

# 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

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## Minutes

Tuesday, March 3, 2020 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 Reed

### PUBLIC HEARING

#### ITEM-1

Open Public Hearing:

Special Exception No. 20200204 – Allow a dwelling unit for a caretaker or security guard in M-1 Zoning District

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

Board Chair Prather reads Special Exception No. 20200204 and opens the Public Hearing for public comments.

Public: No Public Comment.

Motion to Close Public Hearing on Special Exception No. 20200204, at 7:05 p.m.

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

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

### REGULAR MEETING

#### ITEM-2 Additions/Deletions to the Agenda

Motion to add Item-6 Land Use Administrator Fleet requested the Board add by emergency the lot clearing application request by Mr. Carol Franklin.

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

## **MINUTES**

### **ITEM-3**          02/04/2020 – Regular Meeting

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

## **PLANNING & ZONING BOARD**

**ITEM-4**          Special Exception No. 20200204 - Allow a dwelling unit for a caretaker or security  
guard in M-1 Zoning District  
**A SPECIAL EXCEPTION TO ALLOW A DWELLING UNIT FOR A CARETAKER  
OR SECURITY GUARD IN M-1 ZONING DISTRICT. THE TAX ID FOR THE  
PARCEL IS 16-3N-24-0000-0023-0020 AND IS LOCATED AT 37387 HENRY  
SMITH ROAD.**

Land Use Administrator Fleet reads the staff report.

The Board discussed the item and are concerned about the residential use in an industrial building. Mr. Brenton Franklin and Mr. Michael Franklin address the Board on the item. They say the building was permitted and there will be no renovation to the building to have the residence in the structure. Board Member Frey suggests the Fire Marshal and Building Inspector inspect the dwelling unit to see if it meets the appropriate building and fire codes and that the building should not be occupied until the dwelling units passes the inspections. Board Vice-Chair Higginbotham feels that since the building was permitted and there will not be any changes to the building that the Special Exception should be approved without any inspections.

Motion to approve the Special Exception for a dwelling unit in the M-1 zoning district for the property at 37387 Henry Smith Road.

Motion made by Board Vice-Chair Higginbotham. Motion dies for a lack of second.

Motion to table the item until the April 7, 2020 meeting and have the Building Inspector and Fire Marshall inspect the building to see if it meets the codes for a dwelling unit.

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

Voting Yea: Board Member Lawson, Board Member Reed and Board Member Frey.

Voting Nay: Board Vice Chair Higginbotham and Board Chair Prather.

The motion passed 3-2 and the item was tabled until the April 7, 2020 Planning and Zoning Board meeting.

**ITEM-5**          Minor Subdivision – Lot Split/Reconfiguration – Request by Patricia Sullivan,  
Property Owner

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 recommend to the Town Council the lot split/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 Member Frey, Seconded by Vice Chair Higginbotham.

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

**ITEM-6**      Site Clearing/Site Work Permit – 37151 Alma Street – Property Owner, Carol Franklin

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 western boundary of the property, adjacent to the residential property.
4. No dirt can impede onto surrounding landowners.
5. The fill cannot exceed 2 feet over current grade.

Motion to approve the Site Clearing request for the Property on 37151 Alma Street requested by Mr. Carol Franklin with compliance 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 western boundary of the property, adjacent to the residential property.
4. No dirt can impede onto surrounding landowners.
5. The fill cannot exceed 2 feet over current grade.

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

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

**PUBLIC COMMENTS:**

Mr. Michael Franklin addressed the Board about not being happy about postponing the Special Exception to the next meeting.

**BOARD MEMBERS CLOSING COMMENTS:**

Board Chair Wendy Prather – None.

Board Vice Chair Glenn Higginbotham – None.

Board Member Josetta Lawson – None.  
Board Member Charles A. Reed – None.  
Board Member Harold “Skip” Frey – None.

**LAND USE ADMINISTRATOR:**

**Land Use Administrator Janis Fleet**

Asked the Board if they wanted to review the ordinance on ponds and borrow pits at their next meeting. The Board felt that the ordinance did not need to be addressed any further and let it die at first reading by the Town Council.

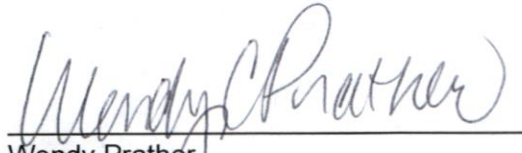
**LEGAL COMMENTS:**

**Town Attorney Christian Waugh** – None.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 7:55 p.m.

Approved this 7<sup>th</sup> day of Apr. 1, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather  
Planning & Zoning Board Chair