

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, JANUARY 18, 2024, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PUBLIC HEARING

### ITEM-1

Ordinance No. 2023-17 – Block 166 - Vacating Alley  
An Ordinance Relating to Public Right-of-Way or Alley; Making Findings;  
Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of  
the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing  
Recording of a Certified Copy of this Ordinance. For applicant Ursula Jones.  
***Lee Anne Wollitz – Land Use Administrator***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2023-17

## TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2023-17, on Second and Final Reading.

## REGULAR MEETING

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

**ITEM-3** Town Council to Consider Ordinance No. 2024-01, An Ordinance of the Town Council of the Town of Hilliard, Florida, A Municipal Corporation Regulating the Water and Sewer Usage Rates; In Accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and Further Stated in Chapter 58 Utilities of the Town Code; and Providing for an Effective Date. Adopting on First Reading and Set Public Hearing & Final Reading for February 15, 2024.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-4** Town Council to Consider Holding One Workshop Per Month on the Same Day Each Month.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-5** Town Council to Set the Annual Joint Workshop with the Nassau County School Board for Monday, January 29, 2024, at 6:00 p.m.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-6** Town Council to Set a Joint Workshop with the Planning & Zoning Board on January 29, 2024, at 7:00 p.m., to discuss the Lofty Annexation and Companion Applications.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-7** Town Council to Review and Accept the Building Official's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Bryan Higginbotham – Building Official***

**ITEM-8** Town Council to Review and Accept the Code Enforcement Officer's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Delvin Miley, Jr. – Code Enforcement Officer***

**ITEM-9** Town Council to Review and Accept the Land Use Administrator's Quarterly Report for October 1, 2023, through December 31, 2023.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-10** Town Council update regarding Commercial Drivers Licenses for the Public Works Department following January 4, 2024, Workshop.  
***Joel Hall P.E. – Public Works Director***

**ITEM-11** Town Council to Discuss participating in Virtual 30-minute interview calls with the Nassau County Planning Department for the Nassau County Vision Plan.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-12** Town Council to consider approval of Land Acquisition Contract to Purchase Land at the North End of the Hilliard Airpark with Funds being Reimbursed by FAA & FDOT Grant Funds and Hilliard Aviation, Inc. Funds.  
***Lisa Purvis, MMC – Town Clerk***

- ITEM-13** Town Council Approval of the Minutes for the January 4, 2024, Regular Meeting.  
*Lisa Puvis, MMC - Town Clerk*
- ITEM-14** Town Council Approval of Lampe, Roy & Associates, Inc. Payable through January 9, 2024, Project Name: Florida Department of Transportation Land North in the Amount of \$1,100.00.  
**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT  
\$464,000.00**
- ITEM-15** Town Council Approval of USEMSI/HTV, Payable through January 11, 2023, Project Name: Jet Rig Camera, in the amount of \$9,780.29.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$9,780.29**

#### **ADDED ITEMS**

#### **ADDITIONAL COMMENTS**

**PUBLIC**

**MAYOR & TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**TOWN ATTORNEY**

#### **ADJOURNMENT**

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

#### **TOWN COUNCIL MEETINGS**

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

#### **PLANNING & ZONING BOARD MEETINGS**

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

#### **MINUTES & TRANSCRIPTS**

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

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

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

Live & recorded videos can be access at [www.youtube.com](https://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.

### **2024 HOLIDAYS**

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

1. Martin Luther King, Jr. Day	Monday, January 15, 2024
2. Memorial Day	Monday, May 27, 2024
3. Independence Day Monday	Thursday, July 4, 2024
4. Labor Day	Monday, September 2, 2024
5. Veterans Day	Monday, November 11, 2024
6. Thanksgiving Day	Thursday, November 28, 2024
7. Friday after Thanksgiving Day	Friday, November 29, 2024
8. Christmas Eve	Tuesday, December 24, 2024
9. Christmas Day	Wednesday, December 25, 2024
10. New Year's Eve	Tuesday, December 31, 2024
11. New Year's Day	Wednesday, January 1, 2025





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council Adopting Ordinance No. 2023-17, An Ordinance Relating to Public Right-of-Way or Alley; Making Findings; Vacating Public Right-of-Way or Alley within or surrounded by Block 166; Plat of the West Portion of Hilliard; within Town of Hilliard, Florida; Authorizing Recording of a Certified Copy of this Ordinance. Adopting on Second and Final Reading.

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#### **BACKGROUND:**

See attached documents.

#### **FINANCIAL IMPACT:**

All financial expenses to be covered by applicant.

#### **RECOMMENDATION:**

Town Council to Adopt Ordinance No. 2023-17, on Second and Final Reading.

**ORDINANCE NO. 2023-17**

**AN ORDINANCE RELATING TO PUBLIC RIGHT-OF-WAY OR ALLEY; MAKING FINDINGS; VACATING PUBLIC RIGHT-OF-WAY OR ALLEY WITHIN OR SURROUNDED BY BLOCK 166; PLAT OF THE WEST PORTION OF HILLIARD; WITHIN TOWN OF HILLIARD, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council passed Ordinance No. 2023-01 to enact a process for the Vacation of Public Right-of-Ways within the Town Limits,

**WHEREAS**, through the process set forth in Ordinance 2023-01, the town has received an application for the vacation of the Town owned alley within Block 166 of the Town Limits of Hilliard,

**WHEREAS**, the Town Council finds that it will further the public health, safety, and welfare of the citizens of the Town of Hilliard for said public right-of-way or alley to be vacated, abandoned, discontinued and closed; and

**WHEREAS**, the Town Council finds that the citizens of the Town of Hilliard have not used the right-of-way or alley and currently do not use the right-of-way or alley and see no future need for the right-of-way or alley.

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

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

**SECTION 2.** The Town Council hereby discontinues, abandons, closes, vacates, and cancels that certain existing public right-of-way or alley as more specifically and graphically described in the Plat of the West Portion of the Town of Hilliard, Block 166.

**SECTION 3.** The Town Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Court for recordation.

**SECTION 4.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 5.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall not affect the validity of the remaining portion of this Ordinance.

**SECTION 6.** This Ordinance shall become effective upon its passage.

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

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

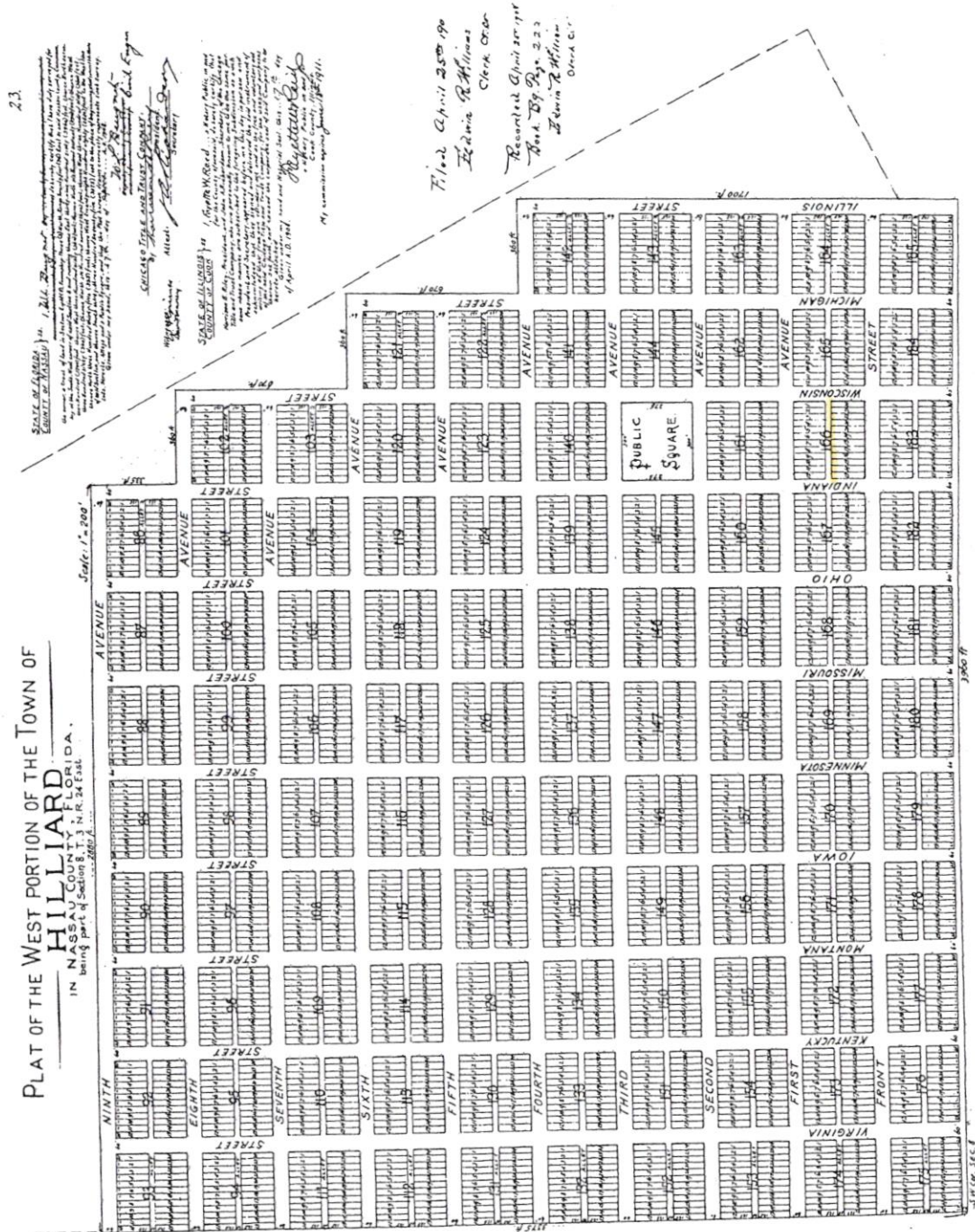
ATTEST:

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

APPROVED:

\_\_\_\_\_  
John P. Beasley  
Mayor

Town Council First Reading:	December 21, 2023
Town Council Publication:	January 3, 2024
Town Council Public Hearing:	January 18, 2024
Town Council Final Reading:	January 18, 2024



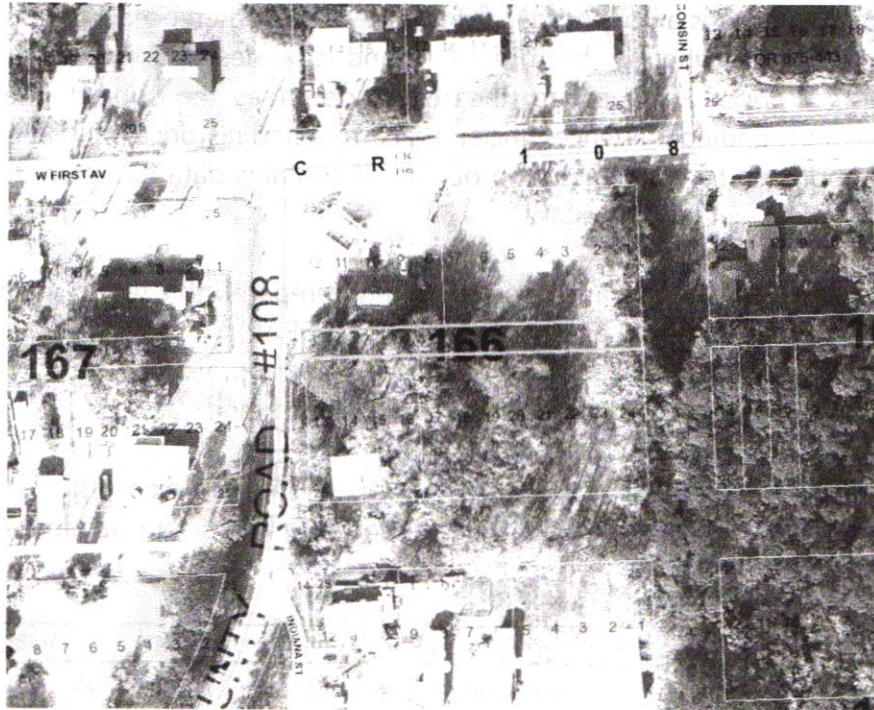
**MOODY WILLIAMS****APPRAISAL GROUP**

1300 Riverplace Boulevard, Suite 640

Jacksonville, Florida 32207

904-516-8900

# APPRAISAL REPORT



Right-Of-Way Site (25-foot Alleyway) Block 166  
Hilliard, Florida 32046

Prepared For: Ms. Ursula Jones  
27207 Pond Drive  
Hilliard, Florida 32046



November 17, 2023

Ms. Ursula Jones  
27207 Pond Drive  
Hilliard, Florida 32046

RE: Appraisal of:  
Right-Of-Way Site (25-foot Alleyway) Block 166  
Hilliard, Florida 32046

Appraisal Number: 2023-L281

Dear Ms. Jones:

As requested, the following is an *appraisal report* of the above-referenced property. The subject property is specifically described by both narrative and legal descriptions contained within the attached *appraisal report*. Furthermore, the report describes the subject, the market area environment, and surrounding influences, including current and historical market conditions, and the methods of approach to the valuation problem. It contains data gathered and analyzed in arriving at our conclusion of market value.

I developed my analyses, opinions, and conclusions and prepared this report in conformity with the uniform standards of professional appraisal practice (USPAP) of the appraisal foundation; the code of professional ethics and standards of professional appraisal practice of the appraisal institute; and the requirements of our client as we understand them.

Based on the appraisal presented in the following report and subject to the assumptions and limiting conditions and definition of market value as set forth herein, our opinion of market value is as follows:

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

### **Extraordinary Assumptions & Hypothetical Condition**

The value conclusion reported in this report is subject to the following extraordinary assumptions that may affect the assignment results. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusion reported in this report is based on the following hypothetical conditions that may affect the assignment results. A Hypothetical Condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None

**If you have questions or comments, please contact the undersigned. Thank you for the opportunity to provide appraisal services.**

**Respectfully submitted,**

**MOODY WILLIAMS APPRAISAL GROUP, LLC**

**Michael Hotaling, MAI**  
**Managing Partner**  
**State-Certified General**  
**Real Estate Appraiser RZ3226**

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## EXECUTIVE SUMMARY

Subject	Right-Of-Way Site (25-foot Alleyway) Block 166
Address	Located between CR 108 (aka Indiana Street) and Undeveloped ROW for Wisconsin Street Hilliard, Nassau County, Florida 32046
Property Type	ROW (Right of Way)
Owner of Record	Town of Hilliard
Tax ID Number	The subject Right-Of-Way site is designated as a 25 X 300-foot alleyway and has no tax identification number.
Gross Land Area	7,500 SF 0.172 Acres
Zoning Designation	R-2 (Single Family Residential)
Future Land Use Category	Main Street Commercial
Highest & Best Use - "As Vacant"	Considering the legally permissible, physically possible, financially feasible, and maximally productive uses, the highest and best use of the subject is to assemble the subject with the adjacent properties for either single or multifamily development.
Exposure Time	6-12 months
Marketing Period	6-12 months
Date of Report	November 17, 2023

### Value Conclusion

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

### Extraordinary Assumptions & Hypothetical Condition

The value conclusion reported in this report is subject to the following extraordinary assumptions that may affect the assignment results. An extraordinary assumption is an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

1. None

The value conclusion reported in this report is based on the following hypothetical conditions that may affect the assignment results. A Hypothetical Condition is a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

1. None



## GENERAL OVERVIEW

### IDENTIFICATION OF REAL ESTATE

The subject of this assignment is the undeveloped right-of-way (alleyway) bisecting Block 166 within the municipal limits of the Town of Hilliard, in western Nassau County, Florida. The subject ROW contains 7,500 square feet (25' x 300'). As of the effective date of this assignment, no tax identification number has been assigned.

### LEGAL DESCRIPTION

No legal description exists for the subject alleyway. The subject has been identified by locational description, aerial maps, on-site photographs and a historical plat map.

### PROPERTY OWNER

The current owner of the subject property is the Town of Hilliard. The client is the owner of parcel number 08-3N-24-2380-0166-0010, which is an adjacent parcel that bounds the subject on the North and South.

### SALES HISTORY

No tax identification number has been assigned to the subject of this assignment. Therefore, it has no recorded ownership history.

To the best of my research, no transfers of ownership occurred within the previous three years of the effective date of this report.

### PENDING TRANSACTIONS

To the best of my knowledge, the subject is not currently under contract or listed for sale. A cursory search of LoopNet.com & CoStar™ revealed no listings.

It is noted that the purpose of this appraisal is to aid the client with decision-making regarding a potential acquisition of the subject property from the Town of Hilliard.

### PURPOSE OF APPRAISAL

The purpose of the appraisal is to estimate a fair value of the existing 25' x 300' right-of-way (alleyway) site located within block 166 which bisects Parcel 08-3N-24-2380-0166-0010. The client wishes to join and potentially develop the land on both sides of the alleyway as one contiguous piece.

Since the subject of this assignment is a municipal-owned right-of-way (alleyway), it has neither a tax identification number nor a zoning designation as of the effective date of this assignment.

X For this assignment, I will value the subject property based on the same zoning as the surrounding property which is generally zoned Residential (R-2) with a future land use of Main Street Commercial. This is known as the "across-the-fence" approach. Furthermore, according to the

X R  
2

Town of Hilliard Zoning & Land Use Map, the subject is located within the Residential (R-2) and Main Street Commercial land use district.

### SCOPE OF WORK

The scope of work includes all steps taken in the development of the *appraisal*. These include:

1. The extent to which the subject property is identified,
2. The extent to which the subject property is inspected,
3. The type and extent of data researched, and
4. The type and extent of analysis applied and the type of *appraisal* prepared. These items are discussed as follows:

In preparing this *appraisal* of the subject property, the appraiser:

- Gathered factual data on the subject property (zoning, land use, taxes, etc.).
- Inspected the subject property.
  - My inspection was limited to visual observation of the subject property on the date of inspection.
- Used sources such as the Nassau County Property Appraiser's Office website, CoStar website, FEMA website, the Town of Hilliard website, etc., to identify subject info such as the address, site size, aerial map, tax map, flood map, etc.
- The size of the subject land was taken directly from a plat map provided by our client.
- Considered the highest and best use of the subject property "as vacant".
- Researched recent comparable land sales located within the subject's competitive market area or similar areas of Nassau County.
- Analyzed comparable market data, comparing them to the subject (when possible).
- Prepared the Sales Comparison Approach to develop my opinion of market value for the subject.
- Prepared this *Appraisal report*, which presents the significant data gathered during our investigation for this assignment, in addition to the analysis and conclusions reached as a result of the appraisal process.

In developing my opinion of market value, consideration was given to the subject's zoning, surrounding improvements, and development potential under the Town of Hilliard Comprehensive Plan. I also considered its location related to commercial and residential growth within the subject's market area. Additional information obtained while completing this appraisal assignment is retained in the appraisal file and incorporated herein by reference.

### APPRAISAL REPORT TYPE

This is an Appraisal Report described by the Uniform Standards of Professional Appraisal Practice (USPAP) under Standards Rule 2-2(a).

### CLIENT

The client of this assignment is Ms. Ursula Jones.



### INTENDED USE & USERS

The intended use of this appraisal report is to establish a fair market value to assist the client in acquiring the subject via closing the right-of-way. The intended user of this report is the client and officials within the Town of Hilliard that might utilize this appraisal for approval of closing the subject ROW.

### APPRAISAL REQUIREMENTS

This appraisal and report are intended to conform to the requirements of the following:

- Uniform Standards of Professional Appraisal Practice (USPAP); and
- Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

### INSPECTION

Michael Hotaling inspected the subject property on October 27, 2023. The inspection included a visual observation of site conditions including access, visible easements or encroachments, site layout and utility, and on and off-site improvements affecting the property.

### DATE OF THE REPORT

The date of the report is November 17, 2023, which is the date the report is completed and transmitted to the client.

### MARKET VALUE DEFINITION<sup>1</sup>

The purpose of this appraisal is to develop an opinion of the market value of the subject property. "Market Value," as used in this appraisal, is defined as "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and each acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

<sup>1</sup> Department of the Treasury, Office of the Comptroller of the Currency, Board of Governors of the Federal Reserve System, Federal Deposit Insurance Corporation, Office of Thrift Supervision and National Credit Union Administration under 12 CFR Part 34, Real Estate Appraisals and Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA"); and the Interagency Appraisal and Evaluation Guidelines, Federal Register, Volume 75, No. 237, December 10, 2010

## PROPERTY INTEREST APPRAISED

Two common ownership interests in real property are the fee simple and the leased fee interest.

- The fee simple interest is "Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat."<sup>2</sup>
- The leased fee interest is "The ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires."<sup>3</sup>

The property rights being appraised in this assignment are the rights of the subject's Fee Simple Interest.

## PRIOR SERVICES

USPAP requires appraisers to disclose to the client any other services they provided in connection with the subject property in the prior three years, including valuation, consulting, property management, brokerage, or any other services.

- I have performed no services, as an appraiser or in any other capacity, regarding the subject property of this report within the three years immediately preceding acceptance of this assignment.

<sup>2</sup> The Dictionary of Real Estate Appraisal, 7<sup>th</sup> Edition (Chicago: Appraisal Institute, 2022), p. 73.

<sup>3</sup> The Dictionary of Real Estate Appraisal, 7<sup>th</sup> Edition (Chicago: Appraisal Institute, 2022), p. 105.

## ASSESSMENT AND TAXES

The subject of this assignment is a right-of-way site designated as the 25-foot-wide alleyway that bisects Block 166 in the town of Hilliard.

No tax identification number has been assigned by the Nassau County Property Appraiser. Therefore, it has no history of real estate tax assessments.

Based on my opinion of the subject's market value, as provided within this appraisal report, the following table details my projection of the subject's taxes if the subject was sold and a tax identification was assigned.

	Market Value	Closing Cost	Projected	2023	Projected RE	Non-Ad	Early Pmt	Projected
	Conclusion	Deduction	Assessment	Millage Rate	Taxes	Valorem Taxes	Disc. %	Tax Burden
Gross \$	\$13,800	15.0%	\$11,730	16.7521	\$197	\$0	4%	\$189
Per Land SF	\$1.84		\$1.56		\$0.03			\$0.03

My projection is reasonable given the following comparable properties.

	2023 Just		Just	Assessed	2023	AV	Non-AV	Gross	Taxes/
Comp	MV	SF	MV/SF	Value	Millage Rate	Taxes	Taxes	Taxes	RSF
1	\$30,000	12,632	\$2.37	\$30,000	16.7521	\$503	\$0	\$503	\$0.04
2	\$105,750	54,450	\$1.94	\$105,750	16.7521	\$1,772	\$0	\$1,772	\$0.03
3	\$33,750	15,625	\$2.16	\$33,750	16.7521	\$565	\$0	\$565	\$0.04
4	\$26,500	12,260	\$2.16	\$26,500	16.7521	\$423	\$0	\$423	\$0.03
SP	\$13,800	7,500	\$1.84	\$13,800	16.7521	\$189	\$0	\$189	\$0.03

all have MV & Assessed value the same



4 15 16 17 18 19 20 21 22 23 24





**LAND USE/ZONING REQUIREMENTS**

Zoning Jurisdiction  
 Future Land Use Category  
 Land Use Category Intent

Town of Hilliard  
 Main Street Commercial

Land designated for Main Street Commercial use is intended for activities that are predominately associated with the sale or the performance of services, including healthcare and other professional services on a neighborhood basis. Residential development is permitted in the Main Street Commercial land uses category. Commercial uses shall be appropriately located and buffered (i.e., sight, access, noise) from adjacent land uses of lesser density or intensity of use.

Commercial land uses will be permitted an intensity of use up to 50 percent of lot/parcel coverage not to include parking or drainage facilities. Building height shall not exceed 35 feet.

Zoning District  
 District Intent

R-2 (Single Family)

This district is intended to apply to areas which are to be developed with medium-sized lot single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities. It is also designed to make available housing for the appropriate income level and to conserve land, buildings and resources as well as to conserve and protect the character and stability of the district and the town.

Primary Permitted Uses

Single family dwellings, Family day care home, and Community residential homes (as defined and required by F.S. § 419.001)

Minimum Lot Requirements (Width and Area)

90 foot width, 10,000 square feet area

Minimum Yard Requirements

Front

30 Feet

Side

The sum of both side yards shall be 25 feet; however, no side yard shall be less than ten feet in width.

Rear

30 Feet

Maximum Height of Structures

30 Feet

Parking Ratio (single family dwellings)

2 spaces per dwelling unit

Proposed Use Legally Conforming

Yes

Zoning Change Likely

No

A copy of R-2 zoning is included in the Addendum.



## SITE DESCRIPTION

### LOCATION MAPS

The subject property is located in the City of [illegible] and is situated on [illegible] Street. The property is bounded by [illegible] to the north, [illegible] to the south, [illegible] to the east, and [illegible] to the west. The property is currently zoned [illegible] and is used for [illegible] purposes. The property is approximately [illegible] acres in size and is surrounded by [illegible] property. The property is located in the [illegible] area of the city and is accessible via [illegible] Street. The property is situated in a [illegible] area and is surrounded by [illegible] property. The property is located in the [illegible] area of the city and is accessible via [illegible] Street. The property is situated in a [illegible] area and is surrounded by [illegible] property.

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**AERIAL MAP****ENVIRONMENTAL HAZARDS**

A copy of a current environmental/hazardous materials study was not provided for this assignment. My value opinion was made under the assumption that the subject has no environmental conditions that would cause a loss in value.

**EASEMENTS/ENCROACHMENTS/RESTRICTIONS**

A copy of title reports disclosing any encroachments or other easements was not provided for this assignment. It is assumed that there are no adverse easements or encroachments that would negatively impact the marketability or value of the subject property.

## BOUNDARY SURVEY

## PLAT OF A SURVEY OF

LOTS 1-7 AND LOTS 17-24, BLOCK 166,  
WEST PORTION OF THE TOWN OF HILL AND  
as shown on a plat recorded in  
Plat Book 1, Page 23, Public Records of Nassau County, Florida  
for  
TERRY JONES

SECOND AVENUE (60' R/W)

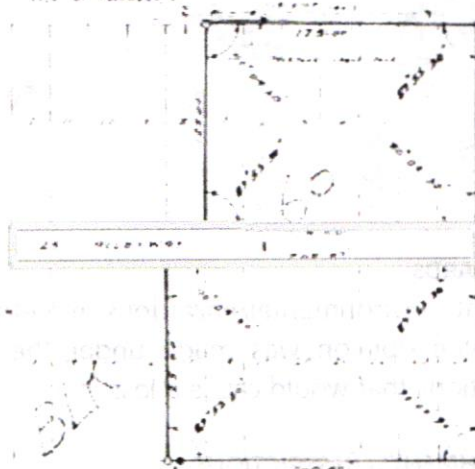
N

STREET (60' R/W)

25' ALLEYWAY

STREET (60' R/W)

FIRST AVENUE (60' R/W)



FRONT STREET (60' R/W)

## CERTIFICATION

I, the undersigned, certify that this plat represents a survey  
properly conducted by me, and that the same is true  
and correct to the best of my knowledge and belief.  
There is no other encumbrance other than those shown  
DATE: 10/14/2023

Carl D. Mitchell, P.E.  
Carl D. Mitchell, P.E.

## LEGEND

- Found iron and tin nail in place
- Set iron stake in place
- Found concrete monument
- Set concrete monument

CARL D. MITCHELL & ASSOCIATES  
PROFESSIONAL LAND SURVEYORS  
P.O. BOX 200  
FERNANDINA BEACH, FLORIDA

Carl D. Mitchell, P.E.  
FLORIDA REGISTERED LAND SURVEYOR #447  
DATE: 10/14/23 SCALE: 1" = 40'  
SHEET: 1 OF 1  
DRAWN BY: JMB



## PHYSICAL CHARACTERISTICS

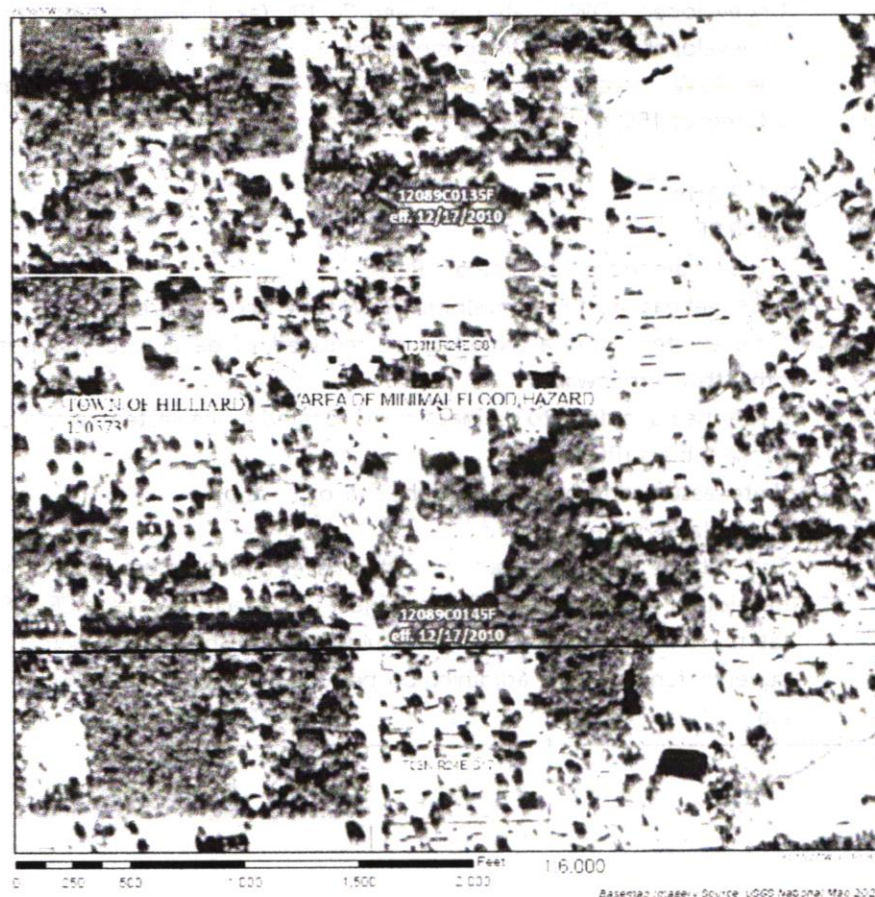
Location	Undeveloped ROW located between CR 108 (aka Indiana Street) and Undeveloped ROW for Wisconsin Street. The ROW bisects parcel 08-3N-24-2380-0166-0010, which has an address of 15809 CR 108.
<u>Site Area</u>	
Subject - Gross Acres	0.172 Acres
Subject - Gross Square Feet	7,500 SF
Frontage	25± feet along the east side of CR 108
Depth	300± feet easterly to Undeveloped ROW for Wisconsin Street
Storm Water Retention	On-site retention is assumed to be required (if developed for uses other than a roadway)
Drainage	Site appears to drain to drainage swale located at the eastern terminus of the subject (ROW) site.
Utilities	Water assumed to be located at the site, or close by.
Wetlands	No wetlands were observed.
Access	The subject site does not currently have direct access. The only developed roadway to which the subject has direct frontage is CR 108 (at the western boundary of the subject site). This access point is currently fenced by the adjoining property owner (single family home).
Corner Location	No

## FLOOD MAP

## National Flood Hazard Layer FIRMette

FEMA

## Legend



<b>GENERAL FLOOD HAZARD AREA</b>	Without Base Flood Elevation (BFE) With BFE or Depth (only for areas of Regulatory Floodway)
<b>OTHER AREAS OF FLOOD HAZARD</b>	0.2% Annual Chance Flood Hazard Areas of 1% and greater chance flood with average depth less than one foot or with drainage areas of less than one square mile Future Conditions 2% Annual Chance Flood Hazard Area with Reduced Flood Risk due to Levee (See Notes) Area with Flood Risk due to Levee
<b>OTHER AREAS</b>	Area of Minimal Flood Hazard Effective LOMRIS Area of Undetermined Flood Hazard
<b>GENERAL STRUCTURES</b>	Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
<b>OTHER FEATURES</b>	Cross sections with 2% Annual Chance Water Surface Elevation Coasts, Transient Base Flood Elevation (BFE) Limit of Study Jurisdiction Boundary Coasts, Transient Base Flood Elevation Hydrograph or Feature
<b>MAP PANELS</b>	Digital Data Available No Digital Data Available Unmapped

This map complies with FEMA's standards for the use of digital flood maps. If it is not used as described below, the mapmaker shall be responsible for any errors or omissions.

The flood hazard information is derived directly from the authoritative FEMA web services provided by FEMA. This map was exported on 12/17/2010 and does not reflect changes or amendments subsequent to this date and time. The FEMA and effective information may change or become superseded by new data over time.

This map image is valid if the one or more of the following map numbers do not appear: Base Flood Elevation, Flood Zone labels, legend, scale bar, map creator's date, community identifier, FEMA map number, and FEMA effective date. Map images for unmapped and unmapped areas cannot be used for regulatory purposes.

## FEMA DATA

FEMA Map Number	12089C0135F
FEMA Map Date	12/17/2010
Flood Zone Designation	X
Flood Zone	The subjects are located within Flood Zone X, which is an area determined to be outside the 0.2% annual chance (500-year) floodplain.

## CONCLUSION OF SITE UTILITY

Overall, the physical characteristics of the site and the availability of utilities result in functional utility suitable for a variety of uses, including those permitted by zoning. I am not aware of any other restrictions on development.



**SUBJECT PHOTOGRAPHS**

Looking east from 15809 CR 108  
Photo taken October 27, 2023



Looking west from 15809 CR 108  
Photo taken October 27, 2023



Typical interior view of the subject  
Photo taken October 27, 2023



Typical interior view of the subject  
Photo taken October 27, 2023



Drainage swale at crossing eastern part of the subject  
Photo taken October 27, 2023



Drainage swale along western end of the subject  
Photo taken October 27, 2023



## **SURROUNDING AREA ANALYSIS**

### **LOCATION**

The subject is located along CR 108 within in municipal limits of the Town of Hilliard, Florida. The boundaries of the subject neighborhood are construed as the Town of Hilliard.

### **ACCESS AND LINKAGES**

Primary access to the area is provided by Interstate 95, US Highway 301 (US-1), and CR 308.

The following summarizes area roadways:

#### North/South Routes:

- U.S. Highway 301 – a four-lane US highway extending through Nassau County running from the Sarasota-Bradenton-Venice metropolitan area through the central northern region of Florida.
- Eastwood Road - a two-lane local roadway that extends north from US Highway 301 and terminates at County Road 108.
- County Road 121A (South Middle Road) – a two-lane local roadway that extends south from Kolars Ferry Road, intersects with County Road 108, and terminates at Musslewhite Road.

#### East/West Routes:

- Kolars Ferry Road – a two-lane roadway that extends east from US Highway 301 and terminates at County Road 121A (Middle Road).
- County Road 108/115 – a two-lane highway that extends west from US Highway 17, intersecting with US Highway 301 through the heart of Hilliard, and terminating at County Road 121.
- Henry Smith Road – a two-lane local roadway extending east from Power Line Road, just west of Hilliard, and terminates at US Highway 301.
- River Road (County Road 108) – a two-lane local roadway extending west from US Highway 301 in Callahan and terminates at State Highway 108.

### **SURROUNDING LAND USES**

Land uses immediately surrounding the subject are predominantly residential. Several commercial properties are located within the immediate market area.

Supporting commercial retail land uses are located mainly along US Highway 301 (US-1) west of Eastwood Road and the area includes Spinners Pizza & Pasta, Dollar General, Hagan Ace Hardware, Seldomridge Body Shop & Wrecker, NAPA Auto Parts, Southern Shine Car Wash, Steamboat Lilly's, and Hilliard Meats.

The Town of Hilliard is a smaller rural town with single-family residential neighborhoods with home prices ranging from \$100,000 to \$700,000.



**SURROUNDING AREA DEMOGRAPHICS**

The following map shows the 5-, 10-, and 15-minute drive times from the subject property. A snapshot of the surrounding area demographics, including population, households, and income data, is displayed in the table on the following page.





## Executive Summary

15809 CR-106 Hilliard, Florida 32046-2

Prepared by Esri

Radius: 5-, 10-, and 15-Minute Drive Time Radius

	5 Min	10 Min	15 Min	Jacksonville MSA	Florida
<b>Population</b>					
2010 Population	2,874	4,154	8,901	1,345,596	18,801,310
2020 Population	2,835	4,144	9,179	1,605,648	21,538,187
2023 Population	2,815	4,118	9,301	1,696,786	22,381,338
2028 Population	2,680	3,928	9,007	1,780,066	23,091,949
2010-2020 Annual Rate	-0.14%	-0.02%	0.31%	1.78%	1.37%
2020-2023 Annual Rate	-0.22%	-0.19%	0.41%	1.71%	1.19%
2023-2028 Annual Rate	-0.96%	-0.94%	-0.64%	0.96%	0.63%
2023 Male Population	48.3%	48.8%	49.6%	48.9%	49.1%
2023 Female Population	51.7%	51.2%	50.4%	51.1%	50.9%
2023 Median Age	39.6	39.9	40.3	39.2	42.9
<b>Population 25+ Educational Attainment</b>					
High School Graduate	36.8%	36.9%	38.5%	22.6%	23.8%
Associate Degree	7.9%	8.9%	8.8%	10.6%	10.9%
Bachelor's Degree	13.6%	12.4%	10.5%	23.7%	21.6%
Graduate/Professional Degree	2.2%	2.8%	3.4%	12.5%	12.7%
<b>Households</b>					
2010 Households	1,059	1,523	3,234	524,146	7,420,802
2020 Households	1,058	1,538	3,375	626,344	8,529,067
2023 Households	1,048	1,530	3,448	668,747	8,909,543
2028 Households	1,027	1,504	3,443	709,026	9,259,577
2010-2020 Annual Rate	-0.01%	0.10%	0.43%	1.83%	1.40%
2020-2023 Annual Rate	-0.29%	-0.16%	0.66%	1.94%	1.35%
2023-2028 Annual Rate	-0.40%	-0.34%	-0.03%	1.16%	0.77%
2023 Average Household Size	2.60	2.63	2.67	2.49	2.46
<b>Median Household Income</b>					
2023 Median Household Income	\$64,924	\$65,993	\$64,502	\$71,600	\$65,081
2028 Median Household Income	\$73,883	\$74,907	\$71,953	\$82,507	\$76,713
2023-2028 Annual Rate	2.62%	2.57%	2.21%	2.88%	3.34%
<b>Average Household Income</b>					
2023 Average Household Income	\$80,524	\$83,222	\$81,897	\$101,614	\$97,191
2028 Average Household Income	\$92,716	\$95,991	\$93,911	\$117,091	\$112,527
2023-2028 Annual Rate	2.86%	2.90%	2.76%	2.88%	2.97%
<b>Housing</b>					
2010 Total Housing Units	1,153	1,672	3,585	598,490	8,989,580
2010 Owner Occupied Housing Units	736	1,116	2,453	350,768	4,998,979
2010 Renter Occupied Housing Units	324	406	781	173,378	2,421,823
2010 Vacant Housing Units	94	149	351	74,344	1,568,778
2020 Total Housing Units	1,151	1,669	3,671	690,609	9,865,350
2020 Owner Occupied Housing Units	324	406	781	62,265	1,336,283
2023 Total Housing Units	1,135	1,651	3,714	731,783	10,242,967
2023 Owner Occupied Housing Units	720	1,114	2,627	442,812	5,917,802
2023 Renter Occupied Housing Units	328	416	821	225,935	2,991,741
2023 Vacant Housing Units	87	121	266	63,036	1,333,424
Average Home Value	\$400,631	\$381,637	\$359,574	\$372,199	\$392,305
2028 Total Housing Units	1,139	1,659	3,743	772,932	10,613,413
2028 Owner Occupied Housing Units	727	1,124	2,676	471,121	6,198,930
2028 Renter Occupied Housing Units	300	380	765	237,905	3,060,647
2028 Vacant Housing Units	112	155	300	63,906	1,353,836
Average Home Value	\$433,815	\$411,643	\$388,919	\$393,182	\$413,149

Data Note: Income is expressed in current dollars

Source: U.S. Esri forecasts for 2022 and 2027. Esri converted Census 2010 data into 2020 geography.



## OUTLOOK AND CONCLUSION

The subject's market area is within the Town of Hilliard, a semi-rural area in western Nassau County. Major roadways through the market area provide good access to employment centers within the Jacksonville MSA.

The subject market area is expected to experience moderate development and redevelopment over the next decade with limited to moderate investment opportunities and potential for property value appreciation.

The main commercial retail corridor through Hilliard is US Highway 301 (US-1). The subject market area is made up of predominately single-family residential with some scattered office and retail uses.

Until approximately June 2022, commercial market conditions within Northeastern Florida, including Jacksonville, Gainesville, and Tallahassee were increasing at a high pace. The subject's area of Hilliard exhibited a slower rate of growth, which is very typical of a smaller community. Overall, inflation and rapidly increasing interest rates have slowed sales volume and value growth substantially, and this trend has continued throughout 2023. The long-term projection for the subject market area will be stable-to-slightly increasing property values over the next 1 – 3 years, then returning to property appreciation consistent with historical levels. Also, there should be investment opportunities along the Highway 301 corridor as development moves northward from North Jacksonville.



## HIGHEST AND BEST USE

### Definition

The 7<sup>th</sup> Edition of *The Dictionary of Real Estate Appraisal*, (Chicago: Appraisal Institute, 2022), defines highest and best use as:

"The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity."

1. **Legal Permissibility:** "a property use that is either currently allowed or most probably allowable under zoning codes, building codes, environmental regulations, and other applicable laws and regulations that govern land use."
2. **Physical Possibility:** "the parcel of land must be able to accommodate the construction of any building that would be a candidate for the ideal improvement."
3. **Financial Feasibility:** "the capability of a physically possible and legal use of property to produce a positive return to the land after considering risk and all costs to create and maintain the use."
4. **Maximally Productive Use:** "a specific land use must yield the highest value of all the physically possible, legally permissible, and financially feasible possible uses."

These tests are performed sequentially, as it is irrelevant if a certain use is financially feasible when not physically possible or legally permissible. When identifying the highest and best use of an improved property these tests are performed first on the property under the hypothetical assumption it is vacant. If the highest and best use is to improve the property, then the ideal improvement is determined using these same four criteria. Then, the subject improvements are compared to the ideal improvement. A determination is then made on whether to maintain the existing improvement in its existing use or modify the improvement to conform more to the ideal.

## HIGHEST AND BEST USE "AS VACANT"

### LEGALLY PERMISSIBLE

The subject is an undeveloped site (right-of-way/alleyway) within an area of surrounding Residential (R-2) zoned properties and a future land use of Main Street Commercial. This district is intended to apply to areas that are to be developed with medium-sized lots single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities, which allows single-family dwellings, family day care homes, and community residential homes.

### PHYSICALLY POSSIBLE

The physically possible uses for the subject are limited to the legally permissible uses that current zoning and land use of the site mandates. The subject site contains 7,500 square feet of land with a twenty-five-foot wide strip of land. Overall, the subject site's physical characteristics result in minimal development possibilities.

### FINANCIALLY FEASIBLE

Financially feasible uses for the subject parcel are governed by legally permissible uses and the physically possible uses for that site. The influence of the surrounding market area considering commercial and residential uses and the growth within the market area and its effect on the subject must be considered. The primary determinant of financial feasibility is if a specific use is likely to produce a higher income level than the combined need to satisfy operating expenses, financial expenses, and capital amortization.

Land uses immediately surrounding the subject include a mix of single-family residential and some commercial uses. Based on my analysis of the market, there is currently adequate demand for single-family residences within the subject market area.

### MAXIMALLY PRODUCTIVE

Maximally productive uses are governed by the subject's legally permissible, physically possible, and financially feasible uses. Overall, the subject site's physical characteristics and the availability of utilities result in minimal development possibilities.

Considering the legally permissible, physically possible, financially feasible, and maximally productive uses, the highest and best use of the subject is to assemble the subject property with the adjoining properties for the immediate development of single-family uses.

### MOST PROBABLE BUYER/USER

Considering the property's size and characteristics, the most likely buyer of the subject would be an adjacent property owner looking to assemble the subject site with their adjacent property.



## VALUATION METHODOLOGY & DEFINITIONS

Three basic approaches may be applicable and utilized, then reconciled to arrive at an estimate of market value. A value approach is included or eliminated based on its applicability to the property type being valued and the information available. The reliability of each approach depends on the availability and comparability of market data and the motivation and thinking of purchasers. Applicable approaches and whether they were utilized are summarized below:

The Cost Approach is based upon the principle of substitution, which states a prudent purchaser would not pay more for a property than the amount required to purchase a similar site and construct similar improvements without undue delay, producing property of equal desirability and utility. This approach is particularly applicable when the appraised improvements are relatively new or proposed or when the improvements are so specialized, that there is little or no sales data from comparable properties.

The Sales Comparison Approach compares sales of similar properties with the subject property. Each comparable sale is adjusted for its inferior or superior characteristics. The values derived from the adjusted comparable sales form a range of values for the subject. By process of correlation and analysis, a final indicated value is derived.

In the Income (Direct Capitalization) Approach, the property's income-producing capacity is estimated using contract rents on existing leases and by estimating market rent from the rental activity at competing properties for the vacant space. Deductions are then made for vacancy and collection loss and operating expenses. The resulting net operating income is divided by an overall capitalization rate to derive an opinion of value for the subject property. The capitalization rate represents the relationship between net operating income and value.

The appraisal process concludes with the Final Reconciliation of the values derived from the approaches applied for a single market value estimate. Different properties require different means of analysis and lend themselves to one approach over the others.

The subject of this assignment is undeveloped land. The Sales Comparison Approach is considered the most relevant and reliable and was used exclusively in our estimate of market value. Neither the Income Approach nor the Cost Approach are applicable.

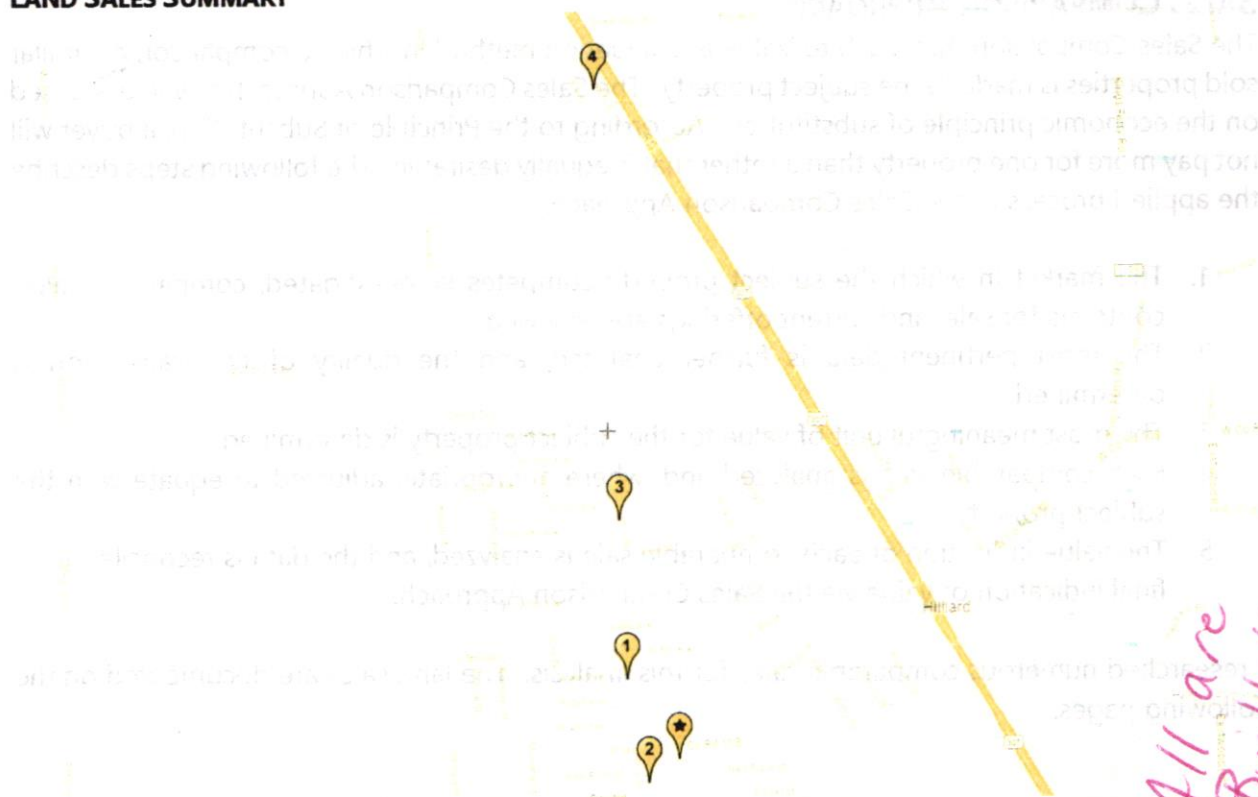
## SALES COMPARISON APPROACH

The Sales Comparison Approach to Value is a valuation method in which a comparison of similar sold properties is made to the subject property. The Sales Comparison Approach to value is based on the economic principle of substitution. According to the Principle of Substitution, a buyer will not pay more for one property than another that is equally desirable. The following steps describe the applied process of the Sales Comparison Approach.

1. The market in which the subject property competes is investigated; comparable sales, contracts for sale, and current offerings are reviewed.
2. The most pertinent data is further analyzed, and the quality of the transaction is determined.
3. The most meaningful unit of value for the subject property is determined.
4. Each comparable sale is analyzed and, where appropriate, adjusted to equate with the subject property.
5. The value indication of each comparable sale is analyzed, and the data is reconciled for a final indication of value via the Sales Comparison Approach.

I researched numerous comparable sales for this analysis. The land sales are documented on the following pages.

## LAND SALES SUMMARY



No.	Location	Sale Date	Price	Land Size (SF)	Price/SF	Use
1	0 Fourth Avenue	2/1/2022	\$32,000	12,632 SF	\$2.53	Residential
2	175960 Bay Road	7/18/2022	\$140,000	54,450 SF	\$2.57	Residential
3	27474 W 10th Avenue	9/16/2022	\$31,500	15,625 SF	\$2.02	Residential
4	2718 Kara Drive	4/4/2023	\$25,000	12,260 SF	\$2.04	Residential

7500 sq ft - my alley



## Land Sale No. 1

**Property Identification**

Record ID	8604
Property Type	Vacant Acreage
Address	0 Fourth Avenue, Hilliard, Nassau County, Florida 32046
Location	South side of Fourth Avenue between Ohio Street and Missouri Street
Tax ID	08-3N-24-2380-0138-0020

**Sale Data**

Grantor	Martin Julian and Katherine M. Berg
Grantee	Curtis Duane and Mary Yake
Sale Date	February 01, 2022
Deed Book/Page	2539/ 1127
Property Rights	Fee Simple
Conditions of Sale	Arm's Length
Financing	Cash to Seller
Verification	Other sources: Public Records, Deed, Confirmed by Gerry Fortner
Sale Price	\$32,000

**Land Sale No. 1 (Cont.)****Land Data**

Zoning	R-2 (Medium Density Residential)
Topography	Level
Utilities	All Available
Shape	Rectangular

**Land Size Information**

Gross Land Size	0.290 Acres or 12,632 SF
-----------------	--------------------------

**Indicators**

Sale Price/Gross Acre	\$110,348
Sale Price/Gross SF	\$2.53

**Remarks**

This represents the sale of a vacant residential site in Hilliard Florida. The site was wooded at the time of sale.



**and Sale No. 2**



Record ID	8605
Property Type	Vacant Acreage
Address	175960 Bay Road, Hilliard, Nassau County, Florida 32046
Location	North side of Bay Road between Ohio Street and C.R 108
Tax ID	08-3N-24-2380-0182-0010

Grantor	Louis Dyal and Janice J. Hodges
Grantee	Conner Development Group, Inc.
Sale Date	July 18, 2022
Deed Book/Page	2579/ 815
Conditions of Sale	Arm's Length
Financing	Cash to Seller
Verification	Other sources: Public Records, Deed, Confirmed by Gerry Fortner
Sale Price	\$140,000

**Land Sale No. 2 (Cont.)****Land Data**

Zoning	R-3 (High Density Residential)
Topography	Level
Utilities	All Available
Dimensions	Irregular

**Land Size Information**

Gross Land Size	1.250 Acres or 54,450 SF
-----------------	--------------------------

**Indicators**

Sale Price/Gross Acre	\$112,000
Sale Price/Gross SF	\$2.57

**Remarks**

This represents the sale of a vacant residential site in Hilliard Florida. The site was wooded at the time of sale. This parcel is split by a town-owned Right-Of-Way alley.



**Id Sale No. 3**



\$31,500



### Land Sale No. 3 (Cont.)

#### Land Data

Zoning	R-2
Topography	At road grade
Utilities	Public water & septic tank
Shape	Regular
Landscaping	Cleared

#### Land Size Information

Gross Land Size	0.359 Acres or 15,625 SF
Uplands Land Size	0.359 Acres or 15,625 SF, 100.00%
Front Footage	125 ft 10th Avenue; 125 ft Ohio Street;

#### Indicators

Sale Price/Gross Acre	\$87,817
Sale Price/Gross SF	\$2.02
Sale Price/Uplands Acre	\$87,817
Sale Price/Uplands SF	\$2.02

#### Remarks

At the time of sale, this site was cleared and ready for construction. It was on the market for 33 days.

## Land Sale No. 4



### Property Identification

Record ID	8511
Property Type	Vacant Residential
Address	2718 Kara Drive, Hilliard, Nassau County, Florida 32046
Location	West side of Kara Drive just west of US-1
Tax ID	05-3N-24-2330-0012-0000

### Sale Data

Grantor	Dana M. Testone & Roger D. Gibson, Jr.
Grantee	Laurie A Huggins
Sale Date	April 04, 2023
Deed Book/Page	2630/682
Property Rights	Fee Simple
Conditions of Sale	Arm's-length
Financing	Cash to seller
User 4	Special Warranty Deed
Verification	Shelli Denmark; 904-879-3011, Other sources: Public record, Confirmed by Bolina Kol
Sale Price	\$25,000

**Land Sale No. 4 (Cont.)****Land Data**

Zoning	RM, Residential Mixed
Topography	At road grade
Utilities	Well & Septic Tank
Shape	Regular
Landscaping	Partially cleared

**Land Size Information**

Gross Land Size	0.281 Acres or 12,260 SF
Uplands Land Size	0.281 Acres or 12,260 SF, 100.00%
Front Footage	105 ft Kara Drive;

**Indicators**

Sale Price/Gross Acre	\$88,825
Sale Price/Gross SF	\$2.04
Sale Price/Uplands Acre	\$88,825
Sale Price/Uplands SF	\$2.04

**Remarks**

This is the sale of a small residential site with RM (Residential, Mixed) zoning that allows only single-family dwellings and mobile homes. On the day of sale, the site has a well & septic tank. This site previously had a mobile home, which had been removed before listing. The site was listed as a residential site with an asking price of \$45,000 for approximately 86 days. The grantee, Laurie A Huggins, purchased as an investment. After the purchase, the grantee transferred the ownership interest of this property to her company, Florida Coastal Construction Services.



## ANALYSIS OF LAND SALES

The adjustment process is typically applied through either quantitative or qualitative analysis, or a combination of the two.

- Quantitative adjustments are often developed as dollar or percentage amounts and are most credible when there is enough data to perform a paired sales or statistical analysis.
- Qualitative adjustments are based on qualitative judgment rather than empirical data when there is not sufficient data to develop a sound quantified estimate within a reasonable degree of confidence.

For this analysis, I used both quantitative and qualitative adjustments. Qualitative adjustments are based on a scale calibrated in 5% increments, with a minor adjustment considered to be 5% and increasing upward with a more perceived difference between a comparable property and the subject. If the comparable is superior to the subject, its sale price is adjusted downward to reflect the subject's relative inferiority; if the comparable is inferior, its price is adjusted upward.

The transactional elements of comparison are:

### PROPERTY RIGHTS

This adjustment is generally applied to reflect the transfer of property rights different from those being appraised, such as differences between properties ground-leased at market rent and those sold fee simple.

An adjustment for this is not considered necessary due to all property rights being equal to the subject. No adjustment is warranted.

### FINANCING

This adjustment is generally applied to a property that transfers with atypical financing such as having assumed an existing mortgage at a favorable interest rate. Conversely, a property may be encumbered with an above-market mortgage that has no prepayment clause or a very costly prepayment clause. Such atypical financing often plays a role in the negotiated sale price.

No atypical financing was reported. No adjustments are warranted for financing terms.

### CONDITIONS OF SALE

This adjustment category reflects the extraordinary motivations of the buyer or seller to complete the sale. Examples include a purchase for assemblage involving anticipated incremental value, or a quick sale for cash. This adjustment category may also reflect a distress-related sale or a corporation recording at a non-market price.

The sales were all reportedly arm's length and did not require adjustment.

**MARKET CONDITIONS**

Real estate values normally change over time. The rate of change fluctuates due to investors' perceptions of prevailing market conditions. This adjustment category reflects value changes, if any, which occurred between the date of the sale and the effective date of the appraisal.

Market conditions within the subject's market and submarket have been improving over the past several years until mid-2022 when interest rates started to increase. Our adjustment reflects a 0.0% annual adjustment from the date of the oldest sale through the effective date of value for the subject. The market conditions adjustment also considers the sharp reduction in transactional data since the beginning of the interest rate increases.

Market Condition adjustments are applied after the previous adjustments but before any of the following adjustments.

**LOCATION/ACCESS/EXPOSURE**

Property location affects its value. This adjustment category considers general market area influences and a property's accessibility and visibility from a main thoroughfare. Differing rent levels or land values are typically good indications that a location adjustment is required. In determining location adjustments, we considered the demographics surrounding the sale site, and access to the subject site. Although based on data, the location adjustments applied are somewhat qualitative.

Sales 1, 2 and 3 were corner sites that warrant a downward adjustment. Sale 4 represents an inline site, similar to the subject.

**ZONING**

The subject is an undeveloped site with surrounding Residential (R-2) zoned land and future land use of Main Street Commercial. The R-2 district is intended to apply to areas that are to be developed with medium-sized lots single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities, which allows single-family dwellings, family day care homes, and community residential homes.

Sales 2 and 4 warrant downward adjustments for allowing multifamily uses.

**PHYSICAL CHARACTERISTICS**

The subject is a partially wooded rectangular site (alleyway) with 25 feet of width and 300 feet of depth. Overall, the subject site's physical characteristics result in minimal development possibilities as a stand-alone site. When analyzed in an "across the fence" manner the site is considered average. Overall, no adjustments for physical characteristics are warranted.

**ECONOMIES OF SCALE**

Based on economies of scale, all sales were adjusted at the rate of 3% per acre of difference in usable land area when compared to the subject. Larger sites are adjusted upward and smaller sites are adjusted downward.



**LAND SALES ADJUSTMENT GRID**

	Subject	Land Sale 1	Land Sale 2	Land Sale 3	Land Sale 4
Proposed Use	ROW	Residential	Residential	Residential	Residential
Sale Site	Right-Of-Way Site (25-foot Alleyway)	0 Fourth Avenue	175960 Bay Road	27474 W 10th Avenue	2718 Kara Drive
Date of Value & Sale	10/27/23	2/1/22	7/18/22	9/16/22	4/4/23
Land Area (Useable Acres)	0.172 Acres	0.290 Acres	1.250 Acres	0.359 Acres	0.281 Acres
Developable Land Area (SF)	7,500 SF	12,632 SF	54,450 SF	15,625 SF	12,260 SF
Zoning	R-2 (Single Family)	R-2	R-3	R-2	RM
Sale Price		\$32,000	\$140,000	\$31,500	\$25,000
Unadjusted Sale Price/Useable Acre (Land)		\$110,348	\$112,000	\$87,817	\$88,825
<b>Transactional Adjustments</b>					
Property Rights Conveyed	Fee Simple	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Financing Terms	Cash to seller	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Conditions of Sale	Arm's Length	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Price		\$110,348	\$112,000	\$87,817	\$88,825
Market Condition	(Annual Rate)	Similar	Similar	Similar	Similar
Value Growth/Decline per year	0.00%				
Adjustment		0.00%	0.00%	0.00%	0.00%
Adjusted Sale Price		\$110,348	\$112,000	\$87,817	\$88,825
<b>Property Adjustments</b>					
Location	Inline	Corner	Corner/Split	Corner	Inline
Adjustment		Superior -10.00%	Superior -10.00%	Superior -10.00%	Similar 0.00%
Zoning	R-2 (Single Family)	R-2	R-3	R-2	RM
Adjustment		Similar 0.00%	Superior -20.00%	Similar 0.00%	Superior -15.00%
Physical Characteristics	ROW	Residential	Residential	Residential	Residential
Adjustment		Similar 0.00%	Similar 0.00%	Similar 0.00%	Similar 0.00%
Size	7,500 SF	12,632 SF	54,450 SF	15,625 SF	12,260 SF
Adjustment		Larger 0.35%	Larger 3.23%	Larger 0.56%	Larger 0.33%
Net Property Adjustment		-9.65%	-26.77%	-9.44%	-14.67%
Adjusted Sale Price		\$99,704	\$82,021	\$79,527	\$75,793
High	\$99,704				
Median	\$80,774				
Average	\$84,261				
Low	\$75,793				

**CONCLUSION OF SALES COMPARISON APPROACH**

Based on the adjustments above, Sale 1 appears to be an outlier and also represents the oldest sale. Sales 2, 3 and 4 represent the most recent transactions, which all occur after the most recent rounds of rate hikes by the Federal Reserve. As such, Sales 2, 3 and 4 represent the best comparables for the subject site. My reconciled opinion of the subject's market value is presented below.

\$/Us. Acre (Land)	Subject Size	Indicated MV
ROW @ \$80,000/Acre	0.172 Acres	\$13,774
		<b>\$13,800</b>
		<b>Rounded</b>



## EXPOSURE TIME

### HISTORICAL LAND SALES – NASSAU COUNTY (12-MONTH PERIOD)



Exposure time is the length of time the subject property would have been exposed for sale in the market had it sold on the effective valuation date at the concluded market value. Exposure time is always presumed to precede the effective date of the appraisal. Based on historical data (above), it is my opinion that the probable exposure time for the subject (25-foot R-O-W site) at the concluded market value stated previously is 6-12 months.

## MARKETING TIME

Marketing time estimates the amount of time it might take to sell a property at the concluded market value immediately following the effective date of value. Based on the historical data (above) and my knowledge of available properties that were trading as of the effective date adjusting for current rising interest and the potential of recession, it is my opinion that the probable marketing time for the subject (25-foot R-O-W site) is 6-12 months.

## ASSUMPTIONS & LIMITING CONDITIONS

This appraisal is subject to the following limiting conditions:

1. The effective date is October 27, 2023. The appraiser assumes no responsibility for economic or physical factors occurring at some later date, which may affect the opinions stated herein.
2. No responsibility for legal matters is assumed, although such matters may be discussed in the report. No opinion is rendered as to the title, which is assumed marketable and free and clear of all liens, encumbrances, easements, encroachments, and restrictions, except as herein described. The property was appraised under the assumption that it is under responsible ownership and competent management and available for its highest and best use.
3. Certain information in this report was furnished from sources believed reliable; however, such information is not guaranteed as to its accuracy, although it has been checked insofar as possible and is believed correct.
4. No engineering test boring was made to determine soil-bearing qualities. The soil of the area under valuation appears firm and solid unless otherwise stated. Subsidence in the area is unknown or uncommon, but the appraiser does not warrant against this condition or occurrence.
5. In this assignment, the existence of toxic waste, including without limitation cyclodienes, petroleum leakage, or agricultural chemicals that may or may not be present, was not observed by, nor does the appraiser know the existence of any such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The existence of potentially hazardous waste materials may affect the value of the property.
6. The appraiser, by reason of this report, is not required to give testimony in court regarding the property herein appraised, nor is the appraiser obligated to appear before any governmental body, board, agent, or representative for investigation questioning, depositions, conferences, or hearings unless specific arrangements have been previously made therefore concerning time and fees.
7. Any drawings, maps, or exhibits included in this report are for illustration only to visualize the property and its surroundings. They may not be considered surveys or relied upon for any other purpose.
8. A member of The Appraisal Institute signed this report. The Bylaws and Regulations of the Institute require each member to control the use and distribution of each appraisal report signed by such members. Therefore, no out-of-context quoting or partial reprinting of this report is authorized. Further, neither all nor any part of this appraisal report shall be



disseminated to the general public by using media for public communication without the prior written consent of the signatory of this appraisal report. The Bylaws and Regulations of the Institute also provide for the review of appraisal reports by its duly authorized representatives in some instances. No change of any item in the appraisal report shall be made by anyone other than the appraisers, and the appraisers shall have no responsibility for any such unauthorized change.

9. Any distribution of the total estimated values in this report between land, improvement, and/or personal property applies only to the property's planned utilization as described in this report. These separate value estimates must not be used in conjunction with any other appraisal or any other intended use and are invalid if used. This appraisal shall be considered in its entirety. No part thereof shall be used separately or out of context.
10. I inspected the subject on October 27, 2023. This appraisal is conditioned upon there being no hidden or unapparent conditions of the property, subsoil or structure, no major structural defects, sinkholes, the existence of endangered species, nor any termite and/or other insect infestations or damages that were not visible to the appraiser during the inspection which, had such been observed, would be discussed herein.
11. The Highest and Best Use Analysis of the subject and the valuation estimate of the analysis and report are subject to the continuing land uses identified herein being continued according to both the Town of Hilliard.
14. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws and that all zoning and use regulations and restrictions of all types have been complied with (unless noncompliance is stated, defined, and considered in the appraisal report). It is further assumed that all licenses, consents, permits, or legislative or administrative authority required by any local, state, federal, and/or private entity or organization have been or can be obtained or renewed for any use considered in the value estimates.
15. No claim is intended to be expressed for matters of expertise that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers. I claim no expertise in areas such as, but not limited to, legal, survey, structural, environmental, pest control, mechanical, etc.
16. This appraisal was prepared for the sole and exclusive use of the client for the function outlined herein. Any party who is not the client or intended user identified in the appraisal or engagement letter is not entitled to rely upon the appraisal's contents without the express written consent of Moody Williams Appraisal Group, LLC and Client. The Client shall not include partners, affiliates, or relatives of the party addressed herein. The appraisers assumed no obligation, liability, or accountability to any third party.



**CERTIFICATION – MICHAEL HOTALING, MAI**

I certify that to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have performed no previous appraisal service and no other services in any capacity regarding the property that is the subject of this report within the three years immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. Neither my engagement to make this appraisal (or any future appraisals for this client) nor any compensation, therefore, are contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of any subsequent event directly related to the intended use of this appraisal.
8. The reported analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, which includes the *Uniform Standards of Professional Appraisal Practice*.
9. Michael Hotaling, MAI made a personal inspection of the property that is the subject of this report.
10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.



17. The distribution of this report is at the sole discretion of the client. However, no third parties that are not listed as an intended user on the face of the appraisal or the engagement letter may rely upon the appraisal's contents. In no event shall the client give a third party a partial copy of the appraisal report. I will make no distribution of the report without the specific direction of the client.
18. The subject property is under Flood Zone X, which is an area determined to be outside the 0.2% annual chance floodplain. Federal law does not require flood insurance in these zones. Unless otherwise noted, I have not completed nor have I contracted to have completed an investigation to identify and/or quantify the presence of non-tidal wetland conditions on the subject property. Because the appraiser is not a surveyor, I make no guarantees, express or implied, regarding this determination.
19. The size of the subject land was taken from a land survey. Should a future survey prove this information inaccurate, I reserve the right to amend this appraisal (at additional cost) if substantial differences are discovered.
20. This appraisal applies to the land only. The value of trade fixtures, furnishings, personal property, and other equipment, or subsurface rights (minerals, gas, and oil) were not considered in this appraisal. A business value was not estimated.
21. No changes in any federal, state, or local laws, regulations, or codes (including, without limitation, the Internal Revenue Code) are anticipated unless specifically stated to the contrary.
22. The data gathered in the course of this assignment shall remain the property of the appraiser. The client authorizes the appraiser to disclose all or any portion of the appraisal and related appraisal data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable the appraisers to comply with the Bylaws and Regulations of such Institute now or hereafter in effect.
23. Acceptance and/or use of this appraisal report constitutes acceptance of these general assumptions and limiting conditions.



**ADDENDUM**

Moody Williams Appraisal Group, LLC  
10000 West 10th Avenue  
Suite 1000  
Denver, CO 80202  
Phone: (303) 750-1100  
Fax: (303) 750-1101  
www.mwagroup.com






11. As of the date of this report, Michael Hotaling, MAI completed the continuing education program for Designated Members of the Appraisal Institute.


A handwritten signature in blue ink, appearing to read 'Michael Hotaling', with a long, sweeping underline.

Michael Hotaling, MAI  
Managing Partner  
State-Certified General  
Real Estate Appraiser RZ 3226



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

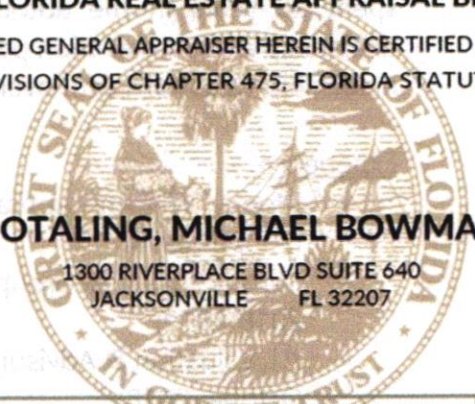


**STATE OF FLORIDA**

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**FLORIDA REAL ESTATE APPRAISAL BD**

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES




**HOTALING, MICHAEL BOWMAN**

1300 RIVERPLACE BLVD SUITE 640  
JACKSONVILLE FL 32207

**LICENSE NUMBER: RZ3226**

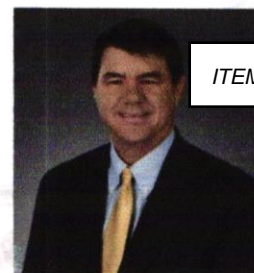
**EXPIRATION DATE: NOVEMBER 30, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



## QUALIFICATIONS OF MICHAEL HOTALING, MAI

Managing Partner

Moody Williams Appraisal Group, LLC.

### State Certifications

State of Florida

State-Certified General Real  
Estate Appraiser RZ3226

State of Georgia

State-Certified General Real  
Property Appraiser 334632

### Education

Bachelor of Science

Business Administration &  
Finance

University of Central Florida

### Contact Details

Moody Williams

Appraisal Group, LLC

1300 Riverplace Blvd, Ste 640

Jacksonville, FL 32207

Phone: 904-516-8900

Cell: 386-295-0295

Email: mhotaling@moodywilliams.com

Prior to entering the appraisal field, Michael Hotaling, MAI spent 20 years in the automotive industry at both the dealership and auto auction positions and now specializes in dealership valuations with over 100 dealerships appraised.

### Experience

- Moody Williams Appraisal Group, Senior Appraiser (2020-Present)
- Moody Appraisal Group, Senior Appraiser (December 2018-2019)
- JLL Valuation & Advisory – Senior Analyst (May 2017-October 2018)
- IRR-Jacksonville, formerly Crenshaw Williams Appraisal Company- Senior Analyst (August 2005 – May 2017)
- IRR-Orlando, Researcher (June 2005 – August 2005)

**Completed appraisal assignments in Florida, Georgia, South Carolina, North Carolina, Virginia, Maryland, and the District of Columbia include** Multifamily development, condominiums, residential subdivisions, downtown and suburban office buildings, general and medical offices, mixed-use developments, shopping centers, and free-standing retail properties, all types of vacant land including islands and special use properties such as churches, funeral homes, and child care centers.

Assignments in the Jacksonville Metropolitan area (Duval County) also include the surrounding counties of Clay, Nassau, St Johns, Baker, Flagler, and Putnam.



**ZONING CODE – R-2****SEC. 62-284. SINGLE-FAMILY DISTRICT R-2.**

- (a) *Intent.* This section applies to the R-2 district. This district is intended to apply to areas which are to be developed with medium-sized lot single-family homes and accessory residential uses applicable in a single-family residential density that is in keeping with the needs of the community and that can be served adequately by available community services and facilities. It is also designed to make available housing for the appropriate income level and to conserve land, buildings and resources as well as to conserve and protect the character and stability of the district and the town.
- (b) *Permitted principal uses and structures.*
  - (1) Single-family dwelling.
  - (2) Family day care homes as required by F.S. § 166.0445.
  - (3) Community residential homes, as defined and required by F.S. § 419.001.
- (c) *Permissible uses and structures by exception.* The following uses may be permitted by exception after site plan review: See section 62-358.
- (d) *Minimum lot requirements.* The minimum lot requirements per one dwelling are as follows:
  - (1) Minimum lot width: 90 feet.
  - (2) Minimum lot area: 10,000 square feet.
- (e) *Maximum lot coverage.* Maximum lot coverage by all buildings and accessory structures shall not exceed 30 percent of lot area.
- (f) *Minimum yard requirements.*
  - (1) Front: 30 feet.
  - (2) Side: The sum of both side yards shall be 25 feet; however, no side yard shall be less than ten feet in width.
  - (3) Rear: 30 feet.
- (g) *Maximum height of structures.* Thirty feet in height above established grade.

(Code 1997, § 62-284; Ord. No. 87-119, § 6-3, 12-29-1987; Ord. No. 92-139; Ord. No. 2000-05, § 4, 10-5-2000; Ord. No. 2003-01, § 4, 3-6-2003)

## ENGAGEMENT LETTER

Via email: ursulajones42@gmail.com

October 23, 2023

Ms. Ursula Jones  
27207 Pond Drive  
Hilliard, Florida 32046

RE: Appraisal of an unimproved right-of-way located south of 15807 County Road 108 and through the middle of 15809 County Road 108, Hilliard, Nassau County, Florida 32046

Dear Ms. Jones:

The appraisal firm of Moody Williams Appraisal Group, LLC is very interested in providing an appraisal of the above-mentioned property, which represents a right-of-way and does not have a parcel number. We understand that the City of Hilliard will be an additional intended user of the appraisal. The purpose of the appraisal is to estimate the current "as is" value of the subject property to assist the client in closing the potential right-of-way.

We will provide an Appraisal Report that complies with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation and conforms to the Code of Professional Ethics requirements of the Appraisal Institute.

Our fee for the appraisal report is \$2,400. Should expert witness testimony be required at deposition, mediation, or eventual trial, our time will be billed at our standard rate of \$300/hour. We will keep detailed time logs of the tasks performed and the hours expended to complete each task for litigation support services. We respectfully request a full retainer of the appraisal fee (\$2,400) to begin the appraisal process. We can deliver the appraisal within 2 weeks following our receipt of this signed proposal.

Your execution and return of this engagement letter and retainer requested (\$2,400) acknowledge your acceptance and our authorization to proceed. We look forward to working with you on this important assignment.

Respectfully submitted,

MOODY WILLIAMS APPRAISAL GROUP, LLC

Michael Hotaling, MAI  
Managing Partner  
State-Certified General  
Real Estate Appraiser RZ3226

By: Ursula Jones  
Date: 10-26-23

1300 Riverplace Boulevard, Suite 640, Jacksonville, Florida 32207 | 904.516.8900 | moodywilliams.com



## Town of Hilliard

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

ITEM-1

#### FOR OFFICE USE ONLY

File #

20231206

Application Fee:

\$13,800.00

Filing Date:

12/6/23 AL 4104

Acceptance Date:

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

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 15809 CR 108 HILLIARD, FL 32046
2. Legal Description: BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF OR 389 P6220 TOWN OF HILLIARD
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0166-0010
4. Acreage of closure, abandonment, or vacation: 2500 SF

#### B. APPLICANT

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

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

URSULA JONES

Title: OWNER

Company (if applicable):

Mailing address: 27207 POND DRIVE

City: HILLIARD

State: FL

ZIP: 32046

Telephone: (408) 218-1630

FAX: ( )

e-mail: URSULA.JONES@42@GMAIL.COM

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

Name of Owner (title holder):

Company (if applicable):

Mailing address:

City:

State:

ZIP:

Telephone: ( )

FAX: ( )

e-mail:

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



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

1. Legal description
2. Location Map clearly identifying the location of the proposed closure. ([nassauflpa.com](http://nassauflpa.com))
3. Survey of Property to be Vacated.
4. Appraisal of Property to be Vacated.

**E. FEES**

1. Right of Way (streets or alley or easements) - \$200 pre application fee & final application fee TBD
2. The Cost of advertisement and outside consultants are in addition to the application fee.

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

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

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

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

Ursula Jones  
Signature of Applicant

URSULA JONES  
Typed or printed name and title of applicant

12/16/2023  
Date

State of FL County of NASSAU

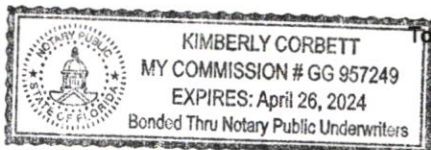
The foregoing application is acknowledged before me this 16th day of December, 202023.

by Ursula Jones, who is/are personally known to me, or who has/have produced

Drivers License as identification.

NOTARY SEAL

Kimberly Corbett  
Signature of Notary Public, State of Florida



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



**NOTIFICATION**

BY CERTIFY that this plat represents a survey  
 and under my direction and supervision and is true  
 and correct to the best of my knowledge and belief.  
 and no encroachment other than those shown.  
 April 6, 1981

Carl D. Mitchell  
 Carl D. Mitchell, PLS

**LEGEND**

- Found Iron and/or Iron Pipe
- Set Iron and/or Iron Pipe
- Found Concrete Monument
- Set Concrete Monument



CARL D. MITCHELL & ASSOCIATE  
 PROFESSIONAL LAND SURVEYORS  
 P.O. BOX 1202  
 FERNANDINA BEACH, FLORIDA

Carl D. Mitchell  
 CARL D. MITCHELL, PLS  
 FLORIDA REGISTERED LAND SURVEYOR No. 24  
 DATE: April 6, 1981 SCALE: 1" = 60'  
 W.O. No. 81-03-39 F.B. No. 25, Pg. 31



November 17, 2023

Ms. Ursula Jones  
27207 Pond Drive  
Hilliard, Florida 32046

RE: Appraisal of:  
Right-Of-Way Site (25-foot Alleyway) Block 166  
Hilliard, Florida 32046

Appraisal Number: 2023-L281

Dear Ms. Jones:

As requested, the following is an *appraisal report* of the above-referenced property. The subject property is specifically described by both narrative and legal descriptions contained within the attached *appraisal report*. Furthermore, the report describes the subject, the market area environment, and surrounding influences, including current and historical market conditions, and the methods of approach to the valuation problem. It contains data gathered and analyzed in arriving at our conclusion of market value.

I developed my analyses, opinions, and conclusions and prepared this report in conformity with the uniform standards of professional appraisal practice (USPAP) of the appraisal foundation; the code of professional ethics and standards of professional appraisal practice of the appraisal institute; and the requirements of our client as we understand them.

Based on the appraisal presented in the following report and subject to the assumptions and limiting conditions and definition of market value as set forth herein, our opinion of market value is as follows:

Appraisal Premise	Interest Appraised	Date of Value	Value Conclusion
Market Value "As Is"	Fee Simple	October 27, 2023	\$13,800

The value above is subject to definitions, assumptions and limiting conditions set forth in the accompanying report of which this summary is part. No party other than the client and intended user may use or rely on the information, opinions and conclusions contained in the report. It is assumed that the user of the report has read the entire report.

WN OF HILLIARD  
4-845-3555

C#: 00169162 12/06/2023 9:56 AM  
ER: AH TERM: 001  
F#: 4104  
ID BY:

AN: 104.0000 ZONING REVENUE  
ROW VACANT-15809 CR 108  
ZONING REVENUE 13,800.00CR

TENDERED: 13,800.00 CHECK  
APPLIED: 13,800.00-

CHANGE: 0.00

## FOR OFFICE USE ONLY

File # 20231201  
Application Fee: \$13,800.00  
Filing Date: 12/6/23 AL 4104 Acceptance Date: \_\_\_\_\_

rd  
ndon, or Vacate  
Right of Way

## ZONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 15809 CR. 108 HILLIARD FL. 32046
2. Legal Description: BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF CR 389 PG 220 TOWN OF HILLIARD
3. Parcel ID Number(s) and/or Adjoining Parcel ID Number(s): 08-3N-24-2380-0166-0010
4. Acreage of closure, abandonment, or vacation: 2500 SF

## B. APPLICANT

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

2. Name of Applicant(s) or Contact Person(s): URSULA JONES Title: OWNER

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

Mailing address: 27207 POND DRIVE

City: HILLIARD State: FL ZIP: 32046

Telephone: (408) 218-1630 FAX: ( ) e-mail: URSULA JONES 42 @ GMAIL.COM

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

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

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

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

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

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

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to Consider Ordinance No. 2024-01, An Ordinance of the Town Council of the Town of Hilliard, Florida, A Municipal Corporation Regulating the Water and Sewer Usage Rates; In Accordance with the Town Charter Section 4.11 (5) Action Requiring an Ordinance; and Further Stated in Chapter 58 Utilities of the Town Code; and Providing for an Effective Date. Adopting on First Reading and Set Public Hearing & Final Reading for February 15, 2024.

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#### **BACKGROUND:**

See attached documents.

#### **FINANCIAL IMPACT:**

Water & Sewer Rates increased by 1.38% Revenue.

#### **RECOMMENDATION:**

Town Council adoption of Ordinance No. 2024-01, on First Reading and Set Public Hearing & Final Reading for February 15, 2024.



**ORDINANCE NO. 2024-01**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION REGULATING THE WATER AND SEWER USAGE RATES; IN ACCORDANCE WITH THE TOWN CHARTER SECTION 4.11 (5) ACTION REQUIRING AN ORDINANCE; AND FURTHER STATED IN CHAPTER 58 UTILITIES OF THE TOWN CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Hilliard has found it necessary to adopt Ordinance No. 2024-01 to ensure adequate funds to pay for the annual debt service and annual operating and maintenance costs for the water and wastewater treatment plants and in an effort to meet the goals of USDA Rural Development with respect to sufficient revenue to fund the municipal bond payments and the goals of the St. John's River Water Management District with respect to encouraging conservation; and

**WHEREAS**, Article IV. Town Council, Section 4.11. Action requiring an ordinance of the Town Charter requires the Town Council to regulate the rate charged for its public utilities by ordinance; and

**WHEREAS**, Chapter 58 of the Hilliard Utilities Code, states that the Town Council shall conduct, annually a review of charges and fees for water and sewer services, and it shall set such fees and charges as are necessary to adequately maintain, repair and replace the system by ordinance. Water and sewer usage rates shall increase annually using the Municipal Cost Index as set forth in this chapter; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Town Council of the Town of Hilliard, Florida, has established that the following Water and Sewer Usage Rates for said Town and based on the Municipal Cost Index "MCI" published by American City & County Magazine for October 2023, as an attachment to this ordinance.

**THIS ORDINANCE** adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the Town Council of the Town of Hilliard, Florida, and shall become effective based on rates billed that are payable on or thereafter, \_\_\_\_\_.

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Kenneth A. Sims  
Council President

ATTEST:

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Lisa Purvis  
Town Clerk

APPROVED:

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John P. Beasley  
Mayor

First Reading:	January 18, 202
W&S Billing Notice:	February 1, 2024
Publication Date:	January 31, 2024
Public Hearing:	February 15, 2024
Second/Final Reading:	February 15, 2024

**ATTACHMENT  
TOWN OF HILLIARD  
ORDINANCE NO. 2024-01  
WATER & SEWER RATES**

**SECTION 1. WATER & SEWER USAGE RATES AND TAXES**  
**1.38% INCREASE (October 2023 Municipal Cost Index)**

The monthly water and sewer use rates for residential property are established as follows:

<b>BASE CHARGE</b>	<b>WATER</b>	<b>SEWER</b>
	\$17.09	\$21.37

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

<b>FIRST INCREMENT</b>	<b>SECOND INCREMENT</b>
(0-6,000 gallons)	(over-6,000 gallons)
WATER	WATER
\$3.20	\$5.70
per whole thousand	per whole thousand
SEWER	SEWER
\$4.01	\$5.70
per whole thousand	per whole thousand

The monthly water and sewer use rates for commercial property are established as follows:

<b>BASE CHARGE</b>	<b>WATER</b>	<b>SEWER</b>
	\$39.89	\$49.50

The Base Charge shall be prorated for the portion of the month in which service was in use.

In addition to the Base Charge, the charge for usage shall also include a charge based on the gallons used as follows:

<b>FIRST INCREMENT</b>	<b>SECOND INCREMENT</b>	<b>THIRD INCREMENT</b>
(0-2,000 gallons)	(2,001-10,000 gallons)	(over-10,000 gallons)
WATER	WATER	WATER
\$1.41	\$4.27	\$5.70
per whole thousand	per whole thousand	per whole thousand
SEWER	SEWER	SEWER
\$2.85	\$5.70	\$7.11
per whole thousand	per whole thousand	per whole thousand

**TAXES**

A public service tax of 5% shall be added to the water service rates.



**TOWN OF HILLIARD  
Water & Sewer Rate Increase Notice  
Ordinance No. 2024-01**

In accordance with Hilliard Town Charter Section 4.11 (5) Action requiring an ordinance. The Town shall by ordinance regulate the rate charged for its services by a public utility for its water and sewer rates. Florida State Statue 180.136 Water or sewer utilities; notice. Before a local government water or sewer utility increases any rate, charge, or fee for water or sewer utility service, the utility shall provide notice of the proposed increase to each customer of the utility through the utility's billing process. The notice shall state the date, time, and place of the meeting of the governing board of the local government at which such an increase will be considered.

**The Town of Hilliard will hold a Public Hearing to hear citizens input where the Town proposes to increase its water and sewer rates by 1.38% for both residential and commercial users as follows:**

**Public Hearing & Regular Meeting  
February 15, 2024, at 7:00 p.m.  
Hilliard Town Hall / Council Chambers  
15859 West County Road 108  
Hilliard, FL 32046**

This rate increase is following Hilliard Town Code Chapter 58 Utilities:

**Sec. 58-86. Annual rate increases tied to inflation.**

Effective October 1st of every year, the rates subject to annual cost adjustment as set forth above shall be increased by a percentage equal to the annual increase in the Municipal Cost Index ("MCI") published by American City & County Magazine. The MCI is a weighted average, using 2005 as the base year, of the consumer price index, producer price index for industrial commodities, and construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the town council by resolution.

(Ord. No. 2010-03, § 6, 10-7-2010)

## WATER & SEWER RATE INCREASE PROCEDURES

### Florida State Statute 180.136 Water or sewer utilities; notice.

Before a local government water or sewer utility increases any rate, charge or fee for water or sewer utility service, the utility shall provide notice of the proposed increase to each customer of the utility through the utility's billing process. The notice shall state the date, time, and place of the meeting of the governing board of the local government at which such increase will be considered.

### Sec. 58-86. Annual rate increases tied to inflation.

Effective October 1st of every year, the rates subject to annual cost adjustment as set forth above shall be increased by a percentage equal to the annual increase in the Municipal Cost Index ("MCI") published by American City & County Magazine. The MCI is a weighted average, using 2005 as the base year, of the consumer price index, producer price index for industrial commodities, and construction cost index. Notwithstanding anything to the contrary herein, any such rate increase shall be subject to approval or adjustment by the town council by resolution.

(Ord. No. 2010-03, § 6, 10-7-2010)

	October 2010 - 1.031 = 3.1%
	October 2011 - 1.051 = 5.1%
	October 2012 - 1.014 = 1.4%
4/17/2014	October 2013 - 231.5 1.021 = 2.1% INCREASE 5% RES NO 2014-06
	October 2014 - 235.6 1.0177 = 1.77%
	October 2015 - 233.0 0.989 = -1.10%
	October 2016 - 236.88 1.0184 = 1.84%
12/20/2018	October 2017 - 244.29 1.0320 = 3.20% INCREASE 5.78% RES NO 2018-19
	October 2018 - NA
2/20/2020	October 2019 - 254.09 = RATE INCREASE 4.01% per Tim Norman RES NO 2020-08
10/1/2021	October 2020 - RATE INCREASE 1.08% per Tim Norman RES NO 2021-23
7/1/2022	October 2021 - 286.13 = RATE INCREASE 11.40% per Tim Norman RES NO 2022-08
AS OF 2023	ALL RATE INCREASES ARE BY ORDINANCE.
7/1/2023	October 2022 - 309.04 = RATE INCREASE 8.01% per Tim Norman ORD NO 2023-03
7/1/2023	October 2023 - 313.30 = RATE INCREASE 1.38% - ORD NO 2024-01

DATE	DESCRIPTION	
JULY	Rate increase discussed during BUDGET process.	
JULY	American City & County Magazine for the MCI increase from June.	
JULY	Prepare Ordinance & have First Reading on the second meeting in July.	7/20/2024
JULY	Send Ordinance to NCR for Public Hearing Notice for second meeting in August.	7/27/2024
	Prepare notice of rate increase to be sent out to all W&S customers with bills include rate increase and date/time of meeting. Send out with July bills.	7/31/2024
AUGUST	Public Hearing notice publishes in NCR 10 plus days prior to Public Hearing date.	8/2/2024
AUGUST	Hold Public Hearing and second/final reading at the second meeting of August.	8/17/2024
SEPTEMBER	Prepare Rates analysis for software company to increase rates.	9/15/2024
SEPTEMBER	Contact INCODE software company at 1-800-646-2633 to increase rates and fees in system.	
SEPTEMBER	Send out bills with increased rates on August 20th to September 20th. Payable after October 1st.	
OCTOBER	Start charging increase rates and fees for usages August 20th to September 20th.	

**TOWN OF HILLIARD WATER & SEWER RATES W/BASE & STEP RATE INCREASES**

**WATER & SEWER RATE INCREASES W/BASE PLUS PER 1,000 GAL W/STEP INCREASES SINCE 2010**

**WATER & SEWER RATE INCREASES BASED ON MCI PER TOWN CODE CH 58-86 SINCE 2018**

RESOLUTION NO. - ORDINANCE NO. EFF 2023	2024-01	2023-03	2022-08	2021-23	2020-08	2018-19	2014-06	2010-12
EFFECTIVE DATE	4/1/2024	7/1/2023	7/1/2022	10/1/2021	3/1/2020	1/1/2019	5/1/2014	11/1/2010
INCREASE	1.38%	8.01%	11.40%	1.08%	4.01%	5.78%		
WATER RES BASE	\$17.09	\$16.86	\$15.61	\$14.01	\$13.86	\$13.33	\$12.60	\$12.00
WATER RES 1ST INC (0-6,000) PER 1,000	\$3.20	\$3.16	\$2.93	\$2.63	\$2.60	\$2.50	\$2.36	\$2.25
WATER RES 2ND INC (OVER-6,000) PER 1,000	\$5.70	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER RES BASE	\$21.37	\$21.08	\$19.52	\$17.52	\$17.33	\$16.66	\$15.75	\$15.00
SEWER RES 1ST INC (0-6,000) PER 1,000	\$4.01	\$3.96	\$3.67	\$3.29	\$3.25	\$3.12	\$2.95	\$2.81
SEWER RES 2ND INC (OVER-6,000) PER 1,000	\$5.70	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
WATER COM BASE	\$39.89	\$39.35	\$36.43	\$32.70	\$32.35	\$31.10	\$29.40	\$28.00
WATER COM 1ST INC (0-2,000) PER 1,000	\$1.41	\$1.39	\$1.29	\$1.16	\$1.15	\$1.11	\$1.05	\$1.00
WATER COM 2ND INC (2,001-10,000) PER 1,000	\$4.27	\$4.21	\$3.90	\$3.50	\$3.46	\$3.33	\$3.15	\$3.00
WATER COM 3RD INC (OVER-10,000) PER 1,000	\$5.70	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER COM BASE	\$49.50	\$48.83	\$45.21	\$40.58	\$40.15	\$38.60	\$36.49	\$34.75
SEWER COM 1ST INC (0-2,000) PER 1,000	\$2.85	\$2.81	\$2.60	\$2.33	\$2.31	\$2.22	\$2.10	\$2.00
SEWER COM 2ND INC (2,001-10,000) PER 1,000	\$5.70	\$5.62	\$5.20	\$4.67	\$4.62	\$4.44	\$4.20	\$4.00
SEWER COM 3RD INC (OVER-10,000) PER 1,000	\$7.11	\$7.01	\$6.49	\$5.83	\$5.77	\$5.55	\$5.25	\$5.00
PUBLIC SERVICE TAX ADD ON WATER RATES	5%	5%	5%	5%	5%	5%	5%	5%
WATER RES DEP	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$55.00	\$55.00	\$55.00
SEWER RES DEP	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$70.00	\$70.00	\$70.00
WATER COM DEP UNDER 10,000	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
WATER COM DEP OVER 10,000	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$100.00	\$100.00	\$100.00
SEWER COM DEP UNDER 10,000	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
SEWER COM DEP OVER 10,000	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$150.00	\$150.00	\$150.00
WATER TAP SHORT	\$1,700.00	\$1,700.00	\$1,700.00	\$700.00	\$700.00	\$500.00	\$500.00	\$500.00
WATER TAP LONG	\$2,500.00	\$2,500.00	\$2,500.00	\$700.00	\$700.00	\$500.00	\$500.00	\$500.00
SEWER TAP SINGLE	\$3,500.00	\$3,500.00	\$3,500.00	\$700.00	\$700.00	\$600.00	\$600.00	\$600.00
SEWR TAP DOUBLE	\$3,800.00	\$3,800.00	\$3,800.00	\$700.00	\$700.00	\$600.00	\$600.00	\$600.00
TURN ON/OFF	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$40.00	\$40.00	\$40.00
TURN ON/OFF ER REPAIR	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$20.00	\$20.00	\$20.00
TURN ON/OFF ER REPAIR AFTER HOURS	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$40.00	\$40.00	\$40.00
TRANSFER SERVICE	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$25.00	\$25.00	\$25.00
PENALTY 15TH 5PM	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
PENALTY 25TH 5PM	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
PENALTY CONTRACT LARGE USERS	3%	3%	3%	3%	3%	3%	3%	3%
RESTORATION CHARGES AFTER TERMINATION	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
RESTORATION CHARGES AFTER METER TAMPERING	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500
RETURN CHECK OR DRAFT \$.01 TO \$50.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$15.00	\$15.00	\$15.00
RETURN CHECK OR DRAFT \$50.01 TO \$300.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$15.00	\$15.00	\$15.00
RETURN CHECK OR DRAFT OVER \$300	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$15.00	\$15.00	\$15.00
APPLICATION SEPTIC TANK EXCEPTION	\$250.00	\$250.00	\$250.00	NA	NA	NA	NA	NA
APPLICATION ROW PERMIT PWD & ENGINEER	\$2,000.00	\$2,000.00	\$2,000.00	NA	NA	NA	NA	NA
APPLICATION DEVELOP INVESTIGATION PWD	\$100.00	\$100.00	UNDER P&Z	NA	NA	NA	NA	NA
APPLICATION DEVELOP INVESTIGATION ENGINEER	\$1,000.00	\$1,000.00	UNDER P&Z	NA	NA	NA	NA	NA
DEPOSIT & CONSULTANT COST PLUS 10%								



**TOWN OF HILLIARD WATER & SEWER RATES W/BASE PLUS 3,000 GAL RES & 5,000 GAL COM**  
**NO WATER & SEWER RATE INCREASE PRIOR TO 1998 TO 2010**

RESOLUTION NO.	2009-06	2004-04	2002-08	2002-04	2001-02	1998-15
EFFECTIVE DATE	5/21/2009	6/3/2004	6/6/2002	2/21/2002	6/7/2001	1/21/1999
INCREASE	NA	NA	NA	NA	NA	NA
WATER RES BASE TO INCLUDE 3,000 GAL	\$12.70	\$12.70	\$12.70	\$12.70	\$12.70	\$12.70
WATER RES OVER 3,000 GAL PER 1,000	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25
SEWER RES BASE TO INCLUDE 3,000 GAL	\$15.88	\$15.88	\$15.88	\$15.88	\$15.88	\$15.88
SEWER RES OVER 3,000 GAL PER 1,000	\$2.81	\$2.81	\$2.81	\$2.81	\$2.81	\$2.81
WATER COM BASE TO INCLUDE 5,000 GAL	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
WATER COM OVER 5,000 GAL PER 1,000	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75	\$2.75
SEWER COM BASE TO INCLUDE 5,000 GAL	\$31.25	\$31.25	\$31.25	\$31.25	\$31.25	\$31.25
SEWER COM OVER 5,000 GAL PER 1,000	\$3.44	\$3.44	\$3.44	\$3.44	\$3.44	\$3.44
PUBLIC SERVICE TAX ADD ON WATER RATES	5%	5%	5%	5%	5%	5%
WATER RES DEP	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
SEWER RES DEP	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
WATER COM DEP	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
SEWER COM DEP	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
WATER TAP	\$500.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
SEWER TAP	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
TURN ON/OFF	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
TURN ON/OFF ER REPAIR	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$40.00
TURN ON/OFF ER REPAIR AFTER HOURS	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$60.00
TRANSFER SERVICE	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
LATE CHARGE	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
RESTORATION CHARGES AFTER TERMINATION	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
RESTORATION CHARGES AFTER METER TAMPERING	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500	\$50 - \$500
NSF CHECK	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to Consider Holding One Workshop Per Month on the Same Day Each Month.

---

#### **BACKGROUND:**

Meetings held per year:

2010 = 47  
 2011 = 50  
 2012 = 34  
 2013 = 45  
 2014 = 45  
 2015 = 62  
 2016 = 49  
 2017 = 46  
 2018 = 52  
 2019 = 53  
 2020 = 66  
 2021 = 58  
 2022 = 52  
 2023 = 67  
 2024 = We could only have 37 Meetings

#### **FINANCIAL IMPACT:**

The time and money spent preparing, conducting and recording workshops could be used to better serve the Town in other areas.

#### **RECOMMENDATION:**

The Town Council to consider one set day/date workshop per month. Example: the first or last Monday of every month. All needed workshops would all be on one agenda, and we could set a time limit if needed and prioritize those items on the agenda and if time runs out, we can move the items to next month. If an emergency arises, we can set up an emergency workshop either prior to or following our regular meetings.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to Set the Annual Joint Workshop with the Nassau County School Board for Monday, January 29, 2024, at 6:00 p.m.

---

#### **BACKGROUND:**

2024 Annual Joint Workshop with the NCSB. Dates provided by Town Council on December 21, 2023, Regular Meeting.

The following Joint Workshops have been held with the Nassau County School Board:

07/17/2017, 02/25/2019, 03/23/2020 Cancelled, 02/01/2021, 01/10/2022 & 02/06/2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to Set the Annual Joint Workshop with the Nassau County School Board for Monday, January 29, 2024, at 6:00 p.m.



**Lisa Purvis**

---

**From:** Connie Daughtry <daughtryco@nassau.k12.fl.us>  
**Sent:** Friday, January 12, 2024 11:48 AM  
**To:** Lisa Purvis  
**Subject:** RE: Annual Joint Meeting

Lisa,  
 During the regular Board Meeting last night the Board approved the joint meeting with Hilliard Town Council on Monday, January 29, @ 6:00pm in Hilliard. Dr. Burns is working on a list of agenda items I will forward them to you as soon as I receive them. Thank you  
 Connie

---

**From:** Lisa Purvis <lpurvis@townofhilliard.com>  
**Sent:** Thursday, January 4, 2024 10:05 AM  
**To:** Connie Daughtry <daughtryco@nassau.k12.fl.us>  
**Subject:** FW: Annual Joint Meeting

**CAUTION:** This email originated from outside of the Nassau County School District network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Connie,

I just left you a message but your offices may be out until next week I am not sure but since I have not heard back from the email below I will assume January 8<sup>th</sup> is out. Please let me know as soon as you can if Monday, January 29<sup>th</sup> will work then I will let my board know at our January 18<sup>th</sup> meeting. If your board cannot meet on January 29<sup>th</sup> please let me know what Monday dates in February they would be able to so that I can place on our January 18<sup>th</sup> agenda for approval. Thank you.

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)



**From:** Lisa Purvis  
**Sent:** Thursday, December 21, 2023 8:11 PM  
**To:** Connie Daughtry <[daughtryco@nassau.k12.fl.us](mailto:daughtryco@nassau.k12.fl.us)>; [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov); Amy Bell <[abell@nassaucountyfl.com](mailto:abell@nassaucountyfl.com)>; Caroline Best <[cbest@fbfl.org](mailto:cbest@fbfl.org)>  
**Subject:** RE: Annual Joint Meeting

Connie,

The Hilliard Town Council suggested the following two dates:

Monday, January 8, 2024

Or

Monday, January 29, 2024

Both at 6pm and they asked that the Joint Workshop be held at the Hilliard Town Hall, Council Chambers.

Wishing you all a very Merry Christmas!

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
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**From:** Connie Daughtry <[daughtryco@nassau.k12.fl.us](mailto:daughtryco@nassau.k12.fl.us)>  
**Sent:** Wednesday, November 29, 2023 12:36 AM  
**To:** [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov); Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>; Amy Bell <[abell@nassaucountyfl.com](mailto:abell@nassaucountyfl.com)>; Caroline Best <[cbest@fbfl.org](mailto:cbest@fbfl.org)>  
**Subject:** Annual Joint Meeting

Good Morning!

It is time to schedule the annual joint meeting with the School Board members, City Commissioners and Town Councils. Please provide me with a couple of available dates and

times we could consider in January or early February. Also, let me know if you would like to host the meeting. I look forward to hearing from you soon. Thank you

Connie Daughtry  
Curriculum & Instruction Help Desk Specialist  
Nassau County School Board  
1201 Atlantic Avenue  
Phone: (904) 491-9898 ext 1258

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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to Set a Joint Workshop with the Planning & Zoning Board on January 29, 2024, at 7:00 p.m., to discuss the Lofty Annexation and Companion Applications.

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#### **BACKGROUND:**

Item tabled on January 4, 2024, Regular Meeting. Date and time have been accepted by Lofty Group.

Workshop will include discussion concerning a potential Annexation of 3 Parcels on US 1, FLUM designation for all parcels, Zoning Districts for Parcels and a Proposed PUD at Cosmos Trail and Town Requirements for this development.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to Set a Joint Workshop with the Planning & Zoning Board on January 29, 2024, at 7:00 p.m.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: January 18, 2024

FROM: ***Bryan Higginbotham – Building Official***

SUBJECT: Town Council to Review and Accept the Building Official's Quarterly Report for October 1, 2023, through December 31, 2023.

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#### **BACKGROUND:**

Summary of activities performed through October 1, 2023, through December 31, 2023.

Report No. 1 – Task Status Report that shows all the inspections performed by permit type, location, date paid, date of inspection, and if the inspection passed or failed.

Report No. 2 – Project Payment Report that shows the permit number, date paid, name, address, and amount paid.

#### **FINANCIAL IMPACT:**

None

#### **RECOMMENDATION:**

Town Council to accept the Building Official's Quarterly Report.

TASK STATUS REPORT  
SUMMARY

ITEM-7

INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 10/01/2023 THRU 12/31/2023  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7708-INSPECTION	7100-Z-UNDERGROUND	37818 OXFORD ST	C	1	BP	bhigg	10/03/23	10/04/23	10/04/23 APPROV
7709-INSPECTION	7101-Z-SHED FINAL	27742 KENTUCKY ST	C	1	BP	bhigg	10/06/23	10/09/23	10/10/23 APPROV
7710-INSPECTION	7102-Z-ROOF FINAL	37081 WALKER ST	C	1	BP	bhigg	10/06/23	10/09/23	10/06/23 APPROV
7711-INSPECTION	7103-Z-FOUND	37818 OXFORD ST	C	1	BP	bhigg	10/06/23	10/09/23	10/06/23 APPROV
7712-INSPECTION	7104-Z-ELE-FINAL	37031 CODY CIRCLE AO	C	1	BP	lhogan	10/11/23	10/12/23	12/20/23 APPROV
7725-INSPECTION	7117-Z-TEMP POLE	36202 PINE ST	C	1	BP	bhigg	10/11/23	10/12/23	10/20/23 FAILED
7728-INSPECTION	7120-Z-DEMO-FINAL	37296 RAILROAD ST	C	1	BP	bhigg	10/11/23	10/12/23	10/11/23 APPROV
7731-INSPECTION	7122-Z-SHED FINAL	37296 RAILROAD ST	C	1	BP	bhigg	10/11/23	10/11/23	10/11/23 APPROV
7732-INSPECTION	7123-Z-FRAME	37153 RAILROAD ST	C	1	BP	bhigg	10/12/23	10/13/23	10/18/23 APPROV
7733-INSPECTION	7124-Z-PLUMBING ROUG	37153 RAILROAD ST	C	1	BP	bhigg	10/12/23	10/13/23	10/16/23 APPROV
7734-INSPECTION	7125-Z-ELE ROUGH	37153 RAILROAD ST	C	1	BP	bhigg	10/12/23	10/13/23	10/18/23 APPROV
7735-INSPECTION	7126-Z-MEC ROUGH	37153 RAILROAD ST	C	1	BP	bhigg	10/12/23	10/13/23	10/13/23 APPROV
7736-INSPECTION	7127-Z-PLUMBING ROUG	37336 W SEVENTH ST	C	1	BP	bhigg	10/12/23	10/13/23	10/13/23 APPROV
7737-INSPECTION	7128-Z-FRAME	37336 W SEVENTH ST	C	1	BP	bhigg	10/12/23	10/13/23	10/13/23 APPROV
7738-INSPECTION	7129-Z-ELE ROUGH	37336 W SEVENTH ST	A	1	BP	bhigg	10/12/23	10/13/23	10/13/23 APPROV
7739-INSPECTION	7130-Z-MEC ROUGH	37336 W SEVENTH ST	C	1	BP	bhigg	10/12/23	10/13/23	10/13/23 APPROV
7740-INSPECTION	7131-Z-INSULATION	37153 RAILROAD ST	C	1	BP	bhigg	10/16/23	10/17/23	10/18/23 FAILED
7741-INSPECTION	7132-Z-INSULATION	37336 W SEVENTH ST	C	1	BP	bhigg	10/16/23	10/17/23	10/18/23 FAILED
7742-INSPECTION	7133-Z-ROOF MAT ATTA	37818 OXFORD ST	C	1	BP	bhigg	10/16/23	10/17/23	10/18/23 APPROV
7744-INSPECTION	7135-Z-BLD-FINAL	37098 SOUTHERN GLEN	C	1	BP	bhigg	10/18/23	10/19/23	10/24/23 APPROV
7745-INSPECTION	7136-Z-ELE-FINAL	37145 RAILROAD ST	C	1	BP	bhigg	10/18/23	10/19/23	10/18/23 APPROV
7746-INSPECTION	7137-Z-CULVERT FINAL	37145 RAILROAD ST	C	1	BP	No Inspect	10/18/23	10/19/23	10/18/23 APPROV
7747-INSPECTION	7138-Z-SHED FINAL	371671 HENRY SMITH R	C	1	BP	bhigg	10/18/23	10/19/23	10/18/23 APPROV
7751-INSPECTION	7142-Z-PLB-FINAL	37145 RAILROAD ST	C	1	BP	bhigg	10/18/23	10/19/23	10/18/23 APPROV
7752-INSPECTION	7143-Z-MEC-FINAL	37145 RAILROAD ST	C	1	BP	bhigg	10/18/23	10/19/23	10/18/23 APPROV
7753-REINSPECTION	6903-Z-INSULATION	37145 RAILROAD ST	C	1	BP	bhigg	10/18/23	10/19/23	10/02/23 PASSED
7754-INSPECTION	7144-Z-BLD-FINAL	37145 RAILROAD ST	C	1	BP	bhigg	10/18/23	10/19/23	10/18/23 APPROV
7755-INSPECTION	7145-Z-MISC	15750 CR 108	C	1	BP	bhigg	10/19/23	10/20/23	10/20/23 APPROV



TASK STATUS REPORT  
SUMMARY

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7756-INSPECTION	7146-Z-FOUND	37498 WHISER WAY	C	1	BP	No Inspect	10/19/23	10/19/23	10/19/23 APPROV
7761-INSPECTION	7151-Z-FRAME	37437 WHISPER WAY	C	1	BP	No Inspect	10/12/23	10/12/23	10/12/23 APPROV
7762-INSPECTION	7152-Z-TAPOUT	37437 WHISPER WAY	C	1	BP	No Inspect	10/10/23	10/10/23	10/10/23 APPROV
7763-INSPECTION	7153-Z-MEC ROUGH	37437 WHISPER WAY	C	1	BP	No Inspect	10/06/23	10/06/23	10/06/23 APPROV
7764-INSPECTION	7154-Z-ELE ROUGH	37437 WHISPER WAY	C	1	BP	No Inspect	10/06/23	10/06/23	10/06/23 APPROV
7767-DOCUMENT	7157-Z-WINDOW CERTIF	37445 WHISPER WAY	C	1	BP	No Inspect	10/10/23	10/10/23	10/10/23 RECEIV
7768-INSPECTION	7158-Z-FRAME	37445 WHISPER WAY	C	1	BP	UNASSIGNED	10/11/23	10/11/23	10/11/23 APPROV
7770-INSPECTION	7160-Z-TAPOUT	37445 WHISPER WAY	C	1	BP	No Inspect	10/11/23	10/11/23	10/11/23 APPROV
7771-INSPECTION	7161-Z-MEC ROUGH	37445 WHISPER WAY	C	1	BP	UNASSIGNED	10/06/23	10/06/23	10/06/23 APPROV
7772-INSPECTION	7162-Z-ELE ROUGH	37445 WHISPER WAY	C	1	BP	UNASSIGNED	10/06/23	10/06/23	10/06/23 APPROV
7773-INSPECTION	7163-Z-FOUND	37453 WHISPER WAY	C	1	BP	UNASSIGNED	10/19/23	8/28/23	8/28/23 APPROV
7775-INSPECTION	7165-Z-FRAME	37453 WHISPER WAY	A	1	BP	UNASSIGNED	10/17/23	10/17/23	
7777-INSPECTION	7167-Z-TAPOUT	37453 WHISPER WAY	C	1	BP	No Inspect	10/11/23	10/11/23	10/11/23 APPROV
7778-REINSPECTION	7117-Z-TEMP POLE	36202 PINE ST	C	1	BP	bhigg	10/23/23	4/20/24	10/23/23 FAILED
7779-REINSPECTION	7117-Z-TEMP POLE	36202 PINE ST	C	1	BP	bhigg	10/23/23	4/20/24	10/25/23 APPROV
7780-REINSPECTION	7131-Z-INSULATION	37153 RAILROAD ST	C	1	BP	bhigg	10/23/23	10/24/23	10/18/23 PASSED
7781-REINSPECTION	7132-Z-INSULATION	37336 W SEVENTH ST	C	1	BP	bhigg	10/23/23	10/24/23	10/18/23 PASSED
7788-INSPECTION	7174-Z-SHEATH	37818 OXFORD ST	C	1	BP	bhigg	10/18/23	10/18/23	10/18/23 APPROV
7789-INSPECTION	7175-Z-BLD-FINAL	15750 CR 108	C	1	BP	bhigg	10/20/23	10/20/23	10/20/23 APPROV
7791-INSPECTION	7177-Z-FOUND	37466 WHISPER WAY	C	1	BP	UNASSIGNED	10/16/23	8/16/23	8/16/23 APPROV
7796-REINSPECTION	7181-Z-INSULATION	37466 WHISPER WAY	C	1	BP	UNASSIGNED	10/26/23	10/27/23	9/12/23 PASSED
7797-INSPECTION	7182-Z-BLD-FINAL	37466 WHISPER WAY	C	1	BP	No Inspect	10/05/23	10/05/23	10/05/23 APPROV
7799-INSPECTION	7184-Z-MEC-FINAL	37266 WHISPER WAY	C	1	BP	UNASSIGNED	10/05/23	10/05/23	10/05/23 APPROV
7800-INSPECTION	7185-Z-ELE-FINAL	37266 WHISPER WAY	C	1	BP	UNASSIGNED	10/05/23	10/05/23	10/05/23 APPROV
7802-INSPECTION	7187-Z-PLB-FINAL	37266 WHISPER WAY	C	1	BP	UNASSIGNED	10/05/23	10/05/23	10/05/23 APPROV
7803-INSPECTION	7188-Z-PLUMBING ROUG	37246 W THIRD ST	C	1	BP	bhigg	10/26/23	10/27/23	10/27/23 APPROV
7804-INSPECTION	7189-Z-REPIPE	37246 W THIRD ST	C	1	BP	bhigg	10/26/23	10/27/23	10/27/23 APPROV
7805-INSPECTION	7190-Z-MISC	361919 PINE ST	V	1	BP	No Inspect	10/26/23	10/27/23	

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7806-INSPECTION	7191-Z-MISC	361911 PINE ST	V	1	BP	No Inspect	10/26/23	10/27/23	
7807-INSPECTION	7192-Z-MISC	361927 PINE ST	V	1	BP	No Inspect	10/26/23	10/27/23	
7812-INSPECTION	7197-Z-TAPOUT	37818 OXFORD ST	C	1	BP	bhigg	10/31/23	11/03/23	11/03/23 APPROV
7814-INSPECTION	7199-Z-BLD-FINAL	37185 LORENA DR LOT2	C	1	BP	bhigg	11/01/23	11/02/23	11/03/23 APPROV
7815-INSPECTION	7200-Z-MISC	37153 RAILROAD ST	V	1	BP	UNASSIGNED	11/02/23	11/03/23	
7816-INSPECTION	7201-Z-MISC	37336 W SEVENTH ST	C	1	BP	UNASSIGNED	11/02/23	11/03/23	11/02/23 APPROV
7817-INSPECTION	7202-Z-MISC	37818 OXFORD ST	V	1	BP	UNASSIGNED	11/02/23	11/03/23	
7818-INSPECTION	7203-Z-SIDING	37437 WHISPER WAY	C	1	BP	UNASSIGNED	10/31/23	10/31/23	11/01/23 APPROV
7819-INSPECTION	7204-Z-CULVERT FINAL	37336 W SEVENTH ST	C	1	BP	No Inspect	11/02/23	11/03/23	11/02/23 APPROV
7822-INSPECTION	7207-Z-ROOF MAT ATTA	37482 WHISPER WAY	C	1	BP	bhigg	11/02/23	11/03/23	8/10/23 APPROV
7825-REINSPECTION	7209-Z-INSULATION	37482 WHISPER WAY	C	1	BP	UNASSIGNED	11/02/23	11/03/23	9/01/23 PASSED
7826-INSPECTION	7210-Z-BLD-FINAL	37482 WHISPER WAY	C	1	BP	No Inspect	10/27/23	10/27/23	10/27/23 APPROV
7827-INSPECTION	7211-Z-PLB-FINAL	37482 WHISPER WAY	C	1	BP	UNASSIGNED	10/27/23	10/27/23	10/27/23 APPROV
7829-INSPECTION	7213-Z-MEC-FINAL	37482 WHISPER WAY	C	1	BP	UNASSIGNED	10/25/23	10/25/23	10/25/23 APPROV
7832-INSPECTION	7216-Z-ELE-FINAL	37482 WHISPER WAY	C	1	BP	UNASSIGNED	11/02/23	10/26/23	10/26/23 APPROV
7836-INSPECTION	7220-Z-PLB-FINAL	37482 WHISPER WAY	C	1	BP	UNASSIGNED	10/27/23	10/27/23	10/27/23 APPROV
7839-INSPECTION	7223-Z-TAPOUT	37246 W THIRD ST	C	1	BP	bhigg	11/03/23	11/06/23	11/15/23 APPROV
7840-INSPECTION	7224-Z-ELE ROUGH	37246 W THIRD ST	C	1	BP	bhigg	11/03/23	11/06/23	11/15/23 APPROV
7844-INSPECTION	7228-Z-BLD-FINAL	37036 LEE ST	C	1	BP	bhigg	11/06/23	11/07/23	11/08/23 APPROV
7845-INSPECTION	7229-Z-POOL FINAL	37036 LEE ST	C	1	BP	bhigg	11/06/23	11/07/23	11/08/23 APPROV
7847-INSPECTION	7231-Z-BLD-FINAL	552073 US HWY 1	C	1	BP	No Inspect	10/13/23	10/13/23	10/13/23 APPROV
7849-DOCUMENT	7233-Z-WINDOW CERTIF	37818 OXFORD ST	C	1	BP	bhigg	11/08/23	11/09/23	11/08/23 RECEIV
7850-INSPECTION	7234-Z-TEMP POLE	37336 W SEVENTH ST	C	1	BP	bhigg	11/08/23	11/09/23	11/15/23 APPROV
7851-INSPECTION	7235-Z-ROOF IN PROGR	27437 W SECOND AVE	C	1	BP	bhigg	11/09/23	11/15/23	11/29/23 APPROV
7852-INSPECTION	7236-Z-CULVERT FINAL	361927 PINE ST	C	1	BP	No Inspect	11/09/23	11/10/23	11/09/23 APPROV
7853-INSPECTION	7237-Z-CULVERT FINAL	361919 PINE ST	C	1	BP	No Inspect	11/09/23	11/10/23	11/09/23 APPROV
7854-INSPECTION	7238-Z-CULVERT FINAL	361911 PINE ST	A	1	BP	No Inspect	11/09/23	11/10/23	
7855-INSPECTION	7239-Z-CULVERT FINAL	37818 OXFORD ST	C	1	BP	No Inspect	11/09/23	11/10/23	11/09/23 APPROV

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7856-INSPECTION	7240-Z-CULVERT FINAL	37153 RAILROAD ST	C	1	BP	No Inspect	11/09/23	11/10/23	11/09/23 APPROV
7858-INSPECTION	7242-Z-MISC	37461 WHISPER WAY	C	1	BP	UNASSIGNED	11/16/23	11/16/23	11/16/23 APPROV
7859-INSPECTION	7243-Z-MISC	37469 WHISPER WAY	C	1	BP	UNASSIGNED	11/16/23	11/16/23	11/16/23 APPROV
7860-INSPECTION	7244-Z-MISC	37477 WHISPER WAY	C	1	BP	No Inspect	11/16/23	11/17/23	11/16/23 APPROV
7862-INSPECTION	7246-Z-BLD-FINAL	15859 CR 108	C	1	BP	bhigg	11/17/23	11/20/23	11/22/23 APPROV
7864-INSPECTION	7248-Z-SIGN-FINAL	551769 US HWY 1	A	1	BP	bhigg	11/17/23	11/20/23	
7865-INSPECTION	7249-Z-ROOF FINAL	37431 ORANGE ST	C	1	BP	bhigg	11/21/23	11/22/23	11/22/23 APPROV
7866-INSPECTION	7250-Z-MEC ROUGH	37818 OXFORD ST	A	1	BP	bhigg	11/21/23	11/22/23	
7867-INSPECTION	7251-Z-PLUMBING ROUG	37818 OXFORD ST	A	1	BP	bhigg	11/21/23	11/22/23	
7868-INSPECTION	7252-Z-FRAME	37818 OXFORD ST	C	1	BP	bhigg	11/21/23	11/22/23	11/22/23 APPROV
7869-INSPECTION	7253-Z-ELE ROUGH	37818 OXFORD ST	A	1	BP	bhigg	11/21/23	11/22/23	
7870-INSPECTION	7254-Z-ROOF IN PROGR	27636 MINNESOTA ST	C	1	BP	bhigg	11/27/23	11/29/23	11/29/23 APPROV
7871-INSPECTION	7255-Z-ROOF FINAL	27636 MINNESOTA ST	C	1	BP	bhigg	11/27/23	11/29/23	11/29/23 APPROV
7872-INSPECTION	7256-Z-TEMP POLE	37469 WHISPER WAY	C	1	BP	bhigg	11/22/23	11/22/23	11/22/23 APPROV
7873-INSPECTION	7257-Z-TEMP POLE	37437 WHISPER WAY	C	1	BP	bhigg	11/27/23	11/28/23	11/22/23 APPROV
7874-INSPECTION	7258-Z-INSULATION	37818 OXFORD ST	C	1	BP	bhigg	11/28/23	11/29/23	11/29/23 FAILED
7875-INSPECTION	7259-Z-MISC	37445 WHISPER WAY	C	1	BP	bhigg	11/28/23	11/29/23	11/27/23 APPROV
7876-INSPECTION	7260-Z-MISC	37453 WHISPER WAY	C	1	BP	UNASSIGNED	11/27/23	11/27/23	11/27/23 APPROV
7878-INSPECTION	7262-Z-INSULATION	37410 WHISPER WAY	C	1	BP	No Inspect	11/28/23	11/29/23	11/22/23 FAILED
7879-REINSPECTION	7262-Z-INSULATION	37410 WHISPER WAY	C	1	BP	UNASSIGNED	11/28/23	11/29/23	11/22/23 PASSED
7880-INSPECTION	7263-Z-INSULATION	37402 WHISPER WAY	C	1	BP	No Inspect	11/28/23	11/29/23	11/21/23 FAILED
7881-REINSPECTION	7263-Z-INSULATION	37402 WHISPER WAY	C	1	BP	UNASSIGNED	11/28/23	11/29/23	11/21/23 PASSED
7882-REINSPECTION	7258-Z-INSULATION	37818 OXFORD ST	C	1	BP	bhigg	11/30/23	12/01/23	11/29/23 PASSED
7883-INSPECTION	7264-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/01/23	12/04/23	12/01/23 FAILED
7884-INSPECTION	7265-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/01/23	12/04/23	12/01/23 FAILED
7890-REINSPECTION	7264-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/04/23	6/01/24	12/06/23 FAILED
7891-REINSPECTION	7265-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/04/23	6/01/24	12/01/23 FAILED
7892-REINSPECTION	7265-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/04/23	6/01/24	12/06/23 FAILED



TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7893-INSPECTION	7271-Z-MISC	37115 WARDIER LN	C	1	BP	No Inspect	12/06/23	12/07/23	12/05/23 APPROV
7894-INSPECTION	7272-Z-MISC	37123 WARDIER LN	C	1	BP	No Inspect	12/06/23	12/07/23	12/05/23 APPROV
7895-INSPECTION	7273-Z-MISC	37128 WARDIER LN	C	1	BP	No Inspect	12/06/23	12/07/23	12/05/23 APPROV
7896-INSPECTION	7274-Z-MISC	551690 US HWY 1	C	1	BP	bhigg	12/06/23	12/07/23	12/06/23 FAILED
7897-REINSPECTION	7274-Z-MISC	551690 US HWY 1	A	1	BP	bhigg	12/07/23	6/04/24	
7898-INSPECTION	7275-Z-BLD-FINAL	37083 CYPRESS LN	C	1	BP	bhigg	12/07/23	12/08/23	12/08/23 APPROV
7899-REINSPECTION	7264-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/07/23	6/04/24	12/08/23 APPROV
7900-REINSPECTION	7265-Z-FOUND	37239 WHISPER WAY	C	1	BP	bhigg	12/07/23	6/04/24	12/08/23 APPROV
7901-INSPECTION	7276-Z-ROOF IN PROGR	27073 MISSOURI ST	C	1	BP	bhigg	12/08/23	12/11/23	12/08/23 APPROV
7902-INSPECTION	7277-Z-ROOF IN PROGR	551143 US HWY 1	C	1	BP	bhigg	12/08/23	12/11/23	12/08/23 APPROV
7903-INSPECTION	7278-Z-ROOF FINAL	551143 US HWY 1	C	1	BP	bhigg	12/08/23	12/11/23	12/08/23 APPROV
7906-INSPECTION	7281-Z-ROOF FINAL	27073 MISSOURI ST	C	1	BP	bhigg	12/08/23	12/08/23	12/08/23 APPROV
7907-INSPECTION	7282-Z-ROOF IN PROGR	15831 CR 108	C	1	BP	bhigg	12/14/23	12/15/23	12/15/23 APPROV
7908-INSPECTION	7283-Z-ELE-FINAL	37387 HENRY SMITH R	C	1	BP	bhigg	12/14/23	12/15/23	12/15/23 FAILED
7909-INSPECTION	7284-Z-MISC	27106 W TWELFTH AVE	C	1	BP	bhigg	12/15/23	12/18/23	12/15/23 APPROV
7910-INSPECTION	7285-Z-FRAME	37239 WHISPER WAY	C	1	BP	bhigg	12/18/23	12/19/23	12/20/23 APPROV
7911-INSPECTION	7286-Z-FRAME	37239 WHISPER WAY	V	1	BP	bhigg	12/18/23	12/19/23	
7912-INSPECTION	7287-Z-ROOF FINAL	15831 CR 108	C	1	BP	bhigg	12/18/23	12/15/23	12/15/23 APPROV
7913-INSPECTION	7288-Z-MEC-FINAL	2799 LAKE DR	C	1	BP	bhigg	12/18/23	12/19/23	12/20/23 APPROV
7914-INSPECTION	7289-Z-ROOF IN PROGR	27121 W FOURTH AVE	C	1	BP	bhigg	12/18/23	12/19/23	12/21/23 APPROV
7915-INSPECTION	7290-Z-FOOTINGS	361927 PINE ST	C	1	BP	No Inspect	12/18/23	6/30/23	6/30/23 APPROV
7916-INSPECTION	7291-Z-FOUND	361927 PINE ST	C	1	BP	No Inspect	12/18/23	7/18/23	7/18/23 APPROV
7917-INSPECTION	7292-Z-SHEATH	361927 PINE ST	C	1	BP	UNASSIGNED	12/18/23	9/11/23	8/11/23 APPROV
7918-INSPECTION	7293-Z-ROOF MAT ATTA	361927 PINE ST	C	1	BP	No Inspect	12/18/23	12/19/23	9/11/23 APPROV
7920-INSPECTION	7295-Z-INSULATION	361927 PINE ST	C	1	BP	No Inspect	12/18/23	12/19/23	10/09/23 FAILED
7921-REINSPECTION	7295-Z-INSULATION	361927 PINE ST	C	1	BP	UNASSIGNED	12/18/23	12/19/23	12/18/23 PASSED
7923-INSPECTION	7297-Z-MISC	37153 RAILROAD ST	C	1	BP	bhigg	12/19/23	12/20/23	12/21/23 APPROV
7924-INSPECTION	7298-Z-MISC	37025 SOUTH PINE ST	C	1	BP	bhigg	12/20/23	12/21/23	12/20/23 APPROV

T A S K   S T A T U S   R E P O R T  
S U M M A R Y

TASK	INCIDENT	PROPERTY	S	P	GROUP	USER	ORIG DATE	DUE DATE	RESOLUTION
7925-INSPECTION	7299-Z-FRAME	37239 WHISPER WAY	C	1	BP	bhigg	12/20/23	12/20/23	12/20/23 APPROV
7926-INSPECTION	7300-Z-BLD-FINAL	37239 WHISPER WAY	C	1	BP	bhigg	12/20/23	12/20/23	12/20/23 APPROV
7927-INSPECTION	7301-Z-BLD-FINAL	37239 WHISPER WAY	C	1	BP	bhigg	12/20/23	12/21/23	1/22/24 APPROV
7928-REINSPECTION	7283-Z-ELE-FINAL	37387 HENRY SMITH R	A	1	BP	bhigg	12/21/23	6/18/24	
7929-INSPECTION	7302-Z-ROOF FINAL	27121 W FOURTH AVE	C	1	BP	bhigg	12/21/23	12/22/23	12/21/23 APPROV
7932-INSPECTION	7305-Z-ELE-FINAL	27459 W ELEVENTH AVE	C	1	BP	bhigg	12/22/23	12/25/23	12/22/23 APPROV
7936-INSPECTION	7309-Z-TAPOUT	15810 CR 108	C	1	BP	bhigg	12/27/23	12/28/23	12/27/23 APPROV
7940-INSPECTION	7313-Z-PLB-FINAL	27513 W SECOND AVE	C	1	BP	bhigg	12/29/23	1/01/24	1/04/24 APPROV

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INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 10/01/2023 THRU 12/31/2023  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

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STATUS	ACTIVE		9									9
	CLOSED		133									133
	VOIDED		6									6
	SUSPENDED											
TOTALS			148									148

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INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 10/01/2023 THRU 12/31/2023  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

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7917	1

1-08-2024 11:30 AM  
TASK #

T A S K   S T A T U S   R E P O R T  
T O T A L S

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INC CODE: \* - All  
TASK CODE: \* - ALL  
STATUS: \* - All

USER: \* - All  
GROUP: BP  
PRIORITY: \* - All  
TYPE: \* - All

ORIGINATION: 10/01/2023 THRU 12/31/2023  
DUE: 0/00/0000 THRU 99/99/9999  
RESOLUTION: 0/00/0000 THRU 99/99/9999

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7926 1  
7927 1  
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7929 1  
7932 1  
7936 1  
7940 1  
TOTAL INCIDENTS 148



SELECTION CRITERIA

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SEQUENCE

1ST SEQUENCE	Task #
2ND SEQUENCE	None
3RD SEQUENCE	None

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TASK

INC CODE	* - All
CODE	
STATUS	* - All
TYPE	DOCUMENT

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FORMAT

PAGE BREAK	NO
TOTALS SUMMARY	YES
FORMAT LEVEL	SUMMARY

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ASSIGN

USER	* - All
GROUP	BP
PRIORITY	* - All
TYPES	* - All

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DATES

ORIGINATION	10/01/2023 THRU 12/31/2023
DUE	0/00/0000 THRU 99/99/9999
RESOLUTION	0/00/0000 THRU 99/99/9999

\*\* END OF REPORT \*\*

01/08/2024 11:32 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T P A Y M E N T R E P O R T

PAGE: 1  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 10/01/2023 TO 12/31/2023  
SORTED BY: PROJECT

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20220339	11/28/2023	WALLIS, ROBERT LEE	S OAK ST	25.00CR	
20230189	10/11/2023	CONNER DEVELOPMENT GROUP INC.	37201 RUBY DR	44.00CR	
20230190	11/09/2023	MCFALL, ISAIAH	37075 SIREN LN	104.00CR	
20230286	10/02/2023	INTACT CONSTRUCTION MGMT GROUP	37818 OXFORD ST	14,199.00CR	
20230343	10/27/2023	LL PROPERTIES OF HILLIARD LLC	551769 US HWY 1	140.00CR	
20230345	11/09/2023	MASON & MAGNOLIA LLC	37336 W SEVENTH ST	40.00CR	
20230353	10/03/2023	EASTWOOD OAKS APARTMENTS	37031 CODY CIRCLE A01	44.00CR	
20230354	10/02/2023	INTACT CONSTRUCTION LLC	37818 OXFORD ST	122.00CR	
20230355	10/04/2023	SEABROOKS, CRAIG	36202 PINE ST	44.00CR	
20230355	10/25/2023	SEABROOKS, CRAIG	36202 PINE ST	25.00CR	
20230356	10/04/2023	LGI HOMES - FLORIDA LLC	37120 WARDIER LN	44.00CR	
20230357	10/04/2023	LGI HOMES - FLORIDA LLC	37112 WARDIER LN	44.00CR	
20230358	10/04/2023	LGI HOMES - FLORIDA LLC	37490 WHISPER WAY	44.00CR	
20230360	10/05/2023	DONELY, JOHNNIE	37296 RAILROAD ST	50.00CR	
20230361	10/10/2023	CARTER, CAREY	15750 CR 108	99.00CR	
20230362	11/17/2023	MASON & MAGNOLIA LLC	37336 W SEVENTH ST	44.00CR	
20230363	11/07/2023	MASON & MAGNOLIA LLC	37153 RAILROAD ST	44.00CR	
20230364	10/11/2023	LGI HOMES - FLORIDA LLC	37418 WHISPER WAY	44.00CR	
20230365	10/11/2023	LGI HOMES - FLORIDA LLC	37426 WHISPER WAY	44.00CR	
20230366	10/11/2023	LGI HOMES - FLORIDA LLC	37434 WHISPER WAY	49.00CR	
20230368	10/11/2023	FRANKLIN TIRE CO.	551143 US HWY 1	677.26CR	
20230369	10/11/2023	MASON & MAGNOLIA LLC	37153 RAILROAD ST	2,272.34CR	
20230370	10/11/2023	INTACT CONSTRUCTION MGMT GROUP	37818 OXFORD ST	2,776.84CR	
20230371	10/11/2023	MASON & MAGNOLIA LLC	37336 W SEVENTH ST	2,272.34CR	
20230373	10/13/2023	LGI HOMES - FLORIDA LLC	37394 WHISPER WAY	49.00CR	
20230374	10/13/2023	LGI HOMES - FLORIDA LLC	37402 WHISPER WAY	44.00CR	
20230375	10/13/2023	LGI HOMES - FLORIDA LLC	37410 WHISPER WAY	44.00CR	
20230376	10/26/2023	MAY, BRANDON K	15810 CR 108	869.25CR	
20230377	10/24/2023	TURNER, LANCE G	37185 LORENA DR LOT21	123.00CR	
20230378	10/20/2023	MORGAN, CHRISTINA & WIL	37246 W THIRD ST	102.00CR	
20230379	10/25/2023	PINE STREET ESTATES	361911 PINE ST	2,382.06CR	
20230380	10/25/2023	PINE STREET ESTATES	361919 PINE ST	2,382.06CR	
20230381	10/25/2023	PINE STREET ESTATES	361927 PINE ST	2,382.06CR	
20230382	10/26/2023	MURPHY, GABRIELLE T	27195 W SECOND AVE	25.00CR	
20230383	10/26/2023	HYERS, LARRY	27438 W FOURTH AVE	25.00CR	
20230384	10/27/2023	FRALICK, JIMMY E	27437 W SECOND AVE	54.00CR	
20230385	10/27/2023	LGI HOMES - FLORIDA LLC	37474 WHISPER WAY	164.00CR	
20230386	10/27/2023	LGI HOMES	37482 WHISPER WAY	164.00CR	
20230388	10/27/2023	LGI HOMES	37266 WHISPER WAY	164.00CR	
20230389	10/27/2023	LGI HOMES	37466 WHISPER WAY	164.00CR	
20230390	11/03/2023	CREWS, GRACEY	27636 MINNESOTA ST	55.25CR	
20230391	11/16/2023	HALLMARK CANTERBURY, LLC	37119 CANTEBURY APT 12	44.00CR	
20230392	11/16/2023	HALLMARK CANTERBURY, LLC	37119 CANTEBURY DR 23	44.00CR	
20230393	11/07/2023	INTACT CONSTRUCTION MGMT GROUP	37818 OXFORD ST	44.00CR	

STATUS: ALL

SEGMENT CODES: All

FEE CODES: All

 PROJECTS: THRU ZZZZZZZZZZ  
 PAYMENT DATES: 10/01/2023 TO 12/31/2023  
 SORTED BY: PROJECT

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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20230394	11/06/2023	LGI HOMES - FLORIDA LLC	37437 WHISPER WAY	44.00CR	
20230395	11/06/2023	LGI HOMES - FLORIDA LLC	37445 WHISPER WAY	44.00CR	
20230396	11/06/2023	LGI HOMES - FLORIDA LLC	37453 WHISPER WAY	44.00CR	
20230397	11/06/2023	LGI HOMES - FLORIDA LLC	37115 WARDIER LN	44.00CR	
20230398	11/06/2023	LGI HOMES - FLORIDA LLC	37123 WARDIER LN	44.00CR	
20230399	11/06/2023	LGI HOMES - FLORIDA LLC	37128 WARDIER LN	44.00CR	
20230400	11/06/2023	BARNES, MICHELLE A	37036 LEE ST	79.00CR	
20230401	11/06/2023	LGI HOMES - FLORIDA LLC	37458 WHISPER WAY	44.00CR	
20230402	11/06/2023	LGI HOMES - FLORIDA LLC	37450 WHISPER WAY	44.00CR	
20230403	11/06/2023	LGI HOMES - FLORIDA LLC	37442 WHISPER WAY	44.00CR	
20230404	11/17/2023	MORGAN, CHRISTINA & WIL	37246 W THIRD ST	44.00CR	
20230405	11/06/2023	BARNES, MICHELLE A	37036 LEE ST	200.00CR	
20230407	11/07/2023	TAYLOR BUILT HOMES INC	37002 OXFORD ST	44.00CR	
20230408	11/07/2023	TAYLOR BUILT HOMES INC.	37006 OXFORD ST	44.00CR	
20230409	11/13/2023	HADDEN, BILLY	2799 LAKE DR	44.00CR	
20230410	11/08/2023	LGI HOMES	37461 WHISPER WAY	44.00CR	
20230411	11/08/2023	LGI HOMES - FLORIDA LLC	37469 WHISPER WAY	44.00CR	
20230412	11/08/2023	LGI HOMES - FLORIDA LLC	37477 WHISPER WAY	44.00CR	
20230413	12/12/2023	SOUTHERN FIREWORKS LLC	551525 US HWY 1	75.00CR	
20230414	11/30/2023	DAVIS, LILLYAN	27234 W SECOND AVE	74.00CR	
20230415	12/11/2023	WULF, TERESSA	27175 IOWA ST	99.00CR	
20230416	11/27/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	113.00CR	
20230416	12/04/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	25.00CR	
20230416	12/07/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	50.00CR	
20230417	11/27/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	99.00CR	
20230417	12/04/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	25.00CR	
20230417	12/07/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	50.00CR	
20230418	11/16/2023	MICHAELS, JOE A	37431 ORANGE ST	54.00CR	
20230419	11/16/2023	KIRKLAND, SHIRLEY L	37069 LEE ST	77.55CR	
20230420	11/27/2023	WILLIAMS, KATIE ANN	15831 CR 108	54.00CR	
20230421	11/27/2023	KIDD, ANNA M	27073 MISSOURI ST	68.58CR	
20230422	11/21/2023	INTACT CONSTRUCTION MGMT GROUP	37818 OXFORD ST	124.00CR	
20230423	11/28/2023	WALLIS, ROBERT LEE	37024 SOUTH OAK ST	25.00CR	
20230426	11/30/2023	LGI HOMES - FLORIDA LLC	37239 WHISPER WAY	44.00CR	
20230427	11/30/2023	LGI HOMES - FLORIDA LLC	37258 WHISPER WAY	44.00CR	
20230428	11/30/2023	LGI HOMES - FLORIDA LLC	37501 WHISPER WAY	44.00CR	
20230429	11/30/2023	LGI HOMES - FLORIDA LLC	37498 WHISPER WAY	44.00CR	
20230430	12/01/2023	MURPHY, GABRIELLE T	27195 W SECOND AVE	116.13CR	
20230431	12/14/2023	MURPHY, GABRIELLE T	27195 W SECOND AVE	399.00CR	
20230447	12/11/2023	PERKINS, DENNIS	27121 W FOURTH AVE	59.00CR	
20230448	12/05/2023	LGI HOMES - FLORIDA LLC	37120 WARDIER LN	44.00CR	
20230449	12/05/2023	LGI HOMES - FLORIDA LLC	37112 WARDIER LN	44.00CR	
20230450	12/05/2023	LGI HOMES - FLORIDA LLC	37490 WHISPER WAY	44.00CR	
20230451	12/13/2023	LGI HOMES - FLORIDA LLC	37394 WHISPER WAY	44.00CR	



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PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20230452	12/13/2023	LGI HOMES - FLORIDA LLC	37410 WHISPER WAY	44.00CR	
20230453	12/13/2023	LGI HOMES - FLORIDA LLC	37402 WHISPER WAY	44.00CR	
20230454	12/12/2023	BY FRANKLIN PROPERTIES	15841 CR 108	54.00CR	
20230458	12/14/2023	MAY, BRANDON K	15810 CR 108	204.00CR	
20230459	12/15/2023	LGI HOMES - FLORIDA LLC	37434 WHISPER WAY	44.00CR	
20230460	12/15/2023	LGI HOMES - FLORIDA LLC	37426 WHISPER WAY	44.00CR	
20230461	12/15/2023	LGI HOMES - FLORIDA LLC	37418 WHISPER WAY	44.00CR	
20230462	12/20/2023	HICKOX, DONALD	361539 PINE ST APT B	24.00CR	
20230464	12/20/2023	KELLY, NINA	27459 W ELEVENTH AVE	44.00CR	
20230465	12/21/2023	MAY, BRANDON K	15810 CR 108	84.00CR	
20230466	12/21/2023	MURPHY, LUCINDA	27513 W SECOND AVE	44.00CR	
20230467	12/21/2023	MURPHY, GABRIELLE T	27195 W SECOND AVE	44.00CR	
TOTAL ALL PROJECTS:				100	36,256.72CR

01/08/2024 11:32 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T   P A Y M E N T   R E P O R T

PAGE: 4

PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 10/01/2023 TO 12/31/2023  
SORTED BY: PROJEC

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\*\* SEGMENT CODE TOTALS \*\*

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	123.00CR
01-RESBULD	NEW RESIDENTIAL BUILDING	14,199.00CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	635.00CR
01-RREM	RESIDENTIAL REMODEL	1,268.25CR
02-CMISC	COMMERCIAL MISCELLANEOUS	75.00CR
CARPORT	CARPORT	99.00CR
CULVERT	CULVERT	14,517.70CR
DEMO	DEMOLITION	50.00CR
ELE	ELECTRICAL	537.00CR
MEC-COM	MECHANICAL - COMMERCIAL	88.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	714.00CR
PLB-COM	PLUMBING - COMMERCIAL	176.00CR
PLB-SFR	PLUMBING - SINGLE FAM RES	1,932.00CR
POOL	SWIMMING POOL	79.00CR
ROOF	ROOF	1,473.77CR
SHED-MANF	MANUFACTURED SHED	50.00CR
SIGN	SIGN	140.00CR
UNAPPLIED	UNAPPLIED CREDITS	100.00CR
TOTAL		36,256.72CR

01/08/2024 11:32 AM  
STATUS: ALL  
SEGMENT CODES: All  
FEE CODES: All

P R O J E C T   P A Y M E N T   R E P O R T

PAGE: 6  
PROJECTS: THRU ZZZZZZZZZZ  
PAYMENT DATES: 10/01/2023 TO 12/31/2023  
SORTED BY: PROJECT

ITEM-7

\*\* GENERAL LEDGER DISTRIBUTION \*\*

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	5,430.60
001-01-322000	BUILDING PERMITS	7,832.97CR
001-01-329000	ZONING REVENUE	388.00CR
001-01-329002	RADON	347.45CR
001-01-342500	FIRE INSPECTIONS (BUS/CHURCH)	25.00CR
001-01-363290	EDUCATION IMPACT FEES	5,430.60CR
001-03-349000	CULVERT PERMITS - STREETS	14,517.70CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	2,215.00
401-06-349001	TAP-ON FEES - W&S	5,500.00CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	2,215.00CR
999-00-101000	POOLED CASH	28,611.12



ITEM-7

** FEE CODE TOTALS **			
FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
1-REINSP	REINSPECTION FEE	3	75.00CR
ADDRESS	ADDRESSING 911	1	10.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	12	2,228.00CR
CULV-PERM	CULVERT PERMIT	8	200.00CR
CULV-T01	TOWN-INST CULV 12x12x20	2	4,494.68CR
CULV-T02	TOWN-INST CULV 15x15x20	3	7,071.18CR
CULV-T03	TOWN-INST CULV 18x18x20	1	2,751.84CR
DEMO	DEMOLITION FEES	1	50.00CR
ELE RES	INTERIOR WIRING / RE WIRE	2	80.00CR
ELE- ADD 2	ELE RES ADD . REPAIR CHANGE	4	140.00CR
ELE-100	ELE SERVICE - 100 AMPS	1	60.00CR
ELE-200	ELE SERVICE - 200 AMPS	1	80.00CR
ELE-TEMP	TEMPORARY POLE	3	120.00CR
FIRE TEMP	TEMPORARY USE / SPECIAL EVENT	1	25.00CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	1	5,430.60CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	1	63.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	5	125.00CR
LU EXEMPT	EXEMPT PERMIT REVIEW FEE LAND	2	50.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	12	480.00CR
MEC R C 2	RES/COM NEW UNITS 3 TON	2	90.00CR
MEC RMHCO1	RES MH COMM CHANGE OUT UP TO 3	4	160.00CR
OVERPAY	OVERPAYMENT, UNAPPLIED CREDIT,	2	100.00CR
PLB-ADD	PLB REPAIR REPIPE	2	80.00CR
PLB-COMB	PLB COMMERCIAL BASE FEE	4	160.00CR
PLB-HWH	PLB HOT WATER HEATER CHANGEOUT	1	40.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	28	1,600.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	1	12.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	2	84.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	9	769.20CR
ROOF	ROOFING NEW OR REROOF PERMIT	10	1,374.77CR
SDC-SEWER	SEWER SYSTEM DEV CHARGE, PER E	1	1,885.00CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	1	330.00CR
SIGN	SIGN PERMIT	1	50.00CR
SIGN-01	SIGN PERMIT REVIEW	1	90.00CR
SURCHARGE	SURCHARGE	80	347.45CR
TAP-SEWERN	SEWER TAP DOUBLE FEE	1	3,800.00CR
TAP-WATER	WATER TAP SINGLE SHORT FEE	1	1,700.00CR
TEMP USE	SPECIAL EVENT	1	50.00CR
TOTAL			36,256.72CR

SELECTION CRITERIA

ITEM-7

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ  
PROJECT STATUS: All  
SEGMENT CODE: All  
FEE CODE: All

PAYMENT SELECTION: DATE RANGE FROM: 10/01/2023 THROUGH 12/31/2023

PRINT OPTIONS

SECURITIES ONLY: NO  
INCLUDE SECURITIES: NO  
SEGMENT DETAIL: NO  
INCLUDE REVERSE PAYMENTS: NO  
REPORT SEQUENCE: PROJECT  
COMMENT CODE:

\*\*END OF REPORT\*\*



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

FROM: ***Delvin Miley, Jr. – Code Enforcement Officer***

SUBJECT: Town Council to Review and Accept the Code Enforcement Officer's Quarterly Report for October 1, 2023, through December 31, 2023.

---

#### **BACKGROUND:**

Summary of activities performed from October 1, 2023, through December 31, 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to accept the Code Enforcement Officer's Quarterly Report.



## QUARTERLY REPORTS 10-3-23 thru 12-29-23

Pool Permits (3)

Pool Removed (1)

Vehicles Posted (11)

Zoning Signs Posted (0)

Case Closed (1)

Miscellaneous (19)

Lien Letter Inspections (3)

Permits (4)

Shed Permits (1)

Citations (1)



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 19, 2024

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

SUBJECT: Town Council to Review and Accept the Land Use Administrator's Quarterly Report for October 1, 2023, through December 31, 2023.

---

#### **BACKGROUND:**

Summary of activities performed from October 1, 2023, through December 31, 2023.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to Accept the Land Use Administrator's Quarterly Report.

**Land Use Administrator Lee Anne Wollitz**

**4th quarter 2023 Report**

October-

- Published 4 item agenda for P and Z Public Hearing and Regular Meeting on October 10, 2023.
- All regular office hours.
- Attended Town Council Meeting on 10/05/2023 and presented 1 item.
- Attended Town Council Meeting on 10/19/2023 and presented 4 items.
- Approved all needed permits, and Lien investigations.
- Prepare Minutes following October meeting.
- Publish and Attend Workshop Alley Vacation, LDRx2 and Kings Crossing.
- Begin work on Pond and Barrow Pit inventory.
- Begin Work on Live Local Requirements.
- Work with Legal team on updates of Septic Code.
- Work with Mittauer on ROW permit for water line.

November-

- Town Council Meeting 11/16/2023 attendance, Present 2 items.
- Publish November Agenda, 3 items.
- Prepare Minutes following November Meeting.
- All regular Office hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Assist in running Teams for PWD workshop.
- Sign all needed permits.
- Complete Pond Inventory
- Work with legal team to make updates on Greenbrier dates and Rowe Lane question.
- Work with all Town Consultants on Hilliard RV review.
- Get Scan Copies of 82-83 Sewer update plans and share with Mittauer.
- Create "Hilliard RV Book"
- Write Resolution 2023-22, work with Legal for requirements.

December-

- Town Council Meeting 12/7/2023 attendance, 2 Present items. Final Passage of LDR and Live Local Act.
- Town Council Meeting 12/21/2023 attendance, 2 Present Items.
- Publish December Agenda, 4 items.
- Prepare Minutes following December Meeting.
- All regular Office hours.
- Work on Lien Searches and Citizen Zoning Questions.
- Attended and took Minutes notes for WS 12/12/2023.

- Sign all needed permits.
- Work with Legal team and Town Clerk to write Ordinance 2023-17.
- Meeting with Hilliard RV team to discuss review and progress.
- Receive and begin review for Lofty Applications.
- Create “Lofty Book”





## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

FROM: **Joel Hall P.E. – Public Works Director**

SUBJECT: Town Council update regarding Commercial Drivers Licenses for the Public Works Department following January 4, 2024, Workshop.

---

#### **BACKGROUND:**

A workshop was held January 4, 2024, to discuss the options for the Public Works Department employees needing to obtain CDL Licenses.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Updated information only.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to Discuss participating in Virtual 30-minute interview calls with the Nassau County Planning Department for the Nassau County Vision Plan.

---

#### **BACKGROUND:**

The Nassau County Planning Department would like to conduct virtual 30-minute interview calls with interested Council Members and the Mayor regarding the Vision Plan.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to Discuss participating in virtual interviews with Nassau County Planning Department for the Vision Plan.

**Lisa Purvis**

---

**From:** Elizabeth Backe <ebacke@nassaucountyfl.com>  
**Sent:** Wednesday, January 3, 2024 4:19 PM  
**To:** Lisa Purvis  
**Cc:** Saver, Kailey  
**Subject:** RE: Town of Hilliard Vision Plan Interviews

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from ebacke@nassaucountyfl.com. [Learn why this is important](#)

Good afternoon Lisa,

I hope that you had a lovely holiday! I'm checking in to see if there has been any additional interest from the Hilliard Council in signing up for the thirty minute one-on-one calls with our Vision Team (Kailey is cc'd)?

As these are virtual, we have quite a bit of flexibility in scheduling the virtual calls – access to a laptop is not required as folks can just call in.

Kindly,  
 Elizabeth

**Elizabeth Backe, AICP | Planning Director**

96161 Nassau Place | Yulee, FL 32097

P: (904) 530-6320 E: [ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com)

[Nassau County is turning 200!](#)



**PLANNING DEPARTMENT**  
 NASSAU COUNTY, FLORIDA

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, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.

**From:** Lisa Purvis <lpurvis@townofhilliard.com>  
**Sent:** Thursday, December 07, 2023 8:40 PM  
**To:** Elizabeth Backe <ebacke@nassaucountyfl.com>  
**Cc:** John Beasley <jbeasley@townofhilliard.com>  
**Subject:** FW: Town of Hilliard Vision Plan Interviews

Elizabeth,

Below is John Beasley's availability on 12/12.

Sincerely,

*Lisa Purvis, MMC*

Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)




---

**From:** John Beasley <[jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com)>  
**Sent:** Thursday, December 7, 2023 8:18 PM  
**To:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Subject:** Re: Town of Hilliard Vision Plan Interviews

I will participate anytime on the 12th.

John P. Beasley  
 Mayor  
 Town of Hilliard  
 15859 West County Rd 108  
 Hilliard, FL 32046  
 (904) 845-3555  
[jbeasley@townofhilliard.com](mailto:jbeasley@townofhilliard.com)

On Nov 13, 2023, at 1:35 PM, Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)> wrote:

All,

Please see email below and reach out to me directly if this is something that are willing to participate in.

Sincerely,

*Lisa Purvis, MMC*  
 Town Clerk  
 Town of Hilliard



PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)  
 <image002.png>

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**From:** Lisa Purvis  
**Sent:** Monday, November 13, 2023 1:35 PM  
**To:** 'Elizabeth Backe' <[ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com)>  
**Subject:** RE: Town of Hilliard Vision Plan Interviews

Elizabeth,

I am available other than the week of December 11, 2023. I will send out to Mayor & Council Members to find out who would be interested in participating.

Sincerely,

*Lisa Purvis, MMC*  
 Town Clerk  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.845.3555 Phone  
 904.845.1221 Fax  
[www.townofhilliard.com](http://www.townofhilliard.com)  
 <image002.png>

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**From:** Elizabeth Backe <[ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com)>  
**Sent:** Monday, November 13, 2023 12:42 PM  
**To:** Lisa Purvis <[lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)>  
**Cc:** Saver, Kailey <[ksaver@half.com](mailto:ksaver@half.com)>; Kane, Brennan P. <[bkane@half.com](mailto:bkane@half.com)>  
**Subject:** RE: Town of Hilliard Vision Plan Interviews

You don't often get email from [ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com). [Learn why this is important](#)

Good afternoon,

I hope your Monday is going well, I'm checking in to see if you have any updates for the interviews per my below email. I'm also available to chat this week if you'd like to hear more about the Vision Plan process before signing up your Mayor and Council?

Kind regards,  
Elizabeth

**Elizabeth Backe, AICP | Planning Director**

96161 Nassau Place | Yulee, FL 32097

P: (904) 530-6320 E: [ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com)

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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, please do not send electronic mail to this entity. Instead, please this office by phone or in writing.

---

**From:** Elizabeth Backe

**Sent:** Monday, November 06, 2023 10:20 AM

**To:** [lpurvis@townofhilliard.com](mailto:lpurvis@townofhilliard.com)

**Cc:** Saver, Kailey <[ksaver@half.com](mailto:ksaver@half.com)>; Kane, Brennan P. <[bkane@half.com](mailto:bkane@half.com)>

**Subject:** Town of Hilliard Vision Plan Interviews

Good morning,

I am reaching out to you today to introduce Kailey/Brennan (cc'd) as our Vision Plan consultant team. I'm fairly new to Nassau County as Planning Director, we met briefly when I attended the workshop that our County Manager attended recently – I look forward to working with the Town of Hilliard on this and other initiatives. Kailey and Brennan have set aside blocks of time on their calendar to begin scheduling interviews (virtual) with the Hilliard Council and Mayor. Would a doodle poll work best to schedule these virtual meetings? Kailey/Brennan have holds on November 28, December 5, December 12, December 14, and December 19 which should provide a bit of flexibility in scheduling the meetings. You are welcome to provide us with their preferred dates/times. I'm also happy to speak with you and any of the Council members and/or Mayor to provide additional detail on the Vision process.

By way of background, the Vision Plan will have its official kick-off in January, coinciding with the Bicentennial introductory celebration and will lead into the Comprehensive Plan Update process (roughly starting in early 2025). Below are the available dates/times for the 30-minute interviews:

	11/28/2023	12/5/2023	12/8/2023	12/12/2023	
8:00					
8:30					
9:00					
9:30					
10:00	Reserved	Reserved			Reserved
10:30					
11:00					
11:30					
12:00					
12:30					

1:00	Reserved				ITEM-11
1:30					
2:00	Reserved				
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Kind regards,  
Elizabeth

**Elizabeth Backe, AICP | Planning Director**

96161 Nassau Place | Yulee, FL 32097

P: (904) 530-6320 E: [ebacke@nassaucountyfl.com](mailto:ebacke@nassaucountyfl.com)

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## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: January 18, 2024

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

SUBJECT: Town Council to consider approval of Land Acquisition Contract to Purchase Land at the North End of the Hilliard Airpark with Funds being Reimbursed by FAA & FDOT Grant Funds and Hilliard Aviation, Inc. Funds.

---

#### **BACKGROUND:**

Property at the North End of the Hilliard Airpark Runway acquisition is required to relocate Pea Farm Road outside of the Runway Protection Zone (RPZ). Town Attorney to send contract for review once finalized.

#### **FINANCIAL IMPACT:**

Funds paid by FAA & FDOT Grant Funds with Hilliard Aviation participating in up to \$130,000 of the total cost not covered by grant funds.

#### **RECOMMENDATION:**

Town Council approval of Land Acquisition Contract to Purchase Land at the North End of the Hilliard Airpark with Funds being Reimbursed by FAA & FDOT Grant Funds and Hilliard Aviation, Inc. Funds.

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

## MINUTES

THURSDAY, JANUARY 04, 2024, 7:00 PM

### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

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

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

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

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-11 2024 Wastewater Treatment Plant Permit Renewal for Engineering Services with Mittauer & Associates, Inc.

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

ITEM-2 Town Council to Appoint the Town Council President and Town Council Pro Tem for the 2024 Calendar Year for the Organization of Office.

***Lisa Purvis, MMC – Town Clerk***

Motion to retain and appoint Council Member Kenny Sims as Council President and Council Member Lee Pickett as Council Pro Tem.

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

ITEM-3 Town Council to Appoint the Town Council Department Commissioners for the 2024 Calendar Year for the Organization of Departments.

***Lisa Purvis, MMC – Town Clerk***

Motion to retain and appoint each Council Member as follows:  
Council President Sims as Street Department Commissioner  
Council Pro Tem Pickett as Water & Sewer Department Commissioner  
Councilman Wollitz as Fire Department Commissioner  
Councilman Michaels as Parks & Recreation Department Commissioner  
Councilman Hunter as Airpark Department Commissioner

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

ITEM-4 Town Council Adoption of Resolution No. 2024-01, Approving the 2024 Holiday Schedule for the Town of Hilliard Business Offices.

***Lisa Purvis, MMC – Town Clerk***

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

ITEM-5 Town Council Adoption of Resolution No. 2024-02, Authorizing the Permitting of a Martin Luther King, Jr. Walk.

***Lisa Purvis, MMC – Town Clerk***

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

ITEM-6 Town Council Approval to Adopt Resolution No. 2024-03, Accepting a Florida Department of Transportation offer of a Public Transportation Grant Agreement and Authorizing and Directing the Hilliard Town Council to Accept such Agreement.

***Lisa Purvis, MMC – Town Clerk***

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

Wollitz, Councilman Hunter, Councilman Michaels

- ITEM-7 Town Council to Set the Annual Joint Workshop with the Nassau County School Board for either Monday, January 8, 2024, at 6:00 p.m. or Monday, January 29, 2024, at 6:00 p.m.

***Lisa Purvis, MMC – Town Clerk***

Motion to table item until the January 18, 2023, Regular Meeting to set a Joint Workshop for January 29, 2023, or for Nassau County School Board to provide dates in February 2024.

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

- ITEM-8 Town Council to Set a Date for a Joint Workshop with the Planning & Zoning Board to discuss Lofty Annexation and Companion Applications.

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

The Town Council requests the date of Monday, January 29, 2023, at 7:00 p.m. to schedule Joint Workshop and for Land Use Administrator, Lee Anne Wollitz to report back at the January 18, 2023, Regular Meeting.

- ITEM-9 Town Council Approval of the Minutes for the November 30, 2023, Special Meeting, and for the December 21, 2023, Regular Meeting.

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

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

- ITEM-10 Town Council Approval of Franklin Equipment Sales, Payable through December 20, 2023, Project Name: Mower, in the amount of \$7,182.00.

**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$7,182.00.**

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

## ADDED ITEMS

- ITEM-11 Town Council approval of 2024 Wastewater Treatment Plant Permit Renewal contract for Engineering Services with Mittauer & Associates, Inc.

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



## ADDITIONAL COMMENTS

### PUBLIC

No public comment.

### MAYOR & TOWN COUNCIL

**Councilman Michaels,** states that the Parks and Recreation Department is in need of volunteer basketball coaches.

**Mayor Beasley,** states that he is glad that everyone made it through the Holidays. On December 26, 2023, he states that himself, Council President Sims, and Parks & Rec Director, Gabe Whittenburg, stuffed backpacks with food items for public schools with the Clemson Tigers Players and got a chance to speak with said players through an organization called Blessings in a Bag. One hundred of these backpacks are to go to the Hilliard Elementary School.

### ADMINISTRATIVE STAFF

#### PRESENT

Town Clerk, Lisa Purvis

Public Works Director, Joel Hall P.E.

Parks & Recreation Director, Gabe Whittenburg

**Parks & Recreation Director, Gabe Whittenburg,** states that Hilliard High had a big win in Basketball, with a score of 66 to 60, tonight against Hawthorne. He reminds all that Hilliard Parks & Rec Basketball begins soon and is still in need of sponsors and coaches.

**Town Clerk, Lisa Purvis,** states that she has received approval to advertise for the CDBG Grant Administrative Services & Engineering Services. At the January 18, 2024, meeting, the Town Council could set up a workshop for the ranking of firms for the requested services.

She reminds everyone of Rural Counties Day on January 25, 2024, at the Capital from 10 a.m. to 2 p.m. and she is working on getting shirts made for everyone.

The Girl Scouts are going to be selling cookies at the Town Hall Drive Thru during non-business hours. Cookies will be available for preorder at the January 18, 2024, Regular Meeting.

A workshop will need to be set at the January 18, 2024, Regular Meeting to discuss with Nassau County Mobility Fees and Paving.

### TOWN ATTORNEY

**Town Attorney, Christian Waugh,** states that he has been working with Councilman Michaels and Land Use Administrator, Lee Anne Wollitz, regarding an individual requesting a possible vacation of a right of way to determine if it is or is not a right of way.

The Florida Election Commission is dismissing the complaint filed by Mary Godwin but she has 14 days to file a rebuttal to the dismissal.

## ADJOURNMENT

Motion made to adjourn at 7:28 p.m.

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

## LAMPE, ROY &amp; ASSOCIATES, INC.

APPRAISERS - CONSULTANTS

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

January 9, 2024

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

Appraisal Review of the Appraisal by Moody Williams Appraisal Group,  
LLC on the Residential Property Lying on 34.03 Acres of Land at 371232  
Eastwood Road in Hilliard as of November 8, 2023, Nassau County,  
Florida; Our File 5166

AMOUNT DUE: \$1,100

JRL

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



PIPELINE HOSE, PARTS & INSPECTION EQUIPMENT

# INVOICE

Page 1

ITEM-15

PO Box 425  
W209N17391 Industrial Drive  
Jackson, WI 53037  
Global: 877-389-9999 Local: 262-665-1980  
Fax: 262-665-1990 | info@uemsihv.com | uemsihv.com

INVOICE NUMBER: 2107858-IN  
INVOICE DATE: 1/11/2024  
ORDER NUMBER: 0224420  
ORDER DATE: 12/7/2023  
SALESPERSON: HA  
CUSTOMER NO: 00-HIL3204

**SOLD TO:**  
TOWN OF HILLIARD  
PO BOX 249  
HILLIARD, FL 32046

**SHIP TO:**  
TOWN OF HILLIARD  
37261 RUBY DR  
HILLIARD, FL 32046

CUSTOMER P.O.	SHIP VIA	SHIP DATE	CONFIRM TO:		TERMS		
CORY 12/08/23	FEDEX GRND	1/11/2024			NET 30		
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD	PRICE	AMOUNT	
75-2100-100LVL U-VUE ULTRA SYSTEM W/LEVEL EYE	EA	1.000	1.000	0.000	7,345.00	7,345.00	
75-2700-000 LOCATOR SYSTEM- TRACKER II (R)	EA	1.000	1.000	0.000	1,770.00	1,770.00	
94-2100-200A BATTERY PACK KIT, U-VUE REMOVA	EA	1.000	1.000	0.000	550.00	550.00	

Tracking # 573872763493; 3508; 3519; 3520;

Net Invoice: 9,665.00  
Less Discount: 0.00  
Freight: 115.29  
Sales Tax: 0.00

**Invoice Total: 9,780.29**

United Environmental Manufacturing Supply, Inc. (UEMSI/HTV) manufactures and distributes products to inspect and maintain pipeline and sewer collection systems. These products if improperly used or not used for the intended purposes or used by untrained persons may cause injury or death. Caution is urged to avoid utilizing these products until you have read the product literature including directions on safe operation. United Environmental Manufacturing Supply, Inc. disclaims any liability due to improper use.