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
Michael Hallman, Vice Chair
Kevin Webb, Board Member
Dalton Hood, Board Member
Casey Raulerson, Board Member

ADMINISTRATIVE STAFF
Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY
Juan Quintero Bornas

AGENDA

WEDNESDAY, NOVEMBER 25, 2026, 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 and Zoning Board Approval of 2027 Planning and Zoning Board Calendar of meetings.
Lee Anne Wollitz – Land Use Administrator

ITEM-3 Planning & Zoning Board approval of minutes from 10.22.2026 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 fourth 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.

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.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

1. Martin Luther King, Jr. Day	Monday, January 19, 2026
2. Memorial Day	Monday, May 25, 2026
3. Independence Day	Friday, July 3, 2026
4. Labor Day	Monday, September 7, 2026
5. Veterans Day	Wednesday, November 11, 2026
6. Thanksgiving Day	Thursday, November 26, 2026
7. Friday after Thanksgiving Day	Friday, November 28, 2026
8. Christmas Eve	Thursday, December 24, 2026
9. Christmas Day	Friday, December 25, 2026
10. New Year's Eve	Thursday, December 31, 2026
11. New Year's Day	Friday, January 1, 2027

AGENDA ITEM REPORT
TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: November 25, 2026

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

SUBJECT: Planning and Zoning Board Approval of 2027 Planning and Zoning Board Calendar of meetings.

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 2027 Calendar showing meeting dates on the fourth Thursday of the 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 2027 Planning and Zoning Board Calendar of Meetings.

2027 CALENDAR

PLANNING & ZONING BOARD

DEADLINES FOR ITEMS TO BE HEARD ON AGENDA

Advertisement Required Application Due Date	No Advertisement Required Application Due Date	Planning & Zoning Board Meeting Date
December 17, 2026	January 7, 2027	January 28, 2027
January 21, 2027	February 4, 2027	February 25, 2027
February 18, 2027	March 4, 2027	March 25, 2027
March 18, 2027	April 1, 2027	April 22, 2027
April 15, 2027	May 6, 2027	May 27, 2027
May 20, 2027	June 3, 2027	June 24, 2027
June 17, 2027	July 1, 2027	July 22, 2027
July 15, 2027	August 5, 2027	August 26, 2027
August 19, 2027	September 2, 2027	September 23, 2027
September 16, 2027	October 7, 2027	October 28, 2027
October 21, 2027	November 4, 2027	November 24, 2027*
November 18, 2027	December 2, 2027	December 23, 2027
December 16, 2027	January 6, 2028	January 27, 2028

Applications Not Requiring Advertisement:
Application documentation is due 3 weeks prior to meeting date.
(1st Thursday of the month)

Applications Requiring Advertisement:
Application documentation is due 5 weeks prior to meeting date.
(3rd Thursday of the month for meeting date the following month)

Planning & Zoning Board Applications Requiring Advertisement:
Annexation of Land
Appeal the P & Z Board Decision to the Town Council
Appeal Land Use Administrator Decision to the P & Z Board
Comprehensive Plan Amendment
Rezoning (Conventional)
Rezoning Planned Unit Development (PUD)
Special Exception
Variances
** Indicates Meeting Held on Wednesday Due to Holiday*

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, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF
Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY
Juan Quintero Bornas

MINUTES
THURSDAY, OCTOBER 22, 2026, 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 Michael Hallman
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Dalton Hood

PUBLIC HEARINGS

ITEM-1 Planning & Zoning Board to make a recommendation to the Town Council regarding the Adoption of Ordinance 2026-09 for Amending Chapter 62 to ensure compliance with section 55.385, Florida Statutes.
Lee Anne Wollitz – Land Use Administrator

Chair calls for open of Public Hearing 7:03pm.

Lee Anne Wollitz – Land Use Administrator - gives Report and makes a correction from 55.385 to 553.385.

Motion to close the Public Hearing 7:04pm.

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

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

Board Action-
Michael Hallman, Vice Chair- Asks, can we make this more restrictive?

Lee Anne Wollitz, Land Use Administrator- Gives answer as to restrictive allowances.

Motion was made to recommend to the Council approval of Ordinance 2026-09.

Motion made by Planning and Zoning Board Member Webb, Seconded by Planning and Zoning Board Member Hood.
Voting Yea: Chair Frey, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

There are no Additions or Deletions to the Agenda.

ITEM-3 Planning & Zoning Board recommendation to the Town Council for approval of the Vacation of Right of Way for property known as Dayspring Gardens Application No. 20261016 VAC Rights of Way and Alleyways in blocks 95, 107, 110, 113, 115, 116 and portions of W 6th Ave. Property Owner – Doug Adkins, Dayspring Property Services LLC.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator- shares Agenda Item Report.

Courtney Garver, Legal Council for the Project- provides a PowerPoint as to the changes made since the pre-vacation of right of way application.

Motion made by Planning and Zoning Board Member Hood, Seconded by Planning and Zoning Board Member Hallman.
Voting Yea: Chair Frey, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood

ITEM-4 Planning & Zoning Board approval of minutes from 9.24.2026 Regular Meeting.

Motion made by Planning and Zoning Board Member Webb, Seconded by Planning and Zoning Board Member Hallman.
Voting Yea: Chair Frey, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood

ADDITIONAL COMMENTS

PUBLIC

No Public wish to comment.

BOARD MEMBERS

Michael Hallman, Vice Chair- shares that he is unhappy with the removal of choice in items like Ordinance 2026-09, as well as his attendance through the end of the year.

Kevin Webb, Board Member- also shares his attendance through the end of the year.

LAND USE ADMINISTRATOR

Lee Anne Wollitz, Land Use Administrator- shares the need for more applications for the Planning & Zoning Board opening.

PLANNING AND ZONING ATTORNEY

No comment from the Planning & Zoning legal team.

ADJOURNMENT

Motion to adjourn was made at 7:21pm.

Motion made by Planning and Zoning Board Member Hallman, Seconded by Planning and Zoning Board Member Webb.
Voting Yea: Chair Frey, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hallman, Planning and Zoning Board Member Hood

Approved this 25th day of November 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Harold “Skip” Frey, Chair
Hilliard Planning & Zoning Board