

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

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

## ADMINISTRATIVE STAFF

Lisa Purvis, Town Clerk  
Cory Hobbs, Interim Public Works Director  
Gabe Whittenburg, Parks & Rec Director

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, AUGUST 01, 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. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.

***Mayor Beasley***

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-06

## TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-06, on Second & Final Reading.

**ITEM-2**

Ordinance No. 2024-07 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 16.32 acres, more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County Parcel No.15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24- 2320-0019-0010; Adding the designation of Commercial; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-07

**TOWN COUNCIL ACTION**

Town Council to consider adopting Ordinance No. 2024-07, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-3**

Ordinance No. 2024-08 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning C-1, General Commercial District; for the 16.32 acres parcels more or less; located on the east side of US HWY 1 and south of Cosmos Trail, Hilliard, FL, Nassau County; and providing an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-08

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-08, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-4**

Ordinance No. 2024-09 – Amending the Hilliard Comprehensive Plan, Future Land Use Map designation of that certain property consisting of 21.03 acres, more or less; located on the east side of US HWY 1 at Cosmos Trail, Hilliard, FL, Nassau County Parcel No. 15-3N-24-2320-0017-0010; adding the designation of Commercial and High Density Residential; providing for severability; and providing for an effective date.

***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-09

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-09, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**ITEM-5** Ordinance No. 2024-10 – Changing the Zoning Designation from Nassau County Zoning Open Rural to Town Zoning PUD, Planned Unit Development; for the property located on the east side of US HWY 1 and south of Eastwood Road; described in Attachment “A”, Legal Description; specifically described in Attachment “B” Written Description; and Attachment “C” Site Plan; providing for severability, repealer, and setting an effective date.  
***Mayor Beasley***

Open Public Hearing  
Call for Public Comments  
Close Public Hearing on Ordinance No. 2024-10

**TOWN COUNCIL ACTION**

Town Council to consider Ordinance No. 2024-10, and to set a Second Public Hearing & Final Reading for September 5, 2024.

**REGULAR MEETING**

**ITEM-6** Additions/Deletions to Agenda

**ITEM-7** Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 2, 2024.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-8** Town Council approval of the Change Order No. 1 for the DEP Agreement No. LPA0302 - Oxford Street Force Main Rerouting Project to decrease the contract price by \$500.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-9** Town Council approval of the Contract Services Agreement for Joel Hall, P.E., to perform Public Works related services through September 30, 2024.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-10** Town Council to consider the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-11** Town Council to consider the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-12** Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending June 30, 2024  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-13** Town Council approval of the Minutes for the July 18, 2024, Workshop, and the July 18, 2024, Public Hearing & Regular Meeting.  
***Lisa Purvis, MMC – Town Clerk***

**ITEM-14**

Town Council approval of the Payables through July 19, 2024, Project Name: Emergency Water & Sewer Generator Repairs in the amount of \$34,922.67.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$34,922.67**

**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 accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

**ADA NOTICE**

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

**APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is



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

### **PUBLIC PARTICIPATION**

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

### **EXPARTE COMMUNICATIONS**

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

### **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 Public Hearing & Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council adopting Ordinance No. 2024-06, an Ordinance Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard's Comprehensive Plan and the Town Code; Amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps. Adopting on Second and Final Reading.

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#### **BACKGROUND:**

See attached:

- Planning & Zoning Board's Recommendation
- Application for Annexation

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council to adopt Ordinance No. 2024-06, on Second and Final Reading.

**ORDINANCE 2024-06**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, ANNEXING INTO THE CORPORATE LIMITS THREE PARCELS OF REAL PROPERTY CONTAINING APPROXIMATELY 37.35 ACRES; DESCRIBED WITH PARTICULARITY HEREIN; FINDING SAID ANNEXATION TO BE CONSISTENT WITH THE TOWN OF HILLIARD'S COMPREHENSIVE PLAN AND THE TOWN'S CODE; AMENDING SECTION 2.03 OF THE CHARTER OF THE TOWN OF HILLIARD TO INCLUDE SAID LAND; PROVIDING FOR AND AUTHORIZING THE UPDATING OF THE OFFICIAL TOWN MAPS; REPEALING CONFLICTING ORDINANCES; PROVIDING DIRECTION TO THE TOWN CLERK; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 171.044, Florida Statutes, provides a procedure for voluntary annexation; and

**WHEREAS**, the Town Council of the Town of Hilliard finds that the annexation is consistent with Section 171.045, Florida Statutes; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is contiguous to the boundaries of the Town limits; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the real property is reasonably compact; and

**WHEREAS**, the Town Council of the Town of Hilliard has found that the petition bears the signatures of all owners of real property; and

**WHEREAS**, the Town Council of the Town of Hilliard has the authority to annex real property and expand the boundaries of the Town limits by virtue of Sections 3.01 and 4.01 of the Town Charter; and

**WHEREAS**, the owners of three parcels of real property, listed in Attachment A, and consisting of approximately 37.35 acres situated within unincorporated Nassau County; adjacent to the Town's southern boundary at US Hwy 1 and Cosmos Trail, and that the complete legal by metes and bounds in Attachment B, and a map depicting the boundary of said real property in Attachment C; and

**WHEREAS**, the Town Council of the Town of Hilliard has deemed it to be in the public interest of the Town that the parcels be annexed within the corporate limits of the Town of Hilliard; and

**WHEREAS**, the Town desires now to annex the total real property consisting of approximately 37.35 acres known as the three parcels described in Attachment B, herein into the corporate limits of the Town of Hilliard, Florida.

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

**SECTION 1.** That the foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Ordinance.

**SECTION 2.** That the Town Council finds the annexation to be consistent with the Town's Comprehensive Plan and Town Code.

**SECTION 3.** That the Parcel or real property described herein be annexed to the Town of Hilliard, and that all conflicting ordinances or parts of ordinances, all conflicting Town Code sections or parts of sections, and all conflicting resolutions or parts of resolutions be repealed to the extent of such conflict.

**SECTION 4.** That the corporate boundaries of the Town of Hilliard, Florida, are hereby extended, enlarged, and redefined to include the real property depicted in Attachment B, and Attachment C, which is attached hereto and made a part hereof.

**SECTION 5.** That the current land use and zoning remain unchanged by this Ordinance, until such time as the Town of Hilliard adopts a comprehensive plan amendment that includes the annexed Parcel.

**SECTION 6.** That upon adoption of this ordinance, the Town Clerk make such amendments to the official boundary map of the Town of Hilliard to include the Parcel, and that such amendments become and be made a part of the Charter of the Town of Hilliard in accordance with Section 2.03 of the Charter.

**SECTION 7.** That this Ordinance shall be effective immediately upon adoption; at such time, the Parcel shall become a part of the Town of Hilliard, to be governed by the Town and subject to the Town's laws and regulations.

**SECTION 8.** It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Code of the Town of Hilliard, Florida.

**SECTION 9.** Should any provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such judicial declaration shall not affect the validity of the ordinance as a whole, or any part of it, other than the part to be declared invalid.

**SECTION 10.** That this ordinance shall be published in the Nassau County Record for two (2) consecutive weeks, and that proof of publication of this ordinance be filed herein prior to the final reading of this ordinance.

**SECTION 11.** That upon the filing of the proof of publication and final adoption of this ordinance, a copy of the same shall be filed with the Clerk of Court for Nassau County, Florida, and a copy be forwarded to the Department of State, Tallahassee, Florida.

**IN WITNESS OF THE FOREGOING,** the parties have set their hands and seal the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed, sealed, and delivered in the presence of:

**TOWN OF HILLIARD, FL**

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

ATTEST:

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

**APPROVED:**

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

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Christian W. Waugh  
Town Attorney

Zoning Boards Signs Posted:	June 7, 2024
Town Council First Reading:	June 20, 2024
Send Certified Mailed to County Commission:	June 21, 2024
Town Council 1 <sup>st</sup> Publication:	July 3, 2024
Town Council 2 <sup>nd</sup> Publication:	July 10, 2024
Town Council 1 <sup>st</sup> Public Hearing:	July 18, 2024
Town Council 2 <sup>nd</sup> Public Hearing:	August 1, 2024
Town Council Vote & Adoption:	August 1, 2024
File with Clerk of Court & County Manager:	August 5, 2024
Mailed to Department of State:	August 5, 2024

**ATTACHMENT A**  
**OWNERS INFORMATION**

**PROPERTY OWNERS:**

1. Parcel No. 15-3N-24-2320-0017-0010  
37074 Cosmos Trail, LLC  
c/o Lofty Investment Holdings  
Attn: Lisa A. Mankoski  
4025 Sunbeam Road  
Jacksonville, Florida 32257

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

2. Parcel No. 15-3N-24-2320-0017-0020  
Hilliard First Assembly of God, Inc.  
c/o Pastor Arlie Johns  
550920 US Highway 1  
Hilliard, Florida 32046  
(904) 845-2642 (cell)  
[hilliardag@hilliardag.com](mailto:hilliardag@hilliardag.com)  
Mailing Address:  
P.O. Box 670  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

3. Parcel No.15-3N-24-2320-0019-0010  
Richard & Cecelia A. Walker  
P.O. Box 6  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

**ATTACHMENT B**  
**LEGAL DESCRIPTIONS**



**ATTACHMENT C**  
**MAP**

**1. LEGAL DESCRIPTIONS:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**

TOGETHER WITH:

Parcel # 15-3N-24-2320-0017-0020

A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.

Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN at a found broken concrete monument for the Southeast corner of Lot 18 and run South 88°-41'-13" West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North 52°-50'-45" West along said right-of-way, a distance of 832.39' feet to a found 5/8" iron pin with cap stamped No. 2445; run thence North 60°-31'-06" East along found monumented and occupied line, a distance of 291.20' feet to a found 5/8" iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North 88°-23'-11" East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found 3/4" iron pipe at the Northeast corner of said Lot 17; run thence South 0°-58' East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the POINT OF BEGINNING.

TOGETHER WITH:



Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

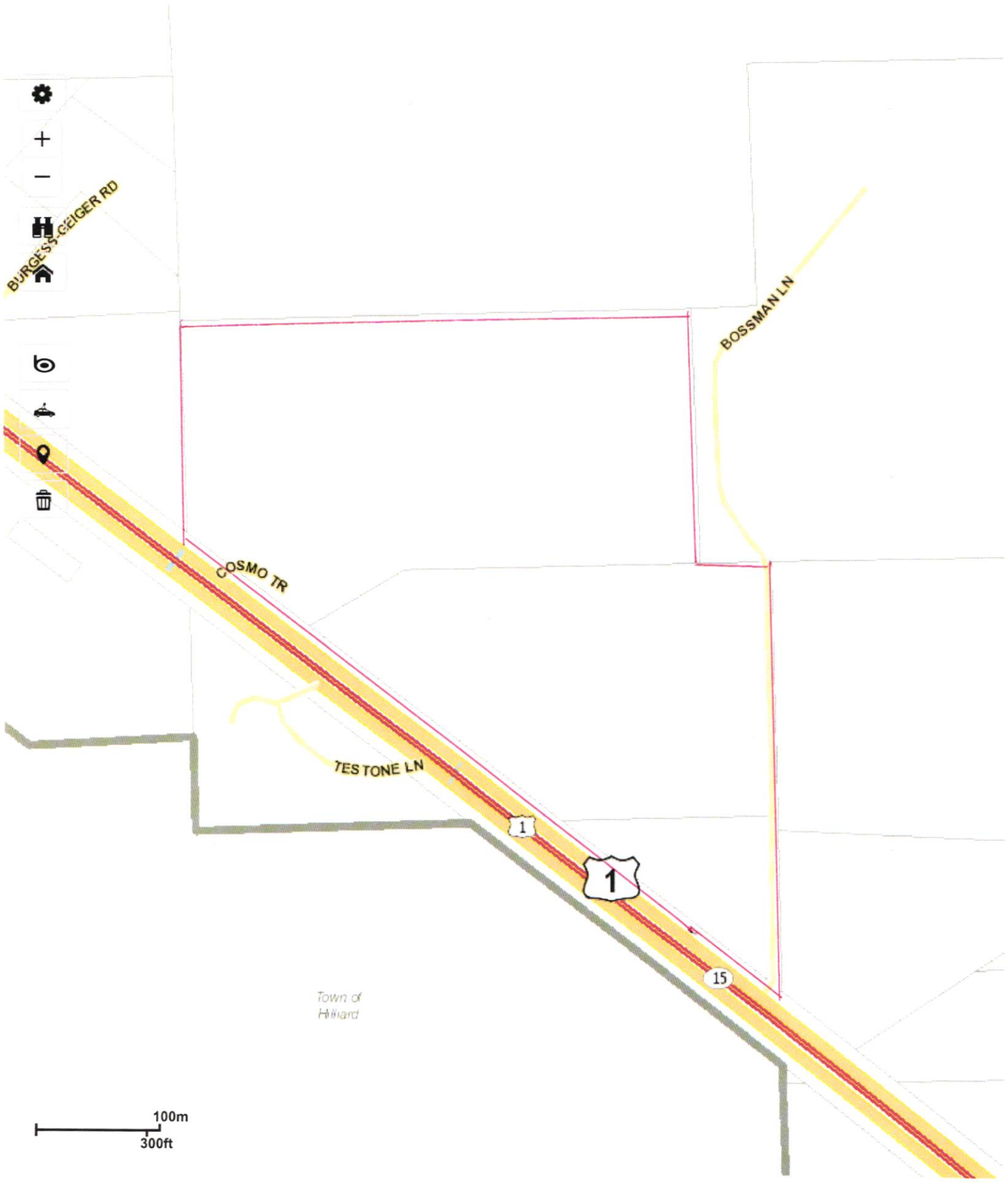
**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.

ITEM-1



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

July 10, 2024

Town Council,

During the Planning and Zoning Meeting on July 9, 2024; the Board held Public Hearings for Ordinances 2024-07, 2024-08, 2024-09, 2024-10.

The Board also reviewed Ordinance 2024-06. The Planning and Zoning Board voted 5-0 to recommend that the Town council adopt Voluntary Annexation Ordinance 2024-06.

Thank you,

*Lee Anne Wollitz*  
Land Use Administrator



# **APPLICATION FOR ANNEXATION**

## **TOWN OF HILLIARD, FLORIDA**

**Updated April, 2011**

**APPLICATION FOR ANNEXATION OF LAND – TOWN OF HILLIARD**

\_\_\_\_\_  
DATE FILED

\_\_\_\_\_  
APPLICATION NO.

TO: The Planning and Zoning Board of Hilliard Florida. The undersigned hereby applies for annexation of land described as follows:

APPLICANTS NAME: 37074 Cosmos Trail, LLC a Florida limited liability company  
ADDRESS: c/o Rogers Towers, P.A. 1301 Riverplace Blvd. Suite 1500, Jacksonville, FL 32207  
PHONE NO.: Courtney Gaver (904) 473-1388 (office direct)

1. Attach a Legal description of land sought to be annexed by metes and bounds, street address together with a recent survey of the property proposed for annexation and map clearly showing the area to be annexed, showing the following:
  - Location map, drawn to scale showing the relationship of the subject property to the town boundaries and surrounding developments.
  - Property boundary lines.
  - Easements.
  - Adjacent streets, (Names and rights-of-way).
  - The property's current zoning district classification and future land use designation.

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Plat Book \_\_\_\_\_ Page \_\_\_\_\_

Other See Addendum 1

2. Property Owner: The full name and address of the owner as shown in the public records of Nassau County. If same as applicant, so state.  
See Addendum 1

3. Adjacent Property Owner: List the names and addresses of all property owners within 300 feet of property boundaries. Names can be obtained from the Property Appraiser's Office, or from their web-site, [www.nassaufipa.com](http://www.nassaufipa.com) . Please print the label form of the list.

4. Reason For Annexation. The reason annexation is being sought and supporting data as to why such annexation should be made.



To provide compact, contiguous development, and to provide municipal services to future residents of the proposed multi-family planned unit development in companion zoning application for Parcel No. 15-3N-24-2320-0017-0010 owned by 37074 Cosmos Trail, LLC.

5. Total Area: Total area of parcel to be annexed (square feet/Number of acres):  
37.19 +/-

6. Minimum Frontage/Width: Minimum average width and street frontage of parcel sought to be annexed is: Width See Addendum 1 Frontage See Addendum 1

In filing this Annexation Application, the undersigned understands it becomes a part of the Official Records of the Town of Hilliard, and does hereby certify that all information contained herein is true to the best of their knowledge.

OWNER: [Signature]  
Signature

AGENT: \_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

**Please review your application. No application will be accepted as “Complete and filed” until all requested information has been supplied and the required fee paid.**

To provide compact, contiguous development, and to provide municipal services to future residents of the proposed multi-family planned unit development in companion zoning application for Parcel No. 15-3N-24-2320-0017-0010 owned by 37074 Cosmos Trail, LLC.


5. Total Area: Total area of parcel to be annexed (square feet/Number of acres): 37.19 +/-

6. Minimum Frontage/Width: Minimum average width and street frontage of parcel sought to be annexed is: Width See Addendum 1 Frontage See Addendum 1

In filing this Annexation Application, the undersigned understands it becomes a part of the Official Records of the Town of Hilliard, and does hereby certify that all information contained herein is true to the best of their knowledge.

OWNER: \_\_\_\_\_

Signature

AGENT:  Courtney Gaver

Signature

Address: c/o Rogers Towers

1301 Riverplace Blvd. Suite 1500  
Jacksonville, FL 32207

Telephone Number: ( ) 904-473-1388

**Please review your application. No application will be accepted as “Complete and filed” until all requested information has been supplied and the required fee paid.**

DATE STAMP:

Accepted By: \_\_\_\_\_

Date Filed: \_\_\_\_\_

**APPLICATION FOR ANNEXATION  
TOWN OF HILLIARD, FLORIDA**

Application No. \_\_\_\_\_

Application Fee: \_\_\_\_\_

**1. Required Information**

**APPLICANT'S INFORMATION**

Applicant(s) 37074 Cosmos Trail, LLC  
Address: SEE ADDENDUM 1  
Address 2: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**OWNER'S INFORMATION**

Owner (1): SEE ADDENDUM 1  
Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Owner (2): \_\_\_\_\_  
Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT'S AGENT**

Name: Courtney P. Gaver / Rogers Towers, P.A.  
Address: 1301 Riverplace Blvd., Suite 1500  
Address 2: Jacksonville, FL 32207

Telephone: (904) 473-1388  
Fax: (904) 396-0663  
E-mail: cgaver@rtlaw.com

**APPLICANT'S REGISTERED SURVEYOR**

Name: SEE ADDENDUM 1  
Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Project Name: Hilliard Cosmos Annexation  
Street Address: 37074 Cosmos Trail, Hilliard, FL 32046  
Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Nearest Street Intersection: Burgess-Geiger Rd and U.S. 1 & Bossman Lane & U.S. 1  
Parcel Identification Number(s) SEE ADDENDUM

**AREA INFORMATION**


Under One Acre: Square Footage: \_\_\_\_\_ Over One Acre: Acres: 37.19 acres  
Number of Lots/Parcels: 3 parcels Existing Zoning Classification: Open Rural (Nassau County)  
Existing Future Land Use Classification: Medium Density (Nassau County)  
Existing Land Use: Vacant & existing church w/ 7 RV hookups

**CONDITIONS:**

I/We also understand that the application fee does not include the fees associated with engineering review and/or construction inspection, reports and the like, required by the Town of Hilliard.

I/We certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to a Site Plan Review. I/We do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved Site Plan and the Town of Hilliard Land Development Regulations.

By signature, I/We acknowledge that I/we have read, understand and agree to the above conditions.

*[Signature]* 

---

Owner(s) Agent(s)

The undersigned having been sworn on oath, states the above information is true and correct as (s)he is informed and believes.

*[Signature]* 

---

Signature of Owner(s) or Agent Lisa A. Mankuski  
 Printed Name of Owner(s) or Agent(s)

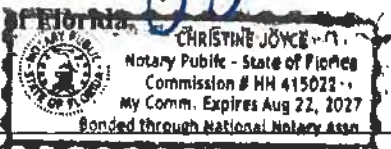
State of Florida  
 } ss  
 Nassau County

Individual making statement is  personally known or \_\_\_\_\_ produced identification.

Type of identification produced: personally known

Sworn to and subscribed before me on this 18 day of December, 2023,  
 by \_\_\_\_\_  
 (Name of Person Making Statement)

*[Signature]*  
 Signature of Notary Public  
 State of Florida



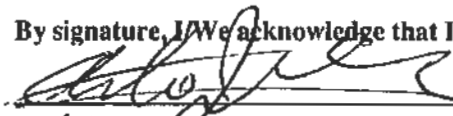

Print, type or stamp commissioned name of Notary Public  
 My Commission Expires: 8/22/27

**CONDITIONS:**

I/We also understand that the application fee does not include the fees associated with engineering review and/or construction inspection, reports and the like, required by the Town of Hilliard.

I/We certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to a Site Plan Review. I/We do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved Site Plan and the Town of Hilliard Land Development Regulations.

By signature, I/We acknowledge that I/we have read, understand and agree to the above conditions.



  
 \_\_\_\_\_

Arlie Johns
 Agent(s)
  
 Owner(s)

The undersigned having been sworn on oath, states the above information is true and correct as (s)he is informed and believes



  
 \_\_\_\_\_

Arlie Johns
 Printed Name of Owner(s) or Agent(s)
  
 Signature of Owner(s) or Agent

State of Florida


} ss

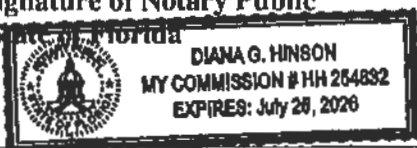
Nassau County

Individual making statement is sworn personally known or \_\_\_\_\_ produced identification.

Type of identification produced: \_\_\_\_\_

Sworn to and subscribed before me on this 2<sup>nd</sup> day of November, 2023,  
 by Arlie Johns  
 (Name of Person Making Statement)


  
 Signature of Notary Public



Print, type or stamp commissioned name of Notary Public


My Commission Expires: July 25, 2026

**CONDITIONS:**


I/We also understand that the application fee does not include the fees associated with engineering review and/or construction inspection, reports and the like, required by the Town of Hilliard.

I/We certify that no land clearing, excavation and/or filling has occurred on this property, and that no clearing, excavation and/or filling will commence prior to a Site Plan Review. I/We do hereby agree to perform any authorized land clearing, excavation and/or filling in accordance with the approved Site Plan and the Town of Hilliard Land Development Regulations.

By signature, I/We acknowledge that I/we have read, understand and agree to the above conditions.

*[Signature]* 


---

*Cecelia A. Walker* 


---

Owner(s) Agent(s)

The undersigned having been sworn on oath, states the above information is true and correct as (s)he is informed and believes.

*[Signature]* 

---

*Cecelia A. Walker* 

---

Signature of Owner(s) or Agent Printed Name of Owner(s) or Agent(s)

State of Florida

} ss

Nassau County

Individual making statement is \_\_\_ personally known or  produced identification.

Type of identification produced: FDL# W426-216-38-059-0  
FDL# W426-104-38-926-0

Sworn to and subscribed before me on this 2<sup>nd</sup> day of November, 2023,  
by Richard Walker, Cecelia A. Walker  
(Name of Person Making Statement)

*[Signature]*  
Signature of Notary Public



Print, type or stamp commissioned name of Notary Public

My Commission Expires: July 25, 2026

**APPLICATION FOR ANNEXATION OF LAND – TOWN OF HILLIARD**

**ADDENDUM 1**

## APPLICATION FOR ANNEXATION OF LAND – TOWN OF HILLIARD

### ADDENDUM 1

- (a) Would the proposed annexation materially alter the population density pattern and thereby overload public facilities such as schools, utilities, streets, etc.?

Public Facilities Element Policies D.1.2.1, D.1.2.2, D.3.1, D.1.5.3, and D.1.5.4 and Capital Improvement Element Goal H.3 of the Town of Hilliard 2040 Comprehensive Plan require new development to provide the necessary services and facilities or to pay a fair share of costs of providing such facilities, including extension of water, sanitary sewer and drainage systems to serve the project. The companion Planned Unit Development (“PUD”) will comply with those requirements by connecting to the Town’s existing water and sewer systems and providing drainage on-site. Internal streets constructed by the applicant within the PUD site will be connected to public streets owned by the Florida Department of Transportation.

- (b) Do changes or changing conditions make the approval of the proposed annexation desirable?

The proposed annexation will provide much-needed housing within the Town. The project will add to existing and developing communities to create a larger neighborhood and provide diversified housing stock. The project will add to property taxes and other revenues generated which will more than pay for public services of new residents.

- (c) Will the proposed annexation adversely influence living conditions in the neighborhood?

The PUD will promote desirable living conditions with the proposed multi-family units providing such housing, in a for-rent product. The project will provide workforce housing in an area where supply is limited. The property is located in an area that is adjacent to proposed residential and mixed-use development including businesses, offices, and other uses. Nassau County has a growing need for more housing for its workforce and expansion of housing within the Town will allow for existing business to grow.

- (d) Will the proposed annexation create drainage problems?

No. The applicant will obtain all necessary permits from the Town, St. Johns River Water Management District and Florida Department of Environmental Protection for new development to manage all stormwater on-site in compliance with the applicable permits and requirements. Specifically, the PUD will provide its own stormwater management system utilizing the existing pond as depicted on the PUD Conceptual Site Plan. Drainage patterns on the non-PUD sites will be maintained until said properties are further developed in the future.



- (e) Will the proposed annexation be a deterrent to the improvement of development of adjacent property in accord with existing regulations?

No. The properties will comply with the Town of Hilliard Zoning and Land Development Regulations. The proposed PUD will provide appropriate buffers from adjacent properties within the County.

- (f) Will the proposed annexation effect property values in the adjacent area?

Yes, the applicant anticipates that new construction will improve property values and the added residential density will support the proposed commercial, office, retail and uses in the immediate vicinity thereby strengthening the entire neighborhood.

- (g) Will the proposed annexation constitute a grant of special privilege to an individual owner as contrasted with the public welfare?

No, the Comprehensive Plan encourages annexation. Objective A.1.5 provides the Town will coordinate with Nassau County and annex surrounding areas as a condition to the extension of the Town water/sewer services. Policies A.1.5.1 and G.1.2.4 provide the Town shall take positive action to guide development on lands adjacent to the Town boundary or annex such surrounding areas and promote such annexation of adjacent properties.

- (h) Is the proposed annexation out of scale with the needs of the neighborhood or the town?

The Town's Comprehensive Plan encourages an efficient and compact land use pattern that provides moderate overall densities and adequate land uses to support balanced growth and economic development. The properties proposed to be annexed are along the major transportation corridor within the Town. The requested density of the proposed residential community will include a maximum of 227 multi-family (apartment) units with related amenities. The requested density is within the parameters of the proposed Future Land Use designation of High Density Residential, which density is consistent with the density of the neighboring Greenbrier PUD community and adjacent commercial parcels along U.S. Highway 1.

**1. LEGAL DESCRIPTIONS:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (948.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**

TOGETHER WITH:

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS,  
SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

**According to Plat recorded in the Public Records of said County, in  
Deed Book "U"-10", Page 48.**

**Being also the same lands described in Deed recorded in the afore-  
said Public Records, in Official Records Book 122, Page 204.**

**Said portion being more particularly described as follows: BEGIN  
at a found broken concrete monument for the Southeast corner of Lot  
18 and run South  $80^{\circ}-41'-13''$  West along the Southerly line of Lot 18  
as found to be monumented and occupied, a distance of 545.06' feet  
to a found concrete monument on the Easterly right-of-way line of  
U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$   
West along said right-of-way, a distance of 832.39' feet to a found  
 $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-$   
 $06''$  East along found monumented and occupied line, a distance of  
291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on  
the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-$   
 $23'-11''$  East along said Northerly line as found to be monumented and  
occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at  
the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East  
along the Easterly line of Lots 17 and 18, aforementioned as found to  
be monumented and occupied, a distance of 660.24' feet to the POINT  
OF BEGINNING.**

TOGETHER WITH:

Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'15" East, a distance of 544.95 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.

**2. PROPERTY OWNERS:**

- Parcel # 15-3N-24-2320-0017-0010  
37074 Cosmos Trail, LLC  
c/o Lofty Investment Holdings  
Attn: Lisa A. Mankoski  
4025 Sunbeam Road  
Jacksonville, Florida 32257

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

- Parcel # 15-3N-24-2320-0017-0020  
Hilliard First Assembly of God, Inc.  
c/o Pastor Arlie Johns  
550920 US Highway 1  
Hilliard, Florida 32046  
(904) 845-2642 (cell)  
[hilliardag@hilliardag.com](mailto:hilliardag@hilliardag.com)  
Mailing Address:  
P.O. Box 670  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

- Parcel # 15-3N-24-2320-0019-0010  
Richard & Cecelia A. Walker  
P.O. Box 6  
Hilliard, Florida 32046

Current Zoning: Open Rural (Nassau County)  
Current FLUM Designation: Medium Density (Nassau County)

### 3. ADJACENT PROPERTY OWNERS

Nassau County  
Property Owners within 300 Feet of Property Boundaries  
Lofty/Hilliard  
C/M 04024-809412

Parcel	Owner Name	Address	Address 2	City	St	Zip
15-3N-24-0000-0001-0000	Rayonier Forest Resources LP	c/o Property Tax Coordinator	1 Rayonier Way	Yulee	FL	32097
15-3N-24-0000-0008-0070	Journey Church Nassau Co Inc	95707 Amelia Concourse		Fernandina Beach	FL	32034
15-3N-24-2320-0001-0000	Marshall Marianne P L/E	36116 Gage Rd		Callahan	FL	32011
15-3N-24-0000-0009-0020	Empty Nest Farms LLC	550830 US Hwy 1		Hilliard	FL	32046
15-3N-24-0000-0009-0030	Reed Kevin L & Janessa Nicole	35100 Nancy Rd		Callahan	FL	32011
22-3N-24-2320-0010-0060	Luo Man	553952 US Hwy 1		Hilliard	FL	32046
22-3N-24-2320-0025-0000	Greenbrier Nassau LLC	665 Simonds Rd		Williamstown	MA	01267
15-3N-24-0000-0009-0010	Buonpastore Christopher & Ginny	550710 US Hwy 1		Hilliard	FL	32046
15-3N-24-2320-0017-0030	Hammage & Skeet LLC	4225 N Pearl Street		Jacksonville	FL	32206
15-3N-24-2320-0021-0020	WD Hilliard LLC	c/o The Aegis Group, LLC	1102 18th Avenue South	Nashville	TN	37212
15-3N-24-0000-0008-0060	Winn-Dixie Stores Inc	c/o The Aegis Group, LLC	1102 18th Avenue South	Nashville	TN	37212
15-3N-24-0000-0004-0030	Dowdy Thomas S & Robin Lynn	37101 Burgess Gefger Rd		Hilliard	FL	32046
15-3N-24-0000-0004-0020	Bulford John & Rhonda	831 Marvin Rd		Ormond Beach	FL	32176

\* for parcels 15-3N-24-2320-0017-0010, 15-3N-24-2320-0017-0020 and 15-3N-2320-0019-0010

**6. MINIMUM FRONTAGE/WIDTH:**

- Parcel # 15-3N-24-2320-0017-0010  
Width: 660 +/- feet  
Frontage: 386.87 +/- feet
  
- Parcel # 15-3N-24-2320-0017-0020  
Width: 660 +/- feet  
Frontage: 832 +/- feet
  
- Parcel # 15-3N-24-2320-0019-0010  
Width: 431 +/- feet  
Frontage: 693.38 +/- feet

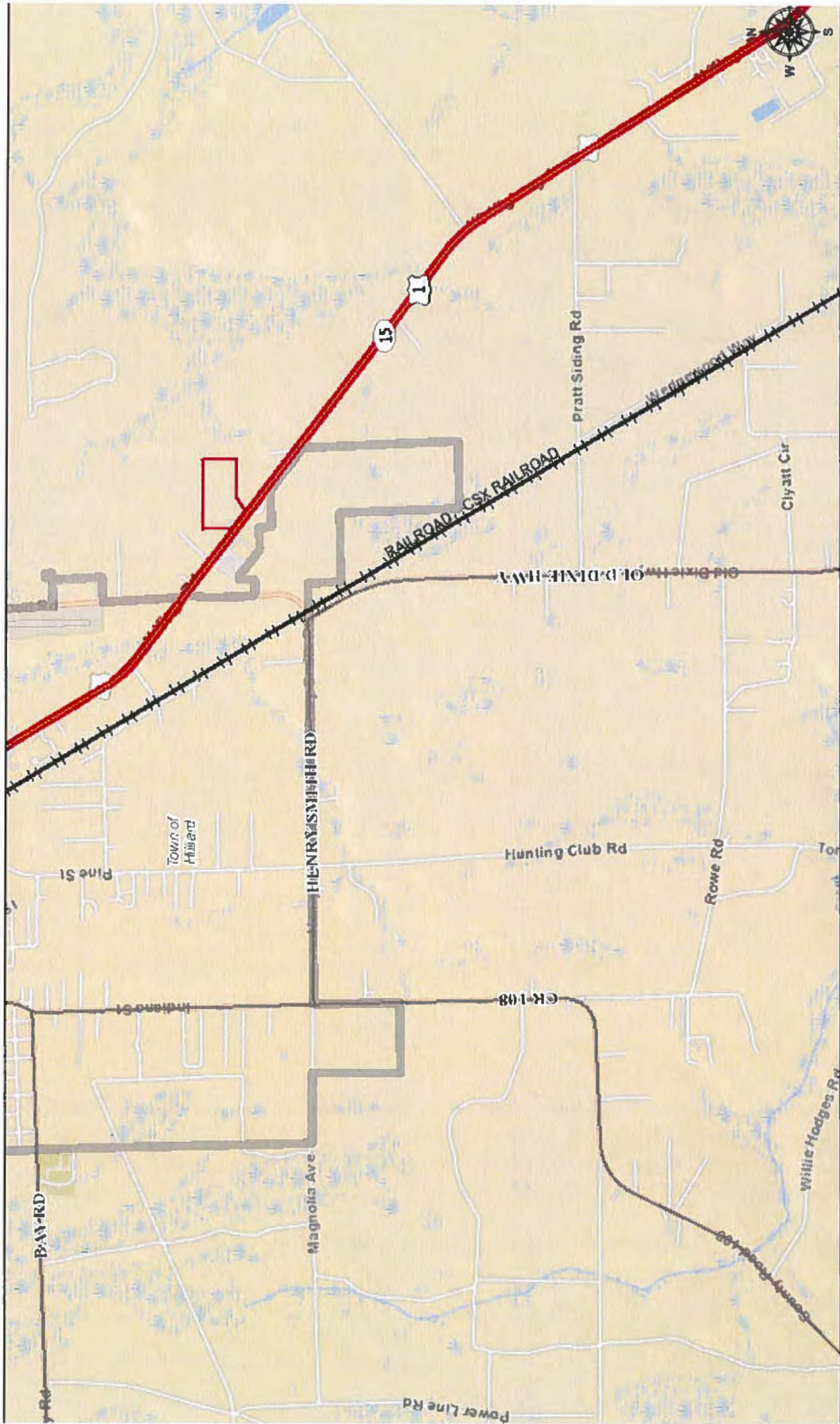








# Location Map (15-3N-24-2320-0017-0010)



December 18, 2023

**WARNING THIS IS NOT A SURVEY.**  
This map is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public property information shown on this map is for informational purposes only and does not constitute a warranty of accuracy. The information shown on this map is the property of the GIS User Community and is not to be used for any other purpose without the express written consent of the GIS User Community.

ITEM-1



# Location Map (Neighboring Parcels)



December 18, 2023

**WARNING THIS IS NOT A SURVEY**  
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ITEM-1



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing Meeting Date: August 1, 2024

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

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-07, to change to the Future Land Use Map “FLUM” Designation of Parcel ID No. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010. For applicant Courtney Gaver, 37074 Cosmos Trail LLC.

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#### **BACKGROUND:**

Mrs. Courtney Gaver has submitted application to amend the Future Land Use Map for the property with the Parcel ID No. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010. This Property is 16.32 acres that lies at the east side of US Hwy 1 and south of Cosmos Trail. The property has a Future Land Use Map “FLUM” designation of Nassau County, Medium Density. The Owner is proposing to change the FLUM designation of the property to Commercial after the approval of proposed Ordinance 2024-06 for Voluntary Annexation. An application for Voluntary Annexation as well as a Rezone application accompanies this property.

Applicant has provided all required documentation and complied with all requests of staff, council and board members as addressed through workshops, email communications, and phone calls.

At the Planning and Zoning Meeting on 07.09.2024 the Planning and Zoning Board Voted 5-0 to recommend the Town Council to pass Ordinance 2024.07.

#### **FINANCIAL IMPACT:**

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

#### **RECOMMENDATION:**

Planning and Zoning recommends the Town Council approval of Ordinance 2024-07.

**ORDINANCE NO. 2024-07**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF 16.32 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY PARCEL NO. 15-3N-24-2320-0017-0020 AND PARCEL NO. 15-3N-24-2320-0019-0010; ADDING THE DESIGNATION OF COMMERCIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owners of that parcels of land, consisting of 16.32 acres, more or less; located on the south border of Hilliard on the east side of US HWY 1, Hilliard, Florida, Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010, being particularly described in Attachment A; have applied for an amendment to the Future Land Use Map, adding a designation of Commercial to the property following the adoption of Ordinance No. 2024-06, approving the annexation of said properties; and

**WHEREAS**, the property in question is currently not classified; and

**WHEREAS**, the Planning & Zoning Board recommended approval of the future land use designation change adding a designation of Commercial, at their July 9, 2024, regular meeting; and

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

**SECTION 1. PROPERTY INVOLVED.** The property for this Future Land Use Map amendment consists of 16.32 acres, more or less; located on the east side of US Hwy 1 and south of Cosmos Trail, Hilliard, FL, Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010, being particularly described in Attachment A, has applied for an amendment to the Future Land Use Map, adding a Commercial designation.

**SECTION 2. LAND USE AMENDMENT.** Upon review of the entire file, the future land use of said property is hereby classified Commercial, and the Future Land Use Map shall be amended to reflect this change in land use classification.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, and phrases under application shall not be affected thereby.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon final adoption.

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

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

ATTEST:

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

APPROVED:

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

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**ATTACHMENT A**  
**LEGAL DESCRIPTIONS**



**NEIGHBORING PARCELS:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

*According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.*

Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN at a found broken concrete monument for the Southeast corner of Lot 18 and run South  $88^{\circ}-41'-13''$  West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$  West along said right-of-way, a distance of 832.39' feet to a found  $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-06''$  East along found monumented and occupied line, a distance of 291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-23'-11''$  East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the POINT OF BEGINNING.

TOGETHER WITH:

Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.38 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.





## FOR OFFICE USE ONLY

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Date: P &amp; Z \_\_\_\_\_ TC \_\_\_\_\_

## Small Scale Future Land Use Map Amendment Application

## A. PROJECT

1. Project Name: Lofty Cosmos (Neighboring Parcels)
2. Address of Subject Property: 550920 US Highway 1 & U.S. Highway 1, Hilliard, FL 32046
3. Parcel ID Number(s): 15-3N-24-2320-0017-0020 & 15-3N-24-2320-0019-0010
4. Existing Use of Property: Church w/ 7 RV spots/hookups & vacant/timberland
5. Future Land Use Map Designation : Medium Density (Nassau County)
6. Existing Zoning Designation: Open Rural (Nassau County)
7. Proposed Future Land Use Map Designation: Commercial
8. Acreage ( must be 10 acres or less): 16.32 acres (14.0 acres & 2.32 acres)

## B. APPLICANT

1. Applicant's Status       Owner (title holder)       Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver      Title: Attorney  
Company (if applicable): Rogers Towers, P.A.  
Mailing address: 1301 Riverplace Blvd., Suite 1500  
City: Jacksonville      State: FL      ZIP: 32207  
Telephone: 904-473-1388      FAX: 904-396-0663      e-mail: cgaver@rtlaw.com
3. If the applicant is agent for the property owner\*      Parcel # 15-3N-24-2320-0017-0020  
Name of Owner (title holder): Hilliard First Assembly of God, Inc. c/o Pastor Arlie Johns  
Mailing address: P.O. Box 670  
City: Hilliard      State: FL      ZIP: 32046  
Telephone: (904) 845-2642      FAX: ( )      e-mail: hilliardag@hilliardag.com

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.  
Parcel # 15-3N-24-2320-0019-0010

Name of Owner (titleholder): Richard & Cecelia Walker

Mailing Address: P.O. Box 6, Hilliard, FL 32046

Telephone: \_\_\_\_\_ Page 1 E-mail: \_\_\_\_\_ 3/2/21

C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
2. A map showing the zoning designations on surrounding properties
3. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
4. Plot of the property (Maybe obtained from the Nassau County Property Appraiser.)
5. Legal description with tax parcel number.
6. Boundary survey
7. Warranty Deed or the other proof of ownership
8. Fee.
  - a. \$1,000
  - b. All applicants must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

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

**All 8 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

  \_\_\_\_\_

Arlie Johns  
Typed or printed name and title

\_\_\_\_\_  
Typed or printed name

11-2-23  
Date

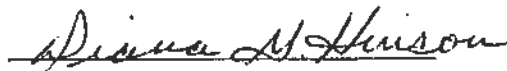
11-2-2023  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 2<sup>nd</sup> day of November 2023 by \_\_\_\_\_

Arlie Johns, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

  
Signature of Notary Public, State of Florida





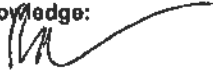

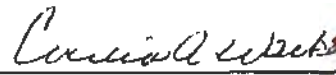

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1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
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4. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
5. Legal description with tax parcel number.
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8. Fee.
  - a. \$1,000
  - b. All applicants must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

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**All 8 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

 	 
<u>Richard Walker</u> Typed or printed name and title	<u>Cecelia A. Walker</u> Typed or printed name
<u>11-2-2023</u> Date	<u>11-2-2023</u> Date
State of <u>Florida</u>	County of <u>Nassau</u>

The foregoing application is acknowledged before me this 2<sup>nd</sup> day of November, 2023 by Richard Walker + Cecelia A. Walker, who is/are personally known to me, or who has/have produced Florida Drivers License as identification.

NOTARY SEAL



Diana G. Hinson  
Signature of Notary Public, State of Florida

**LOFTY COSMOS & NEIGHBORING PARCELS**  
**Statement of Proposed Change and Comprehensive Plan Analysis**

37074 Cosmos Trail, LLC (“Applicant”) proposes to annex approximately 37.19 acres along U.S. Highway 1 consisting of approximately 21.03 acres of property owned by Applicant (the “PUD Parcel”) along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010 (together, the “Neighboring Parcels” and, together, with the PUD Parcel, the “Property”).

The Applicant is proposing to change the Future Land Use Map (“FLUM”) designations of the Property from Medium Density (Nassau County) to High Density Residential (18.94 acres within the PUD Parcel) with the remainder of the Property to Commercial within the Town. The Applicant is proposing to develop the PUD Parcel with a maximum of 227 multi-family residential units (apartments) with related amenities and facilities and a maximum of 14,000 square feet of Main Street Commercial and General Commercial District uses. The Neighboring Parcels have companion conventional rezoning applications to General Commercial District (C-1), which would allow continued use of Parcel No. 15-3N-24-2320-0017-0020 as a church with seven (7) recreational vehicle spots/hookups, with future development of the Neighboring Parcels subject to the C-1 development criteria within the Town of Hilliard Zoning and Land Development Regulations.

The requested density and intensity of the of the Property is consistent with the Town of Hilliard 2040 Comprehensive Plan (“Comprehensive Plan”) Future Land Use Element Policy. Comprehensive Plan Policy C.1.1. requires the Town to ensure the provision of housing to all citizens of the Town, with Policy C.1.1.2. directing the Town to maintain its regulations in a way to encourage the development a variety of housing choices through innovative land development techniques including planned unit developments. Through its companion PUD application, the Applicant accomplishes this through its proposed development of multi-family residential to provide much-needed housing within the Town limits. By providing such housing, in a for-rent product, such development will help improve the Town’s housing opportunities for the workforce.

The PUD Parcel will meet Public Facilities Element Policies D.1.2.1, D.1.2.2, D.3.1, D.1.5.3, and D.1.5.4 and Capital Improvement Element Goal H.3 of the Comprehensive Plan by connecting to the Town’s existing water and sewer systems and providing drainage on-site.

# Zoning Map (Neighboring Parcels)



14.514  
0 0.02 0.04 0.06 0.08 0.12 mi

**WARNING THIS IS NOT A SURVEY.**  
This map is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information should be checked with the appropriate local government or other authoritative source for the most current information. The information on this map is provided for informational purposes only and is not intended to be used for legal purposes. The information on this map is provided for informational purposes only and is not intended to be used for legal purposes. The information on this map is provided for informational purposes only and is not intended to be used for legal purposes.

**ITEM-2**

OpenStreetMap contributors, and the GIS User Community

December 18, 2023

52



# Aerial (15-3N-24-2320-0017-0020)



December 18, 2023

**WARNING: THIS IS NOT A SURVEY.**  
This map is prepared for the inventory of real property found within this jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of the map are hereby notified that the aforementioned public property information is provided for informational purposes only. The map is not intended to be used for legal purposes. The map is not a survey and the user assumes all responsibility for the information contained herein.  
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

ITEM-2



# Aerial 15-3N-24-2320-0019-0010



December 18, 2023

**WARNING: THIS IS NOT A SURVEY.**  
This map is prepared for the inventory of real property found within this jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public information is provided "AS IS" and that the user assumes all responsibility for the information contained herein. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

ITEM-2

**NEIGHBORING PARCELS:**

**LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS, SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

*According to Plat recorded in the Public Records of said County, in Deed Book "B"-10", Page 48.*

*Being also the same lands described in Deed recorded in the afore-said Public Records, in Official Records Book 122, Page 204.*

Said portion being more particularly described as follows: **BEGIN** at a found broken concrete monument for the Southeast corner of Lot 18 and run South  $80^{\circ}-41'-13''$  West along the Southerly line of Lot 18 as found to be monumented and occupied, a distance of 545.06' feet to a found concrete monument on the Easterly right-of-way line of U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$  West along said right-of-way, a distance of 832.39' feet to a found  $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-06''$  East along found monumented and occupied line, a distance of 291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-23'-11''$  East along said Northerly line as found to be monumented and occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East along the Easterly line of Lots 17 and 18, aforementioned as found to be monumented and occupied, a distance of 660.24' feet to the **POINT OF BEGINNING.**

**TOGETHER WITH:**

Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1, SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farm recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

**SURVEYOR'S DESCRIPTION:**

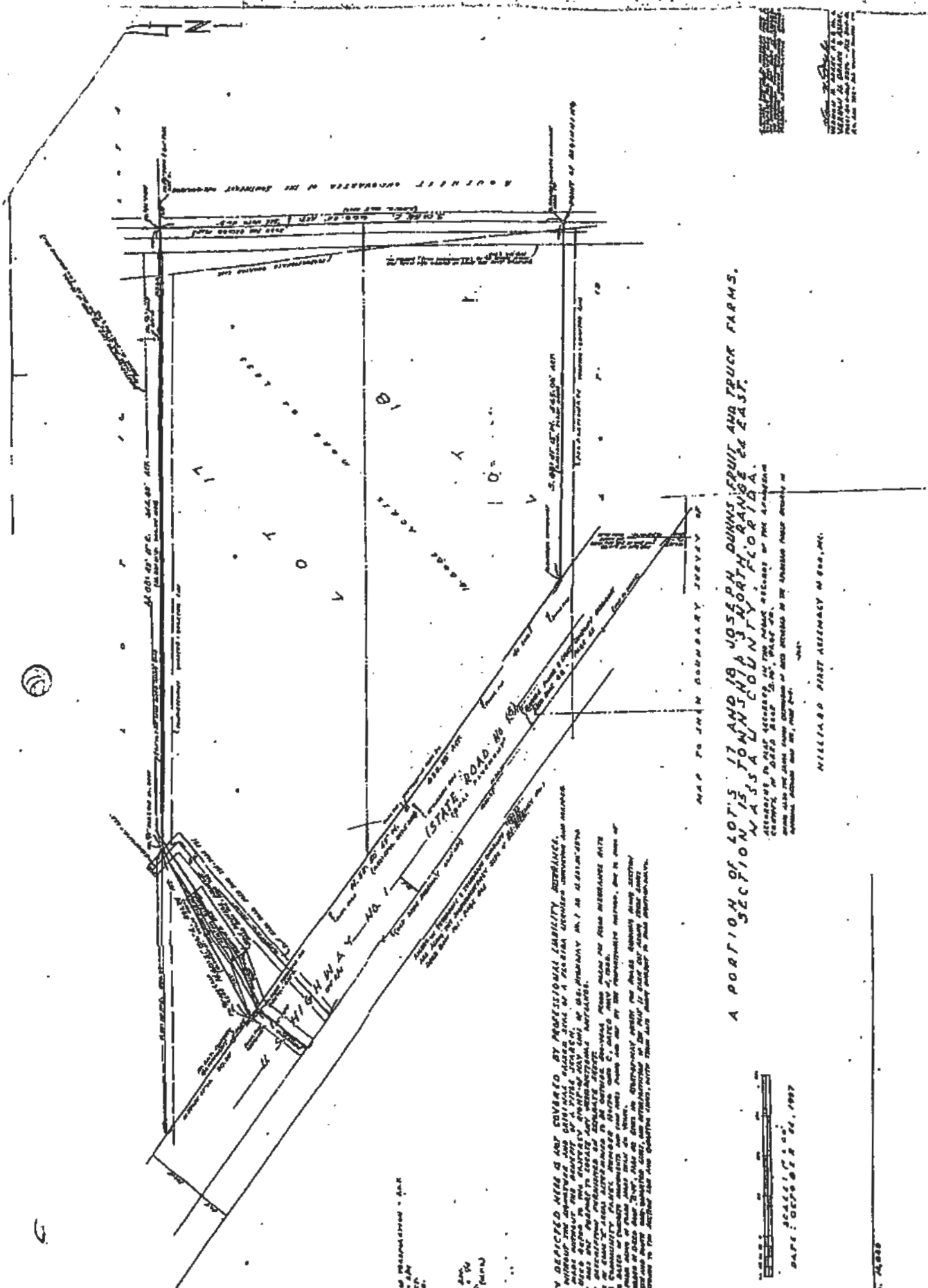
A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said northeasterly Right-of-Way line, a distance of 693.33 feet; thence departing said Northeastery Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°54'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.







A PORTION OF LOT'S 17 AND 18 JOSEPH DUNN'S FRUIT AND TRUCK FARMS.  
 SECTION 15, TOWNSHIP NORTH CO. RANGE 2 & EAST.

DATE: OCTOBER 24, 1927

MILLARD FIRST ASSEMBLY OF GOD, MO.

APPROVED BY MEASUREMENT - G.A.R.  
 APPROVED BY MEASUREMENT - G.A.R.  
 APPROVED BY MEASUREMENT - G.A.R.  
 APPROVED BY MEASUREMENT - G.A.R.  
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 APPROVED BY MEASUREMENT - G.A.R.  
 APPROVED BY MEASUREMENT - G.A.R.

THE SURVEY DEPICTED HEREIN WAS DIVIDED BY PROFESSIONAL LIABILITY INSURANCE.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.  
 THE SURVEYOR'S LIABILITY INSURANCE CO. OF AMERICA, CHICAGO, ILL., IS THE INSURER.

THE FINANCIAL NEWS CORP.—180

STATUTORY WARRANTY DEED

RECORDED JUL 18 1972

# Warranty Deed

OFFICIAL RECORDS

BOOK 128 PAGE 135

THIS INDENTURE, Made this 11th day of July, A.D. 1972 BETWEEN  
KENNETH W. WALKER and BETTY A. WALKER, his wife,  
of the County of Duval, State of Florida, parties of the first part, and

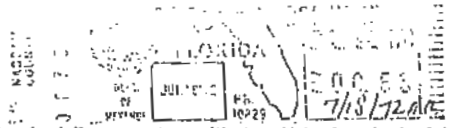
RICHARD E. WALKER, 6316 Victoria Park Court, Jacksonville,  
of the County of Duval, State of Florida, party of the second part,

WITNESSETH: That the said parties of the first part, for and in consideration of the sum of  
TEN AND NO/100----- (\$10.00)----- Dollars,  
to them in hand paid by the said party of the second part, the receipt whereof is hereby acknow-  
ledged, have granted, bargained and sold to the said party of the second part,  
his heirs and assigns forever, the following described land, situate, lying and being in the  
County of Nassau, State of Florida, to wit:

PARCEL 1: That certain piece, parcel or tract of land situate, lying and  
being in the County of Nassau and State of Florida, known and described as  
Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat o  
JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48,  
excepting therefrom any portion thereof lying within the right of way of  
State Road No. 200.

PARCEL 2: Those certain tracts, pieces or parcels of land situate, lying  
and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau  
County, Florida, according to a plat recorded in Deed Book B-10, page 48  
of the public records of Nassau County, Florida, being all of Lots 25  
through 33, inclusive, in Section 22, and all of Lot 20 in Section 15,  
EXCEPT that portion which has already been taken for U. S. Highway No. 1.  
SUBJECT to covenants, conditions, restrictions and easements of record.

This instrument was prepared by:  
ROBERT G. ALEXANDER, Attorney  
1502 Barnett Bank Bldg.  
Jacksonville, Fla.



And the said parties of the first part do hereby fully warrant the title to said land, and will defend  
the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and  
seals the day and year first above written.

SIGNED AND SEALED IN OUR PRESENCE:  
*Robert G. Alexander*  
*Sylvia E. Bosley*

*Kenneth W. Walker* (SEAL)  
KENNETH W. WALKER  
*Betty A. Walker* (SEAL)  
BETTY A. WALKER

STATE OF FLORIDA  
COUNTY OF DUVAL



Before me personally appeared KENNETH W. WALKER  
and BETTY A. WALKER, his wife, to me well known  
and known to me to be the individuals described in and who executed the foregoing instrument, and  
acknowledged to and before me that they executed the same for the purposes therein expressed.

WITNESS my hand and official seal this 11th day of July  
1972 at Jacksonville, County and State aforesaid.

5777  
1972 JUL 16 PM 1:17  
CLERK OF DISTRICT COURT  
NASSAU COUNTY, FLA.

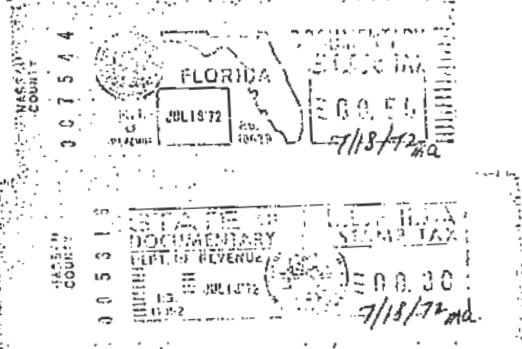
*Robert G. Alexander*  
Notary Public in and for the County and State Aforesaid.  
My commission expires:  
*Jan 6, 1975*

RICHARD E. WALKER, 6316 Victoria Park Court, Jacksonville,

of the County of Duval, State of Florida, part y of the second part,  
WITNESSETH: That the said parties of the first part, for and in consideration of the sum of  
TEN AND NO/100----- (\$10.00)----- Dollars,  
to them in hand paid by the said part y of the second part, the receipt whereof is hereby acknow-  
ledged, have granted, bargained and sold to the said part y of the second part,  
his heirs and assigns forever, the following described land, situate, lying and being in the  
County of Nassau, State of Florida, to wit:

The North half (N½) of the Southwest quarter (SW¼) of the South half  
(S½) of the Northwest quarter (NW¼) of Section 33, Township 5 North,  
Range 24 East, according to current public records of Nassau County,  
Florida, containing 160 acres, more or less.

*Return in!*  
This Instrument was Prepared by:  
ROBERT G. ALEXANDER, Attorney  
409 1502-Barnett Bank Bldg.  
Jacksonville, Fla.



And the said parties of the first part do hereby fully warrant the title to said land, and will defend  
the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and  
seals the day and year first above written.

SIGNED AND SEALED IN OUR PRESENCE:

*[Handwritten signatures of Robert G. Alexander and Sylvia E. Bouley]*

*[Handwritten signature of Kenneth W. Walker]* (SEAL)  
KENNETH W. WALKER

*[Handwritten signature of Betty A. Walker]* (SEAL)  
BETTY A. WALKER

STATE OF FLORIDA  
COUNTY OF Duval

{ ss.

Before me personally appeared KENNETH W. WALKER

and BETTY A. WALKER, his wife, to me well known  
and known to me to be the individual(s) described in and who executed the foregoing instrument, and  
acknowledged to and before me that they executed the same for the purposes therein expressed.

WITNESS my hand and official seal this 11th day of July  
1972, at Jacksonville, County and State aforesaid.

5778  
FILED AND RECORDED  
IN OFFICE

1972 JUL 18 PM 1:18

CLERK OF DISTRICT COURT  
JACKSONVILLE, FLA.

*[Handwritten signature of Notary Public]*  
Notary Public in and for the County and State Aforesaid.  
My commission expires: Jan 6, 1973





DEC 24 1997

THIS INSTRUMENT PREPARED BY:  
Lawrence J. Bernard  
Lawrence J. Bernard, Attorney at Law  
1403 Dunn Avenue, Suite 20  
Jacksonville, Florida 32218

\* RECORD AND RETURN TO:  
Lawrence J. Bernard, Attorney at Law  
1403 Dunn Avenue, Suite 20  
Jacksonville, Florida 32218

RE PARCEL ID #: 15-2V-2320-0017-0010  
BUYER'S TIN:

11cc. 15.00  
6cc. 14.75  
575.00

FOR RECORDER
BK 0817PG1642
OFFICIAL RECORDS
Florida Documentary Stamp tax required by law in the amount of \$ <u>560.00</u> Certificate of Registration No. <u>2004 01</u> Date <u>12-24-97</u> <u>Jm. Oxyer, Jr./ml</u> Clerk Circuit Court Nassau County Florida

**WARRANTY DEED**

THIS WARRANTY DEED made this 14th day of November, 1997 by Monroe E. Rowe and Madeline K. Rowe, his wife, hereinafter called Grantor, and whose address is Rt. 1, Box 1285, Hilliard, Florida 32046 to Hilliard First Assembly of God, Inc., a Florida corporation, hereinafter called Grantee and whose address is P.O. Box 670, Hilliard, Florida 32046.

(Wherever used herein the term "grantor" and "grantee" include all the parties to this instrument and their legal representatives and assigns of individuals, and the successors and assigns of corporations.)

**WITNESSETH:**

THAT the Grantor, for and in consideration of the sum of Ten and NO/100 Dollars and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee, all that certain land situate, lying and being in Nassau County, Florida, viz:

See Exhibit A attached hereto and by this reference incorporated hereto and made a part hereof.

SUBJECT TO taxes accruing subsequent to December 31, 1997.

SUBJECT TO covenants, restrictions and easements of record, if any; however, this reference thereto shall not operate to reimpose same.

TOGETHER with all the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in fee simple forever.

AND the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

136935

BK 0817 PG 1643  
OFFICIAL RECORDS

Signed, sealed and delivered in our presence:

*Lawrence J. Bernard*  
Witness Signature

LAWRENCE J. BERNARD  
Witness Printed Signature

*Rhonda Jarvis*  
Witness Signature

RHONDA JARVIS  
Witness Printed Signature

*Monroe E. Rowe*  
Monroe E. Rowe

*Madeline K. Rowe*  
Madeline K. Rowe

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this 14th day of November, 1997 by Monroe E. Rowe and Madeline K. Rowe, his wife. He/She is personally known to me or has produced FLORIDA DRIVERS LICENSE as identification.

Notary Public, State and County aforesaid  
*Lawrence J. Bernard*  
Notary Signature

LAWRENCE J. BERNARD  
Notary Printed Signature

(Title or Rank)

(Serial No., if any)

OFFICIAL NOTARY SEAL  
LAWRENCE J. BERNARD  
NOTARY PUBLIC STATE OF FLORIDA  
COMMISSION NO. CC373746  
MY COMMISSION EXP. APR. 30, 1998

## EXHIBIT A

BK 0817 PG 1644

OFFICIAL RECORDS

A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS,  
SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

According to Plat recorded in the Public Records of said County, in  
Deed Book "D"-10", Page 48.

Being also the same lands described in Deed recorded in the afore-  
said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN  
at a found broken concrete monument for the Southeast corner of Lot  
18 and run South  $80^{\circ}-41'-13''$  West along the Southerly line of Lot 18  
as found to be monumented and occupied, a distance of 545.06' feet  
to a found concrete monument on the Easterly right-of-way line of  
U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$   
West along said right-of-way, a distance of 832.39' feet to a found  
 $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-$   
 $06''$  East along found monumented and occupied line, a distance of  
291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on  
the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-$   
 $23'-11''$  East along said Northerly line as found to be monumented and  
occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at  
the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East  
along the Easterly line of Lots 17 and 18, aforementioned as found to  
be monumented and occupied, a distance of 660.24' feet to the POINT  
OF BEGINNING.

9729478

57 DEC 24 AM 12:33

mk



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing Meeting Date: August 01, 2024

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

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-08, to Rezone Parcel ID No. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010.  
For applicant Courtney Gaver, 37074 Cosmos Trail LLC.

**BACKGROUND:**

Mrs. Courtney Gaver has submitted an application to rezone the property with the Parcel ID No. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010.

This Property is 16.32 acres that lies at the east side of US Hwy 1 and south of Cosmos Trail. The property has a Zoning designation of Nassau County, Open Rural. The Owner is proposing to change the zoning designation of the property to C-1 Commercial after the approval of proposed Ordinance 2024-06 for Voluntary Annexation.

An application for Voluntary Annexation as well as a Small Scale FLUM change application accompanies this property.

Applicant has provided all required documentation and complied with all requests of staff, council and board members as addressed through workshops, email communications, and phone calls.

Parcel ID 15-3N-24-2320-0017-0020, 14.0 acres currently owned by Hilliard First Assembly of God Inc. has RV hookups for guest speakers and have requested of the Town Council that they be allowed to keep those hook ups.

Parcel ID 15-3N-24-2320-0019-0010. 2.32 acres currently owned by Richard and Cecelia Walker, is currently vacant. The property owner has made no special request to the Town Council.

At the Planning and Zoning Board Meeting on 07.09.2024 the Planning and Zoning Board Voted 5-0 to recommend the Town council pass Ordinance 2024-08 with the condition that Hilliard First Assembly be allowed to keep in use their RV Hookups as originally intended.

**FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Planning and Zoning recommends to the Town council approval of Ordinance 2024-08 with the condition that Hilliard First Assembly be allowed to keep RV Hookups.

**ORDINANCE NO. 2024-08**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, CHANGING THE ZONING DESIGNATION FROM NASSAU COUNTY ZONING OPEN RURAL TO TOWN ZONING C-1, GENERAL COMMERCIAL DISTRICT; FOR THE 16.32 ACRE PARCELS MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the requested zoning change requires a change from the Nassau County zoning designation of Open Rural to the Town Zoning designation of C-1, General Commercial District; and

**WHEREAS**, the existing Comprehensive Plan future land use designation is Commercial; and

**WHEREAS**, the requested zoning change is consistent with the Comprehensive Plan per Ordinance No. 2024-07, and the public interest; and

**WHEREAS**, the Planning and Zoning Board approved the zoning change request at their July 9, 2024, regular meeting; and

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

**SECTION 1. PROPERTY INVOLVED.** The properties in question for this zoning district change consists of 16.32 acres, more or less; and is located on the east side of U.S. Highway 1 and is south of Cosmos Trail, Hilliard, FL, known as Nassau County Parcel No. 15-3N-24-2320-0017-0020 and Parcel No. 15-3N-24-2320-0019-0010.

**SECTION 2. ZONING CHANGE.** For the properties in question the zoning district change is from Nassau County Open Rural to Town of Hilliard C-1, General Commercial District.

**SECTION 3. EFFECTIVE DATE.** This ordinance shall take effect immediately upon its final adoption.

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

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

ATTEST:

---

Lisa Purvis  
Town Clerk

APPROVED:

---

John P. Beasley  
Mayor

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**NEIGHBORING PARCELS:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0020

**A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS,  
SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.**

*According to Plat recorded in the Public Records of said County, in  
Deed Book "B"-10", Page 48.*

Being also the same lands described in Deed recorded in the afore-  
said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN  
at a found broken concrete monument for the Southeast corner of Lot  
18 and run South  $88^{\circ}-41'-13''$  West along the Southerly line of Lot 18  
as found to be monumented and occupied, a distance of 545.06' feet  
to a found concrete monument on the Easterly right-of-way line of  
U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$   
West along said right-of-way, a distance of 832.39' feet to a found  
 $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-$   
 $06''$  East along found monumented and occupied line, a distance of  
291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on  
the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-$   
 $23'-11''$  East along said Northerly line as found to be monumented and  
occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at  
the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East  
along the Easterly line of Lots 17 and 18, aforementioned as found to  
be monumented and occupied, a distance of 660.24' feet to the POINT  
OF BEGINNING.

TOGETHER WITH:

Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farms recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

**ALSO BEING DESCRIBED AS:**

**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeasterly Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203; thence run North 52°23'02" West along said Northeasterly Right-of-Way line, a distance of 693.38 feet; thence departing said Northeasterly Right-of-Way line, run North 89°19'35" East, a distance of 544.96 feet to a point on aforesaid West Right-of-Way line; thence run South 00°34'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contains 117,070 square feet, or 2.69 acres, more or less.







**FOR OFFICE USE ONLY**

P & Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

# Rezoning Application

## A. PROJECT

1. Project Name: Lofty Cosmos (Neighboring Parcels)
2. Address of Subject Property: 550920 US Highway 1 & U.S. Highway 1, Hilliard, FL 32046
3. Location: On the north side of U.S. Highway 1 Street/Ave between Cosmos Trail and Bossman Lane Streets/Avenues
4. Parcel Number(s): 15-3N-24-2320-0017-0020 & 15-3N-24-2320-0019-0010
5. Existing Use of Property: Church w/ 7 RV spots/hookups & vacant/timberland
6. Future Land Use Map Designation: Medium Density (Nassau County)
7. Existing Zoning Designation: Open Rural (Nassau County)
8. Proposed Zoning Designation: General Commercial District (C-1)
9. Acreage: 16.32 acres (14.0 acres & 2.32 acres)
10. Reason for Rezoning: Assigning Town of Hilliard zoning classification upon approval of annexation.

## B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Attorney  
 Company (if applicable): Rogers Towers, P.A.  
 Mailing address: 1301 Riverplace Blvd., Suite 1500  
 City: Jacksonville State: FL ZIP: 32207  
 Telephone: (904) 473-1388 FAX: (904) 396-0663 e-mail: cgaver@rtlaw.com
3. If the applicant is agent for the property owner\* Parcel # 15-3N-24-2320-0017-0020  
Hilliard First Assembly of God, Inc. c/o Pastor Arlie Johns  
 Name of Owner (titleholder): \_\_\_\_\_  
P.O. Box 670  
 Mailing address: \_\_\_\_\_  
 City: Hilliard State: FL ZIP: 32046  
 Telephone: (904) 845-2642 FAX: ( ) e-mail: hilliardag@hilliardag.com

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.  
Parcel # 15-3N-24-2320-0019-0010  
 Name of Owner (titleholder): Richard & Cecelia Walker  
 Mailing Address: P.O. Box 6, Hilliard, FL 32046  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

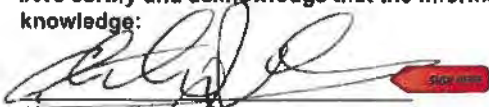
C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Fee.
  - a. \$1000
  - b. All applicants must pay the cost of postage, signs, advertisements and the fee for any outside consultants.

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

**All 7 attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt of the application and required attachments. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

  
 Signature of Applicant

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

Arlie Johns  
 Typed or printed name and title of applicant

N/A  
 Typed or printed name of co-applicant

11-2-23  
 Date

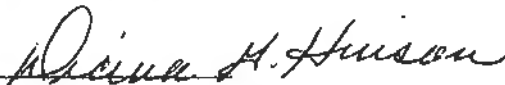
\_\_\_\_\_  
 Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 2<sup>nd</sup> day of November, 2023 by \_\_\_\_\_

Arlie Johns, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida



C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Fee.
  - a. \$1000
  - b. All applicants must pay the cost of postage, signs, advertisements and the fee for any outside consultants.

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

**All 7 attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt of the application and required attachments. If the application is determined to be incomplete, the application will be returned to the applicant.**

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

[Signature]  
Signature of Applicant

[Signature]  
Signature of Co-applicant

Richard Walker  
Typed or printed name and title of applicant

Cecelia A. Walker  
Typed or printed name of co-applicant

11-2-2023  
Date

11-2-2023  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 2<sup>nd</sup> day of November, 2023 by Richard Walker

Cecelia A. Walker, who is/are personally known to me, or who has/have produced FL Drivers License as identification.

NOTARY SEAL [Signature]

Signature of Notary Public, State of Florida



## **ATTACHMENT 1**

### **Statement of Proposed Change**

This application is a conventional rezoning application for 16.31 acres north of U.S. Highway 1 (together, the “Property”) having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010, to rezone the Property from Open Rural (Nassau County) to General Commercial District (C-1). The application is a companion application to applications to (i) annex the Property into the Town of Hilliard along with 21.03 acres adjacent to the Property owned by 3074 Cosmos Trail, LLC and having Nassau County Parcel Identification No. 15-3N-24-2320-0017-0010 (the “PUD Parcel”), (ii) change the Future Land Use Map (“FLUM”) designation of the Property and PUD Parcel from Medium Density (Nassau County) to High Density Residential and Commercial to develop a mix of multi-family residential and commercial uses, and (iii) rezone the PUD Parcel from Open Rural (Nassau County) to Planned Unit Development zoning. As it relates to Parcel No. 15-3N-24-2320-0017-0020, the Applicant intends to maintain the existing use of that parcel as a church with seven (7) recreational vehicles spots and hookups, and has no immediate plan regarding how Parcel No. 15-3N-24-2320-0019-0010 will be developed in the future, it being understood that future development shall comply with the C-1 rezoning criteria of the Town of Hilliard Land Development Zoning Regulations.







# Aerial (15-3N-24-2320-0017-0020)



December 18, 2023

**ITEM-3**

WARNING: THIS IS NOT A SURVEY.  
This map is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the abridgements of public primary information are not a substitute for a professional survey. The user assumes all responsibility for the information contained on this map. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

## NEIGHBORING PARCELS:

## LEGAL DESCRIPTION:

Parcel # 15-3N-24-2320-0017-0020

A PORTION OF LOTS 17 AND 18, JOSEPH DUNNS FRUIT AND TRUCK FARMS,  
SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, NASSAU COUNTY, FLORIDA.

According to Plat recorded in the Public Records of said County, in  
Deed Book "B"-10", Page 40.

Being also the same lands described in Deed recorded in the afore-  
said Public Records, in Official Records Book 122, Page 204.

Said portion being more particularly described as follows: BEGIN  
at a found broken concrete monument for the Southeast corner of Lot  
18 and run South  $80^{\circ}-41'-13''$  West along the Southerly line of Lot 18  
as found to be monumented and occupied, a distance of 545.06' feet  
to a found concrete monument on the Easterly right-of-way line of  
U. S. Highway No. 1 (a 150.0' foot R/W); run thence North  $52^{\circ}-50'-45''$   
West along said right-of-way, a distance of 832.39' feet to a found  
 $5/8''$  iron pin with cap stamped No. 2445; run thence North  $60^{\circ}-31'-$   
 $06''$  East along found monumented and occupied line, a distance of  
291.20' feet to a found  $5/8''$  iron pin with cap stamped No. 2445 on  
the Northerly line of Lot 17 aforementioned; run thence North  $88^{\circ}-$   
 $23'-11''$  East along said Northerly line as found to be monumented and  
occupied, a distance of 944.09' feet to a found  $3/4''$  iron pipe at  
the Northeast corner of said Lot 17; run thence South  $0^{\circ}-58'$  East  
along the Easterly line of Lots 17 and 18, aforementioned as found to  
be monumented and occupied, a distance of 660.24' feet to the POINT  
OF BEGINNING.

TOGETHER WITH:



Parcel # 15-3N-24-2320-0019-0010

**PARCEL 1:** That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: Lot 19 in Section 15, Township 3 North, Range 24 East, according to plat of JOSEPH DUNN'S FRUIT & TRUCK FARMS, recorded in Deed Book B-10, page 48, excepting therefrom any portion thereof lying within the right of way of State Road No. 200.

**PARCEL 2:** Those certain tracts, pieces or parcels of land situate, lying and being in Section 15 and 22, Township 3 North, Range 24 East, Nassau County, Florida, according to a plat recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida, being all of Lots 25 through 33, inclusive, in Section 22, and all of Lot 20 in Section 15, EXCEPT that portion which has already been taken for U. S. Highway No. 1. SUBJECT to covenants, conditions, restrictions and easements of record.

**TO INCLUDE:**

All that certain lot, piece, or parcel of land situate, lying and being in the County of Nassau and State of Florida and being further described as follows:

That certain piece, parcel or tract of land situate, lying and being in the County of Nassau and State of Florida, known and described as: That portion of Lots Nineteen (19) and Twenty (20), lying Easterly of Highway U.S. #1, 23 and 301, in Section Fifteen (15), Township Three (3) North, Range Twenty-four (24) East, according to plat of Joseph Dunn's Fruit and Truck Farm recorded in Deed Book B-10, page 48 of the public records of Nassau County, Florida.

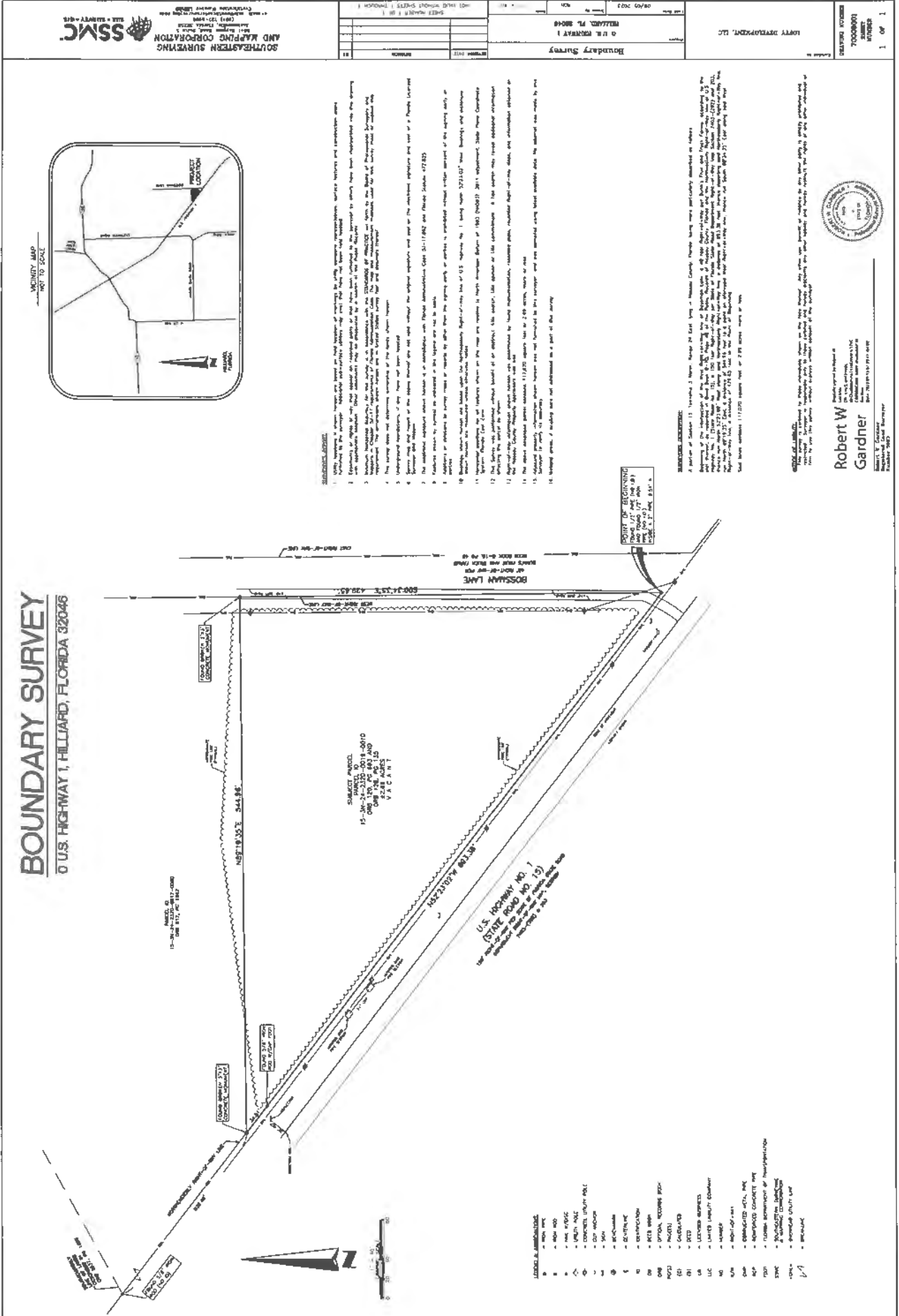
**ALSO BEING DESCRIBED AS:**

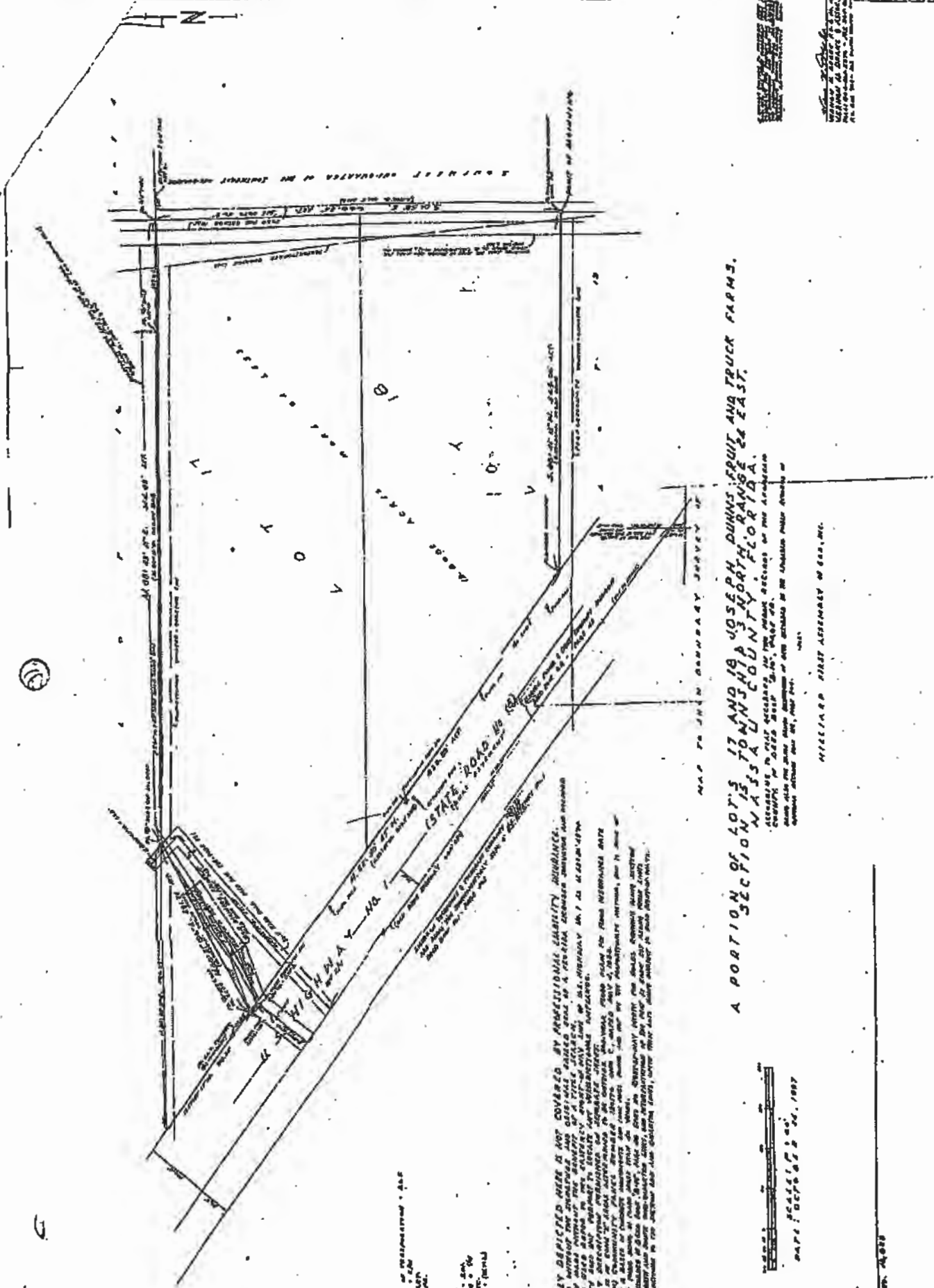
**SURVEYORS DESCRIPTION:**

A portion of Section 15, Township 3 North, Range 24 East, lying in Nassau County, Florida, being more particularly described as follows:

Beginning at the intersection of the West Right-of-Way line of Bossman Lane, a 40 foot Right-of-Way per Dunn's Fruit and Truck Farms, according to the plat thereof, as recorded in Deed Book B-10, Page 48 of the Public Records of Nassau County, Florida and the Northeastery Right-of-Way line of U.S. Highway No. 1 (State Road No. 15), a 150 foot Right-of-Way, per State of Florida State Road Department Right-of-Way Map Section 7403-(202) and 203, thence run North 52°23'02" West along said Northeastery Right-of-Way line, a distance of 693.15 feet; thence departing said Northeastery Right-of-Way line, run North 88°19'35" East, a distance of 544.86 feet to a point on aforesaid West Right-of-Way line; thence run South 00°14'35" East along said West Right-of-Way line, a distance of 429.65 feet to the Point of Beginning.

Said lands contain 117,070 square feet, or 2.69 acres, more or less.





A PORTION OF LOTS 17 AND 18 JOSEPH DUNN'S, FRUIT AND TRUCK FARMS, TOWN OF NORTH FLORIDA, ALA. COUNTY, FLORIDA.

WILLIAMS FIRST ASSEMBLY OF GOD, INC.  
 WILLIAMS FIRST ASSEMBLY OF GOD, INC.  
 WILLIAMS FIRST ASSEMBLY OF GOD, INC.

WILLIAMS FIRST ASSEMBLY OF GOD, INC.  
 WILLIAMS FIRST ASSEMBLY OF GOD, INC.  
 WILLIAMS FIRST ASSEMBLY OF GOD, INC.

LEGEND  
 BOUNDARY OF NEIGHBORHOOD - DASH  
 BOUNDARY OF LOT - SOLID  
 BOUNDARY OF TRAIL - DASH  
 BOUNDARY OF ROAD - SOLID  
 BOUNDARY OF CANAL - DASH  
 BOUNDARY OF FENCE - DASH  
 BOUNDARY OF FENCE - SOLID  
 BOUNDARY OF FENCE - DASH  
 BOUNDARY OF FENCE - SOLID  
 BOUNDARY OF FENCE - DASH  
 BOUNDARY OF FENCE - SOLID

THE SURVEY DEPICTED HERE IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE.  
 THE SURVEYOR HAS CONDUCTED THIS SURVEY IN ACCORDANCE WITH THE PROFESSIONAL STANDARDS AND PRACTICES OF THE SURVEYING INDUSTRY IN ALABAMA.  
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JAN 20 1987



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing Meeting Date: August 01, 2024

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

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-09, to change to the Future Land Use Map “FLUM” Designation of Parcel ID No. 15-3N-24-2320-0017-0010.  
For applicant Courtney Gaver, 37074 Cosmos Trail LLC.

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**BACKGROUND:**

Mrs. Courtney Gaver has submitted an application to amend the Future Land Use Map for the property with the Parcel ID No. 15-3N-24-2320-0017-0010.

This Property is 21.03 acres that lies at the east side of US Hwy 1 at Cosmos Trail. The property has a Future Land Use Map “FLUM” designation of Nassau County, Medium Density. The Owner is proposing to change the FLUM designation of the property to Commercial and High Density Residential, after the approval of proposed Ordinance 2024-06 for Voluntary Annexation.

An application for Voluntary Annexation as well as a Rezone PUD application accompanies this property.

Applicant has provided all required documentation and complied with all requests of staff, council and board members as addressed through workshops, email communications, and phone calls.

At the Planning and Zoning Board Meeting on 07.09.2024 the Planning and Zoning Board Voted 4-1 to recommend the Town Council pass Ordinance 2024-09.

**FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Planning and Zoning recommends to the Town Council approval of Ordinance 2024-09.

**ORDINANCE NO. 2024-09**

**AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; AMENDING THE HILLIARD COMPREHENSIVE PLAN, FUTURE LAND USE MAP DESIGNATION OF THAT CERTAIN PROPERTY CONSISTING OF 21.03 ACRES, MORE OR LESS; LOCATED ON THE EAST SIDE OF US HWY 1 AT COSMOS TRAIL, HILLIARD, FL, NASSAU COUNTY PARCEL NO. 15-3N-24-2320-0017-0010; ADDING THE DESIGNATION OF COMMERCIAL AND HIGH DENSITY RESIDENTIAL; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the owner of that parcel of land, consisting of 21.03 acres, more or less; located on the east side of US 1 at Cosmos Trail, Hilliard, Florida, Parcel No. 15-3N-24-2320-0017-0010, being particularly described in Attachment A, have applied for an amendment to the Future Land Use Map, adding a designation of Commercial and High Density Residential Designation to the property following the adoption of Ordinance No. 2024-06, approving the annexation of said property; and

**WHEREAS**, the property in question is currently not classified; and

**WHEREAS**, the Planning & Zoning Board recommended approval of the future land use designation change adding a designation of Commercial and High Density Residential, at their July 9, 2024, regular meeting; and

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

**SECTION 1. PROPERTY INVOLVED.** The property in question for this Future Land Use Map amendment consists of 21.03 acres, more or less; located on the east side of US Hwy 1 at Cosmos Trail, Hilliard, FL, Parcel No. 15-3N-24-2320-0017-0010, being particularly described in Attachment A, has applied for an amendment to the Future Land Use Map, adding a designation of Commercial and High Density Residential.

**SECTION 2. LAND USE AMENDMENT.** Upon review of the entire file, the future land use of said property is hereby classified Commercial and High Density Residential, and the Future Land Use Map shall be amended to reflect this change in land use classification.

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause, phrase of this Ordinance, or the application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses, and phrases under application shall not be affected thereby.

**SECTION 4. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon final adoption.

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

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

ATTEST:

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

APPROVED:

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

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 17, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**ATTACHMENT A**  
**LEGAL DESCRIPTIONS**

**LOFTY PUD:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

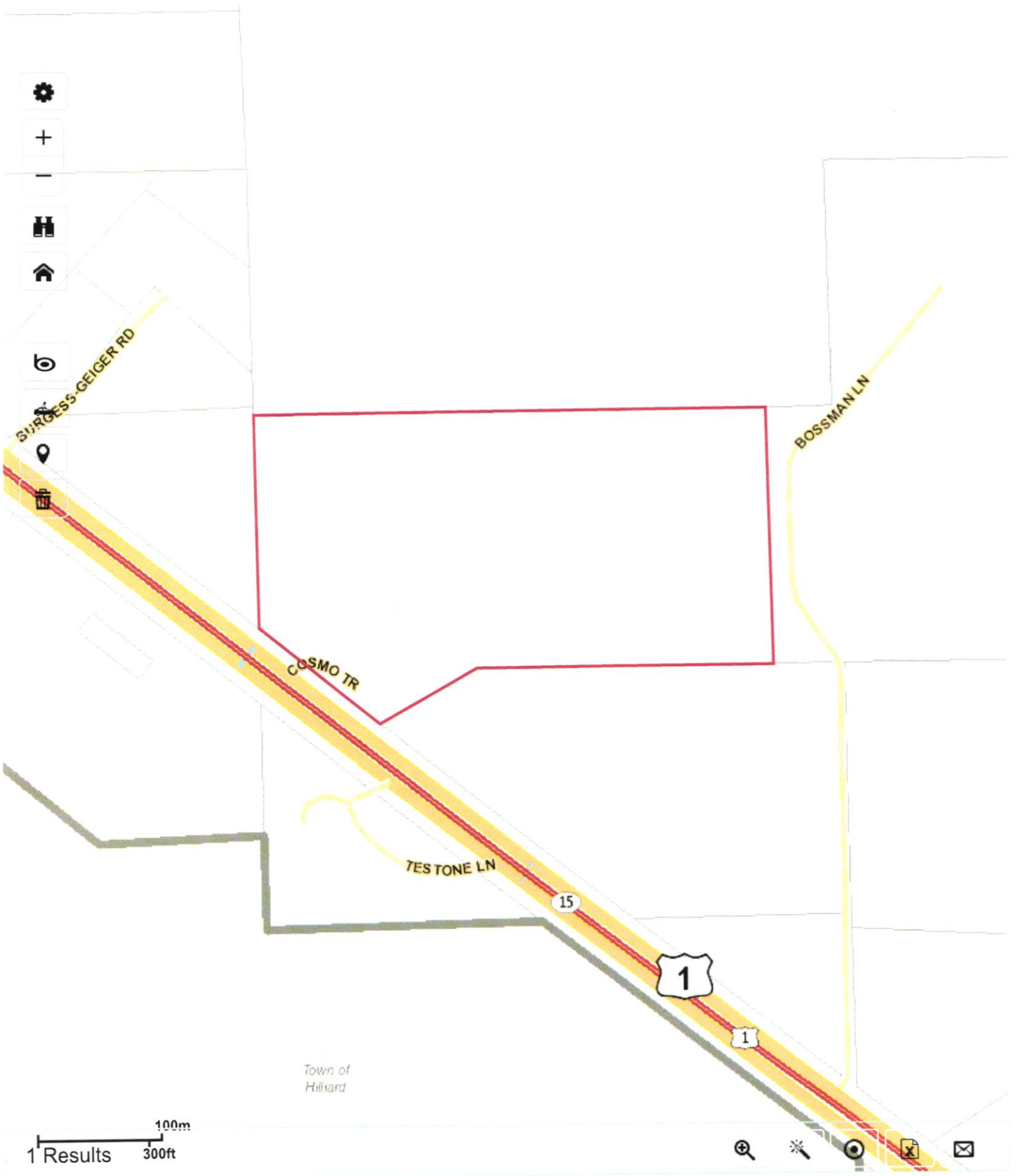
**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**



ITEM-4



1 Results 100m 300ft



ITEM-4

**FOR OFFICE USE ONLY**

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

# Small Scale Future Land Use Map Amendment Application

## A. PROJECT

1. Project Name: Lofty Cosmos
2. Address of Subject Property: 37074 Cosmos Trail, Hilliard, FL 32046
3. Parcel ID Number(s): 15-3N-24-2320-0017-0010
4. Existing Use of Property: Single Family
5. Future Land Use Map Designation : Medium Density (Nassau County)
6. Existing Zoning Designation: Open Rural (Nassau County)
7. Proposed Future Land Use Map Designation: Commercial & High Density Residential (Hilliard)
8. Acreage ( must be 10 acres or less): 21.03 +/-

## B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Attorney  
 Company (if applicable): Rogers Towers, P.A.  
 Mailing address: 1301 Riverplace Blvd., Suite 1500  
 City: Jacksonville State: FL ZIP: 32207  
 Telephone: (904) 473-1388 FAX: (904) 396-0663 e-mail: cgaver@rtlaw.com
3. If the applicant is agent for the property owner\*  
 Name of Owner (title holder): 37074 Cosmos Trail LLC  
 Mailing address: 4025 Sunbeam Road  
 City: Jacksonville State: FL ZIP: 32257  
 Telephone: ( 904 ) 730-9300 FAX: ( ) e-mail: lmassis@loftyasset.com

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


C. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed Future Land Use Map change and Future Land Use Map designations on surrounding properties
2. A map showing the zoning designations on surrounding properties
3. A current aerial map (Maybe obtained from the Nassau County Property Appraiser.)
4. Plat of the property (Maybe obtained from the Nassau County Property Appraiser.)
5. Legal description with tax parcel number.
6. Boundary survey
7. Warranty Deed or the other proof of ownership
8. Fee.
  - a. \$1,000
  - b. All applicants must pay the cost of postage, signs, advertisements, and the fee for any outside consultants.

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

**All 8 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

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



Signature of Applicant

Signature of Co-applicant

Courtney P. Gaver

Typed or printed name and title of applicant

Typed or printed name of co-applicant

12-15-2023

Date

Date

State of Florida

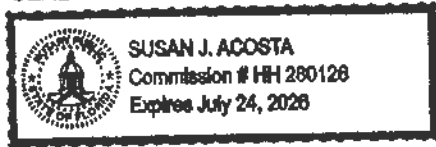
County of Duval

The foregoing application is acknowledged before me this 15<sup>th</sup> day of Dec., 2023 by Courtney

P. Gaver

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

NOTARY SEAL





Signature of Notary Public, State of Florida

**LOFTY COSMOS & NEIGHBORING PARCELS**  
**Statement of Proposed Change and Comprehensive Plan Analysis**

37074 Cosmos Trail, LLC (“Applicant”) proposes to annex approximately 37.19 acres along U.S. Highway 1 consisting of approximately 21.03 acres of property owned by Applicant (the “PUD Parcel”) along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010 (together, the “Neighboring Parcels” and, together, with the PUD Parcel, the “Property”).

The Applicant is proposing to change the Future Land Use Map (“FLUM”) designations of the Property from Medium Density (Nassau County) to High Density Residential (18.94 acres within the PUD Parcel) with the remainder of the Property to Commercial within the Town. The Applicant is proposing to develop the PUD Parcel with a maximum of 227 multi-family residential units (apartments) with related amenities and facilities and a maximum of 14,000 square feet of Main Street Commercial and General Commercial District uses. The Neighboring Parcels have companion conventional rezoning applications to General Commercial District (C-1), which would allow continued use of Parcel No. 15-3N-24-2320-0017-0020 as a church with seven (7) recreational vehicle spots/hookups, with future development of the Neighboring Parcels subject to the C-1 development criteria within the Town of Hilliard Zoning and Land Development Regulations.

The requested density and intensity of the of the Property is consistent with the Town of Hilliard 2040 Comprehensive Plan (“Comprehensive Plan”) Future Land Use Element Policy. Comprehensive Plan Policy C.1.1. requires the Town to ensure the provision of housing to all citizens of the Town, with Policy C.1.1.2. directing the Town to maintain its regulations in a way to encourage the development a variety of housing choices through innovative land development techniques including planned unit developments. Through its companion PUD application, the Applicant accomplishes this through its proposed development of multi-family residential to provide much-needed housing within the Town limits. By providing such housing, in a for-rent product, such development will help improve the Town’s housing opportunities for the workforce.

The PUD Parcel will meet Public Facilities Element Policies D.1.2.1, D.1.2.2, D.3.1, D.1.5.3, and D.1.5.4 and Capital Improvement Element Goal H.3 of the Comprehensive Plan by connecting to the Town’s existing water and sewer systems and providing drainage on-site.

# Zoning (PUD)



December 18, 2023

**WARNING: THIS IS NOT A SURVEY.**  
This map is prepared for the location of real property found within the jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public or municipal officials do not warrant the accuracy of the information shown on this map. The user assumes all responsibility for any use of this map. The user agrees to hold the Town of Hilsard, its Board of Trustees, its staff, and its officials harmless from any and all claims, damages, and expenses, including reasonable attorneys' fees, that may be incurred by the user as a result of the use of this map. The user also agrees to indemnify and hold the Town of Hilsard, its Board of Trustees, its staff, and its officials harmless from any and all claims, damages, and expenses, including reasonable attorneys' fees, that may be incurred by the user as a result of the use of this map. OpenStreetMap contributors, and the GIS User Community

ITEM-4



# Aerial (PUD)



1:6,028  
0 0.04 0.08 0.12 km

**WARNING: THIS IS NOT A SURVEY.**  
This map is prepared for the inventory of real property found within this jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public property information is provided as a public service and is not intended to be used for legal purposes. The user assumes all responsibility for the information contained herein. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

ITEM-4

December 18, 2023

**LOFTY PUD:****LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**

MAP OF BOUNDARY SURVEY

THIS SURVEY WAS MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT, CHAPTER 471, F.S., AND THE RULES OF PRACTICE FOR SURVEYORS, CHAPTER 61G, F.S., AND THE RULES OF PRACTICE FOR SURVEYORS, CHAPTER 61G, F.S., AND THE RULES OF PRACTICE FOR SURVEYORS, CHAPTER 61G, F.S.

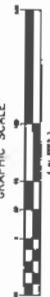
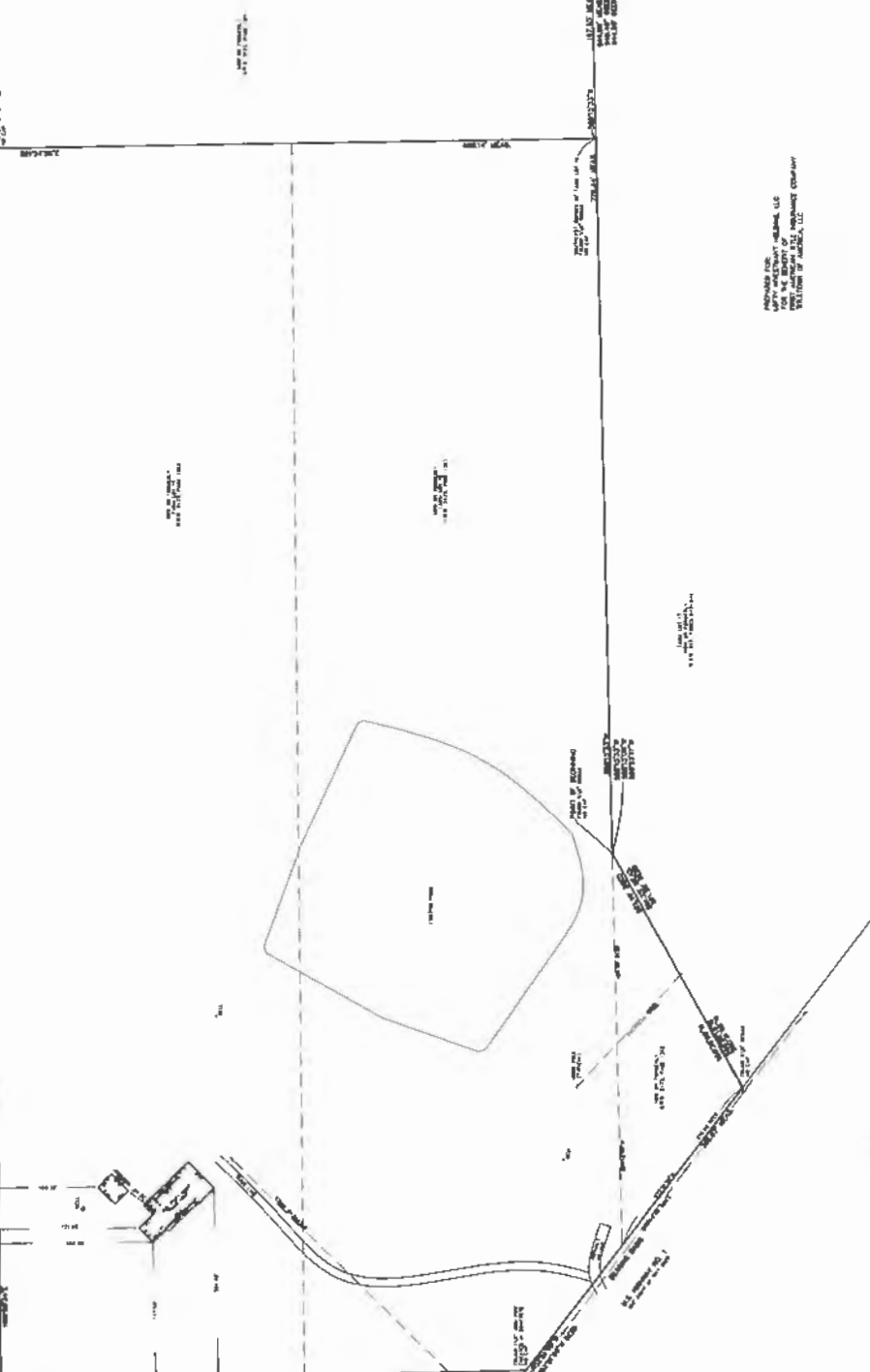
THE SURVEYOR HAS BEEN ADVISED THAT THE PROPERTY IS OWNED BY GLASS LAND SURVEYING, LLC, AND THAT THE PROPERTY IS BEING SURVEYED FOR THE PURPOSES OF A BOUNDARY SURVEY.

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**SURVEY NOTES:**

- The "Glass Land Surveying, LLC" is a limited liability company.
- The boundaries shown on this map are based on the survey data provided by the client.
- The survey was conducted on 10/15/2024.
- The survey was conducted by the Surveyor, [Name], and the Surveyor's Assistant, [Name].
- The survey was conducted in accordance with the provisions of the Surveying Act, Chapter 471, F.S., and the Rules of Practice for Surveyors, Chapter 61G, F.S.
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GLASS LAND SURVEYING, LLC  
 138th St NW, Suite 100, Palm Bay, FL 32909  
 Phone: 321-321-1111  
 Fax: 321-321-1112  
 Email: info@glassland.com



Prepared by:  
April Ross  
Titletown of America, LLC  
480 Busch Drive  
Jacksonville, Florida 32218

File Number: 22-1381

## General Warranty Deed

Made this May 4, 2023 A.D. By Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, whose address is: 37752 Kings Ferry Rd. Jacksonville, FL 32096, hereinafter called the grantor, to 37074 Cosmos Trail, LLC, a Florida Limited Liability Company, whose post office address is: 4025 Sunbeam Road, Jacksonville, Florida 32257, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.

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AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;

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**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2022.

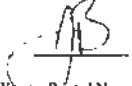
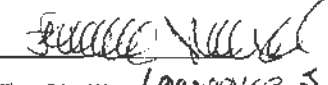
ITEM-4

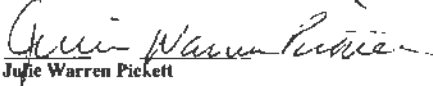
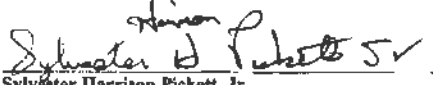
Prepared by:  
April Ross  
Tittletown of America, LLC  
480 Busch Drive  
Jacksonville, Florida 32218

File Number: 22-1381

**In Witness Whereof**, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:


  
Witness Printed Name: JOHN BERNARD  
  
Witness Printed Name: LAWRENCE S. BERNARD

 (Seal)  
Julie Warren Pickett  
 (Seal)  
Sylvester Harrison Pickett, Jr.

State of Florida  
County of Duval

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 4th day of May, 2023, by Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, who are personally known to me or who have produced \_\_\_\_\_ as identification.



  
Notary Public  
Print Name: LAWRENCE S. BERNARD  
My Commission Expires: \_\_\_\_\_



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

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TO: Town Council Public Hearing Meeting Date: August 01, 2024

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

SUBJECT: Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-10, to Rezone Parcel ID No. 15-3N-24-2320-0017-0010. For applicant Courtney Gaver, 37074 Cosmos Trail LLC

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**BACKGROUND:**

Mrs. Courtney Gaver has submitted an application to Rezone the property with the Parcel ID No. 15-3N-24-2320-0017-0010.

This Property is 21.03 acres that lies at the east side of US Hwy 1 at Cosmos Trail. The property has a zoning designation of Nassau County, Open Rural. The Owner is proposing to change the zoning designation of the property to PUD, Planned Unit Development, after the approval of proposed Ordinance 2024-06 for Voluntary Annexation.

An application for Voluntary Annexation as well as a Small Scale FLUM Change application accompanies this property.

Applicant has provided all required documentation and complied with all requests of staff, council and board members as addressed through workshops, email communications, and phone calls.

Parcel ID 15-3N-24-2320-0017-0010, 21.03 acres currently owned by 37074 Cosmos Trail LLC, has a single-family dwelling unit with a pond.

Cosmos Trail LLC plans to develop the property with up to 227 multi-family dwelling units and two commercial outparcels of up to 14,000 square feet of non-residential uses.

At the Planning and Zoning board Meeting on 07.09.2024 the Planning and Zoning Board Voted 5-0 to recommend the Town council pass Ordinance 2024-10.

**FINANCIAL IMPACT:**

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

**RECOMMENDATION:**

Planning and Zoning recommends to the Town Council approval of Ordinance 2024-10.

**ORDINANCE NO. 2024-10**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, CHANGING THE ZONING DESIGNATION FROM NASSAU COUNTY ZONING OPEN RURAL TO TOWN ZONING PUD, PLANNED UNIT DEVELOPMENT; FOR THE PROPERTY LOCATED ON THE EAST SIDE OF US HWY 1 AND SOUTH OF EASTWOOD ROAD; DESCRIBED IN ATTACHMENT “A”, LEGAL DESCRIPTION; SPECIFICALLY DESCRIBED IN ATTACHMENT “B” WRITTEN DESCRIPTION; AND ATTACHMENT “C” SITE PLAN; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the requested zoning change requires a change from the Nassau County zoning designation of Open Rural to the Town Zoning designation to PUD, Planned Unit Development; and

**WHEREAS**, the existing Comprehensive Plan future land use designation is Mixed-Use; and

**WHEREAS**, the requested zoning change is consistent with the Comprehensive Plan per Ordinance No. 2024-09, and the public interest; and

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

**WHEREAS**, the Planning and Zoning Board approved the zoning change request at their July 9, 2024, regular meeting; and

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

**SECTION 1. PROPERTY INVOLVED.** The property described in Attachment “A”, Legal Description: Parcel No. 15-3N-24-2320-0017-0010.

**SECTION 2. ZONING CHANGE.** For the properties in question the zoning district change is from Nassau County Open Rural to Town of Hilliard, to PUD, Planned Unit Development.

**SECTION 3. SEVERABILITY.** The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

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

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall become effective upon passage.

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

\_\_\_\_\_  
Kennth A. Sims, Sr.  
Council President

ATTEST:

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

APPROVED:

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

Planning & Zoning Boards Signs Posted:	June 7, 2024
Planning & Zoning Board Publication:	June 19, 2024
Town Council First Reading:	June 20, 2024
Town Council First Publication:	July 3, 2024
Planning & Zoning Board Public Hearing:	July 9, 2024
Planning & Zoning Boards Report:	August 1, 2024
Town Council First Public Hearings:	August 1, 2024
Town Council Second Publication:	August 14, 2024
Town Council Second Public Hearings:	September 5, 2024
Town Council Second & Final Reading:	September 5, 2024

**ATTACHMENT "A"**  
**LEGAL DESCRIPTION**

**LOFTY PUD:**

**LEGAL DESCRIPTION:**

Parcel # 15-3N-24-2320-0017-0010

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS SIDE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**



## ATTACHMENT “B”

### WRITTEN DESCRIPTION

#### Hilliard Cosmos Planned Unit Development PUD Written Description July 23, 2024

#### I. PROJECT DESCRIPTION

37074 Cosmos Trail, LLC (“Applicant”) proposes to rezone approximately 21.03 acres of property along U.S. Highway 1 (the “Property”) from Open Rural (Nassau County) to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 15-3N-24-2320-0017-0010. A legal description of the Property is attached as Exhibit “A”.

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

The requested PUD rezoning application is a companion to applications to annex the Property into the Town of Hilliard (along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010), and to change the Future Land Use Map (“FLUM”) designation of the Property from Medium Density (Nassau County) to High Density Residential (18.94 acres) in the Town, for the portions of the Property designated as the “Residential Parcel” on the Conceptual Site Plan, and to Commercial (2.09 acres) for the portion of the Property designated as the “Commercial Outparcel #1” and “Commercial Outparcel #2”.<sup>1</sup>

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

#### II. USES AND RESTRICTIONS

As set forth in this written description, the proposed Project is a mixed-use development that includes both multi-family housing and commercial/retail uses. The Property abuts U.S. Highway 1,

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<sup>1</sup> The neighboring parcels are approximately 16.31 acres and are subject to companion applications to change the zoning from Open Rural (Nassau County) to Commercial and to change the FLUM designation from Medium Density (Nassau County) to Commercial.

where higher intensity and density uses are appropriate. The proposed layout of the buildings and uses as shown on the Conceptual Site Plan demonstrate that the commercial uses will be buffered from the residential uses within the PUD and that the residential uses will likewise be buffered from other, less intense, uses to the north and east. The buffers include a combination of manmade elements (planted landscaping and a larger lake/stormwater pond) along with natural buffers.

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses will include the following:

Within the Residential Parcel as depicted on the Conceptual Site Plan, multiple-family units up to twelve units per acre (not to exceed a maximum of 227 residential units total) and related amenities and facilities shall be permitted. These may include apartments (fee simple, rental or condominium ownership); leasing/sales/management offices, models and similar uses; landscaping, janitorial, maintenance and similar uses; amenity/recreation centers which may include a pool, cabana/clubhouse, meeting rooms, health/exercise facility, sauna, and similar facilities; parks, open space, playgrounds, playfields, fire pit/gathering areas, observation and shade pavilions, pet parks, park structures, site furnishings, landscaping, vegetative screens or buffers, fencing, walkways, greenways, nature walks, trails, exercise courses, boardwalks, footbridges, gardens, noncommercial greenhouses and plant nurseries, tool houses, garden sheds, garden work centers, ponds, observation platforms, benches, picnic areas, shelters and informational kiosks, signage, habitat enhancement devices such as birdhouses, duck houses, and bat houses, and other similar uses and structures designed for and used for recreational/open spaces; mail center/kiosk; car wash (self) and dog wash area for residents; structure parking including, without limitation, parking garages, underbuilding parking, covered parking spaces, and parking lots/surface parking; maintenance office/areas, maintenance equipment storage building/areas, security offices, and similar uses; and stormwater management and flood control improvements, as permitted by the applicable regulatory agencies.

Within the Commercial Outparcels depicted on the Conceptual Site Plan, non-residential uses shall be permitted up to a maximum of 14,000 square feet and may include those uses permitted as a principal use and permitted by exception within the Main Street Commercial (MSC) and General Commercial District (C-1) designation of the LDR2, as follows:

- Animal hospital/veterinary clinic;
- Animal boarding place facility;
- Bank and financial institutions;
- Bowling alley;
- Churches;
- Commercial recreation facilities;
- Community center;
- Convenience stores;
- Day care/child care center;
- Delicatessen, bake shop;
- Employment offices;
- Family day care homes;
- Gasoline sales;

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<sup>2</sup> As of the date of this PUD Written Description, the Town is in the process of revising its LDR to replace its Neighborhood Commercial (C-N) designation with the MSC rezoning. In the event the Town fails to enact such change, the Applicant shall have the right to include neighborhood-type commercial uses as detailed in this text.

- General store;
- Governmental uses;
- Hospitals;
- Hotels and motels;
- Medical and dental clinic/office;
- Museum, and art gallery;
- Nursing homes, assisted living facilities, convalescent homes, and similar facilities;
- Outdoor fruit, vegetable, poultry or fish markets;
- Parcel delivery office;
- Printing, publishing or similar establishment;
- Private schools;
- Professional and business office;
- Recreational vehicle parks;
- Restaurants with or without drive-through facilities;
- Restaurant with alcohol sales;
- Retail sales;
- Retail facilities for the sale of beer and wine for consumption off premises;
- Research laboratories;
- Schools, colleges and universities;
- Self-service laundries or dry-cleaners;
- Service establishments in an enclosed building;
- Skating rinks;
- Veterinary clinic; and
- Vocational, trade and business schools.

**B. Uses by Special Exception:** Within the “Commercial Parcels,” restaurants, sidewalk cafés, grocery stores, pharmacies, specialty food stores and other commercial establishments within the Project shall be permitted to sell alcoholic beverages for on-premises and off-premises consumption, as applicable and, subject to the vendor of alcoholic beverages meeting the criteria set forth in Chapter 6, Article I of the Code, any such sales occurring within 500 feet of any established church shall be deemed compliant with Chapter 6, Article II, of the Code.

**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Accessory uses such as customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

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

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

a. Multiple-Family Development Standards: Multiple-family Uses: Minimum lot width, Maximum lot coverage by all buildings, Minimum yard requirements, and Maximum height of structures for multiple-family uses: For the purposes of these requirements, “lot” refers to the parent property within which the proposed buildings are located and “yard” refers to distance from the parent property boundary.

- (i) Minimum lot width: None.
- (ii) Minimum lot area: None.
- (iii) Maximum lot coverage by all buildings: Thirty-five percent (35%).
- (iv) Minimum yard requirements. The minimum yard requirements for all structures are:
  - Front: Twenty (20) feet.
  - Side: Twenty (20) feet.
  - Rear: Twenty (20) feet.
- (v) Maximum height of structure: Thirty-five (35) feet. Decorative rooftop structures including: screening, mechanical equipment, roof access, mansard roofs, spires, cupolas, parapets, antennas, chimneys and other appurtenances not intended for human occupancy are not included in the maximum height.
- (vi) Minimum required living areas for the multi-family units are:
  - Studio/One bedroom: 470 square feet.
  - Two bedroom: 900 square feet.

b. Commercial Development Standards:

- (i) Setbacks: Setbacks shall be measured per the LDR and shall be as follows:
  - Front: Ten (10) feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
  - Rear: Five (5) feet.
  - Side: Ten (10) feet.
- (ii) All structures shall have a minimum separation of twenty (20) feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.

- (iii) Maximum height of structure: Thirty-five (35) feet.
- (iv) Maximum impervious surface ratio: Seventy-five percent (75%).
- (v) Maximum lot coverage by buildings (not including parking or stormwater drainage facilities): Thirty-five percent (35%) of the acreage for the overall Commercial Parcels.

The development will be constructed in one (1), 15-year phase, provided construction of the non-residential portions of the Project may be initiated when needed and feasible so long as completed within the timeframe set forth herein. Construction shall commence within five (5) years of PUD Ordinance approval. For purposes of this PUD, “commencement” shall mean securing approved construction drawings of all or of a portion of the site. “Completion” shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause.

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

**B. Ingress, Egress and Circulation:**

- a. **Parking Requirements:** Except as otherwise provided for herein, the PUD shall comply with applicable off-street parking and loading requirements of the LDR. For the Residential Parcel, two (2) spaces per dwelling unit (454 spaces) shall be provided via parking structures and/or surface parking, or a combination of the same. In addition, a minimum of 5% of the total spaces for the dwelling units (23 spaces) shall be provided for additional guest parking, and one (1) space per for each two hundred fifty (250) feet of gross floor area of clubhouse. Individual commercial parcels may share parking with other facilities pursuant to shared parking agreements, provided the uses sharing the parking areas do not result in a lack of required parking under the LDR.
- b. **Vehicular Access/Interconnectivity:** As shown on the Site Plan, access to the Property will be provided via an access point located along U.S. Highway 1. The locations of the access drives from U.S. 1 will be determined by FDOT. The Applicant will provide the Town with an FDOT driveway permit for the final access drives during the construction planning process for any development within the Property. Interior access drives will be privately owned and maintained by the owner, an owners’ association and/or a

management company. The internal access drive to the Residential Parcel may be gated at the developer's option. The location and design of all access points and interior access drives is conceptual, and the final location and design of all access points and interior access drives is subject to the review and approval of the Town.

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

**C. Signs and Entry:** The Project will have an entry feature and related community identification signage within the main entrances at U.S. Highway 1, as depicted on the Conceptual Site Plan. All Project signage will comply with applicable provisions of the Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers, and other visitors to other areas of the Property that are in operation.

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

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

**F. Utilities:**

- a. **Potable Water/Sanitary Sewer:** The proposed potable water system for the Project will connect to the existing 8-inch water line owned by the Town which is located near the intersection of US Highway 1 and Eastwood Road. The proposed wastewater system for the Project will require an onsite private lift station and a dedicated sanitary forcemain to a connection point at the forcemain at Lift Station #3, which is

approximately 1,600 linear feet north of the intersection of US Highway 1 and Eastwood Road. The proposed utility installation will adhere to the requirements of the Water and Wastewater Utility Specifications and Documentation Requirements Manual (the “W/WW Specifications”).

- b. **Electrical Utilities:** All electrical, telephone and cable lines will be installed underground on the site. Electrical power will be provided by Florida Power & Light.
- c. **Fire Protection:** Fire protection for the Project shall be provided in accordance with the LDR and the W/WW Specifications. The Applicant acknowledges that it is responsible for meeting all applicable minimum fire flow requirements and is responsible for constructing the associated infrastructure improvements to meet such requirements.
- d. **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

**G. Wetlands/Environmental:** The Property does not contain jurisdictional wetlands. The Property contains an approximately 1.77-acre freshwater pond centrally located on the site which will be utilized for onsite stormwater retention and permitted in accordance with St. Johns River Water Management District (“SJRWMD”) and FDEP requirements. There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission (“FWC”) requirements.

**H. Stormwater:** Stormwater will be handled on site within retention areas, with conveyance via the roadways and/or piping within appropriate easements. The drainage structures and facilities will be designed and constructed in compliance with the LDR in effect at the time of permitting, subject to SJRWMD standards. The stormwater treatment facility will be maintained by the owner, an owners’ association and/or a management company. The Conceptual Site Plan indicates the preliminary, general layout of the stormwater treatment system including utilization of the 1.77-acre freshwater pond centrally located to be utilized for stormwater retention, however, the Applicant anticipates the District may require a second pond location, which pond is anticipated to be located on the western portion of the Property within the “Natural/Activity Areas” as depicted on the Conceptual Site Plan. The final location of the stormwater pond(s) will be depicted on the final development plan(s) and the final engineering plan(s) for the Project.

**IV. ADDITIONAL CONDITIONS**

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







File # \_\_\_\_\_  
 Filing Date: \_\_\_\_\_  
 Acceptance Date: \_\_\_\_\_  
 Review Date: P & Z \_\_\_\_\_ TC \_\_\_\_\_

## PUD Rezoning Application

### A. PROJECT

1. Project Name: Lofty Cosmos
2. Address of Subject Property: 37074 Cosmos Trail, Hilliard, FL 32046
3. Parcel ID Number(s): 15-3N-24-2320-0017-0010
4. Existing Use of Property: Single Family
5. Future Land Use Map Designation: Medium Density (Nassau County)
6. Existing Zoning Designation: Open Rural (Nassau County)
7. Proposed Zoning Designation: PUD (Hilliard)
8. Acreage: 21.03 +/-

### B. APPLICANT

1. Applicant's Status  Owner (title holder)  Agent
2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Attorney  
 Company (if applicable): Rogers Towers, P.A.  
 Mailing address: 1301 Riverplace Blvd., Suite 1500  
 City: Jacksonville State: FL ZIP: 32207  
 Telephone: (904) 473-1388 FAX: (904) 396-0663 e-mail: cgaver@rlaw.com
3. If the applicant is agent for the property owner\*  
 Name of Owner (titleholder): 37074 Cosmos Trail LLC  
 Mailing address: 4025 Sunbeam Road  
 City: Jacksonville State: FL ZIP: 32257

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

Telephone: (904)730-9300 FAX: ( ) e-mail: lmassis@loftyasset.com

C. ATTACHMENTS

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

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

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

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

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

[Signature]  
Signature of Applicant

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

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

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

12-15-2023  
Date

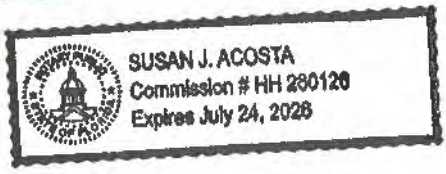
\_\_\_\_\_  
Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 15th day of Dec., 2023 by Courtney

P. Gaver, who is/are personally known to me or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL [Signature]



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

OWNER'S AUTHORIZATION FOR AGENT  
PLANNING DEPARTMENT

TOWN OF HILLIARD, FLORIDA

EACH AND EVERY OWNER SHOWN ON THE PROOF OF  
OWNERSHIP MUST SIGN AN AUTHORIZATION FORM

Agent Authorization Form

I/We 37074 Cosmos Trail, LLC, a Florida limited liability company  
(Print Name of Property Owner)  
hereby authorize Rogers Towers, P.A. & Baker Design Build  
(Print Name of Agent) annexation, land use amendment, and rezoning  
to represent me/us in processing an application for for Parcel 15-3N-24-2320-0017-0010  
(Type of Application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner(s) attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Handwritten Signature]  \_\_\_\_\_  
(Signature of Owner) (Signature of Owner)

Lisa A. Mankoski \_\_\_\_\_  
(Print Name of Owner) (Print Name of Owner)

State of Florida  
} ss  
Nassau County

Sworn to and subscribed before me on this 18 day of December, 2023,  
by Lisa A. Mankoski, as Manager of Lofty Investment Holdings, LLC, a Florida limited liability company, the Manager of 37074 Cosmos Trail MM, LLC, a Florida limited liability company, the Manager of 37074 COSMOS TRAIL, LLC, a Florida limited liability company, on behalf of the company.

[Handwritten Signature]  
Signature of Notary Public  
State of Florida CHAUSTINE JOYCE  
Notary Public - State of Florida  
Commission # HH 415022  
My Comm. Expires Aug 22, 2027  
Bonded through National Notary Assn.

Print, type or stamp commissioned name of Notary Public  
My Commission Expires: 8/22/27

Individual making statement is  personally known or \_\_\_\_\_ produced identification.  
Type of identification produced: personally known

**ATTACHMENT 1****Statement of Proposed Change**

This application is for the proposed Lofty Cosmos Planned Unit Development (“PUD”) for 21.03 acres north of U.S. Highway 1 at Cosmo Trail (the “Property”). The requested PUD rezoning application is a companion to applications to annex the Property into the Town of Hilliard (along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010), and to change the Future Land Use Map (“FLUM”) designation of the Property from Medium Density (Nassau County) to High Density Residential and Commercial to develop a mix of multi-family residential and commercial uses. The Applicant is proposing to construct a maximum of 227 multi-family residential units (apartments) with related amenities and facilities and a maximum of 14,000 square feet of Main Street Commercial and General Commercial District uses.



# ATTACHMENT 2

## Aerial Map



Aerial (PUD)

December 18, 2023

This map is not a legal document. It is for informational purposes only. It does not constitute an offer of any financial product or service. The information contained herein is not intended to be used as a basis for any investment decision. The information contained herein is not intended to be used as a basis for any investment decision. The information contained herein is not intended to be used as a basis for any investment decision.

**ATTACHMENT 4****Legal Description**

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THOMPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**

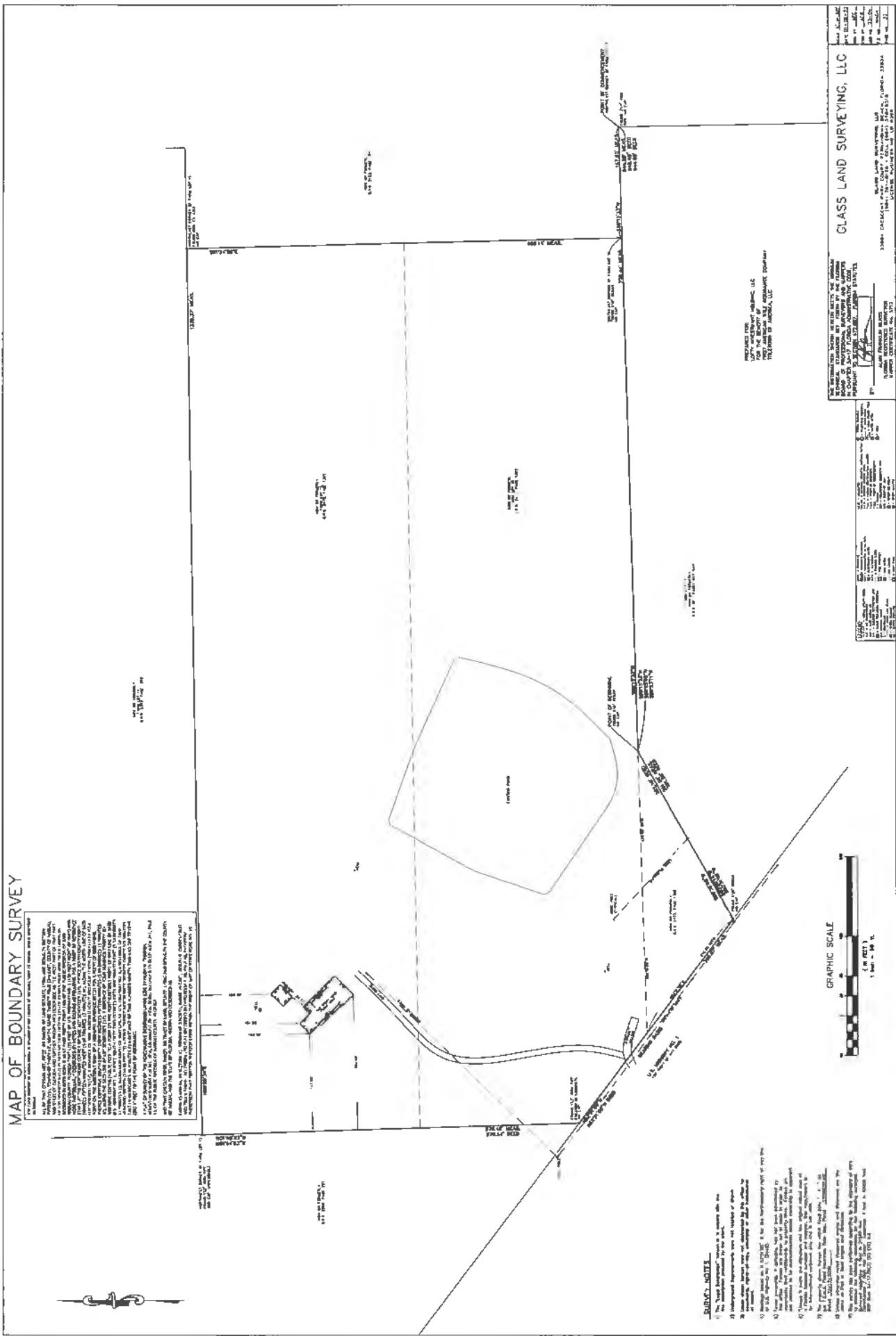


**ATTACHMENT 5**

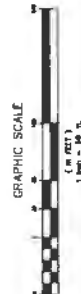
**Boundary Survey**

# MAP OF BOUNDARY SURVEY

THIS MAP IS A PART OF A SURVEY OF THE LANDS OF THE STATE OF MISSISSIPPI, AND IS SUBJECT TO THE PROVISIONS OF THE MISSISSIPPI SURVEYING ACT OF 1968, AS AMENDED. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE STANDARDS AND PRACTICES OF THE PROFESSION OF SURVEYING IN THE STATE OF MISSISSIPPI. THE SURVEY WAS CONDUCTED BY GLASS LAND SURVEYING, LLC, A PROFESSIONAL CORPORATION, UNDER THE SUPERVISION OF ALAN THOMPSON, LICENSED PROFESSIONAL SURVEYOR, LICENSE NO. 10000. THE SURVEY WAS COMPLETED ON 08/14/2014. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE STANDARDS AND PRACTICES OF THE PROFESSION OF SURVEYING IN THE STATE OF MISSISSIPPI. THE SURVEY WAS CONDUCTED BY GLASS LAND SURVEYING, LLC, A PROFESSIONAL CORPORATION, UNDER THE SUPERVISION OF ALAN THOMPSON, LICENSED PROFESSIONAL SURVEYOR, LICENSE NO. 10000. THE SURVEY WAS COMPLETED ON 08/14/2014.



- SURVY NOTES**
- The "best judgment" was used in all cases.
  - Underground structures were not located or shown.
  - Adjacent property owners were notified of the survey.
  - The survey was conducted in accordance with the standards and practices of the profession of surveying in the state of Mississippi.
  - The survey was completed on 08/14/2014.
  - The survey was conducted by Glass Land Surveying, LLC, a professional corporation, under the supervision of Alan Thompson, licensed professional surveyor, license no. 10000.
  - The survey was conducted in accordance with the standards and practices of the profession of surveying in the state of Mississippi.
  - The survey was completed on 08/14/2014.



**GLASS LAND SURVEYING, LLC**  
 3300+ CASCADIA AVE. SUITE 100  
 MEMPHIS, TENNESSEE 38118  
 (901) 525-1234  
 www.glassland.com

**ATTACHMENT 6**

**Proof of Ownership**

Prepared by:  
 April Ross  
 Titledown of America, LLC  
 480 Busch Drive  
 Jacksonville, Florida 32218

File Number: 22-1381

## General Warranty Deed

Made this May 4, 2023 A.D. By Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, whose address is: 37752 Lines Feby Rd, Willard FL 32091, hereinafter called the grantor, to 37074 Cosmos Trail, LLC, a Florida Limited Liability Company, whose post office address is: 4025 Sunbeam Road, Jacksonville, Florida 32257, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.

A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS:

FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.


**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2022.

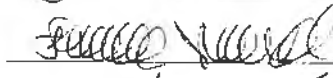
Prepared by:  
April Ross  
Titledown of America, LLC  
480 Busch Drive  
Jacksonville, Florida 32218

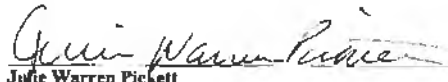
File Number: 22-1381


In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

  
\_\_\_\_\_  
Witness Printed Name Josh Bernard

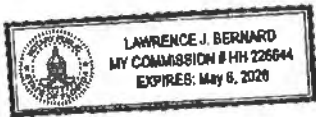
  
\_\_\_\_\_  
Witness Printed Name Lawrence J. Bernard


  
\_\_\_\_\_  
Julie Warren Pickett (Seal)

  
\_\_\_\_\_  
Sylvester Harrison Pickett, Jr. (Seal)

State of Florida  
County of Duval

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 4th day of May, 2023, by Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, who are personally known to me or who have produced \_\_\_\_\_ as identification.



  
\_\_\_\_\_  
Notary Public  
Print Name: Lawrence J. Bernard  
My Commission Expires: \_\_\_\_\_

**ATTACHMENT 7**

**Site Plan**





**ATTACHMENT 8**

**Written Description**

**Hilliard Cosmos Planned Unit Development  
PUD Written Description  
December 18, 2023**

**I. PROJECT DESCRIPTION**

37074 Cosmos Trail, LLC (“Applicant”) proposes to rezone approximately 21.03 acres of property along U.S. Highway 1 (the “Property”) from Open Rural (Nassau County) to Planned Unit Development (“PUD”) in the Town of Hilliard (the “Town”). The Property is owned by the Applicant and has Nassau County Parcel Identification No. 15-3N-24-2320-0017-0010. A legal description of the Property is attached as Exhibit “A”.

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

The requested PUD rezoning application is a companion to applications to annex the Property into the Town of Hilliard (along with neighboring parcels having Nassau County Parcel Identification Nos. 15-3N-24-2320-0017-0020 and 15-3N-24-2320-0019-0010), and to change the Future Land Use Map (“FLUM”) designation of the Property from Medium Density (Nassau County) to High Density Residential (18.94 acres) in the Town, for the portions of the Property designated as the “Residential Parcel” on the Conceptual Site Plan, and to Commercial (2.09 acres) for the portion of the Property designated as the “Commercial Outparcel #1” and “Commercial Outparcel #2”.<sup>1</sup>

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

**II. USES AND RESTRICTIONS**

As set forth in this written description, the proposed project is a mixed-use development that includes both multi-family housing and commercial/retail uses. The Property abuts U.S. Highway 1, where higher intensity and density uses are appropriate. The proposed layout of the buildings and uses as shown on the Conceptual Site Plan demonstrate that the commercial uses

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<sup>1</sup> The neighboring parcels are approximately 16.31 acres and are subject to companion applications to change the zoning from Open Rural (Nassau County) to Commercial and to change the FLUM designation from Medium Density (Nassau County) to Commercial.

will be buffered from the residential uses within the PUD and that the residential uses will likewise be buffered from other, less intense, uses to the north and east. The buffers include a combination of manmade elements (planted landscaping and a larger lake/stormwater pond) along with natural buffers.

**A. Permitted Uses:** The development will be constructed in an orderly manner, and the allowable uses will include the following:

Within the Residential Parcel as depicted on the Conceptual Site Plan, multiple-family units up to twelve units per acre (not to exceed a maximum of 227 residential units total) and related amenities and facilities shall be permitted. These may include apartments (fee simple, rental or condominium ownership); leasing/sales/management offices, models and similar uses; landscaping, janitorial, maintenance and similar uses; amenity/recreation centers which may include a pool, cabana/clubhouse, meeting rooms, health/exercise facility, sauna, and similar facilities; parks, open space, playgrounds, playfields, fire pit/gathering areas, observation and shade pavilions, pet parks, park structures, site furnishings, landscaping, vegetative screens or buffers, fencing, walkways, greenways, nature walks, trails, exercise courses, boardwalks, footbridges, gardens, noncommercial greenhouses and plant nurseries, tool houses, garden sheds, garden work centers, ponds, observation platforms, benches, picnic areas, shelters and informational kiosks, signage, habitat enhancement devices such as birdhouses, duck houses, and bat houses, and other similar uses and structures designed for and used for recreational/open spaces; mail center/kiosk; car wash (self) and dog wash area for residents; structure parking including, without limitation, parking garages, underbuilding parking, covered parking spaces, and parking lots/surface parking; maintenance office/areas, maintenance equipment storage building/areas, security offices, and similar uses; and stormwater management and flood control improvements, as permitted by the applicable regulatory agencies.

Within the Commercial Outparcels depicted on the Conceptual Site Plan, non-residential uses shall be permitted up to a maximum of 14,000 square feet and may include those uses permitted as a principal use and permitted by exception within the Main Street Commercial (MSC) and General Commercial District (C-1) designation of the LDR<sup>2</sup>, as follows:

- Animal hospital/veterinary clinic;
- Animal boarding place facility;
- Bank and financial institutions;
- Bowling alley;
- Churches;
- Commercial recreation facilities;
- Community center;
- Convenience stores;
- Day care/child care center;
- Delicatessen, bake shop;
- Employment offices;

<sup>2</sup> As of the date of this PUD Written Description, the Town is in the process of revising its LDR to replace its Neighborhood Commercial (C-N) designation with the MSC rezoning. In the event the Town fails to enact such change, the Applicant shall have the right to include neighborhood-type commercial uses as detailed in this text.

- Family day care homes;
- Gasoline sales;
- General store;
- Governmental uses;
- Hospitals;
- Hotels and motels;
- Medical and dental clinic/office;
- Museum, and art gallery;
- Nursing homes, assisted living facilities, convalescent homes, and similar facilities;
- Outdoor fruit, vegetable, poultry or fish markets;
- Parcel delivery office;
- Printing, publishing or similar establishment;
- Private schools;
- Professional and business office;
- Recreational vehicle parks;
- Restaurants with or without drive-through facilities;
- Restaurant with alcohol sales;
- Retail sales;
- Retail facilities for the sale of beer and wine for consumption off premises;
- Research laboratories;
- Schools, colleges and universities;
- Self-service laundries or dry-cleaners;
- Service establishments in an enclosed building;
- Skating rinks;
- Veterinary clinic; and
- Vocational, trade and business schools.

**B. Uses by Special Exception:** Within the “Commercial Parcels,” restaurants, sidewalk cafés, grocery stores, pharmacies, specialty food stores and other commercial establishments within the project shall be permitted to sell alcoholic beverages for on-premises and off-premises consumption, as applicable; provided, however, the vendor of alcoholic beverages must meet the criteria set forth in Chapter 6, Article I of the Code.

**C. Accessory Uses:** Accessory uses and structures will be allowed as prescribed in the LDR, provided such uses and structures are of the nature customarily incidental and clearly subordinate to the permitted or principal use of a residential structure. Accessory uses such as customary home occupations, pets, and yard sales will be allowed as per the requirements for residential districts stipulated within the LDR and in accordance with any applicable neighborhood covenants and restrictions.

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

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

a. Multiple-Family Development Standards: Multiple-family Uses: Minimum lot width, Maximum lot coverage by all buildings, Minimum yard requirements, and Maximum height of structures for multiple-family uses: For the purposes of these requirements, “lot” refers to the parent property within which the proposed buildings are located and “yard” refers to distance from the parent property boundary.

- (i) Minimum lot width: None.
- (ii) Minimum lot area: None.
- (iii) Maximum lot coverage by all buildings: Seventy percent (70%).
- (iv) Minimum yard requirements. The minimum yard requirements for all structures are:
  - Front: Twenty (20) feet.
  - Side: Twenty (20) feet.
  - Rear: Twenty (20) feet.
- (v) Maximum height of structure: Thirty-five (35) feet. Decorative rooftop structures including: screening, mechanical equipment, roof access, mansard roofs, spires, cupolas, parapets, antennas, chimneys and other appurtenances not intended for human occupancy are not included in the maximum height.
- (vi) Minimum required living areas for the multi-family units are:
  - Studio/One bedroom: 470 square feet.
  - Two bedroom: 950 square feet.

#### b. Commercial Development Standards:

- (i) Setbacks: Setbacks shall be measured per the LDR and shall be as follows:
  - Front: Ten (10) feet; Lots having a second frontage shall have a setback of 10 feet for the second frontage.
  - Rear: Five (5) feet.

Side: Ten (10) feet.

- (ii) All structures shall have a minimum separation of twenty (20) feet, as measured from the furthest projection on the structure to the furthest projection of any other structure.
- (iii) Maximum height of structure: Thirty-five (35) feet.
- (iv) Maximum impervious surface ratio: Seventy-five percent (75%).
- (v) Maximum lot coverage by buildings: Fifty percent (50%) of the overall Commercial Parcels (not to include parking or drainage facilities).

The development will be constructed in one (1), 15-year phase, provided construction of the non-residential portions of the project may be initiated when needed and feasible so long as completed within the timeframe set forth herein. Construction shall commence within five (5) years of PUD Ordinance approval. For purposes of this PUD, "commencement" shall mean securing approved construction drawings of all or of a portion of the site. "Completion" shall be defined as the installation of horizontal infrastructure and Town approval of as-builts. Upon request from the Applicant, the Town Council may extend the commencement period by an additional one (1) year for good cause.

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

#### **B. Ingress, Egress and Circulation:**

- a. **Parking Requirements:** Except as otherwise provided for herein, the PUD shall comply with applicable off-street parking and loading requirements of the LDR. For the Residential Parcel, two (2) spaces per dwelling unit (454 spaces) shall be provided via parking structures and/or surface parking, or a combination of the same. In addition, a minimum of 5% of the total spaces for the dwelling units (23 spaces) shall be provided for additional guest parking, and one (1) space per for each two hundred fifty (250) feet of gross floor area of clubhouse. Individual commercial parcels may share parking with other facilities pursuant to shared parking agreements, provided the uses sharing the parking areas do not result in a lack of required parking under the LDR.



- b. **Vehicular Access/Interconnectivity:** As shown on the Site Plan, access to the Property will be provided via an access point located along U.S. Highway 1. The locations of the access drives from U.S. 1 will be determined by FDOT. The Applicant will provide the Town with an FDOT driveway permit for the final access drives during the construction planning process for any development within the Property. Interior access drives will be privately owned and maintained by the owner, an owners' association and/or a management company. The internal access drive to the Residential Parcel may be gated at the developer's option. The location and design of all access points and interior access drives is conceptual, and the final location and design of all access points and interior access drives is subject to the review and approval of the Town.
- c. **Pedestrian Access and Streetlights:** Pedestrian circulation will be provided via sidewalks that are a minimum width of five (5) feet. Sidewalk will be located on one side of all internal rights-of-ways within the project, which locations are depicted on the Conceptual Site Plan. In addition, sidewalks will be located on one side of the entrance roadways to provide pedestrian interconnectivity between the commercial and residential areas of the project. All pedestrian accessible routes shall meet the requirements of the LDR, Florida Accessibility Code for Building Construction ("FACBC") and Americans Disability Act Accessibility Guidelines ("ADAAG") established by Florida law and 28 CFR Part 36. Common area sidewalks located along any parks, ponds and open space will be constructed during the roadway construction phase. Streetlights will be purchased and installed at the Applicant's expense along all streets as approved by the Town of Hilliard's Engineering Department.

**C. Signs and Entry:** The project will have an entry feature and related community identification signage within the main entrances at U.S. Highway 1, as depicted on the Conceptual Site Plan. All project signage will comply with applicable provisions of the Code. Exact sign locations will be depicted on construction plans. The Applicant shall be permitted to erect temporary on-site construction and real estate signage on the Property, in conformance with the Code. Because construction of the Project may be phased, the Applicant shall be permitted to place temporary signage within portions of the Property in which construction is underway to direct tenants, customers, and other visitors to other areas of the Property that are in operation.

**D. Landscaping:** Landscaping for the Project shall be provided in accordance with Article XI, LDR Section 62-563.

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

of LDR Section 62-316(b). The Conceptual Site Plan provides more than 20% open space which is comprised of the pond area, recreation areas, and natural areas.

**F. Utilities:**

- a. **Potable Water/Sanitary Sewer:** All electrical, telephone and cable lines will be installed underground on the site. Water and sewer will be connected to the existing lines and gravity sewer located near the intersection of U.S. Highway 1 and Eastwood Road. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The aforesaid infrastructure improvements will also greatly enhance the Town's ability to serve areas located within the southside of the Town boundaries.
- b. **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Florida Power & Light.
- c. **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR.
- d. **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

**G. Wetlands/Environmental:** The Property does not contain jurisdictional wetlands. The Property contains an approximately 1.77-acre freshwater pond centrally located on the site which will be utilized for onsite stormwater retention and permitted in accordance with St. Johns River Water Management District ("SJRWM") and FDEP requirements. There are no Significant Natural Communities Habitat on the proposed site and no listed species were observed at this time. As there may be a potential for gopher tortoise habitat in the future, any gopher tortoise burrows which may become active prior to construction, will be relocated in accordance with Florida Fish and Wildlife Conservation Commission ("FWC") requirements.

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

**IV. ADDITIONAL CONDITIONS**

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



**ATTACHMENT 9**

**Binding Letter**

**Binding Letter**

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

Re: Lofty Cosmos PUD Application  
Parcel ID No.: 15-3N-24-2320-0017-0010

Ladies and Gentlemen:

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

This the 18<sup>th</sup> day of December, 2023.

**“APPLICANT”:**

**37074 COSMOS TRAIL, LLC**, a Florida limited liability company

By: 37074 Cosmos Trail MM, LLC, a Florida limited liability company, its Manager

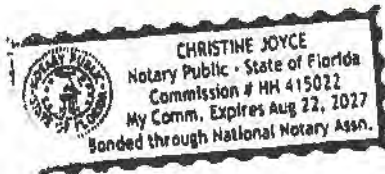
By: Lofty Investment Holdings, LLC, a Florida limited liability company, its Manager

By: *[Signature]*  
Name: Lisa A. Mankoski  
Title: Manager

STATE OF FLORIDA  
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of (check one)  physical presence or  online notarization on this day \_\_\_ of December, 2023, by Lisa A. Mankoski, as Manager of Lofty Investment Holdings, LLC, a Florida limited liability company, the Manager of 37074 Cosmos Trail MM, LLC, a Florida limited liability company, the Manager of 37074 COSMOS TRAIL, LLC, a Florida limited liability company, on behalf of the company, and who is (check one)  personally known to me or  has produced a valid driver's license as identification.

*[Signature]*  
Notary Public  
Name: CHRISTINE JOYCE  
Commission Expires: 8/22/27



Emily G. Pierce

904 . 346 . 5787  
EPierce@rtlaw.com1301 Riverplace Boulevard • S  
Jacksonville, Florida 32207904 . 398 . 3911 Main  
904 . 396 . 0663 Fax  
www.rtlaw.com

ITEM-5

January 4, 2024

**VIA OVERNIGHT MAIL & E-MAIL**Town of Hilliard  
Attn: Lee Anne Wollitz, Land Use Administrator  
15859 County Road 108  
Hilliard, Florida 32046  
[lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com)**RE: Lofty Cosmos/ Application for Concurrency**

Dear Ms. Wollitz:

As you are aware, our client, 37074 Cosmos Trail, LLC (“Applicant”), is the owner of 21.03 acres located north of U.S. Highway 1 at Cosmos Trail having Nassau County Parcel Identification No. 15-3N-24-2320-0017-0010 (the “PUD Parcel”). The Applicant has filed companion applications to annex the PUD Parcel into the Town of Hilliard and give the PUD Parcel a Town future land use designation of High Density Residential and Commercial and a zoning of Planned Unit Development, for a project to be called Lofty Cosmos. The project will include a maximum of 227 multi-family residential units (apartments) with related amenities and facilities and a maximum of 14,000 square feet of commercial uses.

Enclosed is an application for concurrency, with supplemental deeds, maps, and other information. An authorization form for the owner was previously provided to the Town and is resubmitted as part of this application package along with an application fee check in the amount of \$300.00 to the Town.

We look forward to working with you on this application.

Sincerely,



Emily G. Pierce

Enclosure

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



FOR OFFICE USE ONLY

File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

# Town of Hilliard Concurrency Application

**A. PROJECT**

- 1. Project Name: Lofty Cosmos PUD
- 2. Address of Subject Property: 37074 Cosmos Trail, Hilliard, FL 32046
- 3. Parcel ID Number(s) 15-3N-24-2320-0017-0010
- 4. Existing Use of Property: Single Family
- 5. Future Land Use Map Designation: Medium Density (Nassau County) / Proposed Commercial & HDR (Hilliard)
- 6. Existing Zoning Designation: Open Rural (Nassau County) / Proposed PUD (Hilliard)
- 7. Acreage: 21.03 +/- acres

**B. APPLICANT**

- 1. Applicant's Status             Owner (title holder)             Agent
- 2. Name of Applicant(s) or Contact Person(s): Courtney P. Gaver Title: Attorney  
 Company (if applicable): Rogers Towers, P.A.  
 Mailing address: 1301 Riverplace Blvd., Suite 1500  
 City: Jacksonville State: FL ZIP: 32207  
 Telephone: 904-473-1388 FAX: (904)396-0663 e-mail: cgaver@rtlaw.com

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

Name of Owner (title holder): 37074 Cosmos Trail LLC  
 Company (if applicable): Attn: Lisa A. Massis (Mankoski)  
 Mailing address: 4025 Sunbeam Road  
 City: Jacksonville State: FL ZIP: 32257  
 Telephone: (904) 730-9300 FAX: ( ) e-mail: lmassis@loftyasset.com

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



C. PROJECT DESCRIPTION

Water and Sewer Service Provider Town of Hilliard Electric Service Provider FPL

- 1. Residential- Dwelling Units 227 MFUI (apartments)
- 2. Non- Residential - S.F. of Building 14,000 SF Number of ERU's (Equivalent Residential Units) \_\_\_\_\_

D. ATTACHMENTS

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

E. FEE.

- 1. \$300.

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

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

[Signature]  
Signature of Applicant

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

Lisa A. Mankoski - Member  
Typed or printed name and title of applicant

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

01/03/24  
Date

\_\_\_\_\_  
Date

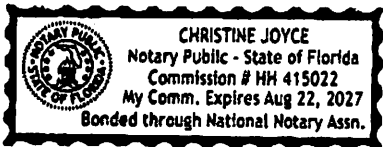
State of FL County of DUVAL

The foregoing application is acknowledged before me this 3rd day of January, 2024 by Lisa Mankoski

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

NOTARY SEAL

[Signature]  
Signature of Notary Public, State of FL



Inst. Number: 202345013694 Book: 2637 Page: 1885 Page 1 of 2 Date: 5/10/2023 Time: 11:17 AM  
John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 3,150.00

Prepared by:  
April Ross  
Titeltown of America, LLC  
480 Busch Drive  
Jacksonville, Florida 32218

File Number: 22-1381

### General Warranty Deed

Made this May 4, 2023 A.D. By Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, whose address is: ~~3775 E. Links Pkwy, Do. Willard, FL 32257~~; hereinafter called the grantor, to 37074 Cosmos Trail, LLC, a Florida Limited Liability Company, whose post office address is: 4025 Sunbeam Road, Jacksonville, Florida 32257, hereinafter called the grantee:

(Whoever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (940.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTHEASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.

A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 53, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;

FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2022.

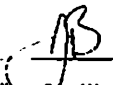
Inst. Number: 202345013694 Book: 2637 Page: 1886 Page 2 of 2 Date: 5/10/2023 Time: 11:17 AM  
John A. Crawford Clerk of Courts, Nassau County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 3,150.00

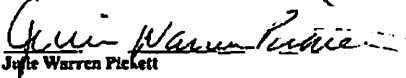
Prepared by  
April Ross  
Tidetown of America, LLC  
480 Busch Drive  
Jacksonville, Florida 32218

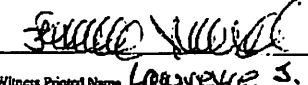
File Number: 22-1381

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written

Signed, sealed and delivered in our presence:

  
Witness Printed Name John Bernard

 (Seal)  
Julie Warren Pickett

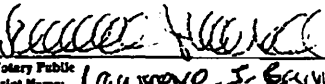
  
Witness Printed Name Lawrence J. Bernard

 (Seal)  
Sylvester Harrison Pickett, Jr.

State of Florida  
County of Duval

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this 4th day of May, 2023, by Julie Warren Pickett and Sylvester Harrison Pickett, Jr., wife and husband, who are personally known to me or who have produced \_\_\_\_\_ as identification.



  
Notary Public  
Print Name: Lawrence J. Bernard  
My Commission Expires: \_\_\_\_\_

**ATTACHMENT 4****Legal Description**

**ALL OF THAT CERTAIN LOT, PIECE, OR PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION FIFTEEN (15), TOWNSHIP THREE (3), NORTH, RANGE TWENTY FOUR (24) EAST, COUNTY OF NASSAU, AND STATE OF FLORIDA AND FURTHER KNOWN AND DESCRIBED AS THE WEST PART OF THAT PART OF LOT SEVENTEEN (17) IN SAID SECTION FIFTEEN (15) OF DUNN'S FRUIT AND TRUCK FARMS AS RECORDED IN DEED BOOK B-10 AT PAGE FORTY-EIGHT (48) OF THE PUBLIC RECORDS OF SAID NASSAU COUNTY, FLORIDA THAT LIES EAST OF U.S. HIGHWAY NO. 1 (150 FOOT RIGHT-OF-WAY) AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS: FOR A POINT OF REFERENCE START AT THE NORTHEAST CORNER OF SAID LOT SEVENTEEN (17), THENCE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES WEST (S 88 DEGREES 15 MINUTES W), ALONG THE NORTH LINE OF SAID LOT SEVENTEEN (17), A DISTANCE OF NINE HUNDRED FORTY AND FOUR TENTHS (948.4) FEET TO A POINT ON THE WESTERLY BANK OF A HIGHWAY DRAINAGE DITCH FOR A POINT OF BEGINNING; THENCE CONTINUE SOUTH EIGHTY EIGHT DEGREES FIFTEEN MINUTES (S 88 DEGREES 15 MINUTES W), ALONG THE SAID LINE OF LOT SEVENTEEN (17), A DISTANCE OF FOUR HUNDRED TWENTY SIX AND NINE TENTHS (426.9) FEET TO A POINT ON THE NORTH-EASTERLY RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY NO. 1; THENCE SOUTH FIFTY TWO DEGREES FIFTY ONE MINUTES EAST (S 52 DEGREES 51 MINUTES E), ALONG SAID RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 1, A DISTANCE OF TWO HUNDRED SIXTEEN (216.0) FEET TO A POINT; THENCE NORTH SIXTY DEGREES THIRTY SIX MINUTES EAST (N 60 DEGREES 36 MINUTES E) A DISTANCE OF TWO HUNDRED NINETY TWO AND ONE TENTHS (292.1) FEET TO THE POINT OF BEGINNING.**

**A PLAT OF SURVEY OF THE HEREINABOVE DESCRIBED LANDS MADE BY HUGH M. THIGPEN, REGISTERED SURVEYOR NO. 1051, ON AUGUST 28, 1956, BEING RECORDED IN DEED BOOK 241, PAGE 33, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.**

**AND THAT CERTAIN PIECE, PARCEL OR TRACT OF LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU AND THE STATE OF FLORIDA, KNOWN AND DESCRIBED AS;**

**FARMS 15 AND 16, IN SECTION 15, TOWNSHIP 3 NORTH, RANGE 24 EAST, JOSEPH R. DUNN'S FRUIT AND TRUCK FARMS, ACCORDING TO PLAT RECORDED IN DEED BOOK B-10, PAGE 48, EXCEPTING THEREFROM THAT PORTION THEREOF LYING WITHIN THE RIGHT OF WAY OF STATE ROAD NO. 15.**





OWNER'S AUTHORIZATION FOR AGENT  
PLANNING DEPARTMENT

TOWN OF HILLIARD, FLORIDA

EACH AND EVERY OWNER SHOWN ON THE PROOF OF  
OWNERSHIP MUST SIGN AN AUTHORIZATION FORM

Agent Authorization Form

I/We 37074 Cosmos Trail, LLC, a Florida limited liability company  
(Print Name of Property Owner)  
hereby authorize Rogers Towers, P.A. & Baker Design Build  
(Print Name of Agent) annexation, land use amendment, and rezoning  
to represent me/us in processing an application for for Parcel 15-3N-24-2320-0017-000  
(Type of Application)

on our behalf. In authorizing the agent to represent me/us, I/we, as owner(s) attest that the application is made in good faith and that any information contained in the application is accurate and complete.

[Handwritten Signature]  \_\_\_\_\_  
(Signature of Owner) (Signature of Owner)

Lisa A. Mankoski \_\_\_\_\_  
(Print Name of Owner) (Print Name of Owner)

State of Florida  
} ss  
Nassau County

Sworn to and subscribed before me on this 18 day of December, 2023,  
by Lisa A. Mankoski, as Manager of Lofty Investment Holdings, LLC, a Florida limited liability company, the Manager of 37074 Cosmos Trail MM, LLC, a Florida limited liability company, the Manager of 37074 COSMOS TRAIL, LLC, a Florida limited liability company, on behalf of the company.

[Handwritten Signature]  
Signature of Notary Public  
State of Florida CHRISTINE JOYCE  
Notary Public - State of Florida  
Commission # HH 415022  
My Comm. Expires Aug 22, 2027  
Bonded through National Notary Assn.

Print, type or stamp commissioned name of Notary Public  
My Commission Expires: 8/22/27

Individual making statement is  personally known or \_\_\_\_\_ produced identification.  
Type of identification produced: personally known





## TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

### INTRODUCTION

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


### Application Process for School Concurrency:

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

### KEY CONTACTS

Lee Anne Wollitz, Land Use Administrator at [lwollitz@townofhilliard.com](mailto:lwollitz@townofhilliard.com) or 904-845-3555

Owner of Record	Applicant or Agent
As recorded with the Nassau County Property Appraiser	If an agent will be representing the owner, an Owner's Authorization for Agent Form must be included
Owner(s) Name 37074 Cosmos Trail LLC	Applicant or Agent Name Courtney P. Gaver & Emily Pierce
Company (if applicable)	Company (if applicable) Rogers Towers, PA
Street Address 4025 Sunbeam Road	Mailing Address 1301 Riverplace Blvd., Suite 1500
City, State, Zip Jacksonville, Florida 32257	City, State, Zip Jacksonville, Florida 32207
Telephone Number 904-730-9300	Telephone Number 904-398-3911
Email Address lmassls@loftyasset.com	Email Address courtneygaver@gmail.com & epierce@rtlaw.com

Project Information					
PIN: 15-3N-24-2320-0017-0010					
Project Address	37074 Cosmos Trail, Hilliard, FL 32046				
Access Road	Name: U.S. Highway 1 (FDOT) <input checked="" type="checkbox"/> City/County-Maintained <input type="checkbox"/> Private Road				
Size of Property	21.03 acres	Present Property Use	Single-Family / Vacant		
Zoning District	Open Rural (Nassau County) Proposed PUD (Hilliard)	Future Land Use Map	Medium Density Residential (Nassau County) High Density Residential & Commercial (Hilliard)		
Wetlands	1.77 (existing pond)	Flood Zone	Zone X	Water & Sewer	Town of Hilliard
<b>Project Description (use separate sheet if necessary):</b>					
The owner proposes to annex the property (including neighboring parcels having Parcel Identification Nos. 15-3N-24-2320-0017-0020 & 15-3N-24-2320-0019-0010) into the Town of Hilliard, to change the Future Land Use designation of the property from Medium Density (Nassau County) to High Density Residential (18.89 acres) and Commercial (2.13 acres), and rezone to Planned Unit Development (PUD) for development of a maximum of 227 multi-family units and 14,000 square feet of commercial uses.					
<b>Number of Dwelling Units Proposed (Total):</b> 227 units					
<b>Number of Dwelling Units Proposed (By Type):</b> 227 multi-family (apartments)					
Single-Family Detached:					
Single-Family Attached:					
Multi-Family:	227				
<b>List any applications under review or approved which may assist in the review of this application:</b>					
Annexation, Small-Scale Comprehensive Plan Amendment, and Planned Unit Development Rezoning with Town of Hilliard					
<b>I HEREBY CERTIFY THAT ALL INFORMATION IS TRUE AND CORRECT</b>					
<small>I understand that reasonable inspections of the project may be made as part of the application review process. I understand that I will incur any costs associated with third-party review fees. I also understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the Town considering the Land Development Code, Comprehensive Plan, and other applicable regulations.</small>					
Lisa A. Mankoski				12/18/23	
PRINT		SIGNATURE		DATE	



# The Nassau County School District

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

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

RECEIVED  
JAN 22 2024

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

TOWN OF HILLIARD

January 15, 2024

Courtney P. Gaver & Emily Pierce  
1301 Riverplace Blvd., Suite 1500  
Jacksonville, FL 32207

37074 Cosmos Trail, LLC  
4025 Sunbeam Road  
Jacksonville, FL 32257

SUBJECT: RESERVATION NOTIFICATION

Dear Owner and Agent:

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

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

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

Project Name: Lofty Project

DRC Site Plan Number: \_\_\_\_\_

PIN: 15-3N-24-2320-0017-0010

Number of Dwelling Units in Development: 227 MF

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


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

Effective date of permitting documents: 01/15/2024

Expiration date of permitting documents: 01/15/2026

Reservation approval tracking number: 2023SCR0014

Sincerely,



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

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

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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 2, 2024.

---

#### **BACKGROUND:**

Additional information will be provided following the Monday, July 29, 2024, workshop.

#### **FINANCIAL IMPACT:**

TBD

#### **RECOMMENDATION:**

Town Council to set the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing and advise the Nassau County Property Appraiser prior to August 2, 2024.

<b>TRIM TIMETABLE FY 2024/2025</b>	
<b>6/28/2024</b>	<b>PROPERTY APPRAISER CERTIFY TAX ROLL</b>
	The timetable starts on 07-01-2024.
	Certification of the tax roll must be done on or prior to 07-01-2024.
	The Property Appraiser certified the tax roll on 06-28-2024 and the OASYS website has the Form DR-420 available to the Town of Hilliard.
<b>8/2/2024</b>	<b>TOWN COUNCIL DECIDE ON MILLAGE RATE</b>
	Within 35 days of 07-01-2024, is 08-04-2024.
	Council to decide on proposed tentative millage rate at meeting 08-01-2024.
	Certify the Form DR-420 and the Form DR-420MM-P to Property Appraiser thru the OASYS Etrim website of the proposed millage, rolled-back rate, and date, time and meeting place of tentative budget hearing.
<b>8/00/2024</b>	<b>PROPERTY APPRAISER MAILES TRIM NOTICE</b>
	Within 55 days of 07-01-2024, is 08-24-2024.
	The Property Appraiser mails out to the Town property owners the notice of Proposed Property Taxes Form DR-474, Trim Notice.
	This mail out Form DR-474 is the advertisement for the 1 <sup>st</sup> TRIM public hearing.
<b>9/5/2024</b>	<b>1<sup>st</sup> PH &amp; RM ADOPT TENTATIVE MILLAGE &amp; BUDGET</b>
	Hold tentative millage and budget public hearings no sooner than 10 days following the mailed TRIM Notice, Form DR-474.
	Which is no earlier than 65 days from 07-01-2024, which is 09-03-2024 and no later than 80 days from 07-01-2024, which is 09-18-2024.
	Council to adopt the tentative millage and budget following the tentative millage and budget hearings at the first regular meeting, 09-05-2024.
<b>9/13/2024</b>	<b>SEND TO NCR ADVERTISE FINAL MILLAGE &amp; BUDGET</b>
<b>9/18/2024</b>	<b>RUN DATE NCR ADVERTISE FINAL MILLAGE &amp; BUDGET</b>
	Within 15 days after adopting tentative millage and budget, which is 09-20-2024.
	Set the date and advertise in the body of the newspaper the final millage and budget public hearings.
	Send to NCR on 09-13-2024, no later than noon, to advertise in 09-18-2024, edition.

<b>TRIM TIMETABLE FY 2024/2025</b>	
<b>9/20/2024</b>	<b>2<sup>nd</sup> PH &amp; SM ADOPT FINAL MILLAGE &amp; BUDGET</b>
<b>OR</b>	Hold final millage and budget public hearings no sooner than 2 days or later than 5 days after advertisement in the newspaper.
<b>9/23/2024</b>	If advertisement is in 09-18-2024, edition the final public hearings and special meeting shall be held on Friday, 09-20-2024 or Monday, 09-23-2024.
	Council to adopt final millage and budget following the final millage and budget public hearings at the special meeting.
<b>9/23/2024</b>	<b>SEND NCPA FINAL ADOPTED ORDINANCES</b>
	Forward ordinances adopting final millage and budget to the Property Appraiser and Tax Collector, within 3 days but not later than 3 days.
<b>9/26/2024</b>	<b>PROPERTY APPRAISER CERTIFIED FINAL TAX VALUES</b>
	Property Appraiser will then certify within 3 days.
	Certify the Form DR-420MM and Form DR-422 to Property Appraiser thru the E-TRIM OASYS website of the final millage not later than 5 days after the Property Appraiser certifies.
	Also complete the Form DR-487-V and Form DR-487 and print all forms to send to DOR.
<b>10/4/2024</b>	Not later than 30 days following adoption of the final millage and budget forward all information requested on Form DR-487 to the Department of Revenue.



## TRIM FY 2024-2025

### DR-420 INFORMATION CURRENT YEAR

	2024	2023	2022	2021	2020	2019	2018
CURRENT YEAR ADJUSTED TAXABLE VALUE	\$167,180,621	\$152,351,400	\$125,973,917	\$112,918,699	\$103,810,515	\$97,836,014	\$92,449,955
PRIOR YEAR OPERATING MILLAGE RATE	3.0000	3.0000	2.5000	2.5000	2.1600	2.0000	0.4960
ADJUSTED PRIOR YEAR AD VALOREM PROCEEDS	\$472,412	\$392,971	\$290,899	\$265,966	\$215,652	\$186,099	\$42,764
CURRENT YEAR AGGREGATED ROLLED-BACK RATE	2.8258	2.5794	2.3092	2.3554	2.0774	1.9022	0.4626
CURRENT YEAR AGGREGATED ROLLED-BACK TAXES	\$495,411	\$405,784	\$300,069	\$274,050	\$222,160	\$189,839	\$43,197
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$79,441</b>	<b>\$102,072</b>	<b>\$24,933</b>	<b>\$50,314</b>	<b>\$29,553</b>	<b>\$143,335</b>	

### DR-420MM-P INFORMATION CURRENT YEAR

	PROPOSED TWO-THIRDS	PROPOSED UNANIMOUS	PROPOSED UNANIMOUS	VOTED 2021 TWO-THIRDS	VOTED 2020 UNANIMOUS	VOTED 2019 TWO-THIRDS	VOTED 2018 UNANIMOUS
<b>VOTE REQUIRED TO PASS:</b>							
<b>PROPOSED INCREASED RATE OR VOTED INCREASED RATE:</b>	<b>2024-2025</b>	<b>2023-2024</b>	<b>2022-2023</b>	<b>2021-2022</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>2018-2019</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.2500	3.5000	3.0000	2.5000	2.5000	2.1600	2.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$569,781	\$550,610	\$389,836	\$290,874	\$267,353	\$215,567	\$186,756
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	15.01%	35.69%	29.92%	6.14%	20.34%	13.55%	332.34%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$19,171</b>	<b>\$160,774</b>	<b>\$98,962</b>	<b>\$23,521</b>	<b>\$51,786</b>	<b>\$28,811</b>	
<b>ROLLED BACK RATE:</b>							
CURRENT YEAR PROPOSED AGGREGATE ROLLED-BACK RATE	2.8258	2.5794	2.3092	2.3554	2.0774	1.9022	0.4626
CURRENT YEAR PROPOSED AGGREGATE ROLLED-BACK TAXES	\$495,411	\$405,784	\$300,069	\$274,050	\$222,160	\$189,839	\$43,197
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$89,627</b>	<b>\$105,715</b>	<b>\$26,019</b>	<b>\$51,890</b>	<b>\$32,321</b>	<b>\$146,642</b>	
<b>PROPOSED INCREASED RATE MAXIMUM WITH - MAJORITY VOTE: 3/2</b>							
MAXIMUM MILLAGE RATE FOR MAJORITY VOTE (2.9866 OR LESS/UNDER)	2.9866	2.6527	2.4508	2.4597	2.1443	1.9667	0.5672
TOTAL TAXES LEVIED AT THE MAXIMUM MILLAGE RATE	\$523,602	\$417,315	\$318,470	\$286,185	\$229,314	\$196,276	\$52,964
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	5.69%	2.84%	6.13%	4.43%	3.22%	3.39%	22.61%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$106,287</b>	<b>\$98,845</b>	<b>\$32,285</b>	<b>\$56,871</b>	<b>\$33,038</b>	<b>\$143,312</b>	
<b>PROPOSED INCREASED RATE MAXIMUM WITH - TWO-THIRDS VOTE: 4/1</b>							
MAXIMUM MILLAGE RATE FOR TWO-THIRDS VOTE (2.9867 - 3.2853)	3.2853	2.918	2.6959	2.7057	2.3587	2.1634	0.6239
TOTAL TAXES LEVIED AT THE MAXIMUM MILLAGE RATE	\$575,970	\$459,051	\$350,319	\$314,807	\$252,242	\$215,907	\$58,259
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	16.26%	13.13%	16.75%	14.87%	13.54%	13.73%	34.87%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$116,919</b>	<b>\$108,732</b>	<b>\$35,512</b>	<b>\$62,565</b>	<b>\$36,335</b>	<b>\$157,648</b>	
<b>PROPOSED INCREASED RATES REQUIRING - UNANIMOUS VOTE: 5/0</b>							
CURRENT YEAR PROPOSED AGGREGATE MILLAGE RATE (3.2854 OR MORE/OVER)	3.2854	2.9181	2.696	2.7058	2.3588	2.1640	1.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$575,987	\$459,067	\$350,332	\$314,819	\$252,253	\$215,967	\$93,378
CURRENT YEAR PROPOSED RATE PERCENT CHANGE OF ROLLED BACK RATE	16.26%	13.13%	16.75%	14.88%	13.55%	13.76%	116.17%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$116,920</b>	<b>\$108,735</b>	<b>\$35,513</b>	<b>\$62,566</b>	<b>\$36,286</b>	<b>\$122,589</b>	

## TRIM FY 2024-2025

### OPTIONAL PROPOSED RATES

	2024-2025	2023-2024
	<b>MAJORITY</b>	<b>UNANIMOUS</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>3/2 VOTE</b>	<b>5/0 VOTE</b>
<b>PROPOSED INCREASED RATE OR VOTED INCREASED RATE:</b>		
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.0000	3.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$525,952	\$471,951
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	6.16%	16.31%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$54,001</b>	<b>\$82,115</b>
	<b>TWO/THIRDS</b>	<b>UNANIMOUS</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>4/1 VOTE</b>	<b>5/0 VOTE</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.2500	3.2500
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$569,781	\$511,281
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	15.01%	26.00%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$97,830</b>	<b>\$121,445</b>
	<b>UNANIMOUS</b>	<b>UNANIMOUS</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>5/0 VOTE</b>	<b>5/0 VOTE</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.5000	3.5000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$613,610	\$550,610
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	23.86%	35.69%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$141,659</b>	<b>\$160,774</b>
	<b>UNANIMOUS</b>	<b>UNANIMOUS</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>5/0 VOTE</b>	<b>5/0 VOTE</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	3.7500	3.7500
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$657,439	\$589,939
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	32.71%	45.38%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$185,488</b>	<b>\$200,103</b>
	<b>UNANIMOUS</b>	<b>UNANIMOUS</b>
<b>VOTE REQUIRED TO PASS:</b>	<b>5/0 VOTE</b>	<b>5/0 VOTE</b>
CURRENT YEAR PROPOSED AGGREGATED MILLAGE RATE	4.0000	4.0000
TOTAL OPERATING AD VALOREM TAXES PROPOSED TO BE LEVIED	\$701,269	\$629,268
CURRENT YEAR PROPOSED RATE AS A PERCENT CHANGE OF ROLLED-BACK RATE	41.55%	55.07%
<b>REVENUE OVER PRIOR YEAR REVENUE</b>	<b>\$229,318</b>	<b>\$239,432</b>



# AGENDA ITEM REPORT

## TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council approval of the Change Order No. 1 for the DEP Agreement No. LPA0302 - Oxford Street Force Main Rerouting Project to decrease the contract price by \$500.

---

**BACKGROUND:**

See attached FDEP Oxford Street Force Main Grant Project Change Order No. 1.

Change Order No. 1 reflects the increase in contract price for the new hatch, as well as the decrease in contract price for elimination of Bid Item No. 10-Concrete Encasement and Specials and No. 11-Remove and Replace Unsuitable Soils.

**FINANCIAL IMPACT:**

Contract decrease of \$500.

**RECOMMENDATION:**

Town Council approval of the Change Order No. 1 for the DEP Agreement No. LPA0302 - Oxford Street Force Main Rerouting Project to decrease the contract price by \$500.

**CHANGE ORDER NO. 1**

PROJECT: DEP Oxford Street Force Main Rerouting

DATE OF ISSUANCE: July 25, 2024 EFFECTIVE DATE: July 25, 2024

OWNER: Town of Hilliard, Florida DEP AGREEMENT NO.: LPA0302

CONTRACTOR: T B Landmark Construction, Inc.

ENGINEER: Mittauer & Associates, Inc. ENGINEER'S PROJECT NO.: 9610-55-1

You are directed to make the following changes in the Contract Documents.

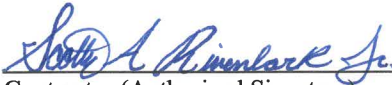
Description: Increase of \$8,500.00 in Contract Price for new access hatch on valve vault and securing pump base. Decrease in Contract Price of \$9,000.00 for elimination of Bid Item Nos. 10 and 11.

Reason for Change Order: Varying field conditions.

Attachments (list documents supporting change): Contractor's proposal email dated July 23, 2024 and Contract Quantity Adjustments spreadsheet dated July 25, 2024.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>562,270.00</u>	Original Contract Times Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days
Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0</u>	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>0</u> days
Contract Price prior to this Change Order \$ <u>562,270.00</u>	Contract Times prior to this Change Order Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days
Net <del>Increase</del> <u>Decrease</u> of this Change Order \$ <u>(500.00)</u>	Net Increase (Decrease) of this Change Order <u>0</u> days
Contract Price with all approved Change Orders \$ <u>561,770.00</u>	Contract Times with all approved Change Orders Substantial Completion: <u>180</u> Ready for final payment: <u>210</u> days

APPROVED:  
  
By: \_\_\_\_\_  
Owner (Authorized Signature)

ACCEPTED:  
  
By:   
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: 7/26/24

**Lisa Purvis**

---

**From:** Joel Hall  
**Sent:** Friday, July 26, 2024 9:03 AM  
**To:** Pat Jacob; Lisa Purvis  
**Cc:** Timothy Norman  
**Subject:** RE: Change Order No. 1 / DEP Oxford St. Force Main Rerouting / Hilliard / M&A 9610-55-1

This looks good to me...

Joel G Hall, P.E.  
 Director Public Works Department  
 Town of Hilliard  
 PO Box 249  
 15859 West CR 108  
 Hilliard, FL 32046  
 904.727.8155 Mobile

[www.townofhilliard.com](http://www.townofhilliard.com)




---

**From:** Pat Jacob <PJacob@mittauer.com>  
**Sent:** Friday, July 26, 2024 8:56 AM  
**To:** Joel Hall <jhall@townofhilliard.com>; Lisa Purvis <lpurvis@townofhilliard.com>  
**Cc:** Timothy Norman <TNorman@mittauer.com>  
**Subject:** RE: Change Order No. 1 / DEP Oxford St. Force Main Rerouting / Hilliard / M&A 9610-55-1

Joel/Lisa,

Attached is Change Order No. 1 revised to reflect the increase in contract price for the new hatch, as well as the decrease in contract price for elimination of Bid Item Nos. 10 and 11.

Please scan back to us upon execution. Thanks.

PATRICIA JACOB  
 SENIOR PROJECT SPECIALIST  
 MITTAUER & ASSOCIATES, INC.  
 580-1 Wells Road  
 Orange Park, FL 32073  
 Office: (904) 278-0030  
 Direct: (904) 644-0657  
 Email: pjacob@mittauer.com



**From:** Joel Hall <jhall@townofhilliard.com>  
**Sent:** Thursday, July 25, 2024 1:02 PM  
**To:** Pat Jacob <PJacob@mittauer.com>; Lisa Purvis <lpurvis@townofhilliard.com>  
**Cc:** Timothy Norman <TNorman@mittauer.com>  
**Subject:** RE: Change Order No. 1 / DEP Oxford St. Force Main Rerouting / Hilliard / M&A 9610-55-1

I was under the impression this was going to be a “no net change” change order due to unused line item bid funds, Or maybe it has to go through this way, and then net out the unused money in a final adjustment? Please clarify.

Joel G Hall, P.E.  
Director Public Works Department  
Town of Hilliard  
PO Box 249  
15859 West CR 108  
Hilliard, FL 32046  
904.727.8155 Mobile

[www.townofhilliard.com](http://www.townofhilliard.com)



**From:** Pat Jacob <PJacob@mittauer.com>  
**Sent:** Thursday, July 25, 2024 9:39 AM  
**To:** Joel Hall <jhall@townofhilliard.com>; Lisa Purvis <lpurvis@townofhilliard.com>  
**Cc:** Timothy Norman <TNorman@mittauer.com>  
**Subject:** Change Order No. 1 / DEP Oxford St. Force Main Rerouting / Hilliard / M&A 9610-55-1

Joel/Lisa,

Attached is Change Order No. 1 for the referenced project, executed by the Contractor. Please sign where indicated and scan back.

Thanks.

PATRICIA JACOB  
SENIOR PROJECT SPECIALIST  
MITTAUER & ASSOCIATES, INC.  
580-1 Wells Road  
Orange Park, FL 32073  
Office: (904) 278-0030  
Direct: (904) 644-0657  
Email: pjacob@mittauer.com



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**Pat Jacob**

---

**From:** Scott Rivenbark <[srivenbark@tblandmark.com](mailto:srivenbark@tblandmark.com)>  
**Sent:** Tuesday, July 23, 2024 2:40 PM  
**To:** Timothy Norman  
**Subject:** DEP Oxford St. (Pump Base and Hatch change order)  
**Attachments:** lift station work Hatch Picture.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Tim,

Please see attached picture of the hatch. Please note the hatch doors open left and right instead of front to back but will still work. We can fix the pump base by using wedges for the pump and install the old hatch in the photo for \$8,500. If a new base for the pump needs to be installed it would be an additional per PBM \$8,500.

Thank you,

## Scotty Rivenbark

Project Manager

*T B Landmark Construction, Inc.*

[Srivenbark@tblandmark.com](mailto:Srivenbark@tblandmark.com)

<http://tblandmark.com/>

O: 904-751-1016

C: 904-652-6093



Change Order No. 1 - Contract Quantity Adjustments + New Access Hatch  
 DEP Oxford Street Force Main Rerouting  
 DEP Agreement No. LPA0302  
 Town of Hilliard, Florida  
 Mittauer & Associates, Inc. Project No. 9610-55-1

Item No.	Item Description	Unit	Unit Price	Original Est. Quantity	Actual Qty Installed	Adjustment to Contract Price
1	Mobilization and General Conditions	LS	\$27,227.00	1	1	\$0.00
2	6" PVC Force Main, Conventionally Installed	LF	\$95.00	1,520	1,520	\$0.00
3	6" FPVC Force Main, Directionally Drilled	LF	\$100.00	320	320	\$0.00
4	6" Gate Valves and Boxes	EA	\$3,000.00	4	4	\$0.00
5	8" x 6" Tapping Sleeve & Tapping Valve	EA	\$9,500.00	1	1	\$0.00
6	Ductile Iron Fittings (Epoxy-Lined)	LBS	\$24.50	500	500	\$0.00
7	Sewage Air Release Valve Assembly	EA	\$14,000.00	1	1	\$0.00
8	Connection to Existing 6" Force Main	EA	\$5,000.00	1	1	\$0.00
9	Aerial Culvert Crossing	LS	\$37,195.00	1	1	\$0.00
10	Concrete Encasement and Specials	CY	\$300.00	20	0	-\$6,000.00
11	Removal and Replacement of Soils	LF	\$15.00	200	0	-\$3,000.00
12	Asphaltic Roadway/Driveway Restoration	LF	\$350.00	20	20	\$0.00
13	Concrete Driveway/Sidewalk Restoration	LF	\$175.00	20	20	\$0.00
14	Stabilized/Rock/Gravel Roadway/Driveway Restoration	LF	\$8.00	280	280	\$0.00
15	Clearing and Grubbing/Tree Removal	LS	\$235,000.00	1	1	\$0.00
16	Grassing					
a.	Seed and Mulch	LF	\$2.00	600	600	\$0.00
b.	Sodding	LF	\$5.50	650	650	\$0.00
17	Flushing and Pressure Testing	LS	\$2,508.00	1	1	\$0.00
18	Demobilization and Close-out	LS	\$4,675.00	1	1	\$0.00
<b>ADJUSTMENT FOR ACTUAL QUANTITIES INSTALLED =</b>						<b>-\$9,000.00</b>
<b>NEW ACCESS HATCH =</b>						<b><u>\$8,500.00</u></b>
<b>TOTAL CHANGE ORDER NO. 1 =</b>						<b>-\$500.00</b>



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council approval of the Contract Services Agreement for Joel Hall, P.E., to perform Public Works related services through September 30, 2024.

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#### **BACKGROUND:**

The transition letter that Joel Hall, P.E. provided at the July 18, 2024, Town Council Workshop & Meeting requires formalization, and I would like to ask that the Town review and discuss if they would like for the Town Attorney to write up such an agreement for these services.

This item was also discussed at the July 29, 2024, Workshop.

#### **FINANCIAL IMPACT:**

\$100 per hour worked.

#### **RECOMMENDATION:**

Town Council approval of the Contract Services Agreement for Joel Hall, P.E., to perform Public Works related services through September 30, 2024.



## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

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TO: Town Council Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council to consider the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

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### **BACKGROUND:**

Additional information will be provided following the Monday, July 29, 2024, workshop.

### **FINANCIAL IMPACT:**

TBD

### **RECOMMENDATION:**

Town Council to approve the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.



## AGENDA ITEM REPORT TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 1, 2024

FROM: *Lisa Purvis, MMC – Town Clerk*

SUBJECT: Town Council to consider the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.

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### **BACKGROUND:**

Additional information will be provided following the Monday, July 29, 2024, workshop.

### **FINANCIAL IMPACT:**

TBD

### **RECOMMENDATION:**

Town Council to approve the position process for Alicia Head to transition into the Public Information Officer & Events Coordinator position.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Town Council Regular Meeting Meeting Date: August 1, 2024

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

SUBJECT: Town Council approval of the FY 2024 Revenues and Expenditures Report for the period ending June 30, 2024

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#### **BACKGROUND:**

The attached Revenue and Expenditures Report is for the period April 1, 2024, through June 30, 2024. In all funds, the budgeted figures are presented first with the actual expenditures and the variance between the budget and actual listed last. The percentage of actual is the amount that has been received (or accrued in the case of state shared revenues) or the amount expended as a percentage of the budget for the period ending June 30, 2024. The report is prepared on a modified accrual basis with state shared revenues for the month of June 2024 (received in July 2024) accrued for the month of June 2024.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Town Council approval of the FY 2024 Revenues and Expenditures Report for the Period Ending June 30, 2024.

**GENERAL FUND  
REVENUES AND EXPENDITURES  
AS OF JUNE 30, 2024  
75% OF YEAR**

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>CASH CARRY FORWARD</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>GENERAL GOVERNMENT REVENUE</b>				
AD VALOREM TAXES	471,951	457,883	14,068	97.02%
UTILITY SERVICE TAX - ELECTRIC	75,000	53,468	21,532	71.29%
UTILITY SERVICE TAX - WATER	23,000	20,235	2,765	87.98%
UTILITY SERVICE TAX - PROPANE	10,500	10,915	(415)	103.95%
<b>COMMUNICATION SERVICE TAX</b>	<b>103,114</b>	<b>87,510</b>	<b>15,604</b>	<b>84.87%</b>
BUSINESS TAX RECEIPTS	30,000	9,996	20,004	33.32%
PEN & INT - BUSINESS TAX RECEIPT	1,000	2,847	(1,847)	284.67%
BUILDING PERMITS	70,000	41,439	28,561	59.20%
FRANCHISE FEES - ELECTRIC	200,000	142,464	57,536	71.23%
ZONING REVENUE	35,000	28,066	6,934	80.19%
MOVE-ON PERMIT	100	175	(75)	175.00%
RADON	2,000	1,490	510	74.48%
BUSINESS LICENSE INSPECT	500	50	450	10.00%
MOBILE HOME INSPECTS	500	0	500	0.00%
<b>STATE REVENUE SHARING</b>	<b>162,756</b>	<b>119,701</b>	<b>43,055</b>	<b>73.55%</b>
MOBILE HOME LICENSES	1,000	3,132	(2,132)	313.22%
ALCOHOLIC BEV LICENSE	500	126	374	25.17%
<b>LOC HALF CENT SALE TAX</b>	<b>240,080</b>	<b>191,720</b>	<b>48,360</b>	<b>79.86%</b>
EDUCATIONAL ADMINISTRATIVE	5,000	1,956	3,044	39.12%
FAX	100	7	93	7.00%
COPIES	50	5	46	9.00%
FIRE INSPECTIONS	5,000	1,950	3,050	39.00%
FINES & FORFEITURES	3,000	965	2,035	32.18%
VIOLATION OF LOCAL ORDINANCE	2,000	0	2,000	0.00%
INTEREST INCOME SBA	85,000	70,702	14,298	83.18%
INTEREST INCOME CKG	250	626	(376)	250.29%
SURPLUS MATERIALS - GENERAL	0	0	0	0.00%
NSF FEES - GENERAL	0	0	0	0.00%
MISCELLANEOUS REVENUE - GEN	5,000	1,589	3,411	31.78%
	<b><u>1,532,401</u></b>	<b><u>1,249,016</u></b>	<b><u>283,385</u></b>	<b><u>81.51%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS SALES TAX - GEN	269,330	43,674	225,656	16.22%
<b>SUB TOTAL TRANSFERS</b>	<b><u>269,330</u></b>	<b><u>43,674</u></b>	<b><u>225,656</u></b>	<b><u>16.22%</u></b>
<b>TOTAL REVENUES</b>	<b><u>1,801,731</u></b>	<b><u>1,292,691</u></b>	<b><u>509,040</u></b>	<b><u>71.75%</u></b>



GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL GOVERNMENT EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
EXECUTIVE SALARIES	39,000	29,250	9,750	75.00%
FICA TAXES	2,984	2,238	746	74.99%
RETIREMENT CONTRIBUTIONS	18,000	15,533	2,467	86.30%
REGULAR SALARIES & WAGE	90,230	62,367	27,863	69.12%
FICA TAXES	6,903	4,558	2,345	66.03%
RETIREMENT CONTRIBUTIONS	31,148	21,529	9,619	69.12%
LIFE & HEALTH INSURANCE	19,379	16,149	3,230	83.33%
REGULAR SALARIES & WAGE	154,419	113,356	41,063	73.41%
OVERTIME	7,000	3,977	3,023	56.82%
FICA TAXES	12,349	8,884	3,465	71.94%
RETIREMENT CONTRIBUTIONS	21,905	17,616	4,289	80.42%
LIFE & HEALTH INSURANCE	58,137	41,767	16,370	71.84%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	<b>466,643</b>	<b>342,414</b>	<b>124,229</b>	<b>73.38%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	54,000	34,056	19,944	63.07%
ACCOUNTING & AUDITING	19,000	19,243	(243)	101.28%
CLEANING CONTRACT	4,640	3,093	1,547	66.67%
TRAVEL & EDUCATION	15,000	7,380	7,620	49.20%
COMMUNICATIONS & FREIGHT	15,000	11,577	3,423	77.18%
UTILITY SERVICES	13,000	10,670	2,330	82.08%
RENTALS & LEASES	850	541	309	63.70%
INSURANCE	29,190	29,747	(557)	101.91%
REPAIRS & MAINTENANCE	20,000	18,433	1,567	92.16%
PROMOTIONAL ACT-PUB NOTIC	5,000	2,663	2,337	53.26%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	32,481	21,941	10,540	67.55%
BOOKS, SUBSCRIP & PUBLIC	20,000	26,271	(6,271)	131.35%
BUILDING PERMIT SURCHARGE	1,000	743	257	74.27%
BANK SERVICE CHARGES	200	89	111	44.40%
LAND USE & ZONING BOARD	45,000	26,046	18,954	57.88%
FIRE MARSHALL CONTRACT	5,000	4,245	755	84.90%
BUILDING INSPECTOR	33,990	22,660	11,330	66.67%
CODE ENFORCEMENT	13,200	8,800	4,400	66.67%
CODE ENFORCEMENT CONTINGY	0	0	0	0.00%
	<b>327,551</b>	<b>248,199</b>	<b>79,352</b>	<b>75.77%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b>794,194</b>	<b>590,613</b>	<b>203,581</b>	<b>74.37%</b>
<b>GENERAL GOVERNMENT EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	200,000	0	200,000	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	30,000	43,674	(13,674)	145.58%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b>230,000</b>	<b>43,674</b>	<b>186,326</b>	<b>18.99%</b>
<b>TRANSFERS:</b>				
TRANSFERS TO STREETS	469,167	351,875	117,292	75.00%
TRANSFERS TO RECREATION	188,038	175,529	12,509	93.35%
TRANSFERS TO CULTURE	46,000	0	46,000	0.00%
TRANSFERS TO FIRE	69,332	51,999	17,333	75.00%
TRANSFERS TO WATER & SEWER	0	0	0	0.00%
<b>SUB TOTAL INTER FUND TRANSFERS</b>	<b>772,537</b>	<b>579,403</b>	<b>193,134</b>	<b>75.00%</b>
<b>DONATIONS:</b>				
AID TO PVT ORGANIZATION	5,000	3,610	1,390	72.20%
<b>SUB TOTAL DONATIONS</b>	<b>5,000</b>	<b>3,610</b>	<b>1,390</b>	<b>72.20%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,801,731</b>	<b>1,217,300</b>	<b>584,431</b>	<b>67.56%</b>
<b>REVENUES</b>	<b>1,801,731</b>	<b>1,292,691</b>	<b>509,040</b>	<b>71.75%</b>
<b>EXPENDITURES</b>	<b>1,801,731</b>	<b>1,217,300</b>	<b>584,431</b>	<b>67.56%</b>
<b>(OVER) UNDER</b>	<b>0</b>	<b>75,390</b>	<b>(75,390)</b>	

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL STREETS REVENUE</b>				
GAS TAX - STATE	1,000	373	627	37.34%
CULVERT PERMITS - STREETS	7,000	24,346	(17,346)	347.80%
SURPLUS MATERIALS - STREETS	0	5,950	(5,950)	0.00%
MISCELLANEOUS REVENUE - STR	13,445	16,841	(3,396)	125.26%
	<b><u>21,445</u></b>	<b><u>47,511</u></b>	<b><u>(26,066)</u></b>	<b><u>221.55%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	469,167	351,875	117,292	75.00%
INTERFUND TRANS SALES TAX	93,500	93,172	328	99.65%
INTERFUND TRAN SPEC REV	0	0	0	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>562,667</u></b>	<b><u>445,047</u></b>	<b><u>117,620</u></b>	<b><u>79.10%</u></b>
<b>TOTAL REVENUES</b>	<b><u>584,112</u></b>	<b><u>492,558</u></b>	<b><u>91,554</u></b>	<b><u>84.33%</u></b>

<b>GENERAL FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL STREETS EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGE	140,837	103,625	37,212	73.58%
OVERTIME	6,000	3,121	2,879	52.02%
FICA TAXES	11,233	7,792	3,441	69.36%
RETIREMENT CONTRIBUTIONS	19,923	14,486	5,437	72.71%
LIFE & HEALTH INSURANCE	58,137	48,448	9,689	83.33%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	<b>241,319</b>	<b>182,660</b>	<b>58,659</b>	<b>75.69%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	0	759	(759)	0.00%
TRAVEL & EDUCATION	2,000	0	2,000	0.00%
COMMUNICATIONS & FREIGHT	1,200	1,106	94	92.18%
UTILITY SERVICES	44,000	39,132	4,868	88.94%
RENTALS AND LEASES	5,000	0	5,000	0.00%
INSURANCE	30,590	31,145	(555)	101.82%
REPAIRS & MAINTENANCE	50,000	31,375	18,625	62.75%
PROMOTIONAL ACT-PUB NOTIC	500	0	500	0.00%
OTHER CURRENT OBLIGATIONS	1,000	0	1,000	0.00%
OPERATING SUPPLIES	50,003	31,840	18,163	63.68%
ROAD MATERIALS & SUPPLIES	50,000	51,471	(1,471)	102.94%
	<b>234,293</b>	<b>186,827</b>	<b>47,466</b>	<b>79.74%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>475,612</u></b>	<b><u>369,488</u></b>	<b><u>106,124</u></b>	<b><u>77.69%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	70,000	67,825	2,175	96.89%
MACHINERY & EQUIPMENT	23,500	25,347	(1,847)	107.86%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>93,500</u></b>	<b><u>93,172</u></b>	<b><u>328</u></b>	<b><u>99.65%</u></b>
<b>HEALTH:</b>				
ANIMAL CONTROL	0	0	0	0.00%
OPERATING SUPP-MOSQUITO	15,000	441	14,560	2.94%
<b>SUB TOTAL HEALTH EXPENSES</b>	<b><u>15,000</u></b>	<b><u>441</u></b>	<b><u>14,560</u></b>	<b><u>2.94%</u></b>
<b>TRANSFERS:</b>				
TRANSFER TO DEBT SERVICE	0	0	0	0.00%
<b>SUB TOTAL INTER FUND TRANSFERS</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>584,112</u></b>	<b><u>463,100</u></b>	<b><u>121,012</u></b>	<b><u>79.28%</u></b>
<b>REVENUES</b>	<b>584,112</b>	<b>492,558</b>	<b>91,554</b>	<b>84.33%</b>
<b>EXPENDITURES</b>	<b><u>584,112</u></b>	<b><u>463,100</u></b>	<b><u>121,012</u></b>	<b><u>79.28%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>29,458</u></b>	<b><u>(29,458)</u></b>	

GENERAL FUND REVENUES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL RECREATION REVENUE</b>				
<b>PARKS &amp; RECREATION - SPORTS:</b>				
P&R - SOCCER	5,000	5,265	(265)	105.30%
P&R - BASKETBALL	20,000	21,925	(1,925)	109.63%
P&R - FLAG FOOTBALL	5,000	10,030	(5,030)	200.60%
P&R - SOFTBALL	1,000	0	1,000	0.00%
P&R - GYMNASTICS	6,000	8,040	(2,040)	134.00%
P&R - MARTIAL ARTS	0	0	0	0.00%
P&R - CONCESSIONS	1,800	2,558	(758)	142.13%
P&R - VOLLEYBALL	2,000	0	2,000	0.00%
P&R - SWIM TEAM	1,000	0	1,000	0.00%
P&R - TENNIS	800	0	800	0.00%
P&R - TRACK	800	480	320	60.00%
<b>SUB TOTAL SPORTS</b>	<b><u>43,400</u></b>	<b><u>48,298</u></b>	<b><u>(4,898)</u></b>	<b><u>111.29%</u></b>
<b>PARKS &amp; RECREATION - EVENTS:</b>				
P&R - KIDZ SQUAD	45,000	55,645	(10,645)	123.66%
P&R - SUMMER CAMP	35,000	24,855	10,145	71.01%
P&R - SWIM LESSON	3,000	7,160	(4,160)	238.67%
P&R - BASKETBALL CAMP	2,500	100	2,400	4.00%
P&R - FOOTBALL CAMP	2,000	50	1,950	2.50%
P&R - VOLLEYBALL CAMP	1,000	0	1,000	0.00%
<b>SUB TOTAL EVENTS</b>	<b><u>88,500</u></b>	<b><u>87,810</u></b>	<b><u>690</u></b>	<b><u>99.22%</u></b>
<b>PARKS &amp; RECREATION - MEMBERS:</b>				
P&R - CHILD WATCH	500	45	455	9.00%
P&R - DRAFT MEMBER	70,000	89,933	(19,933)	128.48%
P&R - SEMI ANNUAL MEMBER	3,000	6,328	(3,328)	210.93%
P&R - ANNUAL MEMBER	1,000	1,980	(980)	198.00%
P&R - DAILY MEMBER	2,000	1,361	639	68.05%
P&R - HEALTHWAYS PRIME	1,000	1,029	(29)	102.90%
P&R - HEALTHWAYS SILVERSNEEK	2,500	3,354	(854)	134.16%
P&R - POOL MEMBER	7,000	10,048	(3,048)	143.54%
P&R - GROUP MEMBERS	1,000	0	1,000	0.00%
P&R - RENEW ACTIVE MEMBERSHIP	2,000	2,788	(788)	139.40%
P&R - ALL INCLUSIVE MEMBERSHIP	2,000	1,573	427	78.64%
<b>SUB TOTAL MEMBERSHIPS</b>	<b><u>92,000</u></b>	<b><u>118,439</u></b>	<b><u>(26,439)</u></b>	<b><u>128.74%</u></b>
<b>PARKS &amp; RECREATION - RENTAL:</b>				
P&R - POOL & SPLASH PAD RENTAL	6,500	6,533	(33)	100.51%
P&R - SPLASH PAD RENTAL	500	0	500	0.00%
P&R - LIFEGUARD(S) RENTAL	0	0	0	0.00%
P&R - GYM RENTAL	500	0	500	0.00%
P&R - OXFORD BALL PARK RENTAL	400	195	205	48.75%
P&R - BUCK PARK LG PAVI RENTAL	500	385	115	77.00%
P&R - BUCK PARK SM PAVI RENTAL	250	55	195	22.00%
P&R - OXFORD PICNIC AREA	150	260	(110)	173.33%
<b>SUB TOTAL RENTALS</b>	<b><u>8,800</u></b>	<b><u>7,428</u></b>	<b><u>1,372</u></b>	<b><u>84.41%</u></b>
<b>GENERAL RECREATION REVENUE</b>				
<b>MISC REVENUES:</b>				
P&R - CREDIT CARD FEE	500	3,821	(3,321)	764.20%
LEASE - NEXTEL TOWER	15,128	12,985	2,143	85.83%
SURPLUS MATERIALS - RECREATION	0	0	0	0.00%
MISCELLANEOUS REVENUE - REC	6,500	13,936	(7,436)	214.40%
<b>SUB TOTAL MISC</b>	<b><u>22,128</u></b>	<b><u>30,741</u></b>	<b><u>(8,613)</u></b>	<b><u>138.93%</u></b>
<b>GRANTS:</b>				
GRANTS DEP FRDAP - RECREATION	200,000	0	200,000	0.00%
GRANTS - MISC	0	0	0	0.00%
SPECIAL EVENTS & DONATIONS	2,000	35,884	(33,884)	1794.18%
<b>SUB TOTAL GRANTS</b>	<b><u>202,000</u></b>	<b><u>35,884</u></b>	<b><u>166,116</u></b>	<b><u>17.76%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	234,038	175,529	58,509	75.00%
INTERFUND TRANS SALES TAX	140,000	9,463	130,537	6.76%
<b>SUB TOTAL TRANSFERS</b>	<b><u>374,038</u></b>	<b><u>184,992</u></b>	<b><u>189,046</u></b>	<b><u>49.46%</u></b>
<b>TOTAL REVENUES</b>	<b><u>830,866</u></b>	<b><u>513,592</u></b>	<b><u>317,274</u></b>	<b><u>61.81%</u></b>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL RECREATION EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGES	178,636	76,288	102,348	42.71%
PART TIME SALARIES & WAGES	40,000	82,805	(42,805)	207.01%
OVERTIME	500	167	333	33.49%
FICA TAXES	16,764	12,112	4,652	72.25%
RETIREMENT CONTRIBUTIONS	24,309	18,874	5,435	77.64%
LIFE & HEALTH INSURANCE	19,379	32,299	(12,920)	166.67%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	<b>284,777</b>	<b>227,733</b>	<b>57,044</b>	<b>79.97%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	1,000	0	1,000	0.00%
OTHER SERVICES	6,000	12,630	(6,630)	210.50%
TRAVEL & EDUCATION	1,000	0	1,000	0.00%
COMMUNICATIONS & FREIGHT	2,500	1,178	1,322	47.12%
UTILITY SERVICES	30,000	26,548	3,452	88.49%
RENTALS & LEASES	1,000	2,508	(1,508)	250.76%
INSURANCE	30,590	31,145	(555)	101.82%
REPAIRS & MAINTENANCE	20,000	15,213	4,787	76.07%
PROMOTIONAL ACT-PUB NOTICE	2,000	908	1,093	45.38%
OTHER CURRENT OBLIGATION	1,000	0	1,000	0.00%
OPERATING SUPPLIES	59,999	57,549	2,450	95.92%
BOOKS, SUBSCRIP & PUBLICATION	2,500	0	2,500	0.00%
BANK SERVICE CHARGE	500	9,474	(8,974)	1894.88%
	<b>158,089</b>	<b>157,154</b>	<b>935</b>	<b>99.41%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>442,866</u></b>	<b><u>384,887</u></b>	<b><u>57,979</u></b>	<b><u>86.91%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	60,000	0	60,000	0.00%
INFRASTRUCTURE	50,000	29,573	20,427	59.15%
MACHINERY & EQUIPMENT	230,000	14,213	215,787	6.18%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>340,000</u></b>	<b><u>43,786</u></b>	<b><u>296,214</u></b>	<b><u>12.88%</u></b>
<b>DONATIONS:</b>				
SPECIAL EVENTS	40,000	45,190	(5,190)	112.98%
AID TO PRIVATE ORGANIZATION	8,000	8,000	0	100.00%
<b>SUB TOTAL DONATIONS</b>	<b><u>48,000</u></b>	<b><u>53,190</u></b>	<b><u>(5,190)</u></b>	<b><u>110.81%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>830,866</u></b>	<b><u>481,863</u></b>	<b><u>349,003</u></b>	<b><u>58.00%</u></b>
<b>REVENUES</b>	<b>830,866</b>	<b>513,592</b>	<b>317,274</b>	<b>61.81%</b>
<b>EXPENDITURES</b>	<b><u>830,866</u></b>	<b><u>481,863</u></b>	<b><u>349,003</u></b>	<b><u>58.00%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>31,729</u></b>	<b><u>(31,729)</u></b>	

<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL FIRE REVENUE</b>				
GRANTS FORESTRY 50/50 - FIRE	0	0	0	0.00%
NASSAU COUNTY - FIRE	0	0	0	0.00%
FIRE PROTECTION SERVICES	0	0	0	0.00%
SURPLUS MATERIALS - FIRE	0	0	0	0.00%
HVFD DONATIONS	1,200	1,200	0	0.00%
MISCELLANEOUS REVENUE - FIRE	0	0	0	0.00%
	<b><u>1,200</u></b>	<b><u>1,200</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>TRANSFERS:</b>				
INTERFUND TRANS-GEN FUND	69,332	51,999	17,333	75.00%
INTERFUND TRANS SALES TAX	50,800	0	50,800	0.00%
<b>SUB TOTAL TRANSFERS</b>	<b><u>120,132</u></b>	<b><u>51,999</u></b>	<b><u>68,133</u></b>	<b><u>43.28%</u></b>
<b>TOTAL REVENUES</b>	<b><u>121,332</u></b>	<b><u>53,199</u></b>	<b><u>68,133</u></b>	<b><u>43.85%</u></b>

GENERAL FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>GENERAL FIRE EXPENDITURES</b>				
<b>OPERATING EXPENSES:</b>				
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
REIMBURSEMENT EXPENSE	4,250	4,250	0	100.00%
COMMUNICATIONS & FREIGHT	2,500	1,143	1,357	45.73%
UTILITY SERVICES	2,500	1,558	942	62.31%
RENTALS & LEASES	0	0	0	0.00%
INSURANCE	30,590	31,395	(805)	102.63%
REPAIRS & MAINTENANCE	8,783	3,654	5,129	41.60%
OPERATING SUPPLIES	8,520	9,179	(659)	107.74%
BOOKS, SUBSCRIP & PUBLIC	8,200	1,633	6,567	19.91%
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>70,532</u></b>	<b><u>58,001</u></b>	<b><u>12,531</u></b>	<b><u>82.23%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	0	0	0	0.00%
INFRASTRUCTURE	0	0	0	0.00%
MACHINERY & EQUIPMENT	50,800	0	50,800	0.00%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
DOCUMENTS & MATERIALS	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>50,800</u></b>	<b><u>0</u></b>	<b><u>50,800</u></b>	<b><u>0.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>121,332</u></b>	<b><u>58,001</u></b>	<b><u>63,331</u></b>	<b><u>47.80%</u></b>
<b>REVENUES</b>	<b>121,332</b>	<b>53,199</b>	<b>68,133</b>	<b>43.85%</b>
<b>EXPENDITURES</b>	<b><u>121,332</u></b>	<b><u>58,001</u></b>	<b><u>63,331</u></b>	<b><u>47.80%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>(4,802)</u></b>	<b><u>4,802</u></b>	



<b>GENERAL FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL AIR PARK REVENUES</b>				
<b>FEDERAL GRANTS:</b>				
GRANTS FAA - AIRPARK	899,000	0	899,000	0.00%
<b>SUB TOTAL FEDERAL GRANTS</b>	<b><u>899,000</u></b>	<b><u>0</u></b>	<b><u>899,000</u></b>	<b><u>0.00%</u></b>
<b>STATE GRANTS:</b>				
GRANTS DOT - AIRPARK	1,184,228	39,314	1,144,914	3.32%
<b>SUB TOTAL STATE GRANTS</b>	<b><u>1,184,228</u></b>	<b><u>39,314</u></b>	<b><u>1,144,914</u></b>	<b><u>3.32%</u></b>
<b>MISC REVENUES:</b>				
HILLIARD AVIATION - AIRPARK	10,000	0	10,000	0.00%
SURPLUS MATERIALS - AP	0	0	0	0.00%
MISCELLANEOUS REVENUE - AP	0	0	0	0.00%
<b>SUB TOTAL MISC</b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>10,000</u></b>	<b><u>0.00%</u></b>
<b>TOTAL REVENUES</b>	<b><u>2,093,228</u></b>	<b><u>39,314</u></b>	<b><u>2,053,914</u></b>	<b><u>1.88%</u></b>

<b>GENERAL FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL AIR PARK EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	1,702,228	1,080,774	621,454	<b>63.49%</b>
BUILDINGS	391,000	0	391,000	<b>0.00%</b>
INFRASTRUCTURE	0	0	0	<b>0.00%</b>
MACHINERY & EQUIPMENT	0	0	0	<b>0.00%</b>
WORK IN PROGRESS (WIP)	0	0	0	<b>0.00%</b>
DOCUMENTS & MATERIALS	0	0	0	<b>0.00%</b>
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>2,093,228</u></b>	<b><u>1,080,774</u></b>	<b><u>1,012,454</u></b>	<b><u>51.63%</u></b>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>2,093,228</u></b>	<b><u>1,080,774</u></b>	<b><u>1,012,454</u></b>	<b><u>51.63%</u></b>
<b>REVENUES</b>	<b>2,093,228</b>	<b>39,314</b>	<b>2,053,914</b>	<b>1.88%</b>
<b>EXPENDITURES</b>	<b><u>2,093,228</u></b>	<b><u>1,080,774</u></b>	<b><u>1,012,454</u></b>	<b><u>51.63%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>(1,041,460)</u></b>	<b><u>1,041,460</u></b>	

<b>GENERAL FUND TOTALS</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>GENERAL FUND REVENUES</b>				
CASH CARRY FORWARD	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
GENERAL GOVERNMENT REVENUE	1,801,731	1,292,691	509,040	71.75%
GENERAL STREETS REVENUE	584,112	492,558	91,554	84.33%
GENERAL RECREATION REVENUE	830,866	513,592	317,274	61.81%
GENERAL FIRE REVENUE	121,332	53,199	68,133	43.85%
GENERAL AIR PARK REVENUES	2,093,228	39,314	2,053,914	1.88%
	<b><u>5,431,269</u></b>	<b><u>2,391,354</u></b>	<b><u>3,039,915</u></b>	<b><u>44.03%</u></b>
<b>GENERAL FUND REVENUES TOTAL</b>	<b><u>5,431,269</u></b>	<b><u>2,391,354</u></b>	<b><u>3,039,915</u></b>	<b><u>44.03%</u></b>
<b>GENERAL FUND EXPENDITURES</b>				
GENERAL GOVERNMENT EXPENDITURES	1,801,731	1,217,300	584,431	67.56%
GENERAL STREETS EXPENDITURES	584,112	463,100	121,012	79.28%
GENERAL RECREATION EXPENDITURES	830,866	481,863	349,003	58.00%
GENERAL FIRE EXPENDITURES	121,332	58,001	63,331	47.80%
GENERAL AIR PARK EXPENDITURES	2,093,228	1,080,774	1,012,454	51.63%
GENERAL FUND EXPENDITURES TOTAL	<b><u>5,431,269</u></b>	<b><u>3,301,040</u></b>	<b><u>2,130,229</u></b>	<b><u>60.78%</u></b>
<b>GENERAL FUND REVENUES TOTAL</b>	<b><u>5,431,269</u></b>	<b><u>2,391,354</u></b>	<b><u>3,039,915</u></b>	<b><u>44.03%</u></b>
<b>GENERAL FUND EXPENDITURES TOTAL</b>	<b><u>5,431,269</u></b>	<b><u>3,301,040</u></b>	<b><u>2,130,229</u></b>	<b><u>60.78%</u></b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b><u>0</u></b>	<b><u>(909,686)</u></b>	<b><u>909,686</u></b>	

**CAPITAL IMPROVEMENTS PLAN FUND  
REVENUES AND EXPENDITURES  
AS OF JUNE 30, 2024  
75% OF YEAR**

<b>CAPITAL IMPROVEMENTS FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
CASH CARRY FORWARD	<u>501,773</u>	<u>0</u>	<u>501,773</u>	0.00%
<b>CAPITAL REVENUES</b>				
DISCRETIONARY SALES TAX	576,857	443,228	133,629	76.84%
INTEREST INCOME SBA	25,000	23,905	1,095	95.62%
	<u>601,857</u>	<u>467,134</u>	<u>134,723</u>	<u>77.62%</u>
<b>TOTAL REVENUES</b>	<u>1,103,630</u>	<u>467,134</u>	<u>636,496</u>	<u>42.33%</u>
<b>CAPITAL IMPROVEMENTS FUND EXPENDITURES</b>				
<b>CAPITAL IMPROVEMENTS FUND EXPENDITURES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
BANK SERVICE CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
TRANSFER TO GEN GOV'T	269,330	43,674	225,656	16.22%
TRANSFER TO STREETS	93,500	93,172	328	99.65%
TRANSFER TO RECREATION	140,000	9,463	130,537	6.76%
TRANSFER TO FIRE	50,800	0	50,800	0.00%
TRANSFER TO WATER & SEWER	550,000	263,445	286,555	47.90%
TRANSFER TO AIRPARK	0	0	0	0.00%
	<u>1,103,630</u>	<u>409,755</u>	<u>693,875</u>	<u>37.13%</u>
RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<u>1,103,630</u>	<u>409,755</u>	<u>693,875</u>	<u>37.13%</u>
<b>REVENUES</b>	<u>1,103,630</u>	<u>467,134</u>	<u>636,496</u>	<u>42.33%</u>
<b>EXPENDITURES</b>	<u>1,103,630</u>	<u>409,755</u>	<u>693,875</u>	<u>37.13%</u>
<b>(OVER) UNDER</b>	<u>0</u>	<u>57,379</u>	<u>(57,379)</u>	

**SPECIAL REVENUE FUND  
REVENUES AND EXPENDITURES  
AS OF JUNE 30, 2024  
75% OF YEAR**

<b>SPECIAL REVENUE REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>LOCAL OPTION GAS TAX REVENUES</b>				
LOCAL OPTION GAS TAX (6 CENTS)	148,132	90,203	57,929	60.89%
LOCAL OPTION GAS TAX (5 CENTS)	100,254	60,974	39,280	60.82%
	<u>248,386</u>	<u>151,177</u>	<u>97,209</u>	<u>60.86%</u>
<b>TOTAL REVENUES</b>	<u>248,386</u>	<u>151,177</u>	<u>97,209</u>	<u>60.86%</u>
<b>SPECIAL REVENUE EXPENDITURES</b>				
	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
INTERFUND TRANSFERS	0	0	0	
RESERVE	<u>248,386</u>	0	<u>248,386</u>	<u>0.00%</u>
<b>TOTAL EXPENDITURES</b>	<u>248,386</u>	<u>0</u>	<u>248,386</u>	<u>0.00%</u>
<b>REVENUES</b>	<u>248,386</u>	<u>151,177</u>	<u>97,209</u>	<u>60.86%</u>
<b>EXPENDITURES</b>	<u>248,386</u>	<u>0</u>	<u>248,386</u>	<u>0.00%</u>
<b>(OVER) UNDER</b>	<u>0</u>	<u>151,177</u>	<u>(151,177)</u>	

**ENTERPRISE FUND  
REVENUES AND EXPENDITURES  
AS OF JUNE 30, 2024  
75% OF YEAR**

<b>ENTERPRISE FUND REVENUES</b>	<b>ORIGINAL BUDGET</b>	<b>FY 2023/2024 ACTUAL</b>	<b>(OVER) UNDER BUDGET</b>	<b>% OF BUDGET</b>
<b>CASH CARRY FORWARD</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>WATER &amp; SEWER REVENUE</b>				
WATER UTILITY REVENUE	594,540	441,332	153,208	74.23%
SEWER UTILITY REVENUE	607,028	450,103	156,925	74.15%
TAP-ON FEES - W&S	86,500	28,652	57,848	33.12%
TRANSFER FEES - W&S	200	390	(190)	195.00%
TURN ON/OFF FEES - W&S	8,000	6,930	1,070	86.63%
WATER LINE EXTENSION FEES	20,000	0	20,000	0.00%
SEWER LINE EXTENSION FEE	30,000	850	29,150	2.83%
RECONNECT FEE - W&S	300	200	100	66.67%
INTEREST INCOME SBA	85,000	70,702	14,298	83.18%
INTEREST INCOME CKG	250	626	(376)	250.27%
LEASE - WATER TOWER	0	3,148	(3,148)	0.00%
SYSTEM DEVELOPMENT CHARGES	0	47,987	(47,987)	0.00%
SURPLUS MATERIALS - W&S	1,000	5,500	(4,500)	550.00%
NSF FEES - W&S	200	525	(325)	262.50%
PENALTIES - W&S	40,000	33,721	6,279	84.30%
METER TAMPERING FEES - W&S	0	0	0	0.00%
CONVENIENCE CHARGE	500	3,532	(3,032)	706.38%
MISCELLANEOUS REVENUE - W&S	5,000	7,487	(2,487)	0.00%
W&S SINGLE LOT	0	2,900	(2,900)	0.00%
W&S INVESTIGATION	0	2,566	(2,566)	0.00%
W&S SEPTIC TANK EXCEPTION	0	250	(250)	0.00%
W&S NC ROW PERMIT	0	1,478	(1,478)	0.00%
	<b><u>1,478,518</u></b>	<b><u>1,108,879</u></b>	<b><u>369,639</u></b>	<b><u>75.00%</u></b>
<b>GRANTS:</b>				
GRANTS USDA RD - W&S	0	0	0	0.00%
GRANTS DEP LEG CBIR - W&S	40,000	0	40,000	0.00%
GRANTS DEP LEG CBIR - W&S	597,000	369,928	227,072	61.96%
CDBG - WM REPLACE	700,000	0	700,000	0.00%
<b>SUB TOTAL GRANTS</b>	<b><u>1,337,000</u></b>	<b><u>369,928</u></b>	<b><u>967,072</u></b>	<b><u>27.67%</u></b>
<b>TRANSFERS:</b>				
TRANS FROM GENERAL	0	0	0	0.00%
TRANS FROM SALES TAX	550,000	263,445	286,555	47.90%
<b>SUB TOTAL TRANSFERS</b>	<b><u>550,000</u></b>	<b><u>263,445</u></b>	<b><u>286,555</u></b>	<b><u>47.90%</u></b>
<b>TOTAL REVENUES</b>	<b><u>3,365,518</u></b>	<b><u>1,742,252</u></b>	<b><u>1,623,266</u></b>	<b><u>51.77%</u></b>

ENTERPRISE FUND EXPENDITURES	ORIGINAL BUDGET	FY 2023/2024 ACTUAL	(OVER) UNDER BUDGET	% OF BUDGET
<b>WATER &amp; SEWER EXPENDITURES</b>				
<b>PERSONNEL EXPENSES:</b>				
REGULAR SALARIES & WAGES	423,010	287,974	135,036	68.08%
OVERTIME	16,000	9,177	6,823	57.36%
FICA TAXES	33,584	22,177	11,407	66.03%
RETIREMENT CONTRIBUTIONS	59,574	41,052	18,522	68.91%
LIFE & HEALTH INSURANCE	155,032	119,505	35,527	77.08%
WORKER'S COMPENSATION	5,189	5,189	0	100.00%
	<b>692,389</b>	<b>485,073</b>	<b>207,316</b>	<b>70.06%</b>
<b>OPERATING EXPENSES:</b>				
PROFESSIONAL SERVICES	29,000	23,774	5,226	81.98%
ACCOUNTING & AUDITING	20,000	19,243	758	96.21%
WASTE DISPOSAL	20,000	14,850	5,150	74.25%
TRAVEL & EDUCATION	4,000	1,117	2,883	27.93%
COMMUNICATIONS & FREIGHT	22,000	24,262	(2,262)	110.28%
WATER PLANT ELECTRICITY	20,000	15,988	4,012	79.94%
SEWER PLANT ELECTRICITY	80,000	67,228	12,772	84.04%
RENTALS & LEASES	5,000	1,062	3,938	0.00%
INSURANCE	30,590	31,145	(555)	101.82%
REPAIRS & MAINTENANCE	108,500	108,144	356	99.67%
PROMOTIONAL ACT-PUBLIC NOTICE	1,000	407	593	40.68%
OTHER CURRENT OBLIGATIONS	5,000	1,000	4,000	0.00%
OPERATING SUPPLIES	199,999	226,413	(26,414)	113.21%
BOOKS, SUBSCRIP & PUBLICATIONS	12,000	7,513	4,487	62.61%
INTEREST EXPENSE BONDS	118,540	0	118,540	0.00%
BANK SERVICE CHARGES	500	8,835	(8,335)	1767.04%
	<b>676,129</b>	<b>550,981</b>	<b>125,148</b>	<b>81.49%</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>1,368,518</u></b>	<b><u>1,036,054</u></b>	<b><u>332,464</u></b>	<b><u>75.71%</u></b>
<b>CAPITAL IMPROVEMENTS:</b>				
LAND	0	0	0	0.00%
BUILDINGS	8,000	0	8,000	0.00%
INFRASTRUCTURE	1,849,000	612,945	1,236,055	33.15%
MACHINERY & EQUIPMENT	30,000	25,258	4,742	84.19%
WORK IN PROGRESS (WIP)	0	0	0	0.00%
<b>SUB TOTAL CAPITAL EXPENSES</b>	<b><u>1,887,000</u></b>	<b><u>638,203</u></b>	<b><u>1,248,797</u></b>	<b><u>33.82%</u></b>
<b>WATER &amp; SEWER EXPENDITURES</b>				
<b>NON OPERATING</b>				
AMORTIZATION EXPENSE	0	0	0	0.00%
DEPRECIATION EXPENSE	0	0	0	0.00%
BAD DEBT EXPENSE	0	0	0	0.00%
RESERVE	100,000	0	100,000	0.00%
<b>SUB TOTAL NON OPERATING EXPENSE</b>	<b><u>100,000</u></b>	<b><u>0</u></b>	<b><u>100,000</u></b>	<b><u>0.00%</u></b>
<b>DONATIONS:</b>				
AID TO PRIVATE ORGANIZATION	10,000	10,000	0	100.00%
<b>SUB TOTAL DONATIONS</b>	<b><u>10,000</u></b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>100.00%</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>3,365,518</u></b>	<b><u>1,684,257</u></b>	<b><u>1,681,261</u></b>	<b><u>50.04%</u></b>
<b>REVENUES</b>	<b>3,365,518</b>	<b>1,742,252</b>	<b>1,623,266</b>	<b>51.77%</b>
<b>EXPENDITURES</b>	<b><u>3,365,518</u></b>	<b><u>1,684,257</u></b>	<b><u>1,681,261</u></b>	<b><u>50.04%</u></b>
<b>(OVER) UNDER</b>	<b><u>0</u></b>	<b><u>57,995</u></b>	<b><u>(57,995)</u></b>	



# 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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## MINUTES

THURSDAY, JULY 18, 2024, 6:00 PM

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### 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  
Town Clerk, Lisa Purvis  
Public Works Director, Joel Hall

#### ABSENT

Councilman Joe Michaels  
Parks & Recreation Director, Gabe Whittenburg  
Town Attorney, Christian Waugh

### WORKSHOP

ITEM-1 Town Council to hear presentation from Barnabas regarding the utilization of Town Hall as a food distribution center on an as needed basis.

**John P. Beasley – Mayor**

Item-1 moved to next Monthly Workshop on August 8, 2024.

ITEM-2 Town Council to review and discuss the Public Works Director, Joel Hall's, revised Resignation date/Transition letter.

**Joel Hall, P.E. – Public Works Director**

Town Council review and discuss Public Works Director, Joel Hall's revised Resignation date/Transition letter.

Town Council discusses advertising the position on Indeed for two weeks, and to place on August 1, 2024, Regular Meeting agenda, or on the August 8, 2024 Monthly Workshop agenda.

ITEM-3 Town Council to review and discuss an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator, Lee Anne Wollitz, discusses an amendment to Chapter 62, Zoning and Land Development Regulations concerning future road ownership within Planned Unit Developments and Subdivisions and to set a “pipeline” standard. Discussion of Land Use Administrator, Lee Anne Wollitz also reaching out to JEA and others on how they determine what would fall under the “pipeline” standard.

ITEM-4 Town Council to review and discuss Mitigation Strategy and Projects for new LMS.  
**Lee Anne Wollitz – Land Use Administrator**

Land Use Administrator, Lee Anne Wollitz, explains that the Nassau County Emergency Management would like municipalities to work on Local Mitigation Strategy Working Group, LMS, as the projects and goals need to be updated every five years.

**ADDITIONAL COMMENTS**

No additional comments.

**ADJOURNMENT**

Motion to adjourn at 6:48 p.m.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Hilliard Town Council, Hilliard, Florida.

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

ATTEST:

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

APPROVED:

---

John P. Beasley  
Mayor

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

John P. Beasley, Mayor  
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, JULY 18, 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

### ABSENT

Councilman Joe Michaels

## PRESENTATIONS

ITEM-3 Mayor Recognition of Parks & Recreation Spring Soccer Program Age Division Champions.  
***Gabe Whittenburg – Parks & Recreation Director***

Mayor Beasley and Parks & Recreation Director, Gabe Whittenburg, present the champions certificates in each age division of the Spring Soccer Youth Program.

## PUBLIC HEARING

ITEM-1 Ordinance No. 2024-04 – Amending Chapter 42, Streets, Sidewalks and Other Public Places of the Hilliard Town Code.

An Ordinance amending Section 42-2 Tree Cutting deposit amount and adding drainage system; Amending Section 42-3 Good Cause; additional exceptions; adding regulations regarding Tree Harvesting and Cutting on private property within the Town of Hilliard.

**Mayor Beasley**

Call for Public Comments

Close Public Hearing on Ordinance No. 2024-04

Following no public comments, motion to close the Public Hearing at 7:08 p.m.

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

### TOWN COUNCIL ACTION

Town Council to adopt Ordinance No. 2024-04, on Second and Final Reading.

Motion made by Councilman Wollitz, Seconded by Councilman Hunter.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

ITEM-2 Ordinance No. 2024-06 – Annexing into the corporate limits three parcels real property containing approximately 37.35 acres; described with particularity herein; finding said annexation to be consistent with the Town of Hilliard’s Comprehensive Plan and the Town Code; An Ordinance amending Section 2.03 of the Charter of the Town of Hilliard to include said land; Providing for and authorizing the updating of the official Town maps.

**Mayor Beasley**

Call for Public Comments

Courtney Gaver of Roger Towers Law, provides presentation to the Town Council.

Close Public Hearing on Ordinance No. 2024-06

Following no public comments, motion to close the Public Hearing at 7:11 p.m.

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

### TOWN COUNCIL ACTION

Town Council to consider adopting Ordinance No. 2024-06, and to set a Public Hearing & Final Reading for August 1, 2024.

Land Use Administrator, Lee Anne Wollitz presents the Planning & Zoning Board Recommendation for Ordinance 2024-06.

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

## REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

ITEM-23 Town Council to appoint Interim Public Works Director effective by end of day July 26, 2024.

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

ITEM-5 Town Council to consider Ordinance No. 2024-05, An Ordinance 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 Setting Public Hearing & Final Reading for August 15, 2024.

**Lisa Purvis, MMC – Town Clerk**

Town Clerk, Lisa Purvis, states that the rate increase of Ordinance No. 2024-05 mirrors the May Municipal Cost Index of 2.14%.

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

ITEM-6 Town Council approval of Whisper Ridge Subdivision Bond Reduction of 75% to \$41,294.26, based on the completion of the warranty period, with agreement that curbs will be repaired at the construction closeout and providing instruction to Town Clerk to issue reduction letter.

**Lee Anne Wollitz – Land Use Administrator**

Motion made for Town Clerk to issue Bond Reduction letter reducing the bond by 75%.

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

ITEM-7 Town Council approval of Septic Tank Exception Application No. 20240625, Parcel ID No. 17-3N-24-2020-0023-0050, Property Owner, Bobby Franklin.  
**Joel Hall, P.E. – Public Works Director**

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

- ITEM-8 Town Council approval of the position process for Kimberly Corbett to transition into the Lead Administrative Assistant position.

***Lisa Purvis, MMC – Town Clerk***

Town Clerk, Lisa Purvis, explains the position process to the Town Council.

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

Councilman Wollitz asks if Mrs. Corbett would be attending the Council meetings in the Town Clerk, Lisa Purvis' absence.

Town Clerk, Lisa Purvis, states the Mrs. Corbett will be overseeing the front office staff and the entire office staff in her absence.

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

Motion for reconsideration/ to rescind.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

Motion to table Items 8 and 9.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

- ITEM-9 Town Council approval of the position process for Alicia Head to transition into the Administrative Assistant – Information & Events Coordinator position.

***Lisa Purvis, MMC – Town Clerk***

Item tabled.

- ITEM-10 Town Council approval of the Town Clerk's recommendation to fill the Administrative Assistant Vacant position.

***Lisa Purvis, MMC – Town Clerk***

Motion to hire Kendra McNeal at Grade 3, Step 7, at \$20.30, per hour.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter

- ITEM-11 Town Council approval of the Town Clerk's recommendation to fill the new Temporary Clerical Assistant position.

***Lisa Purvis, MMC – Town Clerk***



Item-11 tabled.

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

ITEM-12 Town Council to review and accept the Land Use Administrator's Quarterly Report for April 1, 2024, through June 30, 2024.

**Lee Anne Wollitz – Land Use Administrator**

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

ITEM-13 Town Council to review and accept the Building Official's Quarterly Report for April 1, 2024, through June 30, 2024.

**Bryan Higginbotham – Building Official**

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

ITEM-14 Town Council to review and accept the Code Enforcement Officer's Quarterly Report for April 1, 2024, through June 30, 2024.

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

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

ITEM-15 Town Council approval of Capital Expenditures for Emergency Repairs to Standby Generators for Water and Wastewater Systems totaling \$34,629.96.

**Joel Hall, P.E. – Public Works Director**

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

ITEM-16 Town Council to consider the Public Works Director, Joel Hall's, revised Resignation date/Transition letter.

**Joel Hall, P.E. – Public Works Director**

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

ITEM-17 Town Council approval of the Minutes for the June 13, 2024, Workshop, and the June 20, 2024, Regular Meeting.

**Lisa Purvis, MMC – Town Clerk**

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

- ITEM-18 Town Council approval of AECOM S.A. No. 20, Payable through July 5, 2024, Project Name: Hangar Building at the Hilliard Airpark in the amount of \$22,288.20.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$111,441**

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

- ITEM-19 Town Council approval of AECOM S.A. 22, Payable through July 5, 2024, Project Name: Runway Protection Zone Clearing at the Hilliard Airpark in the amount of \$6,260.50.  
**FDOT PTGA GRANT FUNDED PROJECT LUMP SUM PROJECT \$62,605**

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

- ITEM-20 Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$2,760.  
**FDEP LPA0302 GRANT FUNDED PROJECT LUMP SUM CONTRACT \$101,900**

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

- ITEM-21 Town Council approval of Mittauer & Associates, Inc., Payable through June 28, 2024, Project Name: WWTP Permit Renewal in the amount of \$9,120.  
**CAPITAL FUNDED PROJECT LUMP SUM PROJECT \$11,000**

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

- ITEM-22 Town Council approval of Pay Request No. 3 for T B Landmark Construction, Inc., Payable through June 30, 2024, Project Name: Oxford Street Force Main Rerouting in the amount of \$189,762.50.  
**FDEP LPA0302 GRANT FUNDED \$507,100 & CAPITAL FUNDED \$55,170 PROJECT LUMP SUM CONTRACT \$562,270**

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

## ADDED ITEMS

ITEM-23 Town Council to name an Interim Public Works Director effective July 26, 2024, end of day.

**Jared Wollitz – Councilman**

Town Council appoints Cory Hobbs as Interim Public Works Director, at the previous salary rate held.

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

## ADDITIONAL COMMENTS

### PUBLIC

No public comments.

### MAYOR & TOWN COUNCIL

**Mayor Beasley**, encourages all to attend the Parks & Recreation flag football games. Thanks to all who participated in the Golf Cart Parade that was June 29, 2024, and states that there was a great turnout for the July 4<sup>th</sup> Celebration. Reminds all that next Friday, July 26, 2024, is Food Truck Friday, and that First Baptist Hilliard will be providing the music. Hal Keene will be doing the cornhole tournament again. He asks regarding the light over the crosses regarding whether there's any update on that. Town Clerk, Lisa Purvis, states that it has been paid for and that Alicia Head checks in on that regularly. Reminds all that the previous Mayor's, Floyd Vanzant picture needs to be posted on the wall.

### ADMINISTRATIVE STAFF

#### PRESENT:

Town Clerk, Lisa Purvis  
Public Works Director, Joel Hall

#### ABSENT:

Parks & Recreation Director, Gabe Whittenburg

**Public Works Director, Joel Hall**, states that he is thankful for the Town over the last eight months and everyone's understanding of his departure.

**Mayor Beasley**, states that the Parks & Recreation Director, Gabe Whittenburg, is at the football field for flag football, and encourages all again to attend the games.

**Town Clerk, Lisa Purvis**, states that the FDEM Hurricane Shelter/Community Center RFQs for the Architectural and Engineering and RFPs for Grant Administration are due August 1, 2024, at 2:00p.m. Town Council to review and rank at the August 8, 2024, Monthly Workshop. If interviews are needed, a Workshop will be set for August 15, 2024, at 6:00 p.m., and decisions will be made following the August 15, 2024, Regular Meeting at

7:00 p.m.  
The proposed Millage Rate will be on the August 1, 2024, Regular Meeting agenda.

**TOWN ATTORNEY**

No comments.

**ADJOURNMENT**

Motion to adjourn at 7:52 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

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

<b>Emergency Repairs: WWTP &amp; WTP Standby Generators</b>		
<b>Item No. 1</b>		
<b>Emergency Maintenance &amp; Repairs of WWTP Standby Generator</b>		
Cummins Sales & Service	\$	8,960.28
Sunbelt Rentals	\$	7,722.71
Osprey I & E INC.	\$	350.00
	Total:	\$ 17,032.99
<b>Item No. 2</b>		
<b>Emergency Repairs of WTP Standby Generator</b>		
Osprey I & E INC.	\$	2,000.00
Ring Power Corporation	\$	2,338.49
Ring Power Corporation	\$	5,838.57
	Total:	\$ 10,177.06
<b>Item No. 3</b>		
<b>Emergency Repair of Main Lift Station Standby Generator</b>		
Cummins Sales & Service	\$	6,627.77
Cummins Sales & Service	\$	1,084.85
	Total:	\$ 7,712.62
	<b>OVERALL TOTAL:</b>	<b>\$ 34,922.67</b>



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
 755 PICKETTVILLE ROAD  
 FL REG MV#95744  
 JACKSONVILLE, FL 32220-  
 (904)3781902

<b>INVOICE NO</b>
<b>B1-57188</b>
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249

**OWNER**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249  
 CORY HOBBS - 904 7191012

PAGE 1 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240625-01CH		350.0DFEG 7337823		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		09-JUL-2024	F110223488		350.0DFEG 7337823
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148347	NQ937		758 / 758		WWTP

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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OSN/MSN/VIN F110223488 YEAR 2011

COMPLAINT FA# J1523419  
PM WORK ORDER 13036

DURING YOUR PLANNED MAINTENANCE SERVICE, OUR TECHNICIAN RECOMMENDED THE FOLLOWING ADDITIONAL REPAIRS BE COMPLETED AS SOON AS POSSIBLE:

CAUSE RECOMMEND REPLACING ALL HOSES AND CLAMPS (COOLANT, AIR, FUEL)

CORRECTION RECOMMENDED REPAIRS FOUND AT TIME OF PM SERVICE.

COVERAGE TBD

REMARK BILLABLE @ \$7,612.84  
 ESTIMATE ASSUMES REPAIR SCHEDULING DURING NORMAL BUSINESS HOURS MON-FRI. OVERTIME CHARGES ARE APPLIED FOR AFTERHOURS REPAIRS. TO APPROVE THIS ESTIMATE, PLEASE SIGN AND RETURN BY EMAIL AND INCLUDE A PO (IF APPLICABLE). OTHERWISE, PAYMENT WILL BE ARRANGED UPON SCHEDULING.  
 THANK YOU FOR YOUR CONTINUED BUSINESS!

2		2	503-2164	HOSE-COOLANT	ONAN	61.22	122.44
4		4	503-1872-09	CLAMP-HOSE (4.75"-5.63")	ONAN	21.11	84.44
2		2	503-2154	HOSE-HUMP	ONAN	178.53	357.06
4		4	503-2995-22	CLAMP, HOSE (CAC)	ONAN	24.79	99.16
4		4	A041V545	TUBE,WATER	ONAN	26.57	106.28
1		1	A041V547	HOSE,RADIATOR	ONAN	79.73	79.73
8		8	503-1872-04	CLAMP-HOSE	ONAN	20.69	165.52
1		1	503-2574	HOSE-RADIATOR	ONAN	59.82	59.82
4		4	503-1634-01	HOSE-SILICONE RUBBER	ONAN	32.92	131.68

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP Emergency Maint.



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
 755 PICKETTVILLE ROAD  
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TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249

**OWNER**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249  
 CORY HOBBS - 904 7191012

PAGE 2 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240625-01CH		350.0DFEG 7337823		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		09-JUL-2024	F110223488		350.0DFEG 7337823
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148347	NQ937		758 / 758		WWTP

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN		F110223488		YEAR 2011			
8		8	503-2157-01	CLAMP,HOSE	ONAN	27.74	221.92
1		1	A029C145	HOSE - FUEL	ONAN	380.09	380.09
1		1	A029C147	HOSE - FUEL	ONAN	454.42	454.42
24		24	525-0305	PAINT-GREEN 13OZ SPRAY CA	ONAN	23.28	558.72
16		16	CC2825	ES COMP EG	FLG	18.51	296.16
1		1	333-0677-02	HEATER-WATER	ONAN	1,338.36	1,338.36
1		1	130-5173-02	TUBE-WATER HEATER	ONAN	859.48	859.48

TAX EXEMPT NUMBERS:

PARTS:	5,315.28
PARTS COVERAGE CREDIT:	0.00CR
TOTAL PARTS:	5,315.28
SURCHARGE TOTAL:	0.00
LABOR:	2,311.00
LABOR COVERAGE CREDIT:	0.00CR
TOTAL LABOR:	2,311.00
TRAVEL:	360.00
TRAVEL COVERAGE CREDIT:	0.00CR
TOTAL TRAVEL:	360.00
MISC.:	974.00
MISC. COVERAGE CREDIT:	0.00CR
TOTAL MISC.:	974.00
FREIGHT	500.00
ROAD MILEAGE	474.00
LOCAL	0.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP





Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
 755 PICKETTVILLE ROAD  
 FL REG MV#95744  
 JACKSONVILLE, FL 32220-  
 (904)3781902

INVOICE NO
B1-57188
TO PAY ONLINE LOGON TO <a href="http://customerpayment.cummins.com">customerpayment.cummins.com</a>

**BILL TO**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249

**OWNER**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249  
 CORY HOBBS - 904 7191012

PAGE 3 OF 3

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240625-01CH		350.0DFEG 7337823		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		09-JUL-2024	F110223488		350.0DFEG 7337823
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148347	NQ937		758 / 758		WWTP

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			F110223488	YEAR 2011			

401.06-53663  
 Capital

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL: 8,960.28  
 TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 8,960.28

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP Emergency Maint.





**INVOICE**  
**SEND ALL PAYMENTS TO:**  
 SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211

<b>INVOICE NO.</b>	15633023	ITEM-14
<b>ACCOUNT NO.</b>	428360	
<b>INVOICE DATE</b>	7/10/24	
<b>PAGE</b> 1 of 1		

**INVOICE TO**

1oz - 4373 - 5104  
 TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD FL 32046-0249

**JOB ADDRESS**  
 CORY HOBBS  
 37261 RUBY DR  
 HILLIARD, FL 32046 8803  
 904-719-1012

<b>RECEIVED BY</b> HOBBS, CORY	<b>CONTRACT NO.</b> 156330231
<b>PURCHASE ORDER NO.</b> 20240626-01CH	
<b>JOB NO.</b> 777	
<b>BRANCH</b> NORTH FLORIDA POWER & HVAC 11000 BLASIUS RD JACKSONVILLE, FL 32226 2338 904-696-9000	

QTY	EQUIPMENT #	Min	Day	Week	4 week	Amount
1.00	500KW DIESEL GENERATOR TOWABLE 10587796 Make: DOOSAN Model: G570 Ser #: 507006UFAGH80 HR OUT: 2111.000 HR IN: 2111.000 Billed from 7/08/24 thru 7/10/24 480v/3ph	2538.00		5495.00	12420.00	5076.00
10.00	4/0 CAMLOCK CABLE 50'	30.00		58.00	155.00	580.00
10.00	4/0 MALE PIG TAIL	12.00		28.00	72.00	240.00
<b>Rental Sub-total:</b>						5896.00
<b>SALES ITEMS:</b>						
Qty	Item number	Unit	Price			
1	DLPKSRCHG	EA	269.730			269.73
TRANSPORTATION SURCHARGE						
1	ENVIRONMENTAL	EA	98.980			98.98
2133XXX000 ENVIRON/HAZMAT/DISPOSAL FEE						
DELIVERY CHARGE						
PICKUP CHARGE						
QTY	EQUIPMENT #	Min	Day	Week	4 week	Amount
FINAL BILL: 7/08/24 10:00 AM THRU 7/10/24 08:15 AM.						

**RECEIVED**  
 JUL 22 2024  
 TOWN OF HILLIARD

401-06-53663

**Equipment. Service. Guaranteed.**

**REMIT TO:**

SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211

NET 30  
 Invoices not paid within 30 days may be subject to a 1-1/2%  
 per month charge.

JAMES KELLEY james.kelley@sunbeltrentals.com

<b>SUBTOTAL</b>	7,722.71
<b>SALES TAX</b>	
<b>INVOICE TOTAL</b>	7,722.71
<b>RENTAL RETURN</b>	



**Osprey I & E Incorporated**  
 PO Box 193  
 Hilliard, FL  
 +1 9047593432  
 Ospreybcr@gmail.com

ITEM-14

Invoice

Item No. 1  
 Invoices

BILL TO
Town of Hilliard

401-06-53663

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2024-330	07/12/2024	\$350.00	07/12/2024	Due on receipt	

**JOB NUMBER**  
329

**PO AND/OR RMA #**  
Joel Hall

**JOB NAME**  
waste water plant

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/09/2024	<b>Services</b> confirm stand by generator voltage and size with need wire for connection if needed	1	350.00	350.00

Thank You for allowing our company to serve you.

\*\*Please note that any Invoice not paid by due date will be charged a late fee\*\*

BALANCE DUE

**\$350.00**





**Osprey I & E Incorporated**  
 PO Box 193  
 Hilliard, FL  
 +1 9047593432  
 Ospreybcr@gmail.com

ITEM-14

Invoice

Item No. 2  
 Invoices

**BILL TO**  
 Town of Hilliard

401-06-53663

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2024-329	07/12/2024	\$2,000.00	07/12/2024	Due on receipt	

**JOB NUMBER** 329      **PO AND/OR RMA #** Joel Hall      **JOB NAME** Emergency Water treatment Plan

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/28/2024	<b>Services</b> service call do to severe power surge at water treatment plant after hours trouble shoot and diagnostic of chlorine pump found contactor bad ordered new contactor installed temporary starter for plant operation also helped reset plant control panel and disconnect generator from operation	1	650.00	650.00
06/29/2024	<b>Services</b> after hours call connect temporary generator complete with startup and helped set emergency operation as to would wells and pumps could be used in emergency operation	1	750.00	750.00
07/03/2024	<b>Services</b> work with ring power to disconnect temporary generator and disconnect fire house and police station transfer switch's confirm voltage and rotation of repaired generator	1	600.00	600.00

Thank You for allowing our company to serve you.

\*\*Please note that any Invoice not paid by due date will be charged a late fee\*\*

**BALANCE DUE**

**\$2,000.00**

# Ring Power



Ring Power Corporation  
500 World Commerce Parkway  
St Augustine, FL 32092  
(904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

## INVOICE

00WE9859824

Please refer to this number on remittance

### SOLD TO

TOWN OF HILLIARD  
ACCOUNTS PAYABLE  
PO BOX 249  
HILLIARD FL

### SHIP TO

32046-0249

401-06-53663

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE9859824	07-15-24	100544	20240628-01CH	00	E	779	2	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A153027	06-29-24	1A	10	10		07-15-24	8020138	
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NR03106				1099.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

TOWN OF HILLIARD  
TROUBLECALL - GENERATOR STARTING WHILE IN AUTO  
JOEL HALL 904-727-8155  
3794 PECAN ST, HILLIARD, FL

TRAVEL TO/FROM GENERATOR SET

MILEAGE CHARGE FOR UNITS THAT ARE NO MORE THAN 50 MILES ROUND TRIP FROM BRANCH.  
REPAIR PROCESS COMMENTS:  
6/29/24 - C047

DROVE TO JOBSITE. ONCE TROUBLESHOOTING WAS COMPLETE, I DROVE HOME.

RECEIVED  
JUL 22 2024

TOWN OF HILLIARD

F/R LBR	723.25 *
F/R MSC	476.00 *
SEGMENT 01 TOTAL	1199.25 T

TROUBLESHOOT GENERATOR SET

CUSTOMER COMPLAINT:  
GENERATOR STARTS IN AUTO AND DOESN'T TRANSFER.  
CAUSE OF FAILURE:  
VOLTAGE REGULATOR.  
RESULTANT DAMAGE:  
GENERATOR MAKES 70% OF RATED OUTPUT VOLTAGE.  
REPAIR PROCESS COMMENTS:

Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
PO Box 935004  
Atlanta, GA  
31193-5004

194

(See Reverse)

**Ring Power**

Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE9859824

Please refer to this  
 number on remittance

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE9859824	07-15-24	100544	20240628-01CH	00	E	779	2	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A153027	06-29-24	1A	10	10		07-15-24	8020138	
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NR03106				1099.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

6/29/24 - C047

ARRIVED ON-SITE AND MET THE CUSTOMER. WENT TO THE GENERATOR AND BEGAN A QUICK INSPECTION. CUSTOMER SAID IT WAS RUNNING BUT HAD CODES. CHECKED COOLANT LEVEL AND IT WAS LOW SO IT WAS TOPPED OFF WITH SOME FLEET GUARD COOLANT. NO OBVIOUS ISSUES FOUND, SO I PLACED THE UNIT IN AUTO TO VERIFY THAT IT STARTED. THE UNIT STARTED AND MADE 86-147-86 VOLTS. THIS WAS PHASE/NEUTRAL SO THAT IMPLIES THERE IS A HIGH LEG, BUT THE VOLTAGE IS WRONG ALSO. DECIDED TO TACKLE THE VOLTAGE ISSUE FIRST. TOOK OFF THE FRONT AND SIDE PANELS AND FOUND THE DVR. IT WAS FLASHING 0901. I LOCATED A DVR MANUAL, AND IT SAID THAT 0901 IS WHEN THE EEPROM HAS FAILED AND IT CAN NO LONGER HOLD PARAMETERS. THERE IS NO FIX AND NEEDS TO BE REPLACED. USED MY METER TO VERIFY PMG INPUT VOLTAGE AND IT WAS AROUND 60 VOLTS. MEASURED EXCITATION VOLTAGE AND FOUND IT WAS PUTTING OUT 4 VOLTS, WHICH IS WHY THE VOLTAGE IS THERE BUT NOT CORRECT (70%). UNFORTUNATELY, THIS MEANS THE GEN ISN'T AVAILABLE EVEN IF WE FIGURE OUT THE AUTO ISSUE. LOCATED THE WIRES FROM THE ATS AND REMOVED THEM. PLACED THE CONTROLLER IN AUTO AND IT STILL STARTED. WENT INSIDE THE PUMP ROOM TO THE ATS AND VERIFIED THE START WIRES. THIS MEANT THE PANEL WAS BAD. TALKED TO CUSTOMER ABOUT WHAT HIS OPTIONS WERE. LOOKED UP THE VOLTAGE REGULATOR BUT

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PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

195

(See Reverse)



**Ring Power**

Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE9859824

Please refer to this  
 number on remittance

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE9859824	07-15-24	100544	20240628-01CH	00	E	779	2	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A153027	06-29-24	1A	10	10		07-15-24	8020138	
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NR03106				1099.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

IT IS OBSOLETE AND WILL HAVE TO BE UPGRADED. CUSTOMER WAS GOING TO CONNECT ONE OF THEIR PORTABLE GENERATORS AND POSSIBLY JUST RUN 1 PUMP MANUALLY. CLOSED ALL DOORS ONCE THE PANELS WERE INSTALLED. CUSTOMER SAID THEY HAD 2 OTHER ATS'S IN ANOTHER BUILDING DOWN THE ROAD THAT THE PANELS WERE DARK. WENT TO THE FIRST ONE AND IT WAS INSIDE OF A FIRE STATION. NO LIGHTS OR LED'S WERE ON. USED MY METER AND VERIFIED VOLTAGE GOING TO IT, BUT WAS UNABLE TO FIND A PRINT TO VERIFY THAT IT WAS GETTING THE POWER/GROUNDS IT NEEDED. WENT TO THE 3RD ATS AND IT WAS ALSO DARK. THIS SWITCH WAS ON THE OUTSIDE OF THE BUILDING NEXT TO THE FIRE STATION. OPENED IT UP AND FOUND THE WIRES FOR THE CONNECTOR HAD BURN MARKS ON THEM. REMOVED THE COVER AND FOUND THAT THE BOARD WAS MELTED AND BURNT UP AROUND THE BASE OF THE CONNECTOR. TOLD CUSTOMER WE'D QUOTE A NEW BOARD, BUT THE OTHER SWITCH WOULD HAVE TO BE TROUBLESHOT FURTHER. CLEANED UP TOOLING AND LEFT THE JOBSITE. AFTER ABOUT 10 MINUTES OF DRIVING I HAD A FEELING THAT I SHOULD ISOLATE THE START SIGNALS FOR THE 2 ATS'S THAT WERE DEAD. CUSTOMER WASN'T SURE IF THEY WERE TIED TO THE GEN. AS THE ELECTRICAL FOR THOSE BUILDINGS WAS SORT OF HACKED TOGETHER YEARS AGO. CALLED CUSTOMER AND HE MET ME BACK AT THE GENERATOR. THE EMCP11+ A&I SAID TSC1-14 WAS THE START SIGNAL. REMOVED 2 RED WIRES OFF OF IT AND PLACED THE CONTROLS IN AUTO (IT DIDN'T START).

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PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

196

(See Reverse)

# Ring Power



Ring Power Corporation  
500 World Commerce Parkway  
St Augustine, FL 32092  
(904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

## INVOICE

00WE9859824

Please refer to this number on remittance

### SOLD TO

TOWN OF HILLIARD  
ACCOUNTS PAYABLE  
PO BOX 249  
HILLIARD FL

### SHIP TO

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
00WE9859824	07-15-24	100544	20240628-01CH			00	E	779	2	4
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED		INVOICE SEQ. NO.		
A153027	06-29-24	1A	10	10		07-15-24		8020138		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH. ID NO.		
AA	3306TA-G	09NR03106				1099.0				
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE		EXTENSION		

THIS MEANS THAT THE GENERATOR CONTROL PANEL ISN'T ACTUALLY DEAD, AND I HAD PREVIOUSLY NOT ISOLATED ALL THE ATS'S. WITH ONLY 2 WIRES, THIS MEANS THAT 1 OF THEM IS DAISY-CHAINED TO THE OTHER. IF THE CONTROLLER FAILED, ITS COMMON TO HAVE THE START SIGNAL ON A NORMALLY CLOSED CONTACT SO THAT IT FAILS WITH THE GENERATOR ON. UNIT WAS LEFT IN OFF. LANDED THE WIRES AGAIN AND INSTALLED THE PANEL. CUSTOMER ASKED IF WE RENT GENERATORS, SO I TOLD GARY AND HE GOT RENTAL TO CONTACT THE CUSTOMER. CLEANED UP TOOLING AND LEFT THE JOBSITE. HALFWAY HOME THE CUSTOMER ASKED WHAT CONFIGURATION THE GENERATOR WAS (DELTA OR WYE). PULLED OVER ON THE SIDE OF THE ROAD AND WENT OVER PICTURES. THE DATA TAG SAID 277/480, BUT I KNOW I SAW 240 ON THE ATS CONTROLLER. THE GENERATOR WAS A 12-WIRE SO IT CAN BE RE-TAPPED AND MOST LIKELY WAS. THE ISSUE IS THE UNIT HAD A HIGH LEG, SO THAT MEANS IT'S 240 DELTA. CALLED MIKE TO VERIFY. CALLED CUSTOMER AND TOLD HIM AND HE SAID THAT'S A RARE CONFIGURATION AND NOBODY HAS RENTALS LIKE THAT. CUSTOMER SAID THEY WERE GOING TO MAKE A STANDBY SET-UP WITH THEIR PORTABLE 80KW. CREATED PARTS SHEETS AND SUBMITTED THEM TO JOY SO THAT THEY CAN GET COMPLETED FIRST THING MONDAY MORNING.

SEGMENT 02 TOTAL

F/R LBR

986.25 \*  
986.25 T

Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

PAY THIS AMOUNT	CONT'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
PO Box 935004  
Atlanta, GA  
31193-5004

197

(See Reverse)



**Ring Power**

Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE9859824

← Please refer to this  
 number on remittance

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
00WE9859824	07-15-24	100544	20240628-01CH			00	E	779	2	5
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED		INVOICE SEQ. NO.		
A153027	06-29-24	1A	10	10		07-15-24		8020138		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH. ID NO.		
AA	3306TA-G	09NR03106				1099.0				
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE		EXTENSION		

.....

ENVIRO/MISC

152.99 T

AMOUNT  
 TAX EXEMPTION LICENSE FL CONSUMER EXE

2338.49

"TERMS NET 30 DAYS FROM DATE OF INVOICE"  
 PLEASE CALL 904-737-7730 IF YOU HAVE QUESTIONS CONCERNING THIS INVOICE

**Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)**

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PAY THIS AMOUNT	2338.49
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

198

(See Reverse)



# Ring Power



Ring Power Corporation  
500 World Commerce Parkway  
St Augustine, FL 32092  
(904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

## INVOICE

00WE9875313

Please refer to this number on remittance

### SOLD TO

TOWN OF HILLIARD  
ACCOUNTS PAYABLE  
PO BOX 249  
HILLIARD FL

### SHIP TO

32046-0249

401-06-83663

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE9875313	07-19-24	100544	07012024-JGH	OO	E	779	1	1
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		DATE SHIPPED	INVOICE SEQ. NO.
A153108	07-01-24	1A	10	10			07-19-24	8032101
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING	MACH. ID NO.	
AA	3306TA-G	09NRO3106				266.0		
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE	EXTENSION	

TOWN OF HILLIARD WTP  
PERFORM REPAIRS OUTLINED IN ESTIMATE 120576  
JOEL HALL 904-727-8155  
3748 PECAN ST HILLIARD, FL

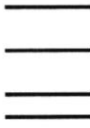
TRAVEL TO/FROM GENERATOR SET

REPAIR PROCESS COMMENTS:  
7/3/24 - 6722  
TRAVELED TO CUSTOMER SITE. REPAIR COMPLETE. LEFT  
CUSTOMER SITE. RETURNED TO RING POWER.

F/R LBR	437.50 *
F/R MSC	512.00 *
SEGMENT 01 TOTAL	949.50 T

REPLACE VOLTAGE REGULATOR

CUSTOMER COMPLAINT:  
REPLACE VOLTAGE REGULATOR  
CAUSE OF FAILURE:  
UNKNOWN TROUBLESHOOTING DONE BY DIFFERENT TECH  
RESULTANT DAMAGE:  
FAULTED DVR  
REPAIR PROCESS COMMENTS:  
7/3/24 - 6722  
LOCKED OUT UNIT. PULLED ALL OF THE ACCESS PANELS  
OFF. VERIFIED WIRING LABELS. REMOVED OLD DVR AND



Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)

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PAY THIS AMOUNT	CONT 'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
PO Box 935004  
Atlanta, GA  
31193-5004

(See Reverse)

**Ring Power**

Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE9875313

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**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER	STORE	DIV	SALESMAN	TERMS	PAGE
00WE9875313	07-19-24	100544	07012024-JGH	OO	E	779	1	2
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA	DATE SHIPPED	INVOICE SEQ. NO.	
A153108	07-01-24	1A	10	10		07-19-24	8032101	
MAKE	MODEL	SERIAL NUMBER	EQUIPMENT NUMBER	METER READING	MACH. ID NO.			
AA	3306TA-G	09NRO3106		266.0				
QUANTITY	ITEM	*N/R	DESCRIPTION	UNIT PRICE	EXTENSION			

INSTALLED NEW TERMINAL BLOCKS, THEN INSTALLED THE WIRING INTO THE TERMINAL BLOCKS, AND INSTALLED NEW HARNESS TO CORRECT WIRES ON THE TERMINAL BLOCKS. INSTALLED NEW CDVR AND PLUGGED HARNESS IN. REMOVED OLD VOLTAGE POT, THEN INSTALLED NEW VOLTAGE ADJUSTMENT SWITCH. HOOKED COMPUTER UP TO CAT CDVR SOFTWARE CONFIGURED NEW CDVR TO UNITS PARAMETERS.

F/R PTS 3714.07 \*  
 F/R LBR 700.00 \*  
 SEGMENT 02 TOTAL 4414.07 T

**TEST AFTER REPAIR GENERATOR SET**

CUSTOMER COMPLAINT:  
 TEST AFTER REPAIR  
 CAUSE OF FAILURE:  
 DVR  
 RESULTANT DAMAGE:  
 REPLACE WITH CDVR  
 REPAIR PROCESS COMMENTS:  
 7/3/24 - 6722  
 RAN UNIT IN MANUAL, ALL VOLTAGES VERIFIED GOOD.  
 THEN PUT UNIT IN AUTO AND DID A TRANSFER SWITCH TEST. UNIT RAN WITH NO ISSUES FOUND. LEFT UNIT IN AUTO WITH THE BREAKER CLOSED.

F/R LBR 175.00 \*



**Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)**

ALL MERCHANDISE SUBJECT TO RETURN ONLY AFTER PERMISSION HAS BEEN REQUESTED AND APPROVED. RETURNED MATERIAL IS SUBJECT TO A HANDLING CHARGE AND MUST BE SENT IN PREPAID EXCEPT IN THOSE CASES WHERE PARTS ARE SHIPPED IN ERROR. IN SUCH CASES HANDLING CHARGE IS WAIVED AND RETURN MAY BE EFFECTED ON A FREIGHT COLLECT BASIS.

PAY THIS AMOUNT	CONT 'D
AMOUNT CREDITED	

Remit to:

Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

(See Reverse)

**Ring Power**

Ring Power Corporation  
 500 World Commerce Parkway  
 St Augustine, FL 32092  
 (904) 737-7730

ITEM-14

Ring Power Corporation, 500 World Commerce Pkwy, St Augustine, FL 32092, (904) 737-7730

**INVOICE**

00WE9875313

← Please refer to this  
number on remittance

**SOLD TO**

TOWN OF HILLIARD  
 ACCOUNTS PAYABLE  
 PO BOX 249  
 HILLIARD FL

**SHIP TO**

32046-0249

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	CUSTOMER PURCHASE ORDER NUMBER			STORE	DIV	SALESMAN	TERMS	PAGE
00WE9875313	07-19-24	100544	07012024-JGH			OO	E	779	1	3
PSO/WO NO.	DOC. DATE	PC	LC	MC	SHIP VIA		DATE SHIPPED	INVOICE SEQ. NO.		
A153108	07-01-24	1A	10	10			07-19-24	8032101		
MAKE	MODEL	SERIAL NUMBER			EQUIPMENT NUMBER	METER READING		MACH. ID NO.		
AA	3306TA-G	09NRO3106				266.0				
QUANTITY	ITEM	*N/R	DESCRIPTION			UNIT PRICE		EXTENSION		

SEGMENT 03 TOTAL

175.00 T

-----  
ENVIRO/MISC

300.00 T

AMOUNT

5838.57

PLEASE CALL 904-737-7730 IF YOU HAVE QUESTIONS CONCERNING THIS INVOICE

**Servicing All Makes All Models of Trucks, RVs & Buses. Comments? [www.rptrucks.com/feedback](http://www.rptrucks.com/feedback)**

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**PAY THIS  
AMOUNT**

5838.57

**AMOUNT  
CREDITED**

Remit to:

Ring Power Corporation  
 PO Box 935004  
 Atlanta, GA  
 31193-5004

(See Reverse)

Filename=WOI2390010 - Formtype=IV1

201





# Sales and Service

Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
Cummins Sales and Service  
PO Box 772639  
Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
755 PICKETTVILLE ROAD  
FL REG MV#95744  
JACKSONVILLE, FL 32220-  
(904)3781902

INVOICE NO
B1-57187
TO PAY ONLINE LOGON TO customerpayment.cummins.com

### BILL TO

TOWN OF HILLIARD  
PO BOX 249  
HILLIARD, FL 32046-0249

### OWNER

TOWN OF HILLIARD  
15859 COUNTY RD 108  
HILLIARD, FL 32046-  
CORY HOBBS - 904 7191012

PAGE 1 OF 2

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240625-01CH		60.0DSFAD 7337827		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		25-JUN-2024	F110221754		60.0DSFAD 7337827
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148345	NQ937		631 / 631		MAIN LIFT STA

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			F110221754	OSN/MSN/VIN	YEAR 2011		
				COMPLAINT	UNIT DOWN PER THE CUSTOMER ADVISED NEED A TECH ON SITE FOR T/S		
					JOEL 9047278155 MAIN LIFT STA		
				CAUSE	UNIT DOWN PER THE CUSTOMER ADVISED NEED A TECH ON SITE FOR T/S		
				CORRECTION	UNIT DOWN PER THE CUSTOMER ADVISED NEED A TECH ON SITE FOR T/S		
				COVERAGE	CUSTOMER BILLABLE		
				REMARK	UNIT DOWN PER THE CUSTOMER ADVISED NEED A TECH ON SITE FOR T/S		
1			1 327-1379-02	PCB ASSY BASEBOARD(CAN/J1	ONAN	4,354.58	4,354.58
TAX EXEMPT NUMBERS:				PARTS:			4,354.58
				PARTS COVERAGE CREDIT:			0.00CR
				TOTAL PARTS:		4,354.58	
				SURCHARGE TOTAL:			0.00
				LABOR:			1,403.19
				LABOR COVERAGE CREDIT:			0.00CR
				TOTAL LABOR:		1,403.19	
				TRAVEL:			633.00
				TRAVEL COVERAGE CREDIT:			0.00CR
				TOTAL TRAVEL:		633.00	
				MISC.:			237.00
				MISC. COVERAGE CREDIT:			0.00CR
				TOTAL MISC.:		237.00	
				ROAD MILEAGE			237.00
				LOCAL			0.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP Emergency Repair



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
 755 PICKETTVILLE ROAD  
 FL REG MV#95744  
 JACKSONVILLE, FL 32220-  
 (904)3781902

INVOICE NO	
B1-57187	
TO PAY ONLINE LOGON TO customerpayment.cummins.com	

**BILL TO**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249

**OWNER**

TOWN OF HILLIARD  
 15859 COUNTY RD 108  
 HILLIARD, FL 32046-  
 CORY HOBBS - 904 7191012

PAGE 2 OF 2

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240625-01CH		60.0DSFAD 7337827		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		25-JUN-2024	F110221754		60.0DSFAD 7337827
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148345	NQ937		631 / 631		MAIN LIFT STA

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			F110221754	OSN/MSN/VIN	YEAR 2011		

capital  
 401-04-53663

Billing Inquiries? Call (877)480-6970

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SUB TOTAL: 6,627.77  
 TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ **6,627.77**

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP Emergency Repair



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

ITEM-14

JACKSONVILLE FL BRANCH  
 755 PICKETTVILLE ROAD  
 FL REG MV#95744  
 JACKSONVILLE, FL 32220-  
 (904)3781902

INVOICE NO
B1-57182
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

TOWN OF HILLIARD  
 PO BOX 249  
 HILLIARD, FL 32046-0249

**OWNER**

TOWN OF HILLIARD  
 15859 COUNTY RD 108  
 HILLIARD, FL 32046-  
 CORY HOBBS - 904 7191012

PAGE 1 OF 1  
 \*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
10-JUL-2024	20240710-02CH		60.0DSFAD 7337827		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
383112		10-JUL-2024	F110221754		60.0DSFAD 7337827
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
148506	NQ937		631 / 631		MAIN LIFT STA

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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OSN/MSN/VIN	F110221754	YEAR	2011				
COMPLAINT	PARTS ONLY BATTERY CHARGER FOR CUSTOMER						
CAUSE	PARTS ONLY BATTERY CHARGER FOR CUSTOMER						
CORRECTION	PARTS ONLY BATTERY CHARGER FOR CUSTOMER						
COVERAGE	CUSTOMER BILLABLE						
REMARK	PARTS ONLY BATTERY CHARGER FOR CUSTOMER						
1	1	A048G602	CHARGER,BATTERY	ONAN		1,084.85	1,084.85

TAX EXEMPT NUMBERS:

PARTS:		1,084.85
PARTS COVERAGE CREDIT:		0.00 CR
TOTAL PARTS:	1,084.85	
SURCHARGE TOTAL:		0.00
LABOR:		0.00
LABOR COVERAGE CREDIT:		0.00 CR
TOTAL LABOR:	0.00	
MISC.:		0.00
MISC. COVERAGE CREDIT:		0.00 CR
TOTAL MISC.:	0.00	
LOCAL		0.00

Capital  
 401.06.53263

Billing Inquiries? Call (877)480-6970

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SUB TOTAL: 1,084.85  
 TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 1,084.85

AUTHORIZED BY (print name) Cory Hobbs SIGNATURE Cory Hobbs DATE 7-10-24

WWTP