PELICAN BAY SERVICES DIVISION  
AD HOC STRATEGIC PLANNING COMMITTEE MEETING  
DECEMBER 12, 2019

The Ad Hoc Strategic Planning Committee of the Pelican Bay Services Division met on Thursday, December 12 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

**Pelican Bay Services Division Staff**
- Neil Dorrill, Administrator
- Chad Coleman, Operations Manager
- Alex Mumm, Sr. Field Supervisor
  
**Also Present**
- Pete Griffith, PBSD Board
- Mike Kitchen, Pelican Bay Foundation

Mary McCaughtry, Ops. Analyst *(absent)*
- Lisa Jacob, Project Manager
- Barbara Shea, Recording Secretary

**APPROVED AGENDA (AS PRESENTED)**

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Audience comments
5. Committee Mission
6. Watergate Way site history and current status
   a. PBSD Operations
   b. County Operations
7. Ownership of the site and buildings
   a. Easements and restrictions
   b. PBSD rights
8. Current and future uses for the site
   a. PBSD
   b. Foundation
   c. County
9. Public access to the site
10. Building location on site
11. Building size and functionality (PBSD only)
12. Next Steps
13. Other business
14. Adjournment
ROLL CALL
All members were present and a quorum was established

AGENDA APPROVAL
Mr. Streckenbein motioned, Ms. McLaughlin seconded to approve the agenda as presented. The motion carried unanimously.

AUDIENCE COMMENTS
Ms. Diane Lustig, representing the Hyde Park Association members, expressed concerns on our possible 6200 Watergate Way redevelopment plans.

COMMITTEE MISSION
Mr. Fogg reviewed the scope of work of this ad hoc committee with the committee members, included in the agenda packet. Mr. Fogg emphasized that our mission to focus on is the replacement of our operations building and possible addition of administrative staff on site. He noted that our mission is not to develop a 20-year plan for the site. Ms. McLaughlin and Mr. Kitchen expressed an interest in the status and plans by the County’s Public Utilities Dept. (PUD) for the parcel.

INTRODUCTION
Mr. Fogg introduced Mr. Mike Kitchen, Chairman of the PBF Design Review Committee. Mr. Kitchen commented that his committee provides information and recommendations to the PBF Board on any project brought to them. Only the PBF Board can provide final approval for a project.

WATERGATE WAY SITE HISTORY AND CURRENT STATUS
Mr. Fogg gave a brief review of the history of the 11-acre site and noted that there is no sewage treatment activity on the site today. Mr. Dorrill commented that currently the County PUD holds the deed for the 11-acre parcel; no PUD employees are currently located on this parcel.

OWNERSHIP OF THE SITE AND BUILDINGS
Mr. Fogg commented that the PUD owns the 11-acre parcel and all of the existing buildings on the parcel. He noted that the Club Pelican Bay owns the golf course operations facility, the land it sits on, and Watergate Way, which are all adjacent to the 11-acre parcel. Mr. Fogg commented that PBF approval is required for any site plan changes. Mr. Dorrill noted that the PBF may have concerns if public meetings were held on this site in the future.

CURRENT AND FUTURE USES FOR THE SITE
PBF
Mr. Fogg commented that the main down-link box for Summit is located on this site. Mr. Dorrill commented, that in the past, there has been some discussion of adding seasonal PBF employee parking on this site. Mr. Mike Kitchen offered to follow up with Mr. Hoppensteadt on this possibility.

County
Mr. Fogg provided a 04/03/2019 memo prepared by Q. Grady Minor (included in the agenda packet) which lists the County’s eight elements to be included in the future site
development of this parcel. However, Mr. Dorrill noted that there is no reason to believe that the PUD is progressing with any of these eight elements. Mr. Fogg noted that the County plans include locating up to 14 PUD staff on site; these County employees would not benefit Pelican Bay directly. Mr. Fogg commented that by housing PUD employees, the County would then be expected to provide cost-sharing for this project. After discussion, the committee agreed to proceed with the assumption that there would be no PUD employees permanently located on site.

**PBSD**

The committee discussed the current PBSD needs for the site which included (1) storage of equipment and supplies for all aspects of our landscaping activities, (2) staging area for large projects (such as sidewalk replacement, sign replacement, Lake 2-9 project), (3) mulching area, (4) horticultural staging area, (5) fuel station, (6) pole barn, (7) chemical storage, and (8) sufficient employee parking. Ms. McLaughlin commented on possible future needs including (1) battery back-up facility, (2) electric charging station, (3) solar farm/solar panel system, and (4) facility/system for phosphorus removal from the County reclaimed water.

The committee discussed the possible relocation of our 3 administrative employees, currently housed in the SunTrust building (existing lease expires in 2021), to our proposed new operations building. Folding public meetings at the Watergate Way facility could be an issue, and alternate ideas were discussed. The following questions need to be answered.

1. Can the PBSD co-locate a PBSD “front door” at the PBF Commons?
2. Are there PBF conference rooms available for PBSD meetings?
3. Is there a larger office space available in the SunTrust building for the PBSD to move into? The administrative staff may grow to four or five in the near future.
4. Does the PBF have a need for additional administrative space and would they have a desire to share a larger space with the PBSD in the SunTrust building?

After discussion, the committee agreed that it would not be preferable to house our administrative staff and conduct public meetings in the new operations building.

**PUBLIC ACCESS TO THE SITE**

After discussion, the committee agreed that it would be preferable to make no change to the current public access to the site, and to find an alternate site for PBSD administrative staff. Holding public meetings at this site would be difficult.

**BUILDING LOCATION ON SITE**

After discussion, the committee agreed that the new replacement building should be built as close to the existing building as possible. Ms. McLaughlin suggested that we obtain a current drone photo of the site. Ms. Diane Lustig expressed concerns over any increased noise on this parcel, including any additional vehicles. She also commented on the effectiveness of the tree canopy located next to the existing building.

**BUILDING SIZE AND FUNCTIONALITY**

Mr. Coleman commented that the most recent building plans are for an 11,384 square foot replacement building, which would replace the existing building of 5,700 square feet; this more than meets PBSD operational needs. He suggested that the new building should have taller bays, not a taller roof.

Ms. McLaughlin commented that it is critical that the appearance of the new building be less industrial and more attractive. Mr. Dorrill commented that the two options for the building’s
structural material would be either (1) pre-engineered steel, or (2) masonry block (this option would require an architect). He commented that he would bring back exterior material options as well as roof pitch options to the next committee meeting. Mr. Dorrill commented that if a pre-engineered steel building were planned, that construction could begin in approximately one year.

NEXT STEPS
The committee and staff agreed on the following additional next steps.
1. Mr. Dorrill will have our civil engineer work on a new revised site plan, estimated to be completed in two months.
2. Mr. Dorrill will obtain an update from the County on their plans for the site.
3. Mr. Dorrill will contact the SunTrust Building Manager to determine whether there is larger space available in the building and our exact lease term expiration.
4. Staff will provide an update on the per square foot cost of a pre-engineered steel bldg.
5. Staff will provide an evaluation of an employee parking lot.
6. Mr. Kitchen will contact Mr. Hoppensteadt to obtain an update on his thoughts on (a) the potential for seasonal parking spaces at this site, (b) a possible solar farm on this site, (c) the need for additional PBF administrative space and possible cost-sharing with the PESD for space in the SunTrust Bldg., and (d) the possibility of one PBSD employee being located at the Commons either on a temporary or permanent basis.

ADJOURNMENT
The meeting was adjourned at 11:07 p.m.

Michael Fogg, Chairman

Minutes approved [✓] as presented OR [ ] as amended ON [02/07/2020] date