

**HERONS GLEN RECREATION DISTRICT  
LONG-RANGE PLANNING COMMITTEE MEETING  
January 22, 2024, at 9:00 A.M., Card Room C / Zoom  
MINUTES**

MEMBERS	PRESENT	SUPERVISORS/OTHERS	PRESENT
Beth Brucker, Vice Chair	X	Supervisor Howard Young, Liaison	X
Jeffrey Buxton	X	GM J.B. Belknap	X
Joyce Forman, Alternate	X	Dan Parker-Clubhouse Facilities	X
Fred Gignac, Chair	-	Controller Lynn Brew	Zoom
Bob Herbstritt	X	AEC/Office Manager-Wendy Shea	X
Bruce Johnson	X	Asst. GM- Karon Bennett	X
Dennis Popp	X	Supervisor Jayne Schwarz	X
Carlton Smith	X		
Residents	1		

- I. **CALL TO ORDER & WELCOME** – Beth Brucker called the meeting to order at 9:00 a.m. and welcomed those in attendance and on Zoom.
  
- II. **APPROVAL OF PRIOR MINUTES – November 13, 2023** – Beth Brucker asked for approval of the Long-Range Planning Advisory Committee minutes for November 13, 2023. Bruce Johnson moved to accept the minutes for November 13, 2023. Jeff Buxton seconded the motion. A vote was taken, and the minutes were approved as presented.
  
- III. **GENERAL MANAGER’S REPORT** - J.B. Belknap–GM Belknap’s report included:
  - Pickleball:** The two new courts were open this past week. Dan alerted MorSports that a small chip was detected on one of the courts. MorSports assessed our existing 4 courts and will give us options/ prices to rehab. Once the lighting permits are issued, we can consider when we want MS to return to install the lights, repaint the 2 new courts (\$2,500 upcharge on the specialty paint for 2 courts), and rehab our 4 existing courts. The plan is to lay the paver foundation at the end of this month followed by Accurate Pavers putting the pavers down on the east end of the courts. Accent Awning is working on the new shade structure, but we also asked them to price out a new canopy for our current shade structure since it is now torn and beyond its useful life.
  
  - Sports Complex:** Jeff talked to Jim Ink who will follow up again with the County to see where we’re at prior to the final walkthrough.
  
  - Pool Deck:** Jeff said the railing company will notify us on Tuesday whether they’ll be here Thursday or Friday of next week to install the ramp railing.
  
  - Roof:** Steve’s Painting finished the facia/stucco. Dan & Nate are working with CMM Roofing for maintenance protocols so we can update our deferred maintenance schedules.
  
  - Window Replacement:** The permit to install the windows and door is still in the County’s hands. I had Dan reach out to BNT, the installer, to find out how we can help expedite the process, which has been excessive. An installation schedule will be developed once the permit is in place.
  
  - Admin Lobby & Pro shop:** The new chairs and tables are now in place. Thank you, PBS. Reaves Construction will be reframing the pro shop wall separating the adjacent storage room to convert that room into a meeting space. The drywall will be hung so the golf plaques can be relocated from the admin hallway into the golf shop. Once

Dan removes the plaques, artwork, etc. from the hallway, Reaves will fill in nail holes and patch the drywall prior to us repainting.

**Restaurant divider:** Jeff provided me this communication on Thursday: *"I have color samples and expect a shop drawing on Friday. They're expecting to install the new track in early February. I don't have a date for the partition, but my guess is mid-March.*

**Generator:** Dan Parker finally spoke to a representative from Lee County regarding the permit for the propane tank for the generator at the Golf Maintenance facility. Dan Parker stated that the permitting paperwork has been in the county office since June of 2023. He found out that the permit was turned down due to its location being said to be too close to where the Fire Trucks could be. After talking with the representative, the permits were reapplied for, and the county will hopefully approve the permit very soon. Howard Young asked if we could have temporary smaller tanks in case hurricane season approaches and we still don't have the permit. Dan Parker stated he would ask if that was allowable.

#### IV. **OLD BUSINESS –**

##### **A. Hurricane Preparedness Plan - Bob Herbstritt & Bruce Johnson**

Bruce Johnson presented the 2024 Emergency Preparedness Plan (see attached) that was put together by Bruce Johnson, Bob Herbstritt and with the guidance of Karon Bennett. Bruce stated that attachment A – the Organizational Chart will be updated to add the HOA Board of Directors. Discussion ensued on not having the staff member names and personal cell numbers on the plan but instead list departments. Karon Bennett clarified that that all department managers will have a copy with names and telephone numbers, but the public plan will only have the departments listed. She also stated that she will regularly (quarterly or semi-annually) update the plan. It was also noted that all department managers participated in the review of the Emergency Plan. After discussion, Jeff Buxton moved to recommend to the Board of Supervisors to approve the Recreation District 2024 Emergency Preparedness Plan as presented. Carlton Smith seconded the motion. A vote was taken, and the motion passed unanimously.

##### **B. Community Growth Plan- Dennis Popp & Carlton Smith**

Carlton Smith and Dennis Popp have detailed potential development sites owned by the HGRD as well as other owners of property within the overall Herons Glen borders. The property has been identified with in the long-range master plan that were attached for the January 22 meeting of the Long Lauge Planning Committee. Carlton spoke with the Lee County planning department for zoning regulations for accessory uses of recreational on undeveloped properties. The planning department was very receptive to hearing our plans but cautioned that current regulations have time limits from approval of concepts from the planning and zoning commission to the time of having a shovel ready project committed. As discussed, the long-range planning committee does not have an earmarked project that has been approved by the Board of Supervisors for the committee or subcommittee to proceed. Two tracts of property that HGRD owns with the highest value are 4.38 acres behind the newly created pond off Mystic Way, and the acreage by the golf course maintenance, this area would need more investigation regarding setbacks, utility easements and impervious surface drainage. Other properties within the boundary of Herons Glen, but not owned are also of high value example, Coolidge and Magnolias properties, this would need a high level of negotiation to obtain the properties for a very specific use that has not been specified at this time. The subcommittee has completed, requested locating potential land for development of recreational use, assignment with this report and should be pulled from the agenda.

As a side comment when working with Lee County Planning department it was brought to our attention that property adjacent south of the Magnolia facing Rte. 41 north is being considered as an application to the town for a zone change from Agricultural (AG-2) to Community Commercial (CC), the planning staff had written a report to the planning and zoning commission as a favorable change. The property is 17.82 acres and meets the Lee County Plan of Conservation and Development, (a ten year look out) of what the planning commission would like to see

developed. Due to this zone change the regulations require the owner to have larger areas of open space, as an example of the 17.82 acres only 10 acres would be developed.

**C. Strategic Plan– Jeff Buxton**

Jeff will begin the update of the Strategic Plan in March and will hope to present it to the Board by the end of April so that they can prepare for the Budget meetings in June.

**D. Annual Survey – Jeff Buxton**

The Annual Survey will be emailed out to the residents on January 22<sup>nd</sup>, and they will have until February 4<sup>th</sup> to respond.

**E. Master Plan – Jeff Buxton**

Jeff Buxton reviewed the Draft 2024 Facilities Master Plan from December 2023. (See attached) Jeff Buxton went through the introduction, demographic trends analysis, facilities utilization review and value analysis, potential new or renovated amenities, facilities growth plan, facilities and amenities Capital Plan and the facilities and amenities long range development plan. Controller Brew gave Jeff Buxton the Club Benchmarking Long Term Capital and Deferred plans. Howard Young asked if the Master Plan could include a section on the current infrastructure and how the plan is to maintain our amenities along with detailing the costs of doing so for amenities such as Golf, CLIS, Restaurant, Lake Bank, etc. Jeff Buxton will use the Capital Plan to develop and Infrastructure Plan. Jeff Buxton has asked the committee for feedback on the draft Master Plan, and he will use the feedback he receives from the Strategic Survey that will conclude February 4<sup>th</sup> to refresh the current Master Plan. Once he reviews all the feedback, he plans on taking a couple of weeks to update the Master Plan and will be ready to present it to the Long-Range Planning Committee for recommendation to the Board of Supervisors.

**V. NEW BUSINESS –**

Beth Brucker stated that at the next Long-Range Planning Committee meeting in February, the agenda will include the Master Plan and the Strategic Survey results.

**VI. NEXT MEETING DATE –Monday, February 26, 2024, at 9:00 a.m. in Card Room C / Zoom.**

**VII. ADJOURNMENT – Beth Brucker adjourned the meeting at 10:12 a.m.**

**APPROVED:**

**Chair Fred Gignac  
Long Range Planning Committee  
on March 25, 2024**