



## Planning & Zoning Board Meeting

January 26, 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 Alan Hayes (via Zoom) | Board Member Richard Mulvany (via Zoom) | Board Member Ellen Yarckin | Board Member Shawn Johnson | Vice-Chair Ron Francis III | Chair Tina St. Clair

#### BOARD MEMBERS ABSENT

Board Member Frances Wagler (Arrived at 9:07 PM)

#### STAFF MEMBERS PRESENT

Sean O'Keefe, Town Manager | John Brock, Town Clerk | Tom Harowski, Town Planner | Jack Pavlik, Building Services Clerk

#### CONSENT AGENDA

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

1. Consideration and Approval of the December 22, 2022, Planning and Zoning Board Meeting minutes.

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

#### Voting

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

**Nay:** None

#### PUBLIC HEARING

None

#### OLD BUSINESS

None

## **NEW BUSINESS**

2. Consideration and Approval: **Elevation Review for Single Family Residence - Corner of W. Cypress Ave. and N. Dixie Dr. (Alternate Key 3560612)**

Tina St. Clair, Board Chairperson, asked Tom Harowski, Town Planner, to introduce and explain this item. Mr. Harowski explained that the submitted plans met the zoning requirements for the project and Mr. Harowski recommended adding more freeform to the main rectangular landscaping bed. Ryan Goderis, owner of the parcel, stated that he would add more freeform to the landscaping bed in question.

Tina St. Clair, Board Chairperson, opened Public Comment. Seeing no public comment, Tina St. Clair, Board Chairperson, closed Public Comment.

**Board Member Frances Wagler arrived.**

**Motion made by Board Member Johnson to approve; seconded by Vice-Chair Francis III. Motion was approved unanimously by voice vote.**

### **Voting**

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

**Nay:** None

3. Presentation: **Sunshine Laws, Ethics, Public Record Laws Training**

Town Clerk, John Brock, presented the training on Sunshine Law, Ethics, and Public Records Laws to the Planning and Zoning Board.

4. Presentation: **The Town Code of Core Values for Civility and Ethics**

Town Clerk, John Brock, presented the Town Code of Core Values for Civility and Ethics to the Planning and Zoning Board. Town Manager, Sean O'Keefe, gave a short presentation on the responsibilities of serving on the Planning and Zoning Board and how that board is different from other Town boards.

5. Consideration and Recommendation: **Capital Improvement Plan (CIP)**

Tina St. Clair, Board Chairperson, asked Town Manager, Sean O'Keefe, to introduce and explain this item. Mr. O'Keefe presented the proposed CIP 5-year schedule of projects.

Town Planner, Tom Harowski, stated that there was a change that should be made to the five Fair Share items listed under table 20A. Mr. Harowski explained that those five Fair Share items should be increased by approximately 45%.

**Motion made by Vice-Chair Francis III to recommend the proposed CIP with Tom Harowski's updates to the Fair Share projects in Table 20A; seconded by Board Member Johnson. Motion approved unanimously by roll-call vote.**

### **Voting**

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

**Nay:** None

6. Discussion: **Design Guidelines**

Tina St. Clair, Board Chairperson, asked Tom Harowski, Town Planner, to introduce and explain this item. Mr. Harowski explained that he was still working on this item and would be presenting something to the Board in the future.

**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.*

None

**BOARD COMMENTS:**

Board Member Alan Hayes asked about the status of the Sara Maude Mason Nature Preserve and the ability to apply for FEMA money to repair it after Hurricane Ian's storm damage.

Board Member Frances Wagler asked about the bump-outs on Lakeshore Boulevard, saying that there are too many trees in them.

**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 8:13 p.m. | **Attendees: 16**

---

Tina St. Clair Chairperson

ATTEST:

---

John Brock, Town Clerk