

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

Naples, Florida, February 5, 2014

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: Blair Foley
David Dunnavant
James E. Boughton
Clay Brooker
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski
Eleanor Taft
Norman Gentry
Ron Waldrop
Laura Spurgeon DeJohn
Marco Espinar

ALSO PRESENT: Jamie French, Director, Operations & Regulatory Management
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
Jeff Wright, Director, Code Enforcement
Ed Riley, Fire Code Official

I. Call to Order - Chairman

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

II. Approval of Agenda

Mr. Espinar moved to approve the Agenda. Second by Mr. Mulhere. Carried unanimously 10 - 0.

III. Approval of Minutes from January 8, 2014 Meeting

Mr. Dunnivant moved to approve the minutes of the January 8, 2014 meeting as presented. Second by Ms. Taft. Carried unanimously 10 - 0.

Ms. DeJohn arrived at 3:06pm

IV. Public Speakers

None

V. 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 – 1/26/2014*” for information purposes. He provided an update on the initiative to identify the abandon homes in the County reporting as of 1/31/14 there are 1,106 in the County.

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

Mr. Beals reported the Utility Standards Subcommittee will meet on 2/18/14 and the Master Plan and Rate Study Subcommittee will start to begin work this month.

Mr. Brooker arrived at 3:12pm

Mr. Disney arrived at 3:15pm

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

Reed Jarvi was present and reported:

- White Blvd. Sidewalk – will be completed under 4 separate projects due to funding considerations.
- US41/Collier Blvd. Intersection – Groundbreaking 2/7/14.
- US41 Collier Blvd. to Greenway Rd. improvements – ongoing.
- Golden Gate Blvd. Traffic Study – ongoing.
- Collier Blvd. – Main Golden Canal to Green Blvd. – delayed release of bids until July 1, 2014 due to funding requirements; construction anticipated for end of 3rd quarter 2014.
- RaceTrac Convenience Store – North Horseshoe and Airport Pulling Road – construction scheduled to begin week of 2/10/14.
- Staff continues to review the criteria for developers who propose to transfer control of road and drainage infrastructure to the County.
- Staff reported they will check on any County activities associated with “bike to work month” (May).

D. Fire Review update – [Ed Riley]

Ed Riley, Fire Code Official submitted the documents “*FY2014 Summary of Plan Review Activity - Dec. 2013*”– and “*Fire Plan Review – Time Frame Summary- December - 13*” for information purposes. He reported there will be a corrected version issued to the Committee following the meeting due to minor clerical errors in the report.

Mr. Valle arrived at 3:44pm

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

Jamie French submitted the “*January 2014 Monthly Statistics*” which outlined the building plan review activities. Also submitted was the document “*Forecasted Inspections vs. Permits Issued.*” He reported on the status of activity in the Department noting Staff continues to track the demand for services to ensure adequate levels of personnel and facilities are available to provide an acceptable level of customer service to clients.

Committee discussion occurred on the newly implemented process (effective January 1, 2014) for submitting applications and plans for building and fire code permits. The following was noted during Staff/Committee member discussions:

- The current process requires 6 sets of the building plans to be submitted, 4 for building review and 2 for fire code review.
- There are two formats the submittal may occur
 - Those applicants or applicants’ representatives who deliver an application in person may submit 4 sets of plans for building review, complete an “attestation” form that the plans to be submitted for Fire Code review are identical and proceed to the Fire Code Office to deliver the remaining 2 sets of plans.
 - Those applicants or applicants’ representatives who choose to deliver plans via a private courier, USPS, UPS, FedEx, etc. are required to provide 6 sets plans to the Growth Management Division (GMD). The GMD stores the 2 sets of plans subject to “Fire Code Review” until they are notified the applicant has paid the Fire Code Office the required submittal fees, upon which time they are couriered to the Fire Code Office.
- Staff reported the process to store and courier the plans subject to Fire Code Review has created an additional demand on Staff in the area of customer service (cataloging and couriating plans, etc.) and the provision of storage space.
- The current fee schedule is the same for both processes.

Committee discussion occurred noting those parties who choose to use the convenience of mailing, couriating, etc. the plans are creating an additional expense for the County without paying a fee.

The Committee recommended Staff consider identifying the cost associated with the convenience and propose an amendment to the fee schedule to ensure the convenience is adequately funded by those utilizing the service.

Mr. Foley left at 4:00pm

Mr. Mulhere left 4:25pm

VI. New Business

A. To discuss putting together an LDR subcommittee to review upcoming LDC Amendments [Caroline Cilek]

Ms. Cilek provided an update on the 2014 LDC amendment cycle noting:

- Staff has developed 3 levels of priority for the amendments, Level I, Level II and Level III.
- Level I are those amendments deemed a higher priority with currently 19 amendments proposed.
- Information on the amendments is available online and will be updated throughout the process.
- The prioritization process will require 3 Cycles during 2014 for the amendments.

She sought Committee members to sit on the LDR Subcommittee.

The Committee determined Blair Foley, Robert Mulhere and Clay Brooker would sit on the Subcommittee.

Mr. Waldrop volunteered Alexis Crespo from his office to sit on the Committee.

Chairman Varian reported the Subcommittee members are required to be standing members of the main Committee. Any other individuals are welcome to attend and provide input on any issues.

VII. Old Business

None

VIII. Committee Member Comments

Mr. Chrzanowski reported it has been brought to his attention many individuals have had a favorable experience with Mr. Wright's in his responsibilities as Code Enforcement Director.

Mr. Disney reported it has come to his attention Mr. French's Staff has been very responsive in addressing development issues when called upon.

IX. Adjourn

Next Meeting Dates

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

April 2, 2014 - GMD Conference Room 610 – 3:00 pm

May 7, 2014 - GMD Conference Room 610 – 3:00 pm

June 4, 2014 - GMD Conference Room 610 – 3:00 pm

July 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 4:45 PM.

February 5, 2014

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were ~~approved~~ by the Board/Chairman on 3/5/14,
as presented ✓, or as amended _____.