

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

**To:** Town Commission  
**From:** Tom Harmer, Town Manager  
**Report date:** November 3, 2020  
**Meeting date:** November 9, 2020  
**Subject:** Update on Historic Whitney Beach Cottage Proposed for Placement on Town Center Property

### **Recommended Action**

Provide direction to Manager

### **Background**

At the October 19, 2020 Town Commission Regular Workshop, the Commission was provided background information regarding an opportunity to relocate one of the Whitney Cottage buildings owned by the Longboat Key Historical Society to the Town Center. The cottage is approximately 16 x 25' or 400 sq. feet. It is basically 4 walls with no interior dividers or rooms.

At the November 2, 2020 Town Commission Regular Meeting, the Commission discussed a draft lease as well as a proposed location within the boundaries of the Town Center property. Staff originally examined 5 potential areas but recommended a site that is directly behind Chase Bank due to the following:

- Easiest for a contractor to set-up
- In close proximity to electric
- Building would provide a visible barrier to an unsightly electrical panel and electrical boxes currently on the property
- Handicapped parking already exists on this side of the property and would provide accessibility from the parking lot
- The location is quite level and allows space for a handicapped accessible ramp
- Designated parking for the cottage is readily available

During discussion, a Commissioner proposed one of the other originally identified locations as a more desirable option. This site is located directly in front of the drainage ditch that is between the back side of the Tennis Center and Town Center property.

After further discussion, Commission direction was to have staff stake out both locations, allow Commissioners to individually review each site, and re-consider the site for placement of the cottage, and take formal action at a Special Meeting scheduled immediately following conclusion of the November 9, 2020 Regular Workshop Meeting.

In addition, the Town Attorney made some minor modifications to the proposed lease that was originally presented:

1. Language was inserted to address that the lessee is responsible for any governmental tax or assessment liability.
2. Language was added to clarify the Town's ability to enforce the requirement to maintain the property.
3. Language was added to clarify the connection to utilities.

The second site has been staked for the Commissioners to review. Two different configurations in that area have been marked. The staff believes this site will require the reduction of 1-2 parking spaces to accommodate the cottage and create a handicapped spot in the area. Depending on the orientation, the removal of 1 – 2 oak trees adjacent to the proposed location may be necessary.

Based on Commission direction, the staff will finalize the location and Exhibit A of the proposed Lease Agreement. Three examples of the exhibit are included for your information.

### **Staff Recommendation**

Provide direction to the Manager

### **Attachments**

- A. Proposed Lease with Longboat Key Historical Society – Redlined Version (Available in Town Clerk's Office)
- B. Proposed Lease with the Longboat Key Historical Society – Clean Version (Available in Town Clerk's Office)
- C. Exhibit A (Available in Town Clerk's Office)
- D. Exhibit B (Available in Town Clerk's Office)
- E. Exhibit C (Available in Town Clerk's Office)

**End of Agenda Item**