

# 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

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## AGENDA

**TUESDAY, SEPTEMBER 02, 2025, 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

## REGULAR MEETING

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

**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***

**ITEM-4** Planning & Zoning Board approval of Minutes from 8.5.2025 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 Regular Meeting	Meeting Date: August 25, 2025
FROM:	<b>Lee Anne Wollitz - Land Use Administrator</b>	
SUBJECT:	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.	

#### BACKGROUND:

Applicant wishes to build a home on a 1-acre parcel connected in the northeast corner of the "primary parcel" of the owner. These parcels are separate and do not require lot split approval. The 1-acre parcel does not have frontage on a private or public road within the Town. As frontage is a requirement for a buildable lot within the town, according to town code 62-342. The Parson family will be constructing a 60 feet right-of-way for approval by the Town Council across the primary parcel (9 acres) to connect Magnolia Ave to the 1-acre parcel, allowing for frontage on the new right-of-way.

*Sec. 62-342. Frontage requirements.*

*Every building hereafter erected or moved shall be located on a lot or parcel of land which provides frontage on a public street or an approved private street*

*Sec. 62-1 definitions.*

*Private street or road. A private street or road shall have a minimum width of 60 feet approved by the town council.*

This application is for permission for the start of construction of the private right-of-way.

A Resolution for Town Council approval of right-of-way will be necessary prior to the issuance of building permits for the 1-acre parcel.

#### FINANCIAL IMPACT:

All cost covered by the applicant.

#### RECOMMENDATION:

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.

**FOR OFFICE USE ONLY**

ITEM-2

File # 20250826.02Application Fee: \$100.00Filing Date: 8/26/25 Acceptance Date: \_\_\_\_\_Received payment by check #208. gc

# Town of Hilliard

## Site Clearing/Site Work Application

**A. PROJECT**

1. Project Name: Smith-Parson Row
2. Address of Subject Property: 27281 Magnolia Ave Hilliard FL 32046
3. Parcel ID Number(s): 17-3N-24-2020-0616-0000
4. Existing Use of Property: Residential Primary
5. Zoning Designation: Residential - A-1?
6. Description of Work: Splitting off 1 acre to prep for mobile home/land clearing
7. Acreage of Parcel: 10

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Tina Smith Title: Owner  
Company (if applicable): \_\_\_\_\_  
Mailing address: 27281 Magnolia Ave Hilliard FL 32046  
City: Hilliard State: FL ZIP: 32046  
Telephone: (904) 507-1078 FAX: ( ) e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

**D. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - e. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

## 5. Fee.

- a. \$100 plus \$20 per acre:

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Tina L. Smith Troy Lee Parsons  
Signature of Applicant Signature of Co-applicant

Tina L. Smith  
Typed or printed name and title of applicant

Troy Lee Parsons  
Typed or printed name of co-applicant

8-21-25  
Date

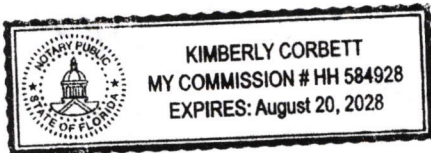
8-21-25  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 21 day of August, 2025 by Tina Smith

\_\_\_\_\_, who is/are personally known to me, or who has/have produced FL DL  
as identification.

NOTARY SEAL



Kimberly Corbett

Signature of Notary Public, State of Florida



To whom it may concern,

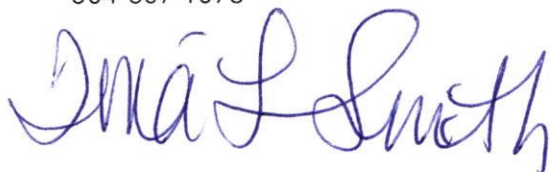
We are looking to improve the land and add a mobile home to the property located at (parcel ID) 173N24202000160010. We have been in contact with your office in regard to the items that will need to be taken care of to make this happen,

We have an easement with ingress and egress in process to be recorded and a plan to separate this parcel from our remaining acreage.

I will be more than happy to fulfill any further requests to get this moving forward as we are looking to get my mother on the property so she can be looked after.

Tina Smith

904-507-1078

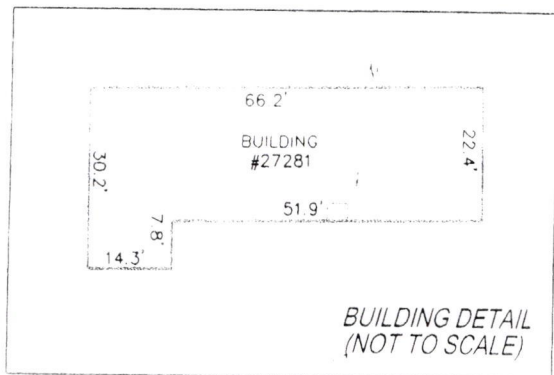


Road Survey is being worked  
by Alan Glass and should be  
available in a few weeks  
per his office



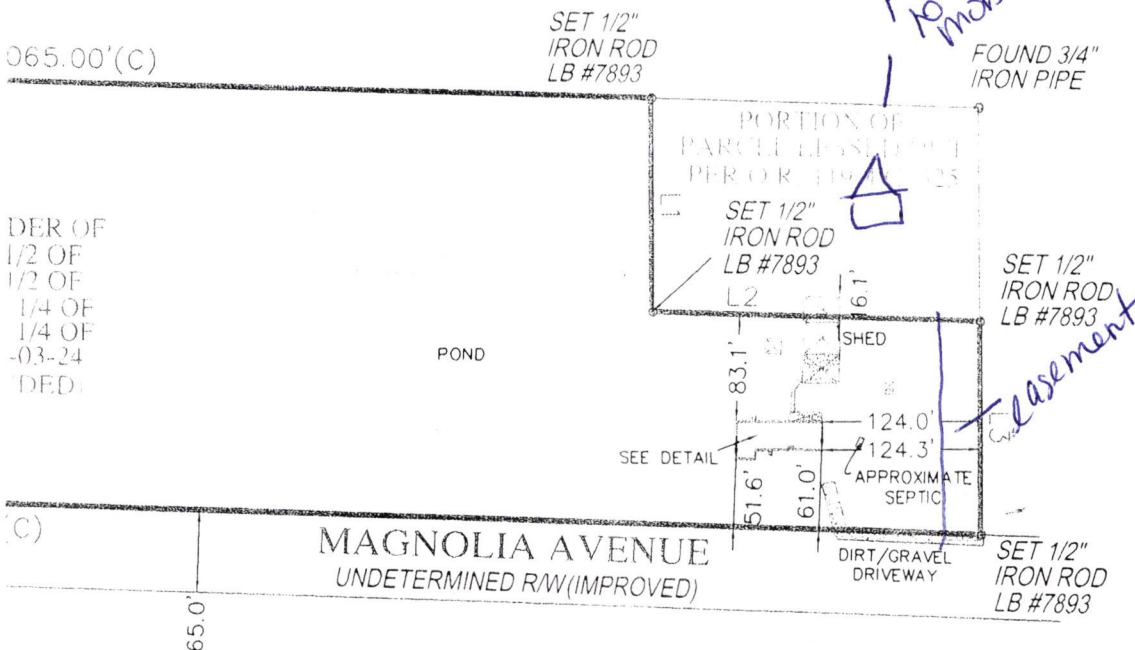






FLA REQUIREMENTS	DIST
SEPTIC TO HOUSE	30'±
SEPTIC TO EAST PROP. LINE	95'±
SEPTIC TO SOUTH PROP. LINE	67'±

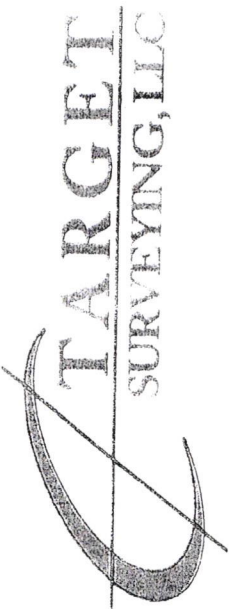
*Plan to install mobile home*



LB #7893

SERVING FLORIDA

6250 N. MILITARY TRAIL, SUITE 102  
WEST PALM BEACH, FL 33407  
PHONE (561) 640-4800  
STATEWIDE PHONE (800) 226-4807  
STATEWIDE FACSIMILE (800) 741-057  
WEBSITE <http://targetsurveying.net>



DL DESCRIPTIONS:

- = CATCH BASIN
- = CENTERLINE ROAD
- = COVERED AREA
- = EXISTING ELEVATION
- = HYDRANT
- = MANHOLE
- = METAL FENCE
- = MISC. FENCE
- = PROPERTY CORNER
- = UTILITY BOX
- = UTILITY POLE
- = WATER METER
- = WELL
- = WOOD FENCE

SURVEY NOTES  
COVERED AREA CROSSING OVER  
THE PROPERTY LINE ON THE  
NORTHEASTERLY SIDE OF LOT

MEASURED UNLESS OTHERWISE NOTED

V.D. 1929 DATUM, UNLESS OTHERWISE NOTED  
NOTION HAVE BEEN EXAGGERATED TO MORE CLEARLY ILLUSTRATE  
VELEMENTS AND/OR LOT LINES. IN ALL CASES, DIMENSIONS SHALL  
MENTS OVER SCALED POSITIONS

REVISIONS:

SURVEYORS CERTIFICATE:

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY IS A TRUE  
AND CORRECT REPRESENTATION OF A SURVEY PREPARED  
UNDER MY DIRECTION. NOT VALID WITHOUT A RAISED  
EMBOSSED SEAL AND SIGNATURE

*Kenneth J Osborne*

(SIGNED)

KENNETH J OSBORNE  
PROFESSIONAL SURVEYOR AND MAPPER #6415

PROPERTY INFORMATION

Parcel Number 17-3N-24-2020-0016-0010

Owner Name ~~XXXXXXXXXX~~

Mailing Address ~~XXXXXXXXXX~~

Location Address 0 MAGNOLIA AV

HILLIARD 32046

Tax District 003 - HILLIARD

Milage 15.8365

Homestead No

Property Usage VACANT 000000

Deed Acres 1.00

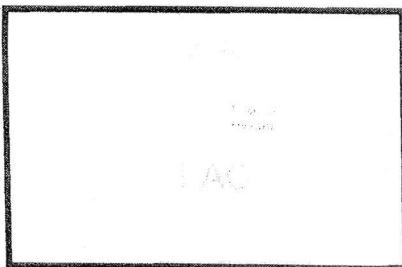
Short Legal LOT 16 IN OR 1206/730 (EX OR 2016/119) CORNWALL SURVEY

2023 Certified Values

Land Value	\$27,000
(+) Improved Value	\$0
(=) Market Value	\$27,000
(-) Agricultural Classification	\$0
(-) SOH or Non-Hx* Capped Savings	\$3,042
(=) Assessed Value	\$23,958
(-) Homestead	\$0
(-) Additional Exemptions	\$0
(=) School Taxable Value	\$27,000
(-) Non-School HX & Other Exempt Value	\$0
(=) County Taxable Value	\$23,958

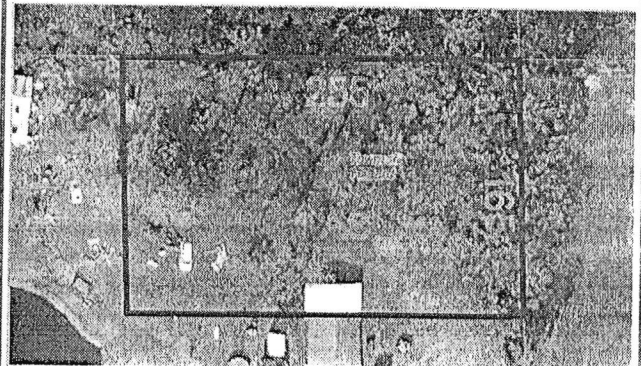
Note - \*10% Cap does not apply to School Taxable Value

PARCEL MAP



Esri, HERE, Garmin, INCREM...

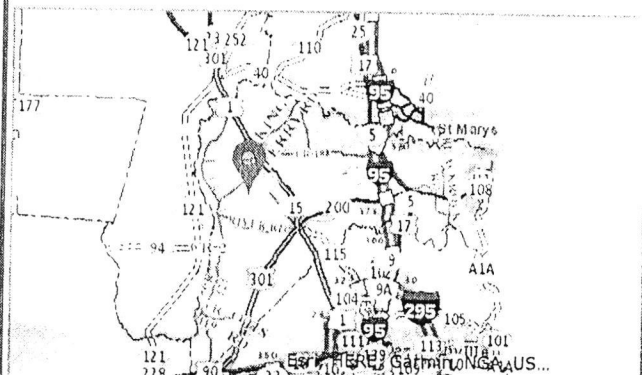
2023 AERIAL MAP



PROPERTY PHOTO

If this picture is incorrect, please email [info@nassaulpa.com](mailto:info@nassaulpa.com)

LOCATION MAP



BUILDING INFORMATION

Type	Total Area	Heated Area	Bedrooms	Baths	Primary Exterior	Secondary Exterior	Heating	Cooling	Actual Year Built
VACANT									

MISCELLANEOUS INFORMATION

Description	Dimensions L X W	Units	Year Built
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SALES INFORMATION

**Prepared by and Return to:**

Jessica Smith  
 MTI Title Insurance Agency, Inc.  
 1914 Southside Boulevard, Suite 2  
 Jacksonville, FL 32216

-Incidental to the issuance of title insurance

Property Appraiser's Parcel ID #17-3N-24-2020-0016-0000

File- MFL-2230905

Consideration Amount \$143,100.00

### TRUSTEE DEED

This Indenture, Made this **December 13, 2019**, between Linda G. Green, a single person, **individually and Linda G. Green, Trustee of the Linda G Green Revocable Living Trust dated February 6, 2018**, whose post office address is: 5224 Kennerly Rd, Jacksonville, FL 32207, hereinafter called the "Grantor"\*, and, **Troy Lee Parsons and Tina L. Smith, husband and wife** whose post office address is: 27281 Magnolia Avenue, Hilliard, Florida 32046, , hereinafter called the "Grantee":

**Witnesseth:** That said Grantor, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable consideration, to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying, and being in Nassau County, FL., and being further described as follows:

The South Half (S 1/2) of the South Half (S 1/2) of the Southwest Quarter (SW 1/4) of the Southwest Quarter (SW 1/4) of Section 17, otherwise known as Lot 16, in Township 3 North, Range 24 East of the Tallahassee Meridian, subject to highways, according to Government Survey. Excepting therefrom that portion previously conveyed to Jake Latham by deed recorded in Official Records Book 119, page 325, dated, filed and recorded January 17, 1972, Nassau County, Florida.

**Property Address:** 27281 Magnolia Avenue, Hilliard, FL 32046

AND THE SAID Grantor will only warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of those persons claiming by, through or under Grantor, but not otherwise.

\*"Grantor" and "grantee" are used for singular or plural, as context requires.

Subject to easements, restrictions, and covenants of record, and real property taxes for the current year which are prorated.

Said property is not the homestead of the grantor under the laws and constitution of the State of Florida in that neither grantor nor any member of the household of grantor resides thereon.

This conveyance hereby Terminates the Lease Agreement dated September 21, 2018, and recorded as Book 2226, Page 1302, of the Public Records of Nassau County, Florida. Further, this conveyance Satisfies the Option to Purchase, item # 18, as described in said Lease Agreement.

Prepared by and Return to:  
Jessica Smith  
MTI Title Insurance Agency, Inc.  
1914 Southside Boulevard, Suite 2  
Jacksonville, FL 32216

-Incidental to the issuance of title insurance  
Property Appraiser's Parcel ID #173N24202000160010  
File- MFL-2267232  
Consideration Amount \$8,000.00

### WARRANTY DEED

**This Indenture**, Made this **March 28, 2024**, between **Joey E. Hearn and David H. Hearn** whose post office address is: 36365 Dyal Road, Callahan, FL 32011, hereinafter called the "Grantor"\*, and, **Troy L Parsons and Tina L Smith, a married couple**, whose post office address is: 27281 Magnolia Ave, Hilliard, FL 32046, hereinafter called the "Grantee".

[Whenever used herein the terms Grantor and Grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees. "Grantor" and "Grantee" are used for singular or plural, as context requires.]

**Witnesseth:** That said Grantor, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable consideration, to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying, and being in Nassau County, FL, and being further described as follows:

**The Northeast corner (255 feet by 165 feet) of The South 1/2 of the South 1/2 of the Southwest 1/4 of the Southwest 1/4 of Section 17 otherwise known as Lot 16 in Township 3 North, Range 24 East of the Tallahassee Meridian subject to highway right of way.**

Property Address: 000 Magnolia Avenue, Hilliard, FL 32046

**Said property is not the homestead of the Grantor under the laws and constitution of the State of Florida in that neither Grantor nor any member of the household of Grantor resides thereon.**

**Subject To:** (1) Easements, conditions, restrictions, limitations of record, if any, without reimposing same;  
(2) Taxes and assessments for the current and subsequent years.

**Together with** all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons.

**Lee Anne Wollitz**

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**From:** Dawn Barnes <[dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)>  
**Sent:** Friday, August 22, 2025 2:36 PM  
**To:** Lee Anne Wollitz  
**Subject:** 27281 Magnolia Ave.

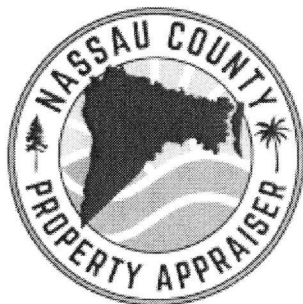
You don't often get email from [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com). [Learn why this is important](#)

Lee Anne, The Property Appraisers Office does not find it necessary and will not name the Right of Way easement for Tina Smith's new dwelling. Her new address will be an extension off of Magnolia Way.

Please let me know if you have any questions or concerns

Thank you

Dawn



**Dawn Barnes CFE, CCF, MCF**  
**GIS Parcel Mapping & Deed Specialist**  
**"Representing" Kevin J. Lilly, Property Appraiser**

Direct: 904.491.7325

Office: 904.491.7300 | Fax: 904.491.3629

Website: [www.ncpafl.com](http://www.ncpafl.com)

Email: [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)

96135 Nassau Place, Ste. 4, Yulee, FL 32097

Please note that our website and email addresses have changed from @nassauflpa.com to @ncpafl.com. The @nassauflpa.com will no longer be available for use beginning 9/1/25. Please update contact information as needed to the following information: [www.ncpafl.com](http://www.ncpafl.com) | [dbarnes@ncpafl.com](mailto:dbarnes@ncpafl.com)







## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Regular Meeting Meeting Date: Sept. 02, 2025

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

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

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#### **BACKGROUND:**

In December 2024, the Planning & Zoning Board passed a Resolution to adopt Rules and Procedures for conducting a Public Hearing.

In early 2025, after discussions with the Town Clerk concerning the Towns “personal policy” not covering appointed or elected officials.

I reached out to our legal team for advice on the best way to put professional expectations in writing. The legal team advised that we could expand the P&Z rules and Procedures to include the desired information.

At P&Z regular meeting on 8.5.2025 the P&Z Board provided information that they wished to incorporate into the document.

The updated document is the result of that work.

#### **FINANCIAL IMPACT:**

#### **RECOMMENDATION:**

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

**TOWN OF HILLIARD PLANNING & ZONING BOARD  
RULES AND ~~PROCEDURES~~ PROCEDURES EXHIBIT A TO RESOLUTION No.**

**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 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.

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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 Hilliard Planning and Zoning Board (hereinafter referred to as “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

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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.**

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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.

C. 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

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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.

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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

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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.**

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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.

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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.

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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.

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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.

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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).

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# 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

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Wendy Prather, Chair  
Hilliard Planning & Zoning Board