

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

Wendy Prather, Chair
Harold "Skip" Frey, Vice Chair
Dustin Winnon, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Devin Gobin

MINUTES

TUESDAY, AUGUST 05, 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 Wendy Prather
Vice Chair Harold "Skip" Frey
Planning and Zoning Board Member Dustin Winnon
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20250709.1.

Property Owner – Sherry Downs. Parcel ID No. 08-3N-24-2380-0075-0021.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- reads agenda item report.

Skip Frey, Vice Chair gives information on excavating and filling and asks for clarity on parking requirements for future development.

Wendy Prather, Chair gives information on plating and the Board's role in approving lot splits for new Board member, Winnon.

Kevin Webb, Board Member asks about road improvements that are required by the Council for the development.

Motion is made with the condition that the lot be seeded or hayed when work is completed.

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

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

ITEM-3

Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.
Lee Anne Wollitz – Land Use Administrator

Charles Reed, Prior Member- Prior to the conclusion of his term, Charles recommended that the Board adopt a succession plan in which the Vice Chair automatically assumes the role of Chair for each year, and the new vice chair is selected annually by the Board.

Dustin Winnon, Board Member suggests each position have a description added to the document, that we write out how the positions will be filled, and that we define "prepared for a meeting."

Board Members have discussion and give direction on changes that they would like to see for next month for review.

Motion is made to have Lee Anne Wollitz make the suggested changes in partnership with the Legal team. Then next month bring the document back to the Board for review.

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

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

ITEM-4

Planning & Zoning board approval of minutes from 7.1.2025 Regular Meeting.

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

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

ADDITIONAL COMMENTS

PUBLIC

No public wish to address the board.

BOARD MEMBERS

Wendy Prather, Chair welcomes Dustin Winnon to the Board.

LAND USE ADMINISTRATOR

Lee Anne Wollitz, Land Use Administrator gives updates on the following:

Provides copies of the Sign Ordinance for P&Z Binders.

Provides copies of Zoning Board member information for P&Z Binders.

Provides copies of the tree Mitigation Ordinance for P&Z Binders.

8.14.2025 Workshop items that will be covered and the Boards need to be there.

PLANNING AND ZONING ATTORNEY

Devin Gobin asks for clarification on when the Board is planning to approve the Rules and Procedures updates.

ADJOURNMENT

Motion to Adjourn made at 7:41pm.

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

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

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



Wendy Prather, Chair
Hilliard Planning & Zoning Board