

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**  
**POST OFFICE BOX 1529**  
**LAKE CITY, FLORIDA 32056-1529**

**COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX**  
**372 WEST DUVAL STREET**  
**LAKE CITY, FLORIDA 32055**

**AGENDA**

**OCTOBER 16, 2008**

**7:00 P.M.**

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**7:00 P.M. Invocation**

**7:05 P.M. Pledge to U.S. Flag**

**7:10 P.M. David Still, Executive Director – Suwannee River Water  
Management District**

**(1) Presentation of PILT (Payment in Lieu of Taxes) Check**

**7:20 P.M. Richard Powell, Certified Public Accountant**

**(1) Presentation of the Audit**

**7:30 P.M. Brian Kepner, County Planner**

**SUBDIVISION:**

**Subdivision Variance:**

**(1) SV 08-1 – Phyllis Skinner – Replat of Lot 3, Block A –  
Hickory Ridge Subdivision – District 3 – Commissioner  
Skinner**

**7:40 P.M. STAFF MATTERS:**

**HONORABLE DEWEY A. WEAVER, CHAIRMAN**

**(1) Consent Agenda**

**DISCUSSION AND ACTION ITEMS:**

- (1) Real Road Extension – Village Commercial Park Development – Westfield Group, LLLP, Owners**
- (2) Employee Use of Employer Furnished Cell Phones**
- (3) Renewal of Mowing Contract – 1 Year**
- (4) Special Projects – District 2 – Meridian Behavioral Healthcare, \$3,750.00 and Downtown Action Committee, \$3,750.00**

District No. 1 - Ronald Williams  
District No. 2 - Dewey Weaver  
District No. 3 - George Skinner  
District No. 4 - Stephen E. Bailey  
District No. 5 - Elizabeth Porter

10/16/08  
Agenda



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

**Date:** 9 October 2008  
**To:** County Commissioners  
**From:** Brian L. Kepner, County Planner *BLK*  
**Re:** Agenda Item for 16 October 2008 County Commissioner Meeting

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Please find attached the application and information concerning the Subdivision Variance request scheduled for the 16 October 2008 Commissioner meeting. The Planning and Zoning Board did recommend approval.

xc: Dale Williams, County Manager

**APPEAL FOR SUBDIVISION VARIANCE  
TO  
BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY, FLORIDA  
APPLICATION**

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**DO NOT WRITE IN THIS SPACE  
OFFICE USE ONLY**

Application No. SV-08-1 Date Filed 9-3-08 Received By \_\_\_\_\_  
Date Set For Planning and Zoning Board 9-29-08  
Date Set For Board of County Commissioners 10-16-08  
Fee \$750.00 Receipt No. \_\_\_\_\_ Check No. \_\_\_\_\_

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**NOTICE TO APPLICANT**

Where the Board of County Commissioners finds that compliance with the design standards for lot and street layout of the provisions of Article 5 of these land development regulations would cause unusual or extraordinary difficulties because of exceptional and unique conditions of topography, access, location, shape, size, drainage, or other physical features of the site, it may grant a variance from the subdivision regulations found herein so that substantial justice may be done and the public interest secured; provided, that the public interest is protected and the development is in keeping with the general spirit and intent of these land development regulations. No such variance shall be granted if it would have the effect of nullifying the intent and purpose of these land development regulations. Furthermore, no variance shall be granted from the required improvements as specified within Article 5 of these land development regulations. Conditions in granting variances and/or modifications, the Board of County Commissioners may require such conditions as will, in the judgement of the Board of County Commissioners secure substantially the objectives of the standards for requirements so varied or modified.

1. Name of Title Holder(s) PHYLLIS A. SKINNER  
Address 287 NW OLD MILL DR City LAKE CITY Zip Code 32055  
Phone (386) 623-1657

**NOTE:** If the title holder(s) of the subject property are appointing an agent to represent them, a signed and notarized letter from the title holder(s) addressed to the Land Development Regulation Administrator MUST be attached to this application at the time of submittal stating such appointment.

Title Holder(s) Representative Agent(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

2. Size of Property 5.02 AC, MORE OR LESS.

3. Tax Parcel ID# 23-35-16-02272-203

4. Present Land Use Classification RESIDENTIAL LOW DENSITY

5. Present Zoning District RSF-2

6. Name of Proposed Subdivision HICKORY POINT

7. Provide in the space provided below (or on separate pages to be attached and made a part herewith) the situation and reasons for requesting the variance.

PLEASE SEE ATTACHED LETTER AND SKETCH.

I (we) hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

Phyllis A. Skinner  
Applicants Name or Agent (Print or Type)

Phyllis A. Skinner  
Applicant or Agent Signature

9-17-08  
Date

**Mark D. Duren and  
Associates, Inc.  
Professional Surveyor And Mapper**

120 NW Burk Ave Suite 103  
Lake City FL 32025  
386-758-9831 Phone  
386-758-8010 Fax

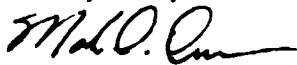
August 20, 2008

To Whom It May Concern,

Phyllis Skinner owns Lot 3 of Block "A" of "Hickory Ridge", a subdivision as per plat thereof recorded in Plat Book 7, pages 100-102 of the public records of Columbia County, Florida. Ms. Skinner desires to sell a portion of this lot which presently contains a total of 5.02 acres, more or less. She understands that under the Columbia County Land Development Regulations she is required to re-plat Lot 3 into a new subdivision which will contain two lots. The current land use classification is "residential low density" and the zoning district is "residential single family-2" ("RSF-2"). It is my understanding that Ms. Skinner was informed that the current land use classification and the zoning district would legally allow her to re-plat Lot 3 into the proposed 3.55 acre, more or less, lot and the 1.47 acre, more or less, lot. However, Lot 3 is a rather "odd" shaped lot with only 100' of public road frontage on NW OLD MILL DRIVE. A variance of a portion of the Columbia County Land Development Regulations is required for both of the proposed lots to have access to the public right-of-way of NW OLD MILL DRIVE. The attached sketch of the lot layout shows the lot configuration as currently proposed. The lots would each have 50 feet of the 100 feet of public right-of-way. An easement is proposed on the road front of each lot to give legal access to the entire 100 feet of frontage. The design creates what is generally referred to as a "flag" lot, however the shape of the original lot and the minimal amount of road frontage leaves no other viable option. A dwelling was constructed on the portion of Lot 3 that is to be designated as Lot 2 in 2006. An existing paved driveway is within the 60 foot wide strip of Lot 2 that fronts the private road right-of-way portion of NW OLD MILL DRIVE.

This letter and the attached application are a request for the variance(s) necessary to receive approval to re-plat Lot 3 as described above to create the two proposed lots to be known as "Hickory Point".

Thank you for your consideration,



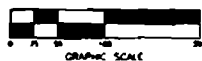
Mark D. Duren

LOT 1 AND LOT 2 HAVE 50.0 FEET OF ROAD FRONTAGE DIRECTLY ON THE PUBLIC PORTION OF NW OLD MILL ROAD. THE 80' EASEMENT WOULD ALLOW A FULL 100' ALONG THE PUBLIC PORTION OF NW OLD MILL ROAD FOR BOTH LOTS.

### PROPOSED "HICKORY POINT"

A REPLAT OF LOT 5, BLOCK "A" OF "HICKORY RIDGE" A SUBDIVISION AS PER PLAT THEREON RECORDED IN PLAT BOOK 7 PAGES 180-183 OF THE PUBLIC RECORDS OF COLUMBIA COUNTY, FLORIDA, AND BEING PART OF SECTION 21, TOWNSHIP 3 SOUTH, RANGE 18 EAST, COLUMBIA COUNTY, FLORIDA.

LOT 1, BLOCK "A"  
"HICKORY RIDGE"  
PLAT BOOK 7, PAGES  
100-102  
NOT A PART



### LINE TABLE

Line	Bearing	Distance
11	N 88°48'27"E	100.0'

LOT 2, BLOCK "A"  
"HICKORY RIDGE"  
PLAT BOOK 7, PAGES  
100-102  
NOT A PART

POINT OF BEGINNING  
SE CORNER OF LOT 3 OF  
BLOCK "A"

### CURVE TABLE

NO.	RADIUS	DELTA	ARC	TANGENT	CHORD	CHORD BEARING
1	250.00'	01°23'48"	187.81'	80.24'	187.79'	N 87°07'15"E
2	1546.84'	01°08'58"	30.88'	15.44'	30.89'	N 18°45'01"W
3	1546.84'	01°58'04"	52.56'	26.28'	52.54'	N 27°13'02"W
4	840.00'	35°30'05"	582.44'	300.81'	573.17'	N 04°22'58"W
5	840.00'	10°14'42"	100.13'	50.20'	100.00'	N 18°29'24"E
6	840.00'	06°32'04"	74.39'	37.22'	74.37'	N 18°51'58"W
7	840.00'	07°07'25"	118.87'	58.51'	118.80'	N 18°02'13"W
8	840.00'	27°50'58"	391.17'	188.44'	388.36'	N 01°29'47"E
9	840.00'	05°07'21"	30.07'	25.05'	30.04'	N 15°55'41"E
10	840.00'	05°07'21"	30.07'	25.05'	30.04'	N 27°03'07"E
11	880.00'	27°03'54"	338.89'	171.57'	338.80'	N 01°20'07"E
12	880.00'	01°08'58"	15.44'	7.72'	15.44'	N 27°13'02"E
13	500.00'	01°08'58"	47.94'	23.97'	47.91'	N 18°45'01"E

### ACKNOWLEDGE

I HEREBY  
BEFORE ME  
KNOWING TO  
FORGONE  
MY FREE  
IN WITNESS

MY COMM

District No. 1 - Ronald Williams  
District No. 2 - Dewey Weaver  
District No. 3 - George Skinner  
District No. 4 - Stephen E. Bailey  
District No. 5 - Elizabeth Porter



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMO**

**To: Dale Williams, County Manager**

**From: John Colson, County Engineer**

**RE: Real Road Extension  
Village Commercial Park Development  
Westfield Group, LLLP, Owners**

**Improvements to the subject roadway is a joint participation project between the County and the Developers.**

**The project consists of extending Real Road a distance of approximately 1000 linear feet as a part of the future connection to Bascom Norris Drive.**

**The developers wish to provide a curb and gutter roadway in lieu of the open highway section proposed by the County and have agreed to pay for the additional cost.**

**We have reviewed the construction plans and it is my recommendation that the County participation to be a maximum of \$125,000.00**

**The developer will be responsible for administering the contract with the County providing construction supervision.**

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**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
EMPLOYEE USE OF EMPLOYER FURNISHED CELL PHONE**

**EMPLOYEE**

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

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**AUTHORIZATION**

The Columbia County Board of County Commissioners has established a monthly cost for your cell phone use at \$ 31.13 per month to sufficiently cover usage for county business. The IRS requires the county to tax employees for personal fringe benefits. Because personal usage of a county owned cell phone is considered to be a personal fringe benefit, you must agree to the following:

I understand I may use the county-issued cell phone assigned to me for minimal personal use, and because of this I am responsible for paying tax on the monthly amount stated above, which I authorize deducted from my pay. I also understand that when my total monthly bill is more than the amount listed above, I am responsible for reimbursing the county for the excess of my monthly bill within ten (10) working days of receiving my bill. If, upon separation from employment, I have not reimbursed the county for any excess of my monthly bill, I authorize the county to deduct that excess amount from my final paycheck.

**BY SIGNING THIS DESIGNATION THE UNDERSIGNED HEREBY ACKNOWLEDGES AND AGREES TO THE FOLLOWING:**

- I have received and will follow the county's policies and procedures regarding county-issued cell phones and I understand that I am subject to disciplinary action for non-compliance.
- I understand that by using the cell phone for personal use, as indicated above, I am responsible for paying tax on the monthly amount stated above, plus I am responsible for reimbursing the county for the excess of my monthly bill within ten (10) working days of receiving my bill.
- I understand and agree that if, upon separation from employment, I have not reimbursed the county for any excess of my monthly bill, I authorize the county to deduct that excess amount from my final paycheck.
- I understand that my cell phone bill will be audited periodically for policy compliance.
- I understand that my cell phone bill will be subject to disclosure under the State's Sunshine Laws.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward original document to Accounting Department for proper action**

XC: Department Head

Employee's Personnel File

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
WAIVER OF CELL PHONE USE TAXES**

**EMPLOYEE**

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

Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**CERTIFICATION:** I certify that I use my county issued cell phone for business purposes only. I carry and use a personal cell phone for personal business. I understand that my county cell phone bill will be audited periodically for policy compliance. I also understand that my county cell phone bill will be subject to disclosure under the State's Sunshine Laws. If my circumstances change, and I no longer use a personal cell phone for personal business, I will notify my supervisor so that adherence to county policy can be reviewed.

Employee Signature: \_\_\_\_\_

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

Department Head Signature: \_\_\_\_\_

County Manager Signature (if employee is a Department Head): \_\_\_\_\_

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

Original Waiver/Certification to be retained by the Department

XC: Personnel File

Ben -  
Rudy -  
Haven't we decided  
to mow? Dale

## K & M MAINTENANCE, INC.



Kathy Marlowe

SEPTEMBER 25, 2008

TO: DALE WILLIAMS

FROM: K. & M. MAINTENANCE INC.

REGARDING RENEWAL OF MOWING CONTRACT

We wish to express our intent to renew our mowing contract for the year of 2009. It has been a pleasure to work with the county especially Rudy Crews and Ben Scott. We are looking forward to having another year of keeping Columbia county beautiful.

Thank-you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Marlowe".

Kathy Marlowe

District No. 1 - Ronald Williams  
District No. 2 - Dewey Weaver  
District No. 3 - George Skinner  
District No. 4 - Stephen E. Bailey  
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## BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY



### Memo

10/16/08  
Agenda

**Date:** 10/6/2008

**To:** Board of Commissioners

**From:** Ben Scott, Purchasing Director

**RE:** Roadside Mowing

Please find attached for your review a letter from Kathy Marlowe of K & M Maintenance offering to renew the roadside mowing contract for one year.

The offer includes a 20% reduction in the cost of special mowing. Special mowing consists of retention pond areas, parks, etc. and is billed on a per acre cost where as roadside is billed on a per mile cost.

This would be the fifth year that K & M has been the contractor for roadside mowing and the price per mile price has not changed.

I would like to recommend that the Board accept the offer to renew with K & M Maintenance for one year.

# K & M MAINTENANCE, INC.

Ron Marlowe



Kathy Marlowe

OCTOBER 1, 2008

TO: BEN SCOTT

FROM: KATHY AND RON MARLOWE

Dear Ben,

We are very much aware of the difficult budget restraints of the county. We also have had our share of increase expenses due to fuel cost. However, we have been able to cut some of overhead in other ways.

Therefore, we have thought how we could keep our employees working and also help the county with these difficult times. We are offering that we would deduct 20% off of our special mowing bill for all 5 cycles with a 1 year contract renewal.

We are taxpayers too and want to do all we can to help Columbia County.

We look forward to another great year with our mowing contract.

Thank you for the opportunity of working with Columbia County.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Marlowe".

Kathy Marlowe