

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

Naples, Florida, September 7, 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 (Excused)
Clay Brooker
Dalas Disney
Chris Mitchell
Robert Mulhere (Excused)
Mario Valle (Excused)
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn
Jeremy Sterk

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Lorraine Lantz, Transportation Planning
Matt McLean, Director, Development Review
Mike Ossorio, Director, Code Enforcement Division
Ken Kovensky, Director, Operations and Regulatory Management
Jeremy Frantz, Senior Planner
Eric Fey, Public Utilities

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. Dunnivant moved to approve the Agenda. Second by Mr. Foley. Carried unanimously 10 - 0.

III. Approval of Minutes from August 3, 2016 Meeting

Mr. Disney moved to approve the minutes of the August 3, 2016 meeting as presented. Second by Mr. Chrzanowski. Carried unanimously 10 - 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 Division Blight Prevention Program - Cumulative Code Enforcement statistics - 7/2009 – 7/7/16” for information purposes. He noted:

- The Department conducted 817 lien searches last month.
- Political signs by those candidates no longer running for election are required to be removed by 9/6/16.
- The new Code Enforcement training room is operational.
- Staff is working on a Standard Operating Procedure manual and when approved he will notify the Committee.

Mr. Mitchell arrived at 3:07pm

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

Mr. Fey noted his monthly reports to the Committee will include:

- Updates on the volume of development activity encountered by the Division.
- Status of Florida Department of Environmental Protection applications, deviation requests, vacating of easements requests, etc.
- Changes in policies or codes proposed or implemented by the Division.
- Updates on Subcommittee activities.

Mr. Gentry arrived at 3:10pm

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

Lorraine Lantz reported on the following activities:

- Triangle Blvd. – Operational analysis to be conducted and completed by December 2016.
- Pine Ridge Rd. – Operational analysis, Livingston Rd. to Napa Woods Way including Whippoorwill Lane.

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

None

E. North Naples Fire Review update – [Dale Fey]

None

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

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

- Issued permits increased by 10 percent month over month for August, 20 percent year over year.
- Inspections reached an all time high of more than 20,000 in August with a year over year increase of 20 percent.
- The Purchase Order for the fee study was approved and is expected to initiate in a few weeks. Staff is in the process of assembling a team to assist in the study.
- The ratio of electronic plans submitted has increased from 16 percent at initiation to 27 percent at this point in time.
- The Division’s satellite office at Orange Blossom Blvd. is now open and the public may submit applications and pay fees by credit card at the facility.
- The County is investigating means to improve service in the “records room” including increasing the number of licenses issued for access to the software.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- The Division began providing data to the Committee on Site Utility inspection with six inspectors dedicated to the area and assistance executed through the NOVA contract when required.
- Electronic submittal of land use development applications increased to a ratio of 50 percent in August.
- New phone support for land inspections has been initiated.
- Continue to address staffing needs given personnel changes.
- Those filing hybrid applications, (previously paper, converted to electronic) should resubmit all documents electronically as Staff cannot issue dual approvals (paper and electronic) when processing applications.

VI. New Business

A. Architectural and Site Design Standards Handbook [Jeremy Frantz]

Mr. Frantz provided an update on the 2015 Land Development Code amendment cycles noting:

- The Cycle 1 amendments including the changes to Section 5.05.08 were approved by the Board of County Commissioners (BCC) in July.
- The Cycle 2 amendments are anticipated to be heard by the BCC at the September 13, 2016 meeting.
- A new set of amendments is scheduled for review including those for “lot coverage.”
- Staff is developing an Executive Summary to be heard by the BCC which will request a Committee be convened to review the standards related to redevelopment of commercial sites.

- The Collier County Planning Commission requested the standards for street light plans be reviewed and anyone interested in serving on a work group to address the request should contact Staff.

Mr. Frantz reported Staff developed an “*Architectural and Site Design Standards Handbook*” which was made available to the public on July 18, 2016. The publication provides an explanation of the code, answers to Frequently Asked Questions, a copy of the standards, links to related information inside and outside the document. It is available electronically on the County website.

VII. Old Business

None

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Dates

October 5, 2016 GMD Conference Room 610 – 3:00 pm

November 2, 2016 GMD Conference Room 610 – 3:00 pm

December 7, 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 3:33PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 10/5/16, as presented X, or as amended _____.