

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
MEETING

October 5, 2011

LET IT BE REMEMBERED that the Collier County Development Services Advisory Committee, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION in Conference Room #610, Collier County Growth Management Division/Planning & Regulation Office, 2800 North Horseshoe Drive, Naples, Florida, with the following Members present:

CHAIRMAN: William Varian
Vice Chair: David Dunnavant
Ray Allain
James Boughton
Clay Brooker
Laura Spurgeon DeJohn
Dalas Disney
Marco Espinar
Blair Foley
Reagan Henry
George Hermanson
David Hurst
Robert Mulhere
Reed Jarvi
Mario Valle

ALSO PRESENT: Nick Casalanguida, Deputy Administrator, GMD Planning & Regulation
Judy Puig, Operations Analyst – Staff Liaison
Jamie French, Director – Operations & Regulatory Management
Jay Ahmad, P.E., Director – Transportation Engineering
Ed Riley, Fire Code Official – Fire Code Office
Nathan Beals, Project Manager – Public Utilities
Darryl Richard, Project Manager – Golden Gate MSTU
Michele Arnold, Director - Alternative Transportation Modes

I. Call to Order:

Chairman William Varian called the meeting to order at 3:00 PM and read the procedures to be observed during the meeting.

A quorum was established. Thirteen members were present.

II. Approval of Agenda:

Marco Espinar moved to approve the Agenda as presented. Second by **George Hermanson** Carried unanimously, 13 – 0.

III. Approval of Minutes – September 7, 2011 Meeting:

Blair Foley moved to approve the Minutes for the September 7, 2011 meeting as presented. Second by **Laura Spurgeon DeJohn**. Carried unanimously, 12 – 0.

(Note: **David Dunnivant** did not vote because he did not attend the August meeting.)

IV. Public Speakers:

(None)

V. Growth Management Division – Staff Announcements/Updates:

A. Public Utilities Division: Nathan Beals, Project Manager – Public Utilities

- New policy: for Wastewater gravity mains – adding to “Standards” – to be effective immediately
 - Maximum depth: 10 feet
 - Will be vetted and brought to DSAC at a future meeting

Comment:

David Dunnivant will pursue options (through other groups) concerning fire line charges/billing issue.

(3:06 PM – Dalas Disney arrived.)

B. Fire Review: Ed Riley, Fire Code Official – Fire Code Office

- Monthly Activity Report for August was submitted.
 - Plan Reviews conducted: 899 (July total – 807)

Comment:

Chairman Varian noted the Report cited 7.0 hours for two “overtime” reviews and Contractors reimbursed the cost.

C. Transportation Planning Division: Jay Ahmad, P.E., Director – Transportation Engineering

- Davis/Collier Project: Notice to Proceed was issued on September 26, 2011
 - \$30M construction project
- Oil Well Road (middle section): Board of County Commissioners awarded a \$1.7M Contract for safety improvements
 - Designed improvements:
 - from 10 to 12-foot lanes
 - 5-ft. shoulder on south side and 3-ft. shoulder on north side
- Taylor Road (MSTU Project – Pine Ridge Industrial Park) – will recommend to BCC to award \$1.5M Contract to Quality Enterprises

Blair Foley asked when the DOT Project at Davis would begin.

Mr. Ahmad replied the project is in the Final Design stage and ready to send to bid.

(3:09 PM – Robert Mulhere arrived.)

D. Planning and Regulation: Jamie French, Director – Operations & Regulatory Management

- “CityView” – 100% ‘Live’ as of Monday, October 3
- Building Department applications have been rolled out
 - There are approximately 50 issues – will work through
- “C/D-PLUS” – remains working in parallel
 - New permits will no longer be issued
- Staff has been trained

Mr. French introduced Todd Zeiller, Dianna Perryman, and Claudine Auclair – Business Center Manager. Todd Zeiller is a Principal Planner who will handle Site Development Plans and Insubstantial Changes at the Business Center’s Front Counter. The goal is to reduce review time from 10 to 7 days.

- Permit/Building Plan Reviews Statistics:
 - “down” for September (figures not available until mid-month)
 - Permits issued: from 2,000 to approximately 1,500
 - Building Inspections: approximately 4,000 – scheduled times have not been missed
 - IVR (“Interactive Voice Recognition” system): is running and fully functional
- Land Development Statistics:
 - Pre-Application Meetings: below 20
 - Zoning: Letter Verification and Temporary Use Permits – increased
 - SDP-A: “steady” but minimal in comparison to earlier years

Chairman Varian questioned the number of inspections completed per day per Inspector.

Mr. French stated he will recommend to the Board of County Commissioners to approve a contract with NOVA Engineering to hire a contract Inspector ; \$100,000 has been set aside in the budget for this purpose. He stated another option is to contact former Inspectors (laid off) to work as needed.

Clay Brooker asked when the next LDC Amendments Cycle will begin.

Jamie French stated:

- White-Smith was hired to separate the Administrative Code from the Land Development Code
- Industry has vetted and noted several issues with the Code – CBIA has submitted suggested Amendments
- A new Staff member (Caroline Brigham) was hired to “fast track” review

Nick Casalanguida, Deputy Administrator, GMD Planning & Regulation:

- New Code Book should be completed by the end of the month
- Will be distributed to DSAC for review and comments
- Met with Industry and various groups in forum settings
- Asked DSAC to think about what “makes sense” for Administrative Process
 - Code will not solve every situation and must be as flexible as possible – there is no “magic bullet”
 - Checks and balances are necessary – a single Staff member should not be allowed final approval on Administrative variance application – too excessive
 - Sending every variance application through Planning Commission and the BCC is too cumbersome
- Staff: Will research and review of “Best Practices” from other Counties
- *Proposals:*
 - County Engineer, Zoning Director, and County Attorney will sign off on Administrative variance (with Notice)
 - Place Administrative variance on Consent Agenda for BCC – allowing public to comment during BCC meeting
 - Hearing Examiner to review application at Hearing (“transparency”)
 - Abbreviated Planning Commission review (with published Notice)

Bob Mulhere stated Bonita Springs and Lee County have “a wide spectrum of Administrative approvals.”

- Goal: time frame – 30 to 45 days
- Suggested co-presentation (Staff and DSAC) to BCC
- After Book has been reviewed for errors/omissions, it will be distributed to DSAC during December
- Presentation to BCC – scheduled for January 2012

Mr. Casalanguida requested DSAC members to focus not only on the LDC Amendments but also on making the Administrative Process as “nimble” as possible.

Dalas Disney stated he received emails concerning LDC which attributed changes to a “scrivener’s error.”

Q. Since it has been a long time since the re-codification – at what point is the “scrivener’s error” considered to be a change?

A. The County Attorney’s position is if the error was just found, it is still a scrivener’s error – it was overlooked during a previous review.

Re: “CityView”

Q. Is the Portal functioning – can I look at my review comments no?

A. (*Jamie French*) If the Permit was issued in “City View” – yes – but not if it was issued in “C/D-PLUS.” “CityView” permit applications begin with an Alpha prefix.

David Dunnivant noted “C/D-PLUS” was able to recognize previously entered PL numbers but “CityView” does not. He asked if the programming could be revised or adapted to recognize the numbers.

Jamie French stated no. He further stated the “C/D-Plus” legacy will always exist but it could not be brought over.

Mr. Dunnivant stated “C/D-Plus” brings up all 2011 Permit application numbers and he can pick the one he needs but with “City View,” he must remember the number assigned to particular permit.

Claudine Auclair, Business Center Manager, stated she would research the issue and report to DSAC at a future meeting.

Mr. Dunnivant questioned Mr. French concerning the Plan Review process and the anticipated reduced time frames.

Nick Casalanguida explained Staff’s perspective regarding changes, i.e, SDP-A or SDP-I, if only a form is needed, the application will not be routed again to all reviewers – “judgment calls” will be made.

He further stated the website will contain information concerning the re-submittal process.

Jamie French stated “SIRE” and the other programs should be fully functional and in place by the end of the first quarter of 2012.

Re: Contractor Licensing

Chairman Varian asked if there was a Portal or place for a license holder to check concerning his business/occupational license or insurance status.

Jamie French stated the County could internally – he will research the issue and report to DSAC at a future meeting.

Chairman Varian questioned the support services (i.e., facilities, IT, legal) paid to other departments and the amounts for same in the Budget. He requested a presentation of the information at a future meeting.

(Chairman Varian noted Mr. Riley was present.)

V. Growth Management Division – Staff Announcements/Updates:

B. Fire Review: Ed Riley, Fire Code Official – Fire Code Office

- August was the busiest month in the past two years. Turn-around times were maintained.
- Some Contractors needed overnight reviews and were willing to pay for the expedited service.

VI. Old Business:

A. Golden Gate MSTU Master Plan – Darryl Richard, MSTU Project Manager
(A copy of the proposed, revised Beautification Master Plan for the Golden Gate MSTU was distributed to the Members.)

- Master Plan contains a great deal of operational information
 - Example cited: thematic paver pattern (color-coded) for narrow medians where landscaping is not appropriate
- Purpose: Update/address the cost estimates to complete the Hunter and Coronado Parkway projects – the original figures were not relevant

Mr. Richard noted a comment made during DSAC's September meeting:

- There was a concern regarding the MSTU Advisory Committee's request to the BCC for an opportunity to review and provide recommendations for proposed development landscape plans in order to share coordination with the Community's roadway landscape master plan.

He explained the purpose of the MSTU Committee's request was not to add steps to the SDP Review process but to allow input on the relevant portions of a Site Development Plan that was within the MSTU's boundaries. He assured the DSAC members the request would not add any steps to the existing Site Development Plan review process.

Clay Brooker referenced "*Summary and Recommendations for County Codes*" – specifically the phrase "should monitor and be permitted" His concern was after an SDP was submitted, another "body" would be able to review it.

Michele Arnold, Director - Alternative Transportation Modes, stated the purpose of the statement was to allow for coordination between the Master Plan and any development within the Golden Gate Parkway area. She stated the wording may be awkward because the intent was not conveyed and suggested it should be re-written.

Dalas Disney referred to:

- Page 4-2, "the Right of Way *should* be guided by" – he suggested substituting "shall."
- Page 5-3, under "Roadway and Pedestrian Decorative Lighting" – ".... Installation *should* be reviewed" He again suggested substituting the word "shall."

Michele Arnold stated a word search of the document will be performed and each instance where "should" was found will be analyzed.

- Page 7-4, "Table 10"
Dalas Disney noted operating costs automatically increased at 3% per year. which he stated was a substantial amount for 17 years. He asked for an explanation, and reiterated his comment from the September meeting:
Q. Is not the goal to reduce the MSTU tax, long-term and reduce burden to the public now that the area is built out?

Michele Arnold replied the intent was to review the maintenance schedule for the roadways and to reduce the millage after the construction projects were completed. In Golden Gate, there is a continuing maintenance responsibility for interior roadways. She noted the Committee implemented alternative planting designs to reduce the costs. She stated the consultant may not have estimated the costs appropriately for the years cited. The actual cost is determined by the bids received on an annual basis.

Mr. Disney objected to the use of the "baseline" approach and automatic annual increases.

Ms. Arnold noted the figures have decreased on an annual basis and stated the comments were noted and the consultant will be asked to review the figures.

George Hermanson objected to changing the language – “should” versus “shall” – asked if the document was intended to be adopted as an Ordinance or a Master Plan. He continued Master Plans have recommendations, not “hard and fast rules.” He also suggested revising the paragraph on Page 3-28 and restricting the Committee’s purview solely to just the area or areas contained within the MSTU district.

Michele Arnold clarified the Master Plan is adopted by reference in the LDC and is intended to be a guide – not a Code. The title of the section is “*Summary of Recommendations for County Codes.*”

Chairman Varian asked Mr. Richard if a recommendation to the BCC was required. (*His comments were made off-mike – not audible.*)

Clay Brooker moved to recommend approving the proposed Golden Gate Community Roadways Beautification Master Plan as revised, except for the previously referenced paragraph on Page 3-28 which is to be clarified. Staff should be advised the paragraph exists and it should be consulted during their review(s) of SDP submittals that affect areas within the Golden Gate MSTU. Second by Mario Valle.

(*Comments by an unidentified speaker were made off-mike and not audible.*)

Michele Arnold: “It is addressed on an annual basis.”

Chairman Varian called for a vote. Carried unanimously, 15 – 0.

VII. New Business:

- **Chairman Varian** noted six Committee members were notified that their terms will expire on December 14th. The members may reapply for their positions. Information and forms will be available on the County’s website..
- **Judy Puig** stated large documents will be posted on the website for review by the DSAC Committee members. Members will be notified via email when a document has been posted.

VIII. Committee Member Comments:

- **David Dunnivant** inquired about the Health Department Septic Standards. He asked if the new Standards from the State were implemented.
- **Mario Valle** noted the new Standards were implemented and will be adhered to until notified by the State.
- **Judy Puig** stated she emails to Kenneth Rech on a monthly basis but his response has been “there is nothing to report.”
- **Consensus:** An update is necessary and Mr. Rech will be requested to appear.

Next Meeting Dates: (*Meetings will commence at 3:00 PM unless noted below.*)

November 2, 2011

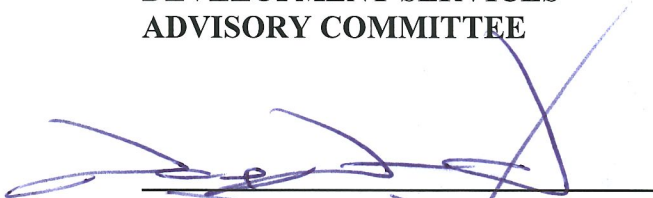
December 7, 2011

January 4, 2012

February 1, 2012

There being no further business for the good of the County, the meeting was adjourned by order of the Chairman at 4:02 PM.

**DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



William Varian, Chairman

DAVE DUNNAVANT, VICE-
CHAIRMAN

The Minutes were approved by the Board/Committee on _____, 2011,
“as submitted” **OR** “as amended” .