



City of Sanibel

800 Dunlop Road
Sanibel, FL 33957

Meeting Minutes - Draft Planning Commission

Tuesday, August 26, 2025

9:00 AM

BIG ARTS - 900 Dunlop Road

1. Call To Order

The meeting convened at 9:00 a.m.

2. Pledge of Allegiance (Commissioner Sergeant)

Commissioner Sergeant led the Pledge of Allegiance.

3. Roll Call

Present: 6 - Vice Chair Erika Steiner, Commissioner Tiffany Burns, Commissioner Ken Colter, Commissioner Larry Schopp, Commissioner Kate Sergeant, and Commissioner Lyman Welch

Absent: 1 - Chair Paul Nichols

a. Motion to excuse absent member(s): Chair Nichols

**Commissioner Sergeant moved, seconded by Commissioner Colter, to excuse Chair Nichols.
The motion carried.**

Excused: 1 - Chair Paul Nichols

4. Public Comments on Items Not Appearing on the Agenda

There were no public comments from the audience.

5. City Council Liaison Report

Mayor Mike Miller provided a report of the last 4 Council meetings:

Land Use Items:

- * Ordinance 25-011 - Solar Energy & EV Charging Infrastructure - passed
- * Ordinance 25-012 - Front Porches for Town Central Districts - passed
- * Ordinance 25-014 - Alternative Shoreline Stabilization Project Standards - discussion and first reading
- * Ordinance 25-015 - Deadlines to re-establish non-conforming uses or structure - discussion and first reading
- * Ordinance 25-016 - Permitted uses in D-2 Upland Wetlands Zone - discussion and first reading

Non Land Use Items:

- * Ordinance 25-010 - Gas Powered Leaf blowers - passed

- * Ordinance 25-009 - Shared Use Path Violations - passed
- * Ordinance 25-017 - Progressive tiered civil penalty structure for various non-criminal offenses - first reading
- * Ordinance 25-018 - Investment policy - first reading
- * Established and made appointments to the Sanibel Plan Update and Transportation Master Plan Steering Committees.
- * Established Special Assessment District for Wulfert Channel Area Dredge and approved contract for dredging
- * Established rates and special assessments for Solid Waste services
- * Approved contract for milling and resurfacing a portion of Periwinkle Way
- * Approved contract for repairs and resurfacing of portions of the Shared Use Path
- * Received draft surface water management master plan update from Johnson Engineering
- * Discussed and assigned to Staff to determine feasibility of various proposed shared use path extensions as recommended by the Parks and Recreation Committee
- * Established maximum millage rate of 2.5000 mils
- * Continued to work on Capital Improvement Projects plan
- * Moved into and re-dedicated MacKenzie Hall

6. Consent Agenda

- a. Adoption of Minutes: July 22, 2025
- b. Approval of the 2026 Planning Commission Meeting Schedule

Commissioner Schopp clarified a statement from the minutes, advising there were no amendments or revisions to the minutes.

Commissioner Schopp moved, seconded by Commissioner Colter, to approve the Consent Agenda. The motion carried.

Excused: 1 - Chair Paul Nichols

Commissioner Burns stepped out of the meeting at 9:09 a.m. and returned at 9:11 a.m.

7. 9:05 - Public Hearings:

- a. Consideration of an application for a Development Permit filed pursuant to Land Development Code Chapter 82, Article IV, Division 2, Subdivision III - Long Form, Section 82-421(a)(8) and Section 82-422 - Scheduling and notice, to request a determination of conformance with Section 86-43 - Appearance of structures; size and mass of structures - for a proposed single-family residence located at 6408 Pine Avenue - tax parcel (STRAP) no. 11-46-21-T1-0030B.0300. The application is submitted by Ashmore Design (the applicant) on behalf of 6408 Pine Ave LLC (the property owner). **Application No. DPLF-2025-000266.**

City Clerk Scotty Lynn Kelly polled the Commission for site visits, ex-parte communications, and conflict:

- Vice Chair Steiner	Site Visit	No Ex-parte	No Conflict
- Commissioner Burns	Site Visit	No Ex-parte	No Conflict
- Commissioner Colter	Site Visit	No Ex-parte	No Conflict
- Commissioner Schopp	Site Visit	No Ex-parte	No Conflict
- Commissioner Sergeant	Site Visit	No Ex-parte	No Conflict
- Commissioner Welch	Site Visit	No Ex-parte	No Conflict

By motion and second, Chair Nichols was excused.

City Clerk Scotty Lynn Kelly swore in the following:

- Kim Ruiz - City of Sanibel, Principal Planner
- Lauren Crown - Ashmore Design, on behalf of the Applicant

Principal Planner Kim Ruiz provided a brief PowerPoint presentation and summarized the staff memorandum included in the agenda packet.

Commission inquired as to the definition of "gross floor area", to which Ms. Ruiz spoke to being habitable area inside the home. Discussion ensued regarding the size (square footage) of the parcel. Lauren Crown, Ashmore Design, advised the lot size as 20,402 square feet.

Ms. Crown confirmed acceptance of the conditions included in the staff report. Commission inquired as to the different roof types. Ms. Ruiz showed a rendering of the current roof proposal, not including a flat roof. Planning Director Paula McMichael advised that Attachment C is the plan that is being reviewed for approval. Discussion ensued regarding the coverage restrictions being sufficient for the home, pool, and deck, while the dock would be a separate permit.

Ms. Ruiz advised that Staff recommended approval of the application. Commission inquired of the applicant why they came to a public hearing. Ms. Crown spoke to ensuring compliance with the code and not building a design that was too modern. Ms. Ruiz advised no public comments had been received.

Commissioner Schopp moved, seconded by Commissioner Colter, to approval of application DPLF-2025-000266, determining conformance with Section 86-43 with regard to a proposed single-family residence on property located at 6408 Pine Avenue, subject to the attachments included in the item and the conditions contained in the August 26, 2025 staff report, and authorizing the Vice Chair to execute the resolution without bringing back for further consideration. The motion carried by a vote of 6-0 with Chair Nichols excused.

Excused: 1 - Chair Paul Nichols

8. Report from Planning Department

- a. Upcoming meeting dates:
 - i. Planning Commission - Tuesday, September 30, 2025
 - ii. Land Development Code Subcommittee- Tuesday, September 30, 2025- following Planning Commission
 - iii. Planning Commission and City Council Joint Workshop- Tuesday September 9, 2025- beginning at 9am
 - iv. Report to City Council - Monday, September 8, 2025 - Commissioner Sergeant
- b. Planning Reports
 - i. Planning Permit Review Report
 - ii. Planning Projects
 - iii. Plan Application Status Report

Planning Director Paula McMichael, spoke to the upcoming meetings, advising they will be back at MacKenzie Hall. Ms. McMichael spoke to the Land Development Code Review Subcommittee following the September 30th Commission meeting, the Joint City Council/Planning Commission taking place at 9 a.m. on September 9th, and Commissioner Sergeant providing the next Liaison to Council report.

Commissioner Colter stepped out of the meeting at 9:37 a.m.

Ms. McMichael further spoke to the reports included in the agenda packet and advised items that would be coming forward at upcoming meetings. Deputy Planning Director Craig Chandler spoke to a conditional use permit application that is in cue and able to be approved at the Staff level.

9. Report from Commission Members

Commissioner Welch spoke to the storm water report provided by Johnson Engineering which was based on a plan from 2018 which was never approved by City Council. Mr. Welch brought attention to a proposed new Section (Section 118-287 Maintenance of Storm Water Infrastructure) from the 2018 report. He recommended the topic for an upcoming Land Development Code Review Subcommittee meeting.

Commissioner Colter returned at 9:40 a.m.

Vice Chair Steiner thanked BIG ARTS for hosting the Commission meetings and expressed appreciation for returning meetings to MacKenzie Hall.

10. Public Comment

There were no public comments from the audience.

11. Adjournment

There being no further business, the meeting adjourned at 9:42 a.m.