

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, MARCH 12, 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

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 approval of the Minutes from February 13, 2024, 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.
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 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.

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 |

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ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Christian Waugh

MINUTES

TUESDAY, FEBRUARY 13, 2024, 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 Josetta Lawson
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Harold "Skip" Frey

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

There were no Additions or Deletions to the Agenda.

ITEM-2 Planning and Zoning Board Recommendation to the Town Council, the Minor Subdivision Application No. 20240116
Parcel ID No. 08-3N-24-2380-0010-0042
Property Owner- Shawn Clark
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator reads staff report and explains recommendation. Including conditions for approval.

Wendy Prather, Chair ask if the zoning was updated with the newest Comp. Plan update.

Skip Frey, Board Member and Developer Shawn Clark, engaged in conversation about the current water and sewer service for the two homes.

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

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

ITEM-3 Planning and Zoning Board approval of the Site Plan Application No. 20221025. Parcel ID No. 17-3N-24-2020-0057-0000. Address 3714 Raven Drive.
Property Owner- Gregg Simmons
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator reads staff report and explains recommendation. Including conditions for approval.

Henry Vorpe, Engineer for Development, addressed questions from the board about amenities, master meter, phasing, and duration of buildout.

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

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

ITEM-4 Planning and Zoning approval of the Minutes for Regular meeting January 16, 2024.

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

Voting Yea: Planning and Zoning board Member Frey, Chair Prather, Vice Chair 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, defers to Town Clerk, Lisa Purvis to explain new process for financial disclosures.

PLANNING AND ZONING ATTORNEY

No additional comments by the Planning and Zoning Attorney, absent.

ADJOURNMENT

Motion to adjourn at 7:30pm.

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

Approved this 12th day of March 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Wendy Prather, Chair
Hilliard Planning & Zoning Board