

# 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  
Lee Anne Wollitz, Board Member

## ADMINISTRATIVE STAFF

Janis K. Fleet, AICP  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Mary Norberg

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## MINUTES

**TUESDAY, DECEMBER 13, 2022, 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 Josetta Lawson  
Planning and Zoning Board Member Lee Anne Wollitz

## PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board approval to grant Variance No. 20220927-10 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0040, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.  
***Janis Fleet, AICP - Land Use Administrator***

Disclosure of Ex Parte Communication  
None

Open Public Hearing

**Land Use Administrator Janis Fleet** reads Staff Report and states that the applicant requested his items be deferred until the January 10, 2022, meeting.

Call for Public Comment

**Arlie Johns, 37027 Michigan Street, Hilliard**, states he did not know the applicant had requested a deferral and further states he is against the Variance being approved and would like the Board to take action tonight.

Close Public Hearing on Variance No. 20220927-10 at 7:05 p.m.

Motion made by Planning and Zoning Board Member Wollitz, 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 Wollitz

#### **PLANNING & ZONING BOARD ACTION**

Planning and Zoning Board to approve or deny Variance No. 20220927-10.

**Planning and Zoning Board Member Wollitz** asks how long this item will be deferred and if the Board can table to a future date so it will not continue to be put on the agenda.

**Land Use Administrator Janis Fleet** states the item will need to be placed on the January Agenda so that question can be asked.

**Planning and Zoning Board Member Wollitz** asks if there will need to be a FLUM Amendment.

Motion is made to defer Items 1 through 4 until the January 10, 2022, Planning and Zoning Board meeting.

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 Lawson, Planning and Zoning Board Member Wollitz

Voting Nay: Planning and Zoning Board Member Reed

ITEM-2

Planning and Zoning Board approval to grant Variance No. 20220927-11 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0010, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

**Janis Fleet, AICP - Land Use Administrator**

#### **PLANNING & ZONING BOARD ACTION**

Planning and Zoning Board to approve or deny Variance No. 20220927-11.

- ITEM-3 Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0160, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.  
**Janis Fleet, AICP - Land Use Administrator**

**PLANNING & ZONING BOARD ACTION**

Planning and Zoning Board to approve or deny Variance No. 20220927-12.

- ITEM-4 Planning and Zoning Board approval to grant Variance No. 20220927-13 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0130, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.  
**Janis Fleet, AICP - Land Use Administrator**

**PLANNING & ZONING BOARD ACTION**

Planning and Zoning Board to approve or deny Variance No. 20220927-13.

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

**Arlie Johns, 37027 Michigan Street, Hilliard**, states he wants the Board to know he is not opposed to one house being built on the property, but he is against two being built.

**REGULAR MEETING**

- ITEM-5 Additions/Deletions to Agenda

No additions or deletions to the agenda.

- ITEM-6 Planning and Zoning Board to approve the Withdrawal of the Appeal No. 20220809, for Parcel ID No. 17-3N-24-2020-0040-0080, submitted by Ms. Tobi Welbourne, applicant for Brian Frederick, property owner.  
**Janis Fleet, AICP - Land Use Administrator**

**Land Use Administrator Janis Fleet** explains that through legal research, the letter that the pervious Land Use Administrator provided is what the purchaser used to determine purchasing the property to build on. Once the Board approves the withdrawal of the Appeal, the applicant can move forward with selling the property.

**Planning and Zoning Board Attorney Norberg** states she did research on estoppel, Chapter 62 Section 347 of the Town Code, and case law to determine that the purchaser could build on the property based on the letter from the past Land Use Administrator.

Motion is made to approve the Withdrawal of the Appeal No. 20220809.

Motion made by Planning and Zoning Board Member Reed, Seconded by Planning and Zoning Board Member Wollitz.



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

ITEM-7

Planning and Zoning Board Recommendation for the Lot Split Application  
#20220915

Property Owner - Taylor Built Homes, Inc.  
Parcel ID No. 09-3N-24-0000-0018-0000

**Janis Fleet, AICP - Land Use Administrator**

**Land Use Administrator Janis Fleet** reads Staff Report.

**Matthew Taylor, 46112 Sauls Road, Callahan**, states he is there to answer any questions the Board has.

**Planning and Zoning Board Chair Frey** asks if there was a house on the property.

**Matthew Taylor, 46112 Sauls Road, Callahan**, states yes, but it was removed years ago.

**Planning and Zoning Board Chair Frey** states that there appears to be a building pad.

**Matthew Taylor, 46112 Sauls Road, Callahan**, states that there is from where the previous home was located. He further states debris had been piled on the property and he had to remove two dumpsters worth of trash, spread dirt, and mow the property.

**Planning and Zoning Board Member Wollitz** asks if the road is paved to the driveway.

**Matthew Taylor, 46112 Sauls Road, Callahan**, states it is paved 60 feet past the first parcel.

**Planning and Zoning Board Member Wollitz** states she wants to make sure the applicant understands that the road would have to be paved to the second driveway.

Motion is made to recommend the Lot Split Application No. 20220915 to Council with staff recommendations.

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 Wollitz

ITEM-8

Planning and Zoning Board Recommendation for the Lot Split Application  
#20221129

Property Owner - Cynthia Hicks  
Parcel ID No. 08-3N-24-2380-0020-0010

**Janis Fleet, AICP - Land Use Administrator**

**Land Use Administrator Janis Fleet** reads Staff Report and explains the reason the lot split is being requested is because there are two mobile homes on the property and the applicant wishes to split the property to eliminate a non-conforming use since the property is located in a R-2 Zoning district.

Motion is made to recommend the Lot Split Application No. 20221129 to Council with staff recommendations.

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

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

ITEM-9 Planning and Zoning Board approval of the Minutes from the November 8, 2022, Public Hearing and Regular Meeting.

Motion is made to approve the amended minutes.

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

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

#### **ADDITIONAL COMMENTS**

##### **PUBLIC**

No public wish to address the Board.

##### **BOARD MEMBERS**

**Planning and Zoning Board Member Lawson** thanks Land Use Administrator Janis Fleet for everything she has done.

**Planning and Zoning Board Vice Chair Prather** thanks Land Use Administrator Janis Fleet for providing the Board with knowledge over the past few years.

**Planning and Zoning Board Member Wollitz** states she has to resign from the Planning and Zoning Board, and her resignation will be heard at the December 15, 2022, Town Council meeting. She further states the Board needs to think about a replacement and provide the recommendations to the Town Clerk for the January 5, 2022, Town Council meeting.

**Planning and Zoning Board Member Reed** thanks Land Use Administrator Janis Fleet for teaching the Board the correct way to interpret the Town Code.

**Planning and Zoning Board Member Prather** asks Planning and Zoning Board Member Wollitz to make sure that she has clear expectations.

**Planning and Zoning Board Chair Frey** thanks Land Use Administrator and states even though they may not have always agreed, he has always respected her and thanks her for all she has taught the Board.

**Planning and Zoning Board Member Wollitz** states that there is a LDR Joint Workshop on February 27, 2023, at 6:00 p.m. and asks the Board to put that date on their calendar.

#### **LAND USE ADMINISTRATOR**

**Land Use Administrator Janis Fleet** thank everyone for the accolades, but states she is not going anywhere and that she plans on staying on as the Town Planner and there are several projects going on.

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

**Planning and Zoning Attorney Mary Norberg** thanks Land Use Administrator Janis Fleet for all her work. Further states if anyone needs her before the next meeting, to call.

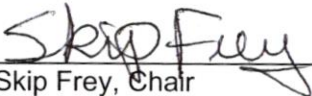
#### **ADJOURNMENT**

Motion to adjourn at 7:47 p.m.

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

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

Approved this 10<sup>th</sup> day of January 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

  
Skip Frey, Chair  
Hilliard Planning & Zoning Board