

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: January 23, 2024

MEETING DATE: March 4, 2024

SUBJECT: Ordinance 2024-02, Adopting Comprehensive Plan - Batch 6
Amendments: Housing, Governance and Capital
Improvements Elements

Recommended Action

Transmit Ordinance 2024-02 to the Department of Commerce (DOC) for review and comment. Schedule second reading and public hearing following DOC review.

Background

Ordinance 2024-02 incorporates recommended amendments to the Housing (HOU), Governance (GOV) and Capital Improvement Elements (CIE) (comprising the 6th and final Batch of amendments) of the Comprehensive Plan. The Planning and Zoning Board (P&Z Board) held a public hearing on January 16, 2024 and provided a number of additional recommendations, primarily addressing readability of the Elements and Appendices, to the Town Commission, described further below and attached, which are incorporated into Ordinance 2024-02.

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, Facts and Figures Supporting the 2022 Comprehensive Plan (Data and Analysis)¹ component and a Glossary, which are all a part of the background (non-adopted) of the Plan.

At the P&Z Board's Public Hearing for this item on January 16, 2024, there were a number of minor grammatical edits made to Elements of the Comprehensive Plan, and to the non-adopted components of the Comprehensive Plan, which include the Introduction, Data and Analysis, and Glossary of Terms Appendices. Substantial discussion ensued on the placement of the non-adopted Introduction at the front of the Comprehensive Plan versus its placement as an Appendix at the end of the Plan. The P&Z Board made a recommendation to include the Introduction with the final version of the Plan (as a non-adopted Component,

¹ 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.

which is formally accepted by the Town Commission), at the front of the overall Comprehensive Plan document. In addition to this organizing structure, Staff is undertaking an effort to distill and share valuable information from the Introduction and Data and Analysis Components as information accessible via the Town's website and future story-maps.

The Town Commission reviewed the P&Z Board's recommendations at their December 11, 2023 Regular Workshop Meeting and reached consensus to forward these Elements to the P&Z Board's January 16, 2024 Regular Meeting as an Ordinance that incorporates all of the proposed amendments.

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 Comprehensive 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.

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, **4** 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 reorganize this Element by moving Goal 2 and its associated Objectives, Policies and Strategies to become Goal 1.

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.

In arriving at the total number of recommended amendments, 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.

For the Town Commission's consideration, staff is providing two drafts of Ordinance 2024-02 that contain the recommended amendments to each Element: one version of the ordinance depicts the proposed amendments in strike-thru and underline format and a second version depicts the proposed amendments as they would appear in finalized/adopted Elements. The strike-through and underline version of Ordinance 2024-02 will be the official version depicting all recommended amendments.

The adoption of this ordinance is exempt from the Business Impact Estimate (BIE) preparation and posting obligations, pursuant to Florida Statutes 166.041(4)(C).

Staff Recommendation

Transmit Ordinance 2024-02 to the Department of Commerce (DOC) for review and comment. Schedule second reading and public hearing following DOC review.

Attachments

- A. Ordinance 2024-02 (Strike-thru/Underline Version) – Amending the Longboat Key Comprehensive Plan Housing, Governance and Capital Improvement Elements (Available in Town Clerk's Office)
- B. Ordinance 2024-02 (Clean Version) – Amending the Longboat Key Comprehensive Plan Housing, Governance and Capital Improvement Elements (Available in Town Clerk's Office)
- C. Longboat Key Comprehensive Plan Introduction (Available in Town Clerk's Office)
- D. Longboat Key Comprehensive Plan Facts and Figures Supporting the 2022 Comprehensive Plan (Data and Analysis) (Available in Town Clerk's Office)
- E. Longboat Key Comprehensive Plan Glossary of Terms (Available in Town Clerk's Office)
- F. Business Impact Estimate (Available in Town Clerk's Office)

End of Agenda Item