

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
Charles A. Reed, Vice Chair
Harold "Skip" Frey, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Christian Waugh

AGENDA

TUESDAY, AUGUST 13, 2024, 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 Recommendation to the Town Council, the approval of Minor Subdivision Application No. 20240716.
Parcel ID No. 09-3N-24-0000-0024-0000
Property Owner- Doug Loyd.
Lee Anne Wollitz – Land Use Administrator

ITEM-3

Planning and Zoning Board to change meeting date from the second Tuesday of each month to the first Tuesday of each month, effective September 2024.
Lee Anne Wollitz – Land Use Administrator

ITEM-4

Planning and Zoning Board Approval of Minutes from 7.9.2024 Public Hearing and Regular Meeting.

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 accessed 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 Statutes, 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.

2024 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 15, 2024 |
| 2. Memorial Day | Monday, May 27, 2024 |
| 3. Independence Day Monday | Thursday, July 4, 2024 |
| 4. Labor Day | Monday, September 2, 2024 |
| 5. Veterans Day | Monday, November 11, 2024 |
| 6. Thanksgiving Day | Thursday, November 28, 2024 |
| 7. Friday after Thanksgiving Day | Friday, November 29, 2024 |
| 8. Christmas Eve | Tuesday, December 24, 2024 |
| 9. Christmas Day | Wednesday, December 25, 2024 |
| 10. New Year's Eve | Tuesday, December 31, 2024 |
| 11. New Year's Day | Wednesday, January 1, 2025 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: August 13, 2024

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

SUBJECT: Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20240716.
Parcel ID No. 09-3N-24-0000-0024-0000
Property Owner- Doug Loyd.

BACKGROUND:

Mr. Loyd submitted a development investigation application to inquire about future options for the property in 12.2023 as he was considering the purchase of the property. Mr. Loyd Purchased this property in March 2024. At that time the property had one dwelling unit although in the past the property had two dwelling units. Mr. Loyd has renovated the existing dwelling unit. In July 2024 Mr. Loyd an application to split the lot was submitted, due to the development investigation being over 6 months old, town staff did a reevaluation of the project needs, that report is included within your agenda packet.

The property in question is in a R-2 zoning district with the following requirements:

62-284 (b)(1) minimum lot width:90 feet,

(b)(2) Minimum lot area: 10,000 sq ft,

(d)yard requirements (1) Front:30 feet (2) Side:12.5 feet (3) Rear:30 feet

The proposed lot meets the R-2 requirements.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

It is my recommendation that the Planning and Zoning board recommend to the Town Council the approval of the lot split as proposed.

With the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town with evidence of the recordation.
2. The applicant shall obtain a real estate parcel number for the newly created parcel from the Property Appraiser and provide those real estate parcel number to the Town.
3. The applicant shall provide a utility easement across the proposed new lot to allow access to utility lines to the existing dwelling unit.



FOR OFFICE USE ONLY

ITEM-2

File # 2024 0714

Application Fee: \$100

Filing Date: 7/16/24 Acceptance Date: _____

CC VAM

Town of Hilliard Lot Split/Reconfiguration Application

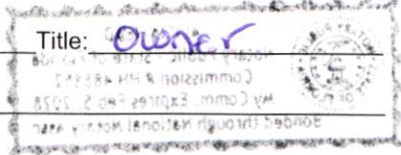
(Applicable for creating no more than 2 lots from 1 lot)

A. PROJECT

- Project Name: Douglas R Loyd
- Address of Subject Property: 37296
- Parcel ID Number(s): 093N24000000240000
- Existing Use of Property: _____
- Zoning Designation: Residential
- Future Land Use Map Designation: _____
- Acreage of Parcel: 180 x 200 / 0.82 acres +/-

B. Owner

- Name of Owner(s) or Contact Person(s): Douglas R Loyd
- Company (if applicable): _____
- Mailing address: 36404 Betts Rd
- City: Hilliard State: FL ZIP: 32046
- Telephone: (904) 545-4560 FAX: () E-mail: Doubledauto center@yahoo.com



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

C. ATTACHMENTS (One copy plus one copy in PDF format)

- Legal description with tax parcel number.
- Survey of Existing Property, including all structures and driveways
- Survey of Proposed Lot Split
- Warranty Deed or other proof of ownership.

5. Fee - \$100

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 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:

Douglas R Loyd
Signature of Applicant

Signature of Co-applicant

Douglas R Loyd
Typed or printed name and title of applicant

Typed or printed name of co-applicant

7/16/24
Date

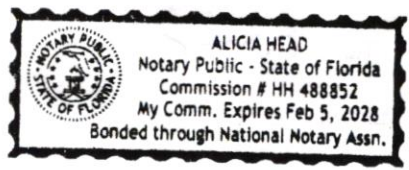
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 16 day of July, 2024, by Douglas R Loyd, who is/are personally known to me, or who has/have produced FL D.L as identification.

NOTARY SEAL

Alicia Head
Signature of Notary Public, State of Florida



MAP OF BOUNDARY SURVEY

THE FOLLOWING DESCRIBED LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU, STATE OF FLORIDA, TO WIT:

THAT CERTAIN LAND SITUATE IN NASSAU COUNTY, FLORIDA; TO WIT: IN THE TOWN OF HILLIARD, IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 24 EAST, BEGINNING AT THE INTERSECTION OF THE WEST SIDE OF THE A.C.L. RAILWAY, ON THE SOUTH SIDE OF FIRST STREET AND RUNNING SOUTHWARD ALONG THE A.C.L. RIGHT-OF-WAY 771'; THENCE WESTWARD PARALLEL WITH FIRST STREET 240' TO THE NORTHEAST CORNER OF LOT BEING HEREIN CONVEYED, AND FROM THERE RUNNING SOUTHWARD PARALLEL WITH SAID RAILROAD 200'; THENCE WESTWARD PARALLEL WITH FIRST STREET 180'; THENCE NORTHWARD WITH SAID RAILROAD 200'; THENCE EASTWARD PARALLEL WITH FIRST STREET 180' TO STARTING CORNER OF LOT.

PREPARED FOR:
DOUGLAS LOYD


SURVEY NOTES:

- 1) The "Legal Description" hereon is in accord with the description provided by the client.
- 2) Underground improvements were not located or shown.
- 3) Lands shown hereon were not abstracted by this office for easements, rights-of-way, ownership or other instruments of record.
- 4) Bearings based on N.00°00'00" E for the West line of the parcel described in Official Records Book 2701, page 390, recorded in Nassau county, Florida Public Records
- 5) Fence ownership, if applicable, has not been determined by this office. Fences are drawn out of scale in order to accentuate their relationship to property lines. Fences are not deemed to be encroachments unless ownership is apparent.
- 6) "Unless it bears the signature and the original raised seal of a Florida licensed surveyor and mapper, this map/report is for informational purposes only and is not valid.
- 7) The property shown hereon lies within flood zone "X" as per F.E.M.A. Flood Insurance Rate Map, Panel 12089C0145E, Dated 08/02/2017
- 8) Unless otherwise noted Measured angles and distances are the same as Plat or Deed angles and distances.
- 9) This survey has been performed according to the standard of care to achieve the following accuracy for the following surveyed. Surveyed Accuracy: 1 foot in 22,647 feet
Commercial / High risk linear accuracy: 1 foot in 10,000 feet
SOP Rule 5J-17.05(3) (B) (15) b.ii

ADDRESS: 37296 RAILROAD STREET, HILLIARD FL, 32046

LEGEND	CONC. = CONCRETE C.F. = CONCRETE FLATWORK CMP = CORRUGATED METAL PIPE E = ELECTRICITY METER ELEV. = ELEVATION F.F. = FINISHED FLOOR F.H. = FIRE HYDRANT G = GAS METER L = ARC LENGTH CD = CHORD DISTANCE	MEAS. = MEASURED N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM O.R.B. = OFFICIAL RECORD BOOK P.I.N. = PARCEL IDENTIFICATION NUMBER P.O.B. = POINT OF BEGINNING P.O.C. = POINT OF COMMENCEMENT R = RADIUS RCP = REINFORCED CONCRETE PIPE R/W = RIGHT-OF-WAY S = SEWER CLEANOUT SM = SEWER MANHOLE	SM = STORM MANHOLE TP = TELEPHONE PEDESTAL W = WOOD FENCE WP = WOOD POWER POLE WM = WATER METER WELL = WELL
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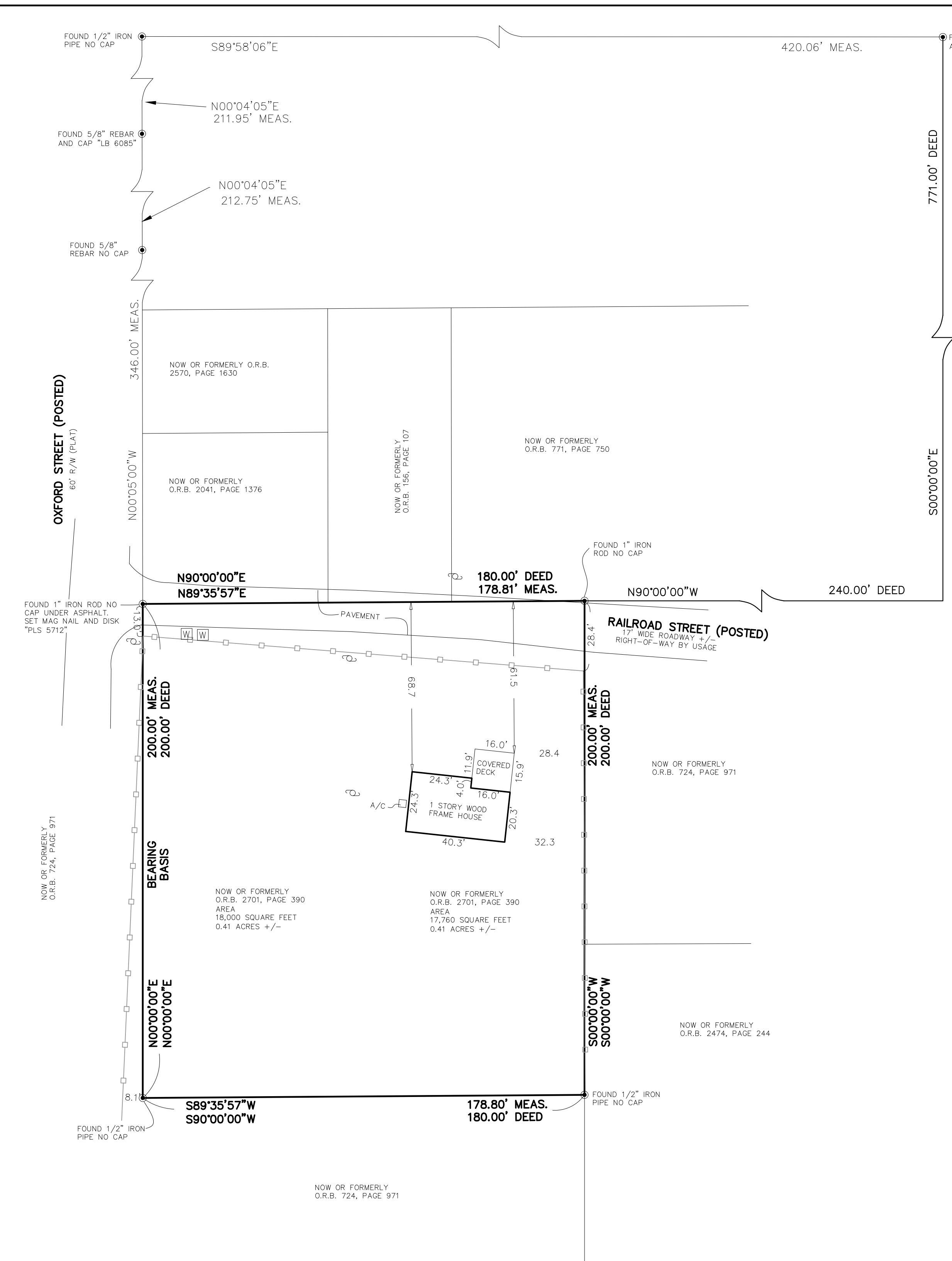
THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY: 
ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC
3731 WEST 5TH STREET, HILLIARD FLORIDA 32046
(904) 675-9241 * CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8359

SCALE: 1" = 30'
DATE: 07/12/24
DRN BY: WAG
CKD BY: AFG
JOB NO: 24-93
F.B. NO: BUCK1
PAGE NO: 76



MAP OF BOUNDARY SURVEY

THE WESTERLY 90 FEET OF

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PREPARED FOR:
DOUGLAS LOYD

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ADDRESS: 37296 RAILROAD STREET, HILLIARD FL, 32046

LEGEND		MEAS. = MEASURED	
—E—E— = AERIAL UTILITY WIRES	CONC. = CONCRETE	N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM	⊕ = STORM MANHOLE
A/C = AIR CONDITIONER	CMF = CORRUGATED METAL PIPE	O.R.B. = OFFICIAL RECORD BOOK	⊞ = TELEPHONE PEDESTAL
AKA = ALSO KNOWN AS	⊞ = ELECTRICITY METER	P.I.N. = PARCEL IDENTIFICATION NUMBER	⊞ = WOOD FENCE
B.R.L. = BUILDING RESTRICTION LINE	ELEV. = ELEVATION	P.O.B. = POINT OF BEGINNING	⊞ = WOOD POWER POLE
⊞ = CABLE TELEVISION PEDESTAL	F.F. = FINISHED FLOOR	P.O.C. = POINT OF COMMENCEMENT	⊞ = WATER METER
∠ = CENTRAL ANGLE	⊞ = FIRE HYDRANT	R = RADIUS	⊞ = WELL
⊞ = CENTERLINE	⊞ = GAS METER	RCP = REINFORCED CONCRETE PIPE	
-x-x- = CHAIN LINK FENCE	L = ARC LENGTH	R/W = RIGHT-OF-WAY	
CB = CHORD BEARING	⊞ = LIGHT POLE	⊞ = SEWER CLEANOUT	
CD = CHORD DISTANCE		⊞ = SEWER MANHOLE	

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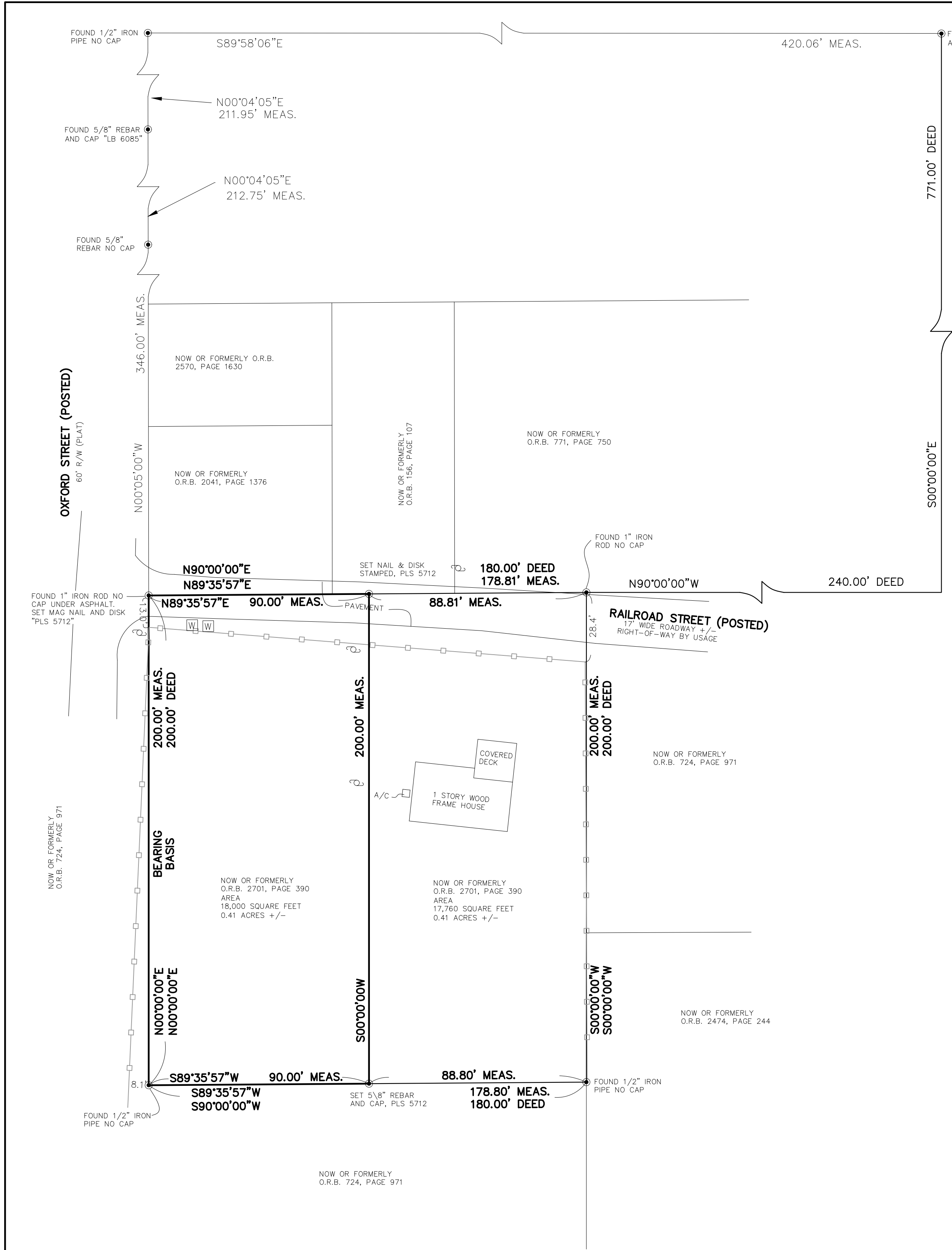
BY: 

ALAN FRANKLIN GLASS
FLORIDA REGISTERED SURVEYOR
MAPPER CERTIFICATE No. 5712

GLASS LAND SURVEYING, LLC

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(904) 675-9241 * CELL (904) 370-0318
LICENSE BUSINESS NO. LB 8359

SCALE: 1"=30'
DATE: 07/12/24
DRN BY: WAG
CKD BY: AFG
JOB NO: 24-93
F.B. NO: BUCK1
PAGE NO: 76



Prepared by:
Josh Bernard
Titletown of America, LLC
480 Busch Drive
Jacksonville, Florida 32218

Record & Return to:
GRANTEE

File Number: TT23-0689
Parcel ID Number: **09-3N-24-0000-0024-0000**

General Warranty Deed

Made this March 4, 2024 A.D. By **Johnnie Donely**, conveying non-homestead real property, whose address is: 757 Lynton Street, Jacksonville, Florida 32208, hereinafter called the grantor, to **Douglas R. Loyd**, whose post office address is: 36404 BETTS RD, Hilliard, FL 32046, hereinafter called the grantee:

(Whenever used herein the term "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)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Nassau County, Florida, viz:

THE FOLLOWING DESCRIBED LAND, SITUATE, LYING AND BEING IN THE COUNTY OF NASSAU, STATE OF FLORIDA, TO WIT:

THAT CERTAIN LAND SITUATE IN NASSAU COUNTY, FLORIDA; TO WIT: IN THE TOWN OF HILLIARD, IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 24 EAST, BEGINNING AT THE INTERSECTION OF THE WEST SIDE OF THE A.C.L. RAILWAY, ON THE SOUTH SIDE OF FIRST STREET AND RUNNING SOUTHWARD ALONG THE A.C.L. RIGHT-OF-WAY 771'; THENCE WESTWARD PARALLEL WITH FIRST STREET 240' TO THE NORTHEAST CORNER OF LOT BEING HEREIN CONVEYED, AND FROM THERE RUNNING SOUTHWARD PARALLEL WITH SAID RAILROAD 200'; THENCE WESTWARD PARALLEL WITH FIRST STREET 180'; THENCE NORTHWARD WITH SAID RAILROAD 200'; THENCE EASTWARD PARALLEL WITH FIRST STREET 180' TO STARTING CORNER OF LOT.

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 whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2023.

ITEM-2

Prepared by:
Josh Bernard
Titledown of America, LLC
480 Busch Drive
Jacksonville, Florida 32218

Record & Return to:
GRANTEE

File Number: TT23-0689
Parcel ID Number: 09-3N-24-0000-0024-0000

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Sam Bernard
Signature: _____ - Witness

SAM BERNARD
Print name: _____

480 Busch Drive
Address Line 1: _____

Jacksonville, FL 32218
Address Line 2: _____

JB
Signature: _____ - Witness

JOSH BERNARD
Print name: _____

480 BUSCH DR
Address Line 1: _____

Jax, FL 32210
Address Line 2: _____

Address Line 2: _____

State of Florida
County of Nassau

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 4th day of March, 2024, by Johnnie Donely, who is personally known to me or who has produced ID as identification.

Johnnie S Donely
Johnnie Donely _____ - Seller



JB
Notary Public
Print Name: _____
My Commission Expires: _____

TOWN OF HILLIARD
A Florida Municipality

June 26, 2024

Dear Mr. Loyd,

We thank you for your patience as we re-evaluated your Development Investigation for 37296 Railroad Street. Due to changes in the available utilities in the area near your property over the last six months we will be updating our utility requirements for the proposed lot split and development.

During your meeting with Land Use Administrator, Lee Anne Wollitz on 6/24/2024, you discussed the possibility of splitting your lot using a north/south line. Thus, creating two lots of equal size with 90 feet frontage on Railroad Street and being 200 feet deep. Leaving the existing dwelling unit and adding a new dwelling unit on the corner lot in the approximate location of a previously removed mobile home.

Listed below will be the utility and roadway requirements for the lot split and the future development of the newly created corner lot.

Roadway: A driveway permit, and culvert (to town standard) will be needed for a new dwelling unit. This will be the case whether you enter from Railroad Street or Oxford Street.

Sewer: A sewer lateral exists at this property. The current home is connected to the Town's system through this lateral on Oxford Street. A utility easement across the proposed new parcel will be needed for the existing home to access their portion on the line for future repair. Note, no structures can be placed within this utility easement. At the "tie in point" a cleanout will need to be added on the property owners' side of the connection followed by a Y, this Y will serve the existing dwelling unit as well as the newly proposed unit. No sewer tap fees or sewer system development fees will be charged as all improvements will

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555

TOWN OF HILLIARD
A Florida Municipality

be on the private side of the line and two units have previously been served at this location.

Water: The existing dwelling unit has current water service. The meter (shown on the survey) for the dwelling unit is at the corner of Railroad Street and Oxford Street. The waterlines cross the proposed new corner lot in order to service the existing dwelling unit. A utility easement will need to be given to allow the property owner to service and repair the water lines. The previous mobile home was serviced from a 2" galvanized line that is not usable for a new dwelling unit. However, a 6" service line has been extended into the area. Developer will be asked to pay a "long tap fee". The Town's Public Works Department will connect the new dwelling unit from the 6" line on Oxford and add the meter box to the Oxford Street side of the property. No system development for water will be changed as two dwelling units have been served at this location previously.

Please reach out for clarification or questions.

Lee Anne Wollitz- Land Use Administrator

Cory Hobbs- Assistant Public Works Director



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Regular Meeting Meeting Date: August 13, 2024

FROM: *Lee Anne Wollitz – Land Use Administrator*

SUBJECT: Planning and Zoning Board to change meeting date from the second Tuesday of each month to the first Tuesday of each month, effective September 2024.

BACKGROUND:

At a joint workshop held on July 2021 the Planning and Zoning Board along with the Town Council had a discussion with Land Use Administrator, Janis Fleet concerning scheduling conflicts with the regular schedule of the Planning and Zoning Board, which was on the first Tuesday of the month.

At that time, it was decided to move Zoning Board meetings to the second Tuesday of each month.

Last month, during a conversation with Town Attorney, Christian Waugh and Land Use Administrator, Lee Anne Wollitz it was discovered that Christian has a conflict on the second Tuesday of each month.

Lee Anne Wollitz is requesting a move back to the first Tuesday of each month starting September 2024.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Planning and Zoning Board to change meeting date from the second Tuesday of each month to the first Tuesday of each month, effective September 2024.

Sec. 62-92. Rules of procedure.

The planning and zoning board shall adopt rules of procedure for the governance of its proceedings and the conduct of its business and may adopt such other rules relating to its internal administration as may be necessary. Such rules shall include the following:

- (1) *Officers and voting.* Annually at the January meeting, the planning and zoning board shall select a new chairperson and a new vice-chairperson from among its members, with all such officers serving a term of one year. All members of the planning and zoning board shall vote in all matters before the planning and zoning board, except where absent or must abstain as required by Section 112.2143, F.S. Votes shall be recorded by a roll call vote.
- (2) *Minutes, public records.* The land use administrator, or a person designated by the land use administrator, shall serve as the planning and zoning board secretary, keep minutes of all its meetings and record its actions and decisions; state if a member is absent; and make a timely report of all planning and zoning board actions to the town council are considered public records and shall be kept on file in the town hall, as required by State Statutes.
- (3) *Meetings.* Meetings shall be held at the call of the chairperson and at such other times as a majority of the planning and zoning board may determine; provided, however, that the planning and zoning board shall hold at least one regular meeting every month, on a day to be determined by the planning and zoning board. All meetings shall be open to the public and shall be held in governmentally-owned or -leased premises.
- (4) *Quorum.* A majority of the planning and zoning board shall constitute a quorum for the purpose of meetings and transacting business.
- (5) *Removal of members.* The planning and zoning board may recommend removal of any member who has three or more consecutive unexcused absences.

2024 CALENDAR
PLANNING & ZONING BOARD
DEADLINES FOR ITEMS TO BE HEARD ON AGENDA

Advertisement Required Applications Due	No Advertisement Required Applications Due	Planning & Zoning Board Meeting Dates
December 6, 2023	December 19, 2023	January 9, 2024
January 10, 2024	January 23, 2024	February 13, 2024
January 31, 2024	February 20, 2024	March 12, 2024
February 28, 2024	March 19, 2024	April 9, 2024
April 3, 2024	April 23, 2024	May 14, 2024
May 1, 2024	May 21, 2024	June 11, 2024
May 29, 2024	June 18, 2024	July 9, 2024
July 3, 2024	July 23, 2024	August 13, 2024
July 31, 2024	August 13, 2024	September 3, 2024
August 20, 2024	September 10, 2024	October 1, 2024
September 24, 2024	October 15, 2024	November 5, 2024
October 22, 2024	November 12, 2024	December 3, 2024
November 26, 2024	December 17, 2024	January 7, 2025

Planning & Zoning Board Applications:

Annexation of Land Application
Appeal the P & Z Board Decision to the Town Council
Appeal Land Use Administrator Decision to the P & Z Board
Comprehensive Plan Amendment 50+ Acres
Comprehensive Plan Text Amendment
Concurrency Application
Rezoning (Conventional)
Rezoning Planned Unit Development (PUD)
Site Clearing / Site Work Application
Site Plan Application
Small Scale Future Land Use Map Amendment
Special Exception
Subdivision of Land Application
Variances

Application Requirements:

Advertisement Required
Advertisement Required
Advertisement Required
Advertisement Required
Advertisement Required
No Advertisement Required
Advertisement Required
Advertisement Required
No Advertisement Required
No Advertisement Required
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No Advertisement Required
Advertisement Required

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
Charles A. Reed, Vice Chair
Harold "Skip" Frey, Board Member
Josetta Lawson, Board Member
Kevin Webb, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Christian Waugh

MINUTES

TUESDAY, JULY 09, 2024, 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 Charles A. Reed
Planning and Zoning Board Member Harold "Skip" Frey
Planning and Zoning Board Member Josetta Lawson
Planning and Zoning Board Member Kevin Webb

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

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-07, to change to the Future Land Use Map "FLUM" Designation of Parcel ID No. 15-3N-24-2380-0017-0020 and 15-3N-24-2320-0019-0010. For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Disclosure of Ex Parte Communication

Josetta Lawson, Board Member, Wendy Prather, Chairman, Skip Frey, Board Member, Kevin Webb, Board Member, stated that they received a phone call from applicant, Courtney Gaver asking if they had questions on the Public Hearing Items.

Charlie Reed, Board Member, stated that he received a call but, did not answer.

Wendy Prather, Chairman, Read the heading of Items 1, 2, 3, and 4 then opened the Public Hearing at 7:04pm.

Courtney Gaver- Applicant, presented PowerPoint to cover the application process and the Ordinances involved in the project. Stated that two changes were needed to the written description of the PUD, 1. The potential of a second pond on the east end of the property. 2. The reduction of the square footage on the two-bedroom dwelling unit.

No other public comment was made.

A motion was made to close the Public Hearing on Items 1, 2, 3, and 4 at 7:16pm.

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

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

Board Action:

Skip Frey, Board Member, asked questions: Do we know the exact location of the second pond? Is a French Drain an option on the east side of the property? Will the trees remain or be mitigated?

Project Engineer, the ponds, and drains will be placed based on the requirements of SJRWMD. All landscaping will be according to Town Code.

Charlie Reed, Board Member, asked about water runoff.

Wendy Prather, Chairman, shared concern about water runoff and its impact on the neighbors.

Project Engineer, talked about the unique topography of the property and the requirements of the SJRWMD permit process.

Josetta Lawson, Board Member, Ask of the effect of the construction on neighbors.

Project Engineer, spoke about site controls and their requirements.

Lee Anne Wollitz – Land Use Administrator, reminded the Board that they would see all these issues resolved before they approved the Site Plan at a later date.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-07.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Webb.
 Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member 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 approval of Ordinance 2024-08, to Rezone Parcel ID No. 15-3N-24-2380-0017-0020 and 15-3N-24-2320-0019-0010.
 For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented with Item 1.
 Board Comments and questions during Board Action documented under Item 1.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-08. Including the condition that Hilliard First Assembly of God Inc. keep their existing RV hookups.

Motion made to include the condition by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.
 Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member 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 approval of Ordinance 2024-09, to change to the Future Land Use Map “FLUM” Designation of Parcel ID No. 15-3N-24-2320-0017-0010.
 For applicant Courtney Gaver, 37074 Cosmos Trail LLC.
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented under item 1.
 Board Comments and questions during Board Action documented under Item 1.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-09. Including the edit to the Ordinance to remove the term “Mixed-Use”.

Motion made to allow for the edit to the Ordinance by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Webb.
 Voting Yea: Chair Prather, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb
 Voting Nay: Vice Chair Reed

ITEM-4 Planning and Zoning Board recommendation to the Town Council for approval of Ordinance 2024-10, to Rezone Parcel ID No. 15-3N-24-2320-0017-0010.
 For applicant Courtney Gaver, 37074 Cosmos Trail LLC
Lee Anne Wollitz – Land Use Administrator

Public Hearing Public Comments documented under Item 1.
Board Comments and questions during Board Action documented under item 1.

Lee Anne Wollitz – Land Use Administrator, Read the Agenda Item Report for Ordinance 2024-10. Including the need to edit the Written Description of the PUD to allow for a second pond according to the requirements of SJRWMD and to reduce the square footage of the two-bedroom dwelling unit.

Motion made to allow for the needed edits to the written description of the PUD by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.

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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-6 Planning and Zoning Board to Discuss Ordinance 2024-06 Voluntary Annexation of 37.35 acres consisting of Parcel ID 15-3N-24-2320-0017-0010, 15-3N-24-2380-0017-0020, 15-3N-24-2320-0019-0010.

Lee Anne Wollitz – Land Use Administrator

Skip Frey, Board Member, asked for confirmation that the neighboring property owners have been kept abreast of the process of approval.

Courtney Gaver- Applicant, stated that the property owners involved in the annexation are up to date on the information.

Skip Frey, Board Member, stated that he wanted to make a formal recommendation to the Council for the approval of Ordinance 2024-06.

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

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

ITEM-7 Planning and Zoning Board to Discuss invitation to attend a Planning Officials Training Workshop, hosted by Nassau County Planning Department. Training will be Friday, October 25, 2024.

Lee Anne Wollitz – Land Use Administrator

Josetta Lawson, Board Member, stated that she would like to attend the training.

Wendy Prather, Chairman, stated that she would like to attend the training.

ITEM-8 Planning and Zoning Board Approval of Minutes from 6.11.2024 Regular Meeting.

Motion made by Planning and Zoning Board Member Frey, Seconded by Planning and Zoning Board Member Lawson.
Voting Yea: Chair Prather, Vice Chair Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ADDITIONAL COMMENTS

PUBLIC

No Additional Public Comments.

BOARD MEMBERS

No Additional Board Comments.

LAND USE ADMINISTRATOR

Lee Anne stated that she will be adding to next month's agenda, an item concerning a change of meeting day. Also, shared information concerning Christian's work to put together training for the Board.

PLANNING AND ZONING ATTORNEY

No Attorney present at the meeting.

ADJOURNMENT

Motion to adjourn at 7:59pm.

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

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

Approved this 13th day of August 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Wendy Prather, Chair
Hilliard Planning & Zoning Board