

# 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

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## AGENDA

**TUESDAY, MAY 14, 2024, 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

**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 Board Approval of Minutes April 9, 2024, 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 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](http://www.townofhilliard.com).  
Live & recorded videos can be access 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.

## **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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Kevin Webb, Board Member

**ADMINISTRATIVE STAFF**

Lee Anne Wollitz  
Land Use Administrator

**PLANNING AND ZONING ATTORNEY**

Christian Waugh

**MINUTES**

**TUESDAY, APRIL 09, 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 Harold "Skip" Frey  
Planning and Zoning Board Member Josetta Lawson  
Planning and Zoning Board Member Kevin Webb

**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.

**PUBLIC HEARINGS**

Public Hearing Opened- 7:03pm

ITEM-1 Planning and Zoning Board Recommendation to the Town Council to Adopt Ordinance No. 2024-02 Amending Section 62-1, 62-36, 62-281, 62-386 of Chapter 62, the Land Development Regulations.  
**Lee Anne Wollitz – Land Use Administrator**

No Public Wish to Address the Board on Ordinance 2024-02.

Motion made to close the Public Hearing at 7:05pm.

Motion made by Planning and Zoning 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, Planning and Zoning Board Member Webb

### **Planning and Zoning Action**

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 Member Webb

## **REGULAR MEETING**

ITEM-2 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-3 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 20240318. Property Owner – Tony Helmuth  
Parcel ID No. 08-3N-24-2385-0001-0000.

**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

**Tony Helmuth, Property Owner**, states his intention to fill his backyard with 4 loads of dirt and use the fifth load on the neighbor's property.

**Kevin Webb, Board Member**, asks if we need to continue with the application approval given this new information.

**Lee Anne Wollitz, Land Use Administrator**, answered Mr. Webb question, that this application would still be needed as this is a code enforcement issue and there are still 5 loads of dirt on the property.

**Wendy Prather, Chairman**, ask the property owner who the delivery company is.

**A motion is made that includes the requirements set forth in the Agenda Item Report.**

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

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

- ITEM-4 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 03262024.1. Property Owner – Dayspring Property Services, LLC. Parcel ID No. 08-3N-24-2380-0022-0021.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

**Skip Frey, Board Member**, states that he thinks that a representative from the Dayspring company should have been in attendance. Also, if they do any additional work without applications the Zoning Board will be unhappy!

**Lee Anne Wollitz, Land Use Administrator**, shares an invitation to the Town Council Workshop on Thursday where the Council will discuss Code enforcement processes and fines.

**Zoning Board** discusses code board and what can be done about these issues in future.

**Wendy Prather, Chairman**, ask for a 30-day requirement for completion of work to be added the condition on the Agneda Item Report.

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

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

- ITEM-5 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 03262024.2. Property Owner – Dayspring Property Services, LLC. Parcel ID No. 08-3N-24-2380-0151-0050.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

**Skip Frey, Board Member**, asks for the conditions that any damage done to town swells be repaired at the applicant’s expense, that the work be completed within 30 days, and that no new water be pushed onto the neighboring properties due to this work in addition to the condition on the agenda item report.

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

ITEM-6 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 03262024.3. Property Owner – Dayspring Property Services, LLC. Parcel ID No. 08-3N-24-2380-0151-0010.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

**Skip Frey, Board Member**, asks for the conditions that any damage done to town swells be repaired at the applicant's expense, that the work be completed within 30 days, and that no new water be pushed onto the neighboring properties due to this work in addition to the condition on the agenda item report.

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

ITEM-7 Planning and Zoning Board approval of Site Clearing/Site Work Application No. 03262024.4. Property Owner – Dayspring Property Services, LLC. Parcel ID No. 08-3N-24-2380-0023-0021.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

**Skip Frey, Board Member**, asks for the conditions that any damage done to town swells be repaired at the applicant's expense, that the work be completed within 30 days, and that no new water be pushed onto the neighboring properties due to this work in addition to the condition on the agenda item report.

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

ITEM-8 Special Exception Discussion and Recommendation to Council for changing of fee schedule.  
**Lee Anne Wollitz – Land Use Administrator**

**Lee Anne Wollitz, Land Use Administrator**, reads staff report.

No Changes Suggested by the Planning and Zoning Board, therefore no Motion was made.

ITEM-9 Planning and Zoning approval of the Minutes from March 12, 2024, regular Meeting.

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

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

## ADDITIONAL COMMENTS

### PUBLIC

**Paul Lucas, 3<sup>rd</sup> Ave.,** Thanks the Board and Skip Frey for being Passionate about the town.

**Jimmy Davis, Mill Street,** states that he is aggravated by zoning fees and building fees. He also asks for clarification on the code as it speaks about filling and requirements.

### BOARD MEMBERS

**Josetta Lawson, Board Member,** asks for guidance on junk or trash in a yard.

### LAND USE ADMINISTRATOR

No additional comments from the Land Use Administrator.

### PLANNING AND ZONING ATTORNEY

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

## ADJOURNMENT

Motion to adjourn at 8:10pm.

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

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



Approved this 14<sup>th</sup> day of May 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida

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Wendy Prather, Chair  
Hilliard Planning & Zoning Board