



This meeting will be live-streamed via the Town's website.

Town of Longboat Key Town Commission

Town Hall, 501 Bay Isles Road

Longboat Key, FL 34228

www.longboatkey.org

Ken Schneier, Mayor; Mike Haycock, Vice Mayor; Sherry Dominick, District 1
George Spoll, District 2; Jack Daly, District 4;
Ed Zunz, District 5; and B.J. Bishop, At-Large

AGENDA

REGULAR MEETING (Virtual)

September 14, 2020 – 1:00 PM

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Pledge of Public Conduct

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered as "Out of Order."

5. Approval of Virtual Meeting Protocols and Process

6. Public to be Heard

Opportunity for Public to Address Town Commission

- A. At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.
- B. All other agenda items except public hearings.

7. Reports

COVID-19 Update

The Town Manager will brief Commissioners on the Town's response to the COVID-19 pandemic.

Recommended Action: None, informational only.

8. Consent Agenda

The purpose of the Consent Agenda is to expedite those items on an agenda that appear to be of a routine nature. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Meeting Agenda by any member of the Town Commission without having to make a motion, receive a second, or submit to a vote. Otherwise, all items on the consent Agenda are voted upon in their totality by one action (motion, second and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda is a vote of confirmation to the action noted in each item.

A. Approval of Minutes

June 15, 2020 Special Workshop Meeting (Budget); June 15, 2020 Regular Workshop Meeting; June 15, 2020 Special Meeting; June 30, 2020 Regular Meeting; and July 2, 2020 Emergency Special Meeting; and August 31, 2020 Emergency Special Meeting Minutes.

Recommended Action: Approve Minutes

B. Request for Authorization to Execute an Interlocal Agreement with Manatee County for CARES Act Funding

On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump, creating the Coronavirus Relief Fund which provides funding for State, and County governments. Manatee County was awarded \$70 million, of which Longboat Key has been allocated a percentage to offset COVID-19 expenses. This Interlocal Agreement provides for distribution of funding to Longboat Key.

Recommended Action: Authorize the Manager to execute the Interlocal Agreement with Manatee County for CARES Act funding.

C. Interlocal Agreement with Manatee County for Greer Island Law Enforcement Funding

Since 2018, the Town and Manatee County have entered an Interlocal Agreement to offset the cost of the Town providing public safety services to the Manatee County-owned Park, Greer Island, aka Beer Can Island. The Interlocal Agreement will provide funding in the amount of \$60,000 for public safety services for FY 21.

Recommended Action: Authorize Manager to execute Interlocal Agreement with Manatee County for Greer Island Law Enforcement funding.

D. Resolution 2020-22, Providing for Adoption of the 2020 Floodplain Management Plan

To remain eligible for participation in the Community Rating System (CRS) and policy discounts associated with the National Flood Insurance Program, the Town must have, and update, its Floodplain Management Plan every 5 years. By passing Resolution 2020-22, the Town remains compliant with requirements by having its updated Floodplain Management Plan adopted by the governing Board.

Recommended Action: Pass Resolution 2020-22.

E. Authorization to Execute Easement for Florida Power & Light (FPL) to Conduct Utilities Undergrounding Project Work for Town-Owned Property, 280 Gulf of Mexico Drive

FPL is requesting the Town to execute an easement for their utility undergrounding project work that will be conducted on Town-owned property. Additional easements for similar work will be brought for Commission authorization during the course of the Utility Undergrounding Project.

Recommended Action: Approve FPL Easement and authorize Manager to execute easement.

9. Ordinances – First Reading and Public Hearing

Ordinance 2020-07, Amending Chapter 158.098(D), Daylight Plane and Single-Family Residential Structure Buffering Requirements

The Town Commission will consider Ordinance 2020-07, which amends daylight plane and buffering requirements for single family residential structures. Ordinance 2020-07 was forwarded from the Planning & Zoning Board following public hearing at their May 26, 2020 Regular Meeting. First reading of Ordinance 2020-07 was tabled at the June 30, 2020 Regular Meeting to be heard at the September 14, 2020 Regular Meeting.

Recommended Action: Forward Ordinance 2020-07 to the October 5, 2020 Regular Meeting for second reading and public hearing.

10. Ordinances – Second Reading and Public Hearing

Ordinance 2020-05, Privately Initiated Zoning Text Amendment, Amending Zoning Code Section 158.098, Height and Daylight Plane Regulations

The Town received a privately initiated text amendment request from a property owner seeking approval for lightning protection systems to be included as an exception to height and daylight plane regulations in the Town Code. Ordinance 2020-05 was forwarded from the June 30, 2020 Town Commission Regular Meeting.

Recommended Action: Adopt Ordinance 2020-05.

11. Resolution and Public Hearing

- A. Resolution 2020-15, Providing for Certification of the Annual Assessment Roll for Gulf of Mexico Drive (GMD) Utility Undergrounding Project

The Town is required to pass a resolution each year that certifies the annual assessment roll for compliance with administrative provisions for the GMD Utility Undergrounding Project assessment roll. Resolution 2020-15 must be passed prior to September 15, 2020.

Recommended Action: Pass Resolution 2020-15.

- B. Resolution 2020-16, Providing for Certification of the Annual Assessment Roll for Neighborhood Utility Undergrounding Project

The Town is required to pass a resolution each year that certifies the annual assessment roll for compliance with administrative provisions for the Neighborhood Utility Undergrounding project assessment roll. Resolution 2020-16 must be passed prior to September 15, 2020.

Recommended Action: Pass Resolution 2020-16.

12. Ordinances – First Reading

- A. Ordinance 2020-02, Amending Chapter 94, Fire Prevention Code

Ordinance 2020-02, provides a re-write and replacement of Chapter 94, Fire Prevention Code. It contains updated language, definitions, other required updates, and a more intuitive document for ease of use.

Recommended Action: Forward Ordinance 2020-02 to the October 5, 2020 Regular Meeting for second reading and public hearing.

B. Ordinance 2020-12, Amending Chapter 72, Parking, Fines

The Town Commission will consider Ordinance 2020-12, which includes a staff recommendation to increase the parking fines within the Town of Longboat Key. Ordinance 2020-12 provides for increased fines for illegal parking, and updated the process for hearing appeals.

Recommended Action: Forward Ordinance 2020-05 to the October 5, 2020 Regular Meeting for second reading and public hearing.

13. New Business

A. Discussion Regarding Appointments to Town Boards, and Committees

The Town Commission will consider appointments to Planning & Zoning (P&Z) Board, Consolidated Retirement System Board, and Citizens' Tax Oversight Committee.

Recommended Action: Make appointments to Boards and Committees or provide direction to Manager.

B. Subaqueous Wastewater Line Update

At their June 1, 2020 Regular Meeting the Town Commission heard a staff report on the status of the environmental permitting of a planned, redundant subaqueous force main. This item is placed for staff to provide updated information regarding that effort, as well as a report on the recent subaqueous wastewater line leak.

Recommended Action: None, informational only.

C. Town's Emergency Notification Systems

At their June 1, 2020 Regular Meeting the Town Commission requested a discussion on the use of sirens as part of a review of the Town's emergency notifications systems utilized for communications to the public during disasters, or critical incidents requiring immediate public information.

Recommended Action: Continue utilization of the current platforms for emergency notifications to the public.

14. Town Commission Comments

15. Town Attorney Comments

16. Town Manager Comments

17. Adjournment

Please be advised that the Florida Governor's Office has declared a State of Emergency due to the Coronavirus (COVID-19) pandemic. As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the Town Commission's meeting in order to avoid a potential exposure to the virus.

While it is necessary to hold the above referenced meeting of the Town Commission despite the current public health emergency, the Town Commission fully encourages public participation in a safe and efficient manner. Toward that end, anyone [wishing to listen to the meeting can do so](#) at <https://www.longboatkey.org/town-government/commission-meetings-live>. Additionally, the public can submit comments on agenda items to the Town Clerk in advance at tshinkle@longboatkey.org. Please submit comments on agenda items to the Town Clerk no later than Monday, September 14, 2020 at 10:00 am, to facilitate the Town Commission's consideration of such questions and comments during the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a special accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 seventy-two (72) hours in advance of this proceeding. If you are hearing impaired, please call 941-316-8719.

Virtual Meeting Protocols and Process

The September 14, 2020, Town Commission meetings will be conducted virtually with limited staff in attendance in the Commission Chamber at Town Hall.

The Town encourages public participation in its virtual meetings. If you do not plan on participating in the meeting but only wish to view, please consider viewing the meeting via the Town's online streaming option as described in option #2 so that there can be more available bandwidth for individuals who wish to participate in the virtual meeting using the Zoom medium as described in option #4.

Please be advised that there is a 45 second delay due to closed captioning when the Town Commission meeting is viewed using the online option.

Further, should you encounter difficulties in viewing or participating in the meeting with the option you choose, please consider using an alternate form of participation from the options listed below.

To participate in the Town Commission virtual meeting on September 14, 2020, which begins at 1 p.m., you have the following options:

1. Listen to the meeting via phone:

You may listen to the audio only from your phone by dialing 1-646-558-8656 and when the meeting ID is requested, enter 267390984 and then press the # key.

2. Watch the meeting online, but not participate:

You may access the meeting by visiting <https://www.longboatkey.org/town-government/commission-meetings-live>. As noted above, there is a 45 second delay when viewing and streaming the meeting through this online option.

3. Watch the meeting online and provide public comment prior to the meeting:

Please follow all of the instructions provided for in #2 above. You may also provide written comments by e-mailing Town Clerk Trish Shinkle by **September 14, 2020, at 10:00 a.m.** at tshinkle@longboatkey.org, by regular mail at 501 Bay Isles Road, Longboat Key, FL, 34228, or submit the on-line form available on the Town's website (www.longboatkey.org). The on-line form will be available from Friday, September 11, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on Monday, September 14, 2020. If you do not wish to speak during the meeting, you may request that your written comments be read into the record at the appropriate time. All other written comments received by the deadline will be distributed to the Commission and the appropriate staff prior to the start of the meeting. Time limits will be enforced so written comments that are read into the record must be limited to 3 minutes.

4. Watch the meeting and participate during the public comment and/or public hearing in the meeting using Zoom:

Request to Speak instructions:

To request to speak during the virtual meeting or public hearing, you must complete the Request to Speak form **no later than 10:00 a.m. on September 14, 2020**, to be placed on a participant list. You may access the Request to Speak form by visiting www.longboatkey.org, select the "Agendas & Meetings" tab, and then select "Virtual Meeting Information" link. You must fill out and submit all required information on the form no later than **no later than 10:00 a.m. on September 14, 2020**, to participate during the public comment and/or public hearing items on the agenda. The on-line form will be available from Friday, September 11, 2020, at 12:00 p.m. (noon) until 10:00 a.m. on Monday,

September 14, 2020. Except for the public hearing agenda item(s), all Public to be Heard comments will be taken at the beginning of the meeting for both Agenda and Non-Agenda items. If you are requesting to speak during the public hearing agenda item, please indicate that specific agenda item number on the Request to Speak form as your comments will be considered during the public hearing portion of the meeting when that public hearing item is considered by the Town Commission.

Zoom instructions:

For the September 14, 2020, meeting, please use the meeting link <https://zoom.us/j/267390984> to virtually attend and watch the meeting by computer, tablet, or smartphone. Those whom have pre-registered to speak, will be called upon and the Town's 3-minute time limit will be enforced. If joining from a tablet or smartphone, you will need to download the free Zoom app from your device's app store. If joining from a computer, your computer will automatically download and install (if needed) the Zoom program. If you currently have Zoom installed on your computer, tablet, or smartphone, you may join the meeting by entering the meeting ID 267390984. **In the event you encounter difficulties in participating with this option, an alternate option should be selected to continue participation.**

For additional information or assistance please contact one of the following staff members prior to the meeting:

1. For public comment questions: Trish Shinkle, Town Clerk, tshinkle@longboatkey.org or (941) 316-1999
2. For questions on connecting to the meeting: Jason Keen, Information Technology Director, jkeen@longboatkey.org or (941) 316-1999.