

**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
Kathleen Peters
Karen Williams Seel
Kenneth T. Welch



MEMORANDUM

TO: Norman D. Loy, Deputy Clerk
BCC Records

FROM: Sean P. Griffin 
Real Property Manager

SUBJECT: PETITION TO VACATE – Submitted by Pinellas Affordable Living, Inc.
File No. 1541 CATS 50276 Legistar 19-325A
Property Address: 6641 & 6661 62nd Avenue N, Pinellas Park, Fl 33781

DATE: March 21, 2019

Enclosed herewith are the following originals:
Petition to Vacate
Copy of the Legal Description (Original signed and sealed Legal is attached to the Resolution)
Application and Findings of Fact

Letters of no objection from:
Bright House
Duke Energy
Frontier
Pinellas County Utilities Engineering
TECO Peoples Gas
WOW! (Knology)

Receipts dated 12-OCT-2017 and 25-FEB-2019 and copy of checks #40499 and #12079 in the amount of \$750.00.

Please set the public hearing for the BCC meeting of April 23, 2019, place the necessary newspaper advertising in accordance with State Statute 336.10 (which requires advertising one time not less than two weeks prior to the public hearing and one time within 30 days after the adoption of the Resolution vacating), and mail notices of the public hearing date to the owners shown on the attached list. Thank you

Pinellas County
Real Estate Management
509 East Ave. S.
Clearwater, FL 33756
Main Office: (727) 464-3496
FAX: (727) 464-5251
V/TDD: (727) 464-4062

www.pinellascounty.org



SUBMITTED TO THE BOARD OF COUNTY COMMISSIONERS
OF PINELLAS COUNTY, FLORIDA

PETITION TO VACATE, EASEMENTS, PUBLIC RIGHTS-OF-WAY OR ALLEYS

Comes now your Petitioner's, Boley Centers, Inc./Jack Humburg
Name of Petitioners

and respectfully requests this Honorable Board of County Commissioners to adopt a resolution vacating:

Lands described in legal description attached
hereto and by this reference made a part hereof.

Your petitioners represent that: 1) the petitioners own the fee simple title to the whole or that portion of the plat (easement) that is sought to be vacated; 2) the vacation request herein will not cause injury to any surrounding property or property owners, and that the above described property does not now serve and is not needed for any public purpose; 3) the interest of the public will not be adversely affected by this vacation, nor will such vacation affect the ownership, or the right of convenient access, of persons owning any other parts of said subdivision.

I hereby swear and/or affirm that the forgoing statements are true:

Jack Humburg
Jack Humburg, Executive Director

STATE OF FLORIDA
COUNTY OF PINELLAS

Sworn to (or affirmed) and subscribed before me this 25TH day of FEBRUARY, 2019,
by Jack Humburg, Executive Director of Boley Centers, Inc. He is personally known to me, or has
produced _____ as identification, and who did (did not) take an oath.

NOTARY
SEAL

NOTARY Jenine Thornley
Print Name JENINE THORNLEY

My Commission Expires: 6/4/2022

Commission Number: GG 184394



Jenine Thornley
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG184394
Expires 6/4/2022

THIS IS NOT A SURVEY.

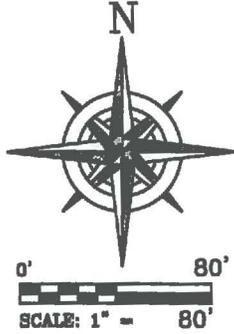
SEC.31 , TWP. 30S., RNG. 16E.

THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

PINELLAS COUNTY, FLORIDA

64TH AVENUE NORTH (PCPAO)

CENTRAL PARK AVENUE (P)

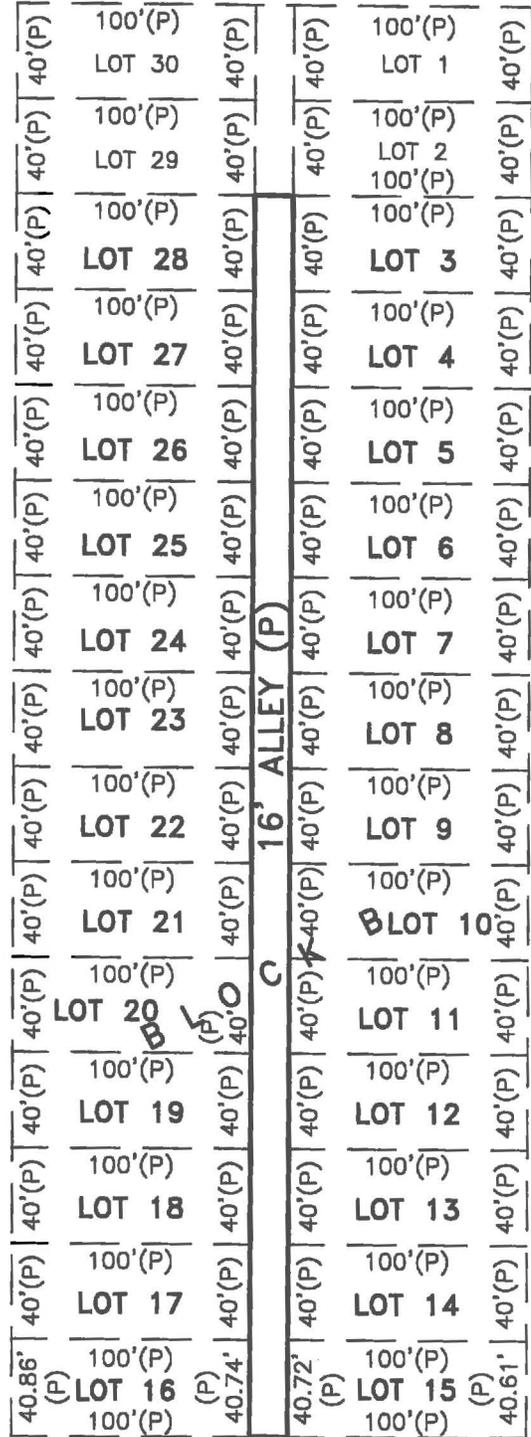


LEGAL DESCRIPTION:

A PARCEL OF LAND LYING IN SECTION 31, TOWNSHIP 30 SOUTH, RANGE 16 EAST, PINELLAS COUNTY, FLORIDA, BEING A PORTION OF THE 16 FOOT ALLEY IN BLOCK B, CENTRAL PARK SUBDIVISION, AS RECORDED IN PLAT BOOK 12, PAGE 87, PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THAT CERTAIN 16 FOOT WIDE ALLEY LYING AND BEING IN SAID BLOCK B, BETWEEN LOTS 3 THROUGH 28.

66TH LANE NORTH (PCPAO)
LEE AVENUE (P)



66TH WAY NORTH (PCPAO)
DIXIE AVENUE (P)

LEGEND

- LB LICENSED BUSINESS
- (P) PLAT (PB 12, PG 87)
- PB PLAT BOOK
- PG PAGE/PAGES
- PSM PROFESSIONAL SURVEYOR & MAPPER
- RNG. RANGE
- SEC. SECTION
- TWP TOWNSHIP

Reviewed by: CH SE
Date: 12-21-17
SFN # 501-1541

NOTES:

1. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED.
2. THIS SKETCH & DESCRIPTION IS BASED ON U.S. SURVEY FEET.
3. THIS LEGAL DESCRIPTION AND SKETCH WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS, RIGHTS-OF-WAY AND OTHER MATTERS OF RECORD. THE GEOMETRY AS DESCRIBED ON THE RECORDED DOCUMENTS AS NOTED HEREIN AND IS SUBJECT TO AN ACCURATE FIELD BOUNDARY SURVEY.
4. THIS MAP IS INTENDED TO BE DISPLAYED AT A SCALE OF 1/80 OR SMALLER.

62ND AVENUE NORTH (PCPAO)

AVALON AVENUE (P)

DEUEL ASSOCIATES
CONSULTING ENGINEERS LAND SURVEYORS LAND PLANNERS

565 SOUTH HERCULES AVENUE
CLEARWATER, FL 33764
PHONE 727.822.4151
WWW.DEUELENGINEERING.COM
CERTIFICATE OF AUTHORIZATION NUMBER 26320
LICENSED BUSINESS NUMBER 107

THIS DOCUMENT IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

Dana A. Wyllie 10/16/2017
DANA A. WYLLIE, PSM, LS 5874

SKETCH OF DESCRIPTION
16' ALLEY LYING BETWEEN
LOTS 3 THRU 28, BLOCK B

WORK ORDER: 2017-30

DATE: 8/23/2017

DRAWN: LKC

SCALE: 1" = 80'

SHEET NO. 1 OF 1

PINELLAS COUNTY

FLORIDA

APPLICATION AND FINDINGS OF FACT

FOR PETITION TO RELEASE PLATS OR PORTIONS OF PLAT (EASEMENTS)

APPLICANT(S): Pinellas Affordable Living, Inc.
Address: 445 31st Street N.
City, State, Zip: St. Petersburg, FL 37713
Daytime Telephone Number: 727-821-4819 ext 5717

SUBJECT PROPERTY ADDRESS: 6641 + 6661-62nd Ave. N.
City, State, Zip: Pinellas Park, FL 33781
Property Appraiser Parcel Number: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR KNOWLEDGE

1. The right-of-way or alley is: open and used unopened "paper" street
2. Is there a pending "Contract for Sale"? Yes No

If yes, please list all parties involved in the sales contract:

3. Is a corporation involved as owner or buyer?
If yes, please give corporation name and list corporate officers:

Pinellas Affordable Living, Inc. has purchased the property.

4. Complete subdivision name as shown on the subdivision plat:

Central Park

5. Subdivision Plat Book Number 12 Page number(s) 87

6. Is there a Homeowners Association? Yes No

7. Reason(s) for requesting this release – check all that apply:

-Need to release to clear an existing encroachment:

Pool Screened Pool & Deck Building Other

-Need to release to clear title: Yes No

-Want to release to allow for:

Pool Screened Pool/Deck Building Addition Other

-Want to vacate to include the vacated right of way or alley into my property for:

Increased property size Prohibiting unwanted use of the area

Other: The property is currently platted as a trailer park.

PAL, Inc. intends to develop the property as affordable multi-family

housing

8. Is Board of Adjustment required? Yes No

Unknown

with a garden style apartment complex.

To determine if a variance is required, please call the BUILDING DEVELOPMENT REVIEW SERVICES DEPARTMENT at 464-3888.

9. Please provide any relevant additional comments:

10. If anyone has assisted you with the preparation of this form, gathering of information or requesting information on your behalf, please list their name, title, address and phone number below. No

Name _____ Title _____

Address _____ Phone _____

CITIZEN DISCLOSURE

11. _____ 1) I have a current family relationship to an employee, or an elected official, of Pinellas County Government. That person is _____, employed in the Department of _____, or Office of _____, Elected Official.

2) I am not aware of any current family relationship to any employee, or Elected Official, of Pinellas County Government.

_____ 3) I am an employee of Pinellas County Government, in the _____ Department, or the Office of _____, Elected Official.

The definition of family relationship, for the purposes of this document, is the immediate family consisting of: father, mother, brother, sister, half-brother or sister, adopted brother or sister, or by law or marriage, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

APPLICANT(S) SIGNATURE

DATE: 02/14/2019

Jack Humburg, Executive Director



February, 2- 2019

Re: vacate of a right of way laying between a portion of block B between lots 16 through 28 of said Block A Also the west half of that certain 45 feet side right of way lying easterly of and adjacent to lot 3 through 15 of said block B

XXX Bright House Networks has no objections.

_____ Bright House Networks has no objections provided easements for our facilities are Retained / granted

_____ Bright House has no objections provided applicant bears the expense for relocation of any Bright House facilities to maintain service to customers affected by the proposed Vacate.

_____ In order to properly evaluate this request, Bright House will need detailed plans of facilities proposed for subject areas.

_____ Bright House has facilities within this area, which may conflict with subject project Please call 811 for locating. **SEE NOTES**

_____ Bright House requires 30 days written notice prior to construction start date to relocate their facilities.

NOTES:


Sincerely,
Ted Bingham
Bright House Networks
Field Engineer
Pinellas County
727-329-2847

2401 25th Street North
St. Petersburg, FL. 33713: SP-15

Lynn.Valiton@duke-energy.com

o. 727.893-9265



January 24, 2019

Boley Center, Inc
Attn: Jack Humburg
445 31st Street N
St. Petersburg, Florida 33713

**RE: *Approval of a vacation of an alley
Section 31, Township 30 South, Range 16 East, Pinellas County, Florida
6641 & 6661 62nd Ave North***

Dear Mr. Humburg,

Please be advised that Duke Energy Florida, LLC., *Distribution Department* and *Transmission Department* has "NO OBJECTIONS" to the vacation of the alley that runs North to South on the Property at 6641 & 6661 62nd Avenue North.

See the accompany Exhibit "A" as attached hereto and incorporated herein by this reference.

If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Valiton", with a long horizontal flourish extending to the right.

Lynn Valiton
Land Representative
Land Services - Florida



Frontier Communications
3712 W Walnut St.
Tampa, FL USA 33607
Office: (727) 462-1760
Fax: (727) 562-1175
Mobile: (941) 266-9218
Email: stephen.waidley@ftr.com

2/5/2019

Attn: Jack Humburg
Exec. Vice President
Boley Centers, Inc.
445 31st St N
St. Petersburg, FL 33713

RE: Petition to Vacate the alley between 6641 and 6661 62nd Ave N, as depicted on the following page

Dear Mr. Humburg,

- Our records do not indicate that there are Frontier Communications facilities in the area of the Plat request as per the attachment provided.
- Frontier Communications has no objection to the above referenced request as per the attachment.
- Frontier Communications has facilities within the proposed vacate area. A recordable non-exclusive Easement in favor of Frontier will be required for Frontier Communications facilities to remain in the proposed vacated R.O.W.
- Frontier Communications has facilities in the area, which may be in conflict with your proposed construction plans. Please contact "Sunshine State One-Call of Florida, Inc." by dialing 811, 48 hours prior to the start of your work to have these facilities located for you. Please take all necessary precautions to protect and avoid damage of these facilities during your construction.
- Frontier Communications has facilities in the area, which may be in conflict with your proposed construction plans. Please send a set of construction plans and references to the Frontier Communications Engineering Department in regards to the above project.
- Frontier Communications has facilities in the area of your proposed construction. Prepayment is required to markup a set of construction plans in order to confirm and accurately depict Frontier Communications facilities. There will also be a reimbursement of all costs required for relocation/adjustments of Frontier Communications facilities needed to accommodate the proposed construction project.

Please call me if you have any questions or need any additional information at (941) 266-9218.

Sincerely,

Stephen Waidley
Frontier Communications
Regional Rights of Way & Municipal Affairs Manager

**BOARD OF COUNTY
COMMISSIONERS**

Jay J. Beyrouth
Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
Karen Williams Seal
Kenneth T. Welch



January 23, 2019

Jack Humburg, Executive Vice President
Boley Centers, Inc.
445 31st Street North
Saint Petersburg, Florida 33713

RE: Petition to Release Northeast Corner of 67th Street North and 62nd Avenue North
Pinellas Park

Dear Mr. Humburg,

Pinellas County Utilities (PCU) does not have potable water, reclaimed water, or
sanitary sewer facilities in this easement and has "No objection" to this request.

If you have any questions, please do not hesitate to contact me at (727) 464-4068.

Sincerely,

A handwritten signature in blue ink, appearing to read "Atef A. Hanna".

Atef A. Hanna, P.E.
Professional Engineer
Pinellas County Utilities

Cc: Ray Letts, PCU

Pinellas County Utilities Engineering
14 S. Fort Harrison Ave.
Clearwater, FL 33756
Phone: (727) 464-5899
FAX: 727-464-3595
www.pinellascounty.org



2/19/2019

To: Jack Humburg, Executive Vice President
Boley Centers, Inc
445 31st Street N St. Petersburg, FL 33713

RE: Petition to Release
6641 & 6661 62nd Ave North, Pinellas Park, FL 33781
Northeast corner of 67th St north and 62nd Ave. N.

From: TECO Peoples Gas

Thank you for contacting TECO Peoples Gas Company, this letter shall serve as NO Objection to the petition to release easements request located at the above referenced property. In addition, TECO-PGS has no facilities in the referenced location. If you need further assistance, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joan Doming".

Joan Doming
Administrative Specialist
Peoples Gas
Distribution Engineering
8416 Palm River Road
Tampa, FL 33619
Office: 813-275-3783

Enclosure (1)



Internet – Cable – Phone

January, 31 2019

Boley Centers Inc
445 31st Street north
St.Petersburgh,FL 33713

Re: Petition to Vacate:
6641 & 6661 62ND Ave, North
Pinellas Park, Florida

Mr. Adams,

Thank you for contacting Wide Open West (WOW!) with the subject request.

___ WOW! has 'NO OBJECTION'.

___ In order to properly evaluate this request, WOW! will need detailed plans of facilities proposed for the subject area.

XX___ WOW! maintains facilities within this area that conflict with the subject request. WOW! has no objections provided easements for our facilities are granted and/or applicant bears the entire expense for relocation of associated WOW! services.

Please refer any further questions and/or correspondence to:

WOW!
Richard LaGanga
Construction Supervisor Southeast
3001 Gandy Blvd. N.
Pinellas Park, FL 33782

Sincerely,

Richard LaGanga
Construction Supervisor Southeast Region
WOW! Internet – Cable - Phone
(C) (727-422-8040
(E) Richard.laganga@wowinc.com

3001 Gandy Blvd N - Pinellas Park, FL 33782

**PETITION TO RELEASE
PUBLIC HEARING**

For your information, below please find the steps necessary for the Real Estate Division to prepare your petition for the public hearing.

At the time you bring in the completed application, letters of no objection and all documents requested, a \$350.00 non-refundable application fee is required to begin the petition to release or release of easement application. When the County staff review and approval of the application is complete, **you will be notified by mail and requested to submit the Petition to Release form together with the \$400.00 filing and advertising fee, and all pertinent fees associated with approval of the request.** Upon receipt of the check, made payable to the Board of County Commissioners (BOCC), and the Petition, the **PETITION TO RELEASE PACKAGE** is prepared by County staff for presentation to the **BOARD OF COUNTY COMMISSIONERS** as a public hearing agenda item.

FYI, below are the steps necessary for the Real Estate Division to prepare for the public hearing include:

ADVERTISEMENT

In accordance with Florida State Statute 177.10, the date of the public hearing will be advertised "by publishing legal notice in a newspaper of general circulation in the county in which the parcel of land is located, in not less than two weekly issues of said paper". The advertisement is placed in the paper by the Clerk of the Circuit Court, Board Records Section.

ADVERTISEMENT

In accordance with Florida State Statute 336.09, 336.10, & 336.12, "the Commissioners shall hold a public hearing and shall publish notice thereof, one time in a newspaper of general circulation in the county in which the parcel of land is located, at least two weeks prior to the date stated therein for such hearing".

Following the Public Hearing, "Notice of the adoption of the Resolution by the Commission published one time, within 30 days following its adoption in circulation". These advertisements are placed in the Board Records Section.

PINELLAS AFFORDABLE LIVING INC
OPERATING
445 31ST STREET NO
ST PETERSBURG, FL 33713
727-545-7285

CENTENNIAL BANK
4TH ST OFFICE, BRANCH 400
4845 4TH ST N
ST. PETERSBURG, FL 33703
81-275/829

No. 12079

CHECK DATE

PAY EXACTLY

Feb 25, 2019

\$400.00

PAY

Four Hundred Dollars And 00 Cents

VOID AFTER 90 DAYS

TO THE ORDER OF

PINELLAS COUNTY
BOARD OF COUNTY COMMISSIONERS

⑈012079⑈ ⑆082902757⑆ 0001410239⑈

PETITION TO VACATE # 1541

PETITION TO RELEASE
PUBLIC HEARING

For your information, below please find the steps necessary for the Real Estate Division to prepare your petition for the public hearing.

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ADVERTISEMENT

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BOLEY CENTERS, INC.
OPERATING ACCT.
445 31ST STREET N
ST. PETERSBURG, FL 33713
(727) 821-4819

CENTENNIAL BANK
CONWAY, AR 72033
81-275/829



40499

CHECK NO.

	DATE	AMOUNT
PAY Three Hundred Fifty Dollars And 00 Cents	Oct 12, 2017	\$350.00

BOARD OF COUNTY COMMISSIONERS
10750 ULMERTON ROAD
BUILDING 1, SUITE 267
LARGO, FL 33778

VOID AFTER 90 DAYS
Jay Mac Mathis

AUTHORIZED SIGNATURE

WZ20074-11-16

TO THE
ORDER
OF

PROPERTY OWNER COURTESY NOTIFICATION LIST FOR FILE #1541

PETITIONERS

PINELLAS AFFORDABLE LIVING, INC.
445 31ST STREET NORTH
ST. PETERSBURG, FLORIDA 33713

ADJACENT PROPERTY OWNERS

NOTIFICATION LETTER SENT TO THESE OWNERS
BY THE CLERK OF THE CIRCUIT COURT – BCC RECORDS DIVISION

REAL PROPERTY DIVISION
ATTN: CYNTHIA M. HARRIS
509 EAST AVENUE S
CLEARWATER, FL 33756

PINELLAS BD OF PUB INST
PO BOX 2942
LARGO, FL 33779-2942

MAX I JONES, III
CAMIE R JONES
6370 66TH LN N
PINELLAS PARK, FL 33781-5044

REAL ESTATE MANAGEMENT
ATTN: ANDREW W. PUPKE
509 EAST AVENUE S
CLEARWATER, FL 33756

ROBERT M BOWIE
6270 66TH LN N
PINELLAS PARK, FL 337814

DAVID RANDETT
RUTH RANDETT
10972 53RD AVE N
ST. PETERSBURG, FL 33708

YORDANI CARRO
PO BOX 4293
TAMPA, FL 33677

CITY OF PINELLAS PARK
PO BOX 1100
PINELLAS PARK, FL 33780-1100

6300 66TH LANE NORTH LAND TRUST
DANIEL D DRISCOLL JR TRE
9400 4TH ST N STE 111
ST. PETERSBURG, FL 33702

JANET A ZEPP LIVING TRUST
WAYNE B ZEPP TRE
5309 NE STATE ROAD 47
HIGH SPRINGS, FL 32643-5914

A1 RESIDENTIAL RENTALS LLC
PO BOX 24871
NASHVILLE, TN 37202-4871

INVESCO PINELLAS CORP
301 ALMERIA AVE STE 200
CORAL GABLES, FL 33134-7605

ADELINA DINE
3269 71ST AVE N
ST. PETERSBURG, FL 33702

PINELLAS AFFORDABLE LIVING INC.
445 31ST STREET N
ST. PETERSBURG, FL 33713

JESUS M VILLAGRANA
GUADALUPE Q VILLAGRANA
6228 66TH LN N
PINELLAS PARK, FL 33781

PATRICIA HALL
6681 62ND AVE N
PINELLAS PARK, FL 33781-5001

RICHARD H VINAY
6660 64TH AVE N
PINELLAS PARK, FL 33781-5002

JIAMIN ZHANG
YUN HUI JIANG
6398 66TH LN N
PINELLAS PARK, FL 33781

CITY OF ST. PETERSBURG
PO BOX 2842
ST. PETERSBURG, FL 33731-2842

REQUEST FOR ADVERTISING

TO: BCC Records

FROM: Sean P. Griffin, Manager 
Real Estate Management / Real Property Division

RE: Petition to Vacate Public Hearing

File No. 1541 – Pinellas Affordable Living, Inc.

DATE: March 21, 2019

THIS VACATION OF RIGHT-OF-WAY IS DONE UNDER STATE STATUTE 336.10. ADVERTISING IS REQUIRED ONE TIME AT LEAST TWO WEEKS PRIOR TO THE PUBLIC HEARING AND NOTICE OF THE ADOPTION OF THE RESOLUTION VACATING IS TO BE ADVERTISED ONE TIME WITHIN 30 DAYS FOLLOWING THE ADOPTION.

.

AD COPY ATTACHED: Yes XXX No _____

REQUIRES SPECIAL HANDLING: Yes _____ No XXX

NEWSPAPER: St. Petersburg Times _____ Pinellas Review XXX

DATE(S) TO APPEAR: 4/5/2019

SIZE OF AD: _____

SIZE OF HEADER: _____

SIZE OF PRINT: _____

SPECIAL INSTRUCTIONS OR COMMENTS: _____

NOTICE OF PUBLIC HEARING

Notice is hereby given that on April 23, 2019, beginning at 6:00 P.M., a public hearing will be held by the Board of County Commissioners in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, 33756, to consider the petition of Pinellas Affordable Living, Inc., to vacate, abandon and/or close the following:

That certain 16 foot alley lying between Lots 3 through 28, Block B (6641 and 6661 62nd Avenue North), Central Park Subdivision, Plat Book 12, Page 87, lying in Section 31-30-16, Pinellas County, Florida.

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE, PLEASE CONTACT THE OFFICE OF HUMAN RIGHTS, 400 SOUTH FORT HARRISON AVENUE, SUITE 500, CLEARWATER, FLORIDA 33756, (727) 464-4880 (VOICE), (727) 464-4062 (TDD).

**KEN BURKE, CLERK TO
THE BOARD OF COUNTY COMMISSIONERS
By: Norman D. Loy, Deputy Clerk**

SPECIAL INSTRUCTIONS

- 5 weeks prior to Public Hearing date:

3/19/19

Tuesday of that week Real Estate (Cynthia Harris) coordinates with Jo Lugo for availability on the proposed agenda and gives notice of the proposed number of Petition to Release packages.

- 4 weeks prior to Public Hearing date:

3/26/19

Tuesday of that week Real Estate (Cynthia Harris) Notifies Jo the actual number of petitions and the names of the petitioners projected to go to the agenda.

- **ADVERTISEMENT ACTION:**

4/3/19

- 3 weeks prior to Public Hearing date

- (for F.S. 177.101:) (for F.S. 336.09, 10, 12)

Wednesday of that week, the Request to Advertise package for each petition must be delivered to BCC Records (Norman Loy) to meet State Statute advertising requirements. (If any petition package is not approved as of this day, please notify Jo ASAP so they can PULL the item from the Board agenda.)

PLEASE NOTE: When the Request to Advertise package is delivered to Board Records/Norman, a copy of the ad is provided to Jo.

Thank you.