



Planning & Zoning Board Meeting

February 24, 2022 at 6:00 PM
Howey-in-the-Hills Town Hall
101 N Palm Ave
Howey-in-the-Hills, FL 34737

MINUTES

CALL TO ORDER ROLL CALL

MEMBERS PRESENT:

Ron Francis III – Vice Chairperson | John Manning (via Zoom) | Richard Mulvany | Frances O'Keefe Wagler

STAFF PRESENT:

Sean O'Keefe - Town Administrator | John Brock - Town Clerk | Victoria Elfers - Building Services Clerk | Tom Harowski - Town Planner | Azure Botts – Code Enforcement Officer (via Zoom)

Motion made by Board Member Richard Mulvany to approve the agenda; Board Member Frances O'Keefe Wagler seconded the motion. Motion was approved unanimously by voice vote.

The motion passed unanimously by voice vote.

CONSENT AGENDA

Routine items are placed on the Consent Agenda to expedite the meeting. If Town Council/Staff wish to discuss any item, the procedure is as follows: (1) Pull the item(s) from the Consent Agenda; (2) Vote on the remaining item(s); and (3) Discuss each pulled item and vote.

1. Consideration and Approval of the January 27, 2022, Planning and Zoning Board Meeting minutes.

Motion made by Board Member Frances O'Keefe Wagler to approve of the Consent Agenda; seconded by Board Member Richard Mulvany. Motion was approved unanimously by voice vote.

PUBLIC HEARING

None.

OLD BUSINESS

2. Discussion: Parliamentary Procedure Review

Town Administrator Sean O'Keefe, Town Clerk John Brock, and Town Planner Tom Harowski reviewed parliamentary procedure: how to make recommendation for approval, approval subject to conditions, and recommendation for denial.

Town Planner Tom Harowski added that 1) there needs to be a legitimate reason to postpone a development item/development applicant and 2) the applicant cannot approach Town Council directly and expect to be approved expeditiously.

Board Member Frances O'Keefe Wagler inquired about applicants who do not update conditions recommended by the board.

Mr. Harowski reasoned the board has the choice to recommend denial to Town Council.

NEW BUSINESS

3. Consideration and Recommendation: Flagpoles updates to Land Development Code

Town Planner Tom Harowski reviewed Section 5.01.11 in the Land Development Code (LDC) and informed the board of the recommended updates via Code Enforcement Office Botts and himself.

Town Administrator Sean O'Keefe, Town Clerk John Brock, and Town Planner Tom Harowski informed the board members that there will be more LDC amendments presented to them in the upcoming meetings.

Motion made by Board Member Frances O'Keefe Wagler for recommendation of approval to Town Council; seconded by Board Member Richard Mulvany. Motion was approved unanimously by voice vote.

4. Consideration and Recommendation: Land Development Code Amendment - Temporary Carports and Covers

Town Planner Tom Harowski reviewed Section 5.02.08 in the LDC and informed the board of the recommended updates via Code Enforcement Office Botts and himself.

Motion made by John Manning for recommendation of approval to Town Council; seconded by Richard Mulvany. Motion was approved unanimously by voice vote.

5. Discussion: Process for Recommending LDC Updates

Town Planner Tom Harowski suggested a new recommendation flow: Planning and Zoning Board members should recommend to Town Council, Town Council reviews recommendation and make a decision based on recommendation, and the agenda item (i.e., LDC amendment; development application) goes under a secondary review.

Board Member Ron Francis III proposed a two-car garage should be required for every home within the Town (i.e., townhomes and single-family homes), with the exception of manufactured homes.

Town Administrator Sean O'Keefe assured Mr. Francis III that he will mention the proposal to Town Council and place it as an item on an upcoming agenda.

Board Member John Manning asked what the process is and how often is the LDC reviewed and updated.

Town Planner Tom Harowski explained that usually codes are updated every seven years, however, there can be interim amendment updates.

CITIZEN COMMENTS

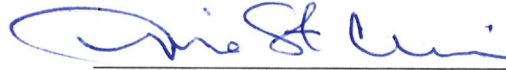
Any person wishing to address the Planning and Zoning Board and who is not on the agenda is asked to speak their name and address. Three (3) minutes is allocated per speaker.

No public comment.

ADJOURNMENT


There being no further business to discuss, a motion was made by Richard Mulvany to adjourn the meeting; Ron Francis III seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 7:06 p.m. | **Attendees: 9**



Tina St. Clair Chairperson

ATTEST:


John Brock, Town Clerk