

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

Naples, Florida, November 2, 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 Dunnivant
James E. Boughton
Clay Brooker (Excused)
Dalas Disney
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn (Excused)
Jeremy Sterk

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Mike Ossorio, Director, Code Enforcement Division
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Amy Patterson, Director, Impact Fee Administration
Jace Kentner, Interim Director, Business & Economic Development
Jonathon Walsh, Building Official
Robert Cornetta, Chief Plumbing/Mechanical Inspector

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. Valle moved to approve the Agenda. Second by Mr. Chrzanowski. Carried unanimously 9 - 0.
 - III. Approval of Minutes from October 5, 2016 Meeting**
Mr. Foley moved to approve the minutes of the October 5, 2016 meeting subject to noting Mr. Valle left the room during the discussion of Item VI.A Law Enforcement. Second by Mr. Chrzanowski. Carried unanimously 9 - 0.
 - IV. DSAC Position Vacancy Review & vote**
 - 1. Re-appoint Bill Varian Category: General Contractor**
Mr. Foley moved to recommend the Board of County Commissioners appoint William Varian to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 8 - 0. Mr. Varian abstained.
 - 2. Re-appoint Jeremy Sterk Category: Environmental Consulting**
Mr. Foley moved to recommend the Board of County Commissioners appoint Jeremy Sterk to the Development Services Advisory Committee. Second by Mr. Espinar. Carried unanimously 9 - 0.
 - 3. Re-appoint Robert Mulhere Category: Planner**
Mr. Foley moved to recommend the Board of County Commissioners appoint Robert Mulhere to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 8 - 0. Mr. Mulhere abstained.
 - 4. Re-appoint David Dunnivant Category: Developer**
Mr. Foley moved to recommend the Board of County Commissioners appoint David Dunnivant to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 9 - 0.
- Mr. Dunnivant arrived at 3:06pm*
Mr. Boughton arrived at 3:06pm
- 5. New appointment Brad Schiffer Category: Architect**
Mr. Disney moved to recommend the Board of County Commissioners appoint Brad Schiffer to the Development Services Advisory Committee. Second by Mr. Foley. Carried unanimously 11 - 0.
 - 6. New appointment Wojciech Kulicki Category: Architect**
Given the vacancies were filled, Wojciech Kulicki was not considered.
 - 7. New appointment Ron Kezeske Category: Developer**

Given the vacancies were filled, Ron Kezeske was not considered.

The Committee expressed their appreciation to Mr. Disney for his 22 years of service on the Committee.

Mr. Sterk arrived at 3:07pm

V. Public Speakers
None

VI. 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 – 9/11/16*” for information purposes.

He noted:

- The County continues to monitor the Port of the Islands Hotel and Resort to ensure the building does not become subject to vandalism.
- Staff will be sporting new uniforms in 2017.
- Staff continues to work on the measures necessary to address foreclosed properties.

Mr. Mitchell arrived at 3:11pm

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

Ms. Patterson addressed the Committee requesting a Subcommittee be formed to review Utility Impact Fees and Rates.

The Committee assigned Mr. Valle, Mr. Dunnivant, Mr. Foley and Mr. Mitchell to the Subcommittee.

Mr. Fey reported:

- The Utility Subcommittee meets the 3rd Tuesday of the month to discuss issues related to the Division.
- A meeting was held on November 3, 2016 with Growth Management Division Staff to review the utility conveyance process and its relation to smaller scale developments and Staff envisions there will be changes in the Land Development Code to address the issue.

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

Mr. Ahmad reported:

Golden Gate Blvd. - project 55 percent complete with completion anticipated for October 2017.

Collier Blvd. – Green Blvd, to Golden Gate Blvd. – on schedule.

Immokalee Rd./Collier Blvd. Intersection – on schedule.

Chokoloskee bridge – work underway, possible cost saving due to contractor recommended changes in pilings.

Vanderbilt Dr. bridges – Work ongoing with traffic flow shutdowns and detours impacting the area.

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

Ms. Hingson reported:

- The checklist for Fire Review applications has been reduced from 16 pages to 6 pages.
- Inspections are at a 2 – 3 day turnaround time.
- There will be a FFMIA (Florida Fire Marshals and Inspectors Association) meeting next week.

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

Mr. Fey was not present and Ms. Hingson noted site plan reviews are at a 4 day turn around time and building plan reviews are at a 6 day turn around time.

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

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

- The volume of permit applications month over month and year over year are consistent.
- The volume of building inspections remains constant month over month at approximately 19,000.
- Staff continues to compile the data required for the fee schedule study and first meeting with the consultants is expected to occur over the next couple of weeks.
- Electronic Plan Review submittals remain at a rate of 30 percent.
- The CityView portal is off line for a short period of time for weekly maintenance beginning 6:00pm on Thursdays.

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- The number of Site Development applications have increased month over month.
- The number of subdivision applications continues to decrease month over month, year over year.
- The Land Development Review Subcommittee will meet on 11/3, 11/16 and 11/29 to review Land Development Code amendments with a report anticipated to the full Committee in December.
- Staff is working with Utilities Department on the conveyance process.
- Staff continues to monitor service with no plans to hire additional employees at this time.

VII. New Business

A. Fast Track Program [Jace Kentner and Kristi Bartlett]

Mr. Kentner, Ms. Bartlett and Mr. French presented the Executive Summary “*Recommendation to adopt a resolution approving the amendment of Resolution 2016-12 Collier County’s Fast Track permit review program, the expedite development order or permits for primary employers*” for consideration. They noted:

- The proposed amendment is intended to simplify and improve the process utilized by the County.
- A project will need to meet certain criteria before being eligible for the “Fast Track” process.
- A “Fast Track” project will not alter the time frame for the review of application already in process.

- No time frame for the approvals is identified in the Resolution as it is intended to be flexible and administered on a case by case basis depending on the client's needs.
- The process is already in place and the amendment is intended to ensure legal sufficiency.
- If necessary, the application review may be conducted by the County's approved outsourced review vendor and funds are budgeted for the activity.
- They are seeking a recommendation from the Committee on the proposed amendment.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed amendment to Resolution 2016 – 12. Second by Mr. Foley. Carried unanimously 13 – 0.

B. Gas Inspections & Procedures [Robert Cornetta & Jonathan Walsh]

Mr. Walsh and Mr. Cornetta provided a memo on the proposed changes to Gas Inspections. They noted the changes are intended to simplify the means available to conduct the inspections. A bulletin will be disseminated to contractors notifying them of the changes.

VIII. Old Business

Mr. Walsh and Mr. French provided an update on the Division's endeavor to purge the CityView and CDPlus systems of uncompleted permits noting:

- The endeavor includes reviewing permits issued over the past 2 decades.
- Staff is identifying "open" permits and determining the measures to close them out.
- Areas of concern include permits never receiving their final inspections, those issued but the project never undertaken, etc.
- The Contractor Licensing Division is assisting in the matter and many of the permits have been closed out.
- Enforcement remedies proposed by various parties include suspending licenses of those contractors, etc. found to be deficient in their provision of services.
- Staff will provide a report next month and will request a Subcommittee be convened to review any enforcement measures available to address the issue.

IX. Committee Member Comments

Mr. Disney reflected on his time served on the Committee and thanked those involved for their time and effort in the endeavors undertaken by the group.

X. Adjourn

Next Meeting Dates


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

January 4, 2017 GMD Conference Room 610 – 3:00 pm

February 1, 2017 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 4:14PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 12/7/16, as presented _____, or as amended _____.