

# 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, Vice Chair  
Dustin Winnon, Board Member  
Kevin Webb, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

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## MINUTES

**TUESDAY, NOVEMBER 04, 2025, 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

Vice Chair Harold "Skip" Frey  
Planning and Zoning Board Member Dustin Winnon  
Planning and Zoning Board Member Kevin Webb

Josetta Lawson Resigned from the Board Prior to the Meeting.

## PUBLIC HEARINGS

ITEM-1 Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-13, to Amend Chapter 62, Land Development Regulations, Article VIII Subdivisions and Article XIV Platting.

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

No Ex Parte Communication

Open of Public Hearing 7:02pm

***Lee Anne Wollitz - Land Use Administrator-*** Reads Staff Report.

No Public Comment

Close Public Hearing 7:05pm

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

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

### **Board Action**

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

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

## **REGULAR MEETING**

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning & Zoning Board recommendation to the Town Council for approval of an Ordinance, for the Vacation of Right of Way for the alley within block 93. Application No. 20250925.01 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-*** Reads Staff Report.

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

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

ITEM-4 Planning & Zoning Board recommendation to the Town Council for approval of an Ordinance, for the Vacation of Right of Way for a Block of W 8th Ave. Application No. 20250925.02 VAC Portion of W 8th Ave, 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-*** Reads Staff Report.

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

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

ITEM-5 Planning & Zoning Board approval of Site Plan Application No. 20250808.1. Parcel ID # 08-3N-24-2380-0011-0012. Applicant- Kim Seyer, The Seyer Group.

***Lee Anne Wollitz -Land use Administrator***

**Lee Anne Wollitz - Land Use Administrator-** Reads Staff Report.

**Public Comment Card- Jared Wollitz- 37255 Ingham Road.**

**Avery Dyen- Board Attorney-** gives permission for Councilman Wollitz to speak on the item.

**Jared Wollitz- 37255 Ingham Road.** asks if we need a release of liability for the opening between to parking area of the Site Plan Application and the property to the south.

**Skip Frey- Board Member** proposes that we should close off the drive or narrow it.

**Mark- Engineer for the Project-** states that the opening was a request for the current owner of both properties.

**Lee Anne Wollitz - Land Use Administrator-** asks for administrative approval of the driveway updates to be added to the list of conditions along with the Nassau County Driveway and Utility Permits, FODT Driveway and Utility Permits, and the SJRWMD permit.

Motion Made with requested Conditions.

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

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

ITEM-6

Planning and Zoning Board Approval of 2026 Planning and Zoning Board Calendar of meetings.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz - Land Use Administrator-** Reads Staff Report.

Board Discuss pros and cons of Thursday vs Tuesday meetings.

Motion was made to go with the Thursday option and if we only have minutes on the agenda for the 1.6.2026 meeting that it would be canceled as we have a meeting scheduled for 1.22.2026.

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

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

ITEM-7

Planning and Zoning Board Selection of Chair and Vice Chair for the remainder of 2025.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz - Land Use Administrator-** Reads Staff Report. And explains the process for appointment, going over the requirements of Planning & Zoning Resolution 2025-01 in relation to January appointment of officers as well as the requirements if an officer leaves mid year.

**Kevin Webb, Board Member-** asks Skip Frey if he would like to be Chair.

**Skip Frey, Board Member-** replies yes and ask Dustin if we would like to be vice chair.

**Dustin Winnon, Board Member-** answers that he would be able to serve in the capacity of Vice Chair.

**Lee Anne Wollitz, Land Use Administrator-** notifies the board that two motions will be needed.

Motion for Skip Frey to be chair.

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

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

Motion for Dustin Winnon to be Vice Chair.

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

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

ITEM-8      Planning and Zoning Board approval of Minutes from 10.07.2025 Regular Meeting.

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

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

**Jared Wollitz-** Thanks for what the Board does. You have my support. New Board Members will be appointed as soon as possible.

**Mark, Engineer for McDonald's Project-** asks for a letter of approval for the project.

**Lee Anne Wollitz, Land Use Administrator-** confirms that she will send the letter before end of week.

## **BOARD MEMBERS**

**Dustin Winnon, Board Member** - Thanks Mc Donald's, thank you Josetta Lawson and Wendy Prather for your years of service.

**Kevin Webb, Board Member** - Thank you Josetta Lawson and Wendy Prather for your years of service.

**Skip Frey, Board Member** - Thank you Josetta Lawson and Wendy Prather for your years of service.

## **LAND USE ADMINISTRATOR**

**Lee Anne Wollitz, Land Use Administrator**- Reminds the Board of the Following: Joint Workshop 11.13 6pm, New Zoning Board Member Interviews 11.13 WS, and pre-construction meeting with O Reilly's will happen next week.

## **PLANNING AND ZONING ATTORNEY**

Attorney has nothing to add.

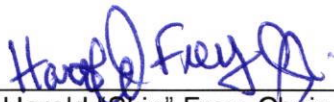
## **ADJOURNMENT**

Motion to Adjourn at 7:49pm.

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

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

Approved this 2nd day of December 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida



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Harold "Skip" Frey, Chair  
Hilliard Planning & Zoning Board