

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
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

Avery Dyen

MINUTES

TUESDAY, JULY 01, 2025, 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 Harold "Skip" Frey
Planning and Zoning Board Member Charles A. Reed
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 Plan Application No. 20250328.1.
Parcel ID # 16-3N-24-0000-0023-0040. Applicant- Philip Hopper, O'Reilly
Automotive Stores Inc.

Lee Anne Wollitz -Land use Administrator

Lee Anne Wollitz, Land Use Administrator- reads agenda item report.

Wendy Prather, Chair- explains a desire to have a turn lane included in the driveway requirements.

Josetta Lawson, Board Member- agrees with Wendy Prather.

Skip Frey, Vice Chair- agrees with Wendy Prather and asks about sidewalk on Henry Smith Road.

Lee Anne Wollitz, Land Use Administrator- explains the difference between requirements and requests by the Planning and Zoning Board.

Avery Dyen, Planning and Zoning Attorney- shares the rights of the Board to approve or deny the application as well as the need to differentiate between conditional approval and requests by the Board of an applicant.

Michael Detsis, engineer for O'Reilly's- speaks to FDOT process and the number of trips determination and under what circumstances a turn lane would be required by FDOT.

Skip Frey, Vice Chair- makes the motion to approve the Site Plan with the condition: The remaining 2 documents be submitted for Town approval prior to the start of construction on the items covered by each document. He included the request of the Board that a turn lane be added to the driveway permit as well as the sidewalk be extended down Henry Smith Road the length of the property.

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

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

ITEM-3

Planning and Zoning Board to review Pre-Application for the Vacation of Right of Way for a portion of W 8th Ave. and make a recommendation to the Town Council concerning moving forward through the Vacation Process.

Application No. 20250418.1 VAC ROW W8th Ave, Property Owner – Andy Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- reads agenda item report and share findings from workshop.

Skip Frey, Vice Chair- states that he visited the site and believes that a land swap that would result in one contiguous parcel for the applicant as well as a 60 feet Right of Way, W 7.5 Ave. makes the most sense as a way forward.

Lee Anne Wollitz, Land Use Administrator- presents the Board with 4 options to move forward with their motion.

Skip Frey, Vice Chair- Makes a motion to recommend to the Council that the applicant moves forward with what may be needed to create W 7.5 Ave via, land swap, lot split and/or vacation of right of way for W 8th Ave.

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

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

- ITEM-4 Planning and Zoning Board to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation to the Town Council concerning moving forward through the Vacation Process.
Application No. 20250423.1 VAC Alley Block 93, Property Owner – Andy Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- asks to be excused from reading the agenda item report and instead explains the request and process.

A Motion is made to recommend to the council that the applicant move forward through the Vacation Process.

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 Reed, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

- ITEM-5 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20250604.01. Parcel ID No. 04-3N-24-0000-0004-0160. Property Owner - Jarrod and Leanna Pickett
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- reads agenda item report.

Wendy Prather, Chair- asks if this will be an even split.

Skip Frey, Vice Chair- states that it is not even but, it is the same split that we approved before.

Motion is made with the following 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.

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 Lawson, Planning and Zoning Board Member Webb

ITEM-6

Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- reads agenda item report.

Wendy Prather, Chair- reminds the Board that they have had the document for review for one month.

Charles Reed, Board Member- asks if the document addresses quorum?

Wendy Prather, Chair- asks if the document addresses the steps for discipline?

Lee Anne Wollitz, Land Use Administrator- answers Charlie and Wendy.

Motion is made to add to the next agenda for further discussion.

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

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

ITEM-7

Planning & Zoning Board Approval of the Minutes from 06.03.2025 RM.

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 Reed, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ADDITIONAL COMMENTS

CHAIR **Calls on members of the audience wishing to address the Board on matters not on the agenda.**

PUBLIC

No public wish to address the board.

BOARD MEMBERS

Wendy Prather, Chair- is happy to see Skip back from his time away. She is sad to say goodbye to Charlie. She goes on to say that she is happy that so many applications were

made to replace Charlie's seat but, she wishes she could ask the applicants how they would handle having to vote on the legality of an item that they do not agree with.

Skip Frey, Vice Chair- is disappointed that no applicants are at the meeting.

Charles Reed, Board Member- says that is has been a good 16 years serving on the Board and he turned in his iPad.

Josetta Lawson, Board Member- asks if the applicants really know what the Board does, what rules the Board must follow and what is allowed by Town Code.

Kevin Webb, Board Member- hopes that the applicants are watching the meetings.

LAND USE ADMINISTRATOR

Lee Anne Wollitz- reads the letter sent by applicant Jacqueline Galbreath concerning the open position on the Board. Informs the Board that at the next Town Council Public Hearing and Regular Meeting they will make decisions for the Sign Ordinance, appoint one of the Applicants to the Board, and provide a certificate of recognition to Charlie Reed for his years of service.

PLANNING AND ZONING ATTORNEY

Avery Dyen- asks for questions concerning the Rules and Procedures document be sent to her over the next month and shares that she will not be at the next meeting but, Devin will be present in her place.


ADJOURNMENT

Motion to adjourn 8:05pm.

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

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

Approved this 5th day of August 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Wendy Prather, Chair
Hilliard Planning & Zoning Board