

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

Naples, Florida, March 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 Department Building, Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

Chairman: William J. Varian
Vice Chairman: Blair Foley (Excused)
David Dunnavant
James E. Boughton (Excused)
Clay Brooker (Excused)
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn

ALSO PRESENT: Jamie French, Deputy Administrator
Kris Van Lengen, Principal Planner, Collier County Utilities
Caroline Cilek, LDC Manager
Jeff Wright, Director, Code Enforcement
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Manager, Development Review
Rich Long, Plans Review and Inspections Manager
Ken Kovensky, Director, Operations and Regulatory Management
Peter Lund, Revenue Manager, Public Utilities

I. Call to Order - Chairman

Chairman Varian called the meeting to order at 3:03pm.

II. Approval of Agenda

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

III. Approval of Minutes from February 4, 2015 Meeting

Mr. Chrzanowski moved to approve the minutes of the February 4, 2015 meeting as presented. Second by Mr. Dunnivant. Carried unanimously 10 - 0.

IV. Public Speakers

None

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Jeff Wright]

Mr. Wright provided the report “*Collier County Code Enforcement Division Blight Prevention Program - Cumulative Code Enforcement statistics - 7/2009 – 2/22/15*” for information purposes. He noted:

- The Division is working with the business Uber to ensure they comply with County requirements for licensing vehicles for hire.
- Anonymous complaints are acted on if they are deemed a “catastrophic issue” (i.e. raw sewage discharges, etc.).

B. Public Utilities Department update – [Tom Chmelik or designee]

Mr. Van Lengen notified the Committee there were no updates to report, however the Department has an item on the Agenda later in the meeting.

Discussion occurred on the requirements for monthly reporting by the Department.

The Committee determined the Department’s-update will remain on the Agenda, but the Staff liaison should contact them before the meeting to determine if any updates are necessary. If none, they will be excused from the meeting.

Mr. Valle arrived at 3:07pm

C. Growth Management Department/Transportation Engineering and/or Planning – [Jay Ahmad]

Mr. Ahmad reported:

- US41/Collier Blvd. Intersection – work ongoing and anticipated to be finished prior to the November 2015 completion date.
- Collier Blvd. - Green Blvd. to Golden Gate – Construction initiated for lane widening in both directions. Areas cleared on the east and west sides for construction of stormwater infrastructure, pathways, etc.
- Golden Gate Blvd. Improvements – contract approved by Board of County Commissioners on 2/24/15.

- Bridges in Golden Gate Estates (8th St., 16th St. and 47th St.) – Public hearing scheduled for 3/17/15. Project in the PD&E phase (Project Development and Environmental).
- White Blvd and 23rd Ave – project completed, County will be installing safety signals.

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

None

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

Mr. Ricardo reported:

- Demand for construction inspections continues to increase and the Division is taking measures to address the issue.
- Permit applications for the Immokalee Fire District are processed through the Greater Naples Fire District.
- Staff continues to address permit requirements that are ambiguous or unenforceable by clarifying the items through policy directives.

The Committee recommended the Division consider developing “Building Blocks” as necessary to address code or permit applications issues to aid those who process applications.

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

Mr. Kovensky submitted the “*Collier County August 2014 Monthly Statistics*” which outlined the building plan and land development review activities. He noted

- Staff prepared a prioritized list of items being, or to be addressed (if possible) in the City View portal. Some items require the vendor’s attention, while others may be dealt with in house by Staff. The vendor is providing training to Staff to facilitate addressing any issues.
- A Steering Committee has been organized to obtain Division input on the items, or any future items that may need to be addressed.
- The proposal to implement electronic plan review was approved by the Board of County Commissioners and Staff anticipates the program will be operational in approximately 6 – 9 months.
- The Board of County Commissioners approved the hiring of additional personnel to conduct building permit inspections.
- Staff is in the process of finalizing the requirements necessary to allow issuance of a “*Notice of Commencement*” at the Growth Management Department building.

The Committee requested Staff provide the data utilized to calculate the costs for “Payment in Lieu of Sidewalk” which is identified as \$10.85 per square-foot in the City View priority list. Said data to include the cost based on a breakdown of the components (labor, materials, etc.).

Under Committee discussion the following was noted:

- Any changes in structural elements of a building require review by Fire Code Officials Office and members may contact Staff to recommend if any types of changes should be exempted from the review.

- Currently Section 4.06.05C.8 of the Land Development Code conflicts with the Architectural Standards (Section 5.05.08) with regards to screening of overhead doors and it may be beneficial to review the Sections to address the conflicts.

VI. New Business

A. Resignation letter from Eleanor Taft

Chairman Varian reported Eleanor Taft has resigned from the Committee. He reported input was sought on the qualifications for a potential candidate and he informed the necessary parties it may be beneficial to appoint an individual to the Committee with a background in plumbing, electrical or heating and ventilating.

The Committee recognized Ms. Taft's service to the citizens of Collier County.

B. Lot Coverage Affidavit [Matt McLean]

Mr. Mclean reminded Members construction on single-family residential lots requires a licensed engineer to certify the project was completed in substantial conformance with any approved plans.

C. 50 % Form [Rich Long]

Mr. Long provided a copy of a portion of the FEMA publication "*Substantial Improvement/Substantial Damage Desk Reference*" for information purposes. He reported the County is revising the "50 % application form" to ensure it corresponds to FEMA requirements. The changes include eliminating the requirement for provision of an executed contract from a licensed contractor.

D. Presentation of the New Irrigation Ordinance [Peter Lund]

Mr. Lund submitted proposed "*Collier County Code of Ordinance 2015 –* " which provides for local implementation of the Water Conservation Rule of the South Florida Water Management District. The proposed Ordinance repeals Ordinance #'s 2002-17 and 2000-61. He provided a copy of those Ordinances and a Memo "*Year-Round Water Conservation for Landscape Irrigation Ordinance No 2015-XX*" for information purposes. The revisions are necessary to compliment the South Florida Water Management District Irrigation Conservation Measures and requirements of the Florida Administrative Code. The changes include allowing IQ Water (Irrigation Quality) to be included with potable, lake, well and other water sources days and hours for irrigation restrictions and the addition of an Appendix to address variance applications.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt Collier County Code of Ordinance 2015 –___, which provides for local implementation of the Water Conservation Rule of the South Florida Water Management District. Second by Mr. Disney. Carried unanimously 11 – 0.

E. LDC Amendment update [Caroline Cilek]

Ms. Cilek reported there are two LDC Amendment Cycles proposed for 2015: Cycle 1 to be presented the Board of County Commissioners before their summer break and Cycle 2 to be presented by the end of the year. The proposed amendments relating to lot coverage will be scheduled for Cycle 2.

She presented an Out of Cycle Amendment for Temporary Use Events for consideration which was prepared at the direction of the Board of County Commissioners as follows:

The proposed amendment no longer requires a Temporary Use Permit and instead allows temporary events on Collier County property through a Board approved agreement. Each agreement will require separate Board approval and each individual agreement will establish any provisions related to the date, hours of operation, allowed vendors, or operating structure of the event as follows:

Temporary Events on Collier County property.

1. A Board approved agreement shall be required for temporary events on all Collier County parks, facilities, and other property. A temporary use permit shall not be required.
2. Signage for temporary events on Collier County property shall comply with LDC section 5.04.06 Temporary Signs.
3. The applicant shall coordinate with emergency medical services, fire districts, and Collier County Sheriff's offices to determine the appropriate level of coverage required for the event.

The following general concerns were raised during Committee discussions:

- Not every temporary event warrants approval by the Board of County Commissioners and some should be processed administratively by Staff (4 hour car show vs. previously determined re-occurring weekly/monthly events).
- Define or categorize the events to determine which events should require BCC approval (multi day vs. one day events, etc.).
- The timeline required for BCC approval may be detrimental to certain events (holiday breaks by BCC, advertising process, etc.)
- It creates unnecessary Administrative costs and imprudent use of Staff time.
- There is currently a process in place with the Division of Parks and Recreation which may be modified to address any issues.
- Considered regulating the uses based on commercial vs. non commercial events.

The Committee requested Staff to prepare specific language identifying the concerns and submit it to Mr. Mulhere. Mr. Mulhere is authorized to approve the comments to be submitted to those parties charged with reviewing, and/or approving the proposed amendment on behalf of the Committee.

Proposed Amendment

Mr. Mulhere reported the requirement governing time limits for completion of a Planned Unit Development previously sunsetted.

Regulations governing Conditional Use Permits have time limits for completion and recommended consideration be given to aligning those requirements with the PUD process.

Staff recommended he contact the Director of Planning and Zoning to discuss the proposal.

Appointment of Committee Member to Land Development Code Subcommittee

Ms. Cilek reported Ms. Taft's resignation from the main Committee created a vacancy on the Subcommittee and requested the seat be filled.

The Committee recommended Blair Foley serve on the Subcommittee.

Ms. Cilek reported she will contact Mr. Foley to determine if he is amenable to the direction of the Committee.

VII. Old Business

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

Ms. Cilek reported:

- The proposed Floodplain Management Plan will be heard by the Board of County Commissioners on March 10, 2015.
- The Floodplain Management Committee will be meeting on April 8, 2015 to discuss the Plan, updates to the website and the US Fish and Wildlife Services Coastal Basin Resource System Unit requirements.
- A proposal to add a representative from the engineering or building industry to the Committee was withdrawn by the County Manager.

VIII. Committee Member Comments

Mr. Mitchell requested clarification on the requirements for obtaining additional permits for vegetation removal when constructing a residence. He noted he was required to obtain a separate permit for the activity. Other Members reported the activity should have been allowed under his building permit. They recommended he contact County Staff for a clarification.

IX. Adjourn

Next Meeting Dates

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

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:44PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 4/1/15, as presented X, or as amended _____.