

## 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 18, 2023

**MEETING DATE:** February 6, 2023

**SUBJECT:** Ordinance 2023-03, Amending Bay Isles Planned Unit Development/Outline Development Plan (PUD/ODP), and Site Development Plan Order 2023-01, for Town Center Green, 600 Bay Isles Road

### **Recommended Action**

Forward Ordinance 2023-03 and Site Development Plan Order 2023-01 to the March 6, 2023 Regular Meeting for second reading and public hearing.

### **Background**

The Public Works Department (Applicant) on behalf of the Town of Longboat Key (Owner), is seeking approval of a Planned Unit Development/Outline Development Plan (PUD/ODP) Amendment to define the allowable uses, consistent with the Town Commission's (Commission's) direction, associated with the Town's phased development of the Town Center Green site. The PUD/ODP requires an associated and Site Development Plan Amendment that contains the more-detailed plans consistent the direction and prior adoption of a concept plan for the site, which includes the construction of a pavilion, stage, and accessory structures. These applications will fully entitle the current development of the Town Center Green. The subject site, located at 600 Bay Isles Road, is a part of the overall, "Bay Isles Planned Unit Development," (now referred to by its zoning classification of Mixed-Use Community - Bay Isles District {MUC-1}), which has site and use-specific entitlements.

This application was presented to the Planning & Zoning Board (P&Z Board) at their January 17, 2023 Regular Meeting, where the P&Z Board considered Ordinance 2023-03 and Site Development Plan Order 2023-01 and recommended approval of both (6-0). As noted in the attached P&Z Board Staff Report (Attachment A), Staff recommended approval of the applications and is supportive of subsequent amendment to Condition #7 that was discussed during the P&Z Board hearing, and is described further below.

The P&Z Board discussed concerns regarding the number of on-site parking spaces and traffic related to the lack of on-site parking during special events. As part of the technical review of the applications, the Town's third-party transportation consultant reviewed the Owner's Traffic Impact Analysis and recommended including a condition of approval that would require a, "Special Event Transportation Management Plan" for special events that would exceed the amount of on-site parking available. The P&Z Board strongly recommended including Condition #7. The P&Z Board also recommended the following revision (underlined) to the condition to provide clarity for implementation:

*“A Special Event Transportation Management Plan shall be required for special events on the site. The requirements of the plan will depend on the type and size of event. Some of the items that may be considered by the Town of Longboat Key in the plan are:*

- a. Site access and circulation*
- b. Parking management:*
  - i. Event parking pricing*
  - ii. Off-site parking*
  - iii. Other modes of transportation – to reduce vehicular trips to the site*
  - iv. Valet locations and operations*
  - v. Rideshare drop-off and pick-up locations*
  - vi. Disabled passenger drop-off and pick-up areas*
- c. Public information*
- d. Police control at intersections*
- e. Signage*
- f. Pedestrian management”*

Usage of the Town Center Green property for Special Events will be handled, similar to other public properties, via the issuance Public Forum Permits or Rental Agreements, which will provide appropriate mechanisms for implementation of this condition. Specific requirements for the Public Forums Permit and definitions of terms, such as special events, are outlined in Town Code Section 92.06.

#### **P&Z Board Recommendation**

*Planned Unit Development/Outline Development Plan (Ordinance 2023-03)*

The P&Z Board voted 6-0 to recommend approval of the PUD and ODP.

*Final Site Development Plan (Site Development Plan Order 2023-01)*

The P&Z Board voted 6-0 to recommend approval of the Final Site Development Plan, with Ordinance 2023-03.

A full copy of the materials distributed to the P&Z Board, including the detailed Staff analysis and the Applicant’s materials can be found in Attachment A. Ordinance 2023-03 and Site Development Plan Order 2023-01, reflecting the P&Z Board’s recommendations, are provided in Attachments B and C.

#### **Staff Recommendation**

Forward Ordinance 2023-03 and Site Development Plan Order 2023-01 to the March 6, 2023 Regular Meeting for second reading and public hearing.

#### **Attachments**

- A. Materials Distributed to P&Z Board on January 17, 2023;
- B. Proposed Ordinance 2023-03 (pursuant to P&Z Board recommendation);
- C. Proposed Site Development Plan Order 2023-01 (pursuant to P&Z Board recommendation); and
- D. PowerPoint Presentation.