

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING
Naples, Florida
August 7, 2024

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 P.M. in REGULAR SESSION at the Collier County Growth Management Community Department Building, Conference Room #609/610, 2800 Horseshoe Drive North, Naples, Florida, with the following members present:

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

ALSO PRESENT:

Jaime Cook, Department Head, GMCD
Thomas Iandimarino, Director, Code Enforcement Division, GMCD
Christopher Mason, Community Planning & Resiliency Division, GMCD
Richard Long, Director, Building Review & Permitting Division, GMCD
Drew Cody, Supervisor – Project Management, PUD
Anthony Stolts, Supervisor – Project Management, PUD
Claudia Vargas, Project Manager I, PUD
Cormac Giblin, Housing Policy & Economic Development Division, GMCD
Lorraine Lantz, Manager – Transportation Planning
Captain Brian Horbal, North Collier Fire Review
Jason Badge, Supervisor – Project Management, GMCD
Michelle Ramkissoon, Supervisor – Permitting, GMCD
Mike Bosi, Director – Zoning, GMCD
Eric Johnson, Manager – Planning, GMCD
Richard Henderlong, Planner III, GMCD
Rey Torres Fuentes, Ops Support Specialist I, GMCD

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

1. Call to Order – Chairman

Chairman Mr. Varian called the meeting to order at 3 p.m.
A quorum of 12 was present in the boardroom

2. Approval of Agenda

The motion to approve the agenda passed unanimously, 11-0.

3. Approval of Minutes

a. DSAC Meeting – June 5, 2024

Mr. McLean approved; Mr. Foley seconded it.

b. DSAC – LDR Meeting – May 21, 2024

*Chairman Mr. Varian moved it to next month.
Mr. Foley approved; Mr. Valle seconded it.*

4. Public Speakers

(None)

5. Staff Announcements/Updates

a. Development Review Division – [Jaime Cook, Director]

- Finished the subcommittee on the right of way updates.
- Consultant is adjusting, a couple of things to work out, expect it around October
- Staff has been working on Senate Bill 812

b. Code Enforcement Division – [Thomas Iandimarino, Director]

Mr. Iandimarino told the board:

- It is renewal season for contracting licensing
- Things are going to expire end of this month, end of October it's going to be a warning then come January we are going to cancel it and you have to renew again
- As far as the code side of the house we are doing schedule changes for staff, opening some night ops and night shifts
- We will be working a little bit evening and more staff on weekends

Mr. Varian asked how long should we wait until we see that it's been approved?

Mr. Iandimarino stated we are about six to seven days behind right now

Mr. Varian noted he is almost three weeks, and it hasn't moved

Mr. Iandimarino noted he will find out and see where you're at. We are a little bit behind someone will be getting a little bit of comp time and weekend work. A new employee will start Monday to help in the office.

c. Community Planning & Resiliency Division [Chris Mason, Director]

Mr. Mason wanted to update the committee with regards to our rain event / storm surge this weekend. We have some teams go out to do some damage assessment.

Mr. Mason introduced the floodplain coordinator, William Lang, Collier County Floodplain Coordinator

- I have experience with different committees in Collier County
- I'm the chairperson for the Local Mitigation Strategy Working Group
- We look at all FEMA grants that want to pass through and use it for different mitigation
- I'm the staff liaison for the floodplain management committee, an advisory committee to the board of county commissioners
- I'm also in charge of damage assessment through growth management, our primary duty to the community is to conduct damage assessment for commercial and residential properties
- I have an extensive emergency management background working for Collier County Management for about five years
- We went out to conduct a damage assessment around the Bayshore area and didn't see much, wind versus flood is a lot different in the damage assessment world
- Monday, we deployed out to about eight areas, most are low-lying, and commonly see roadway flooding and potential structural flooding, but didn't see any of it
- We do a windshield assessment looking for affected, minor, major, or destroyed when you have an EN or an ERMA event you'll see major and destroyed
- Our primary goal is to help the county determine if we need to potentially escalate the state or the feds for a presidential declaration whether that be an individual declaration for residential properties, public assistance, or our public infrastructure or what FEMA is not in the business of which would be a small business administration declaration IA, PA, or SBA

d. Building Review & Permitting Division [Richard Long, Director]

- We issued 86 TCO, 316 Cos, 3,340 certificate completions
- Right now, there's 1,200 permits waiting to be routed back to the reviewers, reviewers running there to four weeks after they get them
- Intake is they're processing the submittals an average of four days which is still under the new state statute of five days for verification on submittal
- We have 11 vacancies; we have a total of 56 inspector positions, so we are running at 51 inspectors which on any given day averages out to be about 40 in the field
- We averaged 925 inspections per day

Mr. Varian asked is it the policy of the reviewers to go on Zillow and look at pictures of existing single-family homes that are in review for remodels?

Mr. Long noted sometimes if that's what it takes to determine what we need to do

Mr. Varian asked what the written policy on inspectors is? Are they supposed to do it when they finish a certain inspection, or can they do it all in the morning?

Mr. Long noted its as they go so the system, CityView Mobil app, there's a little check box next to all their inspections on their iPads. They see in the morning; they route they put in order all their inspections how they physically going to go drive them. We also have the description of what the permit is, so they know what they're getting into. They use that to determine how long they think it will take for the next inspection.

Mr. Varian noted there's an inspector that does all the inspections at 7:30 am and 11:30 am which I've failed. We got a click at 7:30 am which gives 15 – 90 minutes and we got a crew over there and never showed up.

Mr. Long said for those types of conversations you should have with the chief inspector

Mr. Varian said great he would be glad to.

e. Public Utilities Department [Drew Cody, Supervisor-Project Management]

Mr. Stolz introduced Claudia Marcus, a new member of the team

- You will notice some of the review times, particularly on availability letters have started to creep on our charts, that's related to having Claudia into the team and needing training and other staff changeovers.
- We are still expecting to call that utility subcommittee meeting probably in the next month or so. The utility standards manuals update that we're looking forward to here with the attorney, hopefully, we will get something on the calendar in the next couple of weeks or so.

f. Housing Policy & Economic Development [Cormac Giblin, Director]

- The planning commission heard an item last week, Alonto, a rental community which recommended approval. It includes 31 very low-income rental units. Fiddlers' Creek expansion item, which proposed to include 225 affordable units, they denied that. Both of those will be scheduled for the board to hear in the next month or so
- On the economic development side, the board decided a couple months ago to liquidate our culinary accelerator operations we have in Immokalee. We put out an invitation to negotiate for someone to come in and either take over the operation or just buy it.

Mr. Giblin asked if anyone had any questions

Ms. Robert's noted Cormac, could you reiterate some of the points we talked about at AHAC on the impact fees going on?

Mr. Giblin replied as you are aware this committee got a presentation of the impact fee department about two or three months ago about the water and sewer increase, that has now gone to the board twice. The first time, the board said they wanted to explore some phasing options and address how it would affect housing affordability. The affordable housing advisory committee had a meeting and voted to send a letter to the board chairman recommending the increase be phased into the maximum extent possible.

g. Transportation Management Services (Lorraine Lantz, Manager)

Ms. Lantz introduced Katherine Eastley who is the new principal planner or planner level three

- We have two transportation planning projects that just kicked off
- Last Friday, the Golden Gate City Master Plan kicked off, a water quality and flood protection master plan that's going to evaluate feasibility and improvements including stormwater and potentially well and septic to public water and sanitation. So, we are coordinating with PUD and with Stormwater on this which is a year-long process
- The second one is on Golden Gate Parkway corridor congestion study, it is similar to the Motley and Pine Ridge studies that were done looking to relieve congestion and enhance the corridor and intersections which is an 18-to-24-month project

h. Collier County Fire Review [Michael Cruz, Assistant Chief, Fire Marshall]

(No Report)

i. North Collier Fire Review [Bryan Horbal, Captain]

- In July we had 1,336 new construction inspections, that's all-permanent inspections and we are the next day on our inspection or sometimes same day
- Our building reviews are averaging five days as of last month we had 647 reviews in July
- For planning reviews, we had an average of three-day turnaround on planning permits, and we did 51 planning permits in July

Mr. Varian noted we are glad to hear you're keeping up on inspections. That's a sign of support.

Mr. Horbal replied we are, we added a staff member to plan reviews, so we added another fire reviewer, and now we are adding two new inspectors to fill the ranks for retirees and spots that never got filled before.

j. Operations & Regulatory Management Division – [Jason Badge, Supervisor]

- The last time we spoke we were waiting for the service pack that was going to fix the search issues that we found while testing to get delivered to us, it is in QAQC, they found a few issues on it, so they had to take it back and work on it. It will probably be before the end of the month that we get that service pack for our testing purposes.
- They basically had to re-architect their entire software code for the way searches occur in the software between the portal, desktop, and our local website
- It's turned into a significant code change which is why it's taking so long, once they're done it should come out more efficient than before, and would be better performance for everyone and their experience with the portal, mobile site, and desktop

Mr. Varian asked that doesn't change the cost that we agreed to, right?

Mr. Badge replied that's on their side, that's their mess up. The way their contracts are written, the time constraints don't change the cost.

Mr. Varian asked if Michelle had anything to add on her end

Ms. Ramkissoon added the following update

- We took in 4,290 permits for July and 258 of those were for disaster-related
- We have approximately 1,100 permits for sending back to review for intaking and sending back to review

k. Zoning Division [Mike Bosi, Planning Zoning Director]

Mr. Bosi introduced Austin Grubb, planner 3

- We gained a planner 3 and down one and I was just notified my call plan manager is retiring beginning in September, we are in the process of searching for a leader of our comp planning section of my zoning division
- The board of county commissioners wants to meet year-round, but they don't hear of land use petitions in July and August and that creates this backlog for us every year, it's scheduled for the 10th and the 24th, 14 land use petitions with the board of county commissioners
- We have some GMP but there are roughly about 11 projects that are going forward
- October, I've got 1 and 2 in the first and second meeting
- Right now, I have 11 petitions between August 15th and September 20th planning commission meeting
- The November hearing I have three land use petitions all for the same project which is Fiddler's Creek anticipation for that will be four to five to six hours

- It's the only land-use item we're going to be able to take other than summery items which will push everything back to December, we will take the AUIR and others. Hopefully, by January, we'll get it up to speed
- We are still getting several requests related to the GMP and the PUD requests for affordable housing projects
- Since we set the policy to 30% the community has really responded in a way, there's close to 4,500 affordable units that have been approved over the three and a half years and it is continuing to move into the future

6. New Business

A. LDCA – PL20230012905 – Golf Course Conversions – (Mike Bosi)

- We are now going to require a neighborhood information meeting before you submit an application after you had it pre-op
- What I'm doing is taking the DSAC comments from the scalpel approach, going to incorporate those, and I'm going to bring them back to the planning commission for their evaluation
- There are some obvious distinctions that call out a golf course conversion unlike any other land use that's required within this county which was the issue that it was denied
- You don't need a denial; you just need legislation that says that an applicant has to do more than what's required when they originally purchased a property
- I want the DSAC to know we're taking the provisions that had already been reviewed, provided the comments for, and going to incorporate your comments and take those planning commission

Mr. Varian asked if he needed any votes from us on anything

Mr. Bosi replied no you guys had already made the recommendation for the modifications to the previous version two or three months ago

Mr. English noted a lot of the stuff we went through LDR on that we tried to overlay any additional layer of coverage that wouldn't have been so developer friendly, correct me if I'm wrong, the fear was that's going to be subject to SB 250. So, we almost had to stay pretty much hands off of it and then I saw what the commission did to it.

Mr. Bosi replied to the commission did not want to go as drastic as that they wanted something more crafted, retain the requirements for the greenways, giving the board more flexibility. One of the issues was the current regulations say the board can prove deviations if they are related to the greenway if they were discussed during the SOM process. We are going to make it abundantly clear the board can make deviations, but they have to be justified and related to a public purpose and offset for some of the impacts related to the purpose development

Mr. Mulhere noted that he had emailed Eric and then Mike, but didn't get a chance to touch base, because my question was, how's this going forward?

Mr. Bosi replied when we go to the planning commission that recommendation and all the modifications that were proposed will be in that packet that goes to the CCPC

B. LDCA – PL20240008157 –

Updated Approval of Residential Building Permits - (Richard Henderlong)

- It is introducing a newly created statutory required section, 177.073 called the expedited approval for residential building permits before final plot is recorded. There is approval by the governor on May 29, 2024

- The LDC amendment and its companion administrator code amendment are on a fast track which has to meet a state-mandated deadline, requires no later than October 1st for the county to update the building permit process so an applicant may request up to 50%, and then up to 75% or more by December 31, 2027
- The subcommittee recommended approval of the changes, then it's to be followed up by the planning commission on August 15 and it then goes directly to the board on September 27th
- It renames the optional preliminary subdivision plot to a conceptual plot with deviation which will allow deviations from design standards that aren't elsewhere allowed within the LDC
- It renames LDC section 100204 to collectively be requirements for subdivision plots rather than just preliminary and final plots
- The statute refers to both the preliminary and final plot, it is going to serve as your preliminary plot which is now being renamed as a conceptual plot with deviations
- Staff received additional changes that were added on the recommendation of the subcommittee
- On the LDC section and the abbreviation section to remove the abbreviation for preliminary subdivision plot because it's been renamed
- We're deleting some preliminary words identified in your memorandum.
- We are seeking a recommendation or approval of these aforementioned add-ons and technical changes with the companion administrator code as presented

Mr. Mulhere noted what does this phrase mean, there is one quotation at the end but not anywhere else, "after board approval of the plat, I received a fully executed construction and maintenance agreement and performance security after county attorneys' approval" what is that phrase attached to? What does that mean?

Mr. McLean replied there's a quotation at the beginning, the whole thing is dropped in, and there's a quotation.

Mr. Mulhere replied okay, I'm okay

Ms. Cook noted for clarification you are not required to give us the construction and maintenance agreement and the bond until you actually go to plat reporting, the state statute now requires if you want to follow this 177073 and get building permits that you give it to me before your reports

Mr. Mulhere replied got it that answers my question

Mr. Valle asked what the time frame is when you go to construct those single-family homes

Ms. Cook replied the state statute language does not allow for a TCO or a CO until the plat is reported so the plat would still have to be reported to get those, you'd be able to get the permits and start building and gives you a window of when you need to start getting your reporting done

Mr. English noted it does allow us a master plan which we've never been allowed a master plan before in Collier County so you can't master plan it. While the plat is being reported you can get a lot of work done but you cannot occupy those homes until all paperwork is caught up

Mr. McLean noted you've got to build a house; you've got to have fire protection water. You've got to have a preliminary acceptance before you get a CO

Ms. Cook noted I'm not sure how many of the developers and the civil engineers have these conversations, I don't see it happening a lot in Collier County

Mr. Mulhere approved; Mr. McLean seconded it.

C. LDCA – PL20240005299 – Major Transportation Hub - (Eric Johnson)

Mr. Johnson introduced Angela Galliano who is the planner two position, newest member of our LDC team

- This LDC amendment seeks to update LDC section 108-02, that is to create two new definitions in our land development code
- In 2023 Senate Bill 102 was adopted into the Florida statutes, known as the Live Local Act
- It was the state's way of addressing our affordable housing problem
- Director Bosi approached the board of county commissioners on April 9th, it was asked to review and approve staff's administrative applications process for how the LLA has implications with the county code and county business
- The board determined major transit stop would have been the existing CAT transfer station located, one, at the Government Center transfer station 335 East Tamiami Trail, two, at 8300 Radio Road, and the third, at the Florida Department of Health 419 North 1st Street in Immokalee
- I was going to take it to the LDC subcommittee, but the Florida statute changed before we met and that was Senate Bill 328 on May 16th
- It was changed to remove the definition of a major transit stop instead it came up with a major transportation hub
- The subcommittee reviewed it on May 21st and recommended that the staff change the requested definition from a major transit stop to transit stop and major transportation hub
- Provide a definition for transit stop that includes a reference to a publicly funded transportation agency as opposed to naming CAT specifically
- We feel like we need these definitions in the code to address those provisions that are in the Florida statutes now

Mr. Mulhere noted the only potential issue is that at some point in the future, some location, at some location, the county, or perhaps even some federal or state entity, creates what otherwise would now be a new transportation hub. We have to be open to adding if that opportunity arises. Other than that, I would make a motion to approve it.

Mr. McLean noted these are just definitions that staff needed, so were fine with this definition. Eric was asking us just to make these two definitions, we've asked Eric and his team to build a definition to help affordable housing with bus stops. The other thing we tried to eliminate with this, with the local publicly funded is a developer takes a space out on Immokalee road and builds a bus stop and there's not even a CAT line running there.

Mr. Mulhere approved, and Mr. McLean seconded it.

Ms. Spurgeon- DeJohn asked I thought this definition declared those three locations are the locations per Florida statute that are eligible for the consideration of reduced parking?

Mr. Johnson replied these are the definitions that the board had determined for major transit stops that were transferring to major transportation hubs.

Mr. Bosi noted just to clarify the component that's the major transportation hub that per statute then makes you eligible for an automatic 20% reduction. If you're near a transit stop, we have to consider that part of the reduction so that's the distinction between the two definitions

Mr. Mitchell noted there's been plenty of engineers here that have done apartments in the last five, or seven years, they do parking studies, and it comes out to like 2.1 or 2.2 depending on bedroom breakdown. We are slightly over-parked on the LDC apartments and multi-family.

Mr. Mulhere noted that in almost every one of these cases, there is an application put in for an APR, which is a reduction parking, up until now, as long as you prepare that properly, you receive that reduction. I don't think anybody wants to see more parking that is necessary. I don't know if it has to be attached to some other locational characteristic that has to do with transit or to the 1952 parking requirements for apartments in Collier County.

Mr. Varian noted we have a motion, and everyone was in favor.

Mr. Bosi noted we still need to work on something that's coming in the future. We want to help, if affordable housing has some sort of wording that they would like to see in a definition here to take that

administrative portion out to where, just like if you were next to a major transportation, you get the automatic 20 what else can we be next to get an automatic parking?

Mr. Varian noted that the sites that are out there right now, that fit three people and a place for a handy cap that's all there is under the aluminum

Mr. Johnson mentioned we are working through this it came up that we need to try to get something more automatic that helps the affordable housing market.

Mr. Mulhere noted it is a good point and we should talk to the CAT folks

Mr. Varian noted as you're looking at a definition just think of some of those sites, the existing sites that are all over Collier County. How many people can you put under that little thing?

Mr. Johnson noted we're trying to see what the load proximity is, if I build a new affordable housing unit on a CAT path and I put a bus stop there do I get an automatic reduction? This would say no.

Mr. Bosi added that if were implementing the LBC amendments for the growth management plans that are related to housing, we had proposed the fifth of the transit-oriented development. If you put a project where you build a bus stop on a transit route, you're eligible for a base density of 13 units an acre, not income-restricted. Then you can get up to 25 units an acre if those are dedicated to affordable housing if 50% of those units are going to be within a quarter mile of that bus stop.

Mr. McLean asked what's the requirement for CAT to utilize that stop? Like is there spacing?

Mr. Bosi replied to your engineer would talk with CAT where the appropriate location of that stop is

Mr. McLean noted if you look at the location near Immokalee Road near the intersection of Oaks their stop is in the turn lane, do they want to put another one at the medical center that's a quarter mile down the road?

Mr. Bosi replied with every time you add a bus stop, there's a time situation

Mr. Mulhere noted there are some locations in Collier County where there could be high utilization of the public transit system, such as Arthrex, and North Collier which are employment centers.

Ms. Lantz noted Mr. Mulhere was talking about a super stop, where a couple of on-time locations, at specific locations at time periods, two or more buses come in, and someone could transfer from one but to another. At Creekside it is the link, which is Lee in Collier run by LeeTran, it comes into Collier County at the same time. I believe two Collier County or Collier Area Transit buses come in so someone could get off board and continue down their route on different services. To put a new stop on a transit route it would have to be coordinated with CAT to make sure there's time on the system for a bus to stop

Mr. Varian asked is there anything on the transportation side that limits location of it?

Ms. Lantz replied we try to have them so they can pull off in a safe boarding stop location and it is looked at when we do review.

Mr. Mulhere added all of the new villages, new towns and several more to come along, everyone of them has had a choice of putting a parking ride or transit stop. The transit stop has always been located in a way where the bus can pull off of the main road or actually pull into the commercial entity of the development.

Mr. Johnson noted the way the major transportation hub definition is worded, it identifies those three places. Hopefully, the board would agree with us that this constitutes the three that they contemplated for major transit stop, since they're not aware of major transportation hub. If something comes up in the future it would necessitate another code change.

7. Old Business

(None)

8. Committee Member Comments

(None)

9. Adjourn

The meeting was adjourned by the order of the chairman at 4:11 pm.

**COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE**



William Varian, Chairman

These minutes were approved by the Committee/Chairman on 9/4/24, (choose one) as presented or as amended ____.