



## **Parks & Recreation Advisory Board Meeting**

**May 18, 2023 at 6:00 PM  
Howey-in the-Hills Town Hall  
101 N. Palm Ave.,  
Howey-in-the-Hills, FL 34737**

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**Join Zoom Meeting:** <https://us06web.zoom.us/j/86482699430?pwd=dDJ4ckdPeWFZUmJCZYzB0djNZSElUdz09>  
**Meeting ID:** 864 8269 9430 | **Passcode:** 995076

### **AGENDA**

#### **CALL TO ORDER AND ROLL CALL**

#### **APPROVAL OF MINUTES**

- 1.** Consideration and Approval of the April 13, 2023, Parks & Recreation Advisory Board Meeting Minutes.

#### **OLD BUSINESS**

- 2.** Discussion: **Parks Assessment**
- 3.** Discussion: **Staff Parks Update**
- 4.** Discussion: **FY2024 Budget Discussion**

#### **NEW BUSINESS**

- 5.** Consideration and Recommendation: **DEO Technical Assistance Grant**

#### **BOARD COMMENTS**

#### **PUBLIC COMMENTS**

#### **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: **Parks & Recreation Advisory Board Meeting**

Time: **May 18, 2023 06:00 PM Eastern Time** (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86482699430?pwd=dDJ4ckdPeWFZUmJCYzB0djNZSElUdz09>

Meeting ID: 864 8269 9430

Passcode: 995076

Dial by your location

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

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

Meeting ID: 864 8269 9430

Passcode: 995076

Find your local number: <https://us06web.zoom.us/j/86482699430?pwd=dDJ4ckdPeWFZUmJCYzB0djNZSElUdz09>

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.

**Howey-in-the-Hills  
Parks & Recreation Advisory Board Meeting  
Town Hall, Thursday, April 13, 2023  
6:00 p.m.**

**Call to Order:** 6:00 p.m.

**Attendance:** Mary Arnold, Josh Huseman, Stacy Broad Mauro, Morgan Cates, Jim Steele, Vicki Steele

**APPROVAL OF MINUTES**

1. The February Parks & Rec Board minutes were reviewed.  
Josh made a motion to pass. Mary seconded. Minutes were approved.

**OLD BUSINESS:**

**2. Parks Assessment**

- Josh shared that overall Central Park looks good, but there is some curling on the fence and missing padding on the backboards.
- Staci reported the cemetery looks good except the island around the flagpole area has dead plants.
- Vicki provided Morgan with a report on Griffin Park identifying completed projects (playground ramps, new mulch, citrus sign reinstalled) new concerns (hole in the fence, gap at the end of the fishing pier), and ongoing projects.
- Jim gave Morgan a report on Blevins Park which stated: the Marine flag had been replaced, the lawn has been recently mowed, but the grass and landscaping areas look dry and need weeding and pruning. A request was made for mulch to be added to the beds around the flagpoles. Discussion followed about enlisting some youth (i.e. Boy Scouts or others) to volunteer for a park "clean-up".
- Mary reported that the boardwalk at Sara Maude Mason Nature Preserve is still closed. All other areas look good.

**3. Staff Parks Update**

Morgan shared the many projects that had been completed/addressed since our last meeting.

- Ramps installed at Griffin and Central Parks. Sidewalks repaired. Citrus sign back at Griffin.
- Cemetery sign being straightened, strengthened, and painted.
- Cemetery – trimmed trees, moved water line, new power pole. Working to replace irrigation. Sidewalks are next. Discussed adding rocks (instead of mulch) to statue area.
- Central Park: New fountain being installed. Investigating best ways to run power out to covered area for outlets and fan. Evaluating the best way to resurface basketball court, asphalt vs. concrete.

**NEW BUSINESS:**

**4. Discussion: FY2024 Budget Discussion**

The Parks and Rec Board has been asked to generate a “wish list” of items to improve/enhance the parks. These would be considered by the Town Council for the FY2024 Budget.

There was some discussion about which current projects still need to be completed and if some of the other proposed expansions (boat ramp, finger piers, FEMA and the boardwalk) need to be included on the list.

**Board Comments:** Jim Steele asked if the May meeting could be moved to May 18<sup>th</sup>. All agreed.

**Public Comments:** None

**Adjournment:**

A motion was made, seconded, and passed to adjourn the meeting. The meeting ended at 6:57 p.m.



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## MEMORANDUM

**TO:** Howey-in-the-Hills Parks and Recreation Board  
 Howey-in-the-Hills Planning Board  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Parks Master Plan  
**DATE:** April 20, 2023

Last year the Town applied for a technical assistance grant from the Department of Economic Opportunity (DEO) to prepare a park master plan for the Town. The Town was not awarded a grant, but the DEO is expected to announce another round of grant funding shortly. The hope is that the Town can update and resubmit the grant application for consideration. If a grant is awarded, the funds will need to be used during the 2023 - 2024 state fiscal year. If the program rules remain the same, there is no matching fund requirement. Typically, the projects are under contract to begin in October or November and need to be concluded by the end of April at the latest.

A copy of the grant application submitted last year is attached for your review. The proposed work program includes an active role for the Parks Board and the Planning Board working jointly to encourage and manage citizen involvement in the program and formulating plan recommendations. The proposal follows generally accepted planning methodology including the following steps:

- Inventory of facilities and recreation/parks assets
- Review of current comprehensive plan requirements
- Needs survey
- Alternative choices for parks and programs
- Recommended Plan
- Final report

The needs survey is proposed to include a general community survey using Survey Monkey or a similar service where residents can participate online. The survey content will be developed with staff and the advisory boards. Once the alternatives have been narrowed, the recommended plan and final report will include concept plans for some of the park facilities. These plans and overall report can be used to prioritize projects and include proposed projects in the Town's capital improvements program.

The objective of this report is to advise the two boards of the prospective application including the role the Board will have in the program and to seek the two boards' support for the overall project.

**2022-2023 COMMUNITY PLANNING  
TECHNICAL ASSISTANCE GRANT  
APPLICATION  
PARKS AND RECREATION ASSESSMENT**

**SUBMITTED BY**

**TOWN OF HOWEY-IN-THE-HILLS, FLORIDA**

**REQUEST**

The Town of Howey-in-the-Hills is requesting a technical assistance planning grant to provide analysis and plans to direct the implementation of the Town's goals, objectives and policies guiding parks, recreation, and open space within the Town. The requested funding will allow the Town to prepare a plan for parks improvements leading to identifications of capital improvements projects, a reassessment of the Town's level of service for parks and recreation and an assessment of funding sources to support parks development.

**STATEMENT OF NEED**

The Town of Howey-in-the-Hills has adopted a comprehensive plan which includes a Parks and Open Space Element which was reviewed in 2010 and 2017 as part of the regular comprehensive plan assessment. Other than minor revisions to the inventory and data and analysis, no significant revisions were made to the element following either assessment. The Parks and Open Space Element includes a level of service standard (acres of park per 1000 population) and policy guidelines for various recreation facilities. Over the years the Town has made some improvements and additions to two key facilities which are the primary service locations in the Town. The Town is currently experiencing rapid development growth with pending or approved projects proposing almost 1,800 new residences as compared to a current total of about 770 dwelling units. The impact of the planned and proposed new development on the Town's resources will be significant, and this study proposes to analyze recreation and park needs for current and anticipated residents, identify needed improvements, and prepare the comprehensive plan goals, objective and policies and capital improvements programming to meet the anticipated need.

In 2019, the Town completed a plan for bicycle paths and sidewalks using an earlier technical assistance grant. This plan led to revisions of the comprehensive plan policies the identification of preferred routes for bicycle facilities, and the identification

of capital projects for inclusion in the Town's capital improvements program. In addition to the comprehensive plan amendments, the study has led to the inclusion of an annual allocation in the Town budget for sidewalk maintenance and upgrades, the inclusion of programmed sidewalk improvements on SR 19 in cooperation with FDOT, and the inclusion of a major leg of the Town's proposed bicycle path network as a component of a new development linking SR 19 with Number Two Road.

The proposed study will link with the plans from the bicycle and pedestrian plan and provide a critical opportunity for the Town to address parks needs arising from the anticipated rapid development of major residential projects in the Town's approved development inventory. Without the proposed plan, the Town may miss an opportunity to fully capitalize on parks development opportunities offered in the near future. Additionally, the Town has struggled in the past with maintenance needs for Sarah Maude Mason preserve and other elements of its park inventory. The plan will assess options for facility maintenance. Finally, the Town has been receiving inquiries about offering trending recreation opportunities such as pickleball. The study will assess the demand for additional park facility offerings and how they can best be incorporated into the Town's parks and recreation programming.

The proposed parks study design presents a work program which will be overseen by the Town's Parks and Recreation Board in combination with the Planning and Zoning Board. These citizen advisory boards will meet jointly to review work product, advise on the analysis and study recommendations, and manage the public participation process which includes a survey of recreation needs and interests and offers opportunities for general public input. The study will conclude with a submittal to the Town Council for acceptance and inclusion in the Town's provision of parks and recreation services going forward. All Town meetings offer the opportunity for in-person and virtual participation.

### **PROPOSED PROJECT TASKS**

The planning program the Town has designed to respond to the needs identified above consists of six tasks. These tasks are outlined below along with the corresponding deliverable products. These tasks are summarized in Table A and Table B providing a performance time schedule and payment plan.

#### **Task 1: Kick-off Meeting**

This task will introduce the study program to the advisory boards, Town Council and general public. The program will identify the work program and schedule and identify opportunities for general public input.

#### **Task 2 Parks and Recreation Inventory**

This task will prepare a list of Town facilities including the size, location, access, available facilities and condition of facilities in the current park system. The



inventory will include Lake County facilities that are positioned to support recreation needs for the Town, and it will look at privately available parks and recreation opportunities including the Mission Inn resort and parks approved within various private developments now entering the development phase. The inventory will also examine the Town's funding sources including the parks impact fee. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

### **Task 3 Comprehensive Plan Assessment**

Task 3 will be a review of the goals, objectives and policies included in the Town's comprehensive plan to determine their continued relevance and identify any potential revisions, additions or deletions. The assessment will also include requirements for park facilities mandated by the Village Mixed Use land use classification. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

### **Task 4 Survey of Needs**

Task 4 will offer a survey opportunity using available survey technology to identify parks and recreations needs as expressed by Town residents. The task will include design of the survey instrument, administration of the survey, and collation and analysis of the results. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

### **Task 5 Plan Evaluation**

Task 5 will use the information from the inventory and assessment of current facilities along with the survey of park and recreation desires to develop options for management and improvement of current facilities and the addition of new recreation and park facilities. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board.

### **Task 6 Recommended Plan**

This task will select from the alternative action options to prepare a recommended plan including capital improvements projects, amendments to the comprehensive plan, if necessary, and other actions to support park and recreation needs. The recommended plan will include up to four park concept plans as directed by the Town. A final plan report will be prepared for use by the Town. The task will include one joint meeting of the Parks and Recreation Board and the Planning and Zoning Board. A workshop meeting will also be scheduled with the Town Council to present the plan and report.

**PROJECT BUDGET BY TASK**

Task 1 Kick-off Meeting	\$ 1,300
Task 2 Parks and Recreation Inventory	\$13,000
Task 3 Comprehensive Plan Assessment	\$ 5,800
Task 4 Survey of Needs	\$ 7,400
Task 5 Plan Evaluation	\$12,200
<u>Task 6 Recommended Plan</u>	<u>\$19,700</u>
Total Program	\$59,400

Work will be performed as contracted services for consultants or subcontractors.

**TABLE A**  
**SCOPE OF WORK**

<b>TASK DESCRIPTION</b>	<b>DELIVERABLES</b>
<b>Task 1 Kick-off Meeting</b> This task will introduce the study program to the advisory boards, Town Council and general public. The program will identify the work program and schedule and identify opportunities for general public input.	Meeting Notice Meeting Minutes
<b>Task 2 Inventory</b> Inventory of existing public and private park facilities including facility type, size, location, and condition.	Inventory Report Meeting Notice Meeting Minutes
<b>Task 3 Comprehensive Plan Assessment.</b> Task 3 will be a review of the goals, objectives and policies included in the Town's comprehensive plan to determine their continued relevance and identify any potential revisions, additions, or deletions. The assessment will also include requirements for park facilities mandated by the Village Mixed Use land use.	Technical Memorandum to advisory board. Meeting Notice Meeting Minutes
<b>Task 4 Survey of Needs</b> Task 4 will offer a survey opportunity using available survey technology to identify parks and recreations needs as expressed by Town residents. The task will include design of the survey instrument, administration of the survey, and collation and analysis of the results.	Technical memorandum summarizing survey results. Meeting Notice Meeting Minutes
<b>Task 5 Plan Evaluation</b> Task 5 will use the information from the inventory and assessment of current facilities along with the survey of park and recreation desires to develop options for management and improvement of current facilities and the addition of new recreation and park facilities.	Technical memorandum presenting alternative actions Meeting Notice Meeting Minutes
<b>Task6 Recommended Plan</b> This task will select from the alternative action options to prepare a recommended plan including capital improvements projects, amendments to the comprehensive plan, if necessary, and other actions to support park and recreation needs. The recommended plan will include up to four park concept plans as directed by the Town. A final plan report will be prepared for use by the Town	Final Plan Report Recommended CIP projects Recommended comprehensive plan amendments, if any Meeting Notice Meeting Minutes (For advisory board and Town Council meetings)

**TABLE B**  
**IMPLEMENTATION SCHEDULE AND PAYMENT PLAN**

<b>DELIVERABLE</b>	<b>DUE DATE</b>	<b>PAYMENT AMOUNT</b>
Kick-off meeting notice and minutes	November 30, 2022	\$1,300
Technical Report #1, Inventory Meeting notice and minutes	December 31, 2022	\$13,000
Technical Report #2, Comprehensive Plan Assessment Meeting notice and minutes	January 20, 2023	\$5,800
Technical Report #3, User survey results. Meeting notice and minutes	February 3, 2022	\$7,400
Technical Report #4, Plan evaluation and alternatives Meeting notice and minutes	March 17, 2023	\$12,200
Final Report and recommended plan, CIP amendments, Comprehensive Plan Amendments, if any Meeting notice and minutes for advisory board meeting and Town Council meeting	April 30, 2023	\$19,700
Total Program		\$59,400

- Assumes a November 1, 2022, start date.