

June 15, 2016

John Manning  
*District One*

Cecil L Pendergrass  
*District Two*

Larry Kiker  
*District Three*

Brian Hamman  
*District Four*

Frank Mann  
*District Five*

Roger Desjarlais  
*County Manager*

Richard Wm. Wesch  
*County Attorney*

Donna Marie Collins  
*Hearing Examiner*

Mr. Ken Gooderham  
Administrator  
Captiva Community Panel  
5460 Beaujolais Lane  
Fort Myers, FL 33919

**Re: Captiva Plan Update, CPA2015-09**

Dear Mr. Gooderham:

Staff has reviewed the Captiva Plan Update application. The September 3, 2013 Captiva Community Panel Planning Agreement requires compliance with Administrative Code 13-3. I am attaching a copy of AC13-3 for your convenience.

“4. Applicability of Lee County Administrative Code. The parties agree that the community planning effort will be governed by the regulations set forth in the Lee County Administrative Code 13-3 entitled “Administrative Procedures Governing Community Planning Efforts Receiving Financial Support from the BoCC.”

**AC13-3 Section 6. Minimum Community Plan Requirements:**

- 6.1 Suggested additions or revisions must be based on sufficient data & analysis to support the proposed amendments.
- 6.2. Where data augmentation, updates, or special studies or surveys are deemed necessary by the Community Panel, appropriate methodologies must be clearly described or referenced & must meet standards for those methodologies.
- 6.3. Suggested additions or revisions must be based on resident & seasonal population estimates & projections.
- 6.4. If a community plan includes suggested new Capital Expenditures or mandates County actions that will require additional or new public expenditure, the community plan must identify the funding source to achieve these expenditures.

**Staff Comments:**

1. **More information needs to be provided as part of the data and analysis to support the Captiva Island Community Plan Update. The Application provides that the Captiva population is not projected to change. Please provide the required population data that supports this projection.**

2. How many parcels are within the Captiva Plan subject area? The 2001 Captiva Update Plan included, "According to Lee County Property Appraiser's office, there were 1,098 separate parcels located on Captiva in 2000, along with 214 tax notices of which 105 contained homestead exemptions." Please update this information.
3. Please update the list of property owners.
4. Please provide the required service availability letters.
5. Please include any other data and analysis and appropriate methodologies needed to support the proposed amendments. This may include information about the Captiva businesses and similar information.

**Section 7. Submittal Requirements:**

- 7.1 Completed Lee Plan Amendment Application form
- 7.2 All text & maps submitted must be in a format & size that is easily reproduced
- 7.3 All maps included in the community plan must include:
  - major natural & man-made geographic features
  - city & county lines, when applicable
  - A legend indicating a north arrow, map scale, & date.
- 7.4 Written summary on the extent of citizen participation in the planning effort. At a minimum, the citizen participation report must include the following information:
  - a. Details of methods used to notify & involve the public. (dates, location, & attendance of all meetings & workshops where citizens were invited)
  - b. Copies of all published & posted notices for meetings  
A copy of the letters used for mailings, as well as the dates the letters were mailed & numbers of intended recipients  
Copies of newspaper articles & newsletters discussing the community planning efforts
  - c. Copies of all recorded & written Minutes for all meetings & workshops
  - d. Copies of notices, newsletters, or other written materials distributed during the community planning effort
  - e. Number of people who participated, & if possible, the names of those who attended meetings & workshops
  - f. Summary of issues & concerns expressed by participants in the planning effort
  - g. Substance of the issues & concerns
  - h. Description of how the agency has addressed or intends to address the issues & concerns expressed during the planning effort
  - i. Description of issues & concerns the Community Panel does not intend to address & why
  - j. Copies of correspondence, including e-mail & facsimile transmittals
  - k. Names & addresses of members of the Community Panel & all consultants retained to assist & their additional Form 1 & Form 2 disclosures for the time periods through the date of submittal of the Community Panel's suggested additions or revisions to the Lee Plan.

**Staff Comments:**

**Narrative:**

6. Please provide a narrative: (See items listed under AC13-3 Item 7.4.)
- Explaining the reason why the amendments are needed (What is the problem to be solved that wasn't addressed since the last amendment?)
  - Summarizing the public survey and public participation ( An example would be the discussion and analysis provided in the Captiva Plan Update 2001 and the Policy and Analysis provided in the Captiva Plan Update 2004)

**Maps:**

7. The Future Land Use Map, Zoning and Elevations Maps were provided with the application. Please provide an updated aerial and copies of the maps previously submitted with other Captiva Plan Updates and update if necessary. This includes Soils, Topography, Archeological Sensitivity maps and the existing Captiva Water System Map.

**Public Participation:**

8. How many persons actively participated in community planning process? I checked meeting minutes and there were no attendance numbers provided for the July 2014, October 2014, May 2015, or the October 2015 meetings. The March 6, 2014, and March 11, 2014 workshop minutes did not include attendance. It appears to have ranged from 5 - 40 people with five of the meetings having 15 attendees based on the minutes that had the attendance numbers. Please provide a copy of sign in sheets and confirm the attendance numbers.
9. How many persons completed the survey? 241? Were the people surveyed all property owners, rental residents or were they a mix of property owners, residents and guests? If known, please provide the split between residents and guests.
10. How were people invited to take the online survey? Was it advertised? Please provide a copy of the survey postcard and any flyers and ads.
11. How were people notified of the Community Workshops and Meetings discussing the Captiva Plan Update? Please provide a copy the ads, or other notices of the meetings/workshops. (I was able to locate a copy of the Island Reporter ad and am attaching it to this response to assist the community in their efforts. A copy of the flyer was provided with the minutes on the CD.)

**Community Panel:**

12. Please provide the "names & addresses of members of the Community Panel & all consultants retained to assist & their additional Form 1 & Form 2 disclosures for the time periods through the date of submittal of the Community Panel's suggested additions or revisions to the Lee Plan."

Lee Plan Amendments:

13. Please see below for Staff Comments regarding the proposed Captiva Plan Amendments dated February 9, 2016.

Please contact me if you have any questions.

Sincerely,  
Lee County Department of Community Development



Sharon Jenkins-Owen, AICP  
Principal Planner  
DCD Planning Section

Cc: Max Forgey, Captiva Community Panel Consultant