

## LAND DEVELOPMENT CODE AMENDMENT

**PETITION**

PL20230012905

**ORIGIN**

 Board of County  
Commissioners (Board)

**SUMMARY OF AMENDMENT**

This amendment introduces comprehensive updates to the current provisions in the Land Development Code (LDC) related to the conversion of golf courses. LDC amendments are reviewed by the Board, Collier County Planning Commission (CCPC), Development Services Advisory Committee (DSAC), and the Land Development Review Subcommittee of the DSAC (DSAC-LDR). Procedural changes to the Administrative Code are also part of this amendment.

**HEARING DATES**

Board	TBD
CCPC	08/01/2024
DSAC	02/07/2024
DSAC-LDR	01/31/2024 01/16/2024

**LDC SECTION TO BE AMENDED**

3.05.07	Preservation Standards
5.05.15	Conversion of Golf Courses
10.03.06	Public Notice and Required Hearings for Land Use Petitions

### ADVISORY BOARD RECOMMENDATIONS

**DSAC-LDR**

 Approval with  
recommendations

**DSAC**

 Approval with  
recommendations

**CCPC**

TBD

**BACKGROUND**

On February 14, 2023, the Board directed staff to bring back an LDC amendment to clarify that the Board has the discretion to grant deviations to reduce the minimum average greenway width of a proposed golf course conversion during the rezoning process. Additionally, on April 11, 2023, the Board recognized that the existing Golf Course Conversion Intent to Convert (ITC) application process has not been effective in bringing the developer and stakeholders together early in the process to resolve issues, as initially intended, and directed staff to bring back recommendations for an amendment that could improve the process and remove potential “Bert Harris” (Florida Statutes, Chapter 70) claims. The Board also discussed the possibility of repealing the ITC process in its entirety.

The existing Golf Course Conversion regulations and ITC application requirements were adopted by the Board on March 28, 2017. Since that time, the County has received three ITC applications for the proposed conversion of an existing golf course to a non-golf course use. All three ITC applications have been completed, resulting in the approved conversion of one (Golden Gate Golf Course) and pending litigation for the others.

Following the Board directive, Staff originally intended to only modify the existing conversion regulations as a means to improve the section by removing requirements that could be deemed as superfluous. Staff later determined that the modified regulations would not considerably improve the conversion process. Staff then created a new draft to include the core intentions of the existing section: 1. to require the applicant to engage surrounding property owners early in the design process, and 2. to require preservation of a portion of the greenway in a proposed conversion project.

This amendment seeks to promote a streamlined process for proposed golf course conversion projects by removing the ITC application requirement as an “extra step” before the traditional rezone application process. Proposed conversion projects will instead be required to hold one Neighborhood Information Meeting (NIM) before their rezone application is submitted. This pre-submittal NIM is intended to require the applicant to involve

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the public prior to the submittal of the rezone application. The proposed conversion project will also be required to include a greenway in the design of the proposed non-golf course use. The purpose of this greenway requirement is to retain an open space along the perimeter of the conversion project and adjacent to existing residential development. A provision is also included to specify that the Board has the authority to grant deviations to the greenway requirement, as part of any rezone request.

Corresponding revisions to other LDC sections are also included to maintain consistency from the proposed updates. Updates to sections of the Administrative Code to reflect the proposed procedural changes reflected in this draft amendment are also included in Exhibit A.

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**FISCAL & OPERATIONAL IMPACTS**

The cost associated with advertising the Ordinance amending the Land Development Code are estimated at \$1,008.00. Funds are available within Unincorporated Area General Fund (1011), Zoning & Land Development Cost Center (138319).

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**GMP CONSISTENCY**

The proposed LDC amendment has been reviewed by Comprehensive Planning staff and may be deemed consistent with the GMP.

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**EXHIBITS:** A) Administrative Code Updates

Amend the LDC as follows:

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**3.05.07 Preservation Standards**

All development not specifically exempted by this ordinance shall incorporate, at a minimum, the preservation standards contained within this section.

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H. Preserve standards.

1. Design standards.

\* \* \* \* \*

e. Created preserves. Although the primary intent of GMP CCME Policy 6.1.1 is to retain and protect existing native vegetation, there are situations where the application of the retention requirements of this Policy is not possible. In these cases, creation or restoration of vegetation to satisfy all or a portion of the native vegetation retention requirements may be allowed. In keeping with the intent of this policy, the preservation of native vegetation off site is preferable over creation of preserves. Created Preserves shall be allowed for parcels that cannot reasonably accommodate both the required on-site preserve area and the proposed activity.

i. Applicability. Criteria for determining when a parcel cannot reasonably accommodate both the required on-site preserve area and the proposed activity include:

\* \* \* \* \*

(e) When small isolated areas (of less than 1/2 acre in size) of native vegetation exist on site. In cases where retention of native vegetation results in small isolated areas of 1/2 acre or less, preserves may be planted with all three strata; using the criteria set forth in Created Preserves and shall be created adjacent existing native vegetation areas on site or contiguous to preserves on adjacent properties. This exception may be granted, regardless of the size of the project. Created preserves may exceed the 1/2 acre size limitation for a rezone or SRA amendment application for the conversion of a golf course to another use ~~conversion applications~~ in accordance with LDC section 5.05.15.

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5.05.15 Conversion of Golf Courses

A. Purpose and Intent. The purpose of this section is to require an additional step of public involvement and to add a greenway requirement for the proposed conversion of an existing golf course to a non-golf course use. The intent is to involve the public prior to the submittal of a rezone or Stewardship Receiving Area (SRA) amendment application and to require the applicant to engage residents, property owners, and the surrounding community early in the conceptual design phase of the conversion project, in order to better identify potential compatibility issues to the existing neighborhoods.

B. Applicability. This section applies to a proposed change of use of a constructed golf course, in whole or in part, to a non-golf course use where a rezone or amendment to an SRA is needed to allow the non-golf course use.

C. Exemptions. The following shall be exempt from this section:

- 1. Golf courses zoned Golf Course and Recreational Uses (GC) where a permitted, accessory, or conditional non-golf course use is sought.
- 2. Golf courses constructed prior to [effective date of Ordinance amendment] as a conditional use in the Rural Agricultural (A) Zoning District.
- 3. Golf courses that do not abut and/or are not adjacent to residentially zoned property.

D. Additional pre-submittal application requirements for golf course conversions.

- 1. A Neighborhood Information Meeting (NIM) is required after the initial pre-application meeting and before the submittal of a formal application. This NIM does not replace the NIM requirements after submittal of the application.
- 2. After completing the required pre-submittal NIM, the application will follow the procedural steps required of all rezone or SRA amendment applications.
- 3. A title report that identifies the current owner of the property and all encumbrances shall be required as part of the rezone or SRA amendment application.

E. Greenway requirements. The proposed rezone or SRA amendment application shall provide for a greenway as part of the project. The purpose of the greenway is to retain an open space along the perimeter of the project and adjacent to the existing residential development.

- 1. The greenway shall be contiguous to the existing residential properties surrounding the existing golf course, shall generally be located along the perimeter of the proposed development, and shall maintain an average width of 50 feet.
- 2. The greenway may be counted towards the open space requirement for the project as established in LDC section 4.02.00.
- 3. Existing trees and understory (shrubs and groundcover) are encouraged to be preserved and maintained within the greenway, except where minimal

improvements are needed that provide a passive recreational use. At a minimum, canopy trees shall be provided at a ratio of 1:2,000 square feet within the greenway. Existing trees may count toward the ratio; however, trees within preserves shall be excluded from the ratio.

4. The greenway shall not include the required yards (buffers and/or setbacks) of any proposed individual lots.

5. A wall or fence is not required between the greenway and the proposed development; however, should a wall or fence be constructed, the fence shall provide habitat connectivity to facilitate movement of wildlife in and around the greenway.

6. A portion of the greenway may provide stormwater management; however, the greenway shall not create more than 30 percent additional lake area than exists pre-conversion in the greenway.

7. The applicant shall record a restrictive covenant at the time of subdivision plat or Site Development Plan (SDP) approval, in the County's official records, describing the use and maintenance of the greenway as described in the zoning action or SRA amendment.

8. Notwithstanding, the Board has the authority to grant deviations at its sole discretion, including, but not limited to, reduction of the greenway requirement.

~~A. Purpose and Intent. The purpose of this section is to assess and mitigate the impact of golf course conversion on real property by requiring outreach with stakeholders during the design phase of the conversion project and specific development standards to ensure compatibility with the existing land uses. For the purposes of this section, property owners within 1,000 feet of a golf course shall hereafter be referred to as stakeholders.~~

~~1. Stakeholder outreach process. The intent is to provide a process to cultivate consensus between the applicant and the stakeholders on the proposed conversion. In particular, this section is designed to address the conversion of golf courses surrounded, in whole or in part, by residential uses or lands zoned residential.~~

~~2. Development standards. It is the intent of the specific development standards contained herein to encourage the applicant to propose a conversion project with land uses and amenities that are compatible and complementary to the existing neighborhoods. Further, the applicant is encouraged to incorporate reasonable input provided by stakeholders into the development proposal.~~

~~B. Applicability. The following zoning actions, Stewardship Receiving Area Amendments, and Compatibility Design Review petitions, hereafter collectively referred to as "conversion applications," shall be subject to LDC section 5.05.15. A conversion application shall be required when an applicant seeks to change a constructed golf course to a non-golf course use. However, where a permitted, accessory, or conditional use is sought for a golf course zoned Golf Course and Recreational Uses (GC), the applicant shall be exempt from this section except for LDC section 5.05.15 H.~~

1 ~~1. Zoning actions. This section applies to a golf course constructed in any zoning~~  
2 ~~district where the proposed use is not permitted, accessory, or conditional in the~~  
3 ~~zoning district or tract for which a zoning change is sought. Zoning actions seeking~~  
4 ~~a PUD rezone shall be subject to the minimum area requirements for PUDs~~  
5 ~~established in LDC section 4.07.02; however, the proposed PUD shall not be~~  
6 ~~required to meet the contiguous acres requirement so long as the PUD rezone~~  
7 ~~does not include lands other than the constructed golf course subject to the~~  
8 ~~conversion application.~~

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10 ~~2. Stewardship Receiving Area Amendments. This section applies to a golf course~~  
11 ~~constructed on lands within a Stewardship Receiving Area where the proposed~~  
12 ~~use is not permitted, accessory, or conditional in the context zone for which the~~  
13 ~~change is sought.~~

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15 ~~3. Compatibility Design Review. This section applies to a golf course constructed in~~  
16 ~~any zoning district or designated as a Stewardship Receiving Area that utilize a~~  
17 ~~non-golf course use which is a permitted, accessory or conditional use within the~~  
18 ~~existing zoning district or designation. Conditional uses shall also require~~  
19 ~~conditional use approval subject to LDC section 10.08.00.~~

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21 ~~C. Application process for conversion applications.~~

22 ~~1. Intent to Convert application. The applicant shall submit an "Intent to Convert"~~  
23 ~~application to the County prior to submitting a conversion application. The following~~  
24 ~~is required of the applicant:~~

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26 ~~a. Application. The Administrative Code shall establish the procedure and~~  
27 ~~application submittal requirements, including: a title opinion or title~~  
28 ~~commitment that identifies the current owner of the property and all~~  
29 ~~encumbrances against the property; the Developer's Alternatives~~  
30 ~~Statement, as provided for below; and the public outreach methods to be~~  
31 ~~used to engage stakeholders at the Stakeholder Outreach Meetings, as~~  
32 ~~established below.~~

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34 ~~b. Public Notice. The applicant shall be responsible for meeting the~~  
35 ~~requirements of LDC section 10.03.06.~~

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37 ~~2. Developer's Alternatives Statement requirements. The purpose of the Developer's~~  
38 ~~Alternatives Statement (DAS) is to serve as a tool to inform stakeholders and the~~  
39 ~~County about the applicant's development options and intentions. It is intended to~~  
40 ~~encourage communication, cooperation, and consensus building between the~~  
41 ~~applicant, the stakeholders, and the County.~~

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43 ~~b. Alternatives. The DAS shall be prepared by the applicant and shall clearly~~  
44 ~~identify the goals and objectives for the conversion project. The DAS shall~~  
45 ~~address, at a minimum, the three alternatives noted below. The alternatives~~  
46 ~~are not intended to be mutually exclusive; the conceptual development plan~~  
47 ~~described below may incorporate one or more of the alternatives in the~~  
48 ~~conversion project.~~

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- ~~i. No conversion: The applicant shall examine opportunities to retain all or part of the golf course. The following considerations are to be assessed:
 
  - ~~a) Whether any of the existing property owners' association(s) reasonably related to the golf course are able to purchase all or part of the golf course; and~~
  - ~~b) Whether any of the existing property owners' association(s) and/or any new association reasonably related to the golf course can coordinate joint control for all or part of the golf course.~~~~
  
- ~~ii. County purchase: The applicant shall coordinate with the County to determine if there is interest to donate, purchase, or maintain a portion or all of the property for a public use, such as a public park, open space, civic use, or other public facilities. This section shall not require the County to purchase any lands, nor shall this require the property owner to donate or sell any land.~~
  
- ~~iii. Conceptual development plan: The applicant shall prepare one or more proposed conceptual development plans, consistent with the development standards established in LDC section 5.05.15 G, depicting the proposed conversion. The applicant shall share the conceptual development plan with the stakeholders at the Stakeholder Outreach Meetings as described below. The conceptual development plan shall include a narrative describing how the plan implements and is consistent with the goals and objectives identified in the DAS. The conceptual development plan shall depict the retained and proposed land uses, including residential, non-residential, and preserve areas; existing and proposed roadway and pedestrian systems; existing and proposed trees and landscaping; and the proposed location for the greenway, including any passive recreational uses. The narrative shall identify the intensity of the proposed land uses; how the proposed conversion is compatible with the existing surrounding land uses and any methods to provide benefits or mitigate impacts to the stakeholders. Visual exhibits to describe the conceptual development plan and amenities, including the greenway, shall also be provided.~~
  
- ~~3. Stakeholder Outreach Meetings (SOMs) for conversion applications. The SOMs are intended to engage the stakeholders early in the conversion project and inform the applicant as to what the stakeholders find important in the neighborhood, what the stakeholders consider compatible with the neighborhood, and what types of land uses they would support to be added to the neighborhood. An assigned County planner shall attend the SOM and observe the process. The following is required of the applicant:
 
  - ~~a. The Administrative Code shall establish the procedure and application submittal requirements.~~~~

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- ~~b. The applicant shall conduct a minimum of two in-person SOMs and a minimum of one web-based visual survey on the proposed conceptual development plan(s). The web-based survey web address shall be incorporated in the mailings notifying the stakeholders of the in-person SOMs.~~
- ~~c. At the SOMs, the applicant shall provide information to the stakeholders about the purpose of the meeting, including a presentation on the goals and objectives of the conversion project, the conceptual development plan, the greenway concept, and the measures taken to ensure compatibility with the existing surrounding neighborhood. A copy of the full Developer's Alternative Statement shall also be made available at each SOM. The applicant shall facilitate discussion on these topics with the stakeholders using one or more public outreach method(s) identified in the Administrative Code.~~
- ~~d. SOM report for conversion applications. After completing the SOMs the applicant shall prepare a SOM report. The report shall include a list of attendees, a description of the public outreach methods used, photos from the meetings demonstrating the outreach process, results from outreach methods, and copies of the materials used during the SOMs. The applicant shall also include a point-counterpoint list, identifying input from the stakeholders and how and why it was or was not incorporated in the conversion application. The report shall be organized such that the issues and ideas provided by the stakeholders are clearly labeled by the applicant in the list and the conversion application.~~
- ~~4. Conversion application procedures. An applicant shall not submit a conversion application (e.g. rezone, PUDA, SRAA, Compatibility Design Review) until the Intent to Convert application is deemed completed by County staff and the SOMs are completed. Thereafter, the applicant may proceed by submitting a conversion application with the County as follows:~~
- ~~a. Zoning actions. For projects subject to 5.05.15 B.1., the applicant shall file a PUDA or rezone application, including the SOM report. Deviations to LDC section 5.05.15 shall be prohibited; further, deviations to other sections of the LDC shall be shared with the stakeholders at a SOM or NIM.~~
  - ~~b. Stewardship Receiving Area Amendments. For projects subject to 5.05.15 B.2., the applicant shall file a Stewardship Receiving Area Amendment application, including the SOM report. Deviations to LDC section 5.05.15 shall be prohibited; further, deviations to other sections of the LDC shall be shared with the stakeholders at a SOM or NIM.~~
  - ~~c. Compatibility Design Review. For projects subject to 5.05.15 B.3., the applicant shall file a Compatibility Design Review application, including the SOM report.~~



1 ~~D. Criteria and staff report for conversion applications. In addition to the requirements~~  
2 ~~established in LDC sections 10.02.08, 10.02.13 B., or 4.08.07, as applicable, the staff~~  
3 ~~report shall evaluate the following:~~

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5 ~~1. Whether the applicant has met the requirements established in this section and~~  
6 ~~development standards in the LDC. In particular, that the proposed design and~~  
7 ~~use(s) of the greenway, as applicable, meet the purpose as described 5.05.15 G.2.~~

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9 ~~2. Whether the SOM report and point-counterpoint list described above reflect the~~  
10 ~~discussions that took place at the SOMs.~~

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12 ~~3. Whether the applicant incorporated reasonable input provided by the stakeholders~~  
13 ~~to address impacts of the golf course conversion on stakeholders' real property.~~

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15 ~~4. Whether the applicant provided an explanation as to why input from the~~  
16 ~~stakeholders was not incorporated into the conceptual development plan.~~

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18 ~~E. Supplemental review and approval considerations for zoning actions and Stewardship~~  
19 ~~Receiving Area Amendments. The report and recommendations of the Planning~~  
20 ~~Commission and Environmental Advisory Council, if applicable, to the Board shall show~~  
21 ~~the Planning Commission has studied and considered the staff report for conversion~~  
22 ~~applications, reasonable input from the stakeholders, the criteria established in LDC~~  
23 ~~section 5.05.15 D, as well as the criteria established in LDC sections 10.02.08 F, 10.02.13~~  
24 ~~B, or 4.08.07, as applicable. In particular, the Planning Commission shall give attention to~~  
25 ~~the design of the greenway and how it mitigates impacts to real property. Further attention~~  
26 ~~shall be given to who can use the greenway. The Board shall consider the criteria in LDC~~  
27 ~~section 5.05.15 D, as well as the criteria established in LDC sections 10.02.08 F, 10.02.13~~  
28 ~~B, or 4.08.07, as applicable, and Planning Commission report and recommendation.~~

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30 ~~F. Compatibility Design Review. For projects subject to 5.05.15 B.3., this section is intended~~  
31 ~~to address the impact of golf course conversion on real property by requiring the~~  
32 ~~conceptual development plan to be reviewed for compatibility with the existing surrounding~~  
33 ~~uses. The following is required:~~

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35 ~~1. Application. The Administrative Code shall establish the submittal requirements for~~  
36 ~~the compatibility design review application.~~

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38 ~~2. Public Notice. The applicant shall be responsible for meeting the requirements of~~  
39 ~~LDC section 10.03.06.~~

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41 ~~3. Compatibility Design Review. The Planning Commission shall review the staff~~  
42 ~~report as described in 5.05.15 D, the Compatibility Design Review application, and~~  
43 ~~make a recommendation to the Board based on the following criteria:~~

44  
45 ~~a. Whether the applicant has met the applicable requirements established in~~  
46 ~~this section and reasonably addressed the concepts identified in LDC~~  
47 ~~section 5.05.15 D.2. - D.4.~~

48  
49 ~~b. Whether the conceptual design is compatible with the existing surrounding~~  
50 ~~land uses.~~

- 1 ~~c. Whether a view of open space is provided that mitigates impacts to real~~
- 2 ~~property for the property owners that surround the golf course.~~
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- 4 ~~d. Whether open space is retained and available for passive recreation.~~
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- 6 ~~4. The Board shall consider the criteria in LDC section 5.05.15 F.3., above, the staff~~
- 7 ~~report and the Planning Commission report and approve, approve with conditions,~~
- 8 ~~or deny the application. Upon approval of the application, the applicant shall obtain~~
- 9 ~~approval of any additional required development order, such as a SDP,~~
- 10 ~~construction plans, or conditional use.~~
- 11
- 12 ~~G. Development standards. The following are additional minimum design standards for~~
- 13 ~~zoning actions and Stewardship Receiving Area Amendments. The Compatibility Design~~
- 14 ~~Review process shall only be subject to LDC section 5.05.15 G.6.~~
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- 16 ~~1. Previously approved open space. Golf course acreages utilized to meet the~~
- 17 ~~minimum open space requirements for a previously approved project shall be~~
- 18 ~~retained as open space and shall not be included in open space calculations for~~
- 19 ~~any subsequent conversion projects.~~
- 20
- 21 ~~2. Greenway. The purpose of the greenway is to retain an open space view for~~
- 22 ~~stakeholders, support passive recreational uses, and support existing wildlife~~
- 23 ~~habitat. For the purposes of this section the greenway shall be identified as a~~
- 24 ~~continuous strip of land set aside for passive recreational uses, such as: open~~
- 25 ~~space, nature trails, parks, playgrounds, golf courses, beach frontage, disc golf~~
- 26 ~~courses, exercise equipment, and multi-use paths. The Board may approve other~~
- 27 ~~passive recreational uses that were vetted at the Stakeholder Outreach Meetings.~~
- 28 ~~The greenway shall not include required yards (setbacks) of any individual lots.~~
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- 30 ~~a. The greenway shall be contiguous to the existing residential properties~~
- 31 ~~surrounding the golf course and generally located along the perimeter of~~
- 32 ~~the proposed development. The Board may approve an alternative design~~
- 33 ~~that was vetted at the Stakeholder Outreach Meetings, as provided for in~~
- 34 ~~LDC section 5.05.15 C.3.~~
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- 36 ~~b. A minimum of 35 percent of the gross area of the conversion project shall~~
- 37 ~~be dedicated to the greenway. The greenway shall have a minimum~~
- 38 ~~average width of 100 feet and no less than 75 feet at any one location.~~
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- 40 ~~c. Maintenance of the greenway shall be identified through the zoning or and~~
- 41 ~~Stewardship Receiving Area Amendment process.~~
- 42
- 43 ~~d. The greenway may be counted towards the open space requirement for~~
- 44 ~~the conversion project as established in LDC section 4.02.00 except as~~
- 45 ~~noted in G.1. above.~~
- 46
- 47 ~~e. Existing trees and understory (shrubs and groundcover) shall be preserved~~
- 48 ~~and maintained within the greenway, except where minimal improvements~~
- 49 ~~are needed that provide a passive recreational use. At a minimum, canopy~~
- 50 ~~trees shall be provided at a ratio of 1:2,000 square feet within the~~

- 1 ~~greenway. Existing trees may count toward the ratio; however, trees within~~
- 2 ~~preserves shall be excluded from the ratio.~~
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- 4 ~~f. A wall or fence is not required between the greenway and the proposed~~
- 5 ~~development; however, should a wall or fence be constructed, the fence~~
- 6 ~~shall provide habitat connectivity to facilitate movement of wildlife in and~~
- 7 ~~around the greenway.~~
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- 9 ~~g. A portion of the greenway may provide stormwater management; however,~~
- 10 ~~the greenway shall not create more than 30 percent additional lake area~~
- 11 ~~than exists pre-conversion in the greenway. Any newly developed lake~~
- 12 ~~shall be a minimum of 100 feet wide.~~
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- 14 ~~h. The applicant shall record a restrictive covenant in the County's official~~
- 15 ~~records describing the use and maintenance of the greenway as described~~
- 16 ~~in the zoning action or SRA Amendment.~~
- 17
- 18 ~~3. Preserve requirements. The following preserve standards supplement those~~
- 19 ~~established in LDC section 3.05.07.~~
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- 21 ~~a. Where small isolated areas (of less than 1/2 acre in size) of native vegetation~~
- 22 ~~(including planted areas) exist on site they may be consolidated into a~~
- 23 ~~created preserve that may be greater than 1/2 acre in size in the aggregate~~
- 24 ~~to meet the preserve requirement.~~
- 25
- 26 ~~b. Existing County approved preserve areas shall be considered as follows:~~
- 27 ~~i. Golf courses within a conventional zoning district. All County~~
- 28 ~~approved preserve areas shall be retained and may be utilized to~~
- 29 ~~meet the preserve requirements for the conversion project.~~
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- 31 ~~ii. Golf courses within a PUD. All County approved preserve areas~~
- 32 ~~shall be retained. Preserve areas in excess of the PUD required~~
- 33 ~~preserve acreage may be used to meet the preserve requirement~~
- 34 ~~for the conversion project.~~
- 35
- 36 ~~4. Stormwater management requirements. The applicant shall demonstrate that the~~
- 37 ~~stormwater management for the surrounding uses will be maintained at an~~
- 38 ~~equivalent or improved level of service. This shall be demonstrated by a pre-versus~~
- 39 ~~post development stormwater runoff analysis.~~
- 40
- 41 ~~5. Floodplain compensation. In accordance with LDC section 3.07.02 floodplain~~
- 42 ~~compensation shall be provided.~~
- 43
- 44 ~~6. Soil and/or groundwater sampling may be deferred by the applicant to Early Work~~
- 45 ~~Authorization (EWA), SDP, or PPL submittal, whichever is the first to occur, if the~~
- 46 ~~sampling has not been completed by the rezoning, SRA amendment, or~~
- 47 ~~compatibility design review public hearings. See LDC Section 3.08.00 A.4.d.~~
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- 49 ~~7. All other development standards. The conversion of golf courses shall be~~
- 50 ~~consistent with the development standards in the LDC, as amended. Where~~

~~conflicts arise between the provisions in this section and other provisions in the LDC, the more restrictive provision shall apply.~~

~~H. Design standards for lands converted from a golf course or for a permitted use within the GC zoning district shall be subject to the following design standards.~~

~~1. Lighting. All lighting shall be designed to reduce excessive glare, light trespass and sky glow. At a minimum, lighting shall be directed away from neighboring properties and all light fixtures shall be full cutoff with flat lenses. Lighting for the conversion project shall be vetted with stakeholders during the SOMs and the public hearings, as applicable.~~

~~2. Setbacks. All non-golf course uses, except for the greenway, shall provide a minimum average 50-foot setback from lands zoned residential or with residential uses, however the setback shall be no less than 35 feet at any one location.~~

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**10.03.06 Public Notice and Required Hearings for Land Use Petitions**

This section shall establish the requirements for public hearings and public notices. This section shall be read in conjunction with LDC section 10.03.05 and Chapter 8 of the Administrative Code, which further establishes the public notice procedures for land use petitions.

\* \* \* \* \*

~~W. Intent to Convert, pursuant to LDC section 5.05.15 C.1.~~

~~1. The following notice procedures are required:~~

~~a. Mailed notice sent by the applicant after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and Stakeholder Outreach Meetings, and at least 20 days prior to the first Stakeholder Outreach Meeting. For the purposes of this application, all mailed notices shall be sent to property owners within 1,000 feet of the property lines of the subject property.~~

~~b. Posting of a sign after Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and Stakeholder Outreach Meetings, and at least 20 days prior to the first Stakeholder Outreach Meeting.~~

~~X. Stakeholder Outreach Meeting, pursuant to LDC section 5.05.15 C.3.~~

~~1. The following notice procedures are required:~~

~~a. Newspaper advertisement at least 15 days prior to the Stakeholder Outreach Meeting.~~

~~b. Mailed notice sent by the applicant at least 15 days prior to the required Stakeholder Outreach Meetings. For the purposes of this application, all mailed notices shall be sent to property owners within 1,000 feet of the~~

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~~property lines of the subject property. This mailed notice may include both required Stakeholder Outreach Meeting dates. All mailed notices shall include the web address to participate in the required web-based visual survey.~~

~~Y. Compatibility Design Review, pursuant to LDC section 5.05.15 F.~~

~~1. The following advertised public hearings are required.~~

~~a. One Planning Commission hearing.~~

~~b. One BCC hearing.~~

~~2. The following notice procedures are required:~~

~~a. Newspaper advertisement at least 15 days prior to the advertised public hearing.~~

~~b. Mailed notice sent by the applicant at least 15 days prior to the required public hearings. For the purposes of this application, all mailed notices shall be sent to property owners within 1,000 feet of the property lines of the subject property.~~

WZ. Events in County Right-of-Way, pursuant to LDC section 5.04.05 A.5.

\* \* \* \* \*  
# # # # #

# Exhibit A – Administrative Code Updates

## Collier County Land Development Code | *Administrative Procedures Manual* Chapter 3 | *Quasi-Judicial Procedures with a Public Hearing*

### ~~K.—Compatibility Design Review~~

~~**Reference** LDC sections 5.05.15, and LDC Public Notice section 10.03.06 Y.~~

~~⇔ See Chapter 4.N of the Administrative Code for Intent to Convert Applications and Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.~~

~~**Purpose** The Compatibility Design Review process is intended to address the impacts of golf course conversions on real property by reviewing the conceptual development plan for compatibility with existing surrounding uses.~~

~~**Applicability** This process applies to a golf course constructed in any zoning district or designated as a Stewardship Receiving Area that utilize a non-golf course use which is a permitted, accessory, or conditional use within the existing zoning district or designation.~~

~~This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in LDC section 2.03.09 A.~~

~~Conditional uses shall also require conditional use approval subject to LDC section 10.08.00. The conditional use approval should be a companion item to the compatibility design review approval.~~

~~**Pre-Application** A pre-application meeting is required.~~

~~**Initiation** The applicant files an “Application for Compatibility Design Review” with the Zoning Division after the “Intent to Convert” application is deemed complete by County staff and the Stakeholder Outreach Meetings (SOMs) are completed.~~

~~⇔ See Chapter 4 of the Administrative Code for information regarding the “Intent to Convert” application and Chapter 8 of the Administrative Code for requirements for SOMs and additional notice information.~~

~~⇔ See Chapter 1.D. for additional information regarding the procedural steps for initiating an application.~~

~~**Application Contents** The application must include the following:~~

~~**Contents**~~

~~1.— Applicant contact information.~~

~~2.— Addressing checklist.~~

~~3.— Name of project.~~

~~4.— The proposed conceptual development plan.~~

~~5.— The name and mailing address of all registered property owners’ associations that could be affected by the application.~~

~~6.— Property Ownership Disclosure Form.~~

~~7.— The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the dates of the option: date the option starts and terminates, and anticipated closing date.~~

# Exhibit A – Administrative Code Updates

- ~~8. Property information, including:
  - ~~a. Legal description;~~
  - ~~b. Property identification number;~~
  - ~~c. Section, township, and range;~~
  - ~~d. Address of the subject site and general location;~~
  - ~~e. Size of property in feet and acres;~~
  - ~~f. Zoning district;~~
  - ~~g. Plat book and page number; and~~
  - ~~h. Subdivision, unit, lot and block, and metes and bounds description.~~~~
- ~~9. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
  - ~~a. Legal description;~~
  - ~~b. Property identification number;~~
  - ~~c. Section, township and range; and~~
  - ~~d. Subdivision, unit, lot and block, or metes and bounds description.~~~~
- ~~10. Zoning information, including adjacent zoning and land use.~~
- ~~11. Soil and/or groundwater sampling results, if available, as described in LDC section 3.08.00 A.4.d and 5.05.15 G.6;~~
- ~~12. The approved Intent to Convert application, as described in LDC section 5.05.15 C.1; and~~
- ~~13. The SOM Report, as described in LDC section 5.05.15 C.3.~~
- ~~14. A narrative describing how the applicant has complied with the criteria in LDC section 5.05.15 F.3, including:
  - ~~a. A list of examples depicting how each criterion is met;~~
  - ~~b. A brief narrative describing how the examples meet the criterion; and~~
  - ~~c. Illustration of the examples on the conceptual development plan that are described above.~~~~
- ~~15. Affidavit of Authorization.~~

## Completeness and Processing of Application

~~⇔ See Chapter 1 D.5 for the acceptance and processing of an application~~

**Notice** Notification requirements are as follows:

~~⇔ See Chapter 8 of the Administrative Code for additional notice information.~~

- ~~1. **Newspaper Advertisements:** The legal advertisement shall be published at least 15 days prior to the hearing in a newspaper of general circulation. The advertisement shall include at a minimum:
  - ~~a. Date, time, and location of the hearing;~~
  - ~~b. Description of the proposed land uses; and~~~~

## Exhibit A – Administrative Code Updates

- ~~c. 2 in. x 3 in. map of the project location.~~
- ~~2. **Mailed Notice:** For the purposes of this **mailed notice** requirement, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days prior to the advertised public hearings.~~
- ~~3. **Sign:** Posted at least 15 days before the advertised public hearing date.~~
  - ~~↔ See Chapter 8 E. of the Administrative Code for sign template.~~
- ~~**Public Hearing** 1. The Planning Commission shall hold at least 1 advertised public hearing.~~
- ~~2. The BCC shall hold at least 1 advertised public hearing.~~
- ~~**Decision Maker** The BCC, following a recommendation by the Planning Commission.~~
- ~~**Review Process** Staff will prepare a staff report consistent with LDC section 5.05.15 F and schedule a hearing date before the Planning Commission to present the petition. Following the Planning Commission's review, Staff will prepare an Executive Summary and will schedule a hearing date before the BCC to present the petition.~~
- ~~**Updated** 2021-143~~



# Exhibit A – Administrative Code Updates

## Collier County Land Development Code | *Administrative Procedures Manual* Chapter 4 | *Administrative Procedures*

### ~~N. Intent to Convert Application for Golf Course Conversions~~

~~**Reference** LDC sections 5.05.15, and LDC Public Notice section 10.03.06-W.~~

~~↔ See Chapter 8.F for Stakeholder Outreach Meetings for Golf Course Conversions.~~

~~**Applicability** This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. Approval of this application is required prior to submitting a conversion application (rezone, PUD, SRAA or Compatibility Design Review petition). This application is not required for golf courses zoned Golf Course and Recreational Uses (GC) seeking another use as provided for in LDC section 2.03.09-A.~~

~~**Pre-Application** A pre-application meeting is required.~~

~~**Initiation** The applicant files an “Intent to Convert” application with the Zoning Division.~~

~~↔ See Chapter 1.D. for additional information regarding the procedural steps for initiating an application.~~

~~**Application Contents** The application must include the following:~~

~~1. Applicant contact information.~~

~~2. Addressing checklist.~~

~~3. Name of project.~~

~~4. The name and mailing address of all registered property owners’ associations that could be affected by the application.~~

~~5. Disclosure of ownership and interest information.~~

~~6. The date the subject property was acquired or leased (including the term of the lease). If the applicant has an option to buy, indicate the dates of the option, date the option starts and terminates, and anticipated closing date.~~

~~7. A title opinion or title commitment that identifies the current owner of the property and all encumbrances against the property.~~

~~8. Boundary survey (no more than six months old).~~

~~9. Property information, including:~~

~~a. Legal description;~~

~~b. Property identification number;~~

~~c. Section, township, and range;~~

~~d. Address of the subject site and general location;~~

~~e. Size of property in feet and acres; and~~

~~f. Zoning district.~~

~~10. If the property owner owns additional property contiguous to the subject property,~~

# Exhibit A – Administrative Code Updates

then the following information, regarding the contiguous property, must be included:

- ~~a. Legal description;~~
  - ~~b. Property identification number;~~
  - ~~c. Section, township and range; and~~
  - ~~d. Subdivision, unit, lot and block, or metes and bounds description.~~
- ~~11. Zoning information, including adjacent zoning and land use.~~
  - ~~12. Existing PUD Ordinance, SRA Development Document, Site Development Plan, or Plat.~~
  - ~~13. An exhibit identifying the following:
 
    - ~~a. Any golf course acreage that was utilized to meet the minimum open space requirements for any previously approved project;~~
    - ~~b. Existing preserve areas;~~
    - ~~c. Sporadic vegetation less than ½ acre, including planted areas, that meet criteria established in LDC section 3.05.07 A.4; and~~
    - ~~d. A matrix demonstrating the following as required in LDC section 5.05.15 G.3:
 
      - ~~• For conventionally zoned districts:
 
        - ~~• County approved preserve acreage; and~~
        - ~~• Any sporadic vegetation acreage used to meet the preserve requirement for the conversion project.~~~~
      - ~~• For PUDs:
 
        - ~~• County approved preserve acreage; and~~
        - ~~• Any County approved preserve acreage in excess of the PUD required preserve acreage that is used to meet the preserve requirement for the conversion project.~~~~~~~~
- ~~14. Stormwater management requirements as required by LDC section 5.05.15 G.4.~~
  - ~~15. Floodplain compensation, if required by LDC section 3.07.02.~~
  - ~~16. Soil and/or groundwater sampling results, if available, as described in LDC sections 3.08.00 A.4.d and 5.05.15 G.6.~~
  - ~~17. List of deviations requested, as described in LDC sections 5.05.15 C.4.a-b. The specific LDC sections for which the deviations are sought shall be identified. The list of deviations shall be shared with stakeholders at the SOM or NIM.~~
  - ~~18. Electronic copies of all documents.~~

**Application Contents Required for Presentations at SOMs**

In addition to the application contents above, the following must also be submitted with the Intent to Convert application and used during SOM presentations:

- ~~2. The Developer’s Alternatives Statement as described in LDC section 5.05.15 C, including:
 
  - ~~a. A narrative clearly describing the goals and objectives for the conversion project.~~~~

# Exhibit A – Administrative Code Updates

- ~~b. — *No Conversion Alternative:* A narrative describing the timeline of correspondence between the applicant and the property owners' associations relating to the applicant's examination of opportunities to retain all or part of the golf course as described in LDC section 5.05.15 C.2.b.i, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the property owners' associations are ongoing.~~
- ~~3. — *County Purchase Alternative:* A narrative describing the timeline of correspondence between the applicant and the County to determine if there is interest to retain all or portions of the property for public use as described in LDC section 5.05.15 C.2.b.ii, and copies of such correspondence. It shall be noted in the narrative whether a final decision has been made about this alternative or whether discussions with the County are ongoing.~~
- ~~4. — *Conceptual Development Plan Alternative:* A conceptual development plan consistent with LDC section 5.05.15 C.2.b.iii, and as described in the following section.~~
- ~~5. — The conceptual development plan shall include all information described in LDC section 5.05.15 C.2.b.iii, and the following:~~
  - ~~a. — An Access Management Exhibit, identifying the location and dimension of existing and proposed access points and legal access to the site.~~
  - ~~b. — A dimensional standards table for each type of land use proposed within the plan.
    - ~~i. — Dimensional standards shall be based upon the established zoning district, or that which most closely resembles the development strategy, particularly the type, density, and intensity of each proposed land use.~~
    - ~~ii. — For PUDs: Any proposed deviations from dimensional standards of the established zoning district, or of the most similar zoning district, shall be clearly identified. Provide a narrative describing the justifications for any proposed deviations that are not prohibited by LDC section 5.05.15 C.4.~~~~
  - ~~c. — A plan providing the proposed location and design of the greenway (this may be included on the conceptual development plan):
    - ~~i. — *Greenway Design:* A plan providing the proposed location and design of the greenway and illustrating the following (including any alternative designs as described in LDC section 5.05.15 G.2.a):
      - ~~a) — The proposed location of passive recreational uses;~~
      - ~~b) — Existing and proposed lakes, including lake area calculations;~~
      - ~~c) — Preserve areas;~~
      - ~~d) — Any structures or trails related to passive recreational uses;~~~~~~

# Exhibit A – Administrative Code Updates

~~e) Greenway widths demonstrating a minimum average width of 100 feet and no less than 75 feet shall be identified every 100 feet;~~

~~f) Locations of existing trees and understory (shrubs and groundcover) shall be located on the plan in accordance with LDC section 5.05.15 G.2.e;~~

~~g) A matrix identified on the plan shall demonstrate tree counts used to calculate the ratio described in LDC section 5.05.15 G.2.e; and~~

~~h) Location of any proposed wall or fence pursuant to LDC section 5.05.15 G.2.f.~~

~~d. A narrative describing how the applicant proposes to offset or minimize impacts of the golf course conversion on stakeholders' real property and provide for compatibility with existing surrounding land uses. Identify the compatibility measures on the conceptual development plan.~~

~~3. A narrative statement describing how the greenway will meet the purpose as described in LDC section 5.05.15 G.2 to retain open space views for stakeholders, support passive recreational uses, and support existing wildlife habitat.~~

~~4. A narrative statement describing the public outreach methods proposed for the SOMs, consistent with Administrative Code Chapter 8.F.~~

~~5. Web based survey, including the following:~~

~~a. A copy of the web based survey;~~

~~b. The user friendly website address where the survey will be available; and~~

~~c. The dates the survey will be available.~~

## **Completeness and Processing of Application**

### **Notice for the Intent to Convert Application**

~~↔ See Chapter 1 D.5 for the acceptance and processing of an application.~~

After the Intent to Convert application has been submitted, notice is required to inform stakeholders of a forthcoming golf course conversion application. However, no mailing is required if the applicant chooses to withdraw the Intent to Convert application.

~~↔ See Chapter 8 of the Administrative Code for additional notice information.~~

**1. Mailed Notice:** For the purposes of this **mailed notice**, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course. The notice shall be sent after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and **SOMs**, and at least 20 days prior to the first **SOM**. The mailed notice shall include the following:

~~a. Explanation of the intention to convert the golf course.~~

~~b. Indication that there will be at least two advertised SOMs and one web-based visual survey to solicit input from stakeholders on the proposed~~

# Exhibit A – Administrative Code Updates

~~project. The date, time, and location of the SOMs does not need to be included in this mailing.~~

~~c. 2 in. x 3 in. map of the project location.~~

~~d. Applicant contact information.~~

~~2. **Sign:** (see format below) Posted after the Intent to Convert application has been reviewed and deemed satisfactory by staff to proceed to the mailed notice and SOMs, and at least 20 days before the first SOM. The sign shall remain posted until all SOMs are complete. For the purposes of this section, signage, measuring 16 square feet, shall clearly indicate an applicant is petitioning the county to convert the golf course to a non-golf use (e.g. residential). A user-friendly website address shall be provided on the signs directing interested parties to visit Collier County's website to access materials for the SOM and the web-based visual survey. The sign shall remain posted for 7 days after the last required SOM. The location of the signage shall be consistent with Chapter 8 of the Administrative Code.~~

Notice of application for intent to convert  
[golf course name] to [brief description of  
the project].

To access materials for the Stakeholder  
Outreach Meeting and participate in the  
web-based visual survey, visit [user-  
friendly URL].

~~**Public Hearing** No public hearing is required for the Intent to Convert application. Public hearings will be required for subsequent conversion applications.~~

~~**Decision Maker** The County Manager or designee.~~

~~**Review Process** The Zoning Division will review the Intent to Convert application and identify whether additional materials are needed.~~

~~**Updated** 2021-143~~

# Exhibit A – Administrative Code Updates

Collier County Land Development Code | *Administrative Procedures Manual*  
Chapter 7 | *Submittal Requirements for Land Use Applications*

## E. Additional Requirements for Applications for a Proposed Golf Course Conversion – Rezones and Stewardship Receiving Areas

**Reference** [LDC section 5.05.15](#)

**Applicability** [The following items are required for any rezone or SRA application that is submitted for the proposed conversion of an existing golf course into a non-golf course use:](#)

1. [A Neighborhood Information Meeting \(NIM\) is required after the initial pre-application meeting and before the submittal of a formal application. This NIM does not replace the NIM requirements after submittal of the application.](#)

[↔See Chapter 8 A.1 of the Administrative Code for NIM procedures.](#)

[↔See Chapter 1 D.4 of the Administrative Code for Pre-Application Meeting procedures.](#)

2. [A title report that identifies the current owner of the property and all encumbrances shall be required as part of the rezone or SRA application.](#)

**Application Contents** [Applicants shall include a written summary of the NIM \(↔See Chapter 8 A.1 of the Administrative Code for NIM procedures\) and the title report with Submittal 1 of the rezone or SRA application or the application is deemed incomplete.](#)

**Notice** [N/A](#)

**Public Hearing** [N/A](#)

**Decision Maker** [N/A](#)

**Review Process** [The Zoning Division will review the supplemental items and identify whether additional materials are needed as part of the review of the rezone or SRA application.](#)

**Updated**

# Exhibit A – Administrative Code Updates

## Collier County Land Development Code | *Administrative Procedures Manual* Chapter 8 | Public Notice

### ~~F. Stakeholder Outreach Meeting for Golf Course Conversions (SOM)~~

~~**Reference** LDC sections 5.05.15 and LDC Public Notice section 10.03.06.~~

~~↔ See Chapter 4.N for Intent to Convert Applications for the Application Contents Required for Presentations at SOMs.~~

~~**Purpose** Stakeholder Outreach Meetings (SOMs) are intended to engage stakeholders early in the design of a golf course conversion project and to encourage collaboration and consensus between the applicant and the stakeholders on the proposed conversion.~~

~~**Applicability** This process applies to applicants seeking to convert a constructed golf course to a non-golf course use. A minimum of two in-person meetings and one web-based visual survey are required. This section shall be used in connection with LDC section 5.05.15.~~

~~**Initiation** The SOMs may be held after the “Intent to Convert” application has been received by the County and deemed sufficient by staff to proceed. It is encouraged that SOMs take place in a timely manner so as to support stakeholder involvement.~~

~~**SOM Notice Requirements** Each SOM shall be noticed as follows:~~

~~**1. Newspaper Advertisements:** The legal advertisement shall be published at least 15 days before the SOM in a newspaper of general circulation. The advertisement shall include at a minimum:~~

- ~~a. Date, time, and location of the SOM;~~
- ~~b. Petition name, number and applicant contact info;~~
- ~~c. Notice of the intention to convert the golf course to a non-golf course use;~~
- ~~d. Brief description of the proposed uses; and~~
- ~~e. 2 in. x 3 in. map of the project location.~~

~~**2. Mailed Notice:** For the purposes of this **mailed notice** requirement, written notice shall be sent to property owners located within 1,000 feet from the property line of the golf course at least 15 days before the first SOM. The mailed notice shall include the following:~~

- ~~a. Date, time, and location of each SOM included in the **mailed notice**;~~
- ~~b. Petition name, number and applicant contact info;~~
- ~~c. Notice of the intention to convert the golf course to another use;~~
- ~~d. A brief description of the proposed uses;~~
- ~~e. A statement describing that the applicant is seeking input through a stakeholder outreach process;~~
- ~~f. The user friendly web address where the meeting materials, such as the Developers Alternatives Statement, can be accessed;~~

# Exhibit A – Administrative Code Updates

- ~~g.—A brief description of the visual survey and the user-friendly web address where the survey can be accessed; and~~
  - ~~h.—The dates that the web-based visual survey will be available online.~~
- Location** The **applicant** must arrange the location of the meeting. The location must be reasonably convenient to the **property owners** who receive the required notice. The facilities must be of sufficient size to accommodate expected attendance.
- Timeframe** SOMs must be held between November 1<sup>st</sup> and April 1<sup>st</sup>.
- Conduct of SOMs** A minimum of two SOMs shall be conducted in accordance with the following:
  - ~~a.—An assigned County **planner** shall attend the SOMs and observe the process. The **planner** shall note any commitment made by the applicant during the meetings.~~
  - ~~b.—Meeting Conduct: The applicant shall conduct the meetings as follows:
    - ~~i.—Use at least one public outreach method during the in-person meetings as described below; and~~
    - ~~ii.—The applicant shall facilitate dialogue and encourage input on the conceptual development plan from the stakeholders regarding the types of development the stakeholders consider compatible with the neighborhood, and the types of land uses they would support to be added to the neighborhood.~~~~
  - ~~c.—Presentation: The **applicant** must provide the following at the **SOM** for review and comment:
    - ~~i.—The current **LDC** zoning district uses and development regulations;~~
    - ~~ii.—Information about the purpose of the meeting, including the goals and objectives of the conversion project;~~
    - ~~iii.—A copy of the Developer’s Alternatives Statement shall be made available at the SOM, as described in **LDC** section 5.05.15 C.2;~~
    - ~~iv.—Visuals depicting the conceptual development plan(s) and the greenway; and~~
    - ~~v.—The list of deviations requested, as described in **LDC** section 5.05.15 C.4.a-b.~~~~
  - ~~d.—Public Outreach Methods: The **applicant** shall use one or more of the following at the Stakeholder Outreach Meetings to engage stakeholders:
    - ~~i.—Charrette. This public outreach method is a collaborative design and planning workshop that occurs over multiple days. Through a charrette, the **applicant** designs the conceptual development plan and greenway with stakeholders’ input. During a charrette, stakeholders are given the opportunity to identify values, needs, and desired outcomes regarding the project. Through a series of engagement activities the conceptual development plan and greenway are designed and refined. Throughout the sessions,~~~~



## Exhibit A – Administrative Code Updates

~~stakeholders have an opportunity to analyze the project, address and resolve issues, and comment on multiple iterations of the project.~~

~~ii.—Participatory Mapping. This public outreach method produces maps using stakeholder knowledge and input. To start, the applicant hosts a workshop and shares information about the project through exhibits such as poster boards, written or electronic materials, etc. Participants are then given sticky dots, markers, or other tactile/visualization tools in conjunction with maps of the conceptual development plan and greenway to identify options to address compatibility, adverse impacts, or types of desirable usable open space for the project. For example: stakeholders are asked to place red dots on the map where there is a perceived pedestrian hazard and place a green dot where they support additional tree plantings in the greenway.~~

~~iii.—Group Polling. This public outreach method polls participants at the meeting and provides instant results. The poll can include a wide range of topics about the project, such as density, greenway uses, vehicle/pedestrian transportation networks, etc. The **applicant** provides sticky dots or uses electronic devices to conduct the polling.~~

~~iv.—Visioning Exercise. This public outreach method invites stakeholders to describe their core values and vision for their community. In a workshop setting, the **applicant** presents a wide variety of reports, maps, photos, and other information about the project. The **applicant** then poses questions to the participants, such as, but not limited to the following:~~

~~1. “What do people want to preserve in the community?”~~

~~2. “What do people want to create in the community?”~~

~~3. “What do people want to change in the community?”~~

~~The applicant collects the responses and works with the participants to create a vision statement for the project that incorporates the goals, concerns, and values of the community.~~

# Exhibit A – Administrative Code Updates

<b>Web-based Visual Survey Requirements</b>	<p>The web-based visual survey is intended to increase engagement with stakeholders. The survey should engage the stakeholders in the design of the project and assist in determining what stakeholders find important to the neighborhood, what is considered compatible with the neighborhood, and what types of land uses they support adding to the neighborhood.</p> <ul style="list-style-type: none"><li>a. The survey shall provide visual representations of the proposed development, in particular the types of land uses proposed, streetscapes, public spaces, design characteristics, and depictions of the greenway design;</li><li>b. The survey questions shall be worded so as to elicit responses to the stakeholders' preferences or support for the visual representations.</li><li>c. The survey shall allow for additional comment(s) to be made by the stakeholders.</li></ul>
<b>SOM Report</b>	<p>After the SOMs and the web-based survey are complete, the <b>applicant</b> will submit a report of the <b>SOM</b> to the County, including the following information:</p> <ul style="list-style-type: none"><li>a. A list of attendees, a description of the public outreach methods used, photos from the meetings demonstrating the outreach process, results from outreach methods described above;</li><li>b. Copies of the materials used during the meeting, including any materials created at the meeting, such as any participatory mapping or related documents;</li><li>c. A verbatim transcript of the meetings and an audio (mp3 or WAV format) or video recording in a format accessible or viewable by the County;</li><li>d. A point-counterpoint list, identifying the input from the stakeholders and how and why it was or was not incorporated into the application. Input from stakeholders may be categorized by topic and the applicant may provide a single response to each topic in narrative format; and The report shall be organized such that the issues and ideas provided by the stakeholders that are incorporated in the application are clearly labeled in the point-counterpoint list and in the conversion application.</li></ul>
<b>Meeting Follow-up</b>	<p>After each <b>SOM</b> is completed and prior to the submittal of a conversion application, the applicant will submit to the assigned <b>planner</b> a written summary of the <b>SOM</b> and any commitment that has been made. Any commitment made during the meeting will:</p> <ul style="list-style-type: none"><li>a. Become part of the record of the proceedings;</li><li>b. Be included in the staff report for any subsequent conversion application; and</li><li>c. Be considered for inclusion into the conditions of approval of any subsequent development order.</li></ul>
<b>Updated</b>	