

**RESOLUTION NO. 2025-07  
TOWN OF HILLIARD, FLORIDA**

**A RESOLUTION APPROVING THE STANDARDIZED PROCEDURE FOR  
APPOINTING MEMBERS TO THE PLANNING AND ZONING BOARD,  
PURSUANT TO SECTIONS 62-91 OF THE TOWN CODE.**

**WHEREAS**, the Town of Hilliard (the "Town") recognizes the importance of maintaining a consistent, transparent, and legally compliant process for appointing members to the Planning and Zoning Board (the "Board"); and

**WHEREAS**, the Town Code, Division 3, Sections 62-91 through 62-96, establishes the legal framework for the composition, appointment, duties, and oversight of the Planning and Zoning Board; and

**WHEREAS**, the Town Council desires to formalize and approve a written procedure outlining the process for recruitment, nomination, appointment, resignation, training, and recordkeeping related to the Planning and Zoning Board, thereby ensuring adherence to statutory and ethical obligations; and

**WHEREAS**, the Town Council finds that this procedure serves the public interest by promoting fair governance, encouraging civic participation, and upholding the integrity of the Town's land use planning processes;

**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 herein as legislative findings of the Town Council.

**SECTION 2. Adoption of Procedure.** The Town Council hereby formally approves and adopts this "Procedure for Appointing Planning and Zoning Board Members." This procedure shall govern the recruitment, nomination, appointment, and related processes for all members serving on the Planning and Zoning Board in accordance with Sections 62-91 to 62-96 of the Town Code.

2.1. Authority. All appointments shall be made by the Town Council, and appointees must be residents and qualified voters of the Town who do not hold any office of profit under the Town government, in accordance with Section 62-91 of the Town Code.

2.2. Board Composition and Terms. The Board shall consist of five members serving staggered three-year terms. Any vacancy must be filled within sixty days for the remainder of the unexpired term, using the same process as initial appointments. Members may be removed by an affirmative vote of at least 80 percent of the full Town Council.

2.3. Advertisement. All Board vacancies shall be advertised for a minimum of thirty calendar days prior to the application deadline. Notice shall be posted on the Town's official website, published in a local newspaper of general circulation for two consecutive weeks, and shared on official government social media channels.

2.4. Application Process. Interested individuals must submit a completed application form, a current résumé, and a written statement of interest to the Town Clerk by the published deadline.

2.5. Review and Nomination. All applications will be reviewed by the Town Council or its designated subcommittee. Candidates may be interviewed in a public or properly noticed meeting, and final nominations shall be confirmed by majority vote of the Town Council.

2.6. Appointment and Confirmation. Appointments shall be made at an official public meeting and recorded in the Town Council minutes. Newly appointed members shall begin their terms immediately unless otherwise specified. Appointees must file Form 1 disclosing financial interests, in compliance with Chapter 112 of the Florida Statutes. Updated financial disclosure forms must be submitted by July 1 of each year. Before participating in any official meeting, appointees must submit completed W-9 and I-9 forms. Orientation materials will be provided electronically upon appointment.

2.7. Resignation. Resignations from the Board must be submitted in writing to the Town Clerk.

2.8. Ethics and Training. Members are subject to the ethical requirements of Florida law, including conflict-of-interest regulations, and must comply with the Planning and Zoning Board's adopted rules and procedures. Within six months of appointment, each member is expected to complete training in zoning law, ethics and public service, and basic planning principles.

**2.9. Accountability. All Members of the Board, upon appointment, shall receive a copy of these rules and procedures and sign this acknowledgment:**

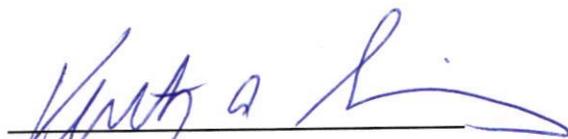
**I acknowledge that failure to comply with this Code may result in removal from the Board, pursuant to Section 62-91(b) and Town of Hilliard Planning & Zoning Board Rules and Procedures Exhibit A to Resolution No. xx.**

**Sign:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**SECTION 3. Administrative Responsibility.** The Town Clerk, in coordination with the Land Use Administrator and Town Council, shall be responsible for implementation of the procedure, including advertising vacancies, receiving applications, and maintaining official appointment records.

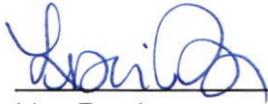
**SECTION 4. Effective Date.** This resolution shall take effect immediately upon its passage and adoption by the Town Council.

**ADOPTED** this 5<sup>th</sup> day of June, 2025 by the Town Council for the Town of Hilliard, Florida.



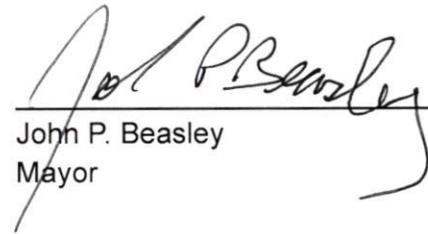
Kenneth A. Sims  
Council President

ATTEST:



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

APPROVED:



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