

# 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

Avery Dyen

---

## AGENDA

**TUESDAY, OCTOBER 07, 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

## REGULAR MEETING

**ITEM-1** Additions/Deletions to Agenda

**ITEM-2** Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2025-01 for Regular Meetings, Public Hearings and Board Member Expectations.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-3** Planning & Zoning Board approval of Minutes from 9.2.205 Regular Meeting.

## ADDITIONAL COMMENTS

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

## PUBLIC

## BOARD MEMBERS

## LAND USE ADMINISTRATOR

## **PLANNING AND ZONING ATTORNEY**

### **ADJOURNMENT**

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

### **TOWN COUNCIL MEETINGS**

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

### **PLANNING & ZONING BOARD MEETINGS**

The Planning & Zoning Board meets the first Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

### **MINUTES & TRANSCRIPTS**

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

### **TOWN WEBSITE & YOUTUBE MEETING VIDEO**

The Town's Website can be access at [www.townofhilliard.com](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://www.youtube.com) search - Town of Hilliard, FL.

### **ADA NOTICE**

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk's Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

### **APPEALS**

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

### **PUBLIC PARTICIPATION**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

### **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between

a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

## **2025 HOLIDAYS**

### **TOWN HALL OFFICES CLOSED**

1. Martin Luther King, Jr. Day	Monday, January 20, 2025
2. Memorial Day	Monday, May 26, 2025
3. Independence Day	Friday, July 4, 2025
4. Labor Day	Monday, September 1, 2025
5. Veterans Day	Tuesday, November 11, 2025
6. Thanksgiving Day	Thursday, November 27, 2025
7. Friday after Thanksgiving Day	Friday, November 28, 2025
8. Christmas Eve	Wednesday, December 24, 2025
9. Christmas Day	Thursday, December 25, 2025
10. New Year's Eve	Wednesday, December 31, 2025
11. New Year's Day	Thursday, January 1, 2026



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

---

TO: Planning and Zoning Board Regular Meeting Meeting Date: October 7, 2025

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2025-01 for Regular Meetings, Public Hearings and Board Member Expectations.

---

**BACKGROUND:**

Documents included for Review:  
2.2 Rules for Procedure  
2.3 Resolution 2025-01.

Town code 62.92 states that it is the responsibility of the Planning and Zoning Board to determine Rules of Procedure for their meetings. Previously the Planning and Zoning board has adopted Rules and Procedures to govern public meetings. This year the Board thought it necessary to expand the Rules and Procedures to include Board member Expectations. The Board reviewed and edited the document over a course of months and settled with the document presented today.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Planning and Zoning Board to adopt Rules for Procedure Resolution No. 2025-01 for Regular Meetings, Public Hearings and Board Member Expectations.

**TOWN OF HILLIARD PLANNING & ZONING BOARD  
RULES RESOLUTION NO. 2025-01.**

**WHEREAS**, under the provisions of the Town of Hilliard Town Code 62-92, the Planning & Zoning Board must determine its own rules of procedure; and

**WHEREAS**, the Planning & Zoning Board has passed its own rules of procedures in December 2024 via Resolution 2024-01; and

**WHEREAS**, the Planning & Zoning Board wishes to update its rules of procedure to improve the operation of its meetings, the ability of the public to be recognized, define the expectations of board members as they represent the Town; and

**WHEREAS**, Chapter 62 of the Town of Hilliard Code shall be incorporated in the Planning & Zoning Board rules of procedure.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING & ZONING BOARD FOR THE TOWN OF HILLIARD, FLORIDA:**

See attached Exhibit A to Planning and Zoning Board Resolution No. 2025-01.

**ADOPTED** this 7th day of October 2025 by the Planning and Zoning Board for the Town of Hilliard, Florida.

**TOWN OF HILLIARD, FL**

APPROVED:

---

Wendy Prather  
Board Chairperson

ATTEST:

---

Harold "Skip" Frey  
Board Vice- Chairperson

**TOWN OF HILLIARD PLANNING & ZONING BOARD  
RULES AND PROCEDURES EXHIBIT A TO RESOLUTION NO. 2025-01**

**Part 1. Rules of procedure.**

Generally, the Board shall endeavor to adhere to the most current edition of *Robert's Rules of Order*, where applicable.

**SECTION 1. Board Positions.** For the purpose of these Procedures, the following positions are defined as the official offices and roles recognized by the Board, each with the duties and responsibilities set forth herein and, where applicable, in the most current edition of Robert's Rules of Order:

1. Board Chair. The presiding officer of the Hilliard Planning and Zoning Board (hereinafter referred to as "the Board"), whose duties and responsibilities are as described in the most current edition of *Robert's Rules of Order*, except as otherwise provided by these procedures or applicable law.
2. Vice Chair. The elected officer who assists the Chair and whose duties and responsibilities are as described in the most current edition of Robert's Rules of Order, except as otherwise provided by these procedures or applicable law.
3. Board Member. A duly appointed member of the Board shall perform the duties and responsibilities outlined in these procedures and as further prescribed in Part III, Chapter 62, Article II, Division 3, Section 62-91 of the Town of Hilliard Code of Ordinances.

**SECTION 2. Selection of Chair and Vice Chair.** The selection of the Board Chair and Vice Chair shall adhere to the following method of selection:

1. Annual Selection. At the first meeting of each calendar year, the Board shall select a Chair and Vice Chair to serve one-year terms, or until their successors are selected, in accordance with these procedures.
2. Succession of Vice Chair to Chair. The Vice Chair shall have the first option to assume the position of Chair for the following term. If the Vice Chair accepts, their appointment to the Chair position shall be confirmed by a majority vote of the Board members present.
3. Declination by Vice Chair. If the Vice Chair declines to serve as Chair for the following term, the Chair position shall be filled through nominations from the Board, with election by a majority vote of the Board members present.
4. Selection of the Vice Chair. The Vice Chair position shall be filled each year through nominations from the Board, followed by election by a majority vote of the Board members present.

5. Vacancies. If either the Chair or Vice Chair position becomes vacant mid-term, the Board shall fill the vacancy through nominations and a majority vote at the next regular meeting.

## **Part 2. Quasi-Judicial Proceedings.**

**SECTION 1. Scope and Applicability.** These procedures shall apply to all meetings held by the Board which holds quasi-judicial hearings. Special exceptions, zoning variances, and appeals all require a quasi-judicial hearing. The Town Attorney shall determine if any other matters are quasi-judicial in nature and shall direct the Board to designate specially such matters on the agenda. These rules and procedures adopt all rules cited in Sec. 62-92 of the Hilliard Town Code.

**SECTION 2. Proceedings.** The Board Chair or other presiding officer (hereafter, the “Presiding Officer”) shall conduct the proceedings and maintain order. The Town Attorney or legal advisor shall represent the Board, rule on all evidentiary and procedural issues and objections, and advise the Board as to the applicable law and necessary factual findings. Meetings shall be conducted informally, but with decorum. Formal rules of procedure shall not apply except as set forth herein; however, fundamental due process shall be accorded.

The Land Use Administrator or their designee shall serve as Board Secretary and is responsible for preparing and maintaining official meeting minutes, recording attendance and voting records, and reporting the Board’s actions and recommendations to the Town Council. The Board shall meet at least once per month. A quorum shall consist of three members, and all meetings must be open to the public and held at official government facilities.

**SECTION 3. Unauthorized Communications.** In all quasi-judicial hearings, all rulings must be based only upon the evidence presented at the hearing. In accordance with Section 286.0115(1), Florida Statutes, ex parte communications with the Board in quasi-judicial matters is permissible and the adherence to the following procedures shall remove the presumption of prejudice arising from ex parte communications with the Board.

1. The substance of any ex parte communication with the Board which relates to a quasi-judicial action pending before the Board is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.

2. A Board member may read a written communication from any person. However, a written communication that relates to a quasi-judicial action pending before the Board shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.

3. Board members may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be

presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.

4. Disclosure made pursuant to subparagraphs 1, 2, and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication.

**SECTION 4. Witnesses and Supporting Materials.** At least eight Town business days before a quasi-judicial hearing:

1. Staff shall prepare a report, recommendation and supporting materials, a copy of which shall be available to the applicant, appellant and to the public at the Town Clerk's Office. Included in the supporting materials will be copies of all exhibits and documents upon which staff's recommendation is based.

2. The Applicant and Appellant, if applicable, shall submit a detailed outline in the argument in support of their application, copies of all exhibits which will be presented at hearing and the names and addresses of all witness who will be called to testify in support of the application (including resumes for any witness the party intends to qualify as an expert).

3. The eight Town business day deadline is necessary to ensure the Board is given sufficient opportunity to review the written submissions prior to the hearing, and shall be strictly observed. Should the eighth Town business day deadline be missed by either staff or the Applicant, the item may be continued at the discretion of the Board to the next available agenda.

**SECTION 5. Party Intervenors.** The Town Attorney may allow a person to intervene in a quasi-judicial hearing as a Party Intervenor if they meet the following requirements:

1. The person must have an interest in the application, which is different than the public at large.

2. At least three days prior to the hearing, the person shall submit a written request to intervene including: a detailed outline of their interest in the application and argument in favor or against it, copies of all exhibits which will be presented at the hearings and the names and addresses of all witnesses who will be called to testify on their behalf (including resumes for any witness the person intends to qualify as an expert).

#### **SECTION 6. Conduct of Meeting and Quasi-Judicial Hearings.**

1. The Presiding Officer shall call the proceeding to order and announce that the meeting has begun. The Land Use Administrator will call the roll. The Presiding Officer will call on a member from the Board to say the prayer with the pledge to follow.

2. The Town Attorney, legal advisor or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.



3. The Presiding Officer will read each item on the agenda by title. The Land Use Administrator will read aloud any staff reports and or explain the item.

4. The Land Use Administrator shall, pursuant to Florida Statute 90.605, swear in under oath all witnesses who are to testify to an item before the item is heard. The witness must declare he or she will testify truthfully, by making an affirmation in substantially the following form: "Do you swear or affirm that the evidence you are about to give will be the truth, the whole truth, and nothing but the truth?" The witness's answer shall be noted in the record.

5. Following a Motion on an item and a Second or if none the Presiding Officer will ask each Board member individually if they have any discussion on the item. If any member from the public has requested to speak on any item, the Presiding Officer will call for them to speak at this time.

6. If there is a quasi-judicial hearing, the order of proof shall be as follows:

A. The Land Use Administrator shall briefly describe the Applicant's request, introduce and review all relevant exhibits and evidence, report staff's recommendation, and present any testimony in support of staff's recommendation. Staff shall have a maximum of 30 minutes to make their full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

B. The Appellant, if applicable, (or his/her representative or counsel) shall present evidence and testimony in support of the application. Appellant shall have a maximum of 30 minutes to make its full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

C. Any Party Intervenor (or his/her representative or counsel) shall present evidence and testimony in support of or opposed to the application. A Party Intervenor shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

D. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

E. Any other persons present who wish to submit relevant information to the Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions the Board). Members of the public will be permitted to present their non-expert opinions, but the Board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.

F. The Appellant will be permitted to make final comments, if any (maximum of five minutes).

G. The Applicant will be permitted to make final comments, if any (maximum of five minutes).

H. The Party Intervenor will be permitted to make final comments, if any (maximum of five minutes).

I. The Town's staff will make final comments, if any (maximum of five minutes).

J. At the discretion of the Presiding Officer, the Applicant may be permitted to respond to the final Party Intervenor and staff comments and recommendations (maximum of three minutes).

7. Once discussions or order of proof is completed, the Town Attorney or legal advisor will advise the Board as to the applicable law and the factual findings that must be made to approve or deny the application or agenda item.

8. The Board will conduct open deliberation of the application or agenda item. The Presiding Officer shall have the discretion to reopen the proceeding for additional testimony or argument by the parties when an outcome substantially different than either the granting or denial of the application is being considered. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

9. Following the last item on the agenda the Presiding Officer will ask if anyone from the public would like to speak and if so, they will need to state their full name and address for the record.

10. The Presiding Officer will then follow the end of agenda by calling each member if they would like to make a final statement.

11. After final statements, the Presiding Officer will state the meeting or hearing is adjourned and the time.

## **SECTION 7. Conduct of Telephonic Hearing.**

1. If the Board needs to conduct a telephonic hearing, the Board shall adopt the procedures laid out in Section 6 of these Rules and Procedures with a few additions.

2. Once the meeting begins, each Board member will identify themselves and be called by their Board title and last name: Board Chair, Board-Vice Chair, Board Member, Board Member, Board Member, and Land Use Administrator.

2. Before speaking, each person will identify themselves by title and last name in order to identify who is speaking and to keep from speaking over one another. This will allow each member to speak and be heard and for the public to speak.

3. Each time a motion or second is made on any item the Board members must identify themselves prior to making the motion or second.

4. For voting, the Presiding Officer will ask each Board member for their vote on the item.

**SECTION 8. Examination by Board and Town Attorney or Legal Advisor.** Board members and the Town Attorney or Legal Advisor may ask questions of persons presenting testimony or evidence at any time during the proceedings until commencement of deliberation.

**SECTION 9. Cross-Examination of Witnesses.** After each witness testifies, the Town staff representative, the Applicant's representative, Appellant's representative, and/or the Party Intervenor's representative shall be permitted to question the witness, but such cross-examination shall be limited to matters about which the witness testified and shall be limited to five minutes per side. Members of the public will not be permitted to cross-examine witnesses. Cross-examination shall be permitted only as would be permitted in a Florida court of law.

#### **SECTION 10. Rules of Evidence.**

1. All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a court of law in Florida. Irrelevant, immaterial, harassing, defamatory or unduly repetitive evidence shall be excluded.

2. Hearsay evidence may be used for the purposes of supplementing or explaining other evidence, but it shall not be sufficient by itself to support a finding unless it would be admissible over objection in a civil action.

3. Documentary evidence may be presented in the form of a copy or the original. Upon request, parties shall be given an opportunity to compare the copy with the original.

**SECTION 11. Statements of Counsel.** Statements of counsel, or any non-attorney representative, shall only be considered as argument and not testimony unless counsel or the representative is sworn in and the testimony is based on actual personal knowledge of the matters which are the subject of the statements.

**SECTION 12. Continuances and Deferrals.** The Board shall consider requests for continuances made by Town staff, the Applicant, the Appellant or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Board, any testimony or documentary evidence or information presented at the hearing justifies allowing additional research or review in order to properly determine the issue presented, then the Board may continue the matter to a time certain to allow for such research or review.

#### **SECTION 13. Transcription of Hearing.**

1. The Land Use Administrator shall preserve the official transcript of a quasi-judicial hearing through tape recording and/or video recording.

2. The Applicant, Appellant or Party Intervenor may arrange, at its own expense, for a court reporter to transcribe the hearing.

3. The Applicant, Appellant or Party Intervenor may request that all or a part of the transcript of a hearing be transcribed into verbatim, written form. In such case, the Applicant, Appellant or Party Intervenor requesting the transcript shall be responsible for the cost of production of the transcription and the transcription shall become the official transcript.

**SECTION 14. Maintenance of Evidence and Other Documents.** The Land Use Administrator shall file all evidence and documents presented at the hearing with town hall.

**SECTION 15. False Testimony.** Any willful false swearing on the part of any witness or person giving evidence before the Board as to any material fact in the proceedings shall be deemed to be perjury and shall be punished in the manner prescribed by law for such offense.

**SECTION 16. Failure of Applicant to Appear.** If the Applicant, the Appellant or Party Intervenor or their representative fails to appear at the time fixed for the hearing, and such absence is not excused by the Board, the Board may proceed to hear the evidence and render a decision thereon in absentia.

**SECTION 17. Subpoena Power.** The Applicant, the Appellant or Party Intervenor or Town's staff shall be entitled to compel the attendance of witnesses to a quasi-judicial hearing through the use of subpoenas. All such subpoenas shall be issued by the Town Clerk at the request of the Applicant, Appellant or Town's staff.

### **Part 3. Civility and Decorum.**

**SECTION 1. Purpose.** The purpose of these rules is to ensure that all members of the Planning and Zoning Board uphold the dignity, integrity, and professionalism of the Board and the Town of Hilliard. These standards promote a respectful, productive, and inclusive environment for board members, Town staff, applicants, and the public, and assist the Board in accomplishing the work for which it was designed.

#### **SECTION 2. Civility and Professional Conduct.**

1. **Respectful Behavior:** All Board members shall treat fellow members, Town staff, applicants, and members of the public with courtesy, dignity, and respect, regardless of differences of opinion, acting always in the best interest of the public and the integrity of the Board.

2. **Disruptive Conduct:** Members are expected to avoid actions or decisions that create the appearance of impropriety or conflict of interest. Personal attacks, demeaning comments, hostile or antagonistic behavior, and any conduct that disrupts the orderly functioning of the Board shall be considered a violation of these rules.

3. **Constructive Participation:** Members are expected to actively participate, listen attentively, speak with purpose, and engage in deliberations constructively, and use electronic devices only in a manner that does not interfere with the conduct of the meeting.

4. **Confidentiality:** Members shall maintain confidentiality regarding any non-public information obtained through Board service, unless legally required to disclose.

5. **Absences:** All Board members shall notify the Town Clerk or Chair in advance of any anticipated absences.

6. **Preparedness:** Members are expected to be ready to discuss and deliberate on matters before the Board in an informed manner, avoiding unnecessary delays caused by lack of preparation.

### **SECTION 3. Professional Decorum and Appearance.**

1. **Personal Hygiene and Cleanliness:** Members of the Board are expected to maintain a level of personal hygiene that does not interfere with the health, comfort, or productivity of others. Strong or offensive body odor that disrupts meetings or prevents others from participating fully in public service may be addressed by the Chair or Land Use Administrator in a confidential and respectful manner.

2. **Dress Code:** Members shall present themselves in clean, business casual or professional attire suitable to uphold the integrity of the Board and reflect positively on the Town when attending meetings or representing the Board at official functions. Clothing with offensive or inappropriate language or imagery is prohibited.

3. **Fragrance Use:** Members are encouraged to avoid excessive use of perfumes, colognes, or other scented products that could affect those with sensitivities or allergies.

### **SECTION 4. Enforcement and Remediation.**

1. **Informal Reminders:** The Chair of the Board may issue informal, confidential reminders to any member whose behavior or appearance is inconsistent with these standards.

2. **Formal Notice:** If a concern persists, the Chair, in consultation with the Land Use Administrator or legal counsel, may issue a written notice outlining the concern and requesting corrective action.

3. **Removal from Meeting:** In conformity with *Robert's Rules of Order* concerning disciplinary procedures, if a Board member's failure to maintain appropriate decorum, hygiene, or appearance creates a substantial disruption or impedes the functioning of the Board, the Board—upon a majority vote of the Board—may direct the member to leave the meeting. The member may return upon compliance with the rules outlined herein.

4. Referral: Repeated or unresolved violations may be referred to the Town's governing body for review. Violation of Florida law, Town ordinances or procedures, codes of conduct, or ethics policies are grounds for referral.

5. Removal: At any time, A member may be removed by an 80% vote of the full Town Council pursuant to Sec. 62-91(b). The Board may recommend removal of any member with three or more consecutive unexcused absences pursuant to Sec. 62-92(5).

# 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

Avery Dyen

## MINUTES

**TUESDAY, SEPTEMBER 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 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 & Zoning Board Approval of Site Clearing Site Work Application for parcel ID # 17-3N-24-2020-0016-0000, Tina Smith-Parsons Owner for the creation of private road.

***Lee Anne Wollitz - Land Use Administrator***

***Lee Anne Wollitz - Land Use Administrator-*** Reads Staff Report.

**Skip Frey - Vice Chair-** asks if the road will continue as it is currently build, with rock.

**Dustin Winnon - Board Member-** asks for clarity as to why the Property Appraiser's Office stated that they would not give the road a name.

**Lee Anne Wollitz - Land Use Administrator-** shared about communication with the PA office and their policy on only naming roads once there are four dwelling units on the road.

Motion made by Vice Chair Frey, 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

ITEM-3 Planning & Zoning Board To review, discuss, and provide a proposed adoption date for the Planning & Zoning Rules and Procedures Resolution.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz - Land Use Administrator-** Reads Staff Report.

**Dustin Winnon - Board Member-** states that he has found a typo that needs correcting on page 1.

**Skip Frey - Vice Chair-** states that he would like all the suggested updates via Resolution at the next meeting of the Board.

**Wendy Prather - Chair-** states that she would like the Council as well as other Boards or Committees that represent the Town to adopt a similar set of rules to govern themselves.

**Skip Frey - Vice Chair-** states that he thinks the rules will help us all.

**Wendy Prather - Chair-** states that she thinks the rules may go too far and be overkill.

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, Planning and Zoning Board Member Webb

ITEM-4 Planning & Zoning Board approval of Minutes from 8.5.2025 Regular Meeting.

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



**ADDITIONAL COMMENTS****PUBLIC**

No public wish to speak.

**BOARD MEMBERS**

**Wendy Prather - Chair-** reminds the Board of the Greenbrier ground breaking.

**LAND USE ADMINISTRATOR**

**Lee Anne Wollitz - Land Use Administrator** - shares information for monthly workshop for the Town Council. Due to the withdrawal of the Timber Trace Project it will not be a Joint Workshop.

She also shares ideas for city government week and asks for the boards participation in the events.

**PLANNING AND ZONING ATTORNEY**

No Attorney in attendance.

**ADJOURNMENT**

Motion to Adjourn at 7:27pm.

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

Approved this 7<sup>th</sup> day of October 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

---

Wendy Prather, Chair  
Hilliard Planning & Zoning Board