

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
Harold "Skip" Frey, 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

Avery Dyen

MINUTES

TUESDAY, MARCH 04, 2025, 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 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

Wendy Prather, Chairwoman reads Quasi-Judicial Procedures for Ordinance 2025-02 Public Hearing. Attachment "A" in these Minutes.

ITEM-1 Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-02, to Rezone Parcel ID No. 16-3N-24-0000-0021-0030. Applicant Courtney Gaver, Rogers Towers.
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 7:09 PM.

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

Courtney Gaver, Rogers Towers, Applicant, Shares a Power Point presentation, Attachment "B" in the Minutes. She walks through the details of the project and points out any changes made since the workshop where the project was first presented.

Ben Buchanan, Developer, explains the Duplex configuration.

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 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

Public Hearing Closed at 7:21 PM.

Board Action:

Wendy Prather, Chairwoman, Starts a discussion on the interlocal agreement and the process of reservation.

Skip Frey, Vice Chair, asks about the design of the roadway and asks if there are plans for future expansion.

Ben Buchanan, Developer, shares that he is not against the idea but, as of now, he has no plans to do so.

Charlie Reed, Board Member, asks about privacy fencing within the PUD.

Ben Buchanan, Developer, states that he is leaving a bit of natural buffer on the perimeter and currently the property does not abut a subdivision.

Motion is made to recommend approval to the Town council of Ordinance 2025-02 with the following condition.

1. Holland Walk will make language updates to the PUD specifically with regards

to meeting fire flow expectations according to the Town of Hilliard Water & Wastewater Utility Specifications and Documentations Requirements Manual.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20250211. Parcel ID No. 08-3N-24-2380-0075-0020. Property Owner - Sherry Downs.

Lee Anne Wollitz – Land Use Administrator

Skip Frey, Vice Chair, asks if the existing home is connected to sewer and under what circumstances it would have to connect.

Lee Anne Wollitz, Land Use Administrator, answers with regard to chapter 58 of the Town Code.

Skip Frey, Vice Chair, asks if the applicant owns the parcel closer to New Oak Street.

Sherry Downs, the owner, answers that she does not own the parcel.

Motion was made with the following conditions.

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town with evidence of the recordation.
2. The applicant shall obtain a real estate parcel number for the newly created parcel from the Property Appraiser and provide the real estate parcel number to the Town.
3. A new driveway/culvert permit be pulled and a new driveway be constructed to serve the dwelling unit on the parcel.

Motion made by Vice Chair Reed, 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

ITEM-4 Planning & Zoning Board Approval of the minutes from 02.04.2025 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

PUBLIC

CHAIR, calls on members of the audience wishing to address the Board on matters not on the Agenda.

No Public Wish to address the Board.

BOARD MEMBERS

Wendy Prather asks about the appropriateness of responding to public emails.

LAND USE ADMINISTRATOR

Lee Anne Wollitz answers Wendy and gives a few suggestions for responses, invites the Board to attend the Town Council Workshop scheduled for 3/13. She Shares with the Board that the Council has increased her hours. Finally, the Board is made aware of updates to their iPad.

PLANNING AND ZONING ATTORNEY

No comments from Planning & Zoning Board Attorney.

ADJOURNMENT

Motion to adjourn was made at 7:47 PM.

Motion made by Vice Chair Reed, 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

Approved this 1st day of April 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Wendy Prather, Chair
Hilliard Planning & Zoning Board

QUASI-JUDICIAL HEARING PROCEDURES
PLANNING s ZONING BOARD

Copies of these procedures are available at the entry to the Chambers next to the public comment cards. Florida Statutes and the Courts of Florida require that the following item be heard as a Quasi-Judicial Hearing:

Item 1- ORDINANCE NO. 2025-02

AN ORDINANCE OF THE TOWN OF HILLIARD, FLORIDA, A MUNICIPAL CORPORATION; REZONING THE PROPERTY CONSISTING OF APPROXIMATELY 9.87 ACRES, MORE OR LESS, LOCATED ON THE EAST SIDE OF PINE STREET NORTH OF HENRY SMITH ROAD, MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", LEGAL DESCRIPTION. SPECIFICALLY DESCRIBED IN ATTACHMENT "B" WRITTEN DESCRIPTION; AND ATTACHMENT "C" SITE PLAN; HILLIARD FLORIDA, NASSAU COUNTY PARCEL ID NO. 16-3N-24-0000-0021-0030; FROM AGRICULTURAL A-1 TO PUD, PLANNED UNIT DEVELOPMENT; PROVIDING FOR SEVERABILITY, REPEALER, AND SETTING AN EFFECTIVE DATE

Applicants have the burden of demonstrating through competent substantial evidence that his or her application is consistent with the following requirements:

As for Item 1, Article V of the Land Development Regulations, Comprehensive Plan 2040, and the Amended Interlocal Agreement for Public School Facility Planning adopted 2008.

Those opposed must also demonstrate through competent substantial evidence that the application does not meet these requirements. General objections, without specific evidence, does not constitute substantial competent evidence.

The only material or relevant evidence is that which addresses the previously listed requirements.

The hearing procedures are as follows:

1. The Presiding Officer will read the item on the agenda by title and declare the public hearing open.
2. The Town Attorney or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

3. The Land Use Administrator shall briefly describe the applicant's request, introduce and review all relevant exhibits and evidence, report staff's recommendation, and present any testimony in support of staff's recommendation.
4. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board. The applicant may waive their presentation and rely on staff comments. If the applicant waives their presentation, they will have the right to rebut any testimony against their application.
5. Any other persons present who wish to submit relevant information to the Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions the Board). Members of the public will be permitted to present their non-expert opinions, but the Board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.
6. The applicant will be permitted to make final comments, if any and will have a maximum of 15 minutes to do so.
7. The Land Use Administrator will make final comments, if any.
8. The Presiding Officer will ask for a motion to close the Public Hearing from the Planning & Zoning Board.
9. The Board will conduct open deliberation of the application or agenda item.
10. Open deliberations shall include a motion by the Board. A motion by the Board to approve the item should be consistent with the following: **"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."** A motion by the Board to deny approval the application should include one or more of the following: "The application is not consistent with the Comprehensive Plan," "The application does not meet the procedural requirements," or "The application is not in public interest."
11. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

12. The meeting is being recorded; therefore, there can be no applause, outbursts, talking, or comments from the audience as it could distort the recordation.
13. The Town Attorney represents the Board and provides counsel, including advice as to the hearing's procedures and relevancy of the evidence.
14. The strict rules of evidence applicable to a court proceedings will not be utilized; however, **the Board, with assistance from the Town Attorney, may exclude evidence that is not relevant to the code criteria as set forth in the application or is repetitive in nature.**
15. In accordance with Florida Statute 286.0105: If any person decides to appeal any decision made of this Board with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose **he or she may 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.

HOLLAND WALK
PLANNED UNIT DEVELOPMENT

HILLIARD PLANNING AND ZONING BOARD MEETING
MARCH 4, 2025

ROGERS | TOWERS



OWNER/APPLICANT

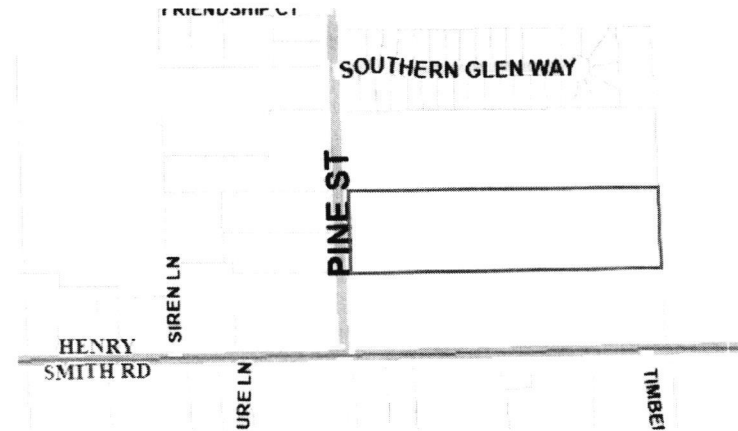
- Intact Construction Management Group LLC

AGENT

- Rogers Towers, P.A.

TEAM

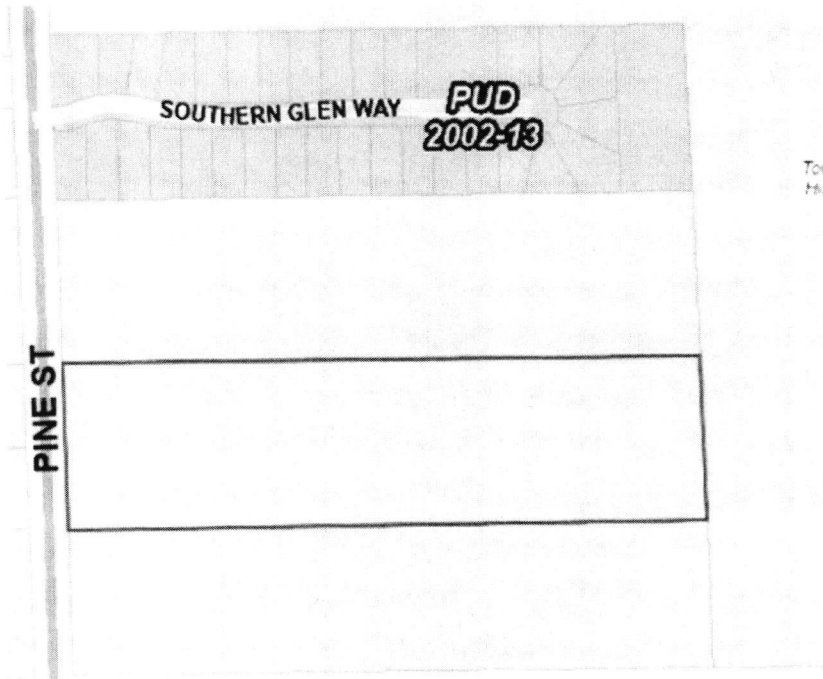
- GAI Consultants



Approximately 9.87 acres located in the northeast quadrant of Pine Street and Henry Smith Road

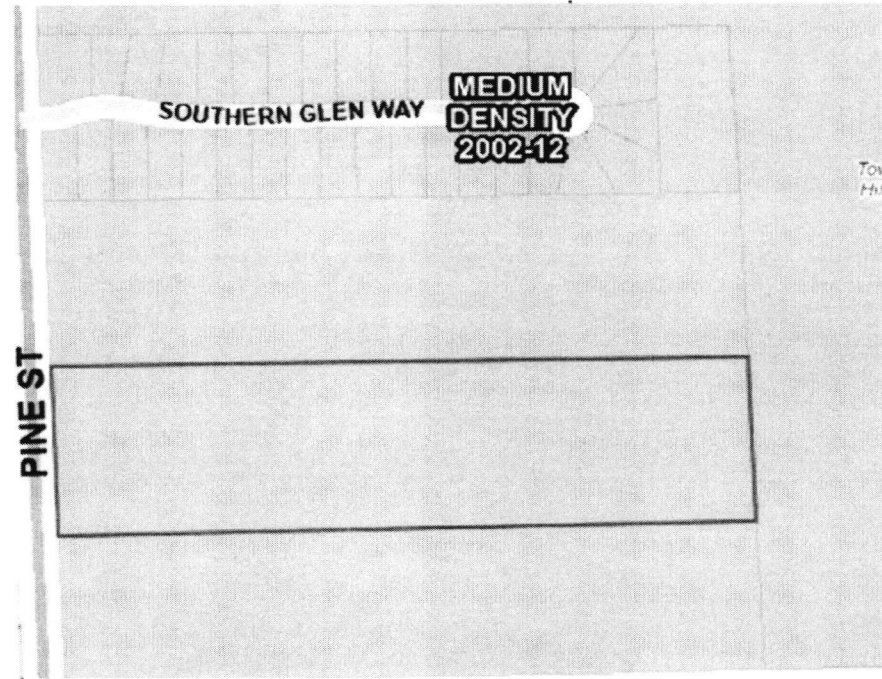


CURRENT ZONING DESIGNATION: A-1
PROPOSED ZONING DESIGNATION: PUD



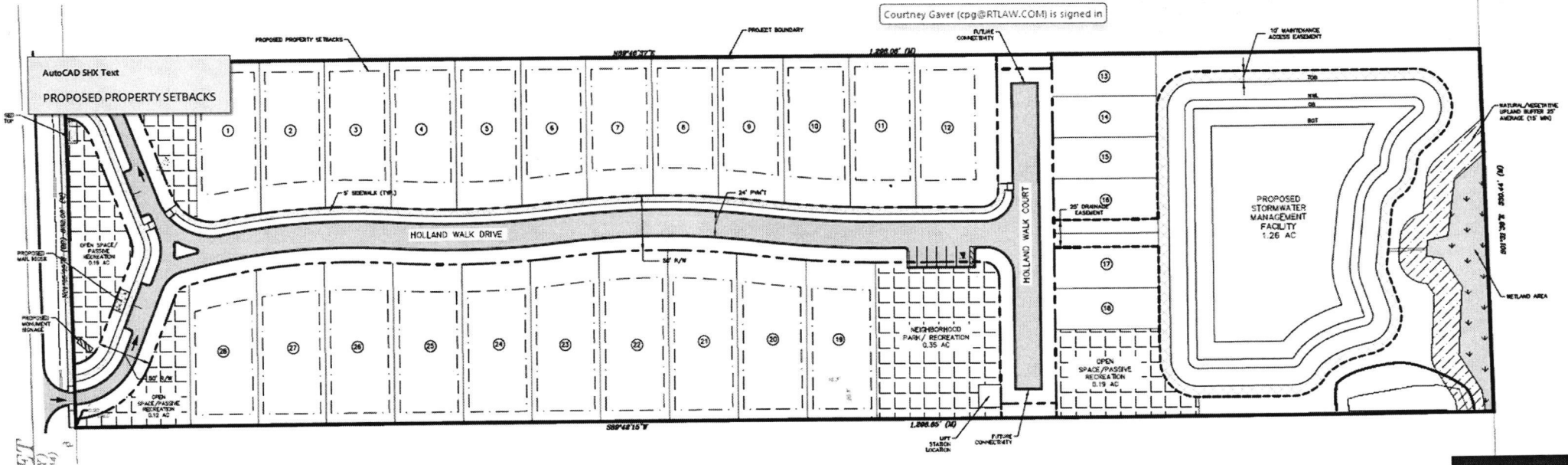
- Maximum 28 residential units (proposed 22 detached single-family units and 6 attached single-family units (townhomes and duplexes))

FUTURE LAND USE DESIGNATION:
MEDIUM DENSITY RESIDENTIAL



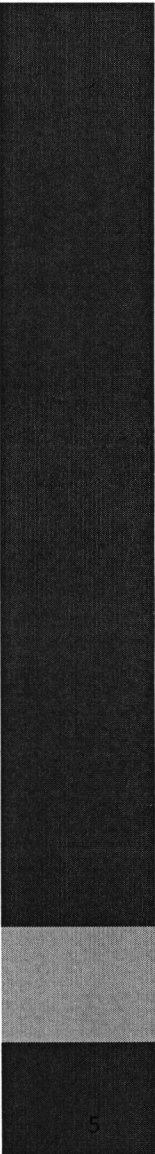
- 9.87 total acres
- 0.14 acres of wetlands
- Maximum of 28 units provides a density of 2.84 units per gross acre.

HOLLAND WALK CONCEPTUAL SITE PLAN



HOLLAND WALK

- The proposed PUD is consistent with the Comprehensive Plan and the Town's Zoning and Land Development Regulations.
- Staff recommends approval of the PUD with conditions as provided.
- Applicant respectfully requests the Planning and Zoning Board recommend approval of this rezoning application to the Town Council.



**HOLLAND WALK
PLANNED UNIT DEVELOPMENT**



ROGERS TOWERS

