

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, NOVEMBER 05, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

ITEM-2 Planning and Zoning Board to discuss and decide on Rules for Procedure for Regular and Public Meetings.
Lee Anne Wollitz – Land Use Administrator

ITEM-3 The Planning and Zoning Board to make a recommendation to the Town Council concerning two Planning Board members to be appointed in December with a start to responsibilities in January.
Lee Anne Wollitz – Land Use Administrator

ITEM-4 Skip Frey and Lee Anne Wollitz will provide an update on the training session they attended on Friday, October 25th.
Lee Anne Wollitz – Land Use Administrator

ITEM-5 Planning and Zoning Approval of the Minutes from 10.01.2024 Public Hearing and Regular Meeting.

ADDITIONAL COMMENTS

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

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 access 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 Board Regular Meeting Meeting Date: November 05, 2024

FROM: *Lee Anne Wollitz – Land Use Administrator*

SUBJECT: Planning and Zoning Board to discuss and decide on Rules for Procedure for Regular and Public Meetings.

BACKGROUND:

Town code 62.92 states that it is the responsibility of the Planning and Zoning Board to determine Rules of Procedure for their meetings. Previously the Town Attorney provided for the Planning and Zoning Board a sample of Procedures. It is time for the Board to review the procedures and make any needed changes, then move forward to adoption at the December meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Planning and Zoning Board to discuss and decide on Rules for Procedure for Regular and Public Meetings.

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.

**TOWN OF HILLIARD PLANNING & ZONING BOARD
RULES RESOLUTION NO. _____**

WHEREAS, under the provisions of the Town of Hilliard Town Code §62-92, the Planning & Zoning Board must determine its own rules of procedure; and

WHEREAS, the Planning & Zoning Board has never passed its own rules of procedure; and

WHEREAS, the Planning & Zoning Board wishes to adopt its rules of procedure to improve the operation of its meetings, the ability of the public to be recognized, and to follow the Town Code;

WHEREAS, Chapter 62 of the Town of Hilliard Code shall be incorporated in the Planning & Zoning Board rules of procedure;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING & ZONING BOARD FOR THE TOWN OF HILLIARD, FLORIDA:

See attached Exhibit A to Planning and Zoning Board Resolution No. _____.

ADOPTED this _____ day of December 2024 by the Planning and Zoning Board for the Town of Hilliard, Florida.

TOWN OF HILLIARD, FL

By:

Wendy Prather
Board Chairperson

Attest:

Charlie Reed
Board Vice-Chairperson

**TOWN OF HILLIARD PLANNING & ZONING BOARD
RULES AND PROCECURES EXHIBITA TO REOLUSTION No. _____**

SECTION 1. Scope and Applicability. These procedures shall apply to all meetings held by the Hilliard Planning and Zoning Board (hereinafter referred to as “the Board”) which holds quasi-judicial hearings. Special exceptions, zoning variances, and appeals all require a quasi-judicial hearing. The Town Attorney shall determine if any other matters are quasi-judicial in nature and shall direct the Board to designate specially such matters on the agenda. These rules and procedures adopt all rules cited in Sec. 62-92 of the Hilliard Town Code.

SECTION 2. Proceedings. The Board Chair or other presiding officer (hereafter, the “Presiding Officer”) shall conduct the proceedings and maintain order. The Town Attorney or legal advisor shall represent the Board, rule on all evidentiary and procedural issues and objections, and advise the Board as to the applicable law and necessary factual findings. Meetings shall be conducted informally, but with decorum. Formal rules of procedure shall not apply except as set forth herein; however, fundamental due process shall be accorded.

SECTION 3. Unauthorized Communications. In all quasi-judicial hearings, all rulings must be based only upon the evidence presented at the hearing. In accordance with Section 286.0115(1), Florida Statutes, ex parte communications with the Board in quasi-judicial matters is permissible and the adherence to the following procedures shall remove the presumption of prejudice arising from ex parte communications with the Board.

1. The substance of any ex parte communication with the Board which relates to a quasi-judicial action pending before the Board is not presumed prejudicial to the action if the subject of the communication and the identity of the person, group, or entity with whom the communication took place is disclosed and made a part of the record before the final action on the matter.

2. A Board member may read a written communication from any person. However, a written communication that relates to a quasi-judicial action pending before the Board shall not be presumed prejudicial to the action, and such written communication shall be made a part of the record before final action on the matter.

3. Board members may conduct investigations and site visits and may receive expert opinions regarding quasi-judicial action pending before them. Such activities shall not be presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion is made a part of the record before final action on the matter.

4. Disclosure made pursuant to subparagraphs 1, 2, and 3 must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication.

SECTION 4. Witnesses and Supporting Materials. At least eight Town business days before a quasi-judicial hearing:

1. Staff shall prepare a report, recommendation and supporting materials, a copy of which shall be available to the applicant, appellant and to the public at the Town Clerk's Office. Included in the supporting materials will be copies of all exhibits and documents upon which staff's recommendation is based.

2. The Applicant and Appellant, if applicable, shall submit a detailed outline in the argument in support of their application, copies of all exhibits which will be presented at hearing and the names and addresses of all witness who will be called to testify in support of the application (including resumes for any witness the party intends to qualify as an expert).

3. The eight Town business day deadline is necessary to ensure the Board is given sufficient opportunity to review the written submissions prior to the hearing and shall be strictly observed. Should the eighth Town business day deadline be missed by either staff or the Applicant, the item may be continued at the discretion of the Board to the next available agenda.

SECTION 5. Party Intervenors. The Town Attorney may allow a person to intervene in a quasi-judicial hearing as a Party Intervenor if they meet the following requirements:

1. The person must have an interest in the application, which is different than the public at large.

2. At least three days prior to the hearing, the person shall submit a written request to intervene including: a detailed outline of their interest in the application and argument in favor or against it, copies of all exhibits which will be presented at the hearings and the names and addresses of all witnesses who will be called to testify on their behalf (including resumes for any witness the person intends to qualify as an expert).

SECTION 6. Conduct of Meeting and Quasi-Judicial Hearings.

1. The Presiding Officer shall call the proceeding to order and announce that the meeting has begun. The Presiding Officer will call on a member from the Board to say the prayer with the pledge to follow. The Land Use Administrator will call the roll.

2. The Town Attorney, legal advisor or Presiding Officer shall explain the rules concerning procedure, testimony, and admission of evidence.

3. The Presiding Officer will read each item on the agenda by title. The Land Use Administrator will read aloud any staff reports and or explain the item.

4. The Land Use Administrator shall, pursuant to Florida Statute 90.605, swear in under oath all witnesses who are to testify to an item before the item is heard. The witness must declare he or she will testify truthfully, by making an affirmation in substantially the following form: "Do you swear or affirm that the evidence you are about to give will be the truth, the whole truth, and nothing but the truth?" The witness's answer shall be noted in the record.

5. Following a Motion on an item and a Second or if none the Presiding Officer will ask each Board member individually if they have any discussion on the item. If any member from the public has requested to speak on any item, the Presiding Officer will call for them to speak at this time.

6. If there is a quasi-judicial hearing, the order of proof shall be as follows:

A. The Land Use Administrator shall briefly describe the Applicant’s request, introduce and review all relevant exhibits and evidence, report staff’s recommendation, and present any testimony in support of staff’s recommendation. Staff shall have a maximum of 30 minutes to make their full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

B. The Appellant, if applicable, (or his/her representative or counsel) shall present evidence and testimony in support of the application. Appellant shall have a maximum of 30 minutes to make its full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

C. Any Party Intervenor (or his/her representative or counsel) shall present evidence and testimony in support of or opposed to the application. A Party Intervenor shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

C. The Applicant (or his/her representative or counsel) shall present evidence and testimony in support of the application. Applicant shall have a maximum of 30 minutes to make his/her full presentation, including opening statement and all direct presentation by witnesses, but excluding any cross-examination or questions from the Board.

E. Any other persons present who wish to submit relevant information to the Board shall speak next for a maximum of three minutes each (excluding any cross-examination or questions the Board). Members of the public will be permitted to present their non-expert opinions, but the Board will be expressly advised that public sentiment is not relevant to the decision, which must be based only upon competent and substantial evidence.

F. The Appellant will be permitted to make final comments, if any (maximum of five minutes).

G. The Applicant will be permitted to make final comments, if any (maximum of five minutes).

H. The Party Intervenor will be permitted to make final comments, if any (maximum of five minutes).

I. The Town’s staff will make final comments, if any (maximum of five minutes).

J. At the discretion of the Presiding Officer, the Applicant may be permitted to respond to the final Party Intervenor and staff comments and recommendations (maximum of three minutes).

7. Once discussions or order of proof is completed, the Town Attorney or legal advisor will advise the Board as to the applicable law and the factual findings that must be made to approve or deny the application or agenda item.

8. The Board will conduct open deliberation of the application or agenda item. The Presiding Officer shall have the discretion to reopen the proceeding for additional testimony or argument by the parties when an outcome substantially different than either the granting or denial of the application is being considered. After deliberations, a roll call vote shall be taken to approve, approve with conditions or deny the application or agenda item.

9. Following the last item on the agenda the Presiding Officer will ask if anyone from the public would like to speak and if so they will need to state their full name and address for the record.

10. The Presiding Officer will then follow the end of agenda by calling each member if they would like to make a final statement.

11. After final statements, the Presiding Officer will state the meeting or hearing is adjourned and the time.

SECTION 7. Conduct of Telephonic Hearing.

1. If the Board needs to conduct a telephonic hearing, the Board shall adopt the procedures laid out in Section 6 of these Rules and Procedures with a few additions.

2. Once the meeting begins, each Board member will identify themselves and be called by their Board title and last name: Board Chair, Board-Vice Chair, Board Member, Board Member, Board Member, and Land Use Administrator.

2. Before speaking, each person will identify themselves by title and last name in order to identify who is speaking and to keep from speaking over one another. This will allow each member to speak and be heard and for the public to speak.

3. Each time a motion or second is made on any item the Board members must identify themselves prior to making the motion or second.

4. For voting, the Presiding Officer will ask each Board member for their vote on the item.

SECTION 8. Examination by Board and Town Attorney or Legal Advisor. Board members and the Town Attorney or Legal Advisor may ask questions of persons presenting testimony or evidence at any time during the proceedings until commencement of deliberation.

SECTION 9. Cross-Examination of Witnesses. After each witness testifies, the Town staff representative, the Applicant’s representative, Appellant’s representative, and/or the Party Intervenor’s representative shall be permitted to question the witness, but such cross-examination shall be limited to matters about which the witness testified and shall be limited to five minutes per side. Members of the public will not be permitted to cross-examine witnesses. Cross-examination shall be permitted only as would be permitted in a Florida court of law.

SECTION 10. Rules of Evidence.

1. All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a court of law in Florida. Irrelevant, immaterial, harassing, defamatory or unduly repetitive evidence shall be excluded.
2. Hearsay evidence may be used for the purposes of supplementing or explaining other evidence, but it shall not be sufficient by itself to support a finding unless it would be admissible over objection in a civil action.
3. Documentary evidence may be presented in the form of a copy or the original. Upon request, parties shall be given an opportunity to compare the copy with the original.

SECTION 11. Statements of Counsel. Statements of counsel, or any non-attorney representative, shall only be considered as argument and not testimony unless counsel or the representative is sworn in and the testimony if based on actual personal knowledge of the matters which are the subject of the statements.

SECTION 12. Continuances and Deferrals. The Board shall consider requests for continuances made by Town staff, the Applicant, the Appellant or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Board, any testimony or documentary evidence or information presented at the hearing justifies allowing additional research or review in order to properly determine the issue presented, then the Board may continue the matter to a time certain to allow for such research or review.

SECTION 13. Transcription of Hearing.

1. The Land Use Administrator shall preserve the official transcript of a quasi-judicial hearing through tape recording and/or video recording.
2. The Applicant, Appellant or Party Intervenor may arrange, at its own expense, for a court reporter to transcribe the hearing.
3. The Applicant, Appellant or Party Intervenor may request that all or a part of the transcript of a hearing be transcribed into verbatim, written form. In such case, the Applicant, Appellant or Party Intervenor requesting the transcript shall be responsible for the cost of production of the transcription and the transcription shall become the official transcript.

SECTION 14. Maintenance of Evidence and Other Documents. The Land Use Administrator shall file all evidence and documents presented at the hearing with town hall.

SECTION 15. False Testimony. Any willful false swearing on the part of any witness or person giving evidence before the Board as to any material fact in the proceedings shall be deemed to be perjury and shall be punished in the manner prescribed by law for such offense.

SECTION 16. Failure of Applicant to Appear. If the Applicant, the Appellant or Party Intervenor or their representative fails to appear at the time fixed for the hearing, and such absence is not excused by the Board, the Board may proceed to hear the evidence and render a decision thereon in absentia.

SECTION 17. Subpoena Power. The Applicant, the Appellant or Party Intervenor or Town's staff shall be entitled to compel the attendance of witnesses to a quasi-judicial hearing through the use of subpoenas. All such subpoenas shall be issued by the Town Clerk at the request of the Applicant, Appellant or Town's staff.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Town Council Regular Meeting Meeting Date: November 05, 2024

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

SUBJECT: The Planning and Zoning Board to make a recommendation to the Town Council concerning two Planning Board members to be appointed in December with a start to responsibilities in January.

BACKGROUND:

Two Board members, Skip Frey and Charlie Reed have terms that are ending in December. The planning members need to state if they are interested in an additional term on the Board. The Board, every November/December makes a recommendation to the Town Council as to who they would like to see appointed to the Board to begin in January.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

The Planning and Zoning Board to make a recommendation to the Town Council concerning two Planning Board members to be appointed in December with a start to responsibilities in January.

PLANNING & ZONING BOARD MEMBERS

Lee Anne Wollitz
 Land Use Administrator
 (904) 507-8766
 lwollitz@townofhilliard.com

Kevin Webb, Board Member

Post Office Box 1577
 Hilliard, Florida 32046
 (904) 349-5569 kwebb@townofhilliard.com

January 2024 – December 2026

Re Appointed 12/2023 – 3yr term

Wendy Prather, Board Chair

27061 Country Drive
 Hilliard, Florida 32046
 (904) 403-5267 wprather@townofhilliard.com

January 2024 - December 2026

Re Appointed 12/2023 – 3yr term

Skip Frey, Board Member

37132 W Fourth Street
 Hilliard, Florida 32046
 (904) 652-9065 hfrey@townofhilliard.com

January 2022 – December 2024

Re Appointed 12/2021 – 3yr term

Charles A. Reed, Vice Chair

Post Office Box 757
 Hilliard, FL 32046
 (904) 614-8557 creed@townofhilliard.com

January 2022 – December 2024

Re Appointed 12/2021 – 3yr term

Josetta Lawson, Board Member

27302 Montana Street
 Hilliard, Florida 32046
 (904) 497-2848 jlawson@townofhilliard.com

January 2023 – December 2025

Re Appointed 12/2022 – 3yr term

Planning & Zoning Board Members Terms Expire:

December 2024

Skip Frey, Board Member since 2/2017
 Charles A. Reed, Board Member 11/2009

December 2025

Josetta Lawson, Board Member 9/2004

December 2026

Kevin Webb, Board Member since 12/2022
 Wendy Prather, Board Member since 1/2009

Each Board Member shall be re-appointed no later than December of the year prior to starting a new or additional 3-year term.

If a Board Member leaves their appointment prior to the expiration of their term, then the new appointment will be for the remainder of that term, at which time additional appointment can be made.



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: November 5, 2024

FROM: *Lee Anne Wollitz – Land Use Administrator*

SUBJECT: Skip Frey and Lee Anne Wollitz will provide an update on the training session they attended on Friday, October 25th.

BACKGROUND:

The Nassau County Planning Department hosted a planners training on Friday, October 25th. Planners from all over NE Florida attended the sessions. We had sessions on Implementing comprehensive Planning Techniques, Private Sector Perspectives on Current and future Planning trends, Effective Public Engagement Practices, Ethics in Planning and Navigating Land Use Law Requirements.

FINANCIAL IMPACT:

No additional impact.

RECOMMENDATION:

There are no motions to make on this item, just the sharing and discussing of information.

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, OCTOBER 01, 2024, 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 Wendy Prather
Vice Chair Charles A. Reed
Planning and Zoning Board Member Harold "Skip" Frey
Planning and Zoning Board Member Josetta Lawson

ABSENT

Planning and Zoning Board Member Kevin Webb

PUBLIC HEARINGS

ITEM-1 Planning and Zoning Board Approval of Special Exception 20240812. To allow Childcare/Daycare Center in R-2 zoning District. Parcel ID # 17-3N-24-0000-0006-0000. Applicant Jacqueline Sims Clark, Hooked on Learning LLC.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, reads staff report and recommendation.

Disclosure of Ex Parte communications: No Communication Reported

Wendy Prather, Chairman, opens Public Hearing Open 7:05pm and Calls for Public Comment.

Mrs. Dinwiddie, 3782 Azalea Drive, Expressed concern for traffic flow so close to her home.

Robert Davis, 36841 Pine Street, expressed a concern for traffic flow as well as asked about future expansion of the facility.

Jacqueline Sims Clark, Applicant, speaks for all traffic being handled on the parcel and the challenges that the project would face if expansion was considered, she also states that the facility has no desire or plans to expand capacity.

At 7:12 a motion was made to close the Public Hearing.

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 Action

Wendy Prather, Chairman, asked about the capacity of the facility.

Skip Frey, Board Member, asked how many kids on the average day does Hooked on Learning serve.

Josetta Lawson, Board Member, asked about bus stop location and before and after school transportation.

Jacqueline Sims Clark, Applicant, responded to Mrs. Prather, her DCF approval is for 78 Children total, she offers as part of the day a VPK program, these kids are included in the 78. Response to Mr. Frey, on 10.1 she had 56 Kids in attendance but, her license is for 68. She responded to Mrs. Lawson, no bus will stop in the morning, one will stop in the afternoon and the location of the stop will be determined by Nassau County School District.

A Motion is made with the condition that any expansion of proposed building or capacity should result in a new Special Exception Application.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3

Planning and Zoning Board Approval of Site Plan Application Number 20240916.1. Parcel ID # 17-3N-24-0000-0006-0000. Applicant Jacqueline Sims Clark, Hooked on Learning LLC.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The remaining permits or exceptions be submitted for the Land Use Administrator's approval prior to the start of construction. 2. A preconstruction meeting with Town Staff take place prior to the start of construction on the site.

Wendy Prather, Chairman, asked about buffering.

Lee Anne Wollitz – Land Use Administrator, answers that the site meets the town requirements.

Motion is made to include the 2 conditions.

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

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

ITEM-4

Planning and Zoning Board Approval of Site Plan Application Number 20220920. Parcel ID # 22-3N-24-2320-0025-0000. Applicant- Greenbrier Nassau LLC.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The remaining permits or exceptions be submitted for the Land Use Administrator's approval prior to the start of construction. 2. A preconstruction meeting with Town Staff take place prior to the start of construction on the site.

Wendy Prather, Chairman, asked about changes to the plans as the updates have been made.

Henry Vorpe, Project Engineer, answers that changes were made based on the requirements of state and county permitting agencies.

Motion is made to include the 2 conditions.

Motion made by Vice Chair Reed, 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

ITEM-5 Planning and Zoning Board Recommendation to the Town Council, the minor Subdivision Application 20240820. Parcel ID No 08-3N-24-2380-0012-0022. Property Owner- Paul Knight.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz – Land Use Administrator, read staff report and staff comments. These include a recommendation with 2 conditions. 1. The applicant shall record the lot split with the Clerk of 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.

Wendy Prather, Chairman, asked to clarification of the location of the lot.

Lee Anne Wollitz – Land Use Administrator, provided the answer to Mrs. Prather.

Motion is made to include the 2 conditions.

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

ITEM-6 Planning and Zoning Board Approval of Minutes from 09.03.2024 Regular Meeting.

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

ADDITIONAL COMMENTS

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

PUBLIC

No Public Wish to Comment.

BOARD MEMBERS

No Board Members have additional comments.

LAND USE ADMINISTRATOR

Lee Anne Wollitz advises that the end of the year has the potential to be busy for the Planning and Zoning Board and gives information on the importance of an HOA being kept up to date.

PLANNING AND ZONING ATTORNEY

No comments from legal.

ADJOURNMENT

Motion to Adjourn at 7:51.

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

Approved this 5th day of November 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Wendy Prather, Chair
Hilliard Planning & Zoning Board