



City of Sanibel

800 Dunlop Road
Sanibel, FL 33957

Meeting Minutes - Draft Planning Commission

Tuesday, October 14, 2025

9:00 AM

MacKenzie Hall - 800 Dunlop Road

1. Call To Order

The meeting convened at 9:00 a.m.

2. Pledge of Allegiance (Commissioner Burns)

Commissioner Burns led the Pledge of Allegiance.

3. Roll Call

Present: 7 - Chair Paul Nichols, Vice Chair Erika Steiner, Commissioner Tiffany Burns, Commissioner Ken Colter, Commissioner Larry Schopp, Commissioner Kate Sergeant, and Commissioner Lyman Welch

4. Public Comments on Items Not Appearing on the Agenda

Public Comment:

- Mitch Koppelman - Sanibel Resident - inquired as to codes for finishing and lighting under buildings once they are raised.

Planning Director Paula McMichael spoke to there being no code requirement for enclosing the lower level to hide storage. As for lighting, the code requires down lighting, and looking to review the lighting/dark skies regulations in the next year. Discussion ensued regarding there being no aesthetic requirements, possibility of reviewing for updates, and lighting regulations having consideration for "glare to adjoining properties".

5. City Council Liaison Report

Councilmember Laura DeBruce provided the following summary:

At the September 8th Regular Meeting:

- Second readings of:

- * Ordinance 25-014 Alternative Shoreline Stabilization Project Standards
- * Ordinance 25-015 Extended the deadlines to build back nonconforming uses & structures.
- * Ordinance 25-016 created an exception in the D-2 Uplands Wetlands Zone for Gulf Beach Condo and Sandpiper Beach Condo
- * Ordinance 25-017 amended the penalties in regard to violations of certain sections of the code for bicycles, micromobility devices, scooters and mopeds to bring the penalties more consistent with recently modified sections of the

code

- Reappointed Ralph Quillen and Dorothy Plumb to the Parks & Recreation Advisory Committee
- Appointed Jason Maughan and Jeffrey Lemma and reappointed Bill Fellows to the Board of Trustees of the General Employees Retirement Plan Board of Trustees
- Approved a new three-year labor agreement with the Fraternal Order of Police
- Authorized the City Manager to approve wage increases of up to 6% for General Employees

At the September 25th Regular Meeting:

- Discussed the City's Legislative Priorities for 2026
- Received a report from Chief Dalton, as required by law, on the speed camera zone at the school
- Reviewed the required change by Florida Statutes that the final review of plats and replats be done administratively

At the October 7th Regular Meeting:

- Recognition of Public Works Deputy Director Scott Krawczuk for his 25 years of service to the City
- Proclamation for Breast Cancer Awareness Month
- Received news of a study by the Roskamp Institute on the effect of red tide toxins on brain health
- Update from the Public Works Department on the Surface Water Management Master Plan Update and acceptance of the report.
- Legislative Priorities:
 - * An appropriations request for 2.5 Million for the continued repairs and restoration for the Shared Use Path
 - * A request for \$600,000 to modify the existing Flap Gate at the Beach Road Weir and to install a new flap gate for the Tarpon Bay Weir
 - * A request for \$4.2 million to address the regular flooding in the Tradewinds neighborhood
 - * Policy positions include: the ongoing support of Home rule Authority and Local Land Use Planning as well as additional funding for the Elevate Florida Program, Everglades Restoration and budget appropriations that support continued funding for regional water quality and storage projects

Discussions ensued regarding the Tradewinds project and neighboring communities, looking for additional grant opportunities, and how the speeding fines are distributed through the participating organizations. Further discussion ensued regarding the original funds going to pay off installed equipment prior to revenue share.

6. Consent Agenda

- a. Adoption of Minutes: August 26, 2025

Commissioner Sergeant moved, seconded by Commissioner Welch, to adopt the August 26, 2025 minutes. The motion carried.

7. 9:05 - Public Hearings:

- a. Consideration of a resolution recommending that City Council adopt an ordinance amending the Code of Ordinances to update subdivision provisions related to plats and replats for consistency with recent amendments to state statutes; amending Subpart B, Land Development Code; Chapter 114 Subdivisions, for the purpose of updating land development code regulations.

Planning Director Paula McMichael read into record the description of the hearing. Senior Planner Savannah White provided a brief summary and background for the proposed code amendments.

Discussion ensued regarding the process for review of the preliminary or final plat and the difference between a major or minor subdivision,

Typos to correct in the resolution:

- page 6, section 114-67(b): replated needs additional t
- page 21, section 114-202(a)(3)(a): should be "refuse", not "refuses"
- page 22, section 114-202(b)(3)(a): should be "refuse", not "refuses"

Commission inquired if Article III was legislatively imposed. Ms. White advised it was existing language which was moved from elsewhere in the code.

Discussion continued regarding the final plat needing to conform with the preliminary plat, final plats being approved administratively, and repetitive language in the code. Further discussion ensued regarding long form applications being reviewed by Commission while short form applications remain at the staff level.

Discussion turned to applications that receive objection would go to public hearing, and Commission inquired if references to City Council should be removed. Ms. White and Ms. McMichael spoke to specific sections of the code relative to the approvals, noting no changes were made to the legislation for special circumstances. Ms. McMichael advised there are two plats which were originally approved by Commission, going through final approval administratively.

Discussion ensued regarding 114-179 public use and service areas; natural features, subsection (c) being existing language and whether or not to include "open" (open bodies of water) to match the defined term in the code.

Public Comments:

- Mitch Koppelman - Sanibel Resident - spoke to ensuring the language includes public record compliance

Discussion ensued regarding options for providing notice of the approved plats for Coastal Creek and Island Inn Subdivision, including an update in a Planning Department report on a Commission meeting agenda, and emailing participants to the extent that Staff has email addresses.

Public comment:

- Laura DeBruce - Sanibel Resident - spoke to the requirement for "frontage or access to pre-existing road" relating to major or minor subdivisions, support of public notice and include in Planning Department report.

Commissioner Welch moved, seconded by Commissioner Sergeant, to adopt Resolution 25-022, forwarding to Council the draft code amendments with adding "open" in section 114-179(c) and correcting scriveners errors. The motion carried unanimously.

Discussion ensued regarding notice when final plats are submitted for approval, specify being a "courtesy email", for participants and Commissioners. Attorney Agnew spoke to including the adjacent homeowners associations for the two communities.

Public Comment:

- Mitch Koppelman - Sanibel Resident - recommended the notifications not be limited to the current applicants but applicable to all subdivisions and public hearing participants.

Discussion ensued regarding the process not changing, support of the courtesy emails, and how to share the information.

Commissioner Welch moved, seconded by Commissioner Sergeant, to ask planning staff to provide notice to the participants in the Coastal Creek and Island Inn matters, as well as Planning Commission, when the proposed final plat is submitted.

8. Report from Planning Department

- a.** Upcoming meeting dates:
 - i. Planning Commission - Tuesday, October 28, 2025
 - ii. Below Market Rate Housing Subcommittee - Tuesday, October 28, 2025 - following Planning Commission
 - iii. Report to City Council - Tuesday, November 4, 2025 - Commissioner Burns
- b.** Planning Reports
 - i. Planning Permit Review Report
 - ii. Planning Department Priorities
 - iii. Plan Application Status Report

Planning Director McMichael advised the Planning Commission meeting of October 8th would be cancelled and the Below Market Rate Housing Review Subcommittee would begin at 9:00 a.m.

Discussion ensued regarding the department reports and the lighting standards that will be coming forward in November and early next year, to review two separate sections, and adding priority of review of buffering storage on lower level of raised buildings.

9. Report from Commission Members

Vice Chair Steiner inquired if "eyesore" regulations should be added as a consideration on a future agenda.

Commissioner Colter spoke to concerns with raised structures and ensuring the lower level is not an eyesore.

Commissioner Welch inquired as to the status of the Dairy Queen property. Attorney Agnew provided a summary status update.

Chair Nichols inquired as to the status of the Jacaranda and Mobile station. Mr. Chandler advised he did not have a status update.

Discussion turned to the fishing pier and that no applications were currently in review. Commission further inquired as to a status update on the ombudsman position.

10. Public Comment

No further comments from the audience.

11. Adjournment

There being no further business, the meeting adjourned at 10:31 a.m.