

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

Naples, Florida, June 12, 2013

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  
Clay Brooker  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Stan Chrzanowski  
Eleanor Taft  
Norman Gentry  
Ron Waldrop

Excused: Marco Espinar  
Dalas Disney  
Blair Foley

Absent: Laura Spurgeon DeJohn

ALSO PRESENT: Jamie French, Director, Operations & Regulatory Management  
Judy Puig, Operations Analyst, Staff Liaison  
Nathan Beals, Project Manager, Public Utilities  
Diane Flagg, Director, Code Enforcement  
Jeff Wright, Assistant County Attorney  
Jack McKenna, County Engineer  
Ed Riley, Fire Code Official  
Kris Van Lengen, Public Utilities  
Mike Bosi, Planning Director

**I. Call to Order - Chairman**

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

**II. Approval of Agenda**

*Mr. Valle moved to approve the Agenda. Second by Mr. Mulhere. Carried unanimously 8 - 0.*

**III. Approval of Minutes from May 1, 2013 Meeting**

*Mr. Chrzanowski moved to approve the minutes of the May 1, 2013 meeting as presented. Second by Mr. Valle. Carried unanimously 8 - 0.*

**IV. Public Speakers**

None

*Ms. Taft arrived at 3:07pm*

**V. Staff Announcements/Updates**

**A. Code Enforcement Department update – [Diane Flagg]**

**Diane Flagg** submitted the report “*Collier County Code Enforcement Department Blight Prevention Program - Cumulative Code Enforcement statistics*” via email dated May 29, 2013 for information purposes. She reported she will be vacating her position effective July 1, 2013.

**Jeff Wright** was introduced as the new Director of Code Enforcement.

*The Committee recognized Ms. Flagg’s service to the residents of the County.*

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

**Nathan Beals** reported the Utility Committee will be meeting on June 18, 2013 to discuss wastewater issues.

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

None

**D. Fire Review update – [Ed Riley]**

**Ed Riley, Fire Code Official** submitted the documents “*Office of the Fire Code Official – Summary of Plan Review Activity – April - 13*” and “*Fire Plan Review – Time Frame Summary- April – 13*” for information purposes.

Due to the recent increase in business, he is budgeting for a new employee for next fiscal year with an estimated start date of 1/1/14.

*Mr. Dunnivant arrived at 3:16pm*

**E. Growth Management Division/Planning & Regulation update – [Jamie French]**

**Jamie French** submitted the “*May 2013 Monthly Statistics*” which outlined the building plan review activities.

*The Committee requested Staff to:*

- 1. Review the logistics of the permit “pick up area” to ensure it is operating efficiently for those parties “picking up” issued permits.*
- 2. Review the “permit reconciliation” process to ensure it is operating as intended.*

*Mr. Boughton arrived at 3:25pm*

**VI. New Business**

**A. Copies of Building Plans [Nick Casalanguida]**

**Mr. French** reported training workshops are underway for those individuals participating in SIRE active review with the system being well received by vendors and consultants.

**B. Discuss Amendment for five percent reduction to the fee schedule building permit processing review and inspection fees [Jamie French]**

**Jamie French** presented the Executive Summary “*Recommendation to bring back an amendment, providing for a five percent reduction, to the Collier County Administrative Code Fee Schedule of building permit processing, review and inspection set fees as provided for in The Code of Laws and Ordinances, Section 2 – 11*” for information purposes. He noted:

- Staff is proposing a decrease in all flat building permit development related processing, review and inspection fees by 5 percent.
- The proposed reduction in fees will decrease anticipated revenues by \$83K in Fiscal Year 2013 and \$500K in Fiscal Year 2014.
- Staff has determined the decrease will not adversely impact the Department’s levels of service, fund reserves or debt obligations.
- The proposal is to be considered by the Board of County Commissioners on July 9, 2013.

**VII. Old Business**

**A. Architectural Review Committee Status Update [Carolina Valera]**

**Mike Bosi, Planning Director** reported the Board of County Commissioners will be appointing the members to comprise the Architectural Review Committee.

He will provide the DSAC members with the list of individuals currently under consideration for appointment to the Committee.

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates**

**July 10, 2013 GMD Conference Room 610 – 3:00 pm**

**August 7, 2013 GMD Conference Room 610 – 3:00 pm**

**September 4, 2013 GMD Conference Room 610 – 3:00 pm**

**October 2, 2013 GMD Conference Room 610 – 3:00 pm**

June 12, 2013

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 3:58 PM.**

**COLLIER COUNTY DEVELOPMENT  
SERVICES ADVISORY COMMITTEE**



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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 7/10/13,  
as presented ✓, or as amended \_\_\_\_\_.