



City of Sanibel

Planning Commission

Planning Department Agenda Memorandum

Planning Commission Meeting Date: November 18, 2025

To: Planning Commission

From: Paula McMichael, AICP, Planning Director

Date: November 12, 2025

SUBJECT: Extend Ordinance 25-006 adopted May 6, 2025 – administrative approval of certain conditional use permits

A RESOLUTION RECOMMENDING THAT CITY COUNCIL ADOPT AN ORDINANCE AMENDING THE CODE OF ORDINANCES, SUBPART B LAND DEVELOPMENT CODE, CHAPTER 82, ADMINISTRATION, ARTICLE III, PLANNING COMMISSION, DIVISION 3, SPECIFIC AUTHORITY, SUBDIVISION V, CONDITIONAL USES, SECTION 82-201, AUTHORIZATION, SUBSECTION (a)(3), EXTENDING THE EXPIRATION DATE AS STATED IN ORDINANCE 25-006 TO DECEMBER 31, 2026, FOR THE PURPOSE OF UPDATING THE LAND DEVELOPMENT CODE REGULATIONS.

PROPOSAL SUMMARY

On October 21, 2025, City Council considered extending the temporary allowance for administrative approval of four types of conditional use permits, which would otherwise expire on December 31, 2025. The resolution as presented would extend the deadline in the code for the sunseting of the provision to December 31, 2026.

BACKGROUND

On June 11, 2024, City Council and the Planning Commission convened a joint workshop to discuss possible amendments to the Sanibel Code to assist redevelopment post disaster. Part of the discussion at the joint workshop was whether there were opportunities to expedite some applications by temporarily allowing staff review rather than requiring planning commission approval. Based on that discussion, the code was subsequently amended to allow the following conditional uses to be approved administratively through the end of the year:

- a. Eating places, restaurants, grocery stores, etc.;
- b. Dock, boat davits, boat lifts and mooring pilings;
- c. Alternative shoreline stabilization project; and
- d. Seawall as accessory structure waterward of existing seawall.

One conditional use permit application has been approved administratively since the ordinance was passed:

- CUP-2025-000268 (2407 PERIWINKLE WAY Unit:4 SANIBEL, FL 33957) – to establish a retail wine shop with a tasting room serving wine by the glass, snacks and cheese/charcuterie boards.

Notice of a conditional use application is provided to adjacent property owners within 300 feet as well as to the planning commission. Any applicant, resident, or business owner may request a conditional use permit be considered as a long-form application by the planning commission rather than through administrative review.

The proposed amendment will extend the approval for administrative review for a limited period of time (through December 31, 2026). All the standards of review still apply.

RECOMMENDED ACTION: Adopt the resolution that recommends approval of an ordinance amending the Land Development Code for consideration by City Council, to allow for an extension of staff review of four types of conditional use permits through December 31, 2026.