



MINUTES OF THE HOWEY-IN-THE-HILLS  
PLANNING & ZONING BOARD MEETING  
HELD NOVEMBER 18th, 2021

Chairperson, Tina St. Clair called the Planning & Zoning Board Meeting to order at 6:00 p.m. Roll Call was performed, and it was determined that a quorum was present.

**Board Members Present:**

Ron Francis III, Vice-Chairperson  
Berniece Hower, Board Member  
Frances O'Keefe Wagler, Board Member  
Richard Mulvany, Board Member  
Tina St. Clair, Chairperson  
John Manning, Board Member

**Staff Present:**

Thomas Harowski, Town Planner (via Zoom)  
Sean O'Keefe, Town Administrator  
Victoria Elfers, Building Services Clerk  
John Brock, Town Clerk

**CONSENT AGENDA**

1. Consideration and Approval of the October 28th, 2021, Planning and Zoning Board Meeting minutes.

**Motion made by Board Member Frances O'Keefe Wagler to approve the minutes; Board Member Berniece Hower seconded the motion. Motion was approved unanimously by voice vote.**

**PUBLIC HEARING**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

2. Consideration and Recommendation: **Single-Family Residence, Eagle Homes Bellissimo Place – New Home Lot 12**

Chairperson Tina St. Clair introduced the agenda item and asked Town Planner, Tom Harowski, to present to the Planning and Zoning Board.

Mr. Harowski explained all the nonconforming MDR-2 requirements were met and made a staff recommendation for approval of the plans for Lot 12.

**Public Comment:**



**Renee Lannaman, 710 Calabria Way** (via Zoom) – Dr. Lannaman asked if the buyers for the Bellissimo lots (12, 13, and 15) will be informed they are in proximity to the Venezia South Homeowners Association (HOA) and if they will be held to their covenants.

Mr. Harowski explained that, according to the Town Attorney, the buyers have access to the road (Bellissimo Place) and will not be held to the HOA covenants.

Dr. Lannaman remarked about the price point of the new homes and that the Venezia community is hopeful they will uphold their standards.

Mr. Harowski suggested the Venezia community might ask the buyers to join the HOA; and to negotiate being held to the covenants but not be required to pay the association assessment.

Town Administrator, Sean O’Keefe, interjected he would provide excerpts of the email correspondence of the Town Attorney’s review. The Town Attorney outlined that the four Bellissimo lots are not within the boundaries of the HOA of Venezia South, meaning they are not held under the rules and restrictions. The buyers also have access to Bellissimo Place because it is a public road on public right-of-way.

**Doug Hower, 444 Bellissimo Pl** – Mr. Hower asked Town Administrator, Sean O’Keefe, whether the new homes would drain into the Venezia South’s stormwater system and whether something would be placed into the reserve since the community has to financially maintain the stormwater system.

Sean O’Keefe responded that he would examine the stormwater matter and referred to the Final Plat which generally outlines dedications of roads and utility easements. He then asked Tom Harowski to elaborate on stormwater dedication.

Mr. Harowski confirmed that maintaining stormwater retention areas are the HOA’s responsibility. He proposed the developer, Eagle Homes, provide a grading plan when submitting a Building Permit. He proposed asking the developer to grade the lots and insert a swale toward the back of the lot. However, he doubted the four homes would greatly affect the stormwater system.

**Chairperson Tina St. Clair made a motion to approve the plans as they were presented; Board Member Frances O’Keefe Wagler seconded the motion. The motion was approved by roll call vote.**

<b>Berniece Hower</b>	<b>NO</b>	<b>Chair Tina St. Clair</b>	<b>YES</b>
<b>Fran O’Keefe Wagler</b>	<b>YES</b>	<b>Richard Mulvany</b>	<b>YES</b>
<b>Ron Francis, III</b>	<b>YES</b>	<b>John Manning</b>	<b>YES</b>

### **3. Consideration and Recommendation: Single Family Residence, Croton Way - New Home Lot 7**

Chairperson Tina St. Clair introduced the agenda item and asked Town Planner, Tom Harowski, to present to the Planning and Zoning Board.



Mr. Harowski explained all MDR-1 requirements were met and made a staff recommendation for approval of the plans for Lot 7.

Board Member, John Manning, expressed his concern for the swale being too small and the drainage may slope into the neighboring property. He suggested the swale be moved.

Harvey Newsome, the builder of the single-family home, admitted he could not answer extensively because a civil engineer designed the plans. However, the grading plan demonstrates the drainage flows around the house toward Croton Way. Mr. Newsome stated that he was not opposed to moving the swale.

**There was no public comment for this item.**

**Vice Chairperson Ron Francis, III made a motion to approval the plans as they were presented; Board Member John Manning seconded the motion. The motion was approved by unanimous roll call vote.**

<b>Berniece Hower</b>	<b>YES</b>	<b>Chair Tina St. Clair</b>	<b>YES</b>
<b>Frances O'Keefe Wagler</b>	<b>YES</b>	<b>Richard Mulvany</b>	<b>YES</b>
<b>Ron Francis, III</b>	<b>YES</b>	<b>John Manning</b>	<b>YES</b>

#### **4. Presentation/Training: Annual Sunshine Law/Public Records/ Ethics Training**

Town Clerk, John Brock, and Town Administrator, Sean O'Keefe, presented Sunshine Law, Public Records and Ethics training via PowerPoint.

The board members asked questions throughout the presentation training.

#### **Public Comment:**

**Doug Hower, 444 Bellissimo Pl** – Mr. Hower implored the board members not to discuss Town business with Town Council councilors because he stated that it was prohibited by federal Florida law. He also thanked the Town Clerk and Town Administrator for the presentation.

#### **ADJOURNMENT**

**There being no further business to discuss, a motion was made by Vice Chairperson Ron Francis, III to adjourn the meeting; Board Member Berniece Hower seconded the motion. Motion was approved unanimously.**

The meeting adjourned at 7:24 p.m. | **Attendees: 17**

Tina St. Clair, Chairperson

ATTEST:

  
John Brock, Town Clerk