

# 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

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## MINUTES

TUESDAY, MARCH 14, 2023, 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  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

## ABSENT

Vice Chair Wendy Prather  
Planning and Zoning Board Member Charles A. Reed

## PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board recommendation to the Town Council for a Text change to the Comprehensive Plan for applicant Douglas Adkins, Dayspring Health LLC.

***Lee Anne Wollitz – Land Use Administrator***

Disclosure of Ex Parte Communication  
None

Open Public Hearing for Items 1,2,3 at 7:10 p.m.

**Town Planner Janis Fleet** reads all 3 staff reports. Recommends approval of Item 1. Recommends approval of Item 2 as a companion of Item 3. Recommends approval of Item 3 with the 9 conditions included in her staff report.

**Courtney Gaver, Attorney for Dayspring Commons** shares a prepared PowerPoint highlighting the changes made since the joint workshop.

**Doug Adkins, Property Owner** clarifies staffing requirements from State of Florida.

**Henry Vorpe, Project Engineer** clarifies site plan changes and speaks about FDOT requirements for traffic study.

Close Public Hearing 7:52 p.m.

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

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

**Planning and Zoning Board Member Lawson** expresses concern about proximity to neighbors and the affect the project may have on their quality of life.

**Courtney Gaver, Attorney for Dayspring Commons** addresses concern about neighbor.

**Town of Hilliard Mayor Beasley** asks about the effect of the project with the house in the right of way on Orange street.

**Henry Vorpe, Project Engineer & Doug Adkins, Property Owner**, discuss the right of way issues with the project.

**Planning and Zoning Board Chair Frey** asks if the proposed storage, that is part of the project, will be exclusive to the residents.

**Town Planner Janis Fleet** states that this is a separate facility that could be rented out.

**Doug Adkins, Property Owner** disagrees with Fleet's statements.

**Courtney Garver, Attorney for Dayspring Commons** states that to limit the use of the storage units to only those living on the property would be a deed restriction and therefore not appropriate. She also states that she cannot reconcile the concern about parking with opposing the storage units.

**Land Use Administrator Lee Anne Wollitz** gives her opinion about storage and about its proposed placement.

**Town Planner Janis Fleet** states she is ready to move to voting.

**Planning and Zoning Board Chair Frey** ask about the decision to leave the “overflow” parking lot gravel.

**Henry Vorpe, Project Engineer** states that this was his and he would be open to paving all parking and moving parking locations, so all parking would be connected.

**Town Planner Janis Fleet and Planning and Zoning Board Chair Frey** discuss parking, paving, and placement.

**Courtney Gaver, Attorney for Dayspring Commons** asks the Town to move forward and give a vote, not a deferral.

**Doug Adkins, Property Owner** states that he is also ready to move forward with a vote.

Motion is made to recommend the proposed text change to the Comprehensive Plan to Town Council for approval.

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

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

ITEM-2

Planning and Zoning Board recommendation to the Town Council for a change to the Future Land Use Map “FLUM”. Parcel ID No. 08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, 08-3N-24-2380-0037-0010, for applicant Douglas Adkins, Dayspring Health LLC

**Lee Anne Wollitz – Land Use Administrator**

Motion is made to recommend the proposed FLUM change to the Town Council for approval.

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

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

ITEM-3

Planning and Zoning Board recommendation to the Town Council for the establishment of Dayspring Commons Planned Unit Development through an Ordinance. Parcel ID No. 08-3N-24-2380-0024-0040, 08-3N-24-2380-0039-0012, 08-3N-24-2380-0039-0031, 08-3N-24-2380-0037-0020, 08-3N-24-2380-0024-0010, 08-3N-24-2380-0039-0025, 08-3N-24-2380-0037-0010, for applicant Douglas Adkins, Dayspring Health LLC.

**Lee Anne Wollitz – Land Use Administrator**

**Town Planner Janis Fleet and Planning and Zoning Board Chair Frey** discuss storage and its location.

**Doug Adkins, Property Owner** states it is a health risk to have the storage off site.

**Town Planner Janis Fleet** restates her conditions based on the proposed changes they are as follows.

1. Personal property, self-service (mini warehouse) storage facilities shall be removed as a permitted use and the parking calculations revised to reflect the removal of the use.
2. A traffic study shall be performed for the development and the improvements recommended in the study shall be implemented.
3. Spaces included in the "overflow parking lot" shall not be considered in the parking calculations, unless Orange Street is paved from West Sixth Street to the parking lot and the parking lot is paved.
4. Parking calculations shall be revised to reflect the deletion of the 14 spaces in the "overflow parking lot", unless Orange Street is paved from West Sixth Street to the parking lot and the parking lot is paved.
5. Parking calculations shall be revised to reflect the specific uses for each building and the staffing required by the specific licenses (assisted living facilities, skilled nursing facilities, and memory care facilities) by the State of Florida, to provide 1 space per employee for highest shift, plus the following: 1 space per 1 bed for independent senior living facilities 1 space per 3 beds for assisted living facilities, skilled nursing facilities, and memory care facilities
6. Parking calculations shall be revised to provide 1 space for 150 s.f. of medical/dental office and all allowable uses in Building 3.
7. Revise building square footages and number of bed/units to meet parking calculations.
8. A landscaped buffer of 5 feet and a solid wall or fence, at least six feet in height, shall be provided between the parking lot and the single-family dwelling unit on Orange Street.
9. Revise site plan and written description to reflect all changes.

The following two conditions were added/adapted during the meeting and agreed to by the developer. Conditions 10 and 11 are to replace conditions 3 and 4 from the Town Planner's list.

10. All parking will be paved and located North of Mrs. Rosa, (residence on orange street and South of the PUD.)

11. Developer will offer a written description and updated site plan dated after the 3/14/2023 changes.

Motion is made to recommend the proposed Dayspring Commons PUD to the Town Council for approval with the Town Planners stated conditions.

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

Voting Yea: Chair Frey, 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-4 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-5 Planning and Zoning Board approval of the Minutes from the February 14, 2023, Public Hearing and Regular Meetings.

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

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

**ADDITIONAL COMMENTS**

**PUBLIC**

No public wish to address the Board.

**BOARD MEMBERS**

No Board Members have additional comments.

**LAND USE ADMINISTRATOR**

**Land Use Administrator Lee Anne Wollitz** gives information concerning deferrals and the need to address any changes with updates to the LDRs.

**Town Planner Janis Fleet** agrees with Lee Anne Wollitz about the correct way to handle deferrals and states that parking needs will be updated with the LDRs as well.

**PLANNING AND ZONING ATTORNEY**

No comment.

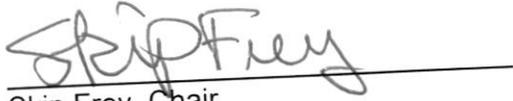
**ADJOURNMENT**

Motion to adjourn at 8:43 p.m.

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

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

Approved with changes this 9<sup>th</sup> day of May 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

A handwritten signature in cursive script, reading "Skip Frey", written over a horizontal line.

Skip Frey, Chair  
Hilliard Planning & Zoning Board