

# 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  
Dustin Winnon, Board Member  
Josetta Lawson, Board Member  
Kevin Webb, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

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## MINUTES

**TUESDAY, SEPTEMBER 02, 2025, 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 Wendy Prather  
Vice Chair Harold "Skip" Frey  
Planning and Zoning Board Member Dustin Winnon  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning & Zoning Board Approval of Site Clearing Site Work Application for parcel ID # 17-3N-24-2020-0016-0000, Tina Smith-Parsons Owner for the creation of private road.

***Lee Anne Wollitz - Land Use Administrator***

***Lee Anne Wollitz - Land Use Administrator- Reads Staff Report.***

**Skip Frey - Vice Chair-** asks if the road will continue as it is currently build, with rock.

**Dustin Winnon - Board Member-** asks for clarity as to why the Property Appraiser's Office stated that they would not give the road a name.

**Lee Anne Wollitz - Land Use Administrator-** shared about communication with the PA office and their policy on only naming roads once there are four dwelling units on the road.

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

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

ITEM-3

Planning & Zoning Board To review, discuss, and provide a proposed adoption date for the Planning & Zoning Rules and Procedures Resolution.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz - Land Use Administrator-** Reads Staff Report.

**Dustin Winnon - Board Member-** states that he has found a typo that needs correcting on page 1.

**Skip Frey - Vice Chair-** states that he would like all the suggested updates via Resolution at the next meeting of the Board.

**Wendy Prather - Chair-** states that she would like the Council as well as other Boards or Committees that represent the Town to adopt a similar set of rules to govern themselves.

**Skip Frey - Vice Chair-** states that he thinks the rules will help us all.

**Wendy Prather - Chair-** states that she thinks the rules may go too far and be overkill.

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

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

ITEM-4

Planning & Zoning Board approval of Minutes from 8.5.2025 Regular Meeting.

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

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

## ADDITIONAL COMMENTS

### PUBLIC

No public wish to speak.

### BOARD MEMBERS

**Wendy Prather - Chair-** reminds the Board of the Greenbrier ground breaking.

### LAND USE ADMINISTRATOR

**Lee Anne Wollitz - Land Use Administrator** - shares information for monthly workshop for the Town Council. Due to the withdrawal of the Timber Trace Project it will not be a Joint Workshop. She also shares ideas for city government week and asks for the boards participation in the events.

### PLANNING AND ZONING ATTORNEY

No Attorney in attendance.

### ADJOURNMENT

Motion to Adjourn at 7:27pm.

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

Approved this 7<sup>th</sup> day of October 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

  
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Wendy Prather, Chair  
Hilliard Planning & Zoning Board