



## Planning & Zoning Board Meeting

May 29, 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 6:02 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:**

Sean Parks, Town Planner | 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 April 24, 2025, Planning and Zoning Board Meeting minutes.

**Motion made by Board Member Husemann to approve the Consent Agenda; seconded by Board Member Johns. 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: **Esch Veterinary Office Preliminary Site Plan (PSP) Submittal**

Town Clerk, John Brock, began by reading the staff report for the Esch Veterinary Preliminary Site Plan on behalf of Town Planner, Sean Parks, who was delayed due to weather. The applicant, Z Development Services, had previously received a conditional use permit for the property, which is zoned Neighborhood Commercial. The staff report outlined that all standard zoning requirements had been

met, including setbacks, height, parking, and impervious surface limits. The applicant also responded to concerns regarding storefront window coverage, requesting a waiver for the west and north elevations, which staff supported under certain conditions involving architectural articulation.

Mr. Parks arrived shortly thereafter and continued reviewing technical comments, including revisions needed to the dumpster enclosure height, landscaping details, architectural massing on certain elevations, and clarification on roofing materials. He noted the applicant had revised the plans to incorporate asphalt shingles in lieu of metal roofing and would provide final landscaping, tree mitigation, and lighting plans during final site plan submission. He also stated the accessible parking spaces must be relocated to avoid requiring individuals to cross a drive aisle, and crosswalk materials would be upgraded for visibility.

Mr. Parks concluded with a staff recommendation to approve the preliminary site plan with six conditions. Those conditions were:

1. Allow a waiver from the 50% storefront window provision for the West and North elevations, as they do not function as primary or secondary façade entrances nor do they abut right-of-way, with the condition that the West and North elevations add the massing/articulation detail of awnings over the doors located on each of these elevations and incorporate the required second massing technique, such as building wall offsets on these two elevations;
2. Revise the dumpster enclosure height on Sheet A0-3 to show a 6-foot-high wall on the enclosure elevations. The landscaping details also need to be provided, compliant with LDC Sec. 7.04.03 (B) at Final Site Plan;
3. Provide a landscape, hardscape, and buffer Plan at Final Site Plan that complies with Chapter 7;
4. Provide a tree mitigation plan including the required replacement data, and tree protection detail at Final Site Plan that complies with LDC Chapter 7;
5. The accessible parking spaces are to be relocated directly adjacent to the building so that people who need to use these spaces do not have to cross a drive aisle to get to the building;
6. A lighting/photometric plan will be provided at Final Site Plan

Applicant representative, Rick Krietemeyer, of Z Development Services addressed the Board, explaining that site topography presented a hardship that necessitated significant fill and retaining walls, making tree preservation infeasible. He confirmed that landscaping would be used throughout the site and tree mitigation would follow the required calculations.

Board Member Hayes asked for clarification about the inclusion of kennels. Mr. Krietemeyer and Mr. Parks confirmed that all kennels would be indoors, with no exterior access, as previously discussed. Mr. Hayes also confirmed understanding of the tree removal plan and its mitigation requirements.

Following these discussions and with no public comment received, Board Chair St. Clair invited a formal recommendation from the Board.

**Motion made by Board Member Husemann to recommend the Esch Veterinary Office Preliminary Site Plan (PSP) Submittal to the Town Council with the 6 conditions that the Town Planner had recommended; seconded by Board Member Hayes. 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

3. Consideration and Recommendation: **Ordinance 2025-003 - EAR Comprehensive Plan Amendment**

Board Chair St. Clair read Ordinance 2025-003 out loud by title only:

**AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, AMENDING THE TOWN'S COMPREHENSIVE PLAN, AS ADOPTED BY ORDINANCE NO. 2024-09, BASED ON THE EVALUATION AND APPRAISAL OF THE TOWN'S COMPREHENSIVE PLAN PURSUANT TO SECTION 163.3191, FLORIDA STATUTES; AMENDING AND UPDATING THE FUTURE LAND USE ELEMENT, TRANSPORTATION ELEMENT, HOUSING ELEMENT, PUBLIC FACILITIES ELEMENT, CONSERVATION ELEMENT, RECREATION AND OPEN SPACE ELEMENT, INTERGOVERNMENTAL COORDINATION ELEMENT, CAPITAL IMPROVEMENTS ELEMENT, CONCURRENCY MANAGEMENT ELEMENT, PUBLIC SCHOOL ELEMENT, PROPERTY RIGHTS ELEMENT, AND DEFINITIONS; AUTHORIZING TRANSMITTAL TO THE FLORIDA COMMERCE DEPARTMENT; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.**

The Planning and Zoning Board next considered Ordinance 2025-003, which pertains to the Evaluation and Appraisal Report (EAR) based amendments to the Town of Howey-in-the-Hills Comprehensive Plan. Town Planner, Sean Parks, emphasized the importance of the Comprehensive Plan and explained the statutory requirement for periodic updates via the EAR process. He noted that the Town had notified the Florida Department of Commerce in August 2024 of its intent to amend the plan and that the final submission was due by August 28, 2025. Mr. Parks acknowledged the significant effort by staff and the Board in reviewing the proposed amendments, which were included in the meeting packet. While he refrained from reading the full redlined amendments aloud, he confirmed staff's recommendation to adopt the ordinance.

Town Clerk, John Brock, noted that the content had been reviewed at the prior meeting. With no questions or comments from the Board or the public, Board Member Johns moved to recommend approval of the EAR amendments as written to the Town Council. The motion was seconded by Board Member Hayes, and the matter proceeded to a vote.

**Motion made by Board Member Johns to recommend Ordinance 2025-003 to the Town Council as written; seconded by Board Member Hayes. 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 Husemann to adjourn the meeting; Board Member Mulvany seconded the motion. Motion was approved unanimously by voice vote.**

The Meeting adjourned at 6:26 p.m. | **Attendees: 14**

\_\_\_\_\_  
Tina St. Clair, Chairperson

ATTEST:

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