

# 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  
Dustin Winnon, Board Member  
Josetta Lawson, Board Member  
Kevin Webb, Board Member

## ADMINISTRATIVE STAFF

Lee Anne Wollitz  
Land Use Administrator

## PLANNING AND ZONING ATTORNEY

Avery Dyen

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## AGENDA

**TUESDAY, AUGUST 05, 2025, 7:00 PM**

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### 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 Site Clearing/Site Work Application No. 20250709.1.  
Property Owner – Sherry Downs. Parcel ID No. 08-3N-24-2380-0075-0021.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-3** Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.  
***Lee Anne Wollitz – Land Use Administrator***

**ITEM-4** Planning & Zoning board approval of minutes from 7.1.2025 Regular Meeting.

## ADDITIONAL COMMENTS

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

## **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](http://www.townofhilliard.com).

Live & recorded videos can be accessed at [www.youtube.com](http://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



## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Regular Meeting Meeting Date: August 05, 2025

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

SUBJECT: Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20250709.1. Property Owner – Sherry Downs.  
Parcel ID No. 08-3N-24-2380-0075-0021.

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#### **BACKGROUND:**

Sherry Downs owns this 0.84-acre lot at the dead end of W 5<sup>th</sup> Street.  
The Property is Zoned R-3.  
The parcel is NOT located in Wetlands.  
The parcel is vacant.

A Site Clearing/Site Work application was submitted for the purpose of leveling and grading the lot in preparation for building dwelling units on the lot.  
The developer has complied with the requirements and request of Town Staff and has waited on Planning and Zoning Board approval to complete the work.  
Sherry Downs and her partner has stated that they intend to develop the property in future.  
The Public Works Department is working with a contractor to produce an estimate for the work needed on the water and sewer extensions that are required for the development of the lot.

Sec. 62-353. Excavation and/or filling.

No excavation or filling can occur on a lot unless an active permit has been issued for the property. No runoff or fill can impede on adjoining properties. Permission for excavation for site clearing must be granted by the planning and zoning board and any necessary state permits are secured, except for the following:

- (1) Four loads of fill per year on homesteaded properties.

#### **FINANCIAL IMPACT:**

None.

#### **RECOMMENDATION:**

Planning and Zoning Board approval of Application No. 20250709.1 Site Clearing/Site Work, sherry downs, Property Owner.  
With the condition that the vacant lot, be seeded or hayed when the site work is complete to prevent erosion.



## FOR OFFICE USE ONLY

File # 20250709.01Application Fee: \$100-Filing Date: 07/09/25 Acceptance Date: \_\_\_\_\_Received by check #8382 gc

# Town of Hilliard

## Site Clearing/Site Work Application

**A. PROJECT**

1. Project Name: West 5th Street
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): DB-3N-24-2380-0075-0021
4. Existing Use of Property: Vacant
5. Zoning Designation: Residential
6. Description of Work: level & grade
7. Acreage of Parcel: 0.84

**B. Owner**

1. Name of Owner(s) or Contact Person(s): Sherry Downs Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: 54819 Honeysuckle Ln  
City: Callahan State: FL ZIP: 32011  
Telephone: (904) 444-0288 FAX: ( ) e-mail: \_\_\_\_\_

\* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

**D. ATTACHMENTS** (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - e. Statement of Proposed Work.
2. Legal description with tax parcel number.
3. Warranty Deed or other proof of ownership.
4. Permit or Letter of Exemption from the St. Johns River Water Management District.

## 5. Fee.

- a. \$100 plus \$20 per acre:

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

**All 5 attachments are required for a complete application. A completeness review of the application will be conducted within fourteen (14) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.**

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Sherry Downs  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Sherry Downs  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

07/09/25  
Date

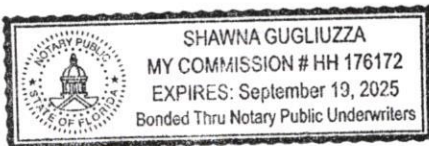
\_\_\_\_\_  
Date

State of Florida County of Nassau

The foregoing application is acknowledged before me this 9th day of July, 2025, by Sherry

Downs, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

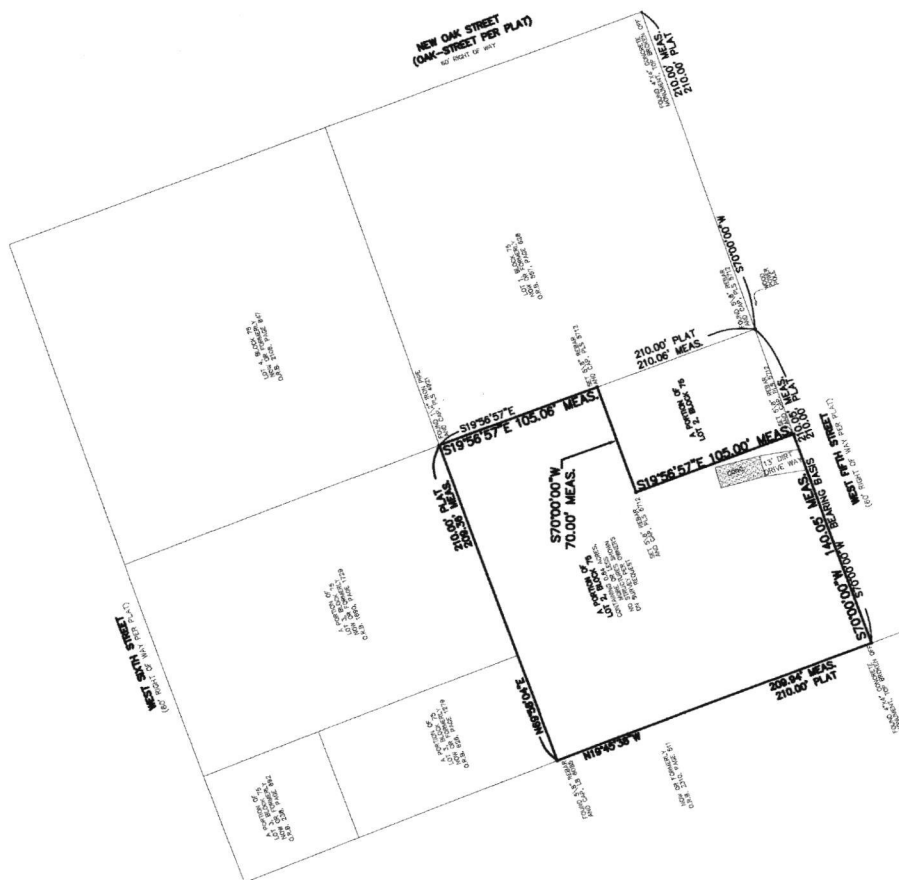


Shawna Gugliuzza  
Signature of Notary Public, State of Florida

### SURVEYOR'S LEGAL DESCRIPTION

ALL OF LOT 2, BLOCK 75 TOWN OF HILLIARD, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

**LESS AND EXCEPT** THE EASTERLY 70.00 FEET OF THE SOUTHERLY 105.00 FEET OF LOT 2, BLOCK 75, TOWN OF PHILLIP, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 28, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.



**SURVEY NOTES:**

- 7) The "Legal Description" herein is in accord with the description provided by the client.
- 8) Underground improvements were not located or shown.
- 9) Land shown herein was not obtained by this office for easements, rights-of-way, conveyance or other instruments of record.
- 10) This plat complies with the Statutory right of way provisions of North Street, (Assumed).
- 11) Prices approximate; if applicable, but not been determined by this office. Figures are drawn out of scale in order to save space. If the actual dimensions are different, they shall not be deemed to be encroachments unless otherwise apparent.
- 12) "Jensen" I bears the signature and the original related map of a Florida Licensed surveyor and register. This map/report is being submitted as evidence of title.
- 13) The PROPERTY Address hereon lies with food store "X" at 1600 N.W. 13th Avenue from Interstate Hwy with Food Store "Y" at 1600 N.W. 13th Avenue  
See Plat 12-17-2010
- 14) All distances are measured parallel and distances are the same on all 4 sides of enclosed and delineate.
- 15) The survey has been performed according to the standard of care Surveyed Accurately 1 foot in 1932 feet. Following statement:  
500 Feet ± = 1/25003 (in 1932)  
500 Feet ± = 1/25023 (in 1933)
- 16) All interior lot angles are 90° per plat.

ADDRESS: 37382 WEST FIFTH STREET, HILLIARD, FLORIDA, 320496

[illegible]

THE INFORMATION SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

GLASS LAND SURVEYING, LLC

GLASS LAND SURVEYING, LLC

33884 CRESCENT PARK COURT, FERNANDINA BEACH, FLORIDA 32034  
GLASS LAND SURVEYING, LLC  
(904) 261-0128 • CELL (904) 370-0318  
LICENSE BUSINESS NO. LB R358

BY: \_\_\_\_\_ ALAN FRANKLIN GLASS  
FLORIDA REGISTERED SURVEYOR  
MAPPER CERTIFICATE No. 5712

GRAPHIC SCALE



7



8:10

2:15



88

## AFTER MAP

PNG - 139 KB







## AGENDA ITEM REPORT

### TOWN OF HILLIARD, FLORIDA

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TO: Planning and Zoning Regular Meeting Meeting Date: August 05, 2025

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

SUBJECT: Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.

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#### **BACKGROUND:**

In December 2024, the Planning & Zoning Board passed a Resolution to adopt Rules and Procedures for conducting a Public Hearing.

In early 2025, after discussions with the Town Clerk concerning the Towns “personal policy” not covering appointed or elected officials.

I reached out to our legal team for advice on the best way to put professional expectations in writing. The legal team advised that we could expand the P&Z rules and Procedures to include the desired information.

The updated document is the result of that work.

#### **FINANCIAL IMPACT:**

#### **RECOMMENDATION:**

Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.

**TOWN OF HILLIARD PLANNING & ZONING BOARD  
RULES AND PROCEEDURES EXHIBIT A TO RESOLUTION NO. 06.**

**Part 1. Rules of procedure.**

Generally, the Board shall endeavor to adhere to the most current edition of Robert's Rules of Order, where applicable.

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**Part 2. Quasi-Judicial Proceedings.**

**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.

The Land Use Administrator or their designee shall serve as Board Secretary and is responsible for preparing and maintaining official meeting minutes, recording attendance and voting records, and reporting the Board's actions and recommendations to the Town Council. The Board shall meet at least once per month. A quorum shall consist of three members, and all meetings must be open to the public and held at official government facilities.

**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

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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.**

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

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

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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.

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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 is 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

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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.

### **Part 3. Civility and Decorum.**

**SECTION 1. Purpose.** The purpose of these rules is to ensure that all members of the Planning and Zoning Board uphold the dignity, integrity, and professionalism of the Board and the Town of Hilliard. These standards promote a respectful, productive, and inclusive environment for board members, Town staff, applicants, and the public, and assist the Board in accomplishing the work for which it was designed.

### **SECTION 2. Civility and Professional Conduct.**

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1. Respectful Behavior: All Board members shall treat fellow members, Town staff, applicants, and members of the public with courtesy, dignity, and respect, regardless of differences of opinion, acting always in the best interest of the public and the integrity of the Board.

2. Disruptive Conduct: Members are expected to avoid actions or decisions that create the appearance of impropriety or conflict of interest. Personal attacks, demeaning comments, hostile or antagonistic behavior, and any conduct that disrupts the orderly functioning of the Board shall be considered a violation of these rules.

3. Constructive Participation: Members are expected to actively participate, listen attentively, speak with purpose, and engage in deliberations constructively, and use electronic devices only in a manner that does not interfere with the conduct of the meeting.

4. Confidentiality: Members shall maintain confidentiality regarding any non-public information obtained through Board service, unless legally required to disclose.

5. Absences: All Board members shall notify the Town Clerk or Chair in advance of any anticipated absences.

### **SECTION 3. Professional Decorum and Appearance.**

1. Personal Hygiene and Cleanliness: Members of the Board are expected to maintain a level of personal hygiene that does not interfere with the health, comfort, or productivity of others. Strong or offensive body odor that disrupts meetings or prevents others from participating fully in public service may be addressed by the Chair or Land Use Administrator in a confidential and respectful manner.

2. Dress Code: Members shall present themselves in clean, business casual or professional attire suitable to uphold the integrity of the Board and reflect positively on the Town when attending meetings or representing the Board at official functions. Clothing with offensive or inappropriate language or imagery is prohibited.

3. Fragrance Use: Members are encouraged to avoid excessive use of perfumes, colognes, or other scented products that could affect those with sensitivities or allergies.

### **SECTION 4. Enforcement and Remediation.**

1. Informal Reminders: The Chair of the Board may issue informal, confidential reminders to any member whose behavior or appearance is inconsistent with these standards.

2. Formal Notice: If a concern persists, the Chair, in consultation with the Land Use Administrator or legal counsel, may issue a written notice outlining the concern and requesting corrective action.

3. Removal from Meeting: In conformity with *Robert's Rules of Order* concerning disciplinary procedures, if a Board member's failure to maintain appropriate decorum, hygiene, or

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appearance creates a substantial disruption or impedes the functioning of the Board, the Board, upon a majority vote of the Board—may direct the member to leave the meeting. The member may return upon compliance with the rules outlined herein.

4. Referral: Repeated or unresolved violations may be referred to the Town's governing body for review. Violation of Florida law, Town ordinances or procedures, codes of conduct, or ethics policies are grounds for referral.

5. Removal: At any time, A member may be removed by an 80% vote of the full Town Council pursuant to Sec. 62-91(b). The Board may recommend removal of any member with three or more consecutive unexcused absences pursuant to Sec. 62-92(5).

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# 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

## MINUTES

TUESDAY, JULY 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

## PRESENT

Chair Wendy Prather  
Vice Chair Harold "Skip" Frey  
Planning and Zoning Board Member Charles A. Reed  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

## REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning & Zoning Board approval of Site Plan Application No. 20250328.1.  
Parcel ID # 16-3N-24-0000-0023-0040. Applicant- Philip Hopper, O'Reilly  
Automotive Stores Inc.

***Lee Anne Wollitz -Land use Administrator***

**Lee Anne Wollitz, Land Use Administrator-** reads agenda item report.

**Wendy Prather, Chair-** explains a desire to have a turn lane included in the driveway requirements.

**Josetta Lawson, Board Member-** agrees with Wendy Prather.

**Skip Frey, Vice Chair-** agrees with Wendy Prather and asks about sidewalk on Henry Smith Road.

**Lee Anne Wollitz, Land Use Administrator-** explains the difference between requirements and requests by the Planning and Zoning Board.

**Avery Dyen, Planning and Zoning Attorney-** shares the rights of the Board to approve or deny the application as well as the need to differentiate between conditional approval and requests by the Board of an applicant.

**Michael Detsis, engineer for O'Reilly's-** speaks to FDOT process and the number of trips determination and under what circumstances a turn lane would be required by FDOT.

**Skip Frey, Vice Chair-** makes the motion to approve the Site Plan with the condition: The remaining 2 documents be submitted for Town approval prior to the start of construction on the items covered by each document. He included the request of the Board that a turn lane be added to the driveway permit as well as the sidewalk be extended down Henry Smith Road the length of the property.

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

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

ITEM-3 Planning and Zoning Board to review Pre-Application for the Vacation of Right of Way for a portion of W 8th Ave. and make a recommendation to the Town Council concerning moving forward through the Vacation Process. Application No. 20250418.1 VAC ROW W8th Ave, Property Owner – Andy Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130 and 08-3N-24-2380-0094-0010.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator-** reads agenda item report and share findings from workshop.

**Skip Frey, Vice Chair-** states that he visited the site and believes that a land swap that would result in one contiguous parcel for the applicant as well as a 60 feet Right of Way, W 7.5 Ave. makes the most sense as a way forward.

**Lee Anne Wollitz, Land Use Administrator-** presents the Board with 4 options to move forward with their motion.

**Skip Frey, Vice Chair-** Makes a motion to recommend to the Council that the applicant moves forward with what may be needed to create W 7.5 Ave via, land swap, lot split and/or vacation of right of way for W 8<sup>th</sup> Ave.

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

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

- ITEM-4 Planning and Zoning Board to review Pre-Application for the Vacation of Right of Way for the alley within block 93 and make a recommendation to the Town Council concerning moving forward through the Vacation Process.  
Application No. 20250423.1 VAC Alley Block 93, Property Owner – Andy Whitaker. Parcel ID No. 08-3N-24-2380-0093-0130.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator-** asks to be excused from reading the agenda item report and instead explains the request and process.

A Motion is made to recommend to the council that the applicant move forward through the Vacation Process.

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

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

- ITEM-5 Planning and Zoning Board Recommendation to the Town Council the Minor Subdivision Application No. 20250604.01. Parcel ID No. 04-3N-24-0000-0004-0160. Property Owner - Jarrod and Leanna Pickett  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator-** reads agenda item report.

**Wendy Prather, Chair-** asks if this will be an even split.

**Skip Frey, Vice Chair-** states that it is not even but, it is the same split that we approved before.

Motion is made with the following conditions:

1. The applicant shall record the lot split with the Clerk of the Court and provide the Town evidence of the recordation.
2. The applicant shall obtain real estate parcel numbers for each parcel from the Property Appraiser and provide those real estate parcel numbers to the Town.

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

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

- ITEM-6 Planning & Zoning Board To review, discuss, and provide feedback to the proposed updates to the Planning & Zoning Rules and Procedures Resolution.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator-** reads agenda item report.

**Wendy Prather, Chair-** reminds the Board that they have had the document for review for one month.

**Charles Reed, Board Member-** asks if the document addresses quorum?

**Wendy Prather, Chair-** asks if the document addresses the steps for discipline?

**Lee Anne Wollitz, Land Use Administrator-** answers Charlie and Wendy.

Motion is made to add to the next agenda for further discussion.

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

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

- ITEM-7 Planning & Zoning Board Approval of the Minutes from 06.03.2025 RM.

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

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

## ADDITIONAL COMMENTS

**CHAIR**      **Calls on members of the audience wishing to address the Board on matters not on the agenda.**

## PUBLIC

No public wish to address the board.

## BOARD MEMBERS

**Wendy Prather, Chair-** is happy to see Skip back from his time away. She is sad to say goodbye to Charlie. She goes on to say that she is happy that so many applications were

made to replace Charlie's seat but, she wishes she could ask the applicants how they would handle having to vote on the legality of an item that they do not agree with.

**Skip Frey, Vice Chair-** is disappointed that no applicants are at the meeting.

**Charles Reed, Board Member-** says that is has been a good 16 years serving on the Board and he turned in his iPad.

**Josetta Lawson, Board Member-** asks if the applicants really know what the Board does, what rules the Board must follow and what is allowed by Town Code.

**Kevin Webb, Board Member-** hopes that the applicants are watching the meetings.

#### **LAND USE ADMINISTRATOR**

**Lee Anne Wollitz-** reads the letter sent by applicant Jacqueline Galbreath concerning the open position on the Board. Informs the Board that at the next Town Council Public Hearing and Regular Meeting they will make decisions for the Sign Ordinance, appoint one of the Applicants to the Board, and provide a certificate of recognition to Charlie Reed for his years of service.

#### **PLANNING AND ZONING ATTORNEY**

**Avery Dyen-** asks for questions concerning the Rules and Procedures document be sent to her over the next month and shares that she will not be at the next meeting but, Devin will be present in her place.

#### **ADJOURNMENT**

Motion to adjourn 8:05pm.

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

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

Approved this 5<sup>th</sup> day of August 2025, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Wendy Prather, Chair  
Hilliard Planning & Zoning Board