

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-2-27

TITLE:
**Establishment of the Boca Grande Parking
Committee with Corresponding Rules of
Procedure.**

ADOPTED: 09/16/2025

AMENDED:

ORIGINATING DEPARTMENT:
County Attorney's Office

PURPOSE/SCOPE:

The purpose and Intent of this Administrative Code is to establish the Boca Grande Parking Committee. The Boca Grande Parking Committee is responsible for evaluating parking conditions on the Lee County portion of Gasparilla Island (the "Island") and reviewing and making a recommendation to the Lee County Board of County Commissioners concerning proposed County initiated amendments to the Boca Grande Parking Ordinance (Chapter 28, Lee County Code of Ordinances, Division 4, as amended through Ordinance 25-16). The Boca Grande Parking Committee may hereinafter be referred to as the "Committee".

POLICY/PROCEDURE:

A. Composition of the Boca Grande Parking Committee

1. The Committee shall consist of fifteen (15) members appointed by the Board of County Commissioners. Each Commissioner shall appoint three (3) Committee Members meeting the requirements of this Code.
2. Members shall serve overlapping terms of two years, except that, to facilitate staggered terms, five (5) of the initial Members shall hold office for one-year terms and ten (10) of the initial Members shall hold office for two-year terms. Each Commissioner shall appoint 2 Members to serve 2-year terms and one (1) Member to serve a one-year term. At the conclusion of the initial terms, Members shall be appointed for two-year terms. Vacancies shall be filled by the District Commissioner that appointed the Member for the remaining unexpired portion of the Member's term.
3. To be eligible to serve on the Committee, an individual must own or lease residential property on the Island within Lee County; an individual that owns/operates a business on (or from-including boat docks or boat ramps) property located on the Island within Lee County; an individual that is employed by or volunteers for a business, not-for-profit company or organization on (or from-including boat docks or boat ramps) property located on the Island within Lee County; or an individual that is a member of a church located on the Island within Lee County.
4. A member of the Committee shall be eligible for reappointment. Members of the Committee shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their official duties, as shall be determined and approved by the Board of County Commissioners.
5. Prior to the expiration of a term, a member of the Committee may be removed from office only by a majority vote of the entire membership of the Board of County Commissioners.

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6. Subject to the requirements of Chapter 112, Florida Statutes, no member of the Committee shall have any financial or personal interest in the outcome of any matter coming before the Committee Member in his/her official capacity. Such Member shall disclose on the record of the Committee the existence of an interest in the matter and shall disqualify themselves from voting or action on such matters.

B. Officers

1. The Committee will elect a Chair and Vice Chair from among the Committee's members by a majority vote and may create such other officers as Committee may determine.
2. Officers will be elected at the first regular meeting of the Committee and will hold office for one year.
3. Any Committee officer vacancy will be filled by a majority vote of the remaining members of the Committee.
4. Lee County will provide adequate staff to allow the Committee to perform its duties. Staff will consist of at least one employee from the Lee County Department of Transportation ("DOT") and one clerical person who will be responsible for recording and transcribing the minutes of all meetings of the Committee.
5. The Chair, or in his or her absence, the Vice Chair, will preside at all meetings and hearings of the Committee and decide all points of order and procedure. The Chair or Vice Chair, as presiding officer of the meeting, will have the right to vote. If the Chair or Vice Chair are unavailable, the most senior Committee member shall serve as Chair.

C. Powers and Duties

The Committee will have the following powers and duties:

1. To adopt its own procedural regulations subject to the approval of the Board of County Commissioners.
2. To hold public hearings to consider and make recommendations concerning County initiated amendments to the Boca Grande Parking Ordinance or other Lee County DOT or Parks and Recreational projects impacting Parking on the Island.
3. To inform and educate the citizens of Lee County concerning the parking regulations applicable to the Island by holding educational programs, seminars, or other similar presentations as deemed necessary by the Committee.
4. To advise the Board of County Commissioners on all matters related to Parking regulations for Boca Grande and the Island. A super majority vote (12 Members) of the entire membership of the Committee is required prior to approval of any recommendation or decision relating to Parking regulations on Boca Grande or proposed amendments to the Parking Ordinance.

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5. To undertake any other action or activity requested by the Board of County Commissioners necessary or appropriate to the implementation of its powers and duties or its implementation of the purpose of this administrative code.

D. Meetings

1. The Committee will meet at least once each four months, at a date and time to be decided by the Committee, unless there is no business pending before the Committee. If there is no business pending, the Chair may cancel the Committee meeting.
2. The Committee Chair, or in his or her absence, the Vice Chair, may call a special meeting of the Committee upon at least five calendar days notice to each member of the Committee. Adequate notice must be provided to all interested and affected parties. Special meetings may be called in the case of a continuation of previously advertised matters.
3. All meetings of the Committee must be open to the public located where there is reasonable public access. Sufficient notice of each meeting must be advertised in the Fort Myers News Press and Boca Beacon.
4. A public record of the Committee's minutes and resolutions must be maintained and made available for inspection by the public.

E. Attendance

1. The Committee members are expected to attend the meeting.
2. Attendance will be taken by the Committee's staff at all regular or special meetings of the Committee.
3. If a member of the Committee has three consecutive, unexcused absences from regular meetings of the Committee, the chairman of the Committee shall certify such fact to the Board of County Commissioners. That member will be deemed to have been removed from the Committee and the Commissioner who initially appointed the member shall fill the vacancy by appointment for the remaining unexpired term.
4. Requests to be excused from a committee meeting shall be made to the Committee chair prior to the meeting. The excused absence will be noted on the record during the meeting and noted in the minutes.

F. Legislative Procedure

1. A majority of all members of the Committee constitutes a quorum (8 members). No action may be taken by the Committee unless a quorum is present.
2. Except for matters requiring a super majority vote under subsection C4 above, a motion to recommend approval of an action requires a simple majority vote of the members of the Committee present and voting.

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3. Unless otherwise provided for within this Code, Procedures for each Committee meeting shall be guided by Robert's Rules of Order and applicable State laws.

G. Agenda

1. No new items may be placed on the Agenda after the date the agenda has been advertised unless approved by the Chair and reasonable notice of the revised Agenda has been advertised in the Boca Beacon or Fort Myers, News Press.
2. Copies of the Agenda and backup documents must be made available to the public at least five days prior to scheduled meeting day.

H. Order of Business at the Committee's Meetings

Unless otherwise amended by the Chair or members of the Committee, the Agenda will be as follows:

- I. Call to Order;
II. Approval of Minutes;
III. Receive and Review Items for Committee approval;
IV. Presentation of Items by the Public;
V. Presentation of Topics by Board Members;
VI. Presentation of Topics by Staff;
VII. Future Meetings;
VIII. Adjournment.

I. Procedural Rules:

The Chair may establish appropriate time limits for discussion on Agenda matters and may request that representatives of each position speak for an entire group. If the Chair imposes time limitations those limitations will apply equally to both sides of the matter being discussed.

J. State Statutes and County Code:

The Committee and its membership shall be subject to Florida and County Codes of Ethics and applicable Public Records and Sunshine laws under Florida Statutes.

K. Amendments

At any regular meeting of the Committee, members may recommend to the Board of County Commissioners amendments to these Rules of Procedure by the affirmative vote of a majority of the Committee members. Upon approval of amendments by the Board of County Commissioners, the amendments will be incorporated into the Lee County Administrative Code.