

# 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

Christian Waugh

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## MINUTES

**TUESDAY, JANUARY 16, 2024, 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

## ABSENT

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.

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions and Deletions to the agenda.

ITEM-2      Planning and Zoning Board Selection of Chair and Vice Chair  
***Lee Anne Wollitz – Land Use Administrator***

A motion was made for Wendy Prather to serve as Chairperson.

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

A motion was made for Charles Reed to serve as Vice Chairperson.

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

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

ITEM-3      Acknowledge change of Legal Representative for the Planning and Zoning Board.  
***Lee Anne Wollitz – Land Use Administrator***

**Lee Anne Wollitz, Land Use Administrator**, leads a discussion concerning a recommendation to Town council regarding having legal representative for each meeting. As well as the boards need to acknowledge the change in current legal representation.

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

ITEM-4      Planning and Zoning Board approval of the Minutes from December 12, 2023, Regular 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

**ADDITIONAL COMMENTS**

**PUBLIC**

No public wish to address the Board.

**BOARD MEMBERS**

**Skip Frey, Chair-** Thanks the Board for the chance to serve as Chair.

## **LAND USE ADMINISTRATOR**

**Lee Anne Wollitz, Land Use Administrator-** Reminds the Board of the Public Hearing on January 18<sup>th</sup> as well as the Joint Workshop on January 29<sup>th</sup>.

## **PLANNING AND ZONING ATTORNEY**

No Attorney present at meeting.

## **ADJOURNMENT**

Motion to adjourn at 7:14pm.

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 Reed, Planning and Zoning Board Member Lawson

Approved this 13<sup>th</sup> day of February 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida



Wendy Prather, Chair  
Hilliard Planning & Zoning Board