

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, February 2, 2021 at 7:00 PM

Call to Order

Prayer and Pledge of Allegiance

Roll Call

PRESENT

Board Chair Wendy Prather
Board Vice Chair Charles R. Reed
Board Member Josetta Lawson
Board Member Harold "Skip" Frey

ABSENT

Board Member Dallis Hunter

PUBLIC HEARING – NONE

PLANNING & ZONING BOARD

REGULAR MEETING

ITEM-1 Additions/Deletions to the Agenda

None.

MINUTES

ITEM-2 January 5, 2021 – Public Hearing & Regular Meeting

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

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

Absent: Board Member Hunter.

PLANNING & ZONING BOARD

ITEM-3 Election of Officers

Motion made to maintain the same officers, Wendy Prather as Chair and Charles Reed as Vice Chair.

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

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

ITEM-4 Discussion of Land Development Regulations

Board Chair Prather asked Land Use Administrator Fleet to update the Board on the process for the adoption of the Comprehensive Plan and the Town's Land Development Regulations. Ms. Fleet provides the Board with an update and that the final hearing of the Comprehensive Plan amendments has been advertised for March 4, 2021 before the Town Council.

Ms. Fleet and the Board continue their review of the Land Development Regulations. The Board agrees that the Town advertising requirements should be consistent with State Statutes. They also would like to have the requirement for the Town to send a letter for a non-conforming structure removed from the Code and the non-conforming structures need to be brought up to code if improvements are over 60% of the assessed value of the structure. The Board states that they would like for the Town's website to provide information for individuals that maybe interesting in becoming a Planning & Zoning Board Member.

PUBLIC COMMENTS:

Mr. Jarrod Wollitz thanked Board Member Frey for representing the Town on the Nassau County School Board Land Growth Development Board.

BOARD MEMBERS CLOSING COMMENTS:

Board Chair Wendy Prather – Stated she would be absent for the April meeting.

Board Vice Chair Reed – None.

Board Member Josetta Lawson – None.

Board Member Dallis Hunter – Absent.

Board Member Harold "Skip" Frey – Asked about increasing the size of the lift station that will serve the Whisper Ridge PUD to serve future development in the area. Ms. Purvis responded that the Town would be responsible for any increase in size of the lift station. Board Member Frey also asked if the church that was on last meeting's agenda, needed a "Change of Use" permit. Ms. Fleet responded that the church had applied for a building permit to change the building to a church. A "Change of Use" permit is needed to determine if a building permit is required.

LAND USE ADMINSTRATOR:

Land Use Administrator Janis Fleet – She stated that there were 3 to 4 PUDs that she is working on with developers that would be coming before the Planning & Zoning Board in the next few months.

LEGAL COMMENTS:

Town Attorney Christian Waugh – None

ADJOURNMENT

There being no additional business, the meeting adjourns at 8:13 p.m.

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

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

Approved this 2nd day of March, 2024, by the Hilliard Planning & Zoning Board, Hilliard, Florida.



Wendy Prather
Planning & Zoning Board Chair