



Planning & Zoning Board Meeting

October 23, 2025 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/87069976606?pwd=3VQGYBzbSEp6kfLibVArdpnbPmPkWt.1>
Meeting ID: 870 6997 6606 | **Passcode:** 726908

AGENDA

BOARD CHAIR CALLS THE MEETING TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

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 July 24, 2025, Planning and Zoning Board Meeting minutes.

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

2. Consideration and Approval: **Fiscal Year 2026 Schedule of Meetings**
3. Discussion: **Land Development Code (LDC) Cleanup**

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. The general Public Question & Comment period will be limited to a maximum of thirty (30) minutes unless extended by the Presiding Officer.

BOARD 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.

NOTICE: ONE OR MORE COUNCILORS MAY BE PRESENT TO HEAR OR PARTICIPATE IN DISCUSSION REGARDING MATTERS WHICH MAY COME BEFORE TOWN COUNCIL FOR ACTION.

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

Topic: Planning & Zoning Board Meeting

Time: Oct 23, 2025 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87069976606?pwd=3VQGYBzbSEp6kfLibVArdpnbPmPkWt.1>

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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.



Planning & Zoning Board Meeting

July 24, 2025 at 6:00 PM
Howey-in the-Hills Town Hall
101 N. Palm Ave.,
Howey-in-the-Hills, FL 34737

MINUTES

Board Chair Tina St. Clair called the meeting to Order at 6:00 PM.
Board Chair Tina St. Clair led the attendees in the Pledge of Allegiance to the Flag

ROLL CALL

MEMBERS PRESENT:

Board Member Joshua Husemann | Board Member Alan Hayes | Board Member Richard Mulvany | Vice Chair Frances Wagler | Board Member Erick Bright | Board Member Paul Johns | Chair Tina St. Clair

STAFF PRESENT:

Lida Busto, Town Planner | Sean Parks, Town Planner | Victoria Pedane, Executive Assistant | John Brock, Deputy Town Manager / Town Clerk

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 June 26, 2025, Planning and Zoning Board Meeting minutes.

Motion made by Board Member Mulvany to approve the Consent Agenda; seconded by Board Member Husemann. Motion approved unanimously by voice vote.

Voting

Yea: Board Member Husemann, Board Member Hayes, Board Member Mulvany, Vice Chair Wagler, Board Member Bright, Board Member Johns, Chair St. Clair

Nay: None

PUBLIC HEARING

2. Consideration and Recommendation: **Ordinance 2025-004 - Amending Pool Setbacks in LDC**

Board Chair St. Clair read Ordinance 2025-004 out loud by title only.

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO THE USE OF LAND; PROVIDING FINDINGS; AMENDING PARAGRAPHS 2.02.04.D.10, 2.02.14.D.8, 2.02.15.D.8, 2.03.03.B.10, 5.01.08.B.1, 5.01.08.B.2, 5.01.08.B.3, 5.01.08.F.2, AND 5.01.08.F.1, AND SUBSECTION 5.01.08.D OF THE TOWN'S LAND DEVELOPMENT CODE, AND ADDING NEW SUBSECTION 5.01.08.G TO LAND DEVELOPMENT CODE, ALL OF WHICH RELATE TO ALLOWABLE SETBACKS FOR RESIDENTIAL POOLS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

The Planning and Zoning Board held an in-depth discussion regarding Ordinance 2025-004, which seeks to amend the Land Development Code to provide more flexible pool setback regulations for smaller residential lots. Currently, pools, decking, and screen enclosures must observe a 10-foot rear and side setback. The proposed ordinance would reduce the required rear setback to five feet for lots of 9,600 square feet or less, while side yard setbacks would be equal to those of the principal dwelling or a maximum of 10 feet, whichever is less. The ordinance would also permit pool equipment to be located within side yard setbacks, provided it does not extend into utility easements.

Board Members engaged in a thorough debate over the merits of the proposal. Board Member Hayes expressed opposition, stating that the amendment would be unfair to homeowners who had already gone through the variance process, often incurring significant expense. He emphasized that the Board's responsibility is to evaluate variances individually based on the characteristics of the property, not to broadly alter standards in response to repeated requests. Vice Chair Wagler shared this concern, noting that the Land Development Code had only recently been rewritten after an extensive public process involving both the Planning and Zoning Board and Town Council. She argued that changing it so quickly sends the message that the Town is willing to discard prior consensus simply to accommodate homeowner demands. Both she and Board Member Mulvany stressed that variances already provide a mechanism to balance the needs of property owners with neighborhood compatibility, and that pool builders should be designing pools to fit within the existing regulations.

Board Member Husemann advocated strongly for the ordinance, citing data he compiled from plats and subdivision approvals showing that approximately 1,700 homes in new or planned developments would be affected by the 9,600 square foot threshold. He argued that the existing 10-foot setback standard was developed for larger MDR-1 and MDR-2 lots and is impractical for smaller planned unit development lots, where a pool is often impossible under current regulations. He further noted that surrounding jurisdictions, including Lake County, Groveland, Tavares, and Mount Dora, allow reduced setbacks for smaller lots, and that Howey-in-the-Hills risks becoming overly restrictive by comparison. Board Member Johns supported this perspective, noting that the ordinance would bring consistency and reduce the Town's workload, as variance decisions had been inconsistent in the past and consumed significant staff and board time. He stressed the value of having clear, standardized rules that both homeowners and builders can rely upon.

The Board also debated the definition of "pool equipment." Board Member Mulvany initially raised concerns about pool pumps and enclosures encroaching into the reduced setback, particularly when combined with required fencing. Board Members Husemann and Hayes clarified that the ordinance was intended to cover only permanent, hardwired, or hard-plumbed systems such as pumps, heaters, and filtration or sanitation equipment, not moveable items like pool vacuums or chemicals. Board Chair St. Clair emphasized the need for clear wording to prevent future confusion.

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

Lynne Husemann, 671 Avila Pl. - Town Resident, Lynne Husemann, stated that she supported the ordinance. She noted that both the Planning and Zoning Board and Town Council already face long meetings and that handling a growing number of variance applications is not a good use of time when the Town could instead set fair, consistent standards in advance.

Motion made by Board Member Husemann to recommend Ordinance 2025-004, while adding amendments to the Ordinance defining “Pool Equipment” as being hard-plumbed or hardwired; seconded by Board Member Bright. Motion passed by a roll call vote.

Voting

Yea: Board Member Husemann, Board Member Bright, Board Member Johns, Chair St. Clair

Nay: Board Member Hayes, Board Member Mulvany, Vice Chair Wagler

3. Consideration and Recommendation: **Ordinance 2025-005 - Platting Process Changes**

Board Chair St. Clair read Ordinance 2025-005 out loud by title only.

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO DEVELOPMENT; PROVIDING FINDINGS; AMENDING SECTION 4.09.00 OF THE HOWEY-IN-THE-HILLS LAND DEVELOPMENT CODE; DELETING OBSOLETE AND INCORRECT LANGUAGE REQUIRING VACATION OF PRIOR PLATS BEFORE REPLATTING; CLARIFYING AND REVISING PROCEDURES AND REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED PLATS OF LAND TO CONFORM TO 2025 AMENDMENTS TO PART I OF CHAPTER 177 OF THE FLORIDA STATUTES; REQUIRING TOWN COUNCIL APPROVAL AS A CONDITION TO APPROVAL OF PLATS FOR PRIVATE, GATED SUBDIVISIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Town Planner, Lisa Busto, explained that Ordinance 2025-005 would revise the Town’s Land Development Code to reflect the new statutory requirements by deleting outdated provisions, clarifying the review process, and specifying that approval of plats for private, gated subdivisions must be granted by the Town Council before administrative review. The ordinance also codifies the steps of the administrative process.

Town Clerk, John Brock, provided additional context, noting that the Florida Legislature’s intent was to remove elected and appointed bodies from the final plat approval stage, leaving review to administrative officials such as the Town Manager, Deputy Manager, or designated Department heads, with oversight from the Town Attorney, Engineer, and Surveyor. He emphasized that all substantive conditions and requirements for developments are imposed earlier in the planning process, during preliminary subdivision approval and construction plan review, while platting is a technical and legal step primarily ensuring accuracy of boundaries, legal descriptions, and survey work. He further noted that the Town Council had already passed a resolution authorizing administrative plat approval on an interim basis, and the proposed ordinance would formalize that process within the Land Development Code.

Board Members acknowledged that the ordinance was largely procedural and necessary for compliance with state law.

Motion made by Board Member Husemann to recommend Ordinance 2025-005; seconded by Board Member Mulvany. Motion approved unanimously by roll call vote.

Voting

Yea: Board Member Husemann, Board Member Hayes, Board Member Mulvany, Vice Chair Wagler, Board Member Bright, Board Member Johns, Chair St. Clair

Nay: None

OLD BUSINESS

None

NEW BUSINESS

None

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. The general Public Question & Comment period will be limited to a maximum of thirty (30) minutes unless extended by the Presiding Officer.

None

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 Husemann seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 6:45 p.m. | **Attendees: 12**

Tina St. Clair, Chairperson

ATTEST:

John Brock, Town Clerk



Planning & Zoning Board and Development Review Committee Meeting Schedule with Agenda Cutoff Dates for Fiscal Year 2026 (October 2025 – September 2026).

Key Scheduling Rules:

- **DRC Meetings:** 2nd Thursday of each month at 2:00 PM.
- **Planning & Zoning Board Meetings:** 4th Thursday of each month at 6:00 PM. If this date falls on a holiday, the meeting is moved one week earlier.
- **Agenda Cutoff Date:** Last Friday of the **previous month**. If that Friday is a holiday, the cutoff is moved to the **preceding business day**.

Agenda Cutoff Date	DRC Meeting Date	Planning & Zoning Board Meeting Date
September 26, 2025	October 9, 2025	October 23, 2025
October 31, 2025	November 13, 2025	November 20, 2025 (<i>moved for Thanksgiving</i>)
November 26, 2025	December 11, 2025	December 18, 2025 (<i>moved for holidays</i>)
December 29, 2025	January 8, 2026	January 22, 2026
January 30, 2026	February 12, 2026	February 26, 2026
February 27, 2026	March 12, 2026	March 26, 2026
March 27, 2026	April 9, 2026	April 23, 2026
April 24, 2026	May 14, 2026	May 28, 2026
May 29, 2026	June 11, 2026	June 25, 2026
June 26, 2026	July 9, 2026	July 23, 2026
July 24, 2026	August 13, 2026	August 27, 2026
August 28, 2026	September 10, 2026	September 24, 2026