

# 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, JANUARY 10, 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  
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***  
***Janis K. Fleet, AICP – Town Planning Consultant***

**Land Use Administrator Lee Anne Wollitz** reads letter from applicant requesting to Defer Items 1, 2, and 3 until February 14, 2023.

**Town Planner Janis Fleet** speaks about the need to defer and explains the need to make a text change to the Comprehensive Plan.

Motion is made to defer Items 1, 2, and 3 until the February 14<sup>th</sup> Planning and Zoning 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**  
**Janis K. Fleet, AICP – Town Planning Consultant**

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**  
**Janis K. Fleet, AICP – Town Planning Consultant**

Deferred with Item 1 and 2.

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

No public wish to address the Board.

## **REGULAR MEETING**

ITEM-4 Additions/Deletions to Agenda

No addition or deletions to the agenda.

ITEM-5 Planning and Zoning Board approval of a Minor Modification No. 12012022 for the Greenbrier PUD to Revise the Site Plan for parcel ID No. 22-3N-24-2320-0025-000, for Courtney Gaver/Rogers Towers, P.A. applicant and Greenbrier Nassau, LLC  
**Janis K. Fleet, AICP – Town Planning Consultant**  
**Lee Anne Wollitz – Land Use Administrator**

**Town Planner Janis Fleet** reads Agenda Item Report.

**Planning and Zoning Board Chair Frey** ask Henry Vorpe, project engineer, for a closer look at the plans.

**Henry Vorpe Project Engineer** explains the proposed change and provides maps to the Planning and Zoning Board.

A motion is made to approve application number 12012022.

Motion made by Planning and Zoning Board Member Reed, 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

ITEM-6

Planning and Zoning Board Approval 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**  
**Janis K. Fleet, AICP – Town Planning Consultant**

**Town Planner Janis Fleet** reads agenda item report.

**Donald Bowels Project Engineer** provides information about driveway permit and engineering process.

**Planning and Zoning Board Vice Chair Prather** asks about access from the property onto US HWY 1. Also, asks if this would be considered a preliminary application.

**Donald Bowels Project Engineer** asks the Board to approve the site plan with the conditions, provide the Town with a copy of approved driveway permit from Nassau County and meet all requirements from the Town Engineer, Mittauer & Associates.

**Town Planner Janis Fleet** asks that the Town be provided with a clean copy of all updates when they are received/produced by the applicant and that an update be provided to the Board on the progress of the conditions during the February 14<sup>th</sup> meeting.

A motion was made to approve with the following conditions: A driveway permit is approved by Nassau County and all requirements of the Town Engineer are met.

Motion made by Vice Chair Prather, Seconded by Planning and Zoning Board Member Reed.

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 approval to grant Variance No. 20220927-10 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0040, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

**Lee Anne Wollitz - Land Use Administrator**  
**Janis Fleet, AICP - Town Planner Consultant**

**Land Use Administrator Lee Anne Wollitz** provides information from the applicant concerning the need to defer for 6 months.

**Planning and Zoning Board Chair Frey** speaks about LDR changes.

**Town Planner Janis Fleet** speaks on the difference between variance and special exception and changes to the LDRs.

**Planning and Zoning Board Vice Chair Prather** asks if a variance will be needed after the LDR changes are in place.

A motion was made to defer until July 11, 2023, for Agenda Items 7, 8, 9 and 10.

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

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

Voting Nay: Planning and Zoning Board Member Reed, Planning and Zoning Board Member Lawson

ITEM-8 Planning and Zoning Board approval to grant Variance No. 20220927-11 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0165-0010, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

**Lee Anne Wollitz - Land Use Administrator**  
**Janis Fleet, AICP - Town Planner Consultant**

Deferred with Item 7, 9 and 10.

ITEM-9 Planning and Zoning Board approval to grant Variance No. 20220927-12 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0160, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

**Lee Anne Wollitz - Land Use Administrator**  
**Janis Fleet, AICP - Town Planner Consultant**

Deferred with Item 7, 8 and 10.

ITEM-10 Planning and Zoning Board approval to grant Variance No. 20220927-13 to Reduce the Minimum Lot Width and Minimum Lot Area for Parcel ID No. 08-3N-24-2380-0148-0130, for Christopher Goodin/Coastland Land Group, LLC, applicant and CCRC Woodlands, property owner.

**Lee Anne Wollitz - Land Use Administrator**  
**Janis Fleet, AICP - Town Planner Consultant**

Deferred with item 7, 8 and 9.

ITEM-11 Planning and Zoning Board Selection of Chair and Vice Chair  
**Lee Anne Wollitz – Land Use Administrator**

A motion is made for Skip Frey to remain Chair for 2023.

Motion made by Planning and Zoning Board Member Reed, 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

A motion is made for Wendy Prather to remain vice chair for 2023.

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

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-12 Planning and Zoning Board approval of the Minutes from the December 13, 2022, Public Hearing and Regular Meeting.

Motion is made to approve the minutes.

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

## **ADDITIONAL COMMENTS**

### **PUBLIC**

No public wish to address the Board.

### **BOARD MEMBERS**

**Planning and Zoning Board Vice Chair Prather** states she is excited to have Kevin Webb join the Planning and Zoning Board.

**Planning and Zoning Board Chair Frey** offers "Thank you" to Kevin Webb for his willingness to serve and states that it is good to see so many members of the public.

**LAND USE ADMINISTRATOR**

**Land Use Administrator Lee Anne Wollitz** offers a thank you to Janis Fleet for her work on the items on the agenda and that she is looking forward to the partnership.

**Town Planner Janis Fleet** is looking forward to mere work in future and says that big things are coming.

**PLANNING AND ZONING ATTORNEY**

No comment.

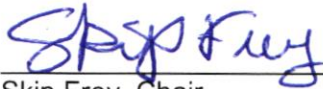
**ADJOURNMENT**

Motion made to adjourn at 7:41 p.m.

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

Approved this 14<sup>th</sup> day of February 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



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Skip Frey, Chair  
Hilliard Planning & Zoning Board