

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

Naples, Florida, November 6, 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  
Dalas Disney  
Blair Foley  
Chris Mitchell  
Laura Spurgeon DeJohn  
Mario Valle  
Stan Chrzanowski  
Eleanor Taft  
Norman Gentry

Excused: Ron Waldrop  
Robert Mulhere  
Clay Brooker  
James E. Boughton

Absent: Marco Espinar

ALSO PRESENT: Jamie French, Director, Operations & Regulatory Management  
Judy Puig, Operations Analyst, Staff Liaison  
Reed Jarvi, Manager, Transportation Planning  
Amy Patterson, Impact Fee Administration  
Ed Riley, Fire Code Official  
Jeff Wright, Director, Code Enforcement

**I. Call to Order - Chairman**

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

**II. Approval of Agenda**

*Mr. Dunnivant moved to approve the Agenda subject to hearing item VI.A before item V.*

*Second by Mr. Chrzanowski. Carried unanimously 8 - 0.*

**III. Approval of Minutes from October 2, 2013 Meeting**

*Mr. Chrzanowski moved to approve the minutes of the October 2, 2013 meeting as presented.*

*Second by Mr. Disney. Carried unanimously 8 - 0.*

**VI. New Business**

**A. Need Volunteers to serve on the Impact Fee Subcommittee (Road and Jail) – Amy Patterson**

**Amy Patterson, Impact Fee Administration** reported a Subcommittee will be reviewing fees for the roads and the jail and sought volunteers to serve.

*The Committee appointed Clay Brooker to the Subcommittee.*

Any other members interested in serving on the Subcommittee are requested to contact Staff via email.

She reported, as of 12/1/13:

- Payment of Impact Fees will be required at the time of Certificate of Occupancy.
- Regulation of Utility Impact fees will be incorporated into the Change of Use program. Commercial buildings 3 years or older will not be required to pay additional impact fees unless the water meter is proposed to be upsized.

*Mr. Valle arrived at 3:11pm*

*Ms. Taft arrived at 3:11pm*

**IV. DSAC Position Vacancy Review & Vote**

**Chairman Varian** reported Staff received applications from James E. Boughton, Clay Brooker, Terry L. Kelly, Chris Mitchell and Stan Chrzanowski for appointment to the Development Services Advisory Board. He requested the Committee provide a recommendation to the Board of County Commissioners on the applications.

*Mr. Disney moved to recommend the Board of County Commissioners appoint Chris Mitchell to the Development Services Advisory Committee. Second by Mr. Foley. Carried unanimously 9 – 0. Mr. Mitchell abstained.*

*Mr. Foley moved to recommend the Board of County Commissioners appoint Stan Chrzanowski to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 9 – 0. Mr. Chrzanowski abstained.*

*Mr. Dunnivant moved to recommend the Board of County Commissioners appoint Clay Brooker to the Development Services Advisory Committee. Second by Mr. Foley. Carried unanimously 10 – 0.*

*Mr. Gentry moved to recommend the Board of County Commissioners appoint James Boughton to the Development Services Advisory Committee. Second by Mr. Disney. Carried unanimously 10 – 0.*

**V. Public Speakers**

None

**VI. Staff Announcements/Updates**

**A. Code Enforcement Department update – [Jeff Wright]**

Mr. Wright provided the report “*Collier County Code Enforcement Department Blight Prevention Program - Cumulative Code Enforcement statistics - 11/2008 – 10/27/2013*” for information purposes. Discussion occurred on the activities of the Department with Mr. Wright reporting the direction by the Board of County Commissioners is to seek compliance, not collection of penalties. The program has resulted in waiving a substantial amount of fines due to compliance by landowners, especially by properties subject to bank foreclosures.

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

None

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

Reed Jarvi was present and reported:

- Collier Blvd. - Green Blvd. to Golden Gate Blvd. – lane widening subject to FDOT grants with different time frames (1 year apart), anticipated construction next fiscal year.
- Collier Blvd. - Main Golden Gate Canal to Green Blvd. – lane widening scheduled for construction this fiscal year.
- Golden Gate bridges – (16<sup>th</sup> Street NE, 8<sup>th</sup> Street NE and 47<sup>th</sup> Avenue NE) under financing consideration for construction Fiscal year 16/17.
- Davis Boulevard/Collier Boulevard Improvement Project – anticipated to be completed ahead of schedule in the late fall of 2013.
- 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 – proposed as a PDE (Project, Development and Environmental) which would increase funding opportunities.
- Collier Blvd. - Tower Road to Manatee Road – investigating feasibility of widening from 2 lanes to 3 lanes.
- Neighborhood Traffic Management Program – will provide Plan for distribution to the Staff liaison. Committee to provide any comments to Staff as necessary.
- Staff continues to review the criteria for developers who propose to transfer control of road and drainage infrastructure to the County.

**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 – September - 13*” and “*Fire Plan Review – Time Frame Summary - September – 13*” for information purposes. He reported:

- The process for submitting plans and fees associated with fire plan review is scheduled to change on 12/2/13.
- The change will require applications, design plans and fees for fire code related reviews be submitted directly to the Fire Code Office.
- The Fire Code Office will review and approve the applications, however according to State Statute the permits are required to be issued by the “County”.
- The concept is one permit will be issued by the County for a project, with 2 separate “inspection cards” (one for the building department permit and one for the Fire Code Office permit).
- County and Fire Code Office Staff are coordinating the changes including any opportunities for integrating data electronically.
- The format will also incorporate changes in procedures and fees for “pre-app” meetings.
- Public Workshops will be held to educate vendors on the new process.

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

**Jamie French** submitted the “*October 2013 Monthly Statistics*” which outlined the building plan review activities. The following was noted during his report:

**Fire Code Office and Building Department Plan Review**

Staff continues to review the process for instituting the new format for Fire plan reviews. Staff wants to ensure the plans approved by the Collier County building department and fire code office are consistent as there will be 2 sets of approved plans on a construction site, (building plans and fire plans).

**Chairman Varian** reported he and other parties representing the building industry continue to provide input on the change over to Fire Code Officials and County Staff.

**Permit Inspections**

Staff continues to monitor the resources necessary to fulfill requests for building inspections which were at an all time high in October of 2013. This includes continuing to develop avenues to improve efficiency in the process, including “time certain” inspections.

**Building Code Grading Effectiveness Audit**

The audit is scheduled to be conducted by the ISO (Insurance Services Office) and rates the qualifications of staff, application procedures, adherence to FEMA requirements, records retention, etc. The audit occurs every 5 years and performance is measured on a scale of 0 - 10, with Collier County currently at a 5 rating.

**CDPlus Re-launch**

Staff continues to explore the feasibility of “re-launching” the CDPlus platform which was available to the public as a convenience to research permits issued prior to 2010 online. The system was compromised by an outside party and taking offline due to security issues. Staff

has determined the costs associated with securing the data may not be as great as previously anticipated (\$5-10K vs. \$300K).

*The Committee recommended Staff consider establishing a user fee for the system to aid in paying for the convenience.*

**VII. Old Business**

None

**VIII. Committee Member Comments**

*The Committee requested Staff to provide an update via email on the status of the Architectural Review Standards Committee.*

**IX. Adjourn**

**Next Meeting Dates**

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

**January 8, 2014 - GMD Conference Room 610 – 3:00 pm**

**February 5, 2014 - GMD Conference Room 610 – 3:00 pm**

**March 5, 2014 - GMD Conference Room 610 – 3:00 pm**

**April 2, 2014 - 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 4:35 PM.**

**COLLIER COUNTY DEVELOPMENT  
SERVICES ADVISORY COMMITTEE**



**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 12/4/13,  
as presented ✓, or as amended \_\_\_\_\_.