



## AGENDA

### LARGO CITY COMMISSION WORK SESSION

4:00 PM  
July 10, 2018  
Community Room

A. Business Spotlight

1. Optek International – *Karis Rojas-Norton*

B. Presentations

2. Largo Downtown Identity – *Kate Oyer*
3. Downtown Plaza Design Update – *Richard Perez*
4. West Bay Drive Trail Head Project Update – *Teresa Brydon, Rafal Cieslak*
5. Golf Cart Update – *Rafal Cieslak*

C. Board/Committee Reports:

Forward Pinellas – *Vice Mayor Smith*  
Homeless Leadership Board – *Commissioner Holck*  
North Pinellas Cultural Alliance – *Commissioner Robinson*  
Suncoast League of Cities – *Commissioner Carroll*  
Pinellas Suncoast Transit Authority – *Commissioner Fenger*  
Tampa Bay Regional Planning Council – *Mayor Brown*  
Area Agency on Aging – *Commissioner Fenger*

Items from Commissioner Carroll, Vice Mayor Smith, Commissioner Robinson, Commissioner Holmes, Commissioner Holck, Commissioner Fenger, Mayor Brown, City Manager Schubert, Action Items



### City of Largo Agenda Item 1

**Meeting Date**  
07/10/18

**Presenter:** Karisa Rojas-Norton, ED Coordinator

**Department:** CD – Community Development

**TITLE:**

**BUSINESS SPOTLIGHT- OPTEK INTERNATIONAL**

The Business Spotlight provides an opportunity for the City Commission to have an abbreviated dialogue during the Work Session where owners introduce their business, share how they chose Largo as a place to do business, identify some of their challenges and discuss ways the City of Largo can assist. The tenth Business Spotlight series features business owner Alan Hodges, from Optek International.

Optek International is a designer and manufacturer of optical processing and grinding equipment for prescription lenses and eyewear. The company provides technical services, specializes in lab systems, software, machining such as edges, engravings, frame styles, and finishing equipment. Optek has over four decades of experience in lens processing systems equipment. The brand was founded by an engineer with a vision to develop surfacing equipment of exceptional quality and enduring value. The company received their first patent in 1972, and since then, Optek has grown into a respected and industry-leading brand, both in the United States and internationally. The company has pioneered advanced products that help eye care professionals reduce costs by bringing processing labs in-house, and generating revenue by improving and expanding the services that can be provided to patients.

Optek prides itself on blending the technological expertise of a large organization with the attentiveness of a family-owned company. Their office is located at 2300 Tall Pines Drive, in Suite 120, off Tall Pines Drive and Ulmerton Road. More information is available on their website at [www.optekinternational.com](http://www.optekinternational.com)

**Budgeted Amount:** \$0.00      **Budget Page No(s):** NA      **Available Amount:** \$0.00      **Expenditure Amount:** \$0.00

**Additional Budgetary Information:** NA

**Funding Source(s):** NA      **Sufficient Funds Available:**  Yes  No      **Budget Amendment Required:**  Yes  No      **Source:** N/A

**City Attorney Reviewed:**  Yes  No  N/A      **Advisory Board Recommendation:**  For  Against  N/A      **Consistent With:**  Yes  No  N/A      **Economic Development Plan**

**Potential Motion/ Direction Requested:** INFORMATIONAL ITEM

**Staff Contact:** Karisa Rojas-Norton      X7206      krojasno@largo.com

**Attachments:** None



### City of Largo Agenda Item 2

**Meeting Date**  
**07/10/18**

**Presenter:** Kate Oyer, C&M Manager

**Department:** AD – Administration

**TITLE:**

**LARGO DOWNTOWN IDENTITY**

With the implementation of the Strategic Plan, Communications and Marketing was tasked to lead an interdepartmental team including Economic Development and Recreation, Parks & Arts to develop and implement a Downtown District Identity. This identity aims to highlight all three focus areas of Sustainability, Public Safety, and Community Pride while coordinating with the new City brand. The goal of creating a Downtown Identity is to establish and strengthen connections between Downtown Largo and employment, education, and recreational hubs. The identity will work to make the Downtown area unique, visually attractive, and welcoming in order to promote patronage of local businesses and encourage the use of social spaces.

Deliverables for this project include graphic standards, color palettes, fonts and defined boundaries. These elements must support the shared vision of residents and businesses and be able to reflect on the City’s history while taking an inspiring look into the future.

In order to create a defined area with high visibility and a large impact, four areas of placemaking were characterized:

- Architecture
- Engagement
- Landscaping
- Hardscaping

Through these elements the Largo Downtown identity will provide strategic direction for all future development in the area while meeting public expectations and welcoming residents and businesses to our area.

<b>Budgeted Amount:</b> \$0.00	<b>Budget Page No(s):</b> N/A	<b>Available Amount:</b> \$0.00	<b>Expenditure Amount:</b> \$0.00
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**Additional Budgetary Information:** N/A

<b>Funding Source(s):</b> N/A	<b>Sufficient Funds Available:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Budget Amendment Required:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Source:</b> N/A
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<b>City Attorney Reviewed:</b> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	<b>Advisory Board Recommendation:</b> <input type="radio"/> For <input type="radio"/> Against <input checked="" type="radio"/> N/A	<b>Consistent With:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Strategic Plan
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**Potential Motion/ Direction Requested:** INFORMATIONAL ONLY

**Staff Contact:** Kate Oyer, C&M Manager | x5020 | koconnel@largo.com

**Attachments:** N/A



### City of Largo Agenda Item 3

Meeting Date  
07/10/18

Presenter:

Department:

**TITLE:**

The City Commission gave consensus to advance the West Bay Drive Community Redevelopment District (WBD-CRD) Plan Downtown Plaza Enhancement Project at the September 13, 2016 Work Session. The project funding was added to the 2017-2021 CIP and the CRA Board adopted the project in the CRA budget for \$65,000 for the design phase and \$435,000 for construction. In April 2018, the Community Development Department retained the services of the landscape architect consultant, Booth Design Group, to work with staff and stakeholders to design the plaza to include a signature landmark feature, hardscape and landscaping that align with the design components of the WBD CRD Plan. The design contract with Booth Design Group is \$40,125.33. Construction is programmed in Fiscal Year 2019.

The project site is located in the eastern portion of the WBD CRD at the southwest corner of West Bay Drive and Seminole Boulevard. It is intended to be a landmark feature to further establish the identity of Downtown by creating a sense of place and reflecting the overall brand elements of the City. The goal is to create a “bookend” on the opposite side of Largo Central Park at the entrance of the WBD CRD and complement other public space features along the corridor such as the West Bay trail head and pocket park. This project specifically supports the Strategic Plan Community Pride focus area Initiative #1 to develop an active and interconnected downtown district.

Staff has sought input from key stakeholders including the Community Redevelopment Area Advisory Board (CRAAB), Community Development Advisory Board (CDAB); Recreation Parks and Arts Advocacy Board, the Chamber of Commerce, Largo Area Historical Society, and the Suncoast Performing Arts Foundation. Additionally, staff is conducting public outreach online via LoveLargo.com and public exhibits at the Library, Community Center and City Hall to receive input on preliminary concepts. The CRAAB and CDAB voted in favor of the project at the June 25, 2018 joint meeting.

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Budgeted Amount:  Budget Page No(s):  Available Amount:  Expenditure Amount:

Additional Budgetary Information:

Funding Source(s):  Sufficient Funds Available:  Yes  No Budget Amendment Required:  Yes  No Source:

City Attorney Reviewed:  Yes  No  N/A Advisory Board Recommendation:  For  Against  N/A Consistent With:  Yes  No  N/A

Potential Motion/ Direction Requested:

Staff Contact:

Attachments:

Staff and the design consultant will present the development of the preliminary concepts, the preliminary range of estimated costs and seek input from the City Commission on the final design. The final design and cost estimates for the Downtown Plaza will be presented to the City Commission for approval later in the summer.



City of Largo
Agenda Item 4

Meeting Date
07/10/18

Presenter: Teresa Brydon, Economic Development Manager

Department: CD - Community Development

TITLE:

WEST BAY DRIVE TRAIL HEAD PROJECT UPDATE

This item will present an update on the status of the West Bay Drive Trail Head project. Staff and the project consultant, CPH, presented the 60% design of the Trail Head to the City Commission at the September 2016 Work Session. Following the presentation, a public meeting was held in December 2016 with the neighborhoods and commercial property owners adjacent to the project area. This Work Session presentation will be based on a 90% design of the project and will identify changes that have taken place for the project based on comments, timing of other projects and cost considerations. These include changes to the bridge design for the overpass over West Bay Drive, the elimination of some of the proposed connections to the trail, the addition of a new connection off of Pine Vista Drive, and moving the construction of the 4th Avenue NW connection bridge to a roadway construction project currently underway.

Staff will also provide an update on the Local Agency Program (LAP) certification process relative to the construction process and schedule. Engineering Services has worked with the Florida Department of Transportation (FDOT) to attain Project Specific Local Agency Program Certification for the project. This project is currently programmed for construction in FY 2019. FDOT is the steward of the federal funds and is responsible for oversight of funded projects on behalf of the Federal Highway Administration (FHWA). LAP agencies prioritize and fund local projects (through their respective Metropolitan Planning Organization or governing board) and are then eligible for reimbursement for the services provided to the traveling public through compliance with applicable Federal statutes, rules and regulations. Federal-Aid Highway Program funds are only available to local agencies that perform the required certification process that evaluates whether the local agency has the sufficient qualifications and ability to complete the work. The certification provides proof that the local agency is able to comply with federal requirements in a project and offers perspective to the level of oversight required by district offices over local agencies for the life of a LAP project.

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Budgeted Amount: \$0.00 Budget Page No(s): NA Available Amount: \$0.00 Expenditure Amount: \$0.00

Additional Budgetary Information: Not applicable

Funding Source(s): NA Sufficient Funds Available: Yes/No Budget Amendment Required: Yes/No Source: N/A

City Attorney Reviewed: Yes/No/N/A Advisory Board Recommendation: For/Against/N/A Consistent With: Yes/No/N/A WBD CRD Plan

Potential Motion/Direction Requested: DOES THE CITY COMMISSION WISH TO MOVE FORWARD WITH THE RECOMMENDATIONS PRESENTED FOR THE DESIGN OF THE WEST BAY DRIVE TRAIL HEAD PROJECT?

Staff Contact: Teresa Brydon, Economic Development Mgr 586-7342 tbrydon@largo.com

Attachments: Page 2

The City is at the final stage of becoming LAP certified for the Trail Head project, and has been working with the City Attorney office and Procurement staff to develop the Request for Proposal (RFP) documents to select a Construction Engineering Inspector (CEI). City staff has also been working with CPH. Inc., consultant engineer, to complete the design plans and will begin working with the City Attorney's office and Procurement staff to prepare Bid Documents that meet FDOT requirements.

The LAP and project schedule is:

- 90% Design Plans June 25, 2018
- City Commission Presentation July 10, 2018
- Final Design August 9, 2018
- Submit RFP and LAP CEI/RCS Checklist August 9, 2018
- Submit Draft Bid Documents and LAP CST Checklist November 2, 2018
- LAP Agreement Execution / NTP to Advertise CST April 12, 2019.



### City of Largo Agenda Item 5

Meeting Date  
07/10/18

Presenter: Rafal Cieslak P.E., Eng Services Assistant Director

Department: EN – Engineering Services

**TITLE:**

GOLF CART UPDATE

This item is to provide the City Commission with an update on the use of golf carts on City roadways. The Traffic and Transportation Committee (Committee) has received and reviewed a request to allow golf carts on City roadways from the Palm Hill Mobile Home Park community for the area located between 8<sup>th</sup> Avenue SW and West Bay Drive, and between Clearwater-Largo Road and Seminole Boulevard.

The Committee reviewed this request and its impacts citywide. The City is divided by several major roadways where golf carts would not be allowed. This includes county or state roadways with speed limits above 35 MPH. The existing local roadway network does not provide safe areas to cross golf carts across these roadways. Additionally, all roadways in the City have speed limits that are higher than the maximum speed of a golf cart. The maximum speed of a golf cart is around 20 MPH. This will cause traffic safety issues between the golf carts and other vehicles driving the speed limit on the roadways.

An additional concern is golf carts on City brick streets. The non-uniform surface of a brick pavement due to the settlement of the bricks can cause potential safety issues with golf carts while turning. This, combined with the lack of safety features on a golf cart, pose a safety issue.

Staff reviewed several other municipalities and their policies on golf carts using public roadways. The City of St. Petersburg and the City of Clearwater do not have ordinances that allow golf carts on City streets. The City of

(Continued on Page 2)

Budgeted Amount: \$0.00      Budget Page No(s): NA      Available Amount: \$0.00      Expenditure Amount: \$0.00

Additional Budgetary Information: Not applicable

Funding Source(s): NA      Sufficient Funds Available:  Yes  No      Budget Amendment Required:  Yes  No      Source: N/A

City Attorney Reviewed:  Yes  No  N/A      Advisory Board Recommendation:  For  Against  N/A      Consistent With:  Yes  No  N/A      Strategic Plan

Potential Motion/Direction Requested: DOES THE CITY COMMISSION CONCUR WITH THE FINDINGS TO NOT ALLOW GOLF CARTS ON CITY ROADWAYS AT THIS TIME?

Staff Contact: Rafal Cieslak, P.E.      x4421      rcieslak@largo.com

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Dunedin does have an ordinance allowing the use of golf carts. The City of Dunedin has a process for registering golf carts, and a list of streets where golf carts are not allowed, and zones where they are allowed. Streets where golf carts are not allowed have designated crossing points that are indicated on a City map. Dunedin also has requirements for the golf carts to be upgraded with reflective devices and lights if they are to be operated at night.

Finally, State statutes do not allow golf carts on City streets unless regulations are adopted by a City Commission that would require signage where the golf carts would be allowed to operate. Low-speed Vehicles (LSV's), which operate at a higher speed and have more safety features than a standard golf cart, can operate on roadways according to Florida Statute Section 316.2122, unless the City prohibits them in the interest of safety. LSV's must meet all the requirements listed in the State Statutes and are only allowed on roadways with posted speed limits lower than 35 MPH. The City of Largo does not currently prohibit the use of LSV's.

In conclusion, although it is feasible, the Traffic and Transportation Committee does not recommend allowing golf carts on City roadways. Golf carts do not offer the protection of a typical vehicle, and with the operating speeds below the speed limit of the neighborhood, the Committee views this as an unsafe condition.