



## AGENDA MEMORANDUM

### *Planning Department*

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**Capital Improvements Review Subcommittee Meeting Date: June 10, 2025**

**To:** Capital Improvements Review Subcommittee  
**From:** Paula McMichael, AICP, Planning Director  
**Date:** June 4, 2025

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**SUBJECT:** Capital Improvement Element Review

**BACKGROUND:** The Planning Commission is tasked with an annual review of the Capital Improvement Element of the Sanibel Plan per Sanibel Code Sec. 82-281. The purpose of the review “is to ensure that the required fiscal resources are available to provide the public facilities needed to maintain the level of service standards established in the capital improvements element of the Sanibel Plan.”

The review is also mandated by Florida Statutes, §163.3177 (3):

- (b) The capital improvements element must be reviewed by the local government on an annual basis. Modifications to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local comprehensive plan.

The Capital Improvement Element (CIE) is a required section of the state-mandated comprehensive land use plan. The Sanibel Plan serves as the city’s comprehensive land use plan. In the Sanibel Plan, the required capital improvements element is entitled “Human Support Services” and is found in Section 3.3. The purpose of the CIE, as established by Florida Statutes, is to consider “the need for and the location of public facilities in order to encourage the efficient use of such facilities ...” If a plan fails to maximize the use of public facilities and services, it can be considered an indicator that the comprehensive plan proliferates urban sprawl (163.3177 (6)(a)9.a.VI & VII), which is prohibited.

Part of the required CIE is a 5-year schedule of capital improvements:

§163.3177 (3)(a) Florida Statutes

- 4. A schedule of capital improvements which includes any publicly funded projects of federal, state, or local government, and which may include privately funded projects for which the local government has no fiscal responsibility. Projects necessary to ensure that any adopted level-of-service standards are achieved and maintained for the 5-year period must be identified as either funded or unfunded and given a level of priority for funding.

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Sec. 82-281 of the Sanibel Code establishes the tasks for CIE review. These criteria are listed below with staff analysis provided in ***bold italics***.

(a) Generally. ... The annual review of the capital improvements element shall include the following:

- (1) A review of current costs and revenue and possible corrections and modifications to the capital budget suggested or required as a result of such review.

***Response: The Deputy City Manager/Chief Financial Officer will review the tentative five-year capital improvement plan (CIP) for the subcommittee. The draft CIP is available on-line through this [link](#).***

- (2) The capital improvements element's consistency with other elements of the Sanibel Plan.

***Response: The subcommittee should make a finding that the CIE is consistent or inconsistent with other elements of the Sanibel Plan.***

- (3) A determination, based on the forecast of costs and revenues, of the economic feasibility of the Sanibel Plan.

***Response: There are no capital projects required in order to implement the Sanibel Plan.***

- (4) The city's progress in reducing any existing deficiencies of the established levels of service for such public facilities.

***Response: There are no existing deficiencies in the established levels of service for sanitary sewer, solid waste, drainage, or potable water (public facilities subject to concurrency per 163.3180 F.S.) – see the analysis provided under (b), below.***

- (5) A recommendation as to assignment of priorities with respect to scheduled capital improvements.

***Response: The subcommittee should consider any recommendation regarding priorities with respect to the scheduled capital improvements.***

- (6) A review to determine the effectiveness of the city's ability to maintain adopted level or service standards.

***Response: There are no existing or projected deficiencies in the adopted level of service standards for public facilities.***

(b) Human support systems (public facilities). The planning commission shall review the present level of service of all human support systems to determine whether or not the level of service standards established have been achieved, and if not achieved, whether mechanisms are in place to achieve such established levels of service standards. Upon a finding that any human support system is below the established level of service standard, it shall make recommendations to the city council as to recommendations in terms of the capital improvements element to alleviate the deficiency.

***The following levels of service (LOS) have been established for public facilities subject to statewide concurrency:***

- ***Sanitary sewer – 240 gallons per day – equivalent residential connection (ERC)  
(The Donax WRF has a capacity of 2.375 MGD which is sufficient capacity to accommodate the adopted level of service.)***
- ***Solid waste – 7 lbs. per day per person  
(coordinated with Lee County and consistent with the county's adopted LOS)***

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- ***Drainage – if subject to SFWMD permitting – 25 year storm event of 3-day duration  
if exempt from SFWMD permitting – 5 year storm event of 1 hour duration  
(These standards are enforced for new development.)***
- ***Potable water – 300 gallons per day – ERC  
(provided by IWA – average per capita 2016-2020 – 509 gpd – There  
is sufficient capacity to accommodate the adopted level of service.)***

**FUNDING SOURCE: N/A**

**RECOMMENDED ACTION:** Make a recommendation to city council regarding any assignment of priorities with respect to scheduled capital improvements and the consistency of the CIP with the Sanibel Plan.

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