

**TOWN OF LONGBOAT KEY  
PLANNING AND ZONING BOARD  
MINUTES OF REGULAR MEETING  
FEBRUARY 18, 2021**

Members Present: Chair David Green; Vice Chair Phil Younger; Secretary Penny Gold;  
Members David Lapovsky (via Zoom), Jay Plager, Debra Williams

Also Present: Kelly Fernandez, Assistant Town Attorney (via Zoom), Allen Parsons,  
Planning, Zoning & Building Director; Maika Arnold, Senior Town Planner;  
Tate Taylor, Planner; Donna Chipman, Senior Office Manager

**1. Pledge of Public Conduct**

Chair Green noted the Town's Civility Policy and read the Pledge of Public Conduct.

**2. Call to Order**

The regular meeting of the Planning and Zoning Board was called to order at 9:15 AM by  
Chair David Green.

**3. Roll Call**

Senior Office Manager, Donna Chipman, called roll for attendance with all members  
present.

**4. Virtual Meeting Protocols and Process**

Allen Parsons, Planning, Zoning & Building Director, reviewed the process and protocols  
for this hybrid meeting.

**5. Public to be Heard**

At each meeting, the Planning & Zoning Board sets aside time for the public to address  
issues not on the agenda. No one wished to address the board.

**6. Consent Agenda**

**MS. GOLD MOVED APPROVAL OF THE MINUTES OF THE JANUARY 21, 2021,  
REGULAR MEETING AND SETTING THE NEXT MEETING FOR MARCH 16, 2021. MR.  
PLAGER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**7. Public Hearings**

**6920 Gulf of Mexico Drive, Site Development Plan Amendment Application (QUASI-  
JUDICIAL)**

Pursuant to published notice, the public hearing was opened. All those testifying at this hearing  
have previously submitted a '*Request to Be Heard*' form affirming their evidence or factual  
representation. Sarah Propst, agent representing the applicant, previously provided the digital  
Return Receipts to staff.

Kelly Fernandez, Assistant Town Attorney, reviewed the process for Quasi-Judicial hearings  
as outlined in Chapter 33, Section 33.25, of the Town Code. She asked the Board if anyone  
had any Ex Parte communications or Conflicts of Interest that they wish to disclose on the

record. The board members noted they had no Ex Parte communications or Conflicts of Interest.

Maika Arnold, Senior Planner, provided an overview of the application with reviewing a PowerPoint presentation and noting:

- The request was for approval of a 1,493 square foot office building with 88 parking spaces; the previous approval allowed a 300 square foot office building with 98 parking spaces
- The site area was 65,257 square feet, vacant, and zoned C-2, General Commercial
- The revision was to allow a modification to the overall lot coverage and non-open space
- The owner intends to utilize the site for excess parking to serve the Mar Vista restaurant at 760 Broadway, and to use the site, during peak times, to provide a park-and-ride facility to allow restaurant employees and customers to park at the location and ride a shuttle to the restaurant
- The golf cart is serviced by the current valet company that services Mar Vista and is proposed to run between 10:00 AM and 11:30 PM
- The Order includes an additional condition #11, related to the applicant obtaining approval of a Lot Consolidation in order to maintain compliance with Chapter 157, Subdivision Regulations, prior to issuance of a Certificate of Occupancy

Discussion ensued between the Board and staff regarding:

- Will the larger building house employees for the restaurants, and who will be maintaining the building; the Chiles Group purchased the building from the Longboat Key Historical Society and will have two employees working in the office and the Chiles Group will be responsible for maintenance of the building and site
- The original development order (2019-02) includes stipulations regarding certain timelines for applying for a building permit and receiving a Certificate of Occupancy (CO); do the timeframes get reset as a result of this new request; staff noted that the Town had granted a Temporary Use Permit (TUP) to move the historical structure onto the property, which was conditioned upon approval of this site plan amendment

Sarah Propst, planner representing the applicant, discussed:

- Provided a brief overview of the previous approval
- An additional sidewalk will be installed along Cedar Street to provide pedestrian access to the site
- Additional parking on the parcel will be used by employees of Mar Vista Restaurant, which will decrease traffic along Broadway Street
- Will be continuing with the proposed 8-person shuttle from the lot to the restaurant for employees and provide expanded valet surface
- The plan is in conformance with the Town's Comprehensive Plan, and Subdivision Regulations and design requirements; the applicant has agreed to combine the 10 platted non-conforming lots into one single lot
- Will be exceeding the vegetative buffer requirements

Ms. Williams questioned the landscaping plan and the buffer between the cottage and the bank building. Ms. Propst responded there was no landscaping required in that location, and currently they were not showing anything behind the cottage, but including trees to the north and south of the cottage. Lynn Burnett, LTA Engineers, representing the applicant, was sworn. She noted there was a significant change in elevation between the bank building drive-thru and behind the proposed historical building. The project would include a vegetative berm that would slope down to grade and provide a grassy lawn area behind the building.

Discussion continued between the Board and the applicant concerning:

- While stating they will be reducing traffic, how will restaurant patrons know there was not parking available at the restaurant and turn around to park at the lot; the applicant is proposing public outreach on their social media and website, along with paper handouts so people become aware of the parking
- Whether the applicant was proposed to have a day/date/time log for passenger traffic on the shuttle to determine the use, which may be helpful in the future for addressing complaints regarding traffic flow
- If there was any significance to this building being historic, or that it was available for office space – does the building have any individual value or purpose; the applicant noted it will not be used for any historical purposes, but only office space; however, the owner is interested in preserving the historical value on the key, and any changes will only be to modify for the intended use, and they will maintain its historical integrity
- Was any consideration given to placing the structure along Gulf of Mexico Drive for the public to view the historical structure; the current location was the preferred location of the applicant for the proposed use. They had reviewed several options for siting the structure; however, there are Town requirements for buffering and setbacks from Gulf of Mexico Drive, which resulted in placing it in the proposed location
- It was understood that 24 of the parking spaces were for employee parking, which left 64 spaces for the public
- Since the building is five times the size of the original approval (2019-02) were there other uses contemplated for the building; the applicant noted there are other special exception, or accessory uses, that are allowed by Town Code, and believed it was discussed, during the original approval, there was an intent to allow the Longboat Key Historical Society to hold meetings in the building, which has not changed.

Ms. Gold asked if the applicant would consider placing a historical marker, or sign, along Gulf of Mexico Drive noting the building was there and its historical significance. No objections were noted to including a historical marker.

Ms. Williams questioned the base flood elevation (BFE). Ms. Burnett replied it was 18 inches above the existing grade. Chair Green asked if the applicant agreed, or had concern, with the conditions. Ms. Propst responded the applicant agreed with all the conditions, including the addition of Condition 11.

Chair Green asked if the applicant agreed it was their responsibility to maintain the building. Ms. Propst replied yes. Chair Green noted the applicant has also indicated there were opportunities for the community to coordinate through them to hold meetings in the structure. Ms. Propst responded yes. Chair Green complimented the Chiles Group for purchasing the building in order to retain a part of Longboat Key's history and he hoped that they follow through with the community relations.

No one else wished to be heard, and the hearing was closed.

**MR. YOUNGER MOVED TO APPROVE THE SITE DEVELOPMENT PLAN AMENDMENT APPLICATION FOR 6920 GULF OF MEXICO DRIVE, AS AMENDED, INCLUDING THE FINDINGS OF FACT IN THE STAFF REPORT AND CONDITIONS OF APPROVAL WITHIN SITE DEVELOPMENT PLAN ORDER 2021-02. MS. WILLIAMS SECONDED THE MOTION. MOTION CARRIED ON ROLL CALL VOTE: COFFIN, AYE; GOLD, AYE; GREEN, AYE; LAPOVSKY, AYE; PLAGER, AYE; WILLIAMS, AYE; YOUNGER, AYE.**

## **8. Staff Update**

Continued Workshop Discussion: Commission Direction to Further Consider Ordinance 2020-07, Amending Chapter 158.098(D), Daylight Plane and Single-Family Residential Structure Buffering Requirements and an Overlay District Concept for Single-Family Redevelopment.

Allen Parsons, Planning, Zoning & Building Director, provided an overview of the January P&Z Board meeting discussion noting the recommendation from discussions with Chair Green that the issue be tabled until such time the Board had their two new board members. Discussion would be continued until the April 20, 2021 meeting. Chair Green commented another consideration related to the Town Commission discussion on flood insurance pointing out that it was relevant information to include in the discussion. He discussed the possibility of scheduling a presentation at the April meeting with insurance representatives to review the impacts. Mr. Younger questioned why the Board would be discussing flood insurance rates, since they would not be able to impact the rates charged by insurance companies. Chair Green explained his suggestion was to incorporate the information into their land use planning, not the risk management aspect. Mr. Parsons commented the presentation that was made before the Town Commission at their December meeting was provided by Mike Mailliard, MIC Insurance, who had noted that the ability to provide insurance to at-grade homes was dramatically changing as to cost and availability. Mr. Plager asked if further discussion could be held on the housing development issues in a less formal setting (i.e., round-table workshop discussion). Chair Green responded if there was a consensus, when the Board had new members, he will discuss the possibility with staff.

Ms. Gold commented that one of the issues with the insurance discussion is the way the laws are structured as it prohibits real competition between insurance companies. She wondered if becoming more engaged in this would be worthwhile for the citizens if we found ways to influence public policy, if not here, in Tallahassee. Chair Green noted that if we have a presentation on the insurance it will strictly be related to the land use impacts.

Mr. Parsons informed the Board that during the March 2021 meeting staff will be scheduling a minor subdivision plat application for review. Chair Green noted he may need to participate in the March meeting via Zoom.

## **9. Adjournment**

The meeting was adjourned at 10:17 am.

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Penny Gold, Secretary  
Planning and Zoning Board