



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES • AUGUST 26, 2025

Large Conference Room

Work Session

5:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. **CALL TO ORDER**

2. **ROLL CALL**

Attendee Name	Title	Status	Arrived
John Penny	Mayor	Present	
Debra Snow	City Commissioner	Present	
Penny Currie	City Commissioner	Present	
Jeffrey DeLanoy	City Commissioner	Present	
Roy Johnson	City Commissioner	Present	

3. **CONTINUED DISCUSSION - ANY WIDENING OPTIONS FOR LPG A BLVD.**

1.

LPGA Blvd. - Continue Discussion Regarding Any Widening Options

(Requested by Valerie Manning, City Clerk)

(This workshop in its entirety is available on CD upon request in the City Clerk's Office or available online on the city's YouTube channel).

Commissioner Johnson shared some ideas with the Mayor and City Commissioners. There was some discussion on the building alternatives that was presented to them during the workshop session on August 5, 2025, more specifically Alternative "C" - Three Lane Typical Section picture (as shown in the August 5th workshop agenda packet). This Alternative presents shifts widening into the canal, requires 10 ft of additional right-of-way, 48 parcels impacted; no anticipated relocations and construction cost approximately \$56.5 million. There was some discussion on the Florida East Coast Railway (FEC) and the changes that would be needed to update the canal and/or roadway. Mr. Forte mentioned that the issue is not the FEC over the road. The issue is the FEC bridge over the canal. He doesn't know what that cost would be. There was **consensus** from the Mayor and City Commissioners for Mr. Forte to reach out to the Public Works Director with Volusia County and gather some information from him and bring that information back to the Commission.



4. DISCUSS PROCESS - CODE ENFORCEMENT INITIATES CASES AND SUBSEQUENT LIENS ON PROPERTIES

1.

Discuss Process on How Code Enforcement Initiates Cases and Subsequent Liens

(Requested by Valerie Manning, City Clerk)

Mr. Forte went through the Code Enforcement Process outline below with the Mayor and City Commissioners. *(This workshop in its entirety is available on CD upon request in the City Clerk's Office or available online on the city's YouTube channel).*

After discussion, there was consensus from the City Commission to make no changes to the current process as presented by staff.

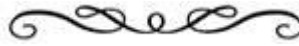
Code Enforcement Process

1. **Complaint Received**
 - o A complaint is submitted to the Code Office regarding a potential violation.
2. **Initial Inspection**
 - o A Code Officer visits the property to evaluate conditions.
3. **Courtesy Notice of Violation (if applicable)**
 - o If violations are found, the Code Officer either contacts the property owner/occupant directly or issues a courtesy notice of violation.
 - o A reasonable compliance deadline is provided.
4. **Follow-Up Inspection**
 - o On or after the compliance date, the Code Officer re-inspects the property.
 - o If the property remains in violation, a formal **Notice of Violation** is issued with a new compliance date.
 - o Property owners are encouraged to keep the Code Officer informed of progress.
 - o If reasonable progress is being made, additional time may be granted.
5. **Non-Compliance Escalation**
 - o If no reasonable progress is made, the Code Officer schedules a **hearing before the Special Master**.
6. **Special Master Hearing**
 - o The Code Officer presents evidence (photos, reports, etc.).
 - o The property owner has an opportunity to respond.
 - o The Special Master sets a new compliance date and issues an order stating that fines will begin accruing daily if compliance is not achieved.
7. **Fines and Lien Process**
 - o If fines accumulate for several weeks without progress, the Code Officer notifies the property owner in writing that a lien will be placed on the property.
 - o The city records the lien, which continues to accrue daily until resolved.
8. **Resolution Options**
 - o **Compliance Achieved:** The property owner brings the property into compliance and may request a lien reduction.
 - o **Pending Sale:** If a buyer is interested in purchasing the property, the City Manager may enter into an agreement requiring the buyer to resolve the violations within a specified timeframe. In such cases, the lien is reduced to **10% of the total lien plus administrative fees**.
9. **Lien Reduction Approval**
 - o All lien reduction requests are presented to the **City Commission** for final approval.

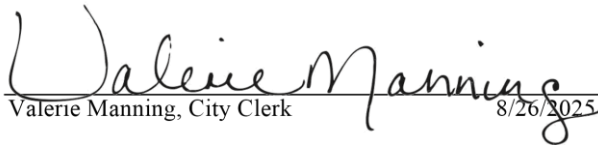
Administrative Fees

Administrative fees may include, but are not limited to:

- Special Master fee
- Recording fees (filing and releasing lien)
- Code Enforcement staff hours
- Finance staff hours
- Community Development Director staff hours
- Costs borne by the city (e.g., tree removal, mowing)
- **10% of the assessed lien**

**5. ADJOURNMENT**

The workshop adjourned at approximately 6:05 PM.


Valerie Manning, City Clerk 8/26/2025


John Penny, Mayor 8/26/2025