

**DEVELOPMENT REVIEW COMMITTEE**

**Tuesday, February 24, 2026**

**MEETING MINUTES**

The Monroe County Development Review Committee conducted a virtual meeting on **Tuesday, February 24, 2026**, beginning at 1:00 p.m. via Communications Media Technology (CMT).

**CALL TO ORDER** by Devin Tolpin at 1:00 p.m.

**ROLL CALL** by Jessica McKinney

**DRC MEMBERS PRESENT**

Devin Tolpin, Senior Director of Planning and Environmental Resources  
Mike Roberts, Assistant Director, Environmental Resources  
Thomas Francis-Siburg, Acting Planning and Development Review Manager  
Rey Ortiz, Assistant Building Official  
Brian Oppenheimer, Deputy Fire Marshal  
Judy Clarke, Engineering  
Shereen Yee Fong, FDOT Representative

**STAFF MEMBERS PRESENT**

Peter Morris, Assistant County Attorney  
Jessica McKinney, Senior Planning Commission Coordinator

**APPLICANTS & PUBLIC SPEAKERS PRESENT**

None.

**CHANGES TO THE AGENDA**

None.

**MINUTES FOR APPROVAL**

Approval of the meeting minutes for Tuesday, January 27, 2026, by Devin Tolpin.

**MEETING**

**1. AN ORDINANCE BY THE MONROE COUNTY BOARD OF COUNTY COMMISSIONERS** AMENDING SECTIONS 118-10, 118-12, 122-3 and 122-12 OF THE MONROE COUNTY LAND DEVELOPMENT CODE TO DELETE REFERENCES TO THE NOTICE TO PROCEED REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY AND THE SECRETARY OF STATE; PROVIDING FOR AMENDMENT TO AND INCORPORATION IN THE MONROE COUNTY LAND DEVELOPMENT CODE; PROVIDING FOR AN EFFECTIVE DATE. (FILE NO. 2025-103)

(1:02 p.m.) Mr. Mike Roberts, Assistant Director, Environmental Resources, presented the staff report. Back in 2012 changes were adopted to the code for the permit referral process which incorporated a “notice to proceed” provision in the code. Subsequent to that, the Florida legislature adopted Florida Statute 125.022 which prohibited local governments from requiring state or federal permits as a condition of issuing a permit. At that time in 2012 the definition of development permit included building permits, et cetera. Subsequent to that in 2013, the Florida legislature amended 125.022 to change the definition of development permit and specifically excluded building permits from that definition. However, when the Land Development Code was adopted in 2016, the language incorporated reflected 125.022 from 2012. These proposed amendments change the language back to reflect 125.022 prior to that definition including building permits. The notice to proceed provisions from the code are being removed and require authorization from DEP, Army Corps and in the case of permit referral process U.S. Fish and Wildlife Service prior to the issuance of a building permit.

The affected codes are 118-10 which is the environmental design standards. Specifically, for beach berm it requires Army Corps and DEP permits prior to the County building permit rather than with the notice to proceed process that had been incorporated. This also changes 118-10 with mangroves, 118-12 relative to shoreline setbacks, boat ramps and boat docks. Staff is also recommending changes to Section 122 which is the permit referral process for FEMA. Section 122-3 proposes to delete the definition for notice to proceed because that entire process is being removed, and 122-12 removing the notice to proceed references.

There were two community meetings for this. At neither meeting did any member of the public attend so there is no public comment whatsoever on these proposed amendments.

Ms. Tolpin stated that staff is still reviewing the amendments to ensure that the language is consistent with the code, and are working on some tweaks which provide more clarification regarding the process for permits once the notice to proceed requirement is gone. Those will be reflected in the amendment that goes before the Planning Commission. Ms. Tolpin then asked if there were any questions or comments from any DRC members. There were none. Ms. Tolpin then asked for public comment. There was none. Public comment was closed.

Ms. Tolpin added that the next step for this proposed text amendment would be the Planning Commission for review and recommendation anticipated for May or June. The Planning Commission will then make a recommendation to the BOCC for consideration of adoption. There was no further DRC business to discuss.

**ADJOURNMENT:**

The Development Review Committee meeting was adjourned at 1:10 p.m.