

**RESOLUTION NO. 2023 - 211**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA AMENDING THE ADMINISTRATIVE CODE FOR LAND DEVELOPMENT, WHICH WAS CREATED BY ORDINANCE NO. 2013-57, BY AMENDING CHAPTER EIGHT, PUBLIC NOTICE, MORE SPECIFICALLY TO AMEND SECTION B, NEIGHBORHOOD INFORMATION MEETING AND CHAPTER 12, ACRONYMS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners (“Board”) adopted Ordinance No. 2004-66 on October 12, 2004, which created an Administrative Code for Collier County; and

WHEREAS, the Board subsequently amended Ordinance No. 2004-66 through the adoption of Ordinance No. 2013-57 on September 24, 2013; and

WHEREAS, Ordinance No. 2013-57 provides for the adoption of Exhibit “B,” the Administrative Code for Land Development, which shall be maintained by the County Manager or designee; and

WHEREAS, Ordinance No. 2013-57 also provides that amendments required to maintain the Administrative Code shall be made by resolution adopted by the Board; and

WHEREAS, the Board desires to revise the Administrative Code for Land Development, to address decorum at neighborhood information meetings.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that the Administrative Code for Land Development, which was created by Ordinance No. 2013-57, is hereby amended as follows:

**SECTION ONE: AMENDMENTS TO ADMINISTRATIVE CODE FOR LAND DEVELOPMENT**

The Administrative Code for Land Development attached as Exhibit “B” to Ordinance No. 2013-57, is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by reference.

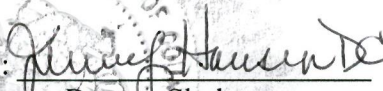
**SECTION TWO: EFFECTIVE DATE**

This Resolution shall become effective on the date of adoption by the Board.

THIS RESOLUTION ADOPTED by majority vote this 14<sup>th</sup> day of November, 2023.

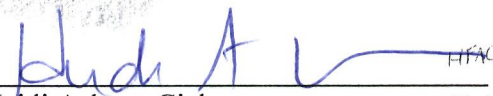
ATTEST:  
CRYSTAL K. KINZEL, CLERK

BOARD OF COUNTY COMMISSIONERS  
COLLIER COUNTY, FLORIDA

By:   
Deputy Clerk  
Attest as to Chairman's  
signature only.

By:   
Rick LoCastro, Chairman

Approved as to form and legality:

  
Heidi Ashton-Cicko 10-10-23  
Managing Assistant County Attorney

Attachments: Exhibit A – Chapter 8, Public Notice and Chapter 12, Acronyms,

# EXHIBIT A

## **Chapter 8. Public Notice**

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### **A. Generally**

Many land use decisions in the County require public notice to the general community and/or the surrounding neighborhoods regarding an **applicant's** development plans. Each Administrative Code section describes the types of notice required, if any, for a petition or a permit. This section identifies the different types of public notice procedures and specific information necessary to fulfill the notice requirement.

The following are the types of public notice that may be required:

- **Neighborhood Information Meeting (NIM)**
- **Mailed Written Notice**
- **Newspaper Advertisement**
- Posting of a Sign

B. Neighborhood Information Meeting

**Purpose and Intent** 1. The purpose and intent of a **Neighborhood Information Meeting (“NIM”)** is to provide the public with notice of an impending zoning application and to foster communication between the petitioner and the public.

**Applicability** 1. A ~~Neighborhood Information Meeting (“NIM”)~~ shall be conducted when:

- a. The initial staff review and comment period on the application ~~have~~ has been completed; and
- b. At least 15 days before the first public hearing is held, whether it is the Planning Commission, Hearing Examiner, the BCC, or the BZA.

2. In addition to the above, the following shall also apply for small-scale amendments and other site-specific comprehensive plan amendments:

- a. The **NIM** is required before the Planning Commission transmittal hearing.
- b. A second **NIM** is required if the County Manager or designee determines that a substantial change has occurred to a proposed site-specific comprehensive plan amendment following the BCC’s transmittal hearing. The **applicant** must hold the second **NIM** before the Planning Commission adoption hearing.

3. If the applicant’s petition activity extends beyond 1 year from the date of the first **NIM**, a second **NIM** will be required and shall be noticed in accordance with this chapter.

**Notice Requirements** The **NIM** shall be noticed as follows:

1. **Mailed Notice:** Written notice shall be sent to **property owners in notification area** at least 15 days before the **NIM** meeting.
  - The **applicant** shall also provide written notice of the **NIM** to **property owners**, condominium, and civic associations whose members may be affected by the proposed land use change and who have formally requested the county to be notified. Each mailed notice shall contain the following:  
“The purpose and intent of this Neighborhood Information Meeting is to provide the public with notice of an impending zoning application and to foster communication between the applicant and the public. The expectation is that all attendees will conduct themselves in such a manner that their presence will not interfere with the orderly progress of the meeting.”
2. **Newspaper Advertisement:** The legal advertisement shall be published at least 15 days before the **NIM** meeting in a newspaper of general circulation. The advertisement shall include at a minimum:
  - a. Date, time, and location of the **NIM** meeting;
  - b. Petition name, number and **applicant** contact info;
  - c. Purpose of the **NIM** meeting;
  - d. Description of the proposed land uses; and
  - e. 2 in. x 3 in. map of the project location.



**Location** The **applicant** must arrange the location of the meeting. To promote increased participation and convenience to the interested members of the public, all NIMs shall be conducted at a physical location, to allow for in-person attendance, and virtually, utilizing videoconferencing technology. The in-person location must be reasonably convenient to the **property owners** who receive the required notice. The facilities must be of sufficient size to accommodate the expected attendance.

**Conduct of Meeting and Decorum** 1. Conduct of Meeting: The ~~A~~ Collier County staff **planner** ~~assigned to attend the pre-application meeting, or designee, must also shall~~ attend the **NIM** and ~~will serve as the facilitator of~~ record all commitments made by the applicant during the meeting while remaining neutral and providing clarification regarding the next steps the petition must follow in the review process, including the anticipated future public hearings that are associated with the petition. ~~However, the~~ The applicant is expected to shall make a presentation of how they intend to develop the subject property. The **applicant** is required to record audio or video tape the **NIM** proceedings ~~of the meeting~~ and ~~to~~ provide an audible audio/video copy to the ~~Planning & Zoning Division Department,~~ including a written summary. When videoconferencing is used, it must have the capability to capture the written comments from the attendees. These written comments will be included in the written summary of the NIM.

The **applicant** must provide the following at the **NIM meeting** for review and comment, including but not limited to:

- a. The proposed uses and density/intensity of the project;
  - b. The proposed Master Plan, when applicable; and
  - c. The current **LDC** zoning district uses and development regulations.
2. Decorum: The expectation is that all **NIM** attendees will conduct themselves in such a manner that their presence will not interfere with the orderly progress of the meeting. For in-person meetings, the applicant is encouraged to provide a licensed and qualified security detail, which will be at the applicant's expense. If the applicant or staff planner determines the NIM cannot be completed due to the disorderly conduct of the members of the public, the applicant shall have the right to adjourn the NIM but be required to conduct another duly advertised NIM, either in person or via videoconferencing technology, or both, at the applicant's discretion.

**Meeting Follow up** 1. After a **NIM** is completed, the **applicant** will submit a written summary of the **NIM** and any commitments that have been made to the assigned **planner**. These commitments will:

- a. Become part of the record of the proceedings;
- b. Be included in the staff report for any subsequent review and approval bodies; and
- c. Be considered for inclusion in the conditions of approval of any applicable development order.

2. The County staff planner or designee shall promptly post the written summary and audio/video recording of the NIM to the County's website for public inspection.

**Updated** Resolution 2023-##

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## **Chapter 12. Acronyms**

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A – Rural Agricultural Zoning District  
ACOE – Army Corps of Engineers  
ACP – Agricultural Clearing Permit  
ACSC – Area of Critical State Concern  
ADT – Average Daily Trips  
ASI – Area of Significant Influence  
BCC – Board of Collier County Commissioners  
BD – Boat Dock Petition  
BZO – Bayshore Zoning Overlay District  
BP – Business Park District  
BZA – Board of Zoning Appeals  
C-1 – Commercial Professional General Office District  
C-2 – Commercial Convenience District  
C-3 – Commercial Intermediate District  
C-4 – General Commercial District  
C-5 – Heavy Commercial District  
CCME – Conservation and Coastal Management Element  
CCPC – Collier County Planning Commission  
CCSL(P) – Coastal Construction Setback Line (Permit)  
CDD – Community Development District  
CEB – Code Enforcement Board  
CF – Community Facility  
CIE – Capital Improvement Element  
CIP – Capital Improvement Program  
CMO – Corridor Management Overlay  
C.O. – Certificate of Occupancy  
CON – Conservation Zoning District  
CRD – Compact Rural Development  
CSP – Conceptual Site Plan  
CU – Conditional Use  
DBH – Diameter at Breast Height  
DEO – Department of Economic Opportunity  
D.O. – Development Order  
DRI – Development of Regional Impact  
DSWT – Dry Season Water Table  
E – Estates Zoning District  
EAC – Environmental Advisory Council  
EIS – Environmental Impact Statement  
EPA – Environmental Protection Agency  
EXP – Excavation Permit  
FAC – Florida Administrative Code  
FDEP – Florida Department of Environmental Protection  
FDOT – Florida Department of Transportation  
FFWCC – Florida Fish & Wildlife Conservation Commission  
FIAM – Financial Impact Analysis Module

FIHS – Florida Interstate Highway System  
FLUCFCS - Land Use Cover and Forms Classification System  
FLUE – Future Land Use Element  
FLUM – Future Land Use Map  
FP – Final Plat  
FS – Florida Statutes  
FSA – Flow way Stewardship Area  
GC – Golf Course  
GGAMP – Golden Gate Area Master Plan  
GGPPOCO – Golden Gate Pkwy Professional Office Commercial Overlay District  
GMP – Growth Management Plan  
GPCD – Gallons Per Capita per Day  
GT – Gopher Tortoise  
GTZO – Gateway Triangle Zoning Overlay District  
GWP – Ground Water Protection Zone  
GZO – Goodland Zoning Overlay  
HSA – Habitat Stewardship Area  
I – Industrial Zoning District  
ICBSD – Immokalee Central Business Subdistrict  
LDC – Land Development Code  
LOS – Level of Service  
LPA – Local Planning Agency  
LSPA – Littoral Shelf Planting Area  
M/F – Multi-family Use or Zoning  
MH – Mobile Home  
MHO – Mobile Home Overlay  
MLW – Mean Low Water  
MPP – Manatee Protection Plan  
NBMO – North Belle Meade Overlay  
NC – Neighborhood Commercial District  
NIM – Neighborhood Information Meeting  
NRPA – Natural Resource Protection Area  
O.C. – On Center  
P – Public Use District  
PPL – Plans and Plat  
PSI – Pounds Per Square Inch  
PSP – Preliminary Subdivision Plat  
PUD – Planned Unit Development  
RSF – Residential Single-Family Districts  
RCW – Red Cockaded Woodpecker  
RFMU – Rural Fringe Mixed Use District  
RLS – Request for Legal Service  
RLSA(O) – Rural Lands Stewardship Area (Overlay)  
RMF – Residential Multi-Family Districts  
RNC – Residential Neighborhood Commercial Subdistrict  
R.O.W. – Right of Way  
RSF – Residential Single-Family  
SBCO – Santa Barbara Commercial Overlay District  
SBR – School Board Review

SDP – Site Development Plan  
 S/F – Single Family Use/Zoning  
 SFWMD – South Florida Water Management District  
 SIP – Site Improvement Plan  
 SLR – Sound Level Reduction  
 SRA – Stewardship Receiving Area  
 SSA – Stewardship Sending Area  
 ST – Special Treatment Zoning Overlay  
 ST-NAR – Special Treatment-Natural Aquifer Recharge  
 SWFRPC – Southwest Florida Regional Planning Council  
 TCEA – Transportation Concurrency Exception Areas

TCMA – Transportation Concurrency Management Areas  
 TDR – Transfer of Development Rights  
 TP – Turtle Permit  
 TTRVC – Travel Trailer Recreational Vehicle Campground  
 USFWS – United States Fish & Wildlife Service  
 VOB – Vehicle on the Beach Permit  
 VR – Village Residential Zoning District  
 VRP – Vegetation Removal Permit  
 VRSFP – Vegetation Removal & Site Fill Permit  
 W – Waterfront District  
 WRA – Water Retention Area (within RLSA)

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