

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

Naples, Florida, February 1, 2017

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 (Absent)  
Clay Brooker (Excused)  
Brad Schiffer  
Chris Mitchell  
Robert Mulhere (Excused)  
Mario Valle (Excused)  
Stan Chrzanowski (Excused)  
Norman Gentry  
Marco Espinar (Absent)  
Ron Waldrop (Excused)  
Laura Spurgeon DeJohn (Excused)  
Jeremy Sterk

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison  
Lorraine Lantz, Transportation Planning  
Eric Fey, Sr. Project Manager, Public Utilities  
Mike Ossorio, Director, Code Enforcement Division  
Matt McLean, Director, Development Review  
Rich Long, Plan Review and Inspection Manager  
Claudine Auclair, Manager, Business Center  
Ken Kovensky, Director, Operations and Regulatory Management  
Amy Patterson, Director Impact Fee Administration

***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.

*A quorum could not be established so the meeting was held as an informational forum with no formal actions to be taken by the Committee.*

**II. Approval of Agenda**

None

**III. Approval of Minutes from January 4, 2017 Meeting**

None

**IV. Public Speakers**

None

**V. Staff Announcements/Updates**

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

**Mr. Ossorio** provided the report “*Code Enforcement Division Monthly Report*” for information purposes. He noted:

- Half of the Division Staff has completed the requirements of the Florida Association of Code Enforcement (F.A.C.E.) Phase IV training.
- A “door knocker card” program has been established whereby officers will be leaving thank you notifications for complying with County Codes.
- The Division Staff will be donning new uniform shirts.

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

**Mr. Fey** reported Staff met on January 19, 2017 to initiate changes to the Division’s conveyance and acceptance process for small projects. The Ordinances under review include 134-58 (*Construction approval and document submissions*); 134-59 (*Construction observation and inspection*) and 134-60 (*Utilities conveyance policies and procedures*). The Amendments are anticipated to be completed within a year.

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

**Ms. Lantz** provided an update on transportation projects noting an intersection and corridor study for Pine Ridge Road from I75 to Livingston Road is underway.

*The Committee requested Staff review the timing of the traffic lights on 111<sup>th</sup> Ave to determine any changes that may be made to improve traffic flow in the area during the work associated with the Vanderbilt Drive bridge replacement project.*

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

**Ms. Hingson** reported:

- Plan reviews are at a 4 day turn around and inspections are at a 3 day turnaround.

- Educational classes will be held by the International Firestop Council in Estero on February 21, 2017.
- The Lee County Fire Department will be holding a poker run fund raiser.
- On February 4<sup>th</sup> and 5<sup>th</sup> education classes on fire codes will be held by the Department at Harley Davidson and designed for general contractors, fire alarm contractors, etc.

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

Mr. Fey reported building plan reviews at a 7 day turn around, Site Development Plan reviews are at a 4 day turn around and Inspections are at a 1 – 2 day turn around.

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

Mr. Kovensky submitted the “*Collier County January 2017 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- Permit applications are up 9 percent year over year in January 2017.
- Permits issued in January decreased year over year, however issuance of commercial permits tripled.
- 17,000 inspections were completed in January 2017, an increase of 11 percent year over year.

**Fee Study**

Mr. Kovensky reported:

- The consultant was on site from January 31 thru February 2 and reviewed the length of time for specific tasks and Staff provided the costs, including the “overhead” associated with the endeavors.
- The data may be input to a model which analyzes the costs of the process.
- The first draft of the report is anticipated to be delivered over the next several weeks and will be presented to the DSAC prior to it being heard by the BCC.

**Conflict of Interest Forms for Applicants**

Mr. Kovensky reported:

- The County Attorney’s Office is considering requiring applicants to submit a “*conflict of interest*” form identifying any relationships they may have with a Staff Member, Committee/Board Member, etc.
- The requirement would apply to building and land use applications and is in the “discussion” stages with no time frame for implementation.

***The Committee noted the procedure may not be necessary given Committee Members and Staff are currently subject to County ethics standards.***

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

Mr. McLean reported

- Plats recorded in January 2017 numbered 700 with only 2,000 in total being filed in 2016.
- Staff is reviewing the requirement of mylar sheets being provided at a fee of \$17 each given technological advances allow the information to be accessed online through the Collier County Clerk’s office.

**VI. New Business**

**A. Permitting Processes [Claudine Auclair]**

**Ms. Auclair** provided an overview of the process for applicants who file for permits via walking into the lobby at the Growth Management Department building. She noted:

- Applicants are required to check in at the information desk where a cursory review of their application is completed and they are given a number and requested to “sit and wait” while the application is processed.
- The process time is generally 10 to 15 minutes until the “payment slip” is executed for the applicant.
- The goal is for the process to take less than 15 minutes and data analysis indicates within the last 6 months, of 15,000 applications, the average wait time is 12 minutes 53 seconds. Eighty percent of the applications were processed within the 15 minute time frame.
- In order to ensure all processes (walk in, electronic, etc.) is as efficient as possible, Staff is:
  - Reviewing the process to determine any changes that may be made to improve the process including training of Staff, identifying any areas where the required access to CityView is impeded, etc.
  - Reviewing changes which may be made to the electronic filing of applications such as the reviewers’ ability to access certain documents.
  - Meeting with the major users of electronic plan filing platform at their place of business to provide training on the use of the system.
  - Scheduling educational classes for those professionals interested in electronic plan filing. They will notify Mr. Schiffer on the schedule so he may notify any interested members of the local AIA.

*The Committee recommended a “ticket number” display screen be installed so those waiting in the lobby are aware of where they are in queue.*

**B. School and Parks Impact Fees Indexing [Amy Patterson]**

**Ms. Patterson** presented the documents “*Parks and Schools Impact Fee Indexing and Water Wastewater Impact Fee Study Update*” and “*Collier County 2016 Indexing Calculations for Parks and Recreation Facilities and School Impact Fees Draft Report*” for information purposes.

*Continued – See Item C.*

**C. Water and Wastewater Impact Fee Update Study [Amy Patterson]**

**Ms. Patterson** presented the documents “*Appendix B Existing Water and Waste Water Impact Fee Ordinance*” for information purposes.

**Chairman Varian** reported no quorum was present for a recommendation.

**Ms. Patterson** reported she would present the items at the next meeting as she needs a recommendation from the Committee. Continuation of the items will not disrupt the schedule for the items.

**VII. Old Business**

None

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates**

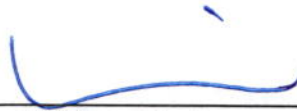
**March 1, 2017 GMD Conference Room 610 – 3:00 pm**

**April 5, 2017 GMD Conference Room 610 – 3:00 pm**

**May 3, 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 4:45PM.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 3/1/17, as presented X, or as amended \_\_\_\_\_.