

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 5, 2021 at 7:00 PM

Call to Order

Prayer and Pledge of Allegiance

Roll Call

PRESENT

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

PUBLIC HEARING

ITEM-1 PUD Rezoning No. 202001102 – Rezoning A-1 to PUD
REZONING PARCELS #04-3N-24-0000-0006-0010 AND 04-3N-24-0000-0004-0100, FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT TO CREATE THE WHISPER RIDGE PUD.

Board Chair Prather reads the item and asked for Disclosure of Ex Parte Communication.

No Board members had any Ex Parte Communication that they needed to disclose.

Board Chair Prather opens the public hearing.

Public:

Courtney Gaver of Rogers Towers, P.A, 100 Whetstone Place, Suite 200, St. Augustine, Florida 32086, representing the property owner, B.A.M.S. Properties, introduced the team that were in attendance and then presented a PowerPoint presentation on the project.

There being no other public comments.

Motion to Close Public Hearing on PUD Rezoning No. 202001102, at 7:12 p.m.

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

REGULAR MEETING

ITEM-2 Additions/Deletions to the Agenda

None.

MINUTES

ITEM-3 December 1, 2020 – Regular Meeting

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

PLANNING & ZONING BOARD

ITEM-4 PUD Rezoning No. 202001102 – Rezoning A-1 to PUD
REZONING PARCELS #04-3N-24-0000-0006-0010 AND 04-3N-24-0000-00040100, FROM A-1, AGRICULTURAL TO PUD, PLANNED UNIT DEVELOPMENT TO CREATE THE WHISPER RIDGE PUD.

Chair Prather reads the item and asks if the Board will be recommending to the Council the adoption of the Whisper Ridge. Land Use Administrator Fleet responded yes. Land Use Administrator Fleet reads the staff report and explains the conditions. Board Chair Prather asks if concerns of adjacent property owners were addressed. Land Use Administrator Fleet goes over the letter from the property owners and the additional conditions that were added to address the conditions.

Board Member Frey asked why there were sidewalks on only one side of the street and no turn lane off Kings Ferry Road. Beth Leaptrott, P.E. stated that the density of the development did not justify a turn lane but stated that a traffic study could be conducted to determine if traffic improvements are needed. Land Use Administrator Fleet stated that a traffic study could be added as a condition.

Board Member Hunter stated he wanted sidewalks on both sides of the streets in the development.

Board Member Frey asks why there as no sidewalk to the park. Ms. Leaptrott stated that should be added to the site plan.

Board Member Frey asks where the model homes would be located. Ms. Fleet said that the model homes are usually in the front of the development and are built while the infrastructure is being constructed. A Certificate of Occupancy will not be given on the model homes until the infrastructure is completed and accepted by the Town.

Motion to approve rezoning parcels #04-3N-24-0000-0006-0010 and 04-3N-24-0000-00040100, from A-1, agricultural to PUD, Planned Unit Development to create the Whisper Ridge PUD with the following conditions:

1. The Developer shall submit landscape requirements to the Town for approval. The written description must be revised with the updated landscape requirements prior to adoption of the PUD Ordinance.
2. A 6 ft. fence shall be installed along Kings Ferry Road and Old Pineridge Road with at least 85% opacity of a material that will not deteriorate. The Town shall approve the construction materials of the fence prior to installation. The written description must be revised with the updated fence requirements prior to adoption of the PUD Ordinance.
3. The final site engineering shall locate the Kings Ferry Road entrance so that headlights from automobiles exiting the PUD shall not impact the existing residential structures. The final entrance location shall be approved by the Town. The written description must be revised with the entrance location requirements prior to adoption of the PUD Ordinance.
4. All infrastructure (water, sewer, drainage, roads, etc.) must be completed to the Town's standards and accepted by Town the prior to any dwelling units to be constructed.
5. The Developer shall provide the Town with copies of all permits approved for the Whisper Ridge PUD.
6. A traffic study for the development and recommend traffic improvements.
7. Provide sidewalks on both sides of both streets.
8. Allow the construction of 3 model homes.

Motion made by Board Member Hunter, 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-5 20201216 - Minor Subdivision – Lot Reconfiguration – Request by Tim and Iris Campbell, Property Owners
MINOR SUBDIVISION – LOT RECONFIGURATION – REQUEST BY TIM AND IRIS CAMPBELL, PROPERTY OWNERS FOR PROPERTY LOCATED AT THE NORTHWEST CORNER OF WEST THIRD STREET AND PINE STREET, PARCEL# - 08-3N-24-2380-0078-0010.

Land Use Administrator Fleet presented the staff report for the request 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 to approve lot reconfiguration request, with compliance 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 Board Hunter, Seconded by Vice Chair Reed.

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

Ms. Fleet stated that the lot reconfiguration will be on the February 4, 2021 at 7:00 p.m. Town

Council meeting and that the property owners will need to attend the February 4, 2021 Council meeting.

ITEM-6 20201223 - Site Plan Review for Rivers Edge Church – Request by Suzanne Franklin
SITE PLAN REVIEW FOR RIVER EDGE CHURCH – REQUEST BY SUZANNE FRANKLIN, PROPERTY OWNER FOR PROPERTY LOCATED AT THE 552093 U.S. HIGHWAY 1 PARCEL# - 05-3N-24-0000-0034-0000.

Land Use Administrator Fleet reads staff report with the following condition:

1. A grassed parking area to accommodate 10 parking spaces and the required drives must be developed on the grassed area of the parcel. The layout of the grassed parking area needs to be submitted to the Town for approval.

The Board discusses the parking. Mr. Gerald Walker, a representative of the church, said a plan for the 10 parking spaces on the grass can be submitted and they will develop the parking area with landscape timbers.

Motion to approve the site plan with the following condition:

1. A grassed parking area to accommodate 10 parking spaces and the required drives must be developed on the grassed area of the parcel. The layout of the grassed parking area needs to be submitted to the Town for approval.

Motion made by Board Member Hunter, 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-7 Discussion of Land Development Regulations

Chair Prather states that the Land Development Regulations need to address joint use parking.

PUBLIC COMMENTS:

None

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather – None.

Board Vice Chair Charles A. Reed – None.

Board Member Joretta Lawson – None.

Board Member Dallis Hunter – None.

Board Member Harold “Skip” Frey – None.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet

Town Council will hold a Public Hearing on the first reading of the Ordinance No. 2021-01, adopting amendments to the Comprehensive Plan on Thursday, January 7, 2021 at 7:00 p.m.

LEGAL COMMENTS:

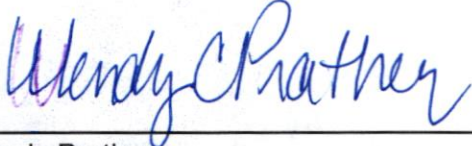
Town Attorney Christian Waugh – Happy New Year

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:05 p.m.

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

Approved this 2nd day of February, 2021, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather
Planning & Zoning Board Chair