

# 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 A. Reed, Vice Chair  
Harold "Skip" Frey, Board Member  
Josetta Lawson, Board Member  
Kevin Webb, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Christian Waugh

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## MINUTES

TUESDAY, DECEMBER 03, 2024, 7:00 PM

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### 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 Wendy Prather  
Vice Chair Charles A. Reed  
Planning and Zoning Board Member Harold "Skip" Frey  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

## PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-13, to change to the Future Land Use Map "FLUM" Designation of Parcel ID No. 05-3N-24-0000-0028-0000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc.

***Lee Anne Wollitz – Land Use Administrator***

**Wendy Prather, Chairwoman** asks for any Ex Parte communication concerning Item 1.

No Ex Parte Communication is declared.

Public Hearing:

**Wendy Prather, Chairwoman** calls Public Hearing to open at 7:02pm.

**Lee Anne Wollitz – Land Use Administrator** reads Agenda Item Report and Staff Report.

**Wendy Prather, Chairwoman** calls for applicant to speak.

**Shalene Estes, Forestar USA Real Estate Group Inc., Applicant** states that she will let the staff report stand and hold additional comments for now.

**Wendy Prather, Chairwoman** calls for public comment.

**Chad Brock, 37021 Crepe Myrtle Lane** states that he owns approx. 500 acres to the north of the proposed site. He shares concerns about his increase in property taxes, proper buffering and fencing to ensure safety on the site, the large Live Oak grove on the property, and the gopher turtles that reside on the property.

**Wendy Prather, Chairwoman** calls for a motion to close Public Hearing.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

Public Hearing Closed at 7:11pm.

Board Action:

**Wendy Prather, Chairwoman** ask of the applicant, for the total number of dwelling units for the project.

**Shalene Estes, Forestar USA Real Estate Group Inc., Applicant** answers, 78.

**Wendy Prather, Chairwoman** ask the applicant to address the concerns of Mr. Brock.

**Shalene Estes, Forestar USA Real Estate Group Inc., Applicant** states that the project will comply with all State and Federal Regulations as well as Town Code. They will conduct all the needed studies and provide all needed surveys. She also addresses the Live Oaks and what is being done to save or mitigate the trees on the site.

**Wendy Prather, Chairwoman** calls for a motion on Item 1.

**Skip Frey, Board Member** makes the following motion: "I move that the board find that the proposed rezoning is consistent with the comprehensive plan,

complies with all procedural requirements, and serves the public interest, and based on these findings, approve the rezoning application, with the condition that NCSB deficiency be paid prior to final approval.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.

Voting Yea: Chair Prather, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb  
Voting Nay: Vice Chair Reed

ITEM-2

Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-14, to Rezone Parcel ID No. 05-3N-24-0000-0028-0000. For applicant Shalene B. Estes, Forestar (USA) Real Estate Group Inc.  
**Lee Anne Wollitz – Land Use Administrator**

**Wendy Prather, Chairwoman** asks for any Ex Parte communication concerning Item 2.

No Ex Parte Communication is declared.

Public Hearing:

**Wendy Prather, Chairwoman** calls Public Hearing to open at 7:17pm.

**Lee Anne Wollitz – Land Use Administrator** reads Agenda Item Report and Staff Report.

**Wendy Prather, Chairwoman** calls for applicant to speak.

**Shalene Estes, Forestar USA Real Estate Group Inc., Applicant** states that the PUD is more detailed, she shares that details on fencing and buffering are written in detail within the PUD language. She also states that the project would like to pay the NCSB mitigation amount after approval of the PUD Ordinance.

**Wendy Prather, Chairwoman** calls for public comment.

There is no Public Comment.

**Wendy Prather, Chairwoman** calls for a motion to close Public Hearing.

Motion made by Planning and Zoning Board Member Lawson, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

Public Hearing Closed at 7:26pm.

Board Action:

**Wendy Prather, Chairwoman** asks for specifics on the interlocal agreement with the School Board and its process.

**Lee Anne Wollitz – Land Use Administrator** gives the process for interlocal agreement and timelines.

**Wendy Prather, Chairwoman** asks for the number of dwelling units currently on the property.

**Lee Anne Wollitz – Land Use Administrator** responds, 4.

**Skip Frey, Board Member** makes comments on his personal experience with the removal of gopher turtles.

**Shalene Estes, Forestar USA Real Estate Group Inc., Applicant** states that the proper environmental study will be conducted prior to site work beginning on the property.

**Wendy Prather, Chairwoman** calls for a motion on Item 2.

**Skip Frey, Board Member** makes the following motion: "I move that the board find that the proposed rezoning is consistent with the comprehensive plan, complies with all procedural requirements, and serves the public interest, and based on these findings, approve the rezoning application, with the condition that NCSB deficiency be paid prior to final approval.

Motion made by Vice Chair Reed, Seconded by Planning and Zoning Board Member Lawson.

Voting Yea: Chair Prather, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb  
Voting Nay: Vice Chair Reed

## REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-4 Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2024-01 for Regular Meetings and Public Hearings.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz – Land Use Administrator** reads Agenda Item Report.

**Christian Waugh, Town Attorney** states that the procedures are mostly for use during quasi-judicial hearings.

**Wendy Prather, Chairwoman** expresses the importance for the Board to read and understand the procedures so they can be applied during meetings.

**Lee Anne Wollitz – Land Use Administrator** shares that she will work with Lisa Purvis, Town Clerk to have Christian come in person and discuss the procedures with the Board as well as the Council.

**Wendy Prather, Chairwoman** calls for a motion on Item 4.

Motion made by Planning and Zoning Board Member Lawson, Seconded by Vice Chair Reed.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ITEM-5 Planning and Zoning Board Approval of 2025 Planning and Zoning Board Calendar of meetings.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz – Land Use Administrator** reads Agenda Item Report.

**Wendy Prather, Chairwoman** calls for a motion on Item 5.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ITEM-6 Planning and Zoning Board Approval of the Minutes from 11.05.2024 Regular Meeting.

Motion made by Planning and Zoning Board Member Lawson, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

#### **ADDITIONAL COMMENTS**

**Wendy Prather, Chairwoman** calls for public comment.

#### **PUBLIC**

No Public Wish to Comment.

#### **BOARD MEMBERS**

No Board Members Wish to Comment.

#### **LAND USE ADMINISTRATOR**

**Lee Anne Wollitz – Land Use Administrator** invites the Board to the Town Council Workshop on December 12<sup>th</sup> at 6pm. States that there will be a presentation on Holland Walk, a potential new PUD. She also gives information from the code concerning Live Oak Mitigation.

**PLANNING AND ZONING ATTORNEY**


**Christian Waugh, Town Attorney** states that the Town has the right to repeal the portion of the code that allows for a mitigation fund to be set up if it chooses.

**ADJOURNMENT**

Motion to Adjourn at 7:47pm.

Motion made by Planning and Zoning Board Member Frey, Seconded by Vice Chair Reed. Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

Approved this 6<sup>th</sup> day of January 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

  
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Wendy Prather, Chair  
Hilliard Planning & Zoning Board