

## M E M O R A N D U M

**TO:** Tom Harmer, Town Manager

**FROM:** Allen Parsons, AICP,  
Director – Planning, Zoning and Building Department

**REPORT DATE:** August 16, 2022

**MEETING DATE:** September 27, 2022

**SUBJECT:** Recommendations for Amending the Town’s Comprehensive Plan, Infrastructure (Batch 3)

### **Recommended Action**

Accept Planning & Zoning (P&Z) Board recommendations, and proceed with a formal ordinance to be considered by the Planning & Zoning Board prior to scheduling first reading by Town Commission.

### **Background**

Staff is continuing to facilitate an update of the Comprehensive Plan, based upon recommendations provided in the Evaluation and Appraisal Report (EAR). The amendments are being processed in a batched approach, and staff is presenting the third Batch of amendments for the Town Commission’s consideration.

The third Batch of amendments is focused on the Infrastructure Element. The purpose of the Infrastructure Element is to ensure the availability of wastewater, solid waste, drainage, and potable water facilities to meet the existing and projected demands within the Town. This Element establishes level of service standards and aims to effectively manage growth and maintain environmental quality, while providing safe and adequate facilities for residents and visitors.

The Infrastructure Element, like the other Comprehensive Plan Elements, consists of a directional framework that establishes an overall plan and recommended actions relevant to the current and future needs of the Town. The framework includes four action-oriented components: goals, objectives, policies, and strategies. Each component is defined as follows:

1. Goal: stated as an overall long-term end toward which programs or activities are ultimately directed;
2. Objective: a more specific end that is achievable and marks progress toward a goal, and;
3. Policy: a statement that clearly states an intent, direction or result desired to advance an objective.
4. Strategy: an action, program, or technique that implements a policy.

The Evaluation and Appraisal Report (EAR) provided a predominant recommendation to combine all of the Infrastructure Sub-Elements into one overall Element with separate goals (as appropriate), in order to improve the readability of the Comprehensive Plan. Staff provided a draft to the P&Z Board that followed the recommendation, which eliminated the Infrastructure Sub-Elements and combined their respective Goals, Objectives, Policies and Strategies into one overall Infrastructure Element. The P&Z Board did not find that the combined Sub-Elements resulted in an improvement in readability and

recommended that the Infrastructure Element remain divided into Sub-Elements so that a reader can more clearly understand which topic the applicable objectives, policies and strategies are associated with. Staff agreed with this recommendation and has proceeded to update the Element with its current organization into Sub-Elements intact.

The purpose of this item is to present the P&Z Board's recommendations on the Infrastructure Element following two workshop meetings. During the workshops, staff focused on the recommended amendments noted in the EAR. P&Z Board members considered those recommendations and made additional recommendations.

The recommended Infrastructure Element contains four sub-elements: Potable Water Sub-Element, Waste Water Sub-Element, Stormwater Management Sub-Element, and Solid Waste Sub-Element. There are 108 policies within the Infrastructure Element, including the recommendation to include five new policies and to delete five policies. Of the 108 policies, the P&Z Board recommends amendments to a total of 56 policies in the FLU Element. These 56 policy amendments primarily consist of the following three types:

- "Accept EAR Recommendation": amendments based upon EAR recommendations (**13** total);
- "Accept EAR Recommendation with a P&Z Board revision": amendments based upon EAR recommendations wherein the P&Z Board had additional wording related recommendations (**16** total); and
- "P&Z Board Initiated Revision": non-substantive, series of "clean-up" items that correct scrivener's errors and otherwise generally add or revise wording for clarity (**27** total).

Following the P&Z Board's workshop discussions, an appendix to the Potable Water Sub-Element was added, which incorporates a Water Supply Facilities Work Plan. The inclusion of a Water Supply Facilities Work Plan and its associated Appendix is statutorily required. The Plan is a follow-up item, based on review comments from the Southwest Florida Water Management District, from Batch 1 of Comprehensive Plan Amendments.

A color-coded summary of the three amendment types and description of each amendment to the Comprehensive Plan is attached to this memo as Attachment A. In the September 27, 2022 Regular Workshop presentation staff will focus on the recommended new policies and will be available to respond to questions, comments or other input that the Commission may have.

Based on upon the agreed process for the Batch amendments, upon receipt of Commission input, the changes will be prepared in Ordinance format for the Planning & Zoning Board's consideration before coming back to the Town Commission.

**Staff Recommendation**

Accept P&Z Board recommendations, and proceed with a formal ordinance to be considered by the P&Z Board prior to scheduling first reading by Town Commission.

**Attachments**

- A. Summary of Comprehensive Plan Amendments (Available in Town Clerk's Office)
- B. Infrastructure Element (version shown with edits) (Available in Town Clerk's Office)
- C. Infrastructure Element (clean version with edits included) (Available in Town Clerk's Office)

**End of Agenda Item**