

Code Enforcement

Section 2-118. - Special Masters.

(a) The city hereby establishes a Special Master/Citation Code Enforcement system for the enforcement of its various codes. In order to avoid any potential conflict of it is preferable for a Special Master not to be a resident of the city, own real property in the city or own a business with a location in the city. This requirement can be waived by the City Commission. Special Masters shall be active or retired lawyers. One or more special masters shall be appointed by the City Commission based upon the joint recommendation of the City Attorney and City Manager. Special Masters shall serve at the pleasure of the City Commission and may be removed at any time with or without cause by the City Commission. Special Masters shall serve on a volunteer basis and shall not be compensated for their services, but may be reimbursed for such travel, mileage, and per diem expenses as may be authorized by the City Commission or as otherwise provided by law.

(b) A Special Master shall have the power to:

1. Adopt rules for the conduct of hearings.
2. Hold hearings and assess fines against violators of the various codes of the city.
3. Subpoena alleged violators and witnesses to the hearings. Subpoenas may be served by any law enforcement office of the city or as otherwise permitted by law.
4. Subpoena evidence to the hearings.
5. Take testimony under oath.
6. Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance with city codes or ordinances. However, any orders that require the city to expend money or directs city employees to perform work, i.e. demolition or repair of a structure, must be approved by the City Manager or City Commission.

City of Holly Hill's Special Master

Attorney Melody U. Pullen

Holly Hill Code Enforcement Department

Randy Ast, Code Enforcement Officer

Kyle Mahanes, Code Enforcement Officer

Leslie Montgomery, Code Enforcement Clerk

Location for hearings/meetings

All meetings are held in the City Commission Chambers located at City Hall, 1065 Ridgewood Avenue, Holly Hill

Time of hearings/meetings

All meetings will begin at 1:00 PM (*unless otherwise specified by the Code Enforcement Department*)

There may be times no hearing is scheduled and that is determined by the Code Enforcement Department

Hearing dates for 2023:

January 19

February - Canceled

March - Canceled

April 20

May 18

June 15

July 20

August 17

September 14

October 26

November 9

December 7