



May 2, 2022

Adam Mendez
Planner
Lee County Department of Community Development, Zoning Section
1500 Monroe Street
Fort Myer, FL 33908

**Re: RE: Administrative Amendment
ADD2022-00022
Cypress Woods RVPD, Phase 5**

Dear Mr. Mendez:

Enclosed please find responses to your insufficiency letter dated *March 23, 2022*. The following information has been provided to assist with the approval process:

1. Insufficiency Comment Response Letter;
2. Public Information Meeting Summary; and
3. Revised Zoning Conditions (correcting scrivener's error)

Following the past submission, a scrivener error was found within the proposed Zoning Conditions document which has been revised with the removal of a reference to footnote 3 from the Site Development Regulations table as footnote 3 does not exist. No other changes were made.

The following is a list of staff comments with our responses in **bold**:

Zoning Review:

1. Public Information Session:

The subject property is located in the Caloosahatchee Shores Community Plan Area. The owner or agent applying for the Planned Development amendment approval must conduct one publicly-advertised information session within the Caloosahatchee Shores Community Plan Area prior to obtaining a finding of sufficiency. LDC Section 33-1482. Subsequent to this meeting, the applicant must provide County staff with a meeting summary document that contains the information specified in Subsection (b).

RESPONSE: A publicly advertised public information meeting was held on Wednesday, April 20, 2022, at 4:00 PM. See provided meeting summary and affidavit of publication.

Staff Note: The proposed administrative amendment is substantively reliant upon a favorable LDC Amendment.

RESPONSE: So noted.

Thank you in advance for your consideration of this additional information. If you have questions, please contact me directly at (239) 908-3421 or JMedina@RViPlanning.com

Thank you,

RVi Planning + Landscape Architecture

A handwritten signature in blue ink, appearing to read 'J Medina', with a stylized flourish extending to the right.

Josephine Medina, AICP
Project Manager