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## MEMORANDUM

**TO:** Howey-in-the-Hills Planning Board  
**CC:** J. Brock, Town Clerk  
**FROM:** Thomas Harowski, AICP, Planning Consultant  
**SUBJECT:** Chapter 8 Capital Improvements Element EAR Review  
**DATE:** January 11, 2024

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At the December meeting, the Board initiated its review of the comprehensive plan as required by state regulations. The initial step was the review of amendments to the Future Land Use Element which have been recommended to the Town Council for consideration. During December, the Town Council also asked the staff to initiate its annual review of the five-year capital improvements program, and subsequently the Town Manager asked staff to review and update the five year program elements affecting their individual departments. This process is under way.

Since the five year program is under review, this seemed like an appropriate opportunity to review the full Capital Improvements Element to make necessary edits and review the goals, objectives and policies to determine if revisions are need here as well. The full Chapter 8 has been reviewed and is presented for discussion. Once the full set of elements, or a least a group of elements, have been reviewed, the Town Council can initiate the process of submitting the elements for review and adoption.

The proposed revisions to the Capital Improvements Element are indicated by strike-through text for deletions and underline text for additions. Changes have been highlighted in red for easy identification. The review process included the following steps:

- Comments received from Town Council and Planning Board members were reviewed and, where appropriate, text was modified as recommended.
- Other editorial changes were made when identified.
- All of the goals, objectives and policies were reviewed and recommendations for amendments were incorporated in the draft text.

## Key Recommendations and Revisions

- Under the inventory section, Part B, the description of educational facilities in the Town was edited to reflect changes in the active schools and the purchase of a future school site.
- Under Section D, Data and analysis, the section on wastewater was extensively modified to include the expanded area now served by sewer and the ongoing discussion of the options for alternative treatment plants. This section was prepared concurrently with the Town Council workshop on the topic and is somewhat of a moving target. The text assumes no options have been finally eliminated at this point and that a combination of sewage treatment options may be employed. This section may require further edits before adoption.
- Policy 1.1.1 has been amended to increase the threshold for a item qualifying as a capital item from \$1,500 to \$5,000. There was one suggestion that this increase be to \$50,000. The \$5,000 figure was selected based on the number of comments, current Town policy, and the inclusion of smaller projects for items such as dock repairs, sidewalks extension, and minor drainage projects that often fall below \$50,000.
- Policy 1.2.1 on the adoption of an adequate facilities ordinance is recommended for deletion as the Town has not taken action on this item and the Town's concurrency assessment program accomplishes the same thing.
- Policy 1.2.2 on the financial feasibility of the CIP is recommended for deletion as the state has changed this requirement. The five-year program can now include some aspirational projects that might not yet have a firm funding source. The CIP can note a proposed funding source without necessarily reserving funding from those sources until the full funding package becomes clear. Suggested improvements such as a new police station and some park projects are examples of these types of projects.
- Policy 1.10.2 has been amended to clarify the role of "fair share funding" in transportation projects. The deleted items reflect the former state requirements which ave been amended in favor of the "fair share" process.
- We expect an amendment to the level of service standards for potable water. The revised standard will actually be developed with the Public Facilities Element based on new guidance from the St. Johns River Water Management District and the Town's consumptive use permit. The CIP repeats the level of service standards from the individual elements, and will be updated in the CIP once the revision is complete.
- Additionally the five year capital improvements program (Tables 20 and Table 20A) will be amended once the staff review is complete.