

# 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  
Lee Anne Wollitz, Board Member

## ADMINISTRATIVE STAFF

Janis Fleet, AICP  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Mary Norberg

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## MINUTES

**TUESDAY, OCTOBER 11, 2022, 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 Lee Anne Wollitz

### ABSENT

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

**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

**Planning and Zoning Board Member Lee Anne Wollitz** asks if she needs to add a discussion to the agenda regarding the Board receiving an application packet from Developer Marcus Holley.

**Land Use Administrator Janis Fleet** states she will bring that up at the end of the meeting with Planning and Zoning Board Attorney, Mary Norberg, and explain.

No additions or deletions to the agenda.

ITEM-2 Planning and Zoning Board approval of the Minutes from the September 13, 2022, Public Hearing and Regular Meeting.

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

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public wish to address the Board.

### **BOARD MEMBERS**

No comment from Board members.

### **LAND USE ADMINISTRATOR**

**Land Use Administrator Janis Fleet** asks Planning and Zoning Attorney Mary Norberg to explain that items that will be on the agenda need to be reviewed by staff before being presented to the Planning and Zoning Board. After being reviewed by staff and uploaded to the Town's website via the agenda packet, the information needs to be presented to all Board Members and to the public at the same time. Land Use Administrator Janis Fleet further states that it is a violation of Sunshine Law that the Board Members accepted the packet before she was allowed to review the items.

### **PLANNING AND ZONING ATTORNEY**

**Planning and Zoning Attorney Mary Norberg** states that according to Chapter 62-33, Powers and Duties of the Land Use Administrator's Office, Janis Fleet is correct and that all applications should go through the Land Use Administrator and not be given directly to the Planning and Zoning Board Members.

**Jared Wollitz, 37255 Ingham Road, Hilliard,** states that it is not a violation of Sunshine Law for the Board to receive a packet from an applicant, but rather a Disclosure of Ex-Parte Communication.

## ADJOURNMENT

Motion to adjourn at 7:18 p.m.

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

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

Approved this 8<sup>th</sup> day of November 2022, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

  
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Skip Frey, Chair  
Hilliard Planning & Zoning Board