

MICROFILMING INFORMATION SHEET

TO: VENDOR
FROM: Town of Longboat Key
Town Clerk Department
501 Bay Isles Road
Longboat Key, FL 34228

DATE: 05-24-2005

SUBJECT: Microfilming

Please index the attached collection of records utilizing the following language and placing this language in the upper right hand corner of each image.

CCAC 12-04-2003

The database should include the following fields:

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CO. JF RECORD

MINUTES: TOWN OF LONGBOAT KEY AD HOC COMMITTEE

COMMITTEE: Community Center Advisory Committee (CCAC)

DATE OF MEETING: December 4, 2003 – 8:30 AM

MEMBERS PRESENT: Chairman Brown, Vice Chairman Shapiro, Committee Members: Barbara Kerwin, Andrea Frank, Corinne Silver-Ragheb, Walter Hackett

ABSENT: Ralph Hunter

ALSO PRESENT: Town Manager St. Denis, Bayfront Park Recreation Center Manager Litwhiler

1. Call to Order

Chairman Brown called the meeting to order at 8:40 AM.

2. Public to be Heard

Albie Frank, 1065 Gulf of Mexico Drive, stated a first class Community Center was desired; the original site plan "Option A" should be reconsidered; large conference and meeting rooms were needed. Mr. Frank suggested the CCAC prepare a detailed-orientated presentation for Town Commission consideration.

3. Approval of Minutes

It was moved by Member Silver-Ragheb, seconded by Member Kerwin, to approve the 11-20-03 CCAC Minutes as submitted. Motion carried unanimously.

4. Architect's Presentation

Lisa Wannemacher, consultant, (Wannemacher Russell Architects, Inc., 180 Mirror Lake Drive North, St. Petersburg) presented Option "C" to the committee. She highlighted ground floor space, main floor space, roof terrace space, and the total building square footage. A schematic site plan (Scheme "C") was distributed and reviewed.

Discussion was held regarding Option "C", available parking spaces (78) and building code requirements for parking spaces (180). The Committee considered building space reduction, possible site plan variance request, and elimination of the playground area.

Ms. Wannemacher continued the presentation. Discussion ensued regarding the building floor plan, community and activity room locations, indoor basketball ceiling height requirements, roof terrace space reduction, raising the activity room ceiling, and the number of bathroom fixtures.

Further discussion was held regarding space allocation, downsizing the community room and upsizing the activity room, changing the community room and the activity room locations,

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reducing the fitness center to approximately 500 square feet, establishing a usage fee for the fitness center, eliminating or reducing the historical society room, enlarging the kitchen area, eliminating the fitness center, and enlarging the storage area.

Ms. Wannemacher questioned if it were necessary to modify the Option "C" site plan and encompass the suggested room space allotments. There was consensus not to modify Option "C".

Additional discussion was held with respect to whether Option "C" would meet the needs of the community or whether the CCAC should support the original site plan Option "A", obtaining funds from Manatee and/or Sarasota Counties, and request the Town Commission to pass a resolution asking Manatee and Sarasota Counties for supporting funds.

It was moved by Member Kerwin, seconded by Member Frank, for the CCAC to support the original site plan Option "A" and present both Option "A" and Option "C" to the Town Commission for consideration. Motion carried unanimously.

Public to be Heard

Lee Rothenberg, 561 Birdie Lane, thanked the CCAC for its efforts. He stated this issue was political and the CACC should concentrate on realistic goals; unanimous Town Commission support was essential to achieve success. Mr. Rothenberg suggested the CACC consider a number of site plan options.

Richard Kanner, 2295 Gulf of Mexico Drive, questioned if Option "A" provided sufficient parking spaces. Chairman Brown indicated there would be sufficient parking spaces if small individual activities were scheduled; the number of participants would be limited.

8. Scheduling of Possible Special Meeting w/Town Commission

Chairman Brown indicated staff determined a joint meeting with the Town Commission could be held at 9:00 AM on Friday, 12-12-03. He noted the CCAC 12-11-03 scheduled meeting was not necessary. It was noted Commissioner Lenobel would not be in attendance at the 12-12-03 joint meeting. Member Hackett questioned whether site plan changes could be achieved between the CCAC and Town Commission Joint Workshop and the presentation to the Town Commission on 12-18-03. Ms. Wannemacher indicated site plan changes could be achieved.

5. Discussion of Brochure Cost Estimates

Town Manager St. Denis updated the CCAC on the established budget and remaining funds.

Member Hackett presented estimated brochure costs from two vendors (Swif-T Printing and Madison Avenue). He recommended the CACC consider Knight Marketing (discussed at a previous meeting) and Madison Avenue. He explained camera-ready text was required.

Discussion was held with respect to brochure development, obtaining assistance from staff to develop brochure language, project bidding procedures, printing costs, requesting additional

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funds from the Town Commission, development of a question and answer mailing specific to issues of concern, and utilizing first class postage for all mailings.

There was consensus for Member Hackett to meet with Town Manager St. Denis and review the bidding process and related brochure concerns.

6. Discussion Regarding Format of Community Presentation Materials

Discussion ensued regarding community presentations, requesting placement on condominium meeting agendas, presentations to civic and religious groups, and methods to reach the community.

Further discussion was held with respect to visual aids, graphs, posters, sending invitations to recreation instructors, placing site plans and floor plans at strategic locations (recreations center, Chamber of Commerce, etc.).

Member Kerwin left the meeting at 11:15 AM

7. Town Commission Meeting Presentation

Chairman Brown indicated at the 12-12-03 Joint Meeting he would present the CCAC position and introduce the architect (Ms. Wannemacher). He encouraged participation in the discussion.

Discussion was held with respect to highlighting the facility room-by-room, identifying needs and concerns regarding space allocation, and whether an agenda packet should be assembled and distributed to the Town Commission prior to the joint meeting.

There was consensus for Chairman Brown to meet with Town Manager St. Denis and develop agenda material for the 12-12-03 Joint Meeting with the TC.

Chairman Brown read a document written by Member Shapiro that highlighted the events and activities that could occur at the Community Center. **There was consensus to include this document in the agenda material.**

9. Board Comments

10. Public Comments

11. Adjournment

The next meeting would be held on 12-12-03 at 9:00 AM. This meeting was adjourned at 11:40 AM.


James L. Brown, Chairman
Submitted by: Jo Ann Mixon, CMC, Deputy Town Clerk