

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

**TO:** Howard Tipton, Town Manager

**FROM:** Allen Parsons, AICP  
Director – Planning, Zoning and Building Department

**REPORT DATE:** November 30, 2023

**MEETING DATE:** December 11, 2023

**SUBJECT:** Comprehensive Plan - Batch 6 Amendments: Housing, Governance and Capital Improvements Elements

### **Background**

As previously discussed, staff is continuing to facilitate the updating of the Comprehensive Plan (Plan) in a batched approach. Amendments to the Plan will be completed in six Batches of Element-specific reviews and recommendations. This is the final Batch, completing the update to the Town's Comprehensive Plan. This Batch also includes an Introduction to the Plan, Data and Analysis<sup>1</sup> component and a Glossary, which are all a part of the background (non-adopted) of the Plan.

Batch 6 contains three Elements: Housing (HOU), Governance (GOV) and the Capital Improvements (CIE) Elements.

The purpose of the HOU Element is to address the supply, demand, and internal and external factors in the Longboat Key housing market. This Element identifies housing goals, objectives, policies and strategies, toward which housing will be directed and regulated within the Town.

The purpose of the GOV Element is to improve the coordination processes within the Town and among governments that the Town interacts with at the local, regional, state, and federal levels. Another key purpose of this element is to establish relationships and to provide principles and guidelines for use in the coordination between the adopted Town of Longboat Key's Comprehensive Plan and the governmental bodies with which Longboat Key shares common boundaries and common planning interests.

The purpose of the CIE Element is to ensure that the Plan is feasible and implementable where improvements are called for. This Element considers the fiscal resources of the community and guides those resources to the expenditures necessary to implement the Comprehensive Plan. This Element also contains a 10-year planning horizon by projecting capital items needed to maintain adopted Levels of Service (LOS) in years six through ten.

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<sup>1</sup> All Comprehensive Plans are required to be based upon relevant and appropriate data including updated population estimates and projections, and must be based on at least the minimum amount of land required to accommodate the medium projections as published by the Office of Economic and Demographic Research for at least a 10-year planning period.

All Comprehensive Plan Elements consist of a directional framework that establishes an overall plan and recommended actions relevant to the current and future needs of the Town. The framework includes four action-oriented components: Goals, Objectives, Policies, and Strategies (GOPS). Each of those components is defined as follows:

1. Goal: stated as an overall long-term end toward which programs or activities are ultimately directed;
2. Objective: a more specific end that is achievable and marks progress toward a goal, and;
3. Policy: a statement that clearly states an intent, direction or result desired to advance an objective.
4. Strategy: an action, program, or technique that implements a policy.

As currently drafted, the HOU Element has a singular goal:

“HOU GOAL 1: Ensure an adequate, safe, and sanitary housing supply.”

The Evaluation and Appraisal Report (EAR) provided a number of recommendations to this Element, which are summarized in the attached HOU Batch 6 Summary Document. Of the **42** Policies and Strategies in this Element, **3** are recommended to be deleted, and **27** are recommended to be amended.

The proposed amendments include correcting and updating references and consolidating repetitive language. There are also 5 new Strategies and 1 Policy recommended, addressing the diversification of housing stock, agency coordination regarding the relocation of residents, support for property owners in the mitigation of risks associated with natural disasters, Florida-Friendly Landscaping, group home definitions and regulations, and, adding a provision on rehabilitation of existing residential units. One new Objective is proposed, addressing historic preservation.

As currently drafted, the GOV Element has three Goals:

- “GOV GOAL 1: Provide the community with an effective government.
- “GOV GOAL 2: Implement the Town of Longboat Key Comprehensive Plan (LBKCP).”
- “GOV GOAL 3: Promote intergovernmental cooperation and coordination.”

The Evaluation and Appraisal Report (EAR) provided a number of recommendations to this Element, which are summarized in the attached GOV Batch 6 Summary Document. The GOV Element includes a proposal for **1** new Goal, to reflect the addition of CIE Policies and Strategies to this Element. This Element has **63** Policies and Strategies. Of these Policies and Strategies, **22** are recommended to be deleted (primarily Strategies and Policies that are duplicative of other Elements within the Comprehensive Plan), and **20** were recommended to be amended. Although **8** Strategy amendments were completed in Batch 1, the Planning and Zoning Board (P&Z Board) made minor amendments to **6** of these Strategies. The proposed amendments include correcting and updating references and consolidating repetitive language. **It is important to note that**

**the P&Z Board made a recommendation to move Goal 2 and it's associated Objectives, Policies and Strategies to Goal 1.** All reorganized items are highlighted in Attachment A.

As currently drafted, the CIE Element has one Goal:

“CIE GOAL 1: Implement the Town of Longboat Key Capital Improvements Program (CIP).”

The Evaluation and Appraisal Report (EAR) provided a number of recommendations to this Element, which are summarized in the attached CIE Batch 6 Summary Document. The CIE Element has **1** Goal, which is proposed for revision, to maintain consistency with Policies and Strategies in the Element. There are **62** Policies and Strategies within this Element. Of these, **17** are recommended to be deleted (primarily Strategies and Policies that were moved to the GOV Element), and **27** were recommended to be amended for consistency.

The P&Z Board held three Workshops on these Elements, on September 19, October 17 and November 14, 2023. The P&Z Board added numerous amendments to the Elements beyond those identified the EAR. In addition, the P&Z Board spent significant time reviewing, querying and improving the non-adopted Data & Analysis and Glossary components that serve as background information to support updates to the Plan. The P&Z Board was also instrumental in calling for the development of an Introduction to the Plan. The P&Z Board believed that these documents would be of interest to a wider audience and strongly recommends that staff find ways to share the information contained in them more broadly.

Lastly, the P&Z Board also requested that staff provide a list of actions that the Plan calls for. A cataloging of actions is provided in Appendix M. Following the adoption of Batch 6, staff will be organizing these actions into an ongoing workplan.

For the Commission's consideration, staff is providing two drafts of each Element: one draft with proposed amendments shown in strike-thru and underline format and a second draft with the proposed amendments as they would appear in finalized/adopted Elements.

Color-coded summaries of the GOV, HOU and CIE Element amendments have been provided in the attached Batch 6 Summary documents. The color coding is only included in the last column of the table. P&Z Board amendments are highlighted in yellow, reorganized GOPS are highlighted in pink, new GOPS are depicted in green, and proposed deletions to GOPS are depicted in orange. Text that is not highlighted includes non-substantive amendments or is otherwise recommended to remain unchanged.

Upon receipt of any Commission input, the changes will be prepared in Ordinance format for the Planning & Zoning Board's consideration before coming back to the Town Commission for a Public Hearing.

## **Staff Recommendation**

Accept Planning & Zoning Board recommendations, and proceed with a formal ordinance to be considered by the Planning & Zoning Board prior to scheduling first reading by Town Commission.

## **Attachments**

- A. Batch 6 Summary – Governance Element (Available in Town Clerk’s Office);
- B. Governance Element (version shown with edits in strikethrough and underline) (Available in Town Clerk’s Office);
- C. Governance Element (clean version) (Available in Town Clerk’s Office);
- D. Batch 6 Summary – Housing Element (Available in Town Clerk’s Office);
- E. Housing Element (version shown with edits in strikethrough and underline) (Available in Town Clerk’s Office);
- F. Housing Element (clean version) (Available in Town Clerk’s Office);
- G. Batch 6 Summary – Capital Improvements Element (Available in Town Clerk’s Office);
- H. Capital Improvements Element (version shown with edits in strikethrough and underline) (Available in Town Clerk’s Office);
- I. Capital Improvements Element (clean version) (Available in Town Clerk’s Office);
- J. Longboat Key Comprehensive Plan Introduction (Available in Town Clerk’s Office);
- K. Longboat Key Comprehensive Plan Data and Analysis (Available in Town Clerk’s Office);
- L. Longboat Key Comprehensive Plan Glossary of Terms (Available in Town Clerk’s Office), and;
- M. Comprehensive Plan and Land Development Code To-Do List and Referenced Plans (Available in Town Clerk’s Office)

**End of Agenda Item**