



**Commission Workshop  
Action Plan Workshop  
Jarvis Hall**

**Commission Workshop**

# COMMISSION WORKSHOP

Being held at Tuesday, November 12, 2019  
Jarvis Hall

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1. **CALL TO ORDER**
  2. **PUBLIC COMMENT**
  3. **DISCUSSION ITEMS**
    - a Town Commission established Goals for the Town Manager for FY20  
[CoverPager TM Goals.pdf](#)
    - b FY20 Action Plan  
[CoverPage - Action Plan.pdf](#)  
[Ex1 Action Plan .pdf](#)
  4. **ADJOURNMENT**
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THE TOWN OF LAUDERDALE-BY-THE-SEA WILL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES NECESSARY TO AFFORD INDIVIDUALS AN EQUAL OPPORTUNITY TO PARTICIPATE IN MEETINGS OF THE TOWN COMMISSION. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE TOWN CLERK NO LATER THAN TWO (2) DAYS PRIOR TO THE MEETING AT (954) 640-4200 FOR ASSISTANCE.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSES MAY NEED TO INSURE THAT A VERBATIM RECORDING OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

#### **PROCEDURES FOR PUBLIC COMMENTS:**

Public Comments may address issues that are not on this meeting's agenda, but should relate to the business of the Town, and should not contain personal attacks. If your comment requires follow up, the Town Manager will have a staff person respond to your concerns, and will advise us of the outcome.

The Town Clerk will read off the names of those who have signed up to speak. When your name is called, please come to the podium, state your name for the record, and indicate whether you are a Town resident. Do not state your address. You have up to three minutes to make your comments, but there is no requirement to use the entire time. If you wish to address a particular Commissioner or member of Town Administration, please do so by use of their title.

If you wish to approach the Commission dais to hand out a document or for some other reason, please request permission and state your reason for doing so. All documents to be provided to the Commission should be handed to the Town Clerk for distribution.

These procedures have been developed to assure that the Town Commission meeting time is efficiently used, and that meetings are conducted in a polite and respectful manner. More information on the decorum rules for Town Commission meetings is available in Section 2-23 of the Town Code of Ordinances.



## Commission Workshop Agenda Item Report

**Meeting Date:** November 12, 2019

**Submitted by:** Tedra Allen

**Submitting Department:** Administration

**Item Type:** Discussion Item

**Agenda Section:** DISCUSSION ITEMS

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**Subject Title:**

Town Commission established Goals for the Town Manager for FY20

**Explanation:**

Per Section 6.1: PERFORMANCE GOALS, at the beginning of each fiscal year, the Town Commission and Town Manager will mutually agree on performance goals and objectives for the fiscal year. The Commission shall establish.

**Recommendation:**

Commission Direction



## Commission Workshop Agenda Item Report

**Meeting Date:** November 12, 2019

**Submitted by:** Bill Vance

**Submitting Department:** Administration

**Item Type:** Discussion Item

**Agenda Section:** DISCUSSION ITEMS

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**Subject Title:**

FY20 Action Plan

**Explanation:**

Attached for the Commission's direction is the FY19 Action Plan (Exhibit 1)

**Recommendation:**

Provide direction on any changes or additions.

**Exhibit:** 1. FY19 Action Plan

# FY 2019 ACTION PLAN



LAUDERDALE  
BY·THE·SEA

## **Town Commission**

**Mayor Vincent**

**Vice Mayor Sokolow**

**Commissioner Strauss**

**Commissioner Oldaker**

**Commissioner Malkoon**

*The Town of Lauderdale-By-The-Sea's Five Year Strategic Plan is the means by which we measure our progress towards attainment of our vision and goals. The annual Action Plan is the foundation when we develop each year's budget and the five year capital plan, and during the year when we prioritize resources and staff time.*

# Vision & Mission Statement

**VISION:** By 2018 Lauderdale-By-The-Sea will have accomplished something rare. While staying authentic and protecting our small town character, we will have given the Town the facelift it needed to stay economically competitive and fiscally sound. Gorgeous beachside plazas will be the heart of the community’s social life. All the features that residents and visitors love – the relaxed, village atmosphere, the easy walkability of the Town, the many dining choices, retail offerings and traditional festivals – will have been improved and expanded. The hospitality industry will have been reinvigorated and the Town widely known as an amazing shore diving destination and for its distinctive MIMO architecture. In a world where one city looks like another, Lauderdale-By-The-Sea will be uniquely different.

**MISSION:** The Mission of the Town of Lauderdale-By-The-Sea is to deliver local government services efficiently, effectively, transparently, and with integrity; to be responsible and careful stewards of the public’s money; to provide leadership for the protection and enhancement of the Town’s essential character, natural resources, and economic vitality; and to foster and be respectful of positive public participation in the work of governing this Town we love.

Adopted February 26, 2013 by the Lauderdale-By-The-Sea Town Commission

# Commission Policies

1. Keep the Property Tax Rate in the lowest quartile (lowest 25% of all cities). [Town has 3<sup>rd</sup> Lowest Rate in FY19]
2. Keep the Fire Fee in the lowest quartile (lowest 25% of all cities). [Town has the lowest in FY19]
3. Pay as we go (to the extent possible).
4. Continue the Town staff's tradition of personal attention to residents and businesses.
5. Be an active member of the Broward League of Cities and the Florida League of Cities and monitor legislation that will affect the quality of life of our residents.
6. Preserve/protect LBTS's appearance, visual character and culture (small town, beachy).
  - a. Maintain and expand ocean views;
  - b. Protect the LBTS brand and apply it (in terms of colors, style, and scale) to street furniture, banners, public buildings, parks, plazas, and advertising and marketing materials;
  - c. Ensure that public building projects are appropriately scaled for their surroundings and the Town as a whole;
  - d. Make the compatibility and scale of a project to the surrounding area a crucial consideration of any site plan reviews or architectural reviews;
  - e. Provide restoration or preservation suggestions to property owners who are redeveloping Mid Century Modern (MIMO) properties; and
  - f. Preserve when possible and encourage the restoration the Town's historic mid-century architectural style.

<b>AREA 1: SUSTAINABILITY ● RESILIENCY ● ENVIRONMENT</b>	
<b>Goal 1.1: <i>Protect the beach.</i></b>	
<p>1.1.1 Continue sea oat planting projects wherever feasible and where the adjacent property owner(s) agrees to the project. Add native plants and remove invasive plants whenever possible. (Ken Rubach)</p> <ol style="list-style-type: none"> <li>1. Apply for County Grant to plant additional sea oats.</li> <li>2. Repair sea oat beds damaged by Irma.</li> </ol> <p>10-23-18: An area of Invasive plants removed at Villa By The Sea - waiting for Turtle season to end to reshape dunes and plant sea oats</p> <p>2-14-19: 75% of invasive has been removed. 50% of the replacement Sea Oats has been planted on the southern end. Dunes at 4244 &amp; 4228 El Mar have been prepped and will have sea oats planted the last week in February.</p> <p>9-18-19 Dune planting was completed in early spring. Both new dunes have become established. Staff continues to remove invasive species at portal locations beach side and replant with native plantings.</p>	
<p>1.1.2 Create a beach management plan, including a budget and timeline. (Ken Rubach / Linda Connors)</p> <p>2-14-19: City of Hollywood will be coming out in March to take a look at our dunes and discuss our strategy for dune reclamation and implementation to use as a model in developing their beach management plan. Municipal Services and Development Services are having ongoing discussion regarding the creation of a formal beach management plan.</p> <p>9-20-19: Municipal Services and Development services continue to research best practices for a beach management plan.</p>	
<b>Goal 1.2: <i>Protect existing coral reefs and develop new ones.</i></b> Staff: Steve d'Oliveira	
<p>1.2.1 Acquire and review reef monitoring reports from the Segment II beach nourishment project and any other legitimate sources.</p> <p>6-20-18: Broward County has not released a narrative summary of the biological report. The delay is because Broward County wanted to avoid picking up hurricane impacts in the monitoring.</p> <p>9-18-19: The County informs us that the biological report is not finished.</p>	X

<p>1.2.2. Coordinate with County on their mitigation reef project stemming from the Segment II beach re-nourishment. The County plans to deploy 9 acres of concrete reef modules in 20 feet of water north and south of the pier. The commission was briefed on this project at a meeting about a year ago. The project will provide substantially more underwater habitat for a variety of Florida marine life.</p> <p>9-26-18: Because of the bid protest, the County has decided to re-bid the entire project. If it can award a contract before the end of the calendar year, deployment is expected to take place in summer 2019. If not, the project will be delayed until summer 2020.</p> <p>9-19-19: The county has rebid the project, but another bid protest is expected. Possible earliest deployment is summer 2020. Maybe.</p>	
<p>1.2.3 Provide the Commission periodic reports from Nova Southeastern University (NSU) on the survival and growth of the transplanted staghorn sites off LBTS in 2016 and 2017. More than 2,000 staghorn coral fragments were planted offshore at several different sites.</p> <p>9-26-18: Dr. David Gilliam from Nova Southeastern gave a presentation to the Town Commission. Documented damage from Hurricane Irma.</p>	
<p>1.2.4 Fund Phase II plantings of the NSU staghorn coral project in LBTS.</p> <p>9-26-18: Commission approved new contract for a second staghorn restoration project - the 5-year project will provide funding for 2,000 more staghorn fragments to be attached to the reefs off LBTS over the next two years with three years of monitoring.</p> <p>9-18-19: The next round of planting is scheduled for January-February 2020.</p>	
<p>1.2.5 Implement a limestone boulder project to create new habitat for tropical fish that can be easily accessed by snorkelers. The proposal calls for placing several tons of limestone boulders in 12 feet of water off El Prado Park close to swim buoys.</p> <p>1) Apply to the Florida DEP for a permit for the project. FY17-18. Also apply to the U.S. Army Corps for a permit for the project.</p> <p>2-15-19 The Commission recently adopted a resolution asking Broward County to handle filing the needed permit forms for this project (we do not).</p> <p>2-22-19: The county did receive our resolution requesting assistance in filling out state and federal permits.</p> <p>2) Secure funding and propose in the FY18 Capital Improvement Plan (determine which year) FY____</p> <p>Status: \$30,000 included in FY18 CIP and \$30,000 projected for FY19.</p> <p>3) Design, bid and build. TBD</p>	

Goals	Update
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<p>1.2.7 Educate the public about the environmental importance of the reefs, their fragility, and threats to them. Ongoing</p> <p>Newly designed beach signs have been ordered (the prototype is installed at El Prado Park).</p> <p>A reef education feature article will be included in an upcoming issue of Town Topics in 2020.</p> <p>9-18-19: Steve D'Oliveira is working on a new beach map for the Datura Avenue portal showing Anglin's Reef, the snorkel trail and marine life.</p>	

<b><i>Goal 1.4: Proactively Address Local Sea Level Rise Issues</i></b>	
<p>1.4.1 Evaluate seawall standards and recommend ordinance (Linda Connors)</p> <p>9-26-18: Collecting recent seawall ordinances. Waiting for County and Corp of Engineers' study.</p> <p>10-23-18: Municipal Seawall Workshop on Nov 16, 2018. Staff will attend.</p> <p>9-26-19: The Planning Council will review language regarding resiliency that includes regulations regarding sea wall height at their September 26, 2019 meeting</p>	X
<p>1.4.2 Evaluate creating a Stormwater Utility. (Town Engineer, Ken Rubach)</p> <p>Status: This is a discussion topic at the April 24<sup>th</sup> workshop. We will present the information about what is involved in creating a Stormwater Utility (the Town use to have one).</p> <p>5-8-18: Commission authorized the preparation of an RFP for a stormwater rate study.</p> <p>3-22-19: The Draft RFP has been completed but not sent out.</p> <p>9-20-19: Stormwater master plan is being updated in FY20 prior to issuance of an RFP for a stormwater rate study in FY 21.</p>	

## AREA 2: PARKING & TRANSPORTATION

**Goal 2.1: *Improve our Parking System*** Staff: To be assigned

2.1.1 Create additional public parking. Ongoing

- i. Look for underutilized private parking that may be suitable for a cooperative parking arrangement with the Town.
- ii. Evaluate, and if appropriate, create small spaces to accommodate small electric vehicles (NEV).

Looking to increase NEV parking on the north side when we do the Greenway Project.

- iii. Evaluate, and if appropriate, install charging stations for electric cars.

3-27-18: Staff's preliminary research revealed that communities who offer electric car charging stations (a) charge for the use of the parking space and not the electricity, (b) charge for the electric and not the parking space, or (c) provide the space and electricity at no charge to the user. Staff will also consider the feasibility of installing a separate meter for each charging station to track kilowatts and revenue generated.

9-20-19: Staff is exploring installations options by reaching out to neighboring communities and to Tesla about installation parameter, costs, and specifications

2.1.2 Implement a system that notifies the driving public of available parking spaces.

- i. Analyze the cost of the technology to identify and display available parking spaces in lots.
- ii. Decide whether to proceed to Requests for Proposals

2.1.3 Evaluate the need for a parking shuttle on Friday evenings, Saturdays (day & night), and Sunday (day & night) during season to determine cost, utilization and impact on parking perceptions and utilization. FY19

2.1.4 Renovate the A1A parking lot and Bougainvilla Drive. Ken Rubach and \_\_\_\_ (to be assigned)

9-26-18: Construction of Phase 1 is underway and is expected to be completed by December 31, 2018

10-23-18: Phase 2 contract is awarded to State and they will start in Spring 2019.

2-14-19: Design Plans are currently being reviewed after State made some value engineering suggestion; start date still this spring/summer.

9-20-19: Bougainvilla Drive project is on schedule and should be completed by the end of October pending weather and unknown delays.

X

**AREA 2: PARKING & TRANSPORTATION**

***Goal 2.2 Evaluate the Town’s Transit Services.***

- 2.2.1 Evaluate public transportation options and report to Commission: (Debbie Hime and Lucila Lang)
  - i. Identify the current services. (Broward County Transit (**BCT**), Sun Trolley, Pelican Hopper)
    - 9-20-19 DH: Sun Trolley suspended Galt Link last year, and have applied for Penny Surtax funding for a Galt/LBTS “on demand” micro transit service.
    - BCT will be testing on demand for a year in three west Broward area and will advise us of their test next year
  - iv. Evaluate options to improve the efficiency of the Pelican Hopper (hours, route, and frequency).
    - 9-20-19DH: After public meetings and approval by Commission, BCT has approved our new route schedule.
    - BCT will begin reimbursing us for our current \$44 hourly rate beginning Oct. 1
    - New route may not begin until all local stops are ADA compliant. BCT and MPO are discussing how the Town’s surveying and costs to build the stops could be reimbursed by Penny Surtax funds. The new route will be designated stops, so signs or decals on BCT stops will be installed once the route is ADA compliant
  - v. What alternative services could be offered? (door-to-door, ridesharing or \_\_\_\_?)
    - 9-20-19 DH: BCT is will be testing micro-transit on demand service during the next year to determine its feasibility in Broward.
    - Town has designated a location for a ride share pickup/drop off and we are researching funding for a shelter
    - We have begun research for on demand rideshare in Town; first estimates are \$180k per car per year; ADA compliancy is also an important factor.

***Goal 2.3 Reduce cut-through traffic in residential neighborhoods through the use of traffic calming initiatives in neighborhoods.***

## AREA 2: PARKING & TRANSPORTATION

- 2.3.5 Analyze results and determine whether to continue on a more permanent basis. (Tom Palmer, Ken Rubach, & Traffic Engineer) FY19
- 1-22-19: Commission approved the purchase of digital speed signs to be deployed on Commercial Blvd to measure and address speed complaints.
- 2-14-19: Two semi-permanent and one portable speed sign have been ordered for Commercial Blvd. A radar equipped, LED stop sign with warning lights was erected at SB Bougainvilla Dr and Hibiscus. Since the sign has been installed, we have received positive feedback from the public and staff. A meeting was held with the residents of Imperial Lane to discuss some ideas for traffic calming.
- 9-20-19: Staff continues to coordinate with sign manufacturer regarding FDOT approval of installation. Manufacturer has hired a consultant to assist with finalization of product being added to the APL. The portable speed shall be deployed in the upcoming weeks after training on use of sign has been completed by M.S. and BSO staff.

### ***Goal 2.4: Reduce traffic, pedestrian, and bicycle violations through increased traffic enforcement.***

- 2.4.1 BSO will determine areas with the highest incidence of violations and develop a traffic enforcement strategy for those areas. Ongoing BSO utilizes traffic counter devices, speed trailers, message boards and selective traffic enforcement in various areas throughout the town to determine the scope and type of violation(s) (e.g. pedestrians, bicycles, or vehicles). BSO examines traffic crash and traffic citation data to properly respond to traffic issues. Command Staff will work with BSO Grants to apply and receive grant funding when applicable to address traffic issues.
- 02-04-19- The Town of Lauderdale by the Sea was not awarded grant funding for FY 18/19 due to not having an intersection that ranks at the top 20% for pedestrian/bicycle fatalities and reported injuries. LBTS participated in the 17/18 High Visibility Enforcement Grant and issued 3,137 verbal warning, and 318 written warnings and traffic citations and a total of 8,239 educational contacts.
- 2.4.2 Implement enforcement strategies and measure results.
- November 2018-January 1, 2019 on duty deputies conducted selective traffic enforcement along main corridors (Commercial Blvd, and arterial streets (e.g. Bougainvilla Drive, Sea Grape Drive, and El Mar Drive)). As a result, deputies issued 100 Uniform Traffic Citations and 97 written warnings to motorists.

<b>AREA 2: PARKING &amp; TRANSPORTATION</b>	
2.4.3 Analyze results and report to the Commission. (Tom Palmer) Semi-annual Pending for April meeting	

<b>AREA 3: PRESERVE THE LBTS WAY OF LIFE</b>	
<b>Goal 3.1: Preserve the Town’s history.</b> Staff: Linda Connors	
3.1.2 Develop historic information markers or boards. FY17 – FY 21 Debbie Hime and Linda Connors ongoing	
3.1.3 Print a mid-century (MIMO) walking tour map of the Town’s commercial district and provide it to hotels, Visitors’ Center, and other suitable distribution points. FY120 9-19-19: Linda is currently drafting the content for the map; and then our branding artist will create a concept for the map.	
<b>Goal 3.2: Maintain and improve the walkability of the Town.</b> FY17 Highest Priority / FY18 Highest Priority	
3.2.1 Advocate an El Mar Greenway project design that emphasizes pedestrian needs and a safe pedestrian environment. Staff: Bud Bentley Amenities to include pedestrian lighting along the pathway and sidewalks, shade trees, shaded seating areas, trash containers, and doggie sanitary stations. 10-23-18: Staff recently met with FDOT and the design engineer to finalize the typical cross section. Staff is scheduling a meeting with a firm that does mark ups	
3.2.2 Prioritize aspects of the Greenway design for which MPO/FDOT grant funds are not available and apply the remaining reserve for El Mar pedestrian improvements to fund those priorities. Then determine whether remaining priorities will be funded from another source. FY18 9-26-18: A Local Funding Agreement for design services was approved.	

**AREA 3: PRESERVE THE LBTS WAY OF LIFE**

3.2.3 Develop a Walkability and Bike Master Plan for the main streets in Town. Staff: Linda Connors  
 The FY19 budget includes \$20,000 to develop the plan.  
 2-26-19: Staff is drafting RFP for release in March  
 9-26-19: The RFP was released this summer. One firm responded. We are currently reviewing their submittal and anticipate a contract to be scheduled on the Commission Agenda in November.

**AREA 4 - INFRASTRUCTURE IMPROVEMENTS**

**Goal 4.1: Improve Neighborhoods.** Staff: Linda Connors and Ken Rubach

4.1.1 **Neighborhoods Plans.** Work with neighbors that want to create a plan to improve their neighborhood. Elements of the plan may include streetscape, swale restoration, sidewalks and streetlights.

4.1.2 **Convert FPL streetlights to LED.**

2-14-19: Lighting fixtures have been selected. FPL is stating these conversions will happen in the Summer/Fall this year.

9-20-19: All FPL lights were converted in late summer/early spring. The Town continues to work with FPL to identify and resolve any issues that have occurred due to installation.

## AREA 4 - INFRASTRUCTURE IMPROVEMENTS

**Goal 4.2: Address Stormwater Flooding.** FY17 Highest Priority / **FY18 Highest Priority** Staff: Ken Rubach

- 4.2.1 Promote the merits of swale restoration. Ongoing  
6-26-18 Staff completed 3 swale restorations in FY18 and would like to offer trees to encourage people to have their swales restored. We will schedule for Commission approval.  
9-20-19: Staff is examining where swales would have the most impact. This will be apart of the stormwater master plan.

4.2.2 Commission to provide direction on funding for projects in the annual CIP.

- 4.2.3 Undertake street drainage projects in accordance with set priorities and CIP funding. FY18 – FY 21  
9-26-18: Commission directed staff to meet with the Terra Mar neighborhood and then to schedule the Mathews' Work Authorization for the design of East Terra Mar.  
1-12-19: Staff and Mathews presented at a neighborhood meeting. Staff preparing an agenda item for February 26<sup>th</sup> meeting.  
9-20-19: Terra Mar Drainage design is well underway. Anticipate having a neighborhood meeting this winter and then again in the spring prior to bidding and construction to review the project. Construction anticipated to begin Spring/Summer 2020

4.2.4 Consider mandating the use of pervious materials in driveway and parking lot construction for new development or substantial redevelopment. FY19

**Goal 4.3: Develop Concepts for a Town Hall/Public Safety Complex.** (FY17 Highest Priority)

4.3.1 Develop multiple conceptual site plans and building design illustrations. Completed FY17

4.3.2 Get resident and Commission reaction to the site and building concepts. Completed FY17

4.3.3 Develop cost estimates to implement the most favored plan. TBD

4.3.4 Identify possible funding sources (FEMA, MPO, etc.) for portions of the plan for which grants might be obtained and outline grant requirements. FY18

<b>AREA 4 - INFRASTRUCTURE IMPROVEMENTS</b>	
4.3.5 Commission direction on follow through on the plan. FY18 4-24-2018: The Commission placed this project on hold.	
<b>Goal 4.5: Sewer Restoration</b> Staff: Ken Rubach	
4.5.1 Evaluate a lateral lining program.  9-20-19: Staff has requested \$300,000 for lateral lining and \$30,000 for any engineering work that may need to be done prior to the start of the program.	

<b>AREA 5: ECONOMIC DEVELOPMENT</b>	
<b>Goal 5.1: Promote the Hotel Hospitality Sector.</b> FY17 & FY18 Highest Priority    Staff: Linda Connors	
5.1.1 Fast track development reviews for hotels.    Ongoing  <b>El Mar Boutique (former Ocean Reverie – 4433 El Mar Drive)</b>  This property has completed a total renovation of its rooms and exterior. The hotel is expected to open before Thanksgiving.  <b>Ocean Treasure (4308 El Mar Drive)</b>  Ocean Treasure has been undergoing an extensive renovation. They have completed the interior renovation; refurbished their MidCentury Modern neon sign; and are in the process of building a pool. The paving of the parking area (removing gravel) and the pool construction has been delayed because of the State’s review (they are located East of the Coastal Construction Control line which requires additional review at the state level).	X
5.1.2 Actively seek code compliance and renovations from owners of distressed hotel properties so all properties are a positive influence on the LBTS tourist economy.  <b>The Thunderbird (4521 N Ocean)</b> was cited for property maintenance issues and the case was heard by the Special Magistrate at the April 26, 2018 hearing. Compliance is required by May 22 <sup>nd</sup> or fines will begin to run. This property already has fines running for the lack of maintenance on its sign. These fines totaled \$730,000 as of May 2 <sup>nd</sup> .	X

**AREA 5: ECONOMIC DEVELOPMENT**

6-20-18: The new case for property maintenance was issued after the property went into foreclosure. While the fines have been certified and are running for noncompliance, it is the Town Attorney’s opinion that they will not be enforceable due to the foreclosure action. The previous fines for the maintenance of the sign and maintenance issues have been reviewed by the Attorney and have been deemed enforceable.

9-26-18: Violations for maintenance of electrical fixtures, plumbing, exterior paint, and trash cart maintenance were brought to compliance during June and July 2018. Otherwise, daily fines continue to run at a total rate of \$450 per day.

10-23-18: The owner requested an inspection on September 28, 2018; at that time the Inspector found the Trash & Litter violation was in compliance. Fines of \$300 per day continue to run for structural disrepair and sign maintenance.

2-26-19: The property is in foreclosure.

**9-26-19:** Staff is investigating their options for purchase of this property.

**Eastward Strands (4321 – 4341 El Mar Drive)** has been cited for property maintenance and work without permits and was scheduled for the May Special Magistrate hearing. After being cited, the property owner representatives met with staff, hired an architect and are in the process of developing plans for the renovation of these buildings. They have also told staff that the hotel will be closed in June for renovation. Because of these actions, staff has rescheduled their case to the July 26<sup>th</sup> Special Magistrate hearing.

6-20-18: The property has closed and a dumpster to begin cleaning the site has been ordered. To date, no building permits have been issued for the renovations.

9-26-18: The property representatives appeared before the Special Magistrate on July 26<sup>th</sup>. Subsequently, the landscape and pool on the property have been maintained (including boarding of the pool) to prevent further nuisance. Eastward Strands originally told staff that they would submit their application for Architectural Review and site plan on August 24<sup>th</sup>. They then said that they would submit on September 7<sup>th</sup>. They have not submitted their plans, and they have not contacted the Town staff for a new submittal date. The property is scheduled for the September 27<sup>th</sup> Special Magistrate meeting, at which the Town will ask the Special Magistrate to approve a stipulated agreement including a timeline for completion of the project. Status hearings will be held at intermittent points to ensure that the project is moving forward at an acceptable pace.

10-23-18: Eastward Strands submitted site plan modification, architectural review and unity of title applications on September 24, 2018. The site plan was found to be incomplete. The property representatives then appeared before the Magistrate at the Code hearing on September 27. The Magistrate set a deadline of November 1<sup>st</sup> for a list of items to be completed, or a fine of \$100 per violation per day would begin to accrue for each of the 7 code cases. A number of the stipulated items have been completed. They have applied for and

## AREA 5: ECONOMIC DEVELOPMENT

instituted the BSO Trespass Program, have established a parking lot use agreement with the Town, and are in the process of lighting the area to increase nighttime safety.

2-26-19: The property is fenced and the Town is providing public parking. Eastward Strand has changed its name to Seaside Villas. They submitted plans to renovate the property, which requires an administrative site plan amendment and architectural review. Architectural review has been approved. We are in process of reviewing the site plan amendment application.

3-26-19: The comments were sent to the applicant on 2/28. Responses have not yet been received. The review includes an increase in legal units from 28 to 30. Because of the increased intensity, the site plan will be reviewed by the Planning and Zoning Board and Commission.

**9-26-19:** The staff continues to work with the applicant to finalize their site plan amendment application. We expect the application to be scheduled for review by the Planning and Zoning Board and Commission this fall.

**Tropicaire Hotel (4553 Bougainvillea Drive)** was cited for density violations and work without permits (They currently have 16 units – 9 of these are legal and the other 7 were created by dividing existing units without permits). They are scheduled for the July 28<sup>th</sup> Special Magistrate hearing.

6-20-18: The property owners have met with staff to get an understanding of the density, work without permits and other maintenance violations on the site.

9-26-18: At the July 26, 2018 hearing, the Special Magistrate ordered a Continuance to the September 27, 2018 hearing regarding the density violations at the property. The applicant has hired an architectural firm to address the density issues. They met with Development Services staff in late August to discuss options for the property. Staff comments on a preliminary plan have been sent to the architect. The architect is working on a submission for a Site Plan Amendment. The Magistrate ordered compliance of the property maintenance violations by August 27, 2018; the maintenance violations were subsequently corrected as ordered. The cited Work without Permit violation was corrected prior to the hearing.

10-23-18: At the September 27, 2018 Code hearing, the Magistrate ordered a Continuance to the October 25<sup>th</sup> hearing. Town Staff has heard nothing from the owner or architect since our last meeting with the owner on September 25, and intends to request that the Magistrate issue a Final Order at the October 25 hearing.

2-26-19: This site plan is scheduled for approval on the Commission's 2-26-19 agenda.

3-26-19: The Commission approved the site plan at the last meeting.

9-26-19: The owner has submitted a building permit.

**AREA 5: ECONOMIC DEVELOPMENT**

10-22-19: The building permit has been issued; on October 14<sup>th</sup> building reviewed a partial structural inspection.

**Sea Garden Hotel (4633 North Ocean)** is another hotel that creatively added rooms without permits. The property owner has been working with staff and has submitted a site plan amendment application to address these issues. The site plan is scheduled for the June 6 Planning and Zoning Board meeting and may be on the Commission June 20<sup>th</sup> agenda. If approved, they will apply for building permits that will resolve their violations.

6-20-18: The Town Commission approved the site plan amendment for the Sea Garden Hotel at their June 12, 2018 meeting.

9-26-18: Staff is awaiting submission of a building permit application from the architect to update the property and address the density issues. We anticipate submission in October.

2-26-19: We have yet to receive a building permit application to correct the issue. Code has cited the property for work without permit and too many units.

9-26-19: The owner submitted a building permit and also requested an extension to their site plan development order in order to meet the Town requirements.

10-22-19: The permit was approved on October 8<sup>th</sup>, the owners have been informed that it was ready but the permit has not been picked up. Building staff sent a reminder on 10-18-19.

**4605-4609 By The Sea (4605-4609 North Ocean)** Staff has found extensive code violations including fire and building violations. The case is extensive and staff is reviewing all of the violations and expects to schedule this case for the August Special Magistrate hearing.

9-26-18: Numerous code violations for property maintenance are scheduled to be heard at the September 27, 2018 Special Magistrate hearing. A follow-up inspection with the owners of the property was conducted on September 14, 2018, at which time a large number of the violations were complied. The Code Inspector has discussed the remaining issues at length with the owners and they have agreed to make certain corrections prior to the September 27, 2018 hearing in order for the Town to be amenable to a Continuance to provide additional time to resolve the more time-consuming violations.

10-23-18: The majority of the code violations have been corrected. On October 2, 2018 the Building Official and Code Inspector met with one of the owners regarding the largest remaining maintenance issue, unusable connecting doors. The owners subsequently engaged a contractor who submitted a permit application to correct the violation. A status hearing is scheduled for October 25, 2018, but if progress continues diligently the Town will remain open to the owners requesting additional time to comply before a Final Order is requested.

**9-26-19:** The property owners communicated with the Town staff and received an extension of time from the Magistrate. They were able to make the required corrections, and brought the property into compliance with the Magistrate's order. No code fines were assessed.

<b>AREA 5: ECONOMIC DEVELOPMENT</b>	
<b><i>Goal 5.2: Assist in making business viable on Commercial Boulevard west of Bougainvilla Drive.</i></b>	
<p>5.2.1 Install festive lighting in the Commercial Boulevard plazas. Staff: Ken Rubach          Install additional electrical outlets at the base of the plaza trees so additional lighting can be installed. FY19          9-20-19: Staff continues to investigate locations for additional electrical outlets.</p>	
<p>5.2.2 Experiment with additional ideas to increase foot traffic.          9-20-19: We are reviewing and considering testing an idea to enhance the area to become its own “destination.” Staff has presented FY20 Budget which includes new foot traffic events and other special projects in the area. Staff: Debbie Hime</p>	
<p>5.2.3 Consider code changes for temporary sale banners, outdoor displays, etc. Staff: Linda Connors FY18          3-27-18: Staff is researching new window and outdoor display policies for the West Commercial District businesses for Commission consideration, such as A-frame sidewalk signs in our beach colors to complement the Adirondack chairs.          3-26-19: This will be discussed as part of the planned downtown workshop.</p>	

**Goal 1.3: Become a National Wildlife Federation Community Habitat**

Staff: Steve D'Oliveira


<b>COMMISSION ASSIGNMENTS</b>		<b>Update</b>
6.4	Improve Signage to Identify Parking Lots (To be assigned)	
6.8	9-26-16, Mayor Sasser: Evaluate parking needs for the West Commercial Business District. (revised 11-28-17)	On Hold
6.9	9-26-16, Vice Mayor Brown: Town Hall parking lot: Evaluate new landscape along sidewalk replacing the bushes. It is an outdated look and the bushes block the view to safely pull out on to A1A (height of bushes was reduced). (Ken Rubach) 9-20-19: Maintenance of Town Hall bushes has increase as well as lowering of the bushes to provide better visibility.	
6.12	10-25-16, Commissioner Vincent: Evaluate the Town offering window covering paper (start with Courtesy Notices for code violations) (Linda Connors) 3-27-18: We have tested a few options for the public and will be presenting a recommendation to the Commission this spring.	
6.13	10-25-16, Commissioner Vincent: Have P&Z evaluate changing the code to provide additional time (6 months or so) before wall signs on a vacant building have to be removed. Confirm that the code requires patching and painting to match existing building. (Linda Connors)	
6.14	Marina: Report the progress of the Marina to comply with Town Code. (Linda Connors) 10-23-18: The marina amended site plan and conditional use applications were heard by the P&Z on October 17, 2018 and are expected to be scheduled for the Commission meeting of November 13, 2018. 11-13-18: The Commission approved site plan, marina mooring area, and conditional use. 12-11-18: Commission ratified the Development order from the 11-13-18 decisions. 1-8-19: The Commission approved the Partitioning Agreement. Closing by February 28 <sup>th</sup> 2-26-19: The Marina owners have met with staff several times to review proposed plans for the upland property. They anticipate submitting a site plan application to the Town early summer. 9-26-19: The Marina owners were interested in submitting an application for a hotel. The Commission approved the ordinance amendment that would allow this change at their 9-12-19 meeting. Staff met with the owners and they are working on their site plan application with the intent on submitting this fall.	<b>X</b>

## FY19 Action Plan


- 6.25 11-28-17: FDG south property: report on the progress of the development. (Linda Connors)
- 3-27-18: On January 19<sup>th</sup>, Florida Development Group released Hospitality Ventures Management Group from the Ryf Project (4116 Ocean and 4108/4110 El Mar) and listed the properties for sale.
- The blue tarp has been removed from the “restaurant building” and the wall fixed however, the buildings continue to be in violation of certain Town codes related to maintenance that were presented to the Special Magistrate at the March 22, 2018 meeting with a compliance required in advance of the April Special Magistrate meeting.
- 5-22-18: On May 4, 2018, the code violations for maintenance that were presented to the Special Magistrate at the March 22, 2018 meeting were brought into compliance. A new notice for violations of landscape maintenance and parking lot maintenance was issued on May 8<sup>th</sup>. A site-walk through with the contractor and the code inspector occurred on May 15, 2018. The violations have yet to be complied and are scheduled for presentation to the Special Magistrate at the June 28, 2018 meeting. On August 29, 2018, the May 4<sup>th</sup> code violations for landscape maintenance and parking lot maintenance at the west property (4116 N Ocean Drive) were brought into compliance.
- 9-26-18: On June 13, 2018, a Notice of Violation was issued regarding fencing down along the north side of 4110 El Mar Drive. This property was brought into compliance on June 23, 2018, prior to a Hearing.
- On July 19, 2018, a Courtesy Notice was issued for overgrown grass on the east properties, 4108/4110 El Mar Drive. This violation was complied on August 6, 2018.
- On September 15, 2018, a Notice of Violation was issued regarding loose debris and materials on the roof at the west site. The violation is scheduled for the October 25, 2018 Special Magistrate meeting.
- 10-23-18: On October 11, 2018, the Code Inspectors conducted an inspection of the roof with the property manager and found the debris is still there. At the upcoming October 25 Code Hearing, the Town will request a Final Order to require removal of the hazardous roof debris before the November 15 hearing. The pool board-up was observed to be deteriorated as well; this will be cited separately.
- 2-26-19: The Commission voted to foreclose on all FDG properties with liens – this currently includes 4116 Ocean Drive and 4108/4110 El Mar Drive (Villa Caprice). At their January 22, 2019 meeting, the Commission agreed to stay the foreclosure litigation for 30 days (March 1<sup>st</sup>). If a contract is executed, then there are an additional 120 days for the sale to be executed. If no contract is entered or if it is cancelled, FDG would have 20 days to prepare their response to the foreclosure action. FDG is in process of demolishing Villa Caprice structures.
- 3-26-19: The Commission approved an extension to the foreclosure to allow time for the new property owners to develop and submit a site plan and a mitigation application. The next deadline for the contract holders is June 17, 2019 when the buyers are required to submit the mitigation and site plan applications to the Town.
- 9-26-19: Concord Wilshire submitted an application on June 26, 2019 but stated that they were drafting amendments to the plan. Staff has had several conversations with CW since then to assist them in their resubmittal. We expect that they will ask for an extension to the 60 day response requirement to allow them more time to redesign the project and prepare the application.

X

## FY19 Action Plan

	<p>10-22-19: The 60 day response extension was approved per the Town Code requirements. The Concord Wilshire team continues to review and revise their plans and are hoping to provide new drawings to the Town in November.</p>	
<p>6.27</p>	<p>12-12-17, Mayor Sasser: Requested staff to suggest ways to help smaller businesses on west Commercial with the expense of sidewalk cafes (allow quarterly operation etc.). Staff to evaluate possible conflicts in the sidewalk café code (Linda Connors).          3-26-19: Staff has drafted an ordinance and it is currently being reviewed by the Town Attorney.          9-26-19: We anticipate the proposed amendment to be scheduled on the Commission’s agenda in October.</p>	<p style="font-size: 2em; font-weight: bold;">X</p>
<p>6.31</p>	<p>4-10-18, Commission Malkoon asked that the Town evaluate the condition of the seawall on Bel Air Drive (SE 15<sup>th</sup> Street), which is owned by the Palm Club, Leisure Gardens and the Town.</p> <div style="text-align: center;">  </div> <p>6-20-18: Staff has received an evaluation of the seawall on Bel Air Drive and has asked for a surveyor to mark the areas in which the Town has ownership. Once this is complete, we will ask the seawall contractor to update the report to identify the condition of the seawall that is Town-owned.          9-26-18: Advised the Palm Club of their ownership. Met with the Palm Club and Leisure Garden representatives on September 27<sup>th</sup>.          9-20-19: Money has been budgeted in FY20 budget to repair Town owned section of the wall. Prior to repairs a survey will be done to ensure all Town owned areas are repaired.</p>	

## FY19 Action Plan

<p>6.31 4-10-18 Commissioner Strauss asked that we request FDOT to conduct a safety studies of the Commercial Boulevard and West Tradewinds intersection. This would also include the concepts to relocation the west to south turn lane on Commercial at this intersection. (see staff project No. 3)</p>		
<p>5-22-18: The Town Engineer sent the request for a traffic safety study to FDOT on April 24, 2018. In addition, this project was submitted to the MPO for a TIP project on 4-27-2018.</p>		
<p>6.32 Terra Mar Bridge Improvement (Ken Rubach) 7-24-18: Interlocal Agreement with Pompano Beach approved by Commission. COPB in CCNA process to select design engineer. 9-20-19: Terra Mar Bridge improvement is being done by the City of Pompano Beach.</p>		
<p>6.35 5-22-18: Commissioner Strauss to work with staff regarding the possibility of drafting an ordinance to allow water taxis in Town, Commission would like to staff to reach out to residents and businesses. 9-26-18: Public Input was held at the Commission meetings of 7-24-18 and 9-12-18.</p>		Completed
<p>6.38 9-26-18: Commissioner Oldaker requested staff to check street striping though out Town and replace when appropriate. (Ken Rubach) 9-20-19: Staff reached out to Broward County and striping within their jurisdiction has been done. Several areas throughout town have also been refreshed e by staff. Striping has been included within the FY20 budget in order to install thermal striping which lasts much longer than paint or “tape” stripes.</p>		
<p>6.39 9-26-18: Commissioner Malkoon requested staff to look into the entrance to A1A Lot. (Capt. Palmer) No change.</p>		Completed
<p>6.41 9-26-18: Commissioner Oldaker requested the landscape in the south entrance median be upgraded. (Ken Rubach) 2-14-19: Staff is in the process of developing a landscape plan to upgrade the median. 9-20-19: Staff has completed a landscape plan for the median which will be completed in FY20</p>		
<p>6.42 10-9-18: Commission Struss asked if the Town could change its practice and allow Pay by Phone to accept AMX credit cards (Tony Bryan)</p>		Completed
<p>6.43 10-23-18: Commission asked staff to prepare a Town Election Day Procedure Policy and report in the TM report (Tedra Allen).</p>		

## FY19 Action Plan

6.45	<p>1-8-19 Agenda Item 13.b: Schedule a workshop on the sign code issues discussed at the 1-8-19 Commission meeting. (Linda Connors, Town Attorney)</p> <p>9-26-19: A workshop was held on May 16, 2019 to discuss noise, sidewalk café and signage. The staff is drafting a minor amendment to the sign code and we anticipate that the ordinance will be presented to the Planning and Zoning Board in November</p>	
6.46	<p>1-22-19 Agenda Item 13.a: Expand the workshop requested on 1-8 to include a discussion on the use of the sidewalk (musicians), the increase in outdoor music downtown, and special events (not really special events just business expanding into the ROW).</p>	
6.47	<p>2-12-19 Agenda Item 5.c: Girl Scout Troop 10171 Presentation. Commission motion to have staff draft an ordinance banning plastic straws in LBTS (Kathie Margoles)</p> <p>3-26-19: Scheduled for the 3/26 agenda</p>	Completed
6.48	<p>2-26-19 Agenda 13.b Station 44 Special Event application for holidays. Comm approved the Monday April 22 event and deferred the rest until after the Workshop (signs and street performers)</p>	
6.49	<p>2-26-19 CM. Commission Oldaker asked staff about the project to move the east A1A parking lot pay station south to encourage people to use the crossway after paying. (Tony Bryan)</p>	
6.50	<p>2-26-19 CM. Commission consensus to get P&amp;Z's recommendation on amending the B-1 and B-1A zoning districts to allow motels and hotels. (Linda Connors)</p> <p>9-26-19: The ordinance allowing hotels as a conditional use on waterfront properties in the B1 district was approved at the Commission's September 12, 2019 meeting.</p>	Completed
6.51	<p>2-26-19 CM. Commissioner Strauss asked staff to advise how the South Silver Shores neighborhood can get natural gas service. (Bill Vance)</p> <p>3-26-19: Cost to install main is \$121,500</p> <p>9-20-19: Town Manager met with TECO to discuss potential gas line expansion in LBTS. A letter of request was sent on 9-20-19</p>	
6.52	<p>2-26-2019: The Commissioners agreed (4-1) to have Resolution drafted addressing seismic blasting and offshore drilling. (Kathie Margoles)</p>	Completed
6.53	<p>8-27-2019: Commissioner Strauss discussed staff doing research on the possibility of having a dog beach in Lauderdale By The Sea (Neysa Herrera)</p> <p>9-20-19: Staff is surveying other municipalities that have a dog beach to document their experience and analyze the feasibility of a designated area for this purpose in Lauderdale By The Sea</p>	

# **FY19 Action Plan**

## FY19 Action Plan

<b>FY19 Budgeted Projects &amp; Staff Projects</b>	<b>Update</b>
<p>1. Evaluate switching from the quarterly Town Topics written format to an e-newsletter. FY18 (Steve D'Oliveira)</p> <p>2. 9/20/19 We have purchased software are prepared for e-newsletter deployment Debbie Hime</p>	
<p>3. Monitor the request to FDOT to move the turn lane at the foot of the Intracoastal Bridge to the east thus closing the Commercial median at West Tradewinds. TBD (Town Engineer) See 6.31</p> <p>9-20-19 Discussed with FDOT and MPO at 9/17/19 Meeting; FDOT asked Staff to formally recommend the project as they have an upcoming Commercial Blvd plan being developed. Debbie Hime</p>	
<p>4. Evaluate hardening off-site warehouse for use after a hurricane. FY18 (Ken Rubach)</p> <p>5. 9/20/19: Staff has begun the process of reviewing what work needs to be done to improve site.</p>	
<p>6. Evaluate the feasibility of offering beach concessions. (to be assigned)</p>	
<p>7. Recommend new long-term contract for the disposal of solid waste and processing of recyclables.</p>	Completed
<p>8. The marina partitioning agreement was approved on 1-8-19. There are several code changes required to recognized properties that include submerged lands.</p>	
<p>9. 2-12-19 Agenda 13.a, Designating Ridesharing Pick-Up Locations Transportation</p>	
<p>10.</p>	
<p>11.</p>	
<p>12.</p>	
<p>13.</p>	