

# 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

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## MINUTES

**TUESDAY, OCTOBER 10, 2023, 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 Harold "Skip" Frey  
Vice Chair Wendy Prather  
Planning and Zoning Board Member Charles A. Reed  
Planning and Zoning Board Member Kevin Webb

### ABSENT

Planning and Zoning Board Member Josetta Lawson

## CHAIR

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

No public wish to address the Board.

## PUBLIC HEARINGS

- ITEM-1      Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-14 to Repeal and Replace Chapter 62, the Land Development Regulations.  
***Janis K. Fleet, AICP – Town Planning Consultant***
- Disclosure of Ex Parte Communication  
None
- Open Public Hearing at 7:02 p.m.
- Call for Public Comments  
No Public wish to speak on the item.
- Close Public Hearing on Ordinance No. 2023-14 at 7:03 p.m.
- Motion made by Planning and Zoning Board Member Reed, Seconded by Vice Chair Prather.  
Voting Yea: Chair Frey, Vice Chair Prather, Planning and Zoning Board Member Reed, Planning and Zoning Board Member Webb
- Board Action**
- Land Use Administrator Lee Anne Wollitz** reads staff recommendation.
- Motion made by Planning and Zoning Board Member Reed, Seconded by Vice Chair Prather.  
Voting Yea: Chair Frey, Vice Chair Prather, Planning and Zoning Board Member Reed, 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 to discuss and review Pre-Application for the Vacation of Right of Way for Block 166 Alley.  
Application No. 20230726.1, Block 166 Alley, Property Owner –Ursula Jones.  
***Lee Anne Wollitz – Land Use Administrator***
- Lee Anne Wollitz, Land Use Administrator** reads staff report.
- Motion made by Vice Chair Prather, Seconded by Board Member Reed.  
Voting Yea: Chair Frey, Vice Chair Prather, Planning and Zoning Board Member

Reed, Planning and Zoning Board Member Webb

ITEM-4 Planning and Zoning Board approval of the Minutes from the September 12, 2023, Regular Meeting.

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

#### **ADDITIONAL COMMENTS**

##### **PUBLIC**

No public wish to address the Board.

##### **BOARD MEMBERS**

**Wendy Prather, Vice Chair**, speaks in favor of keeping the new Chart within the LDRs.

##### **LAND USE ADMINISTRATOR**

No additional comments by the Land Use Administrator.

##### **PLANNING AND ZONING ATTORNEY**


No additional comments by the Planning and Zoning Attorney.

#### **ADJOURNMENT**

Motion to adjourn at 7:07pm.

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

Approved this 14<sup>th</sup> day of November 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Skip Frey, Chair  
Hilliard Planning & Zoning Board