

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

Naples, Florida, May 6, 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 (Excused)
Clay Brooker
Dalas Disney
Chris Mitchell (Excused)
Robert Mulhere
Mario Valle
Stan Chrzanowski
Norman Gentry (Excused)
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn
(Vacancy)

ALSO PRESENT: Jamie French, Deputy Administrator
Judy Puig, Operations Analyst, Staff Liaison
Caroline Cilek, LDC Manager
Jeff Wright, Director, Code Enforcement
Matt McLean, Manager, Development Review
Rich Long, Plans Review and Inspections Manager
Ken Kovensky, Director, Operations and Regulatory Management
Paula Fleishman, Sr. Operations Analyst
Jerry Kurtz, Stormwater and Environmental Planning, Section Man.

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 Department – 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 3:00pm

II. Approval of Agenda

Mr. Disney moved to approve the Agenda. Second by Mr. Mulhere. Carried unanimously 9 - 0.

III. Approval of Minutes from April 1, 2015 Meeting

Mr. Foley moved to approve the minutes of the April 1, 2015 meeting as presented. Second by Mr. Valle. Carried unanimously 9 - 0.

IV. Public Speakers

None

V. DSAC Position Vacancy update & vote

Ms. Puig reported Tatiana Gust has responded to the advertisement to fill the vacancy on the Committee.

The Committee noted the seat was vacated by an attorney and it may be beneficial to fill the position with an attorney, contractor or environmental professional, if possible.

The Committee tabled the item to pending a larger pool of applicants.

VI. Staff Announcements/Updates

A. Code Enforcement Division update – [Jeff Wright]

Mr. Wright provided the report “*Collier County Code Enforcement Department Blight Prevention Program - Cumulative Code Enforcement statistics - 7/2009 – 4/26/15*” for information purposes. He noted the Department will be participating in the updating of the County Sign Ordinance.

Mr. Waldrop arrived at 3:11pm

Ms. Spurgeon DeJohn arrived at 3:11pm

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

None

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

None

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

Ms. Hingson provided a copy of the fire code requirements on Quality Assurance for Penetration and Joints for information purposes. She noted:

- On May 19/20 there will be workshops held on the technology available for fire sprinkler and fire alarm panels.

- The Department has a position open for an Inspector.
- The Department continues to provide services for plan reviews and inspections in a timely manner.

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

Mr. Ricardo reported:

- Station 48 is now open.
- Inspections related to fire reviews are being completed within a 24 hour time frame.
- The District is working on an inter-local agreement with the Immokalee Control District for provision of services related to plan reviews and others as necessary.

Leo Rodgers, Immokalee Fire District reported they are the only District remaining with the Fire Code Office, however the Office is not staffed. Elite Consulting of SWFL, LLC is no longer providing the service for plan reviews and they are looking to execute an inter-local agreement with the North Naples Fire District for these and other services.

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

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

Time Certain Inspections

The Committee requested an update on Staff’s initiatives to re-implement “time certain inspections.”

Mr. French reported:

- The Department is looking at re-implementing the process in October of 2015.
- The item has been hindered by the higher than anticipated pay rate requested by potential applicants and limitations of the existing vehicle fleet and office space.
- He noted one consideration for the 2015-2016 FY budget is allocating \$500,000 to NOVA Consulting, Inc. to provide inspections services.

The Committee noted, with the increasing number of applications being processed with the Department, it would be advantageous to undertake a budget amendment and engage NOVA to provide the service as soon as possible. Especially given the Department is funded by the industry and does not utilize monies from the County’s general fund.

Mr. Valle moved to recommend Staff undertake the necessary measures, by the most plausible method and as soon as possible to reinstitute time certain building inspections. The measures may include increasing available Staff positions through Nova Consulting, Inc. or other suitable avenues. Second by Mr. Dunnivant. Carried unanimously 11 – 0.

Mr. Kovensky reported:

- Staff continues to undertake the measures necessary to implement electronic plan reviews through the CityView portal. It is expected to launch in December of 2015 or January of 2016.
- The CityView system was “down” for two days last week and Staff is addressing the issue.

- Staff is working with the vendor to provide a change in the terminology for notifying applicants when an application is “rejected.” The request has been made by consultants expressing concern the term should be modified given many times the “rejection” is a request for additional information.

The Committee expressed concern on allocating Staff and vendor time and the expenses associated with changing the terminology given there are numerous previously identified items with a higher priority of importance needing to be addressed.

Mr. Dunnivant moved to not recognize the need for modifying the language used for the term “rejection” given the cost associated with the endeavor and the other items of higher priority needing to be addressed. Second by Mr. Foley. Carried unanimously 11 – 0.

Health Department Review of Applications

Mr. Long reported Staff continues to implement measures to streamline the process when Health Department Reviews of permit applications are required before any applicable County permits may be issued.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- There has been an influx of Site Development Plan applications due to the increase in Transportation Impact Fees scheduled to be implemented the week of May 11th.
- Staff has been reviewing the requirements for elevating building sites to 18 inches above the crown of the road in the Estates area. Public meetings have been convened and consideration may be given to modifying language of the Land Development Code.
- Staff investigated streamlining the process required for approvals of Insubstantial Changes to Site Plans.

VII. New Business

A. SDP/Building permit Simultaneous Review Discussion [Dalas Disney]

Mr. Disney expressed concern the process for simultaneous review of Site Development Plan/Building Permit applications is cumbersome and recommended Staff review the format to determine if it should be eliminated or identify any potential changes to streamline it.

Mr. McLean reported he would review the item and provide an update at the next meeting.

Reducing Paper Copies of Application Backup Data

Mr. Mulhere recommended Staff consider allowing provision of the backup data required for application submittals via electronic format eliminating the expense associated with paper copies.

B. Request for Impact Fee Sub-committees [Amy Patterson]

Ms. Fleishman requested the Committee appoint a Subcommittee to assist Staff in their review of Impact Fees.

The Committee appointed Dalas Disney, Mario Valle and Robert Mulhere to the Impact Fee Subcommittee.

C. Reducing Peak Stormwater discharge rates in additional basins (sub-basins) [Jerry Kurtz]

Mr. Kurtz provided the document “*Reducing Peak Stormwater Discharge Rates in Additional Basins*” for information purposes. He noted:

- The current capacity of the County’s stormwater and surface water management system is limited.
- Expansion and enlargement of the system to increase capacity is not a viable strategy.
- In order to address the issue, Staff is proposing an amendment to Ordinance 2001-27 reducing discharge rates in the County’s six basins as shown in the document.
- Analysis indicates the changes required to reduce the discharge rates should create a minimal impact on the design standards for a proposed community.
- Staff is seeking a recommendation from the Committee on the proposed changes.

The Committee discussed the following items:

- The proposal is based on those owners with undeveloped parcels remediating stormwater runoff issues caused by owners of previously developed parcels. In fairness, the proposed rates should be those that would have been required before development occurred in the basins.
- How will the new required discharge rates be applied to existing developments that propose expansion or revisions to previously approved plans? - *Staff noted the discharge rates were “locked in” at the time of original permitting.*
- Which studies were utilized to develop the proposal? *Staff reported the Belle Meade Area Stormwater Management Master Plan, Immokalee Area Master Plan and the County’s Watershed Management Plan.*
- Consideration should be given to incentivizing voluntary options to address the issue such as the features associated with Low Impact Development standards.
- The current system, with its use of weirs, is generally performing adequately.
- Staff should provide a financial analysis on the impacts to the owners of the properties affected by the proposal.
- Consideration should be given to offsetting the requirements for proposed developments by allowing items such as lower final road elevations, reductions of on site native vegetation requirements, etc.
- Has there been an analysis on which basins will be impacted the greatest by the proposed changes (less developed basins vs. those built out)?

Speaker

Joss Nageon De Lestang, South Florida Water Management District noted the canal system cannot currently handle a 25 year event, rather an approximate 10 year event. The proposal is intended to provide an equitable means to increase the capacity of the canal system given the system is required to handle a 25 year storm event. If changes are not implemented to increase the capacity of the canal system, even greater onsite storage may be required for developments.

The Committee reported they need additional information to address the concerns identified above before a recommendation may be made.

Ms. Spurgeon DeJohn left at 4:55pm

D. Land Development Code Amendments (LDCAs) review & vote [Caroline Cilek]

Ms. Cilek provided the Memo “DSAC Read-ahead’s for Wednesday, May 6, 2015” for information purposes. The Memo included internet links to the proposed Amendments and the document “2015 LDC Amendments – Cycle 1 Summary Sheet with Advisory Board Recommendations” which summarizes the recommendations or comments provided by various groups that have reviewed the proposed amendments.

She noted the DSAC Land Development Regulation Subcommittee reviewed the proposed amendments and provided comments to Staff.

Mr. Mulhere, Subcommittee Chairman provided an overview of the work of the Subcommittee noting most of the proposed changes involve improving processes or clarifying language to create more efficient administration of the LDC.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed Land Development Code Amendments subject to the recommendations provided by the Development Services Advisory Committee – Land Development Regulation Subcommittee identified in the spreadsheet “2015 LDC Amendments – Cycle 1 Summary Sheet with Advisory Board Recommendations.” Second by Mr. Foley. Carried unanimously 10 – 0.

Discussion occurred noting one item that was identified during the Subcommittee’s review was recommending licensed engineers and architects be permitted to design retaining walls, eliminating the language allowing landscape architects to design the structures.

The Committee noted the requirement may want to be further regulated by defining the types of structures (1-foot high raised landscape bed vs. an 8-foot high retaining wall, etc.) which may be designed by certain professionals.

VIII. Old Business

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

Ms. Cilek reported the County received a preliminary Community Rating System classifications change from 6 to 5 and work continues on the redesign of the Floodplain Management Committee website.

IX. Committee Member Comments

None

X. Adjourn

Next Meeting Dates

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

May 6, 2015

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 5:12PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 6/3/15, as presented X, or as amended _____.