

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk
Richie Rowe, Public Works Director
Gabe Whittenburg, Parks & Rec Director

TOWN ATTORNEY

Christian Waugh

HILLIARD PLANNING AND ZONING BOARD MEETING

BOARD MEMBERS

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

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

AGENDA

TUESDAY, OCTOBER 10, 2023, 6:00 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

WORKSHOP

ITEM-1

Town Council and Planning and Zoning Board to discuss and review Pre-Application for the Vacation of Right of Way for Block 166 Alley.
Application No. 20230726.1, Block 166 Alley, Property Owner –Ursula Jones.
Lee Anne Wollitz – Land Use Administrator

ADDITIONAL COMMENTS

ADJOURNMENT

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

PUBLIC PARTICIPATION

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

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

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AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Joint Workshop, Town Council and Planning and Zoning Board Meeting Date: October. 10, 2023

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

SUBJECT: Town Council and Planning and Zoning Board to discuss and review Pre-Application for the Vacation of Right of Way for Block 166 Alley.
Application No. 20230726.1, Block 166 Alley, Property Owner –Ursula Jones.

BACKGROUND:

In July 2023, the owner of Vacant Land located at 15809 CR 108, filed a Pre-application for Vacation of Right of Way for the Town Alley located within block 166.

The Alley is 25 feet wide and 300 feet long.

The applicant has a desire to develop the land on both sides of the alleyway as one contiguous piece, this has been her desire for many years.

The applicant owns property of both sides of the Alley. Parcel ID# 08-3N-24-2380-0166-0010. the property is Zoned R-2. With a FLUM of Main Street Commercial.

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

Research that included the Land Use Administrator and Code Enforcement resulted in finding two possible encroachments and no nonconformities. There is a list and photos in the agenda packet.

Research by the Public Works Department found no public utilities within the alley.

All property owners for the block were invited via letter mailed from Town Hall to attend this workshop as well as the Planning and Zoning meeting on October 10th and the Town Council Meeting on October 19th where this item will be discussed.

FINANCIAL IMPACT:

None. All cost will be paid by the Applicant.

RECOMMENDATION:

The Town Council and the Planning and Zoning Board discuss and hear public feedback on the Pre-application for Vacation of Right of Way for the vacation of Block 166 alley.



Item ITEM-1

FOR OFFICE USE ONLY

File #

20230726.1

Application Fee:

\$200 plus \$1000.00 Dep.

Filing Date:

Acceptance Date:

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

A. PROPOSED CLOSING, ABANDONING, OR VACATON

1. Street, Alley, Right of Way Name to be closed, vacated, or abandoned: 15809 CRA 108
2. Legal Description: Alley way of Block 166
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: 25' x 300' = 7500 Sq ft.

B. APPLICANT

1. Applicant's Status

☒ Owner (title holder)☐ Agent

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

URSULA JONESTitle: OWNERCompany (if applicable): /Mailing address: 27207 POND DR.City: HILLIARDState: FLZIP: 32046Telephone: (904) 218-1630 FAX: ()e-mail: URSULA.JONES@27207pond.com

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

Name of Owner (title holder): /Company (if applicable): /Mailing address: /City: /State: /ZIP: /

Telephone: ()

FAX: ()

e-mail: /

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

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

Item ITEM-1

1. Reason for Request: CANNOT SELL WITH ALLEY
RUNNING THRU THE MIDDLE

2. How was the street / alley / easement / right-of-way established? Town Plat

Subdivision Plat Book No: / Page No. /

Plat Name: /

Official Records Book No: / Page No. /

Other: /

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

All of Alley in Block 166.

4. Do public facilities now occupy area to be closed, vacated, or abandoned? If yes, you may be asked to provide a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities. NO

5. What is the Purpose of the Easement?

☐ Drainage

☐ Utility

☐ All Utilities

☐ Others – please specify Unknown

6. What are the dimensions of the Easement? W 25 FT x 300 FT (L)

7. Is there an existing encroachment? NO

☐ Building

☐ Pool

☐ Other

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

NO

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

NO

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

Item ITEM-1

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

E. FEES

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

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

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

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

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

Ursula Jones
Signature of Applicant

[Signature]
Signature of Co-applicant

URSULA JONES
Typed or printed name and title of applicant

[Signature]
Typed or printed name of co-applicant

Date

Date

State of FLORIDA County of NASSAU

The foregoing application is acknowledged before me this _____ day of _____, 20____,

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

_____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

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

JUN 7 1983

OFFICIAL RECORDS

BOOK 388 PAGE 270

This Instrument Prepared By:
 John Paul Howard, Attorney at Law
 P. O. Box 7189, Jax., FL 32210

QUIT-CLAIM DEED

Made this 7TH day of June, A.D., 1983, between TERRY L. JONES, a single person, of the County of Nassau, State of Florida, party of the first part, and URSULA JONES, a single person, P. O. Box 1012, Hilliard, Florida 32046, party of the second part,

WITNESSETH: that the said party of the first part, for and in consideration of the sum of Ten and No/100 (\$10.00) Dollars, in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, has remised, released and quit-claimed, and by these presents does remise, release and quit-claim unto the said party of the second part, and her heirs, successors and assigns forever, the following described land, situate, lying and being in the County of Nassau, State of Florida, to-wit:

(A)

All of Lot 43, Mulberry Landing, Unit No. 1, recorded in Plat Book 4, page 37, Nassau County, Florida.

Subject to covenants, easements and restrictions of record.

(B)

Lots 1-3, inclusive, and Lots 17-24, inclusive, Block 166, MAP OF HILLIARD, according to plat thereof recorded in Plat Book 1, page 28, public records of Nassau County, Florida.

SUBJECT to reservations contained in Deed dated April 13, 1945, from Trustees of the Internal Improvement Fund of the State of Florida to C. A. Tompkins, recorded in Deed Book 109, page 344, of the public records of Nassau County, Florida.

(C)

All of Lots 9, 10, 11 and 12 (EXCEPT that part of Lot 12 conveyed to the State Road Department of Florida by the Trustees of the Internal Improvement Fund of the State of Florida by deed dated October 17, 1950, recorded November 7, 1950 in Deed Book 175, page 443, public records of Nassau County, Florida), all lying and being in Block numbered 166, Town of Hilliard, according to plat of the West Portion thereof recorded in Plat Book 1, page 23, public records of Nassau County, Florida.

(D)

All of that certain piece or parcel of land lying and being on the North side of the North Two-thirds (N 2/3) of the West One-half (W 1/2) of the Northeast One-quarter (NE 1/4) of the Northeast One-quarter (NE 1/4) of Section 17, Township 3 North, Range 24 East, bounded as follows:

Commencing on Section line of the corner of Harry Jackson lands, and running Section line West for 610 feet to post on said line; thence South 217 feet; thence East 610 feet; thence North for 217 feet, to place of beginning.

SUBJECT to covenants, restrictions, reservations and easements of record, if any.

50039
 NASSAU COUNTY
 STATE OF FLORIDA
 DOCUMENTARY STAMP TAX
 DEPT. OF REVENUE
 JUN-7-83
 \$00.45

OFFICIAL RECORDS

BOOK 389 PAGE 271

(E)

All of that certain lot, piece or parcel of land situate, lying and being in Section 16, Township 3 North, Range 24 East, County of Nassau and State of Florida and more particularly described by metes and bounds as follows:

For a Point of Reference, start at the Southeast corner of Section 16, thence North 00°38' West along the East line of said Section 16 a distance of 2142.0 feet to the point of Beginning of the parcel herein described: thence continue North 00°38' West along said Section line a distance of 200.0 feet to a point on the Southwesterly right-of-way line of U.S. Highway No. 1, 150 foot right-of-way; thence North 50°17' West along said right-of-way line a distance of 200 feet to a point; thence South 00°38' East a distance of 200 feet to a point; thence South 50°17' East a distance of 200 feet to the Point of Beginning.

(F)

Condominium Unit No. 208 of SAND DOLLAR VILLAS, a condominium, according to the Declaration of Condominium, recorded in Official Records Book 358, pages 420-443, and re-recorded in Official Records Book 358, pages 475-543, public records of Nassau County, Florida; TOGETHER with the undivided interest in the common elements as stated in said Declaration of Condominium to be an appurtenance to the Unit.

SUBJECT to (a) conditions, restrictions and limitations in the Declaration of Condominium, and Exhibits annexed thereto; (2) easements for ingress, egress and utility purposes; (3) covenants, restrictions and other matters of record; (4) local zoning ordinances; and (5) taxes for the year 1982 and subsequent years.

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said party of the first part, either in law or equity, to the only proper use, benefit and behoof of the said party of the second part, her heirs, successors and assigns forever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand and seal the day and year first above written.

SIGNED AND SEALED IN OUR PRESENCE:

STATE OF FLORIDA

COUNTY OF DUVAL

Terry L. Jones (SEAL)
TERRY L. JONES
835272

FILED AND RECORDED
IN OFFICE

1983 JUN -7 PM 12:38

NASSAU COUNTY, FLA.
CLERK OF THE COURT

Before me personally appeared TERRY L. JONES, a single person, to me well known and known to me to be the individual described in and who executed the foregoing instrument, and acknowledged to and before me that he executed the same for the purposes therein expressed.

WITNESS my hand and official seal this 2nd day of June, 1983, at Jacksonville, County and State aforesaid.

Joanna K. Kish
Notary Public, State of Florida
My Commission Expires:

Notary Public, State of Florida
My Commission Expires March 22, 1985
Bonded 1 Year For \$10,000.00, 1/1/84

Parcel Number 08-3N-24-2380-0166-0010

Owner Name JONES URSULA

Mailing Address 27207 POND DRIVE

HILLIARD, FL 32046

Location Address 15809 CR 108

HILLIARD 32046

Tax District 003 - HILLIARD

Milage	15.8365
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Homestead	No
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Property Usage VACANT COMMERCIAL 001000

Deed Acres 0

Short Legal **BLOCK 166 LOTS 1 TO 7 17 TO 24 PT OF OR 389 PG 270 TOWN OF**

HILLIARD

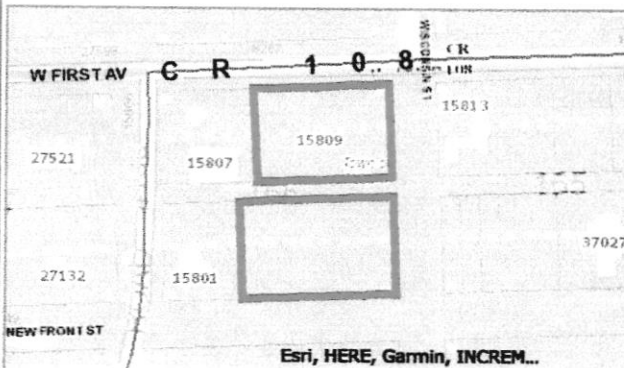
2022 Certified Values

Item ITEM-1

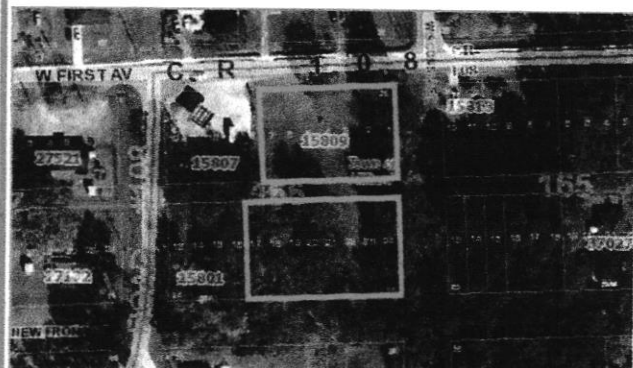
Land Value	\$112,500
(+) Improved Value	\$0
(=) Market Value	\$112,500
(-) Agricultural Classification	\$0
(-) SOH or Non-Hb* Capped Savings	\$73,360
(=) Assessed Value	\$39,140
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$112,500
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$39,140

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

PARCEL MAP

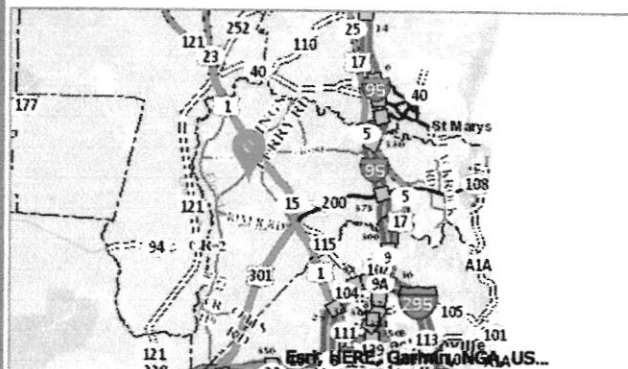


2021 AERIAL MAP

**PROPERTY PHOTO**

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

LOCATION MAP

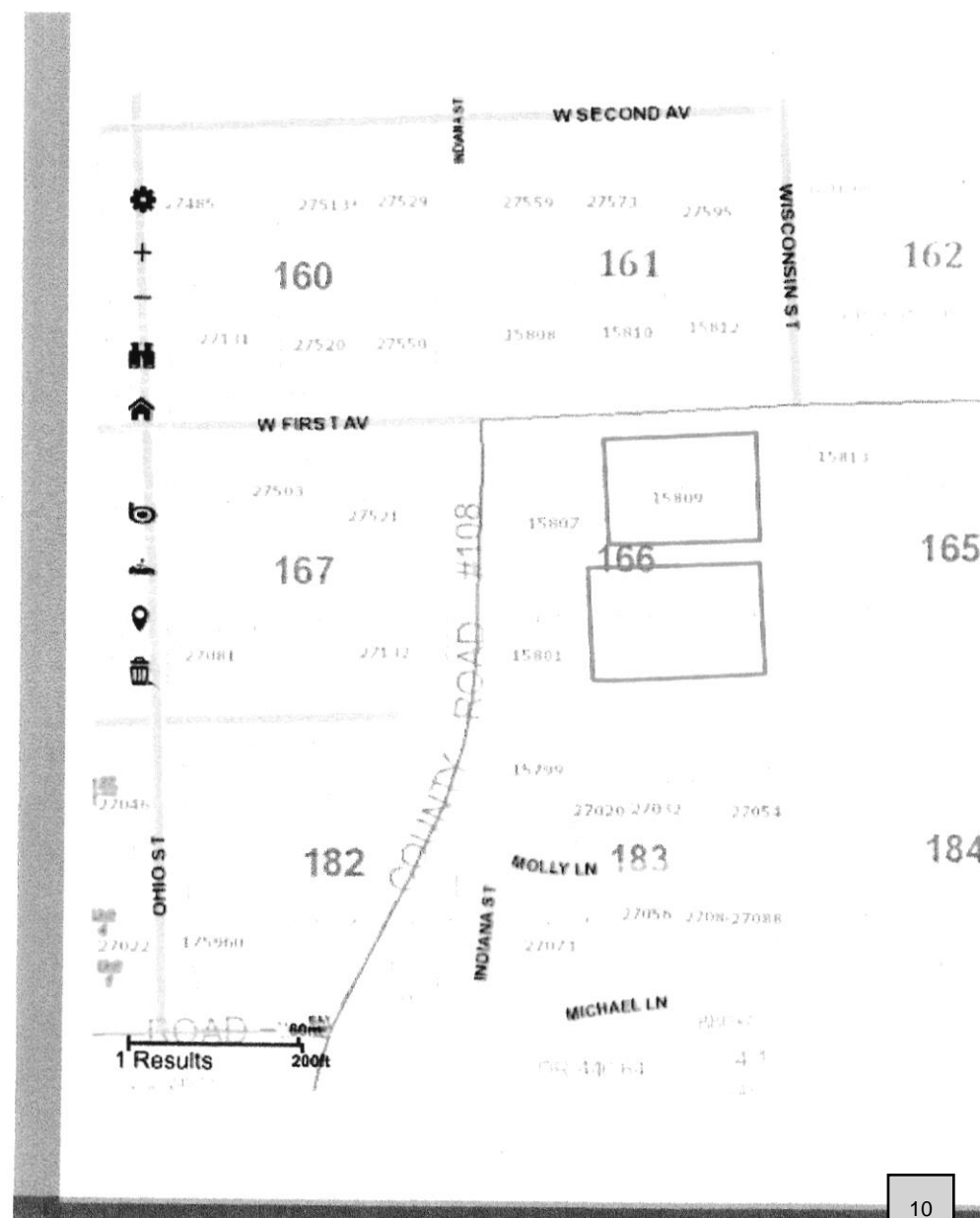


BUILDING INFORMATION

[illegible]**MISCELLANEOUS INFORMATION**

Description	Dimensions L X W	Units	Year Built
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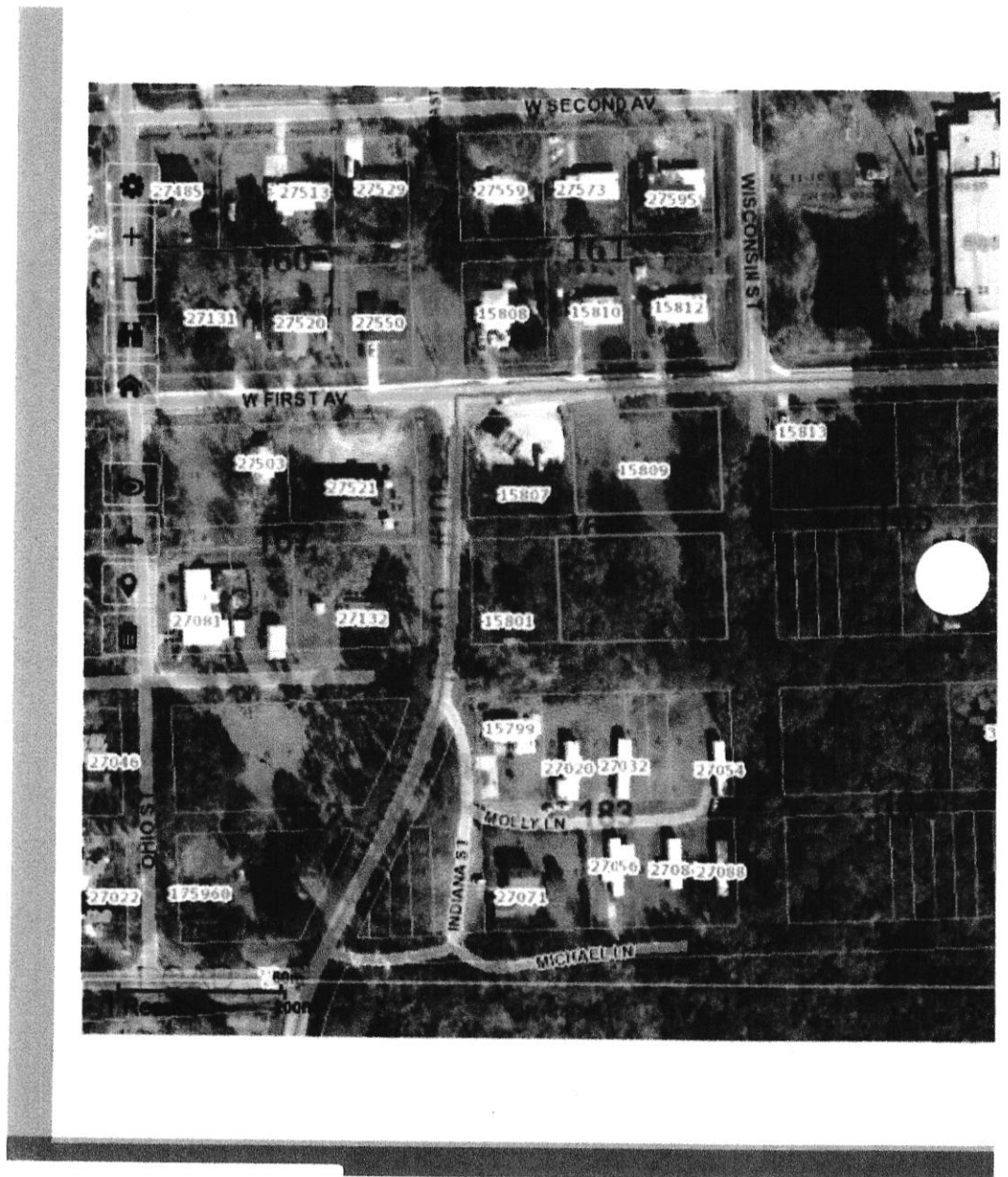
Open with Google Docs



Ursula Jones Property by 15x Maps Imagery.pdf

Open with Google Docs

Item ITEM-1



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

**CERTIFICATION**

I HEREBY CERTIFY that this plat represents a survey performed under my direction and supervision and is true and correct to the best of my knowledge and belief. There are no encroachment other than those shown.

DATE: April 6, 1981

Carl D. Mitchell
 Carl D. Mitchell, PLS

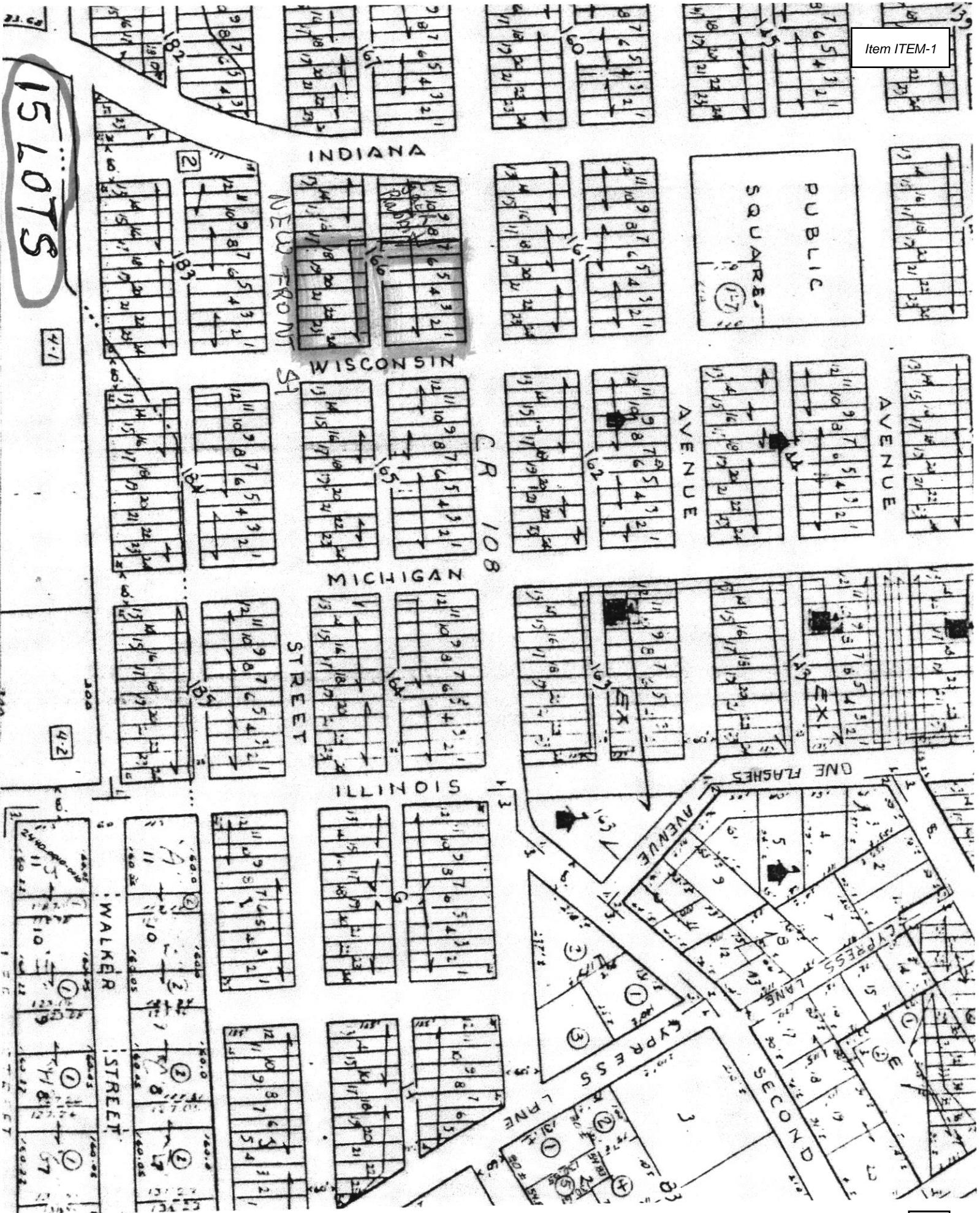
LEGEND

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

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

Carl D. Mitchell
 CARL D. MITCHELL, PLS
 FLORIDA REGISTERED LAND SURVEYOR No. 2445
 DATE: April 6, 1981 SCALE: 1" = 60'
 W.O. No. 81-03-39 F.B. No. 25, Pg. 31
 DRWG. BY: CDM MEN





Item ITEM-1

15807

15813

15801

15799

27020

27032

27054

27056

27084

27088

WISCONSIN

Town of Hilliard

1 Results

GIS Report

Address Details

Find Adjoining Parcels

TRIM Notice

Parcel ID: 183

08-3N-24-2380-0166-0010 (../NassauSearch/ISRecentSales/NassauProperty.aspx?ParcelNumber=08-3N-24-2380-0166-0010)

Calculated Acreage: 1.05

Deed Acreage: 7.16

Property Use: VACANT/COM

Ownership Information

Name: JONES, URSULA

Mailing Address: 27207 POND DRIVE

30m

100ft

School

REVISION

Wisconsin

subject

182" or 15'2ft + fall
man hole covered with dirt 6' down
below out valve

124' my connection about 4' in ground

166 Block

Ct. 108

lay sewer line - 1 1/4" per 13ft line

convenience
score

TOWN OF HILLIARD
A Florida Municipality

September 8, 2023

RE: Pre-Application to Close, Abandon, or Vacate
Street, Alley, Easement, or Right of Way
Within Block 166 – 25' x 300' Alley

Dear Property Owner:

A pre-application has been filed to vacate the Town owned Alley within Block 166 of the Town of Hilliard. Block 166, is located between the following streets:

CR 108 (West First Avenue and Indiana Street) to the North and West, Unopened New Front Street to the South and Unopened Wisconsin Street to the East.

All property owners owning lots within for Block 166 will receive this notification.

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

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

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

Meetings, Dates & Times are as follows:

Joint Workshop – Tuesday, October 10, 2023, at 6:00 p.m.
Planning & Zoning Board Meeting - Tuesday, October 10, 2023, at 7:00 p.m.
Town Council Meeting – Thursday, October 19, 2023, at 7:00 p.m.

If the Town approves moving forward with the process to vacate the alley within Block 166, you will be notified by letter of the additional meetings, dates, and times.

Thank you,

TOWN OF HILLIARD

Lee Anne Wollitz
Land Use Administrator

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555

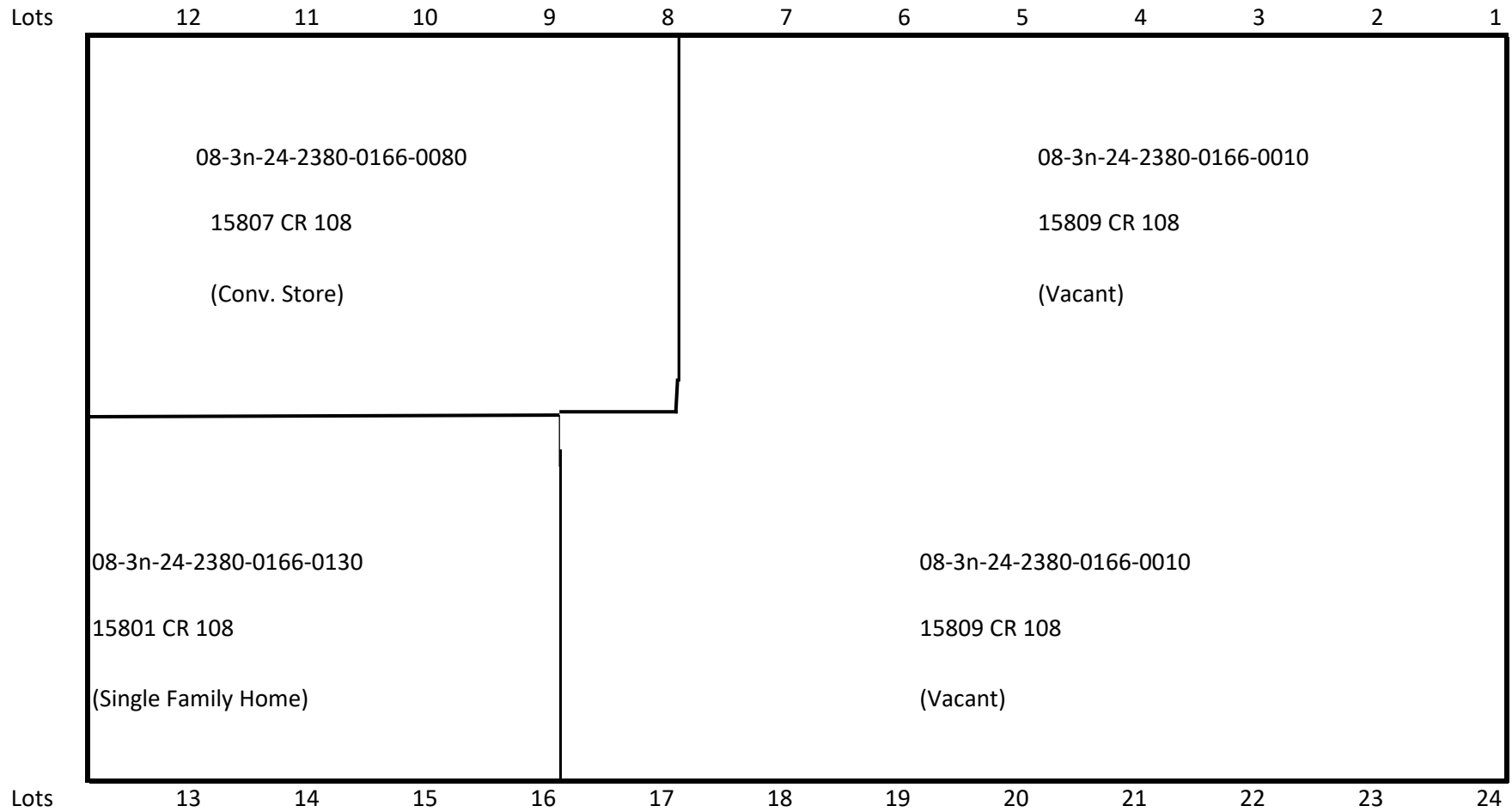
Block 166- exisisting parcel lines

Lots	12	11	10	9	8	7	6	5	4	3	2	1
	08-3n-24-2380-0166-0080				08-3n-24-2380-0166-0010							
	15807 CR 108				15809 CR 108							
	(Conv. Store)				(Vacant)							

Town Alley

08-3n-24-2380-0166-0130				08-3n-24-2380-0166-0010									
15801 CR 108				15809 CR 108									
(Single Family Home)				(Vacant)									
Lots	13	14	15	16	17	18	19	20	21	22	23	24	

Lot 166- Proposed Lot Lines



Block 166- Nonconformities or encroachments.

Parcel ID # 08-3N-24-2380-0166-0010

Name: Ursula Jones

Mailing address: 27207 Pond Drive

Physical address: 15809 CR 108

None, Vacant Land

Parcel ID # 08-3N-24-2380-0166-0130

Name: Skyler O'Leary

Mailing address- 15801 CR 108

Physical address- 15801 CR 108

Fence in Alley

Parcel ID # 08-3N-24-2380-0166-0080

Name: Jay Kaival Meera LLC

Mailing address- 111 S. Irwin Ave Ocilla, GA 31774

Physical address: 15807 CR 108

Business- Wastewater pipe in Alley (connection point on 108)

Block 166 Owners list 08/2023

Parcel ID # 08-3N-24-2380-0166-0080

Name: Jay Kaival Meera LLC

Mailing address- 111S. Irwin Ave. Ocilla GA 31774

Physical address- 15807 CR 108

Parcel ID # 08-3N-24-2380-0166-0010

Name: Ursula Jones

Mailing address- 27207 Pond Drive

Physical address- 15809 CR 108

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

Name: Skyler O'Leary

Mailing address: 15801 CR 108

Physical address: 15801 CR 108

JAY KAIVAL MEERA LLC
111 S IRWIN AVE
OCILLA GA 31774

JONES URSULA
27207 POND DRIVE
HILLIARD FL 32046

O'LEARY SKYLER
15801 COUNTY ROAD 108
HILLIARD FL 32046