

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

Wendy Prather, Chair
Charles Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP
Land Use Administrator

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, FEBRUARY 08, 2022, 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

PRESENT

Chair Dallis Hunter
Vice Chair Harold "Skip" Frey
Planning & Zoning Board Member Charles A. Reed
Planning & Zoning Board Member Josetta Lawson

ABSENT

Planning & Zoning Board Member Wendy Prather

CHAIR

To call on members of the audience wishing to address the Council on matters not on the Agenda.

No public wish to address the Board.

REGULAR MEETING

ITEM-1

Additions/Deletions to Agenda

No additions or deletions to the agenda.

- ITEM-2 Planning and Zoning Board approval of the Minutes from the January 11, 2022, Regular Meeting.
- Motion made by Vice Chair Frey, Seconded by Planning and Zoning Board Member Reed.
- Voting Yea: Planning and Zoning Board Member Reed, Planning & Zoning Board Member Lawson, Vice Chair Frey, Chair Hunter
- ITEM-3 Planning and Zoning Board Approval of Site Clearing/Site Work Application #20220119
Property Owner – Craig R & Nicole R. Seabrooks
Parcel ID No. 17-3N-24-2020-0051-0020
Janis K. Fleet, AICP, - Land Use Administrator
- Land Use Administrator Fleet** reads the Staff Report in its entirety.
- Mr. Chad Reed** is present on behalf of the property owners. He states that the property owners were unaware a permit was needed.
- Wetlands were discussed and it was asked if a wetland had been dilatated.
- Mr. Reed** advised no, but they had reviewed the Property Appraiser Maps and they have not impacted any wetlands.
- Planning & Zoning Vice Chair Frey** asks about culverts and if a permit had been applied for.
- Mr. Reed** replied that he is not sure.
- Planning & Zoning Vice Chair Frey** states that he called Nassau County and there was not permit on file. He also states he has a problem with how many trees have been cut down. Vice Chair Frey states “a few” were listed on the application, but many have been cut. He then asks how much fill dirt has been brought in.
- Mr. Reed** states approximately 11 loads.
- Planning & Zoning Vice Chair Frey** states he would like Mr. Reed to apply for a culvert permit through Nassau County first, prior to any more work being done.
- Motion made to approve Site Clearing/Site Work Application with staff recommendations and a letter from Nassau County for the Culvert Permit that states compliance.
- Motion made by Vice Chair Frey, Seconded by Planning & Zoning Board Member Lawson.
- Voting Yea: Planning and Zoning Board Member Reed, Planning & Zoning Board Member Lawson, Vice Chair Frey, Chair Hunter

- ITEM-4 Planning and Zoning Board Approval of Site Clearing/Site Work Application
#20220120
Property Owner – B.Y. Franklin Properties
Parcel ID No. 08-3N-24-2380-0170-0080
Janis K. Fleet, AICP, - Land Use Administrator
- Land Use Administrator Fleet** reads the Staff Report in its entirety.
- Mr. Bobby Franklin** advises that he was unaware that a permit was needed to clear the lot prior to pulling the building permit.
- Motion made to approve Site Clearing/Site Work Application with staff recommendations.
- Motion made by Vice Chair Frey, Seconded by Planning & Zoning Board Member Lawson.
- Voting Yea: Planning and Zoning Board Member Reed, Planning & Zoning Board Member Lawson, Vice Chair Frey, Chair Hunter

- ITEM-5 Planning and Zoning Board Review of Land Development Regulations.
Janis K. Fleet, AICP, Land Use Administrator
- Land Use Administrator Fleet** advises she was unable to finish the complete clean copy of the Land Development Regulations but will get it out to everyone as soon as possible. She will work on the Zoning Map for the March 8, 2022, Planning & Zoning Meeting. Asks the Board if they want another review meeting or review on their own and set for Public Hearing on March 8, 2022. Board agrees to review on their own and set for the Public Hearing on March 8, 2022. After the Planning & Zoning Meeting on March 8, 2022, it will be sent on to the Town Council for their review and adoption.

ADDITIONAL COMMENTS

PUBLIC

No public comment.

BOARD MEMBERS

Vice Chair Frey states Scott Jones needs a citation for fill dirt placed on his Ohio and West Fourth property without a permit. He states the original site clearing approval granted by the Planning and Zoning Board expired August 31, 2021.

LAND USE ADMINISTRATOR

Land Use Administrator Fleet states she has been talking to the Town Engineer, Tim Norman, and before any code changes are made, developers should be following the Code as written and that the Town cannot afford to do engineering for developers. She also states there has been a good working relationship with Mr. Bobby Franklin, and the developer of the Whisper Ridge PUD, and the Greenbrier PUD.

TOWN ATTORNEY

Not requested at meeting.

ADJOURNMENT

Motion to adjourn at 7:42 p.m.

Motion made by Chair Hunter, Seconded by Planning & Zoning Board Member Lawson.

Voting Yea: Planning and Zoning Board Member Reed, Planning & Zoning Board Member Lawson, Vice Chair Frey, Chair Hunter

Approved this 8th day of March 2022, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Dallis Hunter, Chair
Hilliard Planning & Zoning Board