

# 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, May 5, 2020 at 7:00 PM

## WEBEX PHONE CONFERENCING

Call to Order

Prayer and Pledge of Allegiance

Roll Call

## PRESENT

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

## PERSONS REQUESTING TO SPEAK ON AGENDA ITEMS

ITEM-3 Bobby Franklin – P.O. Box 878, Hilliard, FL

ITEM-4 Richard Shirah - 202 Marina Drive, St. Simons Island, GA

Jay Shirah - 202 Marina Drive, St. Simons Island, GA

## REGULAR MEETING

ITEM-1 Additions/Deletions to the Agenda

No Additions/Deletions to the Agenda.

## MINUTES

ITEM-2 04/07/2020 – Regular Meeting

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

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

## PLANNING & ZONING BOARD

ITEM-3 Site Plan Approval No. 20200414 – Franklin Apartments

**SITE PLAN APPROVAL FOR FRANKLIN APARTMENT TO BE LOCATED AT  
552155 US HIGHWAY 1.**

Land Use Administrator Fleet informs the Board that the site plan approval is a technical approval. She then reads the staff report for the item. Ms. Fleet recommends the following conditions for approval of the site plan for the Franklin Apartments:

1. Eighth Street to be constructed as a public right of way to the entrance of the parking lot or the site plan revised with access to the property from US Highway 1.
2. The entrance drive and the parking drive be expanded to 24 feet wide and be paved with asphalt.

Motion to approve the Site Plan with the conditions in the staff report.

Board Member Lawson asked if Mr. Franklin would have to meet all code requirements. Land Use Administrator Fleet stated that he would have to comply with all the code requirements.

Mr. Franklin requests to amend the existing plans submitted and be allowed to use West Eight Street. He also would like to have the discretion to have asphalt or concrete for the driveway and parking.

Chair Prather stated that a private road cannot be allowed for more than 6 dwelling units. Mr. Franklin stated that he had discussed access during the rezoning of the property. Town Attorney replied that the rezoning only dealt with the change in land use, not the access to the property.

Land Use Administrator Fleet stated that the conditions could be amended to allow asphalt or concrete for the driveway and parking.

Board Member Reed agrees to amend his motion and Board Member Hunter agrees to amend his motion if Mr. Franklin agrees to meet the Code.

Land Use Administrator Fleet stated she would work with Mr. Franklin to make sure the project meets the Code requirements prior to the Certificate of Occupancy.

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

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

#### **ITEM-4** Ordinance Related to Cell Towers – Discussion

Land Use Administrator Fleet presented the staff report related to the proposed ordinance for review.

Board Member Frey suggested a fence instead of a wall. Land Use Administrator Fleet stated a fence is fine, as long as the fence meets the with 85 percent opacity requirement.

Board Member Reed stated that cell towers should not be allowed in the residential zoning categories. Board Member Lawson agreed with restricting cell tower in residential zoning categories but thinks it should be allowed in the A-1 zoning category.



Board Member Hunter stated the ordinance looks fine and likes the requirement for Special Exception, which gives the Board leeway with the location.

Chair Prather stated that the Board needs to provide Land Use Administrator Fleet direction on the ordinance to move the item forward.

Mr. Richard Shirah addressed the Board and stated the Boards suggestions for revisions are appropriate and are similar to other communities. Mr. Jay Shirah agrees with the suggestion to restrict cell towers in residential areas and to require a Special Exception. He also addresses the height related to multiple carriers. Board Member Hunter refers My Jay Shirah to (3) under (h) related to height restrictions and the number of carriers.

Motion to draft the ordinance for cell towers in Hilliard, based on the suggestions provided by the Board.

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

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

#### **ITEM-5 Election of Vice Chair – Replace Former Vice Chair Glenn Higginbotham**

Chairman Prather stated the Board needs to appoint a replacement for Vice Chair as Glenn Higginbotham resigned his position on the Board following the April meeting.

Board Member Reed stated he would like to serve as Vice Chair.

Motion to elect Board Member Reed as Vice Chair.

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

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

#### **PUBLIC COMMENTS:**

None.

#### **BOARD MEMBERS CLOSING COMMENTS:**

**Board Chair Wendy Prather** – Asked Land Use Administrator about looking into an amendment to the Code to clarify the difference in a residence in the C-1 and M-1 zoning districts. Land Use Administrator Fleet stated she will work with the Town Attorney on the Code amendment.

**Board Vice Chair Charles A. Reed** – None.

**Board Member Harold “Skip” Frey** – Stated that he would like to clarify Special Exception in the M-1 zoning district related to allowing someone to reside on the property.

**Board Member Joesetta Lawson** – Agrees with Board Member Frey’s suggestion.

**Board Member Dallis Hunter** – He is happy to be on the Planning and Zoning Board and looks forward to the opportunity to serve.

**LAND USE ADMINSTRATOR:**

**Land Use Administrator Janis Fleet** – Stated that she is working on the Comprehensive Plan amendment and will have a draft by the end of May for the Board to review and is looking toward having a meeting in June or July to discuss the proposed changes.

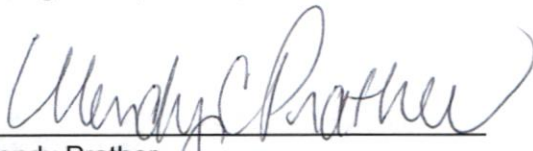
**LEGAL COMMENTS:**

**Town Attorney Christian Waugh** – None.

**ADJOURNMENT**

There being no additional business, the meeting adjourns at 7:53 p.m.

Approved this 2<sup>nd</sup> day of JUNE, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.

  
Wendy Prather  
Planning & Zoning Board Chair