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, FEBRUARY 14, 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

Prayer by James Cason

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 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

Land Use Administrator Lee Anne Wollitz reads letter from applicant that states the applicant is requesting their items be deferred until the March 14, 2023, meeting.

A Motion is made to defer items 1, 2 and 3 until the March 14, 2023, Planning and Zoning Board meeting.

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 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

Deferred with Item 1 and 3.

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

Deferred with Item 1 and 2.

ITEM-4 Planning and Zoning Board approval to grant Variance No. 20221227 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0177-0220, for Bobby Franklin, B.Y. Franklin Properties, applicant and property owner.
Lee Anne Wollitz- Land Use Administrator

Disclosure of Ex Parte Communication
None

Open Public Hearing

Call for Public Comment

Bobby Franklin, PO Box 878, Hilliard, states that it is a joy to see improvement in the Town. He wants to see the mobile homes replaced with a custom build home that matches the neighborhood.

Planning and Zoning Board Vice Chair Prather asks about the effects of lot of record on the mobile home.

Town Planner Janis Fleet states she has been correcting and clearing up the lot of record language as the Town moves forward with the LDR changes.

Close Public Hearing on Variance No. 20221227 at 7:15 p.m.

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

PLANNING & ZONING BOARD ACTION
Planning and Zoning Board to approve or deny Variance No. 20221227.

Motion is made to approve Variance No. 20221227.

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

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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-6 Planning and Zoning Board approval of a clerical error correction, apply Motion made for Application Number 12012022 in the January 10th meeting to Application Number 20221201 Minor Modification of Greenbrier PUD.
Lee Anne Wollitz- Land Use Administrator

Land Use Administrator Lee Anne Wollitz reads agenda item report and explains the need for the correction.

Town Planner Janis Fleet reiterates the purpose for this vote.

Motion is made to apply previous vote for Application No. 12012022 to Application No. 20221201.

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-7 Planning and Zoning Board update of the Site Plan Application No. 20220920, Parcel ID No.08-3N-24-2380-0013-0010; for Applicant Marcus Holley, Hilliard Shopping Center.
Lee Anne Wollitz – Land Use Administrator

Land Use Administrator Lee Anne Wollitz reads agenda item report and gives update on the project.

ITEM-8 Planning and Zoning Board approval of the Minutes from the January 10, 2023, Public Hearing and Regular Meeting.

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

ADDITIONAL COMMENTS

PUBLIC

No public wish to address the Board.

BOARD MEMBERS

Planning and Zoning Board Member Lawson asks about Goodin Property and Variance process due to the 6-month deferral.

Planning and Zoning Board have extended discussion on Variances and the approval process.

LAND USE ADMINISTRATOR

Land Use Administrator Lee Anne Wollitz starts a discussion on the deferral process and the need/ability to revamp this process. Asks the board to present any suggestions or questions so it can be an item for more discussion or an action item at the next meeting.

Planning and Zoning Board engage in a group discussion about public notification and its effect on this item.

Planning and Zoning Board Chair Frey states he would be ok with the Land Use Administrator issuing up to 60 days of deferral but, after that time he would like the Board to hear the need for the delay and have the option of a vote.

PLANNING AND ZONING ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 7:43 p.m.

Motion made by Planning and Zoning Board Member Reed, 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

Approved this 14th day of March 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Skip Frey

Skip Frey, Chair
Hilliard Planning & Zoning Board