



## AGENDA MEMORANDUM

### *Planning Department*

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City Council  
Meeting Date: July 15, 2025

**To:** City Council  
**From:** Paula McMichael, AICP, Planning Director  
**Date:** June 23, 2025

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**SUBJECT: RESOLUTION 25-033 OF THE CITY COUNCIL OF THE CITY OF SANIBEL, FLORIDA, ESTABLISHING THE SANIBEL PLAN UPDATE STEERING COMMITTEE AND THE TRANSPORTATION MASTER PLAN UPDATE STEERING COMMITTEE**

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 proposed establishing 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.

Members must be full-time Sanibel residents who have some detailed knowledge of the current Sanibel Plan elements.

A representative will 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)

*Sanibel is and shall remain a barrier island sanctuary*

- 1 person from the SanCap Chamber of Commerce (staff or board)
- 1 person from CHR (staff or board)
- 1 person from COTI
- 2 citizens at large

A representative will 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 has nominated someone to serve on the steering committee. For the citizen- at-large members, applications were solicited from the public and the City Council will select the individual to fill that seat.

The committee will be led by the planning department project manager (the director or deputy 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.

City Council voiced support of establishing the steering committees at the council meeting of May 6, 2025.

**RECOMMEND ACTION:**

Approve Resolution 25-033 establishing the steering committees.

**PUBLIC COMMENT:** None.

**FISCAL IMPACT:** None.