

**MINUTES
LONGBOAT KEY TOWN COMMISSION
REGULAR WORKSHOP MEETING
NOVEMBER 12, 2012 - 1:00 P.M.**

Present: Mayor Jim Brown, Vice Mayor David Brenner, Commrs. Jack Duncan, Terry Gans, Lynn Larson, Phill Younger, Pat Zunz

Also: Town Manager Dave Bullock, Town Attorney David Persson, Town Clerk
Present: Trish Granger

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Brown called the meeting to order at 1:05 p.m. in the Town Commission Chamber, 501 Bay Isles Road, Longboat Key, Florida and Vice Mayor Brenner led the Pledge of Allegiance.

PUBLIC TO BE HEARD

1. Opportunity for Public to Address Town Commission

A. Planning, Zoning, and Building Department

Mr. Larry Grossman, St. Judes Drive, commented on the reopening of the remodeled Publix and the lack of bicycle racks at the CVS Pharmacy, the queuing bays designed for ingress to the shopping center, and noted concern with the vegetation blocking the view. (See Item 1 later this meeting.)

COMMITTEE REPORTS AND COMMUNICATIONS

2. Manatee County Special Liaison Report - No items were presented.

3. Sarasota County Special Liaison Report

A. Organizations

Commr. Duncan commented on the issues discussed at the ManaSota League of Cities meeting, noted that Commr. Sandra Haas-Marteen was defeated in the recent City of Holmes Beach election, and advised that the ManaSota League of Cities would be holding an election to seat a new Chair.

4. Other Reports

B. Organizations

Vice Mayor Brenner noted attendance at the Tampa Bay Partnership meeting and reviewed the issues discussed. Upon inquiry, Town Manager Dave Bullock and Vice Mayor Brenner commented on the utilization of volunteers within the school system, other government agencies, organized boards, and committees. Individual comments followed.

C. Organizations

Commr. Larson noted that tickets were still available for the Longboat Key Kiwanis Garden Party on November 17, 2012.

4. Other Reports - Continued

A. Employee Service Award

Mayor Brown noted the Employee Service Award presentation to Lieutenant Pete Collandra, Fire Department, for 25 years of Service was pulled from consideration.

DISCUSSION ITEMS FOR CONSIDERATION OF THE TOWN COMMISSION

5. National Flood Insurance Program (NFIP) Update

The Town participates in the National Flood Insurance Program (NFIP) Community Rating System which is administered by the Insurances Services Office. Based on the Town's preparedness, mitigation and community awareness activities citizens who purchase NFIP flood insurance qualify for a 20% discount on their flood insurance rates. This item is placed on the November 12, 2012 Regular Workshop Consent Agenda to provide an update on the NFIP program. Recommended Action: None, informational only.

Following comments by Town Manager Dave Bullock, Public Works Project Manager James Linkogle presented an overview of the National Flood Insurance Program (NFIP). Discussions were held on the following topics/issues:

- correspondence included in the Staff report from Ms. Sandra Knight relating to zone districts
- standing water in low lying areas, especially during high tides
- program required to earn the 4500 score rating/updated CRS scoring manual anticipated in early 2013
- opportunities to reach the 25% scoring discount
- Repetitive Loss/Severe Repetitive Loss Funding Programs
- requirements to carry flood insurance if loan is federally funded
- identification of discount on flood insurance premiums.

Town Manager Bullock commended Mr. Linkogle on his and the Public Works' departmental efforts.

6. Property Maintenance Codes - Proposed Ordinance 2012-26, Creating Chapter 104, Property Maintenance Code, Amending Chapter 96, Health and Sanitation Code, and Amending Chapter 150, Buildings

At the September 22, 2011 Regular Workshop and October 6, 2012 Special Workshop Meetings the Town Commission discussed issues relating to property maintenance and enforcement of existing Town Codes. Staff was directed to conduct meetings seeking community input, review property maintenance issues throughout the island, and develop a recommendation for Commission consideration. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Dave Bullock, Planning, Zoning, and Building (PZB) Department Planner Steve Schield presented an overview the International Property Maintenance Code (IPMC) and proposed Ordinance 2012-26 which would establish Chapter 104 and amend Chapters 96 and 150 of the Town Code.

6. Property Maintenance Codes - Proposed Ordinance 2012-26 - Continued

Discussions were held with Mr. Schield, PZB Department Code Enforcement Officer Amanda Nemoytin, and Town Attorney David Persson on the following topics/issues:

- number of the public who attended the Public Outreach meeting in January 2012
- Town's "Welcome" signs
- exterior storage concerns
- adopt the International Property Maintenance Code or develop a Code for Longboat Key
- allowing a registered boat in setback or yard versus driveway
- determination of an "approved" parking area/process to identify an approved parking area/requirement for a Zoning Exemption to designate an approved parking area
- number of boats allowed on a property
- number of complaints/violations identified per year
- number of communities similar to Longboat Key that have adopted or incorporated the IPMC and enforcement issues
- consideration of aging structures on Longboat Key
- lack of enforcement for dumpsters at restaurants/other facilities
- Core Value included in the Vision/Mission/Core Value Statement relating to well-designed and well-maintained neighborhoods, communities, and commercial areas to protect way of life and property values
- integration of codes and land uses for long-term planning
- utilization of by-laws for developments versus the Zoning Code
- current allowances provided for storage trailers/boat trailers on property
- inclusion of time provisions to allow current uses to be sunset
- lack of enforcement staffing for current Code and needs (staffing) for a higher level of enforcement
- consideration of long-term planning efforts/integrated Codes
- vacant residential properties versus vacant commercial properties
- process to be utilized to inform the community
- on-going review and modifications to existing Codes
- phasing options to incorporate portions of the IPMC
- community acceptance
- options to levy additional fees on abandoned property
- current Code Enforcement process and lien structure
- impact of foreclosure processes on property conditions.

There was consensus to direct Staff to develop a Property Maintenance Code in accordance with issues discussed this date for inclusion in the Town's Code of Ordinances and to schedule the matter on a future agenda for further consideration.

RECESS: 2:40 p.m. - 2:50 p.m.

7. Proposed Ordinance 2012-23, Amending Chapter 30, Meetings

At the November 5, 2012 Regular Meeting the Town Commission adopted the 2013 Town Commission Meeting Schedule. Staff was directed to prepare Ordinance 2012-23, amending Chapter 30 to provide for the change to scheduled workshop meetings.

7. Proposed Ordinance 2012-23, Amending Chapter 30, Meetings - Continued

Proposed Ordinance 2012-23 also incorporates amendments to the agenda material preparation requirements and clarifies addressing the Commission. Recommended Action: Pending discussion, provide direction to Manager.

Town Manager Dave Bullock provided an overview of the proposed amendments to Chapter 30 relating to the scheduled workshop meetings, agenda material preparation, and addressing the Commission.

Subsequent to discussion on Charter versus Code requirements for Commission Workshop meetings, there was consensus to forward Ordinance 2012-23 to the December 3, 2012, Regular Meeting for first reading.

8. Proposed Ordinance 2012-25, Amending Chapter 158.153, Height Regulations

At their October 16, 2012 meeting the Planning & Zoning (P&Z) Board unanimously recommended Commission approval of Ordinance 2012-25, which amends the Zoning Code to provide consistency with the Town's Comprehensive Plan regarding maximum heights for certain structures. The Ordinance also clarifies the maximum heights allowed for structures that are excepted from the maximum building heights set for the underlying zoning district. This item is placed on the November 12, 2012 Regular Workshop Meeting for Commission consideration. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Town Manager Dave Bullock, Planning, Zoning, and Building (PZB) Department Planner Ric Hartman presented an overview of proposed Ordinance 2012-25 to amend Chapter 158 of the Zoning Code. Discussions were held with Mr. Hartman and PZB Director Robin Meyer on the following topics/issues:

- height restrictions/allowable heights for House of Worship, Appurtenance
- existing parapet wall height allowance
- steeple versus parapet wall/existing facilities with ten foot parapet walls
- House of Worship height restrictions not incorporated
- height limitations for cellular towers based upon set-back requirements
- height restrictions outlined in the Zoning Code.

There was consensus to direct Staff to review of the heights permitted for parapets and to schedule on a future agenda for discussion.

9. Town Manager's Annual Performance Evaluation

A provision of the Town Manager's employment agreement is for the Commission to review and evaluate the job performance of the Town Manager at least once, annually, for each year of the employment agreement. The agreement also states that the Town Commission shall define the goals and objectives of the Town Manager at least annually. Recommended Action: Pending discussion, provide direction to Manager.

Following comments by Mayor Brown, discussions were held on the following topics/issues:

9. Town Manager's Annual Performance Evaluation - Continued

- utilization of the existing form/format
- option for Human Resources Manager to review processes used by other governmental entities
- restrictions on developing a process by the Town Commission outside of a formal meeting
- regular feedback to Town Manager by individual Commissioners
- subjectiveness of existing rating system.

1. Opportunity for Public to Address Town Commission - Continued

B. Franchises

Ms. Cathy Grippi, Lyons Lane, commented on the installation of "smart" meters by Florida Power and Light Company.

TOWN COMMISSION COMMENTS

A. Tennis Center

Vice Mayor Brenner requested that Commission comments be deferred until later this meeting.

TOWN ATTORNEY COMMENTS - No items were presented.

TOWN MANAGER COMMENTS

A. Government Agencies

Town Manager Dave Bullock noted the Convocation of Governments meeting on January 18, 2013, and reviewed the issues to be discussed.

B. Advisory Boards/Committees

Town Manager Dave Bullock is working with the Mayor to schedule a Sunshine Law/Public Records seminar refresher in late December 2012 or January 2013 for all Advisory and Committee Board members and requested consideration for Commissioners attendance.

C. Planning, Zoning, and Building

Town Manager Dave Bullock thanked Publix representatives for extending the sidewalk to the Tennis Center during the property redevelopment.

D. Town Commission

Town Manager Dave Bullock advised that microphone switches would be added to the dais in the near future.

E. Planning, Zoning, and Building

Town Manager Dave Bullock advised that draft language relating to telecommunications services at the Comprehensive Plan level has been developed for review.

TOWN COMMISSION COMMENTS - Continued

A. Tennis Center - Continued

Vice Mayor Brenner inquired and Tennis Center Manager Kay Thayer reviewed proposed user fee increases for 2013. Discussions were held with Ms. Thayer and Town Manager Dave Bullock on the following topics/issues:

- on the proposed membership fees charged to residents versus non-residents
- revenue sources
- options for tier rates
- intent to have self-sustainable facility to cover anticipated Capital Improvements.

PRESS TO BE HEARD - No items were presented.

ADJOURNMENT

Mayor Brown adjourned the November 12, 2012, Regular Workshop Meeting at 3:52 p.m.



Trish Granger, Town Clerk



James L. Brown, Mayor

Minutes Approved: 1-7-13

