

# 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

Christian Waugh

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## AGENDA

**TUESDAY, JANUARY 16, 2024, 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

**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 Selection of Chair and Vice Chair  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-3**      Acknowledge change of Legal Representative for the Planning and Zoning Board.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-4**      Planning and Zoning Board approval of the Minutes from December 12, 2023, 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](http://www.townofhilliard.com).  
Live & recorded videos can be access 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.

### **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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: January 9, 2024

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

SUBJECT: Planning and Zoning Board Selection of Chair and Vice Chair

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**BACKGROUND:** The Board annually, in January, selects a Chair and Vice Chair for the Planning and Zoning Board.

*Town Code 62-92(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 112.3143, F.S. Votes shall be recorded by a roll call vote.*

In January 2023, the Planning and Zoning Board selected Mr. Skip Frey, Chair of the Board and Mrs. Wendy Prather as Vice Chair.

At the last Regular Town Council Meeting in December, Kevin Webb and Wendy Prather were reappointed for a new three-year term beginning January 2024 and Ending December 2026.

In January 2024 the Board will need to select a Chair and Vice Chair.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Select a Chair and Vice Chair of the Planning and Zoning Board for 2024.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Board Regular Meeting Meeting Date: January 9, 2024

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

SUBJECT: Acknowledge change of Legal Representative for the Planning and Zoning Board.

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**BACKGROUND:**

Beginning January 2024, your Legal Representative, Mary Norberg, is no longer available to serve the Planning and Zoning Board.

For over a year, the Planning and Zoning Board has had a Legal Representative present at each meeting for the purpose of advisement.

Christian Waugh, Legal Representative for the Town Council, has agreed to serve with the Planning and Zoning Board until a replacement is available.

**FINANCIAL IMPACT:****RECOMMENDATION:**

Acknowledge the removal of Mary Norberg, and temporary replacement with Christian Waugh.

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# HILLIARD PLANNING AND ZONING BOARD MEETING

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## 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

## MINUTES

**TUESDAY, DECEMBER 12, 2023, 7:00 PM**

### NOTICE TO PUBLIC

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### PLEDGE OF CIVILITY

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## CALL TO ORDER

## PRAYER & PLEDGE OF ALLEGIANCE

## ROLL CALL

## PRESENT

Chair Harold "Skip" Frey  
Vice Chair Wendy Prather  
Planning and Zoning Board Member Charles A. Reed  
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.

No public wish to address the Board.

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

- ITEM-2 Planning and Zoning Board make recommendation to Town Council for Appointment of Board Members for Term beginning January 2024.  
***Lee Anne Wollitz – Land Use Administrator***

**Lee Anne Wollitz, Land Use Administrator** reads staff report.

**Charles Reed, Board Member** ask Wendy Prather and Kevin Webb if they would like to serve for an additional term.

**Wendy Prather, Vice Chair and Kevin Webb, Board Member**, both state that they would like to serve for an additional term.

**Charles Reed, Board Member**, states that he would like to recommend a reappointment for Wendy and Kevin.

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

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

- ITEM-3 Planning and Zoning Board Approval of 2024 Planning and Zoning Board Calendar of meetings.  
***Lee Anne Wollitz- Land Use Administrator***

**Lee Anne Wollitz, Land Use Administrator** reads staff report.

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

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

- ITEM-4 Planning and Zoning Board approval of the Minutes from the November 14, 2023, Regular Meeting.

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

Voting Yea: Chair Frey, Vice Chair Prather, Planning and Zoning Board Member Reed, 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 additional comments by the Planning and Zoning Board.

**LAND USE ADMINISTRATOR**

**Lee Anne Wollitz, Land Use Administrator**, gives updates and information on the following items: Take Stock in Children, Staff Christmas Celebration, LDR adoption, Cosmos Trail, Kings Crossing.

**PLANNING AND ZONING ATTORNEY**

No additional comments by the Planning and Zoning Attorney.

**ADJOURNMENT**

Motion to adjourn at 7:24pm.

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

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

Approved this 9<sup>th</sup> day of January 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Skip Frey, Chair  
Hilliard Planning & Zoning Board