

**PROJECT MANAGEMENT PLAN**  
**Rural Lands Stewardship Program Five-Year Review**  
Rev.7-2-07

**1. PROJECT SPECIFICS:**

**Project Title:** Rural Lands Stewardship Overlay Five-Year Review

**Number:** N/A

**County Staff Project Manager:** Noah Standridge, Senior Planner, Community Planning & Redevelopment, Comprehensive Planning Department

**Supervisor:** Michael Bosi, AICP, Manager, Comprehensive Planning Department

**Funding Source:** Cost Center 11-138317

**Commissioner District and Number(s):** District 5

**2. PROJECT SCOPE OF WORK:**

**A. Concise Project Description:** The Rural Lands Stewardship Area (RLSA) Overlay will be reviewed to assess the participation in and effectiveness of the Overlay in meeting the Goal, Objective and Policies set forth in the Future Land Use Element of the Growth Management Plan (GMP). The process will be open to the general public and an oversight committee will be formed. Staff will create a report including information from items 1-8 to be distributed and reviewed at the first five meetings of the committee, then subsequently presented before the Environmental Advisory Council, Collier County Planning Commission, Board of County Commissioners, and the Department of Community Affairs. Items 9-10 will be reviewed subsequently during a phase two of the process by the committee. The committee will be composed of residents, business operators and other interested parties within the RLSA from various categories. The specific measures of review shall be as follows:

1. Identify the amount of land designated as Flowway Stewardship Areas (FSA), Habitat Stewardship Areas (HAS), Water Retention Areas (WRA) and other Stewardship Sending Areas (SSA).
2. The amount and location of land designated as Stewardship Receiving Areas (SRA).
3. The number of Stewardship Credits generated, assigned or held for future use.
4. A comparison of the amount, location and type of Agriculture

that existed at the time of study and time of review.

5. The amount, location and type of land converted to non-agricultural use with and without participation in the Stewardship Credit System since its adoption.
6. The extent and use of funding provided by Collier County and other sources of Local, State, Federal and private revenues described in Policy 1.18.
7. The amount, location and type of restoration through participation in the Stewardship Credit System since its adoption.
8. The potential for use of Credits in urban areas.
9. Participation and effectiveness of the Overlay in meeting the Goal, Objective and Policies set forth in the Future Land Use Element of the Growth Management Plan.
10. Potential opportunities and amendments to the Growth Management Plan.

The RLSA review will be comprised of two phases. For Phase One, items 1-8 will be researched by staff and compiled within a technical report, which will then be reviewed by the advisory committee. The technical report will then be presented to the EAC, CCPC, BCC, and DCA for approval and acceptance. For Phase Two, items 9 and 10 will then be evaluated through analysis at workshops, public venues and the advisory committee meetings. The results of public outreach process will then be presented to the above respective bodies. It is anticipated that Phase Two will result in recommendations for modifying the program and subsequent GMP amendments.

The committee should be comprised of several categories, consisting of 13 participants. This includes but is not limited to: property owners, residents, business owners, environmental advocacy groups, developers and consultants.

**B. Customer:** Board of County Commissioners.

**C. Project Background:** The Department of Community Affairs found Collier County in non-compliance with its Growth Management Plan in 1997 to limit urban sprawl, protection of wetlands and listed species habitat, and the premature conversion of agricultural lands to other uses. On June 22, 1999 the state of Florida Administrative Commission adopted Final Order No. AC-99-002, which directed Collier County to conduct a Rural and Agricultural Area Assessment. The final order required that the County adopt GMP Amendments resulting from the assessment by November 1, 2002. Amendments to the GMP and LDC were adopted on October 22, 2002 and June 26, 2003, respectively. The BCC appointed the

Rural Lands Assessment Area Oversight Committee to conduct the assessment for the Immokalee Study Area. The findings of the Committee resulted in the Rural Lands Stewardship Area (RLSA) Overlay, a voluntary, incentive based land development and conservation program. Participation in the program has resulted in the inclusion of 23,223 acres within Stewardship Sending Areas. The RLSA Overlay was designed to be a long-term strategic plan with a planning horizon Year of 2025. Many of the tools, techniques and strategies of the Overlay are new, innovative, incentive based, and had yet to be tested in actual implementation. A comprehensive review of the Overlay shall be prepared for and reviewed by Collier County and the Department of Community Affairs upon the five-year anniversary of the adoption of the Stewardship District in the Collier County Land Development Code (6/26/08). The Board of County Commissioners directed this review. Direction was given to the Comprehensive Planning Department to serve as the coordinating department.

**3. QUALITY AND CUSTOMER EXPECTATIONS:**

Property owners and businesses within the RLSA and all interested parties will be provided information pertaining to the review process and when it is to be completed. An RLSA 5-year subsection of the RLSA webpage will be developed containing information and events throughout the review.

**4. PROJECT TIME:**

- A. Project Scheduled Start Date: April 9, 2007 (PMP draft creation)
- B. Actual Start Date: April 9, 2007
- C. Draft Distribution: June 22, 2007
- D. Project Management Plan Signoff: July 6, 2007
- E. Phase One Project Scheduled Completion Date: June 20, 2008
- F. Current Scheduled Phase One Completion Date: June 20, 2008
- G. Phase Two Project Scheduled Completion Date: March 13, 2009
- H. Current Scheduled Phase Two Completion Date: March 13, 2009
- I. Current Schedule and Project Status: Revised upon modification of the Review

## **5. TASKS AND STATUS:**

### **Phase 1: Data Collection and Review Report**

#### **A. Project Management Plan Draft Preparation**

Start Date: April 9, 2007  
Suspense Date: June 15, 2007  
Status: Revised On schedule

#### **B. Project Management Plan Draft Internal Distribution**

Suspense Date: June 22, 2007  
Status: Revised On schedule

#### **C. Project Management Plan Final Approval**

Suspense Date: July 6, 2007  
Status: Revised On schedule

#### **D. Project Management Plan Final Distribution**

Suspense Date: July 6, 2007  
Status: Revised On schedule

#### **E. Presentation Before the Board of County Commissioners to Request Resolution to Form the Rural Lands Stewardship Area Review Committee:**

Start Date: June 7, 2007  
Suspense Date: June 27, 2007  
Status: Revised On schedule

Contact previous members of the Rural Lands Assessment Area Oversight Committee. Develop a list of potential RLSA 5-year review committee members. Develop an e-mail list and webpage. Establish meeting time for first meeting.

#### **F. Prepare Agenda and Materials for Dissemination to Committee**

Start Date: June 13, 2007  
Suspense Date: September 10, 2007  
Status: Revised On schedule

At first committee meeting, provide members with materials and topics for discussion. Create staff report including information from items 1-8 included within the scope of work.

**G. Hold Committee Meetings to Review the RLSA Data**

Start Date: October 2 , 2007  
Suspense Date: February 5, 2008  
Status: Revised On schedule

Monthly meetings to discuss, research, vote on components 1-8 of the RLSA 5-year review.

**H. Completion of the Preliminary Draft Report by Comprehensive Planning Department:**

Start Date: October 23, 2007  
Suspense Date: February 22, 2008  
Status: Revised On schedule

Draft report that includes items 1-8 from the staff report as well as recommendations from the committee.

**I. Comprehensive Planning Department Dissemination of Internal Review:**

Suspense Date: February 22, 2008  
Status: Revised On schedule

**J. Presentation Before the Environmental Advisory Council:**

Suspense Date: March 5, 2008  
Status: Revised On schedule

**K. Presentation Before the Collier County Planning Commission:**

Suspense Date: April 17, 2008  
Status: Revised On schedule

**L. Presentation Before the Board of County Commissioners:**

Suspense Date: May 13, 2008  
Status: Revised On schedule

**M. Transmittal of Review to Department of Community Affairs**

Suspense Date: June 20, 2008  
Status: Revised On schedule

**N. Completion of RLSA 5-year Review:**

Suspense Date: June 20, 2008  
Status: Revised On schedule

**Phase Two: Potential Overlay Amendments**

**A. Rural Lands Stewardship Area Review Committee Meetings:**

Start Date: March 4, 2008  
Suspense Date: September 2, 2008  
Status: Revised On schedule

Committee meetings will continue from Phase one until sunset on September 2009.

**B. Committee Findings and Recommendations:**

Suspense Date: September 2, 2008  
Status: Revised On schedule

**C. Completion of the Preliminary Draft Report by Comprehensive Planning Department:**

Suspense Date: November 14, 2008  
Status: Revised On schedule

Draft report that includes items 1-8 from the staff report as well as recommendations from the committee.

**D. Comprehensive Planning Department Dissemination of Report:**

Suspense Date: November 18, 2008  
Status: Revised On schedule

**E. Presentation Before the Environmental Advisory Council:**

Suspense Date: December 3, 2008  
Status: Revised On schedule

**F. Presentation Before the Collier County Planning Commission:**

Suspense Date: January 15, 2009  
Status: Revised On schedule

**G. Presentation Before the Board of County Commissioners:**

Suspense Date: February 13, 2009  
Status: Revised On schedule

**H. Recommendation for Modifications to the RLSA Overlay Transmitted to DCA:**

Suspense Date: March 13, 2009  
Status: Revised On schedule

**I. Completion of Project:**

Suspense Date: March 13, 2009  
Status: Revised On schedule

**6. PROJECT COSTS:**

**A. Fund Types:** General Fund

**B. Budget:** Salary of one FTE and benefits, and direct support of divisions and departments.

**7. PROJECT DELIVERY TEAM:**

**CDES Division**

Joseph Schmitt, Division Administrator

Comprehensive Planning:

Randy Cohen, AICP, Director

Mike Bosi, AICP, Planning Manager

Noah Standridge, Senior Planner

Zoning and Land Development Review:

Susan Murray, AICP, Director

Environmental Services:

Laura Roys, Senior Environmental Specialist

Administration:

Lisa Koehler, Public Information Coordinator

**Transportation**

Norm Feder, Division Administrator

**Utilities**

Jim DeLony, Division Administrator

**County Attorney**

David Weigel, County Attorney

Jeff Wright, Assistant County Attorney

**8. RISK MANAGEMENT:**

- A. **Project Scope Management** – The RLSA 5-year Review has a complex set of objectives to determine the effectiveness of the Overlay. Much of the data will be quantifiable, but differing perspectives may lead to divergent conclusions and recommendations. *Risk is high.*
- B. **Quality and Customer/Staff/BCC Expectations** – The expectations of diverse constituents may result in disparate perceptions of the effectiveness of the Overlay. *Risk is high.*
- C. **Project Acquisition Management** – The staff and resources are internal and covered by current appropriations, as long as staffing remains at current levels. *Risk is moderate.*
- D. **Project Time Management** – The preparation, data collection and analysis window is ample from project initiation to the completion of the study. *Risk is moderate.*
- E. **Project Cost Management** – *Risk is moderate.*
- F. **Project Delivery Team** – Experienced and professional internal staff with consideration of the magnitude of present and future projects. *Risk is moderate.*
- G. **Project Communications** – Communication and public notification to be handled through Communication and Customer Relations. *Risk is low.*



**PREPARED BY:**

**Project Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Noah Standridge, Senior Planner, Comprehensive Planning**

**REVIEWED BY:**

**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Michael Bosi, AICP, Community Services and Redevelopment Manager**

**REVIEWED BY:**

**Department Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Randall Cohen, AICP, Comprehensive Planning Director**

**Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Joseph K. Schmitt, Administrator, CDES**