

Board of County Commissioners

Agenda Request

Date of Meeting: February 15, 2024

Date Submitted: February 7, 2024

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Request Board Approval to Seek a Minor Subdivision from the City of Monticello

Statement of Issue:

This agenda item requests Board approval to seek a Minor Subdivision from the City of Monticello to create a new lot containing the County planning department, the public library, and the old high gymnasium so the new lot can be conveyed to the County.

Background:

Jefferson County and the Jefferson County School District have been jointly working to convey the old high school properties currently leased by the County from the School District to the County. The parcels have all been surveyed and the County Attorney has been working with the School Board attorney to obtain deeds and lease termination documents.

There are currently a few title issues being remedied by the School District before the conveyance of the property containing the tax collector's offices and, additionally, the property containing the County planning department, the public library, and the old high gymnasium must be split from its existing parent parcel so the new lot can be conveyed to the County. The School District will be retaining the remainder of the parent parcel.

The County Attorney consulted with the Monticello City Attorney on the correct process to obtain legal approval for the split and were advised to apply for a Minor Subdivision pursuant to Section 54-595 of the City of Monticello Codes of Ordinances.

Analysis:

The City of Monticello does not have an approved application form for a Minor Subdivision so a letter containing required information was prepared for submittal. Additionally, the County will submit an authorization form from the School District as the current property owner, a survey to scale which sets forth the dimensions of the lot to be split, the property card, a title search which includes the ownership of the Property, all easements and any encumbrances.

Pursuant to the City Code, Minor Subdivisions shall be approved, approved with conditions, or denied by the City within 15 days of receipt of a complete application.

The next steps will be for the School District to approve deeds and lease termination documents for the identified parcels. These items will then be brought to the BoCC for approval and acceptance.

Options:

1. Approve Application in Substantial Form for Minor Subdivision from the City of Monticello
2. Do Not Approve Application for Minor Subdivision from the City of Monticello
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Application for Minor Subdivision

ATTACHMENT 1

Letterhead

INSERT DATE

Via U.S. Mail

Seth Lawless
City Manager
City of Monticello, Florida
245 S. Mulberry Street
Monticello, Florida 32344
Seth.lawless@mymonticello.net

Re: Application for a Minor Subdivision
Parcel No. 25-2N-4E-0000-0500-0000

Dear Mr. Lawless:

Please consider this letter, Jefferson County's application for a Minor Subdivision in accordance with Section 54-595 of the City of Monticello Code of Ordinances, details of which are below. For background purposes, the County is working with Jefferson County School District to acquire property that was previously part of the old high school and is currently being used for County government purposes. As part of the acquisition, the County and the School District must split a portion of an existing lot because only a portion will be conveyed to the County. The County and School District by way of this letter are formally requesting that the City initiate its Minor Subdivision procedures. After consulting with the City Attorney on this application and process, below please find the necessary information to begin the Minor Subdivision process.

Applicant: Jefferson County, Florida on behalf of the Jefferson County School District (see attached letter of authorization)

Property Address: 400 S. Water Street, Monticello, FL

Jefferson County Property Appraiser Parcel ID. Number: 25-2N-4E-0000-0500-0000

Future Land Use (FLUM) Designation: E

Zoning District Designation: Agricultural (A)

Present use of the property to be divided: There are three buildings on the property. The buildings are being used for the County's Planning Department, the Public Library and an old school gymnasium. The future use after the division would continue to be for essential County government

services.

Proposed size of the lot to be divided: 2.12 acres

The remainder parent parcel: 47.78 acres

Number of proposed lots (including parent parcel): two (2) which does not include previously split parcels.

Road frontage: 446.51 feet abutting Water Street and 206.97 feet abutting Palmer Mill Road, with an existing paved parking area.

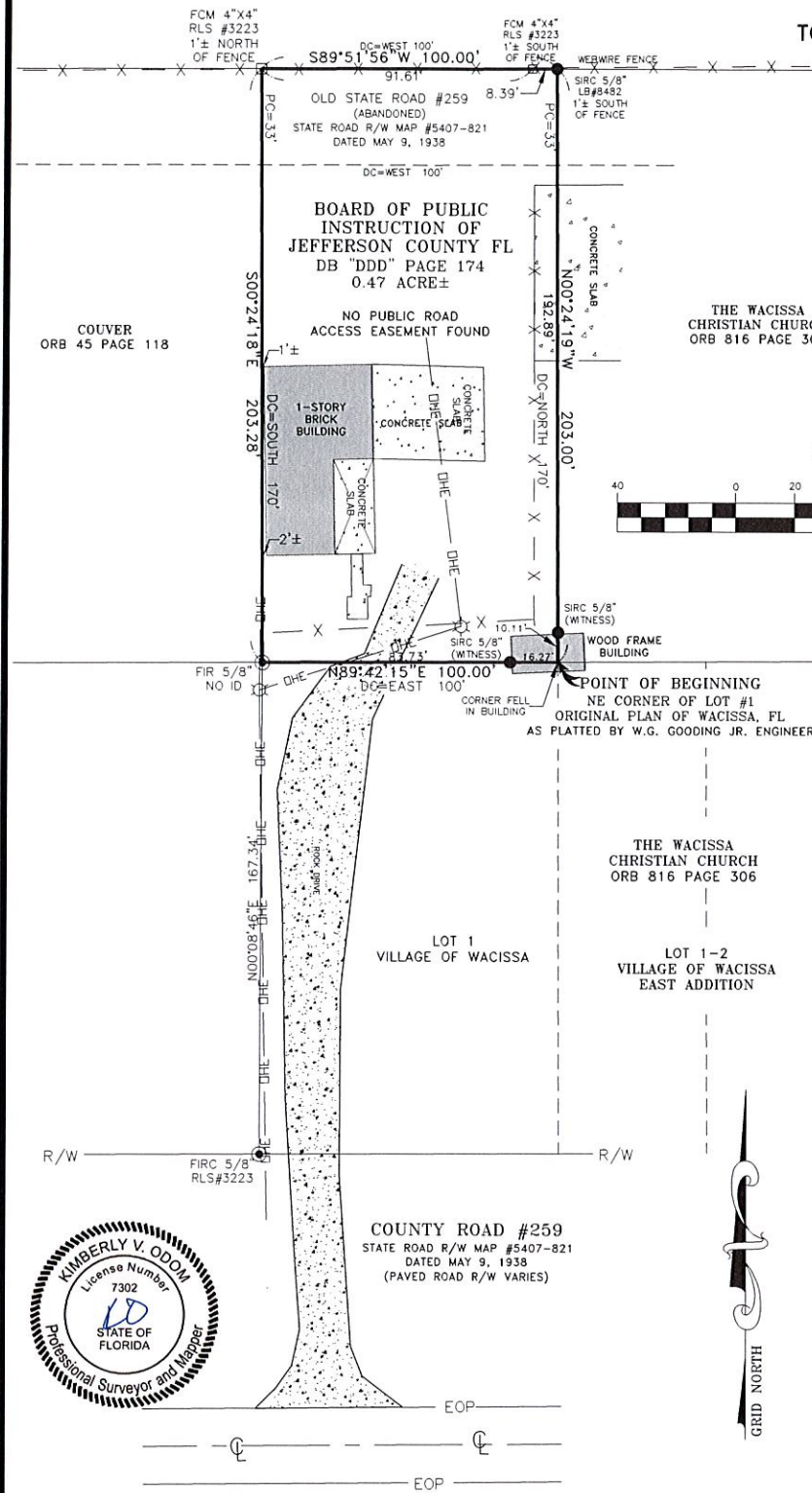
In addition to the information above, please find enclosed an authorization form from the School District, a survey to scale which sets forth the dimensions of the lot to be split, the property card, a title search which includes the ownership of the Property, all easements and any encumbrances. Please note, in the title search, the property is identified as "Parcel 2". Should you need additional information, please do not hesitate to contact me at 850-224-4070 or the County Manager at 850-342-0223. Thank you in advance for your assistance in this matter.

Sincerely,

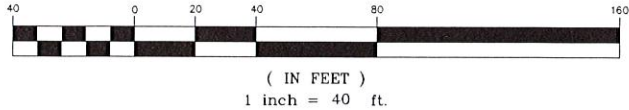
Heather Encinosa

Enclosures

**BOUNDARY SURVEY
LOCATED IN SECTION 36
TOWNSHIP 1 SOUTH, RANGE 3 EAST
JEFFERSON COUNTY, FLORIDA**



GRAPHIC SCALE



DEED BOOK "DDD" PAGE 114

BEGIN AT the Northeast corner of Lot Number One (1) of the Original Town of Wacissa, Florida as platted by W. J. Gooding Jr., engineer in charge of construction, March 3, 1906, and on file in the Office of the Clerk of the Circuit Court of Jefferson, and to which reference is hereby made, and run thence North one hundred seventy (170) feet; thence West one hundred (100) feet; thence South one hundred seventy (170) feet; thence East one hundred (100) feet to the Point of Beginning. Said lands being in Section Thirty-Six (36) Township One (1) South, Range Three (3) East.

SURVEYOR'S NOTES:

1. Bearings hereon are Florida (North) State Plane GRID bearings, established using Global Positioning System satellites and local continuously operating reference stations, utilizing Spectra SP85 GNSS receivers with FDOT FPRN network fixed for control.
2. If no difference is shown, deed call bearings and distances are the same as measured.
3. Utilities, interior fences & other improvements were not located except as shown. Field fences identified on this plat are shown approximate and were not located precisely between corners. Fences may meander in between fence lies at property corners. Ownership of fences is not determined by this survey.
4. Field work was completed on July 31, 2023.
5. There may be other restrictions of record not shown on this plat that are found in the county's public records.
6. The hereon signed surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to subject property. It is possible there are deeds of record, simultaneous conveyances, senior deeds, unrecorded deeds, easements or other instruments which could affect the boundaries of subject property.
7. Information shown on adjacent properties, including land owner names and deed references, were compiled using the latest available data taken from unofficial county public records and are shown for informational purposes only.
8. Notice of liability: This survey has been prepared for the exclusive use of the entities named hereon. Certification is made only to the original purchaser, closing agent, and mortgage holder as specified on this survey and is not transferable to additional institutions or subsequent owners. Any other use, benefit, or reliance by any other party is prohibited without the express written consent of the signing surveyor. Additions or deletions to this survey, maps or reports by any person other than the signing surveyor is STRICTLY PROHIBITED. The use of the word "CERTIFY" or "CERTIFICATION" within this survey only constitutes an expression of professional opinion regarding those facts & findings shown hereon and does not constitute a warranty or guarantee, either implied or expressed.
10. This survey does not determine ownership of property.



I hereby certify that in my opinion this is a true representation of the property shown hereon. I further certify that this survey meets the "Standards of Practice" as set forth by the Florida Board of Professional Land Surveyors and Mappers in Chapter 5J-17 Florida Administrative Code, Pursuant to Section 472.027 Florida Statutes.

Kimberly V. Odom 08/03/2023
Kimberly V. Odom, PSM, Florida LS#7302 Date

- FD FOUND
- FIR FOUND IRON ROD
- FIP FOUND IRON PIPE
- FIRC FOUND IRON ROD & CAP
- SIRC SET 5/8" IRON ROD LB#8482
- FCM FOUND CONCRETE MONUMENT
- RLS REGISTERED LAND SURVEYOR
- PLS PROFESSIONAL LAND SURVEYOR
- LS LICENSED SURVEYOR
- LB LICENSED BUSINESS

LEGEND & ABBREVIATIONS

- ORB OFFICIAL RECORDS BOOK
- DC DEED CALL
- DB DEED BOOK
- PC PLAT CALL
- CH CHORD BEARING & DISTANCE
- D CENTRAL ANGLE
- R RADIUS LENGTH
- L ARC LENGTH
- B BROKEN LINE (NOT TO SCALE)
- Z CENTERLINE
- R/W RIGHT-OF-WAY
- EOR EDGE OF ROAD
- EOP EDGE OF PAVEMENT
- W/F WOOD FRAME
- CONC. CONCRETE
- A/C AIR CONDITIONER
- ⊙ POWER POLE
- OHE- OVERHEAD ELECTRIC
- X- FENCE LINE
- WDL- WOODS OR TREE LINE

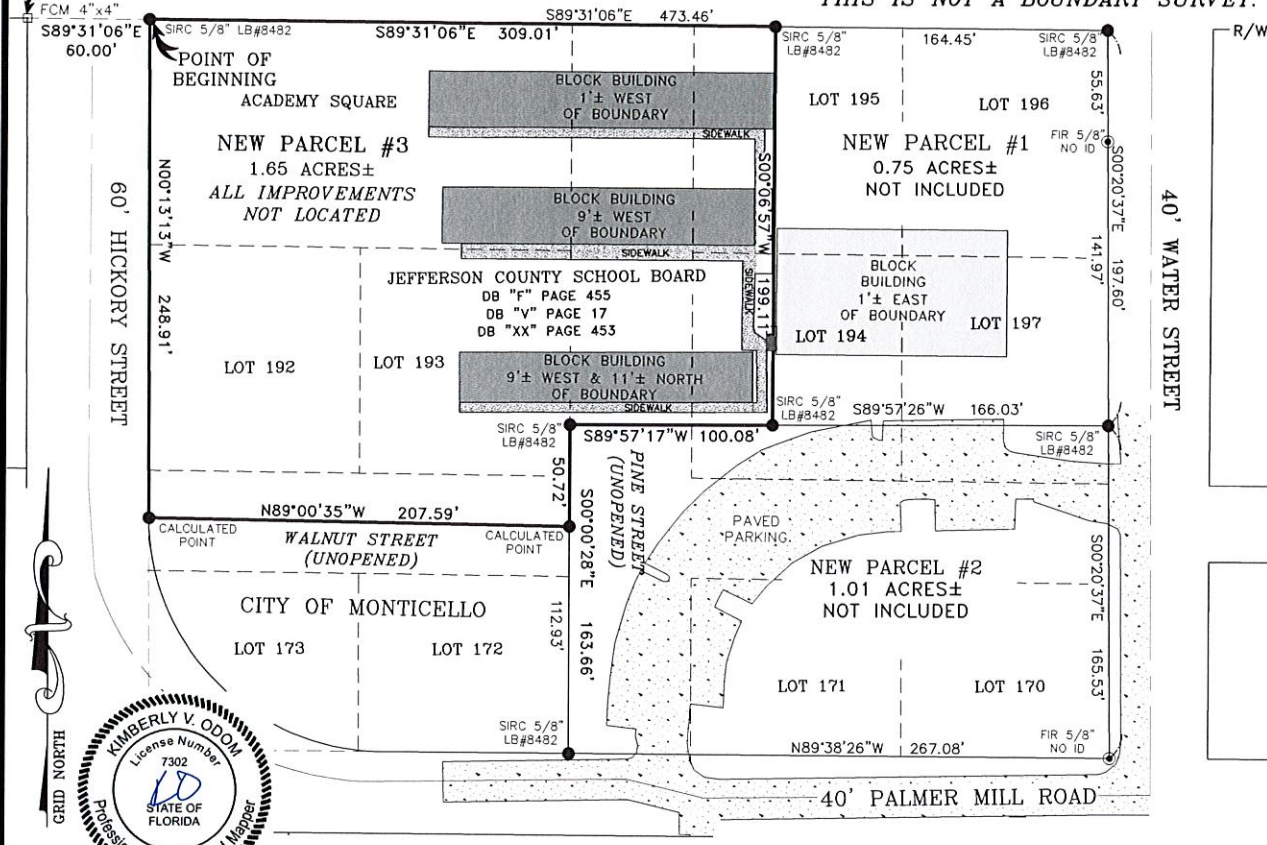
<p align="center">CERTIFIED TO: NOT VALID WITHOUT SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR & MAPPER</p>	
<p>JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS</p> <p>JEFFERSON COUNTY SCHOOL BOARD</p>	<p align="center">DELTA LAND SURVEYORS, LLC FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER LB#8482 deltasurveyllc@gmail.com megandelta85@gmail.com</p> <p> MONTICELLO: (850)997-0301 275 NORTH MULBERRY STREET PERRY: (850)584-2849 MONTICELLO, FLORIDA 32344 </p> <p align="center">PROUDLY SERVING ALL OF FLORIDA AND SOUTHERN GEORGIA SINCE 1983</p>
<p>DRAWN BY: PAP</p> <p>CHECKED BY: KVO</p> <p>SCALE: 1" = 40'</p> <p>CREW: DO / TF</p> <p>FIELD BOOK: 23-500</p> <p>PAGE: 7-8</p>	<p align="center">AUG. 3, 2023</p> <p align="center">DATE</p> <p align="center">23-074-27</p> <p align="center">JOB NO.</p>

POINT OF COMMENCEMENT

NE CORNER OF SECTION LOT 190
ORIGINAL PLAN OF MONTICELLO
DEED BOOK "G", PAGE 1
AND LOCATED IN SECTION 25
TOWNSHIP 2 NORTH, RANGE 4 EAST
JEFFERSON COUNTY, FLORIDA

80' U.S. HIGHWAY 90
WEST WASHINGTON STREET

SKETCH OF DESCRIPTION
LOCATED IN SECTION 25
TOWNSHIP 2 NORTH, RANGE 4 EAST
JEFFERSON COUNTY, FLORIDA
THIS IS NOT A BOUNDARY SURVEY.



SURVEYOR'S NOTES:

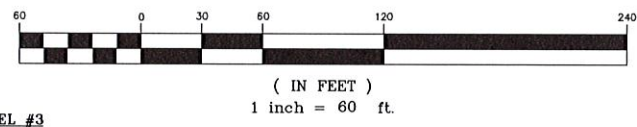
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- If no difference is shown, deed call bearings and distances are the same as measured.
- Utilities, interior fences & other improvements were not located except as shown. Field fences identified on this plot are shown approximate and were not located precisely between corners. Fences may meander in between fence ties at property corners. Ownership of fences is not determined by this survey.
- Field work was completed on August 14, 2023.
- There may be other restrictions of record not shown on this plot that are found in the county's public records.
- The hereon signed surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to subject property. It is possible there are deeds of record, simultaneous conveyances, senior deeds, unrecorded deeds, easements or other instruments which could affect the boundaries of subject property.
- Information shown on adjacent properties, including land owner names and deed references, were compiled using the latest available data taken from unofficial county public records and are shown for informational purposes only.
- Notice of liability: This survey has been prepared for the exclusive use of the entities named herein. Certification is made only to the original purchaser, closing agent, and mortgage holder as specified on this survey and is not transferable to additional institutions or subsequent owners. Any other use, benefit, or reliance by any other party is prohibited without the express written consent of the signing surveyor. Additions or deletions to this survey, maps or reports by any person other than the signing surveyor is STRICTLY PROHIBITED.
- The use of the word "CERTIFY" or "CERTIFICATION" within this survey only constitutes an expression of professional opinion regarding those facts & findings shown hereon and does not constitute a warranty or guarantee, either implied or expressed.
- This survey does not determine ownership of property.

NEW PARCEL #3

A 1.65 acre of land lying situated within the Southeast Quarter of the Southeast Quarter of the Northeast Quarter of Section 25, Township 2 North, Range 4 East, Jefferson County, Florida, being a part of Academy Square and all of Lots #192 and #193 of The Original Plan (or Plat) to the Town of Monticello, Florida, as recorded in Deed Book "G", page 1; said parcel being a portion of those lands as described in Deed Book "F", page 455, in Deed Book "V", page 17, and in Deed Book "XX" page 453, in the public records of Jefferson County, Florida, and more particularly described as follows:

COMMENCE AT a concrete monument marking the Northeast corner of Lot #190 of the Original Plan (or Plat) of the Town of Monticello, as recorded in Deed Book "G", Page 1, Public Records of Jefferson County, Florida, said point being on the southerly right-of-way line of 80' U.S. Highway #90 (Washington Street) and run South 89 degrees 31 minutes 06 seconds East 60.00 feet to an iron rod marking the intersection of the southerly right-of-way line of 80' U.S. Highway #90 with the easterly right-of-way line of 60' Hickory Street and the POINT OF BEGINNING of the herein described parcel; thence from said POINT OF BEGINNING, continue South 89 degrees 31 minutes 06 seconds East along the Southerly right-of-way line of U.S. Highway 90 a distance of 309.01 feet to an iron rod; thence leaving southerly right-of-way, run South 00 degrees 06 minutes 57 seconds West 199.11 feet to an iron rod; thence South 89 degrees 57 minutes 17 seconds West 100.08 feet to an iron rod; thence South 00 degrees 00 minutes 28 seconds East 50.72 feet to a point in the centerline of 40' Walnut Street (unopened); thence North 89 degrees 00 minutes 35 seconds West along centerline of unopened street a distance of 207.59 feet to a point on the east right-of-way line of 60' Hickory Street; thence run North 00 degrees 13 minutes 13 seconds West along east right-of-way line a distance of 248.91 feet to the Point of Beginning.

The above described lands being bounded on the north by 80' U.S. Highway #90 (also known as West Washington Street) and on the west by 60' Water Street.



I hereby certify that in my opinion this is a true representation of the property shown hereon. I further certify that this survey meets the "Standards of Practice" as set forth by the Florida Board of Professional Land Surveyors and Mappers in Chapter 54-17 Florida Administrative Code, Pursuant to Section 472.027 Florida Statutes.

Kimberly V. Odom 08/23/2023
Kimberly V. Odom, PSM, Florida LS#7302 Date

LEGEND & ABBREVIATIONS

FD FOUND	ORB OFFICIAL RECORDS BOOK	R/W RIGHT-OF-WAY
FIR FOUND IRON ROD	DC DEED CALL	EOR EDGE OF ROAD
FIP FOUND IRON PIPE	DB DEED BOOK	EOP EDGE OF PAVEMENT
FIRC FOUND IRON ROD & CAP	PC PLAT CALL	W/F WOOD FRAME
SIRC SET 5/8" IRON ROD LB#8482	CH CHORD BEARING & DISTANCE	CONC. CONCRETE
FCM FOUND CONCRETE MONUMENT	D/C CENTRAL ANGLE	A/C AIR CONDITIONER
RLS REGISTERED LAND SURVEYOR	R RADIUS LENGTH	OP OVERHEAD ELECTRIC
PLS PROFESSIONAL LAND SURVEYOR	L ARC LENGTH	-X- FENCE LINE
LS LICENSED SURVEYOR	BL BROKEN LINE (NOT TO SCALE)	-WDL- WOODS OR TREE LINE
LB LICENSED BUSINESS	CL CENTERLINE	

<p>CERTIFIED TO: JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS</p> <p>JEFFERSON COUNTY SCHOOL BOARD</p>		<p>NOT VALID WITHOUT SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR & MAPPER</p>	
<p>DELTA LAND SURVEYORS, LLC FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER LB#8482 kimatdelta@gmail.com megandelta85@gmail.com</p>		<p>DRAWN BY: PAP CHECKED BY: KVO SCALE: 1"=60' CREW: RO/KO TF/DO FIELD BOOK: 23-500 PG 16-17 23-302 P 28-32</p>	
<p>MONTICELLO: (850)997-0301 PERRY: (850)564-2849</p>		<p>275 NORTH MULBERRY STREET MONTICELLO, FLORIDA 32344 PROUDLY SERVING ALL OF FLORIDA AND SOUTHERN GEORGIA SINCE 1983</p>	
		<p>AUG 23, 2023 DATE 23-074-28(3) JOB NO.</p>	

RESOLUTION NO. 2024- 124

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, APPOINTING A MEMBER TO THE VALUE ADJUSTMENT BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners are responsible for appointing two members of the Board of County Commissioners and a citizen who owns homestead property within the County to the Jefferson County Value Adjustment Board, which serves as the decision-making authority when there is a disagreement between the Property Appraiser and taxpayer concerning property exemptions, classifications, and valuations; and

WHEREAS, the Value Adjustment Board hears appeals regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change of ownership or control; and

WHEREAS, the Board of County Commissioners previously appointed Paul Michael as its citizen representative, but Mr. Michael has resigned his appointment and requested to be replaced; and

WHEREAS, the Board indicated its desire to appoint Margaret Seward as its new citizen appointee; and

WHEREAS, the Board of County Commissioners, finding that it is in the best interest of the Citizens of Jefferson County, now desires to make its appointments to the Value Adjustment Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, THAT:

SECTION 1. FINDINGS. The above recitals are true and correct and are hereby incorporated herein by reference.

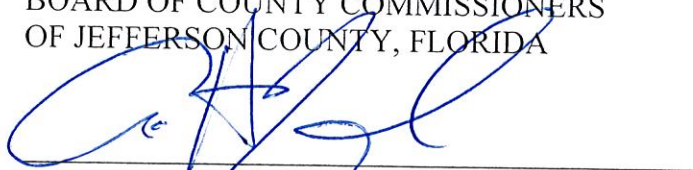
SECTION 2. APPOINTMENT. The following appointments are hereby made to the Value Adjustment Board for calendar year 2024:

Name	Position
Commissioner J.T. Surles	Jefferson County Commissioner Member
Commissioner Chris Tuten	Jefferson County Commissioner Member
Margaret Seward	Citizen Member

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.


PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Jefferson County, Florida on the 15th day of February 2024.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA




~~J.T. Surles, Chair~~
Austin Hasford, Vice-Chair

ATTEST:



Jason Welty
Interim Clerk of Court

APPROVED AS TO FORM:



Heather J. Encinosa, Esq., County Attorney