

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

Naples, Florida, September 4, 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:

Vice Chairman: David Dunnavant
Clay Brooker
Dalas Disney
Blair Foley
Robert Mulhere
Mario Valle
Stan Chrzanowski
Eleanor Taft
Norman Gentry
Ron Waldrop
Laura Spurgeon DeJohn
Marco Espinar

Excused: William J. Varian
James Boughton
Chris Mitchell

ALSO PRESENT: Nick Casalanguida, Administrator, Growth Management Division
Jamie French, Director, Operations & Regulatory Management
Bill Lorenz, Director, Natural Resources
Judy Puig, Operations Analyst, Staff Liaison
Reed Jarvi, Manager, Transportation Planning
Nathan Beals, Project Manager, Public Utilities
Caroline Cilek, M.S., Senior Planner, LDC Coordinator
Jack McKenna, County Engineer
Jeff Wright, Code Enforcement
Ed Riley, Fire Code Official
Robert Wiley, Floodplain Management Planning

I. Call to Order - Chairman

Vice Chairman Dunnivant called the meeting to order at 3:00pm

II. Approval of Agenda

Mr. Disney moved to approve the Agenda. Second by Mr. Foley. Carried unanimously 10 - 0.

III. Approval of Minutes from July 10, 2013 Meeting

Mr. Foley moved to approve the minutes of the July 10, 2013 meeting as subject to the following change:

- Page 3, item VIB , line 1 – from “City view” to “*CityView*”

Second by Mr. Valle. Carried unanimously 10 - 0.

Ms. DeJohn arrived at 3:05pm

Ms. Taft arrived at 3:07pm

IV. Report from the Administrator

A. Handling & distribution of blueprints [Nick Casalanguida]

Mr. Casalanguida reported a citizen requested he notify the Committee a set of architectural house plans submitted to the County for the purposes of obtaining building permits was duplicated by another party. He suggested the Committee review the issue to determine if any steps may be taken to prevent this action in the future.

Committee discussion occurred noting the issue is a civil matter and the plans are a matter of public record. An individual may choose to protect their designs by obtaining copyrights on their design plans.

V. Public Speakers

None

VI. Staff Announcements/Updates

A. Code Enforcement Department update – [Jeff Wright]

The Committee reviewed the “*Code Enforcement Weekly Report 08/19-25/2013 and DSAC Report*” submitted by Danny Condomina via and August 28, 2013 email.

Jeff Wright, Code Enforcement Director reported the Department will be recommending a change in the Land Development Code to define “transient housing” to housing rentals for a period of 6 months or less.

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

Mr. Beals reported the Utility Subcommittee has met 2 times since the last DSAC meeting in an effort to update to utility design standards.

The Committee requested Staff to:

1. *Provide a copy of the minutes of the meetings to all members.*
2. *Provide a summary of any proposed changes including the rationale for each change and the related financial implications.*

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

Reed Jarvi reported:

- White Blvd. Bridge – completed.
- Davis Boulevard/Collier Boulevard Improvement Project – anticipated to be completed ahead of schedule in the late fall of 2013.
- US41/Collier Blvd. Intersection – Bids received and under review, construction anticipated to initiate in November/December.
- US41 Collier Blvd. to Greenway Rd. improvements – Bid package to be released in October/November.
- Pine Ridge Road/US 41 intersection westbound – proposed lane realignment and drainage improvements.
- Vanderbilt Beach Rd./Mercado – Traffic signal proposed.
- Randall Blvd. and Immokalee Rd. improvements –permitting, design and engineering underway.
- Staff continues to review the criteria for developers who propose to transfer control of road and drainage infrastructure to the County.

He provided the handout “*Alternatives Workshop*” and reported a Workshop will be held on October 17, 2013 at 5:30pm to discuss the SR29 alternatives.

The Committee reviewed the alternate routes proposed and it was noted the improvements are anticipated in approximately 5 years.

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 – June – 13 and July – 13*” and “*Fire Plan Review – Time Frame Summary – June 13 and July – 13*” for information purposes. He reported he has received approval to hire an additional Staff person to conduct plan reviews.

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

Jamie French submitted the “*August 2013 Monthly Statistics*” which outlined the building plan review activities. He reported on the following personnel changes: *John Walsh - Chief Building Official, Rich Long - Manager of Inspections and John Cosmo – Chief Electrical Inspector, Matt McLean, Principal Project Manager*

VII. New Business

A. Recommendation of the DSAC/LDR-Administrative Code-full DSAC vote requested [Caroline Cilek]

Caroline Cilek provided a Memo dated Tuesday August 20, 2013 – Subject: “*Administrative Code and Corresponding LDC Amendment Review*” and document “*DSAC LDC Subcommittee – Administrative Code Review – Recommendations for Administrative Code and Corresponding LDC Amendments, Wednesday July 31, 2013.*”

She noted:

- The Subcommittee met 5 times to review the proposed “*Collier County Land Development Code - Administrative Code*” (The Code).

- The purpose of The Code is to create a user friendly document outlining the procedural requirements for many land development applications.
- The work also included recommending proposed Land Development Code Amendments as necessary.
- Once adopted, The Code may be amended if necessary.

Mr. Brooker provided an overview of the Subcommittees work noting “The Code” will be a vast improvement over the current documents available as it removes the procedural process out of the Land Development Code so an applicant has a more user friendly reference guide on the requirements for submitting land development applications.

The Committee viewed The Code via a real time example on the visualizer with examples on how an individual may utilize the document.

Ms. Cilek requested a recommendation from the Committee.

Mr. Foley moved to recommend the Board of County Commissioners adopt the “Collier County Land Development Code - Administrative Code” as presented including incorporation of the Subcommittee recommendations outlined in the July 31, 2013 document referenced above. Second by Mr. Mulhere. Carried unanimously 12 – 0.

VIII. Old Business

A. Contractor Licensing update [Mike Ossorio]

This item was continued.

B. Discussion of the Flood Damage Prevention Ordinance [Robert Wiley]

Bill Lorenz and Robert Wiley provided an update noting:

- The County is revising the Flood Damage Prevention Ordinance in order to incorporate the Florida Building Code requirements into the Ordinance.
- Options include adopting the States Model Ordinance as a minimum standard, or ascertaining approval from the State to allow the County to incorporate certain language from the current County Ordinance into the “Model Ordinance” and adopt a modified Model Ordinance.
- If the requests for modifications are denied, the County intends to adopt the Model Ordinance as written.
- If the County adopts the Model Ordinance as written, the County may choose to amend it in the future or incorporate any other standards as necessary into the Land Development Code.
- The proposed Ordinance is intended to be heard by the Board of County Commissioners on October 24, 2013.

Committee discussion occurred on

- Clarification on the agencies requesting the Ordinance be adopted.
- The status of the study being performed by Atkins of North America, Inc. regarding the impacts on the County for the recently adopted floodplain maps.

- The status of the request from the County Attorney's Office on the ramifications of delaying adoption of a revised Ordinance until the study is completed and analyzed by the County.
- The status of the County's standing in the National Flood Insurance Program.

Staff reported:

1. The adoption of a proposed Ordinance is at the direction of the Florida Division of Emergency Management, Bureau of Mitigation, Floodplain Management Office.
2. The County has an Ordinance approved by the National Flood Insurance Program so there is currently no risk of being removed from the Program.
3. The County Attorney's Office has not responded to the Committee's request on outlining the ramifications of delaying adoption of an Ordinance until the Atkins study is completed and analyzed by the County.

Ms. DeJohn left at 4:40pm

The Committee requested Staff to provide a copy of the proposed Ordinance at the next meeting for review and ascertain the County Attorneys opinion on the risks of delaying adoption of a new Ordinance.

IX. Committee Member Comments

The Committee requested Staff to provide an update on the status of the Architectural Standards Review Committee at the next meeting.

X. Next Meeting Dates

October 2, 2013 GMD Conference Room 610 – 3:00 pm
November 6, 2013 GMD Conference Room 610 – 3:00 pm
December 4, 2013 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 4:53 PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Vice Chairman, David Dunnivant

These Minutes were approved by the Board/Chairman on 10/2/2013
as presented X, or as amended _____.