

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
Glenn Higginbotham, Vice Chair
Josetta Lawson
Charles A. Reed
Harold "Skip" Frey

LAND USE ADMINISTRATOR

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

Minutes

Tuesday, January 7, 2020 at 7:00 PM

Call to Order

Prayer and Pledge of Allegiance

Roll Call

PRESENT

Board Chair Wendy Prather
Board Vice Chair Glenn Higginbotham
Board Member Josetta Lawson
Board Member Harold "Skip" Frey

PUBLIC HEARING

ITEM-1 Open Public Hearing on Ordinance No. 2019-12
Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations
Code

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND
DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE;
AMENDING SECTION 62-361 - PONDS AND BORROW PITS; AND PROVIDING
FOR AN EFFECTIVE DATE.**

Board Chair Prather reads the proposed change to Chapter 62-361 to (h) Public Health, Safety, and Access Protections.

Public: No Public Comment.

Motion to Close Public Hearing on Ordinance 2019-12, at 7:05 p.m.

Motion made by Board Vice Chair Higginbotham, Seconded by Board Member Frey.

Voting Yea: Board Vice-Chair Higginbotham, Board Member Lawson, Board Member Frey and Board Chair Prather.

REGULAR MEETING

ITEM-2 Additions/Deletions to the Agenda

Motion to add Item-7 Election of Officers as an emergency item.

Motion made by Board Vice Chair Higginbotham, Seconded by Board Member Frey.

Voting Yea: Board Vice Chair Higginbotham, Board Member Lawson, Board Member Frey and Board Chair Prather.

MINUTES

ITEM-3 12/03/2019 – Public Hearing & Regular Meeting

Motion made by Board Member Frey, Seconded by Board Vice Chair Higginbotham.

Voting Yea: Board Vice Chair Higginbotham, Board Member Lawson, Board Member Frey and Board Chair Prather.

PLANNING & ZONING BOARD

ITEM-4 Ordinance No. 2019-12 - Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations Code

AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE; AMENDING SECTION 62-361 - PONDS AND BORROW PITS; AND PROVIDING FOR AN EFFECTIVE DATE.

Chair Prather reads Ordinance No. 2019-12, by title.

Motion to approve Ordinance No. 2019-12 - Amending Chapter 62 Section 62-361 Zoning & Land Development Regulations Code.

Motion made by Board Vice-Chair Higginbotham, Seconded by Board Member Lawson.

Voting Yea: Board Vice Chair Higginbotham, Board Member Lawson, Board Member Reed, Board Member Frey and Board Chair Prather.

ITEM-5 Chapter 62 Zoning & Land Development Regulations Code – Section 62-385 Off-Street Parking & Loading – Request by Francis Layden, Jr. and Franklin Loyd, Jr., Property Owners

Land Use Administrator Fleet presented the staff report for the request with the following conditions:

1. The off-site parking shall meet the design requirements of Section 62-384.

Mr. Layden requests clarification on the need for the request. Land Use Administrator Fleet responds that since the property has been vacant, the parking is no longer "grandfathered" in.

Motion to approve the off-site parking request, with compliance with the following condition:

1. The off-site parking shall meet the design requirements of Section 62-384.

Motion made by Board Vice-Chair Higginbotham, Seconded by Board Member Frey.

Voting Yea: Board Vice Chair Higginbotham, Board Member Lawson, Board Member Reed, Board Member Frey and Board Chair Prather.

ITEM-6 Limiting Development Applications for Property Owners with Outstanding Code Violations

Land Use Administrator Fleet reads staff report. She states that the Town Council will be reviewing permit fees and will be adding a permit for site clearing.

Board Member Frey presents his concerns about keep approving application for developers with outstanding code violations.

Land Use Administrator Fleet states that the Board can add conditions to approvals. She also discusses the benefits of a Special Magistrate for code enforcement.

Motion to provide Planning and Zoning Board information on any existing code enforcement violations that the applicant has and recommend conditions related to the code enforcement violations.

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

ITEM-7 Election of Officers

Chair Prather states that in January the Board needs to elect the Chair and Vice Chair for the year.

Board Member Frey recommends the chair and vice chair remain the same.

Motion for Wendy Prather as Chair and Glenn Higginbotham as Vice Chair.

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

PUBLIC COMMENTS:

None

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather – None.
Board Vice Chair Glenn Higginbotham – None.
Board Member Josetta Lawson – None.
Board Member Charles A. Reed – None.
Board Member Harold "Skip" Frey – None.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet
Reminded the Board about the public workshop on Thursday, January 16, 2020 at 6:00 p.m. on the Comprehensive Plan update.
She also told the Board that next month there would be an application for a lot split/lot reconfiguration for Mr. Pickett's property.

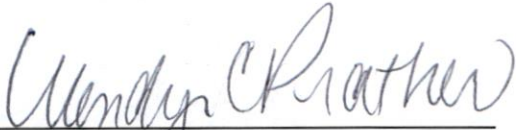
LEGAL COMMENTS:

Town Attorney Christian Waugh – None

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:50 p.m.

Approved this 4th day of February, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather
Planning & Zoning Board Chair