

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

Naples, Florida, April 1, 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
David Dunnivant
James E. Boughton
Clay Brooker (Excused)
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski (Excused)
Norman Gentry
Marco Espinar
Ron Waldrop (Excused)
Laura Spurgeon DeJohn
(Vacancy)

ALSO PRESENT: Jamie French, Deputy Administrator
Caroline Cilek, LDC Manager
Jeff Letourneau, Code Enforcement Supervisor
Matt McLean, Manager, Development Review
Rich Long, Plans Review and Inspections Manager
Ken Kovensky, Director, Operations and Regulatory Management
Amy Patterson, Impact Fee Manager
John Podczerwinsky, Transportation Planning

Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Division – Planning and Regulation building –Contact Mr. Evy Ybaceta at 239-252-2400.

I. Call to Order - Chairman

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

II. Approval of Agenda

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

III. Approval of Minutes from March 4, 2015 Meeting

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

IV. Public Speakers

Victor Latavish, Architect addressed the Committee recommending the County review the requirements for minor changes to commercial site plans. The review should include items such as the installation of air conditioning units, compressors, generators, communications equipment, etc. and the enclosing existing small spaces under roofed areas, etc. Under the current process a majority of times these changes unnecessarily trigger a site plan review creating a major expense to the applicant in design, engineering and permitting fees as well as time delays.

Under Committee discussion, the following was noted:

- Staff is currently sympathetic to the issue and is performing as efficiently as possible for both parties under the current Land Development Code requirements when processing the applications.
- It would be beneficial to review the process, as not only is it a burden on an applicant, but may be an unwise use of Staff time in certain cases.
- The review could identify items that should be approved “administratively” under the current Land Development Code (LDC) versus those requiring an amendment to the LDC.

Mr. Boughton arrived at 3:25pm

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Jeff Wright]

Mr. Letourneau provided the report “*Collier County Code Enforcement Department Blight Prevention Program - Cumulative Code Enforcement statistics – 7/2009 – 3/22/15*” for information purposes. He noted:

- The Division has been regulating the “Uber” vehicle for hire services.
- Uber submitted proposed revisions to the Collier County Vehicle for Hire Ordinance.
- Uber’s concept is for the vehicles and drivers to be “self regulated.”
- The County’s position is the industry needs to be regulated to ensure drivers and the vehicles are not an endangerment to the public.
- They will provide updates as they become available.

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

None

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

Mr. Podczerwinsky reported there are no changes in the status of the projects discussed at the March meeting. Anyone wishing to find out the status of ongoing projects, or those in the planning process may contact the Department.

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

Ms. Hingson reported:

- A full time and part time Staff person has been added to the Department.
- A change in codes now requires that a building permitted after January 1, 2015 requires the design professional to identify the process for an ASTM certified individual to inspect fire stops at the applicant's expense. The Department is still reviewing the ramifications of the requirement and will forward the information to the Committee for their review. The change prohibits the Department from performing the inspection.
- The Department has been notified that recent changes to Comcast services for VOIP protocols rendered monitoring of fire alarm panels using this technology inoperable.
- Review of permits for Fire Codes in the Immokalee District is still under the auspices of the Fire Marshall's Office with no alternate provider chosen by the District at this point.
- There are no employees associated with the Fire Code Office so the reviews are currently being conducted by Elite Consulting of SWFL.
- If an individual has a time sensitive application within this District, they may contact her office.

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

Mr. Ricardo reported:

- The Grand Opening for Station #48 on Livingston Road is scheduled for April 9, 2015 at 1:00pm.
- The Department is still working to improve the permit process by clarifying any requirements in the fire codes that are ambiguous or unclear.
- The Department continues to address the personnel and scheduling for field inspections.

F. Growth Management Department Operations & Regulatory Management [Ken Kovensky]

Mr. Kovensky submitted the "*Collier County March 2015 Monthly Statistics*" which outlined building plan and land development review activities. The following was noted during his report:

- The number of permit applications increased substantially from February to March.
- 10 new employees have been added to the Staff (9 inspectors and 1 operations coordinator).
- The Department continues to address staffing levels in an attempt to reduce reliance on NOVA who is contracted to provide services for the County when necessary.
- The Immokalee satellite office is now open 5 days a week with a planner assigned to the office. They provide service for all regions of the County.
- The work required to expand the City View portal for electronic plan review is underway with a tentative launch date of December 2015.
- City View mobile is scheduled to be tested in May and "go live" in July or August of 2015.

- Staff is preparing the FY16/17 budget including reviewing staffing levels to determine any adjustments that need to be made to meet the rising demand for services.

The Committee authorized Mr. Foley to attend the budget meetings and the “City View” meetings on behalf of the Committee and report back to them as necessary.

The Committee requested Staff to:

- 1. Verify no commercial applications were submitted in March as indicated in the pie chart on page 2.*
- 2. In future reports, provide both the number and percentage of applications in the pie chart shown on page 2.*

G. Development Review Division update [Matt McLean]

Payment in lieu of sidewalks

Ms. Patterson reported Staff is analyzing the cost components for the “payment in lieu of sidewalks.”

The Committee reported the program should continue to ensure there are options to requiring “sidewalks to nowhere” however the main concern is the cost of \$10.85 per foot seems excessive given contractor costs to perform the work are approximately \$5 per foot.

Fill Elevation Requirements

Mr. Foley reported members of the building industry have contacted him regarding concerns on the LDC requirements for fill elevations, pad elevations, finished floor vs. road elevations, stem wall and stormwater design requirements for single family home in the Estates area. He recommended any applicable sections of the LDC be reviewed to determine if any changes in the requirements are necessary.

Mr. McLean reported he will review the item and report back to the Committee.

The Committee queried if Mr. Mclean has any comment on Mr. Latavish’s concerns regarding minor alteration to existing buildings or sites?

Mr. McLean noted:

- Any components attached to a building do not trigger and SDP review; however those proposed for “on the ground” installation may trigger a level of review.
- There are certain considerations when alterations are proposed to a building or site as they may negatively impact the previously approved plan or adjacent properties.
- These impacts include setback requirements, lot coverage requirements, screening, etc.
- Although it is difficult to develop a “blanket” standard where an application may be processed administratively, Staff does view all applications of these types on a “case by case” basis.
- Staff strives to identify the easiest avenue for the applicants to meet their goals with as little review as possible under the LDC or other requirements.
- A review of the existing requirements may be beneficial to determine any processes which may be streamlined.

VI. New Business

A. Health dept. reviews on commercial projects [Mario Valle]

Mr. Valle reported members of the building industry have expressed concern the County does not accept plan corrections until the Health Department has reviewed and commented on their requirements. It has been creating time delays in the applicant's processing of permits.

Mr. Long reported Staff is aware of the issue and reviewing the procedure including developing a policy to expedite the routing of applications to the Health Department.

VII. Old Business

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

Ms. Cilek reported:

- The Floodplain Management Committee will meet on April 8, 2015 to discuss updates to the website, Floodplain Management Plan action items, etc.
- Staff is analyzing the requirements for the US Fish and Wildlife Services Coastal Basin Resource System Unit requirements and at this point the changes appear to have little impact on Collier County.
- Any persons interested in how flood insurance rates are developed may refer to the FEMA publication FEMA's "*Flood Insurance Manual*."

LDC Amendment Cycle

Ms. Cilek noted:

- The 1st Cycle of the amendments are in process with 22 proposed amendments, (not including the out of cycle amendments).
- She anticipates the proposed amendments will be reviewed at the DSAC's May meeting.
- The proposed LDC amendment for temporary events has been revised.
- The amendment requires those persons proposing events on County property to file an application with the Parks and Recreation Department.
- Those applications unable to be approved under the guidelines of the Department's policy will require approval by the Board of County Commissioners.

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Dates

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

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

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

August 5, 2015 GMD Conference Room 610 – 3:00 pm

September 2, 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 4:35PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 5/6/15, as presented X, or as amended _____.