

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

Minutes

Tuesday, September 15, 2020 at 7:00 PM

Call to Order

Prayer and Pledge of Allegiance

Roll Call

PRESENT

Board Chair Wendy Prather
Board Member Harold "Skip" Frey
Board Member Josetta Lawson

ABSENT

Board Vice Chair Charles Reed
Board Member Dallis Hunter

REGULAR MEETING

ITEM-1 Additions/Deletions to the Agenda

No Additions/Deletions to the Agenda.

MINUTES

ITEM-2 08/05/2020 – Public Hearing & Regular Meeting

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

PLANNING & ZONING BOARD

ITEM-3 Site Clearing/Site Work Permit No. 20200903 – Frances Grieb, Agent for JCL Land Development LLC (Jason Lathrop)

**SITE CLEARING/SITE WORK PERMIT APPROVAL FOR FRANCES GRIEB,
AGENT FOR JCL LAND DEVELOPMENT LLC. (JASON LATHROP) FOR 24
ACRES LOCATED NORTH OF WEST FOURTEENTH AVENUE PARCEL ID#
08-3N-24-0000-0001-0000.**

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. No dirt can impede onto surrounding landowners.
4. The fill cannot exceed 2 feet over current grade.
5. No clearing or filling of the wetlands, unless, permits are obtained from the St. Johns Water Management.
6. Jurisdictional wetlands cannot be disturbed without compliance to any permits obtained.

Board Member Frey asks who follows up that the conditions are being followed. Land Use Administrator Fleet responds that Code Enforcement assures that conditions are met. Board Member Frey asks if the wetlands should be located prior to the Town approving the permit. Land Use Administrator Fleet responds that a requirement could be added requiring the wetland delineation prior to any clearing and filling.

Motion to approve the Site Clearing/Site Work permit for 24 Acres located north of West Fourteenth Avenue with the Parcel ID# 08-3N-24-0000-0001-0000 with the following conditions being met:

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. No dirt can impede onto surrounding landowners.
4. The fill cannot exceed 2 feet over current grade.
5. No clearing or filling of the wetlands, unless permits are obtained from the St. Johns Water Management.
6. Jurisdictional wetlands cannot be disturbed without compliance to any permits obtained
7. The wetlands on the site shall be delineated by an environmentalist and a survey with the wetland identified shall be submitted to the Town prior to any clearing or site work is performed on the property.

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

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

Absent: Vice Chair Reed and Board Member Hunter.

ITEM-4 Discussion of Sunshine Law and Ex Parte Communication

Land Use Administrator Fleet explains that there cannot be any discussion between Board Members and applicants except at Board meetings. Board Member may ask the Land Use Administrator or the Town Attorney any questions about an application at any time. She states that Ex Parte communication is any discussion on an item that does not occur at the public meeting and should be disclosed before the public hearing.

The Town Attorney stated the Section 62-92 states that the Board can adopt procedures and he will bring procedures for Ex Parte communication to the next meeting for the Board to discuss.

ITEM-5 Discussion of Land Development Regulations – Revisions Required by Comprehensive Plan Update

Land Use Administrator Fleet explains and provides a list of all the Land Development Regulations sections and advises that at the end of each Board meeting we will review and recommend revisions.

PUBLIC COMMENTS:

None.

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather – None.
Board Vice Chair Charles A. Reed – Absent.
Board Member Harold “Skip” Frey – None.
Board Member Josetta Lawson – None.
Board Member Dallis Hunter – Absent.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet – Land Use Administrator stated at the October meeting the Board will have 2 Special Exception to discuss and potentially a PUD rezoning.

LEGAL COMMENTS:

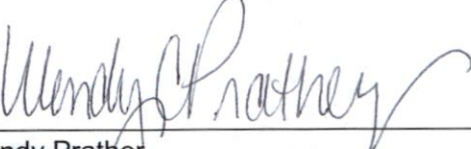
Town Attorney Christian Waugh – None.

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:10 p.m.

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

Approved this 16th day of October, 2020, by the Hilliard Planning & Zoning Board, Hilliard, Florida.


Wendy Prather
Planning & Zoning Board Chair