

## MEMORANDUM

Date: June 24, 2013

**TO:** Dave Bullock, Town Manager

**FROM:** Robin D. Meyer, AICP, Director  
Planning, Zoning & Building Department

**SUBJECT:** Resolution 2013-22, Establishing Urban Land Institute (ULI)  
Advisory Committee

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At the Town Commission's June 3, 2013 Special Meeting to discuss staff's draft questions for the Urban Land Institute (ULI) process, the Commission agreed to form an Advisory Committee comprised of two Town Commissioners Jack Duncan and Pat Zunz, Planning and Zoning Board Members Walter Hackett and George Symanski, and citizens Mr. Tom Freiwald and Mr. Larry Grossman. The objective was to conduct a public review of the Town's Vision Plan and develop draft questions for the Commission's consideration.

The ULI Advisory Committee met on June 10, 2013, and on June 14, 2013. Ten draft questions were developed by the committee and were then forwarded to the Commission for discussion at their June 17, 2013 Regular Workshop Meeting. The Commission reviewed the Committee's recommended questions and unanimously voted to forward them to the ULI, along with the contract for services. In addition to their recommendations regarding the ULI questions, the Committee also made a recommendation to the Commission that the ULI Advisory Committee be formally continued in order to provide input as the Briefing Book is developed for the ULI panel.

Resolution 2013-22 (attached) establishes the Committee for that purpose.

## RESOLUTION 2013-22

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, ESTABLISHING AN URBAN LAND INSTITUTE ADVISORY COMMITTEE AS AN AD HOC COMMITTEE OF THE TOWN COMMISSION UNDER ARTICLE II, SECTION 20(a) OF THE TOWN CHARTER, PROVIDING DUTIES AND RESPONSIBILITIES; PROVIDING FOR MEMBERS AND TERMS OF OFFICE, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Longboat Key Town Charter Article II, Section 20(a) provides that the Town Commission may establish ad hoc committees by Resolution; and

**WHEREAS**, on June 3, 2013, the Town Commission held a Special Meeting to discuss Staff's draft questions for the Urban Land Institute (ULI) process and agreed to form an ULI Advisory Committee (Committee) comprised of two Town Commissioner's Jack Duncan and Patricia Zunz; two Planning and Zoning Board Members, George Symanski and Walter Hackett; and two citizens, Mr. Tom Freiwald and Mr. Larry Grossman, to conduct a public review of the Town's Vision Plan and refine the ULI draft questions for the Commission's review; and,

**WHEREAS**, the Committee met on June 10 and June 14, 2013, for the purpose of developing ten (10) draft questions which were forwarded to the Commission for consideration and discussion; and

**WHEREAS**, at the June 17, 2013, Town Commission Regular Workshop Meeting, the Commission reviewed the Committee's recommended questions and unanimously voted to forward them to the ULI, along with the contract for services; and,

**WHEREAS**, the Town Commission has determined that it would be in the Town's best interest to have the assistance of the Committee as an ad hoc advisory committee of the Town Commission to report and make recommendations to the Town Commission as set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF LONGBOAT KEY THAT:**

**SECTION 1.** The above Whereas clauses are true and correct and are hereby ratified and confirmed.

**SECTION 2.** **Formation.** The Town Commission hereby establishes an Urban Land Institute (ULI) Advisory Committee to consist of two (2) Town Commissioners, two (2) Planning and Zoning (P&Z) Board members, and two (2) members of the public, each member serving a one year term ending on April 30<sup>th</sup> of each year. The Town Commission shall make member appointments concurrent with passage of this Resolution.

SECTION 3. Duties and Responsibilities. The ULI Advisory Committee shall:

A. Review the ULI briefing book material prepared by staff in response to ULI requests for information and make recommendations for material to be included.

B. Provide any additional material to the ULI that the Committee deems appropriate.

SECTION 4. The Planning, Zoning, and Building Department Director shall serve as the staff liaison to the ULI Advisory Committee and may designate his staff members to assist as he deems necessary.

SECTION 5. The ULI Advisory Committee shall present its recommendations to the Town Commission for its consideration. The Town Commission may accept, reject, or modify the recommendations as it deems appropriate.

SECTION 6. This Resolution shall become effective immediately upon its adoption and shall be reviewed annually pursuant to Resolution 2000-05.

PASSED at a meeting of the Town Commission of the Town of Longboat Key, Florida, on the \_\_\_\_\_ day of July, 2013.

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James L. Brown, Mayor

ATTEST:

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Trish Granger, Town Clerk



**End of Agenda Item**