

May 3, 2017

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

Naples, Florida, May 3, 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 (Excused)
Vice Chairman: Blair Foley
David Dunnavant
James E. Boughton
Clay Brooker
Brad Schiffer
Chris Mitchell
Robert Mulhere
Mario Valle
Stan Chrzanowski (Excused)
Norman Gentry
Marco Espinar (Absent)
Ron Waldrop
Laura Spurgeon DeJohn
Jeremy Sterk

ALSO PRESENT: Jamie French, Deputy Department Head
Ken Kovensky, Director, Operations and Regulatory Management
Judy Puig, Operations Analyst, Staff Liaison
Lorraine Lantz, Principal Planner – Transportation Division
Eric Fey, Sr. Project Manager, Public Utilities
Caroline Cilek, Manager, Land Development & Floodplain Regulation
Jeremy Frantz, Senior Planner
Claudine Auclair, Manager, Business Center
Howard Critchfield, FEMA Floodplain Coordinator
Mike Ossorio, Director, Code Enforcement Division
Matt McLean, Director, Development Review
Rich Long, Director, Plans Review and Inspections

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 – Vice Chairman

Vice Chairman Foley called the meeting to order at 3:00pm

II. Approval of Agenda

Mr. Valle moved to approve the Agenda subject to adding Items A. Conservation Collier Update and Item B. NIM Update to Item VIII. Old Business. Second by Mr. Schiffer. Carried unanimously 8 - 0.

III. Approval of Minutes from April 5, 2017 Meeting

Mr. Dunnivant moved to approve the minutes of the April 5, 2017 meeting as presented. Second by Mr. Mitchell. Carried unanimously 8 - 0.

Mr. Gentry arrived at 3:05pm

Mr. Brooker arrived at 3:07pm

Ms. Spurgeon DeJohn arrived at 3:09pm

Mr. Mulhere arrived at 3:11pm

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 March 22, – April 21, 2017 Highlights” for information purposes. He noted:

- The Division continues its public outreach program including numerous monthly meetings with civic associations, Immokalee CRA’s and Task Forces, community sweeps, etc.
- Brenda Garretson, Special Magistrate was contracted for another year of work.
- Staff has undergone changes for those serving the Immokalee area.

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

Mr. Fey reported:

- The templates for water and waste water applications are now available.
- The workbook for calculating water flows and fees has been revised and the County now utilizes design flows of 100 gpd for sewer and 140 gpd for water per capita.
- The Utility Manual is being updated and may be brought to the Subcommittee for review including an analysis of costs associated with the changes before being heard by the DSAC.
- A study of the Utility Conveyance process is underway.

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

Ms. Lantz reported:

- Collier Blvd. project – completion by mid July.
- Vanderbilt Dr. bridges – project ahead of schedule.

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

Ms. Hingson reported:

- Drought conditions continue to plague the area.
- Site Development Plans reviews are at a 2 day turnaround and building plans at a 4 day turnaround.
- Inspections are at 3 day turnaround.

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

Mr. Fey reported:

- Jackie De LeRosa was awarded 2017 Fire Inspector of the Year by the Division of State Fire Marshal.
- Site Plan Review is at a 9 day turnaround and building plan review is at a 4 day turnaround.
- The Division will be hiring a plan reviewer this month.

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

Mr. Long submitted the “*Collier County April 2017 Monthly Statistics*” which outlined the building plan and land development review activities for the month.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- The client’s use of the electronic plan filing portal continues to increase which is a time savings for the County. Training on the feature is available to users.
- Measures are underway to include other features in the electronic filing such as preliminary and final acceptance of plans – *Mr. Mitchell and Mr. Dunnivant to assist in testing the process.*
- The new requirements for submitting Type I and Type II stormwater plans for single family home construction has been adopted and revisions may be sought to approved plans, if necessary.

VI. New Business

A. FEMA Building related changes [Jonathan Walsh/Howard Critchfield]

Mr. Walsh provided the “*Bulletin # 15 – Flood Openings dated April 20, 2017, effective immediately*” for information purposes. He noted the bulletin seeks to aid applicants in providing the necessary information on plans submitted to the County.

Discussion occurred on development in the Special Flood Hazard Area whereby the County requires the lowest floor for living being at least 18 inches above the crown of a paved road. The Florida Building Code does not currently require 1 foot of freeboard for residential construction in flood zones however, a change is proposed which states “*Buildings or structures in the flood hazard areas including flood hazard areas designated as Coastal A zones shall have the lowest floor elevated to or above the base flood elevation plus one foot, or the design flood elevation.*” If the requirement is instituted, Staff will be analyzing data to determine any financial impacts on the County or changes necessary to local regulations to accommodate the change.

Mr. Walsh provided an update on Staff’s initiative to close out expired in CityView and CDPlus. A vast majority of the permits have been closed out and those remaining will either be dealt with at the

time of real estate transactions or via notifications to contractors requesting outstanding permits be closed out or enforcement action may be brought through the Contractor Licensing Division.

B. May – Building Safety Month [Claudine Auclair]

Ms. Auclair reported May is Building Safety Month and the Division continues its community outreach program including classes held at local high schools, natural disaster preparation information days at Ace Hardware, etc.

C. Fee Schedule study [Caroline Cilek]

Ms. Cilek and Mr. Kovensky reported:

- The changes to the fee schedule are to be heard by the Board of County Commissioners in June.
- The changes include reducing fees for A/C change outs for those applications filed electronically (now \$60.00), applications for solar heating of swimming pool water and solar electric (from \$160 to \$100 and \$500 to \$200 respectively), and irrigations permits from \$100 to \$35.00.
- Upon review of the study, the consultants recommended changes that would have generated approximately \$25M in new revenue annually if implemented, a direction the County was not interested in pursuing.
- The County may look at the model for any additional fee changes in the beginning of 2018 however currently possesses ample funds for operation of the Division including funds held in reserve accounts.

The Committee requested Staff provide an update at the next available meeting on the financial reserves and operating revenue currently available to the Division.

VII. Old Business

A. Conservation Collier Update

Mr. Frantz reported the proposed amendment will be heard by the Collier County Planning Commission in July of 2017.

B. NIM update

Mr. Frantz reported the proposed amendment restricting the timeline for Neighborhood Information Meetings is no longer under consideration.

VIII. Committee Member Comments

Staff reported the County Attorney's Office is investigating the responsibilities of the Hearing Examiner in relation to certain changes to land use applications (especially zoning related). There is a possibility some of the changes may actually require final approval by the Board of County Commissioners.

IX. Adjourn

Next Meeting Dates

June 7, 2017 - GMD Conference Room 610 – 3:00 pm

July 5, 2017 - GMD Conference Room 610 – 3:00 pm

August 2, 2017 - GMD Conference Room 610 – 3:00 pm

September 6, 2017 - GMD Conference Room 610 – 3:00 pm

May 3, 2017

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:25PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 6/7/17, as presented X, or as amended _____.