

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
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, JULY 11, 2023, 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 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

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-07 to Amend Chapter 62 by Moving Division 7, Building Permits and Inspections to Chapter 14
Janis K. Fleet, AICP – Town Planning Consultant

Disclosure of Ex Parte Communication
None

Open Public Hearing for Item 1 at 7:05 p.m.

No Public Input was made.

Close Public Hearing 7:06 p.m.

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

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

Land Use Administrator Lee Anne Wollitz gives overview of need for Ordinance.

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-2

Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2023-08 to Move Chapter 46 into Chapter 62, the Land Development Regulations.

Janis K. Fleet, AICP – Town Planning Consultant

Disclosure of Ex Partee Communication
None

Open Public Hearing for Item 2 at 7:08 p.m.

No Public Input was made.

Close Public Hearing 7:09 p.m.

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

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

Land Use Administrator Lee Anne Wollitz gives overview of need for Ordinance.

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

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

REGULAR MEETING

ITEM-3 Additions/Deletions to Agenda

No additions or Deletions to Agenda.

ITEM-4 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230622.1.
Parcel ID No. 16-3N-24-0000-0023-0010, 16-3N-24-0000-0022-0000, 16-3N-24-0000-0023-0030, 16-3N-24-0000-0023-0040.
Property Owner - Michael Franklin
Lee Anne Wollitz- Land Use Administrator

Land Use Administrator Lee Anne Wollitz gives staff report.

Applicant Michael Franklin gives clarity on placement of parcel lines and retention pond.

A motion is made to recommend the lot reconfiguration to Town Council with the following 3 conditions.

1. The applicant shall record the lot reconfiguration with the Clerk of the Court and provide the Town evidence of the recordation.
2. 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. A Site plan application for each parcel will be required prior to development.
3. Prior to recording the lot reconfiguration with the county, a survey showing each parcel meeting the zoning requirements of the M-1 district and having access to the proposed retention pond must be approved by Town staff and the Land Use Administrator

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-5 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20230623.1.
Parcel ID No. 04-3N-24-0000-0004-0160.
Property Owner - Jarrod and Leanna Pickett
Lee Anne Wollitz- Land Use Administrator

Land Use Administrator Lee Anne Wollitz gives staff report and answers questions concerning sewer line distance.

A motion is made to recommend the lot reconfiguration to Town Council with the following 2 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 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 approval of the Minutes from the June 13, 2023, Meeting.

Motion made by Planning and Zoning Board Member Lawson, 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 Webb

ADDITIONAL COMMENTS

PUBLIC

Carlos Hall 371044 Oxford Street agrees with adding Manufactured homes as an use by exception to the R-3 district.

BOARD MEMBERS

Planning and Zoning Board Member Lawson is encouraged that we may be adding Manufactured homes within R-3 as an exception.

Planning and Zoning Board Vice Chair Prather Thanks Mr. Hall for his comments.

LAND USE ADMINISTRATOR

Land Use Administrator Lee Anne Wollitz gives information concerning being out the office July 18-21.

PLANNING AND ZONING ATTORNEY

No comment.

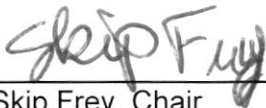
ADJOURNMENT

Motion to adjourn at 7:31 p.m.

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

Approved with changes this 8th day of August 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Skip Frey, Chair
Hilliard Planning & Zoning Board