

# 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

Herold "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, JUNE 13, 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

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ROLL CALL

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

**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.

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-2 Planning and Zoning Board Approval of Site Plan Application No. 20230119  
Oxford Pointe Multifamily Housing. Property Owner - Wayne Bishop  
Parcel ID No. 08-3N-2380-0063-0010.

**Lee Anne Wollitz- Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report and states recommendation for approval of Site Plan with the following conditions:

1. SJRWMD Permit be secured and provided to the Town prior to any work at the site.
2. The Developer provide progress updates to the Public Works Department and the Land Use Administrator at each step of the project and allow for onsite inspections.
3. The applicant shall pay for any needed testing as well as fees of the Town's consultants related to the review and acceptance of the infrastructure. This includes any inspections and meetings before and during construction.
4. The applicant shall comply with comments generated by the Town's staff and Town's consultants.
5. A pre-construction meeting with the Town's staff shall be held prior to site clearing and construction of infrastructure.
6. All consultant invoices paid prior to issue of Building Permits.

Motion made to include all 6 conditions in the approval of Site Plan Application No. 20230119.

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

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

ITEM-3 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20230516 Bayfront Grove. Property Owner – Tracey Conner  
Parcel ID No. 08-3N-24-2380-0182-0010

**Lee Anne Wollitz- Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

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

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

ITEM-4

Planning and Zoning Board Recommendation for the Minor Subdivision Application No. 05022023. Property Owner – Wayne and Lauri Higginbotham, Pneuman Homes.  
Parcel ID No. 08-3N-24-2380-0075-0020.

**Lee Anne Wollitz- Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report and states conditions requested with approval.

**Kaylee Higginbotham, Developer** answers questions and states no desire to pave if it is not required.

Motion is made to recommend lot split to the Town Council with the following 3 conditions.

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.
3. Prior to developing each parcel, the applicant/developer would be responsible for any infrastructure required to serve the parcel. All infrastructure improvements are required to meet Town standards.

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

ITEM-5

Planning and Zoning Board acceptance to withdraw applications by Christopher Goodin for Variance application numbers 20220927.10, 20220927.11, 20220927.12, and 20220927.13.

**Lee Anne Wollitz- Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

Motion made by Vice Chair Prather, 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 Lawson, Planning and Zoning Board Member Webb

ITEM-6

Planning and Zoning Board approval of the Minutes from the May 9, 2023, Regular Meeting.

Motion made by Vice Chair Prather, 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 Lawson, Planning and Zoning Board Member Webb

**ADDITIONAL COMMENTS**

**PUBLIC**

No Public wish to address the Board.

**BOARD MEMBERS**

No Board Members have additional comments.

**LAND USE ADMINISTRATOR**

Land Use Administrator gives updates on current and ongoing projects to the Board.

**PLANNING AND ZONING ATTORNEY**

No additional comments from the Planning and Zoning Attorney.

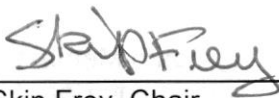
**ADJOURNMENT**

Motion to adjourn at 7:30pm.

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 Lawson, Planning and Zoning Board Member Webb

Approved this 11<sup>th</sup> day of July 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida



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Skip Frey, Chair  
Hilliard Planning & Zoning Board