

RESOLUTION NO. 2022-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION, ADOPTING A PROCESS FOR ADMINISTERING CHAPTER 46, TOWN CODE, STATUTES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 46 of the Town Code provides processes and procedures for the subdivision of land within the Town of Hilliard;

WHEREAS, the Town of Hilliard desires ensuring that the purposes of Chapter 46, specifically those purposes enumerated in §46-2 of the Town Code are fulfilled;

WHEREAS, currently, Chapter 46 of the Town Code contemplates subdivision and plat reviews to occur under the purview of the Town Engineer and the Town Attorney;

WHEREAS, the Town of Hilliard requires interaction with the Town Engineer and Town Attorney to go through Town Hall;

WHEREAS, due to the close interrelationship between subdivision and planning, the Town of Hilliard desires for the Land Use Administrator to be involved with and coordinate subdivision and other matters contained in Chapter 46 of the Town Code; and

WHEREAS, the Town Attorney has advised the Town of Hilliard regarding the need to consolidate Chapters 46 and 62 of the Town Code into a new Land Development Code appended to the Town Code.

NOW THEREFORE BE IT RESOLVED, that the Town of Hilliard hereby establishes the following informal procedure for administering Chapter 46 of the Town Code and Florida Statutes:

1. Any applications or submissions to the Town of Hilliard contemplated or required under Chapter 46 shall be submitted to the Town Clerk, who shall be in charge of collecting any required fees related to those applications or submissions.

2. Upon receipt of any requisite fees, the Town Clerk shall deliver the applications or submissions to the Land Use Administrator, who shall oversee the application of Chapter 46 to said applications or submissions.

3. Nothing in this resolution shall amend or modify the Town Code in any way. The Land Use Administrator shall ensure the review of any applications

or submissions by the relevant official, including the Town Engineer or Town Attorney, contemplated in Chapter 46 of the Town Code. Rather, the purpose of this Resolution is to delegate and explain the process by which the Town of Hilliard administers Chapter 46 and timely, efficiently processes applications or submissions contemplated by Chapter 46.

4. The Land Use Administrator shall be the main point of contact at Town Hall for any applicant or agent of an applicant regarding the status of any applications or submissions under Chapter 46 of the Town Code.

5. The Land Use Administrator shall consult with any staff necessary to achieve the timely processing of applications or submissions under Chapter 46.

THIS RESOLUTION adopted this 7th, day of April, 2022 by the Town Council of the Town of Hilliard, Florida, and shall become effective on April 7th, 2022.




John P. Beasley
Council President

ATTEST:



Lisa Purvis
Town Clerk

APPROVED:



Floyd L. Vanzant
Mayor