

1 Introduced by the Council President at the request of the Mayor:  
2  
3

4 **ORDINANCE 2025-**

5 AN ORDINANCE CLOSING AND ABANDONING AND/OR  
6 DISCLAIMING AN UNOPENED AND UNIMPROVED PORTION  
7 OF BRANAN FIELD ROAD AS RECORDED IN PLAT BOOK 5,  
8 PAGE 93, JACKSONVILLE HEIGHTS IMPROVEMENT  
9 COMPANY, OF THE CURRENT PUBLIC RECORDS OF DUVAL  
10 COUNTY, FLORIDA, LOCATED IN COUNCIL DISTRICT 12,  
11 AT THE REQUEST OF KAY C. HUGHES C/O DREAM FINDERS  
12 HOMES, LLC; PROVIDING FOR APPROVAL SUBJECT TO  
13 CONDITIONS; PROVIDING AN EFFECTIVE DATE.  
14

15 **BE IT ORDAINED** by the Council of the City of Jacksonville:

16 **Section 1. Closure and Abandonment.** An unopened and  
17 unimproved portion of Branan Field Road as recorded in Plat Book 5,  
18 Page 93, Jacksonville Heights Improvement Company, of the current  
19 public records of Duval County, Florida, located in Council District  
20 12, a depiction and description of which is attached hereto as **Exhibit**  
21 **1** and incorporated herein by this reference, is hereby closed and  
22 abandoned and/or disclaimed at the request of Kay C. Hughes c/o Dream  
23 Finders Homes, LLC (the "Applicant").

24 The Applicant has paid the closure application fee of \$2,091.00  
25 and this sum has been deposited into the City's General Fund. This  
26 closure request was reviewed and approved by the various city, state,  
27 and utility agencies that might have an interest in the right-of-way  
28 and there were no objections to the Applicant's request.

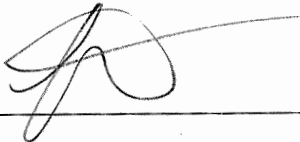
29 **Section 2. Purpose.** The Applicant owns the fee parcel  
30 where the closure area is located (R.E.#: 002340-0000) and has  
31 requested this closure to allow for a development to be called Branan

1 Field Road.

2       **Section 3.       Hold Harmless Covenant.**       The closure and  
3 abandonment by the City of its interests in the right-of-way is  
4 subject to Applicant's execution and delivery to the City of a Hold  
5 Harmless Covenant, in substantially the same form attached hereto as  
6 **Exhibit 2** and incorporated herein by this reference. Accordingly, the  
7 closure and abandonment of the right-of-way shall not be recorded in  
8 the public records until execution and delivery to the City by the  
9 Applicant of the required Hold Harmless Covenant.

10       **Section 4.       Effective Date.**       This Ordinance shall become  
11 effective upon signature by the Mayor or upon becoming effective  
12 without the Mayor's signature.

13  
14 Form Approved:

15   
16 \_\_\_\_\_

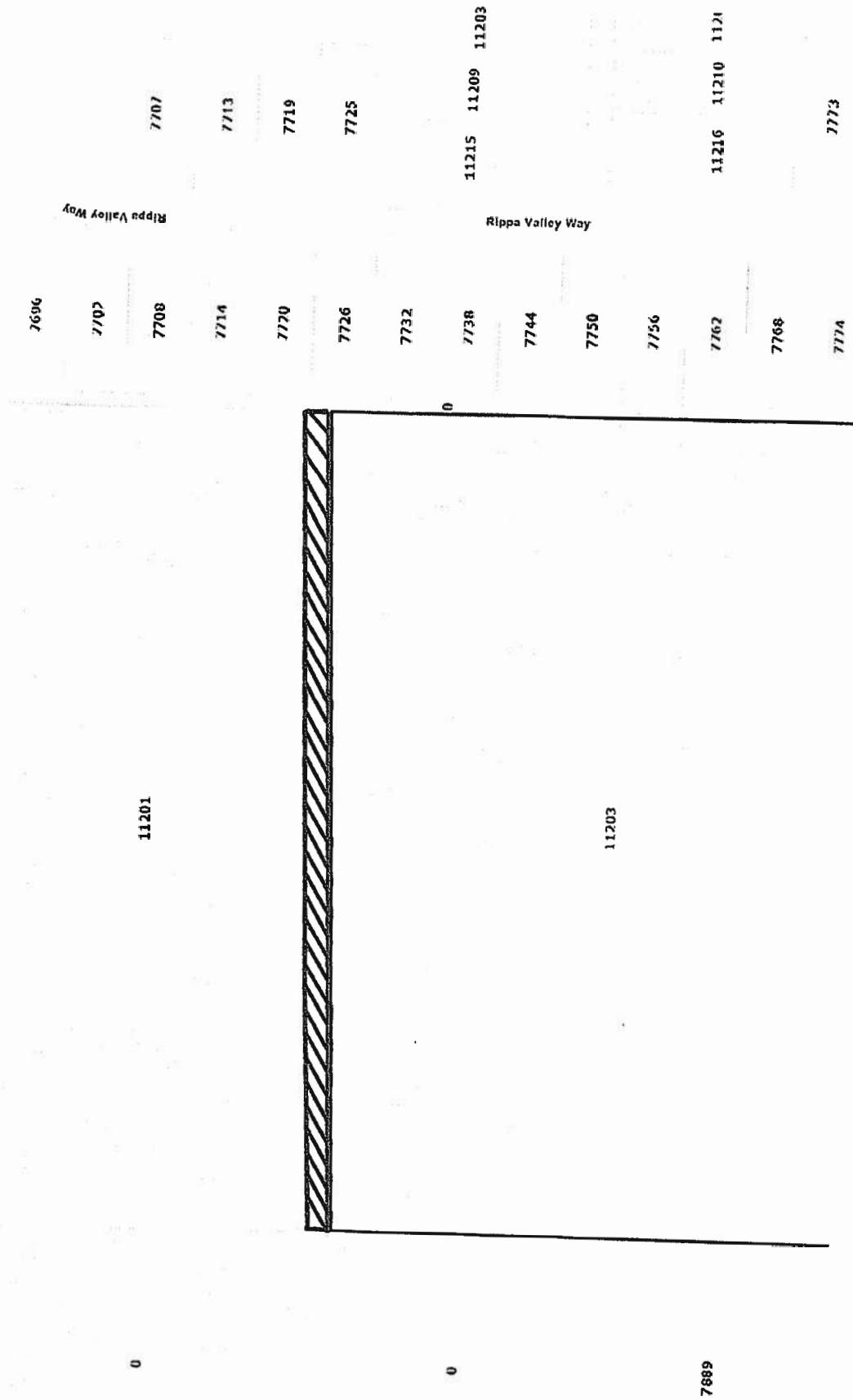
17 Office of General Counsel

18 Legislation Prepared By: Harry M. Wilson, IV

19 GC-#1698528-v1-Jacksonville\_Heights\_ROW\_Closure\_(Branan\_Road).docx

Branan Field Rd Closure  
 RE 002340 0000  
 Location Map

EXHIBIT 1



Branan Field Rd Closure  
RE 002340 0000  
Aerial Map





November 5, 2024  
Page 1 of 1

Work Order No. 24-144.03  
File No. 130C-20.03A

### Road Closure No. 1

A portion of that certain 30 foot unnamed right of way, lying between Tract 16, Block 1, and Tract 1, Block 4, Section 25, Township 3 South, Range 24 East, Duval County, Florida, as depicted on Map Showing Lands of Jacksonville Heights Improvement Company, recorded in Plat Book 5, page 93, of the current Public Records of said county, being more particularly described as follows:

For a Point of Reference, commence at the Southeasterly corner of Dawson's Creek, recorded in Plat Book 58, pages 46 through 59, of said current Public Records; thence North  $00^{\circ}36'22''$  East, along the Easterly line thereof, 2564.58 feet to the Northeasterly corner thereof; thence North  $00^{\circ}29'34''$  East, along the Southerly prolongation of the Westerly line of said Tract 16, a distance of 0.86 feet to the Point of Beginning.

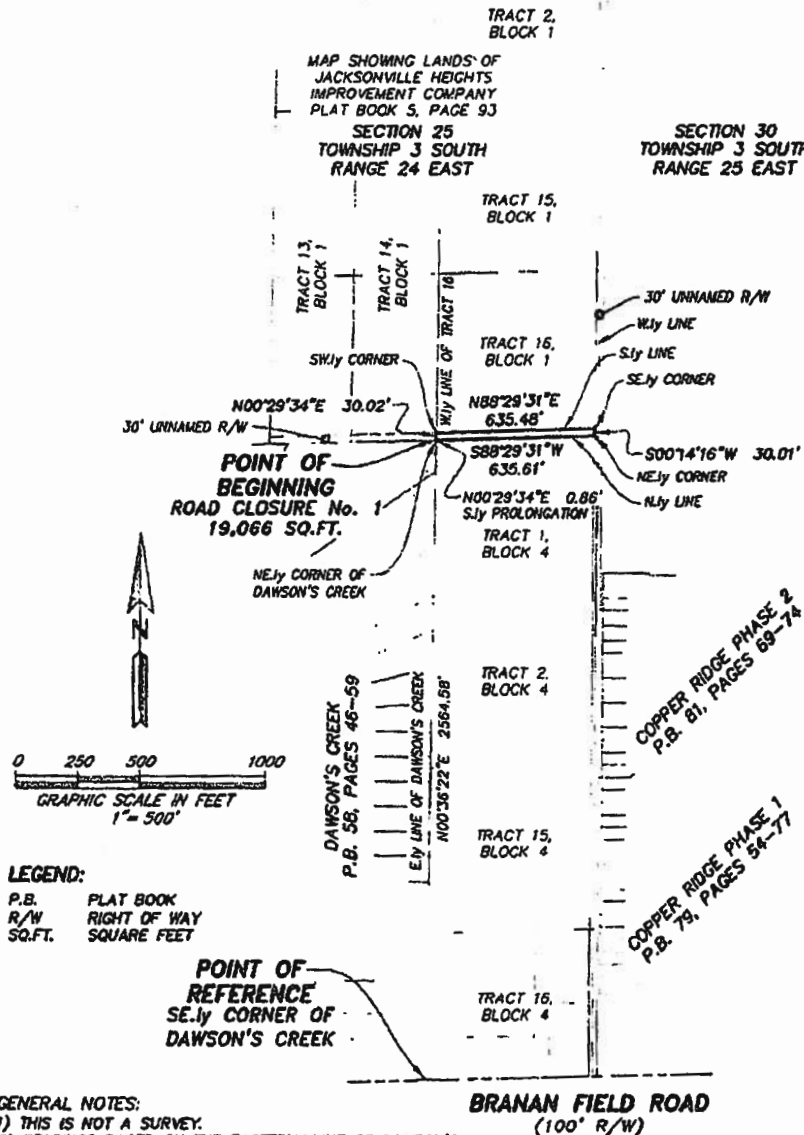
From said Point of Beginning, thence North  $00^{\circ}29'34''$  East, continuing along said Southerly prolongation, 30.02 feet to the Southwesterly corner of said Tract 16; thence North  $88^{\circ}29'31''$  East, along the Southerly line thereof, 635.48 feet to the Southeasterly corner thereof, said corner lying on the Westerly line of that certain 30 foot unnamed right of way as depicted on said Map Showing Lands of Jacksonville Heights Improvement Company; thence South  $00^{\circ}14'16''$  West, along said Westerly line, 30.01 feet to the Northeasterly corner of said Tract 1; thence South  $88^{\circ}29'31''$  West, departing said Westerly line and along the Northerly line of said Tract 1, a distance of 635.61 feet to the Point of Beginning.

Containing 19,066 square feet, more or less.

APPROVED  
DESCRIPTION AGREES  
WITH MAP  
CITY ENGINEERS OFFICE  
TOPO/SURVEY BRANCH  
By SCC Date 2/21/25

# SKETCH TO ACCOMPANY DESCRIPTION OF

A PORTION OF THAT CERTAIN 30 FOOT UNNAMED RIGHT OF WAY, LYING BETWEEN TRACT 16, BLOCK 1, AND TRACT 1, BLOCK 4, SECTION 25, TOWNSHIP 3 SOUTH, RANGE 24 EAST, DUVAL COUNTY, FLORIDA, AS DEPICTED ON MAP SHOWING LANDS OF JACKSONVILLE HEIGHTS IMPROVEMENT COMPANY, RECORDED IN PLAT BOOK 5, PAGE 93, OF THE CURRENT PUBLIC RECORDS OF SAID COUNTY, BEING MORE PARTICULARLY DESCRIBED IN SEPARATE ATTACHMENT.



## LEGEND:

P.B. PLAT BOOK  
R/W RIGHT OF WAY  
SQ.FT. SQUARE FEET

POINT OF  
REFERENCE  
SE. ly CORNER OF  
DAWSON'S CREEK

## GENERAL NOTES:

- 1) THIS IS NOT A SURVEY.
- 2) BEARINGS BASED ON THE EASTERLY LINE OF DAWSON'S CREEK AS BEING NORTH 00°36'22" EAST.

**ETM**  
SURVEYING & MAPPING

14775 Old St. Augustine Rd.  
Jacksonville, Florida 32258

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Community.

(904) 642-8550  
www.etmnc.com

Certificate of Authorization No. LD 3624

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED  
USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS  
DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE  
SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.



Digitally signed by  
Bob Pittman PSM  
Date: 2024.11.05  
15:42:25 -0500

SCALE: 1"=500'  
DATE: NOVEMBER 5, 2024

BOB L. PITTMAN  
PROFESSIONAL SURVEYOR AND MAPPER  
STATE OF FLORIDA PSM No. 4827

ORDER NO. 24-18455 FILE NO. 7556 24-01A DRAWN BY: JMS CAD FILE: 1:24775 Old St. Augustine Rd. Jacksonville, FL 32258



**HOLD HARMLESS COVENANT**

This **Hold Harmless Covenant** is hereby granted this \_\_\_\_ day of \_\_\_\_\_, 2025, by **KAY C. HUGHES**, whose address is **11203 Branan Field Rd, Jacksonville, Florida 32222** ("Grantor") in favor of the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida, whose mailing address is **117 West Duval Street, Jacksonville, Florida 32202** ("City").

**IN CONSIDERATION** for the closure and/or abandonment of City right-of-way or easement areas pursuant to **CITY ORDINANCE 2025-\_\_\_\_\_**, a copy of which is attached hereto and incorporated by reference (the "Ordinance"), located near **RE# 002340-0000** in **Council District 12** and established in the Official Public Records of Duval County, Florida at **Plat Book 5 Page 93, Jacksonville Heights Improvement Company**.

Grantor, its successors and assigns, holds harmless, indemnifies, and will defend **CITY OF JACKSONVILLE**, its members, officials, officers, employees, and agents against any claim, action, loss, damage, injury, liability, cost and expense of whatever kind or nature (including, but not by way of limitation, attorney fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the use of the abandoned right-of-way or easement areas, more particularly described in **Exhibit "A"**, attached hereto and incorporated herein by reference (the "Property"); including, but not limited to such injuries or damages resulting from flooding or erosion. This **Hold Harmless Covenant** shall run with the real property described in **Exhibit "A"**. The adjacent property owner(s) who acquire the Property as a result of the abandonment shall be responsible for maintaining the Property.

Furthermore, the Property shall remain totally unobstructed by any permanent improvements that may impede the use by the City or JEA of their reserved easement rights, if any, under the provisions of the reserved easement and/or the Ordinance. In the event that such easement rights are reserved by City or JEA: (a) the construction of driveways and the installation of fences, hedges, and landscaping is permissible but subject to removal or damage by the City or JEA at the expense of the Grantor, its successors and assigns, for any repairs to or replacement of the improvements; and (b) Grantor, its successors and assigns, shall indemnify, defend, and hold City and JEA harmless from, any and all loss, damage, action, claim, suit, judgment, cost, or expense for injury to persons (including death) or damage to property and improvements (including destruction), in any manner resulting from or arising out of the installation, replacement, maintenance or failure to maintain, or removal of any improvements placed within the easement area by Grantor, its successors or assigns, and the City's or JEA's exercise of their rights in the reserved easement.

**Signed and Sealed  
in Our Presence:**

**GRANTOR:**

(Sign) \_\_\_\_\_

By: \_\_\_\_\_

(Print) \_\_\_\_\_

Name:

Title:

(Sign) \_\_\_\_\_

(Print) \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF DUVAL**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_.

{NOTARY SEAL}

\_\_\_\_\_  
[Signature of Notary Public-State of Florida]

\_\_\_\_\_  
[Name of Notary Typed, Printed, or Stamped]

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

# EXHIBIT "A"



SURVEYING & MAPPING

14775 Old St. Augustine Road, Jacksonville, Florida 32258

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November 5, 2024  
Page 1 of 1

Work Order No. 24-144.03  
File No. 130C-20.03A

## Road Closure No. 1

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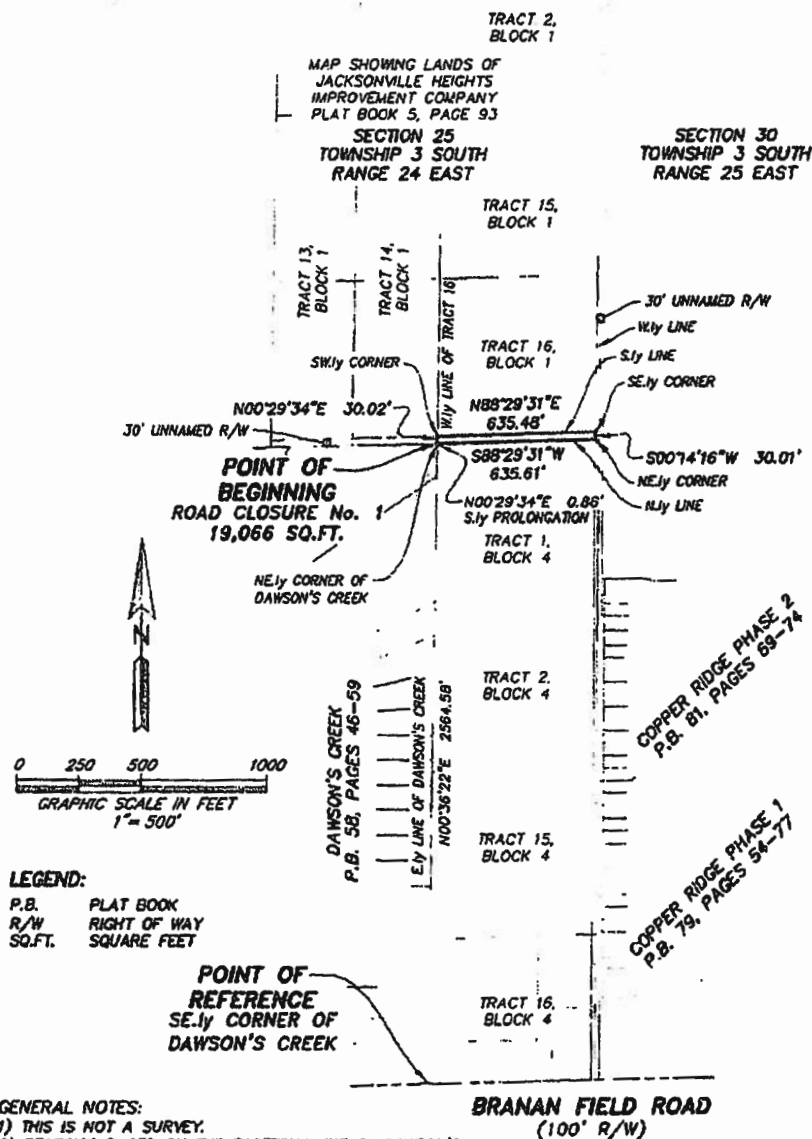
APPROVED  
DESCRIPTION AGREES  
WITH MAP  
CITY ENGINEERS OFFICE  
TOPO/SURVEY BRANCH

By SCC Date 2/21/25

Jacksonville | Orlando | Ormond Beach



A PORTION OF THAT CERTAIN 30 FOOT UNNAMED RIGHT OF WAY, LYING BETWEEN TRACT 16, BLOCK 1, AND TRACT 1, BLOCK 4, SECTION 25, TOWNSHIP 3 SOUTH, RANGE 24 EAST, DUVAL COUNTY, FLORIDA, AS DEPICTED ON MAP SHOWING LANDS OF JACKSONVILLE HEIGHTS IMPROVEMENT COMPANY, RECORDED IN PLAT BOOK 5, PAGE 93, OF THE CURRENT PUBLIC RECORDS OF SAID COUNTY, BEING MORE PARTICULARLY DESCRIBED IN SEPARATE ATTACHMENT.



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BOB L. PITTMAN  
PROFESSIONAL SURVEYOR AND MAPPER  
STATE OF FLORIDA PSM No. 4827

## LEGISLATIVE FACT SHEET

DATE: 05/19/25 BT or RC No: \_\_\_\_\_  
(Administration & City Council Bills)

SPONSOR: Public Works/Real Estate in Councilmember Randy White's District 12  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Renee Hunter

Provide Name: Renee Hunter, Chief, Real Estate Division

Contact Number: 904-255-8234

Email Address: [reneeh@coj.net](mailto:reneeh@coj.net)

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

Please provide authorization for the Public Works Real Estate Division to request the legislation necessary for the City Council to approve the closure and abandonment of an unopened and unimproved portion of Branan Field Road, as recorded in Plat Book 5, Page 93, Jacksonville Heights Improvement Company of the Current Public Records of Duval County, Florida. See maps attached and RE# 002340-0000 for location purposes.

The Applicant Kay C. Hughes, c/o Dream Finders Homes, LLC, has requested the closure to allow for the development of roadways, utilities and single-family lots for a development called Branan Field Road. The applicant has paid the \$2,091.00 closure application fee. No City, State, or other agency has objected to this closure request.

APPROPRIATION: Total Amount Appropriated: \_\_\_\_\_ as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name of State Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name of City of Jacksonville Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The applicant has paid the \$2,091.00 closure application fee which has been deposited in the General Fund 00111.152001.349070.000000.00000000.000000.

**ACTION ITEMS: Purpose / Check List.** If "Yes" please provide detail by attaching justification, and code provisions for each.

**ACTION ITEMS:**

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment. Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted? <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Contract / Agreement Approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s). Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>

**ACTION ITEMS CONTINUED:** Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

**ACTION ITEMS:**

	Yes	No	
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment: If yes, attach appropriate form(s).</p>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

**BUSINESS IMPACT ESTIMATE**

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement. A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation (Florida Statute 336.09);
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at: <https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief: Renee Hunter  
(signature)

Date: 5/19/25

Prepared By: [Signature]  
(signature)

Date: 5/19/25

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o the Budget Office, St. James Suite 325

Thru: Nina Sickler, P.E., Director Public Works

(Name, Job Title, Department)

Phone: 255-8748

E-mail: NSickler@coj.net

From: Renee Hunter, Chief, Real Estate

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-8234

E-mail: ReneeH@coj.net

Primary Contact: Renee Hunter, Chief, Real Estate

(Name, Job Title, Department)

Phone: 255-8234

E-mail: ReneeH@coj.net

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 255-5000

E-mail: BNorris@coj.net

**COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL**

To: John Sawyer, Office of General Counsel, St. James Suite 480  
Phone: 904-255-5074 E-mail: JSawyer@coj.net

From: \_\_\_\_\_  
Initiating Council Member / Independent Agency / Constitutional Officer  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact \_\_\_\_\_  
(Name, Job Title, Department)  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor  
Phone: 255-5000 E-mail: BNorris@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Yes

No

Boards Action / Resolution?

☐☐

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**

## **Business Impact Estimate**

***This form must be posted on the City of Jacksonville's website by the time notice of the proposed ordinance is published.***

**ORDINANCE NUMBER TO BE ASSIGNED (2025-\_\_\_\_) title of ordinance** AN ORDINANCE CLOSING AND ABANDONING AND/OR DISCLAIMING AN UNOPENED AND UNIMPROVED PORTION OF BRANAN FIELD ROAD, AS RECORDED IN PLAT BOOK 5, PAGE 93, JACKSONVILLE HEIGHTS IMPROVEMENT COMPANY OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, IN COUNCIL DISTRICT 12, AT THE REQUEST OF KAY C. HUGHES, C/O DREAM FINDERS HOMES, LLC; PROVIDING FOR APPROVAL SUBJECT TO CONDITIONS; PROVIDING AN EFFECTIVE DATE.

Summary of the proposed ordinance: AN ORDINANCE CLOSING AND ABANDONING AND/OR DISCLAIMING AN UNOPENED AND UNIMPROVED PORTION OF BRANAN FIELD ROAD, AS RECORDED IN PLAT BOOK 5, PAGE 93, JACKSONVILLE HEIGHTS IMPROVEMENT COMPANY OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA, IN COUNCIL DISTRICT 12, AT THE REQUEST OF KAY C. HUGHES, C/O DREAM FINDERS HOMES, LLC; PROVIDING FOR APPROVAL SUBJECT TO CONDITIONS; PROVIDING AN EFFECTIVE DATE.

An estimate of the direct economic impact of the proposed ordinance: \$2,091 CLOSURE APPLICATION FEE HAS BEEN DEPOSITED INTO THE GENERAL FUND. THIS LEGISLATION WILL NOT REQUIRE BUSINESSES TO INCUR ANY DIRECT COMPLIANCE COSTS NOR WILL ANY NEW CHARGES OR FEES BE ASSESSED BY THIS LEGISLATION FOR WHICH BUSINESSES WILL BE FINANCIALLY RESPONSIBLE.

Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: NONE OTHER THAN APPLICANT.

Additional information the governing body deems useful (if any): N/A