# CHAPTER 9

## Boards and Committees

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9.00.00 REQUIREMENTS FOR ALL BOARDS AND COMMITTEES

9.01.01 Establishment
There is hereby created a Planning & Zoning Board, with the roles and responsibilities as set forth herein.

9.01.02 Membership and Terms of Office
A. There shall be five (5) regular members.
B. Terms shall be staggered such that no more than two (2) terms expire simultaneously.
   1. Appointments shall be for three (3) year terms.
   2. When a term is two months from expiring, the Town shall accept applications for the position and fill the position so that the new board member starts at the meeting following the term’s end.
   3. When the unexpired term is two (2) months or less, the Town Council may appoint a new member to fill the unexpired term and the following full term.
C. Any interested and eligible citizen as provided for in this section may be appointed to the board, but those with experience or interest in the field of planning and zoning or related fields shall receive special consideration.

9.01.03 Roles and Responsibilities
The Planning & Zoning Board shall have the roles and responsibilities described below.

A. To provide advice and recommendations to the Town Council regarding growth, land use, long range planning, and redevelopment.
B. To hear, consider, and make recommendations to the Town Council regarding applications to:
   1. Amend the Zoning Map (zoning or rezonings);
   2. Amend the text of the LDC;
   3. Propose a subdivision
   4. Amend the Comprehensive Plan.
   5. Propose a site plan; and
   6. To determine the appropriateness of variances and conditional uses.
C. In carrying out its duties, the Planning & Zoning Board may:
   7. Establish such committees as may be necessary to gather facts, analyze findings, and make recommendations to the Planning & Zoning Board as a whole;
   8. Acquire and maintain such information and materials as are necessary for an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;

9.01.04 Meetings
A. The Planning & Zoning Board shall hold regular meetings at the Town Hall on the fourth Thursday of each month at 6:00 p.m. Special meetings may be called by the chairman, when necessary.

B. Any member of the Planning & Zoning Board who misses two regular meetings of the Board in a row without first providing the notice of the absence to the Town Clerk or her designee shall be deemed to have resigned his or her membership on the Board. Additionally, any member of the Board who misses four regular meetings of the Board during the course of a calendar year, regardless of whether prior notice was provided to the town clerk or her designee, shall be deemed to have resigned his or her membership on the Board.

Section 3. Amendments to the Land Development Code. The Town Council of the Town of Howey-in-the-Hills hereby creates and adds a new section 9.02.00 to Chapter 9 of the Town’s Land Development Code entitled “Town Council as Local Planning Agency” as indicated by the following underlined and strike-through language:

**9.02.00 TOWN COUNCIL AS LOCAL PLANNING AGENCY**

**9.02.01 Establishment**
There is hereby established a Local Planning Agency (LPA) for the purpose of carrying out the powers and duties provided in section 163.3174 of the Florida Statutes.

**9.02.02 Membership**
The LPA shall be comprised of the Town Council members and pursuant to subsection 163.3174(1), the LPA shall include a non-voting representative of the school district appointed by the school board.

**9.02.03 Roles and Responsibilities**
1. Make recommendations to the Town Council regarding the adoption of the Comprehensive Plan;
2. Monitor and oversee the effectiveness and status of the Comprehensive Plan, including periodic evaluations and reports;
3. Make recommendations to the Town Council regarding amendment of its adopted Comprehensive Plan; and
4. Carry out such other duties as may be specified in Part II of Chapter 163 of the Florida Statutes.

Section 4. Amendments to the Land Development Code. The Town Council of the Town of Howey-in-the-Hills hereby renumbers existing section 9.02.00 in Chapter 9 of the Town’s
Land Development Code entitled “Town Council as Board of Adjustment” to section 9.03.00 as indicated by the following underlined and strike-through language:

**9.03.00 TOWN COUNCIL AS BOARD OF ADJUSTMENT**

**9.03.01 Establishment**

There is hereby established a Board of Adjustment (BOA) for the purpose of hearing and deciding on appeals of administrative decisions and hearing and deciding on applications for variances.

**9.03.02 Membership**

The BOA shall be comprised of the Town Council members.

**9.03.03 Roles and Responsibilities**

The BOA shall have the roles and responsibilities described in this section. The Board shall conduct public hearings and render decisions in compliance with the requirements of this LDC on the following matters:

A. To hear and decide appeals where it is alleged there is error in any order, interpretation, requirement, decision, or determination made by an administrative official in the enforcement of this LDC; and

B. To authorize a variance from a provision of the LDC, as set forth in Chapter 4.

**9.03.04 Notice Procedures for Administrative Appeals**

A. Publication of notice. Notice of public hearing shall be published in a newspaper of general circulation at least 10 days prior to the public hearing. Notice shall also be posted at Town Hall and on the Town’s website.

B. After the public hearing, the BOA shall uphold the administrative decision, reverse the administrative decision, or render an alternate decision.

**Section 5. Amendments to the Land Development Code.** The Town Council of the Town of Howey-in-the-Hills hereby renumbers existing section 9.03.00 in Chapter 9 of the Town’s Land Development Code entitled “Development Review Committee” to section 9.04.00 as indicated by the following underlined and strike-through language:

**9.04.00 DEVELOPMENT REVIEW COMMITTEE**

**9.04.01 Establishment**

There is hereby created and established a Development Review Committee (DRC) for the purpose of receiving, reviewing, and rendering recommendations on applications subject to administrative review and decision as set forth in Chapter 4.

**9.04.02 Membership**

Membership of the DRC shall include, but is not limited to, the following:

A. Town Planner

B. Town Engineer
C. Town Traffic Engineer
D. Public Works Director
E. Police Chief

9.04.03 Roles and Responsibilities

A. The DRC shall review applications and provide recommendations to the Planning & Zoning Board, the Board of Adjustment and the Town Council for annexations, zonings and rezonings, amendments to this LDC, Comprehensive Plan amendments, subdivision plans, subdivision plats, site plans, variances, conditional uses, and amendments to previously issued local development orders.

B. The DRC shall perform such other duties as may be assigned by the Town Council or Mayor.

9.04.04 Rules of Procedure

A. The Town Planner shall chair meetings of the DRC.
B. The DRC shall meet as necessary.
C. The DRC may establish such additional rules of procedure as needed to carry out its roles and responsibilities.

Section 6. Amendments to the code of ordinances. The Town Council of the Town of Howey-In-The-Hills hereby repeals section 32-3 of the Town’s Code of Ordinances entitled “Zoning Commission” in its entirety as indicated by the following strike-through language.