



## Town Council Meeting

October 09, 2023 at 6:00 PM

Howey-in the-Hills Town Hall

101 N. Palm Ave.,

Howey-in-the-Hills, FL 34737

---

### Join Zoom Meeting:

<https://us06web.zoom.us/j/88505506436?pwd=KLuNV9OUJnkP5gVMSVqefRDWTIksyb.1>

Meeting ID: 885 0550 6436 | Passcode: 977236

### AGENDA

Call the Town Council Meeting to order  
Pledge of Allegiance to the Flag  
Invocation by Councilor Reneé Lannamañ

#### 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 September 25, 2023 Town Council Meeting.
- 2.** The approval of the minutes and ratification and confirmation of all Town Council actions at the September 25, 2023 Town Council Public Hearing on Final Budget and Millage Rate.
- 3.** The approval of the minutes and ratification and confirmation of all Town Council actions at the September 26, 2023 Town Council Workshop.

#### PUBLIC HEARING

#### OLD BUSINESS

- 4.** Discussion: **Scope of October 30th Town Hall Meeting**
- 5.** Discussion: **LDC/Comprehensive Plan - Status of Proposed Amendments**

#### NEW BUSINESS

- 6.** Discussion: **Planning Board Omnibus Recommendations Package**

**7. Discussion: **Howey Police Department Management****

**DEPARTMENT REPORTS**

- 8. Town Hall**
- 9. Police Department**
- 10. Code Enforcement**
- 11. Public Works**
- 12. Library**
- 13. Parks & Recreation Advisory Board / Special Events**
- 14. Town Attorney**
- 15. Finance Supervisor**
- 16. Town Manager**

**COUNCIL MEMBER REPORTS**

- 17. Mayor Pro Tem Gallelli**
- 18. Councilor Lehning**
- 19. Councilor Miles**
- 20. Councilor Lannamañ**
- 21. 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-STTS) and Enhanced Speech to Speech.

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

Topic: **Town Council Meeting**

Time: **Oct 9, 2023 06:00 PM Eastern Time (US and Canada)**

Join Zoom Meeting

<https://us06web.zoom.us/j/88505506436?pwd=KLuNV9OUJnkP5gVMSVqefRDWTIksyb.1>

Meeting ID: 885 0550 6436

Passcode: 977236

Dial by your location

**+1 646 558 8656 US (New York)**

**+1 346 248 7799 US (Houston)**

Meeting ID: 885 0550 6436

Passcode: 977236

Find your local number: <https://us06web.zoom.us/j/88505506436>

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**  
**September 25, 2023 at 6:00 PM**  
**Howey-in the-Hills Town Hall**  
**101 N. Palm Ave.,**  
**Howey-in-the-Hills, FL 34737**

**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 Reneé Lannamañ delivered an invocation.

**ROLL CALL**

Acknowledgement of Quorum

**MEMBERS PRESENT:**

Councilor Reneé Lannamañ | Councilor David Miles | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane

**STAFF PRESENT:**

Sean O’Keefe, Town Manager | John Brock, Town Clerk | Rick Thomas, Police Chief | Tom Wilkes, Town Attorney | Tom Harowski, Town Planner | Morgan Cates, Public Works Director | George Brown, Police Lieutenant

**AGENDA APPROVAL/REVIEW**

**Motion made by Councilor Miles to approve the meeting’s agenda, while moving Item #3 to between Items #7 and #8, while also tabling the *Planning Board Omnibus Recommendations Package* portion of Item #3 to the 10/09/2023 Town Council Meeting; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, 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 September 11, 2023 Town Council Meeting.

- The approval of the minutes and ratification and confirmation of all Town Council actions at the September 7, 2023 Town Council Public Hearing on Tentative Budget and Proposed Millage Rate.

**Motion made by Councilor Miles to approve the Consent Agenda; seconded by Mayor Pro Tem Gallelli. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

**PUBLIC HEARING**

None

**OLD BUSINESS**

- Presentation: **Town Planner Presentation on Land Development Code (LDC) and Comprehensive Plan Proposed Amendments**

**This item was moved during Agenda Approval to appear between Items #7 and #8.**

**NEW BUSINESS**

- Consideration and Approval: **November and December Town Council Meeting Calendar**

**Motion made by Councilor Miles to cancel the second December 2023 Town Council meeting which would have been scheduled for December 25, 2023; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

- Discussion: **Road Improvement List**

Public Works Director, Morgan Cates, gave a short presentation on the priority list of which of the Town's roads would be repaired over the next 5 fiscal years. This list included: (2024) – N. Citrus Ave., (2025) E Gardenia St. and E Holly St., (2026) E. Tangerine Ave., (2027) N. Georgia Ave., W. Pine St., and W. Palmetto Ave., (2028) N. Valencia Ave. and Mission Lane.

Councilor Miles commended Mr. Cates for his assessment of the Town's roads and added that he would like to see the remainder of N Dixie Dr. added to the list.

Mayor MacFarlane asked if there was anything the Town could do with the trees in the right-of-way down E. Gardenia St., that would assist in this process, prior to the commencement of the road repair project.

- Discussion: **Central Lake CDD Wastewater Communication**

Town Manager, Sean O'Keefe, explained that the Town had received an email from Central Lake CDD's representative Scott Line. Mr. Line had stated in the email that there were no ERU's available to

connect any of the properties on Central Ave. to wastewater service at this time, unless the Town agreed to a list of items that Central Lake CDD wanted.

Councilor Lehning stated that he was not in favor of any part of the Central Lake CDD's offer and that Mr. O'Keefe should write a response from the Town to that effect. Councilor Lannamañ agreed with Councilor Lehning's statement.

Mayor MacFarlane opened this item up for Public Comment.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline asked if the Howey Market could hook up to wastewater service.

**Eric Gunesch, 448 Avila Pl.** - Mr. Gunesch agreed with Councilor Lehning's assessment of the Central Lake CDD's offer.

7. Consideration and Approval: **Proposed Town Hall Workshop (Approval and Date Selection)**

Councilor Lannamañ introduced and explained this item. Councilor Lannamañ was asking that the Town Council host a Town Hall Meeting so that the Councilors could hear the opinions of the Town's residents. It was decided that this meeting would take place in the LEC room at the Marianne Beck Memorial Library on October 30, 2023 at 6 PM. The public will be given 5 minutes to speak. The public will need to fill out a comment card prior to the meeting to be able to speak.

Councilor Lannamañ stated that some of the things that she would like to learn from the residents is "where do you see the Town" and "what does the Town want to be known for". With the Town coming up on its 100<sup>th</sup> anniversary, Councilor Lannamañ suggested soliciting logo ideas from the public.

Councilor Lehning asked how the Council would handle non-residents who wanted to speak. It was suggested they should be limited or pushed to the end of the meeting. Town Attorney, Tom Wilkes, stated that, while that may be legal, it also may be inviting some to engage the Town in a lawsuit. Mr. Wilkes argued that it would be better to allow the non-residents to speak.

Mayor MacFarlane stated that she thought the Town Council should come up with a scope for the proposed Town Hall meeting.

Mayor MacFarlane opened this item up for Public Comment.

**Richard Mulvany, 308 Dupont Cir.** – Mr. Mulvany suggested that the Council look at getting a moderator for the Town Hall meeting. Mr. Mulvany also stated that he would like to see another joint Planning and Zoning / Town Council meeting in the future.

Mayor MacFarlane closed Public Comment for this item.

Mayor MacFarlane asked Councilor Lannamañ to write down her ideas for the scope of the meeting, and items that they wanted to solicit the opinions of the public. An example would be the identity of the Town.

Councilor Lannamañ suggested that the meeting should start with an icebreaker activity in which the Town Council would solicit Town logo ideas for the 100<sup>th</sup> anniversary. Councilor Lannamañ committed to creating a PowerPoint presentation on the proposed scope of the Town Hall meeting to the next Town Council meeting.

3. Presentation: **Town Planner Presentation on Land Development Code (LDC) and Comprehensive Plan Proposed Amendments (Moved from its original space in the meeting during the Agenda Approval section of the meeting.)**

Town Planner, Tom Harowski, summarized his report on this item to the Town Council. Mr. Harowski stated that the State of Florida requires all municipalities to complete an Evaluation and Appraisal Review (EAR) Process every seven years. With the amount of proposed Comprehensive Plan amendments, Mr. Harowski suggested that the Town start the EAR process.

Mr. Harowski explained that the proposed changes to the Land Development Code (LDC) fall into two categories, Administrative and Regulatory changes. Mr. Harowski suggested that, for the regulatory changes that were proposed to the LDC, the Council should follow the standard path of LDC changes by sending the regulatory items to the Planning and Zoning Board for review and recommendation.

Mayor MacFarlane stated that the primary goal for beginning the review of the Town's Comprehensive Plan and LDC was to get developers to understand that the Town would not allow 50- and 60-foot lot lines. Mayor MacFarlane stated that the Town Council wants to put in writing that the Town will not allow 50- or 60-foot lot lines, even in PUDs.

Councilor Miles suggested that the Town do away with PUDs and create two high density zoning designations. Councilor Miles wants to abolish PUDs and allow only straight zoning. Councilor Miles showed a photo he had taken of the Venezia Townhomes development to illustrate that having a one-car garage for each unit was going to be a problem for parking. Mr. Harowski explained that the Planning and Zoning Board's Omnibus amendment package included requirements for townhomes to have two-car garages and adequate driveway parking.

Mayor MacFarlane asked if it was a requirement that the Town allow PUDs in the future. Mr. Harowski stated that he did not believe that it was a state requirement, but that, currently in the Town's code, Village Mixed Use areas require PUDs. Mr. Harowski did state that PUDs are merely a vehicle to allow negotiation within developments and can allow things that were not normally allowable under zoning classifications, but the Town Council had ultimate approval over accepting or not accepting the proposed PUD agreements.

Town Attorney, Tom Wilkes, suggested that doing away with PUDs may not help the Town. Mr. Wilkes stated that it appears that the Council now has some ideas about what development standards it would like to implement in future developments and would like to steer developers in that direction. Mr. Wilkes suggested codifying in the Comprehensive Plan and LDC what those standards are, but to keep PUDs, which would allow the Town Council some flexibility.

Mayor MacFarlane opened Public Comment for this item.

**Richard Mulvany, 308 Dupont Cir.** – Mr. Mulvany stated that the Planning and Zoning Board makes recommendations to the Town Council that they feel like the Council does not listen to. This is because the Board had made recommendations in the past that the Town Council did not follow.

Councilor Lehning asked Mr. Mulvany why he did not comment on the LDC and Comprehensive Plan when he had that chance. The Town Council had asked the seven members of the Planning and Zoning Board to make comments on the LDC and Comprehensive Plan and only one member of the Planning and Zoning Board responded.

Mr. Mulvany stated that he would like to see a joint Planning and Zoning Board / Town Council Meeting so they could collectively decide how they would like the Town to look in ten or fifteen years.

Mayor MacFarlane asked what the time frame was to get the recommendations to the Planning and Zoning Board.

Councilor Lehning stated that all he wanted to see was the compiled list of comments that all of the Town Councilors had made on amending the Comprehensive Plan and LDC.

Mr. Wilkes suggested that he work with Mr. Harowski to compile the zoning and density changes together, in an effort to focus on density and bring something back to that Town Council that they can discuss and move through the amendment process (this compilation would focus just on the proposed Comprehensive Plan amendments). Mr. Wilkes suggested they he and Mr. Harowski may be able to bring something back before the Town Council in two weeks, but certainly by the second meeting in October. Mr. Wilkes stated that, once the Comprehensive Plan amendment was in process, he and Mr. Harowski could then work on the necessary changes to the LDC and could have those to the Town Council in another two to four weeks.

Mayor MacFarlane opened Public Comment for this item again.

**Tim Everline, 1012 N. Lakeshore Blvd.** – Mr. Everline requested that the Town Council say no to the proposed Mission Rise development.

**DEPARTMENT REPORTS**

8. Town Manager

Town Manager, Sean O’Keefe, thanked the staff and Town Council for their hard work on the N. Dixie Dr. repair project, as it had paid off. Mr. O’Keefe thanked Public Works Director, Morgan Cates, specifically for his hard work.

Mr. O’Keefe stated that he was happy to announce that he had made a job offer to someone for the Finance Supervisor position and looked forward to introducing them to the Town Council at its next meeting.

Mr. O’Keefe announced a “Meet and Greet” with Town Staff on October 12<sup>th</sup> at 10 AM.

**COUNCIL MEMBER REPORTS**

9. Mayor Pro Tem Gallelli

Mayor Pro Tem Gallelli congratulated the Venezia HOA on a successful block party.

Mayor Pro Tem Gallelli stated that the Town Council needed to be respectful of others. When Councilors were acting in a disrespectful manner, it was the responsibility of the other Town Councilors to correct them.

10. Councilor Lehning

Councilor Lehning wanted Town Manager, Sean O’Keefe, to craft a letter to the Lake-Sumter MPO and Florida DOT requesting a study on creating a bypass road around the Town.

11. Councilor Miles

Councilor Miles gave an update on the status of the land acquisition off of Number Two Rd. The Town’s legal team was still in negotiations with the prospective land donor about the location of the



park that would be in their name and other issues. Councilor Miles was hopeful that something could be brought before the Council soon.

Councilor Miles wanted a status on the proposed Pine Park. Morgan Cates, Public Works Director, stated that he was still working with the Parks and Recreation Board, but that they still wanted a bike trailhead and pickleball courts on that location.

Councilor Miles mentioned that he had seen that 663 Avila Place was up for sale again. Councilor Miles wanted to make sure that the house was safe for habitation as it had major problems with sewer backups.

12. Councilor Lannamañ

Councilor Lannamañ had nothing to report.

13. Mayor MacFarlane

Mayor MacFarlane stated that she had looked into it, and there were no Florida Statute requirements that meeting agendas and packets were required to be sent out one week before the meetings.

Mayor MacFarlane stated that she believed that a map survey of the Town needed to be a priority in the coming year. Mayor MacFarlane stated that she would also like to know the current number of rooftops in the Town and the official 2020 census numbers.

Mayor MacFarlane stated that the Town Council may want to look at sending out information to the “old parts” of the Town on how those residents could add a second meter for the sole purposes of irrigation.

### **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.*

**Tim Everline, 1012 N. Lakeshore Blvd.** – Mr. Everline asked where the 5-acre parcel was that the Town might be receiving by donation.

**Andi Everline, 1012 N. Lakeshore Blvd.** – Mrs. Everline spoke about two boys in wheelchairs that use the sidewalk down Lakeshore Blvd. Mrs. Everline stated that the sticks that fall off the crepe myrtle trees get caught in their chairs and people should move the sticks off the sidewalks when they see them there.

**Ann Griffin, 215 E Laurel Ave.** – Ms. Griffin said that residents were not picking up the waste from when they walk their dogs and asked residents to please pick up after their pets.

Councilor Miles suggested that the Town look into installing dog waste poles that he has seen in other towns.

**Joshua Husemann, 671 Avila Pl.** – Mr. Husemann stated that the builder had installed a wastewater grinder pump at 663 Avila Pl. in an effort to take care of that house’s wastewater problems.

**Banks Helfrich, 910 Sams Lake Rd, Clermont Fl.** – Mr. Helfrich spoke about the themes of character and integrity. Mr. Helfrich volunteered to be a moderator for the Town’s October 30<sup>th</sup> Town Hall if they wanted him.

**Todd Hawkins, 1110 N Lakeshore Blvd.** – Mr. Hawkins was excited about the meeting and looked forward to long-term solutions on the Town’s development problems.

**George Brown, Police Lieutenant, and Events Committee Chair** – Lt. Brown announced an October 3<sup>rd</sup> Events Committee meeting and thanked everyone for their assistance.

**ADJOURNMENT**

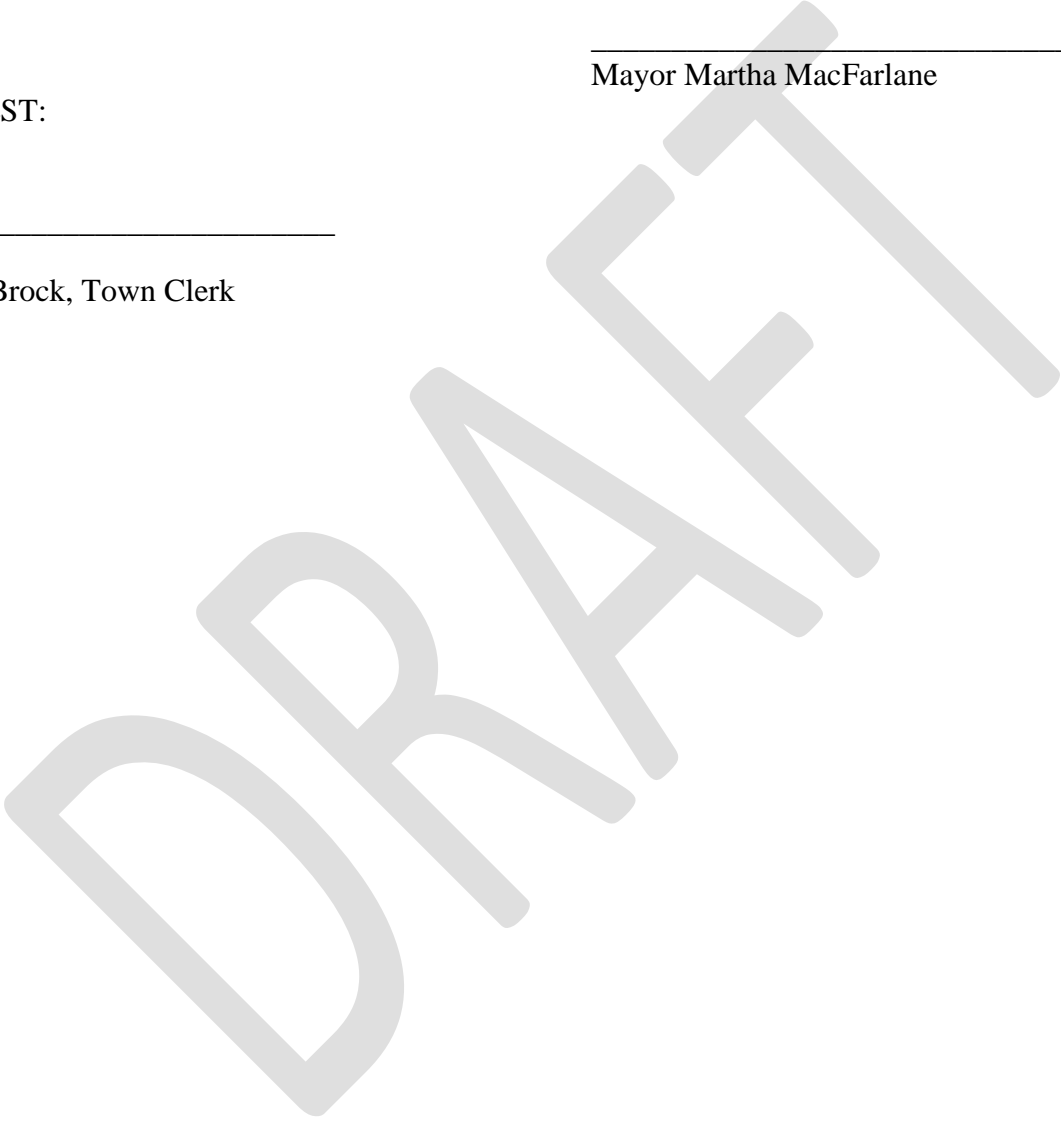
**There being no further business to discuss, a motion was made by Councilor Lehning to adjourn the meeting; Mayor Pro Tem Gallelli seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 8:37 p.m. | **Attendees: 35**

\_\_\_\_\_  
Mayor Martha MacFarlane

ATTEST:

\_\_\_\_\_  
John Brock, Town Clerk





**Town Council Meeting**  
**September 25, 2023 at 6:00 PM**  
**Howey-in the-Hills Town Hall**  
**101 N. Palm Ave.,**  
**Howey-in-the-Hills, FL 34737**

**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 Reneé Lannamañ delivered an invocation.

**ROLL CALL**

Acknowledgement of Quorum

**MEMBERS PRESENT:**

Councilor Reneé Lannamañ | Councilor David Miles | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane

**STAFF PRESENT:**

Sean O’Keefe, Town Manager | John Brock, Town Clerk | Rick Thomas, Police Chief | Tom Wilkes, Town Attorney | Tom Harowski, Town Planner | Morgan Cates, Public Works Director | George Brown, Police Lieutenant

**AGENDA APPROVAL/REVIEW**

**Motion made by Councilor Miles to approve the meeting’s agenda, while moving Item #3 to between Items #7 and #8, while also tabling the *Planning Board Omnibus Recommendations Package* portion of Item #3 to the 10/09/2023 Town Council Meeting; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, 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 September 11, 2023 Town Council Meeting.

2. The approval of the minutes and ratification and confirmation of all Town Council actions at the September 7, 2023 Town Council Public Hearing on Tentative Budget and Proposed Millage Rate.

**Motion made by Councilor Miles to approve the Consent Agenda; seconded by Mayor Pro Tem Gallelli. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

**PUBLIC HEARING**

None

**OLD BUSINESS**

3. Presentation: **Town Planner Presentation on Land Development Code (LDC) and Comprehensive Plan Proposed Amendments**

**This item was moved during Agenda Approval to appear between Items #7 and #8.**

**NEW BUSINESS**

4. Consideration and Approval: **November and December Town Council Meeting Calendar**

**Motion made by Councilor Miles to cancel the second December 2023 Town Council meeting which would have been scheduled for December 25, 2023; seconded by Councilor Lannamañ. Motion approved unanimously by voice vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Miles, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** None

5. Discussion: **Road Improvement List**

Public Works Director, Morgan Cates, gave a short presentation on the priority list of which of the Town's roads would be repaired over the next 5 fiscal years. This list included: (2024) – N. Citrus Ave., (2025) E Gardenia St. and E Holly St., (2026) E. Tangerine Ave., (2027) N. Georgia Ave., W. Pine St., and W. Palmetto Ave., (2028) N. Valencia Ave. and Mission Lane.

Councilor Miles commended Mr. Cates for his assessment of the Town's roads and added that he would like to see the remainder of N Dixie Dr. added to the list.

Mayor MacFarlane asked if there was anything the Town could do with the trees in the right-of-way down E. Gardenia St., that would assist in this process, prior to the commencement of the road repair project.

6. Discussion: **Central Lake CDD Wastewater Communication**

Town Manager, Sean O'Keefe, explained that the Town had received an email from Central Lake CDD's representative Scott Line. Mr. Line had stated in the email that there were no ERU's available to

connect any of the properties on Central Ave. to wastewater service at this time, unless the Town agreed to a list of items that Central Lake CDD wanted.

Councilor Lehning stated that he was not in favor of any part of the Central Lake CDD's offer and that Mr. O'Keefe should write a response from the Town to that effect. Councilor Lannamañ agreed with Councilor Lehning's statement.

Mayor MacFarlane opened this item up for Public Comment.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline asked if the Howey Market could hook up to wastewater service.

**Eric Gunesch, 448 Avila Pl.** - Mr. Gunesch agreed with Councilor Lehning's assessment of the Central Lake CDD's offer.

7. Consideration and Approval: **Proposed Town Hall Workshop (Approval and Date Selection)**

Councilor Lannamañ introduced and explained this item. Councilor Lannamañ was asking that the Town Council host a Town Hall Meeting so that the Councilors could hear the opinions of the Town's residents. It was decided that this meeting would take place in the LEC room at the Marianne Beck Memorial Library on October 30, 2023 at 6 PM. The public will be given 5 minutes to speak. The public will need to fill out a comment card prior to the meeting to be able to speak.

Councilor Lannamañ stated that some of the things that she would like to learn from the residents is "where do you see the Town" and "what does the Town want to be known for". With the Town coming up on its 100<sup>th</sup> anniversary, Councilor Lannamañ suggested soliciting logo ideas from the public.

Councilor Lehning asked how the Council would handle non-residents who wanted to speak. It was suggested they should be limited or pushed to the end of the meeting. Town Attorney, Tom Wilkes, stated that, while that may be legal, it also may be inviting some to engage the Town in a lawsuit. Mr. Wilkes argued that it would be better to allow the non-residents to speak.

Mayor MacFarlane stated that she thought the Town Council should come up with a scope for the proposed Town Hall meeting.

Mayor MacFarlane opened this item up for Public Comment.

**Richard Mulvany, 308 Dupont Cir.** – Mr. Mulvany suggested that the Council look at getting a moderator for the Town Hall meeting. Mr. Mulvany also stated that he would like to see another joint Planning and Zoning / Town Council meeting in the future.

Mayor MacFarlane closed Public Comment for this item.

Mayor MacFarlane asked Councilor Lannamañ to write down her ideas for the scope of the meeting, and items that they wanted to solicit the opinions of the public. An example would be the identity of the Town.

Councilor Lannamañ suggested that the meeting should start with an icebreaker activity in which the Town Council would solicit Town logo ideas for the 100<sup>th</sup> anniversary. Councilor Lannamañ committed to creating a PowerPoint presentation on the proposed scope of the Town Hall meeting to the next Town Council meeting.

3. **Presentation: Town Planner Presentation on Land Development Code (LDC) and Comprehensive Plan Proposed Amendments (Moved from its original space in the meeting during the Agenda Approval section of the meeting.)**

Town Planner, Tom Harowski, summarized his report on this item to the Town Council. Mr. Harowski stated that the State of Florida requires all municipalities to complete an Evaluation and Appraisal Review (EAR) Process every seven years. With the amount of proposed Comprehensive Plan amendments, Mr. Harowski suggested that the Town start the EAR process.

Mr. Harowski explained that the proposed changes to the Land Development Code (LDC) fall into two categories, Administrative and Regulatory changes. Mr. Harowski suggested that, for the regulatory changes that were proposed to the LDC, the Council should follow the standard path of LDC changes by sending the regulatory items to the Planning and Zoning Board for review and recommendation.

Mayor MacFarlane stated that the primary goal for beginning the review of the Town's Comprehensive Plan and LDC was to get developers to understand that the Town would not allow 50- and 60-foot lot lines. Mayor MacFarlane stated that the Town Council wants to put in writing that the Town will not allow 50- or 60-foot lot lines, even in PUDs.

Councilor Miles suggested that the Town do away with PUDs and create two high density zoning designations. Councilor Miles wants to abolish PUDs and allow only straight zoning. Councilor Miles showed a photo he had taken of the Venezia Townhomes development to illustrate that having a one-car garage for each unit was going to be a problem for parking. Mr. Harowski explained that the Planning and Zoning Board's Omnibus amendment package included requirements for townhomes to have two-car garages and adequate driveway parking. Councilor Miles stated that Developers got around the density restrictions in our Howey Land Use Code by doing two things; 1) using the PUDs negotiated with staff to get around the density restrictions in the existing code; and 2) using the allowance for open space to be fulfilled by the 50% limit on use of wetlands as open space. He recommended that this use of wetlands be limited to only 25% of the open space requirements in the code. He suggested adding two high density zoning codes to allow zoning of the already existing and/or approved sites in PUDs that exceed the density requirements in existing zoning Codes.

Mayor MacFarlane asked if it was a requirement that the Town allow PUDs in the future. Mr. Harowski stated that he did not believe that it was a state requirement, but that, currently in the Town's code, Village Mixed Use areas require PUDs. Mr. Harowski did state that PUDs are merely a vehicle to allow negotiation within developments and can allow things that were not normally allowable under zoning classifications, but the Town Council had ultimate approval over accepting or not accepting the proposed PUD agreements.

Town Attorney, Tom Wilkes, suggested that doing away with PUDs may not help the Town. Mr. Wilkes stated that it appears that the Council now has some ideas about what development standards it would like to implement in future developments and would like to steer developers in that direction. Mr. Wilkes suggested codifying in the Comprehensive Plan and LDC what those standards are, but to keep PUDs, which would allow the Town Council some flexibility.

Mayor MacFarlane opened Public Comment for this item.

**Richard Mulvany, 308 Dupont Cir.** – Mr. Mulvany stated that the Planning and Zoning Board makes recommendations to the Town Council that they feel like the Council does not listen to. This is because the Board had made recommendations in the past that the Town Council did not follow.

Councilor Lehning asked Mr. Mulvany why he did not comment on the LDC and Comprehensive Plan when he had that chance. The Town Council had asked the seven members of the Planning and Zoning

Board to make comments on the LDC and Comprehensive Plan and only one member of the Planning and Zoning Board responded.

Mr. Mulvany stated that he would like to see a joint Planning and Zoning Board / Town Council Meeting so they could collectively decide how they would like the Town to look in ten or fifteen years.

Mayor MacFarlane asked what the time frame was to get the recommendations to the Planning and Zoning Board.

Councilor Lehning stated that all he wanted to see was the compiled list of comments that all of the Town Councilors had made on amending the Comprehensive Plan and LDC.

Mr. Wilkes suggested that he work with Mr. Harowski to compile the zoning and density changes together, in an effort to focus on density and bring something back to that Town Council that they can discuss and move through the amendment process (this compilation would focus just on the proposed Comprehensive Plan amendments). Mr. Wilkes suggested they he and Mr. Harowski may be able to bring something back before the Town Council in two weeks, but certainly by the second meeting in October. Mr. Wilkes stated that, once the Comprehensive Plan amendment was in process, he and Mr. Harowski could then work on the necessary changes to the LDC and could have those to the Town Council in another two to four weeks.

Mayor MacFarlane opened Public Comment for this item again.

**Tim Everline, 1012 N. Lakeshore Blvd.** – Mr. Everline requested that the Town Council say no to the proposed Mission Rise development.

## DEPARTMENT REPORTS

### 8. Town Manager

Town Manager, Sean O'Keefe, thanked the staff and Town Council for their hard work on the N. Dixie Dr. repair project, as it had paid off. Mr. O'Keefe thanked Public Works Director, Morgan Cates, specifically for his hard work.

Mr. O'Keefe stated that he was happy to announce that he had made a job offer to someone for the Finance Supervisor position and looked forward to introducing them to the Town Council at its next meeting.

Mr. O'Keefe announced a "Meet and Greet" with Town Staff on October 12<sup>th</sup> at 10 AM.

## COUNCIL MEMBER REPORTS

### 9. Mayor Pro Tem Gallelli

Mayor Pro Tem Gallelli congratulated the Venezia HOA on a successful block party.

Mayor Pro Tem Gallelli stated that the Town Council needed to be respectful of others. When Councilors were acting in a disrespectful manner, it was the responsibility of the other Town Councilors to correct them.

### 10. Councilor Lehning

Councilor Lehning wanted Town Manager, Sean O'Keefe, to craft a letter to the Lake-Sumter MPO and Florida DOT requesting a study on creating a bypass road around the Town.

## 11. Councilor Miles

Councilor Miles gave an update on the status of the land acquisition off of Number Two Rd. The Town's legal team was still in negotiations with the prospective land donor about the location of the park that would be in their name and other issues. Councilor Miles was hopeful that something could be brought before the Council soon.

Councilor Miles wanted a status on the proposed Pine Park. Morgan Cates, Public Works Director, stated that he was still working with the Parks and Recreation Board, but that they still wanted a bike trailhead and pickleball courts on that location.

Councilor Miles mentioned that he had seen that 663 Avila Place was up for sale again. Councilor Miles wanted to make sure that the house was safe for habitation as it had major problems with sewer backups.

## 12. Councilor Lannamañ

Councilor Lannamañ had nothing to report.

## 13. Mayor MacFarlane

Mayor MacFarlane stated that she had looked into it, and there were no Florida Statute requirements that meeting agendas and packets were required to be sent out one week before the meetings.

Mayor MacFarlane stated that she believed that a map survey of the Town needed to be a priority in the coming year. Mayor MacFarlane stated that she would also like to know the current number of rooftops in the Town and the official 2020 census numbers.

Mayor MacFarlane stated that the Town Council may want to look at sending out information to the "old parts" of the Town on how those residents could add a second meter for the sole purposes of irrigation.

**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.*

**Tim Everline, 1012 N. Lakeshore Blvd.** – Mr. Everline asked where the 5-acre parcel was that the Town might be receiving by donation.

**Andi Everline, 1012 N. Lakeshore Blvd.** – Mrs. Everline spoke about two boys in wheelchairs that use the sidewalk down Lakeshore Blvd. Mrs. Everline stated that the sticks that fall off the crepe myrtle trees get caught in their chairs and people should move the sticks off the sidewalks when they see them there.

**Ann Griffin, 215 E Laurel Ave.** – Ms. Griffin said that residents were not picking up the waste from when they walk their dogs and asked residents to please pick up after their pets.

Councilor Miles suggested that the Town look into installing dog waste poles that he has seen in other towns.

**Joshua Husemann, 671 Avila Pl.** – Mr. Husemann stated that the builder had installed a wastewater grinder pump at 663 Avila Pl. in an effort to take care of that house's wastewater problems.

**Banks Helfrich, 910 Sams Lake Rd, Clermont Fl.** – Mr. Helfrich spoke about the themes of character and integrity. Mr. Helfrich volunteered to be a moderator for the Town's October 30<sup>th</sup> Town Hall if they wanted him.



**Todd Hawkins, 1110 N Lakeshore Blvd.** – Mr. Hawkins was excited about the meeting and looked forward to long-term solutions on the Town’s development problems.

**George Brown, Police Lieutenant, and Events Committee Chair** – Lt. Brown announced an October 3<sup>rd</sup> Events Committee meeting and thanked everyone for their assistance.

**ADJOURNMENT**

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

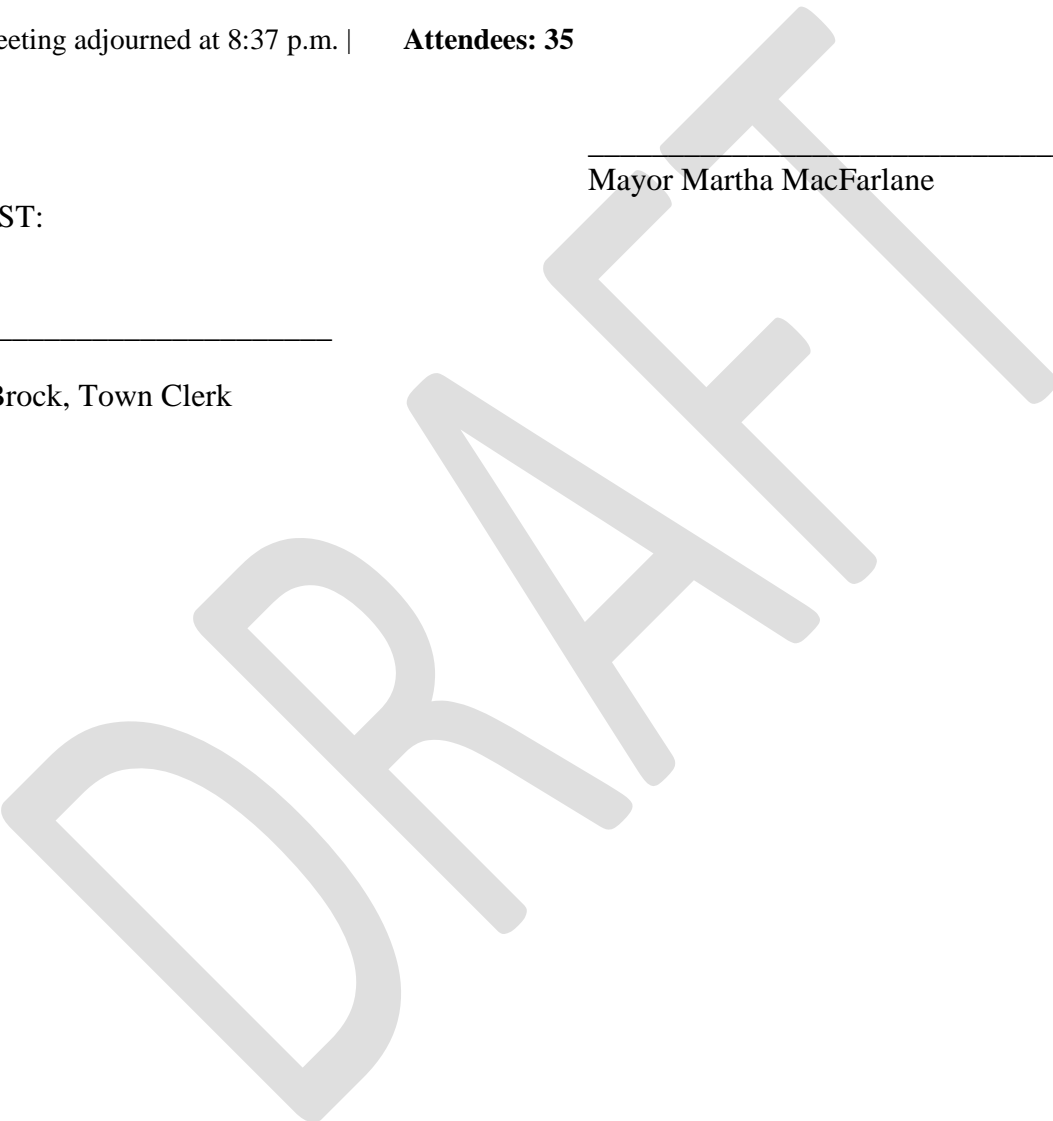
The Meeting adjourned at 8:37 p.m. | **Attendees: 35**

\_\_\_\_\_  
Mayor Martha MacFarlane

ATTEST:

\_\_\_\_\_

John Brock, Town Clerk





**Town Council Public  
Hearing on Final Budget  
and Millage Rate**

**September 25, 2023 at 5:05 PM  
Howey-in the-Hills Town Hall  
101 N. Palm Ave.,  
Howey-in-the-Hills, FL 34737**

**MINUTES**

Mayor MacFarlane called the Town Council Meeting to order at 5:05 p.m.  
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.

**ROLL CALL**

Acknowledgement of Quorum

**MEMBERS PRESENT:**

Councilor Reneé Lannamañ | Councilor David Miles | Councilor George Lehning | Mayor Pro Tem Marie V. Gallelli | Mayor Martha MacFarlane

**STAFF PRESENT:**

Sean O’Keefe, Town Manager | John Brock, Town Clerk | Rick Thomas, Police Chief | Tom Wilkes, Town Attorney | Tom Harowski, Town Planner | Morgan Cates, Public Works Director | George Brown, Police Lieutenant

**Confirmation of Meeting Notification and acknowledgement of Quorum was completed.**

**PUBLIC HEARING**

1. Consideration and Approval: **Resolution 2023-010 - Final Millage Rate**

Martha MacFarlane, Mayor, read Resolution 2023-010 by title only and the following statements.

**RESOLUTION NO. 2023-010, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA; ADOPTING A FINAL MILLAGE RATE OF 7.50 FOR THE TOWN OF HOWEY-IN-THE-HILLS, LAKE COUNTY, FLORIDA FOR AD VALOREM TAXES FOR FISCAL YEAR 2024; PROVIDING FOR AN EFFECTIVE DATE.**

- The Taxing Authority is the Town of Howey-in-the-Hills.
- The Rolled-Back Rate is 6.5274 mills.
- The percentage over the Rolled-Back Rate is 14.90%, which is the percentage increase in property taxes.
- The proposed Millage Rate to be levied is 7.500.

Mayor MacFarlane opened Public Comment and Questions for this issue only.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline had questions about the rolled-back rate.

Mayor MacFarlane closed Public Comment and Questions.

Mayor MacFarlane opened Councilor Comment and Questions for this issue only.

Councilor Miles made a motion to approve Resolution 2023-010 but amend the Final Millage rate in the resolution to 7.450; this was seconded by Councilor Lehning.

Mayor MacFarlane stated that she would prefer that the Town Council would not reduce the millage rate this year and would prefer to see the money spent on fixing parks or repairing roads.

Councilor Miles stated that the 0.050 reduction in the millage rate would reduce the Town's gross revenue by less than \$9,000. Councilor Miles stated that he thought the Town Council could afford to give \$9,000 back to the residents of the Town. Councilor Miles stated that it was his belief that the Town Council needed to work to continually reduce the millage rate. Councilor Miles stated that the current budget had a surplus of approximately \$28,000 and that this millage rate reduction would reduce that number by just \$9,000. Councilor Miles stated that, ultimately, he would like to see the Town millage rate below 7.000.

Mayor MacFarlane stated that she thought a substantial lowering of the millage rate could occur the next year due to Talichet neighborhood maturing and making a substantial impact.

Councilor Lannamañ stated that she would like to see a reduction in the Town's millage rate next year, but this was not the year to do it. Mayor Pro Tem Gallelli agreed with Councilor Lannamañ stating that next year would be the year to reduce the Town's millage rate.

Town Manager, Sean O'Keefe, stated that the 0.050 millage rate reduction would reduce the Town's budget by \$8,915.85.

**Motion made by Councilor Miles to approve Resolution 2023-010 but amend the Final Millage rate to 7.450; Seconded by Councilor Lehning. Motion failed by roll-call vote.**

**Voting**

**Yea:** Councilor Miles, Councilor Lehning

**Nay:** Councilor Lannamañ, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Motion made by Mayor MacFarlane to approve Resolution 2023-010, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA; ADOPTING A FINAL MILLAGE RATE OF 7.50 FOR THE TOWN OF HOWEY-IN-THE-HILLS, LAKE COUNTY, FLORIDA FOR AD VALOREM TAXES FOR FISCAL YEAR 2024; PROVIDING FOR AN EFFECTIVE DATE; seconded by Councilor Lannamañ. Motion was approved by roll-call vote.**

**Voting Yea:** Councilor Lannamañ, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** Councilor Miles

2. Consideration and Approval: **Resolution 2023-011 - Final Budget**

Martha MacFarlane, Mayor, read Resolution 2023-011 by title only and the following statements.

**RESOLUTION NO. 2023-011, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA; ADOPTING A FINAL BUDGET FOR THE TOWN OF HOWEY-IN-THE-HILLS, LAKE COUNTY, FLORIDA FOR FISCAL YEAR 2024 AND PROVIDING AN EFFECTIVE DATE.**

• The Final Budget for the Town of Howey-in-the-Hills for Fiscal Year 2024 to be adopted by Fund Department is as follows:

- General Fund in the amount of \$2,555,938.
- Infrastructure fund in the amount of \$273,355.
- Enterprise fund in the amount of \$6,943,736.
- Police Pension Fund in the amount of \$198,423.
- Police Advanced Training Fund in the amount of \$3,000.
- Water Impact Fee Fund in the amount of \$1,162,653.
- Parks & Rec Impact Fee Fund in the amount of \$738,000.
- Police Impact Fee Fund in the amount of \$738,000.
- Road Impact Fee Fund in the amount of \$1.
- Wastewater Impact Fee Fund in the amount of \$1.
- Stormwater Impact Fee Fund in the amount of \$1.
- Building Services in the amount of \$679,565.
- Tree Fund in the amount of \$1,000.
- Total all Funds \$13,293,673.

Mayor MacFarlane opened Public Comment and Questions for this issue only.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline stated that the Town has budgeted too many expenditures based on proposed sales in developments. Mr. Everline said that he was not a fan of big government. Mr. Everline reminded the Town Councilors to remember their neighbors that were on fixed incomes.

Mayor MacFarlane closed Public Comment and Questions.

Mayor MacFarlane opened Councilor Comment and Questions for this issue only.

**Motion made by Councilor Lannamañ to approve Resolution 2023-011, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA; ADOPTING A FINAL BUDGET FOR THE TOWN OF HOWEY-IN-THE-HILLS, LAKE COUNTY, FLORIDA FOR FISCAL YEAR 2024 AND PROVIDING AN EFFECTIVE DATE; seconded by Mayor Pro Tem Gallelli. Motion was approved by a roll-call vote.**

**Voting**

**Yea:** Councilor Lannamañ, Councilor Lehning, Mayor Pro Tem Gallelli, Mayor MacFarlane

**Nay:** Councilor Miles

**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.*

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline stated that he was concerned with the Town's budget being too high.

**ADJOURNMENT**

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

The Meeting adjourned at 5:26 p.m. | **Attendees: 28**

\_\_\_\_\_  
Mayor Martha MacFarlane

ATTEST:

\_\_\_\_\_

John Brock, Town Clerk

DRAFT

Howey in the Hills Town Hall Meeting  
 October 30, 2023  
 6pm – 8pm  
 (time lapse is important to filter out redundancy)

Let's Work Together

**Purpose:**

To learn from the citizens of Howey in the Hills:

- what would they like to see accomplished moving into fiscal year 2024-2025?
- Development to a Town or City is key in its sustainability, what is their definition of “sustainability”?
- Do you think the Town should move forward with building a water plant to be maintained and ran by Howey in the Hills?
- Name two (2) concerns you have regarding the well-being and sustainability of Howey in the Hills.

**Introduction:**

This meeting is for you, the citizen, the taxpayer, the homeowner... We want to hear from you. {still developing this narrative}

**Before the Meeting**

- Create and stick to the agenda.
- Identify strong moderator. This person needs to have grasp on subject matters and keep the conversation on topic.
- Identify timekeeper.
- Encourage attendees to submit comments ahead of time via card fill method.
- Goal of meeting is to collect feedback and input.

**During the Meeting**

- Explain the main purpose of
- Each public comment is relegated to 5 minutes.
- Welcome attendees and thank them for attending.
- Agenda available to everyone.
- Remind everyone the rules of engagement. This is to make sure as many people as possible can have their voice heard.
- Do not allow a vocal minority to dominate the conversation.

- Pay attention to answers and ask probing follow-up questions. This indicates to the citizen they were heard. Example of “probing question” *For clarity, I hear you saying...*

### **After the Meeting**

- Assign follow-up responsibilities to make sure nothing slips through cracks.
- Set a date for follow-up meeting, people need to know that the Town government really listened, and they were heard.
- {{still developing}}

DRAFT

## **RULES OF ENGAGEMENT**

- We must adhere to the 5-minute public comment.
- Participate with intention and focus on the subject matter.
- Courtesy and respect are key...although we may not agree, everyone is entitled to their opinion.
- Appreciate the diversity of perspectives and listen to what others are saying without interrupting or speaking over them.
- Speak respectfully and calmly without attacking or belittling others.
- When moderator and timekeeper indicate time is up, please comply.
- Understand that many questions or concerns may not get answered or completely answered in this session.





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

## MEMORANDUM

**TO:** Howey-in-the-Hills Planning Board  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Land Development Code Amendments  
**DATE:** May 23, 2023

This report presents a series of proposed amendments to the Land Development Code for consideration by the Board. The proposed amendments come from several sources including Town staff, Code Enforcement, previous directions from the Planning Board and directives from the Town Council. The Planning Board is asked to provide a recommendation on the suggested amendments which will then be put in ordinance form for consideration by the Town Council. (Note: Proposed additions are underlined, and deletions are marked by a strike-through. Changes are in red text for easier identification.)

### Flag Poles

#### Source: Code Enforcement

The code currently includes a provision for flagpoles, but the Code Enforcement Officer has requested more specific provisions to allow for more clarity on flagpoles and to improve the ability of code enforcement to address complaints should they arise. The proposed revision is as follows:

#### 5.01.11 Flagpoles

- A. Residential single-family properties are allowed to have one flagpole not to exceed twenty (20) feet in height above finished grade or extend no more than ten (10) feet from any building to which it is associated.
- B. Residential developments that are at least ten (10) acres or mor are allowed to have up to three (3) flagpoles, not to exceed thirty (30) feet in height, at each entrance that provides ingress/egress of an arterial or collector road, provided there is at least 300 square foot separation between entrances. Four additional flagpoles may be allowed, not to exceed 30 feet in height, within the common area of the development provided that the flagpoles are not visible to motorists along any frontage roadway.
- C. Two flags are allowed to be displayed on a single flagpole. Individual flags displayed on the flagpole shall not exceed twenty-five (25%) of the height of the flagpole.
- D. Flagpoles shall have a minimum five (5) foot setback from all property lines.

E. Flagpoles shall not be located within required buffers but may be located within required yards.

F. All flagpoles fifteen (15) feet or higher require a permit from the Town.

G. American flags should be flown in accordance with the U.S. Flag Code.

~~Flagpoles shall conform to the maximum height limits established for the zoning classification where they are located. Individual flags displayed on the pole shall not exceed twenty-five (25%) percent of the height of the flagpole. Flagpoles shall not be located within required buffers but may be located within required yards.~~

Note: The ratio of flag size to flagpoles size at 25% is the official ratio established for display of the American flag. The regulation uses this ratio for all flags.

### **Moveable Storage Units**

#### **Source: Code Enforcement**

Two changes are proposed to this section . One is to correct the reference to the visibility triangle at street and driveway intersections. The Town code does not currently include a clear rule on visibility triangles, and one is proposed in this amendment package. The second is to change the period a storage unit can be placed on site from 14 to 30 days. Typically the rental term for a storage unit is one month.

#### **5.02.06 Movable Module Storage Units**

Movable module storage units (called “storage pods”) are permitted temporary structures, provided that such structures are located in compliance with the following standards:

- A. A temporary use permit shall be obtained.
- B. The duration of the temporary use permit shall be limited to ~~fourteen (14)~~ thirty (30) days per lot per year.
- C. The storage pod may be placed on a paved or unpaved surface. When the temporary use permit authorizes location of the storage pod on an unpaved surface, the permit shall be conditioned upon the requirement that grass, sod, or landscaping shall be restored after removal of the storage pod.
- D. The storage pod may be placed in a front or rear yard. Placement in a side yard is prohibited.
- E. The storage pod shall not be placed within an easement, stormwater area, or required buffer.
- F. The storage pod shall be placed at least ten (10) feet from any property line.
- G. The storage pod shall not obstruct pedestrian access.
- H. The storage pod shall not be located within the clear visibility area at street intersections as set forth in Section ~~7.01.08~~ 7.04.04.
- I. The storage pod shall not exceed a maximum size of sixteen (16) feet in length and eight (8) feet in width.

## Townhome Parking Requirements

### Source: Planning Board

During the review of the townhome project in Venezia South, the Planning Board recommended the code be revised to require a minimum two-car garage for townhouse units. The proposed amendment is as follows:

#### **2.03.03 Townhomes**

A. In order to support increased densities in the Town Center Overlay, townhome construction is permitted in areas designated as Town Center Residential (TC-R), Town Center Flex (TC-F) or Town Center Commercial (TC-C). All townhomes shall meet the density limits allowed by the underlying land use classification and shall meet the dimensional requirements as follows:

#### B. Dimensional Criteria

1. Maximum building height is 2 ½ stories and 30 feet
  - a. Building-mounted appurtenances such as belfries, chimneys, cupolas, and antennas used for domestic purposes, or other appurtenances usually placed above roof level and not used for human occupancy, may exceed the maximum building height by 10 feet.
2. Maximum impervious surface is 40%
3. Maximum of 4 dwelling units per acre
4. Minimum lot size for townhomes is 5,000 square feet.
5. Minimum lot width is 50 feet for exterior townhome lots, and 35 feet for interior townhome lots
6. Minimum lot depth is 120 feet
7. Minimum front yard setback is 25 feet (15 feet if the lot includes a recessed or detached garage at least 25 feet from the front lot line)
8. Minimum street side yard setback is 25 feet
9. Minimum side yard (interior) setback is 15 feet (no side setback for interior townhome units)
10. Minimum rear yard setback is 25 feet for principal dwelling, detached garage, or accessory dwelling. Rear yard setback for sheds, workshops, pools, play structures, and other similar accessory structures is 10 feet.
11. Setbacks do not pertain to boathouses, docks, or fences.
12. Minimum square footage of townhomes is 1,200 square feet (air-conditioned, not including garage).
13. Townhomes shall have a two-car garage (a minimum of 400 square feet) and a driveway that measures a minimum of 16-foot wide and 20-foot long from the right-of-way to the garage.

**Maintenance of Plant Materials**  
**Source: Code Enforcement**

Revisions recommended in arborist report.

***7.09.02 Maintenance of Plant Materials***

- A. Property owners and/or their agents shall be jointly and severally responsible for the maintenance of all landscaping in good appearance, free of refuse and debris. This includes newly installed landscapes as well as those older established landscapes.
1. Replacement of substandard plant materials. All unhealthy and dead plant materials shall be replaced within 30 days in conformance with the approved site or landscape plan. Failure to replace the plant material within 30 days shall constitute a violation and be regulated through code enforcement.
  2. Proper Pruning. Proper pruning practices as stated in the ~~National Arborist Association's (NAA) Pruning Standards for Shade Trees~~ ANSI Standard 300 Part 1 (Pruning) or equal are required by this LDC. The practice of "topping" or "hat-racking" is considered unacceptable by the NAA standards. In compliance with these standards, every effort shall be made to cut back to a lateral at least one-third to one-half the diameter of the parent limb or leader that is being removed. Cuts not made to a suitable lateral, sometimes called topping cuts, shall not be permitted. Street tree canopy over sidewalks shall be maintained with a ten (10) foot height clearance.

**Approved Tree and Plant List**  
**Source: Town Council and Code Enforcement**

This proposed amendment modifies the list of approved trees and plants for landscaping and buffers. Two additional trees are added to the list of acceptable canopy trees, the laurel oak is reclassified as a qualified street tree, and understory trees are modified with some deletions and additions. These revisions are in part driven by recommendations of an arborist who reviewed the Town's tree regulations and provided recommendations. This revision in the canopy trees has been driven in part by tree replacement code enforcement actions in the Venezia neighborhood. The amendment also includes a rule for palm trees proposed to replace shade trees in residential and commercial settings. Shade or canopy trees are used to provide a shading canopy which is not generated by an individual palm tree. By requiring a grouping of palm trees when proposed to replace shade trees, the intended effect is to provide a broader canopy by requiring a grouping of palms.

## APPROVED TREE AND PLANT LIST

Table 7.10.00 Approved Tree and Plant List

Canopy Trees	Understory Trees	Aquatic Plants	Shrubs	Ground Cover	Turf
Bald Cypress	American Holly	Arrowhead	American Beauty Berry	Aloe	Bahia
<del>Laurel Oak*</del>	Chickasaw Plum	Arrowroot	Cherry Laurel	Chinese Juniper	Bermuda
Live Oak *	Crape Myrtle	Bald Cypress	Fetterbrush	Coontie	St. Augustine
Longleaf Pine	Dahoon Holly	Blue Flag Iris	Firebush	Day Lily	Zoysia
Red Maple	Date Palm	Buttonbush	Florida Anise	Dwarf Yaupon Holly	
Shumard Oak	<del>Drake Elm</del>	Cinnamon Fern	Gallberry	English Ivy	
Slash Pine	East Palatka Holly	Duck Potato	Indian Hawthorne	Florida Lantana	
Southern Magnolia *	<del>Flowering Dogwood</del>	Fragrant White Water Lily	Ligustrum	Lirope	
Sweet Bay	Ligustrum	Golden Canna	Ligustrum	Mondo Grass	
Sweetgum	Loquat	Maidencane	Native Azaleas	Society Garlic	
Sycamore	Sabal/Cabbage Palm	Pickereel Weed	Pampas Grass	Wandering Jew	
<del>Water Oak</del>	Savannah Holly	Pond Cypress	Pink Muhly Grass	Perennial Peanut	
<del>Drake Elm*</del>	<del>Washington Palm</del>	Sawtooth fern	Pittosporum	Beach Sunflower	
<del>Sweet Bay* Magnolia</del>	<del>Wax Myrtle</del>	Soft Rush	Podocarpus	Dwarf Asiatic Jasmine	
	<del>Weeping Bottlebrush</del>	Swamp Hibiscus	Sandanka Viburnum		
	Winged Elm		Saw Palmetto		
	Yaupon Holly		Silverthorn		
	<del>Natchez Crepe Myrtle</del>		Simpson Stopper		
	<del>Purpleleaf Plum</del>		St. Johns Wort		
	<del>Medjool Date Palm</del>		Star Anise		
	<del>Bamboo Palm</del>		Sweet Viburnum		

\*Live Oaks, Laurel Oaks and Southern Magnolias are the ~~two~~ three approved Street Tree species in the Town of Howey in the Hills. Drake Elm and Sweet Bay Magnolia may be used where planting space is at a premium. Other trees may also be requested as street trees and will be considered on a case-by-case basis depending on the site conditions. ~~Palms in clusters may be used as canopy trees, but not in excess of 10 percent of the total required canopy trees for the site.~~ Palms

may be used to replace shade trees in clusters of three trees for residential parcels and five trees for commercial parcels. Palms may not be used as substitutes for street trees. Palms may be applied as accent trees in addition to shade trees; as part of a thematic project design; and as an alternative to understory trees when integrated into planting beds.

Plants that do not appear on the above table may also be used if they are recommended by one of the following agencies:

1. The St. Johns River Water Management District,
2. The University of Florida, IFAS (Institute of Food and Agricultural Sciences) Extension, or
3. The Florida Department of Environmental Protection, Bureau of Aquatic Plant Management.

#### ***7.10.01 Prohibited Plant List***

The following trees and plants are prohibited:

- A. Acacia
- B. Albizia Julibrissin (mimosa or silk tree)
- C. Australian Pine
- D. Brazillian Pepper Tree
- E. Camphor
- F. Castor Bean
- G. Chinaberry
- H. Chinese Tallow
- I. Ear Tree
- J. Eucalyptus
- K. Hydrilla
- L. Monkey Puzzle
- M. Punk Tree
- N. Rice Paper Plant
- O. Silk Oak
- P. Taro
- Q. Water Hyacinth
- R. Ailanthus (tree of heaven)

Also prohibited are those plant species prohibited by the Florida Department of Environmental Protection, the Florida Department of Agriculture and the plants listed as invasive by the Florida Exotic Pest Council. Trees on the Prohibited Plant List are exempt from the tree protection requirements of this chapter.

#### **Tree Protection**

**Source: Code Enforcement**

Revisions recommended in arborist report.

### 7.11.01 Tree Protection

- A. No application for a building permit, land clearing permit, site development permit, subdivision development permit, or grading and filling permit may be issued by the Building Official until the site inspector has visited the site and determined that the tree protection measures are in place in accordance with this chapter and the approved site or subdivision plans. Tree protection shall meet the standards of ANSI Standard A300 Part 5.
- B. During construction, to ensure the health and survival of protected trees that are not to be removed, the developer shall avoid the following types of tree injuries during all development activities:
1. Mechanical injuries to roots, trunk, and branches. To protect against mechanical injuries to roots, trunk, and branches:
    - a. All existing trees that are to remain shall have barriers constructed around the tree at the drip line or around the combined drip line of any clumps of trees. Barriers are to be inspected by the Town prior to the start of any construction.
    - b. The minimum size of such wood barrier fencing shall be two inches (2") by four inches (4") and the top of the barrier shall be a minimum of four feet (4') high. Another acceptable means of barricading trees is the use of orange plastic construction fence, four feet (4') high, and supported every eight feet (8') by a No. 5 rebar, driven into the ground. Fencing shall be securely attached to rebar by the use of nylon zip ties or twisted wire. Barricades must be taut and perpendicular to the ground. No construction activity, cuts, fill, debris disposal or vehicular traffic is to take place within this area. Additionally, the storage or placement of material, machinery, or other construction equipment or substances is prohibited within the drip line area.
    - c. Any waiver or request to construct barriers within the drip line shall be reviewed by the Town. The request must be accompanied by a report from a qualified arborist. Where drip lines of existing trees overlap, the orange mesh fencing or the wood barriers shall be erected around the outer perimeter of the combined drip lines.

### Turf Grass Percentage

#### Source: Code Enforcement

This amendment is to correct a discrepancy between the allowable percentage of turf grass allowed as lawn area. The allowable percentage is reported as 50% in one code location while the water conservation rules require 60% as drought tolerant plants. Essentially this is 40% irrigated turf grass. The 60% figure was added to the code when amendments were made for water conservation provisions, and the recommendation is to use the smaller allowance. Note that the portion of public right-of-way adjacent to a residential lot may be irrigated turf grass.

### 7.08.01 Required Landscaping

F At least ~~50%~~ 60% of the landscaped area for each single-family lot shall be drought tolerant or Florida Friendly plants. Florida Friendly plants require a minimum of irrigation and shall be grouped together on the lot in order to reduce the irrigation requirement for those zones. Turf area may exceed 40% if the turf area over 40% is unirrigated.

(NOTE: The percentage of lot area allowed for turf grass is revised to conform to Section 7.04.01 Florida Water Star Program.)

#### Workshop Definition and Rule

Source: Town Administrative Staff

The code on accessory structures includes a reference to a “workshop” and implies the rules for locating a workshop are different than for a storage shed. The proposed rule defines a workshop and requires that the location conform to the rules for storage sheds.

#### 5.01.10 Workshops

A workshop is an accessory structure used for actively pursuing a craft or hobby such as pottery, woodcraft, etc. A workshop shall be served by electricity and shall conform to the standards for storage sheds (5.01.09) and to the standards for all accessory structures (5.01.03).

(NOTE: Sections 5.01.10 Docks, Piers and Wharfs and Section 5.01.11 Flagpoles will be renumbered if this provision is added to the land development code.)

#### Visibility Triangle at Street and Driveway Intersection

Source: Code Enforcement

Regulating the placement of landscaping and other potential obstructions in the areas where drivers need to see ongoing traffic before entering a road are common safety rules in most ordinances. The Town’s code did not include a clearly stated requirement for protection of the visibility area, although there has been enforcement of the visibility need through the review of landscape plans. This code amendment will clarify the requirement and provide a sketch of the landscaped area to help property owners and designers comply with the requirement.

### **7.04.03 Landscaping Non-Single-Family Accessory and Secondary Structures**

- A. If accessory structures or any sides of accessory structures are visible from public or private streets or parking areas, those structures or sides of structures shall be landscaped. If the accessory or secondary structure includes offices or customer areas, the structure shall be landscaped under the same requirements as section 7.04.01 (primary structures). If the accessory structure is used for storage or non-customer work areas, landscaping shall be designed to screen

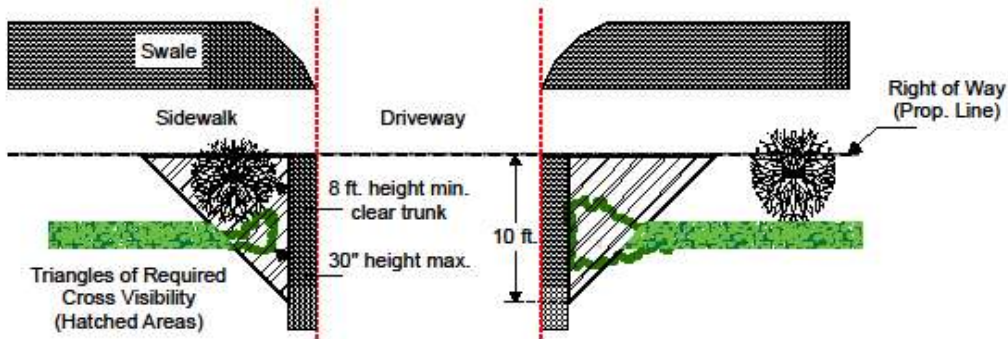


visible outdoor mechanical equipment and to provide visual interest along the facades visible from streets or parking areas.

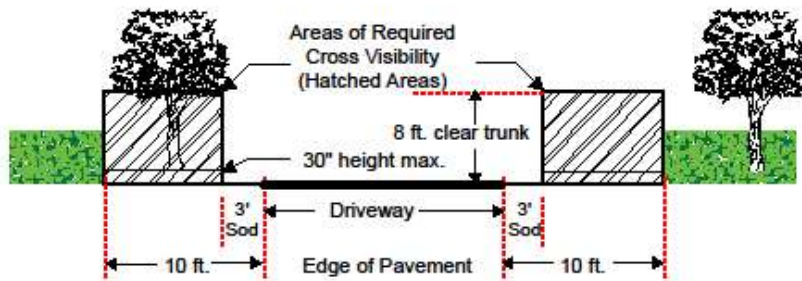
- B. Solid Waste Refuse Facilities. All dumpsters shall be enclosed on three sides with a six-foot block enclosure. The enclosure shall be of similar or compatible material to the primary structure such as stucco, brick, or stone. The fourth side (access) shall be screened with an opaque gate. The gate may be of wood or vinyl, but not chain link. The three sides of the enclosure shall be landscaped with bushes or hedges.
- C. Signs. Ground signs for non-residential areas shall be landscaped at the base with a minimum of 2 square feet of landscape material for every 2 feet of sign face. The irrigation system shall accommodate this landscaping.

#### **7.04.04 Visibility Triangle at Intersections**

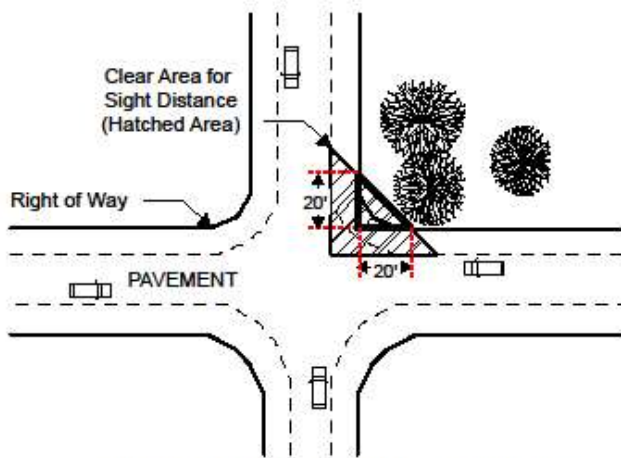
In order to preserve visibility at intersections of streets and at intersections of driveways with streets, a visibility triangle shall be provided as shown in the following diagram.



**PLAN : Intersection of Driveway and Street**



**CROSS SECTION A-A : Intersection of Driveway and Street**



**PLAN : Local Roadway in Subdivision**

**Tree Removal Permit Amendment**  
**Source: Code Enforcement**

In 2021 the Florida legislature adopted a law that pre-empts some local permitting requirements for tree removal. For single-family homes, a local government cannot require a permit to remove any tree that is certified by a qualified arborist as being diseased, damaged, or otherwise a threat to the property. The proposed amendment requires the property owner to submit a copy of the arborist's report to document the status of the tree to be removed. Otherwise a permit will be required to allow removal of the tree.

**7.12.01 Permit Required**

- A. Any person who proposes to cut down, move, remove, or destroy any tree, including those on single family lots, shall first obtain a tree removal permit from the Town unless otherwise exempt under F.S. 163.045. Prior to removal of any tree exempt from permitting under F.S. 163.045 the property owner shall provide to the Town a copy of the arborist report required by Section 163.045(2). Requests for tree removal permits shall be made to the ~~Public Works Director~~ Code Enforcement Officer. Trees that are located on vacant, undeveloped land shall not be removed except as permitted through the development of the site. Trees that are on the Town's prohibited tree list may be removed without a permit. Any application for a tree removal permit shall include the following:
1. Property owner's name and daytime telephone number.
  2. Street address and directions to the site.
  3. Type and size of tree proposed to be removed.
  4. Purpose for the tree removal.
  5. Most recently available boundary survey.
  6. General location of the tree on the site.
  7. How many trees remain on the lot or parcel.
- B. When determining whether to permit the tree removal, the following issues will be evaluated:
1. Whether the tree has a potentially hazardous branching structure such as a hollow trunk, low fork in the trunk, or other.
  2. Whether the tree is injured or diseased beyond repair.
  3. Whether there are no viable alternatives to locating structures or driveways on the site.
  4. Whether the tree is impacting the foundation of a house or other building or structure.
  5. Whether the tree poses a threat to traffic visibility.
  6. Whether the tree is negatively impacting a more desirable tree.
  7. Any other issue deemed important by the Town.
  8. Trees that are deemed hazardous or otherwise unsafe shall be allowed to be removed without mitigation. In circumstances where the condition supporting the removal of a tree is not obvious or easily documented by the

Town inspector, a letter from a certified arborist may be required to permit removal. In emergency situations, a hazardous tree may be removed as long as proper documentation in the form of photographs and/or a written opinion from Town staff, accompanies the permit application.

- C. Any trees removed in violation of this chapter shall be deemed to be violations of this Code and subject to all penalty provisions afforded the Town.

### **Definition of Street Tree**

#### **Source: code Enforcement**

The term “street tree” is used in the code but has not been defined in the code. A street tree is a class of canopy tree planted in the right-of-way or on a residential lot as required by Section 7.08.00 Landscaping Individual Residences. Any tree planted and meeting the requirements of a street tree also qualifies as meeting the requirements for canopy trees.

***Canopy Tree*** means a tree, usually with one main trunk, which develops an elevated crown and provides at maturity, a minimum shade crown of thirty feet (30’) in diameter or greater. See also street tree.

***Street Tree*** means any tree meeting the requirements for a canopy tree and planted to meet the requirements for a street tree as required by the code. See also canopy tree.

### **Definition of Primary Façade**

#### **Source: Planning Board**

For single-family residential units, the Planning Board recommended that any building façade facing a yard that abuts a street meet the requirements of a primary façade. The Town has been applying this definition to corner lots and in the case of the Venezia townhome project to through lots. (Townhome architectural detailing follows the same rule as single-family homes.) The amended definition proposed below clarifies that the primary façade rules apply to any building side that faces a street whether as a corner lot, through lot or lot that may face three or more streets. As was noted at the Planning Board meeting where this topic was discussed, recent state law limits the application of design rules to single-family and two-family dwelling to planned unit developments and selected other exemptions such as historic districts.

***Primary Façade*** is the exterior wall of a building that faces a street. ~~Buildings on corner lots have two primary facades.~~ Buildings on lots abutting more than one street including corner lots, through lots, and any lot abutting three or four streets have two, three or four primary facades based on the number of streets fronted by the lot.

## Clear Zone for Utility Meters

### Source: Public Works

The public works staff is encountering problems in the field reading meters and doing maintenance work on potable water meters and reclaimed water meters as property owners install plantings in part to conceal meters. The public works staff is requesting an addition to the LDC to provide for a clear area that is only sod and/or mulch that will allow for full access to the meters. The following language is proposed for addition to the technical requirements for each system in Chapter 8.

8.05.02 L It is the responsibility of all potable water customers to maintain a three-foot area clear of any fences, structures or landscaping other than sod or mulch around meter boxes to allow for access by Town employees for reading, maintenance, and disconnection of service. The meter box may not be buried or obstructed from view. The Town shall not be responsible for any damage to plants, fences or other impediments that are removed in the course of work.

8.05.04 F It is the responsibility of all reclaimed water customers to maintain a three-foot area clear of any fences, structures or landscaping other than sod or mulch around meter boxes to allow for access by Town employees for reading, maintenance, and disconnection of service. The meter box may not be buried or obstructed from view. The Town shall not be responsible for any damage to plants, fences or other impediments that are removed in the course of work.



## Planning & Zoning Board Meeting

June 22, 2023 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

#### BOARD MEMBERS PRESENT

Board Member Richard Mulvany | Board Member Ellen Yarckin | Board Member Shawn Johnson | Board Member Frances Wagler | Vice-Chair Ron Francis III | Chair Tina St. Clair

#### BOARD MEMBERS ABSENT

Board Member Alan Hayes

#### STAFF PRESENT

John Brock, Town Clerk | Tom Harowski, Town Planner | Azure Botts, Code Enforcement Officer

#### CONSENT AGENDA

*Routine items are placed on the Consent Agenda to expedite the meeting. If a Planning & Zoning Board Member wishes 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 May 25, 2023, Planning and Zoning Board Meeting minutes.

**Motion made by Vice-Chair Francis III to approve the Consent Agenda; seconded by Board Member Yarckin. Motion approved unanimously by voice vote.**

#### Voting

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

#### PUBLIC HEARING

2. Consideration and Recommendation: **Amendments to the Land Development Code**

Town Planner, Tom Harowski, introduced and explained this agenda item. Mr. Harowski stated that primarily this amendment package to the Town's Land Development Code (LDC) came from requests

for changes from the Town's Code Enforcement Officer. Mr. Harowski reviewed his staff recommendations report on the package of proposed amendments.

Code Enforcement Officer, Azure Botts, stated that a change needed to be made in the proposed amendment to LDC 5.01.11 (F), it should state that flagpoles over 20 feet, not 15 feet, would require a permit. It was identified that that in 5.01.11 (B), there was a typo in the first sentence, "mor" should have been "more".

When discussion 5.02.06 *Movable Module Storage Units*, Board Member Yarckin asked what if a resident needed more than 30 days. Mr. Harowski suggested that a clause be added to give the ability to extend a permit for "Just Cause".

There seemed to be consensus from the Board that the proposed amendment to 2.03.03 *Townhomes* was appropriate.

There seemed to be consensus from the Board that the proposed amendment to 7.09.02 *Maintenance of Plant Materials* was appropriate. Board Chair St. Clair asked who a resident should speak with if a tree in the Right-of-Way (ROW) was hanging too low. Officer Botts stated that she would get with the Public Works Director to discuss that issue.

Mr. Harowski then reviewed his staff report on proposed amendment to 7.10.00 *Approved Tree and Plant List*. Board Member Wagler suggested that she would like to see this section of the proposed amendment tabled to a future meeting for further discussion. Board Member Johnson disagreed and did not want this section tabled. Board Chair St. Clair agreed with Board Member Johnson about not tabling this section of the proposed amendments. There was a consensus from the remainder of the Board, all but Board Member Wagler, to keep the proposed amendment of 7.10.0 in the package.

There seemed to be consensus from the Board that the remainder of the proposed amendments were appropriate.

Board Chair St. Clair opened Public Comment for this item only.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline did not want the list of approved trees to be changed as he saw this as catering to developers, instead of having developers cater to the Town. Mr. Everline did not think the Board should vote on all the things as one lump sum.

Mr. Everline was concerned about turf. He was concerned about grass on a lot without a building on it, as he believed that empty lots should be allowed to be irrigated.

Mr. Everline was concerned about if the standards for workshops change, will existing workshops be grandfathered in.

Mr. Everline was also concerned about the List of Approved Trees section. He believed that the List of Approved Trees portion of this amendment package should be table for further consideration.

**Larry Morris, 800 N Citrus Ave.** – Mr. Morris was concerned about what would happen when a specific species of tree was being removed off the approved list of trees. Mr. Morris was concerned that those trees would need to be cut down. Mr. Harowski stated that existing trees would be grandfathered in.

**Tim Everline, 1012 N Lakeshore Blvd.** – Mr. Everline was concerned about roll-off waste containers being part of the 5.02.06 *Movable Module Storage Units* regulation. Mr. Everline stated that contractors sometimes needed roll-off dumpsters for months while reconstruction projects were ongoing. Officer Botts stated that roll-offs were not part of the proposed amended regulations.

**Joshua Husemann, 671 Avila Pl.** – Mr. Husemann stated that he believed that tree spacing should be regulated somewhere in the LDC. Mr. Husemann also stated that he would like to see storage sheds allowed outside of the footprint of the house.

**Larry Morris, 800 N Citrus Ave.** – Mr. Morris is concerned that his water utility meter box is sinking into the ground and has sunk about eight or ten inches into the ground. Board Chair St. Clair recommended to Mr. Morris that he speak with the Public Works Director, Morgan Cates, about the issue of his water meter box sinking.

Seeing no further public comments, Board Chair St. Clair closed Public Comment for this item.

**Motion made by Vice-Chair Francis III to independently vote on each section in the proposed Amendments to the Land Development Code; seconded by Board Member Wagler. Motion passed unanimously by voice vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Ron Francis III, Chair St. Clair

**Nay:** None

**Section: 5.01.11 *Flagpoles.***

**Prior to the vote, Mr. Harowski reminded the board that they had fixed the typo and changed the height of flagpoles requiring a permit to over 20 feet.**

**Motion made by Vice-Chair Francis III to approve Section 5.01.11 Flagpoles with the 2 edits Mr. Harowski had stated; seconded by Board Member Mulvany.**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 5.02.06 *Movable Module Storage Units***

**Prior to the vote, Mr. Harowski reminded the board that they had revised the proposed amendment, that under 5.02.06 (A) they had added language to allow permits to be extended for Just Cause.**

**Motion made by Vice-Chair Francis III to approve 5.02.06 Movable Module Storage Units with the edit Mr. Harowski had stated; seconded by Board Member Yarckin.**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None



**Section: 2.03.03 Townhomes**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.09.02 Maintenance of Plant Materials**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.10.00 Approved Tree and Plant List**

**The section passed by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Vice-Chair Francis III, Chair St. Clair

**Nay:** Board Member Wagler

**Section: 7.10.01 Prohibited Plant List**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.11.01 Tree Protection**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.08.01 *Required Landscaping***

**The section passed by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Chair St. Clair

**Nay:** Vice-Chair Francis III

**Section: 5.01.10 *Workshops***

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.04.04 *Visibility Triangle at Intersections***

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: 7.12.01 *Permit Required***

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: *Definition of Street Tree***

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: Definition of Primary Façade**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**Section: Clear Zone for Utility Meters 8.05.02 (L) & 8.05.04 (F)**

**The section passed unanimously by roll-call vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

**OLD BUSINESS**

None

**NEW BUSINESS**

3. Consideration and Approval: **Rescheduling the August 2023 Planning and Zoning Board Meeting**

Town Planner, Tom Harowski, stated that, for personal reasons, he would be unable to attend the August 2023 regularly scheduled Planning and Zoning Board Meeting. This meeting was scheduled for August 24, 2023. Mr. Harowski asked the Planning and Zoning Board to consider rescheduling the August 2023 meeting.

**Motion made by Vice-Chair Francis III to reschedule the August 2023 Planning and Zoning Board Meeting to August 17, 2023; seconded by Board Member Mulvany. Motion passed unanimously by voice vote.**

**Voting**

**Yea:** Board Member Mulvany, Board Member Yarckin, Board Member Johnson, Board Member Wagler, Vice-Chair Francis III, Chair St. Clair

**Nay:** None

Board Member Wagler asked if the Planning and Zoning Board was still having a joint Workshop in August. Board Chair St. Clair stated that she had not heard any updates. Town Clerk, John Brock, stated that the Town Council was waiting for responses (from the Town Council and Board on amendments to the LDC and Comprehensive plan) that were due at the end of the month before scheduling the next Workshop. Board Chair St. Clair asked for confirmation that those responses were due on the 30<sup>th</sup> of the month and Mr. Brock confirmed that they were.

Board Member Yarckin stated that when the next Workshop did occur, she would like to see it be much more structured and with a clear purpose.

**PUBLIC 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.*

**Tom Ballou, 1005 N Tangerine Ave.** - Mr. Ballou would like to see bigger lots in neighborhoods so there would be fewer problems relating to adding pools and sheds.

**Mercedes Holcomb, 902 N Citrus Ave.** – Ms. Holcomb wanted to know when the Asma Project Rezoning and Comprehensive Plan Amendment would come up before the Planning and Zoning Board for consideration.

**Larry Morris, 800 N Citrus Ave.** – Mr. Morris was not in favor of the proposed Asma Project saying that it would hurt line of vision for traffic moving off of Citrus Avenue and onto State Road 19.

**Joshua Husemann, 671 Avila Pl.** – Mr. Husemann spoke about the last workshop meeting and said that when the next workshop was scheduled, he would like to see it have more structure.



**BOARD COMMENTS**

None

**ADJOURNMENT**

**There being no further business to discuss, a motion was made by Board Member Mulvany to adjourn the meeting; Board Member Johnson seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 7:44 p.m. | **Attendees: 18**

ATTEST:  
  
  
John Brock, Town Clerk

  
Tina St. Clair Chairperson

## Sean O'Keefe

---

**From:** Reneé Lannaman  
**Sent:** Wednesday, October 4, 2023 3:37 PM  
**To:** Sean O'Keefe  
**Cc:** John Brock; Martha Macfarlane  
**Subject:** Request to Add-on Council Meeting Agenda 10.9.23

Good morning Sean/John,

Trust you all are well today...

I am requesting to add **discussion and vote to agenda having Howey Police Department to report to Council**. In my research, it revealed that many of their police departments report to council; due to their unique responsibilities and performance in Town or City government.

Also, in my experience of over 20 years working in an environment within the City of New York that encompassed both uniformed law enforcement and civilian staff members many times communications can be difficult between the two groups of employees. Why? Law enforcement responsibilities, duties, budgets and even thought process is different on many levels. While civilian staff many times do not understand the work that is performed by trained uniform staff and other requirements when incidents occur. During my time of serving in this capacity, we learned having a moderator or liaison team that have experienced working both side of these groups has been successful in deterring and/or mediating:

- EEO Complaints
- Lawsuits
- Internal Affairs Investigations
- Union Actions & Complaints

All of the named bullet points, are disrupters to forward moving progress in any administration and/or city government. I understand that Howey In The Hills is not as vast as NYC government, but many of the internal precautions works in any sized organization.

It is important regardless of any administration, government or private entity that, all employees are consider TEAM members, not subordinates...this is the language is used by many in leaders do not succeed well and leave themselves open to negative allegations. For those of us who lived through turbulent problems that occurred within Howey and private work lives, there were red flags prior to the implosion; but were overrode or ignored without, a plan in place to be proactive as oppose to reactive. Lack of proactivity and short-sightedness is why the Town of Howey are seeking solutions in 2023 on pressing issues such as water and road repairs. As staff expands and grow, consistent policies and procedures is important.

I gave this longer than normal explanation of the "why" for this request, but thought it is something I would like to see happen and the reason why it should happen. Howey In The Hills is growing, expanding on many levels and even moreso in the next 3-5 years. Those in leadership now may not be in place next year or the years to come, but setting a protocol in place builds a strong foundation for the future. The mark of extraordinary leadership is setting good consistent patterns that others will have as a guide for future uses.

It is important to me as a Councilor and taxpayer that the Town of Howey grow and go well in the future. Thank you in advance for your attention with this agenda request to add-on.

Kindest regards,



Dr. Reneé D. Lannaman, Councilor  
Town of Howey-in-the-Hills  
Post Office Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737  
RLannaman@howey.org  
352-449-5610

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from the Town of Howey-in-the-Hills regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. If you do not want your e-mail address released in response to a public records request, contact this office by phone. If you are NOT the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

**From:** [Thomas J. Wilkes](#)  
**To:** [Thomas J. Wilkes](#)  
**Cc:** [Sean O'Keefe](#); [Rick Thomas](#); [John Brock](#)  
**Subject:** Proposal to shift chain of command  
**Date:** Saturday, October 7, 2023 12:23:12 PM  
**Attachments:** [ITEM-Attachment-001-8d58fb8a7f024ad3ba43bfa8dcc5f002.pdf](#)

**Caution:** This email originated from outside the organization. DO NOT CLICK links or open attachments unless you recognize the sender and know the content is safe.

Mayor and Council Members –

This pertains to the agenda item requested by Councilor Lannaman for the October 9 meeting. Councilor Lannaman’s email is attached. There are two points the Town Council may want to consider.

I have sent this email to each Town Council member as a “blind” copy. That will avoid, hopefully, a “Reply All” response by a Council member that might run afoul of the Government in the Sunshine Law. If you reply to this email from me, *please do not copy the other Council members.*

First, I suspect all Town Council members are aware that the Council itself does not have the power to shift the oversight and management of the Police Chief from the Town Manager to the Town Council. That change will require a charter amendment approved by the Town voters. Article 2, subsection 8(c) of the Charter now says, in part, the following:

**(c) Powers and duties of the Town Manager.**

\* \* \*

... The Town Manager's authority and duties include the following:

- (i)(i) To ensure the implementation, administration, and enforcement of all town ordinances and resolutions, as well as all laws the town is charged to enforce.
- (ii)(ii) **To hire and fire all town officers and employees** except the Town attorney. The employment of each town officer shall take effect only upon confirmation by Town Council.
- (iii)(iii) **To oversee, manage, and control all town departments, employees,** agents, and contractors.

Further, subsection 8(j) says in part this:

(j) **Police Department.** The Town shall have a police department. One officer will have the title of Chief of Police. **The Chief will report directly to the Town Manager ....** [All emphasis added.]

The Town Council has the power, of course, to enact an ordinance proposing a charter change, but the change does not take effect unless approved by Town voters at referendum.


Second, this charter arrangement was proposed in 2020 by your charter committee. I would guess the committee proposed the arrangement because it is so prevalent. The vast majority of towns and cities in Florida – perhaps the majority in the nation – with council-manager forms of municipal government place the city manager, not the city council, over the police department and its chief of police. In the strong-mayor forms of government (e.g., Apopka and Orlando) the police chief is appointed by the mayor and reports to the mayor, not to the city council.

True, the police chief in Astatula (a client of our firm) reports to his Town Council, but Astatula has neither a council-manager nor a strong-mayor form of government. It is one of the few municipalities with a pure “council” form of government – no strong mayor and no town manager.

In my years of local-government legal work I cannot recall a city with a council-manager or strong-mayor form of government where the police chief reported to the city council, not to the city manager or strong mayor. Perhaps it occurs in other states, but in my experience not in Florida.

**Thomas J. Wilkes**  
Of Counsel

**T** 407.843.8880  
**D** 407.244.5693  
**M** 321.231.8628  
**F** 407.244.5690



GrayRobinson, P.A. • 301 East Pine Street, Suite 1400, Orlando, Florida 32801



This e-mail is intended only for the individual(s) or entity(s) named within the message. This e-mail might contain legally privileged and confidential information. If you properly received this e-mail as a client or retained expert, please hold it in confidence to protect the attorney-client or work product privileges. Should the intended recipient forward or disclose this message to another person or party, that action could constitute a waiver of the attorney-client privilege. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited by the sender and to do so might constitute a violation of the Electronic Communications Privacy Act, 18 U.S.C. section 2510-2521. If this communication was received in error we apologize for the intrusion. Please notify us by reply e-mail and delete the original message without reading same. Nothing in this e-mail message shall, in and of itself, create an attorney-client relationship with the sender.

In the event this communication contains a discussion of any U.S. federal or other tax-related matters, and unless specifically stated otherwise, this discussion is preliminary in nature and is subject to further factual development and technical analysis. Unless specifically stated otherwise, no part of this communication constitutes a formal legal conclusion or opinion of any kind.





## MEMO

To: Town Council

CC:

From: John Brock, Town Clerk

RE: September 2023 Month-End Town Hall Report

Date: 10/06/2023

### Utility Billing:

#### Top Utility Bill Bad Debt for September 2023

account	last _payment_ amount	last_ payment_ date	comments	current_ charges	past_due_ amount	service_address
0239-00	100	09/29/2023	Meter is locked. Resident is in assisted living, home is empty. Family is paying as they are able	54.52	506.77	607 N LAKESHORE BLVD
0709-00	131.85	07/17/2023	Will be paid in full prior to 10/15/23	122.13	247.02	205 MESSINA PL - POTABLE
0984-00	246.48	08/17/2023	working with resident to keep account current	179.38	148.91	326 TERRACOTTA TER - POTABLE
0710-00	292	06/21/2023	Will be paid in full prior to 10/15/23	77.63	146.97	205 MESSINA PL - IRRIGATION
1251-00	170	08/24/2023	working with resident to keep account current	161.04	143.47	440 AVILA PL - POTABLE
1061-00	262	08/28/2023	working with resident to keep account current	127.04	134.16	201 MESSINA PL - POTABLE
1167-00	262	08/28/2023	working with resident to keep account current	127.04	134.13	409 AMOLA WAY - POTABLE
0767-00	177.35	07/24/2023	working with resident to keep account current	122.6	128.65	325 TERRACOTTA TER - IRRIGATION
0360-00	215.01	08/02/2023	working with resident to keep account current	136.58	128.44	1101 N HAMLIN AVE
0773-00	167.11	09/18/2023	working with resident to keep account current	149.19	127.11	471 BELLISSIMO PL - IRRIGATION
1079-00	127.11	09/06/2023	working with resident to keep account current	127.11	127.11	231 MESSINA PL - POTABLE
1245-00	119.37	08/21/2023	Will be paid in full prior to 10/15/23	127.11	127.11	464 AVILA PL - POTABLE
1305-00	119.37	08/04/2023	Will be paid in full prior to 10/15/23	127.11	119.37	552 BELLISSIMO PL - POTABLE
1329-00	111.5	07/26/2023	working with resident to keep account current	127.11	119.37	548 AVILA PL - POTABLE
0176-00	201.87	08/24/2023	working with resident to keep account current	111.61	109.47	120 E PALMETTO AVE

## Building Permits:

PERMITS	23-Jul	23-Aug	23-Sep	Q4 Totals	Q3 Totals	Q2 Totals	Q1 Totals
Talichet - SFR	4	0	1	5	9	6	17
Venezia Townhome SFR	12	11	5	28	24	0	0
Independent - SFR	0	0	0	0	0	2	2
Bldg Commercial (Sign)	0	0	0	0	1	0	1
Building	1	1	1	3	3	4	7
Doors	1	1	0	2	1	4	0
Electrical	0	0	1	1	3	4	8
Fence	4	2	2	8	7	9	7
Gas	0	0	0	0	0	2	2
HVAC / Mechanical	0	4	3	7	4	4	4
Plumbing	0	0	0	0	1	2	1
Pool/Decks	2	1	3	6	1	2	3
Re-Roof	6	5	2	13	9	15	6
Screen Enclosure	2	0	0	2	4	3	2
Sheds	1	0	0	1	3	0	0
Solar	2	4	4	10	0	6	9
Windows	1	1	1	3	1	5	5
Monthly Totals	36	30	23	89	71	68	74
Monthly Permit Amount \$	\$253,787.35	\$148,008.24	\$ 94,691.23	\$496,486.82	\$299,988.19	\$174,079.07	\$378,007.28
Talichet CO's	0	8	2	10	12	0	3
Independent CO's	0	1	10	11	1	0	0

# Activity Log Event Summary (Cumulative Totals)

Howey-in-the-Hills PD  
(09/01/2023 - 09/30/2023)

<No Event Type Specified>	2	Abandoned 911	1
Alarm Activation	7	Animal Complaint	2
Anti-Social Behavior	25	Arrest	6
Assault & Battery	1	Assist other Agency- Back-up	1
Assist other Agency- In Progress calls	7	Assist other Agency- Medical Call	1
Assist other Agency- Other	4	Assist other Agency- Traffic	4
Attempt to Contact	2	Baker Act	4
Be on the look-out- BOLO	2	Case Follow-Up	6
Citizen Assist	1	Civil Complaint-Legal Advice	6
Disabled Vehicle - Business	1	Disabled Vehicle (DAV)	7
Fire Investigation	1	Golf Cart Registration	1
Hit and Run Crash	1	Juvenile Complaint	2
Noise Complaint	1	Patrol	218
Patrol-Busines	15	Patrol-School	202
Property Check SRO	5	Property Check-Boat Ramp	28
Property Check-Business	51	Property Check-Residence	27
Property Check-Schools/Govt. Bldg.	39	Property Check-Town Property	142
Public Relations	13	Reckless Driver	4
Road Hazard	1	School Threat	1
Security Check Request	3	Sex Offense	1
Sick/Injured Person	6	Suspicious Incident	8
Suspicious Person	5	Suspicious Vehicle	2
Traffic Stop-DUI	1	Traffic Control	1
Traffic Crash	2	Traffic Stop-Civil Citation	68
Traffic Stop-Criminal Citation	4	Traffic Stop-warning	101
Traffic Watch	27	Warrant	1
Well Being Check	3		

**Total Number Of Events: 1,075**

# Case Report

09/01/2023 - 09/30/2023

Case Date	Main Status	Violation Type	Violation Type
9/12/2023	Closed	Overgrowth	Property Maintenance
9/13/2023	Open	Overgrowth	Property Maintenance
9/14/2023	Open	Overgrowth	Property Maintenance
9/14/2023	Open	Parking - Boat	Parking
9/14/2023	Closed	Parking	Parking
9/14/2023	Open	Utility Trailer Parking	Parking
9/14/2023	Closed	Parking on Grass	Parking
9/14/2023	Open	LDC 8.06.01 Exterior Lighting	
9/15/2023	Closed	Camper parked in Driveway	Parking
9/19/2023	Open	No Building Permit	Permits
9/25/2023	Closed	Junk/Trash	Property Maintenance
9/27/2023	Open		Parking

**Total Records: 12**

**10/6/2023**

# Case Report

09/01/2023 - 09/30/2023

Case Date	Date Closed	Main Status	Violation Type	Violation Type
9/12/2023	9/19/2023	Closed	Overgrowth	Property Maintenance
7/18/2023	9/8/2023	Closed	illicit discharge	Storm Water
7/14/2023	9/8/2023	Closed	trash receptacles	Garbage
7/14/2023	9/8/2023	Closed	trash receptacles	Garbage
7/14/2023	9/8/2023	Closed	trash receptacles	Garbage
7/14/2023	9/8/2023	Closed	trash receptacles	Garbage
7/14/2023	9/21/2023	Closed	trash receptacles	Garbage
7/14/2023	9/21/2023	Closed	rash receptacles	Garbage
7/12/2023	9/21/2023	Closed	trash receptacles	Garbage
7/12/2023	9/21/2023	Closed	trash receptacles	Garbage
7/12/2023	9/21/2023	Closed	trash receptacles	Garbage
7/12/2023	9/21/2023	Closed	trash receptacles	Garbage
7/12/2023	9/21/2023	Closed	trash cans	Garbage
7/12/2023	9/21/2023	Closed	exceeds 12 inches	Property Maintenance
7/10/2023	9/26/2023	Closed	grass	Property Maintenance
6/30/2023	9/21/2023	Closed	receptacles	Garbage
6/9/2023	9/21/2023	Closed		Property Maintenance
5/25/2023	9/21/2023	Closed		Property Maintenance
5/1/2023	9/28/2023	Closed	Home occupation	
3/2/2023	9/28/2023	Closed	irrigation	

Case Date	Date Closed	Main Status	Violation Type	Violation Type
3/2/2023	9/28/2023	Closed	irrigation	
3/2/2023	9/28/2023	Closed	irrigation	
2/16/2023	9/28/2023	Closed	Irrigation	
2/2/2023	9/28/2023	Closed	Irrigation	
1/31/2023	9/28/2023	Closed	Bulk	
1/27/2023	9/27/2023	Closed	Rubish	
1/25/2023	9/27/2023	Closed	Bulk	
1/25/2023	9/27/2023	Closed	Bulk	
1/25/2023	9/18/2023	Closed	Bulk	
1/25/2023	9/18/2023	Closed	Bulk	
1/25/2023	9/18/2023	Closed	Bulk	
1/25/2023	9/12/2023	Closed	Silt fencing	
1/25/2023	9/18/2023	Closed	Bulk	
1/25/2023	9/18/2023	Closed	Bulk pick up	
1/9/2023	9/18/2023	Closed	Parking	
1/5/2023	9/18/2023	Closed	Un-permitted shed	
1/4/2023	9/18/2023	Closed	Parking	
1/4/2023	9/18/2023	Closed	Parking	
1/4/2023	9/27/2023	Closed	Parking	
1/4/2023	9/18/2023	Closed	Reflectors	
1/3/2023	9/14/2023	Closed	Parking	
1/3/2023	9/14/2023	Closed	Unlicensed vehicle	
1/3/2023	9/14/2023	Closed	Parking	
1/3/2023	9/14/2023	Closed	Parking	
12/30/2022	9/12/2023	Closed	vehicle storage	
11/18/2022	9/26/2023	Closed	refuse/junk	
7/8/2022	9/12/2023	Abated	grass	
4/27/2022	9/12/2023	Closed	refuse/junk	

Total Records: 49

10/6/2023

# Code Summary Report Activity Type

Item 10.

Activity Date 01/01/2023 TO 09/30/2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row Total
Certified mail	3	3	1	0	0	1	0	0	6	0	0	0	14
Complaint	0	0	0	0	2	0	1	0	0	0	0	0	3
Email	4	0	1	4	1	0	0	0	0	0	0	0	10
Hearing	0	0	0	3	0	0	0	0	0	0	0	0	3
Initial Inspection	30	7	3	4	9	25	2	0	13	0	0	0	93
Meeting	2	0	2	0	0	0	0	0	1	0	0	0	5
Office visit	0	1	0	0	0	1	0	0	0	0	0	0	2
Phone call	4	2	4	3	4	0	4	0	4	0	0	0	25
Posting	0	0	5	1	0	1	0	0	0	0	0	0	7
Prepare documents	2	4	4	1	1	4	6	0	2	0	0	0	24
Re-Inspection	6	30	0	3	4	4	0	0	48	0	0	0	95
Research	14	5	3	6	0	1	0	0	10	0	0	0	39
Scheduled for Hearing	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>Totals:</b>	<b>65</b>	<b>52</b>	<b>24</b>	<b>25</b>	<b>21</b>	<b>37</b>	<b>13</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>321</b>



# Public Works

## September 2023 – Monthly Report

Activity	Location/ Address	Notes
Road Maintenance / Potholes	E. Revels Road	Public Works Staff removed dirt on E. Revels Road.
Street Signs		
Stormwater/Drainage	S. Lakeshore Blvd.,	Public Works Staff filled in washouts along S. Lakeshore Blvd.
Sidewalk Maintenance		
Building Maintenance	Main Water Plant Town Hall/Council Chambers	Contractor cleaned AC Unit, replaced filter, and repaired drain in the storage area. Contractor cleaned carpets in Town Hall/Council Chambers Contractor cleaned AC ducts and AC units at Town Hall.
Grounds Maintenance	Taylor Memorial Cemetery Library Town Hall	PW Staff repaired the rear fence at the Cemetery. PW Staff pulled weeds at Library. PW Staff pulled weeds at Town Hall.
Tree Trimming/Tree Removal/Stump Removal	Town Hall Complex	Contractor trimmed low hanging limbs at Town Hall, Police Department, and Central Park.
Mowing/Weed Eating	Main Water Plant Well # 3 Lakeshore Blvd Cemetery Blevins Park Little Lake Harris Shoreline	Monthly Maintenance mowing, weed eating and edging. Monthly Mowing of Town Right of Way 9 Acre – Town Owned Parcel Weed Eating Little Lake Harris Shoreline
Boardwalk Repairs	Sara Maude Mason Nature Preserve	<b>Sara Maude Boardwalk still closed due to storm damage</b> (see update below)
Pre-Grade Inspections Landscape/Irrigation Inspections Sidewalk Inspections	Talichet  Talichet 2  Venezia Townhomes  In Field Lots	2 – Pre-Grade Inspection - SFR 1 – Final Lot Grading Inspection - SFR 1 – Final Landscape Inspection - SFR 1 – Sidewalk Inspection – SFR  0 – Pre-Grade Inspection – SFR 0 – Final Lot Grading Inspection  5 – Pre-Grade Inspections – Town Home 6 – Final Lot Grading Inspection  2 – Final Lot Grading Inspection
Lot Grading Plan Reviews Landscape/Irrigation Plan Reviews	Talichet Phase 2 Venezia Town Homes	1 – Lot Grading Plan/Landscape/Irrigation Reviews 6 – Lot Grading Plan Reviews



Additional Notes:

- Sara Maude Mason Nature Preserve nature trail is open to the public:
  - The boardwalk will stay closed. (Unsafe for pedestrian traffic)
  - Town Staff is working with FEMA Funding of reimbursement on the cost for repairs to the boardwalk.
  - Public Works Director is preparing an RFP for the Reconstruction of the Sara Maude Mason Boardwalk.



## Public Utilities

### September 2023– Monthly Report

Activity	Location/ Address	Notes
Locates	Throughout Town	34 utility locates
Data log	Throughout Town	6 data logs for rereading and leak checks.
Service Orders	Throughout town	41 service orders
Repairs	Mission Inn and Palmetto	2 service line repairs for leaks and service line replacement



**Library Director's Report  
Marianne Beck Memorial Library  
For the Month of September 2023**

**Statistics for September 2023**

Digital: 143, KOHA: 1728 **Total:** 1,871. 13,353 items in the library. Items borrowed from other libraries: 455, items loaned to other library: 423. There were 88 computer sessions in August. 376 patrons attended programs in September.

In September 28<sup>th</sup>, Lake County BCC approved Appropriations of county funds for member libraries. Howey was awarded \$47,556 for 23/24. This includes an additional \$5,000 per member library to bring the base amount up to \$25,000. Each municipality will receive a monthly payment based on the attached document.

**Funds collected for September:**

**Copies/Fax:** \$47.60 **Fines:** \$52.60 **Total:** \$100.20

**Activities during the month of September:**

Public Works repaired a library parking sign that had been destroyed. They pruned many of the plants in the front of the library.

Hannah and I have been working on planning for the upcoming Halloween Bash. Updates are presented at the Howey events meetings. With Hannah now full time, we are working on dividing the work load more efficiently.

We held 40 programs, meetings and classes in the LEC (Library Education Center) in the month of September. The library was open 26 days in the month of September. The AARP driving class was well received. We have discontinued the Line-Dancing due to lack of interest. We will revisit the class in the New Year. We are working with FOL on an adult spelling bee to be held in January. FOL is hoping to host the Masquerade Ball in October 2024.

Respectively Submitted,  
Tara Hall, Library Director



**Recommended Appropriations of County Funds  
For Member Libraries - FY 23/24**

<i>Formula Per Interlocal Agreement</i>					
<b>Member Library</b>	<b>Base Amount</b>	<b>Circulation for 21/22</b>	<b>% of Circulation</b>	<b>Circulation Allocation</b>	<b>FY 23/24 Appropriation</b>
Eustis Memorial Library	\$25,000	95,261	10.66%	\$96,694.43	<b>\$121,694</b>
Fruitland Park Library	\$25,000	57,130	6.39%	\$57,989.66	<b>\$82,990</b>
Helen Lehmann Mem. Library	\$25,000	11,589	1.30%	\$11,763.38	<b>\$36,763</b>
Lady Lake Library	\$25,000	117,014	13.09%	\$118,774.75	<b>\$143,775</b>
Leesburg Public Library	\$25,000	196,779	22.01%	\$199,740.01	<b>\$224,740</b>
Marianne Beck Mem. Library	\$25,000	22,222	2.49%	\$22,556.38	<b>\$47,556</b>
Minneola Schoolhouse Library	\$25,000	29,465	3.30%	\$29,908.37	<b>\$54,908</b>
Tavares Public Library	\$25,000	84,566	9.46%	\$85,838.50	<b>\$110,838</b>
Umatilla Public Library	\$25,000	40,831	4.57%	\$41,445.40	<b>\$66,445</b>
W.T. Bland Public Library	\$25,000	238,987	26.74%	\$242,583.13	<b>\$267,583</b>
<b>TOTALS</b>	<b>\$250,000</b>	<b>893,844</b>	<b>100.00%</b>	<b>\$907,294.00</b>	<b>\$1,157,294</b>