

# 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

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## AGENDA

**TUESDAY, DECEMBER 12, 2023, 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 make recommendation to Town Council for Appointment of Board Members for Term beginning January 2024.  
***Lee Anne Wollitz – Land Use Administrator***

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

**ITEM-4**      Planning and Zoning Board to approve Minutes from November 14, 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: December 12, 2023

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

SUBJECT: Planning and Zoning Board make recommendation to Town Council for Appointment of Board Members for Term beginning January 2024.

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#### **BACKGROUND:**

The Planning and Zoning Board members are appointed by the Town Council for three-year terms on a rotating basis. The Planning and Zoning Board will make a recommendation to the Council in December 2023 regarding to two Board Openings starting January 2024.

The Current Planning and Zoning Member and terms-

Appointed January 2021 and Expiring December 2023-  
Wendy Prather  
Kevin Webb (Finishing Dallas Hunter Term)

Appointed January 2022 and Expiring December 2024-  
Charles Reed  
Skip Frey

Appointed January 2023 and Expiring December 2025-  
Josetta Lawson

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Planning and Zoning Board make recommendation to Town Council for Appointment of Board Members for Term beginning January 2024.



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning & Zoning Board Regular Meeting Meeting Date: December 12, 2023

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

SUBJECT: Planning and Zoning Board Approval of 2024 Planning and Zoning Board Calendar of meetings.

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#### **BACKGROUND:**

It is the responsibility of the Planning and Zoning Board to set meeting dates and times for its meetings.

Please refer to Town Code 62-92(3).

62-92 (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.

The Land Use Administrator has prepared a 2024 Calendar showing meeting dates on the second Tuesday of each month. Also included are application deadline dates for applications based on review time and the need for advertisement or no advertisement needed for each meeting date.

**FINANCIAL IMPACT:** None.

#### **RECOMMENDATION:**

Planning and Zoning Board to Approve proposed 2024 Planning and Zoning Board Calendar of Meetings.

## 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 5, 2023	December 19, 2023	January 9, 2024
January 9, 2024	January 23, 2024	February 13, 2024
January 30, 2024	February 20, 2024	March 12, 2024
February 27, 2024	March 19, 2024	April 9, 2024
April 2, 2024	April 23, 2024	May 14, 2024
April 30, 2024	May 21, 2024	June 11, 2024
May 28, 2024	June 18, 2024	July 9, 2024
July 2, 2024	July 23, 2024	August 13, 2024
July 30, 2024	August 20, 2024	September 10, 2024
August 27, 2024	September 17, 2024	October 8, 2024
October 1, 2024	October 22, 2024	November 12, 2024
October 29, 2024	November 19, 2024	December 10, 2024
December 3, 2024	December 23, 2024	January 14, 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  
Advertisement Required  
Advertisement Required  
No Advertisement Required  
Advertisement Required

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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, NOVEMBER 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  
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 and Deletions to the Agenda.

- ITEM-2 Planning and Zoning Board to discuss Term ending December 2023.  
***Lee Anne Wollitz – Land Use Administrator***

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

Board discusses end of year process for appointment of Board Members.

- ITEM-3 Planning and Zoning Board to approve Minutes from October 10, 2023 Public Hearing and Regular Meeting.

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 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**

No additional comments by the Land Use Administrator.

### **PLANNING AND ZONING ATTORNEY**

No additional comments by the Planning and Zoning Attorney.

## **ADJOURNMENT**

Motion to adjourn at 7:05pm

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

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

Approved this 12<sup>th</sup> day of December 2023, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Skip Frey, Chair  
Hilliard Planning & Zoning Board