# HILLIARD PLANNING AND ZONING BOARD MEETING

**Hilliard Town Hall / Council Chambers**
**15859 West County Road 108**
**Post Office Box 249**
**Hilliard, FL 32046**

**BOARD MEMBERS**
Harold "Skip" Frey, Chair
Wendy Prather, Vice Chair
Charles A. Reed, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

**ADMINISTRATIVE STAFF**
Lee Anne Wollitz
Land Use Administrator

**PLANNING AND ZONING ATTORNEY**
Mary Norberg

## AGENDA
## TUESDAY, FEBRUARY 14, 2023, 7:00 PM

***NOTICE TO PUBLIC***

*Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.*

## PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
***"Politeness costs so little." – ABRAHAM LINCOLN***

**CALL TO ORDER**
**PRAYER & PLEDGE OF ALLEGIANCE**
**ROLL CALL**

**PUBLIC HEARINGS**

**ITEM-1** Planning and Zoning Board recommendation to the Town Council for a Text change to the Comprehensive Plan for applicant Douglas Adkins, Dayspring Health LLC.
***Lee Anne Wollitz – Land Use Administrator***

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Dayspring Commons Text Change Amendment Application

**PLANNING & ZONING BOARD ACTION**
Planning and Zoning Board to approve or deny recommendation to the Town Council

**ITEM-2** Planning and Zoning Board recommendation to the Town Council for a change to the Future Land Use Map "FLUM". Parcel ID No. 08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020,

08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, 08-3N-24-2380-0037-0010, for applicant Douglas Adkins, Dayspring Health LLC
***Lee Anne Wollitz – Land Use Administrator***

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Dayspring Commons FLUM Application

**PLANNING & ZONING BOARD ACTION**
Planning and Zoning Board to approve or deny recommendation to the Town Council

**ITEM-3** Planning and Zoning Board recommendation to the Town Council for the establishment of Dayspring Commons Planned Unit Development through an Ordinance. Parcel ID No. 08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, 08-3N-24-2380-0037-0010, for applicant Douglas Adkins, Dayspring Health LLC.
***Lee Anne Wollitz – Land Use Administrator***

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on Dayspring Commons PUD Application

**PLANNING & ZONING BOARD ACTION**
Planning and Zoning Board to approve or deny recommendation to the Town Council

**ITEM-4** Planning and Zoning Board approval to grant Variance No. 20221227 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0177-0220, for Bobby Franklin, B.Y. Franklin Properties, applicant and property owner.
***Lee Anne Wollitz- Land Use Administrator***

Disclosure of Ex Parte Communication
Open Public Hearing
Call for Public Comment
Close Public Hearing on B. Franklin Variance No. 20221227

**PLANNING & ZONING BOARD ACTION**
Planning and Zoning Board to approve or deny Variance No. 20221227.

**CHAIR** **To call on members of the audience wishing to address the Board on matters not on the Agenda.**

**REGULAR MEETING**

**ITEM-5** Additions/Deletions to Agenda

**ITEM-6** Planning and Zoning Board approval of a clerical error correction, apply Motion made for Application Number 12012022 in the January 10th meeting to Application Number 20221201 Minor Modification of Greenbrier PUD.
***Lee Anne Wollitz- Land Use Administrator***

**ITEM-7** Planning and Zoning Board update of the Site Plan Application No. 20220920, Parcel ID No.08-3N-24-2380-0013-0010; for Applicant Marcus Holley, Hilliard Shopping Center.
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-8** Planning and Zoning Board approval of the Minutes from the January 10, 2023, Public Hearing and Regular Meeting.

**ADDITIONAL COMMENTS**

**PUBLIC**

**BOARD MEMBERS**

**LAND USE ADMINISTRATOR**

**PLANNING AND ZONING ATTORNEY**

**ADJOURNMENT**

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

**TOWN COUNCIL MEETINGS**
The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

**PLANNING & ZONING BOARD MEETINGS**
The Planning & Zoning Board meets the second Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

**MINUTES & TRANSCRIPTS**
Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

**TOWN WEBSITE & YOUTUBE MEETING VIDEO**
The Town's Website can be access at www.townofhilliard.com.
Live & recorded videos can be access at www.youtube.com search - Town of Hilliard, FL.

**ADA NOTICE**
In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

**APPEALS**
Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

**PUBLIC PARTICIPATION**
Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**EXPARTE COMMUNICATIONS**
Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

**2023 HOLIDAYS**

**TOWN HALL OFFICES CLOSED**

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| 1. Martin Luther King, Jr. Day | Monday, January 16, 2023 |
| 2. Memorial Day | Monday, May 29, 2023 |
| 3. Independence Day Monday | Tuesday, July 4, 2023 |
| 4. Labor Day | Monday, September 4, 2023 |
| 5. Veterans Day | Friday, November 10, 2023 |
| 6. Thanksgiving Day | Thursday, November 23, 2023 |
| 7. Friday after Thanksgiving Day | Friday, November 24, 2023 |
| 8. Christmas Eve | Monday, December 25, 2023 |
| 9. Christmas Day | Tuesday, December 26, 2023 |
| 10.New Year's Eve | Monday, January 1, 2023 |
| 11.New Year's Day | Tuesday, January 2, 2024 |