

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

Naples, Florida, February 4, 2015

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 Dunnivant
James E. Boughton
Clay Brooker
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle (Excused)
Stan Chrzanowski
Eleanor Taft
Norman Gentry
Marco Espinar
Ron Waldrop (Excused)
Laura Spurgeon DeJohn

ALSO PRESENT: Jamie French, Deputy Administrator
Judy Puig, Operations Analyst, Staff Liaison
Kris Van Lengen, Principal Planner, Collier County Utilities
Caroline Cilek, LDC Manager
John Podczerwinsky, Transportation Planning
Jeff Wright, Director, Code Enforcement
Matt McLean, Manager, Development Review
Jack McKenna, County Engineer
Ken Kovensky, Director, Operations and Regulatory Management

I. Call to Order - Chairman

Chairman Varian called the meeting to order at 3:00pm

II. Approval of Agenda

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

III. Approval of Minutes from January 7, 2015 Meeting

Mr. Foley moved to approve the minutes of the January 7, 2015 meeting subject to the following changes:

- Page 3 – Item C –bullet point 4 – from “Collier Blvd – Wilson Blvd...” to “**Golden Gate Blvd. – Wilson Blvd...**”
- Page 4 – Item B – paragraph 2 from “Mr. Disney reported he does not support the concept of Impact Fees, but recognized the overall intent of Staff’s recommendation is to lower the existing rates” to “**Mr. Disney reported he supports Staff’s recommendation as it provides for a net decrease in the existing rates.**”

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

IV. Public Speakers

None

Ms. Taft arrived at 3:05pm

Ms. DeJohn arrived at 3:06pm

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 - 7/2009 – 1/25/15*” for information purposes.

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

John Podczerwinsky reported:

- US41/Collier Blvd. Intersection – 47 percent complete.
- Golden Gate Blvd. – design build project, contract to be awarded by BCC on 2/24/15.
- Collier Blvd. - Green Blvd. to Golden Gate Blvd. – Notice to Proceed issued with construction completion anticipated for 4/17.
- LASIP – County Barn Road - Notice to Proceed issued, with completion anticipated for 4/16.

C. County Fire Review update – [Shar Hingson and/or Shawn Hanson]

Shawn Hanson reported the Department continues to meet the goals established for review times.

D. North Naples Fire Review update – [Eloy Ricardo]

Dale Fey, North Naples Fire and Rescue District reported review of applications and related inspections are occurring at an acceptable level of service.

Mr. Chrzanowski arrived at 3:20pm

E. Growth Management Division/ Operations & Regulatory Management [Ken Kovensky] and Development Review [Matt McLean] updates

Mr. Kovensky submitted the “*Collier County January 2015 Monthly Statistics*” which outlined the building plan and land development review activities. He noted:

- The demand for inspections related to building permits continues to place a burden on the Department.
- The Department is now capping daily inspections to a number of 24 per day/per inspector.
- Staff is submitting a request to the Board of County Commissioners for 10 additional Full Time Employees (FTE’s) to assist in meeting the increasing demand for service.
- Staff is still considering the most optimal measures required to re-initiate time certain inspections for most categories of building permits.
- He requested the Committee provide a recommendation to the BCC on the proposal for hiring 10 additional FTE’s.

Mr. Foley moved to support Staff’s recommendations to add 10 additional full time employees. Second by Mr. Mulhere.

Mr. Dunnivant expressed concern the proposal does not incorporate a specific plan on how the employees will be utilized to address the inspection demand issue, especially given the cap on daily inspections and the previous decision to eliminate “time certain inspections” for certain construction categories.

Others noted at this point, given the demand for inspections, it would be prudent to move forward with the proposal and hire the personnel whereby a plan may be developed at a later date.

Motion carried 12 “yes” – 2 “no.” Mr. Dunnivant and Ms. Taft voted “no.”

Mr. French reported Staff has begun to undertake measures to address the elimination of the time specific inspections by publishing the daily inspection schedule first thing in the morning so a party is aware of where they are on the list and approximately when they can expect the inspector to arrive on scene.

Mr. French stated he would provide an update to the Committee at the next meeting including the measures proposed to re-initiate “time certain” inspections and a time frame for the implementation of the measures.

Mr. Kovensky reported:

- Staff will be providing a request to the BCC in February for developing the software necessary to initiate electronic plan review through the City View portal. He noted:
 - ◊ The system will replace the existing SIRE software system at a cost of approximately \$115,000.
 - ◊ The system will incorporate land use plan review.
 - ◊ Staff and client support will be available from the vendor.

- The County Attorney's Office is working on an agreement to be executed by the County Clerk's Office and the Board of County Commissioners for Notice of Commencements to be issued through the Growth Management Division.

The Committee requested Staff to review the "plumbing trenches" inspection codes to ensure they are as streamlined as possible.

Mr. McLean provided an update on land use plan review activities noting:

- Staff is reviewing the requirements for right of way permitting to help improve levels of service.
- Staff continues to develop "guidebooks" to assist individuals with the County requirements for permitting including stormwater, utility and landscaping planning and design.
- Staff reported the number of pages of recorded subdivision plats in 2013 was 242 and 280 in 2014.

The Committee requested Staff to:

1. *Incorporate the number of plats recorded as well as the total number of pages into the reporting.*
2. *Provide data on the review times for land use applications by category.*

Mr. Mulhere left the meeting at 3:40pm

VI. New Business

A. Public Utilities converting job bank positions to full time [Joe Bellone]

Mr. Bellone provided the handout "*Public Utilities Job Bank Conversion to FTE's*" for information purposes. He noted:

- The Department proposes to convert 24 "job bankers" to Full Time Employees (FTE's).
- There is no fiscal impact as user fees cover the expenses.
- The Department has found the job markets is becoming more competitive and the Department expends considerable time, effort and financial resources to train to job bankers, only to have them leave the Department when offered a full time position elsewhere.
- He requested a recommendation from the Committee on the proposal.

Ms. DeJohn moved to endorse Staff's recommendation to convert 24 Public Utilities job bankers to full time employees. Second by Mr. Chrzanowski. Carried unanimously 12 – 0.

B. Public Utilities Division updates to remove from monthly meetings – [Nathan Beals and/or Tom Chmelik]

Mr. Van Lengen addressed the Committee and requested the Division be removed from the monthly meeting agenda and report only items when necessary. He noted many times Staff mobilizes for a meeting when there is nothing to report.

The Committee expressed concern items such as changes to the Utility Manual Standards are presented to them in final draft form. It would be beneficial for Staff to be more proactive and apprise them in advance on the rationale for addressing an issue prior to the request for a recommendation on a proposed Ordinance change, etc. Additionally, unforeseen questions may

arise from Committee Members on an issue and a Staff member would not be present to respond to the item.

The Committee reached consensus and retaining the item on the Agenda.

VII. Old Business

A. Floodplain compensation [Jack McKenna]

Mr. McKenna provided an update on the floodplain compensation issue raised by George Hermanson at the previous meeting noting:

- The requirement for floodplain compensation began in 2012 with adoption of the new County Floodplain maps which addressed flooding in the eastern portion of the County.
- Proposed projects must show there is no adverse impact on surrounding areas or additional stormwater storage to compensate for the impact must be provided on site.
- The requirement may have a negative impact on the amount of developed area allowed on a site for a proposed project.
- The current process requires design professionals to submit a floodplain analysis to South Florida Water Management District (SFWMD) for approval.
- SFWMD is in the process of developing criteria for their independent review of applications for floodplain compensation.
- One SFWMD policy already in place is that review for parcels 10 acres or less in size is delegated to County, however the County's intent is for SFWMD to review the proposals in the future.
- Infill parcels – Staff recommends a minimum acreage exception however at this point, SFWMD does provide an exception for smaller parcels.
- Properties in coastal areas are not required to provide floodplain compensation.
- For projects deemed "Under 10/Under 2", (under 10 acres in size and less than 2 acres of impervious area are not subject to review by SFWMD, however the engineer must provide the analysis for floodplain compensation to the County.
- No additional compensation is required for single family lots that have been previously platted.
- He will provide updates to the Committee as information becomes available.

The following items were noted under Committee discussion

- Concern an environment is being created whereby parcels were previously allowed to be developed absent of compensation requirements impacting adjacent parcels whose owner's now may have to address the issue.
- Concern the requirements may trigger Burt Harris Act claims.

B. Update on the Floodplain Management Planning Committee [Caroline Cilek]

Ms. Cilek provided a Memo that was provided to the Committee dated January 28, 2015. She noted:

- The memo includes reference to an on line link which allows individuals to access the Plan.
- The Floodplain Management Plan is required for the County to maintain its conformance with FEMA's floodplain disaster funding guidelines and the Community Rating System (CRS).

- The CRS allows discounted flood insurance rates for policy holders based on levels of points obtained for floodplain management activities
- The County is currently a CRS classification of 6, which provides for a 20 percent discount in flood insurance premiums and is striving to obtain a level 5 classification which would allow for a 25 percent discount in rates to the residents.
- The Plan is required to be updated every 5 years.
- The Plan identifies specific goals, objectives and action items for floodplain management.
- The action items include developing public information programs, supporting stormwater planning projects, maintaining a professional landscaper certification program, developing a Low Impact Design Manual, review of the Land Development Code and Flood Prevention Ordinance to propose improvements regarding floodplain management, etc.
- The Plan is not “regulatory” and proposes no changes in the flood plain maps or regulations.
- Any changes to the Plan require approval by the BCC, however the Floodplain Management Committee work on the action items.
- The City of Naples and Marco Island address the requirements of the CRS separately from the County, but are allowed to participate in the County’s Plan to meet their requirements under the Program.
- A localized “Bubble Map” has been developed to aid in identifying areas subject to localized flooding based on complaints filed with the County.

Committee Member Mario Valle was not present, but submitted an email which recommended involving the Real Estate Community by reaching out to NABOR and the Marco Island REALTOR board to have them develop a program to distribute information to property owners.

Under Committee discussion it was noted:

- There are no LDC amendments proposed at this time in regards to floodplain management.
- Under the CRS program, approximately \$1.5M annually will be saved by those residents holding flood insurance policies.

Ms. Cilek requested the Committee provide a recommendation on the Plan.

Mr. Foley moved to recommend the Board of County Commissioners adopt the Flood Plain Management Plan as presented by Staff. Second by Mr. Gentry. Carried unanimously 11 – 0.

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Dates

March 4, 2015 GMD Conference Room 610 – 3:00 pm

April 1, 2015 GMD Conference Room 610 – 3:00 pm

May 6, 2015 GMD Conference Room 610 – 3:00 pm

June 3, 2015 GMD Conference Room 610 – 3:00 pm

February 4, 2015

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:50PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 3/4/15, as presented X, or as amended _____.