

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

Naples, Florida, June 3, 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  
Dalas Disney  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Stan Chrzanowski  
Norman Gentry  
Marco Espinar  
Ron Waldrop (Excused)  
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  
Jay Ahmad, Director, Transportation Engineering  
Matt McLean, Manager, Development Review  
Howard Critchfield, FEMA Floodplain Coordinator

*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 3:04pm
- II. Approval of Agenda**  
*Mr. Espinar moved to approve the Agenda. Second by Mr. Disney. Carried unanimously 11 - 0.*
- III. Approval of Minutes from May 6, 2015 Meeting**  
*Mr. Disney moved to approve the minutes of the May 6, 2015 meeting as presented. Second by Mr. Foley. Carried unanimously 11 - 0.*
- IV. Public Speakers**  
None
- V. DSAC Position Vacancy update & vote**  
Staff reported there were five individuals (*Jeremy Sterk, Ryan White, John Podczerwinsky, Tatania K. Gust and Anthony Fortina*) who filed applications for consideration to be seated on the Committee. The Committee discussed the Ordinance requirements and current composition of the Committee to determine the applicant best suited to serve on the Committee.

*Mr. Boughton arrived at 3:09pm*

*Mr. Disney moved to recommend the Board of County Commissioners appoint Jeremy Sterk to the Development Services Advisory Committee. Second by Mr. Chrzanowski. Carried unanimously 12 – 0.*

- 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 – 5/24/15*” for information purposes.
  - B. Public Utilities Division update – [Tom Chmelik or designee]**  
None

*Ms. Spurgeon DeJohn arrived at 3:15pm*

- C. Growth Management Department/Transportation Engineering and/or Planning – [Jay Ahmad or designee]**  
Mr. Ahmad reported Trinity Scott is the new Manager of Transportation Planning and highlighted the following projects:
  - Collier Blvd. - Green Blvd. to Golden Gate – Notice to Proceed issued 1/28/15, expansion from 4 lanes to 6 lanes, 16 percent complete.

- US41/Collier Blvd. Intersection – work ongoing, 75 percent complete, completion anticipated for October 2015.
- Immokalee Road, East of State Road 29 - Emergency repair of bridge completed.

He noted anyone wishing to determine the status of ongoing projects, or those in the planning process may visit the Department's website for updates.

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

**Ms. Hingson** reported:

- Shawn Hanson was awarded “*Fire Marshall of the Year*” by the Florida Fire Marshals and Inspectors Association.
- The International Fire Stop Council will be holding a class for the Fire Stop ASTM standards on June 5, 2015 at the Fire Code Office.
- A class previously held by the Fire District Fire Alarms and Sprinklers was well attended by area vendors.

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

**Mr. Ricardo** reported:

- An Inter-local Agreement was executed with the Immokalee Fire Control District for provision of services such as fire plan review and others.
- Staff continues to streamline the process for certain types of reviews that may or may not require review by the office for fire code related issues (i.e. certain Insubstantial Changes to Planned Unit Developments, etc.).

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

**Mr. French** submitted the “*Collier County May 2015 Monthly Statistics*” which outlined the building plan and land development review activities. He disseminated the document “*CityView Building Permit Types as of 2015-05-19*” for information purposes based on a request from the previous meeting. He reported on the major items as outlined below:

**Department Staffing and Budgeting**

He reported Staff is reviewing the Fiscal Year 2016 budget and proposes the following:

- Adding 15 additional full time employees to the Department (4 new employees and conversion of 11 job bankers).
- Allocating \$1.5M to contractual services to assist the Department when needed.
- He requested the Committee provide a recommendation on the proposals as the item will be presented to the Board of County Commissioners.

***Mr. Mulhere moved to endorse Staff recommendation of adding 15 additional full time employees and allocating \$1.5M of funds for contractual service as outlined above. Second by Mr. Foley. Carried unanimously 13 – 0.***

**Mr. French** noted given the Department's current workload, the County Manager authorized Staff to undertake the necessary measures to add the 15 full time employees before the FY16 budget is adopted.

*Ms. Spurgeon DeJohn left the meeting at 4:08pm*

**Proposed Building Permit Fee Reductions**

**Mr. French** reported Staff is proposing lowering fees for certain building permits. The reductions are anticipated to decrease revenue by approximately \$500,000 annually however the Department is in the financial position whereby the loss will not have a negative impact on services. The item is scheduled for review by the Board of County Commissioners and the update is for information purposes. If the Committee wishes to provide a recommendation on the item they may.

**Mr. Foley** expressed concern a “fee study” or financial analysis was not conducted before the item was proposed, however fee reduction are generally favorable for the public.

**Mr. Disney** noted if a fee study is conducted, it could lead to an increase in fees as well as decreased fees.

***Mr. Boughton moved to support Staff’s request to lower fees. Second by Mr. Gentry. Motion carried 11 “yes” – 1 “no.” Mr. Foley voted “no.”***

*Ms. Spurgeon DeJohn returned at 4:10pm*

**Expired Permits Study and Policy**

**Mr. French** reported:

- A Commissioner has requested Staff review the status of permits that have not been “closed out” and develop a policy to address the issue.
- Upon review it has been determined there are approximately 10,000 expired permits in CityView and 70,000 in CDPlus platforms that have not been “closed out.”
- The categories include those that were never initiated, those never completed, or those not receiving final inspections.
- One penalty under consideration for a contractor who is unresponsive to repeated requests to address the item is revoking his licensing privileges in the County for failing to properly manage the permit.
- According to State Statutes, license revocation may occur for issues relating to fraud, failing to provide workman’s compensation insurance or work performed in violation of codes.

Under Committee discussions the following was noted:

- It may be prudent to develop a “think tank” comprised of Stakeholders, Staff and DSAC Members, etc. to address the issue.
- Any policy would require a determination if the penalties will be retroactive or “grandfathering” will be available.
- Staff should contact other jurisdictions to see if they have addressed the issue and by what means.
- Is there an avenue to provide automatic notification to permit holders on the status of permits about to expire and the consequences? – *Mr. French reported the CityView platform has that option available.*
- If the existing permits require a new review, what would be the parameters (under the auspices of the current code and fee structure or previous one in effect at time of permitting)?

– *Mr. French reported the applicable code requirements would be those in which the permit was issued, the fees applicable would be the current fee structure.*

- He will provide updates as they become available

**Michael Ossorio, Supervisor of Contractor Licensing** reported the County currently addresses the issue on a daily basis from complaints initiated by property owners, however under the proposed scenario, the County would initiate a complaint.

**G. Development Review Division update [Matt McLean]**

**Mr. McLean** reported the Division continues to experience a high volume of permit applications and Staff is working on avenues to improve communications with applicants and their consultants including oral communication before letters requesting additional information are issued.

**VII. New Business**

None

**VIII. Old Business**

**A. Update on Land Development Code Amendments [Caroline Cilek]**

**Ms. Cilek** reported the Cycle 1 Amendments are scheduled to be heard by the Board of County Commissioners on 6/23/15 and 7/7/15. The Planning Commission will be reviewing the proposed amendment related to automobile service stations on 6/8/15.

The Cycle 2 Amendments for 2015 are expected to begin in the late summer.

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

**Ms. Cilek and Mr. Critchfield** provided the document “*2015 Community Rating System Certification*” which preliminarily identified the points awarded to the County for their rating classification which should change from a levels 6 to 5 allowing for an additional 5 percent reduction (to 25 percent total for County policy holders) in flood insurance rate premiums.

**C. Cont’d item from the May 6, 2015 meeting: SDP/Building permit Simultaneous Review Discussion [Dalas Disney]**

**Mr. McLean** reported Staff has reviewed the issue and recommends a Work Group be formed to assist Staff in determining any changes which may be made to the process.

The Committee noted Staff should contact Lee County Staff for input on how they approach the process.

*The Committee determined Blair Foley, Dalas Disney and Robert Mulhere should assist Staff in their review of the item.*

**D. Cont’d item from the May 6, 2015 meeting-Reducing Peak Stormwater discharge rates in additional basins (sub-basins) [Jerry Kurtz]**

**Mr. Kurtz** reported, as discussed at the last Committee meeting, Staff is proposing an additional 16 stormwater basins (there are 6 currently) be subject to reductions in the peak discharge rates. Staff has developed maps to aid in addressing questions posed by the Committee at the last meeting. He noted the initiative is part of the Watershed Management Plan adopted in 2011 identifies the need to address the increasing volume of stormwater discharges over taxing canals.

Under Committee discussion, the following was noted:

- All options should be investigated to address the issue including providing incentives for property owners if they institute voluntary measures to address the issue.
- Have the condition of the existing canals been analyzed in detail to determine if routine maintenance may improve their capacity (clearing of banks, dredging, etc.)?
- Concern expressed a detailed economic analysis was not undertaken to determine the financial impact on residents. The practice is standard with proposed Land Development Code amendments.

*Mr. Kurtz reported Staff is in the process of developing an economic analysis and will return the item for consideration in a couple of months.*

**IX. Committee Member Comments**

None

**X. Adjourn**

**Next Meeting Dates**

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

**August 5, 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 5:07PM.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**

  
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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 9/2/15, as presented , or as amended \_\_\_\_\_.