

June 1, 2016

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

Naples, Florida, June 1, 2016

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

ALSO PRESENT: Ken Kovensky, Director, Operations and Regulatory Management  
Caroline Cilek, LDC Manager  
Mike Ossorio, Director, Code Enforcement  
Matt McLean, Manager, Development Review  
Rich Long, Plans Review and Inspections Manager

*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 – 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. Dunnivant. Carried unanimously 11 - 0.*

**III. Approval of Minutes from May 4, 2016 Meeting**

*Mr. Foley moved to approve the minutes of the May 4, 2016 meeting as presented. Second by Mr. Espinar. Carried unanimously 11 - 0.*

**IV. Public Speakers**

None

**V. Staff Announcements/Updates**

**A. Code Enforcement Division update – [Mike Ossorio]**

**Mr. Ossorio** provided the report “*Collier County Code Enforcement Department Blight Prevention Program - Cumulative Code Enforcement statistics - 7/2009 – 4/24/16*” for information purposes.

*The Committee requested the pie chart Code Case by Category identify the time frame of the data and add the pie chart from the prior period be displayed for comparison.*

**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, Greater Naples Fire Rescue** reported the Department continues to meet review times and inspection requests in a timely manner.

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

**Dale Fey, North Collier Fire Control and Rescue District** reported the Department continues to meet review times and inspection requests in a timely manner.

*Mr. Valle arrived at 3:15pm*

**F. Operations & Regulatory Mgmt. Division update [Ken Kovensky]**

**Mr. Kovensky** submitted the “*Collier County May 2016 Monthly Statistics*” which outlined building plan and land development review activities. The following was noted during his report:

- May 2016 inspections topped 16,000, 600 over April of 2016 and 6,000 year over year.
- Staff has researched the number of pre-paid inspections where service was not requested by the applicant. In CityView, there are approximately 50,000 inspections due at an amount of \$2.7M and in CD Plus there are approximately 47,000 due at a cost of \$2.2M. The funds will be allocated to Reserve Accounts.

- Electronic Plan Review is expected to go live on 6/13/16.
- The Email/Fax permit system is expected to be phased out by August and being replaced by walk-in or electronic plan format.
- Staff continues to address payment services including increasing available stations for credit card options.
- The “Fee Study” has been sent out to bid and a DSAC Member is sought to serve on the selection committee. – *The Committee assigned Mr. Dunnivant to the task.*
- Staff will investigate the requirements for electrical inspections in relation to recessed light fixtures and whether they are required to be out of the ceiling during inspection.

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

**Mr. McLean** reported

- Staff continues to address staff levels for plan reviews.
- The Wetlands Subcommittee met for a second time on May 17<sup>th</sup> and Staff is initiating a process whereby building permits for single family homes will not be issued by the County until certain criteria have been satisfied such as an Informal Wetlands Determination or others acceptable information. Future meetings will review concepts for a “General Permit” program for the Estates area.

#### **ROW Handbook**

**Mr. McLean** reported:

- Staff is reviewing the Right-of-Way Handbook and proposing changes.
- At this point procedural changes proposed include severing the right-of way-application from the document to allow Staff to make changes in process as necessary, permits to be valid for 180 days instead of 30 days and a changing the notification requirements for lane closures from 3 days to 5 days, etc.
- A complete “overhaul” of the Handbook is planned and will be brought forth for consideration in the future.
- He requested the Committee review the proposed changes and provide a recommendation to the Board of County Commissioners.

*Mr. Foley moved to recommend the Board of County Commissioners adopt the proposed Resolution deleting the right-of-way permit from the ROW Construction Handbook (and other procedural changes as proposed). Second by Mr. Mulhere. Carried unanimously 12 – 0.*

*The Committee reached consensus on recommending the Board of County Commissioners direct Staff to propose amendments to the Handbook in the areas of permit conditions, corrections of outdated language and any other clarifications as necessary.*

### **VI. New Business**

#### **A. Discussion of future Land Development Code Amendments [Caroline Cilek]**

**Ms. Cilek** presented a Memo to the Committee dated May 25, 2016 – “*Re: DSAC Read-Ahead’s for Wednesday June 2, 2016 meeting*” for information purposes. The following was noted during discussions:

- The list is tentative and contains 9 proposed amendments to be considered upon approval by the Board of County Commissioners.
- There were 7 originally proposed however the Planning Commission requested Staff to: 1) Revisit the proposed amendment to Section 3.05.07 Preservation Standards for the long-term

June 1, 2016

land and land management payments for off site preservation including disincentivizing off site preservation for the urban areas and 2) Review the requirements for the citing of streetlights whereby qualified landscape architects or other may provide the service.

- Clarification of lot line adjustments requirements is proposed to ensure they provide flexibility and are consistent within the County.
- The current Cycle's proposed amendment to Section 5.05.08 (Architectural Standards) will be heard by the BCC on 6/28/16 with the others being heard on July 12.

**B. Discuss canceling the July 6, 2016 meeting [Bill Varian]**

*The Committee determined to cancel the July DSAC meeting.*

**VII. Old Business**

None

**VIII. Committee Member Comments**

**Mr. Dunnivant** requested an update on the Committee's request a Work Group review future staffing needs.

**Mr. Kovensky** reported he will contact Mr. French to determine the appropriate avenues to address the request.

**IX. Adjourn**

**Next Meeting Dates**

**August 3, 2016 GMD Conference Room 610 – 3:00 pm**

**September 7, 2016 GMD Conference Room 610 – 3:00 pm**

**October 5, 2016 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 3:46PM.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**

  
\_\_\_\_\_  
**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 8/3/16, as presented ✓, or as amended \_\_\_\_\_.