

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, November 5, 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

REGULAR MEETING

ITEM-1 Additions/Deletions to the Agenda

Request by Michael Franklin to clear and fill Lots 1 -12 Block 206.

Motion made by Board Vice Chair Higginbotham, Seconded by: Board Member Reed to add Mr. Franklin's request to agenda as Item 3.

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

MINUTES

ITEM-2 October 1, 2019 Regular Meeting

Motion made by Board Member Reed, Seconded by: Board Member Lawson

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

PLANNING & ZONING BOARD

ITEM-3 Request by Michael Franklin to Clear and Fill Lots 1 -12, Block 206

Mr. Franklin stated that he is requesting to clear Lots 1-12, Block 206 for future development. He has requested a septic tank exception for Lots 1-4 from the Council and plans to develop these lots first. He plans on developing 5-12 in the future. He said it is more economical to clear the entire block at one time.

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.
3. A silt fence be placed on the rear of the property along the utility easement.
4. No dirt can impede onto surrounding land owners.
5. The fill cannot exceed 2 feet over current grade.

Ms. Fleet stated that Mr. Franklin agreed with the conditions and Mr. Franklin acknowledged that he agreed with the conditions.

Motion made by Board Vice Chair Higginbotham, Seconded by: Board Member Reed to approve the clearing and filling of Lots 1 -12, Block 12 with compliance with the 5 conditions.

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

ITEM-3A Ponds/Borrow Pits – Discussion of Proposed Code Requirements

Land Use Administrator Fleet presented the staff report with the recommendation to add the following to the section code:

62-361(h): Public health, safety, and access protections. Unless exempted as provided in this section, all ponds and borrow pits in the town shall have a six-foot chain-link fence installed around the perimeter of such pond or borrow pit, or any other excavation subject to the application of this section. Privacy fences are not acceptable for enclosure of a stormwater retention pond.

Board Vice Chair Higginbotham asked if a gate would be allowed. Ms. Fleet stated that a gate for access would be allowed. Attorney Waugh stated that all existing ponds would be grandfathered-in but would be subject to the current code requirements, if they were expanded.

Motion made by Board Member Frey, Seconded by: Board Member Lawson to move forward with the code changes and for the Town Attorney to prepare the ordinance for the code change.

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

ITEM-4 Non - Conforming Uses – Discussion of Discontinuance of Non- Conforming Uses

Land Use Administrator Fleet stated that she had received a request to extend a non-conforming use beyond the 180 days in City Code Section 62-66. Board Vice Chair Higginbotham stated he had a potential conflict as the request came from a relative.

For information only. No action was taken by the Board

ITEM-5 Discussion of Technical Assistance Grant and Workshop Dates

Land Use Administrator Fleet told the Board that the Town had received a Technical Assistance grant from the State of Florida Department of Economic Opportunity. A requirement of the grant is for the Town to hold 2 community workshops and 1 joint meeting of the Town Council and Planning and Zoning Board. Ms. Fleet said the Council has scheduled the following meetings:

Workshop #1

– Thursday, December 5, 2019 at 6:00 PM

Workshop #2

- Thursday, January 16, 2020 at 6:00 PM

Joint Workshop – Planning and Zoning Board and Town Council

- Tuesday, February 4, 2020 at 6:00 PM

All workshops will be in the Council Chambers

For information only. No action was taken by the Board

PUBLIC COMMENTS:

None

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather

Board Vice Chair Glenn Higginbotham

Board Member Josetta Lawson

Board Member Charles A. Reed

Board Member Harold "Skip" Frey

No Comments.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet

No Comment.

LEGAL COMMENTS:

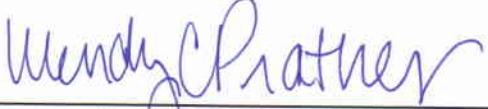
Town Attorney Christian Waugh

No comment.

ADJOURNMENT

There being no additional business, the meeting adjourns at 7:40 PM

Approved this 3rd day of December, 2019, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather
Planning & Zoning Board Chair