

1. Agenda

Documents:

0 - 02-02-26 TCRM AGENDA.PDF

2. Meeting Materials

Documents:

1 - 4 - NO MATERIAL FOR THESE ITEMS (CALL TO ORDER AND PLEDGE OF ALLEGIANCE, PLEDGE OF PUBLIC CONDUCT, PUBLIC TO BE HEARD, REPORTS).PDF

5A - MINUTES APPROVAL.PDF

5B - RESOLUTION 2026-01, 2025 SARASOTA COUNTY FLOODPLAIN MANAGEMENT PLAN ANNUAL REPORT.PDF

5C - RESOLUTION 2026-02, ADOPTION OF THE 2025 MULTI-JURISDICTIONAL PROGRAM FOR PUBLIC INFORMATION PLAN ANNUAL EVALUATION REPORT.PDF

5D - RESOLUTION 2026-03, FLORIDA DEPARTMENT OF TRANSPORTATION MAINTENANCE AGREEMENT FOR OVERLOOK PARK.PDF

5E - INTERLOCAL AGREEMENT WITH SARASOTA COUNTY PROPERTY APPRAISER.PDF

6A - ORDINANCE 2026-01, AMENDING THE TOWN CODE TO COMPLY WITH 2025 STATE LEGISLATION.PDF

6B - ORDINANCE 2026-05, COMPREHENSIVE PLAN AMENDMENT, RECREATION AND OPEN SPACE ELEMENT.PDF

7 - 10 - NO MATERIAL FOR THESE ITEMS (TOWN COMMISSION COMMENTS, TOWN ATTORNEY COMMENTS, TOWN MANAGER COMMENTS, ADJOURNMENT).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 FEBRUARY 2, 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

A. Committee Reports

B. Employee Service Award - Ivan Zunz, Police Department, 10 years

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.

A. Approval of Minutes

To approve the Minutes of the January 12, 2026, Regular Meeting, the January 16, 2026, Convocation of Governments Joint Meeting, and the January 20, 2026, Regular Workshop.

Recommended Action: Approve the Minutes.

B. Resolution 2026-01, 2025 Sarasota County Floodplain Management Plan (FMP) Annual Report

The Sarasota County Floodplain Management Plan (FMP) is a guidance document that identifies and analyzes a wide range of flood protection mitigation actions and projects. The projects may be eligible for future funding opportunities through the Hazard Mitigation Grant Program or other grant programs. Resolution 2026-01 provides for the adoption of the 2025 Sarasota County Floodplain Management Plan (FMP) Annual Report.

Recommended Action: Pass Resolution 2026-01.

C. Resolution 2026-02, Adoption of the 2025 Multi-Jurisdictional Program for Public Information Plan (PPI) Annual Evaluation Report

In March 2021, the Town Commission adopted Resolution 2021-05, formally approving the revised Sarasota and Manatee County Local Mitigation Strategies (LMS) pursuant to an agreement with the Department of Community Affairs. These strategies establish guiding principles for implementing disaster mitigation activities aimed at reducing losses to public and private infrastructure resulting from major disasters. Resolution 2026-02 authorizes the adoption of the 2025 Multi-Jurisdictional PPI Plan Annual Evaluation Report.

Recommended Action: Pass Resolution 2026-02, adopting the 2025 Multi-Jurisdictional PPI Plan Annual Evaluation Report.

D. Resolution 2026-03, Florida Department of Transportation Maintenance Agreement for Overlook Park

Resolution 2026-03 authorizes and memorializes the Town's agreement to maintain certain aspects of Overlook Park that the Town has been maintaining and authorizes the Town Manager to execute the associated agreement(s) and future amendments with the Florida Department of Transportation (FDOT) when required.

Recommended Action: Pass Resolution 2026-03 and authorize execution of the Maintenance Agreement.

E. Interlocal Agreement with Sarasota County Property Appraiser

The Commission passed Resolution 2025-32 at the December 8, 2025, Regular Meeting, providing the Town's Notice of Intent to use the tax bill collection method for the canal navigation maintenance service and improvement assessments. The Town is entering into an Interlocal Agreement (ILA), required by the Sarasota County Property Appraiser's Office, outlining the duties and responsibilities of the Town and the Appraiser's Office.

Recommended Action: Approve the execution of the ILA with the Sarasota County Property Appraiser.

6. Public Hearings

A. Ordinance 2026-01, Amending the Town Code to Comply with 2025 State Legislation

First reading and public hearing to consider Ordinance 2026-01, amending Chapter 33, Boards and Commissions, and Chapter 157, Subdivision Regulations of the Town Code, which is required to comply with two newly enacted state laws.

Recommended Action: Following first reading and public hearing, forward Ordinance 2026-01 to the March 2, 2026, Town Commission Regular Meeting for second reading, public hearing, and adoption.

B. Ordinance 2026-05, Comprehensive Plan Amendment, Recreation and Open Space Element

First reading and public hearing of Ordinance 2026-05, amending the Recreation and Open Space Element of the Comprehensive Plan to replace the current Land Acquisition Fee with a population-based Parks and Recreation Impact Fee to ensure that new development contributes fairly to the costs of expanding recreational amenities needed.

Recommended Action: Following first reading and public hearing, pass Ordinance 2026-05 and direct staff to transmit the Ordinance to the Florida Department of Commerce for review and comment.

7. Town Commission Comments

8. Town Attorney Comments

9. Town Manager Comments

10. 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).

**February 2, 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**
 - A. Committee Reports**
 - B. Employee Service Award – Ivan Zunz, Police Department, 10 years**

No Material Provided for These Items

END OF AGENDA ITEM

APPROVAL OF COMMISSION MEETING MINUTES FOR:

- January 12, 2026, Regular Workshop
- January 16, 2026, Joint Meeting, Convocation of Governments
- January 20, 2026, 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: Jennifer Fehrs, P.E., Town Engineer
REPORT DATE: January 16, 2026
MEETING DATE: February 2, 2026
SUBJECT: Resolution 2026-01, Adoption of the 2025 Sarasota County Floodplain Management Plan (FMP) Annual Report

Background

In March 2025, the Town Commission passed Resolution 2025-07, formally adopting the revised Sarasota County Local Mitigation Strategies (LMS) under an agreement with the Department of Community Affairs. These documents set the standards for guiding principles to implement disaster mitigation activities that, in turn, can reduce losses to public and private infrastructure resulting from major disasters.

An annex to the LMS is the Sarasota County Floodplain Management Plan (FMP). The FMP is a guidance document that identifies and analyzes a wide range of flood protection mitigation actions and projects. Projects range from public outreach to the identification of potential infrastructure improvements that would reduce the impact of flooding on new and existing buildings. The projects may be eligible for future funding opportunities through the Hazard Mitigation Grant Program or other grant programs.

The annual FMP report is intended to update the community and elected officials on the progress and activities pertaining to the goals and objectives of the voluntary Community Rating System (CRS) Program Floodplain Management Plan (FMP), which is part of the LMS. The LMS is required for eligibility to receive federal grant money following disasters.

Staff continues participation with both Sarasota and Manatee County LMS Working Groups and the Sarasota County Uniform Program for Public Information Committee to update and amend the goals, objectives, mitigation project lists, and initiatives.

Staff Recommendation

Pass Resolution 2026-01.

Attachments (Available in the Office of the Town Clerk)

- A. Resolution 2026-01
- B. 2025 Sarasota County Floodplain Management Annual Report

End of Agenda Item

M E M O R A N D U M

TO: Howard Tipton, Town Manager
FROM: Jennifer Fehrs, P.E., Town Engineer
REPORT DATE: January 15, 2026
MEETING DATE: February 2, 2026
SUBJECT: Resolution 2026-02, Adoption of the 2025 Multi-Jurisdictional Program for Public Information Plan (PPI) Annual Evaluation Report

Background

In March 2025, the Town Commission passed Resolution 2025-07, formally adopting the revised Sarasota County Local Mitigation Strategy (LMS) under an agreement with the Department of Community Affairs. These documents set the standards for guiding principles to implement disaster mitigation activities that, in turn, can reduce losses to public and private infrastructure resulting from major disasters.

As a part of this effort, the Town has participated in the Unified Program for Public Information (PPI). The Unified PPI allows for a comprehensive outreach approach to provide communities and property owners with clear, coordinated messages delivered in a cost-effective and consistent manner. The Unified PPI coordinates community messaging to improve resource efficiency and message recognition, with goals of increasing flood hazard awareness, motivating resident actions to reduce flood damage, encouraging flood insurance coverage, and protecting the natural functions of floodplains. The result is a well-informed public, a safer living environment, and lower costs associated with flood loss. Flood-prone property owners with better access to flood information, such as their vulnerability to flood risk and impacts, have a higher likelihood of acting to reduce their risk.

Participating in a PPI and conducting annual PPI evaluations enables the Town to achieve and maintain additional CRS activity points. Section 330 of the 2025 CRS Manual (current version) identifies possible points associated with the PPI. CRS activity points are determined during a yearly audit, and proof is shown that the PPI Annual Evaluation Report is provided to the Commission.

Staff continues participation with both Sarasota and Manatee County LMS Working Groups and the Sarasota County Uniform Program for Public Information Committee to update and amend the goals, objectives, mitigation project lists, and initiatives.

Staff Recommendation

Pass Resolution 2026-02.

Attachments (Available in the Office of the Town Clerk)

- A. Resolution 2026-02
- B. 2025 Sarasota County Unified Program for Public Information Annual Evaluation Report
- C. Action Agenda, January 13, 2026, Sarasota County Commission Meeting, reflecting approval (Item 19)

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: January 22, 2026
MEETING DATE: February 2, 2026
SUBJECT: Resolution 2026-03, Florida Department of Transportation (FDOT) Maintenance Agreement for Overlook Park with the Town of Longboat Key

Background

The Florida Department of Transportation (FDOT) has jurisdiction over and maintains State Road 789 (SR 789/Gulf of Mexico Drive) as part of the State Highway System. Overlook Park on the south end of the Key is owned by FDOT.

Both the Town and FDOT have been maintaining different aspects of Overlook Park. The attached agreement specifies the separate maintenance responsibilities between the two entities for various aspects of the park. This agreement ratifies what both entities have historically been doing.

Resolution 2026-03 authorizes and memorializes the Town's agreement to maintain those aspects of Overlook Park that the Town has been maintaining and authorizes the Town Manager to execute the associated agreement(s) and future amendments with FDOT as needed.

Staff Recommendation

Pass Resolution 2026-03.

Attachments (Available in the Town Clerk's Office)

- A. Resolution 2026-03
- B. Overlook Park Maintenance Agreement
- C. Location Map
- D. Description of Improvements

End of Agenda Item

M E M O R A N D U M

TO: Howard Tipton, Town Manager
FROM: Sue Smith, Finance Director
REPORT DATE: January 14, 2026
MEETING DATE: February 2, 2026
SUBJECT: Interlocal Agreement with Sarasota County Property Appraiser to impose Non-Ad Valorem Assessments

Background

The Town Commission passed Resolution 2025-32 at the December 8, 2025, Regular Meeting, which provides the Town's Notice of Intent to use the tax bill collection method for the canal navigation maintenance service and improvement assessments, commencing with the property tax bill to be mailed in November 2026.

Proper notice of its adoption was supplied to the Florida Department of Revenue, the Manatee County Property Appraiser, the Manatee County Tax Collector, the Sarasota County Property Appraiser, and the Sarasota County Tax Collector for the purpose of complying with the statutory requirements that the Town may levy non-ad valorem assessments and use the uniform method of collection.

The Town is entering into an Interlocal Agreement (ILA), provided by the Sarasota County Property Appraiser's Office, outlining the duties and responsibilities of the Town and the County Property Appraiser's Office, continuing in perpetuity.

Staff Recommendation

Approve the Interlocal Agreement with the Property Appraiser.

Attachments

Interlocal Agreement (Available in 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 & Building Department

REPORT DATE: January 20, 2026

MEETING DATE: February 2, 2026

SUBJECT: Ordinance 2026-01: Batch Two (2) of Town Code
Amendments to Address 2025 State Legislative Changes

Background

Following the conclusion of the 2025 Florida Legislative Session, which convened on March 4, 2025, and adjourned on June 16, 2025, several new laws have been enacted that have implications for regulations on the Town of Longboat Key.

Staff is proceeding with three batches of ordinance amendments to address the newly enacted legislation that went into effect on July 1, 2025, and that require modifications to the Town's Code of Ordinances, including provisions within the Land Development Code. Ordinance 2026-01 is the second batch of Code Amendments (of three total batches) required to address these enactments.

This memo provides a brief summary of the amendments to Town Code that are required to comply with two (2) newly enacted state laws – SB 913 (Condominium and Cooperative Associations, including Milestone Inspections) and SB 1255 (Education, including Charter Schools).

A summary of the bills associated with the Batch 2 amendments is included below for reference.

HB 913 (Effective 7/1/25)

Requires (was previously optional) the Town to adopt an ordinance requiring a condominium or cooperative association and any other owner that is subject to § 553.899, F.S.S., to schedule or commence repairs for substantial structural deterioration within a specified timeframe after the local enforcement agency receives a phase two inspection report. If the timeframe is not met, the local code enforcement agency must review and determine if the building is unsafe for human occupancy.

The bill also requires the Town to report to the Florida Department of Business and Professional Regulation (DBPR) by December 31, 2025, and on or before December 31 thereafter, information on local milestone inspections. This bill requires amendments to Town Code, Chapter 150 – Buildings.

HB 1255 (Effective 7/1/25)

This legislation revises existing state law to ensure that charter schools are treated the same as public schools regarding land use matters. It prohibits

municipalities from requiring charter schools to obtain special exemptions or conditional use approvals to operate under local land development codes (aka Special Exception in the Town). Additionally, the law permits private schools in counties with exactly four incorporated municipalities (this applies to Sarasota County and the Sarasota County half of the Town) to construct new permanent or temporary facilities on property owned or leased from entities such as churches, libraries, museums, performing arts venues, or former childcare centers. These projects are exempt from rezoning, special exceptions, land use changes, or local mitigation requirements, provided they comply with applicable health, safety, and building codes. This bill requires amendments to Town Code, Chapter 158 – Zoning Code.

The Planning and Zoning Board held a public hearing on Ordinance 2026-01 at the November 18, 2025, Regular Meeting and recommended approval (7-0).

Staff Recommendation

Forward Ordinance 2026-01 to the March 2, 2026, Regular Meeting for second reading and public hearing.

Attachments

- A. Ordinance 2026-01, Legislative Updates (Batch 2) (Available in Town Clerk's Office)
- B. PowerPoint Presentation (Available in 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: January 20, 2026

MEETING DATE: February 2, 2026

SUBJECT: Ordinance 2026-05: Comprehensive Plan Amendment,
Recreation and Open Space Element

Background

Since 1981, the Town of Longboat Key has imposed a Land Acquisition Fee to ensure that new development contributes to preserving or providing land for parks and open space, consistent with the Town's Comprehensive Plan. Developers adding new dwelling units, including construction of residences on undeveloped single-family lots, have been required either to dedicate land or pay a fee based on the fair market value of open space needed to support the population added by their development.

The current fee is tied to a standard requiring five acres of open space per 1,000 new residents generated by development, and a broader Recreation and Open Space Level of Service standard of 12 acres of parks and open space per 1,000 residents in total.

The Town hired the consulting firm, Raftelis Financial Services, to evaluate the current Land Acquisition Fee, with an emphasis on its basis and the method for calculating specific fees from previously undeveloped properties. The analysis recommended replacing the Land Acquisition Fee with a population-based Parks and Recreation Impact Fee. The analysis notes that by directly linking new development to the funding of expanded recreational amenities, associated with new population growth, the Town can ensure that growth contributes tangibly to the community's character and vitality.

Current Level of Service (LOS)

According to the 2025 Comprehensive Plan, the Town's total population is estimated at 18,629, including 7,573 year-round residents and 11,056 seasonal residents. The Plan identifies 659.4 acres of open space and recreational land, which equates to approximately 35 acres per 1,000 residents; nearly three times the adopted standard of 12 acres per 1,000 residents. This indicates that the Town has a substantial surplus of open space and is well-positioned to continue meeting acreage-based service standards in the future.

The Recreation and Open Space (ROS) Element of the Town's Comprehensive Plan includes "Table 7: Standards for Recreation Facilities for Town of Longboat Key residents," which outlines Level of Service (LOS) standards for specific recreational facilities. These LOS standards guide the use of the Land Acquisition Fund, which may be used not only for land purchases but also to construct facilities required to maintain LOS thresholds. A detailed comparison of existing facilities and adopted LOS requirements shows that while some facility types exceed

standards, others fall short, indicating uneven alignment between current infrastructure and LOS expectations.

Table 7: Standards for Recreation Facilities for Town of Longboat Key residents is available in the Town Clerk's Office.

Analysis

The Town currently meets, and significantly exceeds, its open-space LOS standard of 12 acres per 1,000 residents. The Land Acquisition Fee and Parks and Recreation Fee Analysis (Attachment A) concludes that, based on anticipated population growth, the Town is likely to continue meeting this standard for the foreseeable future. This suggests that there is no immediate or medium-term need to acquire additional open space solely to maintain LOS requirements.

The Comprehensive Plan, Recreation and Open Space Element's Level of Service Table has facilities-based standards for various kinds of park-type amenities; however, it is missing a statutorily required component that ties standards directly to impacts associated with new population growth.

The analysis points out the statutory requirements associated with impact fees. Florida's Impact Fee Act (Title XI Chapter 163 of Florida statutes) allows local governments to charge impact fees to fund infrastructure needed to serve population growth. Funds can be used for costs associated with designing, constructing, reconstructing, or improving public facilities projected to be needed to meet the demands of growth over a five-to-ten-year planning period. However, they cannot be used for replacement, maintenance, or repair costs of existing facilities. And importantly, **they also cannot be used to cover the cost of services provided to existing residents**; instead, they must be used to cover the cost of capital expenditures to meet the needs of a growing population.

Like the current Land Acquisition fee, a replacement Parks and Recreation Impact Fee is recommended to continue providing for a dedicated, one-time funding source collected at the time of new residential development (i.e., on properties that have not previously been developed or where there is an increase in the number of residential units on a property). The fee would ensure that new residents contribute proportionally to the infrastructure, established in the Recreation and Open Space, Level of Service Table, that would be required to serve them and the additional impacts they would have on existing facilities/amenities.

As a first step in implementing this fee, the Town must first adopt population-based LOS standards for recreational facilities in the Comprehensive Plan. These standards would clearly link the size and number of facilities to the Town's population, providing the legally supportive basis for assessing an impact fee that addresses the need for additional capital investments as the population increases. Amendments to the Recreation and Open Space Element are required to establish these LOS standards, and amendments are provided in Attachment B. Once the revised LOS standards are adopted, the Land Acquisition Fee would be replaced by the Parks and Recreation Impact Fee.

The proposed LOS standards are a subset of the current Recreation and Open Space facility types. The proposed LOS standards items are those that are based on facilities that would be anticipated to be impacted by projected population

growth and where additional facilities/amenities are expected (e.g. the Town will not be acquiring additional beach mileage with new population growth). These proposed LOS standards will replace “Table 7: Standards for Recreation Facilities for Town of Longboat Key residents” with “Table 1: Parks and Recreation Service Standards by Facility Type” (available in the Town Clerk’s Office).

Conclusion

A Parks and Recreation Impact Fee supported by new population-based LOS standards will more effectively ensure that new development contributes fairly to the costs of expanding recreational amenities needed to serve a growing population.

Upon adoption of population-based LOS standards in the Comprehensive Plan, the Land Acquisition Fee will be replaced with the Parks and Recreation Impact Fee, better aligned with the Town’s future needs.

The Planning and Zoning Board held a public hearing on Ordinance 2026-05 at the December 16, 2025, Regular Meeting and recommended approval (6-0).

Staff Recommendation

Pass Ordinance 2026-05 on first reading and public hearing, and direct staff to transmit the Ordinance to the Florida Department of Commerce for review and comment. Schedule second reading and public hearing following state and regional agency review.

Attachments (Available in the Town Clerk’s Office)

- A. Land Acquisition Fee and Parks and Recreation Fee Analysis
- B. Ordinance 2026-05, Comprehensive Plan Amendment, Recreation and Open Space Element
- C. PowerPoint Presentation

End of Agenda Item

**February 2, 2026
Regular Meeting
Agenda Items 7 – 10**

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

No Material Provided for These Items

END OF AGENDA ITEM