

## M E M O R A N D U M

Date: January 27, 2015

**TO:** Town Commission  
**FROM:** Trish Granger, Town Clerk  
**SUBJECT:** Appointment to Fill Vacancy on the Code Enforcement Board

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Due to the resignation of Mr. James McGuire, a vacancy exists on the Code Enforcement Board (CEB).

The Town Clerk's office advertised this volunteer opportunity in the Longboat Observer and the Longboat Key News. As of the closing date for applications, Mr. Melvyn Sherrow submitted an application for appointment.

This will be a mid-year term expiring in May 2016. Mr. Sherrow's application is attached for your consideration.

Mr. Sherrow has indicated on his application that he is not available for five consecutive months. In consideration of this, the Clerk's office re-advertised this opening, including language relating to attendance expectations, however, the advertisement did not generate any additional responses.

The Town Code outlines attendance requirements for the Code Enforcement Board, the Planning and Zoning Board, and the Zoning Board of Adjustment, as follows:

*Any member who fails to attend two of three consecutive scheduled and called regular meetings without cause and without prior approval of the chairman shall automatically forfeit his appointment, and the town commission shall promptly fill the vacancy.*

All future vacancies advertised will include this language to provide information to those seeking appointment in advance.

Please let me know if you have any questions. Mr. Sherrow has indicated his willingness to attend the February 2, 2015, Regular Meeting to respond to any inquiries you may have on his request to be appointed.

Attachment:  
CEB Member Roster  
Mr. McGuire Resignation Letter  
Mr. Sherrow Application

## Code Enforcement Board

### Town Code Reference: 33.03 Establishment; members

The CEB shall consist of seven members appointed by the Town Commission. All members must be registered voters and residents of the Town of Longboat Key. The Code Enforcement Board shall, whenever possible, consist of persons experienced in their respective fields as follows: 1) Architect; 2) Businessman; 3) Engineer; 4) General Contractor; 5) Subcontractor; 6) Realtor.

No member shall be an elected official or employee of the town.

All terms of appointment shall be for a period of three years and shall expire on the second Wednesday in May of the year in which the term is set to expire. Appointments to fill any vacancy on the Code Enforcement Board shall be for the remainder of the unexpired term of office. Any member who fails to attend three consecutive scheduled and called regular meetings shall automatically forfeit his appointment, and the Town Commission shall promptly fill the vacancy.

Seat Number & Name	Appointment Date	Reappointment Date	End of Term
Seat 1 – James McGuire	05-06-2013	Resigned 12-13-14	05-11-2016
Seat 2 – Thomas Jones	06-03-2013		05-11-2016
Seat 3 – Joel Mangel	05-02-2011	05-05-2014	05-10-2017
Seat 4 – Beverly Shapiro	05-05-2008	05-05-2008 05-02-2011 05-05-2014	05-10-2017
Seat 5 – (Jack) John C. Brill	02-01-2010	05-02-2011 05-05-2014	05-10-2017
Seat 6 – Glenn Peterson	10-08-2008	05-04-2009 05-07-2012	05-13-2015
Seat 7 – Robert Krosney Jr	02-05-2007	05-04-2009 05-07-2012	05-13-2015



570 Spanish Drive South  
Longboat Key, FL 34228

December 13, 2014

Town of Longboat Key  
501 Bay Isles Road  
Longboat Key, FL 34228

ATTN: Code Enforcement

To whom it may concern,

At this time I am submitting my resignation to the Code Enforcement Board because I will be relocating to Bradenton, FL as of January 1, 2015. It has been my pleasure to serve the Town of Longboat Key in this capacity. Thank you.

Sincerely,



James G. McGuire

# TOWN OF LONGBOAT KEY

## TOWN BOARD AND COMMITTEE APPLICATION

Longboat Key Town Commission recognizes that citizen participation is a vital component of a vibrant democratic local government. The Town also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a Town Board or Committee.

**(PLEASE TYPE OR PRINT CLEARLY)**

Name of Advisory Board/Committee for which you are applying:

1. Metropolitan Planning Organization
2. Code Enforcement Board
3. Citizens Advisory Committee

Name: Melvyn Michael Sharrow

Address: 1211 Gulf of Mexico Drive City/State Longboat Key, FL Zip 34228

Alternate Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (Home) 941-552-9493 (Cell) 917-319-6789 (Fax) \_\_\_\_\_  
(Work) \_\_\_\_\_ Preferred Contact # Home ( ) Cell () Work ( )

E-Mail Address: lzspence@aol.com

Are you: Longboat Key Registered Voter? Yes  No DISTRICT 2

Please circle the months you would be available for meetings:

Jan.  Feb.  Mar.  Apr.  May June July Aug. Sept. Oct.  Nov.  Dec.

Occupation: REAL ESTATE EXECUTIVE  
(If retired, please indicate former occupation or profession.)

Are you currently serving on any Town Boards or Committees? Yes \_\_\_\_\_ No

If yes, please provide the name of the Board or Committee:

1. \_\_\_\_\_
2. \_\_\_\_\_

The Town Code requires appointments to the following Boards to be persons who are residents and registered voters of the Town of Longboat Key: Code Enforcement Board, Planning & Zoning Board, Zoning Board of Adjustment.

No person may serve on more than one of these boards concurrently. (These requirements do not apply to appointments to ad hoc committees.)

**WHAT DO YOU FEEL YOU CAN CONTRIBUTE TO THE COMMITTEE FOR WHICH YOU ARE APPLYING?**

I am a retired member of the NY State Bar, and have been a successful business person for the past 50 years with experience in planning, organizing and executing policies decided by working in a team atmosphere. I am a logical and rational thinker, and have always worked in a communal and collegial environment. I am a great believer in the axiom that since God has given us two ears and one mouth, we should listen twice as much as we should speak.

**ACADEMIC- DEGREES, DIPLOMAS**

BBA- Baruch School of the City University of New York  
JD- St. John's Law School  
DD 214 (1954-56)

**PROFESSIONAL - CERTIFICATIONS**

Retired member of the NY State Bar  
Retired member of Urban Land Institute  
Member Real Estate Board of New York  
Licensed in NY, NJ, CT, VA and GA.

**KNOWLEDGE- TRAINING, INTERESTS, OR EXPERIENCE**

Have owned, developed, sold, bought, financed and managed commercial real estate properties throughout the U.S. and have appeared at planning and zoning board meetings/hearings as both an applicant and an adversary. I have acquired negotiating and mediation skills which have enabled my success in both my business and personal lives. I am semi-retired and remain a partner in a firm which has close to 400 employees in eleven offices in the US and two offshore.

**COMMUNITY INVOLVEMENT - LIST ORGANIZATIONS/POSITIONS**

- Taught as a volunteer in an English as a Second Language program in a community center
- Big Apple Greeter- Volunteer in a NFP organization to introduce foreign visitors to New York City.
- Worked together with the NY City Center Theater organization to form a cooperative group.
- Led drive to form West 56<sup>th</sup> Street Block Association.
- Volunteered in Breakfast Program for the Homeless
- President of the condominium board for a 340 unit hi-rise building in Manhattan for 16 years. Oversaw planning and implementation of long/short term multi-million dollar capital projects; labor relations; operating budgets; review for approval of purchaser and renter applications and deciding for disposition of reserve fund deposits.

**ORGANIZATIONS - MEMBERHIP**

- American Museum of Natural History in New York
- Manhattan Theatre Club
- Fraternal and Religious organizations

**IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR COMMITTEES**

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S.

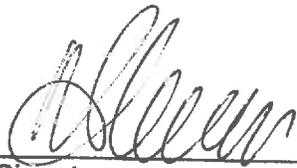
The Code Enforcement Board, Pension Board, Planning & Zoning Board, and Zoning Board of Adjustment, and the Investment Advisory Committee are continuing boards. At various times the Town has had or may have ad hoc committees such as: Airport Advisory, Beach Advisory, Beautification, Citizens Relations, Facilities Advisory, as well as others.

Terms on various boards and committees vary and may be for a period up to three years. Appointments expire on the second Wednesday in May of each year on a staggered basis. Vacancies occur throughout the year for various reasons; appointments by the Town Commission to fill vacancies are for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Town Commission, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment.

Town boards and committees play a vital part in our community. You are encouraged to submit an application for appointment to a Town Board or Committee prior to board appointment deadlines. The deadline to accept any application for current appointments is 5:00 p.m. Tuesday before the Regular Commission Meeting on the first Monday of the month of May with the exception of the Retirement System boards, which is the first Monday of the month of September. For information concerning any board or committee or the appointment process, please call the Office of the Town Clerk at Town Hall, 316-1999, or visit our website at [www.longboatkey.org](http://www.longboatkey.org).

**COMPLETE, SIGN, AND RETURN THIS FORM TO:**

**OFFICE OF THE TOWN CLERK  
Town of Longboat Key  
501 Bay Isles Road  
Longboat Key, FL 34228**



Applicant Signature

12/21/14  
Date

Staff Use Only: Appointed: Yes \_\_\_\_\_ No \_\_\_\_\_

Term Expiration Date: \_\_\_\_\_

Date Notified: \_\_\_\_\_

Revised: 12/2008



**End of Agenda Item**