

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, JULY 09, 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
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.

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-07, to change to the Future Land Use Map "FLUM" Designation of Parcel ID No. 15-3N-24-2380-0017-0020 and 15-3N-24-2320-0019-0010. For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Disclosure of Ex Parte Communication

Josetta Lawson, Board Member, Wendy Prather, Chairman, Skip Frey, Board Member, Kevin Webb, Board Member, stated that they received a phone call from applicant, Courtney Gaver asking if they had questions on the Public Hearing Items.

Charlie Reed, Board Member, stated that he received a call but, did not answer.

Wendy Prather, Chairman, Read the heading of Items 1, 2, 3, and 4 then opened the Public Hearing at 7:04pm.

Courtney Gaver- Applicant, presented PowerPoint to cover the application process and the Ordinances involved in the project. Stated that two changes were needed to the written description of the PUD, 1. The potential of a second pond on the east end of the property. 2. The reduction of the square footage on the two-bedroom dwelling unit.

No other public comment was made.

A motion was made to close the Public Hearing on Items 1, 2, 3, and 4 at 7:16pm.

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

Board Action:

Skip Frey, Board Member, asked questions: Do we know the exact location of the second pond? Is a French Drain an option on the east side of the property? Will the trees remain or be mitigated?

Project Engineer, the ponds, and drains will be placed based on the requirements of SJRWMD. All landscaping will be according to Town Code.

Charlie Reed, Board Member, asked about water runoff.

Wendy Prather, Chairman, shared concern about water runoff and its impact on the neighbors.

Project Engineer, talked about the unique topography of the property and the requirements of the SJRWMD permit process.

Josetta Lawson, Board Member, Ask of the effect of the construction on neighbors.

Project Engineer, spoke about site controls and their requirements.

Lee Anne Wollitz – Land Use Administrator, reminded the Board that they would see all these issues resolved before they approved the Site Plan at a later date.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-07.

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-2 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-08, to Rezone Parcel ID No. 15-3N-24-2380-0017-0020 and 15-3N-24-2320-0019-0010.
For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented with Item 1.
Board Comments and questions during Board Action documented under Item 1.
Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-08. Including the condition that Hilliard First Assembly of God Inc. keep their existing RV hookups.

Motion made to include the condition 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

ITEM-3 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-09, to change to the Future Land Use Map “FLUM” Designation of Parcel ID No. 15-3N-24-2320-0017-0010.
For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented under item 1.
Board Comments and questions during Board Action documented under Item 1.
Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-09. Including the edit to the Ordinance to remove the term “Mixed-Use”.

Motion made to allow for the edit to the Ordinance by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Webb.
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-4 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-10, to Rezone Parcel ID No. 15-3N-24-2320-0017-0010.
For applicant Courtney Gaver, 37074 Cosmos Trail LLC
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented under Item 1.
Board Comments and questions during Board Action documented under item 1.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-10. Including the need to edit the Written Description of the PUD to allow for a second pond according to the requirements of SJRWMD and to reduce the square footage of the two-bedroom dwelling unit.

Motion made to allow for the needed edits to the written description of the PUD 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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-6 Planning and Zoning Board to Discuss Ordinance 2024-06 Voluntary Annexation of 37.35 acres consisting of Parcel ID 15-3N-24-2320-0017-0010, 15-3N-24-2380-0017-0020, 15-3N-24-2320-0019-0010.

Lee Anne Wollitz – Land Use Administrator

Skip Frey, Board Member, asked for confirmation that the neighboring property owners have been kept abreast of the process of approval.

Courtney Gaver- Applicant, stated that the property owners involved in the annexation are up to date on the information.

Skip Frey, Board Member, stated that he wanted to make a formal recommendation to the Council for the approval of Ordinance 2024-06.

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

ITEM-7 Planning and Zoning Board to Discuss invitation to attend a Planning Officials Training Workshop, hosted by Nassau County Planning Department. Training will be Friday, October 25, 2024.

Lee Anne Wollitz – Land Use Administrator

Josetta Lawson, Board Member, stated that she would like to attend the training.

Wendy Prather, Chairman, stated that she would like to attend the training.

ITEM-8 Planning and Zoning Board Approval of Minutes from 6.11.2024 Regular Meeting.

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

ADDITIONAL COMMENTS

PUBLIC

No Additional Public Comments.

BOARD MEMBERS

No Additional Board Comments.

LAND USE ADMINISTRATOR

Lee Anne stated that she will be adding to next month's agenda, an item concerning a change of meeting day. Also, shared information concerning Christian's work to put together training for the Board.

PLANNING AND ZONING ATTORNEY

No Attorney present at the meeting.

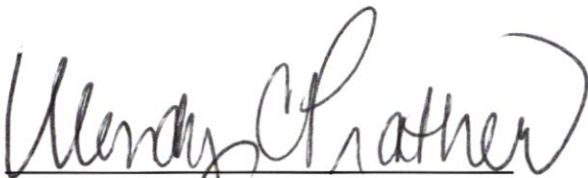
ADJOURNMENT

Motion to adjourn at 7:59pm.

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

Approved this 13th day of August 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Wendy Prather, Chair
Hilliard Planning & Zoning Board