

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
Dustin Winnon, Vice Chair
Kevin Webb, Board Member
Michael Hallman, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Avery Dyen

MINUTES

TUESDAY, DECEMBER 02, 2025, 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 Dustin Winnon
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Michael Hallman
Planning and Zoning Board Member Dalton Hood

PUBLIC HEARINGS

ITEM-1 Planning & Zoning Board recommendation to the Town Council concerning Ordinance 2025-16, Major Modification Application 20251009.01 to modify Ordinance 2025-02, Holland Walk PUD. Applicant Ben Buchanan, Intact Construction.

Lee Anne Wollitz- Land Use Administrator

Skip Frey- Board Chair, Reads the Quasi-Judicial Procedures.

Skip Frey- Board Chair, calls for disclosure of Ex Parte Communication.

No Ex Parte Communication.

Skip Frey- Board Chair, calls for open of Public Hearing at 7:11pm

Lee Anne Wollitz - Land Use Administrator, reads staff report.

Courtney Gaver- Holland Walk Counsel, updates the Board on the requirements for the PUD, the need for increased fire flow in this section of Town and the proposed changes between Ordinance 2025-02 and Ordinance 2025-16.

Ben Buchanan- applicant, goes into more detail as to the fire flow needs and the proposed changes to the Holland Walk PUD.

Debora Mayo-36151 Pine Street, came with several concerns which include, dust from the Holland Walk work site, items of work on the jobsite are encroaching onto her fence, and a consistent rodent issue which may have been caused by the removal of the original dwelling from the Holland Walk parcel.

Public Hearing Closes at 7:23pm

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

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

Board Discussion and Action on Item 1.

Motion- "I move that the board find that the proposed rezoning is consistent with the comprehensive plan, complies with all procedural requirements, and serves the public interest, and based on these findings, approve the rezoning application."

With this motion the Board recommends approval of Ordinance 2025-16 to the Town Council.

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

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning & Zoning Board to make a recommendation to the Town Council regarding the Pre-Application for the Vacation of Right of Way for the Alleys and portions of Right of Way within and surrounding Blocks 68, 69, and 71. Project name - Dayspring Cottages, Property Owner – Dayspring Property Services,

LLC.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator, reads staff report and goes into a little deeper explanation of the approval process for a vacation of right-of way request.

Courtney Gaver- Dayspring Properties Counsel, shares the goals and plans for the parcels include a senior living facility. She also states that Dayspring is working to collect the required signatures from the neighboring property owners to allow the full vacation of W 9th Ave. and Citrus Street. Finally, she makes comment on the hope of determining the exact location of utility easements later.

Skip Frey- Board Chair, asks if and when a conceptual site plan may be ready for the project and is told that it could be as long as 6 months after a vacation of right-of-way approval.

Dustin Winnon- Vice Chair, asks for clarity on if W 7th Ave. is included in the request, and it told that it is not included.

Motion Made with staff recommended conditions included: Vacating all of W 9th Ave and Citrus Street as well as maintaining a 30 feet utility easement in New Oak Street, W 8th Ave and W 9th Ave.

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

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

ITEM-4

Planning and Zoning Board consider Site Plan Application NO. 20251008.02 Parcel #16-3N-24-2320-0012-0010. Applicant: John & Cindy Key, Key Plumbing.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz - Land Use Administrator, reads staff report and goes into a little deeper explanation of the approval process for the site plan and the request to be exempted from the landscape requirements and her communication with the residential neighbor concerning the project.

Skip Frey- Board Chair, Dustin Winnon- Vice Chair, and Kevin Webb- Board Member, asks questions related to the placement, height and coverage of the fence.

John Key- applicant, provided clarity on the fence that is planned, shares that there will be an office but, the site will not be open to the public.

Michael Hallman, Board Member, shares concern about light pollution on the neighboring residential properties and ask the applicant to speak about the lighting plans.

John Key- applicant, shares that he plans to have motion censored lighting around the site.

Michael Hallman, Board Member, asks for clarity on the need for well and septic exception and under what conditions the Property will connect to the Town System.

Lee Anne Wollitz- Land Use Administrator, shares about conversations she has had with the applicant about connection requirements should our system pass their property line and the applicants wish that is was already within reach.

Lee Anne Wollitz- Land Use Administrator, addresses the board with the landscape exception request and the unique elements of the property and project.

Micheal Hallman- Board Member, asks for more detail about traffic flow, and the subdivision under construction in the area.

Lee Anne Wollitz- Land Use Administrator, addresses these concerns.

Skip Frey- Board Chair, expresses his support for the privacy fence as his support for the project being exempt from the landscape requirements.

Motion Made with Staff Recommended Conditions which include: approval of Well Exception by Town Council, approval Septic Tank Exception by Town Council, Nassau County Driveway permit of Exception, Land Use Administrator approval of refuse plan for the property, and a Landscape Requirement Exception.

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

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

ITEM-5 Planning and Zoning Board Approval of the Minutes from 11.04.2025 Public Hearing and Regular Meeting.

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

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

ADDITIONAL COMMENTS

PUBLIC

John Beasley- Mayor, shares a "Thank You" to the Boards two new members as this is their first meeting.

BOARD MEMBERS

Skip Frey- Board Chair, gives a welcome to Michael Hallman and Dalton Hood to the Board, and shares a Thank you to Board Attorney Avery Dyen, as this is her last meeting with us.

LAND USE ADMINISTRATOR

Lee Anne Wollitz communicates with Hallman and Hood concerning paperwork and training dates and times.

PLANNING AND ZONING ATTORNEY

Avery shares that due to the Boards schedule change she will be unable to serve as counsel in 2026 but, another attorney in her office will sit in on the meetings to assist.

ADJOURNMENT

Motion to Adjourn at 8:12pm.

Motion made by Planning and Zoning Board Member Webb, Seconded by Vice Chair Winnon.
Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb,
Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood.

Approved this 6th day of January 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida



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