



# City of Sanibel

## Transportation Master Plan Steering Committee

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### Planning Department Agenda Memorandum

**Transportation Master Plan Steering Committee Meeting Date: October 15, 2025**

**To:** Transportation Master Plan Steering Committee

**From:** Craig J. Chandler, Deputy Planning Director

**Date:** October 10, 2025

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#### **TITLE: 2025/2026 Transportation Master Plan Steering Committee Amended Meeting Schedule**

Staff conducted an internal kick-off meeting with the consultant team on October 6, 2025, to discuss the scope of work and project schedule. Staff and the consultant team concluded that monthly meetings would not provide sufficient time to complete substantive updates to share with the steering committee. In an effort to make the best use of this committee's time, staff agreed that a bi-monthly schedule, starting after the November 19, 2025, meeting, will best serve this project moving forward.

The consultant team also intends to utilize the steering committee schedule in 2026 to conduct "focus group interviews." The composition of the steering committee, which includes representation of major stakeholder groups, and the opportunity for additional public comment, provides an appropriate forum to complete this deliverable from the consultant's Public Involvement Plan.