

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
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

Avery Dyen

AGENDA

TUESDAY, APRIL 01, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning & Zoning Board Approval of Minutes from the 03.04.2025 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 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.

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 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 |

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ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Avery Dyen

MINUTES

TUESDAY, MARCH 04, 2025, 7:00 PM

NOTICE TO PUBLIC

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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

PUBLIC HEARINGS

Wendy Prather, Chairwoman reads Quasi-Judicial Procedures for Ordinance 2025-02 Public Hearing. Attachment "A" in these Minutes.

ITEM-1 Planning & Zoning Board recommendation to the Town Council for approval of Ordinance 2025-02, to Rezone Parcel ID No. 16-3N-24-0000-0021-0030. Applicant Courtney Gaver, Rogers Towers.
Lee Anne Wollitz – Land Use Administrator

Wendy Prather, Chairwoman, asks for any Ex Parte communication concerning Item 1.

No Ex Parte Communication is declared.

Public Hearing:

Wendy Prather, Chairwoman, calls Public Hearing to open at 7:09 PM.

Lee Anne Wollitz, Land Use Administrator, reads Agenda Item Report and Staff Report.

Courtney Gaver, Rogers Towers, Applicant, Shares a Power Point presentation, Attachment "B" in the Minutes. She walks through the details of the project and points out any changes made since the workshop where the project was first presented.

Ben Buchanan, Developer, explains the Duplex configuration.

Wendy Prather, Chairwoman, calls for public comment.

There is no Public comment.

Wendy Prather, Chairwoman calls for a motion to close Public Hearing.

Motion made by Planning and Zoning Board Member Frey, Seconded by Vice Chair Reed.

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

Public Hearing Closed at 7:21 PM.

Board Action:

Wendy Prather, Chairwoman, Starts a discussion on the interlocal agreement and the process of reservation.

Skip Frey, Vice Chair, asks about the design of the roadway and asks if there are plans for future expansion.

Ben Buchanan, Developer, shares that he is not against the idea but, as of now, he has no plans to do so.

Charlie Reed, Board Member, asks about privacy fencing within the PUD.

Ben Buchanan, Developer, states that he is leaving a bit of natural buffer on the perimeter and currently the property does not abut a subdivision.

Motion is made to recommend approval to the Town council of Ordinance 2025-02 with the following condition.

1. Holland Walk will make language updates to the PUD specifically with regards

to meeting fire flow expectations according to the Town of Hilliard Water & Wastewater Utility Specifications and Documentations Requirements Manual.

Motion made by Planning and Zoning Board Member Frey, Seconded by Vice Chair Reed.

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-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20250211. Parcel ID No. 08-3N-24-2380-0075-0020. Property Owner - Sherry Downs.

Lee Anne Wollitz – Land Use Administrator

Skip Frey, Vice Chair, asks if the existing home is connected to sewer and under what circumstances it would have to connect.

Lee Anne Wollitz, Land Use Administrator, answers with regard to chapter 58 of the Town Code.

Skip Frey, Vice Chair, asks if the applicant owns the parcel closer to New Oak Street.

Sherry Downs, the owner, answers that she does not own the parcel.

Motion was made 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 the real estate parcel number to the Town.
3. A new driveway/culvert permit be pulled and a new driveway be constructed to serve the dwelling unit on the parcel.

Motion made by Vice Chair Reed, 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-4 Planning & Zoning Board Approval of the minutes from 02.04.2025 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 Reed, Planning and Zoning Board Member Frey, Planning and Zoning Board Member Lawson, Planning and Zoning Board Member Webb

ADDITIONAL COMMENTS

PUBLIC

CHAIR, *calls on members of the audience wishing to address the Board on matters not on the Agenda.*

No Public Wish to address the Board.

BOARD MEMBERS

Wendy Prather asks about the appropriateness of responding to public emails.

LAND USE ADMINISTRATOR

Lee Anne Wollitz answers Wendy and gives a few suggestions for responses, invites the Board to attend the Town Council Workshop scheduled for 3/13. She Shares with the Board that the Council has increased her hours. Finally, the Board is made aware of updates to their iPad.

PLANNING AND ZONING ATTORNEY

No comments from Planning & Zoning Board Attorney.

ADJOURNMENT

Motion to adjourn was made at 7:47 PM.

Motion made by Vice Chair Reed, 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 1st day of April 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Wendy Prather, Chair
Hilliard Planning & Zoning Board