



# NFPs



PO BOX 3823  
LAKE CITY, FL 32056



PHONE (386) 752-4675  
FAX (386) 752-4674



www.nfps.net

October 11, 2022 ✓

Town of White Springs  
10363 Bridge Street  
White Springs, FL 32096

Re: Petition for Zoning Change  
Parcel A - 6.44 Acres (Portion of Hamilton County Tax Parcel ID # 8006-005)

Dear Mayor and Town Council,

Please accept this letter as our official Petition for Zoning Change for 6.44 acres labeled as Parcel A (portion of Hamilton County Tax Parcel ID # 8006-005) as shown on the attached survey with legal description. The details of the requested change are listed below:

**Subject Property:**

**6.44 acres (Parcel A) - Legal Description:**

A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows: COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence North 00°37'02" West along said East right-of-way line of Jackson Street, a distance of 1601.23 feet to the POINT OF BEGINNING; thence continue North 00°37'02" West still along said East right-of-way line of Jackson Street, a distance of 710.79 feet to the Southwesterly right of way line of U.S. Highway 41; thence South 49°17'45" East along said Southwesterly right of way line, a distance of 951.16 feet; thence South 40°43'56" West, a distance of 110.24 feet; thence South 89°22'58" West, a distance of 641.51 feet to the POINT OF BEGINNING. Containing 6.44 acres more or less.

**Current Zoning:**

Agricultural

**Requested Zoning:**

Residential Multi-Family (RMF-2)

**Current Future Land Use Map Designation:**

Agricultural

**Requested Future Land Use Map Designation:**

Residential, High Density

**Property Owner:**

BBL Management Services, Inc.  
P.O. Box 3823  
Lake City, FL 32096

10/11/22

Megan Carter presented

to Town Council

**Authorized Agent:**  
North Florida Professional Services, Inc.  
1450 SW State Road 47  
Lake City, FL 32024

We are respectfully requesting your prompt attention to this petition. Should you need additional information, please contact Megan Carter at [mcarter@nfps.net](mailto:mcarter@nfps.net) or 386-365-3034.

Sincerely,



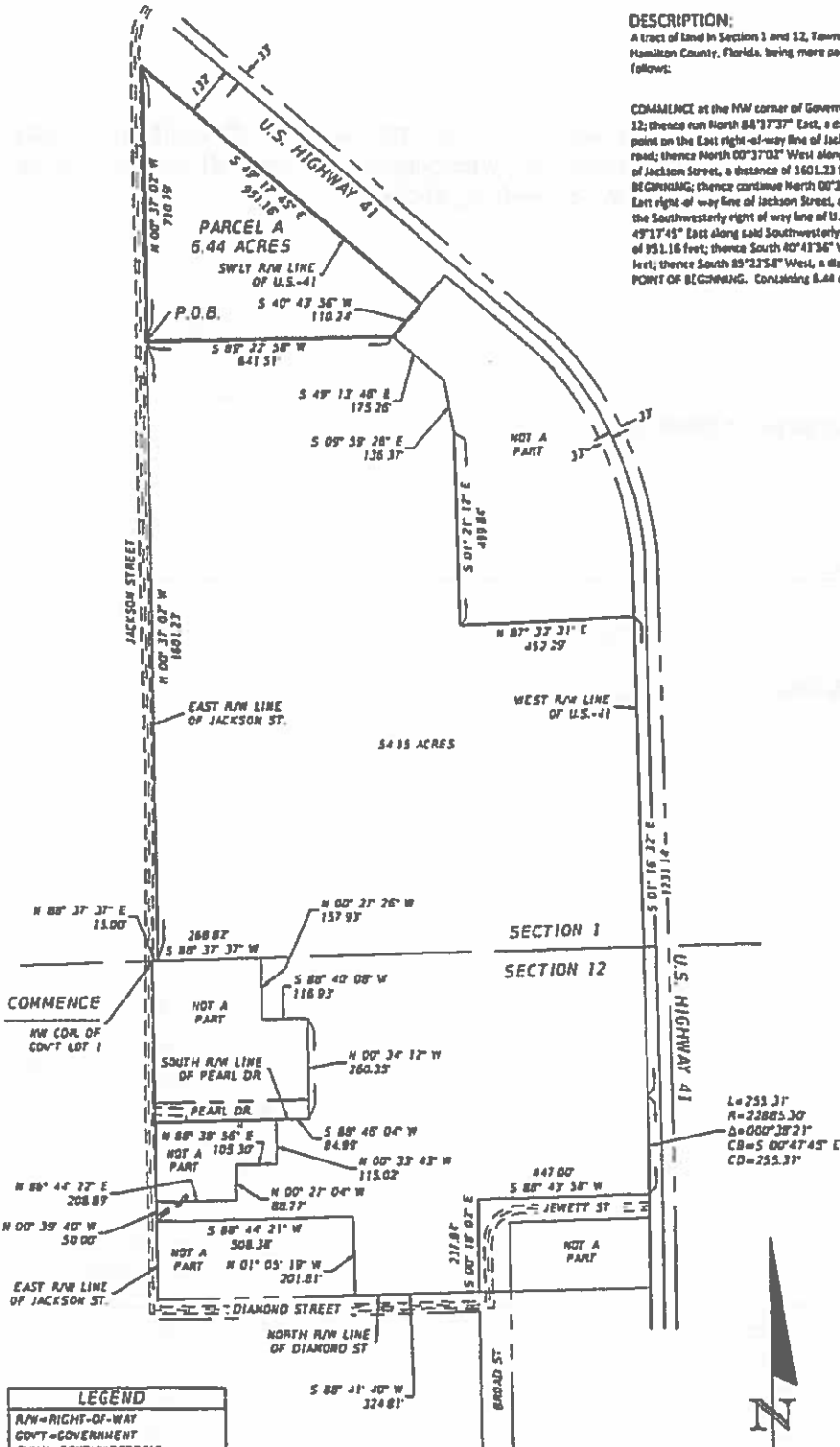
Megan Carter  
Authorized Agent

cc: Joel Foreman, Attorney

**Attachments:**

1. Sketch of Description, Parcel A (survey)
2. Agent Authorization Letter

# SKETCH OF PARCEL A, 6.44 ACRES IN SECTION 1 TOWNSHIP 2 SOUTH, RANGE 15 EAST HAMILTON COUNTY, FLORIDA



**DESCRIPTION:**  
A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows:

COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 84°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence North 00°37'03" West along said East right-of-way line of Jackson Street, a distance of 160.23 feet to the POINT OF BEGINNING; thence continue North 00°37'03" West still along said East right-of-way line of Jackson Street, a distance of 710.79 feet to the Southwesterly right-of-way line of U.S. Highway 41; thence South 49°17'45" East along said Southwesterly right-of-way line, a distance of 931.16 feet; thence South 42°41'36" West, a distance of 110.70 feet; thence South 85°21'54" West, a distance of 641.51 feet to the POINT OF BEGINNING. Containing 6.44 acres more or less.

LEGEND	
R/W	= RIGHT-OF-WAY
GOVT	= GOVERNMENT
S/WLY	= SOUTHWESTERLY
C	= CENTER LINE
LB	= LICENSED BUSINESS
P.O.B.	= POINT OF BEGINNING
Δ	= DELTA ANGLE, CENTRAL ANGLE
R	= RADIUS OF CURVE
L	= LENGTH OF CURVE
CB	= CHORD BEARING
CD	= CHORD DISTANCE
COL	= CORNER

GRAPHIC SCALE



DATE	DESCRIPTION	REVISIONS	DATE	DESCRIPTION

SHEET NO.	1
NORTH FLORIDA PROFESSIONAL SERVICES	
JOB NO. 1211115HP CAM 29011	
NORTH FLORIDA PROFESSIONAL SERVICES, INC. P.O. BOX 3823 LAKE CITY, FL 32058 PH. 386-737-4825 WWW.NFPS.NET LIC. NO. LB02356	
AUG 1998	

**Agent Authorization Letter**

October 10, 2022

To whom it may concern,

This letter shall authorize Megan Carter, or her designee, of the firm North Florida Professional Services, Inc., to act as agent for BBL Management Services, Inc., with regards to any and all land use and zoning actions for the following properties located in White Springs, Florida:

Parcel ID # 8006-005  
Parcel ID # 8006-000  
Parcel ID # 8009-000  
Parcel ID # 8031-000

Thank you for your attention to these matters.

Sincerely,



Robert P. Bishop, Jr.  
President  
BBL Management Services, Inc.



# NFPS



PO BOX 3823  
LAKE CITY, FL 32056



PHONE (386) 752-4675  
FAX (386) 752-4674



[www.nfps.net](http://www.nfps.net)

October 11, 2022

Town of White Springs  
10363 Bridge Street  
White Springs, FL 32096

Re: Petition for Zoning Change  
Parcel B – 33.75 Acres (Portions of Hamilton County Tax Parcel ID # 8006-000 and 8009-000)

Dear Mayor and Town Council,

Please accept this letter as our official Petition for Zoning Change for 33.75 acres labeled as Parcel B (portions of Hamilton County Tax Parcel ID # 8006-000 and 8009-000) as shown on the attached survey with legal description. The details of the requested change are listed below:

**Subject Property:**

**33.75 acres (Parcel B) - Legal Description:**

A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows: COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road, said point being the POINT OF BEGINNING; thence North 00°37'02" West along said East right-of-way line of Jackson Street, a distance of 1601.23 feet; thence North 89°22'58" East, a distance of 641.51 feet; thence South 49°13'46" East, a distance of 175.26 feet; thence South 09°59'26" East, a distance of 136.37 feet; thence South 01°21'12" East, a distance of 499.84 feet; thence South 01°23'39" East, a distance of 1269.08 feet; thence South 90°00'00" West, a distance of 433.81 feet; thence North 00°34'12" West, a distance of 260.35 feet; thence South 88°40'08" West, a distance of 116.93 feet; thence North 00°27'26" West, a distance of 157.93 feet; thence South 88°37'37" West, a distance of 268.82 feet to the POINT OF BEGINNING. Containing 33.75 acres more or less.

**Current Zoning:**

Agricultural

**Requested Zoning:**

Residential Single-Family (RSF-3)

**Current Future Land Use Map Designation:**

Agricultural

**Requested Future Land Use Map Designation:**

Residential, Medium Density

**Property Owner:**

BBL Management Services, Inc.  
P.O. Box 3823  
Lake City, FL 32096

**Authorized Agent:**

North Florida Professional Services, Inc.  
1450 SW State Road 47  
Lake City, FL 32024

We are respectfully requesting your prompt attention to this petition. Should you need additional information, please contact Megan Carter at [mcarter@nfps.net](mailto:mcarter@nfps.net) or 386-365-3034.

Sincerely,



Megan Carter  
Authorized Agent

cc: Joel Foreman, Attorney

**Attachments:**

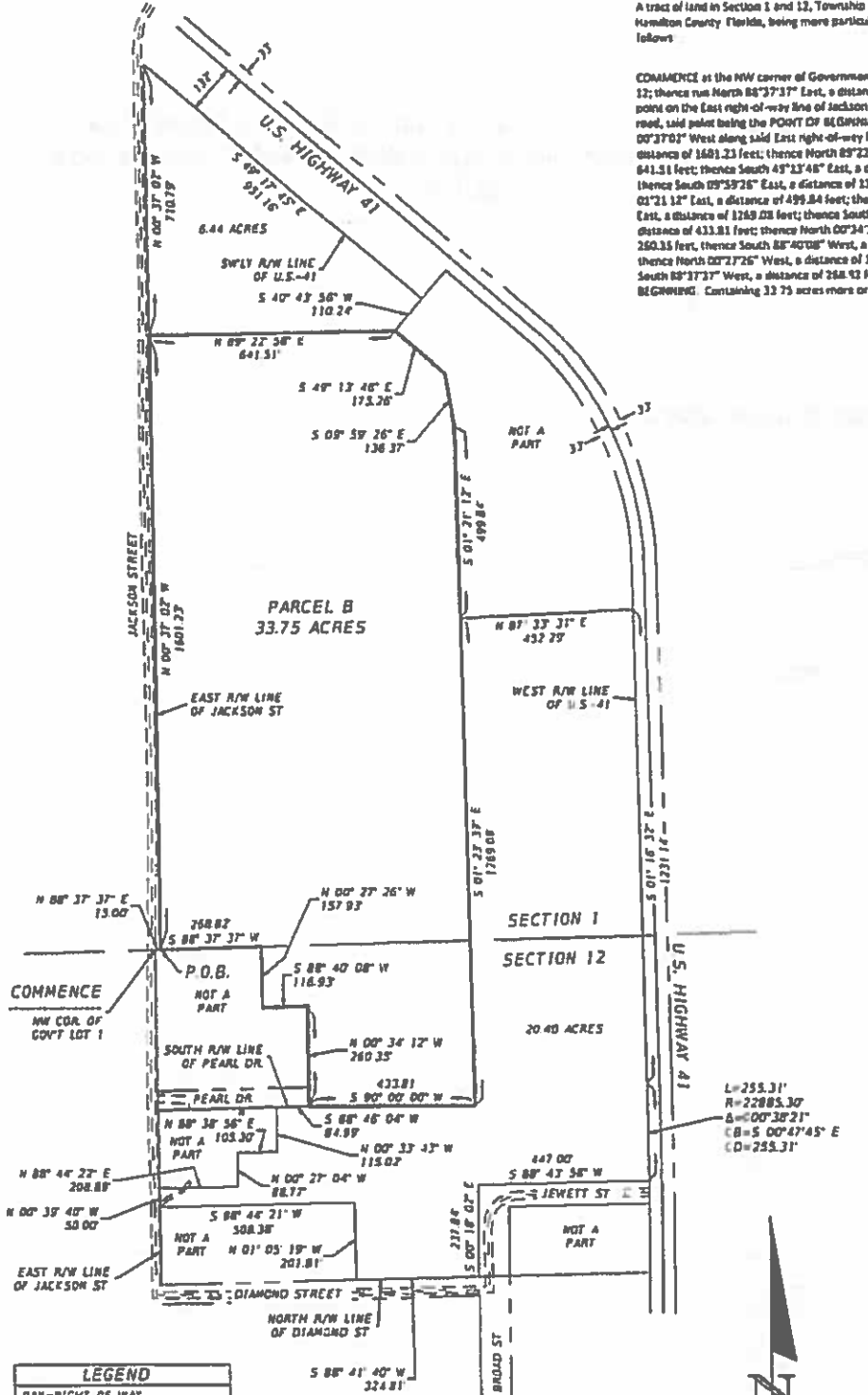
1. Sketch of Description, Parcel B (survey)
2. Agent Authorization Letter

SKETCH OF PARCEL B, 33.75 ACRES  
IN SECTION 1  
TOWNSHIP 2 SOUTH, RANGE 15 EAST  
HAMILTON COUNTY, FLORIDA

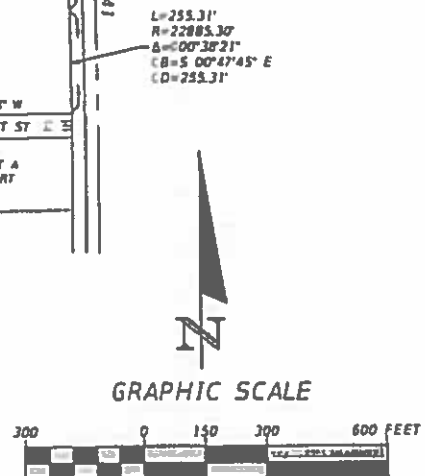
DESCRIPTION:

A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County Florida, being more particularly described as follows:

COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road, said point being the POINT OF BEGINNING; thence North 00°37'02" West along said East right-of-way line of Jackson Street, a distance of 1681.23 feet; thence North 89°22'58" East, a distance of 641.51 feet; thence South 45°23'46" East, a distance of 175.26 feet; thence South 09°59'26" East, a distance of 138.37 feet; thence South 01°21'12" East, a distance of 499.84 feet; thence South 01°23'39" East, a distance of 1269.08 feet; thence South 90°00'00" West, a distance of 433.81 feet; thence North 00°34'12" West, a distance of 260.15 feet; thence South 88°40'08" West, a distance of 116.93 feet; thence North 00°27'26" West, a distance of 157.93 feet; thence South 88°37'37" West, a distance of 284.92 feet to the POINT OF BEGINNING. Containing 33.75 acres more or less.



LEGEND	
R/W	=RIGHT-OF-WAY
GOVT	=GOVERNMENT
SWLY	=SOUTHWESTERLY
CL	=CENTER LINE
LB	=LICENSED BUSINESS
P.O.B.	=POINT OF BEGINNING
Δ	=DELTA ANGLE, CENTRAL ANGLE
R	=RADIUS OF CURVE
L	=LENGTH OF CURVE
CB	=CHORD BEARING
CD	=CHORD DISTANCE
CDR	=CORNER



DATE	DESCRIPTION	REVISIONS	DATE	DESCRIPTION

SHEET NO. 1

TOTAL ACRES 33.75 ACRES

NORTH FLORIDA PROFESSIONAL SERVICES

JOB NO. 1211115HP  
CAM 29011

NORTH FLORIDA PROFESSIONAL SERVICES, INC.  
2551 BIRNSTONE PINES DR.  
TALLAHASSEE, FL 32301  
WWW.NFPS.NET  
PH. 386-733-4875  
LIC. NO. LB8358

DATE 07/29/2022 TIME 13:41:37 PM

SCALE GRAPH

## Agent Authorization Letter

October 10, 2022

To whom it may concern,

This letter shall authorize Megan Carter, or her designee, of the firm North Florida Professional Services, Inc., to act as agent for BBL Management Services, Inc., with regards to any and all land use and zoning actions for the following properties located in White Springs, Florida:

Parcel ID # 8006-005

Parcel ID # 8006-000

Parcel ID # 8009-000

Parcel ID # 8031-000

Thank you for your attention to these matters.

Sincerely,



Robert P. Bishop, Jr.

President

BBL Management Services, Inc.





# NFPS



PO BOX 3823  
LAKE CITY, FL 32056



PHONE (386) 752-4675  
FAX (386) 752-4674



www.nfps.net

October 11, 2022

Town of White Springs  
10363 Bridge Street  
White Springs, FL 32096

Re: Petition for Zoning Change  
Parcel C – 15.33 Acres (Hamilton County Tax Parcel ID # 8031-000 and portions of # 8006-000 and 8009-000)

Dear Mayor and Town Council,

Please accept this letter as our official Petition for Zoning Change for 15.33 acres labeled as Parcel C (Hamilton County Tax Parcel ID # 8031-000 and portions of # 8006-000 and 8009-000) as shown on the attached survey with legal description. The details of the requested change are listed below:

**Subject Property:**

15.33 acres (Parcel C) - Legal Description:

A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows: COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence North 00°37'02" West along said East right-of-way line of Jackson Street, a distance of 2312.02 feet to the Southwesterly right of way line of U.S. Highway 41; thence South 49°17'45" East along said Southwesterly right of way line, a distance of 951.16 feet; thence South 40°43'56" West, a distance of 110.24 feet; thence South 49°13'46" East, a distance of 175.26 feet; thence South 09°59'26" East, a distance of 136.37 feet; thence South 01°21'12" East, a distance of 499.84 feet to the POINT OF BEGINNING; thence North 87°33'31" East, a distance of 452.29 feet to the West right of way line of U.S. Highway 41; thence South 01°16'32" East, along said West right of way line of U.S. Highway 41, a distance of 1231.14 feet to a point of curvature of a curve concave to the West, having a radius of 22885.30 feet and a central angle of 00°38'21"; thence Southerly along said curve and right of way an arc distance of 255.31 feet, said arc having a chord bearing of South 00°47'45" East and a chord distance of 255.31 feet; thence South 88°43'58" West, a distance of 447.00 feet; thence North 01°23'39" West, a distance of 1477.18 feet to the POINT OF BEGINNING. Containing 15.33 acres more or less.

**Current Zoning:**

Agricultural

**Requested Zoning:**

Commercial General

**Current Future Land Use Map Designation:**

Agricultural

**Requested Future Land Use Map Designation:**  
Commercial

**Property Owner:**  
BBL Management Services, Inc.  
P.O. Box 3823  
Lake City, FL 32096

**Authorized Agent:**  
North Florida Professional Services, Inc.  
1450 SW State Road 47  
Lake City, FL 32024

We are respectfully requesting your prompt attention to this petition. Should you need additional information, please contact Megan Carter at [mcarter@nfps.net](mailto:mcarter@nfps.net) or 386-365-3034.

Sincerely,



Megan Carter  
Authorized Agent

cc: Joel Foreman, Attorney

**Attachments:**

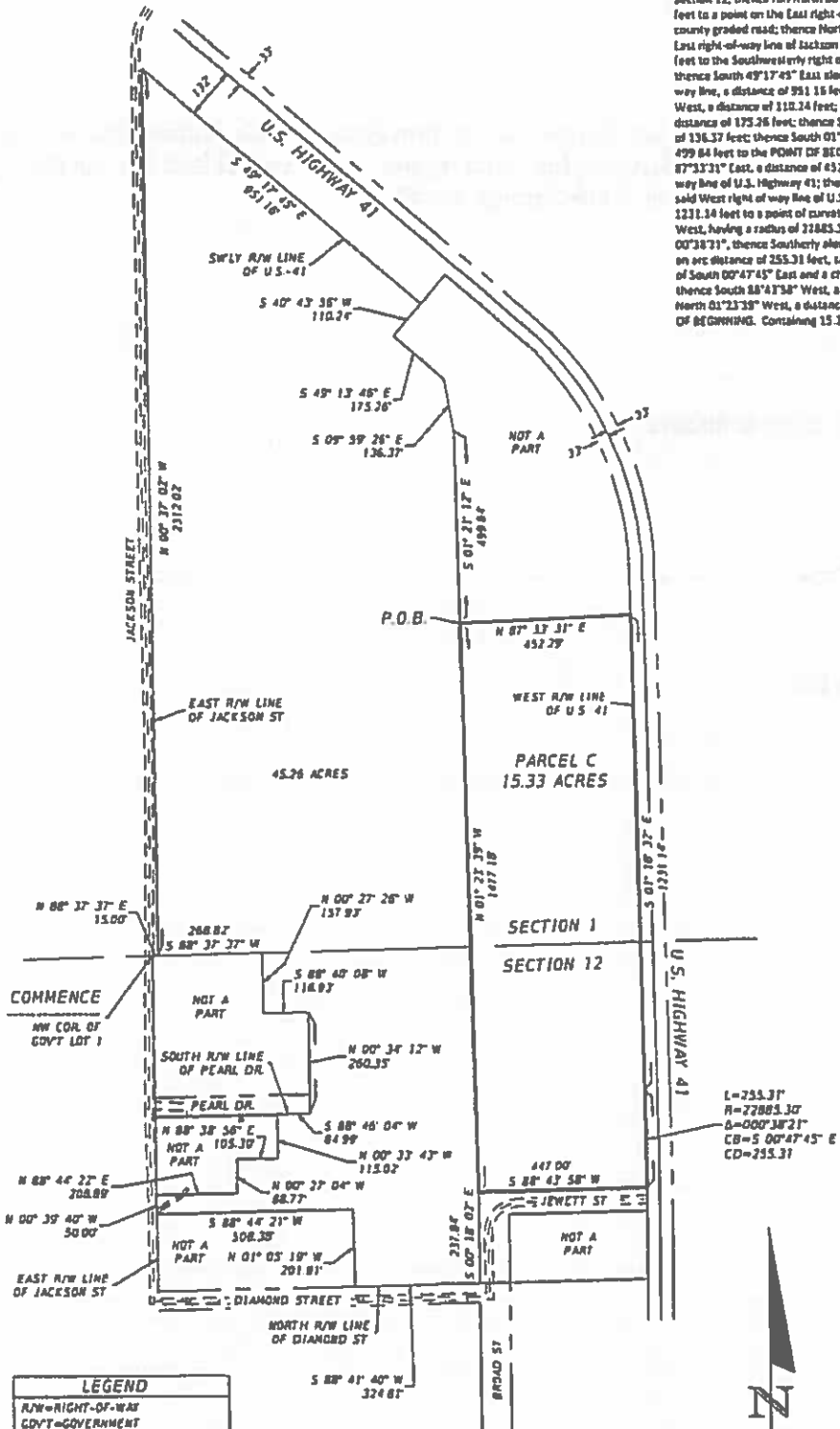
1. Sketch of Description, Parcel C (survey)
2. Agent Authorization Letter

SKETCH OF PARCEL C, 15.33 ACRES  
IN SECTION 1  
TOWNSHIP 2 SOUTH, RANGE 15 EAST  
HAMILTON COUNTY, FLORIDA

DESCRIPTION:

A tract of land in Section 1 and 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows:

COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence North 00°37'02" West along said East right-of-way line of Jackson Street, a distance of 2322.02 feet to the Southwesterly right of way line of U.S. Highway 41; thence South 49°17'45" East along said Southwesterly right of way line, a distance of 951.15 feet; thence South 40°43'34" West, a distance of 110.24 feet; thence South 49°13'46" East, a distance of 175.26 feet; thence South 09°59'26" East, a distance of 136.37 feet; thence South 01°21'12" East, a distance of 499.84 feet to the POINT OF BEGINNING; thence North 87°33'21" East, a distance of 452.29 feet to the West right of way line of U.S. Highway 41; thence South 01°16'37" East, along said West right of way line of U.S. Highway 41, a distance of 1231.14 feet to a point of curvature of a curve concave to the West, having a radius of 2283.30 feet and a central angle of 00°38'21", thence Southerly along said curve and right of way on arc distance of 255.31 feet, said arc having a chord bearing of South 00°47'45" East and a chord distance of 255.31 feet; thence South 88°41'38" West, a distance of 447.00 feet; thence North 01°23'39" West, a distance of 1477.18 feet to the POINT OF BEGINNING. Containing 15.33 acres more or less.



**LEGEND**

- R/W=RIGHT-OF-WAY
- GOVT=GOVERNMENT
- SWLY=SOUTHWESTERLY
- CL=CENTER LINE
- LB=LICENSED BUSINESS
- P.O.B.=POINT OF BEGINNING
- Δ=DELTA ANGLE CENTRAL ANGLE
- R=RADIUS OF CURVE
- L=LENGTH OF CURVE
- CB=CHORD BEARING
- CD=CHORD DISTANCE
- COR=CORNER

SHEET NO.	1
-----------	---

NORTH FLORIDA  
PROFESSIONAL SERVICES

JOB NO. 1211115HP  
CAP 29011

NORTH FLORIDA PROFESSIONAL SERVICES, INC  
2551 BLAIRSTONE PINES DR.  
TALLAHASSEE, FL 32301  
PH. 386-757-4675  
WWW.NFPS.NET  
LIC. NO. 188356



REVISIONS	DATE	DESCRIPTION



## Agent Authorization Letter

October 10, 2022

To whom it may concern,

This letter shall authorize Megan Carter, or her designee, of the firm North Florida Professional Services, Inc., to act as agent for BBL Management Services, Inc., with regards to any and all land use and zoning actions for the following properties located in White Springs, Florida:

Parcel ID # 8006-005

Parcel ID # 8006-000

Parcel ID # 8009-000

Parcel ID # 8031-000

Thank you for your attention to these matters.

Sincerely,



Robert P. Bishop, Jr.

President

BBL Management Services, Inc.



# NFPS



PO BOX 3823  
LAKE CITY, FL 32056



PHONE (386) 752-4675  
FAX (386) 752-4674



www.nfps.net

October 11, 2022

Town of White Springs  
10363 Bridge Street  
White Springs, FL 32096

Re: Petition for Zoning Change  
Parcel D – 5.07 Acres (Portion of Hamilton County Tax Parcel ID # 8009-000)

Dear Mayor and Town Council,

Please accept this letter as our official Petition for Zoning Change for 5.07 acres labeled as Parcel D (portion of Hamilton County Tax Parcel ID # 8009-000) as shown on the attached survey with legal description. The details of the requested change are listed below:

**Subject Property:**

5.07 acres (Parcel D) - Legal Description:

A tract of land in Section 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows: COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence continue North 88°37'37" East, a distance of 268.82 feet; thence South 00°27'26" East, a distance of 157.93 feet; thence North 88°40'08" East, a distance of 116.93 feet; thence South 00°34'12" East, a distance of 260.35 feet to the POINT OF BEGINNING; thence North 90°00'00" East, a distance of 433.81 feet; thence South 01°23'39" East, a distance of 208.10 feet; thence South 00°18'02" East, a distance of 237.84 feet to a point on the North right of way line of Diamond Street; thence South 88°41'40" West, along said North right of way line of Diamond Street, a distance of 324.81 feet; thence North 01°05'19" West, a distance of 201.81 feet; thence South 88°44'21" West, a distance of 508.38 feet to a point on the East right of way line of Jackson Street; thence North 00°39'40" West, along said East right of way line of Jackson Street, a distance of 50.00 feet; thence North 88°44'22" East, a distance of 208.89 feet; thence North 00°27'04" West, a distance of 88.77 feet; thence North 88°38'56" East, a distance of 105.30 feet; thence North 00°33'43" West, a distance of 115.02 feet to the South right of way line of Pearl Drive; thence North 88°46'04" East along said South right of way line of Pearl Drive, a distance of 84.99 feet to the POINT OF BEGINNING. Containing 5.07 acres more or less.

**Current Zoning:**

Agricultural

**Requested Zoning:**

Residential Multi-Family (RMF-2)

**Current Future Land Use Map Designation:**

Agricultural

**Requested Future Land Use Map Designation:**

Residential, High Density

**Property Owner:**

BBL Management Services, Inc.  
P.O. Box 3823  
Lake City, FL 32096

**Authorized Agent:**

North Florida Professional Services, Inc.  
1450 SW State Road 47  
Lake City, FL 32024

We are respectfully requesting your prompt attention to this petition. Should you need additional information, please contact Megan Carter at [mcarter@nfps.net](mailto:mcarter@nfps.net) or 386-365-3034.

Sincerely,



Megan Carter  
Authorized Agent

cc: Joel Foreman, Attorney

**Attachments:**

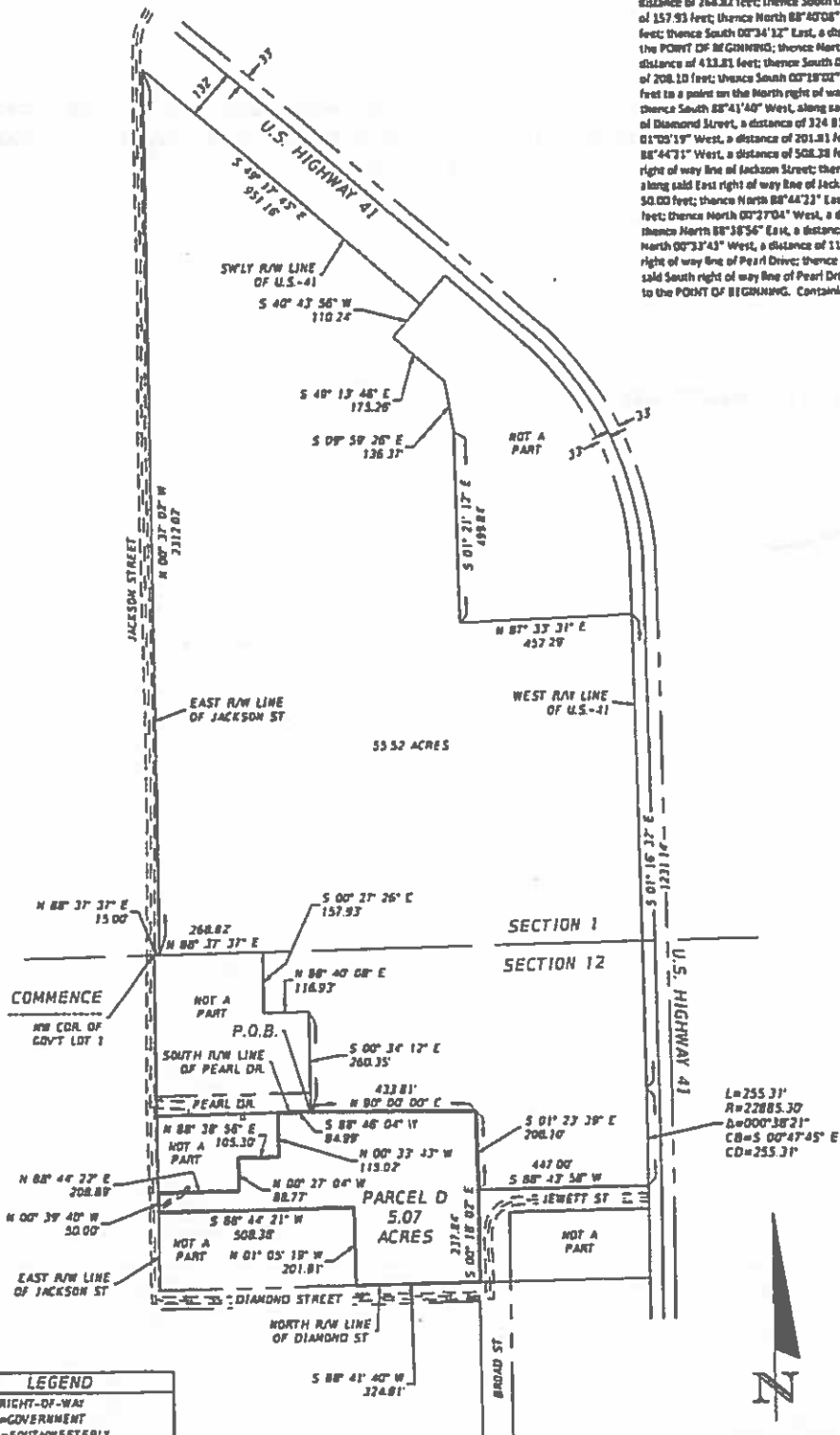
1. Sketch of Description, Parcel D (survey)
2. Agent Authorization Letter

# SKETCH OF PARCEL D, 5.07 ACRES IN SECTION 1 TOWNSHIP 2 SOUTH, RANGE 15 EAST HAMILTON COUNTY, FLORIDA

## DESCRIPTION:

A tract of land in Section 12, Township 2 South, Range 15 East, Hamilton County, Florida, being more particularly described as follows:

COMMENCE at the NW corner of Government Lot 1 of said Section 12; thence run North 88°37'37" East, a distance of 15.00 feet to a point on the East right-of-way line of Jackson Street, a county graded road; thence continue North 88°37'37" East, a distance of 268.82 feet; thence South 00°27'26" East, a distance of 157.93 feet; thence North 88°40'08" East, a distance of 116.93 feet; thence South 00°34'12" East, a distance of 260.35 feet to the POINT OF BEGINNING; thence North 80°00'00" East, a distance of 413.81 feet; thence South 01°23'19" East, a distance of 208.10 feet; thence South 00°18'02" East, a distance of 237.84 feet to a point on the North right-of-way line of Diamond Street; thence South 88°41'40" West, along said North right-of-way line of Diamond Street, a distance of 324.81 feet; thence North 01°05'19" West, a distance of 201.81 feet; thence South 88°44'31" West, a distance of 508.38 feet to a point on the East right-of-way line of Jackson Street; thence North 00°29'40" West, along said East right-of-way line of Jackson Street, a distance of 50.00 feet; thence North 88°44'23" East, a distance of 208.89 feet; thence North 00°27'04" West, a distance of 88.77 feet; thence North 88°38'56" East, a distance of 105.30 feet; thence North 00°31'43" West, a distance of 115.02 feet to the South right-of-way line of Pearl Drive; thence North 88°48'04" East along said South right-of-way line of Pearl Drive, a distance of 84.99 feet to the POINT OF BEGINNING. Containing 5.07 acres more or less.



LEGEND	
R/W	= RIGHT-OF-WAY
GOVT	= GOVERNMENT
SWLY	= SOUTHWESTERLY
CL	= CENTER LINE
LB	= LICENSED BUSINESS
P.O.B.	= POINT OF BEGINNING
Δ	= DELTA ANGLE, CENTRAL ANGLE
R	= RADIUS OF CURVE
L	= LENGTH OF CURVE
CB	= CHORD BEARING
CD	= CHORD DISTANCE
COR.	= CORNER



DATE	DESCRIPTION	REVISIONS	DATE	DESCRIPTION

NORTH FLORIDA PROFESSIONAL SERVICES, INC. 2551 BLAIRSTONE PINES DR TALLAHASSEE, FL 32301 WWW.NFPS.NET P.O. BOX 3823 32306 PHONE 904-533-4873 LIC. NO. LB8836		JOB NO. 1211115HP CAP 29011	SHEET NO. 1
NORTH FLORIDA PROFESSIONAL SERVICES, INC. 2551 BLAIRSTONE PINES DR TALLAHASSEE, FL 32301 WWW.NFPS.NET P.O. BOX 3823 32306 PHONE 904-533-4873 LIC. NO. LB8836		JOB NO. 1211115HP CAP 29011	SHEET NO. 1

**Agent Authorization Letter**

October 10, 2022

To whom it may concern,

This letter shall authorize Megan Carter, or her designee, of the firm North Florida Professional Services, Inc., to act as agent for BBL Management Services, Inc., with regards to any and all land use and zoning actions for the following properties located in White Springs, Florida:

Parcel ID # 8006-005

Parcel ID # 8006-000

Parcel ID # 8009-000

Parcel ID # 8031-000

Thank you for your attention to these matters.

Sincerely,



Robert P. Bishop, Jr.

President

BBL Management Services, Inc.





**TOWN OF WHITE SPRINGS**  
 "On the Bank of the Suwannee River"  
**WELCOME TO WHITE SPRINGS TOWN COUNCIL**

*Citizen Comment Request Form*

Date 10-11-22  
 Name Adrienne Sachs Phone 904 342 9361  
 Address 16560 Jewett St City White Springs Zip 32096

Topic of Discussion: Closure of Wesson St adjacent to  
my property.

---



---



---



---



---

Citizens' Comments will be limited to 5 minutes. Please return the form to the Town Clerk prior to the meeting. The Mayor/Vice-Mayor (presiding officer) will ask for those wishing to address the Council to do so at the appropriate time. Please approach the speaker's stand, state your name, and your address for the record, then discuss the topic of interest.

**Please direct your comments solely to the Town Council.**

**We appreciate your interest in the community and hope you will visit again!**

*Vanessa George, Town Manager*  
*Audre' J. Ruise, Town Clerk*





**TOWN OF WHITE SPRINGS**  
*"On the Bank of the Suwannee River"*  
**WELCOME TO WHITE SPRINGS TOWN COUNCIL**

*Citizen Comment Request Form*

Date 10/11/22  
Name SHARA SHER Phone 904.534.4417  
Address 10610 WISSON ST City White Sp Zip 32096

Topic of Discussion: ZBA events  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Citizens' Comments will be limited to 5 minutes. Please return the form to the Town Clerk prior to the meeting. The Mayor/Vice-Mayor (presiding officer) will ask for those wishing to address the Council to do so at the appropriate time. Please approach the speaker's stand, state your name, and your address for the record, then discuss the topic of interest.

**Please direct your comments solely to the Town Council.**

**We appreciate your interest in the community and hope you will visit again!**

*Vanessa George, Town Manager*  
*Audre' J. Ruise, Town Clerk*



10/11/22 Unanimous Council decision to hire Jordan & Assoc. as their bid was the only bid received by the town.

CDBG Consultant Services Evaluation

Grant Administration

Evaluation Factor	Possible Points	Proposer			
Knowledge of State & Federal Regulations governing the CDBG Program	30				
CDBG Experience (1 point for each year of experience up to 30)	30				
Approach to Task	30				
Ability to become quickly familiar with local conditions	5				
Fee	5				
MBE/WBE shall prevail in the event of a tie (*5 extra point will be given only in case of a tie)	5*				
Total Points	100				

1<sup>st</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_  
 2<sup>nd</sup> Choice \_\_\_\_\_ 5<sup>th</sup> Choice \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_

Evaluated by: Audre' J. Ruise (Please print name)

*Witnessed*

Signature: *A Ruise* Date: 10/11/22

Proposers:

1. *U. S. A.*  
2. *U. S. A.*  
3. *U. S. A.*  
4. *U. S. A.*  
5. *U. S. A.*



1. *U. S. A.*

2. *U. S. A.*

3. *U. S. A.*

## RESOLUTION 23-03

### A RESOLUTION OF THE TOWN OF WHITE SPRINGS, FLORIDA ADOPTING A SECTION 504 COMPLIANCE POLICY.

**WHEREAS**, millions of Americans have one or more physical or mental disabilities and the number of Americans with such disabilities is increasing; and

**WHEREAS**, individuals with disabilities constitute one of the most disadvantaged groups in society; and

**WHEREAS**, disability is a natural part of the human experience and in no way diminishes the right of individuals to:

- (A) Live independently;
- (B) Enjoy self-determination;
- (C) Make choices;
- (D) Contribute to society;
- (E) Pursue meaningful careers; and
- (F) Enjoy full inclusion and integration in the economic, political, social, cultural, and educational mainstream of American society; and

**WHEREAS**, increased employment of individuals with disabilities can be achieved through implementation of statewide workforce investment systems under Title I of the Workforce Investment Act of 1998 that provide meaningful and effective participation for individuals with disabilities in workforce investment activities and activities carried out under the vocational rehabilitation program established under Title I, and through the provision of independent living services, support services, and meaningful opportunities for employment in integrated work settings through the provision of reasonable accommodations; and

**WHEREAS**, individuals with disabilities continually encounter various forms of discrimination in such critical areas as employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting and public services; and

**WHEREAS**, the goals of the Nation properly include the goal of providing individuals with disabilities with the tools necessary to:

- (A) Make informed choices and decisions; and
- (B) Achieve equality of opportunity, full inclusion and integration in society, employment, independent living and economic and social self-sufficiency, for such individuals.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WHITE SPRINGS, FLORIDA:**

The Town of White Springs hereby adopts the attached Section 504 Compliance Policy and Transition Plan.

This Resolution shall become effective immediately upon its adoption.

Attest:

Anita Rivers  
Signature

Anita Rivers  
Title: Mayor

10/11/2022  
Date:

Audre' J. Ruise  
Signature

Audre' J. Ruise  
Title: Town Clerk

October 11, 2022  
Date



**Town of White Springs**

**SECTION 504**

**COMPLIANCE POLICY**

## **I. GENERAL POLICY**

### **A. APPLICABILITY**

This Section 504 Compliance Policy establishes procedures and guidelines that shall be used to effectuate compliance with nondiscrimination based on handicap to the end that no otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD). Compliance with Section 504 does not assure compliance with requirements for accessibility by physically handicapped persons imposed under the Architectural Barriers Act of 1968. All HUD Federally financed activities shall be accomplished in compliance with applicable state and federal laws.

### **SECTION 504 LAW AND REGULATIONS**

Laws relative to nondiscrimination based on handicap in federally assisted programs of HUD, in general, may be found in Section 504 of the Rehabilitation Act of 1973 (as amended), Section 109 of the Housing and Community Development Act of 1974 (as amended), and 24 CFR, Part 8. The provisions of these nondiscriminatory procedures shall not be construed to conflict with or supersede the requirements of any other applicable state or federal laws or regulations. In regard to programs or activities in connection with Community Development Block Grants (CDBG), the U. S. Department of Housing and Urban Development (HUD) grant administration regulations relating to non-discriminatory practices are promulgated in the Uniform Federal Accessibility Standards (UFAS). This document, which sets standards for facility accessibility by physically handicapped persons for federally funded facilities, programs, and/or activities, is hereby incorporated by reference. Future state or federal regulations applicable to nondiscriminatory practices under the CDBG Program shall supersede and/or supplement this policy.

## B. DEFINITIONS

1. “Accessible” when used with respect to the design, construction, or alteration of a facility or a portion of a facility other than an individual dwelling unit, means that the facility or portion of the facility when designed, constructed or altered, can be approached, entered, and used by individuals with physical handicaps;
2. “Accessible” when used with respect to the design, construction, or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps;
3. “Accessible Route” means a continuous unobstructed path connecting accessible elements and spaces in a building or facility that complies with the space and reaches requirements of applicable standards prescribed by 24 CFR, Part 8, section 8.32;
4. “Adaptability” means the ability of certain elements of a dwelling unit, such as kitchen counters, sinks, and grab bars, to be added to, raised, lowered, or otherwise altered, to accommodate the needs of persons, with or without handicaps, or to accommodate the needs of persons with different types or degrees of disability;
5. “Auxiliary Aids” means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance (i.e., readers, Brailled materials, audio recordings, telephone communication devices for deaf persons (TDDs), interpreters, etc.);
6. “Individual with Handicaps” means: any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment or is regarded as having such an impairment.

7. “Qualified Individual With Handicaps” means:
- a) with respect to employment, an individual with handicaps who, with reasonable accommodation, can perform the essential functions of the job in question; and
  - b) with respect to any non-employment program, an individual with handicaps who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the Town of White Springs can demonstrate would result in a fundamental alteration in its nature; or with respect to any other non-employment program or activity, an individual with handicaps who meets the essential eligibility requirements for participation in, or receipt of benefits from, that program or activity.
8. “Undue Hardship” means financial or administrative burdens that would be imposed on the operation of Town of White Springs’s program. Factors to be considered include:
- a) the overall size of the Town of White Springs’s program with respect to number of employees, number and type of facilities, and size of budget;
  - b) the type of the Town of White Springs’s operation, including the composition and structure of the the Town of White Springs’s workforce; and
  - c) the nature and cost of the accommodation needed.

## **II. COMMUNICATIONS**

### **A. AUXILIARY AIDS**

The Town of White Springs shall furnish appropriate auxiliary aids where necessary to afford an individual with handicaps an equal opportunity to participate in, and enjoy the benefits of, a program or activity receiving Federal financial assistance. The Town of White Springs is not required to provide individually prescribed devices or other devices of a personal nature. Where the

Town of White Springs communicates with applicants and beneficiaries via telephone, telecommunication devices for deaf persons (TDDs) shall be used. The telephone number to utilize the TDD is (800) 955-8771. This is not a dedicated circuit; however, employees who normally answer this line are familiar with TDD tones and will immediately switch the line to TDD receive mode. Town of White Springs shall adopt and implement procedures to ensure that interested persons (including persons with impaired vision or hearing) can obtain information concerning the existence and location of accessible services, activities, and facilities. Mobility impaired persons in wheelchairs should call ahead for assistance, blind individuals should call ahead for escorts, and deaf persons should call ahead for an interpreter (person schooled in sign language). In brief, if the disabled person calls the Town prior to the event and communicates to a Town employee the particular problem that he or she has, assistance will be provided accordingly. However, Section 504 does not require the Town to take any action that the Town can demonstrate would result in a fundamental alteration in the nature of a program or activity or in undue financial and administrative burdens.

### **III. EMPLOYMENT**

#### **A. GENERAL PROHIBITIONS**

No qualified individual with handicaps shall, solely on the basis of handicap, be subjected to discrimination in employment under any program or activity that receives Federal financial assistance from HUD.

#### **B. REASONABLE ACCOMMODATION**

The Town of White Springs shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant with handicaps or employee with handicaps, unless the Town can demonstrate that the accommodation would impose an undue hardship on the operation of its program. The Town may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

### **C. EMPLOYMENT CRITERIA**

The Town of White Springs will not use any employment test or other selection criterion that screens out individuals with handicaps nor make any pre-employment inquiry of an applicant to determine whether the applicant is an individual with handicaps or to the nature or severity of a handicap. The Town may, however, make pre-employment inquiry into an applicant's ability to perform job-related functions.

## **IV. PROGRAM ACCESSIBILITY**

### **A. GENERAL REQUIREMENTS**

No qualified individual with handicaps shall, because Town's facilities are inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance.

### **B. NON-HOUSING FACILITIES**

New non-housing facilities shall be designed and constructed to be readily accessible to and usable by individuals with handicaps. Alterations to existing non-housing facilities shall, to the maximum extent feasible, be made to make them more readily accessible to and usable by individuals with handicaps. The Town shall operate each non-housing program or activity receiving Federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with handicaps.

#### **1. Methods**

The Town of White Springs may comply with the requirements of this section through such means as location of programs or services to ensure accessible facilities or accessible portions of facilities, assignment of aides to beneficiaries, home visits, the addition or redesign of equipment, changes in management policies or procedures, acquisition or construction of additional

facilities, or alterations to existing facilities. The Town is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section.

## 2. Historic Preservation Programs or Activities

In meeting Section 504 requirements in historic preservation programs or activities, the Town of White Springs shall give priority to methods that provide physical access to individuals with handicaps. However, in cases where a physical alteration to an historic property would substantially impair the “significant historic features” of the property or result in undue financial and administrative burdens, the structural modifications need not be made. In unique cases where this occurs, the precise alterations, impact and reasons for noncompliance shall be completely documented.

## 3. Time Period for Compliance

The Town shall comply with the obligations established under this section immediately, except that where structural changes in facilities are undertaken, such changes shall be made within the time frames established by the attached transition plan. If structural changes to non-housing facilities will be undertaken to achieve program accessibility, the Town shall develop a transition plan setting forth the steps necessary to complete such changes. The plan shall be developed with the assistance of interested persons, including individuals with handicaps or organizations representing those individuals. A copy of the plan shall be available for public inspection, and at a minimum, shall:

- a) identify physical obstacles in the Town of White Springs’s facilities that limit the accessibility; of its programs or activities to individuals with handicaps;
- b) describe in detail the methods that will be used to make the facilities accessible;
- c) specify the schedule for taking the steps necessary to achieve compliance with this section and identify steps that will be taken during each year of the transition period;
- d) indicate the official responsible for implementation of the plan; and

- e) identify the persons or groups with whose assistance the plan was prepared.

## **V. ENFORCEMENT**

### **A. ASSURANCES**

An applicant for Federal financial assistance for a program or activity to which Section 504 applies shall submit an assurance to HUD on a form specified by the responsible civil rights official that the program or activity will be operated in compliance with Section 504. In case of Federal financial assistance extended in the form of real property or to provide real property or structures on the property, the assurance will obligate the Town for the period during which the real property or structures are used for the purpose for which Federal financial assistance is extended. In the case of Federal financial assistance extended to provide personal property, the assurance will obligate the Town for the period during which it retains ownership or possession of the property. In all other cases, the assurance will obligate the Town for the period during which Federal financial assistance is extended.

### **B. SELF-EVALUATION**

The Town shall, as expeditiously as possible, and after consultation with interested persons, including individuals with handicaps or with organizations representing those individuals:

1. evaluate its current policies and practices to determine whether they do not or may not meet the requirements of Section 504;
2. modify any policies and practices that do not meet the requirements of Section 504; and
3. take appropriate corrective steps to remedy the discrimination.

The attached Self-Evaluation Plan will be utilized to review each public facility for accessibility and compliance. The results of this evaluation are to be utilized in preparing the Transition Plan.



A recipient that employs fifteen or more persons shall, for at least three years following completion of the evaluation, maintain on file, make available for public inspection, and provide to the responsible civil rights official, upon request: a list of the interested persons consulted, a description of areas examined and any problems identified, and a description of any modifications made and or any remedial steps taken.

#### C. DESIGNATION OF RESPONSIBLE EMPLOYEE

A recipient that employs fifteen or more persons shall designate at least one person to coordinate its efforts to comply with Section 504. The responsible person designated is the Town Manager and can be reached at telephone number (386) 397-2310.

### **VI. GRIEVANCE PROCEDURES/COMPLAINT RESOLUTION**

#### A. GENERAL PROVISIONS

A recipient that employs fifteen or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504.

#### B. NOTICE

A recipient that employs fifteen or more persons shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants, and employees, including those with hearing and vision impairments, and unions and professional organizations that it does not discriminate on the basis of handicap. The notification shall state that the recipient does not discriminate in regards to its federally assisted programs. The notification shall also include an identification of the responsible employee designated to coordinate with Section 504 (See Section V, Paragraph D above). The initial notification shall be made as soon as

possible but within 90 days of Policy adoption. Methods of notification may include the posting of notices or publication in newspapers. Any such notice must include all of the information discussed in this paragraph. The recipient must also ensure that members of the population, likely to be affected directly by a Federally assisted program, who have visual or hearing impairments are provided with the information necessary to understand and participate in the program.

### C. GRIEVANCE PROCEDURES

Any person or any representative of such a person who believes that he or she has been discriminated against should first contact, in writing, the person identified as the Town Manager on page 10 of this policy. The grievance must be filed within 30 days of the alleged discriminatory act and must give the following:

1. name and address of the complainant;
2. name and address of the alleged offending party;
3. specific details, in a near chronological order, of the events leading to the alleged action;
4. the alleged discrimination;
5. names, addresses and phone numbers of any witnesses or other persons having knowledge of the circumstances; and
6. any other relevant information.

The Town Manager will attempt to satisfactorily resolve the issue, informally, by contacting the involved parties within 20 days of receipt. Documentation of all phone calls, contacts and information received or disseminated must be carefully kept. Additionally, the members of the elected government must be kept informed and up-to-date regarding the grievance and the progress in resolution. This information flow will occur via written progress reports, no less frequently than monthly, and discussions, as necessary, at each regularly scheduled meeting of the elected body.

The Citizens Advisory Task Force (CATF) will be called into session to advise the Town Manager and to fashion a plan for resolution should initial resolution attempts fail. This group will function in an advisory capacity as

specified in the document that establishes their existence. Records of proceedings will be maintained and forwarded to the elected body. The CATF may call both parties together in an attempt to reach an amicable solution. The Town Manager will act as the intermediary between the CATF and the electorate and will ensure the same information flow as described above.

Should informal resolution be unsuccessful, the grievance will be elevated to the formal stage. All communications will occur only in written form, via certified mail. The local government's attorney will become the lead official, acting on behalf of and with the consent of the local governing body. Maximum effort will be given to achievement of a mutually agreeable resolution with all proceedings and communications thoroughly and precisely documented.

If the preceding attempts remain unsuccessful, the matter shall be officially brought to the attention of the applicable State or Federal agency and their guidance solicited and followed.

Information in the sections which follow expand further on grievance/complaints which have exhausted local capability.

#### D. COMPLIANCE INFORMATION

Each recipient shall keep such records and submit to the responsible civil rights official complete and accurate compliance reports upon request. The records shall indicate the extent to which individuals with handicaps are beneficiaries of federally assisted programs. Each recipient shall permit access to these records by the responsible civil rights official and the general public during normal business hours.

#### E. DISCRIMINATION COMPLAINTS/GRIEVANCES

Any person, or any representative of such a person, who believes that he or she has been discriminated against may file a confidential complaint with HUD's Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, D.C. 20410. The written complaint must be filed within 180 days of the alleged discriminatory act. The complaint must give the name and address of the alleged complainant, the name and address of the offending party, and the details of the events leading to the charge of

discrimination. The responsible civil rights official will notify both the complainant and the recipient of the agency's receipt of the complaint within ten calendar days.

#### F. COMPLAINT/GRIEVANCE RESOLUTION

HUD's civil rights official will review the case for acceptance, rejection, or referral within twenty days of acknowledgment of receipt of the complaint. The recipient of federal monies is then notified of the complaint and is given a chance to respond in writing within thirty days of receiving it. HUD officials then attempt to resolve the complaint informally. If informal resolution is not possible, an investigation is conducted resulting in either a dismissal of the complaint or a letter of findings against the recipient, which must be issued within 180 days of receipt of the complaint. The letter of findings is then sent via certified mail, return receipt requested, to both the complainant and the recipient. Within ten days of notification of noncompliance, the recipient may volunteer to comply with the regulation. Otherwise, compliance may be affected by the suspension or termination of, or refusal to grant or continue federal financial assistance.

This last measure is the end result of a process that goes through many channels:

1. the recipient is notified of its failure to comply,
2. a finding of noncompliance is formally recorded after the recipient has been given the opportunity for a hearing,
3. the Secretary of HUD approves the action, and
4. thirty days expire after the Secretary has filed a report with the committees of the House and Senate having legislative jurisdiction over the program or activity involved. Intimidatory or retaliatory acts by the recipient or the offended party is prohibited. No intimidation, threats, coercion, or discrimination against any person for having participated in this investigation is permitted. The identity of complainants shall be kept confidential except to the extent necessary to carry out the intent of this policy.

**ATTACHMENT C**

**TRANSITION PLAN  
FOR  
SECTION 504 COMPLIANCE**

1. Facility: \_\_\_\_\_

Name/location

	Obstacles	Accessibility Method	Schedule	Responsibility
a.				
b.				
c.				
d.				

1. Facility: \_\_\_\_\_

Name/location

	Obstacles	Accessibility Method	Schedule	Responsibility
a.				
b.				
c.				
d.				

