

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

AGENDA

THURSDAY, APRIL 17, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

ITEM-1

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

Lee Anne Wollitz – Land Use Administrator

Open Public Hearing

Call for Public Comments

Close Public Hearing on Ordinance No. 2025-02

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2025-02, on Second & Final Reading.

ITEM-2

Ordinance No 2025-03 – Establishing a tree mitigation fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation, and replacement

Lee Anne Wollitz – Land Use Administrator

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-03

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2025-03, on Second & Final Reading.

ITEM-3

Ordinance No 2025-05 – Approving the confirmation of reservation of plant capacity and cost recovery agreement between the Town of Hilliard and Greenbrier Nassau, LLC.

Lee Anne Wollitz – Land Use Administrator

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance No. 2025-05

TOWN COUNCIL ACTION

Town Council adoption of Ordinance No. 2025-05, on Second & Final Reading.

PRESENTATIONS

ITEM-4

Town Council to hear input and update from the Nassau County Health Department regarding the Community Health Assessment and the Health Department.

Cara Gluck, Administrator/Health Officer – Florida Department of Health

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

ITEM-6

Town Council approval of Well Exception Application No. 20250324.1, allowing for a well to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road, Parcel ID No. 04-3N-24-0000-0004-0180.

Cory Hobbs – Interim Public Works Director

ITEM-7

Town Council approval of Septic Exception Application 20250324.2, allowing for a septic tank to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road. Parcel ID No. 04-3N-24-0000-0004-0180.

Cory Hobbs – Interim Public Works Director

ITEM-8

Town Council approval to adopt Resolution No. 2025-06, Electing to not exempt property under Section 196.1978(3)(D)1.A., Florida Statutes, commonly known as the "Live Local Act Property Tax Exemption"; and providing for an effective date.

Lee Anne Wollitz – Land Use Administrator

- ITEM-9** Town Council to consider Ordinance No. 2025-06, an Ordinance approving Resolution No. 2024-21 concerning Project No. 45030, Loan Agreement, pledged revenues, and designation of an authorized representative. Adopting on First Reading and setting the Public Hearing & Final Reading for May 15, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-10** Town Council approval of the Interim Public Works Director’s recommendation to fill the vacant Public Works Technician position.
Cory Hobbs – Interim Public Works Director
- ITEM-11** Town Council to review and accept the Land Use Administrator’s Quarterly Report for January 1, 2025, through March 31, 2025.
Lee Anne Wollitz – Land Use Administrator
- ITEM-12** Town Council to review and accept the Building Official’s Quarterly Report for January 1, 2025, through March 31, 2025.
Bryan Higginbotham – Building Official
- ITEM-13** Town Council to review and accept the Code Enforcement Officer’s Quarterly Report for January 1, 2025, through March 31, 2025.
Delvin Miley, Jr. – Code Enforcement Officer
- ITEM-14** Town Council to review and discuss the Public Records Request submitted by Timothy Fisk on March 14, 2025, and March 25, 2025.
Lisa Purvis, MMC – Town Clerk
- ITEM-15** Town Council approval of the Minutes for the March 27, 2025, Workshop, and the April 3, 2025, Regular Meeting.
Lisa Purvis, MMC – Town Clerk
- ITEM-16** Town Council approval of AECOM Technical Services, Inc., Payable through April 4, 2025, Project Name: Environmental Assessment for the North and South Property Acquisitions at the Hilliard Airpark in the amount of \$4,400.00.
FDOT PTGA 100% GRANT FUNDED PROJECT \$55,000; AECOM S.A. NO. 21 LUMP SUM CONTRACT \$55,000
- ITEM-17** Town Council approval of PQH Group, Payable through April 4, 2025, Project Name: Hurricane Shelter / Community Center Project in the amount of \$15,000.00.
FDEM 100% GRANT FUNDED PROJECT LUMP SUM CONTRACT \$572,000
- ITEM-18** Town Council approval of W.W. Gay Fire Protection, Inc., Payable through March 31, 2025, Project Name: Fire Hydrant Flow Tests in the amount of \$11,616.00.
CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$10,000

ADDED ITEMS

ADDITIONAL COMMENTS

PUBLIC

MAYOR & TOWN COUNCIL

ADMINISTRATIVE STAFF

TOWN ATTORNEY

ADJOURNMENT

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

TOWN COUNCIL MEETINGS

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

PLANNING & ZONING BOARD MEETINGS

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

MINUTES & TRANSCRIPTS

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

TOWN WEBSITE & YOUTUBE MEETING VIDEO

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

Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

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

APPEALS

Pursuant to the requirements of Section 286.0105, Florida 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.

2025 HOLIDAYS

TOWN HALL OFFICES CLOSED

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: April 17, 2025

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

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

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to adopt Ordinance No. 2025-02, on Second & Final Reading.

ORDINANCE NO. 2025-02

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Kennth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

ATTACHMENT “A”
LEGAL DESCRIPTION

EXHIBIT "A"
LEGAL DESCRIPTION

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

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

ATTACHMENT “B”
WRITTEN DESCRIPTION

**Holland Walk Planned Unit Development
PUD Written Description
April 4, 2025**

I. PROJECT DESCRIPTION

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

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

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

II. USES AND RESTRICTIONS

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

B. Uses by Special Exception: None.

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

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

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

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

Attached Single-Family Homes (Townhome/Duplex):

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

Minimum Setbacks

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

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

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

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

B. Ingress, Egress and Circulation:

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

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

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

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

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

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

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

F. Utilities:

- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite lift station serving the Property shall include a standby emergency generator (diesel). Prior to the date that is ninety (90) days following buildout of the Project, the Applicant shall have the option to dedicate the lift station and standby emergency generator to the Town; provided, that if the lift station remains privately owned and not dedicated to the Town, maintenance thereof shall be maintained by the Applicant and/or a HOA. If the Applicant dedicates the lift station and standby emergency generator to the Town, the Applicant acknowledges it shall be required to enter into a memorandum of understanding or other acknowledgment with the Town to ensure the Town is not responsible for damages and losses within the Property resulting from periods when the emergency generator is offline due to routine maintenance or repair and there is a power outage event.
- b) **Electrical Utilities:** All electrical and telephone lines will be installed underground on the site. Electrical power will be provided by Okefenokee Rural Electric Membership.
- c) **Fire Protection:** The Applicant will install fire hydrants in accordance with the LDR. In addition, the Applicant shall provide one of the following options to address existing hydrant flow and pressure deficiency that exists at the south end of Pine Street, which option shall be selected by the Applicant during the preliminary plat and final development plan approval process and shall be subject to the Town's approval as part of said preliminary plat and final development approval applications.

Option 1: Hydrant Well System or Private System. A hydrant well to supplement water availability and improve system efficiency. The hydrant well must be designed according to NFPA 24 and provide a minimum fire flow of 500 GPM at 20 PSI (pounds per square inch)

for one and two-family dwellings with proper spacing and accessibility to meet firefighting requirements. The private well would be protected from power outages by connection to the lift station generator. To the extent the Applicant provides a private water system for fire protection, the Applicant retains the right to utilize the private water system and well to serve as irrigation for the Project, whether for irrigation for individual dwelling units and/or common areas. Any private system may be privately owned (in which case it would be maintained by the Applicant and/or the HOA); provided, that at such time the hydrant flow and pressure deficiency at the south end of Pine Street is corrected and resolved, the Applicant (or HOA, as applicable) may choose to dedicate the system to the Town.

Option 2: Individual Residential Fire Suppression or Sprinkler System. Installing individual sprinkler inside each home to ensure localized fire protection and safety compliance according to NFPA 13D standards. Each individual sprinkler system would be maintained by the individual lot owner. Water meters for this system would need to be upsized to obtain the required gallons per minute of flow.

- d) **Solid Waste:** Solid waste will be handled by the licensed franchisee in the area.

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

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

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

I. Homeowners’ Association Restrictions: The Applicant shall establish a not-for-profit HOA for the residential portion of the PUD prior to the sale of any lots. Membership shall be mandatory for all lot owners. The HOA shall own and be responsible to manage and maintain the roads, all residential common areas, open spaces, recreational areas, and enforce the covenants

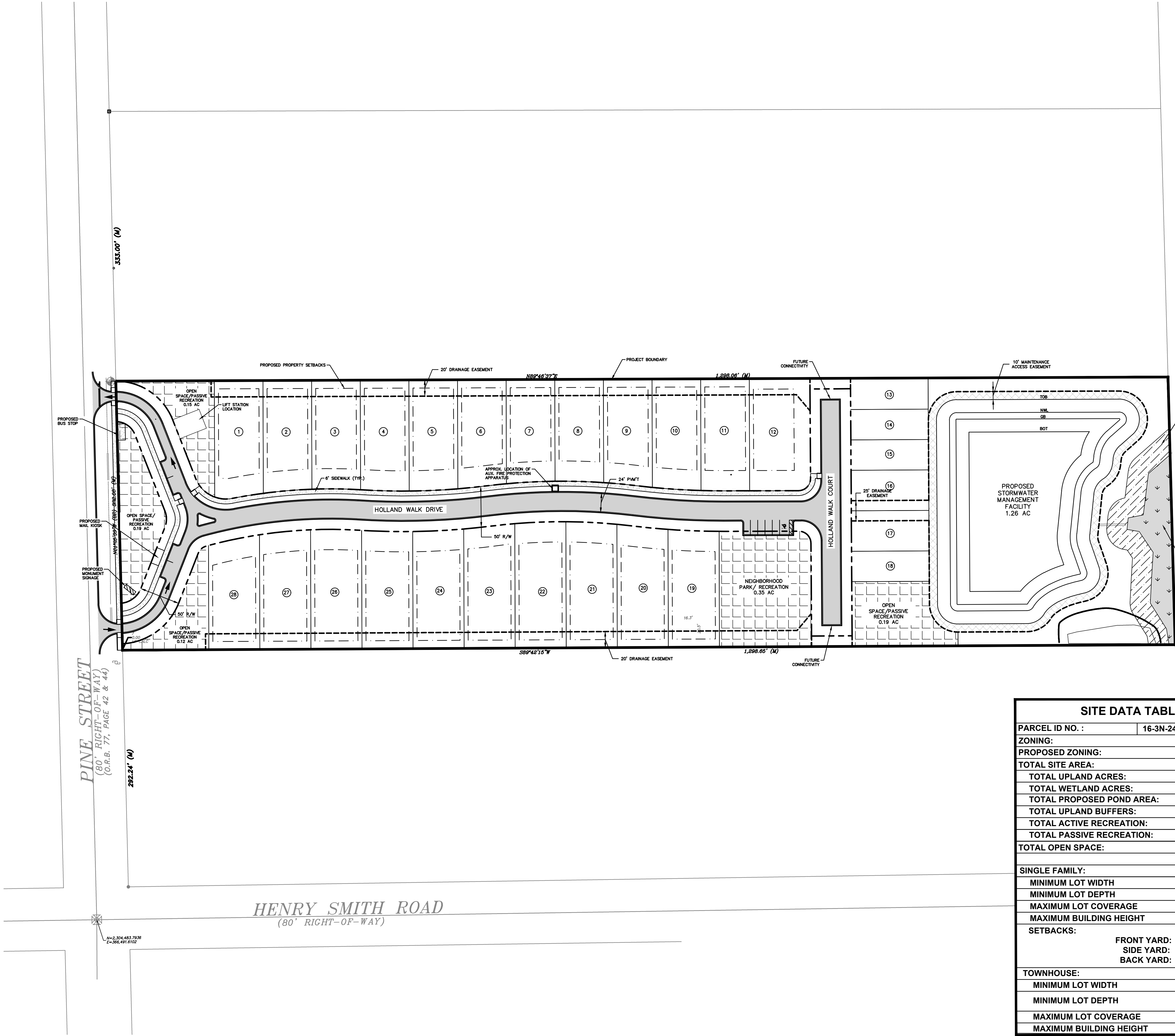
and restrictions of the community to be recorded in the Public Records of Nassau County, Florida. The covenants and restrictions shall notify all property owners that they are living in a Planned Unit Development and shall run with the land in order to protect both present and future property owners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

IV. ADDITIONAL CONDITIONS

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

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

ATTACHMENT "C"
SITE DEVELOPMENT PLAN



0 60' 120'
FULL SCALE: 1"=60'
HALF SCALE: 1"=120'

LEGEND

WETLAND

UPLAND BUFFER

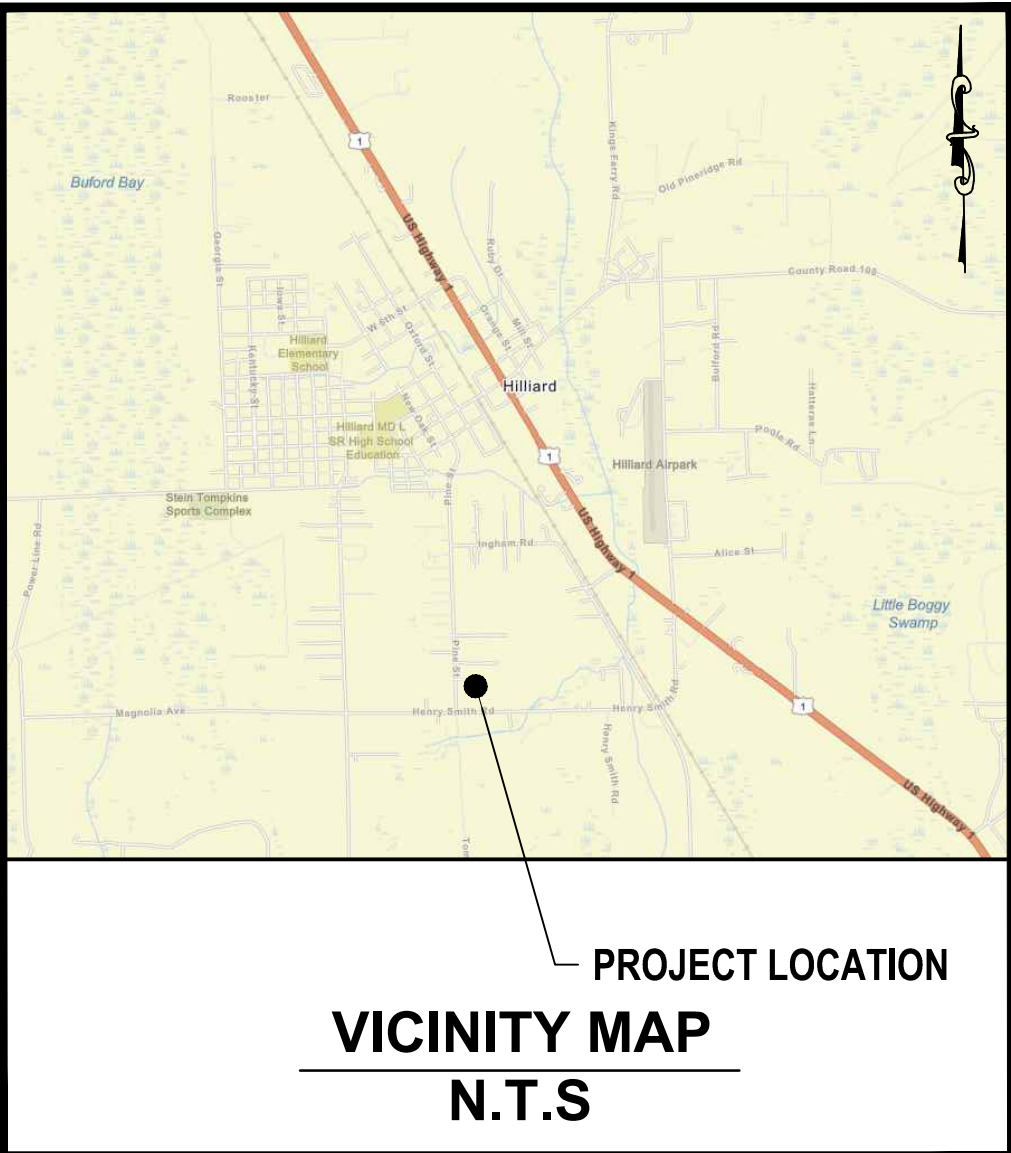
ASPHALT

CONCRETE SIDEWALK

RECREATION AREA
OPEN SPACE

PROPERTY BOUNDARY

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



REVISIONS

NO.	DATE	DWN	APPD	DESCRIPTION
1	04/03/25	AM		REVISED SITE DATA TABLE & OPEN SPACE ACREAGE

SCALE: AS SHOWN

DATE: 04/25

DRAWN: AM

CHECKED: JJC

APPROVED: JJC

MASTER SITE PLAN

HOLLAND WALK SUBDIVISION

HILLIARD, FL

gai consultants

EB 9951

12574 Flogler Center Blvd.

Suite 202

Jacksonville, FL 32207

PHONE: 904-363-1110

PROJECT NO./DASH NO.

R241374.00

SHEET

C100

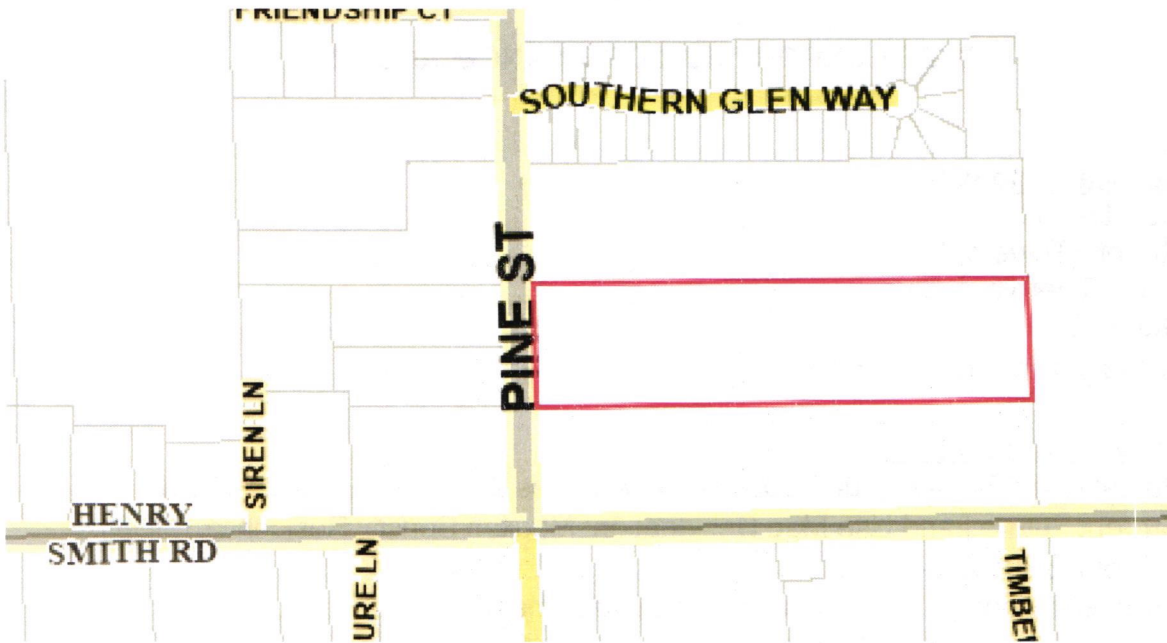


STAFF REPORT FOR ORDINANCE 2025-02

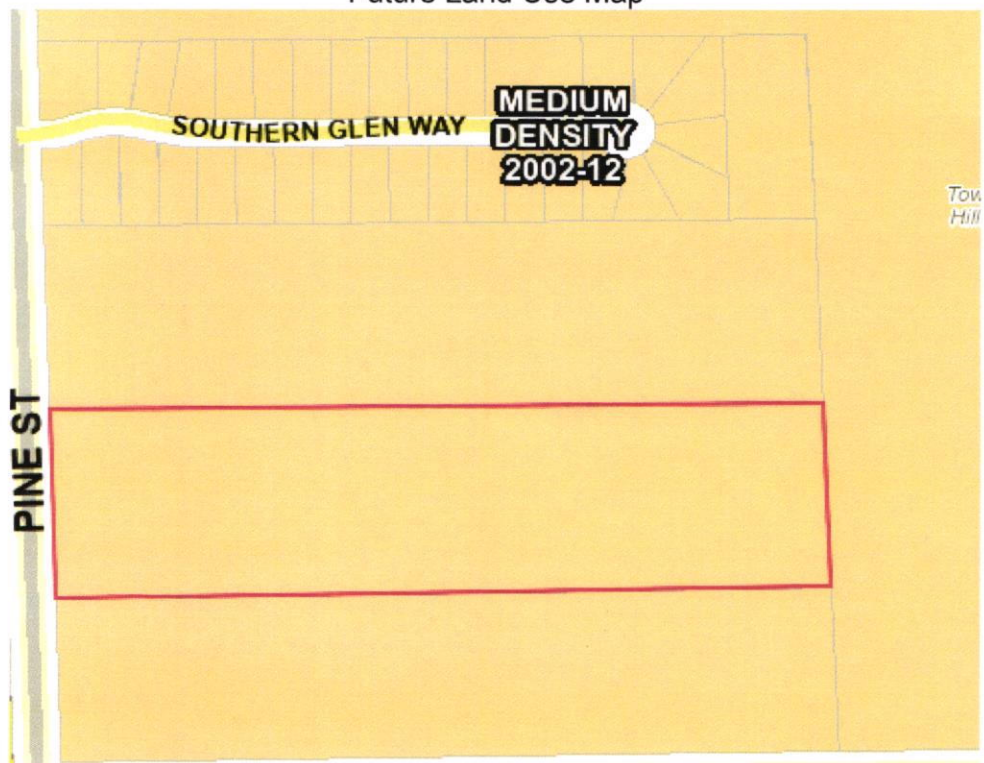
1. Applicant Information:
Courtney Gaver,
Rogers Towers, P.A.
1301 Riverplace Blvd.
Suite 1500
Jacksonville, Florida 32207
2. Property Information:
Parcel ID # 16-3N-24-0000-0021-0030, Address: 36107 Pine Street Hilliard
Current Future Land Use Map Designation: Medium Density Residential (MDR)
Current Zoning: A-1
Proposed Zoning: PUD Planned Unit Development.
Acres: Approximately 10 acres.
3. Description: The property is zoned A-1 and is currently vacant. The table below summarizes the Future Land Use Map Designation, zoning and existing use for the adjacent parcels.

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

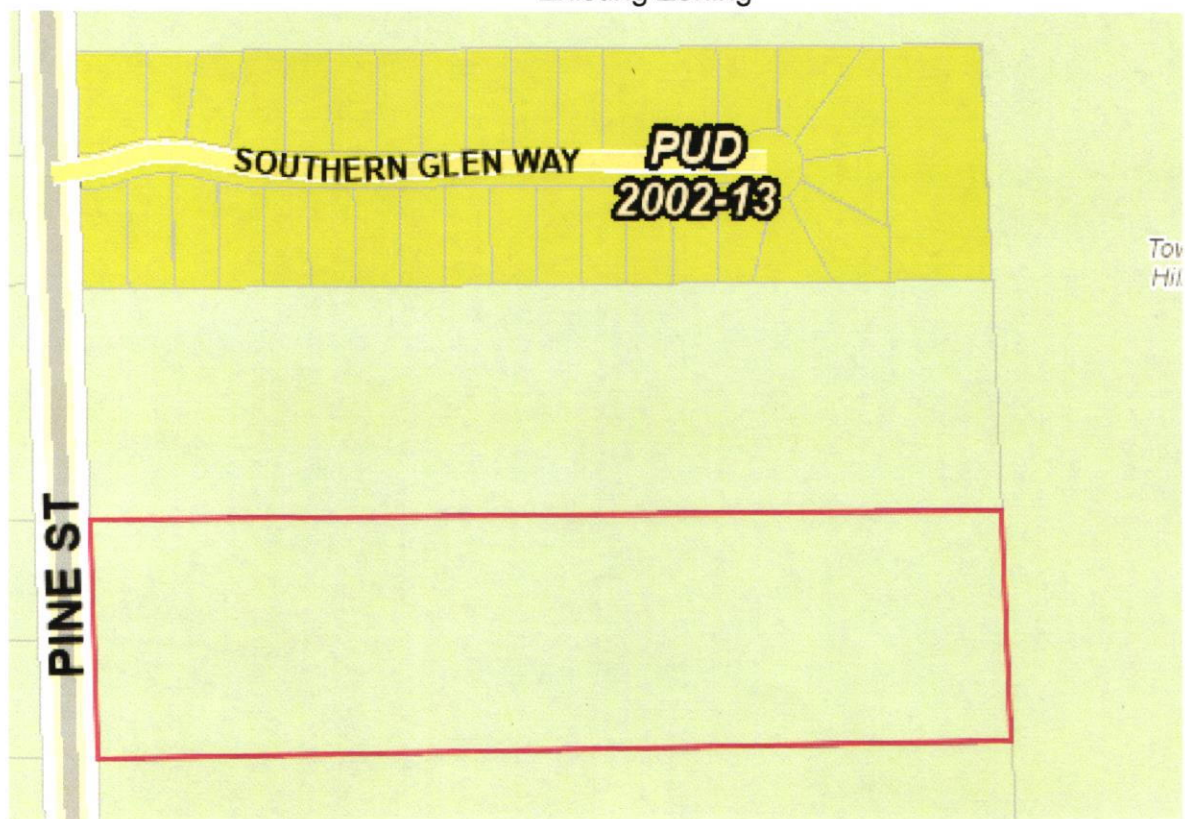
Parcel Map
16-3N-24-0000-0021-0030



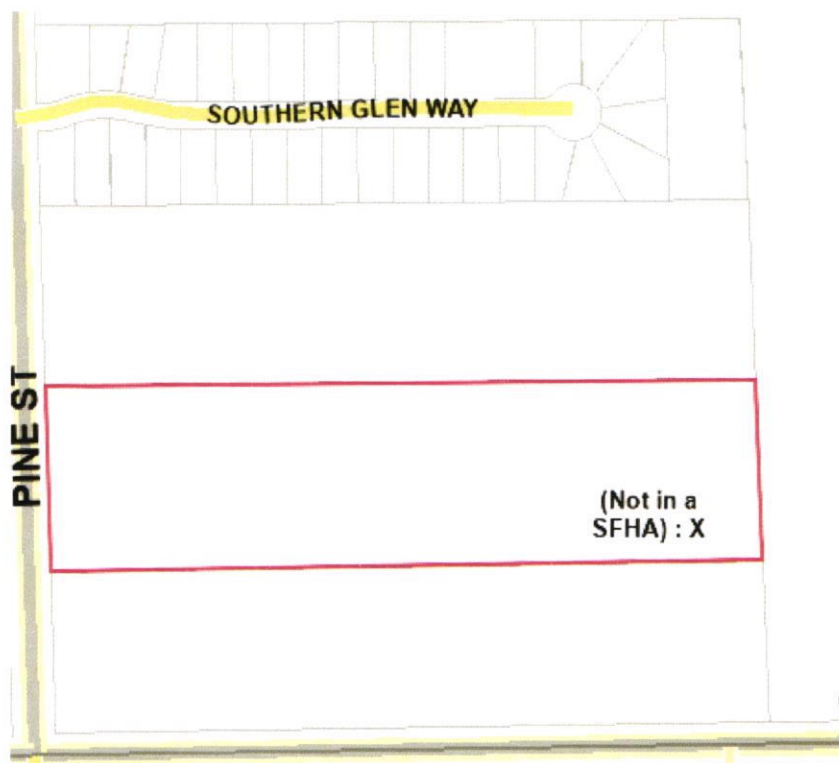
Future Land Use Map



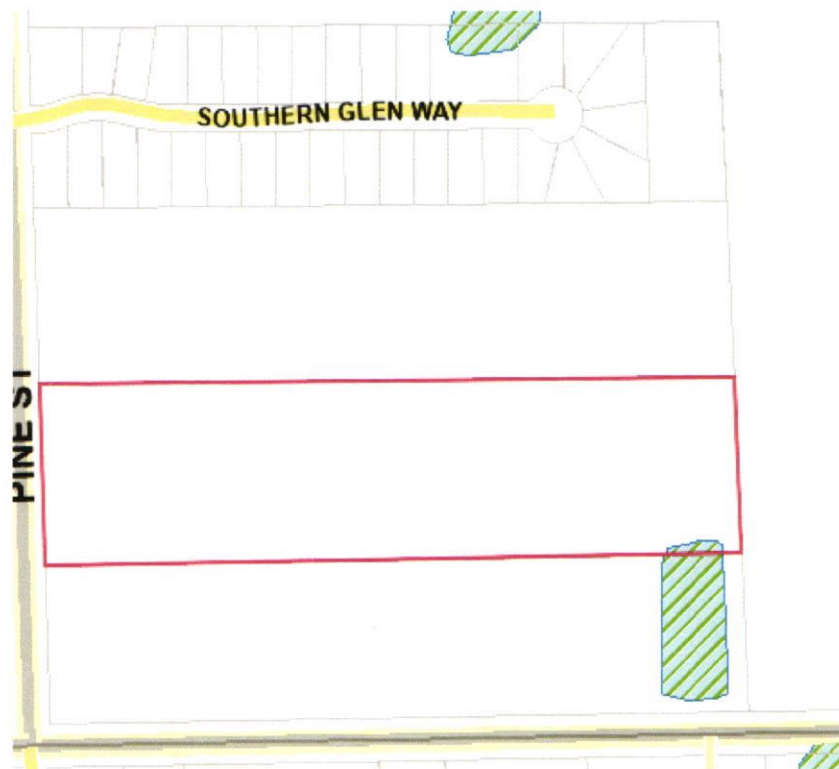
Existing Zoning



Flood Zone- "X"



Potential Wetlands



Documents Provided for Review-

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

Additional Application information-

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

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

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

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

Consistent with Comprehensive Plan Policies-

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

Availability of Services-

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

Land Suitability-

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

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

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

To: Nassau County Record
 From: Elise Earnest, Town of Hilliard
 Date: March 21, 2025
 Re: Display Advertisement

- Please place the following advertisement in your March 26, 2025, edition.
- Please do not deviate from the specified language.
- The notice should be two columns wide by 10 inches long.
- Do not place in the classified or legal section or an obscure portion of the newspaper.
- Headline in type no smaller than 18 Point.
- Please send Proof of Publication as soon as possible.

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

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

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

Thursday, April 17, 2025, at 7:00 p.m.

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

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

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

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

[INSERT MAP]

File # 20250113.5Filing Date: 01/13/2025 LM CK# 13140

Acceptance Date: _____ \$2700.00

Review Date: P & Z _____ TC _____

PUD Rezoning Application

A. PROJECT

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

B. APPLICANT

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

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

C. ATTACHMENTS

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

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

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

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

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


Signature of Applicant

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

1-10-2025
Date


Signature of Owner

BEN BUCHANAN
Typed or printed name of Owner

12/30/24
Date

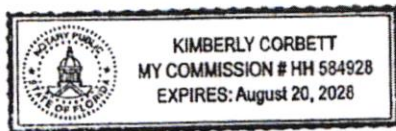
State of Florida County of Nassau

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

NOTARY SEAL



Signature of Notary Public, State of Florida



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

PUD Written Description

NAME OF PUD

I. PROJECT DESCRIPTION

DESCRIBE PROJECT

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

II. USES AND RESTRICTIONS

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

III. DESIGN GUIDELINES

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

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

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

2023 AERIAL MAP



EXHIBIT "A"
LEGAL DESCRIPTION

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

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

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

PREPARED BY
 CONSTRUCTION MANAGEMENT GROUP, LLC

SECTIONAL DESCRIPTION
 SECTION 16, TOWNSHIP 3 NORTH, RANGE 24 EAST
 SCALE 1"=100'

NORTHWEST ONE-QUARTER (1/4)	SOUTHWEST ONE-QUARTER (1/4)
NORTHEAST ONE-QUARTER (1/4)	SOUTHEAST ONE-QUARTER (1/4)

LEGEND

- 1. PROPERTY LINE
- 2. ADJACENT PROPERTY
- 3. ADJACENT ROAD
- 4. ADJACENT RAILROAD
- 5. ADJACENT WATERWAY
- 6. ADJACENT AIRWAY
- 7. ADJACENT POWER LINE
- 8. ADJACENT TELEPHONE LINE
- 9. ADJACENT FENCE
- 10. ADJACENT CROPLAND
- 11. ADJACENT PASTURE
- 12. ADJACENT WOODLAND
- 13. ADJACENT SWAMP
- 14. ADJACENT MOUNTAIN
- 15. ADJACENT HILL
- 16. ADJACENT VALLEY
- 17. ADJACENT PLAIN
- 18. ADJACENT DESERT
- 19. ADJACENT TUNDRA
- 20. ADJACENT TROPICAL FOREST

P.L.M. = 16-34-24-0000-0001-0000
 (O.R.B. 1976, PAGE 1201)

SOUTHERN GLEN
 (PLAT BOOK 6, PAGE 383)

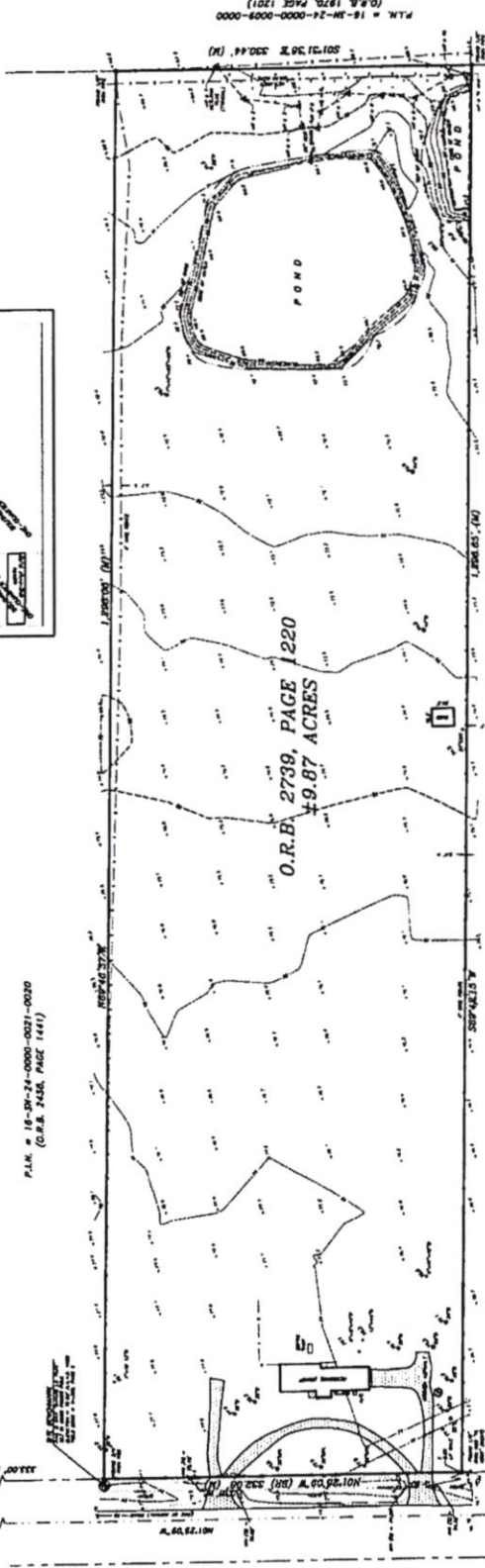
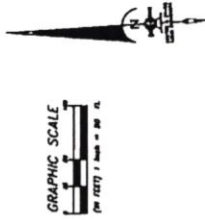
P.L.M. = 16-34-24-0000-0021-0020
 (O.R.B. 2400, PAGE 1441)

O.R.B. 2739, PAGE 1220
 ±9.87 ACRES

P.L.M. = 16-34-24-0000-0021-0000
 O.R.B. 1981, PAGE 549

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

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



- NOTES:**
1. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
 2. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
 3. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
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 8. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
 9. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.
 10. The survey was made by the undersigned and the original record of the survey is on file in the office of the undersigned.

LEGEND

- 1. PROPERTY LINE
- 2. ADJACENT PROPERTY
- 3. ADJACENT ROAD
- 4. ADJACENT RAILROAD
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- 16. ADJACENT VALLEY
- 17. ADJACENT PLAIN
- 18. ADJACENT DESERT
- 19. ADJACENT TUNDRA
- 20. ADJACENT TROPICAL FOREST

MANZOS & DRAKE LAND SURVEYING
 117 South Main Street, Cape Coral, FL 33904
 (813) 491-0700
 FAX (813) 491-0700
 E-MAIL: MANZOS@AOL.COM
 WWW.MANZOSLANDSURVEYING.COM

SCALE: 1"=100' JOB NO. 17000 DATE: 06/12/2001 CADD: LP
 FILE NO. 17000 PAGE NO. 1 OF 1

ITEM-1

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

File Number: 24-617

Warranty Deed

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

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

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

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

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

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

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

Florida Corporate Deed/Letter

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

File Number: 24-617

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

Jax Freedom Home Buyers LLC, a
Florida Limited Liability Company

Signed and Sealed in Our Presence:

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

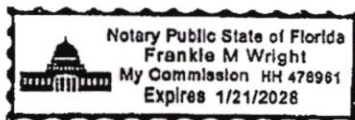
Frankie M Wright
Witness #2
Print Name: Frankie M Wright
Address: 3391 S Fletcher Ave
Fernandina Beach FL 32034

By: OBADIAH G. DORSEY
Its. Member

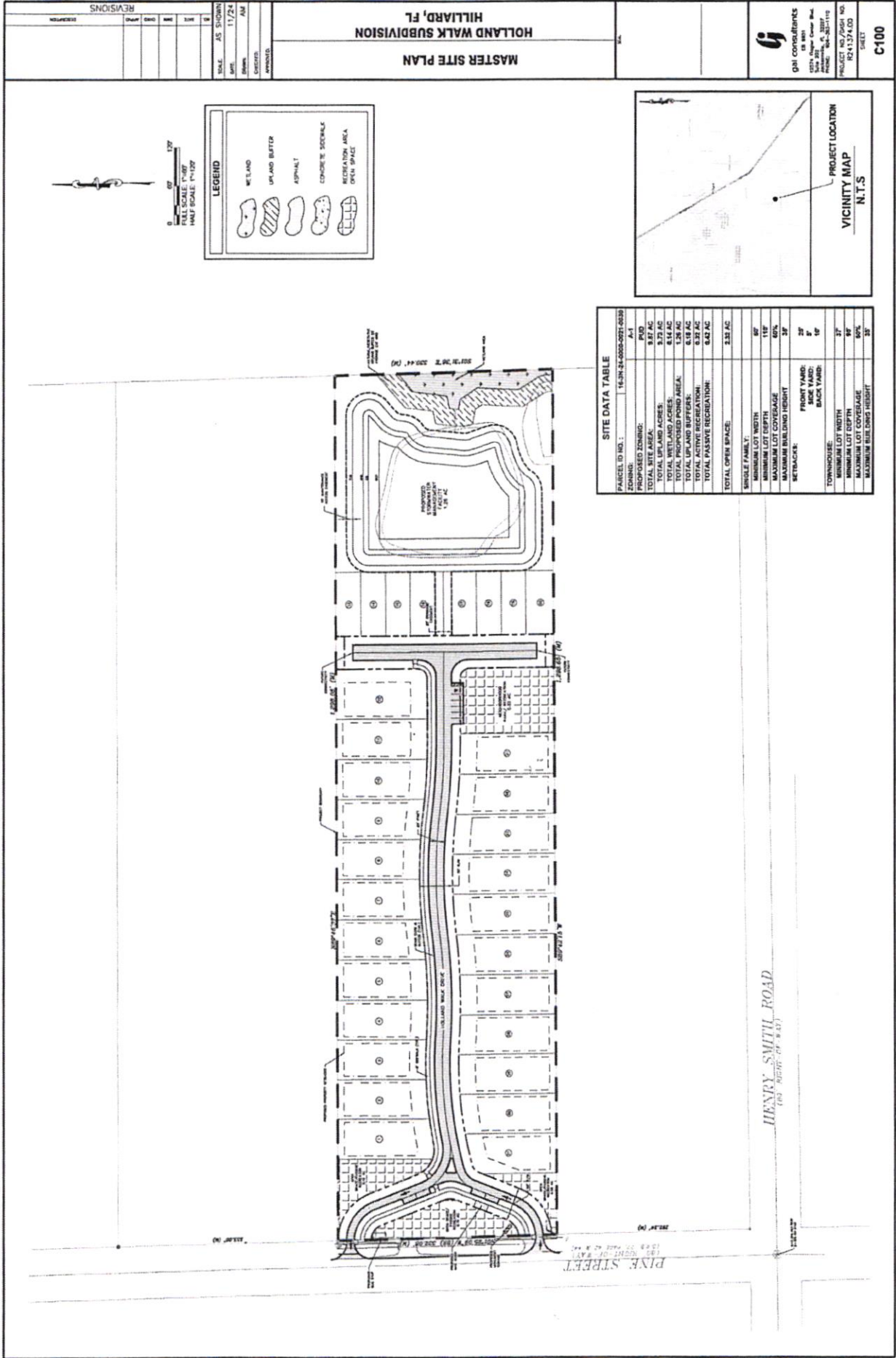
State of Florida

County of NASSAU

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



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



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

I. PROJECT DESCRIPTION

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

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

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

II. USES AND RESTRICTIONS

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

B. Uses by Special Exception: None.

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

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

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

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

Duplex:

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

Minimum Setbacks

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

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

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

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

B. Ingress, Egress and Circulation:

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

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

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

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

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

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

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

F. Utilities:

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

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

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

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

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

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

IV. ADDITIONAL CONDITIONS

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

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

Binding Letter

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

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

Ladies and Gentlemen:

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

This the 30th day of December, 2024.

INTACT CONSTRUCTION MANAGEMENT
GROUP LLC

By: [Signature]

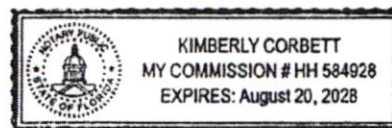
Name: BEN BUCHANAN

Its: PRESIDENT

STATE OF FLORIDA
COUNTY OF Nassau

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

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



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

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

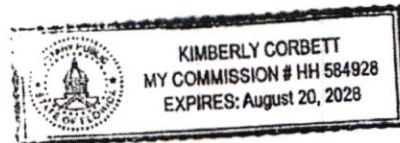
To Whom It May Concern:

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

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

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

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





ATTORNEYS AT LAW

Courtney P. Gaver

904.346.5388

CGaver@rtlaw.com

1301 Riverplace Blvd., Suite 1500
Jacksonville, Florida 32207

904.398.3911 Main

904.396.0663 Fax

www.rtlaw.com

January 13, 2025

VIA OVERNIGHT MAIL & E-MAIL

Town of Hilliard

Attn: Lee Anne Wollitz, Land Use Administrator

15859 County Road 108

Hilliard, Florida 32046

lwollitz@townofhilliard.com

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

Dear Ms. Wollitz:

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

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

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

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

Sincerely,

ROGERS TOWERS, P.A.

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

Courtney P. Gaver

Enclosures

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

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



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

VyStar CU
63-7927/2630

13146

1/13/25

PAY TO THE
ORDER OF

TOWN OF HILLIARD

\$ 2,700⁰⁰

TWO THOUSAND SEVEN HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK REZONE / P.U.D APPLICATION

⑈013146⑈ ⑆263079276⑆ 7903131093⑈

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

I. PROJECT DESCRIPTION

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

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

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

II. USES AND RESTRICTIONS

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

B. Uses by Special Exception: None.

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

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

III. DESIGN GUIDELINES

A. Lot Requirements:

Single-Family Homes:

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

Attached Single-Family Homes (Townhome/Duplex):

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

Minimum Setbacks

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

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

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

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

B. Ingress, Egress and Circulation:

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

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

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

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

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

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

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- a) **Potable Water/Sanitary Sewer:** Existing water lines are located within Pine Street across from the Project. Wastewater shall consist of an internal master pump station complete with a standby emergency generator. The Project will connect to the sanitary force main located north of Pine Street. This work will be installed by the Applicant and no public funds shall be needed for the provision of new infrastructure. The onsite private lift station serving the Property shall include a standby emergency generator (diesel).
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G. Wetlands/Environmental: The Property contains approximately 0.14 acres of jurisdictional wetlands as depicted on the Conceptual Site Plan, all of which will be retained to preserve and enhance the natural attributes of the Property. Appropriate buffers will be provided as required by the LDR and St. Johns River Water Management District ("SJRWMD") requirements, which upland buffers are depicted on the Conceptual Site Plan.

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

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Service Invoice-Report



A DIVISION OF:

sciens
Building Solutions

ITEM-1

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

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

INSTRUCTIONS:

Hydrant Flow test

WORK PERFORMED:

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

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

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

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



A DIVISION OF:

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

January 31, 2025

SUBMITTED TO:**Company Name:**

Semanik Investment Corporation

Street or Mailing Address:

2120 Corporate Sq. Blvd. Ste. 3

Jacksonville, FL. 32216

Telephone No.:

(904) 854-4500 (Ethan Schaefer)

Email:

eschaefer@dom-eng.com

Attention of:

Randy Martinuzzi

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

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

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

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

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

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

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

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

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

Fire Protection Systems • Fabrication • Alarm Systems • FID-200 • Telemetry • Data Collection • and • Control • Remote Monitoring • Fiber Optics • A/V Systems



Hydrant Location Map

FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

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

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

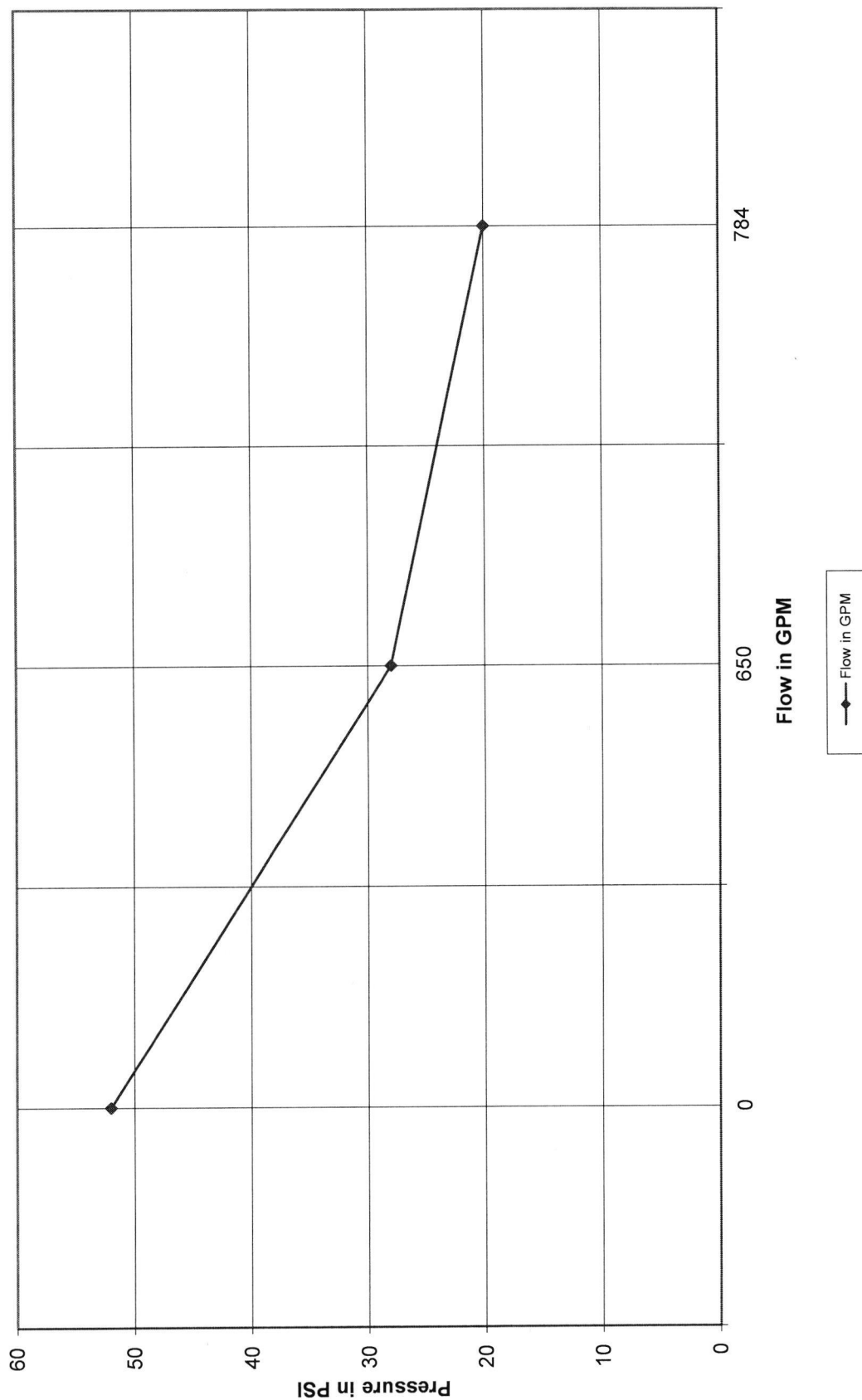
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:00 AM

RESULTS

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

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

Hydrant Flow At 20 PSI: 784 GPM



FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

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

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

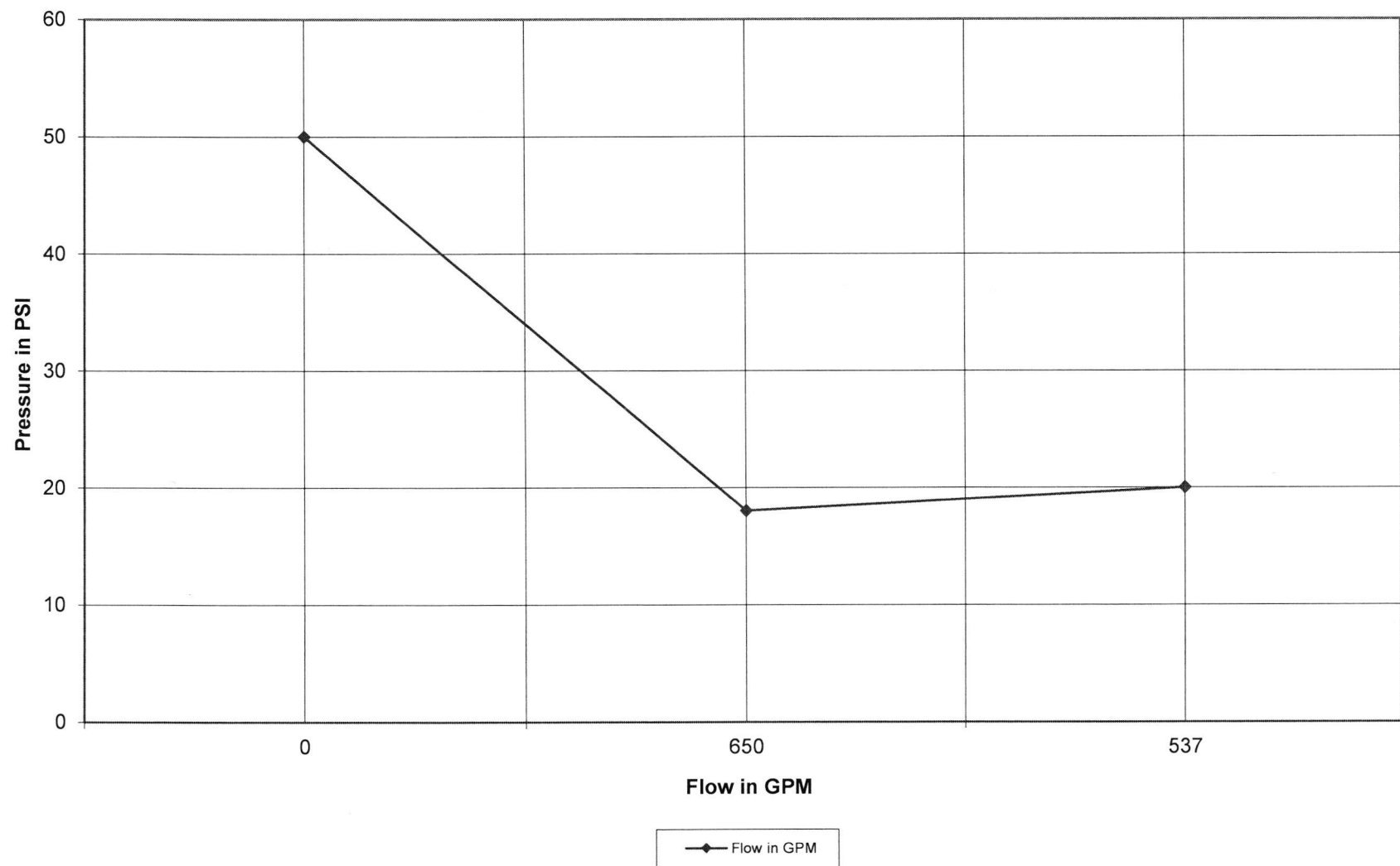
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:30 AM

RESULTS

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

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

Hydrant Flow At 20 PSI: 537 GPM



FIRE HYDRANT FLOW TEST DATA

Company: Tompkins Preserve
Address: Pine Street
Hilliard, Fl

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

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

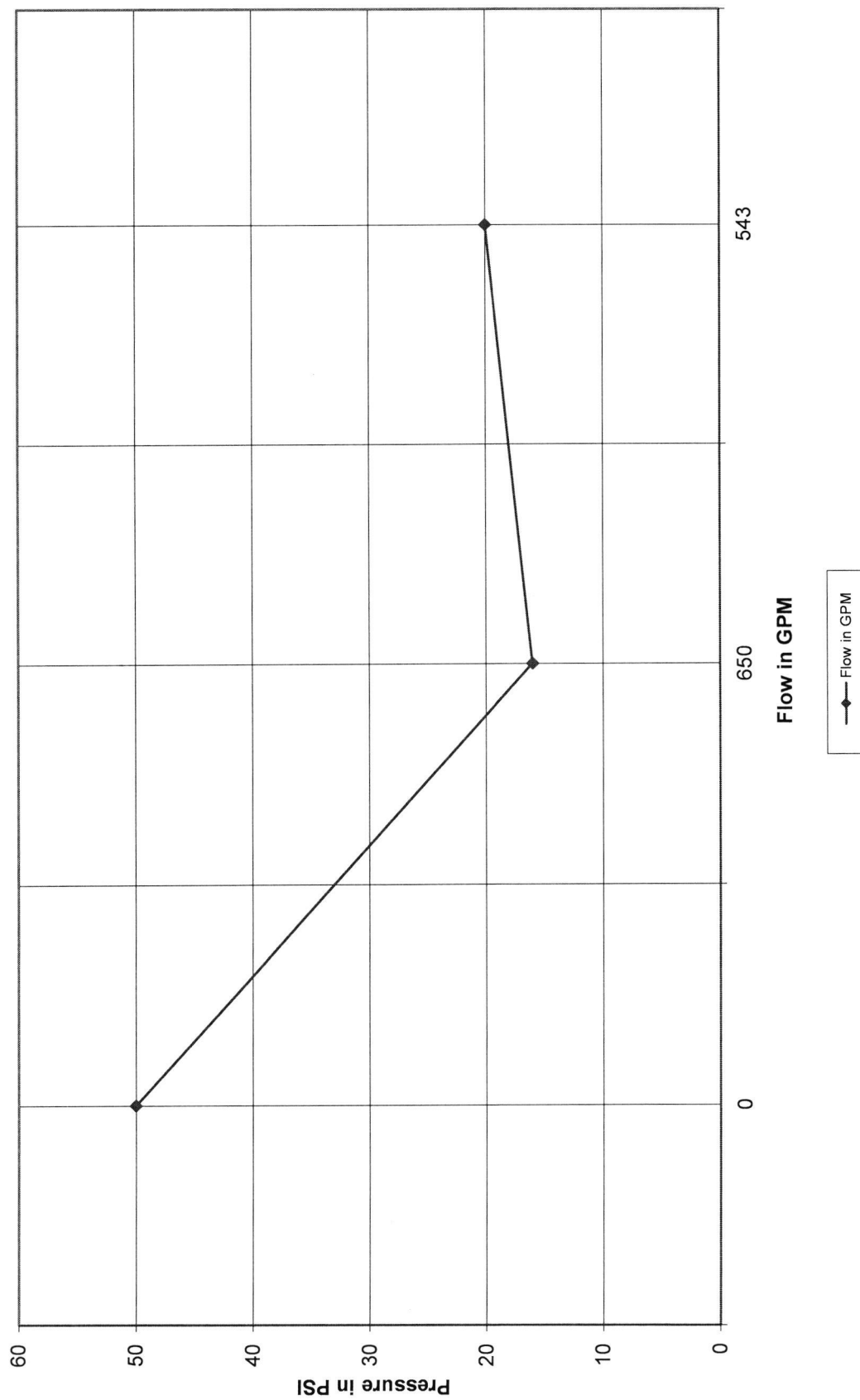
Testing:
Year: 2025
Technician: A. Smith
Date: 2/7/2025
Time: 7:20 AM

RESULTS

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

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

Hydrant Flow At 20 PSI: 543 GPM



Lee Anne Wollitz

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

Lee Anne,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you!

Ben Buchanan INTACT 904-483-6128

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

Get [Outlook for Android](#)

Lee Anne Wollitz

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

Lee Anne,

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

Development Investigation Application & Water/Sewer Services

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

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

PUD Application Documentation

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

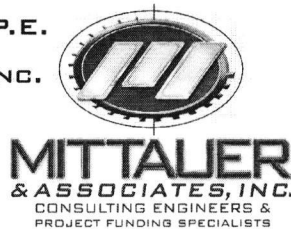
- Attachment 8 – PUD Written Description: The document indicates the development roadwa ITEM-1
common areas/recreation areas, and stormwater system shall be owned and maintained by the development HOA. It is recommended ownership and maintenance requirements of the water/sewer infrastructure shall be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

General

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

Thanks,

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



FOR OFFICE USE ONLY

File# 20250113.Lp

Application Fee: 300.00

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

LY CK# 13147

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

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

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

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

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

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

Company (if applicable): _____

Mailing address: P.O. Box 365

City: Hilliard State: FL ZIP: 32046

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

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

C. PROJECT DESCRIPTION

Residential - Dwelling Units 31

D. ATTACHMENTS

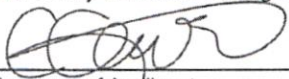
1. Copy of Warranty Deed or other proof of ownership
2. Legal description
3. Survey
4. Site Plan
5. Agent Authorization, if applicant is not owner.
6. Town of Hilliard- School Impact Analysis Form

E. FEE.

1. \$300.

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

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


Signature of Applicant

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

1-10-2025
Date


Signature of Owner

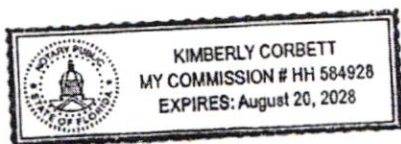
BEN BUCHANAN
Typed or printed name of Owner

12/30/24
Date

State of Florida County of Nassau

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

NOTARY SEAL




Signature of Notary Public, State of Florida

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

File Number: 24-617

Warranty Deed

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

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

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

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

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

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

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

Florida Corporate Deed/Letter

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

File Number: 24-617

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

Jax Freedom Home Buyers LLC, a
Florida Limited Liability Company

Signed and Sealed in Our Presence:

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

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

By: OBADIAH G. DORSEY
Its. Member

State of Florida

County of NASSAU

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

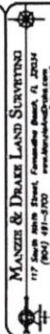


Frankie M. Wright (Seal)
Notary Public
Notary Printed Name: _____
My Commission Expires: _____

EXHIBIT "A"
LEGAL DESCRIPTION

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

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



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

To Whom It May Concern:

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

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

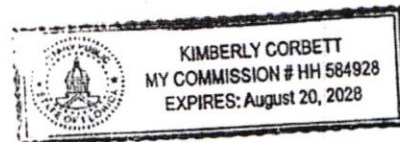
STATE OF FLORIDA

COUNTY OF Nassau

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

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

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



TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

INTRODUCTION

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


Application Process for School Concurrency:

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

KEY CONTACTS

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

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

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

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



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

VyStar CU
63-7927/2630

13147

1/13/25

PAY TO THE
ORDER OF

TOWN OF HILLIARD

\$ 300⁰⁰

THREE HUNDRED AND NO/100s

DOLLARS

MEMO

HOLLAND WALK CONCURRENCY

⑈013147⑈ ⑆263079276⑆ 7903131093⑈



TOWN OF HILLIARD - SCHOOL IMPACT ANALYSIS (SIA) FORM

INTRODUCTION

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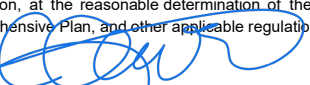
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Lee Anne Wollitz, Land Use Administrator at lwollitz@townofhilliard.com or 904-845-3555

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Company (if applicable)		Company (if applicable) – Rogers Towers, P.A.	
Street Address – P.O. Box 365		Mailing Address – 1301 Riverplace Blvd., Suite 1500	
City, State, Zip – Hilliard, FL 32046		City, State, Zip – Jacksonville, FL 32207	
Telephone Number 904-483-6128		Telephone Number – (904) 473-1388 904-432-9979 (Jon)	
Email Address ben@intactcmg.com		Email Address – cgaver@rtlaw.com jlasserre@rtlaw.com	

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



The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034

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

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

February 12, 2025

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

SUBJECT: RESERVATION NOTIFICATION

Dear Ms. Purvis:

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

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

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

Project Name: Holland Walk

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

Number of Dwelling Units: 28 SF

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

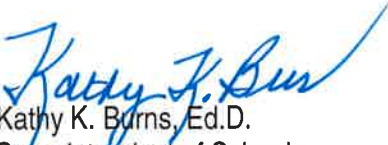
The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

Effective date of permitting documents: 02/12/2025

Expiration date of permitting documents: 02/12/2027

Reservation approval tracking number: 2025SCR0005

Sincerely,



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

cc: Ben Buchanan/ ben@intactcmg.com

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

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

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

To Whom It May Concern:

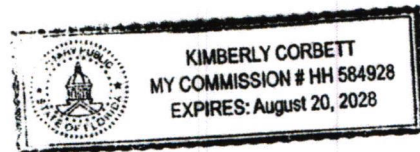
You are hereby advised that the undersigned is the owner of the above referenced property. Said owner hereby authorizes and empowers Rogers Towers, P.A. to act as agent to file application(s) for the concurrency and PUD rezoning applications for the above-referenced property and in connection with such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

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

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

Kimberly Corbett (SEAL)

Notary Public, State and county of the aforesaid

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: April 17, 2025

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

SUBJECT: Town Council adopting Ordinance No. 2025-03, an Ordinance establishing a tree mitigation fund for the Town of Hilliard, providing for fees collected from tree removal and associated activities, and providing for the use of such funds to promote tree conservation, preservation, and replacement. Adopting on Second & Final Reading.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council adopting Ordinance No. 2025-03, on Second & Final Reading.

ORDINANCE NO. 2025-03

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

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

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

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

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

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

Section 1. Title and Purpose.

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

Section 2. Tree Mitigation Fees.

1. Fee for Removal of Trees:

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

(DBH), for each tree removed.

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

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

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

2. Replacement of Trees:

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

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

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

3. Credit for trees:

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

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

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

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

Section 3. Tree Mitigation Fund.

1. Establishment of Fund:

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

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

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

2. Use of Fund:

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

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

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

Section 4. Grant Program for Tree Canopy Enhancement.

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

Section 5. Enforcement and Penalties.

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

Section 6. Severability.

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

Section 7. Effective Date.

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Public Hearing & Regular Meeting

Meeting Date: April 17, 2025

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

SUBJECT: Town Council adopting Ordinance No. 2025-05, An Ordinance approving the confirmation of Reservation of Plant Capacity and Cost Recovery Agreement between the Town of Hilliard and Greenbrier Nassau, LLC. Adopting on Second & Final Reading.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council adopting Ordinance No. 2025-05, on Second & Final Reading.

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

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

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

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

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

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

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

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

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

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

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

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

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. INTEREST. This Agreement shall not include interest.

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

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

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

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

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

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

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

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

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

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

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

To Town: Town of Hilliard

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

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

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

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

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

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

[SIGNATURES FOLLOW ON NEXT PAGES]

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

ATTEST:

TOWN OF HILLIARD

By: _____
 Lisa Purvis
 Town Clerk

 John Beasley, Mayor

Form Approved:

By: _____
 Town Attorney

STATE OF FLORIDA
 COUNTY OF NASSAU

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

(SEAL)

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

GREENBRIER NASSAU, LLC, a Delaware
limited liability company

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

By: _____
Print Name: _____
Its: _____

STATE OF _____
COUNTY OF _____

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

(SEAL)

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

EXHIBIT A

Property Legal Description

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

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

EXHIBIT B

Line Capacity Improvements

16,400'± 8" Sewer Force Main

Sewer Flow Calculations

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

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

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

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

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



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

FROM: ***Cara Gluck, Administrator/Health Officer – Florida Department of Health***

SUBJECT: Town Council to hear input and update from the Nassau County Health Department regarding the Community Health Assessment and the Health Department.

BACKGROUND:

To be attached once received.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council to hear input and update from the Nassau County Health Department regarding the Community Health Assessment and the Health Department.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council approval of Well Exception Application No. 20250324.1, allowing for a well to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road, Parcel ID No. 04-3N-24-0000-0004-0180.

BACKGROUND:

On March 7, 2025, a development investigation was submitted for 0 Kings Ferry Road. The recommendation of the Public Works Department is for a well exception application to be submitted as the water connection would be approximately 1,962 feet and would require several fire hydrants to connect as well as a possible booster pump.

Sec. 58-41. With waterworks system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the municipal waterworks system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. No connection shall be required where the waterworks system or line is more than 200 feet from the boundary line of any lot containing a building or trailer. The owner may apply for an exception from the town council upon good cause shown.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of Well Exception Application No. 20250324.1, allowing for a well to be placed within the Town boundaries to serve a new dwelling unit to be located at 0 Kings Ferry Road, Parcel ID No. 04-3N-24-0000-0004-0180.



Town of Hilliard Well Exception Application

ITEM-6

FOR OFFICE USE ONLYFile # 20250324.1Application Fee: \$250.00 c.c.Filing Date: 03/24/25 by: _____

Acceptance Date: _____ by: _____

LM

A. PROJECT

1. Project Name: Swilley
2. Address of Subject Property: _____
3. Parcel ID Number(s): 04-3N-24-0000-0004-0180
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: _____
6. Zoning Designation: OR
7. Acreage: 5.4

B. APPLICANT/CONTRACTOR*

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Thomas Pike Title: _____
Company (if applicable): P+S Builders Inc
Mailing address: 39602 Prospect Landing Rd
City: Hilliard State: FL ZIP: _____
Telephone: (904) 545-3503 FAX: () e-mail: Tpxhomesin@yahoo.com

3. Contractor:

Name of Contractor: _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: () FAX: () e-mail: _____

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

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

1. Site Plan including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - c. Statement of Proposed Uses.
 - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - f. Area and dimensions of site.
 - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
 - j. Required buffers.
 - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

D. FEE

1. \$250.00

No application shall be accepted for processing until the required application fee is paid in full. 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 3 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:

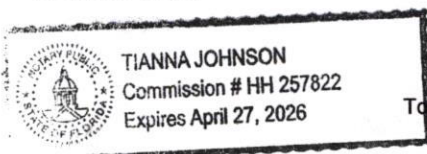
Brian K. Swilley
Signature of Applicant
Brian K. Swilley
Typed or printed name and title of applicant
3-21-2025
Date

Donna B. Swilley
Signature of Co-applicant
Donna B. Swilley
Typed or printed name of co-applicant
3/21/2025
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 21 day of March, 2025 by Brian Swilley
and Donna Swilley, who is/are personally known to me, or who has/have produced ID
as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

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



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

Parcel 04-3N-24-0000-0004-0180

Owners

SWILLEY BRIAN K & DONNA B
 12247 WADSWORTH WAY
 WOODRIDGE, VA 22192

Parcel Summary

Situs Address	KINGS FERRY RD
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	5.4400
Section	4
Township	3N
Range	24
Subdivision	
Exemptions	None

Short Legal

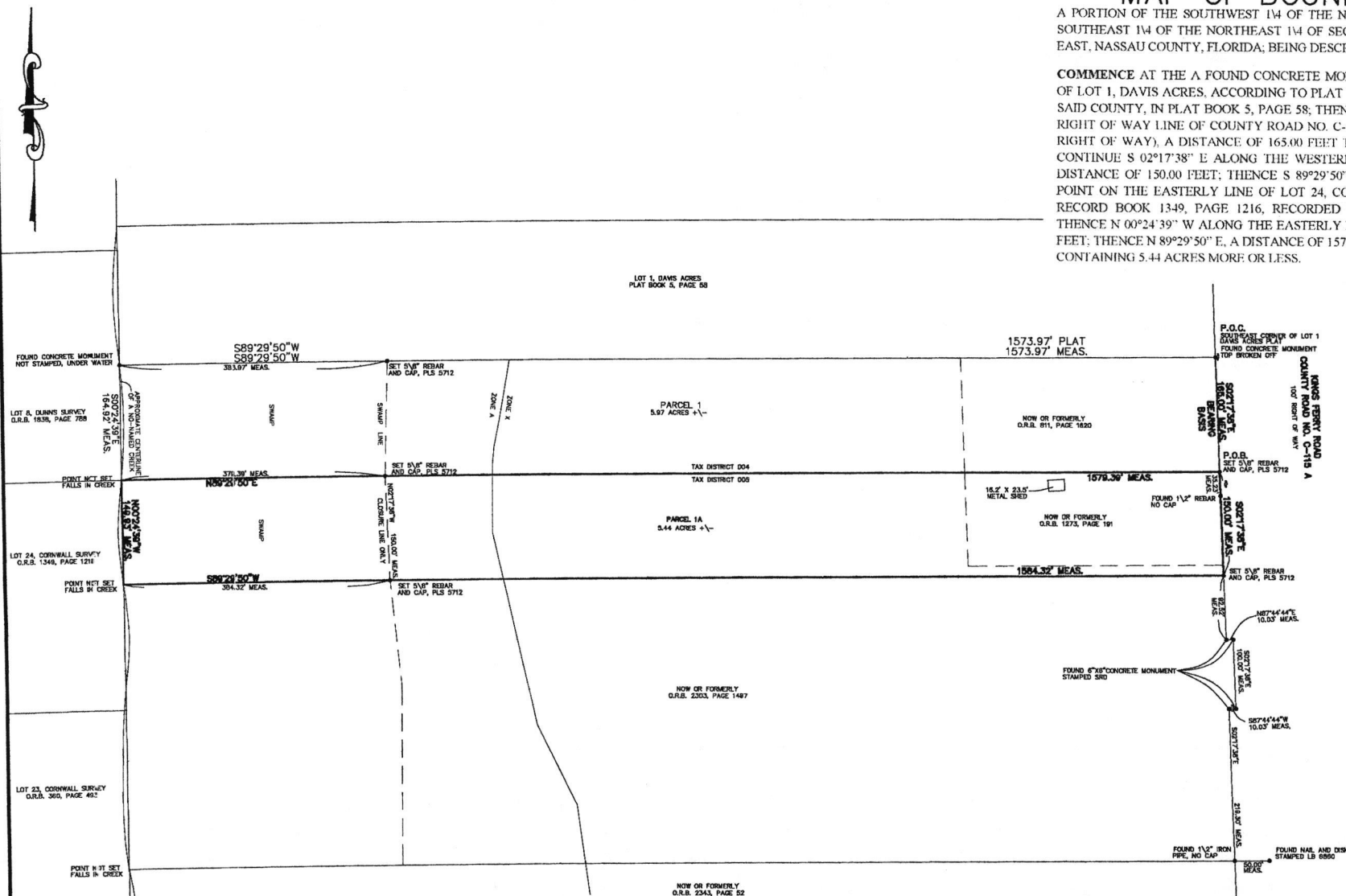
PT SW1/4 OF NE1/4 &
 PT SE1/4 OF NE1/4 SEC 4-4N-24E
 IN OR 2594/575

Certified Values

STANDARD	2024
Land Value	\$84,230
(+) Improved Value	\$864
(=) Market Value	\$85,094
(-) Agricultural Classification	\$0
(=) Assessed Value	\$85,094

ITEM-6

COMMENCE AT THE A FOUND CONCRETE MONUMENT FOR THE SOUTHEAST CORNER OF LOT 1, DAVIS ACRES, ACCORDING TO PLAT RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY, IN PLAT BOOK 5, PAGE 58; THENCE S 02°17'38" E ALONG THE WESTERLY RIGHT OF WAY LINE OF COUNTY ROAD NO. C-115-A (KINGS FERRY ROAD) (A 100 FOOT RIGHT OF WAY), A DISTANCE OF 165.00 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUE S 02°17'38" E ALONG THE WESTERLY RIGHT OF WAY LINE AFORESAID, A DISTANCE OF 150.00 FEET; THENCE S 89°29'50" W, A DISTANCE OF 1584.32 FEET TO A POINT ON THE EASTERLY LINE OF LOT 24, CORNWALL SURVEY PER DEED, OFFICIAL RECORD BOOK 1349, PAGE 1216, RECORDED IN THE PUBLIC RECORDS AFORESAID; THENCE N 00°24'39" W ALONG THE EASTERLY LINE AFORESAID, A DISTANCE OF 149.93 FEET; THENCE N 89°29'50" E, A DISTANCE OF 1579.39 FEET TO THE **POINT OF BEGINNING**, CONTAINING 5.44 ACRES MORE OR LESS.



- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground Improvements were not located or shown.
- 3) Lands shown herein were not obstructed by this office for easements, rights-of-way, easements or other instruments of record.
- 4) Bearings based on N 0217°33' W for the Westerly right of way line of Kings Ferry Road (County Road No. C-115 A (Plat).
- 5) Fence generally, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accommodate other relationships. Fences are drawn to scale but are not deemed to be encroachments unless otherwise is apparent.
- 6) Unless I bear the signature and the original sealed seal of a Florida Licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown herein lies within flood zone "X" & "A" as per F.E.A.A. Flood Insurance Rate Map, Panel 1206000103SE.

5) Unless otherwise noted Measured angles and distances are the same as Plot or Deed angles and distances.

6) This survey has been performed according to the standard of care to achieve the following accuracies for the following surveyed.

Surveyed Accuracy	1 foot in 20156 feet
Commercial / High risk Linear Accuracy	1 foot in 10000 feet
SOP Rule 5A-17.05(3)	(8) (15) b.1

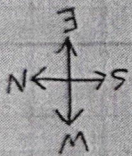
-E-E= AERIAL UTILITY WIRES
 A/C = AIR CONDITIONER
 AKA = ALSO KNOWN AS
 B.R.L. = BUILDING RESTRICTION LINE
 TV = CABLE TELEVISION PEDESTAL
 Δ = CENTRAL ANGLE
 C = CENTERLINE
 -x-x- = CHAIN LINK FENCE
 CB = CHORD BEARING
 CD = CHORD DISTANCE
 CONC. = CONCRETE
 CORR. = CORRUGATED METAL PIPE
 E = ELECTRICITY METER
 ELEV. = ELEVATION
 F.F. = FINISHED FLOOR
 F.H. = FIRE HYDRANT
 G = GAS METER
 L = ARC LENGTH
 ☼ = LIGHT POLE

BY: ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

(S) = STORM MANHOLE
 (T) = TELEPHONE PEDESTAL
 — = WOOD FENCE
 — = WOOD POWER POLE
 (W) = WATER METER
 (W) = WELL

GLASS LAND SURVEYING, LLC
23684 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 * CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8399

SCALE: 1" = 100'
DATE: 10-18-21
DRN BY: AFG
CKD BY: AFG
JOB NO: 21-210
F.B. NO: SY2
PAGE: [REDACTED]



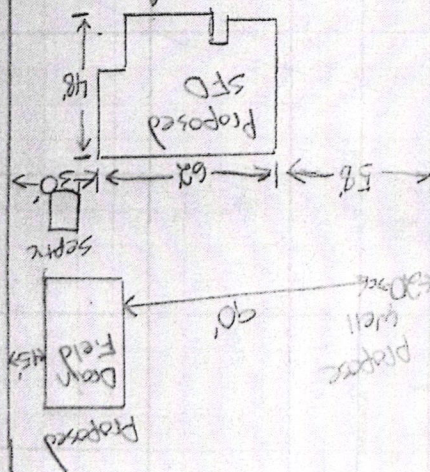
1579'

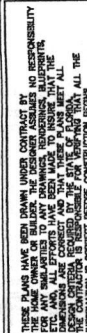
435'

Proposed
Driveway
150'
Kings Ferry Rd

1584'

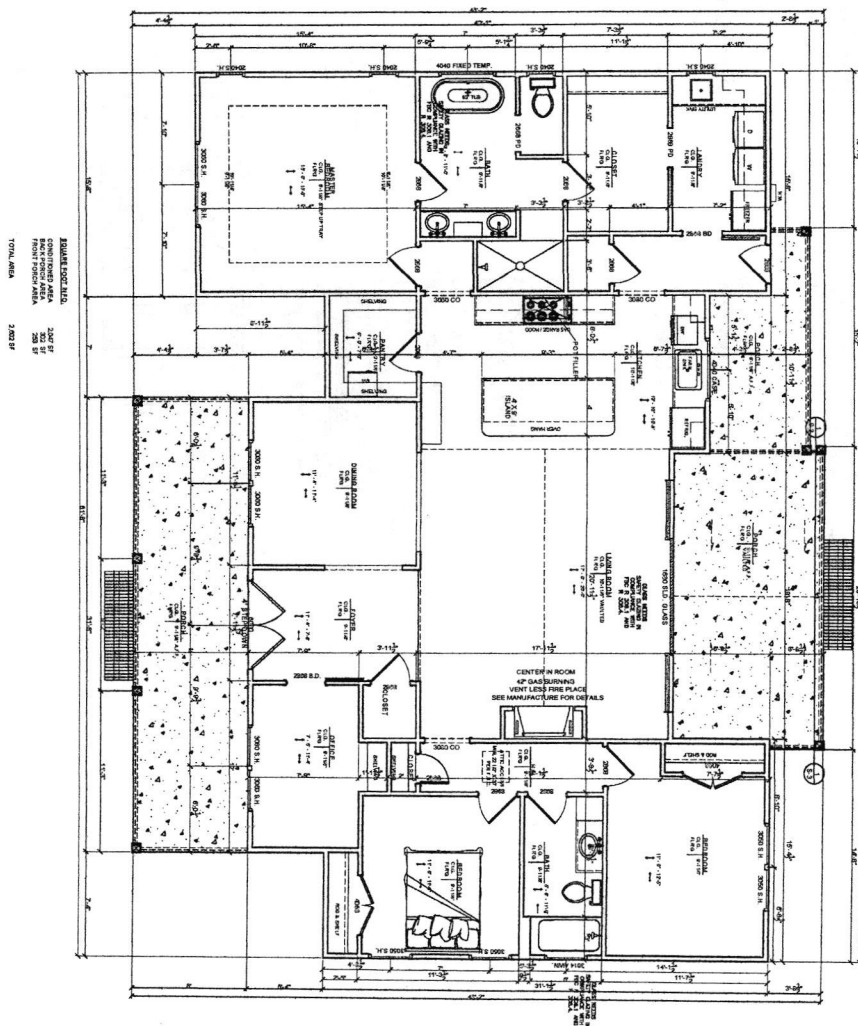
Swilley
Site
Plan





TOTAL AREA 2.602 SF

- | ENERGIZATION
FRACTION | BRIGHTLY
ILLUMINATED | CILING
AVAILABLE | WALLS AVAILABLE | FLOORS AVAILABLE |
|--------------------------|-------------------------|---------------------|-----------------|------------------|
| 0.6 | 0.05 | 0.25 | 0.7 | 1.0 |



A-1

SHEET

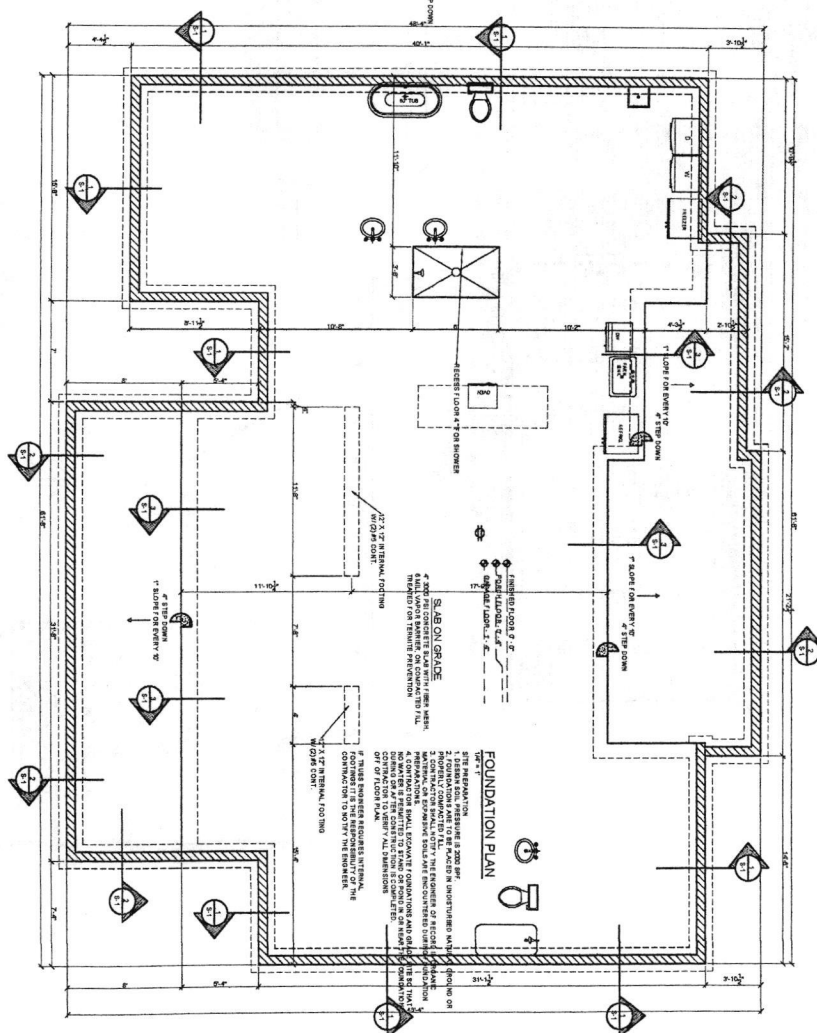
SWILLEY RESIDENCE

CALLAHAN DRAFTING, INC.

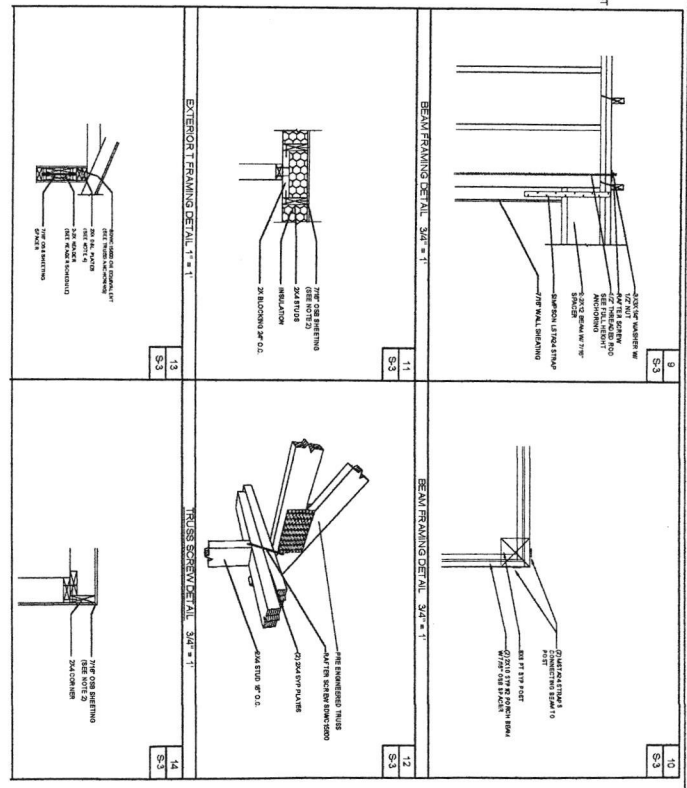
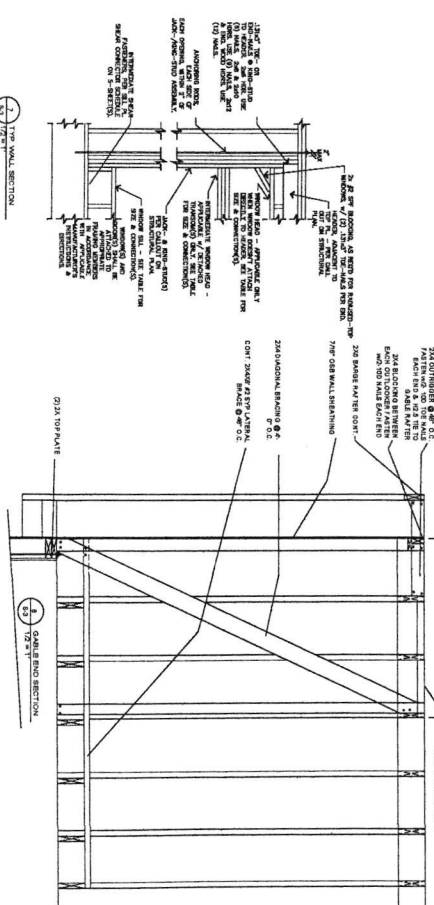
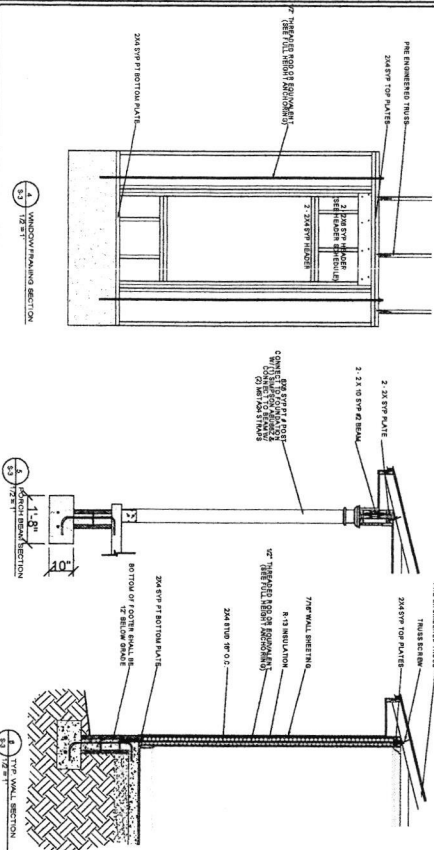
541669 US.1 CALLAHAN FL. 32011

904 575 0181 ethan@scaffbuilders.com

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY SIMILARITIES TO ANY DRAWINGS, RENDERINGS, BLUEPRINTS, ETC. AND, ALL EFFORTS HAVE BEEN MADE TO INSURE THAT THE DIMENSIONS AND CORRECT AND COMPLETE THESE PLANS MEET ALL DESIGN CRITERIA REQUIRED BY THE STATE OF FLORIDA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.



THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY SIMILARITIES TO ANY DRAWINGS, RENDERINGS, BLUEPRINTS, ETC. AND, ALL EFFORTS HAVE BEEN MADE TO INSURE THAT THE INFORMATION IS CORRECT AND ACCORDS WITH THE DESIGN CRITERIA REQUIRED BY THE STATE OF FLORIDA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.



S-3

SWILLEY RESIDENCE
3201 1ST AVE. N. #100
ST. PETERS, FL 33701
352-455-1111

SWILLEY RESIDENCE

CALLAHAN DRAFTING, INC.
541669 US.1 CALLAHAN FL 32011
904 575 0181 ethan@scaffbuilders.com

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDERS. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY UNLAWFUL OR ILLEGAL ACTS, OR FOR ANY DAMAGES, LOSSES, OR INJURIES, OR FOR ANY OTHER CONSEQUENCES THAT MAY BE INCURRED BY THE CONTRACTOR OR ANY OTHER PARTY. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.



Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

ITEM-6

File #

2025 0307

Application Fee

\$180.00

Filing Date:

03/07/2025

By:

ZS

Acceptance Date:

By:

Paid by CC by Phone PC#184884

A. PROJECT

1. Address of Subject Property: 37686 Kings Ferry Rd
2. Parcel ID Number(s): 04-3N-24-0000-0004-0180
3. Acreage of Project: 5.4

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Thomas Pike Title: Vice President
Company (if applicable): P+S Builders Inc
Mailing address: 39602 Prospect Landing Rd
City: Hilliard State: FL ZIP: 32046
Telephone: (904) 545-3503 FAX: () e-mail: TpchomesInc@yahoo.com

C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
5. Statement of proposed development

D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning A-1 Reviewed By: [Signature]

Water Service Available No Location of Service Water Service over 1000ft away

Improvements Required for Water Service Well exception Application needed Reviewed By: CH

Sewer Service Available No Location of Service Sewer service over 1000ft away

Improvements Required for Sewer Service Septic Exception Application needed Reviewed By: CA

Access onto Public Right of Way or Approved Private Road Paved Road X Unpaved Road

Improvements Required for Access Nassau County Drive permit needed Reviewed By: CH

Temporary Culvert needed during construction? Y N Location? TBD By NC



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council approval of Septic Exception Application 20250324.2, allowing for a septic tank to be placed within the Town Boundaries to serve a new dwelling unit at 0 Kings Ferry Road. Parcel ID No. 04-3N-24-0000-0004-0180.

BACKGROUND:

On March 7, 2025, a development investigation was submitted for 0 Kings Ferry Road. The recommendation of the Public Works Department is for a septic exception application to be submitted, as the Sewer connection would be approximately 2,007 feet, it would require a force main to connect beyond the Whisper Ridge force main.

Sec. 58-42. With sewer system.

The owner of each lot or parcel of land within the town, upon which lot or parcel of land any building or trailer used as a dwelling is now situated or shall be hereafter situated, for either residential, commercial or industrial use, shall connect or cause such building or trailer to be connected with the public sewer facilities of the municipal sewer system of the town, and use such facilities within 12 months following notification to do so by the town clerk. All such connections shall be made in accordance with rules and regulations which shall be adopted as necessary by the town council, which rules and regulations shall provide for a charge for making any such connections in such reasonable amounts as such town council may fix and determine. The owner may apply for an exception from the town council upon good cause shown.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval of Septic Tank Exception Application No. 20250324.2, allowing for a septic tank be placed within the Town boundaries to serve a new dwelling unit to be located at 0 Kings Ferry Road, Parcel ID No. 04-3N-24-0000-0004-0180, with the following condition:

- Public Works and/or the Land Use Administrator of the Town of Hilliard must approve proposed/staking out location of drain field before soil testing. If the location is moved due to test results a second location approval is needed prior to installation of drain field.



Town of Hilliard Septic Tank Exception Application

FOR OFFICE USE ONLY

ITEM-7

File # 20250324.2
Application Fee: \$250.00 c.c.
Filing Date: 03/24/25 by: _____
Acceptance Date: _____ by: _____
KM.

A. PROJECT

1. Project Name: Swilley
2. Address of Subject Property: _____
3. Parcel ID Number(s): 04-3N-24-0000-0004-0180
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: _____
6. Zoning Designation: OR
7. Acreage: 5.4

B. APPLICANT/CONTRACTOR*

1. Applicant's Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s) or Contact Person(s): Thomas Pike Title: _____
Company (if applicable): P4S Builders Inc
Mailing address: 39602 Prospect Landing Rd
City: Hilliard State: FL ZIP: 32046
Telephone: () _____ FAX: () _____ e-mail: _____

3. Contractor:

Name of Contractor: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: () _____ FAX: () _____ e-mail: _____

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

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

1. Site Plan including but not limited to:
 - a. Name, location, owner, and designer of the proposed development.
 - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - c. Statement of Proposed Uses.
 - d. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - e. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - f. Area and dimensions of site.
 - g. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - h. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - i. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
 - j. Required buffers.
 - k. Location of existing trees, identifying any trees to be removed.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.

D. FEE

1. \$250.00

No application shall be accepted for processing until the required application fee is paid in full. 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 3 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:

Brian K. Swilley
Signature of Applicant

Brian K. Swilley
Typed or printed name and title of applicant

3-21-2025
Date

State of Florida County of Nassau

Donna B. Swilley
Signature of Co-applicant

Donna B. Swilley
Typed or printed name of co-applicant

3/21/2025
Date

The foregoing application is acknowledged before me this 21 day of March, 2025 by Brian Swilley
and Donna Swilley, who is/are personally known to me, or who has/have produced DL
as identification.

NOTARY SEAL



Tianna Johnson
Signature of Notary Public, State of Florida

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



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

Parcel 04-3N-24-0000-0004-0180

Owners

SWILLEY BRIAN K & DONNA B
 12247 WADSWORTH WAY
 WOODRIDGE, VA 22192

Parcel Summary

Situs Address	KINGS FERRY RD
Use Code	0000: VACANT
Tax District	3: Hilliard
Acreage	5.4400
Section	4
Township	3N
Range	24
Subdivision	
Exemptions	None

Short Legal

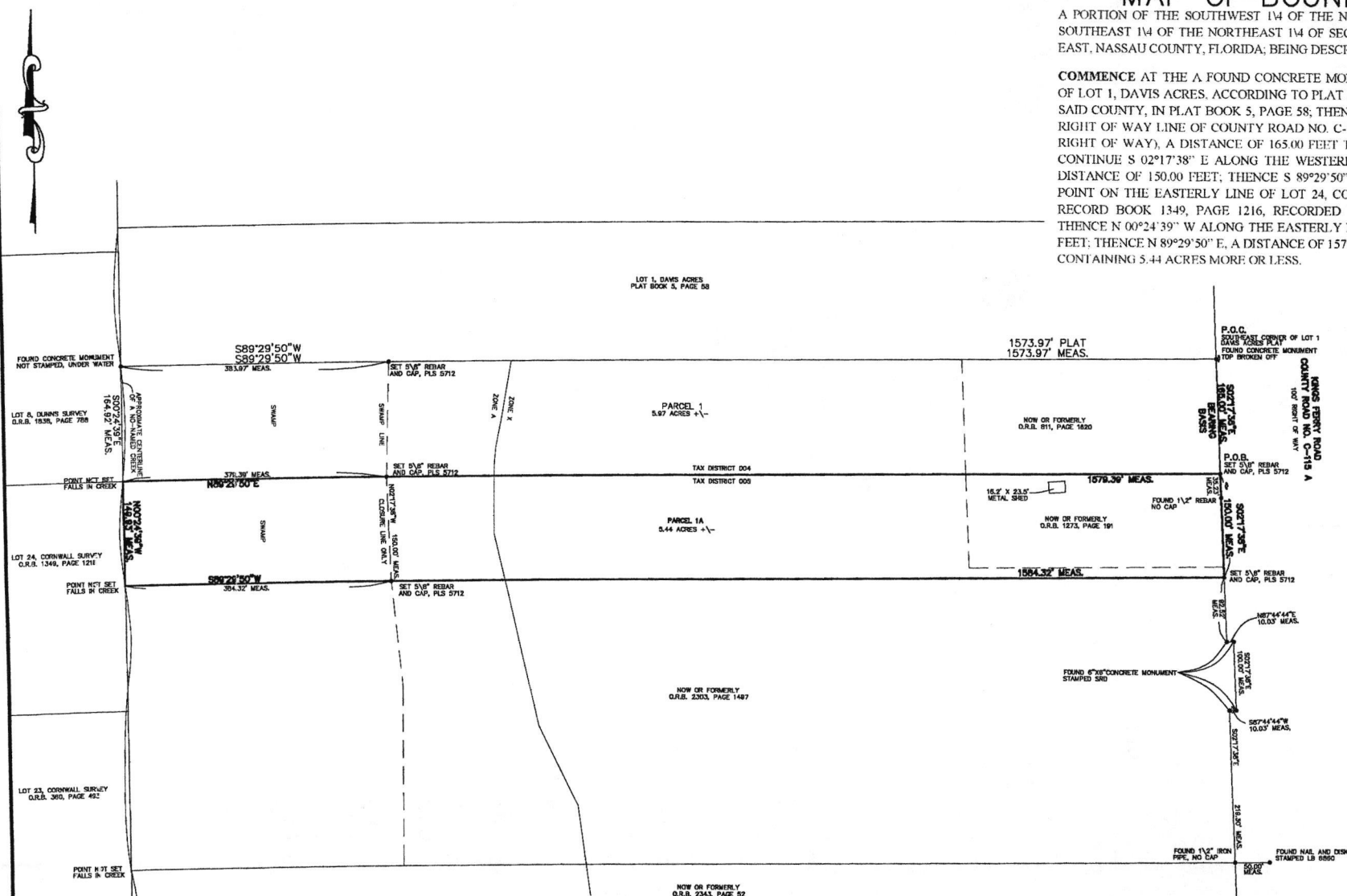
PT SW1/4 OF NE1/4 &
 PT SE1/4 OF NE1/4 SEC 4-4N-24E
 IN OR 2594/575

Certified Values

STANDARD	2024
Land Value	\$84,230
(+) Improved Value	\$864
(=) Market Value	\$85,094
(-) Agricultural Classification	\$0
(=) Assessed Value	\$85,094

ITEM-7

COMMENCE AT THE A FOUND CONCRETE MONUMENT FOR THE SOUTHEAST CORNER OF LOT 1, DAVIS ACRES, ACCORDING TO PLAT RECORDED IN THE PUBLIC RECORDS OF SAID COUNTY, IN PLAT BOOK 5, PAGE 58; THENCE S 02°17'38" E ALONG THE WESTERLY RIGHT OF WAY LINE OF COUNTY ROAD NO. C-115-A (KINGS FERRY ROAD) (A 100 FOOT RIGHT OF WAY), A DISTANCE OF 165.00 FEET TO THE **POINT OF BEGINNING**; THENCE CONTINUE S 02°17'38" E ALONG THE WESTERLY RIGHT OF WAY LINE AFORESAID, A DISTANCE OF 150.00 FEET; THENCE S 89°29'50" W, A DISTANCE OF 1584.32 FEET TO A POINT ON THE EASTERLY LINE OF LOT 24, CORNWALL SURVEY PER DEED, OFFICIAL RECORD BOOK 1349, PAGE 1216, RECORDED IN THE PUBLIC RECORDS AFORESAID; THENCE N 00°24'39" W ALONG THE EASTERLY LINE AFORESAID, A DISTANCE OF 149.93 FEET; THENCE N 89°29'50" E, A DISTANCE OF 1579.39 FEET TO THE **POINT OF BEGINNING**, CONTAINING 5.44 ACRES MORE OR LESS.



- 1) The "Legal Description" herein is in accord with the description provided by the client.
- 2) Underground Improvements were not located or shown.
- 3) Lands shown herein were not obstructed by this office for easements, rights-of-way, ownership or other influences of record.
- 4) Bearings shown on N 0217°38' W for the Waterfront right of way line of Kings Ferry Road (County Road No. C-115 A) is Partial.
- 5) Fence encroachment, if applicable, has not been determined by this office. Fences are drawn out of scale in order to enclose their relationship to the property. Fences are not drawn to scale encroachments unless otherwise is apparent.
- 6) Unless it bears the signature and the original rolled seal of a Florida landowner surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown herein lies within flood zone X-A & X-B as per F.E.M.A. Flood Insurance Rate Map, Panel 1209000103E.

PREPARED FOR:
BRIAN K. SWILLEY
DONNA B. SWILLEY
FOR THE BENEFIT OF:
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
TIMOTHY P. KELLY, P.A.

REVISÉ 09-26-2022 TO SHOW NEW BUYERS INFORMATION

AD = AERIAL UTILITY WIRES	CF = CONCRETE FLATWORK
A/C = AIR CONDITIONER	CMP = CORRUGATED METAL PIPE
AKA = ALSO KNOWN AS	E = ELECTRICITY METER
B.R.L. = BUILDING RESTRICTION LINE	ELEV. = ELEVATION
TV = CABLE TELEVISION PEDESTAL	F.F. = FINISHED FLOOR
Δ = CENTRAL ANGLE	HY = FIRE HYDRANT
○ = CENTERLINE	G = GAS METER
→ = CHAIN LINK FENCE	L = ARC LENGTH
CB = CHORD BEARING	☼ = LIGHT POLE
CD = CHORD DISTANCE	

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

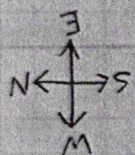
BY: ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

TE	MEAS. = MEASURED	(M) = STORM MANHOLE
FLATWORK	N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM	(T) = TELEPHONE PEDESTAL
REIN. METAL PIPE	O.R.B. = OPTICAL RECORD BOOK	(W) = WOOD FENCE
1" METER	P.I.N. = PARCEL IDENTIFICATION NUMBER	(WP) = WOOD POWER POLE
1" FLANT	P.O.B. = POINT OF BEGINNING	(W) = WATER METER
1" R	P.O.C. = POINT OF COMMENCEMENT	(W) = WELL
	R = RADIUS	
	RCP = REINFORCED CONCRETE PIPE	
	R/W = RIGHT-OF-WAY	
	(S) = SEWER CLEANOUT	
	(S) = SEWER MANHOLE	

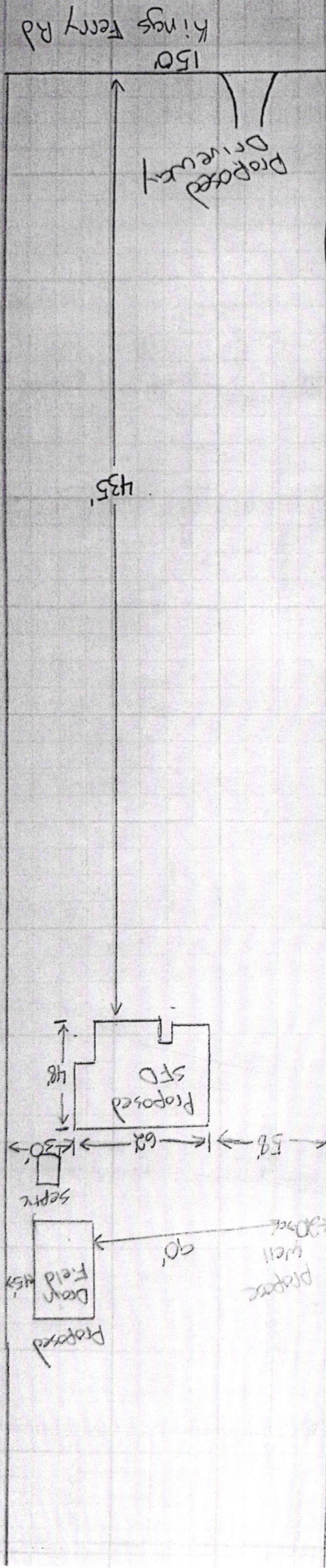
GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC
23684 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034
(904) 261-0128 * CELL (904) 370-0318
LORRAINE BLUMBERG, L.S. 3750

SCALE: 1" = 100'
DATE: 10-18-21
DRN BY: AFG
CKD BY: AFG
JOB NO: 21-218
F.B. NO: SY2
PAGE: [REDACTED]



1579'



**SHEET INDEX**

COVER SHEET	A-0	DESIGN CRITERIA
ARCHITECTURAL		
A-1	FLOOR PLAN / NOTES	
A-2	ELEVATIONS / DETAILS	
A-3	ELEVATIONS / DETAILS	
A-4	FLASHING DETAILS / ROOF PLAN	
E-1	ELECTRICAL / NOTES	
STRUCTURAL		
S-1	NOTES / FOUNDATION PLAN	
S-2	FRAMING PLAN	
S-3	FRAMING SECTIONS / DETAILS	

PROJECT INFORMATION**SITE ADDRESS**

OWNER
SWILLEY

CONTRACTOR

SCOPE OF WORK

CONSTRUCTION OF NEW SINGLE FAMILY RESIDENCE
IN NASSAU COUNTY, FLORIDA.

CODE INFORMATION

This structure has been designed in accordance with
Florida Building Code - 8th Edition - 2023
Florida Residential Code - 2023
Florida Mechanical Code - 2023
Florida Plumbing Code - 2023
Florida Building Code Energy Conservation - 2023
National Electrical Code - 2023 (NFPA 70)

SQUARE FOOT INFO.

CONDITIONED AREA 2,047 SF
BACK PORCH AREA 302 SF
FRONT PORCH AREA 253 SF

TOTAL AREA 2,602 SF

**DESIGN CRITERIA FOR NEW ONE STORY, WOOD FRAME
SINGLE FAMILY RESIDENCE, FLORIDA**

1. Designed per Florida Building Code, 2023 Edition
2. Design for 130 MPH Exposed Wind Velocity, Exposure C
3. Importance 1.0, Enclosed, Roof Height 24' or Roof Slope 15/60 degrees
4. Main Wind Force Resisting Wind Loads Table 1609.6.2.1 (1)
5. Components and Cladding from Table 1609.6.2.1 (2)
6. The Wind loads are ± 31.5 psf and ± 52.9 psf
7. Concrete $f_c = 3,000$ psi
8. Reinforcing $F_y = 60,000$ psi
9. Timber $S_{\text{service}} = \text{Service Pine Fir, Pine No 2}$
10. Soil Bearing Pressure $q_{\text{allow}} = 2,000$ psf
11. All exterior walls are to be shear wall components.

COMPONENT & CLADDING (PSF)

Windward Wall	End Zone	End Zone
psf	psf	psf
0-20	30.4	30.4
20-40	29.9	29.9
40-100	29.9	29.9
>100	29.9	29.9

END ZONE 9'-0" North & South 9'-0" East & West

Wind Zone

Basic wind speed (3 second gust)	130 MPH
Wind importance factor	1.0
Wind exposure category	C
Building category	II
Internal pressure coefficient	± 0.18

Structure Height and Number of Stories

Maximum height of structure	24' - 0"
Mean roof height	17' - 5"
Number of stories	1

Roofing Material Specifications

UL CLASS A FIRE RATING	ASTM D 3019 TYPE I
UL WIND RESISTANCE	ASTM D 3181
VALLEY FLASHING	26 GA. GALVANIZED, 18" WIDE
UNDERLAYMENT	Shall conform with ASTM D 226 Type I or Type IV, or ASTM D 6757.
UL CLASS A FIRE RATING	ASTM D 3019 TYPE I
UL WIND RESISTANCE	ASTM D 3181 (MODIFIED TO 110 MPH)
VALLEY FLASHING	26 GA. GALVANIZED, 18" WIDE
UNDERLAYMENT	Shall conform with ASTM D 226 Type II, ASTM D 4899 Type IV, or ASTM D 6757.

Asphalt shingles shall be classified in accordance with ASTM D3161, TAS 107 or ASTM D7158 to resist the basic wind speed per Figure R301.2(4). Shingles classified as ASTM D3161 Class D or classified as ASTM D7158 Class G are acceptable for use where V_{wind} is equal to or less than 100 mph. Shingles classified as ASTM D3161 Class F, TAS 107 or ASTM D7158 Class H are acceptable for use for all wind speeds. Asphalt shingle wrappers shall be labeled to indicate compliance with one of the required classifications, as shown in Table R305.2.6.1.

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE OWNER OR OWNER'S AGENT. THE DESIGN ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE OWNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.

CALLAHAN DRAFTING, INC.
541669 US 1 CALLAHAN FL 32011
904 575 0181 ethan@callahandrafting.com

SWILLEY RESIDENCE

ENGINEER INFO
VINCENT SHERIDAN PE 18234
FLORIDA REG. NO. 18234
STRUCTURAL

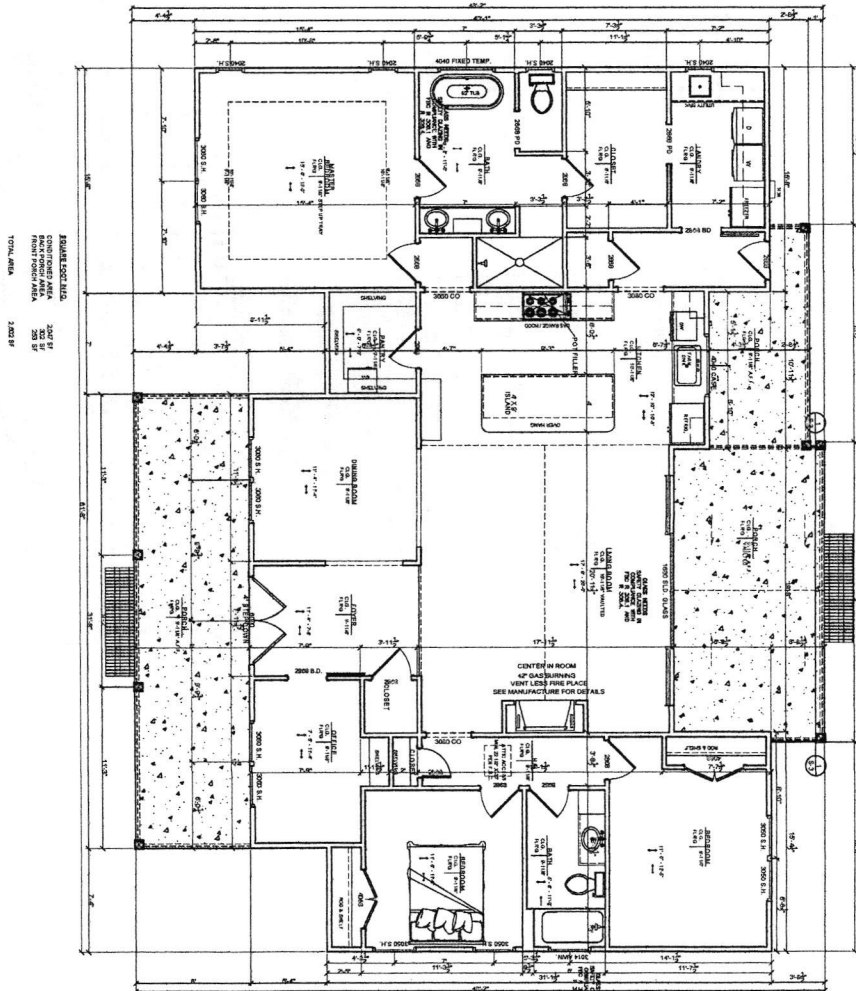


SHEET
DESIGN CRITERIA

A-0

1. ALL WALLS SHALL BE 1/2" THICK UNLESS NOTED OTHERWISE.
2. OPENINGS IN WALLS AND CEILING SHALL BE FINISHED TO MATCH THE FINISH OF THE ADJACENT SURFACES.
3. ALL INTERIOR WALLS SHALL BE 5/8" THICK UNLESS NOTED OTHERWISE.
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16. ALL INTERIOR WALLS SHALL BE 5/8" THICK UNLESS NOTED OTHERWISE.
17. ALL INTERIOR WALLS SHALL BE 5/8" THICK UNLESS NOTED OTHERWISE.

ITEM	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	CEILING	1	SQ. YD.	1.00	1.00
2	FLOOR	1	SQ. YD.	1.00	1.00
3	WALL	1	SQ. YD.	1.00	1.00
4	DOOR	1	EA.	1.00	1.00
5	WINDOW	1	EA.	1.00	1.00
6	STAIR	1	SQ. YD.	1.00	1.00
7	BATH	1	SQ. YD.	1.00	1.00
8	KITCHEN	1	SQ. YD.	1.00	1.00
9	LIVING	1	SQ. YD.	1.00	1.00
10	BEDROOM	1	SQ. YD.	1.00	1.00
11	HALL	1	SQ. YD.	1.00	1.00
12	CLOSET	1	SQ. YD.	1.00	1.00
13	PORCH	1	SQ. YD.	1.00	1.00
14	LANDSCAPE	1	SQ. YD.	1.00	1.00
15	PAVING	1	SQ. YD.	1.00	1.00
16	CONCRETE	1	SQ. YD.	1.00	1.00
17	FOUNDATION	1	SQ. YD.	1.00	1.00
18	ROOFING	1	SQ. YD.	1.00	1.00
19	MECHANICAL	1	SQ. YD.	1.00	1.00
20	ELECTRICAL	1	SQ. YD.	1.00	1.00
21	PLUMBING	1	SQ. YD.	1.00	1.00
22	PAINTING	1	SQ. YD.	1.00	1.00
23	FINISHING	1	SQ. YD.	1.00	1.00
24	LANDSCAPE	1	SQ. YD.	1.00	1.00
25	PAVING	1	SQ. YD.	1.00	1.00
26	CONCRETE	1	SQ. YD.	1.00	1.00
27	FOUNDATION	1	SQ. YD.	1.00	1.00
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30	ELECTRICAL	1	SQ. YD.	1.00	1.00
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93	FINISHING	1	SQ. YD.	1.00	1.00
94	LANDSCAPE	1	SQ. YD.	1.00	1.00
95	PAVING	1	SQ. YD.	1.00	1.00
96	CONCRETE	1	SQ. YD.	1.00	1.00
97	FOUNDATION	1	SQ. YD.	1.00	1.00
98	ROOFING	1	SQ. YD.	1.00	1.00
99	MECHANICAL	1	SQ. YD.	1.00	1.00
100	ELECTRICAL	1	SQ. YD.	1.00	1.00



A-1

SHEET

FLOOR PLAN & NOTES

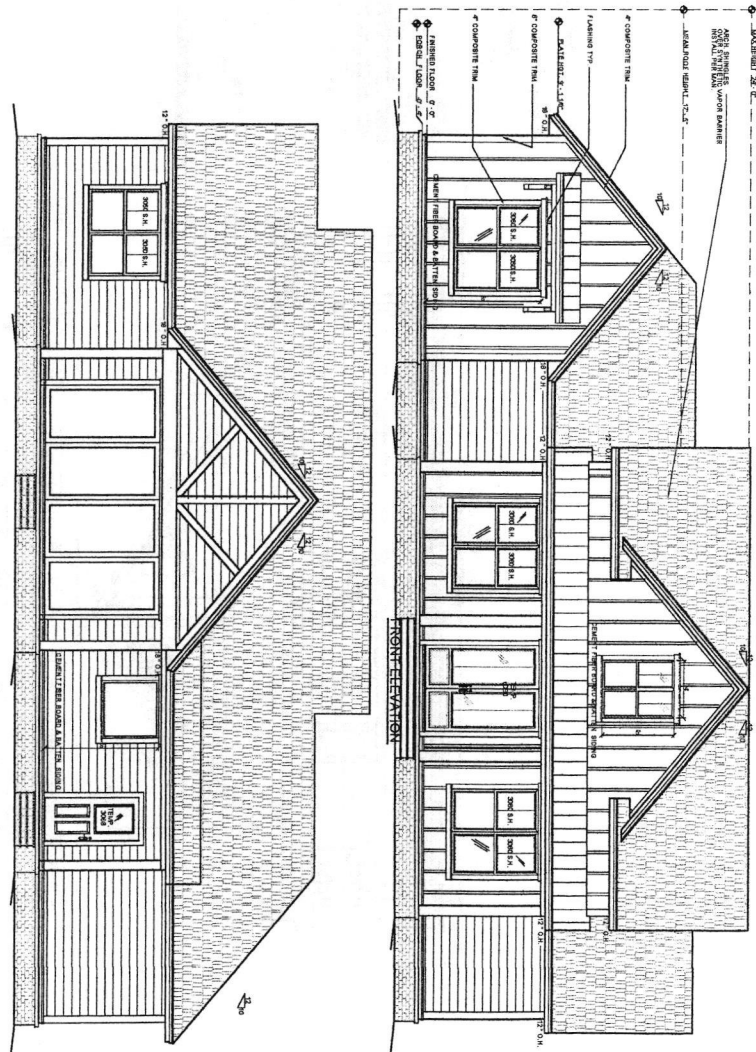
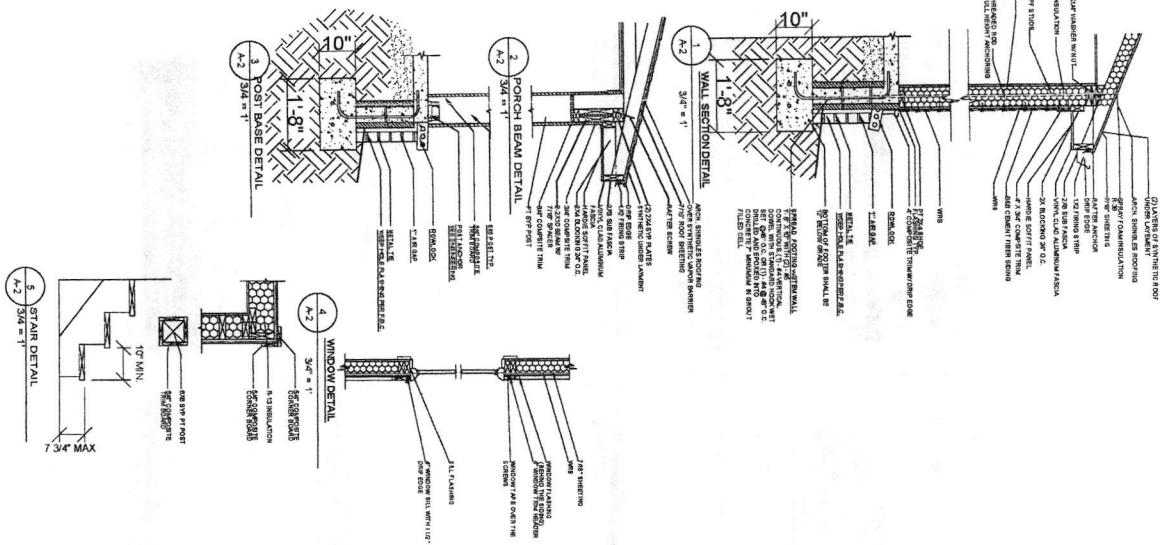
SWILLEY RESIDENCE

CALLAHAN DRAFTING, INC.

541669 US.1 CALLAHAN FL. 32011

904 575 0181 ethan@scaffbuilders.com

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY OMISSIONS OR ERRORS IN THE PLANS. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS.



A-2

SHEET
ELEVATIONS &
DETAILS

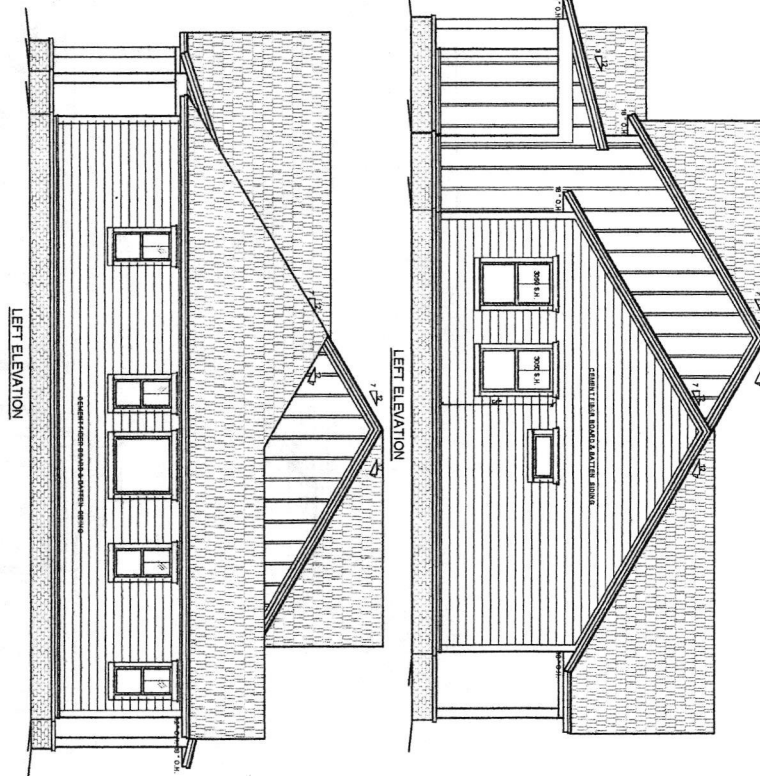
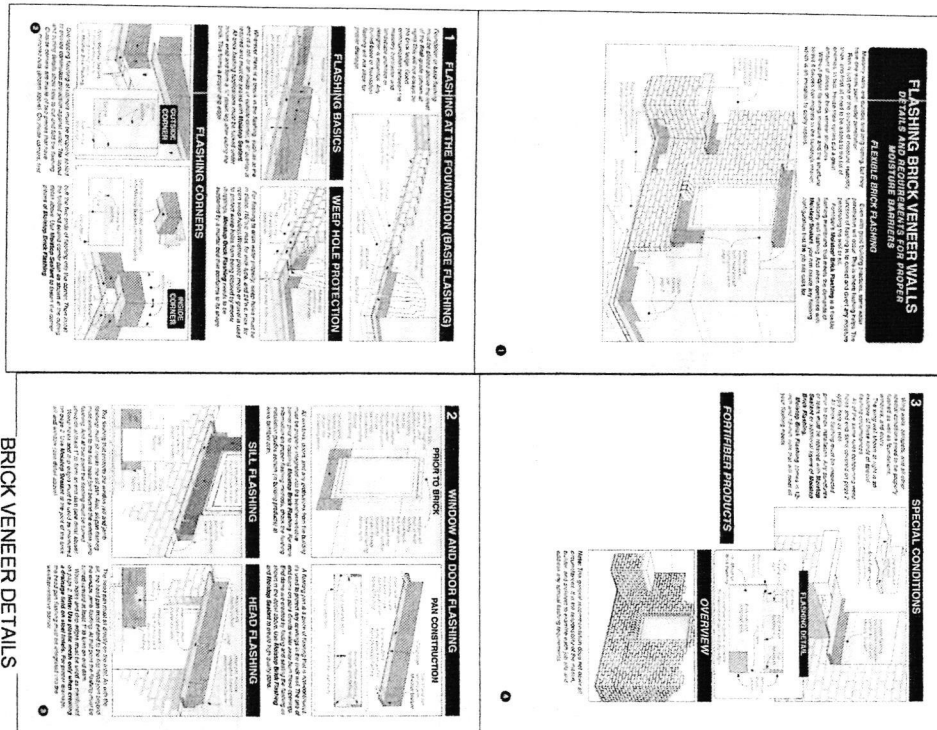
SWILLEY RESIDENCE

CALLAHAN DRAFTING, INC.

541669 US.1 CALLAHAN FL. 3201

904 575 0181 ethan@scaffbuilders.com

THESE PLANS HAVE BEEN DRAWN UNDER CONTRACT BY THE HOME OWNER OR BUILDER. THE DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY SIMILARITIES TO ANY DRAWINGS, RENDERINGS, BLUEPRINTS, ETC. AND, ALL EFFORTS HAVE BEEN MADE TO INSURE THAT THE INFORMATION IS CORRECT AND THAT THESE PLANS MEET ALL DESIGN CRITERIA REQUIRED BY THE STATE OF FLORIDA. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THAT ALL THE INFORMATION IS CORRECT BEFORE CONSTRUCTION BEGINS



A-3

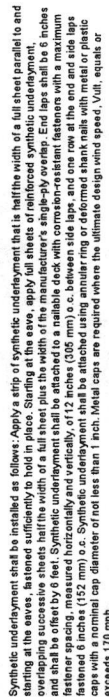
SHEET
ELEVATION

SWILLEY RESIDENCE

CALLAHAN DRAFTING, INC.

541869 US.1 CALLAHAN FL. 32011
904 575 0181 ethan@scallbuilders.com

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5 CEMENT FIBER BOARD FLASHING

PANEL SIDING, PANELS SHALL BE INSTALLED WITH THE LONG DIMENSION PARALLEL TO THE FRAMING. VERTICAL JOINTS SHALL OCCUR OVER FRAMING MEMBERS AND SHALL BE SEALED WITH GULKING OR COVERED WITH FLASHING AND BLOCKED WITH SOLID WOOD FRAMING.

HORIZONTAL LAP SIDING, LAP SIDING SHALL BE SEALED A MINIMUM OF 1" AND SHALL BE COVERED WITH AN IN-SECTION JOINT COVER OR LOCATED OVER A STRIP OF FLASHING. LAP SIDING COURSES MAY BE EXPOSED WITH THE FASTENER HEADS EXPOSED OR CONCEALED, ACCORDING TO APPROVED INSTRUCTIONS.

3 RIDGE FLASHING

THE UNDERLAYMENT SHALL BE INSTALLED IN WATER SHEDDING FASHION. THE LAST LAYER APPLIED AT THE RIDGE SHALL BE FOLDED OVER THE RIDGE AND MECHANICALLY FASTENED, AT 38" O.C. MAXIMUM TO THE OPPOSING SIDE OF THE ROOF. REPEAT THE PROCEDURE FOR OPPOSING SIDE OF ROOF. WHEN COMPLETED THERE WILL BE TWO LAYERS OF UNDERLAYMENT OVERLAPPING THE RIDGE.

4 BASE AND COUNTER FLASHING

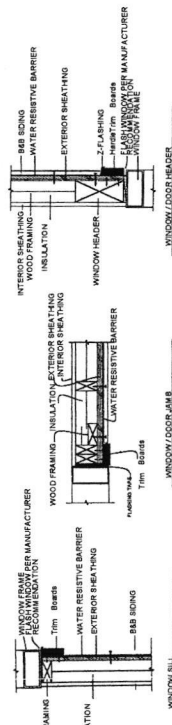
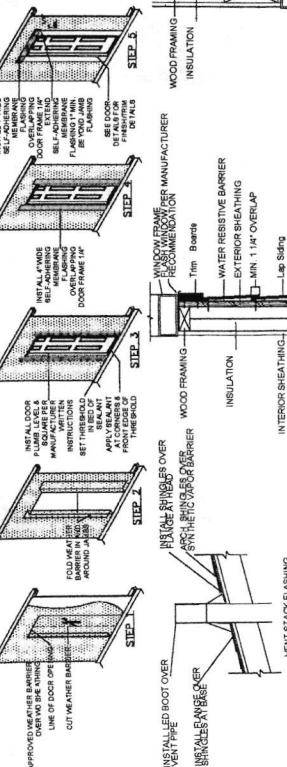
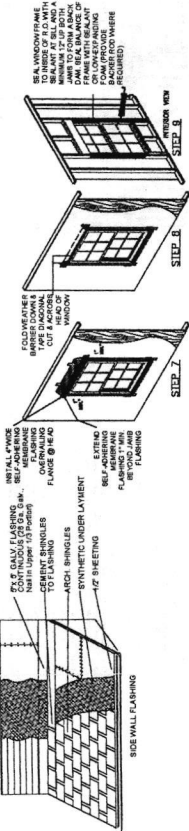
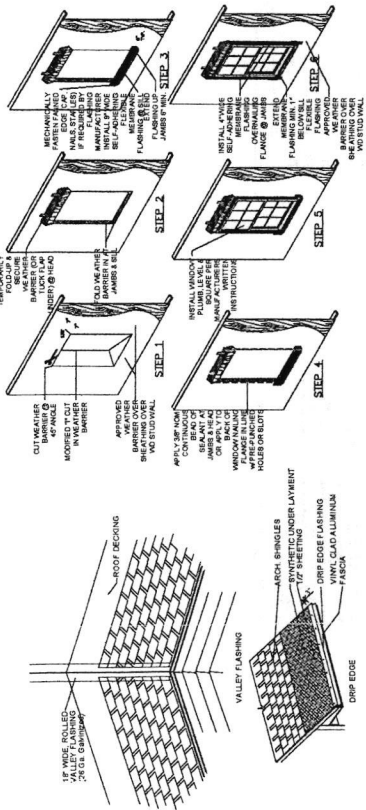
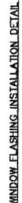
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DRIP EDGE FLASHING

1. Drip edge flashing, drip edge shall be provided at eaves and gables of shingled roofs, and overlapped a minimum of 2". Eave drip edges shall extend 1/2" below sheathing and extend back on the roof a minimum of 3".

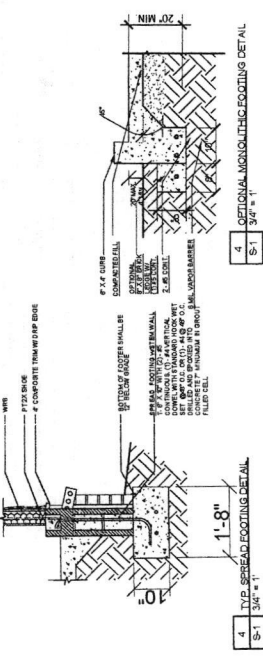
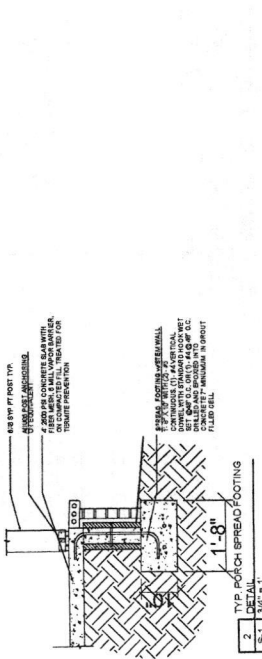
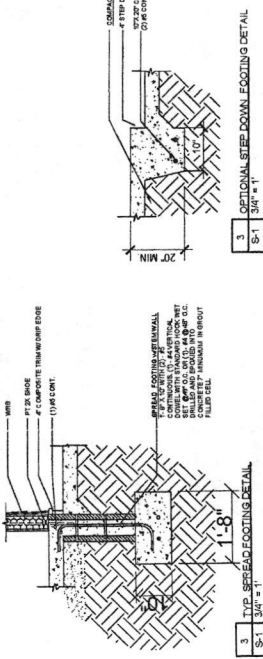
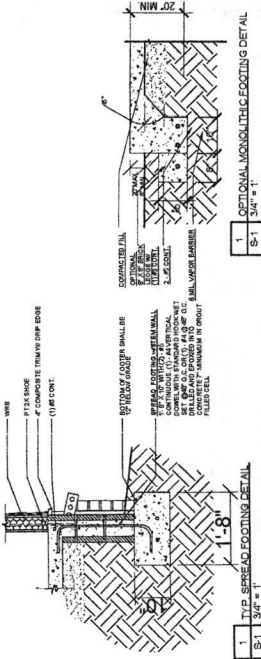
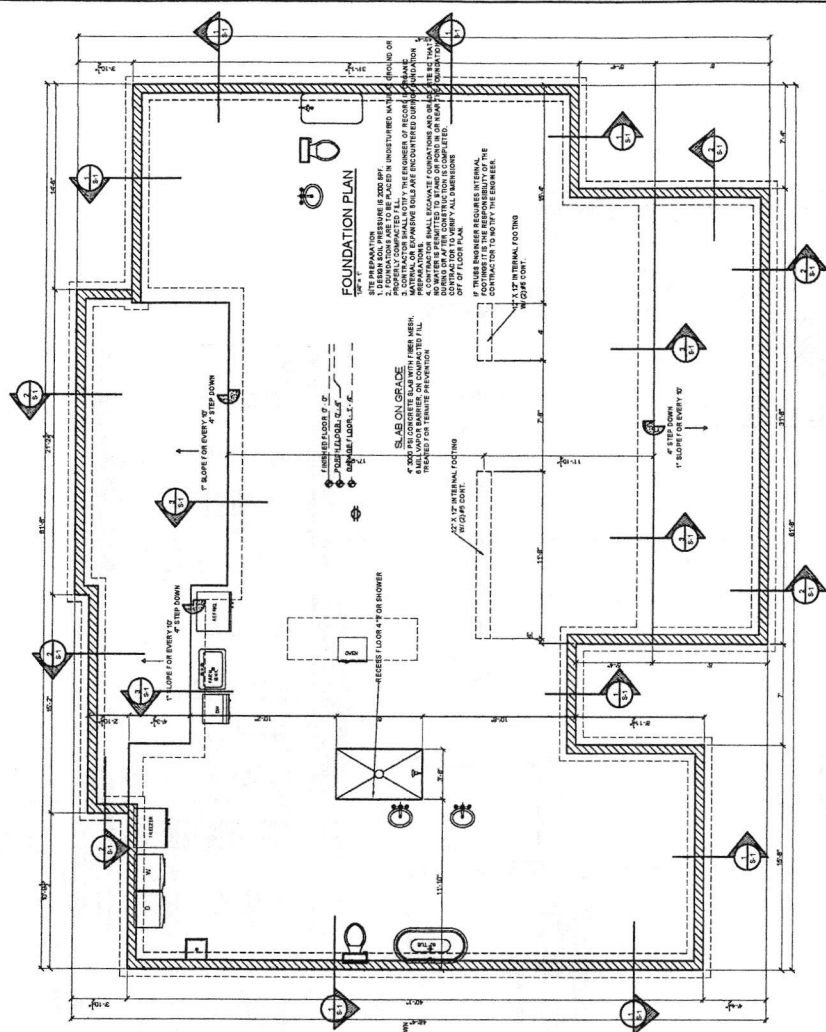
WALL EYE ELASTIC

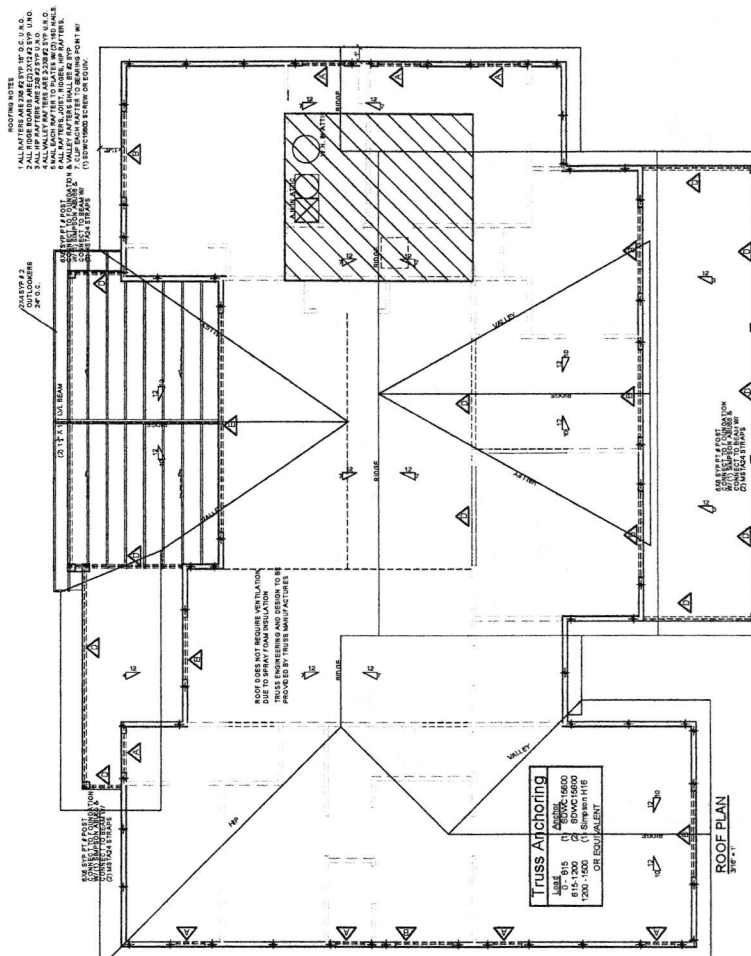
VALLEY LININGS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTALLATION INSTRUCTIONS BEFORE OPENING VALLEY LININGS OF THE OPEN VALLEY LINING EXPOSED TO WEATHER WITH THE VALLEY LINING SHALL BE AT LEAST 16" WIDE AND OF ANY CORROSION-RESISTANT METAL. 2. FOR OPEN VALLEY LINING OF TWO PLYS OF METAL SURFACE ROLL ROOFING, SHALL BE COVERED WITH A LAYER OF 16" MIN. TOP COVER METAL SHALL BE COVERED VALLEY LINING COVERED (H SHINGLES), THE VALLEY LINING SHALL BE AT LEAST 16" WIDE AND OF ANY CORROSION-RESISTANT METAL.










130



[illegible][illegible]

HEADER SPAN TABLE						
SPAN	SIZE	SPAN	FASTENING		JACKS EA. END	STUDS EA. END
			1	2		
	2'X8	2'-0" - 3'-0"	ROWS OF 2 - 10x3 P.C. NAILS @ 12" O.C.	1	1	2
	2'X8	3'-0" - 3'-6"	STAGGERED ROWS OF 2 - 10x3 P.C. NAILS @ 12" O.C.	2	2	3
	2'X10	8'-0" - 12'-0"	STAGGERED ROWS OF 4 - 10x4.3 P.C. NAILS @ 12" O.C.	3	3	3
	2'X12	12'-0" - 18'-0"	STAGGERED ROWS OF 6 - 10x4.3 P.C. NAILS @ 12" O.C.	3	3	3
	2'X14	18'-0" - 24'-0"	STAGGERED ROWS OF 8 - 10x4.3 P.C. NAILS @ 12" O.C.	3	3	3

WOOD FRAMING RAFTER SPAN TABLE & NOTES									
SPAN	SIZE	UNIFORM LOADS				FASTENING			
		10 PSF	20 PSF	30 PSF	40 PSF	MEMBERS	CONNECTION	FASTENER	13 (20) MIN. NAILS @ 12" O.C. STAG
10' 0" - 12' 0"	2" X 6" - 2" X 8"	15' 0"	12' 0"	10' 0"	8' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
12' 0" - 14' 0"	2" X 6" - 2" X 8"	18' 0"	15' 0"	12' 0"	9' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
14' 0" - 16' 0"	2" X 6" - 2" X 8"	21' 0"	18' 0"	15' 0"	10' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
16' 0" - 18' 0"	2" X 6" - 2" X 8"	24' 0"	21' 0"	18' 0"	11' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
18' 0" - 20' 0"	2" X 6" - 2" X 8"	27' 0"	24' 0"	21' 0"	12' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
20' 0" - 22' 0"	2" X 6" - 2" X 8"	30' 0"	27' 0"	24' 0"	13' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
22' 0" - 24' 0"	2" X 6" - 2" X 8"	33' 0"	30' 0"	27' 0"	14' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
24' 0" - 26' 0"	2" X 6" - 2" X 8"	36' 0"	33' 0"	30' 0"	15' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
26' 0" - 28' 0"	2" X 6" - 2" X 8"	39' 0"	36' 0"	33' 0"	16' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
28' 0" - 30' 0"	2" X 6" - 2" X 8"	42' 0"	39' 0"	36' 0"	17' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
30' 0" - 32' 0"	2" X 6" - 2" X 8"	45' 0"	42' 0"	39' 0"	18' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
32' 0" - 34' 0"	2" X 6" - 2" X 8"	48' 0"	45' 0"	42' 0"	19' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
34' 0" - 36' 0"	2" X 6" - 2" X 8"	51' 0"	48' 0"	45' 0"	20' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
36' 0" - 38' 0"	2" X 6" - 2" X 8"	54' 0"	51' 0"	48' 0"	21' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
38' 0" - 40' 0"	2" X 6" - 2" X 8"	57' 0"	54' 0"	51' 0"	22' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
40' 0" - 42' 0"	2" X 6" - 2" X 8"	60' 0"	57' 0"	54' 0"	23' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
42' 0" - 44' 0"	2" X 6" - 2" X 8"	63' 0"	60' 0"	57' 0"	24' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS
44' 0" - 46' 0"	2" X 6" - 2" X 8"	66' 0"	63' 0"	60' 0"	25' 0"	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	102 NAIL @ 12" O.C. RAFTERS	

NOTES

ROOF SHEETING: 7/8" OSB FASTENED WITH 13
AND 8" O.C. ON THE EAVES
WALLS SHEETING: 7/8" OSB FASTENED WITH 131
ON THE EAVES AND 8" O.C. IN THE
MASONRY, STEEL WALLS
ALL STEEL SHALL BE COMPOSED OF A572 Q50, E, GRADE 50
WALLS SHALL BE REINFORCED FULL HEIGHT WITH #4 @ 24"
REINFORCING SHALL BE #4 BAR, 50K = 27' AL EXTERIOR
INTERSECTIONS. (SEE EACH CONNECTION, END, AND WALL
INTERSECTIONS.)
DO NOT DIMINISH THE STRESS
CONCEPTUAL TRUSSES SHALL COMPLY WITH THE
2. TRUSS ENGINEERING TO BE DONE BY THE TRUSS

ROOF DEAD LOAD 7psf
TOP CHORD DEAD LOAD 7psf
BOTTOM CHORD DEAD LOAD 20psf
AT TRUSS LIMITED BY GUSSET
BOTTOM CHORD DEAD LOAD 5psf

STRUCTURAL LOADS

FLOOR LOADING 40psf
CEILING 5psf
WIND 15psf

WALL / CEILING FRAMING PLAN
A" = ' LINETYPE & SYMBOLS

	SHRINKWALL NY 2X4 NO. 2
	SSF STUDS @ 16" C/W
	2X6 CGS SETTING 16"
	MAILING PATTERN. SEE
	NOTE 2 & 6
	INTERIOR WALL

**+ 1/2" THREADED ROD FOR
INSTALL DETAILS SEE FULL
HEIGHT ANCHORING**

**FOR * GENERAL NOTES, DESIGN
DETAILS AND SHEET # 8
FOR FINISH DETAILS SEE SHEET S-3**

**WALL SHEETING SHALL BE 7/16" OSB
PLYWOOD - SEE NOTE 2 ON
PLAN. SEE ELEVATIONS FOR PITCH.**

**All penetrations in the top plate of all walls
shall be sealed w/ fire retardant caulking.**

PHE
META
META
META
METZ
MET-4
M510
C510
SPIA

IP2A	IP2B	IP2C	IP2D	IP2E	IP2F	IP2G	IP2H	IP2I	IP2J	IP2K	IP2L	IP2M	IP2N	IP2O	IP2P	IP2Q	IP2R	IP2S	IP2T	IP2U	IP2V	IP2W	IP2X	IP2Y	IP2Z
IP2A	IP2B	IP2C	IP2D	IP2E	IP2F	IP2G	IP2H	IP2I	IP2J	IP2K	IP2L	IP2M	IP2N	IP2O	IP2P	IP2Q	IP2R	IP2S	IP2T	IP2U	IP2V	IP2W	IP2X	IP2Y	IP2Z

HEADER SPAN		SPAN		PASTER		WOOD	
2:10	2:10	0"0" - 3"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	3"0" - 6"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	6"0" - 12"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	12"0" - 18"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	18"0" - 24"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	24"0" - 30"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	30"0" - 36"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	36"0" - 42"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	42"0" - 48"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	48"0" - 54"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	54"0" - 60"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	60"0" - 66"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	66"0" - 72"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	72"0" - 78"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	78"0" - 84"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	84"0" - 90"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	90"0" - 96"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	96"0" - 102"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	102"0" - 108"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	108"0" - 114"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	114"0" - 120"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	120"0" - 126"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	126"0" - 132"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	132"0" - 138"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	138"0" - 144"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	144"0" - 150"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	150"0" - 156"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	156"0" - 162"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	162"0" - 168"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	168"0" - 174"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	174"0" - 180"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	180"0" - 186"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	186"0" - 192"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	192"0" - 198"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	198"0" - 204"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	204"0" - 210"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	210"0" - 216"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	216"0" - 222"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	222"0" - 228"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	228"0" - 234"0"	ROW OF 2:10	STAGGERED	NO. 10	STAGGERED	NO. 10
2:10	2:10	234"0					

[illegible]

VERTICAL WALL FRAMING
1. ALL EXTERIOR WALLS SHALL BE 2X4 AND 2X4 INTERIOR UNLESS OTHERWISE NOTED ON THESE PLANS.
2. STUDS ARE TO BE 16" O.C. MAX AT ALL EXTERIOR, BEARING AND SHEAR WALLS.
3. ALL PLATES TO BE S1P #2. DOUBLE TOP PLATES SHALL BE LAPPED MIN. 4' AND FASTENED WITH 2 - 12D GUN NAILS AT 12" O.C.
4. STUDS SHALL BE S2P #2 16" O.C.

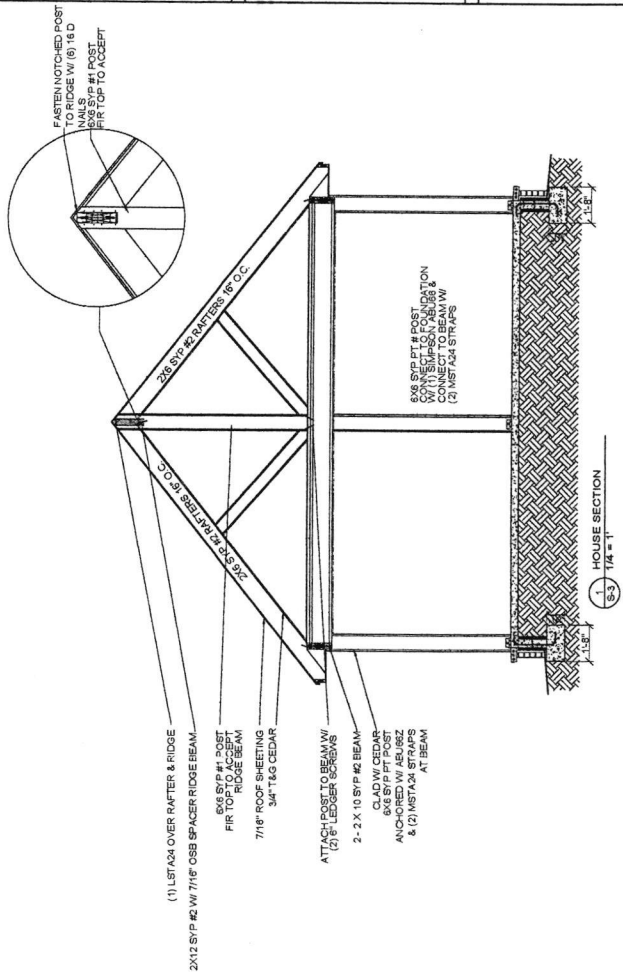
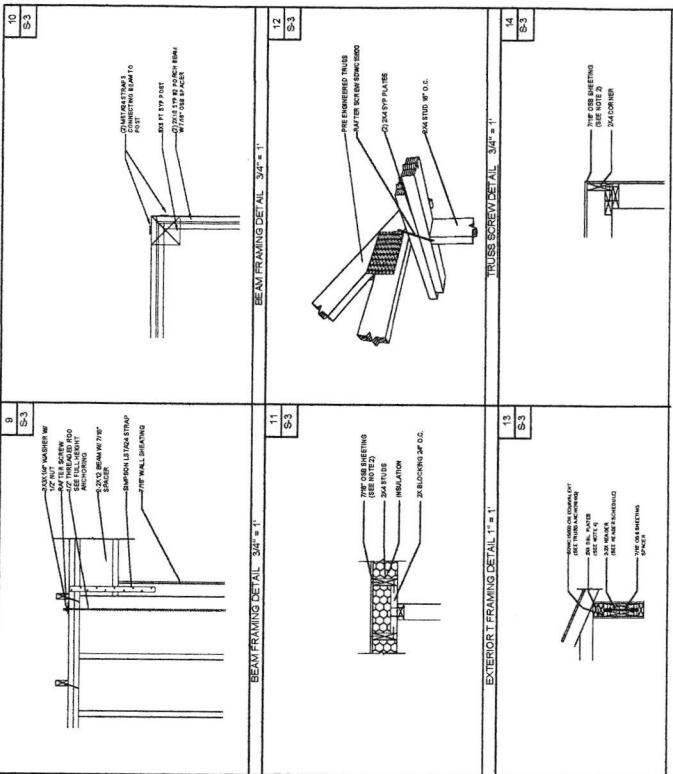
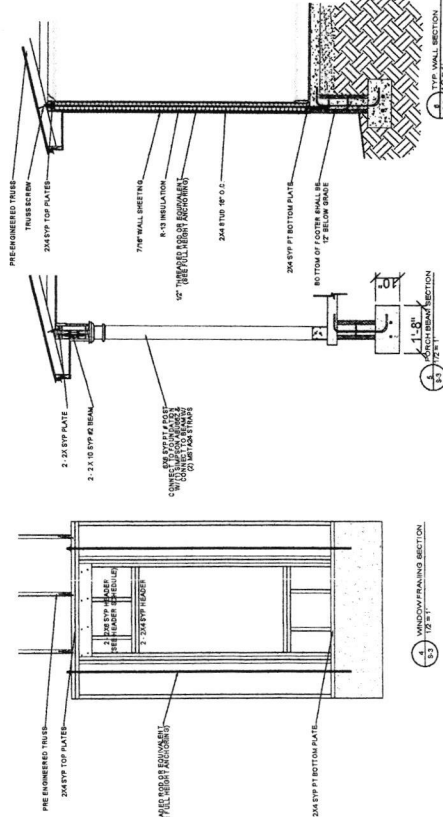
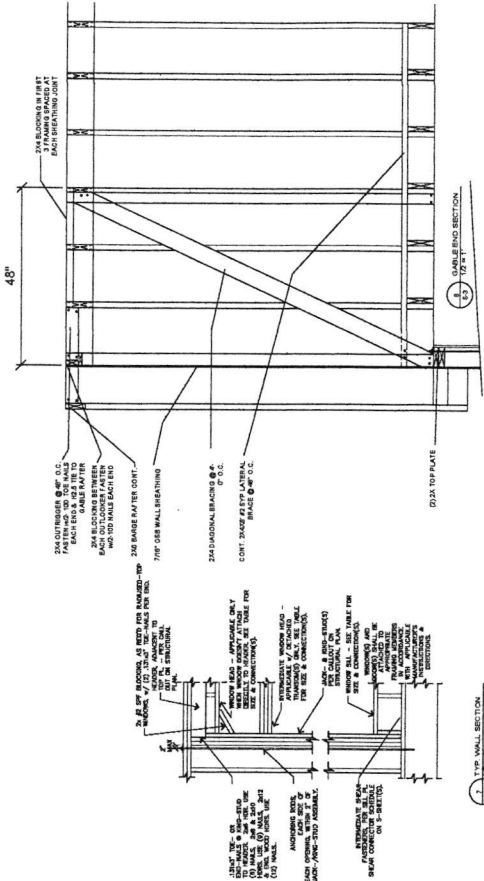
MINIMUM HEIGHT ANCHORING SPECIFICATIONS

THE 7/8" DIA ROD ANCHORING 3' 6" MIN SHALL CORRESPOND TO THE 7/8" DIA ROD (UNLESS OTHERWISE NOTED), ATTACHED TO THE ANCHORING PLATE, AS SHOWN, LOCATED AT THE LOCATION INDICATED IN THESE DOCUMENTS. THE ANCHORING PLATE SHALL BE WELDED TO THE STEEL BEAM OR WELDED TO THE TOP PLATE WITH A STEEL NUT AND WASHER.

DRILL HOLE 1/4" LARGER THAN THE DIAMETER OF THE ANCHORING ROD (UNLESS OTHERWISE NOTED). USE 1/2" DIA ANCHORING RODS UNLESS OTHERWISE NOTED. PROVIDE ANCHORING RODS WHERE A CONTINUOUS ROD IS UNFEASIBLE. RODS MAY BE PLACED IN 1' TO AVOID CONFLICTS WITH FRAMING. RODS

W/LL AND EPOXY ANCHORED 7" MINIMUM INTO SLAB	WOOD PLATE	CONCRETE	WASHER	EMBEDMENT	EDGE
HEAD	HOLE	HOLE	SPEC.	DEPTH	DISTANCE
12"	1 1/2"	1 1/2"	2X2X1/8"	5"	7"
18"	5/8"	5/8"	3/8X1 1/4"	5"	7 1/2"
24"	3/4"	3/4"	3/8X1 1/4"	7 1/2"	10"
30"	3/4"	3/4"	3/8X1 1/4"	7 1/2"	12 1/2"

WONG STEEL WONG STEEL





Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY

ITEM-7

File #

2025 0307

Application Fee

\$180.00

Filing Date:

03/07/2025

By:

ZS

Acceptance Date:

By:

Paid by CC by Phone PC#184884

A. PROJECT

1. Address of Subject Property: 37686 Kings Ferry Rd
2. Parcel ID Number(s): 04-3N-24-0000-0004-0180
3. Acreage of Project: 5.4

B. APPLICANT

1. Name of Applicant(s) or Contact Person(s): Thomas Pike Title: Vice President
Company (if applicable): P+S Builders Inc
Mailing address: 39602 Prospect Landing Rd
City: Hilliard State: FL ZIP: 32046
Telephone: (904) 545-3503 FAX: () e-mail: TpchomesInc@yahoo.com

C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

1. Site Plan of proposed development
2. Survey of proposed development
3. Design of the proposed of development
4. Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
5. Statement of proposed development

D. APPLICATION FEE

1. \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning A-1 Reviewed By: [Signature]

Water Service Available No Location of Service Water Service over 1000ft away

Improvements Required for Water Service Well exception Application needed Reviewed By: CH

Sewer Service Available No Location of Service Sewer service over 1000ft away

Improvements Required for Sewer Service Septic Exception Application needed Reviewed By: CA

Access onto Public Right of Way or Approved Private Road Paved Road X Unpaved Road

Improvements Required for Access Nassau County Drive permit needed Reviewed By: CH

Temporary Culvert needed during construction? Y N Location? TBD By NC



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council approval to adopt Resolution No. 2025-06, Electing to not exempt property under Section 196.1978(3)(D)1.A., Florida Statutes, commonly known as the "Live Local Act Property Tax Exemption"; and providing for an effective date.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Town Council approval to adopt Resolution No. 2025-06, Electing to not exempt property under Section 196.1978(3)(D)1.A., Florida Statutes, commonly known as the "Live Local Act Property Tax Exemption"; and providing for an effective date.

RESOLUTION NO. 2025-06

A RESOLUTION BY THE HILLIARD TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, PURSUANT TO SECTION 196.1978(3)(o), FLORIDA STATUTES, ELECTING TO NOT EXEMPT PROPERTY UNDER SECTION 196.1978(3)(d)1.a., FLORIDA STATUTES, COMMONLY KNOWN AS THE "LIVE LOCAL ACT PROPERTY TAX EXEMPTION"; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 196.1978(3), Florida Statutes (the "Live Local Act Property Tax Exemption") requires the Nassau County Property Appraiser to exempt certain rental properties from ad valorem taxes if such properties meet the criteria of the Live Act Local Property Tax Exemption; and

WHEREAS, beginning with the 2025 tax roll, Section 196.1978(3)(o), Florida Statutes, (Chapter 2024-158, Laws of Florida) allows taxing authorities to "opt-out" of providing the Live Local Act Property Tax Exemption to units in multifamily projects that are used to house natural persons or families whose annual household income is between 80 and 120 percent of the median annual adjusted gross income for households within the metropolitan statistical area ("MSA") or, if not within a MSA, within the county in which the person or family resides (the "80 to 120 Tax Exemption"), if the taxing authority finds that the latest Shimberg Center for Housing Studies Annual Report, prepared pursuant to Section 420.6075, Florida Statutes ("Shimberg Annual Report"), identifies that the number of affordable and available units in the MSA or region is greater than the number of rental households in the MSA or region for natural persons or families who meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Town Council of the Town of Hilliard hereby finds that the latest Shimberg Annual Report identifies a surplus of affordable and available units in the Jacksonville, FL MSA, in which the Town of Hilliard is located, for those households that meet the income criteria for the 80 to 120 Tax Exemption; and

WHEREAS, the Town Council of the Town of Hilliard hereby finds that the Town of Hilliard is a taxing authority that is eligible for the election in Section 196.1978(3)(o), Florida Statutes, which allows the Town of Hilliard to not exempt properties that would otherwise qualify for the 80 to 120 Tax Exemption.

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

SECTION 1. Legal Findings of Fact. The foregoing recitals are hereby adopted as legislative findings of the Town Council and are ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. Opt-Out Election; Required Findings. The Town Council of the Town of Hilliard hereby finds that the latest Shimberg Annual Report identifies a surplus of affordable and available units in the Jacksonville, FL MSA, in which the Town of Hilliard is located, for those households that meet the income criteria for the 80 to 120 Tax Exemption. Therefore, the Town of Hilliard hereby elects not to exempt properties eligible for the 80 to 120 Tax Exemption in Section 196.1978(3)(d)1.a., Florida Statutes, pursuant

to the authority in Section 196.1978(3)(o), Florida Statutes, and hereby requests that the Nassau County Property Appraiser not grant any such exemptions.

SECTION 3. Applicability. This Resolution applies to all ad valorem property tax levies imposed by the Town of Hilliard.

SECTION 4. Notice to Property Appraiser. The Clerk of the Town Council is directed to provide a copy of this Resolution to the Nassau County Property Appraiser prior to May 1, 2025.

SECTION 5. No Waiver of Rights. Other governmental entities have alleged that the Live Local Act Property Tax Exemption is unconstitutional, and inconsistent with Section 196.012(7), Florida Statutes. Further, other governmental entities have raised concerns with relying entirely on the Shimberg Annual Report to meet the "affordable and available" test in Section 196.1978(3)(o), Florida Statutes. The adoption of this Resolution shall not constitute an admission that the Live Local Property Tax Exemption is constitutional or consistent with Section 196.012(7), Florida Statutes, and shall not constitute an admission that the Shimberg Annual Report is the best method of determining the current inventory of "affordable and available" housing in the Town of Hilliard. If the Town of Hilliard ceases to qualify for the election in Section 196.1978(3)(o), Florida Statutes, in future years, or if this Resolution is determined to be invalid or unenforceable by the Nassau County Property Appraiser or a court of competent jurisdiction, nothing in this Resolution shall be deemed a waiver of the Town of Hilliard's right to challenge the Live Local Act Property Tax Exemption.

SECTION 6. Effective Date. Pursuant to Section 196.1978(3)(o), Florida Statutes, this Resolution shall take effect on January 1, 2026; shall expire on January 1, 2027; and may be renewed prior to January 1, 2027.

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

Kenneth A. Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council to consider Ordinance No. 2025-06, an Ordinance approving Resolution No. 2024-21 concerning Project No. 45030, Loan Agreement, pledged revenues, and designation of an authorized representative. Adopting on First Reading and setting the Public Hearing & Final Reading for May 15, 2025.

BACKGROUND:

See attached.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council adoption of Ordinance No. 2025-06, on First Reading and Setting Public Hearing & Final Reading for May 15, 2025.

**ORDINANCE NO. 2025-06
TOWN OF HILLIARD, FLORIDA**

**AN ORDINANCE APPROVING RESOLUTION 2024-21 CONCERNING
PROJECT NO. 45030, LOAN AGREEMENT, PLEDGED REVENUES, AND
DESIGNATION OF AN AUTHORIZED REPRESENTATIVE.**

WHEREAS, the Town of Hilliard (the “Town”) desired to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund (the “Loan”) providing Planning Phase Funding for Project No. 45030, for the planning, design, and rehabilitation/construction of wastewater treatment and collection facilities;

WHEREAS, the Loan enabled the Town to provide for substantial and necessary planning, design, and rehabilitation/construction of wastewater treatment and collection facilities, which are dedicated to public use, enhance the Town’s infrastructure, and provide substantial long-term benefits to the Town;

WHEREAS, the Town passed Resolution 2024-21, authorizing the Town to apply for the Loan to finance the Planning Phase of Project No. 45030; pledge net Water and Sewer Fund Revenues for repayment of the Loan; and designate the Mayor as the authorized representative to provide assurances and commitments required by the Loan application and represent the Town in association with the Loan agreement;

WHEREAS, the Town has a history of approving this type of financial planning by resolution and, in order to ensure thorough consideration, wishes to approve Resolution 2024-21 by ordinance.

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

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

SECTION 2. Resolution 2024-21 Approved. The Town of Hilliard hereby approves Resolution 2024-21, recognizing the value to the public of the wastewater facilities improvements, and finding that the funds made possible by the Loan serve the public interest by facilitating the construction of essential infrastructure.

SECTION 3. Codification. The provisions of this Ordinance approving Resolution 2024-21 shall not be codified in the Town of Hilliard’s Code of Ordinances, as the Resolution pertains to a specific, temporary matter not required for the general laws of the Town.

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

ADOPTED this ____ day of _____, 2025 by the Town Council for the Town of Hilliard,

Florida.

TOWN OF HILLIARD, FL

By:

Kenny Sims
Council President

Attest:

Lisa Purvis
Town Clerk

Approved:

John P. Beasley
Mayor

Town Council First Reading:	April 17, 2025
Town Council Publication:	April 30, 2025
Town Council Public Hearing:	May 15, 2025
Town Council Final Reading:	May 15, 2025



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council approval of the Interim Public Works Director's recommendation to fill the vacant Public Works Technician position.

BACKGROUND:

This is a request to approve the hiring of Dennis M. Alderman for the Public Works Technician position.

FINANCIAL IMPACT:

Grade 3 / Step 2 at \$16.91 hourly - \$35,171.81 annually

Grade 3 / Step 3 at \$17.59 hourly - \$36,582.69 annually (potential pay increase after 90-days)

RECOMMENDATION:

Town Council approval of the Interim Public Works Director's recommendation to fill the vacant Public Works Technician position with potential pay increase after his 90 days.

**TOWN OF HILLIARD
PUBLIC WORKS DEPARTMENT
Position Process**

Regular Meeting: April 17, 2025

Applicant: Dennis M. Alderman
37363 Cody Circle #G3
Hilliard, Florida 32046

Position: Public Works Technician

Pay Rate: Grade 3 / Step 2
\$16.91 per hour / \$35,171.81 Annually

Position Starts: April 21, 2025 – Introductory/Probationary Period

Position Status: July 17, 2025 – Regular Full Time Position

Position Requirements:

A current CDL Driver's License and High School Diploma are required. Certification in Water or Wastewater Plant Operation preferred or two years' experience in Water or Wastewater. Experience in landscaping, operating heavy equipment, driving dump trucks, water, and sewer utility work is a plus.

Position Information:

- Maintain accurate records of all duties performed.
- Assist in the maintenance and installation of driveway culverts and drainage, using and operating equipment as needed,
- Perform the installation of street signs throughout the Town.
- Maintain inventory of the Town's Street signs.
- Assist in maintaining the Town right of way and parks.
- Assist in trimming trees on Town right-of-way.
- Assist in the maintenance of water meters in Town, i.e., trouble shoot and change out as needed.
- Assist in reading water meters on an as needed basis for billing purposes.
- Performs water service cutoffs for non-payment as directed.
- Assists in maintenance of water main valve as scheduled.
- Perform water and sewer taps.
- Perform scheduled and emergency water and sewer repairs.
- Help to maintain inventory of water and wastewater supplies and stock.
- Locate and mark Town utilities as required for construction purposes.
- Check and maintain lift stations as needed.
- Assist in preventative and emergency maintenance of all equipment and property of the Town.

- Assist with special projects as directed by the Public Works Director, i.e., Holiday Decorations, July 4th celebration, Town Cleanup, etc.
- Monitors and stays current with technology as it pertains to the operations of this department.
- Take on additional duties as required by the Public Works Director and/or the Assistant Public Works Director.
- Assist with after-hours emergencies.
- Check generator equipment weekly.

Conditions of Employment:

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

The Town of Hilliard is an Equal Opportunity Employer and a Drug Free Workplace.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council to review and accept the Land Use Administrator's Quarterly Report for January 1, 2025, through March 31, 2025.

BACKGROUND:

Summary of activities performed from January 1, 2025, through March 31, 2025.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

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

Land Use Administrator Lee Anne Wollitz

1st quarter 2025 Report

January-

- Publish 6 item agenda for Planning & Zoning Board with Public Hearing. (Ord 2025-01, Site Plan Dayspring Storage)
- Attend WS 1.9 and present 4 Items. (Greenbrier Recovery, Tree Mitigation, PZ board Appoint, School Concurrency, fill in for Lisa)
- Attend TC meeting on 1.2.
- Attend TC PH on 1.16 and present items. (Ord 2024-13, 2024-14, 2025-01)
- Work with NCSB on interlocal agreement.
- Work with NCSB on mitigation needs for Oxford Pines. Tompkins Preserve, and Holland Walk.
- Help with writing the Greenbrier Recovery Agreement.
- Help with writing the Tree Mitigation Ordinance.
- Help write Ordinance 2025-01.
- Making signs for Ordinance.
- Write and send letters for Ordinance.
- Help writing Ads for Ordinance.
- Several Developer meetings.
- Work all regular Hours.
- Follow up on outstanding Applications
- Review/Sign all needed documents.

February-

- Attend TC meeting 2.6.
- Publish P & Z agenda (2) Items.
- Sign all required Documents
- Several Developer meetings
- Work all regular Hours.
- Follow up of all applications including
- Continue to work with NCSB on interlocal and Nassau EM on LMS.
- Needed site visits
- Attend TC and meeting 2.20, 4 items, fill in for Lisa,
- Attend WS 2.20, on growth, fill in for Lisa, Set up PowerPoint.
- Attend WS 2.13, 3 items
- Continue work on LMS

March-

- Attend and run PowerPoint for 3.3 NCSB WS
- Attend 3.6 TC RM

- Prep items for 3.13 WS, review notes and follow ups after meeting
- Attend 3.20 PH RM, Present 4 items
- Attend and precipitate 3.24 WS
- Attend and work Presentation for 3.27 WS
- Receive and begin review process on 2 new commercial businesses
- Publish P and Z agenda, Public Hearing (4) Items.
- Sign all required Documents
- Several Developer meetings
- Work all regular Hours.
- Follow up of all applications including
- Continue to work with NCSB on interlocal and Nassau EM on LMS.
- Needed site visits



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council to review and accept the Building Official's Quarterly Report for January 1, 2025, through March 31, 2025.

BACKGROUND:

Summary of activities performed through January 1, 2025, through March 31, 2025.

Report No. 1 – Project Payment Report that shows the permit number, date paid, name, address, and amount paid.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

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

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20240208	3/03/2025	CHAVARRIA, CHARLES	275955 W SECOND AVE	235.12CR	
20240312	2/10/2025	MASON & MAGNOLIA LLC	37127 OXFORD ST	122.00CR	
20240360	1/03/2025	LINDSTEDT, MICHAEL	37074 KATELYN WAY	49.00CR	
20240366	1/07/2025	BY FRANKLIN PROPERTIES	KRISTIE CIR N	16,928.25CR	
20240368	1/07/2025	WHITE, THOMAS T	37237 W FIRST ST	124.00CR	
20240371	2/11/2025	EASTWOOD OAKS APTS	37209 CODY CIR K8	44.00CR	
20240372	2/11/2025	EASTWOOD OAKS APTS	37031 CODY CIR A5	44.00CR	
20240379	1/24/2025	WINNON, DUSTIN	37153 RAILROAD ST	44.00CR	
20250001	1/08/2025	LOYD, DOUGLAS R	37280 NEW OAK ST	124.00CR	
20250002	1/03/2025	JONES, DAVID J	37313 W FIFTH ST	50.00CR	
20250003	1/13/2025	DOWNNS, SHERRY L	37382 W FIFTH ST	84.00CR	
20250004	1/27/2025	SOUTHEASTERN BANK	15885 CR 108	325.04CR	
20250005	3/03/2025	SHREE RADHE SHYAM LLC	551664 US HWY 1	204.00CR	
20250006	1/27/2025	SOUTHEASTERN BANK	15885 CR 108	1,534.00CR	
20250007	1/16/2025	BY FRANKLIN PROPERTIES	175618 BAY RD	44.00CR	
20250008	1/16/2025	DOWNNS, SHERRY L	37382 W FIFTH ST	84.00CR	
20250009	1/16/2025	VANZANT, FLOYD L	15959 CR 108	44.00CR	
20250010	1/27/2025	SOUTHEASTERN BANK	15885 CR 108	89.00CR	
20250011	1/27/2025	SOUTHEASTERN BANK	15885 CR 108	44.00CR	
20250013	3/04/2025	WHITE, THOMAS T	37237 W FIRST ST	44.00CR	
20250014	1/24/2025	HARALAMBOU, HARVEY LIVING TRUST	37103 SOUTHERN GLEN WAY LOT8	55.80CR	
20250015	1/24/2025	OSWALD, BRITTANY	27079 NEW FRONT ST	29.00CR	
20250016	1/31/2025	KUTZLER, WANDA	27419 NEW FRONT ST	54.00CR	
20250017	2/20/2025	BROWNING, STEPHANIE	27052 W TENTH AVE	84.00CR	
20250018	2/10/2025	POKORSKI, WILLIAM J	361216 PINE ST	56.00CR	
20250019	2/06/2025	HOOKED ON LEANING LLC	36798 PINE ST	204.00CR	
20250020	2/21/2025	COCHRANE, CAROLINE B	36876 PINE ST	664.00CR	
20250021	2/07/2025	KINARD, WILLIAM	37195 RAILROAD ST	54.00CR	
20250022	2/21/2025	COCHRANE, CAROLINE B	36876 PINE ST	194.00CR	
20250023	2/18/2025	BUCHANAN, HOLLAND & ELIZA	37176 W FOURTH ST	774.92CR	
20250024	2/21/2025	COCHRANE, CAROLINE B	36876 PINE ST	164.00CR	
20250025	2/13/2025	BURNETTE, KEVIN & DAWN	37231 W THIRD ST	50.00CR	
20250027	2/18/2025	DAYSPRING BOAT & RV STORAGE	3781 W SIXTH ST	25.00CR	
20250028	2/12/2025	CONNER, JOSHUA A JR	37405 OXFORD ST	44.00CR	
20250029	2/19/2025	LGI HOMES - FLORIDA LLC	37119 WHIPPOORWILL CT	482.00CR	
20250030	2/19/2025	LGI HOMES - FLORIDA LLC	37127 WHIPPOORWILL CT	561.50CR	
20250031	2/19/2025	LGI HOMES - FLORIDA LLC	37135 WHIPPOORWILL CT	444.50CR	
20250032	2/19/2025	LGI HOMES - FLORIDA LLC	37338 WHISPER WAY	482.00CR	
20250033	2/19/2025	LGI HOMES - FLORIDA LLC	37330 WHISPER WAY	444.50CR	
20250034	2/19/2025	LGI HOMES - FLORIDA LLC	37322 WHISPER WAY	561.50CR	
20250036	2/20/2025	LOYD, DOUGLAS	37280 NEW OAK ST	44.00CR	
20250038	3/14/2025	VARNES, BENJAMIN	27489 OHIO ST	50.00CR	
20250039	3/14/2025	BURNETTE, CALEN	37818 OXFORD ST	29.00CR	
20250040	3/19/2025	HILLIARD REAL ESTATE INVESTORS	3756 W THIRD ST	1,008.54CR	

PROJECT	PAY DATE	ISSUED TO	PROPERTY	TOTAL PAID	COMMENT
20250041	3/06/2025	HOOKED ON LEARNING, LLC	36798 PINE ST	229.00CR	
20250042	3/05/2025	BURNETTE, KEVIN & DAWN	37231 W THIRD ST	113.00CR	
20250043	3/04/2025	BUCHANAN, BEN & SARAH	37242 LEE ST	54.00CR	
20250044	3/10/2025	BUCHANAN, HOLLAND H	37176 W FOURTH ST	98.00CR	
20250045	3/19/2025	HARMS, AMBER L	361567 PINE ST	29.00CR	
20250046	3/18/2025	HAYES, KEITH & AMI	37011 CYPRESS LN	44.00CR	
20250047	3/26/2025	FRANKLIN PROPERTIES	KRISTIE CIR N	171.50CR	
20250048	3/26/2025	LINDSTEDT, MICHAEL	37074 KATELYN WAY	164.00CR	
20250049	3/21/2025	TERRY, THOMPSON	27037 POND DR	109.00CR	
20250050	3/27/2025	FRANKLIN PROPERTIES	KRISTIE CIR N	284.00CR	
20250051	3/27/2025	DAYSPRING STORAGE	3781 W SIXTH ST	84.00CR	
20250052	3/24/2025	DAYSPRING BOAT & RV STORAGE	3781 W SIXTH ST	66.50CR	
20250056	3/21/2025	GUYNN, CLARA N	37514 W FIRST ST 102	89.00CR	
20250057	3/24/2025	WAGERS, JOHN	37076 WALKER ST	154.00CR	
20250058	3/27/2025	MICHAELS, JOE A	37431 ORANGE ST	56.00CR	
20250059	3/27/2025	BUCHANAN, HOLLAND & ELIZA	37176 W FOURTH ST	89.00CR	
20250060	3/27/2025	CONNER, JOSHUA A JR	37405 OXFORD ST	44.00CR	
20250061	3/25/2025	PICKETT, KRISTIN F	37662 SOLI DEO GLORIA WAY	244.00CR	
20250062	3/26/2025	LOYD, DOUGLAS R	37296 RAILROAD ST	54.00CR	
20250063	3/27/2025	HARRIS, MITCHELL D	37078 SIREN LN	214.00CR	
20250064	3/26/2025	LINDSTEDT, MICHAEL	37074 KATELYN WAY	324.00CR	
20250065	3/27/2025	ROCK N LEE LLC	27510 W SIXTH AVE	50.00CR	
20250066	3/26/2025	DOWNS, SHERRY L	37382 W FIFTH ST	25.00CR	
TOTAL ALL PROJECTS:				67	29,609.67CR

** SEGMENT CODE TOTALS **

SEGMENT CODE	DESCRIPTION	TOTAL PAID
01-NRES	NEW RESIDENTIAL BUILDING	19,904.25CR
01-RADD	RESIDENTIAL ADDITION	774.92CR
01-RMISC	RESIDENTIAL MISCELLANEOUS	214.00CR
01-RREM	RESIDENTIAL REMODEL	664.00CR
CULVERT	CULVERT	50.00CR
DEMO	DEMOLITION	200.00CR
ELE	ELECTRICAL	1,450.00CR
MEC-COM	MECHANICAL - COMMERCIAL	229.00CR
MEC-RES	MECHANICAL - RESIDENTIAL	426.00CR
PLB-COM	PLUMBING - COMMERCIAL	198.50CR
PLB-MFR	PLUMBING - MULTI-FAM RES	171.50CR
PLB-SFR	PLUMBING - SINGLE FAM RES	750.00CR
POOL	SWIMMING POOL	244.00CR
ROOF	ROOF	2,335.70CR
SHED-MANF	MANUFACTURED SHED	87.00CR
SHED-SB	SITE BUILT SHED	113.00CR
UNAPPLIED	UNAPPLIED CREDITS	1,797.80CR
TOTAL		29,609.67CR

** FEE CODE TOTALS **			
FEE CODE	DESCRIPTION	TOTAL PAYMENTS	TOTAL PAID
ADDRESS	ADDRESSING 911	1	20.00CR
BLD-01	BLDG PERMIT FEE ESTIMATED COST	3	1,318.00CR
BLD-03	BLDG PERMIT FEE CONST COST SQF	4	1,456.00CR
BLD03PP	BLDG PERMIT FEE CONST COST SQF	6	2,976.00CR
CULV-PERM	CULVERT PERMIT	2	50.00CR
DEMO	DEMOLITION FEES	4	200.00CR
ELE COM	INTERIOR WIRING / RE WIRE	1	85.00CR
ELE RES	INTERIOR WIRING / RE WIRE	4	320.00CR
ELE- ADD 1	ELE COM ADD . REPAIR CHANGE	2	170.00CR
ELE-200	ELE SERVICE - 200 AMPS	4	640.00CR
ELE-400	ELE SERVICE - 400 AMPS	1	115.00CR
ELE-CHG	CHANGE OF SERVICE	1	40.00CR
ELE-TEMP	TEMPORARY POLE	1	40.00CR
FIRE-CPR	CONSTRUCTION PLAN REVIEW	1	378.35CR
IMPACT-SF	EDUCATION IMPACT FEE - SINGLE	1	10,861.20CR
LAND USE	PERMIT REVIEW FEE RES MULTI CO	1	63.00CR
LAND USE 2	PERMIT REVIEW FEE ACCESSORY	3	75.00CR
LU EXEMPT	EXEMPT PERMIT REVIEW FEE LAND	1	25.00CR
MEC - COMM	COMMERCIAL SITE WORK MECHANICA	1	85.00CR
MEC R C 1	RES/COM NEW UNITS UP TO 2.5 TO	3	120.00CR
MEC R C 2	RES/COM NEW UNITS 3 TON	2	90.00CR
MEC R C 6	RES/COM NEW UNITS 5 TON	1	140.00CR
MEC RMHCO1	RES MH COMM CHANGE OUT UP TO 3	1	40.00CR
MEC RMHCO3	RES MH COMM CHANGE OUT 4 TON	2	104.00CR
MEC- REMOD	MEC DUCT CHANGES	1	40.00CR
OVERPAY	OVERPAYMENT, UNAPPLIED CREDIT,	4	1,797.80CR
PLB-ADD	PLB REPAIR REPIPE	5	200.00CR
PLB-COMB	PLB COMMERCIAL BASE FEE	2	80.00CR
PLB-COME	PLB COMMERCIAL EXTERIOR FIXTUR	1	22.50CR
PLB-HWH	PLB HOT WATER HEATER CHANGEOUT	1	40.00CR
PLB-MFB	PLB MULTIPLE FAMILY RES BASE F	1	40.00CR
PLB-MFE	PLB MULTIPLE FAMILY RES EXT FI	1	22.50CR
PLB-MFI	PLB MULTIPLE FAMILY RES INT FI	1	105.00CR
PLB-SFB	PLB SINGLE FAMILY RES BASE FEE	4	400.00CR
PLB-SFE	PLB SINGLE FAMILY RES EXT FIXT	1	6.00CR
PLB-SFI	PLB SINGLE FAMILY RES INT FIXT	3	156.00CR
PR-02	PLAN REVIEW CONST COST SQFT	1	509.00CR
PR-03	PLAN REVIEW ESTMATED COSTS	5	426.40CR
ROOF	ROOFING NEW OR REROOF PERMIT	10	2,060.58CR
SDC-WATER	WATER SYSTEM DEV CHARGE, PER E	1	660.00CR
SURCHARGE	SURCHARGE	51	228.34CR
SURCHARGE1	SURCHARGE	1	4.00CR
TAP-WATER	WATER TAP SINGLE SHORT FEE	1	3,400.00CR
TOTAL			29,609.67CR

** GENERAL LEDGER DISTRIBUTION **

FUND G/L ACCOUNT	ACCOUNT NAME	AMOUNT
001-00-101003	RESTR CASH-EDUC IMPACT FE	10,861.20
001-01-322000	BUILDING PERMITS	13,844.78CR
001-01-329000	ZONING REVENUE	183.00CR
001-01-329002	RADON	232.34CR
001-01-342500	FIRE INSPECTIONS (BUS/CHURCH)	378.35CR
001-01-363290	EDUCATION IMPACT FEES	10,861.20CR
001-03-349000	CULVERT PERMITS - STREETS	50.00CR
401-00-101002	RESTR CASH-SYSTEM DEV CHA	660.00
401-06-349001	TAP-ON FEES - W&S	3,400.00CR
401-06-363240	SYSTEM DEVELOPMENT CHARGES	660.00CR
999-00-101000	POOLED CASH	18,088.47

SELECTION CRITERIA

ITEM-12

REPORT SELECTION

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

PAYMENT SELECTION: DATE RANGE FROM: 1/01/2025 THROUGH 3/31/2025-----
PRINT OPTIONS

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

END OF REPORT



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: April 17, 2025

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

SUBJECT: Town Council to review and accept the Code Enforcement Officer's Quarterly Report for January 1, 2025, through March 31, 2025.

BACKGROUND:

Summary of activities performed from January 1, 2025, through March 31, 2025.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

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

Quarterly Reports 1-2-2025 thru 3-27-2025

Pool Permits (1)

Vehicles Posted (5)

Vehicles Removed by owner (1)

Zoning Signs Posted (3)

Cases Closed (15)

Miscellaneous (57)

Lien Letter Inspections (14)

Permits (3)

Demo Permits (2)

Business License Tax (14)

Citations Issued (1)



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Workshop Meeting Date: April 10, 2025

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

SUBJECT: Town Council to review and discuss the Public Records Request submitted by Timothy Fisk on March 14, 2025, and March 25, 2025.

BACKGROUND:

Please see attached PRR and work that has been done just to come up with a cost estimate to provide to the requestor on April 8, 2025.

FINANCIAL IMPACT:

TBA

RECOMMENDATION:

Town Council to review and discuss the Public Records Request submitted by Timothy Fisk on March 14, 2025, and March 25, 2025.

EMAIL DATE	EMAIL TO	EMAIL FROM	INFORMATION
3/14/2025	TOH	FISK	Dropped off 4 page PRR and \$50 cash towards cost.
3/14/2025	ATTNY	CLERK	Forwarded 4 page PRR received for legal review.
3/17/2025	FISK	CLERK	Acknowledge receipt of extensive PRR and advised working on deposit estimate.
3/17/2025	CLERK	ATTNY	Advised that based on the 4 page PRR cost will exceed \$50. Plus Personnel Files have certain exemptions.
3/17/2025	ATTNY	CLERK	Asked when does PRR become harassment and that I did not feel safe with FISK and his daughter inside the office to video and photograph documents.
3/19/2025	CLERK	FISK	Cancelled oral portion of PRR from 3/14 then told me that it was not extensive and should not take long to fill and how to do it.
3/19/2025	FISK	CLERK	Filled 3/14/2025 page 4 of PRR in answering 3/19 email No agreement with NCSD and Financial Statements on website and where.
3/19/2025	ATTNY	CLERK	Forwarded FISK 3/19 email to ATTNY to keep him in loop.
3/19/2025	ATTNY	CLERK	Forwarded my response to fill page 4 PRR from FISK to keep ATTNY in loop.
3/25/2025	TOH	FISK	Dropped off 2 page PRR regarding getting items added to the Agenda.
3/25/2025	ATTNY	CLERK	Forwarded 2 page PRR received for legal review. Advised ATTNY that FISK said he was coming back Thursday for answer on how to get items added to the Agenda. I explained the process and asked if I could send to FISK.
3/25/2025	CLERK	ATTNY	Advised my response to FISK was good regarding the process for getting items on the Agenda.
3/26/2025	FISK	CLERK	Advised regarding 3/25/2025 PRR on getting items added to the Agenda.
4/3/2025	ATTNY	CLERK	Prior to Town Council Meeting advised that I had been pulling items together to fill FISK 3/14/2025 and 3/25/2025 PRR. Asked ATTNY if running a report was considered creating a public record and that I had already used up over the \$50 cash deposit from 3/14/2025, just gathering items to come up with cost estimate.
4/3/2025	TOH	FISK	At Town Council Meeting FISK filled out Agenda Item Request for Additions? Deletions from the Agenda. When Item came up FISK asked to add three items to the agenda from his 3/25/2025 PRR. 1st was dealt with during meeting, 2nd was added to next agenda and 3rd was to be placed on the 4/10/2025, monthly Workshop Agenda.
4/3/2025	CLERK	ATTNY	Following Town Council Meeting ATTNY advised that we would work on next week.
4/3/2025	ATTNY	CLERK	CLERK responded OK.
4/4/2025	ATTNY	CLERK	Forward both 3/14/2025 and 3/25/2025 PRR and deposit cost estimates for both PRR following working late to prepare both deposit cost estimates.
4/7/2025	CLERK	ATTNY	Agreed with 3/14/2025 and 3/25/2025 deposit cost estimates and questioned the deduction of .5 from staff time as per Town PRR Policy.
4/7/2025	ATTNY	CLERK	Forwarded revised deposit cost estimates showing deduction of .5 and math to get to total deposit cost estimates.
4/8/2025	FISK	CLERK	Sent both 3/14/2025 and 3/25/2025 PRR deposit cost estimates to FISK and advised that the \$50 cash deposit he made 3/14/2025 can be used towards these requests.

PUBLIC RECORD REQUEST TOWN OF HILLIARD 2011031425-01

A. I ALONG WITH HEATHER GATES WOULD LIKE TO INSPECT THE PERSONNEL FILES OF THE FOLLOWING; MS AUCIA HEAD (THERE IS VIDEO OF HER VAPING INSIDE THE TOWN HALL), MS LISA PURVIS FOR DISCIPLINE FILES AMONG OTHER FILES.

B I ALONG WITH HEATHER GATES WOULD LIKE TO INSPECT THE PERSONNEL FILE OF MR MICHAELS WHILE HE WAS PARKS AND RECREATION DIRECTOR.

THE INSPECTION OF THESE FILES MAY INCLUDE TAKING OF VIDEO AND PICTURES.

Timothy E. Fisk 3/14/25

TIMOTHY E. FISK 904-574-6974
27146 W 1ST AVE
HILLIARD FL 32046

RECEIVED
MAR 14 2025

ITEM-14

TOWN OF HILLIARD
PUBLIC RECORD REQUEST TOH031425-02

I REQUEST COPIES OF THE LAST 3
SAFETY ~~REPORT~~ INSPECTION REPORTS OF
PLAYGROUND EQUIPMENT AT ALL TOWN
PARKS EXCEPT FOR THE TOWN HALL
PARK.

I REQUEST INFORMATION AS TO EXACTLY
WHAT IS ADA COMPLIANT AT TOWN HALL
PARK AS WELL AS AT THE REC PARK

I'D LIKE COPIES OF CORRESPONDANCES
AS IT RELATED TO THE NEED TO REMOVE
THE SHARED USE PATH.

I'D LIKE COPIES THAT SHOWS THE COSTS
OF THE NEW SHARE USE PATH. I'D LIKE IT
TO BE SEPERATED INTO COST OF DEMO AND
REMOVAL AND PREP AND BUILD.

Timothy E. Fisk 3/14/25

TIMOTHY FISK

904-574-6974

27146 W 1ST AVE

HILLIARD FL 32046

MAR 14 2025

TOWN OF HILLIARD

PUBLIC RECORD REQUEST TOH031425-03

I WOULD LIKE TO COPY OF THE
CHART OF ACCOUNTS FOR ACCOUNTS PAYABLE

I'D LIKE TO BE PROVIDED WITH A
LISTING OF ALL CREDIT CARDS AND
BUSINESSES THAT THE TOWN OF HILLIARD
HAS A LINE OF CREDIT WITH, SHOWING
CREDIT LIMITS, INTEREST RATES.

I'D LIKE TO SEE ALL ENTRIES
OF THE AFTER SCHOOL PROGRAMS

I'D LIKE TO SEE ALL ENTRIES AS
THEY RELATE TO THE SPORT PROGRAMS.

I'D LIKE TO SEE ALL ENTRIES AS
THEY RELATE TO ACCOUNTS MENTIONED IN
REQUEST B

THE INSPECTION OF FILES # C, D, AND E
MAY INCLUDE PHOTOGRAPHING AND VIDEOING.

TIMOTHY FISK

904-574-6974

27146 W 1ST AVE

HILLIARD FL 32046

Timothy E. Fisk

PUBLIC RECORD REQUEST TOH031425-04

A I'D LIKE A COPY OF THE CONTRACT
WITH THE SHERIFFS DEPARTMENT
ALLOWING THEM TO POLICE OUR ROADS.

B I'D LIKE TO KNOW WHAT THE NET
WORTH OF THIS TOWN FOR THE LAST
4 ~~YEARS~~ FISCAL YEARS AS WELL AS
IF DISSOLVED OUR TOWN TODAY.

Timothy E. Fisk
3/14/25

904-574-6974

TIMOTHY FISK
27146 W 1ST AVE
HILLIARD FL
32046

RECEIVED
MAR 14 2025
TOWN OF HILLIARD

03/14/2025 - PRR - TIMOTHY FISK

NCSD TIME - 2. \$100.00
 STAFF TIME - 3.5 - .50 = 3. \$79.17
 ATTNY TIME - 3. \$495.00
 TOTAL PRR ESTIMATE \$674.17

TOH031425-01**RESPONDED BY EMAIL 3/17/2025****A. INSPECT PERSONNEL FILES**

ALICIA HEAD	CONSULTING WITH ATTNY ON WHAT WILL NEED TO BE REDACTED PRIOR TO INSPECTION
LISA PURVIS	CONSULTING WITH ATTNY ON WHAT WILL NEED TO BE REDACTED PRIOR TO INSPECTION

B. INSPECT PERSONNEL FILES

JOE MICHAELS, P&R DIRECTOR	CONSULTING WITH ATTNY ON WHAT WILL NEED TO BE REDACTED PRIOR TO INSPECTION
----------------------------	--

TOH031425-02

PLAYGROUND SAFETY INSPECTIONS	VISUAL INSPECTION ONLY
ADA COMPLIANT AT TOWN HALL PARK	RESTROOM BUILDING PARKING SPACE & PATH TO RESTROOM BUILDING PATHS BETWEEN PAVILION AND RESTROOM
ADA COMPLIANT AT REC PARK	RESTROOM BUILDING PARKING SPACE & PATH TO RESTROOM BUILDING PATHS BETWEEN PAVILION, ANNEX, SWIMMING POOL AND RESTROOM. SWIMMING POOL FACILITY PICNIC AREA SWING AT SWING SET
NEED TO REMOVE SHARED USE PATH	NA
ORIGINAL 4' WIDE CONCRETE PATH	\$18,000.00
REMOVAL AND REPLACEMENT OF 6' WIDE CONCRETE PATH (NC MUNICIPAL GRANT)	\$16,000.00

03/14/2025 - PRR - TIMOTHY FISK
TOH031425-03

CHART OF ACCOUTS FOR AP	22 PAGES CAN NOT BE SERATED BY AP VS AR OR ASSETS & LIABILITIES. STATE OF FLORIDA COMP CONTROLER ACCOUNT NUMBERING SYSTEM.
CREDIT CARDS & BUSINESS	NO INTEREST RATE TOWN PAYS WITHIN 30 DAYS. SEB 4 AT \$5K EACH SAMS PAID MONTHLY IN FULL BUSINESS CAN BE FOUND ON GL OVER 500 PAGES EACH FISCAL YEAR
AFTERSCHOOL PROGRAM	NEED START AND END DATE
SPORTS PROGRAMS	NEED START AND END DATE
ACCOUNTS MENTIONED IN B	NO B LISTED
INSPECT FILES C, D & E	NO C, D & E LISTED
TOH031425-04	RESPONDED BY EMAIL 3/19/2025
A. COPY OF CONTRACT WITH NCSD	NA
B. NET WORTH OF TOWN	ON TOWN WEBSITE

Ms Purvis,

I DO NOT KNOW THE PROPER
METHOD FOR GETTING ITEMS
PUT ON OR ADDED TO THE
AGENDA. IF THIS DOES NOT SUFFICE
THEN COULD YOU PLEASE GET
ME THE PROPER WAY TO DO IT?

THANK YOU
Timothy Fisk

TIMOTHY FISK
27146 W 1ST AVE
HILLIARD FL. 32046

904-574-6974

RECEIVED
MAR 25 2025

TOWN OF HILLIARD

TOWN OF HI
I'D LIKE FOR 2 ITEMS TO
BE ADDED TO THE AGENDA FOR
THE NEXT TOWN REGULAR/BUSINESS
MEETING.

1) TRIP TO TALLAHASSEE

I'D LIKE TO ASK THE COUNCIL
TO MAKE A MOTION TO GIVE A
GAS STIPEND TO THOSE WHO DROVE
TO IT. SECONDLY I'D ASK THAT
SOMEONE MAKES A MOTION TO GIVE
ALL TOWN EMPLOYEES THAT WENT A
MEAL STIPEND.

2) I'D LIKE TO ASK THE COUNCIL
WHAT ARE THEIR PLANS ON THE
NEW TOWN HALL PARK AND ITS
SHARED USE PATH, IS NOT ADA
COMPLIANT, ALSO WHY IS THERE NOT
1 HANDICAP SPACE AT NOCKFORD?

THANK YOU - Truly & Love

TIMOTHY FISK 27146 W 1ST AVE
MILLIARD FL 32046

904-574-6934

03/25/2025 - PRR - TIMOTHY FISK

STAFF TIME - .75 - .50 = .25 \$6.60
 ATTNY TIME - .75 - .50 = .25 \$41.25
 TOTAL PRR ESTIMATE \$47.85

PAGE 1 03/25/2025

1. TALLAHASSE TRIP ON AGENDA **RESPONDED BY EMAIL 3/26/2025**

2. TOWH HALL PARK CONCRETE PATH **RESPONDED BY EMAIL 3/26/2025**

PAGE 2 03/25/2025

1. ITEM ON AGENDA TALLAHASSE TRIP **RESPONDED BY EMAIL 3/26/2025**

2. ITEM ON AGENDA TOWN HALL PARK **RESPONDED BY EMAIL 3/26/2025**
 CONCRETE PATH

HANDICAP SPACE AT NORTH OXFORD 1 SPACE
 ST PARK

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, MARCH 27, 2025, 6:15 PM

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor John Beasley
Council President Kenny Sims
Council Pro Tem Lee Pickett
Councilman Dallis Hunter
Councilman Joe Michaels
Town Clerk Lisa Purvis
Parks & Recreation Director Gabe Whittenburg

ABSENT

Councilman Jared Wollitz
Interim Public Works Director Cory Hobbs
Town Attorney Christian Waugh

WORKSHOP

ITEM-1 Town Council to review and discuss the building design of the Hurricane Shelter / Community Center Project.

Lisa Purvis, MMC – Town Clerk

Charles Sohm, P.E., Senior Project Manager at Taco Engineering, LLC, presents the site plan, highlighting the proposed locations for the Hurricane Shelter/Community Center and the retention pond. The Town Council have discussed the option of relocating the playground equipment behind the fitness center building so that the proposed retention pond can be in its place, with a 6-foot-high fence around it for safety purposes. Discussion ensues about the building being in the southeast corner. Aldo Minozzi, AIA, Architect at PQH Group Design, LLC, shares the project drawings, leading to further discussion regarding the building's layout.

ADJOURNMENT

Motion to adjourn at 7:56 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Hunter, Councilman Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

HILLIARD TOWN COUNCIL MEETING

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

TOWN COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

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

TOWN ATTORNEY

Christian Waugh

MINUTES

THURSDAY, APRIL 03, 2025, 7:00 PM

NOTICE TO PUBLIC

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

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

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

PROCLAMATIONS

ITEM-1 Town Council to designate April 2025 as "Election Worker Appreciation Month" in the Town of Hilliard.

John P. Beasley – Mayor

Mayor Beasley proclaims April 2025 as "Election Worker Appreciation Month in the Town of Hilliard.

ITEM-2 Town Council to designate April 2025 as "Water Conservation Month" in the Town of Hilliard.

John P. Beasley – Mayor

Mayor Beasley proclaims April 2025 as “Water Conservation Month” in the Town of Hilliard.

PRESENTATIONS

- ITEM-3 Nassau County Assistant County Manager to provide a general overview of the Live Local Act, SB 102, and answer questions that the Town Council may have.
Marshall Eyerman, ICMA-CM – Assistant County Manager

Marshall Eyerman, Assistant Nassau County Manager explains and answers questions regarding the the Live Local Act, SB 102.

- ITEM-4 Town Council to review and discuss the Draft Resolution regarding Property Tax Exemption Portion of the Live Local Act following the presentation by Marshall Eyerman, Assistant Nassau County Manager.
Lee Anne Wollitz – Land Use Administrator

The Town Council requests the Town Attorney to look into the possible expansion of the effective and expiration dates of the Resolution and that the item be placed on the April 17, 2025, agenda.

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

REGULAR MEETING

- ITEM-5 Additions/Deletions to Agenda

Timothy Fisk, 27146 West First Avenue, Hilliard, submitted a request to speak on this item. Mr. Fisk states that he would like three items added to the agenda and they are as follows:

1. That stipends for gas and meals be considered for those members that drove and those that attend the Tallahassee trip for Rural County Days.
2. Discussion regarding his Public Records Request being slow walked by the Town Clerk.
3. That a special meeting be held to discuss the “shared use path” at Town Hall Park and how it can be fixed to meet ADA compliance.

ITEM-15 Town Council to consider a gas stipend for the members that drove and a meal stipend for those who attended Rural Counties Day at the Capitol in Tallahassee.

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

Motion to add Mr. Fisk’s public records request to the April 17, 2025, agenda and

for the Clerk to provide information regarding the request.

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

Motion to add for discussion to the April 10, 2025, monthly workshop Mr. Fisk's concerns regarding ADA compliance of the shared use path at Town Hall Park.

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

- ITEM-6 Town Council approval of the design proposal for the construction of West Sixth Street with Peters Yaffee Transportation & Traffic Engineering; with Mr. Doug Adkin's of Dayspring Commons LLC, paying the cost in the amount of \$101,672.26.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-7 Town Council approval to set a Workshop for the review of the Preliminary & Tentative Annual Financial Statements, for the fiscal year ending September 30, 2024, prior to the April 17, 2025, Regular Meeting at 6:00 p.m.

Lisa Purvis, MMC – Town Clerk

The Town Council decided not to set additional workshop prior to the April 17, 2025, Regular Meeting but instead for the item to be placed on either the April 10, 2025, or the May 8, 2025, Monthly Workshop.

- ITEM-8 Town Council to consider the Park Facility Use Agreement for First Baptist Church of Hilliard's community event at the Town Hall Park on Saturday, April 19, 2025, 4:00 p.m. through 6:00 p.m.

Gabe Whittenburg – Parks & Recreation Director

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

- ITEM-9 Town Council approval of Town Employee Rebecca Mirando's Pay Increase.

Gabe Whittenburg – Parks & Recreation Director

Parks & Recreation Director Gabe Whittenburg provides an overview of the item to the Town Council.

Councilman Wollitz and Council President Sims notes that they have previously discussed the matter with Parks & Recreation Director Gabe Whittenburg and are supportive of the reasoning behind it.

Parks & Recreation Director Gabe Whittenburg expresses his appreciation for the opportunity to work for the Town, adding that the Parks & Recreation staff

share the same sentiment.

Council President Sims responds by affirming that the staff are valued members of the team and that the Town is fortunate to have Parks & Recreation Director Gabe Whittenburg leading the department.

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

- ITEM-10 Town Council approval of the Minutes for the March 13, 2025, Workshop, the March 20, 2025, Public Hearing & Regular Meeting, and the March 24, 2025, Workshop.

Lisa Purvis, MMC – Town Clerk

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

- ITEM-11 Town Council approval of L & M's Drilling & Waterworks, Payable through March 27, 2025, Project Name: Well #4 Pump Replacement in the amount of \$35,125.15.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$35,125.15

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

- ITEM-12 Town Council approval of Lampe, Roy, & Associates, Inc., Payable through March 25, 2025, Project Name: Land Along Eastwood Road at the Hilliard Airpark in the amount of \$1,200.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$175,000.00**

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

- ITEM-13 Town Council approval of Mittauer & Associates, Inc., Payable through March 14, 2025, Project Name: Manhole 167 & 170 Repairs in the amount of \$5,760.

CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$18,400

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

- ITEM-14 Town Council approval of Moody Williams Appraisal Group LLC, Payable through March 19, 2025, Project Name: Land Along Eastwood Road at the Hilliard Airpark in the amount of \$2,000.

**FDOT PTGA 100% GRANT FUNDED PROJECT LUMP SUM GRANT
\$175,000.00**

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

ADDED ITEMS

ITEM-15 Town Council to discuss providing a stipend for gas and meals for those that participated in Rural Counties Day at the Capitol in Tallahassee.

The Town Council clarifies that their participation in Rural Counties Day at the Capitol was done in service to the Town, and that no reimbursement for expenses is necessary on their behalf. No vote taken on this matter.

ADDITIONAL COMMENTS

PUBLIC

Timothy Fisk, 27146 West First Avenue, Hilliard, expresses that the Town Council should receive stipends for gas and meals. He added that he studies law independently and has become knowledgeable in legal matters.

MAYOR & TOWN COUNCIL

Councilman Wollitz, extends his gratitude to everyone who attended, participated in, and contributed to the Town Clean-Up. He also commends the election workers for their dedication and efforts during the elections.

Council Pro Tem Pickett, agrees with Councilman Wollitz's remarks.

Council President Sims, thanks all those involved in the Town Clean-Up and expresses appreciation to Mr. Fisk for acknowledging that the Capitol trip was intended to benefit the community. He adds that he is willing to take a lie detector test regarding anything he has stated at a meeting.

Mayor Beasley, echoes that sentiment, stating he would also take a lie detector test. He thanks the many individuals who contributed to the success of the Town Clean-Up and reminds everyone about the Vietnam Veterans Memorial Traveling Wall at the Northeast Florida Fairgrounds from April 17 through April 21, 2025.

ADMINISTRATIVE STAFF

PRESENT:

Town Clerk Lisa Purvis

ABSENT:

Interim Public Works Director Cory Hobbs

Parks & Recreation Director Gabe Whittenburg (left for soccer) prior to leaving stated that there are currently, 162 children are participating in the soccer program.

TOWN ATTORNEY

No comments.

ADJOURNMENT

Motion to adjourn at 8:10 p.m.

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

Voting Yea: Council President Sims, Council Pro Tem Pickett, Councilman Wollitz, Councilman Hunter, Councilman Michaels

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

Kenneth A. Sims, Sr.
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John P. Beasley
Mayor

IMPORTANT REMITTANCE INFORMATION

Please include the AECOM invoice number when sending payment

INVOICE NUMBER: 2001005462
Invoice Date: 08-APR-25
Invoice Due Date: 08-MAY-25
Amount Due: \$4,400.00 USD
Project Number: 60732153

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

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

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

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

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

Regards,

AECOM Cash Application Department
CashAppsRemittance@aecom.com

Check Payment to:
AECOM Technical Services, Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Technical Services, Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



7650 West Courtney Campbell Causeway, Tampa, FL 33607-1462

Tel: 813-286-1711

Fax: 813-287-8591

Federal Tax ID No. 95-2661922

ATTN : Lisa Purvis
MMC Town Clerk TOWN OF HILLIARD
15859 West County Road 108
Hilliard, FL 32046
United States

Invoice Date: 08-APR-25
Invoice Number: 2001005462

Agreement Number: 60732153
Agreement Description:

Payment Term: 30 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60732153

Project Name : 01J_Hilliard Airpark_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21

Bill Through Date : 01-MAR-25 - 04-APR-25

Bil Prange

Phase Lump Sum					
<u>Project Number</u>	<u>Description</u>	<u>Fee</u>	<u>Percent Complete</u>	<u>Earned</u>	<u>Previous</u>
60732153	Hilliard Airpark Cultural Resources Support Services	55,000.00	70.00%	38,500.00	34,100.00
Total Phase Lump Sum:					4,400.00
Project Total : 01J_Hilliard Airpark_Cultural Resources Support Services of Pea Farm Rd Relocation - SA 21					4,400.00

Invoice Summaries

Total Current Amount :	4,400.00
Retention Amount :	0.00
Pre-Tax Amount :	4,400.00
Tax Amount :	0.00
Total Invoice Amount :	4,400.00

Billing Summaries

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Total Fee</u>	<u>Percent Complete</u>
Billings	4,400.00	34,100.00	38,500.00	55,000.00	70.00
Tax	0.00	0.00	0.00		
Billing Total :	4,400.00	34,100.00	38,500.00		

INVOICE FOR PROFESSIONAL SERVICES

ITEM-17

PROJECT: Town of Hilliard Hurricane Shelter
Hilliard, FL

DATE: 04/04/25

INVOICE NO. 24022-4

TO: Lisa Purvis
Town of Hilliard
PO Box 249
Hilliard, FL 32046

PROJECT NO. 24022

lpurvis@townofhilliard.com
payables@townofhilliard.com

IN ACCORDANCE WITH THE AGREEMENT DATED

11/7/24

THERE IS DUE AT THIS TIME FOR PROFESSIONAL SERVICES AND REIMBURSABLE ITEMS ON THE ABOVE PROJECT, FOR THE PERIOD ENDING

04/04/25

THE SUM OF

DOLLARS \$ \$15,000.00

THE ABOVE AMOUNT SHALL BECOME DUE AND PAYABLE

30

DAYS FROM THE DATE HEREOF.

INTEREST ON OVERDUE ACCOUNTS SHALL ACCRUE AT 1.5% PERCENT PER Month

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

Fee	\$572,000.00
Reimbursables	\$0.00
Total Fee	<u>\$572,000.00</u>

Fee Earned	\$52,000.00
Invoiced to Date	\$37,000.00

Total Amount Due this Invoice	\$15,000.00
--------------------------------------	--------------------

Invoice Reviewed and Approved by:


Aldo Minozzi, AIA, Vice President**PQH**
GROUP4141 Southpoint Dr. E. #200
Jacksonville, Florida 32216
904 - 224 - 0001
FAX - 224 - 0023www.pqh.com

INVOICE FOR PROFESSIONAL SERVICES

ITEM-17

Project: Town of Hilliard Hurricane Shelter
Hilliard, FL

To:
Town of Hilliard
PO Box 249
Hilliard, FL 32046

Invoice Date: 04/04/25

Invoice Number: 24022-4

Project Number: 24022

TOTAL AMOUNT DUE
THIS INVOICE: \$15,000.00

SERVICE RENDERED	TOTAL FEE	% COMPLETE	TOTAL DUE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE
Site Assess & Prelim Design	22,000.00	100%	22,000.00	22,000.00	0.00
Schematic Design	30,000.00	100%	30,000.00	15,000.00	15,000.00
Design Development 30%	60,000.00	0%	0.00	0.00	0.00
Const. Documents 60%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 90%	76,000.00	0%	0.00	0.00	0.00
Const. Documents 100%	40,000.00	0%	0.00	0.00	0.00
Bidding/Permitting	16,000.00	0%	0.00	0.00	0.00
Construction Observation	48,000.00	0%	0.00	0.00	0.00
Project Punch & Closeout	8,000.00	0%	0.00	0.00	0.00
Interior Design; Finish Selection	15,000.00	0%	0.00	0.00	0.00
Topo/Boundary Survey	8,000.00	0%	0.00	0.00	0.00
Geotechnical Engineering Rpt	8,000.00	0%	0.00	0.00	0.00
Civil Engineering	75,000.00	0%	0.00	0.00	0.00
Landscaping	15,000.00	0%	0.00	0.00	0.00
Design Contingency Allowance	75,000.00	0%	0.00	0.00	0.00
Previous Reimbursables	0.00	0%	0.00	0.00	0.00
Reimbursables this invoice x 1.15	0.00	0%	0.00	0.00	0.00
TOTAL	\$572,000.00	9%	\$52,000.00	\$37,000.00	\$15,000.00

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

2251 Rosselle Street
 Jacksonville, FL 32204
 Phone: (904) 387-7973

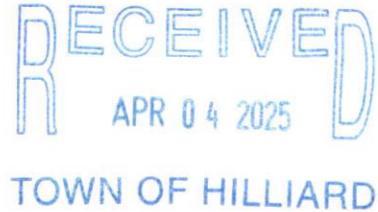
Invoice

Invoice Date	Invoice #
3/31/2025	21600625-1

Sold To: Town of Hilliard
 PO Box 249
 Hilliard, FL 32046
 Attn: Accounts Payable

Project: Town of Hilliard
 37261 Ruby Drive
 Hilliard, Florida

Contact: Dawn (904)675-9813

Purchase Order Required	Date of Completion	Past Due
022125CH	03/31/2025	4/30/2025
Description of Work:	Contract Amount	
5th year Hydrant Inspection per NFPA 25 Perform 124 Hydrant Flow Tests at various locations in Hilliard	11,616.00	
Payment for services rendered is due upon receipt of invoice. After 30 days from date of invoice, late charges of 1.5% will be assessed monthly and any legal/attorney fees will be charged for all late payments and collections. Court Jurisdiction will be in Duval County, FL. Credit card payments are able to be paid via phone number listed below. A credit card service fee of 3.5% will be applied. If you should have any questions about this invoice, please call our office at (904) 387-7973.		
	Subtotal	\$11,616.00
	Sales Tax (0.0%)	\$0.00
	Total	\$11,616.00
	Credits	\$0.00
	Balance Due	\$11,616.00