



MINUTES OF THE HOWEY-IN-THE-HILLS TOWN COUNCIL
HELD NOVEMBER 8, 2021

Mayor MacFarlane called the Town Council Meeting to order at 6:00 p.m.
Mayor MacFarlane led the attendees in the Pledge of Allegiance to the Flag.
Mayor MacFarlane asked for a moment of silence for the Town, the Nation, and for the meeting.

ROLL CALL

Members Present:

Martha MacFarlane, Mayor
Ed Conroy, Mayor Pro-Tem
Rick Klein, Councilor
Marie V. Gallelli, Councilor
George Lehning, Councilor

Staff Present:

Sean O'Keefe, Town Administrator
John Brock, Town Clerk
James Southall, Public Utilities Supervisor (Virtual)
Tom Harowski, Town Planner (Virtual)
Rick Thomas, Police Chief
Tom Wilkes, Town Attorney
Azure Botts, Code Enforcement (Virtual)
Tara Hall, Library Director (Virtual)

AGENDA APPROVAL

Motion made by Mayor Pro-Tem Conroy to approve the agenda, but to move Item #6 (Consideration and Approval: Public Works Director Appointment) to be heard after the Consent Agenda item, but before the Public Hearing Item; Councilor Klein seconded the motion. Motion was approved unanimously by voice vote.

CONSENT AGENDA

1. The approval of the minutes and ratification and confirmation of all Town Council actions at the October 25, 2021, Town Council Meeting.

Motion made by Mayor Pro-Tem Conroy to approve the minutes; Councilor Klein seconded the motion. Motion was approved unanimously by voice vote.

NEW BUSINESS (item changed during Agenda Approval)

6. Consideration and Approval: Public Works Director Appointment

Martha MacFarlane, Mayor, asked Sean O'Keefe to present this item to the Council.

Sean O'Keefe, Town Administrator, introduced this item and gave an overview of the hiring process for the Public Works Director position. Mr. O'Keefe stated that the staff recommendation was that candidate Morgan Cates should be hired as Public Works Director.

Public Comment:

None

Motion made by Mayor Pro Tem Conroy to approve of the hiring of Morgan Cates as the Public Works Director; Councilor Gallelli seconded the motion. Motion was approved unanimously by roll call vote.

Councilor Klein YES
Mayor Pro-Tem Conroy YES
Mayor MacFarlane YES

Councilor Lehning YES
Councilor Gallelli YES

PUBLIC HEARING

2. Consideration and Approval: (Second Reading) Ordinance 2021-009 Purchasing Policy

Martha MacFarlane, Mayor, read the Ordinance 2021-009 by title only:

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA ADOPTING A PURCHASING POLICY; REPEALING SECTIONS 5-1 THROUGH 5-6 OF CHAPTER 5 OF THE TOWN'S CODE OF ORDINANCES TITLED "BIDS"; ADOPTING A NEW SECTION 5-1 TO PROVIDE FOR THE ADOPTION, AMENDMENT AND REVISIONS TO THE TOWN'S PURCHASING POLICY TO BE DONE BY RESOLUTION; REPEALING THE CURRENT PURCHASING POLICY AND ADOPTING A NEW PURCHASING POLICY PERTAINING TO PURCHASING AND CONTRACT AWARD PROCEDURES, CONTRACT ADMINISTRATION, RIGHTS OF THE TOWN COUNCIL, TOWN PROCUREMENT RECORDS, AND ETHICS IN PUBLIC CONTRACTING; PROVIDING FINDINGS; PROVIDING FOR SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Sean O'Keefe, Town Administrator, introduced this item and gave an overview of the proposed Ordinance

Mayor MacFarlane opened this item up for Public Comment.

Peter Tuite, 300 E Croton Way – Mr. Tuite suggested adding a statement about local vendors should having priority.

Berniece Hower, 444 Bellissimo Place – Mrs. Hower wanted to know how the residents of Howey-in-the-Hills would know about large purchases.

Doug Hower, 444 Bellissimo Place – Mr. Hower spoke about sole source procurement.

Mayor MacFarlane closed Public Comment for this item.

Motion made by Councilor Lehning to approve of Ordinance 2021-009; Councilor Gallelli seconded the motion. Motion was approved unanimously by roll call vote.

**Councilor Lehning YES
Mayor Pro-Tem Conroy YES
Mayor MacFarlane YES**

**Councilor Klein YES
Councilor Gallelli YES**

3. Consideration and Approval: (Second Reading) Ordinance 2021-010 The Reserve at Howey-in-the-Hills Amendment

Martha MacFarlane, Mayor, read the Ordinance 2021-010 by title only:

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA, PERTAINING TO LAND USE; REZONING PARCELS OF PROPERTY, IN THE AGGREGATE ABOUT 378 ACRES, LOCATED GENERALLY NORTH OF SOUTH PALM AVENUE AND REVELS ROAD, SOUTH OF NUMBER TWO ROAD, AND STRADDLING THE EAST AND WEST SIDES OF SOUTH MARE AVENUE, WHICH PARCELS ARE IDENTIFIED WITH LAKE COUNTY PROPERTY APPRAISER ALTERNATE KEY NUMBERS 1098131, 1209587, 1096149, 1098688, 3847580, 1255708, AND 3847578, AND WHICH ARE KNOWN GENERALLY AS “THE RESERVE AT HOWEY-IN-THE-HILLS”; AMENDING THE TOWN’S ZONING MAP TO REFLECT AMENDMENTS TO THE EXISTING PLANNED UNIT DEVELOPMENT ZONING FOR THE PARCELS; PROVIDING FINDINGS OF THE TOWN COUNCIL; APPROVING THE AMENDED PUD ZONING FOR THE PARCELS SUBJECT TO AN AMENDED AND RESTATED DEVELOPER’S AGREEMENT FOR THE PARCELS, A REVISED MASTER SITE PLAN, A REVISED PRELIMINARY SUBDIVISION PLAN, INCLUDING PUD DESIGN STANDARDS AND A LANDSCAPE PLAN, AND THE TOWN’S LAND DEVELOPMENT CODE AND ALL OTHER TOWN ORDINANCES GOVERNING THE DEVELOPMENT OF THE PARCELS; REPEALING ORDINANCE 2004-323; PROVIDING FOR CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Martha MacFarlane, Mayor, asked Town Planner, Tom Harowski, to introduce this item to the Council and gave an overview of the Ordinance.

Mark McDonald, Senior Vice President for Lennar, gave a presentation for the applicant.

Public Comment:

Renee Lannaman, 710 Calabria Way – Mrs. Lannaman stated that she liked the presentation and expressed her support for the development.

Berniece Hower, 444 Bellissimo Place – Mrs. Hower stated that she thought that the traffic and parking would be a big problem with the development and stated her disapproval of the development.

Tina St. Claire, 1100 N Valencia Ave – Mrs. St. Claire stated that she voted “yes” for this development in the Planning & Zoning (P&Z) board, due to the fact that the amended plan was better than the currently approved plan and Lennar was responsive to the P&Z board. Mrs. St. Claire also stated that, with more houses in the town, the residents’ millage rate could potentially go down.

Vance Jochim, 12619 Milwaukee – Mr. Jochim stated that the county had a presentation about rural design planning concepts. Mr. Jochim also spoke about traffic mitigation and its importance. Mr. Jochim also spoke about parks and trails and asked who owns them.

Peter Tuite, 300 E Croton Way – Mr. Tuite expressed his disapproval of the potential development. Mr. Tuite also expressed that he was concerned about the number of homes being developed, parking and traffic issues, smaller lot sizes, the burden on the Town’s Consumptive Use Permit (CUP), the Town’s sewage system needing to be expanded, and crime levels increasing. Mr. Tuite also stated he didn’t want any dollar stores or fast-food restaurants coming into the town.

Joshua Husemann, 671 Avila Place – Mr. Husemann expressed his disapproval of the development due to his belief that it would increase traffic.

Ed Smith, 608 N Palm Ave. – Mr. Smith stated that he liked the proposed plans and that these amended plans are a vast improvement over the older plans.

Marni Drabek, 524 Bellissimo Place – Mrs. Drabek stated she didn’t think that more homes coming into Town would cause the Town’s millage rate to go down.

Seeing that there was no further comment, Mayor MacFarlane closed Public Comment for this item.

Tom Wilkes, Town Attorney, brought up two points that would need to be addressed to line up with some of the statements that Mr. McDonald from Lennar made during his presentation. In the Ordinance, the Developer’s Agreement (Exhibit B Section 11), needed to be changed to reflect that the Development’s Homeowners Association (HOA) would be responsible for maintaining the Parks in the development (this would be done by eliminating the word “community” before the word “Parks” in the agreement). The second issue in the Developer’s Agreement (Exhibit B, Section 12.1) needs to be changed to reflect that the “Alley” streets would be maintained by the HOA. Mr. Wilkes stated that, if the Town Council did approve this Ordinance, the approval would need to be with the caveat that those two items would need to be amended to reflect the changes that Mr. McDonald from Lennar had spoken about (that the HOA is responsible for maintaining the parks in the development and that the HOA would be responsible for maintaining the “Alleys” used by the cluster homes). Mr. McDonald did express that this would be acceptable with Lennar.

Motion made by Mayor Pro-Tem Conroy to approve of Ordinance 2021-010 with the caveat of the two (2) changes to the Developer's Agreement that Mr. Wilkes had brought up in discussion; Councilor Gallelli seconded the motion. Motion was approved by roll call vote.

Councilor Lehning	NO	Councilor Klein	YES
Mayor Pro-Tem Conroy	YES	Councilor Gallelli	YES
Mayor MacFarlane	YES		

4. Consideration and Approval: (transmittal hearing) Ordinance 2021-011 Property Rights Comprehensive Plan Amendment

Martha MacFarlane, Mayor, read the Ordinance 2021-011 by title only:

AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA AMENDING THE COMPREHENSIVE PLAN BY ADDING A NEW PROPERTY RIGHTS ELEMENT PURSUANT TO THE REQUIREMENTS OF CHAPTER 163 OF THE FLORIDA STATUTES; PROVIDING FOR CONFLICT, CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.

Tom Harowski, Town Planner, introduced this item and gave an overview of the Ordinance and how it would change the Town's Comprehensive Plan.

Mayor MacFarlane opened Public Comment for this item. Seeing that there was no comment, Mayor MacFarlane closed Public Comment.

Motion made by Councilor Lehning to approve of Ordinance 2021-011 for transmittal; Mayor Pro-Tem Conroy seconded the motion. Motion was approved unanimously by roll call vote.

Councilor Lehning	YES	Councilor Klein	YES
Mayor Pro-Tem Conroy	YES	Councilor Gallelli	YES
Mayor MacFarlane	YES		

NEW BUSINESS

5. Consideration and Approval: Planning & Zoning Board Applicant – John R Manning

Martha MacFarlane, Mayor, introduced the item of Mr. Manning's appointment to the Town's Planning and Zoning Board.

John Manning discussed his background and qualifications.

Motion made by Mayor Pro-Tem Conroy to approve of John Manning being appointed to the Planning and Zoning Board; Councilor Gallelli seconded the motion. Motion was approved unanimously by roll call vote.

**Councilor Lehning YES
Mayor Pro-Tem Conroy YES
Mayor MacFarlane YES**

**Councilor Klein YES
Councilor Gallelli YES**

7. Consideration and Approval: (First Reading) Ordinance 2021-008

Martha MacFarlane, Mayor, read the Ordinance 2021-008 by title only:

**AN ORDINANCE OF THE TOWN OF HOWEY-IN-THE-HILLS, FLORIDA
PERTAINING TO HOME-BASED BUSINESSES; AMENDING SECTION 68-2
OF THE TOWN'S CODE OF ORDINANCES AND DELETING SECTION 5.01.02
OF THE TOWN'S LAND DEVELOPMENT CODE REGARDING HOME
OCCUPATIONS TO BE CONSISTENT WITH THE NEW GENERAL LAW ON
HOME-BASED BUSINESSES; PROVIDING FOR SEVERABILITY,
CODIFICATION AND AN EFFECTIVE DATE.**

Mayor MacFarlane asked Tom Harowski, Town Planner, to introduce this item. Mr. Harowski explained the Ordinance and that the Planning and Zoning Board has approved of these changes to the Land Development Code.

Mayor MacFarlane opened Public Comment for this item. Seeing that there was no comment, Mayor MacFarlane closed Public Comment.

Motion made by Mayor Pro-Tem Conroy to approve the First Reading of Ordinance 2021-008; Councilor Gallelli seconded the motion. Motion was approved unanimously by roll call vote.

**Councilor Lehning YES
Mayor Pro-Tem Conroy YES
Mayor MacFarlane YES**

**Councilor Klein YES
Councilor Gallelli YES**

Town Reports:

Town Hall

Town Clerk Brock gave the October Town Hall report. Mr. Brock presented the number of permits that were issued in October and listed the top 10 bad debt accounts for the Town's utilities. Mr. Brock stated that the new front counter receptionist, Brianna Pino, was hired.

Police Department

Chief Thomas stated that the Police Department participated in the DEA take-back prescription drug day.

Code Enforcement

Azure Botts, Code Enforcement Officer, gave her monthly Code Enforcement report.

Public Services

Public Utilities Supervisor, Mr. James Southall, presented the monthly report for the Public Works Department.

Library

Library Director, Tara Hall, presented the October Library report. Director Hall highlighted that the library has recently been awarded two grants and that the library would soon be hiring its new part-time employee.

Parks & Recreation Advisory Board / Special Events Committee

Pat Miller, Parks & Recreation Board Chair, notified everyone that there would be a Veteran's Day Program in Blevins Park.

Town Attorney

Mr. Wilkes gave an update on both the Alimenti and McGill lawsuits.

Town Administrator/Financial Director

Sean O'Keefe, the Town Administrator, presented his October Financial report.

Development Status

Sean O'Keefe, the Town Administrator, shared that the next Development Review Committee (DRC) would be meeting on November 10, 2021 and would be discussing Venezia South Townhomes, Talichet Phase II final subdivision plan, a pre-application meeting for Lake Hills (now Four Seasons), and a pre-application meeting for the unincorporated marina property.

Council Member Reports:

Mayor Pro-Tem Conroy

Nothing to report.

Councilor Lehning

Councilor Lehning stated that he believed that the Town has the best Mayor in the Country. Councilor Lehning also suggested that at the next Town Council Meeting there should be a

discussion on the type of municipal government the Town should have going forward and stated that the Town should have a full-time Town Manager going forward.

Councilor Gallelli

Councilor Gallelli gave a reminder about the Florida Fish and Wildlife Conservation Commission (FWC) Harris Chain of Lakes meeting would be at the Tavares Civic Center on November 9th, 2021.

Councilor Klein

Councilor Klein stated that he thought this meeting had been a productive meeting.

Mayor MacFarlane

Mayor MacFarlane stated that the Town needs to continue looking for grants to apply for to secure funds for the Well #5 project. Mayor MacFarlane also reminded everyone about the Christmas festival on December 10th and 11th. Mayor MacFarlane also stated that the Town would need to look at the trash service since the contract runs out at the end of the fiscal year.

Public Comments

Berniece Hower, 444 Bellissimo Place – Mrs. Hower stated that she agreed with the Town looking for grants.

Doug Hower, 444 Bellissimo Place – Mr. Hower stated that he thinks it is urgent for the Town to look for grants for the water plants.

Vance Jochim, 12619 Milwaukee – Mr. Jochim spoke about combining trash runs and what occurs in other municipalities.

ADJOURNMENT

There being no further business to discuss, a motion was made by Councilor Gallelli to adjourn the meeting; Councilor Lehning seconded the motion. Motion was approved unanimously by voice vote.

The Meeting adjourned at 8:23 p.m. | **Attendees: 52**



Mayor Martha MacFarlane

ATTEST:



John Brock, Town Clerk

