

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

Date: February 23, 2015

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

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, Ms. Lynn Cook and Mr. Jerry Whitehead submitted applications for appointment.

This will be a mid-year term expiring in May 2016. The applications are attached for your consideration.

Ms. Cook and Mr. Whitehead have indicated their willingness to attend the March 2, 2015, Regular Meeting to respond to any inquiries you may have on their applications. As such, a Meet and Greet has been set for 6:30 p.m. on March 2, 2015, prior to the start of the Regular Meeting to provide an opportunity to meet the applicants.

Attachment:

- CEB Member Roster
- Mr. McGuire Resignation Letter
- Applications: Ms. Lynn Cook; Mr. Jerry Whitehead

## 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

REC'D FEB 12 REC'D

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. Code Enforcement Board

2.

3.

Name: Lynn Cook

Address: 573 Gunwale Lane City/State Longboat Key Zip 34228

Alternate Address: City/State Zip

Telephone: (Home) (941) 383-9510 (Cell) (941) 967-9480 (Fax) Preferred Contact # Home (X) Cell ( ) Work ( )

E-Mail Address: lynncookny@gmail.com

Are you: Longboat Key Registered Voter? Yes (X) No DISTRICT 1

Please circle the months you would be available for meetings:

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

Occupation: RETIRED - Psychologist (If retired, please indicate former occupation or profession.)

Are you currently serving on any Town Boards or Committees? Yes No (X)

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.)

**Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Committee.**

What do you feel you can contribute to the committee to which you are applying?

I grew up on the island, leaving after college & marriage. LBK is my home. I contribute care + loyalty to the committee. I am concerned for the quality of life on LBK and want LBK to continue to be a wonderful place to live. It is necessary that code enforcement be effective, to achieve these goals. We returned to the island 3 1/2 years ago. It's time to give back.

**Academic - Degrees, Diplomas**

Ph. D., M.A., B.A.

↓ Fordham University

The other two degrees are from UF.

**Professional - Certifications**

Licensed psychologist - NY STATE

NATIONALLY ACCREDITED SCHOOL PSYCHOLOGIST (NASP)

**Knowledge - Training, interests, or experience**

Communication skills

Chairperson, Case Management, E. RAMAPA Central Schools, Spring Valley, NY

Individual differences, Cognitive Development

Photography

**Community Involvement - List organizations/positions**

Chaired school fairs, etc

SPECIAL EDUCATION Parent Groups

Pre-divorce counseling / communication training

Westchester County (N.Y.) Psychological Association (WCPA)

NOTE turtle volunteer - 3 yrs.

**Organizations - Membership**

(listed above)

NY STATE Licensed Psychologists

NASP

WCPA

NOTE

**Please attach any other information or resume you feel will assist the Commission in making their decision on this appointment.**

**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.

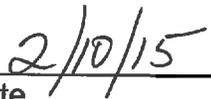
Terms on various boards and committees vary and may be for a period up to three years. Appointments expire on the second Wednesday in May of each year on a staggered basis. Vacancies occur throughout the year for various reasons; appointments by the Town Commission to fill vacancies are for the remainder 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

  
Date

Staff Use Only: Appointed: Yes  No  Term Expiration Date: \_\_\_\_\_  
Date Notified: \_\_\_\_\_

Revised: 12/2008

# 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. CODE ENFORCEMENT BOARD

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

3. \_\_\_\_\_

Name: JERRY WHITEHEAD

Address: 548 GUNWATE LANE City/State LONG KEY, FL. Zip 34228

Alternate Address: HIGHLANDS AVE City/State NC Zip 28741

Telephone: (Home) 941 3838100 (Cell) 404 915 6030 (Fax) \_\_\_\_\_  
(Work) \_\_\_\_\_ Preferred Contact # Home ( ) Cell ( ) Work ( )

E-Mail Address: JOWINC@aol.com

Are you: Longboat Key Registered Voter? Yes  No  **DISTRICT 1**

Please circle the months you would be available for meetings:

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

Occupation: RETIRED / COMMERCIAL REAL ESTATE DEVELOPER  
(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. TOWN CENTER STEERING COMMITTEE

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.)

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Committee.

What do you feel you can contribute to the committee to which you are applying?

1. CRITICAL THINKING AS METHOD OF SOLVING PROBLEMS

2. STRONG BACKGROUND IN ALL PHASES OF REAL ESTATE IE DEVELOPMENT, ETC

Academic - Degrees, Diplomas

BA POLITICAL SCIENCE 1962  
THE CITADEL  
CHARLESTON, S.C.

Professional - Certifications

PROFESSIONAL OIL AND GAS PETROLEUM  
LANDMAN

Knowledge - Training, interests, or experience

1. COMMERCIAL REAL ESTATE DEVELOPER  
2. OIL AND GAS LANDMAN

Community Involvement - List organizations/positions

~~XXXXXXXXXX~~ COUNTRY CLUB SHORES LIT  
BOARD OF DIRECTORS

2. TOWN CENTER STEERING COMMITTEE LBK

3. ULI COMMITTEE: ~~XXXXXXXXXX~~  
ADVISORY

Organizations - Membership

KIWANIS - LBK

Please attach any other information or resume you feel will assist the Commission in making their decision on this appointment.

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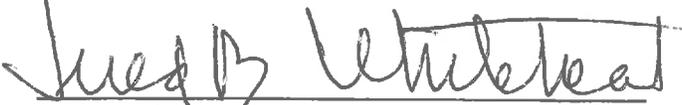
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**COMPLETE, SIGN, AND RETURN THIS FORM TO:**

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

  
Applicant Signature

23 FEB, 2015  
Date

Staff Use Only: Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Term Expiration Date: _____
Date Notified: _____	

Revised: 12/2008



**End of Agenda Item 1**