

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

AGENDA

THURSDAY, MARCH 20, 2025, 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 2025-02 – Rezoning the property consisting of approximately 9.87 acres, more or less, located on the east side of Pine Street north of Henry Smith Road, more particularly describes in Attachment "A", Legal Description specifically described in Attachment "B" Written Description; and Attachment "C" Site Plan; Hilliard Florida, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting an effective date.

Mayor Beasley

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-02

TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2025-02, and to set a Public Hearing & Final Reading for April 17, 2025.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Town Council to consider Ordinance No. 2025-03, and Ordinance establishing a Tree Mitigation Fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation and replacement. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk

ITEM-4 Town Council to consider Ordinance No. 2025-05, and Ordinance approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.
Lisa Purvis, MMC – Town Clerk

ITEM-5 Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs.
Lee Anne Wollitz – Land Use Administrator

ITEM-6 Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.
Gabe Whittenburg – Parks & Recreation Director

ITEM-7 Town Council approval of the annual Parks & Recreation Seasonal Staffing Request.
Gabe Whittenburg – Parks & Recreation Director

ITEM-8 Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors, in the amount of \$19,565.00.
Lisa Purvis, MMC – Town Clerk

ITEM-9 Town Council to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.
Cory Hobbs – Interim Public Works Director

ITEM-10 Town Council to set a Workshop to discuss the Public Works Director position vacancy.
Lisa Purvis, MMC – Town Clerk

ITEM-11 Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the Vietnam's Voices – Traveling Memorial Wall event.
Alicia Head – Public Information Officer & Event Coordinator

- ITEM-12** Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.
Lisa Purvis, MMC – Town Clerk
- ITEM-13** Town Council approval of the Town Clerk’s recommendation to move Town Hall Administrative Assistant Kendra McNeal from one administrative position to another.
Lisa Purvis, MMC – Town Clerk
- ITEM-14** Town Council approval of the Town Clerk’s recommendation to fill the Town Hall Administrative Assistant vacant position.
Lisa Purvis, MMC – Town Clerk
- ITEM-15** Town Council approval of the Minutes for the March 3, 2025, Workshop, and the March 6, 2025, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-16** Town Council approval of AECOM Technical Services, Inc., Payable through February 28, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$6,600.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-17** Town Council approval of PQH Group, Payable through March 3, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000
- ITEM-18** Town Council approval of Island Hopper Home Repairs, Payable through March 14, 2025, Project Name: Gym Maintenance in the amount of \$8,000.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$36,750
- ITEM-19** Town Council approval of Miller Electric Company & Evanlily Engineering, Payable through March 7, 2025, Project Name: Generator & Electric, in the amount of \$11,883.51.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$30,200

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town's Website can be access at www.townofhilliard.com.

Live & recorded videos can be accessed 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 Statutes, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

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

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing Regular Meeting Meeting Date: March 20, 2025

FROM: **Mayor Beasley**

SUBJECT: Town Council to consider Ordinance No 2025-02, an Ordinance of the Town of Hilliard, Florida, A municipal corporation; Rezoning the property consisting of approximately 9.87 acres, more or less, located on the east side of Pine Street north of Henry Smith Road, more particularly describes in Attachment "A", Legal Description specifically described in Attachment "B" Written Description; and Attachment "C" Site Plan; Hilliard Florida, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030; from Agricultural A-1 to PUD, Planned Unit Development; providing for severability, repealer, and setting an effective date. Setting the Second Public Hearing & Final Reading for April 17, 2025.

BACKGROUND:

See Attached

FINANCIAL IMPACT:

None, the applicant is required to pay all application, advertising, and review fees.

RECOMMENDATION:

Town Council to set a Second Public Hearing and Final Reading for April 17, 2025.



STAFF REPORT FOR ORDINANCE 2025-02

1. Applicant Information:

Courtney Gaver,
Rogers Towers, P.A.
1301 Riverplace Blvd.
Suite 1500
Jacksonville, Florida 32207

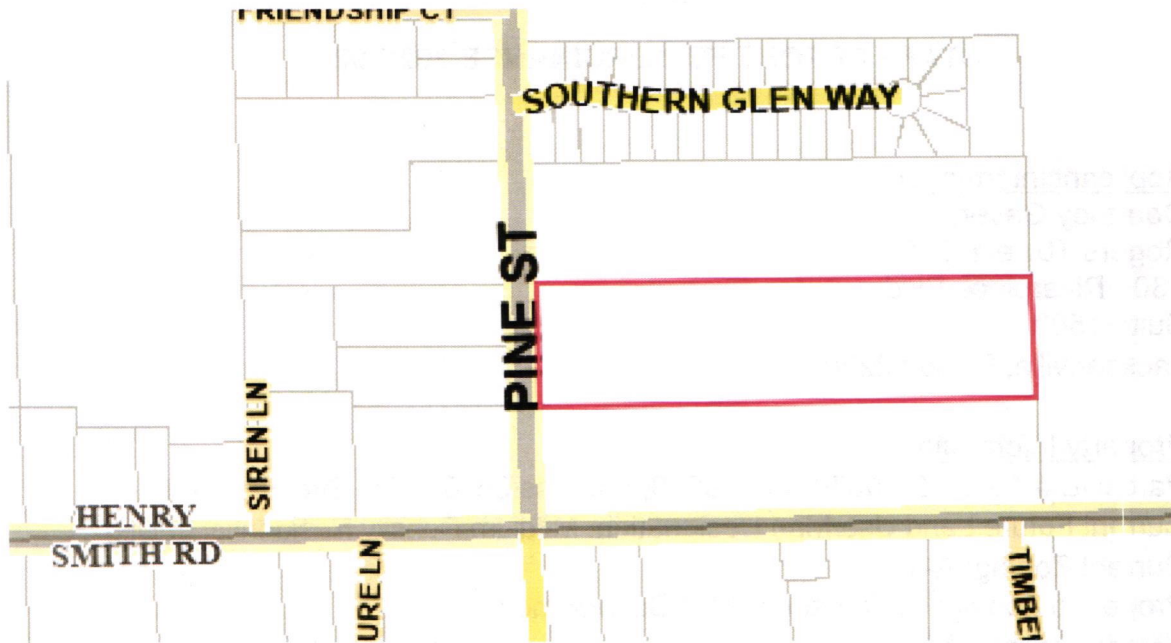
2. Property Information:

Parcel ID # 16-3N-24-0000-0021-0030, Address: 36107 Pine Street Hilliard
Current Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: A-1
Proposed Zoning: PUD Planned Unit Development.
Acres: Approximately 10 acres.

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

	Current FLUM	Current Zoning	Existing Use
North	Medium Density Residential (MDR)	A-1	Single Family
South	Medium Density Residential (MDR)	A-1	Single Family
East	Medium Density Residential (MDR)	A-1	Vacant, Timberland
West	Low Density Residential (LDR)	A-1	Single Family

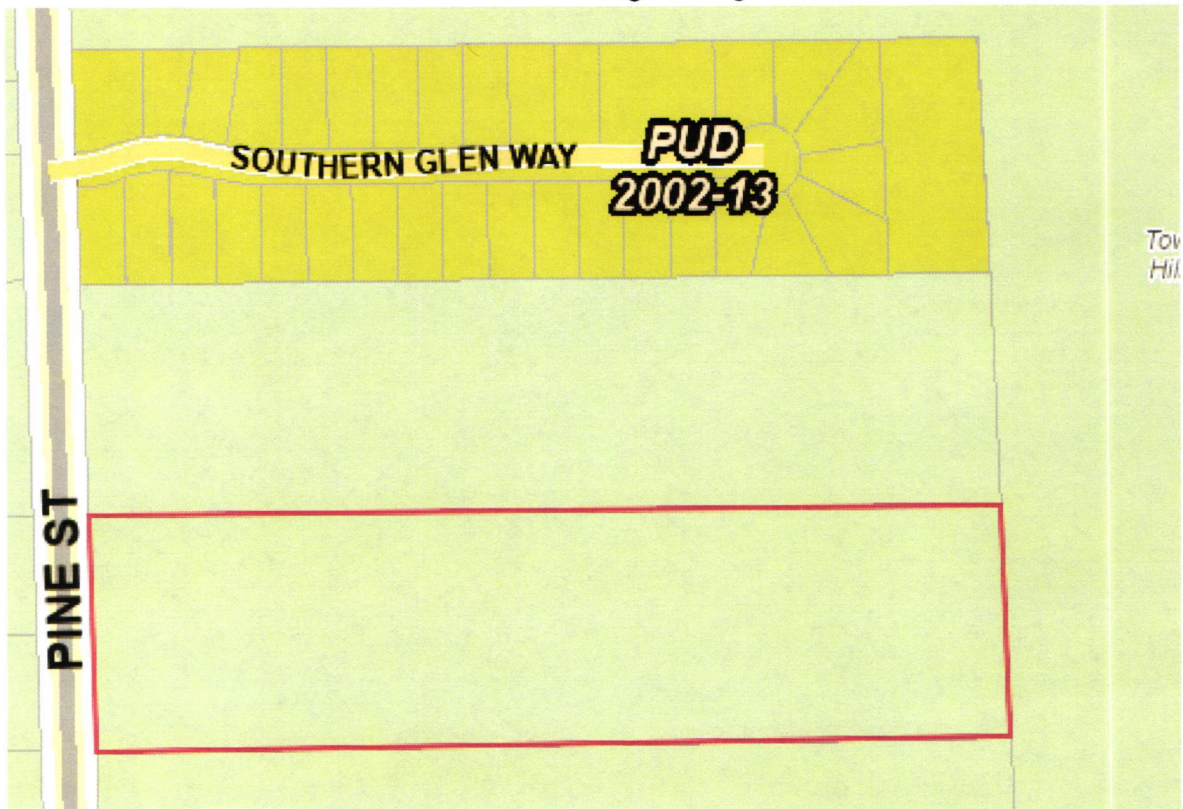
Parcel Map
16-3N-24-0000-0021-0030



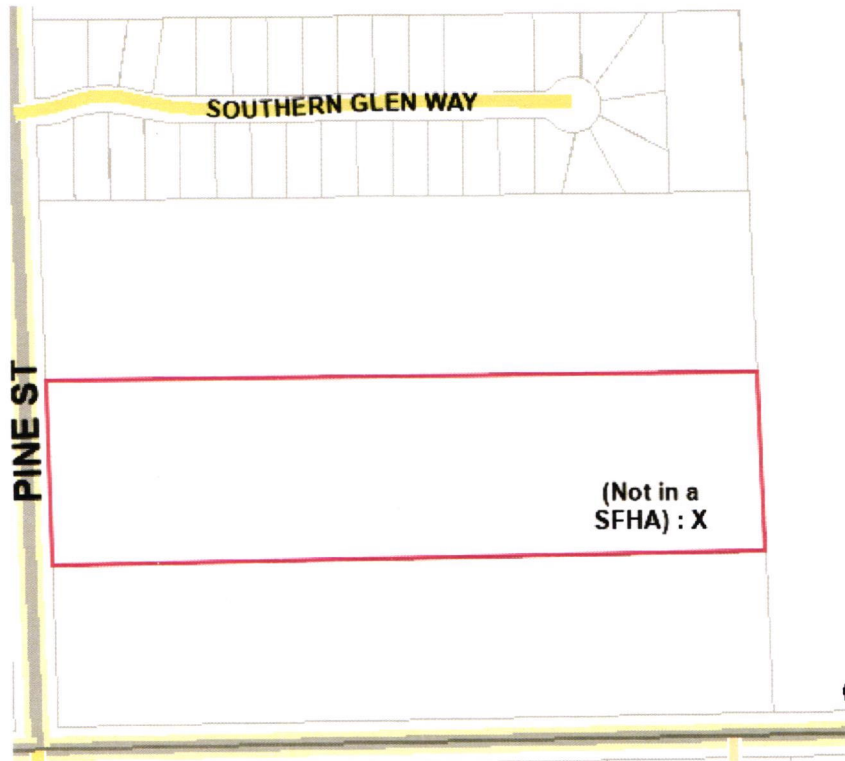
Future Land Use Map



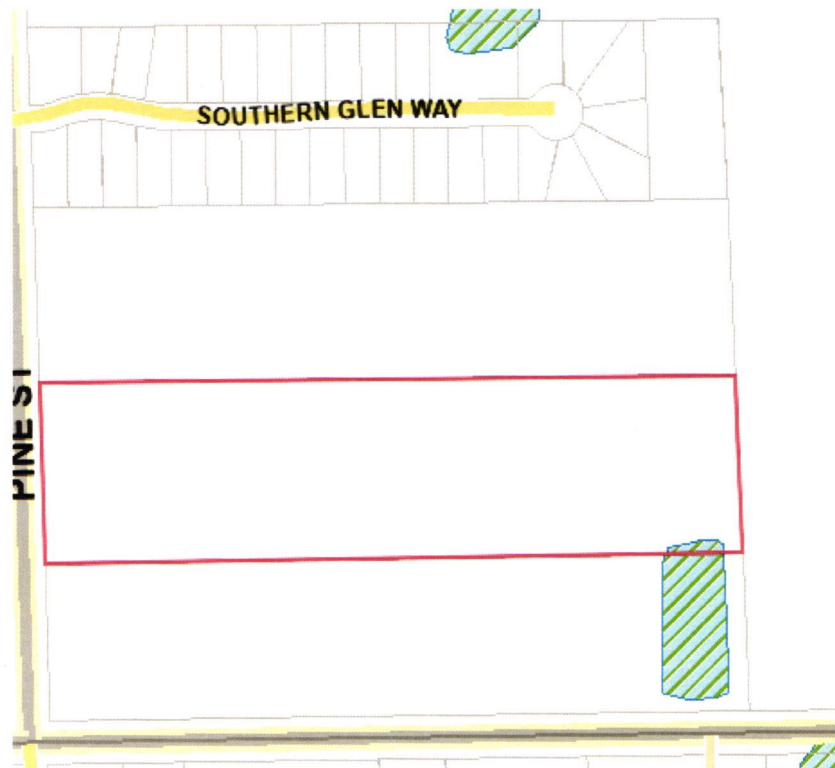
Existing Zoning



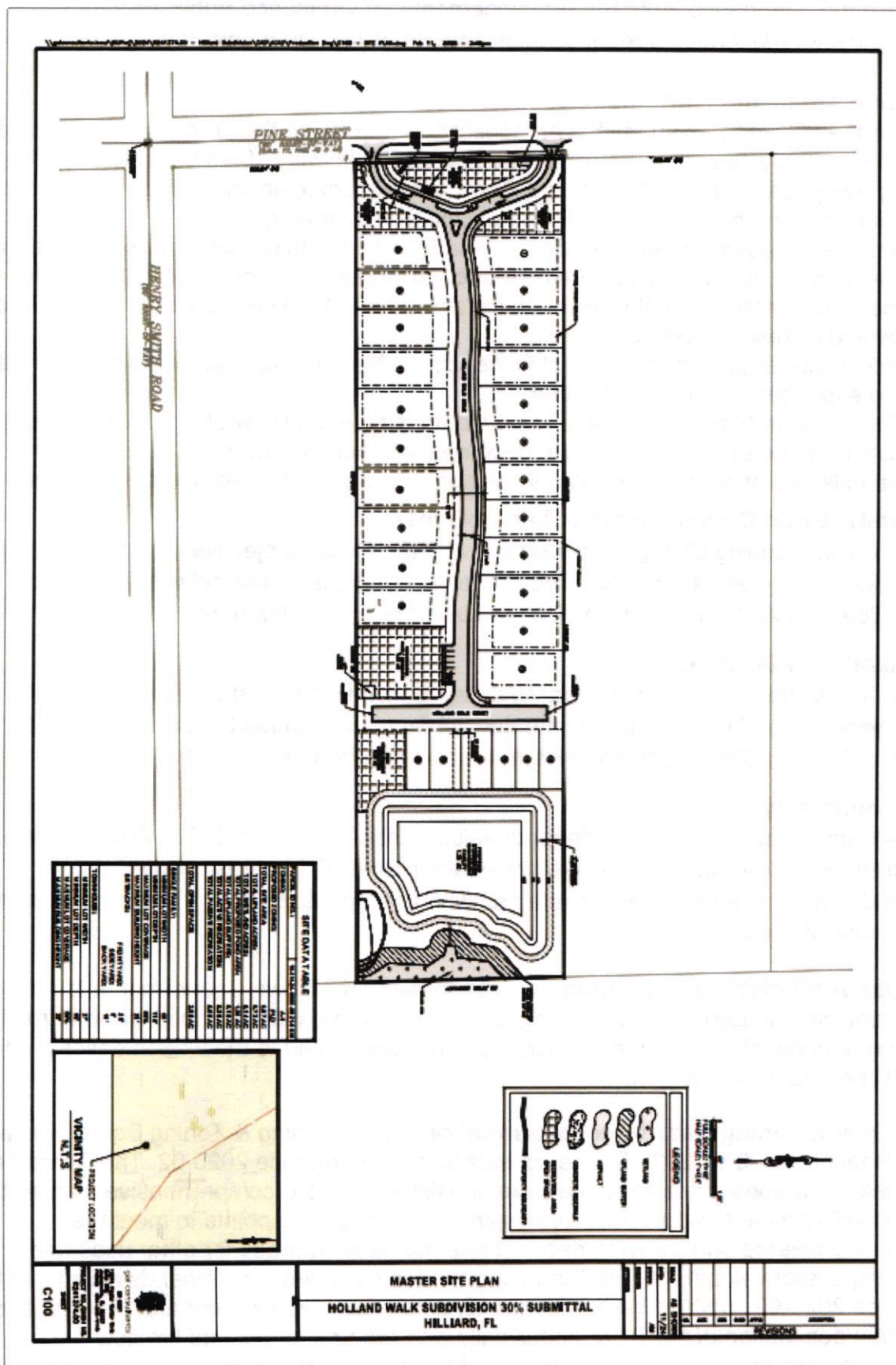
Flood Zone- "X"



Potential Wetlands



Conceptual Site Plan



Documents Provided for Review-

Staff Report, Ordinance 2025-02, Advertisements for Ordinance Public Hearings, Application for PUD with all required Attachments, utility communications.

Additional Application information-

Mrs. Courtney Gaver, has submitted an application to Rezone the property with Parcel ID No. 16-3N-24-0000-0021-0030. This Property is approximately 10 acres. The property has a zoning designation of A-1. Agricultural. The Owner is proposing to change the zoning designation of the property to PUD, Planned Unit Development.

Applicant has provided the required documentation and complied with the requests of staff, council and board members as addressed through workshops, email communications, and phone calls. In compliance with the Interlocal agreement, the Nassau County School Board has provided a Reservation Notification.

The parcel is currently owned by Intact Construction Management, an owners authorization has been submitted with the application.

Intact Construction Management has removed the single-family dwelling unit that was previously on the property and plans to develop the property with up to 28 single-family dwelling units and attached Single-family dwelling units (townhomes and or duplexes).

Consistent with Comprehensive Plan Policies-

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

Availability of Services-

Water and sewer service have capacity to serve this development. A force main with a fixed generator will be provided by the development and connected north of Lorena Drive. A Nassau County Driveway Permit will be required to access the property.

Land Suitability-

The soil on the property is suitable for development. A permit from SJRWMD will be required for the development. There are approximately 0.14 acres of jurisdictional wetlands on the site which will be retained with appropriate buffers. The parcel is in the flood zone, Zone X.

Land Use Administrator's Comments- I recommend the Town Council come to an agreement with the Developer as to language required to ensure compliance with the fire flow requirements of the Town and have that language added to the written description of the PUD prior to final adoption.

Planning and Zoning Board Recommendation- The Planning & Zoning Board held a Public Hearing on 03.04.2025 for the consideration of Ordinance 2025.02. The Board has confirmed the proposed rezoning uses are consistent with the comprehensive plan as the rezoning will provide a wide variety of housing types and price points to meet the community's diverse and evolving needs, while maintaining areas for other uses and preventing overdevelopment. The Planning and Zoning Board recommends approval of Ordinance 2025-02, Holland Walk with the condition that language updates, be made to the written description of the PUD, specifically with regards to meeting fire flow expectations according to the Town of Hilliard Water & Wastewater Utility Specifications and Documentations Requirements Manual.

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 16-3N-24-0000-0021-0030; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the property owner for the property consisting of approximately 9.87 acres, more or less, which is located on the east side of Pine Street north of Henry Smith Road and more particularly described in Attachment "A" Legal Description, Hilliard, FL, Nassau County Parcel ID No. 16-3N-24-0000-0021-0030, requested zoning change for the subject from A-1 Agricultural to PUD, Planned Unit Development ; and

WHEREAS, the owner has requested to rezone the property described in Attachment "A" Legal Description to PUD, Planned Unit Development to create the Holland Walk PUD; and

WHEREAS, the Town of Hilliard Planning & Zoning Board held a duly noticed Public Hearing on March 4, 2025, regarding the rezoning of the subject property to PUD, Planned Unit Development; and

WHEREAS, the Town of Hilliard Planning & Zoning Board, has reviewed the proposed rezoning of the subject property to PUD, Planned Unit Development and found it to be consistent with the Town's Comprehensive Plan and the Town's Code, and recommended approval to the Town Council of the rezoning of the subject property from A-1, Agricultural to PUD, Planned Unit Development, at their March 4, 2025, Regular Meeting; and

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

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

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

SECTION 2. LEGAL DESCRIPTION. The property with Nassau County Parcel ID No. 16-3N-24-0000-0021-0030, more particularly described in Attachment "A", Legal Description, is hereby rezoned from A-1, Agricultural, to PUD, Planned Unit Development to create the Holland Walk PUD:

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

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

SECTION 4. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final adoption.

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

Kennth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Planning & Zoning Board Publication:	February 12, 2025
Planning & Zoning Boards Signs Posted:	February 17, 2025
Planning & Zoning Board Public Hearing:	March 4, 2025
Town Council First Publication:	March 5, 2025
Town Council First Public Hearings:	March 20, 2025
Planning & Zoning Boards Report:	March 20, 2025
Town Council First Reading:	March 20, 2025
Town Council Second Publication:	March 26, 2025
Town Council Second Public Hearings:	April 17, 2025
Town Council Second & Final Reading:	April 17, 2025

EXHIBIT "A"
LEGAL DESCRIPTION

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

ATTACHMENT “B”
WRITTEN DESCRIPTION

**Holland Walk Planned Unit Development
PUD Written Description
January 13, 2025**

I. PROJECT DESCRIPTION

Intact Construction Management Group LLC ("Applicant") proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the "Property") from A-1 to Planned Unit Development ("PUD") in the Town of Hilliard (the "Town"). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as Exhibit "A".

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 31 residential lots (the "Project"). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as Exhibit "B" (the "Conceptual Site Plan"). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential and Commercial FLUM designations set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, "LDR" or the "Code"). All references herein to the Applicant shall include the Applicant's successors and assigns.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 31 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units, duplex units, and townhomes. In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

B. Uses by Special Exception: None.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

Duplex:

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, "commencement" shall mean securing approved construction drawings. "Completion" shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided through a garage for each residential unit with a driveway paved to the roadway. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being intended that the southernmost point of connection will be the

entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

C. Signs and Entry: Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project shall be provided in accordance with Article XI, LDR.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which

is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

H. Stormwater: Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

I. Homeowners' Association Restrictions: The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain

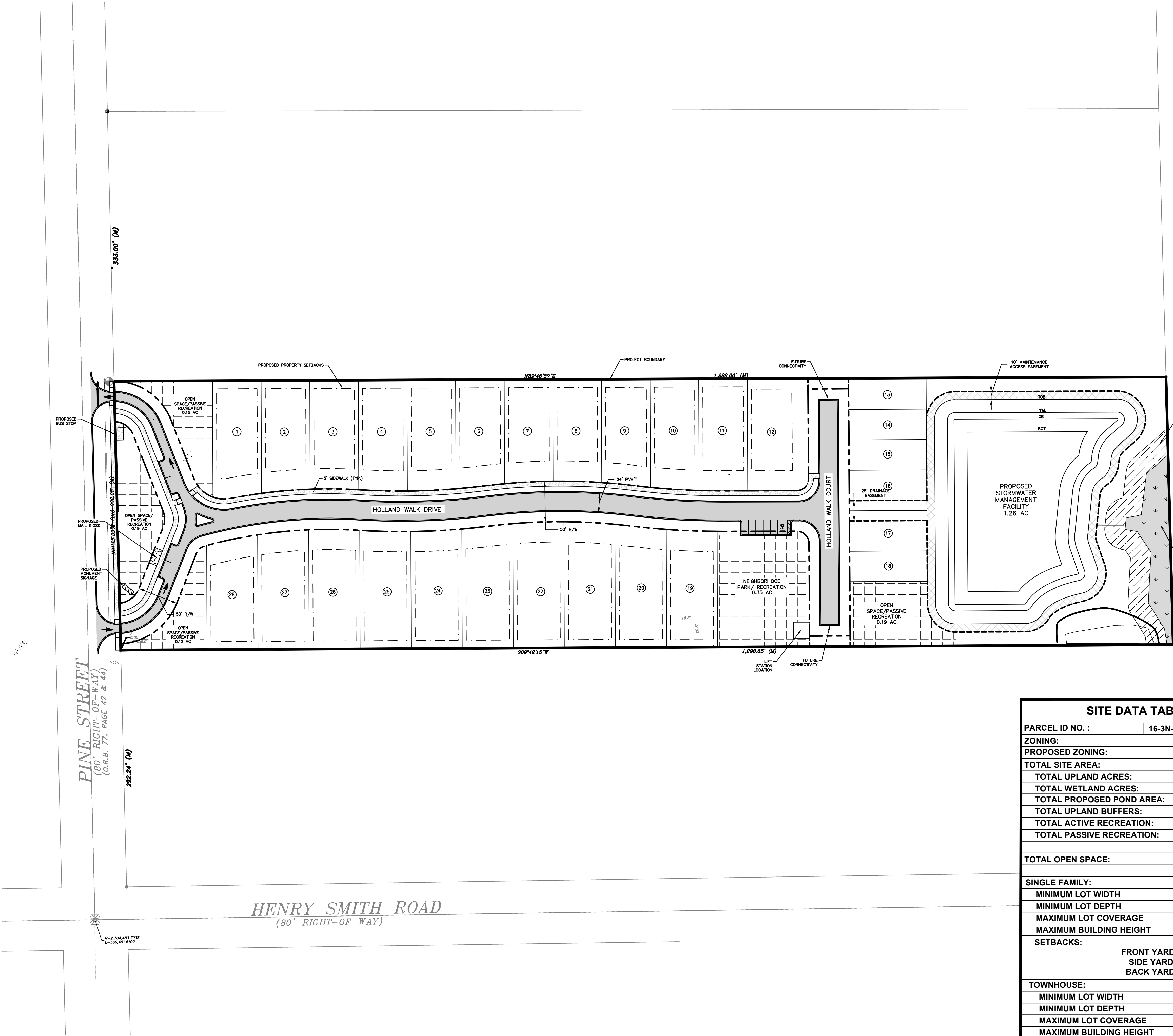
the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.

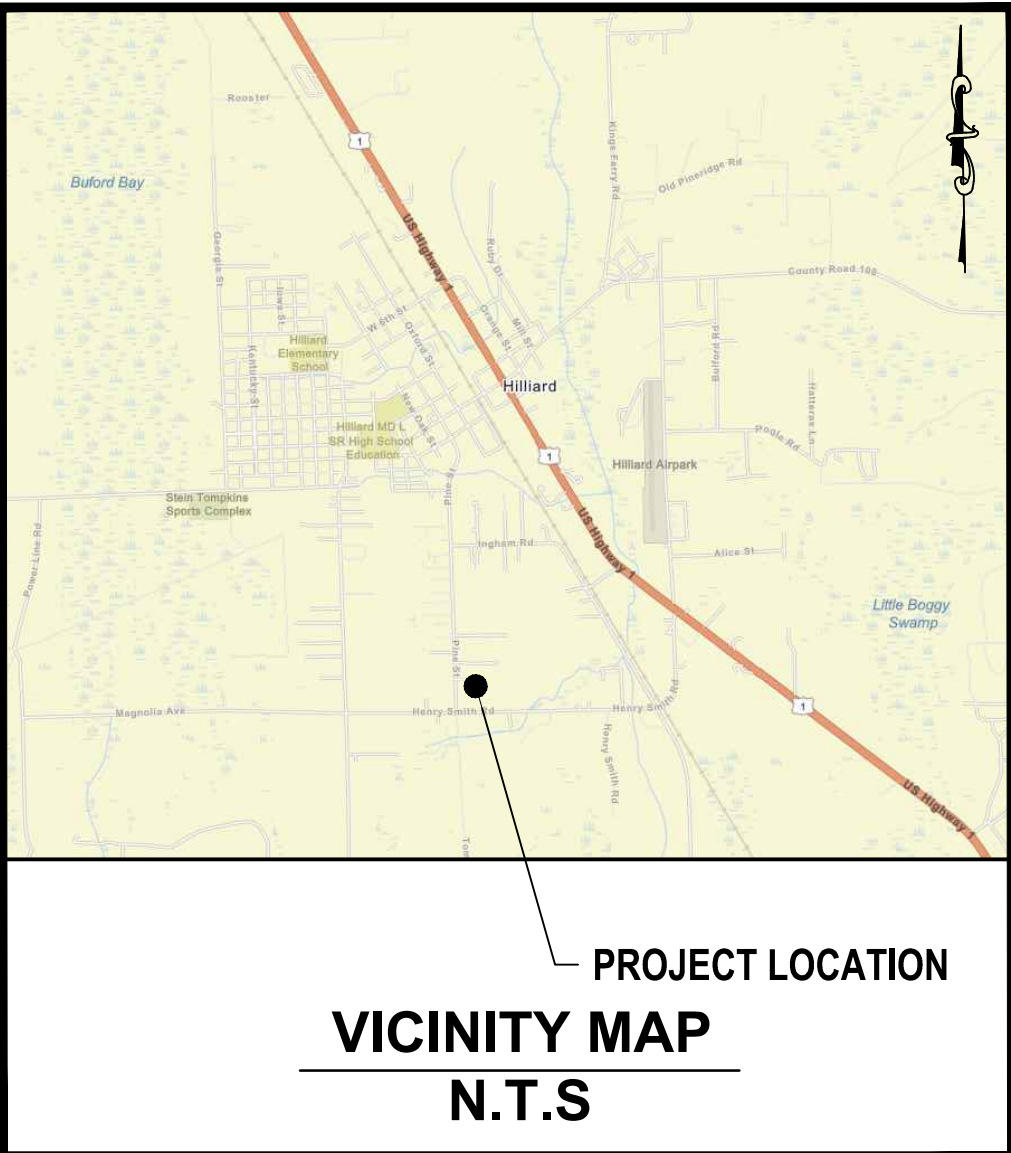
ATTACHMENT "C"
SITE DEVELOPMENT PLAN



LEGEND

- WETLAND
- UPLAND BUFFER
- ASPHALT
- CONCRETE SIDEWALK
- RECREATION AREA
OPEN SPACE
- PROPERTY BOUNDARY

SITE DATA TABLE	
PARCEL ID NO. :	16-3N-24-0000-0021-0030
ZONING:	A-1
PROPOSED ZONING:	PUD
TOTAL SITE AREA:	9.87 AC
TOTAL UPLAND ACRES:	9.73 AC
TOTAL WETLAND ACRES:	0.14 AC
TOTAL PROPOSED POND AREA:	1.26 AC
TOTAL UPLAND BUFFERS:	0.18 AC
TOTAL ACTIVE RECREATION:	0.35 AC
TOTAL PASSIVE RECREATION:	0.65 AC
TOTAL OPEN SPACE:	2.58 AC
SINGLE FAMILY:	
MINIMUM LOT WIDTH	60'
MINIMUM LOT DEPTH	110'
MAXIMUM LOT COVERAGE	60%
MAXIMUM BUILDING HEIGHT	35'
SETBACKS:	
FRONT YARD:	25'
SIDE YARD:	5'
BACK YARD:	10'
TOWNHOUSE:	
MINIMUM LOT WIDTH	37'
MINIMUM LOT DEPTH	95'
MAXIMUM LOT COVERAGE	50%
MAXIMUM BUILDING HEIGHT	35'



NO.

DATE

DWN

CHKD

APPRO

DESCRIPTION

REVISIONS

SCALE: AS SHOWN

DATE: 11/24

DRAWN: AM

CHECKED:

APPROVED:

MASTER SITE PLAN

HOLLAND WALK SUBDIVISION 30% SUBMITTAL

HILLIARD, FL

SEAL

gai consultants

EB 9951

12574 Flogler Center Blvd.

Suite 202

Jacksonville, FL 32207

PHONE: 904-363-1110

PROJECT NO./DASH NO.

R241374.00

SHEET

C100

To: Nassau County Record
 From: Elise Earnest, Town of Hilliard
 Date: February 28, 2025
 Re: Display Advertisement

- Please place the following advertisement in your March 05, 2025, 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 Publication as soon as possible.

NOTICE OF PUBLIC HEARING PLANNED UNIT DEVELOPMENT - REZONING ORDINANCE NO. 2025-02

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 16-3N-24-0000-0021-0030; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.

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

Thursday, March 20, 2025, at 7:00 p.m.

The Public Hearing will be held in the Hilliard Town Hall Council Chambers, located at 15859 West County Road 108, Hilliard, Florida to hear input regarding Ordinance No. 2025-02. All interested parties may appear at the meeting and be heard with respect to proposed Ordinance No. 2025-02. A copy of the Ordinance which is proposed for adoption is available for inspection and copying in the office of the Town Clerk during normal business hours from 9:00 a.m. to 5:00 p.m., Monday through Friday or at www.townofhilliard.com.

PURSUANT TO THE REQUIREMENTS OF F.S. 286.0105, the following notification is given: If a person decides to appeal any decision made by the Planning & Zoning Board or the Town Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

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

[INSERT MAP]

File # 20250113.5Filing Date: 01/13/2025 LM CK# 13140Acceptance Date: \$2700.00

Review Date: P & Z _____ TC _____

PUD Rezoning Application

A. PROJECT

1. Project Name: Holland Walk PUD
2. Address of Subject Property: 36107 Pine St., Hilliard, FL 32046
3. Parcel ID Number(s): 16-3N-24-0000-0021-0030
4. Existing Use of Property: single family
5. Future Land Use Map Designation: Medium Density Residential
6. Existing Zoning Designation: A-1
7. Proposed Zoning Designation: PUD
8. Acreage: 9.87

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Applicant
 Company (if applicable): Rogers Towers, P.A.
 Mailing address: 1301 Riverplace Blvd., Suite 1500
 City: Jacksonville State: FL ZIP: 32207
 Telephone: (904) 473-1388 FAX: () e-mail: cpgaver@rtlaw.com
3. If the applicant is agent for the property owner*
 Name of Owner (titleholder): Intact Construction Management Group LLC
 Mailing address: P.O. Box 365
 City: Hilliard State: FL ZIP: 32046
 Telephone: (904) 483-6128 FAX: () e-mail: ben@intactcmg.com

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

C. ATTACHMENTS

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

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

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

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

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


Signature of Applicant

Courtney P. Gaver
Typed or printed name and title of applicant

1-10-2025

Date


Signature of Owner

BEN BUCHANAN
Typed or printed name of Owner

12/30/24
Date

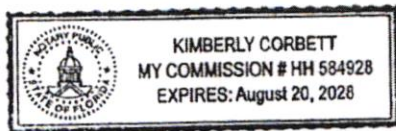
State of Florida County of Nassau

The foregoing application is acknowledged before me this 30th day of December, 2024 by Ben Buchanan who is personally known to me.

NOTARY SEAL



Signature of Notary Public, State of Florida



Town of Hilliard ♦ 15859 C.R. 108 ♦ Hilliard, FL 32046 ♦ (904) 845-3555

PUD Written Description

NAME OF PUD

I. PROJECT DESCRIPTION

DESCRIBE PROJECT

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

II. USES AND RESTRICTIONS

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

III. DESIGN GUIDELINES

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

**Holland Walk Planned Unit Development
Statement of Proposed Change**

This application is a planned unit development rezoning application for 9.87 acres located at the northeast quadrant of Pine Street and Henry Smith Road (the "Property"), having Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030, to rezone the Property from A-1 to Planned Unit Development ("PUD"). The PUD proposes a residential development with a maximum of 31 lots/units including single-family residences and duplexes. The proposed development is in accordance with the Property's Medium Density Residential future land use designation.

2023 AERIAL MAP



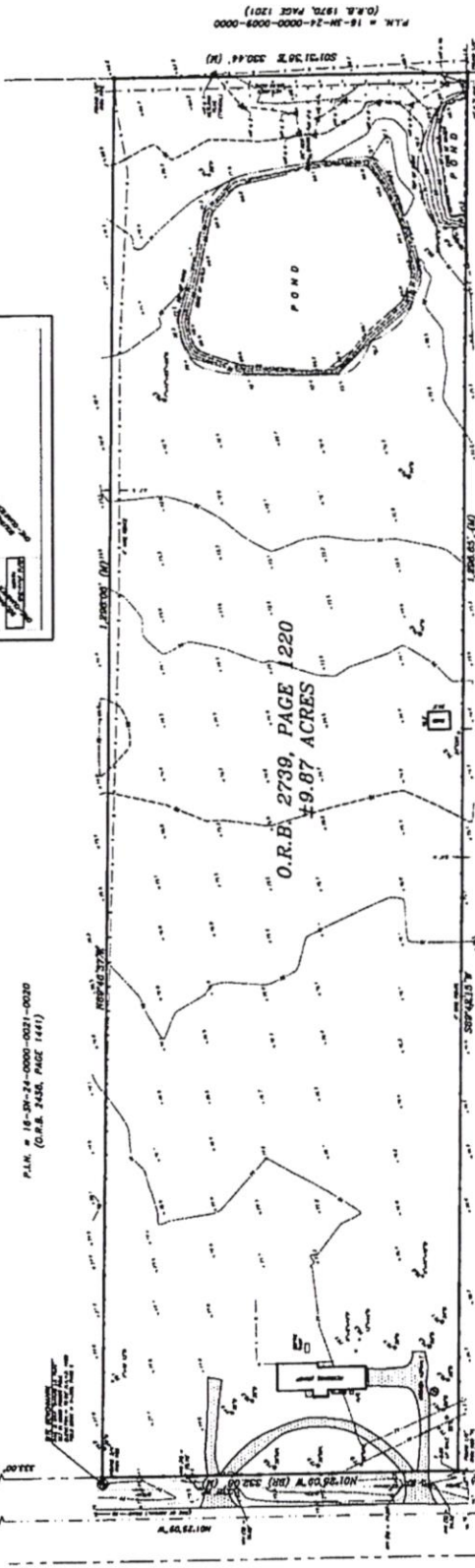
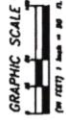
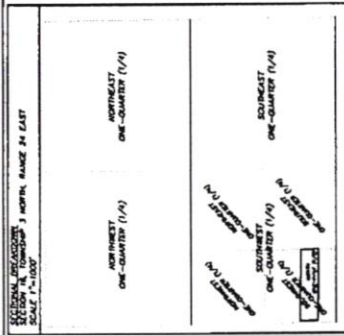
EXHIBIT "A"
LEGAL DESCRIPTION

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY
O.R.B. 2739, PAGE 1220.
 THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE
 SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH,
 RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

PREPARED BY
 CONSTRUCTION MANAGEMENT GROUP, LLC



PINE STREET
 (65' RIGHT-OF-WAY)
 (O.R.B. 77, PAGE 48 & 49)

HENRY SMITH ROAD
 (60' RIGHT-OF-WAY)

- LEGEND**
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 - 99. EXISTING LOT
 - 100. EXISTING LOT

MANZOS & DRAKE LAND SURVEYING
 117 South Main Street, Cape Coral, FL 33904
 (813) 491-0700
 www.manzosanddrake.com
 "WE SURE ARE ON THE FUTURE, NOT YOUR LIES OR LIES"

Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 24-617

Warranty Deed

This Indenture, made, September 20, 2024 A.D.
Between Jax Freedom Home Buyers LLC, a Florida Limited Liability Company whose post office address is: 5210 Belfort Road, Suite 210, Jacksonville, FL 32256, a company existing under the laws of the State of Florida, Grantor and
Intact Construction Management Group, LLC, a Florida Limited Liability Company whose post office address is: PO Box 365, Hilliard, FL 32046, Grantee,

Witnesseth, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Nassau, State of Florida, to wit:

THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

Parcel Identification Number: 16-3N-24-0000-0021-0030

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

Florida Corporate Deed/Letter

Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 24-617

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name
by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Jax Freedom Home Buyers LLC, a
Florida Limited Liability Company

Signed and Sealed in Our Presence:

Kelly F. Morris
Witness #1
Print Name: Kelly F. Morris
Address: 3391 S Fletcher Avenue
Fernandina Beach, FL 32034

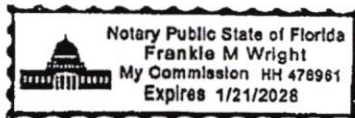
Frankie M Wright
Witness #2
Print Name: Frankie M Wright
Address: 3391 S Fletcher Ave
Fernandina Beach FL 32034

By: OBADIAH G. DORSEY
Its. Member

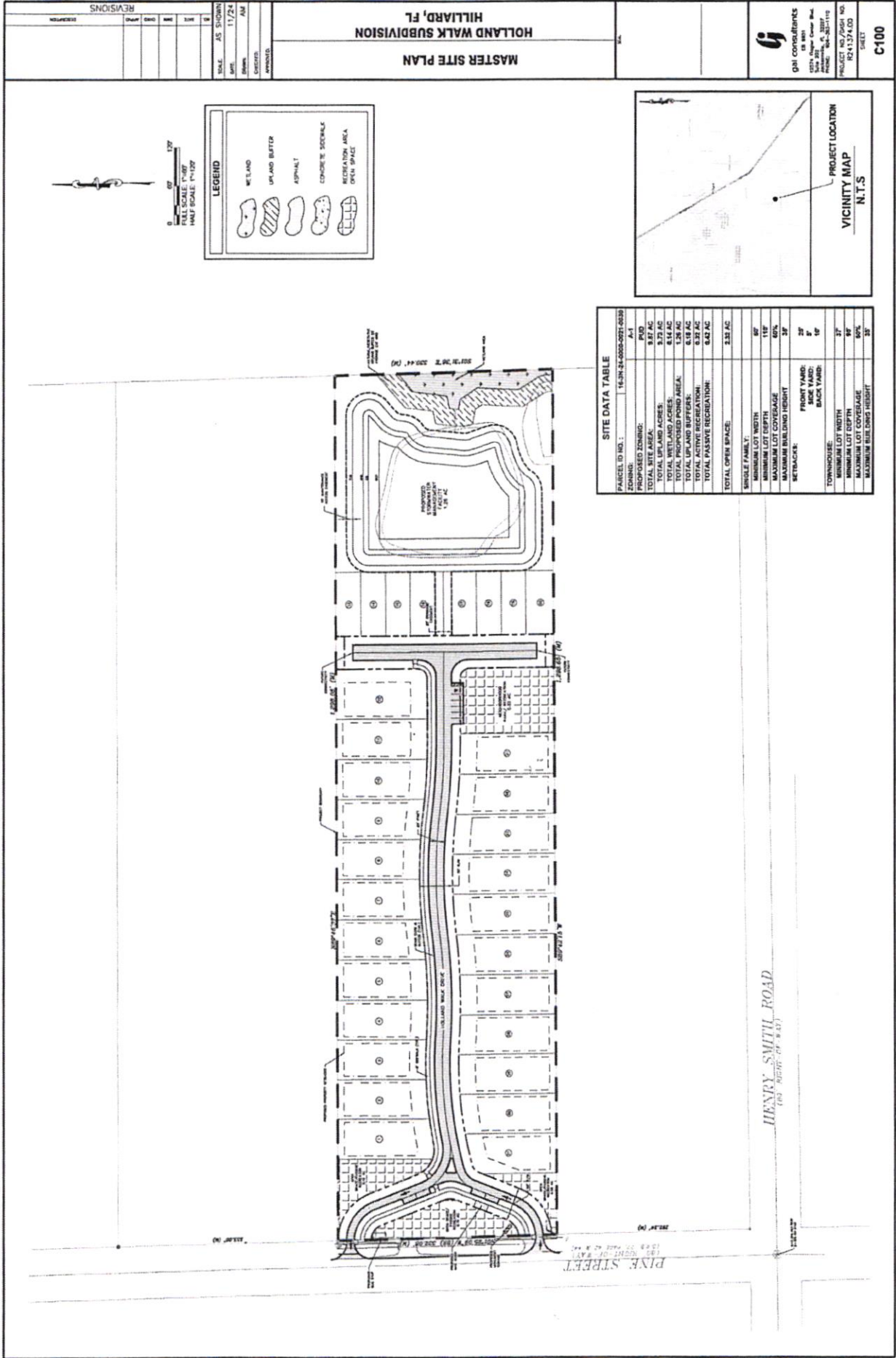
State of Florida

County of NASSAU

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization, this 20th day of September, 2024, by OBADIAH G. DORSEY, the Member of
Jax Freedom Home Buyers LLC, a Florida Limited Liability Company, a company existing under the laws
of the State of Florida, on behalf of the company. ☒ He/She have produced a driver's license as
identification.



Frankie M Wright (Seal)
Notary Public
Notary Printed Name: _____
My Commission Expires: _____



**Holland Walk Planned Unit Development
PUD Written Description
January 13, 2025**

I. PROJECT DESCRIPTION

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 31 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential and Commercial FLUM designations set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 31 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units, duplex units, and townhomes. In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

B. Uses by Special Exception: None.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

Duplex:

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, "commencement" shall mean securing approved construction drawings. "Completion" shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided through a garage for each residential unit with a driveway paved to the roadway. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being intended that the southernmost point of connection will be the

entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

C. Signs and Entry: Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project shall be provided in accordance with Article XI, LDR.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which

is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

H. Stormwater: Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the HOA.

I. Homeowners' Association Restrictions: The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain

the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners within the development.

IV. ADDITIONAL CONDITIONS

1. In coordination with the Nassau County School District, the Town, and Nassau County, the Applicant may install a school bus stop, if appropriate, within or adjacent to the PUD, and shall install a minimum of one (1) covered bench to provide a safe waiting area for school children. The Applicant shall coordinate with the Nassau County School District on the location of the school bus stop and waiting area during the preliminary platting process.

2. Silvicultural practices may continue in areas of the Property where constructed has not commenced (except in upland buffers or preserved wetland areas) and so long as no requirements set forth herein or on the Conceptual Site Plan are compromised. Silvicultural operations would be subject to any applicable provisions of the Code.

Binding Letter

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

Re: Holland Walk PUD Application
Parcel ID No.: 16-3N-24-0000-0021-0030

Ladies and Gentlemen:

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

This the 30th day of December, 2024.

INTACT CONSTRUCTION MANAGEMENT
GROUP LLC

By: [Signature]

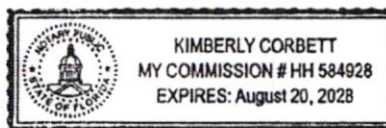
Name: BEN BUCHANAN

Its: PRESIDENT

STATE OF FLORIDA
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30th day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. H/She (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

[Signature] (SEAL)
Notary Public, State and county of the aforesaid
Name: Kimberly Corbett
My Commission Expires: 08/20/2028
My Commission Number is: HH584928



Binding letter - Holland Walk PUD(6122747.1) - 12/18/2024 11:56:58 AM

Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard
15859 C.R. 108
Hilliard, Florida 32046Re: Agent Authorization
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENT

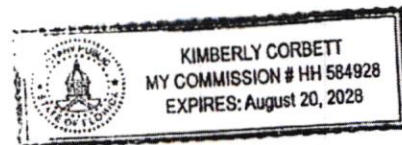
STATE OF FLORIDA

COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30th day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928



ATTORNEYS AT LAW

Courtney P. Gaver

904.346.5388

CGaver@rtlaw.com

1301 Riverplace Blvd., Suite 1500
Jacksonville, Florida 32207

904.398.3911 Main

904.396.0663 Fax

www.rtlaw.com

January 13, 2025

VIA OVERNIGHT MAIL & E-MAIL

Town of Hilliard

Attn: Lee Anne Wollitz, Land Use Administrator

15859 County Road 108

Hilliard, Florida 32046

lwollitz@townofhilliard.com

RE: Holland Walk PUD / Applications for Concurrency and Planned Unit Development Rezoning

Dear Ms. Wollitz:

As you are aware, our client, Intact Construction Management Group, LLC ("Applicant"), is the owner of 9.87 acres of real property located at 36107 Pine Street, Hilliard, Florida, having Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030 (the "PUD Parcel"). The Applicant would like to rezone the PUD Parcel from A-1 to Planned Unit Development for a project to be called Holland Walk. The project will include a maximum of 31 residential lots which are anticipated to be a mix of single-family and duplexes, subject to final site plan and engineering.

The following application packages are enclosed on behalf of the Applicant:

1. PUD Rezoning Application for the Holland Walk PUD, with the required PUD written description, conceptual site plan and other supplemental documents;
2. Concurrency Application; and
3. Owner's Authorizations for the foregoing applications.

Please note that the Applicant will be hand delivering a check for the application fees (\$2,700 for the PUD rezoning and \$300 for the concurrency application). As always, we look forward to working with you on these applications.

Sincerely,

ROGERS TOWERS, P.A.

A handwritten signature in black ink, appearing to read "CGaver", written over a horizontal line.

Courtney P. Gaver

Enclosures

cc: Town Clerk Lisa Purvis (via e-mail)

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**Intact Construction MGMT GP, LLC**P.O. Box 365
Hilliard, FL 32046
9043103727VyStar CU
63-7927/2630

13146

1/13/25

PAY TO THE
ORDER OF

TOWN OF HILLIARD

\$ 2,700⁰⁰

TWO THOUSAND SEVEN HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK REZONE / P.U.D APPLICATION

⑈013146⑈ ⑆263079276⑆

7903131093⑈

**Holland Walk Planned Unit Development
PUD Written Description
February 24, 2025**

I. PROJECT DESCRIPTION

Intact Construction Management Group LLC (“Applicant”) proposes to rezone approximately 9.87 acres of property in the northeast quadrant of Pine Street and Henry Smith Road (the “Property”) from A-1 to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 16-3N-24-0000-0021-0030. A legal description of the Property is attached as **Exhibit “A”**.

As set forth below, the PUD zoning district is being sought to provide for the development of the Property with as a residential development of a maximum of 28 residential lots (the “Project”). A preliminary conceptual site plan indicating the general layout of the site is attached to the PUD as **Exhibit “B”** (the “Conceptual Site Plan”). The Conceptual Site Plan is conceptual only and may be subject to change due to site characteristics, design, and engineering factors. The Conceptual Site Plan shows the locations of the proposed uses within the Property. The Project will allow for densities and intensities within the parameters of the proposed Medium Density Residential FLUM designation set forth in the Town of Hilliard Comprehensive Plan 2040.

The Applicant will provide access roads and drives, utilities, recreational facilities and other infrastructure to serve the PUD. Unless specified otherwise in this PUD text and the PUD ordinance approving the same, the Project will comply with applicable provisions of the Town of Hilliard Zoning and Land Development Regulations (hereafter, “LDR” or the “Code”). All references herein to the Applicant shall include the Applicant’s successors and assigns.

II. USES AND RESTRICTIONS

A. Permitted Uses: The development will be constructed in an orderly manner, and the allowable uses shall be as follows: a maximum of 28 residential dwelling units and related amenities and facilities which residential units may include single-family dwelling units and attached single-family dwelling (townhomes and/or duplexes). In addition, all typical residential accessory and ancillary uses will be allowed as outlined in the LDR and provided herein. Temporary construction/sales trailers may be utilized and placed on the Property until completion of the development. Model homes may be constructed within the development. Upon approval of the construction plans for the infrastructure improvements within the PUD, the Applicant may seek and obtain building permits for the construction of up to three (3) model homes within the PUD. The model homes may be constructed during construction of related infrastructure and may include real estate services, sales activities, administration, and construction offices within the model homes. Associated parking for the model homes and sales offices may be located within the driveway or adjacent to the model homes.

B. Uses by Special Exception: None.

C. Accessory Uses: Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Such standard residential accessory uses allowed within the building area of the lots, include, without limitation, decks, patios, pools, pool enclosures, storage shed, garages, workshops, and guest houses. Accessory uses will be subject to the same setbacks as the residence. Air conditioning units and pool equipment shall not be considered structures and may be included within the setback line without violating the setback requirements. Driveways may be allowed within the front and side yard setbacks. Accessory uses such as mail kiosk, customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

D. Restriction on Uses: As provided, the development will only include the uses described in Section II.A.-C. above.

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

Minimum Lot Width	60 feet
Minimum Lot Depth	110 feet
Minimum Lot Area	6,600 square feet
Maximum Height	35 feet from established grade
Minimum Setbacks	Front 25 feet, Rear 10 feet, Side 5 feet, Corner Lots 15 feet
Maximum Lot Coverage	60%

Attached Single-Family Homes (Townhome/Duplex):

Minimum Lot Width	37 feet
Minimum Lot Depth	95 feet
Minimum Lot Area	3,515 square feet
Maximum Height	35 feet from established grade
Maximum Lot Coverage	50%

Minimum Setbacks

For attached units, the setbacks shall apply to the building and not the individual unit or platted lot.

Front 20 feet, 15 feet to front façade. Lots having second frontage shall have a setback of 15 feet for the second frontage. Side 0 feet for units that will share an internal wall and 5 feet for end units. Rear 10 feet, providing a minimum 5-foot setback is maintained for accessory structures, including screen enclosures.

The Project will be constructed in one (1), five (5)-year phase. Construction will be commenced within three (3) years of approval of this PUD and shall be completed within five (5) years. For purposes of this PUD, “commencement” shall mean securing approved construction drawings. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause. For purposes of clarification, the commencement and completion periods shall also be subject to any statutory extensions including, without limitation, Section 252.363, Florida Statutes.

The Conceptual Site Plan indicates the preliminary, general layout for the PUD for construction of the development. The location and size of all lots, roads, Project entrances, recreation/open space and other areas shown on the Conceptual Site Plan are conceptual such that the final location of any roads, project entrances, recreation/open space and other areas will be depicted on the final development plan and the final engineering plans for the particular phase of the Project.

B. Ingress, Egress and Circulation:

- a) **Parking Requirements:** Two (2) parking spaces per residential unit will be provided between a garage and driveway paved to the roadway for each residential unit. For purposes of clarification, it is intended that the attached single-family dwelling units (townhomes and duplexes) will have a single car garage. The Applicant also intends to provide additional parking near the Neighborhood Park/Recreation area as shown on the Conceptual Site Plan. The PUD shall comply with applicable off-street parking and loading requirements of the LDRs.
- b) **Vehicular Access/Interconnectivity:** The Conceptual Site Plan depicts preliminary vehicular circulation system and shows all points of connection with public rights-of-way. Access to the Property will be provided via two (2) points of connection, both off of Pine Street as depicted on the Conceptual Site Plan, it being

intended that the southernmost point of connection will be the entrance, and the northernmost point of connection shall be the exit of the Project. The internal streets shall be designed and constructed with a minimum 50-foot right-of-way, curb and gutter, potable water and sanitary sewer treatment and collection systems. The roads within the Project shall be privately owned and not dedicated to the Town, and maintenance thereof shall be maintained by the Applicant and/or a homeowners' association ("HOA"). It is the intent of the Applicant that the access drive and/or exit drive into and leaving the Project may include security gate(s) with a common area at the entrance as shown on the Conceptual Site Plan. The Applicant will coordinate with Nassau County to obtain approval of the road connections to Pine Street and any related requirement for turn lanes warranted by the Project. Future connectivity to properties to the north and south shall be provided as shown on the Conceptual Site Plan.

- c) **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the Project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of Pine Street. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense.

C. Signs and Entry: Holland Walk will have an entry feature and related community identification signage at the main entrance along Pine Street. All project signage will comply with applicable provisions of the Town Signage Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers and other visitors to other areas of the Property that are in operation.

D. Landscaping: Landscaping for the Project shall be provided in accordance with Article XI and Article XII Trees, LDR.

E. Recreation and Open Space: The design of the PUD incorporates common open space, as well as varied active and passive recreation opportunities, meeting and exceeding the standards of the LDR. Open space and common areas will exceed the 20% open space requirement

of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas. The Applicant intends to dedicate all recreation areas to the HOA for active and passive recreation uses. Active recreation uses may include, at the Applicant's sole discretion, a playground, tot lot, open sports field area, walking trails, community garden, and similar uses.

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

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Service Invoice-Report



A DIVISION OF:

sciens
Building Solutions

ITEM-1

2251 Rosselle Street | Jacksonville, FL 32204
PH 904-387-7973 | FAX 904-394-7261 | www.wwgfp.com
Gainesville - PH 352-380-0317 | FAX 352-378-1454

Bill to Name and Address: Semanik Investment Corporation 2120 Corporate Square Boulevard, Suite 3 Jacksonville, FL 32216 Attn: Randy Martinuzzi	Cust. Account No.	Cust. P.O.:	Service Report Date: 02/11/2025
	Job Name and Address: Tompkins preserve Pine Street Hilliard, Florida		Job No.: 23090425
			Contact/Phone: Cory 904-719-1012

INSTRUCTIONS:

Hydrant Flow test

WORK PERFORMED:

Quan.	Description of materials	Unit Price	Ext.	Labor Date	Technician	Hours	Rate	Ext.
			\$ 0.00	2-7	AS	ST 3.00 OT		\$ 0.00
			\$ 0.00	2-7	AC	ST 3.00 OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
			\$ 0.00			ST OT		\$ 0.00
	Truck Charge	\$ 100.00	\$ 0.00			ST OT		\$ 0.00

Customer Signature: (Required)	Print Name: Cory Hobbs	Print Title:
-----------------------------------	---------------------------	--------------

COMMENTS:	Performed by: Allen Smith	
	Work: <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Completed	Service Manager: Jeremy McChriston
	<input type="checkbox"/> DNB	INVOICE AMT.
	LABOR	\$ 0.00
	MATERIAL	\$ 0.00
	TRUCK CHARGE	\$ 0.00
	EQUIP. RENTAL	
	FLAT RATE	\$ 1,200.00
	FREIGHT	
	STATE TAX	
	TOTAL NET	\$ 1,200.00

W.W. Gay Fire & Integrated Systems, Inc. has performed this inspection and / or service as requested. We are not responsible for the existing system integrity, design layout, hydraulics or any other aspect of this system. We are not responsible for accidental gas discharges, alarm activation, associated equipment or device failures, damage to any equipment due to accidental shut down or testing of systems. Payment for services rendered is due within 30 days of invoice date. Late charges of 1.5% will be assessed monthly and any legal / attorney fees will be charged for all late payments and collections. Court Jurisdiction will be in Duval County, FL. There is a 2-Hour minimum for ALL service calls. A 2-hour minimum trip charge will accrue for cancellations/no shows upon technician arrival.



A DIVISION OF:

sciens
 Building Solutions
PROPOSAL/CONTRACT**DATE:**

January 31, 2025

SUBMITTED TO:**Company Name:**

Semanik Investment Corporation

Street or Mailing Address:

2120 Corporate Sq. Blvd. Ste. 3

Jacksonville, FL. 32216

Telephone No.:

(904) 854-4500 (Ethan Schaefer)

Email:

eschaefer@dom-eng.com

Attention of:

Randy Martinuzzi

RE: Tompkins Preserve Fire Flow Testing (Pine Street Area)

WE HEREBY PROPOSE TO FURNISH ALL LABOR AND MATERIALS NECESSARY TO PERFORM THE FOLLOWING WORK AS DESCRIBED BELOW:

- Provide Fire Hydrant Flow Test and Hydrant Data Chart for Three (3) fire hydrants at property located above. At the cost of: \$1,200.00

Exclusions: Will not be responsible for landscaping damage while flowing fire hydrants fully opened for a minimum of one (1) minute. Every effort will be to limit water to landscaping by using diffusers. (Does not include Fire Marshal witness)

LABOR GUARANTEED TO BE PERFORMED IN ACCORDANCE WITH DRAWINGS AND SPECIFICATIONS SUBMITTED, IF ANY, AND WORK WILL BE COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER DURING NORMAL WORKING HOURS.

W.W. Gay Fire & Integrated Systems, Inc.

OWNER/REPRESENTATIVE**DOUG MATHIES****SENIOR SERVICE MANAGER****DATE**

NOTE: W.W. Gay Fire & Integrated Systems, Inc. will perform this service/inspection as requested. We are not responsible for the existing system integrity, design layout, hydraulics or any other aspect of the system. W.W. Gay is not responsible for any accidental gas discharges or alarm activations or any other associated equipment or device failures. We are also not responsible for any damage to any equipment due to accidental shut down or testing of systems. Customer acknowledges that Contractor is under no duty or obligation to warn Customer of the use of incompatible materials existing within its system and Customer acknowledges that any damages caused by the use of incompatible materials shall be the responsibility of Customer. Payment for services rendered is due within 30 days of invoice date. Late charges of 1.5% will be assessed monthly and any legal/attorney fees will be charged for all late payments. W.W. Gay may withdraw this proposal if not accepted within 30 days of proposal date. There is a (2) hour minimum trip charge for any service/travel that is turned away on day of service.

2251 ROSSELLE STREET JACKSONVILLE FL 32204 PH: 904-387-7973 FAX: 904-394-7261 WWW.SCIENSBUILDINGSOLUTIONS.COM

 Fire Protection Systems • Fabrication • Alarm Systems • FID-200 • Telemetry • Data Collection • Fire • Alarm • Control • CCTV • Fiber Optics • A/V Systems
 10100 W. 11th St. Suite 100 Jacksonville, FL 32216



Hydrant Location Map

FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

Contact:
Name/Title: Randy Martinuzzi
Phone #: (904) 854-4500

Hydrant Location:
(#1) Residual Hydrant: #25
(#2) Flowed Hydrant: #26

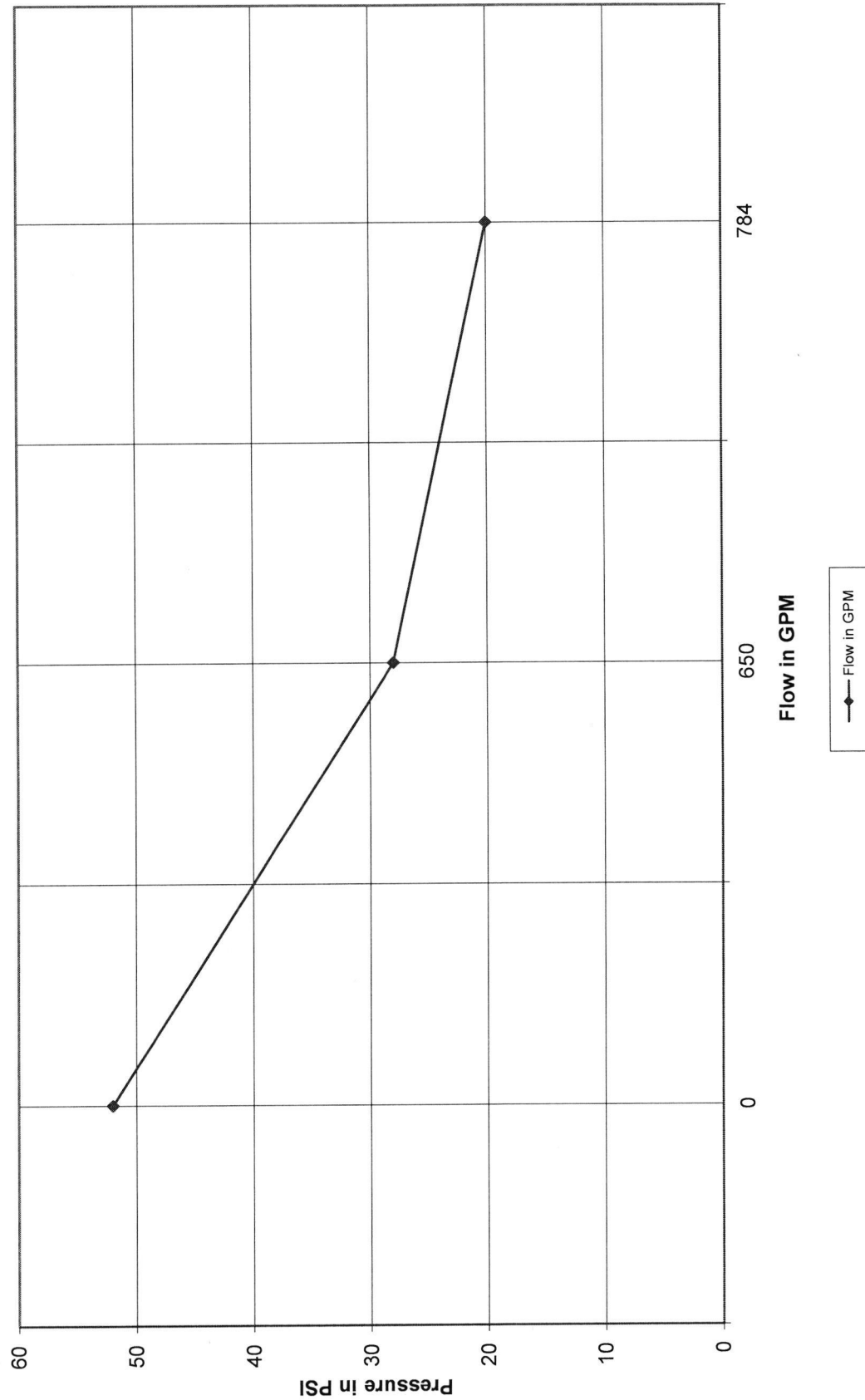
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:00 AM

RESULTS

(#1) Residual Hydrant:
Static: 52 PSI
Residual: 28 PSI

(#2) Flowed Hydrant / Hydrants:
Pito: 16 PSI
Flow: 650 GPM

Hydrant Flow At 20 PSI: 784 GPM



FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

Contact:
Name/Title: Randy Martinuzzi
Phone #: (904) 854-4500

Hydrant Location:
(#1) Residual Hydrant: #26
(#2) Flowed Hydrant: #27

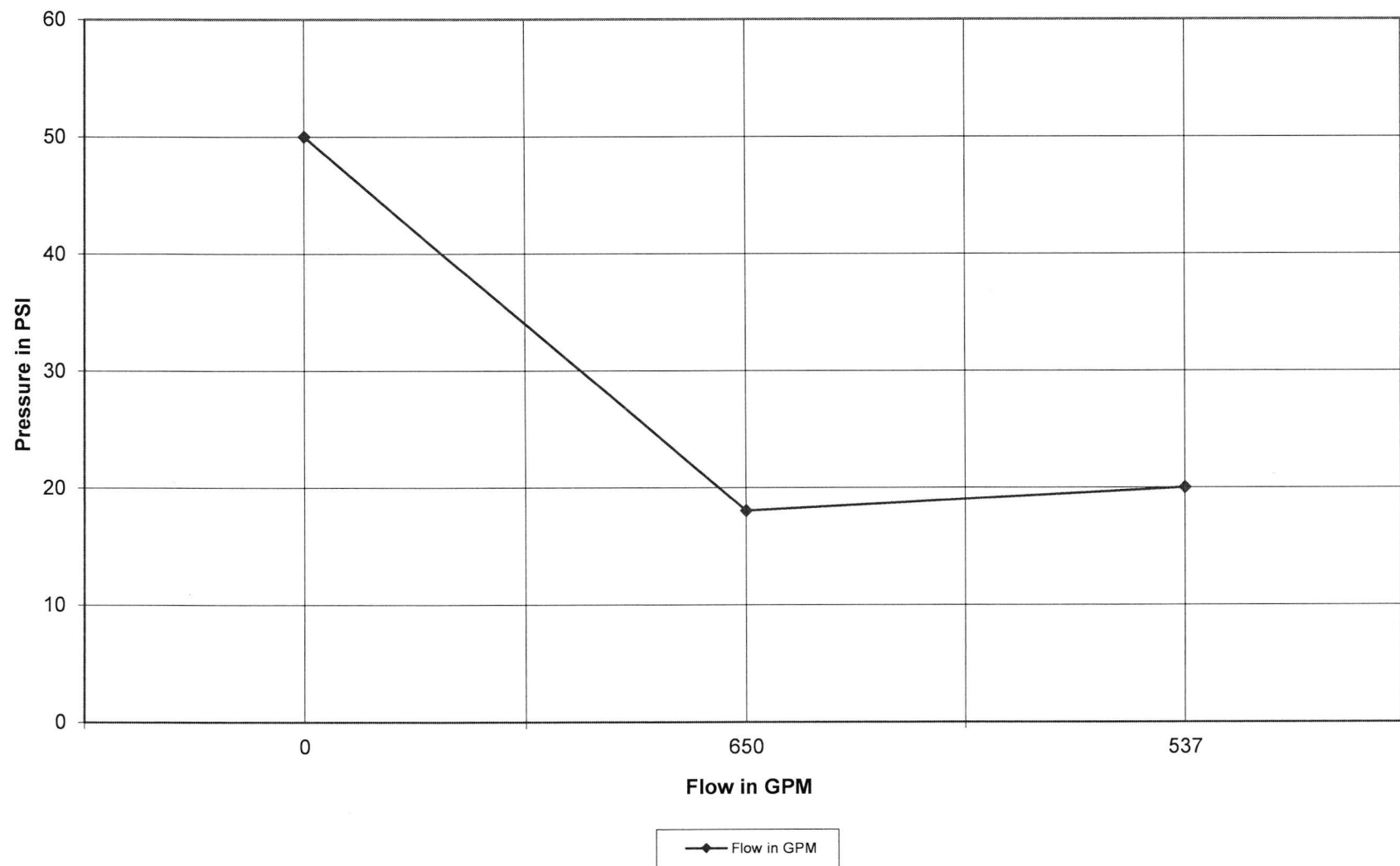
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:30 AM

RESULTS

(#1) Residual Hydrant:
Static: 50 PSI
Residual: 18 PSI

(#2) Flowed Hydrant / Hydrants:
Pito: 11 PSI
Flow: 650 GPM

Hydrant Flow At 20 PSI: 537 GPM



FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

Contact:
Name/Title: Randy Martinuzzi
Phone #: (904) 854-4500

Hydrant Location:
(#1) Residual Hydrant: #28
(#2) Flowed Hydrant: No ID #

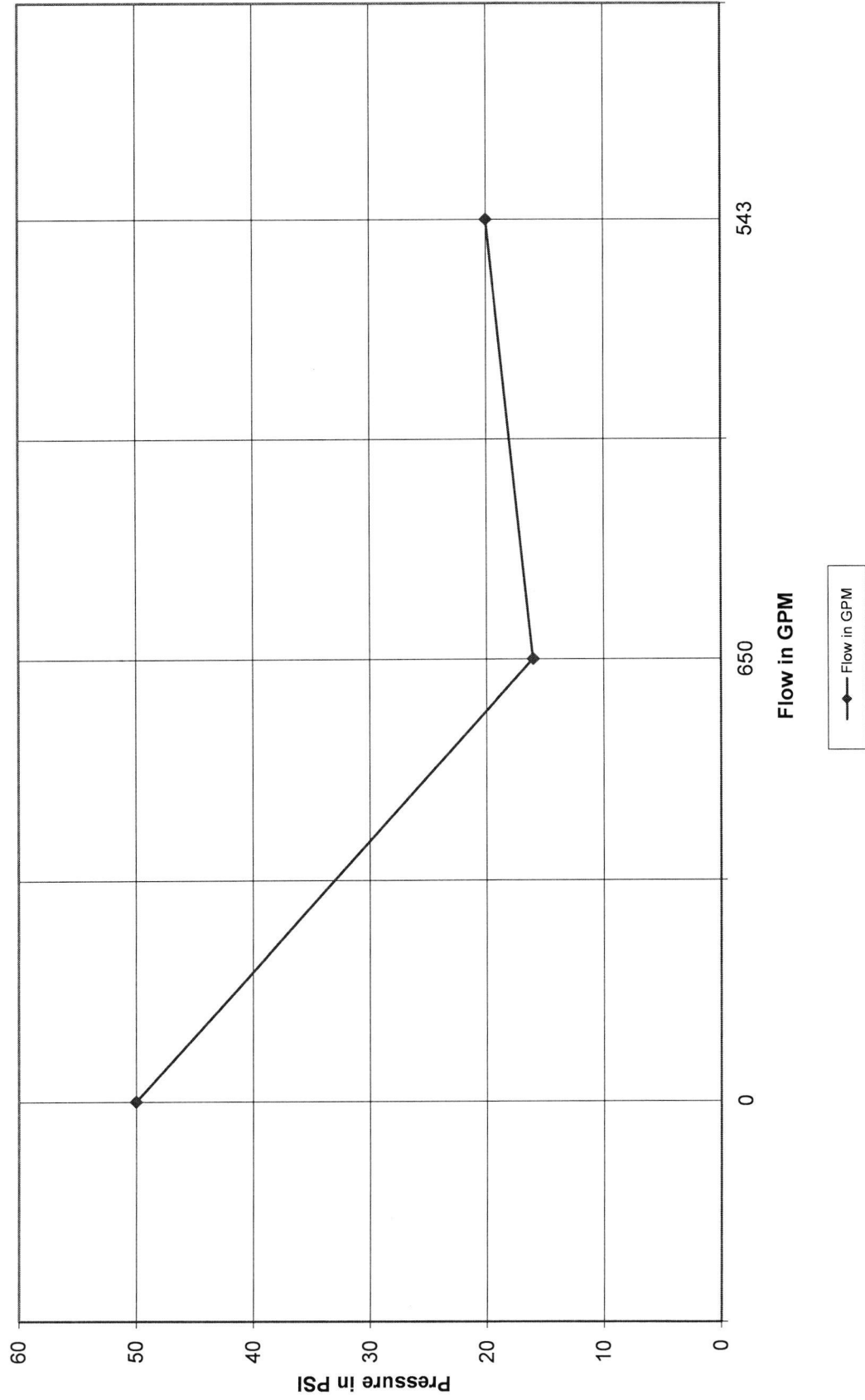
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:20 AM

RESULTS

(#1) Residual Hydrant:
Static: 50 PSI
Residual: 16 PSI

(#2) Flowed Hydrant / Hydrants:
Pito: 12 PSI
Flow: 650 GPM

Hydrant Flow At 20 PSI: 543 GPM



Lee Anne Wollitz

From: Ben Buchanan <ben@intactcmg.com>
Sent: Friday, February 28, 2025 11:37 AM
To: Lee Anne Wollitz
Subject: Flow and pressure remedies for Holland Walk

Lee Anne,

We've been actively pursuing remedies for the hydrant flow and pressure deficiency on the south end of Pine Street reported in the testing results you provided a week or so ago.

I'd like to begin some individual dialog with the commissioners so as to identify which remedy, or combination of remedies, will suffice to provide a viable solution. Although each of the options can be presented at the first reading on March 20, I'd prefer to have this all figured out before then so as to not get "in the weeds" during that meeting. If we can come into that meeting with a plan that we're confident the commission will approve, we can begin design now, so as to be ready for this and the subsequent meeting in April.

My first concern is that this deficiency is one that exists today, regardless of us adding demand on the system that is in place at the present. I frame this concern with one question : "What is the plan if there were a house fire at 36174, 36118, 36082, or 36040 Pine Street today or tomorrow?" Although i can appreciate the need for us to provision for fire protection for the residents at Holland Walk, the commission owes the current residents the same provisions, and I'd be interested to hear their plans to address the deficiency of the system if we abandon our plan to develop the property at 36107 Pine Street.

Regardless of the current condition of the system, we understand the importance of fire protection for the new owners in Holland Walk. As we see it, there are three possible remedies, independent of the plans yo improve the commission to bring the system up to an adequate operating capacity.

A) Draft Hydrant System : Otherwise known as a "dry hydrant", this would involve placement of a 6" line, screened to prevent introduction of debris, in the stormwater pond, burial of a 6" fire main to a point centrally located on the right of way on Holland Walk Drive, and installation of a standpipe with Hydrant thread, to which a connection can be made, utilizing the fire apparatus to pump a virtually unlimited supply of water in the case of a structure fire.

B) Hydrant on the city water line : If there weren't issues with the the flow and pressure on the current system, this would be the solution that would have originally been proposed. This involves simple addition of a standard hydrant on the 6" potable water main already being installed for residential water service. The question that this presents is two-fold: 1) what does the city intend to do to remedy the flow and pressure issue that currently exists, and 2) how does that plan mesh with the timing of completion of development and construction of the houses in Holland Walk.

*A couple things to consider regarding the state of the current system are addressed in the following statement from our engineers:

The flow test, taken on 2/11/25 and provided on 2/19/25 was taken at 7:20am which is considered by our in house utility expert as peak use time and might have effected this result. In addition, according to the map of coverage from shown below, the end of the provided area for this municipal provider is more than likely this hydrant. A request should be made for a flushing event to remove the possible build-up of tuberculated pipes at this location. This as well as coordination with the plant that no maintenance and all pumps are operating might increase the psi.

C) Installation of individual residential fire suppression systems in the residences themselves. These systems, based on statistical data, extinguish fires at their point of original, shortly after ignition.

Typically, in the case of residential structure fires where fire suppression systems are activated, there is no need to access the hydrant, as the fire is normally extinguished by the time the fire department arrives.

Given the options detailed above, we believe that option A would suffice as the stand-alone solution, and would provide perpetual protection from day one and into the future. Based on Nassau County's LDR : Code of Ordinances Sec. 29-44 Water lines (c) Alternative fire protection measures where public water supply not available. Where no existing public water supply is available and it is anticipated that a public water supply will not be made available, the board may require alternative fire protection measures. The alternative fire protection measures will be based on recommendations of the fire chief or his designee and may include, but not be limited to the installation of wells, pumps, drafting hydrants and other measures to allow adequate fire protection for the area being subdivided.

Should option A be deemed as insufficient, we would be willing to do combinations including:

Option A + B so as to provide draft hydrant protection with the draft hydrant until the city can rectify the issues with their system, at which time, and in the case of a fire, the pressurized hydrant could be used.

Option A + C where the residential systems would likely extinguish any fire, but in the chance hydrant access was needed, it could be accomplished through the draft hydrant.

Option B + C which would operate the same way, and hopefully if the city rectifies the issue with their system, then there would be no issue with utilizing the pressurized hydrant IF the residential system doesn't extinguish the fire adequately.

I know this is long, but I'd like to get this email in front of each commissioner so they can process it all prior to us talking through it. Can you forward it, or provide me with their email addresses so I can send it to them individually?

I think they all know, but I can be reached at 904-483-6128, should any commissioner feel the need to contact me.

Thank you!

Ben Buchanan INTACT 904-483-6128

Sent via the Samsung Galaxy Note20 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

Lee Anne Wollitz

From: Jarrod Petrohovich <JPetrohovich@mittauer.com>
Sent: Monday, March 3, 2025 5:02 PM
To: Lee Anne Wollitz
Cc: Kellen Lindsey; Timothy Norman
Subject: Holland Walk PUD Review / Town of Hilliard / M&A 9610-23-32
Attachments: RE: Holland Walk PUD

Lee Anne,

We have reviewed the PUD Rezoning Application documentation, prior Development Investigation Application documentation with Town response, and Conceptual Site Plan for the proposed Holland Walk PUD. Holland Walk was included in the latest 2-14-2025 Development Tracker with the provided revised unit count of 28 units. Our feedback and responses are as follows:

Development Investigation Application & Water/Sewer Services

- We agree with our previous recommendations and Joel's previous recommendations regarding water and sewer service connection points.
 - Water:
 - We agree the existing 6" water main on the west side of Pine St is the most feasible primary connection point to the Town water system.
 - County ROW permit(s) would be required.
 - Based on the recent hydrant test results and options presented from Ben Buchanan for fire protection (attached), we have the following thoughts:
 - Option A: A dry/draft hydrant may be possible. We have seen this proposed for other developments. The standard fire truck apparatus used to pump the stormwater supply for fire suppression should be evaluated during the design to ensure proper suction and pumping requirements are met. We recommend input from the fire department regarding this option. If this option is selected, we recommend the Town require the developer to periodically exercise and maintain the dry hydrant system. Concerns are presented due to prolonged periods of stagnation in the dry hydrant system and related impacts when the system would finally be called for use.
 - Option B: This would be the preferable method – but the concerns associated with the available Town supply are valid. The universally accepted standard minimum residential fire suppression flow of 500-gpm may be difficult to meet and maintain through a water main extension into the development. The existing developments along Pine St are in a similar situation. Town system improvements such as increased main line sizing, system looping, and/or additional elevated storage tank(s) within the Town would help improve delivery pressures. It is understood these are currently not planned improvements for the Town. System pressures are dictated by the maximum water level elevation of the existing elevated storage tank at the WTP. Modifications to the existing pumps will not change the delivery pressures under the current operating/storage conditions.
 - Option C: More detail related to this option would need to be presented from the developer – as this is an uncommon approach. Is the developer proposing an indoor sprinkler system for each home? This is unconventional but could be adequate.
 - A combination of the presented options could improve reliability in the event of a fire.

- Sewer:
 - We agree the development should have an internal gravity sewer collection system with private lift station and discharge force main for connection to the Town sewer system.
 - The discharge force main should be routed from the development to the north along Pine St for connection to existing manhole MH 211B or connection to the existing 4" force main at the intersection of Pine St and Lorena Dr.
 - Wastewater from the development would ultimately be conveyed to LS 2 (US 1 North Lift Station) and subsequently to LS 1 (Master LS). We would need the Town to provide the run-time data of LS 2 and the pump model or name plate of the pumps at this station to evaluate if the developer would need to upgrade this lift station to accept anticipated wastewater flow from the development.

PUD Application Documentation

- Submission Requirements per PUD Rezoning Application and LDR Article V. Planned Unit Developments:
 - All submission requirements appear to have been met.
- Comments and Recommendations:
 - Attachment 7 – Site Plan: A detailed site/development plan application and review process will take place if the PUD Ordinance is approved. The developer should note the development design standards presented in the Town LDR Article IV, XV, and others, as applicable. Per LDR Article XV, the developer should consider a minimum street width of 50 feet, a cul-de-sac, and/or a turnaround with minimum radius of 50 feet at the dead-end streets.
 - Attachment 7 – Site Plan: Note, some of the information presented in the 'Site Data' table differs from the information presented in the provided 'PUD Written Description' attachment, such as the front yard setback and maximum lot coverage. Revise as applicable.
 - Attachment 8 – PUD Written Description: Note, the specified lot requirements are less than those stated in the LDR for medium-density single family residential districts (R-2). It is up to the Town to determine the approved lot dimensions and building coverage. It is recommended the developer also state the maximum impervious area percentage for each lot. Note the following lot requirements are proposed:
 - Minimum Lot Area – 6,600 square feet is proposed. LDR states R-2 requires a minimum 10,000 square feet.
 - Minimum Lot Width – 60 feet is proposed. LDR states R-2 requires a minimum 90 feet.
 - Maximum Building Lot Coverage – 60% is proposed. LDR states R-2 requires a maximum 30%.
 - Minimum Front Yard Setback – 25 feet is proposed. LDR states R-2 requires a minimum of 30 ft.
 - Minimum Side Yard Setback – 5 feet is proposed. LDR states R-2 requires a minimum of 12.5 ft.
 - Minimum Rear Yard Setback – 10 feet is proposed. LDR states R-2 requires a minimum of 30 ft.
 - The duplex units state different lot requirements than the single-family units. The agreed upon values should be stated on the site plan Site Data table.
 - Attachment 8 – PUD Written Description: The document describes the areas dedicated to 'Recreation and Open Space' as the pond area, recreation areas, and natural areas. However, LDR section 62-316 states "a minimum of 20% of the gross site acreage shall be reserved for common recreation and usable open space" for PUDs. As a 9.87-acre site, the LDR requires a minimum of 1.97 acres for recreation and usable open space lands. The Town shall decide if the stormwater management area is acceptable to be dedicated as Recreation and Open Space.
 - Attachment 8 – PUD Written Description: Note, the developer is proposing one phase of Construction with a five-year construction duration.
 - Attachment 8 – PUD Written Description: The developer should state the specifics related to the final agreed upon potable water connection and fire protection methodology.

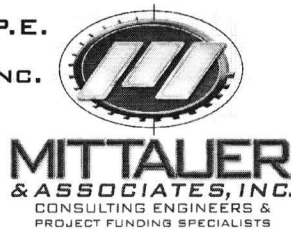
- ITEM-1
- Attachment 8 – PUD Written Description: The document indicates the development roadways, common areas/recreation areas, and stormwater system shall be owned and maintained by the development HOA. It is recommended ownership and maintenance requirements of the water/sewer infrastructure shall be stated and shall be confirmed to be acceptable by the Town.
 - Note, per LDR Section 62-313(e), it is recommended the Town provide an expiration of time limits in the PUD Ordinance invalidating the Ordinance if development obligations are not met or not met within certain time limits.
 - Many of the items in the Written Description and depicted in the Conceptual Site Plan don't provide specific details and state they will comply with the LDR, such as landscaping. These items can be confirmed during the Site Plan review phase of the development.

General

- Based on the anticipated water/sewer demands, we do not have any concerns regarding the Town's available water and sewer treatment capacities. Owner will be responsible for paying the applicable water and sewer system development charges.
- All infrastructure improvements / extensions should be constructed in accordance with the Town's Water & Wastewater Utility Specifications and Documentation Requirements.
- Both the water and sewer improvements will require FDEP permits in coordination with the Town.
- The stormwater management system will need to be permitted through the SJRWMD.
- Any impacts to wetlands will need to be properly mitigated and permitted.

Thanks,

JARROD P. PETROHOVICH, P.E.
PROJECT MANAGER
MITTAUER & ASSOCIATES, INC.
580-1 Wells Road
Orange Park, FL 32073
Office: (904) 278-0030
Direct: (904) 644-0646
Email: jpetrohovich@mittauer.com



FOR OFFICE USE ONLY

File# 20250113.Lp

Application Fee: 300.00

Filing Date: 01/13/25 Acceptance Date: _____

KY CK# 13147

1. Project Name: Holland Walk PUD
2. Address of Subject Property: 36107 Pine St., Hilliard, FL 32046
3. Parcel ID Number(s) 16-3N-24-0000-0021-0030
4. Existing Use of Property: single family
5. Future Land Use Map Designation: Medium Density Residential
6. Existing Zoning Designation: A-1
7. Acreage: 9.87

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

2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Applicant

Company (if applicable): Rogers Towers, P.A.

3. Mailing address: 1301 Riverplace Blvd., Suite 1500
City: Jacksonville State: FL ZIP: 32207
Telephone: (904) 473-1388 FAX: () _____ e-mail: cgaver@rtlaw.com

Name of Owner (title holder): Intact Construction Management Group LLC (c/o Ben Buchanan)

Company (if applicable): _____

Mailing address: P.O. Box 365

City: Hilliard State: FL ZIP: 32046

Telephone: (904)483-6128 FAX: () _____ e-mail: ben@intactcmg.com

Town of Hilliard • 15859 C.R. 108 • Hilliard, FL 32046 • (904) 845-3555

C. PROJECT DESCRIPTION

Residential - Dwelling Units 31

D. ATTACHMENTS

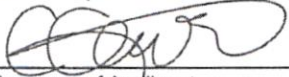
1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey
4. Site Plan
5. Agent Authorization, if applicant is not owner.
6. Town of Hilliard- School Impact Analysis Form

E. FEE.

1. \$300.

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

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


 Signature of Applicant

Courtney P. Gaver
 Typed or printed name and title of applicant

1-10-2025
 Date


 Signature of Owner

BEN BUCHANAN
 Typed or printed name of Owner

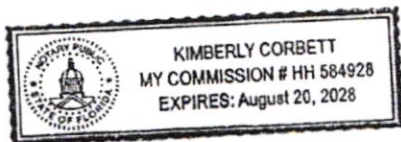
12/30/24
 Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 30th day of December, 2024 by Ben Buchanan who is personally known to me.

NOTARY SEAL


 Signature of Notary Public, State of Florida



Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 24-617

Warranty Deed

This Indenture, made, September 20, 2024 A.D.
Between Jax Freedom Home Buyers LLC, a Florida Limited Liability Company whose post office address is: 5210 Belfort Road, Suite 210, Jacksonville, FL 32256, a company existing under the laws of the State of Florida, Grantor and
Intect Construction Management Group, LLC, a Florida Limited Liability Company whose post office address is: PO Box 365, Hilliard, FL 32046, Grantee,

Witnesseth, that the said Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Nassau, State of Florida, to wit:

THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

Subject to taxes for the current year, covenants, restrictions and easements of record, if any.

Parcel Identification Number: 16-3N-24-0000-0021-0030

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

Florida Corporate Deed/Letter

Prepared by:
Andrea F. Lennon, P.A.,
3391 South Fletcher Avenue
Fernandina Beach, Florida 32034

File Number: 24-617

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name
by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Jax Freedom Home Buyers LLC, a
Florida Limited Liability Company

Signed and Sealed in Our Presence:

Kelly F. Morris
Witness #1
Print Name: Kelly F. Morris
Address: 3391 S. Fletcher Avenue
Fernandina Beach, FL 32034

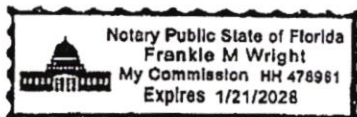
By: OBADIAH G. DORSEY
Its. Member

Frankie M Wright
Witness #2
Print Name: Frankie M Wright
Address: 3391 S. Fletcher Ave
Fernandina Beach FL 32034

State of Florida

County of NASSAU

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization, this 20th day of September, 2024, by OBADIAH G. DORSEY, the Member of
Jax Freedom Home Buyers LLC, a Florida Limited Liability Company, a company existing under the laws
of the State of Florida, on behalf of the company. ☒ He/She have produced a driver's license as
identification.



Frankie M Wright (Seal)
Notary Public
Notary Printed Name: _____
My Commission Expires: _____

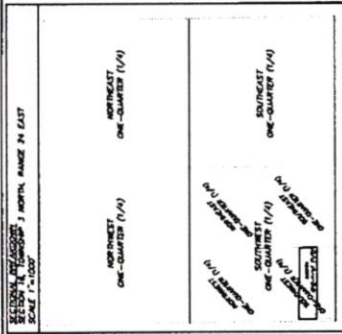
EXHIBIT "A"
LEGAL DESCRIPTION

**THE NORTH 1/2 OF THE SOUTH 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4
OF SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**LESS AND EXCEPT ROAD RIGHT OF WAY CONVEYED IN OR BOOK 77, PAGE 42, AND
OR BOOK 77, PAGE 44, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY
O.R.B. 2739, PAGE 1220:
 THE NORTH 1/2 OF THE SOUTHWEST 1/4 OF THE
 SOUTHWEST 1/4 OF SECTION 16, TOWNSHIP 3 NORTH,
 RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

SEEDED BY
 GEORGE J. CONSTRUCTION MANAGEMENT GROUP, LLC



P.L.N. = 16-SH-24-0000-0009-0000
 (O.R.B. 1870, PAGE 1201)

SOUTHWEST GLEN
 (PLAT BOOK 6, PAGE 388)

P.L.N. = 16-SH-24-0000-0021-0020
 (O.R.B. 2458, PAGE 1441)

O.R.B. 2739, PAGE 1220
 ±9.87 ACRES

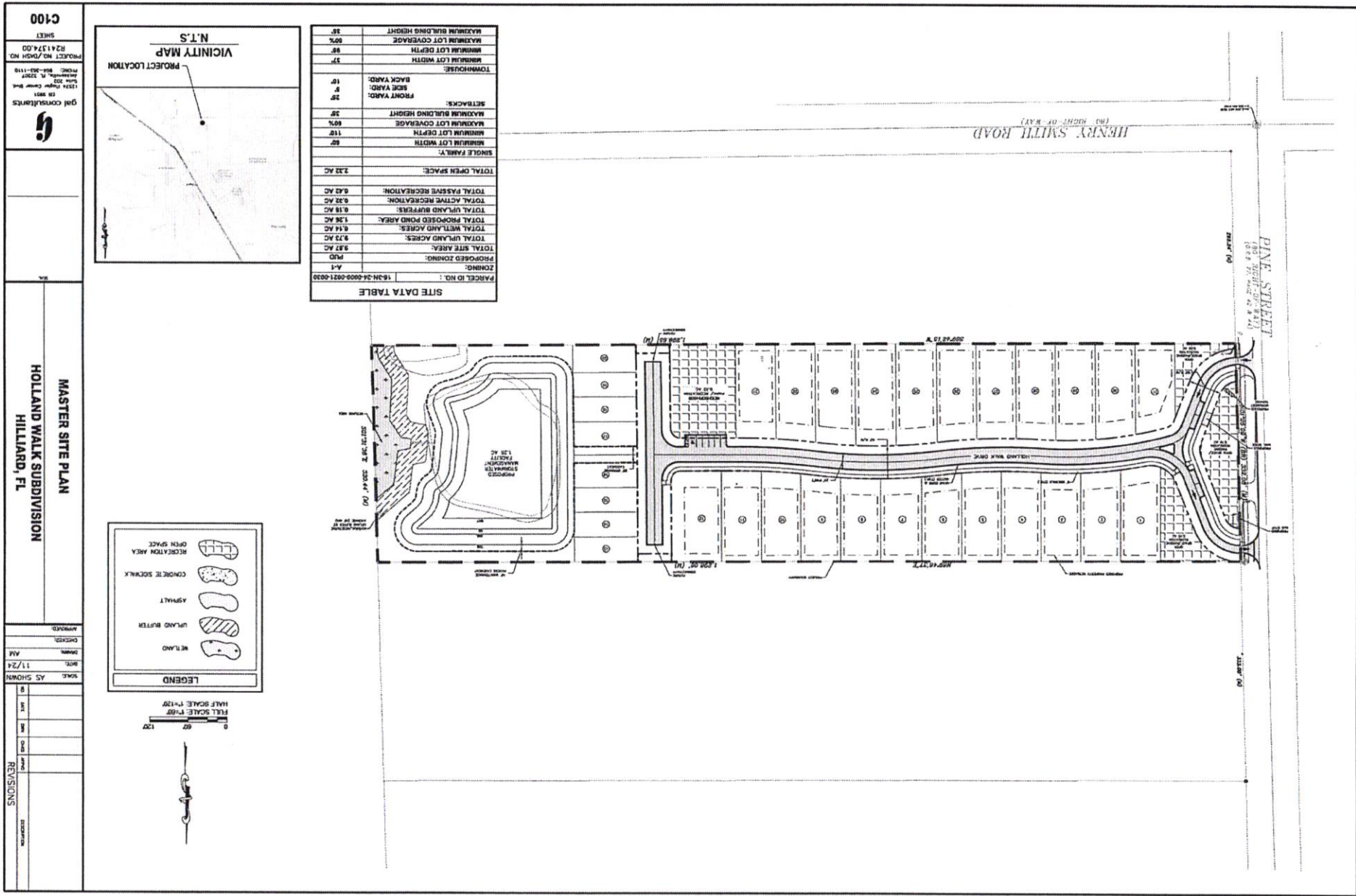
P.L.N. = 16-SH-24-0000-0021-0000
 O.R.B. 1807, PAGE 449

HENRY SMITH ROAD
 (66' RIGHT-OF-WAY)

PINE STREET
 (66' RIGHT-OF-WAY)

- LEGEND**
- 1. BOUNDARY LINE
 - 2. EASEMENT
 - 3. RIGHT-OF-WAY
 - 4. ADJACENT PROPERTY
 - 5. ADJACENT ROAD
 - 6. ADJACENT RAILROAD
 - 7. ADJACENT WATER
 - 8. ADJACENT AIRPORT
 - 9. ADJACENT PARK
 - 10. ADJACENT SCHOOL
 - 11. ADJACENT CHURCH
 - 12. ADJACENT HOSPITAL
 - 13. ADJACENT GOVERNMENT
 - 14. ADJACENT MILITARY
 - 15. ADJACENT INDUSTRIAL
 - 16. ADJACENT RESIDENTIAL
 - 17. ADJACENT COMMERCIAL
 - 18. ADJACENT AGRICULTURAL
 - 19. ADJACENT FOREST
 - 20. ADJACENT WETLAND
 - 21. ADJACENT WOODLAND
 - 22. ADJACENT PRAIRIE
 - 23. ADJACENT SAVANNAH
 - 24. ADJACENT TROPICAL FOREST
 - 25. ADJACENT DESERT
 - 26. ADJACENT TUNDRA
 - 27. ADJACENT ALPINE
 - 28. ADJACENT MOUNTAIN
 - 29. ADJACENT HILLS
 - 30. ADJACENT VALLEY
 - 31. ADJACENT PLAIN
 - 32. ADJACENT COAST
 - 33. ADJACENT BEACH
 - 34. ADJACENT OCEAN
 - 35. ADJACENT LAKE
 - 36. ADJACENT RIVER
 - 37. ADJACENT CREEK
 - 38. ADJACENT STREAM
 - 39. ADJACENT POND
 - 40. ADJACENT SWAMP
 - 41. ADJACENT MARSH
 - 42. ADJACENT BAY
 - 43. ADJACENT GULF
 - 44. ADJACENT STRAIT
 - 45. ADJACENT SOUND
 - 46. ADJACENT FJORD
 - 47. ADJACENT FLETCHER
 - 48. ADJACENT SOUND
 - 49. ADJACENT BAY
 - 50. ADJACENT GULF

MANZIE & DAVIS LAND SURVEYING
 117 South Main Street, Suite 100, Jacksonville, FL 32202
 (904) 441-1100
 www.manzieanddavis.com
 CERTIFICATE OF ACCURACY: 10/1/2010
 SCALE: 1"=100' 0" (SEE PLAT BOOK 6, PAGE 388)
 DATE: 10/1/2010
 PROJECT: 16-SH-24-0000-0021-0000
 SHEET: 1 OF 1



Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard
15859 C.R. 108
Hilliard, Florida 32046Re: Agent Authorization
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

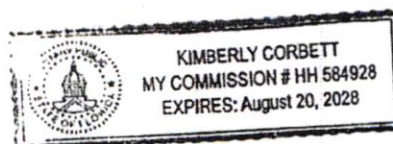
You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENTSTATE OF FLORIDA
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30th day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928



TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the Hilliard Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the Town unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.


Application Process for School Concurrency:

1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. Town Staff transmit SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until the Town of Hilliard issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, the Town of Hilliard will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at lwollitz@townofhilliard.com or 904-845-3555

Owner of Record	As recorded with the Nassau County Property Appraiser	Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Owner(s) Name – Intact Construction Management Group LLC		Applicant or Agent Name – Jon. C. Lasserre & Courtney P. Gaver	
Company (if applicable)		Company (if applicable) – Rogers Towers, P.A.	
Street Address – P.O. Box 365		Mailing Address – 1301 Riverplace Blvd., Suite 1500	
City, State, Zip – Hilliard, FL 32046		City, State, Zip – Jacksonville, FL 32207	
Telephone Number 904-483-6128		Telephone Number – (904) 432-0070 (Jon) (904) 473-1388 (Courtney)	
Email Address ben@intactcmg.com		Email Address – jlasserre@rtlaw.com cogaver@rtlaw.com	

Project Information			
PIN: <u>16</u> - <u>3N</u> - <u>24</u> - <u>0000</u> - <u>0021</u> - <u>0030</u>			
Project Address	36107 Pine St., Hilliard, FL 32046		
Access Road	Name: <u>Pine Street</u> <input checked="" type="checkbox"/> City/County-Maintained <input type="checkbox"/> Private Road		
Size of Property	9.87 acres	Present Property Use	Single family
Zoning District	A-1	Future Land Use Map	Medium Density Residential
Wetlands	0.14 acres	Flood Zone	Water & Sewer
Project Description (use separate sheet if necessary): The applicant intends to build a maximum of 31 residential lots/units with related amenities. It is anticipated that there will be 23 single-family residential units and 8 duplex units.			
Number of Dwelling Units Proposed (Total): 31			
Number of Dwelling Units Proposed (By Type):			
Single-Family Detached:	23		
Single-Family Attached:	8 (duplex)		
Multi-Family:	NONE		
List any applications under review or approved which may assist in the review of this application: PUD Application and Concurrency Application with Town of Hilliard			
I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.			
Courtney P. Gaver			1-10-2025
PRINT		SIGNATURE	DATE

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING



Intact Construction MGMT GP, LLC
P.O. Box 365
Hilliard, FL 32046
9043103727

VyStar CU
63-7927/2630

13147

1/13/25

PAY TO THE
ORDER OF

TOWN OF HILLIARD

\$ 300⁰⁰

THREE HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK CONCURRENCY

⑈013147⑈ ⑆263079276⑆ 7903131093⑈



TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

INTRODUCTION

New residential development is required to demonstrate compliance with school concurrency as regulated in Nassau County through the Hilliard Comprehensive Plan Public School Facilities Element and the Interlocal Agreement for Public School Facility Planning adopted by the County on July 14, 2008. No new residential rezoning, preliminary plat, site plan or functional equivalent may be approved by the Town unless the residential development is exempt from requirements outlined in Section 9.13 of the Amended Interlocal Agreement OR a School Concurrency Reservation Letter has been issued by the School Board indicating that adequate school facilities exist.

Application Process for School Concurrency:

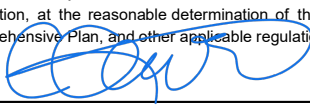
1. Submittal of Development Application, including this School Impact Analysis (SIA) Form.
2. Town Staff transmit SIA to Nassau County School Board.
3. The Nassau County School Board reviews the SIA Form per requirements in the Interlocal Agreement and makes a determination of capacity.
4. If sufficient capacity is available, the School Board will issue a School Concurrency Reservation Letter. This letter indicates only that school facilities are currently available, and capacity is not reserved until the Town of Hilliard issues a Certificate of Concurrency.
5. Upon receipt of a School Concurrency Reservation Letter, the Town of Hilliard will issue a Certificate of Concurrency for the development. Certificates are valid for a two (2) year period. Approved construction plans or building permits extend the life of the certificate concurrent with the expiration of the applicable plan or permit.
6. If sufficient capacity is not available, the School Board will issue a Concurrency Deficiency Letter, at which time the applicant will be offered the opportunity to enter into a negotiation period to allow time for the mitigation process as outlined in the Interlocal Agreement. At the end of the negotiation period, the School Board will issue a School Concurrency Reservation Letter where mitigation has been mutually agreed upon; or if mitigation has not been agreed upon, a School Concurrency Deficiency Letter. If a Reservation Letter is drafted, the County will issue a subsequent Certificate of Concurrency.

KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at lwollitz@townofhilliard.com or 904-845-3555

Owner of Record	As recorded with the Nassau County Property Appraiser
Owner(s) Name – Intact Construction Management Group LLC	
Company (if applicable)	
Street Address – P.O. Box 365	
City, State, Zip – Hilliard, FL 32046	
Telephone Number 904-483-6128	
Email Address ben@intactcmg.com	

Applicant or Agent	If an agent will be representing the owner, an Owner's Authorization for Agent form must be included
Applicant or Agent Name – Courtney P. Gaver, & Jon C. Lasserre, Esq.	
Company (if applicable) – Rogers Towers, P.A.	
Mailing Address – 1301 Riverplace Blvd., Suite 1500	
City, State, Zip – Jacksonville, FL 32207	
Telephone Number – (904) 473-1388 904-432-9979 (Jon)	
Email Address – cgaver@rtlaw.com jlasserre@rtlaw.com	

Project Information				
PIN: <u>16</u> - <u>3N</u> - <u>24</u> - <u>0000</u> - <u>0021</u> - <u>0030</u>				
Project Address	36107 Pine St., Hilliard, FL 32046			
Access Road	Name: <u>Pine Street</u> <input checked="" type="checkbox"/> City/County-Maintained <input type="checkbox"/> Private Road			
Size of Property	9.87 acres	Present Property Use	Single family	
Zoning District	A-1	Future Land Use Map	Medium Density Residential	
Wetlands	0.14 acres	Flood Zone	<input checked="" type="checkbox"/>	Water & Sewer
Project Description (use separate sheet if necessary): The applicant intends to build a maximum of 28 residential lots/units with related amenities. It is anticipated there will be 22 single-family residential units and 6 attached/townhome units.				
Number of Dwelling Units Proposed (Total): 28				
Number of Dwelling Units Proposed (By Type):				
Single-Family Detached:	22			
Single-Family Attached:	6			
Multi-Family:				
List any applications under review or approved which may assist in the review of this application:				
PUD & Concurrency Applications with Town of Hilliard.				
I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.				
Courtney P. Gaver				2-11-225
PRINT		SIGNATURE		DATE



The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034

Kathy K. Burns, Ed.D.
Superintendent of Schools

(904) 491-9900
Fax (904) 277-9042
info@nassau.k12.fl.us

February 12, 2025

Lisa Purvis, MMC, Town Clerk
Town of Hilliard
PO Box 249
Hilliard, FL 32046

SUBJECT: RESERVATION NOTIFICATION

Dear Ms. Purvis:

Pursuant to Section 9 of the Amended Interlocal Agreement for Public School Facility Planning, any developer submitting a development permit application with a residential component that is not exempt under Section 9.13 of the same agreement, is subject to school concurrency and must prepare and submit a School Impact Analysis to the local government, as applicable, for review by the School Board. The local government shall initiate the review by determining that the application is sufficient for processing. Upon determination of application sufficiency, the local government shall transmit the School Impact Analysis to the School Board representative for review.

Subsequent to the School Board review and notification to applicant, such concurrency reservation remains valid for a period of two years or until such time as the permitting documents remain valid. During this two year period, the applicant may obtain construction plan approval or a building permit, as applicable, for horizontal or vertical construction. Expiration, extension or modification of a residential development shall require a new review for adequate school capacity to be performed by the School Board.

In accordance with Section 9.9 of the Amended Interlocal Agreement for Public School Facility Planning, Reservation is hereby granted to:

Project Name: Holland Walk

PIN: 16-3N-24-0000-0021-0030

Number of Dwelling Units: 28 SF

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

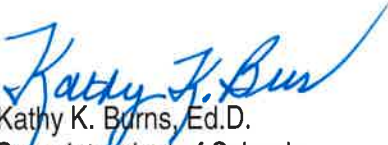
The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

Effective date of permitting documents: 02/12/2025

Expiration date of permitting documents: 02/12/2027

Reservation approval tracking number: 2025SCR0005

Sincerely,



Kathy K. Burns, Ed.D.
Superintendent of Schools

cc: Ben Buchanan/ ben@intactcmg.com

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

Agent Authorization Affidavit – Property OwnerDate: December 30, 2024Town of Hilliard
15859 C.R. 108
Hilliard, Florida 32046Re: Agent Authorization
Parcel ID Nos.: 16-3N-24-0000-0021-0030

To Whom It May Concern:

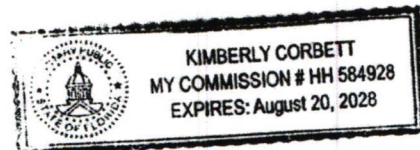
You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

INTACT CONSTRUCTION MANAGEMENT
GROUP LLCBy: BWBName: BEN BUCHANANIts: PRESIDENTSTATE OF FLORIDA
COUNTY OF Nassau

Sworn to and subscribed and acknowledged before me by means of (check one) ☒ physical presence or ☐ online notarization, this 30th day of December, 2024, by Ben Buchanan, as owner of Intact Construction Management Group LLC, a Florida limited liability company, on behalf of the company. He (check one) ☐ is personally known to me or ☒ has produced a valid driver's license as identification.

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

Name: Kimberly CorbettMy Commission Expires: 08/20/2028My Commission Number is: HH584928



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council to consider Ordinance No. 2025-03, and Ordinance establishing a Tree Mitigation Fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation and replacement. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

BACKGROUND:

See attached documents.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-03, on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

ORDINANCE NO. 2025-03

AN ORDINANCE ESTABLISHING A TREE MITIGATION FUND FOR THE TOWN OF HILLIARD, PROVIDING FOR FEES COLLECTED FROM TREE REMOVAL AND ASSOCIATED ACTIVITIES, AND PROVIDING FOR THE USE OF SUCH FUNDS TO PROMOTE TREE CONSERVATION, PRESERVATION, AND REPLACEMENT.

WHEREAS, trees and green spaces are essential components of the Town's built and natural environment, promoting social, economic, and environmental health by providing ecological services, improving air and water quality, reducing urban heat islands, supporting biodiversity, and enhancing the aesthetic and cultural value of the community; and

WHEREAS, the Town of Hilliard has adopted a goal of protecting the tree canopy cover to improve public health, increase energy efficiency, and foster community resilience, and acknowledges that strategic planning, community involvement, and policies for tree conservation and green infrastructure are essential to achieving this goal; and

WHEREAS, the Town of Hilliard recognizes the importance of mitigating the impacts of tree removal by ensuring the replacement or financial compensation for trees removed from the public and private landscape, thereby contributing to the growth and sustainability of the community's tree canopy; and

WHEREAS, the Town of Hilliard desires to establish a tree mitigation fund to collect fees for trees removed and utilize those funds for tree-related initiatives, including tree replacement, preservation, and environmental education.

NOW, THEREFORE, THE TOWN OF HILLIARD HEREBY ORDAINS, as follows:

Section 1. Title and Purpose.

This ordinance shall be known as the "Tree Mitigation and Preservation Ordinance" and is enacted for the purpose of establishing a fund to collect fees for tree removal, which will be used to enhance and protect the urban forest, support tree preservation and restoration efforts, and promote the Town's goal of increasing tree canopy cover.

Section 2. Tree Mitigation Fees.

1. Fee for Removal of Trees:

(a) Except as allowed or prohibited by the Hilliard Town Code, Article XII, Sec. 62-574 and Sec. 62-569, any individual or entity removing a tree within the Town's jurisdiction that is not replaced shall be required to pay a tree mitigation fee of \$100 per inch of tree diameter measured at 4.5 feet above ground level

(DBH), for each tree removed.

(b) The fee shall apply to trees removed as part of construction, development, or other activities that result in the removal of trees without replacement on-site.

This fee applies regardless of whether the removal is from private or public land.

(c) Fees collected under this section shall be deposited into the Tree Mitigation Fund established by this ordinance.

2. Replacement of Trees:

(a) Tree removal applicants shall be encouraged to replace trees removed with new trees of appropriate species and size. If replacement is not feasible on-site, the applicant shall be required to pay the tree mitigation fee in lieu of planting.

(b) The Town may, at its discretion, require the planting of specific tree species or the payment of the mitigation fee as a condition of approval for development or construction projects.

(c) Except for live oaks, trees removed over 12 inches DBH on the site shall be replaced; such replacement shall equal one-third of the total caliper at DBH of the trees removed. Live oak tree replacement shall equal 100% of the total caliper at DBH of the live oak trees removed.

3. Credit for trees:

In accordance with Hilliard Town Code, Article XII, Sec. 62-574(b), trees which are preserved shall receive credit against the landscape requirements according to the following schedule:

(a) Trees 12 to 18 inches: Live oaks, one-inch credit; all others, 50 percent-inch credit.

(b) Trees 19 to 30 inches: Live oaks, one and one-quarter-inch credit; all others, 75 percent-inch tree credit.

(c) Trees over 30 inches: Live oaks, one and one-half-inch credit; all others, 100 percent-inch credit.

Section 3. Tree Mitigation Fund.

1. Establishment of Fund:

(a) The Town shall establish a special account within its operating budget called the "Tree Mitigation Fund" (the "Fund").

(b) The Fund shall include all fees collected from tree mitigation charges, penalties, fines related to tree removal, violations of landscaping requirements under Article XI and Article XII of the Town Code, and other donations or contributions designated for tree-related purposes.

(c) Fifty percent (50%) of all fees collected from permits issued under this article shall be deposited into the Fund.

2. Use of Fund:

(a) The Fund shall be used exclusively for tree-related purposes, including but not limited to:

- The purchase and planting of trees in the public right-of-way, parks, and other public properties.
- The preservation and maintenance of existing trees on public land.

- Strategic tree planting and canopy restoration efforts in areas identified as having low canopy cover.
 - Education programs aimed at increasing public awareness of tree benefits, tree care, and environmental stewardship.
 - Support for grants aimed at increasing tree canopy, diversity, and optimal tree placement on public and private properties.
- (b) The Fund may not be used for general town operating expenses and shall only be used for activities directly related to tree preservation, protection, and replacement.
3. **Annual Appropriation:**
- (a) The Town Commission may appropriate up to \$5,000 annually from the Tree Mitigation Fund to finance educational programs, outreach efforts, and activities that promote tree conservation, community engagement, and the Town's tree canopy goals.

Section 4. Grant Program for Tree Canopy Enhancement.

1. **Eligibility for Grants:**
- (a) Neighborhood associations, business organizations, or other community groups may apply for grants of up to \$5,000 for tree planting or canopy enhancement projects.
- (b) Applicants must demonstrate that their project will contribute to increasing the Town's tree canopy, diversify tree species, or improve the tree canopy in public spaces or neighborhoods.
- (c) Projects must meet the requirements established by the Town and comply with any other relevant ordinances and codes.
2. **Grant Criteria and Priorities:**
- (a) The Town's Tree Canopy and Diversity priorities shall guide the selection of projects.
- (b) Projects that target areas of the Town with low canopy cover or that promote community collaboration and beautification will be given priority.

Section 5. Enforcement and Penalties.

1. **Violation of Tree Removal Provisions:**
- (a) Any person or entity found to have removed trees without complying with the tree mitigation requirements of this ordinance may be subject to penalties, including fines, and shall be required to pay the mitigation fee for trees removed.
- (b) Penalties for non-compliance may include additional fees, remedial planting, or other corrective actions deemed necessary by the Town.

Section 6. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 7. Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption by the Town Council.

ADOPTED this _____ day of _____, 2025 by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town Council First Reading:	March 20, 2025
Town Council Publication:	April 2, 2025
Town Council Public Hearing:	April 17, 2025
Town Council Final Reading:	April 17, 2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council to consider Ordinance No. 2025-05, and Ordinance approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-05, on First Reading and Setting Public Hearing & Final Reading for April 17, 2025.

**ORDINANCE NO. 2025-05
TOWN OF HILLIARD, FLORIDA**

**AN ORDINANCE APPROVING THE CONFIRMATION OF
RESERVATION OF PLANT CAPACITY AND COST RECOVERY
AGREEMENT BETWEEN THE TOWN OF HILLIARD AND GREENBRIER
NASSAU, LLC.**

WHEREAS, the Town of Hilliard (the “Town”) approved the Planned Unit Development of Greenbrier Nassau, LLC (“Greenbrier”) by Ordinance Number 2021-09 (the “PUD”);

WHEREAS, as part of the PUD, Greenbrier will undertake substantial investments in the engineering, design, and construction of certain wastewater utility line infrastructure improvements to be dedicated to public use and capable of serving both the Development and additional future development along U.S. Highway 1, thereby enhancing the Town’s infrastructure and providing substantial long-term economic benefits to the Town;

WHEREAS, in consideration of Greenbrier’s expenditure of funds to create excess capacity in the Line Capacity Improvements, which excess capacity can serve developments in addition to the Property, the Town has further agreed to allow Greenbrier to recover a portion of the costs of the Line Capacity Improvements, and to facilitate said cost recovery;

WHEREAS, to facilitate this cost recovery, the Town and Greenbrier negotiated and executed the Confirmation of Reservation of Plant Capacity and Cost Recovery Agreement (the “Agreement”), which is attached as Exhibit A.

WHEREAS, the Agreement contemplates water and sewage infrastructure and budgetary items which, in compliance with Article III, Section 58-81 of the Hilliard Code of Ordinances, require approval by ordinance.

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

SECTION 1. Recitals. The foregoing recitals are true and correct and are incorporated as if fully set forth herein.

SECTION 2. Cost Recovery Agreement Approved. The Town of Hilliard hereby approves the Agreement. The Town recognizes the value of the wastewater infrastructure improvements to the public and finds that the cost recovery mechanism established in the Agreement serves the public interest by facilitating the construction of essential infrastructure while providing Greenbrier with a fair opportunity to recover its investment.

SECTION 3. Codification. The provisions of this Ordinance approving the Agreement shall not be codified in the Town of Hilliard's Code of Ordinances, as the Agreement is a separate and distinct document from the general laws of the Town.

SECTION 4. Effective Date. This ordinance shall take effect immediately upon its passage and adoption by the Town Council.

ADOPTED this _____ day of _____, 2025 by the Hilliard Town Council, Hilliard, Florida.

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

Town Council First Reading:	March 20, 2025
Town Council Publication:	April 2, 2025
Town Council Public Hearing:	April 17, 2025
Town Council Final Reading:	April 17, 2025

**CONFIRMATION OF RESERVATION OF PLANT CAPACITY
AND COST RECOVERY AGREEMENT**

THIS CONFIRMATION OF RESERVATION OF PLANT CAPACITY AND COST RECOVERY AGREEMENT (this “**Agreement**”) is made this ___ day of _____, 202___, by **GREENBRIER NASSAU, LLC**, a Delaware limited liability company, its successors and assigns (“**Greenbrier**”), and the **TOWN OF HILLIARD**, Florida, a municipal corporation within the State of Florida (the “**Town**”). Greenbrier and Town may be collectively referred to herein as the “**Parties**”.

WHEREAS, Greenbrier is the owner of 161.25 acres located west of U.S. Highway 1 and southeast of Henry Smith Road being more particularly described in **Exhibit A** attached hereto and incorporated herein by this reference (the “**Property**”);

WHEREAS, the Property is within the Greenbrier Panned Unit development, as described and approved under Town Ordinance No. 2021-09 (as may be amended, the “**PUD**”);

WHEREAS, pursuant to the PUD, the Property may be developed with a maximum of 350 single-family residential units and a maximum of 70,000 square feet of commercial uses (the “**Development**”);

WHEREAS, Greenbrier desires to connect the Property to the Town’s current and future water and wastewater utility plant capacities (collectively, the “**Utility Plant Capacities**”);

WHEREAS, as part of the PUD, Greenbrier will expend significant funds for the engineering, design, and construction of certain wastewater utility line infrastructure improvements being described in **Exhibit B** (collectively, the “**Line Capacity Improvements**”) to be dedicated to public use and capable of serving both the Development and additional future development along U.S. Highway 1, thereby providing an additional substantial economic benefit to Town;

WHEREAS, in consideration of the aforesaid substantial economic benefits conferred on Town by Greenbrier, Town has agreed to provide Utility Plant Capacities, including without limitation the future water and wastewater utility line capacity realized from the Line Capacity Improvements, to serve the Property on a preferred and priority basis to Greenbrier and/or its assigns;

WHEREAS, in consideration of Greenbrier’s expenditure of funds to create excess capacity in the Line Capacity Improvements, which excess capacity can serve developments in addition to the Property, the Town has further agreed to allow Greenbrier to recover a portion of the costs of the Line Capacity Improvements, and to facilitate said cost recovery; and

WHEREAS, the Parties desire to enter into this Agreement in order to memorialize the agreement between the Parties to confirm the reservation of sufficient capacity in the Utility Plant Capacities to serve the Property, and to allow and facilitate the recovery of costs associated with the Line Capacity Improvements.

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **RECITALS**. The foregoing recitals are true and correct and are incorporated as if fully set forth herein.

2. **EFFECTIVE DATE**. This Agreement shall become effective upon execution by the Parties (hereinafter, the “**Effective Date**”).

3. **RESERVATION OF PLANT CAPACITY**. Prior to the Effective Date of this Agreement, the Town has guaranteed and reserved 108,500 gallons per day (“**GPD**”) in water capacity and 108,500 GPD in sewer capacity from the Utility Plant Capacities to serve the Property (collectively, the “**Reserved Utility Plant Capacities**”). This guarantee and reservation of the Reserved Utility Plant Capacities is exclusive of and will not be affected by any potential future capacity allocations to other property owners who may request connection to the Utility Plant Capacities. Furthermore, Town agrees that it will not allocate or allow any connections, extension or modification to the Utility Plant Capacities that will result in insufficient utility capacity to meet the requirements of the Property, nor adversely impact the obligations of the Town under this Agreement. The Town shall not impose any further conditions upon the use of the Reserved Utility Plant Capacities or vested rights hereunder unless any such conditions are determined by the Town to be essential to protect the health, safety, and welfare of the citizens of Town.

4. **COST RECOVERY**. Greenbrier will cause the engineering, design, construction, and dedication to public use of the Line Capacity Improvements, the timing of which shall be in accordance with the PUD. Prior to commencing ground-breaking on the Line Capacity Improvements, Greenbrier shall provide the Town with a detailed projection of the total costs expected for the project. Upon receipt of the cost projection, the Town shall have a period of ten (10) calendar days to review the projection, inspect the proposed costs, and engage in good faith negotiations with Greenbrier regarding any necessary adjustments or revisions. Following the Town’s acceptance of the Line Capacity Improvements, which shall not be unreasonably withheld, delayed, or denied, Greenbrier shall present to the Town its actual engineering, design, and construction costs, and proof of payment of same (the “**Total Project Cost**”). The Total Project Cost shall be reduced by the pro rata cost share of the Line Capacity Improvements serving the Property, which shall equal 38.5% (Reserved Utility Plant Capacities (108,500) divided by the total capacity of 281,880 GPD) of sewer main capacity. The remaining 61.5% (173,380 GPD excess capacity divided by total capacity of 281,880 GPD) of sewer main capacity costs shall be subject to cost recovery by Greenbrier (the “**Cost Recovery Amount**”). For a period of twenty (20) years from the Effective Date of this Agreement, or until Greenbrier recoups the Cost Recovery Amount, whichever occurs first (the “**Cost Recovery Period**”), the Town shall charge any user connecting to the Line Capacity Improvements, at the time of connection, a fee calculated on said user’s pro rata utilization of the sewer main capacity of the Line Capacity Improvements (the “**Cost Recovery Fee**”). Town shall pay the collected Cost Recovery Fees to Greenbrier on or before March 15, June 15, September 15, and December 15 of each year at the address in the Notice provision of this Agreement. The Cost Recovery Period shall be suspended during the period of any interruption in the collection and/or payment of the Cost Recovery Fees due to force

majeure. For the purposes of clarification, any suspension for a force majeure event shall toll the Cost Recovery Period for the total number of days for said suspension under this Section 4.

5. WATER/SEWER TAP AND CAPACITY FEES. Greenbrier is granted an exemption from payment of any and all water and sewer tap-in fees, except that Greenbrier shall be required to pay for the meter and meter transmission unit (MTU) cost plus \$275.00 per unit for installation of same. Greenbrier shall be subject to all other fees set forth in Resolution No. 2024-11. For clarity, Greenbrier shall not be exempt from any water or sewer deposit, turn-on, turn-off or transfer fees set forth in Resolution No. 2024-11, or system development fees as provided by Section 58-123 of the Town Code of Ordinances.

6. MAINTENANCE AND IMPROVEMENTS. The Cost Recovery Period shall be suspended during the period of any maintenance work on the Line Capacity Improvements by Town or its agent(s) that lasts for more than sixty (60) days. Should Town and/or its agent(s) make any non-maintenance modification(s) to the Line Capacity Improvements in the future, said modification(s) shall not affect the Cost Recovery Amount, the Reserved Utility Plant Capacities, or Town's obligation to facilitate the recovery of the Cost Recovery Amount and payment of same to Greenbrier.

7. INTEREST. This Agreement shall not include interest.

8. NECESSITY TO OBTAIN PERMITS. Greenbrier hereby acknowledges its obligation to obtain all necessary state and/or local development permits which may be needed for the Development. The failure of this Agreement to address any particular permit, condition, term, or restriction applicable to the Development shall not relieve the Greenbrier or any successor or assign of the necessity of complying with federal, state, and local permitting requirements, conditions, terms, or restrictions as may be applicable to the Property.

9. GOOD FAITH; DEFAULT. The Town shall execute in good faith all of its responsibilities under this Agreement. In the event the Town defaults in the performance of the obligations set forth in this Agreement, then Greenbrier may, upon notice to the Town, allow the Town thirty (30) days to cure the default or provide evidence to Greenbrier that such default will be cured in a timely manner (not to exceed ninety (90) days) if it cannot be cured during said 30-day period. If the Town fails to cure such default or provide such evidence as provided above, then, Greenbrier may begin proceedings to require specific performance of this Agreement or bring suit for damages, costs, expenses and compensation available in equity or at law for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

10. RECORDING. This Agreement shall run with the land and a copy of this Agreement shall be filed and recorded in the Official Public Records of Nassau County, Florida.

11. BINDING EFFECT. The burdens of this Agreement shall be binding upon the Parties and all successors in interest to the Parties. The benefits of this Agreement, including the exemptions set forth in Section 5 of this Agreement, shall run with title to the Property and inure to any party acquiring a portion of the undeveloped Property, along with its successors and assigns; provided, however, if any successor or assign acquires any portion of the undeveloped Property

from Greenbrier, such successor or assign shall only be entitled to collect the Cost Recovery Fee under Section 4 of this Agreement if Greenbrier assigns such right in an instrument recorded in the Public Records of Nassau County, Florida, it being understood that the Cost Recovery Amount and collection of the Cost Recovery Fee are personal to Greenbrier.

12. APPLICABLE LAW, JURISDICTION AND VENUE. This Agreement, and the rights and obligations of the Parties hereunder, shall be governed by, construed under, and enforced in accordance with the laws of the State of Florida. Venue for any litigation pertaining to the subject matter hereof shall be in Nassau County, Florida. If any provision of this Agreement, or the application thereof to any person or circumstances, shall to any extent be held invalid or unenforceable by a court of competent jurisdiction, then the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

13. JOINT PREPARATION. Preparation of this Agreement has been a joint effort of the Parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

14. CAPTIONS. Captions and paragraph headings contained in this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope of intent of this Agreement, nor the intent of any provision hereof.

15. ENTIRE AGREEMENT. The Parties hereto acknowledge that this Agreement constitutes the sole agreement between the Parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the Parties hereto. The Parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee of the Town, which representation or statement is not approved by the other at any public hearing or work session of the Town Council or otherwise made as part of the official public record in the proceedings related to this Agreement.

16. FURTHER ASSURANCES. Each of the Parties hereto agrees to do, execute, acknowledge and deliver, or cause to be done, executed, acknowledged and delivered, all such further acts and assurances as shall reasonably be requested by the other party in order to carry out the intent of this Agreement and give effect thereto. Without in any manner limiting the specific rights and obligations set forth in this Agreement, the Parties hereby declare their intention to cooperate with each other in effecting the terms of this Agreement, and to coordinate the performance of their respective obligations under the terms of this Agreement.

17. NOTICES. Any notices or reports required by this Agreement shall be effective and valid only if delivered personally to the other party or sent by express 24-hour guaranteed courier or delivery service, or by registered or certified mail of the United States Postal Service, postage prepaid and return receipt requested, and sent as follows (or to such other place as any party may by Notice to the other specify):

To Town: Town of Hilliard

c/o Town Clerk
 15859 West County Road 108 (physical address)
 P.O. Box 249 (mailing address)
 Hilliard, Florida 32046

With a copy to: Town Attorney Christian Waugh, Esq.
 Waugh PLLC
 201 E. Pine Street, Suite 315
 Orlando, Florida 32801

To Greenbrier: Greenbrier Nassau
 Attn: Michelle Manners, Esq.
 665 Simonds Road
 Williamstown, Massachusetts 01267

With a copy to: Courtney P. Gaver, Esq.
 Rogers Towers, P.A.
 1301 Riverplace Boulevard, Suite 1500
 Jacksonville, Florida 32207

Notices shall be deemed given when received, except that if delivery is not accepted, notice shall be deemed given on the date of such non-acceptance.

18. COUNTERPARTS. This Agreement may be executed and delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal E-SIGN Act of 2000, *e.g.*, www.docusign.com) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes

[SIGNATURES FOLLOW ON NEXT PAGES]

IN WITNESS WHEREOF, the Town and Greenbrier have caused these presents to be executed the day and year first above written.

ATTEST:

TOWN OF HILLIARD

By: _____
 Lisa Purvis
 Town Clerk

 John Beasley, Mayor

Form Approved:

By: _____
 Town Attorney

STATE OF FLORIDA
 COUNTY OF NASSAU

Sworn to and subscribed before me by means of *(check one)* ☐ physical presence or ☐ online notarization, this _____ day of _____, 202____, by John Beasley, Mayor, and Lisa Purvis, Town Clerk, of the Town of Hilliard, Florida, a municipal corporation within the State of Florida, who are *(check one)* ☐ personally known to me or ☐ have produced _____ as identification and who has taken an oath.

(SEAL)

 Name: _____
 NOTARY PUBLIC, State of Florida
 Serial Number (if any) _____
 My Commission Expires: _____

GREENBRIER NASSAU, LLC, a Delaware
limited liability company

By: AMERICAN LAND PARTNERS, LLC,
Delaware limited liability company, its Manager

By: _____
Print Name: _____
Its: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me by means of *(check one)* ☐ physical presence or ☐ online notarization, this _____ day of _____, 202____, by _____, the _____ of American Land Partners, LLC, a Delaware limited liability company, as Manager on behalf of Greenbrier Nassau, LLC, a Delaware limited liability company, who is *(check one)* ☐ personally known to me or ☐ has produced _____ as identification and who has taken an oath.

(SEAL)

Name: _____
NOTARY PUBLIC, State of Aforesaid
Serial Number (if any) _____
My Commission Expires: _____

EXHIBIT A

Property Legal Description

A part of Section 15 and 22, Township 3 North, Range 24 East, also being a part of Lots 19 through 33 and Lot 41 and 42, of the plat of Joseph R. Dunns Fruit and Truck Farms, Deed Book B-10, page 48, of the public records of Nassau County, Florida, being more particularly described as follows:

For a point of reference, commence at the Northwest corner of those lands, as described in Official Records Book 1499, page 1567, of said public records said point lying on the Easterly right of way line of Henry Smith Road (an 80.00 foot right of way as now established); thence North 87°99'73" East, along the Northerly line of said lands and along the Northerly line of said Lot 21, a distance of 290.39 feet to the Point of Beginning; thence continue along said Northerly line of Lot 21, North 87°39'23" East, a distance of 85.71 feet to a point on the Northeasterly right of way line of a 33.00 foot wide AT&T easement, as recorded in Deed Book 161, page 141, of the public records of said county; thence South 46°44'38" East along said Northeasterly line, a distance of 204.23 feet to an angle point in said easement line; thence South 51°40'39" East continuing along said Northeasterly line, a distance of 443.23 feet; thence North 87°37'19" East leaving said Northeasterly line, a distance of 448.48 feet; thence South 01°08'07" East, a distance of 240.90 feet; to the Northwest corner of said Lot 19; thence North 89°23'00" East, along the North line thereof, a distance of 707.97 feet to its intersection with the Southwesterly right of way line of U.S. Highway No. 1, State Road No. 5 (a 150.00 foot right of way as now established); thence South 52°21'44" East, along said Southwesterly right of way line, a distance of 1003.50 feet; thence South 00°48'01" East, leaving said Southwesterly right of way line and along the Easterly line of a portion of Lot 20 and the Easterly line of said Lots 25 through 33, a distance of 3027.16 feet; thence South 89°07'00" West along the Southerly line of said Lot 33, a distance of 1346.53 feet; thence North 01°36'17" West along the Westerly line of said Lots 33, 32, 31, 30, 29, 28 and 27, a distance of 2310.07 feet to the point on the Southerly line of Lot 42; thence South 89°06'58" West along said Southerly line of Lot 42, a distance of 1236.89 feet; thence North 01°35'16" West, along the West line of said Section 22, a distance of 660.02 feet to a point at the Northwest corner of said Section 22; thence South 89°37'27" West along the Southerly line of Section 15, a distance of 194.14 feet to the Southwest corner of said Section 15; thence North 02°09'17" West along the West line of said Section 15, a distance of 331.25 feet to a point on the Easterly right of way line of Henry Smith Road (an 80 foot right of way as now established); thence in a Northeasterly direction along and around an arc of a curve (concave Westerly and having a radius of 561.62 feet) a distance of 213.52 feet, (said arc being subtended by a chord bearing and distance of North 08°14'29" East, 212.23 feet) to a point of tangency; thence North 02°01'26" West continuing along said Easterly right of way line, a distance of 510.06 feet to a point at the Southwest corner of said lands recorded in Official Records Book 1499, page 1567, said point being the cusp of a curve, thence in a Southeasterly direction along and around an arc of a curve (concave Northeasterly and having a radius of 25.00 feet) a distance of 39.24 feet (said arc being subtended by a chord bearing and distance of South 47°22'06" East, 35.34 feet) to a point of tangency; thence North 87°47'15" East along said Southerly line, a distance of 265.90 feet to the Southeast corner thereof; thence North 02°08'54" West along the East line of said lands, a distance of 300.84 feet to the Point of Beginning

EXHIBIT B

Line Capacity Improvements

16,400'± 8" Sewer Force Main

Sewer Flow Calculations

8" Force Main Capacity: Force main size should be 8" in order to handle future sewage flows. A force main is designed to carry the peak hour sewage flow which is estimated at 3.5 times average daily flow. Assume maximum velocity in the force main at 5.0 fps.

Flow in 8" force main @ 5.0 ft/sec = 783 gpm

Available capacity in 8" force main = $(783 \text{ gpm})(1,440 \text{ min/day}) = 281,880 \text{ GPD}$
(4.0 PF)

Excess available force main capacity = $281,880 \text{ GPD} - 108,500 = 173,380 \text{ GPD}$

Capacity for all customers connecting to subject main shall be as shown on the Florida DEP permit application and shall be further clarified as "maximum flow" per day.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs.

BACKGROUND:

Ms. Downs purchased this property in August 2024. Starting November 2024, Ms. Downs pulled renovation permits (plumbing, electrical, roof, doors, windows) to renovate the single-family home on the parcel. The dwelling unit has a water meter but is not connected to the Town sewer system. In February 2025, an application to split the lot was submitted. The proposed lot split will separate the existing Dwelling unit from the existing driveway/culvert. A development investigation was last completed on the proposed vacant parcel in summer of 2023. An updated development investigation will be required prior to any development on the new parcel.

The property in question is in an R-3 zoning district with the following requirements:

62-285 (b)(1) minimum lot width: 70 feet,

(b)(2) Minimum lot area: 7,000 sq ft,

(d) yard requirements (1) Front: 25 feet (2) Side: 12.5 feet (3) Rear: 30 feet

The proposed lot meets the R-3 requirements.

Planning & Zoning Board heard the application on March 4, 2025.

It is the recommendation of the Planning and Zoning Board for the Town Council approval of the minor subdivision with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town with evidence of the recordation.
2. The applicant shall obtain a real estate parcel number for the newly created parcel from the Property Appraiser and provide the real estate parcel number to the Town.
3. A new driveway/culvert permit be pulled and a new driveway be constructed to serve the dwelling unit on the parcel.

FINANCIAL IMPACT: None.

RECOMMENDATION:

Town Council approval of the Minor Subdivision Application No. 20250211, Parcel ID No. 08-3N-24-2380-0075-0020, Property Owner, Sherry Downs, with the three recommended conditions.



Town of Hilliard Lot Split/Reconfiguration Application

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

FOR OFFICE USE ONLY

File # 20250211

Application Fee: \$100. ck #8355

Filing Date: 02/11/25 Acceptance Date: _____

LM

ITEM-5

A. PROJECT

1. Project Name: W. 5th Street
2. Address of Subject Property: 37382 W FIFTH ST
3. Parcel ID Number(s): 08-3N-24-2380-0075-0020
4. Existing Use of Property: R3 Medium density
5. Zoning Designation: R3 Medium density
6. Future Land Use Map Designation: _____
7. Acreage of Parcel: 1.01 Acre

B. Owner

1. Name of Owner(s) or Contact Person(s): Sherry Downs Title: Owner
Company (if applicable): _____
Mailing address: 54819 Honeysuckle Ln
City: Callahan State: Florida ZIP: 32011
Telephone: (904) 444-0288 FAX: () _____ E-mail: SherryDowns84@icloud.com

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

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

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

5. Fee - \$100

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

A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

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

Sherry Downs
Signature of Applicant

Signature of Co-applicant

Sherry Downs
Typed or printed name and title of applicant

Typed or printed name of co-applicant

10-21-2024
Date

Date

State of Florida County of Nassau

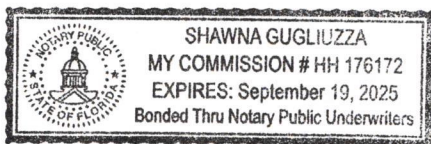
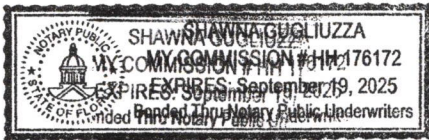
The foregoing application is acknowledged before me this 21st day of October, 2024 by Sherry

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

NOTARY SEAL

Shawna Gugliuzza

Signature of Notary Public, State of Florida





KEVIN J. LILLY, ASA, CFA
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 08-3N-24-2380-0075-0020

Owners

DOWNS SHERRY
54189 HONEYSUCKLE LN
CALLAHAN, FL 32011

Parcel Summary

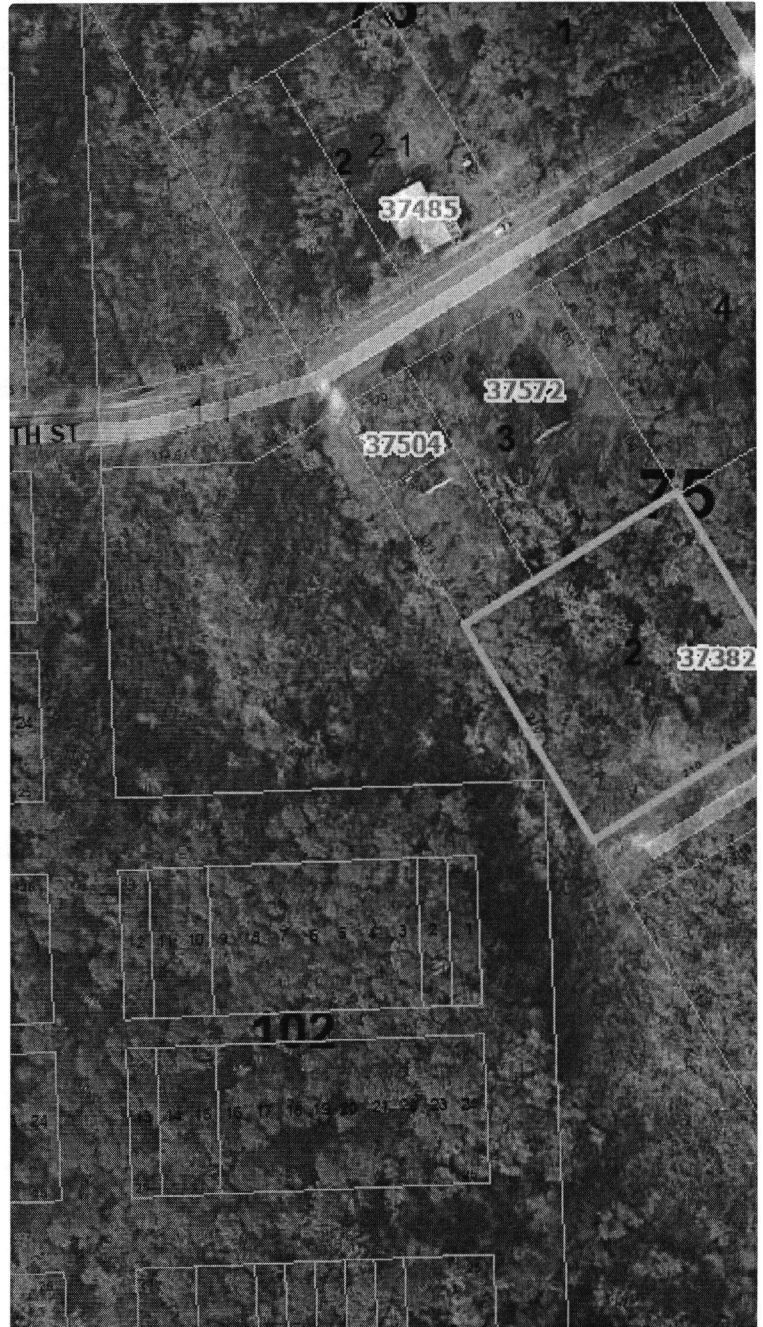
Situs Address	37382 W FIFTH ST
Use Code	0100: SINGLE FAMILY
Tax District	3: Hilliard
Acreage	.0000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE

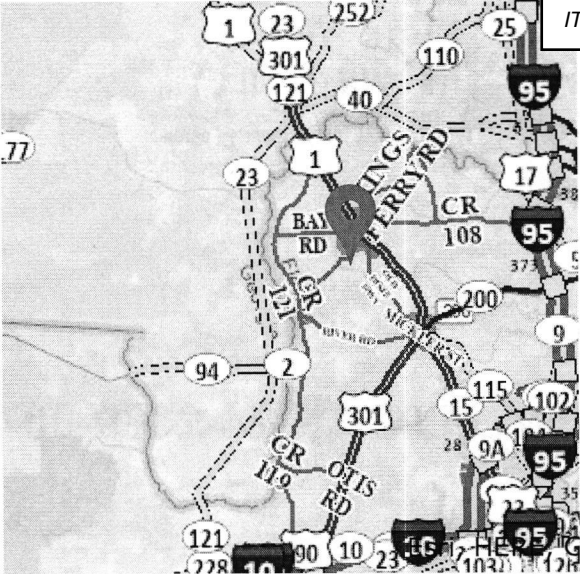
Short Legal

BLOCK 75 LOT 2
TOWN OF HILLIARD

Certified Values

STANDARD	2024
Land Value	\$63,000
(+) Improved Value	\$101,008
(=) Market Value	\$164,008
(-) Agricultural Classification	\$0
(=) Assessed Value	\$156,291
(=) County Taxable Value	\$156,291





Document/Transfer/Sales History

Instrument / Official Record	Date	Q/U	V/I	Sale Price	Ownership
WD 2741/415	2024-08-28	U	Improved	\$100	Grantor: HIGGINBOTHAM WAYNE & LAURI Grantee: DOWNS SHERRY
SW 2256/1367	2019-02-21	U	Improved	\$52,500	Grantor: FIRST COAST INC Grantee: HIGGINBOTHAM WAYNE & LAURI
TX 2016/0971	2015-12-02	U	Improved	\$40,000	Grantor: TAX COLLECTOR Grantee: FIRST COAST INC

Buildings

Building # 1, Section # 1, 96886, RESIDENTIAL

Heated Sq Ft	Year Built	Value
1068	1977	\$96,379

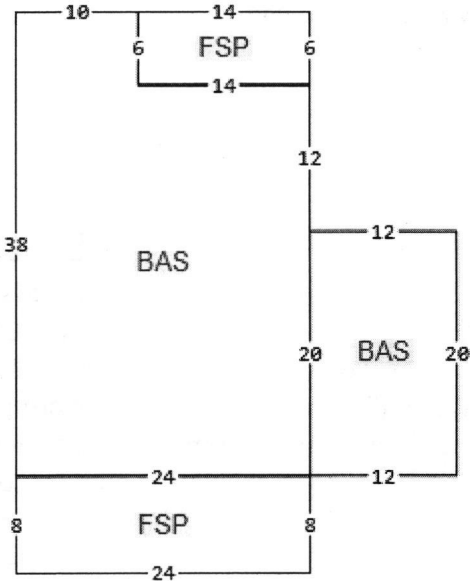
Structural Elements

Type	Description	Code	Details
EW	Exterior Wall	05	AVERAGE
RS	Roof Structure	03	GABLE/HIP
RC	Roof Cover	03	COMP SHNGL
IW	Interior Wall	04	PLYWOOD
IW	Interior Wall	05	DRYWALL
IF	Interior Flooring	09	PINE WOOD
AC	Air Conditioning	03	CENTRAL

Type	Description	Code	Details
HT	Heating Type	04	AIR DUCTED
BDR	Bedrooms	2.00	
BTH	Bathrooms	1.00	
FR	Frame	02	WOOD FRAME
STR	Stories	1.	1.
BUD8	BUD8 Adjustment	03	DIST HI

Subareas

Type	Gross Area	Percent of Base	Adjusted Area
BAS	828	100%	828
BAS	240	100%	240
FSP	84	40%	34
FSP	192	40%	77



Extra Features

Code	Description	Length	Width	Units	Unit Price	AYB	% Good Condition	Final Value
0825	BRICK	9	9	81.00	\$12.50	2002	94%	\$952
0811	CONCRETE B			791.00	\$5.20	2002	80%	\$3,291

Land Lines

Code	Description	Zone	Front	Depth	Units	Rate/Unit	Acreage	Total Adj	Value
000100	RES	R-3	210.00	210.00	210.00	\$300.00/FF	0.00	1.00	\$63,000

Personal Property

None

TRIM Notices

2024
2023
2022

Property Record Cards

2024
2023

Disclaimer

The Nassau County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The information contained herein is for ad valorem tax assessment purposes only. The Property Appraiser exercises strict auditing procedures to ensure validity of any transaction received and posted by this office but cannot be responsible for errors or omissions in the information received from external sources. Due to the elapsed time between transactions in the marketplace, and the time that those transactions are received from the public and/or other jurisdictions, some transactions will not be reflected.

Contact Info

96135 Nassau Place, Suite #4
Yulee, FL 32097
Phone: (904) 491-7300
Email: info@ncpafl.com
Website: <https://www.ncpafl.com/>

About us

The Nassau County Property Appraiser's Office is charged by the Florida Constitution and Florida Statutes to identify, locate, and fairly value all property, real and personal, in Nassau County. In performing our duties, it is the commitment of this office to execute our responsibilities in a fair and equitable manner. Our goal is to always provide accurate information and courteous, professional service to all who request or need assistance. We have continued to improve efficiency by cutting waste, cross training staff, and embracing technology.

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MAP OF BOUNDARY SURV

LEGAL DESCRIPTION

LOT 2, BLOCK 75, TOWN OF HILLIARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on S 70°00'00" W for the Northerly right of way of West Fifth Street. (Assumed).
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid."
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12088000135F, Dated 12-17-2010.
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed:
Surveyed Accuracy: 1 foot in 19782 feet
Commercial / High Risk Linear Accuracy: 1 foot in 10000 feet
SOP Rule 5J-17.05(3) (B) (15) b.ii
- 10) All interior lot angles are 90° per plat.

ADDRESS: 37382 WEST FIFTH STREET, HILLIARD, FLORIDA, 320496

LEGEND

—E—E— = AERIAL UTILITY WIRES
A/C = AIR CONDITIONER
AKA = ALSO KNOWN AS
B.R.L. = BUILDING RESTRICTION LINE
TV = CABLE TELEVISION PEDESTAL
Δ = CENTRAL ANGLE
C = CENTERLINE
—+—+— = CHAIN LINK FENCE
CB = CHORD BEARING
CD = CHORD DISTANCE

CONC. = CONCRETE
CONC. FLATWORK
CMP = CORRUGATED METAL PIPE
E = ELECTRICITY METER
ELEV. = ELEVATION
F.F. = FINISHED FLOOR
F.H. = FIRE HYDRANT
G = GAS METER
L = LIGHT POLE
ARC = ARC LENGTH
PGL = LIGHT POLE

MEAS. = MEASURED
N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
O.R.S. = OFFICIAL RECORD BOOK
P.I.N. = PARCEL IDENTIFICATION NUMBER
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
R = RADIUS
RCP = REINFORCED CONCRETE PIPE
R/W = RIGHT-OF-WAY
S = SEWER CLEANOUT
S = SEWER MANHOLE

① = STORM MANHOLE
② = TELEPHONE PEDESTAL
③ = WOOD FENCE
④ = WOOD POWER POLE
⑤ = WATER METER
⑥ = WELL

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY:

ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE NO. 5712

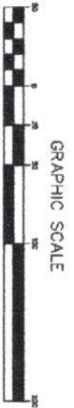
GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC
23884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 • CELL (904) 370-0318
LICENSE BUSINESS NO. LB 6359

SCALE: 1" = 50'
DATE: 10-25-24
DRN BY: WAG
CHK BY: AEG
JOB NO. 22-80

MAP OF BOUNDARY SURVEY

SURVEYOR'S LEGAL DESCRIPTION
THE EASTERLY 70.00 FEET OF THE SOUTHERLY 105.00 FEET OF LOT 2, BLOCK 75, TOWN OF HILLARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



SURVEY NOTES:

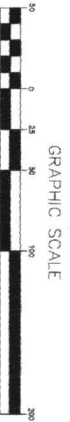
- 1) The "Legal Description" herein is to be read with the "Survey" provided by this map.
- 2) Underpinned improvements were not located or shown.
- 3) Underpinned improvements were not located or shown.
- 4) Underpinned improvements were not located or shown.
- 5) Underpinned improvements were not located or shown.
- 6) Underpinned improvements were not located or shown.
- 7) The "Legal Description" herein is to be read with the "Survey" provided by this map.
- 8) The "Legal Description" herein is to be read with the "Survey" provided by this map.
- 9) The "Legal Description" herein is to be read with the "Survey" provided by this map.
- 10) All bearings are true north.

ADDRESS: 37382 WEST FIFTH STREET, HILLARD, FLORIDA, 320486

LEGEND	
AD - ADJACENT LOT	CON - CONCRETE
AL - ALUMINUM	CU - CULVERT
AS - ASBESTOS	EL - ELECTRIC
AW - AIR WARE	EM - EMBROIDERED
BA - BATH	EN - ENGRAVED
BE - BELL	EP - EPOXY
BL - BLACK	ES - ESTATE
BO - BOLLARD	ET - ETCHED
BR - BRICK	EV - EVAPORATIVE
BS - BRASS	EX - EXTERIOR
BU - BURNED	F - FLOOR
CA - CEMENT	GA - GARDEN
CB - CEMENT BLOCK	GL - GLASS
CC - CEMENT CURB	GR - GRASS
CD - CEMENT DRIVE	HA - HAZARD
CE - CEMENT EDGE	HE - HEAVY
CF - CEMENT FINISH	HO - HOLE
CG - CEMENT GROUND	IS - IRON
CH - CHALK	LA - LAMINATE
CI - CEMENT INLET	LI - LIME
CJ - CEMENT JUNCTION	LO - LOST
CK - CEMENT KICK	LU - LUMBER
CL - CEMENT LAMP	LV - LUMBER VENEER
CM - CEMENT MANTLE	MA - MASONRY
CN - CEMENT NAIL	MC - MASONRY CEMENT
CO - CEMENT OIL	MD - MASONRY DRAIN
CP - CEMENT PAVEMENT	ME - MASONRY EDGE
CQ - CEMENT PAVEMENT	MF - MASONRY FINISH
CR - CEMENT RAIL	MG - MASONRY GROUND
CS - CEMENT SIGN	MH - MASONRY HOLE
CT - CEMENT SIGN	MI - MASONRY INLET
CU - CEMENT SIGN	ML - MASONRY LAMP
CV - CEMENT SIGN	MM - MASONRY MANTLE
CW - CEMENT SIGN	MN - MASONRY NAIL
CX - CEMENT SIGN	MO - MASONRY OIL
CY - CEMENT SIGN	MP - MASONRY PAVEMENT
CZ - CEMENT SIGN	MQ - MASONRY PAVEMENT
DA - DRAIN	MR - MASONRY RAIL
DB - DRAIN	MS - MASONRY SIGN
DC - DRAIN	MT - MASONRY SIGN
DD - DRAIN	MU - MASONRY SIGN
DE - DRAIN	MV - MASONRY SIGN
DF - DRAIN	MW - MASONRY SIGN
DG - DRAIN	MX - MASONRY SIGN
DH - DRAIN	MY - MASONRY SIGN
DI - DRAIN	MZ - MASONRY SIGN
DJ - DRAIN	NA - NAIL
DK - DRAIN	NB - NAIL
DL - DRAIN	NC - NAIL
DM - DRAIN	ND - NAIL
DN - DRAIN	NE - NAIL
DO - DRAIN	NF - NAIL
DP - DRAIN	NG - NAIL
DQ - DRAIN	NH - NAIL
DR - DRAIN	NI - NAIL
DS - DRAIN	NJ - NAIL
DT - DRAIN	NK - NAIL
DU - DRAIN	NL - NAIL
DV - DRAIN	NM - NAIL
DW - DRAIN	NO - NAIL
DX - DRAIN	NP - NAIL
DY - DRAIN	NQ - NAIL
DZ - DRAIN	NR - NAIL
EA - EARTH	NS - NAIL
EB - EARTH	NT - NAIL
EC - EARTH	NU - NAIL
ED - EARTH	NV - NAIL
EE - EARTH	NW - NAIL
EF - EARTH	NX - NAIL
EG - EARTH	NY - NAIL
EH - EARTH	NZ - NAIL
EI - EARTH	OA - NAIL
EJ - EARTH	OB - NAIL
EK - EARTH	OC - NAIL
EL - EARTH	OD - NAIL
EM - EARTH	OE - NAIL
EN - EARTH	OF - NAIL
EO - EARTH	OG - NAIL
EP - EARTH	OH - NAIL
EQ - EARTH	OI - NAIL
ER - EARTH	OJ - NAIL
ES - EARTH	OK - NAIL
ET - EARTH	OL - NAIL
EU - EARTH	OM - NAIL
EV - EARTH	ON - NAIL
EW - EARTH	OO - NAIL
EX - EARTH	OP - NAIL
EY - EARTH	OQ - NAIL
EZ - EARTH	OR - NAIL
FA - FLOOR	OS - NAIL
FB - FLOOR	OT - NAIL
FC - FLOOR	OU - NAIL
FD - FLOOR	OV - NAIL
FE - FLOOR	OW - NAIL
FF - FLOOR	OX - NAIL
FG - FLOOR	OY - NAIL
FH - FLOOR	OZ - NAIL
FI - FLOOR	PA - NAIL
FJ - FLOOR	PB - NAIL
FK - FLOOR	PC - NAIL
FL - FLOOR	PD - NAIL
FM - FLOOR	PE - NAIL
FN - FLOOR	PF - NAIL
FO - FLOOR	PG - NAIL
FP - FLOOR	PH - NAIL
FQ - FLOOR	PI - NAIL
FR - FLOOR	PJ - NAIL
FS - FLOOR	PK - NAIL
FT - FLOOR	PL - NAIL
FU - FLOOR	PM - NAIL
FV - FLOOR	PN - NAIL
FW - FLOOR	PO - NAIL
FX - FLOOR	PP - NAIL
FY - FLOOR	PQ - NAIL
FZ - FLOOR	PR - NAIL
GA - GARDEN	PS - NAIL
GB - GARDEN	PT - NAIL
GC - GARDEN	PU - NAIL
GD - GARDEN	PV - NAIL
GE - GARDEN	PW - NAIL
GF - GARDEN	PX - NAIL
GG - GARDEN	PY - NAIL
GH - GARDEN	PZ - NAIL
GI - GARDEN	QA - NAIL
GO - GARDEN	QB - NAIL
GP - GARDEN	QC - NAIL
GQ - GARDEN	QD - NAIL
GR - GARDEN	QE - NAIL
GS - GARDEN	QF - NAIL
GT - GARDEN	QG - NAIL
GU - GARDEN	QH - NAIL
GV - GARDEN	QI - NAIL
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VL - NAIL	ZG - NAIL
VM - NAIL	ZH - NAIL
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VP - NAIL	ZK - NAIL
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VR - NAIL	ZM - NAIL
VS - NAIL	ZN - NAIL
VT - NAIL	ZO - NAIL
VU - NAIL	ZA - NAIL
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VW - NAIL	ZC - NAIL
VX - NAIL	ZD - NAIL
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WA - NAIL	ZG - NAIL
WB - NAIL	ZH - NAIL

SURVEYOR'S LEGAL DESCRIPTION

LESS AND EXCEPT THE EASTERLY 70.00 FEET OF THE SOUTHERLY 105.00 FEET OF LOT 2, BLOCK 75, TOWN OF HILLIARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



GLASS LAND SURVEYING, LLC
2388+ CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 • CELL (904) 370-0318
LICENSE BUSINESS NO 19 6360

[illegible]

LAND SURVEYING, LLC
SHEET 1" = 50'
DATE: 10-25-20

ORIGIN BY: WAG
CNO BY: AFG
CNO NO: 22-910

CLASS LAND SURVEYING, LLC
COURT, FERNANDINA BEACH, FLORIDA 32034
81-0128 - CELL (904) 370-0318
BUSINESS NO. 1A R300

PARCEL NUMBER: 08-3N-24-2380-0075-0020

WHEN RECORDED RETURN TO:

Sherry Downs
54189 HONEYSUCKLE LN
Callahan, Florida, 32011

WARRANTY DEED

THE GRANTOR(S),

Wayne Higginbotham and Lauri Higginbotham, a married couple, of 45209 OAK TRAIL,
CALLAHAN, FL County, Florida 32011-7629

for and in consideration of: \$ 10.00 grants, bargains, sells, conveys and warranties to the GRANTEE(S):
-Sherry Downs, 54189 HONEYSUCKLE LN, Callahan, Nassau County, Florida, 32011,
the following described real estate, situated in Hilliard, in the County of Nassau, State of Florida:

Legal Description:

Property has the Nassau County Tax PARCEL ID # of: 08-3N-24- 2380-0075-0020, and a Postal Address of 37382 5th St.
W., Hilliard, Florida 32046, with a Short Legal of: BLOCK 75 LOT 2 IN OR 2016/971 TOWN OF HILLIARD, in the Official
Records book of the Clerk of Court, Nassau County Florida.

Subject to existing Taxes, assessments, liens, encumbrances, covenants, conditions, restrictions, rights of way and
casements of record the grantor hereby covenants with the Grantee(s) that Grantor is lawfully seized in fee simple of the
above granted premises and has good right to sell and convey the same; and that Grantor, his heirs, executors and
administrators shall warrant and defend the title unto the Grantee, his heirs and assigns against all lawful claims
whatsoever.

Tax Parcel Number: 08-3N-24-2380-0075-0020

Grantor Signatures:

DATED: 8/28/2024

Wayne Higginbotham

45209 OAK TRAIL

CALLAHAN, Florida

32011

Grantor Signatures:

DATED:

Lauri Higginbotham

45209 OAK TRAIL

CALLAHAN, Florida

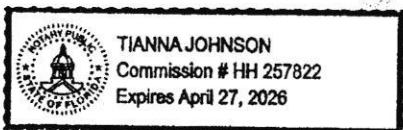
32011

STATE OF FLORIDA, COUNTY OF NASSAU, ss:

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐

online notarization, this 28 day of August, 2024 by Wayne Higginbotham, _____ and
Lauri Higginbotham, _____ who are personally known to me or who have produced
FLDL as identification.

(SEAL)



Sign Name: Tianna Johnson

Notary Public

Print Name: Tianna Johnson

Witness Signatures Witness:

Address:

John Cooper

542277 US Hwy 1

Callahan, FL 32011

John Cooper

Witness:



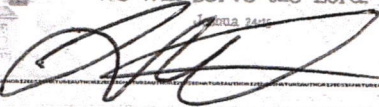
Address:

Chelle Mellecker

542277 US Hwy 1

Callahan, FL 32011

Chelle Mellecker

	Access America, LLC Larry Hogan MGR 54215 Jamie Dr Callahan, FL 32011 904-444-8287	8355 68-7497/2560
Pay to the order of	Town of Hilliard	2/11 2025
	One hundred dollars & NO/100	\$ 100.00
		Dollars
Navy Federal Credit Union		As for me and my house we will serve the Lord.
For	Lot Split 5th Street	
⑆ 256074974⑆ 8355 ⑆ 7094485476 ⑆ 00 ⑆		
<small>© Promise Checks • 1-800-977-8647 • 120 My House</small>		

TOWN OF HILLIARD
904-845-3555

EC#: 00184002 2/11/2025 9:26 AM
 PER: KM TERM: 001
 EF#: 8355
 PAID BY:

TRAN: 104.0000 ZONING REVENUE
 LOT SPLIT-DOWNS, SHERRY
 ZONING REVENUE 100.00CR

TENDERED: 100.00 CHECK
 APPLIED: 100.00-

CHANGE: 0.00



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval to adopt Resolution No. 2025-05, Amending Resolution No. 2021-10, Setting forth the rules and regulation; programs and fees; and facilities and properties for the Town of Hilliard Parks & Recreation Department; providing an effective date.

RESOLUTION NO. 2025-05

A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA; AMENDING RESOLUTION NO. 2021-10 SETTING FORTH THE RULES & REGULATIONS; PROGRAMS & FEES; AND FACILITIES & PROPERTIES FOR THE TOWN OF HILLIARD PARKS & RECREATION DEPARTMENT; PROVIDING AN EFFECTIVE DATE.

WHEREAS The Town of Hilliard desires to amend its Resolution promulgating and defining policies instituted by the Town of Hilliard, Florida, in regards to the Parks & Recreation Department. This Resolution shall provide a schedule for programs and fees to be deposited with the Town's Parks & Recreation Department, charges for use of facilities, penalties for property damage and non-compliance of this Resolution, exceptions and an effective date of implementation.

NOW THEREFORE BE IT RESOLVED, that the Town of Hilliard has established a new Parks & Recreation Department Policy setting forth rules & regulations; programs & fees; and facilities & properties as an attachment to this Resolution.

THIS RESOLUTION adopted this ____ day of _____, by the Town Council of the Town of Hilliard, Florida, and shall become effective on _____.

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

“ATTACHMENT”
HILLIARD PARKS & RECREATION DEPARTMENT
RULES & REGULATIONS
PROGRAMS & FEES
FACILITIES & PROPERTIES

GENERAL

PARKS & RECREATION FACILITIES WITHIN THE TOWN OF HILLIARD, FLORIDA, ARE MAINTAINED AND FINANCED BY THE TOWN FOR THE HEALTH AND WELLBEING AND PRIMARY USE OF HILLIARD CITIZENS. HOWEVER, PROVISIONS ARE MADE FOR OUT-OF-TOWN USERS. THE FEES CHARGED FOR USE OF THE PARKS & RECREATION FACILITIES ARE NOT DESIGNATED TO COVER THE ENTIRE COST OF MAINTAINING THE FACILITIES BUT TO OFFSET THE COST OF OPERATION SUCH AS STAFF, EQUIPMENT, GAS, ELECTRICITY, WATER/SEWER, GENERAL REPAIR AND CLEANING.

ALL PROGRAM DATES AND TIMES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

EXCEPTIONS

THE COUNCIL MAY APPROVE EXCEPTIONS TO CERTAIN PARTS OF THIS RESOLUTION WHEN, IN THEIR OPINION, THE BEST INTERESTS OF THE TOWN AND ITS CITIZENS ARE SERVICED. SUCH EXCEPTIONS AND/OR RESTRICTIONS SHALL HAVE AN EXPIRATION DATE BUT SHALL NEVER EXCEED ONE (1) YEAR WITHOUT THE REVIEW AND RE-APPROVAL OF THE COUNCIL. THE EXCEPTIONS AND/OR RESTRICTIONS SHALL BE DULY RECORDED AND KEPT ON FILE AT THE PARKS & RECREATION DEPARTMENT FOR THE DURATION OF THE EXCEPTION. A COPY OF THE RECORD STATING THE EXCEPTION SHALL BE PROVIDED TO THE USER AND ANY VIOLATION OF THE EXCEPTION WILL WARRANT THE LOSS OF THOSE SPECIAL PRIVILEGES GRANTED BY THE COUNCIL.

PENALTIES

IN ADDITION TO ANY AND ALL PENALTIES IMPOSED ELSEWHERE IN THIS RESOLUTION ANY PERSON, PERSONS, GROUP, PARTY OR INSTITUTION FOUND GUILTY OF LOSS OF OR NEGLIGENT CARE OF THE TOWN'S EQUIPMENT AND/OR PROPERTY SHALL BE FINED IN ACCORDANCE WITH SECTION 1-7 OF THE HILLIARD TOWN CODE.

CITY RESIDENCY VERIFICATION:

TOWN RESIDENT VERIFICATION CARD – IN ORDER TO RECEIVE TOWN RESIDENT DISCOUNTED RATES FOR POOL, PATRONS MUST SHOW TOWN RESIDENT VERIFICATION CARDS. APPLICATIONS FOR CARDS ARE AVAILABLE AT THE ANNEX FACILITY. PROOF OF RESIDENCY (DRIVER'S LICENSE, TOWN WATER BILL) REQUIRED. ADDITIONAL PROOF OF RESIDENCY MAY BE PROVIDED AS DETERMINED BY THE DIRECTOR. THE FIRST CARD IS FREE ADDITIONAL OR LOST CARDS ARE \$1 EACH. CARDS MUST BE RENEWED SEPTEMBER 30TH OF EACH YEAR.

RETURN CHECK OR DRAFT POLICY:

IF A CHECK OR DRAFT IS RETURNED BY THE FINANCIAL INSTITUTION ON WHICH IT WAS DRAWN, FOR ANY REASON, A FIFTEEN (\$15) DOLLAR FEE WILL BE ADDED TO THE ORIGINAL AMOUNT. THE ORIGINAL

AMOUNT, PLUS THE (\$15) FEE, SHALL BE PAID IN CASH OR CERTIFIED FUNDS TO THE PARKS & RECREATION DEPARTMENT WITHIN THIRTY (30) DAYS OF THE ORIGINAL TRANSACTION OR LEGAL ACTION SHALL BE TAKEN TO RECOVER THE TOTAL AMOUNT PLUS EXPENSES.

CLOSED HOLIDAYS:

ALL TOWN FACILITIES ARE CLOSED FOR THE FOLLOWING HOLIDAYS EXCEPT SWIMMING POOL FACILITY:
(IF HOLIDAY ON SATURDAY/FRIDAY CLOSE – IF HOLIDAY ON SUNDAY/MONDAY CLOSE)

- MARTIN LUTHER KING, JR. DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- VETERANS DAY
- THANKSGIVING DAY
- FRIDAY AFTER THANKSGIVING
- CHRISTMAS EVE
- CHRISTMAS DAY
- NEW YEARS EVE
- NEW YEARS DAY

THE FOLLOWING PARKS & FACILITIES ARE AVAILABLE FOR RESERVING AND PRIVATE RENTAL:

- SWIMMING POOL FACILITY AND SPLASH PAD
- SPLASH PAD ONLY
- OXFORD PARK PICNIC AREA
- BASEBALL FACILITY
- BUCK PARK LARGE PAVILION
- BUCK PARK SMALL PAVILION
- GYM FACILITY
- SEE PRIVATE USE FOR PARTIES OR EVENTS FOR MORE INFORMATION AND RATES SHEET

RESERVING AND RENTING A FACILITY (PRIVATE USE FOR PARTIES OR EVENTS)

PRIVATE USE FOR PARTIES OR EVENTS CAN BE SCHEDULED IN ADVANCE THROUGH THE ANNEX FACILITY FOR ANY OF THE TOWN'S PARK AND/OR FACILITIES.

FACILITY SCHEDULING

THE RULE OF "FIRST-COME, FIRST SERVED" SHALL BE THE NORMAL STANDARD APPLIED WHEN SCHEDULING ANY OF THE PARKS & RECREATION FACILITIES. ANY PERSON, PARTY OR GROUP DESIRING TO USE A FACILITY SHALL APPLY FOR SUCH USE WITH THE PARK & RECREATION DEPARTMENT AND SUCH USE SHALL BE DULY RECORDED BY TOWN EMPLOYEES ON A CALENDAR THAT IS KEPT EXCLUSIVELY FOR THE SCHEDULING OF FACILITIES. A REQUIRED DEPOSIT COLLECTED AND A RECEIPT ISSUED TO THE USER.

NO PERSON, PARTY, INSTITUTION OR GROUP HAS THE RIGHT TO RESERVE ANY FACILITY ON A PERPETUAL BASIS WITHOUT PRIOR APPROVAL AND/OR RESTRICTIONS FROM THE PARKS & RECREATION DIRECTOR. ANY SUCH EXCEPTIONS AND/OR SPECIAL RESTRICTIONS IMPOSED BY THE PARKS & RECREATION DIRECTOR SHALL BE RECORDED AND KEPT ON RECORD AT THE PARKS & RECREATION DEPARTMENT FOR THE DURATION OF THE EXCEPTION AND/OR RESTRICTION.

RESERVATION/DAMAGE DEPOSITS & RENTAL FEES

- RESERVATION/DAMAGE DEPOSIT SHALL BE PAID IN FULL AT THE TIME OF THE RESERVATION
- RESERVATION/DAMAGE DEPOSIT = 50% OF THE RENTAL FEES BEFORE TAXES OR \$25 MINIMUM
- RESERVATION/DAMAGE DEPOSITS ARE NOT HELD OR ROLLED OVER FOR RE-OCCURRING RENTALS
- RESERVATION/DAMAGE DEPOSIT SHALL BE REFUNDED WITHIN 2-3 WEEKS AFTER THE RENTAL DATE
- AFTER THAT TIME, A CHECK WILL BE PROCESSED AND MAILED TO THE RENTER AT THE ADDRESS PROVIDED ON THE FACILITY RENTAL AGREEMENT
- DAMAGE TO A FACILITY/PARK, VIOLATION OF POLICIES, OR FAILURE TO PROVIDE GENERAL CLEAN-UP WILL RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT AND DENIAL OF FUTURE RESERVATIONS.
- AN ADDITIONAL FEE WILL BE CHARGED IF DAMAGE EXCEEDS THE DEPOSIT
- RENTAL FEES MUST BE PAID IN FULL, 10 DAYS PRIOR TO THE EVENT, OR AUTOMATIC CANCELLATION GOES INTO EFFECT WITH NO NOTIFICATION, AS WELL AS FORFEITURE OF THE DEPOSIT
- MASTERCARD AND VISA ARE ACCEPTED AND CAN BE PAID OVER THE PHONE
- NO RENTALS PAST 9:00 P.M. WITHOUT PRIOR APPROVAL

ALL RENTAL FORMS SHALL REQUIRE A PHOTO ID (DRIVERS LICENSE OR STATE IDENTIFICATION CARD) COPY TO BE ATTACHED AND KEPT ON FILE.

ALL RENTAL DEPOSITS AND FEES SHALL BE PAID IN ADVANCE OF USE AT THE PARK & RECREATION DEPARTMENT AND A RECEIPT SHALL BE ISSUED. THE RECEIPT AND/OR RENTAL AGREEMENT ISSUED BY THE DEPARTMENT MUST BE KEPT BY THE PERSON RESPONSIBLE FOR THE FACILITY AND MUST BE PRESENTED, UPON REQUEST, TO ANY OFFICIAL OF THE TOWN.

CANCELLATION

MUST BE MADE TWO WEEKS BEFORE DATE OF EVENT, OR THE RESERVATION/DAMAGE DEPOSIT IS FORFEITED.

PARK RENTAL RULES & REGULATIONS

- ALL TRASH GENERATED FROM A RENTER'S EVENT MUST BE BAGGED AND TAKEN AWAY FROM THE PARK
- PLEASE DO NOT USE THE CANS IN THE PARK
- IF THE PARK IS NOT LEFT IN A NEAT AND CLEAN CONDITION, THE RESERVATION/DAMAGE DEPOSIT WILL BE FORFEITED

RENTER RESPONSIBILITIES

- THE RENTER IS RESPONSIBLE FOR SET-UP, BREAK-DOWN, CLEAN-UP AND PLACING BAGGED TRASH IN DUMPSTER (PARKING LOT OF ANNEX FACILITY). ADDITIONAL TRASH THAT WILL NOT FIT INSIDE THE DUMPSTERS MUST BE REMOVED FROM THE PROPERTY BY THE RENTER.
- GYM FLOORS SHOULD BE LEFT IN BROOM CLEAN CONDITION. SEE ATTENDANT FOR MOP/BROOM.

ALCOHOL & TOBACCO PRODUCTS

ALL FACILITIES ARE DESIGNATED "NO ALCOHOL" & "NO TOBACCO PRODUCTS". THIS WILL BE STRICTLY ENFORCED.

MEMBRANE STRUCTURES

- MEMBRANE STRUCTURES (BOUNCE HOUSES, INFLATABLE SLIDES, ETC) WILL BE PERMITTED WITH PROOF OF INSURANCE FROM THE OUTSIDE AGENCY SUPPLYING THE STRUCTURE, AND THE RENTER WILL ASSUME FULL LIABILITY
- A \$25 PERMIT FEE APPLIES FOR A MEMBRANE STRUCTURE (UP TO 4 MEMBRANE STRUCTURES ON THE SAME PERMIT APPLICATION)

TOWN PARKS

DH “BUCK BUCHANAN” TOWN SQUARE PARK

27531 WEST THIRD AVENUE

PARK HOURS DAWN UNTIL DUSK

SEVEN DAYS A WEEK

PROPERTY 1947

ACRES 1.89

FACILITIES & PROGRAMS:

- TOWN GYMNASIUM
- 2 PLAYGROUNDS (AGES 2-5 & 5-12)
- 12X24 PICNIC PAVILION AREA
- CONCRETE WALKING TRAIL WITH BENCHES
- 24X64 PICNIC PAVILION AREA
- RESTROOM BUILDING WITH WATER FOUNTAIN
- 100X100 SKATE PARK EQUIPMENT ON 40X40 CONCRETE SLAB
- BLEACHERS WITH CANOPY

SKATE BOARD/BIKE PARK RULES:

- SKATE/RIDE AT YOUR OWN RISK
- HELMETS, KNEE PADS, AND ELBOW GUARDS ARE REQUIRED
- WRIST GUARDS ARE RECOMMENDED
- SHOES REQUIRED
- NO PETS
- NO TOBACCO PRODUCTS
- NO ALCOHOL OR DRUGS
- NO BAD LANGUAGE
- NO KIDS UNDER 6 WITHOUT ADULT
- NO GLASS CONTAINERS
- KEEP GATES CLOSED
- NO LITTERING
- FAILURE TO FOLLOW PARK RULES MAY RESULT IN POTENTIAL SERIOUS INJURY OR DEATH

OXFORD STREET PARK

37516 OXFORD STREET

PARK HOURS DAWN UNTIL DUSK

SEVEN DAYS A WEEK

PROPERTY 1960

ACRES 6.113

FACILITIES & PROGRAMS:

- DIRECTOR’S OFFICES (ANNEX BLDG)

- RECREATION ANNEX FACILITY - OFFICE HOURS (RANGE) 6:00AM – 6:00PM MONDAY – FRIDAY
- AFTER SCHOOL & SUMMER CAMP PROGRAMS
- SUMMER SPORTS CAMPS
- YOUTH SPORTS LEAGUE FIELDS
- 24-HR. FITNESS CENTER FACILITY
- SWIMMING POOL & SPLASH PAD FACILITY
- BASKETBALL/PICKELBALL COURT
- SHUFFLEBOARD COURT
- PLAYGROUND
- PICNIC PAVILIONS
- RESTROOM BUILDING WITH WATER FOUNTAIN
- SAND VOLLEYBALL COURT

BASEBALL GROUNDS FACILITY

NORTH OXFORD PARK

371093 OXFORD STREET

PARK HOURS DAWN UNTIL DUSK

SEVEN DAYS A WEEK

PROPERTY 1961

ACRES 4.33

FACILITIES & PROGRAMS:

- PLAYGROUND AREA
- BASKETBALL COURT
- PICNIC PAVILION
- BASEBALL FIELD
- DUGOUTS & BENCHES
- RESTROOM & STORAGE BUILDING

TOWN HALL PARK

37238 WEST FIRST STREET

PARK HOURS DAWN UNTIL DUSK

SEVEN DAYS A WEEK

PROPERTY 2008

ACRES 2

FACILITIES & PROGRAMS:

- | | |
|-------------------------------|---|
| • TOWN CLEAN UP | • TODDLER EQUIPMENT |
| • TOWN CAR SHOW | • SWING SET |
| • TOWN HARVEST FESTIVAL | • TOWN EVENTS PAVILION AREA |
| • TOWN VETERANS DAY CEREMONY | • CONCRETE WALKING TRAIL WITH BENCHES |
| • TOWN PARADE OF TREES | • PICNIC TABLES |
| • TOWN TREE LIGHTING & MARKET | • RESTROOM BUILDING WITH WATER FOUNTAIN |
| • GOLF CART PARADE (START) | • OUTDOOR EXERCISE EQUIPMENT |
| • FOOD TRUCK FRIDAY | |

PROGRAMS

FITNESS MEMBERSHIPS:

ACCOUNTS WILL BE DRAFTED UPON THE FIRST (1ST) OR FIFTEENTH (15TH) OF EACH MONTH. DEPENDING ON THE APPLICATION DATE, PRORATED FEES MAY APPLY. THERE ARE NO REFUNDS FOR UNUSED FACILITIES, EARLY TERMINATIONS, OR MEMBERSHIP CONVERSIONS. MEMBERS DESIRING TO CANCEL THEIR MEMBERSHIP SHALL PROVIDE A THIRTY (30) DAY WRITTEN NOTICE.

ALL MEMBERS INCLUDED ON MEMBERSHIP FORMS SHALL REQUIRE A PHOTO ID (DRIVERS LICENSE AND/OR STATE/SCHOOL IDENTIFICATION CARD) COPY TO BE ATTACHED AND KEPT ON FILE. RENTAL FORMS SHALL REQUIRE A PHOTO ID OF THE APPLICANT ONLY.

SHORT TERM USE OF THE FITNESS CENTER FOR \$50 A MONTH CAN BE PAID BY CASH OR CHECK.

- ALL-INCLUSIVE – FITNESS CENTER, POOL (SUMMER MONTHS ONLY), AND FITNESS CLASS ACCESS
- GUEST MEMBERSHIPS – INDIVIDUALS WHO HAVE NEVER USED OUR FACILITY BEFORE MAY ATTEND 3 DAYS OUT OF A GIVEN WEEK, DURING STAFFED HOURS, AT NO CHARGE.
- GROUP MEMBERSHIPS – HAVE THE BENEFIT OF A REGULAR MEMBERSHIP BUT ARE RESTRICTED TO ONE HOUR PER DAY DURING LOW TRAFFIC TIMES FOR A MONTH'S DURATION. A RESPONSIBLE PARTY WILL INITIALLY REGISTER THE GROUP, PAY THE TOTAL DUE, AND MAKE SURE THAT ALL APPLICABLE WAIVERS ARE TURNED IN PRIOR TO THEIR START DATE. CONSISTENT DAY(S) MUST BE INDICATED ON APPLICATION. AFTER THE FIRST MONTH, THE GROUP WILL NEED TO RENEW TO CONTINUE ACCESS.
- COUPLE MEMBERSHIPS – LIVING IN THE SAME HOUSEHOLD.
- FAMILY MEMBERSHIPS – CHILDREN UP TO AGE 20 OUT OF SCHOOL OR AGE 25 IN SCHOOL (STUDENT ID REQUIRED FOR PROOF), LIVING IN THE SAME HOUSEHOLD WITH PARENTS OR LEGAL GUARDIAN.
- HOMETOWN HEROES – LOCAL (RESIDING WITHIN THE 32046 AREA CODE) ACTIVE-DUTY MILITARY RECEIVE A ONE (1) MONTH COMPLIMENTARY INDIVIDUAL MEMBERSHIP WHILE ON LEAVE WITH PROPER CREDENTIALS, COMPLETED APPLICATION, AND PURCHASE OF KEY FOB.
- MEMBER GET A MEMBER – IF A CURRENT MEMBER RECRUITS A NEW MEMBER THAT STAYS ACTIVE FOR AT LEAST 3 MONTHS, THE RECRUITING MEMBER WILL BE GIVEN ONE MONTH'S MEMBERSHIP FREE.
- COMMUNITY CONTRIBUTIONS – AT THE SOLE DISCRETION OF THE DIRECTOR, THE TOWN AUTHORIZES TWELVE (12) ONE-MONTH INDIVIDUAL MEMEBRSHIPS TO BE GIVEN AWAY THROUGH VARIOUS TOWN EVENTS EACH YEAR. THESE WILL BE DISTRIBUTED VIA GIFT CERTIFICATES WITH AN EXPIRATION OF THREE (3) MONTHS FROM ISSUANCE.
- TIVITY (FORMERLY HEALTHWAYS) – PRIME FITNESS APPROVED PROVIDER/LOCATION (INCLUDES: FITNESS CENTER, FITNESS CLASSES & AQUA CLASSES).
- TIVITY (FORMERLY HEALTHWAYS) – SILVER SNEAKERS APPROVED PROVIDER/LOCATION (INCLUDES: FITNESS CENTER, FITNESS CLASSES & AQUA CLASSES).
- HEALTHY CONTRIBUTIONS – RENEW ACTIVE (FORMERLY OPTUM FITNESS ADVANTAGE) APPROVED PROVIDER/LOCATION (INCLUDES: FITNESS CENTER)

- PREMISES ARE MONITORED BY VIDEO SURVEILLANCE: ONE PERSON ALLOWED THROUGH THE MAIN DOOR AT A TIME. ANYONE ATTEMPTING TO LET SOMEONE ELSE IN WILL HAVE THEIR MEMBERSHIP IMMEDIATELY REVOKED.
- PULL STATIONS AND SECONDARY EXITS ARE LOCATED THROUGHOUT THE FACILITY FOR EMERGENCY USE ONLY
- ALL MEMBERSHIP FORMS SHALL REQUIRE A PHOTO ID (DRIVERS LICENSE OR STATE IDENTIFICATION CARD) COPY FOR ALL ADULTS ON THE MEMBERSHIP TO BE ATTACHED AND KEPT ON FILE.
- MEMBERS DESIRING TO CANCEL THEIR MEMBERSHIP SHALL PROVIDE A THIRTY (30) DAY WRITTEN NOTICE.
- HMSH AND HES FACULTY AND STAFF GROUP MEMBERSHIP RATES – IN APPRECIATION FOR THE COMMITMENT OF FACULTY AND STAFF AT OUR COMMUNITY SCHOOLS, EMPLOYEES OF REFERENCED SCHOOLS ARE ELIGIBLE FOR A DISCOUNTED INDIVIDUAL FITNESS CENTER MEMBERSHIP. THE DISCOUNTED RATE OF \$25 PER MONTH. ALL OTHER CRITERIA REGARDING MEMBERSHIP CRITERIA OUTLINED IN THIS RESOLUTION STILL APPLIES.
- TEMPORARY EMPLOYEES OF PARKS & RECREATION. TEMPORARY EMPLOYEES OF PARKS & RECREATION ARE ELIGIBLE FOR A COMPLIMENTARY INDIVIDUAL MONTHLY MEMBERSHIP DURING THEIR PERIOD OF EMPLOYMENT WITH THE TOWN OF HILLIARD.

PERSONAL TRAINING

AVAILABLE PROGRAMS:

- SPORTS PERFORMANCE TRAINING FOR AGES 13 AND UP
- 1 ON 1 PERSONAL TRAINING
- WEEKEND WARRIOR TRAINING

TRAINING PACKAGES (BY APPOINTMENT):

- KINDA SERIOUS (3 MONTHS)
- SERIOUS (6 MONTHS)
- VERY SERIOUS (12 MONTHS)

CHILD WATCH OFFERED

BASED ON NEED BETWEEN THE HOURS OF 7:00AM – 10:00AM & 6:00PM – 8:00PM, MONDAY - FRIDAY

AFTER SCHOOL PROGRAM

HOURS OF OPERATION

7:00AM – 6:00PM MONDAY – FRIDAY

AFTER SCHOOL SEE RATES SHEET FOR CITY/NON CITY

AUGUST – JUNE DATES TO RUN CONSISTENT WITH NASSAU COUNTY SCHOOL SYSTEM

AFTER SCHOOL BUS DROP OFF – 6:00PM

ALL DAY TEACHER PLANNING DAYS & HOLIDAYS TOWN IS OPEN AND SCHOOL IS OUT

GRADES KINDERGARTEN – FIFTH

- TRANSPORTATION FROM SCHOOL PROVIDED
- THIS PROGRAM IS STRICTLY INSTRUCTIONAL IN NATURE
- SNACKS AND DRINKS THAT DO NOT REQUIRE REFRIGERATION ARE PROVIDED DAILY
- APPLICATIONS AVAILABLE ONLINE TO PRINT OR FILL OUT ELECTRONICALLY AND AT ANNEX FACILITY
- INTERMITTEN ATTENDANCE. FOR THOSE WHO HAVE INTERMITTEN ATTENDANCE, A WEEKLY DROP-IN RATE WILL BE REQUIRED IN ORDER TO HOLD SPOT IN PROGRAM. THIS APPLIES IN INSTANCES OF A WAIT LIST.

SUMMER CAMP PROGRAM**HOURS OF OPERATION (RANGE)**

6:00AM – 6:00PM MONDAY – FRIDAY
 JUNE – AUGUST DATES TO RUN CONSISTENT WITH NASSAU COUNTY SCHOOL SYSTEM
 SUMMER BREAK SCHEDULE
 AGES 5 – 12 YEARS OLD (KINDERGARDEN (COMPLETED) – 5TH GRADE)
 TYPICALLY, 2 SHIFTS 6:00AM – 12:00PM & 12:00PM – 6:00PM
 NOTES TAKEN FOR SHIFT TRANSITION

- INDOOR AND OUTDOOR PLAY & ACTIVITIES
- DAILY SWIMMING & SPLASH PAD FUN
- BREAKFAST, LUNCH & HEALTHY SNACKS PROVIDED
- BI-WEEKLY FIELD TRIPS – SCHOOL BUS TRANSPORTATION PROVIDED
- CAMP T-SHIRTS PROVIDED
- APPLICATIONS AVAILABLE ONLINE TO PRINT OR FILL OUT ELECTRONICALLY AND AT ANNEX FACILITY
- MAY MISS UP TO 2 WEEKS IN ORDER TO SECURE SPOT IN PROGRAM.

SUMMER SPORTS CAMPS

SPORTS TYPE FOOTBALL / VOLLEYBALL / BASKETBALL
 DURATION 1 WEEK (4 DAYS)

SILVER SNEAKERS FITNESS CLASSES (CALL FOR AVAILABILITY)

OCTOBER – MAY MONDAY – FRIDAY
 MAY – OCTOBER TUE & THUR
 TIVITY (FORMERLY HEALTHWAYS) SILVER SNEAKER APPROVED PROVIDER/LOCATION
 OFFERED 5 DAYS PER WEEK – PLUS AM AQUA IN SUMMER
 FITNESS CLASSES BASED ON INSTRUCTOR'S CERTIFICATIONS:

- SILVER SNEAKERS CLASSIC
- SILVER SNEAKERS YOGA
- SILVER SNEAKERS CIRCUIT
- SILVER SNEAKERS MSROM
- BOOM! MUSCLE

AQUA SILVER SNEAKERS FITNESS CLASSES

MAY – OCTOBER MONDAY – FRIDAY
 TIVITY (FORMERLY HEALTHWAYS) SILVERSNEAKER APPROVED PROVIDER/LOCATION
 OFFERED 5 DAYS PER WEEK – PLUS INDOOR CLASSES YEAR AROUND
 AQUA CLASSES OFFERED ARE BASED ON INSTRUCTOR'S CERTIFICATIONS:

- AQUA AEROBICS – THIS IS A COMBINATION OF SHALLOW AND DEEP WATER EXERCISE THAT STRENGTHENS MUSCLES AND CARDIOVASCULAR SYSTEM, WITH MINIMAL JOINT STRESS.
- AQUA SILVERSNEAKERS AEROBICS – BASIC SHALLOW WATER EXERCISE CLASS INCLUDES CARDIOVASCULAR EXERCISE WITH STRETCHING AND TONING. IT IMPROVES STRESS MANAGEMENT, STRENGTH AND ENDURANCE.

SWIMMING LESSONS

- GROUP AND PRIVATE SWIM LESSONS
- AVAILABLE FOR CHILDREN AND ADULTS AGES TWO YEARS OLD AND UP

- AVAILABILITY IS LIMITED, ESPECIALLY DURING THE SUMMER MONTHS, DUE TO LIMITED POOL TIME AND INSTRUCTOR AVAILABILITY
- REQUESTS WILL BE HONORED AS TIME AND INSTRUCTOR AVAILABILITY
- REGISTER FOR SWIMMING LESSONS AT THE ANNEX FACILITY OR ONLINE

ADULT CO ED SOFTBALL LEAGUES

SPRING SEASON APRIL – JUNE
 SUMMER SEASON JULY – AUGUST
 FALL SEASON SEPTEMBER – NOVEMBER

EACH SOFTBALL TEAM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- PAY THE UMPIRE ASSOCIATION FEE
- PROVIDE A MINIMUM OF TWO NEW SOFTBALLS PER GAME
- PURCHASE AND WEAR TEAM SHIRTS WITH NUMBERS

ADULT BASKETBALL LEAGUES

- SEASONAL DATES DETERMINED BY PROGRAM MANAGER

ADULT VOLLEYBALL LEAGUES

- SUMMER SEASON DETERMINED BY PROGRAM MANAGER

YOUTH SPORTS LEAGUES & PROGRAMS

- YOUTH SOCCER LEAGUES
- YOUTH FLAG FOOTBALL
- YOUTH BASKETBALL LEAGUES
- YOUTH VOLLEYBALL LEAGUE
- YOUTH TENNIS PROGRAM
- YOUTH TRACK PROGRAM

OPTIONAL ADDED PROGRAMS:

- YOUTH SWIM LEAGUES (INSTRUCTOR CAN ASSIST WITH PROGRAM STRUCTURE)
- INFANT SWIM CLASSES (INSTRUCTOR CAN ASSIST WITH PROGRAM STRUCTURE)
- AQUA ZUMBA CLASSES (INSTRUCTOR CAN ASSIST WITH PROGRAM STRUCTURE)
- SCHOOL SWIM LEAGUE (INSTRUCTOR CAN ASSIST WITH PROGRAM STRUCTURE)
- ADULT CO-ED KICKBALL LEAGUE
- ADULT CO-ED SOCCER LEAGUE
- YOUTH KICKBALL LEAGUE

CPR, FIRST AID, & EMERGENCY OXYGEN ADMINISTRATION CERTIFICATION PROGRAMS

(BASED ON INSTRUCTOR AVAILABILITY)

TAUGHT BY A CERTIFIED AMERICAN SAFETY & HEALTH INSTITUTE INSTRUCTOR

FACILITIES

TOWN GYMNASIUM

27531 WEST THIRD AVENUE

HOURS OF OPERATION

BASED ON PROGRAMS IN SEASON

RECREATION ANNEX FACILITY

37516 OXFORD STREET

DIRECTOR'S OFFICE

PHONE (904) 845-2733

WEBSITE: www.townofhilliard.com

PARKS & RECREATION STAFF

FULL TIME EMPLOYEES:

- DIRECTOR
- OFFICE MANAGER
- PROGRAM MANAGER
- EVENT COORDINATOR / PIO

PART TIME EMPLOYEES:

- ADMINISTRATIVE ASSISTANT
- FITNESS TRAINERS
- FITNESS CENTER ATTENDANTS
- CHILD WATCH ATTENDANTS
- AFTER SCHOOL/SUMMER CAMP ATTENDANTS
- FITNESS CLASS INSTRUCTORS (ZUMBA, YOGA, ETC.)
- TIVITY (FORMERLY HEALTHWAYS) SILVER SNEAKERS INSTRUCTOR
- GYMNASTICS INSTRUCTOR
- MARTIAL ARTS INSTRUCTOR
- GYMNASIUM ATTENDANT
- CONCESSIONS ATTENDANT

TEMPORARY SUMMER EMPLOYEES:

- HEAD SUMMER LIFEGUARD
- SUMMER LIFEGUARDS
- HEAD SUMMER CAMP COUNSELOR
- SUMMER CAMP COUNSELORS
- SWIM LESSON INSTRUCTORS

24-HOUR FITNESS CENTER FACILITY

37516 OXFORD STREET

HOURS OF OPERATION

OPEN 24 HRS/7 DAYS PER WK

STAFFED: 30 HRS/WK

6:00AM – 12:00PM MONDAY - FRIDAY 6 HRS X 5 = 30 HRS

FITNESS CENTER EQUIPMENT:

- WEIGHTS ROOM/CARDIO AREA HAS FREE WEIGHTS
- CYBEX EQUIPMENT
- PRECOR TREADMILLS
- PRECOR ELLIPTICALS & STEPPER/STAIR CLIMBERS
- VISION INDOOR CYCLE BIKES
- VARIOUS OTHER FITNESS EQUIPMENT

FITNESS CENTER AGE REQUIREMENTS:

- AGES 13-15 WITH ADULT SUPERVISION
- AGES 16-17 UNSUPERVISED BUT WITH WAIVER SIGNED BY PARENT OR GUARDIAN

SWIMMING POOL FACILITY

37516 OXFORD STREET

POOL SEASON:

MAY – SEPTEMBER (APPROXIMATELY 4 MOS)

HOURS OF OPERATION DURING SCHOOL'S SUMMER BREAK MONTHS:

9:00AM – 10:00AM	MONDAY – FRIDAY	AQUA CLASS & LAP SWIM
12:00PM – 6:00PM	MONDAY – FRIDAY	PUBLIC SWIM
12:00PM – 5:00PM	SATURDAY	PUBLIC SWIM
1:00PM – 5:00PM	SUNDAY	PUBLIC SWIM

HOURS OF OPERATION DURING SCHOOL'S SUMMER BREAK MONTHS:

10:00AM – 12:00PM	MONDAY – FRIDAY	PRIVATE SWIM
10:00AM – 12:00PM	SATURDAY	PRIVATE SWIM
5:00PM – 9:00PM	SATURDAY	PRIVATE SWIM

HOURS OF OPERATION DURING SUMMER MONTHS THAT SCHOOL IS IN SESSION:

CALL TO RENT	PRIVATE SWIM
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HOURS OF OPERATION DURING SUMMER MONTHS THAT SCHOOL IS IN SESSION:

9:00AM – 11:00AM (RANGE)	MONDAY – FRIDAY	AQUA CLASS & LAP SWIM
CLOSED	MONDAY – THURSDAY	PUBLIC SWIM
4:00PM – 6:00PM	FRIDAY	PUBLIC SWIM
10:00AM – 5:00PM	SATURDAY	PUBLIC SWIM

- NO POOL SHALL BE OPENED TO THE PUBLIC WITHOUT FIRST BEING CLEANED, VACUUMED AND HAVING A TOWN EMPLOYED SAFETY LIFEGUARD IN PLACE TO MONITOR THE ACTIVITIES OF THE POOL.
- ALL SEASONAL SWIMMING POOL WORKERS SHALL BE HIRED NO LATER THAN THE MONTH OF APRIL.
- CITY RESIDENCY VERIFICATION – DRIVERS LICENSE AND/OR UTILITY BILL REQUIRED FOR DISCOUNT
- ALL MEMBERSHIP FORMS SHALL REQUIRE A PHOTO ID (DRIVERS LICENSE OR STATE IDENTIFICATION CARD) COPY TO BE ATTACHED AND KEPT ON FILE.
- MEMBERS DESIRING TO CANCEL THEIR MEMBERSHIP SHALL PROVIDE A THIRTY (30) DAY WRITTEN NOTICE.

SWIMMING POOL RULES:

- NO RUNNING
- NO DIVING
- NO HORSEPLAY
- NO SMOKING/NO TOBACCO PRODUCTS
- NO GLASS OR BREAKABLE ITEMS
- SHOWER BEFORE ENTERING
- PROPER SWIMWEAR REQUIRED
- CHILDREN UNDER AGE 10 MUST BE ACCOMPANIED BY AN ADULT
- SWIM DIAPERS REQUIRED FOR NON POTTY-TRAINED CHILDREN
- ONLY COAST GUARD APPROVED FLOTATION DEVICES ALLOWED
- BATHING CAPACITY 75
- NO PETS
- NO ALCOHOL OR DRUGS
- NO BAD LANGUAGE

EVENTS:

FOOD TRUCK FRIDAY – LAST FRIDAY OF THE MONTH

FOOD TRUCK VENDORS - \$50
 APPLICATION/INFORMATION SHEET – NO FEES
 SINGING – SUMMER MONTHS ONLY
 TRASH RECEPTICLES

HILLIARD ANNUAL TOWN CLEAN UP – MARCH

DONATION(S)
 VOLUNTEERS
 PRIZES
 HOUSE-HOLD TRASH / YARD DEBRI / WHITE GOODS (METALS)
 TIRES (LAND FILL – TIRE AMNESTY DAY)
 COOK OUT
 TRASH RECEPTICLES

HILLIARD CAR SHOW – SEMI-ANNUAL

FOOD TRUCK VENDORS - \$50
 PARKING ASSISTANCE
 CAR SHOW ENTRY – \$20
 CAR SHOW CARDS
 CAR SHOW JUDGES
 PEOPLES CHOICE CARDS
 CAR SHOW TROPHIES
 DONATIONS
 SOUND SYSTEM SPEAKER
 TRAFFIC CONTROL (NCSD)
 TRASH RECEPTICLES

INDEPENDENCE DAY GOLF CART PARADE – JUNE

GOLF CART ROUTE MAP
 FOOD TRUCK VENDORS - \$50
 APPLICATIONS – NO FEE
 GRAND MARSHAL
 BEST DECORATED CART JUDGE
 BEST DECORATED MEDALIANS
 TRAFFIC CONTROL (NCSD)
 TRASH RECEPTICLES

FOURTH OF JULY FIREWORKS DISPLAY – JULY 4TH

NORTHEAST FAIR GROUNDS
 JOINT PLANNING
 SOUND SYSTEM
 SINGING
 FOOD TRUCK VENDORS
 PARKING ASSISTANCE
 FIREWORKS DISPLAY
 TRAFFIC CONTROL (NCSD)
 TRASH RECEPTICLES

HILLIARD HARVEST FESTIVAL – SEPTEMBER

FOOD TRUCK VENDORS - \$50
 REGULAR VENDORS - \$50
 CARNIVAL GAMES (FREE)
 PUMPKIN PATCH
 APPLICATIONS – SEE FOOD TRUCK / REGULAR VENDORS
 SOUND SYSTEM
 SINGING
 PARKING ASSISTANCE
 TRAFFIC CONTROL (NCSD)
 TRASH RECEPTICLES

TRUNK OR TREAT - OCTOBER**HILLIARD VETERANS DAY – NOVEMBER**

DONATION
 VOLUNTEERS
 COOK OUT
 TRASH RECEPTICLES

HILLIARD PARADE OF TREES – NOVEMBER – JANUARY

APPLICATIONS – \$50
 TREES UP
 TREES DECORATED PRIOR TO CHRISTMAS TREE LIGHTING
 TREES DECORATIONS REMOVED FIRST WEEK OF JANUARY
 PEOPLES CHOICE BEST DECORATED JUDGING

HILLIARD ANNUAL CHRISTMAS MARKET & TREE LIGHTING – NOVEMBER

FOOD TRUCK VENDORS - \$50
 REGULAR VENDORS - \$50
 CARNIVAL GAMES (FREE)
 PARADE OF TREES
 APPLICATIONS – SEE FOOD TRUCK / REGULAR VENDORS
 SOUND SYSTEM
 SINGING

PARKING ASSISTANCE
TRAFFIC CONTROL (NCSD)
TRASH RECEPTICLES
TREE LIGHTING
SANTA CLAUSE
CHRISTMAS CAROLING
HOT COCO & CIDER
COOKIES

CHRISTMAS GOLF CART PARADE - DECEMBER

GOLF CART ROUTE MAP
FOOD TRUCK VENDORS - \$50
APPLICATIONS – NO FEE
GRAND MARSHAL
BEST DECORATED CART JUDGE
BEST DECORATED MEDALIANS
TRAFFIC CONTROL (NCSD)
TRASH RECEPTICLES

RATES SHEET:

YOUTH PROGRAMS/SPORTS:

AFTER SCHOOL RATES

PM ONLY WEEKLY RATE	\$70
DROP-IN RATE	\$25
ADD FOR ALL DAY	\$10
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT/PICK UP FEE	\$15

SUMMER CAMP RATES

REGISTRATION FEE	\$100
WEEKLY RATE	\$110
DROP-IN RATE	\$35
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT FEE	\$15

YOUTH GYMNASTICS/TUMBLING CLASS RATES

MONTHLY RATE	\$60
10 PARTICIPANTS PER CLASS (MINIMUM)	
2 CLASSES PER WEEK	
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT FEE	\$15

YOUTH MARTIAL ARTS CLASS RATES

MONTHLY RATE	\$60
10 PARTICIPANTS PER CLASS (MINIMUM)	
2 CLASSES PER WEEK	
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT FEE	\$15

ADULT MARTIAL ARTS CLASS RATES

MONTHLY RATE	\$60
10 PARTICIPANTS PER CLASS (MINIMUM)	
2 CLASSES PER WEEK	
LATE PAYMENT FEE	\$15

BASKETBALL TOURNAMENT RATES

3 ON 3 BASKETBALL PER TEAM	\$75
MIN 6 TEAMS	

OVER 35 BASKETBALL

REGISTRATION FEE	\$60
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ADULT VOLLEYBALL

REGISTRATION FEE	\$60
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SUMMER SPORTS CAMPS

REGISTRATION FEE	\$50
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT FEE	\$15
SPORTS TYPE	FOOTBALL / VOLLEYBALL / BASKETBALL
DURATION	1 WEEK (4 DAYS)

YOUTH SPORTS LEAGUES RATES

5 TEAMS (MINIMUM)	
50 PLAYERS (MINIMUM)	\$60 PER PLAYER
MULTI KID DISCOUNT	\$10 PER EXTRA KID
LATE PAYMENT FEE	\$15

BUCK PARK FACILITY/PICNIC RENTAL:**GYMNASIUM****27531 WEST THIRD AVENUE****FACILITY RENTAL RATES**

GYMNASIUM RESERVATION/DAMAGE DEPOSIT	\$35 (MINIMUM)
GYMNASIUM HOURLY RATE (INCLUDES ATTENDANT)	\$70

PARK PICNIC & GRILL PAVILION RENTAL RATES

BUCK PARK RESERVATION/DAMAGE DEPOSIT	\$25 (MINIMUM)
BUCK PARK LARGE PAVILION PER HOUR	\$20
BUCK PARK SMALL PAVILION PER HOUR	\$10

OXFORD PARK FACILITY/PICNIC RENTAL**FITNESS CENTER FACILITY (24 HOUR)****37516 OXFORD STREET**

FITNESS CENTER MEMBERSHIP RATES	DAILY	DRAFT ONLY MONTHLY	SEMI ANNUAL	ANNUAL	DRAFT ONLY MONTHLY ALL-INCLUSIVE
INDIVIDUAL	\$5	\$35	\$193	\$385	\$55
COUPLE		\$50	\$275	\$550	\$70
FAMILY		\$65	\$358	\$715	\$85
FITNESS CLASSES	\$5	\$30			

SHORT TERM USE OF THE FITNESS CENTER CAN BE PAID BY CASH OR CHECK OR CARD.

INDIVIDUAL \$50/MO.

COUPLE \$65/MO.

FAMILY \$80/MO.

GROUP (10 people or less)	MONTHLY FEE (RENEWABLE)
YOUTH	\$50 – 1 DAY PER WEEK

ADULT	\$250 – 3 DAYS PER WEEK
GROUP (11-20 people)	
YOUTH	\$100 – 1 DAY PER WEEK
ADULT	\$500 – 3 DAYS PER WEEK

24-HR. MEMBERSHIP: INITIAL AND REPLACEMENT KEY FOBS – \$5

PERSONAL TRAINING RATES

PER MONTH	\$160
2 X THIRTY (30) MIN. SESSIONS PER WEEK FOR 4 WEEKS	

CHILD WATCH RATES

PER MONTH ADD TO MEMBERSHIP	\$20
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HOME SCHOOL FITNESS CLASS RATES

DAILY RATE	\$3
2 DAYS PER WEEK	
10 PARTICIPANT PER CLASS	

SWIMMING POOL FACILITY

37516 OXFORD STREET

	DAILY	MONTHLY	SEASONAL
SWIMMING POOL RATES			
INDIVIDUAL	\$3	\$30	\$90
COUPLE		\$45	\$135
FAMILY		\$60	\$180
GROUPS UNDER 10	\$15	\$100	\$300
AQUA CLASSES	\$5		\$30

PRIVATE SWIMMING LESSONS RATES

30 MINUTE SINGLE	\$20
30 MINUTE 4 PACK	\$65
30 MINUTE 8 PACK	\$120
FOR ODD NUMBER SWIM PACKAGES (5 LESSONS) ADD 1 FULL PRICE SESSION.	

GROUP SWIMMING LESSONS RATES

LEVEL 1 & 2 (1 WK COURSES, MONDAY-THURSDAY)	\$50
LEVEL 3 & 4 (2 WK COURSES, MONDAY-THURSDAY))	\$60
REGISTRATION IS LIMITED TO ONE SESSION UNTIL THE CURRENT SESSION IS COMPLETED.	

FACILITY RENTAL RATES

POOL & SPLASH PAD RESERVATION/DAMAGE DEPOSIT	\$58 (MINIMUM)
POOL & SPLASH PAD HOURLY RATE	\$85
POOL LIFEGUARD(S) RATE PER HOUR (2 PER 35 PEOPLE)	\$30
SPLASH PAD ONLY RESERVATION/DAMAGE DEPOSIT	\$38 (MINIMUM)
SPLASH PAD ONLY HOURLY RATE	
(UP TO 25 PEOPLE INCLUDES ATTENDANT)	\$75

PICNIC AREA RENTAL RATES

OXFORD PARK PICNIC RESERVATION/DAMAGE DEPOSIT	\$25 (MINIMUM)
OXFORD PARK PICNIC AREA HOURLY RATE	\$10

CPR, FIRST AID, & EMERGENCY OXYGEN ADMINISTRATION CERTIFICATION PROGRAMS

(BASED ON INSTRUCTOR AVAILABILITY)

TAUGHT BY A CERTIFIED AMERICAN SAFETY & HEALTH INSTITUTE INSTRUCTOR

\$25/STUDENT, PER CLASS

NORTH OXFORD PARK FACILITY/PARK RENTAL**BASEBALL GROUNDS FACILITY****371093 OXFORD STREET****PARK RENTAL RATES**

OXFORD BALL PARK RESERVATION/DAMAGE DEPOSIT	\$33 (MINIMUM)
OXFORD BALL PARK DAILY RATE	\$65

ADULT CO-ED SOFTBALL RATES

6 TEAMS (MINIMUM)

PER PERSON	\$40
PER TEAM	\$350

OPTIONAL ADDED RATES:

ADULT VOLLEYBALL LEAGUE

SKATEBOARD/BIKE PARK RENTAL

NO REFUNDS WILL BE ISSUED FOR A SPORT AFTER PRACTICES HAVE STARTED FOR THE SEASON.

EVENTS**HILLIARD TOWN CLEANUP - MARCH****INDEPENDENCE DAY GOLF CART PARADE – JUNE****FIREWORK CELEBRATION – JULY (FAIRGROUNDS)****HILLIARD HARVEST FESTIVAL – SEPTEMBER****HILLIARD CAR SHOW – SEMI-ANNUAL****HILLIARD ANNUAL CHRISTMAS MARKET & TREE LIGHTING – NOVEMBER****HILLIARD VETERANS DAY CELEBRATION - NOVEMBER****CHRISTMAS GOLF CART PARADE - DECEMBER****HILLIARD CAR SHOW – SEMI-ANNUAL**

CAR SHOW RECEIPTS – FEE	\$20
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GOLF CART PARADE – JUNE & DECEMBER

GOLF CART RECEIPTS – FEE	No Charge
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HILLIARD PARADE OF TREES – NOVEMBER – JANUARY

APPLICATIONS – FEE	\$50
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VENDOR FEES (FOOD TRUCK FRIDAY, CAR SHOW, HARVEST FESTIVAL, OTHERS TO BE DETERMINED)

FOOD TRUCK VENDORS	\$50
REGULAR VENDORS	\$50

SPONSORSHIPS:

EVENTS:

BUSINESSES AND/OR INDIVIDUALS MAY SPONSOR TOWN EVENTS. THE FEE FOR A SPONSORSHIP IS \$225. SPONSORS ARE ABLE TO PLACE SIGNAGE AT THE TOWN SPONSORED EVENT IN AN AREA TO BE PRE-DETERMINED BY THE EVENT COORDINATOR / PARKS & RECREATION DIRECTOR. SPONSORSHIPS ARE TO BE USED TO OFFSET EXPENSES ASSOCIATED WITH THE EVENT.

SPORTS PROGRAMS:

A SINGLE TEAM SPONSOR COST IS \$225. THIS HELPS OFFSET THE COST OF UNIFORMS, OFFICIATING FEES, EQUIPMENT PURCHASES AND FIELD UPKEEP. EACH TEAM SPONSOR WILL RECEIVE A TEAM PICTURE PLAQUE OF THE SPONSORED TEAM AS WELL AS RECOGNITION ON OUR RECREATION SOCIAL MEDIA PAGES. THERE ARE ALSO OTHER OPPORTUNITIES TO SPONSOR OUTLINED BELOW:

- SINGLE TEAM SPONSOR (\$225):

SPONSORSHIP OF A SINGLE TEAM. SPONSOR WILL RECEIVE A TEAM PICTURE PLAQUE AS WELL AS RECOGNITION ON OUR RECREATION SOCIAL MEDIA.

- TWO TEAM SPONSOR (\$450):

SPONSORSHIP OF TWO (2) TEAMS. SPONSOR WILL RECEIVE A TEAM PICTURE PLAQUE AS WELL AS RECOGNITION ON OUR RECREATION SOCIAL MEDIA AND DISPLAY ON OUR SPONSOR SIGN IN OUR TOWN GYMNASIUM.

- THREE TEAM SPONSOR (\$675):

SPONSORSHIP OF THREE (3) TEAMS (EITHER ACROSS DIFFERENT YOUTH SPORTS PROGRAMS OR WITHIN SAME PROGRAM). SPONSOR WILL RECEIVE TEAM PICTURE PLAQUES AND RECURRING RECOGNITION ON OUR RECREATION SOCIAL MEDIA THREE TIMES A YEAR.

- FOUR TEAM SPONSOR (\$900):

SPONSORSHIP OF FOUR (4) TEAMS (EITHER ACROSS DIFFERENT YOUTH SPORTS PROGRAMS OR WITHIN SAME PROGRAM). SPONSOR WILL RECEIVE TEAM PICTURE PLAQUES, RECURRING RECOGNITION ON OUR RECREATION SOCIAL MEDIA FOUR TIMES A YEAR AND A SPONSOR SIGN LOCATED AT OUR OXFORD ST. PARK

RESOLUTIONS

2011-09	P&R - Parks & Recreation Department Programs & Fees – 08.18.2011
2011-10	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2011-09 – 09.15.2011 (10.01.2011)
2011-16	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2011-10 – 12.15.2011 (01.01.2012)
2012-09	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2011-16 – 10.22.2012
2013-05	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2012-09 – 04.04.2013
2013-08	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2013-05 – 07.18.2013
2013-15	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2013-08 – 11.07.2013
2014-04	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2013-15 – 02.20.2014
2014-09	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2014-04 – 06.05.2014
2014-16	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2014-09 – 11.20.2014
2016-08	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2014-16 – 05.19.2016
2016-14	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2016-08 – 08.18.2016
2016-20	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2016-14 – 12.15.2016
2017-07	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2016-20 – 04.20.2017
2017-10	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2017-07 – 08.17.2017
2018-03	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2017-10 – 02.01.2018
2018-10	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2018-03 – 08.02.2018
2018-21	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2018-10 – 12.20.2018
2020-07	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2018-21 – 01.16.2020
2021-03	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2020-07 – 02.04.2021
2021-10	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2021-03 – 04.15.2021
2025-05	P&R - Amending Parks & Recreation Department Programs & Fees – Amending Resolution No. 2021-10 – 03.20.2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval of the annual Parks & Recreation Seasonal Staffing Request.

BACKGROUND:

Annual Staffing Request for Summer Camp Counselors and Swimming Pool Lifeguards.

FINANCIAL IMPACT:

The positions are seasonal and an annual projected expense of P&R. The positions will end prior to the six-month employment window for FRS Eligibility.

RECOMMENDATION:

Town Council approval of the number of requested summer temporary positions upon interviewing, review of references, and receipt of required certifications for the 2025 summer camp and pool opening programs.

Parks & Recreation Seasonal Staffing Requests.

AQUATICS CENTER (Temporary Part-Time Positions)

Lifeguards & Swim Instructors to start one week prior to pool opening and will end when the pool closes for the 2025 summer season. The staffing numbers and hourly rates are for Temporary Lifeguards and/or Swim Instructors that will work 25 to 30 hours per week. A minimum of 2 lifeguards always need to be present.

(Hourly Rates will be based on experience)

1. TBD \$13.50 per hour Lifeguard / Swim Instructor – Lifeguard Experience
2. TBD \$13.25 per hour Lifeguard – Swim Instructor - Lifeguard Experience
3. TBD \$13.25 per hour Lifeguard – Swim Instructor - Lifeguard Experience
4. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
5. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
6. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
7. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
8. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
9. TBD \$13.15 per hour Lifeguard – Lifeguard Experience
10. TBD \$13.05 per hour Lifeguard – Certified Lifeguard
11. TBD \$13.05 per hour Lifeguard – Certified Lifeguard
12. TBD \$13.05 per hour Lifeguard – Certified Lifeguard
13. TBD \$13.05 per hour Lifeguard – Certified Lifeguard
14. TBD \$13.05 per hour Lifeguard – Certified Lifeguard

SUMMER CAMP (Temporary Part-Time Positions)

The Camp Counselors positions will start a few weeks before summer starts to allow for staff training and will end consistent with the Nassau County School system summer break schedule. Camp Counselors will work 20-30 hours per week with the rate of pay as listed for each. Hours/shifts are subject to change based on need (1 counselor/10 camper ratio)

1. Shelby Turner* – Current Regular Part Time
2. Loree Whiddon* - Current Regular Part Time
3. Laila Spatcher* - Current Regular Part Time
4. Hanna Knoll* - Current Regular Part Time
5. TBD \$13.10 per hour Counselor – Summer Camp Experience
6. TBD \$13.10 per hour Counselor – Summer Camp Experience
7. TBD \$13.10 per hour Counselor – Summer Camp Experience
8. TBD \$13.10 per hour Counselor – Summer Camp Experience
9. TBD \$13.10 per hour Counselor – Summer Camp Experience
10. TBD \$13.10 per hour Counselor – Summer Camp Experience
11. TBD \$13.10 per hour Counselor – Summer Camp Experience
12. TBD \$13.00 per hour Counselor – 1st summer
13. TBD \$13.00 per hour Counselor – 1st summer

Administrative Assistant (Temporary Part-Time Position). This position is a placeholder, will primarily fill with current regular part time staff working in summer camp / after school program.

AM (6:00 AM – 12:00 PM) – Summer

1. TBD \$13.50 per hour – previous administrative experience preferred.

Facilities Maintenance Associate (Temporary Part-Time Position)

Flexible Schedule – Summer

1. TBD \$13.50 per hour – Experience operating lawn maintenance equipment, vacuuming pool and general maintenance.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors, in the amount of \$19,565.00.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

\$19,565.00

RECOMMENDATION:

Town Council approval of the Capital Budget Expenditure for the Fire Department's Overhead Doors with Burdens Overhead Doors in the amount of \$19,565.00.

ESTIMATE

BURDENS OVERHEAD DOORS INC.

10418 New Berlin Rd Unit 222
Jacksonville, FL 32226

burdensdoors@gmail.com
+1 (904) 757-3033
www.burdensdoorsjax.com



ITEM-8

Bill to

Hilliard V.Fire Dept.
15859 CR 108
Hilliard, FL 32046

Ship to

Hilliard V.Fire Dept.
15859 CR 108
Hilliard, FL 32046
Jerry Johnson

Estimate details

Rep: Gary

Estimate no.: 47174

Estimate date: 02/19/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/19/2025	10x10	10'2"x10 CHI 3240 zone 3 white solid	3	\$1,430.00	\$4,290.00
2.	02/19/2025	12x10	12'2"x10 CGI 3240 Zone 3 white solid	3	\$1,625.00	\$4,875.00
3.	02/19/2025	install	Labor to install 10'2"x10, 12'2"x10	6	\$500.00	\$3,000.00
4.	02/19/2025	Brackets	Bracket mount / angle mount **** per door ****	1	\$200.00	\$200.00
5.	02/19/2025	Opener	Opener LM T501L5 10' includes installation	6	\$1,200.00	\$7,200.00

Total

\$19,565.00

Note to customer

ALL ELECTRICAL WIRING DONE BY OTHERS

Accepted date

Accepted by

ESTIMATE

BURDENS OVERHEAD DOORS INC.

10418 New Berlin Rd Unit 222
Jacksonville, FL 32226

burdensdoors@gmail.com
+1 (904) 757-3033
www.burdensdoorsjax.com



ITEM-8

Bill to

Hilliard V.Fire Dept.
15859 CR 108
Hilliard, FL 32046

Ship to

Hilliard V.Fire Dept.
15859 CR 108
Hilliard, FL 32046

Estimate details

Rep: Gary

Estimate no.: 47175

Estimate date: 02/19/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	02/19/2025	Section	Section 10'2" white **** 2 sections per door****	3	\$500.00	\$1,500.00
2.	02/19/2025	Section	Section 12'2" white ****2 sections per door****	3	\$525.00	\$1,575.00
3.	02/19/2025	Rollers	Rollers ***** 12 rollers per door	72	\$10.00	\$720.00
4.	02/19/2025	Cable	Cables **** per door	6	\$20.00	\$120.00
5.	02/19/2025	install	Labor to install **** per Door	6	\$200.00	\$1,200.00
6.	02/19/2025	Opener	Opener LM T501L5 includes installation	6	\$1,200.00	\$7,200.00

Total

\$12,315.00

Note to customer

ALL ELECTRICAL WIRING DONE BY OTHERS

Accepted date

Accepted by

Aldor Sales Inc. of Georgia

5573-C US Hwy 17 North
Kingsland, GA 31548

912-729-7888

aldorsales@tds.net

www.alldorgaragedoorsandmore.com

P.O. Box 1900
Kingsland, GA 31548

912-729-1910 fax

Estimate

ITEM-8

Date	Estimate #
3/12/2025	14043

Name / Address
HILLIARD TOWN MUNICIPAL FIRE STATION 3794 PECAN STREET HILLIARD FL 32046

JOB ADDRESS:
307-730-1699 CHIEF JOHNSON



Qty	Description	Rate	U/M	Total
3	10X10 HAAS 2400 SERIES, MODEL C2410; FLUSH PANEL; SOLID (NO WINDOW); NON INSULATED; 130 MPH WINDLOAD - DP: 14.8/-16.3; COLOR- CHARCOAL; RADIUS 12"	1,297.00	EA	3,891.00T
2	12X10 HAAS 2400 SERIES, MODEL C2410; FLUSH PANEL; SOLID (NO WINDOW); NON-INSULATED; 130 MPH WINDLOAD - DP: 14.1/-15.8; COLOR- CHARCOAL; RADIUS 12"; REVERSE ANGLE	1,586.00	EA	3,172.00T
	FREIGHT	511.00		511.00
5	REMOVE AND DISPOSE EXISTING DOOR	95.00	EA	475.00
5	INSTALL DOOR	225.00	EA	1,125.00
5	LIFTMASTER T501L5; 1/2 HP; 10' RAIL TROLLEY; LOGIC 5; DUAL VOLTAGE CONNECTIONS 115V/230V; 1 - SET SAFETY SENSORS; 1 - WALL CONTROL PANEL; 1 - REMOTE CONTROL; SECURITY +2.0 RADIO RECIEVER; MyQ TECHNOLOGY	1,388.00	EA	6,940.00T

Payment to be made as follows: Deposit:

Payment in full upon completion.

NOTE: This Proposal may be withdrawn by us if not accepted within seven (7) days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by:

Date:

Printed Name:

Subtotal

Sales Tax (7.0%)

Total

CUSTOMER IS RESPONSIBLE FOR CLEARING GARAGE AREA A MINIMUM OF 6' INSIDE DOOR. OUR TECHNICIANS ARE NOT ALLOWED TO MOVE CUSTOMERS' PERSONAL PROPERTY.

Aldor Sales Inc. of Georgia

5573-C US Hwy 17 North
Kingsland, GA 31548

912-729-7888

aldorsales@tds.net

www.aldorgaragedoorsandmore.com

P.O. Box 1900

Kingsland, GA 31548

912-729-1910 fax

Estimate

ITEM-8

Date	Estimate #
3/12/2025	14043

Name / Address
HILLIARD TOWN MUNICIPAL FIRE STATION 3794 PECAN STREET HILLIARD FL 32046

JOB ADDRESS:
307-730-1699 CHIEF JOHNSON



Qty	Description	Rate	U/M	Total
5	ATSW - ADVANCED TROLLEY SYSTEM LIGHT-DUTY OPERATOR; SAFETY SENSORS; 1 - 371 LM REMOTE; RAIL 14' - \$845 OPTION		EA	0.00T
5	INSTALL MOTOR - COMMERCIAL	175.00	EA	875.00
	ONE (1) YEAR WORKMANSHIP WARRANTY ON NEW INSTALLATIONS - DOOR AND/OR OPENER			

Payment to be made as follows: Deposit:

Payment in full upon completion.

NOTE: This Proposal may be withdrawn by us if not accepted within seven (7) days.

ACCEPTANCE OF PROPOSAL – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by:

Date:

Printed Name:

Subtotal	\$16,989.00
Sales Tax (7.0%)	\$980.21
Total	\$17,969.21

CUSTOMER IS RESPONSIBLE FOR CLEARING GARAGE AREA A MINIMUM OF 6' INSIDE DOOR. OUR TECHNICIANS ARE NOT ALLOWED TO MOVE CUSTOMERS' PERSONAL PROPERTY.

Quote



1520 Emma Ln Neptune Beach 32266 Phone: 9048218463 Fax: 9048218408 Email:
a1aoverheaddoorco@comcast.net

Date: 17-Feb-2025 09:26 AM

QUOTATION NO: 1349

To: Hilliard Fire Department

3794 Pecan Street
Hilliard, 32046
Florida, United States

Quantity	Description	Unit Price (\$)	GST Rate (\$)	Sub Total (\$)
2.00	10'2"x10 Chi 3250 Commercial Sectional Door	2,499.00	0.00	4,998.00
4.00	9'2"x10 Chi 3250 Commercial Sectional Door	2,299.00	0.00	9,196.00
4.00	LM Opener 8165 Chain 10'	799.00	0.00	3,196.00
4.00	Rewire Opener	90.00	0.00	360.00
6.00	Ram Track	229.00	0.00	1,374.00
Sub Total:				\$ 19,124.00
Tax Rate Amount:				\$ 0.00
Quote Total (Tax Rate Incl.):				\$ 19,124.00

Site Name:

Contact Name:

Quote Description

Company Note

Door have to be ordered. Ordering lead time is 3-5 weeks. 50% deposit required to order



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.

BACKGROUND:

This is to repair and upgrade the Ring Power CAT Generator Control Panel Assembly at the Water Treatment Plant. Considering the age of the generator Ring Power is the only one certified to make the repair.

FINANCIAL IMPACT:

\$24,843.50

RECOMMENDATION:

Town Council to approve the Capital Budget Expenditure for the repair and upgrade of the Ring Power CAT Generator located at the Water Treatment Plant, in the amount of \$24,843.50.

TOWN OF HILLIARD ACCOUNTS PAYABLE
PO BOX 249
HILLIARD FL
32046-0249

PER YOUR REQUEST, WE HAVE ESTIMATED REPAIRS ON THE MACHINE LISTED BELOW. A REPAIR DESCRIPTION WITH LABOR AND/OR PARTS IS ATTACHED. UPON DISASSEMBLY OF THE COMPONENT(S) TO BE REPAIRED, ADDITIONAL PARTS AND LABOR MAY BE NECESSARY. IF SO, A QUOTE FOR ADDITIONAL REPAIRS WILL BE FORWARDED TO YOU FOR APPROVAL. NOTE: AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY SHOULD SIGN AND RETURN THIS REPAIR ESTIMATE. ONLY UPON RECEIPT OF THE SIGNED ESTIMATE WILL REPAIRS BE PERFORMED. A PURCHASE ORDER NUMBER SHOULD BE SUPPLIED IF REQUIRED BY YOUR COMPANY.

CUSTOMER NO.	QUOTE NO.	DATE	CONTACT
100544	133690	2/20/2025	CLAY HOBBS
PHONE NO.	FAX NO.	EMAIL	
904-719-1012		chobbs@townofhilliard.com	
MODEL	MAKE	SERIAL NO.	
3306TA-G	CATERPILLAR	09NR03106	
UNIT NO.	HOURS	WO NO.	P.O. NO.
	956		
NOTE			
<p>TOWN OF HILLIARD 3748 PECAN ST, HILLIARD, FLORIDA CLAY HOBBS 904-719-1012 *****</p> <p>> THE REPORT A169819, DATED 2-20-2025, STATES THE FOLLOWING REPAIRS NEED TO BE PERFORMED. *****</p> <p>> PROVIDE A QUALIFIED TECHNICIAN TO PERFORM THE FOLLOWING REPAIRS USING SAFETY AND LOCK OUT, TAG OUT PROCEDURES. *****</p> <p>> ALL QUOTES APPROVALS NEED TO BE RETURNED TO: CHARLOTTE.WATTS@RINGPOWER.COM SO PARTS AND SERVICE CAN BE SCHEDULED AT THE TIME OF APPROVAL. *****</p> <p>> WORK IS QUOTED TO BE COMPLETED DURING NORMAL WORKING HOURS, 7:30 TO 4 PM UNLESS OTHER TIME ARRANGEMENTS ARE REQUIRED. *****</p> <p>> ESTIMATED TOTAL DOES NOT INCLUDE APPLICABLE TAXES. > ENVIRONMENTAL FEES ARE INCLUDED. *****</p>			

TRAVEL TO/FROM GENERATOR SET

ITEM-9

Item Number	Description	Ext Price
TRV	TRAVEL TO/FROM GENERATOR	1,810.00
TRV	SECOND TECH	452.50
Total Estimated Labor:		2,262.50
Item Number	Description	Ext Price
MLG	MILEAGE PSD	2,680.00
Total Estimated Misc:		2,680.00
Segment 01 Total:		4,942.50

PERFORM UPGRADE CONTROL PANEL ASSEMBLY

Item Number	Description	Ext Price
AES	UPGRADE CONTROL PANEL	5,792.00
AES	SECOND TECH	1,448.00
Total Estimated Labor:		7,240.00
Item Number	Description	Ext Price
FOP	CONTROL PANEL UPGRADE KIT	12,180.00
Total Estimated Misc:		12,180.00
Segment 02 Total:		19,420.00

TEST AFTER REPAIR GENERATOR SET

Item Number	Description	Ext Price
AES	TEST AFTER REPAIR	181.00
Total Estimated Labor:		181.00
Segment 03 Total:		181.00
Total Segments:		24,543.50
ENVIRONMENTAL/MISCELLANEOUS		300.00
SUB TOTAL (BEFORE TAXES)		24,843.50
TOTAL ESTIMATE		24,843.50

I hereby authorize the above repair work to be done along with the necessary materials. Ring Power Corporation and its employees may operate above equipment for purposes of testing. Inspection or delivery at my risk. An expressed mechanics lien is acknowledged on equipment to secure the cost of all repairs thereto. Ring Power Corporation is not responsible for loss or damage to equipment in case of fire, theft, accident, or any other cause beyond our control. Replaced parts will be held for a period of ten days after work completion. The cost of labor and parts in determining any estimate shall be borne by the customer.

PO#: _____ Authorized Name: _____ (signature)

Date: _____ (print)

Thank you for this opportunity to serve your company

CONTACT INFORMATION:

Prepared by: York Bridges Phone: 904.451.0178 Email: York.Bridges@RingPower.Com Fax: 904.494.7424

JOB SITE: -

-This estimate is made subject to buyer's acceptance within (10) ten days from this date
 -All prices are subject to change without notice, and those in effect on date of shipment shall prevail
 -Terms are Net 30 Days from receipt of invoice
 -Estimate excludes sales tax, incoming freight, environmental and additional charges for parts/labor not included in the above mentioned.
 -Customer will be contacted should estimate exceed 10%

THIS WORK ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. **AUTHORITY TO PERFORM REPAIRS.** It is understood that, "upon receipt" of any item of equipment for repair, maintenance or other work, Ring Power may examine the item of equipment as to work which Ring Power may suggest to be performed in addition to whatever work, if any, might have been requested by customer. All work (requested by customer or suggested by Ring Power) to be noted on a form as supplied by Ring Power.
 - a. **Time and Material Work** - Ring Power will proceed with the work agreed upon at current labor and parts prices.
 - b. **Firm Price** - If requested, a firm price in writing will be given to the customer for labor and/or parts to do specific repair. Any agreed upon repair order not covered by a firm written quotation will be billed at current time and material prices.
 - c. **Unforeseen Problems or Additional Repairs.** In the event that during the course of the Work, additional repair work is found to be necessary pursuant to Ring Power's examination and inspection of the Equipment, then in such event Ring Power will attempt to communicate with the Customer as to the additional repair work; provided, however, that in the event Ring Power is unable to communicate with the Customer, then Ring Power, at its sole discretion, shall have the absolute right to cease any and all repairs on the Equipment until such time as the additional repairs are discussed with the Customer. In the event the Customer consents to the additional repairs, Ring Power shall have the right to proceed with the repair of the same without further communication with the Customer and any and all additional repairs will be charged to the Customer at current time and material prices.
2. **HOLD HARMLESS AGREEMENT FOR CUSTOMER PARTICIPATION IN SERVICE WORK** - In the event customer or customers' personnel assists our mechanics in performing service work, customer agrees to hold harmless and fully indemnify Ring Power for injuries or damages to anyone arising out of customer assisting Ring Power personnel in servicing or repairing customer's equipment.
3. **WARRANTY INFORMATION.** - Ring Power warrants the work performed to be free from defects in material and workmanship for a period of ninety days. Ring Power's obligation under this warranty shall be limited to the repair or replacement at Ring Power's premises of those new parts previously installed or labor previously performed demonstrated to be defective. SUCH REMEDY SHALL CONSTITUTE CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND CUSTOMER HEREBY AGREES THAT NO OTHER REMEDY (INCLUDING, BUT NOT LIMITED TO CLAIMS FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, OR ANY CAUSE, LOSS, ACTION, CLAIM OR DAMAGE, INCLUDING LOSS OF TIME, WHATSOEVER, OR INJURY TO PERSON OR PROPERTY OR ANY OTHER CONSEQUENTIAL DAMAGE OR INCIDENTAL OR ECONOMIC LOSS) SHALL BE AVAILABLE TO CUSTOMER. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SUBSTANDARD REPAIR WORK MAY BE PERFORMED UPON REQUEST OF CUSTOMER AND ACCORDING TO CUSTOMER'S INSTRUCTIONS BUT SUCH WORK WILL CARRY ABSOLUTELY NO WARRANTY WHATSOEVER. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT NO VERBAL CONTRACTS, AGREEMENTS OR WARRANTIES OTHER THAN WHAT IS SET FORTH HEREIN HAVE BEEN RECEIVED OR GIVEN.
4. **PAYMENT** - Customer will make payment for services rendered by Ring Power pursuant to this work order at such times and in such manner as may be prescribed by Ring Power. In the event of nonpayment by a customer, the cost incurred by Ring Power in collecting the indebtedness, including attorney's fees and expenses, both in the trial court and on any and all appeals, with interest at the maximum rate allowed by law from date of expenditure, shall be added to the principal amount of the indebtedness owed to Ring Power. These provisions are not exclusive and Ring Power may elect other remedies at law and at equity.
5. **RISK OF LOSS** - Ring Power carries an Equipment Floater Insurance Policy covering all risk (except war, wear and tear, etc.) for the current value (replacement cost less depreciation) on customer's equipment in Ring Power's custody or control. All risk of loss and damage not covered in above policy shall be borne solely by its owner.
6. **SEVERABILITY CLAUSE** - Any provisions of this Agreement found to be prohibited by law shall be immediately ineffective to the extent of such prohibition without invalidating the rest of this Agreement.
7. **APPLICABLE LAW** - This Agreement shall be deemed to be governed by the laws of the State of Florida.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council to set a Workshop to discuss the Public Works Director position vacancy.

BACKGROUND:

Item previously discussed at the March 13, 2025, Monthly Workshop.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to set a Workshop to discuss the Public Works Director position vacancy.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

FROM: ***Alicia Head – Public Information Officer & Event Coordinator***

SUBJECT: Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the Vietnam's Voices – Traveling Memorial Wall event.

BACKGROUND:

Item previously discussed at the March 13, 2025, Monthly Workshop.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of Public Information Officer & Event Coordinator, Alicia Head to be appointed as liaison for the Vietnam's Voices – Traveling Memorial Wall event.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.

BACKGROUND:

Rachael Sparkman was hired January 6, 2025, in an introductory/probationary status.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Town Council approval of the termination of Rachael Sparkman within the probationary period in the Administrative Assistant Position.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

SUBJECT: Town Council approval of the Town Clerk's recommendation to move Town Hall Administrative Assistant Kendra McNeal from one Administrative position to another.

BACKGROUND:

In discussion Kendra McNeal asked if she could move from one position to another.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council approval of the Town Clerk's recommendation to move Town Hall Administrative Assistant Kendra McNeal from one administrative position to another.



Position Description

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

Administrative Assistant

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

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

Customer Service:

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

Administrative:

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

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

Utility System:

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

Business Taxes:

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

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

Miscellaneous Duties:

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

Other Duties and Responsibilities:

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: March 20, 2025

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

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

BACKGROUND:

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

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

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



Position Description

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

Administrative Assistant

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

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

Customer Service:

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

Administrative:

- Prepare service orders upon request or necessity in the system and final in system upon completion.
- Assist with employee applications and background checks.
- Provide Notary Services after one year of employment.
- Research and furnish data to the public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.
- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.

- Monitors and stays current with technology and practices related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

Utility System:

- Assist with maintaining the AMI System for utility billing. Daily checking for red flags on account and assisting with any issues that need to be resolved.
- Transfer customer accounts when customers move from one location to another.
- Close out customer accounts and process final bill in monthly billing or refund to accounts payable.
- Prepare and maintain all utility accounts and reports.
- Process billing adjustments upon review and signed approval from the Town Clerk.
- Assess late charges monthly and prepare and maintain late charge reports.
- Print and prepare late notices then prepare for mailing through the stuffer machine and send/take to post office the next morning.
- Assess the second late charge monthly and prepare and maintain a second late charge report.
- Prepare cut off list monthly for delinquent accounts and oversee services restored with payment.
- Prepare service orders upon request or necessity and upon completion input final information or outcome into customers' account.
- Reverse return checks on customer accounts upon receipt and send customer notice of return item.
- Collect and process bad debt and nonsufficient fund checks in accordance with the Utility Code Chapter 58.
- Set up new customer account information and apply new deposits to customer account.
- Promote bank draft to customers and set up all new bank draft customers.
- Assist "Help Agencies" with paying customer utility accounts and maintain payment records.
- Maintain a copy of the meter change out list with serial numbers, account number and readings on each meter and review for accuracy.
- Upon final billing on customer accounts maintain spreadsheet by fiscal year to verify if final payment is made, if final payment is not made, make every attempt possible to collect on outstanding balance (send collection letter, phone call and/or email advising customer of outstanding balance). The spreadsheet should contain all collection activity including date of balance and if paid date paid. Receive approval from Town Clerk prior to submitting for legal action.
- Follow the Utility Code Section 58 of the Hilliard Town Code regarding deceased accounts. Notify in writing 30 days following deceased notice that they have 90-days to comply.

- Follow the Utility Code Section 58 of the Hilliard Town Code regarding the transferring of delinquent customer balances to new accounts.
- Keep up to date records and knowledge of all utility fees.
- Track commercial hydrant usage & follow up with customers/contractors to ensure that deposit is received, usage is billed, and deposit is refunded if applicable.

Cash Collection:

- Input utility payments, building permits, business tax receipts and miscellaneous receipts daily and maintain cash drawer for balancing and accuracy.
- Check and apply payments from payment drop box daily.
- Assist customers with office, phone, and online credit card payments.
- Maintain revenue files with copies of checks and receipt and/or wire transfer remittance advice. Balance to general ledger quarterly.
- Prepare cash drawer, phones, drive through window and business door for open and close of business daily.
- Maintain cash drawer daily and print daily close report at 5pm daily for daily deposit at 9am next business day. On the first and second penalty dates for daily deposit made that same day at 5pm.
- Maintain and switch out external hard drive back up every Friday.

Miscellaneous Duties:

- Assist in coordination of special events/projects.
- Update and keep current with upcoming Town Meetings ~~and Special Events~~ on the Town of Hilliard advertisement board at the front entrance to the Council Chambers.
- Update and keep current with upcoming Town Meeting Agendas in the Council Chambers, and in the business office entry area (TV).
- Maintain and update customer literature and information in the lobby.
- Oversee office equipment maintenance and troubleshoot equipment problems as needed.
- Order and maintain office supplies and equipment as needed or requested. Stocking and distributing all items ordered to the appropriate location.
- Prepare and maintain monthly fuel tax reports, filing and submittals.
- Ability to take on additional municipal duties as required.

Other Duties and Responsibilities:

- Provide backup to other staff members as needed.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to the Building Department as needed.
- Perform computer operation activities for other departments.

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computer data entry systems and word processing applications; Windows OS, Microsoft Office Suite, or other related programs deemed necessary.
- Knowledge of Florida Statutes.
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating, and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skills in verbal and written communication.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the general public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS:

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


WORK ENVIRONMENT:

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

CONDITIONS OF EMPLOYMENT:

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

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


Employee Signature


Date

_____
Supervisor (or HR) Signature

8/16/2024

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.

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

MONDAY, MARCH 03, 2025, 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
Interim Public Works Director Cory Hobbs
Parks & Recreation Director Gabe Whittenburg
Nassau County School District Superintendent Dr. Kathy Burns
Nassau County School District 1 Board Member Joe Zimmerman
Nassau County School District 2 Board Member Gail Cook
Nassau County School District 3 Board Member Shannon Hogue
Nassau County School District 4 Board Member Kristi Simpkins
Nassau County School District 5 Board Member Lissa Braddock

ABSENT

Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council and Nassau County School Board to discuss and receive updates concerning the Town of Hilliard and the Nassau County School District.

Mayor Beasley

Superintendent Dr. Kathy Burns presents the "State of the Schools" to Town Council members, highlighting key points and topics of discussion.

- State of the School District Presentation

Mayor Beasley questions if the Naval Program at Yulee High School be made available to students on the west side of the county.

Councilman Wollitz mentions a recent accident involving buses leaving the Callahan bus yard on Musslewhite Road. He highlights traffic congestion at Hilliard Elementary School due to the county's rapid growth and questions whether impact fees will cover the increased traffic on Town streets. He also discusses the possibility of the Town and School Board piggybacking off Nassau County on the new impact fee study.

Superintendent Dr. Burns clarifies that NCSD regulations are determined by State policies and partially by Florida laws.

Council President Sims emphasizes the importance of students utilizing school bus transportation which would ultimately reduce the traffic congestions at each school.

Councilman Wollitz inquiries about the timeline and who the appraisal firms were that the School Board used for the Mikkelson Estate property.

Superintendent Dr. Burns stresses the need for the Town to plan for future growth.

- Interlocal Agreement Update (Steger)

Dr. Burns reports that the School District members, municipal staff members, Nassau County staff members and their attorneys had a productive meeting on February 6, 2025, regarding the Interlocal Agreement and expect to have an update soon.

- NCSB Agriculture Field: Animal Housing & Farming

Land Use Administrator Lee Anne Wollitz stresses the importance of being considerate neighbors and ensuring that site plans for structures are approved before construction. She also highlights the need for fly and pest control measures during the summer months due to concerns raised by Town residents.

Dr. Burns states that they will coordinate with the school to implement fly mitigation strategies.

- Other Business

Regarding the appraisal of the Mickelson Estate, NCSD requests that the Town provide a list of previously used appraisers and forward them to the School Board.

Council President Sims asks whether the Town should proceed with obtaining their own appraisals.

Kati's Ride – Mrs. Gail Cook announces that this event will take place at Conner's Amazing Acres.

Dr. Burns expresses support for the Town of Hilliard Parks & Recreation Department's efforts to have its staff obtain a CDL through the Nassau County Board of County Commissioners (NCBOCC) rather than the Nassau County School Board (NCSB).

ADJOURNMENT

Motion to adjourn at 6:42 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
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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, MARCH 06, 2025, 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 Joe Michaels

ABSENT

Councilman Dallis Hunter (FLOC Leadership Class)

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions to or from the agenda.

ITEM-2 Town Council approval of the Kynex, Inc. contract with both the Town of Hilliard and the Town of Callahan splitting the cost, to be held at the Northeast Florida

Fairgrounds on July 4, 2025, and a Council Member to be appointed as liaison.
John P. Beasley – Mayor

Motion to approve and appoint Councilman Wollitz as the liaison over the event.

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

Motion amended to approve the event only with Councilman Wollitz declining.

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

- ITEM-3 Town Council approval of the Wall Event Expenditure for the General Liability insurance of the Vietnam's Voices – Traveling Memorial Wall, with The Evanston Insurance Company in the amount of \$3,385.00.

Alicia Head – Public Information Officer & Event Coordinator

Motion to approve the General Liability Insurance with TRIA, for \$3,385.00.

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

- ITEM-4 Town Council approval of the Minutes for the February 13, 2025, Workshop, and the February 20, 2025, Workshop & Regular Meeting.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-5 Town Council approval of PQH Group, Payable through February 19, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$11,000.00.

FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000

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

ADDITIONAL COMMENTS

PUBLIC

Heather Gates, 27306 West Fifth Avenue, Hilliard, inquiries about the timeline for sidewalk repairs, citing safety concerns after two children were injured while fleeing from speeding vehicles.

Council President Sims, acknowledges the issue, explaining that delays have occurred due to the originally approved contractor facing family health issues. However, a new contractor has been scheduled to complete the repairs.

Town Clerk Lisa Purvis adds that the usual concrete supplier for the Town is currently out of service, as all their materials are being allocated to Kings Bay.

Timothy Fisk, 27146 West First Avenue, Hilliard, expresses concern that the holes in the sidewalks are not properly barricaded. He suggests that the Public Works Department use Quick Crete to address the issue, as it poses both a safety hazard and a liability for the Town. Fisk also questions who is covering the insurance for the Capitol Trip, where the Town Council is using a church van. Additionally, he asks about ADA compliance in relation to the New Town Hall Park and the park used for athletics. Addressing Councilman Michaels, Fisk brings up an incident from a previous meeting where Michaels allegedly called someone "stupid." He insists that Councilman Michaels clarify whom he was referring to, suggesting it may have been directed at himself due to his termination from the Parks & Recreation Department.

Shawn McBride, of 37199 Oxford Street, Hilliard, states that he is attending simply to make a statement and filibuster.

John Gates, Hilliard, asks the Town Council whether any consideration has been given to repairing the skatepark, which he describes as unsafe for skating. He shares that he has broken at least two skateboards, costing approximately \$200, and notes that some of his friends have sustained injuries due to the damaged concrete. He inquires whether donations could be sought to repair the concrete or at least fix the holes.

MAYOR & TOWN COUNCIL

Councilman Wollitz, expresses his relief that Town Clerk Lisa Purvis is recovering. He requests that Councilman Michaels coordinate with Parks & Recreation Director Gabe Whittenburg regarding the skatepark issue.

Councilman Pickett, shares that he has spoken with Sandhill and confirms that yard waste fees are being waived.

Mayor Beasley, announces that he will be meeting with elementary students next week to read the book Meet the Mayor to them.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

Assistant Public Works Director Charles Chavarria

ABSENT:

Interim Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg

Assistant Public Works Director Charles Chavarria, explains that the Town has faced difficulties obtaining concrete. However, The Town Clerk's office is in the process of setting up an account with a new vendor to resolve the issue.

He reports that the generator at the Old Town Hall/Fire Department has been successfully connected, with all systems transferred over to the new transfer switches.

He also addresses concerns about sinkholes on Third and Oxford Streets, stating that the area will be torn up over spring break to prevent school buses from having to detour around the area.

Town Clerk Lisa Purvis, expresses her happiness to be back.

TOWN ATTORNEY

Town Attorney Christian Waugh, updates that a hearing was held today on the ongoing case, with Lee and Billy Fales as the remaining defendants. A motion for summary judgment is set for May, and the trial for December. He expects the case, involving a quiet title issue over an old access road and utility easement, to be resolved in May.

ADJOURNMENT

Motion to adjourn at 7:19 p.m.

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

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

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2000994145

Invoice Date: 06-MAR-25

Invoice Due Date: 05-APR-25

Amount Due: \$6,600.00 USD

Project Number: 60732153

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
MMC Town Clerk TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 06-MAR-25

Invoice Number: 2000994145

Agreement Number: 60732153

Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732153

Project Name : 01J_Hilliard Airpark_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21

Bill Through Date : 04-JAN-25 - 28-FEB-25

Bil Prange

Phase Lump Sum					
<u>Project Number</u>	<u>Description</u>	<u>Fee</u>	<u>Percent Complete</u>	<u>Earned</u>	<u>Previous</u>
60732153	Hilliard Airpark_Cultural Resources Support Services	55,000.00	62.00%	34,100.00	27,500.00
Total Phase Lump Sum:					6,600.00
Project Total : 01J_Hilliard Airpark_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21					6,600.00

Invoice Summaries

Total Current Amount :	6,600.00
Retention Amount :	0.00
Pre-Tax Amount :	6,600.00
Tax Amount :	0.00
Total Invoice Amount :	6,600.00

Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Total Fee</u>	<u>Percent Complete</u>
Billings	6,600.00	27,500.00	34,100.00	55,000.00	62.00
Tax	0.00	0.00	0.00		
Billing Total :	6,600.00	27,500.00	34,100.00		

INVOICE FOR PROFESSIONAL SERVICES

ITEM-17

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 03/03/25

INVOICE NO. 24022-3

TO: Lisa Purvis
Town of Hilliard
PO Box 249
Hilliard, FL 32046

PROJECT NO. 24022

lpurvis@townofhilliard.com
payables@townofhilliard.com

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

THERE IS DUE AT THIS TIME FOR PROFESSIONAL SERVICES AND REIMBURSABLE ITEMS ON THE ABOVE PROJECT, FOR THE PERIOD ENDING

03/03/25

THE SUM OF

DOLLARS \$ \$15,000.00

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

INTEREST ON OVERDUE ACCOUNTS SHALL ACCRUE AT 1.5% PERCENT PER Month

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

Fee	\$572,000.00
Reimbursables	\$0.00
Total Fee	<u>\$572,000.00</u>

Fee Earned	\$37,000.00
Invoiced to Date	\$22,000.00

Total Amount Due this Invoice	\$15,000.00
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Summary:

Inv 24022-2-Feb	\$11,000.00
Inv 24022-3-March	\$15,000.00
Total Amount Outstanding:	<u>\$26,000.00</u>

Invoice Reviewed and Approved by:


Aldo Minozzi, AIA, Vice President**PQH**
GROUP4141 Southpoint Dr. E. #200
Jacksonville, Florida 32216
904 - 224 - 0001
FAX - 224 - 0023www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-17

Project: Town of Hilliard Hurricane Shelter
Hilliard, FL

To:
Town of Hilliard
PO Box 249
Hilliard, FL 32046

Invoice Date: 03/03/25

Invoice Number: 24022-3

Project Number: 24022

TOTAL AMOUNT DUE
THIS INVOICE: \$15,000.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	100%	22,000.00	22,000.00	0.00
Schematic Design	30,000.00	50%	15,000.00	0.00	15,000.00
Design Development 30%	60,000.00	0%	0.00	0.00	0.00
Const. Documents 60%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 90%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 100%	40,000.00	0%	0.00	0.00	0.00
Bidding/Permitting	16,000.00	0%	0.00	0.00	0.00
Construction Observation	48,000.00	0%	0.00	0.00	0.00
Project Punch & Closeout	8,000.00	0%	0.00	0.00	0.00
Interior Design; Finish Selection	15,000.00	0%	0.00	0.00	0.00
Topo/Boundary Survey	8,000.00	0%	0.00	0.00	0.00
Geotechnical Engineering Rpt	8,000.00	0%	0.00	0.00	0.00
Civil Engineering	75,000.00	0%	0.00	0.00	0.00
Landscaping	15,000.00	0%	0.00	0.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	0.00	0%	0.00	0.00	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,000.00	6%	\$37,000.00	\$22,000.00	\$15,000.00

Town of Hilliard

2024/2025 Gym Maintenance

Vendor	Invoice No.	Product/Description	Cost Total	03/20/2025 Payables	Total to be Paid
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2024/2025

Island Hopper Home Repair, LLC	12112024	Deposit for Materials	\$ 23,750.00		\$ 23,750.00
Island Hopper Home Repair, LLC	02102025	2 Week In Progress	\$ 5,000.00		\$ 5,000.00
Island Hopper Home Repair, LLC	02102025	Final Payment for Project Completion	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00

**2024/2025
TOTAL PAID**
\$ 36,750.00
**Total to be Paid
03/20/2025 \$ 8,000.00**

Elise Earnest

From: Gabe Whittenburg
Sent: Monday, February 10, 2025 1:01 PM
To: Elise Earnest
Subject: FW: Invoice statement as of 02/03/2025

Need to place this one on agenda for second (and probably final draw)

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



From: Shawn Hudson <islandhopperhomerepair@gmail.com>
Sent: Monday, February 3, 2025 11:41 AM
To: Gabe Whittenburg <gwhittenburg@townofhilliard.com>
Subject: Invoice statement as of 02/03/2025

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

City of Hilliard

(Gymnasium)

We will wrap existing building in lap siding
 After small repair to existing rot
 We will wrap whole building in housewrap as wind barrier
 Behind every lap will be aluminum flashing
 We will be Caulking all joints and trim with 40yr dap caulk
 All trim boards will be fiber cement
 We will be replacing all soffit

Upon completion of siding and soffit we will paint the buildings exterior with Sherwin williams paint (all siding and trim is preprimmed)to the colors specified by customers

Total for said work \$36,750.00

Startup amount to cover disposal and all materials \$23750.00

Two weeks into said work a draw of \$5000.00

Upon completion of said work finall payment of \$8000.00

Island Hopper Home repair LLC
Shawn Hudson
85152 myrtice rd Yulee fla 32097

ITEM-18

Dated 02/03/2025

1)*****Statement for 1st draw of said amount in this proposal of \$5000.00 se above that was already approved *****

2) *****final draw to be given upon completion at the end of the month in said amount discussed of \$8000.00*****

"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 email at program.intake@usda.gov."

Town of Hilliard

2024/2025 Fire Generator Capital Project

Vendor	Invoice No.	Product/Description	Cost Total	03/20/2025 Payables	Total to be Paid
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2023/2024

Evanlily Engineering	1254	Engineering Services	\$ 4,810.00		\$ 4,810.00
2023/2024 TOTAL PAID					\$ 4,810.00

2024/2025

Miller Electric Company	740511	Half Down	\$ 17,847.02		\$ 17,847.02
Miller Electric Company	740512	75% of Contract Amount	\$ 8,923.50		\$ 8,923.50
Miller Electric Company	740513	Total Contract Amount	\$ 8,923.51	\$ 8,923.51	\$ 8,923.51
Evanlily Engineering	1260	Engineering Services	\$ 2,960.00	\$ 2,960.00	\$ 2,960.00
2024/2025 TOTAL PAID					\$ 38,654.03

Total to be Paid
03/20/2025 **\$ 11,883.51**



MILLER ELECTRIC COMPANY
Powering the Possibilities

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

March 10, 2025

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

ATTN: ACCOUNTS PAYABLE

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

INVOICE

INVOICE NO. 740513

CONTRACT AMOUNT	\$ 35,694.03
CHANGE ORDER #1 AMOUNT	\$ -
REVISED CONTRACT AMOUNT	\$ 35,694.03

BILLING TO DATE	100%	\$ 35,694.03
PREVIOUS BILLINGS		\$ (26,770.52)

TOTAL DUE, THIS INVOICE		\$ <u>8,923.51</u>
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CC: ACCTG

EMAIL: eearnest@townofhilliard.com

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

10273 Mc Laurin Rd E
Jacksonville, FL 32256
+19045097784
frank.wells@evanlilyengineering.com
www.evanlilyengineering.com

INVOICE

BILL TO
Cory Hobbs
Town of Hilliard

INVOICE 1260
DATE 03/07/2025
DUE DATE 04/06/2025

DATE	ACTIVITY	RATE	QTY	AMOUNT
03/07/2025	Lump Sum:Professional Engineering Services Town of Hilliard Fire Department & Old Town Hall Generator Project Construction Phase Services	2,960.00	1	2,960.00

This invoice is for construction phase services associated with the Town of Hilliard Fire Department and Old Town Hall Generator project and our executed proposal dated 08/15/24 and signed by Cory Hobbs.

BALANCE DUE

\$2,960.00

We appreciate the opportunity to provide services under this agreement and look forward to future opportunities. Please make checks payable to Evanlily Engineering