

RESOLUTION NO. 2017 - 73

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA AMENDING ORDINANCE NO. 2004-66, AS AMENDED, THAT CREATED AN ADMINISTRATIVE CODE FOR COLLIER COUNTY, TO AMEND EXHIBIT "B," ADMINISTRATIVE CODE FOR LAND DEVELOPMENT, BY AMENDING CHAPTER FOUR, ADMINISTRATIVE PROCEDURES, MORE SPECIFICALLY TO AMEND SECTION M, STORMWATER PLAN; AMENDING CHAPTER EIGHT, PUBLIC NOTICE, MORE SPECIFICALLY TO ADD SECTION F, STAKEHOLDER OUTREACH MEETING FOR GOLF COURSE CONVERSION (SOM); 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," Administrative Code for Land Development; 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 Exhibit "B," Administrative Code for Land Development, to amend procedures and public notice requirements for Stakeholder Outreach Meetings relating to the conversion of constructed golf courses to non-golf course land uses in accordance with Sections 5.05.15 and 10.03.06 of the Collier County Land Development Code; and to add procedures relating to stormwater plans for single-family dwelling units, two-family dwelling units, and duplexes in accordance with Section 6.05.03 of the Collier County Land Development Code.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, that Exhibit "B", Administrative Code for Land Development, of Ordinance No. 2004-66, as amended, is hereby amended as follows:



SECTION ONE: AMENDMENT OF CHAPTER FOUR – ADMINISTRATIVE PROCEDURES

Section M, entitled “Stormwater Plan”, is hereby by added to Chapter Four, Administrative Procedures, of Exhibit “B,” Administrative Code for Land Development, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION TWO: AMENDMENT OF CHAPTER EIGHT – PUBLIC NOTICE

Section F, entitled “Stakeholder Outreach Meeting for Golf Course Conversion (SOM),” of Chapter Eight, Public Notice, of Exhibit “B,” Administrative Code for Land Development, is hereby amended as set forth in Exhibit B, attached hereto and incorporated herein by reference.

SECTION THREE: EFFECTIVE DATE

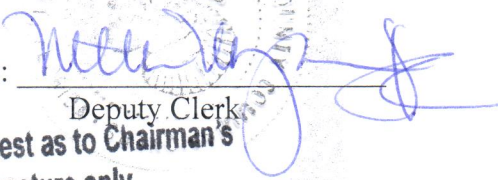
This Resolution shall become effective on the date of adoption by the Board.

THIS RESOLUTION ADOPTED by majority vote this 11th day of April, 2017.

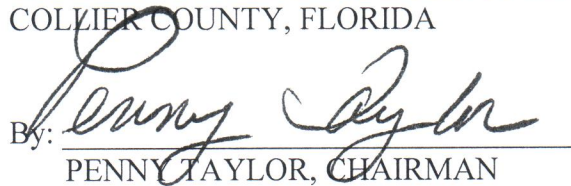
ATTEST:
DWIGHT E. BROCK, CLERK

BOARD OF COUNTY COMMISSIONERS
COLLIER COUNTY, FLORIDA

By:


Deputy Clerk

By:


PENNY TAYLOR, CHAIRMAN

Attest as to Chairman's signature only.

Approved as to form and legality:



11/3/29/17

Scott A. Stone
Assistant County Attorney

Attachments: Exhibit A – Chapter 4, Section M, “Stormwater Plan”
Exhibit B – Chapter 8, Section F, “Stakeholder Outreach Meeting for Golf Course Conversion (SOM)”



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M. Stormwater Plan

Reference LDC subsection 6.05.03.

Applicability This process applies to single-family dwellings, two-family dwellings, and duplexes that meet the applicability criteria established in LDC section 6.05.03.

This process may also be used to demonstrate compliance with Collier County **Code of Laws and Ordinances** section 90-41(f)(8) as described in LDC section 6.05.03 G.

Pre-application A pre-application meeting is not required.

Initiation The **applicant** submits a Type I or Type II Stormwater Plan as part of the Building Permit application or when required by the Code Enforcement Board or Special Magistrate to demonstrate compliance with **Collier County Code of Laws and Ordinances** section 90-41(f)(8).

Application Contents Submittal Credentials: A Type I Stormwater Plan, as described below, shall be prepared by a Florida registered design professional, licensed contractor, or owner builder. A Type II Stormwater Plan, as described below, shall be prepared by a professional **engineer** licensed in the state of Florida. The name and contact information of the person who prepared the drainage plan shall be included on the document.

Type I and Type II Stormwater Plan applications must include the following:

1. **Applicant contact information.**
2. Property information, including:
 - Address of the subject property;
 - Zoning of the subject property; and
 - Description of the proposed activity.
3. The Stormwater Plan shall demonstrate the following:
 - Property boundaries;
 - Lot area;
 - Finished floor elevation of the subject property, as needed;
 - Elevation of adjacent properties at the property line and representative elevations of the subject site throughout the impacted area, as needed;
 - Location and area of all surfaces that prevent the percolation or absorption of water into the ground on the site;
 - Septic system location and dimensions, if applicable;
 - Location of existing topographical features, such as, watercourses, drainage ditches, lakes, marshes, if applicable;
 - Proposed drainage directional arrows;
 - Location and type of all drainage infrastructure, if applicable;

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- Square feet of retention or detention areas, if applicable;
- Depth of retention or detention areas in inches, if applicable;
- Cross-sections illustrating proposed grading and drainage infrastructure, including but not limited to: berms, walls, swales, pipes, gutters and downspouts, or other drainage facilities as needed to demonstrate compliance with LDC section 6.05.03; and
- Elevation of the wet season water table in the impacted area if detention or retention is proposed;

In addition to the application contents above, Type II Stormwater Plans must include an engineer's analysis that demonstrates the following:

- Water quantity calculations required in LDC section 6.05.03 D.2;
 - A matrix of all required separation distances between wells, drainfield systems, and stormwater retention/detention areas. The matrix may be included as a part of the site plan or on a separate engineer's report; and
 - The wet season water table elevation.
4. Any additional information related to the subject site, impervious areas, or drainage requested by the County Manager or designee.

Completeness and Processing

The Planning & Zoning Division will review the application for completeness. After submission of the completed application packet accompanied with the required fee, the **applicant** will receive a mailed or electronic response notifying the **applicant** that the petition is being processed. Accompanying that response will be a receipt for the payment and the tracking number (i.e., XX201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.

Notice No notice is required.

Public Hearing No public hearing required.

Decision maker The County Manager or designee.

Review Process The Stormwater Plan will be reviewed by the Planning & Zoning Division as a part of the Building Permit application or a code enforcement case.

Updated

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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:
 - Date, time, and location of the **SOM**;
 - Petition name, number and applicant contact info;
 - Notice of the intention to convert the golf course to a non-golf course use;
 - Brief description of the proposed uses; and
 - 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:
 - Date, time, and location of each **SOM** included in the **mailed notice**;
 - Petition name, number and applicant contact info;
 - Notice of the intention to convert the golf course to another use;
 - A brief description of the proposed uses;
 - A statement describing that the applicant is seeking input through a stakeholder outreach process;
 - The user-friendly web address where the meeting materials, such as the Developers Alternatives Statement, can be accessed;
 - A brief description of the visual survey and the user-friendly web address where the survey can be accessed; and
 - The dates that the web-based visual survey will be available online.

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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 1st and April 30th.

Conduct of SOMs A minimum of two **SOMs** shall be conducted in accordance with the following:

- 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.
- Meeting Conduct: The applicant shall conduct the meetings as follows:
 - Use at least one public outreach method during the in-person meetings as described below; and
 - 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.
- Presentation: The **applicant** must provide the following at the **SOM** for review and comment:
 - The current **LDC** zoning district uses and development regulations;
 - Information about the purpose of the meeting, including the goals and objectives of the conversion project;
 - 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;
 - Visuals depicting the conceptual development plan(s) and the greenway; and
 - The list of deviations requested, as described in **LDC** section 5.05.15 C.4.a-b.
- Public Outreach Methods: The **applicant** shall use one or more of the following at the Stakeholder Outreach Meetings to engage stakeholders:
 - 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, stakeholders have an opportunity to analyze the project, address and resolve issues, and comment on multiple iterations of the project.
 - Participatory Mapping. This public outreach method produces maps

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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.

- 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.
- 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:
 - “What do people want to preserve in the community?”
 - “What do people want to create in the community?”
 - “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.

Web-based Visual Survey Requirements 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.

- 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;
- The survey questions shall be worded so as to elicit responses to the stakeholders’ preferences or support for the visual representations.
- The survey shall allow for additional comment(s) to be made by the stakeholders.

SOM Report After the **SOMs** and the web-based survey are complete, the **applicant** will submit a report of the **SOM** to the County, including the following information:

- A list of attendees, a description of the public outreach methods used,

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photos from the meetings demonstrating the outreach process, results from outreach methods described above;

- Copies of the materials used during the meeting, including any materials created at the meeting, such as any participatory mapping or related documents;
- 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;
- 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.

Meeting Follow-up After each **SOM** is completed and prior to the submittal of a conversion application, the applicant will submit to the assigned planner a written summary of the **SOM** and any commitment that has been made. Any commitment made during the meeting will:

- Become part of the record of the proceedings;
- Be included in the staff report for any subsequent conversion application; and
- Be considered for inclusion into the conditions of approval of any subsequent development order.

Updated