

**MINUTES OF THE HOWEY-IN-THE-HILLS WORK SESSION  
JANUARY 07, 2009**

**Mayor Sears** called the Work Session of January 07, 2009 to order at 6:00 p.m.

**Present:** Mayor Sears, Councilor Ernest, Planning and Zoning Board Chairman Llewellyn, Town Planner Shira, David Nebel, Town Clerk Brasher and Administrative Assistant Osborn.

**Mayor Sears** thanked everyone for taking the time to attend. He explained he would like to narrow down the process with planning issues and have a matrix for everyone, including developers, to work from.

**Town Planner Shira** presented a Growth Management Matrix and Growth Management Applications (Exhibits A & B). The Growth Management Matrix outlines who needs to do what and in what order when it comes to the following: Annexation, Comp Plan Amendments (large and small), Zonings, Preliminary Site Plans, Preliminary Subdivisions Plans, Final Engineering/Construction Plans, Plats, Infrastructure Inspection, and Certificate of Completion. The Growth Management Application goes into detail on the various steps. There was discussion on each step.

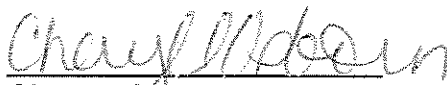
**Town Planner Shira** said she could do a staff report immediately after DRC, forward to Staff who would then forward to Planning and Zoning Board.


There was discussion on the timing of Planning and Zoning minutes being approved and items moving forward to Town Council in a timely manner.

**Mayor Sears** discussed the Land Development Regulations. **Town Planner Shira** said she would present some standard LDR's that would help the process. **Councilor Ernest** said he would like the Planning and Zoning Board to give their priorities to the committee. **Mayor Sears** said he would like for Planning and Zoning Board to continue on ordinances.

**MEETING ADJOURNED AT 7:08 P.M.**

**ATTEST:**

  
**Cheryl Osborn**  
Administrative Assistant

  
**Chris Sears**  
Mayor