

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

Naples, Florida, August 3, 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
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn (Absent)
Jeremy Sterk (Excused)

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Manager, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Michael Ossorio, Director, Code Enforcement
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. Mulhere moved to approve the Agenda. Second by Mr. Foley. Carried unanimously 10 - 0.

III. Approval of Minutes from June 1, 2016 Meeting

Mr. Mulhere moved to approve the minutes of the June 1, 2016 meeting as presented. Second by Mr. Valle. Carried unanimously 10 - 0.

IV. Public Speakers

Mr. French reported:

- **Matt McLean** has been named Director of Development Review.
- **Wanda Warren**, long time County employee passed away.

Mr. Dunnivant arrived at 3:05pm

Mr. Gentry arrived at 3:05pm

Mr. Waldrop arrived at 3:05pm

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 – 6/19/16” for information purposes.

He noted:

- Snipe signs placed in the right-of-way, including political signs are being removed.
- An item will be brought forth to the Board of County Commissioners on the requirements for reporting violations and Staff will be bringing the item to the DSAC for review.
- Anonymous complaints are accepted if it is a Health, Safety and Welfare issue, other complaints require the reporter identify themselves.
- Staff continues to conduct lien searches at a cost of \$25.00. The searches are related to the Code Enforcement Division cases, not contractor, IRS, etc. liens.
- Historical building permits may be searched electronically through CityView (pre October 2011); CDPlus (1996 – 2011). The County does provide assistance in record searches with no charge for the first hour but beyond that Staff time is charged.

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

Eric Fey reported he is the new DSAC liaison for the Department noting:

- He will be the contact point for Florida Department of Environmental Protection permit reviews and Division deviation requests.
- He will be reviewing requests for vacating of easements and Growth Management Plan amendments.
- He will be responsible for issuing letters of “service availability.”

- He is the liaison for the DSAC Subcommittee related to the Divisions items.
- Waste water capacity letters are no longer required and the notifications will be provided by Craig Pajer in conjunction with Development Review Staff, absent of the previous fee of \$1,000.

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

Mr. Ahmad reported:

- Green Blvd. to Golden Gate – Construction is 35 percent complete including completion of the bridge at the Golden Gate main canal. Project completion date 2017.
- Collier Blvd. – Green to Golden Gate Blvd. – Green Blvd. bridge completed – project completion date 4/17.
- Immokalee Rd./Collier Blvd. Intersection – Canal relocation and underground utility work underway.
- Chokoloskee bridge – demolition underway.
- Vanderbilt Dr. bridges – October traffic flow shutdowns and detours.

The Committee recommended Mr. Ahmad review the area south of Green Blvd., on the southbound side of Collier Blvd to determine if a deceleration lane should be added to prevent traffic from backing up onto Collier Blvd. until the Green Bridge is usable.

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

Ms. Hingson reported:

- Condominium Association high rise buildings built in conformance with prior building code requirements that are not sprinklered may opt out of the requirement by Association vote. The requirement for retrofitting sprinklers only applies to buildings that have a vertical rise of 75 feet or higher from the point of fire apparatus access.
- A Florida Fire Marshals and Inspectors class will be held in Tallahassee on October 4, 2016.
- The Department is currently meeting inspection requests over a 2 day timeline.
- The Florida Building Industry Association is donating \$15,000 to the Florida Fire Marshals and Inspectors Association for the provision of informal determinations. The process will start on November 1, 2016.
- The District will be holding a “Fire Alarm Class” on September 29, 2016.
- The checklist of requirements for submittal of a “fire alarm application” has been reduced from 16 pages to 5 pages.
- CPR and other related classes are available from the District.

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

Mr. Fey reported fire plan review timelines are an average 8 days and changes are underway to streamline the processing of “fire only” permit applications.

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

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

Fee Study

- The proposed “Fee Study” did not require convening a Selection Committee, however Mr. Dunnivant was consulted on the decision to choose the low bidding consultant.
- The low bidder was MGT of America, Inc. at \$29,920. The remaining bids were Fiscal Choice Consulting, LLC. - \$37,550, Matrix Consulting Group - \$47,550 and Tindale-Oliver - \$86,027.
- The recommendation for MGT to undertake the study was forwarded to the Purchasing Department and the County Attorney’s office for review.
- The firm has 180 days to complete the study.
- Staff will continue to work with Mr. Dunnivant on the study who may arrange a presentation to the DSAC if they so desire.
- The firm was notified the goal of the study is an objective analysis of the current fee structure and not substantiating a rationale for increasing fees.

Division Staffing Study

A study will be initiated to determine the future Staffing needs of the Division and any Member of the DSAC would like to participate in the workgroup should contact Staff.

New Building Staffing

The Division transferred 36 Staff members to the newly leased building and will be relocating Staff in the existing building to the vacated space.

Electronic Plan Review

Electronic Plan Review for land development applications initiated in July with the Division already accepting 40 percent (compared to 19 -20 percent for building applications) of the submittals via the portal.

Satellite Offices

The Division is opening satellite offices on Orange Blossom Dr. which will be staffed 5 days a week and Everglade City Airport staffed 2 days a week.

Under Committee discussion he noted:

- 1. There should be adequate Staff available to handle walk in permit runners with multiple applications without compromising service to other parties.***
- 2. Investigation is underway to provide a mobile platform with a walk around staff person to handle less complicated permit applications.***

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- Submittal of Site Development Plan applications remained at a consistent level.
- Staff continues to address personnel changes to ensure adequate levels of service are met.
- Electronic plan review for site development applications has been live for 9 weeks and the Division offers training on the platform on the County website.
- The Land Development Code (LDC) amendment to the Architectural Standards (Section 5.05.08) was adopted by the Board of County Commissioners (BCC).
- The BCC has recommended Staff initiate review of the LDC requirements for redevelopment of properties and the endeavor will require a Committee, potentially a combination of DSAC

members and individuals from outside the Committee. If individuals outside of the DSAC are involved, it will require approval by the BCC.

- Staff continues to work on the next LDC Cycle of Amendments with reviews initiating in September.
- The LDC amendment for off site preservation requirements and land management endowment costs was remanded back to the Advisory Boards for further review with current LDC language remaining in effect.

VI. New Business
None

VII. Old Business
None

VIII. Committee Member Comments
None

IX. Adjourn
Next Meeting Dates
September 7, 2016 GMD Conference Room 610 – 3:00 pm
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 4:00PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 9/7/16, as presented , or as amended _____.