

# HILLIARD TOWN COUNCIL MEETING

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

## TOWN COUNCIL MEMBERS

Floyd L. Vanzant, Mayor  
John P. Beasley, Council President  
Kenny Sims, Council Pro Tem  
Lee Pickett, Councilman  
Jared Wollitz, Councilman  
Callie Kay Bishop, Councilwoman

## ADMINISTRATIVE STAFF

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

## TOWN ATTORNEY

Christian Waugh

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## AGENDA

**THURSDAY, JULY 15, 2021, 7:00 PM**

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### NOTICE TO PUBLIC

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

### PLEDGE OF CIVILITY

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

WE WILL DIRECT ALL COMMENTS TO THE ISSUES.

WE WILL AVOID PERSONAL ATTACKS.

***"Politeness costs so little." – ABRAHAM LINCOLN***

## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## MAYOR

To call on members of the audience wishing to address the Council on matters not on the Agenda.

## PUBLIC HEARING

### **ITEM-1**

Amending Chapter 62 Zoning and Land Development Regulations Code  
Amending Section 62-359 – Accessory Uses and Structures (Clarifying Contiguous Lot).

## ORDINANCE NO. 2021-06

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; AMENDING SECTION 62-359. ACCESSORY USES AND STRUCTURES; ADDING LANGUAGE TO SUBSECTION (a) TO INCLUDE A LOT SPLIT BY A RIGHT OF WAY OF NO MORE THAN 25 FEET AS A CONTIGUOUS LOT; AND PROVIDING FOR AN EFFECTIVE DATE.**

Disclosure of Ex Parte Communication.

Open Public Hearing on Ordinance No. 2021-06.  
Call for Public Comments.  
Close Public Hearing on Ordinance No. 2021-06.

Town Council to adopt Ordinance No. 2021-06, on First Reading and Set the Second Public Hearing for Final Reading for Thursday, August 19, 2021, at 7:00 p.m.

***Ordinance No. 2021-06 – Hilliard Town Council Action***

**REGULAR MEETING**

**ITEM-2** Additions/Deletions to Agenda

**ITEM-3** Town Council approval of Land Use Administrator Quarterly Report for the period ending June 30, 2021.

***Land Use Administrator – Janis Fleet, AICP***

**ITEM-4** Town Council approval of Code Enforcement Quarterly Report for the period ending June 30, 2021.

***Code Enforcement Officer – Del Miley***

**ITEM-5** Town Council approval of Building Inspectors/Official Quarterly Report for the period ending June 30, 2021.

***Building Inspector/Official – Bryan Higginbotham***

**ITEM-6** Update following Joint Workshop between the Town Council and Planning & Zoning Board for Daysprings Common Planned Unit Development Project. A Mixed-Use Development to be Constructed and Operated by Dayspring Health, LLC. Located at Orange Street and West Sixth Street on 4.17 acres.

***Land Use Administrator – Janis Fleet, AICP***

**ITEM-7** Update following Joint Workshop between the Town Council and Planning & Zoning Board regarding the potential to develop policy and procedures to make the Town of Hilliard a Golf Cart Friendly Community.

***Land Use Administrator – Janis Fleet, AICP***

**ITEM-8** Town Council approval to set a Special Meeting for Monday, July 26, 2021, at 7:00 p.m. to advise the Nassau County Property Appraiser of the Proposed Millage Rate, Rolled-Back Rate, and date, time and meeting place of the Tentative Budget Hearing.

***Town Clerk – Lisa Purvis, MMC***

**ITEM-9** Town Council approval to set a Workshop for Monday, July 26, 2021, at 6:00 p.m. to discuss Capital Long Term Goals for the Parks & Recreation Department.

***Parks & Recreation Director – Gabe Whittenburg***

- ITEM-10** Town Council approval to set Budget Workshop for August 5<sup>th</sup>, August 19<sup>th</sup>, September 2<sup>nd</sup> and September 16<sup>th</sup> at 6:00 p.m. to discuss Department Revenues and Operating and Capital Expenditures. To establish a Budget for the 2021-2022 Fiscal Year and Five Capital Improvement Plan.  
***Town Clerk – Lisa Purvis, MMC***
- ITEM-11** Town Council approval of the Minutes from the July 1, 2021, Regular Meeting.  
***Town Clerk – Lisa Purvis, MMC***
- ITEM-12** Town Council approval of AECOM Payable thru June 25, 2021, Project Name: Replace RW 18-36 Edge Lighting, Signs, REILS, Wind Code, and PAPIs at the Hilliard Airpark in the amount of \$6,094.30.  
**FAA 90% & FDOT 10% FUNDED PROJECT LUMP SUM AMOUNT \$60,943.00**
- ITEM-13** Town Council approval of Hilliard Aviation, Inc. Maintenance Cost Reimbursement from the remaining balance of FAA CARES ACT Grant Funds for expenses incurred between March 2020 thru December 2020 at the Hilliard Airpark in the amount of \$13,705.00.  
**FAA CARES ACT GRANT OFFER 100% FUNDED LUMP SUM AMOUNT \$30,000.00**
- ITEM-14** Town Council approval of KYNEX, Inc. Payable balance for the July 3, 2021, Fireworks Display in the amount of \$6,400.00.  
**SPECIAL EVENTS PROJECT SPLIT BETWEEN THE TOWN OF HILLIARD AND THE TOWN OF CALLAHAN, EACH TOWN PAYING HALF THE COST OF \$12,800.00, FOR A TOTAL DISPLAY COST OF \$25,600.00**
- ITEM-15** Town Council approval of Smart Quality Lawn Care Payable No. 4 thru July 2, 2021, Project Name: Mowing of Town Right of Ways in the amount of \$5,500.00.  
**MAINTENANCE FUNDED PROJECT LUMP SUM CONTRACT \$66,000.00**
- ITEM-16** Town Council approval of Mittauer & Associates, Inc. Payable thru June 25, 2021, Project Name: Oxford Park Drainage Improvements in the amount of \$3,000.00.  
**CAPITAL FUNDED PROJECT LUMP SUM CONTRACT \$22,500.00**

## **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](http://www.townofhilliard.com) .  
Live & recorded videos can be access at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

## **ADA NOTICE**

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

## **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

## **PUBLIC PARTICIPATION**

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

## **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must

be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

## **2021 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Martin Luther King, Jr. Day   | Monday, January 18, 2021    |
| 2. Memorial Day                  | Monday, May 31, 2021        |
| 3. Independence Day              | Monday, July 5, 2021        |
| 4. Labor Day                     | Monday, September 6, 2021   |
| 5. Veterans Day                  | Thursday, November 11, 2021 |
| 6. Thanksgiving Day              | Thursday, November 25, 2021 |
| 7. Friday after Thanksgiving Day | Friday, November 26, 2021   |
| 8. Christmas Eve                 | Thursday, December 23, 2021 |
| 9. Christmas Day                 | Friday, December 24, 2021   |
| 10. New Year's Eve               | Thursday, December 30, 2021 |
| 11. New Year's Day               | Friday, December 31, 2021   |