



Planning Board Staff Report

Meeting Date: November 7, 2025

TO: Marco Island Planning Board

FROM: Mary P. Holden, Senior Planner

DATE: October 27, 2025

RE: UPDATED LV-25-000138, Vacation of Chipley Street right-of-way (ROW) between 348 and 336 Colonial Ave., Marco Island, FL 34145

PROJECT DESCRIPTION:

The request is to vacate the Chipley Street right-of-way that is approximately 6,877 square feet, and located between 336 and 348 Colonial Ave. Please find the application and information attached.

SUMMARY OF OCTOBER 3, 2025 PLANNING BOARD MEETING:

The Planning Board considered this request at the October 3, 2025 Planning Board meeting. There was a discussion surrounding the need for a utility easement along both sides of the new lot line when the ROW is vacated. A survey for the home at 336 Colonial Ave. indicated a utility easement along the front property line abutting Chipley Street. The applicant's agent indicated there were no utility easements along this portion of the lot. After discussion, the Planning Board continued this request to their November 7, 2025, meeting.

UPDATED INFORMATION:

The agent has provided an updated survey of 336 Colonial Ave. (included in this packet) that shows there is no utility easement along the front property line abutting Chipley Street. After reviewing the additional documentation, Staff believes a utility easement is not necessary due to utility easements in existence along the other side lot lines, utilities are provided to these two homes, and Hideaway Beach Club has access to utilities within their development.

OWNERS:

Charlette Roman and Linda Shockley
348 Colonial Ave.
Marco Island, FL 34145

Joseph Doolan and Fabiola Ruiz-Doolan
336 Colonial Ave.
Marco Island, FL 34145

City of Marco Island
50 Bald Eagle Dr.

Marco Island, FL 34145

AGENT

Zachary W. Lombardo, Esq.
Woodward, Pires & Lombardo
3200 Tamiami Trail N., Suite 200
Naples, FL 34103

PROJECT INFORMATION:

Request to vacate the Chipley Street right-of-way located between 348 and 336 Colonial Ave., Marco Island, FL 34145.

SUBJECT PARCEL ZONING:



SUBJECT PARCEL AERIAL:



STAFF ANALYSIS:

Planning Staff reviewed this request, along with other departments, and have no real concerns regarding the Chipley Street right-of-way vacation request, as the road designated as Chipley Street will never be constructed into the Hideaway Beach Planned Unit Development. Additionally, if the vacation is approved, the City will no longer need to maintain this right-of-way. If the vacation is approved, one-half of the right-of-way will go to each of the property owners. Staff's only comment is to have each property owner record a unity of title, tying the additional land to their respective properties.

The Public Works department reviewed the request and is conditioning their approval on the following:

- Conditional Approval: City Council's approval of the right-of-way vacation will be contingent upon the completion of the sidewalk, construction of the exfiltration swale, and installation of sod.
- Construction Bond: A \$25,000 public performance and payment bond, guaranteeing completion of these improvements, must be provided to the City no later than sixty (60) days of the approval of the resolution. The bond will remain in effect until the City confirms successful completion of the improvements required pursuant to the resolution.

- **Permit Requirement:** Following approval of the resolution, the property owners or their contractor must obtain a right-of-way permit from the City for the improvements. The permit will specify City construction standards and inspection requirements.
- **One-Year Deadline:** If the improvements are not completed within one year of approval of the resolution, the City will draw on the bond to complete the work.

STAFF RECOMMENDATION:

Staff recommends the Planning Board approve LV-25-000138, Vacation of the Chipley Street right-of-way between 348 and 336 Colonial Ave., Marco Island, FL 34145, and to forward a recommendation of approval to the City Council with the following conditions:

1. **Conditional Approval:** City Council's approval of the right-of-way vacation will be contingent upon the property owners completion of the sidewalk, construction of the exfiltration swale, and installation of sod.
2. **Construction Bond:** A \$25,000 public payment and performance bond, guaranteeing completion of these improvements, must be provided to the City no later than sixty (60) days of approval of the Resolution granting the vacation. The bond will remain in effect until the City confirms successful completion of the improvements required pursuant to the Resolution.
3. **Permit Requirement:** Following approval of the Resolution, the property owners, or their contractor, must obtain a right-of-way permit from the City for the improvements. The permit will specify City construction standards and inspection requirements.
4. **One-Year Deadline:** If the improvements are not completed within one year of the City Council's approval of the Resolution, the City will draw on the bond to complete the work.
5. A unity of title is recorded with Collier County by both owners, tying the additional land to their respective properties, and a copy of the recorded unity of titles is provided to the City no later than sixty (60) days following approval of the Resolution.