

**Highlands County
Planning & Zoning Commission/Local Planning Agency
Tuesday, May 12, 2026, REGULAR MEETING
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 3:56 p.m., Tuesday, May 12, 2026, in the County Commissioners' Board Room located in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida.

An announcement was made by Chair Hunnicutt to silence all cell phones and other audible electronic devices.

2. ROLL CALL

Roll call was taken, with the following members present:

Mrs. Ezell, Mr. Youngman, Mr. Boring, Mrs. Lopez, Mr. Roberts and Mrs. Hunnicutt, Chairperson.

Alternate Voting Members present: Mrs. Payne

Alternate Non-Votin Members present: Mrs. Sclater and Mr. Drewery

Staff present: Mrs. King, Planning and Zoning Technician II; Mrs. Navarrete, Planner I; Ms. Collinsworth, Planner I; Mrs. Kramer, Planning and Zoning Manager; Mrs. Sauls, Development Services Director; and Mrs. Sutphen, County Attorney.

3. CONSIDERATION OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting were unanimously approved. **Motion carried 7-0.**

4. SWEARING IN OF WITNESSES

County Staff who had testimony were sworn in.

5. OLD BUSINESS

6. NEW BUSINESS

A. P&Z 2191 - PROPOSED AMENDMENTS TO THE LAND DEVELOPMENT REGULATIONS PERTAINING TO CERTIFIED RECOVERY RESIDENCES

Staff is proposing to amend the LDRs to include definitions of both "recovery residence" and "certified recovery residence," to list "certified recovery residence" as a permitted use in both the R-3 and R-3 NC zoning districts consistent with similar types of community housing, and to create a new section providing procedures for requesting reasonable accommodation for individuals with disabilities; as required by Section 397.487 F.S. and consistent with the

Federal Fair Housing Act.

Mrs. Hunnicutt read the request into the record. Mrs. Kramer confirmed proof of advertising requirements and noted there were no letters received in favor of or against the request. Discussion ensued amongst the Board members, staff, and County Attorney regarding the proposed language and already permitted uses in the R-3 District. Chair Hunnicutt opened the floor for public comment. There were no additional comments on this matter.

Motion made by Mr. Boring and seconded by Mr. Youngman to recommend to the Board of County Commissioners to approve and adopt by Ordinance the proposed text amendments to the Highlands County Land Development Regulations amending Section 12.03.104, Definitions and interpretations; Section 12.05.213, R-3 multiple-family dwelling including motel and hotel district; Section 12.05.214, R-3 NC non-commercial multiple-family dwelling district, and creating Section 12.05.319, Requests for reasonable accommodation for individuals with disabilities.

Upon roll call, all members voted yes. **Motion carried 7-0.**

7. KNOWLEDGE QUEST

Mrs. Kramer gave a brief demonstration of the new eTRAKiT permitting and project software. The public can use eTRAKiT to search permits, projects, and violations, apply for permits/projects/inspections, submit complaints, see the status of permits/projects/violations/inspections, and much more.

A. [ETRAKIT SOFTWARE OVERVIEW](#)

8. CITIZENS NOT ON THE AGENDA

9. DEVELOPMENT SERVICES DEPARTMENT

10. COMMISSION MEMBERS

11. ANNOUNCEMENT OF NEXT MEETING - JUNE 9, 2026

12. ADJOURN

There being no further business, the meeting was adjourned at 4:19 pm.

Respectfully submitted by,
Angie King
Planning and Zoning Technician II