

# 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  
Josetta Lawson  
Harold "Skip" Frey  
Dallis Hunter

## LAND USE ADMINISTRATOR

Janis Fleet, AICP

## TOWN ATTORNEY

Christian Waugh

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## Minutes

Tuesday, August 4, 2020 at 7:00 PM

### Call to Order

Prayer and Pledge of Allegiance

Roll Call

### PRESENT

Board Chair Wendy Prather  
Board Vice Chair Charles Reed  
Board Member Harold "Skip" Frey  
Board Member Dallis Hunter  
Board Member Josetta Lawson

### PUBLIC HEARING

#### ITEM-1

Open Public Hearing:

Special Exception No. 20200623 – Allow a dwelling unit in the same structure for occupancy of a caretaker or security guard in the M-1 Zoning District

**A SPECIAL EXCEPTION TO ALLOW A DWELLING UNIT IN THE SAME STRUCTURE FOR OCCUPANCY OF A FOR A CARETAKER OR SECURITY GUARD IN THE M-1 ZONING DISTRICT. THE TAX ID FOR THE PARCEL IS 16-3N-24-0000-0023-0020 AND THE PROPERTY IS LOCATED AT 37387 HENRY SMITH ROAD.**

Board Chair Prather reads Special Exception No. 20200623 and opens the Public Hearing for public comment.

Public: No Public Comment.

Motion to Close Public Hearing on Special Exception No. 20200623, at 7:05 p.m.

Motion made by Board Member Frey, Seconded by Board Member Hunter.

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

**ITEM-2** Open Public Hearing:  
Transmittal of Proposed Amendments to the Hilliard Comprehensive Plan  
**TRANSMITTAL HEARING FOR PROPOSED AMENDMENTS TO THE  
HILLIARD COMPREHENSIVE PLAN.**

Board Chair Prather opens the Public Hearing for Transmittal Hearing for the Proposed Amendments to the Comprehensive Plan for public comment.

Public: No Public Comment.

Motion to Close Public Hearing for Transmittal Hearing for the Proposed Amendments to the Comprehensive Plan, at 7:10 p.m.

Motion made by Board Member Frey, Seconded by Board Member Lawson.

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

**REGULAR MEETING**

**ITEM-3** Additions/Deletions to the Agenda

No Additions/Deletions to the Agenda.

**MINUTES**

**ITEM-4** 07/07/2020 – Public Hearing & Regular Meeting

Motion made by Board Vice-Chair Reed, Seconded by Board Member Hunter.

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

**PLANNING & ZONING BOARD**

**ITEM-5** Special Exception No. 20200623 - Allow a dwelling unit in the same structure for occupancy of a caretaker or security guard in the M-1 Zoning District  
**A SPECIAL EXCEPTION TO ALLOW A DWELLING UNIT IN THE SAME STRUCTURE FOR OCCUPANCY OF A FOR A CARETAKER OR SECURITY GUARD IN THE M-1 ZONING DISTRICT. THE TAX ID FOR THE PARCEL IS 16-3N-24-0000-0023-0020 AND THE PROPERTY IS LOCATED AT 37387 HENRY SMITH ROAD.**

Board Chair Prather reads Special Exception No. 20200623, by title.

Land Use Administrator Fleet reads the staff report dated July 28, 2020, which includes the review criteria the Planning and Zoning Board must consider when granting a special exception request.

The staff report states that staff feels that Mr. Franklin's Special Exception request to allow a dwelling unit in the same structure for occupancy of a caretaker or security guard at the property located at 37387 Henry Smith Road meets criteria #2 through #9 of Section 62-157 and that criteria #1 can be met with the following conditions being met:

1. Apply for "Change of Use" permit from the Town for the dwelling unit in the existing structure. (A "Change of Use" permit is approved by the Town's Land Use Administrator, Building Official, and Fire Marshall.)



2. Apply for any permits generated by the "Change of Use" permit.
3. Obtain a final inspection for all permits generated by the "Change of Use" permit.
4. The building cannot be used for a dwelling unit until the "Change of Use" permit is approved and a final inspection for all permits generated by the "Change of Use" permit have been obtained.

Board Chair Prather asks for Mr. Franklin to address the Board on what the need of the security guard is for. Mr. Franklin responded that there was an incident at the property where he had to call the police. He also stated that he is the only one to serve as the caretaker.

Board Member Hunter stated that he spoke to Mr. Franklin after the last meeting. He noticed that the dwelling unit was moved downstairs, as the upstairs residence would not work without major changes. Board Member Hunter also wondered if the walls were fire rated.

Land Use Administrator Fleet explains the "Change of Use" permit and that issues such as the need for fire rated walls would be determined during the review process for the "Change of Use" permit.

Board Member Hunter asked Mr. Franklin if he was living in the structure. Mr. Franklin states he was not.

Motion to approve the Special Exception with compliance with the conditions in the staff report and based on the findings of the criteria in the staff report.

Motion made by Board Member Frey, Seconded by Board Member Lawson.

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

**ITEM-6** Transmittal of Proposed Amendments to the Hilliard Comprehensive Plan  
**TRANSMITTAL HEARING FOR PROPOSED AMENDMENTS TO THE  
HILLIARD COMPREHENSIVE PLAN.**

Board Chair Prather reads the Transmittal Hearing for the Proposed Amendments to the Comprehensive Plan, by title.

Land Use Administrator Fleet explains the process and reads the staff report dated July 28, 2020.

Motion to recommend the Town Council to approve the transmittal of the amendments to the Comprehensive Plan to the Department of Economic Opportunity for compliance review.

Motion made by Board Member Lawson, Seconded by Board Member Frey.

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

**PUBLIC COMMENTS:**

None.

**BOARD MEMBERS CLOSING COMMENTS:**

Chair Wendy Prather – None.  
Vice Chair Charles A. Reed – None.  
Board Member Harold “Skip” Frey – None.  
Board Member Joretta Lawson – None.  
Board Member Dallis Hunter – None.

**LAND USE ADMINSTRATOR:**

Land Use Administrator Janis Fleet – None.

**LEGAL COMMENTS:**

Town Attorney Christian Waugh – None.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 7:42 p.m.

Approved this 15 day of September, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather  
Planning & Zoning Board Chair