

## 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:** May 15, 2024

**MEETING DATE:** June 3, 2024

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

### **Recommended Action**

Adopt Ordinance 2024-02.

### **Background**

At their March 4, 2024, Regular Meeting, the Town Commission held the first reading for Ordinance 2024-02 and voted to transmit the ordinance to local, regional, and State agencies, including the Department of Commerce (DOC) for review and comment.

Ordinance 2024-02 incorporates recommended amendments to the Housing (HOU), Governance (GOV), and Capital Improvement Elements (CIE) (comprising the 6<sup>th</sup> and final Batch of amendments) of the Comprehensive Plan. The Planning and Zoning (P&Z) Board held a public hearing on January 16, 2024, and provided a number of additional recommendations, primarily addressing the 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, 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)<sup>1</sup> 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 the 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, which is formally accepted by the Town Commission), at the front of

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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.

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 DOC, along with other State and regional agencies, reviewed Ordinance 2024-02, which contains a number of amendments to the Housing (HOU), Governance (GOV), and Capital Improvement Elements (CIE) derived from the Town's Evaluation and Appraisal Report and from recommendations by the P&Z Board. The DOC and reviewing agencies did not identify any objections, recommendations, or comments to the proposed amendments.

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-through/underlined format and a second version depicts the proposed amendments as they would appear in finalized/adopted Elements. The strike-through/underlined 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**

Adopt Ordinance 2024-02.

### **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. Department of Commerce, ORC Report, May 7, 2024 (Available in Town Clerk's Office)
- D. Longboat Key Comprehensive Plan Introduction (Available in Town Clerk's Office)
- E. Longboat Key Comprehensive Plan Facts and Figures Supporting the 2022 Comprehensive Plan (Data and Analysis) (Available in Town Clerk's Office)
- F. Longboat Key Comprehensive Plan Glossary of Terms (Available in Town Clerk's Office)
- G. Business Impact Estimate (Available in Town Clerk's Office)

**End of Agenda Item**