

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

AGENDA

TUESDAY, APRIL 11, 2023, 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

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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning and Zoning Board approval of the Minutes from the March 14, 2023, Public Hearing and Regular Meetings

ADDITIONAL COMMENTS

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 second 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.
Live & recorded videos can be access at 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.

2023 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 16, 2023
2. Memorial Day	Monday, May 29, 2023
3. Independence Day Monday	Tuesday, July 4, 2023
4. Labor Day	Monday, September 4, 2023
5. Veterans Day	Friday, November 10, 2023
6. Thanksgiving Day	Thursday, November 23, 2023
7. Friday after Thanksgiving Day	Friday, November 24, 2023
8. Christmas Eve	Monday, December 25, 2023
9. Christmas Day	Tuesday, December 26, 2023
10. New Year's Eve	Monday, January 1, 2024
11. New Year's Day	Tuesday, January 2, 2024

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ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Mary Norberg

MINUTES

TUESDAY, MARCH 14, 2023, 7:00 PM

NOTICE TO PUBLIC

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Harold "Skip" Frey
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb

ABSENT

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

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

Disclosure of Ex Parte Communication
None

Open Public Hearing for Items 1,2,3 at 7:10 p.m.

Town Planner Janis Fleet reads all 3 staff reports. Recommends approval of Item 1. Recommends approval of Item 2 as a companion of Item 3. Recommends approval of Item 3 with the 9 conditions included in her staff report.

Courtney Gaver, Attorney for Dayspring Commons shares a prepared PowerPoint highlighting the changes made since the joint workshop.

Doug Adkins, Property Owner clarifies staffing requirements from State of Florida.

Henry Vorpe, Project Engineer clarifies site plan changes and speaks about FDOT requirements for traffic study.

Close Public Hearing 7:52 p.m.

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

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

Planning and Zoning Board Member Lawson expresses concern about proximity to neighbors and the affect the project may have on their quality of life.

Courtney Gaver, Attorney for Dayspring Commons addresses concern about neighbor.

Town of Hilliard Mayor Beasley asks about the effect of the project with the house in the right of way on Orange street.

Henry Vorpe, Project Engineer & Doug Adkins, Property Owner, discuss the right of way issues with the project.

Planning and Zoning Board Chair Frey asks if the proposed storage, that is part of the project, will be exclusive to the residents.

Town Planner Janis Fleet states that this is a separate facility that could be rented out.

Doug Adkins, Property Owner disagrees with Fleet's statements.

Courtney Garver, Attorney for Dayspring Commons states that to limit the use of the storage units to only those living on the property would be a deed restriction and therefore not appropriate. She also states that she cannot reconcile the concern about parking with opposing the storage units.

Land Use Administrator Lee Anne Wollitz gives her opinion about storage and about its proposed placement.

Town Planner Janis Fleet states she is ready to move to voting.

Planning and Zoning Board Chair Frey ask about the decision to leave the “overflow” parking lot gravel.

Henry Vorpe, Project Engineer states that this was his and he would be open to paving all parking and moving parking locations, so all parking would be connected.

Town Planner Janis Fleet and Planning and Zoning Board Chair Frey discuss parking, paving, and placement.

Courtney Gaver, Attorney for Dayspring Commons asks the Town to move forward and give a vote, not a deferral.

Doug Adkins, Property Owner states that he is also ready to move forward with a vote.

Motion is made to recommend the proposed text change to the Comprehensive Plan to Town Council for approval.

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

Voting Yea: Chair Frey, 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

Motion is made to recommend the proposed FLUM change to the Town Council for approval.

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

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

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

Town Planner Janis Fleet and Planning and Zoning Board Chair Frey discuss storage and its location.

Doug Adkins, Property Owner states it is a health risk to have the storage off site.

Town Planner Janis Fleet restates her conditions based on the proposed changes they are as follows.

1. Personal property, self-service (mini warehouse) storage facilities shall be removed as a permitted use and the parking calculations revised to reflect the removal of the use.
2. A traffic study shall be performed for the development and the improvements recommended in the study shall be implemented.
3. Developer agreed to changes during meeting, so they were removed.
4. Developer agreed to changes during meeting, so they were removed.
5. Parking calculations shall be revised to reflect the specific uses for each building and the staffing required by the specific licenses (assisted living facilities, skilled nursing facilities, and memory care facilities) by the State of Florida, to provide 1 space per employee for highest shift, plus the following: 1 space per 1 bed for independent senior living facilities 1 space per 3 beds for assisted living facilities, skilled nursing facilities, and memory care facilities
6. Parking calculations shall be revised to provide 1 space for 150 s.f. of medical/dental office and all allowable uses in Building 3.
7. Revise building square footages and number of bed/units to meet parking calculations.
8. A landscaped buffer of 5 feet and a solid wall or fence, at least six feet in height, shall be provided between the parking lot and the single-family dwelling unit on Orange Street.
9. Revise site plan and written description to reflect all changes.
10. All parking will be paved and located North of Mrs. Rosa, (residence on orange street and South of the PUD.)
11. Developer will offer a written description and updated site plan dated after the 3/14/2023 changes.

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

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

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

REGULAR MEETING

ITEM-4 Additions/Deletions to Agenda

No additions or deletions to the agenda.

ITEM-5 Planning and Zoning Board approval of the Minutes from the February 14, 2023, Public Hearing and Regular Meetings.

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

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

ADDITIONAL COMMENTS

PUBLIC

No public wish to address the Board.

BOARD MEMBERS

No Board Members have additional comments.

LAND USE ADMINISTRATOR

Land Use Administrator Lee Anne Wollitz gives information concerning deferrals and the need to address any changes with updates to the LDRs.

Town Planner Janis Fleet agrees with Lee Anne Wollitz about the correct way to handle deferrals and states that parking needs will be updated with the LDRs as well.

PLANNING AND ZONING ATTORNEY

No comment.

ADJOURNMENT

Motion to adjourn at 8:43 p.m.

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

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

Approved this 11th day of April 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Skip Frey, Chair
Hilliard Planning & Zoning Board