

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

MINUTES

TUESDAY, OCTOBER 01, 2024, 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

ABSENT

Planning and Zoning Board Member Kevin Webb

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board Approval of Special Exception 20240812. To allow Childcare/Daycare Center in R-2 zoning District. Parcel ID # 17-3N-24-0000-0006-0000. Applicant Jacqueline Sims Clark, Hooked on Learning LLC.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, reads staff report and recommendation.

Disclosure of Ex Parte communications: No Communication Reported

Wendy Prather, Chairman, opens Public Hearing Open 7:05pm and Calls for Public Comment.

Mrs. Dinwiddie, 3782 Azalea Drive, Expressed concern for traffic flow so close to her home.

Robert Davis, 36841 Pine Street, expressed a concern for traffic flow as well as asked about future expansion of the facility.

Jacqueline Sims Clark, Applicant, speaks for all traffic being handled on the parcel and the challenges that the project would face if expansion was considered, she also states that the facility has no desire or plans to expand capacity.

At 7:12 a motion was made to close the 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 Action

Wendy Prather, Chairman, asked about the capacity of the facility.

Skip Frey, Board Member, asked how many kids on the average day does Hooked on Learning serve.

Josetta Lawson, Board Member, asked about bus stop location and before and after school transportation.

Jacqueline Sims Clark, Applicant, responded to Mrs. Prather, her DCF approval is for 78 Children total, she offers as part of the day a VPK program, these kids are included in the 78. Response to Mr. Frey, on 10.1 she had 56 Kids in attendance but, her license is for 68. She responded to Mrs. Lawson, no bus will stop in the morning, one will stop in the afternoon and the location of the stop will be determined by Nassau County School District.

A Motion is made with the condition that any expansion of proposed building or capacity should result in a new Special Exception Application.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3

Planning and Zoning Board Approval of Site Plan Application Number 20240916.1. Parcel ID # 17-3N-24-0000-0006-0000. Applicant Jacqueline Sims Clark, Hooked on Learning LLC.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The remaining permits or exceptions be submitted for the Land Use Administrator's approval prior to the start of construction. 2. A preconstruction meeting with Town Staff take place prior to the start of construction on the site.

Wendy Prather, Chairman, asked about buffering.

Lee Anne Wollitz – Land Use Administrator, answers that the site meets the town requirements.

Motion is made to include the 2 conditions.

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

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

ITEM-4

Planning and Zoning Board Approval of Site Plan Application Number 20220920. Parcel ID # 22-3N-24-2320-0025-0000. Applicant- Greenbrier Nassau LLC.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The remaining permits or exceptions be submitted for the Land Use Administrator's approval prior to the start of construction. 2. A preconstruction meeting with Town Staff take place prior to the start of construction on the site.

Wendy Prather, Chairman, asked about changes to the plans as the updates have been made.

Henry Vorpe, Project Engineer, answers that changes were made based on the requirements of state and county permitting agencies.

Motion is made to include the 2 conditions.

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

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

ITEM-5 Planning and Zoning Board Recommendation to the Town Council, the minor Subdivision Application 20240820. Parcel ID No 08-3N-24-2380-0012-0022. Property Owner- Paul Knight.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The applicant shall record the lot split with the Clerk of 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 those real estate parcel number to the Town.

Wendy Prather, Chairman, asked to clarification of the location of the lot.

Lee Anne Wollitz – Land Use Administrator, provided the answer to Mrs. Prather.

Motion is made to include the 2 conditions.

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

ITEM-6 Planning and Zoning Board Approval of Minutes from 09.03.2024 Regular Meeting.

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

ADDITIONAL COMMENTS

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

PUBLIC

No Public Wish to Comment.

BOARD MEMBERS

No Board Members have additional comments.

LAND USE ADMINISTRATOR

Lee Anne Wollitz advises that the end of the year has the potential to be busy for the Planning and Zoning Board and gives information on the importance of an HOA being kept up to date.

PLANNING AND ZONING ATTORNEY

No comments from legal.

ADJOURNMENT

Motion to Adjourn at 7:51.

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

Approved this 5th day of November 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Wendy Prather, Chair
Hilliard Planning & Zoning Board