

**PELICAN BAY SERVICES DIVISION
Municipal Services Taxing and Benefit Unit**

NOTICE OF PUBLIC MEETING

TUESDAY, JUNE 23, 2020

THE AD-HOC STRATEGIC PLANNING COMMITTEE OF THE PELICAN BAY SERVICES DIVISION WILL MEET ON JUNE 23 AT 1:30 PM AT THE COMMUNITY CENTER AT PELICAN BAY LOCATED AT 8960 HAMMOCK OAK DRIVE, NAPLES, FL, 34108.

AGENDA

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 2/7/20 meeting minutes
5. Audience comments
6. *Presentation and approval of conceptual site plan
7. Adjournment

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749.

Watergate Ad Hoc Committee

Background

County owns 12 acre site. Site houses County's main sewage pump station for Pelican Bay and it's irrigation water processing and storage facilities exclusively used to provide irrigation water to Pelican Bay. PBSB has undocumented lease to a portion of the site to conduct it's maintenance activities - which includes a maintenance building. All changes to the site have to be approved by the PBF. Site is land-locked and is accessed via easement on a non-county standard road on property owned by Club Pelican Bay.

1. Agreement maintenance building needs to be replaced
2. Researched possible future uses of site:
 - PBF, no plans
 - PBSB, no plans
 - County, no plans
3. Non-standard quality of road, extensive use of road by maintenance equipment and large trucks, constant golf cart crossing traffic make access to site on Watergate Way by general population unfeasible. No alternative access available.
4. PBSB and PBF are in agreement that use of the site should be for activities which are only for the direct benefit to residents of Pelican Bay.
5. Site of proposed new building does not restrict access to the unused portion of the site should appropriate future uses develop.
6. Site of proposed new building (adjacent to and west of existing building) Should no new line of site issues and may actually improve line of sight for some high rise residents.
7. Building to be designed to act as recovery center in the event of natural disasters - back-up power, additional indoor equipment storage, etc.,.
8. Conceptual plan calls for a 10,500 sq. ft. Building (vs the current 4,700 sq. ft.) - exploring ways to reduce footprint.
9. Current estimated cost, excluding site work approx. \$2.0 million.

**PELICAN BAY SERVICES DIVISION
AD HOC STRATEGIC PLANNING COMMITTEE MEETING
FEBRUARY 7, 2020**

The Ad Hoc Strategic Planning Committee of the Pelican Bay Services Division met on Friday, February 7 at 9:00 a.m. at the SunTrust Bank Building, 801 Laurel Oak Drive, Suite 302, Naples, Florida 34108. The following members attended.

Ad Hoc Strategic Planning Committee
Michael Fogg, Chairman
Joe Chicurel

Denise McLaughlin
Scott Streckenbein

Pelican Bay Services Division Staff
Neil Dorrill, Administrator
Chad Coleman, Operations Manager
Alex Mumm, Sr. Field Supervisor

Lisa Jacob, Project Manager
Barbara Shea, Interim Operations Analyst

Also Present

Ayoub Al-bahou, Public Utilities Dept.
Tom Chmelik, Public Utilities Dept.
Jim Hoppensteadt, Pelican Bay Foundation

Beth Johnssen, Public Utilities Dept.
Mike Kitchen, Pelican Bay Foundation
Susan O'Brien, PBSB Board

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 12/12/19 meeting minutes
5. Audience Comments
6. Finalization of Site Plan
7. Building Specifications
 - a. Lease options for PBSB administrative staff (*add-on*)
8. Next Steps
9. Other business
10. Adjournment

ROLL CALL

All members were present and a quorum was established

AGENDA APPROVAL

Mr. Streckenbein motioned, Dr. Chicurel seconded to approve the agenda as amended with the addition of agenda item #7a. The motion carried unanimously.

APPROVAL OF THE 12/12/2019 MEETING MINUTES

Dr. Chicurel motioned, Mr. Streckenbein seconded to approve the 12/12/2019 meeting minutes as presented. The motion carried unanimously.

INTRODUCTION

Ms. Jacob introduced members of the County’s Public Utilities Dept. (PUD) attending this meeting which included Mr. Tom Chmelik, Ms. Beth Johnssen, and Mr. Ayoub Al-bahou.

FINALIZATION OF SITE PLAN

The committee reviewed conceptual plans for the 6200 Watergate Way site. Ms. Johnssen identified County infrastructure on the site plan including master wastewater pump station #109 and three storage tanks. She commented that the decommissioned tank on the southwest end of the site may be put back into service for additional storage capacity.

Mr. Dorrill and Mr. Coleman commented that this site plan meets all PBSB needs and functions. It includes a fuel island, a pole barn, a horticultural nursery, a debris grinding area, a chemical and fertilizer building, additional parking, and additional roadway within the site. He noted that the intended PUD occupants of “Building B” would be IQ water operating staff. Ms. Johnssen commented that the plans would include space for 10–12 PUD staff, which may be needed over the next 10–20 years. She noted that currently 6 PUD staff perform work on the site.

Mr. Chmelik noted that the site plan includes space for a possible additional storage tank.

Mr. Dorrill commented that we need to look at the access road easement as well as possible improvements to the driveway into our facility. Mr. Hoppensteadt requested a copy of the access road easement.

Mr. Fogg commented that at the last committee meeting, it was tentatively decided that PBSB administrative staff would not be moved to this site. Ms. Johnssen commented that “Building B” would provide space for PUD employees as well as PUD storage space for items such as backup emergency generators. Mr. Dorrill commented that he assumes that the County PUD will be paying for the construction of “Building B” plus prorated costs for site improvements. He also noted that Deputy County Manager Nick Casalanguida is receptive to hardening a land lease or similar document to protect our interest in the facilities which will be paid for by the PBSB.

Mr. Al-bahou commented that he expects few changes to these conceptual plans. He explained that “Building A” would be constructed while our existing structure remained in use. Upon completion of “Building A” construction, our existing structure would be removed, and “Building B” would be constructed in its place.

Mr. Hoppensteadt commented that the PBF Board will require submittal of the full site plan, in order to make a determination on approval. He noted that the PBF would be looking for a statement from the PBSB Board stating that its ten-year needs are being met with this plan. He explained that the PBF approval process includes three stages: (1) approval of the preliminary concept and planned use (description of functions and uses), (2) approval of the design, and (3) approval of the construction drawings. Mr. Dorrill commented that the proposed site plan includes about four acres in the northwest section with a use “to be determined.” Mr. Chmelik confirmed that the PUD Dept. has no active plans for this area.

Ms. Diane Lustig asked the committee to consider (1) any impact on 24/7 operations, (2) mulching noise, (3) “County pipe flushing” noise, and (4) issues relating to the access road including cars parked and project staging. She also suggested that it is important to consider the

**Pelican Bay Services Division Ad Hoc Cost Saving Strategies Committee Meeting
February 7, 2020**

cost for additional vegetation/trees on the site. Mr. Dorrill assured her that the site plan will require an approved SDP, which will require us to follow County landscaping standards.

BUILDING SPECIFICATIONS

The committee reviewed photos of metal building options, provided by Mr. Al-bahou. He noted that the building will be built to withstand 200 m.p.h. winds. Mr. Kitchen commented that the roof materials and appearance are very important, as the roof will have the most visual impact on the surrounding residents.

Mr. Hoppensteadt suggested that we consider planning for the capability to house staff in the aftermath of a hurricane, and that the building should be Cat 5 rated. Mr. Dorrill commented in favor of planning for “disaster recovery housing for staff.”

Mr. Dorrill commented on the advantages of a “design build” approach. Mr. Al-bahou confirmed that this concept would speed up the construction/planning process by three months.

NEXT STEPS

The committee and staff agreed on the following additional next steps.

1. PBSB staff will prepare a scope document which will include all interior building requirements and outside preferences. Electric charging and solar capabilities may be included in this document.
2. The PBSB Budget Committee will review this project in order to provide funding.
3. Ms. Jacob will prepare a purchase order for a civil engineer and an architect to prepare renderings for the site plan. Mr. Dorrill noted that our field site improvement project contains sufficient funds for this purchase order.

Ms. O’Brien suggested that the completed scope document be brought to the full board for review.

LEASE OPTIONS FOR PBSB ADMINISTRATIVE STAFF (ADD-ON)

Mr. Dorrill reported that he has talked with the Sun Trust building’s onsite manager and leasing manager regarding available office space in the building. He noted that the leasing manager is in the process of preparing lease pricing proposals for space on the first floor and the fourth floor. Mr. Dorrill explained that a larger space would be jointly occupied by the PBSB and PBF covenants and design staff. He noted that the first floor space is approximately 3,400 square feet, while the fourth floor space is approximately 2,700 square feet. Mr. Hoppensteadt commented that the first floor space has excellent meeting space and public access, including two exterior access points.

ADJOURNMENT

The meeting was adjourned at 10:42 a.m.

Michael Fogg, Chairman

Minutes approved [] as presented OR [] as amended ON [] date



PARKING:		
OFFICE:		
1 SPACE/300 SF.:	4,700/300 =	16 SPACES
MAINTENANCE:		
1 SPACE PER 500 SF.:	5,317/500 =	11 SPACES
TOTAL PARKING SPACES REQUIRED:		27 SPACES
TOTAL PARKING SPACES PROVIDED:		55 (INCLUDING 2 H/C)

LEGEND

Revision	Date	Description

DESIGNED BY:	M.J.D.
DRAWN BY:	K.L.M.
APPROVED:	M.J.D.
JOB CODE:	PBSD1
SCALE:	1" = 40'

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PBSD MAINTENANCE FACILITY SITE
CONCEPT PLAN
 JUNE 1, 2020

MICHAEL J. DELATE, P.E.
 FLORIDA P.E. LICENSE NO. 49442

MUNICIPALITY:	COLLIER COUNTY
SEC./TWN/SH/RNG	-19/49S/25E
DATE:	MAY 2020
SUBMITTAL TYPE:	CONCEPT
SHEET	1 OF 1

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PBSD MAINTENANCE FACILITY SITE
CONCEPT PLAN
 JUNE 11, 2020

MICHAEL J. DELATE, P.E.
 FLORIDA P.E. LICENSE NO. 49442

MUNICIPALITY: COLLIER COUNTY
 SEC./TOWNSHIP/RNG: 19/49S/25E
 DATE: MAY 2020
 SUBMITTAL TYPE: CONCEPT
 SHEET 1 OF 1

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