



## MEMORANDUM

**FROM:** Nicole Tremblay, Senior Planner  
**DEPT:** Planning and Zoning  
**TO:** HAPB  
**DATE:** January 8, 2026

**SUBJECT:** Pre-Application Meeting for 205 Harbor Drive N

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**DESCRIPTION:** The proposed project is a demolition and rebuild of an existing structure for office use by the Catholic Community Foundation of Southwest Florida. The prospective applicant has requested a pre-application meeting with the Board to discuss the project overall. Staff has not reviewed the submittal for code compliance or any other technical items. The materials on the agenda are presented for discussion only, with the purpose of giving feedback on the direction and details of the proposal before an application is submitted.