



# City of Sanibel

800 Dunlop Road  
Sanibel, FL 33957

## Meeting Agenda - Final Capital Improvements Review Sub-Committee

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Tuesday, July 14, 2026

9:00 AM

MacKenzie Hall - 800 Dunlop Road

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### 1. Call to Order

### 2. Pledge of Allegiance (Chair Steiner)

### 3. Roll Call

- a. Motion to excuse absent member(s):

### 4. Consent Agenda

- a. Authorize Subcommittee Chair to review and approve the July 14, 2026 meeting minutes
- b. Authorize Subcommittee Chair to review and sign 2026 annual report from summary minutes

### 5. New Business

- a. Capital Improvement Element Review of The Sanibel Plan

Attachments:      [5.a. 1 - CIP Code Section 82-281](#)

- b. Capital Improvement Five-Year Plan and Project Status Report

Attachments:      [5.b. 1 - AGM](#)  
                             [FY 27 Online Budget Book](#)

### 6. Public Comment

### 7. Adjournment

**“RULES OF CIVILITY FOR PUBLIC PARTICIPATION”**

In recognition that public discourse is essential to the democratic system of government on April 16, 2002, Sanibel City Council adopted a Proclamation embracing civility in public deliberations. These rules were updated February 22, 2007.

Therefore, Sanibel City Council sanctioned these rules for public participation while conducting meetings and workshops:

1. Speakers are permitted to deliver his or her comments without interruption.
2. Speakers and debates should focus on issues, not on persons or personalities.
3. Persons are encouraged to participate in the governmental process.
4. To allow time to hear all points of view, speakers are allotted 3 minutes each time they are recognized.
5. Sidebar discussions while others are speaking are not permitted in Council Chambers. These discussions are to be removed from the chamber so as not to be disruptive to those conducting and following Council business.
6. Only the speaker recognized by the Chairperson has the floor. Speakers should raise their hand to be recognized. Speakers should identify themselves for the record. Speakers should utilize the microphone so that their comments can be recorded.
7. Anyone wishing to speak on an issue is given an opportunity to speak before speakers are recognized for an opportunity to speak a second time on an issue.
8. We seek to understand one another's points of view.
9. Anger, rudeness, ridicule, impatience and lack of respect for others are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea such as clapping, cheering, booing or hissing or intimidating body language are not permitted in Council Chambers or workshop facilities.
10. We should all take initiative to make things better. Our goal is to foster an environment, which encourages a fair discussion and exchange of ideas without fear of personal attacks.

As approved 022007  
Sanibel City Council

### **ALL IN THE CITY OF SANIBEL, LEE COUNTY, FLORIDA**

If a person decides to appeal a decision made by the Planning Commission on any matter considered at this meeting/hearing, such person may need to ensure that a verbatim record of the proceedings is made, to include the testimony and evidence upon which any such appeal is to be based.

In accordance with the Americans With Disabilities Act, persons needing a special accommodation to participate in this proceeding, to include hearing impairment, should contact Scotty Lynn Kelly, City Clerk, no later than one day prior to the proceedings at (239) 472-3700. For additional assistance if hearing impaired, telephone the Florida Relay Service at 711.

Citizens may request to receive Sanibel City Council and Planning Commission meeting agenda directly via e-mail. Citizens wishing to receive a copy of the agenda via e-mail may do so by visiting the City's website at [www.mysanibel.com](http://www.mysanibel.com). Additionally, citizens may register to receive City announcements such as press releases.

## Subdivision IX. - Capital Improvement Element Review

### Sec. 82-281. - Annual review.

- (a) *Generally.* The planning commission shall conduct an annual review of the capital improvements element of the Sanibel Plan. The purpose of the review of this element 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. In conducting its annual review, the planning commission may request any relevant information it deems appropriate from other city departments, with particular emphasis on the input and recommendation of the planning department as to current and future needs for public facilities in terms of current and immediately anticipated development taking place or that might take place within the next year. The planning commission shall then present its findings and recommendations to the city council for appropriate action with respect to any necessary amendments to the annual capital budget. 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.
  - (2) The capital improvements element's consistency 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.
  - (4) The city's progress in reducing any existing deficiencies of the established levels of service for such public facilities.
  - (5) A recommendation as to assignment of priorities with respect to scheduled capital improvements.
  - (6) A review to determine the effectiveness of the city's ability to maintain adopted level or service standards.
- (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.
- (c) *Below market rate housing program.* The planning commission shall review the effectiveness of the below market rate housing program, and to make recommendations to implement

warranted revisions in terms of the capital improvements element; and in addition thereto, review the housing needs of the present and future residents of the city, particularly those with special housing needs and to make suitable recommendations as determined by those findings.

(Ord. No. 85-26, § 1(III.H.7), 11-27-1985; Ord. No. 89-23, § 43, 8-15-1989)

Secs. 82-282—82-300. - Reserved.



## AGENDA MEMORANDUM

### *Planning Department*

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**Capital Improvements Review Subcommittee Meeting Date: July 14, 2026**

**To:** Capital Improvements Review Subcommittee  
**From:** Paula McMichael, AICP, Planning Director  
**Date:** July 6, 2026

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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.

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)***

*Sanibel is and shall remain a barrier island sanctuary*

- ***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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