



AGENDA MEMORANDUM

Planning Department

City Council
Meeting Date: May 6, 2025
Item 14.j.

To: City Council
From: Paula McMichael, AICP, Planning Director
Date: April 24, 2025

SUBJECT: Steering Committees for Sanibel Plan update & Transportation Master Plan

As part of the Community Development Block Grant Disaster Recovery (CDBG-DR) Fund made available to Lee County following Hurricane Ian, the City of Sanibel submitted for and received a grant to update the Sanibel Plan as well as to develop a transportation master plan. The grants were awarded in April of 2024 and the subrecipient agreements were approved by City Council in July 2024. The Request for Proposals to solicit a consultant to prepare the plan update were issued in March 2025.

As part of the public input process for both the Sanibel Plan update and the transportation master plan effort, the Planning Department would like to establish a steering committee for each effort.

The steering committee will serve as the main point of contact for public involvement and engagement in the process and will meet at least monthly with the consultant(s) to provide input on the project. The purpose is to maximize public involvement efforts and maximize the resources available to the consultant to provide feedback on issues in a public forum, representing diverse public interests.

The steering committee will consist of seven members for the Sanibel Plan update and five members for the transportation master plan effort, members representing the Sanibel community and, representing, as closely as possible, nonprofit, environmental, institutional, and business interests. They will be appointed by the council to serve for the duration of the public input process, estimated to take place through fall of 2026. The committees would automatically sunset when city council adopts the revised Sanibel Plan and the Transportation Master Plan.

Staff recommends that City Council appoint only persons who are Sanibel residents and who have some detailed knowledge of the current Sanibel Plan elements through one of the following options:

1. A representative be appointed to the steering committee for the plan update from the following:

- 1 person from the Planning Commission
- 1 person from SCCF (staff or board)
- 1 person from the SanCap Chamber of Commerce (staff or board)

Sanibel is and shall remain a barrier island sanctuary

- 1 person from CHR (staff or board)
- 1 person from COTI
- 1 person from FISH (staff or board)
- 1 citizen at large

A representative be appointed to the steering committee for the transportation master plan from the following:

- 1 person from the Planning Commission
- 1 person from SCCF (staff or board)
- 1 person from the SanCap Chamber of Commerce (staff or board)
- 1 person from COTI
- 1 citizen at large

Each organization would nominate someone to serve on the steering committee, through the Planning Director. The Planning Director will forward those nominated to the City Council for appointment. For the citizen at large member, staff will solicit applications from the public and the City Council will select the individual to fill that seat.

2. Staff will solicit applications from the public and the City Council will select the individuals to serve on the steering committees.

The committee will be led by the planning department project manager (the director) with assistance from the consultant project manager. All products produced by the consultant will be delivered to the Planning Department for distribution to the steering committee. Additional meetings of the steering committee may be convened at the request of committee members to the Planning Department project manager in order to ensure a coordinated effort and adequate notice of additional meetings to all members.

RECOMMEND ACTION:

Provide direction to staff regarding which option to use to establish steering committees for the Sanibel Plan update and transportation master plan.

PUBLIC COMMENT: None.

FISCAL IMPACT: None.