



Town Council Meeting

February 28, 2022 at 6:00 PM

In Person and via Zoom

Join Zoom Meeting:

<https://us06web.zoom.us/j/84915809094?pwd=UDVKa1ZlT0lPdEovUk5ybHc1eURCQT09>

Meeting ID: 849 1580 9094 | Passcode: 656803

Due to COVID-19, the Town of Howey-in-the-Hills is limiting the number of public attendees at meetings to 10 individuals. The Town of Howey-in-the-Hills is also requesting all audience members to wear masks when attending the meeting. The Town encourages everyone who is interested in participating in the meeting to join virtually via ZOOM.

AGENDA

Call the Town Council Meeting to order
Pledge of Allegiance to the Flag
Reading of a Poem by Mr. Jim Steele

ROLL CALL

Acknowledgement of Quorum

AGENDA APPROVAL/REVIEW

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.** The approval of the minutes and ratification and confirmation of all Town Council actions at the February 14, 2022 Town Council Meeting.

PUBLIC HEARING

- 2.** Consideration and Approval: (First Reading) **Ordinance 2022-001 Capital Improvements Schedule Update**

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT IN CHAPTER 8 OF THE TOWN'S COMPREHENSIVE PLAN BY UPDATING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS TO INCLUDE ESTIMATED CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2021-2022 THROUGH FISCAL YEAR 2025-2026 PURSUANT TO THE REQUIREMENTS OF CHAPTER 163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.

- Mayor MacFarlane will read the Ordinance title
- Town Administrator will explain Ordinance 2022-001
- Mayor MacFarlane will open Public Comment and Questions for this item only.
- Mayor MacFarlane will close Public Comment.
- Council Discussion
- Motion to approve Ordinance 2022-001
- Roll Call Vote

OLD BUSINESS

NEW BUSINESS

3. Discussion: **Mid-Year Budget Review Workshop Date Selection**

COUNCIL MEMBER REPORTS

4. Mayor Pro-Tem Conroy
5. Councilor Lehning
6. Councilor Gallelli
7. Councilor Klein
8. Mayor MacFarlane

PUBLIC COMMENTS

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

ADJOURNMENT

To Comply with Title II of the Americans with Disabilities Act (ADA):

Qualified individuals may get assistance through the Florida Relay Service by dialing 7-1-1. Florida Relay is a service provided to residents in the State of Florida who are Deaf, Hard of Hearing, Deaf/Blind, or Speech Disabled that connects them to standard (voice) telephone users. They utilize a wide array of technologies, such as Text Telephone (TTYs) and ASCII, Voice Carry-Over (VCO), Speech to Speech (STS), Relay Conference Captioning (RCC), CapTel, Voice, Hearing Carry-Over (HCO), Video Assisted Speech to Speech (VA-STs) and Enhanced Speech to Speech.

Howey Town Hall is inviting you to a scheduled Zoom meeting.

Topic: **Town Council Meeting**

Time: **Feb 28, 2022 06:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/84915809094?pwd=UDVKa1ZlT0lPdEovUk5ybHc1eURCQT09>

Meeting ID: 849 1580 9094

Passcode: 656803

Dial by your location

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

Meeting ID: 849 1580 9094

Passcode: 656803

Find your local number: <https://us06web.zoom.us/j/8bPAP52KTw>

Please Note: In accordance with F.S. 286.0105: Any person who desires to appeal any decision or recommendation at this meeting will need a record of the proceedings, and that for such purposes may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. The Town of Howey-in-the-Hills does not prepare or provide this verbatim record. Note: In accordance with the F.S. 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact Town Hall, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737, (352) 324-2290 at least 48 business hours in advance of the meeting.



Town Council Meeting
February 14, 2022 at 6:00 PM
In Person and via Zoom

MINUTES

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.
 Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag
 Councilor Marie Gallelli led the Town Council with an Invocation

ROLL CALL

Acknowledgement of Quorum

MEMBERS PRESENT:

Councilor George Lehning | Councilor Marie V Gallelli | Councilor Rick Klein | Mayor Pro-Tem Ed Conroy | Mayor Martha MacFarlane

STAFF PRESENT:

Sean O'Keefe, Town Administrator | John Brock, Town Clerk | Rick Thomas, Police Chief | Morgan Cates, Public Works Director | Azure Botte, Code Enforcement Officer (via ZOOM) | James Southall, Public Utilities Supervisor (via ZOOM)

AGENDA APPROVAL/REVIEW

Motion made by Mayor Pro-Tem Conroy to approve of the agenda; Seconded by Councilor Lehning. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

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. The approval of the minutes and ratification and confirmation of all Town Council actions at the January 24, 2022 Town Council Meeting.
2. The approval of the minutes and ratification and confirmation of all Town Council actions at the January 26, 2022 Town Council Workshop Meeting.

Motion made by Mayor Pro-Tem Conroy to approve the Consent Agenda; Seconded by Councilor Gallelli. Motion approved unanimously by voice vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

PUBLIC HEARING

None

OLD BUSINESS**3. Discussion: Utility Consultants Review**

Mayor MacFarlane asked Town Administrator, Sean O’Keefe, to introduce this topic. Mr. O’Keefe gave an update on the process of the town hiring a consultant for Public Utilities: Water and Wastewater services. Mr. O’Keefe stated that the town had spoken with several different consultants including Black & Veatch, who suggested that the town should work with the Florida Government Utilities Authority (FGUA). Mr. O’Keefe stated that the town could enter an intergovernmental agreement with FGUA and that they could help the town through all of the steps including feasibility studies, engineering, planning, 10-year projects, all the way up to and including getting funding sources for obtaining and building utilities. The FGUA typically works with municipalities to assist with an acquisition plan over time.

Mayor Pro-Tem Conroy thought that it was important to do studies on both water and wastewater because they are linked together. This is due to reclaimed water from wastewater being utilized with irrigation lines. Mayor Pro-Tem Conroy wants the town to get a comprehensive plan for both.

Councilor Klein was concerned with the cost of feasibility studies and thought that the town would need to move forward carefully and perhaps do one study at a time, doing just the water study for now.

Public Comment:

Peter Tuite, 300 E Croton Way- Mr. Tuite thought that the town getting a comprehensive consultant was important. Mr. Tuite was also concerned about the town’s water quality. Mr. Tuite is concerned about sulfur in the water, the town’s CUP, springs in Yalaha going dry, the town’s water ph level, and possibility of lead in the town’s water. Mr. Tuite was also concerned about the Lake County School Board building new buildings within the town.

Doug Hower, 444 Bellissimo Place – Mr. Hower wanted to know about the status of the town purchasing property for Well #5.

NEW BUSINESS**4. Consideration and Approval: Venezia Townhomes Final Subdivision Plan Review**

Mayor MacFarlane asked Town Administrator, Sean O’Keefe, to introduce this topic. Mr. O’Keefe gave an overview of this topic and read out the seven conditions that the town’s Planning and Zoning Board had placed on their recommendation for this item to the Town Council.

Mayor MacFarlane asked Town Planner, Tom Harowski, to give his staff report on this topic. Mr. Harowski explained that the rear of the six townhome buildings, adjacent to Venezia Boulevard, should have variation in their roofline and these variation standards were minimally met without adding gables on the rear of the buildings. Mr. Harowski stated that the rear of the six townhome buildings adjacent to Venezia Blvd. would be considered a primary façade and would be required to have four design elements. The windows, shutters, and doors would each count as one design element per category. Some other trim design would need to be evident to meet this requirement for a fourth element.

Dave Matt, representative from DR Horton, was available for questions to the developer.

Public Comment:

Renee Lannaman, 710 Calabria Way – Mrs. Lannaman stated that she was on the Venezia HOA and their HOA does not allow short-term rentals.

Doug Hower, 444 Bellissimo Place – Mr. Hower was concerned about stucco falling off the walls on the townhomes.

Richard Mulvany, 308 W Dupont Circle - Mr. Mulvany stated that state code required two layers of water barrier beneath stucco, so that it would not fall off. Mr. Mulvany also suggested that the corbeling around the windows in the picture that was shown in Exhibit B of the Venezia Townhome Exhibits from DR Horton should work for the fourth design element necessary for the rear of the townhomes adjacent to Venezia Blvd.

Ron Francis III, - Mr. Francis did not believe that roof line should be a design element. Mr. Francis also stated that he wanted the townhomes to have to have a two-car garage like a normal single-family residency would be required to have.

Dave Matt, representative from DR Horton – Mr. Matt stated that DR Horton would be willing to add the corbeling around the windows that was shown in Exhibit B of their submitted Venezia – Townhome Exhibit.

Motion made by Mayor Pro-Tem Conroy to conditionally approve the Venezia Townhomes Subdivision Plan contingent on the developer ensuring that shutters and corbeling were placed around the rear windows of the six townhome buildings that have their rears backing Venezia Boulevard (as shown in Exhibit B of the Venezia – Townhome Exhibits attachment of this meeting's Packet); Seconded by Councilor Gallelli. Motion was approved unanimously by roll call vote.

Voting

Yea: Councilor Lehning, Councilor Gallelli, Councilor Klein, Mayor Pro-Tem Conroy, Mayor MacFarlane

Nay: None

DEPARTMENT REPORTS

5. Town Hall

Town Clerk, John Brock, gave the Town Hall report for January 2022. Mr. Brock also gave a short training to Town Councilors on using the new Town Council Meeting Packets feature on the town's website.

6. Police Department

Police Chief, Rick Thomas, gave Police Department report for January 2022. Chief Thomas also gave a brief update on the car crash that Mr. Frank von Frankenstein, the town's Building Official, was in.

7. Code Enforcement

Code Enforcement Officer, Azure Botts, gave the January 2022 Code Enforcement report/update.

8. Public Works

Public Utilities Supervisor, James Southall, gave the January 2022 Public Utilities report.

Public Works Director, Morgan Cates, gave the January 2022 Public Works Department report. Mr. Cates also gave updates on the Town Marker project, Downtown Sewer Project, and Town Hall Messenger Sign Project. Mayor Pro-Tem Conroy suggested that Public Works consider using solar lights for the Town Marker project.

9. Library

Town Administrator, Sean O'Keefe, gave an update on the town's library. Mr. O'Keefe stated that there were two members of the town's Library Board with terms that would be expiring soon, and he encouraged citizens to volunteer to be on the board.

10. Parks & Recreation Advisory Board / Special Events

Town Administrator, Sean O'Keefe, explained that the Parks & Recreation Advisory Board had met the previous week and had given suggestions on updates to the town's 5-year Capital Improvement Plan (CIP). The CIP plan would next come to Town Council for approval at the 2nd February meeting.

11. Town Attorney

Tom Wilkes, the Town Attorney, had nothing to report this month.

12. Town Administrator / Finance Manager - Finance and Development Reports

Sean O'Keefe, Town Administrator, gave the January 2022 Financial Report.

COUNCIL MEMBER REPORTS

13. Mayor Pro-Tem Conroy

Mayor Pro-Tem Conroy wished everyone a Happy Valentine's Day.

14. Councilor Lehning

Councilor Lehning explained that he had attended a Howey Library Event recently, this event had been sponsored by the Friends of the Library (FOL). Councilor Lehning said that the FOL was looking for suggestions for how the library could better serve the town's residents.

15. Councilor Gallelli

Councilor Gallelli had nothing to report.

16. Councilor Klein

Councilor Klain had nothing to report.

17. Mayor MacFarlane

Mayor MacFarlane solicited the Town Council for dates for the next Town Council Charter Workshop Meeting. There was a consensus from the Town Council, that this meeting should occur on February 28th at 5:15pm, just prior to the normal 6pm Town Council meeting.

Mayor MacFarlane also discussed that the town still does not have a Special Magistrate for Code Enforcement. Mayor MacFarlane asked that if anyone had a suggestion for a Special Magistrate for the

town, that they should let Town Hall know. Mayor MacFarlane stated that if the town could not find a Special Magistrate, the town would need to consider moving to a fines and court system for Code Enforcement.

PUBLIC COMMENTS

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

None

ADJOURNMENT

There being no further business to discuss, a motion was made by Councilor Gallelli to adjourn the meeting; Councilor Lehning seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 7:57 p.m. | **Attendees: 33**

Mayor Martha MacFarlane

ATTEST:

John Brock, Town Clerk



Date: January 11, 2022

To: Mayor and Town Council

From: Thomas Harowski, AICP, Planning Consultant

Re: 2021-22 Capital Improvements Schedule Update

Objective:

Update the capital improvements schedule, Table 20, of the Capital Improvements Element of the Comprehensive Plan to maintain a current CIP and comply with State requirements for the comprehensive plan.

Summary:

Annually the Town is required to update the capital improvements schedule which is Table 20 of the Capital Improvements Element of the Town's comprehensive plan. The capital improvements schedule provides a five-year projection of capital improvements anticipated to be undertaken by the Town. The first year of the five-year plan is reflected in the annual budget and years two through five identify projects the Town would like to undertake.

Each year the Town modifies the schedule to remove project completed during the past year, modify projects include in the schedule as additional data becomes available, add new projects when these are identified, and modify the timing and priorities for projects in the program as appropriate. Once the capital improvements schedule is adopted, the Capital Improvements Element is updated by replacing the existing table 20 with the newly adopted table. A copy of the new capital improvements schedule is sent to the Florida Department of Community Affairs to document compliance with State requirements for the comprehensive plan.

Possible Motions:

The Town Council has the following options:

1. The Town Council motions to approve
OR
2. The Town Council motions to approve with the following conditions
OR
3. Motion to Deny

Fiscal Impact:

The actual amendment does not have a fiscal impact, but the projects contained in the table will require capital expenditure to undertake them. These capital expenditures are determined during the annual budgeting process and include the first year only of the five-year program.

Staff Recommendation:

Approve the amendment of the schedule of capital improvements.

ORDINANCE NO. 2022-001

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT IN CHAPTER 8 OF THE TOWN'S COMPREHENSIVE PLAN BY UPDATING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS TO INCLUDE ESTIMATED CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2021-2022 THROUGH FISCAL YEAR 2025-2026 PURSUANT TO THE REQUIREMENTS OF CHAPTER 163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.

Whereas, Chapter 8 of the Comprehensive Plan for the Town of Howey-in-the-Hills includes the statutorily required Capital Improvements Element.

Whereas, Subsection 163.3177(3) of the Florida Statutes requires that every local government annually update the Five-Year Schedule of Capital Improvements (the "Schedule") of the Capital Improvements Element ("CIE") of the Comprehensive Plan.

Whereas, this Ordinance updates the Schedule to comply with the requirements of Subsection 163.3177(3) of the Florida Statutes.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, LAKE COUNTY, FLORIDA:

Section 1. Recitals. That the foregoing "whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2. Amendment. The Five-Year Schedule of Capital Improvements set forth in Table 20 in Chapter 8 of the Town's Comprehensive Plan is hereby updated and amended in compliance with Section 163.3177 of the Florida Statutes and is replaced with the updated version of the Table 20 attached hereto as **Attachment A** to include estimated capital improvements for fiscal year 2021-2022 through fiscal year 2025-2026.

Section 3. Conflicts. All Ordinances or parts of Ordinances, Resolutions, or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Codification. It is the intent of the Town Council that the provisions of this Ordinance shall become and be made a part of the Town of Howey-in-the-Hills Comprehensive Plan and that the sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase to accomplish such intentions.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this ordinance.

47
48 **Section 6. Effective Date.** This ordinance shall become effective immediately upon its
49 passage and approval as a non-emergency ordinance at two regular meetings of the Town
50 Council.

51
52 **PASSED AND ORDAINED** this 14th day of March, 2022, by the Town Council of the
53 Town of Howey-in-the-Hills, Florida.

54
55
56
57 _____
Martha MacFarlane, Mayor

58 **ATTEST:**

APPROVED AS TO FORM AND LEGALITY
for use and reliance by the Town of Howey-in-the-
Hills, Florida, only.

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63 _____
64 John M Brock, Town Clerk

Thomas J Wilkes, Town Attorney

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70 First Reading held February 28, 2022
71 Second Reading and Adoption held March 14, 2022
72 Advertising March 4, 2022
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ATTACHMENT A
TOWN OF HOWEY-IN-THE-HILLS
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS
FY 2021-2022 THROUGH FY 2025-2026

TABLE 20							
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA							
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS							
Description	Funding Source	FY 2022	FY 2023	FY 2024	FY2025	FY2026	CIP Total
Public Services							
N. Water treatment plant Replacement	A/B/F	\$ 500,000	\$ 1,000,000				\$ 1,500,000
Water mains - south	A/B				\$ 100,000	\$ 600,000	\$ 700,000
Water mains - north	A/B				\$ 50,000		\$ 50,000
Water Master Plan	A/B/D					\$ 80,000	\$ 80,000
Central Avenue Streetscape	A	\$ 20,000			\$ 30,000	\$ 500,000	\$ 550,000
Equipment purchases	A	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Street Paving	Infrastructure	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Venezia South Second Access	A					\$ 10,000	\$ 10,000
Sidewalk Improvements	A	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Annual stormwater improvements	A/B/D/F	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
							\$ 3,340,000
Police Department							
New police station	B/D/F	\$ 2,000,000	\$ 3,000,000	\$ 1,500,000	\$ 500,000		\$ 7,000,000
Vehicle replacement	Infrastructure	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 475,000
Technology	A/B/D/F	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,500	\$ 50,000	\$ 66,500
							\$ 7,541,500
Community Facilities							
Design for New Town Hall	A					\$ 50,000	\$ 50,000
Central Lake Bike Trail and Town Trails	A/B/D/F		\$ 40,000				\$ 40,000
							\$ 90,000
Parks and Recreation							
Purchase land for new park	A/B/D/E/F					\$ 150,000	\$ 150,000
Repair/replace finger piers	A/B/D		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Main Pier Redecking	A/B/D	\$ 49,600					\$ 49,600
Repair/renovate Sara Maud Park	A/B/D		\$ 100,000		\$ 100,000		\$ 200,000
Improvements to Griffin Park	A/B/D	\$ 10,000			\$ 90,000		\$ 100,000
Central Park Courts and Upgrades	A/D/D			\$ 150,000			\$ 150,000
Neighborhood Park North End	A/B/D/E/F					\$ 125,000	\$ 125,000
Neighborhood Park South End (Venezia)	A/B/D/E/F		\$35,000				\$ 35,000
Market Park	A/B/D	\$ 5,000					\$ 5,000
Community Campus near Public Safety	A/B/D/E/F		\$ 300,000	\$ 300,000	\$ 250,000		\$ 850,000
							\$ 1,704,600
Per Year		\$ 2,772,600	\$ 4,673,000	\$ 2,148,000	\$ 1,322,500	\$ 1,760,000	
Program Total							\$ 12,676,100



TMHConsulting@cfl.rr.com
 97 N. Saint Andrews Dr.
 Ormond Beach, FL 32174
 PH: 386.316.8426

MEMORANDUM

TO: Howey-in-the-Hills Planning and Zoning Board
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: Capital Improvements Schedule Annual Update FY 2021-2022
DATE: November 29, 2021

State law requires that the Town annually update its five-year capital improvements program. The most recent update to the Five-Year CIP was done last year as the FY 2020-2021 annual update. While the Town is “required” to update the CIP there is no sanction for failing to do so, nor is there a requirement to demonstrate that the CIP is financially feasible. However, in order to keep the Town’s comprehensive plan in compliance with State requirements, we are again proceeding with the update to the CIP based on the most recent adopted budget, and on changes that have occurred since the CIP was last updated.

While the CIP now has reduced requirements, it can and should still function as a useful planning tool by identifying desired capital improvements and focusing attention on longer term funding needs. Staff has developed a proposed five-year plan and is asking the Planning Board to review the plan and make a recommendation to the Town Council on the proposal. Attached to this memorandum is a revised Table 20 that, once adopted, will be incorporated into the comprehensive plan. Adoption is done by local ordinance, and then we will send a copy of the adopted CIP to the Department of Economic Opportunity to provide evidence that the Town has met the requirement for a current five-year capital plan.

The revised Table 20 assigns capital projects to one of four areas including Public Services, Police Department, Community Facilities and Parks and Recreation. Each project is identified by title, total project cost and year or years when expenditures are anticipated. Note that the CIP Total may differ from the Total Cost for a project as some expenditures for an individual project may be projected to occur beyond the five-year window of the current CIP. In subsequent updates additional expenditures will be planned for these projects. The funding source column identifies a likely funding source or sources. The code letters refer to:

- A - Current Revenue
- B - Impact Fees
- C - SRF Loan
- D - Grants

E - Developer Contributions
F - Other

Please keep in mind that the CIP as presented is simply a plan for capital expenditures and not a specific budget. It is likely that project amounts, funding sources and timing for projects will change as circumstances dictate.

The changes from the current five-year capital improvements plan reflect projects that have been completed; changes to existing projects; any new projects that have been identified; and modifications to projects already on the list. In most cases modifications consist of moving anticipated projects to outer years in the five-year plan as resources were not available to allow budgeting in the current year. The key changes from the 2019-2020 version are as follows:

- The north water treatment plant replacement and new wells continue as a high priority project as the existing well needs to be relocated and expanded to meet emerging need in the northern portion of the Town and to improve service to existing customers. The Town is working with the Lake Hills developers to acquire land for the project and initiate development of the facility.
- Water main improvements have been deferred one year pending decisions on specific needs and timing of required improvements. Many of these improvements will be driven by specific private development proposals. These funds could be used to upsize developer installed lines or make other necessary system improvements.
- The Central Avenue sewer project has been removed from the CIP program as the project completion is expected before the end of calendar 2021.
- Annual maintenance allocations for equipment purchases, street resurfacing, sidewalks and storm water improvements are shown as an annual need. Actual amounts will be addressed as part of the annual budget process. The placement of these expenditures as annual allocations reflect the need to invest in continuing system maintenance and provide an opportunity for minor system upgrades.
- The proposed police station replacement has been adjusted for the total project cost as more information has become available and has been programed in anticipation of grant funding.
- The police vehicle replacement schedule has been adjusted to reflect the current vehicle replacement schedule and current budgeting.
- Police technology expenditures have been adjusted based on improved cost data.

- The parks program remains in the schedule to identify opportunities for action and to serve as a basis for planning future parks development. Some costs have been adjusted based on more current data.
- A new parks and recreation project has been added for “community campus” to be developed in conjunction with the proposed public safety complex on the Town owned parcel on Number 2 Road.

None of the projects shown in the capital improvements plan are based on the need to address shortfalls in the Town’s ability to meet its designated levels of service as set out in the comprehensive plan. This condition is the “concurrency” requirement, which all comprehensive plans must meet. The Town does need the new north treatment plant to be in place before new development in this area of Town can be permitted. While the potable water production capacity can support the proposed projects, the operating characteristic of the existing north treatment plant and the lack of service lines inhibit the ability of the Town to serve major new projects in the north sector.

The concurrency requirement states that the Town must be able to demonstrate its ability to provide necessary public services at the designated level of service at the time the impacts of development occur. If this requirement cannot be met, the Town may not issue approvals for new development. If services cannot be provided, either the Town or the developer can provide for capital facilities investments keyed to the date when development impacts are expected. These expenditures would then be reflected in the CIP. The Town currently has no service deficiencies for the services it provides. The Lake County School District is currently experiencing deficiencies in the schools serving Howey-in-the-Hills, and any proposed development will need to work with the School Board to address this deficiency before the Town may approve a development. The adopted level of service for the services provided by the Town are presented in Policy 1.2.3 of the Capital Improvements Element and include:

POLICY 1.2.3: ***Adopted Level of Service Standards.*** The following levels of service are hereby adopted and shall be maintained for existing or previously permitted development and for new development or redevelopment in the Town or in the Town utility service area.

Sanitary Sewer:

Dwelling Unit - 120 gallons per day, per resident

Potable Water:

Overall System Demand - 242.0 gallons per day, per resident

Residential Demand Only - 150.8 gallons per day, per resident

Solid Waste:

6 lbs. per day, per capita

Transportation: **Level of Service**

Principal Arterial Traffic	“C” based on Average Annual Daily Traffic
Minor Arterial Traffic	“D” based on Average Annual Daily Traffic
Major Collector Traffic	“D” based on Average Annual Daily Traffic
Minor Collector and Local Directional	“D” based on Peak Hour

Recreation and Open Space:

6.5 acres of park space per 1,000 residents

(Note: the level of service for stormwater is a complex table included in Policy 1.2.3 but not replicated here. Stormwater management compliance is done on a site-by-site basis with the designated level of service met on site and evidenced by the Town’s approval of a subdivision plan or site plan and issuance of a permit by the St. Johns River Water Management District.)

The following tables show the currently adopted five -year program and the proposed five-year program for your comparison.

TABLE 20								
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA								
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS								
Description	Funding Source	Total Cost	FY 2020 2021	FY 2021 2022	FY 2022 2023	FY2023 2024	FY2024 2025	CIP Total
Public Services								
N. Water treatment plant Replacement	A/B/F	\$ 250,000		\$ 250,000				\$ 250,000
North well	A/B/F	\$ 1,000,000		\$ 1,000,000				\$ 1,000,000
Water mains - south	A/B	\$ 1,000,000				\$ 100,000	\$ 600,000	\$ 700,000
Water mains - north	A/B	\$ 1,200,000				\$ 50,000		\$ 50,000
Water Master Plan	A/B/D	\$ 80,000					\$ 80,000	
Central Avenue Sewer/Water/Drainage	B/D	\$ 600,000	\$ 600,000					\$ 600,000
Central Avenue Streetscape	A	\$ 500,000					\$ 500,000	\$ 500,000
Equipment purchases	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Street Paving	A	\$ 175,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Venezia South Second Access	A	\$ 10,000		\$ 10,000				\$ 10,000
Sidewalk Improvements	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Annual stormwater improvements	A/B/D/F	\$ 150,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
								\$ 3,560,000
Police Department								
New police station	B/D/F	\$ 1,500,000			\$ 650,000	\$ 850,000		\$ 1,500,000
Vehicle replacement	A	\$ 240,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 240,000
Technology	A/B/D/F	\$ 47,500	\$ 9,500	\$ 49,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ 87,500
								\$ 1,827,500
Community Facilities								
Central Avenue Streetscape Design	A	\$ 50,000				\$ 50,000		\$ 50,000
Design for New Town Hall		\$ 50,000					\$ 50,000	\$ 50,000
Town Entrance Signs	A	\$ 75,000			\$ 75,000			\$ 75,000
Central Lake Bike Trail and Town Trails	A/B/D/F	\$ 1,000,000		\$ 40,000				\$ 40,000
								\$ 215,000
Parks and Recreation								
Purchase land for new park	A/B/D/E/F	\$ 150,000					\$ 150,000	\$ 150,000
Repair/replace finger piers	A/B/D	\$ 40,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Main Pier Redocking	A/B/D	\$ 4,000		\$ 4,000				\$ 4,000
Repair/renovate Sara Maud Park	A/B/D	\$ 140,000		\$ 100,000		\$ 100,000		\$ 200,000
Improvements to Griffin Park	A/B/D	\$ 100,000				\$ 100,000		\$ 100,000
Central Park Courts and Upgrades	A/D/D	\$ 150,000			\$ 150,000			
Neighborhood Park North End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Neighborhood Park South End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Market Park	A/B/D	\$ 5,000	\$ 5,000					\$ 5,000
								\$ 749,000
Program Total								\$6,351,500

TABLE 20								
TOWN OF HOWEY-IN-THE-HILLS, FLORIDA								
5-YEAR ESTIMATED SCHEDULE OF CAPITAL IMPROVEMENTS								
Description	Funding Source	Total Cost	FY 20201 2022	FY 2022 2023	FY 2023 2024	FY2024 2025	FY2025 2026	CIP Total
Public Services								
N. Water treatment plant Replacement	A/B/F	\$ 1,500,000	\$ 500,000	\$ 1,000,000				\$ 1,500,000
Water mains - south	A/B	\$ 1,000,000				\$ 100,000	\$ 600,000	\$ 700,000
Water mains - north	A/B	\$ 1,200,000				\$ 50,000		\$ 50,000
Water Master Plan	A/B/D	\$ 80,000					\$ 80,000	\$ 80,000
Central Avenue Streetscape	A	\$ 550,000	\$ 20,000			\$ 30,000	\$ 500,000	\$ 550,000
Equipment purchases	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Street Paving	A	\$ 175,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Venezia South Second Access	A	\$ 10,000					\$ 10,000	\$ 10,000
Sidewalk Improvements	A	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Annual stormwater improvements	A/B/D/F	\$ 150,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
								\$ 3,340,000
Police Department								
New police station	B/D/F	\$ 7,000,000	2000000	3000000	\$ 1,500,000	\$ 500,000		\$ 7,000,000
Vehicle replacement	A	\$ 240,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 475,000
Technology	A/B/D/F	\$ 66,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 7,000	\$ 50,000	\$ 66,000
								\$ 7,541,000
Community Facilities								
Design for New Town Hall		\$ 50,000					\$ 50,000	\$ 50,000
Central Lake Bike Trail and Town Trails	A/B/D/F	\$ 1,000,000		\$ 40,000				\$ 40,000
								\$ 90,000
Parks and Recreation								
Purchase land for new park	A/B/D/E/F	\$ 150,000					\$ 150,000	\$ 150,000
Repair/replace finger piers	A/B/D	\$ 40,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Main Pier Redecking	A/B/D	\$ 49,800	\$ 49,800					\$ 49,800
Repair/renovate Sara Maud Park	A/B/D	\$ 200,000		\$ 100,000		\$ 100,000		\$ 200,000
Improvements to Griffin Park	A/B/D	\$ 100,000	\$ 10,000			\$ 90,000		\$ 100,000
Central Park Courts and Upgrades	A/D/D	\$ 150,000			\$ 150,000			\$ 150,000
Neighborhood Park North End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Neighborhood Park South End	A/B/D/E/F	\$ 125,000					\$ 125,000	\$ 125,000
Market Park	A/B/D	\$ 5,000	\$ 5,000					\$ 5,000
Community Campus	A/B/D/E/F	\$ 850,000		\$ 300,000	300000	250000		\$ 850,000
								\$ 944,800
Program Total							\$	11,915,800



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MEMORANDUM

TO: Sean O’Keefe, Town Administrator
CC: Don Griffey, PE, Consulting Engineer
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: Planning Structure for Traffic Concurrency Mitigation
DATE: February 11, 2022

As a follow-up to our discussion yesterday regarding a structure for determining necessary mitigation for traffic impacts to the local road network resulting from new development, I have developed an initial summary of potential projects and roads which would be the primary locations for expenditure of “fair-share” funds collected by the Town as part of its concurrency analysis. Small residential infill development such as new single-family homes on existing lots would not be affected by this proposal as they are exempt from the concurrency test. The completion of the residential components for the Venezia/Talichet projects have proceeded to the point where they would no longer be subject to the traffic concurrency test. The applicable projects are listed below as entitled projects and speculative projects based on their current status. Most of this data is taken from the major projects summary report that I did back in November. I added the Carter Trust property to the listing as this project had not come forward at that time.

DEVELOPMENT PROJECT PROFILES APPROVED AND PENDING PROJECTS					
Project	Single-Family	Multi-Family	Total Units	Commercial Area	Other Area
Venezia South		113	113	85,000	
Talichet	92		92		
Talichet Phase 2	21		21		
Whispering Hills	156		156		
Lake Hills/Four Seasons	358	292	650	150,000	176,000
The Reserve	581	153	734	300,000	205,000
TOTAL	1,208	588	1,766	535,000	381,000

Notes:

1. Venezia South 172 units are existing.
2. Lake Hills/Four Seasons is the revised proposal. Multi-Family are duplex units
3. Mission Rise approval has lapsed.
4. The Reserve data is the approved amendment total.

DEVELOPMENT PROJECT PROFILES PROPOSED PROJECTS WITH NO APPROVAL STATUS					
Project	Single-Family	Multi-Family	Total Units	Commercial Area	Other Area
Mission Rise	400		400		
Thompson Grove	252		252	130,000	
Simpson Parcel	260		260		
Westminster		350	350		ALF
Carter Trust	313				
TOTAL	912	350	1,262	130,000	ALF

Notes:

1. Mission Rise total units is based on the most recent approved plan. The comprehensive plan allows for units per acre on the total net acreage as the maximum unit total. Net acreage excludes wetlands and waterbodies.
2. Thompson Grove commercial allocation assumes 0.30 FAR for 10 acres.
3. Carter Trust unit total is based on the initial concept plan. We expect fewer than 300 units once plan is refined.

The allocation of funds to individual projects should relate to the hierarchy of roads as set out in our comprehensive plan, and as projects are identified on these roads that will be useful in addressing traffic impacts expected to result from the new projects. The roadways are as follows;

Major Arterial

SR 19 (entire length through the Town)

Major Collector

CR 48 (SR 19 west)

Minor Collector

Number Two Road?Central (SR 19 to CR 48)

Revels Road (SR 19 to Lakeshore)

Local Collectors

Central Avenue (SR 19 to Lakeshore)

Florida Avenue (SR 19 to Centrral)

Lakeshore Boulevard (Croton to Revels Rd.

Buckhill Road (Lakeshore to CR 455)

Proposed Connector #1 (Mission Rise)

Proposed Connector #2 (The Reserve)

Proposed Connector #3 (Lake Hills)

The major arterial, the major collector and minor collector roads are the designations given in our Transportation Element of the comprehensive plan. The local collector designation was developed to recognize roads in the Town that do serve a

traffic function to funnel traffic to and from the formal arterial/collector network and serve other functions of the transportation network such as pedestrian and bicycle service. These roads do or have the potential to supplement traffic capacity on the arterial and collector network. As such, improvements to these roads could help address traffic impacts to the arterial and collector network.

- Proposed Connectors #1 and #2 are already shown on the future traffic network map and will serve as connections between SR 19 and Number Two Road for the two major development projects in the southwest quadrant of Town.
- Proposed Connector #3 was added as the main road through the Lake Hills project will connect SR 19 and CR 48 in a similar manner to the other connector roads.
- The other roads on the local collector list have been identified by the comprehensive plan as priority locations for pedestrian and bicycle facilities, serve new development areas (Whispering Hills), and serve emerging commercial areas (Central Avenue).

Potential projects have been suggested by traffic studies for the various developments prepared to date as well as other improvements that would clearly and directly address traffic impacts from the anticipated developments. Most of the projects are keyed to improving traffic capacity, but some are operational improvements made necessary by increased traffic demand across the entire road network, and some relate to projects that can encourage a shift in trip mode from vehicles to bicycle and pedestrian trips. The Town does not currently have any regularly scheduled transit service. Should transit become an option in the future, new projects may be identified to support transit. As the Town gains experience with actual traffic demands versus the current modeling expectations, other projects may be identified to add to the list.

1. SR 19 at CR 48 Intersection improvements which may include addition turn and through lanes and signal upgrades. (Source: Traffic Study)
2. SR 19 at Central Avenue conversion of flashing signal to a full signal, the addition of turn lanes if possible and relocation of on-street parking and loading spaces. (Source: Traffic Study)
3. Revels Road at SR 19 intersection improvements to align the off-set intersection, add turn lanes as necessary and signals if warranted. (2007 Neel Schaffer Study)
4. Florida Avenue/Venezia Boulevard at SR 19 intersection improvements to add turn lanes as necessary and add signals if warranted (2007 Neel Schaffer Study)
5. Florida Avenue at Number Two Road intersection improvements to add turn lanes
6. Pedestrian improvements as identified in the Town's pedestrian and bicycle study (TMH Consulting 2019)

7. Bicycle network improvements as identified in the Town's pedestrian and bicycle study (TMH Consulting 2019)
8. Streetscape improvements per the Town's downtown plan (2015)
9. Road reconstruction projects that can improve the roadway's ability to support increased traffic volumes and/or increased weight of vehicles.

HOWEY-IN-THE-HILLS TRANSPORTATION PROJECTS TRAFFIC CONCURRENCT MITIGATION		
PROJECT	TYPE	COST
SR 19 at CR 48	Intersection and signal	\$500,000
SR 19 at Central	Intersection and signal	\$500,000
Revels Road at SR 19	Intersection	\$500,000
Florida Ave. at SR 19	Intersection	\$100,000
Florida Ave. at Number 2 Rd	Intersection	\$100,000
Pedestrian Improvements	Sidewalks, Safety	&100,000
Bicycle Improvements	Trails, Saety	\$100,000
Streetscape	Access, parking	\$250,000
Road Reconstruction	Safety, capacity	TBD
Total		\$2,150,000