

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
Dustin Winnon, Vice Chair
Kevin Webb, Board Member
Michael Hallman, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

AGENDA

THURSDAY, JULY 23, 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 & Zoning Board Approval of Minutes from June 25, 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 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.

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

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ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

MINUTES

THURSDAY, JUNE 25, 2026, 7:00 PM

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CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Harold "Skip" Frey
Vice Chair Dustin Winnon
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Michael Hallman
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 2026-04 for the Review and Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.
Lee Anne Wollitz – Land Use Administrator

Open Public Hearing 7:01pm
No Public wish to speak.
Motion to close Public Hearing 7:02pm.

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

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

Board Discussion -

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

Skip Frey, Chair and Michail Hallman, Board Member - asks about proximity of Certified Recovery Residences to schools and religious organizations.

Lee Anne Wollitz, Land Use Administrator gives information on zoning restrictions, tracking, and monitoring of Certified Recovery Residences.

Motion to recommend adoption of Ordinance 2026-04 to the Town Council is made.

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

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

Voting Nay: Planning and Zoning Board Member Hallman

Although **Skip Frey, Chair and Dustin Winnon, Vice Chair** voted if favor of the recommendation they ask that the record reflect they do not like that the State, through its own legislative processes, have taken away the power of the Town to decide this issue.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning and Zoning Board review and approval of Site Plan Application NO. 20260610 – Community Center/ Hurricane Shelter. Applicant – Town of Hilliard.
Lee Anne Wollitz – Land Use Administrator

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

Zoning Board Members - asks for clarity on Parking and Drainage Permits, and express support for the space needed for youth sports to expand.

Lee Anne Wollitz, Land Use Administrator - addresses the concerns and questions.

Motion made by Planning and Zoning Board Member Hallman, Seconded by Vice Chair Winnon.

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

ITEM-4 Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0130-0010, Bentley Construction, Application # 20260618.

Lee Anne Wollitz – Land Use Administrator

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

Skip Frey, Chair - asks about utility connections for the future dwelling.

Lee Anne Wollitz, Land Use Administrator - refers the Board to the Development Investigation and gives the reminder that the Town Council has the final say on Septic Tank Exceptions.

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

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

ITEM-5 Planning & Zoning Board Approval of Minutes from May 28, 2026 Regular Meeting.

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

Voting Yea: Chair Frey, Vice Chair Winnon, 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 address the Board.

BOARD MEMBERS

Dustin Winnon, Vice Chair - gives update on his partnership with Nassau Health to address service gaps.

LAND USE ADMINISTRATOR

Lee Anne Wollitz, Land Use Administrator - gives reminder of July 4th celebration as well as an update on the Land Use Administrator Standard Operating Procedure "SOP" Binder.

PLANNING AND ZONING ATTORNEY

Board Attorney has nothing to add.

ADJOURNMENT

Motion to adjourn was made at 7:39pm

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

Approved this 23rd day of July 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Harold "Skip" Frey, Chair
Hilliard Planning & Zoning Board