

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, September 2, 2020

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at the Collier County Growth Management Department Building, Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

Chairman: William J. Varian  
Vice Chairman: Blair Foley (Excused)  
David Dunnavant  
James E. Boughton  
Clay Brooker  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Norman Gentry  
Marco Espinar  
Laura Spurgeon DeJohn  
Jeremy Sterk  
Jeff Curl  
John English  
Mark McLean

ALSO PRESENT:

Jamie French, Deputy Department Head  
Patricia Mill, Operations Analyst, Staff Liaison  
Eric Fey, Sr. Project Manager, Public Utilities  
Colleen Davidson, Code Enforcement Division  
Jay Ahmad, Director, Transportation Engineering  
Matt McLean, Director, Development Review  
Rich Long, Director, Plans Review and Inspections  
Ken Kovensky, Director, Operations and Regulatory Management  
Danny Condamina, Sr. Operations Analyst  
Diane Lynch, Operations Analyst

*Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Department.*

**I. Call to Order - Chairman**

**Chairman Varian** called the meeting to order at 3:00 p.m.

**II. Approval of Agenda**

**Mr. Curl** moved to approve the Agenda. *Second by Mr. Mulhere. Carried unanimously 14 - 0.*

**III. Approval of Minutes from August 5, 2020 Meeting**

**a. DSAC Meeting – August 5, 2020**

**Mr. Curl** moved to approve the minutes of the August 5, 2020; meeting as presented. *Second by Mr. McLean. Carried unanimously 14 - 0.*

*The Subcommittee meeting minutes were approved by the Members of the Subcommittee.*

**b. DSAC-LDR Subcommittee Meeting – January 7, 2020**

**Mr. Mulhere** moved to approve the minutes of the January 7, 2020; Subcommittee meeting as presented. *Second by Mr. Curl. Carried unanimously 4 - 0.*

**c. DSAC-LDR Subcommittee Meeting – February 19, 2020**

**Mr. Curl** moved to approve the minutes of the February 19, 2020; Subcommittee meeting as presented. *Second by Mr. McLean. Carried unanimously 4 - 0.*

**d. DSAC-LDR Subcommittee Meeting – June 18, 2020**

**Mr. McLean** moved to approve the minutes of the June 18, 2020; Subcommittee meeting as presented. *Second by Mr. Curl. Carried unanimously 4 - 0.*

**e. DSAC-LDR Subcommittee Meeting – July 28, 2020**

**Mr. McLean** moved to approve the minutes of the July 28, 2020; Subcommittee meeting as presented. *Second by Mr. Curl. Carried unanimously 4 - 0.*

**IV. Public Speakers**

None

**V. Staff Announcements/Updates**

**A. Code Enforcement Division update – [Mike Ossorio]**

**Ms. Davidson** provided the report “Code Enforcement Division Monthly Report July 22, – August 21, 2020 Highlights” for informational purposes. She noted that there were over 1,700 lien searches in August and the Special Magistrate has resumed hearings which were delayed as a result of the pandemic. The Division has documented 98 violations of the mandatory mask order initiated by the County to address the pandemic.

**B. Public Utilities Division update – [Tom Chmelik or designee]**

**Mr. Fey** noted that the usual reports submitted to the Committee have not been provided this month due to recent absences of staff. The shortage has also resulted in delays in addressing client requests however he anticipates the level of service and reports will be back up to speed by next month.

He will be bringing an item forward to the Land Development Review Subcommittee regarding the proposed relinquishing of the requirement to maintain a 5-foot setback from existing utility equipment when a rehab project is proposed.

**C. Growth Management Department/Transportation Engineering and/or Planning – [Jay Ahmad or designee]**

**Mr. Ahmad** reported:

- Golden Gate Blvd. – 20<sup>th</sup> St. to Everglades Blvd. – Project completed including widening to 4 lanes and installations of sidewalks.
- Palm River Bridge Replacement – Project initiated on 8/18 and major work anticipated to be completed in 7 months. Detour in place to address traffic flow in the area.
- Vanderbilt Beach Road Ext. – Design phase 50 percent complete, right of way acquisition underway which is anticipated to be completed in one year.
- Veterans Memorial Parkway - Extension required to serve new high school; Phase I of the project to the high school; Notice to Proceed anticipated for November with the high school scheduled to open in 2023.
- Whippoorwill Lane Ext. – Project continues with 4 roundabouts to be constructed with the project which was the result of public input.

**Mr. Brooker** reported that there are issues with the detour including impeded traffic flows due to the narrow-traveled way, damage to lawns, etc. – *Mr. Ahmad noted the County is aware of the issue however there are no plans to alter the detour given it is only a 7-month project.*

**D. County Fire Review update – [Shar Beddow and/or Shawn Hanson]**

**Ms. Beddow** reported that turnaround times are as follows: Building Plan review – 418 at 2 days; Site Plan reviews 52 at 1 day; Inspections – 1 day. The NFPA conferences have been cancelled and may be held on-line due to concerns with the pandemic.

**E. North Naples Fire Review update – [Capt. Sean Lintz or Daniel Zunzunegui]**

**Mr. Zunzunegui** reported that turnaround times are as follows: Building Plan review – 554 in August with Site Plan reviews remaining at the historical rate; Inspections – 1 day. Impact fee changes are under consideration and the Department is partnering with CCSO for a student safety education program including those remaining at home to attend school.

**F. Operations & Regulatory Mgmt. Division update [Ken Kovensky]**

**Mr. Kovensky** submitted the “*Collier County August 2020 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- That the Permitting activity is brisk, with June, July and August increasing by 10 percent.
- The Division is short staffed, and management is seeking to utilize, and outside temporary source given the number of job bankers has decreased over the past months from 64 to 39.
- Overtime for existing employees has been utilized however it is still difficult to meet client demands.

**Mark McLean** requested clarification on the inspection process for an owner builder re-roof project as it has come to his attention in a recent case the inspector visited the site and one affidavit was not on file by the owner. The inspector left the property and returned on another day to conduct the physical inspection and found an improper flashing installment. This created a situation whereby the

inspector had to return for a third time in the process to complete the inspection. He recommended the process be reviewed to allow the inspector to complete his field duties and request any documentation be filed to provide for a more efficient use of time – *Staff noted they will review the issue and determine if any changes in the process are necessary.*

**G. Development Review Division update [Matt McLean]**

**Mr. McLean** reported:

- That the Hearing Examiner is reviewing cases again.
- Investigation is underway to provide for Neighborhood Information Meetings at County venues such as North Collier Regional Parks.
- PUD Monitoring has been transferred to the Development Review Division.
- There is a new product approved for Public Utilities involving meter boxes.

**VI. New Business**

**A. Paperless Permit Process**

**Mr. Condamina** presented the PowerPoint “*Paperless Permit Project – Process Improvement*” for informational purposes noting:

- That currently, 80 percent of the building and 60 percent of the planning applications are submitted electronically, and the County is moving towards 100 percent electronic plan submittal and review.
- The goal is to streamline the business process by dedicating resources to one process, improve record keeping and provide a continuity of business.
- There will still be customer consultations, records retrieval, inspections scheduling and other non electronic services offered by the Division.
- The activity will provide for online training by appointment, front counter support and updated education videos and other online services.
- The endeavor is anticipated be live by December with a public awareness and training slated for November.

During Committee Member discussion, the following was noted:

- That the process is anticipated to take 5 years and retrieval of records will be conducted in the current format or downloadable online for those interested in electronically viewing and/or storing the documents.
- Walk in paper applications will still be processed, however the applicant’s information will be converted to an electronic format for the plan reviewer.
- The goal is to provide convenience for the customers and allow the County the ability to re-purpose staff and improve service.

**VII. Old Business**

None

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates**

**October 7, 2020 GMD Conference Room 610 – 3:00 p.m.**

September 2, 2020

November 4, 2020 GMD Conference Room 610 – 3:00 p.m.  
December 2, 2020 GMD Conference Room 610 – 3:00 p.m.

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:05 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**

  
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Chairman, William Varian

These Minutes were  approved by the Board/Chairman on 10/7/2020,  
as presented , or as amended \_\_\_\_\_.