

MINUTES OF THE MEETING OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE

Naples, Florida, November 7, 2012

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 Division Building, Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

Chairman: William J. Varian  
Vice Chairman: David Dunnavant  
James E. Boughton  
Dalas Disney  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Laura Spurgeon DeJohn  
George H. Hermanson  
Ron Waldrop  
Stan Chrzanowski  
Norm Gentry

Excused: Blair Foley  
Absent: Marco Espinar  
Clay Brooker

ALSO PRESENT: Nick Casalanguida, Administrator, Growth Management Division  
Jamie French, Director, Operations & Regulatory Management  
Judy Puig, Operations Analyst, Staff Liaison  
Jay Ahmad, Director, Transportation Engineering  
Reed Jarvi, Manager, Transportation Planning  
Nathan Beals, Project Manager, Public Utilities  
Tom Chmelik, Planning and Project Man., Public Utilities  
Caroline Cilek, M.S., Senior Planner, LDC Coordinator  
Jack McKenna, County Engineer  
Amy Patterson, Impact Fee Manager  
Joe Bellone, Utility Billing and Cust. Serv. Man., Public Utilities

**I. Call to Order - Chairman**

**Chairman Varian** called the meeting to order at 3:04pm

**II. Approval of Agenda**

*Mr. Chrzanowski moved to approve the Agenda. Second by Mr. Dunnivant. Carried unanimously 8 - 0.*

*Ms. DeJohn arrived at 3:05pm*

**III. Approval of Minutes from October 3, 2012 Meeting**

*Mr. Disney moved to approve the minutes of the October 3, 2012 meeting as presented. Second by Mr. Mulhere. Carried unanimously 9 - 0.*

**IV. Welcome New Committee Member – Norm Gentry**

**Norm Gentry** was welcomed as a new member of the Committee.

**V. DSAC Position Vacancies Review & Vote**

**Judy Puig** reported Mr. Robert J. Mulhere, Mr. William J. Varian, Ms. Eleanor W. Taft, Mr. Dalas Disney and Mr. Dave Dunnivant have submitted applications to fill the 5 vacancies on the Committee. The Board of County Commissioners is seeking a recommendation from the Committee on appointments to fill the vacancies.

*Mr. Dunnivant moved to recommend the Board of County Commissioners appoint Robert Mulhere to the Development Services Advisory Committee. Second by Mr. Disney. Carried unanimously 8 – 0. Mr. Mulhere abstained.*

*Mr. Mulhere moved to recommend the Board of County Commissioners appoint William Varian to the Development Services Advisory Committee. Second by Mr. Mitchell. Carried unanimously 8 – 0. Mr. Varian abstained.*

*Mr. Mulhere moved to recommend the Board of County Commissioners appoint Dalas Disney to the Development Services Advisory Committee. Second by Mr. Dunnivant. Carried unanimously 8 – 0. Mr. Disney abstained.*

*Mr. Disney moved to recommend the Board of County Commissioners appoint David Dunnivant to the Development Services Advisory Committee. Second by Mr. Mulhere. Carried unanimously 8 – 0. Mr. Dunnivant abstained.*

*Mr. Mulhere moved to recommend the Board of County Commissioners appoint Eleanor Taft to the Development Services Advisory Committee. Second by Mr. Disney. Carried unanimously 9 – 0.*

**VI. Public Speakers**

**Bob Krasowski** addressed the Committee and requested, given the expertise of members on the Committee, they consider providing a recommendation to the Board of County Commissioners on the scope of work proposed in the next major beach renourishment project. He submitted a

memo titled “*To: The Members of the Development Services Advisory Board*” (Committee) dated November 7, 2012 outlining his position, including concerns on the work proposed to encroach on the beginning and end of turtle nesting season.

*Mr. Valle arrived at 3:10pm*

*Mr. Hermanson arrived at 3:14pm*

## **VII. Staff Announcements/Updates**

### **A. Public Utilities Division Update – [Nathan Beals or Tom Chmelik]**

**Nathan Beals and Tom Chmelik** reported:

- There were 45 meters installed in September and 85 installed in October.
- The “meter study” is ongoing.

**Joe Bellone and Amy Paterson** were present and reported a rate study is being undertaken by Staff and outside consultants. They requested a Subcommittee be formed (after January 1, 2013) to assist in the study.

*Mr. Boughton arrived at 3:16pm*

### **B. Fire Review Update – [Ed Riley]**

**Ed Riley, Fire Code Official** was not present but submitted the documents “*Office of the Fire Code Official – Summary of Plan Review Activity – September - 12*” and “*Fire Plan Review – Time Frame Summary - September - 12*” for information purposes.

### **C. Growth Management Division/Transportation Engineering – [Jay Ahmad or Reed Jarvi]**

**Reed Jarvi** was present and reported:

- Oil Well Road Improvement Project – completed.
- Davis Boulevard/Collier Boulevard Improvement Project - continuing ahead of schedule with completion slated for July 2013.
- Corridor Protection Plan – On hold.
- Master Mobility Plan – Staff/Consultants continue to develop the Plan including meeting with Stakeholders.
- Long Range Transportation Plan – A meeting with the Metropolitan Planning Organization for consideration of final approval of the Plan will be scheduled over the next two months .
- Sidewalk and Bike Lane Improvements – A prioritized list has been developed for the improvements.

*The Committee requested Staff to provide a copy of the Sidewalk and Bike Improvement Priority List to them for information purposes.*

### **D. Growth Management Division/Planning & Regulation Update – [Jamie French]**

**Jamie French** submitted the “*October 12 Monthly Statistics*” which outlined building plan review activities.

**VIII. New Business**

**A. Florida Building Code Improvements [Nick Casalanguida]**

**Commissioner Henning** reported considerations are underway for developing a plan to recommend the Florida Building Code be streamlined. He sought Committees input on the concept.

Committee discussions occurred noting it would be advantageous to streamline the process for approvals required under the Code. It was noted

- The Florida Building Code incorporates the International Building Codes with additional “modifications” for Florida.
- This makes the process difficult as most States and Countries utilize the International Building Code with satisfactory results.

*Mr. Mulhere moved to support the concept of streamlining the processes involved under the Florida Building Code, including but not limited to utilizing the International Building Code and ceasing modifications to it with Florida specific requirements. Second by Mr. Valle. Carried unanimously 12 - 0.*

**Electronic Plan Review**

Staff reported the process to implement electronic plan review continues. The system has been tested extensively on the “County end.” Staff is conducting an “outreach” to see if any consultants would be interested in submitting “test applications” to determine how the system is functioning before it goes “live.”

*Any interested parties should contact Staff.*

**City View portal improvements**

Staff reported “in-house” improvements to the Cityview portal are underway. The County continues to undertake the steps necessary to engage outside consultants to complete the improvements required on their end.

**B. Fire Inter-local agreement Nick Casalanguida]**

**Nick Casalanguida, Bill Sylvester, and Sal D’Angelo** reported meetings between the County and the Fire Districts are ongoing for the purpose of reviewing procedures involved in building plan reviews and related inspections. They reported the process has been positive including improved communications between both parties. Progress has been made, however the process has not yet reached a conclusion.

Given the upcoming deadline to report back to the Board of County Commissioners, they sought Committee direction on if the process should continue?

Under Committee discussions it was noted the main concern is improving consistency within the Fire Districts/County on plan reviews and related inspections. In addition, the need to decrease the time required to complete the permit process. The process should be as economically and time efficient as possible for both the (public and private).

They noted consideration should be given to modifying the Inter-local Agreement, as necessary to improve service in these areas.

*Mr. Waldrop moved to recommend to the Board of County Commissioners, the County and Fire Districts continue the ongoing dialogue in the area of permit review and inspections and investigate the feasibility of modifying the related Inter-local Agreement to facilitate meeting the goal of streamlining the process. Second by Ms. DeJohn. Carried unanimously 12 – 0.*

*Mr. Casalanguida requested a Committee member attend the Board of County Commissioner meeting when the item is placed on an agenda for their review.*

**Streamlined permit reviews**

**Jamie French** reported a process has been implemented for streamlining reviews of certain permit applications (i.e. single trade permits). The process would allow “at the counter” or “in the field” reviews if certain contractor certifications are obtained by Staff.

**C. Emergency Management Plan [Jamie French]**

**Mr. French and Jim vonRinteln** provided an update on the plan reporting:

- The County will be utilizing a platform to enhance the assessment of post storm damage.
- The module may be used by County Staff or others and to facilitate County responsibilities for collection and distribution of the required data to be reported to FEMA for processing disbursements for storm damage claims.
- The contract will be for a term of 18 -24 months at approximately \$40,000 with \$20,000 allocated from the General Fund and \$10,000 from the Solid Waste Division.

The expenditure requires approval by the Board of County Commissioners.

**D. Engineering Inspections [Jamie French]**

Mr. French reported Staff met with Mr. Chrzanowski and they will return with a report on the plan to assess fees for reviews. The current concept is to collect 100 percent of the fee at the time of the pre construction meeting, unless no meeting is required, then they will be required to be paid at the time of submittal.

He updated the Committee on the use of an outside vendor to assist in Engineering Inspections:

He reported:

- The service is utilized during period of high demand.
- The company under contract to provide the service is NOVA Consulting, Inc.
- The services received in 2012 exceeded the contract by approximately \$2,375,
- The costs are paid by private enterprise funds, however the expenditure of the additional funds require approval by the Board of County Commissioners.
- For FY13, \$150,000 has been budgeted, but \$2,375 will be paid for services performed in FY12.

He requested a recommendation from the Committee on the proposed expenditure.

*Mr. Mulhere moved to recommend the Board of County Commissioners approve a Fiscal Year 2013 expenditure of \$150,000 for outside assistance in Engineering Inspections. Second by Mr. Hermanson. Carried unanimously 12 – 0.*

**E. Requesting members to serve on an LDR subcommittee to review the Administrative Code [Caroline Cilek]**

*Ms. Cilek requested the Committee develop a Subcommittee to assist in reviewing the Administrative Code (the Code describes the permitting and notification procedures, identifies who is eligible to file an application, describes the agencies and officials involved in the review process and references the sections of the LDC that establish specific criteria and standards for the review).*

The Committee noted Mr. Mulhere and Mr. Brooker should be considered to complete the task.

**IX. Old Business**

None

**X. Committee Member Comments**

None

**XI. Adjourn**

**Next Meeting Dates**

**December 5, 2012 GMD Conference Room 610 – 3:00 pm**

**January 9, 2012 GMD Conference Room 610 – 3:00 pm**

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:45 PM.**

**COLLIER COUNTY DEVELOPMENT  
SERVICES ADVISORY COMMITTEE**

  
\_\_\_\_\_  
**Chairman, William Varian**

November 7, 2012

These Minutes ~~were~~ approved by the Board/Chairman on 12/5/12  
as presented ~~✓~~, or as amended \_\_\_\_\_.