

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 Reed, Vice Chair
Josetta Lawson
Harold "Skip" Frey
Dallis Hunter

ADMINISTRATIVE STAFF

Janis Fleet, AICP

TOWN ATTORNEY

Christian Waugh

MINUTES

TUESDAY, JULY 6, 2021, 7:00 PM

CALL TO ORDER
PRAYER & PLEDGE OF ALLEGIANCE
ROLL CALL

PRESENT

Chair Wendy Prather
Vice Chair Charles Reed
Board Member Josetta Lawson
Board Member Skip Frey

ABSENT

Board Member Dallis Hunter

CHAIR

Chair Wendy Prather asks if there are any members in the audience wishing to address the Board on matters not on the Agenda.

No public wish to address the Board.

PUBLIC HEARINGS

ITEM-1 PUD Rezoning No. 20210204 – Parcel ID #08-3N-24-0000-0001-0000
Project Name: Bayside PUD
Application filed by: Francie Grieb, Authorized Agent on behalf of Jason C. Lathrop, Property Owner.
Application requesting: Approval of Rezoning A-1, Agricultural and R-3, Multiple-family to PUD, Planned Unit Development to create the Bayside PUD.

VOTE TO DEFER PUBLIC HEARING ON ITEM-1 AS PER SEC. 62-37

Land Use Administrator Fleet explains that Ms. Grieb was made aware that the site plan and written description did not match, therefore, the item would be deferred.

Land Use Administrator Fleet state, until which time the application has been submitted correctly and complete, she will not be moving the item forward and at that time the Public Hearing will be re-advertised so that the public can be present to be informed and heard if desired.

Chair Prather reads the Public Hearing information allowed.

Motion to defer Public Hearing on Bayside PUD Rezoning No. 20210204 at 7:09 p.m.

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

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

Absent: Board Member Hunter.

ITEM-2 Future Land Use Amendment (FLUM) No. 20210503 – Parcel ID #16-3N-24-0000-0024-0000

Application filed by: Brenton Franklin on behalf of Axis Management Inc., Property Owner.

Application requesting: FLUM Amendment IND, Industrial to HDR, High Density Residential.

VOTE TO DEFER PUBLIC HEARING ON ITEM-2 AS PER SEC. 62-37

Land Use Administrator Fleet explains that the applicant did not include Conservation in his application and therefore, the property was advertised incorrectly and will need to be re-advertised once the application is corrected.

Chair Prather reads the Public Hearing information allowed.

Motion to defer Public Hearing on Future Land Use Amendment (FLUM) No. 20210503 at 7:10 p.m.

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

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

Absent: Board Member Hunter.

ITEM-3 Rezoning No. 20210610 – Parcel ID #16-3N-24-0000-0024-0000

Application filed by: Brenton Franklin on behalf of Axis Management Inc., Property Owner.

Application requesting: Rezoning M-1, Manufacturing and Industrial Warehousing to R-3, Multiple-family.

VOTE TO DEFER PUBLIC HEARING ON ITEM-3 AS PER SEC. 62-37

Land Use Administrator Fleet explains that the Planning and Zoning Board can not act on the rezoning application until the Future Land Use Map amendment has been acted on and therefore, the item needs to also be deferred.

Chair Prather reads the Public Hearing information allowed.

Motion to defer Public Hearing on Rezoning No. 20210610 at 7:12 p.m.

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

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

ITEM-4 Amending Chapter 62 Zoning and Land Development Regulations Code
Amending Section 62-359 – Accessory Uses and Structures (Clarifying
Contiguous Lot).

ORDINANCE NO. 2021-06

**AN ORDINANCE AMENDING CHAPTER 62 ZONING AND LAND
DEVELOPMENT REGULATIONS OF THE HILLIARD TOWN CODE;
AMENDING SECTION 62-359. ACCESSORY USES AND
STRUCTURES; ADDING LANGUAGE TO SUBSECTION (a) TO
INCLUDE A LOT SPLIT BY A RIGHT OF WAY OF NO MORE THAN 25
FEET AS A CONTIGUOUS LOT; AND PROVIDING FOR AN EFFECTIVE
DATE.**

Disclosure of Ex Parte Communication.
Open Public Hearing on Ordinance No. 2021-06.
Call for Public Comments.

Chair Prather reads the Public Hearing item allowed.

Chair Prather asks for Disclosure of Ex Parte Communication. No Board Member had any Ex Parte Communication to disclose.

Land Use Administrator Fleet explains to the Planning & Zoning Board that Ordinance No. 2021-06, was a result of the joint workshop between the Town Council and the Planning and Zoning Board about vacating right of ways and lots split by alleys within the Town of Hilliard.

Chair Prather opens the Public Hearing on Ordinance 2021-06.

No public comments.

Motion to close the Public Hearing on Ordinance No. 2021-06 at 7:13 p.m.

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

Planning & Zoning Board recommendation regarding Ordinance No. 2021-06 to the Town Council.

Motion to recommend to the Town Council the adoption of Ordinance 2021-06.

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

REGULAR MEETING

ITEM-5 Additions/Deletions to Agenda

No items added or deleted from the agenda.

ITEM-6 Planning & Zoning Board approval of the Minutes from the June 1, 2021 Public Hearing & Regular Meeting.

Motion to approve the Minutes for the June 1, 2021, Public Hearing & Regular Meeting.

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

Absent: Board Member Hunter.

ITEM-7 Site Clearing/Site Work Permit No. 20210528 – Parcel ID #16-3N-24-0000-0006-0180 & #16-3N-24-0000-0006-0190
Application filed by: James Hilliard, Property Owner.
Application Requesting: Clearing and Removing trees on the property.

Land Use Administrator Fleet reads her staff report with the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval
2. The property shall be seeded, and hay placed on the lots to prevent erosion.
3. No dirt can impede onto surrounding landowners.
4. The fill cannot exceed 2 feet over current grade.

Mr. Hilliard speaks about his request. He states that the work has already been done. He said he will comply with any conditions and will order a survey for the property if requested.

Board Member Frey asked how much the property has been filled and is concerned about runoff of water onto the adjoining neighbors.

LeeAnn Wollitz, 37420 South Oak, that the low areas existed, and the solution should not be all Mr. Hilliard's problem.

Motion to approve the Site Clearing/Site Work Permit No. 20210528 with the conditions the following conditions:

1. All fill and clearing activities be completed within 90 days of the approval
2. The property shall be seeded, and hay placed on the lots to prevent erosion.
3. No dirt can impede onto surrounding landowners.
4. The fill cannot exceed 2 feet over current grade.
5. The applicant will prepare a topographic survey of the property and submit a copy of the survey to the Town.
6. No stormwater runoff can impede on neighboring property.

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

Absent: Board Member Hunter.

ITEM-8 Planning & Zoning Board review and discussion of Land Development Regulations.

Land Use Administrator stated she is continuing to review and update the LDRs.

ADDITIONAL COMMENTS

PUBLIC

No public comment.

BOARD MEMBERS

Board Member Frey said for everyone to please be safe.

LAND USE ADMINISTRATOR

Land Use Administrator Fleet advised the Planning and Zoning Board of two upcoming joint workshops on Monday July 12, 2021, at 6:00 p.m. to discuss the proposed Daysprings Commons PUD with Mr. Doug Adkins and at 7:00 p.m. to discuss the Town of Hilliard becoming a golf cart friendly community.

Land Use Administrator Fleet states that in the future, she will not be advertising Public Hearings until she reviews the applications to assure, they are correct and complete and discussed the industrial property in Hilliard.

TOWN ATTORNEY

Via Zoom
No further comments.

ADJOURNMENT

There being no additional business.

Motion to adjourn the meeting at 7:40 p.m.

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

Approved this 10th day of August, 2021 by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather, Chair
Hilliard Planning & Zoning Board