



Development Services Advisory Committee Meeting

**Wednesday, February 3, 2021
3:00 pm**

**2800 N. Horseshoe Dr.
Naples, FL 34104
Growth Management Department
Conference Rooms 609/610**

**If you have any questions or wish to meet with
staff, please contact
Trish Mill at 252-8214**



Development Services Advisory Committee

Wednesday, February 3, 2021

3:00 pm

2800 N. Horseshoe Dr., Naples, FL 34104

Growth Management Building, Conference Rooms 609/610

NOTICE:

AS PART OF AN ONGOING INITIATIVE TO PROMOTE SOCIAL DISTANCING DURING THE COVID-19 PANDEMIC, THE PUBLIC WILL HAVE THE OPPORTUNITY TO PROVIDE PUBLIC COMMENTS REMOTELY, AS WELL AS IN PERSON, DURING THIS PROCEEDING. INDIVIDUALS WHO WOULD LIKE TO PARTICIPATE REMOTELY, SHOULD REGISTER ANY TIME AFTER THE AGENDA IS POSTED ON THE COUNTY WEBSITE WHICH IS 6 DAYS BEFORE THE MEETING THROUGH THE LINK PROVIDED, LISTING THE TOPIC THEY WISH TO ADDRESS. INDIVIDUALS WHO REGISTER WILL RECEIVE AN EMAIL IN ADVANCE OF THE PUBLIC HEARING DETAILING HOW THEY CAN PARTICIPATE REMOTELY IN THIS MEETING. FOR ADDITIONAL INFORMATION ABOUT THE MEETING, PLEASE CALL TRISH MILL AT (239) 252-8214 OR REGISTER AT: <http://bit.ly/DSACSpeakerRegistrationFeb032021>

THIS LINK CAN ALSO BE USED FOR THOSE THAT WOULD LIKE TO VIEW THE MEETING BUT NOT SPEAK. CHOOSE THE FIRST OPTION "I DO NOT WISH TO SPEAK- VIEWING ONLY" AS YOUR AGENDA ITEM.

Persons wishing to speak on any Agenda item will receive up to three (3) minutes unless the Chairman adjusts the time. Please wait to be recognized by the Chairman and speak into a microphone. State your name and affiliation before commenting. During the discussion, Committee Members may direct questions to the speaker.

Please silence cell phones and digital devices. There may not be a break in this meeting. Please mute your audio if you have not been recognized by the Chairman to speak or to conduct any personal business. All parties participating in the public meeting are to observe Roberts Rules of Order and wait to be recognized by the Chairman. Please speak one at a time and into the microphone so the Hearing Reporter can record all statements being made.

Agenda:

1. Call to order - Chairman
2. Approval of Agenda
3. Approval of Minutes:
 - a. DSAC Meeting – December 2, 2020
 - b. DSAC LDR Subcommittee Meeting – December 15, 2020
4. Selection of Chair and Vice Chair
5. Public Speakers
6. Staff Announcements/Updates
 - a. Code Enforcement Division update – **[Mike Ossorio]**
 - b. Public Utilities Department update – **[Eric Fey or designee]**
 - c. Growth Management Department Transportation Engineering Division & Planning Division updates – **[Jay Ahmad or designee]**
 - d. Collier County Fire Review update – **[Shar Beddow or Shawn Hanson]**
 - e. North Collier Fire Review update – **[Capt. Sean Lintz or Daniel Zunzunegui]**
 - f. Operations & Regulatory Mgmt. Division update – **[Ken Kovensky]**
 - g. Development Review Division update – **[Matt McLean]**
 - h. Zoning Division update – **[Anita Jenkins or designee]**
7. New Business
 - a. LDC Amendments
 - i. PL20200002505 – Public Notice Distance – Urban & Rural Golden Gate Estates
 - ii. PL20200002512 – Golf Course Conversions – Soil & Groundwater Testing
8. Old Business
9. Committee Member Comments
10. Adjourn

FUTURE MEETING DATES:

March 3, 2021 – 3:00 pm
April 7, 2021 – 3:00 pm
May 5, 2021 – 3:00 pm

LAND DEVELOPMENT CODE AMENDMENT

PETITION

PL2020002025

ORIGIN

Growth Management
Department

HEARING DATES

BCC TBD
CCPC TBD
DSAC 02-03-21
DSAC-LDR 12-15-20

SUMMARY OF AMENDMENT

This amendment shall increase the written public notification distance to property owners for land use petitions within the Rural and Urban Golden Gate Estates of the Golden Gate Area Master Plan (GGAMP). It implements the GGAMP and requires an amendment to the Administrative Code regarding public notice procedures for land use petitions.

LDC SECTION TO BE AMENDED

10.03.05-Required Methods of Providing Public Notice

ADVISORY BOARD RECOMMENDATIONS

DSAC-LDR

Approval with recommendation

DSAC

TBD

CCPC

TBD

BACKGROUND

On September 24, 2019 the Board adopted two GGAMP policies, 4.2.4 of the Rural Golden Gate Estates Sub-Element and 3.2.4 of the Urban Golden Gate Estates Sub-Element. These policies stipulate the County shall initiate a review of written public notification to homeowners for land use petitions in the Rural and Urban Golden Gate Estates area in the LDC and Administrative Code. Recognizing the low density characteristics of the Urban and Rural Golden Gate, the policies objectives are to consider increasing the notification distance with particular attention to be given to properties located on dead-end Estates streets or avenues. Further, the GGAMP restudy 2017 white paper suggested the notice requirements be extended the length of any dead-end street or avenue where a direct transportation or aesthetic impact can be anticipated.

Currently, mailed notices for land use petitions are sent to property owners within 500 feet of the property lines of the subject property for areas in the urban designated area of the future land use element of the GMP and within 1,000 feet for all other areas. For the Rural and Urban Golden Gate Estates area, the mailed notice requirement for land use petitions has been 1,000 feet from the subject property.

To evaluate different notification distances and compare the percentage of parcel notifications captured within the prescribed areas, staff performed an analysis of four areas. The notification distances utilized were 1,000 feet, 1,500 feet, 2,000 feet and 2,500 feet from the subject properties. The four GGAMP Estates designations studied were; the Randall Boulevard Commercial Subdistrict (56.50 acres), Wilson Blvd./Golden Gate Blvd. Neighborhood Center (18.34 acres), Golden Gate Parkway Institutional Subdistrict (16.30 acres) and Golden Gate Blvd/Everglades Blvd. Neighborhood Center (18.34 acres). Abutting transitional conditional use parcels, which are areas located between an existing non-residential and residential area, were also included. All notification distances intersect several dead-end streets or avenues which typically stop due to a perpendicular canal or drainage flow way. Exhibit A illustrates the number and percentages of dead-end street or avenue parcels captured by each of the notification distances.

Based on the selected areas, staff is recommending the public notification distance be extended from 1,000 feet to 2,500 feet. This notification distance had captured more the half of the parcels on dead end streets and in one case 94.8 percent of the dead-end street parcels. By adopting this notification distance, staff is able to automate the notification to property owners without having to perform a manual review of all parcels on each intersecting

dead-end street. It shall minimize the level of effort and added expense of staff time to manually identify each dead end street parcel outside of the increased notification distance.

DSAC-LDR subcommittee recommendation

The subcommittee unanimously recommended approval with the following change:

- The mailed notice distance should remain 2,500 feet for the designated areas of the Rural Golden Gate Estates Sub-Element of the GGAMP and change to 1,500 feet in the designated areas of the Urban Golden Gate Estates Sub-Element of the GGAMP. The recommended change to the mailed notification distance for the Urban Golden Estates area was determined to be excessive and consistent with the same distance requirement of 1,500 feet for a golf course conversion to a non-golf course use public notice.

This recommendation was incorporated in the amendment.

FISCAL & OPERATIONAL IMPACTS

There will be an added expense to notify additional properties by the petitioner.

GMP CONSISTENCY

To be provided by Comprehensive Planning Staff.

EXHIBITS: A) Estates Dead-End Street Parcel Notification Table

Amend the LDC as follows:

10.03.05 – Required Methods of Providing Public Notice

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This section shall establish the required methods of providing public notice. Chapter 8 of the Administrative Code shall establish the public notice procedures for land use petitions.

A. Neighborhood Information Meetings (NIM). Neighborhood Information Meetings, where required, shall be held prior to the first public hearing and noticed as follows:

- 1. Mailed Notice shall be sent prior to the NIM and shall be pursuant to LDC section 10.03.05 B.
- 2. Newspaper Advertisement prior to the NIM.

B. Mailed Notice.

- 1. Where required, Mailed Notice shall be sent to property owners in the notification area as follows:
 - a. For areas in the urban designated area of the future land use element of the Growth Management Plan notices shall be sent to all property owners within 500 feet of the property lines of the subject property.
 - b. For all other areas, except areas designated in the Rural Golden Gate Estates Sub-Element or Urban Golden Gate Estates Sub-Elements of the Golden Gate Area Master Plan, notices shall be sent to all property owners within 1,000 feet of the property lines of the subject property.
 - c. For areas designated within the Rural Golden Gate Estates Sub-Element of the Golden Gate Master Plan, notices shall be sent to all property owners within 2,500 feet of the subject property lines. For areas designated within the Urban Golden Gate Estates Sub-Element of the Golden Gate Master Plan, notices shall be sent to all property owners within 1,500 feet of the subject property lines.
 - ~~e. d.~~ Notices shall also be sent to property owners and condominium and civic associations whose members may be impacted by the proposed land use changes and who have formally requested the county to be notified. A list of such organizations must be provided and maintained by the county, but the applicant must bear the responsibility of insuring that all parties are notified.

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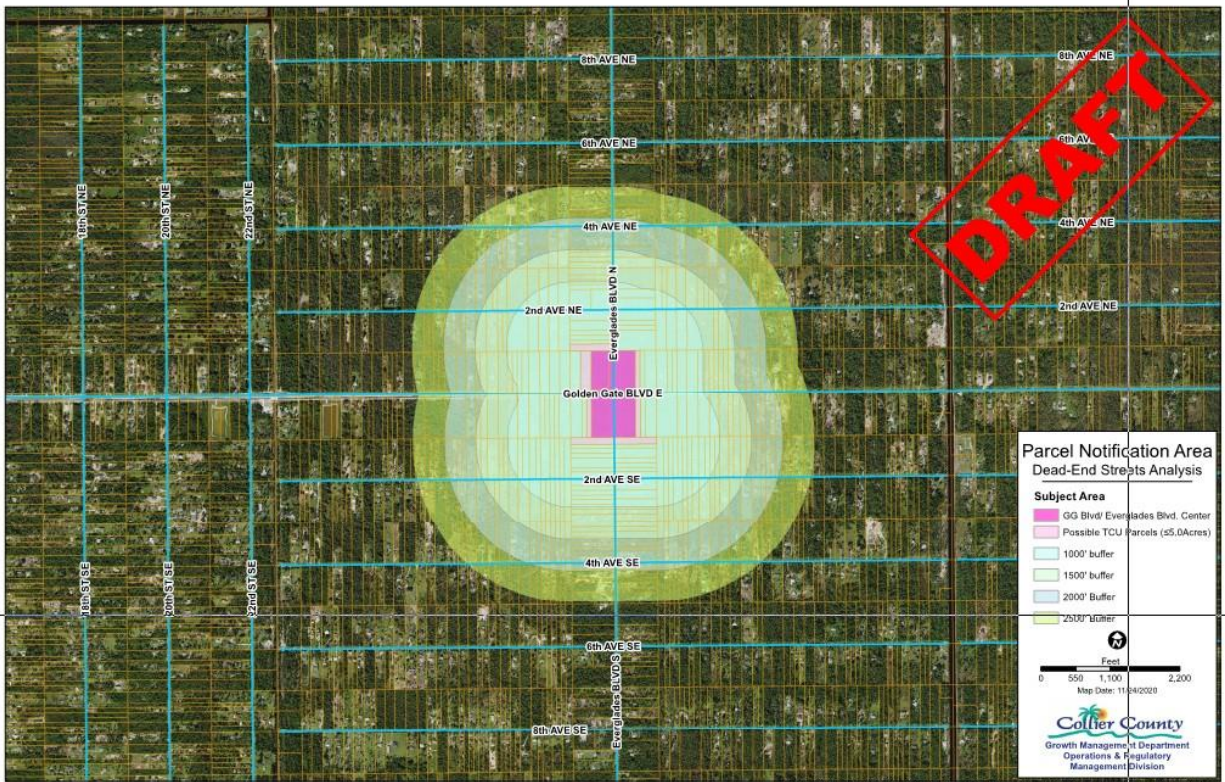
Exhibit A – Estates Dead-End Street Parcel Notification Table

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Parcel Notification Distances By Subdistricts-Limited to Intersecting Dead End Streets
Data Provided by GIS/Addressing Section(11-24-20)

Golden Gate Estates Area Designation	Dead End Street Name	1,000 feet		1,500 feet		2,000 feet		2,500 feet		Total of All Parcels on Dead End Street	All Parcels Within Each Notification Area (Including Subject Area)
		Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage		
GG Blvd. and Everglades Blvd. Center (18.34 acres)	2nd AVE NE (2 segments)	25	20.7%	40	33.1%	53	43.8%	66	54.5%	121	1,000' Parcels: 145 Owners: 145 1,500' Parcels: 239 Owners: 239 2,000' Parcels: 353 Owners: 353 2,500' Parcels: 471 Owners: 471
	2nd AVE SE (2 segments)	44	27.3%	62	38.5%	82	50.9%	102	63.4%	161	
	4th AVE NE (2 segments)	0	0.0%	0	0.0%	31	25.4%	54	44.3%	122	
	4th AVE SE (2 segments)	0	0.0%	0	0.0%	50	33.8%	77	52.0%	148	
	Totals	69	12.5%	102	18.5%	216	39.1%	299	54.2%	552	

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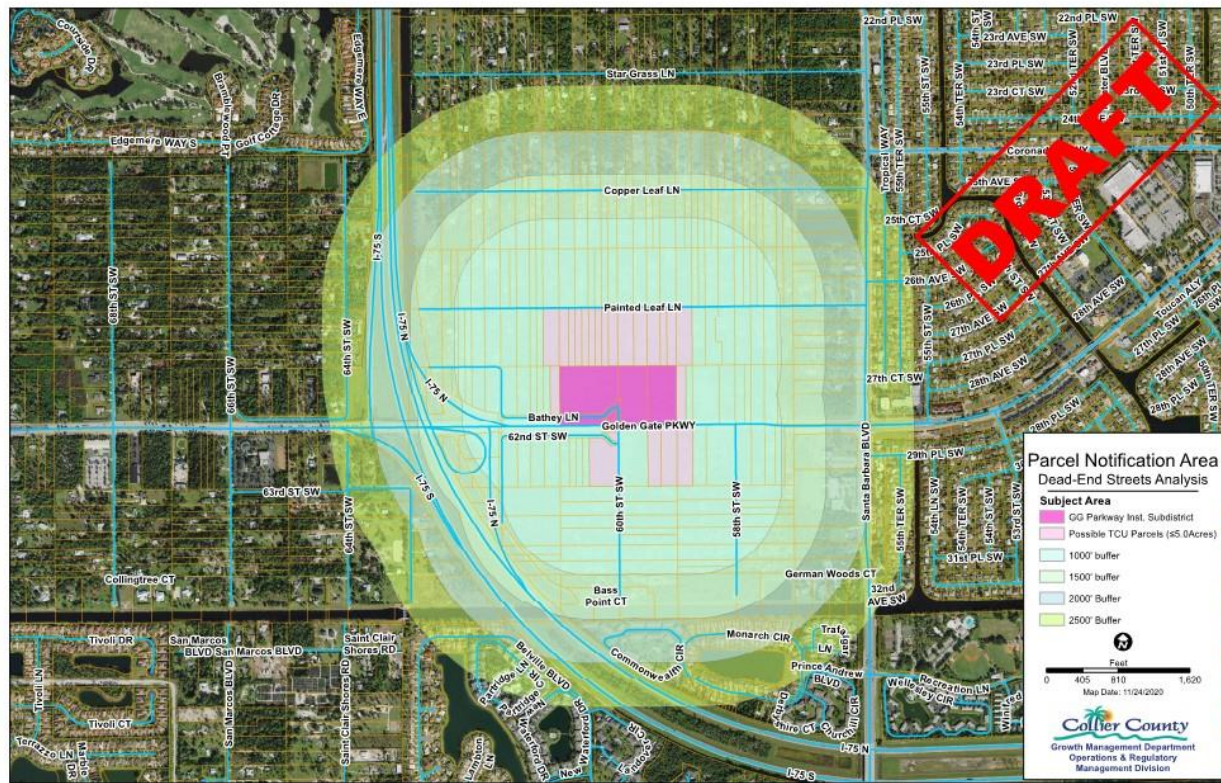


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Exhibit A – Estates Dead-End Street Parcel Notification Table

Golden Gate Estates Area Designation	Dead End Street Name	1,000 feet		1,500 feet		2,000 feet		2,500 feet		Total of All Parcels on Dead End Street	All Parcels Within Each Notification Area (Including Subject Area)	
Golden Gate Parkway Institutional Subdistrict (16.30 acres)	Bathey LN (1 segment)	19	73.1%	26	100.0%	26	100.0%	26	100.0%	26		1,000' Parcels: 173 Owners: 173 1,500' Parcels: 257 Owners: 257 2,000' Parcels: 376 Owners: 768 2,500' Parcels: 619 Owners: 1,625
	Painted Leaf LN (1 segment)	57	87.7%	64	98.5%	65	100.0%	65	100.0%	65		
	58th ST SW (1 segment)	17	94.4%	18	100.0%	18	100.0%	18	100.0%	18		
	60th ST SW (1 segment)	17	94.4%	18	100.0%	18	100.0%	18	100.0%	18		
	62nd ST SW (1 segment)	17	77.3%	22	100.0%	22	100.0%	22	100.0%	22		
	Bass Point CT (1 segment)	0	0.0%	2	100.0%	2	100.0%	2	100.0%	2		
	Copper Leaf LN (1 segment)	0	0.0%	59	84.3%	70	100.0%	70	100.0%	70		
	German Woods CT (1 segment)	0	0.0%	0	0.0%	6	100.0%	6	100.0%	6		
	63rd ST SW (1 segment)	0	0.0%	0	0.0%	9	90.0%	10	100.0%	10		
	64th ST SW (3 segments)	0	0.0%	0	0.0%	0	0.0%	37	71.2%	52		
Totals		127	43.9%	209	72.3%	236	81.7%	274	94.8%	289		

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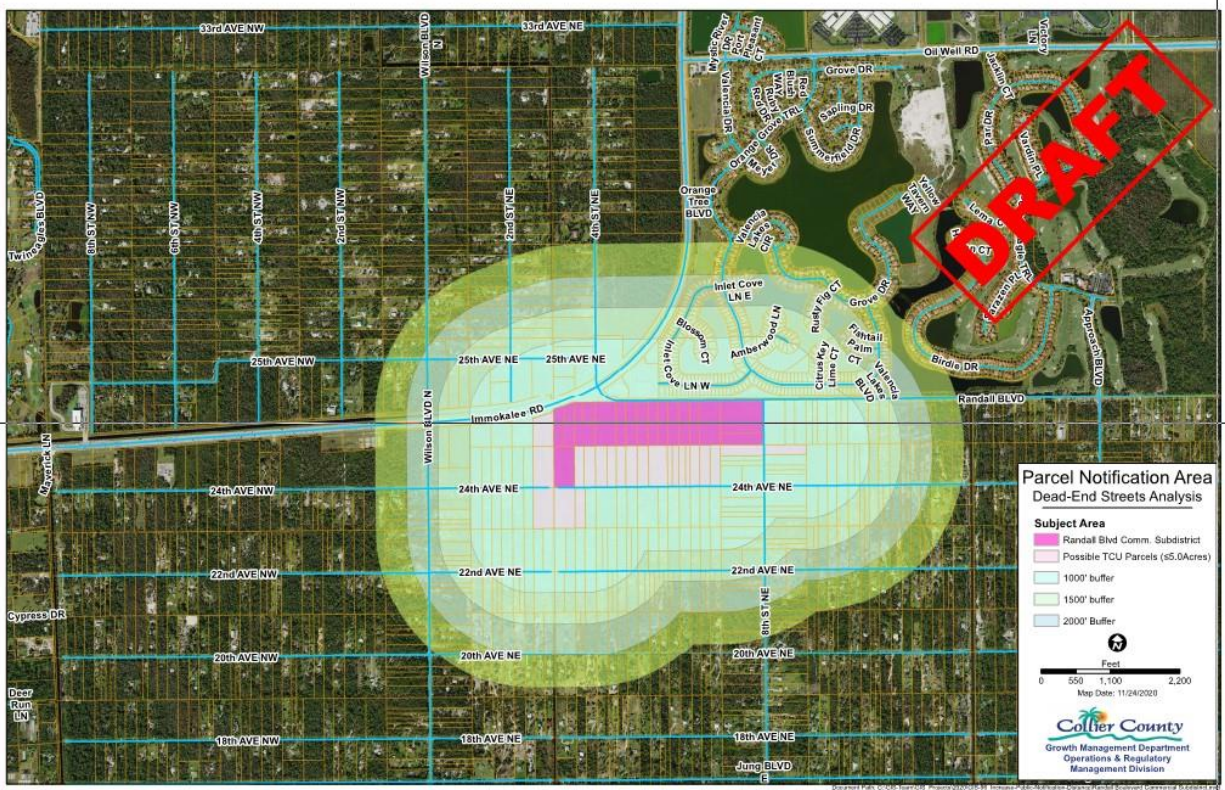


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Exhibit A – Estates Dead-End Street Parcel Notification Table

Golden Gate Estates Area Designation	Dead End Street Name	1,000 feet		1,500 feet		2,000 feet		2,500 feet		Total of All Parcels on Dead End Street	All Parcels Within Each Notification Area (Including Subject Area)
Randall Blvd. Commercial Subdistrict (56.50 acres)	2nd ST NE (2 segments)	5	8.3%	11	18.3%	18	30.0%	24	40.0%	60	
	4th ST NE (1 segment)	4	9.8%	7	17.1%	10	24.4%	12	29.3%	41	
	22nd AVE NE (3 segments)	45	43.3%	74	71.2%	85	81.7%	96	92.3%	104	
	24th AVE NE (3 segments)	63	71.6%	70	79.5%	81	92.0%	88	100.0%	88	
	25th AVE NE (2 segments)	10	71.4%	14	100.0%	14	100.0%	14	100.0%	14	
	20th AVE NE (2 segments)	0	0.0%	0	0.0%	33	62.3%	48	90.6%	53	
	22nd AVE NW (1 segment)	0	0.0%	0	0.0%	2	2.9%	4	5.8%	69	
	24th AVE NW (1 segment)	0	0.0%	0	0.0%	2	4.3%	4	8.7%	46	
	25th AVE NW (1 segment)	0	0.0%	0	0.0%	2	6.5%	6	19.4%	31	
	Wilson BLVD N (1 segment)	0	0.0%	0	0.0%	7	10.8%	17	26.2%	65	
Totals		127	22.2%	176	30.8%	254	44.5%	313	54.8%	571	1,000' Parcels: 341 Owners: 341 1,500' Parcels: 502 Owners: 502 2,000' Parcels: 675 Owners: 675 2,500' Parcels: 849 Owners: 849

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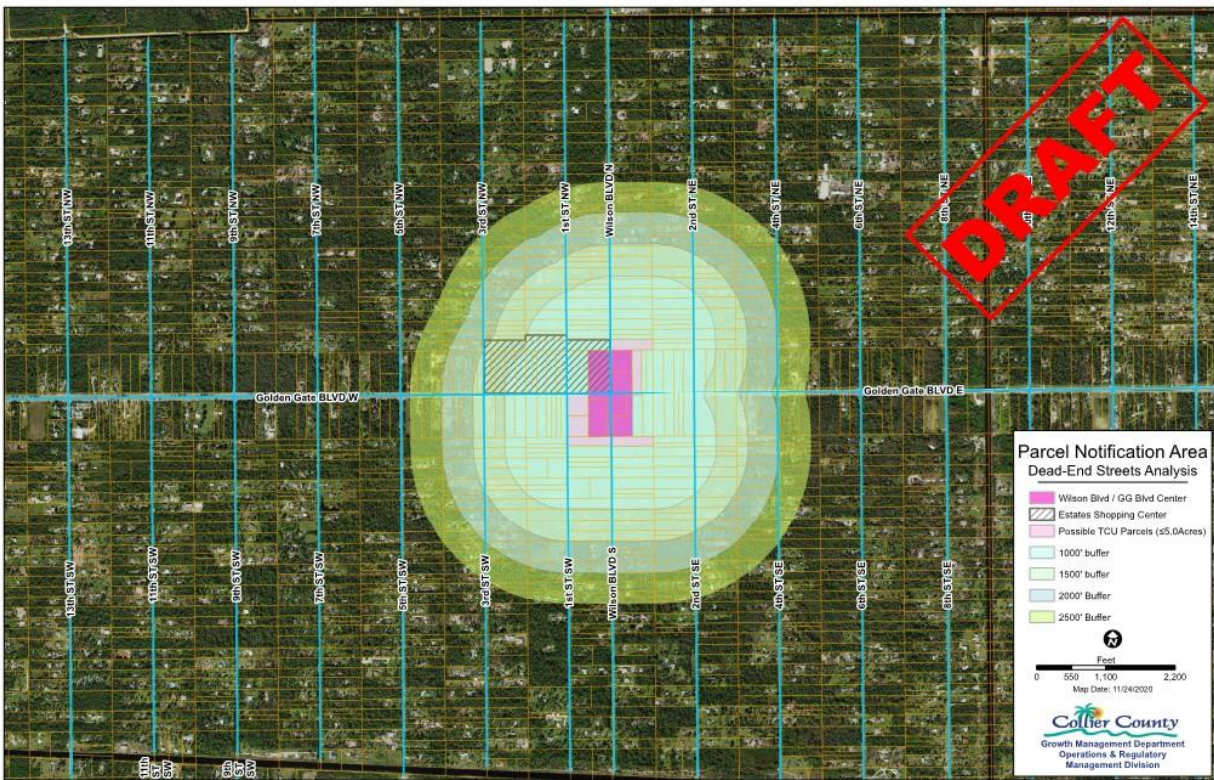


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Exhibit A – Estates Dead-End Street Parcel Notification Table

Golden Gate Estates Area Designation	Dead End Street Name	1,000 feet		1,500 feet		2,000 feet		2,500 feet		Total of All Parcels on Dead End Street	All Parcels Within Each Notification Area (Including Subject Area)	
Wilson Blvd. and GG Blvd. Center (18.34 acres)	1st ST NW (1 segment)	19	27.5%	28	40.6%	36	52.2%	44	63.8%	69		1,000' Parcels: 141 Owners: 141 1,500' Parcels: 217 Owners: 217 2,000' Parcels: 310 Owners: 310 2,500' Parcels: 411 Owners: 411
	1st ST SW (1 segment)	21	38.2%	24	43.6%	28	50.9%	35	63.6%	55		
	2nd ST NE (1 segment)	18	26.5%	25	36.8%	32	47.1%	39	57.4%	68		
	2nd ST SE (1 segment)	17	26.2%	26	40.0%	31	47.7%	38	58.5%	65		
	Wilson BLVD S (1 segment)	20	30.3%	26	39.4%	31	47.0%	38	57.6%	66		
	3rd ST NW (1 segment)	0	0.0%	13	21.7%	24	40.0%	32	53.3%	60		
	3rd ST SW (1 segment)	0	0.0%	16	23.5%	27	39.7%	35	51.5%	68		
	4th ST NE (1 segment)	0	0.0%	0	0.0%	16	24.6%	27	41.5%	65		
	4th ST SE (1 segment)	0	0.0%	0	0.0%	20	28.6%	29	41.4%	70		
Totals		95	16.2%	158	27.0%	245	41.8%	317	54.1%	586		

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LAND DEVELOPMENT CODE AMENDMENT

PETITION

PL20200002512

ORIGIN

Growth Management Department (GMD)

SUMMARY OF AMENDMENT

This amendment shall clarify when soil and/or groundwater sampling is required in the development review process for the conversion of golf courses to non-golf course uses.

HEARING DATES

BCC TBD
 CCPC TBD
 DSAC 02/03/2021
 DSAC-LDR 12/15/2020

LDC SECTION TO BE AMENDED

3.08.00 ENVIRONMENTAL DATA REQUIREMENTS
 5.05.15 Conversion of Golf Courses

ADVISORY BOARD RECOMMENDATIONS

DSAC-LDR
Approval

DSAC
TBD

CCPC
TBD

BACKGROUND

Per LDC section 5.05.15 G.6., soil and/or groundwater sampling is currently required at the time of application of all zoning actions, Stewardship Receiving Area (SRA) amendments, and Compatibility Design Review applications which are processed subsequently to completing the requirements of the Intent to Convert (ITC) application from a golf course to non-golf course use.

Additionally, LDC section 3.08.00 A.4.d.ii. requires the soil and/or groundwater sampling to be completed at the time of the first development order submittal.

This amendment is intended to grant an applicant flexibility in the development review process by deferring the required soil and/or groundwater sampling to no later than the time of the early work authorization (EWA), site development plan (SDP), or subdivision plat (PPL) submittal. These application types represent the first development order when earthwork may occur. The amendment also relocates portions of the existing LDC section 5.05.15 G.6. to LDC section 3.08.00 A.4.d.ii.a. In LDC section 5.05.15 G.6, the revised text maintains a cross reference to LDC section 3.08.00 A.4.d., Environmental Data Requirements.

A revised companion Administrative Code amendment is required to modify the Application Content section of Chapters 3.K (item 11) and 4.N (item 16).

FISCAL & OPERATIONAL IMPACTS

There are no anticipated fiscal or operational impacts to the County associated with this amendment.

GMP CONSISTENCY

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

EXHIBITS: A) Administrative Code Chapters 3.K.-Compatibility Design Review and 4.N.-Intent to Convert Application for Golf Course Conversions.

Amend the LDC as follows:

3.08.00- ENVIRONMENTAL DATA REQUIREMENTS

A. Environmental Data Requirements.

* * * * *

4. Environmental Data. The following information shall be submitted, where applicable, to evaluate projects.

* * * * *

d. General environmental requirements.

* * * * *

ii. Soil and/or ~~ground water~~ groundwater sampling shall be required ~~at the time of first development order submittal~~ no later than time of Early Work Authorization (EWA), SDP, or PPL submittal, whichever is the first to occur, for sites that occupy farm fields (crop fields, cattle dipping ponds, chemical mixing areas), golf courses, landfill or junkyards or for sites where hazardous products exceeding 250 gallons of liquid or 1,000 pounds of solids were stored or processed or where hazardous wastes in excess of 220 pounds per month or 110 gallons at any point in time were generated or stored. The amount of sampling and testing shall be determined by a registered professional with experience in the field of Environmental Site Assessment and shall at a minimum test for organochlorine pesticides (U.S. Environmental Protection Agency (EPA) 8081) and Resource Conservation and Recovery Act (RCRA) 8 metals using Florida Department of Environmental Protection (DEP) soil sampling Standard Operating Procedure (SOP) FS 3000, in areas suspected of being used for mixing and at discharge point of water management system. Sampling should occur randomly if no points of contamination are obvious. Include a background soil analysis from an undeveloped location hydraulically upgradient of the potentially contaminated site. Soil sampling should occur just below the root zone, about 6 to 12 inches below ground surface or as otherwise agreed upon with the registered professional with experience in the field of Environmental Site Assessment. Include in or with the Environmental Site Assessment, the acceptable State and Federal pollutant levels for the types of contamination found on site and indicate in the Assessment, when the contaminants are over these levels. If this analysis has been done as part of an Environmental Audit then the report shall be submitted. The County shall coordinate with the DEP where contamination exceeding applicable DEP standards is identified on site or where an

48 Environmental Audit or Environmental Assessment has been
49 submitted.

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51 a) Conversion of golf courses have further soil and/or
52 groundwater sampling requirements. In addition to the
53 sampling requirements established in LDC section 3.08.00
54 A.4.d., the applicant shall conduct soil and/or groundwater
55 sampling for the pollutants as follows: managed turf,
56 chemical storage/mixing areas, and maintenance areas (i.e.
57 equipment storage and washing areas, fueling and fuel
58 storage areas) shall be tested for organophosphate,
59 carbamate, triazine pesticides, and chlorinated herbicides.
60 In addition, maintenance areas, as described above, shall
61 be tested for petroleum products. The County shall notify
62 the Department of Environmental Protection where
63 contamination exceeding applicable Department of
64 Environmental Protection standards is identified on site or
65 where an Environmental Audit or Environmental
66 Assessment has been submitted.

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71 **5.05.15 - Conversion of Golf Courses**

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75 G. Development standards. The following are additional minimum design standards for
76 zoning actions and Stewardship Receiving Area Amendments. The Compatibility Design
77 Review process shall only be subject to LDC section 5.05.15 G.6.

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81 6. Soil and/or groundwater sampling may be deferred by the applicant to Early Work
82 Authorization (EWA), SDP, or PPL submittal, whichever is the first to occur, if the
83 sampling has not been completed by the rezoning, SRA amendment, or
84 compatibility design review public hearings. See LDC Section 3.08.00 A.4.d. In
85 addition to the soil and/or ground water sampling requirements established in LDC
86 section 3.08.00 A.4.d., the applicant shall conduct soil and/or groundwater
87 sampling for the pollutants as follows: managed turf, chemical storage/mixing
88 areas, and maintenance areas (i.e. equipment storage and washing areas, fueling
89 and fuel storage areas) shall be tested for organophosphate, carbamate, triazine
90 pesticides, and chlorinated herbicides. In addition, maintenance areas, as
91 described above, shall be tested for petroleum products. The County shall notify
92 the Department of Environmental Protection where contamination exceeding
93 applicable Department of Environmental Protection standards is identified on site
94 or where an Environmental Audit or Environmental Assessment has been
95 submitted.

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DRAFT

Text underlined is new text to be added

~~Text strikethrough is current text to be deleted~~

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Exhibit A – Administrative Code Chapter 3.

K. Compatibility Design Review

Reference LDC sections 5.05.15, and LDC Public Notice section 10.03.06.

↔ 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 Meeting 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.

Application Contents The application must include the following:

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. Disclosure of ownership and interest information.
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.
8. Property information, including:
 - Legal description;
 - Property identification number;

Exhibit A – Administrative Code Chapter 3.

- Section, township, and range;
 - Address of the subject site and general location;
 - Size of property in feet and acres;
 - Zoning district;
 - Plat book and page number; and
 - 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:
- Legal description;
 - Property identification number;
 - Section, township and range; and
 - 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** sections **5.05.15 F.3**, including:
- A list of examples depicting how each criterion is met;
 - A brief narrative describing how the examples meet the criterion; and
 - Illustration of the examples on the conceptual development plan that are described above.

Completeness and Processing of Application The 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., XXX201200000) assigned to the petition. This petition tracking number should be noted on all future correspondence regarding the petition.

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
- Date, time, and location of the hearing;

Exhibit A – Administrative Code Chapter 3.

- Description of the proposed land 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 prior to the advertised public hearings.

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

Exhibit B – Administrative Code Chapter 4.

N. Intent to Convert Application for Golf Course Conversions

Reference LDC sections [5.05.15](#), and LDC Public Notice section [10.03.06](#).

⇔ 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 Planning & Zoning Division.

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:
 - Legal description;
 - Property identification number;
 - Section, township, and range;
 - Address of the subject site and general location;
 - Size of property in feet and acres; and
 - Zoning district.
10. If the property owner owns additional property contiguous to the subject property, then the following information, regarding the contiguous property, must be included:
 - Legal description;
 - Property identification number;

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- Section, township and range; and
 - 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:
 - Any golf course acreage that was utilized to meet the minimum open space requirements for any previously approved project;
 - Existing preserve areas;
 - Sporadic vegetation less than ½ acre, including planted areas, that meet criteria established in **LDC** section **3.05.07 A.4**; and
 - 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 section 3.08.00 A.4.d. and 5.05.15 G.6.**
 17. List of deviations requested, as described in **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:

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

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- *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.
 - *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.
 - *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.
2. The conceptual development plan shall include all information described in **LDC** section **5.05.15 C.2.b.iii**, and the following:
- An Access Management Exhibit, identifying the location and dimension of existing and proposed access points and legal access to the site.
 - A dimensional standards table for each type of land use proposed within the plan.
 - 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.
 - 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**.
 - A plan providing the proposed location and design of the greenway (this may be included on the conceptual development plan):
 - *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**):
 - The proposed location of passive recreational uses;
 - Existing and proposed lakes, including lake area calculations;

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- Preserve areas;
 - Any structures or trails related to passive recreational uses;
 - Greenway widths demonstrating a minimum average width of 100 feet and no less than 75 feet shall be identified every 100 feet;
 - 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;
 - 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
 - Location of any proposed wall or fence pursuant to **LDC** section 5.05.15 G.2.f.
- 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 copy of the web-based survey;
 - The user-friendly website address where the survey will be available; and
 - The dates the survey will be available.

Completeness and Processing of Application

After submission of the completed application packet accompanied with the required fee, the **applicant** will receive an 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., XX201600000) assigned to the application. The tracking number should be noted on all future correspondence regarding the petition.

Notice for the Intent to Convert 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

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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:

- Explanation of the intention to convert the golf course.
 - Indication that there will be at least two advertised **SOMs** and one web-based visual survey to solicit input from stakeholders on the proposed project. The date, time, and location of the **SOMs** does not need to be included in this mailing.
 - 2 in. x 3 in. map of the project location.
 - 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.

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