

1. Agenda

Documents:

00 - AGENDA.PDF

2. Meeting Materials

Documents:

01 - 04 - NO MATERIALS FOR THESE ITEMS.PDF

05 - MINUTES APPROVAL.PDF

06A - ORDINANCE 2025-12, AMENDING CHAPTER 31.PDF

06B - ORDINANCE 2025-11 AND RESOLUTION 2025-29.PDF

07 - MPO PRIORITIES.PDF

08 - 11 - NO MATERIAL FOR THESE ITEMS.PDF



This meeting will be live-streamed via the Town's website.

Town of Longboat Key Town Commission

Town Hall, 501 Bay Isles Road

Longboat Key, FL 34228

www.longboatkey.org

Ken Schneier, Mayor; Debra Williams, Vice Mayor;

Gary Coffin, District 1; Penny Gold, District 2;

Sarah Karon, District 5; B.J. Bishop, At-Large

Steve Branham, At-Large

AGENDA REGULAR MEETING JANUARY 12, 2026 - 1:00 PM

1. Call to Order and Pledge of Allegiance

2. Pledge of Public Conduct

- We may disagree, but we will be respectful of one another.
- We will direct all comments to issues.
- We will avoid personal attacks.
- Audience members wishing to speak must be recognized by the Chair.
- Speaking without being recognized will be considered "Out of Order."

3. Public to be Heard

Opportunity for the Public to Address the Town Commission

At each meeting, the Town Commission sets aside time for the public to address issues not on the agenda.

4. Reports

Committee Reports

5. Consent Agenda

The purpose of the Consent Agenda is to expedite formal action on routine agenda items. Any item on the Consent Agenda can be removed from the Consent Agenda and placed on the Regular Meeting Agenda by any member of the Commission without a motion, a second, or a vote. Otherwise, all items on the Consent Agenda are voted upon in their totality by one action (motion, second, and vote) and are not subject to discussion. A vote in the affirmative on the Consent Agenda provides the formal action noted for each item.

Approval of Minutes

To approve the Minutes of the November 10, 2025, Town Commission Regular Workshop and the December 8, 2025, Town Commission Regular Meeting.

Recommended Action: Approve the Minutes.

6. Public Hearings

A. Ordinance 2025-12, Amending the Town Code to Comply with 2025 State Legislation
Second reading and public hearing of Ordinance 2025-12, amending Chapter 33, Boards and Commissions, and Chapter 157, Subdivision Regulations of the Town Code, which is required to comply with two newly enacted (2025) State laws.

Recommended Action: Following the public hearing, adopt Ordinance 2025-12.

B. Ordinance 2025-11 and Resolution 2025-29

1. Ordinance 2025-11, Amending Chapter 51 of the Town Code

Second reading and public hearing of Ordinance 2025-11, amending Chapter 51, Charges, Rates and Billing of the Town Code to update water and sewer service fees to be set by Resolution of the Town Commission and to correct formatting throughout the Chapter.

Recommended Action: Following the public hearing, adopt Ordinance 2025-11.

2. Resolution 2025-29, Establishing Updated Water and Sewer User Fees/Charges

Public hearing to consider Resolution 2025-29 establishing updated fees and charges for water and sewer services.

Recommended Action: Following the public hearing, pass Resolution 2025-29.

7. New Business

Metropolitan Planning Organization (MPO) Priorities

Each year, the Town Commission establishes and approves the Town's priorities for the MPO. Town staff will present a list of recommendations for Commission consideration.

Recommended Action: Approve the MPO priorities.

8. Town Commission Comments

9. Town Attorney Comments

10. Town Manager Comments

11. Adjournment

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Fla. Stat.).

In accordance with the Americans with Disabilities Act and Section 286.26, F.S., persons needing a reasonable accommodation to participate in this proceeding should contact the Town Clerk's office at 941-316-1999 seventy-two (72) hours in advance of this proceeding. If you are hearing impaired or require an alternative means of communication, utilize Florida Relay Service by dialing 7-1-1 (TTY) or one of the following toll-free numbers:

1-800-955-8770 (Voice), 1-800-955-1339 (ASCII), 1-877-955-8260 (VCO-Direct), or 1-800-955-5334 (STS).

**January 12, 2026
Regular Meeting
Agenda Items 1 – 4**

- 1. Call to Order and Pledge of Allegiance**
- 2. Pledge of Public Conduct**
- 3. Public to be Heard**
- 4. Reports**

No Material Provided for These Items

End of Agenda Item

APPROVAL OF COMMISSION MEETING MINUTES FOR:

- November 10, 2025, Regular Workshop
- December 8, 2025, Regular Meeting

MINUTES FOR THE ABOVE MEETINGS IN
DRAFT FORM AND AVAILABLE FOR
REVIEW IN THE TOWN CLERK'S OFFICE.

End of Agenda Item

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: December 24, 2025

MEETING DATE: January 12, 2026

SUBJECT: Ordinance 2025-12, 2025 Legislatively Required Updates
(Batch 1)

Background

At the December 8, 2025, Regular Meeting, the Town Commission held the first reading and public hearing and forwarded Ordinance 2025-12 for second reading, public hearing, and adoption. No changes were recommended or made to the ordinance following the first public hearing.

Ordinance 2025-12 addresses legislative changes deriving from the 2025 Florida Legislative Session. Those legislative changes are being addressed in a series of 3 batches of Town Code amendments.

This first batch of amendments is required to comply with legislative changes deriving from Senate Bill (SB) 582 (Unlawful Demolition of Historical Buildings and Structures) and SB 784 (Platting). Both laws went into effect on July 1, 2025. Generally, these two new laws: (a) authorize the imposition of greater fines in code enforcement sections of local codes for improper demolition of historically designated structures, and (b) require local governments to provide an administrative approval process for plats.

SB 784 (Effective 7/1/25)

The bill makes the following changes to current law:

Requires plat or replat submittals to be administratively approved if they meet the requirements of Florida State Statute (F.S. §) 177.091. The bill requires the governing body of every jurisdiction to designate by Ordinance or Resolution an “administrative authority” to receive, review, and process plat or replat submittals and an “administrative official” to approve or deny plat or replat submittals. The bill requires every municipality to, within 7 days after receipt of the plat or replat submittal, provide written notice to the applicant acknowledging receipt, identifying any missing information, and providing information on the approval process, including timeframes for approval. Unless the applicant requests an extension of time, the administrative authority is required to approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the prior written notice. If denied, written notice must be provided notifying the applicant of all areas of noncompliance, including specific citations to each requirement unmet. This bill will require amendments to Town Code, Chapter 157 - Subdivision Regulations, which currently requires plat and replat approvals by the Town Commission.

SB 582 (Effective 7/1/25)

The bill makes the following changes to current law:

Authorizes, through the code enforcement process, the imposition of an extraordinary fine if a building or structure on the National Register of Historic Places or that is a contributing resource to a National Register-listed district is knowingly and willfully demolished. Such a fine may not exceed 20% of the fair or just market valuation of the property pre-demolition. This bill will require amendments to the Code Enforcement Special Magistrate section of the Town Code, Chapter 33 - Boards and Commissions, which currently caps the amount of fines for irreparable and irreversible code violations to a maximum of \$5,000 per violation.

The Planning and Zoning Board, at their October 21, 2025, Regular Meeting, held a public hearing and voted unanimously to recommend Batch 1 updates for Town Commission consideration.

Staff Recommendation

Following public hearing, adopt Ordinance 2025-12.

Attachments (Available in the Town Clerk's Office)

- A. Ordinance 2025-12, Legislative Updates (Batch 1)
- B. Business Impact Estimate

End of Agenda Item

M E M O R A N D U M

TO: Howard Tipton, Town Manager
FROM: Jessie Camburn, Public Works Utilities Manager
REPORT DATE: December 29, 2025
MEETING DATE: January 12, 2026
SUBJECT: Ordinance 2025-11, Amending Town Code, Chapter 51
Resolution 2025-29, Establishing Water and Sewer Fee Schedules

Background

The Town of Longboat Key's current water and sewer fees were established in 2017 through Ordinance 2017-06. The fees no longer reflect the current costs, due to inflation and other economic pressures. The proposed adjustments aim to ensure the long-term financial sustainability of the Town's water and sewer services, protect the infrastructure, and meet new regulatory requirements.

At the December 8, 2025, Regular Meeting, the Town Commission forwarded Ordinance 2025-11 to the January 12, 2026, Regular Meeting, for second reading and public hearing, amending Chapter 51 of the Code of Ordinances, so that these fees can be set by Resolution moving forward.

Resolution 2025-29 is consistent with the way the Town establishes other fee schedules and eliminates the need for revising the Code of Ordinances in the event fees are adjusted in the future. These items are being presented together at the January 12, 2026, Regular Meeting, although they are presented on the agenda document as two individual items.

The proposed fees only cover actual costs associated with these items; they are not designed as a revenue source for the Town. The proposed fee adjustments include an increase for after-hours water service turn-on from \$115.00 to \$285.00, and for delinquent turn-off/turn-on from \$75.00 to \$95.00. There will also be a standard fee of \$190.00 for landscaping or vegetation removal to access utility assets, and a new \$95.00 fee to remove a water meter.

To comply with Florida Fire Prevention Code requirements of having a backflow device on a fire hydrant meter, the hydrant meter deposit will increase from \$350.00 plus water deposit to \$3,894.00 plus water deposit.

New water meter and connection fees will be established based on actual costs, with a \$3,500.00 deposit if directional drilling or asphalt repair is necessary.

Additionally, scrivener errors and corrections to capitalization and grammar are included in the amendments to the Chapter.

Staff Recommendation

Following the public hearings, adopt Ordinance 2025-11 and pass Resolution 2025-29.

Attachments (Available in the Town Clerk's Office)

- A. Ordinance 2025-11
- B. Resolution 2025-29
- C. Business Impact Estimate
- D. PowerPoint Presentation

End of Agenda Item

M E M O R A N D U M

TO: Howard Tipton, Town Manager
FROM: Charles Mopps, Public Works Director
REPORT DATE: December 5, 2025
MEETING DATE: January 12, 2026
SUBJECT: Approval of the Metropolitan Planning Organization (MPO)
Project Priorities

Background

The Sarasota-Manatee Metropolitan Planning Organization (MPO) requires each member jurisdiction to adopt its priority list of Transportation and Mobility project priorities for MPO funding and submit/update applications related to each of those projects on an annual basis. Below is the current list of ongoing project priorities requesting funding, or current funding to be maintained, along Gulf of Mexico Drive (GMD/SR 789) within the Town's jurisdiction:

- GMD at Broadway Street Roundabout (Florida Department of Transportation {FDOT} Project Letting August 2026)
- GMD Context Sensitive Design (formerly known as Complete Streets)
- GMD SUN (Shared-Use Non-motorized) Trail Multi-Use Path along GMD (East side)
- GMD at Longboat Club Road Roundabout.

The first project, GMD (SR 789) at Broadway Street Roundabout, is currently in Phase IV design and permitting by Kimley-Horn Associates, Inc. The management of this project was taken over by FDOT in July 2025. The other projects are already in the MPO 2050 Long Range Transportation Plan (LRTP).

With respect to GMD (SR 789) at Broadway Street Roundabout, FDOT and MPO have funding locked in for FY 2026-2030 for construction of the whole project, and funding is indicated in the FDOT five (5) year work program and MPO 2050 LRTP. The total construction cost, including Construction Engineering Inspection (CEI), is estimated to be around \$6 million.

The next step for the GMD (SR 789) Context Sensitive Design Project is to develop a Project Development & Environment (PD&E) analysis for the full 10 miles. The Town's Capital Improvement Program (CIP) has just over \$600,000 identified for the PD&E analysis in FY2026. A Request for Proposals (RFP) will be prepared by the Town this fiscal year to solicit qualified engineering firms that can perform this work. The MPO has funding identified for the design of this project in the 2031-2050 timeframe, as shown in the 2050 LRTP.

The Shared-Use Non-motorized (SUN) Trail project has been separated from the Context Sensitive Design Project as a standalone project. This is because the 2050 LRTP has identified PD&E, Design, and Right of Way (ROW) acquisition to be funded from 2031-2035. Construction has been identified as fully funded in the 2050 LRTP from 2036-2040. The Town also continues to apply for SUN Trail-specific grant funding through the MPO.

The Longboat Club Roundabout project development work has not been initiated. This is a recommendation of the Barrier Island Traffic Study (BITS) and the Gulf of Mexico Drive Complete Streets Corridor Plan. The MPO has funding identified in the 2050 LRTP from 2031-2050. The Town's CIP has no funding identified for this project.

Staff recommends that the Town Commission approve the ongoing priorities list for submittal to the MPO. As mentioned, all four projects are identified in the MPO 2050 LRTP that was approved by the MPO Board on October 20, 2025. This annual exercise is simply to confirm the projects and maintain the Town's place and funding in the MPO 2050 LRTP.

Next Steps

The Town will submit the Town Commission-approved project priorities to the MPO.

Staff Recommendation

Approve the MPO project priorities list.

Attachments (Available in Town Clerk's Office)

PowerPoint Presentation

End of Agenda Item

**January 12, 2026
Regular Meeting
Agenda Items 8 – 11**

- 8. Town Commission Comments**
- 9. Town Attorney Comments**
- 10. Town Manager Comments**
- 11. Adjournment**

No Material Provided for These Items

End of Agenda Item