

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, December 3, 2019 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
Board Member Charles A. Reed

PUBLIC HEARING

ITEM-1 Open Public Hearing Special Exception No. 20191015 – Replace Mobile Home at 271363 Georgia Street

THE SPECIAL EXCEPTION IS TO ALLOW THE REPLACEMENT OF AN EXISTING MOBILE HOME WITH A NEW MOBILE HOME. A MOBILE HOME HAS BEEN ON THE PROPERTY SINCE THE 1970'S. THE PROPERTY TAX ID IS: 05-3N-24-2020-0011-0010, AND IS LOCATED AT 271363 GEORGIA STREET, BETWEEN BETINA DRIVE AND ROWE LANE ON THE EAST SIDE OF GEORGIA STREET.

Board Chair Prather reads the Special Exception.

Public: No Public Comment.

Motion to Close Public Hearing on Special Exception No. 20191015, at 7:05 PM.

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

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

REGULAR MEETING

ITEM-2 Additions/Deletions to the Agenda

Add Item – 6 To reappoint Josetta Lawson to the Planning and Zoning Board.

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, Board Chair Prather

Add Item - 7 To amend code to add additional restriction when property owners have outstanding code enforcement violations. Board decided to discuss the issue during Board Member discussion.

MINUTES

ITEM-3 November 3, 2019 Regular Meeting

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, Board Chair Prather

PLANNING & ZONING BOARD

ITEM-4 Special Exception No. 20191015 – Replace Mobile Home at 271363 Georgia Street

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

1. Documentation be submitted with the move-on permit application that the replacement mobile home is a new mobile home.
2. The lot be skirted and with tied downs to meet current code, prior to issuance of the Certificate of Occupancy

Motion made by Board Vice-Chair Higginbotham, Seconded by: Board Member Lawson to approve Special Exception No. 20191015 with compliance with the 2 conditions.

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

ITEM - 5 Request by Donald Gamble to Clear and Fill Lots 13-20, Block 204

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

1. All fill and clearing activities be completed within 90 days of the approval
2. The lot shall be seeded, and hay placed on the lots to prevent erosion, unless the building permit for construction of the dwelling unit on the property has been obtained and construction has commenced.
3. No dirt can impede onto surrounding land owners.
4. The fill cannot exceed 2 feet over current grade

Mr. Gamble explains his intentions.

Board Vice Chair Higginbotham wants the property owner to verify that there are no wetlands on the property before the clearing of the lots. Land Use Administrator Fleet said that could be a 5th condition.

Motion made by Board Vice-Chair Higginbotham, Seconded by: Board Member Reed to approve the clearing and filling of Lots 13-20, Block 204, with compliance with the following 5 conditions:

1. All fill and clearing activities be completed within 90 days of the approval
2. The lot shall be seeded, and hay placed on the lots to prevent erosion, unless the building permit for construction of the dwelling unit on the property has been obtained and construction has commenced.
3. No dirt can impede onto surrounding land owners.
4. The fill cannot exceed 2 feet over current grade
5. The property owner must verify that no wetlands are located on the property before clearing the lots.

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

ITEM-6 P & Z Member Appointment

Land Use Administrator Fleet stated that Board Member Lawson's term ends December 2019 and the Boards needs to make a recommendation to the Council to reappoint Mrs. Lawson for another three-year term.

Motion made by Board Vice Chair Higginbotham, Seconded by: Board Member Reed to recommend to the Town Council to reappoint Josetta Lawson to another three year term on the Planning and Zoning Board.

PUBLIC COMMENTS:

None

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather

Board Vice Chair Glenn Higginbotham – Commented how nice the Town's Christmas tree was.

Board Member Josetta Lawson

Board Member Charles A. Reed

Board Member Harold "Skip" Frey - Mr. Frey asked staff to review if it is possible, to deny property owners with code violations, other land use applications they may apply for.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet

Reminded the Board about the public workshop on Thursday at 6:00 p.m. and that next month the Board will need to elect the Chair and Vice-Chair for the Board.

LEGAL COMMENTS:

Town Attorney Christian Waugh – Absent

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:32 PM

Approved this 7th day of Jan, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

Wendy Prather
Planning & Zoning Board Chair