Rezoning or Comprehensive Plan Amendment.

(a) An ordinance for the rezoning of land or comprehensive plan amendment may be proposed only by the town council or any member thereof, the planning and zoning board, or the owner of the subject property or duly authorized agent.

Sec. 62-123. - Public hearing.

A public hearing shall be held by the planning and zoning board to consider a proposal for an amendment to land development regulations, comprehensive plan amendment or for the rezoning of land and make recommendation to the Town on the action taken .

Sec. 62-126. - Limitation of rezoning of land.

(a) No ordinance to amend the Future Land Use Map (FLUM) of the Comprehensive Plan or to rezone land shall contain conditions, limitations or requirements not applicable to all other land in the zoning district to which the particular land is rezoned, except rezoning to a PUD, Planned Unit Development.

(b) Whenever the town council has denied an application for a FLUM amendment or the rezoning of land, no further application shall be filed for the same rezoning of any part or all of the same land for a period of one year from the date of such action.

Sec. 62-128. - Action after denial.

If a petition for to amend the Future Land Use Map (FLUM) of the Comprehensive Plan or rezoning is denied, the planning and zoning board and the town council shall not take any further action on an application for basically the same amendment within 12 months after the last application was denied, unless there has been a substantial change of facts or unless waived by the town council.

Sec. 62-129. - Denial or adoption of amendment; appeal to circuit court.

(a) At the conclusion of the public hearing, the town council shall either deny the proposed amendment or rezoning, or by ordinance adopt such amendment or rezoning by majority vote of the town council. In order to override a recommendation of the planning and zoning board, an 80 percent vote of the town council is required, minimum of four votes.

(b) Any amendment to the Comprehensive Plan or the Land Development Regulations or rezoning of land established by ordinance by the town council shall be subject to appeal to the circuit court within 30 days of the date of the council action which is subject to appeal by any persons aggrieved by such action.

Secs. 62-131—62-150. - Reserved.

DIVISION 5. - SPECIAL EXCEPTIONS

Sec. 62-151. - Conditions and safeguards.

In the granting of zoning exceptions, the planning and zoning board may provide such conditions and safeguards as may be appropriate and in harmony with the purpose and intent of the Land Development Regulations.

Sec. 62-152. - Written application.

All applications for a special exception shall be in writing in such form as may be prescribed by the Town.

Sec. 62-153. - Public hearing.

The planning and zoning board shall conduct a public hearing to consider any application for a special exception at a scheduled meeting of the planning and zoning board. Notice of public hearing shall be made as provided in the code.

Sec. 62-154. - Power to deny, approve or disapprove with conditions.

The planning and zoning board has the power to deny, approve, or approve with conditions any special exception requested.

Sec. 62-155. - Limits of uses.

Any special exception permit granted by the planning and zoning board shall allow only that use specifically described in the application and is subject to the terms or conditions expressed the Land Development Regulations.

Sec. 62-156. - Resubmittal.

If the planning and zoning board denies an application for a special exception permit, another application for special exception cannot be resubmitted for a period of 12 months after the date the application was denied.

Sec. 62-157. - Review criteria.

The planning and zoning board, when considering special exception requests, shall use the following criteria as a basis for its findings:

- (1) The establishment, maintenance, or operation of the special exception will not be detrimental to or endanger the public health, safety, or general welfare and is not contrary to established standards, regulations, or ordinances of other governmental agencies.
- (2) Each structure or improvement is so designed and constructed that it is not unsightly, undesirable, or obnoxious in appearance to the extent that it will hinder the orderly and harmonious development of the town and the zoning district in which it is proposed.
- (3) The special exception will not adversely impact the permitted uses in the zoning district nor unduly restrict the enjoyment of other property in the immediate vicinity nor substantially diminish or impair property values within the area.
- (4) The establishment of special exception will not impede the orderly development and improvement of the surrounding property for uses permitted in the zoning district.
- (5) Adequate water supply and sewage disposal facilities will be provided in accordance with state, county and town health requirements. The most stringent of these requirements will apply.
- (6) Adequate access roads, on-site parking, on-site loading and unloading berths, and drainage have been or will be provided where required.

- (7) Adequate measures have been taken to provide ingress and egress to the property which is designed in a manner to minimize traffic congestion on local streets.
- (8) Adequate screening and buffering of the special exception will be provided, where needed.
- (9) The special exception will not require signs or exterior lighting which will cause glare, adversely impact area traffic safety or have a negative economic effect on the area. Any signs or exterior lighting required by the special exception shall be compatible with development in the zoning district.

DIVISION 6. - VARIANCES

Sec. 62-181. - Written application.

All applications for a variance shall be in writing in such form as may be prescribed by Town. Variance means a relaxation of the terms of this code where such variance will not be contrary to the public interest and where, owing to the particular physical surroundings, shape, or topographical condition of the property, and not the result of the actions of the applicant, a literal enforcement of this chapter would result in unnecessary and undue hardship. A variance can be authorized only for height, area and size of structure, size of lot and yards and open spaces; establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. All variances must be approved by the planning and zoning board.

Sec. 62-182. - Public hearing.

A public hearing shall be held by the planning and zoning board to consider any application for a zoning variance. Notice of public hearing shall be made as provided in Land Development Regulations.

Sec. 62-183. - Requirements for grant of variance.

(a) The planning and zoning board may grant a variance only under circumstances where practical difficulty or unnecessary hardship is so substantial, serious and compelling that realization of the general restrictions ought to be granted. No variance shall be granted unless the applicant shall show and the planning and zoning board shall find that:

- (1) The particular property, because of size, shape, topography or other physical conditions, suffers singular disadvantage through the operation of the code, which disadvantage does not apply to other properties in the vicinity;
- (2) Because of this disadvantage, the owner is unable to make reasonable use of the affected property;
- (3) This disadvantage does not exist because of conditions created by the owner or applicant;
- (4) The variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and
- (5) The grant of the variance will:
 - a. Not be contrary to the public interest;
 - b. Not adversely affect other property in the vicinity;

- c. Be in harmony with the spirit, intent and purpose of the code; and
 - d. Not confer on the applicant any special privilege that is denied to other lands, buildings or structures in the same zoning district.
- (b) In the passing upon a request for variance, the planning and zoning board shall not consider prospective financial loss or gain to the owner or applicant, nor shall the planning and zoning board, by variance, permit an activity, business, or operation which is not otherwise allowed in such zoning district.

Sec. 62-184. - Denial of variance application.

When application for a variance has denied the planning and zoning board, no further application shall be filed for the same variance on the same land, or any part thereof, for a period of 12 months from the date of denial.

Secs. 62-186—62-210. - Reserved.

ARTICLE III. - ZONING DISTRICTS ESTABLISHED; ZONING ATLAS

Sec. 62-251. - Use districts generally.

In order to regulate and restrict the location of agriculture, trades, industries, public and semipublic uses, residences, and the location of buildings erected or altered for specific uses, the incorporated area of the town must be developed according the Future Land Use Map (FLUM) of the Hilliard Comprehensive Plan and the criteria of the zoning districts described in the Land Development Regulations.

Districts as delineated are as follows, with titles and abbreviations as indicated:

District	Abbreviation
Agricultural, general	A-1
Residential, single-family	R-1
Residential, single-family	R-2
Residential, single-family and multiple-family	R-3
Multiple-family-mobile home district	RM-4
Residential, mobile home park/subdivision	RMH
Main Street Commercial	MSC
Commercial, general	C-1
Manufacturing, industrial warehousing	M-1

Sec. 62-252. - Reference to district names.

- (a) Where the phrase "agricultural district" appears in the Land Development Regulations, the phrase shall be construed to include the A-1 district, and no others.
- (b) Where the phrases "all residential districts," "residential districts," and "zoned residentially" are used the Land Development Regulations, , the phrases shall be construed to include A-1, R-1, R-2, R-3, RM-4, and RMH districts, and no others.
- (c) Where the phrase "commercial districts" is used the Land Development Regulations, the phrase shall be construed to include the MSC and C-1 districts, and no others.
- (d) Where the phrase "industrial districts" is used in the Land Development Regulations, , the phrase shall be construed to include the M-1 district, and no others.

Sec. 62-253. - Interpretation of district boundaries.

Where uncertainty exists as to the boundaries of districts and the Future Land Use Map and Zoning Map, the following rules shall apply:

- (1) Where such boundaries are indicated as approximately following centerlines of streets and alleys, such centerlines shall be construed to be such boundaries.
- (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

- (3) Boundaries indicated as approximately following town limits shall be construed as following such town limits.
- (4) Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.
- (5) Where any street or alley is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to that portion of such street or alley added thereto by virtue of such vacation or abandonment.

Secs. 62-255—62-280. - Reserved.

ARTICLE IV. - DISTRICT REGULATIONS

Sec. 62-281. - Zoning districts exclusive.

The use provisions in the various zoning districts are exclusive and any use not included under permitted or permissible uses shall be prohibited . The following chart includes the permitted uses and the permitted uses by special exception for each district. Permitted uses indicated with a “P” and permitted uses by special exception are indicated with an “E”.

USES BY ZONING DISTRICT

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Agricultural, horticultural and forestry uses						P		E	E				
Air conditioning and heating contractor								P	P				
Airports						P							
Animal hospital veterinary clinic						P	E	P	P				
Animal Boarding place Facility						P	E	P	P				
Animals and Fowl	E	E	E	E		P							
Antique shop							P	P	P				
Archery Ranges						E		P	P				
Arena						P		P	P				
Athletic complex						P		P	P				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Auditorium								P	P				
Bank and financial institutions							P	P	P				
Billiard parlor								P	P				
Boat building and repairs								E	P				
Bowling Alley								P	P				
Building trades contractor with storage yard for materials and equipment on premises								E	P				
Bulk storage yards, not including bulk storage of flammable liquids and acids.									P				
Cemeteries, crematories, mausoleums	E	E	E	E	E	P							
Churches	E	E	E	E	E	P	P	P	E				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Chickens	P	P	E	E		P	E	E	E	E	E	E	E
Commercial Parking Lots and Parking Garages								P	P				
Commercial recreation facilities								P	P				
Community residential homes	P	P	P	P		P							
Community Center							P	P	E				
Convenience stores							P	P	P				
Day Care/Child Care Centers.	E	E	E	E	E	P	P	P	E				
Delicatessen, bake shop							P	P	P				
Dude ranch, riding academy, or boarding stable						P							
Dwelling in building with business							P	E	E				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Dwelling unit for occupancy by security guards or caretakers							E	E	E				
Employment offices							P	P	P				
Family day care homes	P	P	P	P		P	P						
Game preserves, wildlife management areas, fish hatcheries						P							
Gasoline sales							E	P	P				
General store						E	P	P	E				
Golf Driving Ranges, Par Three Miniature Golf Courses						E		P	P				
Governmental uses	P	P	P	P	P	P	P	P	P	P	P	P	P
Home Occupation	P	P	P	P	P	P	P	P	P	P	P	P	P
Hospitals								P	P				
Horses	E	E	E	E	E	P							

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Hotels and motels							P	P	P				
Light manufacturing, processing including food processing, packaging, or fabricating								E	P				
Medical and dental clinic/office							P	P	E				
Multiple-family dwellings			P	P			P						
Mobile Home or manufactured home	E	E	P	P	P	P							
Mobile home parks					P								
Mobile home subdivisions					P								
Motorbus or Other Transportation Terminals								P	P				
Museum, and art gallery							P	P	P				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Outdoor fruit, vegetable, poultry, or fish markets						P		P	P				
Outdoor storage yards and lots, but not wrecking yards or junkyards									P				
Private Clubs							E		P				
Private Schools	E	E	E	E	E	E	E	E					
Professional and business offices							P	P	P				
Public parks										P		P	
Public swimming pools								P	P	P		P	
Railroad yards									P				
Recreational vehicle parks					E			E					
Restaurants without drive-in through facilities.							P	P	P				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Restaurants with or without drive-through facilities.							P	P	P				
Restaurants with alcohol sales							E	E	E				
Retail facilities for the sale of alcoholic beverages for consumption off premises							E	P	E				
Retail facilities with outside sales and display.								E	E				
Retail sales of merchandise in a completely enclosed building							P	P	P				
Retail sale of secondhand merchandise in a completely enclosed building							P	P	E				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Research laboratories								P	P				
Rifle and gun shooting range, and archery range,						E		E	E				
Roosters, ducks, geese, turkeys, peafowl, pheasants, quail or any nondomestic fowl	E	E				P							
Nursing homes, assisted living facilities, convalescent homes, and similar facilities licensed by the State of Florida						E	E	P	P			P	
Schools; colleges and universities						P		E	E				
Self-service laundries or dry cleaners							E	P	P				
Sheet Metal Fabrication								E	P				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Shooting galleries housed in completely enclosed buildings								P	P				
Single-family dwellings	P	P	P	P		P	P						
Service establishments conducted in an enclosed building								P	P	P			
Service establishments with outside sales and storage.								P	P				
Skating Rinks								P	P				
Swine and non-domestic animals						E							
Temporary revival establishments	P	P	P	P	P	P	P	P	P				
Union Hall							P	P	P				
Veterinary Clinic							E	P	P				

USE	LDR	MDR	HDR			AG R	MSC	CO M	IND	REC	CO N	INS	MU
	R-1	R-2	R-3	RM-4	RMH	A-1	MSC	C-1	M-1				
Vocational, trade, and business schools								P	P				
Wholesale sales without manufacturing or storage conducted in an enclosed building							E	P	P				
Wholesaling, warehousing, storage, or distribution establishments with outside storage, but not bulk storage of flammable liquids								E	P				
Yard Sales	P	P	P	P	P	P	P	P	P	P	P	P	P

Sec. 62-282. - Agricultural district A-1.

- (a) Intent. district is intended to apply to areas which are sparsely developed.
- (b) Minimum lot requirements.
 - (1) Single-family dwelling or Mobile Homes on individual lot:
 - a. Minimum lot width: 150 feet.
 - b. Minimum lot area: One acre.
 - (2) Minimum lot size for all other uses: Five acres.

- (c) Maximum lot coverage.
 - (1) Maximum lot coverage by all buildings and accessory structures shall not exceed 25 percent of lot area.
 - (2) Other permitted or permissible use and accessory buildings shall be five percent.
- (d) Minimum yard requirements.
 - (1) Front: 35 feet minimum.
 - (2) Side: 20 feet minimum.
 - (3) Rear: 40 feet minimum.
- (e) Maximum height of structures. Thirty feet in height above established grade.

Sec. 62-283. - Single-family district R-1.

- (a) Intent. This district is intended to apply to areas which are to be developed with large lot single-family homes and ancillary residential uses normally applicable in a residential neighborhood.
- (b) Minimum lot requirements.
 - (1) Minimum lot width: 100 feet.
 - (2) Minimum lot area: 20,000 square feet.
- (c) Maximum lot coverage. Maximum lot coverage by all buildings and accessory structures shall not exceed 30 percent of lot area.
- (d) Maximum yard requirements.
 - (1) Front: 30 feet.
 - (2) Side: 12.5 feet.
 - (3) Rear: 35 feet.
- (e) Maximum height of structures. Thirty feet in height above established grade.

Sec. 62-284. - Single-family district R-2.

- (a) Intent. This district is intended to apply to areas which are to be developed with medium-sized lot single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities.
- (b) Minimum lot requirements. The minimum lot requirements per one dwelling are as follows:
 - (1) Minimum lot width: 90 feet.
 - (2) Minimum lot area: 10,000 square feet.

(c) Maximum lot coverage. Maximum lot coverage by all buildings and accessory structures shall not exceed 30 percent of lot area.

(d) Minimum yard requirements.

(1) Front: 30 feet.

(2) Side: 12.5 feet.

(3) Rear: 30 feet.

(e) Maximum height of structures. Thirty feet in height above established grade.

Sec. 62-285. - Multiple-family district R-3.

(a) Intent.. This district is designed to apply to areas which are to be developed with a combination of single-family and multiple-family homes on small lots as is appropriate in a multiple residential area. It is intended to create and maintain a residential district of small homes and rental dwelling units at an intensity that is in keeping with the needs of the community and can be served adequately by available community services and facilities. It is also designed to create and maintain a multiple-family housing stock to serve and protect the character and stability of the district and the town.

(b) Minimum lot requirements. The minimum lot requirements are as follows:

(1) Minimum lot width: 70 feet.

(2) Minimum lot area: 7,000 square feet.

(3) Maximum units per acre: 12.

(c) Maximum lot coverage. Maximum lot coverage by all buildings and accessory structures shall not exceed 35 percent of lot area or 12 units per acre.

(d) Minimum yard requirements.

(1) Front: 25 feet.

(2) Side: 12.5.

(3) Rear: 30 feet.

(g) Maximum height of structures. Thirty feet in height above established grade.

Sec. 62-286. - Multifamily-mobile home district RM-4.

(a) Intent. This section applies to the RM-4 district. This district is designed to apply to areas to be set aside for development with a combination of single-family, multiple-family and mobile homes on small lots that can be adequately served by available community facilities.

(b) Lot and building requirements.

(1) Minimum lot width: 75 feet.

(2) Minimum lot area: 9,000 square feet.

- (3) Maximum building capacity: 16 dwelling units for each building.
- (4) Maximum density: 12 dwelling units per acre.
- (e) Maximum lot coverage. Maximum lot coverage by all buildings and accessory structures shall not exceed 35 percent of lot area.
- (f) Minimum yard requirements.
 - (1) Front yard: 25 feet.
 - (2) Side yard: 12.5 feet.
 - (3) Rear yard: 30 feet.
- (g) Maximum height of buildings. Thirty feet in height above established grade.

Sec. 62-287. - Mobile home district RMH.

(a) Intent. The provisions of the RMH district provide for the development of areas for individual mobile home parks for residents desiring the unique environments characteristic of mobile home living. It shall be the responsibility of those entities establishing an RMH district to provide for these areas the community services as set forth in this amendment for their orderly development.

(b) Permitted accessory uses and structures.

(1) Each mobile home park shall be permitted to contain accessory or support facilities customarily incidental to the operation of the mobile home park as approved on the site plan. Such facilities may include recreational facilities, maintenance facilities and laundry facilities for use by the park residents.

(f) Minimum lot requirements.

(1) Mobile home park.

a. Minimum site width:

1. One hundred feet of frontage on a public or private road .

b. Minimum site area:

1. Ten acres.

2. Maximum density of eight mobile homes per gross acre.

c. Minimum lot size for each mobile home

1. 5,000 square feet.

d. Minimum yard requirements for each mobile home

1. Front yard: 20 feet.

2. Rear yard: 10 feet.

3. Side yard: 7.5 feet.

(g) Maximum lot coverage by all buildings and structures. Maximum lot coverage by all buildings and structures shall not exceed 35 percent of lot area.

(h) Minimum yard requirements.

(1) Mobile home park:

a. Twenty-five feet from any property line.

(i) Mobile home parks. All mobile home parks developed in the town shall meet the following minimum standards:

(1) All mobile homes must be skirted.

(2) Each mobile home park shall have 150 square feet recreation area per mobile home lot.

(3) All streets and roads within a mobile home park shall have a minimum width of 50 feet. Cul-de-sac or dead end streets shall have a turning radius of at least 50 feet.

(4) All streets have a minimum paved surface width of 20 feet and a minimum thickness of six inches.

(5) A landscaped buffer at least eight feet wide and six feet high or privacy fence six feet high with 85% opacity shall be maintained along all property lines of the mobile home park.

Sec. 62-288. - Main Street Commercial - MSC.

(a) Intent. The MSC district is not intended for use by major commercial or service establishments such as service stations, vehicle repair and sales, hotels, etc. However, professional and business offices and similar uses are encouraged.

(b) Permitted principal uses and structures.

(1) Limitations. All uses in the MSC are subject to the following limitations:

a. Sale, display, preparation, and storage to be conducted within a completely enclosed building, and

b. No more than 20 percent of floor space to be devoted to storage.

c. No vehicles other than passenger automobiles or trucks of not more than three-quarter-ton capacity shall be used.

d. On the same premises and in connection with permitted principal uses and structures, one permanent dwelling unit.

(c) Yard requirements for gasoline filling stations as an accessory use to a convenience store.

(d) Minimum lot width r. Seventy-five feet

(e) Minimum size - 7,500 square feet .

(f) Maximum lot coverage. Maximum lot coverage by all buildings and accessory structures shall not exceed 35 percent of lot area.

(g) Minimum yard requirements.

(1) Front: Twenty-five feet or the front yard shall be consistent with the adjacent property.

(2) Side: Ten feet.

(3) Rear: 35 feet.

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

Sec. 62-289. - General commercial district C-1.

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

(b) Minimum lot width. Seventy-five feet

(c) Minimum size. 7,500 square feet.

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

(e) Minimum yard requirements.

(1) Front: Ten feet or the front yard shall meet requirements of the adjacent property.

(2) Side: 5 feet or none, if the adjacent lot is built on the property line, or if the adjacent lot is vacant.

(3) Rear: Ten feet.

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

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

Sec. 62-290. - Manufacturing and industrial warehousing district M-1.

(a) Intent. This district is intended to apply to those areas where manufacturing, warehousing and other industrial uses are appropriate and are to be located where they can be best served by the street and highway system, water, sewer and other community services. Development shall be limited by the adequacy of services and resources available and shall be permitted as necessary to maintain the character, value and stability of the district and the town.

(b) Minimum lot width. Fifty feet

(c) Minimum lot size -10,000 square feet.

(d) Minimum yard requirements.

(1) Front: 25 feet.

- (2) Side: None.
- (3) Rear: Ten feet.
- (4) Wherever property zoned M-1 shall abut or adjoin property zoned primarily for single-family or multifamily residential use: 15 feet.
- (e) Maximum height of structures. Thirty feet in height.

Secs. 62-291—62-310. - Reserved.

ARTICLE V. - PLANNED UNIT DEVELOPMENTS

Sec. 62-311. - Definition.

For the purpose of this chapter, a planned unit development (PUD) shall mean the development of land under unified control which is planned and developed as a whole in a single or programmed series of operations with uses and structures substantially related to the character of the entire development. A PUD must also include a program for the provision, maintenance and operation of all areas, improvements, facilities, and necessary services for the common use of all occupants thereof.

Sec. 62-312. - Intent.

The application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. In order to permit the use of more flexible land use regulations and to facilitate use of the most advantageous techniques of land development, it is often necessary to establish planned unit developments (PUDs) in which development is in harmony with the general purpose and intent of the Land Development Regulations and with the town's general planning program and the adopted Comprehensive Plan. The objective of a PUD is to encourage ingenuity and imagination to produce developments which are in keeping with overall land use intensity and open space objectives of the Town, while departing from the strict application of use, setback, height and minimum lot size requirements of the zoning districts. The intent of the PUD is to permit such flexibility and provide performance criteria which:

- (1) Permit a creative approach to the development of land;
- (2) Accomplish a more desirable environment than would be possible through the strict application of the minimum requirements of the code;
- (3) Provide for an efficient use of land, resulting in small networks of utilities and streets and thereby lowering development costs;
- (4) Enhance the appearance of the area through preservation of natural features, the provision of underground utilities and the provision of recreation areas and open and;
- (5) Provide an environment of stable character compatible with surrounding areas; and

Sec. 62-314. - Procedures.

- (a) Application for rezoning to PUD. An application for rezoning to PUD shall include all the information required by the PUD application and shall include at a minimum:

- (1) Legal Description.
 - (2) Evidence of unified control.
 - (3) An agreement by the property owners within the PUD to commit to proceed with the proposed development in accordance with the ordinance creating a PUD and such conditions and safeguards as may be set by the town council
 - (4) Provide a written description of the development; and
 - (5) To bind their successors to any commitments included in the PUD ordinance.
- (b) Materials to accompany applications. An application for rezoning to PUD shall be accompanied by the following, in sufficient copies as deemed necessary by the planning and zoning board for referrals and recommendations:
- (1) Plans, maps, studies and reports, as may reasonably be required by the town.
 - (2) Written description of the intended plan of development.
 - (3) A master development plan illustrating:
 - a. The location of all uses and facilities.
 - b. The number of residential units proposed.
 - c. A vehicular and pedestrian circulation plan.
 - d. A location of open space and recreational uses, with the acreage to and type of ownership by the open spaces and recreational uses.
 - e. A topographic map.
 - (4) A statement indicating maintenance and ownership of common facilities.
 - (5) Phasing of the development:
 - (6) The dedication of land to public use.
- (c) Action by the planning and zoning board and the town council. Following the public hearing the planning and zoning board may recommend to the town council to enact an ordinance establishing a PUD, including any conditions for the development.
- (d) Minor Deviations from ordinance creating PUD. In order to facilitate minor adjustments to the plans approved as part of the ordinance creating a PUD, the planning and zoning board may approve minor changes in such plans which comply with the following criteria:
- (1) There are the same or fewer number of dwelling units and/or floor area;
 - (2) The open space is in the same general location and in the same general amount, or a greater amount;
 - (3) The buildings have the same or less number of stories and/or floor area;

(4) The roads and drives follow approximately the same course; and have the same public or private rights therein.

(e) Expiration of time limits provided in ordinance creating a PUD. If development actions required by the ordinance creating a PUD are not taken within any time limits set by the town council in such ordinance, the approval of a PUD as provided in such ordinance shall become invalid and no further action shall be permitted under such ordinance.

Sec. 62-315. - Implementation of a PUD.

(a) Development plan. Following the enactment of an ordinance creating a PUD, a site plan application for all or part of the PUD shall be submitted to the planning and zoning board for review in accordance with the schedule of development, as contained in the ordinance, which shall include:

(1) All materials, drawings, information and other documentation required by the site plan application to certify substantial compliance with the PUD ordinance.

(2) Agreements, contracts, deed restrictions and sureties acceptable to the town for completion of such development according to plans approved in the ordinance, and for continuing operation and maintenance to such areas, functions and facilities as are not to be provided, operated, or maintained by the town pursuant to written agreement.

(b) Record plan. If the PUD ordinance requires the recording of record plats, such plats shall accompany the submission of the development plan to the planning and zoning board and shall be included in its approval of such plan, and plats so approved shall be recorded, as provided by law.

(c) Approval of development plan. The planning and zoning board shall review the final development plan; and, if found in compliance with the PUD ordinance and standards established by the Town, shall approve the final development plan.

(d) Permits required. All construction in the development of a PUD shall proceed only under applicable permits, issued by the Town, and no building permit, certificate, or other document authorizing construction or occupancy within a PUD shall be issued, except in accordance with the approved development plan.

Sec. 62-316. - Standards and criteria.

(a) Open space. A minimum of 20 percent of the gross site acreage shall be reserved for common recreation and usable open space.

(b) Project size. A PUD shall consist of a minimum of four acres for all residential Future Land Use Map categories. There shall be no minimum size for a PUD in all other Future Land Use Map categories .

(c) Community facilities.

(1) All PUDs shall provide for underground installation of utilities

Secs. 62-317—62-340. - Reserved.

ARTICLE VI. - SUPPLEMENTARY REGULATIONS

DIVISION 1. - GENERALLY

Sec. 62-342. - Frontage requirements.

Every building hereafter erected or moved shall be located on a lot or parcel of land which provides frontage on a public street or an approved private street.

Sec. 62-344. - Fences and walls.

(a) Fences and walls may be permitted in any required yard or along the edge of any yard, provided that no fence or wall in excess of six feet shall be permitted in any residential district, and further provided that no fence in excess of four feet in height shall be permitted to encroach into the required front yard of any lot in a residential district. No fence, wall or other visual barrier exceeding 42 inches in height shall be permitted within 30 feet of any intersection as measured from the point of convergence of right-of-way lines.

Sec. 62-345. - Modification of height regulations.

The height limitations contained included in the Land Development Regulations do not apply to spires, belfries, cupolas, antennas, water tanks, ventilators, chimneys, elevator shafts or other appurtenances usually required to be placed above the roof level and not intended for human occupancy; provided, however, that the structure (including appurtenances and structures normally erected above roof level) shall be erected to a height above adjacent ground level exceeding the most restrictive of the following:

- (1) Forty feet;
- (2) Elevations as may be prescribed by the Federal Aviation Administration; or
- (3) Elevations as may be prescribed by the state unless applicable permit has been issued.

Sec. 62-347. - Buildings to have access.

(a) Every building hereafter erected or moved shall be on a lot adjacent to a public street or private street approved by the town council, provided that such private street right-of-way shall be not less than 50 feet in width and further provided that all structures shall be so located on lots as to provide safe and convenient access for servicing, fire protection and required off-street parking. Existing easements or right-of-way of record shall be excluded.

Sec. 62-348. - Parking of heavy vehicles in residential districts.

(a) Heavy vehicles listed below shall not be parked in any residential district, unless the personal vehicle of the property owner or as may be required for normal loading or unloading of such vehicles and during the time normally required for service at dwellings, or at structures or activities permitted or permissible in such residential districts:

- (1) Tractors and trucks for commercial use over 18,000 pounds, gross vehicle weight
- (2) Motor vehicles, trailers and semitrailers equipped with machinery and designed for exclusive use in the nature of well drilling, excavation, construction, spraying and like purposes.
- (3) School buses, commercial wreckers, hearses, ambulances.

(4) Ten persons and over passenger vehicles.

(5) Trucks used for agricultural purposes over 5,000 pounds, gross vehicle weight.

(b) In no event shall such vehicles be permitted to be parked along public highways and streets during the hours of darkness.

Sec. 62-349. - Parking or storage of inoperable vehicles.

Dismantled and/or partially dismantled vehicles which require major repairs to render such vehicles operable and vehicles not legally registered and licensed by the state department of highway safety and motor vehicles shall not be parked or stored in any residential zoning district. In commercial and manufacturing zoning districts vehicles must be visually screened by a solid wall or privacy fence from any abutting public or private right-of-way.

Sec. 62-351. - Yard and measurement of setbacks.

(a) Every part of a required yard shall be open from its lowest point to the sky, unobstructed, except for the ordinary projection of sills, belt courses, cornices, buttresses, ornamental features, chimneys, and eaves; provided, however, that none of these projections shall project into a minimum front or side yard more than 36 inches.

(b) On multiple frontage lots, the required front yard shall be 10 feet on the street that is considered the rear yard.

Sec. 62-352. - Buffer between districts.

Where an MSC, C-1 or M-1 district adjoins an agricultural or residential district without an intervening street or alley, a buffer of planted green space and a solid wall or fence at least six feet in height which creates a visual barrier shall be along all sides and rear property lines.

Sec. 62-353. - Essential public services.

Essential public services may be permitted in any zoning district. Essential public services are defined as, but not limited to, such uses as water, sewer, gas, telephone or electrical distribution systems, schools, parks, and other governmental uses. Construction with appropriate screening and/or landscaping shall be compatible with the surrounding neighborhood.

Sec. 62-354. - Waste disposal.

On all commercial property and multiple-family housing sites where commercial type refuse containers (dumpsters) are used, an adequate amount of space shall be provided for the placement of the necessary containers. Junk, scrap and waste collection areas shall be located off-street and to the rear of structures, allowing adequate maneuvering space for the servicing of the sites by the sanitation service. These areas shall have improved surface of concrete or asphalt, and ingress-egress corridors to accommodate the servicing vehicles. All areas used for the waste collection shall be enclosed and visually screened by a solid wall or privacy fence from any abutting public or approved private street or public right-of-way. Waste disposal areas shall be constructed in a manner architecturally compatible with surrounding main use buildings.

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Sec. 62-355. - Mobile homes and Trailers.

- (a) Temporary office. A mobile home or trailer may be used in any zoning district as a temporary office or shelter for materials or tools incidental to construction, provided a permit for such construction or development has been issued, and such permit includes authorization for temporary use of a mobile home or trailer. Such use of a mobile home or trailer shall not be permitted for more than one month after the completion of such construction.
- (b) Temporary public use. Any agency of local, municipal, state or federal government may utilize a mobile home or trailer for temporary public purposes in any zoning district. The mobile home or trailer shall not be used for any residential use.
- (c) Sales office. A mobile home or trailer may be used as a sales office in any zoning district.
- (e) Mobile homes on individual lots in certain zoning districts.

Sec. 62-357. - Excavation and/or filling.

No excavation or filling can occur on a lot unless an active permit has been issued for the property. No runoff or fill can impede on adjoining properties. Permission for excavation for site clearing must be granted by the planning and zoning board and any necessary state permits are secured, except for the following:

- (a) Four loads of fill per year on homesteaded properties.

Sec. 62-358. - Supplementary regulations for certain uses.

(a) It is the intent that these supplementary regulation standards and criteria be read in addition to, rather than in lieu of, any other requirement in Land Development Regulations. The following uses, whether permitted or permissible by exception, must meet the criteria listed under each use as a prerequisite for further consideration under this Zoning Code.

(a) Animals.

(1) Horses and ponies. Allowed for private riding use, shall be limited to one horse or pony per one-half acre, and only if a place of shelter therefore shall be provided which is not closer than 50 feet to any residence. Such horses and ponies shall be kept in a fenced enclosure in the rear yard, not closer than 25 feet to any private property line. If the property is a corner or through lot, the horses and ponies shall be kept in the side yard.

(2) Day care/Childcare Centers.

- a. Minimum lot area shall be not less than 7,500 square feet.
- b. Day care/child care centers shall provide a fenced outdoor play area which meets the minimum requirements set forth by the state licensing agency and which shall be located in the rear or side yards of the subject property.

c. All facilities, operation and maintenance shall meet all applicable county and/or state regulations for such use.

d. The maximum number of children to be 50 in residential areas.

(3) Home occupations must meet all of the following conditions:

a. No person other than members of the family residing on the premises shall be engaged in such occupation.

b. The use of the premises shall be clearly incidental and subordinate to its use for residential purposes and shall under no circumstances change the residential character of the structure.

c. There shall be no change in outside appearance of a building or premises, or other visible evidence of the conduct of such home occupation, except that one sign may be permitted, not exceeding one square foot in area, nonilluminated, mounted flat against the wall of the principal building or on a post in the front yard at least five feet back from the street or roadway line.

d. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood.

e. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.

f. The giving of art, music or other instructions or lessons shall be limited to not more than four persons at any one time.

g. Fabrication of articles such as are commonly classified under the terms of arts and handicraft, and providing no retail sales are made at the dwelling unit.

h. No outside storage of business materials or products.

(2) Yard sales.

a. No yard sale shall be permitted Monday through Thursday.

b. All merchandise shall be removed from site at the end of the last day of sale.

(3) Chickens.

a. Chickens, defined as a hen (*gallus domesticus*), and shall be kept within a coop or enclosure (a fenced or wired-in area, pen or run) at all times. A coop is herein defined as a covered house, structure or room that will provide the chickens with shelter from weather and with a roosting area protected from predators.

b. Any coop and/or fenced enclosure shall be located in the rear yard of the property, unless the property is deemed to be a corner lot or double frontage lot. No coop, enclosure or chicken shall be

allowed in any front or side yard (on corner and through lots the enclosure shall be located in the side yard).

- c. Property owners shall obtain a non-fee permit from the town prior to constructing or erecting any coop or enclosure.
- d. Chickens shall be kept for personal use only. The maximum number of chickens that may be kept shall not exceed 15 chickens. Selling of hens, eggs or manure, or the breeding of chickens for commercial purposes is prohibited.
- e. All coops or enclosures shall be located at least ten feet from the rear property line, side property line and the property's principal residential structure. Coops and enclosures shall be maintained in a clean and sanitary condition at all times. Chickens shall not be permitted to create a nuisance consisting of odor, noise or pests, or contribute to any other nuisance condition.

Sec. 62-359. - Accessory uses and structures.

(a) Accessory uses and structures are permitted in all districts provided such uses and structures are of a nature customarily incidental and clearly subordinate to a permitted or permissible principal use or structure and, unless otherwise provided, are located on the same lot (or contiguous lot in the same ownership) as such principal use. Where a building or portion thereof is attached to a building or structure containing such principal use, such building or portion shall be considered as a part of a principal building and not an accessory building. Accessory uses shall not involve operations or structures not in keeping with the character of the district where located and shall be subject to the following:

(1) Accessory uses and structures shall not be located in required front or side yards in any residential district except as follows:

- a. On double frontage lots, through lots and corner lots, accessory uses and structures may be located in any required side yard.
- b. Accessory structures for the housing of persons such as guesthouses shall not be located in any required yard.
- c. Detached accessory structures, other than as in subsection (a)(1)b of this section, which are separated from the main structure by not less than ten feet may be located in a required side or rear yard but not less than three feet from any lot line.
- d. Air conditioning compressors or other equipment designed to serve the main structure may be located in any required side or rear yard but not less than seven feet from any lot line.

(2) Accessory uses and structures in any residential district shall include noncommercial greenhouses and plant nurseries, guesthouses, private garages, tool and garden sheds, swimming pools, tennis courts, barbecue pits, , and similar uses or structures which:

- a. Do not involve the conduct of business of any kind.
- b. Are of a nature not likely to attract visitors in larger numbers than would normally be expected in a residential neighborhood.

c. Do not involve operations or structures not in keeping with the character of a residential neighborhood.

(3) Private swimming pools, shall be a structure of concrete, masonry or other approved material and finish, not located within a completely enclosed building, filled with a controlled water supply, and used or designed to be used for bathing or swimming purposes by humans. A private swimming pool shall be allowed in a residential district as an accessory use only if it fully complies with the following conditions:

a. That the pool is intended and is to be used solely for the enjoyment of the occupants or bona fide guests.

b. That the pool cannot be located in the required setback for the district. A swimming pool shall not be permitted in any required front yard.

c. All fences and gates shall be installed to comply with the Florida Building Code

d. Any temporary or aboveground pool exceeding two feet in height shall meet these requirements and the requirements of the Florida Building Code.

(4) The height of all accessory structures in a residential zone shall be limited to 22 feet above the established grade.

(b) Except for temporary storage of building supplies during the period of construction of the main use building, no accessory building shall be used or occupied until the main use building on the lot is being used.

Sec. 62-360. - Residences destroyed by acts of God.

Homeowners shall be allowed to place temporary housing on property when their residence is destroyed by an act of God. Temporary housing may consist of a recreational vehicle or travel trailer. Temporary housing will be granted for a period of not to exceed 180 days from the date the residence is destroyed. Mobile home replacement can be granted without special exception when the mobile home has been destroyed by an act of God Single residences can be re-built in any district if the residence is destroyed by an act of God All other sections of this Land Development Regulations must be adhered to, including setbacks, lot size, and lot coverage.

Sec. 62-361. - Ponds and borrow pits.

(a) Applicability. Any new pond or borrow pit or the expansion or change to an existing pond or borrow pit shall be subject to these standards. Size of the pond or borrow pit refers to the land area at the top of bank at the largest point during the excavation.

(b) Exemptions. The following activities are exempt from the requirements of this section:

(1) Maintenance dredging or repair of canals, lakes, rivers, and stormwater management facilities, provided permit requirements from other local, state, and federal agencies are met;

(2) Work included in a duly approved residential subdivision or non-residential construction project;

(3) Swimming pool construction:

(5) Sites where contamination investigation and remediation are being conducted under the direction of the Department of Environmental Protection or the United States Environmental Protection Agency, provided that there will be no permanent change in the final grade of the land surface upon completion of the project. Such activities include, but are not necessarily limited to, contaminated soil removal.

(6) Minor excavations normally and customarily associated with owner-occupied, single-family residences, where no material leaves the property and the excavation is performed without heavy equipment.

(c) Standards for ponds.

(1) The owner/applicant shall submit a scaled site plan or sketch to the Town illustrating the parcel boundaries, easements, buildings, septic systems, wetlands, and the proposed pond. The Planning and Zoning Board shall review the pond application to assure the pond meets the .

(2) The Planning and Zoning Board shall review application to assure the pond meets the following standards:

- a. Twenty-five-foot setbacks shall be observed from parcel boundaries, septic systems, and wetlands;
 - b. Four feet horizontal to one foot vertical (4:1) slopes shall be observed to a depth of two feet below mean low water line;
 - c. Maximum depth shall be twelve feet below the seasonal high groundwater table elevation; and
 - d. Lot upon which the proposed pond will be located shall be a minimum of one acre in size (uplands).
- (3) The aggregation requirements of the pond or borrow pit shall apply to the excavation of any pond.

(4) Application requirements for ponds. An application for a pond shall contain the following documentation:

- a. Any access/haul roads that abut a public or private paved road shall provide for edge of pavement stabilization with, a minimum depth of six inches, which stabilization may consist of compacted crushed crete, limerock, slag rock, or asphalt millings, to protect pavement edge; and

(5) Hours of operation. Ponds excavation from 7:00 a.m. to 6:00 p.m., Monday through Saturday.

(d) Standards for borrow pits.

(1) The owner/applicant shall submit a site plan signed and sealed by a professional engineer registered in the State of Florida to the Town illustrating the standards required by the Land Development Regulations.

(2) The owner/applicant shall obtain permits or an exemption from the SJRWMD for the construction of borrow pits and shall provide the Town with the SJRWMD permits necessary to operate the borrow pit or a copy of the exemption letter.

(3) Where the SJRWMD determines that no permit is required for the construction and operation of the borrow pit, the borrow pit shall be no closer than 100 feet setback from any property boundary.

- (4) Borrow pits shall not be closer than 75 feet to any part of a septic tank system.
- (5) Any two or more excavations, located upon lands under common ownership, within 660 feet of each other shall be aggregated and regulated as if a single excavation.
- (6) Application requirements for borrow pits. An application for a borrow pit shall contain the following documentation:
 - a. Erosion and sediment control;
 - b. Plans for any dewatering activities;
 - c. Access to the project to the appropriate town personnel for the purpose of inspection during normal working hours and at reasonable times when work is in progress;
 - d. Fence detail. If side slopes are less than four feet horizontal to one foot vertical (4:1) down to two feet below mean low water level;
 - e. Location and setbacks to: Property lines, structures, septic tanks, wetlands, right-of-way, easements, and existing bodies of water;
 - f. Documentation of the seasonal high groundwater level (soil bore to determine lithology) if excavation will be deeper than twelve (12) feet below the seasonal high groundwater table elevation.;
 - g. Any access/haul roads that abut a public or private paved road shall provide for edge of pavement stabilization with, a minimum depth of six inches, which stabilization may consist of compacted crushed crete, limerock, slag rock, or asphalt millings, to protect pavement edge; and
 - h. Access points abutting a public or private road shall be at least 12 feet wide.
- (7) Hours of operation. Borrow pits may operate from 7:00 a.m. to 6:00 p.m., Monday through Saturday.
- (8) The Planning and Zoning Board shall approve the operation of a borrow pit The operation of the borrow pit shall expire on the expiration date of the environmental resource permit (ERP) issued by the SJRWMD. If the operator obtains an extension of the ERP by the SJRWMD, the operator shall provide the Town a copy of the ERP extension approval from the SJRWMD. An extension shall be automatically be approved based on the extension of SJRWMD permit.
- (e) Bonding requirements for platted subdivisions. For the duration of the authorized work, a maintenance bond, equal to \$0.10 per cubic yard of material removed, shall be required by the public works director for any pond or borrow pit where the excavation is accessed from a public road or street.
- (f) Administration and enforcement.
- (1) Code enforcement shall investigate alleged violations in accordance with town regulations. Code enforcement shall have the authority to temporarily stop work pending adjudication.
- (4) Revocation. Authorization shall be revocable at any stage of the work contemplated herein upon the following grounds:
 - a. Approval was granted upon gross misrepresentation by the applicant;

- b. The work violates any ordinance of the town;
- c. The work is not being performed in accordance with the provisions of this section; or
- d. The work is not being performed in accordance with the terms of any permit or development order.

Secs. 62-362—62-380. - Reserved.

DIVISION 2. - OFF-STREET PARKING AND LOADING

Sec. 62-381. - Purpose of division; space required.

The purpose of this division is to ensure the reasonable provision for future off-street parking facilities within the town. As previously defined, an "off-street parking space" consists of a minimum area of nine feet by 18 feet.

Sec. 62-382. - General off-street parking requirements.

- (a) Off-street parking facilities shall be maintained and continued so long as the main use continues. Conforming buildings and uses existing may be modernized, altered, or repaired without providing additional off-street parking, providing there is no increase in area or capacity. Where a conforming building or use exists and such building or structure is enlarged or increased in capacity by adding floor area, volume, or seats, off-street parking shall be provided for the additional floor area, volume, capacity or seats so created or used. Whenever the use of a building or portion thereof changes, the new use shall meet the off-street parking requirements prior to issuance of certificate of occupancy or zoning compliance. Handicapped parking spaces must comply with Florida Statutes.
- (b) At the time of the erection of any building or structure or at the time any structure is enlarged or increased in capacity and/or changed in usage, the following minimum off-street parking spaces are required:

Use	Minimum Number of Off-Street Parking Spaces Required
Bowling alley	Two spaces per alley
Bus, railroad or other transportation terminals	One (1) space for each five hundred (500) square feet of gross floor area.
Business, commercial, or personal service establishment	One space for each 300 square feet of gross floor area plus, where applicable, one (1) space for each one thousand (1,000) square feet of lot or ground area used for any type of sales or display.
Churches, funeral homes, clubs, lodges, dance, art and music studios, vocational, trade and business school	One (1) space for each four (4) fixed seats in the sanctuary and chapel area or 1 space for each 35 square feet of gross floor area within the main auditorium.
Commercial shopping centers	One space for each 150 square feet of non-storage floor area

Use	Minimum Number of Off-Street Parking Spaces Required
Hotels and motels	One space for each sleeping room, plus spaces required for accessory uses such as restaurant, etc.
Industrial uses	One space/5,000 square feet of gross floor area and 1 space/250 square feet of office space and associated uses.
Hospitals, and nursing homes (long term care facilities or memory care)	One space for each of the four beds/units.
Assisted living facilities	One space per two units beds.
Independent Senior Living Facilities	One space per unit.
Mobile home parks, subdivisions and mobile homes on individual lot	Two spaces per mobile home.
Multifamily dwellings	Two spaces per dwelling units plus minimum of 5% of total required spaces for guest parking
Place of public assembly such as auditoriums and theaters	One space for each four fixed seats or 1 space for each 35 square feet of gross floor area within the main auditorium
Professional and business offices	One space for each 200 square feet of gross floor area.
Radio or television broadcasting office or studio	One space for each 500 square feet of gross floor area
Restaurant, nightclub, bar or tavern	1 space for 65 square feet of dining area.
Rooming houses and boarding houses	One (1) space for each two (2) beds.
Schools, elementary and junior high	Two spaces for each classroom, office and kitchen
Senior high	Six (6) spaces for each classroom, office room, kitchen, gymnasium and auditorium
Single- and two-family dwellings	Two spaces per dwelling unit
Theaters	One space for each four seats in the main auditorium
Travel trailer parks and campgrounds	One space for each parking stand
Medical and dental clinics or offices	One space for each 200 square feet of gross floor area

Use	Minimum Number of Off-Street Parking Spaces Required
Plant nursery	One space for each 200 square feet of gross floor area, plus one space for each 1,000 square feet of area used for any type of sales or display.
: Where fractional spaces shall be the nearest whole number.	

Sec. 62-383. - Off-street loading definition and requirements.

(a) An off-street loading space is an on-the-property area preserved for the convenient loading and unloading of materials and merchandise scaled to delivery vehicles. Every off-street loading space shall have the minimum dimensions of 12 feet by 25 feet, excluding the area for direct access and maneuvering. Where a conforming building or use existed at the time of the adoption of the ordinance from which this chapter is derived, and such building or structure is enlarged or increased in capacity by adding floor area or volume, off-street loading as specified in this chapter shall be provided for additional floor area, volume or capacity so created or used. Whenever the use of a building or portion thereof changes, the new use shall meet the off-street loading requirements.

Uses	Off-street loading requirements
Office building, motel, hotel, or auditorium	One space for each 5,000 square feet gross floor up to 40,000 square feet plus one space for each 60,000 square feet
Retail or service establishment, wholesale establishment, industrial plant and restaurant	One space if gross floor area is more than 2,000 square feet but not greater than 20,000 square feet; two spaces if the aggregate floor area is more than 20,000 square feet but not greater than 60,000 square feet; three spaces if the aggregate floor area is more than 60,000 square feet but not greater than 120,000 square feet, plus one additional off-street loading space for each additional 80,000 square feet over 120,000 square feet or major fraction thereof.

(b) Off-street loading facilities shall be maintained and continued so long as the main use continues. Conforming buildings and uses existing at the time of adoption of the ordinance from which this chapter is derived may be modernized, altered or repaired without providing additional off-street loading, providing there is no increase in area or capacity.

Sec. 62-384. - Design standards.

(a) Drainage. Off-street parking and loading areas shall be drained to prevent damage to abutting property and/or public streets and alleys and obtain the required permits from the SJRWMD and/or FDOT. Parking lots with 10 or more parking spaces shall be paved with asphalt or concrete.

(b) Separation from walkway and streets. Off-street parking and loading facilities shall be separated from walkways, sidewalks, streets or alleys by a wall, fence, or curbing.

(c) Entrances and exits. Location and design of entrances and exits shall be in accordance FDOT access management and to promote safety in the Town. Landscaping, curbing or other barrier shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.

(d) Interior drives. Minimum width of interior drives shall be related to the angle of parking stalls and use of one-way or two-way traffic as follows:

Parking Angle (degrees)	Width of Aisle (feet)	Traffic Direction
30	11	One-way
45	13	One-way
60	18	One-way
90	24	Two-way

(e) Marking of parking spaces. Required off-street parking areas shall have individual spaces marked, by painted lines or curbs or other means to indicate individual spaces, and shall be so designed, maintained and regulated that no parking or maneuvering incidental to parking shall be on any public or private street, walk or alley, and so that any automobile may be parked and unparked without moving another. Signs or markers shall be used as necessary to ensure the preservation of the natural features as well as the efficient traffic operation of the lot.

(f) Lighting. Adequate lighting shall be provided if nonresidential off-street parking or loading facilities are to be used at night. The lighting shall be designed and installed to minimize glare on adjacent property; in any event no source of illumination for such lots shall be directly visible from any window in any residence in an adjacent residential district.

Sec. 62-385. - Area location/Shared parking.

a. The required off-street parking or loading facilities shall normally be located on the same lot or parcel of land they are intended to serve. However, the town planning and zoning board may allow the establishment of off-street parking facilities within 600 feet of the premises they are intended to serve in all districts except residential districts when practical difficulties prevent the placing of the facilities on the same lot as the premises they are designed to serve.

(b) Shared parking provisions.

(1) The Planning and Zoning Board may consider a shared parking agreement between two (2) non-residential projects or mixed-use projects provided the project/uses are complimentary (have peak hours of operation at different times of the day) To be considered, a shared parking agreement must address the following:

- (a) The agreement is valid only as long as the conditions described in the request for shared parking exist.
- (b) The amount of parking in consideration and to whom the parking is designated.
- (c) An exhibit depicting the shared parking in relation to the project site.
- (d) The Town is not bound to honor the shared parking agreement if the conditions described in the request are determined to have changed or result in a health safety.

(2) The shared parking is subject to an agreement that addresses the following:

(a) The agreement is valid only as long as the conditions described in the application for the shared parking exist, the Town must be a party identified in the agreement requiring a signature from the mayor, and the agreement must be in a form acceptable to the Town attorney recorded with the Nassau County Clerk of Courts.

(b) A copy of the recorded agreement shall be submitted to the Town within ten (10) days of its recording.

(3) There shall be connections between the shared parking and the structure it serves.

(a) There shall be safe pedestrian connections between the projects.

(b) The parking area must be located within six hundred (600) feet walking distance of the structure it serves.

Secs. 62-386—62-410. - Reserved.

ARTICLE VII. - SIGNS

Sec. 62-411. - Definitions.

Sign means any structure or device which is erected, constructed or maintained outside of enclosed buildings, or structures for the purpose of display, information, advertisement, or attraction of the attention of persons, and includes among others, posters, pictures, pictorial or reading matter, and any letter, word, model, device or representation used in the nature of any advertisement, announcement, attraction or direction.

Sec. 62-412. - Scope and intent.

The provisions of this article shall govern the number, sizes, location, character, and maintenance of signs which may be permitted as a main or accessory use. Increased numbers and sizes of signs as well as certain types of lighting can be distracting to the motoring public and create potential traffic hazards. Haphazard location, construction and maintenance of signs seriously detract from the natural beauty of the town and, in turn, injuriously affect the economic well-being of the citizenry. It is the intent to authorize the size and location of signs which carry out their purpose without unduly interfering with

motorists, causing unsafe conditions, and without injuriously affecting the value of property. Flashing signs are prohibited.

Sec. 62-413. - Measurement of sign area.

The surface area of a sign shall be computed as including the entire area within a regular, geometric form or combinations of regular geometric forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not being advertising matter shall not be included in computations of surface area.

Sec. 62-414. - Governmental signs excluded.

For the purpose of these regulations, the term "sign" does not include signs erected and maintained pursuant to and in discharge of any governmental function, or required by any law, ordinance or governmental regulations.

Sec. 62-415. - Nonconforming signs.

Signs which are nonconforming shall be removed or made to conform by December 31, 2028

Sec. 62-416. - Removal of signs.

- (a) Grounds for removal. All signs permitted may be removed for reasons of safety of persons or property, faulty construction, lack of maintenance or unsightly appearance.
- (b) Repair/removal of Unsafe Signs. A citation shall be issued for any unsafe sign or a sign in disrepair. Any sign for which a citation has been issued or is in violation must be repaired or removed within 30 days after receiving due notice. In case the objectionable sign is not removed, the town shall then have the right to enter upon the property, remove the sign and assess such cost against the property.
- (c) Abandoned signs. Any abandoned sign shall be removed within 30 days from the date of its abandonment. Any such sign not removed within the required period shall constitute a nuisance and shall be subject to removal by the Town.

Sec. 62-417. - Construction requirements.

All signs or similar advertising matter shall be governed in their construction or erection and maintenance by the town Code and the Florida Building Code. Sec. 62-418. - General requirements for all signs and districts.

The following shall apply to all signs and all use districts:

- (1) Any illuminated sign or lighting device shall employ only a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating or moving light or lights. In no event shall an illuminated sign or lighting device be placed or directed or beamed upon a public thoroughfare, highway, sidewalk or adjacent premises, so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- (2) No sign shall employ any parts or elements which revolve, rotate, whirl, or spin.

- (3) All wiring, fittings and materials used in the construction, connection and operation of electrically illuminated signs shall be in accordance with the Florida Building Code.
- (4) No sign shall be erected or maintained from the front or face of a building of more than two feet, including those projecting from the face of any theater, hotel or motel marquee.
- (5) No sign shall be placed on the roof of any building.
- (6) No temporary sign shall be placed on the front or face of a building or on any premises.
- (7) No sign erected or maintained in the window of a building, visible from any public or private street or highway, shall occupy more than 20 percent of the window surface.
- (8) No sign of any classification shall be installed, erected or attached in any form, shape or manner against a building, which would prevent ingress and egress through any door or window required or designed for access to any building, nor shall any sign or over street graphic obstruct a fire escape or any door or window giving access to any fire escape.
- (9) Should any sign be or become unsafe or be in danger of falling, the owner thereof or the person maintaining the sign shall, upon receipt of written notice from the Town, proceed at once to put such sign in a safe and secure condition or remove the sign.
- (10) No sign shall be placed in any public right-of-way, except publicly-owned signs, such as traffic control signs and directional signs. Signs directing and guiding traffic and parking or indicating private property, but bearing no advertising matter, shall be permitted on any property. No sign shall overhang or infringe upon the right-of-way of any street, road or public way.
- (11) No sign or other street graphic may use the words "stop," "look," "drive-in," "danger" or similar word, phrase, symbol or character, nor simulate a traffic control device, nor may red, amber or green lights be used, within ten feet of a public right-of-way or 200 feet of a traffic control device.
- (12) No sign shall be attached to a tree or any vegetation.

Sec. 62-419. - Signs permitted in all districts.

The following signs shall be permitted in all districts:

- (1) Not more than one sign advertising the sale, lease or rental of the premises upon which the sign is located, not exceeding 32 square feet in area, except in all residential districts the area of the sign shall not be more than six square feet.
- (2) Professional nameplates not exceeding two square feet in area.
- (3) Signs denoting the name and address of the occupants of the premises, not exceeding two square feet in area.
- (4) Non-advertising directional signs or symbols (entrance, exit, slow) located and pertaining to a parcel of private property, not to exceed two square feet in area.
- (5) Signs or bulletin boards customarily incidental to places of worship, libraries, museums, social clubs or societies located on the premises of such institution, not to exceed 15 square feet in area.

(6) Subdivision entrance or identifying signs shall not exceed 40 square feet.

Sec. 62-420. - Signs permitted in commercial and industrial districts; wall mounted and marquee signs.

(a) In a commercial or industrial district, each business shall be permitted one on-site sign. Permanent on-site signs for any single-business enterprise may have an area equivalent to 1½ square feet of sign area for each lineal foot of building width or part of a building occupied by such enterprise but shall not exceed a maximum area of 100 square feet. The height of signs shall not exceed 12 feet in height.

Sec. 62-421. - Temporary signs.

(a) Temporary stationary signs, not exceeding 50 square feet in area, announcing special public or institutional events, the erection of a building, the architect, the builders, or contractors may be erected for a period of 60 days plus the construction period. Such temporary signs shall be nonilluminated and shall conform to the general and setback.

Sec. 62-423. - Signs on public property.

No sign, other than official signs shall be posted on any public property.

Sec. 62-424. - Sign setback requirements.

(a) On-site signs shall be set back from the established right-of-way line at least ten feet. Less than ten feet setback may be allowed where a building is less than ten feet from the right-of-way provided it does not obstruct visibility and cause a traffic safety hazard.

(b) For every square foot by which any on-site sign exceeds 50 square feet, the setback shall be increased by one-half foot, but need not exceed 100 feet.

(c) All types of signs and bulletin boards for a church, school or any other public, religious or educational institution may be erected not less than ten feet from the established right-of-way line of any street or highway, provided such sign or bulletin board complies with the clear sight triangle.

(d) On-site signs shall be erected or placed in conformity with the side and rear yard requirements of the district in which they are located, except that in any residential district, on-site signs shall not be erected or placed within 12 feet of a side or rear lot line. If the requirement for a single side yard in the appropriate zoning district is more than 12 feet, the latter shall apply.

Secs. 62-426—62-450. - Reserved.

ARTICLE VIII. - FLOOD DAMAGE PREVENTION

DIVISION 1. - GENERALLY

Sec. 62-451. - Title.

These regulations shall be known as the Flood Damage Prevention Ordinance of the Town of Hilliard, hereinafter referred to as "this article."

Sec. 62-452. - Scope.

The provisions of this article shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the Florida Building Code; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.

Sec. 62-453. - Intent.

The purposes of this article and the flood load and flood resistant construction requirements of the Florida Building Code are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:

- (1) Minimize unnecessary disruption of commerce, access and public service during times of flooding;
- (2) Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
- (3) Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
- (4) Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
- (5) Minimize damage to public and private facilities and utilities;
- (6) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
- (7) Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
- (8) Meet the requirements of the National Flood Insurance Program for community participation as set forth in Title 44 Code of Federal Regulations, Section 59.22.

Sec. 62-454. - Coordination with the Florida Building Code.

This article is intended to be administered and enforced in conjunction with the Florida Building Code. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the Florida Building Code. Sec. 62-455. - Warning.

The degree of flood protection required by this article and the Florida Building Code, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This article does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the flood insurance study and shown on flood insurance rate maps and the requirements of Title 44 Code of Federal Regulations,

Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with this article. Sec. 62-456. - Disclaimer of liability.

This article shall not create liability on the part of the town council of Town of Hilliard or by any officer or employee thereof for any flood damage that results from reliance on this article or any administrative decision lawfully made thereunder. DIVISION 2. - APPLICABILITY

Sec. 62-457. - General.

Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Sec. 62-458. - Areas to which this article applies.

This article shall apply to all flood hazard areas within the Town of Hilliard, as established in section 62-459 of this article. Sec. 62-459. - Basis for establishing flood hazard areas.

The Flood Insurance Study for Nassau County, Florida and Incorporated Areas dated December 17, 2010, and all subsequent amendments and revisions, and the accompanying flood insurance rate maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this article and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the Town Hall. Sec. 62-460. - Submission of additional data to establish flood hazard areas.

To establish flood hazard areas and base flood elevations, pursuant to Division 5 of this article the floodplain administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:

- (1) Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this article and, as applicable, the requirements of the Florida Building Code.
- (2) Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a letter of map change that removes the area from the special flood hazard area.

Sec. 62-461. - Other laws.

The provisions of this article shall not be deemed to nullify any provisions of local, state or federal law. Sec. 62-462. - Abrogation and greater restrictions.

This article supersedes any ordinance in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the Florida Building Code. In the event of a conflict between this article and any other ordinance, the more restrictive shall govern. This article shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this article. Sec. 62-463. - Interpretation.

In the interpretation and application of this article, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

DIVISION 3. - DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR

Sec. 62-464. - Designation.

The town clerk is designated as the floodplain administrator. The floodplain administrator may delegate performance of certain duties to other employees.

Sec. 62-465. - General

The floodplain administrator is authorized and directed to administer and enforce the provisions of this article. The floodplain administrator shall have the authority to render interpretations of this article consistent with the intent and purpose of this article and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this article without the granting of a variance pursuant to Division 7 of this article.

Sec. 62-466. - Applications and permits.

The floodplain administrator, in coordination with other pertinent offices of the community, shall:

- (1) Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
- (2) Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this article;
- (3) Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
- (4) Provide available flood elevation and flood hazard information;
- (5) Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
- (6) Review applications to determine whether proposed development will be reasonably safe from flooding;
- (7) Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code, when compliance with this article is demonstrated, or disapprove the same in the event of noncompliance; and
- (8) Coordinate with and provide comments to the building official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of this article.

Sec. 62-467. - Substantial improvement and substantial damage determinations.

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the floodplain administrator, in coordination with the building official, shall:

- (1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (2) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (4) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the Florida Building Code and this article is required.

Sec. 62-468. - Modifications of the strict application of the requirements of the Florida Building Code.

The floodplain administrator shall review requests submitted to the building official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to Division 7 of this article.

Sec. 62-469. - Notices and orders.

The floodplain administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with this article.

Sec. 62-470. - Inspections.

The floodplain administrator shall make the required inspections as specified in Division 6 of this article for development that is not subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. The floodplain administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.

Sec. 62-471. - Other duties of the floodplain administrator.

The floodplain administrator shall have other duties, including but not limited to:

- (1) Establish, in coordination with the building official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to section 62-467 of this article;
- (2) Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
- (3) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the flood insurance rate

maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available;

(4) Review required design certifications and documentation of elevations specified by this article and the Florida Building Code to determine that such certifications and documentations are complete; and

(5) Notify the Federal Emergency Management Agency when the corporate boundaries of the town are modified.

Sec. 62-472. - Floodplain management records.

Regardless of any limitation on the period required for retention of public records, the floodplain administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this article and the flood resistant construction requirements of the Florida Building Code, including flood insurance rate maps; letters of map change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the Florida Building Code and this article; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to this article and the flood resistant construction requirements of the Florida Building Code. These records shall be available for public inspection at the Town Hall.

DIVISION 4. - PERMITS

Sec. 62-473. - Permits required.

Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this article, including buildings, structures and facilities exempt from the Florida Building Code, which is wholly within or partially within any flood hazard area shall first make application to the floodplain administrator, and the building official if applicable, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of this article and all other applicable codes and regulations has been satisfied. Sec. 62-474. - Floodplain development permits or approvals.

Floodplain development permits or approvals shall be issued pursuant to this article for any development activities not subject to the requirements of the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. Depending on the nature and extent of proposed development that includes a building or structure, the floodplain administrator may determine that a floodplain development permit or approval is required in addition to a building permit. Sec. 62-475. - Buildings, structures and facilities exempt from the Florida Building Code.

Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the Florida Building Code and any further exemptions provided by law, which are subject to the requirements of this article:

(1) Railroads and ancillary facilities associated with the railroad.

- (2) Nonresidential farm buildings on farms, as provided in section 604.50, F.S.
- (3) Temporary buildings or sheds used exclusively for construction purposes.
- (4) Mobile or modular structures used as temporary offices.
- (5) Those structures or facilities of electric utilities, as defined in section 366.02, F.S., which are directly involved in the generation, transmission, or distribution of electricity.
- (6) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
- (7) Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
- (8) Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.
- (9) Structures identified in section 553.73(10)(k), F.S., are not exempt from the Florida Building Code if such structures are located in flood hazard areas established on flood insurance rate maps Sec. 62-476. - Application for a permit or approval.

To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:

- (1) Identify and describe the development to be covered by the permit or approval.
- (2) Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
- (3) Indicate the use and occupancy for which the proposed development is intended.
- (4) Be accompanied by a site plan or construction documents as specified in Division 5 of this article.
- (5) State the valuation of the proposed work.
- (6) Be signed by the applicant or the applicant's authorized agent.
- (7) Give such other data and information as required by the floodplain administrator. Sec. 62-477. - Validity of permit or approval.

The issuance of a floodplain development permit or approval pursuant to this article shall not be construed to be a permit for, or approval of, any violation of this article, the Florida Building Codes, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the floodplain administrator from requiring the correction of errors and omissions. Sec. 62-478. - Expiration.

A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or

abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated. Sec. 62-479. - Suspension or revocation.

The floodplain administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this article or any other ordinance, regulation or requirement of this community. Sec. 62-480. - Other permits required.

Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including but not limited to the following:

- (1) The St. Johns River Water Management District; section 373.036, F.S.
- (2) Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.
- (3) Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; section 161.055, F.S.
- (4) Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
- (5) Federal permits and approvals.

DIVISION 5. - SITE PLANS AND CONSTRUCTION DOCUMENTS

Sec. 62-481. - Information for development in flood hazard areas.

The site plan or construction documents for any development subject to the requirements of this article shall be drawn to scale and shall include, as applicable to the proposed development:

- (1) Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
- (2) Where base flood elevations or floodway data are not included on the FIRM or in the flood insurance study, they shall be established in accordance with section 62-482(2) or (3) of this article.
- (3) Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than five acres and the base flood elevations are not included on the FIRM or in the flood insurance study, such elevations shall be established in accordance with section 62-482(1) of this article.
- (4) Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
- (5) Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- (6) Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.

- (7) Existing and proposed alignment of any proposed alteration of a watercourse.

The floodplain administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by this article but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with this article. Sec. 62-482. - Information in flood hazard areas without base flood elevations (approximate zone A).

Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the floodplain administrator shall:

- (1) Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
- (2) Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source.
- (3) Where base flood elevation and floodway data are not available from another source, where the available data are deemed by the Floodplain Administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
 - a. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices; or
 - b. Specify that the base flood elevation is two feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two feet.
- (4) Where the base flood elevation data are to be used to support a letter of map change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

Sec. 62-483. - Additional analyses and certifications.

As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses signed and sealed by a Florida licensed engineer for submission with the site plan and construction documents:

- (1) For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in section 62-484 of this article and shall submit the conditional letter of map revision, if issued by FEMA, with the site plan and construction documents.
- (2) For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the flood insurance study or on the FIRM and floodways have not been

designated, hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one foot at any point within the community. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas identified as zone AO or zone AH.

(3) For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in section 62-484 of this article. Sec. 62-484. - Submission of additional data.

When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a letter of map change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant. DIVISION 6. - INSPECTIONS

Sec. 62-485. - General.

Development for which a floodplain development permit or approval is required shall be subject to inspection. Sec. 62-486. - Development other than buildings and structures.

The floodplain administrator shall inspect all development to determine compliance with the requirements of this article and the conditions of issued floodplain development permits or approvals. Sec. 62-487. - Buildings, structures and facilities exempt from the Florida Building Code.

The floodplain administrator shall inspect buildings, structures and facilities exempt from the Florida Building Code to determine compliance with the requirements of this article and the conditions of issued floodplain development permits or approvals.

(1) Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility exempt from the Florida Building Code, or the owner's authorized agent, shall submit to the floodplain administrator:

a. If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or

b. If the elevation used to determine the required elevation of the lowest floor was determined in accordance with section 62-482(3)(b) of this article, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.

(2) As part of the final inspection, the owner or owner's authorized agent shall submit to the floodplain administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in section 62-487(1) of this article.

Sec. 62-488. - Manufactured homes.

The floodplain administrator shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of this article and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the floodplain administrator. DIVISION 7. - VARIANCES AND APPEALS

Sec. 62-489. - General.

The planning and zoning board shall hear and decide on requests for appeals and requests for variances from the strict application of this article. Pursuant to section 553.73(5), F.S., the planning and zoning board shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code. Sec. 62-490. - Appeals.

The planning and zoning board shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the administration and enforcement of this article. Any person aggrieved by the decision may appeal such decision to the circuit court, as provided by Florida Statutes. Sec. 62-491. - Limitations on authority to grant variances.

The planning and zoning board shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in section 62-492 of this article, the conditions of issuance set forth in section 62-493 of this article, and the comments and recommendations of the floodplain administrator and the building official. The planning and zoning board has the right to attach such conditions as it deems necessary to further the purposes and objectives of this article.

(1) A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in section 62-483 of this article.

(2) A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

(3) A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this article, provided the variance meets the requirements of section 62-491(1), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

Sec. 62-492. - Considerations for issuance of variances.

In reviewing requests for variances, the planning and zoning board shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this article, and the following:

- (1) The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
- (2) The danger to life and property due to flooding or erosion damage;
- (3) The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
- (4) The importance of the services provided by the proposed development to the community;
- (5) The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
- (6) The compatibility of the proposed development with existing and anticipated development;
- (7) The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
- (8) The safety of access to the property in times of flooding for ordinary and emergency vehicles;
- (9) The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
- (10) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

Sec. 62-493. - Conditions for issuance of variances.

Variances shall be issued only upon:

- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this article or the required elevation standards;
- (2) Determination by the planning and zoning board that:
 - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
 - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
 - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;

(3) Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the office of the clerk of the court in such a manner that it appears in the chain of title of the affected parcel of land; and

(4) If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the floodplain administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25.00 for \$100.00 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

DIVISION 8. - VIOLATIONS

Sec. 62-494. - Violations.

Any development that is not within the scope of the Florida Building Code but that is regulated by this article that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this article, shall be deemed a violation of this article. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this article or the Florida Building Code is presumed to be a violation until such time as that documentation is provided.

Sec. 62-495. - Authority.

For development that is not within the scope of the Florida Building Code but that is regulated by this article and that is determined to be a violation, the floodplain administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.

Sec. 62-496. - Unlawful continuance.

Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by section 1-7 of the Code.

DIVISION 9. - DEFINITIONS

Sec. 62-496.5. - Definitions of words and terms used in this article.

Unless otherwise expressly stated, the following words and terms shall, for the purposes of this article, have the meanings shown in this division. Where terms are not defined in this article and are defined in the Florida Building Code, such terms shall have the meanings ascribed to them in that code. Where terms are not defined in this article or the Florida Building Code, such terms shall have ordinarily accepted meanings such as the context implies.

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the floodplain administrator's interpretation of any provision of this article.

ASCE 24. A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood. A flood having a one-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 202.] The base flood is commonly referred to as the "100-year flood" or the "one-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 202.]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 202; see "Basement (for flood loads)."]

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 202.]

- (1) Area with a floodplain subject to a one-percent or greater chance of flooding in any year; or
- (2) Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to two feet. [Also defined in FBC, B, Section 202.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before October 1, 2003. [Also defined in FBC, B, Section 202.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before October 1, 2003.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 202.]

- (1) The overflow of inland or tidal waters.
- (2) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 202.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 202.]

- (1) The area within a floodplain subject to a one-percent or greater chance of flooding in any year.
- (2) The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood insurance rate map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 202.]

Flood insurance study (FIS). The official report provided by the Federal Emergency Management Agency that contains the flood insurance rate map, the flood boundary and floodway map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 202.]

Floodplain administrator. The office or position designated and charged with the administration and enforcement of this article (may be referred to as the floodplain manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this article.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. [Also defined in FBC, B, Section 202.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings.

Letter of map change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood insurance rate map or flood insurance study. Letters of map change include:

- (1) Letter of map amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective flood insurance rate map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (2) Letter of map revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (3) Letter of map revision based on fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- (4) Conditional letter of map revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective flood insurance rate map or flood insurance Study; upon submission and approval of certified as-built documentation, a letter of map revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds gross vehicular weight rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

- (1) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle; or
- (2) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (3) Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 202.]

Manufactured home. A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than 400 square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this article, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, actual cash value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the property appraiser.

New construction. For the purposes of administration of this article and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after October 1, 2003 and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after October 1, 2003.

Park trailer. A transportable unit which has a body width not exceeding 14 feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in section 320.01, F.S.]

Recreational vehicle. A vehicle, including a park trailer, which is: [see in section 320.01, F.S.]

- (1) Built on a single chassis;
- (2) Four hundred square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1—A30, AE, A99, AH, V1—V30, VE or V. [Also defined in FBC, B Section 202.]

Start of construction. The date of issuance of permits for new construction and substantial improvements, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a

manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, or the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 202.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 202.]

Substantial improvement. Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 202.]

(1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.

(2) Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure.

Variance. A grant of relief from the requirements of this article, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by this article or the Florida Building Code.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically. DIVISION 10. - BUILDINGS AND STRUCTURES

Sec. 62-497. - Design and construction of buildings, structures and facilities exempt from the Florida Building Code.

Pursuant to section 62-475 of this article, buildings, structures, and facilities that are exempt from the Florida Building Code, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24. Structures exempt from the Florida Building Code that are not walled and roofed buildings shall comply with the requirements of Division 16 of this article.

DIVISION 11. - SUBDIVISIONS

Sec. 62-498. - Minimum requirements.

Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:

- (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
- (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
- (3) Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

Sec. 62-500. - Subdivision plats.

Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:

- (1) Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats;
- (2) Where the subdivision has more than 50 lots or is larger than five acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with section 62-482(1) of this article; and
- (3) Compliance with the site improvement and utilities requirements of Division 12 of this article.

DIVISION 12. - SITE IMPROVEMENTS, UTILITIES AND LIMITATIONS

Sec. 62-501. - Minimum requirements.

All proposed new development shall be reviewed to determine that:

- (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
- (2) All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
- (3) Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

Sec. 62-502. - Sanitary sewage facilities.

All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems. Sec. 62-503. - Water supply facilities.

All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems. Sec. 62-504. - Limitations on sites in regulatory floodways.

No development, including but not limited to site improvements, and land disturbing activity involving fill or regrading, shall be authorized in the regulatory floodway unless the floodway encroachment analysis required in section 62-483(1) of this article demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation. Sec. 62-505. - Limitations on placement of fill.

Subject to the limitations of this article, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures (Zone A only), fill shall comply with the requirements of the Florida Building Code. DIVISION 13. - MANUFACTURED HOMES

Sec. 62-506. - General.

All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this article. Sec. 62-507. - Foundations.

All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of the Florida Building Code Residential Section R322.2 and this article. Foundations for manufactured homes subject to Section 62-509(2) of this article are permitted to be reinforced piers or other foundation elements of at least equivalent strength. Sec. 62-508. - Anchoring.

All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance. Sec. 62-509. - Elevation.

Manufactured homes that are placed, replaced, or substantially improved shall comply with section 62-509(1) or (2) of this article, as applicable.

(1) General elevation requirement. Unless subject to the requirements of section 62-509(2) of this article, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2 (Zone A).

(2) Elevation requirement for certain existing manufactured home parks and subdivisions.

Manufactured homes that are not subject to section 62-509(1) of this article, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

- a. Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 (Zone A); or
- b. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.

Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322.2 for such enclosed areas.

Sec. 62-511. - Utility equipment.

Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the Florida Building Code, Residential Section R322. DIVISION 14. - RECREATIONAL VEHICLES AND PARK TRAILERS

Sec. 62-512. - Temporary placement.

Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:

- (1) Be on the site for fewer than 180 consecutive days; or
- (2) Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.

Sec. 62-513. - Permanent placement.

Recreational vehicles and park trailers that do not meet the limitations in section 62-512 of this article for temporary placement shall meet the requirements of Division 13 of this article for manufactured homes. DIVISION 15. - TANKS

Sec. 62-514. - Tanks in flood hazard areas.

Tanks in flood hazard areas:

- (1) Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.
- (2) Above-ground tanks in flood hazard areas shall be elevated to or above the design flood elevation and attached to a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.

(3) Above-ground tanks that do not meet the elevation requirements of section 62-514(2) of this article shall be permitted in flood hazard areas provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.

(4) Tank inlets, fill openings, outlets and vents shall be:

a. At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and

b. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood. DIVISION 16. - OTHER DEVELOPMENT

Sec. 62-515. - General requirements for other development.

All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this article or the Florida Building Code, shall:

(1) Be located and constructed to minimize flood damage;

(2) Meet the limitations of section 62-504 of this article if located in a regulated floodway;

(3) Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;

(4) Be constructed of flood damage-resistant materials; and

(5) Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

Sec. 62-516. - Fences, retaining walls, sidewalks, driveways, roads, and watercourses in regulated floodways.

In regulated floodways:

(1) Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of section 62-504 of this article.

(2) Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of section 62-504 of this article.

(3) Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of section 62-504 of this article. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of section 62-483(3) of this article.

Secs. 62-517—62-520. - Reserved.

ARTICLE IX. - AIRPORT ZONING

Sec. 62-521. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Aeronautical study means a Federal Aviation Administration study, conducted in accordance with the standards of 14 C.F.R. part 77, subpart C, and Federal Aviation Administration policy and guidance, on the effect of proposed construction or alteration upon the operation of air navigation facilities and the safe and efficient use of navigable airspace.

Airport means any area of land or water designed and set aside for the landing and taking off of aircraft and used or to be used in the interest of the public for such purpose.

Airport commissioner means a member of the town council appointed as airport commissioner to monitor compliance with the lease agreement, licensing and other internal administrative operations.

Airport elevation means the highest point of an airport's usable landing area measured in feet above mean sea level.

Airport hazard means an obstruction to air navigation which affects the safe and efficient use of navigable airspace or the operation of planned or existing air navigation and communication facilities.

Airport hazard area means any area of land or water upon which an airport hazard might be established.

Airport land use compatibility zoning means airport zoning regulations governing the use of land on, adjacent to, or in the immediate vicinity of airports.

Airport layout plan means a set of scaled drawings that provides a graphic representation of the existing and future development plan for the airport and demonstrates the preservation and continuity of safety, utility, and efficiency of the airport.

Airport master plan means a comprehensive plan of an airport which typically describes current and future plans for airport development designed to support existing and future aviation demand.

Airport obstruction means any existing or proposed object, terrain, or structure construction or alteration that exceeds the federal obstruction standards contained in 14 C.F.R. part 77, subpart C. The term includes:

- (1) Any object of natural growth or terrain;
- (2) Permanent or temporary construction or alteration, including equipment or materials used and any permanent or temporary apparatus; or
- (3) Alteration of any permanent or temporary existing structure by a change in the structure's height, including appurtenances, lateral dimensions, and equipment or materials used in the structure.

Accident potential hazard area means an area within 5,000 feet of the approach or departure end of a runway or in proximity to an airport, where aircraft may maneuver after takeoff or before landing, and is subject to the greatest potential to crash into a structure or the ground.

Airport protection zoning regulations means airport zoning regulations governing airport hazards.

Airspace height means the height limits in all zones set forth in this article. The datum shall be mean sea level elevation (AMSL) unless otherwise specified.

Educational facility means any structure, land, or use that includes a public or private kindergarten through 12th grade school, charter school, magnet school, college campus, or university campus. The term does not include space used for educational purposes within a multitenant building.

Land use administrator means the individual responsible for administering zoning within the town.

Landfill has the same meaning as provided in F.S. § 403.703.

Nonconforming use means any preexisting structure, object of natural growth or use of land which is inconsistent with the provisions of this article, or amendments thereto.

Runway means a defined area on an airport prepared for landing and takeoff of aircraft along its length.

Runway protection zone means an area at ground level beyond the runway end to enhance the safety and protection of people and property on the ground.

Structure means any object, constructed or installed by man, including but not limited to buildings, towers, smokestacks, utility poles and overhead transmission lines.

Substantial modification means any repair, reconstruction, rehabilitation, or improvement of a structure when the actual cost of the repair, reconstruction, rehabilitation, or improvement of the structure equals or exceeds 50 percent of the market value of the structure.

Utility runway means a runway that is constructed for and intended to be used by propeller-driven aircraft of 15,500 pounds maximum gross weight and less.

Visual runway means a runway intended solely for the operation of aircraft using visual approach procedures with no straight-in instrument approach procedure and no instrument designation indicated on a FAA-approved airport layout plan, a military services-approved military airport layout plan, or by any planning document submitted to the FAA by competent authority.

(a) This article is adopted pursuant to the authority conferred by F.S. § 333.03. It is hereby found that an airport obstruction has the potential for being hazardous to aircraft operations as well as the persons and property on the ground in the vicinity of the obstruction. An obstruction may affect land use in the vicinity of the obstruction, and in effect reduces the size of areas available for the landing, takeoff and maneuvering of aircraft, thus tending to destroy or impair the utility of the airport and the public investment therein. Accordingly, it is declared that:

(1) The creation or establishment of an airport obstruction is a public nuisance and an injury to the region served by the airport;

- (2) It is necessary in the interest of the public health, public safety, and general welfare that the creation of the airport obstructions and structures be prevented;
 - (3) It is necessary in the interest of the public health and general welfare that the establishment of incompatible land uses be prevented in the areas defined as the CRN100 contour (ASDS 85 dba) noise area and/or the accident potential hazard area; and
 - (4) The prevention of these obstructions, structures and incompatible land uses should be accomplished to the extent legally possible, by the exercise of the police power without compensation.
- (b) It is further declared that both the prevention of and the creation or establishment of airport obstructions, structures and incompatible land uses and the elimination, removal, alteration, mitigation, or marking and lighting of existing airport hazards are public purposes for which the town may raise and expend public funds and acquire land or interests in land.

Sec. 62-523. - Airport zones and airspace height limitations.

- (a) Created; map. In order to carry out the provisions of this article, there are hereby created and established certain zones which include all of the land lying beneath the approach, transitional, horizontal and conical surfaces as they apply to a particular airport. Such zones are shown on the Hilliard Airport Zoning Map which is attached to the ordinance from which this chapter is derived, made a part of this article by reference and available for inspection in the town offices.
- (b) Public civil airport height zones and limitations. An area located in more than one of the described zones is considered to be only in the zone with the more restrictive height limitation. The various zones are hereby established and defined as follows:
- (1) Primary zone. An area longitudinally centered on the runway extending 200 feet beyond each end of that runway with the width so specified for each runway for the most precise approach existing or planned for either end of the runway. No structure or obstruction will be permitted within the primary zone that is not part of the landing and takeoff area, and is of a greater height than the nearest point on the runway centerline. The width of the primary zone is as follows:

Runways 18 and 36, 250 feet for utility runways having only visual approaches.

The width of the primary zone of a runway will be that width prescribed in this section for the most precise approach, existing or planned, for either end of that runway.

No structure or obstruction will be permitted within the primary zone that is not part of landing and takeoff facilities and is of a greater height than the nearest point on the runway centerline.

- (2) Horizontal zone. The area around each civil airport with an outer boundary the perimeter of which is constructed by swinging arcs of specified radii from the center of each end of the primary zone of each airport's runway and connecting the adjacent arcs by lines tangent to those arcs. The radius of each arc is:

Runways 18 and 36, 5,000 feet for all runways designated as utility or visual. No structure or obstruction will be permitted in the horizontal zone that has a height greater than 150 feet above the airport height.

(3) Conical zone. The area extending outward from the periphery of the horizontal zone for a distance of 4,000 feet. Height limitations for structures in the conical zone are 150 feet above airport height, increasing one foot vertically for over 20 feet of horizontal distance measured outward from the inner boundary to a height of 350 feet above airport height at the outer boundary.

(4) Approach zone. An area longitudinally centered on the extended runway centerline and extending outward from each end of the primary surface. An approach zone is designated for each runway based upon the type of approach available or planned for that runway end.

a. The inner edge of the approach zone is the same width as the primary zone and it expands uniformly to a width of:

Runways 18 and 36, 1,250 feet for that end of a utility runway with only visual approaches.

b. The approach surface extends for a horizontal distance of:

Runways 18 and 36, 5,000 feet for all utility and visual runways.

c. The outer width of an approach zone to an end of a runway will be that width prescribed in this subsection for the most precise approach existing or planned for that runway end.

d. Permitted height limitation within the approach zones is the same as the runway end height at the inner edge and increases with horizontal distance outward from the inner edge as follows:

Runways 18 and 36, permitted height increases one foot vertically for every 20 feet horizontal distance for all utility and visual runways.

(5) Transitional zone. The area extending outward, from the sides of the primary zones and approach zones connecting them, to the horizontal zone. Height limits within the transitional zone are the same as the primary zone or approach zone at the boundary line where it adjoins and increases at a rate of one foot vertically for every seven feet horizontally, with the horizontal distance measured at right angles to the runway centerline and extended centerline, until the height matches the height of the horizontal zone or conical zone or for a horizontal distance of 5,000 feet from the side of the part of the precision approach zone that extends beyond the conical zone.

(6) Other areas. In addition to the height limitations imposed in subsections (b)(1) through (5) of this section, no structure or obstruction will be permitted within the town's jurisdiction that would cause a hazard to air navigation.

(c) Permits. The following procedures are established for the application, consideration, and issuance of permits proposing to construct, alter, or allow an airport obstruction in an airport hazard area.

(1) Application. A person proposing to construct, alter, or allow an airport obstruction in an airport hazard area in violation of the airport protection zoning regulations adopted under this chapter must apply to the planning and zoning board for a permit. Each application for such permit must be accompanied by (a) documentation showing compliance with the federal requirement for notification of proposed construction or alteration of structures and (b) a valid aeronautical study.

(2) Permit not to be issued. The planning and zoning board may not issue any permit if it would allow the establishment or creation of an airport hazard or if it would permit a nonconforming obstruction to

become a greater hazard to air navigation than it was when the applicable airport protection zoning regulation was adopted which allowed the establishment or creation of the obstruction, or than it is when the application for a permit is made.

(3) Considerations. In determining whether to issue or deny a permit, the planning and zoning board must consider the following, as applicable:

- a. The safety of persons on the ground and in the air.
- b. The safe and efficient use of navigable airspace.
- c. The nature of the terrain and height of existing structures.
- d. The effect of the construction or alteration on the state licensing standards for a public-use airport contained in chapter 330 and rules adopted thereunder.
- e. The character of existing and planned flight operations and developments at public-use airports.
- f. Federal airways, visual flight rules, flyways and corridors, and instrument approaches as designated by the Federal Aviation Administration.
- g. The effect of the construction or alteration of the proposed structure on the minimum descent altitude or the decision height at the affected airport.
- h. The cumulative effects on navigable airspace of all existing structures and all other known proposed structures in the area.
- i. Any additional requirements elsewhere in this Chapter pertinent to evaluation and protection of airspace and airport operations.

(4) In deciding whether to grant or deny a permit, the planning and zoning board may not rely solely on the determination by the Federal Aviation Administration that the proposed structure is not an airport hazard.

(5) Obstruction marking and lighting. In issuing a permit under this section, the planning and zoning board shall require the owner of the obstruction to install, operate, and maintain thereon, at his or her own expense, marking and lighting in conformance with the specific standards established by the Federal Aviation Administration.

(6) Landfills prohibited. The establishment of new landfills is prohibited within the following areas:

- a. Within 10,000 feet from the nearest point of any runway used or planned to be used by turbine aircraft.
- b. Within 5,000 feet from the nearest point of any runway used by only nonturbine aircraft.
- c. Outside the perimeters defined in subparagraphs 1. and 2., but still within the lateral limits of the civil airport imaginary surfaces defined in 14 C.F.R. s. 77.19.

Sec. 62-524. - Airport land use restrictions.

(a) Use restrictions. Notwithstanding any other provision of this chapter, no use may be made of land or water within any zones established by this chapter in such a manner as to interfere with the operation of an airborne aircraft. The following special requirements shall apply to each permitted use:

(1) All lights or illumination used in conjunction with street, parking, signs or use of land and structures shall be arranged and operated in such a manner that it is not misleading or dangerous to aircraft operating from a public airport or in the vicinity thereof.

(2) No operations from any type shall produce smoke, glare or other visual hazards within three statute miles of any usable runway of a public airport.

(3) No operations from any type shall produce electronic interference with navigation signals or radio communication between the airport and aircraft.

(4) Use of land within the accident potential hazard area shall prohibit high density residential use, schools, hospitals, storage of explosive material, assemblage of large groups of people or any other use that could produce a major catastrophe as a result of an aircraft crash.

(b) Lighting. Notwithstanding subsection (a) of this section, the owner of any structure over 200 feet above ground level shall install lighting in accordance with Federal Aviation Administration Circular 70-7460-1D and amendments thereto on such structure. Additionally, high intensity white obstruction lights shall be installed on a high structure which exceeds 749 feet above mean sea level. The high intensity white obstruction lights must be in accordance with Federal Aviation Administration Advisory Circular 70-7460-1D and amendments.

(c) Variances. Any person desiring to erect or increase the height of any structures, or use his property not in accordance with the regulations prescribed in this chapter, may apply to the planning and zoning board for variance from such regulations. The limitations and considerations set forth at section 62-523(c) of this Code shall apply to such applications.

(d) Hazard marking and lighting. Any permit or variance granted shall require the owner to mark and light the structure in accordance with FAA Advisory Circular 70-7460-1D or subsequent revisions. The permit may be conditioned to permit the county or the town at its own expense to install, operate and maintain such markers and lights as may be necessary to indicate to pilots the presence of an airspace hazard if special conditions so warrant.

(e) Airport noise zones. No person shall sell, lease or offer to sell or lease any land within the airport noise zone (100CNR 85 dba contour) unless the prospective buyer or lessee has been given the following notice:

"Noise warning—This land lies beneath the aircraft approach and departure routes for Hilliard Airpark and is subject to noise that may be objectionable." Sec. 62-525. - Administration and enforcement.

(a) It shall be the duty of the land use administrator to administer and enforce the regulations prescribed in this article within the territorial limits over which the political subdivision has zoning authority. In the event of any violation of the regulations contained in this article, the person responsible for such violation shall be given notice in writing by the land use administrator. Such notice shall indicate the nature of the violation and the necessary action to correct or abate the violation. A copy of such notice shall be sent to the appropriate planning and zoning board. An administrative official shall order

discontinuance of use of land or buildings; removal of trees to conform with height limitations set forth in this article; removal of buildings, additions, alterations, or structures; discontinuance of any work being done; or shall take any or all other action necessary to correct violations and obtain compliance with all the provisions of this article.

(b) If the land use administrator should determine that a runway has been blocked or obstructed in such a manner that air traffic has been endangered, he may declare the same to be an emergency and use reasonable force to remove the object or obstruction. This authority shall not be construed to include the removal of natural growing trees.

Sec. 62-526. - Conflicting regulations.

Where there exists a conflict between any of the regulations or limitations prescribed in this article and any other regulations applicable to the same area, whether the conflict be with respect to the height of structures or trees, the use of land or any other matter, the more stringent limitation or requirement shall govern and prevail. Secs. 62-527—62-550. - Reserved.

ARTICLE X. - PROPORTIONATE FAIR-SHARE PROGRAM

Sec. 62-551. - Purpose and intent.

The purpose of this article is to establish a method whereby the impacts of development on transportation, drainage, sewer, solid waste and water access and capacity can be mitigated by the cooperative efforts of the public and private sectors, to be known as the "proportionate fair-share program." Sec. 62-552. - Applicability.

(a) The proportionate fair-share program shall apply to all developments for which the applicant has been notified of a lack of capacity to satisfy transportation concurrency on a transportation facility, including transportation facilities maintained by the state department of transportation (FDOT), or another jurisdiction that are relied upon for concurrency determinations. The proportionate fair-share program shall also apply to all developments for which the applicant has been notified of a lack of drainage, sewer, solid waste or water capacity or access to the town water or sewer. The proportionate fair-share program does not apply to developments of regional impact (DRIs) using proportionate fair-share under F.S. § 163.3180(12), or to developments exempted from concurrency, or to lots of record which were purchased by the land owner prior to May 7, 1992.

(b) The term development shall include any of the following activities:

(1) Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling or otherwise significantly disturbing the soil of a site.

(2) Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface, or water management system, and including the longterm storage of materials.

Sec. 62-553. - General requirements for transportation concurrency.

(a) An applicant may choose to satisfy the transportation concurrency requirements by making a proportionate fair-share contribution, pursuant to the following requirements:

- (1) The proposed development is consistent with the comprehensive plan and applicable land development regulations.
 - (2) The five-year schedule of capital improvements adopted in the capital improvements element (CIE) includes a transportation improvement or transportation improvements that, upon completion, will provide the needed traffic capacity. The provisions of subsection (b) may apply if a project or projects needed to satisfy concurrency are not presently contained within the local government CIE.
- (b) The town may choose to allow an applicant to satisfy transportation concurrency through the proportionate fair-share program by contributing to an improvement that, upon completion, will provide the needed traffic capacity, but is not contained in the five-year schedule of capital improvements in the CIE, where the following apply:
- (1) The town adopts, by resolution or ordinance, a commitment to add the improvement to the five-year schedule of capital improvements in the CIE, no later than the next regularly scheduled update. To qualify for consideration under this section, the proposed improvement must be determined to be financially feasible pursuant to F.S. § 163.3180(16)(b)1, consistent with the comprehensive plan, and in compliance with the provisions of this article. Financial feasibility for this section means that additional contributions, payments or funding sources are reasonably anticipated during a period not to exceed ten years to fully mitigate impacts on the transportation facilities.
 - (2) If the funds allocated for the five-year schedule of capital improvements in the CIE are insufficient to fully fund construction of a transportation improvement required by the CMS, the town may still enter into a binding proportionate fair-share agreement with the applicant authorizing construction of that amount of development on which the proportionate fair-share is calculated if the proportionate fair-share amount in such agreement is sufficient to pay for one or more improvements which will, in the opinion of the governmental entity or entities maintaining the transportation facilities, significantly benefit the impacted transportation system.
- The improvement or improvements funded by the proportionate fair-share component must be adopted into the five-year capital improvements schedule of the comprehensive plan at the next annual capital improvements element update.
- (c) Any improvement project proposed to meet the developer's fair-share obligation must meet design standards of the town for locally maintained roadways and those of the state department of transportation for the state highway system.

Sec. 62-554. - General concurrency requirements for drainage, sewer, solid waste and town water access and capacity.

(a) An applicant may choose to satisfy concurrency requirements for drainage, sewer, solid waste and town water access and capacity by making a proportionate fair-share contribution, pursuant to the following requirements:

- (1) The proposed development is consistent with the comprehensive plan and applicable land development regulations.
- (2) The five-year schedule of capital improvements adopted in the capital improvements element (CIE) includes drainage, sewer, solid waste and water improvements that, upon completion, will provide the

needed drainage, sewer, solid waste and town water access and capacity. The provisions of subsection (b) may apply if a project or projects needed to satisfy concurrency are not presently contained within the local government CIE.

(b) The town may choose to allow an applicant to satisfy concurrency requirements for drainage, sewer, solid waste and water through the proportionate fair-share program by contributing to an improvement that, upon completion, will provide the needed access and capacity, but is not contained in the five-year schedule of capital improvements in the CIE, where the following apply:

(1) The town adopts, by resolution or ordinance, a commitment to add the improvement to the five-year schedule of capital improvements in the CIE, no later than the next regularly scheduled update. To qualify for consideration under this section, the proposed improvement must be determined to be financially feasible pursuant to F.S. § 163.3180(16)(b)1, consistent with the comprehensive plan, and in compliance with the provisions of this article. Financial feasibility for this section means that additional contributions, payments or funding sources are reasonably anticipated during a period not to exceed ten years to provide the necessary drainage, sewer, solid waste and town water access and capacity.

(2) If the funds allocated for the five-year schedule of capital improvements in the CIE are insufficient to fully fund construction of a drainage, sewer, solid waste or water improvement required by the town, the town may still enter into a binding proportionate fair-share agreement with the applicant authorizing construction of that amount of development on which the proportionate fair-share is calculated if the proportionate fair-share amount in such agreement is sufficient to pay for one or more improvements which will, in the opinion of the governmental entity or entities maintaining the facilities, significantly benefit the impacted system or systems.

The improvement or improvements funded by the proportionate fair-share component must be adopted into the five-year capital improvements schedule of the comprehensive plan at the next annual capital improvements element update. Sec. 62-555. - Intergovernmental coordination.

Pursuant to policies in the intergovernmental coordination element of the comprehensive plan and applicable policies in the regional policy plan adopted by the Northeast Florida Regional Council, the town shall coordinate with affected jurisdictions, including the state department of transportation, regarding mitigation to impacted facilities not under the jurisdiction of the local government receiving the application for proportionate fair-share mitigation. An interlocal agreement may be established with other affected jurisdictions for this purpose. Sec. 62-556. - Application process.

(a) Upon notification of a lack of capacity to satisfy concurrency, the applicant shall also be notified in writing of the opportunity to satisfy concurrency through the proportionate fair-share program.

(b) Prior to submitting an application for a proportionate fair-share agreement, a preapplication meeting shall be held to discuss eligibility, application submittal requirements, potential mitigation options, and related issues. If the impacted facility is on the strategic intermodal system (SIS), then the state department of transportation will be notified and invited to participate in the preapplication meeting.

(c) Eligible applicants shall submit an application to the city that includes an application fee of \$250.00 and the following:

- (1) Name, address and phone number of owner, developer and agent;
- (2) Property location, including parcel identification numbers;
- (3) Legal description and survey of property;
- (4) Project description, including type, intensity and amount of development;
- (5) Phasing schedule, if applicable;
- (6) Description of requested proportionate fair-share mitigation method; and
- (7) Copy of concurrency application.

(d) The town shall review the application and certify that the application is sufficient. If an application is determined to be insufficient, incomplete or inconsistent with the general requirements of the proportionate fair-share program, then the applicant will be notified in writing of the reasons for such deficiencies. The applicant shall have 30 days of receipt of the written notification to correct the deficiencies. The town may, in its discretion, grant an extension of time not to exceed 60 days to cure such deficiencies; provided that the applicant has shown good cause for the extension and has taken reasonable steps to affect a cure. If the applicant does not provide the information within 30 days or does not request an extension, the application shall be closed.

(e) Pursuant to F.S. § 163.3180(16)(e), proposed proportionate fair-share mitigation for development impacts to facilities on the SIS requires the concurrency of the state department of transportation. The applicant shall submit evidence of an agreement between the applicant and the state department of transportation for inclusion in the proportionate fair-share agreement.

(f) When an application is deemed sufficient, the applicant shall be advised in writing and a proposed proportionate fair-share obligation and binding agreement will be prepared by the town. The agreement shall be delivered to the appropriate parties for review, including a copy to the state department of transportation for any proposed proportionate fair-share mitigation on a SIS facility.

(g) The town shall notify the applicant regarding the date of the town council meeting when the agreement will be considered for final approval. No proportionate fair-share agreement will be effective until approved by the town council.

ec. 62-557. - Determining proportionate fair-share obligation for transportation concurrency requirement.

(a) Proportionate fair-share mitigation for concurrency impacts may include, private funds, contributions of land, and construction and contribution of facilities.

(b) A development shall not be required to pay more than its proportionate fair-share. The fair market value of the proportionate fair-share mitigation for the impacted facilities shall not differ regardless of the method of mitigation.

(c) The town clerk or his designee shall review the application and render a written decision as to what the fee for transportation concurrency should be based on a fee schedule previously approved by the town council. If the fee payer determines that he would rather have the fee determined by a methodology as provided by the statute, the fee payer shall be responsible for preparation of the

individual assessment if the fee payer chooses to conduct the analysis. The person who prepares the individual assessment shall be a qualified professional in the preparation of impact analysis, and shall be approved by the town clerk or his designee on the basis of professional training and experience. The methodology used to calculate an applicant's proportionate fair-share obligation for transportation concurrency shall be as provided for in F.S. § 163.3180 (12), as follows:

(1) The cumulative number of trips from the proposed development expected to reach roadways during peak hours from the complete build out of a project or phase being approved, divided by the change in the peak hour maximum service volume (MSV) of roadways resulting from construction of an improvement necessary to maintain the adopted LOS, multiplied by the construction cost, at the time of developer payment, of the improvement necessary to maintain the adopted LOS; or

(2) Proportionate fair-share = $S \left[\frac{\text{Development Trips}_{sub \dots sub}}{\text{SV Increase}_{sub}} \right]$

Where:

a. Development Trips i = Those trips from the development or phase of development under review that are assigned to roadway segment 'i' and have triggered a deficiency;

b. $\text{SV Increase}_{sub \dots sub}$ = Service volume increase provided by the eligible improvement to roadway segment "i" per section E;

c. $\text{Cost}_{sub \dots sub}$ = Adjusted cost of the improvement to segment "i". Cost shall include all improvements and associated costs, such as design, right-of-way acquisition, planning, engineering, inspection, and physical development costs directly associated with construction at the anticipated cost in the year it will be incurred.

(d) For the purposes of determining proportionate fair-share obligations, the town shall determine improvement costs based upon the actual cost of the improvement as obtained from the CIE, the MPO/TIP or the state department of transportation work program. Where such information is not available, improvement cost shall be determined using one of the following methods:

(1) An analysis by the town of costs by cross section type that incorporates data from recent projects and is updated annually and approved by the town council; or

(2) The most recent issue of the state department of transportation, Transportation Costs, as adjusted based upon the type of cross-section (urban or rural); locally available data from recent projects on acquisition, drainage and utility costs; and significant changes in the cost of materials due to unforeseeable events. Cost estimates for state road improvements not included in the adopted the state department of transportation work program shall be determined using this method in coordination with the state department of transportation district.

(e) If the town has accepted an improvement project proposed by the applicant, then the value of the improvement shall be determined using one of the methods provided in this section.

(f) If the town has accepted right-of-way dedication for the proportionate fair-share payment, credit for the dedication of the nonsite related right-of-way shall be valued on the date of the dedication at 100 percent of the most recent assessed value by the county property appraiser or, at the option of the applicant, by fair market value established by an independent appraisal conducted by an appraiser that is

a member of appraisal institute (MAI), and approved by the town and at no expense to the town. The applicant shall supply a drawing and legal description of the land and a certificate of title or title search of the land to the town at no expense to the town. If the estimated value of the right-of-way dedication proposed by the applicant is less than the town estimated total proportionate fair-share obligation for that development, then the applicant must also pay the difference. Prior to purchase or acquisition of any real estate or acceptance of donations of real estate intended to be used for the proportionate fair-share, public or private partners should contact the state department of transportation for essential information about compliance with federal law and regulations.

Sec. 62-558. - Determining proportionate fair-share obligation for concurrency requirements relating to drainage, sewer, solid waste and water access and capacity.

- (a) Proportionate fair-share mitigation for concurrency impacts may include, private funds, contributions of land, and construction and contribution of facilities.
- (b) A development shall not be required to pay more than its proportionate fair-share. The fair market value of the proportionate fair-share mitigation for the impacted facilities shall not differ regardless of the method of mitigation.
- (c) The methodology used to calculate an applicant's proportionate fair-share obligation for drainage, sewer, solid waste and water access and capacity shall be determined on the basis of generally recognized principles of impact analysis available to the town recognizing that areas of the town including but not necessarily limited to the northwest quadrant must be addressed as a whole in order to fulfill concurrency requirements relating to growth planning to ensure compliance with state law, including but not limited to, complying with wetland and stormwater management statutes and regulations. The town clerk or his designee shall review the application and render a written decision as to what the fee should be.

Sec. 62-559. - Appeal.

A potential fee payer affected by the decision on an individual assessment may appeal the decision to the town council, by filing with the town clerk or his designee within 30 days of the date of the written decision, a written notice stating and specifying briefly the grounds of the appeal. The town clerk shall place the appeal on the town council's agenda for the next regularly scheduled meeting. It is expected that the town counsel will sustain or reverse the fee determination based on factual findings. The decision of the town council shall be final. The town council may waive the application of the provisions herein upon appeal for good cause shown.

Sec. 62-560. - Proportionate fair-share agreements.

- (a) Upon execution of a proportionate fair-share agreement, the applicant shall receive a town letter or certificate of concurrency approval. Should the applicant fail to apply for a development permit within 12 months of the execution of the agreement, then the agreement shall be considered null and void, and the applicant shall be required to reapply.
- (b) Payment of the proportionate fair-share contribution is due in full prior to issuance of the final development order or recording of the final plat and shall be nonrefundable. If the payment is submitted more than 12 months from the date of execution of the agreement, then the proportionate fair-share

cost shall be recalculated at the time of payment based on the best estimate of the construction cost of the required improvement at the time of payment, and adjusted accordingly.

(c) All developer improvements authorized under this article must be completed prior to issuance of a development permit, or as otherwise established in a binding agreement that is accompanied by a security instrument that is sufficient to ensure the completion of all required improvements. It is the intent of this section that any required improvements be completed before issuance of building permits or certificates of occupancy.

(d) Dedication of necessary right-of-way for facility improvements pursuant to a proportionate fair-share agreement must be completed prior to issuance of the final development order or recording of the final plat.

(e) Any requested change to a development project subsequent to a development order may be subject to additional proportionate fair-share contributions to the extent the change would generate additional traffic that would require mitigation.

(f) Applicants may submit a letter to withdraw from the proportionate fair-share agreement at any time prior to the execution of the agreement. The application fee and any associated advertising costs to the town will be nonrefundable.

Sec. 62-561. - Appropriation of fair-share revenues.

(a) Proportionate fair-share revenues shall be placed in the appropriate project account for funding of scheduled improvements in the town CIE, or as otherwise established in the terms of the proportionate fair-share agreement. At the discretion of the town, proportionate fair-share revenues may be used for operational improvements prior to construction of the capacity project from which the proportionate fair-share revenues were derived. Proportionate fair-share revenues may also be used as the 50 percent local match for funding under the state department of transportation, transportation regional incentive program (TRIP).

(b) In the event a scheduled facility improvement is removed from the CIE, then the revenues collected for its construction may be applied toward the construction of another improvement within that same corridor or sector that would mitigate the impacts of development.

(c) Where an impacted regional facility has been designated as a regionally significant transportation facility in an adopted regional transportation plan as provided in F.S. § 339.155, and the town may coordinate with other impacted jurisdictions and agencies to apply proportionate fair-share contributions and public contributions to seek funding for improving the impacted regional facility under the state department of transportation TRIP. Such coordination shall be ratified by the town through an interlocal agreement that establishes a procedure for earmarking of the developer contributions for this purpose.

Sec. 62-562. - Specific requirements for transportation concurrency to required paved roads for developments.

The Town of Hilliard finds that a specific requirement of transportation concurrency applies to developments that do not abut a paved road. Accordingly, no building permit shall be issued unless the applicant can show that in the case of a common plan of development, as defined below, the lot or lots

for which a permit has been sought also abut a paved town street. A common plan of development is defined as a development larger than one single-family dwelling unit, duplex, triplex, or quadruplex. The St. Johns River Water Management District has regulations relating to "common plans of development" but does not appear to have defined this term. Nevertheless, it expects the town and residents to comply with this requirement. The town seeks to comply with the District's regulations even though there apparently has not been any formal rulemaking to define the term common plan of development. In the absence of better guidance from the district and any amendment to these provisions, the town shall consider all property under construction by the same owner within 1,000 feet of the property for which a building permit is sought that does not already abut a paved road to be part of any common plan of development. Property shall be considered "under construction" if a building permit has been applied for until such time the permit is denied, it expires or a certificate of occupancy has been issued for the property. An owner shall be a person with a direct or indirect ownership interest in the property, including without limitation, an ownership interest in an entity that owns an interest in the property. Permit applicants shall, upon written request, provide a notarized statement setting forth to his best knowledge, information and belief, the property owned by the following within 1,000 feet of the property for which a building permit is sought: The applicant and all owners, as defined above, of the property for which the permit is sought. The town council may waive the application of the provisions herein upon appeal for good cause shown and require the developer improve the road same as the connecting roads. The town council may also approve a fair share agreement that allows for the permit to be issued despite the lack of this special requirement of transportation concurrency so long as this specific requirement of transportation concurrency is met at the conclusion of the project and adequate guarantees are provided to the town.

ARTICLE XI. LANDSCAPING

Sec. 62-563. Purpose and intent.

- (a) Landscape, landscaped areas, buffers and tree protection shall be provided and/or accomplished for all premises in the manner set forth in this article. Required landscaped areas shall be located at or above grade unless otherwise prescribed in these land development regulations. The minimum provision of required landscape, landscaped areas, buffers and trees may be exceeded. Unless otherwise prescribed, the most stringent provision of this schedule shall prevail.
- (b) Landscape, buffer and tree protection requirements serve many purposes in the built-up environment. Landscape provides visual and climatic relief from buildings, structures and broad expanses of pavement; landscape buffers pedestrian and vehicular traffic; and trees provide shade, scenic beauty and natural habitat.
- (c) In general, landscaping and buffers shall be designed to:
 - (1) Enhance the urban development by blending natural and manmade environments.
 - (2) Provide shade for paved surfaces.
 - (3) Separate vehicular and non-vehicular use areas.
 - (4) Define vehicular access ways and access points.
 - (5) Screen vehicular movement, noise and glare.
 - (6) Provide visual and physical separation of potentially incompatible land uses.
 - (7) Incorporate water conservation features such as drought tolerant landscaping and reclaimed water usage as required herein.

Sec. 62-564. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Berm means manmade earth contoured so as to form a mound above the general elevation of the adjacent ground or surface and designed to provide visual interest, screen undesirable view and/or decrease noise.

Buffer means a combination of physical space and vertical elements such as plants, berms, fences, or walls, whose purpose is to separate and screen incompatible land uses from one another.

Caliper means the diameter of a tree measured at breast height (DBH) which is approximately 4½ feet above the ground.

Canopy or shade tree means any tree grown specifically for its shade. The term "canopy or shade tree" usually applies to large trees with spreading canopies. Canopy trees normally grow to a minimum overall height of 30 feet and an average mature crown spread of 25 feet. Oaks, maples, ashes, lindens, and elms are examples canopy/shade trees. Canopy trees shall be a minimum of 2.5 inches caliper DBH.

Clear trunk means the distance between the top of the root ball and the point of the trunk where lateral branching begins.

Common area means that area which will be maintained by a homeowners association, or other form of cooperative organization.

Decorative turf means turf used purely for ornamental purposes having no use other than aesthetics.

Drip line means the vertical line running through the outermost portion of the tree crown projected vertically to the ground.

Fully shielded lighting means lighting constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal. Such fixtures usually have a flat, horizontally oriented lens and opaque (usually metal) sides. They are often described as shoebox luminaires if the luminaire has a predominantly rectangular form. Fixtures that either have reflecting surfaces or lenses (clear or prismatic) located below the lamp and visible from the side or above and fixtures that can be mounted such that the shielding is ineffective are not considered fully shielded lighting.

Groundcover means a low-growing plant, including turf grass, that, by the nature of its growth characteristics, completely covers the ground and does not usually exceed two feet in height.

Hat racking or topping means pruning a tree in such a way that the majority of limbs are removed and the tree is left with only a trunk and the stumps of a few primary limbs, with little or no foliage or other trimming or pruning that has the effect of preventing a tree from attaining its natural height and/or shape.

Hedge means a row of evenly spaced shrubs planted to form a continuous unbroken visual screen.

Industrial means all uses in M-1 and M-2 zoning districts and all industrial uses in a PUD zoning district.

Landscape means vegetative and inert materials, including, but not limited to, grass, sod, shrubs, vines, hedges, trees, flowers, berms and complementary structural landscape architectural features such as rocks, fountains, sculpture, decorative walls and tree wells or other hardscape features.

Landscaped area means land area to be provided with landscape.

Landscaped strip or landscaped island means required landscaped areas containing ground cover, shrubs, trees and/or other landscape used to divide parking areas into individual bays.

Moisture sensing switch means a device which has the ability to shut off an automatic irrigation controller after receiving a determined amount of rainfall.

Mulch means nonliving organic materials such as wood chips that is customarily placed around the base of trees, shrubs and groundcovers for the purpose of retaining moisture and retarding weed infestation and soil erosion. Also, mulch is used in pathways and play areas.

Native or naturalizing plant species means plant species native to the region or introduced which once established are capable of sustaining growth and reproduction under local climatic conditions, without supplemental watering.

Nonresidential means, pursuant to land use category headings reflected in Schedule B, Permitted Uses, in these land development regulations, all commercial, transient lodging and entertainment, automotive, miscellaneous business and services, industrial and public/semi-public uses.

Parking area means a paved ground surface area used for the temporary parking and maneuvering of vehicles by employees or customers, either for compensation or to provide an accessory service to a commercial, industrial, institutional or residential use.

Paved ground surface area. An area paved with concrete or asphalt

Shrub means a self-supporting woody species of plant characterized by persistent stems and branches springing from the base.

Specimen tree means a particularly fine or unusual example of any tree due to its age, size, rarity, environmental value or exceptional aesthetic quality. A tree may also be designated a specimen due to its association with historic events or persons. A specimen tree cannot be of a species that is unacceptable as referenced in list of exempt trees in this Code.

Tree means a self-supporting woody plant of a species that normally grows to a minimum overall height of 15 feet and has an average mature crown spread greater than 15 feet within the Town.

Turf means upper layer of soil bound by grass and plant roots into a thick mat.

Understory, sub-canopy trees means trees which normally grow to a maximum overall height of 15 feet and an average mature crown spread of 15 feet.

Vehicular circulation area means streets, rights-of-way, access ways, parking spaces, parking, loading and unloading and other similar or related functions.

Sec. 62-565. Required landscaping.

(a) Landscape requirements for one-family dwellings and two-family dwellings for development as part of a PUD rezoning shall be as follows:

(1) At least one canopy tree, 2.5 inches DBH, shall be located in the required front yard of each dwelling unit.

(2) The lot shall be sodded, seeded, or appropriate ground cover for erosion control.

(b) Landscape requirements for nonresidential uses, including multifamily structures with three or more dwelling units, shall be as follows:

(1) Perimeter landscaping. At a minimum, each site developed for multifamily, institutional, commercial, or industrial uses will contain one shade or canopy tree for each 50 linear feet of the perimeter of the site.

(2) Interior landscaping. There will be one tree per every 1,500 square feet of the first 10,500 square feet of the project site, then one tree for every 4,000 square feet of the remainder of the project site. The trees shall be an equal proportion of shade (canopy) and understory trees. At a minimum, 15 percent of the site shall be landscaped.

- (c) Landscape adjacent to streets and parcels.
 - (1) A landscaped strip shall be provided along all parcel lines and abutting street right-of-way lines.
 - (2) The depth of the required landscaped strip shall be measured and provided parallel to the parcel line or abutting street right-of-way in question.
 - (3) Landscaped strips shall be considered to be required landscaped area.
 - (4) A landscaped strip may be included in satisfying buffer requirements.
- (d) Landscaped strips shall be provided in the following manner:
 - (1) Ten-foot landscaped strip along all rights-of-way.
 - (2) The landscape buffer area shall be planted in the following manner:
 - a. Canopy trees.
 - 1. One row of canopy trees, 2.5 inches DBH at planting. For 50 percent of the canopy trees, two sub-canopy/understory trees may be substituted for each canopy tree.
 - 2. The trees shall be planted every 50 feet and staggered so as to be midway between each other, and equal distance between each row and right-of-way and/or parcel line. Trees shall be evenly spaced. The tree spacing may be altered with approval of the Planning and Zoning Board provided the total number of trees is provided.
 - b. Sub-canopy/understory trees. A minimum of four sub-canopy/understory trees per 100 feet of frontage shall be planted in and about each access point and intersection.
 - c. Hedges. When off-street parking, loading, unloading and vehicular circulation areas are to be located adjacent to the street right-of-way, a dense hedge of evergreen-type shrubs shall be provided in the following manner:
 - 1. At initial planting and installation, shrubs shall be at least 24 inches in height and shall be planted at least 36 inches or less on center.
 - 2. The hedge shall be planted four feet or more from the tree trunks.
 - 3. Within two years of initial planting and installation, shrubs shall have attained and be maintained at a minimum height of three feet and shall provide an opaque vegetative screen between the street and the use of the premises.
 - 4. In lieu of a vegetative hedge, the use of vegetated berms or other appropriate landscape materials in a manner that results in the visual separation of street right-of-way can be approved by the Planning and Zoning Board.
 - d. Shrubs.
 - 1. Buffer areas, not adjacent to a street right-of-way, shall include nine shrubs for every 100 linear feet of the parcel line
 - 2. Shrubs shall be at least 24 inches in height at the time of planting.

(e) Groundcover. The buffer area shall be planted with groundcover minimum of 18 inches on center or solid grass sod, unless natural area to remain.

Sec. 62-566. Exemptions and exceptions to landscape requirements.

Interior landscaping for parking garages or other vehicle use areas contained entirely with a roofed and walled structure. Landscaping shall be provided around the perimeter of the structures.

Sec. 62-567. Parking area landscaping.

The requirements of this section apply to all development, unless exempted:

(1) Internal landscape area.

a. Minimum required land area for required landscaped areas not in a parking area. Each required landscaped area shall contain a minimum land area of 200 square feet.

b. The minimum required internal landscaped area for parking areas shall cover ten percent of the parking area.

c. Required landscaped area for rows of parking spaces.

1. A landscaped area shall be provided at each end of all rows of parking.

2. In addition, at least one landscaped area shall be provided between every ten parking spaces.

3. Each required landscaped area shall be five feet wide inside the curb or paving line running the entire length of the parking space.

4. At least one canopy tree shall be provided at each island.

5. A five-foot turning radius shall be accommodated at the end of parking rows.

d. Parking space reduction to protect existing trees. The Land Use Administrator shall have the authority to reduce the required number of off-street parking spaces when such reduction would result in the preservation of existing trees.

1. Trees to be preserved must be a minimum of 12 inches in diameter measured at breast height above the ground.

2. The reduction in the number of required parking spaces shall result in a reduction in an amount of required parking of less than five percent of the total number of required off-street parking spaces.

(2) Required trees.

a. At least one canopy tree shall be provided in each required landscaped area.

b. One canopy trees or two sub canopy trees shall be provided for each required landscaped area for the rows of parking. A minimum of 50 percent of the trees used shall be canopy trees.

(3) Location of landscaped areas for interior landscaping.

a. A landscaped area or buffer shall be provided between all parking areas and principal structures or any sidewalks and street or rights-of-way.

b. This landscape area or buffer must contain at least one canopy tree per 50 feet linear perimeter of the parcel.

c. Every effort will be made to retain native vegetation and trees.

d. Minimum width of the landscape area:

1. Ten feet when abutting a public right-of-way.

2. Five feet when abutting alleys or the rear or side property lines.

e. Each landscaped area shall have five shrubs per each tree required.

f. All landscaped areas shall be covered in groundcover or turf.

(4) Maintenance of planted areas.

a. Irrigation shall be provided for all new planting. Hose bibs maybe installed as an alternative, one hose bib within 75 feet of all landscaped areas.

b. Maintenance shall be the responsibility of the developer and/or landowner.

c. Failure to maintain landscaped areas shall be considered a violation of this subpart and subject to code enforcement.

(5) Buffer zones for incompatible land uses.

a. A buffer zone is a five-foot landscaped strip along parcel boundaries that serves as a buffer between incompatible uses and land use districts. This shall not be interpreted to mean that parcels within a planned mixed use development must meet these requirements.

b. A buffer zone shall have a visual screen running the entire length of the property with a minimum opacity of 85 percent and a minimum height of six feet.

c. The use of existing native vegetation in buffer zones is preferred.

d. A five-foot buffer of native vegetation between a conservation designated land use and any other development shall be required. This is not in addition to buffers required by any permitting agency.

(6) Street trees for subdivisions.

a. The developer shall plant, within ten feet of the right-of-way of each street within a residential development meeting the subdivision requirements of this Code, one canopy tree for every 50 linear feet of right-of-way.

b. Except where property on one side of the right-of-way is not owned by the developer, the trees shall be planted alternately on either side of the street.

c. Existing trees and native tree species that need less water and maintenance are preferred.

d. Coordination with the Town utility departments is required prior to planting the street trees.

e. Street trees planted shall have a minimum overall height of 2.5-inch DBH at time of planting.

(7) Certain functional uses not permitted. No accessory structures, garbage or trash collection points or receptacles, parking, or any other functional use shall be permitted in the minimum required landscape area and/or buffer zone. Combining of compatible functions such as landscaping and drainage facilities are permitted.

(8) Concealing and location of dumpsters.

a. Dumpsters must be concealed in opaque concrete, brick or chain-link fence with screening slats of enough height consistent with the size of the container to shield the container from view from all sides.

b. The front of screen must be accessible for service of the container.

c. The dumpster must be located on a paved surface of asphalt or concrete.

(9) Clear line of sight. An unobstructed cross visibility shall be required within a triangle area formed by the intersection of two rights-of-way or access ways.

Sec. 62-568. Landscape design and materials.

(a) Design principles. All landscaped areas required shall conform to the following general design principles:

(1) Landscaping should integrate the proposed development into existing site features through consideration of existing topography, hydrology, soils and vegetation.

(2) The functional elements of the development plan, particularly the drainage systems and internal circulation systems for vehicles and pedestrians, should be integrated into the landscaping plan.

(3) Landscaping should be used to minimize potential erosion through the use of ground covers or any other type of landscape material that aids in soil stabilization.

(4) Existing native vegetation should be preserved and used to meet landscaping requirements.

(5) Landscaping should enhance the visual environment through the use of materials that achieve variety with respect to seasonal changes, species of living material selected, textures, colors and size at maturity.

(6) Landscaping design should consider the aesthetic and functional aspects of vegetation, both when initially installed and when the vegetation has reached maturity. Newly installed plants should be placed at intervals appropriate to the size of the plant at maturity, and the design should use short-term and long-term elements to satisfy the general design principles of this section over time.

(7) Landscaping should enhance public safety and minimize nuisances.

(8) All landscaping and plant material shall be planted in a manner which shall not be intrusive or interfere, at or before maturity, with pavement surfaces, power, cable television, or telephone lines, sewer or water pipes, or any other existing or proposed overhead or underground utility services.

(9) Landscaping should maximize the shading of streets and vehicle use areas.

(10) Architectural planters.

- a. Planters can be are used to meet landscaping requirements.
 - b. Planters shall be a minimum of ten square feet and shall have minimum depth of 15 inches.
 - c. Planters shall be maintained and replanted if necessary.
 - d. Planters cannot be located within the Town right-of-way without prior consent from the Planning and Zoning Board.
- (b) Installation of required landscape and trees.
- (1) General. All required trees and landscaping shall be installed according to generally accepted commercial planting procedures. Soil, free of limerock, rocks, and other construction debris, shall be provided. All landscaped areas shall be protected from pedestrian and vehicular encroachment by raised planting surfaces, depressed walks, curbs, edges, wheel stops and the like.
- (2) Florida No. 1 quality.
- a. All required plant materials, including, but not limited to, trees and shrubs, shall equal or exceed the standards for Florida No. 1 as established and revised by the state department of agriculture and consumer services.
 - b. Grass sod shall be healthy and reasonably free of weeds, pests and disease.
- (3) Proper planting and anchoring.
- a. All plant material shall be mulched to a depth of two inches.
 - b. Trees shall be installed with anchoring for a period of at least one year, in order to provide sufficient time for their roots to become established.
- 1. Trees with trunks under four inches in diameter should be staked with one to three stakes.
 - 2. Trees with a diameter of 2.5 inches or more DBH should be guyed with three to four guy wires.
- (4) Irrigation.
- a. All landscaped areas shall be watered with an underground irrigation system or a drip irrigation system or hose bibs designed to allow differential operation schedules for high and low water requirement areas. To avoid operation of the system during periods of increased rainfall, an operational moisture sensor switch shall be required on all irrigation systems equipped with automatic controls that will override the irrigation cycle of the sprinkler system when adequate rainfall has occurred.
 - c. If a landscaped area contains primarily species native to the immediate region, or plants acceptable for xeriscape landscaping, the Planning and Zoning Board may waive the requirement for installation of an irrigation system. Consideration of a waiver of the irrigation requirement shall include, in addition to the area covered by native vegetation, such local conditions as sun or shade, use of fill soil, and depth to water table.

b. The Planning and Zoning Board may require or otherwise approve water supply provisions for unusual landscape conditions provided, however, that a readily available water source shall be located within 100 feet of any required landscaping plant material.

(5) Berm. When a berm is used to form a required visual screen in lieu of, or in conjunction with, a required hedge or wall, such berm shall not exceed a slope of 30 degrees and shall be completely covered with shrubs, trees, or other living ground cover.

(6) Grass.

a. Grass shall be seeded, plugged, or sodded.

b. On swales, berms or other areas that are subject to erosion, grass shall be completely sodded.

(7) Ground cover. Ground cover shall be installed and maintained for all improved parcels, in order to prevent erosion and dust. Ground cover used in lieu of grass shall be planted in such a manner so as to present a finished appearance and reasonably complete coverage within three months after planting.

(8) Nonliving materials. Mulch shall be a minimum depth of two inches.

(c) Recommended plant list. Below is a list of recommended plants by category:

Understory Trees/Sub-Canopy	
Common Name	Botanical Name
Redbud	<i>Cercis canadensis</i>
Anise	<i>Illicium</i> spp.
Drake/Chinese elm	<i>Ulmus parvifolia</i>
Flowering dogwood	<i>Comus florida</i>
Wax myrtle	<i>Myrica cerifera</i>
Loblolly bay	<i>Gordonia lasianthus</i>
Southern red cedar	<i>Juniperus silicicola</i>
Yaupon holly	<i>Ilex vomitoria</i>
Fringe tree	<i>Chionanthus virginica</i>
Sweet bay magnolia	<i>Magnolia virginana</i>
Chinese fan palm	<i>Livistona chinensis</i>
Windmill palm	<i>Trachycarpus fortunei</i>
Washington palm	<i>Washingtonia robusta</i>

Dahoon holly	Ilex cassine
Savannah holly	Ilex opaca × attenuate & cultivars
River birch	Betula nigra
Palatka holly	Ilex attenuate

Understory	
Common Name	Botanical Name
Crape myrtle	Lagerstroemia × fauriei
Wax myrtle	Myrica cerifera
Loblolly bay	Gordonia lasianthus
Junipers	Juniperus torulosa & spartan
Bottlebrush	Callistemon spp.
Redbud	Cercis canadensis
Rusty pittosporum	Pittosporum ferrugineum
Podocarpus	Podocarpus nagi
Holly	Ilex spp.
Leyland cypress	Cupressocyparis leylandi

Canopy Trees	
Common Name	Botanical Name
American elm	Ulmus americana
Live oak	Quercus virginiana
Chinese elm	Ulmus parvifolia
Red bay	Persea borbonia
American sycamore	Platanus occidentalis
Tulip tree	Liriodendron tulipifera
Southern magnolia	Magnolia grandiflora & cultivar

Laurel oak	Quercus laurifolia
Canary Island palm	Phoenix canariensis
European fan palm	Chamaerops humilis
Pindo palm	Butia capitata
Hornbeam/bluebeech	Carpinus caroliniana
Water ash; pop ash	Fraxinus caroliniana
Florida winged elm	Ulmus alata
Florida elm	Ulmus americana floridana
Red maple	Acer rubrum
American holly	Ilex opaca & cultivars
Loblolly bay	Gordonia lasianthus

(d) Unacceptable plant species. All prohibited species shall be allowed to be removed without a permit and prior to the development of the site.

(e) Maintenance and replacement of landscape plants. All plant material shall be maintained according to the following standards:

(1) All required trees, shrubs and landscaped areas shall be maintained in good and healthy condition for as long as the use continues to exist.

(2) Maintenance shall consist of mowing, removing of litter and dead plant material, necessary pruning, pest control, water and fertilizing.

(3) Maintenance also includes, but is not limited to, the replacement of plants damaged by insects, disease, vehicular traffic, acts of God and vandalism.

(4) Necessary replacements shall be made within a time period not to exceed 30 days after notification by the Town of the violation.

(5) In order to increase the tree canopy within the Town, give shade to paved surfaces, buffer pedestrian and vehicular traffic and provide scenic beauty and natural habitat, as well as prevent decay, sunburn and hazards to trees, all landscape material shall be pruned to maintain the natural shape of the plant.

(6) No topping, hat racking, poodle cutting, excess pruning or excess crown reduction shall be performed on trees within the right of way.

(7) The Town shall encourage the standards of the International Society of Arboriculture and the Tree Care Industry Association for tree care operations, plant maintenance and proper pruning methods.

Sec. 62-569. Tree preservation during development and construction.

(a) Protective barriers.

(1) During construction, protective barriers shall be placed, as necessary and/or as directed by the Land Use Administrator, to prevent the destruction or damaging of trees.

(2) Trees destroyed or receiving major damage must be replaced before occupancy or use unless approval for their removal has been granted during the site plan approval process

(3) All trees not designated for removal may be required to be protected by barrier zones erected prior to construction of any structures, roads, utility service, or other improvements,

(b) The protective barrier shall be constructed to the following standards:

(1) The protective barrier shall be constructed outside the drip line of the tree, when possible (see Figure A). The protective barrier shall have a minimum of a six-inch radius, plus one inch for each one inch of caliper.

(2) The protective barrier shall be a minimum of three feet high.

(3) Protective barrier posts shall be two inches by four inches or larger and shall be no more than six feet apart.

(4) The barrier shall have two one-by-four-inch horizontal railings affixed securely to the posts.

(5) The entire protective zone shall be wrapped in orange safety fencing material, a minimum of three feet in height.

(6) The protective barriers shall be inspected by the department prior to the commencement of construction.

(c) No grade changes shall be made within the protective barrier zones without prior approval of the Land Use Administrator.

(d) Where roots greater than one-inch diameter are exposed, they shall be cut cleanly.

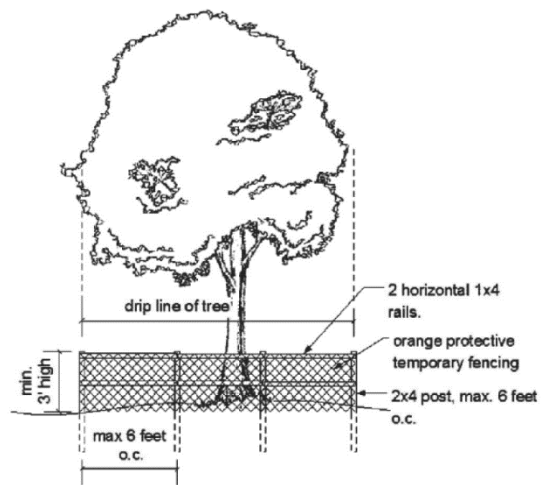
(e) Protective barrier zones shall remain in place and intact until such time as landscape operations begin or construction is complete, whichever occurs first.

(f) The Land use Administrator may conduct periodic inspections of the site before work begins and during clearing, construction and post-construction phases of development in order to ensure compliance.

(g) No building materials, machinery or temporary soil deposits shall be placed within protective barrier zones defined above.

(h) No attachments or wires other than those of a protective or non-damaging nature shall be attached to any tree.

Figure A



ARTICLE XII. TREES

Sec. 62-570. Removal of trees.

- (a) Removal of a tree includes any act which will cause a tree to die, such as damage inflicted upon the root system by heavy machinery, changing the natural grade above the root system or round the trunk, damage, including fire damage, inflicted on the tree permitting infection or pest infestation.
- (b) It shall be unlawful for any person, organization, society, association or corporation or any agent or representative thereof, directly or indirectly, to cut down, destroy, remove or move, or effectively destroy through damaging any tree located on any property without obtaining a permit.
- (c) No authorization for the removal of a protected tree shall be granted unless the developer demonstrates the reason for removal of trees.

Sec. 62-571. Exceptions and exemptions.

The following are exempt from the landscape requirements of the code.

- (1) Utility and public works projects undertaken by the Town, including in the case of emergencies such as hurricane, windstorm, flood, freeze, or other disasters.
- (2) One- and two-family dwelling units.
- (3) Dangerous trees.
 - a. In the event that any tree endangers health or safety and requires immediate removal, verbal authorization may be given by the Land Use Administrator.
 - b. The tree may be removed without obtaining a written permit. The verbal authorization shall later be confirmed in writing by the Land Use Administrator.
- (4) Exempt trees. The following types of trees shall be exempt from the provisions of this section and removal allowed without a permit:

Common Name	Botanical Name
American mulberry	Morus rubra
Australian pine	Casuarinas spp.
Black cherry	Prunus serotina
Brazilian pepper	Shinus terebinthifolius
Cajuput tree	Melaleuca leucadendra
Camphor tree	Cinnamomum camphora

Cherry laurel	Prunus laurocerasis
Chinaberry	Meliaa azedarach
Chinese tallow tree	Sapium sebiferum Containerized trees and nursery stock trees grown for resale
Ear trees	Enterolobium cyclocarpum
(Enterolobium contortisliquum)	
Eucalyptus robusta	Eucalyptus robusta
Jacaranda	Jacaranda acutifolia
Golden rain tree	Koelreuteria elegans
Orchid tree	Bauhinia
Rosewood	Dalbergia sissoo
All pines	Pinus
Silk oak	Grevillea robusta
Pecan	Carya illinoensis

Sec. 62-572. Drought-tolerant plant standards applicable to required landscaping.

Drought-tolerant plants which shall be used in required landscaping are native, noninvasive plants which will survive and flourish with comparatively little supplemental irrigation. Industrial, commercial, civic, and multifamily residential buildings or structures and common areas of single-family or multifamily residential developments shall incorporate drought tolerant trees, shrubs, and groundcovers in landscape plans as a water conservation measure. A list of plants which require minimal water are included in the St. Johns River Water Management District's publication Water Wise, Florida Landscapes. In addition, mulches and drought tolerant groundcovers shall replace narrow turf areas where irrigation is impractical. Interior remodels or minor modifications to the exterior of a structure are not subject to this requirement.

Sec. 62-573. Conditions for tree removal.

The Land Use Administrator shall issue the permit for removal of a tree if one of the following reasons for removal is found to be present:

- (1) The condition of the tree with respect to disease, insect attack, age or other damage creates a danger of falling, or otherwise causes the tree to have an adverse impact on the urban or natural environment;

(2) Removal of the tree is necessary to construct proposed improvements in order to make use of the property;

(3) To avoid interference with utility services; or

Sec. 62-574. Replacement.

(a) Generally. In respect to removal of trees to allow construction of improvements on property, and as a condition to the granting of a permit, replacement shall be required.

(1) Trees removed.

a. Live oaks.

1. All efforts shall be made to maintain all live oak trees on the site.

2. Replacement of live oak trees shall be with live oak trees and the total caliper inches of replacement trees shall equal the total caliper inches of live oak trees removed.

b. All other trees.

1. Trees removed over 12 inches DBH on the site shall be replaced.

2. The replacement for all trees over 12 inches in caliper at DBH on the site shall equal one-third of the total caliper at DBH of the trees removed.

(2) Tree replacement or payment to Town. In lieu of replacement of trees on the site, the Land Use Administrator may approve a plan for replacement of trees offsite or payment to the Town's tree mitigation fund. The value will be based on the average cost of other municipalities in northeast Florida.

(b) Credit for trees. Trees which are preserved shall receive credit against the landscape requirements according to the following schedule:

(1) Trees 12 to 18 inches: Live oaks, one-inch credit; all others, 50 percent-inch credit.

(2) Trees 19 to 30 inches: Live oaks, 1.25-inch credit; all others, 75 percent-inch tree credit.

(3) Trees over 30 inches: Live oaks, 1.5-inch credit; all others, 100 percent-inch credit.

Sec. 62-575. List of plants recommended for the Town.

Understory Trees (Max. Height 15 Feet)	
Common Name	Botanical Name
Redbud	<i>Cercis canadensis</i>
Anise	<i>Illicium</i> spp.
Drake/Chinese elm	<i>Ulmus parvifolia</i>
Flowering dogwood	<i>Comus florida</i>

Wax myrtle	Myrica cerifera
Loblolly bay	Gordonia lasianthus
Southern red cedar	Juniperus silicicola
Yaupon holly	Ilex vomitoria
Fringe tree	Chionanthus virginica

Canopy Trees Spaced 50 Feet Apart	
Common Name	Botanical Name
American elm	Ulmus americana
Live oak	Quercus virginiana
Sweet bay magnolia	Magnolia virginiana
Silver dollar tree	Eucalyptus cinerea
Chinese elm	Ulmus parvifolia
Red bay	Persea borbonia
American sycamore	Platanus occidentalis
Tulip tree	Liriodendron tulipifera
Southern magnolia	Magnolia grandiflora & cultivar
Laurel oak	Quercus laurifolia
Washington palm	Washingtonian robusta
Canary Island palm	Phoenix canariensis
European fan palm	Chamaerops humilis
Sabal palm	Sabal palmetto
Chinese fan palm	Livistona chinensis
Windmill palm	Trachycarpus fortunei
Pindo palm	Butia capitata

Canopy Trees Spaced 30 Feet Apart

Common Name	Botanical Name
Dahoon holly	Ilex cassine
Hornbeam/bluebeech	Carpinus caroliniana
Water ash; pop ash	Fraxinus caroliniana
Florida winged elm	Ulmus alata
Florida elm	Ulmus americana floridana
Red maple	Acer rubrum
Savannah holly	Ilex opaca × attenuate & cultivars
American holly	Ilex opaca & cultivars
Loblolly bay	Gordonia lasianthus
River birch	Betula nigra
Palatka holly	Ilex attenuate

Ornamental Landscape Trees; Small Trees	
Common Name	Botanical Name
Crape myrtle	Lagerstroemia × fauriei
Wax myrtle	Myrica cerifera
Loblolly bay	Gordonia lasianthus
Junipers	Juniperus torulosa & spartan
Bottlebrush	Callistemon spp.
Redbud	Cercis canadensis
Rusty pittosporum	Pittosporum ferrugineum
Podocarpus	Podocarpus nagi
Holly	Ilex spp.
Leyland cypress	Cupressocyparis leylandi
Jerusalem thorn	Parkinsonia aculeate

Large Ornamental Trees and Palms	
Common Name	Botanical Name
Winged elm	Ulmus alata
Washington palm	Washingtonian robusta
Canary Island palm	Phoenix canariensis
European fan palm	Chamaerops humillis
Sabal palm	Sabal palmetto
Heritage river birch	Betula nigra "heritage"
Chinese fan palm	Livistona chenensis
Windmill palm	Trachycarpus fortunei
Pindo palm	Butia capitata

Shrubs and Minimum On-Center (OC) Requirements for Visual Screens		
Common Name	Botanical Name	On Center
Glossy abelia	Abelia spp.	2.0 OC
Allamanda	Cortadenia selleana	4.0 OC
Pineapple guava	Feijoa sellowiana	3.0 OC
Anise	Illicium floridanum	2.5 OC
Pittosporum	Pittosporum tobira	3.0 OC
Azalea	Rhododendron spp.	3.0 OC
Plumbago	Plumbago capensis	2.0 OC
Banana shrub	Michelia fuscata	3.0 OC
Primrose jasmine	Jasminum mesnyi	3.0 OC
Boxwood	Buxus microphylla	2.0 OC
Viburnum	Viburnum spp.	3.0 OC
Chinese juniper	Juniperus chinensis	3.0 OC

Silverthorn	Elaeagnus philippensis	3.0 OC
Podocarpus	Podocarpus macrophyllus	2.0 OC
Holly	Ilex spp.	2.0—3.0 OC
Indian hawthorne	Raphiolepis indica	2.5 OC

Groundcovers	
Common Name	Botanical Name
Bugle weed	Ajuga reptans
Asparagus fern	Asparagus sprengeri
Iceplant	Carpobrotus edulis
False heather	Cuphea hyssopifolia
Dichondra	Dichondra carolinensis
Golden creeper	Ernodea littoralis
Trailing fig	Ficus sagittata
Carolina jessamine	Gelsemium sempervirens
Algerian ivy	Hedera canariensis
Beach sunflower	Helianthus debilis
Dwarf yaupon holly	Ilex vomitoria "Schellings"
Chinese juniper	Juniperus chinensis
Dwarf lantana	Lantana depressa
Lily turf	Liriope spicata
Sword fern	Nephrolepis exaltata
Oyster plant	Rhoeo spathacea
Erect selaginella	Selaginella involvens
Confederate jasmine	Trachelospermum asiaticum
Caltrops	Trilobus terrestris
Society garlic	Tulbaghia violacea

Coontie	<i>Zamia pumila</i>
Aloe	<i>Aloe</i> spp.
Cast iron plant	<i>Aspidistra elatior</i>
Gopher apple	<i>Locania michauxii</i>
Earth star	<i>Cryptanthus</i> spp.
Miniature agave	<i>Dyckia brevifolia</i>
Creeping fig	<i>Ficus pumila</i>
Dwarf gardenia	<i>Gardenia jasminoides</i>
Fig marigold	<i>Glottiphyllum depressum</i>
English ivy	<i>Hedera helix</i>
Daylily	<i>Heemerocallis</i> spp.
Beach elder	<i>Iva imbricate</i>
Shore juniper	<i>Juniperus conferta</i>
Trailing lantana	<i>Lantana montevidensis</i>
Partidge berry	<i>Mitchella repens</i>
Mondo grass	<i>Ophioipogon japonicus</i>
Leatherlef fern	<i>Rumonra adiantiformis</i>
Purple heart	<i>Setcreasea pallida</i>
Star jasmine	<i>Trachelospermum jasminoides</i>
Wedelia	<i>Wedelia trilobata</i>
Wandering jew	<i>Zebrina pendula</i>

Grasses
Bahia
St. Augustine cultivars
Annual ryegrass

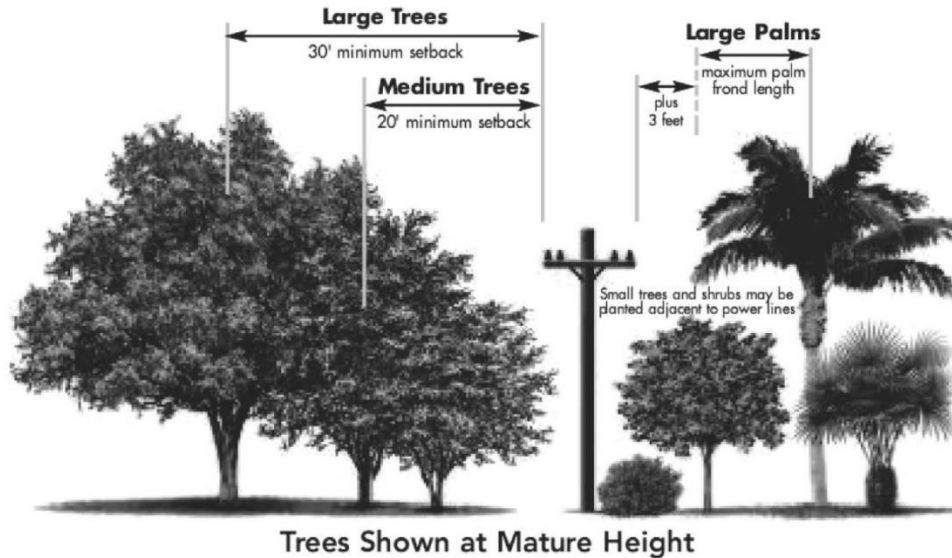


Figure 2
Large, Medium and Small Trees and Shrubs

ARTICLE XIII. SUBDIVISIONS

Sec. 62-576. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Block means a tier or group of lots existing within well-defined and fixed boundaries within a subdivision, usually being an area surrounded by streets or other physical barriers and having an assigned number, letter or other name by which it may be identified.

Building includes the term "structure" and shall be construed as if followed by the phrase "or part thereof."

Developer means the owners of record executing the dedication required by F.S. § 177.081 and applying for approval of a plat of a subdivision pursuant to F.S. § 177.01 et seq.

Developer's engineer means a professional engineer registered in the state and engaged by the developer to prepare engineering plans and to supervise construction.

Land includes the term "water," "marsh" or "swamp."

Lot includes the term "plot" or "parcel." A lot is also identified as a single unit in a subdivision.

Plat means a map on which the developer's plan for subdivision is presented and which he submits for approval and intends, in final form, to record.

Subdivision means one of the following:

- (1) The division of any parcel of land, of any size whatsoever, into two or more lots of any size.
- (2) The establishment or dedication of a road, street or alley through a tract of land, regardless of area.
- (3) The resubdivision of land heretofore or hereafter divided or platted into lots.

The following shall not be included within this definition nor be subject to this chapter:

- (1) The sale or exchange of lots to or between adjoining property owners, where the sale or exchange does not create additional lots.
- (2) The public acquisition by purchase, acceptance of deed of dedication or exercise of the right of eminent domain of strips of land for the widening or opening of streets or roads.

Surveyor means a land surveyor registered in the state and engaged by the developer to survey and plat the land for subdivision.

Town-approved road or street means a road or street paved in accordance with the specifications prescribed in this chapter, involved in any division of land into a recorded or unrecorded subdivision plat.

Sec. 62-577. Intent and purposes.

It is determined and declared:

- (1) The public health, safety, order, convenience, prosperity, morals and welfare require the harmonious, orderly and progressive development of land throughout the town. It is intended that this chapter be liberally construed to accomplish those purposes.
- (2) These subdivision regulations are adopted for the following purposes:
 - a. To establish uniform and adequate standards for the design of subdivision plats and for minimum necessary improvements.
 - b. To provide regular and orderly procedures for the uniform and expeditious processing of subdivision plats by the proper agencies and officials.
 - c. To ensure coordination of subdivision plats with public improvements of the county and the town.
 - d. To ensure subdivision, design which will encourage the development of a sound and economically stable community and the creation of a healthful living environment.
 - e. To prevent traffic hazards and to provide safe and convenient traffic circulation, both vehicular and pedestrian.
 - f. To discourage premature, uneconomical and scattered development
 - g. To assure cooperation and greater convenience for developers.

Sec. 62-578. Jurisdiction; compliance.

The regulations set out in this chapter apply to all land within the town. No land shall be subdivided or laid out into lots, unless by plat in accordance with this chapter, nor shall any building be constructed in a subdivision unless the subdivision conforms to this chapter.

Sec. 62-579. When plat not recorded.

The clerk of the circuit court will not record any instrument showing a subdivision of land that does not bear the approval of the town attorney, the town clerk and the mayor.

Sec. 62-580. Town not to approve expenditure of money.

The town will not permit any money to be expended for improvements in any area that has been subdivided or upon any street that has been platted after the effective date of the ordinance from which this chapter is derived unless the subdivision or street has been approved in accordance with this chapter.

Sec. 62-581. Right-of-way vacations.

Definitions. The following words, terms, and phrases, when used in Section 62-581, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

1. Vacate. Vacate shall mean the relinquishment of the Town's right, title, or interest in a public right-of-way.

2. Public right-of-way. A public right-of-way in the Town of Hilliard shall mean public road, street, lane, thoroughfare or travel way that has been platted or dedicated for public purposes such as roads, utilities, or stormwater.

(b) Review Procedures

1. Application. An application to vacate a public right-of-way may be submitted by the Town Council, Land Use Administrator, or by a property owner abutting or surrounding the public right-of-way.

a. Applicant must submit an application with a statement outlining the reason for the request, and a sketch of description and legal description of the area to be vacated, including the tax parcel identification number, if applicable. The burden will be on the applicant to show that the request complies with all of the following:

- i. That the request is in conjunction with a new development, redevelopment, or new use of
- ii. That the request is in the "public interest" (defined as something that benefits the public as a whole, not just a singular property owner - such as increasing size of property);
- iii. That the request will not adversely affect surrounding property owners; and
- iv. That the request conforms with utility company regulations by providing a letter from each utility company stating they approve or disapprove the vacate.

2. Board review. Applications to vacate a public right-of-way shall be reviewed by the Planning and Zoning Board and the Town Council according to the criteria provided in this section, with notice of the board hearings provided in accordance with law and this article. The Planning and Zoning Board's review shall be a recommendation to the Town Council. Prior to the public hearing before the Planning and Zoning Board, the application shall be reviewed by the Land Use Administrator in accordance with the development plan review process as stated in Section 62-581.

3. Fees. The application shall be accompanied by a fee, which amount shall be determined by a fee schedule passed by a resolution of the Town Council. Any fees incurred by the Town in order to process the application, including advertising, mailing, and legal fees, shall also be charged to the applicant and be payable prior to any vacating of the right-of way being recorded or final.

(c) Review criteria. Rights-of-way may only be vacated by the Town Council upon its finding that the criteria in both 1. and 2. as provided below have been met:

1. Public Interest. The public right-of-way no longer serves a public purpose and the vacation of the public right-of-way is in the public interest, which shall be based on a consideration of the following:

- a. Whether the public benefits from the use of the subject right-of-way as part of the city street system;
- b. Whether the proposed action is consistent with the Comprehensive Plan;
- c. Whether the proposed vacation is consistent with the minimum block size requirements and other applicable street connectivity standards;

- d. Whether the proposed action would deny access to private property;
- e. The effect of the proposed action upon public safety;
- f. The effect of the proposed action upon the safety of pedestrians and vehicular traffic;
- g. The effect of the proposed action upon the provision of municipal services including, but not limited to, emergency service and waste removal;
- h. The necessity to relocate utilities both public and private; and the effect of the proposed action on the design and character of the area.

2. Streets. If the public right-of-way is a street, the city shall not vacate the right of-way except if the following additional criteria are met:

- a. The loss of the street will not foreclose reasonably foreseeable future bicycle/pedestrian use;
- b. There is no reasonably foreseeable need for any type of transportation corridor for the area.

(d) Notice requirements

1. Specific Notice Requirements for Vacations. Public hearing notices to vacate a public right-of-way or portion thereof shall be published in a manner consistent with Florida and Town law regarding ordinances.

2. Neighbors. If the parcel to be vacated includes an alley, all property owners serviced by the alley and all property owners serviced by a connecting alley shall be noticed.

3. Petitioner's Responsibility. The Town, Town Council, and all officers, employees, and agents thereof shall not assume any responsibility or liability for any matters and things to be done or completed by the petitioner pursuant to the provisions hereof. It is recognized that this procedure may affect substantial interests in real property and other proprietary rights, and the petitioner shall assume full and complete responsibility for compliance with the requirements of law, and these procedures in connection with or arising out of any vacation proceedings instituted by the petitioner, including the payment of all fees required by this Section."

ARTICLE XIV. PLATTING

Sec. 62-581. General procedure for plat approval.

The preliminary and final plat shall be submitted to the town in the format required by the town for recommendation Planning and Zoning to the council for approval. No plat shall be recorded and no lots shall be sold from the plat unless and until the final plat is approved as provided in this chapter.

Sec. 62-582. Preliminary plat.

The developer shall submit the proposed plat accompanied by the following information in a form specified by the Town that will show the following:

The preliminary plat shall contain the following information:

- (1) The boundary lines of the area being subdivided with the distance and bearings and the legal description of the property.
- (2) The lines of all proposed streets with their widths and names.
- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks, etc.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines together with the identification system for all lots and blocks, the square foot area of each lot, and the net usable acreage (less jurisdictional areas). The lot number within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions both linear and angular for locating the boundaries of the subdivision, lots, streets, easements, and any other areas for public use or private use.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners, per F.S. § 177.091.
- (9) The location of all survey monuments, permanent points and azimuth marks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner and owners of the subdivision.
- (11) Certification of a currently registered surveyor of the state as to the correct representation of the plat per F.S. § 177.061.
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner and owners to the plat and restrictions, including dedication to public use of all streets and parks, alleys, easements, rights-of-way and public areas shown on such plat, the dedication of or granting of easements required.
- (14) All flood hazard zones as established by the FEMA flood insurance rate maps.
- (15) The location of permanent benchmarks which shall be provided at convenient points with elevations indicated.

Sec. 62-583. Final plat.

The final plat shall show the following in a required by the Town and in compliance with Chapter 177, F.S.:

- (1) The boundary lines of the area platted with distance and bearings and the legal description of the property. The property appraiser's parcel identification number is not acceptable as legal description.
- (2) The lines of all proposed streets with their widths and names.

- (3) The outline of any portions of the property intended to be dedicated for public use, such as for schools, parks and so forth.
- (4) The lines of adjoining streets with their widths and names.
- (5) All lot lines, together with the identification system of all lots and blocks, and the square foot area of each lot. The lot numbers within a subdivision shall be assigned counterclockwise from the northeast corner and shall follow in a logical numerical order within a particular block.
- (6) The location of all setback lines and easements provided for public use, service, utilities or drainage.
- (7) All dimensions, both linear and angular, for locating the boundaries of the subdivision, lots, streets, easements and any other areas for public or private use. Linear dimensions shall be given to the nearest 1/100 of a foot. Closure shall be shown on the plat.
- (8) The radii, arcs, chords, chord bearings, points of tangencies and central angles for curved streets and rounded block corners.
- (9) The location of all survey monuments and benchmarks with their descriptions.
- (10) The name of the subdivision, the scale of the plat, points of the compass and the name of the owner of the subdivision.
- (11) The certificate of the surveyor as to the correct representation of the plat and as to F.S. ch. 177, pt. I (F.S. § 177.011 et seq.).
- (12) Private restrictions and trusteeships and their period of existence.
- (13) Acknowledgment of the owner to the plat and restrictions, including dedication to public use of all streets and parks, the dedication of or granting of required easements and a statement that all streets are paved and drained or will be paved and drained before any lots are sold.

Sec. 62-584. Signatures; certifications and acknowledgments.

The final plat must contain space and forms for the appropriate certifications and acknowledgments and shall be signed by the following:

- (1) A notary public or other officer authorized by law to take acknowledgments as to the certification of the acknowledgment by the owner or owners.
- (2) A surveyor for the town as for compliance with Chapter 177, F.S.
- (3) The town attorney as to legal sufficiency and compliance.
- (4) By the public works director certifying the water supply and sewage system's acceptability
- (5) By the county health officer if the lots will be served by septic tanks for the plat subject to review of each lot for septic tanks by the county environmental health officer according to the Florida Administrative Code.
- (6) By the chairman of the planning and zoning board as to approval by the planning and zoning board.

- (7) By the county tax collector as to the approval that the taxes are current.
- (8) The town clerk as to approval by the council.
- (9) The mayor as to approval for the town.
- (10) The clerk of the circuit court for the county as to the plat having been filed for record. The plat book and page designation shall be obtained from the clerk at the time it is presented to the clerk for recording.

ARTICLE XV. DESIGN STANDARDS

Sec. 62-585. Relation to adjoining street system.

The arrangement of streets in a subdivision shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projection where adjoining land is not subdivided insofar as this may be deemed necessary by the council for public requirements. The street arrangement shall be such as not to cause hardships to owners of adjoining property when they plat their own land and seek to provide convenient access to it. Offset streets shall be avoided and the angle of intersection between streets shall not vary by more than ten degrees from a right angle. Streets obviously in alignment with existing streets shall bear the names of the existing streets.

Sec. 62-586. Street widths.

- (a) As a minimum requirement for streets, sidewalks and public utilities, the plat shall dedicate a minimum width of 50 feet. Dead-end streets and/or culs-de-sac, streets that terminate within a subdivision other than at boundary line, shall have a minimum width of 50 feet and shall terminate in a turnaround with a minimum radius of 50 feet.
- (b) The council may, after proper study, require a street width in excess of 50 feet, if traffic engineering surveys indicate that present or anticipated future traffic densities justify a street of greater width.
- (c) Where streets parallel and adjoin section and half-section lines adjoining unsubdivided property, a half-street, 50 feet in width, shall be dedicated and, whenever subdivision property adjoins a half-street on a section or half-section line, the remainder of a 100-foot right-of-way shall be dedicated. Water systems shall be placed within 43½ feet of the section and half-section lines.
- (d) The council may, after proper study and due consideration, reduce the right-of-way on certain half-section lines to a width of 80 feet.
- (e) Alleys are not recommended in a residential district.

Sec. 62-587. Blocks.

- (a) Where a tract of land is of such size and location as to prevent a lot arrangement related to a normal street design, there may be established courts, dead-end streets or cul-de-sacs, provided that a proper access shall be given to all lots from a dedicated street or court.
- (b) No block shall be longer than 600 feet. Where blocks are made longer than 600 feet in length, a crosswalk, ten feet in width, shall be required near the center of the block.

Sec. 62-588. Lots.

- (a) Lots shall comply with the zoning district that the subdivision is located within.
- (b) A corner lot shall have widths sufficient to permit the establishment of front building lines on both the front and side of the lot adjoining the streets.
- (c) The arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of the surrounding development.
- (d) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines, except where a variation to this rule will provide a better street and lot layout.

ARTICLE XVI. REQUIRED IMPROVEMENTS

Sec. 62-589. Preparation of plans and specifications for improvements.

Receipt of the signed copy of the approved preliminary plat is authorization for the developer to proceed with the preparation of plans and specifications for the minimum improvements required by this article and with preparation of the final plat. Prior to the construction of any required improvements, the developer shall furnish the town engineer all plans, information and data necessary to determine the character of the improvements. These plans shall be examined and will be approved if in accordance with this article. Following this approval, construction can be started or the amount of the bond guaranteeing the improvements determined. No final or official plat of a subdivision shall be approved unless either:

- (1) The improvements listed in this article have been installed prior to the approval; or
- (2) The developer files with the town a surety bond to secure the construction of the improvements listed in this article in a satisfactory manner and within a period specified by the council, this period not to exceed 12 months. The bond shall be in an amount at least equal to the cost of constructing the improvements as estimated by the developer's engineer and approved by the town engineer and in a form approved by the town attorney.

Sec. 62-590. Inspection.

- (a) The town may have an inspector on the project when deemed necessary during the construction period, and the inspector shall be authorized to enforce the construction of the work in accordance with the approved plans and specifications. The developer shall pay the cost of the inspector. If any changes are required in the approved plans or specifications during the period of construction, the changes must first be approved, in writing, by the town or its authorized representative so that subdivision files can be complete.
- (b) The developer shall have available, when necessary, a qualified engineer for the purpose of setting all line and grade stakes when required by the contractor or inspector.
- (c) The engineer shall furnish the town engineer with a written construction schedule at intervals of at least once each month. The schedule shall show the construction work to be accomplished during the period covered by the schedule.

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

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

Sec. 62-592. Street improvements.

- (a) All streets and public ways shall be cleared and graded to their full width of right-of-way, including side slopes, and to the appropriate grade and shall be surfaced in accordance with the applicable standard specifications of the state department of transportation and the manual of uniform minimum standards. They shall meet the following minimum specifications:

- (1) Pavement shall be 22 feet in width.
 - (2) Shoulders shall be six feet in width.
 - (3) Front and back slopes shall not be less than 3:1.
 - (4) All shoulders and slopes shall be seeded, mulched and fertilized.
 - (5) Paving specifications and application shall be according to the current edition of the state department of transportation specifications for road and bridge construction.
 - (6) Street cross drains will have headwalls and endwalls.
- (b) If required to prevent erosion or excessive washing of the shoulders, protective measures shall be taken as required by the town or its representative.
 - (c) Curbs and gutters shall be constructed along both sides of all streets and in accordance with the standards of the state department of transportation. A modified curb, constructed in accordance with county specifications, may be used on streets with gradients of two percent or less. Where required, turnouts will comply with town specifications and be constructed before the building is completed and before the lot or building is sold.
 - (d) The following pavement bases shall be constructed of the following type having a minimum thickness of six inches:
 - (1) Sand-bituminous road mix.
 - (2) Florida limerock base.

- (3) Limerock stabilized base (300 pounds per square yard).
- (4) Shell cement mix.
- (5) Soil cement mix.
- (e) All pavement bases shall have a surface wearing course of one of the following types, as outlined in the state department of transportation specifications:
 - (1) Double surface treatment.
 - (2) Asphaltic concrete surface course, 1.5 inch minimum thickness.
 - (3) Hot sand asphalt surface course, one-inch minimum thickness.
 - (4) Concrete roads are not acceptable.
- (f) Subgrades, paving bases and surface wearing course shall be constructed in accordance with the specifications of the state department of transportation.
- (g) The owner or developer shall retain a reputable recognition commercial laboratory which shall certify to the town that all materials entering into the completed work are in accordance with these specifications. Where the pavement base is to be sand-bituminous road mix or soil cement mix, the laboratory shall furnish a report covering the blending of soil materials with bituminous materials or cement prior to base construction. A report of the laboratory shall be submitted covering the completed pavement.
- (h) Concrete sidewalks shall be required on one side of the streets in all new residential subdivisions in excess of 5 lots, unless, in the opinion of the council after proper study, pedestrian traffic or surrounding development will not justify the installation of sidewalks. Construction of sidewalks across individual residential lots, as shown on the approved engineering plans, may be deferred until the house on the individual lot is installed. However, the sidewalk across an individual lot shall be constructed prior to the issuing of a certificate of occupancy for the house on the lot when the engineering plans show a sidewalk is required for that lot. This requirement shall be stated in the Declaration of Covenants and Restrictions of the subdivision, or by other instrument of record which runs with title to the lot or lots. Nothing in the ordinance shall be construed to create an obligation on the part of the Town to construct any sidewalk.
- (i) All street markers will be constructed, painted and erected in accordance with town specifications. Street markers will be installed by the developer at the locations shown on the drawings.
- (j) Radii at intersections shall be a minimum of 25 feet.
- (k) A developer shall place appropriate road signs, within the area described by the plat to be recorded. The signs shall be constructed by the town and paid for by the developer.
- (l) All design shall meet requirements of the Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways prepared by the state department of transportation.

Sec. 62-593. Drainage requirements.

- (a) All drainage pipe shall have adequate capacity to carry the runoff resulting from a rainfall intensity which may be exceeded on the average of at least once every year. All drainage facilities shall be designed for a positive outfall to existing storm sewer system, lakes, canals, rivers, streams or previously constructed town, county or state road ditches. If the added runoff from the developed area overtaxes the existing road or outfall ditches, the developer shall include in the plans sufficient work to enlarge the present facilities to care for the added drainage imposed on the system.
- (b) Where storm sewers are provided, the maximum overland flow shall be 400 feet. Minimum grade for curb and gutter shall be three-tenths of one percent; provided that one-half percent grade shall be held insofar as practical.
- (c) Drainage pipe shall be corrugated plastic or metal pipe, plain or reinforced concrete pipe or plain or extra strength vitrified clay pipe, except that corrugated metal pipe shall not be installed under a paved road unless it is asphalt coated. Minimum pipe size shall be 15 inches in diameter.
- (d) All plans shall show, in addition to contours, the outlines and sizes in acres of drainage areas at the various points of concentration.
- (e) Catch basins, drop inlets, curb inlets and manholes shall be of a class A concrete or brick construction and in accordance with state department of transportation standards. All grates shall be cast iron or steel with minimum size of two square feet net open area.
- (f) Where land is subject to periodic flooding by the overflow from creeks, rivers or streams, a floodplain must be established and no building will be permitted within the area of the floodplain, unless the entire area is filled to two feet above the floodplain.
- (g) Permits shall be obtained from St. Johns River Water Management District prior to final approval.

Sec. 62-594. Water lines.

- (a) Where an approved public water supply is reasonably accessible or procurable, each lot within the subdivision shall be provided with a connection to the water supply. The water service for each lot will be installed at the time of the application for a building permit. All mains, to the under paving, shall be constructed prior to the paving installation. Fire hydrants will be installed in all subdivisions where a public water supply is available.
- (b) Where no approved public water supply is available, the installation of a private water supply system will be required at the time of the application for a building permit. The private water supply system shall be constructed in such a manner that an adequate supply of potable water will be available to each lot. All applicable state rules and regulations shall govern the installation of the system.
- (c) The developer shall pay all costs required to process the permit.

Sec. 62-595. Sanitary sewers.

- (a) Where an adequate sanitary sewer is reasonably accessible, each lot in the subdivision shall be provided with a connection to the sanitary sewer. All connections and the subdivision sewer system shall comply with all applicable state rules.

(b) Where sewers are not accessible and where septic tanks are not permissible, the owner or developer shall install and operate a sewage collection and treatment system of a capacity sufficient to serve the entire subdivision and all contemplated additions. The system shall be constructed in accordance with the regulations and requirements of and approval of the county health officer and the state department of environmental protection.

(c) The developer shall pay all costs required to process the permit.

DATE: October 26, 2023
TO: Nassau County Record
FROM: Elise Earnest, Town of Hilliard
RE: Advertisement

- Please place the following advertisement in your November 1, 2023, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publications, as soon as possible.

NOTICE OF PUBLIC HEARING AND SECOND AND FINAL READING ORDINANCE 2023-14

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 62 ZONING
AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN
CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR
CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

The following Public Hearing have been scheduled:

Town Council – Thursday, December 7, 2023, at 7:00 p.m.

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida, 32046.

Action on the matter may be taken following the closing of the Public Hearing. A copy of Ordinance No. 2023-14 is available for inspection and copying at Town Hall during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given: If a person decides to appeal any decision made by the Town Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

Town of Hilliard
 Janis K. Fleet, AICP, Town Planning Consultant
 Lee Anne Wollitz, Land Use Administrator
 Lisa Purvis, MMC, Town Clerk



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing and Regular Meeting

Meeting Date: December 7, 2023

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

SUBJECT: Town Council to Adopt Resolution 2023-22, Adopting the Public Lands Inventory for Property to which the Town Holds a Fee Simple Title that is Appropriate for use as Affordable Housing.

BACKGROUND:

As Part of the State of Florida Live Local Act and Pursuant to F.S. 125.379, every 3 years, each town shall prepare an inventory list of all real property within its jurisdiction to which the town holds fee simple title that is appropriate for use as affordable housing according to the definition provided by F.S.420.0004.

The inventory list must include the address and legal description of each such real property and specify whether the property is vacant or improved.

The Governing body of the Town must review the inventory list as a public hearing and may revise it at the conclusion of the Public Hearing.

The Governing body of the Town shall adopt a Resolution that included an inventory list of such property following the Public Hearing.

The Land Use Administrator in partnership with the Town's legal team have written Resolution 2023-22 to comply with the requirements of the Live Local Act.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to Adopt Resolution No. 2023-22, on Final Reading.

RESOLUTION NO. 2023-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD FLORIDA, ADOPTING THE PUBLIC LANDS INVENTORY FOR PROPERTY TO WHICH THE TOWN HOLDS A FEE SIMPLE TITLE THAT IS APPROPRIATE FOR USE AS AFFORDABLE HOUSING PROVIDING FINDINGS; PROVIDING FOR IMPLEMENTATION AND APPLICABILITY; PROVIDING FOR ADOPTION OF THE PUBLIC LANDS INVENTORY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to F.S. 125.379, every 3 years, each town shall prepare an inventory list of all real property within its jurisdiction to which the town holds fee simple title that is appropriate for use as affordable housing; and

WHEREAS, pursuant to F.S.420.0004, affordable means that monthly rents or monthly mortgage payments including taxes, insurance, and utilities do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross annual income for the households as indicated in subsection (9), subsection (11), subsection (12), or subsection (17); and

WHEREAS, the inventory list must include the address and legal description of each such real property and specify whether the property is vacant or improved; and

WHEREAS, the governing body of the town must review the inventory list as a public hearing and may revise it at the conclusion of the public hearing; and

WHEREAS, the governing body of the town shall adopt a resolution that included an inventory list of such property following the public hearing; and

WHEREAS, the properties identified as appropriate for use as affordable housing on the inventory list adopted by the town may be offered for sale and the proceeds used to purchase land for the development of affordable housing or the increase the local government fund earmarked for affordable housing, or may be sold with a restriction that requires the development of the property as permanent affordable housing, or may be donated to a nonprofit housing organization for the construction of permanent affordable housing, or may otherwise make the property available for use for the production and preservation of permanent affordable housing; and

WHEREAS, the town may find at the time of resolution that no lands as suitable for use as affordable housing.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF HILLIARD:

1. **FINDINGS:**

The Town has reviewed all lands to which the town holds a fee simple title and has determined those properties that are appropriate for use as affordable housing.

2. **IMPLEMENTATION AND APPLICABILITY:**

The Town of Hilliard Public Lands Inventory, Appendix A, has been provided herein to bring the Town into compliance with F.S.125.379. All property identified in Section 3 of this resolution are hereby appropriate for use as affordable housing.

The Town Council shall have sole discretion of the action to be taken with each property identified by the Public Lands Inventory.

The Council directs staff to work to provide recommendations on the best use of property identified in Section 3 for the creation and retention of affordable housing.

3. **ADOPTION OF THE PUBLIC LANDS INVENTORY:**

The property provided by this resolution is owned by the Town of Hilliard and is identified by the following tax identification numbers, addresses, property status, and legal descriptions:

PUBLIC LANDS INVENTORY IDENTIFICATION # 29
 PARCEL# 20-3N-24-2020-0029-0000
 ADDRESS- 15672 W. CR 108, Hilliard FL 32046
 PROPERTY STATUS- VACANT
 LEGAL DISCRPTION-

The South ½ of the North ½ of the Northeast ¼ of the Northwest ¼ of Section 20, Township 3 North, Range 24 East, also known as Lots 29, 30, 31, 32.

THIS RESOLUTION adopted this _____ day of _____,
 _____ by the Town Council of the Town of Hilliard, Florida.

 Kenneth A. Sims
 Council President

ATTEST:

 Lisa Purvis
 Town Clerk

APPROVED:

 John P. Beasley
 Mayor

Introduction:	November 16, 2023
Publication:	November 22, 2023
Public Hearing:	December 7, 2023
Town Council Adoption:	December 7, 2023

Date: October 30, 2023
To: Nassau County Record
From: Elise Earnest, Town of Hilliard
Re: Legal Advertisements (Edition 11/22/2023)

Please run the following as a legal advertisement in your legal section in your November 22, 2023, edition. Please send proof of publication and invoice to Town of Hilliard:

PUBLIC HEARING NOTICE

The Hilliard Town Council will hold a Public Hearing on December 7, 2023, at 7:00 p.m., in the Council Chambers in the Hilliard Town Hall, located at 15859 West County Road 108, Hilliard, Florida, to hear input regarding Resolution No. 2023-22. All interested parties may appear at the meeting and be heard with respect to the proposed Resolution No. 2023-22.

Action on the matter may be taken following the closing of the Public Hearing at the Hilliard Town Council's regular meeting. A copy of the Resolution which is proposed for Adoption is available by calling (904) 845-3555 or emailing lpurvis@townofhilliard.com during normal business hours 9:00 a.m. to 5:00 p.m., Monday through Friday or at www.townofhilliard.com.

RESOLUTION NO. 2023-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD FLORIDA, ADOPTING THE PUBLIC LANDS INVENTORY FOR PROPERTY TO WHICH THE TOWN HOLDS A FEE SIMPLE TITLE THAT IS APPROPRIATE FOR USE AS AFFORDABLE HOUSING PROVIDING FINDINGS; PROVIDING FOR IMPLEMENTATION AND APPLICABILITY; PROVIDING FOR ADOPTION OF THE PUBLIC LANDS INVENTORY; AND PROVIDING AN EFFECTIVE DATE.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given:

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

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

Lisa Purvis, MMC
Town Clerk
Town of Hilliard



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedures Manual as it relates to Vacation Benefits.

BACKGROUND:

See support information.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to Adopt Resolution No. 2023-24, Amending the Town of Hilliard Personnel Policy Procedure Manual as it relates to Vacation Benefits.

RESOLUTION NO. 2023-24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE TOWN OF HILLIARD PERSONNEL POLICY MANUAL AS IT RELATES TO VACATION BENEFITS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Hilliard desires to amend its Personnel Policy Manual to Include a provision for employees entering the Florida Division of Retirement DROP Program. To allow those employees to cash in their vacation leave more than 40 hours, the month prior to entering into the DROP program; and

NOW THEREFORE BE IT RESOLVED, by the Hilliard Town Council that:

SECTION 1.

302 Vacation Benefits is amended to read as follows:

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives each year accrues at 4 hours per pay period for the first 10 years and at 6 hours per pay period after 10 years. Vacation time off is paid at the employee's base rate at the time vacation leave is used. It does not include overtime. Accumulated vacation leave shall not exceed twenty (20) days at the end of each calendar year. Vacation leave earned more than the maximum must be used within the same calendar year or it shall be forfeited. Employees that have an excess of vacation leave can cash in once a year, at the first payroll in December. Employees can cash in a maximum of 40 hours per year and must maintain 160 hours or (20) days' vacation leave at the end of each calendar year to cash-in. Unearned vacation leave is not authorized. Vacation leave requests shall be submitted in advance one week on the form provided and approved by the appropriate department head and the payroll clerk.

Probationary employees shall be entitled to accrue vacation leave. However, no employee shall be authorized to take vacation until after January 1st following the date hired. In the event of dismissal, a probationary employee is not entitled to vacation pay equal to the time earned while in that position. Employees that are separated or retire are entitled to be paid for their accrued vacation.

Employees that choose to participate in the Florida Division of Retirement Deferred Retirement Option Program (DROP) prior to retirement can choose to receive a lump-sum payment for their accumulated vacation leave either at the time they enter DROP or after their DROP participation ends. If they choose to receive a lump-sum vacation leave payment when entering DROP, the hours can

be included in their benefit calculation. Provided they carry forward at least 40 hours.

If accumulated vacation leave is paid to the employee when they begin DROP participation the lump-sum vacation leave payment will be eligible for inclusion in the employee's retirement benefit calculation. If an employee receives a lump-sum vacation leave payment at the end of their DROP participation, it will not be included in their retirement benefit calculation.

SECTION 2.

This resolution shall become effective upon adoption.

Adopted this _____ day of _____, _____, by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

ITEM-6 Fiscal Year 2020-2021 – Employee Bonuses & Benefits – Discussion & Approval

MONDAY, SEPTEMBER 14, 2020
WORKSHOP – DISCUSSION

1. 15 Full-Time Employees & 2 Part-Time Employees = \$8,500.00
Each to receive \$500 Bonus the first of October 2020
2. Review & determine the feasibility of adding an additional new Town Hall employee after January 1, 2021 (3 months).
3. Review & determine the feasibility of employee pay increases fiscal year 2020-2021 after April 1, 2020 (6 months).
4. Have added to the Town's Personnel Policies & Procedures the following:

Public Works Department Uniform Allotment:

15-Safety shirts combination of short & long sleeves every 2 years (October)

1-Safety jacket/coat every 3 years (October)

1-Work Boot allowance per year \$125 Callie Kay's (October)

Vacation Cash-in Policy:

Cash-in one time only each year.

Cash-in first week of December.

Cash-in maximum of 40 hours per year.

Must maintain 160 hours vacation balance to cash-in.

9/21/2020 Approved to Add
to PPP.

TOWN OF HILLIARD
A Florida Municipality

Vacation Payout Request Form

Employee Name Printed

Employee Number

I hereby request a payout of _____ hours of vacation. I understand that full-time employees can only cash in once a year, at the first payroll in December. I can only cash-in a maximum of 40 hours per year and must maintain 160 hours vacation to cash-in.

Employee Name Signature

Date

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555



Pension Plan

Deferred Retirement Option Program

**20
23**
Edition

How can I estimate the value of my DROP account?

Calculate your monthly benefit based on the FRS Pension Plan retirement benefit formula:

$$\text{Years of Service} \times \text{Percentage Value} \times \text{Average Final Compensation}$$

For the percentage value of your service credit, visit FRS Online at frs.fl.gov.

Use the Create Estimate tool in your FRS Online account to estimate your retirement benefit and project your DROP accumulation.

What about my lump-sum annual leave payment?

You can choose to receive a lump-sum payment of your accumulated annual leave either at the time you enter DROP or after your DROP participation ends. If you choose to receive a lump-sum annual leave payment when entering DROP, up to 500 hours can be included in your benefit calculation.

If your accumulated annual leave is paid to you when you begin DROP participation and your employer confirms and reports the amount to the division on the monthly payroll report, then the lump-sum annual leave payment will be eligible for inclusion in your retirement benefit calculation. If you receive a lump-sum annual leave payment at the end of your DROP participation, it will not be included in your retirement benefit calculation.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

FROM: ***Jody Wildes – Lead Wastewater Operator***

SUBJECT: Town Council Approval of the Capital Purchase for the Wastewater Treatment Plant of Two GLS Samplers with 2.5 – Gallon Polypropylene Bottle from Instrument Specialties for a total cost of \$8,864.00.

BACKGROUND:

This is a request to purchase Two GLS Samplers with 2.5-gallon polypropylene bottle. These samplers are replacing the sampler that is used to sample bi-weekly and monthly lab samples. The samplers that we presently have are outdated.

FINANCIAL IMPACT:

\$8,864.00

RECOMMENDATION:

Town Council Approval of the Capital Purchase for the Wastewater Treatment Plant of Two GLS Samplers with 2.5 – Gallon Polypropylene Bottle from Instrument Specialties for the total cost of \$8,864.00.

QUOTE

**Address your Order to:**

Instrument Specialties
3885 St. John's Parkway
Sanford, FL 32771
Tel: 407-324-7800
Fax: 407-324-1104
www.isisales.com

Quotation #: 166783

Please refer to this number when ordering

To: Larry Wildes
Town of Hilliard

Date: 11/7/2023

37261 Ruby Drive
Hilliard, FL 32046

Expiration Date: 12/22/2023

Phone: (904) 424-4530

Fax:

Email: jwildes@townofhilliard.com

SALESPERSON	FOB	EST. LEAD TIME	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS
Chuck Marie	Origin	3-4 Weeks	Net 30	Best Way	Prepaid and Add

Line	Vendor	Part Number	Description	QTY	Unit Price	Total Price
1	Teledyne Isco	68-2950-001	GLS Sampler with 2.5 gallon (10 liter) polypropylene bottle.	2	\$3,296.00	\$6,592.00
2		60-9004-379	3/8 inch ID x 25 ft. long vinyl suction line with standard weighted polypropylene strainer. Includes tubing coupler.	2	\$188.00	\$376.00
3		60-1684-040	Model 934 Nickel-Cadmium Battery. Rechargeable, 12 VDC, 4 amp-hours. For use with ISCO GLS, 3700, 6100, and 6700 Series Portable Samplers; 4200 Series flowmeters; and 150 Portable Peristaltic Pump. Recharge using Model 961 or 965 battery charger.	2	\$378.00	\$756.00
4		60-1684-088	"Model 913 High Capacity Power Pack. Converts 120 VAC, 50/60 Hz to 12 VDC. Includes separate output for charging ISCO batteries. UL and ULC listed. For use with ISCO GLS, 3700, 6100, and 6700 Series Portable Samplers; 4200 Series flowmeters; and Signature Portable flowmeters. "	2	\$463.00	\$926.00

Best Regards,

Chuck Marie

Inside Sales

E-mail: Chuckm@isisales.com

Subtotal \$8,650.00

Taxable Subtotal \$8,650.00

Sales Tax \$0.00

Estimated Shipping & Handling \$214.00

Grand Total \$8,864.00

Thank you for your inquiry!

All Orders Subject to ISI and/or Vendor Terms & Conditions



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Approval of the Capital Purchase of a Maverick HD 48" Kawasaki FX691 22HP Zero Turn Lawn Mower for a total cost of \$7,182.00.

BACKGROUND:

This is a request to purchase a Maverick HD 48" Kawasaki FX691 22HP Zero Turn Lawn Mower. This mower is mainly going to be used at the Town's Facilities.

FINANCIAL IMPACT:

\$7,182.00

RECOMMENDATION:

Town Council Approval of the Capital Purchase of a Maverick HD 48" Kawasaki FX691 22HP Zero Turn Lawn Mower at a total cost of \$7,182.00.

Q U O T A T I O N

ITEM-6



FRANKLIN EQUIPMENT SALES
P.O. Box 610
551797 US Hwy 1
Hilliard, FL 32046 USA
Phone #: (904)675-9129
Fax #: (904)675-9135

PHONE #: (904)845-3555
CELL #: (904)813-1221
ALT. #: (904)845-1221
P.O.#:
TERMS: Net 30
SALES TYPE: Quote

DATE: 9/1/2023
ORDER #: 50441
CUSTOMER #: 100011
CP: Greg F
LOCATION: 1
STATUS: Active

BILL TO 100011

Town of Hilliard
15859 C.R 108
PO Box 249
Hilliard, FL 32046 USA

SHIP TO

Town of Hilliard
15859 C.R 108
PO Box 249
Hilliard, FL 32046 USA

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
BAD	BMH48FX691	Maverick HD 48" Kawasaki FX691 22HP (BID ASSIST)	1	\$10,660.00	\$7,182.00	\$7,182.00

Prices reflected on this quote are valid for 15 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

ALL USED EQUIPMENT IS SOLD AS IS WITH NO IMPLIED OR EXPRESSED WARRANTY.

SUBTOTAL:	\$7,182.00
TAX:	\$0.00
ORDER TOTAL:	\$7,182.00

Authorized By: _____

JOHNSON FLEET AND FARM

850827 US Highway 17 South
Yulee, FL 32097
(904)225-8315

QUOTE

Quote

66

ITEM-6



JBH-SERVER2022 # Parts1

Sold To: TOWN OF HILLIARD
P O BOX 249
HILLIARD, FL 32046

(904)845-3555

Date	Cashier	Payment Terms	Purchase Order	Source Document	Customer #
11/13/23 15:00:05	aaron	NET DUE 10TH			7060

Line	Qty	Item No.	Description	List	Price	Extended
001	1 EACH	MISC	Bad Boy BMH48FX691	7499.00	7499.00	\$7,499.00

Payment:	Method	Amount
----------	--------	--------

	Non Taxable SubTot	7,499.00
	Taxable SubTotal	0.00
	Sales Tax	0.00
	Total	7,499.00
	Total Due	7,499.00

O P E Warehouse Inc

155 International Golf Parkway

Saint Augustine, FL.

32095-8408

Estimate

Date	Estimate #
11/15/2023	127

Name / Address
Town of Hilliard 37261 Ruby Dr Hilliard, FL 32046 904-675-9813

Project

Description	Qty	Rate	Total
Maverick HD 48" Kawasaki FX691 22hp	1	7,507.00	7,507.00T
		Subtotal	\$7,507.00
		Sales Tax (6.5%)	\$487.96
		Total	\$7,994.96



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

FROM: ***Jody Wildes – Lead Wastewater Operator***

SUBJECT: Town Council Approval of the Capital Purchase of a Wastewater Treatment Plant Operator Interface Upgrade from Fluidyne Corporation and the Installation by Energy Engineering Systems, LLC, for a total cost of \$8,267.00.

BACKGROUND:

This is a recommendation to provide on-site installation and support assistance for the upgrade of the Wastewater Treatment Plant Panel View Graphics Terminal. The graphics program will be installed on an external operator interface terminal for backup operation of the treatment plant.

FINANCIAL IMPACT:

\$8,267.00

RECOMMENDATION:

Town Council Approval of the Capital Purchase of a Wastewater Treatment Plant Operator Interface Upgrade from Fluidyne Corporation and the Installation by Energy Engineering Systems, LLC, for a total cost of \$8,267.00.

Energy Engineering Systems, LLC

13883 White Heron PL
Jacksonville, FL 32224

Proposal

August 21, 2023

Town Of Hilliard
Catherine Street
Hilliard, FL 32046

Attn: Richie Rowe

Re: Hilliard WWTP Operator Interface Upgrade Installation

Our proposal provides on-site installation and support assistance for the upgrade on the WWTP Panelview graphics terminal. The graphics program will also be installed on an external operator interface terminal for backup operation of the treatment plant.

Equipment and services provided by EES - Glen Tyson

- Install and test new PanelView terminal that was provided by Fluidyne.
- Supply the external operator interface terminal.
- Install and test graphics program on external terminal.

Scheduling, Installation and Commissioning

On-site services and testing will be done to the satisfaction of the operator.

Pricing

EES shall provide the services and hardware listed in this quote for a price of:

Project Total \$1537.00

Payment Terms

Payments are due within 30 days of receiving invoice.

Prepared By:
Glen Tyson
Systems Engineer
Energy Engineering Systems
(904)631-0856

FLUIDYNE CORPORATION

5436 Nordic Drive, Suite D Street Cedar Falls, IA 50613
Phone: (319) 266-9967 Fax: (319) 277-6034
<http://www.fluidynecorp.com>
targiem@fluidynecorp.com



PROPOSAL

FLUIDYNE CORPORATION (HEREINAFTER CALLED THE COMPANY) AGREES TO SELL TO THE PURCHASER AND THE PURCHASER AGREES TO BUY AND ACCEPT FROM THE COMPANY, THE ITEM (S) DESCRIBED HEREIN.

PROJECT: **Hilliard, FL
Fluidyne ISAM™ System
Control System & Equipment Upgrade**

PROPOSAL NO.: FLC 111723

DATE WRITTEN: November 17, 2023

WRITTEN BY: Targie Mandt
Fluidyne Corporation
Cedar Falls, Iowa

FLUIDYNE CORPORATION
5436 NORDIC DRIVE, SUITE D
CEDAR FALLS, IOWA 50613
(319) 266-9967

PROPOSAL NO.: FLC 111723
PROJECT: Hilliard, FL
DATE: November 17, 2023

Fluidyne Corporation is pleased to offer the following equipment and engineering for the existing SBR ISAM system.

EQUIPMENT:

- 1) (1) One new Allen Bradley spare replacement PanelView Plus 10 in. touch screen with adaptor plate to mount into existing panel cut out location.

ENGINEERING:

- 1) No new PLC is included. A test PLC, rack and I/O will be loaded and tested at our facility in Iowa. The test PLC will be programmed with the current application program and tested with the new PanelView.
- 2) The new PanelView is an upgraded color 10" touch screen. The PanelView will be loaded with the current application program. The PanelView will be tested with a spare PLC that matches the existing PLC at our facility in Iowa. The PanelView will come assembled on an adaptor plate with hardware to be mounted on the existing panel cut out location.

SERVICE:

- 1) No field service is required.
- 2) Field service can be provided at \$1,500.00 per day plus travel time and expense to and from job site.

PRICING: The price for the above equipment and engineering is **\$6,730.00 plus shipping.**

CLARIFICATIONS:

- 1) No new PLC is included in this quote. A test PLC, rack, I/O and associated hardware will be used to test the new PanelView at our facility in Iowa.
- 2) Installation is by others. System will be designed for plug and play but will require power to be cycled off during installation.

FLUIDYNE CORPORATION
5436 NORDIC DRIVE, SUITE D
CEDAR FALLS, IOWA 50613
(319) 266-9967

PROPOSAL NO.: FLC 111723
PROJECT: Hilliard, FL
DATE: November 17, 2023

EXCLUSIONS: Not furnished by Fluidyne are the following: carbon feed equipment including pump, chemicals and accessories, any fittings except those specifically included above; supports; anchor bolts; remote panels, disconnects or junction boxes; conduit and wiring external to the control panel; electrical and mechanical installation labor; off-loading of equipment; jobsite storage; taxes; duties; insurance and other items not specifically mentioned in the body of this proposal.

SHIPMENT: The price quoted is based on a target ship-up date of 12 - 16 weeks after receipt of purchase order of our signed proposal. **Note** - because of supply chain issues shipment is estimated at time of proposal and could change once order is processed.

TAXES: Any applicable duties, sales, use, excise or similar taxes are not included in the quoted price.

TERMS OF PAYMENT: Warranties shall apply only when payments are made in full and according to the following schedule:

100% Net 30 days after shipment

Unless other terms are specified, all payments shall be in United States Dollars and pro rate payments shall become due as deliveries are made. If date of delivery is delayed by purchaser, date of readiness for delivery shall be deemed date of delivery for payment purposes. If purchaser delays manufacture, a payment shall be made based on the purchase price and percentage of completion, balance payable in accordance with the terms stated. Title shall not pass to purchaser or end user until all payments including final payment and any retention for all goods and services have been received in full by Fluidyne.

If, at any time in Company's judgment, purchaser may be or may become unable or unwilling to meet the terms specified, Company may require satisfactory assurances of full or partial payment as a condition of commencing of continuing manufacture; or in advance of shipment, if shipment has been made, recover the product(s) from the carrier.

DURATION: This proposal shall remain in effect for 30 days after proposal date, unless changed in the interim upon written notice.

FLUIDYNE CORPORATION
5436 NORDIC DRIVE, SUITE D
CEDAR FALLS, IOWA 50613
(319) 266-9967

PROPOSAL NO.: FLC 111723
PROJECT: Hilliard, FL
DATE: November 17, 2023

FLUIDYNE CORPORATION
TERMS OF SALE

The conditions stated below shall constitute a part of the agreement resulting from the acceptance of an order for the whole or any part of the equipment covered by this quotation.

1. ACCEPTANCE:

All orders shall be made out to Fluidyne Corp., 5436 Nordic Drive, Suite D, Cedar Falls, Iowa 50613, and shall be subject to acceptance by Fluidyne. Orders may not be canceled without Fluidyne's written consent, and then only on terms indemnifying Fluidyne against loss. Fluidyne reserves the right to correct any typographical or clerical errors in the proposal, pricing, or specification. Acceptance of any contract by Fluidyne shall be contingent upon credit approval. Performance shall be subject to strikes, fires, accidents, or curtailments in manufacturing or due to delays unavoidable or beyond the control of Fluidyne. No direct or liquidated damages or penalties shall be accepted. Receipt of the original copy of this proposal, signed by the purchaser, shall constitute a purchase order. The drawings and bulletin illustrations submitted with this proposal shall be general type, arrangement and approximate dimensions of the equipment to be furnished. Fluidyne reserves the right to alter such details in design or arrangement of its equipment, which in its judgment would constitute an improvement in construction, application or operation. Fluidyne shall promptly forward all necessary engineering information for installation of its equipment to the purchaser upon receipt of this accepted proposal. Any changes in equipment, arrangement of equipment, or application of equipment requested by purchaser after acceptance of proposal will be made at purchaser's expense.

2. TAXES

The prices quoted are subject to any addition, which may be necessary to cover any tax charge now existing or hereafter imposed by Federal, State, or Municipal authorities upon equipment or services herein described or the production, sale, distribution or delivery thereof, or upon any feature of this transaction.

3. BINDING RESPONSIBILITIES:

Sales representatives are not authorized to bind us. Typographical errors are not binding.

4. CANCELLATION:

After acceptance, an order shall not be subject to cancellation unless cancellation charges are borne by the Purchaser for work done by the Seller up to the time of receipt of cancellation notice; nor shall such orders be subject to change unless price increases are born by the Purchaser.

5. SHIPMENT AND DELIVERY:

All deliveries quoted are estimates based on Fluidyne's best judgment at the time of this proposal, but shipment on these dates is not guaranteed. Deliveries are figured from date of receipt in Cedar Falls, Iowa of approved order and technical data. Fluidyne will not accept any claims caused by delay in shipment or delivery. It is further understood that storage charges of 1 percent per month will apply commencing 30 days from date of equipment completion if purchaser asks the delivery be delayed after production is started. Billing will be made at time of completion of equipment and paid per standard terms.

6. TERMS OF PAYMENT:

Terms of payment are as stipulated in the body of this proposal. Accounts not paid on net cash due date bear interest at the rate of 1.5 percent per month not to exceed the maximum permissible by law. Title shall not pass to purchaser or end user until all payments including final payment and any retention for all goods and services have been received in full by Fluidyne.

FLUIDYNE CORPORATION
5436 NORDIC DRIVE, SUITE D
CEDAR FALLS, IOWA 50613
(319) 266-9967

PROPOSAL NO.: FLC 111723
PROJECT: Hilliard, FL
DATE: November 17, 2023

7. INSTALLATION AND INITIAL OPERATION:

All equipment shall be installed by and at the expense of the Purchaser unless otherwise stipulated. The Seller will furnish at its option, engineers to supervise the installation and starting up of the equipment. Field service will be provided by a factory-trained representative at a per diem rate of \$1,500.00 plus travel and expenses on any additional period not stated in this contract.

8. WARRANTY:

Fluidyne warrants the equipment proposed and described herein against defects in material and workmanship under normal service for a period of one year after date of shipment. Parts of products manufactured by others and provided by Fluidyne are warranted only to the extent of the original manufacturer's warranty. This warranty is valid provided that the installation operation and maintenance of the equipment is made in accordance with Fluidyne's instructions. The purchaser must promptly give written notice of any equipment defects to Fluidyne. Under warranty, Fluidyne will provide, without cost to the purchaser, such replacement parts as may be required to repair or replace the defective equipment. All labor as may be required to make such replacements must be made by purchaser unless stated otherwise in this proposal. Qualified Fluidyne personnel or its agents must perform all startup service, or this warranty is void. Fluidyne will not warrant nor replace any material involved when repairs are made without prior written authorization from Fluidyne.

THIS IS FLUIDYNE'S SOLE WARRANTY. FLUIDYNE MAKES NO OTHER WARRANTY OF ANY KIND, IMPLIED OR EXPRESSED: ALL IMPLIED OR EXPRESSED WARRANTY MADE BY ANY PERSON, AGENT OR REPRESENTATIVE WHICH EXCEEDS FLUIDYNE'S AFOREMENTIONED OBLIGATION ARE HEREBY DISCLAIMED BY FLUIDYNE AND EXCLUDED FROM THIS WARRANTY.

9. PATENTS:

The equipment provided by Fluidyne may be covered by patents pending or issued. Fluidyne grants the right to use this equipment without further charges. Fluidyne does not grant rights to use, royalties, or protection against patent litigation arising from use of this equipment in patented processes controlled by others unless otherwise listed above.

10. CHANGE ORDERS:

Any change orders shall be mutually agreeable between buyer and seller.

11. LIABILITY:

In no event shall either party be liable to the other party for anticipated profits or for incidental, special, indirect, punitive or consequential damages under any circumstances. A party's liability on any claim of any kind for any loss or damage arising out of, connected with, or resulting from this Agreement or from the performance or breach thereof shall, in no case, exceed the price allocable to the Equipment or the Services or any unit thereof which gives rise to the claim. Neither Buyer nor Seller shall be liable for penalties of any description.

12. TERMS OF SALE:

Pricing is based on Fluidyne's standard terms of sale.

FLUIDYNE CORPORATION
5436 NORDIC DRIVE, SUITE D
CEDAR FALLS, IOWA 50613
(319) 266-9967

PROPOSAL NO.: FLC 111723
PROJECT: Hilliard, FL
DATE: November 17, 2023

SUBMITTED BY: FLUIDYNE CORPORATION
DATE: November 17, 2023
PROJECT: Hilliard, FL ISAM
New Control System & Equipment

ACCEPTED BY: _____
(Sign and Title)

(Company Name) _____

DATED: _____

PURCHASE ORDER NUMBER: _____

CUSTOMER BILLING INFORMATION:

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
EMAIL: _____

CUSTOMER SHIPPING INFORMATION:

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
EMAIL: _____



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Approval of the Capital Purchase of a U-View Ultra, 200' System, complete with On-Screen Data Footage and Level Eye Self-Leveling Color Camera, included Tracker II Inline System with Receiver for Jet Rig, for a total cost of \$9,665.00.

BACKGROUND:

This is a request to purchase from the sole supplier of a U-View Ultra, 200' system, complete with on-screen data footage and level eye self-leveling color camera for the jet rig. This camera will include a tracker II Inline system with receiver and transmitter. This camera will include an external rechargeable battery pack and wall charger.

FINANCIAL IMPACT:

\$9,665.00

RECOMMENDATION:

Town Council Approval of the Capital Purchase of a U-View Ultra, 200' System, complete with On-Screen Data Footage and Level Eye Self-Leveling Color Camera, included Tracker II Inline System with Receiver for Jet Rig, for a total cost of \$9,665.00.

U-Vue™

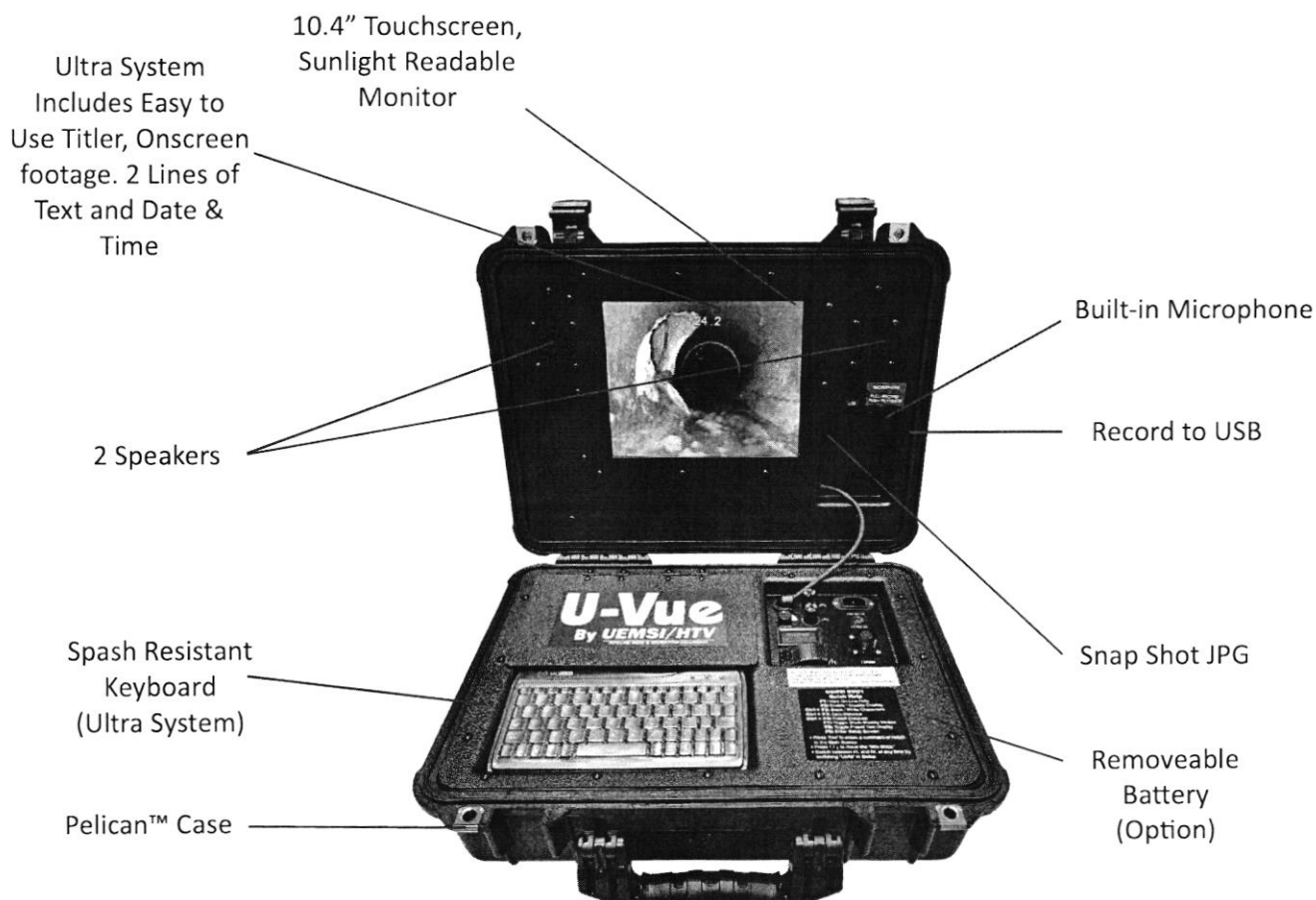
Color Push Camera Inspection System with USB

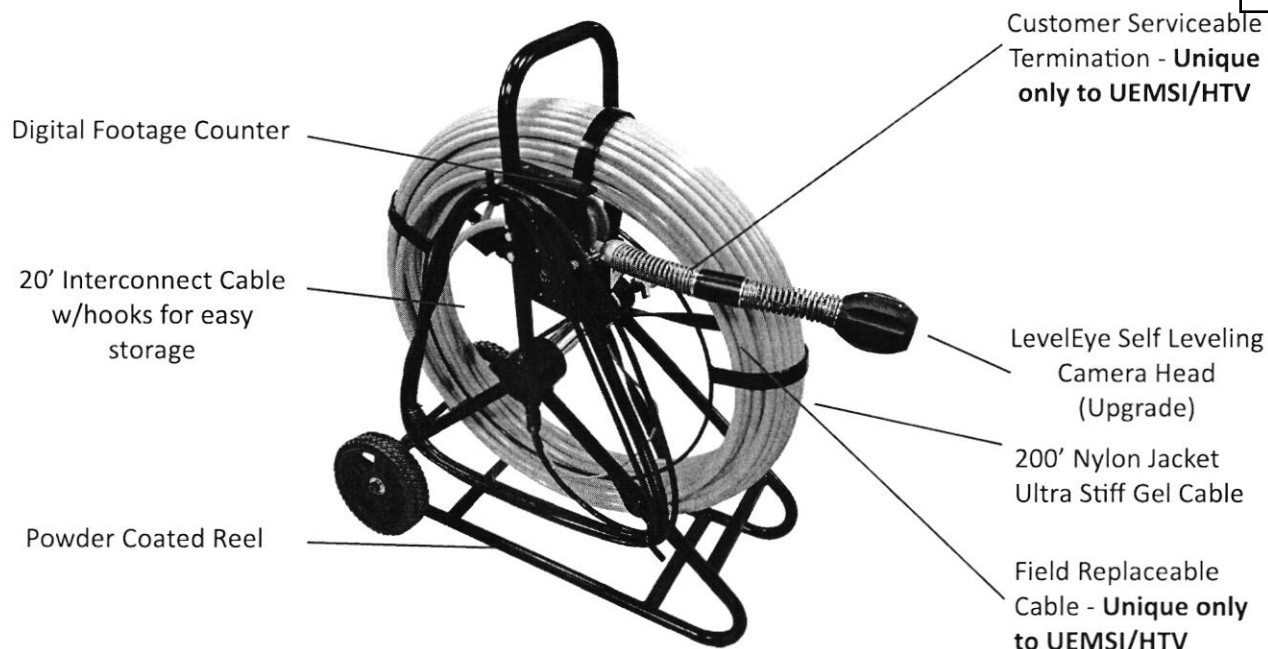
The U-Vue™ by UEMSI/HTV® is a color push camera system that revolutionizes UEMSI/HTV's already highly respected product line. It is American made, and has become the industry standard for quality and durability.

Having 'backwards' compatibility, the U-Vue power control unit (PCU) will work with almost any UEMSI/HTV push reel and camera head from the past 27 years. With features like a Pelican™ case housing the monitor and control unit, a touchscreen DVR that records to a USB thumb drive, you will have a system like no other.

The push reel comes equipped with 200' of UEMSI/HTV's proven multi-conductor, nylon-jacketed video push cable. This cable is the strongest in the industry enabling the user to push long runs, yet flexible to handle tight corners in small pipe. A water-blocking gel is included inside the cable to prevent water infiltration, if it were to become damaged.

The standard Line Eye color camera head has been time-tested, giving people years of dependable service.





U-Vue Ultra Push Camera System, shown with optional LevelEye self-leveling camera head and optional In-line transmitter.

SYSTEMS

U-Vue Standard

(75-2100-000HAWK)
(75-2100-000LVL)
(75-2100-000LINE)

- 200' Nylon jacket gel cable
- 10.4" sunlight readable monitor
- DVR records to USB
- Line Eye color camera head
- Football skid
- AC & DC operation
- Built-in microphone
- Heavy duty Pelican™ case

U-Vue Ultra

(75-2100-100HAWK)
(75-2100-100LVL)
(75-2100-100LINE)

- Every feature listed on U-Vue Standard
- Easy-to-use titler providing onscreen footage, 2 lines of text, date and time
- Splash proof keyboard

Options

- HawkEye self leveling camera head (H Upgrade)
- Tracker II 512Hz receiver (75-2700-200)
- 512Hz In-line transmitter (75-2500-100)
- Rechargeable battery pack (94-2100-200A)
- Roller skids
- 200', 300', 400' and 500' cable lengths

Detailed specifications are available on UEMSI.com



TRACKER II™

PIPE LOCATION SYSTEM

We all know how hard it is to admit when you're wrong.

When you're looking for a broken pipe underground, it can be a guessing game! Well, thanks to the UEMSI/HTV® Tracker II™ pipe location system, you do not have to guess anymore.

The UEMSI/HTV Tracker II™ is an extremely accurate and easy-to-use pipe location system. The Tracker II™ gives you the control for all of your locates with enhanced sensitivity and uncomplicated line identification.

By combining the Tracker II receiver with any of the UEMSI/HTV transmitters, you will see greater productivity with a faster, more reliable response.

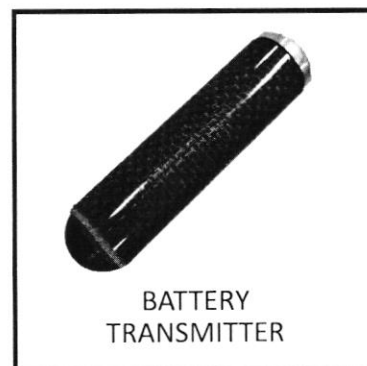
With multi-frequency capabilities, the Tracker II in the 512 Hz mode, can locate the transmitter inside cast iron, clay, PVC, concrete or transit pipe. It can also detect live power lines or cable television lines in the 50-60 Hz mode. Also, using the optional 65 KHz transmitter with conductive attachments (not shown), the user can track water and gas pipes.



Tracker II™ Receiver



TRACKER™ IN-LINE
TRANSMITTER



BATTERY
TRANSMITTER

UEMSI/HTV

PIPELINE HOSE, PARTS & INSPECTION EQUIPMENT

W209 N17391 Industrial Drive - Jackson, Wisconsin 53037

Corporate Office: 877.389.9999 / 262.665.1980

Fax: 262.665.1990 / Website: www.uemsi.com / E-mail: info@uemsihtv.com

TRACKER II™

PIPE LOCATION SYSTEM

SPECIFICATIONS



TRACKER II RECEIVER (75-2700-200)

- Improved sensor technology
- Improved accuracy and productivity
- Constant depth readout
- Operating modes / frequency: 512 Hz, 50-60 Hz and 65 KHz
- Indicators: LCD digital signal readout, graphic display, variable audible tone, depth indicator, battery status
- Receiver size: 30.3" L x 3.75" W x 9.4" H
- Receiver weight: 3 lbs.
- Receiver power: 6 C batteries
- Battery life: 40 hours continuous use
- Includes soft carrying case

TRACKER IN-LINE TRANSMITTER (75-2500-100)

The Tracker in-line transmitter is installed directly between the spring termination and the UEMSI/HTV camera head. This transmitter is powered directly from the power control unit.

- Operating frequency: 512 Hz
- Transmitting range: up to 20' in PVC, clay, concrete and transit pipe - up to 10' in cast iron pipe
- Flexibility: spring termination
- Transmitter dimensions: 1-1/2" OD x 5-3/4" L
- Transmitter power: UEMSI/HTV PCU powered*

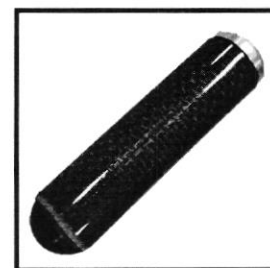
* No batteries required *



BATTERY TRANSMITTER (75-2500-600)

Designed to work with any 512 Hz locator system, this battery operated transmitter can easily be added to push cable, pull cable, drain cleaning machines or jetters.

- Operating frequency: 512 Hz
- Transmitting range: up to 20' in PVC, clay, concrete and transit pipe - up to 10' in cast iron pipe
- Flexibility: stainless steel braided hose
- Transmitter dimensions: 0.8" OD x 3.75" L
- Transmitter power: (1) "AAA" size battery



★ Specifications are subject to change. ★

UEMSI/HTV
PIPELINE HOSE, PARTS & INSPECTION EQUIPMENT

Cory Hobbs

From: bernie@uemsih.tv.com
Sent: Tuesday, November 28, 2023 3:04 PM
To: Cory Hobbs
Subject: RE: quote
Attachments: UEMSIHTVNewCustomerForm.pdf

You don't often get email from bernie@uemsih.tv.com. [Learn why this is important](#)

Hello Cory,

Pricing is the same on these components.

I am also attaching a new customer form to be completed and returned with your order.

Thank you,

Bernie



W209 N17391 Industrial Dr
 Jackson, WI 53037
 Tel 877-389-9999 / 262-665-1980
 Fax 262-665-1990
 Cell 262-424-2963

FOR USPS ONLY:
 UEMSI/HTV
 PO Box 425
 Jackson, WI 53037

From: Cory Hobbs <chobbs@townofhilliard.com>
Sent: Tuesday, November 28, 2023 2:07 PM
To: bernie@uemsih.tv.com
Subject: RE: quote

Can please you resubmit this quote since it was quoted back in September for us?

From: bernie@uemsih.tv.com <bernie@uemsih.tv.com>
Sent: Friday, September 1, 2023 11:32 AM
To: Cory Hobbs <chobbs@townofhilliard.com>

Cc: scott@uemsih.tv

Subject: quote

ITEM-8

You don't often get email from bernie@uemsih.tv. [Learn why this is important](#)

Cory,

As per your phone call, we are pleased to offer the following quotation on a new televising inspection system.

75-2100-100LVL leveling color camera.	U-View Ultra, 200' system, complete with on-screen data and footage and Level Eye self-	\$7,345.00
75-2700-000 (transmitter)	Tracker II inline system with receiver and 512 Hz inline sonde	\$1,770.00

Popular options

94-2100-200A charger	External rechargeable battery pack and wall	\$ 550.00
-------------------------	---	-----------

Current lead time is approx. 2-3 weeks after receipt of order.

Units are manufactured in Jackson, WI and will require some freight as well.

Look forward to working with you,

Bernie Hengels



W209 N17391 Industrial Dr
PO Box 425
Jackson, WI 53037
Tel 877-389-9999 / 262-665-1980
Fax 262-665-1990
Cell 262-424-2963

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing." This email and any files transmitted with it may contain privileged or confidential information and may be read or used only by the intended recipient. If you are not the intended recipient of the email or any of its attachments, please be advised that you have received this email in error and that any use, dissemination, distribution, forwarding, printing or copying of this email or any attached files is strictly prohibited. If you have received this email in error, please immediately purge it and all attachments and notify the sender by reply mail. "This institution is an equal opportunity provider and employer" If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director,

Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or at program.intake@usda.gov.”

ITEM-8



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Approval of Position Process for Calen Burnette's Transition from Introductory/Probationary Status to Regular Full-Time.

BACKGROUND:

Calen Burnette was hired on September 7, 2023, in an Introductory/Probationary Status. Her Probationary Period ends December 11, 2023.

FINANCIAL IMPACT:

This is a current budgeted position. The financial impact is that the position will now be eligible for health insurance benefits.

RECOMMENDATION:

Town Council Approval of Position Process for Calen Burnette's Transition from Introductory/Probationary Status to Regular Full-Time.

**TOWN OF HILLIARD
TOWN CLERK'S OFFICE
Position Process**

Regular Meeting: September 7, 2023

Applicant: Calen Ashley Burnette
37231 West Third Street
Hilliard, FL 32046

Position: Administrative Financial Assistant

Pay Rate: Grade 5 / Step 2
\$22.90 per hour / \$47,624.20 Annually

Position Starts: September 11, 2023 – Introductory/Probationary Period

Position Status: December 7, 2023 – Regular Full Time Position

Position Requirements:

Position requires background in governmental/financial accounting, payroll, accounts payable, accounts receivable, bank reconciliation, budget tracking, fixed assets, general ledger, purchasing requisitions, project tracking, related reporting, document tracking, and approvals, strong computer skills, ability to proofread and edit, experience with records management in accordance with the law, effective oral and written communication skills, ability to complete assignments within stringent deadlines, excellent follow-up skills, responding to citizen inquiries regarding official actions, knowledge of Public Information and Records Laws, and can take on additional municipal duties as required.

High School Diploma required, bachelor's degree in accounting, finance, business, or related field preferred and at the least four years of progressively responsible accounting support experience, utilizing and supporting financial systems preferably in a municipal environment. An equivalent combination of education and experience to successfully perform the essential functions of the job will be considered.

Position Information:

The purpose of this classification is to provide administrative and financial support to the Town Clerk's office under the general supervision and direction of the Town Clerk. In addition to the required duties performed, the Administrative/Financial Assistant performs difficult and specialized administrative and financial work. The Administrative/Financial Assistant is entrusted with numerous and diverse duties, participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

Conditions of Employment:

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

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.

Employee Information:

2021-Current	Bachelor of Science Degree Majoring in Accounting
2020-2021	US Army Fort Bragg, NC – Human Resources Specialist
2018-2020	US Army Fort Bragg, NC – Air Traffic Controller
2014-2017	Attended Georgia Gwinnett College
2012-2016	Graduated Buford High School 2016.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Approval of Position Process for Loree Whiddon's Transition from Temporary Part-Time Status to Regular Part-Time.

BACKGROUND:

Loree Whiddon has been employed as a Temporary Part Time Employee with the Town of Hilliard, first being hired in May as a Summer Camp Counselor. Her 6 Month Window as a Temporary Employee has expired, and her position process should move to Regular Part-Time.

FINANCIAL IMPACT:

This position is necessary due to our After School Program exceeding the 1:10 counselor ratio with only two counselors (currently average 26). Loree has been serving in this position in our After School Program since the beginning of the school year. This will have a financial impact with regard to the required employer FRS contribution required for Part-Time Employees.

RECOMMENDATION:

Town Council Approval of Position Process for Loree Whiddon Transition from Temporary Part-Time Status to Regular Part-Time.

**TOWN OF HILLIARD
PARKS & RECREATION DEPARTMENT
Position Process**

Regular Meeting: December 7, 2023

Applicant: Loree Whiddon

Position: Kids Program Attendant

Pay Rate: \$12.00 per hour

Position Starts: May 22, 2023 – Temporary Summer Position

Position Status: December 7, 2023 – Non-Exempt Regular Part Time

Position Requirements:

Valid Florida Driver's License
CPR/First Aid Certified
DCF Fingerprint Background (18+ only)

Position Information:

The purpose of this classification is to implement a Kids watch and/or after school program with exercise, fun activities, and crafts that are age appropriate while maintaining a high standard of customer satisfaction. Work is performed under the administrative direction of the Parks & Recreation Director. In the Director's absence, this position will report to and receive guidance from the Administrative Assistant.

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.



Position Description

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

Kids Program Attendant

Department: Parks and Recreation

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to implement a Kids watch and/or after school program with exercise, fun activities, and crafts that are age appropriate while maintaining a high standard of customer satisfaction. Work is performed under the administrative direction of the Parks & Recreation Director. In the Director's absence, this position will report to and receive guidance from the Administrative Assistant.

ESSENTIAL JOB FUNCTIONS:

- Conduct Kids programs.
- Monitor and maintain Kids areas and other facilities for cleanliness and safety.
- Assist in planning and scheduling of meaningful Kids activities and programs.
- Assist with the development of Kids program policies and procedures; ensures policies and procedures are followed.
- Conduct orientations with new members of the Kids program.
- Assist in ordering and restocking of supplies necessary to program operation.
- Assist in customer and community communication, including: calendar of events, flyers, special event notices, letters to members, etc.
- Exhibit positive customer service practices.
- Actively recruit new members for Kids programs.
- Participate in job related community meetings.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years' experience in childcare or related field;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- CPR/First Aid Certification
- DCF Fingerprint Background

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local laws, ordinances and regulations pertaining to the area of responsibility.
- Knowledge of hazards, safety rules, and regulations applicable to area of responsibility.
- Knowledge of children's fitness programs, policies, and procedures.
- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication; effective customer service.
- Ability to exercise sound judgment in making critical decisions.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS:

Work consists of heavy work, which requires exerting up to 100 pounds of force occasionally, and/or up to 45 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Tasks may involve extended periods of standing; or time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in conditioned and non-conditioned environments with the Parks and Recreation Department.

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination

regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: December 7, 2023

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

SUBJECT: Town Council Approval of the Public Works Director's Recommendation to hire Phillip Bouchillon for the Position of Public Works Technician with a Starting Date of December 11, 2023, at \$16.23 per hour.

BACKGROUND:

This is the vacant position that Justin Tuten filled originally before being promoted to fill the Streets and Water & Wastewater Technician Backflow Prevention Coordinator Position.

FINANCIAL IMPACT:

This position is a Grade 3 and will start at \$16.23 per hour.

RECOMMENDATION:

Town Council Approval of the Public Works Director's Recommendation to hire Phillip Bouchillon for the Position of Public Works Technician with a Starting Date of December 11, 2023, at \$16.23 per hour.

**TOWN OF HILLIARD
PUBLIC WORKS DEPARTMENT
Position Process**

Regular Meeting: December 7, 2023

Applicant: Phillip Dean Bouchillon
37293 West Fifth Street
Hilliard, Florida 32046

Position: Public Works Technician

Pay Rate: \$16.23 per hour.

Position Starts: December 11, 2023 – Introductory/Probationary Period
Position Status: March 7, 2024 – Non-Exempt – Regular Full Time Position

Position Requirements:

A current Driver's License and High School Diploma are required. Certification in Water or Wastewater Plant Operation preferred or two years' experience in Water or Wastewater. Experience in landscaping, water, and sewer utility work is a plus.

Position Information:

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of way and parks.
- Assist in trimming trees on Town right of way.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valve as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup, etc.
- Monitors and stays current with technology as it pertains to the operations of this department.

- Take on additional duties as required by the Public Works Director and/or the Assistant Public Works Director.
- Assist with after-hours emergencies.
- Check generator equipment weekly.

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

Conditions of Employment:

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

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.

Employee Information:

Phillip D. Bouchillon has the following work experience:

2023- Present: People Ready – Waste management

2021 – 2023: FedEx – Delivery Driver

2020 – 2021: Circle K Store – 3rd Shift Lead

2018 – 2020: City of Angleton, Texas – Public Works Technician



Position Description

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

Public Works Technician

Department: Public Works

Pay Grade: 3

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide assistance and support to the Public Works Director, participating in discussion and decision making in a number of areas relating to job duties and responsibilities. Under the general supervision and direction of the Public Works Director, this individual is delegated to the Water and Sewer Department while at the same time must work closely with all departments. This individual must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Actively seeks certification in water distribution/lines and any other advanced training that may apply.
- Schedule maintenance on equipment.
- Perform accurate records of all duties performed.
- Perform in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed.
- Maintenance of Town right of ways.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assist in maintenance of water main valves as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Ensure all generators are fully operational.
- Evaluate and make mechanical repairs as needed.
- Perform building maintenance at Town Hall.
- Assist in installation and maintenance of street signs.
- Paint and maintain fire hydrant appearance throughout the town.

- Perform preventative and emergency maintenance of all equipment and property of the Town.
- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup etc.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Assist with after-hours emergencies.
- Aid in all emergency situations within the town.
- Take on additional duties as required by the Public Works Director and or the Assistant Public Works Director.
- Performs other related duties as assigned.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License
- Certification in Water or Wastewater Plant Operation preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices, and safety procedures of public works operations.
- Knowledge of construction methods, materials and equipment as applied in municipal public works.
- Knowledge of emergency management principles and practices.
- Knowledge federal, state and local laws, ordinances and regulations pertaining to the treatment of water, and the occupational hazards and safety precautions associated with water plants and related activities.
- Skill in the operation and control of equipment, machinery, tools and/or materials necessary to the performance of essential functions.
- Skill in communicating effectively with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.
- Ability to comprehend and apply training received in the operation of water treatment plants, detection of water quality defects and initiating appropriate remedial action in the operation of water treatment equipment, chemical feed systems and other related equipment, and performing and repairs on plant equipment.
- Ability to follow operating and recording procedures; to prepare reports, logs, work orders, records, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

- Ability to establish and maintain effective working relationships as necessitated by work assignments; to deal with people beyond giving and receiving instructions; and to perform under stress and when confronted with emergency situations.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting

Meeting Date: December 7, 2023

FROM: ***John P. Beasley – Mayor***

SUBJECT: Town Council to Discuss Employee Position Description Changes and the Approvals Needed in Order to Make Changes.

BACKGROUND:

This discussion would serve as a preventative measure to ensure employees have knowledge if their position description changes.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to Discuss Job Description Changes and the Approvals Needed in Order to Make Changes.

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

MINUTES

TUESDAY, JULY 11, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John P. Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Joe Michaels
Planning and Zoning Board Chair Harold "Skip" Frey
Planning and Zoning Board Vice Chair Wendy Prather
Planning and Zoning Board Member Charles A. Reed
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb
Town Clerk Lisa Purvis
Land Use Administrator Lee Anne Wollitz
Public Works Director Ritchie Rowe
Planning and Zoning Attorney Mary Norberg - TEAMS

ABSENT

Councilman Jared Wollitz

Councilman Dallis Hunter

Parks & Recreation Director Gabe Whittenburg

Town Attorney Christian Waugh

WORKSHOP

- ITEM-1 Town Council and Planning and Zoning Board to discuss process for Vacation of Right of Way and the subsequent applications.

Lee Anne Wollitz - Land Use Administrator

Land Use Administrator, Lee Anne Wollitz explains the process for Vacation of Right of Way to the Council and Board Members, and answers any further questions presented from the Council.

- ITEM-2 Town Council and Planning and Zoning Board to discuss allowing Mobile Homes in the R-3 Zoning District.

Lee Anne Wollitz - Land Use Administrator

LUA, Lee Anne Wollitz, explains that she has received multiple calls from the North Oxford Street area requesting that mobile homes be permitted in R-3 Zoning District. Discussion regarding allowing mobile homes by exception in the R-3 Zoning District. Town Planner, Janis Fleet, is to update the LDR's prior to being presented to the Planning and Zoning Board.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 7:55 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, JULY 24, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

ABSENT

Councilman Dallis Hunter

WORKSHOP

ITEM-1 Town Council to discuss with Town Engineer the Town's Infrastructure needs and resources and to possibly fund the cost.

Lisa Purvis, MMC – Town Clerk

John Petrohovich, Tim Norman, and Greg Lang of Mittauer & Associates, Inc., provide a presentation regarding the water and wastewater infrastructure for the Town of Hilliard, and answer questions Council Members have.

Mittauer & Associates, Inc., asks Council Members what the main issue with the Town is to which all respond.

Ritchie Rowe, Public Works Director, states that Whisper Ridge next to the FAA Center and New Front behind Library to Cypress Street.

Tim Norman, Mittauer & Associate, Inc., states that looping the water system will strengthen the system.

Tim Norman, Mittauer & Associate, Inc., also references the Sewer Evaluation Report from 2016 that they had prepared. He also estimates that the Sewer Rehabilitation that is needed will likely cost \$10 million and take over three years to complete.

Richie Rowe, Public Works Director, mentions the Florida Rural Water

Association and how much they have helped the Town. All discuss the pond on Mill Street having an overflow pipe.

Lisa Purvis, Town Clerk, provided Tim Norman of Mittauer & Associates, Inc. with the Florida Rural Water Reports for the Water System Asset Management and Fiscal Sustainability Plan and the Wastewater System Asset Management and Fiscal Sustainability Plan.

Tim Norman, Mittauer & Associates, Inc., discusses where the effluent goes and that in the past the Town has received assistance from the Florida Department of Environmental Protection.

Councilman, Jared Wollitz, states that he does not want to leave issues for future councils.

John Petrohovich, Mittauer & Associates, Inc., goes over the grant funding sources that the Town may qualify for with the Town being a REDI Community. Funding sources are as follows:

Rural Infrastructure Fund (RIF) – Water loop for FAA Center.

CDBG-MIT (Mitigation) – Two phases and there was supposed to be a third, but the funds were moved to disaster.

FDEP State Revolving Fund (SRF) – Best option for the Town. Required to have Florida Rural Water Association Asset Management Plan.

FDEP Water Quality Improvement Grant (WQI) – They will apply for septic system replacement for the Northwest Area.

USDA – 75% Loan & 25% Grant.

ARFA – The Town received \$1,643,286 that the Town plans to use for design work for shovel ready project or leverage for the Sewer Rehabilitation, Legislative Appropriations request.

SJRWMD REDI – The Town has tried several times for funding for drainage projects and has been unsuccessful.

ADDITIONAL COMMENTS

New Front & Cypress Streets and Whisper Ridge Planned Unit Development are discussed. Lee Anne Wollitz, Land Use Administrator, states all things regarding development go to Mittauer & Associates, Inc.

ADJOURNMENT

Motion made to adjourn at 7:20 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 03, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

WORKSHOP

ITEM-1 Town Council to review and discuss the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing.
Lisa Purvis, MMC – Town Clerk

Town Council reviews and discusses the following:

Nassau County Property Appraiser Certification of Taxable Value for the year 2023.

Town of Hilliard Proposed TRIM DR-420 - Certificate of Taxable Value.

Town of Hilliard Proposed TRIM DR-420MM-P - Maximum Millage Levy Calculation Preliminary Disclosure.

Town of Hilliard Proposed TRIM Timetable for the Fiscal Year 2023-2024.

Town of Hilliard TRIM Proposed Rates for Fiscal Year 2023-2024.

Nassau County Property Appraiser Final Millage Rates for the Years 2017-2022, with Nassau. Notice - County Municipal Service Fund & Town of Hilliard Millage

Rates.

Nassau County Property Appraiser Available Exemptions for Property Owners.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:40 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
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
Josetta Lawson
Charles Reed
Kevin Webb

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

MONDAY, AUGUST 14, 2023, 6:10 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Planning & Zoning Board Chair Harold "Skip" Frey
Planning & Zoning Board Vice Chair Wendy Prather
Planning & Zoning Board Member Charles Reed
Planning & Zoning Board Member Josetta Lawson
Planning & Zoning Board Member Kevin Webb
Town Clerk Lisa Purvis
Public Works Director Richie Rowe
Land Use Administrator Lee Anne Wollitz
Planning & Zoning Board Attorney Mary Norberg

ABSENT

Parks & Recreation Director Gabe Whittenburg
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council and the Planning & Zoning Board to discuss potential Application for Minor Modification of Greenbrier PUD.

Lee Anne Wollitz - Land Use Administrator

Greenbrier Team present for discussion:

Courtney Gaver
Michelle Mannes
Tamara Garber
Chris Goodin

Discussion regarding no site plan changes will be made only the written description will need to be amended.

Chris Goodin would like to allow manufactured homes to be allowed in Greenbrier PUD and state that the yard maintenance will be by the Homeowners Association.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 7:00 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, AUGUST 17, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

WORKSHOP

ITEM-1 Town of Hilliard Water System Asset Management and Fiscal Sustainability (AMFS) plan prepared by Florida Rural Water Association (FRWA) in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program is presented to the Town Council to identify the system's most urgent and critical needs.

Patrick Dangelo - FRWA Utility Asset Management Team

Patrick Dangelo, FRWA Utility Asset Management Team, and Jason Bergendahl, Town of Hilliard, Public Works Department goes over the following items in their presentation:

Town of Hilliard Council and Staff need to meet semi or annually.

Separate Capital Improvement Plan Dedicated Water and Sewer only.

Financials to cover operations.

Patrick Dangelo mentions Smoke Testing and recommends that the Town sends out red flyers with the water bills prior to testing advising customers and to advise the Fire Department of the testing schedule.

ITEM-2 Town of Hilliard Wastewater System Asset Management and Fiscal Sustainability (AMFS) plan prepared by Florida Rural Water Association (FRWA) in partnership with the FDEP Clean Water State Revolving Fund (CWSRF) Program is presented to the Town Council to identify the system's most urgent and critical needs.

Patrick Dangelo - FRWA Utility Asset Management Team

The Resolution needed to adopt this action plan can either be adopted together by each organization or separately.

The FRWA now offers legal services up to \$1,500.00.

Jason Bergendahl, of the Town of Hilliard, Public Works Department, points out the failed hydrants numbered 39, 43 & 64 on page 27 of the report.

Patrick Dangelo, of FRWA Utility Asset Management Team, states that Ritchie Rowe, Public Works Director already had WW Gay Mechanical Contractor, Inc. out to fix these hydrants.

The Town Council decides to place the Resolutions on Meeting date September 7, 2023.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:56 p.m.

Motion made by Council President Sims, Seconded by Council Pro Tem Pickett.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 07, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter

ABSENT

Mayor John P. Beasley
Councilman Joe Michaels

WORKSHOP

ITEM-1

Town Council and Department Directors review and discussion of the Fiscal Year 2023-2024, Budget and Capital Improvements Plan.

Lisa Purvis, MMC - Town Clerk

Town Clerk, Lisa Purvis, provides the Town Council an overview of the Budget Worksheet.

Town Council discusses the Ingham Road drainage and possibly using the St. Johns River Water Management District Grant.

Add to the Fire Department capital budget \$35,000 for the new generator to be hooked up to the Fire Department so that they can come off the Water Plant generator and on the donated generator from the T Mobile cell tower that has been removed from the Water Tower.

Add to the Water & Sewer Department capital budget \$40,000 for water valves to be installed.

Add to the Streets Department capital budget \$10,000 for a mosquito sprayer.

Increase the Recreation Department budget from \$1,000 to \$6,000 for other services to cover cleaning services and exercise classes.

Add to the General Government Department additional funds under travel and education to cover Council Members attending Florida League of Cities Elected Municipal Official classes.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:57 p.m.

Motion made by Councilman Hunter, Seconded by Councilman Wollitz.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

John P. Beasley, Mayor
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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
Josetta Lawson
Charles Reed
Kevin Webb

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, SEPTEMBER 12, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Dallis Hunter
Councilman Joe Michaels
Planning and Zoning Chair Harold "Skip" Frey
Planning and Zoning Board Member Charles A. Reed
Planning and Zoning Board Member Josetta Lawson

ABSENT

Councilman Jared Wollitz
Planning and Zoning Vice Chair Wendy Prather
Planning and Zoning Board Member Kevin Webb

WORKSHOP

ITEM-1 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

Lee Anne Wollitz, Land Use Administrator, states that she will be presenting and recommending approval to the Planning & Zoning Board at their meeting following tonight's workshop, and to the Town Council at their Regular Meeting on September 21, 2023.

ADDITIONAL COMMENTS

No additional comments.

ADJOURNMENT

Motion made to adjourn at 6:15 p.m.

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, SEPTEMBER 14, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Assistant Public Works Director Cory Hobbs

ABSENT

Public Works Director Richie Rowe
Parks & Recreation Director Gabe Whittenburg

WORKSHOP

ITEM-1 Town Council and Department Directors review and discussion of the Fiscal Year 2023-2024, Budget and Capital Improvement Plan.

Lisa Purvis, MMC - Town Clerk

Lisa Purvis, Town Clerk states that she has prepared the budget with revenues from ad valorem taxes at 3.25 mills. Following discussion, the Town Council state that they want the ad valorem taxes reduced to 3.00 mills. The Clerk states that would be \$39,330 less in revenues and asks where the Council would like those funds to come from. The Council state that the difference can be transferred from the Capital Improvements Fund.

Alicia Head, Administrative Assistant/Event Coordinator, advises that she will send Gil Langley, Executive Director of the Amelia Island Convention & Visitors Bureau a list of Town of Hilliard Events.

Mayor Beasley mentions donations and Nassau County Economic Development Board.

ADJOURNMENT

Motion made to adjourn at 7:06 p.m.

Motion made by Council Pro Tem Pickett, Seconded by Council President Sims.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

MONDAY, SEPTEMBER 25, 2023, 6:10 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter (Via Telephone)
Councilman Joe Michaels

ABSENT

Mayor John Beasley

WORKSHOP

- ITEM-1 Town Council to discuss the Town's Infrastructure needs and Mobility Fees.
Lisa Purvis, MMC – Town Clerk

Land Use Administrator, Lee Anne Wollitz, explains packet regarding the Town's Infrastructure needs and Mobility Fees.
Discussion of Fernandina Beach and Callahan Mobility Fees.
Discussion regarding the Town Engineer, Mittauer & Associates, providing a review of System Development Charge Fee and Mobility Fees with Nassau County, Florida.

- ITEM-2 Town Council to discuss the Duties and Responsibilities and the Process for Hiring a New Public Works Director for the Town of Hilliard.
Lisa Purvis, MMC – Town Clerk

Town Council advises they would like the advertisement for the Public Works Director to state that applicants may have Water and Sewer License or equivalent. To find out what the benefit of having the paid INDEED platform to advertise positions on verses the free version. The advertisement is currently

running in both newspapers for two weeks each and on the Town of Hilliard Website/Facebook.

ADJOURNMENT

Motion made to adjourn at 6:52 p.m.

Motion made by Councilman Wollitz, Seconded by Councilman Michaels.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Cory Hobbs, Interim Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, NOVEMBER 16, 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
Council Pro Tem Lee Pickett
Councilman Jared Wollitz
Councilman Dallis Hunter
Councilman Joe Michaels

PUBLIC HEARING

ITEM-1 Town Council adopting Ordinance No. 2023-15, Amending Chapter 54, Traffic and Vehicles, Article III, Golf Carts, to correct the original placement from section 54-31 – 54-36 to 54-61 – 54-66; and Amending Section 54-64, Limitations on Operating Golf Carts to Comply with Recently Enacted Amendments to State Law.

Lisa Purvis, MMC – Town Clerk

Call for Public Comment
Close Public Hearing on Ordinance No. 2023-15

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

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-15, on Second and Final Reading.

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

- ITEM-2 Town Council adopting Ordinance No. 2023-16, Amending Chapter 58, Utilities, to Establish Approval Procedures for Drain Field Locations, Grant the Town of Hilliard the Authority to Include Conditions for Septic Tank Approvals, Mandate Affidavits for Drain Filled Boundary Compliance, and Require Post-Construction Surveys Prior to Issuance of Certificates of Occupancy.

Lisa Purvis, MMC – Town Clerk

Call for Public Comment

Close Public Hearing on Ordinance No. 2023-16

Following no public comments, motion to close the Public Hearing at 7:03 p.m.

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

TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-16, on Second and Final Reading.

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

REGULAR MEETING

- ITEM-3 Additions/Deletions to Agenda

ITEM-9 Set Workshop to Discuss the July 4, 2024, Fireworks Display.

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

- ITEM-4 Town Council Introduction of Resolution 2023-22, Adopting the Public Lands Inventory for Property to which the Town Holds a Fee Simple Title that is Appropriate for use as Affordable Housing; Setting a Public Hearing and Town

Council Action for Adoption on December 7, 2023.

Lee Anne Wollitz – Land Use Administrator

Land Use Administrator, Lee Anne Wollitz, explains the Live Local Act and states that the Town was required to post on the Town's Website on October 1, 2023.

- ITEM-5 Town Council Approval of the Mutual Aid Agreement for Disaster Debris Removal Services between Nassau County, Florida, and Phillips and Jordan, Inc.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-6 Town Council Approval of Hiring Joel G. Hall P.E. for the Position of Public Works Director with a Starting Date of November 27, 2023, at an Annual Salary of \$70,000.00.
Lisa Purvis, MMC – Town Clerk

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

- ITEM-7 Town Council Approval to Set a Special Meeting to Adopt the Fiscal Year 2022-2023 Amended Budget by Resolution and Approval of the FDOT's Grant Agreement for the North Land Acquisition, for Thursday, November 30, 2023, at 6:00 p.m.
Lisa Purvis, MMC – Town Clerk

Motion made to Set a Special Meeting with an adjusted time for Thursday, November 30, 2023, at 6:10 p.m.

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

- ITEM-8 Town Council approval of the Minutes for the November 2, 2023, Regular Meeting.
Lisa Purvis, MMC - Town Clerk

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

ADDED ITEMS

- ITEM-9 Set Workshop to Discuss the July 4, 2024, Fireworks Display with the Town of Callahan, the Northeast Florida Fair Associations, Nassau County, Kynex, Inc., Fire Department, and the Sherriff's Department on Friday, November 17, 2023, at 2:00 p.m.

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

ADDITIONAL COMMENTS

PUBLIC

Gerald Wollitz, 37024 South Oak Street, Hilliard, tells Town Council and Staff what a great job they did on the Veteran's Day event that was held Saturday, November 11, 2023. **Doug Conkey, St. Johns River Water Management District,** wishes all a very Happy Holidays, and reminds the Town that with the clocks rolling back, watering your yard also goes back to one time per week.

MAYOR & TOWN COUNCIL

Town Council, thanks all for a successful Veteran's Day event and wishes the Park & Recreation Director, Gabe Whittenburg, a Happy Birthday.
Mayor Beasley, asks that we find out how many donations One Blood received at the Veteran's Day event.

ADMINISTRATIVE STAFF

Interim Public Works Director, Cory Hobbs, welcomes Joel G. Hall P.E. to the Town Staff and the Public Works Department, and mentions that the last panel of the Christmas Tree at the Town Hall Park Facility will be delivered on Friday, November 17, 2023.
Town Clerk, Lisa Purvis, mentions the way the flags were presented this year at the Veteran's Day event were better than that of previous years. She states that she attended the Nassau County Board of County Commissioners Meeting on Wednesday, November 15, 2023, and that the Town's municipal grant request for \$50,000.00 was approved, and that the County Commissioners approved \$195,000.00 as matching funds for the Legislative Appropriation request for the Hilliard Water Main Extension. The Legislative Session begins January 4, 2024. Advises that Josetta Lawson, The Embroidery Hut, has provided sample shirts to have the Town Seal embroidery on them for the Town Council to wear when attending Town Events.

TOWN ATTORNEY

No comment.

ADJOURNMENT

Motion made to adjourn at 7:26 p.m.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



INVOICE

ITEM-15

Moody Williams Appraisal Group
1300 Riverplace Blvd., Suite 640
Jacksonville, FL 32207

(904) 516-8900

Waugh Grant, PLLC
201 E. Pine Street, Suite 315
Orlando, Florida 32801

ATTENTION: Sofie Bayer

Invoice Number: **008017**

Invoice Date: 11/16/2023

Appraisal Number: 2023-R086

Type: R

Reviewer: JMW

PROFESSIONAL SERVICES RENDERED	AMOUNT
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Appraisal
Improved Mobile Home Residence
371118 Eastwood Drive
Hilliard, Nassau County, Florida 32046

600.00

FEDERAL TAX ID # 84-4100717

Invoice Total: \$600.00

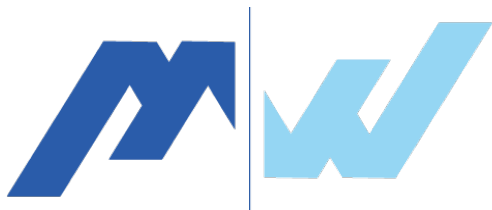
Retainers / Payments Received: \$0.00

Balance Due: \$600.00

PLEASE PAY FROM THIS INVOICE

TERMS: Net on Presentation. Monthly Finance Charge;1.5%

208



Moody Williams Appraisal Group
1300 Riverplace Blvd., Suite 640
Jacksonville, FL 32207

(904) 516-8900

Waugh Grant, PLLC
201 E. Pine Street, Suite 315
Orlando, Florida 32801

ATTENTION: Lisa Purvis

INVOICE

ITEM-16

Invoice Number: **008008**

Invoice Date: 11/14/2023

Appraisal Number: 2023-1339

Type: C

Reviewer: JMW

PROFESSIONAL SERVICES RENDERED

AMOUNT

Appraisal
Improved Residential Land
371232 Eastwood Road
Hilliard, Nassau County, FL 32046

1,500.00

FEDERAL TAX ID # 84-4100717

Invoice Total: \$1,500.00

Retainers / Payments Received: \$0.00

Balance Due: \$1,500.00

PLEASE PAY FROM THIS INVOICE
TERMS: Net on Presentation. Monthly Finance Charge;1.5%