

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE
MEETING

December 7, 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
	James Boughton
	Dalas Disney
	Marco Espinar
	Blair Foley
	George Hermanson
	David Hurst
	Reed Jarvi
	Robert Mulhere
	Mario Valle
Excused:	Clay Brooker
	Laura Spurgeon De John
Absent:	Ray Allain
	Reagan Henry (Term Expired)

ALSO PRESENT: Nick Casalanguida, Deputy Administrator, Growth Management Div.
Jamie French, Director – Operations & Regulatory Management
Judy Puig, Operations Analyst – Staff Liaison
Jay Ahmad, P.E., Director – Transportation Engineering
Ed Riley, Fire Code Official – Fire Code Office
Nathan Beals, Project Manager – Public Utilities
Amy Patterson, Impact Fee and Economic Development Manager
Robert Wiley, Project Manager – FEMA/Watershed Project

I. CALL TO ORDER:

Chairman Varian called the meeting to order at 3:03 PM and read the procedures to be observed during the meeting.

A quorum was established. Nine members were present.

II. APPROVAL OF AGENDA:

Changes:

- Jamie French will present (A) under Item VII, "Old Business" and (B) under Item VIII, "New Business," following (D) under Item VI, "Staff Announcements."
- Reed Jarvi suggested changing the Department name to Transportation Engineering under Item VI (C), "Staff Announcements"

Marco Espinar moved to approve the Agenda as amended. Second by Reed Jarvi. Carried unanimously. 9 – 0.

(David Hurst arrived at 3:07 PM.)

III. APPROVAL OF MINUTES – NOVEMBER 2, 2011:

Reed Jarvi moved to approve the Minutes of the November 2, 2011 Meeting as presented. Second by Dalas Disney. Carried unanimously, 10 – 0.

(Robert Mulhere arrived at 3:10 PM.)

IV. DSAC POSITION VACANCIES:

Chairman Varian noted there were six vacancies. Five current members applied to be re-appointed to the Committee.

The Members voted as follows:

- **Ray Allain – General Contractor**
David Dunnivant moved to accept Ray Allain's application for reappointment and to recommend to the Board of County Commissioners to approve and appoint him to DSAC. Second by Blair Foley. Carried unanimously, 11 – 0.
- **Laura Spurgeon DeJohn – Land Planner**
Marco Espinar moved to accept Laura DeJohn's application for reappointment and to recommend to the Board of County Commissioners to approve and appoint her to DSAC. Second by Dalas Disney. Carried unanimously, 11 – 0.
- **Blair Foley – Professional Engineer**
*Marco Espinar moved to accept Blair Foley's application for reappointment and to recommend to the Board of County Commissioners to approve and appoint him to DSAC. Second by Robert Mulhere.
Carried unanimously, 10 – 0. (Mr. Foley abstained from voting.)*

- **Marco Espinar – Environmental/Biologist**
Dalas Disney moved to accept Marco Espinar’s application for reappointment and to recommend to the Board of County Commissioners to approve and appoint him to DSAC. Second by George Hermanson.
Carried unanimously, 10 – 0. (Mr. Espinar abstained from voting.)

- **Mario Valle – General Contractor**
Robert Mulhere moved to accept Mario Valle’s application for reappointment and to recommend to the Board of County Commissioners to approve and appoint him to DSAC. Second by David Dunnivant.
Carried unanimously, 10 – 0. (Mr. Valle abstained from voting.)

To fill the vacant position, the Members discussed the applicants and voted as follows:

- **Ronald Waldrop – Civil Engineer**
Robert Mulhere moved to accept Ronald Waldrop’s application for appointment and to recommend to the Board of County Commissioners to approve and appoint him to DSAC. Second by Dalas Disney. Carried unanimously, 11 – 0.

Chairman Varian requested Judy Puig, Staff Liaison, to notify the Board of County Commissioners, via email, of DSAC’s selections and recommendations.

V. PUBLIC SPEAKERS:
(None)

VI. STAFF ANNOUNCEMENTS/UPDATES:

A. Public Utilities: Nathan Beals, Project Manager

- Gravity Sewer – Maximum Depth
 - Utilities Discussion Group met in November and various options were reviewed
 - The Discussion Group will meet during the 3rd week in January, 2012
- Will meet with representatives of the National Utility Contractors Association in December

David Hurst suggested appointing a Subcommittee to review the maximum depth requirement for gravity sewers. He volunteered to chair the Subcommittee. It was noted the DSAC/Utilities Subcommittee had not been disbanded and could review the issue.

Mr. Hurst will contact Nathan Beals and Judy Puig to schedule future Subcommittee meetings.

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

- Monthly Activity Report was submitted for October, 2011
 - Plan Reviews conducted – 770 (September total – 746)

C. Growth Management Division - Transportation Engineering: Jay Ahmad, P.E., Director

- Bids were opened (two bridges – Golden Gate Blvd. – design/build project)
- Lowest bid - \$4M – will present to the Board of County Commissioners with a recommendation to award the contract
- Bids are out for the White Blvd. bridge/23rd Street Bridge project – will be opened on December 15th. The total project will include improvements for 23rd Street.
- A Public Information Meeting concerning the Wilson Blvd. Extension project will be held at New Hope Ministries on December 15th between 5:00 – 7:00 PM.

Mario Valle requested an update concerning Oilwell Road.

Mr. Ahmad stated the project is ahead of schedule and anticipated date of completion for the eastern section is April, 2012.

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

- Could not provide figures due to transitioning process with computer program
- Activity for November:
 - Building Permits – 1,400
 - Inspections – 4,500
 - New Construction – 58
 - Multi-family – 1
 - Commercial – 1
 - SDP/I Applications – 5
 - SDP – 1 or 2
 - Land Development Services – 75 transactions
 - Temporary Use Permits – 50
- City View – moving forward – identifying last 10 remaining issues to be resolved
 - Entering “Warranty/Maintenance” phase
 - Maintenance contract was approved by the BCC through 2015
 - Budget - \$140,000 per year

Inter-Departmental Charges and Finger Printing/County Ordinance:

- IT Support charges – \$108,200 (Fund 113)
 - Dedicated support: database, “hosting” of vendors who have access to the computer system
- County policy: Background checks are to be conducted and all vendors doing business with the County will be finger printed
 - Board-adopted Ordinance
 - Every department that deals with outside vendors who have access to the County’s server must comply

Q. What is the most cost effective method of providing protection?

- A. Money will be moved from Operations to cover the expense of fingerprinting. If the background checks are sufficient, may not need to “host” the vendors.

Chairman Varian noted an issue has been raised concerning installing ladders on the trucks used by Inspectors. The Building Code states it is the responsibility of the permit holder or contractor to supply a ladder for use when an inspection is scheduled. Collier County Risk Management’s policy is that two employees are necessary when a ladder is required.

Jamie French stated he does not have additional full-time staff to schedule if a ladder is required. He noted it will add time to conduct an inspection, and he has not budgeted the cost to hire an outside contractor in his budget.

Nick Casalanguida stated he will recommend to the Board of County Commissioners to prohibit installation of ladders if supported by DSAC.

Dalas Disney moved to recommend to the Board of County Commissioners to not approve installation of ladders on the trucks used by County Inspectors due to the increased cost, risk, and exiting regulations. Second by Mario Valle. Carried unanimously, 11 – 0.

NEW TOPIC: PERMITTING

Nick Casalanguida stated in an effort to improve services, if a Plan Review is not required, a contractor may be allowed to register the permit and pay for the inspection online.

- BCC enacted an Ordinance exempting single-family homes from a number of permit requirements
- Building Official must approve

It was noted that SDP/DPL Reviews have been delayed due to the requirement to notify the School Board.

Jamie French will research the issue.

VII. OLD BUSINESS:

B. DSAC/LDR Subcommittee – Caroline Cilek, Senior Planner – Land Development

- Request to continue the LDR Subcommittee in January to review the Administrative Code
- Reed Jarvi, Bob Mulhere, David Dunnivant, and Mario Espinar volunteer to continue to serve on the Subcommittee

VIII. NEW BUSINESS:

A. Impact Fee Indexing – Amy Patterson

- 2011 Indexing Cycle
- There were major reductions for almost all categories
- Fire did not change – due to equipment costs
- Law Enforcement – inventory and credit issues drove fees up
 - 12/2010 – there was a 33% reduction
 - Phase II rate will be implemented – it is higher but it is not the full rate – the scheduled increase is less

*Robert Mulhere moved to accept Staff's report and recommendation regarding Impact Fee indexing calculations. Second by George Hermanson.
Motion carried, 10 – "Yes"/1 – "No."*

(George Hermanson left at 4:12 PM.)

C. New Floodplain Mapping – Robert Wiley, Project Manager – FEMA/Watershed

- Flood Risk Zone – "AH" – new category
- Coastal Study – rainfall analysis – new model was used
- Received FEMA's "Letter of Final Determination" on November 16, 2011
- Scheduled to present to BCC on January 24, 2012
 - Have not received the final map from FEMA
- Flood insurance requirements – established by FEMA – become effective in May
- LOMA ("Letter of Map Amendment") Application – appeals process to new map elevations
- Information will be available on the Floodplain webpage or FEMA's website

IX. COMMITTEE MEMBER COMMENTS:

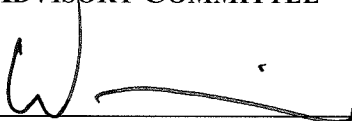
- **Chairman Varian** wished everyone a Merry Christmas and Happy New Year.

NEXT MEETING DATES:

- **January 4, 2012**
- **February 1, 2012**
- **March 7, 2012**
- **April 4, 2012**

There being no further business for the good of the County, the meeting was adjourned by order of the Chair at 4:20 PM.

**DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



William Varian, Chairman

**The Minutes were approved by the Board/Committee Chair on 1/4, 2012
"as submitted" OR "as amended"**